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# eTendering Supplier Training Guide

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## Common Definitions:

<b>Bid</b>	A submission of an offer on an event.
<b>Bid Factor</b>	<p>Bid requirements and evaluation criteria, that may or may not be cost-related, which factors into the award of an event. Bid factors can be of pass or fail or can be assigned weightings and used to determine the best qualified bid.</p> <p>Examples of bid factors include price, product warranties, service level agreements, and defect ratings.</p>
<b>Bidder</b>	Anyone registered to place a bid on an event. The term <i>bidder</i> applies whether it is a sell event (i.e. when UNDP is selling goods) or a buy event (i.e. when UNDP is the buyer).
<b>Business Unit</b>	An identification code that represents a high-level organization of business information usually representing an UNDP Country Office or HQ department.
<b>Buy Event</b>	<p>In a buy event, UNDP wants to buy goods or services. In addition to price, the creator may specify other bid factors and assign weightings, which factors into the award decision. Bidders must submit their bids, including responses to the bid factors, by a specified End Date after which time the bids are evaluated and the event is awarded. In PeopleSoft Strategic Sourcing, there are three types of buy events:</p> <p><i>Auction</i>: Also known as a reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.</p> <p><i>RFx</i>: Also known as a request for quotation. Each bidder submits one bid by the specified End Date, at which time the bids are evaluated and the event is awarded. Bidders never see others' bids but the event creator can see all bids throughout the event.</p> <p><i>Sealed RFx</i>: Similar to a RFx event, yet also restricts the event creator from viewing the bids until after the event has ended. It is used by UNDP for Invitation to Bid (ITB) and request for Proposals (RFP) type of processes.</p>
<b>Competitive Bid</b>	An event in which bidders can view each others' scores and bid as often as they want to submit the winning score.
<b>End Date</b>	The date and time the event closes meaning that bids are no longer accepted.
<b>Event Creator</b>	The originator of the event in the system.
<b>Extension Period</b>	The length of time an auction event is extended. Events can be extended if a bidder posts a bid at the last minute. Extensions are used to keep bidding fair by allowing bidders time to respond to the last minute bid.
<b>Factor Type</b>	The type of information being requested on the bid factor, such as monetary, numeric, date, text, yes/no, or list.
<b>Preview Date</b>	The time available before an event's start date. During preview, bidders may view the event, and may enter bid data into the system but will not be able to submit their bid. Having a preview time for an event is optional.
<b>Public Event</b>	An event on which any person or organization may bid.
<b>Reserve Price</b>	<p>The monetary amount that the event creator is willing to accept. When the event reaches Award status, the system warns the event creator if the highest scoring bid does not meet the reserve price. The user can still choose to award the event.</p> <p>For a sell event, the reserve price is the minimum acceptable; for a buy event, it is the maximum acceptable.</p>

<b>RFx</b>	A request for information or request for quote event in which each bidder bids once; bidders cannot see each others' bids and scores.
<b>Sell Event</b>	<p>Most familiarly known as an <i>auction</i>. In a sell event, the event creator offers a good or service for sale. In addition to price, the creator may specify other bid factors which helps determine the award decision. Bidders must submit their bids, including responses to the bid factors, by a specified end date at which time the bids are evaluated and the winners are declared. In PeopleSoft Strategic Sourcing, there are two types of sell events:</p> <p><i>Auction</i>: All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.</p> <p><i>RFx</i>: Each bidder submits one bid by the specified end date, at which time the event creators evaluates bids and awards the event. Bidders never see others' bids but the event creator can see all bids throughout the event.</p>
<b>SetID</b>	An identification code that represents a set of control table information or tablesets. A tableset is a group of tables (records) necessary to define your organization's structure and processing options.
<b>Start Date</b>	The date and time at which the event becomes open for bidding.
<b>User ID</b>	The system identifier for the individual who generates a transaction.
<b>Weighting</b>	Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids.

## Business Process

The eTendering module is designed to facilitate collaboration between buyers and suppliers of goods and services. Through the functionalities offered in the module, users (buyers) can manage bidding events, monitor participations, and evaluating offers, thus stream line the bidding process.

When creating an event, users have the option of inviting individual suppliers/ vendors or making the event public. An invitation is automatically sent to all invitees once the event is posted. **In order to participate in an event, suppliers must first register as a Bidder via the supplier portal** and then enter bids for the events that they are invited to. Features such as bid factors, allows users to assign weightings and ideal answers for evaluation purposes.

