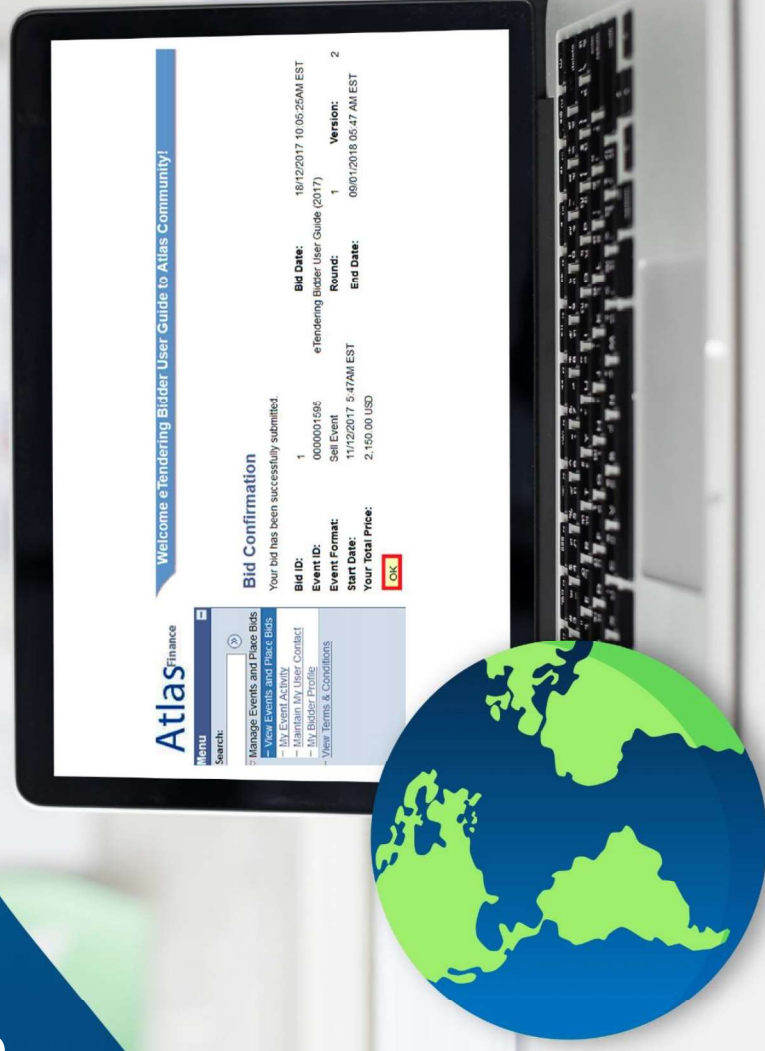


UNDP eTendering: User Guide for Bidders January 2018



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.

Table of Contents

<u>1.0</u> <u>Introduction</u> <u>1.1 How to use this guide</u> <u>1.2 What is eTendering?</u>	<u>2.0</u> <u>Submit a bid</u> <u>2.1 Search for tender</u> <u>2.2 Participate in tender</u> <u>2.3 Submit bid</u> <u>2.4 Prepare a bid submission offline (optional)</u>	<u>3.0</u> <u>Manage bids</u> <u>3.1 View bid status and bid responses</u> <u>3.2 Edit a bid response</u> <u>3.3 Submit an alternate bid</u> <u>3.4 Cancel a bid</u> <u>3.5 Manage a bid after event is amended</u>	<u>4.0</u> <u>Register bidder profile</u> <u>Introduction to bidder registration</u> <u>Action 1: Log in with event:guest</u> <u>Action 2: Click on register bidder</u> <u>Action 3 Register profile details</u> <u>Action 4: Confirm registration & Create new password</u>	<u>5.0</u> <u>Manage bidder profile</u> <u>5.1 View bidding activity</u> <u>5.2 Update bidder profiles</u> <u>5.3 Manage user access</u>	<u>6.0</u> <u>Helpdesk support</u> <u>6.1 Technical assistance</u> <u>6.2 Additional resources for bidders</u> <u>6.3 FAQs</u> <u>6.4 Forgotten password</u>
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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

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
TOC](#)



[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](#)

2.3 Submit Bid

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

2.2 Participate in Tender

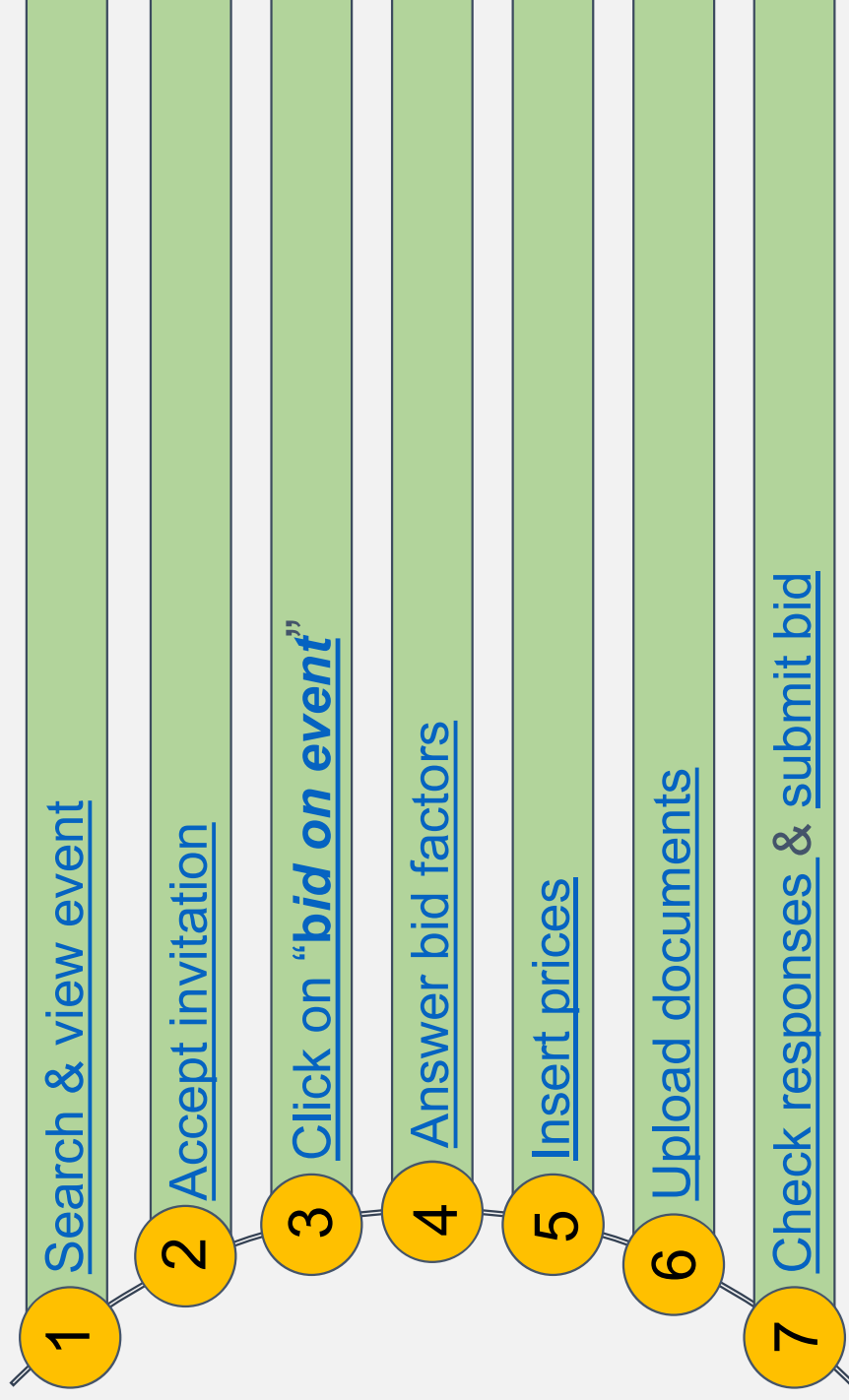
- [Accept Invitation](#)
- [Bid on Event](#)
- [Answer Bid Factors](#)
- [Insert Line Items, Quantity and Unit Prices](#)
- [Upload Supporting Documents](#)
- [Save Bid for Later](#)

