



PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 14 Amending Contact Details

Version 1



Contents

- Introduction Page 3
- Email used for tenders Page 4
- Add a new user Page 7
- Change General Account email Page 11
- Email used for P2P orders and/or payment remittance Page 15

Introduction

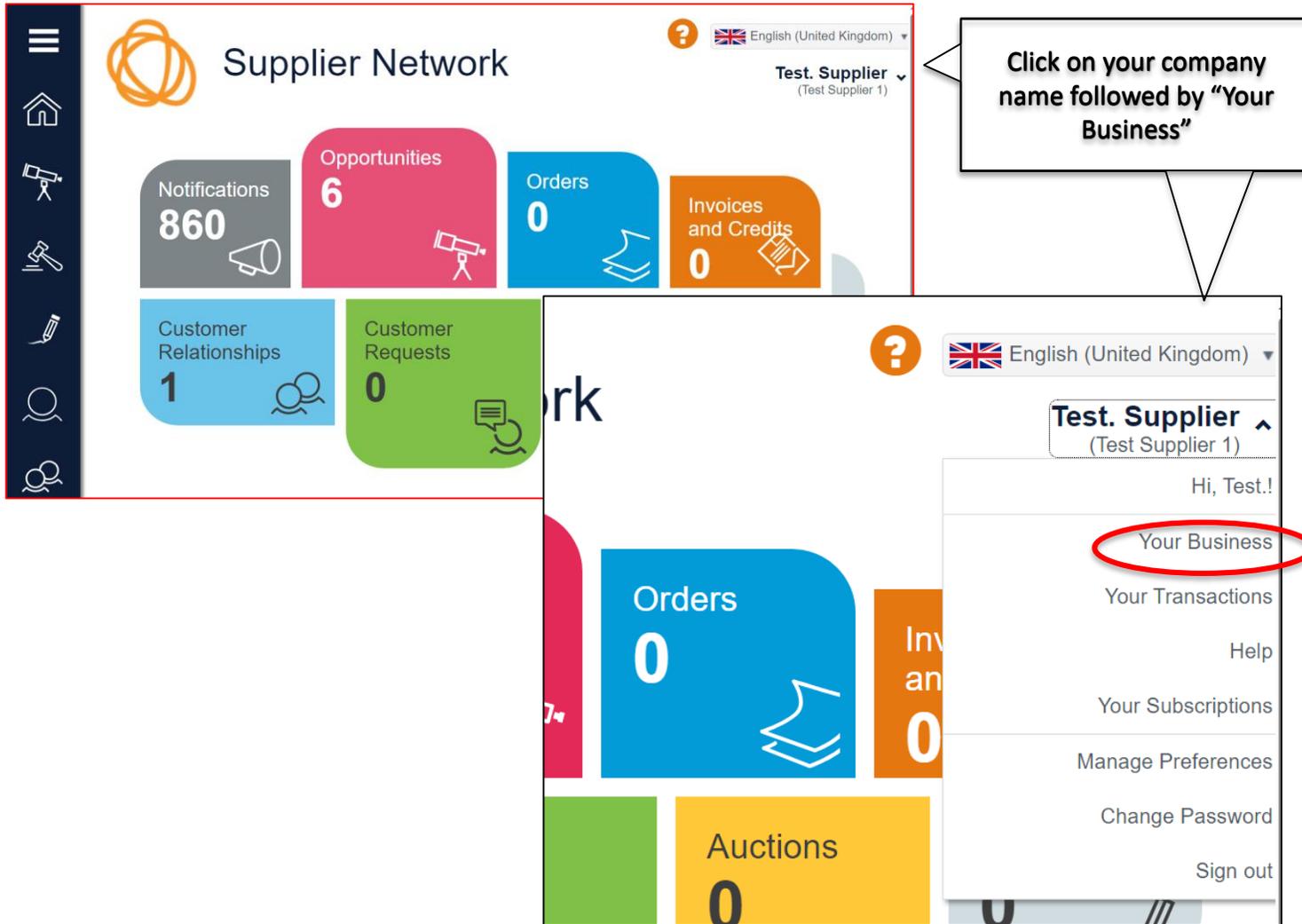
- Suppliers are responsible for updating their information on the Supplier Portal. Note that there are 3 email addresses which can be used to receive notifications from S2C/P2P which can be modified for different uses as explained below:
- Email used for tenders. This email is contained within the Main Address Tab and can be changed on the Addresses Tab accessed via “Your Business” on the drop-down list on the top right-hand side of your screen.
- Email used for P2P orders. This email will also receive emails from the Invoice Capture system advising that invoices are incorrect. This order’s contact email can be changed on the Bank Details Tab which is accessed by clicking the customer icon on the vertical toolbar on the left-hand side of the screen followed by clicking on edit.
- Email used for payment remittance advice. This email will be used to send details of payments. This payment remittance email can be changed on the Bank Details Tab which is accessed by clicking the customer icon on the vertical toolbar on the left-hand side of the screen followed by clicking on edit.



