


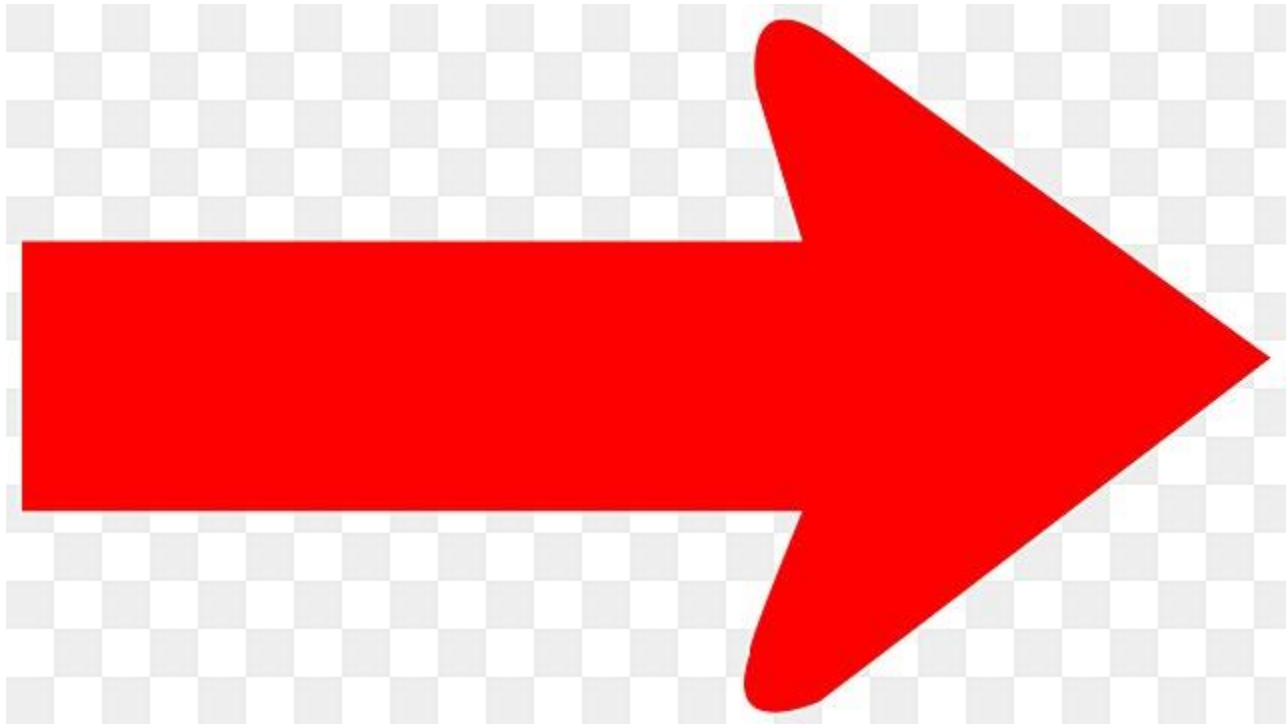
# E-Tenders Platform for Suppliers

[www.ots.ie](http://www.ots.ie) [orla@ots.ie](mailto:orla@ots.ie)

# What will we cover?

- ▶ Register on Etenders or Activate old Account [as a supplier/EO]
  - ▶ How to access the Call for Tender [CfT]
  - ▶ How to submit a tender response
- 

Register as a **Supplier** for the first  
**time**



## Welcome to eTenders

### 📘 FIRST-VISIT GUIDE

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 IS AVAILABLE IN THE HELP SECTION BELOW.

- [Register yourself and your organisation as a Supplier in the system](#)
- [Register yourself and your organisation as a CA in the system](#)
- [Obtain access to the user manuals](#)
- [View interactive walkthroughs](#) explaining core system functionality
- [Browse through the Frequently Asked Questions](#)
- [View the latest Calls for Tenders publications](#)
- [Find a specific Call for Tenders by searching the CfT registry](#)

