

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

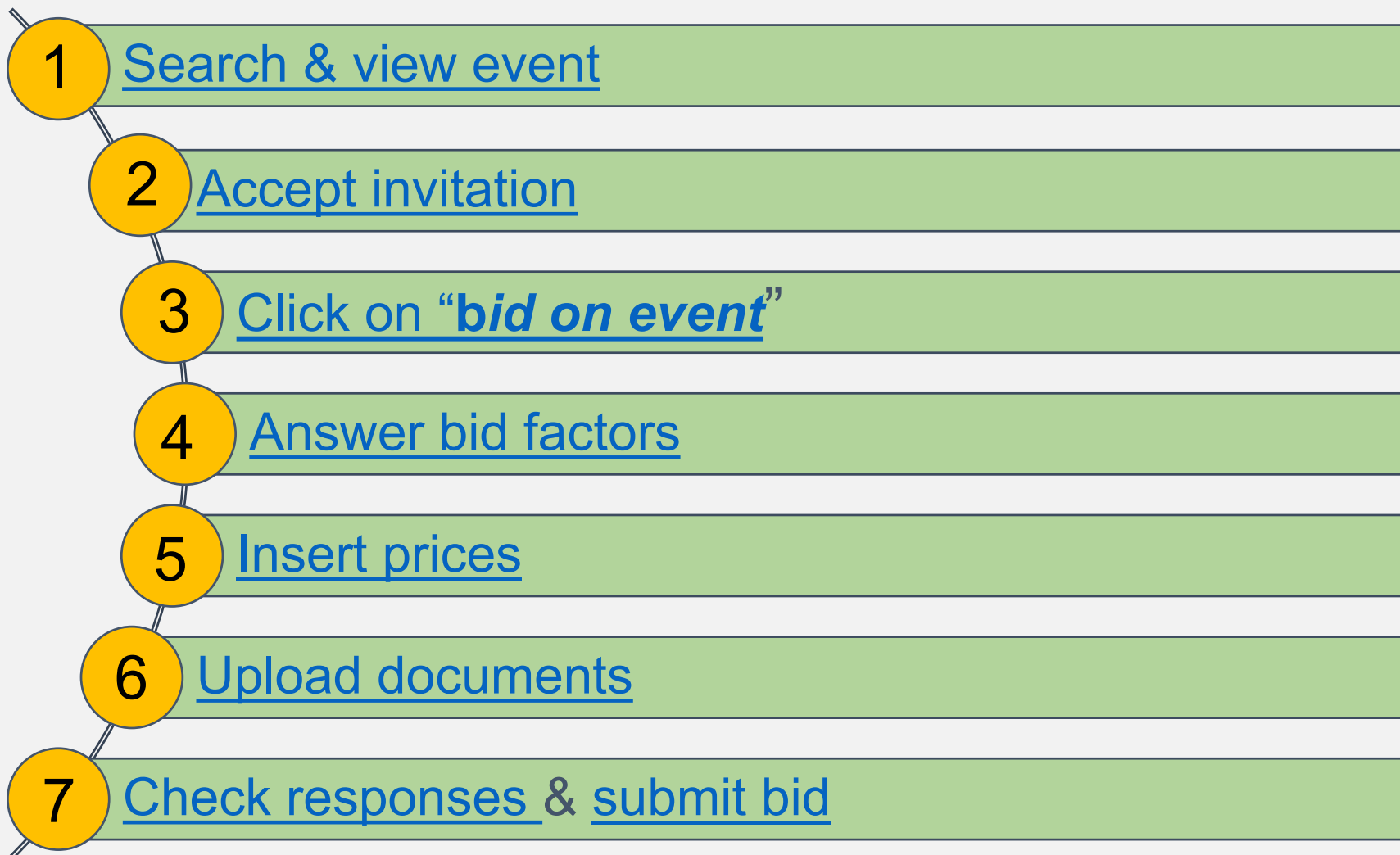
- [Check Responses](#)
- [Submit Bid](#)
- [Review Bid Confirmation](#)

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



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**”

Atlas Finance 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
Complaints Mechanisms and Public Engagement	RFx	20/06/2017 6:35AM EDT	31/12/2017 06:35 AM EST	
ITB 1234/17 Test	RFx	20/11/2017 11:13AM EST	18/12/2017 11:13 AM EST	
Test Zip folders and Public Bid Opening	RFx	21/11/2017 10:59AM EST	19/12/2017 10:59 AM EST	
New version test - 2	RFx	24/11/2017 4:51AM EST	22/12/2017 04:51 AM EST	
PSU Demo 2017	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.

Search Criteria

Use Saved Search:

Event ID:

Event Name:

Event Type:

Event Status:

☐ Include Declined Invitations?

Search Results

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

Search Criteria

Use Saved Search:

Event ID:

Event Name:

Event Type:

Event Status:

☒ Include Declined Invitations?

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.

Atlas Finance Welcome eTendering Bidder User Guide to Atlas Community!

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
UNDP1-0000001591	Collaborator Feature test 2 - Rakesh	Sell	RFx	11/01/2018 09:01 AM EST	
UNDP1-0000001595	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
UNDP1-0000001591	Collaborator Feature test 2 - Rakesh	Sell	RFx	11/01/2018 09:01 AM EST
UNDP1-0000001595	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](#)

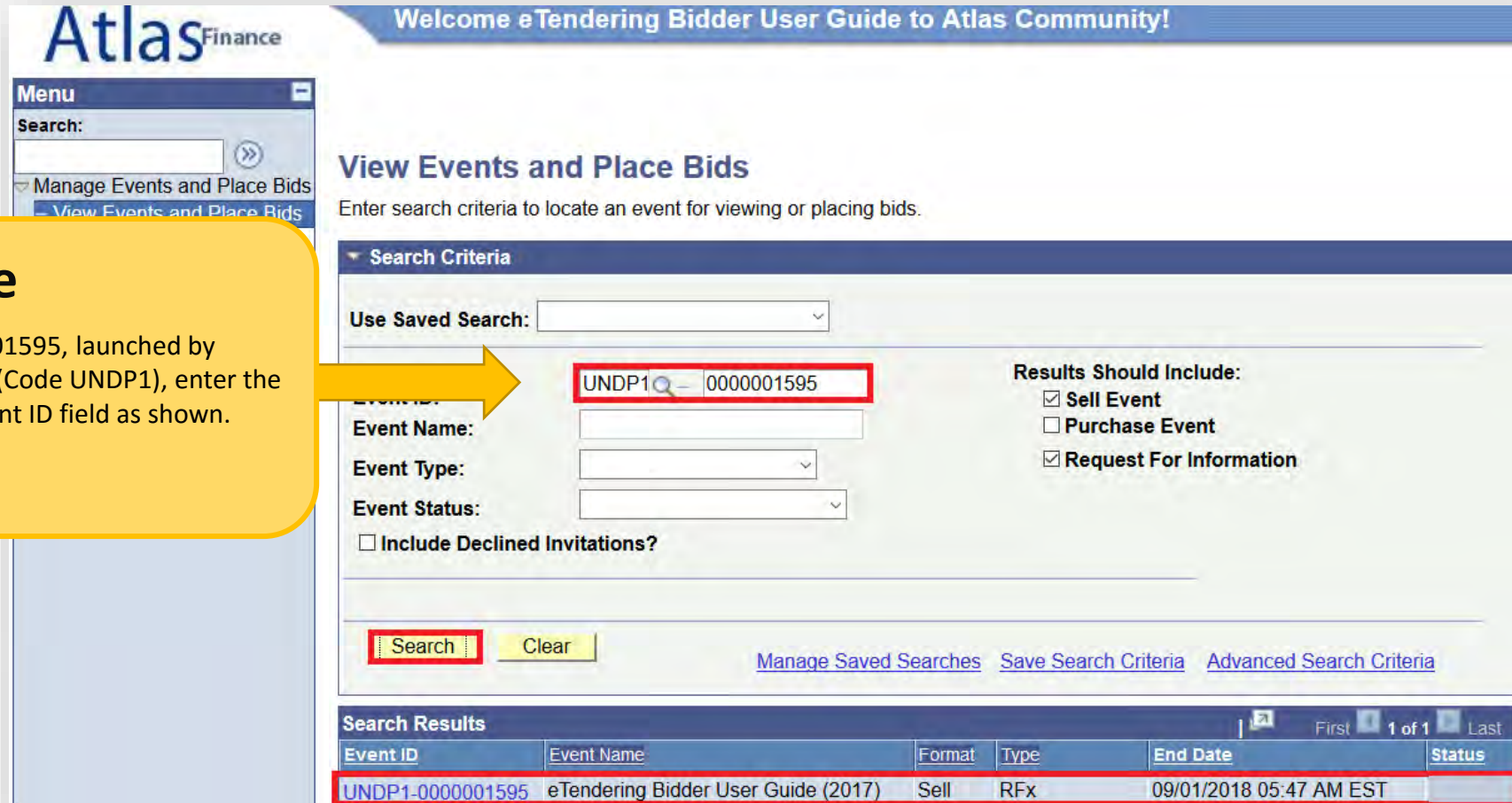
2.1 Search for Tenders – Download Tender Documents

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”.



The screenshot shows the 'View Events and Place Bids' page in the Atlas Finance system. The search criteria section has the following fields:

- Use Saved Search:** A dropdown menu.
- Event ID:** A text box containing 'UNDP1' and '0000001595'.
- Event Name:** A text box.
- Event Type:** A dropdown menu.
- Event Status:** A dropdown menu.
- Include Declined Invitations?** A checkbox.

The results section shows a table with the following data:

Event ID	Event Name	Format	Type	End Date	Status
UNDP1-0000001595	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](#) [Upload XML Bid Response](#)

[Bid on Event](#)

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:



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

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**”.

