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Oifig um Sholáthar Rialtais Office of Government Procurement

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Complete your Company Profile

Once you have successfully been setup as a Supplier on eTenders, we recommend you complete as many fields as possible on your Company Profile. Company profile information assists Buyers in their selection of Suppliers for quick quotes and other activities. Your company profile is a valuable promotional tool.

To update your company profile, go to Administration at the top of your home page, then click on Company Administration. Go to Company Profile and click Edit. Fill in accurately all fields and click Save.

Manage Business Alerts

Now that you are an eTenders Supplier, you can setup your Business Alerts so that you do not miss out on a business opportunity.

On your home page, on the left hand side, click on Manage Business Alerts.

- Add email addresses where business alerts will be sent.
- Add CPV codes for products that you supply.
- When complete, click Done.

An email alert is sent every night if any new RFTs are published matching your categories.

For a full Supplier Registration Guide go to www.etenders.gov.ie/supplierguidance and read No. 4 Supplier Registration Guide.

CPV Codes

CPV (Common Procurement Vocabulary) Codes are used like a barcode to reference a category of goods provided by suppliers.

The benefits to Suppliers in using CPV codes are;

- To receive alerts on new RFTs published that match your category.
- To appear in the results of buyers searching for suppliers to add to their RFT.

NOTE: CPV codes are listed in a tree format, see below. If you select a CPV code lower in the category tree it will still alert on all codes from the top down to ensure you don't miss out on an opportunity.

CPV tree

P 03000000-1 - Agricultural, farming, fishing, forestry and related products

- Image: Barbon Barbo
- □ 03200000-3 Cereals, potatoes, vegetables, fruits and nuts
- □ 03210000-6 Cereals and potatoes
- 03211000-3 Cereals
 03211100-4 Wheat
- 0321110-7 Durum wheat
- 03211120-0 Soft wheat

NEED HELP?

Please contact our support at: Email: etenders@eu-supply.com Phone: 021 243 92 77

Office of Government Procurement Phone: 1890-213-414 Email: support@ogp.gov.ie

Quick Guide to Supplier Registration



www.etenders.gov.ie www.procurement.ie

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The Supplier Registration Form

Go to www.etenders.gov.ie and click on Supplier Company Registration

General Company Administration

Enter your Type of Organisation and Type of Business Activity. Enter your Company Name, Address and VAT No. and a brief Business description! Click on the '?' for help.

Notes

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Type of Organisation List

GENERAL COMPANY INFORMA	TION	
Type of organisation * 💡	Type of Business Activity * 💡	
✓ Select Type of Organisation Private Company Public Limited Company Sole Trader Partnership Charity Organisation Representative Body Public Interest/Non-Supplier	Not Applicable	\$

Type of Business Activity List



Supplier registration GENERAL COMPANY INFORMATION Type of organisation * • Type of Organisation * • - Select Type of Organisation * - Not Applicable +	Oifig um Sholáthar Rialtais Office of Government Procurement
Company name * • VAT Number (or Organisation Number) * • Address * • County and/or Post Code • City * Country * Description of business Max 500 characters *	Company Contact Information Enter company contact information; • Contact person • Phone number • Email address Click on the '?' for help!
COMPANY CONTACT INFORMATION Point of contact * Phone (+353 1 7654321) * Phone type * Phone (+353 1 7654321) * Perault Phone type * Pranate * COMPANY ADMINISTRATOR INFORMATION COMPANY ADMINISTRATOR INFORMATION COMPANY ADMINISTRATOR INFORMATION	Company Administrator Information Click on Copy from above if the company administrator is the same person as the company contact, otherwise enter; • Contact person • Phone number • Email address • Preferred Language
Phone type * Phone (-353 1 7654321) * Default Email * Preferred language * No value selected COMPANY ADMINISTRATOR CREDENTIALS Username * Performation *	Company Administrator Credentials Create a username and password for the company administrator to login to eTenders.
Password wust contain characters from latin alphabet, numbers or symbols like e.g. I, @, #, \$, &.*. Password wust contain at least one, long, Password must contain at least one letter from latin alphabet. Password must contain at least one number.	Email Addresses for Alerts Add email addresses for company users to receive business alerts.
Add email Add email Add email Add email Add email Terms & Conditions Terms & Conditions	Terms & Conditions Read the T&Cs, check the box and click Save.
Privacy policy I have read the terms and accept them. Save Cancel	

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