



Oifig um Sholáthar Rialtais
Office of Government Procurement

Supplier Registration Guide

June 2015

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Version Control

Version	Date	By	Description
0.1	05-08-2014	Vivien Pierce	First Draft
0.2	20-08-2014	Vivien Pierce	Revised
0.3	10-06-2015	Vivien Pierce	Revised

Introduction

This document will help guide you through the Supplier Registration process on <http://etenders.gov.ie/> highlighting mandatory fields for completion.

Accurate registration gives suppliers maximum exposure to tendering opportunities and fulfils new EU obligations in relation to data capture and measurement. Warnings will prompt users to update mandatory fields which are blank.

The following is a list of information fields which will be required if inaccurate or incomplete;

1. Type of Organisation, select from;
 - 1.1 Private Company
 - 1.2 Public Limited Company
 - 1.3 Sole Trader
 - 1.4 Partnership
 - 1.5 Charity
 - 1.6 Representative Body
 - 1.7 Public Interest/Non-Supplier
2. Type of Business Activity. Refer to the following URL for business classification;
<http://www.cso.ie/px/u/NACECoder/NACEItems/searchnace.asp>
3. Company Legal Name and Address
4. Company VAT number or Organisation number
5. Company administrator contact for the E-tenders online platform
6. The list of email addresses within the company who should receive these alerts
7. Number of Employees


For assistance, please have a look at the following screenshots which will simplify the process for you.

Please note, each VAT number is unique and only one supplier registration per VAT number is permitted. Registered suppliers will not be prevented from uploading tenders at this stage where their details are inaccurate. However, OGP will deactivate supplier accounts in the future where no attempt is made to update their registration details.

**** For existing registered suppliers, please skip to page 9 to Update your Company Profile ****

Supplier Company Registration

To Register a new company, please click on Supplier Company Registration;



The screenshot shows the eTenders.gov.ie website. The header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and the website name. A search bar is located in the top right corner. The left sidebar contains a list of navigation links: HOME, ABOUT US, NOTICE SEARCH, SUPPLIER COMPANY REGISTRATION (highlighted with a red arrow), LOGIN, BUYER SEARCH, SUPPLIER SEARCH, GUIDES/LEGISLATION, NEWS, LINKS, CONTACT US, HELP, and ACCESSIBILITY. The main content area displays a welcome message to all registered suppliers, followed by a software update notice and a request to update company details. It also includes a note about tender uploads and a link to the Supplier Registration Userguide.

Supplier Company Registration

Welcome to the eTenders procurement website

To All Registered Suppliers

A new software update of the E-Tender platform, which was released on the 14th July, now seeks additional information from existing registered suppliers.

We would therefore request that you log into the E-Tenders platform and update your company details as soon as possible. Warnings will prompt users to update fields which are blank. The Office of Government Procurement is committed to cleaning up the user information by the August 31st, 2014.

Please note, registered suppliers will not be prevented from uploading tenders at this stage where their details are inaccurate. However, OGP may consider deactivating supplier accounts in the future where no attempt is made to update their registration details.

We look forward to promoting better inclusion in all our tender competitions and we ask you to urgently review your company details and update with accurate information where necessary.

Yours Sincerely,

Kathryn Smith,
Head of Operations,
Office of Government Procurement.

[Hyperlink to the Supplier Registration Userguide](#)

*

You are now presented with the Supplier Registration Page. Please read carefully the Instructions on the left hand side of the page. Registration is completed here within five sections over one page;

- General Company Information
- Company Contact Information
- Company Administrator Information
- Company Administrator Credentials
- Email Addresses for Alerts

When you finish Registration and Log In, you will be prompted to update your Company Profile.

ETENDERS

Supplier registration

Instructions

Supplier Registration is free of charge. Data entered during registration must be accurate and up to date. Inaccurate information entered during the registration process may result in deactivation.

- The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges
- There is no limit on the number of users that can be created within the supplier organisation
- A company can only be registered once so please check if your company has already been registered using the "Supplier Search" function on the home page. Click [HERE](#) for search facility. The system will give a warning message if the VAT number for your company is already registered in the system. If this occurs please contact your Company Administrator and they will add you as a user
- It will not be possible to merge multiply company registrations afterwards.

