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

Introduction .......................................................................................................................... 3
Steps to Register .................................................................................................................. 4
  GENERAL COMPANY INFORMATION .............................................................................. 5
  COMPANY CONTACT INFORMATION .............................................................................. 6
  COMPANY ADMINISTRATOR INFORMATION .................................................................... 7
  COMPANY ADMINISTRATOR CREDENTIALS ........................................................................ 8
  ACCEPT THE TERMS AND CONDITIONS ............................................................................ 8
  TO MANAGE BUSINESS ALERTS ...................................................................................... 9
  TO REGISTER RELEVANT CPV CODES ........................................................................... 9
  WHAT ARE CPV CODES? .................................................................................................. 10
Call the Helpdesk ................................................................................................................ 11
**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 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](http://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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of contact</td>
<td><em>Required</em> point of contact for opportunities on eTenders. Additional contact points can be added once the profile is established.</td>
</tr>
<tr>
<td>Phone type</td>
<td><em>Required</em> phone type</td>
</tr>
<tr>
<td>Phone number</td>
<td><em>Required</em> phone number</td>
</tr>
<tr>
<td>Email</td>
<td><em>Required</em> email</td>
</tr>
</tbody>
</table>

**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.
Complete the following fields:

- First Name
- Last Name
- Title
- Phone type
- Phone number
- Email
- Preferred language
COMPANY ADMINISTRATOR CREDENTIALS

Complete the following fields:

- Username
- Password
- Confirm password

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

ACCEPT THE TERMS AND CONDITIONS

- 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.

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.
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:

<table>
<thead>
<tr>
<th>Supplies start at</th>
<th>01000000 – 44000000 and 48000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services start at</td>
<td>50000000 – 99000000</td>
</tr>
<tr>
<td>Works are classified under Section</td>
<td>45000000 only.</td>
</tr>
</tbody>
</table>

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).
Call the Helpdesk

<table>
<thead>
<tr>
<th>eTenders Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>For assistance:</td>
</tr>
<tr>
<td>- Email the helpdesk on <a href="mailto:etenders@eu-supply.com">etenders@eu-supply.com</a></td>
</tr>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>