

RTÉ eCommissioning

A Guide to the Supplier Registration Process

Accessing eCommissioning

Select if you are an existing supplier or currently working within the industry

Select if you are a member of the public and wish to find out more about sending ideas to RTÉ

RTÉ Television eCommissioning

Username:

Password:

Register

[Industry / Media Professional](#) [Forgotten Password ?](#)

[Member of Public](#) [Commissioning Home Page](#)

- Initial registration is on behalf of your company
- Once registered you'll be able to register other "users" within your company
- All registered users can submit programme proposals to RTÉ

Registering as a supplier

Mandatory fields are outlined in **RED**

Provide details of your own name

Registration Request

Full Name (Mandatory fields are outlined in **RED**)

Alan Butler

Job Title

Producer

Company Name

A to B Productions

Address

6 The Bridge
New Road
Donnybrook
Dublin 4

Country

Ireland

Supplier Type

Media / Industry Professional

Contact List (include individual mobile numbers)

Alan Butler 087 5555555
John Byrne (P. acct) 087 5551234
Peter Smith (Producer 087 5554567

Tick to confirm acceptance of our [terms and conditions](#)

This email address will be used to communicate with you about your account

alan@atobproductions.ie

Please confirm your e-mail address

alan@atobproductions.ie

Phone Number

01 5555555

Fax Number

Mobile Number

087 5555555

Please use numbers or spaces only

Company Web Site

www.atobproductions.ie

Please supply us with a short company profile including relevant history and experience.

A to B Productions has been producing programs for RTÉ since the beginning of 1994 when it produced the award winning series "The A to Z of Science".

We have been commissioned by RTÉ to produce over 100 hours of programming, primarily in the documentary and lifestyle genres.

Scroll to the bottom and press **Save and Close** to submit

Provide details of your company name

Provide details of your company address

Provide details of the main contact people in your company. This should include details of their roles and mobile phone numbers

Finally, tick this box to confirm your acceptance of our terms and conditions which are available for you to download and view

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Provide details of your company's email address

Provide details of your company's contact telephone numbers

This section requires you to give a brief company profile which you can update over time

Click **Save and Close**

About eCommissioning registration

What happens to your request to register ?

When you have clicked **Save and Close**, your request to register with RTÉ eCommissioning will be received by RTÉ.

RTÉ will validate your request to register and also ensure that the same company hasn't been registered previously.

If approved, you will receive separate emails for security purposes confirming your username and password. If your request to register with RTÉ eCommissioning is denied, you will be advised of the reasons why by email.

When you login again you will need to reset your password. Your password will be alpha / numeric and will consist of 8 characters with at least one digit.