
E-TENDERING SERVICES

EPPS0904 - REGISTERING ANOTHER USER ACCOUNT



VERSION 2.0 – 05/15

Registering another User Account EPPS0904

Purpose

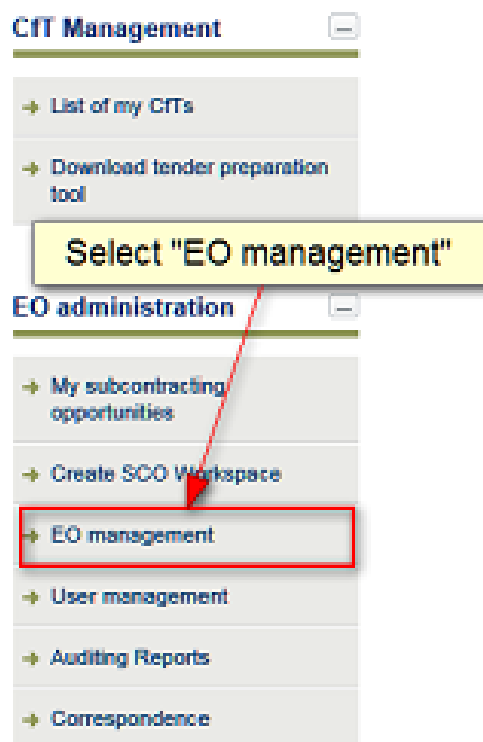
Suppliers may wish to have more than one person or account set up to allow other people within the organisation to bid for opportunities.

The e-Tendering system supports two types of supplier users – EO Administrator and EO User. Only EO Administrators can create other users. The EO Admin account will have been set up the first time you registered on the system as a supplier.

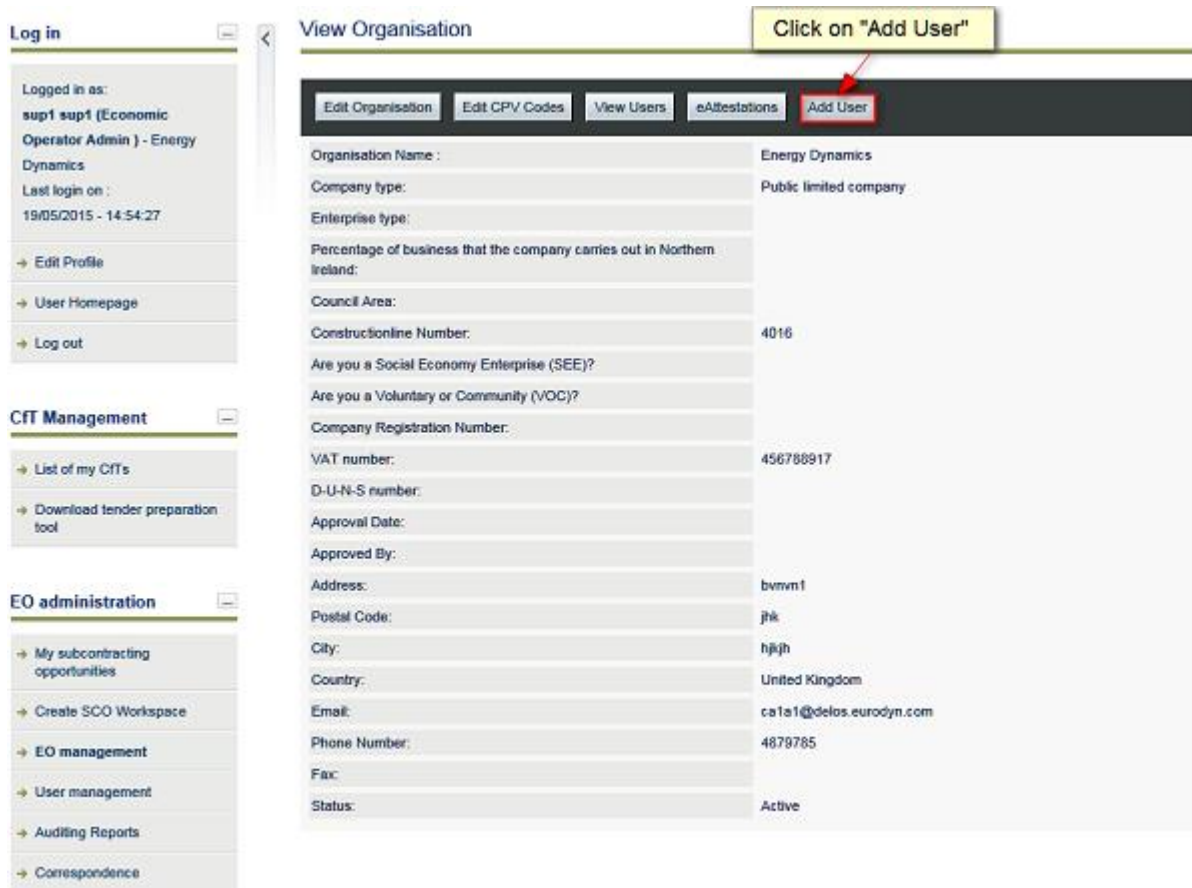
Please contact the e-PPS Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