2.4 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

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

Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign out | Personalize Content

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.

Welcome eTendering Bidder User Guide to Atlas Community!

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

View Events and Place Bids Enter search criteria to locate an event for viewing or placing bids.

Search Criteria Use Saved Search: [magnifying glass icon] [X] [Clear] [Basic Lookup]

Event ID: [magnifying glass icon] [Country] [Event Name] [Event Type] [Event Status] [Include Declined Invitations?]

Country: begins with [Country] [Look Up] [Clear] [Cancel]

Search Results View 100 First 1-158 of 158 Last Business Unit

Country	Business Unit
Afghanistan	AFG10
Albania	ALB10
Algeria	DZA10
Angola	AGO10
Argentina	ARG10
Armenia	ARM10
Azerbaijan	AZE10
BRUSSELS	HZT10
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

New Window | Help | Personal

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

View Events and Place Bids Enter search criteria to locate an event for viewing or placing bids.

Search Criteria Use Saved Search: [magnifying glass icon] [X] [Clear] [Basic Lookup]

Event ID: [magnifying glass icon] [Country] [Event Name] [Event Type] [Event Status] [Include Declined Invitations?]

Country: begins with [Country] [Look Up] [Clear] [Cancel]

Search Results View 100 First 1-158 of 158 Last Business Unit

Country	Business Unit
Afghanistan	AFG10
Albania	ALB10
Algeria	DZA10
Angola	AGO10
Argentina	ARG10
Armenia	ARM10
Azerbaijan	AZE10
BRUSSELS	HZT10
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

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.

 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.

Welcome e-tendering 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:

Results Should include:

☒ Sell Event
☐ Purchase Event
☒ Request For Information

☐ Include Declined Invitations?

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

Search Results		Event Name	Format	Type	End Date	Status
UNDP-F4-00000001591	Collaborator Feature test 2 - Rakesh	Sell	RFX	11/01/2018 09:01 AM EST	Accepted	
UNDP-F4-00000001595	e-tendering 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 bidding.

▼ Search Criteria

Use Saved Search:

Event ID:

Event Name:

Event Type:

Event Status:

☐ Include Declined Invitations

Item Description: computer

Category Description:

Start Date: From: Through:

End Date: From: 03/01/2018 Through:

Search
Clear

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

Event ID	Event Name	Format	Type	End Date
UNDPF1-00000001591	Collaborator Feature test 2 - Rakesh	Sell	RFX	11/01/2018 09:01 AM EST
UNDPF1-00000001595	eTendering Bidder User Guide (2017)	Sell	RFX	09/11/2018 05:47 AM EST

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.

The screenshot displays the 'View Events and Place Bids' section of the Atlas Finance eTendering system. The 'Search Criteria' tab is active, showing a search for Event ID 'UNDP1-0000001595'. The search results table at the bottom shows one result: 'eTendering Bidder User Guide (2017)' with a status of 'RFX' and an end date of '09/01/2018 05:47 AM EST'. A yellow callout box highlights the 'Event ID' field and the search button. A blue callout box points to the search results table.

Example

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

Use Saved Search: [dropdown]

Results Should Include:

- ☒ Sell Event
- ☐ Purchase Event
- ☒ Request For Information

Event Name: [dropdown]

Event Type: [dropdown]

Event Status: [dropdown]

☐ Include Declined Invitations?

Search [button] Clear [button]

Search Results

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	



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

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

UNDP eTendering User Guide for Bidders - January 2018

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

Bid on Event

Bidding Shortcuts:

[View Your Bid Activity](#)

[View Bidding Documents](#)

[Upload XML Bid Response](#)

Event Name:

eTendering Bidder User Guide (2017)

Event ID:

UNDP1-0000001595

Event Format/Type:

Sell Event RFx

Event Round:

1

Event Version:

2

Event Start Date:

11/12/2017 5:47AM EST

Event End Date:

09/01/2018 05:47 AM EST

Event Description:

My Bid Status:

Contact:

Dalal Abdulrazzaq

Phone:

Email:

dalal@undp.org

Online Discussion:

Live Chat Help:

Payment Terms:

Net 30

My Bids:

0

Edits to Submitted Bids:

Allowed

Multiple Bids:

Not Allowed

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

UNDP eTendering User Guide for Bidders - January 2018

14

 UNDP
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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”.

AtlasFinance

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

Welcome eTendering Bidder User Guide to Atlas Community!

Event ID: 0000001595

Event Header Comments and Attachments

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](#).



