E-TENDERING SERVICES

EPPS0905- EDITING A SUPPLIER USER ACCOUNT

EUROPEAN DYNAMICS

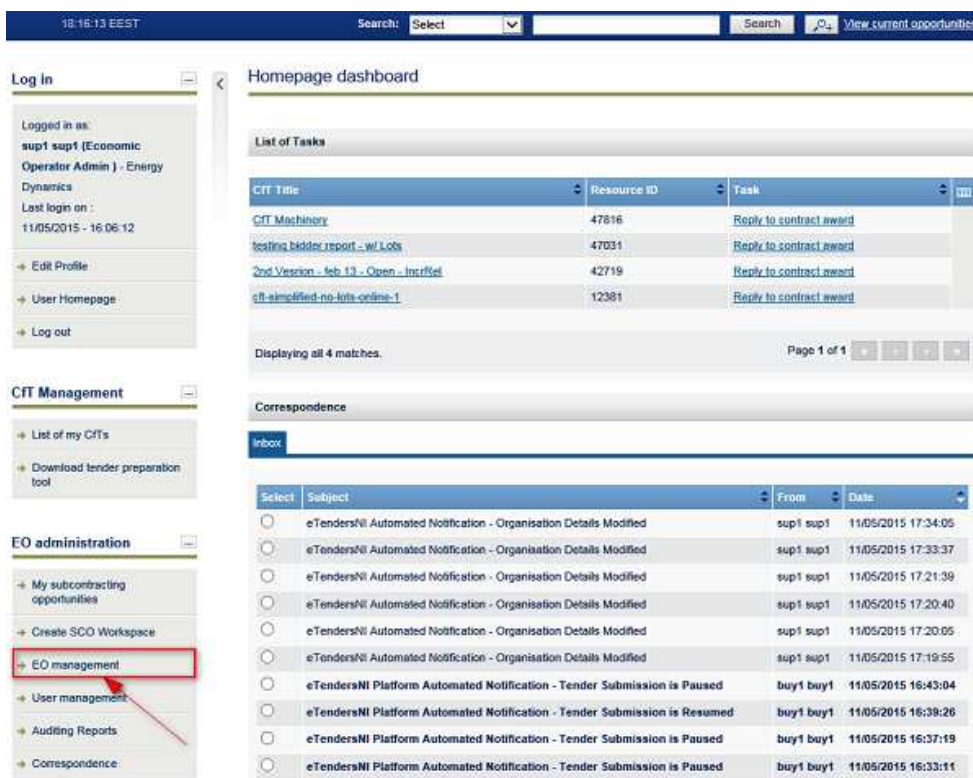# Editing a Supplier User Account
EPPS0905

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

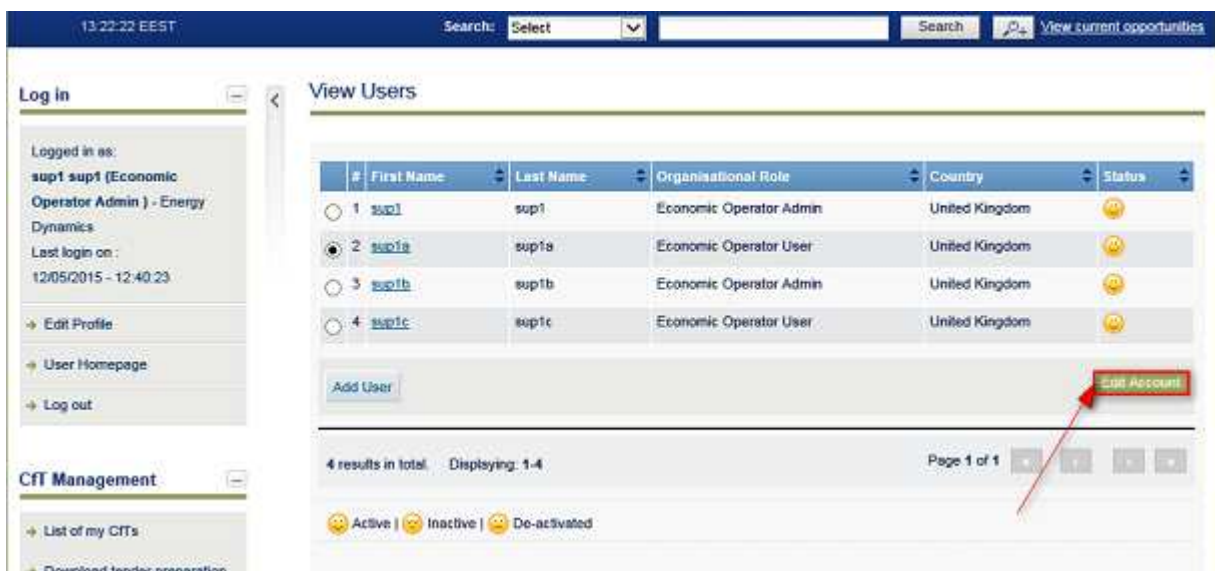- Select the "User Management" option from the "EO Administration" menu.

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

- o "Edit Organisation"
- o "CPV Codes"

- o "View Users"
- o eAttestations
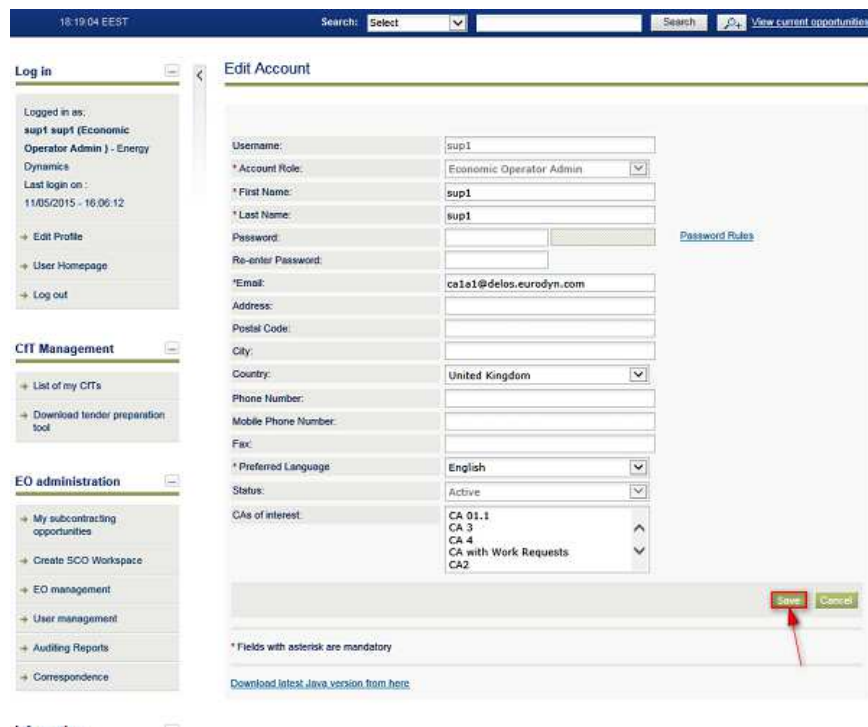- o "Add User"
- Click on the "Add User" button

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.

- 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:

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

-END OF DOCUMENT-