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.

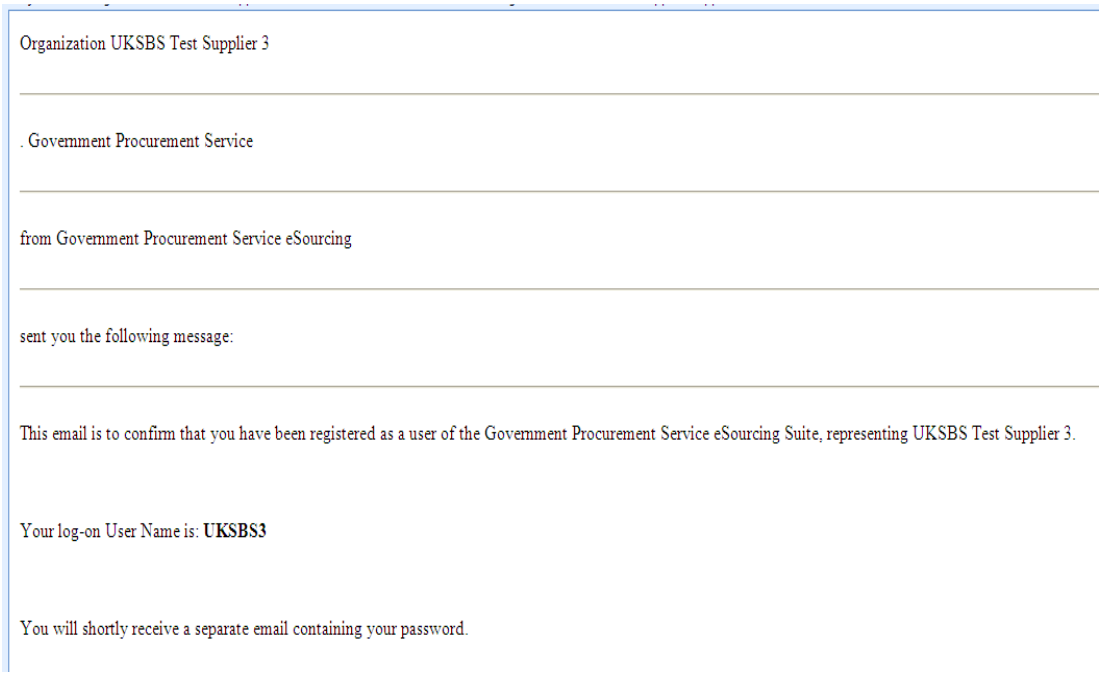
If Bidders have any problems logging onto the system please do not hesitate to contact CCS on Tel: 0345 010 3503**.**

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

. Government Procurement Service

from Government Procurement Service eSourcing

sent you the following message:

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.

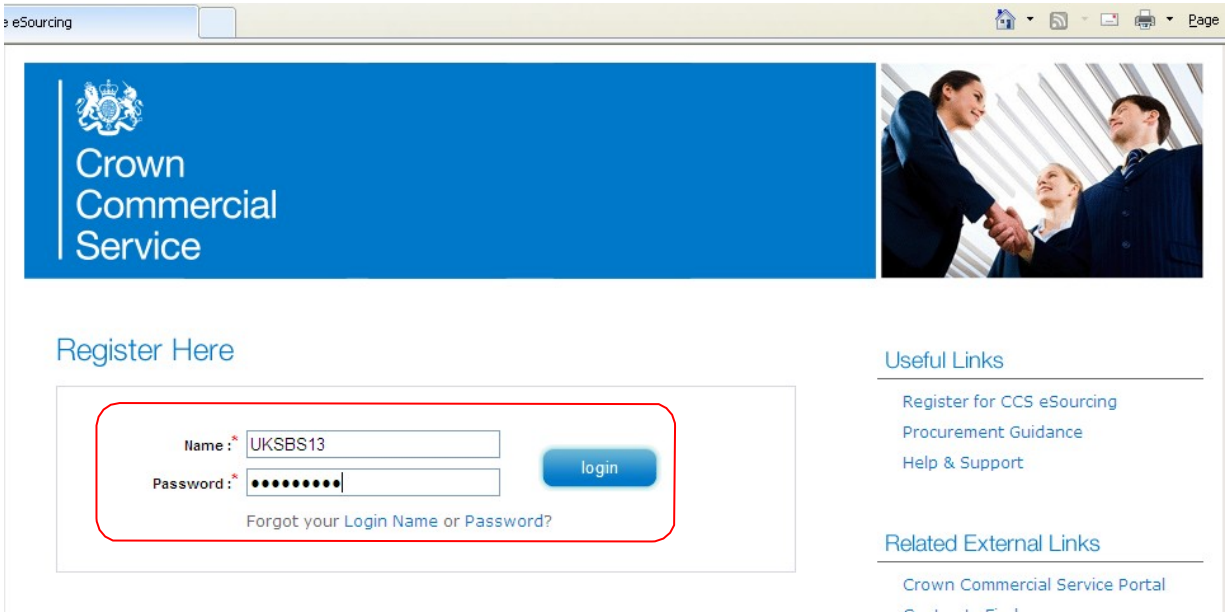
- contain at least one capital letter

- contain at least one number

- containt at least one non-alphanumeric character (e.g. ? or !)

