



# INTRODUCTION TO eTENDERS PLATFORM FOR SCHOOLS

June 2026



**Schools Procurement Unit**

## Contents

Introduction .....	3
1. Do I need an account on eTenders?.....	3
1.1. Contracting authority (CA).....	3
1.2. Economic operators (EOs) .....	3
2. Accessing eTenders account.....	4
2.1. Register account: contracting authority (CA) .....	4
2.1.1. School details.....	5
2.1.2. User details .....	8
2.1.3. First automated email notification .....	10
2.1.4. Finalising registration .....	11
2.2. Existing user.....	14
2.2.1. Logging in and task list.....	14
2.2.2. Complete organisation details .....	15
2.2.3. Complete user profile .....	19
2.3. Existing user: forgotten password.....	21
2.4. Existing user: account created prior to May 2023 .....	25
2.5. Existing user: cannot recall the username .....	29
2.5.1. Advanced search: organisation name.....	29
2.6. Existing user: notification emails not arriving .....	31
3. Creating new user profiles .....	32
3.1. User management.....	32
3.2. Add user.....	33
3.3. New user: confirm registration .....	34
4. Changing role profile .....	35
5. Additional user guides and guidance videos.....	37
Appendix 1 – Acronyms, abbreviations and useful terms.....	38

## Introduction

This guidance is designed to assist school leaders with registering or retrieving an account and setting up user profiles on eTenders.

You can access eTenders at <https://www.etenders.gov.ie/>.

Further guidance documents and resources designed to help schools with procurement are also available on <https://www.spu.ie/>

This guidance document covers a range of most common scenarios that schools may encounter.

If you have any questions, contact us at [procurementssupport@spu.ie](mailto:procurementssupport@spu.ie).

## 1. Do I need an account on eTenders?

Schools are in majority funded by the State and therefore are considered public sector bodies. As such, all their procurement activities are governed by public procurement guidelines and law regardless of where the funding comes from, be that from fundraising, or external benefactor(s).

eTenders platform is the official system for publishing and responding to public procurement opportunities in Ireland. It must be used by public bodies when advertising competitions with estimated value **over €50,000 (exclusive of VAT)**.

For more information on public procurement thresholds visit [SPU website here](#).

**Important!** contracting authorities in Ireland are also required to publish contract award notices on eTenders platform for all procurements **over €25,000 (exclusive of VAT)**, upon completion of the award whether the procurement was advertised on eTenders or not. This includes requests for quotations sent by email and contracts awarded under a Framework Agreement.

### 1.1. Contracting authority (CA)

Schools, as bodies governed by public law, are considered “**contracting authorities**”.

In order to publish a competition and/or contract award notice on eTenders platform, school must first be registered as “contracting authority” (CA).

**Note:** It is recommended to have one main account for the school with one or more additional user profiles created if different staff members are to be responsible for various competitions. See more on how to create additional user profiles and their roles in paragraph “**3. Creating new user profiles.**”

For further details regarding tender procedures, contact [procurementssupport@spu.ie](mailto:procurementssupport@spu.ie).

### 1.2. Economic operators (EOs)

Suppliers and service providers must register as “economic operators” (EOs) to be able to submit tenders to competitions which they are interested in or were invited to.

## 2. Accessing eTenders account

This section will focus on most common issues a CA may encounter while trying to log in to eTenders platform, and aims to help find an answer to below questions:

- how to register as a CA;
- how to reset a password;
- how to retrieve an account that the school had but is unable to access, and
- how to check whether there ever has been an account created for the school

Before proceeding it is worth remembering the two important abbreviations:

- (1) CA (contracting authority; i.e. the school)
- (2) EO (economic operator; i.e. supplier or a service provider)

**Note:** common abbreviations and acronyms used in procurement as well as some other useful information relating to the eTenders platform can be found in “**Appendix 1**” at the end of this document.

### 2.1. Register account: contracting authority (CA)

If you **know or suspect that the school had an account** on eTenders created previously, but you are not sure how to access it, go to paragraph “**2.5. Existing user: cannot recall the username**” for further guidance.

If you are sure that the **school has never before registered on eTenders**, [visit their website](#), and click on “**Register a Contracting Authority**”.

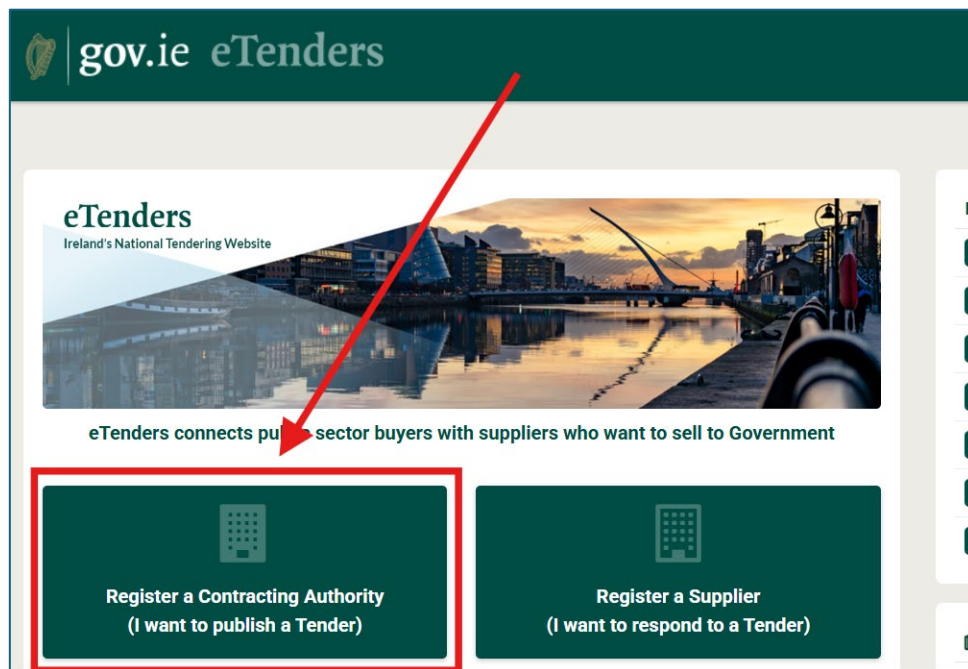


Figure 1

### 2.1.1. School details

This will open a new page with a heading “**Register CA**” at the top. You will now be required to enter details that refer to your school.

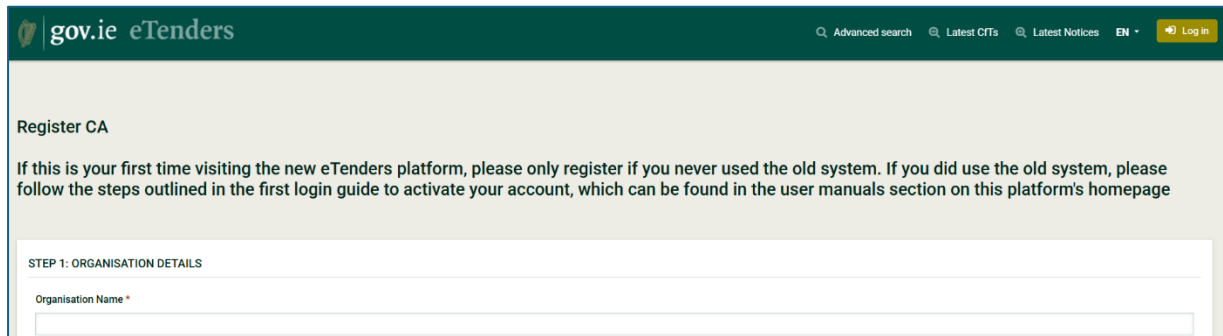


Figure 2

Complete all the required fields to proceed. Table below includes recommended text for schools. **Note: fields that do not require any action are highlighted in grey. Mandatory fields have \* next to the field name.**

Field	Recommended texts for schools
Organisation Name*	Insert the full legal name of the school.  <i>Example:</i> <i>St. Mary's Secondary School (Cork)</i>
CA Abbreviation*	Abbreviation of the school's name.  <i>Example: SMSSC</i>
CA Number	Insert school roll number
VAT number (or PPS number for sole traders)	Can be left blank
CA Type*	Select: Education
Approved Scheme or Grant Funding*	Select: No
Additional organisation description	Insert school's short description.
Address*	Insert school's address
Eircode / Postal Code*	Insert school's Eircode
City*	Insert school's town/city
Country*	This field should be pre-populated, but if not, please insert "Ireland"
County*	Select county from the dropdown list

NUTS codes\*

When the county is selected in the earlier step, the system will **automatically add** a relevant code here.

**If this field is not automatically filled, click on the magnifying glass icon on the right-hand side and search for a relevant NUTS3 code that corresponds with the school's location:**

	<u>NUTS3</u>	<u>County</u>
IE041	<b>Border</b>	Cavan, Donegal, Leitrim, Monaghan, Sligo
IE042	<b>West</b>	Mayo, Roscommon, Galway and Galway City
IE051	<b>Mid-West</b>	Clare, Tipperary, Limerick City and County
IE052	<b>South-East</b>	Carlow, Kilkenny, Wexford, Waterford City and County
IE053	<b>South-West</b>	Kerry, Cork and Cork City
IE061	<b>Dublin</b>	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin
IE062	<b>Mid-East</b>	Kildare, Meath, Wicklow, Louth
IE063	<b>Midland</b>	Laois, Longford, Offaly, Westmeath

**How to insert NUTS3 Code if it was not added automatically by the system:**

Click on the magnifying glass on the right-hand side.

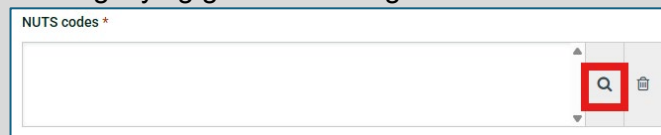


Figure 3

Insert NUTS3 Code that corresponds with school's location as per the list above (example: South-West for Cork) into the search bar and click on the magnifying glass.

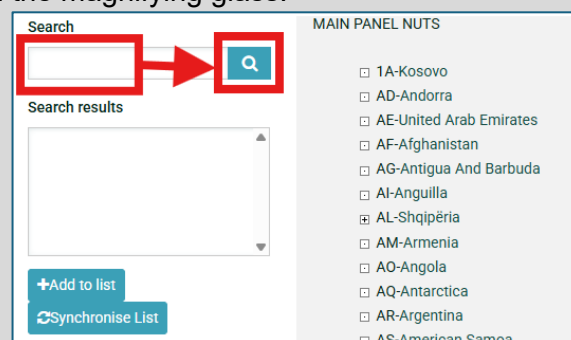
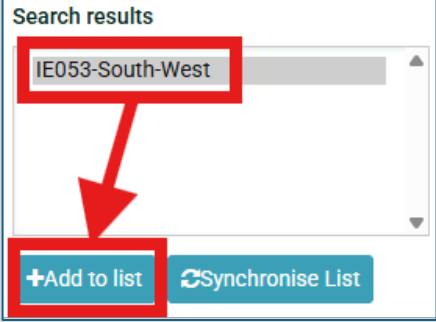
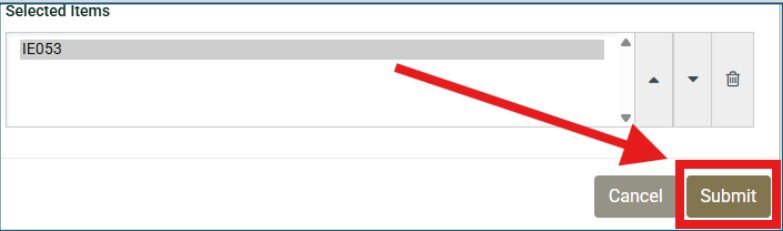


Figure 4

	<p>Select the code and click “+Add to list”.</p>  <p style="text-align: center;">Figure 5</p> <p>When the code appears in the “Selected items” box, click “submit”.</p>  <p style="text-align: center;">Figure 6</p>
CA contact name	Insert school’s contact person or leave blank
Email	Insert email address for the school. This will be visible to others, so ensure it is an official email for the school.
Phone number	Insert school’s phone number with the country code included as shown in the example below.  <i>Example: +353 1 12345</i>
Website	Insert school’s full website address as shown in the example below.  <i>Example: http://www.spu.ie/</i>
Please type the code shown below*	Type in the confirmation code as shown on the screen (“captcha”).

Once you have completed all the fields, review them to make sure that all is correct, and then click on “next” at the bottom of the page.

