

Adding CPV codes to your profile for CTM Tender Opportunity Email Alerts

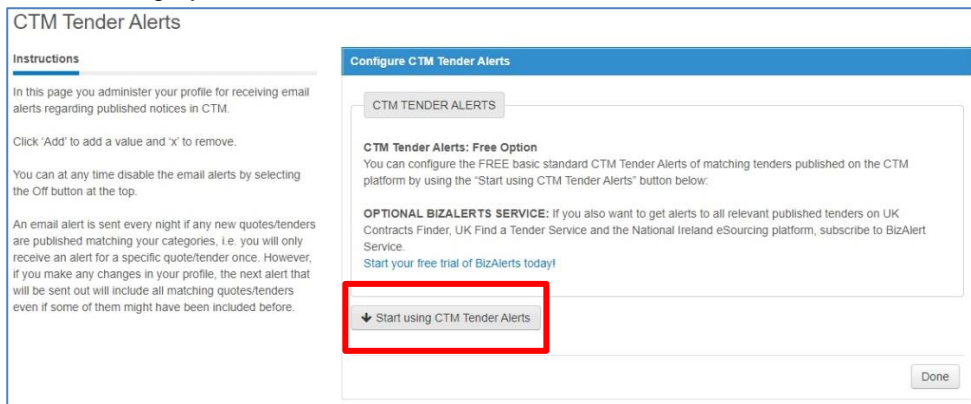
Following login, navigate to the ADMINISTRATION area at the top of the screen and select COMPANY ADMINISTRATION:



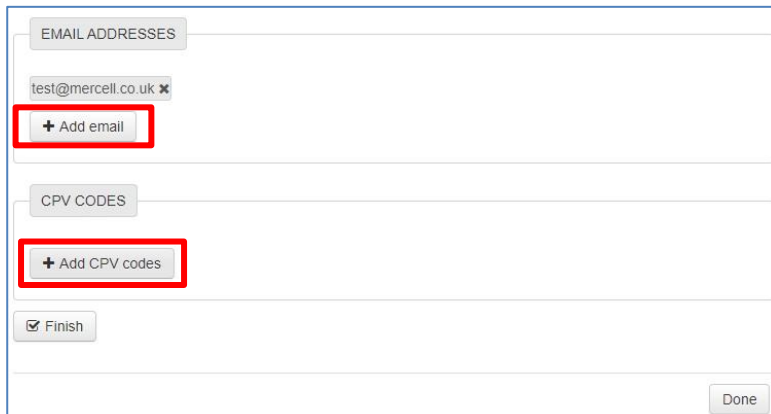
Scroll down and click the EDIT text next to MANAGE CTM TENDER ALERTS:



Click on the grey button titled START USING CTM TENDER ALERTS:

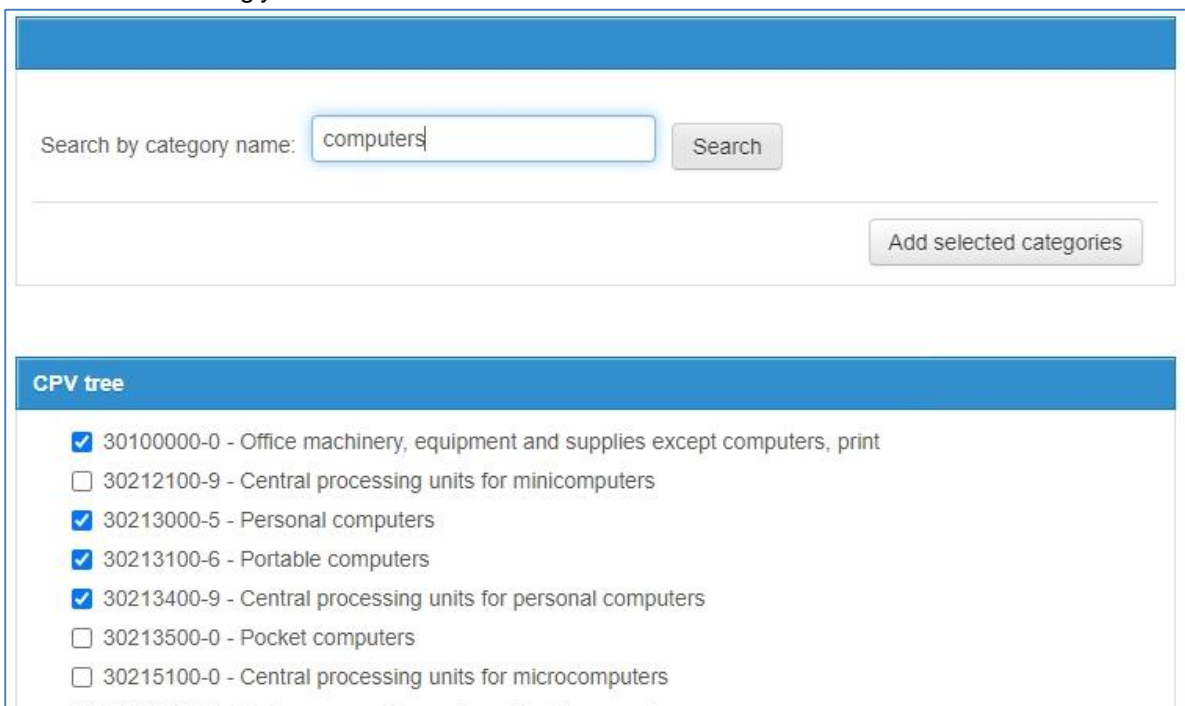


Click on the + ADD EMAIL button to add your email and then the + ADD CPV CODES button:



You can type key words to search for the most relevant categories that suit your business profile. When the results show, you can tick multiple categories.

NOTE; we recommend you selecting a 'top-level' category as one of your choices such as the below search for 'computers', the top level category is the 30100000-0 choice. If your choices are drilled-down very specifically, this may reduce the number of opportunity alerts received. As a business, looking at the screenshot below, you may supply Personal, Portable and Central Processing Units for Computers (hence the three of those are ticked) however the Procurement Team may categorise a computer style tender simply as 'Office machinery, equipment and supplies' so to be sure, select the top level too. If you receive too many irrelevant alerts, you can adjust your categories at any time to suit accordingly:

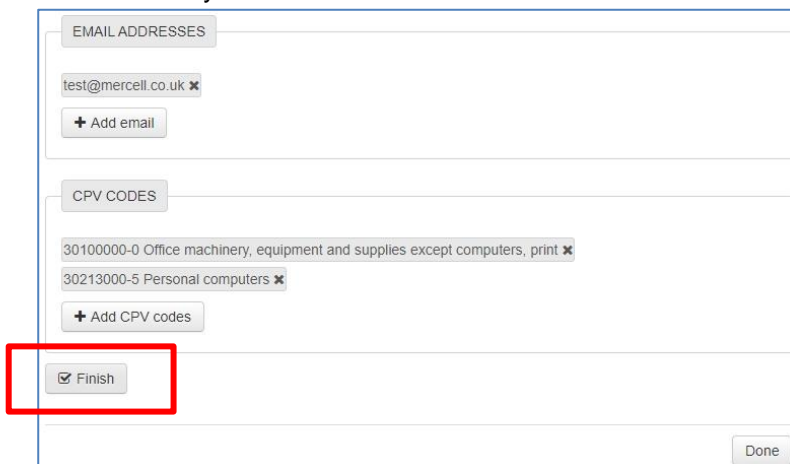


Search by category name:

CPV tree

- 30100000-0 - Office machinery, equipment and supplies except computers, print
- 30212100-9 - Central processing units for minicomputers
- 30213000-5 - Personal computers
- 30213100-6 - Portable computers
- 30213400-9 - Central processing units for personal computers
- 30213500-0 - Pocket computers
- 30215100-0 - Central processing units for microcomputers

Once selected, click the grey Add selected categories button then you will return to the previous screen where you can click Finish:



EMAIL ADDRESSES

test@mercell.co.uk ✕

CPV CODES

30100000-0 Office machinery, equipment and supplies except computers, print ✕

30213000-5 Personal computers ✕