

1. The defaulted bid currency is IDR. To change it to USD, click on the “Look up Bid Currency” button.

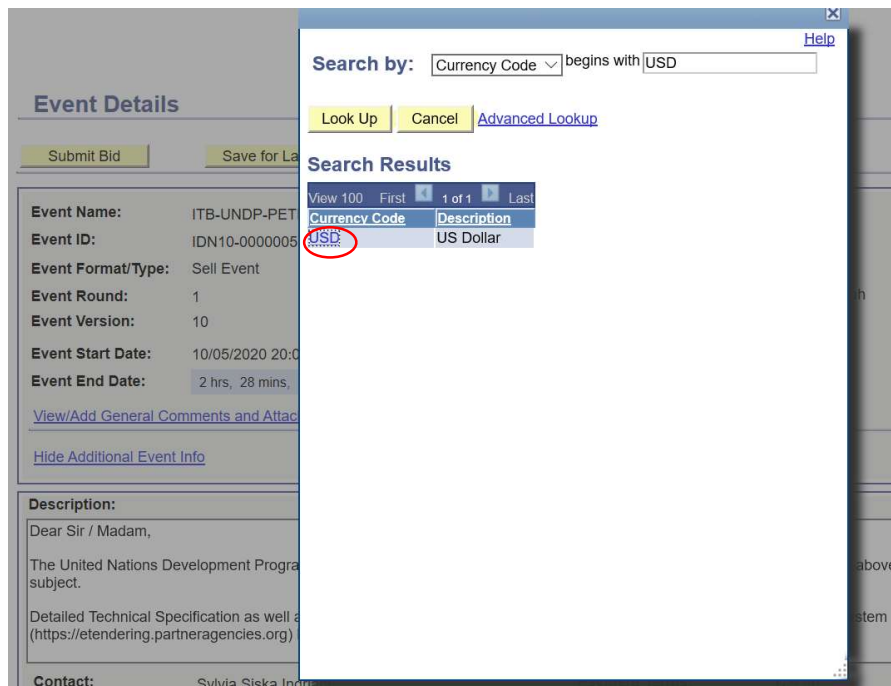
The screenshot shows the 'Event Details' page. On the left is a 'Menu' sidebar with options like 'Manage Events and Place Bids', 'View Events and Place Bids', 'My Event Activity', 'Maintain My User Contact', 'My Bidder Profile', and 'View Terms & Conditions'. The main content area has buttons for 'Submit Bid', 'Save for Later', and 'Validate Entries'. Below these, the event details are listed: Event Name (ITB-UNDP-PETRA-92264-002-2020), Event ID (IDN10-0000005922), Bid ID (New), Event Format/Type (Sell Event RFX), Event Round (1), Event Version (10), Event Start Date (10/05/2020 20:00 EDT), and Event End Date (2 hrs, 34 mins, 24 secs). The 'Bid Currency' is set to 'IDR' with a magnifying glass icon and the word 'Rupiah' next to it. Below the event details are links for 'View/Add General Comments and Attachments' and 'Hide Additional Event Info'. A 'Description' section at the bottom contains a letter from the United Nations Development Programme (UNDP) inviting a bid.

2. Enter USD in the “Search by...begins with” field and click the “Look Up” button.

The screenshot shows a 'Look Up' dialog box overlaid on the 'Event Details' page. The dialog box has a 'Search by:' field with a dropdown menu set to 'Currency Code' and a text input field containing 'USD'. Below the search field are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Look Up' button is circled in red. Below the buttons is a 'Search Results' section with a table of currency codes and descriptions. The table has columns for 'Currency Code' and 'Description'. The results are listed from AED to BOV.

Currency Code	Description
AED	United Arab Emirates Dirham
AFN	Afghani
ALL	Lek
AMD	Armenian Dram
ANG	Netherlands Antilles Guilder
AOA	Kwanza
ARS	Argentine Peso
ATS	Schilling
AUD	Australian Dollar
AWG	Aruban Guilder
AZN	New Manat
BAM	Convertible Marks
BBD	Barbados Dollar
BDT	Taka
BGN	Bulgarian LEV
BHD	Bahraini Dinar
BIF	Burundi Franc
BMD	Bermudian Dollar
BND	Brunei Dollar
BOB	Boliviano
BOV	Mvdol

3. Select/click "USD" in the *Currency Code* column.



**Event Details**

Submit Bid Save for Later

**Event Name:** ITB-UNDP-PET  
**Event ID:** IDN10-0000005  
**Event Format/Type:** Sell Event  
**Event Round:** 1  
**Event Version:** 10  
**Event Start Date:** 10/05/2020 20:00  
**Event End Date:** 2 hrs, 28 mins, 42 secs

