

Supplier Admin How Do I

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Reset Password

- From the login page, click on the 'forgotten password' link and enter login name – this is case sensitive. You will be sent an automated email with a temporary password
- When you login using a temporary password, you will be prompted to change it to something secret to you
- In the field marked Current Password, you need to enter the temporary password
- In the New Password and Retype Password fields you must enter a password of your choice
- The new password MUST comprise at least 8 characters, at least 1 number, at least 1 capital and at least 1 non-alphanumeric character
- Examples would be September?74 or Football£47
- On completion. Click on 'Save'

Check to see if an organisation is already registered

- When you try to register at <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> you may get a message which says that your DUNS number is already in use, or that your organisation is already registered.
- Please do not alter the format of the DUNS number (this must be entered as nine digits only, with no hyphens or spaces)
- Please do not alter the organisation name you are entering, even slightly
- Please check with your colleagues first to see if they know the organisation's log in details or who the Supplier Admin Manager (SAM) is.
- If you find the SAM within your organisation, they will be able to set up a user profile for you and arrange for your log in details to be sent to you
- If you cannot find the SAM or your organisation's log in details, please send an email to eEnablement@crownccommercial.gov.uk with a brief description of the problem, and including your DUNS number and organisation's name

Register as a Supplier

- Go to <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>
- Click on the link on the right hand side called Register for GPS eSourcing
- Complete the details marked with a red asterisk
- In the field marked Unique ID, enter your DUNS number. Leave no spaces or hyphens in this
- Click Save
- You should shortly receive two emails which will contain your login (User) name and temporary password

Find Duns Number

- Contact Dun & Bradstreet on 0870 243 2344 (option 2)
- Or at link <http://www.dnb.co.uk/dandb-duns-number/request-a-duns-number>
- The number will be made up of nine digits and should not have any spaces or hyphens

Change my User profile

- Login to Emptoris
- Click 'I agree' to T&Cs
- Click on Utilities, then Admin, then My Profile
- Some fields cannot be edited – if you are trying to change on of these please contact enablement@crownccommercial.gov.uk for advice
- Click Save to save the changes

Change a colleague's User Profile

- Login to Emptoris
- Click 'I agree' to T&Cs
- Click on My Profile, then Manage My Profile
- Click on Users in the column on the left hand side of the screen
- Click on the Last name of the User whose profile needs amending
- Some fields cannot be edited – if you are trying to change on of these please contact enablement@crownccommercial.gov.uk for advice
- To 'unapprove' a user, select the check-box next to that user and click the 'unapprove' button
- Click Save to save the changes

Add a new user to organisation profile

- Login to Emptoris
- Click 'I agree' to T&Cs
- Click 'My Profile' tab, then 'Manage My Profile'
- Click 'Users' link on left-hand menu
- Click 'Create' button
- A new 'create user' window will open
- Click on 'Role' drop-down box and select your choice, i.e. Supplier Admin Manager
- Use the individual's email address as their username/login name
- Complete all the necessary fields
- Click 'Save' and 'Close'
- New user will be listed amongst the existing users.
- New user will be automatically sent their login details, including a new temporary password

Amend Organisation's Profile

- Note that you should only use this to change Company Website or phone number. If you are trying to change any other fields please contact enablement@crownccommercial.gov.uk for advice
- Login to Emptoris.
- Click 'I agree' to T&Cs
- Click on My Profile, then Manage my profile
- Click on Main in the column on the left of the screen
- Not all fields can be edited, you cannot edit your DUNS number or Organisation name
- Click Save

Support Contacts

- Phone support - all calls must be logged through the Helpdesk - 0345 410 2222
- General Technical Support - enablement@crownccommercial.gov.uk