



# eSourcing Suite - Supplier Guidance

## Part A – Supplier Registration

Version 2 (12/12/2016)

Date	Version	Change Summary
01/02/2016	1.7	Correction / Clarification to text in Para 11.1
04/07/2016	1.8	Para 1 – Addition of note regarding unavailability during periodic maintenance windows
22/12/2016	2	Screenshots aligned to CCS Emptoris v10 system. All sections significantly revised

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## 1. Introduction

**NOTE** - This system is subject to periodic maintenance windows each Saturday between 18:00 and 24:00 UK local time, during these periods it is unavailable to users.

- 1.1. This document provides guidance to suppliers about Crown Commercial Service's eSourcing Suite. It specifically addresses how to register for the eSourcing Suite and to set-up supplier and user online profiles. Guidance on how to tender via the eSourcing Suite is provided in a separate Part B document.
- 1.2. The eSourcing Suite is an online system providing eSourcing functionality for Crown Commercial Service, our customers and our suppliers. The eSourcing Suite supports end-to-end procurement activity including: early-market engagement, issuing Invitations to Tender, online evaluation and eAuctions. Access to the eSourcing Suite is available to registered organisations via the internet at <https://gpsesourcing.cabinetoffice.gov.uk>.
- 1.3. Please note that this guidance is for *suppliers* or *potential suppliers* to government. If you wish to register a public sector organisation as a *customer* of Crown Commercial Service and use the eSourcing Suite, please contact our Service Desk on 0345 410 2222.
- 1.4. The eSourcing Suite was implemented as part of Crown Commercial Service's wider eEnablement Programme. This encompasses the introduction of the Government eMarketplace (GeM), the Dynamic Marketplace and Spend Analysis functionality.

## 2. Technical Requirements

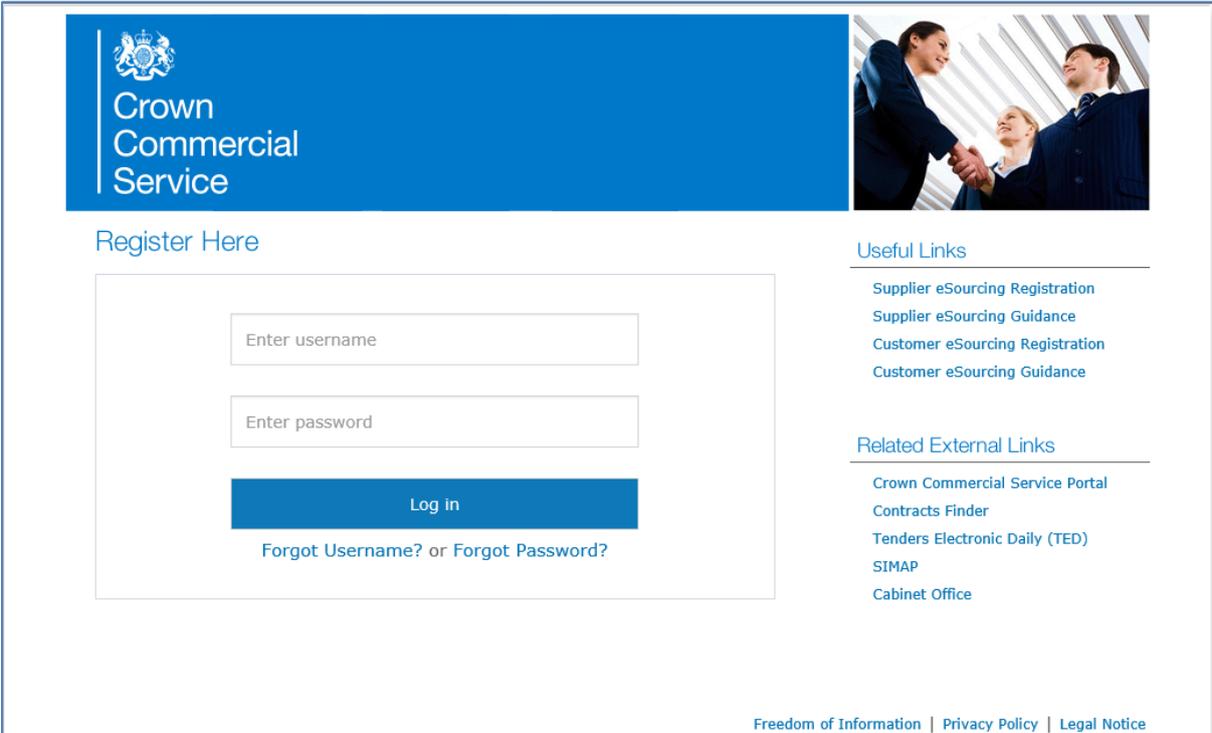
- 2.1. The eSourcing Suite is accessed over the internet and should operate using any standard web-browser. To use the eSourcing Suite successfully, pop-up blockers on your web-browser will need to be disabled for this site (<https://gpsesourcing.cabinetoffice.gov.uk>). You may also wish to set the eSourcing Suite as a 'Trusted Site' on your browser.
- 2.2. Emails sent to a supplier from the eSourcing Suite will come from the address [eSourcing@ccs.cabinetoffice.gov.uk](mailto:eSourcing@ccs.cabinetoffice.gov.uk). Please ensure that you have any email filters enabled, that will allow you to receive emails from this particular address.

