European Bank
for Reconstruction and Development

EBRD Client
e-Procurement Portal ECEPP

ECEPP USER Guide – Participants

Version June 2022

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1. ECEPP OVERVIEW AND FAQ

EBRD's Client eProcurement Portal (ECEPP) is an online portal provided to EBRD by BIP Solutions Ltd, Scotland on Software-as-a-Service basis. ECEPP allows you to find and respond to goods, works and consultancy contract opportunities published by ERBD's clients which are to be conducted using ECEPP. By using ECEPP, you will benefit from:

- Free of charge access to electronic procurement documents immediately on publication
- Real-time alerts via e-mail based on keywords or tender number.
- Round-the-clock online access to tender information and documents
- Online communication with clients
- Fully secure online tender submission with electronic tender opening
- Immediate access to tender opening minutes
- Access to User guides, live chat and other help facilities

ECEPP suppliers also benefit from a designated technical helpdesk who can assist with any queries relating to the operation of the system. The ECEPP Helpdesk (run by BIP Solutions) is open from 08:00 - 18:00 (UK time) Monday to Friday excluding UK Bank holidays and can be contacted:-

Email:	helpdesk@ecepp.ebrd.com
Telephone:	(+44) 141 270 7618

Participants also have access to a 'Live Chat' facility to the Helpdesk once registered and logged in to the portal.

ECEPP – FREQUENTLY ASKED QUESTIONS (FAQ)

PARTICIPANT QUESTIONS

1. **ECEPP stands for?**

   EBRD **C**lient **E**lectronic **P**rocurement **P**ortal.

2. **What procurement rules apply?**

   All procurement exercises on ECEPP are subject to the Bank's Procurement Policies and Rules.

3. **Is support available to answer my questions regarding ECEPP?**

   Yes, support is available through a variety of channels. Online user guides should provide you with the information you require. If you still have any unanswered questions, please contact the relevant help desk.

4. **Which procurement opportunities are tendered through ECEPP?**

ECEPP is available to EBRD's clients for the procurement of goods, works and consultancy services financed from loan and grant proceeds with the Bank's procurement advisers performing a review and monitoring role.

5. Which procurement opportunities are NOT tendered through ECEPP?

Corporate Procurement and Consultancy Services (contracts signed by the Bank**)** are NOT tendered on ECEPP. If you wish to supply goods, works or services for the Bank's Headquarters in London and its Resident Offices in the Bank's countries of operations (e.g. general services, catering, security, maintenance, IT, furniture etc.) or technical co-operation assignments for the Bank (e.g. feasibility studies, due diligence assessments, project implementation, institutional building, law reform and all other consultancy services) these are all procured through the Bank's Corporate Procurement Department.

Information on registration to Corporate Procurement is available here: http://www.ebrd.com/procurement/corporate-procurement.html

6. Where can I find general information on EBRD financed projects?

All public or private projects information is available on www.ebrd.com

7. Where can I find information on contract awards, prequalified lists, public reports and other procurement data?

Information on contracts tendered through ECEPP is published on the https://www.ebrd.com/work-with-us/procurement/project-procurement.html

8. I have forgotten my log in details, how can I proceed?

Your username is the email address you registered with. If you are unable to log in with the password you have, click Reset Password below the log in area and follow the steps shown or Email helpdesk@ecepp.ebrd.com.

9. What is the maximum file size I can upload?

The maximum file size you can upload to the system is 100MB per document. There is no limit on the number of documents you can upload. The system allows use of .zip and .rar files to compress larger file sizes.

The maximum file size you can attach to an email is 10mb. All file types are supported by the system.

10. Who can register on ECEPP?

Participants from any country may register in ECEPP to participate in tenders for the supply of goods, works or consultancy services financed in whole or in part by EBRD.

11. How does ECEPP ensure confidentiality and data security?

All information related to a participant's response is encrypted and not visible to any users other than the submitting participant's registered ECEPP users. Responses are kept in a secure 'tender box' in the system until tender opening, at which time the system automatically opens the responses and produces minutes based on information provided by participants. Data for particular projects is only available to users registered for that project. A participant cannot see any submissions from other participants.

12. What are the terms and conditions of tenders?

All terms and conditions are specified in each procurement document.

The Bank has a series of standard procurement documents. The standard procurement documents used in ECEPP have been specially adapted for use in ECEPP only and may differ from those published on Bank's Project Procurement website.

13. **How will I know what criteria the clients are using for the evaluation of a procurement exercise?**

    Evaluation is always carried out in a comprehensive, equitable, auditable and transparent manner. To ensure the fairness of the process, evaluation criteria and methods are always defined in the procurement documents.

14. **How long does the procurement process take?**

    The tentative timetable of each procurement process is usually specified in the procurement document or the procurement notice.

15. **What is the time used for response submission dates?**

    Please note that all times in ECEPP are based on UK time to ensure standardisation. Participants must take care to ensure that responses are submitted within the time stated by ECEPP and you are recommended to submit your tenders a day in advance to ensure that you do not run out of time to upload your response.

16. **Who can I contact?**

    If your enquiry relates to a specific procurement opportunity please contact the relevant client using the ECEPP message centre for that opportunity. If your query relates to a technical issue with ECEPP please contact the ECEPP Help desk on helpdesk@ecepp.ebrd.com or call on (+44) 141 270 7618 or use the 'live chat' facility in specific tenders.

17. **How do I ensure that I don't lose any of my work?**

    When completing a document, click on 'Save' regularly. Most areas within ECEPP automatically save changes when you switch between pages, i.e. navigating from one section to another via the Next/Previous options. The service has a timeout facility of 20 minutes for security purposes.

18. **What happens when I submit a response**

    You may submit a resoponse at any time up to the time stated for tender closing. All times in ECEPP are based on UK time to ensure standardization. Participants must take care to ensure that tenders are submitted within the time stated by ECEPP and you are recommended to submit your tenders in good time – even a day in advance to ensure you do not run out of time. Late responses are automatically rejected by the system. Responses are held securely in a 'tender box' and cannot be seen by any users once submitted. Participants may withdraw and/or amend and re-submit the response at any time up to the time stated for closing, after which the response will be frozen in the system and not accessible.

19. **How will I know if I have been prequalified or short-listed?**

    You will be informed in due course by the relevant client through the system and the prequalified/shortlisted firms will be published as a notice on ECEPP.

20. **How do I make a complaint about part of the procurement process?**

    If you wish to lodge a complaint about a procurement process, please visit the complaints page on www.ebrd.com

21. **Can I ask for a debriefing to find out why I was unsuccessful in a procurement exercise?**

    The evaluation process is confidential up to the point of the Bank's no-objection to the evaluation report prepared by the client. Once the evaluation has been completed, participants will be informed of the results. At this point, a debriefing can be requested from the client, if necessary.

Further information on debriefings may be found in the Bank's PP&R.

22. Does the EBRD pay contractors?

The EBRD is not a party to the contract, which is signed by Bank's clients, and therefore has no obligation to make payment to the Supplier. The payment arrangements for particular projects are set out in the financing agreement between the EBRD and the respective client. The contract conditions included in the tender documents will govern the payment terms applicable to each contract.

23. What do I do to ensure that I receive your emails?

To ensure that ECEPP generated emails are successfully delivered to your inbox, please add ecepp.ebrd.com to your address book and/or safe list.

2. ECEPP HOMEPAGE

From any browser, enter: ***ECEPP.EBRD.COM***.

You will be in **ECEPP Homepage** where you will be able to **Register** your company details to participate in Opportunities. If you do not register you can still review procurement notices in: **Search Opportunities**.

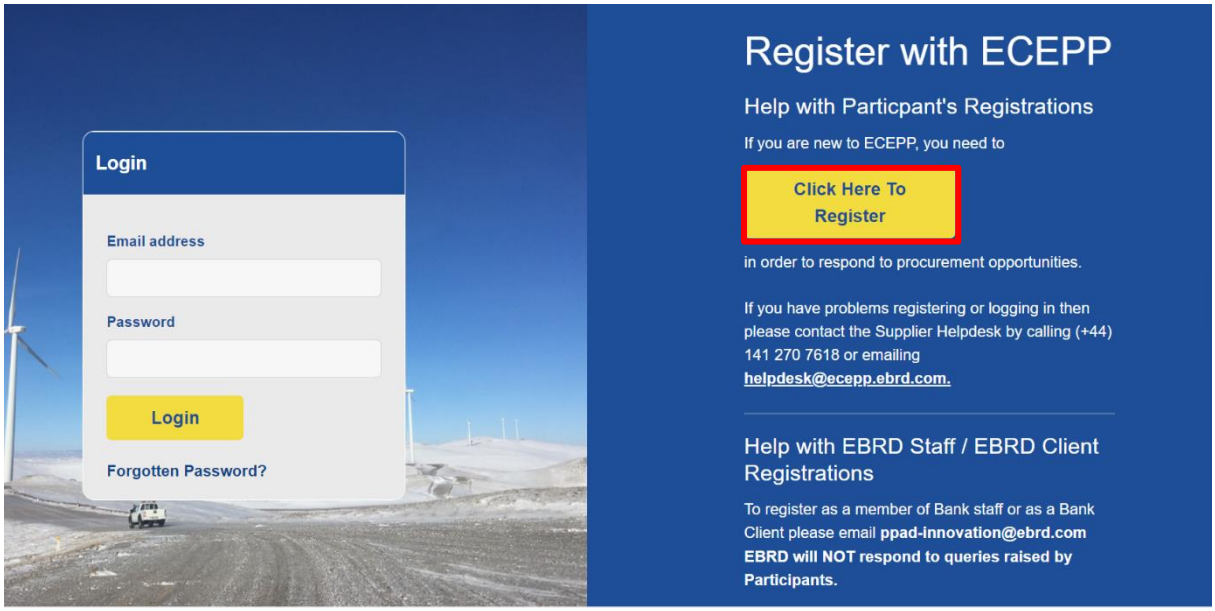
You can also change screen displays of main pages to French or Russian languages by using the language toggle in the menu line.

3. ECEPP REGISTRATION

1. Click 'Registration'

The ECEPP portal allows clients of the European Bank for Reconstruction and Development (EBRD) to conduct electronic project procurement for goods, works and consultancy contracts for public sector projects financed in whole or in part by EBRD (including EBRD administered grants), in accordance with the **EBRD's Procurement Policies and Rules.**

2. ' Click here to register'



3. Complete all the fields on the screen below.

This registration is valid for electronic tender processes using ECEPP only. Please complete as displayed in the form below. **Information must be entered in English language using Latin Characters only.**

IMPORTANT NOTE

Please leave plenty of time to register in order to participate in a procurement opportunity. Once the response submission deadline has passed, you will not be able to submit any response.

Access Code: - Please complete all other details required.

Fields Marked ' * ' Are Mandatory.

