ECB E-TENDERING
SUPPLIER ACCOUNT MANAGEMENT

The ECB’s electronic tendering system (SAP Sourcing) allows a company to have multiple login accounts for more than one member of staff. All users will be able to access the same data. To create additional accounts or modify/deactivate existing accounts, please follow the steps below.

I. Creating a new user account

II. Modifying an account

III. Deactivating an account

1. On the home page, click on “Manage User Accounts” in the “Supplier Setup” desktop channel.

2. The user(s) who have access to the portal will be displayed.
I. Creating a new user account

1. To **create** a new user account for your company, click on “Create”.

2. Enter the required information in the “Contact” tab (fields marked with an asterisk (*) are mandatory). 

![Contact information screenshot]

![Basic information screenshot]

![Other information screenshot]
3. Enter a user ID in the “Account Management” tab.

![Image of Account Management tab]

**IMPORTANT**

Please note that
- The “Enable User To Login” checkbox must be selected.
- The User ID cannot be longer than ten characters. It must start with “X1_ “, followed by the login name of your choice (maximum of seven characters).

Example:
- Name: John User
  - User ID: X1_USERJOH
- To send the password to the user, click on “Generate A New Password”.
- All supplier security profiles are assigned to every contact by default and cannot be modified.

4. Click on “Done”. You will receive an email containing the User ID and a temporary password.

**II. Modifying an account**

1. Click on the account to be **modified**.
2. Click on “Edit” and amend the entry. Then click on “Done”.

III. Deactivating an account

1. Click on the account to be deactivated.

2. Click on “Edit” and select “Inactive”. Then click on “Done”. The user will no longer be able to access the portal.

Support

If you have any questions or require more information, please contact the support team at sourcing.support@ecb.europa.eu, Monday to Friday, 08:30-17:30 CET.