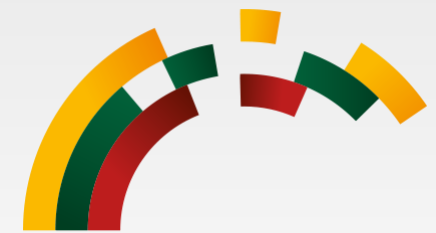




# How to create a new user in CVP IS



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

*When company registration in CVP IS is confirmed, a user, indicated in registration inquiry, becomes organization administrator. Organization administrators can create new organization users.*



How can I find CVP IS in english language?

First you must visit <https://pirkimai.eviesiejipirkimai.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, described as 'centrinė viešųjų pirkimų informacinė sistema'. To the right are logos for 'VIESŲJŲ PIRKIMŲ TARNYBA', 'BPD', and the European Union flag. 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 password field is a link 'Pamiršote slaptažodį?' with a small flag icon. A 'Skelbimai' section on the right contains links for procurement notices from May 1, 2017, and for EU notices (TED). Red circles and boxes highlight the following elements: '2' around the username field, '3' around the password field, '4' around the 'Prisijungti' button, and '1' around the flag icon in the 'Pamiršote slaptažodį?' link.

**CVP IS** centrinė viešųjų pirkimų informacinė sistema

VIESŲJŲ 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 \(TED\)](#)

# How to create a new company user?

The screenshot displays the CVP IS web application interface. At the top, the navigation bar includes the CVP IS logo, home, mail, and user icons. The user is logged in as 'Vardenis 11\_'. The 'Administration' menu is highlighted with a red box, and its dropdown menu is open, showing 'User profiles' and 'Company administration' options, both also highlighted with red boxes.

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, 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](#)

# User creation


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	<a href="#">View login report</a>

# User creation

## Create User

### Instructions

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

Mandatory fields are marked with \*

It is recommended that the user himself choose Username and Password

### 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)



# User creation

Select the rights you give to the new User. Do not choose „Unused“

\* 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

Regional settings

\* Preferred language: Lithuanian

\* Time zone: Eastern European Time GMT+

User settings

User may sign on behalf of the company

Prohibit user to create rfts outside projects

Prohibit user to create new projects

# Note

If an error message **"You are not authorised to sign and submit response on behalf of the company"** appears when submitting quotation, user needs to place the right to sign on behalf of the organization.

Please go to:

„Administration“ section,

Choose „User profiles“,

Push a button „Edit“,

Check the box „User may sign on behalf of the company“ and save it.

*If it is not possible to check this box, please go to:*

„Administration“ section,

Choose „Company administration“,

Push a button „Edit“,






Check the box „Enable check in/out functionality“ and save it,

Go to „User profiles“ and check the box „User may sign on behalf of the company“.





# Enable check in/out functionality

CVP IS    Administration  Vardenis 11\_  Log out

Home / Company administration / Company details

## Company profile

**Company details**

Edit your company information and click on 'Save' when completed. Fields marked with (\*) are required.

To see more information about the different membership levels (at the bottom of the page), click on the links.

**Company details**


**Membership**

Select membership \*

Click on the links for more information.

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

**Company information**

<b>Company trading name</b> Demo tiekējas2018/	<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 -- tiekējas batonas	<b>CTM Id:</b> 89
<b>Contact person name</b> Demonstracinis Tiekējas , 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...](#)

# *Enable check in/out functionality*

Phone (country, area, number) *: (Example +48 8 11 22 33)	Mobile phone (country, area, number): (Example +46 8 75 60 00)
<input type="text" value="612"/> <input type="text" value="612"/> <input type="text" value="01212"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Fax: (Example +48 8 11 22 33)	
<input type="text"/> <input type="text"/> <input type="text"/>	
<b>Settings</b>	
<input checked="" type="checkbox"/> Enable check in/out functionality	
<input checked="" type="checkbox"/> Enable the use of a company signer	
<input type="checkbox"/> Allow agents/external users to publish notices for rfts	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



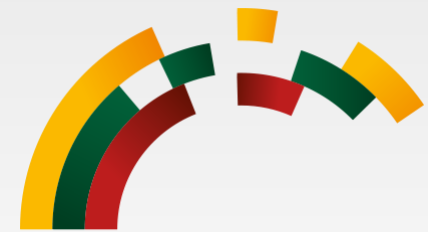
## Note

*Organization user, who has administrator rights, may create as many users as needed.*

*Number of administrators is not limited too.*



Technical support  
Email: [pagalba@vpt.lt](mailto:pagalba@vpt.lt)  
Telephone: **+370 5 219 7000**



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