Title *

First Name *

First Name

Last Name *

Last Name

Job Title *

Job Title

Email Address / Username *

Email Address / Username

Confirm Email Address / Username *

Confirm Email Address / Username

Password *

Password

Confirm Password *

Confirm Password

Telephone *

Telephone

Organisation Details

Business Name *

Business Name

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

Address Line 3

Address Line 3

Town *

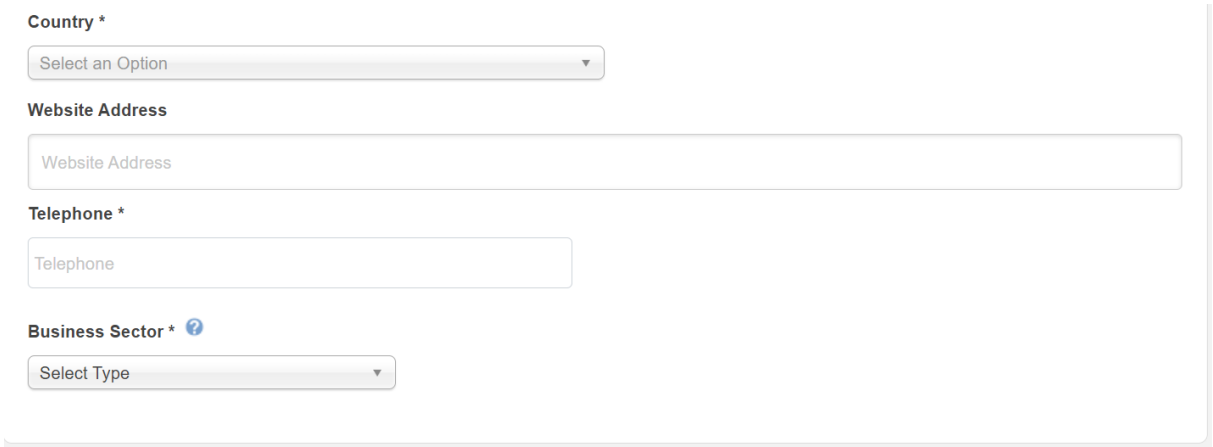
Town

County

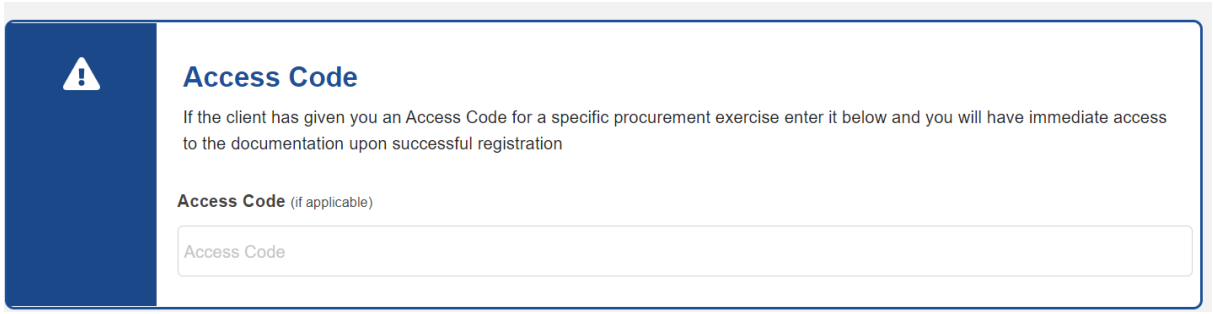
County

Postal Code *

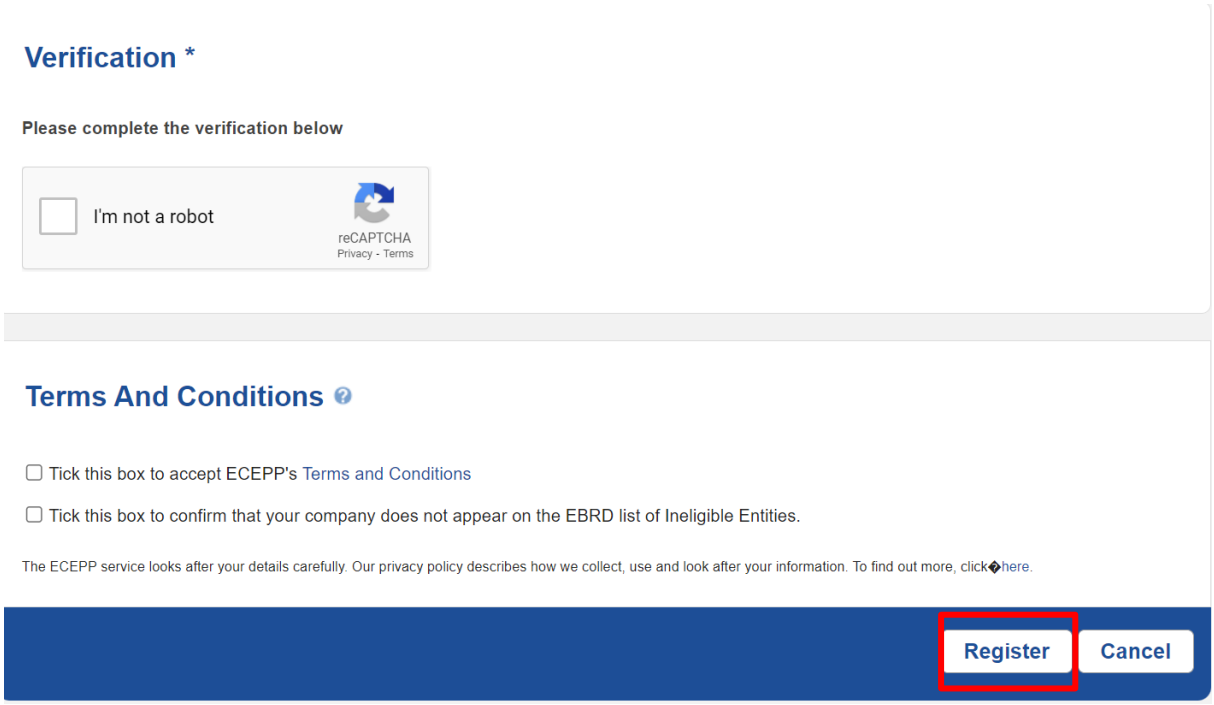
Postal Code



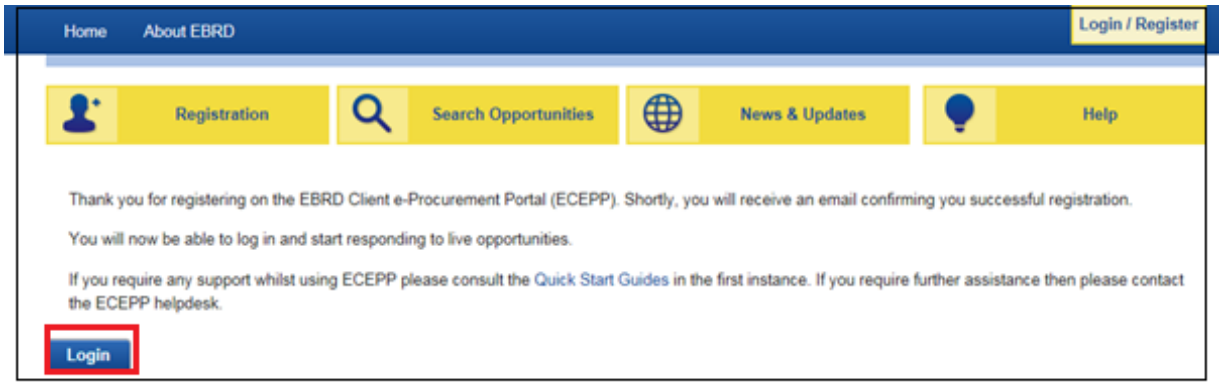
Please ignore this box:-



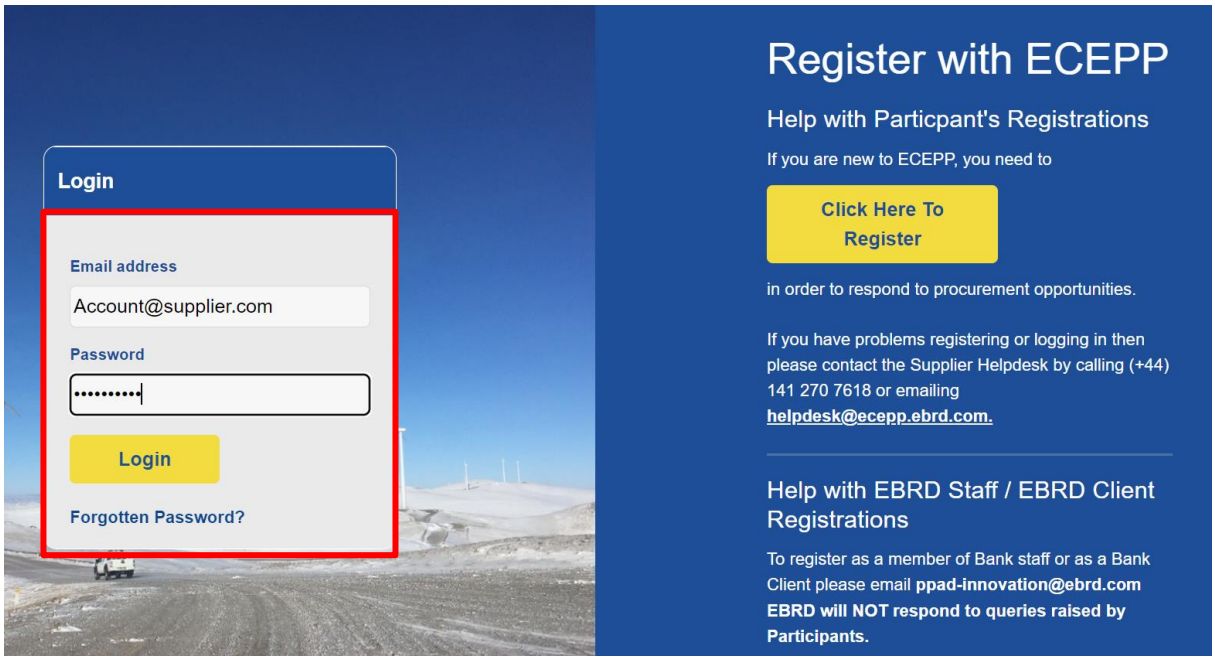
Please provide the information requested below and click 'Register' to complete registration:-



Once Registered, you will receive the below acknowledgment. Click **'login'**:



To access ECEPP, please enter your Username and Password used in your registration:

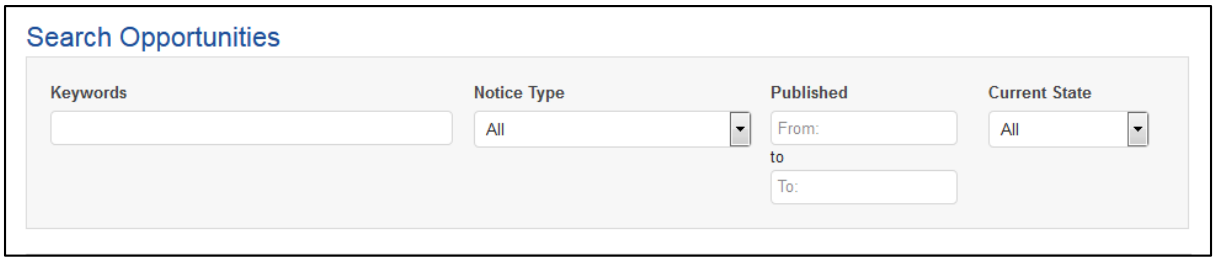


4. HOW TO SEARCH FOR OPPORTUNITIES/ SUBMIT RESPONSES

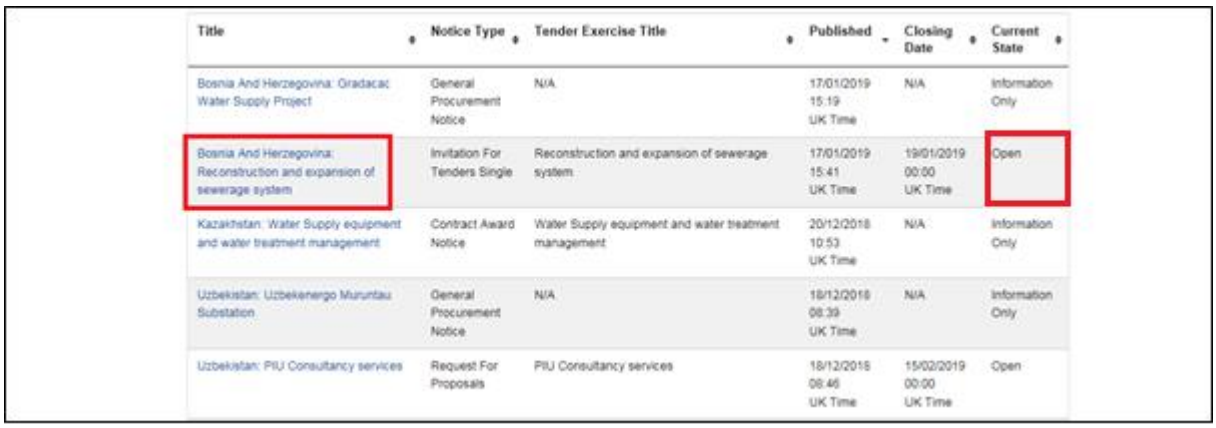
To search for an opportunity please follow the below steps:

1. Select the **'Search Opportunities'** link from the Activity Centre or the homepage:

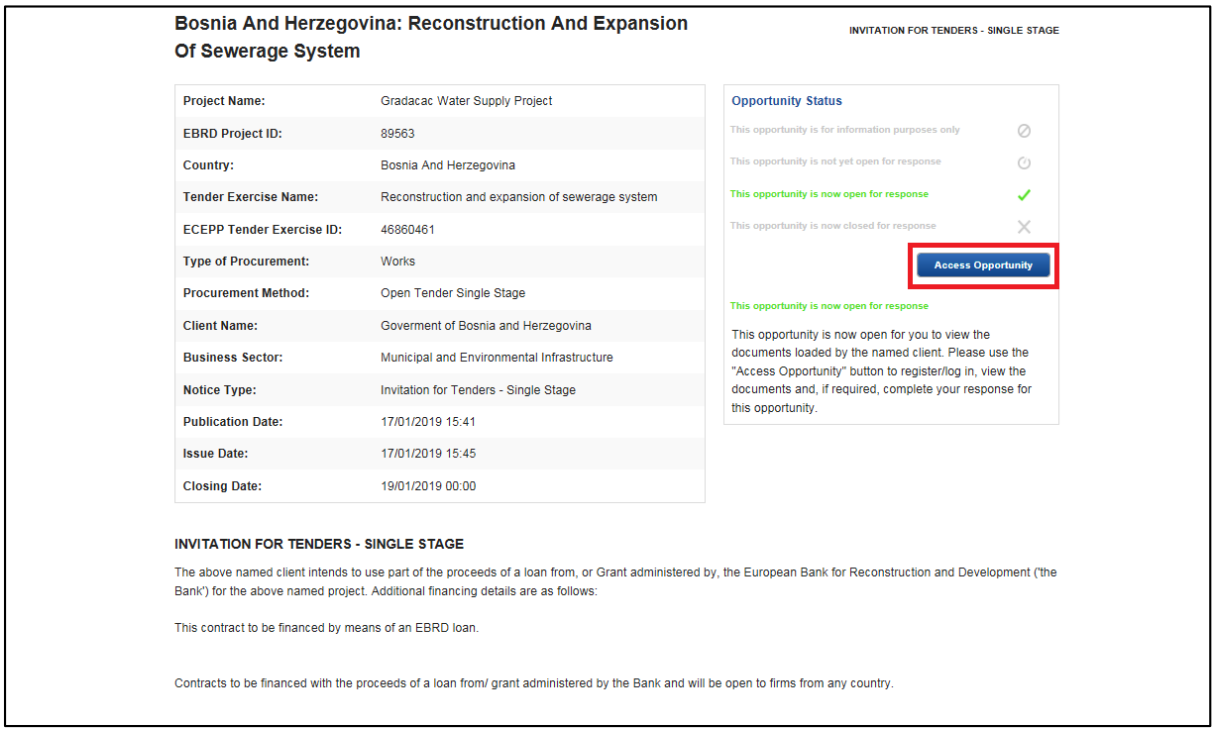
2. Use the available fields, pictured below, to filter and search for opportunities which are relevant to your organisation:



3. Select the hyperlinked name (**example highlighted below**) of the contract you are interested in with **status "Open"** to view more information:



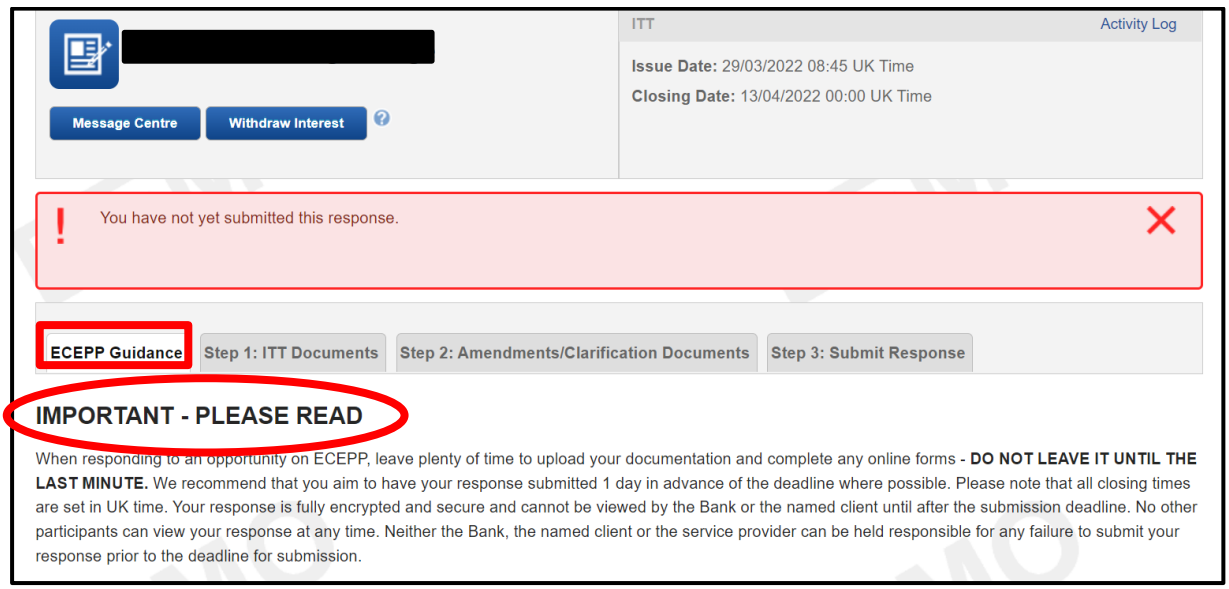
4. Review the content of the notice and decide whether you wish to submit a response. If you wish to respond and access the documentation select the **'Access Opportunity'** button:



5. Select **'Access Opportunity'**:

<u>IMPORTANT NOTE TO PARTICIPANTS</u>

You have now successfully accessed this opportunity, before you start, **<u>please read all the onscreen information from ECEPP Guidance tab very carefully</u>:**



NOTE TO SUPPLIERS

When responding to an opportunity on ECEPP, leave plenty of time to upload your documentation and complete any online forms - DO NOT LEAVE IT UNTIL THE LAST MINUTE. We recommend that you aim to have your response submitted 1 day in advance of the deadline where possible. Please note that all closing times are set in UK time. Your response is fully encrypted and secure and cannot be viewed by the Bank or the named client until after the submission deadline. No other participants can view your response at any time. Neither the Bank, the named client or the service provider can be held responsible for any failure to submit your response prior to the deadline for submission.

