

# UNDP eTendering: User Guide for Bidders January 2018



Empowered lives.  
Resilient nations.

# Quick References to the Guide

The ***UNDP eTendering Guide for Bidders*** is a manual for individuals or companies who wish to participate in a UNDP tender as a supplier and are required to submit the bid on the UNDP eTendering System.

For quick reference, you can navigate directly to a specific topic by clicking on the relevant hyperlink:

- To create a profile and register as a bidder in the eTendering system, please refer to the section on how to [Register a Bidder Profile](#).
- To search for Tenders and download tender documents with or without a registered user account please [click here](#).
- If you already have an eTendering account and want to participate in a tender, please refer to the section on [How to Submit a Bid](#)
- If you have an eTendering account, but have forgotten your password, please click [here](#).
- If you are experiencing any technical difficulties with signing in, registration, or bid submission, please refer to the section on [Helpdesk Support](#) .

The [Table of Contents](#) provides a detailed overview of all the topics covered in this User Guide.

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# 1.0 Introduction

*This section covers the bid submission process including how to search and view events in the system, how to participate in an event and prepare your bid response, and how to make the final bid submission and confirm that the bid has been submitted.*

- [1.1 Overview of the guide](#)
- [1.2 What is eTendering?](#)

# 1.1 How to use the Guide



[Click to return to TOC](#)

This guide is organized in several sections that correspond to different functions of the eTendering system such as registration, submitting bids, maintaining profile, etc. Each section has its specific background colour.

The Table of Contents (TOC) provides an overview of the document content. It contains hyperlinks to the exact page of the content in the document so the reader can navigate directly to the relevant section. Each section starts with a brief overview of the content of that section with hyperlinks.

Throughout the document, there are three types of hyperlink:

- Hyperlink buttons that will take reader to the main TOC, found at the top right corner of each main chapter page, such as the one on this page.
- Hyperlinks that take readers to the beginning of the current section, usually found at the bottom left corner like in this page.
- Hyperlinked words that take reader directly to a location of the document related to the text. For example, by clicking on the [hyperlinked TOC here](#), the reader can go directly to the TOC page of this document.



[Click to return to Introduction Main Page](#)

## 1.2 What is eTendering?

The eTendering module is designed to facilitate the UNDP Tender process through online interaction. The system aims to enhance the integrity and transparency of the tender process and also enables the streamlining of the procurement process: Bidders can use eTendering to submit their bids, view solicitation documents and receive automatic notifications from the system whenever an event has been modified.

The eTendering system addresses UNDP's fundamental procurement values, such as **fairness, integrity, transparency and accountability**.

**Some of the main benefits of the eTendering system are:**

- ✓ **No late submissions are accepted:** The system will automatically not accept any bid after the deadline.
- ✓ **Electronic sealed bids:** The eTendering system encrypts the bids submitted in the system and does not allow anyone to view any information provided before the bidding deadline.
- ✓ **Electronic stamping of the bids:** The system stamps all information submitted by bidders and prevents anyone from altering, deleting, or adding anything to the bid after the deadline for submission.
- ✓ **Streamlines the bidding process:** Bidders can register in the system, retrieve all information and solicitation documents, and receive automatic notifications on certain stages of the procurement process. Bidders may also submit their bid online, edit it directly in the system, and receive automatic notifications once the evaluation is finalized and the contract is awarded.
- ✓ **Provides an audit trail:** As the eTendering system records all activity in the system, it keeps an audit trail for increased accountability and transparency.



# 2.0 Submit a Bid

*This section covers the bid submission process including how to search and view events in the system, how to participate in an event and prepare your bid response, and how to make the final bid submission and confirm that the bid has been submitted.*

## 2.1 Search for Tenders

- [Log in and Basic Search](#)
- [Advanced Search](#)
- [Download Tender Documents](#)

## 2.2 Participate in Tender

- [Accept Invitation](#)
- [Bid on Event](#)
- [Answer Bid Factors](#)
- [Insert Line Items, Quantity and Unit Prices](#)
- [Upload Supporting Documents](#)
- [Save Bid for Later](#)

## 2.3 Submit Bid

- [Check Responses](#)
- [Submit Bid](#)
- [Review Bid Confirmation](#)

## 2.4 Prepare a Bid Submission Offline (Optional)

- [Submitting a Bid in .XML](#)
- [Download .XML Event Package](#)
- [Open .XML File in Excel](#)
- [Complete Bid Responses in Excel](#)
- [Upload File into the System and Submit Bid](#)

# A Quick Guide to Submitting a Bid on eTendering

The main steps to submitting a bid on eTendering are as follows

- 1 [Search & view event](#)
- 2 [Accept invitation](#)
- 3 [Click on “\*\*bid on event\*\*”](#)
- 4 [Answer bid factors](#)
- 5 [Insert prices](#)
- 6 [Upload documents](#)
- 7 [Check responses](#) & [submit bid](#)



## 2.1 Search for Tenders – Log in the system

To start participating in a tender through the eTendering system, go to <https://etendering.partneragencies.org> and log in using your registered username and password.



### Tip

It is possible to search tenders and download tender documents by logging with the guest account [username Event.guest](#) account.

- Username: event.guest,
- password: why2change

To submit bids however, you must [Register](#) first



### IMPORTANT

If you are already registered in the system but do not remember your password **please do not register again.**

If you have forgotten your password, you need to click on the Forgotten Password link and [create a new password.](#)



[Click to return to Submit Bid Main Page](#)

## 2.1 Search for Tenders – Go to Search Page

Once you are logged in to your eTendering account, search for ongoing events by navigating to the “**Manage Events and Place Bids**” Menu > Click on “**View Events and Place Bids**”



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Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign out | Personalize Content

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

My Buy Events

There are no events to view.

My Sell Events

| Event Name  | Event Type | Start Date/Time        | End Date/Time:          | Status |
|---|------------|------------------------|-------------------------|--------|
| <a href="#">Complaints Mechanisms and Public Engagement</a> | RFx        | 20/06/2017 6:35AM EDT  | 31/12/2017 06:35 AM EST |        |
| <a href="#">ITB 1234/17 Test</a>                            | RFx        | 20/11/2017 11:13AM EST | 18/12/2017 11:13 AM EST |        |
| <a href="#">Test Zip folders and Public Bid Opening</a>     | RFx        | 21/11/2017 10:59AM EST | 19/12/2017 10:59 AM EST |        |
| <a href="#">New version test - 2</a>                        | RFx        | 24/11/2017 4:51AM EST  | 22/12/2017 04:51 AM EST |        |
| <a href="#">PSU Demo 2017</a>                               | RFx        | 01/12/2017 3:53AM EST  | 29/12/2017 03:53 AM EST |        |



## 2.1 Search for Tender – Use basic search filters

You can use the search engine to filter and view ongoing tenders by Country, Event ID, Event Name, Event Type or Status.



### Example

To filter and view tenders launched by a specific Country, e.g. Afghanistan, click on the magnifying glass icon next to **Event ID** select Afghanistan from the drop down list.

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Welcome eTendering Bidder User Guide to Atlas Community!

Menu  
Search: [ ]  
Manage Events and Place Bids  
- View Events and Place Bids  
- My Event Activity  
- Maintain My User Contact  
- My Bidder Profile  
- View Terms & Conditions

### View Events and Place Bids

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

Use Saved Search: [ ]

Event ID: [ ]  
Event Name: [ ]  
Event Type: [ ]  
Event Status: [ ]  
 Include Declined Invitations?

Look Up [ ] Clear [ ] Cancel [ ] Basic Lookup [ ]

### Search Results

View 100 First 1-158 of 158 Last

| Country              | Business Unit |
|----------------------|---------------|
| Afghanistan          | AFG10         |
| Albania              | ALB10         |
| Algeria              | DZA10         |
| Angola               | AGO10         |
| Argentina            | ARG10         |
| Armenia              | ARM10         |
| Azerbaijan           | AZE10         |
| BRUSSELS             | H2710         |
| Bahrain              | BHR10         |
| Bangkok Regional Hub | BRC10         |
| Bangladesh           | BGD10         |
| Barbados             | BRB10         |
| Belarus, Republic of | BLR10         |
| Benin                | BEN10         |
| Bhutan               | BTN10         |
| Bolivia              | BOL10         |
| Bosnia-Herzegovina   | BIH10         |
| Botswana             | BWA10         |

Menu  
Search: [ ]  
Manage Events and Place Bids  
- View Events and Place Bids  
- My Event Activity  
- Maintain My User Contact  
- My Bidder Profile  
- View Terms & Conditions

### View Events and Place Bids

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

Use Saved Search: [ ]

Event ID: AFG10  
Event Name: [ ]  
Event Type: [ ]  
Event Status: [ ]  
 Include Declined Invitations?

Results Should Include:  
 Sell Event  
 Purchase Event  
 Request For Information

Search [ ] Clear [ ]  
Manage Saved Searches Save Search Criteria Advanced Search Criteria

### Search Results

| Event ID         | Event Name   | Format | Type | End Date                |
|------------------|--|--------|------|-------------------------|
| AFG10-0000001860 | Construction of Female Police Facilities           | Sell   | RFx  | 27/12/2017 02:30 AM EST |
| AFG10-0000001868 | RFP for HIV Population Size Estimation and Mapping | Sell   | RFx  | 17/12/2017 01:30 AM EST |
| AFG10-0000001889 | Re-Advertised RFI for TB-RSSH SRs Selection        | RFI    | RFx  | 19/12/2017 01:30 AM EST |

Click on "Search".

All results for ongoing tenders from Afghanistan will be displayed at the bottom of the screen.



[Click to return to Submit Bid Main Page](#)

## 2.1 Search for Tenders – Advanced Search

It is possible to search the system for ongoing events for specific items that are of interest to the Bidder. Once you are in the search area, click on **“Advanced Search Criteria”** then, in the field **“Item Description”**, type in an item that you are interested in bidding on.

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### 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**

| Event ID                         | Event Name                           | Format | Type | End Date                | Status   |
|----------------------------------|--------------------------------------|--------|------|-------------------------|----------|
| <a href="#">UNDP1-0000001591</a> | Collaborator Feature test 2 - Rakesh | Sell   | RFx  | 11/01/2018 09:01 AM EST |          |
| <a href="#">UNDP1-0000001595</a> | eTendering Bidder User Guide (2017)  | Sell   | RFx  | 09/11/2018 05:47 AM EST | Accepted |

### 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 Invitation

**Item Description:**

**Category Description:**

**Start Date:** From:   Through:

**End Date:** From:   Through:

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

**Search Results**

| Event ID                         | Event Name                           | Format | Type | End Date                |
|----------------------------------|--------------------------------------|--------|------|-------------------------|
| <a href="#">UNDP1-0000001591</a> | Collaborator Feature test 2 - Rakesh | Sell   | RFx  | 11/01/2018 09:01 AM EST |
| <a href="#">UNDP1-0000001595</a> | eTendering Bidder User Guide (2017)  | Sell   | RFx  | 09/11/2018 05:47 AM EST |

**Example**

To search for all ongoing Events that contain **“computer”** in the line item, type **“computer”** in the **Item Description** field.

Click on **Search** and view the search results below.



[Click to return to Submit Bid Main Page](#)

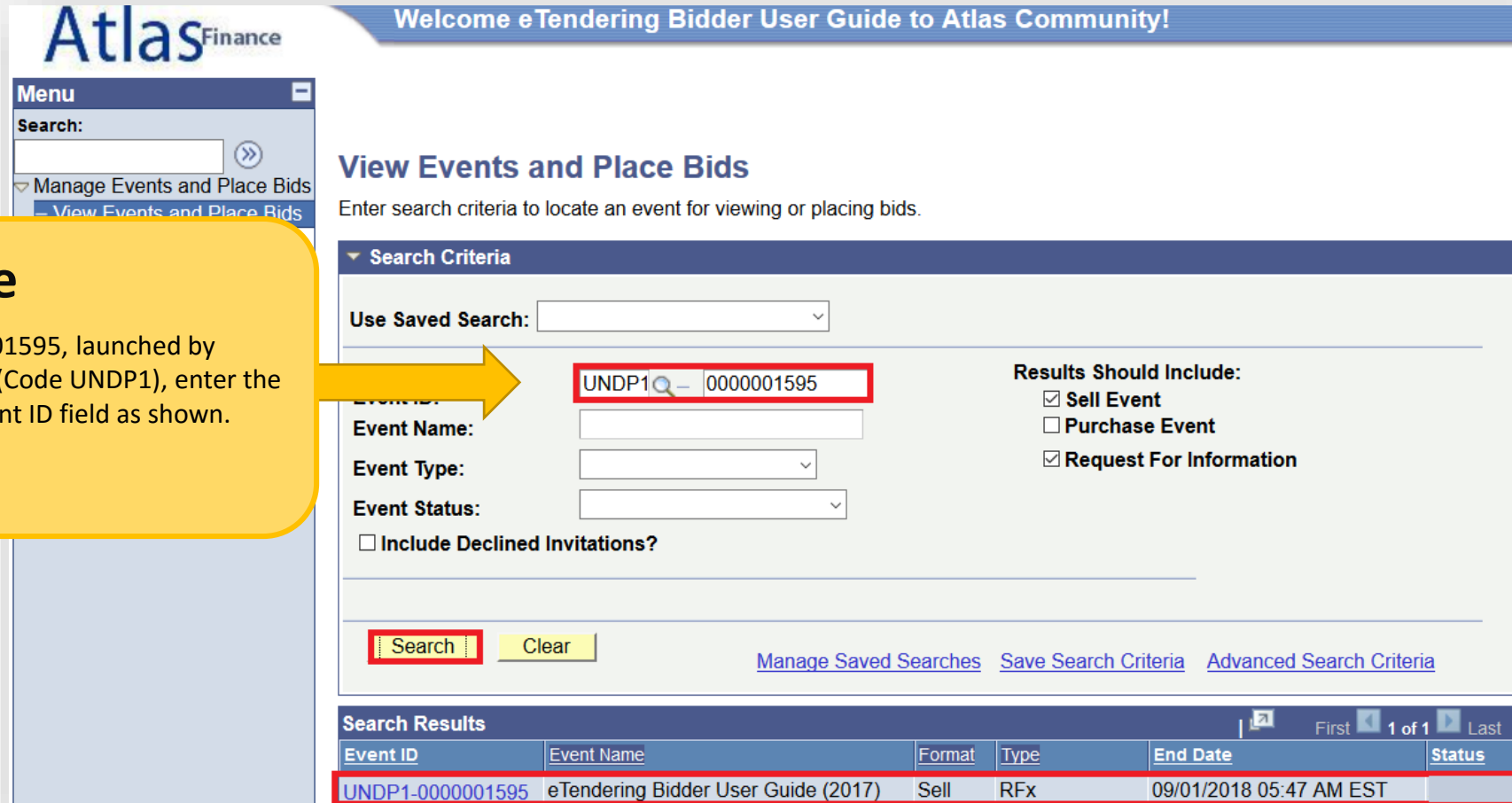
## 2.1 Search for Tenders – Download Tender Documents

To search for a specific event, go to the field titled “**Event ID**” and enter the Business Unit/Country Code in the first box on the left and the “**Event ID**” in the first box on the right.

### Example

to view Event 0000001595, launched by UNDP Headquarters (Code UNDP1), enter the details under the Event ID field as shown.

Click on “Search”.



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### 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 of 1 Last

| Event ID                         | Event Name                          | Format | Type | End Date                | Status |
|----------------------------------|-------------------------------------|--------|------|-------------------------|--------|
| <a href="#">UNDP1-0000001595</a> | eTendering Bidder User Guide (2017) | Sell   | RFx  | 09/01/2018 05:47 AM EST |        |

To view the details of the Event and download tender documents, click on the Hyperlinked Event ID.

## 2.1 Search for Tenders – Download Tender Documents

When you are on the *Event Details* page of the event you are interested in, you can download tender documents by clicking on the **“View bidding documents”** link at the top right of the page.

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### Event Details

Accept Invitation      Bidding Shortcuts: [View Your Bid Activity](#)  
[View Bidding Documents](#)  
Bid on Event      [Upload XML Bid Response](#)

**Event Name:** eTendering Bidder User Guide (2017)      **My Bid Status:**

**Event ID:** UNDP1-0000001595

**Event Format/Type:** Sell Event      RFx

**Event Round:** 1

**Event Version:** 2

**Event Start Date:** 11/12/2017 5:47AM EST

**Event End Date:** 09/01/2018 05:47 AM EST

**Event Description:**

**Contact:** Dalal Abdulrazzaq      **Payment Terms:** Net 30

**Phone:**      **My Bids:** 0

**Email:** [\[redacted\]@undp.org](#)      **Edits to Submitted Bids:** Allowed

**Online Discussion:**      **Multiple Bids:** Not Allowed

**Live Chat Help:**



## 2.1 Search for Tenders – Download Tender Documents

To download the solicitation documents, click on the magnifying glass icon next to each attached file.  
To return to the “*Event Details*” Page, click on “*OK*”.

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Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### Event Header Comments and Attachments

Event ID: 0000001595

| Attached File                             | Attachment Description |  |
|---|------------------------|--|
| 1 Bidder_User_Guide_Event_Attachment.pdf  | Event details          |  |
| 2 eTendering_Bidder_User_Guide_(2017).xml | Event Bid Package      |  |
| 3 eTendering_Bidder_User_Guide_(2017).pdf |                        |  |

OK Cancel



### Tip

Ensure that pop-ups are enabled on your internet browser before downloading a document.



### IMPORTANT

The .xml document is not a solicitation document. It is a file that allows a bidder to prepare their bid responses offline and then upload it into the system in XML format. For more information, click [here](#).



