OECS eTendering System (ePPSS)

Instructions for Supplier Registration

3 Registration of Supplier

All Suppliers are able to self-register to use the ePPSS system. In order for an Supplier to register in the system, the user should select the option "**Register as Supplier**" from the "**Login Panel**" of the main page (Figure 18).

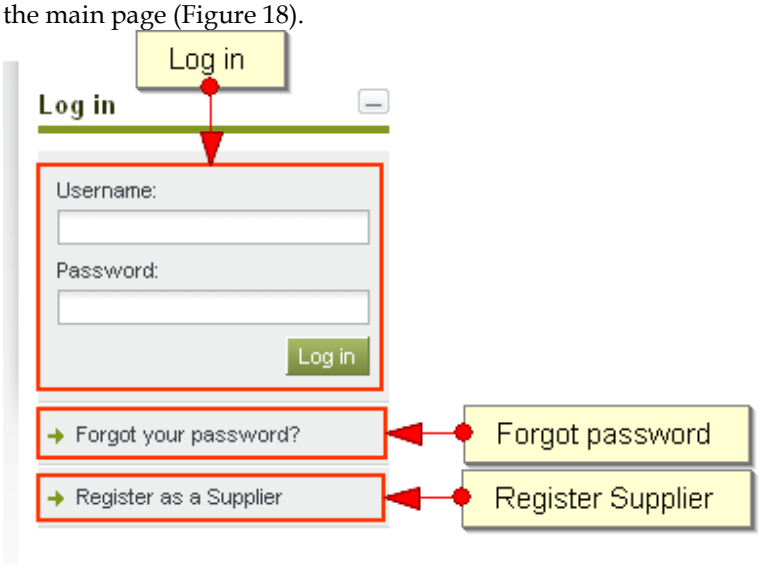


Figure 18: Register as Supplier

In the first phase of the registration procedure the user registers his organisation by providing the following mandatory information (Figure 19):

- Organisation Name
- Company type
- At least one of the:
  - Company Registration Number,
  - VAT Number or,
  - Business identification number
- Country
- Address
- Postal Code
- City
- Email
- Phone Number
- Fax (optional)
- Manufacturer /Distributor option
- Captcha code