Once you have completed your response within Step 1, review any additional/clarification documentation in Step 2, amend your response as required and then you must proceed to Step 3 and click 'Submit Response'. After submitting, you can edit your response at any time before the closing date by clicking the 'Edit Response' button in Step 3. If you decide to edit your response, DO NOT FORGET TO RESUBMIT WELL IN ADVANCE OF THE CLOSING DATE.

When uploading supporting documentation via Step 1, please note there is a limit of 100MB per file - there are no limitations on the number of documents you can upload. If the file is larger than 100MB, we advise that you either separate the documents into smaller files and upload these individually or zip the file and upload as a compressed file. There is an automatic time out for security purposes after 20 minutes of nil activity therefor we recommend using the 'Save' button at regular intervals.

If you are required to attach a file to an email sent via the Message Centre facility, please note there is a 10MB limit and only one file can be uploaded and attached per email. Please remember to click the blue 'Attach' button to attach the document to your email before clicking 'Send'. The purpose of the attachment facility within the Message Centre is to enable you to seek clarifications from the named client. This is not to be used to submit your response and responses submitted in this manner will be rejected.

If you have any queries about the procurement process, please contact the named client via the Message Centre. If you require any guidance on the operation of ECEPP please review the Participant Guides available here.

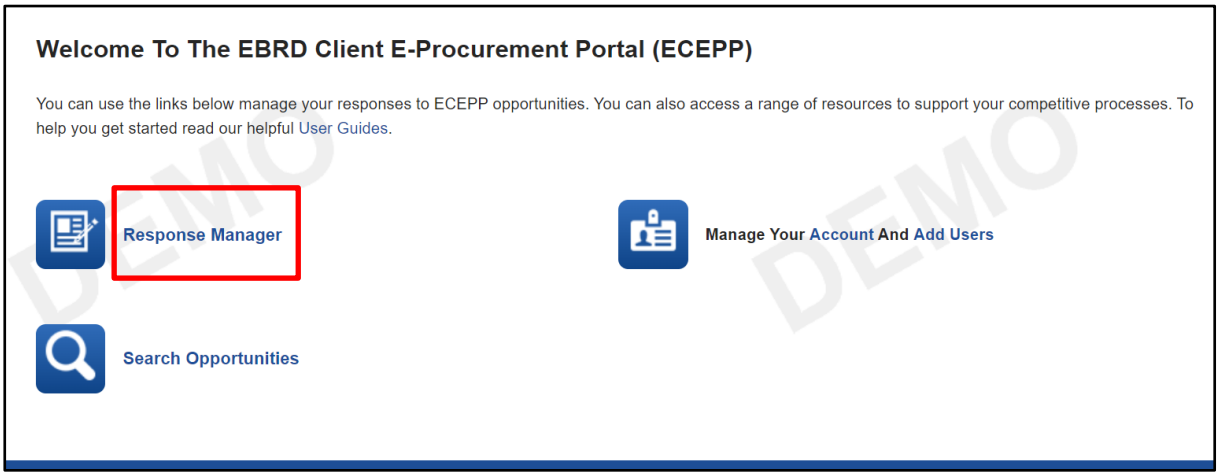
If you require any technical assistance with the website, please contact the helpdesk via Live Chat facility or by telephone on (+44) 141 270 7618 or email helpdesk@ecepp.ebrd.com.

Please always refer to IMPORTANT – Please Read under ECEPP Guidance for more guidelines.

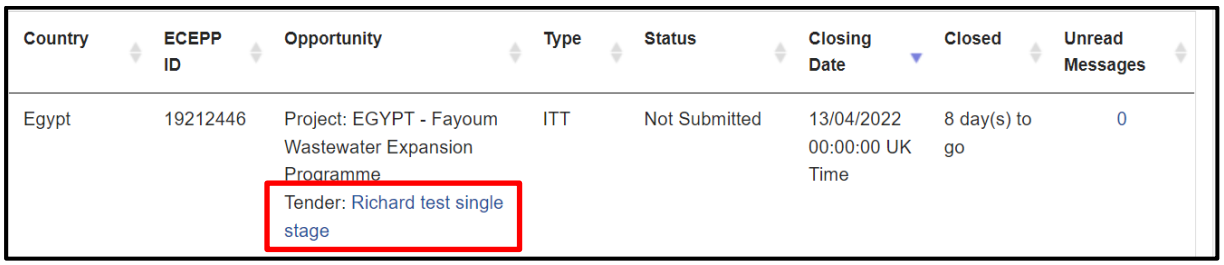
5. ACCESSING YOUR RESPONSE TO AN OPPORTUNITY

Once you have successfully accessed an opportunity **'Step 1-3 above'** it will be saved in your Response Manager and will be available from that moment on. To access your response at any time, follow the below steps:

1. Click on **'Response Manager'**:



2. Select the hyperlinked name (**example highlighted below**) of the opportunity from the 'Responses' table, as shown below:



Country	ECEPP ID	Opportunity	Type	Status	Closing Date	Closed	Unread Messages
Egypt	19212446	Project: EGYPT - Fayoum Wastewater Expansion Programme Tender: Richard test single stage	ITT	Not Submitted	13/04/2022 00:00:00 UK Time	8 day(s) to go	0

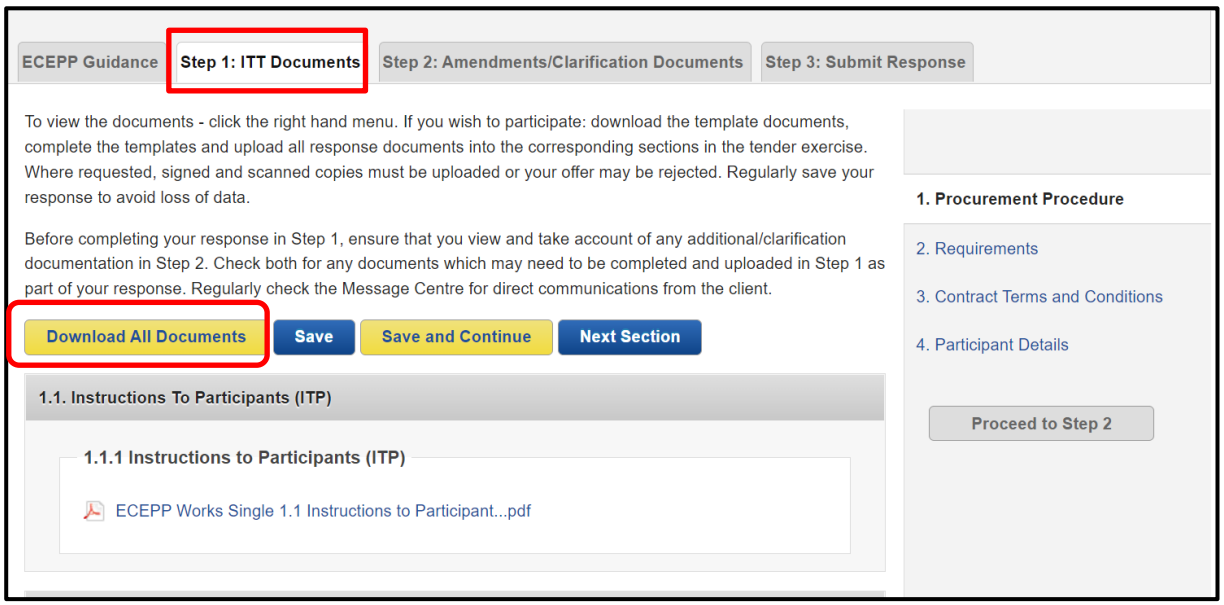
3. Once you have accessed your opportunity you can download, upload and submit the procurement documentation as required.

6. DOWNLOADING, UPLOADING AND SUBMITTING PROCUREMENT DOCUMENTS

6.1 DOWNLOADING PROCUREMENT DOCUMENTS

To download Procurement Documents for an opportunity you are interested in please ensure that you have accessed the opportunity **'Step 1-3 above'** first and then follow these steps below:

1. In Step 1, select the **'Download all documents'** button as shown below:-
2. This will download all the sections of the questionnaire onto your local computer into a Zip file.

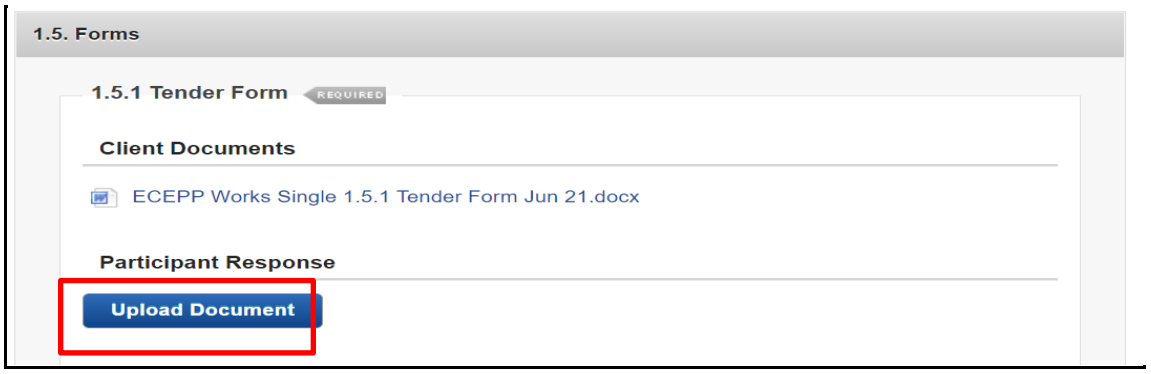


3. Save the zipped file and complete the relevant procurement documentation offline in your own time.

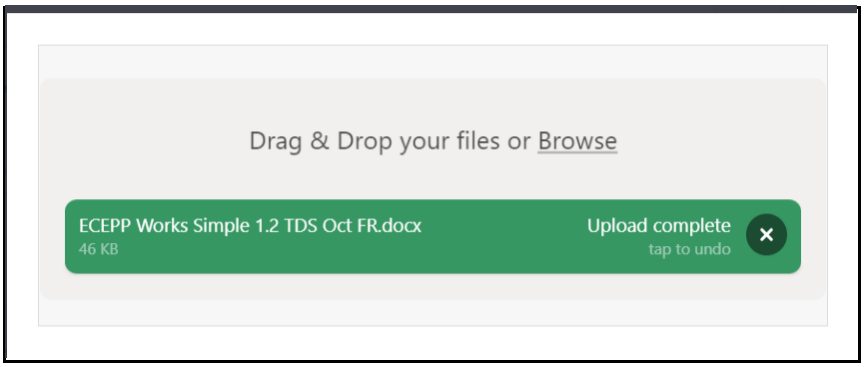
6.2 UPLOADING PROCUREMENT DOCUMENTS

To upload your completed procurement documents (for instance, uploading the completed, signed and scanned tender form), you will have to have previously accessed the opportunity and downloaded the documentation. If you have completed this step access your response, then please follow the below steps:

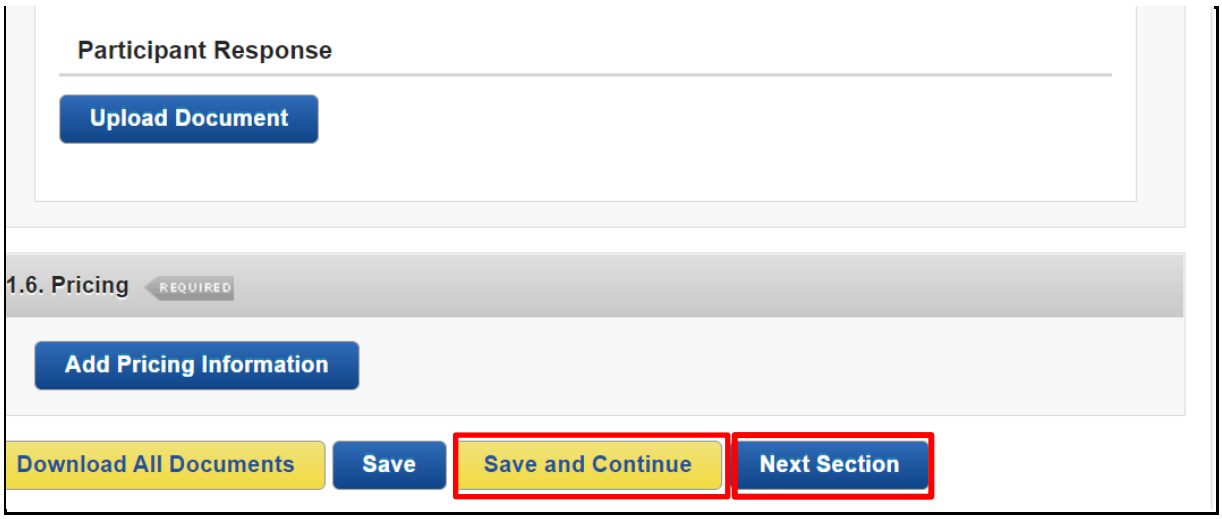
1. Go through each section and choose **'Upload document'** to upload your completed response as the example below:



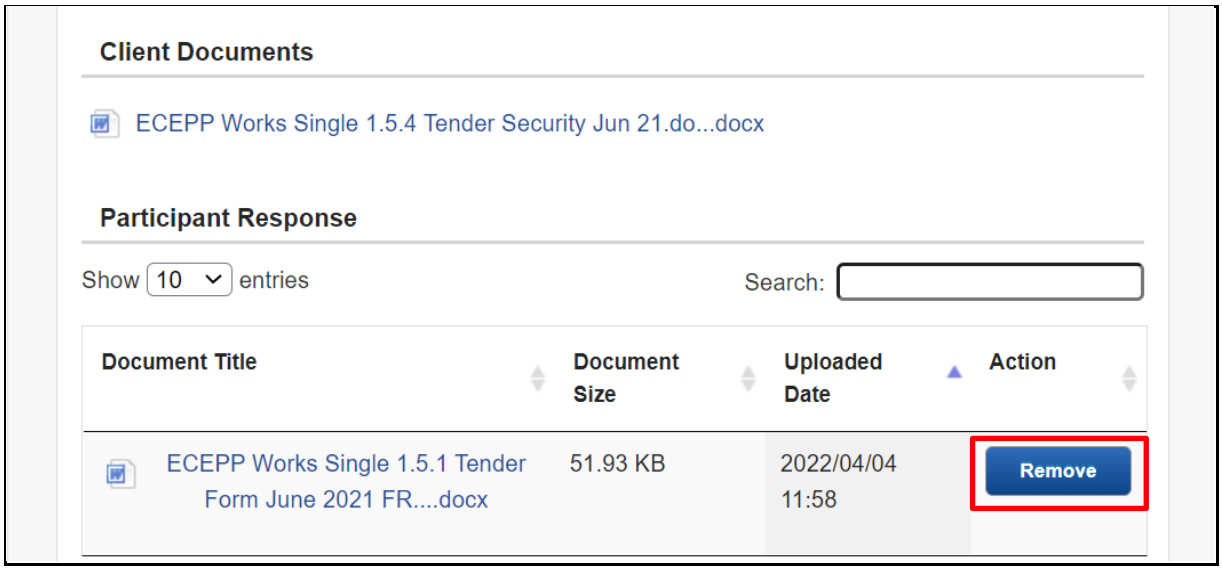
2. Browse and select your file ensuring you see **Upload complete**:-



3. Repeat the above steps where **Upload Document** is required.
4. Once all uploads in your section are complete, **save and continue** or go to **next** section of the questionnaire:-
5.



