

State Procurement Register operating instructions: getting started and document download.

To submit a tender to the State Procurement Register, information about the company and the contact person is required for registration.

When you have sent us the required data you will be added to the register. Afterwards you will receive your username and password by E-mail. Then you qualify for a tenderer.

To register your firm on the State Procurement Register you need to send us the following information.

Company data

Company name:

Company registration code:

Address:

City:

Postal index:

Contact person's information

First name:

Surname:

Phone nr:

Fax (if available):

E-mail:

Step 1

When you have received your username and password you need to log in to look for the procurement (see picture Login 1 and Login 2).

Kasutajanimi = Username

Parool = Password

The State Procurement Register is located at <https://riigihanked.riik.ee/>

RIIGIHANGETE REGISTER

Registreeru Sisene

Login

Register Statistika Seaded Arhiiv

Info Abi

Riigihangete register

- Hanke otsing
- Teate otsing
- CPV klassifikaator

CPV koodide tabelid

Viimastel päevadel on riigihangete registri töös tõsised probleemid tingituna registrit teenindava serveri suurest koormusest. Püüame probleemile lahendust leida.

Hea registri kasutaja!

Palun tutvuge riigihangete registri uute võimalustega kasutaja juhendis (hankijad), pakkuja kasutaja juhendi leiata siit.

RSS Kontaktid

Registri üldine e-posti aadress:
[registri e-posti aadress on siin](#)

Registri üldküsimused, registreerimine, eelteated, hanketeated:
[Toomas Laiqna](#)
6113 693

Login 1

RIIGIHANGETE REGISTER

Autentimine kasutajatunnuse ja parooliga

Kasutajatunnus User name

Parool Password

SISENE

Autentimine ID-kaardiga

Alustamiseks vajuta logole!

KAART

Login 2

Step 2

Searching for the required procurement. Your contact person's name and company name will be located on the upper right corner. Click "hanke otsing" to search for procurement.

"Hanke otsing" = Procurement search

"Teate otsing" = Notice search

(Picture T1 A)

RIIGIHANGETE REGISTER

Contact person name Lahku

Company name Vali pakkuja

Register Minu register Statistika Seaded Arhiiv

Info ? Abi

Riigihangete register

- Hanke otsing Click here
- Teate otsing
- CPV klassifikaator

CPV koodide tabelid

Hea registri kasutaja!

Palun tutvuge riigihangete registri uute võimalustega kasutaja juhendis (hankijad), pakkuja kasutaja juhendi leiata siit.

Pakkujatele!

RSS Kontaktid

Registri üldine e-posti aadress:
[registri e-posti aadress on siin](#)

Registri üldküsimused, registreerimine, eelteated, hanketeated:
[Toomas Laigna](#)

Hanke otsing <----- Tender search
Teate otsing <----- Notice search

T1 A

Step 3

First (1) you need to Clear fields click “Tühjenda väljad”, (2) then you need to enter the reference number in the box “Viitenumber”, (3) click search and you find the procurement you were looking for. (4) Then save defaults by clicking “Salvesta vaikimisi”. After the following steps “Minu register” = My register → “Pakkuja hanked” = Tenderer’s procurements, you will see the procurement you are interested in. You can open procurement documents by clicking “D” in the column HD. (Picture T1 B)

The screenshot shows the RIIGIHANGETE REGISTER interface. At the top, there are navigation tabs: Register, Minu register, Statistika, Seaded, and Arhiiv. The main search area is titled "Hangete otsing" and contains several input fields: Viitenumber (with an arrow pointing to it labeled "Insert Reference number 2"), Nimetus, Hankija, Hanke liik, Menetluse liik, Hanke seisund, CPV, and Vali CPV. There are also date pickers for Avaldatud and Pakkumuse KPV. Below the search fields are buttons: Otsi (labeled "Search 3"), Tühjenda väljad (labeled "Clear fields 1"), Salvesta vaikimisi (labeled "Save defaults 4"), and Taasta vaikimisi. A link "Click here to download procurement documents" points to the HD icon in the table. The table below has columns: Nr., Viitenr., Nimetus, Hankija, Hanke liik, Menetluse liik, Avaldatud, Pakkumuse KPV, CPV, EL, Seisund, and HD. One row is visible with the following data:

Nr.	Viitenr.	Nimetus	Hankija	Hanke liik	Menetluse liik	Avaldatud	Pakkumuse KPV	CPV	EL	Seisund	HD
1	111415	Riigimaanteel nr 92 km 91,618 asuva Puna silla ja riigimaanteel nr 49 km 46,630 asuva raudteeviaduk	Lääne Teedekeskus - Margus Eisenschmidt	E	A	09.03.2009	30.03.2009	45221100-3		alustatud	

T1 B

Step 4

You can download the procurement documents when you click the documents key “D”.

