



**SupplyGov.ie Buyers Guide
How to Register, Log in and
Forgotten Login Details**

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1.0:- How to register as a Buyer on Supplygov

1.1: Step 1 of 3: Click on the Register as a Buyer tab on the homepage

To register as a Buyer on Supplygov, go to www.Supplygov.ie and click on 'Register as a Buyer'



The screenshot shows the SupplyGov.ie homepage. At the top left is the logo for Supplygov.ie, with the tagline 'public procurement'. To the right of the logo is a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the login form is a link that says 'Forgotten your Login Details?'. A navigation menu below the login form contains links for 'Home', 'Forms', 'Terms & Conditions', 'About Us', 'FAQ', and 'Contact Us'. The main content area features a large image of a person in a white shirt and blue overalls working with a bundle of colorful cables. Below this image are three prominent buttons: 'Register as New Supplier', 'Create an Insurance Account', and 'Register as a Buyer'. A red arrow points from the 'Register as a Buyer' button in the navigation menu down to the 'Register as a Buyer' button in the main content area. Below the buttons is a 'Welcome to SupplyGov.ie' section with a brief description of the platform.

1.2: Step 2 of 3: Select the organisation in which you wish to register as a Buyer



The screenshot shows the Supplygov.ie public procurement website. At the top, there is a navigation bar with links for Home, Forms, Terms & Conditions, About Us, FAQ, and Contact Us. Below this, the 'Buyer Details' section is visible. A field labeled '* Your Contracting Authority:' has a dropdown menu open, showing options: '-- Select a Contracting Authority --', Local Government, OPW, and HSE. A red arrow points from a callout box to the dropdown menu. The callout box contains the text: 'Select your **Contracting Authority** from the dropdown list.'

Supplygov.ie
public procurement

Home Forms Terms & Conditions About Us FAQ Contact Us

Buyer Details

* Your Contracting Authority:

- Select a Contracting Authority --
- Local Government
- OPW
- HSE

Select your **Contracting Authority** from the dropdown list.

1.3: Step 3 of 3: Complete the questions listed and click on ‘Create’

The screenshot shows a web form titled "Buyer Details" with a navigation bar at the top containing links for Home, Forms, Terms & Conditions, About Us, FAQ, and Contact Us. The form fields are: First Name, Last Name, Local Authority (dropdown), Buyer type (dropdown), Username, Phone Number, Email Address, Password, and Confirm Password. A callout box with a green background and black text says "Please note your **username** & **password** for future reference". Two red arrows point from this box to the Username and Password input fields. Below the form, there is a note: "* Your password must be at least 12 characters long. Please make a note of your username and password as you will need them later." and a checkbox with the text "I am aware of my responsibilities as a Buyer and that I must adhere to Local, National and European Procurement Guidelines when procuring goods and services." At the bottom of the form are two buttons: "Cancel" and "Create".

Complete all details in **Buyer Details**, tick box and click on **Create**

NOTE: Your Administrator will receive an email requesting that he/she approve you as a **Buyer**. They will accept or reject the request. If approved, you will receive an email confirming same.

2.0:- Logging in to Supplygov

Browse to www.supplygov.ie and enter your username and password and click on the **Login** Button.

Username Password [Login](#)

[Forgotten your Login Details?](#)

[Home](#) [Forms](#) [Terms & Conditions](#) [About Us](#) [FAQ](#) [Contact Us](#)