6. If ever required, select **'Remove'** and then repeat **1** above as many times as required for each applicable question / section. You may be able to upload more than one document into each section and if not you can upload a zip file with the required documentation. The file upload limit is 100mb per file.

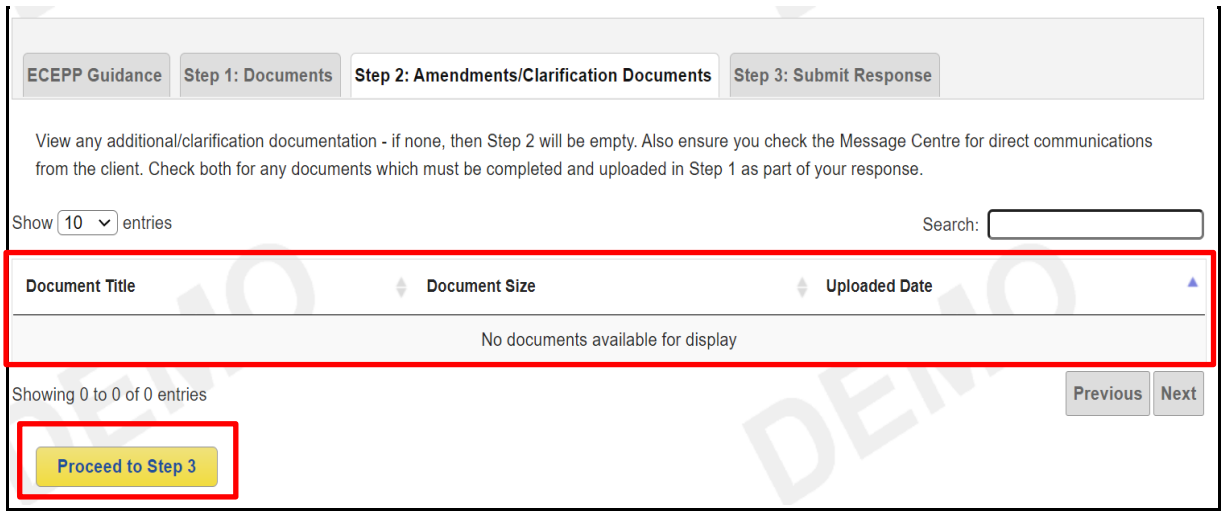


NOTES:

- **PROCUREMENT DOCUMENTs may be numbered, if so then it is recommended that you retain the numbering, as this will allow you to cross-reference your completed document to the one preloaded on the system.**
- **Note the 'Closing Date' and ensure that you allow plenty of time to upload your completed procurement documents and complete the submission process.**
- **Throughout the tender process monitor, the closing date as the client can change this if required.**

7. Check **'Step 2: Amendments / Clarification Documents'** for any updated / additional procurement documents which might have been added by the client (for instance in response to clarification requests from participants). If there are any Amendments/Clarification Documents, you will see them below as a link. If you click on the document link, you will be able to open the document on your computer.

8. Once you have completed review of Step 2 above, click on **Proceed to Step 3** to take you to **"Step 3 Submit Response".**

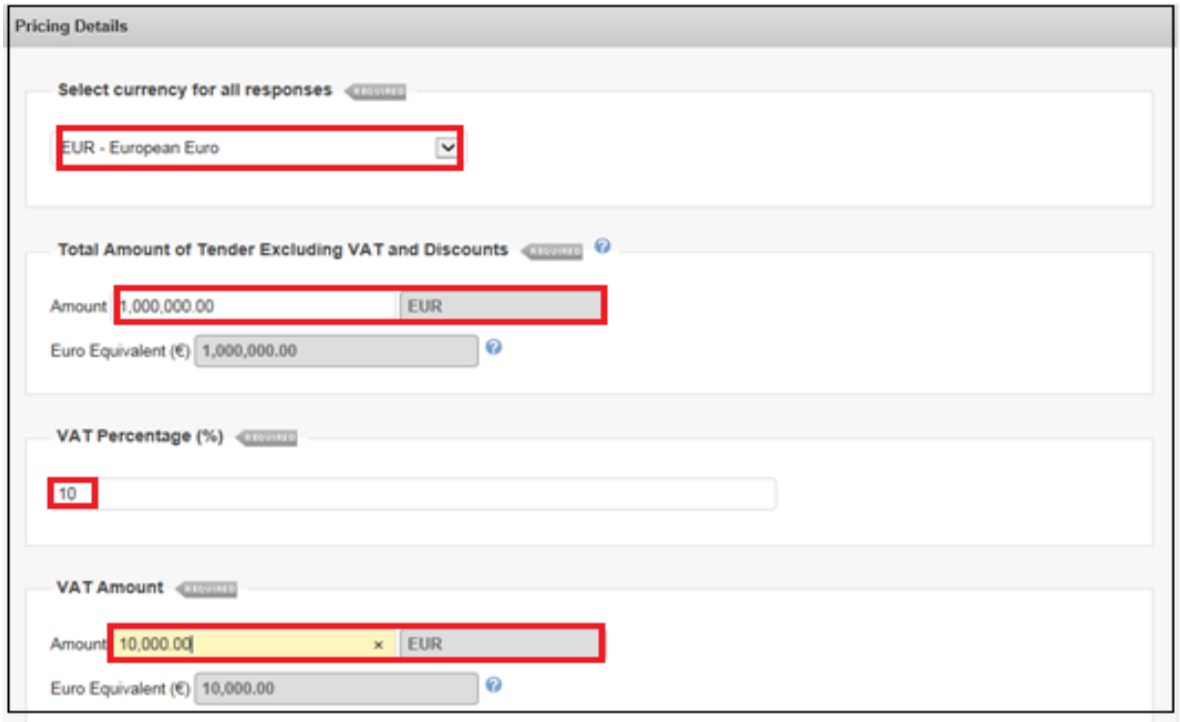


Note: Until you have uploaded a response document to all required fields, you will be unable to submit your response.

IMPORTANT NOTES

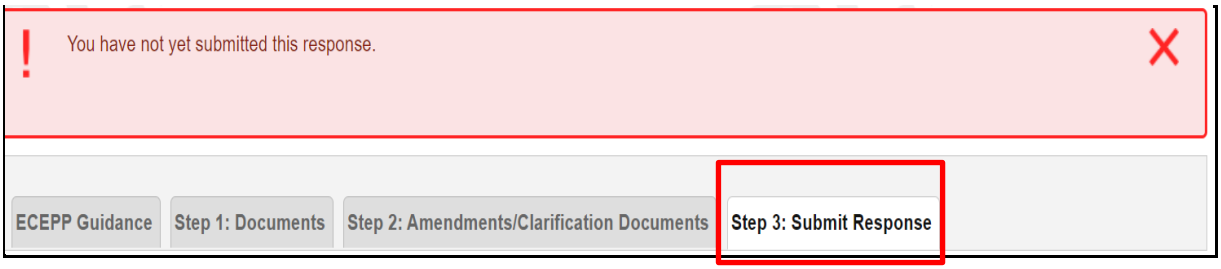
- **Please be aware that some procurement documents require be signing and scanning before being uploaded. The Data Sheet and ECEPP will provide relevant instructions for completion.**
- **Please be aware that some sections such as the 'Pricing' (as shown in the below examples) and 'Participant Details' will require you to enter the data directly into the system in English language.**

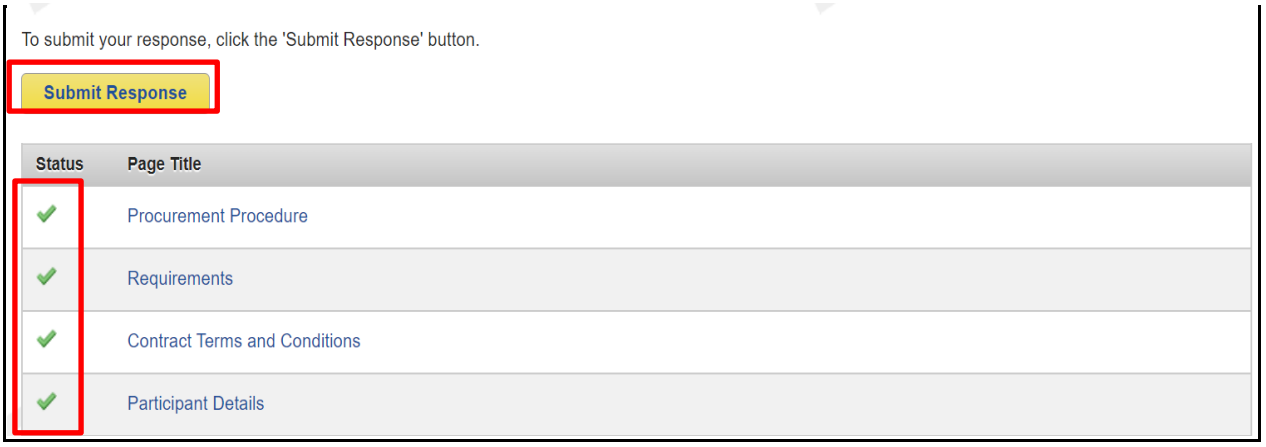
THEREFORE: Please allow plenty of time to complete all the required sections of the procurement document in order to submit your response before the tender closing time (UK Time)



6.3 SUBMITTING YOUR RESPONSE AND RESPONSE STATUS SHOWING **"SUBMITTED"** IN RESPONSE MANAGER SCREEN

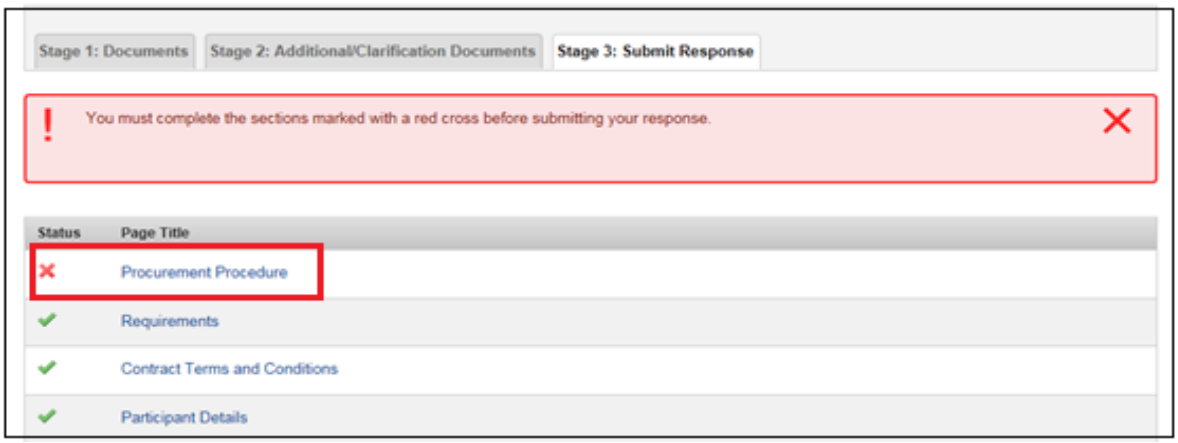
To submit your response, ensure that you have uploaded your completed Procurement Documents (as shown below with the green ticks) **AND YOU MUST CLICK ON 'SUBMIT RESPONSE' button to complete your response submission.**





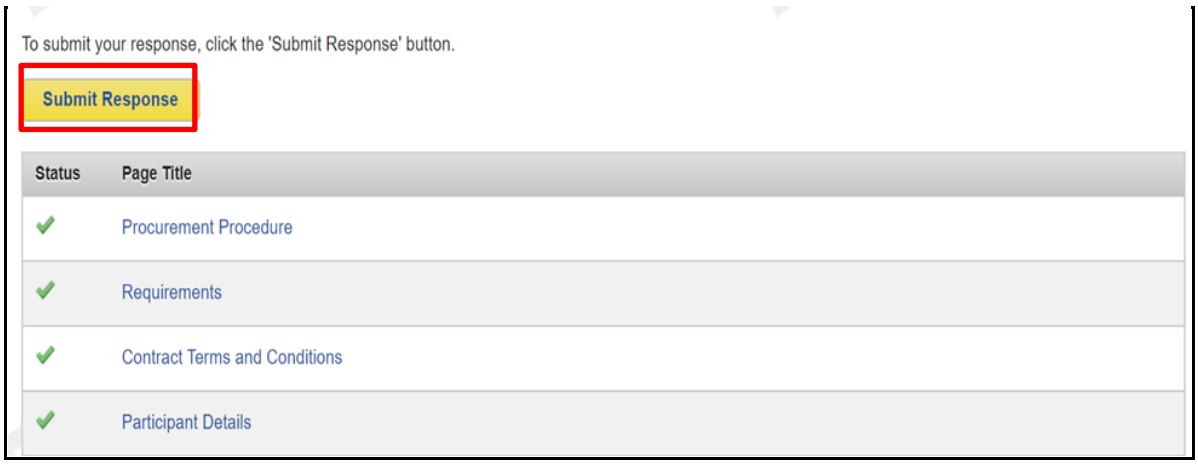
Note: If your response is not complete, the screen will look as shown below. Please review the submission page for any errors (highlighted with a red X).

1. If errors exist then please, select the name of the section (**highlighted below in red**)

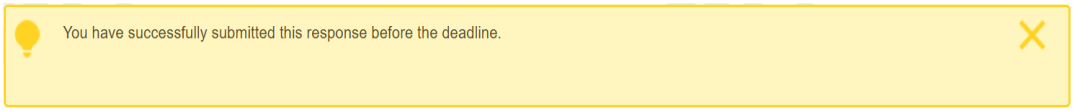


2. Then Select **'Submit Response'**

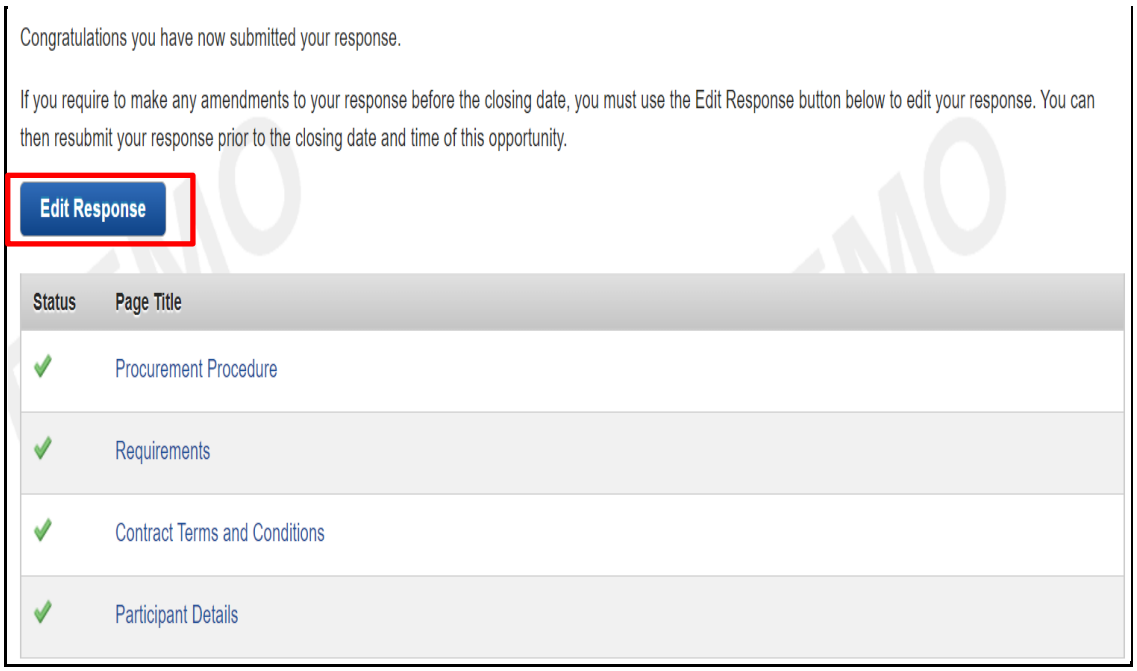
IMPORTANT NOTE: 'Please note that all closing times are set in UK time. Please allow plenty of time to submit your response - DO NOT LEAVE IT UNTIL THE LAST MINUTE. Ensure that you complete 'Stage 3' in the process so you have all green ticks AND click the 'Submit Response' button. The response status will only then show as 'submitted'. Your response is fully encrypted and secure and cannot be viewed by the client until after the submission deadline. Neither the Bank nor the Client nor the Service Provider can be held responsible for any failure to submit your response prior to the deadline for submission.'