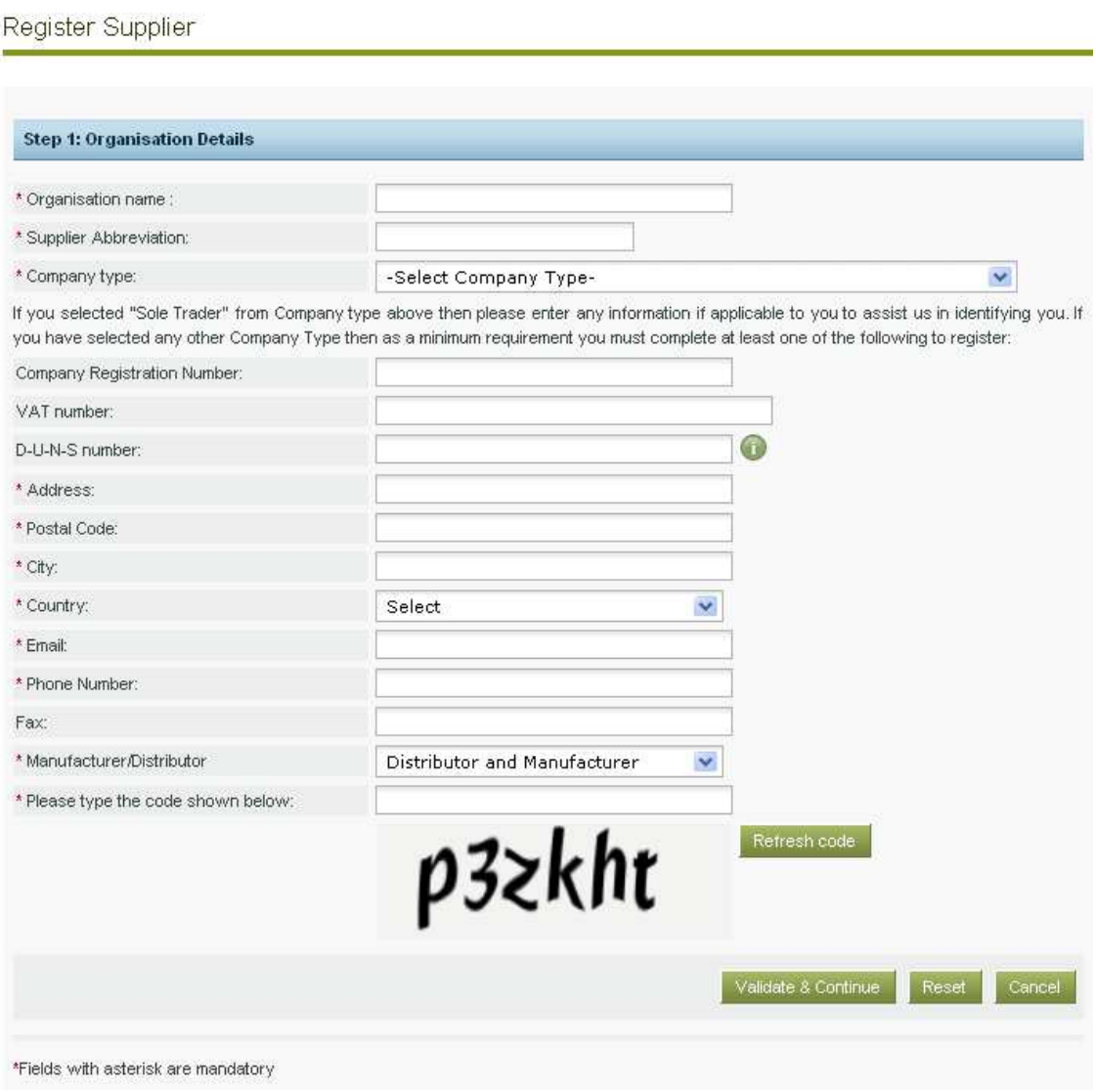


Figure 19: Registration of organisation

In order to proceed to the next phase, the user should have also typed, in the provided text field, the visual **CAPTCHA** code displayed by the system on the screen. Selecting the "**Refresh**" button updates the code (Figure 19). Finally, the user should select the button "**Validate and Continue**" to continue the registration process.

The next step (optional) is the association of CPV codes of interest with the organisation (Figure 20). The user can associate CPV codes by the use of the button. The button is used to delete a selected CPV code.

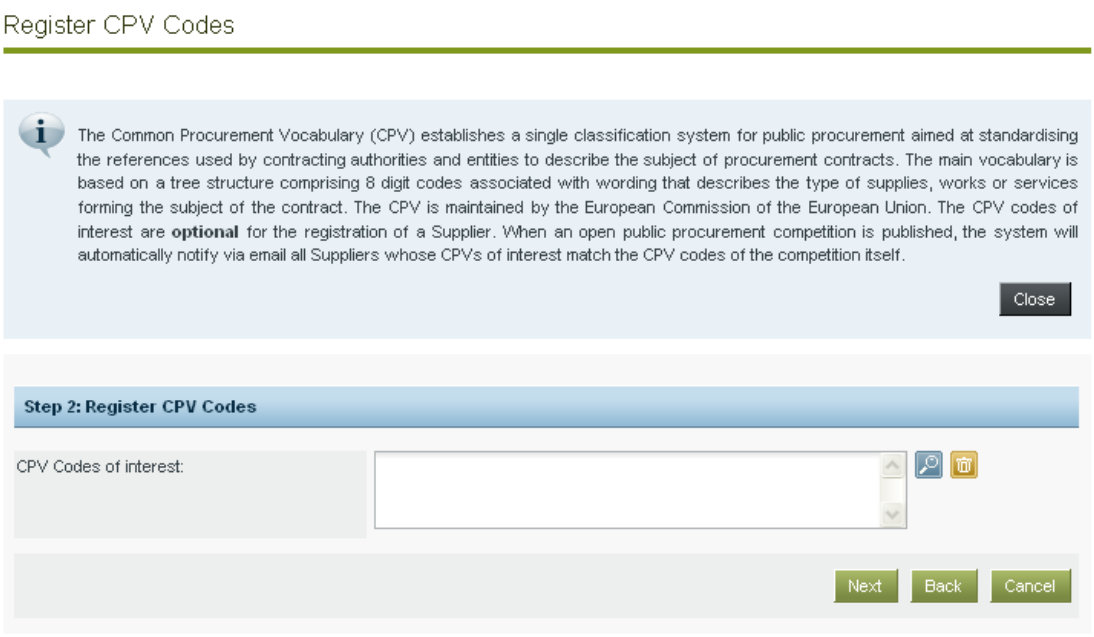


Figure 20: Registration of CPV codes

In order to continue, the user should select the "**Next**" button. The button "**Back**" returns the user to the previous phase (Figure 19).

