



1 Registration

If you have not already done so go to <http://www.etenders.gov.ie> and click the register link in the menu and enter your details. Your registration will be checked and approved within a short period and you will be granted full access to the site.

2 Check your Details

If you have already registered, select the 'Sign In/Out' link from the menu and enter your username and password. If you have forgotten your password use the 'forgotten your password?' link on the sign in page and it will be emailed to you. After signing in you will be taken to the 'Buyer's Home Page' from where you can enter your notice workspace, view and update your registration details, create notices, check if suppliers have registered an interest in your notices etc.

3 Publishing a Notice

You can create a notice for publication on the site by selecting 'Create Notice' from the menu. The notice publication 'wizard' will lead you through the process of assembling the notice and when you have completed all the stages you can review and then publish the notice.

After you release the notice for publication it will be checked and then appear on the site and will be available for suppliers to view, register their interest and download any additional documentation.

4 Managing the Tender Process

From your notice workspace you can manage the tender process by viewing the list of suppliers who registered an interest in your notice, sending them emails and additional documentation.

You can also build up a library of standard documents which can be issued with future notices.

5 Further Help

Extensive help and guidance is available on the site, just use the top menu to obtain the help you require.

If you get stuck or require further help please contact: info@eTenders.gov.ie

or call the support team on: (01) 617 7944

The screenshot shows the eTenders Public Procurement homepage. The navigation menu on the left includes: Home, About Us, Notice Search, Create Notice, Buyer's Pages, Supplier's Pages, Sign In/Out, Guidance, News, Help, Links, Contact Us, and REGISTER HERE. The main content area features a welcome message and two red callout boxes. The first box points to the 'Sign In / Out' link in the menu and contains the text 'Existing Users Sign In / Out'. The second box points to the 'REGISTER HERE' link and contains the text 'New Users Register your Details'. There is also a 'FORGOTTEN YOUR PASSWORD?' link in the menu.

The screenshot shows the 'Create Notice Wizard' page. The navigation menu is the same as in the previous screenshot. The main content area has a heading 'Create Notice Wizard' and a sub-heading 'Welcome to the notice creation wizard. The wizard will guide you through the process of creating a notice for publication on this site and the Official Journal of the European Union (OJEU)'. Below this is a form with a 'Working Title' field and a 'Next' button. There are two radio button options: 'Site Notice' (selected) and 'OJEU 2005 Notice'. A red callout box points to the 'Site Notice' option and contains the text 'Choose to create a Site Notice (lower value) or an OJEU Notice (above the threshold)'. At the bottom of the page, there are links for 'Terms & Conditions' and 'Privacy Policy', and a footer note: 'Powered by TendersDirect Enterprise © Millstream Associates Limited'.

The screenshot shows the 'Published Notice List' page. The navigation menu is the same. The main content area has a heading 'Published Notice List' and a sub-heading 'Detailed below is a list of published notices. Click a notice title to view further information.' Below this is a table with 149 records found. The table has columns for Title, Type, Deadline, and Published. The first few rows are:

Title	Type	Deadline	Published
700MHz Nuclear Magnetic Resonance Spectrometer	Tender	10-Mar-06	17-Jan-06
Corby Swimming Pool Development.	Tender		17-Jan-06
700MHz Nuclear Magnetic Resonance Spectrometer	Tender	09-Mar-06	16-Jan-06
Provision of local bus services	Tender		16-Jan-06
Defence Supply Chain	Tender	01-Mar-06	16-Jan-06
Bognor Regis Redevelopment	Tender	09-Mar-06	16-Jan-06
Corby Swimming Pool Development.	Tender		16-Jan-06
University College Worcester - Castle Street Design Contest	Tender	11-Mar-06	16-Jan-06
700MHz Nuclear Magnetic Resonance Spectrometer	Tender	09-Mar-06	16-Jan-06
Provision of local bus services	Tender		16-Jan-06
Defence Supply Chain	Tender	01-Mar-06	16-Jan-06
library	Tender	27-Jan-06	13-Jan-06
Corby Swimming Pool Development.	Tender		12-Jan-06
Procurement of Educational Facilities at Epping Forest College	Tender	17-Feb-06	11-Jan-06
Bognor Regis Redevelopment	Tender	04-Mar-06	11-Jan-06
University College Worcester - Castle	Tender	06-Mar-06	11-Jan-06