

## FAQ – Alerts (20131206)

### 1. What are Alerts?

Alerts are automated notifications sent through email by the ePPS

### 2. On which email are these Alerts sent?

The emails are dispatched to the registered address in the economic operator's profile. That is why it is very important that any changes in the email address needs to be updated immediately.

View Organisation				
Edit Organisation	Edit CPV Codes	View Users	Add User	Synchronise with eID
Organisation Name :	Department Of Contracts			
Organisation type:				
Company Registration Number:	CONTRACTS			
VAT number:				
Business identification number:				
Approval Date:	11/07/2011			
Approved By:				
Address:	Department Of Contracts Notre Dame Ravelin			
Postal Code:	-			
City:	FLORIANA [Il-Furjana]			
Country:	Malta			
Email:	info.contracts@gov.mt			
Phone Number:	+356 21220212			
Fax:	21247681			
Registration Notes:				
Attachment:				
Status:	Active			

### 3. What type of alerts are available?

There are various types of alerts, eg Publication alerts, Clarification alerts and Deadline specific alerts.

### 4. Can a more detailed explanation of these alerts be given?

Publication Alerts – these are issued when published tenders meet certain criteria set by economic operators when they register for the first time their organisation; they can either be the Common Procurement

Vocabulary (CPV) or the Contracting Authorities (CAs) of interest

Clarification Alerts – these are issued when CAs deem necessary to clarify various details related to the tender in question; this can include, for instance, extension of Closing Date

Deadline Specific Alerts – these are issued automatically by the ePPS once the Economic Operator (EO) configures the tender specific alerts through the Specify Alerts and the EO had registered for Notifications

**5. Therefore, if I receive an email notifying me of a newly published tender, would I not also receive the Deadline Specific Alerts?**

No, the Deadline Specific Alerts are not sent automatically unless the Economic Operator (EO) requests them. The reason for this is that although EO would have selected to receive alerts for published tenders by selecting either CPV or CA, this does not necessary mean that it is of interest to the EO. Once you access the portal through the link given in the email and decide that the tender is worth following further, you should Register for Notifications and then configure and save the Specify Alerts for the three (3) alerts shown below:

- Time limit for receipt of tenders or request to participate
- Deadline to send clarifications to Buyer
- Deadline for Buyer to send clarification

All the above alerts have the same five (5) options:

- No notification
- 24 hours prior to the event
- 48 hours prior to the event
- 1 week prior to the event
- 2 weeks prior to the event

The Specify Alerts are set to 24 hours by default but these will need to be saved and the EO would have Registered for Notifications for the alerts to be issued.

**6. Can I change the selected period?**

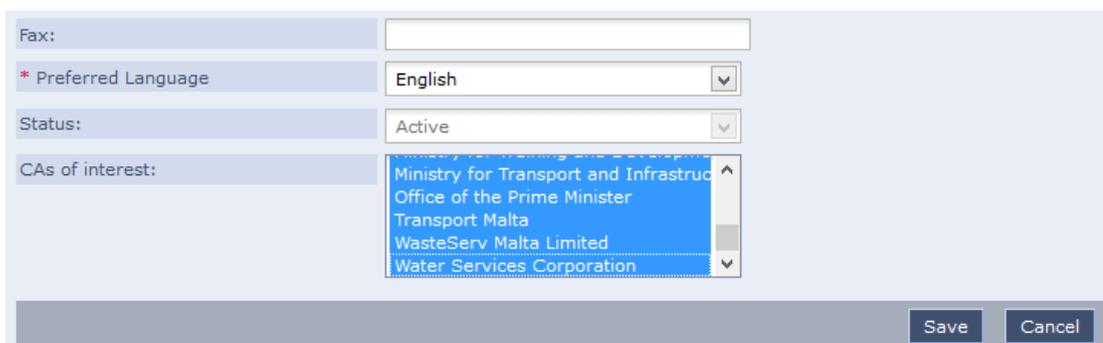
Yes, the period can be changed at any time during the tendering period. Remember to click on the Save button after carrying out the changes.