PROCUREMENT eSERVICE

HM Government of Gibraltar

Email used for tenders



The image shows a screenshot of the 'Supplier Network' dashboard. The dashboard features a dark blue sidebar with navigation icons, a main header with the 'Supplier Network' logo and title, and a language dropdown set to 'English (United Kingdom)'. Below the header, there are several data cards: 'Notifications' (860), 'Opportunities' (6), 'Orders' (0), 'Invoices and Credits' (0), 'Customer Relationships' (1), and 'Customer Requests' (0). A callout box points to the user profile 'Test. Supplier (Test Supplier 1)'. A dropdown menu is open for this user, showing options like 'Hi, Test.!', 'Your Business' (circled in red), 'Your Transactions', 'Help', 'Your Subscriptions', 'Manage Preferences', 'Change Password', and 'Sign out'.

Supplier Network

English (United Kingdom)

Test. Supplier
(Test Supplier 1)

Click on your company name followed by "Your Business"

Notifications 860

Opportunities 6

Orders 0

Invoices and Credits 0

Customer Relationships 1

Customer Requests 0

English (United Kingdom)

Test. Supplier
(Test Supplier 1)

Hi, Test.!

Your Business

Your Transactions

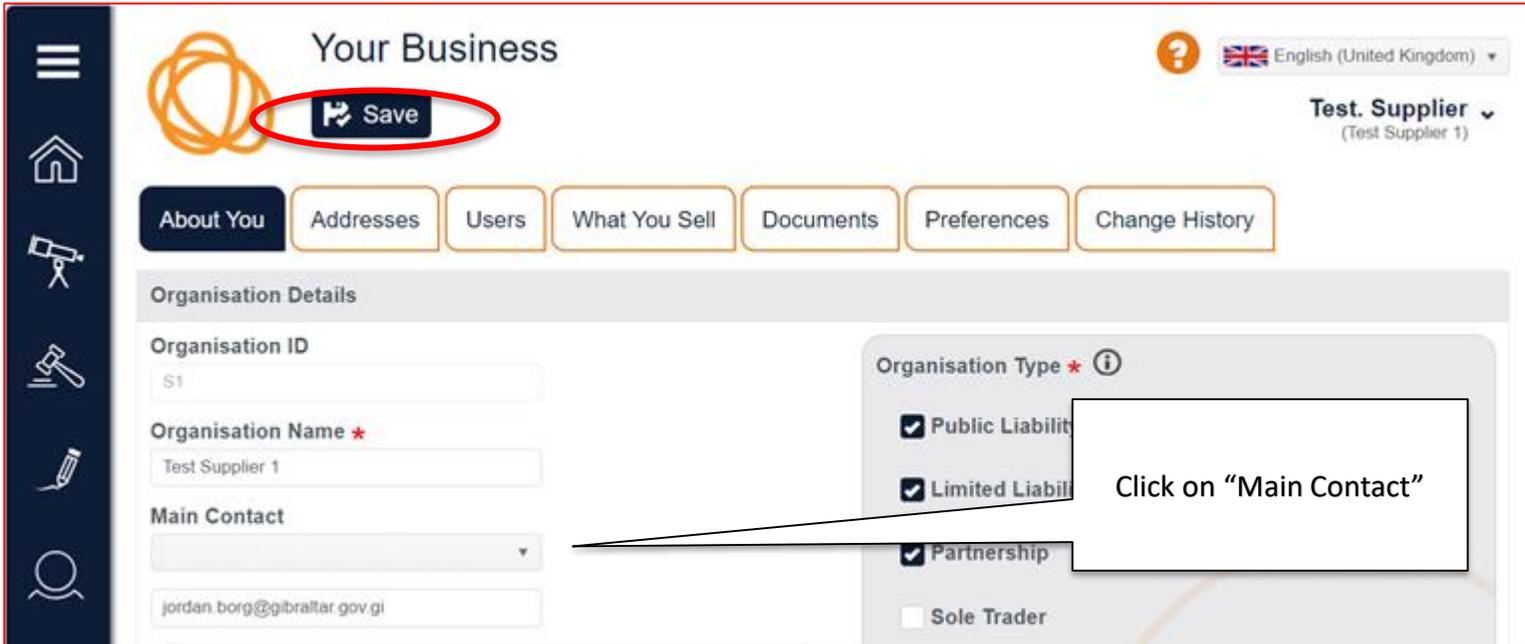
Help

Your Subscriptions

Manage Preferences

Change Password

Sign out



Your Business English (United Kingdom) Test. Supplier (Test Supplier 1)

