

services for sustainable procurement  
**global** resource. **local** skills.

Achilles works to identify, qualify, evaluate and monitor suppliers on behalf of major organisations worldwide. We build and support buyer-supplier communities in many industry sectors, creating unique and powerful global networks.

Our services for sustainable procurement help create opportunities for business and reduce risk in the supply chain.

### Join Supply-Line for the Opportunity to Compete for New Business

Supply-Line is an on-line supplier management service - equivalent to an "expression of interest". It is used by purchasing organisations in Ireland as a method of sourcing suppliers and contractors for their tender lists in compliance with EU and national regulations and guidelines.

Established in 1998 to assist purchasers in the management of contracts above the EU thresholds, the system has been enhanced and now caters for all procurements irrespective of value.

It is an efficient and valuable business tool, which allows buyers to have access to a broader market with the support of a real-time management tool, while enabling suppliers to target multiple buyers/contract opportunities.

Supply-Line is a registration system with the ability to further qualify suppliers and arrive at a manageable and appropriate tender list. Information gathered on the system is then monitored, quality checked and updated on a continuous basis by the dedicated Supply-Line team. Supply-Line aims to provide a single source for the management of supplier information - reducing costs, time and administrative workload for both the suppliers and buyers.

Achilles' collaborative and neutral approach aims to build and support buyer and supplier communities. Registering with the Achilles Supply-Line system will provide opportunities for business with the buying organisations committed to using this service and will also include the following benefits:

#### Benefits

- Provide increased visibility to major public and utility companies
- Save considerable time and money through completion of a single questionnaire once
- Demonstrate your capabilities through an expression of interest
- Through a single application, give the opportunity to be considered for a variety of contracts in multiple markets with existing and new subscribers
- Provide the opportunity to update questionnaire at any time, when there is additional information or a change of information
- Receive dedicated support from the Supply-Line team at all stages through your registration.

In Ireland the supplier management solution is delivered by the Supply-Line service.

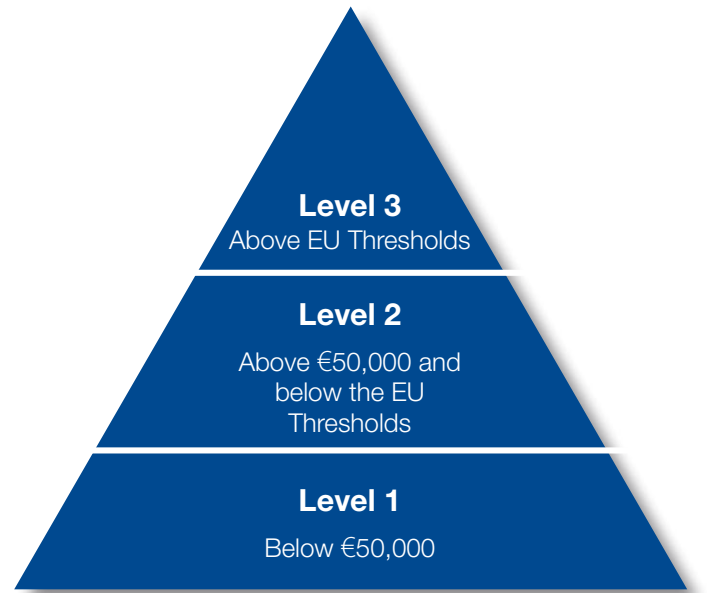
## How Supply-Line Works

When a company registers on Supply-Line, they are given a username and password to access a questionnaire online. The amount of detail to be completed will depend on the level of registration requested by the company. By completing the questionnaire suppliers will be able to demonstrate their capabilities and market themselves to a wide range of buying organisations.

The questionnaire has been designed by the buying organisations to ensure there is sufficient detail for them to compile tender lists. The information is equivalent to a standard expression of interest covering company resources and capabilities. Through the development of the system the questionnaire has been enhanced to improve the quality of information and now includes the following new features:

- The financial information will be verified and entered via **Equifax**. Equifax captures financial data submitted locally by companies to the equivalent of the Companies Registration Office
- **Attachments** for Quality Assurance, Tax Clearance, Health and Safety and Environmental Management can be uploaded with the supplier questionnaire.

The **Supply-Line** system has been divided into three levels, to reflect the complexities of different procurement thresholds:



**Level 3:** is used for contracts with a value above the EU threshold. Only companies registered at Level 3 are eligible for these contracts.

**Level 2:** is used for contracts above €50,000 and below the EU threshold. Companies registered at Levels 2 & 3 are eligible for these contracts.

**Level 1:** has been introduced to cater for purchases below €50,000. All companies registered on Supply-Line are eligible for this level.

Please note that the value of contracts refers to the overall monetary value and does not necessarily reflect the value of the contract to each supplier involved.

## Supply-Line Plus NOTiCE System:

NOTiCE is a daily email service where information is sent about EU contract opportunities.

- NOTiCE searches out business opportunities in the European Journal (OJEU) and issues them via email
- Select the European country or countries you want to receive notices from
- Access to searches on the OJEU
- Notification emails can be sent to up to 10 email contacts within your company



## Testimonials

“We have been using Supply-Line for 10 years and it has become an integral part of our procurement process. It ensures suppliers have equal access to our business opportunities, while providing an efficient system for managing our tender lists.”

**Pat Byrne, Senior Buyer,  
ESB Networks**

“Supply-Line is an integral part of our procurement cycle and provides us with an open, transparent and compliant methodology for assessing suppliers.”

**Paula Roberts, Finance Manager,  
Ireland West Airport, Knock**

“The System means we are compliant in an efficient and effective way and gives suppliers equal access to our business opportunities.”

