**United Nations Development Programme**

# eTendering Bidder Training Guide

# Release No. 4

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## 1 Common Definitions:

**Bid**      A submission of an offer on an event.

**Bid Factor**    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.

Examples of bid factors include price, product warranties, service level agreements, and defect ratings.

**Bidder**      Anyone registered to place a bid on an event. The term *bidder* 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).

**Business Unit**    An identification code that represents a high-level organization of business information usually representing an UNDP Country Office or HQ department.

**Buy Event**    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 two types of buy events:

*Auction*: 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.

*Sealed RFx*: 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.

**End Date**    The date and time the event closes meaning that bids are no longer accepted.

**Event Creator**    The originator of the event in the system.

**Factor Type**    The type of information being requested on the bid factor, such as monetary, numeric, date, text, yes/no, or list.

**Preview Date**    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.

**Public Event**    An event on which any person or organization may bid.

**RFx**      A request for information or request for quote event in which each bidder bids once; bidders cannot see each others' bids and scores.

**Sell Event**    Most familiarly known as an *auction*. 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.

## 2 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 evaluate offers, thus streamline 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.

The system offers the suppliers the possibility to register themselves in the system, search and view solicitation documents, and participate in a tender by submitting and also editing their bid online. The system provides automatic notifications on certain stages of the procurement process to participating bidders.

Suppliers must consult this document and other available resource materials in order to familiarize themselves with the system. It is the responsibility of suppliers to use the system properly according to the instructions provided by UNDP.

eTendering system increases the intengrity and transparency of the procurement process while at the same time streamlines the bidding activity for bidders. Some of the benefits of the system are:

➢ No late submissions accepted. System automatically will disallow any bid that is not submitting before deadline;
➢ Electronic sealed bids. System encrypts the bid information submitted by bidders and does not allow anyone to view any of the information provided before the bidding deadline;

- ➢ Electronic stamping of the bids. Systems stamps all the information submitted by bidders and does not allow anyone to alter, delete, or add anything after the deadline;
- ➢ Streamlines bidding process. Bidders can retrieve solicitation documents through the system, submit their bid online, and also edit their bid directly in the system;
- ➢ Audit trail. System records all activity in the system and keeps an audit trail.

## 3 Bidder Registration

This section describes the steps that bidders must follow in order to register in the eTendering system. It is a self-registration and one time process where bidders must provide pertinent information about them such as name, email, address, and organization information if they represent one. Once registration is completed, bidder can sign in the system using its own username and password.

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

**Website:** https://etendering.partneragencies.org

**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. *The registration page enables Bidders to create a user ID. System will generate a temporary password that will be sent to the bidder to the email address provided by Bidder during registration process. Bidders will be prompted to create their own password.*

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:
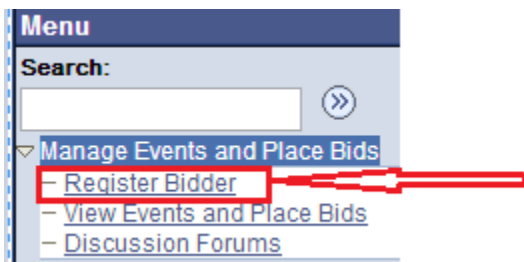


## 3.1 Registration Process

## 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

In step one you must select if you are a business or individual and if you are interested in buying or selling goods/services to UNDP. It is recommended that you select "Both".

**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** Training Expert Inc

**URL: http://**

**User Information**

**\*First Name** Training       🗑 Delete

**\*Last Name** Expert

**Title**

**\*Email ID** madhu.vegunta@undp.org

**\*Telephone** 2129065191     **Ext**

**Fax**

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

Save and Add Another User

<< Back    Next >>        Cancel Registration

**\* Required Field**

> ➢ Name of the company must correspond to the name recognized and registered in relevant registration office.
> ➢ First and last name should be the name of the person authorized by your company to use the system and represent the company.
> ➢ Email ID must be a valid email address for your company. Please note that all future communication from the system will be addressed to the email address provided in the registration process. However, you can change the email address later if necessary from your profile maintenance page.
> ➢

You can add several users under the same Bidder profile. Each added user will have its own User ID and password. It is recommended that you create at least 2 users.