Save

About You | Addresses | Users | What You Sell | Documents | Preferences | Change History

Organisation Details

Organisation ID: S1

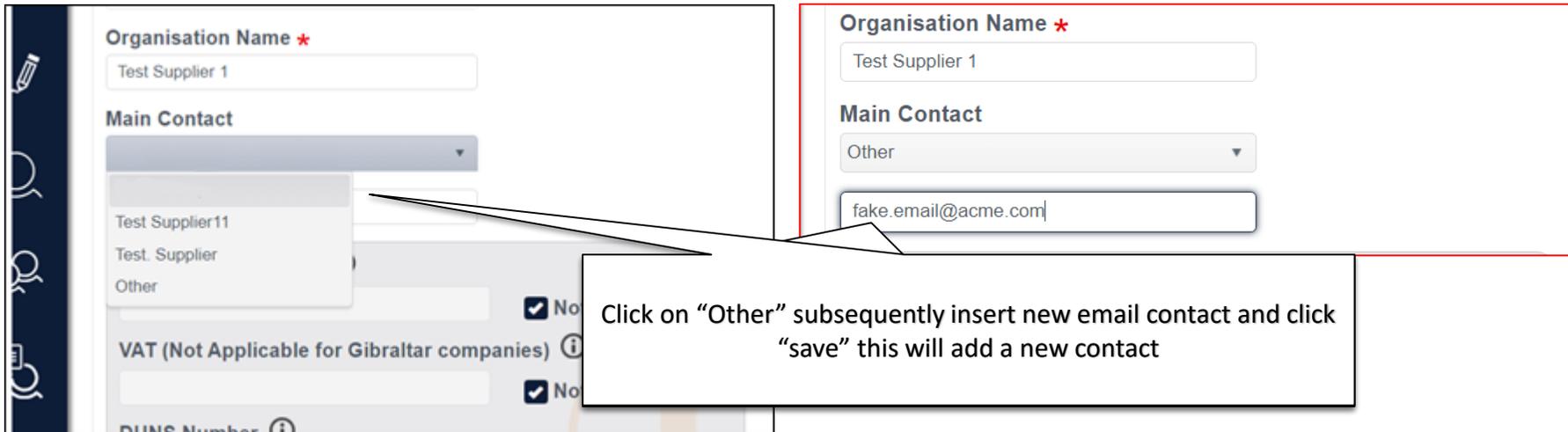
Organisation Name *: Test Supplier 1

Main Contact: ▼

jordan.borg@gibraltar.gov.gi

Organisation Type *: Public Liability Limited Liability Partnership Sole Trader

Click on "Main Contact"



