

The national tendering platform, eTenders, will be changing on 15 May 2023.

It has not been possible to migrate all historical data. A decision has been taken to prioritise the information required to enable effective operation of existing live Frameworks, DPS and UQS. That includes basic Organisation and User data as well as Framework DPS and UQS data to enable drawdown from these arrangements.

While registration details will be transferred to the new platform, following the instructions outlined below users will need to re-input some details, as well as adding additional details, when activating their account on the new platform.

Users will have to validate and activate their Frameworks, DPS and UQS following the instructions outlined below.

Economic Operator (EO) Administrator

The link to access the new platform will be provided here on 15th May.

'Forgot your password?' screen appears as per Figure 1

- 1: Enter your 'Old Username' as it was formatted on the old platform
- 2: Click 'RETRIEVE'. Your new Username will appear in the 'Username' data field.

Please note: The format of the new username will remove or change certain characters from the 'Old Username' due to enhanced security requirements.

- 3: Click 'SEND'

Forgot your password?

Enter your old username in order to retrieve the new one.

Old Username

RETRIEVE

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

Username *

CANCEL SEND

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Figure 1: Forgot Password Screen

You will receive an email with a **link** and a **registration transaction number**, when you click on the link you will see the screen below, where you can enter the following:

- Your new Password
- Confirm your new Password
- Your registration transaction number

and click 'FINISH'

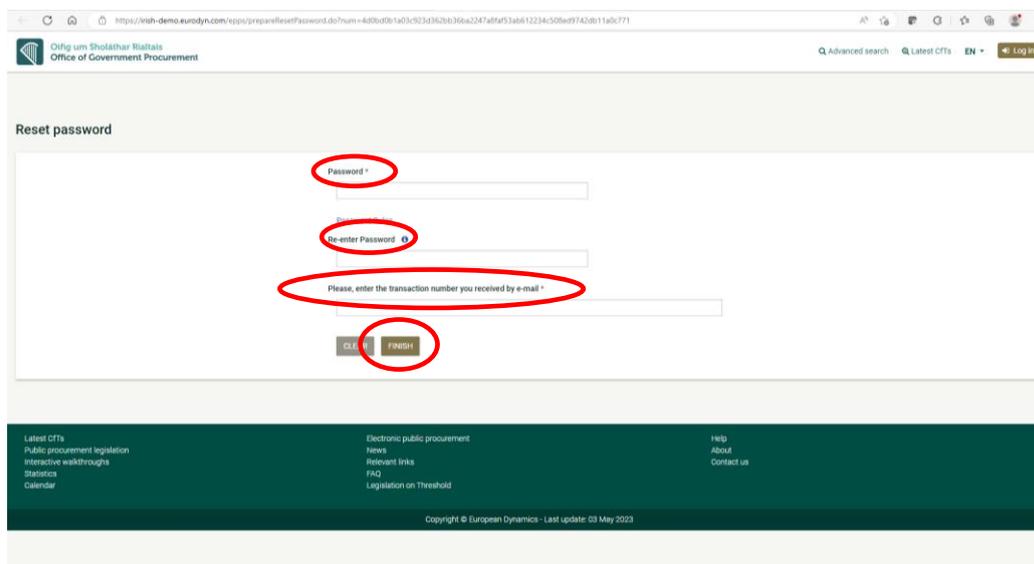


Figure 2: Reset Password Screen

You can then login to the platform using your new password.

1.1 Logging into the platform

Registered users of eTenders must provide their credentials in the login section in order to log into the platform.

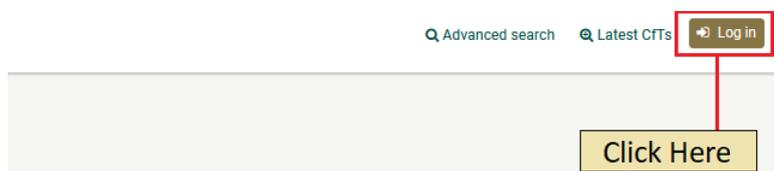
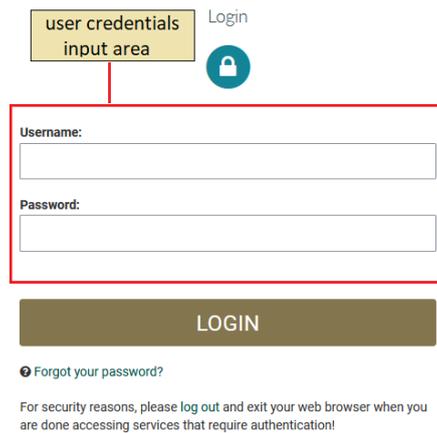


