E-Tendering

Online tendering system for
United Nations Development Programme

Topics covered:

- ✓ What is UNDP eTendering?
- ✓ How to register as a bidder
- ✓ How to reset a forgotten password

http://procurement-notices.undp.org

Benefits of e-Tendering:

- ✓ Ensures timely submission of bids
- ✓ Electronically sealed bids
- ✓ Electronic stamping of the bids
- ✓ Streamlines the bidding process & gathers all relevant information at one place;
- ✓ Electronic Bid Opening Record;
- ✓ Provides an audit trail;

User name:

event.guest ←

Password:

why2change ←

Login

Change Password | Forgotten Password

UNOPS
UNFPA
UNDP
UNITED NATIONS UNIVERSITY
UN WOMEN

Atlas

To obtain support: **Other resources:**

UNDP Users   UNDP Atlas Service Centre

UNFPA Users   My UNFPA

UNOPS Users   UNOPS Atlas Intranet Page

UNU Users   UNU Atlas Information Centre

UN Women Users   UN Women Atlas Intranet Page

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

https://etendering.partneragencies.org

Important Messages:

Last updated on 27 May, 2016 at 11:00 AM New York time (ET)

Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.

Please clear your browser cache before signing onto ATLAS.

This site for authorized users only
version 1.8

Atlas Finance

Search:

Manage Events and Place Bids
Register Bidder
View Events and Place Bids
View Terms & Conditions

You have no Event related discussion threads to display.
See all authorized Forums

Login here as an existing User.

User ID:

Password:

Sign In

Register as a Sourcing Bidder
Click here to register as a bidder and to be able to bid on events.

Register as a Supplier
This is for NSW PA suppliers only. Click here to register as a supplier user. You must have a registration code to continue

? I forgot my password
Click here to reset your password

AtlasFinance

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

✓ Select *Business* if you are a company
✓ Select *Individual* if you are an Individual Consultant

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

- ( ) Buying goods/Services
- ( ) Selling goods/Services
- ( ) Both

Select *Both*

Next >>

Cancel Registration

* Required Field

Atlas Finance

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 `Bidder Users Guide`

URLID:http:// ` `

User Information

*First Name `Bidder`   🗑 Delete

*Last Name `USer Guide`

Title `Executive Director`

*Email ID `example@example.com`

*Telephone `1231231231`   Ext ` `

Fax ` `

*User ID `bidder.guide1`   (User's account login name.)

✓ Enter a valid email address
✓ The user name cannot contain special characters or spaces

Save and Add Another User

<< Back   Next >>   Cancel Registration

* Required Field

Atlas Finance

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

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.

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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

Look Up Country ☒

BLR	Belarus
BLZ	Belize
BMU	Bermuda
BOL	Bolivia
BRA	Brazil
BRB	Barbados
BRN	Brunei Darussalam
BTN	Bhutan
BVT	Bouvet Island
BWA	Botswana
CAF	Central African Republic
CAI	Canary Islands
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Cote D'Ivoire
CMR	Cameroon
COD	Congo, The Democratic Republic
COG	Congo
COK	Cook Islands
COL	Colombia
COM	Comoros
CPV	Cape Verde
CRI	Costa Rica
CUB	Cuba
CUW	Curacao
CXR	Christmas Island
CYM	Cayman Islands
CYP	Cyprus
CZE	Czech Republic
DEU	Germany
DJI	Djibouti
DMA	Dominica
DNK	Denmark
DOM	Dominican Republic
DZA	Algeria
ECU	Ecuador
EGY	Egypt
ERI	Eritrea
ESH	Western Sahara
ESP	Spain
EST	Estonia
ETH	Ethiopia
FIN	Finland
FJI	Fiji
FLK	Falkland Islands (Malvinas)
FMP	Micronesia, Federated States O
FRA	France
FRO	Faroe Islands

Click on your country in the list!

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: Denmark   Change Country

*Address 1: Marmorvej 51

Address 2:

Address 3:

Address 4:

*City: Copenhagen

Region: 🔍   Postal:

<< Back   Next >>   Cancel Registration

* Required Field

Fill out all fields marked with *

Bidder Registration

Step 4 of 6: Other Account Addresses

* **Required Field**

The Primary Address you have entered for Bidder Users Guide is:
Marmorvej 51
Copenhagen, Denmark

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

This step is optional!

