

HOW TO UPDATE TENDER DOCUMENTS ON eTENDERS PLATFORM (SCHOOLBOOKS DPS)

Schoolbooks Scheme for Post-Primary Schools

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Schools Procurement Unit

Contents

Introduction	3
1. Updating published documents in a 'live' tender competition	4
1.1. Log in to eTenders	4
1.2. CFT Menu	5
1.3. Tender documents	5
1.4. Withdraw a document.....	6
1.5. Add an updated version of the document	7
2. Broadcast a message	9
2.1. CFT menu	9
2.2. Composing a message.....	9

Introduction

This guidance is designed to assist post-primary school leaders of Voluntary, Community and Comprehensive Schools with creating a reading any queries that may be sent by suppliers via eTenders platform in relation to school's competition under the [Dynamic Purchasing System for the Supply of Schoolbooks](#) (DPS). This document will also show how to respond to a query, how to broadcast a message, and how to update documents in a live competition if any changes are required.

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 [Schoolbooks Scheme for Post-Primary Schools](#) and [SPU website](#).

There is a checklist listing all the required steps in tendering process under the DPS. You can download it by visiting [SPU website](#).

Note: If you have any issues or questions, send those to the **dedicated Helpline** available at postprimaryschoolbooks@education.gov.ie or 01 8892089.

1. Updating published documents in a ‘live’ tender competition

It is recommended to work on and finalise the tender documents **before publishing them on eTenders**.

In a situation where **an amendment is necessary**, the document(s) would have to be (1) withdrawn, (2) reuploaded and (3) the message informing suppliers of the nature of the change broadcast using messaging function on eTenders.

Important! Minor changes that do not affect the scope of contract may be permitted. However, some may require a new competition to be created.

Before you make any amendments to your tender documents, contact Helpline at postprimaryschoolbooks@education.gov.ie or 01 8892089 for advice.

Note: the documents cannot be deleted from eTenders. As a CA you will be able to see all the final, draft and withdrawn versions in the tab “Tender Documents”. However, suppliers that either expressed interest in or were invited to your tender, will only be able to see the final version (status “Final” of the document in the “Tender Documents” tab).

1.1. Log in to eTenders

Log into eTenders account and click on “CFT management” and “list of my CFTs”.

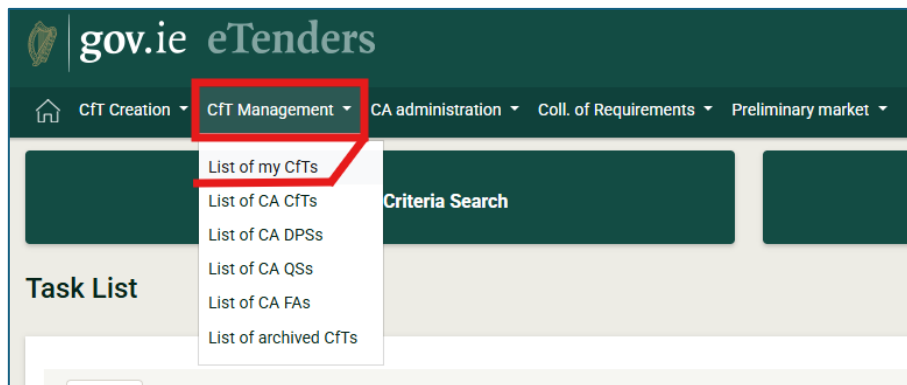


Figure 1

Find the relevant competition on the list and click on its title.

Title ^v	ID ^v	Task ^v	Status ^v
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	403924	Associate PO/OS and PO/ES	Tender Submission

Figure 2

1.2. CFT Menu

This will open a webpage called “**Cft Workspace**” with details of the tender listed below. Click on the menu button on the right hand-side called “**Show Cft Menu**”.



Figure 3

From the “Show Cft Menu” dropdown list choose “**Cft documents**”.

