



**Supplygov.ie – Suppliers Guide**  
**How to Register as a Supplier, Log in**  
**and Forgotten Login Details**

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## 1.0: How to register as a NEW Supplier on SupplyGov.ie

The screenshot displays the SupplyGov.ie website interface. At the top left is the logo for SupplyGov.ie, featuring a stylized gear icon and the text "Supplygov.ie public procurement". To the right of the logo is a login section with fields for "Username" and "Password", and a "Login" button. Below the login section is a navigation menu with links for "Home", "Forms", "Terms & Conditions", "About Us", "FAQ", and "Contact Us". The main content area features a large banner image with the text "management" and "procurement" overlaid. A yellow callout box with a red arrow pointing to the "Register as New Supplier" button contains the text: "Go to [www.Supplygov.ie](http://www.Supplygov.ie) and click 'Register as New Supplier'". Below the banner are three prominent buttons: "Register as New Supplier", "Register Contracting Authority", and "Register as a Buyer".

Supplygov.ie  
public procurement

Username Password Login

[Forgotten your Login Details?](#)

Home Forms Terms & Conditions About Us FAQ Contact Us

Go to [www.Supplygov.ie](http://www.Supplygov.ie) and click 'Register as New Supplier'.

Register as New Supplier Register Contracting Authority Register as a Buyer

Home

Forms

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About Us

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## Registering as a Supplier

Suppliers must enter a valid Tax (VAT) Registration Number or Charity number here. A Tax (VAT) Registration Number can only be registered once. If your Tax (VAT) Registration Number is already registered you should contact the Company Administrator and have them add you as an additional company user.

Tax (VAT) Registration Number:

IE ▾

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Proceed

Select 'Country' Code (IE for Ireland, GB for Great Britain etc)  
Enter your 'Tax (VAT) Registration Number'

Click 'Proceed'

## My Account

### Contractor/Supplier Details:

Mandatory fields are marked with a \*

Name of Contractor/Supplier:	<input type="text"/>	*
Registration No./VAT No.:	IE 10000000T	*
Company Number:	<input type="text"/>	
Address:	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	
	<input type="text"/>	
County:	Select <input type="button" value="v"/>	*
Country of Registration:	<input type="text"/>	*
Contractor/Supplier Type:	Select <input type="button" value="v"/>	*

Complete the 'Contractor/Supplier Details' and 'Authorised representative of Contractor/Supplier' details

### Authorised representative of Contractor/Supplier:

Contact Name:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Mobile Number:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Confirm Email Address:	<input type="text"/>	*
Position Within Company:	<input type="text"/>	*

Authorised representative of Contractor/Supplier:

Contact Name:

Phone Number:

Mobile Number:

Email Address:

Confirm Email Address:

Position Within Company:

Complete 'Additional Contact Person(s)' details

Suppliers should ensure that all contact details are correct and up to date. All notifications from [www.supplygov.ie](http://www.supplygov.ie) are sent via email/text.

Additional Contact Person(s):

Contact Name	Phone Number	Mobile Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you have read and accepted the 'Privacy Statement, click 'Next'

[We take your privacy very seriously and commit to never sharing your data without prior consent. By clicking Next I, the Supplier/Contractor acknowledges the Supplygov.ie Privacy Statement.](#)

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Next

Once you submit your application to register, the following message will appear:

Home

Forms

Terms & Conditions

About Us

FAQ

Contact Us

**Thank you for registering with SupplyGov. We will endeavour to authorise your registration as soon as possible.**

**Should you have any queries, please do not hesitate to contact the Supplygov Customer Service Helpdesk by phone at (066)718 3734 or via email at [eproc@kerrycoco.ie](mailto:eproc@kerrycoco.ie) quoting your name and Tax (VAT) Registration Number.**

Your application will be sent to the SupplyGov Helpdesk for approval.

Once approved, you will receive an email/text confirming your username & password.

You can then proceed to login to your Supplygov account.

## 2.0: Logging in to Supplygov.ie

Browse to [www.Supplygov.ie](http://www.Supplygov.ie) enter your username & Password and click 'Login'

The screenshot displays the Supplygov.ie website interface. On the left, the logo features a stylized gear icon composed of interlocking puzzle pieces, followed by the text "Supplygov.ie" in a large, bold font, with "public procurement" in a smaller font underneath. To the right of the logo is a dark blue login form with two input fields labeled "Username" and "Password", and a teal "Login" button. A red arrow points from the instruction box above to the "Password" field. Below the login form is a link that reads "Forgotten your Login Details?". A horizontal navigation menu is positioned below the login form, containing buttons for "Home", "Forms", "Terms & Conditions", "About Us", "FAQ", and "Contact Us". The "Home" button is highlighted in green. The bottom portion of the screenshot shows a large banner image with the words "Management" and "Procurement" embossed on interlocking gears.

## 2.1: Forgotten Login details

If you have forgotten your login details, click on '**Forgotten your login Details?**' link under 'Username' and 'Password'.

A dark blue login form with two white input fields labeled "Username" and "Password", and a teal "Login" button to the right.

[Forgotten your Login Details?](#)

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### Forgotten Password / Username

Please select your user type:

A dropdown menu with a white background and a blue highlight on the first option. The options are: "Select", "Supplier", "Insurance User", and "Buyer".

Please select '**Supplier**' from the dropdown menu

If you cannot remember your username or password, enter your email address and click on **'Send me my username'** and/or **'Send me my password'**. The email address that you enter must be one of the contact emails registered on the account. Your username will be sent to your email address and your password will be sent to your mobile number.

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public procurement

Home Forms Terms & Conditions About Us FAQ Contact Us

**Forgotten Username/Password**

If you cannot remember your username or password please enter your email address and click on send me my username or send me my password. If a match is found we will send your username to that email address and we will send your password to the mobile number of the authorised contact in the next few minutes.

Email Address:

Send Me My Username  
Send Me My Password

Back

Enter your email address and click **'Send Me My Username'** and/or **'Send me my Password'**

If you do not receive your login details by email/text, Please contact the Supplygov Helpdesk on 066 7183734 for assistance.

## 2.2: Change my password.

If you wish to change your login password, login to your Supplygov Account and click on 'Change password'

Welcome (SupplierID: [redacted]) | [Supplier Home](#) | [Change Password](#)  [Logout](#)

Suppliers may express an interest in the competitions listed below.

Applications for any competitions (Dynamic Purchasing Systems / Frameworks) listed below are processed *online*. Click 'Select' and complete all necessary steps in the application process.

Competitions	Closing Date	Application Status	Options
DPS for Plant Hire for Local Authorities and the OPW	--		<a href="#">SELECT</a>
DPS for Road Marking Supplies & Services for Local Authorities	--		<a href="#">SELECT</a>

  

Request for Quotations (RFQs) Categories	Closing Date	Options
Supplies, Services and Tool Hire	On-Going	<a href="#">SELECT</a>

Home	Supplier Details	My RFTs & RFQs	My Competitions	Terms & Conditions	Forms
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Welcome (SupplierID: | [Supplier Home](#) | [Change Password](#) [Logout](#)

**Mandatory fields are marked \***

**Current Password:**  \*

**New Password (at least 12 characters):>**  \*

**Verify New Password:**  \*

[Change Password](#)

Enter current password, new password & verify new password and click '**Change Password**'



### 3.0: Contact Us



If you wish to contact the SupplyGov Helpdesk Team you can visit our website [www.supplygov.ie](http://www.supplygov.ie) and view our “Contact Us” page for details.