
E-TENDERING SERVICES

EPPS0905- EDITING A SUPPLIER USER ACCOUNT



VERSION 2.0 – 05/15

Editing a Supplier User Account EPPS0905

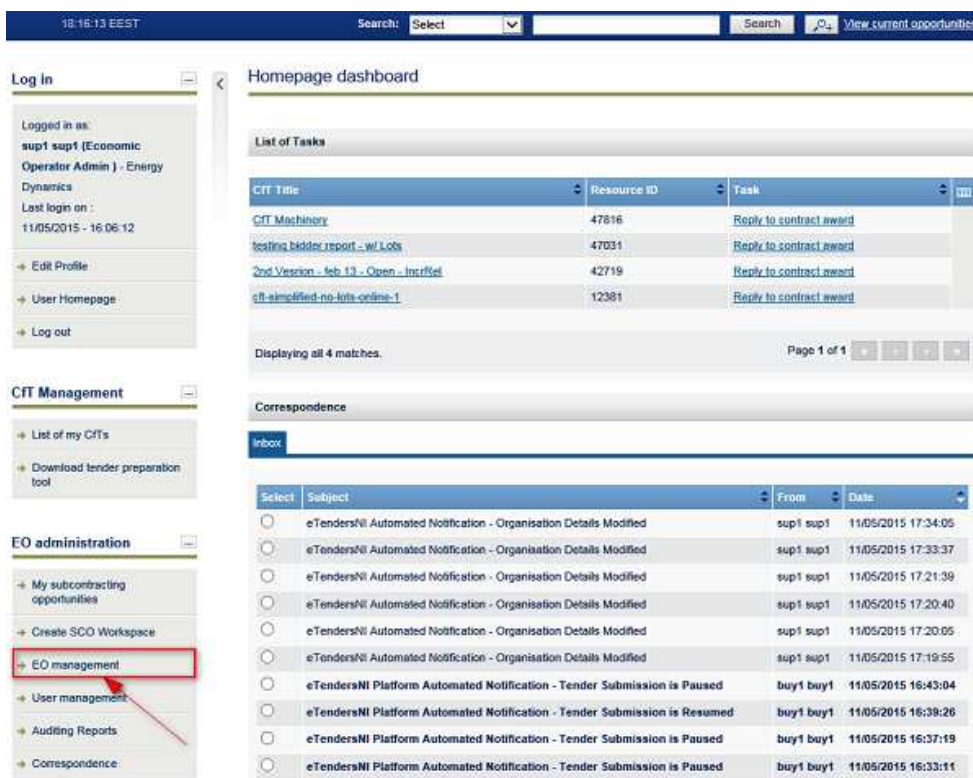
Purpose

It is important to keep company records up to date on the e-PPS system so that emails etc. are sent to the correct user address.

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

- Select the “User Management” option from the “EO Administration” menu.



The screenshot shows the e-PPS system interface. On the left, there is a sidebar menu with the following sections: 'Log In', 'CIT Management', and 'EO administration'. The 'EO administration' section is expanded, showing options: 'My subcontracting opportunities', 'Create SCO Workspace', 'EO management' (highlighted with a red box and an arrow), 'User management', 'Auditing Reports', and 'Correspondence'. The main content area displays a 'Homepage dashboard' with a 'List of Tasks' table. The table has columns: 'CIT Title', 'Resource ID', and 'Task'. It lists four tasks, all with the task 'Reply to contract award'. Below the table, it says 'Displaying all 4 matches.' and 'Page 1 of 1'. At the bottom, there is a 'Correspondence' section with an 'Inbox' table. The 'Inbox' table has columns: 'Select', 'Subject', 'From', and 'Date'. It lists several notifications from 'sup1 sup1' and 'buy1 buy1'.

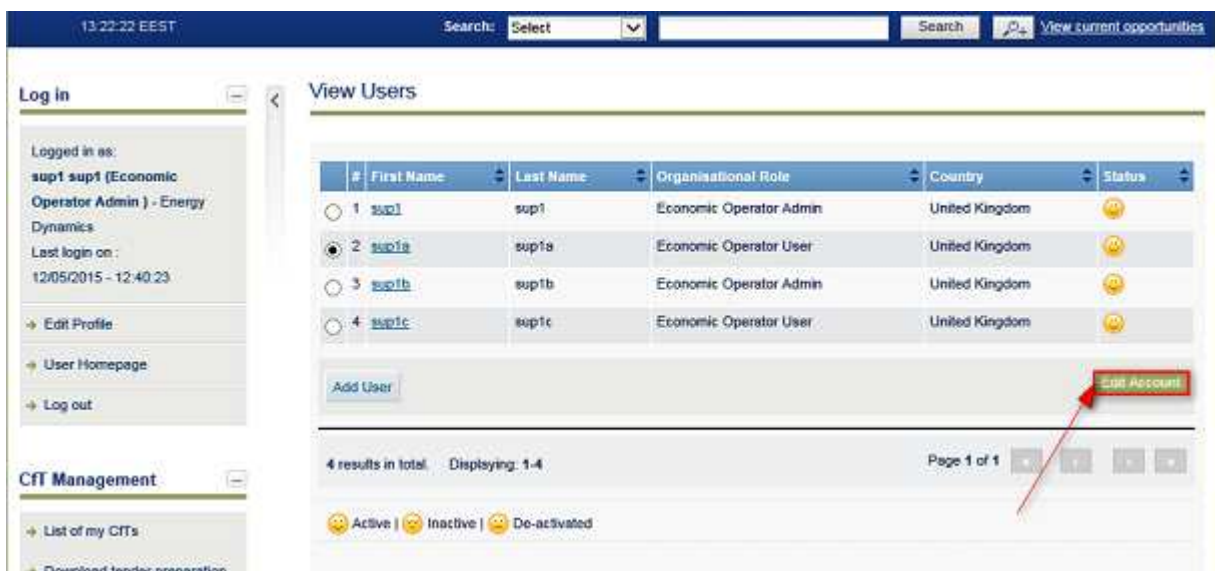
The system displays the “View Organisation” page, which contains the following buttons:

- “Edit Organisation”
- “CPV Codes”

- “View Users”
- eAttestations
- “Add User”
- Click on the “Add User” button

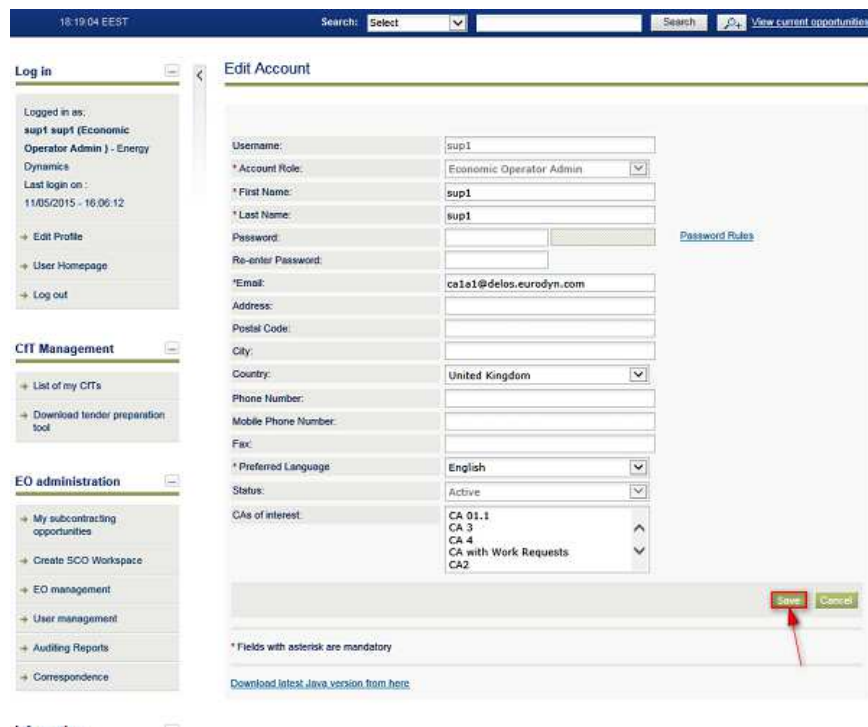


The system displays the list of users registered in the EO's organisation, as shown on the screenshot below.



- Select a user from the user's list using the radio buttons available and click on the "Edit Account" button

The system displays the details of the selected user account, and these can now be modified by the EO Administrator.



18.19.04 EEST Search: Select Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on:
11/05/2015 - 16:06:12

→ Edit Profile
→ User Homepage
→ Log out

CIT Management

→ List of my CITs
→ Download tender preparation tool

EO administration

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

Edit Account

Username: sup1

* Account Role: Economic Operator Admin

* First Name: sup1

* Last Name: sup1

Password:

Re-enter Password:

* Email: ce1a1@delos.eurodym.com

Address:

Postal Code:

City:

Country: United Kingdom

Phone Number:

Mobile Phone Number:

Fax:

* Preferred Language: English

Status: Active

CAs of Interest: CA 01.1, CA 3, CA 4, CA with Work Requests, CA2

[Password Rules](#)

* Fields with asterisk are mandatory

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- When done editing the account, click on the "Save" button.

If validation rules are not met, the system then shows a validation message and does not allow the user to continue (also changes made are not yet saved). The user then can amend the information and save again.

Most frequently violated validation rules listed below:

- Password format incorrect (e.g. too short, etc.)
- Use of invalid characters (the system does not allow the use of the "&", ">", "<" and "%" characters)
- Not valid email address

18:19:04 EEST

Search:

Search

[View current opportunities](#)

Log in

Logged in as:
sup1 sup1 (Economic
Operator Admin) - Energy
Dynamics
Last login on :
11/05/2015 - 16:06:12

[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](#)

Information

[View current opportunities](#)
[News](#)

Edit Account

 An error has occurred:
• [First Name](#) is invalid.

Username:

* Account Role:

* First Name:

* Last Name:

Password:

Re-enter Password:

*Email:

Address:

Postal Code:

City:

Country:

Phone Number:

Mobile Phone Number:

Fax:

* Preferred Language:

Status:

CAs of interest:

CA 01.1

CA 3

CA 4

CA with Work Requests

CA2

* Fields with asterisk are mandatory

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