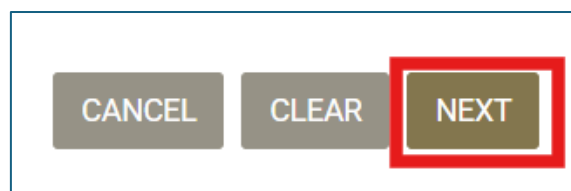


Figure 7

This will open a new page with a heading “CA Procurement Coordinator Details”

## 2.1.2. User details

**CA procurement coordinator (CAPC)** is one of the roles that can be assigned to user profiles on eTenders.

The main account on eTenders always has a CAPC role. It allows for publishing call for tenders (CFTs), mini-competitions under framework agreements (FWAs) contracts under Dynamic Purchasing Systems (DPSs), as well as contract award notices (CANs) and so on. It also allows to create other user profiles if other staff members are required to either create and manage a specific competition or act as an evaluator.

Other roles are described in the paragraph **“3. Creating new user profiles.”**

It is recommended to keep the main account connected to the principal’s address.

Figure 8

Complete all the required fields to proceed. Table below includes recommended text for schools. **Note: fields that do not require any action are highlighted in grey.**

Field	Recommended text for schools
First Name*	Insert user’s first name
Last Name*	Insert user’s last name
Username*	Insert username for the new account. <b>Note:</b> only letters and numbers are allowed in that field. No special characters can be inserted here.  <i>Example: johndoestmarysdublin</i>
Password*	Create password for the account.  Your password must be longer than 6 characters, and include: <ul style="list-style-type: none"> <li>- at least one lower-case letter</li> <li>- at least one upper-case letter</li> <li>- at least three digits</li> <li>- at least one symbol of those supported: !, @, #, \$,  </li> <li>- no concurrent lettering in password matching that of the username.</li> </ul>
Re-enter Password*	Re-enter password. Make sure it matches with what was inserted in the field above

Department*	Education
Email*	Enter e-mail address.  <b>Note: it is recommended to use professional email address (i.e. with school's domain) and not a private one.</b>
Address	This field is not mandatory and can be left blank.
Eircode / Postal Code	This field is not mandatory and can be left blank.
City	This field is not mandatory and can be left blank.
Country	Ireland. This field should be prepopulated and no action is required.
County	Select relevant county
Phone Number	This field is not mandatory and can be left blank.
Mobile phone	This field is not mandatory and can be left blank.
Fax	This field is not mandatory and can be left blank.
Preferred Language	Select preferred language

Once you have completed all the fields, review them to make sure that all is correct, and then click on “**create**” at the bottom of the page.

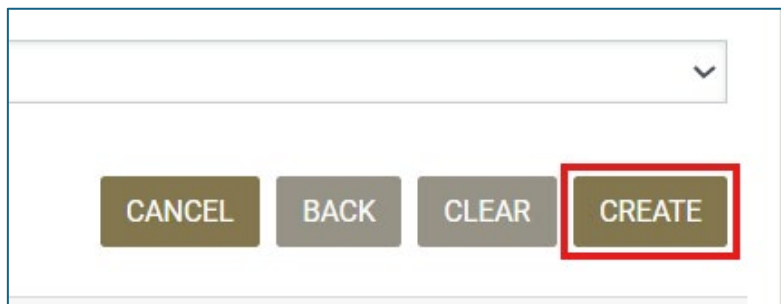


Figure 9

If the registration was successful, you will see a green notification as below.

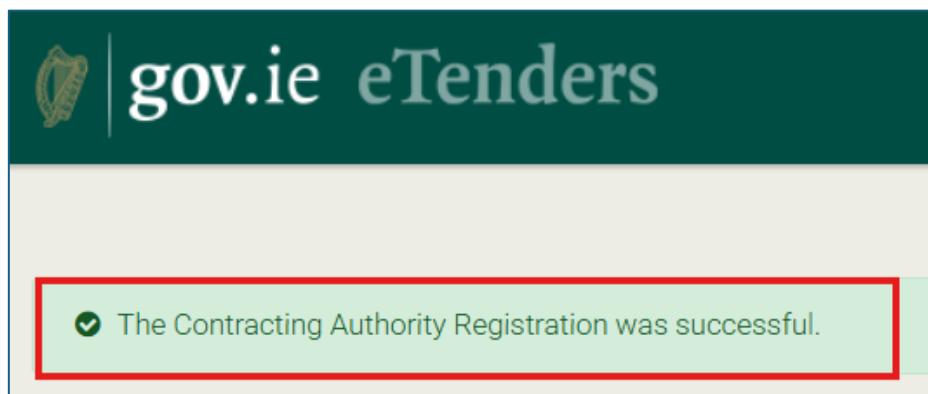


Figure 10

### 2.1.3. First automated email notification

The email address used during the registration will then receive an automated message from eTenders (similar to the one shown below), that will contain:

- Username
- Registration transaction number
- Link to log in
- PDF attachment with CA details (it is recommended to either save this document or print for future reference)

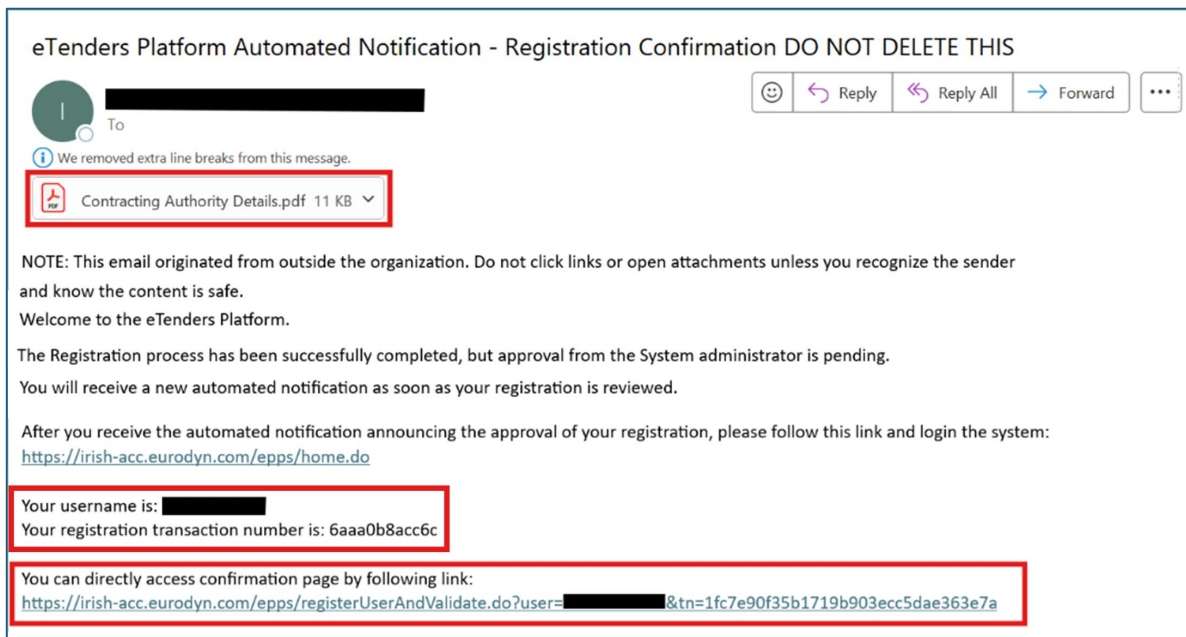


Figure 11

To proceed, click on the first link in the email that is preceded by this (or similar) text: “After you receive the automated notification announcing the approval of your registration, please follow this link and login the system...”.

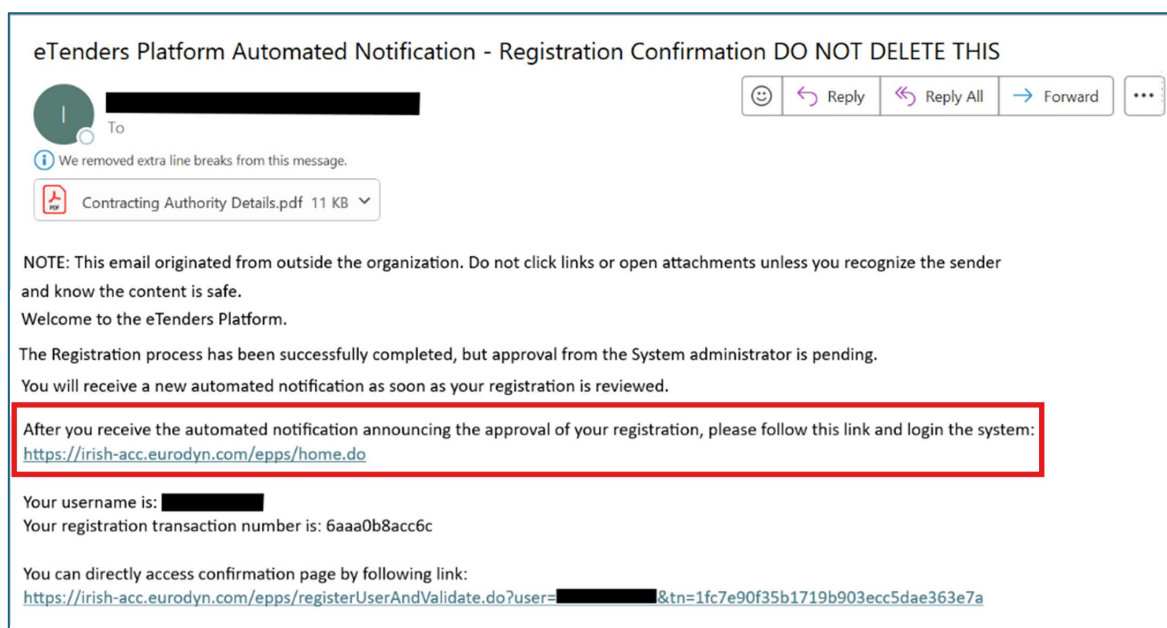


Figure 12

This will open the log-in page with a notification stating that the registration is pending approval from the Office of Government Procurement (OGP).

**Note: the process can take up to 24 hours.**

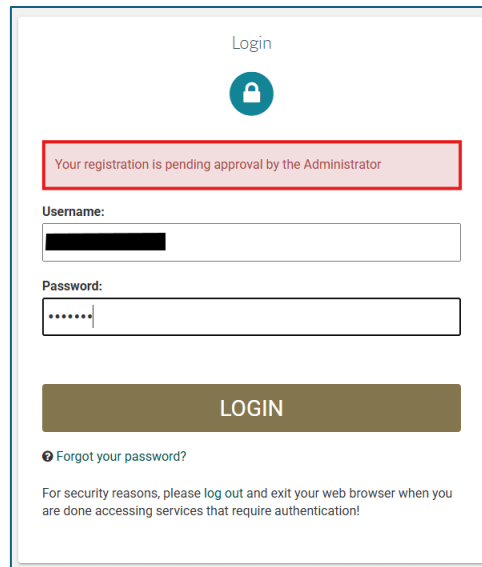


Figure 13

#### 2.1.4. Finalising registration

Once your account has been **approved by the OGP**, you will receive another automated email informing you of the approval.

You can now confirm the registration. To do so, open **first email received** (see paragraph "2.1.3. First automated email notification" for more details)

Start by copying the "**registration transaction number**" you can see in this email (below the username). You will need that number in a moment.

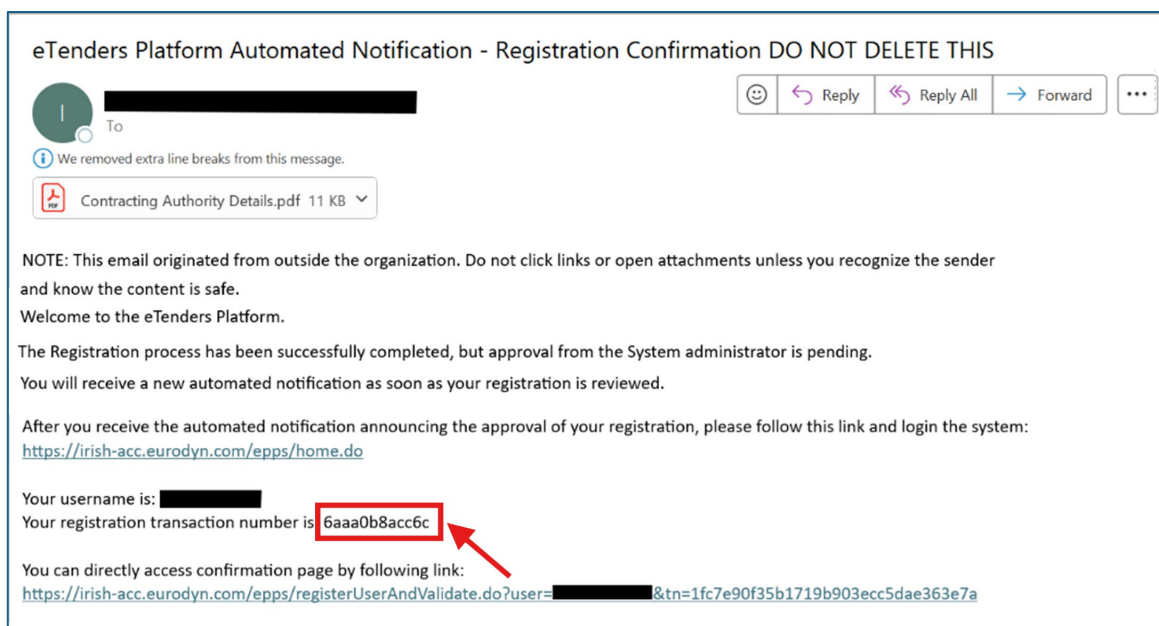


Figure 14

Next click on the **bottom link** to access confirmation page.

