

eTenders

Contracting Authority
User Guides

Organisation & User Management



Introduction

Please note that the content provided in this guidance document serves as a general reference and is intended to offer an overview of the relevant topics. For detailed, technical specifications, and more in-depth explanations on the processes and requirements, users should refer to the official manuals provided by European Dynamics, which are located within the 'Short User Guides' section of the platform.

This guidance covers:

- Managing details about your Contracting Authority on the system.
- Managing the user accounts for your Contracting Authority on the system.

1. Organisation Management

Organisations may have different **Organisational Roles** on the eTenders platform. Each role has different rights within the system. This should be considered when managing the users in your organisation.

The following **Organisational Roles** are supported:

- **Contracting Authority Procurement Coordinator – CAPC**
Users are authorized to manage all information, i.e. creating users, Work Areas and approval groups. These users have the capability to create and publish Calls for Tenders. Also, depending on the role they have been assigned with for a specific Call for Tender, they may also have the capability to approve the Tender's evaluation report, award the final contract and to publish the relevant Tender Notice.
- **Contracting Authority Procurement Coordinator Assistant: CAPCA**
Fulfils similar functions to the CAPC users in relation to the Tenders but they do not have the capability to create users or approval groups within the CA.
- **Contracting Authority Procurement Officer: CAPO**
Have limited capabilities at a Contracting Authority level. The CAPO User's capabilities are defined within the Tenders to which they are associated (e.g. Tender Coordinator, Opening Staff, or Evaluation Staff user).

To manage your organisation details:

- Login to eTenders (CAPC users only)
- Select **CA administration** and **CA management**



CFT Creation ▾

CFT Management ▾

CA administration ▾

Coll. of Requirements ▾

Preliminary market ▾



GPP Criteri

- CA Notices
- CA management
- User management
- View Workareas
- CA Contracts
- My Contracts
- Evaluators Group Management
- Auditing Reports



Guidance Videos

Task List

10 ▾ Results Per page | Displaying: 1-1

- Select **Edit Organisation**

The screenshot shows a 'View Organisation' page with a navigation bar containing buttons for 'EDIT ORGANISATION', 'VIEW WORKAREAS', 'VIEW USERS', 'APPROVAL GROUPS', 'ADD USER', and 'TEMPLATE LIBRARY'. Below the navigation bar, the following details are displayed:

ORGANISATION NAME:	Test County Council
ORGANISATION ID :	1545
CA NUMBER:	0192023
VAT NUMBER:	1234567X
CA ABBREVIATION:	TCC
CA TYPE:	e. Local Government
ADDITIONAL ORGANISATION DESCRIPTION:	Test County Council CA

- From here you can edit the details stored against the Contracting Authority.

The screenshot shows an 'Edit Organisation Profile' page with buttons for 'ADD USER' and 'VIEW USERS'. The form contains the following fields:

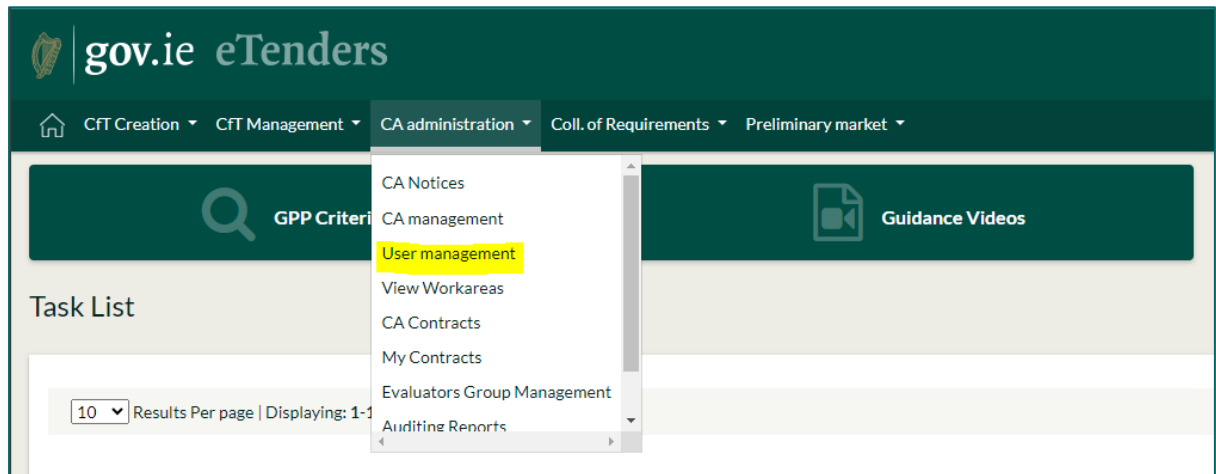
- Organisation Name: *** (Text input): Test County Council
- CA Abbreviation: *** (Text input): TCC
- CA Type: *** (Dropdown menu): e. Local Government
- Additional organisation description** (Text area): Test County Council CA
- Maximum Characters: 500.**
- Company Registration Number:** (Text input): 0192023