At the final phase the user registers the administrator of the Supplier (Supplier Admin). The following details are mandatory (Figure 21):

- First Name
- Last Name
- Username
- Password
- Email
- Country
- Preferred language of GUI
- Secret question
- Secret answer

Furthermore, the following details are optional (Figure 21):

- Address
- Postal Code
- City
- Phone number
- Mobile number
- Fax

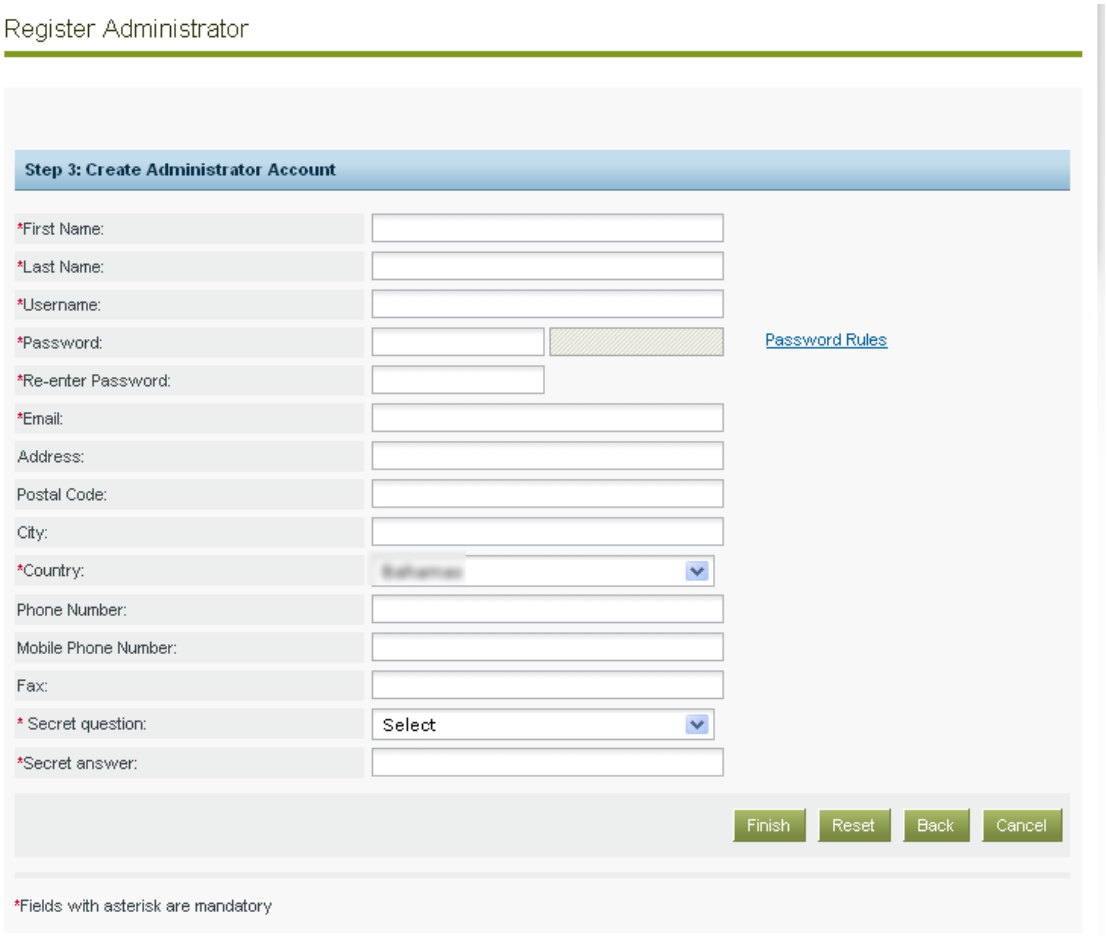


Figure 21: Registration of Supplier admin

In order to finalise the registration process the user selects the button "**Finish**". A message confirming the successful registration of the Supplier will be displayed:



Figure 22: Confirmation of successful registration of the Supplier

The system will send an email to the user containing details of how to access the system. Section 2.5 contains instructions on how to access the system for the first time.

The registration of an Supplier needs to be validated by the System Administrator. Until then, the following message appears when the Supplier accesses the system:

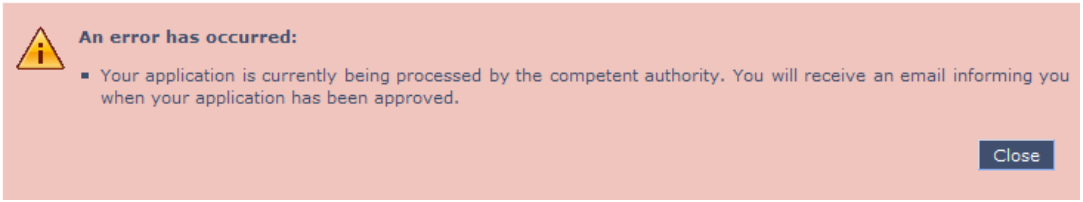


Figure 23: Pending validation by the System Administration

If this warning message occurs please contact the System Administrator, in order to activate the organisation account.

