



Doncaster  
Council



**YORprocure**  
STRATEGIC PROCUREMENT FOR YORKSHIRE AND HUMBER

# User Guide

## Setting up Tender Alerts

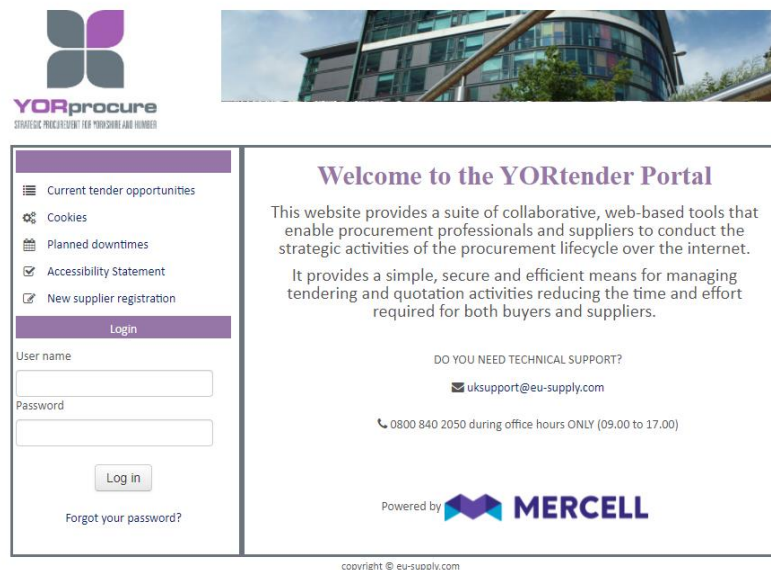
# Introduction

This user guide will explain how to set up alerts for information on new quote and tender opportunities on Doncaster Council's eTendering system, YORtender.

# Instructions

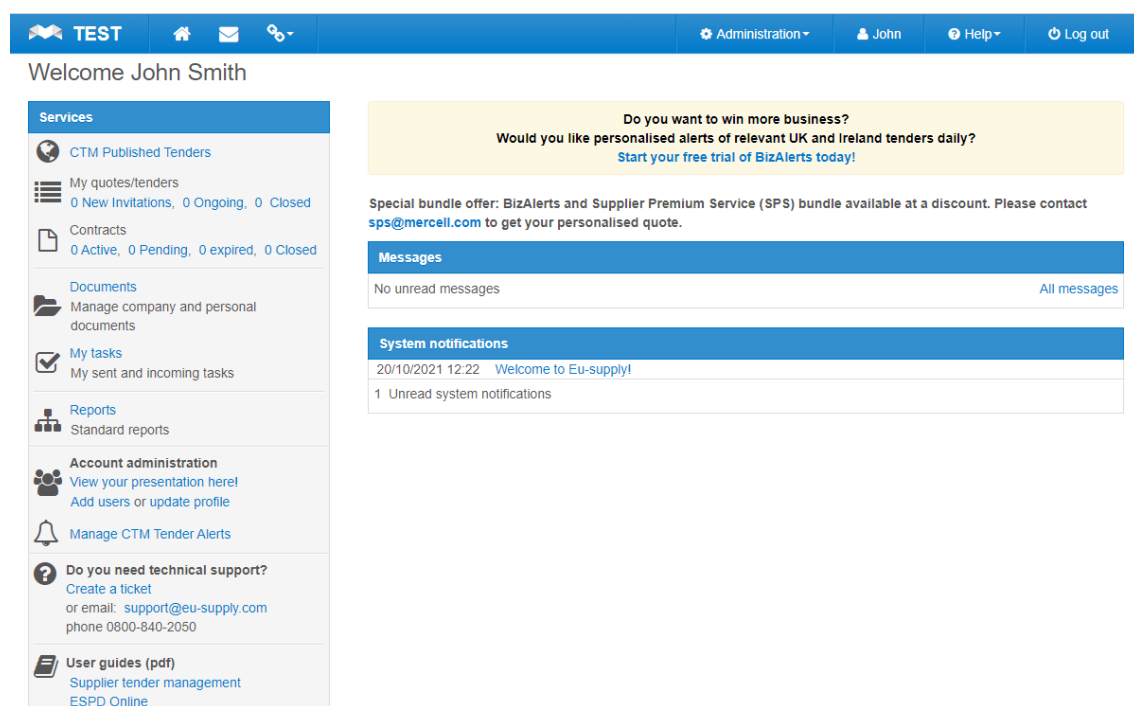
1. Navigate to the portal log in screen using the URL below:

<https://uk.eu-supply.com/login.asp?B=YORTENDER>



2. Enter your user name and password into the relevant fields and click 'Log in'.

3. You will be taken to the screen in the following screenshot. Click on 'Manage CTM Tender Alerts' under the 'Services' column.