### LATEST NEWS

22 Searching for notices published on the OLD eTenders platform

MAY

19 IMPORTANT NOTICE - Please read this notice if you previously had an account on the old eTenders platform

MAY

15 To continue or complete a competition that started before 15th May 2023 or to access historical data

MAY

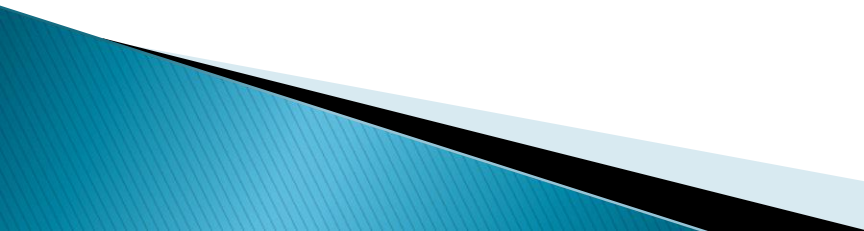
15 Welcome to the new eTenders Service

MAY

# How?

- ▶ Register as a supplier on Etenders

<https://www.etenders.gov.ie/epps/prepareRegisterEOOrg.do?registerEO=true>

- ▶ MUST Include Tax Number/PPS Number/VAT Number
  - ▶ Registration will be confirmed/approved by the System Administrator
- 

# How?

- ▶ Receive email with a **Link, Username and Transaction Number** to login

Welcome to the e-Tendering Platform.

The Registration process has been successfully completed.

It will be necessary to confirm your account by following this link and login to the system:

<https://irish-test.eurodyn.com/epps/home.do>

Your username is: caauditor2

Your registration transaction number is: a334f55dedac

You can directly access confirmation page by following link:

<https://irish-test.eurodyn.com/epps/registerUserAndValidate.do?user=caauditor2&tn=ede07c2fc137de29fc9541019e2ccc0a>

Submit your transaction number when requested by the e-Tendering Platform to verify your registration.

\*\*\*\*\*

IMPORTANT: All actions within the e-Tendering Platform will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

\*\*\*\*\*

Refer to “Interactive Walkthroughs” and “Help” on Site

# Activate Supplier Account

1. Enter your 'Old Username' as it was formatted on the old platform
2. Click 'RETRIEVE'. Your new Username will appear in the 'Username' data field.
3. **Please note:** *The format of the new username will remove or change certain characters from the 'Old Username' due to enhanced security requirements.*
4. Click 'SEND' .....see next slide for screen

## Forgot your password?

Insert your old username in order to retrieve the new one.

Old Username

RETRIEVE

Insert your User name and instructions will be sent to your email provided to the system

Username \*

CANCEL

SEND



# Activate Supplier Account contd...

You will receive an email with a **link** and a **registration transaction number**, when you click on the link you will see the screen in the next slide, where you can enter the following:

- *Your new Password*
- *Confirm your new Password*
- *Your registration transaction number*

## Reset password

Password \*

Password Rules

Re-enter Password ⓘ \*

Please, enter the transaction number you received by e-mail \*

# Logging into the Platform

Q Advanced search

Q Latest CFTs


→ Log in

Click Here

# Logging into the Platform contd..

user credentials  
input area

Login



**Username:**

**Password:**

**LOGIN**

[? Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

# Edit Profile as required ..



EN ▾



Alex Galarian, Economic Operator Admin ▾

Logged in as:  
Alex Galarian, bas Group

Last login on:  
18/04/2023 - 09:01:07

 [Edit Profile](#)

 [Log out](#)

# Edit Profile as required contd..

Phone Number

Mobile Phone Number

Fax

Preferred Language \*

Status

CAs of interest:

Ministry of Finance  
Ministry of Defense  
Ministry of Health  
Ministry of Works

Click Here

Q

🗑

CANCEL

SAVE

\* Fields with asterisk are mandatory

# Editing CPV Codes of Interest

In order to receive Contract Notice alert

The screenshot displays the OGP system interface. At the top left is the logo and name: **Oifig um Sholáthar Rialtais** / **Office of Government Procurement**. Below this is a dark navigation bar with a home icon and three menu items: **CFT Management**, **EO administration**, and **Preliminary market consultations**. The **EO administration** menu is expanded, showing a list of options: **EO management**, **User management**, **My Contracts**, and **Auditing Reports**. Below the navigation bar, the text **View Organisation** is partially visible. At the bottom, a row of buttons includes **EDIT ORGANISATION**, **EDIT CPV CODES**, **VIEW USERS**, **EATTESTATIONS**, **ESPD**, and **ADD USER**. The **EDIT CPV CODES** button is highlighted with a red box, as is the **EO administration** menu item and the **EO management** option in the dropdown.