[Click to return to Submit Bid Main Page](#)



## 2.2 Participate in Tender – Accept Invitation to Subscribe

Click on the **“Accept invitation”** to receive automatic notifications whenever the tender is modified.

**Menu**

Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
    - My Event Activity
    - Maintain My User Contact
    - My Bidder Profile
  - View Terms & Conditions

### Event Details

**Accept Invitation** (highlighted)

Bidding Shortcuts: [View Your Bid Activity](#), [View Bidding Documents](#), [Upload XML Bid Response](#)

**Event Name:** eTendering Bidder User Guide (2017)  
**Event ID:** UNDP1-0000001595  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 11/12/2017 5:47AM EST  
**Event End Date:** 09/01/2018 05:47 AM EST

**Event Description:**

**Contact:** Dalal Abdulrazzaq  
**Phone:**  
**Email:** [redacted]@undp.org  
**Online Discussion:**  
**Live Chat Help:**

**Payment Terms:** Net 30  
**My Bids:** 0  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Not Allowed



### Tip

To subscribe and further participate in a Tender, you must [Register](#) first.



### IMPORTANT

Please note that your account will be automatically deactivated after 3 months of inactivity. If this happens, please contact the procurement focal point of the event for support. To ensure your account remains active, login to your account a few times a month.



[Click to return to Submit Bid Main Page](#)



## 2.2 Participate in Tender – Start creating a bid response

Once you have accepted an Event invitation, open the “**Event Details**” page and click on “**Bid on Event**” to start creating your responses.

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### Event Details

[Decline Invitation](#)      **Bidding Shortcuts:** [View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

**Bid on Event**

---

**Event Name:** eTendering Bidder User Guide (2017)  
**Event ID:** UNDP1-0000001595      **My Bid Status:**  
**Event Format/Type:** Sell Event    Rfx  
**Event Round:** 1  
**Event Version:** 1  
**Event Start Date:** 11/12/2017 5:47AM EST  
**Event End Date:** 09/01/2018 05:47 AM EST

**Event Description:**

---

**Contact:** Dalal Abdulrazzaq      **Payment Terms:** Net 30  
**Phone:**      **My Bids:** 0  
**Email:** [dalal\\_abdulrazzaq@undp.org](mailto:dalal_abdulrazzaq@undp.org)      **Edits to Submitted Bids:** Allowed  
**Online Discussion:**      **Multiple Bids:** Not Allowed  
**Live Chat Help:**

---

**Display:** All Lines      ★ Bid Required      Line Comments/Files

Find | View All | First 1-2 of 2 Last

| Line | Description                      | Unit | Requested Quantity | Status |
|------|----------------------------------|------|--------------------|--------|
| 1    | ★ computer                       | DOZ  | 20.0000            |        |
| 2    | ★ Ballpen (Black,blue,red) LOTUS | EA   | 30.0000            |        |

[Return to Event Search](#)



[Click to return to Submit Bid Main Page](#)

## 2.2 Participate in Tender –Key Components of an online Bid

In order to submit a bid on eTendering, bidders are usually required to complete the following 3 key processes:

- [Answer bid factors](#)
- [Insert quantities and unit prices for the items required.](#)
- [Upload supporting documents](#)

Follow the instructions in the guide to complete your bid.



## 2.2 Prepare Bid Response – Answer Bid Factors

Bidders may be prompted to answer event questions (bid factors) that will be used in the final evaluation and awarding of the tender. The bid factors may vary by the type of response that is required. Some will require a “yes/no” response, others may require typed answers, or numerical input. Please read each question carefully before submitting your reply.

**Step 1: Answer General Event Questions**

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

|                         |   |
|-------------------------|---|
| General Event Questions | 2 |
| Required Questions      | 2 |

[Hide Event Questions](#)

**Event Questions**

★ Bid Required    📁★ Ideal Response Required

Previous Questions 1-2 of 2 Next Questions

★ 📁 1. Have samples required been sent and shipment tracking number provided?

Response: Yes

Weighting

📁 Ideal: Yes

[Add Comments or Attachments](#)

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

Response:

[Add Comments or Attachments](#)



**Bid Required:** When a question is marked by a red star, it means that answering the question is mandatory to make a qualified bid.



**Ideal Response Required:** When a question is marked by a folder and red star you must answer the question with an ideal response. For example in Question 1 on the left, the ideal response is yes. You can only answer yes for this question.



## 2.2 Prepare Bid Response – Insert quantities and unit prices

Insert your bid price in the required fields.



Pay particular attention to:

- The bid currency of the event
- The instructions in the solicitation documents (ex. Is a detailed price schedule requested? Is a password protected financial proposal required? Etc.)

### 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:       | 5,150.0000 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    | ★ | computer                       | DOZ  | 20.0000            | 20.0000           | 250.000000          | 5,000.0000 USD       | Bid |  |
| 2    | ★ | Ballpen (Black,blue,red) LOTUS | EA   | 30.0000            | 30.0000           | 5.000000            | 150.0000 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



### IMPORTANT

For RFPs you must:

- Enter 1 for the Bid Price
- Upload your financial proposal as a password protected PDF attachment



[Click to return to Submit Bid Main Page](#)

## 2.2 Prepare Bid Response – Upload Supporting Documents

To upload supporting documentation to your bid, click on the “***View/Add General Comment and Attachments***” at the “***Event Details***” page.

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### Event Details

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

|                           |                                     |                      |  |
|---------------------------|-------------------------------------|----------------------|--|
| <b>Event Name:</b>        | eTendering Bidder User Guide (2017) |                      |  |
| <b>Event ID:</b>          | UNDP1-0000001595                    | <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> | <input type="text" value="USD"/> US Dollar |
| <b>Event Version:</b>     | 2                                   |                      |  |
| <b>Event Start Date:</b>  | 11/12/2017 5:47AM EST               |                      |  |
| <b>Event End Date:</b>    | 09/01/2018 05:47 AM EST             |                      |  |

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**



## 2.2 Prepare Bid Response – Upload Supporting Documents

Click on **“Upload”** and then click on **“Browse”** to locate and select the file you want to upload from your computer. Once you have selected the file, click on **“Upload”** again.

The screenshot displays the Atlas Finance eTendering interface. The main content area is titled "General Comments and Attachments" and shows details for Business Unit: UNDP1 and Event ID: 0000001595. Under the "Attachments" section, there are two tables. The first table, "View Event Attachments", lists three files: "Bidder\_User\_Guide\_Event\_Attachment.pdf", "eTendering\_Bidder\_User\_Guide\_(2017).xml", and "eTendering\_Bidder\_User\_Guide\_(2017).pdf". The second table, "Add New Attachments", is currently empty and has an "Upload" button highlighted with a red box. A "File Attachment" dialog box is open in the bottom right corner, showing a "Browse..." button (also highlighted with a red box) and "Upload" and "Cancel" buttons. The text "No file selected." is displayed next to the "Browse..." button.



## 2.2 Prepare Bid Response – Upload Supporting Documents

To upload a new file, click on **“Add New Attachment”** and then **“Browse”** to locate and select the file you want to upload. Once you have selected the file, click on **“Upload”** again.

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Menu Search: [ ]

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

General Comments and Attachments

Business Unit: UNDP1 Event ID: 0000001595

Attachments

View Event Attachments | First 1-3 of 3 | Last

| Attached File                           | Attachment Description | View |
|---|------------------------|------|
| Bidder_User_Guide_Event_Attachment.pdf  | Event details          | View |
| eTendering_Bidder_User_Guide_(2017).xml | Event Bid Package      | View |
| eTendering_Bidder_User_Guide_(2017).pdf | Event Details          | View |

Add New Attachments | First 1-4 of 4

| Attached File  | Attachment Description | Upload | View | Add New Attachments | Delete |
|--|------------------------|--------|------|---------------------|--------|
| FAQ_for_bidders_Release_No_4_June_2016.pdf           | Main Bid Document      | Upload | View | Add New Attachments | Delete |
| Managing_saved_and_posted_bids.pdf                   | Technical Proposal     | Upload | View | Add New Attachments | Delete |
| Overview_and_benefits_of_Atlas_eTendering.pdf        | Bid Details            | Upload | View | Add New Attachments | Delete |
| UNDP_General_Conditions_for_Individual_Contracts.pdf | Additional Information | Upload | View | Add New Attachments | Delete |

Comments

Add New Comments

OK Cancel

Atlas Finance Welcome eTendering Bidder User Guide to Atlas Community!

Menu Search: [ ]

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

General Comments and Attachments

Business Unit: UNDP1 Event ID: 0000001595

Attachments

View Event Attachments | First 1-3 of 3 | Last

| Attached File                           | Attachment Description | View |
|---|------------------------|------|
| Bidder_User_Guide_Event_Attachment.pdf  | Event details          | View |
| eTendering_Bidder_User_Guide_(2017).xml | Event Bid Package      | View |
| eTendering_Bidder_User_Guide_(2017).pdf | Event Details          | View |

Add New Attachments | First 1 of 1

| Attached File | Attachment Description | Upload | View | Add New Attachments | Delete |
|---------------|------------------------|--------|------|---------------------|--------|
|               |                        | Upload | View | Add New Attachments | Delete |

Comments

Add New Comments

File Attachment

Help

Browse... No file selected.

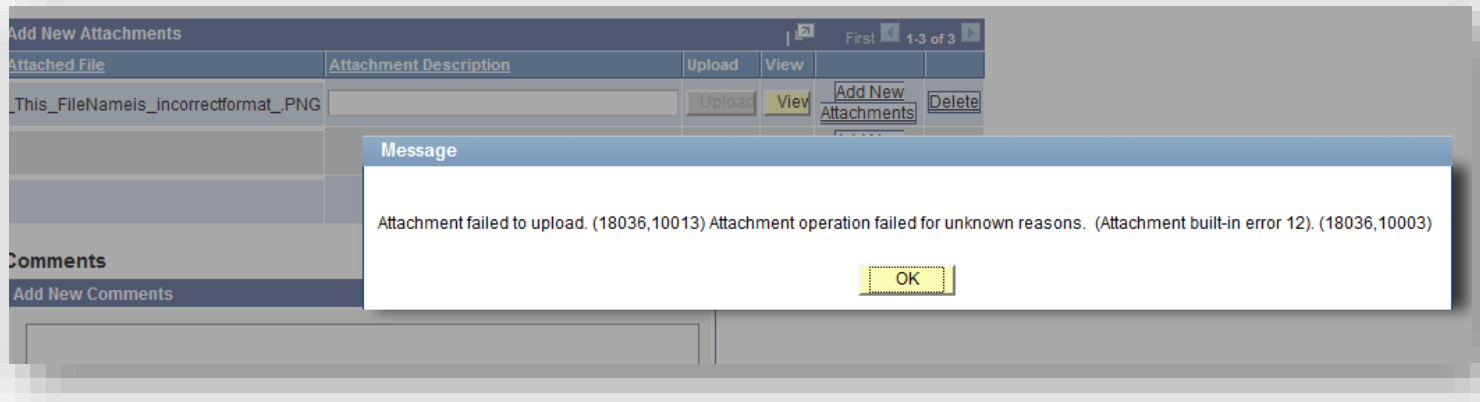
Upload Cancel

OK Cancel



## 2.2 Prepare Bid Response – Upload Supporting Documents

It is important to ensure that the Attachment Description and the File names are in the correct format. **Please read the tips for further information.**



### Tip for uploading Files

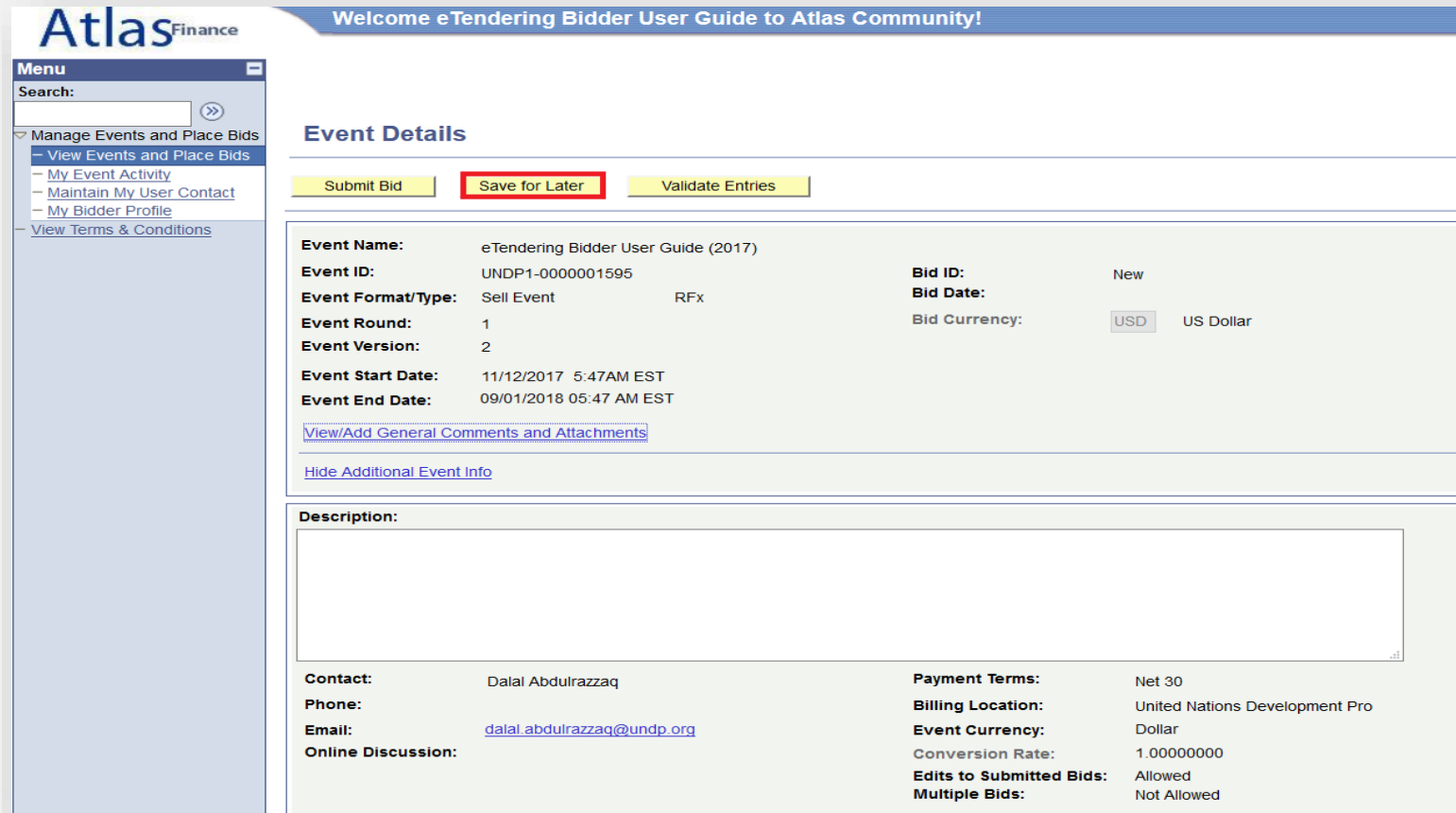
- File name can only contain 60 characters.
- File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet.
- If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.
- Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. **There may be restrictions on the size and format of the uploaded files.**





## 2.2 Prepare Bid Response – Save for later

You can save your bid response and come back later to add additional information. Click on **“Save for Later”**.



The screenshot shows the Atlas Finance eTendering Bidder User Guide interface. The main content area is titled "Event Details" and contains several buttons: "Submit Bid", "Save for Later" (highlighted with a red box), and "Validate Entries". Below the buttons, the event details are displayed in a table format:

|                           |                                     |                      |               |
|---------------------------|-------------------------------------|----------------------|---------------|
| <b>Event Name:</b>        | eTendering Bidder User Guide (2017) |                      |               |
| <b>Event ID:</b>          | UNDP1-0000001595                    | <b>Bid ID:</b>       | New           |
| <b>Event Format/Type:</b> | Sell Event                          | <b>Bid Date:</b>     |               |
|                           | RFx                                 | <b>Bid Currency:</b> | USD US Dollar |
| <b>Event Round:</b>       | 1                                   |                      |               |
| <b>Event Version:</b>     | 2                                   |                      |               |
| <b>Event Start Date:</b>  | 11/12/2017 5:47AM EST               |                      |               |
| <b>Event End Date:</b>    | 09/01/2018 05:47 AM EST             |                      |               |

Below the event details, there is a link: [View/Add General Comments and Attachments](#) and a link: [Hide Additional Event Info](#).

The "Description" section is empty.

At the bottom, there is a table with contact and payment information:

|                           |  |                                 |                                |
|---------------------------|--|---------------------------------|--------------------------------|
| <b>Contact:</b>           | Dalal Abdulrazzaq  | <b>Payment Terms:</b>           | Net 30                         |
| <b>Phone:</b>             |  | <b>Billing Location:</b>        | United Nations Development Pro |
| <b>Email:</b>             | <a href="mailto:dalal.abdulrazzaq@undp.org">dalal.abdulrazzaq@undp.org</a> | <b>Event Currency:</b>          | Dollar                         |
| <b>Online Discussion:</b> |  | <b>Conversion Rate:</b>         | 1.00000000                     |
|                           |  | <b>Edits to Submitted Bids:</b> | Allowed                        |
|                           |  | <b>Multiple Bids:</b>           | Not Allowed                    |



[Click to return to Submit Bid Main Page](#)

## 2.2 Prepare Bid Response – Save for later

A system notification will alert the user that their bid is about to be saved. Click on **“OK”** to confirm that you want to save the bid for later.



