

eTenders

Contracting Authority
User Guides

Registration & Login

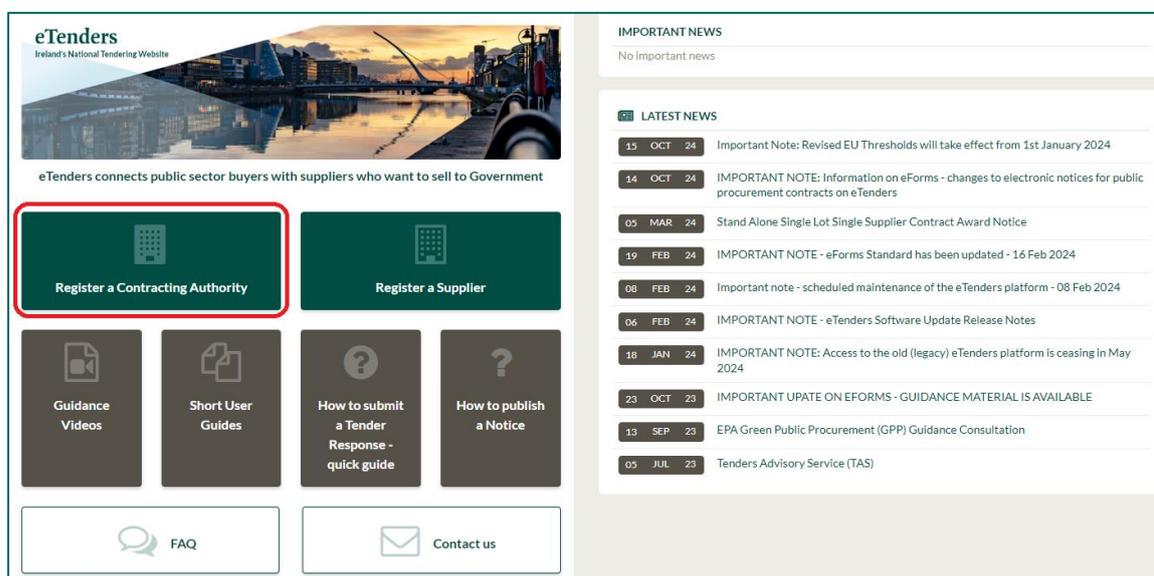


Introduction

This guidance covers registering your Contracting Authority on the new eTenders Platform and logging in to the system. 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.

1. Registration (Contracting Authority)

- Open your web browser (Chrome, Microsoft Edge).
- Navigate to <https://www.etenders.gov.ie/epps/home.do>
- Click **Register a Contracting Authority** as shown below.



- The below screen will be displayed:

- Here you can populate the fields with information associated to your Contracting Authority.
- Below table outlines all fields contained within the **Register CA Screen**. Note that mandatory fields will have a red asterisk (*) after their descriptive name:

Field Name	Description
Organisation Name *	Name of your Contracting Authority
CA Abbreviation *	Abbreviation of your Contracting Authority
CA Number	If your company was incorporated in Ireland through the Companies Registration Office you will have been given a unique six to eight character Company Registration Number.
VAT number	A VAT number is a unique identification number that's assigned to every business registered for VAT. When entering the VAT number, please make sure that you are not entering the prefix/country code (i.e. IE, FR, GB).
CA Type *	<p>Health: HSE affiliated bodies and state health bodies i.e.: State owned hospitals, section 38, section 39.</p> <p>Education: This includes Educational Bodies, Schools and Colleges.</p> <p>Defence: Bodies connected with the defence and security of the State. This includes the “Permanent Defence Force” and the “Department of Defence” (because it is the CPB for the sector).</p> <p>Central Government: This includes all Government Departments with the exception of “Department of Defence” and all state bodies unless they belong to sectors “Defence”, “Education”, “Health” or “Local Government”. Justice Entries and NON commercial Semi-State bodies belong here. Also includes State funded cross-border agencies.</p>

	<p>Local Government: LGMA affiliated bodies i.e.: Local Authorities</p> <p>Semi State: Commercial Semi-State bodies</p> <p>Non Sector: Northern Ireland bodies and Limited / private companies that receive grants from a state body. Also includes all foreign bodies using eTenders to publish competitions, ie: Scottish Government. i.e.: Ltd companies.</p> <p>Other Grant Funded Bodies: Non-profit groups that are partition funded or receive grants from a state body i.e.: Charities, Community bodies, Sports Clubs, Individuals.</p>
Additional organisation description	If you are in receipt of any grant funding (e.g. LEADER) please enter the details of this funding here.
Address *	The first line of the Contracting Authority's address
Eircode / Postal Code *	Eircode / Postal Code
City *	City
Country *	Country
County *	County
CA contact name	Name of the primary contact in the Contracting Authority.
Email	Email of the primary contact in the Contracting Authority.
Phone Number	Phone Number of the primary contact in the Contracting Authority.
Fax	Fax Number for the primary contact in the Contracting Authority.
Website	Website associated with the Contracting Authority.
Please type the code shown below *	CAPTCHA is used to prevent misuse of the site. You will need to complete the test in order to progress to the next page. Enter the letters and numbers displayed in the image, in the field provided.

