

# Guide for UNDP suppliers using Oracle Supplier Portal for online eTendering

May 2022



Empowered lives.  
Resilient nations.

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# Introduction

Several of United Nations (UN) Agencies including United Nations Development Programme (UNDP), United Nations Entity for Gender Equality and Empowerment of Women (UN Women), United Nations Capital Development Fund (UNCDF), United Nations Volunteers (UNV), have partnered together to use a unified new ERP system from Oracle Cloud that includes a supplier portal that will manage interaction with suppliers for solicitation process and contract management. This document is intended for any supplier who wishes to do business with any of the aforementioned UN Agencies (Partner Agencies) and to serve as a guide on how to use the online portal system.

In the initial phase during 2021, the new portal will function in parallel with existing systems of Partner Agencies and will be utilized only for specific tender processes from select Offices. Therefore, suppliers need to register and use Oracle Portal only for the specific tender opportunities which are managed via the Oracle portal. During this initial period, the Partner Agencies will continue using existing online tendering systems, such as ATLAS eTendering, InTend, etc. Suppliers need to use profiles of those systems (or register one if needed) to participate in tenders managed in the other platforms.

# Quick References to the Guide

The **Supplier Portal guide** is intended for individuals or companies who wish to participate in a tenders managed through this portal or register as an authorized supplier to acknowledge and manage contract agreements via the portal.

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 supplier in the portal, please refer to the section on how to [Register a Supplier Profile](#).
- To search for Tenders and download tender documents with a registered user account please [click here](#).
- If you already have an account and wish to participate in a tender, please refer to the section on [How to Submit a Bid](#)
- If you have an 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.

# 1.1 How to use the Guide



[Click to return to  
TOC](#)

This guide is organized in several sections that correspond to different functions of the Supplier Portal such as registration, submitting bids, maintaining profile, etc.

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 hyperlinks:

- Hyperlink buttons that will take reader to the main TOC, found at the top right corner of each main chapter page, such as the one on this page.
- Hyperlinks that take readers to the beginning of the current section, usually found at the bottom left corner like in this page.
- Hyperlinked words that take reader directly to a location of the document related to the text. For example, by clicking on the [hyperlinked TOC here](#), the reader can go directly to the TOC page of this document.



[Click to return to  
Introduction  
Main Page](#)



## 1.2 What is Supplier Portal?

The Supplier Portal module is designed to facilitate Supplier interactions during tender process and later for contract management. The system aims to enhance the integrity and transparency of the procurement process and enables the streamlining of the processes: Suppliers can use online portal to view solicitation documents, submit their bids, communicate with procurement office, etc.

The Supplier Portal system addresses UN's fundamental procurement values, such as **fairness**, **integrity**, **transparency** and **accountability**.

**Some of the main benefits of the system are:**

- ✓ **No late submissions are accepted:** The system will automatically not accept any bid after the deadline.
- ✓ **Electronic sealed bids:** The 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 suppliers and prevents anyone from altering, deleting, or adding anything to the bid after the deadline for submission.
- ✓ **Streamlines the bidding process:** Suppliers can register in the system, retrieve all information and solicitation documents, 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 Supplier Portal system records all activity in the system, it keeps an audit trail for increased accountability and transparency.





[Click to return to TOC](#)

## 2.0 Register Supplier Profile

*Suppliers using Supplier Portal for the first time must register for a Supplier User Account before participating in any online tender. This section provides a brief overview of the supplier registration process, how to log in to begin registration, and how to register your Supplier profile.*

You should register for an account only once. If you do not remember username or password, use "forgot password" feature to reset it.

- [Overview of the Supplier Registration](#)
- [Step 1: Enter the company details](#)
- [Step 2: Enter the contact \(user\) details](#)
- [Step 3: Enter the company address](#)
- [Step 4: Select the Business classifications](#)
- [Step 5: Select the Products & Services](#)
- [Step 6: Complete the questionnaire and finish the registration](#)
- [Set the password and login to the system](#)

# Overview of registration process

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

## Action 1

Compile the required information needed for the registration

## Action 2

Click the link for Supplier registration

## Action 3

Register Supplier Profile Details

## Action 4

Create password and login the system

### Mandatory:

- ✓ D-U-N-S number (if you have one) and taxpayer ID or Tax registration number.
- ✓ Company name as legally registered.
- ✓ Contact details for maintain the account. Read more details in the guide.
- ✓ Legal address of the company.
- ✓ Documentation required if your company falls under one of the categories as explained in the guide.
- ✓ Document about women ownership status of the company if relevant.

### Recommended:

- ✓ Brief description of the company profile.
- ✓ Copies for company registration documents.
- ✓ Copies of following documents if you possess them:
  - ✓ ISO 9001, ISO 14001, ISO 14064, or equivalent;
  - ✓ Internal company policy documents relevant to these quality requirements;



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



## Action 2: Click on the link for Supplier Registration

To start the registration of your supplier profile please click [here](#).

Alternatively, you may open any of the open procurement notices published on the UNDP Procurement Notices website and click on the Supplier Registration link.



### IMPORTANT

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

Please click [here](#) to login the system with your User ID (email address) and the password. If you have forgotten your password, you need to click on the ***Forgotten Password*** link and create a new password.



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

## Action 3: Register Supplier Company Details

### Step 1: Enter the Company Details

Register Supplier: Company Details

Enter your text here  
Enter your text here

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

Attachments None +

In the first step of registration, the supplier must enter/select the following Company Details (all fields marked with \* must be filled):

- **Company (name)**
  - ✓ Must correspond to the name recognized and registered in relevant registration office.
  - ✓ Special characters are not permitted for names.
  - ✓ If the company name you are trying to enter in the system already exist you will receive an error message. Check Helpdesk section for instructions on how to proceed.
- **Tax Organization Type** Select one of the options from the dropdown menu.
- **Supplier Type** Select one of the options from the dropdown menu. Companies should select the option Supplier. Individuals should select the option Individual – Contractor.

#### Optional:

- Enter the link for **Corporate Web Site**.
- Add relevant documents (if any) in the **Attachments**



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

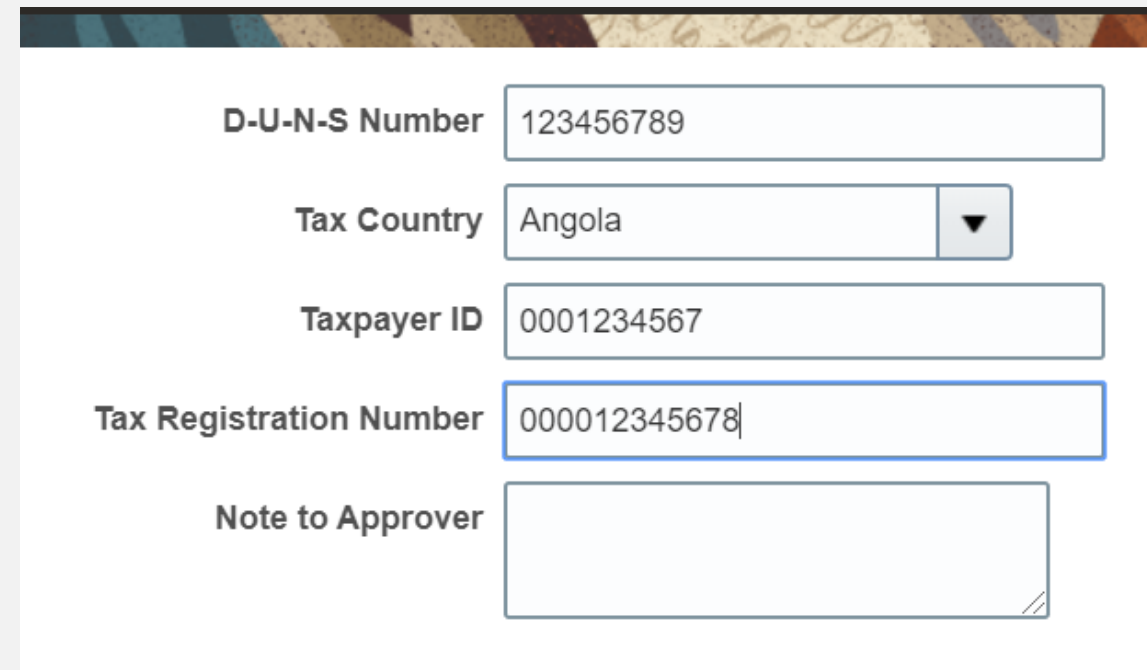
## Action 3: Register Supplier Company Details

### Step 1 (continued): Enter the Company Details

Enter a value for at least one of these fields:

- **D-U-N-S Number** (it should contain 9 or 12 digits)
- **Taxpayer ID**
- **Tax Registration Number**

The Taxpayer ID and the Tax Registration Number are greyed out by default. Please select the **Tax Country** first and the other fields will open for completion.



The screenshot shows a registration form with the following fields:

- D-U-N-S Number**: Text input field containing "123456789".
- Tax Country**: Dropdown menu showing "Angola" with a downward arrow icon.
- Taxpayer ID**: Text input field containing "0001234567".
- Tax Registration Number**: Text input field containing "000012345678".
- Note to Approver**: Large text area for a note.



## Action 3: Register Supplier Profile Details

### Step 1 (continued): Enter the company details

**Country of Origin** Select a country from the dropdown menu.

**First/Last name:** Name of the person authorized by your company to use the system and represent the company.

**Email address:** Must be a valid email address for your company. Please note that this e-mail address will be used as User ID to login the system and all future communication from the system will be sent to this address.

#### Additional Information

\* Country of Origin

UNGM Vendor ID

National Identifier

#### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email



### IMPORTANT

To avoid issues and keep control of your supplier profile in case the employee working on the bids submission leaves the company, please use a generic e-mail address that multiple employees of your company have access to.

**UNGM Vendor ID** If you are already registered on the UNGM Website, enter your UNGM Vendor ID.

Once all the info is entered, click "Next" or "Contacts" to go to the next step.



## Action 3: Register Supplier Profile Details



### Tip

The system times out after a certain time of inactivity and any unsaved changes will be lost. To save the data entered at any moment prior to completing the registration and to be able to continue working on the registration later, please click the "Save for Later" button.

The system will send an e-mail to the e-mail address entered at Step 1 of the registration, containing a link that you should click to continue the registration.

### Step 2: Review the Contact(s)

On Step 1, you entered the contact details (first, last name and the e-mail address). On this page you can add more contacts, however we advise you to initially keep one contact only.

More explanation is provided in the [Maintain supplier profile](#) section (insert hyperlink).

To go to the next step, please click "Next" or "Addresses".

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
One, User		UNDPtenders@abcexpim...	✓	✓		



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

# Action 3: Register Supplier Profile Details

## Step 3: Enter Company address

In Step 3, click **Create** to enter the supplier address.  
**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 **Search** in the **Country** dropdown menu. Then, search and select the correct country from the drop down menu.

Register Supplier: Addresses

Enter your text here  
Enter your text here

Company Details Contacts **Addresses**

Actions View Format **+ Create** Edit Delete Freeze Detach

Address Name	Address
No data to display.	
Columns Hidden 3	

Create Address

\* Address Name Main

\* Country United States

Address Line 1 Afghanistan, Islamic State of AF

Address Line 2 Aland Islands AX

City Albania AL

State Algeria DZ

Postal Code American Samoa AS

Andorra AD

Angola AO

Anguilla AI

Antarctica AQ

Antigua and Barbuda AG

Address Contacts

Select the contacts that are associated with this address

Actions View Format

Name Search.

No data to display.



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

## Action 3: Register Supplier Profile Details

### Step 3: Enter Company address - continued

Enter the info for all fields marked with \*.

Enter the Address Name (e.g. Main, HQ. etc).

Check the box "RFQ or Bidding".

Once you complete the required info, click OK. To go to the next step click "Next" or "Business Classifications".

Create Address

\* Address Name: Main

\* Country: Angola

\* Address Line 1: Street name and number

Address Line 2:

Address Line 3:

\* City: Luanda

State: Uige

Postal Code:

\* Address Purpose: ☐ Ordering ☐ Remit to ☒ RFQ or Bidding

Phone: 244 26 2893021

Fax: 244

Email:

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden: 4				

Create Another OK Cancel

Register Supplier: Addresses

Enter your text here

Enter your text here

Company Details Contacts **Addresses** Business Classifications Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main	Street name and number, BONGUI FINDA UIGE, ANGOLA	+244 (20)24603...	RFQ or Bidding		

Columns Hidden: 3



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

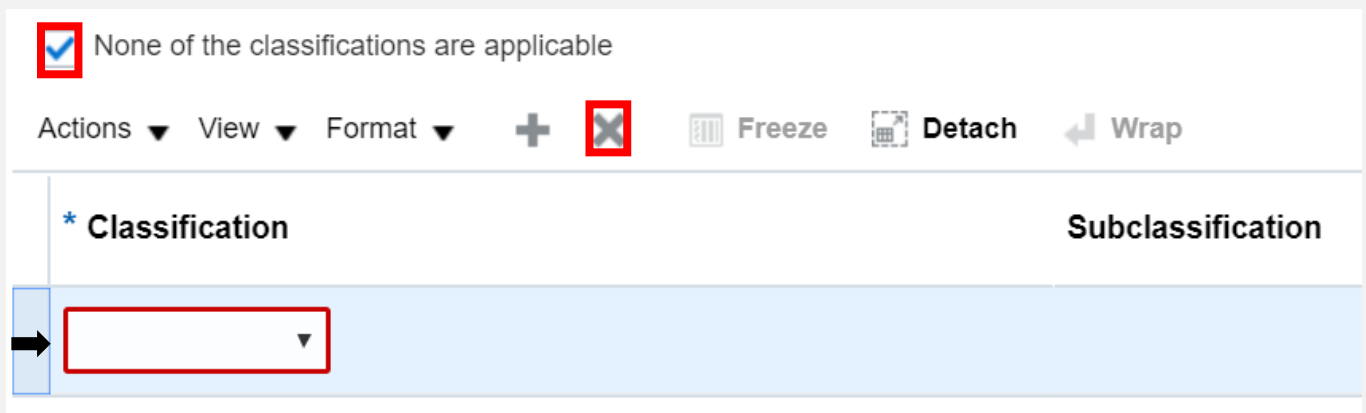
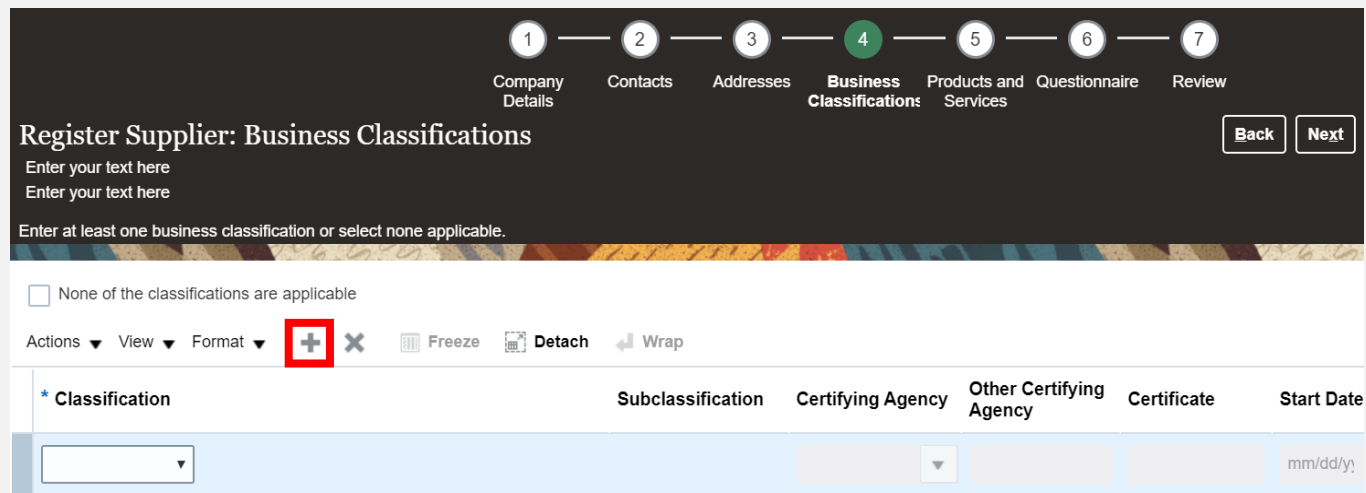
## Action 3: Register Supplier Profile Details

### Step 4: Select the Business classifications

Click the + button to add a Business Classification. Then, select one of the options from the dropdown menu in the "Classification" field.

