



United Nations Development Programme

## eTendering Bidder Training Guide

Release No. 2

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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</b>      | An identification code that represents a high-level organization of business <b>Unit</b> 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>Sealed RFX</i>: Similar to an 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>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>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>  | <p>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.</p> <p>Having a preview time for an event is optional.</p>  |
| <b>Public Event</b>  | An event on which any person or organization may bid.  |
| <b>RFX</b>           | A request for information or request for quote event in which each bidder bids once; bidders cannot see each other's bids and scores.  |
| <b>Sell Event</b>    | 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:  |

*Auction:* All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.

*RFX:* 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.

- SetID** 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.
- Start Date** The date and time at which the event becomes open for bidding.
- User ID** The system identifier for the individual who generates a transaction.
- Weighting** 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 you such as name, email, address, and organization information if you represent one.

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

- i. URL: <https://etendering.partneragencies.org>  
Username: **event.guest**  
Password: **why2change (DO NOT change this password)**
- ii. Click on “Register as Sourcing Bidder” – see screenshot below:

The screenshot displays the eTendering website interface. On the left side, there is a navigation menu with the following items: 'Menu' (with a search bar and 'Manage Events and Place Bids'), 'Main Menu' (with 'View Term & Conditions' and 'Manage Events and Place Bids'), 'Menu - Classic' (with an 'Authorization Error' message), 'Top Menu Features Description' (with an 'Authorization Error' message), 'Login' (with 'User ID' and 'Password' fields, a 'Sign In' button, and a circled 'Register as a Sourcing Bidder' link), and 'My Event Discussions' (with a message about no discussion threads). On the right side, there are two panels: 'My Sell Events' (listing several event titles like 'ITB150722A: Supply and Delivery of Work Boat - GRD') and 'My Buy Events' (with the message 'There are no events to view.').

- iii. Follow steps as presented

**Please note:**

- 1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by '.' (e.g. john.smith).**
- 2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.**
- 3. You will be prompted to create your own password. After this process, you will see and be able to bid on both public events and events to which you have been invited.**

Navigation: Manage Events and Place Bids > Register Bidder

1.) Enter bidder information: As soon as you log in for the first time with the username and password above, you must register yourself using 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   
URI:

#### 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 office 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

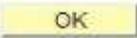
Cancel Registration

\* 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

A rectangular button with a yellow background and a black border, containing the text "OK" in black capital letters.

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. You will then use that password to log into the system to view and bid on open events.

*Note: Clear the history of your browsers before logging in with the temporary password received via email.*

## Searching, 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 you about the bid event and containing all *Bid Event* attachments and a direct link to the bid event in the system. You can also search for public events published in the system.

### 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”



Search for the bid event you are interested in. Several search fields are available. You have to select a filter; otherwise there will be 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. For events published by the Barbados office, type “BRB10” into the first part of the **Event ID** field.

## 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](#)

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**Search Results**

| Event ID                         | Event Name                          | Formal | Type | End Date                | Status   |
|----------------------------------|-------------------------------------|--------|------|-------------------------|----------|
| <a href="#">ITU10-0000000043</a> | ITB for procurement of IT equipment | Sell   | RFx  | 14/12/2012 02:39 AM EST | Accepted |
| <a href="#">UNDP1-0000000018</a> | Test Changes                        | Sell   | RFx  | 13/12/2012 04:57 PM EST | Accepted |
| <a href="#">UNDP1-0000000069</a> | test template                       | Sell   | RFx  | 19/12/2012 10:37 AM EST | Accepted |

## 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*:

The screenshot displays the 'Event Details' page in the Atlas Finance system. The page header includes the user's name, 'Roland Kozhaj', and the login date/time. The left sidebar contains a menu with options like 'Manage Events and Place Bids' and 'View Events and Place Bids'. The main content area shows event details for 'USER'S GUIDE' with an ID of 'UNDP1-0000000077'. It lists event format, round, version, and dates. A 'Bidding Shortcuts' section on the right offers links to 'View Your Bid Activity', 'View Bidding Documents', and 'Upload XML Bid Response'. Below this, a table lists bid items:

| Line | Description                    | Unit | Requested Quantity | Status |
|------|--------------------------------|------|--------------------|--------|
| 1    | SUWANADISUWA STANDARD AIR FARE | EA   | 10.0000            |        |
| 2    | computer                       | EQZ  | 10.0000            |        |

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

If you are interested in participating in the event, click on “Accept Invitation”. **Important note:** If you have not accepted the invitation, you will not be notified via email of 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.