- Once you are finished updating, click **Save** to save changes.

2. Managing Your Organisation's Users

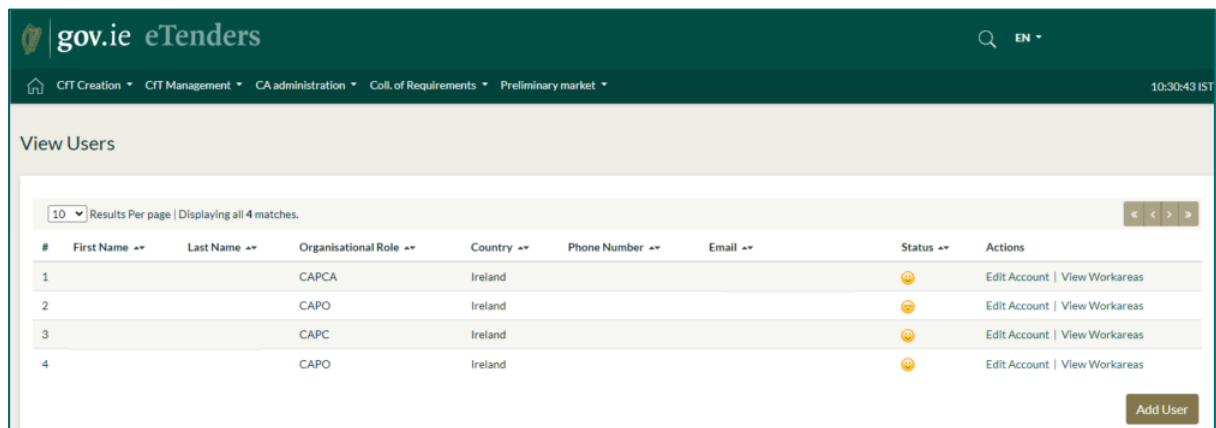
To manage the users in your Organisation:

- Login to eTenders
- Select **CA administration** and **User management**



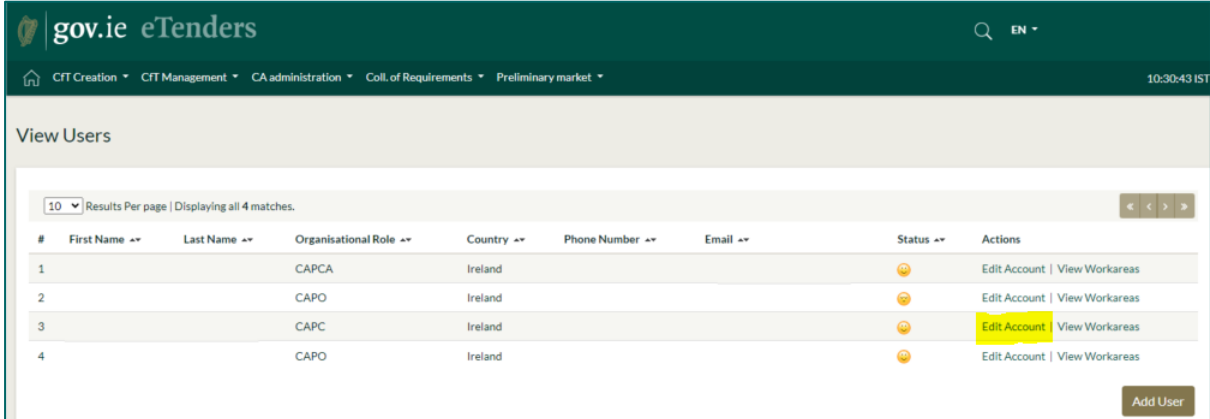
- From here you can see the list of user's currently created for your organisation, some basic information about each user, and you also have the option to add new users to the organisation.