If you cannot identify any option in the list which describes the classification of your company's business, select the row and click the X icon. Then, check the box "None of these apply".

Once you have completed this section, click on **"Products and services"** or **"Next"**.





## Action 3: Register Supplier Profile Details

### Step 5: Select Products and services

Click on **"Select and Add"** icon.

You can select a whole category by checking the box for the category you wish to add.

You can expand each Product/Service category and see all the sub-categories by clicking the **Expand** icon. Then, you can select a more specific sub-category that best describes the product/service that your company offers by checking the appropriate box.

You can select multiple choices (categories and/or subcategories). Then click OK.

To remove a selected category/subcategory from the list, select it in the list and click the **"X-Remove"** icon.

To move to the next step, click **"Next"** or **"Questionnaire"**.



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

# Action 3: Register Supplier Profile Details

## Step 6: Complete the Questionnaire, review the data and finalize the registration

There are multiple sections with questions in the Questionnaire. Some of the questions require selecting one option or multiple options from a list of answers. Other questions require a textual answer. Please provide as much as possible a comprehensive answer to these questions. Most of them will be included in specific tenders and when you will prepare your bid response the answers provided at the registration will automatically appear (you will not need to answer them again).

Some of the question that you will answer with the option "Yes" will require to upload a scan of the supporting document. Please follow the steps explained on the next page.

To move from one section to another, click on the corresponding section listed under **Sections** or the **"Next Section"/"Previous Section"** at the bottom of the page.

Register Supplier: Questionnaire

Enter your text here  
Enter your text here

Attachments None

Questions

Corporate Profile (Section 1 of 3)

**Section**

- 1. Corporate Profile
- 2. Women Owned Org Details
- 3. Supplier Portal T&C

\* 1. Supplier Registration - Year of Incorporation  
Please Enter Year in YYYY (Ex: 2020) format

\* 2. Indicate Number of Full Time Employees

\* 3. Provide a Brief Summary of Company Profile and Main Area of Expertise



## Action 3: Register Supplier Profile Details

### Step 6: Complete the Questionnaire, review the data and finalize the registration - continued

Click on the + below the response "Yes" to add the required attachment.

Click again on the + and then the button "Choose File". Select the file you wish to attach, enter the description in the "Description" field and click OK.

Repeat the same process for each question required a supporting document to be attached.

To move from one section to another, click on the corresponding section listed under **Sections** or the **"Next Section"/"Previous Section"** at the bottom of the page.



\* 4. Do You Possess a Quality Assurance Certificate, for example ISO 9001. If yes, provide a copy

☒ a. Yes

\* Response Attachments **None +**

☐ b. No

\* 5. Does Your Company Have a Corporate Environmental Policy or Environmental Management System such as ISO 14001 or ISO 14064 or Equivalent?

☒ a. Corporate Environmental Policy

Response Attachments **None +**

☐ b. ISO 14001

☐ c. ISO 14064

☐ d. Other, Specify in Notes

☐ e. None

#### Attachments

Actions ▼ View ▼ **+** ✕

Type	* File Name or URL	Title
<div>File ▼</div>	<div><b>Choose File</b> No file chosen</div>	<div></div>
Rows Selected 1 Columns Hidden 1		

## Action 3: Register Supplier Profile Details

### Step 6: Complete the Questionnaire, review the data and finalize the registration - continued

Review Supplier Registration: XYZ Export - Import

Enter your text here  
Enter your text here

Company Details

Company: XYZ Export - Import  
Tax Organization Type: Company/Corporation  
Supplier Type: Supplier  
Corporate Web Site:   
D-U-N-S Number: 345282930  
Tax Country: Angola  
Taxpayer ID: 36485930234  
Tax Registration Number: 3494583234  
Note to Approver:   
Additional Information  
Country of Origin: Angola  
National Identifier:   
UNGM Vendor ID:

To review the data entered at all registration steps, click on "Review".

To finish the registration click the "Register" button. A confirmation message will pop-up on your screen confirming that the registration was submitted.

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK



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

## Action 4: Create password and login to the system

After completing the registration, you should receive three automatically generated e-mails. If the emails are not in the Inbox, verify the Spam/Junk mailbox of your email address.

The first e-mail confirms that the Supplier registration was recorded in the system. This does not mean that the profile was successfully created.

Supplier Registration Request 28004 Is Received [Inbox x](#)

ecaa-dev4.fa.sender.1@workflow.mail.em2.cloud.oracle.com  
to supplier guideUN

This email is to confirm that your registration to the supplier online portal has been recorded in the system.

### UNDP(UNDP-PSU)

You should receive soon another notification containing a link to reset password. If you do not receive such email, something is not correct with your registration, most probably an account already exists with same company name. Please use "Forgot password" feature to reset your account password, following the instructions in the user guides. If you still need support, contact focal point of the tender you wish to participate.

Request Number	28004
Request Date	28 June 2021
Requested By	Guide, Supplier
Company	Supplier Guide 2



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



### IMPORTANT

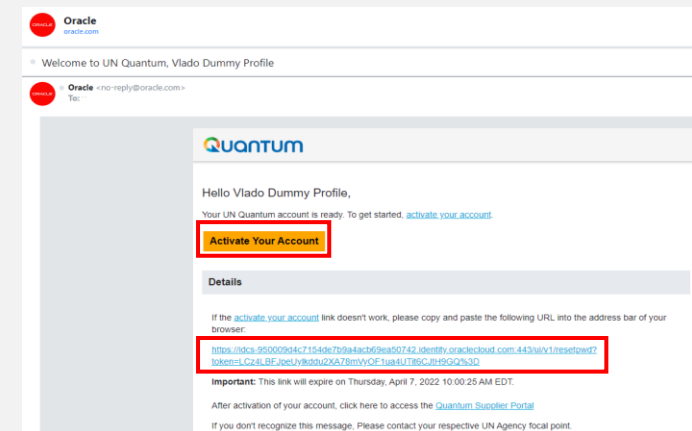
Verify both the Inbox and the Spam/Junk mailbox of your email address.

If you did not receive the second and the third e-mail with the link to reset the password and login the system, the registration of your Supplier profile was **not successful**. The reason could be one of the following:

- a Supplier Profile is already registered in the system with the same company name;
- a Supplier profile is already registered in the system with the same user/contact e-mail address.

***For assistance, please contact the procurement focal point managing the tender you are interested to participate.***

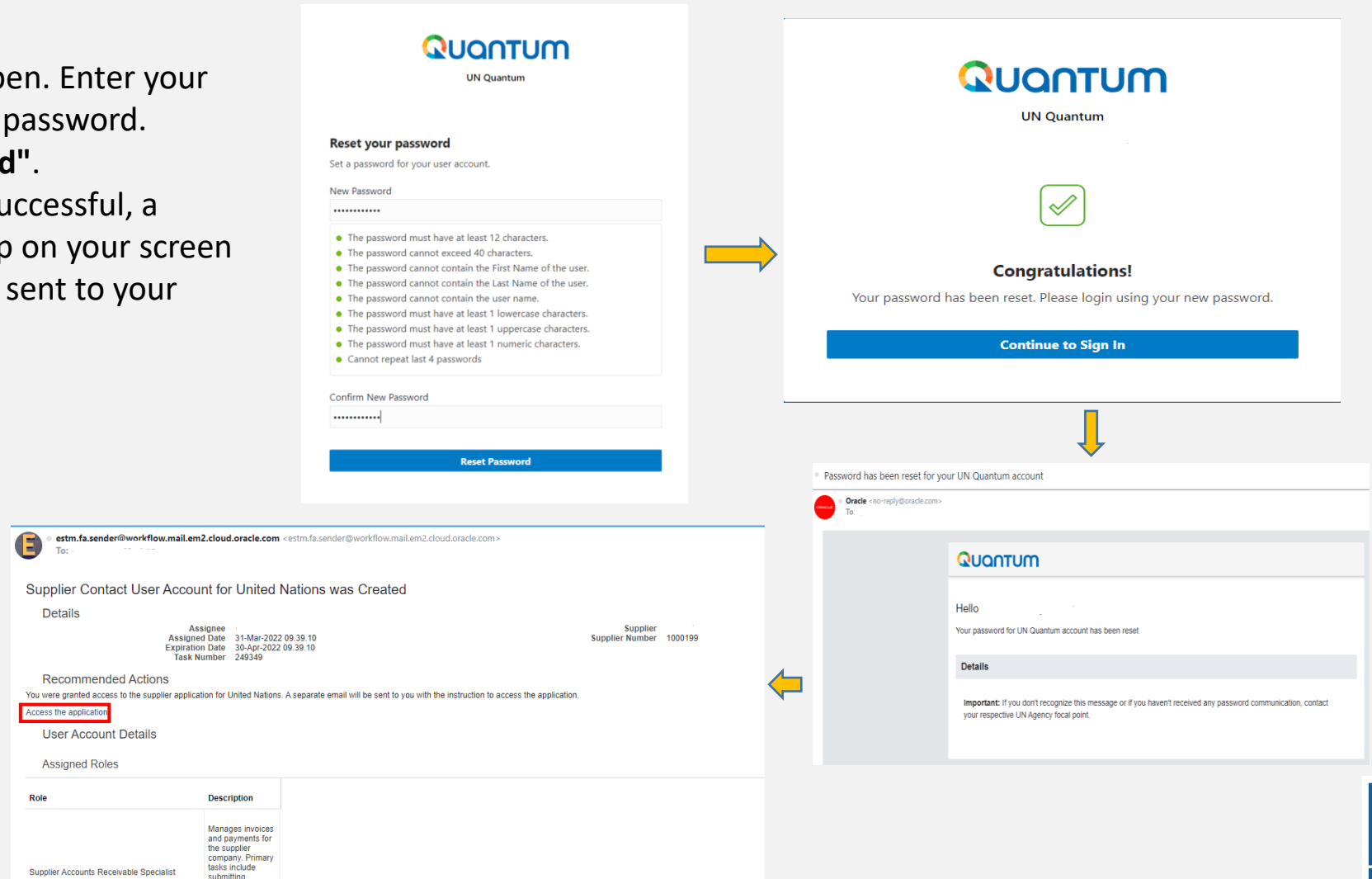
If the Supplier profile was successfully created, you should receive a second e-mail generated from the system. This e-mail contains a link to Activate Your Account, set your password and login the system. Click on *Activate Your Account button* or copy/paste the URL from the email into the address bar of your browser.



## Action 4: Create password and login to the system (continued)

The Password Setup page will open. Enter your password. Retype/Confirm your password. Click the button **"Reset Password"**.  
If the setting up password was successful, a confirmation message will popup on your screen and a confirmation email will be sent to your email address.

Click on *Continue to Sign In* to go to the Quantum Login page. Alternatively, one of the emails that you received contains a link to login to the system. Click on [Access the application](#), enter your login credentials (your e-mail address as a User ID and the password you set) and click the "Sign In" button.



## Action 4: Create password and login to the system (continued)

Enter your User Name (the email addressed registered with your profile) and the Password. Click on *Sign In*.

The Quantum system contains a secure verification and gives you another layer of security for your Supplier Profile.

Click on *Enable Secure Verification*.



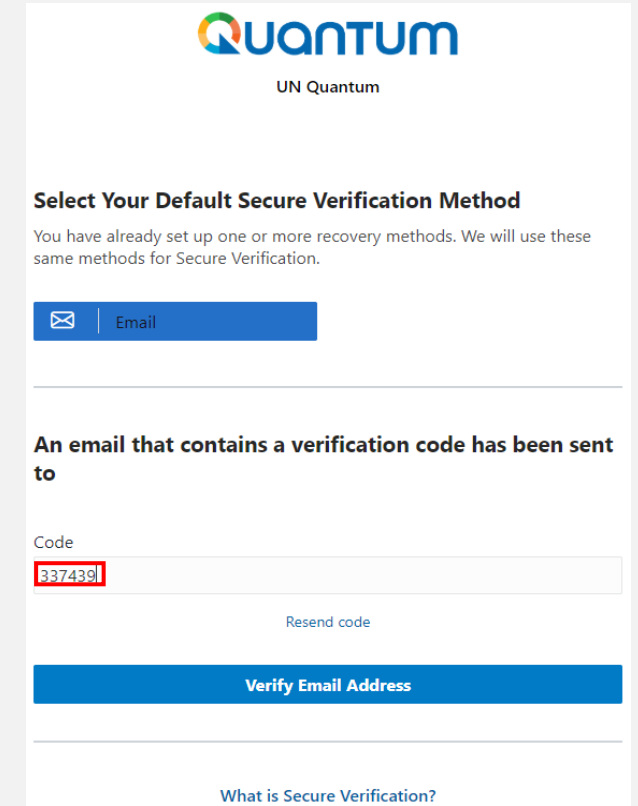
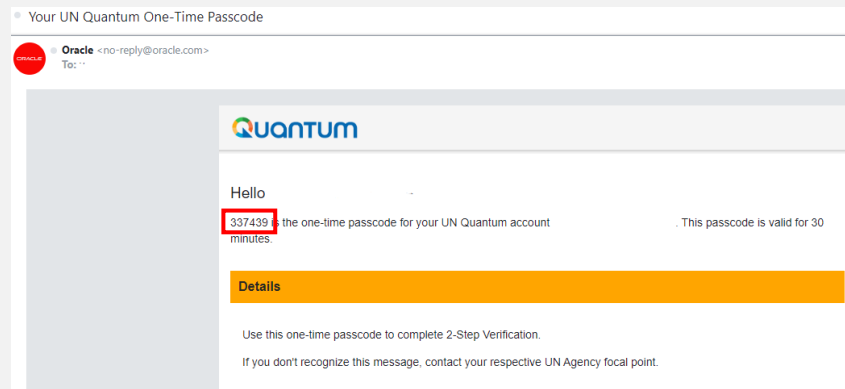
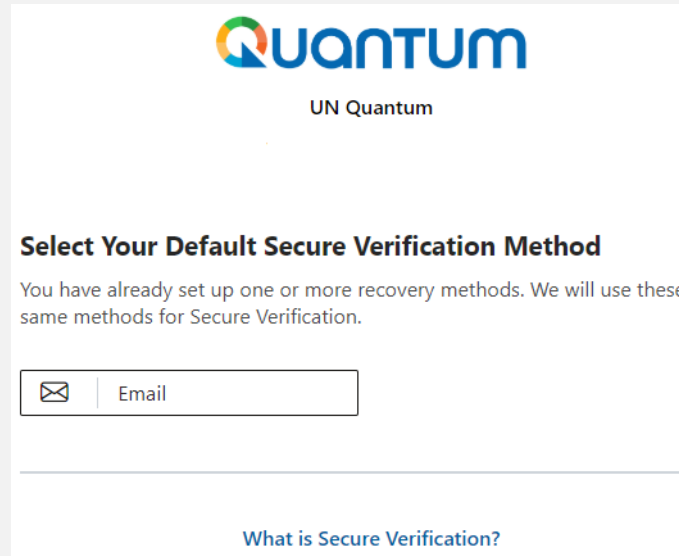
[Click to return to Register Profile Main Page](#)



## Action 4: Create password and login to the system (continued)

At this moment, the Quantum system offers the Secure Verification Method using the email address that you entered at the registration. Click on *Email*. ➡

You will receive shortly an email to the email address registered with your profile a one-time passcode for your UN Quantum Supplier account. The passcode is valid for 30 minutes. Enter the code and click on *Verify Email Address*.