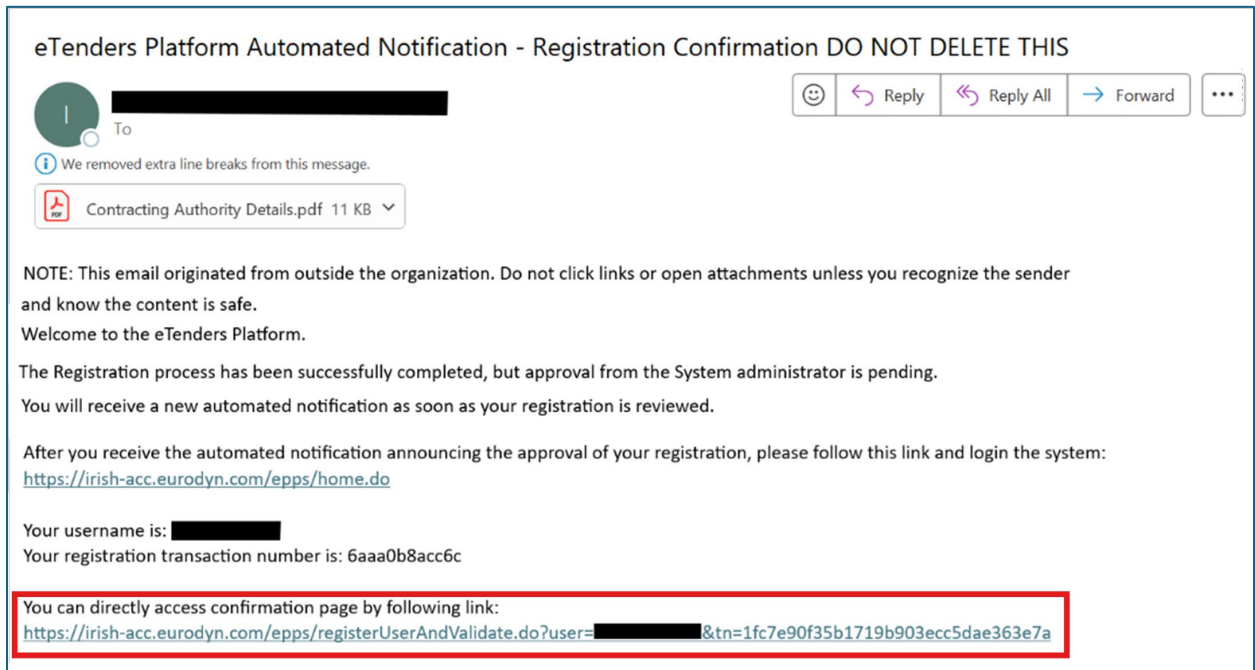


Figure 15

Enter the “**registration transaction number**” (that you have copied from the email earlier) into the required field. When ready, click “**submit**”.

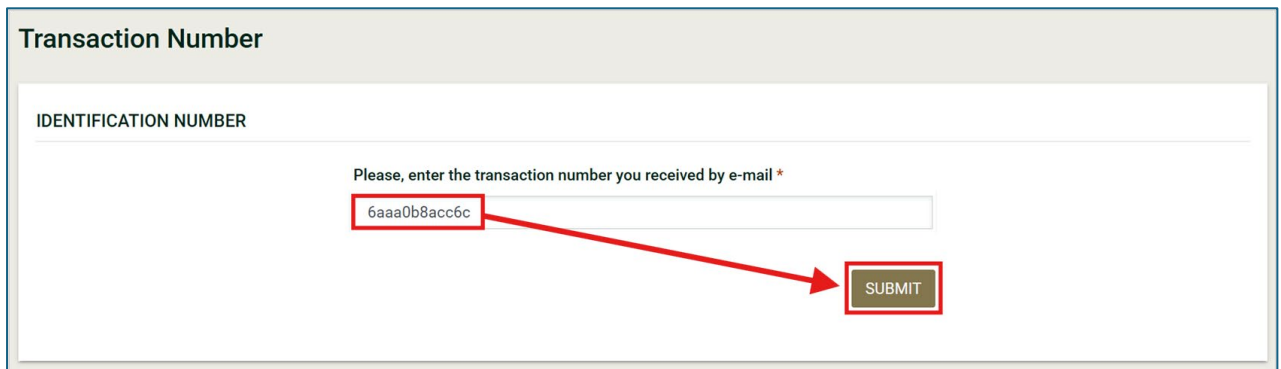


Figure 16

Review the terms and conditions and, when ready, click on “**accept**”.

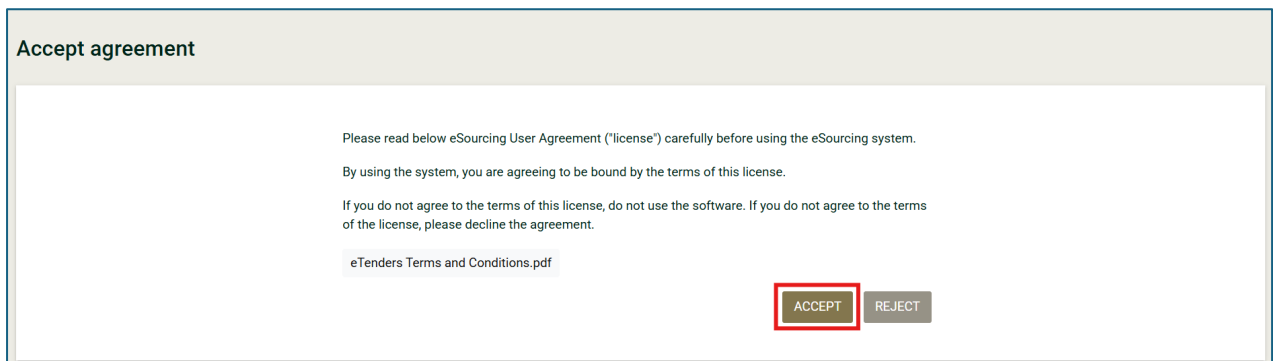


Figure 17

Next, read the platform's system requirements and click on **"finish (go to profile)"**.

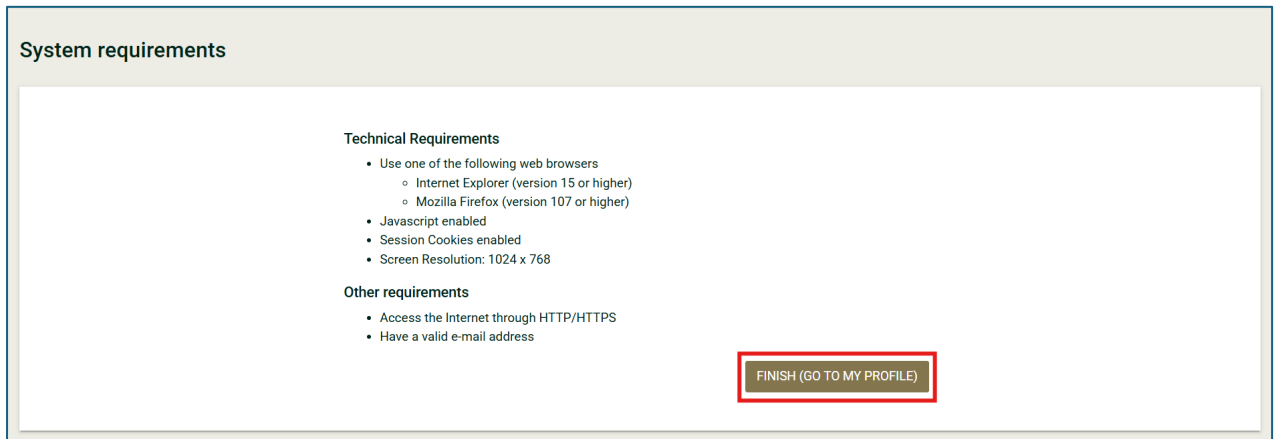


Figure 18

This will bring you the page called **"Edit Account"**. Review the details, and if everything is correct, click on **"save"** at the bottom of the page.

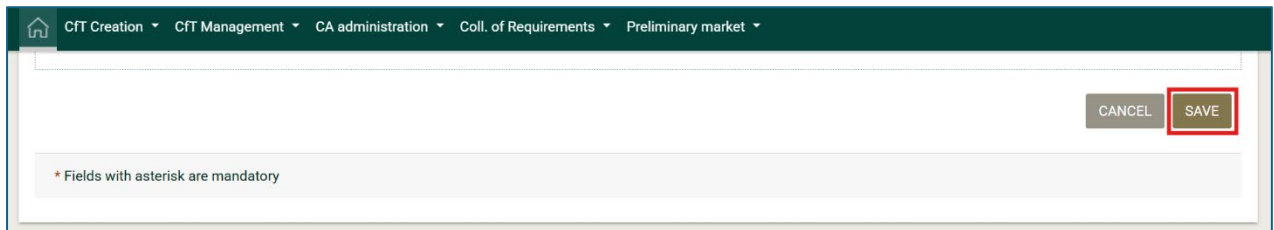


Figure 19

## 2.2. Existing user

### 2.2.1. Logging in and task list

If you already have an account, you can log in by clicking on the **gold button** at the top of the page.

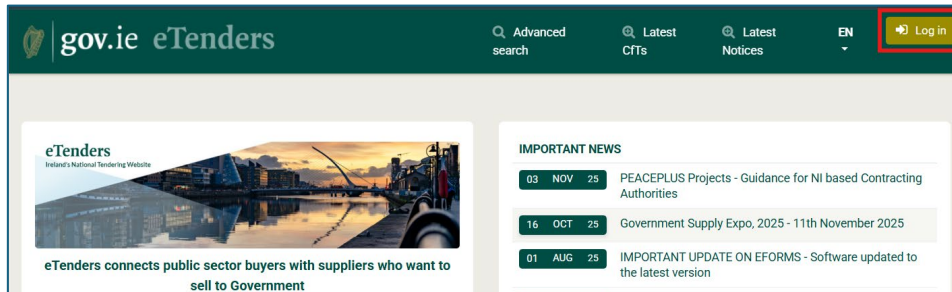


Figure 20

Enter your username and password and click “login”.

Figure 21

**Note:** If you are sure that you have an account on eTenders, but your **password does not work**, see paragraph “**2.3. Existing user: forgotten password**” for further guidance.

When you log in you will see the home page that is called “**task list**”. This is where the system will show all the required actions (tasks) when you start creating and publishing call for tenders. That is your “home page” on eTenders.

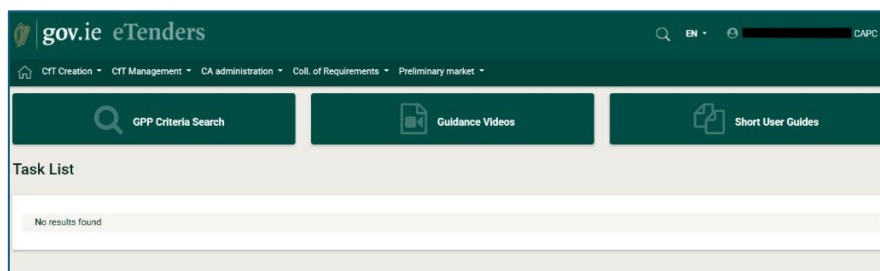


Figure 22

**Note:** once logged in, it is recommended to review details relating to both organisation and the user. See below paragraphs for further details.

## 2.2.2. Complete organisation details

There have been changes implemented on eTenders platform on the 14<sup>th</sup> May 2026. One of them requires contracting authorities (schools) to complete mandatory fields in the organisation details section.

Follow the steps below to complete required details.

First, log into **CAPC account**.