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

Bid on Event

Bidding Shortcuts:

View Your Bid Activity

View Bidding Documents

Upload XML Bid Response

Event Name:

eTendering Bidder User Guide (2017)

Event ID:

UNDP1-0000001595

Event Format/Type:

Sell Event RFx

Event Round:

1

Event Version:

2

Event Start Date:

11/12/2017 5:47AM EST

Event End Date:

09/01/2018 05:47 AM EST

Event Description:

My Bid Status:

Contact:

Dalai Abdurazzaq

Phone:

Email:

@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

Bid on Event

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

Event Name:
eTendering Bidder User Guide (2017)
Event ID:
UNDP1-0000001595
Event Format/Type:
Sell Event RFX
Event Round:
1
Event Version:
1
Event Start Date:
11/12/2017 6:47AM EST
Event End Date:
09/01/2018 05:47 AM EST
Event Description:

My Bid Status:

Contact:
Phone:
Email:
Online Discussion:
Live Chat Help:

Dalai Abdulrazzaq

dalai.abdulrazzaq@undp.org

Payment Terms:
My Bids:
Edits to Submitted Bids:
Multiple Bids:

Net 30
0
Allowed
Not Allowed

Display: All Lines
End View All
First 1-2 of 2 Last
★ 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	

Return to Event Search



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

2.2 Participate in Tender –Key Components of an online Bid

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

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

Follow the instructions in the guide to complete your bid.



2.2 Prepare Bid Response – Answer Bid Factors

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

Step 1: Answer General Event Questions
The event administrator requests your response to questions not specific to any specific item.

General Event Questions	2
Required Questions	2

[Hide Event Questions](#)

Event Questions

★ **Bid Required** ★ **Ideal Response Required** [Previous Questions 1-2 of 2 Next Questions](#)

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

Response: Yes No

Ideal: Yes No

[Add Comments or Attachments](#)

Weighting

★ **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.

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: 5,150,000 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](#)



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.)



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	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:



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

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.

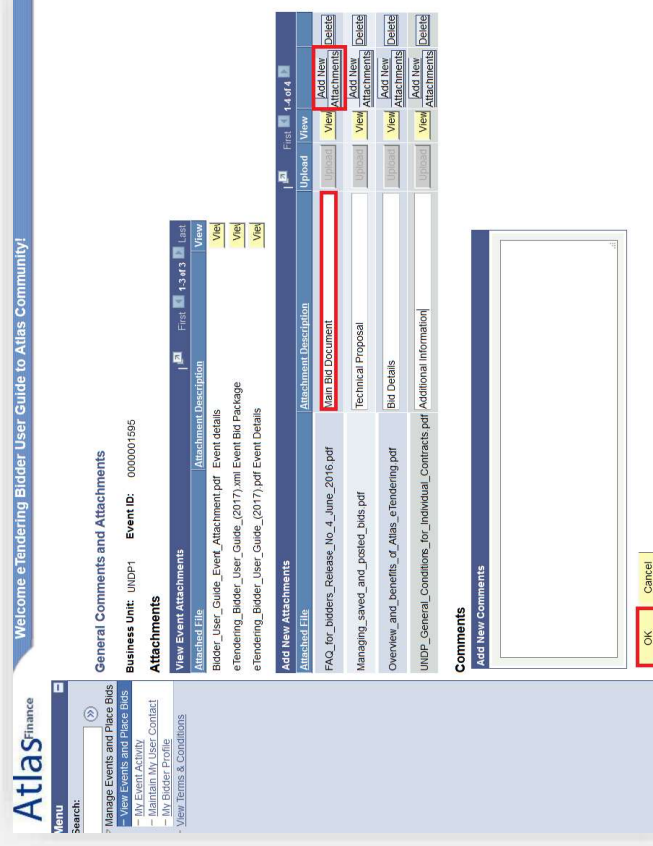
The screenshot displays the Atlas Finance eTendering system interface. The main header reads "Welcome eTendering Bidder User Guide to Atlas Community!". The left sidebar contains a "Menu" with options: "Manage Events and Place Bids", "View Events and Place Bids", "My Event Activity", "Maintain My User Contact", "My Bidder Profile", and "View Terms & Conditions". The main content area shows the "General Comments and Attachments" section for "Business Unit: UNDP1" and "Event ID: 0000001505". The "Attachments" section includes a table with columns "Attached File" and "Attachment Description". The table lists three attachments: "Bidder_User_Guide_Event_Attachment.pdf", "eTendering_Bidder_User_Guide_(2017).xml", and "eTendering_Bidder_User_Guide_(2017).pdf". Below the table, there is a section for "Add New Attachments" with an "Upload" button. A modal window titled "File Attachment" is open, showing a "Browse..." button and an "Upload" button. The "Upload" button is highlighted with a red box.



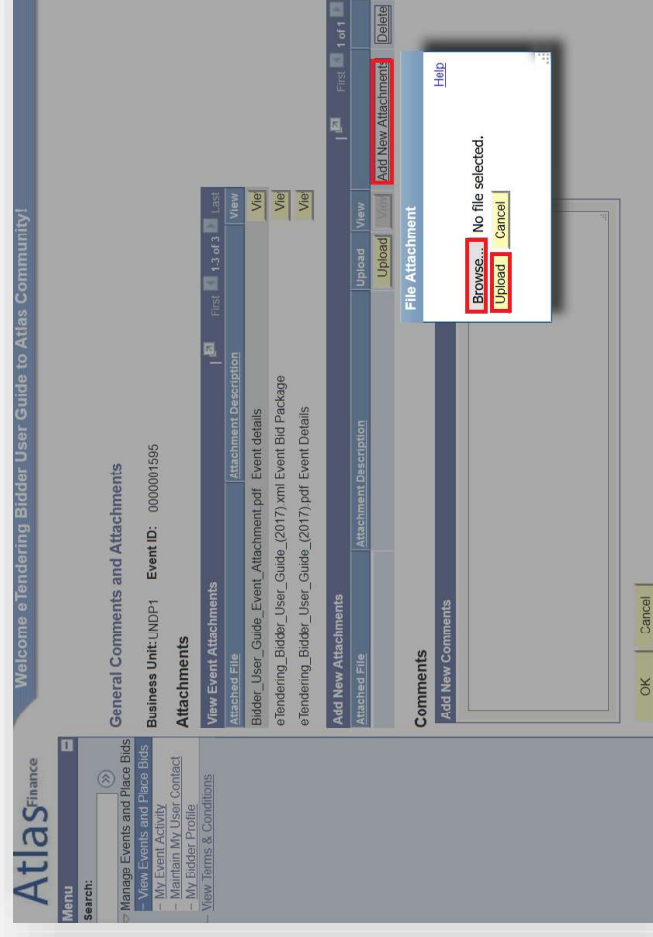
[Click to return to Submit Bid](#) [Main Page](#)

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.



The screenshot shows the Atlas Finance web application interface. The main menu on the left includes options like 'Manage Events and Place Bids', 'View Events and Place Bids', 'My Event Activity', 'Maintain My User Contact', 'My Bidder Profile', and 'View Terms & Conditions'. The main content area displays the 'Attachments' section for a specific event (Business Unit: UNDP1, Event ID: 0000001595). The 'Attachments' table lists various documents, including 'Bidder User Guide_Event Attachment.pdf', 'eTendering_Bidder_User_Guide_(2017).xml', and 'eTendering_Bidder_User_Guide_(2017).pdf'. The 'Add New Attachments' button is highlighted with a red box. Below the table, the 'Add New Attachments' dialog is open, showing a list of attachments with 'Add New Attachments' highlighted in red.