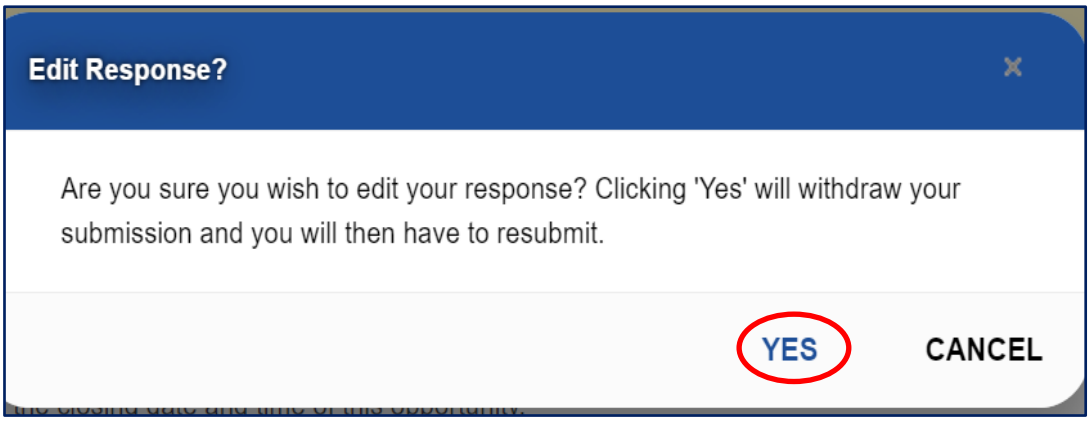
2. You will receive the below acknowledgment if your response was successfully submitted:



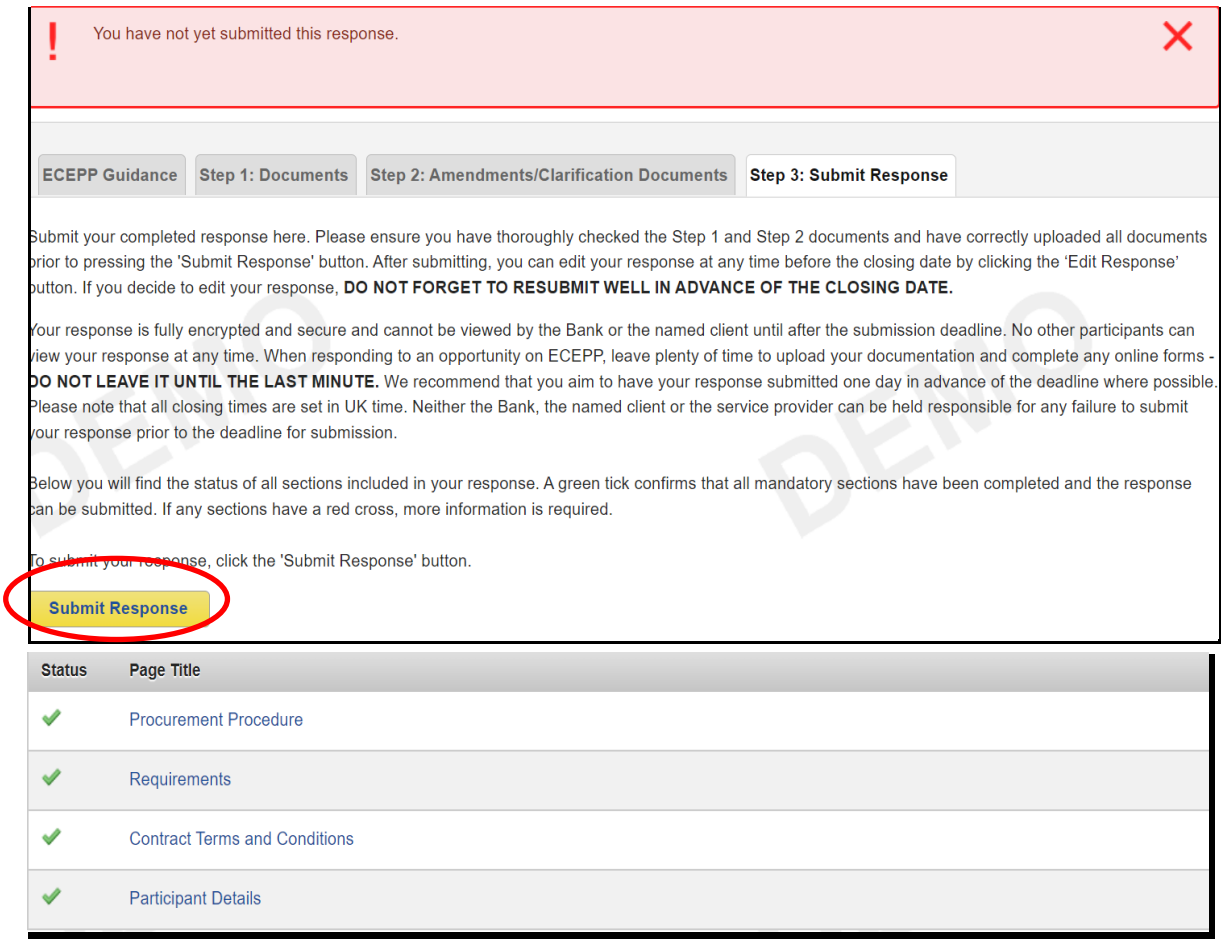
3. Before Closing tender date, you will be able to **"Edit Response"** clicking on the below button:-



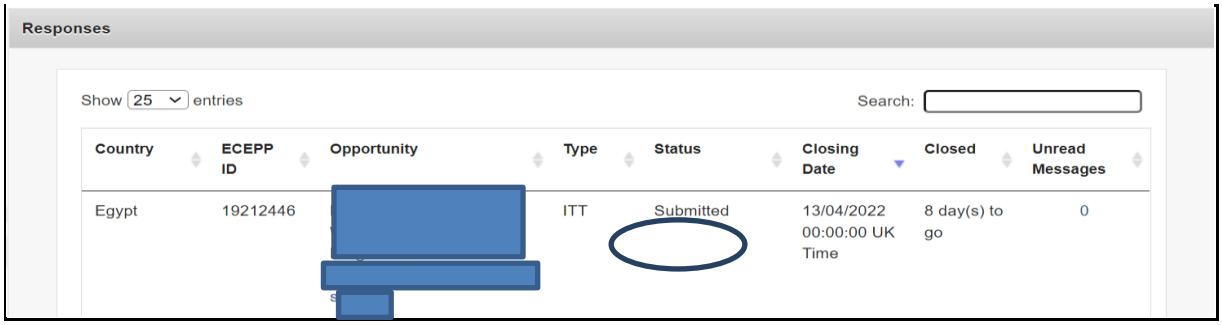
4. Once you have clicked on "Edit Response" you will see the below alert:-



5. Clicking on **YES** will bring you back to the below screen where you can review your document **BUT ONCE COMPLETE, YOU WILL NEED TO RESUBMIT RESPONSE**.



4. Your Response Manager should show Response Status **"Submitted"** as shown below:



NOTES:

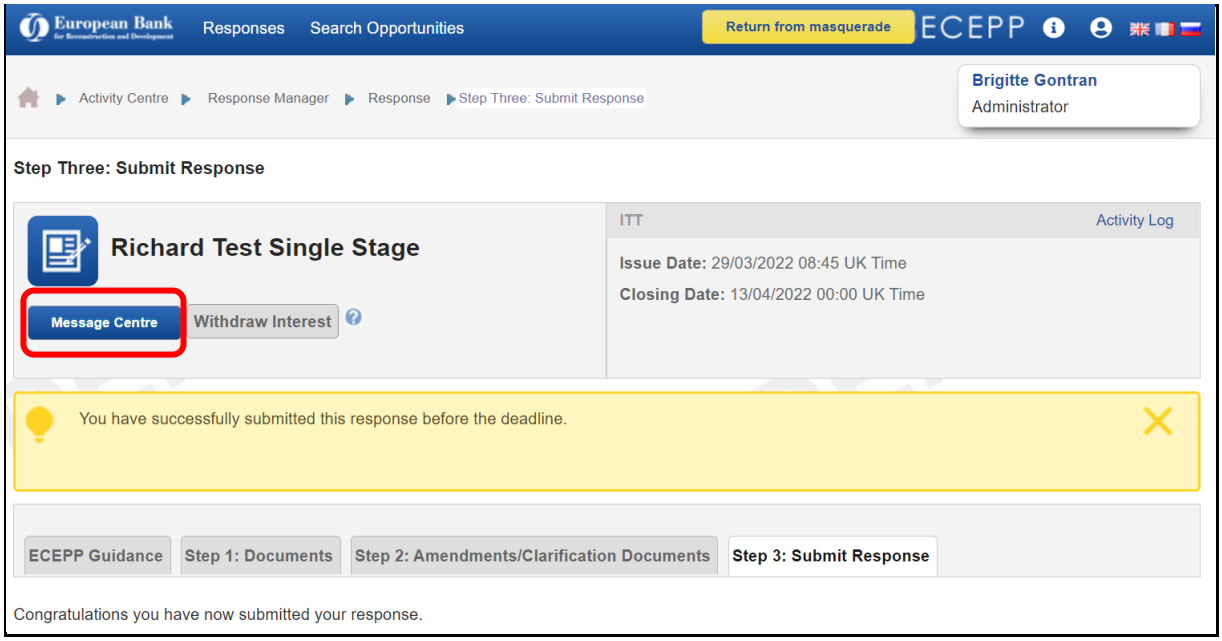
- **When your response has been submitted it can no longer be amended unless you Edit Response. Once you edit your response, it can be amended and resubmitted as long as it is done within the tender timescales.**
  - **Once you are in status "Edit Response", your submission is, temporary withdrawn until you submit again and you will no longer receive any communications from the client or the system regarding the tender.**
- **The system will not allow any submission after the date and time of tender closing as stated in ECEPP. You are responsible for submitting your tender on time. Please ensure the above steps are**
- **carried out well in advance of tender closure. Data and documents are securely stored in the system and cannot be viewed by any party until time for tender opening, at which time they are visible to the client.**

7. CLARIFICATIONS

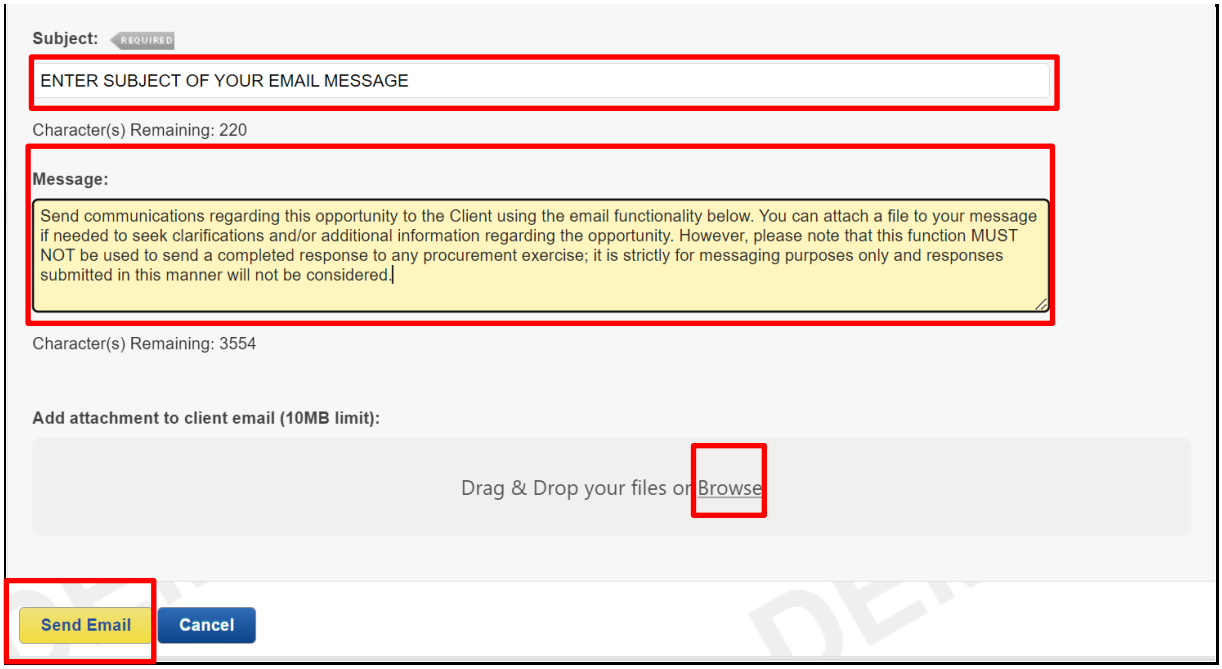
7.1 REQUESTING CLARIFICATION FROM THE CLIENT

If you wish to send a request for clarification to the client, you will have to access your response and then follow the below instructions:

1. Select the **'Message Centre'**:



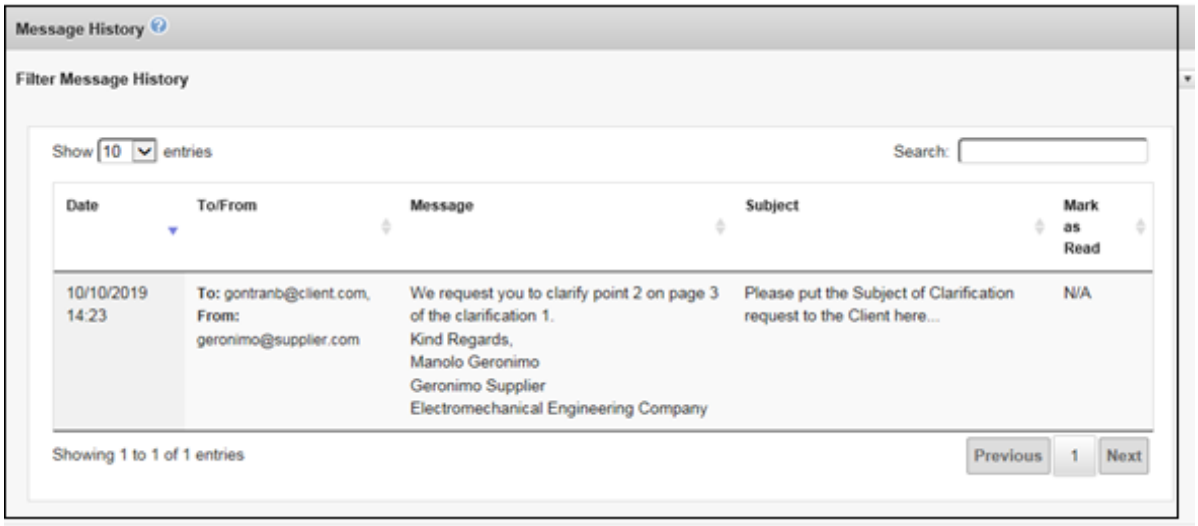
2. Enter your message in the **'Email Text'** field (as shown below):
3. If required, upload a document by selecting **'Click Browse'**, selecting the document from your files
4. Select **'Send Email'**
5. Repeat above steps, for each email clarification request you wish to send to the client.