X



Edit Current User

- You can edit a current user by selecting **Edit Account** on the required user.



The screenshot shows the 'View Users' page in the gov.ie eTenders system. The page header includes the gov.ie logo and 'eTenders' text. Below the header is a navigation bar with links for 'CFT Creation', 'CFT Management', 'CA administration', 'Coll. of Requirements', and 'Preliminary market'. The main content area is titled 'View Users' and displays a table of users. The table has columns for '#', 'First Name', 'Last Name', 'Organisational Role', 'Country', 'Phone Number', 'Email', 'Status', and 'Actions'. The third user in the list has the 'Edit Account' link highlighted in yellow. The table data is as follows:

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1			CAPCA	Ireland			🟡	Edit Account View Workareas
2			CAPO	Ireland			🟡	Edit Account View Workareas
3			CAPC	Ireland			🟡	Edit Account View Workareas
4			CAPO	Ireland			🟡	Edit Account View Workareas

- On the following screen, update the required information about the user.

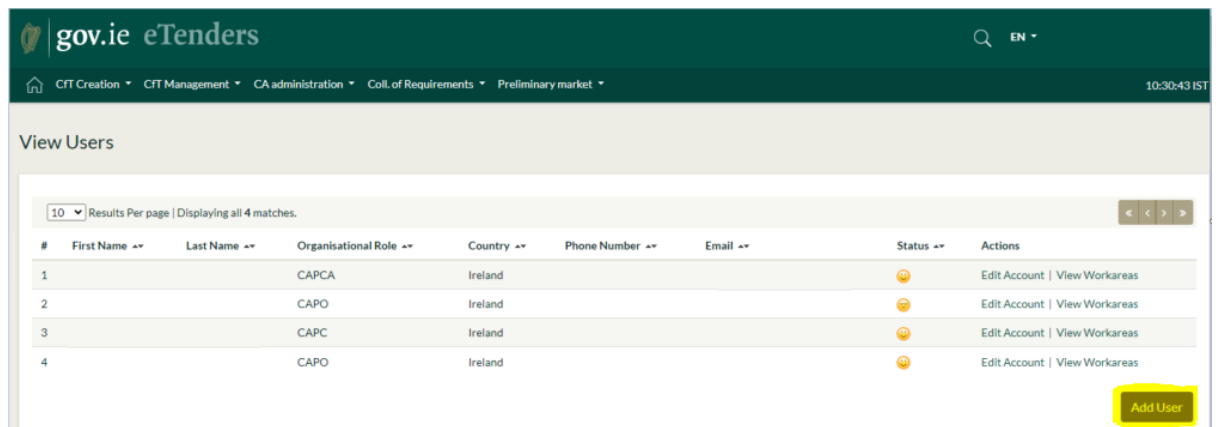


The screenshot shows the 'Edit Account' form in the gov.ie eTenders system. The form is titled 'Edit Account' and contains several input fields. The fields are: Username (damienbuyer1), Account Role (CAPC), First Name (empty), Last Name (empty), Password (empty), Password Rules (empty), Re-enter Password (empty), and Department (eProcurement Unit). The form is displayed in a light gray box with a white background.

- Once you have updated the required information about the users, click **Save** to save changes.