Procedure

- After logging in, select the “EO Management” option from the “EO Administration” menu:



- Click on the “Add User” option, as shown below:



Log in

Logged in as:
sup1 sup1 (Economic
Operator Admin) - Energy
Dynamics
Last login on :
19/05/2015 - 14:54:27

→ 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

View Organisation

Click on "Add User"

Edit Organisation Edit CPV Codes View Users eAttestations **Add User**

Organisation Name :	Energy Dynamics
Company type:	Public limited company
Enterprise type:	
Percentage of business that the company carries out in Northern Ireland:	
Council Area:	
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:	
Approved By:	
Address:	bvmv1
Postal Code:	jhk
City:	hijkh
Country:	United Kingdom
Email:	ca1a1@delos.eurodyn.com
Phone Number:	4879785
Fax:	
Status:	Active

- Fill in the mandatory information below, paying particular attention to the “Password Rules”:

15:36:32 EEST Search: Select Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on :
19/05/2015 - 14:54:27

- 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

Add User

Please pay attention to the "Password Rules"

Organisation: Energy Dynamics

Account Role: Economic Operator User

* First Name: Zoe

* Last Name: Konstantinou

* Username: ZoeKon

* Password: [masked]

* Re-enter Password: [masked]

* Email: zoe.konstantinou@delos.eurodyn.com ✕

Address:

Postal Code:

City:

* Country: United Kingdom

Phone Number:

Mobile phone:

Fax:

* Preferred Language: English

GAs of interest: CA 01.1, CA 3, CA 4, CA with Work Requests, CA2

Click on "Save"

Save Reset Cancel

*Fields with asterisk are mandatory

Initially, the account of the new user will be de-activated, displaying the 'inactive' emoticon (🙄) under their Status:

View Users

✔ User Successfully AddedClose

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

Initially, the account of the new user will be de-activated

5 results in total. Displaying: 1-5 Page 1 of 1

🟢 Active | 🙄 Inactive | 🛑 De-activated

The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number and a link to activate your account.

From: ni-eproc-test-noreply@eurodyn.com
Subject: eTendersNI Automated Notification - Account Confirmation
To: ni-eproc-test-noreply@eurodyn.com

Welcome to the eTendersNI.
The Registration process has been successfully completed.

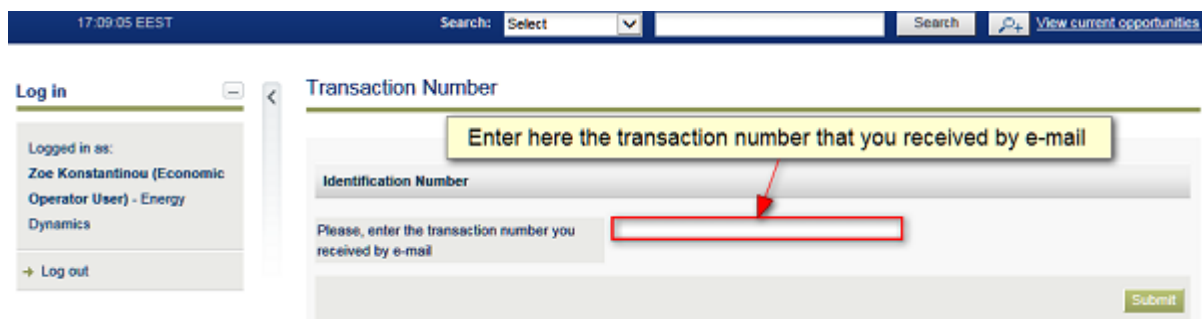
It will be necessary to confirm your account by following this link and login to the system:
<http://nirish-test.eurodyn.com/epps/home.do>
Your username is: suppe
Your registration transaction number is: 701342568

