



How to Amend a Tender Created with Two Openers on eTenders

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1. Introduction

This guide is designed to assist primary and post-primary school leaders on how to amend a Tender created with two openers instead of one, so they can access their submissions.

After saving the first draft of your CfT Workspace on eTenders, the field called 'Number of Openers' can no longer be edited. However, if a Tender was supposed to be created with one opener only, but it was created with two openers, it is possible to add a second opener to this Tender. This can be done regardless of whether your Tender is a still draft or live already.

Acronyms in this guide in relation to the **Organisation** (i.e. the School) and the **Organisational Roles** (within eTender platform):

- **CA** = Contracting Authority (the Organisation/School).
- **CAPC** = Contracting Authority Procurement Coordinator. Users with this role are authorised to manage all information related to the CA's account and to publish 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.
- **CAPCA** = Contracting Authority Procurement Coordinator Assistant. Users with this role have 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.
- **CAPO** = Contracting Authority Procurement Officer. Users with this role will have limited capabilities at a CA level. Their capabilities will be defined within the Tenders to which they are associated (e.g. Tender Coordinator, Opening Staff, or Evaluation Staff user).

Acronyms in this guide in relation to the **CFT roles** and the **Associated Officers**:

- **PO/TC** = Procurement Officer Tender Coordinators. At least 1 user to be assigned.
- **PO/OS** = Procurement Officer Opening Staff. At least 1 user to be assigned.
- **PO/ES** and **PO/ESR** = Procurement Officer Evaluating Staff. A maximum of 30 PO/ESR & PO/ES users can be assigned. At least one of the evaluators to be associated (ESR) will lead the evaluation committee. If only a single evaluator has been associated to a Call for Tender; their role must be ESR.

You can access eTenders at www.eTenders.gov.ie.

2. Adding a New User

If there is only one active user profile associated with the school's eTenders account, or if you wish to create a new user regardless, please follow the guidance starting at this section. If there is more than one active user profiles, and one of them can be associated with your Tender, please follow the guidance starting from Section 3.

Log into your CAPC eTenders account linked to your Tender, then click on '**CA administration**' in the navigation menu. In the drop-down menu that appears, click on '**User management**', as seen in Figure 1.

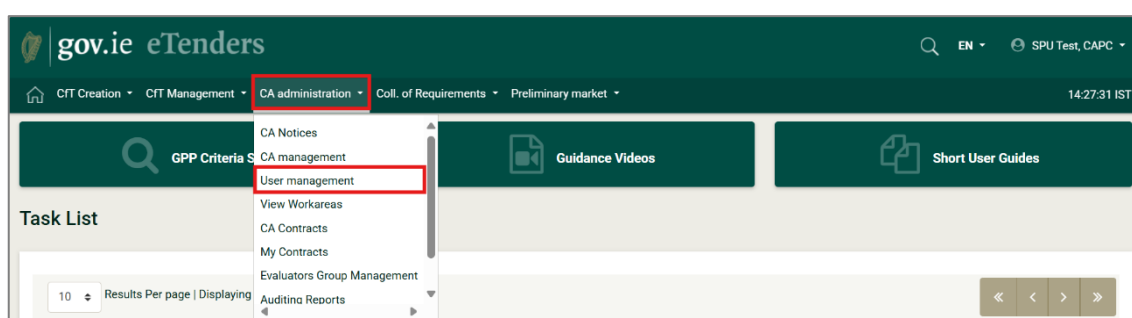


Figure 1

This will load a page called '**View Users**', where all user profiles associated with your school's eTenders account will be shown. Click on '**Add User**' to create a new user profile, as shown in Figure 2.