4 Supplier Management

The Users with a role of Supplier Organisation Administrator can perform the following activities for the management of their organisation:

- Edit organisation details
- View the users registered within the organisation of the Supplier
- Add new users in the organisation of the Economic Operator
- Edit user's details

This management functionality is provided through the "**Supplier Management**" option of the "**Supplier Administration**" menu:



Figure 24: Supplier menu

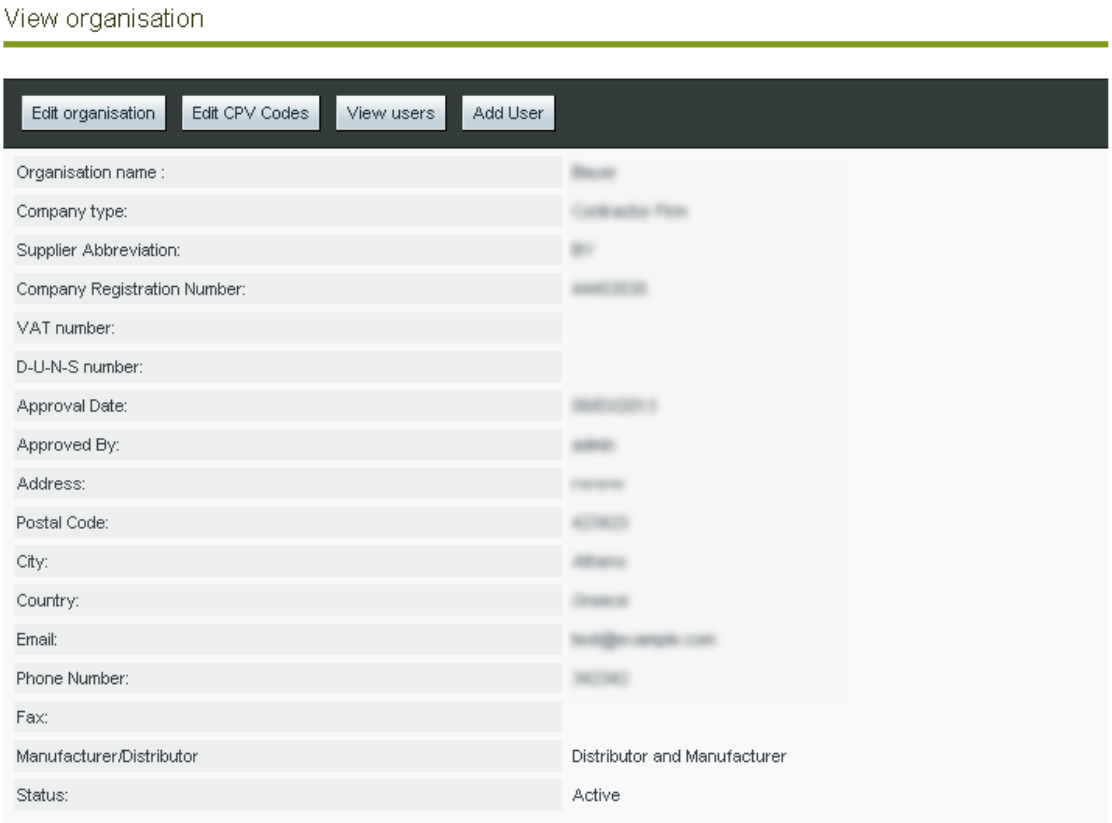


Figure 25: Supplier Management functionality

4.1 Edit organisation details

Selecting the option "**Edit Organisation**" allows the user to edit the organisation's details:

