Supplier Portal
Memo Sheet No. 04 – Suppliers

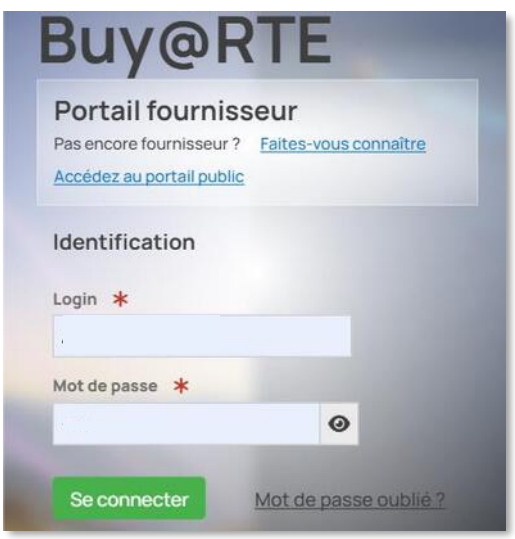
First login to BuyRTE

User Support Hotline
9:00 am to 1:00 pm
and 2:00 pm to 6:00 pm
Phone : +33 1 85 78 60 02
Mail : helpdesk-buyrte@oalia.com

Click on the logo at the bottom of the BuyRTE page to contact support

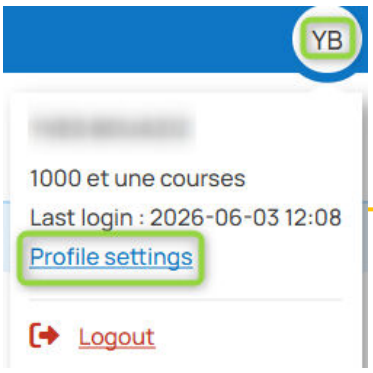
To **respond to a tender or a call for applications (Public Tender)**, you must log in to the BuyRTE supplier portal. If you do not yet have a BuyRTE account, **one must be created**.
To do so, please refer to **the email sent by RTE on 4th May 2026 and 5th May 2026** entitled « Mise en service nouveau portail achats pour la société RTE / Launch of a new purchasing portal for RTE».
Aplease note : A link to BuyRTE is included in the notice published in the OJEU (Official Journal of the European Union).

Link to the BuyRTE platform
Buy@RTE

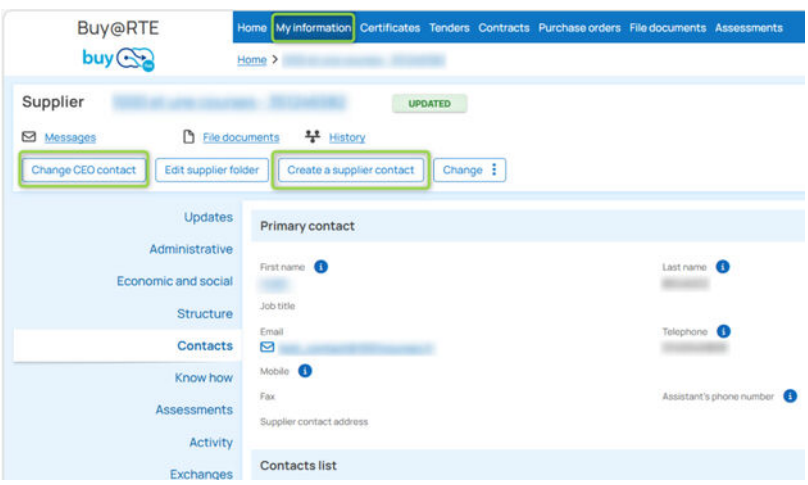


First login to the plateform
Please accept the following documents:
- General Terms and Conditions of Use (GTCU)
- Non-Disclosure Agreement (NDA)

These documents are available at the bottom of the page on the BuyRTE portal via the link Charte



You can change the language of your profile by clicking on the tab with **your initials** at the top right, then on « **Profile Settings**»



Once logged in, you must update your personal information, your company details, and add new contacts if necessary.