Once you have created all users that you intend to create, click on "next" to continue to the following step.

**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

Select the country and complete the address for your company. Note that USA is selected by default so 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

Step 4 is optional. If you do not have alternative addresses for your company, skip this step by clicking on "next" to go to the next step.

## 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

In this step you have to assign an address to each of the users you created. Make sure that each user has been assigned one address.

## 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

Sign in using your username and the temporary password, you must follow these steps:

➢ Clear the history, cookies, internet temporary files, and close the browser. This is a very important step. If you do not clear browser history, the temporary password may not work (internet browser will try to use the "why2change" password which is saved in its browsing memory.

➢ Re-open the browser and sign-in using the username and temporary password. When using the temporary password, make sure you are copy it correctly. It is recommended to type the temporary password manually. When you sign in for the first time with the temporary password, you will be prompted to change the password to a password of your choice. Once you have changed, you will be logged into the system and will be able to view bidding processes and submit bids.

### 3.2 Key Points to Remember

Below are some of the key points to remember:

1. The "event.guest" account is only to start the registration process. It does not give you rights to submit bids.
2. The information provided in during the registration process (company name, user name, etc.), must be accurate and legitimate.
3. Create more than one user within your company profile.
4. Enter a valid email address.
5. When signing with the temporary password, clear history, close browser, and make sure you type the password correctly.

## 4 Submitting and managing bids

This section contains instructions on how to search for bid events and view solicitation documents, bid on events, and manage submitting bids.

## 4.1 Searching for a bid Event in the system

The system does not send automatic notifications when an event is posted.UNDP will publish procurement notices in UNDP website(Procurement Notice), UNGM, and other relevant media making reference to the eTendering system. However, bidders who are invited directly through the system to participate in a Bid Event will receive an email notification informing about the bid event and containing all Bid event attachments and direct link to the bid event in the system.

To search for bid events, go to Manage Events and Place bids >> View Events and Place Bids:



Menu will expand. Click again on "Manage Events and Place Bids"
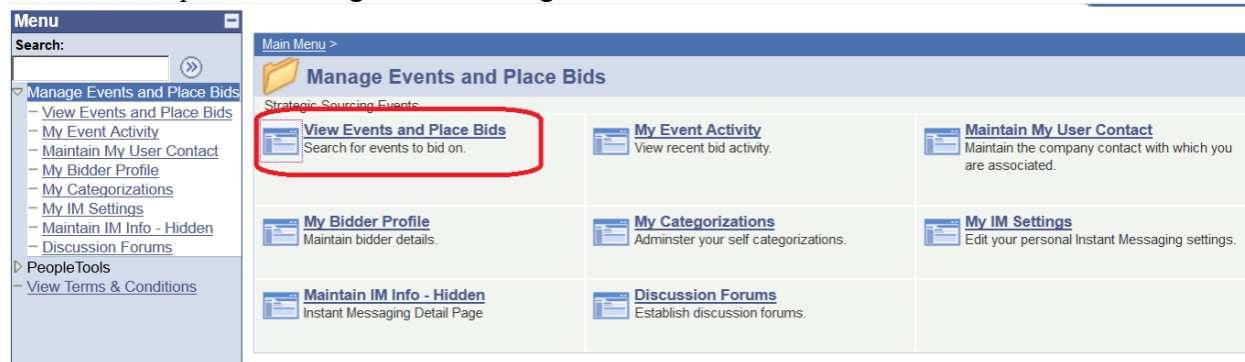
Search for the bid event you are interested to place your bid. Several search fields are available. You have to select a filter, otherwise there will no search results shown:



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.

To search for a particular Bid Event, use the "Event ID" search filter. Use the first box to filter all bid events for a particular country using the system country code. For example, for system code for Afghanistan is AFG10. You can contact UNDP Country Office focal point if in doubt of the specific country code.