Organisation Name *: Test Supplier 1

Main Contact: ▼

- Test Supplier1
- Test. Supplier
- Other

fake.email@acme.com

VAT (Not Applicable for Gibraltar companies) No

DUNS Number

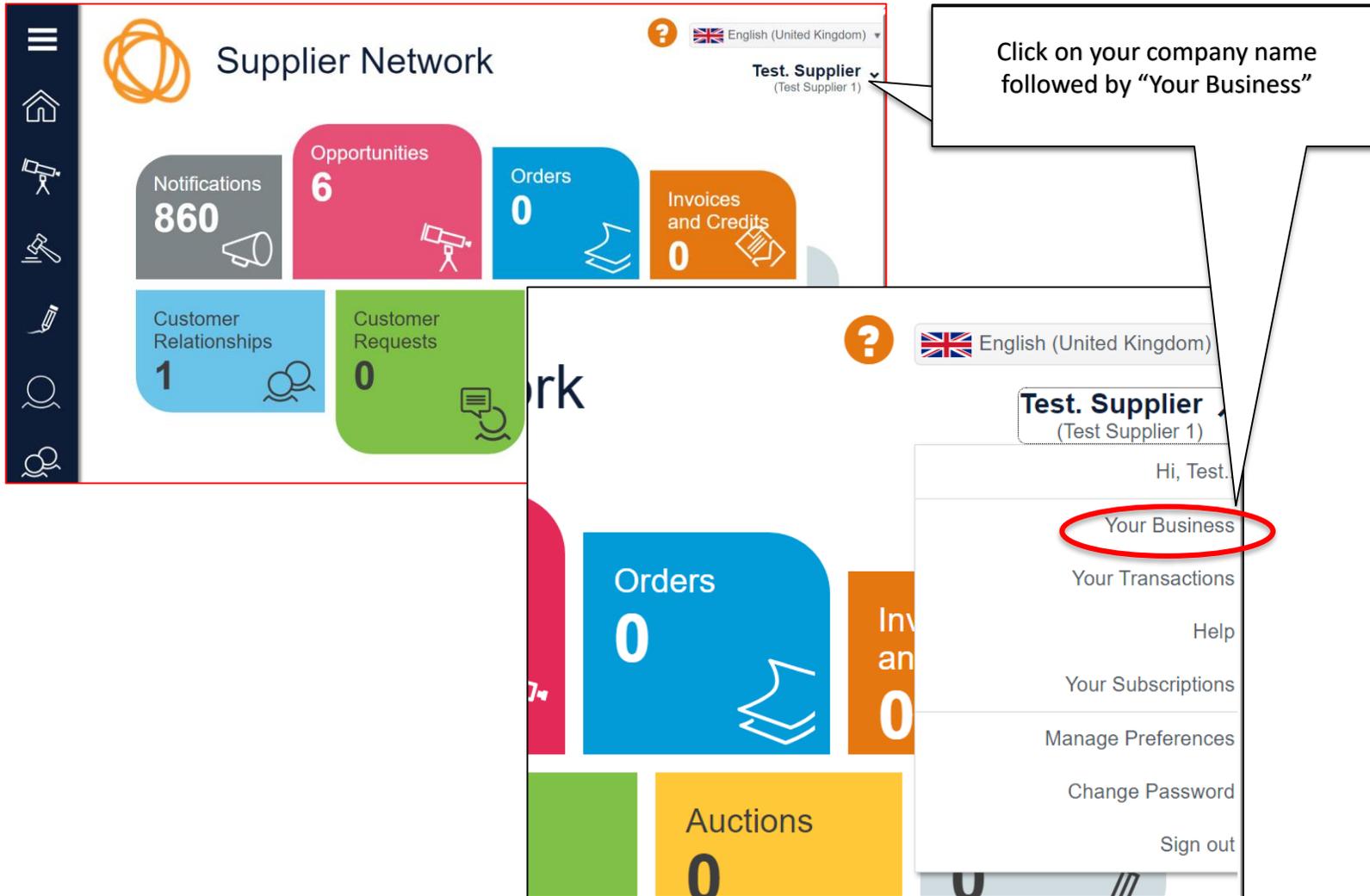
Click on "Other" subsequently insert new email contact and click "save" this will add a new contact