- On screen acknowledgment message

NOTE:

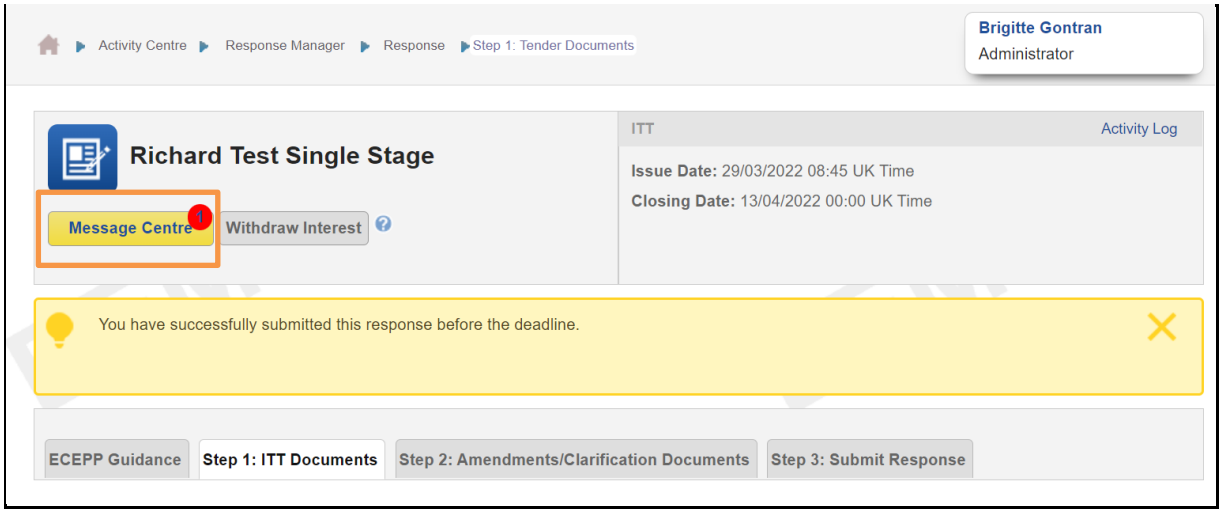
- **The client will receive an automated email from the system alerting them of your request for clarification.**
- **please note that the message centre MUST NOT be used to send your full EOI/PQQ/ITT/RFP response; it is strictly for messaging purposes only and responses submitted via the message centre will not be considered. Please refer to section 6 above**
- **A full audit trail of any clarification emails to the client is available within the 'Message History (pictured below) within the Message Centre:**



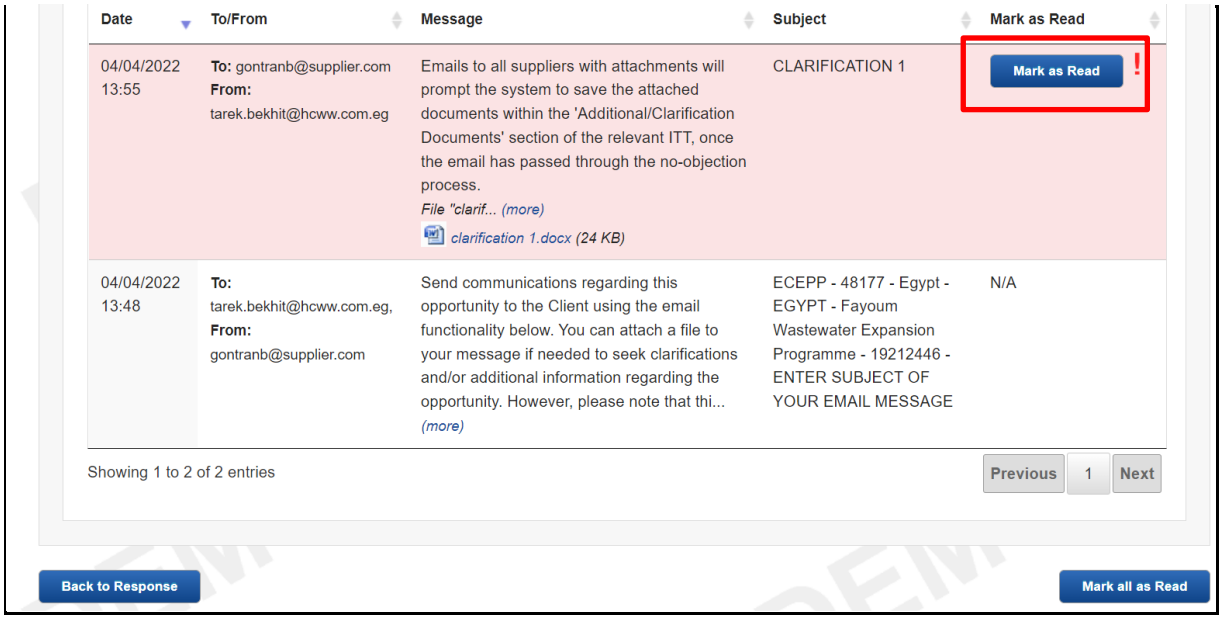
7.2 RECEIVING CLARIFICATIONS FROM THE CLIENT/MESSAGES "READ OR UNREAD"

To access a clarification from the client please access your response and follow the below instruction:

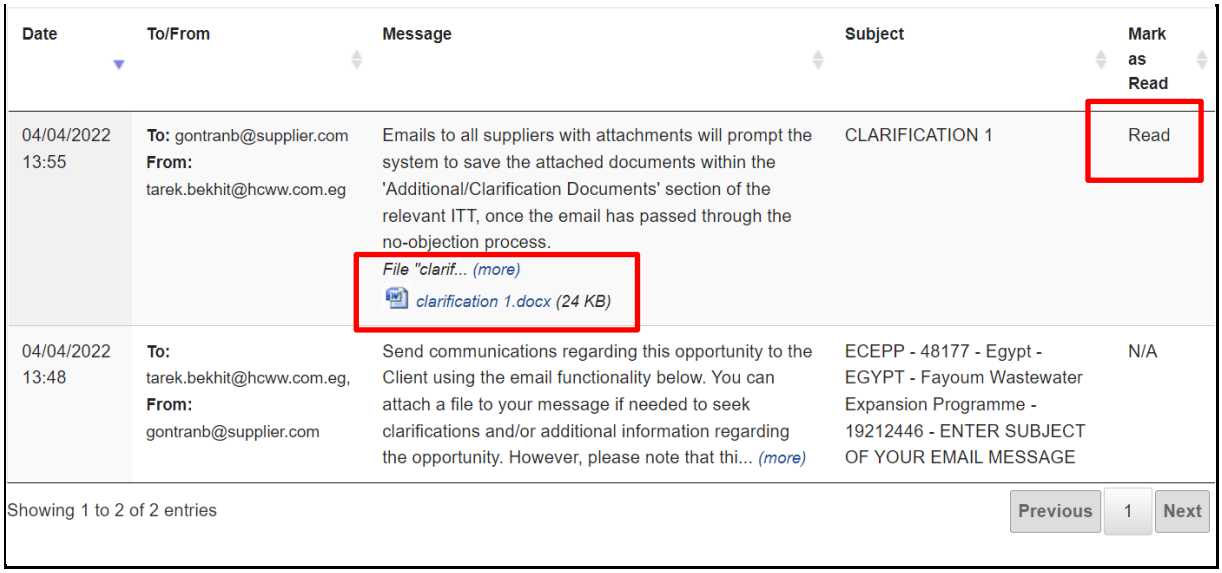
1. Select the **'Message Centre'** button. When you have an unread message from a client, this message centre button will have an alert next to it:



2. Scroll to the bottom of the page and look at the 'Message History':
3. This message History will show you the message sent to you from the client. If it is unread, it will be highlighted for ease of reference. **Please ensure you read the client's messages including any attachments** (if any). These attachments may contain vital information on the tender exercise or any changes made if you have exit or re-join the opportunity.
4. Please click 'Mark as Read' once you have read a client's message. This will show status of that specific message as "Read" as shown below:



Screen after button "Mark as Read" activated:-



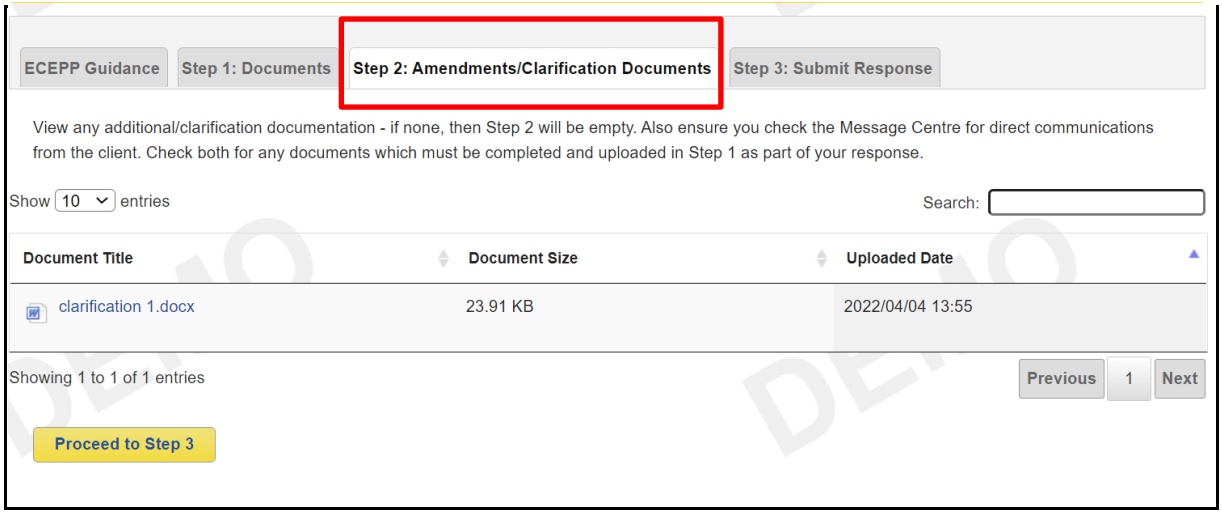
Date	To/From	Message	Subject	Mark as Read
04/04/2022 13:55	**To:** gontranb@supplier.com **From:** tarek.bekhit@hcww.com.eg	Emails to all suppliers with attachments will prompt the system to save the attached documents within the 'Additional/Clarification Documents' section of the relevant ITT, once the email has passed through the no-objection process. *File "clarif... (more)* *clarification 1.docx (24 KB)*	CLARIFICATION 1	Read
04/04/2022 13:48	**To:** tarek.bekhit@hcww.com.eg, **From:** gontranb@supplier.com	Send communications regarding this opportunity to the Client using the email functionality below. You can attach a file to your message if needed to seek clarifications and/or additional information regarding the opportunity. However, please note that thi... *(more)*	ECEPP - 48177 - Egypt - EGYPT - Fayoum Wastewater Expansion Programme - 19212446 - ENTER SUBJECT OF YOUR EMAIL MESSAGE	N/A

Showing 1 to 2 of 2 entries Previous 1 Next

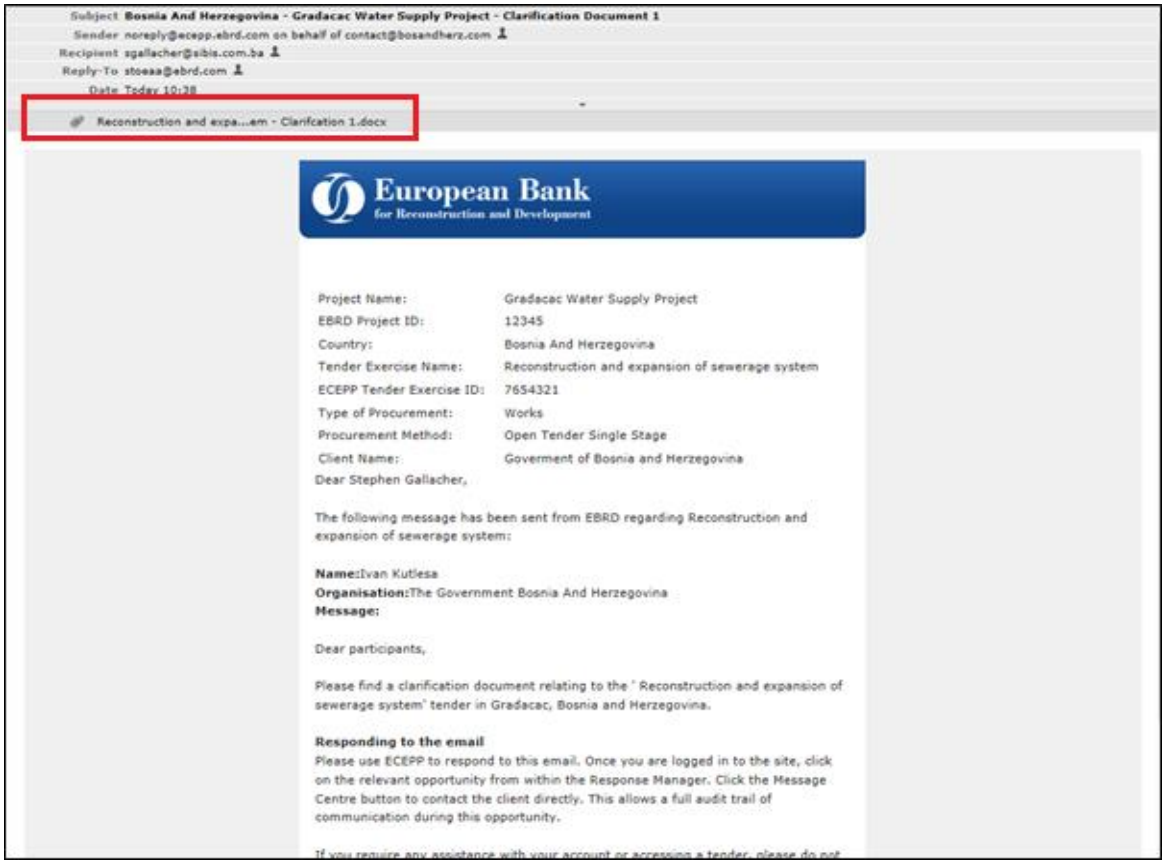
1. If applicable, click on the hyperlinked attachment to download it.

