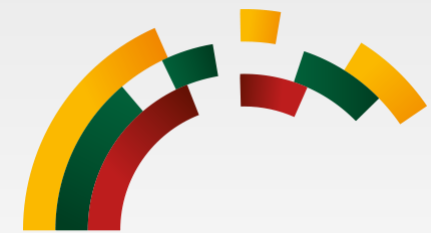




Users administration in CVP IS



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

How to delete user

Users, who have administrator rights, may:

- *create new users*
- *delete not active users*



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" (Announcements) box on the right contains information about procurement notices from May 1, 2017, and a link to the TED website. Red circles and boxes highlight the following elements: (1) the language selection 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 „User profiles“

CVP IS

Administration

Vardenis 11_

Help

Log out

Welcome Vardenis 11_ Pavardenis 22_3

Services

- Published notices from 01/07/2017
- Published notices till 30/06/2017
- My Request for Tenders
19 New Invitations, 293 Ongoing, 713 Closed
- Contracts
0 Active, 7 Pending, 3 expired, 0 Closed

To find a list of current tender opportunities, please click on the **PUBLISHED NOTICES** link on the left hand side. To find a specific tender opportunity, please click on the **PUBLISHED NOTICES** link on the left hand side.








Messages

09/05/2019 11:25	CVP IS: Kvietimas dalyvauti pirkime Nr. 434542:1 → rft
02/05/2019 14:41	CVP IS: Kvietimas dalyvauti pirkime Nr. 433394:1 → rft
02/05/2019 10:58	3299 → rft

Showing the last 15 unread messages

All messages

Press on the button „Create user“


CVP IS     Administration  TestUser67 Help  Log out 

Home / Users

Users

First or Last Name:

List of users

<input type="checkbox"/>	Name	Company role	Last log in (EET)	Login Details
<input type="checkbox"/>	 Test User	Company administrator	19/06/2019 09:39	View login report

Fill in all mandatory fields, marked with star. It is recommended that the user himself choose Username and Password

Create User

Instructions

To create a new user within your company account, fill out the form and click on 'Save'.

Personal profile

Contact details

* First name

Middle initial

* Last name

Title

* Email

* Office phone (country, area, number)
(Example +44 2 9342 0000)

Mobile number (country code) (area code) (number)
(Example +44 421 756 000)

Fax number (country code) (area code) (number)
(Example +44 2 9342 0000)

Account details

* Username (at least 6 characters)

* Password (Letter (A-Z) required, Number required, Special characters required, Mixed case required, Minimum length: 8)



Select the rights you give to the new user. Do not choose „Unused“. Company may have as many users and administrators as they need. If the user is going to submit quotations, please mark „User may sign on behalf of the company“ in user settings section. Press a button „Save“.

* Password
(Letter (A-Z) required, Number required, Special characters required, Mixed case required, Minimum length: 8)

* Confirm password

* Security roles [Information about roles](#)

Company administrator

Company user

Unused

Offices

Skyrius

Regional settings

* Preferred language
Lithuanian

* Time zone
Eastern European Time GMT+2

User settings

User may sign on behalf of the company

Prohibit user to create rfts outside projects

Prohibit user to create new projects

Save Cancel

If after saving user you see an error message „User name is already in use”, please change username in a field “Username”

Personal profile

! Username is already in use.

Contact details

* First name Middle initial * Last name

Company Role/Work Area

* Email

* Office phone (country, area, number)
(Example +44 2 9342 0000)

Mobile number (country code) (area code) (number)
(Example +44 421 756 000)

Fax number (country code) (area code) (number)
(Example +44 2 9342 0000)

Account details






* Username (at least 6 characters)



*How to assign user or change the owner
in the tender*











To assign user to the tender *company administrator or the owner of the tender has to go to the tender*

CVP IS    Administration  Vardenis 11_ Help  Log out

Welcome Vardenis 11_ Pavardenis 22_3

Services

-  [Published notices](#)
-  [My Request for Tenders](#)
16 New Invitations, 296 Ongoing, 769 Closed
-  [Contracts](#)
0 Active, 7 Pending, 3 expired, 0 Closed
-  [Documents](#)
Manage company and personal documents
-  [My tasks](#)
My sent and incoming tasks
-  [Reports](#)
[report_text]
-  **Account administration**
[View your presentation here!](#)
[Add users or update profile](#)
-  **Do you need technical support?**
[Create a ticket](#)
or email: pagalba@vpt.lt
phone: +370 5 219 7000

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **PUBLISHED NOTICES** link on the left hand side

Messages

17/03/2021 16:55	Paraiškų vertinimas → rft
17/03/2021 16:53	Paraiškų vertinimas → rft
17/03/2021 16:51	pranešimas → rft


Showing the last 15 unread messages [All messages](#)

System notifications

03/03/2021 18:06	Tiekėjas pateikė pasiūlymą → rft
22/02/2021 11:04	Tiekėjas pateikė pasiūlymą → rft
11/01/2021 19:18	Tiekėjas pateikė pasiūlymą → rft

Showing the last 10 unread system notifications

My Request for Tenders

No	Description	Times (EET)	Buyer
527999 	Kompiuterių pirkimas ▶ Kompiuterių pirkimas	End time: 22/03/2021 08:00	Testinė PO



Click on the „Assign user rights“

Home / My rfts / Rft 527999

rft 527999 - Kompiuterių pirkimas

Project:: **Linus pirkimai**

Instructions

To submit quotation:

Please allow some time for sending of your response.

We recommend testing submission before the deadline.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

Evaluate the risk of potential interference (Internet connection speed, Internet connection failure, power failure, change of computerized workplace settings, etc.).