When you have downloaded the documents you will automatically be registered as an interested person in the current public procurement. (Picture T3)

RIIGIHANGETE REGISTER

Contact person name: [redacted] Lahku

Company name: [redacted] Vali pakkuja: [redacted]

Register Minu register Statistika Seaded Arhiiv

Info

Hanke viitenumber: **111229** Seisund: **alustatud** Avaldamise kpv: **23.02.2009**
Hankija: **Siseministeerium (70000562)**
Hanke nimetus: **Multifunktsionaalne reostustõrjelaev**

Hankedokumentid

Nr	Pealkiri	Kommentaar	Fail	Faili suurus	Lisatud	Muudetud	Kehtetu	
1	Multifunktsionaalne reostustõrjelaev		Hange_111229_1_laev.rtf	3462,0 KB	23.02.2009 11:43	23.02.2009 11:43		<input type="checkbox"/>
2	Tender documents in english	This document is inseparable with documents named "Lisa 0-Annex 1, Part 0" etc	Hange_111229_2_hd_english_111229.rtf	1430,0 KB	27.02.2009 11:50	27.02.2009 11:50		<input checked="" type="checkbox"/>
3	Lisa 0 (Annex 1, Part 0-description)		Hange_111229_3_lisa 0 (annex 1, part 0-description).doc	156,0 KB	27.02.2009 11:52	27.02.2009 11:52		<input checked="" type="checkbox"/>
4	Lisa 1 (Annex 1, Part 1-description)		Hange_111229_4_lisa 1(annex 1, part 1-description).doc	286,0 KB	27.02.2009 11:52	27.02.2009 11:52		<input checked="" type="checkbox"/>
5	Lisa 2 (Annex 1, Part 2-description)		Hange_111229_5_lisa 2 (annex 1, part 2-description).doc	203,0 KB	27.02.2009 11:53	27.02.2009 11:53		<input checked="" type="checkbox"/>
6	Lisa 3 (Annex 1, Part 3-description)		Hange_111229_6_lisa 3 (annex 1, part 3-description).doc	79,0 KB	27.02.2009 11:53	27.02.2009 11:53		<input checked="" type="checkbox"/>
7	Lisa 4 (Annex 1, Part 4-description)		Hange_111229_7_lisa 4 (annex 1, part 4-description).doc	165,0 KB	27.02.2009 11:53	27.02.2009 11:53		<input checked="" type="checkbox"/>
8	Lisa 5 (Annex 1, Part 5-description)		Hange_111229_8_lisa 5 (annex 1, part 5-description).doc	394,0 KB	27.02.2009 11:54	27.02.2009 11:54		<input checked="" type="checkbox"/>

Download marked documents Lae märgitud dokumendid alla

Palume arvestada asjaoluga, et hankedokumentide allalaadimisel registreeritakse Teid automaatselt huvitatud isikuks antud hankes.
Please note that when downloading tender documents you will be automatically registered as an interested person in the current public procurement.

Tagasi

T3

Step 5

Administering your register. By clicking “Minu register” = My register → “Pakkuja hanked” = Tenderer’s procurements you have access to the procurements you participate in. (Picture T4)

The screenshot shows the RIIGIHANGETE REGISTER web application. At the top, there is a navigation bar with 'Minu register' selected. A dropdown menu is open, showing options: 'Minu pakkujad', 'Pakkuja hanked', 'Pakkuja profilli hanked', 'Pakkuja profilli teated', 'Minu infotellimused', and 'Minu andmed'. Below the menu is a search form with fields for 'Vitenum', 'Hankija', 'Avaldatud', and 'Pakkumuse KPV'. A table titled 'Hanked' is visible at the bottom, showing a single entry for a procurement.

Nr.	Vitenr.	Nimetus	Hankija	Hanke liik	Menetuse liik	Avaldatud	Pakkumuse KPV	CPV	EL	Seisund	HD
1	111229	Multifunktsionaalne reostustõrjelaev	Siseministeerium - Anu Rebane	A	A	23.02.2009	15.05.2009	34513600-2	EL	alustatud	

- Minu register <----- My Register
- Minu pakkujad <----- My Tenderer's
- Pakkuja hanked <----- Tenderer's procurements
- Pakkuja profilli hanked <---- Procurements by Tenderer's profile
- Pakkuja profilli teated <---- Notices by Tenderer's profile
- Minu infotellimused <----- My subscriptions
- Minu andmed <----- My data

T 4