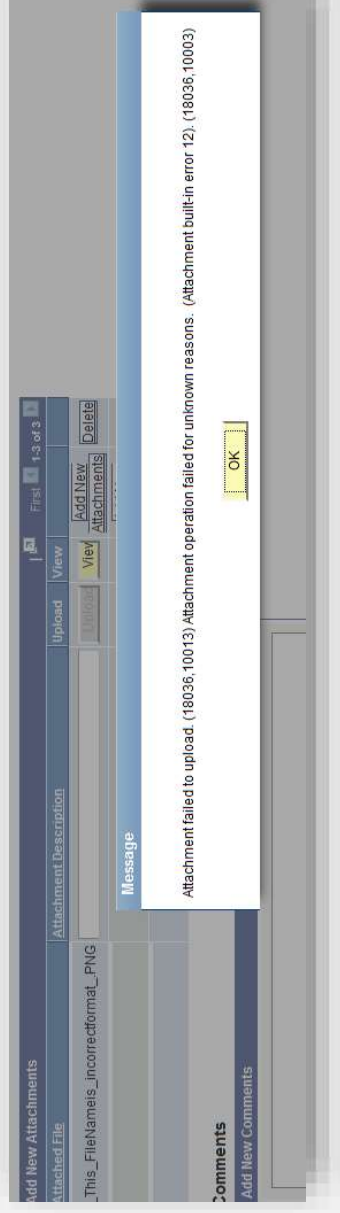
This screenshot shows the same Atlas Finance web application interface as the previous one, but with the 'Add New Attachments' dialog open. The dialog has a 'Browse...' button highlighted with a red box. Below the dialog, the 'Add New Attachments' button is highlighted with a red box. The 'Add New Attachments' dialog is open, showing a list of attachments with 'Add New Attachments' highlighted in red.



[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

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

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:

UNDP1-0000001505

Event Format/Type:

Sell Event

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](#)

Bid ID:

New

Bid Date:

Bid Currency:

USD

Bid Currency:

US Dollar

Description:

Contact:

Dalia Abdulrazzaq

Phone:

Email:

dalia.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](#)

UNDP eTendering User Guide for Bidders - January 2018

25

 **UNDP**
Empowered lives.
Resilient nations.

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.

The screenshot displays the Atlas Finance eTendering interface. At the top, a blue banner reads "Welcome eTendering Bidder User Guide to Atlas Community!". Below this, a "Menu" section on the left includes links like "Manage Events and Place Bids", "View Events and Place Bids", "My Event Activity", "Maintain My User Contact", and "My Bidder Profile". The main content area shows a "Message" box with the title "Save Warning (20001,104)". The message text, in multiple languages, informs the user that their bid is being saved and provides instructions on how to withdraw or submit it. An "IMPORTANT" alert box in the top right corner states: "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." At the bottom of the message box, there is a yellow "OK" button.



[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}

Menu

Search:

Manage Events and Place Bids

- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

Welcome eTendering Bidder User Guide to Atlas Community!

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:



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

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.

AtlasFinance

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

Welcome eTendering Bidder User Guide to Atlas Community!

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	Edit Bid Response	Copy	Cancel	Upload
1	1	2	Saved	Posted	09/01/2018 9:42AM EST					



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

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.

AtlasFinance

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

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:

UNDP1-0000001505

Event Format/Type:

Sell Event

Event Round:

1

Event Version:

2

Event Start Date:

11/12/2017 5:47AM EST

Event End Date:

09/01/2018 06:47 AM EST

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

Hide Additional Event Info

Bid ID:

New

Bid Date:

Bid Currency:

USD

Bid Currency:

US Dollar

Description:

Contact:

Dalal Abdurazzaq

Phone:

Email:

[@undp.org](#)

Online Discussion:

Payment Terms:

Net 30

Billing Location:

United Nations Development Pro

Event Currency:

Dollar

Conversion Rate:

1.00000000

Edits to Submitted Bids:

Allowed

Multiple Bids:

Not Allowed

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

UNDP eTendering User Guide for Bidders - January 2018

29

 UNDP
Empowered lives.
Resilient nations.

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}

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

Welcome eTendering Bidder User Guide to Atlas Community!

Event Details

I Response required. You must enter a response for General Question 2 - Have you provided all information ...
I All lines Required. You must enter a bid for line 2 - Bailpen (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	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:

[Empty text area]

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.

AtlasFinance

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

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

Event Format/Type:

Sell Event

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

Bid ID:

New

Bid Date:

USD

Bid Currency:

US Dollar

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.

Atlas Finance

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

Welcome eTendering Bidder User Guide to Atlas Community!

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:

1

Event ID:

0000001595

Event Format:

Sell Event

Start Date:

11/12/2017 5:47AM EST

Your Total Price:

2,150.00 USD

Bid Date:

18/12/2017 10:05:25AM EST

Round:

1

End Date:

09/01/2018 05:47 AM EST

Version:

2

OK



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

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 t, 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 posée et que vous cliquez système va automatiquement supprimer votre offre initialement posée. Si vous voulez reposter ça encore, vous devez cliquer sur Soumettre offre « Submit bid » à nouveau. Il est de votre entière chée avec succès 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 da y escoge la opción de "Save for later", 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 2005. 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 أن إن تمت بتعديل العرض الخاص بك و نقرت فوق "حفظ لي وقت لاحق"، أن النظام سيقوم تلقائياً ب إزالة عرضك. لذلك يجب عليك أن تضغط على خيار إعادة تقديم عرضك بعد ذلك يجب التوجه إلى صفحة المستخدم للحصول أن العرض الخاص بك تم تقييمه بنجاح في النظام. لتزيد من تأكيد أنك قد أرسلت طلبك للمراجعة الخاصة بالرد على الاستفسار، يجب عليك التحقق من أن ملف PDF الخاص بك قد تم تحميله بنجاح.