Add New User

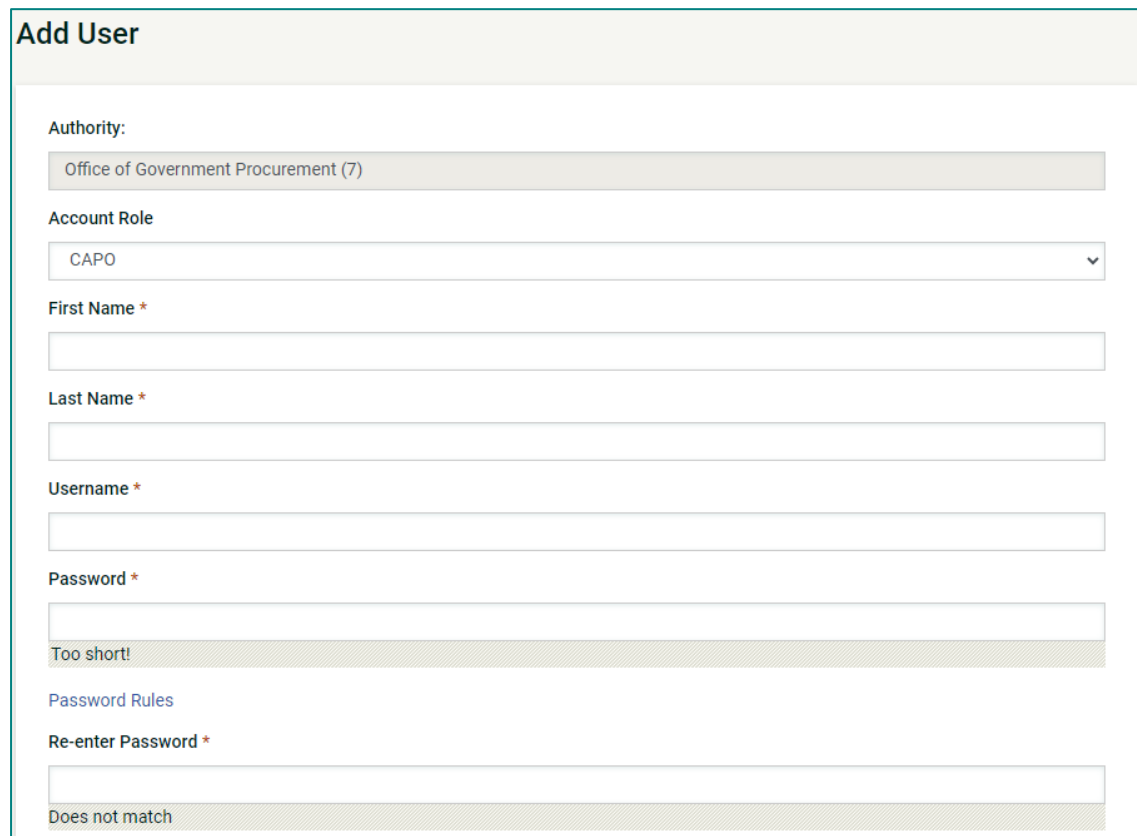
- You can also add new user's by selecting **Add User** button on the **View Users** screen.



The screenshot shows the 'View Users' interface. At the top, there is a navigation bar with 'gov.ie eTenders' and a search icon. Below the navigation bar, there are several tabs: 'CFT Creation', 'CFT Management', 'CA administration', 'Coll. of Requirements', and 'Preliminary market'. The main content area is titled 'View Users'. It features a table with 4 columns: '#', 'First Name', 'Last Name', 'Organisational Role', 'Country', 'Phone Number', 'Email', 'Status', and 'Actions'. The table contains 4 rows of user data. A yellow box highlights the 'Add User' button in the bottom right corner of the table area.

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1			CAPCA	Ireland			🟡	Edit Account View Workareas
2			CAPO	Ireland			🟡	Edit Account View Workareas
3			CAPC	Ireland			🟡	Edit Account View Workareas
4			CAPO	Ireland			🟡	Edit Account View Workareas

- On the screen that displays, enter information about the new user.