Figure 3: Login button

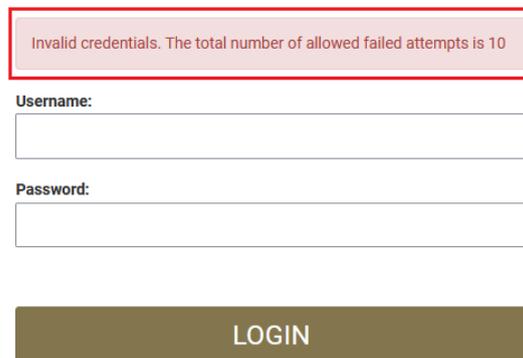
In order for a user to log into the service, the user should click on the "Log in" button and provide her/his credentials in the login section.



The screenshot shows a login interface. At the top, there is a yellow box labeled "user credentials input area" with a red line pointing to a red-bordered box containing two input fields: "Username:" and "Password:". To the right of the "user credentials input area" box is a "Login" button with a lock icon. Below the input fields is a dark green "LOGIN" button. Underneath the button is a link "Forgot your password?". At the bottom, there is a security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Figure 4: Login module

If a user provides incorrect credentials (either user name or password), an error message will be displayed.



The screenshot shows the same login interface as Figure 4, but with an error message displayed in a red-bordered box at the top: "Invalid credentials. The total number of allowed failed attempts is 10". Below the error message are the "Username:" and "Password:" input fields, and the "LOGIN" button.

Figure 5 Wrong credentials

If a user provides an incorrect password for a username more than 10 times, the user account will automatically get de-activated. In this case, the user should contact the System Administrator (e.g. contacting the Helpdesk) to re-activate the account.

- After logging in, each EO Administrator will have to complete the details related to their own profile to complete their registration as follows:

The user can edit their profile by clicking the down arrow beside their name and platform profile, which produces the screen below in Figure 6. Click "Edit Profile" to navigate to the "Edit User" page where the user's information can be updated.

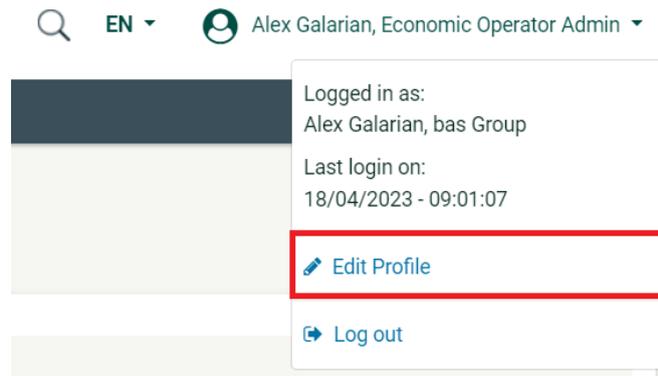


Figure 6 Edit profile option

The user can update the information fields and then, click on the **“SAVE”** button to store the performed modifications. In case the user’s password expires or invalidates, the user will be directed to the **“Edit Account”** page upon login, in order for them to provide a new password. In case the user does not provide a new password, they will not be able to have full access to the eTenders platform, e.g. access to **“View Tenders”** page.

 A screenshot of a form titled 'Edit user's details'. The form contains the following fields:

- Phone Number
- Mobile Phone Number
- Fax
- Preferred Language * (dropdown menu showing 'English')
- Status (dropdown menu showing 'Active')
- CAs of interest: (list box containing 'Ministry of Finance', 'Ministry of Defense', 'Ministry of Health', 'Ministry of Works')

 A yellow box labeled 'Click Here' points to the 'SAVE' button at the bottom right of the form. The 'SAVE' button is highlighted with a red box. Below the form, there is a footer note: '* Fields with asterisk are mandatory'.

Figure 7 Edit user's details

Details required include:

- Department (mandatory)
- Street
- Eircode/ Post Code
- City
- County (list for Ireland, text for other countries)
- Country
- Phone, Mobile, and Fax number
- Preferred Language (mandatory): (list) English, Irish

- Each EO Administrator will have then have to complete the following details related to their organisation to complete their organisation set up on the new platform.

1.2 Organisation management

Please note: The format of the organisation name will remove or change certain characters from the old platform organisation name due to enhanced security requirements.

The Users assigned with the “Economic Operator Organisation Administrator” role can perform the following activities for the management of their organisation:

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

By clicking on the “**EO Administration**” a dropdown menu will be displayed and then by selecting the “**EO Management**” option, this management functionality is provided.