對於UNDP Procurement event "UNDP1 - 0000001595 eTendering Bidder User Guide (2017)" 採購投標已確認。請注意，如果你修改了投標文件，點擊「保存至下一步」"Save for later"，系統會自動移除原投標文件。為了成功提交，你必須再次點擊「提交文件」"Submit bid"。用戶必須保證投標成功在系統提交。請閱讀以下用戶指南獲取更多指引。

Данное сообщение является подтверждением подаваемой 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
File Name :Overview_and_benefits_of_Atlas_eTendering.pdf, File Description :Overview and Benefits of Atlas eTendering
File Name :UNDP_General_Conditions_for_Individual_Contractors.pdf, File Description :UNDP General Conditions for Individual Contractors
File Name :eTendering_Bidder_User_Guide_(2017).pdf, File Description :eTendering Bidder User Guide (2017)



Tip

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



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

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

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

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

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



2.4 Prepare Bid Response Offline – Download XML file

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

Atlas^{Finance}

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

Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign Out

New Window | Help | Personalize

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:

Event ID:

Event Format/Type:

Event Round:

Event Version:

Event Start Date:

Event End Date:

Event Description:

eTendering Bidder User Guide (2017)

UNDP1-0000001595

Sell Event RFX

1

6

11/12/2017 5:47AM EST

09/11/2018 05:47 AM EST

My Bid Status:



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

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

Menu Search: <input type="text"/>

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

Welcome eTendering Bidder User Guide to Atlas Community!

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	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.

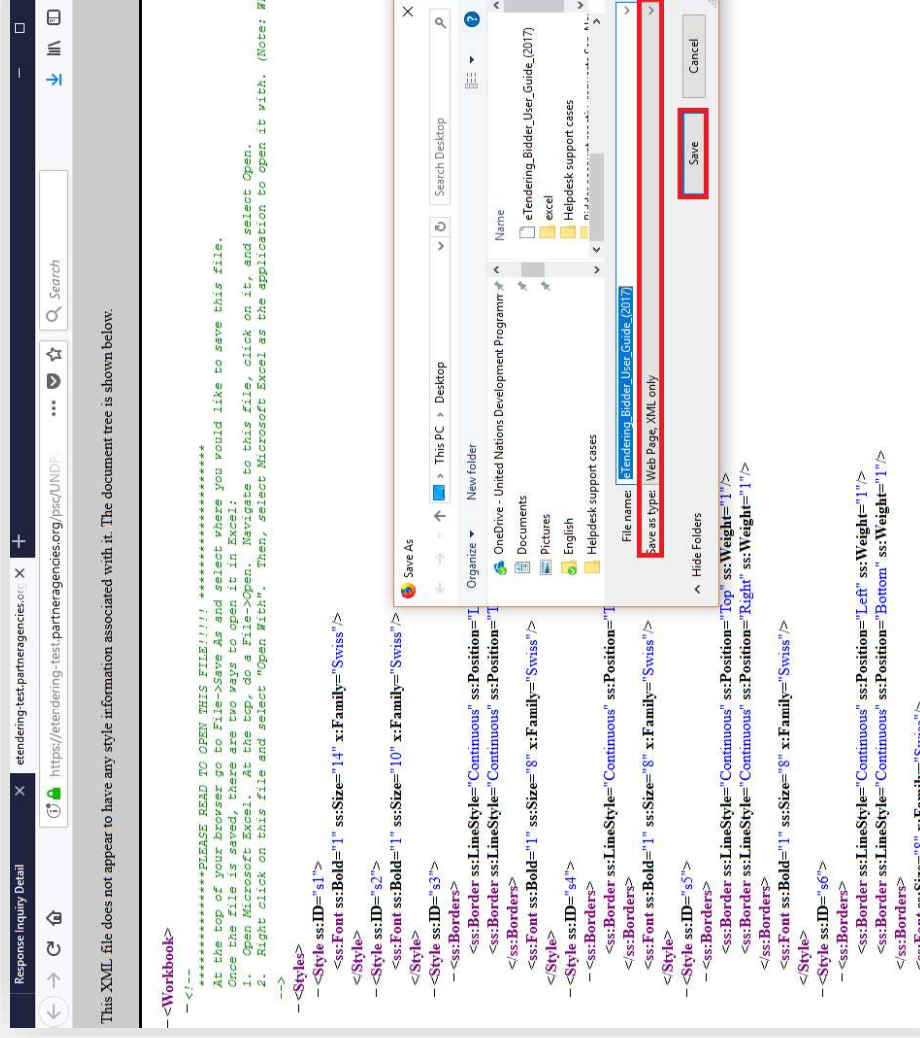
2.4 Prepare Bid Response Offline – Download XML file

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.