### 3. My organisation is an existing CCS supplier. How does it register for the eSourcing Suite?

- 3.1. Most suppliers with existing contracts (including framework agreements) with Crown Commercial Service have been pre-registered on the new eSourcing Suite (and so do not need to register themselves).
- 3.2. For pre-registered suppliers, much – though not all – of the information pertaining to that supplier (held in their online profile) will have been pre-populated in the new system. Pre-registered suppliers are asked to:
  - a) verify that the pre-loaded information is correct and;
  - b) complete their online profile by providing supplementary information.
- 3.3. The individuals who are the Supplier Admin Managers (SAMs) for all pre-registered suppliers will receive emails detailing their user-names and passwords. See Section 6 of this guidance for further information on SAMs.
- 3.4. Section 7 of this guidance describes how to log-on the eSourcing Suite.
- 3.5. Please pay particular attention to the Unique ID that has been allocated to your organisation. The eSourcing Suite uses DUNS Numbers as supplier Unique IDs. A DUNS Number is a unique nine-digit number provided to organisations (free of charge) by Dun & Bradstreet.
- 3.6. It is very important that all suppliers are registered with the correct DUNS Number, corresponding to registered legal address of that supplier (which will not necessarily be the address that you personally work from). If you do not know your organisation's DUNS Number (or are not certain of the number corresponding to your organisation's registered legal address), please see the instructions under Section 5 of this guidance.
- 3.7. The Unique ID is one of the profile fields that a supplier is unable to edit for themselves. If you believe that the DUNS Number that has been pre-registered for your organisation is incorrect, please email [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk) and provide details.
- 3.8. Crown Commercial Service has set-up one initial SAM for each existing supplier. This initial SAM can add additional users - either as further SAMs or as Supplier Agents, SAMs provide greater flexibility for supplier organisations. Please refer to Section 9 of this guidance.
- 3.9. Finally, SAMs should check that the information held in their personal user profile is correct (and amend it if it is not). Please see Section 10 of this guidance for further information.

## 4. My organisation is *not* an existing CCS supplier. How does it register for the eSourcing Suite?

- 4.1. Suppliers need to be registered on the eSourcing Suite before they can participate in any online procurement activity. To begin registration, go to the eSourcing Suite front-page at <https://gpsesourcing.cabinetoffice.gov.uk>



**Crown Commercial Service**

Register Here

Enter username

Enter password

Log in

[Forgot Username?](#) or [Forgot Password?](#)

**Useful Links**

- [Supplier eSourcing Registration](#)
- [Supplier eSourcing Guidance](#)
- [Customer eSourcing Registration](#)
- [Customer eSourcing Guidance](#)

**Related External Links**

- [Crown Commercial Service Portal](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily \(TED\)](#)
- [SIMAP](#)
- [Cabinet Office](#)

[Freedom of Information](#) | [Privacy Policy](#) | [Legal Notice](#)

- 4.2. Click on 'Register for CCS eSourcing' under the Useful Links. The 'Supplier eSourcing Registration' window will open. Enter your organisation's details as required.
- 4.3. In the Company Name box please enter the full, correct and legal name for your organisation. This is important because, if you are later awarded a contract by Crown Commercial Service, it is this name that your organisation will be contracting under.
- 4.4. In the DUNS Number field you need to enter your organisation's [DUNS Number](#). This is a unique nine-digit number provided to organisations (free of charge) by Dun & Bradstreet.
- 4.5. The DUNS number that you enter will be your organisation's Unique ID in the eSourcing Suite, and it is essential that you enter the correct number. For the eSourcing Suite Registration you will want to enter the DUNS Number for the registered legal address of your organisation (which will not necessarily be the office that you personally work from).

- 4.6. If you do not know your organisation's DUNS Number (or are not certain of the number corresponding to your organisation's registered legal address), please see the instructions under Section 5 of this guidance.
- 4.7. A supplier only registers once on the eSourcing Suite – though one supplier can have multiple individual users each able to log on to the system. If you try to register a supplier that has already been registered (based on the DUNS Number), you will receive an error message. Do NOT enter a different DUNS Number as your unique ID. Instead, please contact your organisation's SAM (Supplier Admin Manager), who is already registered, so that you can be registered as a new User for your organisation (see Section 9 below). Alternatively, if you do not know the identity of your SAM, please contact Crown Commercial Service at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk)
- 4.8. Please note the order of the "Country" and "State or Region" fields, options displayed in the "State or Region" options list will depend on the previously entered data in the "Country" field.
- 4.9. Beneath the Company Profile information fields, there are User Profile information fields. The first user to register for their organisation will be automatically allocated the role of Supplier Application Manager (SAM). A SAM is a 'super-user', able to create and amend the profiles of other users within their organisation.
- 4.10. A user's Login Name in the system will be their email address. This will ensure that all users have unique Login Names; and will make it easier for users to remember.

### Company Profile

Company Name

Please enter your DUNS Number (9 digits, no spaces or special characters)

If your company does not have a DUNS Number (or you do not know it) please see the guidance at: <https://www.gov.uk/government/publications/procurement-tool-guidance-for-suppliers>

Company Registration Number

Website

Primary Telephone Number (Country Code, Area Code, Phone Number e.g. 0044 208 123 456)

### Address

Street 1

Street 2

City or Town (please do not use any special characters or hyphens)

Postal Code or Zip Code

Country

ES, Spain

State or Region

### User Profile

First Name

Surname

Email Address

Telephone Number (Country Code, Area Code, Phone Number e.g. 0044 208 123 456)

## 4.11. Click 'Save & next step' to continue.

Do you want to finish the registration?

In this step you declare the registration to be finished. You must have answered all mandatory questions before being able to finish the registration. After finishing the registration, the registration is send in and cannot be edited any longer.

Finish

- 4.12. Crown Commercial Service will review your registration data, and validate the DUNS Number that you have provided. If all is in order, Crown Commercial Service will activate your organisation and your SAM user. The SAM user will receive 2 emails confirming username and one-time password.

## 5. How do I get my organisation's DUNS Number?

- 5.1. Organisations need a valid [DUNS Number](#) before they can register on Crown Commercial Service's eSourcing Suite. DUNS Numbers are allocated (free of charge) by Dun and Bradstreet (D&B).
- 5.2. Most organisations will already have an allocated DUNS number, even if they do not know it. Please note that a DUNS Number is proprietary to and controlled by D&B. Use of DUNS numbers for the eSourcing Suite has been negotiated by Crown Commercial Service. However organisations cannot use a DUNS number for other commercial purposes without entering into a separate commercial agreement with D&B.
- 5.3. To get your organisation's DUNS Number you can contact D&B UK directly on 0870 243 2344 (option 3). Non-UK organisations can find details of their local D&B contacts via the website [www.dnb.com](http://www.dnb.com)
- 5.4. However, a more immediate way to locate your organisation's DUNS number is to use the facility on the registration page for Crown Commercial Service's Dynamic Marketplace at:  
<https://buyers.procserviceonline.com/otis/preregistration/details.html?marketplace=gem>

**basware**  
Supplier pre-registration for the Dynamic Marketplace

**Introduction**

  
Crown Commercial Service

Welcome to the supplier pre-registration process for the Dynamic Marketplace, part of the Government eMarketplace, delivered on behalf of the Crown Commercial Service.