PROCUREMENT eSERVICE

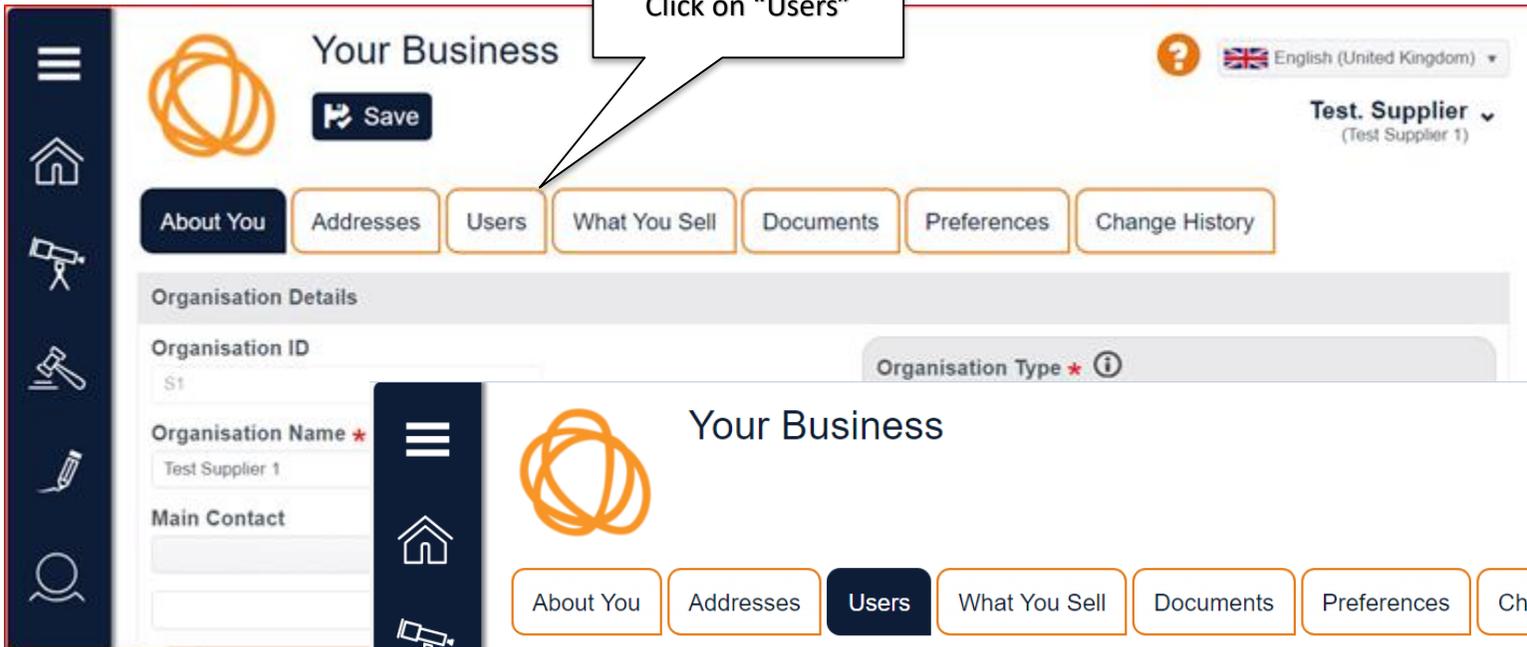
HM Government of Gibraltar

Add a new user



The screenshot shows the 'Supplier Network' dashboard. At the top right, the user is identified as 'Test. Supplier (Test Supplier 1)' with a language dropdown set to 'English (United Kingdom)'. A callout box with the text 'Click on your company name followed by "Your Business"' points to the user name. Below the dashboard tiles, the user menu is open, showing options like 'Hi, Test.', 'Your Business', 'Your Transactions', 'Help', 'Your Subscriptions', 'Manage Preferences', 'Change Password', and 'Sign out'. The 'Your Business' option is circled in red.

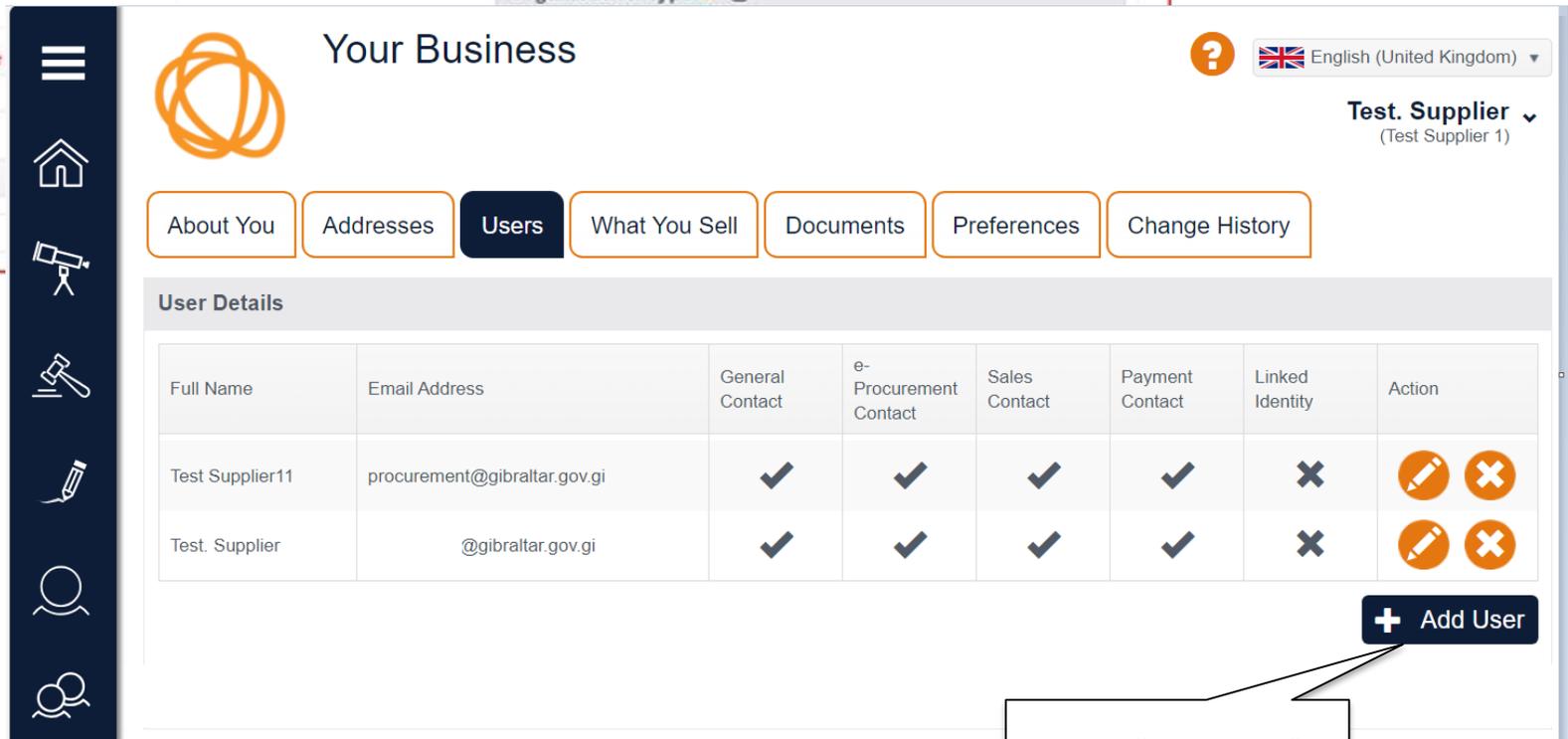
Category	Count
Notifications	860
Opportunities	6
Orders	0
Invoices and Credits	0
Customer Relationships	1
Customer Requests	0
Auctions	0