NOTES:

- **Please ensure that you add 'noreply@ecepp.ebrd.com' to your 'safe list' to ensure that emails are not flagged as junk by spam filters.**
- **YOU MUST MONITOR THE MESSAGE CENTRE AT ALL TIMES, EVEN AFTER THE RESPONSE HAS BEEN SUBMITTED, IN ORDER TO ENSURE THAT CLIENT CLARIFICATION EMAILS ARE DEALT WITH PROMPTLY.**
- **Any attachments to a clarification email sent by clients are automatically added to the 'Additional / Clarification Documents' section (Stage 2) pictured in the 2 screenshots below):**



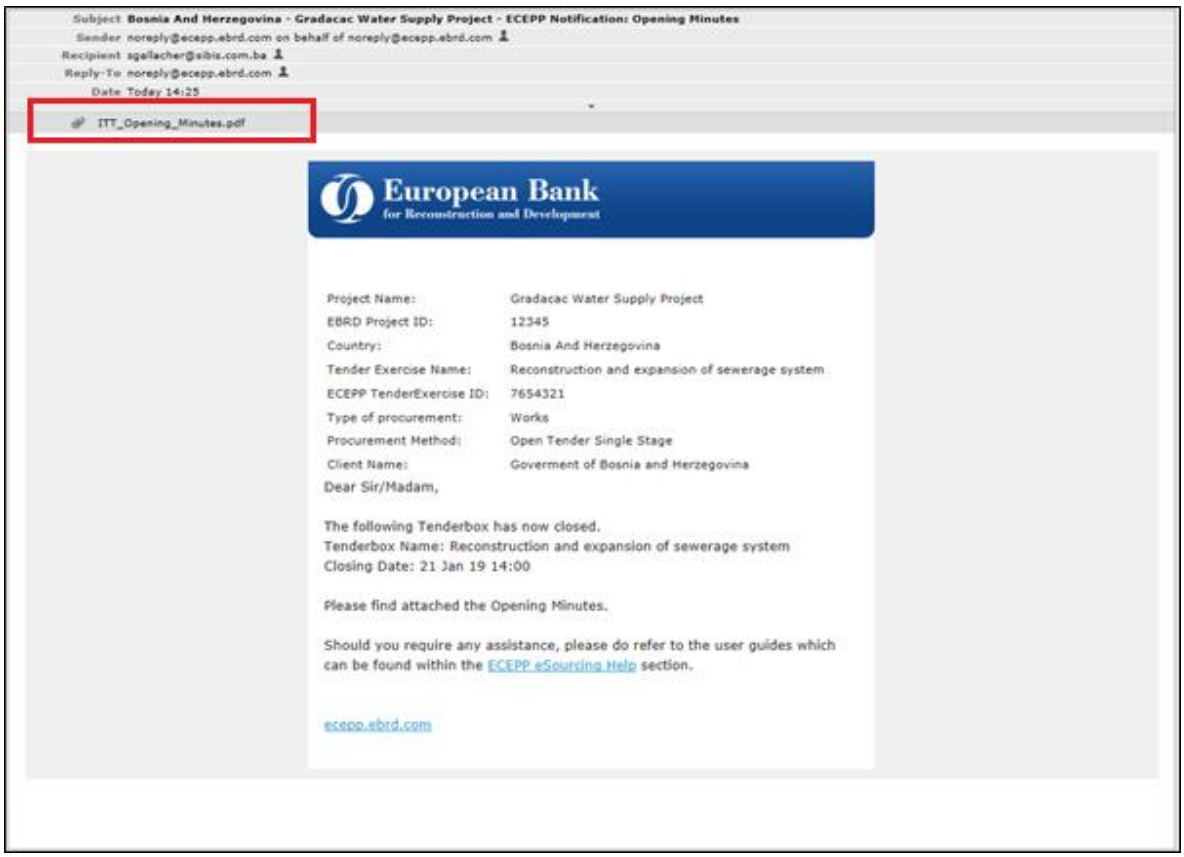
- **In addition to being made available on ECEPP, an automatic email will be sent to your registered email address with the clarification from the client with any attachments, see below example:**



- **You may be required to respond to a clarification, issued by the client, via the Message Centre. To do so, follow the steps in the above section.**
- **You may also need to amend a response, which has already been submitted after receiving a clarification from the client. To do so you will first have to Edit your response, please do not forget to resubmit your response before the tender submission closing date.**
- **Be sure to keep your registered email address up to date to ensure that you are receiving any clarifications from the client. To update your email address, use the 'My Account' page, which is available from the 'Account' tab at the top-right of the screen.**

8. TENDER OPENING

Tender opening is done automatically on ECEPP; once a tender is closing date has been reached, all participants who have submitted a response will receive an automated email with a copy of the opening minutes attached. Please see the below example:



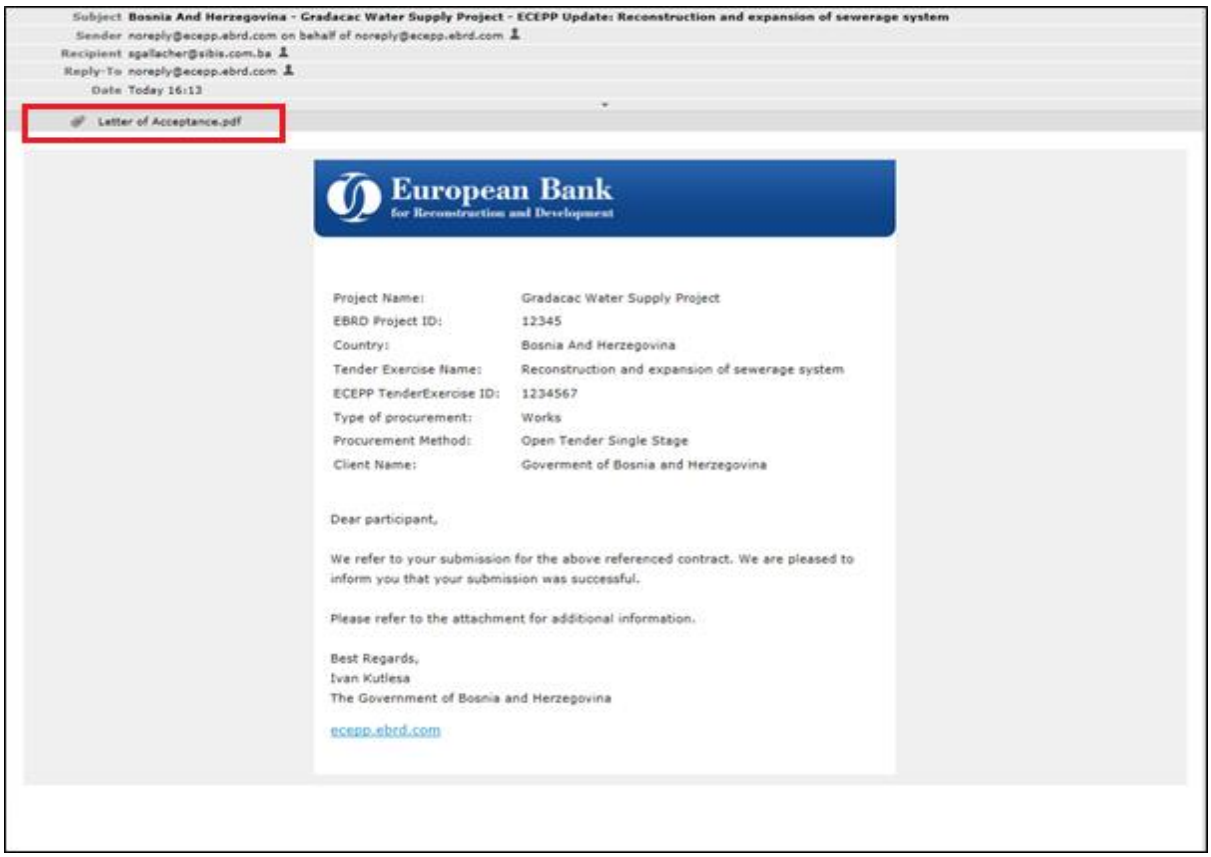
NOTE:

The information provided in the minutes will differ depending on the contract type (i.e. Goods, Works or Consultancy Services) and the stage of the tender (i.e. EOI, PQ, technical proposal, financial proposal, etc.). Information in the minutes is taken from data provided directly by participants when submitting their responses and as such, no responsibility is taken for the accuracy of that information. Evaluation of the responses will be conducted according to the procedures set out in the Procurement Documents.

9. SUCCESSFUL AND UNSUCCESSFUL NOTIFICATIONS

If you submit a response to an opportunity using ECEPP, you will receive a notification to inform you of the result at each stage in the tender process; e.g. at EOI, PQ, technical or financial evaluation etc.…). Please see the below examples of the ECEPP Notification emails.

9.1 SUCCESSFUL PARTICIPANT NOTIFICATIONS



Subject: **Bosnia And Herzegovina - Gradacac Water Supply Project - ECEPP Update: Reconstruction and expansion of sewerage system**
Sender: noreply@ecepp.ebrd.com on behalf of noreply@ecepp.ebrd.com
Recipient: sgallacher@sibis.com.ba
Reply-To: noreply@ecepp.ebrd.com
Date: Today 16:13
Letter of Acceptance.pdf

European Bank
for Reconstruction and Development

Project Name:	Gradacac Water Supply Project
EBRD Project ID:	12345
Country:	Bosnia And Herzegovina
Tender Exercise Name:	Reconstruction and expansion of sewerage system
ECEPP TenderExercise ID:	1234567
Type of procurement:	Works
Procurement Method:	Open Tender Single Stage
Client Name:	Goverment of Bosnia and Herzegovina

Dear participant,

We refer to your submission for the above referenced contract. We are pleased to inform you that your submission was successful.

Please refer to the attachment for additional information.

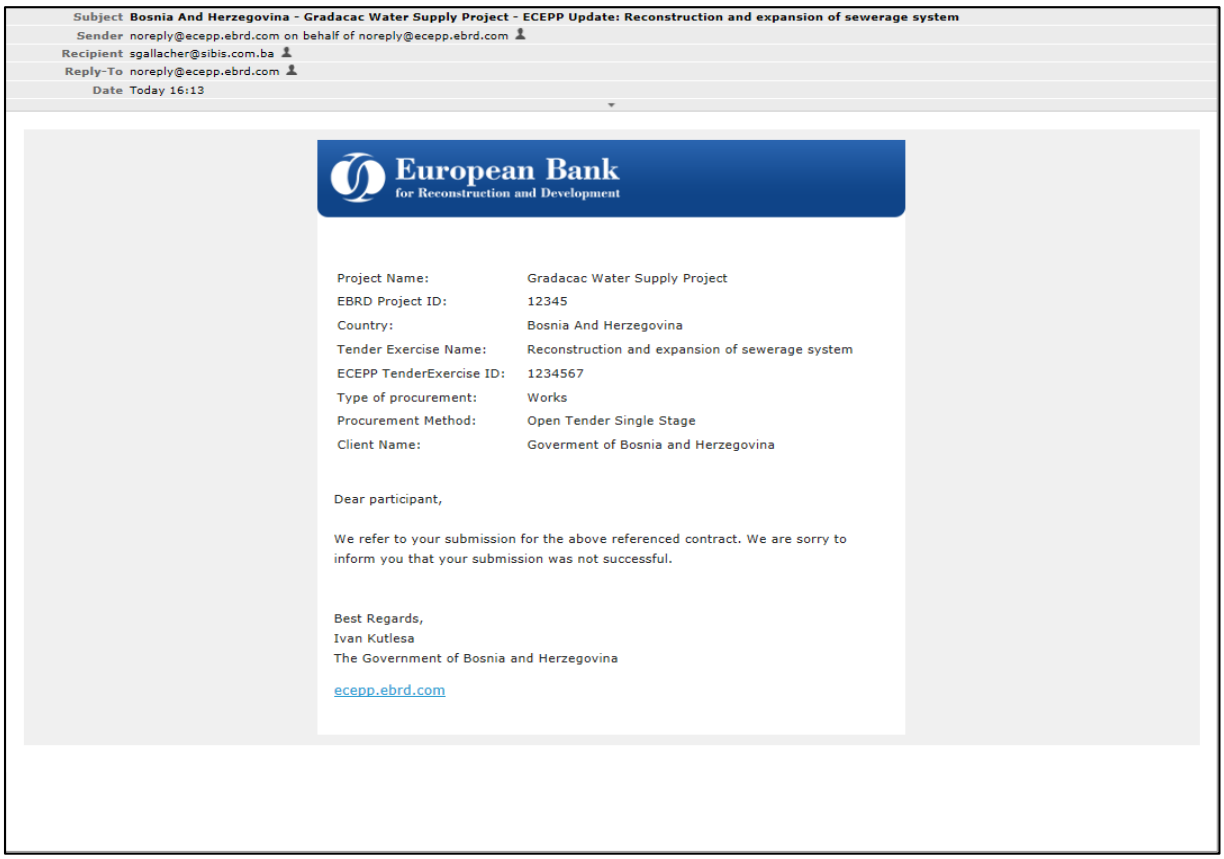
Best Regards,
Ivan Kutlesa
The Government of Bosnia and Herzegovina

ecepp.ebrd.com

NOTE: If you are successful, the client will contact you separately via ECEPP with an invitation to the next stage in the process if not yet at the award stage. If it at the award stage, a draft Letter of Acceptance may also be included in this email.

You should regularly check your message centre and keep your registered email address up to date to ensure you do not miss any communications.

9.2 UNSUCCESSFUL PARTICIPANTS NOTIFICATIONS



Subject **Bosnia And Herzegovina - Gradacac Water Supply Project - ECEPP Update: Reconstruction and expansion of sewerage system**
Sender noreply@ecepp.ebrd.com on behalf of noreply@ecepp.ebrd.com
Recipient sgallacher@sibis.com.ba
Reply-To noreply@ecepp.ebrd.com
Date Today 16:13

European Bank
for Reconstruction and Development

Project Name:	Gradacac Water Supply Project
EBRD Project ID:	12345
Country:	Bosnia And Herzegovina
Tender Exercise Name:	Reconstruction and expansion of sewerage system
ECEPP TenderExercise ID:	1234567
Type of procurement:	Works
Procurement Method:	Open Tender Single Stage
Client Name:	Goverment of Bosnia and Herzegovina

Dear participant,

We refer to your submission for the above referenced contract. We are sorry to inform you that your submission was not successful.

