



Benefits of eTenders to Suppliers

- Receive alerts on potential business opportunities, so you never miss out.
- Search for (Prior Information Notices) PINs and published tenders (RFTs).
- Tender for public sector business.
- Customise alerts so that you only receive alerts specific to your type of business.
- Feature in search results for buyers looking for 'quick quotes'.
- Become familiar with online tendering.
- Stay up-to-date on public sector procurement policy and legislation.

Register using the Supplier Registration Form on eTenders

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.

Find out more about the OGP: ogp.gov.ie
Register as a supplier and find tendering opportunities:
www.etenders.gov.ie

Find more information about works and works-related services: constructionprocurement.gov.ie
OGP Address: Office of Government Procurement,
3A Mayor Street Upper, Dublin 1, D01 PF72 1.

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.



Need help?

Please contact our eTenders support at:

Email: etenders@eu-supply.com

Phone: 021 243 92 77

OGP Address:

Office of Government Procurement

3A Mayor Street Upper, Dublin 1, D01 PF72

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!

GENERAL COMPANY INFORMATION

Type of organisation * ⓘ Type of Business Activity * ⓘ
 -- Select Type of Organisation -- -- 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* *

Type of Organisation List

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

Type of Business Activity List

- Not Applicable --
- A AGRICULTURE, FORESTRY AND FISHING
 - B MINING AND QUARRYING
 - C MANUFACTURING
 - D ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
 - E WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
 - F CONSTRUCTION
 - G WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
 - H TRANSPORTATION AND STORAGE
 - I ACCOMMODATION AND FOOD SERVICE ACTIVITIES
 - J INFORMATION AND COMMUNICATION
 - K FINANCIAL AND INSURANCE ACTIVITIES
 - L REAL ESTATE ACTIVITIES
 - M PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
 - N ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
 - O PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
 - P EDUCATION
 - Q HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
 - R ARTS, ENTERTAINMENT AND RECREATION
 - S OTHER SERVICE ACTIVITIES
 - T ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING
 - U ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES

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 type * Phone (+353 17654321) *
 Default

Email *
 Test

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

COMPANY ADMINISTRATOR INFORMATION

First name * Last name *

Company Role/Work Area

Phone type * Phone (+353 17654321) *
 Default

Email *
 Test

Preferred language *
 No value selected

Company Administrator Credentials

Create a username and password for the company administrator to login to eTenders.

Email Addresses for Alerts

Add email addresses for company users to receive business alerts.

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

⚠ Passwords policy

- Password can contain only alphabets a-z, A-Z and numbers 0-9
- Password must be at least 6 characters long.
- Password must contain at least one letter
- Password must contain at least one number.

EMAIL ADDRESSES FOR ALERTS

📢 Alert emails Please enter the email addresses for ALL company users who you wish to receive copies of tender invitations. Click Add email to add a new email address.

Terms & Conditions

Read the Terms and Conditions, tick the box and click save.

[Terms & Conditions](#)
[Privacy policy](#)

I have read the terms and accept them.