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# **E-TENDERING SERVICES**

## **EPPS0902 - ACTIVATING YOUR SUPPLIER ADMINISTRATOR ACCOUNT AFTER REGISTRATION**



**VERSION 2.0 – 05/15**

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# Activating your Supplier Administrator Account after Registration

## EPPS0902

### Purpose

Upon the successful registration of your organisation, it is mandatory to verify that the email address provided for the Supplier Administrator account is indeed valid and active. Once the account is activated, full access to the system functionality is granted to the Supplier Administrator.

This document will describe step by step the process of activating your Supplier Administrator account.

### Procedure

In order to activate your account, the e-Tendering system will dispatch by email the “Registration Confirmation” notification, as the one shown below, to the address provided during registration (if you did not received this notification, please see

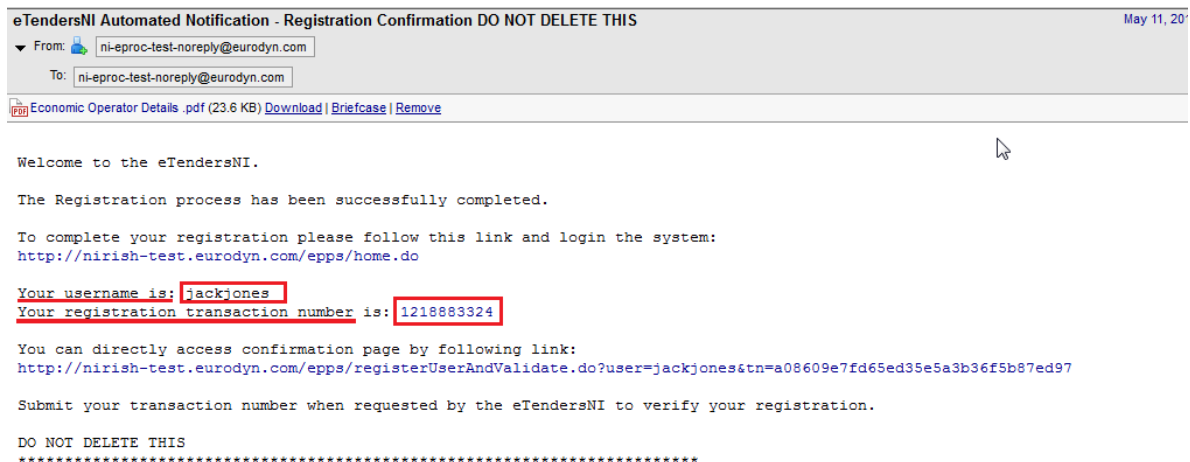


**IMPORTANT NOTE:** If you cannot see the clock (see screenshot above) please **contact immediately your organisation’s IT department** in order to install the Java Runtime Environment (JRE), which can be downloaded from the link below.

**The JRE software is a mandatory requirement for using the system.**

<http://www.java.com/getjava>.

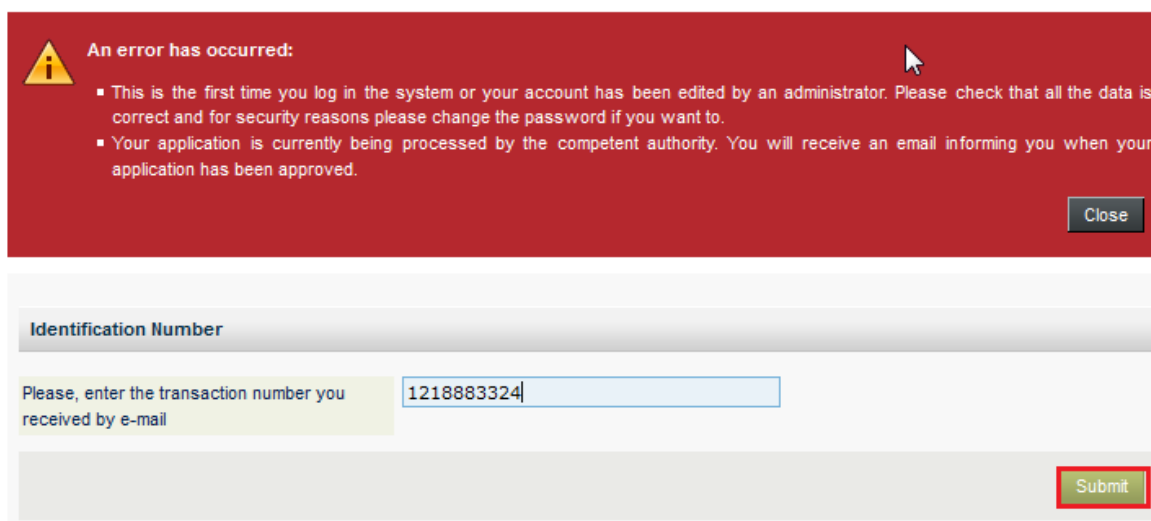
**Transaction number not received** below).



In this notification it is included the username selected by the user and the **Transaction number**<sup>1</sup> required to validate the account.

