



Treasury of the Republic

Guide for the Registration of an Economic Operator(Epps)

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1. Introduction

This guide describes the process in order for an Economic Operator to Register in the eProcurement system.

Note that the system is compatible with the Browsers Microsoft Edge, Google Chrome and Mozilla Firefox. Moreover, for the operation of the tender preparation tool, Java application is required.

Note

Before start the registration in the system be sure that you are not already registered in the eprocurement system. You can contact the eProcurement supporting team at +357 22605050 ext.2 to verify whether you are register or not to the eProcurement system.

2. Register as a Supplier

- In order to register as a Supplier in the eProcurement platform
 - Visit the website <https://www.eprocurement.gov.cy/epps>
 - Select **Register as a Supplier** (Screen 1).

The screenshot shows the e-PPS Home page. At the top, there is a navigation bar with links for 'Greek', 'Homepage', 'About', 'FAQ', 'Help', and 'Contact us'. Below the navigation bar, the time 'Cyprus 10:13:23 EEST' is displayed. A search bar with the placeholder 'Search: Select' is present. The main content area is titled 'Welcome to e-PPS'. It features two award logos: 'European eGovernment Awards Good Practice label 2009' and 'winner CYPRUS innovation award PUBLIC SECTOR 2010'. The page is divided into several sections: 'Information' (with links to Intention for Procurement Announcements, Latest CFTs, Opened Tender Details, News, FAQ, Public procurement legislation, Electronic public procurement, Statistics, Relevant links, Calendar, and Download tender preparation tool); 'First-visit guide' (with a brief description of the system's purpose); 'Why register?' (with a description of the benefits for economic operators); and a 'Contracting Authority services' section (with a detailed description of the services provided). A 'Register as a Supplier' link is highlighted in orange.

Screen 1: Home page

2.1. Step 1: Organization Details

■ In screen 2 you can see the form that you have to complete with your details as a **company** or a **natural person**.

- **Vat number** state your company VAT registration number. If you register as a natural person and you do not have VAT number, please state your national identification number. In any case do not give values such as N/A, (Not/Available), none etc.
- **Company type** select the type of your organization. In case you are register as a natural person select «Natural Person».
- **Phone Number/Fax:** You must enter the code of your country for example +357 if your country is Cyprus or +34 if your country is Spain, follow by space and your phone number for example +357 22605050
- **Classified as SME:** (Small Medium Enterprise): is the category of very small, small and medium companies (SME). These are the companies that employ less than 250 employees and the annual business cycle is no more than 50 million euro or the total of the yearly Balance sheet does not exceed 43 million euro. It is advised to complete that field.
- After you “**type the code**”, select “**Validate and Continue**”.

The screenshot shows the 'Register Supplier' form for Step 1: Organisation Details. The form is in Greek and includes the following fields:

- * Organisation/ Name Surname: [Text input]
- * Company type: [Select dropdown]
- Company Registration Number: [Text input]
- * VAT number: [Text input]
- Business identification number: [Text input]
- * Address: [Text input]
- * Postal Code: [Text input]
- * City: [Text input]
- * Country: [Select dropdown] (set to Cyprus)
- * Email: [Text input]
- * Phone Number: [Text input]
- Fax: [Text input]
- Classified as SME: [Select dropdown]
- Company Activities: [Text area]

At the bottom, there is a CAPTCHA field with the code "whrhtd" and buttons for "Validate & Continue", "Clear", and "Cancel". A note at the bottom states: "*Fields with asterisk are mandatory".

Screen 2: Register as a Supplier –Step 1

2.2. Step 2: Register CPV Codes

- In Step 2 you must select the CPV codes you are interest for. The CPV codes (Common Procurement Vocabulary) are codes that represent categories of products, services and works. Click on search button (Screen 3, p.1) to see the main catalogue with all CPV codes.
- It is important to select CPV codes in order to receive notification for the publication of new competitions.

Register CPV Codes

Step 2: Register CPV Codes

CPV Codes of interest:

Next Back Cancel

Screen 3: Select cpv codes of interest -Step 2

- By clicking on the sign “+” the main category expanded and you can select sub categories (screen 4). Our advice is to select main categories instead of subcategory because you will be informed for more competitions since you received notifications for competitions that are published under the selected main CPV codes but also those competitions with subcategories CPV. You can select as many CPV codes as you like.