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

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

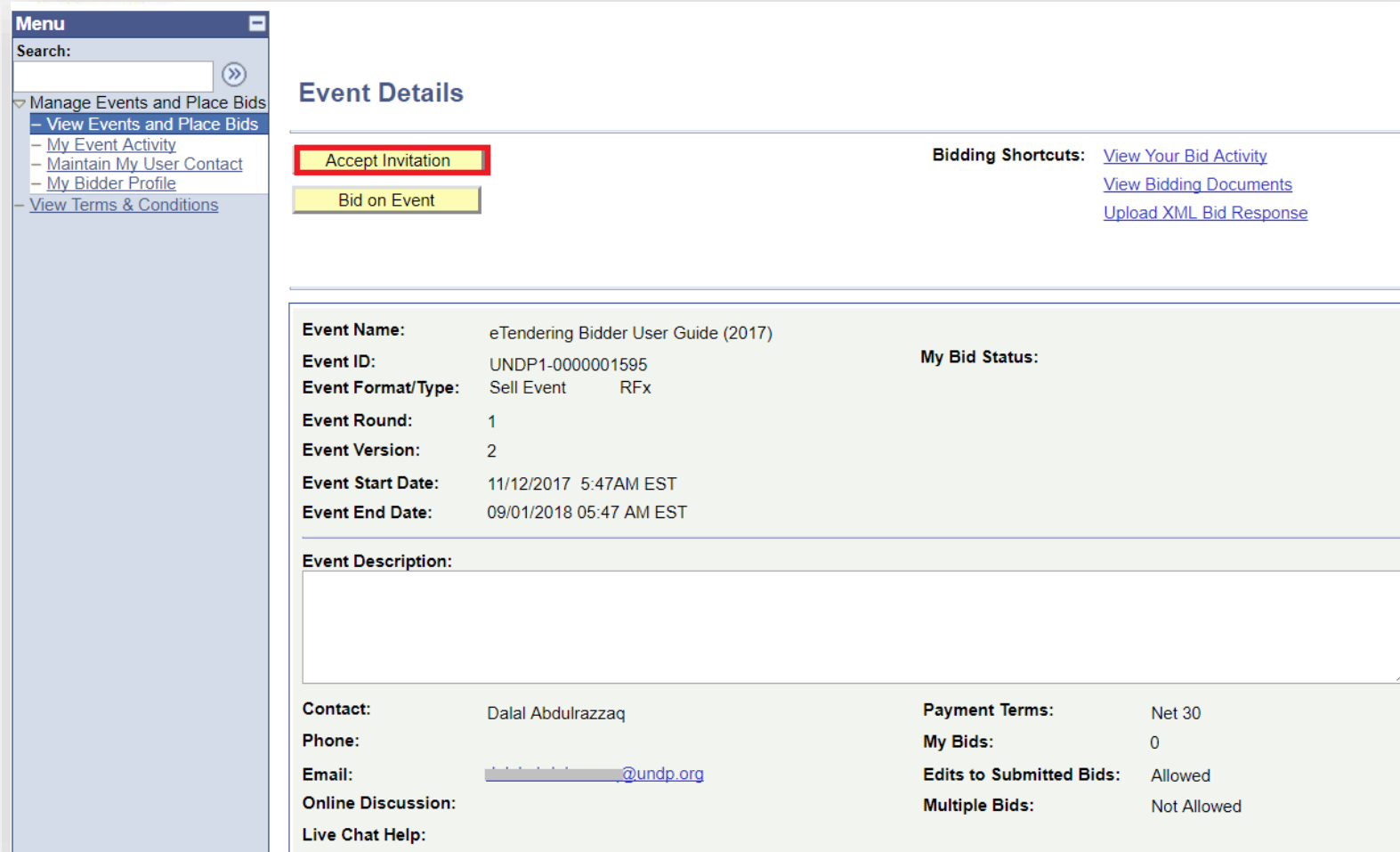
The .xml document is not a solicitation document. It is a file that allows a bidder to prepare their bid responses offline and then upload it into the system in XML. format. For more information, click [here](#).



[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 **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
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

My Bid Status:

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.

Welcome eTendering Bidder User Guide to Atlas Community!

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
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

My Bid Status:

Event Description:

Contact: Dalal Abdulrazzaq
Phone:
Email: dalal.abdulrazzaq@undp.org
Online Discussion:
Live Chat Help:

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

[Return to Event Search](#)



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:

Ideal:

Weighting
[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.

Welcome eTendering Bidder User Guide to Atlas Community!

Event Details

[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	Bid Currency:	<input type="text" value="USD"/> US Dollar
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:



2.2 Prepare Bid Response – Upload Supporting Documents

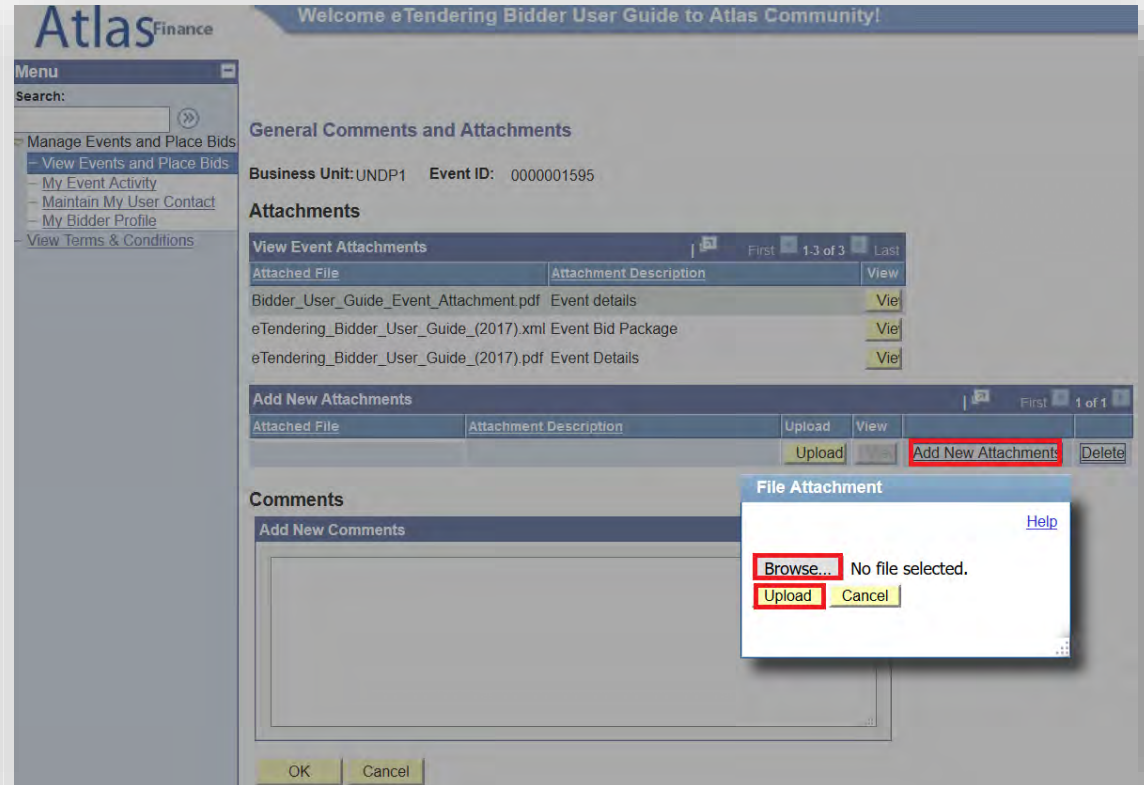
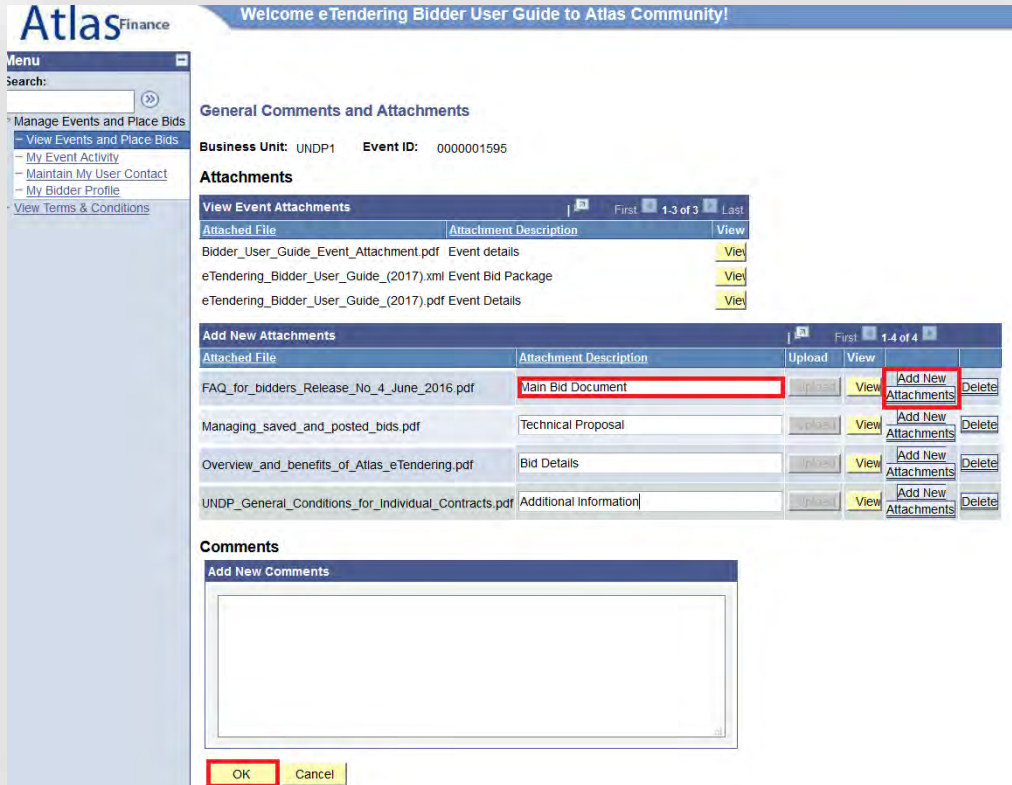
Click on “**Upload**” and then click on “**Browse**” to locate and select the file you want to upload from your computer. Once you have selected the file, click on “**Upload**” again.

The screenshot displays the Atlas Finance eTendering interface. The main header reads "Welcome eTendering Bidder User Guide to Atlas Community!". The left sidebar contains a "Menu" with a search bar and a list of links: "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 "General Comments and Attachments" and shows "Business Unit: UNDP1" and "Event ID: 0000001595". Below this is the "Attachments" section, which includes a "View Event Attachments" table with columns "Attached File", "Attachment Description", and "View". The table lists three files: "Bidder_User_Guide_Event_Attachment.pdf", "eTendering_Bidder_User_Guide_(2017).xml", and "eTendering_Bidder_User_Guide_(2017).pdf". Below the table is the "Add New Attachments" section, which has a table with columns "Attached File", "Attachment Description", "Upload", and "View". The "Upload" button in this table is highlighted with a red box. To the right of the "Add New Attachments" table is a "File Attachment" dialog box. This dialog box has a "Browse..." button and an "Upload" button, both highlighted with red boxes, and a "Cancel" button. The dialog box also displays the text "No file selected." and a "Help" link.



