



TUTORIAL ON SETTING UP ALERTS



Tutorial on Setting Up Alerts

Benefits of Alerts

Setting up alerts allows companies to receive, once a day, a list of tenders published in the last 24 hours on the various SafeTender portals.

As detailed in the following pages, alerts can be customized by business sectors and/or geographic areas. It is possible to set up alerts:

- **By business sector and geographic area (department, region, country):** To target specific tenders both by domain and location.
- **By geographic area only (department, region, country):** You will receive all tenders published for this area, regardless of the business sector.
- **By business sector only:** You will receive all tenders related to this sector, regardless of their geographic location.

Tutorial on Setting Up Alerts

Connecting to Sourcing

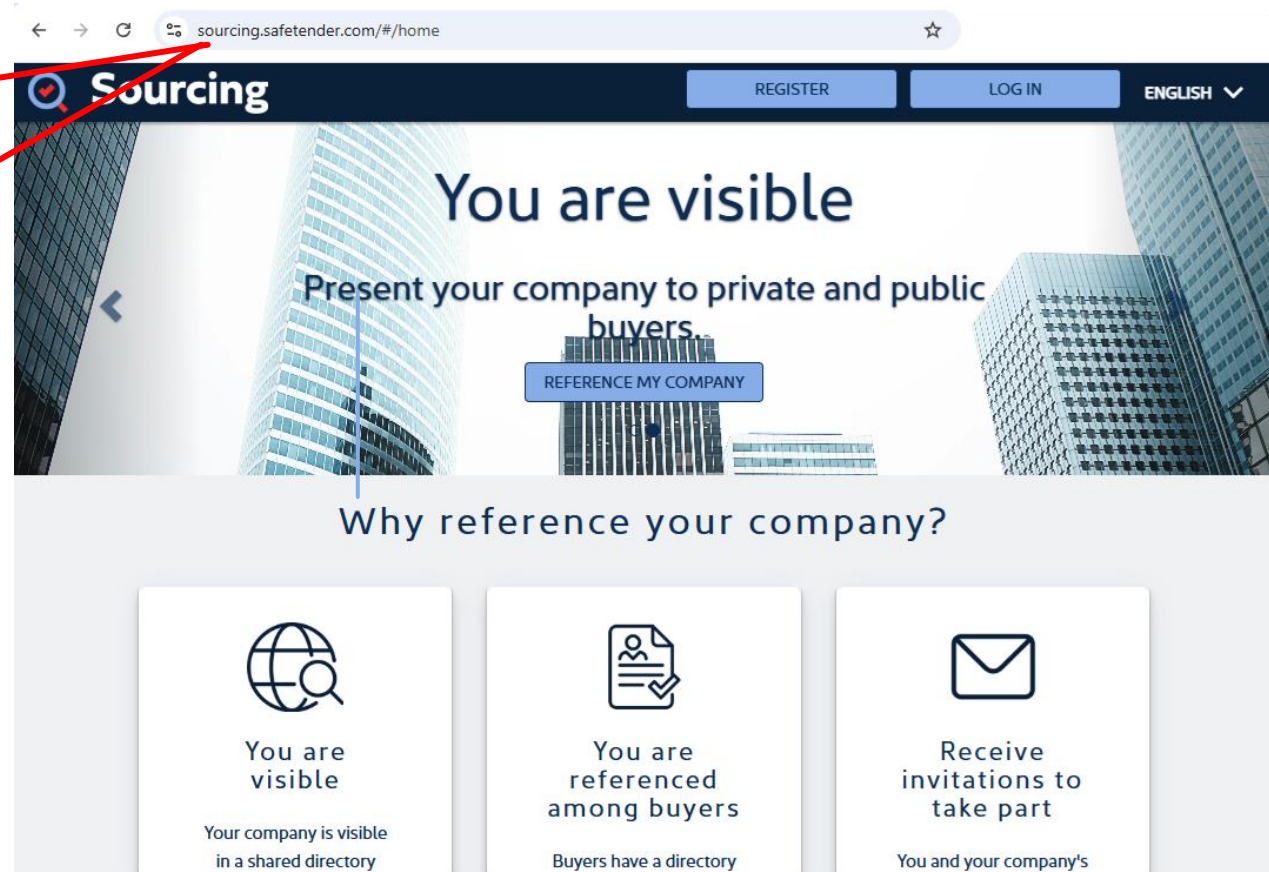
- To activate alerts, go to the **Sourcing** application (<https://sourcing.safetender.com>).
- **If your SafeTender account was created after August 4, 2020:**
 - Access to Sourcing was automatically activated when you registered on SafeTender.
 - Only the first user of your organization has a Sourcing account. Other accounts associated with your organization (even with the same company identifiers: SIRET, VAT, TAHITI number, etc.) do not have this access.
- **If your SafeTender account was created before August 4, 2020:**
 - If you haven't already, you need to register separately on Sourcing.
 - Use a company identifier identical to the one registered in SafeTender.

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Connecting to Sourcing

- Go to the Sourcing application: <https://sourcing.safetender.com> and log in.