### IMPORTANT

Be aware that saving your bid for later does not submit it in the system. To submit your bid, you must click on **Submit Bid**.

The screenshot shows the Atlas Finance eTendering interface. A 'Message' dialog box is open, displaying a 'Save Warning (20001,104)'. The message text is as follows:

Save Warning (20001,104)

Saving for later does not submit your bid and WILL ALSO WITHDRAW YOUR BID if you have already submitted one. Please use the "submit bid" button in order to have a VALID SUBMITTED BID in the system.

не подает вашу заявку на участие, а ТАКЖЕ ОТЗЫВАЕТ ЗАЯВКУ в том случае, если она уже подана. Чтобы заявка была ПОДАНА И ИМЕЛА СИЛУ в системе, пожалуйста используйте кнопку "ПОДАТЬ ЗАЯВКУ" ("Submit Bid").

Enregistrer pour envoi ultérieur ne soumet pas votre offre et VA PAR AILLEURS RETIRER LA SOUMISSION INITIALE du système. S'il vous plaît pour avoir UNE OFFRE VALIDE dans le système cliquez sur soumettre offre.

"保存供以后编辑"键("Saving for Later")并不能向系统提交更新的标书,反而会取消您之前向系统提交的标书。请使用"提交标书"键("Submit Bid")以确保系统保存您有效提交的标书。

من أجل أن يكون العرض المقدم ذو صلاحية في النظام "Submit Bid" حفظ العرض للتقديم في وقت لاحق لا يقدم العرض و سوف يسحب اي عرض قد تكون قدمته في وقت سابق اذا كنت قد قدمت عرض مسبقا. يرجى استخدام زر

Guardando los cambios para más tarde, no constituye la entrega de su oferta y, de hecho, SUPONDRÁ LA RETIRADA DE SU OFERTA en el caso de que ya hubiese entregado una anteriormente. Por favor utilice el botón de "Entrega de la Oferta" ("Submit Bid") para así tener una OFERTA VÁLIDA Y ENTREGADA en el Sistema.

At the bottom of the dialog box, the 'OK' button is highlighted with a red rectangle.



[Click to return to Submit Bid Main Page](#)

## 2.2 Prepare Bid Response – Save for later

To come back to your saved bid to add information, you open the “*Event Details*” page by [clicking on the event hyperlink](#) and then, clicking on “*View, Edit or Copy From Saved Bids*”.

**Atlas** Finance

Welcome eTendering Bidder User Guide to Atlas Community!

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### Event Details

**Bidding Shortcuts:** [View, Edit or Copy from Saved Bids](#)

- [View Your Bid Activity](#)
- [View Bidding Documents](#)
- [Upload XML Bid Response](#)

|                           |                                    |                       |  |
|---------------------------|------------------------------------|-----------------------|--|
| <b>Event Name:</b>        | Video Guide for eTendering Bidders | <b>My Bid Status:</b> |  |
| <b>Event ID:</b>          | UNDP1-0000001597                   |                       |  |
| <b>Event Format/Type:</b> | Sell Event RFX                     |                       |  |
| <b>Event Round:</b>       | 1                                  |                       |  |
| <b>Event Version:</b>     | 2                                  |                       |  |
| <b>Event Start Date:</b>  | 09/01/2018 4:25AM EST              |                       |  |
| <b>Event End Date:</b>    | 15/02/2018 10:53 AM EST            |                       |  |



## 2.2 Prepare Bid Response – Save for later

In the Next page your bid status will be **“Saved”**. You can continue completing your bid by clicking on **“Edit Bid Response”**. This will open your bid response and you can continue working on it.

The screenshot displays the Atlas Finance eTendering Bidder User Guide interface. The main heading is "View, Edit or copy from Saved Bids". The event details are as follows:

|                           |                                    |                       |             |
|---------------------------|------------------------------------|-----------------------|-------------|
| <b>Event Name:</b>        | Video Guide for eTendering Bidders | <b>Event Round:</b>   | 1           |
| <b>Event ID</b>           | UNDP1-0000001597                   | <b>Event Version:</b> | 2           |
| <b>Event Format/Type:</b> | Sell Event RFX                     | <b>Multiple Bids</b>  | Not Allowed |
| <b>Event Start Date:</b>  | 09/01/2018 4:25AM EST              | <b>Currency</b>       | US Dollar   |
| <b>Event End Date:</b>    | 15/02/2018 10:53 AM EST            |                       |             |

Below the event details is a table of saved bids. The "Bid Status" column and the "Edit Bid Response" link are highlighted with red boxes.

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved        |                      |                                   |                      |                        |                        |
|--------|-------|---------|------------|--------------|-----------------------|----------------------|-----------------------------------|----------------------|------------------------|------------------------|
| 1      | 1     | 2       | Saved      | Posted       | 09/01/2018 9:42AM EST | <a href="#">View</a> | <a href="#">Edit Bid Response</a> | <a href="#">Copy</a> | <a href="#">Cancel</a> | <a href="#">Upload</a> |



## 2.3 Submit Bid – Check Responses

Once you have completed your bid responses, uploaded all supporting documents, and are ready to submit your bid, click on “**Validate Entries**” to check that you have responded correctly to bid factors and bid on all items as required.

**Atlas** Finance

Welcome eTendering Bidder User Guide to Atlas Community!

**Menu**

Search: [ ]

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

### Event Details

[Submit Bid](#) [Save for Later](#) **[Validate Entries](#)**

**Event Name:** eTendering Bidder User Guide (2017)

**Event ID:** UNDP1-0000001595

**Event Format/Type:** Sell Event RFx

**Event Round:** 1

**Event Version:** 2

**Event Start Date:** 11/12/2017 5:47AM EST

**Event End Date:** 09/01/2018 05:47 AM EST

**Bid ID:** New

**Bid Date:**

**Bid Currency:** USD US Dollar

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**

[ ]

**Contact:** Dalal Abdulrazzaq

**Phone:**

**Email:** [ ]@undp.org

**Online Discussion:**

**Payment Terms:** Net 30

**Billing Location:** United Nations Development Pro

**Event Currency:** Dollar

**Conversion Rate:** 1.00000000

**Edits to Submitted Bids:** Allowed

**Multiple Bids:** Not Allowed



[Click to return to Submit Bid Main Page](#)

## 2.3 Submit Bid – Check Responses

Once you click on “**Validate Entries**”, the system will check whether you have complied with minimum requirements for the Event. An error message in red font will be generated at the top of the “**Event Details**” page if any mandatory questions have been left unanswered.

Atlas Finance

Welcome eTendering Bidder User Guide to Atlas Community!

Menu

Search:

Manage Events and Place Bids

View Events and Place Bids

My Event Activity

Maintain My User Contact

My Bidder Profile

View Terms & Conditions

### Event Details

Response required. You must enter a response for General Question 2 - Have you provided all informatio ...

All lines Required. You must enter a bid for line 2 - Ballpen (Black,blue,red) LOTUS

Submit Bid Save for Later Validate Entries

Event Name: eTendering Bidder User Guide (2017)

Event ID: UNDP1-0000001595 Bid ID: New

Event Format/Type: Sell Event RFX Bid Date:

Event Round: 1

Event Version: 2

Event Start Date: 11/12/2017 5:47AM EST

Event End Date: 09/01/2018 05:47 AM EST

View/Add General Comments and Attachments

Hide Additional Event Info

Description:

Message

Please see message(s) at the top of the page. (18058,314)

OK



### Example

This warning message shows that the responses for Question 2 and Line item 2 are mandatory and must be answered before submission.



## 2.3 Submit Bid – Submit Bid Response

Once your bid is complete and your responses have been validated, click on “**Submit Bid**” to post it in the system.

**Atlas Finance** Welcome eTendering Bidder User Guide to Atlas Community!

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### Event Details

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

**Event Name:** eTendering Bidder User Guide (2017)  
**Event ID:** UNDP1-0000001595  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 11/12/2017 5:47AM EST  
**Event End Date:** 09/01/2018 05:47 AM EST

**Bid ID:** New  
**Bid Date:**  
**Bid Currency:** USD US Dollar

[View/Add General Comments and Attachments](#)  
[Hide Additional Event Info](#)

**Description:**

**Contact:** Dalal Abdulrazzaq  
**Phone:**  
**Email:** [dalal.abdulrazzaq@undp.org](mailto:dalal.abdulrazzaq@undp.org)  
**Online Discussion:**

**Payment Terms:** Net 30  
**Billing Location:** United Nations Development Pro  
**Event Currency:** Dollar  
**Conversion Rate:** 1.00000000  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Not Allowed



[Click to return to Submit Bid Main Page](#)

## 2.3 Submit Bid – Post Bid Response

Once you click on “**Submit Bid**”, click “**OK**” to confirm your submission.



The screenshot displays the Atlas Finance eTendering interface. At the top, a blue banner reads "Welcome eTendering Bidder User Guide to Atlas Community!". On the left, a "Menu" sidebar includes a search bar and a list of navigation options: "Manage Events and Place Bids" (expanded), "View Events and Place Bids", "My Event Activity", "Maintain My User Contact", "My Bidder Profile", and "View Terms & Conditions". The main content area is titled "Bid Confirmation" and contains the message: "Your bid has been successfully submitted." Below this, a table lists bid details:

|                          |                       |                                     |                           |                 |   |
|--------------------------|-----------------------|-------------------------------------|---------------------------|-----------------|---|
| <b>Bid ID:</b>           | 1                     | <b>Bid Date:</b>                    | 18/12/2017 10:05:25AM EST |                 |   |
| <b>Event ID:</b>         | 0000001595            | eTendering Bidder User Guide (2017) |                           |                 |   |
| <b>Event Format:</b>     | Sell Event            | <b>Round:</b>                       | 1                         | <b>Version:</b> | 2 |
| <b>Start Date:</b>       | 11/12/2017 5:47AM EST | <b>End Date:</b>                    | 09/01/2018 05:47 AM EST   |                 |   |
| <b>Your Total Price:</b> | 2,150.00 USD          |                                     |                           |                 |   |

At the bottom of the confirmation message, there is a yellow "OK" button with a red border.





## 2.3 Submit Bid - Bid Confirmation Email

Once your bid is posted, you should receive a bid confirmation email in your registered email address. The email will include a PDF file which is a summary of your bid that is generated by the system.

### IMPORTANT

Occasionally, the system does not generate a bid confirmation email. If you have submitted a bid and do not receive a confirmation email, you can still confirm the status of your bid via the system. [Click here](#) for instructions.



### Tip

Open the PDF file and check that the summary of your bid response is correct.



The screenshot shows a web interface for submitting a bid. At the top, there is a PDF upload field with a red border, containing a file named "Your\_Bid.pdf" (110 KB). Below this, there are several paragraphs of text in English, French, Spanish, and Chinese, all providing instructions and warnings about the bid submission process. A red box highlights a "Bid Details" section at the bottom of the preview, which contains the following information:

| Bid Details  |
|--|
| Event ID: UNDP1 - 0000001595 Round 1 Version 2                                   |
| Event Name: eTendering Bidder User Guide (2017)                                  |
| Bid ID: 1  |
| Date Posted: 20/12/17 5:00:21AM EST  |
| Event URL  |
| <a href="#">You may review your bid for this event by clicking on this link.</a> |



[Click to return to Submit Bid Main Page](#)

## 2.3 Submit Bid – Check Supporting Document Uploaded

Open the PDF file received via email and scroll to the end “**Bid Attachments**” section of the document. You will find a list with the names of all the files that you have uploaded to your bid. Always check this list to ensure that you have uploaded all the supporting documentation as required. As the system does not verify whether all required documentation has been submitted, it is the bidder’s responsibility to ensure that all required supporting documents have been successfully uploaded.

### Bidder Information

|                 |            |       |
|-----------------|------------|-------|
| Firm Name:      |            |       |
| Name:           | Signature: | Date: |
| Phone #:        | Fax #:     |       |
| Street Address: |            |       |
| City & State:   | Zip Code:  |       |
| Email:          |            |       |

#### Bid Attachments :

File Name :FAQ\_for\_bidders\_Release\_No\_4\_June\_2016.pdf, File Description :Main Bid Document  
File Name :Managing\_saved\_and\_posted\_bids.pdf, File Description :Main Bid Document  
File Name :Overview\_and\_benefits\_of\_Atlas\_eTendering.pdf, File Description :Main Bid Document  
File Name :UNDP\_General\_Conditions\_for\_Individual\_Contracting.pdf, File Description :Main Bid Document  
File Name :eTendering\_Bidder\_User\_Guide\_(2017).pdf, File Description :Main Bid Document



#### Tip

Always check this list to ensure that you have uploaded all supporting documentation as required.



## 2.4 Prepare a Bid Submission Offline – Submit Bid in .XML

Bidders have the option to prepare their bid responses offline by downloading the entire event package to their computer in .XML file format.

The .XML file event package will contain all the required bid factors and line items that must be completed by the bidder before submitting their bid online.

To do this, the Bidder must download the .XML file, save it as an excel file to their computer, complete required fields, and then upload their bid response to eTendering.

Please note that if you choose this optional method of submitting your bid, you must also ensure that you have also uploaded all the necessary supporting documents directly to the system before submitting your bid.



## 2.4 Prepare Bid Response Offline – Download XML file

To begin preparing your bid response offline, you must first download the .XML file to your computer. To locate the .XML file, go to: **“Event Details”** → **“Bidding Shortcuts”** → and click on **“View Bidding Documents”**.

Atlas Finance

Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign Out

New Window | Help | Personalize

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

Event Details

Bid on Event

Bidding Shortcuts:

- View, Edit or Copy from Saved Bids
- View Your Bid Activity
- View Bidding Documents**
- Upload XML Bid Response

Event Name: eTendering Bidder User Guide (2017)

Event ID: UNDP1-0000001595

Event Format/Type: Sell Event RFX

Event Round: 1

Event Version: 6

Event Start Date: 11/12/2017 5:47AM EST

Event End Date: 09/11/2018 05:47 AM EST

My Bid Status:

Event Description:



## 2.4 Prepare Bid Response Offline – Download XML file

Under “**Event Header Comments and Attachments**”, find the file that ends with “.xml” and is labelled “**Event Bid Package**”.

Download the file by clicking on the magnifying glass icon.

Atlas Finance

Welcome eTendering Bidder User Guide to Atlas Community!

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

### Event Header Comments and Attachments

Event ID: 0000001595

First 1-3 of 3 Last

| Attached File                             | Attachment Description |  |
|---|------------------------|--|
| 1 Bidder_User_Guide_Event_Attachment.pdf  | Event details          |  |
| 2 eTendering_Bidder_User_Guide_(2017).xml | Event Bid Package      |  |
| 3 eTendering_Bidder_User_Guide_(2017).pdf | Event Details          |  |

OK Cancel

### IMPORTANT

Please note that the system generates a new .XML file every time an event is amended. Make sure you are using the latest .XML file when submitting your bid.



## 2.4 Prepare Bid Response Offline – Download XML file

The file will open as a new tab on your internet browser. Download the file and save it in your computer. Saving method depends on the browser you are using. For example, for Firefox you must right click on the webpage and save it as an **.xml-file** to the preferred location on your computer.



### IMPORTANT

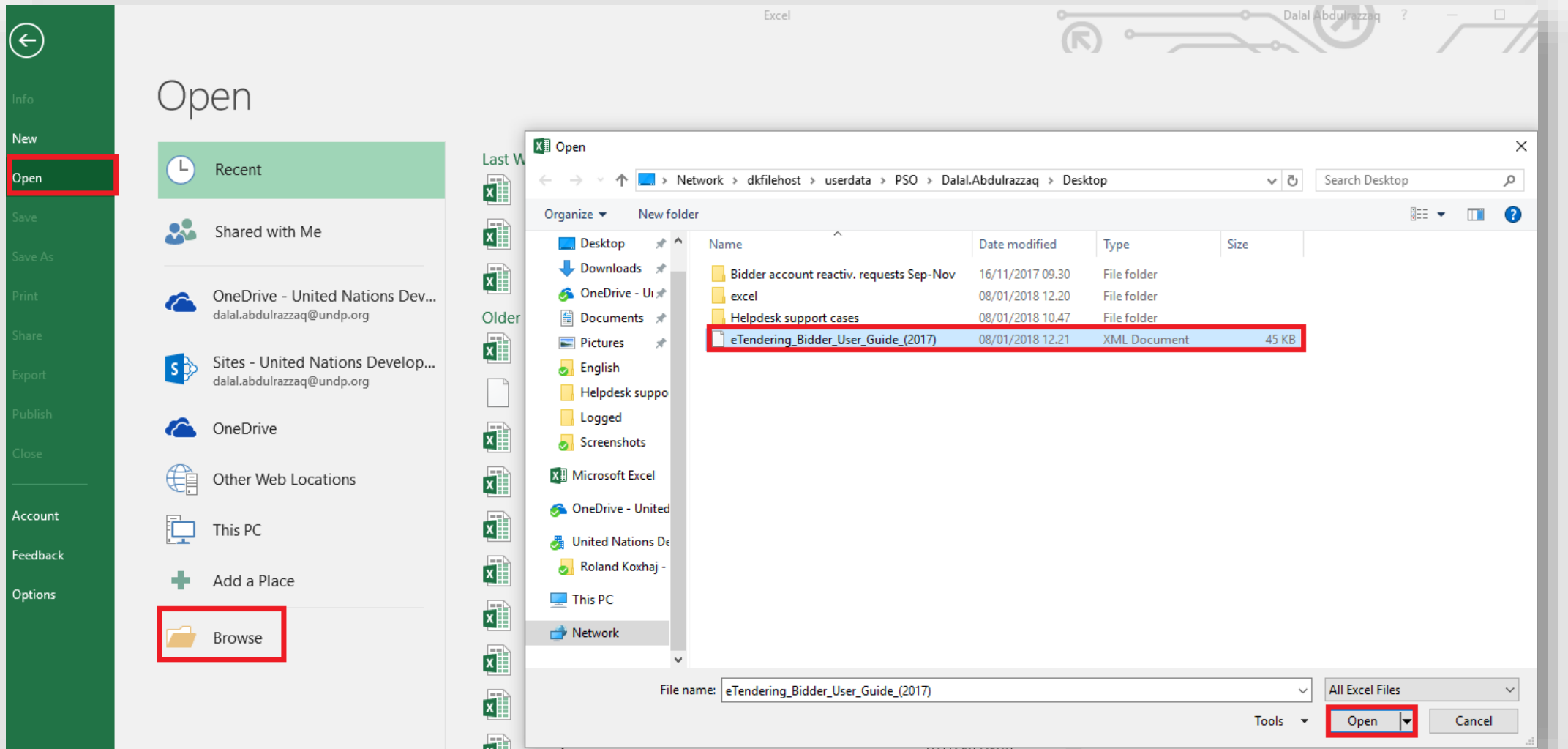
Ensure that pop-ups are enabled in your computer before you download the .XML file.