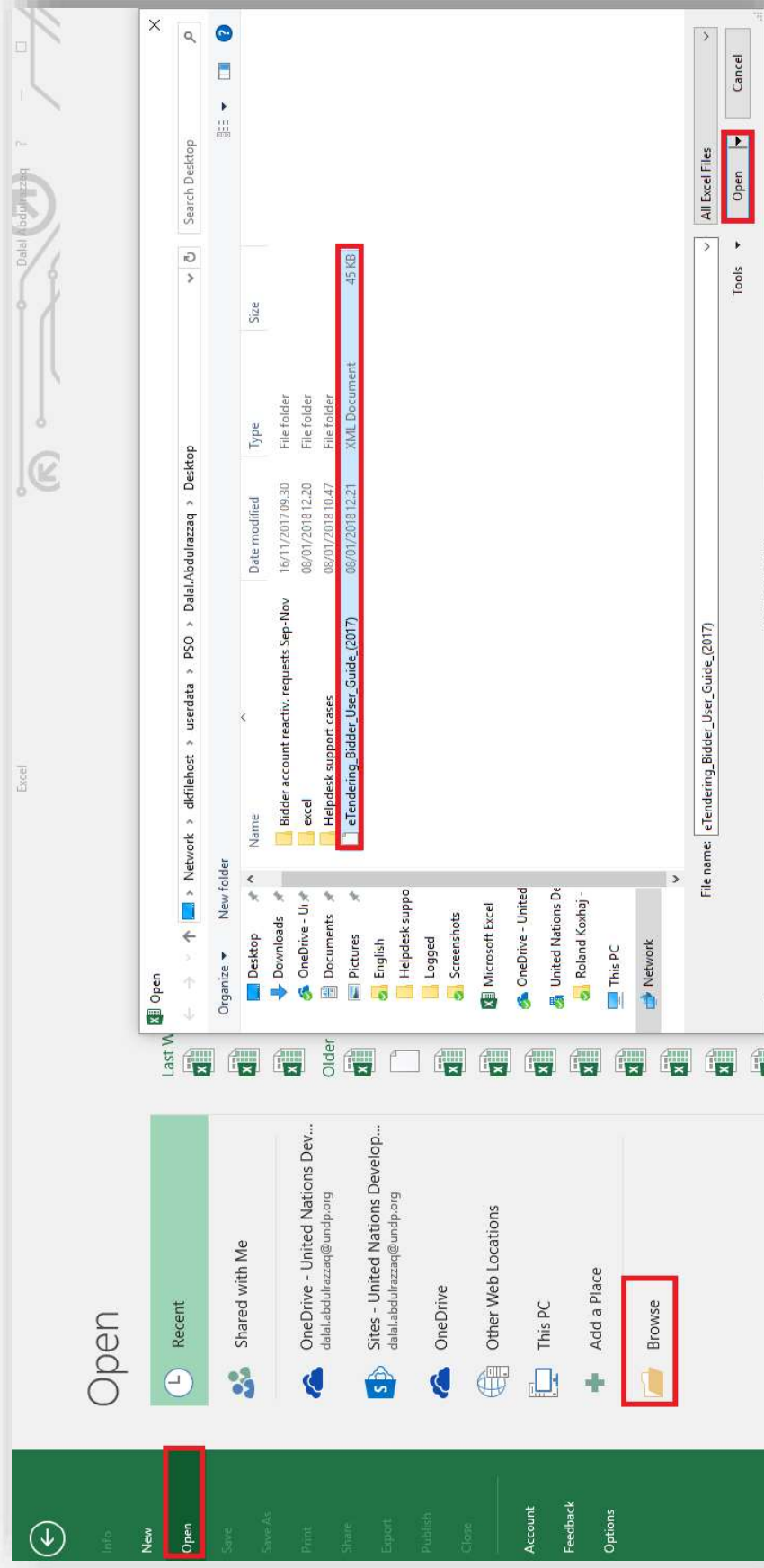
IMPORTANT

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.

Bidder User Guide February 2016 - Excel

PeopleSoft Strategic Sourcing

Event Details

Event ID	Format	Type	Round	Version
UNDP1-00000000516	Sell	RFX	1	1

Event Name
Bidder User Guide February 2016

Start Time
09/03/2016 12:27 PM EDT

Finish Time
31/03/2016 03:02 PM EDT

Event Currency
US Dollar

Bids Allowed in Other Currency
No

Bidder: PUBLIC EVENT DETAILS

Submit To: UN Development Programme
One United Nations Plaza- DC 1-1790
New York, NY 10017
United States

Contact:

Phone:

Email:

Event Description
This is a demo event for the bidder guide February 2016.

General Questions

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 subject of the bid is the subject of the parties concerned, the subject of the

Yes/No Item
Please choose a response from the provided dropdown.

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.

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

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*”.

Welcome eTendering Bidder User Guide to Atlas Community!

Event Details

Bid on Event

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

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

Welcome eTendering Bidder User Guide to Atlas Community!

Upload Bid

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

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

To upload a bid:

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



2.4 Prepare Bid Response Offline – Upload responses and submit

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



IMPORTANT

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

Welcome e Tendering 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: [Add Comments or Attachments](#)

Ideal: [Add Comments or Attachments](#)

Weighting

★ 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](#)

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price
1	★ computer	DOZ	20.0000	20.0000	300.0000000	6,000.0000 USD
2	★ Ballpen (Black/blue/red) LOTUS	EA	30.0000	30.0000	400.0000000	12,000.0000 USD

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](#)



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

Menu Search: »

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

Welcome eTendering Bidder User Guide to Atlas Community!

eTendering Bidder User Guide

Event Activity Summary

Click on number to view events below

Events Invited To: 2 Events Awarded: 0

Search Criteria

Event Format: Events Invited To: Events Bid On: Events Awarded:

Event Type: Date Range: From: Through:

Legend

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
UNDP1-00000001596	Sell	Test Create Vendor	Pend Award	04/01/2018 11:31AM EST	04/01/2018 11:51AM EST	
UNDP1-00000001595	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}

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

Welcome eTendering Bidder User Guide to Atlas Community!

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.

Atlas Finance

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

Welcome e Tendering Bidder User Guide to Atlas Community!

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	Edit Bid Response	Copy	Cancel	Upload
1	1	2	Posted	Posted	09/01/2018 10:07AM EST					

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**”.

Atlas^{Finance}

Menu

Search:

Manage Events and Place Bids

- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- View Terms & Conditions

Welcome eTendering Bidder User Guide to Atlas Community!

Event Details

Bid on Event

Bidding Shortcuts:

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

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:

My Bid Status:

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

Welcome, eTendering Bidder User Guide

View, Edit or copy from Saved Bids

Video Guide for eTendering Bidders

Event Name: UNDP1-0000001597

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	Cancelled	Posted	09/01/2018 10:50AM EST

[Return to Event Search](#)

[View](#) [Copy](#)



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

3.2 Manage Bids – Edit Bid when direct editing is allowed

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

Atlas Finance

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

Welcome eTendering Bidder User Guide to Atlas Community!

View, Edit or copy from Saved Bids

Welcome, eTendering Bidder User Guide

Event Name:

Event ID

Event Format/Type:

Event Start Date:

Event End Date:

Video Guide for eTendering Bidders

UNDP1-0000001597

Sell Event RFX

09/01/2018 4:25AM EST

15/02/2018 10:53 AM EST

Event Round:

Event Version:

Multiple Bids

Currency

1

2

Not Allowed

US Dollar

1

1

2

Posted

Posted

09/01/2018 10:07AM EST

View

Edit Bid Response

Copy

Cancel

Upload

First

1 of 1

Last

! IMPORTANT

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



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

1

1

4

Posted

Posted

Version

Bid Status

Event Status

Bid Last Saved

21/12/2017 8:39AM EST

View

Edit Bid Response

Copy

Cancel

Upload

First

1 of 1

Last

Return to Event Search



Tip

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

3.4 Manage Bids – Cancel a Bid

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

AtlasFinance

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

Welcome eTendering Bidder User Guide to Atlas Community!

Home | Sign out

New Window | Help | Personalize Page

Welcome, eTendering Bidder User Guide

View, Edit or copy from Saved Bids

Event Name: eTendering Bidder User Guide (2017)

Event ID: UNDP1-0000001595

Event Format/Type: Sell Event RFX

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

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

Event Round: 1

Event Version: 4

Multiple Bids: Allowed

Currency: US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	First	1-2 of 2	Last
1	1	4	Cancelled	Posted	20/12/2017 5:00AM EST			
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*”.

AtlasFinance

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

Welcome eTendering Bidder User Guide to Atlas Community!

