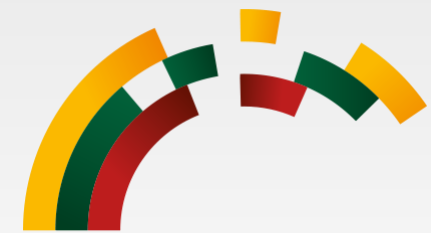




# How to change company information in CVP IS



V I E Š Ū J Ū  
P I R K I M Ū  
T A R N Y B Ā

*Users, who have administrator rights, may change:*

- *company contact information,*
- *company profile,*
- *ESPD profile,*
- *Offered products/services.*



First you must visit <https://pirkimai.eviesiejiipirkimai.lt> and choose language (1), then enter your user name (2) and password (3), press “Prisijungti” (4).



The screenshot shows the login interface for the CVP IS system. At the top left is the logo for CVP IS (centrinė viešųjų pirkimų informacinė sistema). To the right are logos for VIESŪJŲ PIRKIMŲ TARNYBA, BPD, and the European Union flag. A yellow horizontal bar is positioned below the logos. The main heading is "Prisijungimas prie CVP IS:". Below this are two input fields: "Prisijungimo/naudotojo vardas" (username) and "Slaptažodis" (password). A "Prisijungti" button is located below the password field. To the right of the button is a link "Pamiršote slaptažodį?" with a small icon. A "Skelbimai" section on the right contains links for procurement notices. Red circles and boxes highlight specific elements: (1) the language icon, (2) the username input field, (3) the password input field, and (4) the "Prisijungti" button.

**CVP IS** centrinė viešųjų pirkimų informacinė sistema

VIESŪJŲ PIRKIMŲ TARNYBA

BPD

Prisijungimas prie CVP IS:

Prisijungimo/naudotojo vardas

Slaptažodis

Prisijungti

Pamiršote slaptažodį?

**Skelbimai**






[Pirkimų skelbimai nuo 2017 m. liepos 1 d.](#)

[Pirkimų skelbimai iki 2017 m. liepos 1 d.](#)

[Europos Sąjungos viešųjų pirkimų skelbimai \(TED\)](#)

*Company administrator has to go to the „Administration section“ and choose „Company Administration“*

pirkimai.eviesiejipirkimai.lt/app/profiles/companyadmin.asp

CVP IS    Administration  Vardenis 11\_  Log out

Home / Company administration

## Company administration

**Instructions**

From this page you can administer your company and edit your company details and service subscriptions.

The marketplace provides a set of services that can be subscribed for. Your current subscriptions let you upload a logotype, keep a Company Profile to present your business on the marketplace, and maintain a document folder. Click on the links to view and edit the services.






To update/edit your company information or change membership level, click on 'Edit' (at the bottom of the page).

**Company information**

<b>Company trading name</b> Demo tiekėjas2018/	<b>Region/Division</b> Vilnius
<b>Main office address</b> Mano adresas 11021 LT00000 Vilnius Lithuania	<b>Organisation no</b> 123456789
<b>Company description</b> Demonstracijai ir testavimui skirtas naudotojas -- tiekėjas batonas	<b>CTM Id</b> 89



To edit company contact information click on the button „Edit“

CVP IS    Administration  Vardenis 11\_  Log out

Home / Company administration

## Company administration

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Company information	
<b>Company trading name</b> Demo tiekėjas2018/	<b>Region/Division</b> Vilnius
<b>Main office address</b> Mano adresas 11021 LT00000 Vilnius Lithuania	<b>Organisation no</b> 123456789
<b>CTM Id</b> 89	
<b>Company description</b> Demonstracijai ir testavimui skirtas naudotojas -- tiekėjas batonas	
<b>Contact person name</b> Demonstracinis Tiekėjas , egidro	<b>Email</b> ✉ nera@kazkurkosmose.lt
<b>Phone</b> +612 612 01212	
<b>Current membership</b> Promotional membership	<b>Type of Organisation</b> Unknown[]

[Edit...](#)



*In an opened window you may change any company information except membership and organization number.  
Save all changed information.*

**Company details**

**Membership**

**Select membership \***  
Click on the links for more information.

Supplier [Read More](#) [Preview](#)

**Type of Organisation \***

-- Select type of organisation --

Exempted supplier

**DUNS number:**

DUNS number is a unique digit, recognized as the universal standard for identifying and keeping track of companies.

**Is SME:**

Are you a small or medium enterprise ?

**Company information**

Company trading name \*  Region/Division

Main office address \*

Postal code \*  City \*

Country \*

Organisation no \*  Website URL

Description \*  Characters left: 452

**Contact information**

First name \*  Last name \*

Company Role/Work Area

Email address to contact person \*

Send tender invitations copy to below addresses.  
Separate the addresses with semi-colon, comma, space or new line.