The screenshot shows a web browser window with the URL <https://etendering-test.partneragencies.org/psc/UNDP/>. The page content displays the XML structure of the file, including a warning message and various style and border tags. A 'Save As' dialog box is open, showing the file name 'eTendering\_Bidder\_User\_Guide\_(2017)' and the save type 'Web Page, XML only'. The 'Save' button is highlighted with a red box.



## 2.4 Prepare Bid Response Offline – Open XML file in Excel

Open the saved .xml-file in Excel by going to “**Excel**” clicking on “**Open**” → “**Browse**” and then browsing the file location. Once you find the file, select it and click on “**Open**” to view it in Excel.



[Click to return to Submit Bid Main Page](#)



## 2.4 Prepare Bid Response Offline – Complete bid responses in Excel

Once you have opened the file in Excel, answer all bid factors and line items as listed in the document.

The screenshot shows an Excel spreadsheet titled "Bidder\_User\_Guide\_February\_2016 - Excel". The spreadsheet is divided into several sections:

- Event Details:** Includes a table for "PeopleSoft Strategic Sourcing" with columns for Event ID, Format, Type, Round, and Version. It also lists Event Name, Start Time, Finish Time, Event Currency, and Bids Allowed in Other Currency. Contact information for the Bidder is also provided.
- Event Description:** A short paragraph describing the event as a demo for the bidder guide.
- General Questions:** A table with columns for Question, UOM, Best, Worst, Weighting, and Response. The first question is "Do you accept UNDP's General Terms and Conditions attached in this Bid Event." with a weighting of 0.00% and a response of "Yes". A second question asks if all litigation information has been provided, also with a weighting of 0.00% and a response of "Yes".

Red boxes in the image highlight the "Response" column in the General Questions table and the "Terms & Conditions" tab in the navigation bar at the bottom of the spreadsheet.



### IMPORTANT

Please check all the sheet tabs at the bottom of the excel file and make sure that you have answered all required fields.

fees) arising out of the User's use of this Site, including, without limitation, any claims alleging facts that if true, any Material on this Site or with any of its Terms and Conditions of Use, the User's sole and exclusive remedy.

This Site may contain links and references to third-party web sites. The linked sites are not under the control of the UNDP. The UNDP provides these links only as a convenience, and the inclusion of a link or reference does not constitute an endorsement or approval of the linked site.

General Details | Line Details | **Terms & Conditions** | +

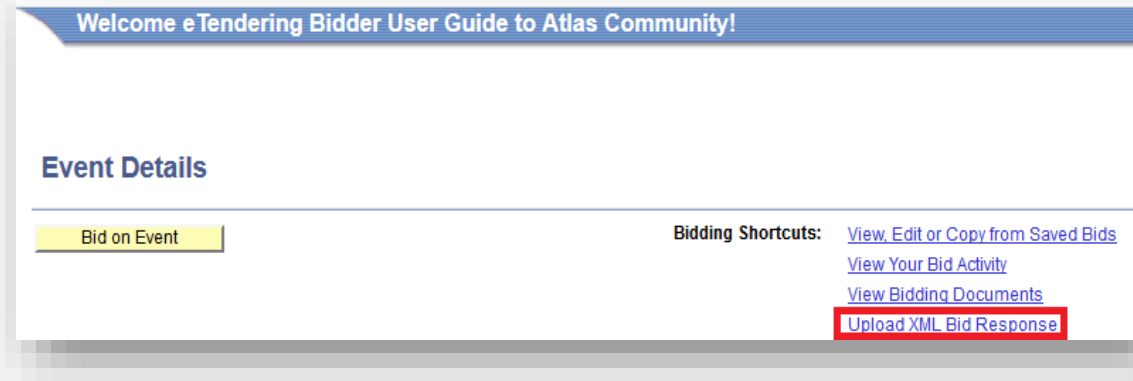


[Click to return to Submit Bid Main Page](#)



## 2.4 Prepare Bid Response Offline – Upload responses and submit

When you have completed all fields, save the document as an XML. Spreadsheet, and go back to the “**Event Details**” page in eTendering to upload your bid. Go to “**Bidding Shortcuts**” and click on “**Upload XML Bid Response**”.



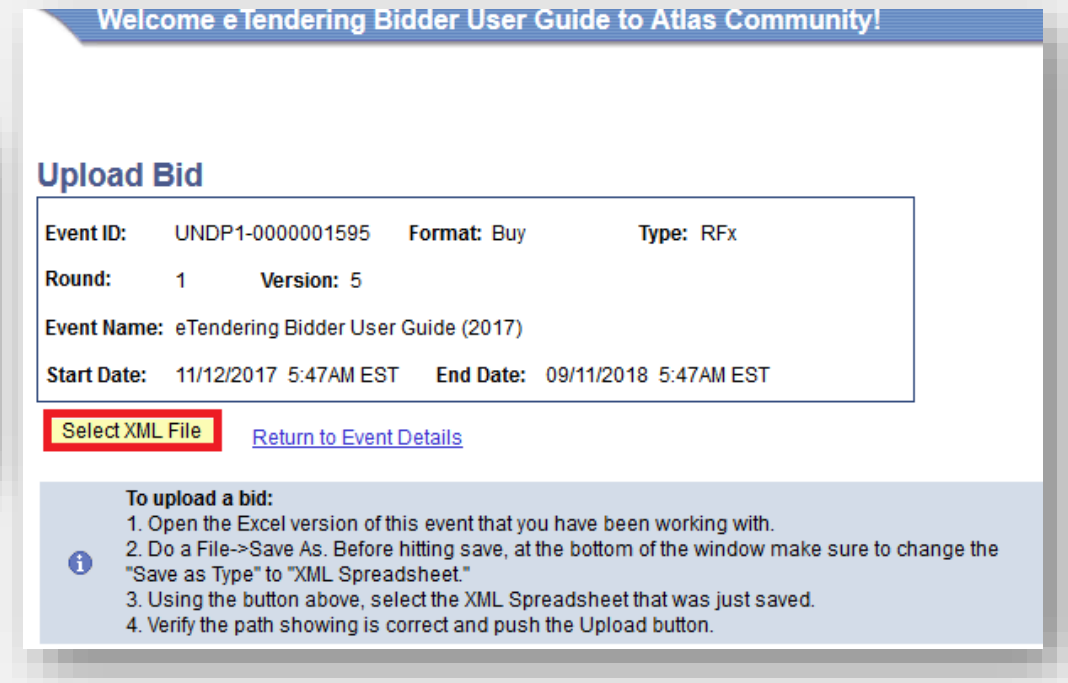
Welcome eTendering Bidder User Guide to Atlas Community!

### Event Details

[Bid on Event](#)

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

Click on “**Select .XML File**” and choose your saved file.



Welcome eTendering Bidder User Guide to Atlas Community!

### Upload Bid

Event ID: UNDP1-0000001595    Format: Buy    Type: RFx  
Round: 1    Version: 5  
Event Name: eTendering Bidder User Guide (2017)  
Start Date: 11/12/2017 5:47AM EST    End Date: 09/11/2018 5:47AM EST

[Select XML File](#)    [Return to Event Details](#)

**To upload a bid:**

1. Open the Excel version of this event that you have been working with.
2. Do a File->Save As. Before hitting save, at the bottom of the window make sure to change the "Save as Type" to "XML Spreadsheet."
3. Using the button above, select the XML Spreadsheet that was just saved.
4. Verify the path showing is correct and push the Upload button.



## 2.4 Prepare Bid Response Offline – Upload responses and submit

When the .xml-file is uploaded, your answers will be automatically populated in the “**Event Details**” page. Please review the answers to make sure everything is correct and add any attachments before [validating](#) your entries and [submitting](#) your bid. **Remember: Documents cannot be attached through .xml-files and must be [uploaded directly in the system](#).**

### IMPORTANT

You can only upload your bid using .xml once. Changes need to be made online in the system following these instructions.

Welcome eTendering Bidder User Guide to Atlas Community!

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

General Event Questions 2  
Required Questions 2

[Hide Event Questions](#)

Event Questions

★ Bid Required    🌟 Ideal Response Required

Previous Questions 1-2 of 2 Next Questions

★ 🌟 1. Have samples required been sent and shipment tracking number provided?

Response:       Weighting  
Ideal: Yes      [Add Comments or Attachments](#)

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

Response:       [Add Comments or Attachments](#)

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: 18,000.0000 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    | ★ computer                       | DOZ  | 20.0000            | 20.0000           | 300.000000          | 6,000.0000 USD       | <a href="#">Bid</a> |  |
| 2    | ★ Ballpen (Black,blue,red) LOTUS | EA   | 30.0000            | 30.0000           | 400.000000          | 12,000.0000 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](#)



[Click to return to Submit Bid Main Page](#)



# 3.0 Manage Bids

*This section guides the Bidder on how to view, edit, or cancel a bid that is already saved in the system or submitted. The section also explains how Bidders can resubmit a bid when an event is modified.*

- [3.1 View bid status and bid responses](#)
- [3.2 Edit a bid response](#)
- [3.3 Submit an alternate bid](#)
- [3.4 Cancel a bid](#)
- [3.5 Manage a bid after event is amended](#)
- [3.5.1 Resubmit bid when bid is cancelled](#)

## 3.1 Manage Bids – View Status and Responses of a Bid

To view your bid response and check the status of your bid, login to your eTendering account and go to **“Manage Events and Place Bids”**. Click on **“My Event Activity”** → and then click **“Event Bids On”**.

All the bidding events that you have participated in will be displayed below. Click on the relevant **“Event ID”** to review the details of your bid response.

Atlas Finance

Welcome eTendering Bidder User Guide to Atlas Community!

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity**
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

### eTendering Bidder User Guide

#### Event Activity Summary

Click on number to view events below

Events Invited To: 0      **Events Bid On: 2**      Events Awarded: 0

#### Search Criteria

Event Format:        Events Invited To       Events Bid On       Events Awarded

Event Type:       Date Range: From:   Through:

#### Legend

#### Events

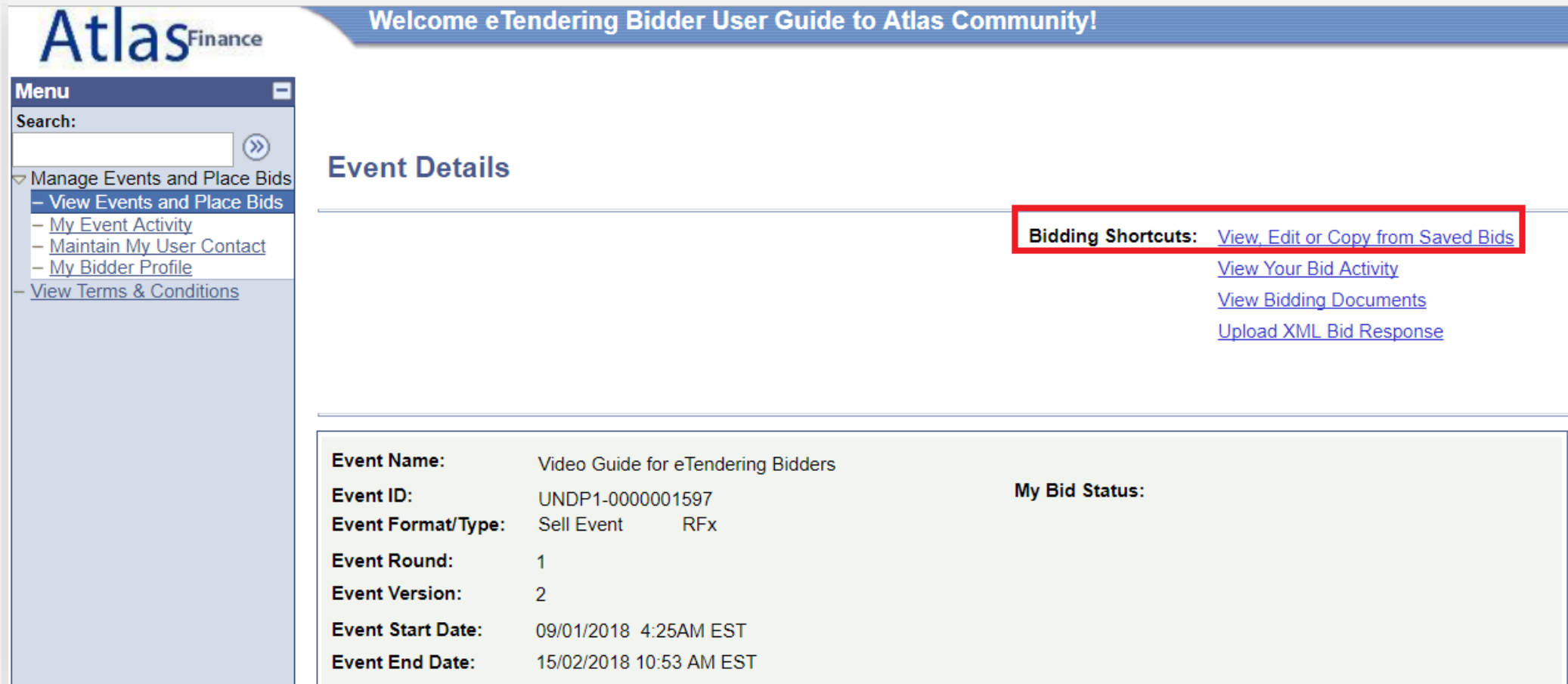
| Event ID                                | Format | Event Name                          | Event Status | Start Date             | End Date               | Status |
|---|--------|-------------------------------------|--------------|------------------------|------------------------|--------|
| <a href="#">UNDP1-0000001596</a>        | Sell   | Test Create vendor                  | Pend Award   | 04/01/2018 11:31AM EST | 04/01/2018 11:51AM EST |        |
| <b><a href="#">UNDP1-0000001595</a></b> | Sell   | eTendering Bidder User Guide (2017) | Posted       | 11/12/2017 5:47AM EST  | 09/11/2018 5:47AM EST  |        |



[Click to return to Manage Bid Main page](#)

## 3.1 Manage Bids – View Status and Responses of a Bid

Once you have clicked on the Event ID and are on the “*Event Details*” page, click on “*View, Edit or Copy From Saved Bids*”.



**Atlas** Finance

Welcome eTendering Bidder User Guide to Atlas Community!

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids**
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### Event Details

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

|                           |                                    |                       |  |
|---------------------------|------------------------------------|-----------------------|--|
| <b>Event Name:</b>        | Video Guide for eTendering Bidders | <b>My Bid Status:</b> |  |
| <b>Event ID:</b>          | UNDP1-0000001597                   |                       |  |
| <b>Event Format/Type:</b> | Sell Event RFX                     |                       |  |
| <b>Event Round:</b>       | 1                                  |                       |  |
| <b>Event Version:</b>     | 2                                  |                       |  |
| <b>Event Start Date:</b>  | 09/01/2018 4:25AM EST              |                       |  |
| <b>Event End Date:</b>    | 15/02/2018 10:53 AM EST            |                       |  |



[Click to return to Manage Bid Main page](#)

## 3.1 Manage Bids – View Status and Responses of a Bid

In the column **“Bid Status”** you will see the status of your bid. For a bid to be successfully submitted, the status must show as **“Posted”**. Then, click on **“View”**. The system will open your posted bid in View Only mode.

The screenshot displays the Atlas Finance eTendering Bidder User Guide interface. The main heading is "View, Edit or copy from Saved Bids". Below this, there is a summary of bid details for "Video Guide for eTendering Bidders".

**Event Name:** Video Guide for eTendering Bidders  
**Event ID:** UNDP1-0000001597  
**Event Round:** 1  
**Event Format/Type:** Sell Event RFX  
**Event Version:** 2  
**Event Start Date:** 09/01/2018 4:25AM EST  
**Event End Date:** 15/02/2018 10:53 AM EST  
**Multiple Bids:** Not Allowed  
**Currency:** US Dollar

Below the details is a table of saved bids. The table has columns for Bid ID, Round, Version, Bid Status, Event Status, and Bid Last Saved. The first row shows a bid with ID 1, Round 1, Version 2, Bid Status "Posted", Event Status "Posted", and Bid Last Saved "09/01/2018 10:07AM EST". A red box highlights the "Posted" status in the Bid Status column and the "View" button in the actions column. Other buttons include "Edit Bid Response", "Copy", "Cancel", and "Upload".