Bidders who are invited directly in the system will also see a button “Decline Invitation”. If you are not interested in participating in this bid event, click on “Decline Invitation”. You are kindly requested to 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* provides general information and conditions of the *Bid Event*. This section cannot be modified by the bidder. You can download documents attached to the *Bid Event* that have been uploaded 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 Koeha   | <b>Payment Terms:</b>    |                                 |
| <b>Phone:</b>   |  | <b>Billing Location:</b> | United Nations Development Pro. |
| <b>Email:</b>   | <a href="mailto:roland.koeha@undp.org">roland.koeha@undp.org</a> | <b>Event Currency:</b>   | Dollar                          |

Step 1 in submitting a bid is to respond to the “General Event Questions” 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”. Additionally, 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.

Bidders 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:

**Ideal:** Yes

**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](#)

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★ 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\\_protects/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protects/) for full description of the policies)

Response:

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

**Select Response** **Weighting:** [Add Comments or Attachments](#)

The responses for some of the questions can be entered by selecting from the drop-down tool; some can be free text or numbers; others require the bidder to select from different options.

## 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](#)

**Step 2** is to submit the prices for all lines required and specific information related to each line. Here, Bidders can input the quantity that they are required to quote on, and the unit price. The system will calculate the total of each line, and the total of all lines. To make specific comments per 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 an “upload 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: 32,500,000 USD

[Hide Line Detail](#)

| Line | Description          | Unit | Requested Quantity | Your Bid Quantity | Your Unit Bid Price | Your Total Bid Price |                     |
|------|----------------------|------|--------------------|-------------------|---------------------|----------------------|---------------------|
| 1    | A) Computer printers | EA   | 20,000             | 20,000            | 250,000,000         | 5,000,000 USD        | <a href="#">Bid</a> |
| 2    | A) Desktop computers | EA   | 50,000             | 50,000            | 550,000,000         | 27,500,000 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](#)

[Return to Event Search](#)

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 when you click on “Submit Bid” in which case you receive a confirmation email 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.

## Viewing, Editing, and Cancelling submitted Bids

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

### 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:**

Normally UNDP does not accept alternative bids – Bidders can submit only one bid. However, Bidders can edit their bid at any time before the deadline. To edit your bid, click on “View/Edit”.

**Atlas Finance**

Welcome: Roland Koxmaj, Bid Atlas Finance User Login: 29/11/2013 05:04:49 GMT

**View, Edit or copy from Saved Bids**

Welcome: PSD Copenhagen

**Event Name:** UNDP S GUIDE

**Event ID:** UNDP1-0000000077

**Event Format/Type:** Sell Event RFX

**Event Start Date:** 31/10/2013 4:48AM EDT

**Event End Date:** 28/11/2013 04:49 AM EST

**Event Round:** 1

**Event Version:** 1

**Multiple Bids:** Not Allowed

**Currency:** US Dollar

| bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved        |                           |
|--------|-------|---------|------------|--------------|-----------------------|---------------------------|
| 1      | 1     | 1       | Posted     | Posted       | 31/10/2013 6:01AM EDT | <a href="#">View/Edit</a> |

[Return to Event Search](#)

This will open the bid submitted and you can overwrite to make the necessary changes, and submit again.

However, in specific processes, UNDP may accept or even require alternate bids. In such cases, UNDP will allow Bidders to submit more than one bid, with one of them being the primary bid and the other/s being alternate bids. There are different methods of how to submit an alternate bid as described below:

**Method 1: Submit an alternate bid directly.**

In this method you will submit a bid directly, entering all the required information such as: responses to bid questions; prices, attachments, etc. from scratch. To do so, simply click on “Bid on Event”.



**Method 2: Copy from previous bid.**

You can use this method if you want to use the information submitted in your previous/original submitted bid and then make only necessary changes. To do so, click on “View, Edit, or Copy from Saved bids” and then click on the link “copy”. The system will prompt the bid already completed with the same information as the original bid and Bidder can make necessary changes.



**Important note: Make sure that the bid you are trying to copy from corresponds to the latest version of the Bid event; otherwise you will receive a system error and will not be able to use that bid.**

In cases when alternate bids are allowed, Bidders must clearly identify which is the alternate bid and also cancel any bid that is not valid. How to cancel a bid is explained below.