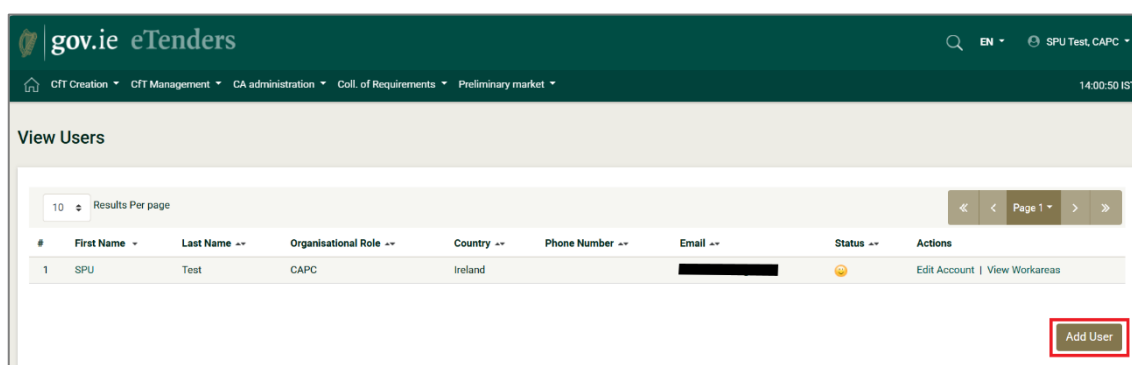
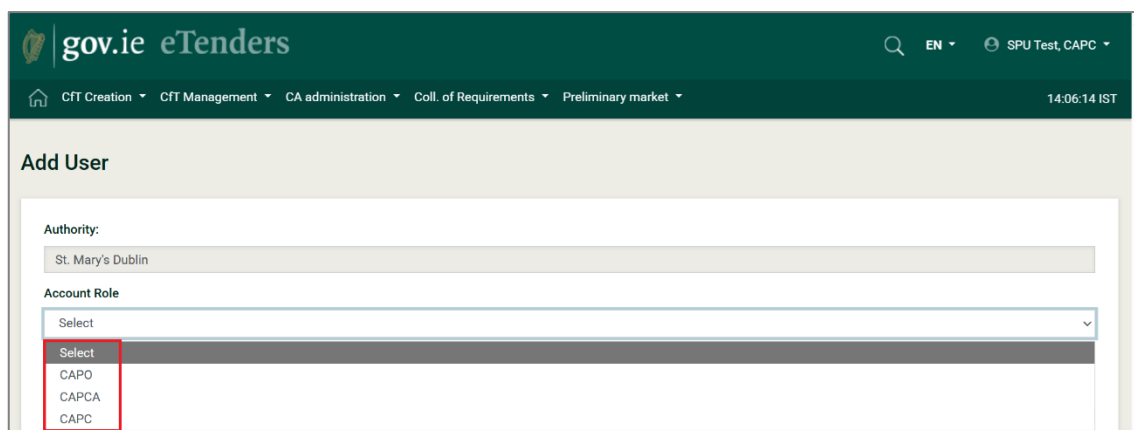


Figure 2

On the following page, enter the mandatory details of this new user, including username and password. When choosing the '**Account Role**', select '**CAPC**', '**CAPCA**' or '**CAPO**' from the dropdown menu, as shown in the Figure 3 example. Please refer to the Introduction section for the definition of each role if needed.



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EN SPU Test, CAPC

CFT Creation CFT Management CA administration Coll. of Requirements Preliminary market 14:06:14 IST