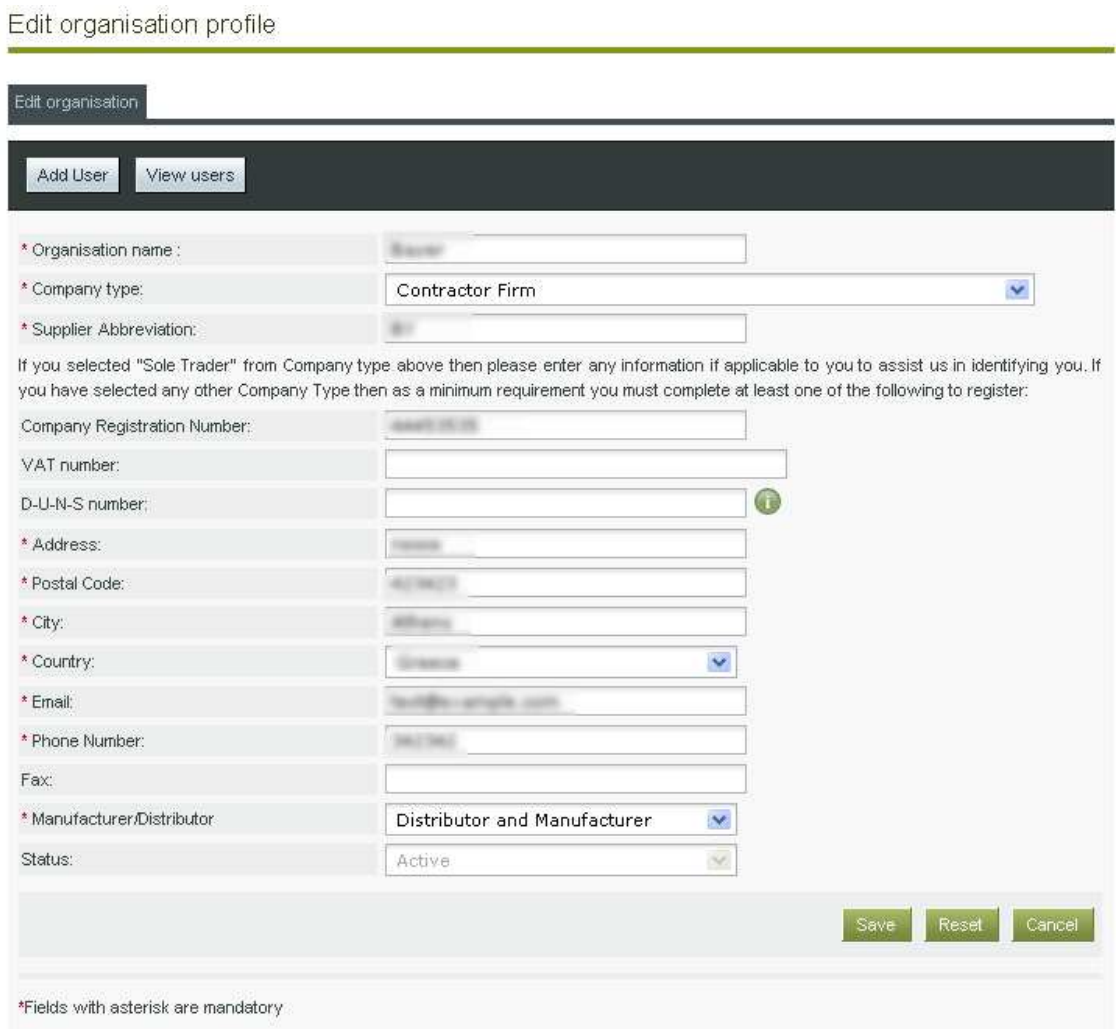


Figure 26: Editing Suppliers details

Selecting the button "**Save**" will store the performed modifications, while the button "**Reset**" will reset the performed modifications.