Please be aware that there may be problems with signing quotations using Google Chrome version 80. We recommend to use an older version of Google Chrome or other browsers.

Attention! Changes with electronic signatures.

We inform you that Lithuanian electronic signature devices "Giesecke & Devrient Sm @ rtCafe Expert", issued by SE "Registrijų centras", will be valid until 01.07.2021. If you have these qualified signature creation devices, we recommend to apply for a new device. More information: elektroninis.lt/en

Detailed instructions



The end-time of this rft has passed. It is not possible to update your quotation.



Quotation submitted: 03/03/2021 18:06

My Quotation

Contracts

Messaging

Audit trail

rft

Dates

(EET)

Kompiuterių pirkimas

View rft View documents **Assign user rights** Internal notes






Quotation deadline

22/03/2021 08:00

My response

Progress

Click on the button „Add/Remove members“

CVP IS    Administration  Vardenis 11_  Log out

Home / My rfts / rft 527999 / Edit access for invitation

Edit access for invitation

527999 - Kompiuterių pirkimas

Instructions


This page displays assigned members which may be groups of users or individual users.

Each user can be granted one or more role permissions by ticking the check box in desired column. To remove the role permissions, remove the tick from the check box.

Click 'Save' when done.

The different roles are not necessarily mutually exclusive and may

Permissions

 Owner : Vardenis 11_ Pavardenis 22_3

User	Editor	Limited editor	Viewer	Limited viewer
There are no members!				

[Add/Remove members...](#) [Assign responsables...](#) [Change owner...](#) [Save](#) [Cancel](#)

Choose the user, click on the arrow, move the user to the right and click a button „Save“ . Click on the button „Assign responsibilities“ to assign selected user, mark a user and click „Save“ . If the owner of the tender has to be changed, choose „Change owner“, mark a new owner and click button „Save“ to save the changes.

Member information

All users: Vardenis

Members

User groups: No Value

Vardenis Pavardenis	1
Vardenis Pavardenis	
Vardenis147 Vardenis14	
vardenis2 pavardenis2	

2

→

←

3 Save Cancel

Member information

Select	User	[administrator]	[editor]	Limited editor	[viewer]	Limited viewer
5						
<input checked="" type="checkbox"/>	Vardenis Pavardenis	✓	✓			
<input type="checkbox"/>	Vardenis 11_ Pavardenis 22_3	✓	✓			

6 Save Cancel

Permissions

Owner : Vardenis 11_ Pavardenis 22_3

User	Editor	Limited editor	Viewer	Limited viewer
Vardenis Pavardenis	✓			

4

7

8

Add/Remove members... Assign responsables... Change owner... Save Cancel

How to delete user



User, who has administrator rights, may delete not active users. All not active users have to be deleted from company users list.

To delete not active users administrator goes to Administration section and choose User profiles.

CVP IS

Administration

Vardenis 11_

Help

Log out

Welcome Vardenis 11_ Pavardenis 22_3

Services

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02/05/2019 10:58	3299 → rft

Showing the last 15 unread messages

All messages

Next to the inactive user, press the „Delete“ button and accept deletions by pressing the button „Continue“.

CVP IS Administration Vardenis 11_ Help Log out

Home / Users

Users

List of users

Name	Company role	Last log in (EET)	Login Details	
Etest Etest	Company administrator	05/02/2016 13:27	View login report	Delete
Naujas adminas	Company administrator	19/09/2019 17:12	View login report	Delete
Naujas Naudotojas	Company administrator	23/06/2015 15:00	View login report	Delete
Test Supplier	Company administrator	13/11/2013 13:20	View login report	Delete
Testinis Test	Company administrator	20/06/2018 09:24	View login report	Delete
TestUser1 TestUser1	Company administrator	23/02/2016 15:59	View login report	Delete
Vardenis 11_ Pavardenis 22_3	Company administrator	25/05/2021 16:50	View login report	Delete

Confirm user deletion

Are you sure you want to delete the selected users?
If you are Contracting Authority, please note that you must change the purchase owner in active purchases before removing the user

Continue Cancel

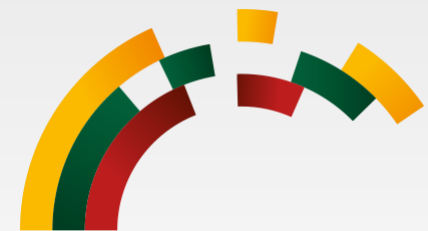
Tick the box that you understand that you will be set as the new owner of the displayed tenders and click the button „Continue“

The screenshot shows a web application interface with a 'Confirm user deletion' dialog box. The background shows a 'Users' management page with a list of users. The dialog box is titled 'Confirm user deletion' and contains the following elements:

- Delete user(s) which are owner of items**
- A dropdown menu showing 'Testinis Test (3 Items, 3 Active / Ongoing)' with a list of items:
 - Quotation 393880 - Kompiuterinės įrangos pirkimas (Active / Ongoing)
 - Quotation 406384 - ekonominis naud 2 daliu (Active / Ongoing)
 - Quotation 406422 - Pirkimas-2, 2 vokai, atmesti antrą voką (Active / Ongoing)
- Text: 'Are you sure you want to delete the selected users? If you are Contracting Authority, please note that you must change the purchase owner in active purchases before removing the user'
- A checked checkbox: Yes, I understand and acknowledge that I will be set as the owner of deleted user items.
- Buttons: 'Continue' and 'Cancel'

The 'Continue' button and the checkbox are highlighted with red boxes in the original image.

Technical support email: pagalba@vpt.lt



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