

## 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/suppliernguidance](http://www.etenders.gov.ie/suppliernguidance) 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.



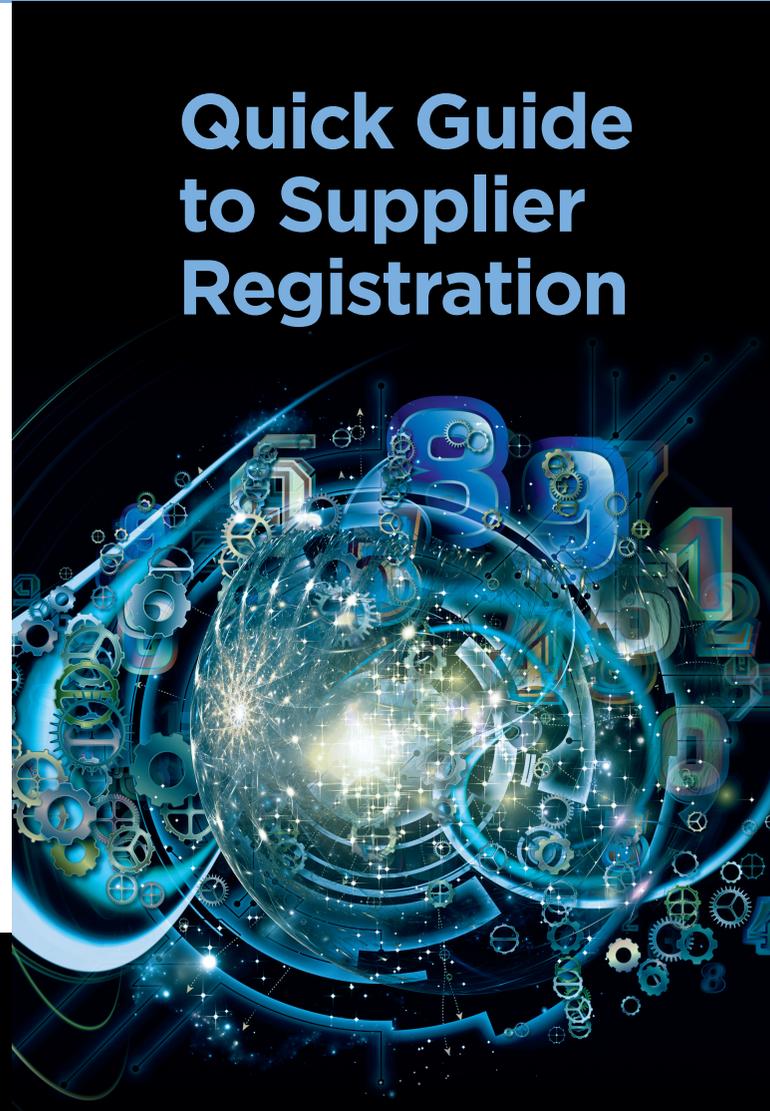
**NEED HELP?**

Please contact our support at:  
Email: [etenders@eu-supply.com](mailto:etenders@eu-supply.com)  
Phone: 021 243 92 77

**Office of Government Procurement**

Phone: 1890-213-414  
Email: [support@ogp.gov.ie](mailto:support@ogp.gov.ie)

# Quick Guide to Supplier Registration



[www.etenders.gov.ie](http://www.etenders.gov.ie)  
[www.procurement.ie](http://www.procurement.ie)

### Company Contact Information

Enter company contact information;

- Contact person
- Phone number
- Email address

Click on the '?' for help!

### 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 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.

### Terms & Conditions

Read the T&Cs, check the box and click Save.

# The Supplier Registration Form

Go to [www.etenders.gov.ie](http://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

### Type of Organisation List

### Type of Business Activity List