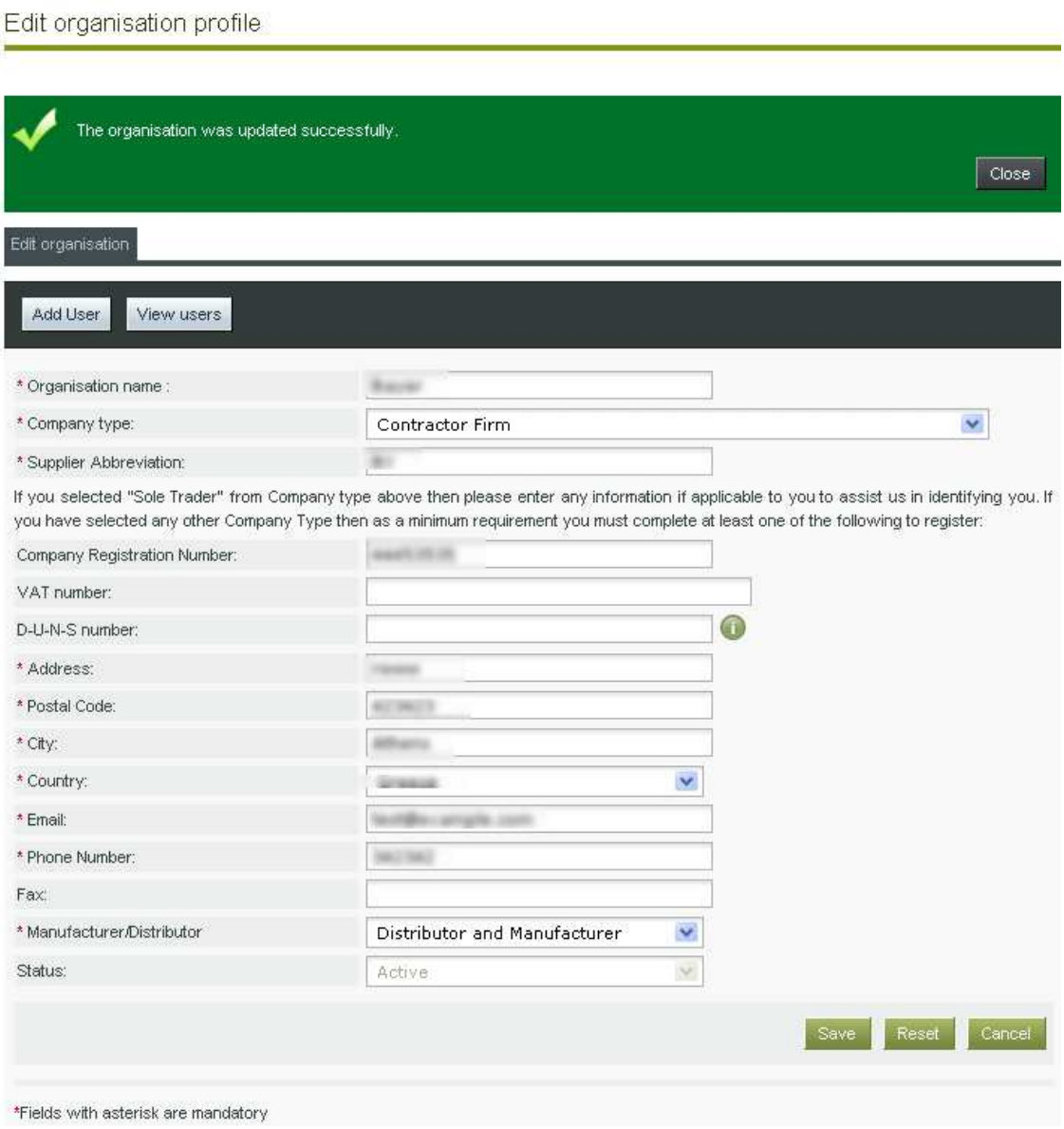


Figure 27: Organisation details were successfully updated

4.2 View the users belonging to the Supplier

Selecting the option "**View Users**" displays all the users registered within the selected Supplier organisation:

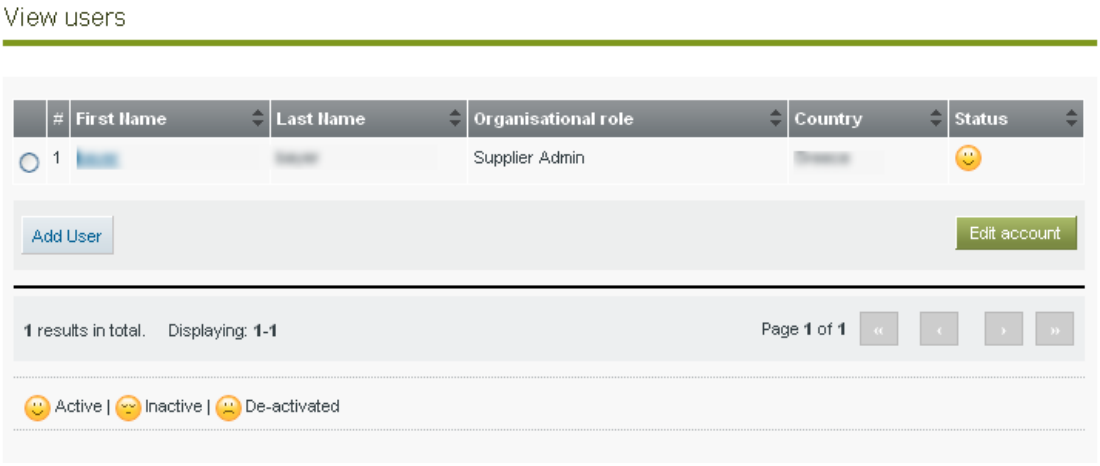


Figure 28: Display of users belonging to the Supplier.

In the above screen, the first name, last name and the role of each user are displayed. Furthermore, the current status of the each user account is also displayed:

Table 3: List of account statuses

	Active
	Inactive
	Deactivated

The following user roles are supported:

- Supplier Administrator (**Supplier Admin**). Users with this type of role are authorised to manage the users and update the details of their organisation.
- Supplier users (**Supplier Users**). Users with this type of role are not authorised to manage the details and the users of their organisation.

4.3 Add new user in the Supplier organisation

In order to insert new users in the organisation, the user needs to select the option "Add user". The mandatory information below must be provided:

