UNDP eTendering System

Presentation for CSOs/NGOs
• How to Register in the system.

• How to find tenders, submit and manage bids.

• How to get support.
User name: event.guest
Password: why2change
Login

To obtain support: Other resources:
UNDP Users UNDP Atlas Service Centre
UNFPA Users My UNFPA
UNOPS Users UNOPS Atlas Intranet Page
UNU Users UNU Atlas Information Centre
UN Women Users UN Women Atlas Intranet Page

Atlas

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

https://etendering.partneragencies.org

Important Messages:
Last updated on 27 May, 2016 at 11:20 AM New York time (ET)

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

Please clear your browser cache before signing onto ATLAS.
Register as a Sourcing Bidder
Click here to register as a bidder and to be able to bid on events.
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

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

* Required Field

Next >>

Cancel Registration
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-ID:**

**User Information**

* **First Name** Bidder

* **Last Name** User Guide

**Title** Executive Director

* **Email ID** example@example.com

* **Telephone** 1231231231

**Fax**

* **User ID** bidderguide1

(User's account login name.)

Enter a valid email address

The user name cannot contain special characters or spaces

Save and Add Another User

<< Back Next >>

Cancel Registration
Bidder Registration

Step 3 of 6: Primary Address

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

* Required Field

Primary Address

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

Country: United States  Change Country

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

<< Back  Next >>  Cancel Registration

* Required Field
Bidder Registration

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* Required Field

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Country: United States  Change Country

*Address 1:  
Address 2:  
Address 3:  
*City:  
Country:  
*State:  
Postal:  

<< Back  Next >>  Cancel Registration

* Required Field

Look Up Country

- BLZ Belize
- BLM Bermuda
- BOL Bolivia
- BRA Brazil
- BRB Barbados
- BRN Brunei Darussalam
- BTN Bhutan
- BTN Bouvet Island
- BWA Botswana
- CAF Central African Republic
- CAN Canary Islands
- CAN Canada
- CCK Christmas Island
- CHE Switzerland
- CHL Chile
- CHN China
- CIV Cote d'Ivoire
- CMR Cameroon
- CCM Cameroon
- CCK islands (Cocos)
- CCK islands (Keeling)
- COM Comoros
- CPV Cape Verde
- CRI Costa Rica
- CUB Cuba
- CUM Canary Islands
- DCC Central African Republic
- CCM Central African Republic
- DAU Cameroon
- DAT Chad
- DCM Christmas Island
- DJI Djibouti
- DMA Dominica
- DOM Dominican Republic
- DZA Algeria
- ECU Ecuador
- EGY Egypt
- ELS Ethiopia
- ESW Eswatini
- EUN Western Sahara
- EAF Spain
- EST Estonia
- ETH Ethiopia
- FIN Finland
- FJI Fiji
- FLK Falkland Islands (Malvinas)
- FMN Micronesia, Federated States of
- FRA France
- FRO Faeroe Islands

Click on your country in the list!
Bidder Registration

Step 3 of 6: Primary Address

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

* Required Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Denmark</td>
</tr>
<tr>
<td>Address 1:</td>
<td>Marmorvej 51</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
<tr>
<td>Address 4:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Copenhagen</td>
</tr>
<tr>
<td>Region:</td>
<td></td>
</tr>
<tr>
<td>Postal:</td>
<td></td>
</tr>
</tbody>
</table>

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.

* 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  your company’s accounts payable department (for when you purchase goods/services).
☐ Ship To Address  default location for where we ship your order (for when you purchase goods/services).
☐ Invoice Address  your company’s accounts receivable department (for when you sell goods/services).

<< Back   Next >>   Cancel Registration

* Required Field
Bidder Registration

Step 5 of 6: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

* Required Field

<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

* Required Field
Bidder Registration

Bidder registration for Bidder Users Guide was successful. You will receive a confirmation email with your username and password. Please note there may be a 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
User name: bidder.guide1
Password: *********
Login

To obtain support:
- UNDP Users
- UNFPA Users
- UNOPS Users
- UNU Users

Other resources:
- UNDP Atlas Service Centre
- My UNFPA
- UNOPS Atlas Intranet Page
- UNU Atlas Information Centre

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

Important Messages:
Last updated on 17 Nov, 2015 at 7:30 PM New York time (ET)
Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.
Please clear your browser cache before signing onto ATLAS.
Password Change Request

bidder.guide1 please change your current password before continuing.

Old Password*: **********
New Password*: **********
Confirm New Password: **********

Change Password
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
There are no events to view.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Type</th>
<th>Start Date/Time</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not event notification to invited bidders</td>
<td>RFX</td>
<td>29/01/2016 05:57 EST</td>
<td>29/01/2016 06:07 EST</td>
</tr>
<tr>
<td>UNFPAN/P NDG event notification email</td>
<td>RFX</td>
<td>29/01/2016 06:07 EST</td>
<td>29/01/2016 06:07 EST</td>
</tr>
</tbody>
</table>

See all of my events
User name: 
Password: 
Login

Change Password | Forgotten Password

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Please clear your browser cache before signing onto ATLAS.
Forgotten Your Password

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

Atlas Login ID: * bidder.guide1

E-mail address: * example@example.com

Submit  Clear this form
Please provide the answer to the question below:

Hint Question: Favorite color

Hint Answer: blue

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

Dear Bidder User Guide,

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

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

Your Atlas temporary password is: 9PHUA3ZE

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