To cancel a bid go to “View, Edit or Copy from saved bids”, 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 before bid is cancelled. Look at column “Bid ID” on the left and status shown as “Posted” for both bids. This means that you have submitted 2 bids in the system.

View, Edit or copy from Saved Bids

Event Name: USER'S GUIDE  
 Event ID: UNDP1-000000077  
 Event Format/Type: Self Event RFX  
 Event Start Date: 31/10/2013 4:48AM EDT  
 Event End Date: 20/11/2013 04:45 AM EST

Event Round: 1  
 Event Version: 2  
 Multiple Bids: Allowed  
 Currency: US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         | View | Edit | Copy | Cancel | Upload |
|--------|-------|---------|------------|--------------|------------------------|------|------|------|--------|--------|
| 1      | 1     | 2       | Posted     | Posted       | 31/10/2013 8:01AM EDT  | View | Edit | Copy | Cancel | Upload |
| 2      | 1     | 2       | Posted     | Posted       | 31/10/2013 11:45AM EDT | View | Edit | Copy | Cancel | Upload |

If you want to cancel one of them, click on “Cancel” beside the bid you want to cancel. Status will change to “Cancelled” as shown below:

View, Edit or copy from Saved Bids

Event Name: USER'S GUIDE  
 Event ID: UNDP1-000000077  
 Event Format/Type: Self Event RFX  
 Event Start Date: 31/10/2013 4:48AM EDT  
 Event End Date: 20/11/2013 04:45 AM EST

Event Round: 1  
 Event Version: 2  
 Multiple Bids: Allowed  
 Currency: US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         | View | Edit | Copy | Cancel | Upload |
|--------|-------|---------|------------|--------------|------------------------|------|------|------|--------|--------|
| 1      | 1     | 2       | Cancelled  | Posted       | 31/10/2013 11:51AM EDT | View | Edit | Copy |        |        |
| 2      | 1     | 2       | Posted     | Posted       | 31/10/2013 11:45AM EDT | View | Edit | Copy | Cancel | Upload |

## Amending your bid when bid event is amended

If UNDP amends the bid event and its requirements, an automatic email notification will be sent by the system to all Bidders who have either accepted bid invitation, have been invited directly by UNDP, or who have already submitted a bid on the original version of the *Bid Event*. The amendments may consist of various aspects, and how the bidder can modify his bid accordingly depends on what changes have been made in the bid event. In any case, there are two main categories of changes:

- a) Changes include also amendments in line items or bid factors.
- b) No changes made to line items or bid factors.

If no amendments have been made to the bid factors or line items, Bidder can follow the same steps for editing his bid by clicking on “View/Edit” link and overwriting the information.

Bidder can also submit a new bid, in the same way as if when submitting an alternate bid and cancelling the previous bid, as explained above.

If the amendment of the *Bid Event* includes changes in bid factors or line item, Bidder cannot edit previous bid or copy it and create a new bid. If Bidder clicks on the “View/Edit” or “Copy” links corresponding to the previous bid for the original version of the bid event, a system error will appear.

To submit a revised bid for the new version with changes in bid factors or line items, Bidders must submit a new bid by clicking on “Submit Bid” link in the main page and cancel their previous bid.

The screenshot displays the 'Event Details' page in the Atlas Financial system. A red rectangular box highlights the 'Bid on Event' button. The page contains the following information:

- Event Name:** USTRIP'S GUIDE
- Event ID:** UNDP/080000007
- Event Format/Type:** S&T Event - NP
- Event Round:** 1
- Event Version:** 5
- Event Start Date:** 31/10/2013 4:00AM EDT
- Event End Date:** 28/11/2013 04:45AM EST
- Event Description:** New Version - No changes made to line items or Bid Factors.
- Contact:** Roland Kohnig
- Phone:** m. and k.ohng@undp.org
- Email:** m. and k.ohng@undp.org
- Define Discussion:** [Link]
- Live Chat Help:** [Link]
- Payment Terms:** [Link]
- My Bids:** 2 In Process and Submitted
- Bids to Submitted Bids:** Agreed
- Multiple Bids:** Agreed

At the bottom, there is a table with columns: Line, Description, Unit, Requested Quantity, and Price. The table shows two line items:

| Line | Description                     | Unit | Requested Quantity | Price |
|------|---------------------------------|------|--------------------|-------|
| 1    | STANDARD/REGINA STWARD AIR PART | EA   | 10 000             |       |
| 2    | computer                        | PCP  | 10 000             |       |



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.