## Bidder Registration

### Introduction:

ETendering enables users to provide suppliers with a simple registration process. For users that do not already exist in the database as bidders, the registration process collects pertinent information about them such as name, email, address, and organization information if they represent one.

For the first time registrants, use the following details to login and create access:

<https://finance.partneragencies.org/psp/UNDPP1FS/SUPPLIER/ERP/h/?tab=DEFAULT>

**Username: event.guest**

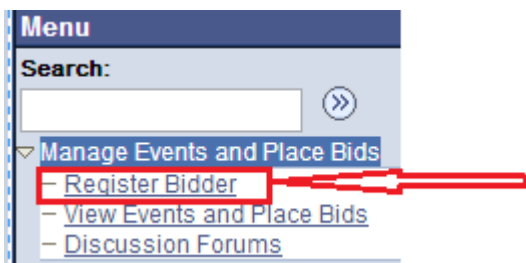
**Password: why2change**

### *Please note:*

- 1. It is strongly recommended to create your username with two parts, your first name and last name separated by '.', similar to the one shown above.*
- 2. Although the registration page enables them to create a user ID and password, the actual user name and password will be created and assigned by the Atlas security team will send a valid password to the registered email address. Once the supplier has been assigned a valid user name and password, they can see and bid on both public events and events to which you have invited him or her.*

Navigation: Manage Events and Place Bids > Register Bidder

1.) Enter bidder information: As soon as bidder logs in for the first time with the username and password above, bidders must register themselves following the steps below:



## Bidder Registration

### Step 1 of 6: Preliminary information.

These questions will determine the type of bidder you will become.

\* Required Field

1. Please select the type of bidder which best describes you.

- ☒ Business  
☐ Individual

2. What type of bidding activities are you interested in?

- ☐ Buying goods/Services  
☐ Selling goods/Services  
☒ Both

Next >>

Cancel Registration

\* Required Field

## Bidder Registration

### Step 2 of 6: User Account Setup

Create a user account for your company. Optionally, if you want to add another user to access this account please click on the 'Save and Add Another user' button. You can repeat it to add as many users as needed.

\* Required Field

\*Company Name

URL:

#### User Information

\*First Name

 [Delete](#)

\*Last Name

Title

\*Email ID

\*Telephone  Ext

Fax

\*User ID  (User's account login name.)

Save and Add Another User

<< Back

Next >>

Cancel Registration

\* Required Field

You can add several users under the same Bidder profile. Each added user will have their own User ID and password.

#### Bidder Registration

##### Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

#### Primary Address

If your address is not located in the USA, Please click on the 'Change Country' link and select the country before you enter the address.

Country: United States [Change Country](#)


\*Address 1:

Address 2:

Address 3:

\*City:

County:

\*State:  

Postal:

<< Back

Next >>

Cancel Registration

\* Required Field

USA is selected by default. Please make sure to correct accordingly.

## Bidder Registration

### Step 4 of 6: Other Account Addresses

\* Required Field

The Primary Address you have entered for Training Expert Inc is:

**1 Main Street**

**New York, New York 10017, United States**

If you need to make corrections, click the Back button and edit your fields.

#### Other Account Addresses

Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.

Check boxes below to indicate addresses that are different from your Primary Address:

- ☐ **Bill To Address** your company's accounts payable department (for when you purchase goods/services).
- ☐ **Ship To Address** default location for where we ship your order (for when you purchase goods/services).
- ☐ **Invoice Address** your company's accounts receivable department (for when you sell goods/services).

<< Back

Next >>

Cancel Registration

\* Required Field

## Bidder Registration

### Step 5 of 6: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

\* Required Field

User Name	Designate as Contact for
Training Expert	Primary Address

<< Back

Next >>

Cancel Registration

\* Required Field



## Bidder Registration

### Step 6 of 6: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

\* Required Field

☒ I agree to be bound by the following Terms and Conditions:

#### 1. Terms and Conditions of Use of the Web Site:

The use of this web site constitutes agreement with the following terms and conditions:

(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject

<< Back

Finish

Cancel Registration

\* Required Field

## Bidder Registration

Bidder registration for Training Expert Inc was successful.