Home

Sign out

New Window

Help

Personalize Page

Cancel Bid

Business Unit: UNDP1

Event ID: 0000001595

Event Name: eTendering Bidder User Guide (2017)

Bid ID: 2

Bid Status: Posted

Last Saved: 21/12/2017 8:37AM EST

Cancel This Bid

Event Round: 1

Event Version: 4

Event Format: Buy

Return to Bid Search



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

3.4 Manage Bids – Cancel a Bid

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

Cancel Bid

Business Unit:

UNDP1

Event ID:

0000001595

Event Name:

eTendering Bidder User Guide (2017)

Bid ID:

1

Bid Status:

Posted

Last Saved:

28/12/2017 8:17AM EST

Event Round:

1

Event Version:

4

Event Format:

Buy

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

[Return to Bid Search](#)

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

Event Name:

eTendering Bidder User Guide (2017)

Event ID

UNDP1-00000001595

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

View, Edit or copy from Saved Bids

Event Round: 1

Event Version: 4

Multiple Bids: Allowed

Currency: US Dollar

Event Status: Posted

Bid Status: Cancelled

Bid Last Saved: 28/12/2017 8:19AM EST

Return to Event Search

1 of 1

First

Last



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 conllevan cambios en las partidas y factores de la licitación. publique una nueva oferta para esta licitación. Si pretende enviar una nueva oferta directamente en el sistema. Los licitadores deben asegurarse de incluir una oferta válida y publicada en el sistema.

Уважаемый участник торгов!

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

尊敬的投標人，

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

عزيزي مقدم المطاء، الرجاء ملاحظة أن المطاء الذي حفظته أو نشرته مسبقاً إلى مصرف المصفية المباشر إليه ورقم الإصدار قد تم إلغاؤه ربما تكون أنت من قبله مباشرة أو ربما إلغاء النظام تلقائياً بسبب تعديلات طرأت على المطاء والتي تتطلب تغييرات في بنود المخطط الإلزامية وعوامل المطاء. إذا كنت تنوي أن ترسل عرضاً جديداً للمطاء، فالرجاء نشر عطاء جديد مباشرة في النظام. يتحمل مقدم المطاء مسؤولية التحقق من صلاحية المطاء ونشره في النظام.

Event Details

Event ID: UNDP1 - 0000001583 Round 1 Version 1

Bid Number: 1

Event URL

Review and bid on this event.



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

3.5 Manage Bids – Managing a Bid After Tender Amendments

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

Atlas^{Finance}

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

Welcome eTendering Bidder User Guide to Atlas Community!

View, Edit or copy from Saved Bids

Welcome, eTendering Bidder User Guide

Event Name: Video Guide for Bidders
Event ID: UNDP1-00000001598
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



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.

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	Copy	Cancel	Upload
1	1	3	Posted	Posted	09/01/2018 11:06AM EST	View	Edit Bid Response	

[Return to Event Search](#)



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

UNDP eTendering User Guide for Bidders - January 2018

56

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.

14.9

Reply

Reply All

Forward

IM

no-reply@undp.org

350

Bid Cancellation Notification for 00000001595 - UNDP1

If there are problems with how this message is displayed, click here to view it in a web browser.

Bid Cancellation

Dear Bidder,

Please note that the bid you had either saved or posted against the referred event ID 00000001595 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.

Veillez noter que l'offre que vous avez enregistrée ou postée pour cet événement et pour le numéro 00000001595 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 00000001595 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 e tendering. 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 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 00000001595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新系统自动取消。变更及修改包括必备性项目和报价因素的变化及修改。如果您打算为本次招标提交新报价，请直接在新系统中发布新的报价。投标人需要为其在新系统中报价的有效性负责。

عزيزي الماكس يرجى ملاحظة أنه قد تم إلغاء عرض السعر الذي خطته أو نشرته مقابل الحدث المشار إليه تحت 3 قد يكون العرض قد أُلغى من قِبله مباشرة، أو قد يكون الإصدار رقم النظام الإلكتروني قد تلقى أسباب لاختلاف على المناقصة (عرض السعر أو التي تنطبق عليه تغييرات في نموذج الإجابة للمناقصة) إذا كنت تنوي التقدم بعرض جديد لهذه المناقصة، يرجى إعادة العرض الجديد مباشرة في النظام الإلكتروني. تقع على عاتق مقدمي العروض (المقدمين (مسؤولية التأكد من أن لديهم بيانات صحيحة و مرس عبر النظام الإلكتروني

Event Details

Event ID: UNDP1 - 00000001595

Round: 1

Version: 3

Event URL

[Review and bid on this event](#)

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

UNDP eTendering User Guide for Bidders - January 2018

57

 UNDP
Empowered lives.
Resilient nations.

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

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

Atlas Finance

Welcome eTendering Bidder User Guide to Atlas Community!

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: UNDP-1-0000001595

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

Event Description:

My Bid Status:

Contact: Dalal Abdulrazzaq

Phone:

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

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

Line	Description	Unit	Requested Quantity	Status
1	computer	DOZ	20.0000	
2	Balpen (Black blue red) LOTUS	EA	30.0000	

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



[Click to return to TOC](#)

Introduction to Bidder Registration

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



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

Action 1: Log in with *event.guest*

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

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



IMPORTANT

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

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

The screenshot shows the Atlas login page. At the top, the word "Atlas" is displayed in a large, blue, serif font. Below it, a quote reads: "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.

On the left side, there is a login form with the following fields and buttons:

- User name:** A text input field containing "event.guest".
- Password:** A text input field containing "why2change".
- Login** button.

Below the login fields, there are two links: "Change Password" and "Forgotten Password".On the right side, under the heading "To obtain support:", there is a list of links:

- UNDP Users
- UNFPA Users
- UNU Users
- UN Women Users

Under the heading "Other resources:", there is a list of links:

- UNDP Atlas Service Centre
- My UNFPA
- UNU Atlas Information Centre
- UN Women Atlas Intranet Page



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

Action 2: Click on Register Bidder

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

Click on the “*Register Bidder*” link.

Atlas Finance

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

Home | Sign out | Personalize Content | Layout

Menu Search: []

- Manage Events and Place Bids
 - Register Bidder**
 - View Events and Place Bids
 - View Terms & Conditions
- My Event Discussions

You have no Event related discussion threads to display.
See all authorized Forums
- Main Menu
 - View Terms & Conditions

View terms and conditions for events.
 - Manage Events and Place Bids

Strategic Sourcing Events

 - Register Bidder
 - View Events and Place Bids
- Login

Login here as an existing User.

User ID:

Password:

Register as a Sourcing Bidder
Click here to register as a bidder and to be able to bid on events.

My Buy Events
There are no events to view.

My Sell Events

Event Name	Event Type	Start Date/Time	End Date/Time	Status
Complaints Mechanisms and Public Engagement	RFX	20/06/2017 6:35AM EDT	31/12/2017 06:35 AM EST	Declined
RFO 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 Dazaymbi	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	

See all of my events

! IMPORTANT

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

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



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

Action 3: Register Bidder Profile Details

Step 1: Select type of bidder

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



Tip

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

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**



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

Action 3: Register Bidder Profile Details

Step 2: Create Company profile & users

*Company Name:

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

* First and Last names:

- ✓ Name of the person authorized by your company to use the system and represent the company.

*Email ID:

- ✓ Must be a valid email address for your company. Please note that all future communication from the system will be sent to this address.