2.2 Prepare Bid Response – Upload Supporting Documents

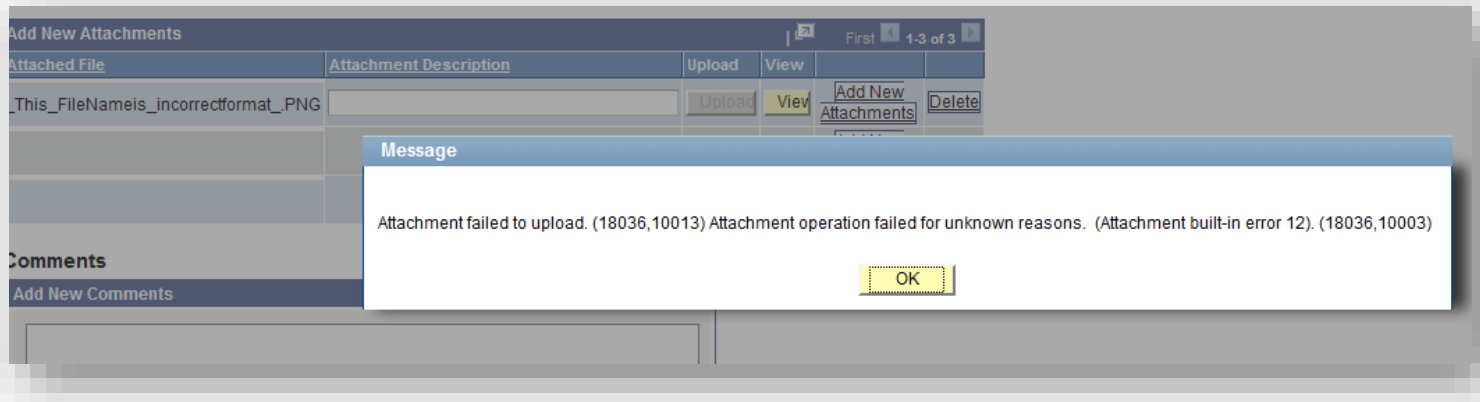
To upload a new file, click on “**Add New Attachment**” and then “**Browse**” to locate and select the file you want to upload. Once you have selected the file, click on “**Upload**” again.



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

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.**



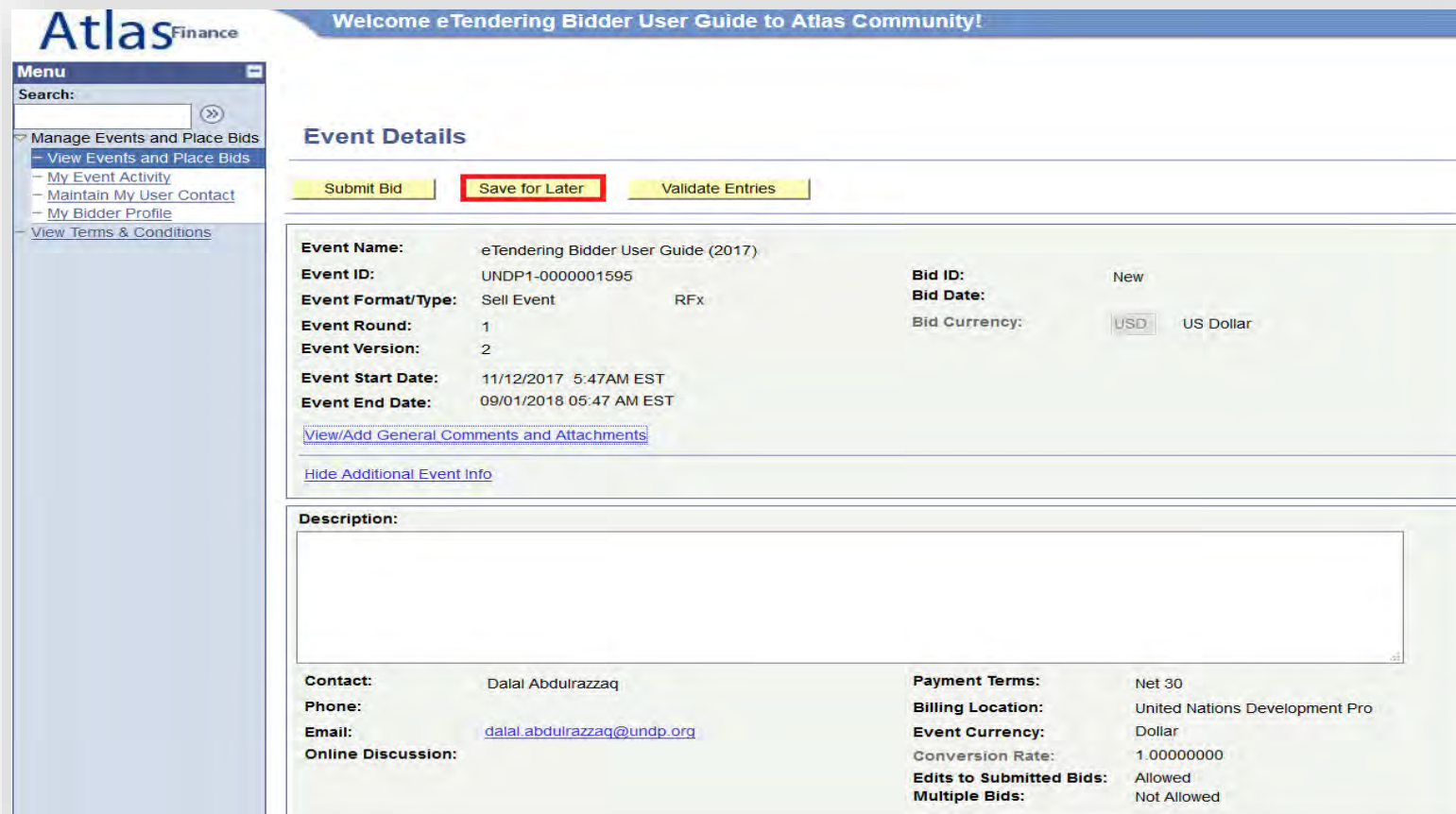
Tip for uploading Files

- 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*”.



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	Bid ID:	New
Event Format/Type:	Sell Event RFX	Bid Date:	
Event Round:	1	Bid Currency:	USD US Dollar
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:

Contact:	Dalal Abdulrazzaq	Payment Terms:	Net 30
Phone:		Billing Location:	United Nations Development Pro
Email:	dalal.abdulrazzaq@undp.org	Event Currency:	Dollar
Online Discussion:		Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Allowed
		Multiple Bids:	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.

AtlasFinance

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

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

Response: Yes

Ideal: Yes

Weighting

[Add Comments or Attachments](#)

2. Have you provided all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already:

Message

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" خفض 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.

OK

1	★	computer	DOZ	20.0000	20.0000	100.000000	2,000.0000 USD	Bid	
---	---	----------	-----	---------	---------	------------	----------------	-----	--



[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](#)

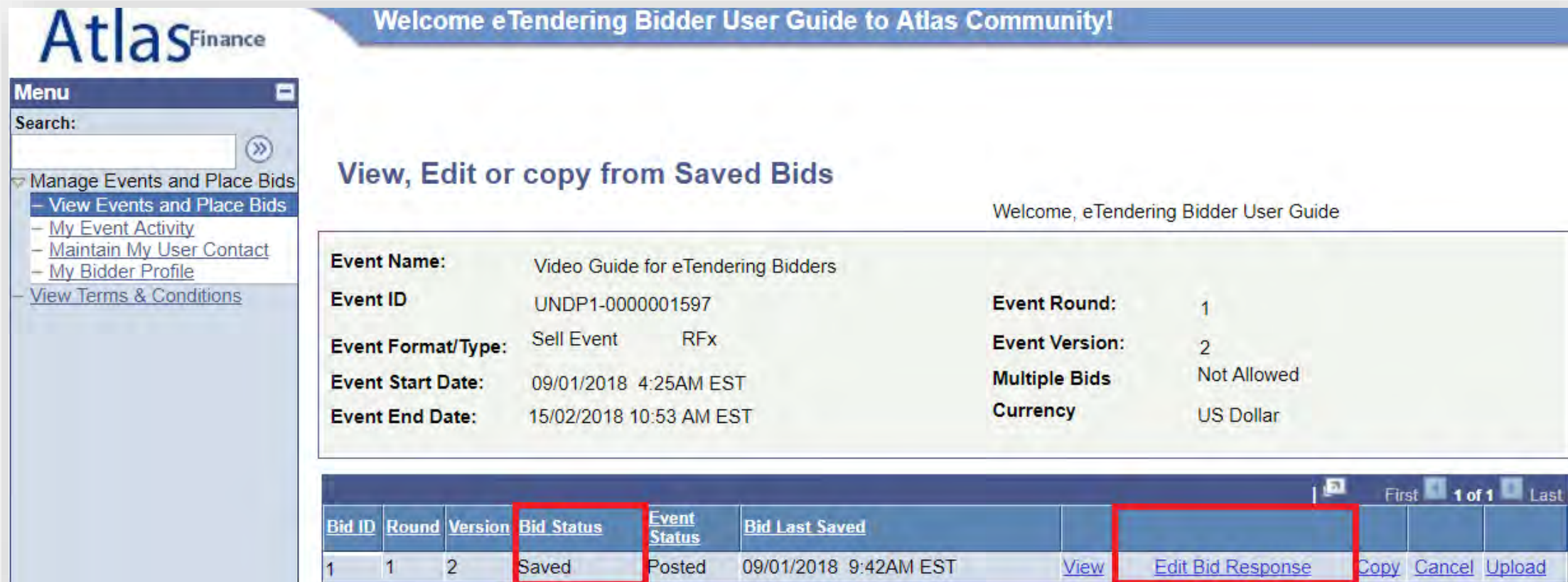
Event Name:	Video Guide for eTendering Bidders	
Event ID:	UNDP1-0000001597	
Event Format/Type:	Sell Event	RFx
Event Round:	1	
Event Version:	2	
Event Start Date:	09/01/2018 4:25AM EST	
Event End Date:	15/02/2018 10:53 AM EST	

My Bid Status:



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.