**If you see a blue banner**, as shown below, click on “**click here**”. This will open the page with organisation details. See the table on the next page for recommended text.

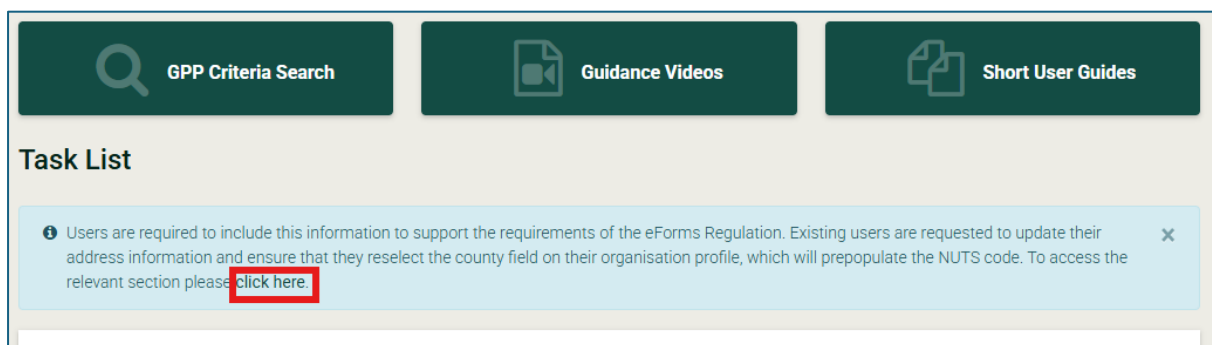


Figure 23

**If you do not see the blue banner** click on “**CA administration**” and select “**CA management**” from the dropdown menu.

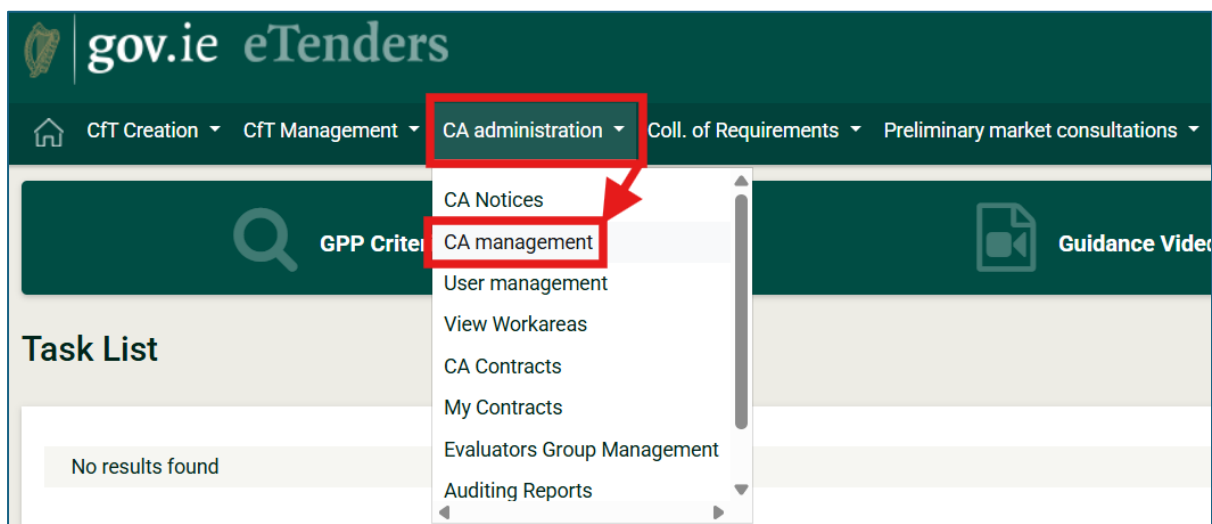


Figure 24

That will open “view organisation” page. Click on “**edit organisation**” to insert all the relevant details. Ensure that all the mandatory fields are completed as per the table that can be found on the next page.

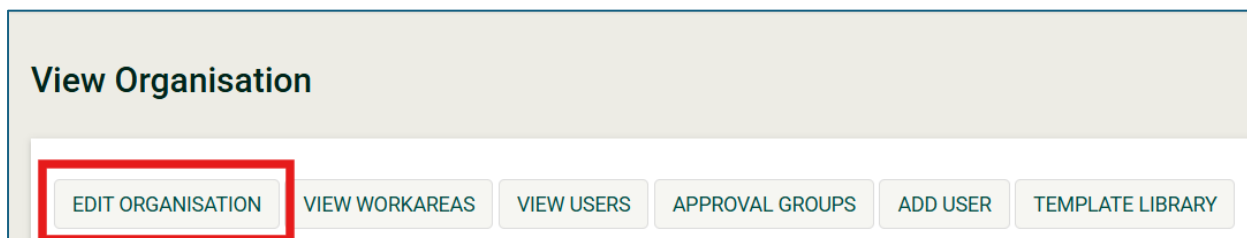


Figure 25

**Note:** many of the details entered here are required by the system when you want to publish a tender, contract award notice etc.

**Completing the organisation (school) details during this step is not only mandatory but will make the process easier whenever you use the platform.**

Review any blank fields on the “**view organisation**” page on eTenders. If the field is blank, check the recommended text as indicated in the table below. Insert any required information.

Field	Recommended texts for schools
Organisation Name	This field will be pre-populated with school's name.  <i>Example:</i> <i>St. Mary's Secondary School (Cork)</i>
CA Abbreviation	Abbreviation of the school's name.  <i>Example: SMSSC</i>
CA Type	Select: Education
Approved Scheme or Grant Funding	Select: No
Additional organisation description	Insert school's short description.
Company Registration Number	Insert roll number
VAT number (or PPS number for sole traders)	Can be left blank
Organisation contact name	Insert contact person's name
Address	Insert school's address
Eircode / Postal Code	Insert school's Eircode
City	Insert school's town/city
Country	This field should be pre-populated, but if not, please insert “Ireland”
County	Select county from the dropdown list

## NUTS codes

When the county is selected in the earlier step, the system will **automatically add** a relevant code here.

**If this field is not automatically filled, click on the magnifying glass icon on the right-hand side and search for a relevant NUTS3 code that corresponds with the school's location:**

	<u>NUTS3</u>	<u>County</u>
IE041	<b>Border</b>	Cavan, Donegal, Leitrim, Monaghan, Sligo
IE042	<b>West</b>	Mayo, Roscommon, Galway and Galway City
IE051	<b>Mid-West</b>	Clare, Tipperary, Limerick City and County
IE052	<b>South-East</b>	Carlow, Kilkenny, Wexford, Waterford City and County
IE053	<b>South-West</b>	Kerry, Cork and Cork City
IE061	<b>Dublin</b>	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin
IE062	<b>Mid-East</b>	Kildare, Meath, Wicklow, Louth
IE063	<b>Midland</b>	Laois, Longford, Offaly, Westmeath

**How to insert NUTS3 Code if it was not added automatically by the system:**

Click on the magnifying glass on the right-hand side.

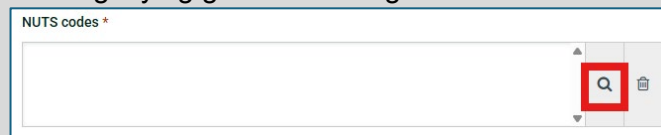


Figure 26

Insert NUTS3 Code that corresponds with school's location as per the list above (example: South-West for Cork) into the search bar and click on the magnifying glass.

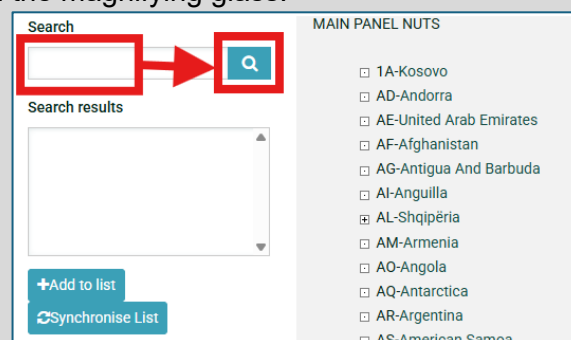
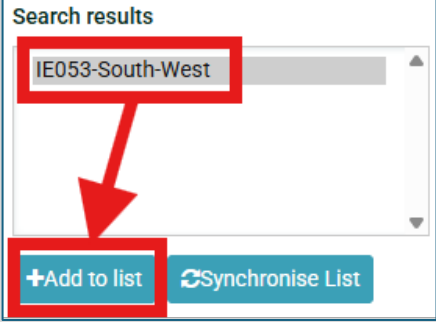
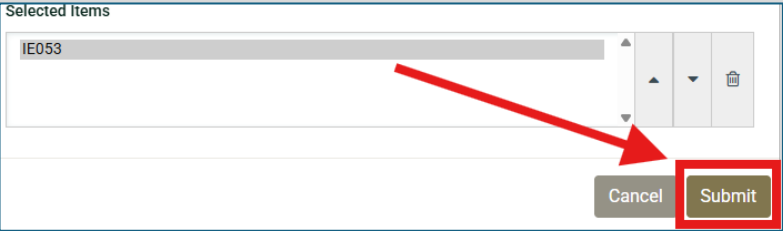
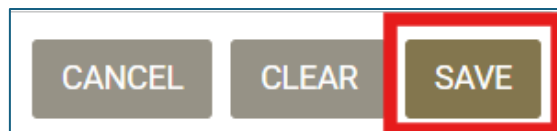


Figure 27

	<p>Select the code and click “+Add to list”.</p>  <p style="text-align: center;"><i>Figure 28</i></p> <p>When the code appears in the “Selected items” box, click “submit”.</p>  <p style="text-align: center;"><i>Figure 29</i></p>
Email	Insert email address for the school. This will be visible to others, so ensure it is an official email.
Phone number	Insert school’s phone number with the country code included as shown in the example below.  <i>Example: +353 1 12345</i>
Website	Insert school’s full website address as shown in the example below.  <i>Example: <a href="http://www.spu.ie/">http://www.spu.ie/</a></i>
Status	This field will be pre-populated. No action required.

Once all the values are inserted correctly, click “save” at the bottom of the page



*Figure 30*

### 2.2.3. Complete user profile

Log in to your account. On the right-hand side you will see your name and the abbreviation of the role assigned to your profile. Click on the arrow next to it, and then “**edit profile**”.

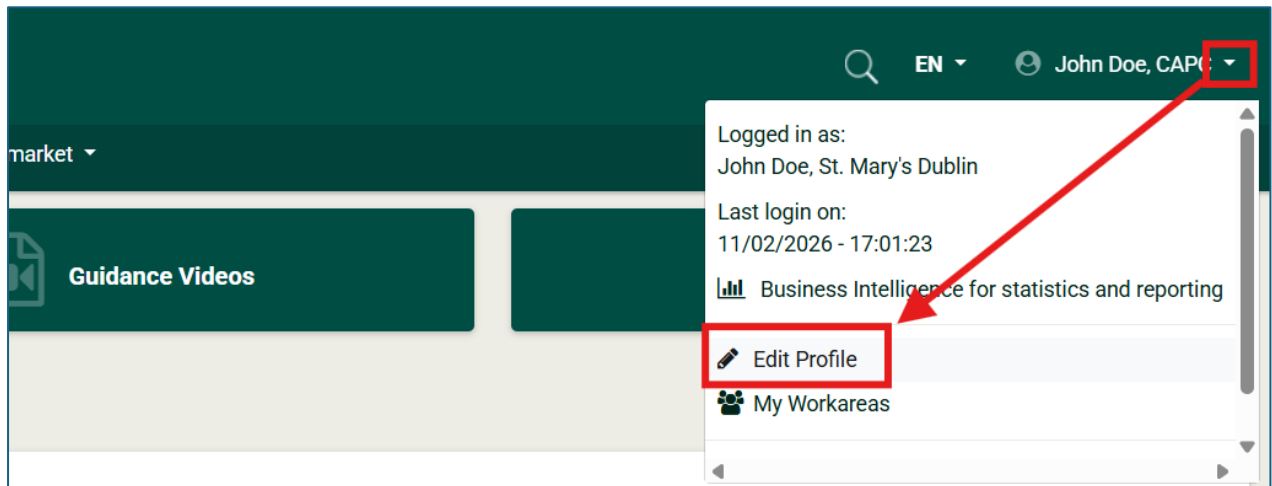


Figure 31

This will open a page with details relating to this user.

Review any blank fields on the “**edit profile**” page on eTenders. If the field is blank, check the recommended text as indicated in the table below. Insert any required information.