<https://sourcing.safetender.com>



Tutorial on Setting Up Alerts

Forgotten Password on Sourcing

- If you forget your password, click on *Forgot?*



LOG IN

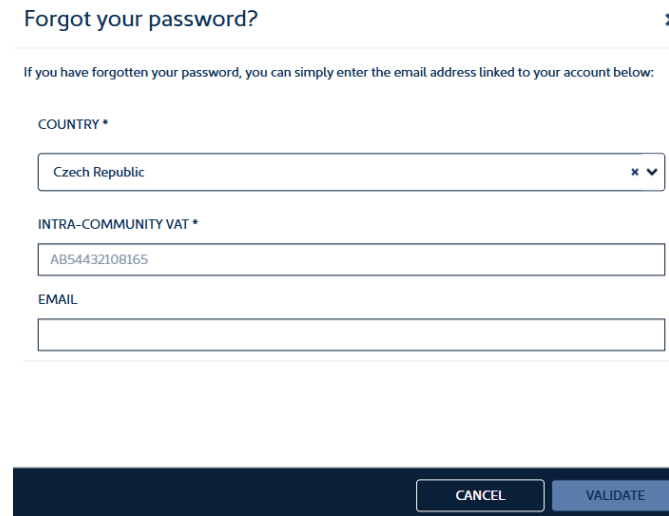
USERNAME

PASSWORD

[Forgotten ?](#)

NO VALIDATE

- Fill in the information corresponding to your organization and click **VALIDATE**.



Forgot your password? ×

If you have forgotten your password, you can simply enter the email address linked to your account below:

COUNTRY *

Czech Republic × ▼

INTRA-COMMUNITY VAT *

AB54432108165

EMAIL

CANCEL VALIDATE

- You will receive an email containing a link to reset your password.
- If you encounter any issues, do not hesitate to contact our support (see support information at the end of the document).

Tutorial on Setting Up Alerts

Activating Alerts

1. Once logged in, click on PUBLIC PROCUREMENT ALERTS.
2. You can filter alerts by CPV code family. This optional feature allows you to target only alerts related to your business domains.
3. To activate alerts for a specific geographic area, click on ADD A GEOGRAPHIC ZONE. For France, you can specify the departments that interest you.

Sourcing My Account (90 %) ENGLISH

Company details COMPANY PROFILE STATUS: PUBLISHED DEACTIVATE

OMNIKLES
26 rue du Faubourg Poissonnière, PARIS

SUMMARY PRODUCTS AND SERVICES CONTACTS **PROCUREMENT ALERTS**

Here you can set up the alerts you would like to receive regarding the publication of new procedures on the Safetender public procurement platform.
The CPV code (Common Procurement Vocabulary) is a European nomenclature used to define a classification of procurement objects. Buyers fill in this information about a procedure.
Alerts are based on the family of CPV codes of the procedures, i.e. the first two digits of this code.
Choose below the CPV code families to receive alerts :
 Warning: you have not specified any alerts.

Geographic area ADD A GEOGRAPHIC AREA

ADD A CPV CODE

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Activating Alerts

To receive alerts, it is mandatory to activate:

- A geographic zone,
- Or a CPV code family,
- Or both.

If neither a geographic zone nor a CPV code family is set, no alerts will be sent.

Support Information

For any request, do not hesitate to contact our support:

For all countries except French Polynesia and New Caledonia
(Monday to Friday, 9:00 AM to 6:00 PM - Paris Time):

- By phone: +33 (0) 825 00 13 26 (0.20€/min + local call rate)
- By email: support@safetender.com

For French Polynesia and New Caledonia (Monday to Friday,
7:30 AM to 3:30 PM - Tahiti Time):

- By phone: +687 40 82 90 90
- By email: support-dco@lademat.pf

List of CPV Code Families (1/2)

03000000-1	Agricultural, farming, fishing, forestry and related products
09000000-3	Petroleum products, fuel, electricity and other sources of energy
14000000-1	Mining, basic metals and related products
15000000-8	Food, beverages, tobacco and related products
16000000-5	Agricultural machinery
18000000-9	Clothing, footwear, luggage articles and accessories
19000000-6	Leather and textile fabrics, plastic and rubber materials
22000000-0	Printed matter and related products
24000000-4	Chemical products
30000000-9	Office and computing machinery, equipment and supplies except furniture and software packages
31000000-6	Electrical machinery, apparatus, equipment and consumables; lighting
32000000-3	Radio, television, communication, telecommunication and related equipment

33000000-0	Medical equipments, pharmaceuticals and personal care products
34000000-7	Transport equipment and auxiliary products to transportation
35000000-4	Security, fire-fighting, police and defence equipment
37000000-8	Musical instruments, sport goods, games, toys, handicraft, art materials and accessories
38000000-5	Laboratory, optical and precision equipments (excl. glasses)
39000000-2	Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
41000000-9	Collected and purified water
42000000-6	Industrial machinery
43000000-3	Machinery for mining, quarrying, construction equipment
44000000-0	Construction structures and materials; auxiliary products to construction (except electric apparatus)
45000000-7	Construction work
48000000-8	Software package and information systems

List of CPV Code Families (2/2)

50000000-5	Repair and maintenance services
51000000-9	Installation services (except software)
55000000-0	Hotel, restaurant and retail trade services
60000000-8	Transport services (excl. Waste transport)
63000000-9	Supporting and auxiliary transport services; travel agencies services
64000000-6	Postal and telecommunications services
65000000-3	Public utilities
66000000-0	Financial and insurance services
70000000-1	Real estate services
71000000-8	Architectural, construction, engineering and inspection services
72000000-5	IT services: consulting, software development, Internet and support

73000000-2	Research and development services and related consultancy services
75000000-6	Administration, defence and social security services
76000000-3	Services related to the oil and gas industry
77000000-0	Agricultural, forestry, horticultural, aquacultural and apicultural services
79000000-4	Business services: law, marketing, consulting, recruitment, printing and security
80000000-4	Education and training services
85000000-9	Health and social work services
90000000-7	Sewage, refuse, cleaning and environmental services
92000000-1	Recreational, cultural and sporting services
98000000-3	Other community, social and personal services