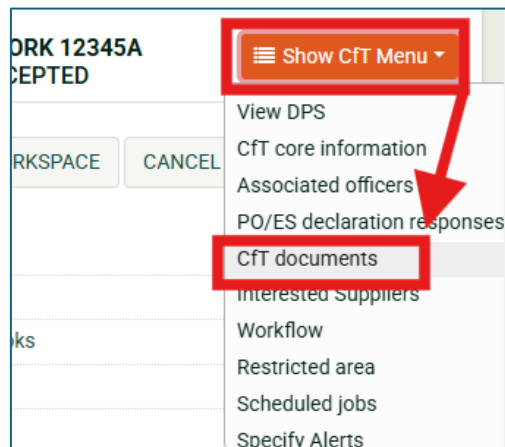


Figure 4

1.3. Tender documents

A page with three tabs will open. Click on the tab called “**Tender Documents**”. This will give you a view of all the documents you have previously uploaded to your competition.

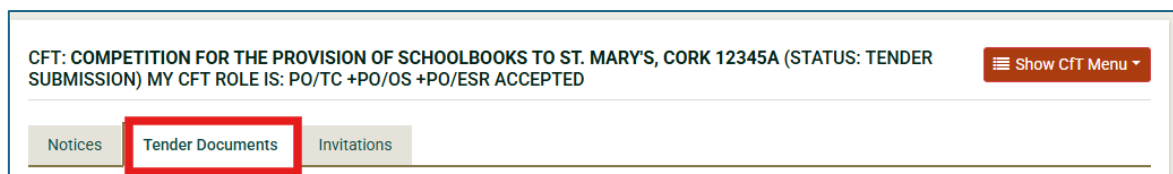
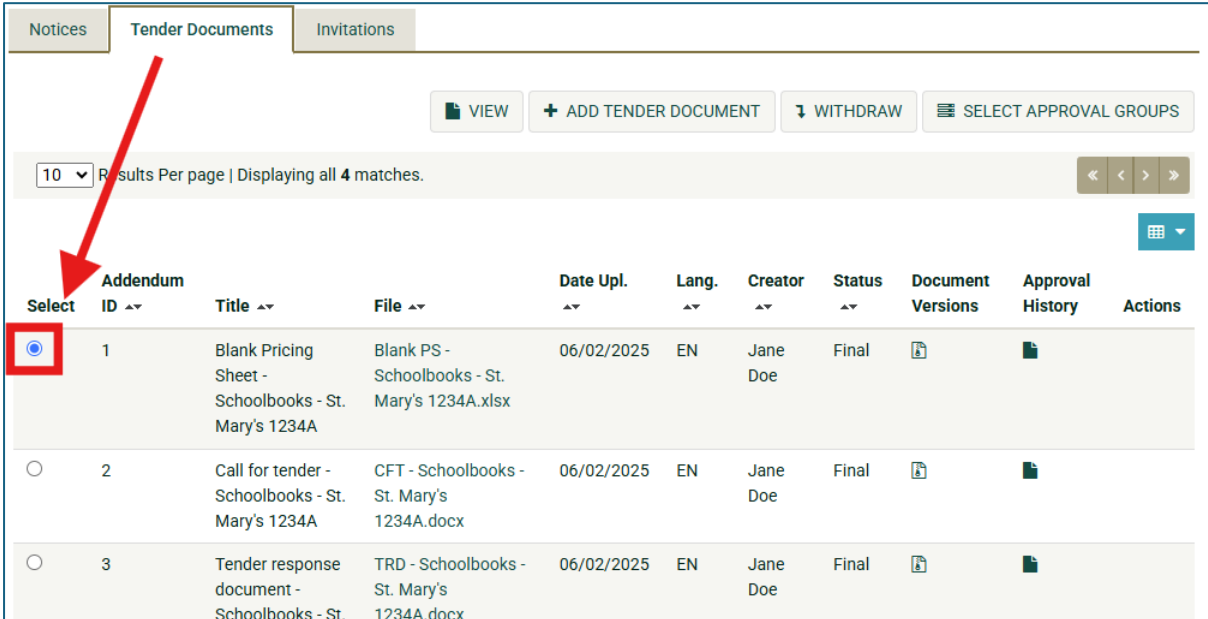


Figure 5

1.4. Withdraw a document

To withdraw a document locate it on the list under a tab “Tender Documents” and click on the circle under the “**Select**” heading.