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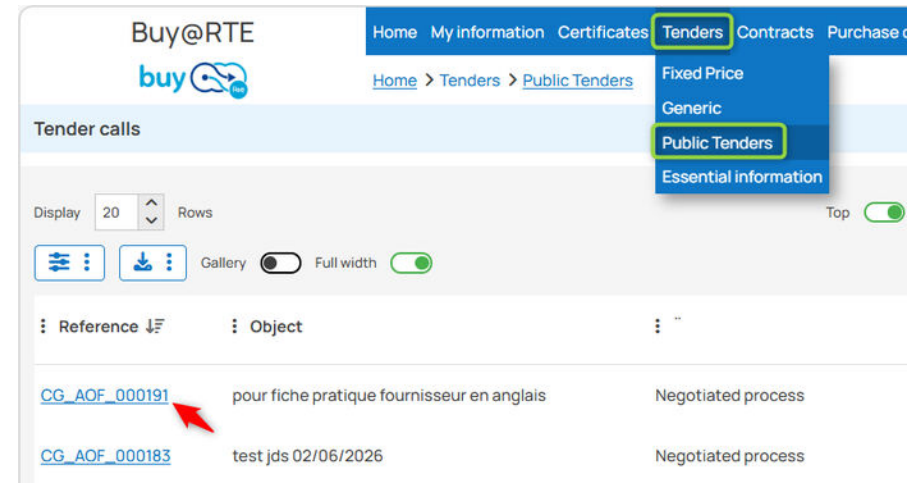
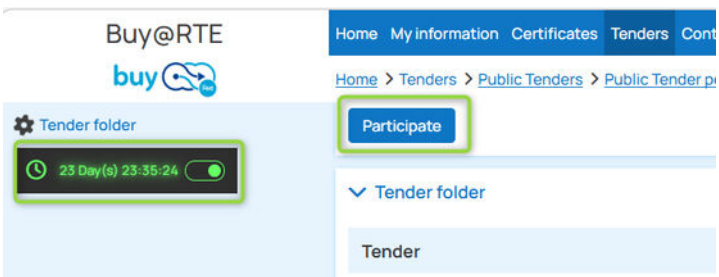
Participating in a consultation :



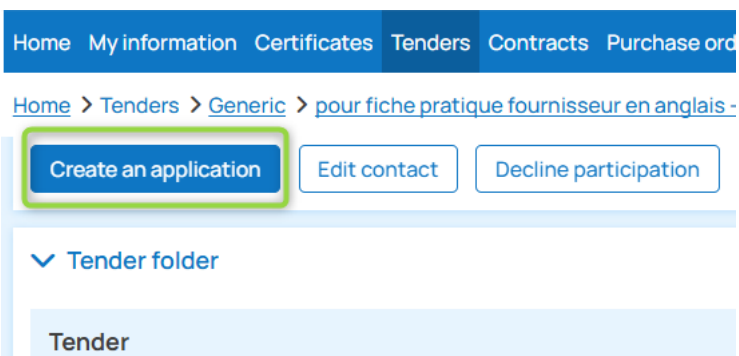


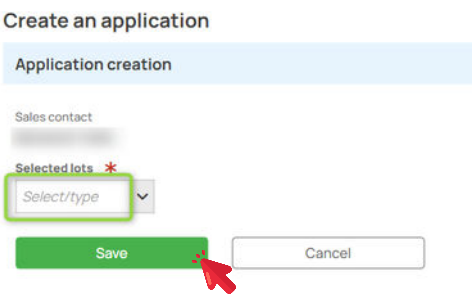
In the « **Public Tenders** » tab, you will find public **calls for applications**. It is recommended to filter by purchasing categories.

In the « **Generic** » tab, you will find the **consultations** you are invited to respond to.

A countdown on the left indicates the remaining time to submit your application.

Click on « Create an application » to start responding to a call for applications (Public Tenders) or to a consultation, then select the lots concerned by the application. **Multiple selection is possible.**





You must then upload the required documents in the « Surveys » and « Expected Documents » tabs. To do so, upload the documents via the blue cloud icon. You can also add additional documents in the « Additional Documents » section.