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

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	Saved	Posted	09/01/2018 9:42AM EST	View	Edit Bid Response	Copy	Cancel	Upload



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

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

Description:

Contact: Dalal Abdulrazzaq
Phone:
Email: [redacted]@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

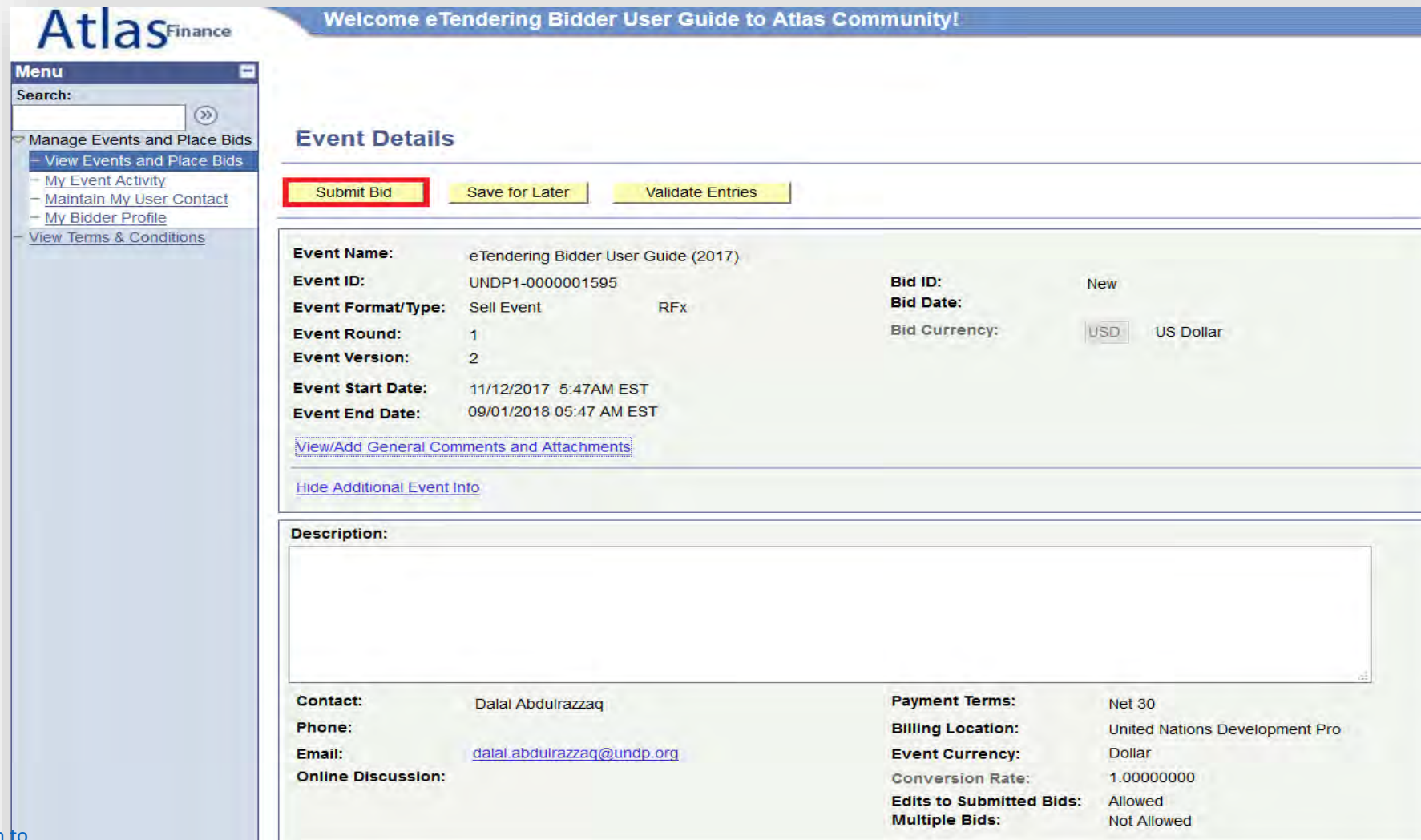
This warning message shows that the responses for Question 2 and Line item 2 are mandatory and must be answered before submission.



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

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
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 Bidder User Guide interface. A blue banner at the top reads "Welcome eTendering Bidder User Guide to Atlas Community!". On the left, a "Menu" sidebar includes a search bar and a list of 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 states "Your bid has been successfully submitted." Below this, a table lists bid details:

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

At the bottom left of the confirmation area, there is a yellow button with the text "OK" inside a red rectangular 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.



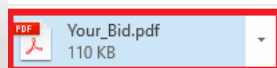
IMPORTANT

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.



Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)" listed below. Please note that if you edit your posted bid and click on "Save for later", the system will automatically delete your bid. If you want to repost your bid, you must click on "Submit Bid" again. It is your full responsibility to ensure that your bid is successfully posted in the system. Please read the user guide for more guidance.

page des marchés UNDP Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)" ci-dessous. S'il vous plaît noter que si vous modifiez votre offre postée et que vous cliquez sur "Sauvegarder pour plus tard", le système va automatiquement supprimer votre offre initialement postée. Si vous voulez reposter ça encore, vous devez cliquer sur Soumettre offre « Submit bid » à nouveau. Il est de votre entière responsabilité d'assurer que votre offre est correctement introduite dans le système. S'il vous plaît lire le mode d'emploi pour plus de conseils.

ro sistema como UNDP Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)", de acuerdo con los datos listados más abajo. Muy importante, por favor tenga en cuenta que si edita su oferta y hace clic en "Guardar para más tarde", el sistema automáticamente considerará su Oferta como no recibida. Por lo tanto, será necesario que vuelva a introducir/presentar su Oferta en el sistema para poder participar. Es su entera responsabilidad asegurarse que su Oferta es debidamente introducida en el sistema. Por favor, refiérase a la guía de usuario para más información.

الدرجة أدناه. يرجى الملاحظة أنه إذا تمت بتعديل العطاء الخاص بكم و نقرت فوق "حفظ الى وقت لاحق"، أن النظام سيقوم تلقائياً بإزالة عطاءك "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)". من أجل إعادة تقديم عطاءك بعد ذلك، يجب النقر على "تقديم العطاء" مرة أخرى. أنها مسؤوليتك الخاصة لضمان أن العرض الخاص بك تم تقديمه بنجاح في النظام. لمزيد من التوجيه يرجى قراءة دليل المستخدم الأصلي.

你对UNDP Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)" 采购投标已确认。请注意，如果你修改了投标文件，点击“保存至下一步”“Save for later”，系统会自动移除原投标文件。为了成功提交，你必须再次点击“提交文件”“Submit bid”。用户必须保证标书成功在系统提交。请阅读以下用户指南获取更多指引。

Данное сообщение является подтверждением поданной Вами заявки на участие в указанном ниже конкурсе по закупкам UNDP Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)". Пожалуйста, обратите внимание, в случае изменения Вашего предложения и нажатия кнопки "Сохранить на потом" ("Save for later"), система автоматически удалит Ваше первоначальное предложение. Если Вы хотите вновь подать предложение, нажмите кнопку "Подать предложение" ("Submit bid"). Вы несете полную ответственность за успешную подачу Вашего предложения в системе. Пожалуйста, ознакомьтесь с руководством пользователя для получения более подробных инструкций

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

You may review your bid for this event by clicking on this link.



[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 :Managing_saved_and_posted_bids.pdf
File Name :Overview_and_benefits_of_Atlas_eTendering.pdf, File Description :Overview_and_benefits_of_Atlas_eTendering.pdf
File Name :UNDP_General_Conditions_for_Individual_Contractors.pdf, File Description :UNDP_General_Conditions_for_Individual_Contractors.pdf
File Name :eTendering_Bidder_User_Guide_(2017).pdf, File Description :eTendering_Bidder_User_Guide_(2017).pdf



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”**.

The screenshot displays the Atlas Finance eTendering Bidder User Guide interface. The top navigation bar includes 'Home' and 'Sign Out' links. The left sidebar contains a 'Menu' with a search bar and a list of links: '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 'Event Details' and features a 'Bid on Event' button. To the right, the 'Bidding Shortcuts' section lists four links: 'View, Edit or Copy from Saved Bids', 'View Your Bid Activity', 'View Bidding Documents' (highlighted with a red box), and 'Upload XML Bid Response'. Below this, the 'Event Details' section provides information for the 'eTendering Bidder User Guide (2017)' event, including the 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), and Event End Date (09/11/2018 05:47 AM EST). The 'My Bid Status' section is also visible.


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	
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.



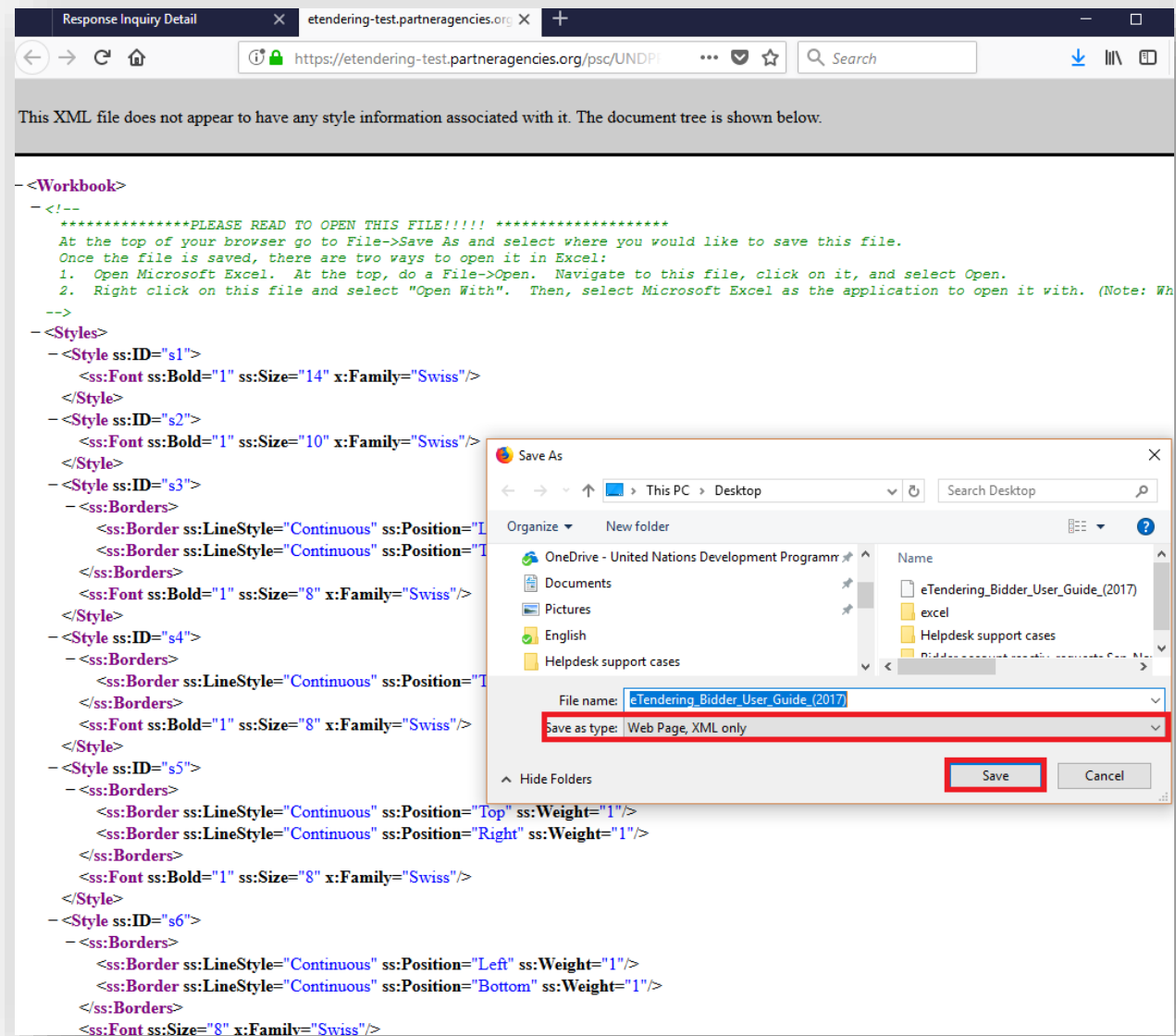
2.4 Prepare Bid Response Offline – Download XML file