Please complete your organisation's details below.

We will use these details to find your organisation in the Dun & Bradstreet Ltd (D&B) database and to find your D-U-N-S® Number. Once we have your D-U-N-S® Number we will email you a username and password so you can complete the full supplier registration process.

If you have any questions, please contact the Centre of Expertise on 0345 0103503 or via email to [supplier@crownccommercial.gov.uk](mailto:supplier@crownccommercial.gov.uk).

Organisation Name \*

Organisation Address (first line) \*

City / town \*

Country \*  ←

Post code \*

Contact name \*

Contact's email address \*

↓

A D&B D-U-N-S® Number is a unique nine-digit sequence recognised as the universal standard for identifying and keeping track of millions of businesses worldwide. The D-U-N-S® Number is proprietary to and controlled by D&B and cannot be used commercially without entering into a commercial agreement.

Basware Holdings Limited 2016

- 5.5. Enter your organisation's name and address and your contact details into the Dynamic Marketplace registration fields. Then click the 'Find D-U-N-S Number' button.

- 5.6. The next page will identify a list of candidate organisations and their DUNS Numbers. DUNS Numbers can be allocated by D&B at the 'branch' level of an organisation, so you could see more than one DUNS Number for your organisation. For the eSourcing Suite Registration you will want to use the DUNS Number for the registered legal address of your organisation (which will not necessarily be the office that you personally work from). Review the list and note-down the correct DUNS number (do not click on 'This is Correct' yet).

The screenshot shows a web interface with a blue header containing the 'basware' logo. Below the header is a section titled 'Confirm Details'. The main content area has a white background with blue text. It starts with a green message: 'We found several possible matches for your organisation.' followed by instructions to choose one result. Below this, there are four search results, each with a 'This is correct' button. The results are as follows:

Organisation Name	D-U-N-S Number	Address	Action
CROWN COMMERCIAL SERVICE	232204180	Floor 9, The Capital Building Old Hall Street LIVERPOOL L3 9PP	This is correct
Crown Prosecution Service	210253278	Heron House 31 Hougoumont Avenue LIVERPOOL L22 0LL	This is correct
CROWN PROSECUTION SERVICE	210376931	Heron House, 31 Hougoumont Avenue LIVERPOOL L22 0LL	This is correct
Crown Prosecution Service	213240683	Second Floor Walker House Exchange Flags LIVERPOOL L2 3YL	This is correct

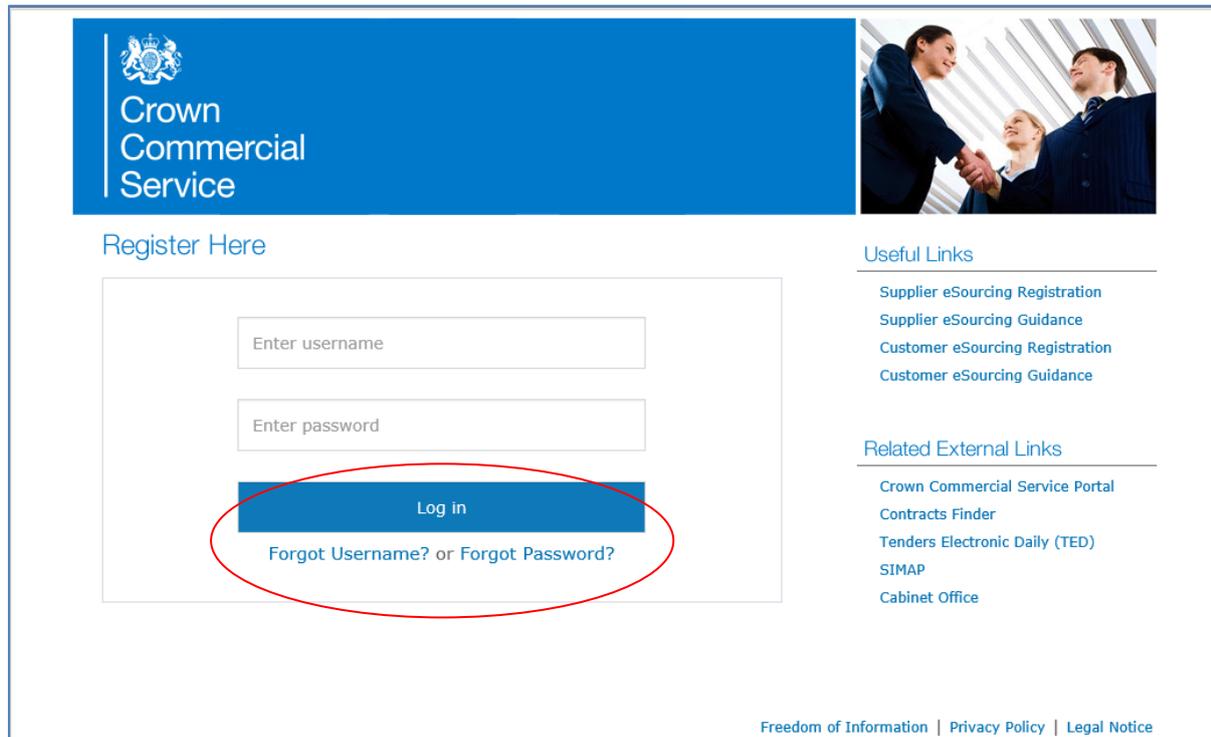
- 5.7. It is possible that the search will not identify your correct organisation and/or no DUNS Number will be listed. If this is the case please contact D&B UK directly on 0870 243 2344 (option 3), or online at <http://www.dnb.co.uk/duns-form.asp> . Non-UK organisations can find details of their local D&B contacts via the website [www.dnb.com](http://www.dnb.com)
- 5.8. If you only wish to register for the eSourcing Suite then, at this stage, you do not need to click 'This is Correct'. However Crown Commercial Service recommends that suppliers also register for the Dynamic Marketplace, which offers opportunities for lower-value procurements (typically below the OJEU thresholds). To do this, click on 'This is Correct' then complete the Dynamic Marketplace registration process.
- 5.9. To complete your registration for the eSourcing Suite, return to the instructions in Section 4 of this guidance.