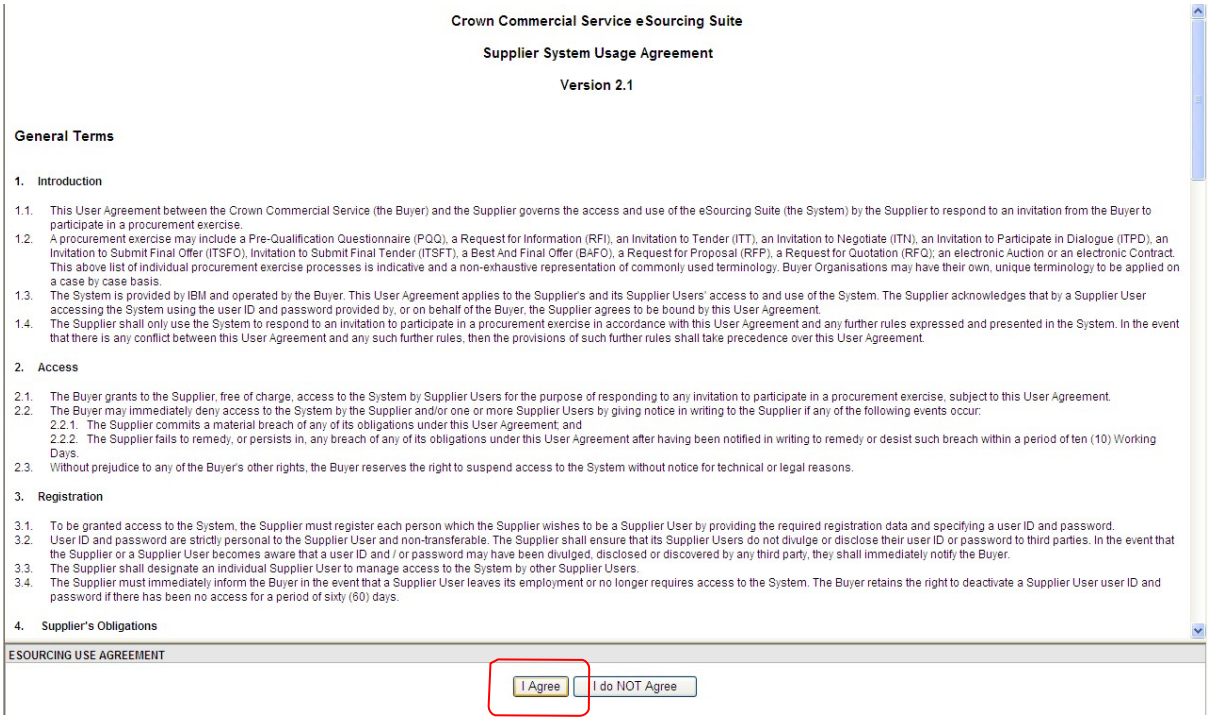
- Bidders will now need to log in to create a permanent password.

  The URL is https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp



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 Suite (the System) by the Supplier to respond to an invitation from the Buyer 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 Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied 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. The Supplier acknowledges that by a Supplier User 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 and any further rules expressed and presented in the System. 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 over this User Agreement.

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, subject to this User Agreement.

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 if any of the following events occur:

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 to remedy or desist such breach within a period of ten (10) Working 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 or legal 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 required registration data and specifying a user ID and password.

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 divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Buyer.

3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.

3.4. The Supplier must immediately inform the Buyer in the event that a Supplier User leaves its employment or no longer requires access to the System. The Buyer retains the right to deactivate a Supplier User user ID and password if there has been no access for a period of sixty (60) days.

4. Supplier's Obligations

ESOURCING USE AGREEMENT

I Agree | I do NOT Agree

The next page Bidders will face will have details of the specific procurements you have access to.

In the event that the Procurements expected are not on this page, or you have been invited to the wrong procurement please contact Crown Commercial Service Tel 0345 410 3503.

To respond to an RFx review our training slides.

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.

TEMPLATE VERSION CONTROL

Version	Date	Author(s)	Comment
1.0	05/12/2013	James Aldred	Final Template Version
1.1	23/06/2014	James Aldred	Updated to reflect CCS rebranding