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         |      |                   |      |        |        |
|--------|-------|---------|------------|--------------|------------------------|------|-------------------|------|--------|--------|
| 1      | 1     | 2       | Posted     | Posted       | 09/01/2018 10:07AM EST | View | Edit Bid Response | Copy | Cancel | Upload |



### Tip

Other bid statuses include: Saved or Cancelled. These all indicate that a bid has not been posted yet.



[Click to return to Manage Bid Main page](#)

## 3.2 Manage Bids – Edit Bid

To edit a bid response, login to your eTendering account and click on the left hand menu **“Manage Events and Place Bids”**. Click on **“My Event Activity”** → and then click **“Event Bids On”**.

Click on the relevant **“Event ID”**.

The screenshot displays the Atlas Finance eTendering Bidder User Guide interface. The left-hand menu is expanded to show 'Manage Events and Place Bids' with sub-options: 'View Events and Place Bids', 'My Event Activity', 'Maintain My User Contact', 'My Bidder Profile', and 'View Terms & Conditions'. The main content area is titled 'Event Details' and features a 'Bid on Event' button. A 'Bidding Shortcuts' section contains links: 'View, Edit or Copy from Saved Bids' (highlighted with a red box), 'View Your Bid Activity', 'View Bidding Documents', and 'Upload XML Bid Response'. The event details table lists: Event Name: eTendering Bidder User Guide (2017); Event ID: UNDP1-0000001595; Event Format/Type: Sell Event RFX; Event Round: 1; Event Version: 6; Event Start Date: 11/12/2017 5:47AM EST; Event End Date: 09/11/2018 05:47 AM EST. The 'My Bid Status' is '4 In-Process and Submitted'. The event description is empty. Contact information for Dalal Abdulrazzaq is provided, along with payment terms (Net 30), edit rules (Allowed), and multiple bid rules (Allowed).

|                    |                                     |                |                            |
|--------------------|-------------------------------------|----------------|----------------------------|
| Event Name:        | eTendering Bidder User Guide (2017) | My Bid Status: | 4 In-Process and Submitted |
| Event ID:          | UNDP1-0000001595                    |                |                            |
| Event Format/Type: | Sell Event RFX                      |                |                            |
| Event Round:       | 1                                   |                |                            |
| Event Version:     | 6                                   |                |                            |
| Event Start Date:  | 11/12/2017 5:47AM EST               |                |                            |
| Event End Date:    | 09/11/2018 05:47 AM EST             |                |                            |

|                    |  |                          |                            |
|--------------------|--|--------------------------|----------------------------|
| Contact:           | Dalal Abdulrazzaq  | Payment Terms:           | Net 30                     |
| Phone:             |  | My Bids:                 | 4 In-Process and Submitted |
| Email:             | <a href="mailto:dalal.abdulrazzaq@undp.org">dalal.abdulrazzaq@undp.org</a> | Edits to Submitted Bids: | Allowed                    |
| Online Discussion: |  | Multiple Bids:           | Allowed                    |
| Live Chat Help:    |  |                          |                            |



[Click to return to Manage Bid Main page](#)

## 3.2 Manage Bids – Edit Bid if direct editing is not allowed

If editing a bid is **not allowed**, bidder must first [cancel the posted bid following instructions here](#), and then create a new bid response.

Once the bid has been cancelled, you can create a new bid response by using the copy function which will copy the bid that was cancelled. Then you make necessary changes. Alternatively, you can create a new bid response from scratch by clicking on “[Bid On Event](#)”.



### IMPORTANT

Make sure that you save or submit your bid after you edit it

The screenshot shows the Atlas Finance eTendering interface. The main heading is "View, Edit or copy from Saved Bids". Below this, there are details for a specific event:

|                    |                                    |                |             |
|--------------------|------------------------------------|----------------|-------------|
| Event Name:        | Video Guide for eTendering Bidders | Event Round:   | 1           |
| Event ID           | UNDP1-0000001597                   | Event Version: | 2           |
| Event Format/Type: | Sell Event RFX                     | Multiple Bids  | Not Allowed |
| Event Start Date:  | 09/01/2018 4:25AM EST              | Currency       | US Dollar   |
| Event End Date:    | 15/02/2018 10:53 AM EST            |                |             |

Below the details is a table of saved bids:

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         |                      |                      |
|--------|-------|---------|------------|--------------|------------------------|----------------------|----------------------|
| 1      | 1     | 2       | Cancelled  | Posted       | 09/01/2018 10:50AM EST | <a href="#">View</a> | <a href="#">Copy</a> |

The "Bid Status" and "Copy" columns in the table are highlighted with red boxes. The "Copy" link is also highlighted with a red box. The "View" link is also highlighted with a red box.



[Click to return to Manage Bid Main page](#)



## 3.2 Manage Bids – Edit Bid when direct editing is allowed

If direct edits of a posted bid are allowed, you will see the “**Edit Bid Response**” button once you go to “**View, Edit or Copy From Saved Bids**”. Click on it to start editing your bid.

**Atlas Finance** Welcome eTendering Bidder User Guide to Atlas Community!

**IMPORTANT**  
Make sure that you save or submit your bid after you edit it

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

Welcome, eTendering Bidder User Guide

**Event Name:** Video Guide for eTendering Bidders  
**Event ID:** UNDP1-0000001597  
**Event Round:** 1  
**Event Format/Type:** Sell Event RFX  
**Event Version:** 2  
**Event Start Date:** 09/01/2018 4:25AM EST  
**Multiple Bids:** Not Allowed  
**Event End Date:** 15/02/2018 10:53 AM EST  
**Currency:** US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         |                      |                                   |                      |                        |                        |
|--------|-------|---------|------------|--------------|------------------------|----------------------|-----------------------------------|----------------------|------------------------|------------------------|
| 1      | 1     | 2       | Posted     | Posted       | 09/01/2018 10:07AM EST | <a href="#">View</a> | <a href="#">Edit Bid Response</a> | <a href="#">Copy</a> | <a href="#">Cancel</a> | <a href="#">Upload</a> |



[Click to return to Manage Bid Main page](#)

## 3.3 Manage Bids – Submit an Alternate Bid

In some cases, UNDP accepts alternate bids. This means that the bidder can submit more than one bid in the system, in which case one of the bids is the primary bid and the other(s), alternate bids.

If you wish to submit more than one bid to the same event, it is possible to copy from the primary bid so you do not have to populate your responses from scratch.

To do this, go to the “**Event Details**” page click on “**View, Edit or Copy from Saved Bids**” and check if Multiple Bids are allowed as shown below. If multiple bids are allowed, the “**Copy**” link will be active.

Click on “**Copy**” and begin to prepare your alternate bid response.



[Click to return to Manage Bid Main page](#)

### View, Edit or copy from Saved Bids

Welcome, Test Co One

|                    |                                     |                |           |
|--------------------|-------------------------------------|----------------|-----------|
| Event Name:        | eTendering Bidder User Guide (2017) |                |           |
| Event ID           | UNDP1-0000001595                    | Event Round:   | 1         |
| Event Format/Type: | Sell Event RFX                      | Event Version: | 4         |
| Event Start Date:  | 11/12/2017 5:47AM EST               | Multiple Bids  | Allowed   |
| Event End Date:    | 09/01/2018 05:47 AM EST             | Currency       | US Dollar |

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved        |                      |                                   |                      |                        |                        |
|--------|-------|---------|------------|--------------|-----------------------|----------------------|-----------------------------------|----------------------|------------------------|------------------------|
| 1      | 1     | 4       | Posted     | Posted       | 21/12/2017 8:39AM EST | <a href="#">View</a> | <a href="#">Edit Bid Response</a> | <a href="#">Copy</a> | <a href="#">Cancel</a> | <a href="#">Upload</a> |

[Return to Event Search](#)



### Tip

Any time you submit an alternate bid, be sure to specify in your solicitation document which is the primary bid and which is the alternate.

## 3.4 Manage Bids – Cancel a Bid

If you need to cancel a bid, you can go to “**View, Edit of Copy from Saved Bids**” and click on “**Cancel**”.

**Atlas** Finance

Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign out

New Window | Help | Personalize Page

### View, Edit or copy from Saved Bids

Welcome, eTendering Bidder User Guide

**Event Name:** eTendering Bidder User Guide (2017)

**Event ID:** UNDP1-0000001595

**Event Round:** 1

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

**Event Version:** 4

**Event Start Date:** 11/12/2017 5:47AM EST

**Multiple Bids:** Allowed

**Event End Date:** 09/01/2018 05:47 AM EST

**Currency:** US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved        |                      |                                   |                      |                        |                        |
|--------|-------|---------|------------|--------------|-----------------------|----------------------|-----------------------------------|----------------------|------------------------|------------------------|
| 1      | 1     | 4       | Cancelled  | Posted       | 20/12/2017 5:00AM EST |                      | <a href="#">View</a>              | Copy                 |                        |                        |
| 2      | 1     | 4       | Posted     | Posted       | 21/12/2017 8:37AM EST | <a href="#">View</a> | <a href="#">Edit Bid Response</a> | <a href="#">Copy</a> | <a href="#">Cancel</a> | <a href="#">Upload</a> |

[Return to Event Search](#)



[Click to return to Manage Bid Main page](#)

## 3.4 Manage Bids – Cancel a Bid

You will be asked to reconfirm your intention to cancel your bid by clicking on “**Cancel this bid**”.

The screenshot displays the Atlas Finance eTendering interface. At the top, a blue banner reads "Welcome eTendering Bidder User Guide to Atlas Community!". The left sidebar contains a "Menu" with a search bar and a list of options: "Manage Events and Place Bids", "View Events and Place Bids", "My Event Activity", "Maintain My User Contact", "My Bidder Profile", and "View Terms & Conditions". The main content area is titled "Cancel Bid" and displays the following details:

|                       |                                     |                       |     |
|-----------------------|-------------------------------------|-----------------------|-----|
| <b>Business Unit:</b> | UNDP1                               | <b>Event Round:</b>   | 1   |
| <b>Event ID:</b>      | 0000001595                          | <b>Event Version:</b> | 4   |
| <b>Event Name:</b>    | eTendering Bidder User Guide (2017) | <b>Event Format:</b>  | Buy |
| <b>Bid ID:</b>        | 2                                   |                       |     |
| <b>Bid Status:</b>    | Posted                              |                       |     |
| <b>Last Saved:</b>    | 21/12/2017 8:37AM EST               |                       |     |

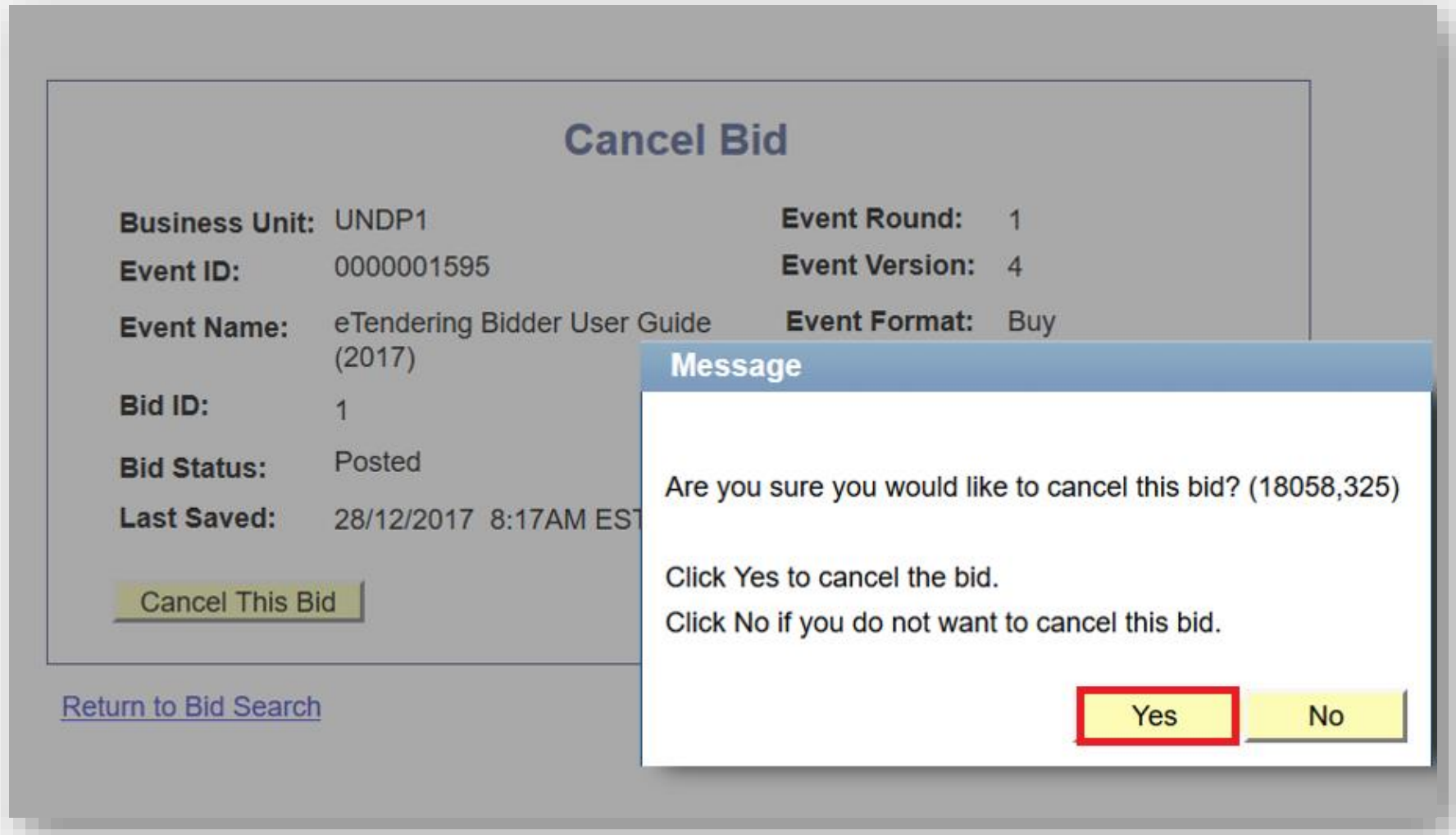
Below the details is a yellow button with a red border labeled "Cancel This Bid". At the bottom of the main content area is a blue link: "Return to Bid Search". The top right of the interface includes links for "Home", "Sign out", "New Window", "Help", and "Personalize Page".



[Click to return to Manage Bid Main page](#)

## 3.4 Manage Bids – Cancel a Bid

If you are sure you want to cancel the bid, click on “**Yes**”.



The screenshot shows a web interface for canceling a bid. The main area is titled "Cancel Bid" and contains the following details:

|                       |                                     |                       |     |
|-----------------------|-------------------------------------|-----------------------|-----|
| <b>Business Unit:</b> | UNDP1                               | <b>Event Round:</b>   | 1   |
| <b>Event ID:</b>      | 0000001595                          | <b>Event Version:</b> | 4   |
| <b>Event Name:</b>    | eTendering Bidder User Guide (2017) | <b>Event Format:</b>  | Buy |
| <b>Bid ID:</b>        | 1                                   |                       |     |
| <b>Bid Status:</b>    | Posted                              |                       |     |
| <b>Last Saved:</b>    | 28/12/2017 8:17AM EST               |                       |     |

Below the details is a button labeled "Cancel This Bid". At the bottom left of the main area is a link: [Return to Bid Search](#).

A "Message" dialog box is overlaid on the right side of the screen. It contains the following text:

Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.  
Click No if you do not want to cancel this bid.

At the bottom of the dialog box are two buttons: "Yes" (highlighted with a red border) and "No".



[Click to return to Manage Bid Main page](#)

## 3.4 Manage Bids – Cancel a Bid

After you cancel your bid, the Bid status will be changed to **“Cancelled”**.

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
- View Terms & Conditions

### View, Edit or copy from Saved Bids

Welcome, UNDPCompany

**Event Name:** eTendering Bidder User Guide (2017)

**Event ID:** UNDP1-0000001595

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

**Event Start Date:** 11/12/2017 5:47AM EST

**Event End Date:** 09/01/2018 05:47 AM EST

**Event Round:** 1

**Event Version:** 4

**Multiple Bids:** Allowed

**Currency:** US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved        |                      |                      |
|--------|-------|---------|------------|--------------|-----------------------|----------------------|----------------------|
| 1      | 1     | 4       | Cancelled  | Posted       | 28/12/2017 8:19AM EST | <a href="#">View</a> | <a href="#">Copy</a> |

[Return to Event Search](#)



## 3.4 Manage Bids – Cancel a Bid

Check your registered email for a message confirming that your bid has been cancelled.

### Bid Cancellation

Dear Bidder,

Please note that the bid you had either saved or posted against the referred event ID and version # has been cancelled. It may have been cancelled by you directly, or the system may have cancelled it automatically due to amendments made in the tender, involving changes in the mandatory line items and bid factors. If you intend to submit a new offer for this tender, please post a new bid directly in the system. It is the responsibility of Bidders to ensure they have a valid and posted bid in the system.

Cher soumissionnaire,

Nous vous informons que l'offre que vous aviez enregistrée ou publiée pour l'ID de l'évènement concerné et le # de version a été annulée. Elle peut avoir été annulée directement par vous-même ou automatiquement par le système, en raison de modifications réalisées sur l'offre, qui ont entraîné des changements dans les éléments de ligne obligatoires et les facteurs de l'offre. Si vous souhaitez réaliser une nouvelle soumission pour cette offre, veuillez la publier directement dans le système. Les soumissionnaires doivent s'assurer que leur offre est valide et publiée dans le système.