## 6. How do I register myself as a user for the eSourcing Suite?

- 6.1. Like organisations, individual users also need to be registered before they can log-on and use the eSourcing Suite. There are two types of supplier users:
  - Supplier Admin Manager (SAM) – this user provides the most flexibility for an organisation.
  - Supplier Agent – this user has more limited functionality and for many organisations may be operationally more restrictive.
- 6.2. A Supplier Agent can participate in procurement events on behalf of their supplier organisation. A SAM is a 'super-user', able to participate in events, but also to create and amend the profiles of other users within their organisation.
- 6.3. An organisation can have more than one SAM, this role provides more flexibility allowing staff to perform the full range of system-related tasks and mitigates against access issues caused by staffing changes. For this reason, it is this role suggested for additional users
- 6.4. The first user to register for a supplier will be the individual who completes that supplier's online registration application (see Section 4), or the individual who has been pre-loaded for existing CCS Suppliers (see Section 3). This first user will be automatically allocated the role of a Supplier Admin Manager (SAM).
- 6.5. Once a SAM has been registered for an organisation, they then control the subsequent registration of additional users for that organisation (see Section 9). In other words, if your organisation already has a SAM(s), you will not be able to register directly with the eSourcing Suite, and should instead contact your SAM(s) to arrange this. If you do not know the identity of your organisation's SAM(s), please contact Crown Commercial Service at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk)
- 6.6. Once a SAM activates your user account, you should receive two emails. The first will contain your username, and the second a temporary password. This is the information you will need to log on to the eSourcing Suite.

## 7. How do I log on to the eSourcing Suite?

- 7.1. Once you have successfully been registered for the eSourcing Suite (see Section 6), you will be emailed your password.
- 7.2. Go to the eSourcing Suite front-page at <https://gpsesourcing.cabinetoffice.gov.uk>. Enter your Username in the top box, and your Password below



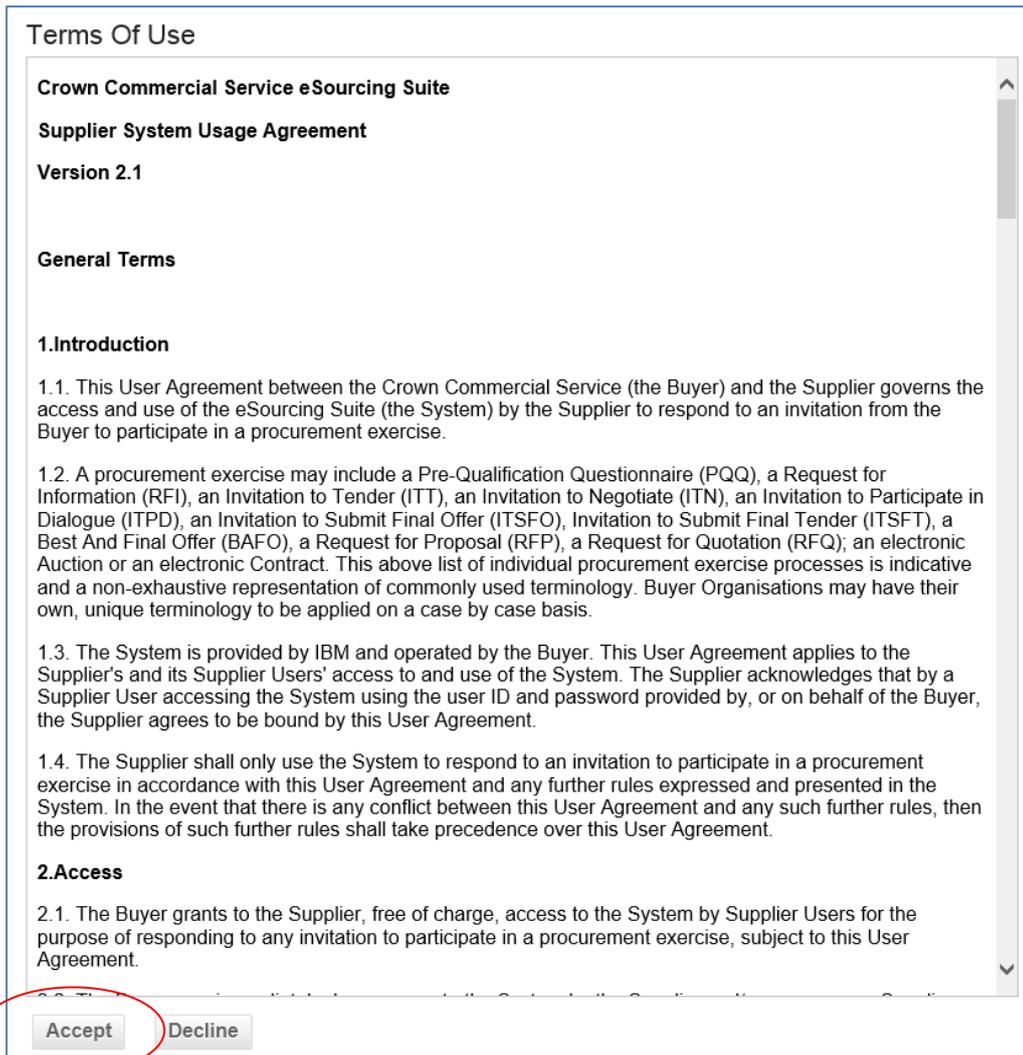
Freedom of Information | Privacy Policy | Legal Notice

- 7.3. If you have forgotten your User Name or your Password, click on the “Forgot...” links and follow the onscreen instructions.
- 7.4. The first time that you log on, you will be prompted to change your temporary password; and to provide the answer to a password reset question. Please note that your new password must meet the following rules:

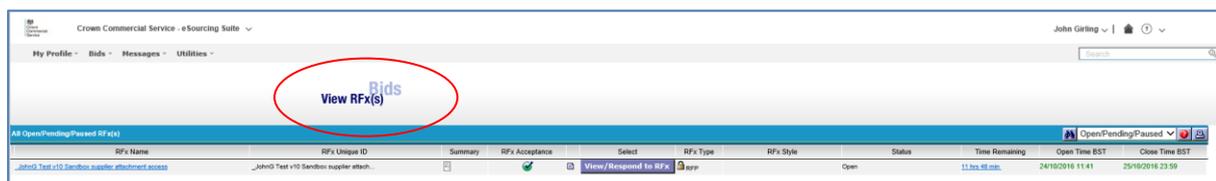
### Change Password

Password must be at least 8 character(s) long.  
Password must contain at least 1 special character(s) (e.g. !, @, #, \$, etc.).  
Password must contain at least 1 number(s) (e.g. 0, 1, 2, 3, etc.).  
Password must contain at least 1 uppercase letter(s) (e.g. A, B, C, etc.).  
Password must contain at least 1 lowercase letter(s) (e.g. a, b, c, d, etc.).

- 7.5. The first screen you will see once you have logged-on is the User Agreement, governing the access and use of the eSourcing Suite. Suppliers must accept this agreement if they wish to use the eSourcing Suite. Click on ‘Accept’ to proceed.



7.6. The next screen you will see is the 'Bids – View RFXs' page (RFX being the generic term for 'Request For....'). If your organisation is currently participating in any online procurement events you will see them listed on this screen. However, the first time you log on as a new user (for a new supplier), this list is likely to be empty. The comment will say 'NO DATA AVAILABLE'.



7.7. If you are logged-on as a SAM, you will see four buttons across the top menu bar: My Profile; Bids; Messages; and Utilities. If you are logged-on as a Supplier Agent, you will not see the 'My Profile' button. The 'My Profile' button allows a user to change the *organisation's* profile, and Supplier Agents do not have the authority to do this.

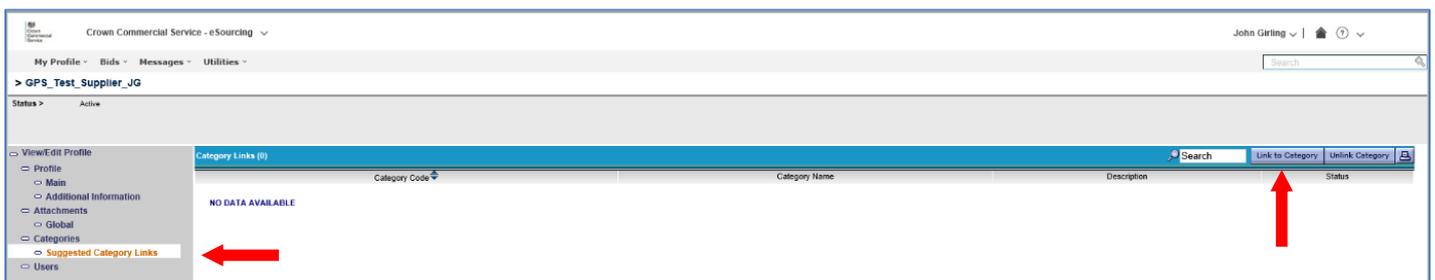
## 8. What are 'Suggested Category Links'?

- 8.1. Crown Commercial Service categorises spend using a Cabinet Office approved category structure. There are 26 Master categories of spend, each of which includes a number of Categories, each of which in turn includes a number of sub-Categories.
- 8.2. Suggested Category Links are an optional means by which a supplier organisation can identify to Crown Commercial Service the categories that it is seeking to provide business in. Crown Commercial Service will use the Suggested Category Links to identify suppliers that might have an interest in a particular procurement exercise, and to alert them to the upcoming opportunity.

### 8.3. IMPORTANT DISCLAIMER:

*Crown Commercial Service's eSourcing Suite offers suppliers the opportunity to identify 'Suggested Category Links': those categories of goods and services in which they are seeking to do business. As a service to potential suppliers, Crown Commercial Service may invite suppliers with relevant Suggested Category Links to new procurement events. However, Crown Commercial Service does not guarantee that suppliers will be invited to each and every such event – and suppliers still retain responsibility for checking the [OJEU](#) (or other information sources eg [Contracts Finder](#)) and identifying upcoming opportunities of interest for themselves.*

- 8.4 If you wish to configure Suggested Category Links for your organisation, select My Profile > Manage my Profile on the top menu-bar. Then select the "Suggested Category Links" link on the left-hand menu. Then select the "Link to Category" button.



- 8.5. A new window will open. Expand the category tree by clicking on the small square white 'plus' sign, to the immediate left of the words "root category". This will show the 26 Master Categories. Expanding a Master Category will show the constituent Categories; and expanding a Category will show the constituent Sub-Categories.

Crown Commercial Service - eSourcing Help

**Suppliers**  
**Link to Categories**

Click check box to select a category and all its subcategories. Click the plus (+) left to the Unique ID to see subcategories. You can make more than one selections by checking multiple boxes