Your Business English (United Kingdom) Test. Supplier (Test Supplier 1)

[About You](#) [Addresses](#) [Users](#) [What You Sell](#) [Documents](#) [Preferences](#) [Change History](#)

Organisation Details
 Organisation ID: S1
 Organisation Name: Test Supplier 1
 Main Contact:



Your Business English (United Kingdom) Test. Supplier (Test Supplier 1)

[About You](#) [Addresses](#) [Users](#) [What You Sell](#) [Documents](#) [Preferences](#) [Change History](#)

User Details

Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Linked Identity	Action
Test Supplier1	procurement@gibraltar.gov.gi	✓	✓	✓	✓	✗	 
Test. Supplier	@gibraltar.gov.gi	✓	✓	✓	✓	✗	 

[+ Add User](#)

Click on "+ Add User"

Add/Amend User ✕

User Details | Contact Type

Email Address *

Telephone Number *

First Name *

Mobile Number

Surname *

Fax Number

User is an Administrator ⓘ

Username same as Email address

Address
12 Tower View, Gibraltar, GX11 1AA, GIB... ▾

Language
English (United Kingdom) ▾

OK | **Cancel**

Only administrators can create other users ⓘ

Fill in the mandatory fields (*). ⓘ

Kindly note that the same email can be used for several different profiles/account however the system will lock one username to the pertinent account and cannot be re-used. ⓘ