## 4.2 Viewing Bid Events and Submitting Bids

This section contains instructions on how to view the solicitation documents, express interest to participate and subscribe to the event, and submit a bid for a particular bid event.

### 4.2.1 Viewing bid event and solicitation documents

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:

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

If you are 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 eventually submit a bid.**

Bidders who are invited directly in the system will see also a button "Decline Invitation". If you are not interested in participating in this bid event, click on "Decline Invitation". You ~~are~~ mustprovide a reason for not accepting to participate in the bid event.

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

### 4.2.2 Submitting a bid

To start the bid submission process, you have to click on "Bid on Event" button on the top left corner. This will open the bid submission page which ~~will~~ generally has 3 main components:

1.  Answers to Bid Factors (questions) included in the bid event;

2. Line items quantity and unit prices;
3. Suporting documents and other attachments as requested in the solicitation documents.

To upload your documents that are part of your bid, click on "View/Add General Comments and Attachments". You can also download from here documents attached to the Bid Event by UNDP.

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



To upload your documents that are part of your bid, click on "Add new Attachments" and browse to your file and click on "Upload".
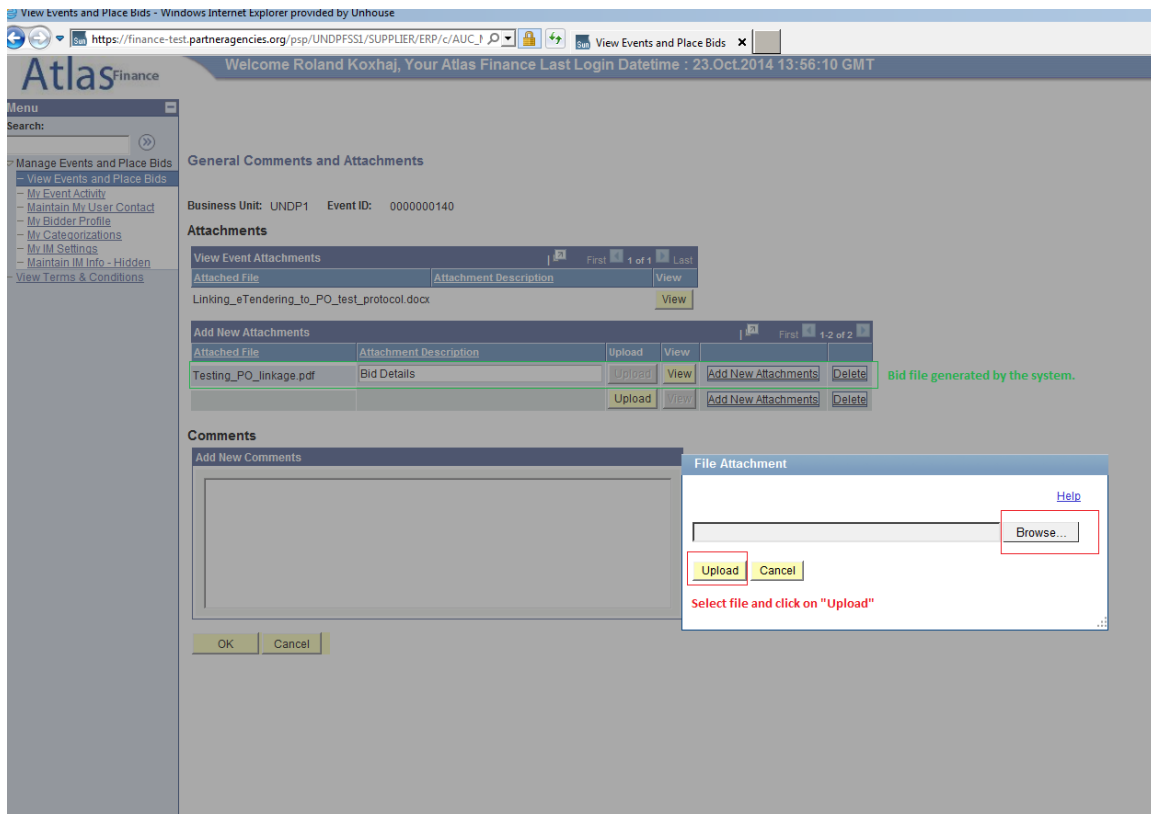
Steps in Submitting a Bid