4. You will taken to the screen in the following screenshot. Click on the 'Start using CTM Tender Alerts' button.

TEST Administration John Log out

Home / Company administration / CTM Tender Alerts

### CTM Tender Alerts

**Instructions**

In this page you administer your profile for receiving email alerts regarding published notices in CTM.

Click 'Add' to add a value and 'x' to remove.

You can at any time disable the email alerts by selecting the Off button at the top.

An email alert is sent every night if any new quotes/tenders are published matching your categories, i.e. you will only receive an alert for a specific quote/tender once. However, if you make any changes in your profile, the next alert that will be sent out will include all matching quotes/tenders even if some of them might have been included before.

#### Configure CTM Tender Alerts

**CTM TENDER ALERTS**

**CTM Tender Alerts: Free Option**  
You can configure the FREE basic standard CTM Tender Alerts of matching tenders published on the CTM platform by using the "Start using CTM Tender Alerts" button below.

**OPTIONAL BIZALERTS SERVICE:** If you also want to get alerts to all relevant published tenders on UK Contracts Finder, UK Find a Tender Service and the National Ireland eSourcing platform, subscribe to BizAlert Service.  
[Start your free trial of BizAlerts today!](#)

Start using CTM Tender Alerts

Done

5. The 'Email Addresses' section will appear as per the following screenshot. This will have defaulted to the address your username is registered to. Click 'Add email' to add further email addresses to receive alerts.

**EMAIL ADDRESSES**

daniel.winslow@doncaster.gov.uk x

Add email john.smith@doncaster.gov.uk

Save

Next

Done

6. Click 'Save' once the email address has been added.
7. Click 'Next'. The 'CPV Codes' section will appear as per the following screenshot.