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

**Description:**  
Dear Sir / Madam,  
The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.  
Detailed Technical Specification as well as other requirements are listed in the ITB available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>)  
**Contact:** Sylvia Siska Indriani

**Search by:** Currency Code begins with USD

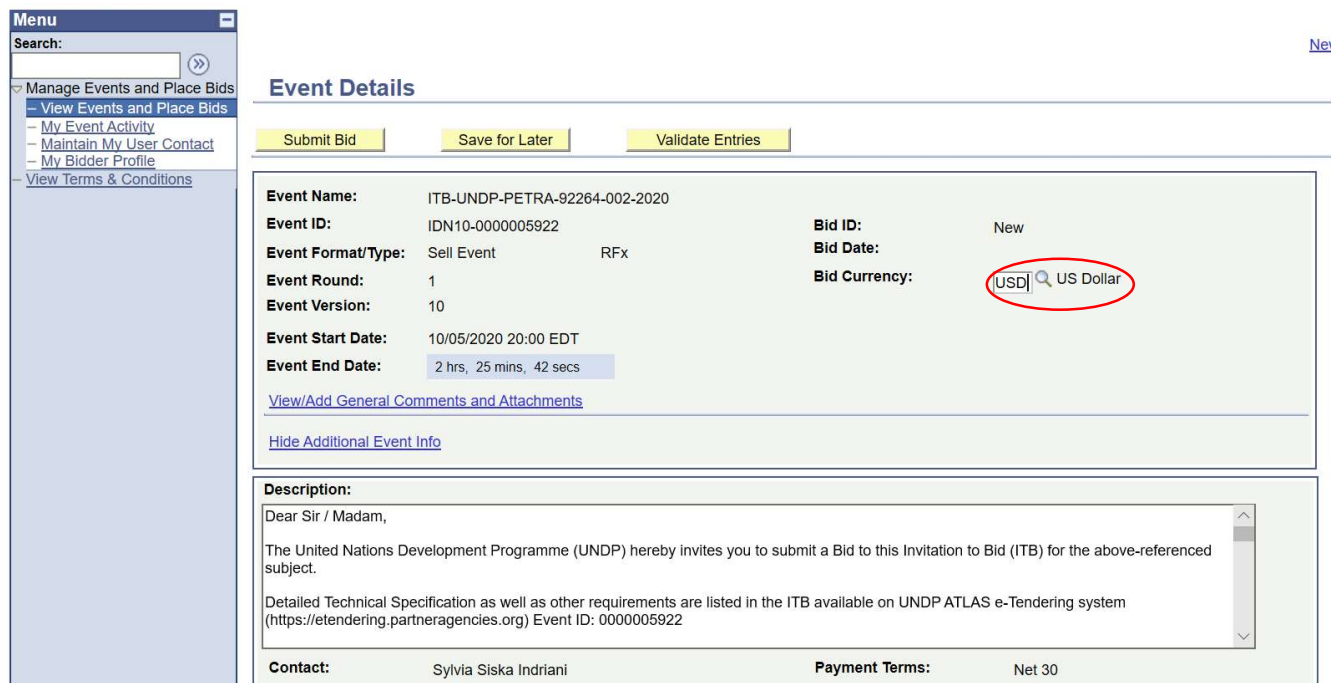
Look Up Cancel Advanced Lookup

**Search Results**

View 100 First 1 of 1 Last

Currency Code	Description
USD	US Dollar

4. The Bid currency is changed to USD.



**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:** ITB-UNDP-PETRA-92264-002-2020  
**Event ID:** IDN10-000005922  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 10  
**Event Start Date:** 10/05/2020 20:00 EDT  
**Event End Date:** 2 hrs, 25 mins, 42 secs

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

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

**Description:**  
Dear Sir / Madam,  
The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.  
Detailed Technical Specification as well as other requirements are listed in the ITB available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) Event ID: 0000005922

**Contact:** Sylvia Siska Indriani  
**Payment Terms:** Net 30

## 5. Enter your Bid Price on the Line Item(s) converted into USD.

**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  
**Your Total Line Pricing:** 0.0000 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	LOT 1 - CONSTRUCTION OF HEALTH FACILITIES (Insert the grand total offer for LOT 1 calculated in the price schedule)	EA	1.0000			0.0000 USD	Bid	
2	LOT 2 - CONSTRUCTION OF SCHOOL FACILITIES (Insert the grand total offer for LOT 2 calculated in the price schedule)	EA	1.0000			0.0000 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