

## What are CPV Codes and why are they important?

This document contains:

- Explanation of CPV Codes and why they are important
- Instructions for selecting CPV codes during registration
- Instructions for amending CPV on a live account

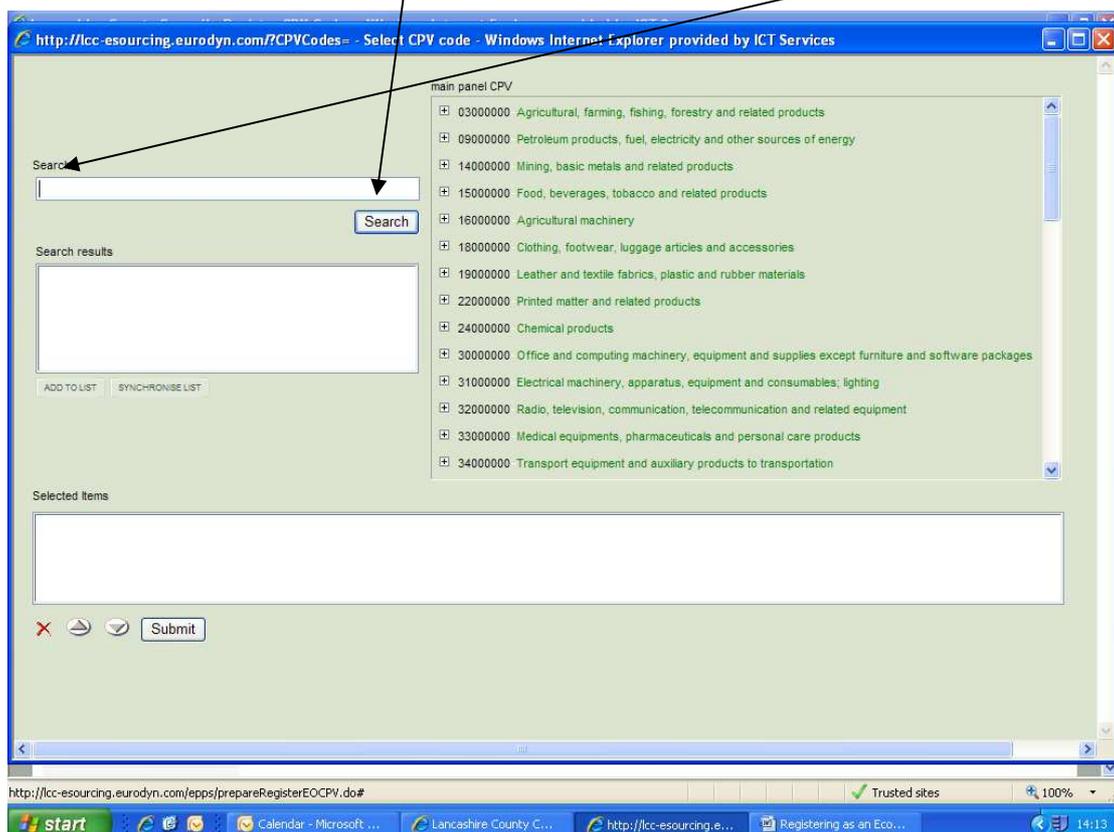
### What is a CPV code?

CPV stands for "Common Procurement Vocabulary". CPV Codes are standard codes used by Public Sector Organisations across the European Community to describe to potential suppliers the goods or services that they are purchasing. All tenders will be associated to specific CPV codes. If you select one or more CPV codes when you register you will receive email notification of any new tenders with matching CPV codes to the codes you have selected. You can select as many CPV codes as you wish. Only exact code matches will generate email notifications so we recommend that you select as many CPV codes as possible (both specific and general) that describe the products or services that you provide. If you do not select any CPV codes you will not receive any automated notifications from the system regarding new tender opportunities.

