

## **BIDDER LOGGING IN FOR THE FIRST TIME**

### **UK SHARED BUSINESS SERVICES EMPTORIS TRAINING MODULE**

Following registration as a supplier you will follow this process to gain access to Emptoris and your procurement documents.

Whilst this procurement is being managed by UK SBS the Emptoris system administration is managed by Crown Commercial Service (CCS) so Bidders will on occasion receive system generated mails from CCS rather than UK SBS.

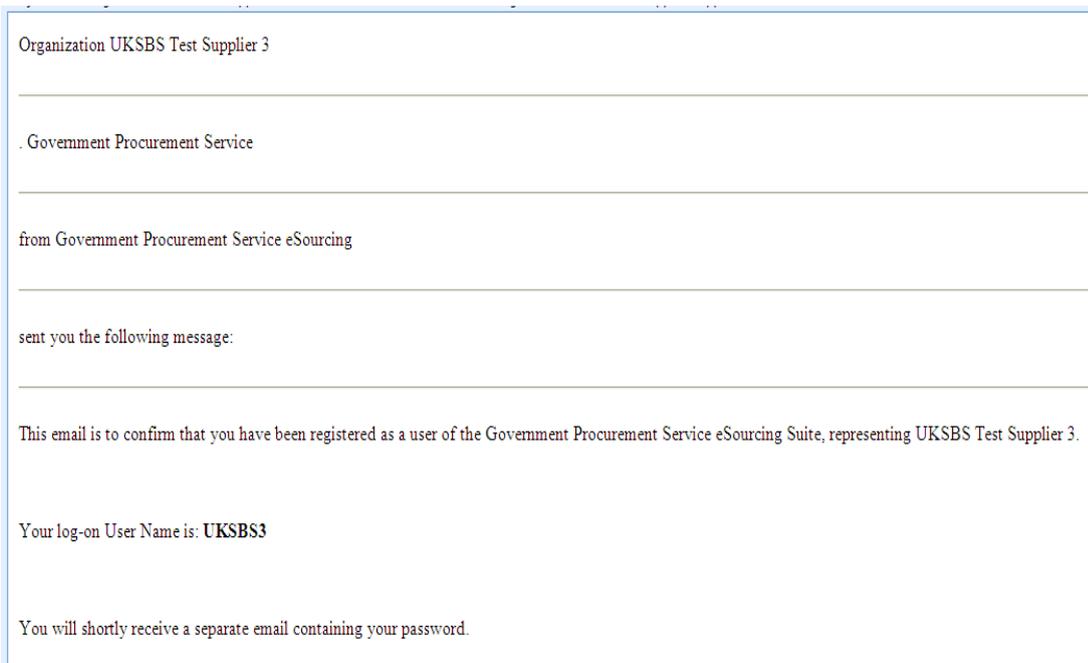
If Bidders have any problems logging onto the system please do not hesitate to contact CCS on Tel: 0345 010 3503.

#### **SCOPE OF TRAINING:**

- [Logging onto the systems](#)
- [Resetting passwords](#)

#### **LOGGING ONTO THE SYSTEM**

- Initially Bidders will receive an email from CCS confirming their login:



Organization UKSBS Test Supplier 3

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Government Procurement Service

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from Government Procurement Service eSourcing

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sent you the following message:

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This email is to confirm that you have been registered as a user of the Government Procurement Service eSourcing Suite, representing UKSBS Test Supplier 3.

Your log-on User Name is: UKSBS3

You will shortly receive a separate email containing your password.

- Bidders will receive a second email confirming your temporary password:

Organization UKSBS Test Supplier 3

. Government Procurement Service

from Government Procurement Service eSourcing

sent you the following message:

Your password for Government Procurement Service's eSourcing Suite was reset to: **OOo3@oHs**

When you log on you will be asked to reset this password to one of your choice. Please note that your new password must:

- be at least 8 characters long.
- contain at least one capital letter
- contain at least one number
- contain at least one non-alphanumeric character (e.g. ? or !)

- Bidders will now need to log in to create a permanent password.

The URL is <https://gpsesourcing.cabinetoffice.gov.uk/ss0/jsp/login.jsp>

eSourcing



Crown  
Commercial  
Service

Register Here

Name : \* UKSBS13

Password : \* ●●●●●●●●

login

[Forgot your Login Name or Password?](#)

## RESETTING PASSWORDS

- Then **reset** your password ensuring it includes at least one capital letter and one character, for example **Bidwinner#1**.
- The next screen you will see will provide details of the System Usage Agreement and Bidders must click on '**I agree**' to gain access to the documents:

Crown Commercial Service eSourcing Suite

Supplier System Usage Agreement

Version 2.1

### General Terms

#### 1. Introduction

- 1.1. This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing System to participate in a procurement exercise.
- 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP). This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology on a case by case basis.
- 1.3. The System is provided by IBM and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. By accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
- 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence.

#### 2. Access

- 2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise.
- 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier.
  - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
  - 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing by the Buyer within 14 Days.
- 2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical reasons.

#### 3. Registration

- 3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the necessary details to the Buyer.
- 3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not share their User ID and password with any other person.

CCS eSourcing

My Profile

Bids

Messages

Utilities

View RFX(s)  
Bids



Crown  
Commer  
Service

All Open/Pending/Paused RFX(s)

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style
<a href="#">UK SBS Supply of new boiler FM120051</a>	FM120051			<a href="#">View/Respond to RFX</a>	RFI	

The slides contained within this presentation were created using the Emptoris e sourcing suite and Internet Explorer 8.

UK Shared Business Services Ltd makes no guarantees that the functionality available in these screen shots will be fully replicated in the live Emptoris e sourcing suite, nor if using an alternative web browser to IE8.

Any Bidder using these training materials should do so at their own risk and UK Shared Business Services Ltd does not make any commitment to their accuracy.

In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.