Field	Recommended text for schools
Username	This field will be prepopulated. No action required.
Account role	This field will be prepopulated. No action required.
First Name*	Insert user’s first name
Last Name*	Insert user’s last name
Password	No action required.
Re-enter Password	No action required.
Department*	Education
Email*	Enter e-mail address.  <b>Note: it is recommended to use professional email address (i.e. with school’s domain) and not a private one.</b>
Address	This field is not mandatory and can be left blank.
Eircode / Postal Code	This field is not mandatory and can be left blank.
City	This field is not mandatory and can be left blank.
Country	Ireland. This field should be prepopulated and no action is required.
County	School county
Phone Number	This field is not mandatory and can be left blank.

Mobile phone	This field is not mandatory and can be left blank.
Fax	This field is not mandatory and can be left blank.
Preferred Language	Select preferred language
Status	Contact <a href="mailto:procurementsupport@spu.ie">procurementsupport@spu.ie</a> if there's any other value here than "active".
Preferred EOs	Leave blank

When all the required fields are completed, click on "**save**" at the bottom of the page.



Figure 32

### 2.3. Existing user: forgotten password

If you are an existing user and **know your username but have forgotten the password**, go to [eTenders website](#) and click on the gold “log in” button, located in the top right corner.

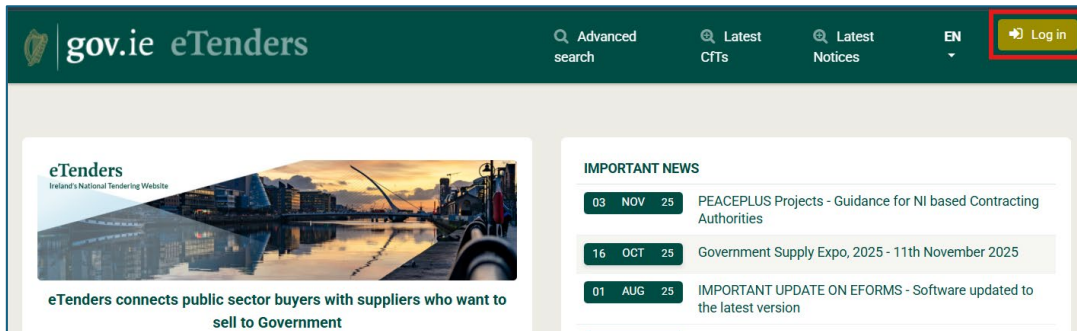


Figure 33

Then click on “**forgot your password?**” below the “login” button.

The image shows a login form. At the top is a 'Password:' label above an empty text input field. Below this is a large, dark brown button with the word 'LOGIN' in white capital letters. Underneath the button is a link that says 'Forgot your password?' with a small circular icon to its left. Below the link is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

Figure 34

This will open a new page. Enter the username in the **second field** and click “**send**”.

The image shows the 'Forgot your password?' page. The title is 'Forgot your password?'. Below the title is the instruction: 'Insert your old username in order to retrieve the new one.' This is followed by an 'Old Username' label and an empty text input field. To the right of the input field is a 'RETRIEVE' button. Below this is another instruction: 'Insert your User name and instructions will be sent to your email provided to the system.' This is followed by a 'Username \*' label and an empty text input field. To the right of this input field is a 'SEND' button. A red arrow points from the 'SEND' button to the 'Username \*' input field. At the bottom right of the form area are 'CANCEL' and 'SEND' buttons.

Figure 35

**Note:** if you are unsure of what the username is, see paragraph “**2.5. Existing user: cannot recall the username**” for further details.

The green notification will appear stating that if the username provided is valid, an email will arrive shortly.

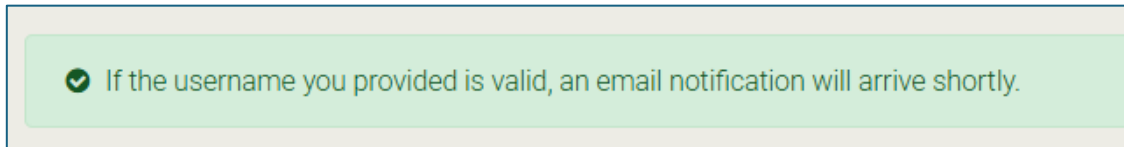


Figure 36

**Note 1:** any email notifications are sent to the email address registered for this account.

**Note 2:** If you have not received the email, it is possible that a different email address was registered for this account, or that the account was never created. See paragraph:

- **“2.5.1. Advanced search: organisation name”** to check whether there is an account created for the school, or
- **“2.6. Existing user: notification emails not arriving”** if all is correct but the emails are not arriving.

**If your username is valid**, you will receive an email at the registered email address, similar to the one shown below.

Start by copying the **“registration transaction number”**. You will need that number in a moment.

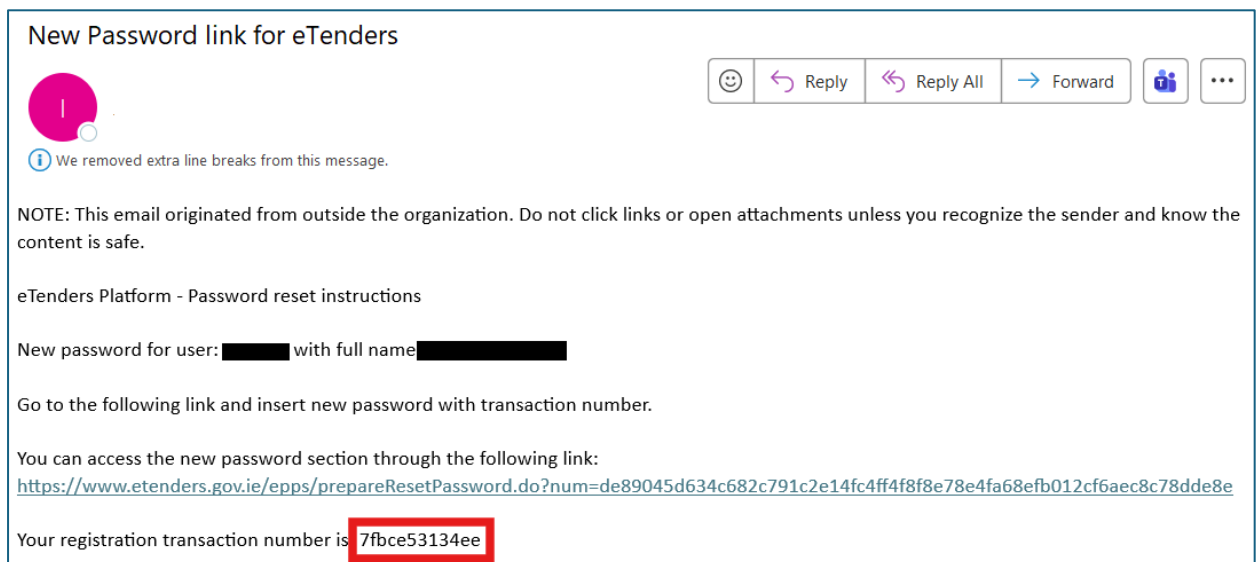


Figure 37

Next, click on the link in the email.

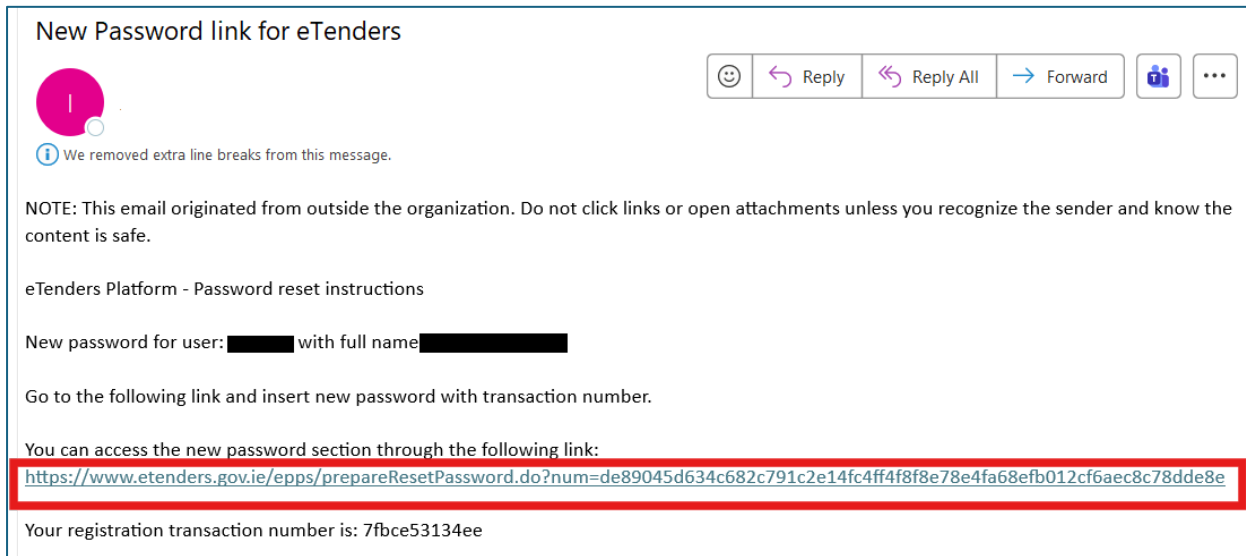


Figure 38

This will bring you back to eTenders website. You will now need to:

- (1) Enter new **password**,
- (2) **Confirm** the new password, and
- (3) Insert **transaction number** copied earlier from the email.

When all is ready, click “**Finish**” at the bottom of the page.

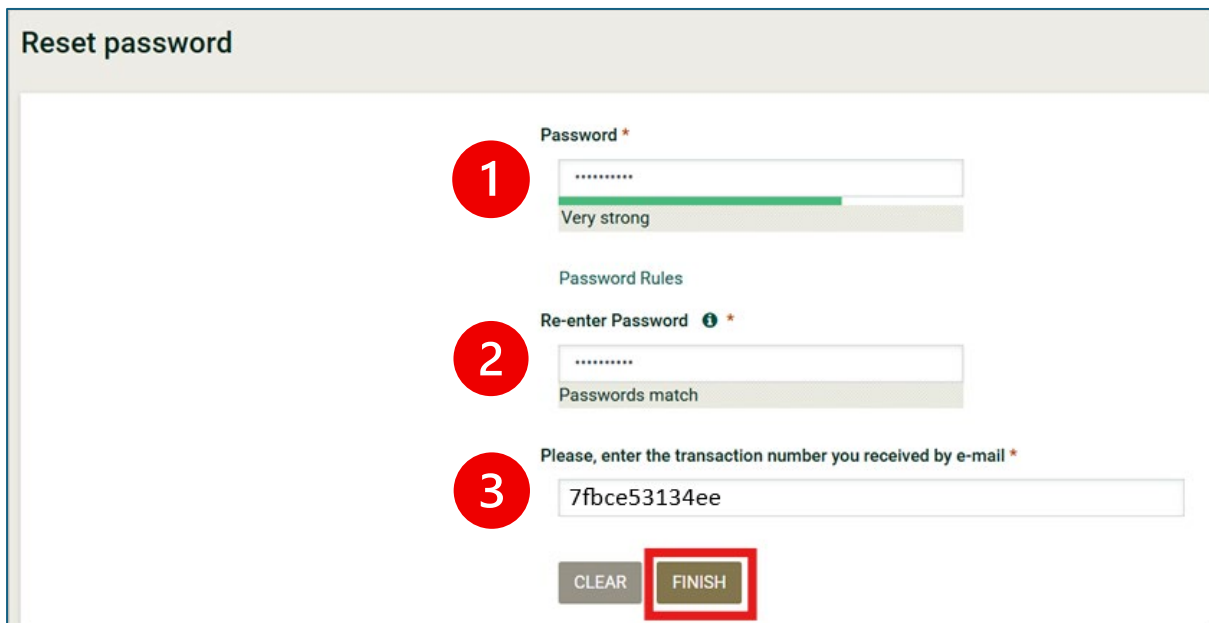


Figure 39

A green notification saying that the password was successfully changed should come up.



*Figure 40*

**You can now log in using your username and the new password.**

## 2.4. Existing user: account created prior to May 2023

The current eTenders platform launched in May 2023. Accounts created prior to this would have been transferred to the new system; however, those will need to be **“reactivated”**.

To reactivate the account, you will need to **know your username**.

If you are **unsure whether there has been an account** created for the school prior to May 2023 or you **cannot remember** your username, see **“2.5. Existing user: cannot recall the username”** for further guidance.

Visit [eTenders website](#) and click “log in” in the top right corner.

