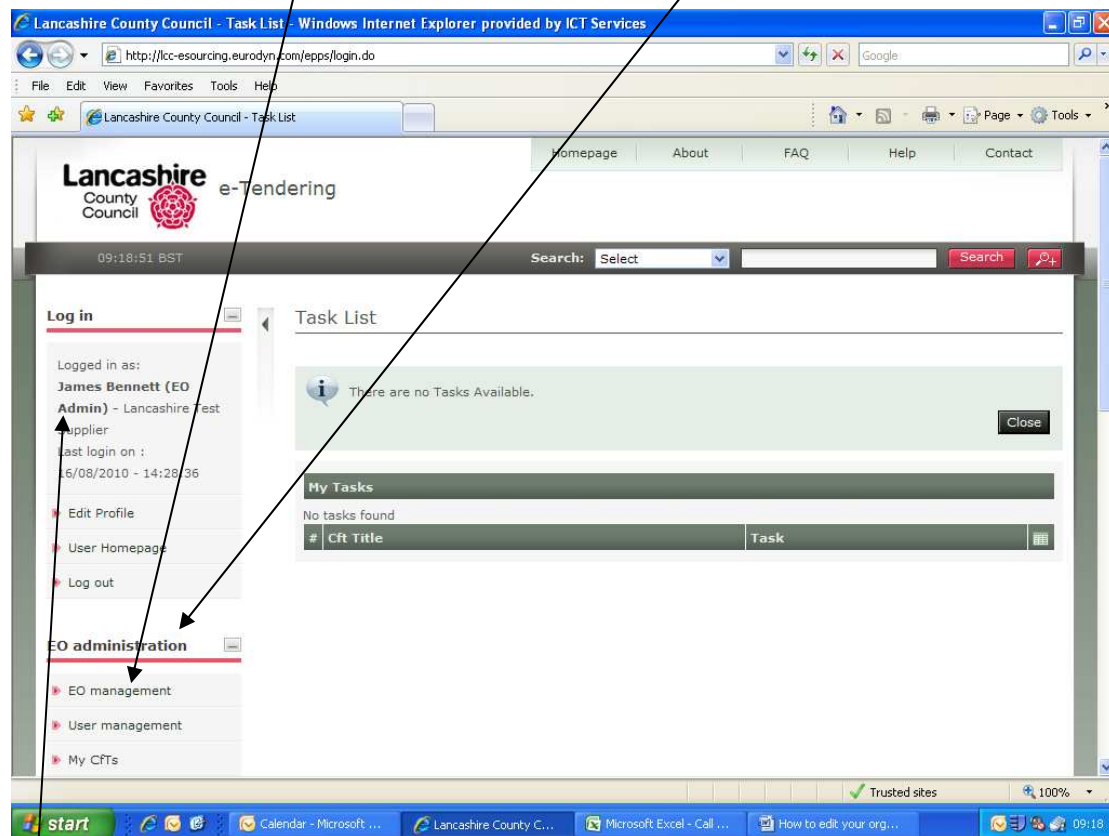


## Editing your economic operator (EO) details

1. Log into Lancashire County Council's e-tendering system ([www.lancashire.gov.uk/tendering](http://www.lancashire.gov.uk/tendering))
2. Select "EO Management" from the EO administration section. Only those



users with EO (economic operator) administrator roles can edit organisation details. You can find out your role by viewing the log in section and "EO Admin" or "EO User" will be in brackets after your name. If you do not have access, you will have to contact the individual within your organisation who setup your organisations account within the system to either give you access or make the amendments for you.