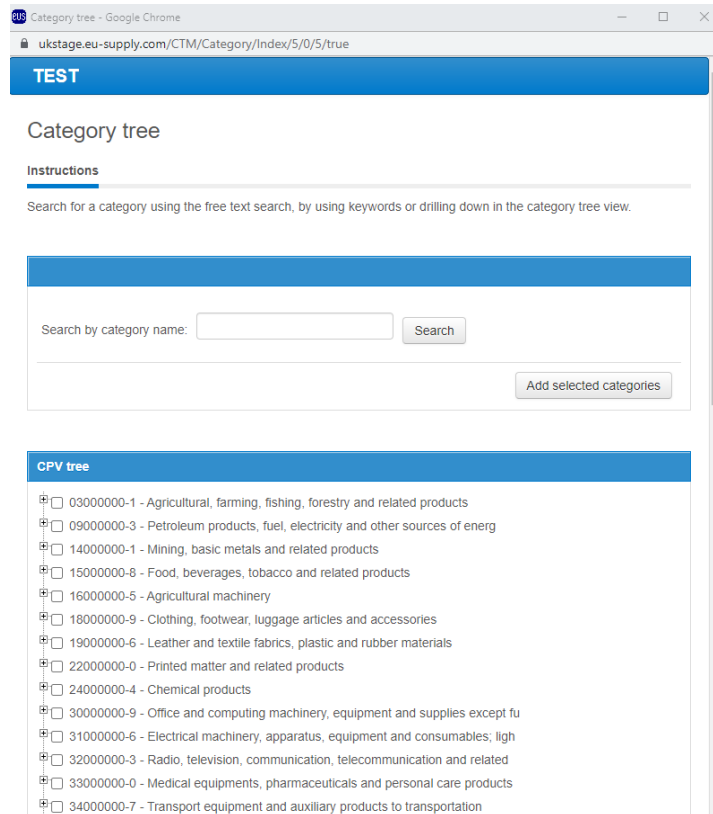
**CPV CODES**

+ Add CPV codes

Finish

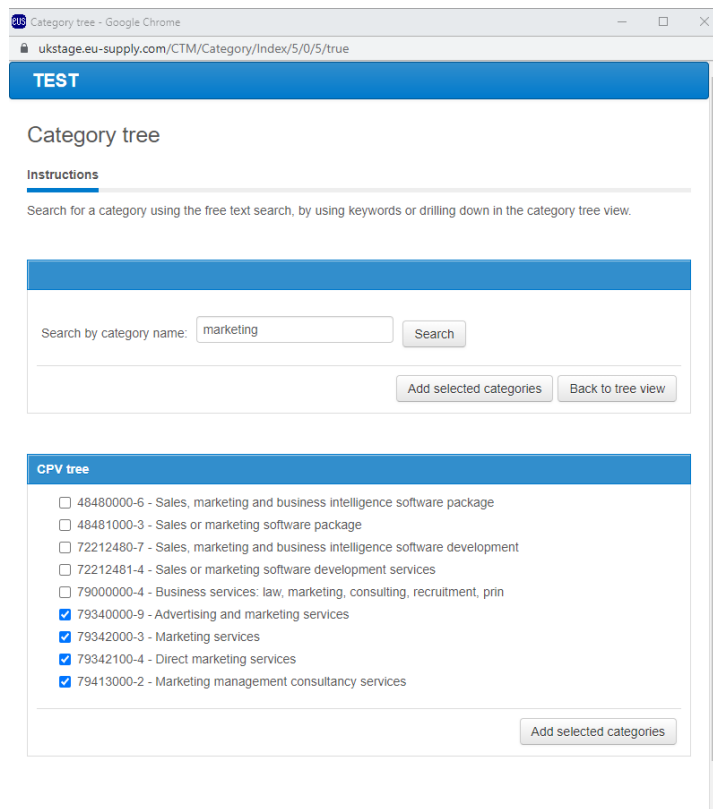
Done

8. Click 'Add CPV codes'. The category tree will appear allowing you to search for the relevant CPV codes that relate to the types of goods or services you supply.



9. Using the search facility or the 'expand' buttons against each category level navigate to the codes you would like to receive alerts for.

10. Click on the tick box next to each code you would like to add.



11. Click 'Add selected categories'. The CPV codes will then be added to the alert as shown in the following screenshot.

The screenshot shows a section titled 'CPV CODES' with a list of three items: '72212480-7 Sales, marketing and business intelligence software development', '79342000-3 Marketing services', and '79413000-2 Marketing management consultancy services'. Each item has a small 'x' icon to its right. Below the list is a button labeled '+ Add CPV codes'. At the bottom left of the section is a button with a checkmark icon and the text 'Finish'. At the bottom right of the entire interface is a button labeled 'Done'.

12. Click 'Finish' and your selections will be saved. The alert screen will now be displayed as per the following screenshot.

The screenshot shows the 'Configure CTM Tender Alerts' interface. At the top is a blue header with the text 'Configure CTM Tender Alerts'. Below this is a section titled 'STATUS OF CTM TENDER ALERTS' with two buttons: 'On' and 'Off'. The 'On' button is selected, and a green bar below it says '✓ CTM Tender Alerts are on'. Below this is the text 'You are subscribed to the free CTM Tender Alerts'. There is a section for 'OPTIONAL BIZALERTS SERVICE' with a link to 'Start your free trial of BizAlerts today!'. Below this are the 'Start date: 20/10/2021' and 'Expiration date: 12/12/2999'. Below this is a section titled 'EMAIL ADDRESSES' with two email addresses: 'daniel.winslow@doncaster.gov.uk' and 'john.smith@doncaster.gov.uk', each with a small 'x' icon to its right. Below the list is a button labeled '+ Add email'. Below this is a section titled 'CPV CODES' with a list of three items: '72212480-7 Sales, marketing and business intelligence software development', '79342000-3 Marketing services', and '79413000-2 Marketing management consultancy services'. Each item has a small 'x' icon to its right. Below the list is a button labeled '+ Add CPV codes'. At the bottom right of the interface is a button labeled 'Done'.

13. Once the tender alert is in place you can make amendments to this by clicking the 'Add email' and/or 'Add CPV codes' button. Selections can be removed by clicking the 'x' against each. Click 'Done' to save any changes.