



**GUIDANCE FOR SUPPLIERS  
REGISTERING ON  
WWW.ETENDERS.GOV.IE**

## Contents

Introduction .....	3
Steps to Register .....	3
GENERAL COMPANY INFORMATION .....	4
COMPANY CONTACT INFORMATION .....	5
COMPANY ADMINISTRATOR INFORMATION .....	6
COMPANY ADMINISTRATOR CREDENTIALS .....	6
ACCEPT THE TERMS AND CONDITIONS .....	7
TO MANAGE BUSINESS ALERTS .....	8
TO REGISTER RELEVANT CPV CODES .....	8
WHAT ARE CPV CODES? .....	9
Call the Helpdesk .....	10

## Introduction

[www.etenders.gov.ie](http://www.etenders.gov.ie) is the primary tool used by Public Bodies in Ireland to advertise their requirements for contracts for supplies, works and services.

It is also being used more increasingly by Public Bodies for quotations and in the case of mini-competitions under framework agreements. The process for quotations and mini-competitions is similar with the following critical differences:

- In the case of quotations, the Buyer has discretion in who it chooses it invite to submit a quotation.
- In the case of mini-competitions, the Buyer must invite those who have been formally admitted to the framework agreement on foot of a previously advertised competition.

It is essential therefore that all suppliers are registered on the etenders system in order to ensure they don't miss out on quotation and tender opportunities.

In the local authority sector, suppliers should also ensure they are registered on the SupplyGov system which is a separate tool used by the sector.

## Steps to Register

There are a number of steps to be completed to ensure a comprehensive profile is created on the etenders website.

Step 1 Log on to [www.etenders.gov.ie](http://www.etenders.gov.ie)

Step 2 Click on the Supplier Company Registration field



The screenshot shows the homepage of the eTenders procurement website. At the top, there is a blue header with the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) on the left and a search bar on the right. Below the header is a navigation menu with five items: HOME, ABOUT US, NOTICE SEARCH, CONTRACTS, and SUPPLIER COMPANY REGISTRATION. The main content area features a large heading "Welcome to the eTenders procurement website" followed by a sub-heading "Launch of new Public Procurement Guidelines – July 2017". Below this, there is a paragraph of text explaining the new EU Directives on public procurement and their impact on Irish law. A link labeled "HERE" is provided for more details. A small asterisk is visible at the bottom of the main content area.

Step 3 Complete the relevant fields:

**GENERAL COMPANY INFORMATION**

**GENERAL COMPANY INFORMATION**

Type of organisation \* ?      Type of Business Activity \* ?

-- Select Type of Organisation ▾      -- Not Applicable -- ▾

Company name \* ?

VAT Number (or Organisation Number) \* ?

Address \* ?      County and/or Post Code ?

City \*      Country \*

No value selected ▾

Description of business *Max 500 characters* \*

Complete all relevant fields as detailed below:

- Type of organisation – pick from Private Company, Public Limited Company, Sole Trader, Partnership, Charity Organisation, Representative Body or Public Interest / Non-Supplier.
- Type of business activity
- Company name – enter formal business name
- VAT number – if no VAT number, enter PPS number.
- Address – Country / Post Code / City / Country
- Description of business – enter pertinent information quickly identifying the type of supplies, works and services provided by the organisation.

## COMPANY CONTACT INFORMATION

### COMPANY CONTACT INFORMATION

Point of contact \* 

Phone type \*

Default ▼

Phone (+353 17654321) \*

Email \*

Test

- Point of Contact
- Phone type
- Phone number
- Email

**Note #1:** this point of contact is the primary person contacted for opportunities on eTenders. Additional contact points can be added once the profile is established.