main panel CPV

- 03000000 Agricultural, farming, fishing, forestry and related products
- 09000000 Petroleum products, fuel, electricity and other sources of energy
- 14000000 Mining, basic metals and related products
- 15000000 Food, beverages, tobacco and related products
- 16000000 Agricultural machinery
- 18000000 Clothing, footwear, luggage articles and accessories
- 19000000 Leather and textile fabrics, plastic and rubber materials
- 22000000 Printed matter and related products
- 24000000 Chemical products
- 30000000 Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000 Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000 Radio, television, communication, telecommunication and related equipment
- 33000000 Medical equipments, pharmaceuticals and personal care products
- 34000000 Transport equipment and auxiliary products to transportation

Selected Items

30100000-Office machinery, equipment and supplies except computers, printers and furniture

X S Submit

Screen 4: Select CPV codes of interest -Step 2

- To select a CPV code, double click on the code description (green letters) and this will be added under the list “selected items”.
- You can also find a CPV code using the “search” button. Write a key word between * in the search field and click “search”. The results appear in the field “search result”. By double clicking on the code description, the code is added under “selected items” list.
- Then click “Submit”, in order to save your selected CPV codes (Screen 4).



Step 2 is **not mandatory**. You can select CPV codes also after you finish the registration process.

2.3. Step 3: Register Supplier Administrator

- Complete the information for the person that will operate the system (screen 5) and will act as the Economic Operator Administrator (EO Admin). Note that the EO admin can add other users in the organization at any time.
- In the field «**username** » και «**password**» you must set your login credentials.
- Both **username** and **password** must contains English characters or numbers or combination of them. Must not contains spaces. Password only must be at least six characters.
- “**CAs of interest**” field. Do not select any CA if you want to receive notification for tender publication from **all** CAs. But if you prefer you can select which Contracting authority you want to receive notification.
 - In order to select more than one contacting authority use the Ctrl button from your keyboard and make the selections of your choice.
- After the conclusion of your registration, select “**Finish**” (Screen 5).

Register Administrator

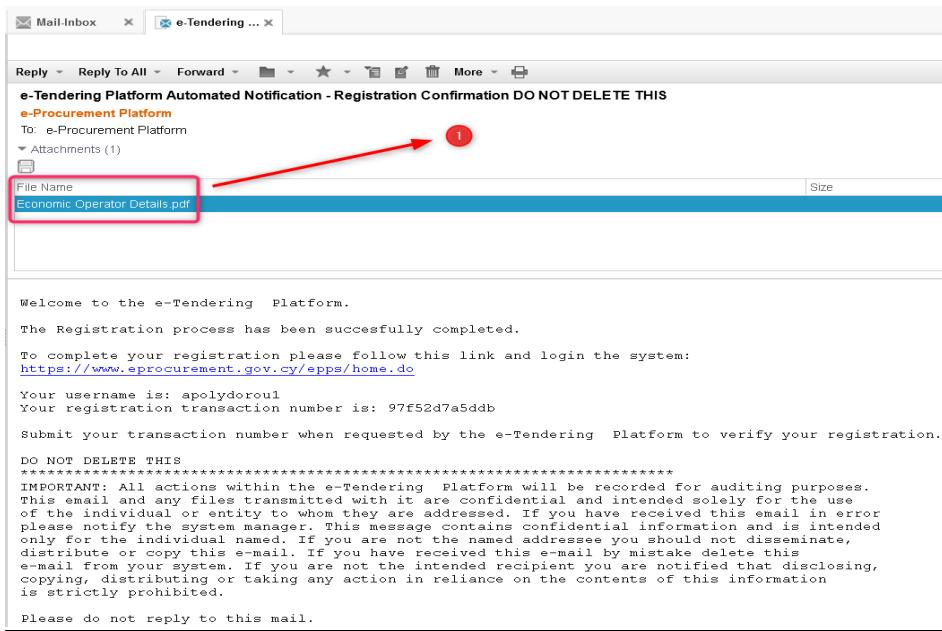
Step 3: Register Supplier Admin

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Username:	<input type="text"/>
*Password:	<input type="password"/> Too short! Password Rules
*Re-enter Password:	<input type="password"/> Passwords match
*Email:	<input type="text"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
*Country:	Cyprus <input type="button" value="▼"/>
*Phone Number:	<input type="text"/> i
Mobile Phone Number:	<input type="text"/> i
Fax:	<input type="text"/> i
*Preferred Language:	Greek <input type="button" value="▼"/>
CAs of interest:	<ul style="list-style-type: none"> · MOD NOBLE ENERGY INTERNATIONAL LTD Ένωση Κοινοτήτων Κύπρου Έφορος Ελέγχου Κρατικών Ενισχύσεων
<input type="button" value="Finish"/> <input type="button" value="Clear"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

Screen 5: Registration of EO admin-Step3

3. Activation of the Registration

- When you finish the registration in the eprocurement system you will receive the Registration Confirmation email (screen 6). In the email you have received, will find your username and the registration transaction number that you will use to activate your account. Also in the email you received a pdf
- In order for your organization to be approved by the administrator please print, sign and send the attached document “ECONOMIC OPERATOR DETAILS.pdf” (screen 6,p1) either by fax to +357 22605051 or scanned to the following email eprochelpdesk@treasury.gov.cy.



