
E-TENDERING SERVICES

EPPS0905- EDITING A SUPPLIER USER ACCOUNT



VERSION 2.0 – 05/15

Editing a Supplier User Account

EPPS0905

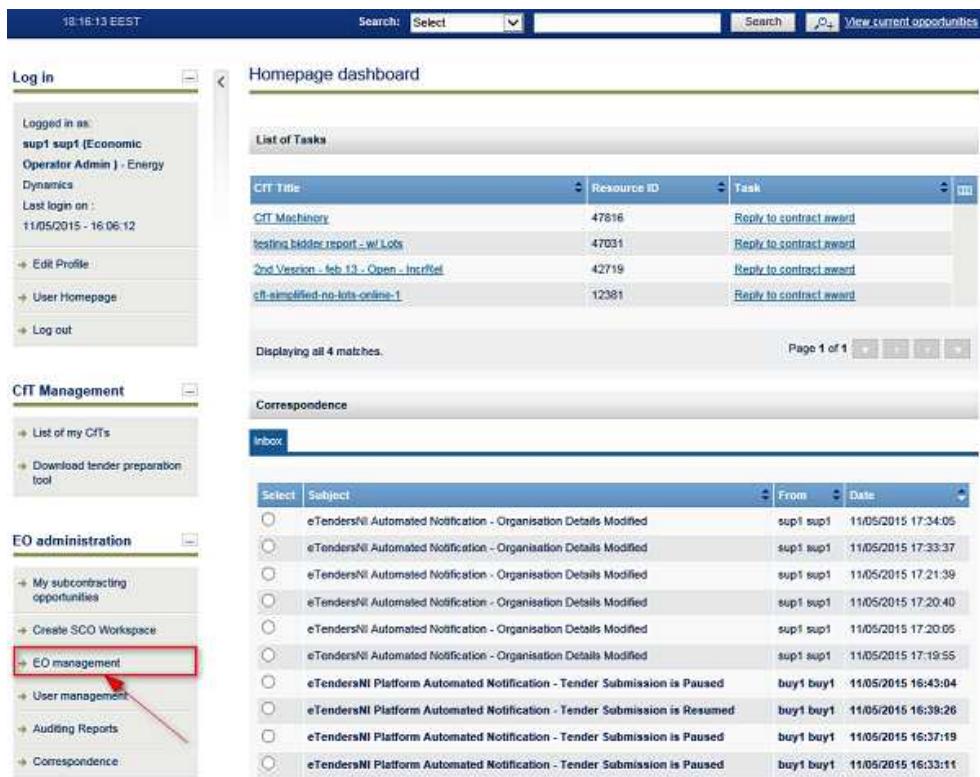
Purpose

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 homepage dashboard. On the left, there is a sidebar with the following menu structure:

- Log in
- CfT Management
- EO administration
 - My subcontracting opportunities
 - Create SCO Workspace
 - User management** (highlighted with a red box and a red arrow pointing to it)
 - Auditing Reports
 - Correspondence

The main content area displays a "List of Tasks" table and an "Inbox" table. The "List of Tasks" table has columns: CfT Title, Resource ID, and Task. The "Inbox" table has columns: Select, Subject, From, and Date.

CfT Title	Resource ID	Task
CfT Machinery	47816	Reply to contract award
testing bidder report - w/ Lots	47031	Reply to contract award
2nd Version - Feb 11 - Open - IncrRel	42719	Reply to contract award
cft-simplified-no-lots-online-1	12381	Reply to contract award

Select	Subject	From	Date
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:34:05
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:33:37
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:21:39
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:20:40
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:20:05
<input type="radio"/>	eTendersNI Automated Notification - Organisation Details Modified	sup1 sup1	11/05/2015 17:19:55
<input type="radio"/>	eTendersNI Platform Automated Notification - Tender Submission is Paused	buy1 buy1	11/05/2015 16:43:04
<input type="radio"/>	eTendersNI Platform Automated Notification - Tender Submission is Resumed	buy1 buy1	11/05/2015 16:39:26
<input type="radio"/>	eTendersNI Platform Automated Notification - Tender Submission is Paused	buy1 buy1	11/05/2015 16:37:19
<input type="radio"/>	eTendersNI Platform Automated Notification - Tender Submission is Paused	buy1 buy1	11/05/2015 16:33:11

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

- “Edit Organisation”
- “CPV Codes”

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

13:14:20 EEST

Log in

To modify organisation details (address, email etc.)