Please ensure you complete all mandatory fields. Mandatory fields are marked with *. An explanation for fields is provided when you click on the "?" beside the field. If you are unsure about your company registration please contact support at etenders@eu-supply.com

Supplier registration

GENERAL COMPANY INFORMATION

Type of organisation * ? -- Select Type of Organisation ?

Type of Business Activity ? -- 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 *

COMPANY CONTACT INFORMATION

Point of contact * ?


Phone type * ?

Phone (+353 1 7654321) * ?

Email * ?

Test

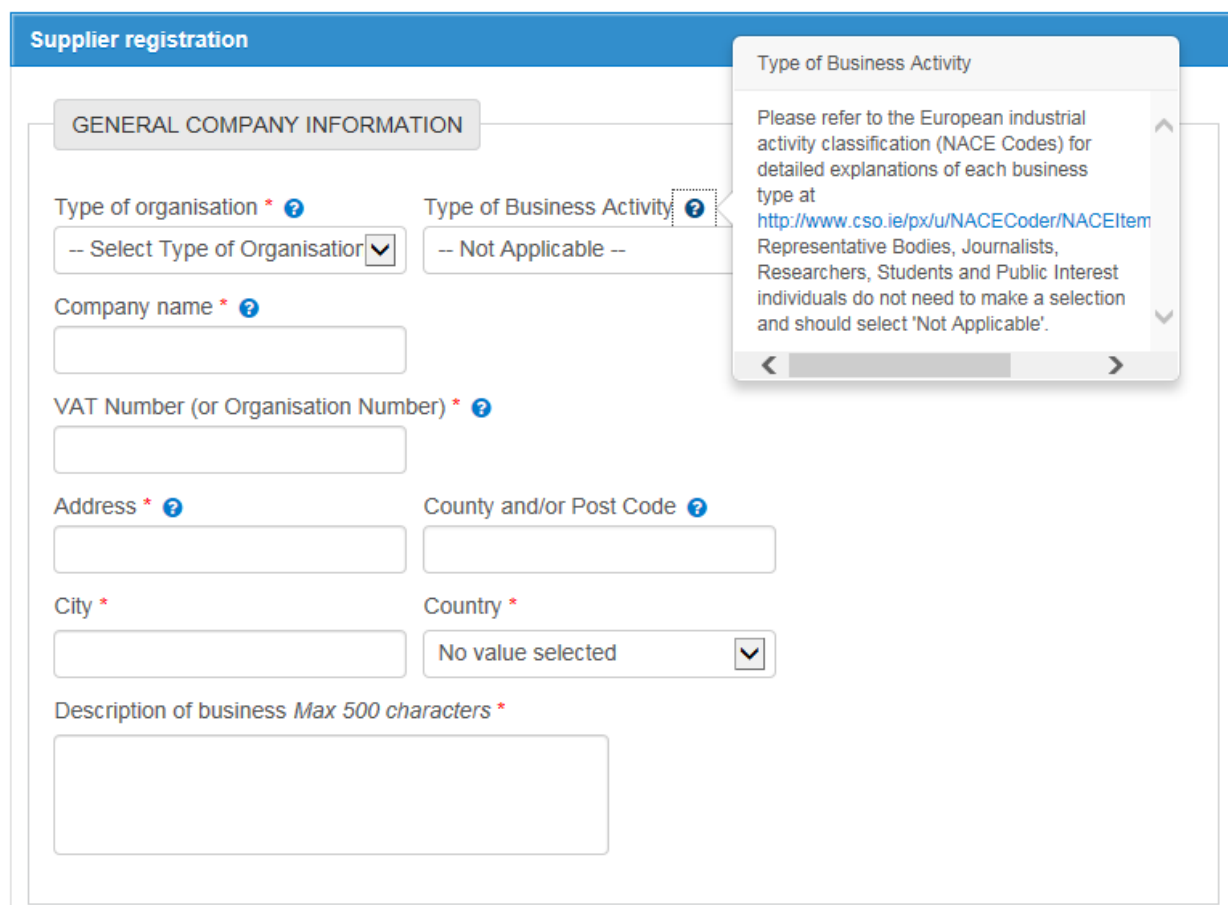
General Company Information

Fill in all fields accurately. You can click on the  for more information.