Add User

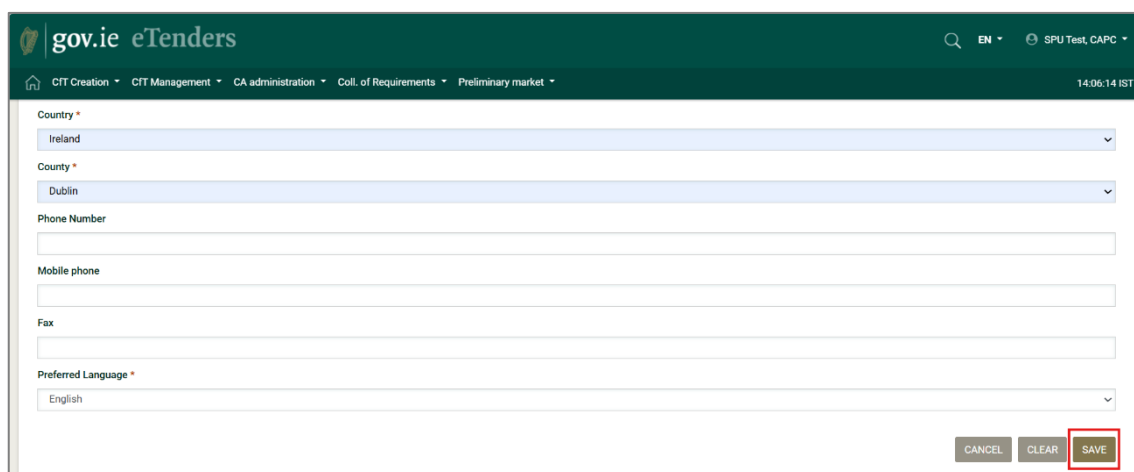
Authority:
St. Mary's Dublin

Account Role
Select

- Select
- CAPO
- CAPCA
- CAPC

Figure 3

After completing the form, click on **'SAVE'** at the bottom of the page, as shown in Figure 4.



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CFT Creation CFT Management CA administration Coll. of Requirements Preliminary market 14:06:14 IST

Country *
Ireland

County *
Dublin

Phone Number

Mobile phone

Fax

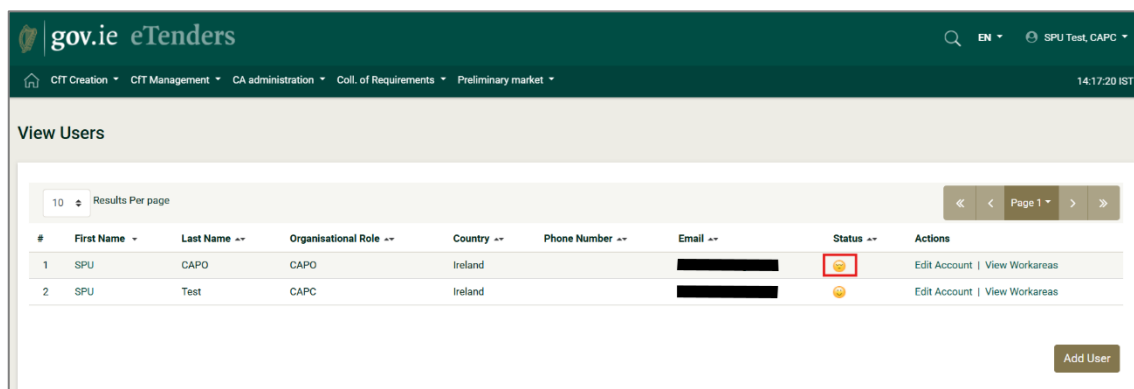
Preferred Language *
English

CANCEL CLEAR **SAVE**

Figure 4

The list of the school's users and their roles on eTenders will be shown, including the recently created user, as shown in Figure 5.

Note: the new user must verify their eTenders account by following instructions sent to the email address they registered with.



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View Users

10 Results Per page

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1	SPU	CAPO	CAPO	Ireland				Edit Account View Workareas
2	SPU	Test	CAPC	Ireland				Edit Account View Workareas

Add User

Figure 5

3. Associate PO/OS User

Click on the home icon to return to your **'Task List'**. On this page, click on the **'Associate PO/OS and PO/ES'** task associated with your Tender. See Figure 6.