PROCUREMENT eSERVICE

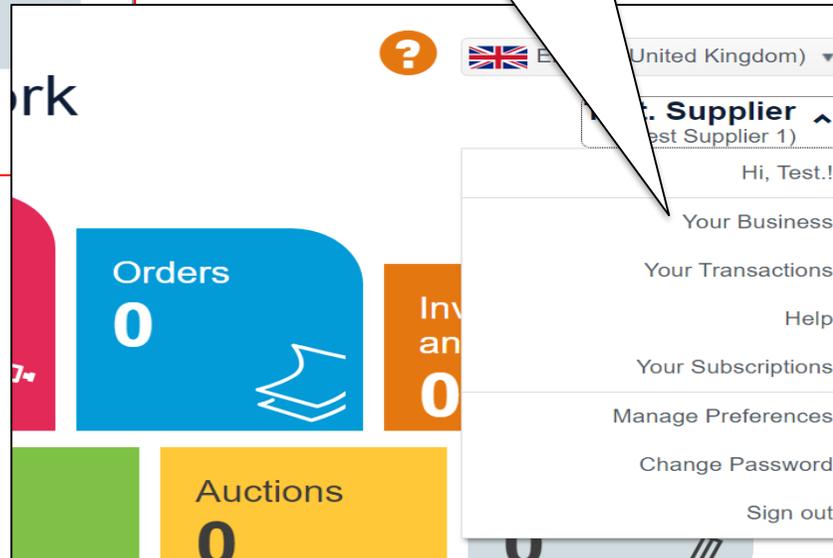
HM Government of Gibraltar

General Account email

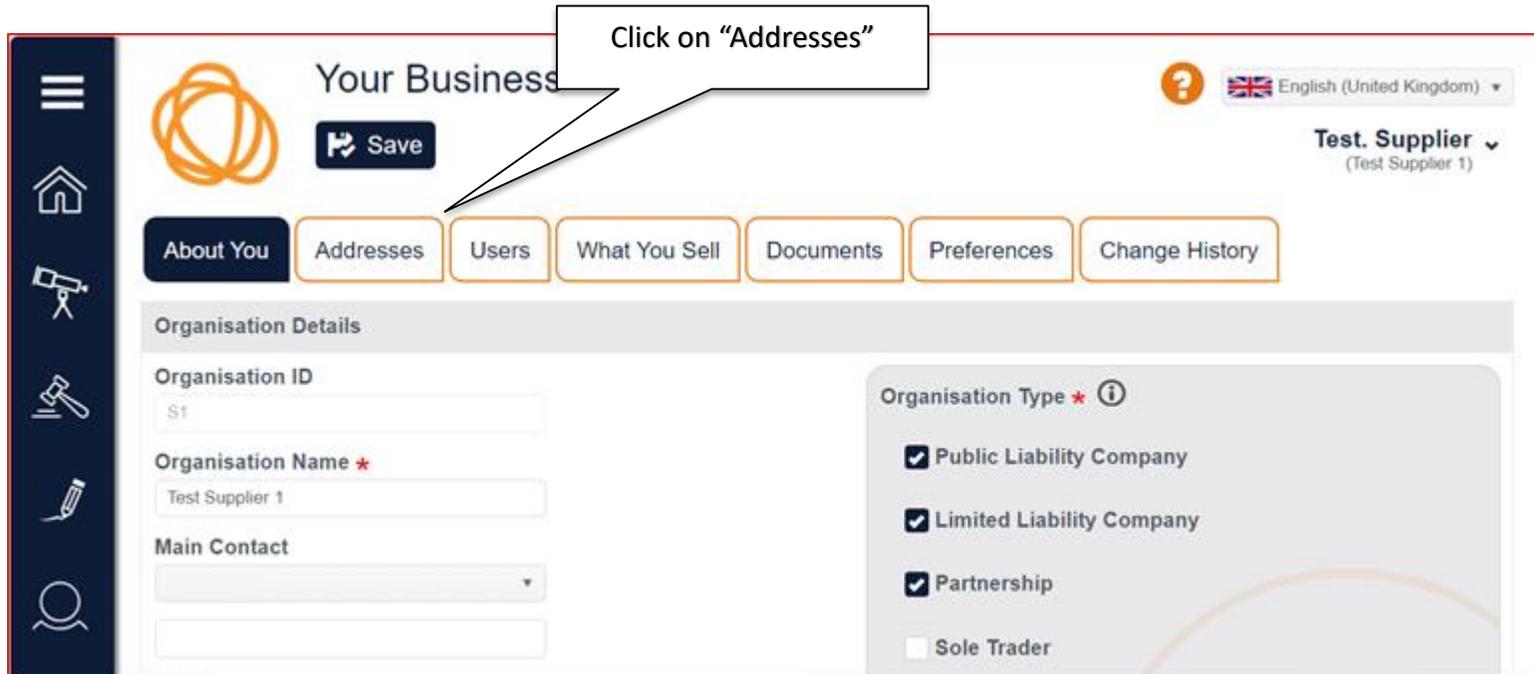


The dashboard features a dark blue sidebar with navigation icons. The main area has a white header with the 'Supplier Network' logo and a language dropdown set to 'English (United Kingdom)'. Below the header is a user profile dropdown for 'Test. Supplier (Test Supplier 1)'. The dashboard contains several data cards: Notifications (860), Opportunities (6), Orders (0), Invoices and Credits (0), Customer Relationships (1), Customer Requests (0), Auctions (0), and Contracts (0).

Click on your company name followed by "Your Business"



This image shows the user profile dropdown menu expanded. The menu items are: 'Hi, Test!', 'Your Business', 'Your Transactions', 'Help', 'Your Subscriptions', 'Manage Preferences', 'Change Password', and 'Sign out'. A callout box from the first image points to the 'Your Business' option.