- Once you have entered all of the relevant information about your Contracting Authority, click '**Next**' at the bottom right of the screen, as shown:

Website

www.ogp.com

Please type the code shown below *

ountij

ountij



CANCEL

CLEAR

NEXT

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- The **CA Procurement Coordinator Details** Page will display:

- On this page, enter the details of the procurement coordinator for your contracting authority.
- Below table outlines all fields contained within the CAPC Screen. Note that mandatory fields will have a red asterisk (*) after their descriptive name:

Field Name	Description
First Name *	First Name of your procurement coordinator
Last Name *	Last Name of your procurement coordinator
Username *	This will be the username associated with the procurement coordinator. You can use an abbreviation of your name.
Password *	Your password must be longer than 6 characters, and comprise: <ul style="list-style-type: none"> - At least 1 lower-case letter - At least 1 upper-case letter - At least 3 digits - At least 1 symbol among the ones supported: !, @, #, \$, - No concurrent lettering in password matching that of the username. Example: <ul style="list-style-type: none"> ○ Username = JohnDoe1 ○ Password = DoesNotWork1
Re-enter Password *	Re-enter the password entered in the above field.
Department *	The department in the contracting authority, in which the procurement coordinator works.
Email *	Email address of the procurement coordinator
Address	Address of the procurement coordinator
Eircode / Postal Code	Eircode / Postal Code of the procurement coordinator's Contacting Authority.
City	City in which the procurement coordinator's Contacting Authority resides.
Country *	Country in which the procurement coordinator's Contacting Authority resides.

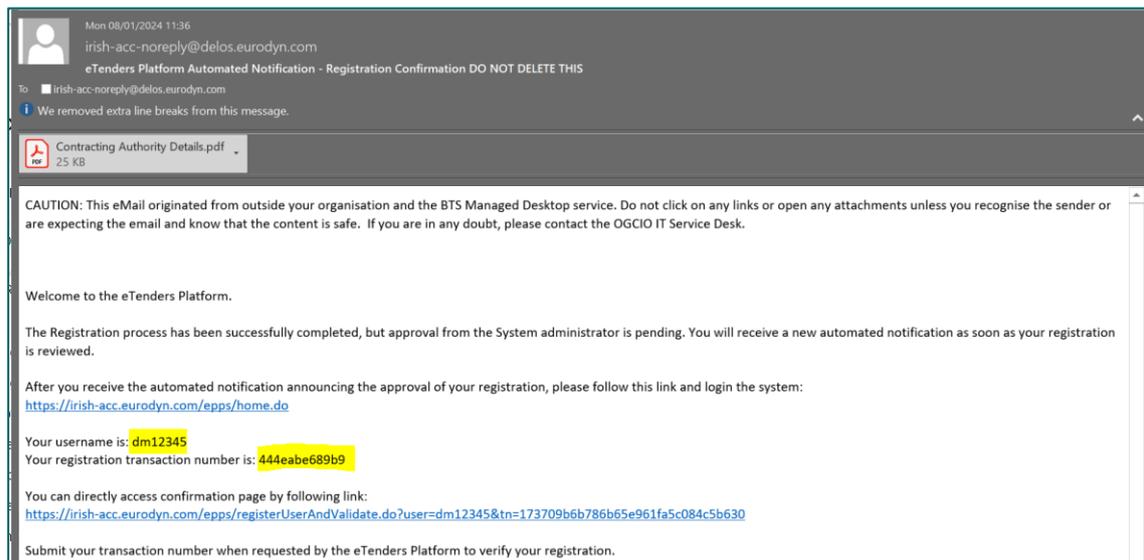
County *	County in which the procurement coordinator's Contacting Authority resides.
Phone Number	Phone Number of the procurement coordinator
Mobile Phone Number	Mobile Phone Number of the procurement coordinator
Fax	Fax of the procurement coordinator
Preferred Language *	Preferred Language of the procurement coordinator

- Once you have entered all of the relevant information about your Contracting Authority, click **'Create'** at the bottom right of the screen, as shown:

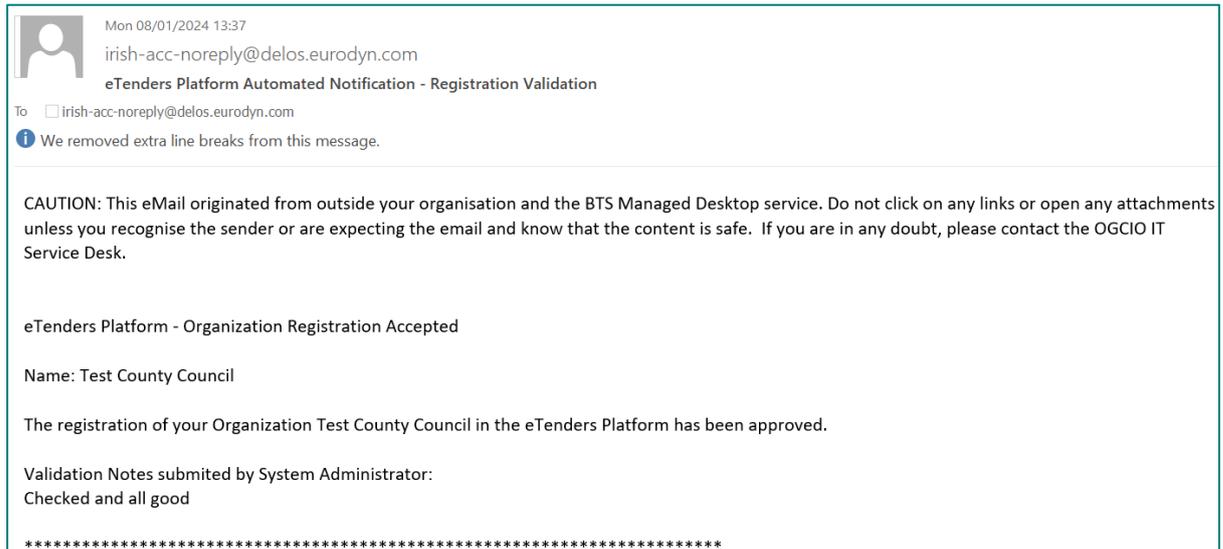
The screenshot shows a registration form with the following elements:

- A text input field for "Fax".
- A dropdown menu for "Preferred Language *" with "English" selected.
- Four buttons at the bottom right: "CANCEL", "BACK", "CLEAR", and "CREATE" (highlighted in yellow).
- A footer note: "* Fields with asterisk are mandatory".

- Your Contracting Authority registration request will now be sent for approval by the system coordinator.
- You should receive the below email after you have submitted the registration. Note that your username is highlighted in the email, for future reference.

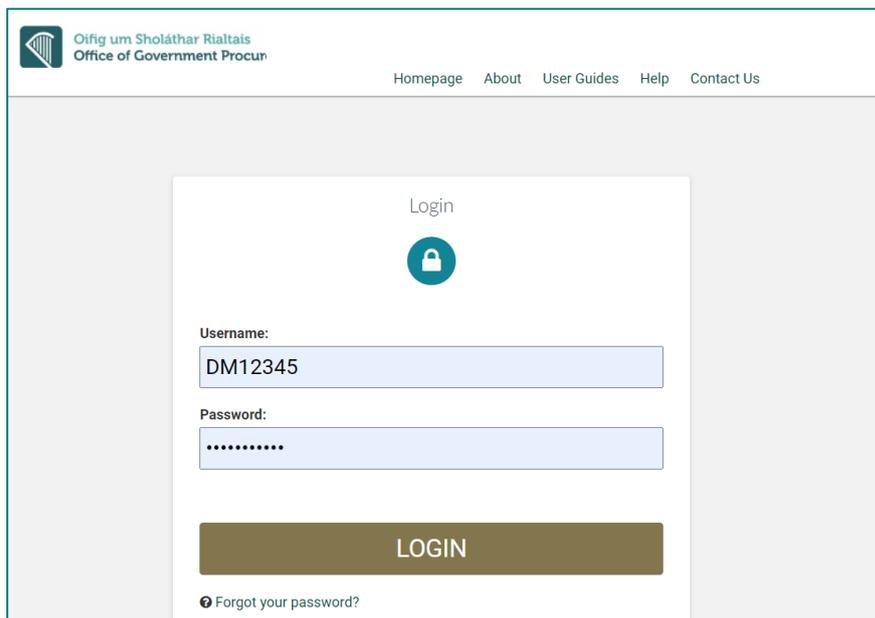


Once your request has been approved, you should again receive an email notifying you of this (below):



Note: In the event of your registration request is rejected, the system admin will reach out directly to review the request.

- To complete registration, navigate to the [eTenders Platform](#) in your browser.
- Enter your **Username and Password** and click **Login**
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- Enter the **transaction number** in the field provided, and click **Submit**. The transaction number will have been sent to you in the initial registration email.

- The **Accept Agreement** screen will be displayed. Please read over the agreement and once you agree with the terms outlined, please click **Accept**.

- The **System Requirements** screen will be displayed. Please read over the system requirements click **Finish (Go to My Profile)**.

- The **Edit Account** screen will be displayed. Please read over the Account information on your profile to ensure it is correct. Once complete, click **Save**.
- Your registration is now complete.

2. Login

Once you have registered, you can log in to eTenders.

To do so:

- Open your web browser (Chrome, Microsoft Edge).
- Navigate to <https://www.etenders.gov.ie/epps/home.do>

- Click **Log In**

- Enter your **Username** and **Password**, and click **Log In**.

- You should now be logged in to the system

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Test ESPD 2	384439	Publish Contract Notice	Draft	1	No deadline is associated with this task	5,000,000	
Test ESPD 2	384439	Associate PO/TC	Draft	1	No deadline is associated with this task	5,000,000	
Test ESPD	384387	Publish Contract Notice	Draft	1	No deadline is associated with this task	5,000,000	
Test ESPD	384387	Associate PO/TC	Draft	1	No deadline is associated with this task	5,000,000	