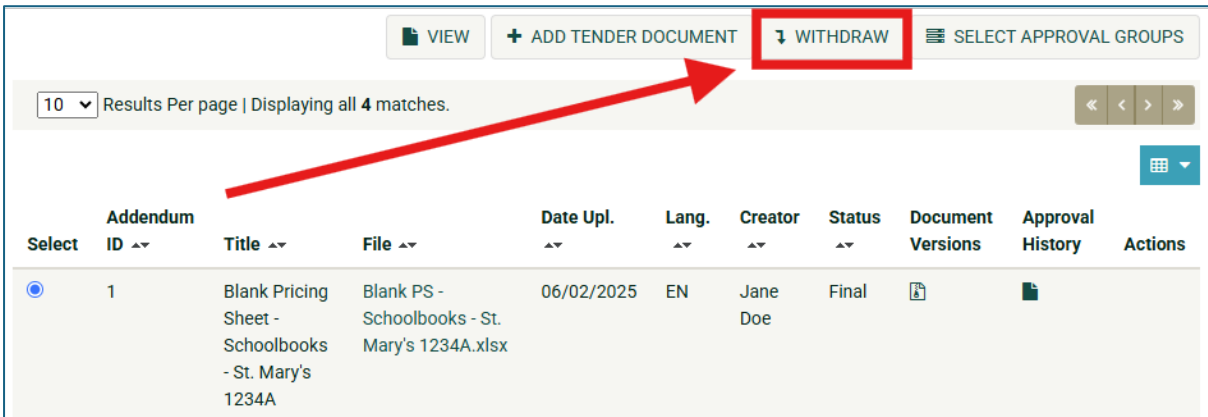
The screenshot shows the 'Tender Documents' tab selected. At the top, there are buttons for 'VIEW', '+ ADD TENDER DOCUMENT', 'WITHDRAW', and 'SELECT APPROVAL GROUPS'. Below these is a search bar and a results indicator: '10 Results Per page | Displaying all 4 matches.' The main content is a table with the following columns: Select, Addendum ID, Title, File, Date Upd., Lang., Creator, Status, Document Versions, Approval History, and Actions. The first row is selected, with a red circle around the radio button in the 'Select' column. A red arrow points from the top left towards this radio button.

Select	Addendum ID	Title	File	Date Upd.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input checked="" type="radio"/>	1	Blank Pricing Sheet - Schoolbooks - St. Mary's 1234A	Blank PS - Schoolbooks - St. Mary's 1234A.xlsx	06/02/2025	EN	Jane Doe	Final			
<input type="radio"/>	2	Call for tender - Schoolbooks - St. Mary's 1234A	CFT - Schoolbooks - St. Mary's 1234A.docx	06/02/2025	EN	Jane Doe	Final			
<input type="radio"/>	3	Tender response document - Schoolbooks - St. Mary's 1234A	TRD - Schoolbooks - St. Mary's 1234A.docx	06/02/2025	EN	Jane Doe	Final			

Figure 6

Note: Only one document can be selected at a time.

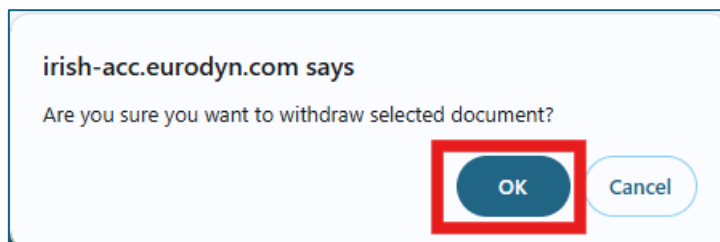
When you have the document selected, click on “**Withdraw**” above the list of documents.



The screenshot shows the same interface as Figure 6, but now the 'WITHDRAW' button at the top is highlighted with a red box. A red arrow points from the 'WITHDRAW' button down towards the selected document in the table below.

Figure 7

A pop-up window will appear. Click “**ok**” to proceed.



The screenshot shows a confirmation dialog box with the text: 'irish-acc.eurodyn.com says Are you sure you want to withdraw selected document?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

Figure 8

This document will now have status “**Withdrawn**” and will not be visible to companies that expressed interest in or were invited to your tender.

Select	Addendum ID	Title	File	Date Upl.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input type="radio"/>	1	Blank Pricing Sheet - Schoolbooks - St. Mary's 1234A	Blank PS - Schoolbooks - St. Mary's 1234A.xlsx	06/02/2025	EN	Jane Doe	Withdrawn			

Figure 9

1.5. Add an updated version of the document

Once the file is withdrawn, you can upload the amended version.

Note: When uploading a document that has any changes or amendments made, add a date or version number to the file name to easily distinguish this document from the previous one.