# Editing CPV Codes of Interest contd..

Select CPV code - Google Chrome  
irish-acc.eurodyn.com/epps/cpv/displayCpvAction.do

**Search**  
chemical

**Search results**

- 03461100-Chemical wood pulp
- 14300000-Chemical and fertiliser minerals**
- 14320000-Chemical minerals
- 24311500-Hydroxides as basic inorganic chemicals
- 24300000-Basic inorganic and organic chemicals
- 24310000-Basic inorganic chemicals
- 04215000-Miscellaneous inorganic chemicals

+Add to list   +Synchronise List

**Selected Items**

- 03000000-Agricultural, farming, fishing, forestry and related products
- 14300000-Chemical and fertiliser minerals

03000000-Agricultural, farming, fishing, forestry and related products  
09000000-Petroleum products, fuel, electricity and other sources of energy  
14000000-Mining, basic metals and related products  
15000000-Food, beverages, tobacco and related products  
16000000-Agricultural machinery  
18000000-Clothing, footwear, luggage articles and accessories  
19000000-Leather and textile fabrics, plastic and rubber materials  
22000000-Printed matter and related products  
24000000-Chemical products  
30000000-Office and computing machinery, equipment and supplies except furniture and software packages  
31000000-Electrical machinery, apparatus, equipment and consumables; lighting  
32000000-Radio, television, communication, telecommunication and related equipment  
33000000-Medical equipments, pharmaceuticals and personal care products  
34000000-Transport equipment and auxiliary products to transportation  
35000000-Security, fire-fighting, police and defence equipment  
37000000-Musical instruments, sport goods, games, toys, handcraft, art materials and accessories  
38000000-Laboratory, optical and precision equipments (excl. glasses)

Cancel   Submit



# Editing CPV Codes of Interest contd..

## Edit CPV Codes

### EDIT CPV CODES

#### CPV Codes of interest


50000000-Repair and maintenance services  
50200000-Repair, maintenance and associated services related to aircraft, railways, roads and marine equipment  
50210000-Repair, maintenance and associated services related to aircraft and other equipment  
50413200-Repair and maintenance services of firefighting equipment

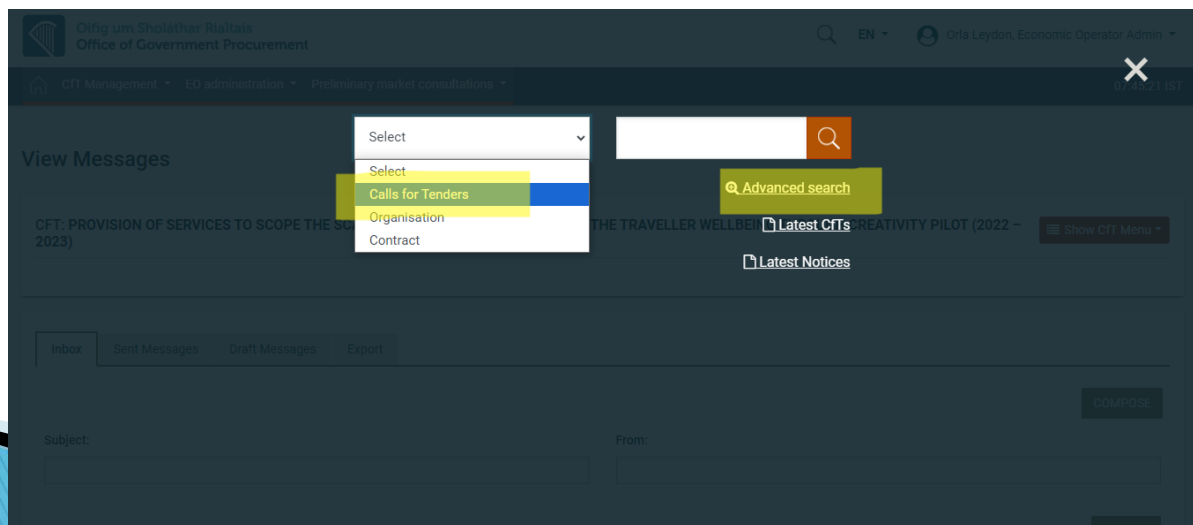


CANCEL

FINISH

# Simple Notice Search Steps

1. Click on the “  ” icon on the top-right corner.
2. Select the “*Call for Tender*” from the selection list and “*Advanced Search*”