Estimado licitador:

Tenga en cuenta que se ha cancelado la licitación que había guardado o publicado en relación con la ID de evento y número de versión indicados. Quizás la ha cancelado usted directamente o el sistema puede haberla cancelado automáticamente por enmiendas realizadas en la licitación, que conlleven cambios en las partidas y factores de la licitación obligatorios. Si pretende enviar una nueva oferta para esta licitación, publique una nueva oferta directamente en el sistema. Los licitadores deben asegurarse de incluir una oferta válida y publicada en el sistema.

Уважаемый участник торгов!

Обращаем внимание, что заявка, которую вы сохранили или разместили в соответствии с указанным идентификатором и номером версии торгов, была отменена. Возможно, она была отменена непосредственно Вами, или, возможно, система отменила ее автоматически по причине внесения изменений в тендер, включающих изменения обязательных позиций и факторов конкурсного предложения. Если вы намереваетесь подать новое предложение в рамках данного тендера, пожалуйста, разместите новое конкурсное предложение непосредственно в системе. Участники торгов несут ответственность за размещение действительного конкурсного предложения в системе.

尊敬的投標人，

請注意，您根據引用活動 ID 和版本 # 保存或發布的出價已被取消。該活動可能已被您直接取消，或者系統可能會因投標中涉及強制性項目和投標要素的更改而自動取消。如果您打算提交本次招標的新報價，請直接在系統中發布新的出價。投標人有責任確保他們在系統中提出有效的出價。

عزيزي مقدم العطاء، الرجاء مراعاة أن العطاء الذي حفظته أو نشرته استنادًا إلى معرف التعلية المشار إليه ورقم الإصدار قد تم إلغاؤه. ربما تكون أنت من ألغيته مباشرة أو ربما ألغاه النظام تلقائيًا بسبب تحديلات طرأت على العطاء والتي تنطوي على تغييرات في بنود الخطوط الإلزامية وعوامل العطاء. إذا كنت توي أن ترسل عرضًا جديدًا لهذا العطاء، فالرجاء نشر عطاء جديد مباشرة في النظام. يتحمل مقدمو العطاء مسؤولية التحقق من صلاحية العطاء ونشره في النظام.

#### Event Details

**Event ID:** UNDP1 - 0000001583 Round 1 Version 1  
**Bid Number:** 1

#### Event URL

[Review and bid on this event.](#)



[Click to return to Manage Bid Main page](#)



## 3.5 Manage Bids – Managing a Bid After Tender Amendments

If a Tender is amended, a new version of that event will be created in the system. In most cases, bids posted to the older version will remain in **“posted”** status, but it is important that the Bidder checks that their bid response corresponds with the requirements of the newest event version.



### IMPORTANT

If the amendments to the event involve any changes to mandatory bid factors or line items, the status of a previously posted bid will be changed to cancelled and you will have to submit a new bid response.

**Atlas** Finance

Welcome e Tendering Bidder User Guide to Atlas Community!

Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
    - My Event Activity
    - Maintain My User Contact
    - My Bidder Profile
  - View Terms & Conditions

### View, Edit or copy from Saved Bids

Welcome, eTendering Bidder User Guide

**Event Name:** Video Guide for Bidders  
**Event ID:** UNDP1-0000001598  
**Event Format/Type:** Sell Event RFx  
**Event Start Date:** 09/01/2018 4:28AM EST  
**Event End Date:** 15/02/2018 11:02 AM EST

**Event Round:** 1  
**Event Version:** 3  
**Multiple Bids:** Not Allowed  
**Currency:** US Dollar

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved         |                      |                                   |                      |                        |                        |
|--------|-------|---------|------------|--------------|------------------------|----------------------|-----------------------------------|----------------------|------------------------|------------------------|
| 1      | 1     | 3       | Posted     | Posted       | 09/01/2018 11:06AM EST | <a href="#">View</a> | <a href="#">Edit Bid Response</a> | <a href="#">Copy</a> | <a href="#">Cancel</a> | <a href="#">Upload</a> |

[Return to Event Search](#)



[Click to return to Manage Bid Main page](#)



## 3.5.1 Manage Bids – When a Bid is cancelled after event is amended

When amendments to the event involve any changes to mandatory bid factors or line items, the status of a previously posted bid will be changed to **“cancelled”** and you will have to submit a new bid response. To confirm that their bid has been cancelled, Bidders will receive an automatic email notification informing them that a new event version has been created and that their latest bid submission has been cancelled.

The screenshot shows an email interface with the following content:

**Bid Cancellation**

Dear Bidder,

Please note that the bid you had either saved or posted against the referred event ID 0000001595 and version 3 has been cancelled. It may have been cancelled by you directly, or the system may have cancelled it automatically due to amendments made in the tender, involving changes in mandatory line items and bid factors. If you intend to submit a new offer for this tender, please post a new bid directly in the system. It is responsibility of Bidders to ensure they have a valid and posted bid in the system.

Vous devez noter que l'offre que vous avez enregistrée ou postée pour cet événement et pour le numéro 0000001595 de version 3 mentionnés a été annulée. Elle a peut-être été annulée par vous directement, ou par le système automatiquement en raison des modifications apportées à l'appel d'offres, impliquant des modifications obligatoires pour les articles et les facteurs d'offre. Si vous avez l'intention de soumettre une nouvelle offre pour cet appel, veuillez publier une nouvelle offre directement dans le système. Il incombe aux soumissionnaires de s'assurer qu'ils ont une offre valide et publiée dans le système.

Por favor, tenga presente que la oferta que ha enviado o guardado para esta licitación con número 0000001595 de versión 3 ha sido cancelada. Puede que haya sido cancelada por usted directamente o de forma automática por el sistema como consecuencia de cambios realizados en ítems obligatorios y en factores de la oferta que conllevarían la modificación de la licitación. Si tiene la intención de presentar una oferta para esta licitación, debe introducirla nuevamente en nuestro sistema de eTendering. Les recordamos que es responsabilidad de los licitadores asegurarse de que han presentado la oferta de forma correcta.

Уважаемый участник, обращаем Ваше внимание, что поданная Вами заявка на участие в указанном конкурсе event ID and version 3 была удалена. Заявка могла быть отменена Вами или система автоматически удалила ее в результате внесенных изменений в указанный тендер, включая изменения обязательных позиций и условий предложения. Если Вы хотите вновь подать заявку на участие в данном конкурсе, пожалуйста, подайте новое предложение в системе. Вы несете полную ответственность за успешную подачу Вашего предложения и ее принятие системой.

请注意，您已保存或发布的涉及事件ID 0000001595和版本3的投标已被取消。它可能已经被您直接取消，或者由于变更及修改投标而导致系统自动取消。变更及修改包括必备性项目和报价因素的变更及修改。如果您打算为本次招标提交新报价，请直接在此系统中发布新的报价。投标人需要为其在系统中报价的有效性负责。

عزيزي المناقص يرجى ملاحظة أنه قد تم إلغاء عرض السعر الذي حفظته أو نشرته مقابل الحدث المشار إليه تحت 3 قد يكون العرض قد ألغى من قِبلك مباشرة، أو قد يكون الإصدار رقم النظام الإلكتروني ألغاه تلقائياً بسبب تعديلات أدخلتها على المناقصة (عرض السعر) والتي تنطوي عليه تغييرات في بنود إلزامية للمناقصة إذا كنت تنوي التقدم بعرض جديد لهذه المناقصة، يرجى إضافة العرض الجديد مباشرة في النظام الإلكتروني وتقع على عاتق مقدمي العروض (المناقسين) مسؤولية التأكد من أن لديهم عطاءاتصالحة و مرس عبر النظام الإلكتروني.

| Event Details                |
|------------------------------|
| Event ID: UNDP1 - 0000001595 |
| Round: 1                     |
| Version: 3                   |

| Event URL                                     |
|---|
| <a href="#">Review and bid on this event.</a> |



[Click to return to Manage Bid Main page](#)

## 3.5.1 Manage Bids – When a Bid is cancelled after event is amended

To submit a new bid response after event amendments lead to a bid cancellation, navigate to the [Event Details](#) page, and click on the “**Bid on Event**” button. Follow the same steps as instructed in the section on how to [Submit a Bid](#).

**Atlas** Finance

Welcome eTendering Bidder User Guide to Atlas Community!

**Menu**

Search:

- Manage Events and Place Bids
  - [View Events and Place Bids](#)
  - [My Event Activity](#)
  - [Maintain My User Contact](#)
  - [My Bidder Profile](#)
  - [View Terms & Conditions](#)

### Event Details

**Bid on Event**

**Bidding Shortcuts:** [View Edit or Copy from Saved Bids](#)  
[View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

**Event Name:** eTendering Bidder User Guide (2017)  
**Event ID:** UNDP1-0000001595  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 4  
**Event Start Date:** 11/12/2017 5:47AM EST  
**Event End Date:** 09/01/2018 05:47 AM EST

**My Bid Status:**

**Event Description:**

**Contact:** Dalal Abdulrazzaq  
**Phone:**  
**Email:** [dalal.abdulrazzaq@undp.org](mailto:dalal.abdulrazzaq@undp.org)  
**Online Discussion:**  
**Live Chat Help:**

**Payment Terms:** Net 30  
**My Bids:** [2 In-Process and Submitted](#)  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Allowed

**Display:** All Lines  Bid Required  Line Comments/Files

Find | View All | First 1-2 of 2 Last

| Line |   | Description                    | Unit | Requested Quantity | Status |
|------|---|--------------------------------|------|--------------------|--------|
| 1    | ★ | computer                       | DOZ  | 20.0000            |        |
| 2    | ★ | Ballpen (Black,blue,red) LOTUS | EA   | 30.0000            |        |



[Click to return to Manage Bid Main page](#)



# 4.0 Register Bidder Profile

*Bidders using eTendering for the first time must register for a Bidder User Account before participating in any eTendering event. This section provides a brief overview of the bidder registration process, how to log in to begin registration, and how to register your Bidder profile details in 8 steps.*

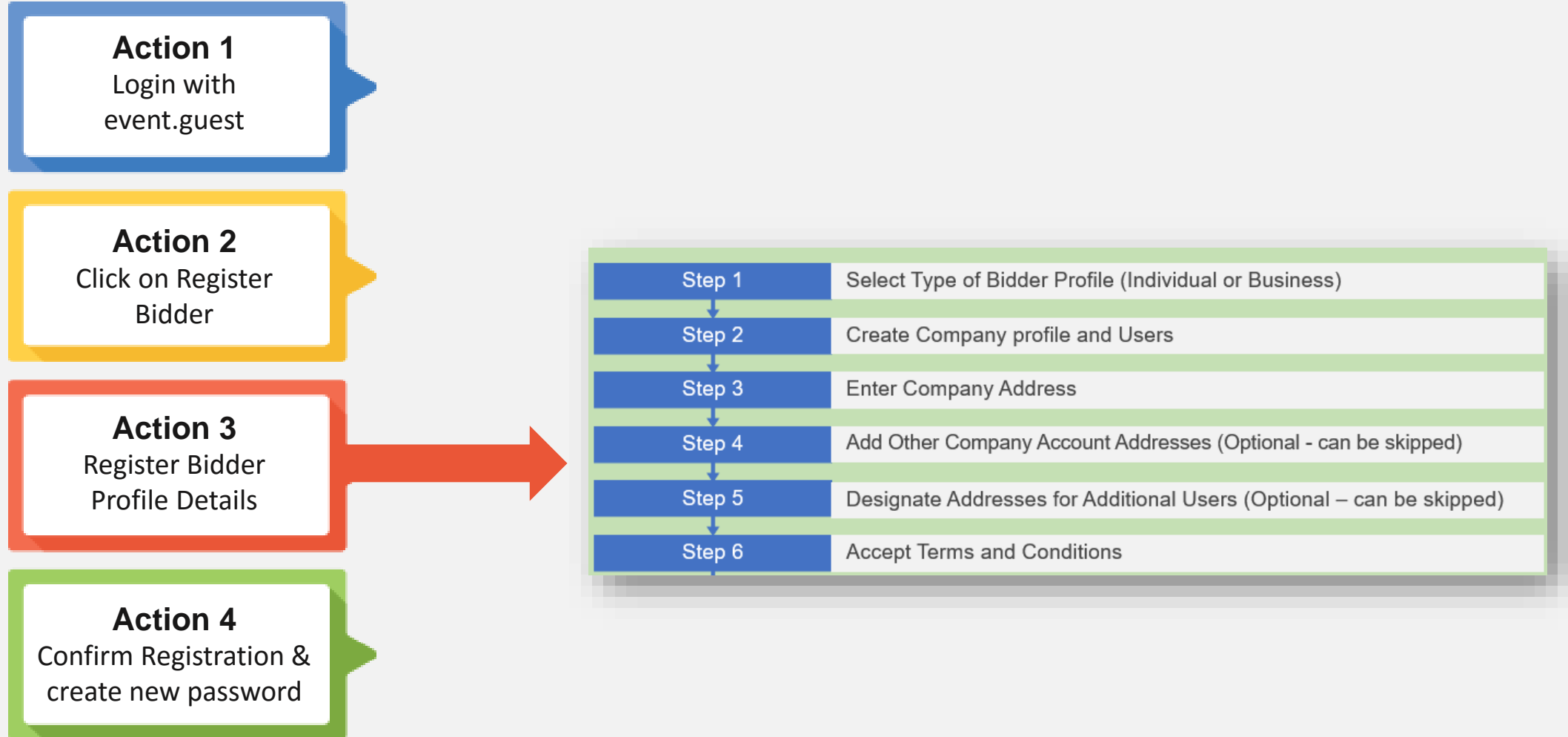
- [Introduction to Bidder Registration](#)
- [Action 1: Log in with event.guest](#)
- [Action 2: Click on Register Bidder](#)
- [Action 3 Register Profile Details](#)
- [Action 4: Confirm Registration & Create New Password](#)

## **2 key points to keep in mind:**

1. You should only register for an account once
2. Bidders are responsible for managing who has access to their account, not UNDP

# Introduction to Bidder Registration

The first time a bidder enters eTendering, a one-time registration process is required. Bidders only register once, and thereafter enter eTendering with their own user name and password.



[Click to return to Register Profile Main Page](#)

# Action 1: Log in with *event.guest*

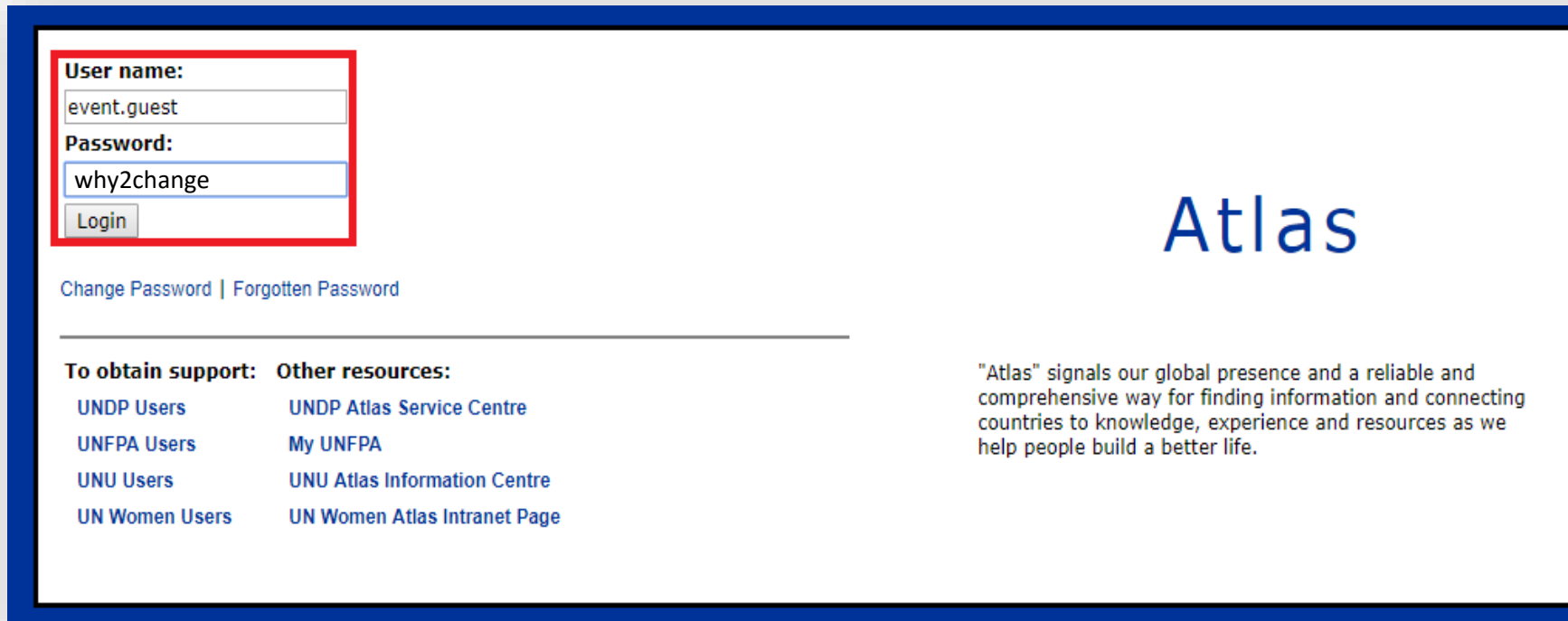
To get started with registration, first-time users are required to use the following generic credentials to access the eTendering site:

- ✓ Username: **event.guest**
- ✓ Password: **why2change**
- ✓ Link: <https://etendering.partneragencies.org>

## IMPORTANT

If you are already registered in the system but do not remember your password please **do not register again**.

If you have forgotten your password, you need to click on the **Forgotten Password** link and create a new password.