Best Regards,
Ivan Kutlesa
The Government of Bosnia and Herzegovina

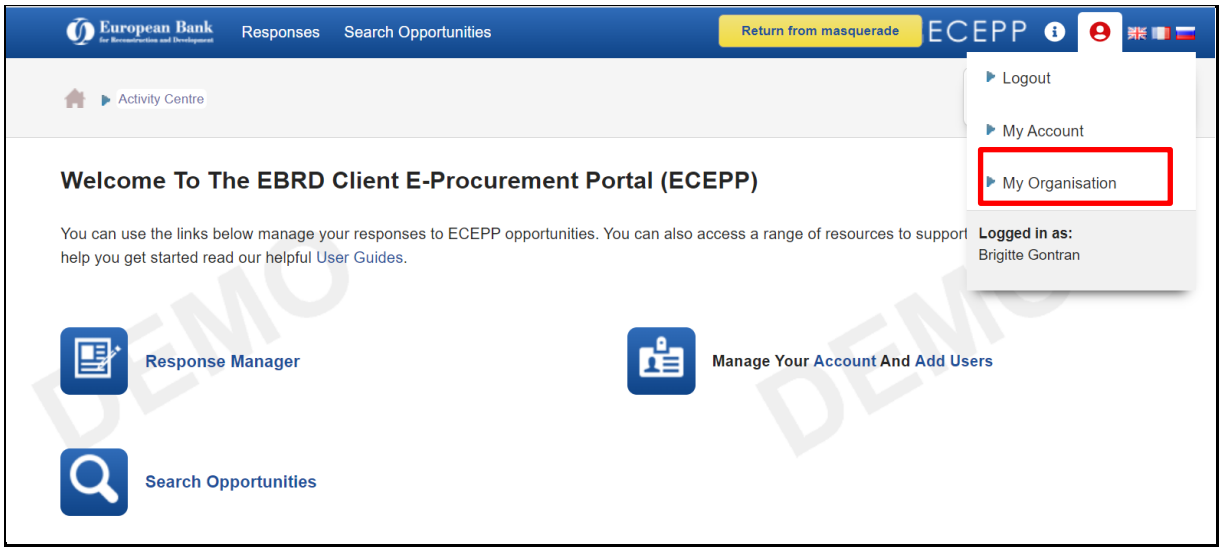
ecepp.ebrd.com

NOTE: If you have not received a notification, it is likely that the client is still evaluating the response. If necessary, you can use the Message Centre to contact the client directly with any concerns. Separately, a shortlist or award notice will be published in ECEPP dependent upon the procedure used.

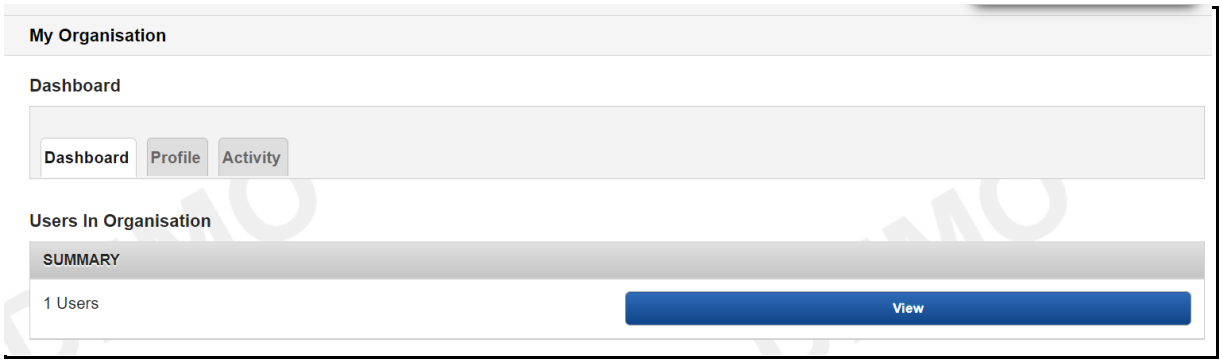
10. INVITING ADDITIONAL USERS TO YOUR ORGANISATION

To invite additional users to your organisation please follow the steps below:

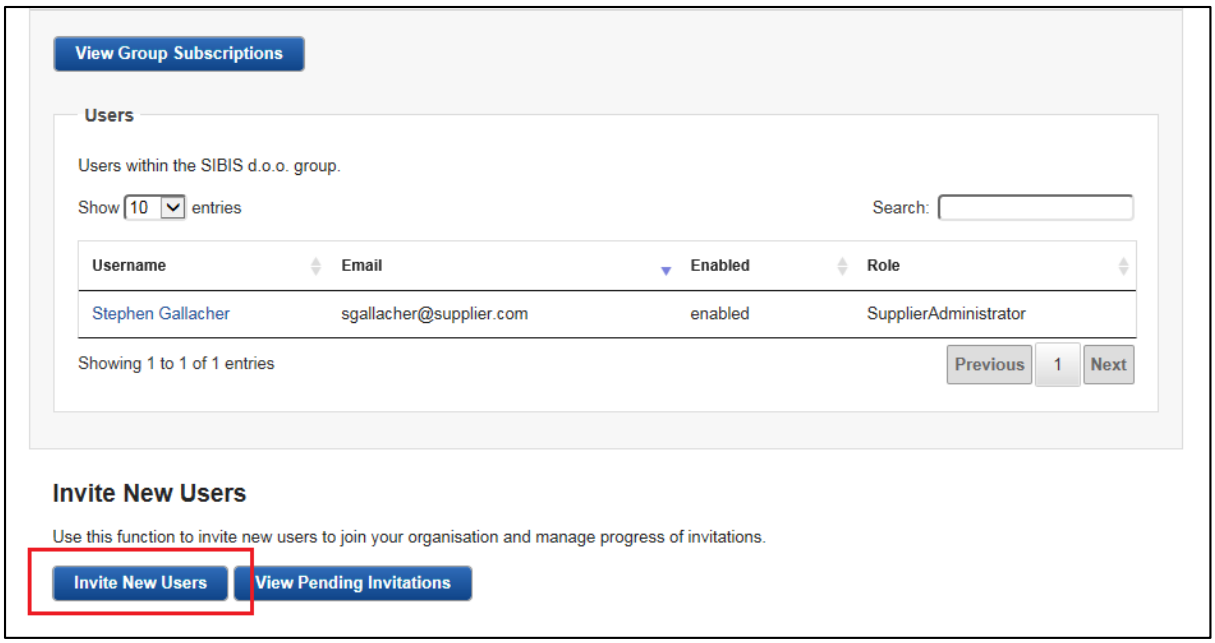
1. Select **'My Organisation'** from the 'Account' tab:



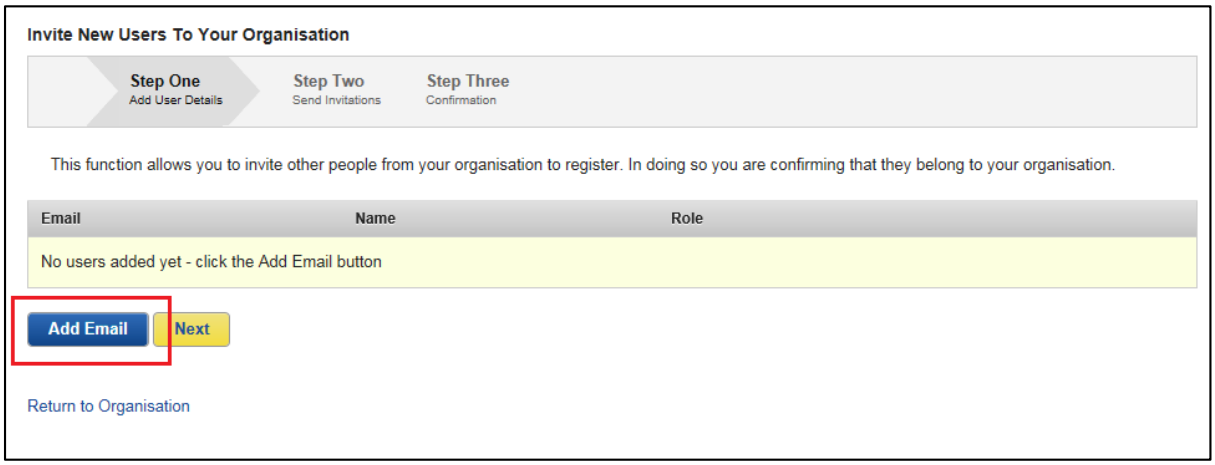
2. Click **'View'**:



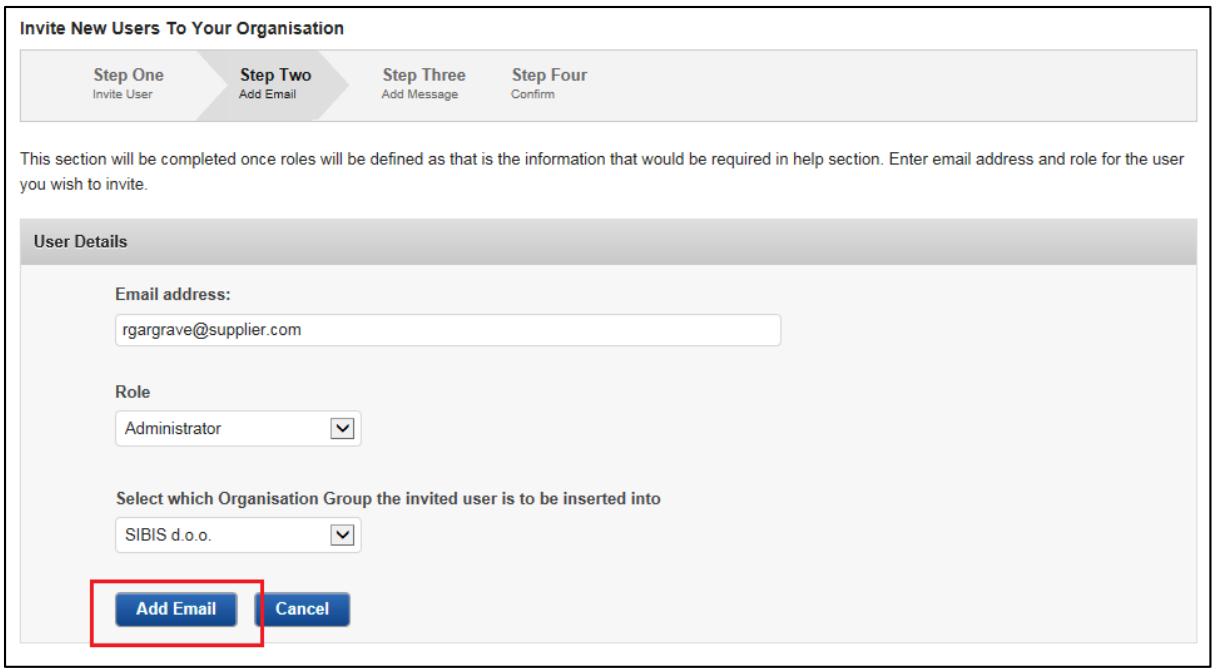
3. Click **'Invite New Users'**:



4. Click **'Add Email'**:



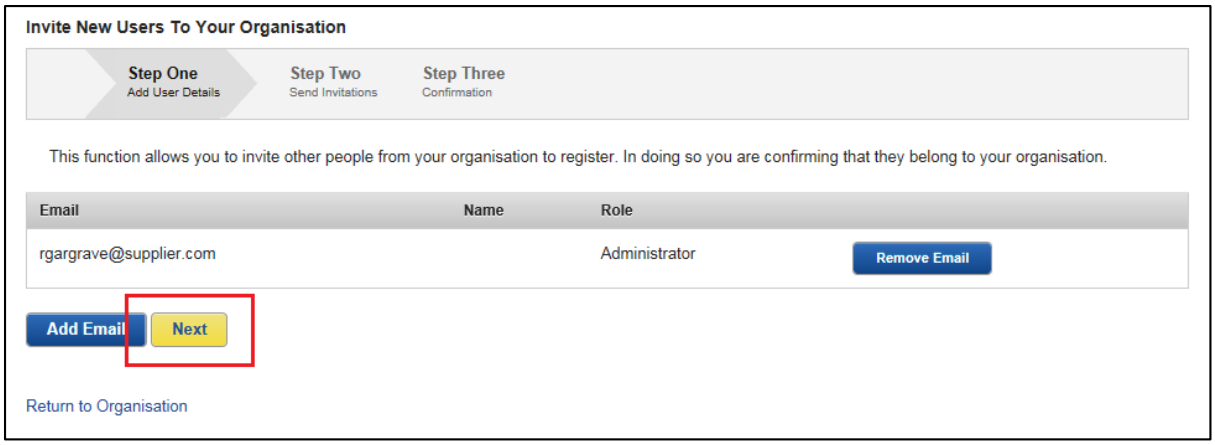
5. Enter the required email address, select a user role and click **'Add Email'**:



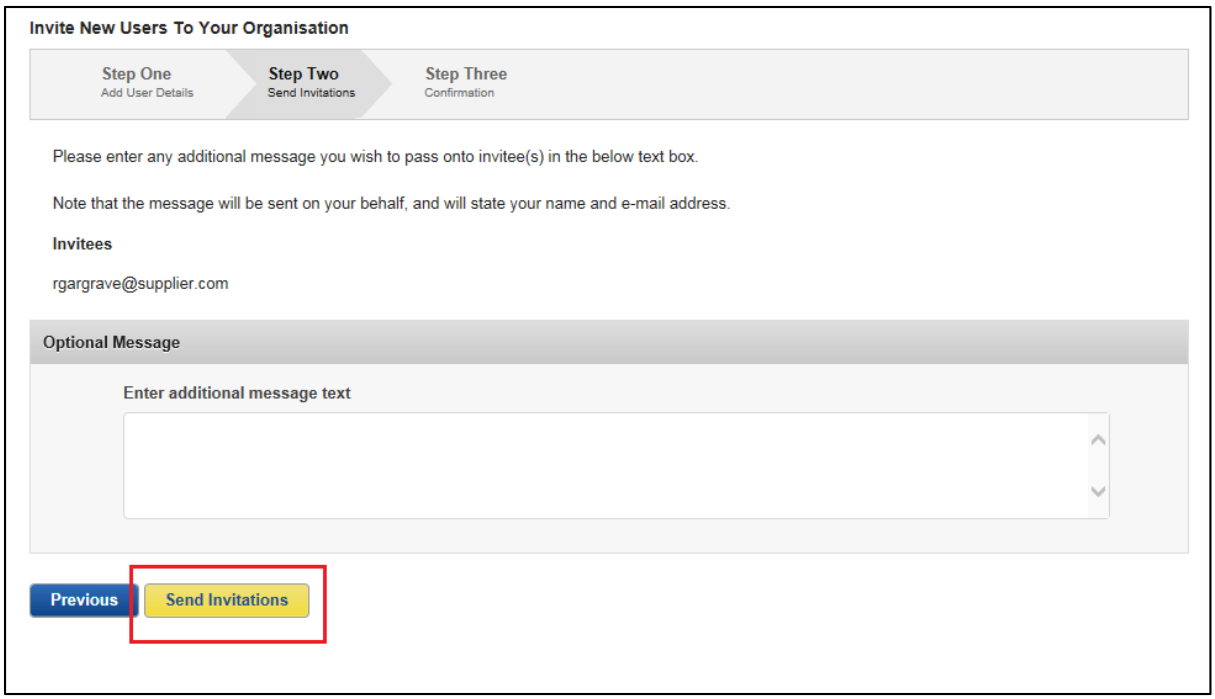
Note:

- **The <u>Administrator</u> role will allow users to change your origination's details, invite additional users and access / respond to opportunities.**
- **The <u>Registered User</u> role will allow users access / respond to opportunities only.**

6. Repeat steps 4 & 5 for each colleague you wish to invite.
7. Select **'Next'**:



8. Enter an optional message, if you wish, and then click **'Send Invitations'**:



Note: Your colleague(s) will then receive an email inviting them to register on ECEPP. Once registered, they will be added to your organisation and will have access to any opportunities you are responding to. They will also be able to access new opportunities and save them to your Response Manager.

END OF DOCUMENT