# Simple Notice Search Steps contd..

3. Provide a search term or part of it e.g. *Leitrim County Council in Name of Contracting Authority Box*

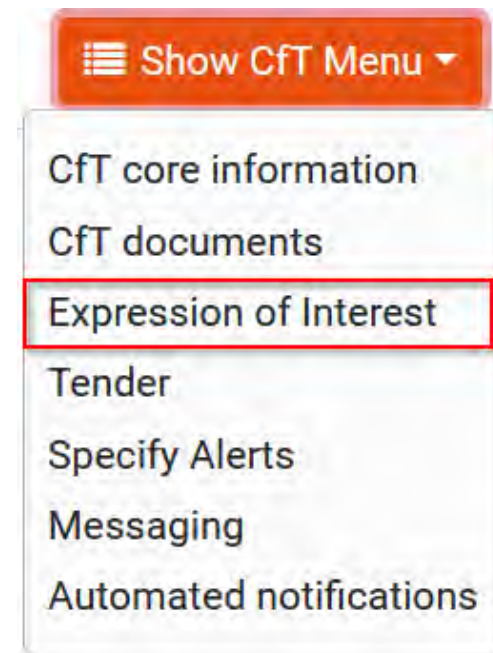
4. Click on “*Search*” button

5. A list of notices will appear



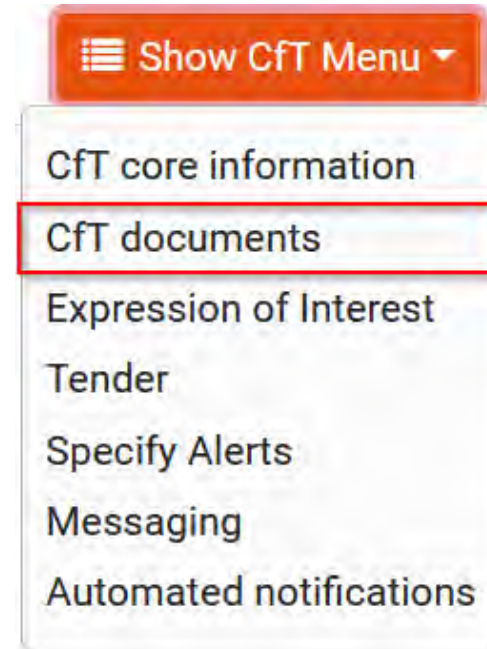
# Accessing Tender Documents?

- ▶ Click on Contract Notice Link
- ▶ Click on “Show CfT Menu” on the right hand corner of notice and “Expression of Interest”



# Accessing Tender Documents?

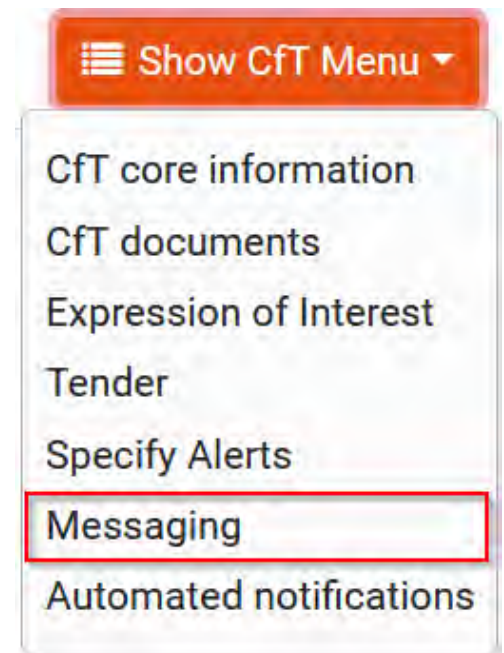
- ▶ Go to “CfT Documents”



- ▶ Go to second tab “Contract Documents”
- ▶ Download the Tender documentation ...READ!

# Sending Messages

- To create a message and to preview a message response,
- Select the “**Messaging**” option from the “**Show CfT Menu**”.



# Create a Message

## View Messages

CFT: PROCUREMENT OF COMPUTERS

Show Cft Menu ▾

Inbox

Sent Messages

Draft Messages

Export

COMPOSE

Subject:

From:

SEARCH

No results found

# Create a Message contd...

## Create Message

CREATE MESSAGE

Subject: \*

Body: \*

Attachment 1:

No file selected.

Attachment 2:

No file selected.

Confidential: \*

Yes  No



# Viewing a message

A list of all messaging responses is displayed in the “**Inbox**” tab of the main Messaging page.