The 'Type of Organisation' field is a new field and simply requires that you state which of the following your business falls under;


- Private Company
- Public Limited Company
- Sole Trader
- Partnership
- Charity Organisation
- Representative Body
- Public Interest / Non-Supplier


Only trade Suppliers such as Private Company, Public Limited Company, Sole Trader, Partnership or Charity can respond to tenders. These type of organisations must have a unique VAT number or PPSN or Charity Number. If you are not a trade Supplier but want to receive alerts on tenders you should select the most suitable from the remaining options available; Representative Body, Public Interest or Non-Supplier e.g. Journalist, Researcher or Student.





Supplier registration


GENERAL COMPANY INFORMATION


Type of organisation * 

Type of Business Activity 

Company name * 

VAT Number (or Organisation Number) * 

Address * 

County and/or Post Code 

City *

Country *


Description of business *Max 500 characters* *

Type of Business Activity

Please refer to the European industrial activity classification (NACE Codes) for detailed explanations of each business type at <http://www.cso.ie/px/u/NACECoder/NACEItem>


Representative Bodies, Journalists, Researchers, Students and Public Interest individuals do not need to make a selection and should select 'Not Applicable'.

Company Contact Information


Fill in all fields accurately. You can click on the  for more information.

The 'Point of contact' field is the main business contact for the company. The phone number and email address should be generic company details i.e. sales@abc.com

COMPANY CONTACT INFORMATION

Point of contact * 

Phone type *

Default 

Phone (+353 1 7654321) *


Email *

Test

Company Administrator Information

The Company Administrator will manage the setup of eTenders users for the company.


COMPANY ADMINISTRATOR INFORMATION

 Copy from above

First name *

Last name *

Phone type *


Default 

Phone (+353 1 7654321) *

Email *

Test

Preferred language *

No value selected 

Company Administrator Credentials

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

⚠ Passwords policy

- Password must contain characters from latin alphabet, numbers or symbols like e.g. !, @, #, \$, &, * .
- Password must be at least 6 characters long.
- Password must contain at least one letter from latin alphabet.
- Password must contain at least one number.

Email Addresses for Alerts

Click **Add Email** to enter email addresses here for alerts.

EMAIL ADDRESSES FOR ALERTS

Add email

ℹ Alert emails Please enter ALL the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.

Now you can read the Terms & Conditions and Privacy Policy before accepting them and clicking **Save**

[Terms & Conditions](#)

[Privacy policy](#)

☐ I have read the terms and accept them.

Save

Cancel

Once you click **Save**, you have finished **Registration**.

Update Company Profile

You must complete your company profile now. You can do so by logging into eTenders.

Registration finished


✓ Your registration is now completed

ⓘ You must complete your company profile before you can perform certain functions.

Click on the Login link below to login to E-Tenders

[E-Tenders](#)

Enter your username and password that you supplied during Registration and click **Log In**

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Office of Government Procurement

eTenders.gov.ie

Login
Please enter your username and password

Username

Password

Log In

Accept the Terms and Conditions by checking the box and clicking **I have read the terms and accept them**

Accept rules

Accept terms and conditions

Please carefully read the information about terms and conditions, rules and privacy policy of Eu-supply.

- I acknowledge that any passwords and other access codes set by me or given to me for accessing the Website are personal, and I agree not to share any such passwords or other access codes with any other person.
- I commit to not upload any abusive content on the Website, and I commit to use the Website for its intended purpose only.
- I acknowledge that the Website is using session cookies, which are stored on the user's client machine.

☐ I have read the terms and accept them.

I have read the terms and accept them. Cancel

Welcome to eTenders, before you continue you must update your company profile to include your Number of Employees. Click on **Employees**.

Note: For previously registered Users more details may be listed as missing from your company profile i.e. your **VAT number**. You must complete all mandatory information to ensure you can perform all activities on eTenders.

Welcome Victoria Taylor



Company profile is not completed. You must complete your company profile or tender activities may be blocked. Please click on the links below to complete the Company profile

Missing profile information:

- [Employees](#)

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **PUBLIC TENDERS** link on the left hand side.

Main services are visible to the left. Additional services and settings can be reached from the drop down 'Navigation' menu in the top bar above. For more information on how to use the market place, please click on the 'Help' button above.

Unread messages are visible below. To see all of your messages, click on 'All messages...' at the bottom of the list. The messages consist of two links. The first/top link is the actual message, the second/bottom link is to the actual area that this message concerns. As soon as you have clicked on/read both links in the message it will disappear from this view into the messages archive that can be found under the Navigation dropdown.