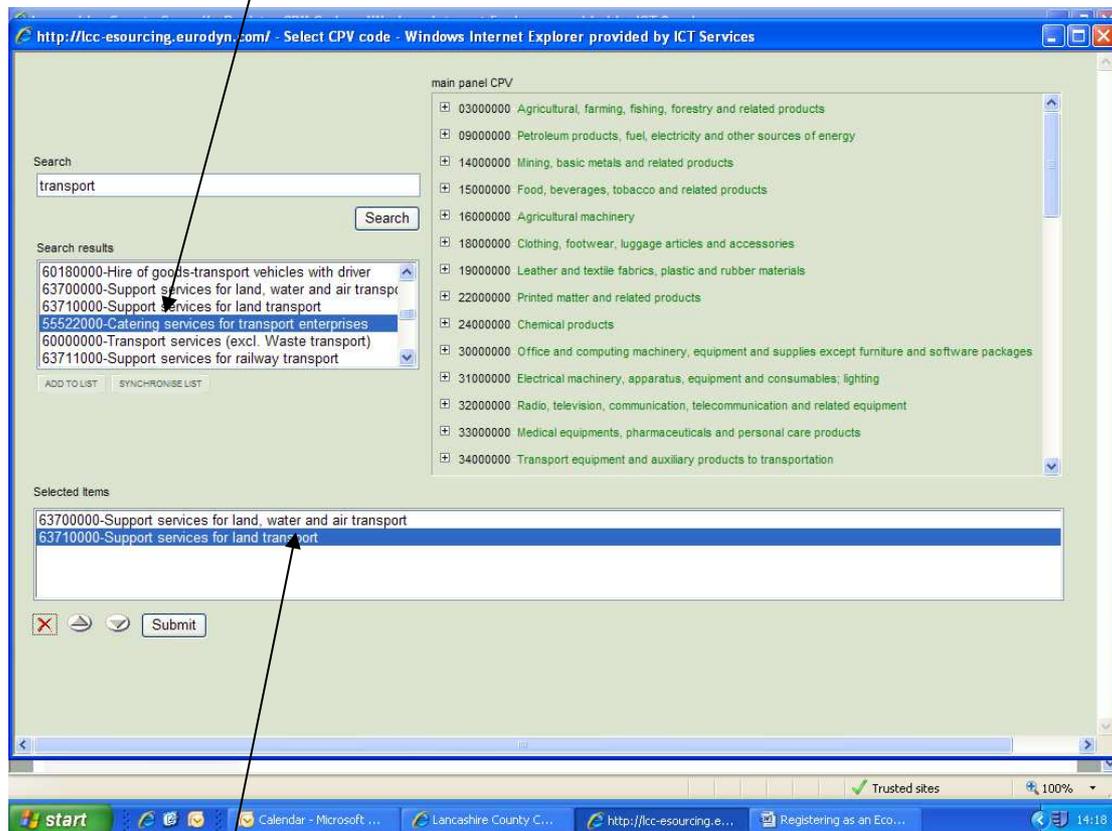
### How do I associate my organisation with a CPV code?

In Step 2 of the registration process: CPV codes, click on the Grey Magnifying Glass Icon  (Search Button). Complete "Step 2: Register CPV Codes"

1. A new browser will appear that allows you to search for the CPV codes that are most applicable to your organisation. Please enter a keyword into the search bar and select "Search"

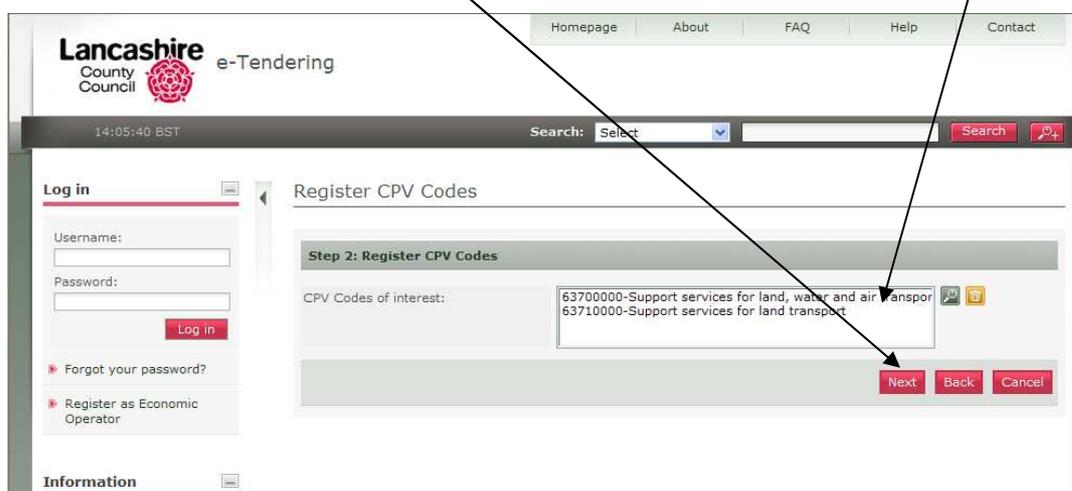


2. A list of codes and descriptions will appear within the "search results" section that matches the search criteria you entered
3. Double-click each code and description you wish to add to your list of CPV codes (there is no minimum or maximum number of codes you are allowed so please search and select for as many codes as you feel appropriate)



Once double-clicked, the chosen code will drop into the "Selected Items" box at the bottom of the page. Once you are satisfied that you have all the codes you require, select "Submit".

4. Once the list of the CPV codes you selected has populated your CPV codes of interest section, select "Next" to continue



### **How do I amend my organisation's CPV codes if I am already registered?**

Log in to the e-Tendering website. Click the "EO Management" link located on the left hand side of the homepage, under "EO Administration". Click "Edit CPV Codes".

Click on the Grey Magnifying Glass Icon  (Search Button). This will open a new screen (follow instructions 1-3 above). Once you have clicked "Submit", click the red "Finish" button.