Screen 6: Registration Confirmation email

- Log in the system using your username and password that you have define in your registration (Screen 7).



Screen 7: Log in

- Only first time you log in the system, you will be asked to enter the registration transaction number (screen 8) that you can find it in Registration Confirmation email.

■ Enter the transaction number and select “Submit” (screen 8).

Transaction Number

Identification Number

Please, enter the transaction number you received by e-mail

Submit

Screen 8: Registration Transaction Number

■ The next step is to accept agreement. Select “Accept” (Screen 9).

Accept agreement

repositories and regular backups.

2. Registration

Although you can consult certain information on this System without entering any personal data, there is a need to have a user account in order to be initially identified, to be able to save information on the system and to identify when the Registered User has sent information to it.

In case a user belongs to an organisation that already has a profile within the System, then it will be the administrator of that organisation that will be responsible to create an account on his/her behalf, by entering within the System the user's personal information. If on the other hand the user belongs to an Economic Operator that does not have a profile within the System, he/she will need to provide information both for his/her organisation and his/her personal data. The creation of profiles of Contracting Authorities, as well as, the management of administrators of Contracting Authorities falls within the responsibilities of the PPD. In all cases, users will be allowed to manage their personal information once they activate their account.

For security reasons and regardless how an account is created, Registered Users will need to activate their account through a transaction number provided to them via e-mail. Such activation will be necessary during their first login, as well as, any time an administrator modifies any critical information of the user account, such as the password and e-mail address.

Registered Users should always have in mind that their password is strictly confidential. A password, in order to be accepted by the system, must be between 6 and 20 alphanumeric characters, while the System provides a mechanism for them to check its strength. The use of the username and password (credentials) in the System forms the Registered

Accept Reject

Screen 9: Accept Agreement

■ In the system requirements select “Finish Go to my profile” (Screen 10).

System requirements

Technical Requirements

- Use one of the following web browsers
 - Internet Explorer (version 7 or higher)
 - Mozilla Firefox (version 3.5 or higher)
- Javascript enabled
- Session Cookies enabled
- Screen Resolution: 1024 x 768
- Adobe Flash Player (version 8 or higher)
- Java Runtime Environment (version 1.7 or higher).
- [Download latest Java version from here](#)

Other requirements

- Access the Internet through HTTP/HTTPS
- Have a valid e-mail address
- In case Internet Explorer 7 is used on a Windows Vista operating system, please ensure that JRE version 1.6.0_07 (or higher) is installed.

[Finish \(Go to my profile\)](#)

Screen 10: System Requirements

4. Reset password

■ In case you have forgotten your password.

- Under Log in menu, select “Forgot your password?” and insert your username (Screen 11).
- Then select “Send”.

Test Site Greek | Cyprus 13:36:59 EET | Homepage | About | FAQ | Help | Contact us | Advanced search | Latest CFTs

Log in | Log in | Forgot your password? | Register as a Supplier | e-Catalogues | Information

Forgot your password?

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

* Username:

*Fields with asterisk are mandatory

Screen 11: Forgot password

■ If the username you enter is correct you will receive an email about resetting your password.

- Click on the link you found in the email and you will be directed to page (screen 12) to reset your password.

The screenshot shows a 'Reset password' form. The top navigation bar includes 'Test Site' and 'Greek' language options, and links for 'Homepage', 'About', 'FAQ', 'Help', and 'Contact us'. The main content area is titled 'Reset password' and contains three input fields: 'Password', 'Re-enter Password', and 'Transaction number'. Below these fields is a note: '*Fields with asterisk are mandatory'. At the bottom right are 'Finish' and 'Clear' buttons.

Screen 12: Reset password

- Enter new password in “password” field and re-enter.
- Provide the transaction number you received by email
- Click “Finish” and your password is successfully changed.

5. Edit organization, edit CPV codes, edit user

- In order to edit the details of your organization, the cpv codes and the company users, select from the menu on the left **EO Management** and Edit organization, edit CPV codes or view user (screen 13).
- If you want to add user select “**Add user**” (screen 13)

Screen 13: Edit Organization, edit CPV menu, edit user



Only EO Admin can edit organization, add and edit users and select CPV codes
EO user cannot edit organization, add user or select CPV