Categories (1324) <span style="float: right;">Link to Category</span>			
	Unique ID	Category	Select
<input checked="" type="checkbox"/>	root category	<a href="#">root category</a>	<input type="checkbox"/>
<input type="checkbox"/>	Advertising and Media	<a href="#">Advertising and Med...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Clinical and Medical	<a href="#">Clinical and Medica...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Construction	<a href="#">Construction</a>	<input type="checkbox"/>
<input type="checkbox"/>	Consultancy and Contingent Labour	<a href="#">Consultancy and Con...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Defence	<a href="#">Defence</a>	<input type="checkbox"/>
<input type="checkbox"/>	Emergency and Rescue	<a href="#">Emergency and Rescu...</a>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Energy	<a href="#">Energy</a>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Alternative Energy	<a href="#">Alternative Energy</a>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Electricity	<a href="#">Electricity</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Energy Management Services	<a href="#">Energy Management S...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Fuel	<a href="#">Fuel</a>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gas	<a href="#">Gas</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM679 5 One Stop Shop	<a href="#">RM679 5 One Stop Sh...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Engineering Goods	<a href="#">Engineering Goods</a>	<input type="checkbox"/>
<input type="checkbox"/>	Facilities	<a href="#">Facilities</a>	<input type="checkbox"/>
<input type="checkbox"/>	Fleet	<a href="#">Fleet</a>	<input type="checkbox"/>
<input type="checkbox"/>	ICT Commodities	<a href="#">ICT Commodities</a>	<input type="checkbox"/>
<input type="checkbox"/>	ICT Systems	<a href="#">ICT Systems</a>	<input type="checkbox"/>
<input type="checkbox"/>	Managed / Outsourced Services	<a href="#">Managed / Outsource...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Industrial Services	<a href="#">Industrial Services...</a>	<input type="checkbox"/>
<input type="checkbox"/>	Learning and Development	<a href="#">Learning and Develo...</a>	<input type="checkbox"/>

8.6. To create Suggested Category Links, tick the relevant check-boxes on the right hand side of the screen, then click the “Link to Category” button and confirm the pop-up message. Links can be made at the Master Category, Category, and/or Sub-Category level, a link will implicitly include any links subordinate to a selected link. In the example above, the supplier has linked to the Alternative Energy, Electricity and Gas Sub-Categories.

8.7. The current window will close, and the ‘Suggested Category Links’ page will now show the selected links.

Crown Commercial Service - eSourcing John Girling |

My Profile Bids Messages Utilities

**> GPS\_Test\_Supplier\_JG**

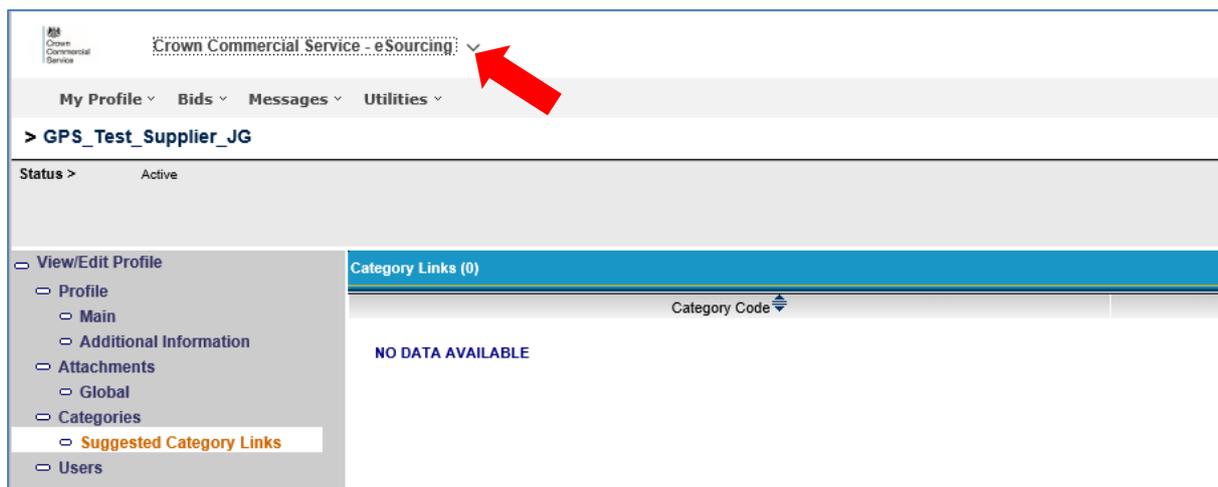
Status > Active

Category Links (7) <span style="float: right;">Search <input type="text"/> Link to Category Unlink Category</span>				
Category Code	Category Name	Description	Status	
<input checked="" type="checkbox"/>	root category	root category	Active	<input type="checkbox"/>
<input type="checkbox"/>	Energy	Common Commodity - ...	Active	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Alternative Energy	Common Commodity - ...	Active	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Electricity	Common Commodity - ...	Active	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gas	Common Commodity - ...	Active	<input type="checkbox"/>

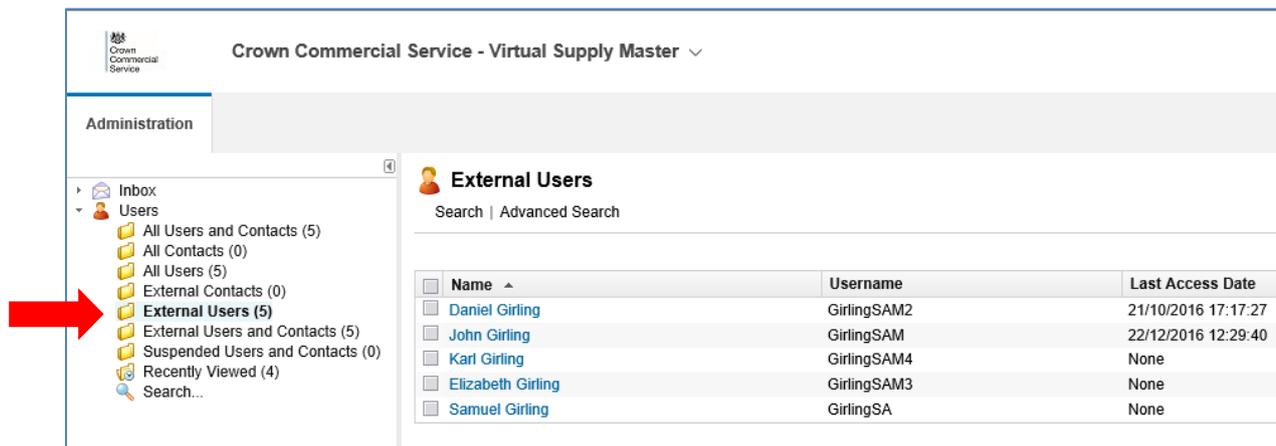
8.8. Unlinking from a category is achieved by ticking the category box to be unlinked and then selecting the “Unlink Category” button.