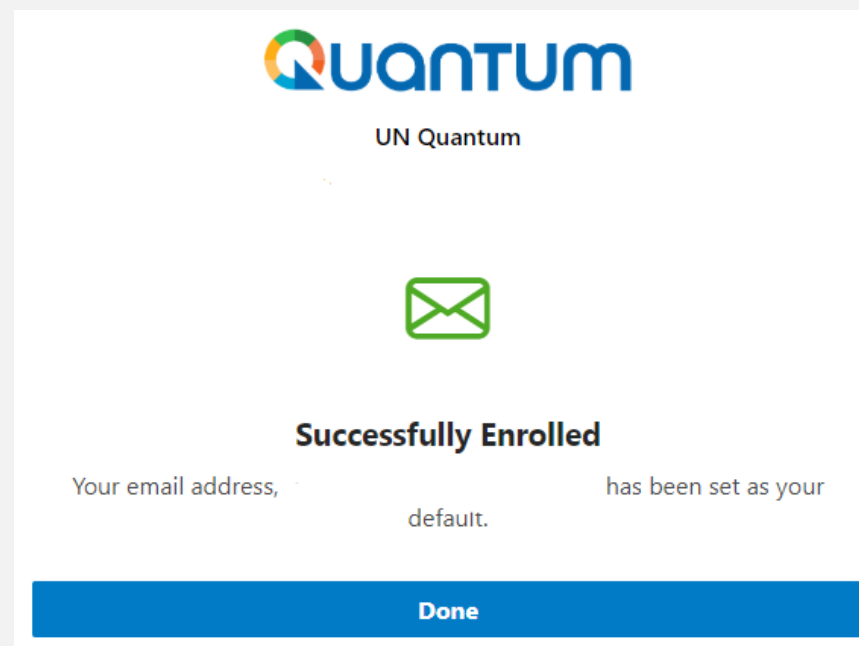


[Click to return to Register Profile Main Page](#)



## Action 4: Create password and login to the system (continued)

A confirmation message will pop-up on your screen. Click on *Done*.



## Action 4: Create password and login to the system (continued)

You are now logged in to the Quantum Supplier Portal with your Supplier profile.

The screenshot shows the Quantum Supplier Portal interface. At the top left is the Quantum logo. To the right are icons for home, a flag, a notification bell with a red '1', and a user profile icon labeled 'VD'. Below the logo is the text 'Supplier Portal'. A search bar contains 'Invoices' in a dropdown, 'Invoice Number' in another dropdown, and an empty text input field followed by a magnifying glass icon. On the left side, there is a 'Tasks' sidebar with the following sections: 'Consigned Inventory' (with a link 'Review Consumption Advices'), 'Invoices and Payments' (with links 'Create Invoice', 'Create Invoice Without PO', 'View Invoices', and 'View Payments'), 'Negotiations' (with links 'View Active Negotiations' and 'Manage Responses'), and 'Company Profile' (with a link 'Manage Profile'). On the right side, there is a 'Supplier News' section with the heading 'Steps to Review / Respond Public Negotiations:' and a list of four bullet points: 'Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations', 'Please click on the negotiation number for opening the negotiation', 'Review the requirements, line items and other details', and 'If interested, please submit your bid from your own supplier portal account.'.



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

## 3.0 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.*

### 3.1 Search for Tenders

- [Log in and Search for Active Negotiations](#)
- [Download Tender Documents](#)

### 3.2 Participate in Tender

- [Subscribe to a tender/Accept invitation](#)
- [Bid on negotiation](#)
- [Provide responses to the Requirements/Upload Supporting Documents](#)
- [Insert Line Items, Quantity and Unit Prices](#)
- [Save Bid for Later](#)

### 3.3 Submit Bid

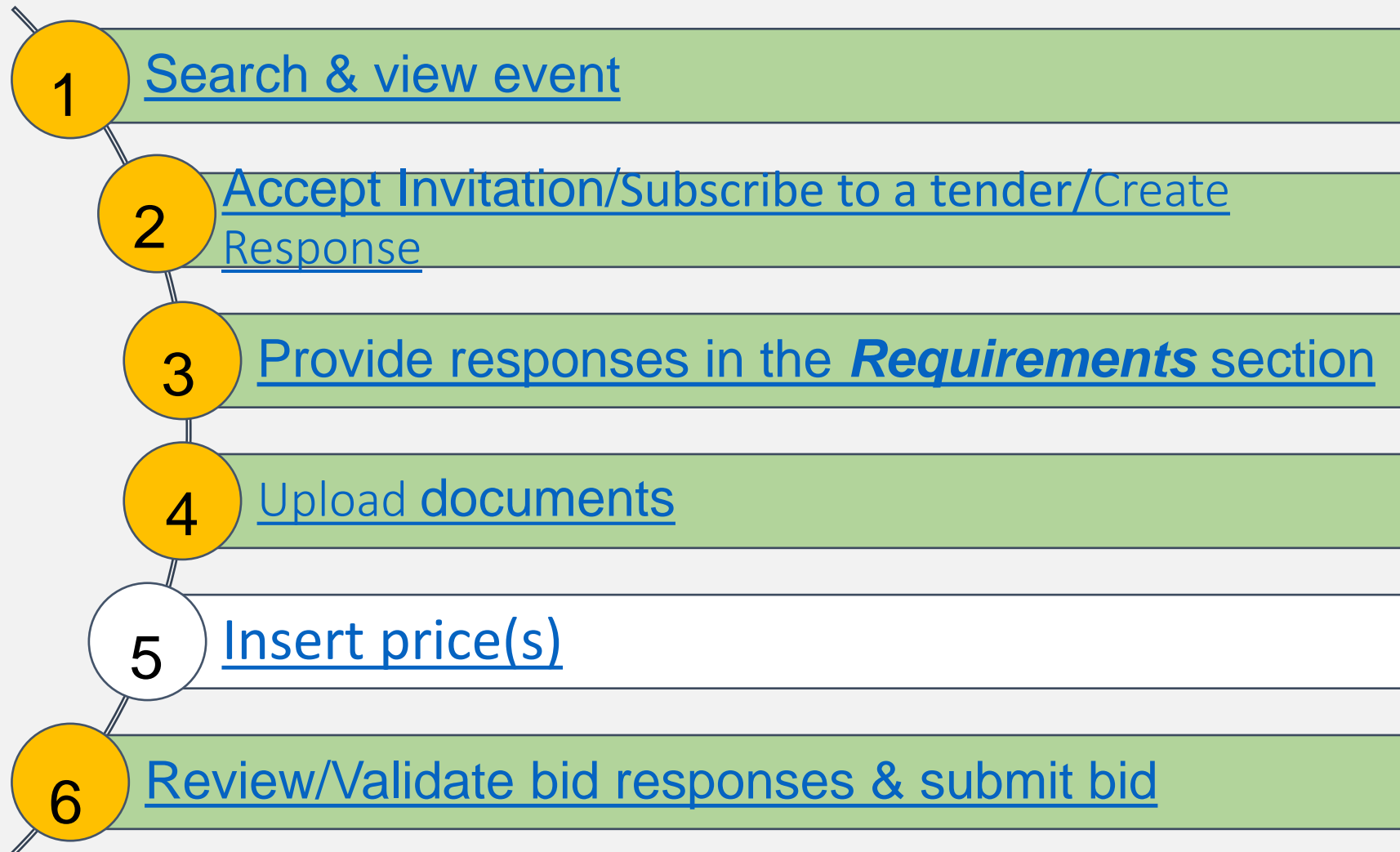
- [Validate Responses](#)
- [Submit Bid](#)
- [Review Bid Confirmation](#)

### 3.4 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



## 3.1 Search for Tenders – Log in the system



To start participating in a tender through the **Oracle Cloud** system, use the URL <http://supplier.quantum.partneragencies.org> and log in using your registered user ID (e-mail address) and password. Complete the steps for the [MFA verification process](#).

**QUANTUM**  
UN Quantum  
Suppliers Account Sign In

User Name

Password

**Sign In**

Need help signing in? [Click here](#)

[Cookie Preferences](#)

### 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, use the option *Need help signing in?* [Click here](#) and complete the steps required for [Forgot Password](#) option.



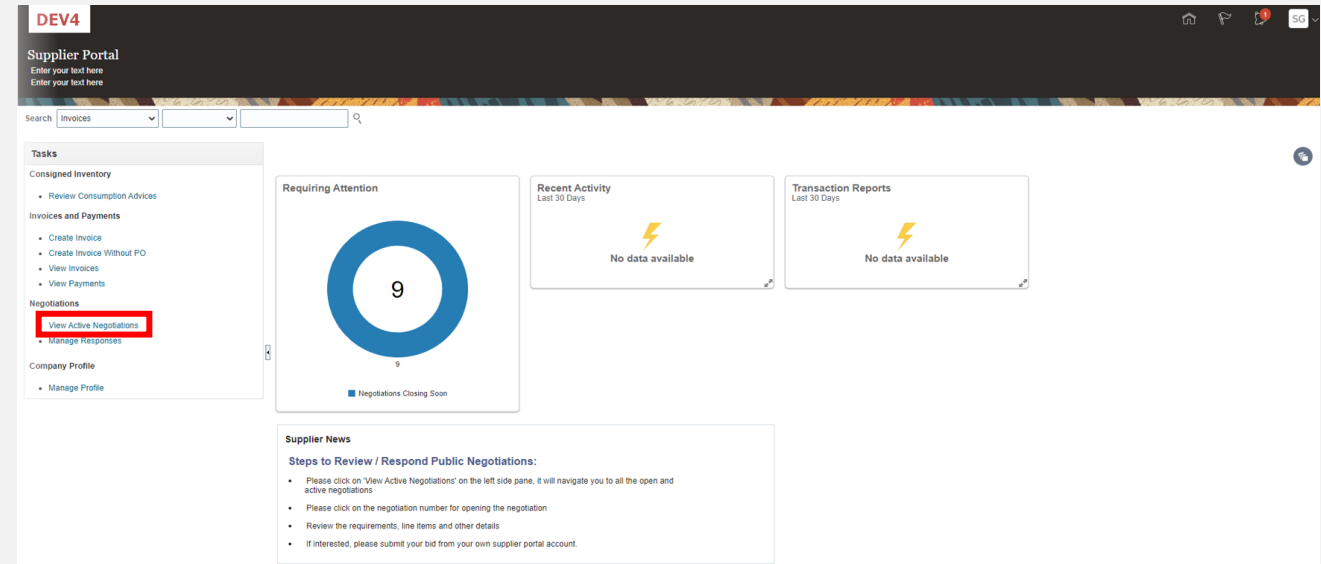
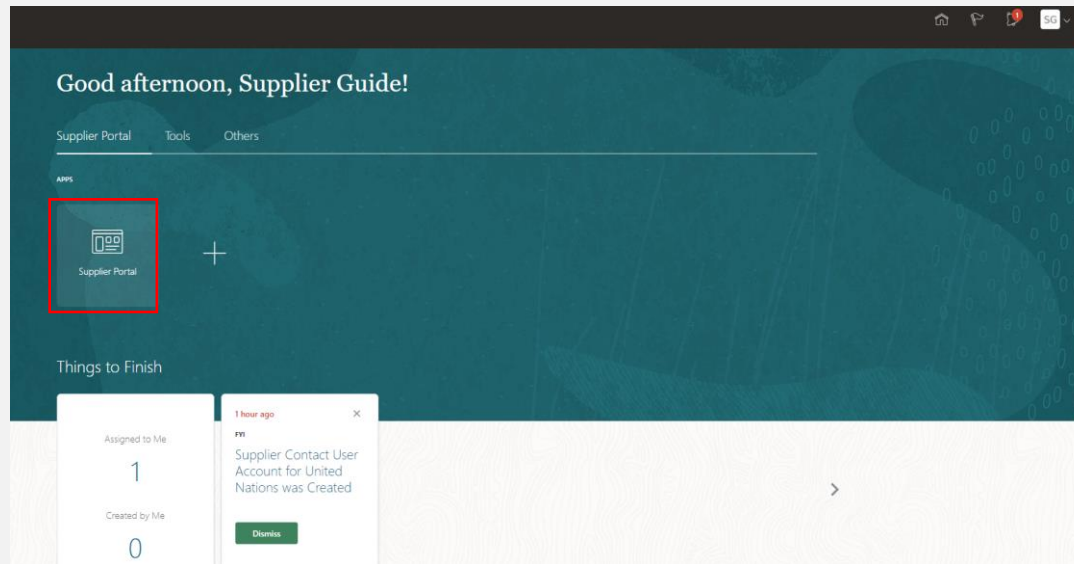
[Click to return to Submit Bid Main Page](#)

## 3.1 Search for Tenders – Go to Search Page

Once you are logged in to your Supplier profile account, click on **"Supplier Portal"**.

Then, click the **"View Active Negotiations"** link.

Negotiation is a term used for a tender in the Oracle Cloud system.



## 3.1 Search for Tender – Use search filters

All ongoing public tenders (negotiations) will be listed.  
You can use the search engine to filter and view ongoing tenders by Negotiation (ID), Title, Negotiation Open/Close dates or Invitation Received.

- Negotiation -The ID of the tender is indicated in the related procurement notice.
- Title – It is also indicated in the related procurement notice.
- Negotiation publishing dates and closure deadlines.
- Invitation Received – If you select no, the system will list all open public tenders. If you were invited to a closed competition, you should select the option "Yes" and the system will list all Open (ongoing) closed competitions to which you are invited.

### Example

To filter and view public tenders launched by UNDP in a specific Country, e.g. Iraq, type UNDP-IQ in the "Negotiation" field and select the option "No" in the field "Invitation Received".

Search

Time Zone: Eastern Standard Time

Manage Watchlist | Saved Search | Open Negotiations

\*\* Negotiation: UNDP-IQ

\*\* Title:

\*\* Negotiation Close By: dd-mm-yyyy

\*\* Invitation Received: No

Response Submitted:

Negotiation Open Since: dd-mm-yyyy

Search | Reset | Save...

Search Results

Actions: View | Format | Freeze | Detach | Wrap | Accept Terms | Acknowledge Participation | Create Response

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
UNDP-IQ-0008	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 13 Hours	3-Jul-2021 17:3...	Sealed	0			0		
UNDP-IQ-0008	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 13 Hours	3-Jul-2021 17:3...	Sealed	0			0		
UNDP-IQ-0008	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 12 Hours	3-Jul-2021 16:5...	Sealed	0			0		
UNDP-IQ-0007	IRQ RFP - Award Approval Notification	Request for Pro...			2 Days 13 Hours	2-Jul-2021 18:1...	Sealed	0			0		

Click on **"Search"**.