Figure 5 EO Administration Menu

1.2.1 Edit organisation details

Selecting the option “**EDIT ORGANISATION**” allows the user to edit the organisation’s details

The new platform has strong formatting and data validation features to ensure data is and remains clean. This includes parts of the address. This information will have to be entered on first login, as data cannot be migrated into these fields.

View Organisation

EDIT ORGANISATION	EDIT CPV CODES	VIEW USERS	EATTESTATIONS	ESPD	ADD USER
ORGANISATION NAME:	bas Group				
COMPANY TYPE:	Private Company				
TYPE OF BUSINESS:	F – Construction				
ENTERPRISE TYPE:	Medium Enterprise (range for number of employees 51 to 250)				
ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)?	No				

Figure 6 Edit organisation button

Selecting the button “**SAVE**” will store the performed modifications, while the button “**CLEAR**” will reset the performed modifications.

Address: *	<input type="text" value="Aw Street, 12"/>
Eircode / Postal Code: *	<input type="text" value="23456"/>
City: *	<input type="text" value="Dublin"/>
Country: *	<input type="text" value="Ireland"/>
County *	<input type="text" value="Dublin"/>
EO Website	<input type="text" value="www.basgroup.do"/>
Organisation contact name	<input type="text" value="bas"/>
Email: *	<input type="text" value="basgroup@hotmail.com"/>
Phone Number: *	<input type="text" value="+49 3546785674"/>
Fax:	<input type="text"/>
Status:	<input type="text" value="Active"/>
	<input type="button" value="CANCEL"/> <input type="button" value="CLEAR"/> <input type="button" value="SAVE"/>

Figure 7 Save organisation modification

Organisation details required include:

- D-U-N-S number (optional);
- company type (mandatory);
- enterprise type (mandatory);
- Type of Business (mandatory);
- percentage of National Business; (mandatory)
- Annual turnover (€ millions)
- Market geographical coverage and location; (city, region, country)
- Are you a social Economy Enterprise (yes/no)
- Are you a voluntary or Community (yes/no)
- company registration number (user can fill anything e.g. CRO, Charity number,)
- VAT number;
- Street
- Eircode/ Post Code
- City
- County (list for Ireland, text for other countries)
- Country
- phone (mandatory);
- fax number;
- EO Website
- Additional organisation description; (max 500 characters)

1.2.2 Editing CPV codes of interest

In order to edit the CPV codes associated with the Economic Operator the EO Admin clicks on the “**EDIT CPV CODES**” option in EO Organisation management page. This page can be accessed viewing the EO Administration dropdown by selecting EO Management.

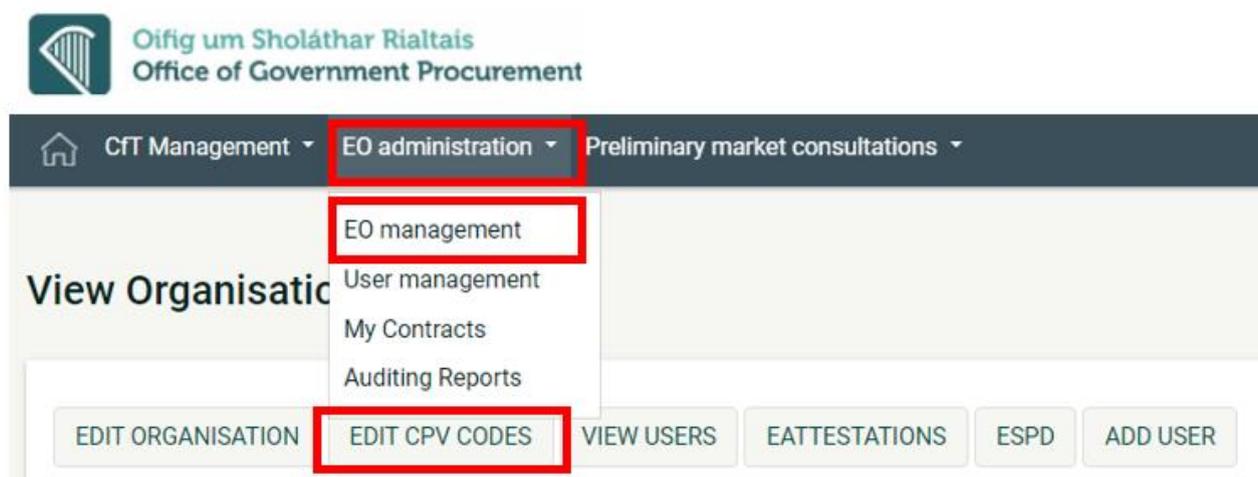


Figure 36 Edit CPV codes (For agreement)

CPV codes have not migrated to the new platform and EO Admins must add new CPV codes.