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.



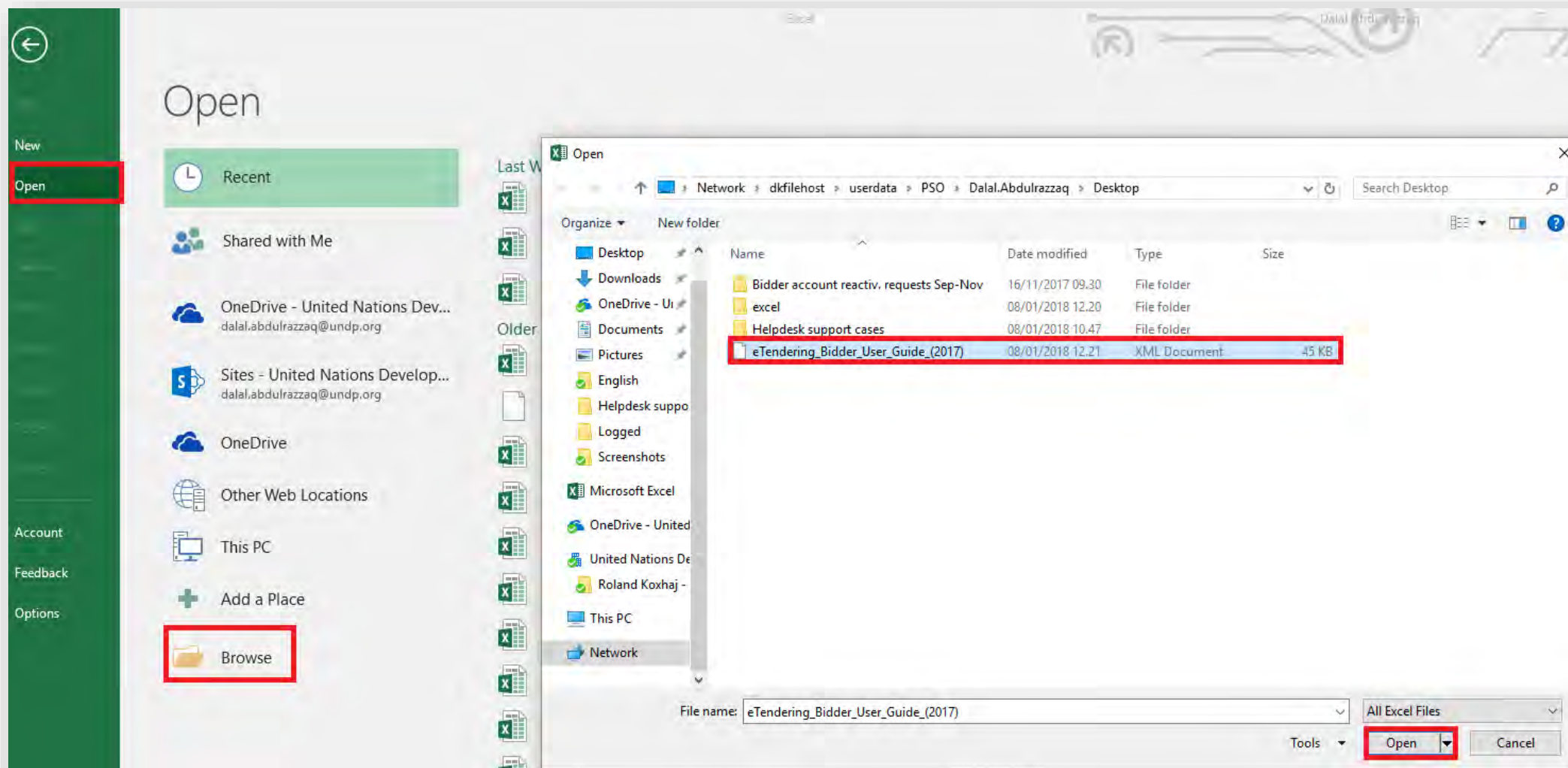
IMPORTANT

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



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.



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 the Excel interface for the 'Bidder User Guide February 2016' file. The 'Event Details' section 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. The 'General Questions' section contains a table with columns for Question, UOM, Best, Worst, Weighting, and Response. The 'Response' column for the first question is highlighted in yellow. A red box highlights the 'Bid Factor Response Required: Yes' and 'Ideal Response Required: Yes' fields. A red box also highlights the 'Response Comments' field. A red box highlights the 'Yes/No Item' dropdown menu. A red box highlights the 'General Details', 'Line Details', and 'Terms & Conditions' tabs at the bottom of the sheet.

Event ID	Format	Type	Round	Version
UNDP1-0000000516	Sell	RFx	1	1

Question	UOM	Best	Worst	Weighting	Response
Do you accept UNDP's General Terms and Conditions attached in this Bid Event.		Yes		0.00%	
Bid Factor Response Required: Yes					
Ideal Response Required: Yes					
Response Comments					
Have you provided all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the				0.00%	Yes



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 is to be limited to the User's payment of the fees.

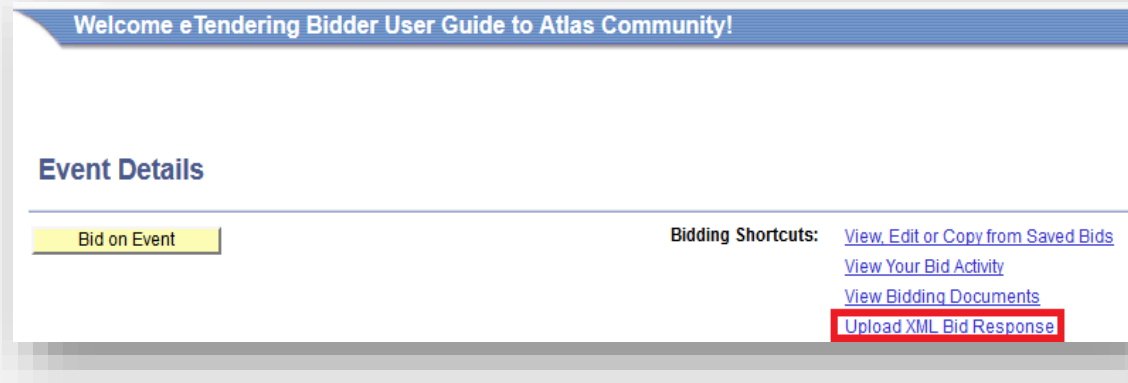
This Site may contain links and references to third-party web sites. The linked sites are not under the control of the UNDP. The UNDP provides these links only as a convenience, and the inclusion of a link or reference does not constitute an endorsement or approval of the linked site.

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

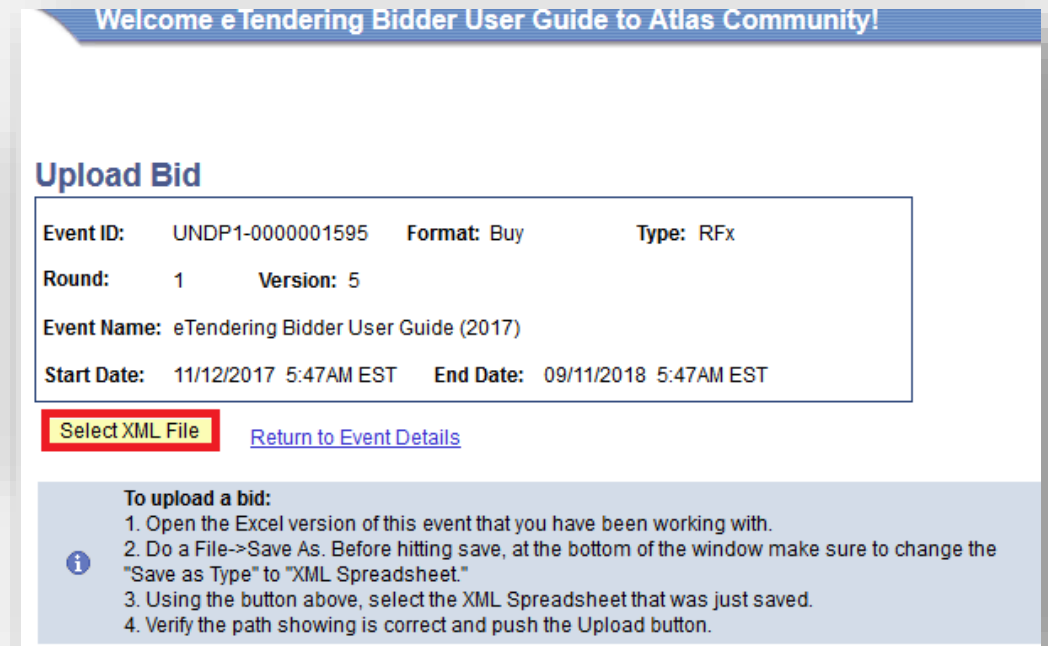


2.4 Prepare Bid Response Offline – Upload responses and submit

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**”.