All results for ongoing tenders from Iraq will be displayed on the screen.



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

## 3.1 Search for Tenders - View negotiation/Download attachments

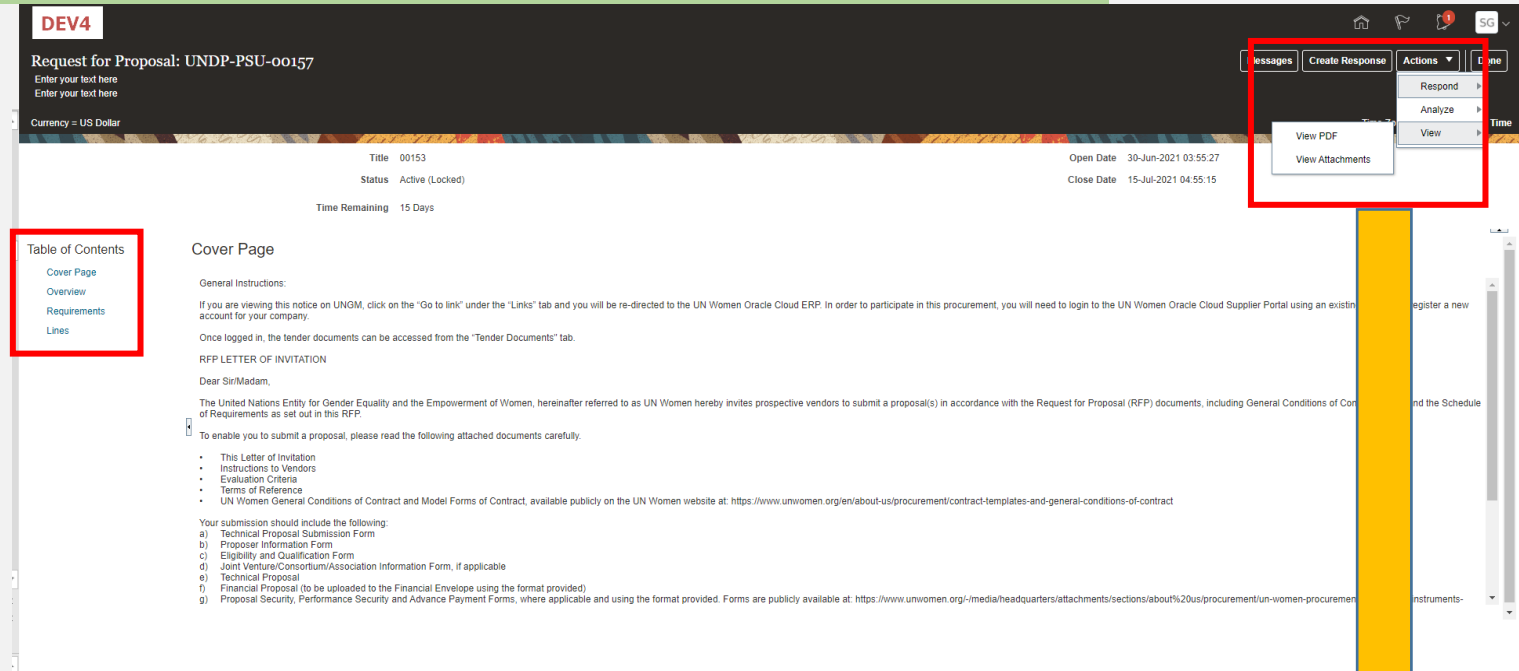
Each negotiation in the system has multiple sections. To view each section click on the corresponding link in the **Table of Contents**

Once you open the *Overview section*, click on **Expand All** to see all the details.



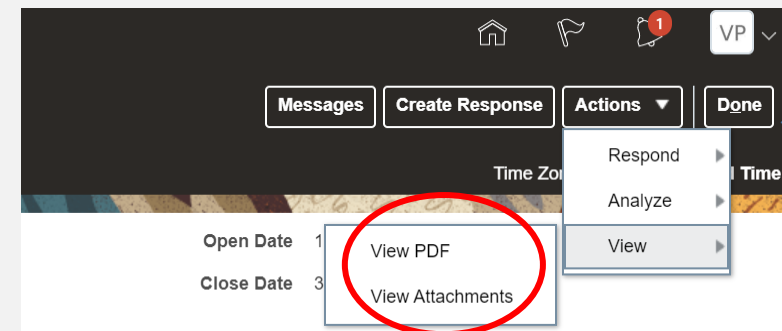
### IMPORTANT

On each page the **Open** and **Close** date is presented. These dates are indicating the beginning of the solicitation period and the **deadline for the bid submission**.



To view PDF version of the Negotiation, select the View PDF option.

To download the files attached to the Negotiation, click on the **Actions** button. Then select View > View Attachments.





## 3.1 Search for Tenders -View negotiation/Download attachments

Attachments (Request for Proposal UNDP-PSU-00157)

Done

Enter your text here

Enter your text here

Search

File Name or URL

X

Show Filters

Actions

View

Format

Download

File Name or URL	Level	Attached To	Title	Size
RFP - Instructions to Vendors ....	Header		RFP - Instructions to Ven...	438 KB
Voluntary Agreement to Promot...	Header		Voluntary Agreement to P...	129 KB

Rows Selected 1 Columns Hidden 3

All files attached to the negotiation are listed on the **Attachments** page. To download all attachments click the **Actions** button and then select the option **Download All**. The attachments will be downloaded in a zip folder, which may contains several sub-folder with attachments. Open the zip folder with an appropriate application and unzip (unpack) the folder(s).



## 3.2 Accept invitation for a closed competition negotiation

The screenshot shows the UNDP supplier portal interface. At the top, there's a 'DEV4' label and 'Active Negotiations' section. A notification box indicates an 'ACTION REQUIRED' where the user is invited to participate. Below this, there's a search bar and a table of negotiations. The 'Acknowledge Participation' button is highlighted with a red box. On the right, a dropdown menu for 'Actions' is open, showing 'Accept Invitation' and 'Decline Invitation' options, also highlighted with a red box.

Negotiation	Title	Ne Ty	Bu	Sup Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monit
UNDP-IQ-00091,1	IT Equipment for CO Iraq	I...			20 Days	22-Jul-2021 09:...	Sealed	0	No	

It is very important to subscribe to an ongoing negotiation that you are interested to participate. This is the only way to receive automatic e-mail notifications with the information on any changes related to that tender.

If you were invited to participate to a negotiation for a closed competition, you will receive the invitation e-mail to the e-mail address associated with your Supplier profile. After you login the system, there are two ways **to accept the invitation**:

- 1) On the **Search** page, select the option **Yes** in the **Invitation Received** field and click the **Search** button. Identify/Select the Negotiation for the tender in question and click the button **Acknowledge Participation**.
- 2) Click the **Notifications** icon, identify the corresponding notification, click on the **Actions** button and select the option "Accept Invitation" form the dropdown menu.

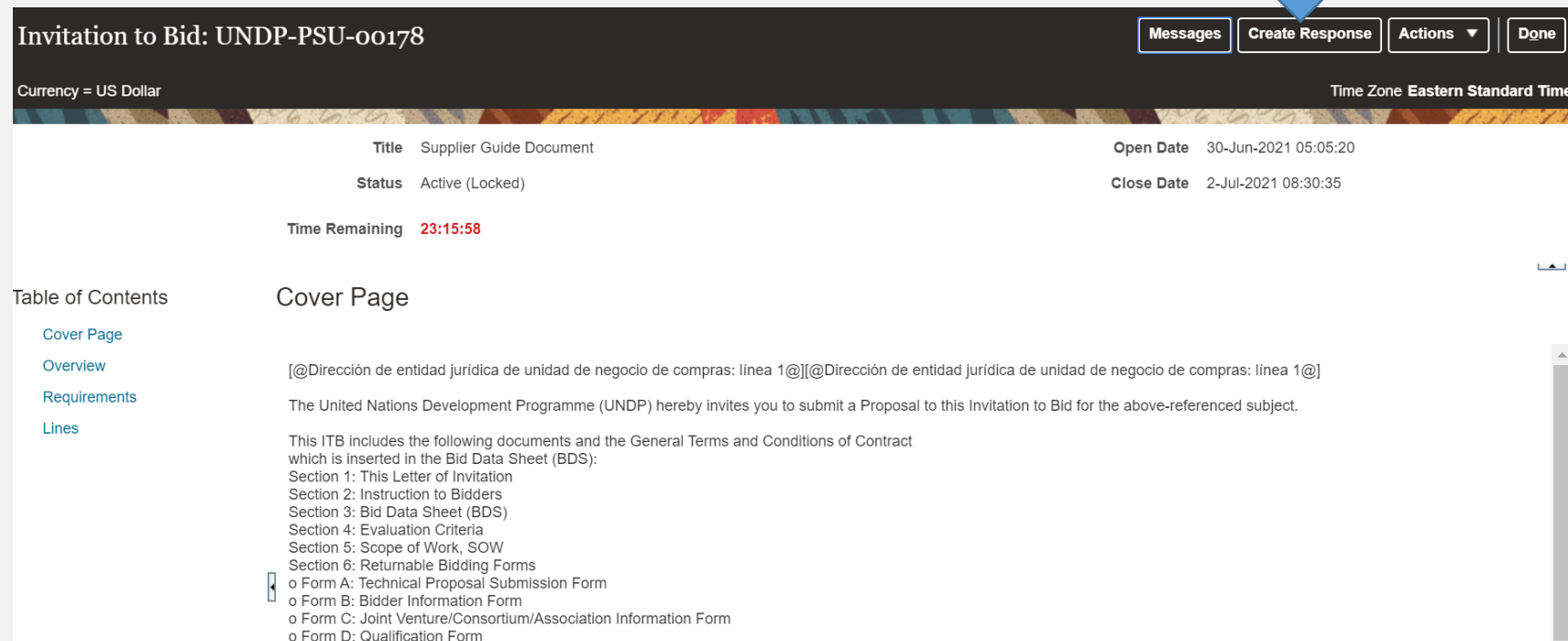
**To decline the invitation** select the option "Decline Invitation" in the same dropdown menu.



## 3.2 Subscribe to a Public Negotiation

It is very important to subscribe to an ongoing negotiation that you are interested to participate. This is the only way to receive automatic e-mail notifications with the information on any changes related to that tender.

To subscribe to a negotiation, please click on "**Create Response**" button. Then, **click the button "Save"** and the draft bid response will be created/saved. You can continue working on the draft response at any moment during the solicitation period



Invitation to Bid: UNDP-PSU-00178

Currency = US Dollar

Time Zone Eastern Standard Time

Messages Create Response Actions Done

Title Supplier Guide Document

Status Active (Locked)

Open Date 30-Jun-2021 05:05:20

Close Date 2-Jul-2021 08:30:35

Time Remaining 23:15:58

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Cover Page

[@Dirección de entidad jurídica de unidad de negocio de compras: línea 1@][@Dirección de entidad jurídica de unidad de negocio de compras: línea 1@]

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Invitation to Bid for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Scope of Work, SOW
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form



## 3.2 Participate in Tender –Key Components of an online Bid

In order to submit a bid in the supplier portal, suppliers are usually required to complete the following 3 key processes:

- [Answer the questions in the \*\*Requirements\*\* section and upload supporting documents](#)
- [Insert unit prices for the items required.](#)
- [Validate and submit the bid response](#)

Follow the instructions in the guide to complete your bid.



Use the **Save/Save and close** function to save the progress of your bid response. After some time of inactivity, the system times out and you may lose any unsaved changes to your bid. Therefore, use frequently the Save function.



## 3.2 Prepare Bid Response – Provide responses in the Requirements Section

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

Create Response (Bid Response 12207): Requirements ⓘ

Enter your text here  
Enter your text here

Time Remaining 2 Days 3 Hours

Section 1. Eligibility and Forms

\* 1. Is the Bidder eligible to submit a bid?

1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.

2. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. (Target: Confirm that I meet eligibility criteria)

☒ a. Confirm that I meet eligibility criteria

☐ b. Am included in ineligibility list. see attached

Comments

\* 2. Have your submitted Form B: Bidder Information form, completed with information as required in the Tender document?

☒ a. Yes

\* Response Attachments None ➕

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	AddLinesTemplate-Negotiation.txt	AddLinesTemplate-Negoti	Bidder information form	Supplier Guide	30-Jun-2021 05:13:38

Rows Selected 1 Columns Hidden 1

OK Cancel



**Response Required:** When a question is marked by a star, it means that answering the question is mandatory to submit a bid response.

Some questions may already be answered. These questions were part of the registration process and the answers that you provided automatically appear in your bid response. You have to revise your answer if necessary to update the information.



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

## 3.2 Prepare Bid Response – Upload supporting documents

\* 2. Quality of the Items to be delivered (Compliance with manufacturing standards)

Response Attachments None **+**

For some of the questions in the Requirements Section you may be asked to upload supporting documents in addition to your response. To upload the files, click on the **+** icon.

Attachments

Actions View **+** X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<b>Choose File</b> No file chosen			Vladimir Popnik...	6-Jul-2021 08:04:43

Rows Selected 1 Columns Hidden 1

OK Cancel

Click the **+** button to add an attachment. Then, click the **"Choose File"** button and select the file on your computer that you wish to upload/attach. Once the file is uploaded, enter the description.

To add more attachments click the **+** button and repeat the same process for each file.

Attachments

Actions View **+** X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	test document.docx <b>Update...</b>	test document.docx	Legal Registration paper	Vladimir Popnik...	6-Jul-2021 08:22:50
File	demo.pdf <b>Update...</b>	demo.pdf	Bid Security	Vladimir Popnik...	6-Jul-2021 08:14:40

Rows Selected 1 Columns Hidden 1

OK Cancel

To delete an uploaded file, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue). Then, click the **X** icon.

To go back to the previous screen click OK.



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

## 3.2 Prepare Bid Response – Save for later

You can save your bid response and come back later to add additional information. Click on “**Save or Save and close**”.

1 - 2 - 3 - 4

OverviewRequirementsLinesReview

Create Response (Bid Response 13207): Requirements ?

Messages

Respond by Spreadsheet ▾

Actions ▾

Back

Next

Save ▾

Submit

Save and Close

Time Remaining 55 Days 19 Hours

Close Date 31-Aug-2021 04:40:10

Section 1. Technical

\* 1. Capacity to deliver the articles under the DAP Incoterm in 45 days, complying with all technical requirements.

100

Response Attachments test document.docx (1 more...) +

Comments

\* 2. Quality of the Items to be delivered (Compliance with manufacturing standards)

test test test

Response Attachments +

Comments



## 3.2 Prepare Bid Response – Save for later

To open a saved draft bid response and continue with the completion of the bid, click on ***Manage Responses***.

The screenshot shows the UNDP Supplier Portal interface. The top header includes a 'DEV4' label and a search bar. The left sidebar contains a 'Tareas' (Tasks) section with a red box highlighting 'Gestionar respuestas' (Manage responses). The main content area displays a donut chart for 'Requieren atención' (Need attention) with 13 items (10 green, 3 blue), and two boxes for 'Actividad reciente' (Recent activity) and 'Informes de transacciones' (Transaction reports) both showing 'No hay datos disponibles' (No data available). A 'Noticias de proveedor' (Supplier news) section at the bottom provides steps to review/respond to public negotiations.