You will receive a confirmation email with your username and password. Please note there may be delay in granting the necessary access to you. Therefore, please close this browser completely and wait for 15 minutes and use the url provided in the email

OK

Please close the browser after this step and the system will send an automatic email to the registered address with a new password. Please wait for about 30 minutes to allow the system to update your profile to ensure proper access is granted and please use that password to log into the system to view and bid on open events.

## Searching for, Viewing and submitting bids in the system

### Introduction:

When you are invited from UNDP directly to participate in a Bid Event you will receive an email notifications informing about the bid event and containing all Bid event attachments and direct link to the bid event in the system. You can also search for public event published in the system. All bid events in the system are also published in the UNDP website.

Searching for a bid Event in the system

Click on “Manage Events and Place Bids”



Menu will expand. Click again on “Manage Events and Place Bids”

**Menu**  
Search:    

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - Discussion Forums
- PeopleTools
  - View Terms & Conditions

Main Menu >  

**Manage Events and Place Bids**  
Strategic Sourcing Events

<b>View Events and Place Bids</b> Search for events to bid on.	<b>My Event Activity</b> View recent bid activity.	<b>Maintain My User Contact</b> Maintain the company contact with which you are associated.
<b>My Bidder Profile</b> Maintain bidder details.	<b>My Categorizations</b> Adminster your self categorizations.	<b>My IM Settings</b> Edit your personal Instant Messaging settings.
<b>Maintain IM Info - Hidden</b> Instant Messaging Detail Page	<b>Discussion Forums</b> Establish discussion forums.	

Search for the bid event you are interested. Several search fields are available. You have to select a filter, otherwise there will no search results shown:

## /view Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search:

Event ID:  -

Event Name:

Event Type:

Event Status:

☐ Include Declined Invitations?

**Results Should Include:**

☐ Sell Event

☐ Purchase Event

☐ Request For Information

[Manage Saved Searches](#)
[Save Search Criteria](#)
[Advanced Search Criteria](#)

**Search Results**

No event met your search criteria. Please change your search criteria and try again

You can filter by type of event (“Results should include:” on the right or by specific bid event information on the left. You can also save search criteria for repeated use in the future.

## View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search:

**Event ID:**

**Event Name:**

**Event Type:**

**Event Status:**

☐ Include Declined Invitations?

**Results Should Include:**  
☒ Sell Event  
☐ Purchase Event  
☒ Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

**Search Results** | First 1-23 of 23 Last

## Viewing Bid Events and Submitting Bids

When you have found and selected the bid event you are looking for, the following screen will appear, showing basic information from the bid Event:

## Event Details

<a href="#">Accept Invitation</a>	<b>Bidding Shortcuts:</b> <a href="#">View Event Activity</a>
<a href="#">Decline Invitation</a>	<a href="#">View Event Package</a>
<a href="#">Bid on Event</a>	<a href="#">Upload XML Bid Response</a>

<b>Event Name:</b>	INSTRUCTIONS FOR BIDDERS	
<b>Event ID:</b>	UNDP1-0000000075	<b>My Bid Status:</b>
<b>Event Format/Type:</b>	Sell Event      RFx	
<b>Event Round:</b>	1	
<b>Event Version:</b>	1	
<b>Event Start Date:</b>	29/11/2012 4:00PM EST	
<b>Event End Date:</b>	27/12/2012 04:00 PM EST	

<b>Event Description:</b>	
Bid event for computer equipments.	

<b>Contact:</b>	Roland Koxhaj	<b>Payment Terms:</b>	
<b>Phone:</b>		<b>My Bids:</b>	0
<b>Email:</b>	<a href="mailto:roland.koxhaj@undp.org">roland.koxhaj@undp.org</a>	<b>Edits to Submitted Bids:</b>	Not Allowed
<b>Online Discussion:</b>		<b>Multiple Bids:</b>	Allowed
<b>Live Chat Help:</b>			

<b>Display:</b>	All Lines	★ Bid Required	Line Comments/Files		
Find   View All   First 1-2 of 2 Last					
Line		Description	Unit	Requested Quantity	Status
1	★	A) Computer printers	EA	20.0000	
2	★	A) Desktop computers	EA	50.0000	

[Return to Event Search](#)

In order to view the documents attached to this bid, you must click on “View Event Package on the top right”. It will prompt a screen with links to documents that can be downloaded.

If interested to participate in the event, click on “Accept Invitation”. Important note: If you have not accepted the invitation, you will not be notified via email on changes or clarifications that may be made to the bid event during the bidding period. Accepting an invitation does not bind bidders to submit a bid eventually.