You can directly access confirmation page by following link:
<http://nirish-test.eurodyn.com/epps/registerUserAndValidate.do?user=suppe&tn=25a6f78007c3f65eab7d2755e713b195>

Submit your transaction number when requested by the eTendersNI to verify your registration.

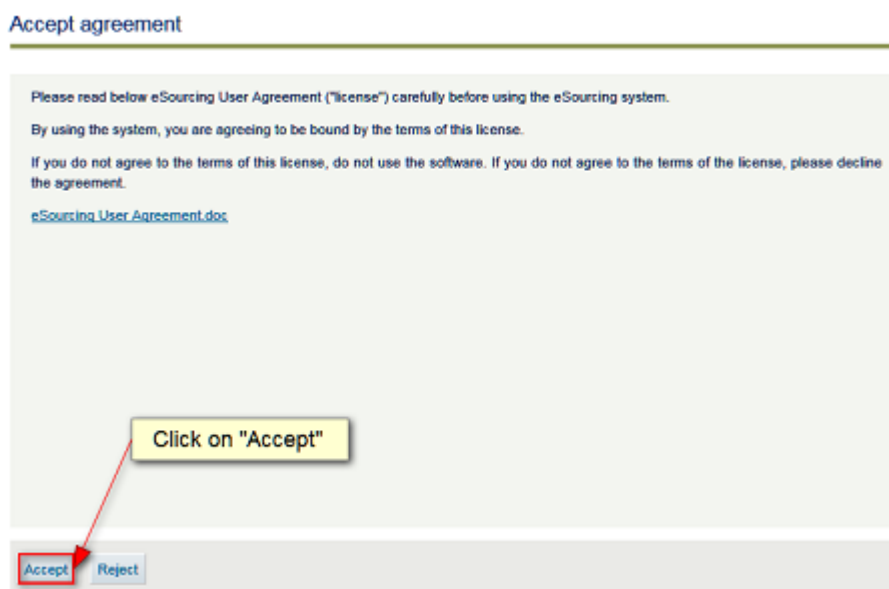
IMPORTANT: All actions within the eTendersNI will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

- In order to activate your account you can either click on the link provided in the email or, login and provide the transaction number, as shown below.



The screenshot shows the eSourcing system interface. At the top, there is a navigation bar with the time '17:09:05 EEST', a search dropdown menu, and a 'View current opportunities' link. On the left, a 'Log in' sidebar shows the user is logged in as 'Zoe Konstantinou (Economic Operator User) - Energy Dynamics' with a 'Log out' button. The main content area is titled 'Transaction Number' and contains a form. A yellow callout box with the text 'Enter here the transaction number that you received by e-mail' points to a red-bordered input field. Below the input field is a 'Submit' button.

- After reading the User Agreement and if you agree to the terms of the licence click on "Accept".



The screenshot shows the 'Accept agreement' page. It features a heading 'Accept agreement' and a text area with the following content: '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](#)'. At the bottom of the page, there are two buttons: 'Accept' and 'Reject'. A yellow callout box with the text 'Click on "Accept"' has a red arrow pointing to the 'Accept' button.

- Thereafter, the status of your account will be active and the 'active' emoticon (😊) will be displayed under your Status:

View Users

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

5 results in total. Displaying: 1-5 Page 1 of 1

😊 Active | 😞 Inactive | 😞 De-activated

The status of the account is now active

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