**Tareas**

- Inventario consignado
  - Revisar avisos de consumo
- Facturas y pagos
  - Crear factura
  - Crear factura sin orden de compra
  - Ver facturas
  - Ver pagos
- Negociaciones
  - Gestionar respuestas**
- Perfil de compañía
  - Gestionar perfil

**Requieren atención**

Últimos 30 días

13

■ Negotiation Responses ■ Negotiations Closing Soon

**Actividad reciente**

Últimos 30 días

No hay datos disponibles

**Informes de transacciones**

Últimos 30 días

No hay datos disponibles

**Noticias de proveedor**

**Steps to Review / Respond Public Negotiations:**

- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

### IMPORTANT

Be aware that saving your bid for later does not submit it in the system. To submit your bid, you must click on Submit Bid.





## 3.2 Prepare Bid Response – Save for later

Select the option **Draft** in the field "**Response status**" and click the button **Search**. All bid responses which are saved but not submitted will be listed. In the column **Negotiation** the ID of the negotiation is displayed. This will help you to identify the tender/draft bid response that you wish to complete.

Manage Responses

Time Zone Eastern Standard Time

Done

Search

Advanced

Manage Watchlist

Saved Search

Active or Draft Responses

\*\* Negotiation Title

\*\* Negotiation

\*\* Response

\*\* Response Status

Draft

Line Description

Search

Reset

Save...

\*\* At least one is required

Search Results

Revising a draft response automatically locks it.

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Revise

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Tit Type	Time Remaining	Unread Messages	Monitor	Award Amount
13206		Draft	Popnikolov, Vla...		UNDP-PSU-00157	001 Request f...	15 Hours 59 Min...	0		
13210		Draft	Popnikolov, Vla...		UNDP-PSU-00179	001 Request f...	15 Days 20 Hours	0		
13207		Draft	Popnikolov, Vla...		UNDP-MD-00031	ITE Invitation t...	47 Days 15 Hours	0		
8207		Draft	Popnikolov, Vla...		UNWOMEN-DMA-2021-00057	Tes Invitation t...	418 Days 12 Ho...	0		
14207		Draft	Popnikolov, Vla...		UNDP-PSU-00193	Tes Invitation t...	0 Seconds	0		



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

## 3.2 Prepare Bid Response – Save for later

Identify the bid response that you wish to continue to work on and select it.  
Click **Actions**.

To continue working on your draft bid response and complete it, click the option **Revise**.

To delete the draft response and create new draft bid response from scratch, click the option **Delete Draft**.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Click to add text

Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation
	Draft	Popnikolov, Vla...		UNDP-PSU-00157
	Draft	Popnikolov, Vla...		UNDP-PSU-00179
13207	Draft	Popnikolov, Vla...		UNDP-MD-00031
8207	Draft	Popnikolov, Vla...		UNWOMEN-DMA-2021-00057
14207	Draft	Popnikolov, Vla...		UNDP-PSU-00193

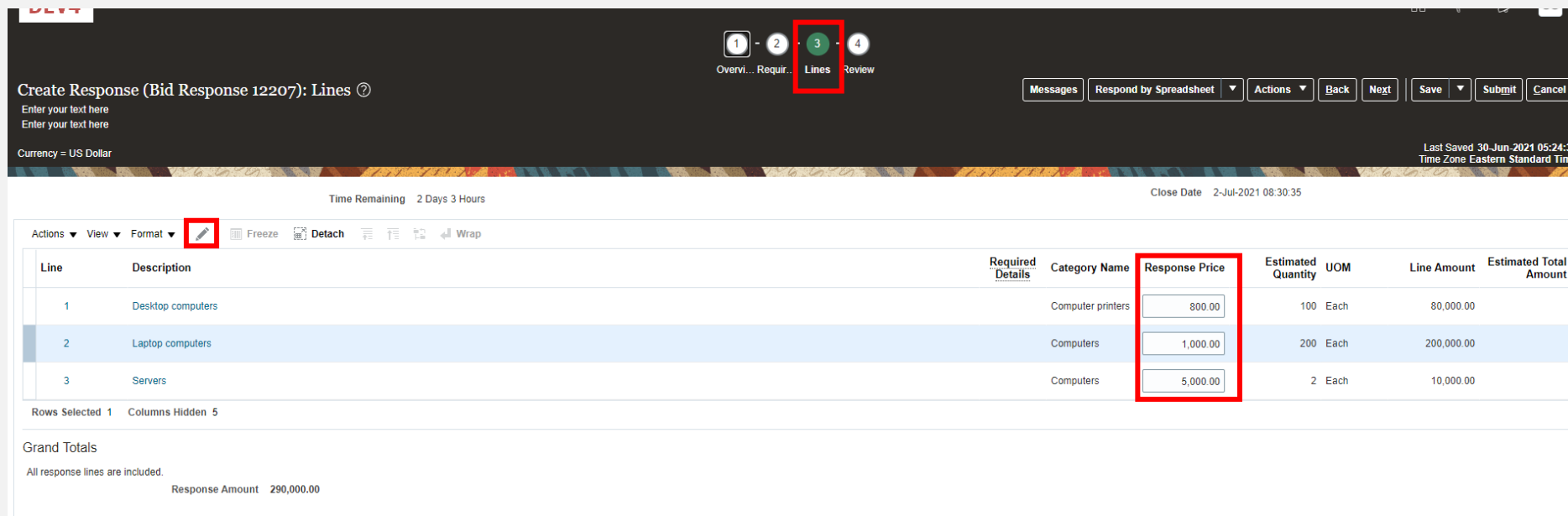


## 3.2 Prepare Bid Response – Insert price(s)

To enter your price offer on the Line Item(s), click on the **Lines** step of the bid response.

Enter your price offer in the "**Response Price**" field for each Line Item that you wish to bid.

You can add attachments on the Line Item level. Select the Line Item (it should become highlighted in light blue) and click the **Edit** icon.



Create Response (Bid Response 12207): Lines ⓘ


Enter your text here  
Enter your text here

Currency = US Dollar

Last Saved 30-Jun-2021 05:24:39  
Time Zone Eastern Standard Time

Time Remaining 2 Days 3 Hours

Close Date 2-Jul-2021 08:30:35

Actions View Format  Freeze Detach

Line	Description	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Desktop computers		Computer printers	800.00	100	Each	80,000.00	
2	Laptop computers		Computers	1,000.00	200	Each	200,000.00	
3	Servers		Computers	5,000.00	2	Each	10,000.00	

Rows Selected 1 Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount 290,000.00



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

## 3.2 Prepare Bid Response – Insert price(s)

Lines: Edit Line: 2 (Bid Response 12207) Messages 2: Laptop computers

Enter your text here  
Enter your text here  
Currency = US Dollar

Item: Laptop computers  
Revision: Computers  
Description: Laptop computers  
Category Name: Computers  
Start Price: 1,000.00  
Estimated Quantity: 200  
UOM: Each  
Rank: Sealed

Close Date: 2-Jul-2021 08:30:35  
Target Minimum Release Amount:  
Response Minimum Release Amount:  
Note to Buyer:

Attachments: 60140\_SUPPLIER.pdf + X

To add attachments on the Line Items level click the + icon on the Attachment field.

Click the + button to add an attachment. Then, click the "Choose File" button and select the file on your computer that you wish to upload/attach. Once the file is uploaded, enter the description.

To **add more attachments**, click the + button and repeat the same process for each file.

To **delete an uploaded file**, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue). Then, click the X icon.

To go back to the previous screen, click **OK**.

Attachments

Actions View + X

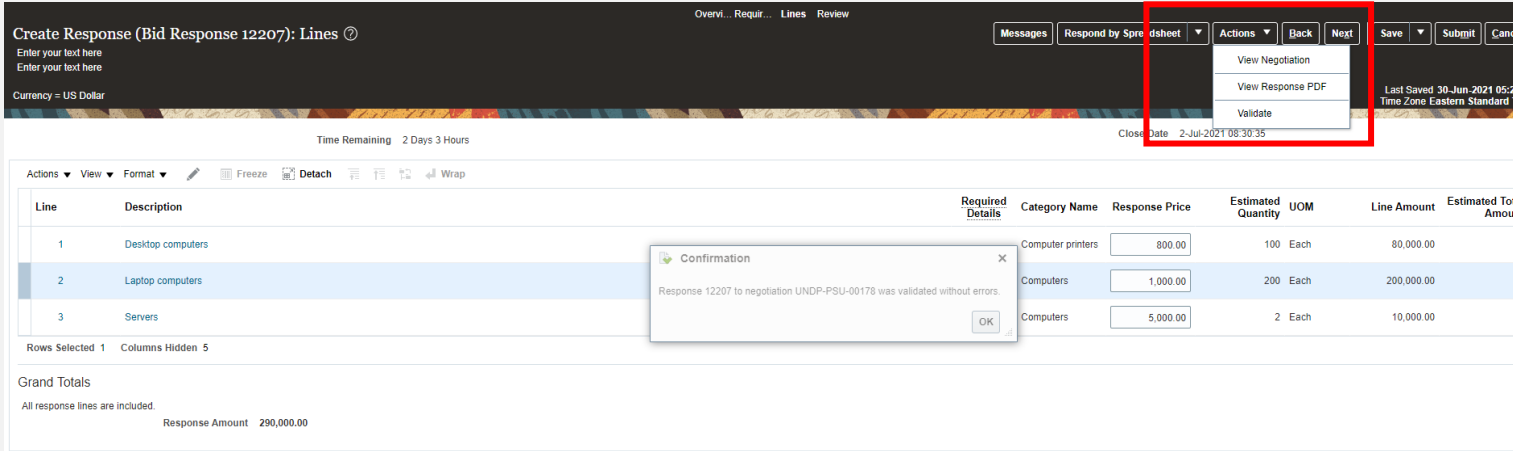
Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Vladimir Popn

Rows Selected 1

OK Cancel



## 3.3 Submit Bid – Validate the bid response

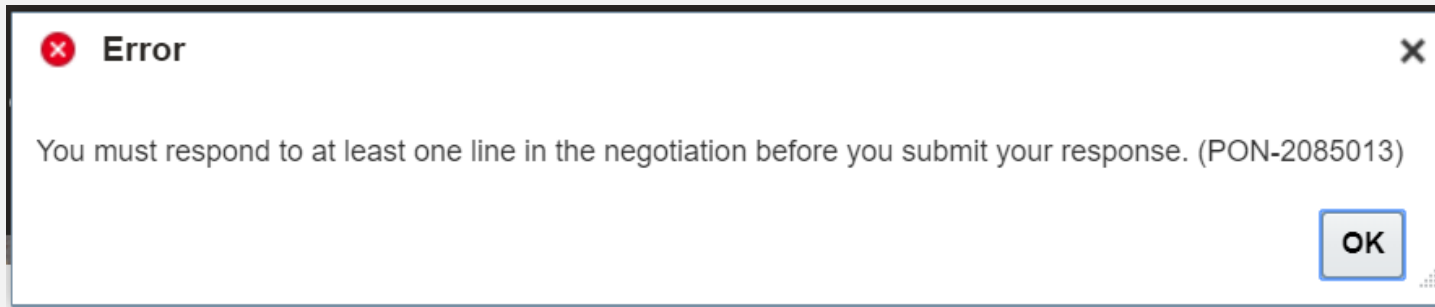


Line	Description	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Desktop computers		Computer printers	800.00	100	Each	80,000.00	
2	Laptop computers		Computers	1,000.00	200	Each	200,000.00	
3	Servers		Computers	5,000.00	2	Each	10,000.00	

Grand Totals  
All response lines are included.  
Response Amount 290,000.00

You can validate the bid response prior to the submission. Click the "Actions" button and select the option Validate from the dropdown list.

The system will perform a validation of the bid response. If no errors are identified, you can proceed with the submission.



If the validation process identified an issue with the bid response (e.g., missing mandatory data), an error message will pop up and inform you what exactly is not correct on the bid response (e.g., which data is missing).



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

## 3.3 Submit Bid – Review and Submit Bid Response

You can review your bid response by clicking "Review". Then click on different Sections to view the entered info. Once your bid is complete and your responses have been validated, click on ***“Submit”*** to post it in the system.

1 - 2 - 3 - 4

Overview Requirements Lines **Review**

Review Response: Bid Response 13208 ?

Currency = US Dollar

Last Saved 8-Jul-2021 03:57:33  
Time Zone Eastern Standard Time

Messages Respond by Spreadsheet Actions Back Next Save **Submit** Cancel

Title ITB-Proc Notice

Close Date 31-Aug-2021 04:40:10

Time Remaining 54 Days

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Beverages		Beverages	1,000.00	Each	1,000.00			

Columns Hidden 6



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

# 3.3 Submit Bid – Submit Bid Response

A confirmation message will pop up on your screen informing you that the bid reponse was submitted.



You will also receive an automatically generated e-mail notification confirming that the bid response was submitted.

From: noreply@undp.org <ecaa-dev1.fa.sender@workflow.mail.em2.cloud.oracle.com>  
To: "tenders@xyzexpimp.com" <tenders@xyzexpimp.com>  
Sent: Thursday, June 10, 2021, 03:46:32 PM GMT+2  
Subject: Your bid for "UNDP-PSU-00156,1" has been received

**Bid Confirmation**

This is a confirmation of your bid placed on the Procurement Negotiation "UNDP-PSU-00156,1" listed below. If you edit/revise your posted bid and click on "Save", the system will save the new bid response as a draft, while the previous version will still be active. To submit the revised bid response, you must click on "Submit" button for the new version prior to the expiry of the negotiation end date/time.

If you wish to withdraw your posted bid and cancel your participation in this negotiation, please contact the procurement focal point managing this negotiation.

If an amendment is created by the Organization, the system will automatically remove your originally posted bid. In order to repost it, you must Acknowledge the amendment, review your bid response (if necessary) and Re-Submit the bid again. It is your full responsibility to ensure that your bid is successfully posted in the system prior to the expiry of the negotiation end date/time. Please refer to the detailed instructions in the user guide.

Esta es una confirmación de su oferta realizada en la Negociación de Adquisiciones "UNDP-PSU-00156,1", enumerada más abajo. Si edita o revisa su oferta ya publicada y hace clic en "Guardar", el sistema guardará la nueva oferta como borrador, si bien la versión anterior seguirá activa. Para enviar la oferta revisada, debe hacer clic en el botón "Enviar" en la nueva versión antes de que expire el plazo establecido para el envío de ofertas.

Si desea retirar su oferta ya publicada y cancelar su participación en esta Negociación, por favor póngase en contacto con la persona de contacto establecida en la Negociación.

Si la Organización crea una enmienda, el sistema eliminará automáticamente su oferta inicial. Para volver a enviarla, deberá reconocer la enmienda, revisar su oferta (si es necesario) y volver a enviarla. Es su responsabilidad asegurarse de que su oferta se ha enviado correctamente a través del sistema antes de que finalice el plazo establecido para el envío de ofertas para esta Negociación. Puede acceder a instrucciones detalladas en la guía de usuario.

Ceci est une confirmation de votre offre placée sur le dossier d'appels d'offres « UNDP-PSU-00156,1 » référencé ci-dessous. Si vous modifiez/révisiez votre offre publiée et cliquez sur « Enregistrer », le système enregistrera la nouvelle offre sous forme de brouillon, tandis que la version précédente sera toujours active. Pour soumettre l'offre révisée, vous devez cliquer sur le bouton « Soumettre » pour la nouvelle version avant l'expiration de la date/heure limite de soumission.