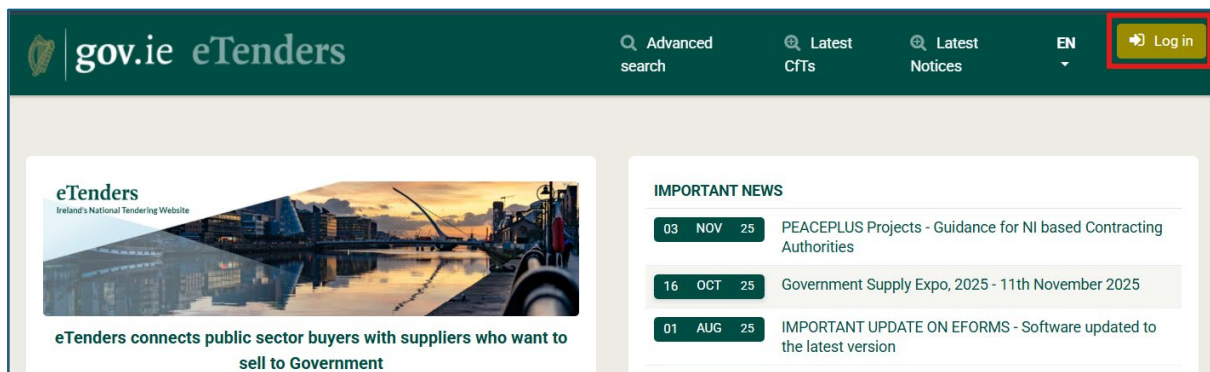


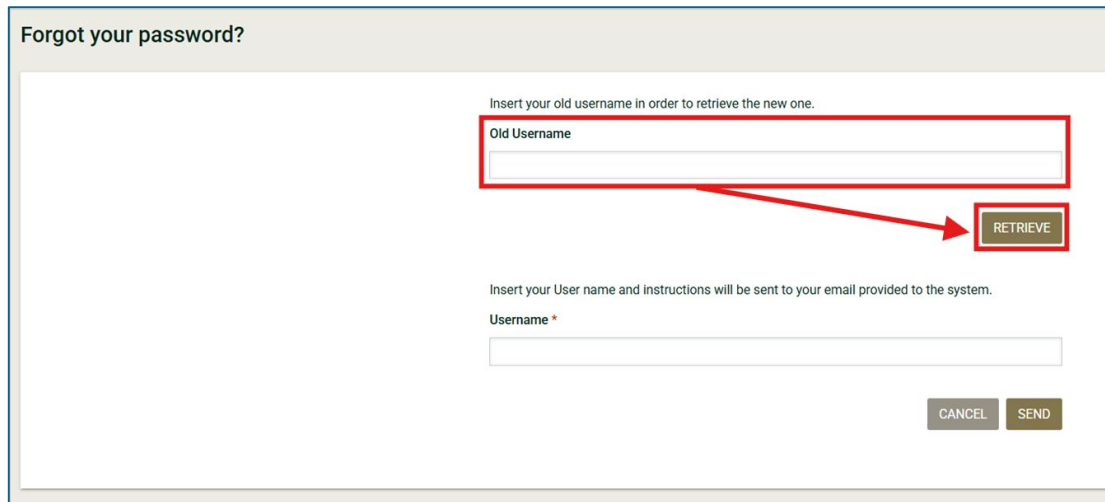
Figure 41

Next, click on **“forgot your password?”**.

The image shows a login form on the eTenders website. It has a 'Password:' label above a text input field. Below the input field is a large, dark green 'LOGIN' button. Underneath the button is a link that says 'Forgot your password?' with a question mark icon, which is highlighted with a red box. At the bottom of the form, there is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

Figure 42

In the “old username” field, enter your username as used in old eTenders platform and click “retrieve”.



Forgot your password?

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

Old Username

RETRIEVE

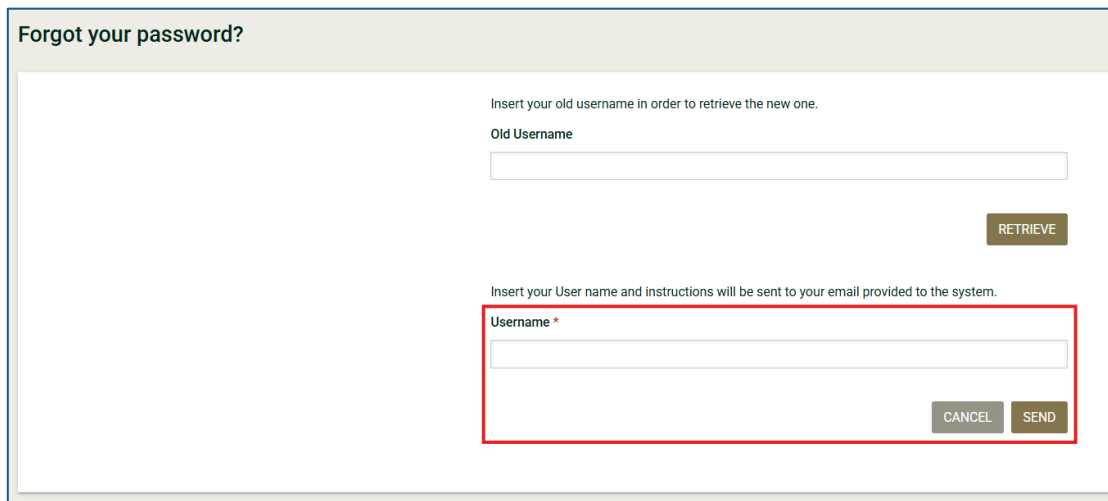
Insert your User name and instructions will be sent to your email provided to the system.

Username \*

CANCEL SEND

Figure 43

Your new username will appear in the “username” field automatically. When ready, click “send”.



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

Figure 44

A green notification as shown below will appear.

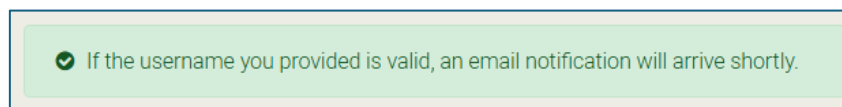


Figure 45

**Note 1:** if the username provided is valid, you will receive an email with further instructions. The email notification will be sent to the address registered for this username.

**Note 2:** if the message does not arrive it is possible that the email address registered for the account is different or that the username is not valid. See “2.6. Existing user: notification emails not arriving” for further guidance.

Start by copying the “**registration transaction number**”. You will need that number in a moment.

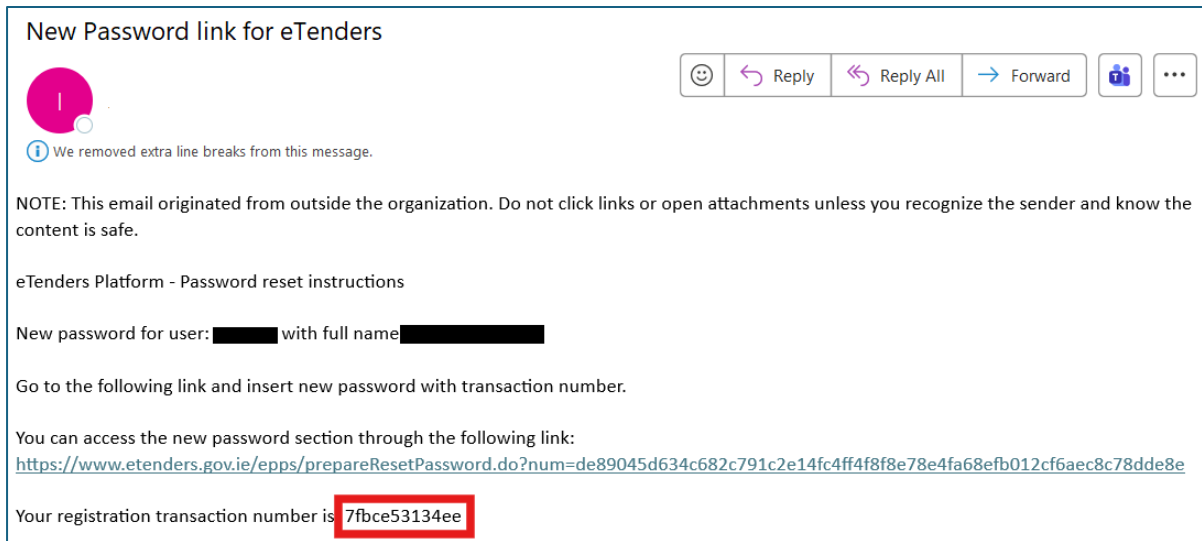


Figure 46

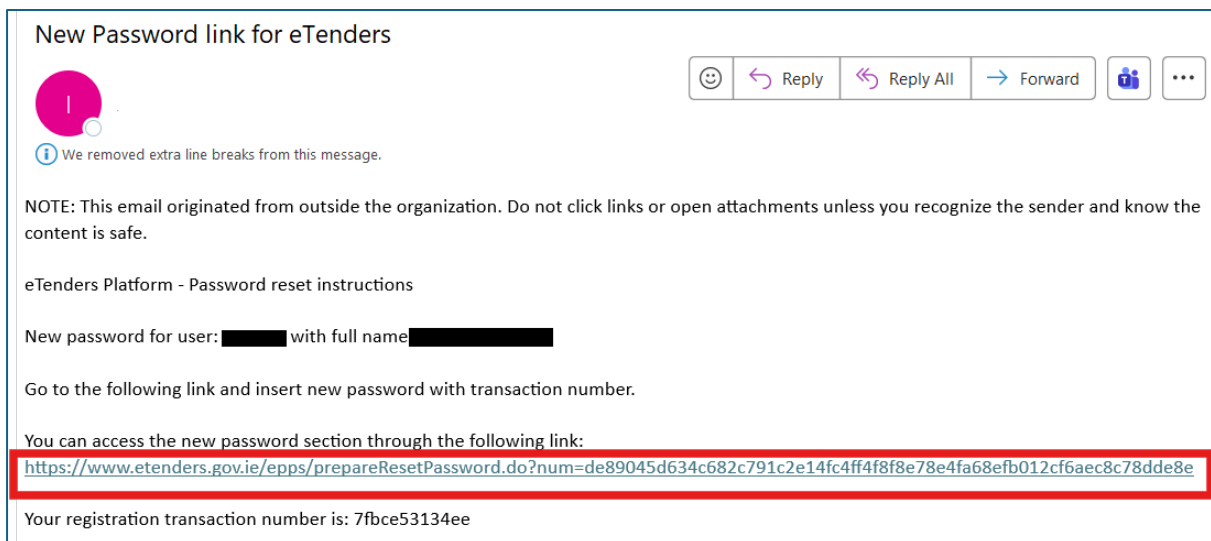


Figure 47

This will bring you back to eTenders website. You will now need to:

- (1) Enter new **password**,
- (2) **Confirm** the new password, and
- (3) Insert **transaction number** copied earlier from the email.

When all is ready, click “**Finish**” at the bottom of the page.

The screenshot shows a 'Reset password' form with the following elements:

- Step 1:** A 'Password \*' field with a strength indicator showing 'Very strong'.
- Step 2:** A 'Re-enter Password \*' field with a 'Passwords match' indicator.
- Step 3:** A field for the transaction number with the value '7fbce53134ee'.
- Buttons for 'CLEAR' and 'FINISH' at the bottom, with 'FINISH' highlighted by a red box.

Figure 48

A green notification saying that the password was successfully changed should come up.

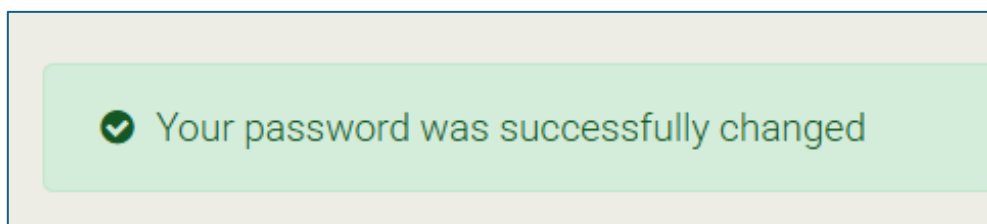


Figure 49

You can now log in using your username and the new password.

## 2.5. Existing user: cannot recall the username

If you are not sure what the username for the school's eTenders account is, or whether there ever has been an account created before, you can **search for the school's details** within the database of organisations registered on the platform (see: **"2.5.1. Advanced search: organisation name"**).

If you are unable to find it on the list, you should contact eTenders helpdesk at [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com) with school's details:

- School name
- Roll Number
- Email address (i.e. the email that you suspect was used to register the account)
- Postal address

### 2.5.1. Advanced search: organisation name

On the eTenders website, click on **"Advanced search"** as can be seen below.