- Log in on the e-Tendering system using your username and password selected during the registration (if you don't remember your password, please check the appropriate user guidelines to reset your password)

### Transaction Number



The screenshot shows a red error message box at the top with a yellow warning icon. The message reads: "An error has occurred: This is the first time you log in the system or your account has been edited by an administrator. Please check that all the data is correct and for security reasons please change the password if you want to. Your application is currently being processed by the competent authority. You will receive an email informing you when your application has been approved." A "Close" button is in the bottom right of the error box. Below the error box is a form titled "Identification Number". It contains a text input field with the value "1218883324" and a "Submit" button.

After this first login, the e-Tendering system will ask you to provide your transaction number to activate your account, as shown in the screenshot above.

- Provide the transaction number received by email and click on the “Submit” button.

In case your registration has not been yet approved by the Contracting Authority (approval is generally completed within 2-3 working days), the message “*Your application is being processed. You will receive an email informing when your application has been approved*” is also displayed. Please note that this is just an informative message and does not prevent you from expressing an interest or submitting a tender response for tenders published on the system. There are though, other limitations (e.g. no new supplier users can be created till the organisation is approved).

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<sup>1</sup> Please note that the transaction number is NOT the password, the password is never sent by the system in plain text for security reasons.



## Accept agreement

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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.

[eSourcing User Agreement.doc](#)



Accept

Reject

- Accept the User Agreement.



Please note that if you reject the User Agreement, your Supplier account will be disabled right away, access to the system denied and you will need to contact the Contracting Authority in order to enable it.

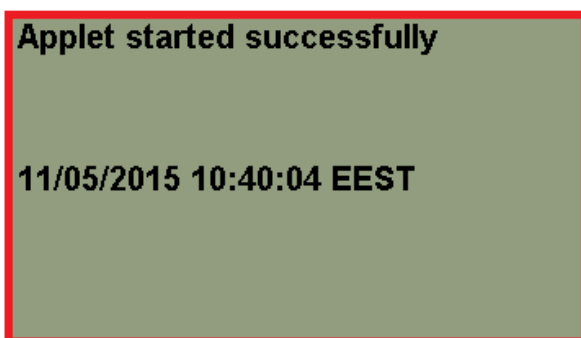


## System requirements

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### Technical Requirements

- Use one of the following web browsers
  - Internet Explorer (version 7 or higher)
  - Mozilla Firefox (version 3.5 or higher)
- Javascript enabled
- Session Cookies enabled
- Screen Resolution: 1024 x 768
- Adobe Flash Player (version 8 or higher)
- Java Runtime Environment (version 1.6 or higher). If you can see the clock, then the required version of the JRE is already installed in your PC. Otherwise,
- [Download latest Java version from here](#)



If you do not see the clock here please contact your IT department and ask them to install on your PC Java Runtime Environment (JRE)

### Other requirements

- Access the Internet through HTTP/HTTPS
- Have a valid e-mail address
- In case Internet Explorer 7 is used on a Windows Vista operating system, please ensure that JRE version 1.6.0\_07 (or higher) is installed.

[Finish \(Go to my profile\)](#)



**IMPORTANT NOTE:** If you cannot see the clock (see screenshot above) please **contact immediately your organisation's IT department** in order to install the Java Runtime Environment (JRE), which can be downloaded from the link below.

**The JRE software is a mandatory requirement for using the system.**

<http://www.java.com/getjava>.

**Transaction number not received:** In case the email notification, which includes the Transaction number, has been blocked by SPAM filters configured on your



system or corporate network, please provide the email address used by the e-Tendering system ([ni-eproc-noreply@eurodyn.com](mailto:ni-eproc-noreply@eurodyn.com)) to your IT department, so as to ensure that no emails coming from that address are blocked or filtered out.

Once the above is granted by your IT department, you can generate a new Transaction number simply providing your **username**<sup>2</sup> in the “Forgot your Password” functionality.

### Forgot your password?

Insert your User name and instructions will be sent to your email provided to the system.

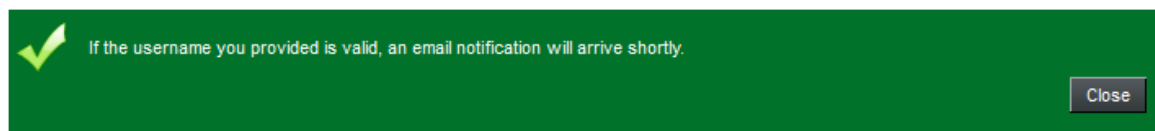
\* Username: jackjones

Insert your username here

Send Cancel

\*Fields with asterisk are mandatory

### Welcome to eTendersNI




There is no need to actually update your password, but just by sending the request for instructions the system will dispatch another email, like the one shown in the screenshot below, which will contain a new transaction number. Please just login and use this new transaction number and ignore the rest of the message.

<sup>2</sup> Please make sure the correct username is used as for security reasons the system will display a success message even when an incorrect username is provided. If you don't remember your username, please contact the e-Tendering helpdesk.



**New Password link for eTendersNI**

From:  ni-eproc-test-noreply@eurodyn.com  
To: ni-eproc-test-noreply@eurodyn.com

eTendersNI - Password reset instructions

New password for user: jackjones, with full name Jack Jones.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:

<http://nirish-test.eurodyn.com/epps/prepareResetPassword.do?username=jackjones&num=b3vytb81eb0t>

Your registration transaction number is: 1218883324

**-END OF DOCUMENT-**