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



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.



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

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: [Add Comments or Attachments](#)

Ideal: Yes

★ 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	Bid	
2	★ Ballpen (Black,blue,red) LOTUS	EA	30.0000	30.0000	400.000000	12,000.0000 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](#)



[Click to return to
TOC](#)

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

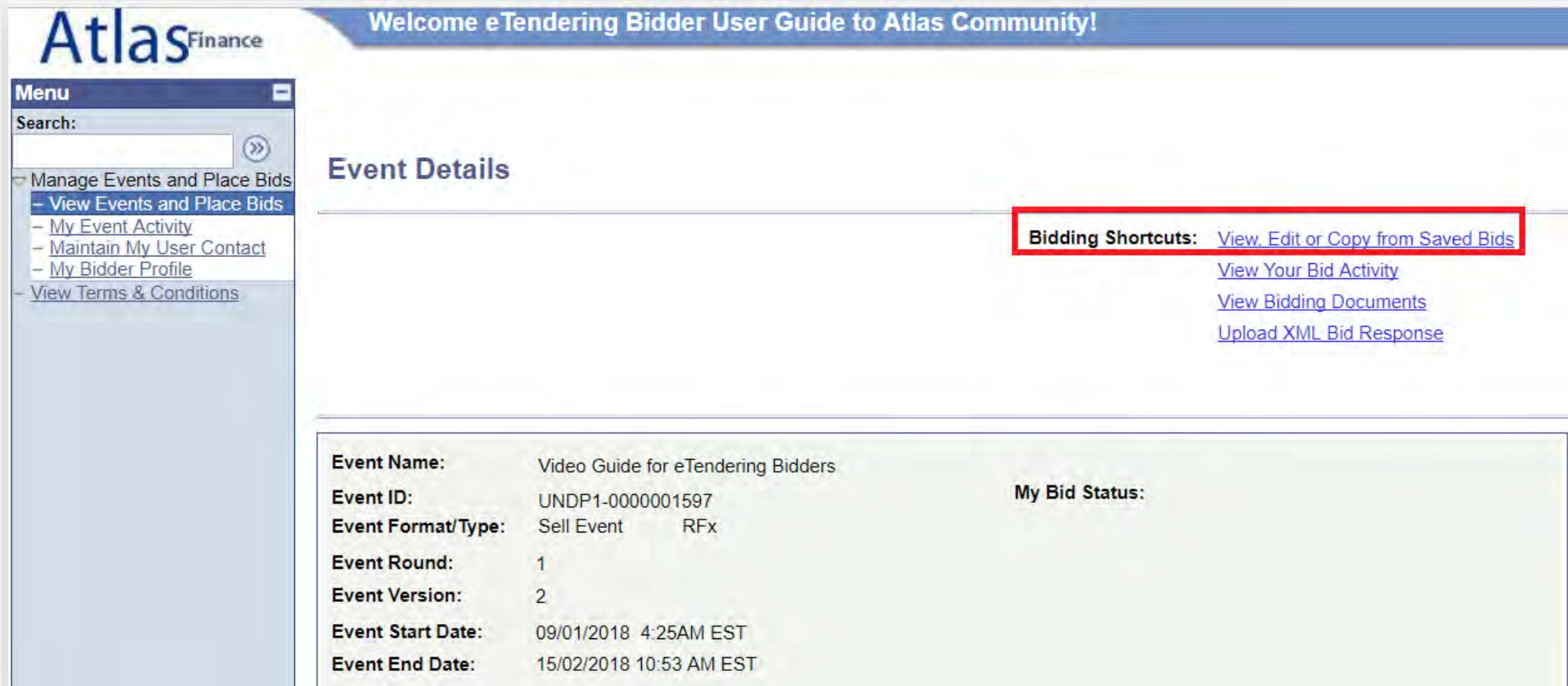
Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
UNDP1-0000001596	Sell	Test Create vendor	Pend Award	04/01/2018 11:31AM EST	04/01/2018 11:51AM EST	
UNDP1-0000001595	Sell	eTendering Bidder User Guide (2017)	Posted	11/12/2017 5:47AM EST	09/11/2018 5:47AM EST	



[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](#)

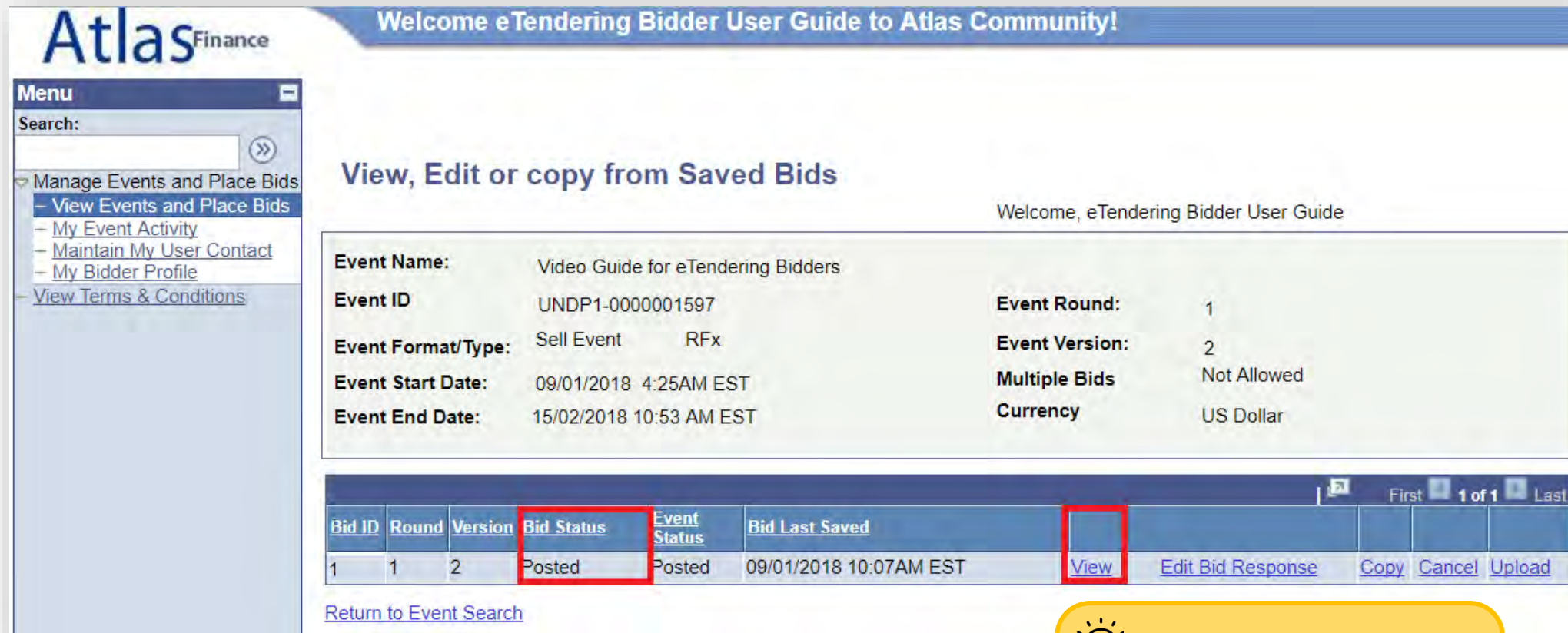
Event Name:	Video Guide for eTendering Bidders	My Bid Status:
Event ID:	UNDP1-0000001597	
Event Format/Type:	Sell Event RFX	
Event Round:	1	
Event Version:	2	
Event Start Date:	09/01/2018 4:25AM EST	
Event End Date:	15/02/2018 10:53 AM EST	



[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.



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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	View	Edit Bid Response	Copy	Cancel	Upload

[Return to Event Search](#)



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 system interface. On the left is a 'Menu' sidebar with a search bar and a tree view containing '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 'Event Details' and includes 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' section 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, and Event End Date: 09/11/2018 05:47 AM EST. Below this is an 'Event Description' field. At the bottom, contact information for Dalal Abdulrazzaq is provided, along with payment terms (Net 30), bid status (4 In-Process and Submitted), and allowed actions (Edits to Submitted Bids and Multiple Bids).

Event Name:	eTendering Bidder User Guide (2017)		
Event ID:	UNDP1-0000001595		
Event Format/Type:	Sell Event	RFx	My Bid Status:
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		
Event Description:			
<div></div>			
Contact:	Dalal Abdulrazzaq		
Phone:			
Email:	dalal.abdulrazzaq@undp.org		
Online Discussion:			
Live Chat Help:			
Payment Terms:	Net 30		
My Bids:	4 In-Process and Submitted		
Edits to Submitted Bids:	Allowed		
Multiple Bids:	Allowed		



[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

Atlas Finance

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 eTendering Bidders

Event ID: UNDP1-0000001597

Event Format/Type: Sell Event RFX

Event Start Date: 09/01/2018 4:25AM EST

Event End Date: 15/02/2018 10:53 AM EST

Event Round: 1

Event Version: 2

Multiple Bids: Not Allowed

Currency: US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	View	Copy
1	1	2	Cancelled	Posted	09/01/2018 10:50AM EST	View	Copy


[Return to Event Search](#)



[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.