CFT: PROCUREMENT OF COMPUTERS Show CFT Menu

**Inbox** Sent Messages Draft Messages Export

COMPOSE

Subject:  From:

SEARCH

10 Results Per page | Displaying the 1 match.

Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
145	1	Ministry of Health	<a href="#">new message</a>	19/04/2023 14:27	19/04/2023 14:34	19/04/2023 15:03	Replied	No	

# Steps to submit a Etenders Response

1. Click “Tender”
2. Create “Tender Online”
3. Provide a “Title” – only you can see this
4. Click “Edit” button and *complete all mandatory sections [not on all tenders] & go to “Document Library to upload documents for submitting*
5. Upload “Tender Response Documents” to the “Document Library”
6. Go back to the Submission Page & click “Submit”

# I. Steps to submit a Etenders Response - Click “Tender”

etenders.gov.ie/epps/cft/prepareViewCFTWS.do?resourceId=2789492

Imported From IE | orla@ots.ie - Webm... | Blacknight Control... | Census 2016 Sapma... | Meddbase Patient P... | Deprivation Indices | CSP Portal

Oifig um Sholáthar Rialtais  
Office of Government Procurement

EN | Orla Leydon, Economic Operator Admin

CfT Management | EO administration | Preliminary market consultations

10:41:03 GMT

## View CfT Workspace

### CFT: WINTER MAINTENANCE OPERATIONS FACILITY PROJECT

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	10/1
NAME OF CONTRACTING AUTHORITY:	Dún Laoghaire-Rathdown County Council
TITLE:	Winter Maintenance Operations Facility Project
CFT CA UNIQUE ID:	DLR/2023/92
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	Dún Laoghaire-Rathdown County Council (DLRCC) is seeking suitably qualified, competent, experienced, and trained technical Engineering Consultants to provide engineering consultancy services on a new project which involves constructing a new operations area on a greenfield site adjacent to the existing Operations Centre, which is located at Ballyogan, Dublin 18
PROCUREMENT TYPE:	Services
CPC CATEGORY:	Architectural services; engineering services and integrated engineering services...

Show CfT Menu

- CfT core information
- CfT documents
- Tender**
- Withdraw EoI
- Specify Alerts
- Messaging
- Automated notifications

# I. Steps to submit a Etenders Response - Click “Tender”

## View Tenders

CFT: PROVISION OF SERVICES TO SCOPE THE SCALABILITY AND SUSTAINABILITY OF THE TRAVELLER WELLBEING THROUGH CREATIVITY PILOT (2022 - 2023)

Show CfT Menu ▾

Confirm the validity of your user details

Name	Last Name	Username
Orla	Leydon	orlaotsie

ACCEPT & CONFIRM ALL OF THE ABOVE

CANCEL

# 2. Steps to submit a Etenders Response – “Create Tender Online”

CFT: WINTER MAINTENANCE OPERATIONS FACILITY PROJECT

Show CfT Menu ▾



Cycle 1

## List of submitted Tenders

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
---	--------------	------	-------------	----------------	---------------------	----------------	---------------------	-----------------	--------	------------------	------------------

VIEW REMOVE

✔ All items submitted/Hash match | ⚠ Additional items will be needed | ❌ Missing items/Hash mismatch/Late Submission

▶ List of draft Tenders

# 3. Steps to submit a Etenders Response - *Provide a "Title"*

Maintenance of Compressors [2415387]



## Create Response



### Create Response \*

Please enter a response **title**

Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

Please provide a title for your tender response

Click on the "Save" button in order to proceed.

Save

# 4. Steps to submit a Etenders Response - *Click “Edit” button & complete all mandatory sections*

The screenshot displays the 'Ocean Knowledge 2030 Programme Manager' interface. At the top, there are navigation buttons for 'Help', 'Submit', and a red 'Edit' button with a dropdown menu containing 'Delete' and 'Edit'. The 'Edit' option is highlighted in yellow. Below the navigation bar, a progress bar shows 'COMPLETION' at 93% and 'TIME LEFT' as 28 Days and 2 Hours. A sidebar on the left lists sections: 'ELIGIBILITY CRITERIA' (100%), 'TECHNICAL' (0%), 'FINANCIAL' (0%), and 'DOCUMENT LIBRARY'. The main content area shows a question section titled '1. Exclusion Criteria T/A Office and Training Solutions' with a green checkmark. Below this, there are sub-sections: '1.1. A: Grounds relating to criminal convictions', '1.1.1. Participation in a criminal organisation', and '1.1.1.1. Participation in a criminal organisation'. The text for '1.1.1.1. Participation in a criminal organisation' asks: 'Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42)'. Below this, there is a sub-section '1.1.1.1.1. Your answer?' with a 'Yes' radio button and a 'Select one option' label. An 'Info' box is visible in the bottom right corner with the text 'Edit the tender in order to edit it.'