If you are not interested in participating in this bid event, click on “decline Invitation”. You must provide a reason for not accepting to participate in the bid event.

Click on “bid on Event” when you are ready to submit your bid.

## Submitting a bid

The first section of the bid event provided general information and conditions of the bid event. This section cannot be modified by the bidder. You download also from here documents attached to the Bid Event by UNDP or upload your documents that are part of your bid, by clicking on “View/Add General Comments and Attachments”.

Note: The file names cannot be more than 60 characters.

<b>Event Name:</b>	INSTRUCTIONS FOR BIDDERS		
<b>Event ID:</b>	UNDP1-0000000075	<b>Bid ID:</b>	New
<b>Event Format/Type:</b>	Sell Event RFX	<b>Bid Date:</b>	
<b>Event Round:</b>	1	<b>Bid Currency:</b>	USD US Dollar
<b>Event Version:</b>	1		
<b>Event Start Date:</b>	29/11/2012 4:00PM EST		
<b>Event End Date:</b>	27/12/2012 04:00 PM EST		
<a href="#">View/Add General Comments and Attachments</a>			
<a href="#">Hide Additional Event Info</a>			
<b>Description:</b>			
Bid event for computer equipments.			
<b>Contact:</b>	Roland Koxhaj	<b>Payment Terms:</b>	
<b>Phone:</b>		<b>Billing Location:</b>	United Nations Development Pro
<b>Email:</b>	<a href="mailto:roland.koxhaj@undp.org">roland.koxhaj@undp.org</a>	<b>Event Currency:</b>	Dollar
<b>Online Discussion:</b>		<b>Conversion Rate:</b>	1.00000000
		<b>Edits to Submitted Bids:</b>	Not Allowed
		<b>Multiple Bids:</b>	Allowed

The first step in submitting a bid is to respond to the general requirements of the bid Event. Responses can be entered in different ways, depending on the type of the bid Factor. Bidders must respond to all questions marked as “Bid Required”. In addition, some of the questions may be marked as “Ideal Response Required”. Bidders must provide the response required in order to be able to submit their bid.

Bidder can upload documents that are specific to a certain question, e.g. the QA Certificates under the bid question related to QA certificates.

## Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	4
Required Questions	4

[Hide Event Questions](#)

### Event Questions

★ Bid Required

★ Ideal Response Required

Previous Questions 1-4 of 4 Next Questions

★ Have you provided Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.

Response:

Weighting

Ideal: Yes

[Add Comments or Attachments](#)

★ Provide List of Bank References (Name of Bank, Location, Contact Person and Contact Details).

Response:

[Add Comments or Attachments](#)

★ Please provide FCA Delivery time, of this product, from the PO date.

Response:

Weighting

Best: 5

Worst: 8

UOM: Week

[Add Comments or Attachments](#)

★ UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)

Response:

[Select Response](#)

Weighting

Ideal: I have read, understood and accept UNDP Anti-Fraud Policy, I have read, understood and accept UNDP Anti-Fraud Policy

[Add Comments or Attachments](#)

The responses for some of the questions can be entered by selected from the drop down tool, some can be free text or numbers, and some require the bidder to select from different options, e.g.



## Header Bid Factor List

Business Unit: UNDP1 Event ID: 0000000075

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to

[Select All](#) [Deselect All](#)

Weighting		Response Item
50.00000	<input checked="" type="checkbox"/>	I have read, understood and accept UNDP Anti-Fraud Policy
50.00000	<input checked="" type="checkbox"/>	I have read, understood and accept UNDP Protest Procedures

OK Cancel

The second step is to submit the prices for all lines required and specific information related to each line. Bidders here can input the quantity that they are required to quote on and the unit price. The system will calculate the total per each line and the total of all lines. To make specific comments per each line or to upload documents that are specific to that line, e.g. the technical specification, you must click on the bubble icon on the right of each line and a uploading screen will appear.

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.



Lines in This Event: 2

Lines That Require a Response: 2

Your Total Line Pricing: 27,500.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★ A) Computer printers	EA	20.0000	20.0000	250.000000	5,000.0000 USD	<a href="#">Bid</a> 
2	★ A) Desktop computers	EA	50.0000	50.0000	450.000000	22,500.0000 USD	<a href="#">Bid</a> 

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Once you have submitted all the information required, you can either save your bid for later submission or submit it right away. Important note: If you “Save for Later” your bid is not submitted. A Bid is submitted only one you click on “Submit bid” in which case a confirmation email is received with a copy of the bid submitted.