**7. When I registered the organisation on ePPS, I selected only the Department of Contracts as the CA of Interest. Can I edit my selection by adding another CA?**

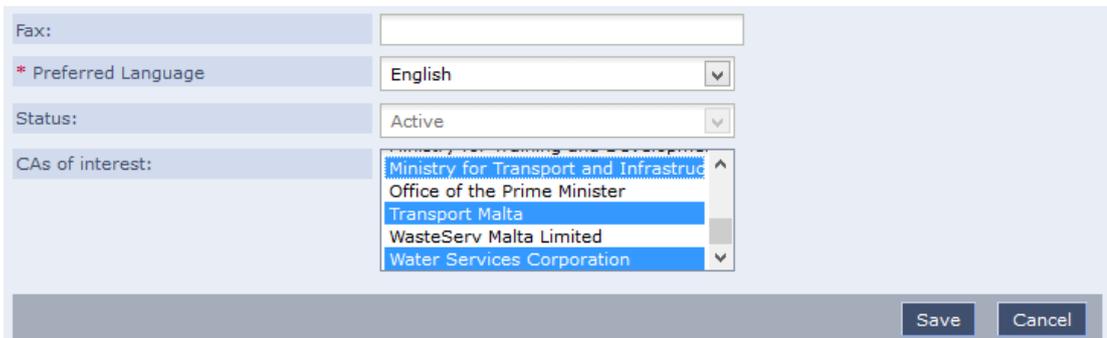
You can add or remove any CA at any time and as many times as you like. At least one (1) CA must be selected though. This can be done by editing your profile. Under Log in on the left hand side menu, click on Edit Profile and scroll to the last field CAs of interest at the bottom.



To select all the CAs, click on the first CA and whilst pressing the left mouse button drag downwards. An alternative method is to select the first CA, scroll to the last CA. Now press and hold the SHIFT key and the click the last CA. This should select all the CAs as shown below.



To select individual non-adjacent CAs, press and hold the CTRL key, and click to select the CAs that are of interest to you.



The screenshot shows a form with the following fields:

- Fax: [Empty text box]
- \* Preferred Language: English (dropdown menu)
- Status: Active (dropdown menu)
- CAs of interest: A dropdown menu with the following options: Ministry for Transport and Infrastruc, Office of the Prime Minister, Transport Malta, WasteServ Malta Limited, and Water Services Corporation. The 'Transport Malta' option is currently selected.

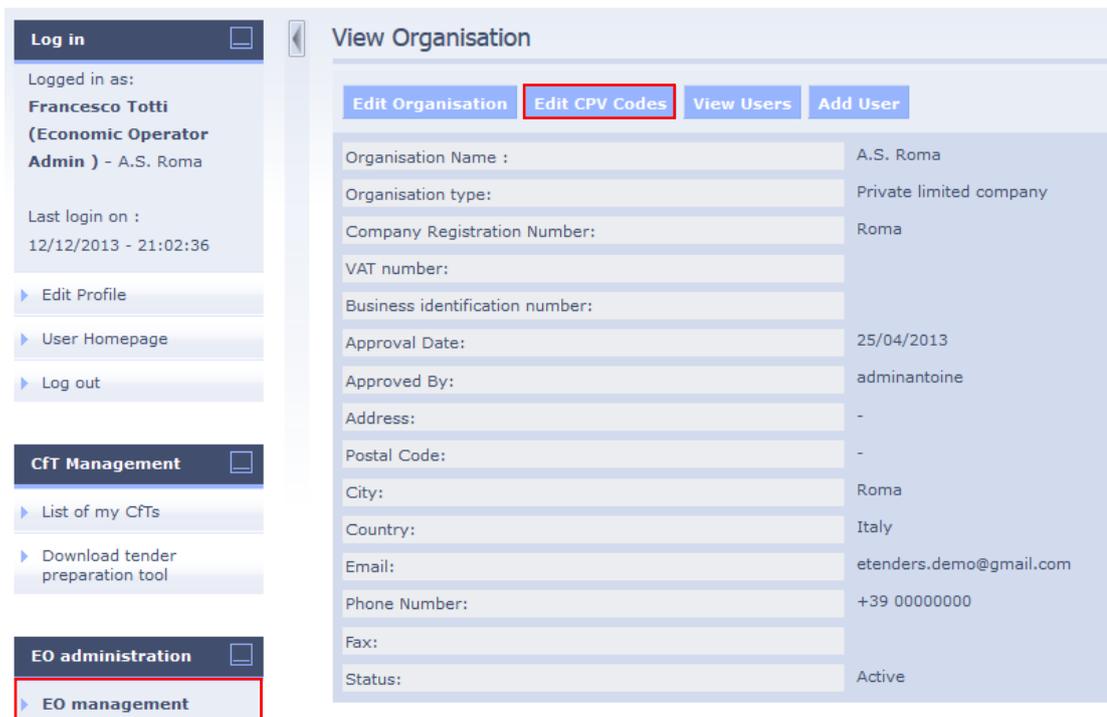
At the bottom right of the form are 'Save' and 'Cancel' buttons.

