E-Tendering

Online tendering system for United Nations Development Programme
Topics covered:

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

http://procurement-notices.undp.org
Benefits of e-Tendering:

✓ Ensures timely submission of bids
✓ Electronically sealed bids
✓ Electronic stamping of the bids
✓ Streamlines the bidding process & gathers all relevant information at one place;
✓ Electronic Bid Opening Record;
✓ Provides an audit trail;
Select Business if you are a company
Select Individual if you are an Individual Consultant
Select Both
Bidder Registration
Step 2 of 6: User Account Setup

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

* Required Field

- **Company Name**: Bidder Users Guide
- **URL**: http://

User Information

- **First Name**: Bidder
- **Last Name**: USER Guide
- **Title**: Executive Director
- **Email ID**: example@example.com
- **Telephone**: 1231231231
- **Fax**:
- **User ID**: bidder_guide1 (User's account login name)

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

<< Back  Next >>  Cancel Registration
Bidder Registration
Step 3 of 6: Primary Address

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

* Required Field

Primary Address

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

Country: United States

Address 1: 
Address 2: 
Address 3: 
City: 
County: 
State: 
Postal: 

* Required Field
Click on your country in the list!
Bidder Registration

Step 3 of 6: Primary Address

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

* Required Field

Primary Address

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

Country: Denmark

*Address 1: Marmorvej 51
Address 2:
Address 3:
Address 4:
*City: Copenhagen
Region:
Postal:

<< Back  Next >>

* Required Field

Fill out all fields marked with *
Bidder Registration

Step 4 of 6: Other Account Addresses

* Required Field

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

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

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
- [ ] Ship To Address
- [ ] Invoice Address

Your company's accounts payable department (for when you purchase goods/services).

Your company's default location for where we ship your order (for when you purchase goods/services).

Your company's accounts receivable department (for when you sell goods/services).

<< Back  Next >>

* Required Field

Cancel Registration

This step is optional!
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

<table>
<thead>
<tr>
<th>User Name</th>
<th>Designate as Contact for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder User Guide</td>
<td>Primary Address</td>
</tr>
<tr>
<td>Bidder User Guide 2</td>
<td>Primary Address</td>
</tr>
</tbody>
</table>

* Required Field
Bidder Registration

Step 6 of 6: Terms and Conditions

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

* Required Field

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

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

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

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

Bidder registration for Bidder Users Guide was successful. You will receive a confirmation email with your username and password. Please note there may be delay in granting the necessary access to you. Therefore, please close this browser completely and wait for 15 minutes and use the url provided in the email.
- Clear browser history
- Re-open the eTendering website
- Login with your own user account

Bidder Registration Approved

Dear Bidder,

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

User ID: bidderguide1
Password: 027x11N26

Login to eTendering System
User name: bidder_guide1
Password: ********
Login

To obtain support:
- UNDP Users: UNDP Atlas Service Centre
- UNFPA Users: My UNFPA
- UNOPS Users: UNOPS Atlas Intranet Page
- UNU Users: UNU Atlas Information Centre

Other resources:

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

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

Please clear your browser cache before signing onto ATLAS.
Your new password should meet the following criteria:

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

bidder.guide1 your new password has been set.

Use this new password the next time you log into your account.
Atlas Account Security Profile

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

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

Password Hint: Favorite color

Answer: blue

Submit  Clear this form
Forgotten Your Password

Please enter your Atlas login ID and e-mail address.
Veuillez taper votre nom d’utilisateur et l’adresse électronique correspondante.
Escriba su nombre de usuario y la correspondiente dirección e-mail.

Atlas Login ID: * bidder.guide1

E-mail address: * example@example.com
Please provide the answer to the question below:

Hint Question: Favorite color

Hint Answer: blue

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

Remember - your new password should meet the following criteria:

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