## COMPANY ADMINISTRATOR INFORMATION

COMPANY ADMINISTRATOR INFORMATION

First name *	Last name *
<input type="text"/>	<input type="text"/>
Title	
<input type="text"/>	
Phone type *	Phone (+353 17654321) *
<input type="text" value="Default"/>	<input type="text"/>
Email *	
<input type="text"/>	
<input type="button" value="Test"/>	
Preferred language *	
<input type="text" value="No value selected"/>	

Complete the following fields:

- First Name
- Last Name
- Title
- Phone type
- Phone number
- Email
- Preferred language

## COMPANY ADMINISTRATOR CREDENTIALS

COMPANY ADMINISTRATOR CREDENTIALS

<p>Username *</p> <input type="text"/>	<p><b>⚠ Passwords policy</b></p> <ul style="list-style-type: none"><li>▪ Password can contain only alphabets a-z, A-Z, numbers 0-9 and special characters ! @ # \$ % * _</li><li>▪ Password must be at least 6 characters long.</li><li>▪ Password must contain at least one letter</li><li>▪ Password must contain at least one number.</li></ul>
<p>Password *</p> <input type="text"/>	
<p>Confirm password *</p> <input type="text"/>	

Complete the following fields:

- Username
- Password
- Confirm password

You can add multiple email addresses to the system for email alerts.

EMAIL ADDRESSES FOR ALERTS

Add email

**i Alert emails** Please enter the email addresses for ALL company users who you wish to receive copies of tender invitations. Click Add email to add a new email address.

### ACCEPT THE TERMS AND CONDITIONS

[Terms & Conditions](#)

[Privacy policy](#)

I have read the terms and accept them.

Save

Cancel

- Accept terms and conditions

Press SAVE

eTenders will contact you within a few days to confirm your registration and access to the system.

## TO MANAGE BUSINESS ALERTS

Make sure the Business Alerts button is turned on and the relevant CPV Codes for the business have been selected.

Add all relevant email addresses for other colleagues to receive the Business Alerts.

**Configure Business alerts**

**STATUS OF BUSINESS ALERTS**

On Off **✓ Business alerts are on**

You have free subscription to business alerts.

**Start date:** 26/04/2013  
**Expiration date:** 12/12/2999

**EMAIL ADDRESSES**

jeanne.copeland@greenville.ie ✕

+ Add email

Make sure to turn on Business Alerts and that the relevant CPV Codes have been selected, this is critical to ensure opportunities are not missed.

Additional email addresses can be added for other colleagues to receive the Business Alerts.

## TO REGISTER RELEVANT CPV CODES

Once registered ensure that the profile is complete and add the CPV codes (common procurement vocabulary) that are relevant to business. By completing these, the organisation will then receive regular email notifications, daily if applicable, on contract opportunities relevant to the business. Additional CPV codes can be added at any time.

To access this field, please log in - click on the **Administration Tab** on the top of the log-in screen.



Scroll down to the Current Service Subscriptions section and click on Manage Business Alerts field.



Current service subscriptions	
✓ Manage Business alerts	<a href="#">Edit</a>
✓ Document folder	<a href="#">Display</a>

### WHAT ARE CPV CODES?

CPV Codes – the Common Procurement Vocabulary. This a special EU procurement coding for supplies, works and services to enable multi-lingual translation and interpretation of tender opportunities throughout the EU – it is used by Contracting Authorities to classify requirements consistently and to help suppliers find contract notices of interest to them. By registering the relevant CPV Codes of interest on your profile on eTenders you are ensuring that don't miss out on tender opportunities. There is no limit to the number of CPV codes which you select.

The codes are structured as follows:

Supplies start at	01000000 – 44000000 and 48000000
Services start at	50000000 – 99000000
Works are classified under Section	45000000 only.

On the CPV Codes section, click on Add CPV. There may be multiple codes that suit the business so spend time considering and selecting as many codes as are relevant. (the -9; -0 digits are check digits – it is the first 8 digits that dictate the category).

**CPV CODES**

- 48490000-9 Procurement software package ✕
- 72212490-0 Procurement software development services ✕
- 72224000-1 Project management consultancy services ✕
- 75000000-6 Administration, defence and social security services ✕
- 79000000-4 Business services: law, marketing, consulting, recruitment, printing and security ✕
- 80000000-4 Education and training services ✕

[+ Add CPV codes](#)

## Call the Helpdesk

### eTenders Assistance

For assistance:

- o Email the helpdesk on [etenders@eu-supply.com](mailto:etenders@eu-supply.com)
- o Call us on 021 243 92 77 during office hours (09:00am – 17:30pm GMT), please dial +353 21 243 92 77 if you call from outside of Ireland.