Si vous souhaitez retirer votre offre soumise et annuler votre participation à cette négociation, veuillez contacter le point focal d'approvisionnement qui gère cet appel d'offres.

Si une modification est créée par l'Organisation, le système supprimera automatiquement votre offre initialement soumise. Pour la reprendre, vous devez prendre connaissance de la modification, examiner votre réponse à l'offre (si nécessaire) et soumettre à nouveau l'offre. Il est de votre responsabilité totale de vous assurer que votre offre est affichée avec succès dans le système avant l'expiration de la date ou de l'heure limite de soumission. Veuillez consulter les instructions détaillées du guide de l'utilisateur.

Supplier Name	Supplier Contact	BU Name	Negotiation Type	Negotiation Number	Response Number	Response Submission Date & Time	Time zone	Bid Response Withdrawn?
XYZ Export-Import	User One	UNDP-PSU	Invitation to Bid	UNDP-PSU-00156,1	8206	6/10/2021 9:42 AM	0:00	NA

## 3.4 Prepare a Bid Submission Offline – Submit Bid in .XML

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

The .XML file negotiation package will contain all the questions from the Requirements Section and the Line items that must be completed by the suppliers before submitting their bid online.

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

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.





## 3.4 Prepare Bid Response Offline – Export/Download XML file

To begin preparing your bid response offline, you must first export/download the .XML file to your computer. To export the .XML file, open the negotiation in question, click the **"Create Response"** button and click "Save". Then, click the button **"Response by Spreadsheet"** and from the dropdown list select the option **"Export"**.

**DEV4**

1 - 2 - 3 - 4

Overv... Requir... Lines - Review

Create Response (Bid Response 12214): Overview ⓘ

Enter your text here  
Enter your text here

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Export  
Import

Last Saved 01.07.21 09:42  
Time Zone Central European Time

Title Supplier Guide Document Close Date 02.07.21 14:30

Time Remaining 1 Day 4 Hours

General

Supplier Nextgenerp supplier 01

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Conversion Rate 1

Response Type ☒ Primary ☐ Alternate

Reference Number

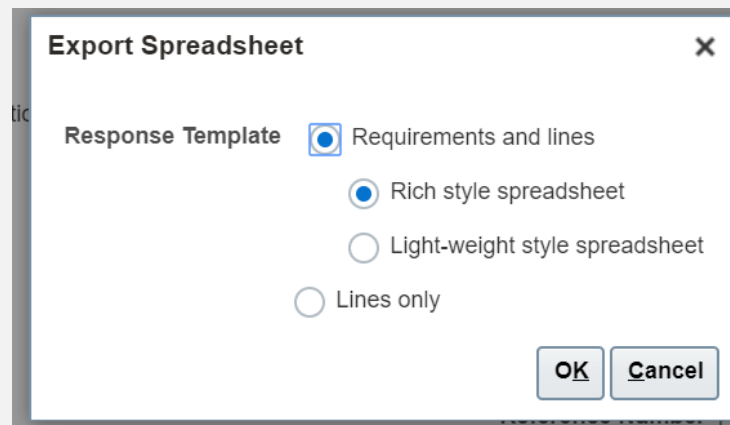
Note to Buyer

Attachments None



## 3.4 Prepare Bid Response Offline – Download XML file and open in Excel

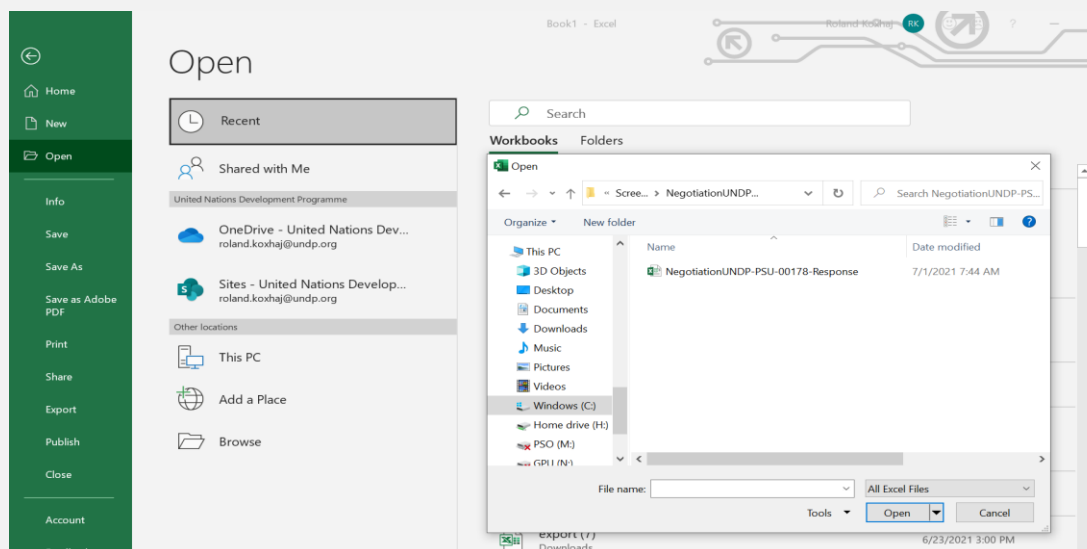
Select the options "Requirements and lines" and "Rich style spreadsheet" and click OK. The system will export and download the .XML file in a ZIP folder on your computer. Use an appropriate application to extract the file .XML file from the ZIP folder.



### 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.

Open the saved .xml-file in **Excel** by going to the “**Excel**” application, clicking on “**Open**” ? “**Browse**” and then browsing the file location.



## 3.4 Prepare Bid Response Offline – Complete bid responses in Excel

Once you have opened the file in Excel, complete all the required info/data on each sheet tab of the .XML document.

Supplier Guide Document

Negotiation **Invitation to Bid UNDP-PSU-00178** Company **United Nations**  
Close Date **7/2/2021 14:30** Buyer **KOXHAJ, Roland**  
Negotiation Currency **USD** Phone **300000097899814**  
Response Currency **USD** Email **roland.koxhaj@undp.org**  
Price Precision **2** Supplier **Nextgenerp supplier 01**  
Conversion Rate **1** Supplier Site

**General**

Response Valid Until  Example: 7/1/2021 9:44

Reference Number

Note to Buyer

**Requirements** [\(View Scoring Criteria\)](#)

**1. Eligibility and Forms**

1. Is the Bidder eligible to submit a bid?

1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.

General Lines (1 - 3) Requirements Scoring



### IMPORTANT

Please make sure not to change any details of other cells than the ones in which you should enter the required answers and price offers.



### IMPORTANT

Please check all the sheet tabs at the bottom of the excel file and make sure that you have answered all required fields.



## 3.4 Prepare Bid Response Offline – Complete bid responses in Excel

Follow the instructions next to the cells that should be completed.

If the instruction says "Target: Yes" it means you can answer that question only with "Yes", thus type "Yes" in the answer cell.

In the "Comments" cells you can type any textual comment related to the answer that you provided in the answer cell.

If the instruction says "Numeric value only", type only a number in the answer cell.

	A	B	C	D	E	F	G	H	I	J	K	L	M
49													
50		2.	Administrative documents										
51		1.	Have you provided Power of Attorney authorizing signature of Offer to sign of behalf of the company										
52													
53			Comments										
54													
55													
56													
57		2.	Have you provided Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.										
58													
59			(Target: Yes)										
60													
61		3.	Have you provided Audited financial statements for the last three years, including: consolidated Balance sheet, Profit & Loss, and Cash flow statements?										
62													
63			Comments										
64													
65													
66													
67													
68		3.a.1.	Indicate annual turnover for 2020										
69													
70			Comments										
71													
72													
73		3.a.2.	Indicate annual turnover for 2019										
74													
75			Numeric value only										



## 3.4 Prepare Bid Response Offline – Complete bid responses in Excel

Enter the price offer in the "Response Price" field for each line item that you wish to bid. If the tender requires bidding for all line items, enter the price offer in the "Response Price" field for each line item listed.

If you have any note/comments related to the line items, type them in the field "Note to Buyer" of the corresponding line item.

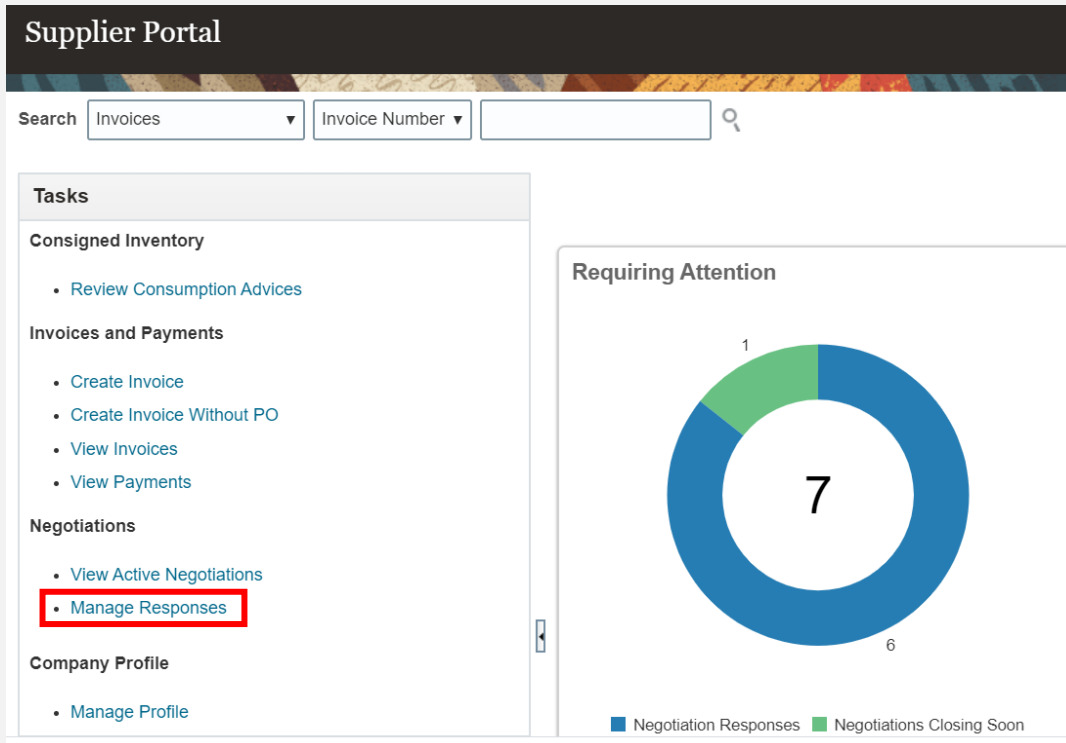
The screenshot shows the UNDP Supplier Guide Document Excel template. The 'Supplier Guide Document' section includes negotiation details for UNDP-PSU-00178, with a close date of 7/2/2021 14:30. The buyer is KOXHAI, Roland, and the supplier is Nextgenerp supplier 01. The 'Lines' section shows a table with columns for Line, Item, Revision, Start Price, UOM, Estimated Quantity, Estimated Total Amount, Target Minimum Release Amount, Response Price, Response Minimum Release Amount, Note to Buyer, Target Price, Category Name, and Note to Suppliers. The response amount is set to 361,000.00 USD. The table lists three items: Desktop computers, Laptop computers, and Servers.

Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note to Suppliers
1	Desktop computers			Each	100			900.00		Notes and comments if any		Computer printers	As per specifications provided
2	Laptop computers			Each	200			1,300.00				Computers	As per specifications provided
3	Servers			Each	2			5,500.00				Computers	including installation



## 3.4 Prepare Bid Response Offline – Upload responses and submit

When you have completed all fields, save the document as an XML. Spreadsheet. Login to the system, click on the "Supplier Portal" icon and click the link ***"Manage Responses"***.



**Supplier Portal**

Search Invoices Invoice Number

**Tasks**

- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses**
- Company Profile
  - Manage Profile

**Requiring Attention**

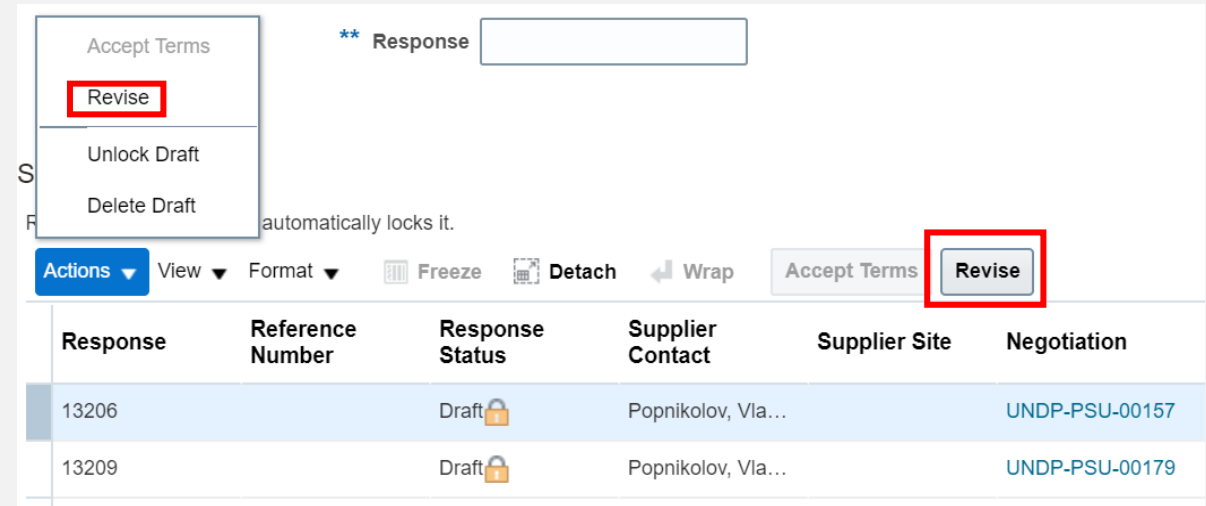
1

7

6

■ Negotiation Responses ■ Negotiations Closing Soon

Select the draft response that you created for the negotiation in question and click the **"Revise"** button. You can also click the **"Action"** icon and select the **"Revise"** option. Your draft bid response will open.



Accept Terms

Revise

Unlock Draft

Delete Draft

automatically locks it.