In order to add tender documents, select the “**Tender Documents**” tab and then click on “**+ Add Contract Document**” button.

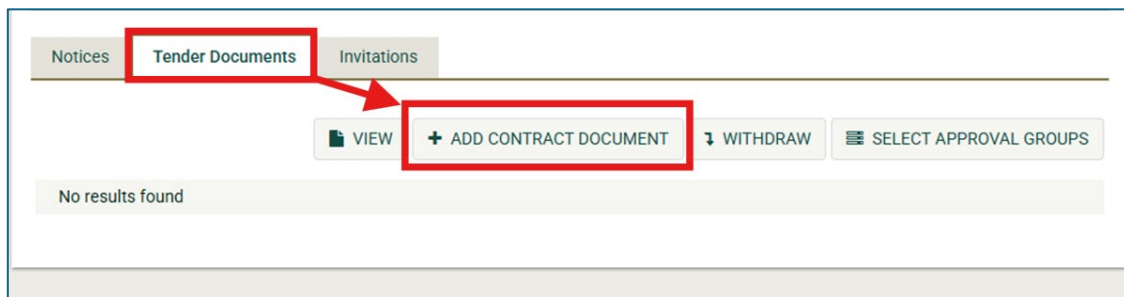


Figure 10

When adding a document, the following fields must be completed:

Field	Description	Recommended response for schools
Title	This is the name of the document and will be shown on the notice when published.	Provide a clear name of each document uploaded. <i>Example: Pricing Schedule v.2.0 – [School Name and Roll Number]</i>
Language	English.	English.
Description	This is not mandatory.	This can be left blank.

Attachment	Here you can add a document from Template Library on eTenders or from your local drive.	We recommend that you add the document from your local drive. Click on “ Choose File ” to select relevant document.
Status	Draft/ Final. Draft – if document is still in draft; may still require CA’s approval. Final – Final version.	Select: “Final” All approvals for these documents should be completed off eTenders and only a final version uploaded on eTender.

Note: Make sure that before you save the document on eTenders, you choose “Final”. Any documents saved during this step as “**Draft**” will not be available to DPS members.

Select “**Final**” and the “**Save**”.

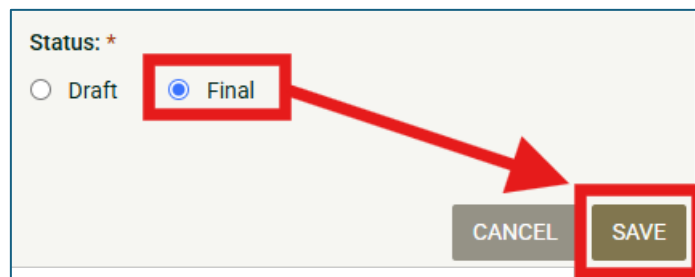


Figure 11

When you click “Save” a **pop-up message** will appear asking for confirmation, click OK to proceed.

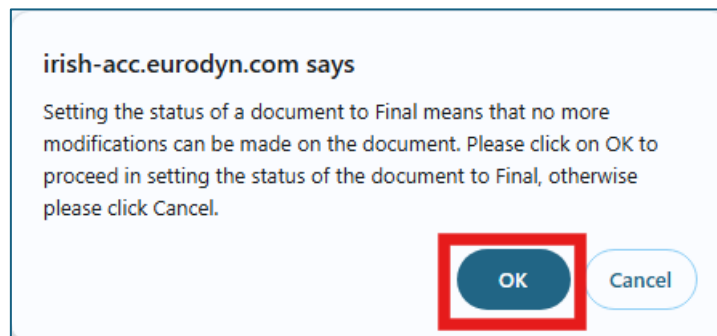


Figure 12

2. Broadcast a message

Every company that has expressed interest in or has been invited to your tender must be notified of the change. In order to send a message to everyone.

2.1. CFT menu

From the page with documents click on “**show CFT menu**” and select “**messaging**” or follow the steps in paragraph 1.1. above.

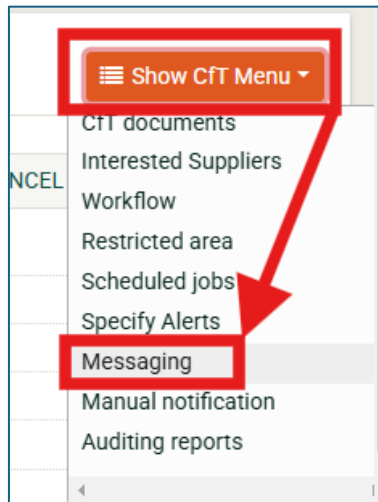


Figure 13

This will open a page called “**View Messages**”.