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
Bidder USer Guide	Primary Address ⌄
Bidder User Guide 2	Primary Address ⌄
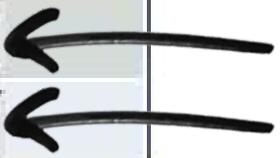
<< Back	Next >>	Cancel Registration
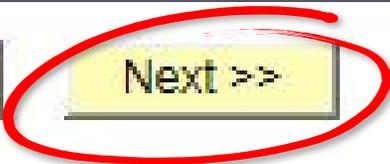
* Required Field

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 Bidder Users Guide 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
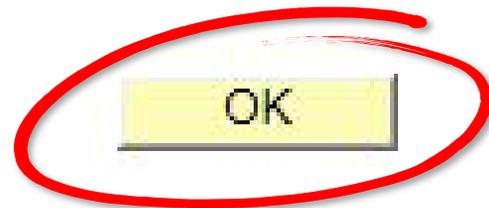
- ✓ Clear browser history
- ✓ Re-open the eTendering website
- ✓ Login with your own user account

🛈 If there are problems with how this message is displayed, click here to view it in a web browser.

From:	psagent-UNDPFSS1-donotreply@undp.org		Sent:	Tue 02/02/2016 14:02
To:	Roland Koxhaj			
Cc:				
Subject:	Bidder Registration Approved.			

Bidder Registration Approved

Dear Bidder,

UNDP has approved your registration to become a bidder. Your username and temporary password are provided below. If you haven't already signed out of the system, please sign out now and close the browser. In order to ensure proper access is granted to you, please wait about one hour and use the link provided below to login to the system. Once you are logged into the system, the system prompts you to select a new password that is only known to you.

User ID and Password

User ID: bidder.guide1
Password: 027W11NL26

URL

Login to eTendering System.

User name:

bidder.guide1

Password:

•••••••••

Login

Change Password | Forgotten Password

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Atlas

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

Important Messages:

Last updated on 17 Nov, 2015 at 7:30 PM New York time (ET)

Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.

Please clear your browser cache before signing onto ATLAS.

Password Change Request

Your new password should meet the following criteria :

• Minimum 8 characters and maximum 16 characters
• At least one UPPERCASE LETTER
• At least one lowercase letter
• At least one number
• New Password must be different from any of the last 3 passwords that you have used.

bidder.guide1 please change your current password before continuing.

Old Password* ⟶ ●●●●●●●●●●

New Password* ⟶ ●●●●●●●●●●●●

Confirm New Password* ⟶ ●●●●●●●●●●●●

[Change Password]   [Clear this form]

Password Change Information

bidder.guide1 your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

Atlas Account Security Profile

For security purposes, the secret hint and answer provided will be used in the event that you have forgotten your password.

Please select a hint question from the list provided and specify the answer below:

Password Hint : Favorite color ▼

Answer :* blue ←

Submit   Clear this form

Welcome Bidder USer Guide to Atlas Community!

Search:

▷ Manage Events and Place Bids
— View Terms & Conditions

There are no events to view.

Event Name	Event Type	Start Date/Time	End Date/Time:
test event nbotification to invited bidders	RFx	29/01/2016 05:57 EST	26/02/2016 05:57 EST
UNFPA/UNDP event notification email	RFx	29/01/2016 06:07 EST	29/02/2016 06:07 EST

See all of my events

User name:

Password:

Login

Change Password | Forgotten Password

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Forgotten Your Password

Please enter your Atlas login ID and e-mail address.

Veuillez taper votre nom d'utilisateur et l'adresse électronique correspondante.

Escriba su nombre de usuario y la correspondiente dirección e-mail.

Atlas Login ID: * `bidder.guide1`

e-mail address:* `example@example.com`

Submit   Clear this form

Please provide the answer to the question below:

Hint Question : Favorite color

Hint Answer : blue

Submit

*** PLEASE DO NOT REPLY TO THIS MESSAGE AS THIS IS A SYSTEM GENERATED ! ***

Dear Bidder USer Guide,

On your request, your Atlas system password has been reset.

Please use the password provided below as your temporary password. After initial successful login, the system will prompt you to specify your own permanent password.

Your Atlas temporary password is: 9PHUA3ZE

You must change your password the first time you log into eTendering!

Remember - your new password should meet the following criteria :

• Minimum 8 characters and maximum 16 characters.
• At least one UPPERCASE LETTER
• At least one lowercase letter
• At least one number
• Must be different from any of the last 3 passwords that you have used.