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- View Terms & Conditions

View, Edit or copy from Saved Bids

Welcome, eTendering Bidder User Guide

Event Name: Video Guide for eTendering Bidders

Event ID UNDP1-0000001597

Event Format/Type: Sell Event RFX

Event Start Date: 09/01/2018 4:25AM EST

Event End Date: 15/02/2018 10:53 AM EST

Event Round: 1

Event Version: 2

Multiple Bids Not Allowed

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	View	Edit Bid Response	Copy	Cancel	Upload



IMPORTANT

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



[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 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

										First 1 of 1 Last	
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved						
1	1	4	Posted	Posted	21/12/2017 8:39AM EST	View	Edit Bid Response	Copy	Cancel	Upload	

[Return to Event Search](#)

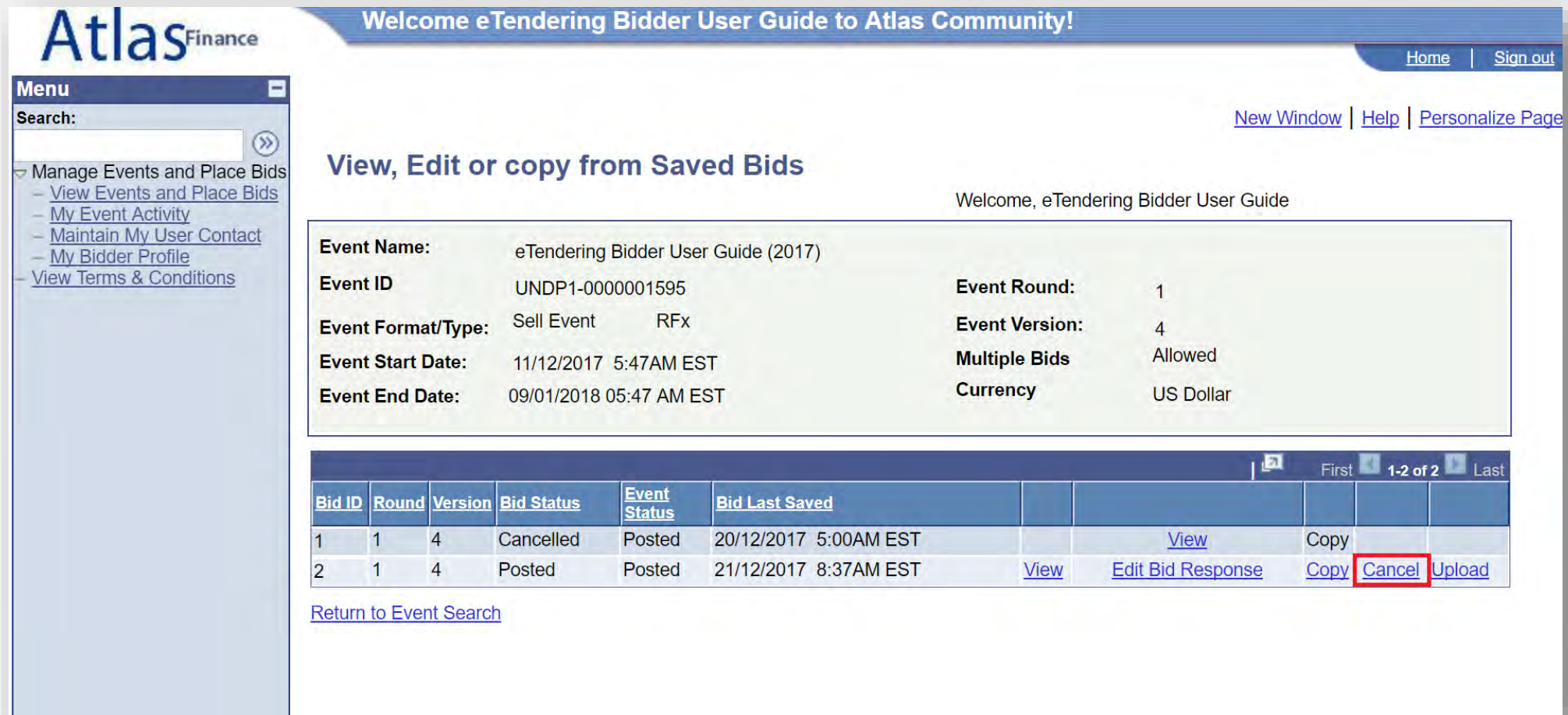


Tip

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 or 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

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: 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		View	Copy		
2	1	4	Posted	Posted	21/12/2017 8:37AM EST	View	Edit Bid Response	Copy	Cancel	Upload

[Return to Event Search](#)



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. On the left is a 'Menu' sidebar with a search bar and a list of links under 'Manage Events and Place Bids', including 'View Events and Place Bids', 'My Event Activity', 'Maintain My User Contact', 'My Bidder Profile', and 'View Terms & Conditions'. The main content area has a blue header with 'Welcome eTendering Bidder User Guide to Atlas Community!' and navigation links for 'Home' and 'Sign out'. Below the header are links for 'New Window', 'Help', and 'Personalize Page'. The central focus is a 'Cancel Bid' confirmation box containing the following details:

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

At the bottom of the confirmation box is a yellow button with a red border labeled 'Cancel This Bid'. Below the box is a link 'Return to Bid Search'.



3.4 Manage Bids – Cancel a Bid

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

Cancel Bid

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

Cancel This Bid

[Return to Bid Search](#)

Message

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.

Yes

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 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	28/12/2017 8:19AM EST	View	Copy

[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'événement 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，或者係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 مستنداً إلى معرفنا الفعالية المشار إليه ورغم الإصدار قد تم إلغاؤه. ربما يكون أنت من الغيت مباشرة أو ربما إلغاء النظام تلقائياً بسبب تعديلات طرأت على العطاء والتي تنطوي على تغييرات في بنود الخطوط الإلزامية وعوامل العطاء. إذا كنت تنوي أن ترسل عرضاً جديداً 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](#)



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.

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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	View	Edit Bid Response	Copy	Cancel	Upload

[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 المفاضل 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 إلغاه تلقائياً بسبب تعديلات أدخلتها على المتنافسة (عرض السعر) (و التي تطويع عليه تعديلات في بنود إلزامية للمنافسة) إذا كنت تنوي التقدم بعرض جديد لهذه المتنافسة، يرجى إضافة العرض الجديد مباشرة في النظام الإلكتروني وتقع على عاتق مقدمي العروض (المتنافسين) (مسؤولية التأكد من أن لديهم عطاءات صالحة و مرس عن النظام الإلكتروني

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

Event URL
Review and bid on this event.



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](#).

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- 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: [redacted]
Email: 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

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.

Action 1

Login with
event.guest

Action 2

Click on Register
Bidder

Action 3

Register Bidder
Profile Details

Action 4

Confirm Registration &
create new password

Step 1	Select Type of Bidder Profile (Individual or Business)
Step 2	Create Company profile and Users
Step 3	Enter Company Address
Step 4	Add Other Company Account Addresses (Optional - can be skipped)
Step 5	Designate Addresses for Additional Users (Optional – can be skipped)
Step 6	Accept Terms and Conditions



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

Action 1: Log in with *event.guest*

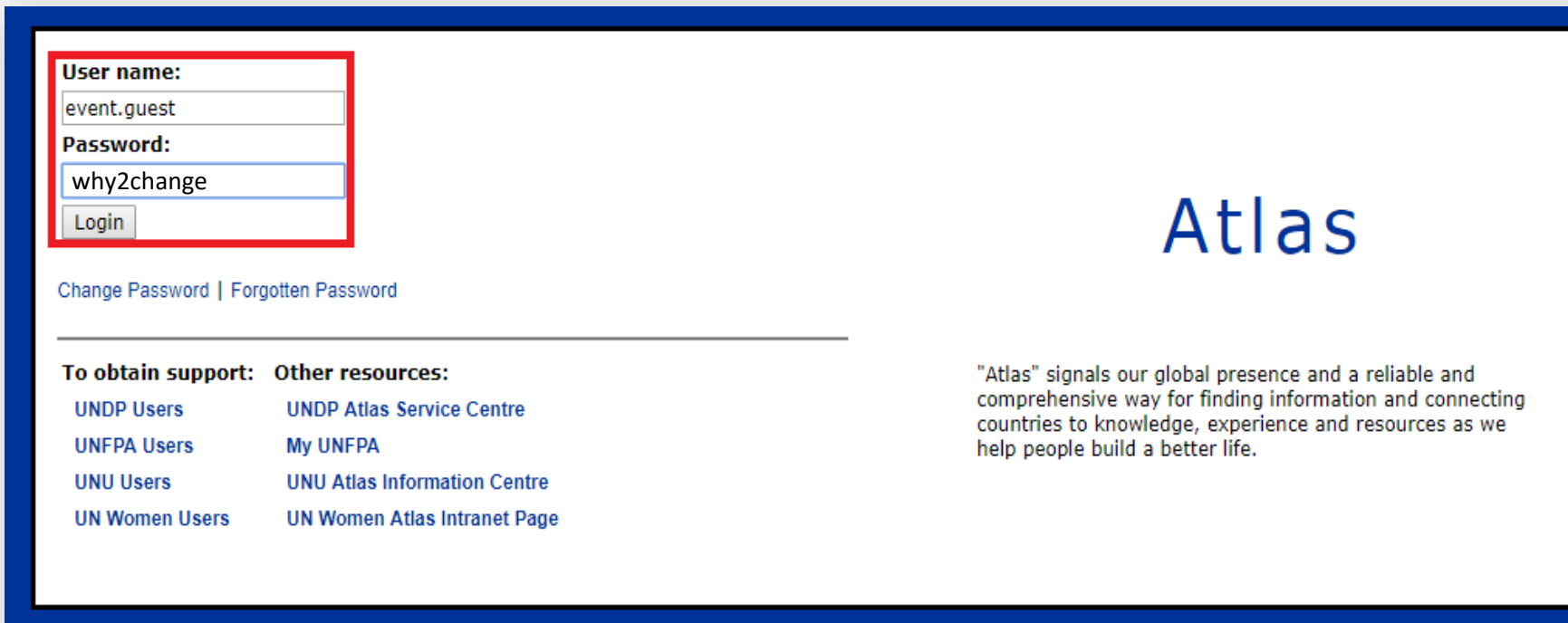
IMPORTANT

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.

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>



The screenshot shows the Atlas login interface. On the left, there is a login form with a red border. It contains two input fields: 'User name:' with the text 'event.guest' and 'Password:' with the text 'why2change'. Below these fields is a 'Login' button. To the right of the form, the word 'Atlas' is displayed in a large blue font. Below the login form, there are links for 'Change Password' and 'Forgotten Password'. At the bottom left, there is a section titled 'To obtain support: Other resources:' with a table of links. On the right, there is a quote about the Atlas system.