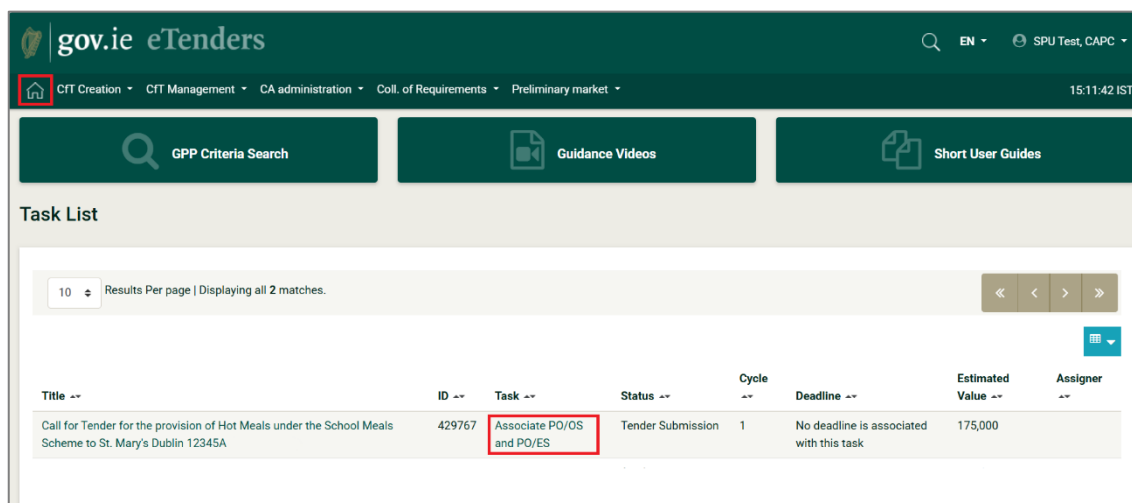


Figure 6

A page called **'Associated Officers'** will load. You will notice a warning informing you that you have currently 1 PO/OS user associated with this Tender, to which you need 2 PO/OS users. Please refer to the Introduction section for the definition of each role if needed. Click on **'ADD PO/OS USERS'**, to add the second Procurement Officer Opener Staff, as shown in Figure 7.

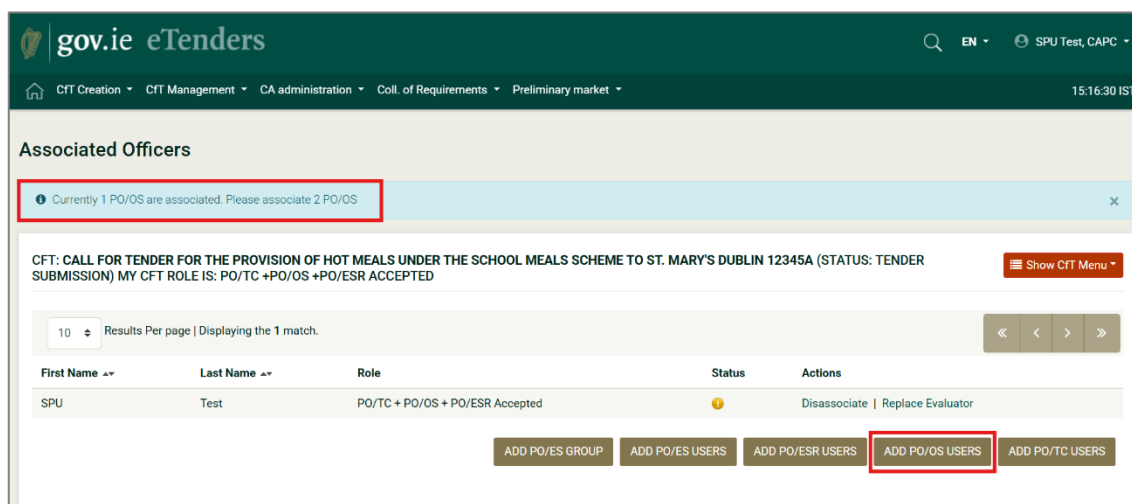


Figure 7

A pop-up window will appear for you to select a user from your CA (School) to be associated as the second PO/OS for your Tender. You can type in the user's **'First Name'** and/or **'Last Name'** and click on **'SEARCH'** to locate them. Alternatively, simply click on **'SEARCH'** find all users associated with your School.

On the same window, scroll down to see the results. Find the user you wish to associate as the second PO/OS for your Tender, tick the box to the left of their name, and then click on '**SELECT**', as shown in Figure 8.

Search for Users

First Name:

Last Name:

Country:

10 Results Per page | Displaying the 1 match.

☐	First Name	Last Name	Username	CFT Role	CA Role	Organisation	Country
☒	SPU	CAPO	spucapo		CAPO	St. Mary's Dublin	Ireland

Figure 8

The user will appear in the list of '**Associated Officers**', with the associated role '**PO/OS**', as shown in Figure 9. No further action is needed.

Associated Officers

CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

10 Results Per page | Displaying all 2 matches.

First Name	Last Name	Role	Status	Actions
SPU	Test	PO/TC + PO/OS + PO/ESR Accepted	!	Disassociate Replace Evaluator
SPU	CAPO	PO/OS	✓	Disassociate

Figure 9

Please note that, after the Tender deadline has passed, both users will need to follow the steps required to unlock the Tender.

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