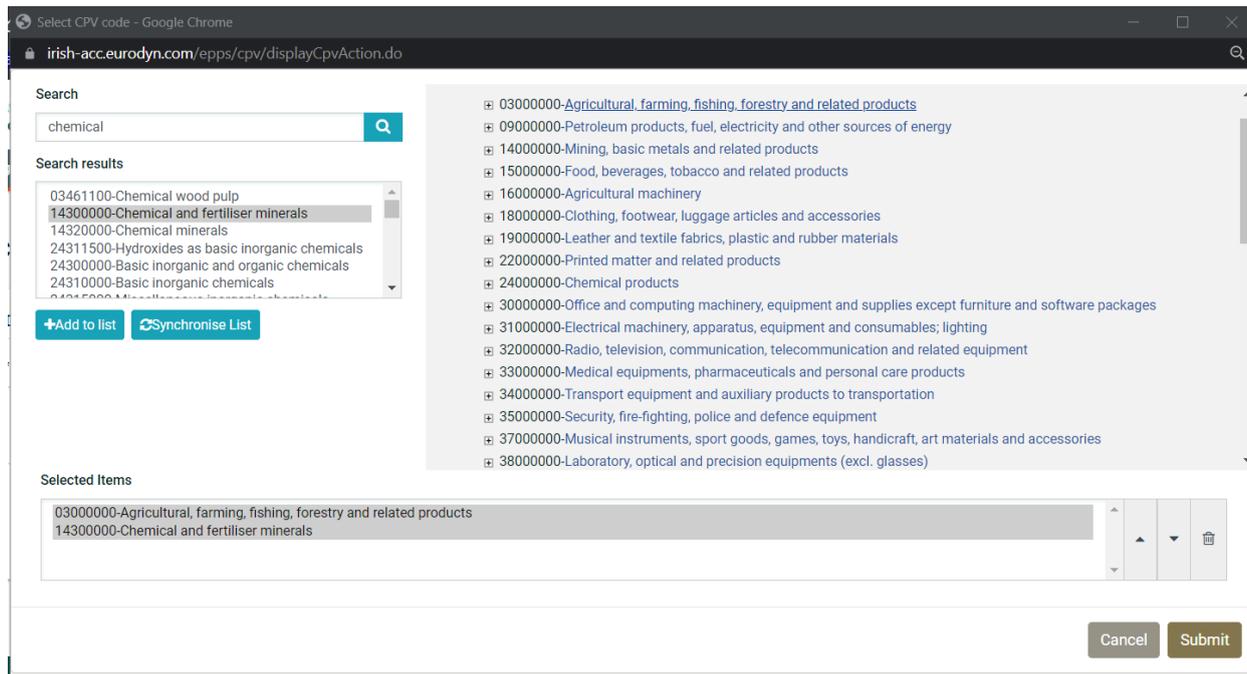


Figure 1 Accessing the CPV codes functionality

The EO Admin can add new CPV codes through clicking on the “**Q**” button. The button “**🗑**” is used to delete a selected CPV code. For more information about how to use the CPV codes, see section 14.1 Inserting Common Procurement Vocabulary Codes (CPV).

Once modified the associated CPV codes, the user should click on the “**FINISH**” button to store the changes and activate business alerts.

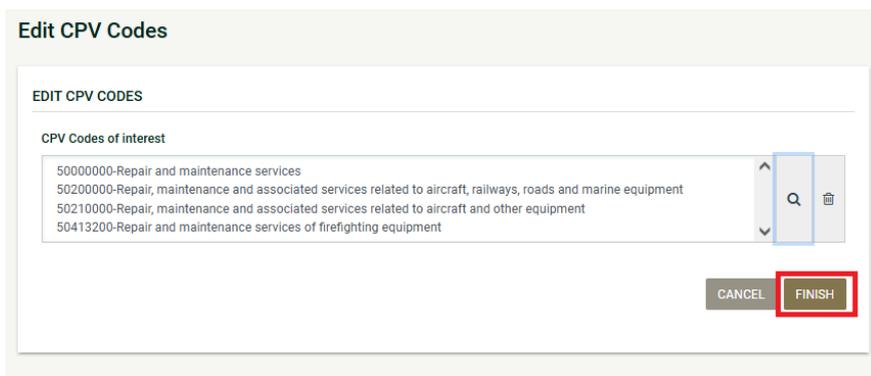


Figure 2 Edit CPV codes

- Please note any users in your organisation who has registered for the first time on the old platform after 14th March 2023 will not get a notification to login to the new platform and will have to register again on the new platform