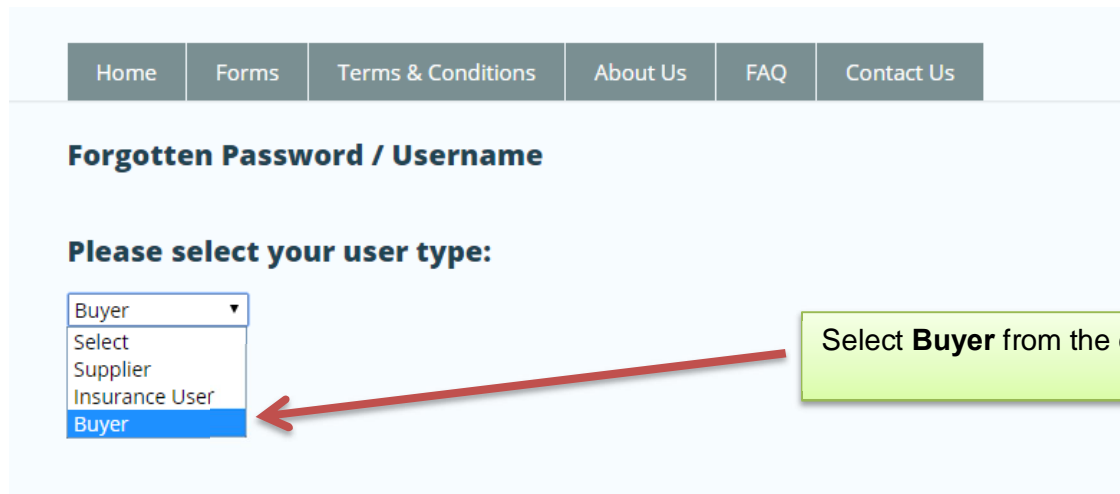
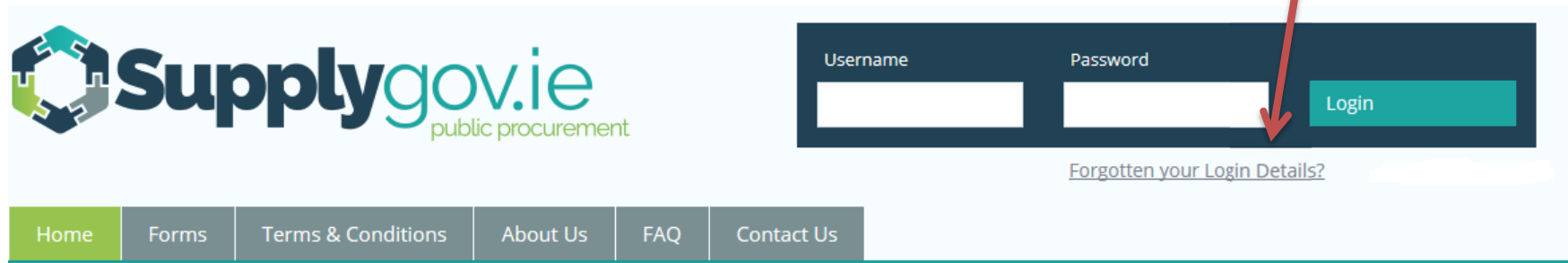
[Register as New Supplier](#) [Create an Insurance Account](#) [Register as a Buyer](#)

Welcome to SupplyGov.ie

SupplyGov.ie (formerly LAQuotes.ie) is a procurement platform facilitating Local Authorities and other state agencies in the procurement of goods, works and services from Suppliers (incl. Contractors and Service Providers). The website has been developed by the Local Government Operational Procurement Centre (LGOPC) to streamline the procurement process of contracting authorities in respect of the operation of local authority led Category Councils for Plant Hire and Minor Building & Civil Works.

3.0:- Forgotten your Login Details

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



Select **Buyer** from the dropdown menu

Forgotten Password / Username

SupplyGov ID (if available)

Email

Forgot your password?

[Send Reset Link](#)

Please check your email to reset your password.

Forgot your username?

[Send Username](#)

[Back](#)

Enter your **Buyer ID** if available.

Enter your **email address** as registered on your Supplygov Account.

If you require your password click on **'Send Reset Link'**.

If you have forgotten your username, click on **'Send Username'**.

When you click on **'Send username'**, an email containing your username will be sent to your email address.

3.1: Forgot your password.

When you click on **Send Reset Link** an email will issue that will contain a link for you to follow. This will lead to the following screen.

The screenshot shows a web form titled "Reset Password" with a navigation menu at the top containing "Home", "Forms", "Terms & Conditions", "About Us", "FAQ", and "Co". The form instructions state: "Enter your new password. Password must be at least 12 characters." The form contains four input fields: "SupplyGov ID (if available)", "Email", "New Password", and "Confirm new password". A "Reset" button is located at the bottom of the form. Annotations with red arrows point to each field and the button, providing instructions: "Enter your Buyer ID if available." points to the SupplyGov ID field; "Enter your email address as registered on your Supplygov Account." points to the Email field; "Enter a new password (at least 12 characters long). Confirm New Password" points to the New Password and Confirm new password fields; and "Click on Reset" points to the Reset button.

Home	Forms	Terms & Conditions	About Us	FAQ	Contact Us
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Reset Password Confirmation
Your password has been changed. Click [here](#) to login



Once the password has been reset, you can login to your account by clicking **here**

4.0:- Contact Us



Should you have any queries, please do not hesitate to contact the SupplyGov Helpdesk Team.

- Telephone: **076 106 4020** (Office hours: Monday to Friday, 09:00 to 17:00 excluding Bank Holidays)
- Email: eproc@kerrycoco.ie