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on: 12/05/2015 - 12:40:23

→ Edit Profile
→ User Homepage
→ Log out

Cft Management

→ List of my Cfts
→ Download tender preparation tool

Search: Select Search View current opportunities

To view supplier users registered in the organisation

To add new users to the organisation

Ed Organisation Edit CPV Codes View Users eAttestations Add User

Organisation Name: Company Name: Energy Dynamics

Enterpris Percentage of business that the company carries out in Northern Ireland: Public limited company

Council Area: To register new CPV codes or modify the existing ones

Constructionline Number: 4016

Are you a Social Economy Enterprise (SEE)?

Are you a Voluntary or Community (VOC)?

Company Registration Number:

VAT number: 456788917

D-U-N-S number:

Approval Date:

To complete supplier profile certificates (e.g. financial profile, etc.)

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

13:22:22 EEST

Log in

View Users

Logged in as: sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on: 12/05/2015 - 12:40:23

→ Edit Profile
→ User Homepage
→ Log out

Cft Management

→ List of my Cfts
→ Download tender preparation tool

Search: Select Search View current opportunities

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

Add User

4 results in total. Displaying 1-4

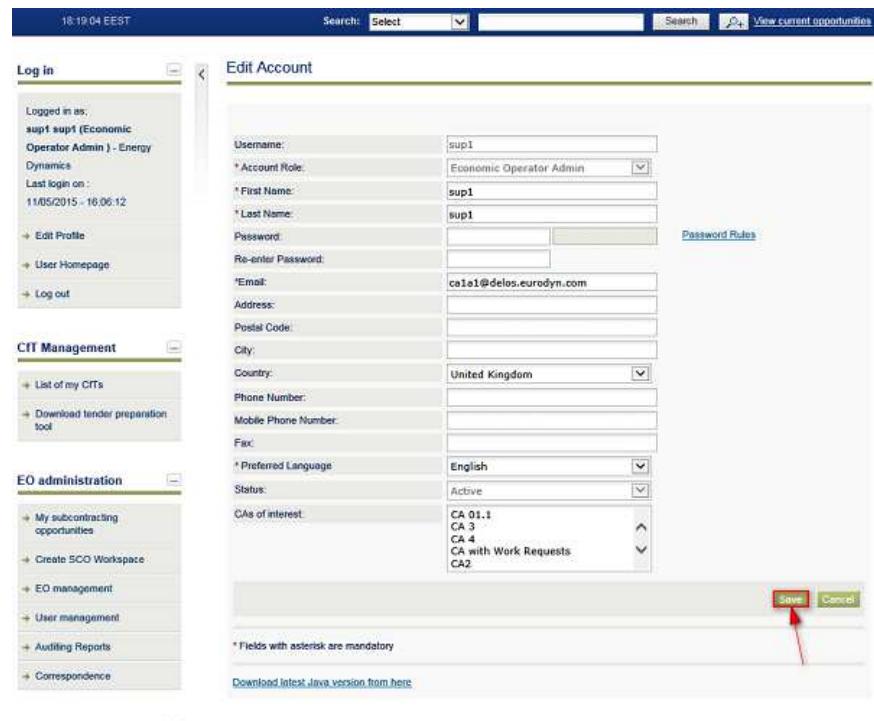
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Active | Inactive | De-activated

Edit Account

- 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.



The screenshot shows the 'Edit Account' page of the e-Sourcing system. On the left, there is a sidebar with 'Log in' and 'EO administration' sections. The 'EO administration' section is expanded, showing 'My subcontracting opportunities', 'Create SCO Workspace', 'EO management', 'User management', 'Auditing Reports', and 'Correspondence'. The main area is titled 'Edit Account' and contains a form with the following fields:
- Username: sup1
- Account Role: Economic Operator Admin
- First Name: sup1
- Last Name: sup1
- Password and Re-enter Password fields (both empty)
- Email: ca1a1@delos.eurodyn.com
- Address, Postal Code, City, Country (United Kingdom), Phone Number, Mobile Phone Number, Fax, Preferred Language (English), and Status (Active) fields (all empty or not applicable)
- CA's of interest: CA 01.1, CA 3, CA 4, CA with Work Requests, CA2 (a dropdown menu)
At the bottom right of the form, there are 'Save' and 'Cancel' buttons, with 'Save' being highlighted by a red arrow.

- 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: Select Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics

Last login on: 11/05/2015 - 16:08:12

+ 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: sup1
* Account Role: Economic Operator Admin
* First Name: sup1<&
* Last Name: sup1
Password:
Re-enter Password: [Password Rules](#)
*Email: calal@delos.euodyn.com
Address:
Postal Code:
City:
Country: United Kingdom
Phone Number:
Mobile Phone Number:
Fax:
*Preferred Language: English
Status: Active
CA's of interest: CA 01.1
CA 3
CA 4
CA with Work Requests
CA2

[Save](#) [Cancel](#)

* Fields with asterisk are mandatory

[Download latest Java version from here](#)

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