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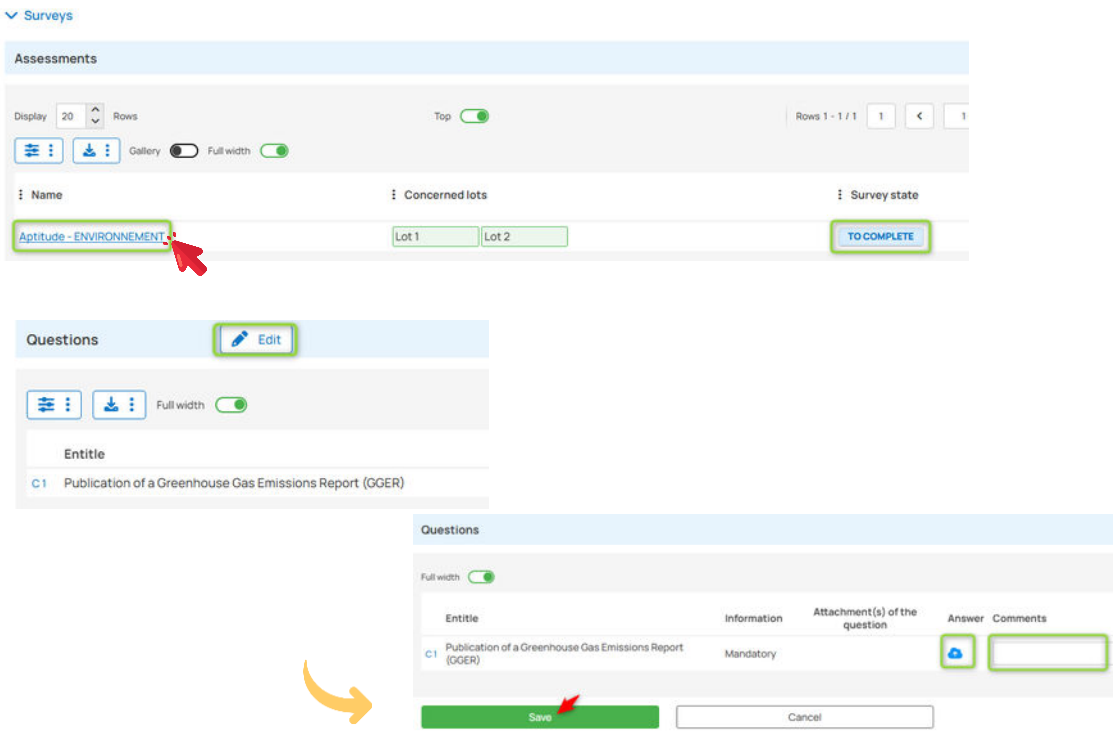
1



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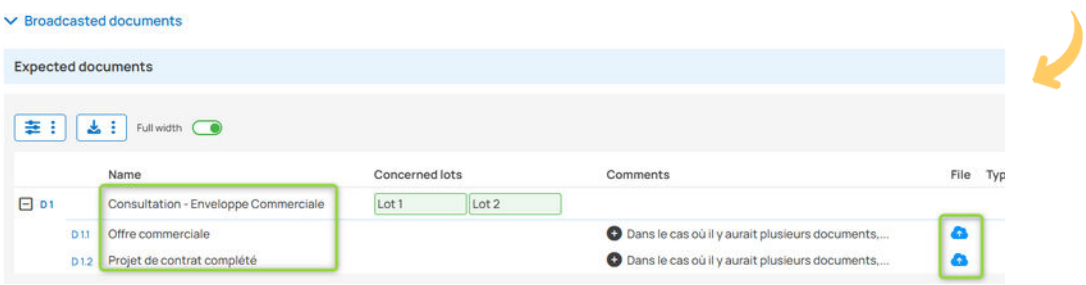
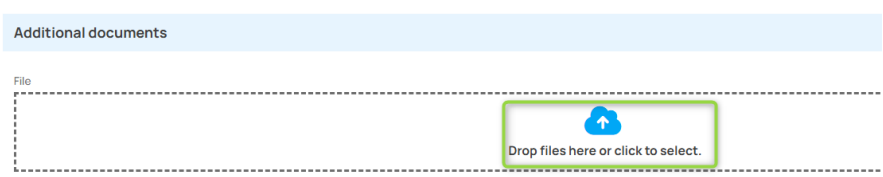


