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## **E-TENDERING SERVICES**

### **EPPS0904 - REGISTERING ANOTHER USER ACCOUNT**



**VERSION 2.0 – 05/15**

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## Registering another User Account EPPS0904

### Purpose

Suppliers may wish to have more than one person or account set up to allow other people within the organisation to bid for opportunities.

The e-Tendering system supports two types of supplier users – EO Administrator and EO User. Only EO Administrators can create other users. The EO Admin account will have been set up the first time you registered on the system as a supplier.

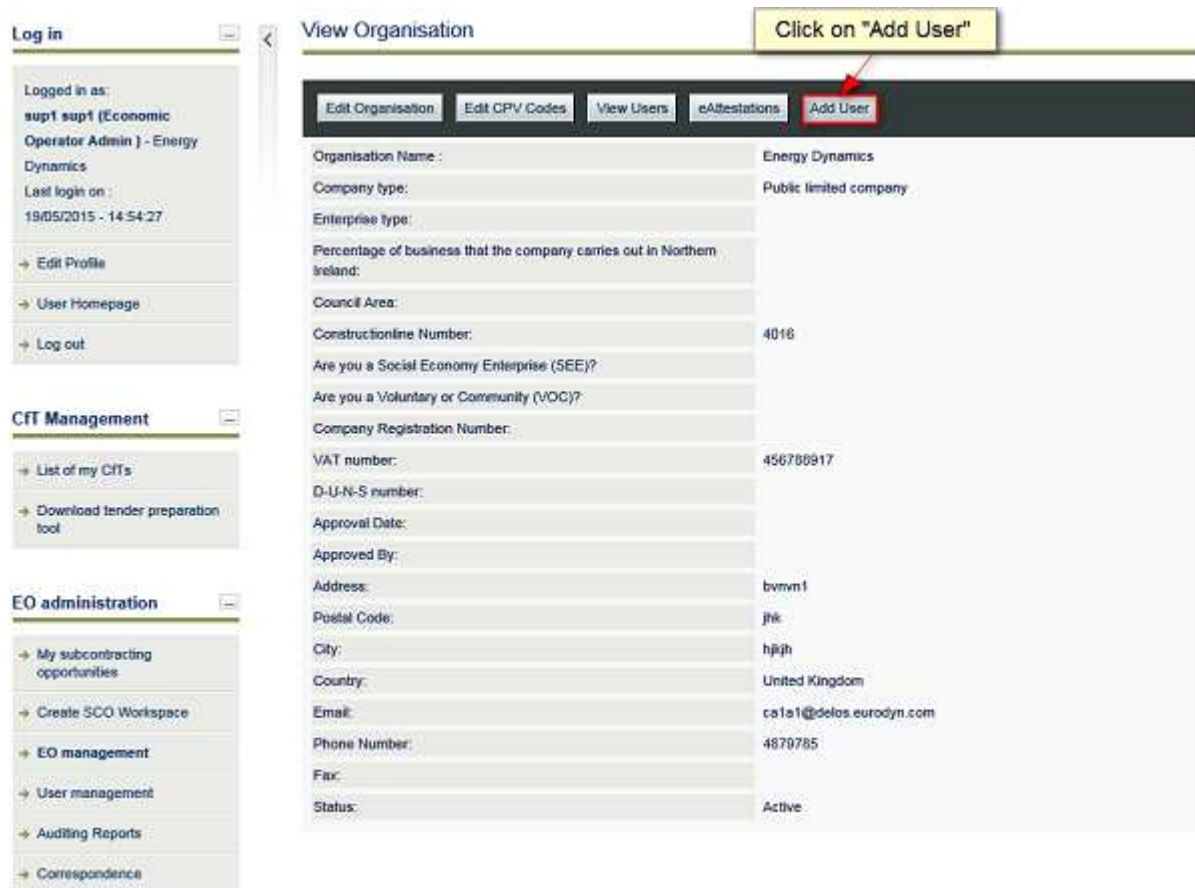
Please contact the e-PPS Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

### Procedure

- After logging in, select the “EO Management” option from the “EO Administration” menu:



- Click on the “Add User” option, as shown below:



The screenshot shows the 'View Organisation' page for 'Energy Dynamics'. The left sidebar contains navigation menus for 'Log in', 'CFT Management', and 'EO administration'. The main content area displays various organisational details. A red arrow points to the 'Add User' button in the top navigation bar.

