eTenders

Supplier User Guides

Registration & Login

Rialtas na hÉireann
Government of Ireland

Oifig um Sholáthar Rialtais
Office of Government Procurement

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1. Information Note

Please note that the content provided in this guidance document serves as a general reference and is intended to offer an overview of the relevant topics. For detailed, technical specifications, and more in-depth explanations on the processes and requirements, users should refer to the official manuals provided by European Dynamics, which are located within the 'Short User Guides' section of the platform.

2. Who should use this guidance

This guidance on how to register yourself and your organisation as a Supplier on eTenders:

- Is for first time users visiting the new eTenders platform having never used or registered on the old platform.

  Note: If you did use the old system, please follow the steps outlined in the document 'EO User First Login Guide' to activate your account, which can be found in the 'Short User Guide' section under the 'Getting Started' tab.

- is relevant to procurements conducted on eTenders, **www.etenders.gov.ie**

3. How to register yourself and your Organisation as a Supplier on eTenders:

It is important to note before you fill out your Organisation details and register as a Supplier that If this is your first time visiting the new eTenders platform, please only register if you never used the old system.

If you did use the old system, please follow the steps outlined in the first login guide to activate your account, which can be found in the 'Short User Guides' section of the platform.

Logging into eTenders

- Open your web browser (Chrome, Microsoft Edge).

- Navigate to https://www.etenders.gov.ie/epps/home.do

- Click on the **_'Register a Supplier'_** tab outlined in red in screen grab above.

How to Register as a Supplier

Step 1: Organisation Details

- On the **'Register Supplier'** page, the user will proceed to **'STEP 1: ORGANISATION DETAILS'** where they will fill all details pertinent to the Supplier Organisation.

- Within the **'STEP 1: ORGANISATION DETAILS'** page, the user will need to complete the following data entry fields (Fields with asterisk are mandatory):

Note: Users only need to complete one of either the 'Company Registration Number' or 'VAT Number' or 'D-U-N-S Number' fields.

(Continued below...)

− Finally, the user will need to complete the CAPTCHA test at the bottom of the page, and will then select **'VALIDATE & CONTINUE'.**

Note: *If an error message appears due to a 'Captcha mismatch' error message as shown above, just hit the refresh button on the right side of the CAPTCHA test entry field (Highlighted in yellow) and re-enter the new CATCHA code and click* **'VALIDATE & CONTINUE'** *again.*

Register CPV Codes

What are CPV Codes?

The **'Common Procurement Vocabulary (CPV) Code'** – is the code given to certain areas of industry, which allows for relevant notifications to be sent to potential suppliers. The CPV establishes a single classification system for public procurement aimed at standardising the references used by contracting authorities and entities to describe the subject of procurement contracts.

The CPV consists of a main vocabulary for defining the subject of a contract, and a supplementary vocabulary for adding further qualitative information. The main vocabulary is based on a tree structure comprising codes of up to 9 digits (an 8 digit code plus a check digit) associated with a wording that describes the type of supplies, works or services forming the subject of the contract. More information on CPV codes can be found at www.simap.europa.eu.

Step 2: Register CPV Codes

After completing all the necessary information within the *'STEP 1: ORGANISATION DETAILS'* section and confirming all details through validation, the user will be directed to the **'Register CPV Codes'** page.

Here the user will select the search icon on the right hand side of the 'CPV Codes on interest' information field.

After selecting the search icon, a pop-up window will open with the list of CPV codes and the user will choose the ones applicable to the organisation, by inputting the CPV code title and/or number in the search field to the left of the CPV codes list (Highlighted in yellow). The user will then select **'Add to**

list' and the selected CPV code will appear in the **'Selected Items'** field at the bottom of the window (Highlighted in yellow). Once all applicable CPV codes are selected, the user will then select **'Submit'**.

- The user will then be re-directed back to the **'Register CPV Codes'** page, where your selected CPV codes will appear in the 'CPV Codes on interest' information field, you will then select **'NEXT'**.

Register Administrator

The user will then be directed to the final step in the Supplier registration process, which is the **'Register Administrator'** page. Within this page, the details of the primary Supplier Organisation user who will have administrator rights and access will need to be inputted. The 'Economic Operator Administrator' user will have the ability to edit the Organisations profile on eTenders, including being able to add additional users to the organisations profile.