You can click on “Validate entries” to check if the responses provided meet the minimum responses required in the bid event and confirm if the bid is ready to be submitted.

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

<b>General Event Questions</b>	4
<b>Required Questions</b>	4

[Hide Event Questions](#)

**Event Questions**

★ Bid Required 👉★ Ideal Response Required

Previous Questions **1-4 of 4** Next Questions

★ Have you provided Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.  
**Response:**   
**Ideal:**   
**Weighting**  
[Add Comments or Attachments](#)

★ Provide List of Bank References (Name of Bank, Location, Contact Person and Contact Details).  
**Response:**   
[Add Comments or Attachments](#)

★ 👉 Please provide FCA Delivery time, of this product, from the PO date.  
**Response:**   
**Best:** 5  
**Worst:** 8  
**UOM:** Week  
**Weighting**  
[Add Comments or Attachments](#)

★ 👉 UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)  
**Response:**   
**Ideal**   
**Weighting**  
[Add Comments or Attachments](#)

## Viewing, Editing, and Canceling submitted Bids

Open your bid by going to “View Events and Place bids” and selecting the corresponding Bid Event. Click on “View, Edit or Copy from Saved Bids”

### Event Details

<b>Bid on Event</b>	<b>Bidding Shortcuts:</b> <a href="#">View, Edit or Copy from Saved Bids</a> <a href="#">View Event Activity</a> <a href="#">View Event Package</a> <a href="#">Upload XML Bid Response</a>
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<b>Event Name:</b>	INSTRUCTIONS FOR BIDDERS		<b>My Bid Status:</b>
<b>Event ID:</b>	UNDP1-0000000075		
<b>Event Format/Type:</b>	Sell Event	RFx	
<b>Event Round:</b>	1		
<b>Event Version:</b>	1		
<b>Event Start Date:</b>	29/11/2012 4:00PM EST		
<b>Event End Date:</b>	27/12/2012 04:00 PM EST		

In the subsequent screen you can click on “view” to view the bid, or “copy” to make a copy of the bid.

To edit a bid, click on “copy”. This way, you can use your original bid as a base and make necessary changes. Once you have made the necessary changes to your bid, click on “submit bid” to submit your new bid.

**IMPORTANT NOTE:** when you make a new bid, you must cancel the previous bid. UNDP does not accept multiple bids unless it is an alternative bid and it is explicitly allowed by UNDP to submit alternative bid.

To cancel a bid go to “View, Edit or Copy from saved bids” and click on “Cancel” on the bid that you wish to cancel. Pay attention to the Bid Status columns. If only one bid is required, then there must be only one bid with status as “Posted”.

## View, Edit or copy from Saved Bids

Welcome, ROLANDPSO

Event Name:	INSTRUCTIONS FOR BIDDERS			Event Round:	1
Event ID	UNDP1-0000000075			Event Version:	1
Event Format/Type:	Sell Event	RFx		Multiple Bids	Allowed
Event Start Date:	29/11/2012 4:00PM EST			Currency	US Dollar
Event End Date:	27/12/2012 04:00 PM EST				

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		First	1-5 of 5	Last
1	1	1	Disq.	Posted	29/11/2012 5:29PM EST	<a href="#">View</a>	<a href="#">Copy</a>		
2	1	1	Disq.	Posted	30/11/2012 9:16AM EST	<a href="#">View</a>	<a href="#">Copy</a>		
3	1	1	Disq.	Posted	30/11/2012 9:21AM EST	<a href="#">View</a>	<a href="#">Copy</a>		
4	1	1	Cancelled	Posted	30/11/2012 9:41AM EST	<a href="#">View</a>	<a href="#">Copy</a>		
5	1	1	Posted	Posted	30/11/2012 9:36AM EST	<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	

[Return to Event Search](#)

In some event, e.g. when alternative bids are not required, the event may be set up to not allow Bidders to submit a new bid. To edit your bid, you must simply edit the responses in your already submitted bid.

## Submitting bids via xml files

You can prepare your response off-line outside the system and then upload it in the system when ready, using xml files. To do this first you need to download the XML version of the bid event by going to “View Event Package” and then downloading Event bid Package in XML format. Once the page is downloaded, you must save it in your computer.