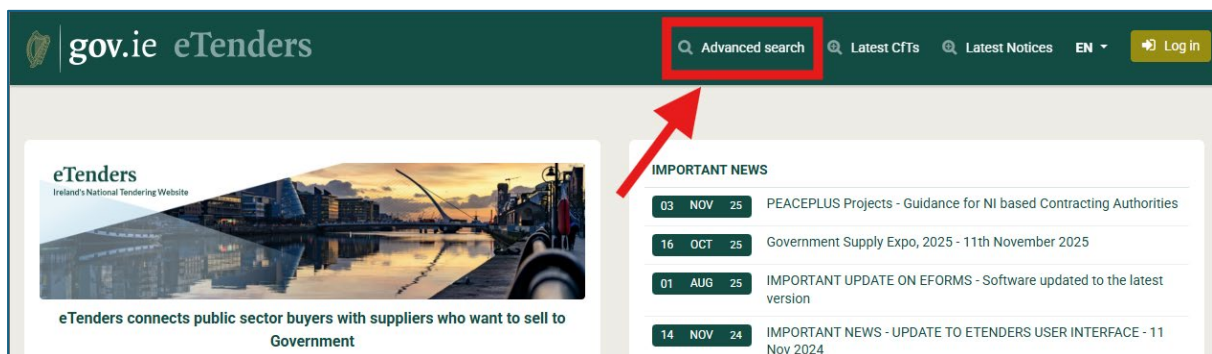


Figure 50

Next, click on the **"organisation"** tab.

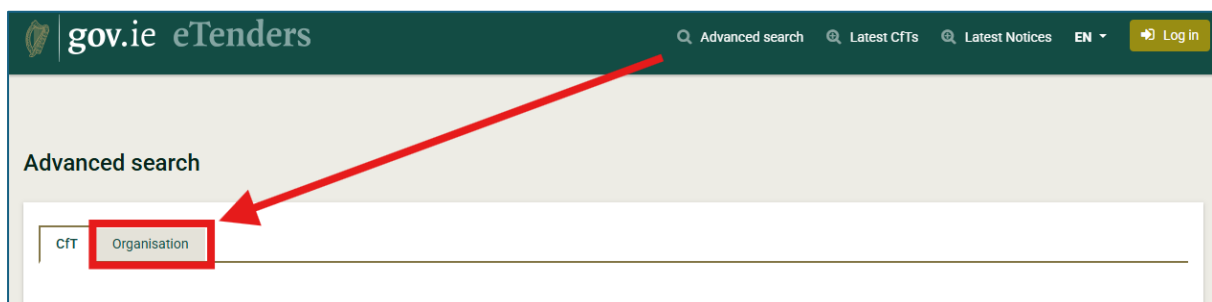


Figure 51

This function allows you to search through the database of organisations registered on eTenders platform.

Try searching using **terms related to your school**. It is best to keep the keywords high-level and search for one or two words and avoid abbreviations.

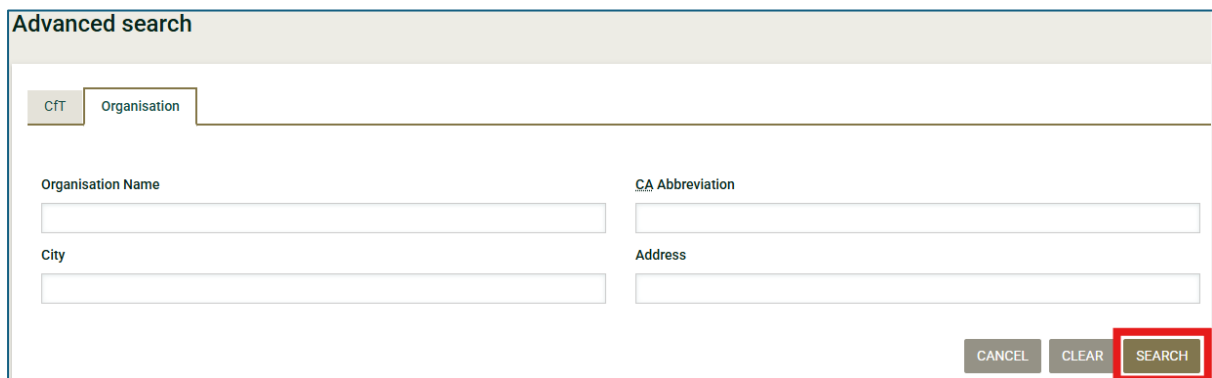
Example: look for the name of the town instead of "Dublin CS".

Try different options: name of the school (or part of it), name of the town/city. The broader the term, the more results you may receive. You may need to scroll through multiple pages to find your organisation.

**Note: the search terms are character-sensitive.**

Example: different results will come up if you are looking for “St. Mary’s”, “St Mary’s”, “St Mary s” or “St Marys”, etc. The field “organisation name” will show results as per what was inserted during the registration process.

Insert keywords into one of the fields and click “**search**”.

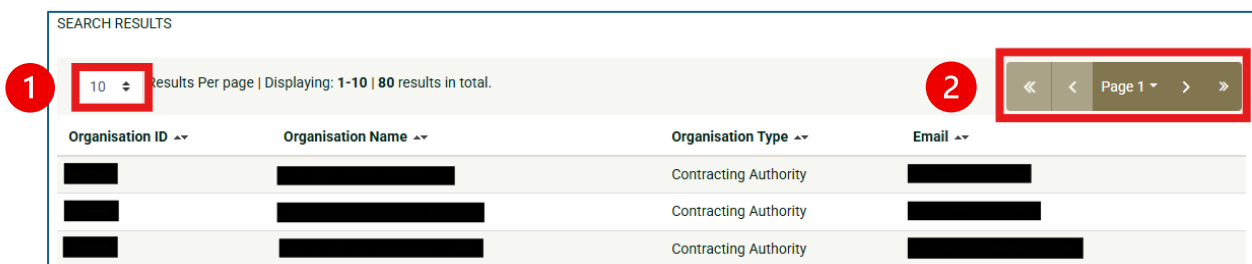


The image shows an 'Advanced search' form. At the top, there are two tabs: 'CFT' and 'Organisation', with 'Organisation' selected. Below the tabs are four input fields: 'Organisation Name', 'C.A. Abbreviation', 'City', and 'Address'. At the bottom right, there are three buttons: 'CANCEL', 'CLEAR', and 'SEARCH'. The 'SEARCH' button is highlighted with a red box.

Figure 52

The system will now show you all the results that match keyword entered. It will display a list with organisation ID, organisation name, the type of the organisation and the email address registered for this organisation.

The search will automatically show results as 10 per page. You can either (1) change that to 20, 50 or a 100 results per page by clicking on the arrow on the left-hand side, or (2) switch between pages by clicking on the arrows on the right-hand side.



The image shows a 'SEARCH RESULTS' page. At the top, there is a results per page selector showing '10' with a dropdown arrow, and a status bar indicating 'Displaying: 1-10 | 80 results in total.'. To the right, there are pagination controls showing 'Page 1' with left and right arrows. A table of results is displayed below, with columns for 'Organisation ID', 'Organisation Name', 'Organisation Type', and 'Email'. The first three rows of the table are visible, all showing 'Contracting Authority' as the organisation type. Red circles with numbers '1' and '2' are placed over the results per page selector and the pagination controls, respectively.

Figure 53

If you find the details for your school here, this means that it is registered as a CA on eTenders.

Take a note of the school’s “organisation ID” and “organisation name” as registered on eTenders.

Next contact eTenders helpdesk at [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com) with those details and ask to retrieve the username

## 2.6. Existing user: notification emails not arriving

If you are sure of the account's username but the notification emails do not arrive, contact eTenders helpdesk at [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com) with school's details:

- School name
- Roll Number
- Email address
- Postal address

Alternatively, you can follow the steps in **"2.5.1. Advanced search: organisation name"** to check the details as registered on eTenders.

### 3. Creating new user profiles

It is recommended that the main eTenders account is connected to the principal's email address. If other staff members are to be responsible for creating and managing a competition on the platform, they should have their own profiles created. Follow the steps below to create a new user profile).

There are three main roles that can be assigned:

- **CAPC** (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles
- **CAPO** (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS
- **CAPO 2** – allows access rights that CAPO users currently have, with the addition of being able to create their own CFT/DPS/QS and manual CFT/DPS/QS.
- **CAPCA** (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles

#### 3.1. User management

First, see the list of user profiles created under the school's account by clicking on "CA administration" and then selecting "user management".

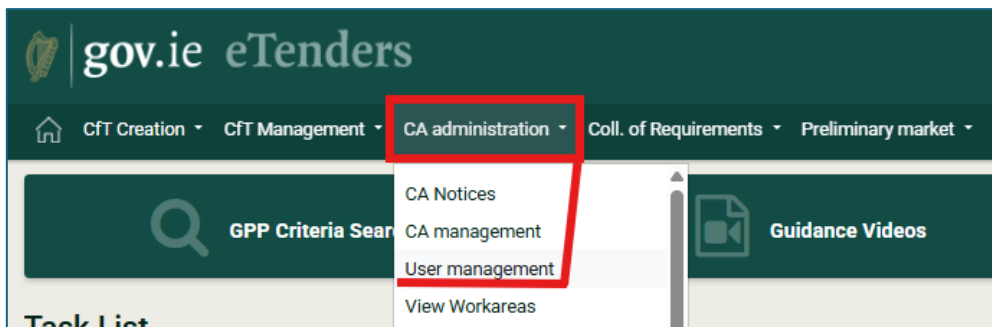


Figure 54

All the profiles created under school's account will be visible here.

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1	John	Doe	CAPC	Ireland			🟡	Edit Account   View Workareas
2	First Name	Last Name	CAPC	Ireland			🟡	Edit Account   View Workareas
3	SPU	Support	CAPCA	Ireland			🟡	Edit Account   View Workareas
4	First Name	Last Name	CAPC	Ireland			🟡	Edit Account   View Workareas

Figure 55

### 3.2. Add user

In order to create a new profile, click on “**add user**” at the bottom of the page.

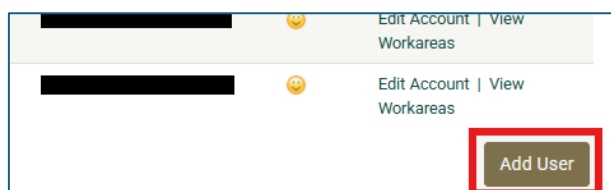


Figure 56

Complete all the fields marked as mandatory.

Field	Recommended wording for schools
Authority	This field will be prepopulated with your school’s name. No further action needed.
Account role	<p>The role assigned depends on what you expect that user to do:</p> <p><b>CAPC</b> (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles</p> <p><b>CAPO</b> (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS</p> <p><b>CAPO 2</b> – allows access rights that CAPO users currently have, with the addition of being able to create their own CFT/DPS/QS and manual CFT/DPS/QS.</p> <p><b>CAPCA</b> (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles</p>
First name	Insert user’s first name
Last name	Insert user’s last name
Username	<p>Insert username for the new account.</p> <p><b>Note:</b> only letters and numbers are allowed in that field. No special characters can be inserted here.</p>
Password	<p>Your password must be longer than 6 characters, and include:</p> <ul style="list-style-type: none"> <li>- at least one lower-case letter</li> <li>- at least one upper-case letter</li> <li>- at least three digits</li> <li>- at least one symbol of those supported: !, @, #, \$,  </li> <li>- no concurrent lettering in password matching that of the username.</li> </ul>
Re-enter password	Re-enter password. Make sure it matches with what was inserted in the field above
Department	Education
Email	Enter email address of the new user

Address	This field is not mandatory and can be left blank.
Eircode / Postal Code	This field is not mandatory and can be left blank.
City	This field is not mandatory and can be left blank.
Country	Ireland
County	Select relevant county
Phone Number	This field is not mandatory and can be left blank.
Mobile phone	This field is not mandatory and can be left blank.
Fax	This field is not mandatory and can be left blank.
Preferred Language	Select preferred language

Once all the mandatory fields are completed, click “**save**” at the bottom of the page.

