



INTERNAL USER GUIDE

A Guide to the European Space Agency Electronic Mail Invitation to Tenders System
(EMITS)

A Quick Guide for Applicants requesting an EMITS User Account

European Space Agency Web page: <http://www.esa.int/esaCP/index.html>

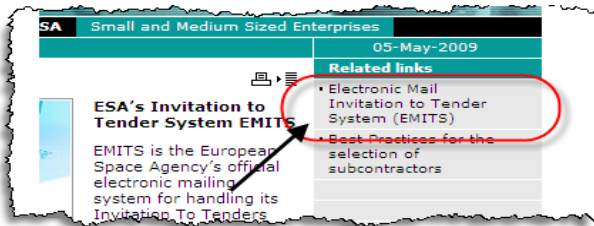
EMITS web page: <http://emits.esa.int/emits/owa/emits.main>



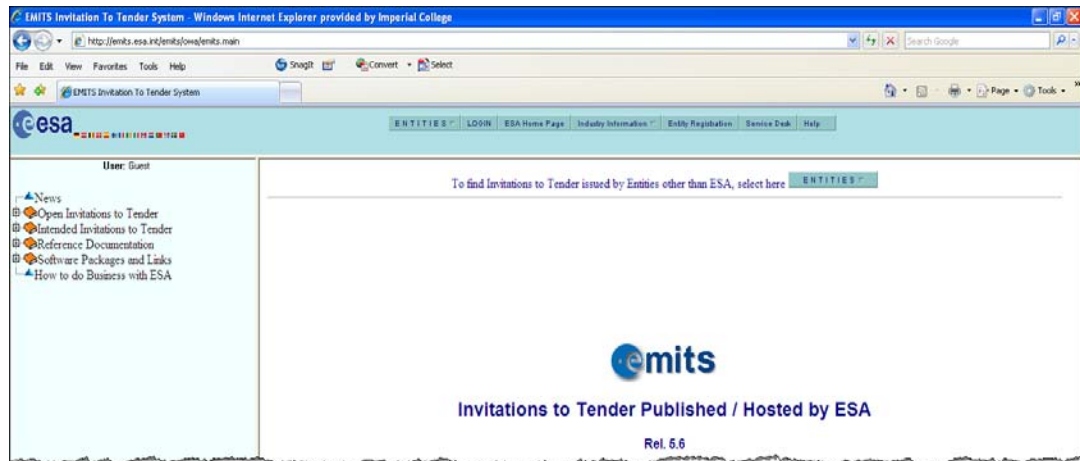
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<p>A</p>	<p>Introduction</p>
<p>1.</p>	<p>Before applicants can use or view applications to tender using EMITS (<i>Electronic Mail interface for Invitations to Tender System</i>) they will need to have an account setup by the Research Office.</p> <p>Use the ESA link: http://www.esa.int/esaCP/index.html</p> 
<p>2.</p>	<p>Click on the Business with ESA button on the left to access to access the ESA Portal.</p>  <p>The following screen will appear:</p> 
<p>3.</p>	<p>Click on the EMITS button (on the right of the screen) to access EMITS Portal.</p>



The following screen will appear:



<p>B</p>	<p>How to Request a User Account.</p>
<p>1.</p>	<p><i>The Research Office are the administrators for the EMITS system, and all Users must have an account. To request a User Account you must contact the Research Office .</i></p> <p>New Users must send to rs.compliance@imperial.ac.uk the following details:</p> <ul style="list-style-type: none"> • First Name, Middle and last Name; • Role at Imperial College; • Faculty and Department Name and Address; • Email Address. <p>Your request will then be sent to the ESA Helpdesk who will contact you with your username and password.</p>
<p>C</p>	<p>Help</p>
<p>1.</p>	<p>EDS Service Desk CITI English/French lines Tel: +39 06 941-80700 Email : servdesk@esa.int</p> <p>ID Helpdesk - ESA Corporate Applications Tel: +39-06-941-80700 Email : IDHelp@esa.int FAX number :+39 080 3853846</p>