### 3. Select "Edit Organisation"

The screenshot shows the 'View Organisation' page in Internet Explorer. The browser address bar displays the URL: <http://lcc-esourcing.eurodyn.com/epps/prepareViewEOOrganisation.do?id=1011>. The page header includes the Lancashire County Council logo and 'e-Tendering' text. A search bar is visible with the text 'Select' and a search button. The left sidebar contains a 'Log in' section for James Bennett (EO Admin) and an 'EO administration' section. The main content area has a navigation bar with buttons for 'Edit Organisation', 'Edit CPV Codes', 'View Users', and 'Add User'. Below this, the 'View Organisation' details are displayed:

Organisation Name:	Lancashire Test Supplier
Company Registration Number:	
Unique ID (VAT number):	n/a
Issuer of unique ID:	Inland Revenue
Unique ID Issuer Country:	Great Britain
Address:	County Hall
Postal Code:	PR1 0LD
City:	Preston
Country:	Great Britain
Email:	fin.procurement@lancashire.gov.uk
Phone Number:	
Fax:	
Website:	
Employer's Registration Number:	

### 4. You may now make the amendments required

The screenshot shows the 'Edit Organization Profile' page in Internet Explorer. The browser address bar displays the URL: <http://lcc-esourcing.eurodyn.com/epps/prepareEditOrganisation.do?id=1011>. The page header includes the Lancashire County Council logo and 'e-Tendering' text. A search bar is visible with the text 'Select' and a search button. The left sidebar contains a 'Log in' section for James Bennett (EO Admin) and an 'EO administration' section. The main content area has a navigation bar with buttons for 'Add User' and 'View Users'. Below this, the 'Edit Organization Profile' form is displayed:

* Organisation Name:	Lancashire Test Supplier
Company Registration Number:	
* Unique ID (VAT number):	n/a
* Issuer of unique ID:	Inland Revenue
* Unique ID Issuer Country:	Great Britain
Address:	County Hall
Postal Code:	PR1 0LD
City:	Preston
* Country:	Great Britain
Email:	fin.procurement@lancashire.gov.uk
Phone Number:	
Fax:	
Website:	
Employer's Registration Number:	
Taxation ID:	
Company Activities:	
Status:	Active

At the bottom of the form, there are buttons for 'Save', 'Reset', and 'Cancel'. The maximum characters for the Company Activities field is 512.

5. Once you have completed all amendments, making sure all mandatory fields (\*) have been completed, select "Save" to complete editing

Lancashire County Council - Edit Organization Profile - Windows Internet Explorer provided by ICT Services

http://lcc-esourcing.eurodyn.com/epps/prepareEditOrganisation.do?id=1011

Supplier  
Last login on :  
16/08/2010 - 14:28:36

Edit Profile  
User Homepage  
Log out

**EO administration**

EO management  
User management  
My CFTs  
Manual Notification  
Auditing Reports

**Information**

News  
Public procurement legislation  
Electronic public procurement

\* Organisation Name: Lancashire Test Supplier  
Company Registration Number:  
\* Unique ID (VAT number): n/a  
\* Issuer of unique ID: Inland Revenue  
\* Unique ID Issuer Country: Great Britain  
Address: County Hall  
Postal Code: PR1 0LD  
City: Preston  
\* Country: Great Britain  
Email: fin.procurement@lancashire.gov.uk  
Phone Number:  
Fax:  
Website:  
Employer's Registration Number:  
Taxation ID:  
Company Activities:  
Maximum Characters: 512.  
Status: Active

Save Reset Cancel

http://lcc-esourcing.eurodyn.com/epps/editOrganisation.do

start Calendar - Microsoft ... Lancashire County C... Microsoft Excel - Call ... How to edit your org... 09:26

6. You will then be taken back to your "User Homepage" where you will find your task list. This confirms your details have been updated.

Lancashire County Council - Task List - Windows Internet Explorer provided by ICT Services

http://lcc-esourcing.eurodyn.com/epps/home.do?edit=success

Lancashire County Council e-Tendering

Homepage About FAQ Help Contact

09:27:00 BST Search: Select Search

Log in

Logged in as:  
James Bennett (EO Admin) - Lancashire Test Supplier  
Last login on :  
16/08/2010 - 14:28:36

Edit Profile  
User Homepage  
Log out

**EO administration**

EO management  
User management  
My CFTs

Task List

There are no Tasks Available. Close

My Tasks

No tasks found

#	Cft Title	Task
No tasks found		

Done

start Calendar - Microsoft ... Lancashire County C... Microsoft Excel - Call ... How to edit your org... 09:28