Messages

17-07-2014 15:44 [Welcome to CTM eTenders!](#)

1 new messages

[All messages...](#)

Once you click on Employees, you must now complete the below form ensuring you enter your **Number of Employees**. When finished click **Save**.

General information

General information (please use English if present in multiple markets)

Describe your business (in english) - products and services
(Max 500 characters)

Characters left: 500

Describe your business (in your native language) - products and services *
(Max 500 characters)

Characters left: 500

Enter the name of your Parent company/Owner, if applicable

Number of employees * Year founded

-

▼

Turnover (MEuro)

-

▼

Annual production ? Unit/Measurement ?

Member of the following Trade associations/Professional groups

Company website address

Preferred contract value [Currency calculator](#)

Minimum value Maximum value (leave blank if unlimited)

Certifications

Quality certifications

☐ ISO9001

☐ ISO9002

☐ other:

Environmental certifications

☐ ISO14001

☐ other:

Reference or recent workspace

Workspace name

Company name

Contact name

Contact phone number/email address

Save

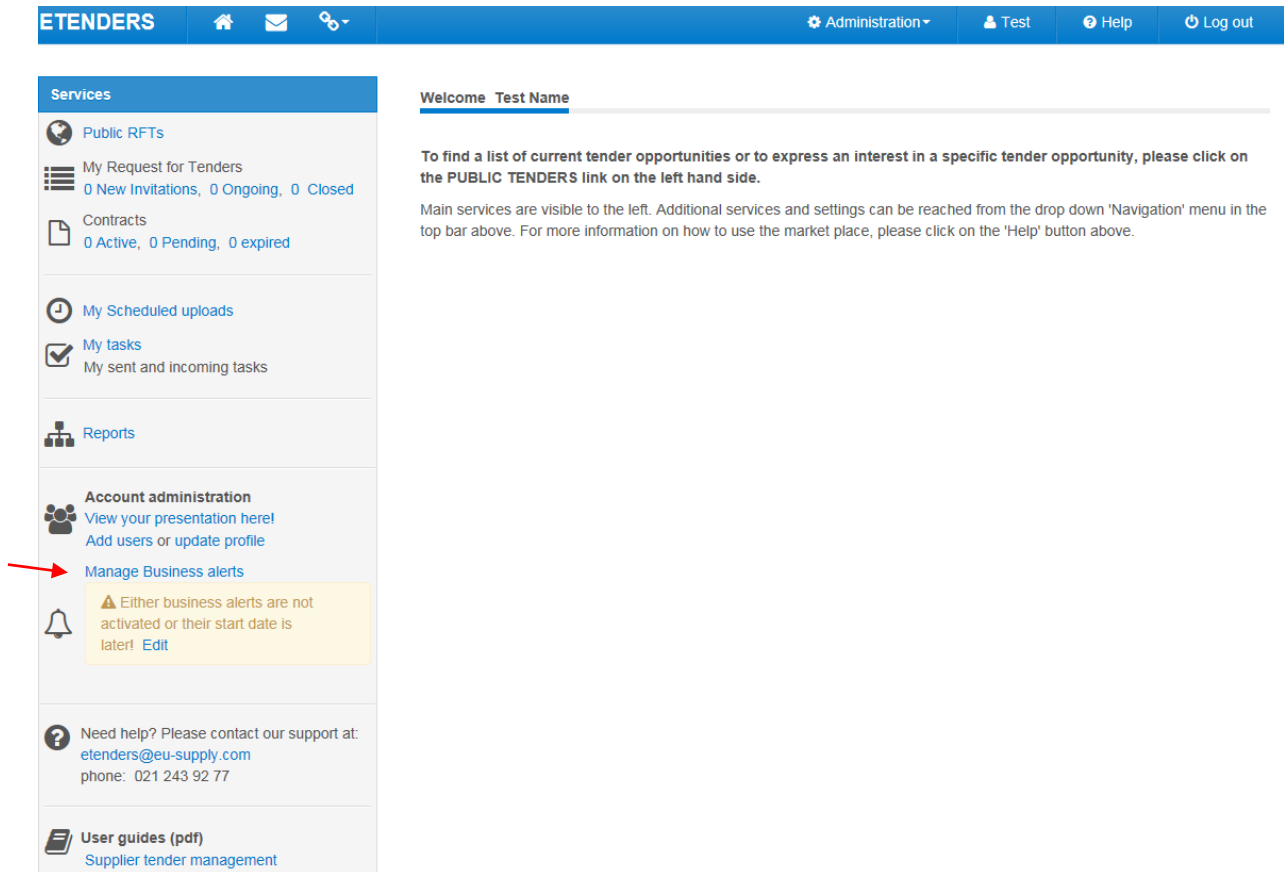
Cancel

You have now successfully completed your company profile and registered as a **Supplier** on **eTenders**.