*User ID:

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



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

Bidder Registration

Step 2 of 6: User Account Setup

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

* Required Field

*Company Name

Company Website

User Information

*First Name [Delete](#)

*Last Name

Title

*Email ID

*Telephone Ext

Fax

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

<< Back

Next >>

* Required Field

Save and Add Another User



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.)	
User Information		
*First Name		Delete
*Last Name		
Title		
*Email ID		
*Telephone		Ext
Fax		
*User ID	(User's account login name.)	

<< Back

Next >>

Save and Add Another User

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.

[Change Country](#)

Country: Denmark

*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
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Cote D'Ivoire
CMR	Cameroon
CGO	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

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

UNDP eTendering User Guide for Bidders - January 2018

67

 UNDP
Empowered lives.
Resilient nations.

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.



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

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



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

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.



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

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。最好是手動輸入，不要複製/粘貼整個密碼。

ملاحظة: يرجى التأكد من أنك تكتب كلمة المرور يدوياً وعدم نسخها ولصقها بكاملها.

الرجاء التأكد أنك اخترت كلمة مرور تتوافق المعايير الواردة أدناه:

الرجاء التأكد أنك اخترت كلمة مرور تتكون من أحده من أمر كلتي مرورين لينا الحساب.

ملاحظة: الرجاء التأكد أنك كتبت كلمة المرور التي حصلت عليها في الرسالة الإلكترونية بشكل صحيح. يُفضل كتابتها يدوياً 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.partnertools.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](#)

User name:

etendering.bidder

Password:

.....

Login

Change Password | Forgotten Password

Atlas Agencies:

























Password Change Request

entering second user please change your current password before continuing.

Old Password*

New Password*

Confirm New Password*

Change Password

Clear this form

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

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

Welcome eTendering Bidder User Guide to Atlas Community!

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: [v] Events Invited To: [v] Events Bid On: [x] Events Awarded: [v]

Event Type: [v] Date Range: From: [v] Through: [v]

Search

Legend

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
UNDP1-00000001595	Sell	eTendering Bidder User Guide (2017)	Posted	11/12/2017 5:47AM EST	09/11/2018 5:47AM EST	EST

Refresh



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

5.2 Update Bidder Profiles

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

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

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

Atlas Finance

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

Welcome eTendering support, Your Atlas Finance Last Log

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
Fax
Address 1 Main Address
User ID etendering.support.dummy

Add Contact Delete
Save



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.

The screenshot shows the 'Atlas Finance' eTendering system interface. The top navigation bar includes 'Welcome eTendering support, Your Atlas Finance Last Log Out' and a 'Contacts' button. The main content area is titled 'Company eTendering Support' and contains a 'User Information' section. This section includes fields for 'First Name' (etendering), 'Last Name' (support), 'Title' (Dummy bidder), 'Email ID' (etendering.support@undp.org), 'Telephone' (234234234), 'Fax', 'Address' (1 Main Address), and 'User ID' (etendering.support.dummy). The 'Email ID' field is highlighted with a red box. Below the form are 'Add Contact', 'Delete', and 'Save' buttons. The 'Save' button is highlighted with a red box. The left sidebar shows a 'Menu' with options: 'Manage Events and Place Bids', 'View Event Activity', 'Maintain My User Contact', 'My Bidder Profile' (highlighted with a red box), and 'View Terms & Conditions'.



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

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-notices.undp.org/> and click on “*More Information for Bidders*” at the bottom left hand side of the page.

procurement-notices.undp.org

Home About UNDP The Sustainable Development Goals News Centre

United Nations Development Programme

Procurement Notices

Current Procurement Notices

Development Area	Ref No	Title	UNDP Office	UNDP Country	Deadline	Posted
SERVICES	43475	IC/UNDP/BRG/2007/001/2018 - 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 CHIRIOJUI	UNDP Country Office	PANAMA	23-Jan-18	08-Jan-18
OTHER	43472	IAL UNFPA/Guatemala/2017/CEN181 "Adquisición de Suministros para Etapa Consult"	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	REA, 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

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

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 **user** 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.

- 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**.

The screenshot shows the Atlas login page. At the top, the word "Atlas" is displayed in a large, blue, serif font. Below it, a tagline reads: "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. The page is divided into two main sections. On the left, there is a login form with fields for "User name:" and "Password:", followed by a "Login" button. Below the login form is a link that says "Change Password | **Forgotten Password**". The "Forgotten Password" link is highlighted with a red box. On the right, there is a section titled "To obtain support:" with a list of links: "UNDP Atlas Service Centre", "My UNFPA", "UNU Atlas Information Centre", and "UN Women Atlas Intranet Users".

The screenshot shows the "Forgotten Your Password" form. At the top, the title "Forgotten Your Password" is displayed in a bold, black, sans-serif font. Below the title, there is a message in three languages: "Please enter your Atlas login ID and e-mail address.", "Veuillez taper votre nom d'utilisateur et l'adresse électronique correspondante.", and "Escriba su nombre de usuario y la correspondiente dirección e-mail.". Below the message, there are two input fields. The first field is labeled "Atlas Login ID:" and contains the text "etendering.bidderguide". The second field is labeled "e-mail address:" and contains the text "xxxxx@yahoo.com". Both fields are highlighted with red boxes. Below the input fields, there are two buttons: "Submit" and "Clear this form".



Click to return to
[Helpdesk Support](#)
[Main Page](#)

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

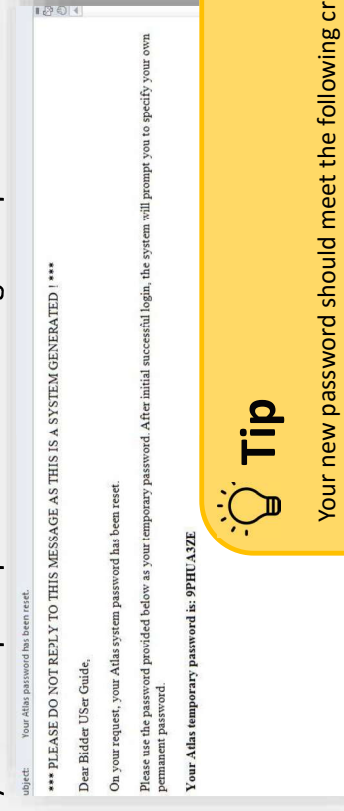
Please note that the security answer is sensitive to capital letters. Be sure to type the answer exactly as it was typed during the bidder registration.



[Click to return to Helpdesk Support Main Page](#)

4

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



Tip

Your new password should meet the following criteria:

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



IMPORTANT

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

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

Thank you for using UNDP eTendering!

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



[Click to return to
TOC](#)