**Log in**

Logged in as:  
sup1 sup1 (Economic Operator Admin) - Energy Dynamics  
Last login on :  
19/05/2015 - 14:54:27

→ Edit Profile  
→ User Homepage  
→ Log out

**CFT Management**

→ List of my CFTs  
→ Download tender preparation tool

**EO administration**

→ My subcontracting opportunities  
→ Create SCO Workspace  
→ EO management  
→ User management  
→ Auditing Reports  
→ Correspondence

**View Organisation**

Click on "Add User"

Edit Organisation Edit CPV Codes View Users eAttestations **Add User**

Organisation Name : Energy Dynamics  
Company type: Public limited company  
Enterprise type:  
Percentage of business that the company carries out in Northern Ireland:  
Council Area:  
Constructionline Number: 4016  
Are you a Social Economy Enterprise (SEE)?  
Are you a Voluntary or Community (VOC)?  
Company Registration Number:  
VAT number: 45678917  
D-U-N-S number:  
Approval Date:  
Approved By:  
Address: bvmv1  
Postal Code: jhk  
City: hgh  
Country: United Kingdom  
Email: ca1a1@delos.eurodyn.com  
Phone Number: 4879785  
Fax:  
Status: Active

- Fill in the mandatory information below, paying particular attention to the “Password Rules”:

15:36:32 EEST
Search: Select
Search
View current opportunities

Log in

Logged in as:  
**sup1 sup1 (Economic Operator Admin) - Energy Dynamics**  
Last login on:  
19/05/2015 - 14:54:27  
[Edit Profile](#)  
[User Homepage](#)  
[Log out](#)

CFT Management

[List of my CFTs](#)  
[Download tender preparation tool](#)

EO administration

[My subcontracting opportunities](#)  
[Create SCO Workspace](#)  
[EO management](#)  
[User management](#)  
[Auditing Reports](#)  
[Correspondence](#)

Add User

Please pay attention to the "Password Rules"

Organisation:
Energy Dynamics

Account Role:
Economic Operator User

\* First Name:
Zoe

\* Last Name:
Konstantinou

\* Username:
ZoeKon

\* Password:

\* Re-enter Password:

\* Email:
zoe.konstantinou@delos.eurodyn.com

Address:

Postal Code:

City:

\* Country:
United Kingdom

Phone Number:

Mobile phone:

Fax:

\* Preferred Language:
English

GAs of interest:
CA 01.1  
CA 3  
CA 4  
CA with Work Requests  
CA2

[Password Rules](#)

Click on "Save"

Save Reset Cancel

\*Fields with asterisk are mandatory

Initially, the account of the new user will be de-activated, displaying the 'inactive' emoticon (🙄) under their Status:

View Users

✔ User Successfully Added Close

#	First Name	Last Name	Organisational Role	Country	Status
1	sup1	sup1	Economic Operator Admin	United Kingdom	🙄
2	sup1a	sup1a	Economic Operator User	United Kingdom	🙄
3	sup1b	sup1b	Economic Operator Admin	United Kingdom	🙄
4	sup1c	sup1c	Economic Operator User	United Kingdom	🙄
5	Zoe	Konstantinou	Economic Operator User	United Kingdom	🙄

Add User Initially, the account of the new user will be de-activated Edit Account

5 results in total. Displaying: 1-5 Page 1 of 1

🟢 Active | 🙄 Inactive | 🛑 De-activated

The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number and a link to activate your account.

From: ni-eproc-test-noreply@eurodyn.com  
 Subject: eTendersNI Automated Notification - Account Confirmation  
 To: ni-eproc-test-noreply@eurodyn.com

Welcome to the eTendersNI.  
 The Registration process has been successfully completed.