Note: We recommend all Suppliers complete as many fields as possible. Company profile information assists Buyers in their selection of Suppliers for quick quotes and other activities. Your company profile is a valuable promotional tool.

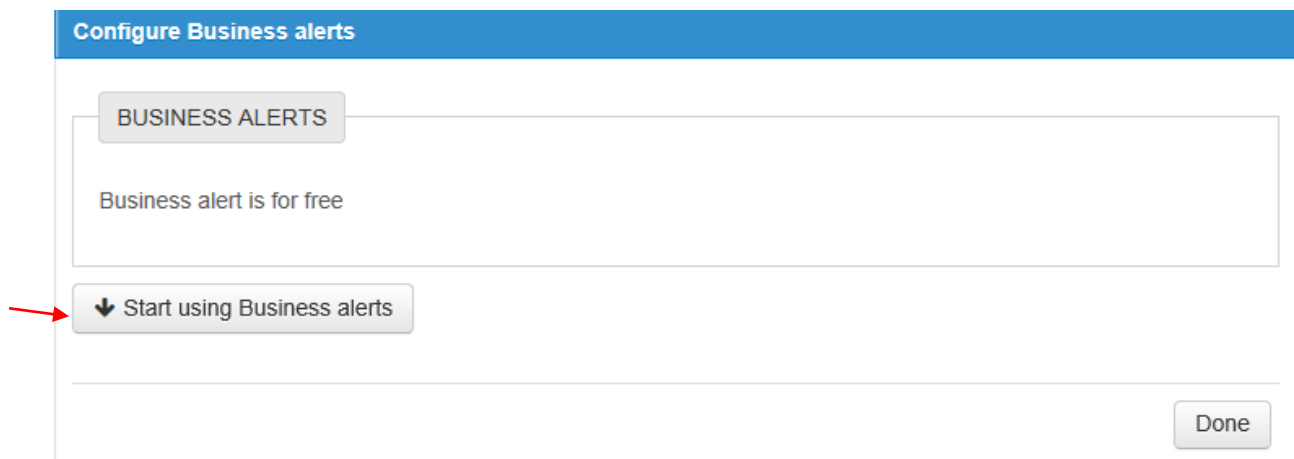
Manage Business Alerts

Once logged into your new eTenders homepage, you can now manage your business alerts.
To do this, click on **Manage Business Alerts** as below;



The screenshot shows the eTenders homepage. The top navigation bar includes the 'ETENDERS' logo, a home icon, an envelope icon, a gear icon, and links for 'Administration', 'Test', 'Help', and 'Log out'. The left sidebar contains a 'Services' menu with the following items: 'Public RFTs', 'My Request for Tenders' (0 New Invitations, 0 Ongoing, 0 Closed), 'Contracts' (0 Active, 0 Pending, 0 expired), 'My Scheduled uploads', 'My tasks' (My sent and incoming tasks), 'Reports', 'Account administration' (View your presentation here!, Add users or update profile), 'Manage Business alerts' (highlighted with a red arrow), a notification bell icon with a yellow warning box stating 'Either business alerts are not activated or their start date is later! Edit', 'Need help? Please contact our support at: etenders@eu-supply.com phone: 021 243 92 77', and 'User guides (pdf)' (Supplier tender management). The main content area displays a 'Welcome Test Name' message and instructions on how to find tender opportunities and access services.

Click on **Start using Business alerts** as below;



The screenshot shows the 'Configure Business alerts' dialog box. It has a blue header with the title 'Configure Business alerts'. Inside the dialog, there is a section titled 'BUSINESS ALERTS' with the text 'Business alert is for free'. Below this, there is a button labeled 'Start using Business alerts' with a downward arrow icon, which is highlighted by a red arrow. At the bottom right of the dialog, there is a 'Done' button.

Enter an email address where the business alerts will be sent and click **Save**. You can enter multiple email addresses here by clicking **+ Add email**. When finished, click **Next**.