## Event Details

[Bid on Event](#)

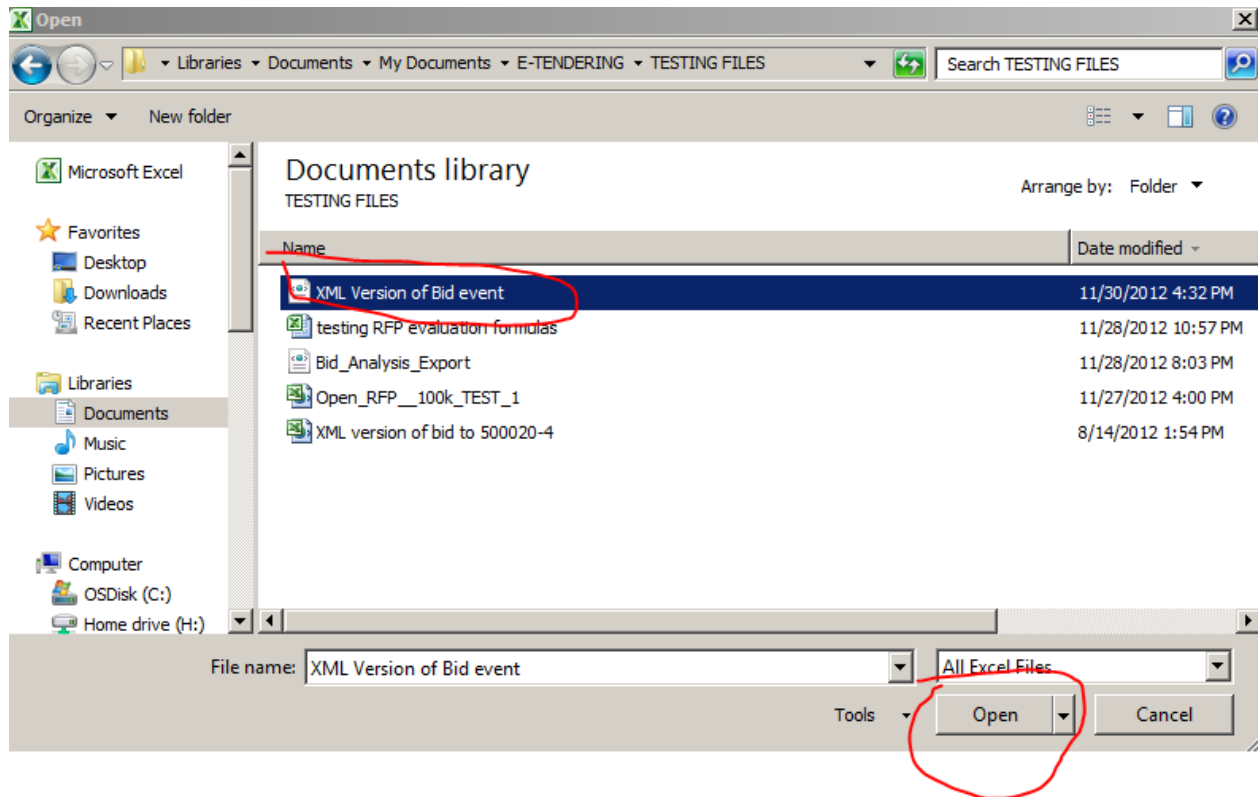
Bidding Shortcuts: [View, Edit or Copy from Saved Bids](#)  
[View Event Activity](#)  
[View Event Package](#)  
[Upload XML Bid Response](#)

Event Name: INSTRUCTIONS FOR BIDDERS  
Event ID: UNDP1-0000000075  
Event Format/Type: Sell Event RFx  
Event Round: 1  
Event Version: 1  
Event Start Date: 29/11/2012 4:00PM EST  
Event End Date: 27/12/2012 04:00 PM EST

My Bid Status:

Event Description:

Then open Excel and open the save XML file from there. Note that you must open the XML file by “Open File” menu in Excel and not by clicking on the XML file itself in the folder.



You can provide your responses in the excel table. Once responses have been provided you can save the files as an XML excel file and upload your responses in the system. Worksheet “General Details” is used to respond to the general bid factors and the worksheet “Line details” is used for completing the responses for each line item.

To upload the XML file into the system go to the start page of the Bid event and click on “Upload XML Bid Response”.

NOTE: Documents cannot be attached through XML files. They must be uploaded in the system directly.