Step 3: Register Supplier Admin

- Within the **'STEP 3: REGISTER SUPPLIER ADMIN'** page, the user will need to complete the following data entry fields (Fields with asterisk are mandatory):
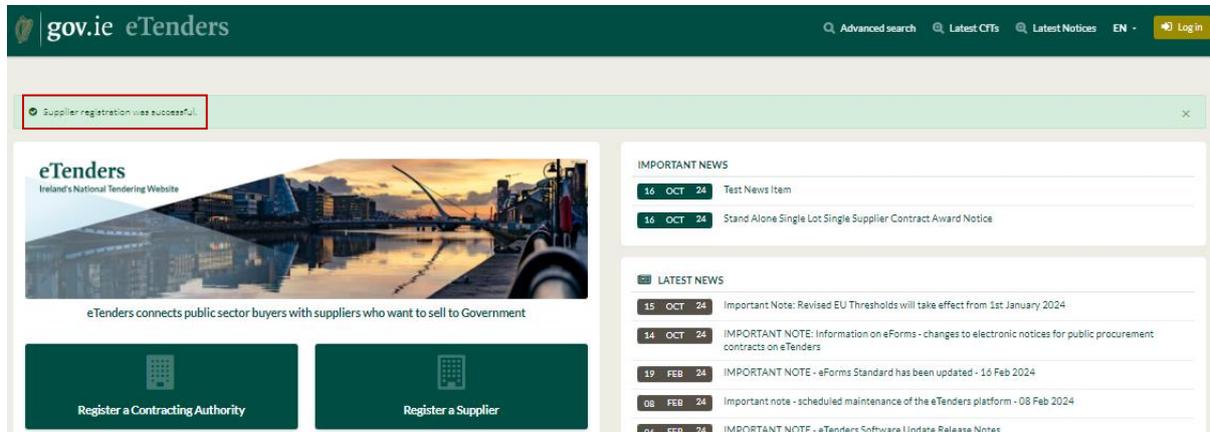

- Once all information is correctly inputted, the user will select **'FINISH'**

Supplier registration was successful

− The user will then be re-directed back to the 'eTenders' home page where you will see a notification highlighted in a green box stating that your **'Supplier registration was successful'**.
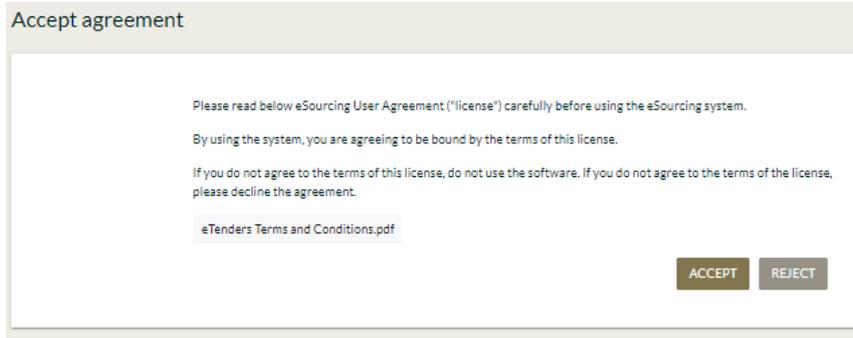

Registration confirmation email notification

− Following on from the successful completion of the previous step, the Supplier admin user will receive a confirmation email notification confirming that the registration process has been successful.

− This email will contain instructions on the final step, which the user will need to complete in order to be able to login into the system.

− The email will contain a registration transaction number, which after accessing the supplied hyperlink also in the email, will be inputted in to the 'Identification Number' field within 'Transaction Number' page and then selecting 'Submit' as shown in the screengrab below.

− After selecting 'Submit' the user will be directed to the 'Accept Agreement' page where they will accept the user agreement including the eTenders Terms and Conditions.

Accept agreement

Please read below eSourcing User Agreement ("license") carefully before using the eSourcing system.

By using the system, you are agreeing to be bound by the terms of this license.

If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement.

eTenders Terms and Conditions.pdf

ACCEPT   REJECT

‑ After selecting 'Accept' the user will be directed to the 'System requirements' page where the user will select 'Finish (Go to my profile)'

System requirements

Technical Requirements
- Use one of the following web browsers
  - Internet Explorer (version 15 or higher)
  - Mozilla Firefox (version 107 or higher)
- Javascript enabled
- Session Cookies enabled
- Screen Resolution: 1024 x 768

Other requirements
- Access the Internet through HTTP/HTTPS
- Have a valid e-mail address

FINISH (GO TO MY PROFILE)
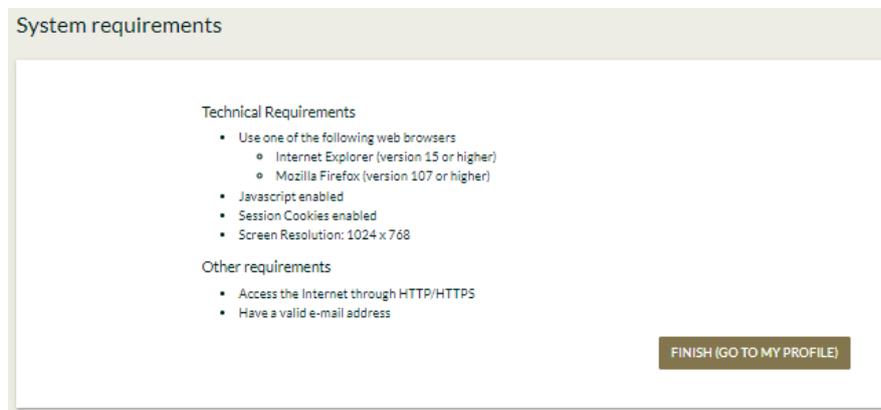
‑ After selecting 'Finish (Go to my profile)' the user will be directed to the 'Edit Account' page, where they will update their password details by entering and re-entering a new password, and can also update any other account information if necessary, once finished the user will click 'Save'.