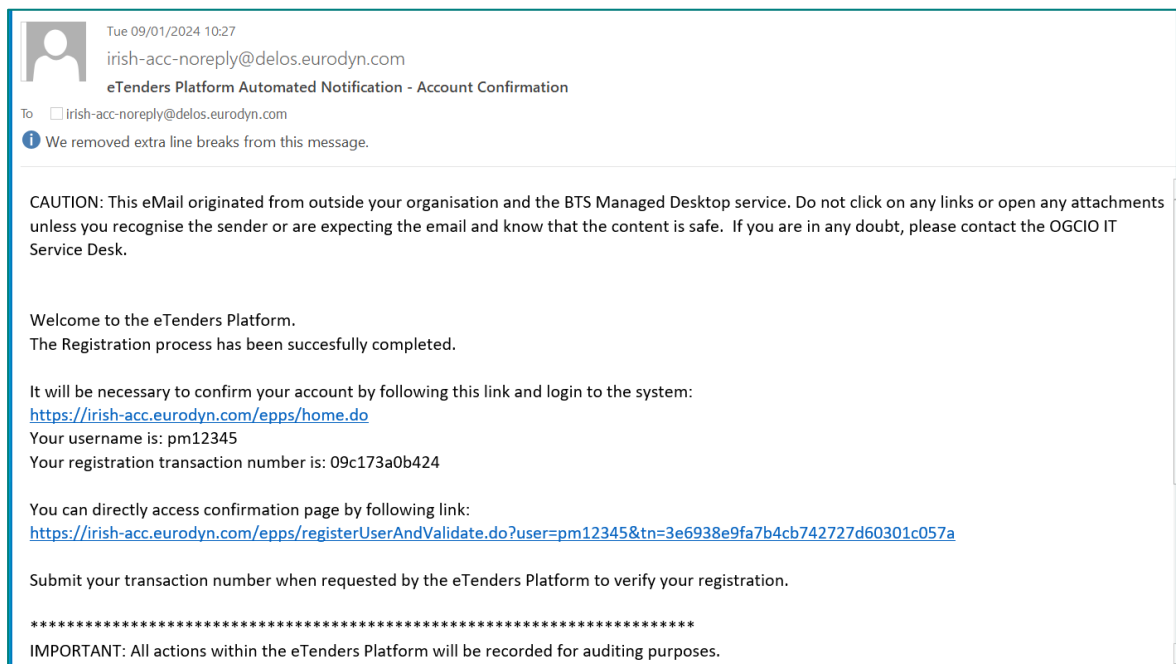


The screenshot shows the 'Add User' form. It has a title 'Add User' at the top. The form contains several fields and sections:

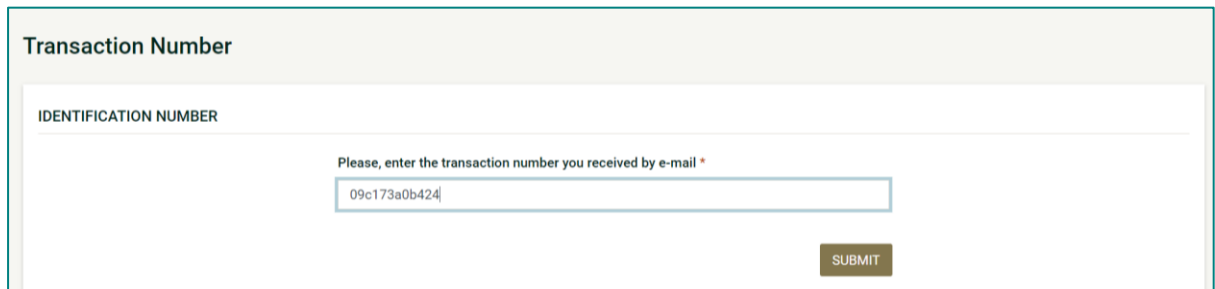
- Authority:** A dropdown menu with 'Office of Government Procurement (7)' selected.
- Account Role:** A dropdown menu with 'CAPO' selected.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Username ***: A text input field.
- Password ***: A text input field with a red error message 'Too short!' below it.
- Password Rules:** A link to view password requirements.
- Re-enter Password ***: A text input field with a red error message 'Does not match' below it.

- Once complete, click **Save** to create the user.

- Newly created users will receive an email to complete their account, as per below:



- Newly created users should follow the link contained in the email, and enter the **transaction number** on the resulting web page once prompted.



- Once the **transaction number** is entered, click **Submit**.

- The **Accept Agreement** page will be displayed.

Accept agreement

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.

[eTenders Terms and Conditions.pdf](#)

ACCEPT REJECT

- User should select **Accept**.
- The **System Requirements** page will be displayed.

System requirements

Technical Requirements

- Use one of the following web browsers
 - Internet Explorer (version 15 or higher)
 - Mozilla Firefox (version 107 or higher)
- Javascript enabled
- Session Cookies enabled
- Screen Resolution: 1024 x 768

Other requirements

- Access the Internet through HTTP/HTTPS
- Have a valid e-mail address

FINISH (GO TO MY PROFILE)

- User should select **Finish (Go to my profile)** to complete the process.