Accept Terms

Revise

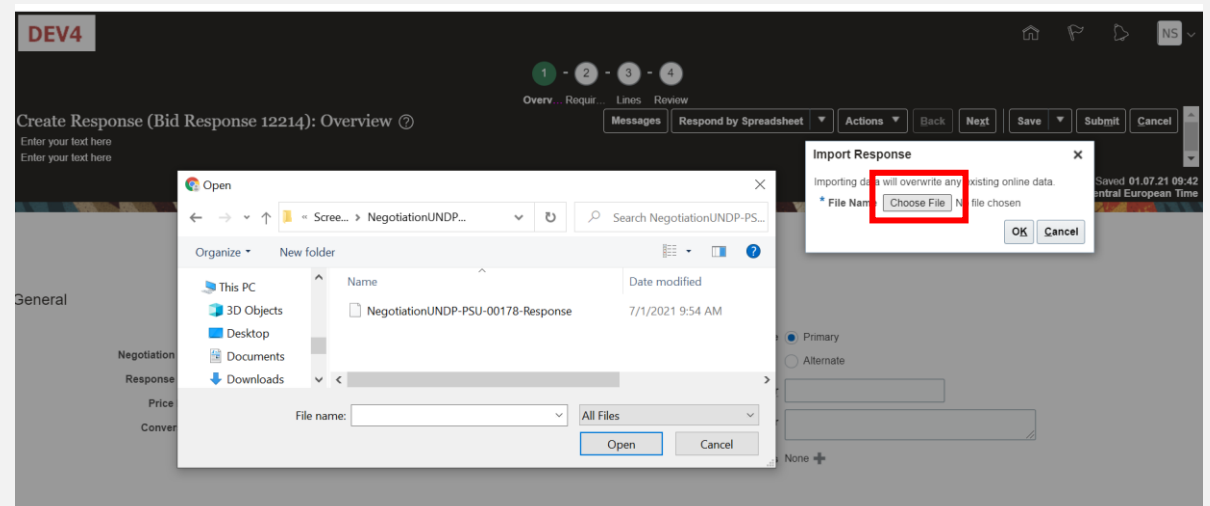
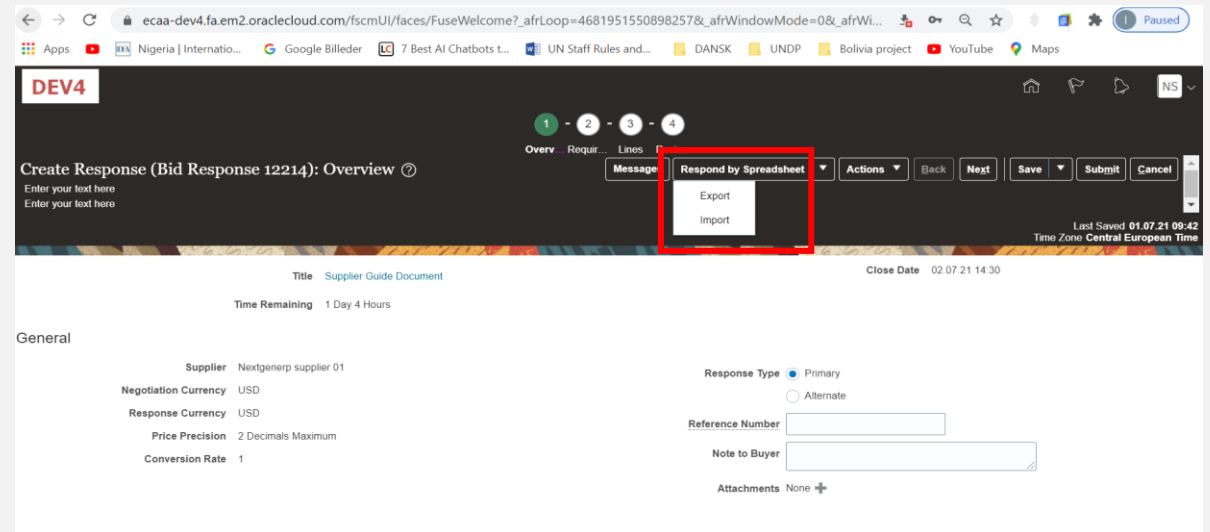
Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation
13206		Draft	Popnikolov, Vla...		UNDP-PSU-00157
13209		Draft	Popnikolov, Vla...		UNDP-PSU-00179



## 3.4 Prepare Bid Response Offline – Upload responses and submit

To upload the completed .XML file in the negotiation, click the button "**Respond by Spreadsheet**" and select the option "**Import**".

Click on "Choose File" button and select the completed .XML file on your computer. Click "**OK**". When the .xml-file is imported/uploaded, your answers will be automatically populated in each section of the Negotiation. Please review the answers to make sure everything is correct and add any attachments before validating your entries and submitting your Negotiation.



## 3.4 Prepare Bid Response Offline – Validate bid response and submit

You can validate the bid response prior to the submission. Click the "Actions" button and select the option Validate from the dropdown list.

The system will perform a validation of the bid response.

If no errors are identified, you can proceed with the submission.

If the validation process identified an issue with the bid response (e.g., missing mandatory data), an error message will pop up and inform you what exactly is not correct on the bid response (e.g., which data is missing).





## 3.4 Prepare Bid Response Offline – Review bid response and submit

You can review your bid response by clicking "Review". Then click on different Sections to view the entered info. Once your bid is complete and your responses have been validated, click on **“Submit”** to post it in the system.

1 - 2 - 3 - 4

Overview Requirements Lines **Review**

Review Response: Bid Response 13208 ?

Currency = US Dollar

Last Saved 8-Jul-2021 03:57:33  
Time Zone Eastern Standard Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title ITB-Proc Notice

Close Date 31-Aug-2021 04:40:10

Time Remaining 54 Days

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Beverages		Beverages	1,000.00	Each	1,000.00			

Columns Hidden 6



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

# 3.4 Prepare Bid Response Offline – Submit Bid Response

A confirmation message will pop up on your screen informing you that the bid response was submitted.



You will also receive an automatically generated e-mail notification confirming that the bid response was submitted.

From: noreply@undp.org <ncaa-dev1\_fa\_sender@workflow.mail.em2.cloud.oracle.com>  
To: "tenders@xyzexpimp.com" <tenders@xyzexpimp.com>  
Sent: Thursday, June 10, 2021, 03:46:32 PM GMT+2  
Subject: Your bid for "UNDP-PSU-00156,1" has been received

**Bid Confirmation**

This is a confirmation of your bid placed on the Procurement Negotiation "UNDP-PSU-00156,1" listed below. If you edit/revise your posted bid and click on "Save", the system will save the new bid response as a draft, while the previous version will still be active. To submit the revised bid response, you must click on "Submit" button for the new version prior to the expiry of the negotiation end date/time.

If you wish to withdraw your posted bid and cancel your participation in this negotiation, please contact the procurement focal point managing this negotiation.

If an amendment is created by the Organization, the system will automatically remove your originally posted bid. In order to repost it, you must Acknowledge the amendment, review your bid response (if necessary) and Re-Submit the bid again. It is your full responsibility to ensure that your bid is successfully posted into the system prior to the expiry of the negotiation end date/time. Please refer to the detailed instructions in the user guide.

Esta es una confirmación de su oferta realizada en la Negociación de Adquisiciones "UNDP-PSU-00156,1", enumerada más abajo. Si edita o revisa su oferta ya publicada y hace clic en "Guardar", el sistema guardará la nueva oferta como borrador, si bien la versión anterior seguirá activa. Para enviar la oferta revisada, debe hacer clic en el botón "Enviar" en la nueva versión antes de que expire el plazo establecido para el envío de ofertas.

Si desea retirar su oferta ya publicada y cancelar su participación en esta Negociación, por favor póngase en contacto con la persona de contacto establecida en la Negociación.

Si la Organización crea una enmienda, el sistema eliminará automáticamente su oferta inicial. Para volver a enviarla, deberá reconocer la enmienda, revisar su oferta (si es necesario) y volver a enviarla. Es su responsabilidad asegurarse de que su oferta se ha enviado correctamente a través del sistema antes de que finalice el plazo establecido para el envío de ofertas para esta Negociación. Puede acceder a instrucciones detalladas en la guía de usuario.

Ceci est une confirmation de votre offre placée sur le dossier d'appels d'offres « UNDP-PSU-00156,1 » référencé ci-dessous. Si vous modifiez/révisiez votre offre publiée et cliquez sur « Enregistrer », le système enregistrera la nouvelle offre sous forme de brouillon, tandis que la version précédente sera toujours active. Pour soumettre l'offre révisée, vous devez cliquer sur le bouton « Soumettre » pour la nouvelle version avant l'expiration de la date/heure limite de soumission.

Si vous souhaitez retirer votre offre soumise et annuler votre participation à cette négociation, veuillez contacter le point focal d'approvisionnement qui gère cet appel d'offres.

Si une modification est créée par l'Organisation, le système supprimera automatiquement votre offre initialement soumise. Pour la reprendre, vous devez prendre connaissance de la modification, examiner votre réponse à l'offre (si nécessaire) et soumettre à nouveau l'offre. Il est de votre responsabilité totale de vous assurer que votre offre est affichée avec succès dans le système avant l'expiration de la date ou de l'heure limite de soumission. Veuillez consulter les instructions détaillées du guide de l'utilisateur.

Supplier Name	Supplier Contact	BU Name	Negotiation Type	Negotiation Number	Response Number	Response Submission Date & Time	Time zone	Bid Response Withdrawn?
XYZ Export-Import	User One	UNDP-PSU	Invitation to Bid	UNDP-PSU-00156,1	8206	6/10/2021 9:42 AM	0:00	NA



[Click to return to  
TOC](#)

## 4.0 Manage Bids

*This section guides the Supplier on how to view, edit, or cancel a bid that is already saved in the system or submitted. The section also explains how Suppliers can resubmit a bid when an event is modified.*

- [4.1 View bid responses](#)
- [4.2 Revise/Edit a bid response](#)
- [4.3 Manage a bid after negotiation is amended](#)
- [4.4 Withdraw submitted bid response](#)

## 4.1 Manage Bids – View Bid Response(s)

To view your bid responses for the negotiations that you participated, login to your Supplier profile and go to **“Supplier Portal”**. Click on **“Manage Bid Responses”**.

You can use different Search criteria. If you know the ID of the negotiation, enter it in the **"Negotiation"** field and click the **Search** button. Your bid response for that negotiation will be displayed in the Search Results.

You can also search your bid responses by selecting one of the values in the dropdown list for the **"Response Status"**:

The screenshot shows the 'Manage Responses' interface. At the top, there's a 'Search' section with filters for 'Negotiation Title', 'Negotiation', 'Response', and 'Response Status'. The 'Response Status' dropdown is highlighted with a red box and set to 'Draft'. Below the filters is a 'Search' button, also highlighted with a red circle. The 'Search Results' section shows a table of bid responses.

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	No Negotiation Title	Time Remaining	Unread Messages	Monitor	Award Amount
13206		Draft	Popnikolov, Vla...		UNDP-PSU-00157	00 Request f...	15 Hours 59 Min...	0		
13210		Draft	Popnikolov, Vla...		UNDP-PSU-00179	00 Request f...	15 Days 20 Hours	0		
13207		Draft	Popnikolov, Vla...		UNDP-MD-00031	ITE Invitation t...	47 Days 15 Hours	0		
8207		Draft	Popnikolov, Vla...		UNWOMEN-DMA-2021-00057	Tes Invitation t...	418 Days 12 Ho...	0		
14207		Draft	Popnikolov, Vla...		UNDP-PSU-00193	Tes Invitation t...	0 Seconds	0		

**Active** – to see bid responses submitted for ongoing negotiations;

**Active or draft** – to see both the submitted and draft responses for ongoing negotiations;

**Awarded** – to see your awarded bid responses;

**Disqualified** – to see your bid responses which were disqualified during the evaluation process;

**Draft** – to see the bid responses which were saved as draft (not submitted);

**Pending Award** – to see your bid responses which are awaiting an award decision;

**Rejected** – to see your bid responses that were not awarded;

**Resubmission required** – to see your bid responses which have to be resubmitted because the negotiations were amended.

Click the button **"Search"** and all bid responses with that status will be listed.



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

## 4.1 Manage Bids – View Bid Response(s) for ongoing negotiations

To view your bid response(s) for the on-going (Active) negotiations, login to the system, click on the **Supplier Portal** icon and then **View Active Negotiations** link. All on-going negotiations will be listed.

The negotiations for which you have not created a bid response will have value **0** in the column **Your Responses**.

The negotiations for which you created a draft or submitted a bid response will have the value **1** in the column **Your Responses**. To open the bid response, click the number **1**.

DEV4  
Supplier Portal

Search Invoices Invoice Number

Tasks

- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - View Active Negotiations**
  - Manage Responses
- Company Profile
  - Manage Profile

Requiring Attention

3

Recent Activity Last 30 Days

No data available

Transaction Reports Last 30 Days

No data available

Legend: ■ Negotiation Responses ■ Negotiation Messages

Active Negotiations

Search

Manage Watchlist

Search Results

Negotiation	Title	Ne Ty	Bu	Sup Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate
UNDP-MD-00031	ITB-Proc Notice	I...			21 Days 18 Hours	31-Aug-2021 04...	Sealed	1	
UNDP-MD-00032	RFO-Proc Notice	R...			17 Days 18 Hours	27-Aug-2021 04...	Sealed	0	
UNDP-MD-00033	RFQ-Proc Notice	R...			24 Days 18 Hours	3-Sep-2021 04...	Sealed	0	
UNDP-MD-00034	RFO-Proc Notice Attachment testing	R...			10 Days 21 Hours	20-Aug-2021 07...	Sealed	0	
UNDP-MD-00035,1	ITB-Proc Notice Attachment testing	I...			10 Days 23 Hours	20-Aug-2021 09...	Sealed	0	
UNDP-MD-00036	ITB-Proc Notice Attachment testing	R...			24 Days 22 Hours	3-Sep-2021 08...	Sealed	0	



## 4.2 Manage Bids – View and Edit/Revise your Bid Responses

In the column **“Response Status”** you will see the status of your bid. For a bid to be successfully submitted, the status must show as **“Active”**. Then, click on the number displayed in the column **“Response”** and the system will open your submitted bid.

Click on different **Sections** to view the entered info. To revise the bid response, click the **Revise** button. The bid response will be open for editing.

**DEV4**

### Manage Responses

Search

Advanced Manage Watchlist Saved Search

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Tit Type	Time Remaining	Unread Messages
<b>13208</b>	000123	Active	Popnikolov, Vla...		UNDP-MD-00031	I... Invitation t...	21 Days 18 Hours	0

**DEV4**

### Bid Response: 13208 (Invitation to Bid UNDP-MD-00031)

Currency = US Dollar

Messages **Revise** Actions

Title ITB-Proc Notice

Response Status Active

Time Remaining 21 Days 18 Hours

Close Date 31-Aug-2021 04:40:10

Overview Requirements **Lines**

Response Amount 1,000.00

View Format Freeze Detach Wrap

Line	Description	Rank	Response Price	Transform Rank	UOM Name	Estimated Quantity	Response Minimum Release Amount	Response Amount	Notes	Attachments
1	Beverages	Sealed	1,000.00	Sealed	Each			1,000.00		

Columns Hidden 10



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

## 4.2 Manage Bids – View and Edit/Revise Your Bid Response (2)

You can also edit a bid response by clicking on **Actions** and then **Revise**.

**DEV4**

Manage Responses

► Search Advanced Manage Watchlist

Search Results

Revising a draft response automatically locks it.