User name:  
event.guest

Password:  
why2change

Login

[Change Password](#) | [Forgotten Password](#)

**To obtain support:** **Other resources:**

|                                |  |
|--------------------------------|--|
| <a href="#">UNDP Users</a>     | <a href="#">UNDP Atlas Service Centre</a>    |
| <a href="#">UNFPA Users</a>    | <a href="#">My UNFPA</a>                     |
| <a href="#">UNU Users</a>      | <a href="#">UNU Atlas Information Centre</a> |
| <a href="#">UN Women Users</a> | <a href="#">UN Women Atlas Intranet Page</a> |

Atlas

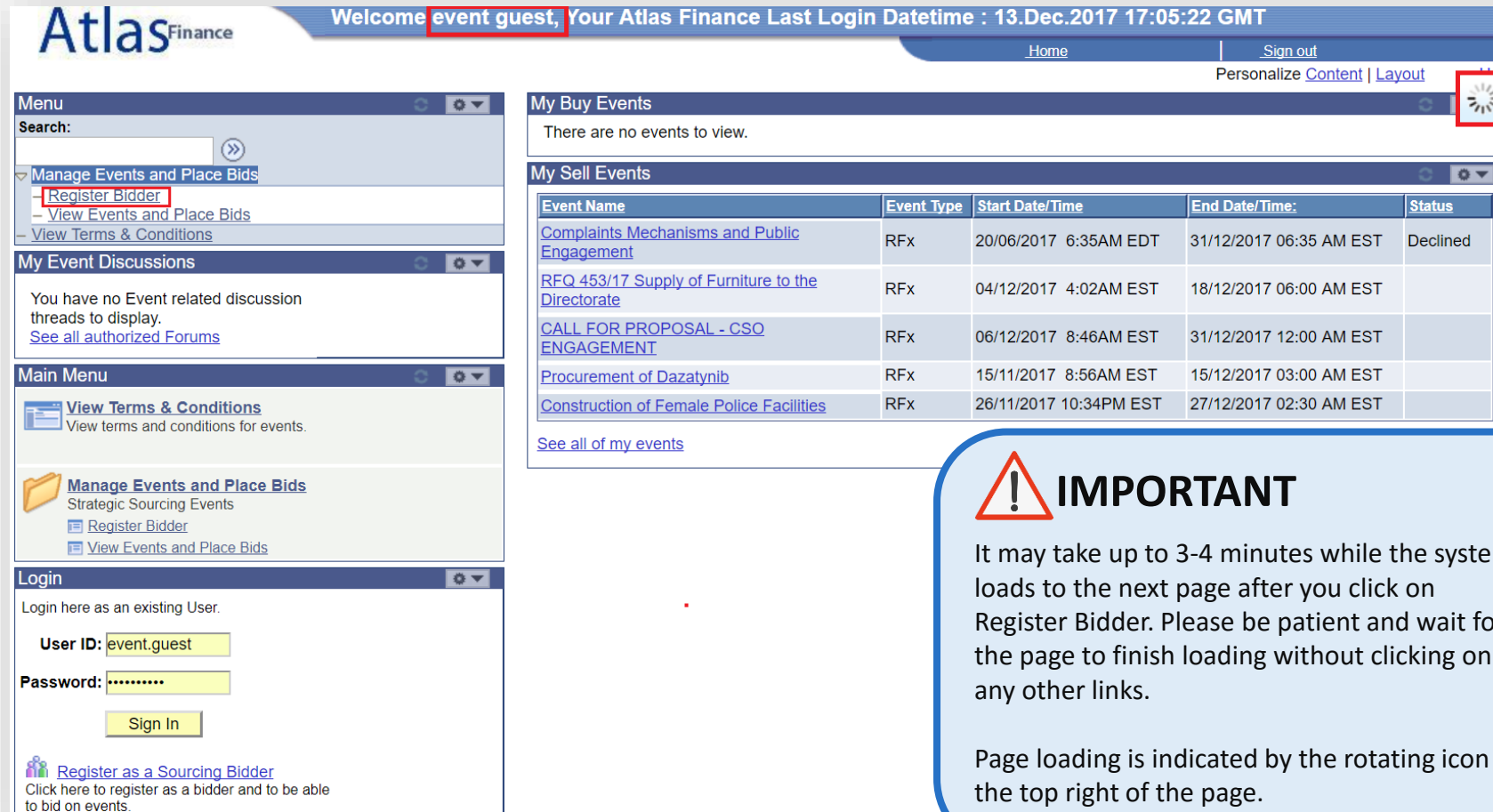
"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.



## Action 2: Click on Register Bidder

Once you are logged in the *event.guest* account, navigate to the drop-down menu on the left hand side of the main page, and expand the menu titled “**Manage Events and Place Bids**”.

Click on the “**Register Bidder**” link.



Atlas Finance

Welcome **event.guest**, Your Atlas Finance Last Login Datetime : 13.Dec.2017 17:05:22 GMT

Home | Sign out | Personalize [Content](#) | [Layout](#)

**Menu**

Search:

Manage Events and Place Bids

- Register Bidder**
- View Events and Place Bids
- View Terms & Conditions

**My Event Discussions**

You have no Event related discussion threads to display.  
[See all authorized Forums](#)

**Main Menu**

[View Terms & Conditions](#)  
View terms and conditions for events.

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

- Register Bidder
- View Events and Place Bids

**Login**

Login here as an existing User.

User ID:

Password:

[Register as a Sourcing Bidder](#)  
Click here to register as a bidder and to be able to bid on events.

**My Buy Events**

There are no events to view.

**My Sell Events**

| Event Name  | Event Type | Start Date/Time        | End Date/Time           | Status   |
|---|------------|------------------------|-------------------------|----------|
| <a href="#">Complaints Mechanisms and Public Engagement</a>       | RFx        | 20/06/2017 6:35AM EDT  | 31/12/2017 06:35 AM EST | Declined |
| <a href="#">RFQ 453/17 Supply of Furniture to the Directorate</a> | RFx        | 04/12/2017 4:02AM EST  | 18/12/2017 06:00 AM EST |          |
| <a href="#">CALL FOR PROPOSAL - CSO ENGAGEMENT</a>                | RFx        | 06/12/2017 8:46AM EST  | 31/12/2017 12:00 AM EST |          |
| <a href="#">Procurement of Dazatynib</a>                          | RFx        | 15/11/2017 8:56AM EST  | 15/12/2017 03:00 AM EST |          |
| <a href="#">Construction of Female Police Facilities</a>          | RFx        | 26/11/2017 10:34PM EST | 27/12/2017 02:30 AM EST |          |

[See all of my events](#)

**IMPORTANT**

It may take up to 3-4 minutes while the system loads to the next page after you click on Register Bidder. Please be patient and wait for the page to finish loading without clicking on any other links.

Page loading is indicated by the rotating icon on the top right of the page.



[Click to return to Register Profile Main Page](#)

## Action 3: Register Bidder Profile Details

### Step 1: Select type of bidder

In the first step of registration, the bidder must select whether they are a Business or Individual and whether they are interested in buying or selling goods and/or services, or both.



#### Tip

For Question 2, always select the “Both” option. This will enable the bidder to see all the ongoing tenders



## 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

# Action 3: Register Bidder Profile Details

## Step 2: Create Company profile & users

### \*Company Name:

- ✓ Must correspond to the name recognized and registered in relevant registration office.
- ✓ Special characters are not permitted for company names.
- ✓ If the company name you are trying to enter in the system already exists you will receive an error message. Please click here for assistance.

### \* First and Last names:

- ✓ 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 sent to this address.

### \*User ID:

- ✓ It is strongly recommended to create a username with two parts separated by a dot. For example: company.name
- ✓ The username should ideally be related to the company name rather than the name of the User.
- ✓ Special characters and spaces are not permitted for User IDs.
- ✓ If the User ID you are trying to enter in the system already exists you will receive an error message. Please click here for assistance.



[Click to return to Register Profile Main Page](#)

## 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

Company Website

#### 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 >>](#)



### Tip

It is recommended to add at least 2 users to allow several people from the same company to access the eTendering site. To add another user, click on **Save and Add Another User**, otherwise, click on **Next** to proceed to step 3.



# Action 3: Register Bidder Profile Details

## Step 2 (continued): Add more users

If you clicked on “**Add Another User**”, you will be prompted to enter additional information.

Each user will have their own User ID and password.

Click “**Save and Add another User**” to add another User, or click “**Next**” when done.



### Tip

If after registering, you need to update any of the user profiles, refer to the section on how to [Manage Bidder Profiles](#).



[Click to return to Register Profile Main Page](#)

## 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

Company Website

#### User Information

\*First Name  [Delete](#)

\*Last Name

Title

\*Email ID

\*Telephone  Ext

Fax

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

\*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

# Action 3: Register Bidder Profile Details

## Step 3: Enter Company address

In Step 3, the address of the bidder is required. **Please pay special attention to the selected country.** For all bidder profiles, the system will automatically default the country to USA. If this is not the correct country for the bidder address, please make sure to change it accordingly by clicking on **“Change Country”** and selecting the correct country from the drop down menu.

Bidders may complete the mandatory fields\* and leave other fields blank.

Once you have completed this section, click on **“Next”**.

**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: Denmark [Change Country](#)

\*Address 1: UN City Marmovej  
Address 2:   
Address 3:   
Address 4:   
\*City: Copenhagen  
Region:    
Postal:

[<< Back](#) [Next >>](#) [Cancel Registration](#)

\* Required Field

| Look Up Country     |  |
|---------------------|--|
| <a href="#">BTN</a> | <a href="#">Bhutan</a>                         |
| <a href="#">BVT</a> | <a href="#">Bouvet Island</a>                  |
| <a href="#">BWA</a> | <a href="#">Botswana</a>                       |
| <a href="#">CAF</a> | <a href="#">Central African Republic</a>       |
| <a href="#">CAI</a> | <a href="#">Canary Islands</a>                 |
| <a href="#">CAN</a> | <a href="#">Canada</a>                         |
| <a href="#">CCK</a> | <a href="#">Cocos (Keeling) Islands</a>        |
| <a href="#">CHE</a> | <a href="#">Switzerland</a>                    |
| <a href="#">CHL</a> | <a href="#">Chile</a>                          |
| <a href="#">CHN</a> | <a href="#">China</a>                          |
| <a href="#">CIV</a> | <a href="#">Cote D'Ivoire</a>                  |
| <a href="#">CMR</a> | <a href="#">Cameroon</a>                       |
| <a href="#">COD</a> | <a href="#">Conqo, The Democratic Republic</a> |
| <a href="#">COG</a> | <a href="#">Congo</a>                          |
| <a href="#">COK</a> | <a href="#">Cook Islands</a>                   |
| <a href="#">COL</a> | <a href="#">Colombia</a>                       |
| <a href="#">COM</a> | <a href="#">Comoros</a>                        |
| <a href="#">CPV</a> | <a href="#">Cape Verde</a>                     |
| <a href="#">CRI</a> | <a href="#">Costa Rica</a>                     |
| <a href="#">CUB</a> | <a href="#">Cuba</a>                           |
| <a href="#">CUW</a> | <a href="#">Curacao</a>                        |
| <a href="#">CXR</a> | <a href="#">Christmas Island</a>               |
| <a href="#">CYM</a> | <a href="#">Cayman Islands</a>                 |
| <a href="#">CYP</a> | <a href="#">Cyprus</a>                         |
| <a href="#">CZE</a> | <a href="#">Czech Republic</a>                 |
| <a href="#">DEU</a> | <a href="#">Germany</a>                        |
| <a href="#">DJI</a> | <a href="#">Djibouti</a>                       |
| <a href="#">DMA</a> | <a href="#">Dominica</a>                       |
| <a href="#">DNK</a> | <a href="#">Denmark</a>                        |



# Action 3: Register Bidder Profile Details

## Step 4: Add other company addresses

Step 4 is optional. Click on “**Next**” to go to next step.

### Bidder Registration

#### Step 4 of 6: Other Account Addresses

\* Required Field

The Primary Address you have entered for eTendering Bidder Guide is:

Marmovej 51  
Copenhagen, Denmark

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



## Action 3: Register Bidder Profile Details

### Step 5: Designate addresses for additional users

Step 5 is optional and can be skipped. Click on **“Next”** to go to 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 |
|-----------|--------------------------|
| User One  | Primary Address ▼        |
| User Two  | Primary Address ▼        |

<< Back

Next >>

Cancel Registration

\* Required Field



## Action 3: Register Bidder Profile Details

### Step 6: Accept Terms and Conditions

The last step in the registration process is the acceptance of the Terms and Conditions. Please read the Terms and Conditions carefully.

If you agree, please tick ***“I agree to be bound by the following Terms and Conditions”*** and thereafter click ***“Finish”***.

If you do not agree to the stipulated Terms and Conditions, click on ***“Cancel Registration”***.

**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

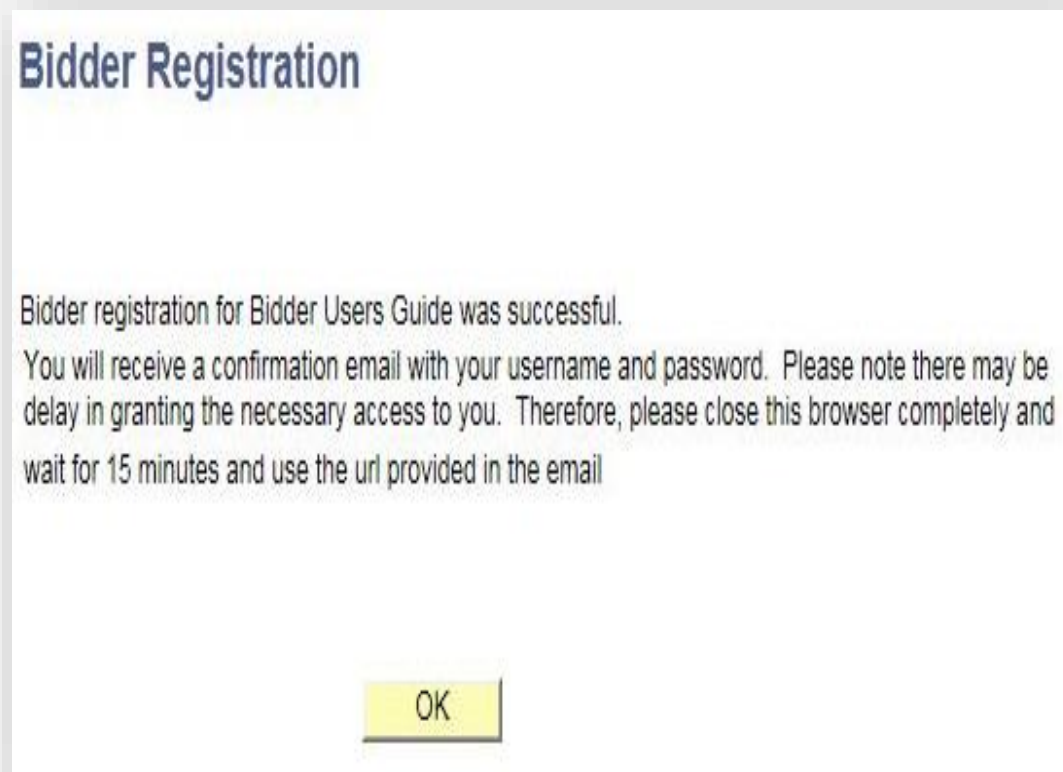
\* Required Field



## Action 3: Register Bidder Profile Details

### Step 7: Complete Bidder Registration

Once you have accepted the Terms and Conditions, the following message will appear confirming successful registration:



Click "OK" to complete your bidder registration.



# Action 4: Confirm Registration & Create New Password

When you have completed your online registration, you will receive an automated confirmation email. The email will contain:

- ✓ A temporary password
- ✓ Your User ID
- ✓ Instructions on how to create a new password for your eTendering account.

## Bidder Registration Approved

Dear Bidder,

Your registration for the UNDP online tendering system is now almost complete. As a last step, please clear your internet temporary files, cookies and history and log onto <https://etendering.partneragencies.org>. Sign in with your username and the temporary password provided in this email, and change the password to the one of your choosing.

Please make sure that your chosen password meets the criteria below:

Is at least 8 characters long. Is maximum 16 characters long. Contains at least one capital letter, one small letter, and one number. Is not one of your last two passwords used for this account.

NOTE: Please make sure that you type in the correct temporary password provided in the email. Preferably type it manually and do not copy/paste the whole password.

尊敬的投標人，

您在 UNDP 在線招標系統的註冊現在已經完成。作為最後一步，請清除您的互聯網臨時文件、cookies 和歷史記錄，並登錄到 <https://etendering.partneragencies.org>。使用您的用戶名和此電子郵件中提供的臨時密碼登錄，並將密碼更改為您選擇的密碼。

請確保您選擇的密碼符合以下條件：

長度至少為 8 個字符。最多 16 個字符。包含至少一個大寫字母、一個小寫字母和一個數字。不是用於此帳戶的最後兩個密碼。

注意：請確保輸入電子郵件中提供的正確臨時密碼。最好是手動鍵入，不要復制/粘貼整個密碼。

عزيزي مقدم العطاء

الرجاء مسح ملفات الإنترنت المؤقتة وملفات تعريف الارتباط والمحفوظات وتسجيل الدخول إلى (UNDP) اكتمل الآن تسجيلك في نظام المزاد الإلكترونية لدى برنامج الأمم المتحدة الإنمائي. حصلنا عليها في هذه الرسالة الإلكترونية وأحرص على تغيير كلمة المرور تلك إلى كلمة مرور تختارها أنت بنفسك.