The first screenshot shows a form titled 'EMAIL ADDRESSES'. It contains an 'Add email' label followed by a text input field containing 'test@testing.com'. Below the input field is a 'Save' button. A red arrow points to the 'Save' button.

The second screenshot shows the same form. The email 'test@testing.com' is now displayed as a tag with a close icon (X). Below the tag is a '+ Add email' button. A red arrow points to the '+ Add email' button.

Now you can add CPV codes for the business alerts you wish to receive, click **+ Add CPV codes**.

The screenshot shows a form titled 'CPV CODES'. It contains a '+ Add CPV codes' button. A red arrow points to the '+ Add CPV codes' button.

You are now presented with the Category Tree that lists all CPV codes in eTenders. Choose the CPV code you want to be alerted on in either of the following ways;

- Check the box beside the relevant CPV code and click **Add selected categories**.
 - Note: you can drill down into each category by clicking on the + sign.
- Enter the name of the category in the search box provided and click **Search**, then check the box beside the relevant CPV code and click **Add selected categories**.

Search by category name:

CPV tree

- ☐ 03000000-1 - Agricultural, farming, fishing, forestry and related products
- ☐ 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- ☐ 14000000-1 - Mining, basic metals and related products
- ☐ 15000000-8 - Food, beverages, tobacco and related products
- ☐ 16000000-5 - Agricultural machinery
- ☐ 18000000-9 - Clothing, footwear, luggage articles and accessories

When you have finished selecting all CPV codes to be alerted on, click **Finish** and **Done**. You can at any time disable the email alerts by clicking **Off** at the top of the page.

IMPORTANT NOTE: To ensure business alerts are working correctly so that you will not miss out on opportunities, please check that your business alerts are on, highlighted in green as below;

Configure Business alerts

STATUS OF BUSINESS ALERTS

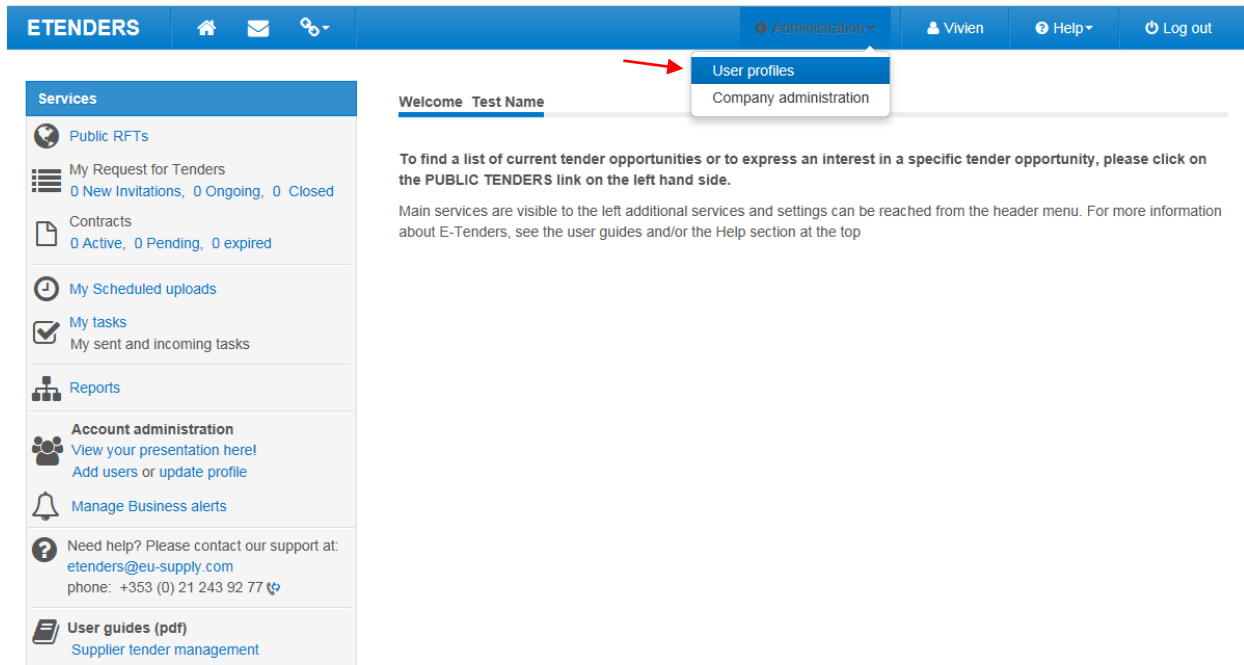
✓ Business alerts are on

An email alert is sent every night if any new RFTs are published matching your categories, i.e. you will only receive an alert for a specific RFT once. However, if you make any changes in your profile, the next alert that will be sent out will include all matching RFTs even if some of them might have been included before.