1. 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, otherwise bid will be disqualified by the system.**

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

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

★ 📢* 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 and http://www.undp.org/content/undp/en/home/operations/procurement /procurement_protest/ for full description of the policies)

**Response:** [                    ]   Select Response

**Ideal** [ I have read, understood and accept UNDP Anti-Fraud Policy, I have read, understood and accept UNDP Anti-Fraud Policy ]

**Weighting**
Add Comments or Attachments

The responses for some of the questions can be entered by selecting ~~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. (where's the example)

**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

|  |  | Find | First ◄ 1-2 of 2 ► Last |
|---|---|---|---|
| **Weighting** |  | **Response Item** |  |
| 50.00000 | ☑ | I have read, understood and accept UNDP Anti-Fraud Policy |  |
| 50.00000 | ☑ | I have read, understood and accept UNDP Protest Procedures |  |

OK    Cancel

2. The second step is to submit the prices for all lines required and specific information related to each line as shown in the screenshot below. Here, bidders ~~Bidders here~~ can input the quantity that they are required to quote on and the unit price. The sytem 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 buble 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:**        32,500.0000 USD

Hide Line Detail

⭐ Bid Required          💬 Line Comments/Files

| | | | | | Previous Lines **1-2 of 2** Next Lines | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 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 | Bid | 💬 |
| 2 | ⭐ | A) Desktop computers | EA | 50.0000 | 50.0000 | 550.000000 | 27,500.0000 USD | Bid | 💬 |

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

3. Once you have submitted all the information required, you can either save your bid for later submission or submit it right away.

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.

**Important note: If you click, "Save for Later" your bid is NOT SUBMITTED ~~not submitted~~. A Bid is successfully submitted only when ~~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.~~

### 4.2.3 Submitting Alternate Bids

In ~~the~~ cases when UNDP accepts alternate bids, Bidders will be allowed to submit more then one bid in the system, with one of them being the primary bid and the other/s being alternate bids. There are multiple ~~different~~ methods of submitting ~~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 byentering all the required information such ~~scuh~~ 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 same information submitted in your previous/original submitted bid and then make the 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 same information as the original bid and Bidder can then 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 it is also necessary to cancel any bid that is not valid. How to cancel a bid is explained further below (Section 4.3.2)

## 4.3 Managing Submitted Bids
This section contains instructions on how to view, edit, or cancel bid that has been already submitted.

### 4.3.1 View Bid

It is highly recommended that you view your submitted bid to ensure that you have provided all the required information. To do so, open your submitted bid by going to "View Events and Place bids" and selecting the corresponding Bid Event. Click on "View, Edit or Copy from Saved Bids"

Generally UNDP does not accept alternative bids, unless otherwise specified in the Bid Data Sheet (BDS). However, Bidders can edit their bid at any time before the deadline. To edit your bid, click on "View/Edit".



Check all the responses provided and attachments uploaded to ensure all required information has been provided with your bid. Once you have viewed, reviewed and ensure that everything is in order and complete, click on "Submit Bid" again. It also recommended that you click on "Submit Bid" again even if you have not made any changes to your bid.

### 4.3.2 Edit or Cancel Bid
A. Edit a Bid

Bidder can edit a bid directly in the system before the deadline  the bidding deadline is over. To edit an already submitted bid, you must open it by clicking on "View/Edit" in the same way as you do to view the bid (section above). This will open the bid submitted and you can overwrite to make the necessary changes and submit again.
*Important note: To submit the amended bid, bidder must click on "Submit bid". Otherwise, bid will not be posted in the system and will be considered as "not submitted"*

B. Cancel a Bid

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 "Posted".