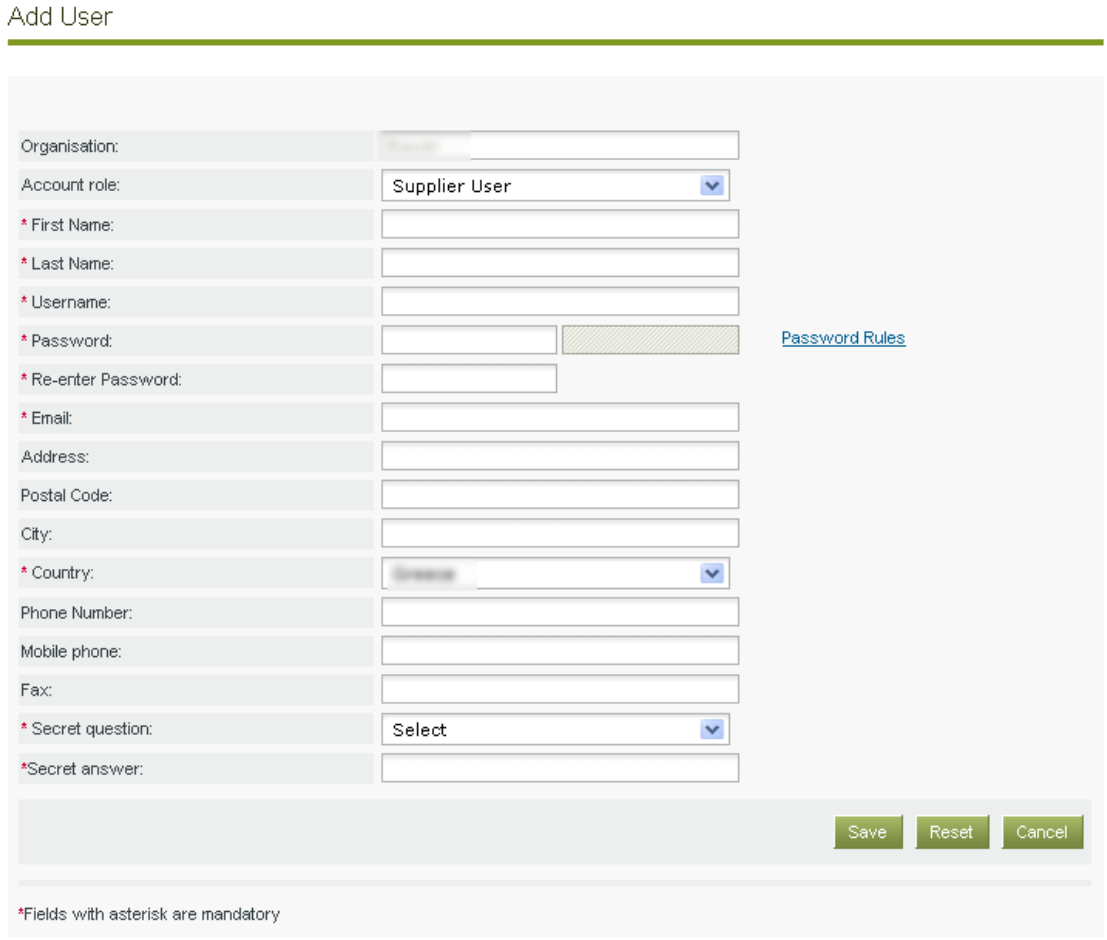


Figure 29: Insert a new user in the organisation

Initially, the account of the new user will be Inactive. The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number. In order to activate his account the user must provide this number during his first login. Thereafter, the status of the account will be set to active.

4.4 Edit user's details

The user can select the option "**Edit Account**" to edit the details of a specific user. The system will display all user details allowing their modification (Figure 28):

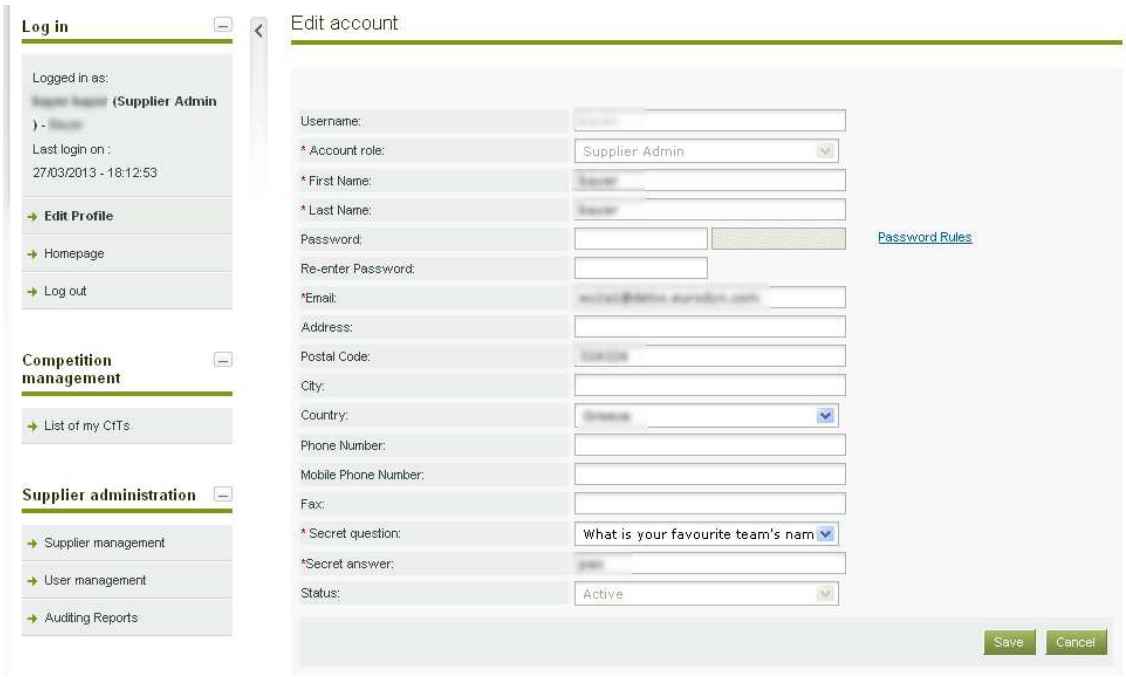


Figure 30: Editing user details

Selecting the button "**Save**" will update the users details (Figure 30).

