

Supplier Hints and Tips



Login Details

- Login details will be sent via an automated email from “Workflow Mailer”. Depending on security settings the automated email may be routed through to junk/spam inboxes.

Not Received Login Details

- Click on “Login Assistance” link on the Login Page <http://ebs-8000-prd.vip.iwater.ie:8000/>
- Enter your email address in the Username field and select “Forgotten Password”
- You should receive an automated email containing a link to reset the password in 10-15 minutes
- If you do not receive anything please check your junk mail then contact Oraclesourcingsupport@ervia.ie

Logging In & Accessing the PQQ/RFQ

- Click the following link to access the PQQ/RFQ: <http://ebs-8000-prd.vip.iwater.ie:8000/>
- Enter your Username and Password
- Beneath Main Menu click “IW Sourcing Supplier”
- Click “Sourcing”
- Click “Sourcing Home Page”
- Look beneath “Your Company’s Open Invitations” and click on the Negotiation Number
- Once in the negotiation you can view all the information and download any attachments from beneath the “Notes and Attachments” section
- To acknowledge or decline participation select “Acknowledge Participation” from the Actions drop down menu (in the top right hand corner of the Header page)

Creating a Response

- Select “Create Quote/Response” from the Actions drop down menu (top right hand corner)

Responding Online

- Complete the questions (Header page) and any pricing (Lines page) online
- **IMPORTANT: please click on “Save Draft” to save your response every 10-15 minutes to ensure you do not get timed out of the system and lose information you have entered**

Responding by Spreadsheet

- Click the “Quote by Spreadsheet” button at the top of the page
- Select “XML Rich Style” format and click “Export”
- Click on the file link to download the zip file and then open the XML Spreadsheet
- Remember to ONLY enter information in the YELLOW or GREEN cells (leave all other cells blank)
- YELLOW cells are mandatory and GREEN cells are optional

- Once completed save as an XML file
- To import back into the system, click “Quote by Spreadsheet”, then browse for the file and click on “Import”
- If you receive any error messages after clicking import, the response has NOT been uploaded successfully and you may be missing required information. Double check the spreadsheet and try to upload again
- Once uploaded successfully, click on SAVE DRAFT

Adding Attachments

- Select “Create Response” from the Actions drop down box
- Click on the “Add Attachments” button and follow the instructions to browse for the required file to upload

Any Questions

- All tender queries should be emailed to tenders@ervia.ie
- All system queries should be emailed to Oraclesourcingsupport@ervia.ie

Submitting your Response

- Once you have completed your response and attached all required documents click on the “Continue” button
- You then have the opportunity to review your response one last time before submitting
- Click “Submit”
- You will receive confirmation that your response has been submitted on screen. No email confirmation is sent.
- Please note that once you have submitted you cannot access your submission. Any issues after the submission of your tender should be directed to tenders@ervia.ie
Please use reference number (17/xxx) and full tender name in all correspondence.

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