
E-TENDERING SERVICES

EPPS0905- EDITING A SUPPLIER USER ACCOUNT



VERSION 2.0 – 05/15

Editing a Supplier User Account EPPS0905

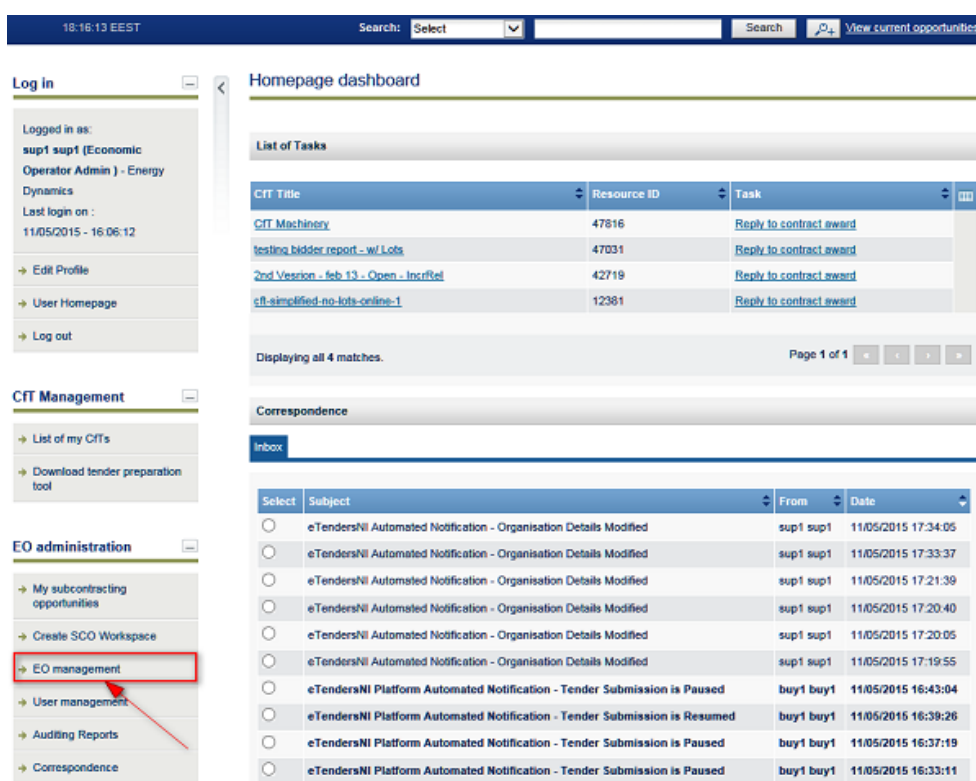
Purpose

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 system homepage dashboard. On the left sidebar, under the 'EO administration' section, the 'EO management' option is highlighted with a red box and a red arrow. The main content area displays a 'List of Tasks' table with columns for CFT Title, Resource ID, and Task. Below this is a 'Correspondence' section with an 'Inbox' table listing various notifications and their details.

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 - Incr/Bid	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

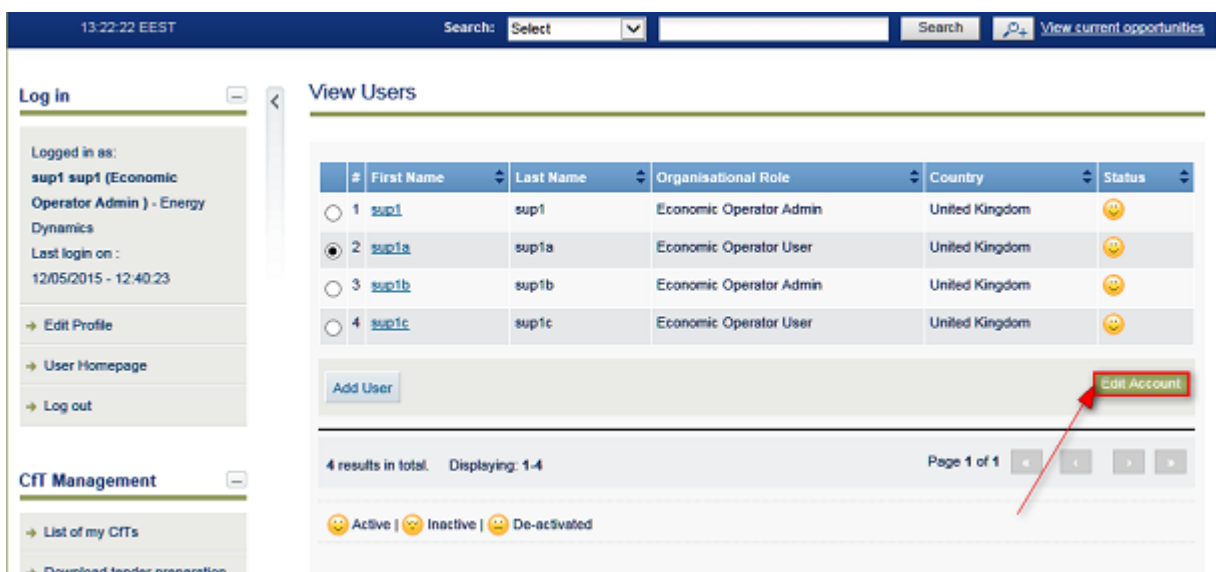
The system displays the “View Organisation” page, which contains the following buttons:

- “Edit Organisation”
- “CPV Codes”

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

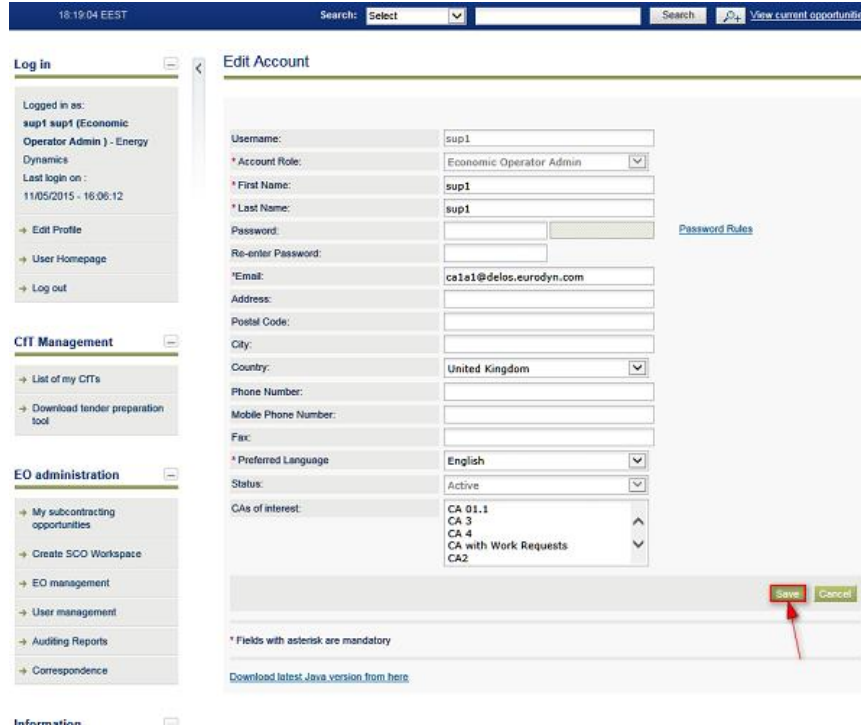


The system displays the list of users registered in the EO’s organisation, as shown on the screenshot below.



- 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.



The screenshot shows the 'Edit Account' page in a web application. The page has a header with the time '18:19:04 EEST', a search bar, and a 'View current opportunities' link. On the left, there is a sidebar with sections: 'Log in' (showing user 'sup1 sup1 (Economic Operator Admin)' and last login '11/05/2015 - 16:06:12'), 'CIT Management' (with links for 'List of my CITs' and 'Download tender preparation tool'), and 'EO administration' (with links for 'My subcontracting opportunities', 'Create SCO Workspace', 'EO management', 'User management', 'Auditing Reports', and 'Correspondence'). The main content 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, Re-enter Password, Email (ca1a1@delos.eurodyn.com), Address, Postal Code, City, Country (United Kingdom), Phone Number, Mobile Phone Number, Fax, Preferred Language (English), Status (Active), and CAe of interest (CA 01.1, CA 3, CA 4, CA with Work Requests, CA2). At the bottom right of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. Below the form, there is a note: '* Fields with asterisk are mandatory' and a link: 'Download latest Java version from here'.

- 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 - 16:06:12

→ 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 Close

Username: sup1
* Account Role: Economic Operator Admin
* First Name: sup1-c& x
* Last Name: sup1
Password: [Password Rules](#)
Re-enter Password:
* Email: ca1a1@delos.eurodyn.com
Address:
Postal Code:
City:
Country: United Kingdom
Phone Number:
Mobile Phone Number:
Fax:
* Preferred Language: English
Status: Active
CAs 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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