**Pat Mullan, Manager,  
Procurement & Materials,  
Iarnród Éireann-Irish Rail**

“We have been using Supply-Line for 7 years and it is an essential part of our procurement process. The Supply-Line system allows us to create our tender lists in a speedy and efficient manner, while ensuring compliance and transparency.”

**Conal O’Flanagan  
Procurement Manager,  
Dublin Port Company**

## How the buyers use the system

When a buyer has a requirement, they will search for suitable companies by the relevant product/service/works codes. They may then apply criteria based on information on the database to further refine the tender list and/or they may use eQual to ask contract-specific questions of the suppliers.

### eQual

This is a second stage qualification system. Following an initial search on Supply-Line, eQual allows buyers to ask selected suppliers additional contract-specific questions. When the buyer uses eQual, the supplier will be notified via email to log on to [www.achilles.ie](http://www.achilles.ie) where the questions can be answered on-line and submitted back to the buyer.

### Tender Alert

Tender Alert is an internal notification system available to companies registered on Supply-Line. It gives details on specific upcoming opportunities, with information on specific requirements, e.g. level of registration, codes and descriptions, closing dates for questionnaire submission.

### Who uses Supply-Line?

At present the purchasing organisations using the system are from utility and public sector bodies. These organisations have used the system over the past 10 years to source a wide range of suppliers for contracts above €50k. Now with the enhanced system they will have the opportunity to select suppliers and contractors for procurement requirements irrespective of value.

The testimonials opposite illustrate the range of sectors that use Supply-Line, however, please visit [www.achilles.ie](http://www.achilles.ie) where the purchasing organisations are listed. This list will be updated on a regular basis, as new companies join the system.



## Registration

To register on the **Supply-Line scheme** please complete an application form or alternatively you can register on-line at [www.achilles.ie](http://www.achilles.ie)

On receipt of your application form and payment we will be in contact to issue you with a user name and password, together with the necessary information to get started.

Should you require more information please contact the Supply-Line team:

T: +353 (0)1 4020111 F: +353 (0)1 4020110  
E: [supply-line@achilles.com](mailto:supply-line@achilles.com)



**Achilles Procurement Services Limited**

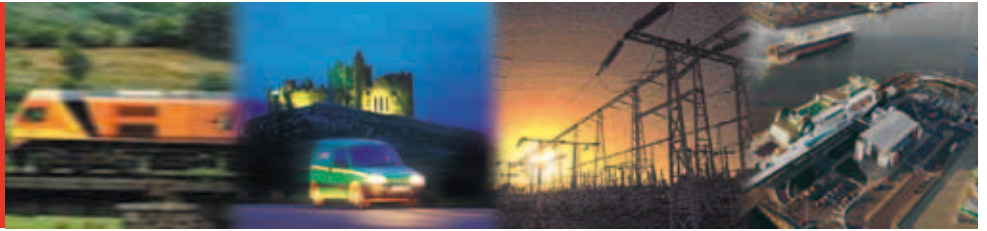
1 Harmsworth, Greenmount Office Park, Harolds Cross, Dublin 6W, Ireland.

**T:** +353 (0)1 4020111 **F:** +353 (0)1 4020110 **E:** [supply-line@achilles.com](mailto:supply-line@achilles.com)

[www.achilles.ie](http://www.achilles.ie)



**Supply-Line  
Supplier Application Form**



## 1. Company Details

Please print your details clearly using capital letters

Company Name		Contact Person	
Address			
Postcode			
Telephone	Fax		
Email	Website		
VAT Number	Company Registration Number		

## 2. Service options

Please choose your service level option. A VAT invoice will be sent upon receipt of payment.

**Supply-Line Level 3 plus NOTICE** - Giving your business all the benefits of Supply-line Level 3 plus the facility to be emailed relevant contract opportunities within all industry sectors across Europe from the European Journal (OJEU).

Supply-Line Plus NOTICE annual fee= €930.00 (€1,143.90 incl.VAT for all Irish-Registered Suppliers)

**Supply-Line Level 3** – is used for contracts with a value above the EU threshold. Level 3 suppliers will be considered for contracts at Levels 3, 2 and 1.

Supply-Line level 3 annual fee = €550.00 (€676.50 incl. VAT for all Irish-Registered Suppliers)

**Supply-Line Level 2** – is used for contracts above €150,000 and below the EU threshold. Level 2 suppliers will be considered for contracts at Levels 2 and 1.

Supply-Line level 2 annual fee = €250.00 (€307.50 incl. VAT for all Irish-Registered Suppliers)

**Supply-Line Level 1** – is used to cater for purchases below €50,000. Level 1 suppliers can only be considered for contracts at this Level.

Supply-Line level 1 (FREE OF CHARGE)

\*Subject to remaining compliant

## 3. Payment details

Please tick the boxes for the payment option selected.

I enclose a cheque (made payable to “Achilles Procurement Services”)

I have transferred by SWIFT/BACS/EFT

### SWIFT details

Bank Name: AIB Bank, The Harbour, Kilcock, Co. Kildare, Ireland.

Account Name: Achilles Procurement Services

Account No: 00028188

Sort Code: 93 31 71

IBAN Code: IE 80 AIBK 933171 00028188

Swift Code: AIB KIE 2D

PLEASE ENSURE APPLICANT COMPANY NAME IS SPECIFIED ON BANK PAYMENT

### Credit card payments

To pay by credit/debit card, please visit [www.achilles.ie](http://www.achilles.ie)

Click on “join this service” then choose on-line payment. This page will then take you through the process. Should you require help, please call the Supply-Line team on +353 (0)1 4020111.