Adding Company Users

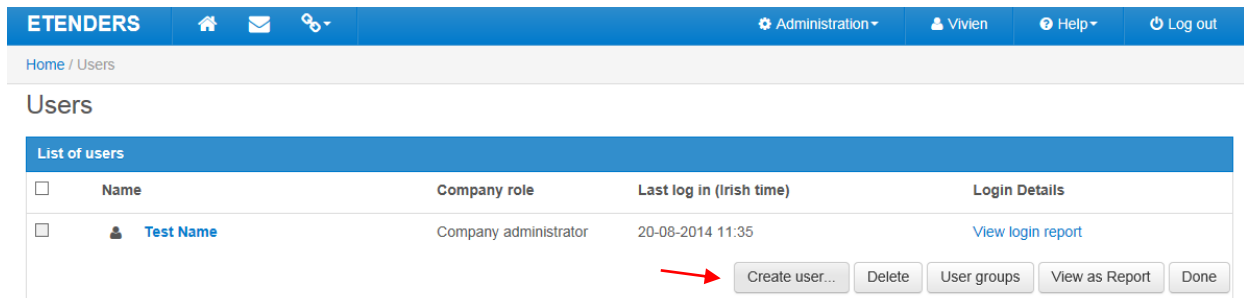
Where companies are duplicated on the system, choose one account and update with your company VAT number. All users for that same company should be attached to a single company registration.

To add users to your supplier account, please go to **User profiles** as below;




The screenshot shows the ETENDERS dashboard. The top navigation bar includes the ETENDERS logo, home, mail, and user icons, followed by an Administration dropdown menu, a user profile for Vivien, a Help dropdown, and a Log out button. The left sidebar contains a Services menu with links to Public RFTs, My Request for Tenders, Contracts, My Scheduled uploads, My tasks, Reports, Account administration, Manage Business alerts, and User guides. The main content area displays a welcome message for Test Name and instructions on finding tender opportunities. A red arrow points to the 'User profiles' option in the Administration dropdown menu.

Then click on **Create user...**



The screenshot shows the ETENDERS Users page. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there is a breadcrumb trail 'Home / Users' and a heading 'Users'. A table titled 'List of users' contains one user entry: 'Test Name' with the role 'Company administrator' and last login '20-08-2014 11:35'. Below the table, there are five buttons: 'Create user...', 'Delete', 'User groups', 'View as Report', and 'Done'. A red arrow points to the 'Create user...' button.

	Name	Company role	Last log in (Irish time)	Login Details
<input type="checkbox"/>	 Test Name	Company administrator	20-08-2014 11:35	View login report

Fill in the form with the new user's **Contact details**, **Account details** and **Security Role** as below;
For Security Role, ensure you check **Company User** unless you want more than one Company Administrator. When finished click **Save**.

Personal profile

Contact details

* First name

Middle initial


* Last name

Title

* Email


Test

* Office phone (country, area, number)


(Example +44 2 9342 0000 )

353

Mobile number (country code) (area code) (number)

(Example +44 421 756 000 )

Fax number (country code) (area code) (number)

(Example +44 2 9342 0000 )

Account details

* Username (at least 6 characters)

* Password

(Letter (A-Z) required, Number required, Minimum length: 6)

* Confirm password

* **Security roles** [Information about roles](#)



☐ Company administrator

☐ Company user

Save

Cancel

You can see that the new user has been created as below;

List of users				
<input type="checkbox"/>	Name	Company role	Last log in (Irish time)	Login Details
<input type="checkbox"/>	 New User	Company user	Has not logged in	View login report
<input type="checkbox"/>	 Test Name	Company administrator	20-08-2014 11:35	View login report
<div>Create user...DeleteUser groupsView as ReportDone</div>				

You can create as many users as necessary.

IMPORTANT NOTE: Only the Company Administrator can update the company profile and manage business alerts.

For Assistance

- Email the helpdesk on etenders@eu-supply.com
- Call us on +353 (0) 21 243 92 77 during office hours (09:00am – 17:30pm GMT).