## 9. How do I add additional users for my organisation?

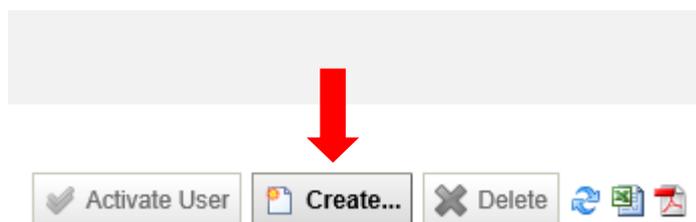
- 9.1. A Supplier Application Manager (SAM) can create additional users within their organisation. These new users can be Supplier Agents or additional SAMs. Supplier Agents cannot create new users. As in Section 6, it suggested that organisations create SAMs, rather than Supplier Agents, in order to benefit from the additional flexibility of that user profile.
- 9.2. In v10 of the eSourcing Suite new users are created in a area of the system called Virtual Supply Master (VSM). VSM is accessible via a link available here:



- 9.3. Selecting Users > External Users will display the currently registered users for your organisation.



- 9.4. A new user is created by selecting the [Create...] button:



9.5. The “Create User” window will open:

The screenshot shows the 'Create - User' window with the 'General' tab selected. The window contains several sections of input fields:

- User Info:** Fields for \* Given Name (Another), Middle Name, \* Surname (External-User), \* Display Name (Another External-User), Title, Salutation, \* Type (External User), \* Username (another.external-user@test.c), Supplier (GPS\_Test\_Supplier\_JG (Master)), and Manager (None).
- Phone Numbers:** Fields for Phone, Phone Ext., Alternate Phone, Alternate Phone Ext., Fax, and Pager.
- Email Addresses:** Fields for \* Email (another.external-user@test.com) and Alternate Email.
- Street Address:** Fields for Address Line 1, Address Line 2, City, State (dropdown), Postal Code, and Country (dropdown).
- PO Box Address:** Fields for PO Box Number, PO City, and PO Postal Code.
- Miscellaneous Info:** Fields for External Source Name, External Source ID, Identifier, and Remote ID (None).

Red arrows indicate the following fields: 'Given Name', 'Display Name', 'Type', 'Surname', 'Username', and 'Email'.

9.6. Enter the details in the indicated fields, please note that:

- 9.6.1. Type must be an “External User” and;
- 9.6.2. Username must be unique, so enter the user’s email address;
- 9.6.3. On completion select the [Save] button.

9.7. The following screen will be displayed, before selecting the [Activate User] button, select the following tabs and enter the specified details from the table, select the [Save] button as each page is completed.

The screenshot shows the 'User - Another External-User' window with the 'General' tab selected. The window contains a list of tabs: General, Groups, Roles, Applications, Preferences, and Change History. Below the tabs is an 'Activate User' button. To the right of the 'Activate User' button are buttons for 'Edit', 'Delete', and a set of icons for undo, redo, and refresh.

Tab	Sub-Section	Options for a SAM	Options for a Supplier Agent
Groups	Assigned Groups	Default	Default
Roles	Assigned Roles	Default	Default
		External User	External User
		External User Administrator	
		Sourcing Supplier Application Manager	

- 9.8. Applications Tab - tick “Sourcing” and pick the required “Assigned Role” (eg SAM) amend the other displayed options as necessary. Select the [Save] button before moving to the Preferences tab.

The screenshot shows the 'User - Another External-User' window with the 'Applications' tab selected. The 'Sourcing' section is expanded, displaying the following fields:

- \* Assigned Role: [Select]
- Supplier: GPS\_Test\_Supplier\_JG (ESP)
- Language: [Select]
- Date Format: DD/MM/YYYY
- Number Format: #,###,##

A green 'Save' button is located in the top right corner of the window.

- 9.9. Preferences Tab – Landing Application, select “Sourcing”, and other options may be amended as required. Select the [Save] button on completion.

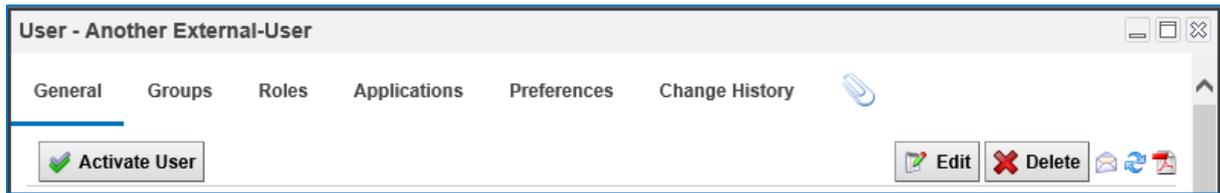
The screenshot shows the 'User - Another External-User' window with the 'Preferences' tab selected. The 'Landing Application' section is expanded, showing 'Sourcing' selected in the dropdown menu. A red dashed box highlights the 'Sourcing' option and the text 'Please select a value.' below it.

Other sections visible include:

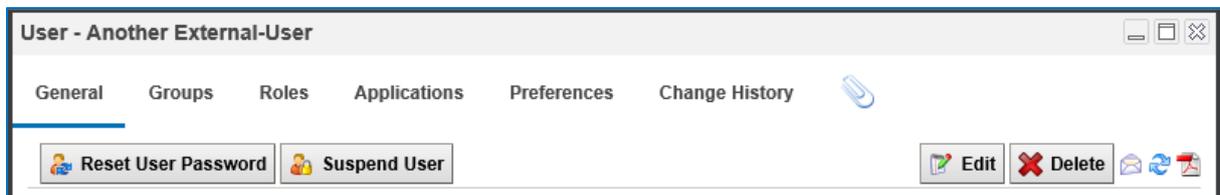
- Defaults:** Language (English), Currency ([Select]), Time Zone (Europe/London (UTC)), Default Module ([Default]), Number Format (#,###,##), Date Format (MM/DD/YYYY).
- Notification:** Send an email based on Job completion status (Always), Send an email when a new inbox item arrives (checked).
- Performance:** Calculate row-counts beside query folders (checked), Default page size (20).