Phone (country, area, number) \*:    Mobile phone (country, area, number):

Fax:

**Settings**

Enable check in/out functionality

Enable the use of a company signer

Allow agents/external users to publish notices for rfts

*In „Supplier profile“ section you can enter detailed information about company, offered products and services, upload company logotype*

### Supplier profile

✘	<b>Billing Information</b> Detailed Information for billing	Edit
✔	<b>ESPD Profile</b> Pre-populate your ESPD response	Edit
✔	<b>Company Profile (presentation of business)</b> Enter detailed information about your company, such as detailed description, number of employees, turnover, etc. This information will be available on your supplier profile	Edit
✘	<b>Logotype display</b> Upload a logotype to be displayed with your profile.	Edit
✔	<b>Products/services offered</b> Update categories in your company profile. It will allow the buyers to find your company in searches	Edit
✔	<b>Market coverage</b> My company's market coverage areas	Edit

Preview

### Current service subscriptions

✔	<b>Document folder</b>	Display
✔	<b>Qualification</b> Fill in the answers to the prequalifications and approval	Edit

Done

*In „Company profile“ section you can enter detailed information about offered products and services in English and native language. Contracting Authorities will find your company based on the specified goods and services and invite you to unpublished purchases*

### Company profile

#### General information

Enter your general information as comprehensive as possible.  
When completed, click on 'Save'.

**Need help with currency calculation?**  
[Click here to use the currency calculator.](#)

#### General information

**General information (please use English if present in multiple markets)**

Describe your business (in english) - products and services  
(Max 500 characters)

Short description in English Characters left: 500

Describe your business (in your native language) - products and services \*  
(Max 500 characters)

Short description in the native language Characters left: 460

Enter the name of your Parent company/Owner, if applicable

Number of employees  
\* \*      Year founded

10 - 49      2008

Turnover (MEuro) \*

1 - 4,99

Annual production ?      Unit/Measurement ?

1      vnt.





*In „Current service subscriptions“ section „Document folder“ you can upload quotation documents, which can be used for few tenders*

**Current service subscriptions**

- ✓ Document folder [Display](#)
- ✓ Qualification [Edit](#)  
Fill in the answers to the prequalifications and approval

[Done](#)

### Document folder

The document folder allows you to store any kind of personal, company or project specific documents.

[More information](#)

Choose document folder:

Document icons		Status icons	
<input checked="" type="checkbox"/>	Tools menu	<input type="checkbox"/>	Comments
<input checked="" type="checkbox"/>	Signed	<input checked="" type="checkbox"/>	Copied from Shared Folder
<input type="checkbox"/>	Archived		

#### Documents

<input type="checkbox"/>	Name	<input type="checkbox"/>	Size	Updated (EET)
<input type="checkbox"/>	Company folder <ul style="list-style-type: none"><li>Bandomasis</li><li>Bendros tvarkos</li><li>Visiems</li></ul>	<input type="checkbox"/>		
<input type="checkbox"/>	Certificate request.txt <input checked="" type="checkbox"/>	<input type="checkbox"/>	0	01/10/2008 14:02

[Upload files...](#) [Public display](#) [Check out](#) [Check in](#) [Sort](#) [Delete](#) [Manage folders...](#) [Back](#)



*In concrete tender you may add tender documents from shared folder by pressing a button „Add from project/shared folder“*

My Quotation **Contracts** Messaging Audit trail

rtf Dates (EET)  
Kanceliarinių prekių pirkimas

[View rft](#) [View documents](#) [Assign user rights](#) [Internal notes](#) Quotation deadline 30/06/2021 00:00

---

**My response**

Kanceliarinių prekių pirkimas

**My documents**  
1 document(s) attached Attach documents...

---

**Pieštukai**

**My documents**  
0 document(s) attached Attach documents...

**Progress**

Percent complete

100%

Percent complete

0%

Edit documents

Package: Popierius  
Buyer: Testinė PO

---

**Documents**

You can attach documents applicable to the rft enquiry.

To attach a document from your computer, click on 'Upload files'.

To edit or delete a document from the list, check the box to the left of the document name and then click on 'Edit' or 'Delete'.

**Documents**

RFQ folder No documents attached

**Document icons**

- Tools menu
- Signed
- Archived

**Status icons**

- New version available

Upload files... Add from Project/Shared folder... Done



*You have to select needed document and press a button „Add selected document“*

## Add from folder

Buyer: Testiné PO

Documents and folders can be copied to your quotation. Select the folder you would like to copy your documents/folders from.

Choose document folder:

### Document icons

- Tools menu
- Signed
- Archived



### Status icons

- Comments

### Documents

#### Company folder

- Bandomasis
- Bendros tvarkos
- Visiems

<input type="checkbox"/>	Name	Size	Updated (EET)
<input type="checkbox"/>	 Certificate request.txt <input checked="" type="checkbox"/>	0 1	01/10/2008 14:02
<input checked="" type="checkbox"/>	 Quotation_documentsdocx.docx <input checked="" type="checkbox"/>	0 12	21/06/2021 15:57

Add selected document

Cancel

Technical support  
Email: [pagalba@vpt.lt](mailto:pagalba@vpt.lt)



V I E Š Ū J Ū  
P I R K I M Ū  
T A R N Y B A