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

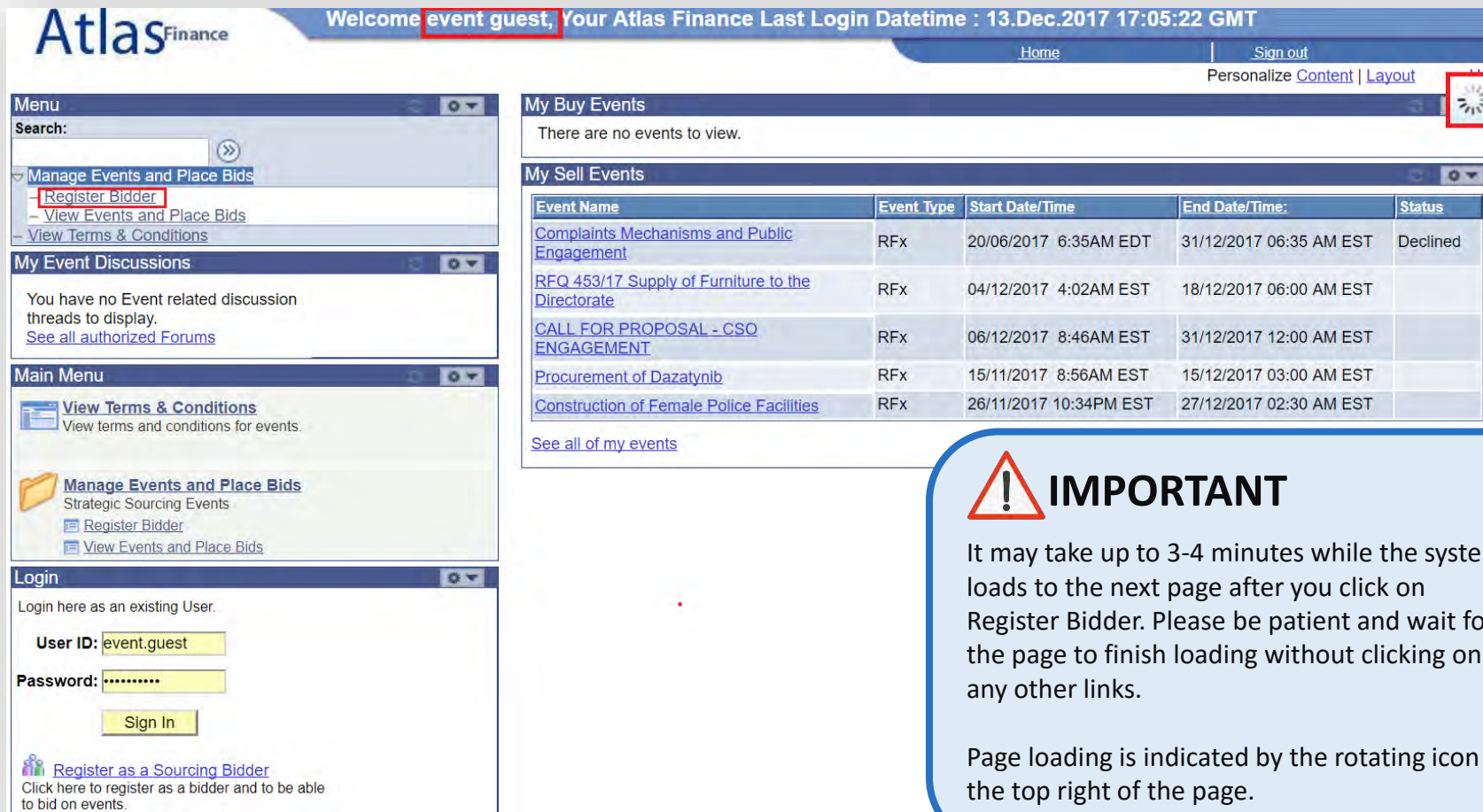
"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.



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.



The screenshot shows the Atlas Finance web application interface. The top navigation bar includes the logo, a welcome message for 'event.guest', the last login datetime, and links for Home, Sign out, Personalize, Content, and Layout. A rotating icon is visible in the top right corner. The left sidebar contains a 'Menu' section with a search bar and a dropdown menu where 'Manage Events and Place Bids' is expanded, showing 'Register Bidder' as the selected option. Below this are sections for 'My Event Discussions' and 'Main Menu'. The 'Main Menu' section includes links for 'View Terms & Conditions', 'Manage Events and Place Bids' (with sub-links for 'Strategic Sourcing Events', 'Register Bidder', and 'View Events and Place Bids'), and a 'Login' section. The 'Login' section has fields for 'User ID' (containing 'event.guest') and 'Password', a 'Sign In' button, and a link to 'Register as a Sourcing Bidder'. The main content area on the right shows 'My Buy Events' (no events to view) and 'My Sell Events' (a table of events). A blue callout box with a warning icon and the word 'IMPORTANT' is overlaid on the bottom right of the screenshot.

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

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



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

Atlas Finance

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.



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***”.



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

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

Action 3: Register Bidder Profile Details

Step 4: Add other company addresses

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

Atlas Finance

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 المزايده الإلكترونية لدى برنامج الأمم المتحدة الإنمائي. حصلت عليها في هذه الرسالة الإلكترونية واحرص 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. تتضمن على الأقل 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

To obtain support: **Other resources:**

UNDP Users UNDP Atlas Service Centre

UNFPA Users My UNFPA

UNU Users UNU Atlas Information Centre

UN Women Users 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

Atlas Agencies: UN D P UN F P A UN WOMEN UNITED NATIONS UNIVERSITY UN C D F UN VOLUNTEERS United Nations Institute for Training and Research

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.

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: [1](#)** 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
UNDP1-0000001595	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.

The screenshot shows the Atlas Finance eTendering system interface. On the left is 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' (highlighted with a red box), and 'View Terms & Conditions'. The main content area is titled 'Welcome etendering support, Your Atlas Finance Last Log'. Below this, the 'Contacts' tab is selected, showing 'Company eTendering Support'. The 'User Information' section includes fields for 'First Name' (etendering), 'Last Name' (support), 'Title' (Dummy bidder), 'Email ID' (etendering.support@undp.org), 'Telephone' (234234234), 'Ext' (empty), 'Fax' (empty), 'Address' (1 Main Address), and 'User ID' (etendering.support.dummy). At the bottom, there are 'Add Contact' and 'Delete' buttons, and a 'Save' button highlighted with a red box.



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	IC/UNDP/BRG/3087/001/2018 - Support Specialist for GIS Peatland for Peatland Rewetting Infrastructure (National Position)	UNDP Country Office	INDONESIA	23-Jan-18	09-Jan-18
OTHER	43474	BIH/RFP-001-18 Promoting and Operationalizing a Community Hub Model in the MZ project partner local communities	UNDP Office	BOSNIA AND HERZEGOVINA	08-Feb-18	09-Jan-18
CONSTRUCTION	43398	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	UNDP Country Office	PANAMA	23-Jan-18	08-Jan-18
OTHER	43472	IAL UNFPA/Guatemala/2017/CEN181 "Adquisición de Suministros para Etapa Censal"	UNFPA GUATEMALA	GUATEMALA	25-Jan-18	08-Jan-18
POWER	43471	RFP/UNDP/Common Services/2017/014:Grounding and lightning Protection System Assessment and Maintenance PAP Building	RBA, Monrovia	LIBERIA	11-Jan-18	08-Jan-18
CONSULTANTS	43470	SDP-03-2018-SOLICITUD DE PROPUESTAS PARA SERVICIO DE CONSULTORIA PARA EL LEVANTAMIENTO Y MEJORA DE LOS PROCESOS INTERNOS DEL A.D.N.	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?

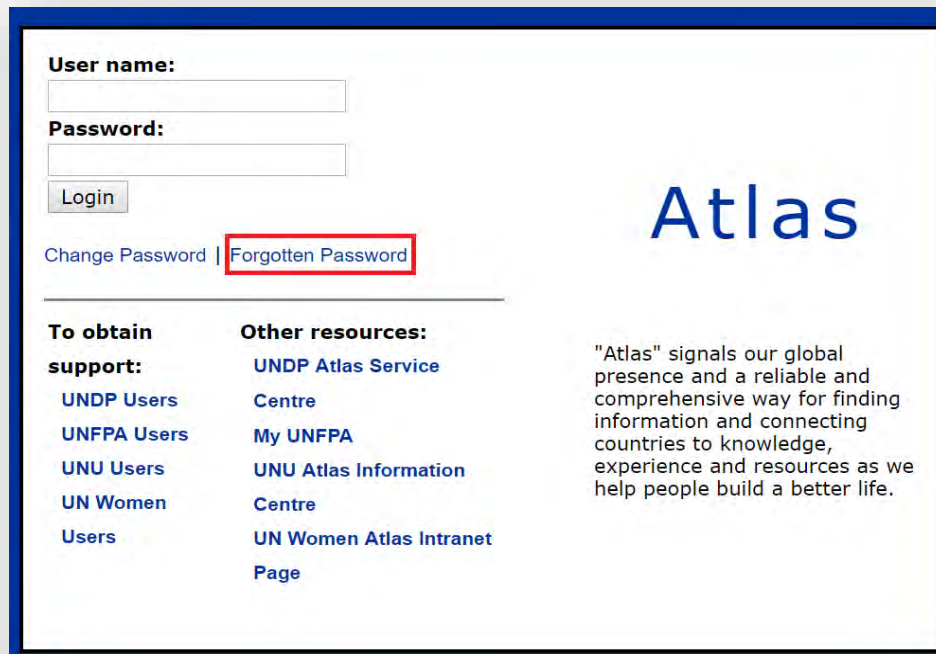
Yes. To update your bidder profile and other users registered under your profile, go to **“Manage Events and Place Bids”** → **“My Bidder Profile”** and update information as needed. See [Section 5.0 Manage Bidder Profile](#) for more information.



6.4 Forgotten Password

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

- 1 Go to www.etendering.partneragencies.org 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 : *

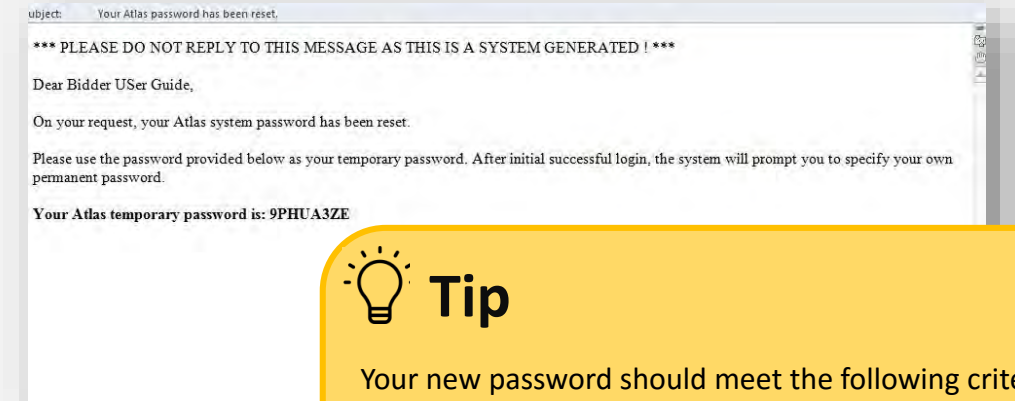
Answer :



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](#).



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