It is recommended that you view your bid before cancelling. Look at column BidID on the left and status shown as "Posted" for both bids. This means that you have submitted 2 bids in the system.



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:

### 4.3.3 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
1. have either accepted bid invitation,
2. have been invited directly by UNDP,
3. have already submited 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 changes in line items or bid factors.
b) No changes made to line items or bid factors.

If no changes 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 ammendment of the bid event include changes in bid factors or line item, bidder cannot edit previous bid or copy it and create a new bid. If bidder click 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.

If the ammendment of the bid event include changes in bid factors or line item, bidder cannot edit previous bid or copy it and create a new bid. If bidder click 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

If no changes 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.

### 4.3.3 Ensuring there is a valid bid submitted in the system

It is your responsibility to ensure that there is a valid bid submited in the system before the deadline. After submitting a bid, you may go back to the system to view your bid, or also make changes to your bid as necessary. When you do so, the system may prompt you if you want to save the changes you made. If you have not made any changes to your bid, you must click "Cancel". This way your original bid will remain valid in the system. If you have made changes to your bid that you want to be save, you must click "OK" and the click on "Submit Bid" again. If you only click "OK" but do not submit your bid again, the changes to your bid are not submitted and in addition you are also cancelling your original bid.

To view the status of your bid, go to:

Manage Events and Place Bids →My Event Activity → Events Bid On

Expand the arrow besides the event that you want to verify. For a bid to be valid and submitted in the system, status should show as "Posted". If status shows as "Save", "Disqualified", etc. your bid is NOT SUBMITTED in the system and you must submit it again.

## 4.4 Submitting bids via xml files

You can prepare your response  outside the system (offline) and then upload it in the system when ready, using xml files.

To do this:
1.  First you need to download the XML version of the bid event by going to "View Event Package"
2. Download Event bid Package in XML format. Once the page is downloaded, you must save it in your computer.

3. Open MS-Excel and open the save XML file from there. To Open the XML file, you must open go to File → Open File menu in Excel and not by clicking on the XML file itself in the folder.

Note: you can upload your bid using XML feature only once. Once a bid has been posted, the XML file cannot override the bid information in the system. Only exception is when "Alternate Bids" is allowed. In this case, uploading your bid using XML file will create a new bid in the system.
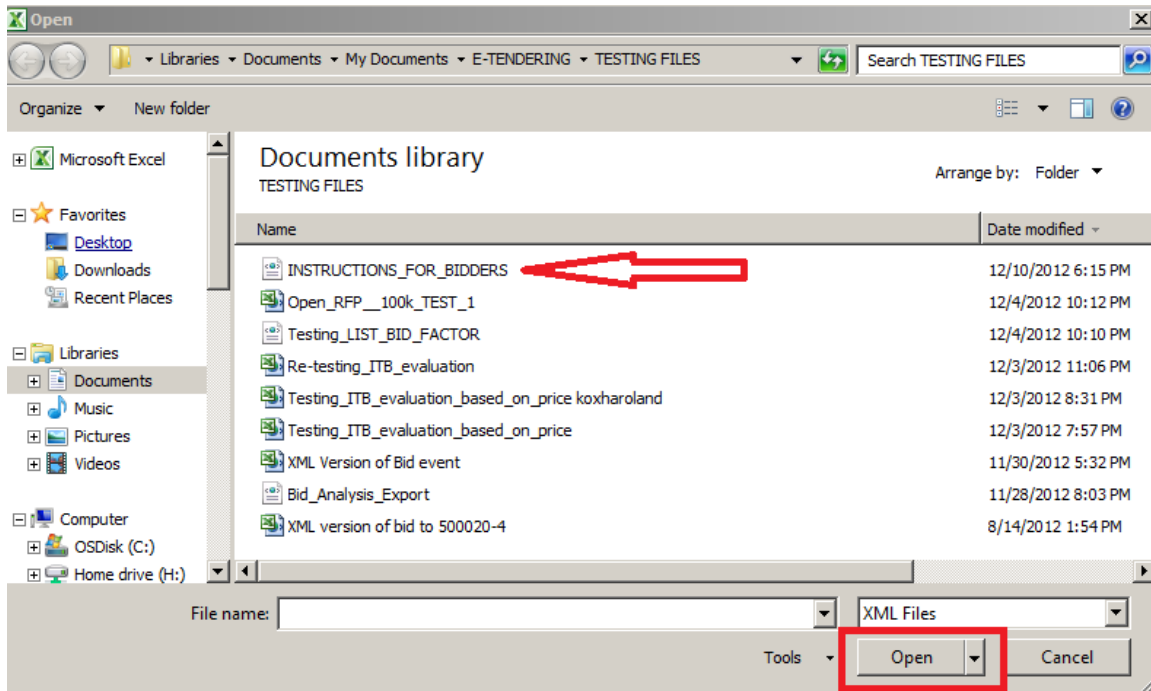
4. Provide your responses in the excel table. Once responses have been provided you can save the files as an XML excel file and upload your responses in the system. Worksheet "General Details" is used to respond to the general bid factors and the worksheet "Line details" is used for completing the responses for each line item.