The screenshot shows the 'Your Business' profile page. At the top left is a dark blue sidebar with icons for home, search, and user profile. The main header area includes the 'Your Business' logo, a 'Save' button, and a language dropdown set to 'English (United Kingdom)'. Below the header is a navigation bar with tabs: 'About You' (active), 'Addresses', 'Users', 'What You Sell', 'Documents', 'Preferences', and 'Change History'. A callout box with the text 'Click on "Addresses"' points to the 'Addresses' tab. The main content area is titled 'Organisation Details' and contains several sections: 'Organisation ID' with a text input field containing 'S1'; 'Organisation Name *' with a text input field containing 'Test Supplier 1'; 'Main Contact' with a dropdown menu; and 'Organisation Type *' with a list of options: 'Public Liability Company' (checked), 'Limited Liability Company' (checked), 'Partnership' (checked), and 'Sole Trader' (unchecked).

Your Business English (United Kingdom) **Test. Supplier** (Test Supplier 1)

[About You](#)
[Addresses](#)
[Users](#)
[What You Sell](#)
[Documents](#)
[Preferences](#)
[Change History](#)

Address Details

Primary	Address	Enabled	Action
<input checked="" type="radio"/>	12 Tower View, Gibraltar, GX11 1AA, GIBRALTAR	<input checked="" type="checkbox"/>	

[+ Add Address](#)

Click the pencil under "Action" to edit the address details or the + Add Address to add a new address.

Address Details

[Address](#)
[Contact Details](#)
[Address Types](#)

Property Name/Number *
 Town *
 Address 1 *
 County
 Address 2
 Postcode *
 Address 3
 Country
 Address 4
 UNITED KINGDOM
 Active

Address Details

[Address](#)
[Contact Details](#)
[Address Types](#)

Telephone Number
 Email Address *
 Fax Number

Change/add address and contact details associated with that Address

Address Details

[Address](#)
[Contact Details](#)
[Address Types](#)

Address Type	Address To
<input checked="" type="checkbox"/> Ordering address	Test. Supplier
<input checked="" type="checkbox"/> Payment address	Test. Supplier
<input type="checkbox"/> Invoicing address	Test. Supplier



PROCUREMENT eSERVICE

HM Government of Gibraltar

Email used for P2P orders
and/or Email used for
payment remittance advice

The image shows a dashboard for 'Supplier Network'. At the top left is a hamburger menu icon. The main header area contains an orange logo, the title 'Supplier Network', a language dropdown set to 'English (United Kingdom)', and a 'Test. Supplier' dropdown set to '(Test Supplier 1)'. The dashboard features eight data cards arranged in two rows. The first row includes: 'Notifications' (860), 'Opportunities' (6), 'Orders' (0), and 'Invoices and Credits' (0). The second row includes: 'Customer Relationships' (1), 'Customer Requests' (0), 'Auctions' (0), and 'Contracts' (0). On the left, a dark sidebar contains icons for home, search, auction, gavel, pencil, and a 'Customer' icon (two people). A callout box with a white background and black border points to the 'Customer' icon, containing the text 'Click the "Customer" tab.'.

Category	Count
Notifications	860
Opportunities	6
Orders	0
Invoices and Credits	0
Customer Relationships	1
Customer Requests	0
Auctions	0
Contracts	0



Your Customers



 English (United Kingdom) ▾

Test. Supplier ▾
 (Test Supplier 1)

From here you can search for and manage your customers and customer-specific information.

 Search

 Customers (0)

Customer Name	Primary Contact	Address	Town	Status	Show Me
H.M. Government of Gibraltar	HM Gibraltar Admin	Unit 93, New Harbours, Rosia Road	Gibraltar, GIBRALTAR	Reviewed	

Documents

Name	Type	Download
Bank Details	Bank Details	

Customer Contacts

Name	Contact	Address
H.M Government of Gibraltar	noreply@gibraltar.gov.gi 00	Unit 93, New Harbours, Rosia Road, Gibraltar, GX11 1AA, GIBRALTAR

 Edit

 Relationships

Click "Edit".

Click "Bank Details" to edit the address details.
"PAYMENT"
This email will be used to send details of payments

"ORDERS"
Email used to send orders from P2P. This email will also receive emails from the Invoice Capture system when invoices are incorrect.

"PAYMENT"
This email will be used to send details of payments made to you

Don't forget to save to update the changes!



PROCUREMENT eSERVICE
HM Government of Gibraltar