A green 'Save' button is located in the top right corner of the window.

9.10. Return to the General Tab and select the [Activate User] button, the new user will be sent 2 emails providing the URL for the eSS, their username and a one-time password.



9.11 Once a user is created an organisation's SAM has the ability to access the organisation's user list (as 9.2 and 9.3 above) and a user's profile pages, then:

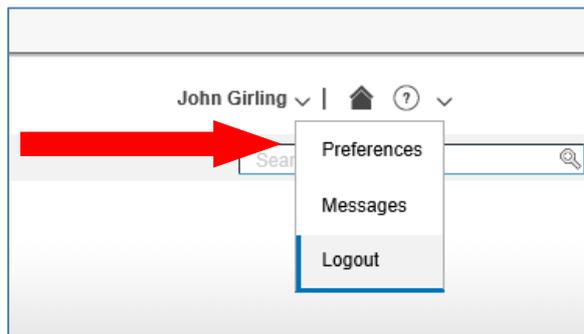


- [Reset User Password] – sends the selected user a new one-time password.
- [Suspend User] - for example if the user changes roles or leaves the organisation, the [Activate] button will then be displayed to re-activate the profile as necessary.
- [Edit] – this enables a SAM to make any necessary changes to the user's profile.
- [Delete] – this option is not recommended, **this option is not reversible.**

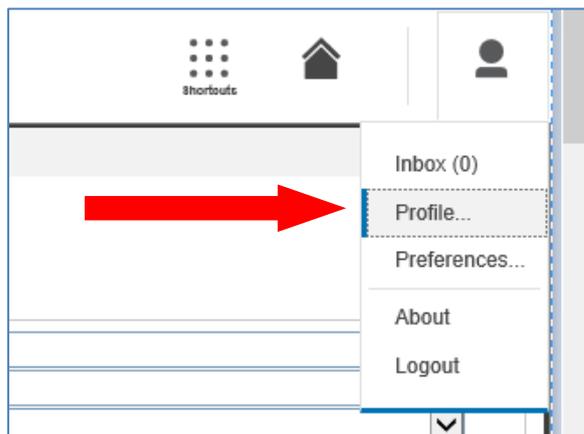
## 10. How do I amend my personal details within the system?

- 10.1 To access your profile and make necessary changes, select “Preferences” from the drop-down list (Screenshot 1), when the screen updates, select “Profile...” from the drop-down (Screen shot 2).

Screenshot 1



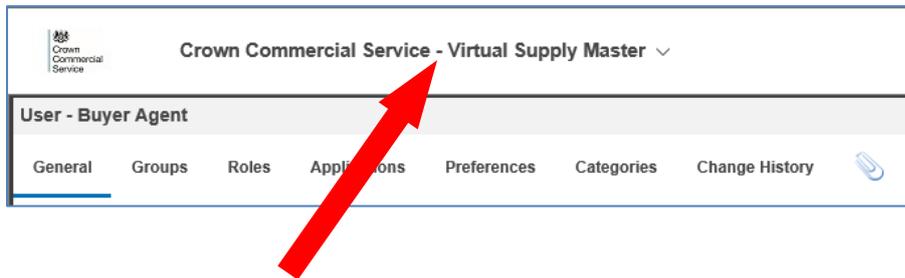
Screenshot 2



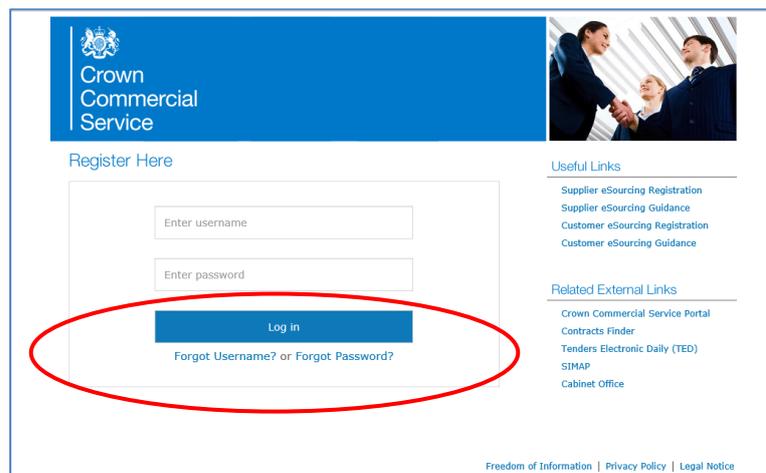
- 10.2. To amend the displayed details, select [Edit], the [Edit] button will become the [Save] button. Make the necessary changes and select [Save].

A screenshot of the 'User - Buyer Agent' profile page in the system. The page has a navigation bar with tabs for 'General', 'Groups', 'Roles', 'Applications', 'Preferences', 'Categories', and 'Change History'. The 'User Info' section is expanded, showing fields for 'Given Name', 'Middle Name', 'Surname', 'Display Name', 'Title', 'Username', 'Agent', 'Solution', 'Manager', and 'Organization'. A red arrow points to the 'Change Password' button on the left, and another red arrow points to the '[Edit] / [Save] button' on the right. A red box highlights the 'Change Password Option' text, and another red box highlights the '[Edit] / [Save] button' text.

- 10.3. To return to the eSourcing Suite - Select the “Crown Commercial Service – Virtual Supply Master” link (located top-left of screen) and then “Crown Commercial Service – eSourcing Suite” from the “top-level” menu.



- 10.4. If you forget your password or login name, the front screen of the eSourcing Suite allows you to request them.



- 10.5. The rules for selecting a new password are:

**Change Password**

Password must be at least 8 character(s) long.  
Password must contain at least 1 special character(s) (e.g. !, @, #, \$, etc.).  
Password must contain at least 1 number(s) (e.g. 0, 1, 2, 3, etc.).  
Password must contain at least 1 uppercase letter(s) (e.g. A, B, C, etc.).  
Password must contain at least 1 lowercase letter(s) (e.g. a, b, c, d, etc.).

----- END -----