2.2. Composing a message

Once you have the page with your inbox open, click on “**Compose**”.

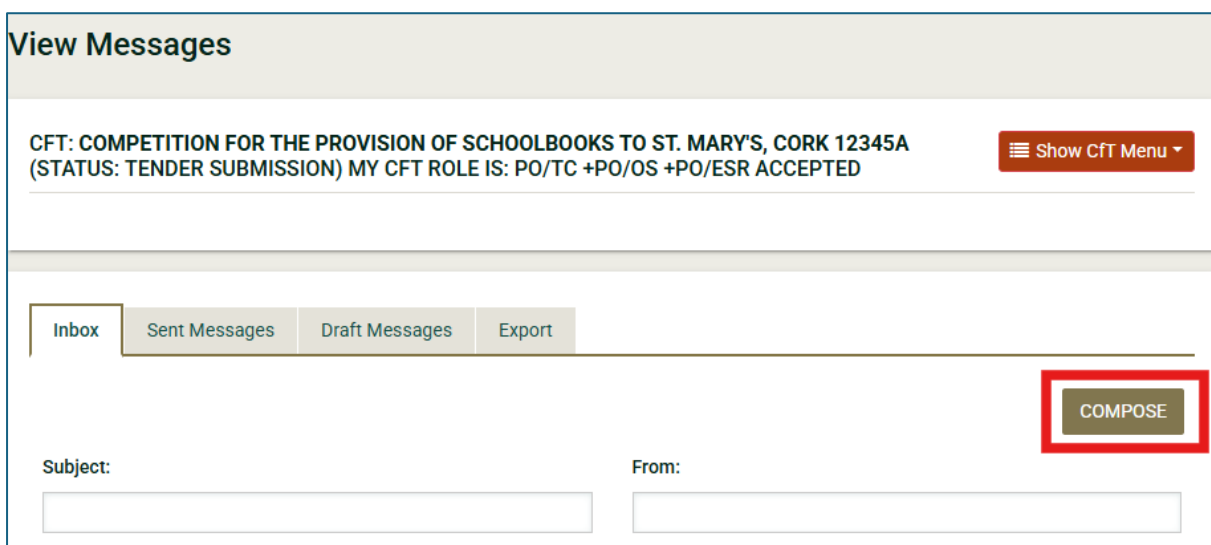


Figure 14

A new page called “**Create Message**” will open. Edit the fields visible on this page as per the information provided in the table below.

Note: If you are composing a message to answer a query that one of the suppliers asked, make sure not to include any names or other details that could link the query to that company that originally asked it. Responses and clarifications should be anonymised.

Field	Description	Recommended text for Schools
Subject	Subject of the message.	Type in subject of your message.
Body*	Body of the message.	Write a message with clarification or any updates to the competition.
Attachment 1	Optional field. Documents may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Attachment 2	Optional field. Another document may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Confidential	Yes or No	No
Broadcast	Yes or No. If “Yes” the message will be sent to all suppliers that were invited to this tender or expressed interest in the tender.	Yes

Review the message to ensure all is correct and click “**Send**”.

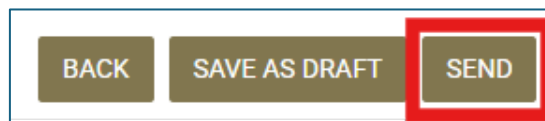


Figure 15

A pop-up window will appear. If all is in order, click “**ok**”.

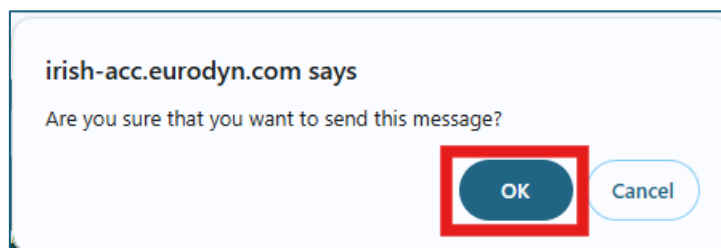


Figure 16