*Go through each section. Green ticks will appear when all Mandatory Questions in a section have been answered (you need to click outside the box or field that you are answering in to get a green tick)*

# 4. Steps to submit a Etenders Response - *Click “Edit” button and go to “Document Library” to upload documents [100%]*

Provision of Services to Scope the Scala ...

[1346964] nn

Help Submit

COMPLETION 0%

TIME LEFT 18 Days 5 Hours

0% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title  
Completion Summary  
Workspace Details  
History  
Related Responses

1. Complete Tender

1.1. File \*

Please choose files pressing the button at the right.

Info 'Edit' the tender in order to edit it.



# 5. Steps to submit a Eenders Response

*Steps to Upload “Tender Response Documents” to respond by going to “Document Library” tab and follow  
.....next slide ...*

# 5. Steps to submit a Etenders Response - Upload "Tender Response Documents" to the "Document Library"

## Upload Files ×

### Upload Files ⓘ

File size Limit: 100 MB | Total space per response 100 MB

Click on the "Choose Files" button and select the file you wish to submit or drag & drop a file.

Choose Files

Choose Files or drag & drop here

### Upload queue ⓘ

Queue length: 0

Name	Size	Progress	Status	Actions
------	------	----------	--------	---------

Queue progress:

[Upload](#) [Cancel](#) [Remove](#)

[Back](#)

# 5. Steps to submit a Etenders Response - *Upload “Tender Response Documents” to the “Document Library”*

## Upload Files

### Upload Files

File size Limit: 100 MB | Total space per response 100 MB

Choose Files

Choose Files or drag & drop here

### Upload queue

Queue length: 1

Click on the "Upload" button to upload your document.

Check both the "Progress" and "Status" labels

Name	Size	Progress	Status	Actions
Document1.doc	58 KB	100%	✓	⬆️ ✕

Queue progress:

Upload

Cancel

Remove

Back

**Go back to Offline tab.....**

# 5. Steps to submit a Etenders Response - Upload “Tender Response Documents” to the “Document Library”

WCCC24 404 Establishment of a Multi-Part ...

[1346444] Response (EDITED) Help Submit 

COMPLETION 0%  TIME LEFT 29 Days 4 Hours

0% OFFLINE

 DOCUMENT LIBRARY

- Modify Tender Title
- Completion Summary
- Workspace Details
- History
- Related Responses

1. Complete Tender 

1.1. File \* 

Please choose files pressing the button at the right.

**Choose files from the library to upload for submitting by clicking the button highlighted**

# 6. Steps to Submit a Etenders Response




*Go back to the Submission page & click “Submit” - must be at 100%*

The screenshot displays the user interface for submitting a tender response. At the top, the tender title is 'WCCC24 404 Establishment of a Multi-Part ...'. Below the title, the response ID is '[1346444] Response'. On the right side, there is a green 'Submit' button with a yellow gradient, and a green button with a pencil icon and a dropdown arrow. A green box highlights the 'Submit' button and the pencil icon button.

On the left side, there are two sections: 'COMPLETION' showing '100%' with a printer icon, and 'TIME LEFT' showing '29 Days 4 Hours'. Below these, there is a '100% OFFLINE' status indicator and a 'DOCUMENT LIBRARY' section with a book icon. A list of navigation options is provided: 'Modify Tender Title', 'Completion Summary', 'Workspace Details', 'History', and 'Related Responses'.


The main content area shows a task list for '1. Complete Tender', which is marked as completed with a green checkmark. Underneath, there is a sub-task '1.1. File \*' with a document icon. The instructions for this task are: 'Please choose files pressing the button at the right.' Below the instructions, it lists 'REFERENCED FILES: Form of Tender WORD FORMAT.docx'.


# Logging out...

 **EN**  Alex Galarian, Economic Operator Admin 

Logged in as:  
Alex Galarian, bas Group

Last login on:  
18/04/2023 - 09:01:07

 [Edit Profile](#)

 [Log out](#)