GUIDANCE FOR SUPPLIERS

REGISTERING ON

WWW.ETENDERS.GOV.IE

Contents

Introduction

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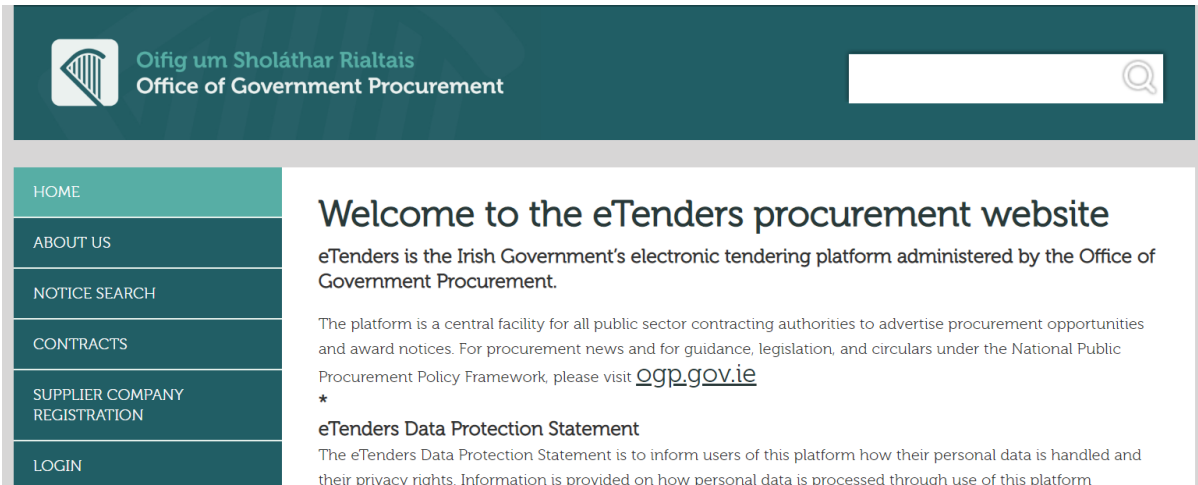
In the local authority sector, suppliers should also ensure they are registered on the SupplyGov system which is a separate tool used by the sector, available at www.supplygov.ie.

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

Step 2   Click on the Supplier Company Registration field

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

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COMPANY CONTACT INFORMATION

Point of contact *  ?

[                              ]

Phone type *                    Phone (+353 17654321) *

[ Default              ▼ ]      [                        ]

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

Complete the following fields:

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

COMPANY ADMINISTRATOR CREDENTIALS

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

⚠ **Passwords policy**
- Password can contain only alphabets a-z, A-Z, numbers 0-9 and special characters ! @ # $ % * _
- Password must be at least 6 characters long.
- Password must contain at least one letter
- Password must contain at least one number.

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.

ETENDERS   🏠 ✉ ⚙▾   ⚙ Administration ▾   👤 Jeanne

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

Current service subscriptions	
✔ Manage Business alerts	Edit
✔ Document folder	Display

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:

- Email the helpdesk on etenders@eu-supply.com

- 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.