4.5 Edit CPV codes

In order to edit the CPV codes associated with the Supplier the user selects the "**Edit CPV codes**" option in Supplier Organisation management page (Figure 25). The system displays the CPV codes which are currently associated with the Supplier (if any):

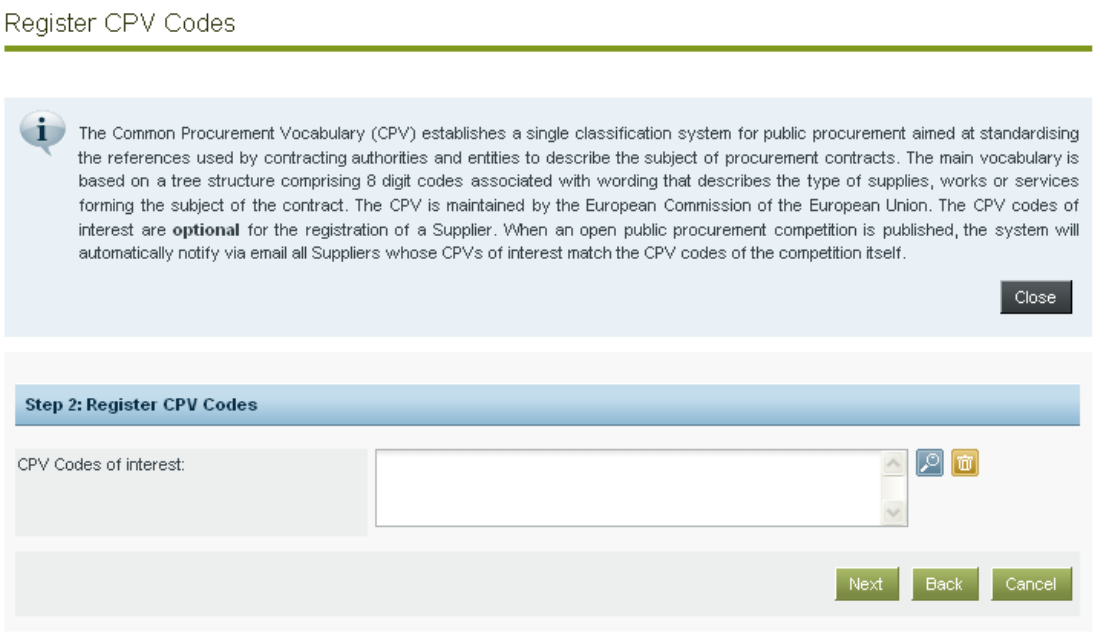


Figure 31: Associate CPV codes

The user can add new CPV codes by the use of the  button. The button  is used to delete a selected CPV code.

After modifying the associated CPV codes (Figure 32), the user can select the button "**Finish**" to store his changes.

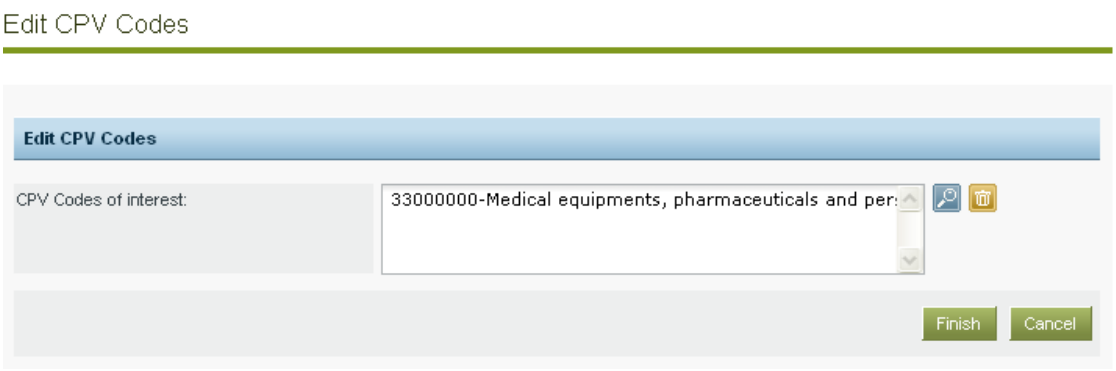


Figure 32: Edited CPV codes