It will be necessary to confirm your account by following this link and login to the system:  
<http://nirish-test.eurodyn.com/epps/home.do>  
 Your username is: suppe  
 Your registration transaction number is: 701342568

You can directly access confirmation page by following link:  
<http://nirish-test.eurodyn.com/epps/registerUserAndValidate.do?user=suppe&tn=25a6f78007c3f65eab7d2755e713b195>

Submit your transaction number when requested by the eTendersNI to verify your registration.

\*\*\*\*\*  
 IMPORTANT: All actions within the eTendersNI will be recorded for auditing purposes.  
 This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

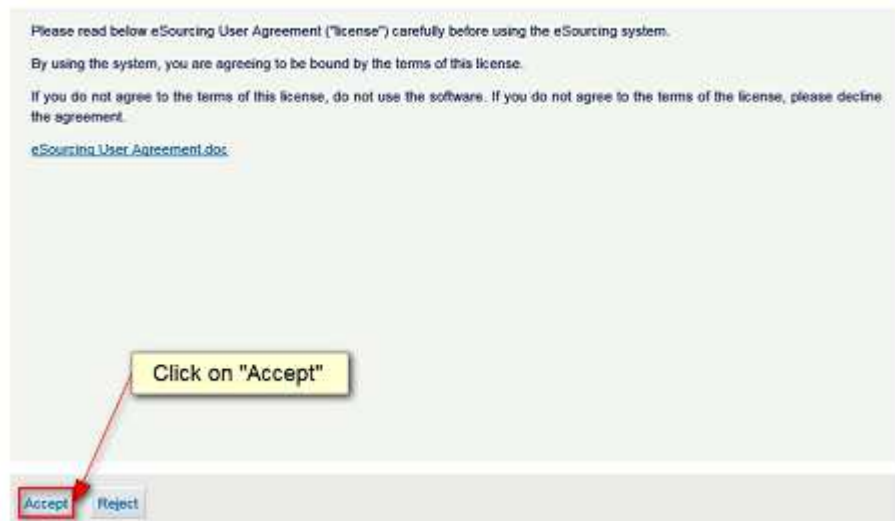
- In order to activate your account you can either click on the link provided in the email or, login and provide the transaction number, as shown below.



The screenshot shows the eSourcing system interface. At the top, there is a header bar with the time "17:09 05 EEST", a search bar with a dropdown menu set to "Select", and a "Search" button. To the right of the search bar is a link "View current opportunities". Below the header, on the left, is a "Log in" section. It displays "Logged in as: Zoe Konstantinou (Economic Operator User) - Energy Dynamics" and a "Log out" button. To the right of the login section is a "Transaction Number" section. It contains a yellow box with the text "Enter here the transaction number that you received by e-mail". Below this is a label "Identification Number" and a text input field. A red arrow points from the yellow box to the input field. Below the input field is a label "Please, enter the transaction number you received by e-mail". At the bottom right of the section is a "Submit" button.

- After reading the User Agreement and if you agree to the terms of the licence click on "Accept".

#### Accept agreement



The screenshot shows the "Accept agreement" page. It contains the following text: "Please read below eSourcing User Agreement ('license') carefully before using the eSourcing system. By using the system, you are agreeing to be bound by the terms of this license. If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement." Below this text is a link "eSourcing User Agreement.doc". At the bottom of the page are two buttons: "Accept" and "Reject". A red arrow points from a yellow box with the text "Click on 'Accept'" to the "Accept" button.

- Thereafter, the status of your account will be active and the 'active' emoticon (😊) will be displayed under your Status:

View Users

#	First Name	Last Name	Organisational Role	Country	Status
1	<a href="#">sup1</a>	sup1	Economic Operator Admin	United Kingdom	😊
2	<a href="#">sup1a</a>	sup1a	Economic Operator User	United Kingdom	😊
3	<a href="#">sup1b</a>	sup1b	Economic Operator Admin	United Kingdom	😊
4	<a href="#">sup1c</a>	sup1c	Economic Operator User	United Kingdom	😊
5	<a href="#">Zoe</a>	Konstantinou	Economic Operator User	United Kingdom	😊

5 results in total. Displaying: 1-5 Page 1 of 1

😊 Active | 😞 Inactive | 🚫 De-activated

The status of the account is now active

**-END OF DOCUMENT-**