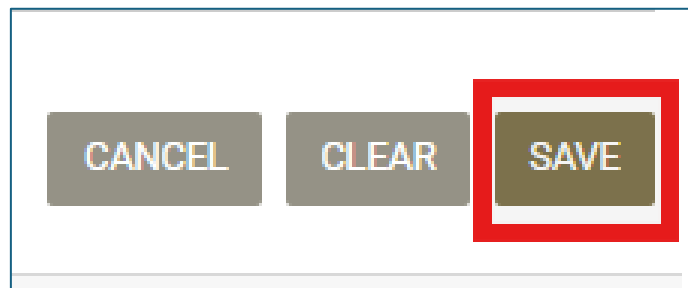


Figure 57

### 3.3. New user: confirm registration

The email address provided for that user will now receive an automated email from eTenders with “**transaction number**”. They must now follow the steps described in that email and insert “transaction number” when prompted to activate their account.

## 4. Changing role profile

If you need to publish a tender or create a mini-competition within the DPS but you do not see options to do so, you will need to check whether your profile has appropriate role assigned.

After logging into your account, look at the top-right corner. If the role next to your name is anything else than CAPC or CAPCA it means you do not have permission to create competitions and/or publish tenders.

Available roles:

**CAPC** (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles.

**CAPO** (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator) but cannot create CFTs nor contracts under the DPS.

**CAPO 2** – allows access rights that CAPO users currently have, with the addition of being able to create their own CFT/DPS/QS and manual CFT/DPS/QS.

**CAPCA** (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles.

### Roles can be changed by the main account holder (CAPC profile).

To change the role assigned to a specific profile, they need to log in to eTenders account and then click on “CA administration” and “user management”.

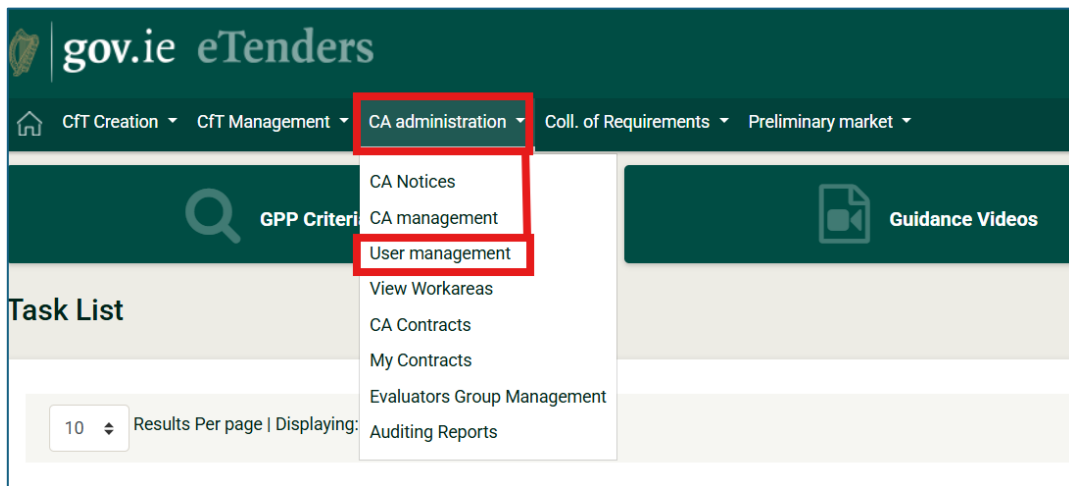


Figure 58

Next, they need to find your account on the list and click on “edit account” on the right-hand side.

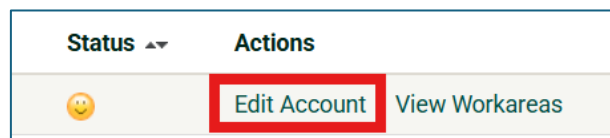
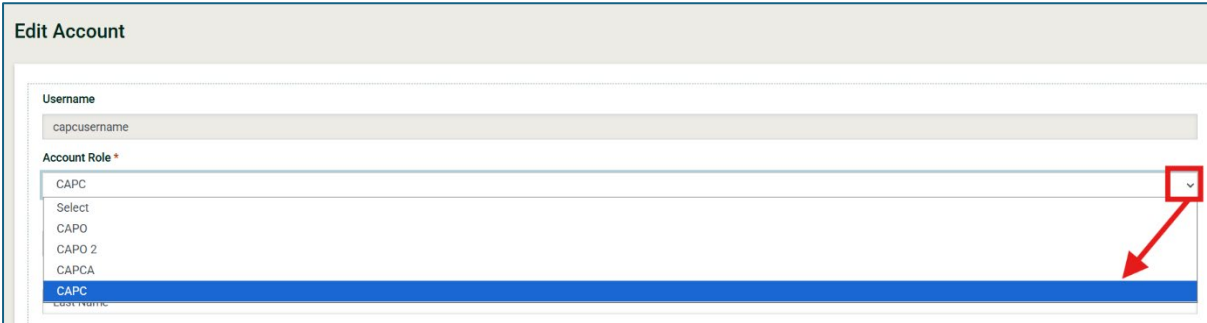


Figure 59

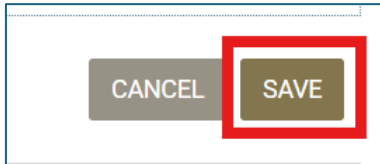
On the page with account details, click on the arrow to open the dropdown menu and select **CAPC** or **CAPCA**:



The screenshot shows a web form titled "Edit Account". It contains a "Username" field with the value "capcusername". Below it is the "Account Role" dropdown menu, which is currently open. The menu lists several options: "CAPC", "Select", "CAPO", "CAPO 2", "CAPCA", and "CAPC". The "CAPC" option at the bottom of the list is highlighted in blue. A red arrow points to the dropdown arrow icon on the right side of the menu.

Figure 60

Finally, scroll down to the bottom of the page, and click **“save”**.



The screenshot shows two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular border.

Figure 61

## 5. Additional user guides and guidance videos

When you log in to eTenders account, you will find series of guidance documents and videos developed by the OGP to help CAs navigate the platform.

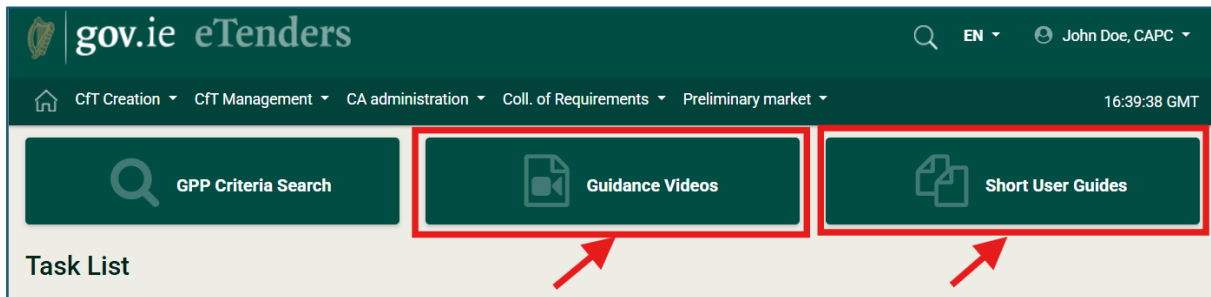


Figure 62

You can also find more school-specific guidance on SPU website:



Figure 63

- [An overview of procurement processes for schools](#)
- [Procurement thresholds](#)
- [eTender guidance](#)
- [Selection of template documents](#)
- [Schoolbooks Scheme](#)
- [School Meals Scheme](#)
- [Phone Pouches Framework Agreement](#)
- [Classroom Furniture Framework](#)
- [Most popular central arrangements](#)

For further guidance contact SPU at [procurementsupport@spu.ie](mailto:procurementsupport@spu.ie).

## Appendix 1 – Acronyms, abbreviations and useful terms

Term or abbreviation	Explanation
Approval Groups (eTenders platform)	Approval groups can be used, within a CA profile, for the purposes of verification or approval of documentation prior to publish key documents in the system.
CA	Contracting Authority (i.e. buyer, school)  Public contracting authorities may be individual government departments or offices, local or regional authorities, any public body, commercial and non-commercial state bodies, or private entities that are subsidised 50% or more by a public body, when awarding contracts for goods, services or works.
CAN	Contract Award Notice  Information notice with details of the awarded contract(s).  <b>Note:</b> contracting authorities are required to publish contract award information for all procurements over <b>€25,000 (exclusive of VAT)</b> on the eTenders website on completion of the award whether the procurement was advertised on eTenders or not (for example, via email) (See: <a href="#">Circular 05/2023</a> ).
CAPC	Contracting Authority Procurement Coordinator
CFT	Call for tenders; the term may refer to:  (a) the competition published on eTenders or  (b) tender document that includes all the rules and requirements that apply to your competitions.  May also be called a request for tenders (RFT).  Other forms of a tender document listing requirements and rules of the tender competition are:  - supplementary call/request for tender (SCFT/SRFT) - invitation to tenders (ITT)
CN	Contract Notice  Information notice containing details of the advertised competition.
CPV	Common Procurement Vocabulary  It is a detailed system of codes for classifying goods, services or works to be advertised on eTenders and in the Official Journal of the EU (OJEU).

DPS	<p>Dynamic Purchasing System</p> <p>A Dynamic Purchasing System is a completely electronic system that can be used to procure commonly used goods, services or works. It is typically used to procure lower value goods. Unlike a framework agreement, which restricts tenderers joining, tenderers can be added to a DPS at any time subject to the published eligibility criteria.</p>
EO	Economic Operator / Supplier
EOI	<p>Expression of Interest</p> <p>EOs can use “expression of interest” function on eTenders to view and follow competitions they are interested in.</p> <p>Note: EOI is not equal to submitting a tender response.</p>
FWA	<p>Framework Agreement</p> <p>A framework agreement is an agreement between one or more contracting authorities and one or more service providers that establishes the terms governing contracts to be awarded during a given period. A framework agreement enables contracting authorities to place orders with service providers without running a full tender process.</p>
ITT	Invitation to Tender (see CFT)
MEAT	<p>Most Economically Advantageous Tender</p> <p>The most economically advantageous tender is the tender which, following assessment of the award criteria, is the most beneficial to the CA and represents the best value for money. It may include the best price-quality ratio or instead may use lowest price alone.</p>
Mini competition	A mini competition is initiated through the issue of a Call for Tender or Supplementary Call for Tender (CFT/SCFT) and Tender Response Document (TRD) to the framework or DPS members.
OGP	<p>Office of Government Procurement</p> <p>Central office whose focus is on helping the State to achieve value for money when buying goods and services.</p>
OJEU	Official Journal of the European Union (see also: TED)
PS	<p>Pricing Schedule</p> <p>Lists items/services required by the CA, allows suppliers to provide their quotes as part of their submission.</p>
Public Procurement	<p>Public procurement refers to the purchase, by means of a public contract, of goods, services or works by publicly funded organisations including local authorities.</p> <p>See also: <a href="#">An Overview of Procurement Processes for Schools</a></p>

Public Procurement Thresholds	<p>Value thresholds that help determine what procurement process should be applied.</p> <p>There are two main categories of thresholds:</p> <ul style="list-style-type: none"> <li>- EU thresholds</li> <li>- National thresholds</li> </ul> <p>See also: <a href="#">An Overview of Public Procurement Thresholds for Schools</a></p>
RFT	Request for Tenders (see CFT)
SCFT	Supplementary Call for Tenders (see SRFT)
SRFT	Supplementary Request for Tenders (see CFT)
Template Library (eTenders platform)	<p>The Template Library is a shared document area that is available to all users within the CA.</p> <p>Each CA has its own Template Library which allows users to arrange folders, sub-folders, and documents as they wish and to allow these documents to be reused by other members of that CA. When a CAPC user uploads supporting tender documents in the Document area of a CFT, they can select to upload a document from the Template Library, if they are saved there. Alternatively, documents can be added to a CFT directly from the user's local drive.</p>
TED	<p>Tenders Electronic Daily – a supplement to the Official Journal of the European Union (OJEU); in essence, it is a platform for publishing and advertising competitions accessed by all Member States.</p> <p>All competitions above EU thresholds must be published on eTenders platform (i.e. Irish national platform) and in the OJEU. Competitions below the EU threshold do not need to be advertised in TED.</p> <p>See also: Public Procurement Thresholds</p>
TRD	<p>Tender Response Document</p> <p>Document completed by suppliers/service providers as part of their tender submission.</p>
Workareas (eTenders platform)	<p>Workareas in eTenders give a CA the ability to partition their tender activity so that only the relevant team members can view and access tenders that are relevant to them. A Workarea is created by a CAPC, and a user can be associated with one or more Workareas within their CA. In general, Workareas are used for an organisational purpose, to better organise the call for tenders' access rights.</p> <p>Clicking on the "view workareas" button, allows the CAPC user to access the workareas management page for their organisation (CA).</p>

See additional terms and abbreviations on the OGP website: [ABC's of Public Procurement](#).