
E-TENDERING SERVICES

EPPS0910 - ACCEPTING A CONTRACT AWARD



VERSION 2.0 – 05/15



Accepting a Contract Award

EPPS0910

Purpose

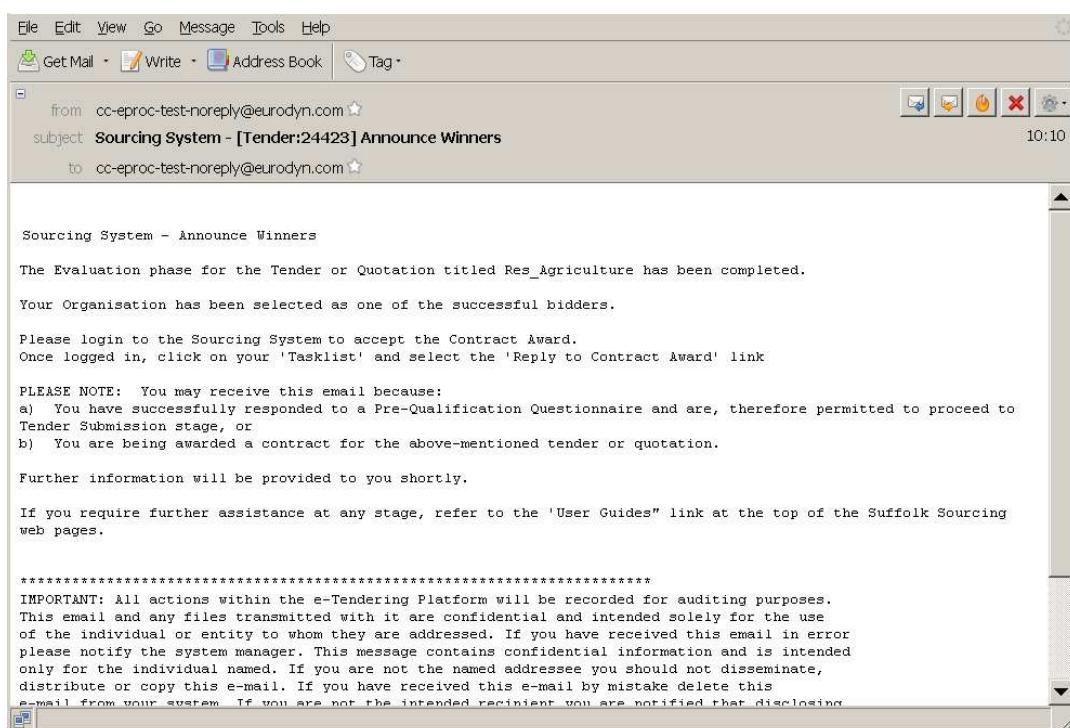
After a successful bid, you need to accept / reject the Contract Award using the e-Tendering system functionality in order to proceed with the publication of the Contract Award Notice.

This document covers the simple steps required to accept a contract award.

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

When the Procurement Officer selects your bid as successful, the e-Tendering system will dispatch the following notification to your email address.



In order to finalise the agreement you must accept the Contract Award on the e-Tendering system. Along with the email notification mentioned above, the system also creates a new task, "Reply to contract award", and adds it to your task list, as shown in the screenshot below.

- Log in on the e-Tendering system



17:36:08 EEST Search: Select Search View current opportunities

Log in Homepage dashboard

When you log in to the system you will be taken directly to the Task List. If not, press "User Homepage"

Operator Admin) - Energy

Dynamics

Last login on: 12/05/2015 - 17:14:37

+ Edit Profile

+ User Homepage

+ Log out

CFT Management

+ List of my CFTs

Inbox

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 13 - Open - IncrRel	42719	Reply to contract award
ch-simplified-no-lots-online-1	12381	Reply to contract award

Displaying all 4 matches. Page 1 of 1

Click on "Reply to contract award"

- Click on the "Reply to contract award" to access the associated functionality

17:29:44 EEST Search: Select Search View current opportunities

Log in Contract Award

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

Dynamics

Last login on: 12/05/2015 - 17:14:37

+ Edit Profile

+ User Homepage

+ Log out

My CFT role is: EOASSOC

▼ CFT 2nd Version - feb 13 - Open - IncrRel Show CFT Menu

Select your answer

Do you accept the contract award?

Accept

Decline

Press "Submit"

Submit Cancel

-END OF DOCUMENT-