الرجاء التأكد أنك اخترت كلمة مرور تستوفي المعايير الواردة أدناه:

لا يزيد طولها عن 16 رمزًا. يشتمل على الأقل على حرف واحد كبير باللغة الإنجليزية وحرف واحد صغير ورقم واحد. ألا تكون هي واحدة من آخر كلمتي مرور لهذا الحساب.

ملاحظة: الرجاء التأكد أنك كتبت كلمة المرور التي حصلت عليها في الرسالة الإلكترونية بشكل صحيح. يُفضل كتابتها يدويًا وعدم نسخ/لصق كلمة المرور بأكملها.

### User ID and Password

User ID: eTendering.Bidder  
Password: SHMY78K3

URL

[Login to eTendering System.](#)



## IMPORTANT

- You can only use your temporary password once.
- You must generate a new password to login to your account and view events.



[Click to return to Register Profile Main Page](#)



# Action 4: Confirm Registration & Create New Password

1) When you log into eTendering for the first time, you will be prompted to create a new password of your choice. Enter your User ID and the temporary password you received in the registration confirmation email ([see previous slide](#)). Click on **“Login”**. **Do not click on “Change Password”**.

## ! IMPORTANT

Before logging in with your temporary password, please do the following:

- Clear your internet browser history and close browser
- Re-open the browser and go to: <http://etendering.partneragencies.org>
- Type in User ID and password – do not copy and paste

2) Create your new password by first entering your temporary password and then entering a password of choice following the criteria below. Then click on **“Change Password”**.

Your new password should meet the following criteria:

- ✓ Have a minimum of 8 characters.
- ✓ Contain at least one UPPERCASE LETTER.
- ✓ Contain at least one lowercase letter.
- ✓ Contain at least one number



[Click to return to Register Profile Main Page](#)

1

User name:  
etendering.bidder

Password:  
.....

Login

~~Change Password~~ | [Forgotten Password](#)

**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.

**To obtain support:**

- [UNDP Users](#)
- [UNFPA Users](#)
- [UNU Users](#)
- [UN Women Users](#)

**Other resources:**

- [UNDP Atlas Service Centre](#)
- [My UNFPA](#)
- [UNU Atlas Information Centre](#)
- [UN Women Atlas Intranet Page](#)

Atlas Agencies:



2

## Password Change Request

etendering.seconduser please change your current password before continuing.

Old Password\*

New Password\*

Confirm New Password\*

Change Password

Clear this form





[Click to return to TOC](#)

# 5.0 Manage Bidder Profile

*This section describes some additional eTendering features that enable the bidders to view their bidding activity and update the information in their bidder profile.*

- [5.1 View bidding activity](#)
- [5.2 Update bidder profiles](#)
- [5.3 Manage user access](#)

# 5.1 View Bidding Activity

To view your bidding activities, click on **“View Events and Place Bids”** → **“My Event Activity”** → **“Event Bids On”**.  
All your bidding events that you have participated in will be displayed.

The screenshot shows the Atlas Finance eTendering Bidder User Guide interface. The left sidebar contains a menu with 'My Event Activity' highlighted. The main content area displays the 'Event Activity Summary' with statistics: Events Invited To: 0, Events Bid On: 1, and Events Awarded: 0. Below this is a search criteria section with dropdowns for Event Format and Event Type, radio buttons for Events Invited To, Events Bid On (selected), and Events Awarded, and a date range selector. A table of events is shown below, with one event highlighted: UNDP1-0000001595, Sell, eTendering Bidder User Guide (2017), Posted, 11/12/2017 5:47AM EST, 09/11/2018 5:47AM EST.

| Event ID                         | Format | Event Name                          | Event Status | Start Date            | End Date              | Status |
|----------------------------------|--------|-------------------------------------|--------------|-----------------------|-----------------------|--------|
| <a href="#">UNDP1-0000001595</a> | Sell   | eTendering Bidder User Guide (2017) | Posted       | 11/12/2017 5:47AM EST | 09/11/2018 5:47AM EST |        |



[Click to return to Manage Profile Main Page](#)

## 5.2 Update Bidder Profiles

To update your bidder profile, go to **“Manage Events and Place Bids”** → **“My Bidder Profile”** and update information as needed.

- Please note that the username cannot be changed.
- Update User information such as email addresses or phone number as needed. If you have more than one User and would like to update their profile, click on the top right hand arrow to navigate to the next user profile as shown below.

Click on **“Save”** when you have finished.

**Atlas** Finance

Welcome etendering support, Your Atlas Finance Last L

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile**
  - View Terms & Conditions

**Contacts**

Company eTendering Support

**User Information** Find First < 1 of 3 > Last

First Name

Last Name

Title

Email ID

Telephone  Ext

Fax

Address

User ID



## 5.3 Manage User Access

If a registered user has left your company and you would like to re-assign their username to another employee, login to your account, go to the “**My Bidder Profile**” tab, and update the registered email address, names and telephone as required.

Click on the arrow on the top right corner to navigate to the next registered User Profile.

Once you update an email address, use the [forgotten password](#) feature to reset the password. A new Password will be sent to the new email address. Follow steps to change password.

Click on “**Save**” when you have finished.

Atlas Finance

Welcome etendering support, Your Atlas Finance Last L

Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile**
  - View Terms & Conditions

Contacts

Company eTendering Support

User Information Find First < 1 of 3 > Last

First Name etendering

Last Name support

Title Dummy bidder

Email ID etendering.support@undp.org

Telephone 234234234 Ext

Fax

Address 1 Main Address

User ID etendering.support.dummy

Add Contact Delete

Save





[Click to return to TOC](#)

# 6.0 Helpdesk Support

*This section provides details on who to contact for technical assistance, how to address some commonly asked questions and where to find additional resources on eTendering.*

- [6.1 Technical assistance](#)
- [6.2 Additional resources for bidders](#)
- [6.3 Frequently asked questions](#)
- [6.4 Forgotten password](#)

## 6.1 Technical Assistance

If you experience technical issues with the bid submission process, please contact the focal point of the procurement office as indicated in the solicitation document of the tender you wish to bid on.

**To ensure your case is resolved as quickly as possible,** when requesting helpdesk support, it is always recommended to share the following details:

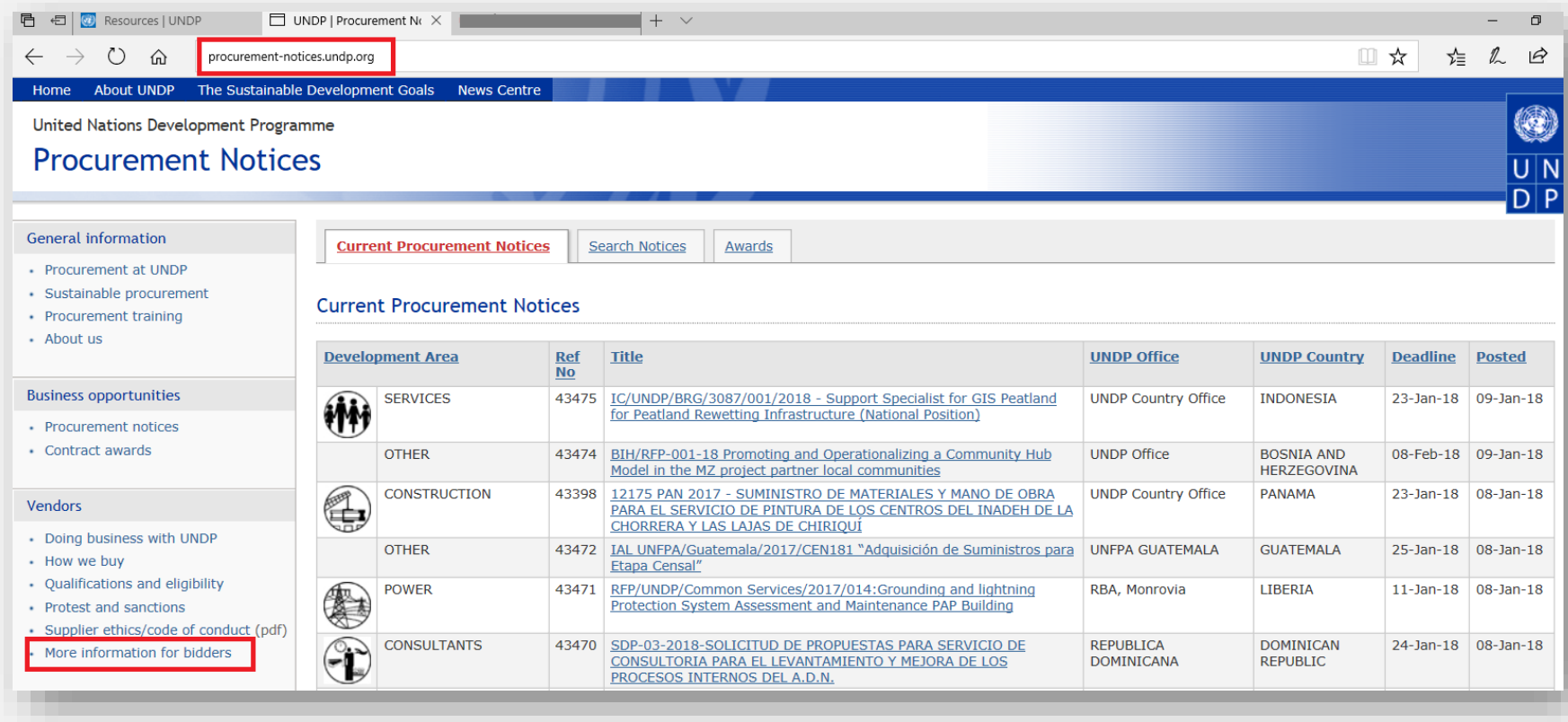
- Your User ID and Company name
- The Event ID you are participating in (if applicable)
- Screenshots of any error or warning messages
- A brief description of the steps you took before encountering any errors or issues

***Please always prepare and submit your bid well in advance of the deadline of the event so that any issues can be addressed in time.***



## 6.2 Additional Resources

To view additional resources on eTendering, including video user guides and translated versions of this user guide (French, Spanish, Chinese, Arabic and Russian), go to the UNDP Procurement Notice Page <http://procurement-notice.undp.org/> and click on **“More Information for Bidders”** at the bottom left hand side of the page.



United Nations Development Programme  
Procurement Notices

General information

- Procurement at UNDP
- Sustainable procurement
- Procurement training
- About us





Business opportunities

- Procurement notices
- Contract awards

Vendors

- Doing business with UNDP
- How we buy
- Qualifications and eligibility
- Protest and sanctions
- Supplier ethics/code of conduct (pdf)
- More information for bidders**

Current Procurement Notices

| Development Area   | Ref No | Title   | UNDP Office          | UNDP Country           | Deadline  | Posted    |
|--|--------|---|----------------------|------------------------|-----------|-----------|
|  SERVICES       | 43475  | <a href="#">IC/UNDP/BRG/3087/001/2018 - Support Specialist for GIS Peatland for Peatland Rewetting Infrastructure (National Position)</a>                             | UNDP Country Office  | INDONESIA              | 23-Jan-18 | 09-Jan-18 |
| OTHER  | 43474  | <a href="#">BIH/RFP-001-18 Promoting and Operationalizing a Community Hub Model in the MZ project partner local communities</a>                                       | UNDP Office          | BOSNIA AND HERZEGOVINA | 08-Feb-18 | 09-Jan-18 |
|  CONSTRUCTION | 43398  | <a href="#">12175 PAN 2017 - SUMINISTRO DE MATERIALES Y MANO DE OBRA PARA EL SERVICIO DE PINTURA DE LOS CENTROS DEL INADEH DE LA CHORRERA Y LAS LAJAS DE CHIRIQUI</a> | UNDP Country Office  | PANAMA                 | 23-Jan-18 | 08-Jan-18 |
| OTHER  | 43472  | <a href="#">IAL UNFPA/Guatemala/2017/CEN181 "Adquisición de Suministros para Etapa Censal"</a>  | UNFPA GUATEMALA      | GUATEMALA              | 25-Jan-18 | 08-Jan-18 |
|  POWER        | 43471  | <a href="#">RFP/UNDP/Common Services/2017/014:Grounding and lightning Protection System Assessment and Maintenance PAP Building</a>                                   | RBA, Monrovia        | LIBERIA                | 11-Jan-18 | 08-Jan-18 |
|  CONSULTANTS  | 43470  | <a href="#">SDP-03-2018-SOLICITUD DE PROPUESTAS PARA SERVICIO DE CONSULTORIA PARA EL LEVANTAMIENTO Y MEJORA DE LOS PROCESOS INTERNOS DEL A.D.N.</a>                   | REPUBLICA DOMINICANA | DOMINICAN REPUBLIC     | 24-Jan-18 | 08-Jan-18 |



## 6.3 Frequently Asked Questions

### During Registration:

*I just logged in to event.guest to begin registration but the system is very slow and does not seem to be loading properly.*

It can take up to 3-4 minutes for the system to load after you click on “**Register Bidder**”. Please wait and do not click on any other links. You may also try refreshing your browser if it is taking longer than 4 minutes to load. If the problem persists please contact your procurement focal point for further assistance.

*The company name I want to use to register my Bidder Profile has already been taken. What do I do?*

If your company has never registered for eTendering before and you receive an error message that this company name is already taken, please modify the company name slightly, noting that special characters are not allowed. For more information please click [here](#).

If you have already registered for a Bidder account before, but cannot remember your credentials, please do not register for a new account. Instead, go to the section on [Forgotten Passwords](#).

*The User Name I want to use to register my Bidder Profile has already been taken. What do I do?*

If you have never registered as a User on eTendering before and you receive an error message that the user name is already taken, please select a different **u**ser name. For more information please click [here](#).

If you have already registered for a Bidder account, but cannot remember your credentials, please do not register for a new account. Instead, go to the section on [Forgotten Passwords](#).





## 6.3 Frequently Asked Questions

*I have received the temporary password after registering, but when I try to log in to activate my account, I receive an error message.*

Please refer to the instructions on [creating a new password](#). If you still receive an error message after multiple attempts, please contact [helpdesk support](#).

### Log In Issues:

*I cannot remember my password.*

To reset your password, please go to the section on [Forgotten Passwords](#).

*I cannot remember my user name.*

If you cannot remember your user name please contact the focal point of the procurement office as indicated in the solicitation document of the tender you wish to bid on.

### During Bid submission

*I cannot download tender documents.*

Please ensure that your internet browser has enabled pop-ups. For more information on how to view and download solicitation documents, please go [here](#).



## 6.3 Frequently Asked Questions

### *Why do I get an error message when I try to upload a document into the system?*

When uploading files please note the following restrictions:

- The file name can only contain 60 characters.
- If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 45MB.
- Individual file sizes cannot exceed 45MB in size.

For more information on uploading files, please go [here](#).

### *I submitted my bid but did not receive a bid confirmation email.*

If you do not receive a confirmation email, you can confirm the status of your bid and check if it has been posted directly on the system. Please click [here](#) for further information on viewing your bid

## Managing your Account

### *Can I update the contact details in my bidder profile?*

Yes. To update your bidder profile and other users registered under your profile, go to **“Manage Events and Place Bids”** → **“My Bidder Profile”** and update information as needed. See [Section 5.0 Manage Bidder Profile](#) for more information.



## 6.4 Forgotten Password

If you have forgotten your password, please take the following steps:

- 1 Go to [www.etendering.partneragencies.org](http://www.etendering.partneragencies.org) and click on the **Forgotten password** link.

**User name:**

**Password:**

Login

Change Password | **Forgotten Password**

# Atlas

**To obtain support:**  
[UNDP Users](#)  
[UNFPA Users](#)  
[UNU Users](#)  
[UN Women Users](#)

**Other resources:**  
[UNDP Atlas Service Centre](#)  
[My UNFPA](#)  
[UNU Atlas Information Centre](#)  
[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.

- 2 You will be prompted to enter your Atlas ID, which is the User ID you selected during registration and the associated email address. Click on **Submit**.

### 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: \*

e-mail address: \*

Submit Clear this form



## 6.4 Forgotten Password

- 3 The security hint that you selected during the registration process will appear. Enter the correct answer and click on *Submit*.

**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 : \*

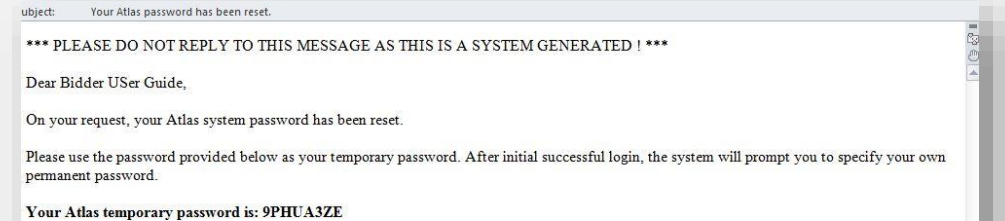
Answer :



### Tip

Please note that the security answer is sensitive to capital letters. Be sure to type the answer exactly as it was typed during the bidder registration.

- 4 An automated email will be sent to the email address for the concerned user. Use the password provided in the email to log into eTendering. After the first login, the system will prompt the user to change the password.



### Tip

Your new password should meet the following criteria:

- Have a minimum of 8 characters.
- Contain at least one UPPERCASE LETTER.
- Contain at least one lowercase letter.
- Contain at least one number



### IMPORTANT

Before logging in with your temporary password, please do the following:

- Clear your internet browser history and close browser
- Re-open the browser and go to: <http://etendering.partneragencies.org>
- Manually type in User ID and **password** – **do not copy and paste**



Thank you for using UNDP eTendering!

To view additional resources such as instructional videos for bidders and this user guide in other languages, please click [here](#).



[Click to return to  
TOC](#)