Once you have completed your selection, click on Save. Your selection will be saved and alerts will be sent when any of the selected CAs publish a tender.

## 8. So CAs of interest can be found under Edit Profile but where do I find the Common Procurement Vocabulary option?

The Edit CPV Codes option can be found under EO management on the left hand side. Along with Edit CPV Codes, there are three (3) other EO related options:

- Edit Organisation;
- View Users
- Add Users.



The screenshot shows the 'View Organisation' page with the following navigation options on the left:

- Log in
- CFT Management
- EO administration

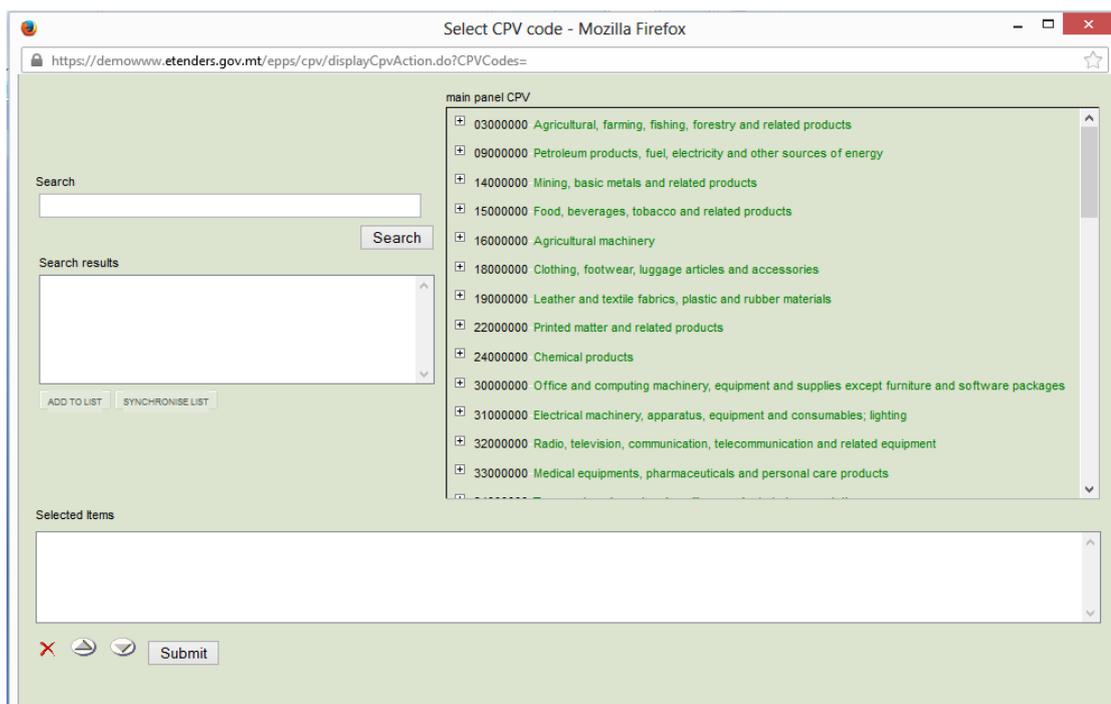
The 'EO administration' section is expanded, showing 'EO management' highlighted with a red box. The main content area shows the 'View Organisation' page with the following options: Edit Organisation, Edit CPV Codes (highlighted with a red box), View Users, and Add User. The main content area displays the following information:

Organisation Name :	A.S. Roma
Organisation type:	Private limited company
Company Registration Number:	Roma
VAT number:	
Business identification number:	
Approval Date:	25/04/2013
Approved By:	adminantoine
Address:	-
Postal Code:	-
City:	Roma
Country:	Italy
Email:	etenders.demo@gmail.com
Phone Number:	+39 00000000
Fax:	
Status:	Active

Clicking the Edit CPV Codes tab will display a webpage where you can add or remove CPV codes.



To remove CPVs, select the CPV code that you no longer require to receive alerts on and click on the Bin icon (Clear Codes). On the other hand, to add CPVs that are of interest to you and want to receive alerts when tenders are published, click on the lens icon (Search for Code) which will open a new window. Select the CPV/s that are of interest to you and then click on Submit.



The Select CPV code will close and the webpage titled Edit CPV Codes will be displayed. Click on Finish. Your CPV changes will be saved.