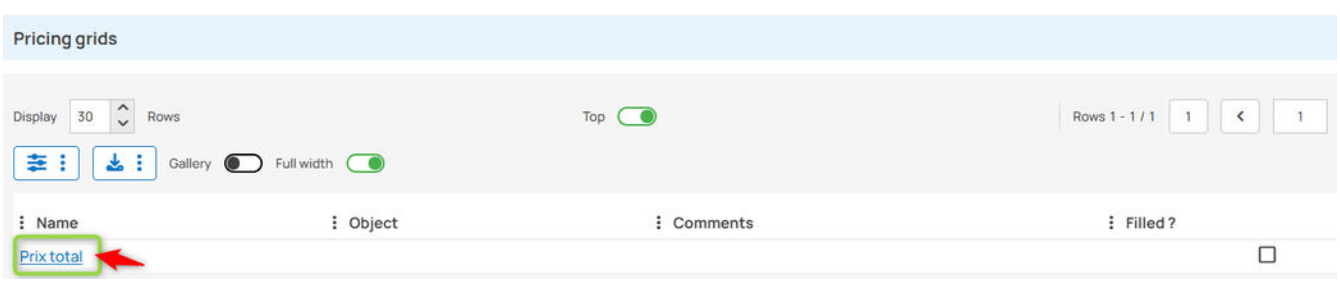
You can attach any additional documents to your proposal

3



For a tender with multiple lots, you must submit a response for each lot you wish to apply for.

As part of a response to a tender (generic tender), you will also be required to complete the price schedule



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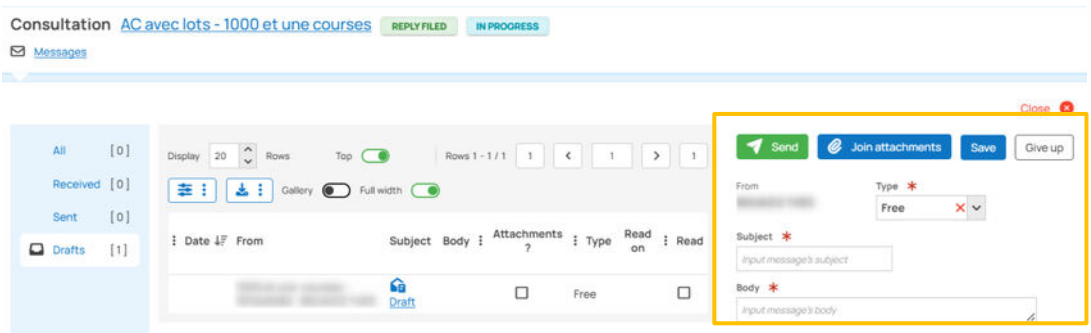
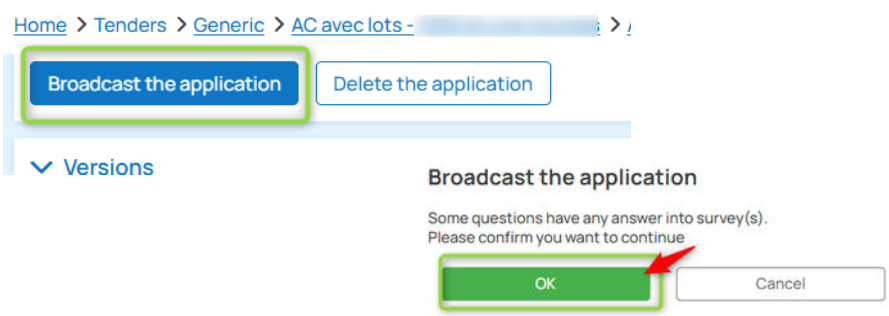
If you receive a **message via the BuyRTE messaging system**, you will also receive an **email**.

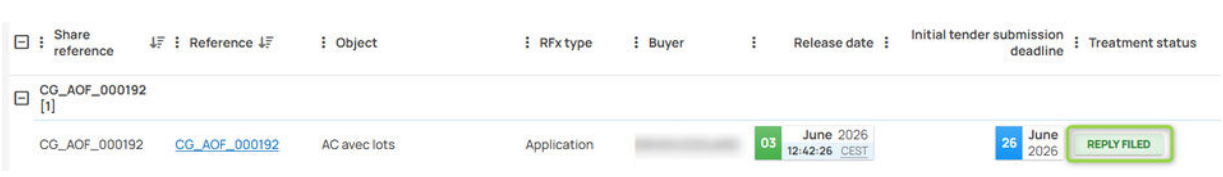
To contact the buyer, you must use the messaging system for the tender you are bidding on.



Once the buyer **opens the applications**, you can no longer **attach a document** through the tender portal. You will need to use the **portal's messaging system** to submit a document.

Once all the required documents have been uploaded, click « **Broadcast the Application** » to send your response.





Once the application has been submitted, the status changes to « Reply filed » .

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