5. 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.

## 4.5 Key Points to Remember

Key points to remember to ensure you have successfully submitted a bid in a Bid Event
1. Make sure you have the search criteria set correctly when searching for an event.
2. Use the "Accept Invitation" function if you wish to participate in an event and wish to receive email alerts when the event is amended.
3. Make sure you have responded to all manadatory questions and that your answer matches the ideal response. Otherwise your bid will be disqualified.
4. Upload all necessary documentation. The length of the file name cannot be longer than 60 characters.
5. Submit the bid once it is complete.
6. Be careful when using the "Save for Later" function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously.
7. Check the status of your bid. It should show as "Posted" for you to have a bid submitted in the system.

8. You can use the XML upload function only once to upload your initial bid. If you need to make changes, you must make them online.

## 5 Managing Your Account

This section describes some additional features that enable the bidder to view his bidding activity, change his account information, etc.

## 5.1 View Activity

The system records  bidder activities. To view it, click on "My Event Activity". You can use several filters to search for specific activity or simply click on the numbered link on the top to view all events that you have bid on.



To view the complete information of a specific bid, click in the bid event Id link.

In the subsequent screen, click on "View, Edit, or copy from saved Bids" or "My bids" links, and then click on the "View/Edit" link, as shown in the screenshots below:

## 5.2 Update Bidder Profile

Bidders can update their  profile by clicking on "My Bidder Profile" in the menu and changing the relevant information . Switch between the tabs on top: Main, Addresses, and Contacts to navigate through the different profile information, as grouped below:

- "Main" tab: Company website. Company name cannot be changed.
- "Addresses" tab: Add new address, change existing address.
- "Contacts" tab: change existing contact information (first and last name, title, telephone and fax, email address, etc.). Username cannot be changed.

Click on Save, once all profile information has been updated

## eTendering User Guide in a Snapshot

| STEPS | KEY POINTS |
|---|---|

REGISTRATION:

https://etendering.partneragencies.org

Log in using username: event.guest and password: why2change.

Enter required information.

Change password.

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Provide accurate contact details and company profile information.

Clear history and reopen browser before trying the temporary password.

Log in regularly, at least every 45 days.

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SUBMITTING AND MANAGING YOUR BIDS:

Find events and "accept invitation" if interesting to participate.

Submit your responses, including uploading all required documentation.

View submitted bid to ensure it is complete.

Edit your submitted bid, if necessary.

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Subscribe to an event by clicking on "accept invitation" to be notified for any amendments made.

Ensure your responses match the ideal responses required.

Be aware of the "Save for Later" function. Re-submit your bid after changes.

Check status of your bid to ensure it is "Posted".