Treasury of the Republic

Guide for the Registration of an Economic Operator(Epps)

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For more information:

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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)**.**

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.**

- o **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.

- o **Company type** select the type of your organization. In case you are register as a natural person select «Natural Person».

- o **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

- o **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.

- o After you "**type the code**", select "**Validate and Continue**".

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.
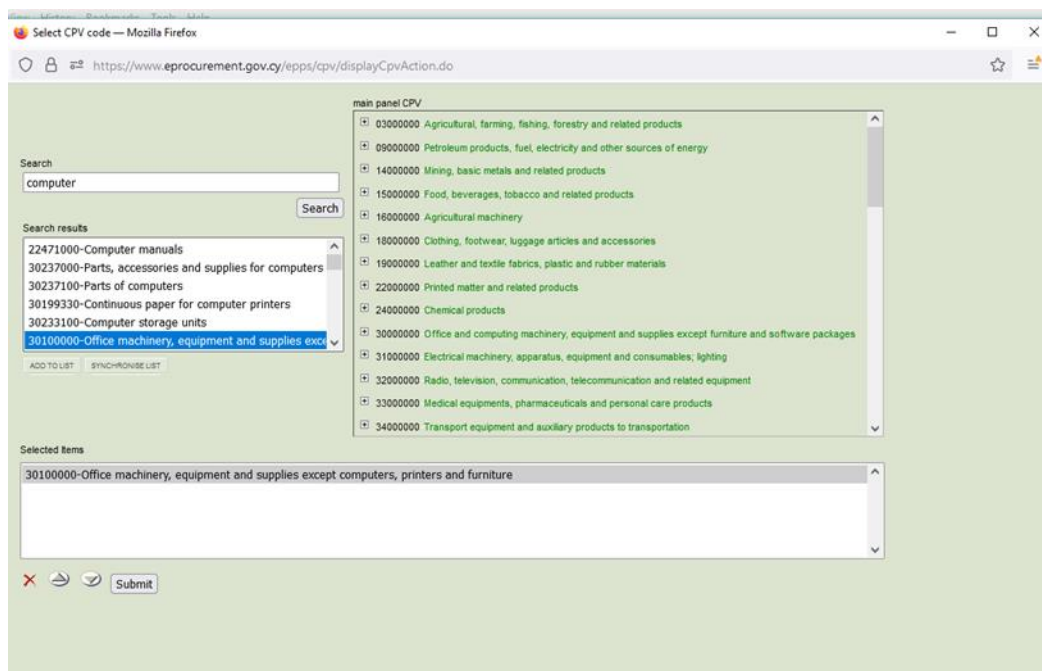

Screen 3: Select cpv codes of interest -Step 2

⚏ 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.

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.

     o 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:	
*Last Name:	
*Username:	
*Password:	Too short! Password Rules
*Re-enter Password:	Passwords match
*Email:	
Address:	
Postal Code:	
City:	
*Country:	Cyprus
*Phone Number:	ⓘ
Mobile Phone Number:	ⓘ
Fax:	ⓘ
*Preferred Language:	Greek
CAs of interest:	. MOD NOBLE ENERGY INTERNATIONAL LTD Ένωση Κοινοτήτων Κύπρου Έφορος Ελέγχου Κρατικών Ενισχύσεων

Finish   Clear   Back   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.
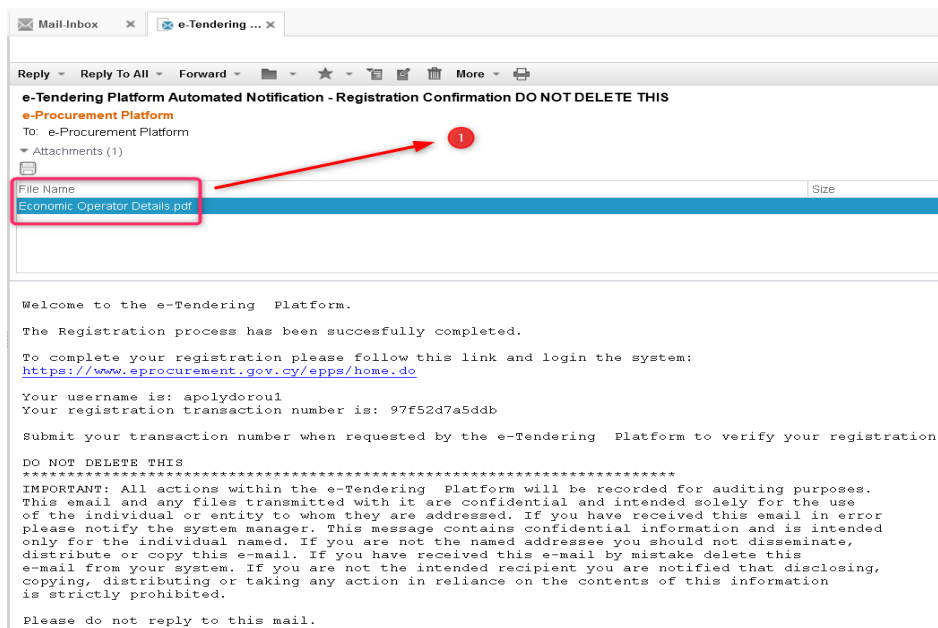
Screen 6: Registration Confirmation email

⌗ 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).

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".

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.

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