**Actions** ▼ View ▼ Format ▼ Freeze Detach Wrap Accept Terms **Revise**

Accept Terms

**Revise**

Unlock Draft

Delete Draft

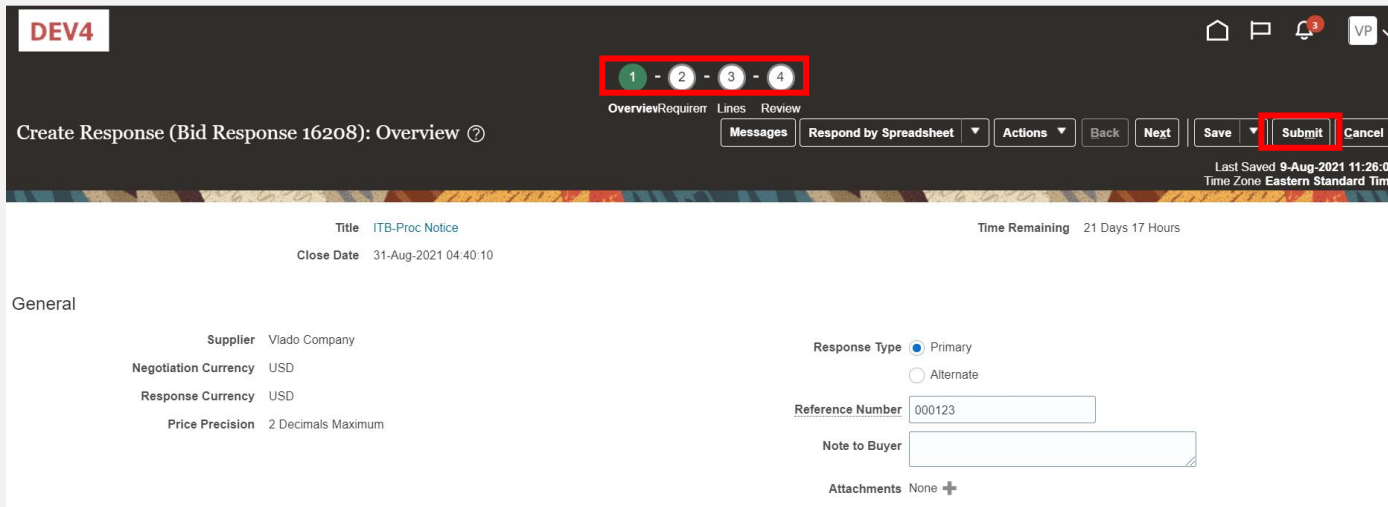
Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Title Type	Time Remaining
00123	Active	Popnikolov, Vla...		UNDP-MD-00031	I... Invitation t...	21 Days 18 Hours



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

## 4.2 Manage Bids – View and Edit/Revise Your Bid Responses (3)

To view and edit the data entered in different sections of your bid response (Overview, Requirements or Lines), click on the appropriate step of the response. Once you implemented the changes, click the **Submit** button to post your revised bid response.



DEV4

1 - 2 - 3 - 4

Overview Requirements Lines Review

Create Response (Bid Response 16208): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 9-Aug-2021 11:26:08  
Time Zone Eastern Standard Time

Title ITB-Proc Notice  
Close Date 31-Aug-2021 04:40:10  
Time Remaining 21 Days 17 Hours

General

Supplier Vlado Company  
Negotiation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum

Response Type ☒ Primary  
☐ Alternate

Reference Number 000123

Note to Buyer

Attachments None +



### IMPORTANT

Make sure that you submit your bid after you edit/revise it.



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



## 4.3 Manage Bids – Manage a bid after negotiation is amended

If the negotiation for which you submitted a bid response is amended, your bid response will not be valid anymore and its status will change for **Active** to **Resubmission Required**. You will receive a notification e-mail generated by the system with this information. You can also find a notification in your Supplier profile once you login to the system.

The screenshot displays the UNDP Supplier Portal interface. On the left, a sidebar contains navigation links under 'Tasks', 'Invoices and Payments', 'Negotiations', and 'Company Profile'. The main content area features a 'Requiring Attention' section with a donut chart showing 4 items (3 green, 1 blue) and a 'No data available' message. A red-bordered notification box is overlaid on the right, titled 'Notifications', listing four items: 'FYI Amendment 1 for Negotiation UNDP-PSU-00198 (UNDP PSU ITB for Supplier Guide) Requires Your Attention' (54 seconds ago), 'FYI Negotiation UNDP-PSU-00156,1 (Test 10 June) Was Canceled' (3 weeks ago), 'FYI Online Message for Negotiation Invitation to Bid UNDP-PSU-00192 (Test for suppliers) Was Received' (3 weeks ago), and 'Task 215634 requires your attention.' (3 weeks ago). Each notification has a 'Dismiss' button.

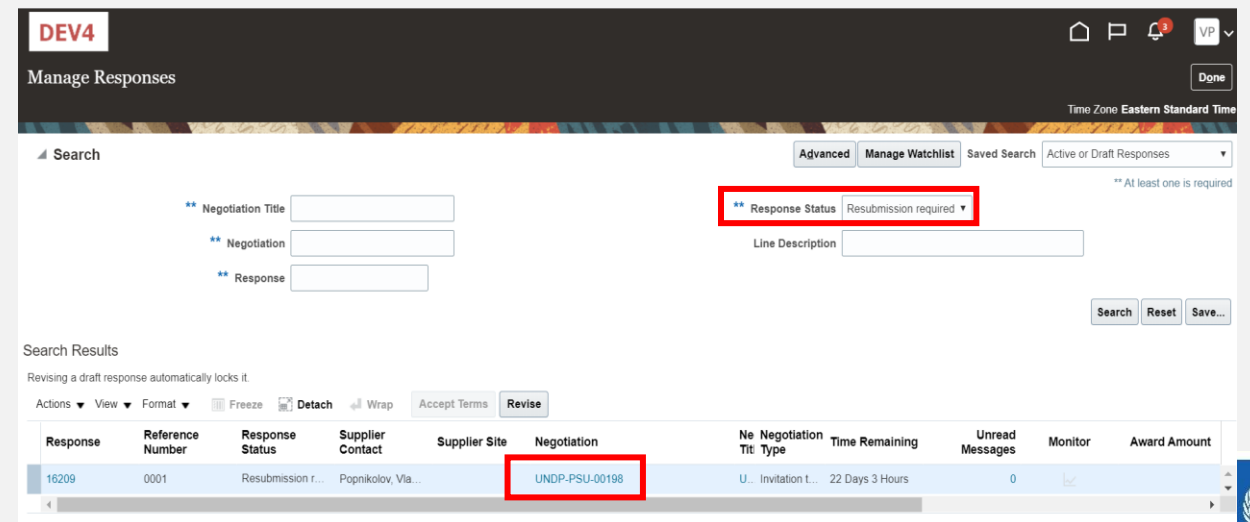
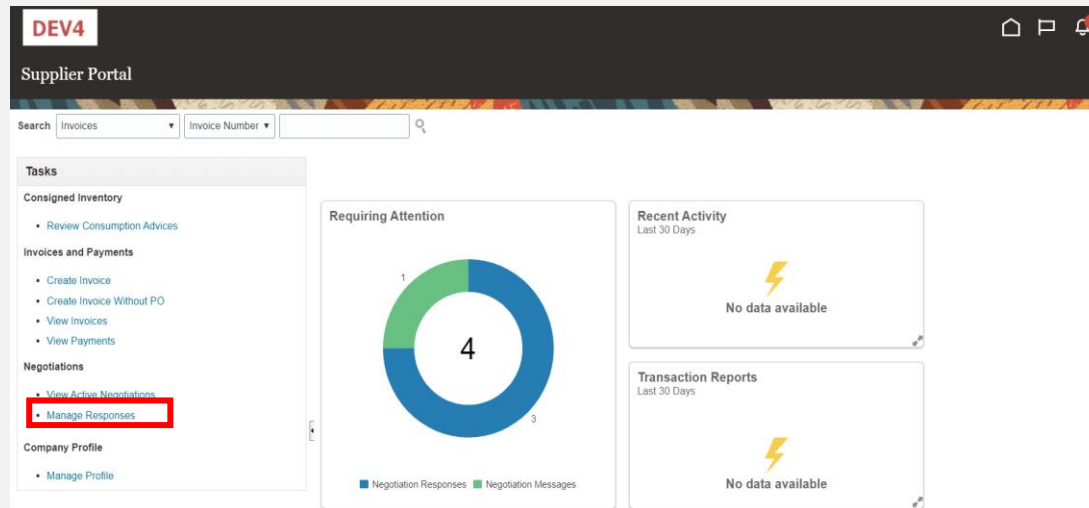


[Click to return to Manage Bid Main page](#)

## 4.3 Manage Bids – Manage a bid after negotiation is amended

You have to acknowledge the amendment first and then you will be able to resubmit your bid response.  
Click on the **Supplier Portal** icon and then click on **Manage Responses**.

In the Search Criteria, select the option **Resubmission required** in the field **Response Status**. Your bid responses that have to be resubmitted for amended negotiations will be listed in the **Search Results**. Click the negotiation for which you wish to acknowledge the amendment and resubmit your bid response.



## 4.3 Manage Bids – Manage a bid after negotiation is amended

The amended negotiation will open. Click the button **Actions**, then select the option **Respond** and click on **Acknowledge Amendments**.

A short description of the changes in the amended negotiation will be displayed in the **Amendment Description** part. Scroll up and down to see more details of the amended negotiation.

To acknowledge the amendment, check the box in front of the text "I have reviewed the changes and I acknowledge amendment 1 for negotiation XXXXX" and click the button **Submit**.

DEV4

Invitation to Bid: UNDP-PSU-00198

Currency = US Dollar

Messages Actions Done

Acknowledge Amendments Respond Analyze View

Title UNDP PSU ITB for Supplier Guide

Status Amended (Locked)

Open Date 9-Aug-2021 12:31:10

Close Date 31-Aug-2021 17:00:00

Time Remaining Not applicable

Table of Contents

Cover Page

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Invitation to Bid for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Scope of Work, SOW
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o Form H: Format for CV of Proposed Key Personnel

If you are interested in submitting a Proposal in response to this RFP, please prepare your BID in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

This procurement process is conducted through the XXXXX online system.  
<https://XXXXXXXX.com> (interested applicants must register in the system in order to access the additional documents).

DEV4

Acknowledge Amendments (Invitation to Bid UNDP-PSU-00198)

Currency = US Dollar

Select each amendment to review and acknowledge the changes.

View Original Negotiation Submit Cancel

Time Zone Eastern Standard Time

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	UNDP PSU ITB for Supplier Guide	9-Aug-2021 12:31:10	Active (Locked)			

Columns Hidden 3

Amendment 1: Details

Acknowledgment ☒ I have reviewed the changes and I acknowledge amendment 1 for negotiation UNDP-PSU-00198.

Amendment Description Increased quantity on Line Items

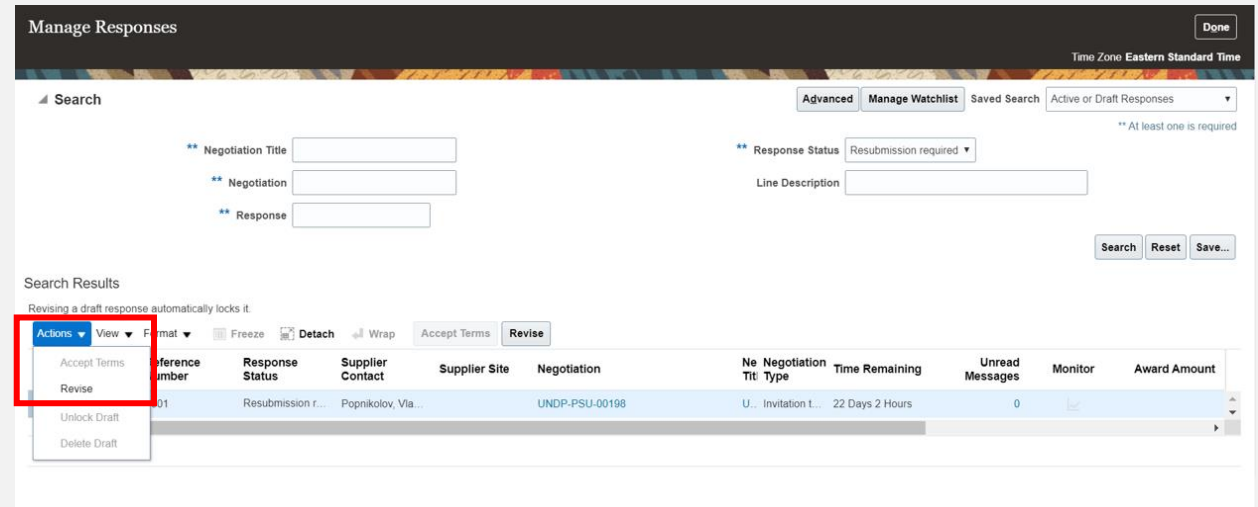
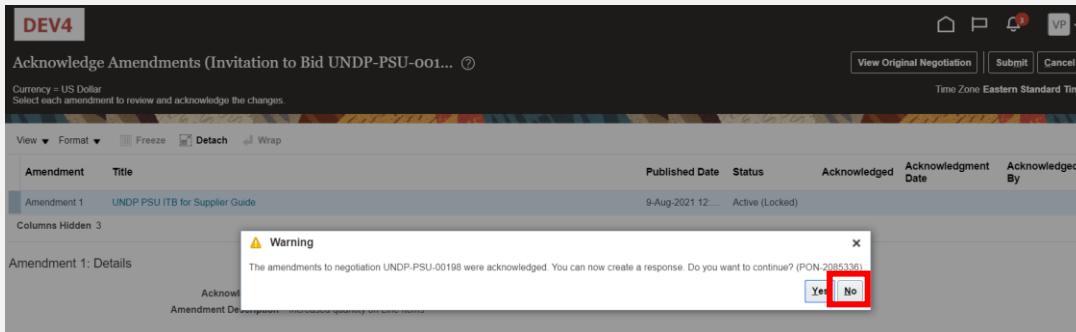


[Click to return to Manage Bid Main page](#)

## 4.3 Manage Bids – Manage a bid after negotiation is amended

A warning message informing you that you acknowledged the amended version of the negotiation and new bid response will be created will popup. Select the option **No**, as you are not going to create new bid response but revise the existing one.

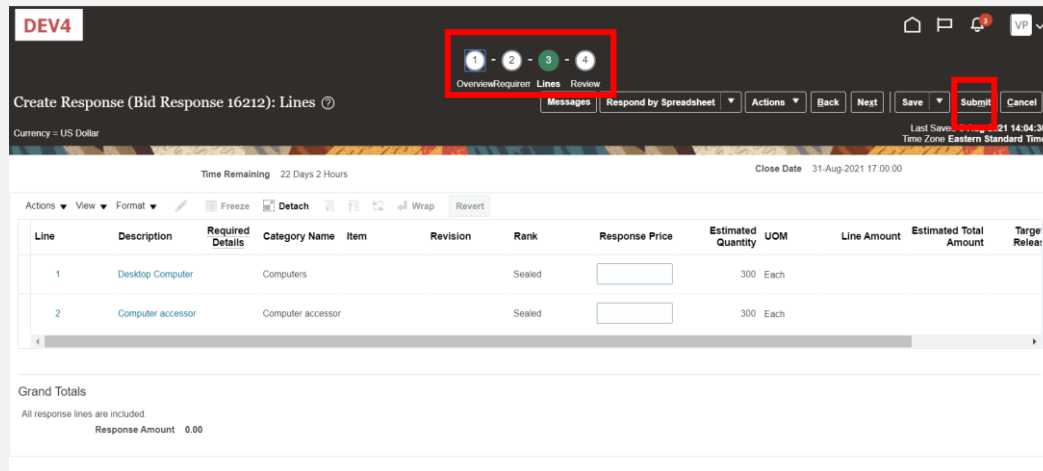
Click the option **Actions** and select the option Revise.



## 4.3 Manage Bids – Manage a bid after negotiation is amended

All answers submitted in the bid response for the previous version of the negotiation will be displayed and all the fields will be open for editing. Click on each section of the bid response and you will be able to edit the info/data. Once your revised bid response is complete, click the **Submit** button.

A confirmation message that your bid response is submitted will be displayed on your screen.



DEV4

Create Response (Bid Response 16212): Lines

Currency - US Dollar

Time Remaining: 22 Days 2 Hours

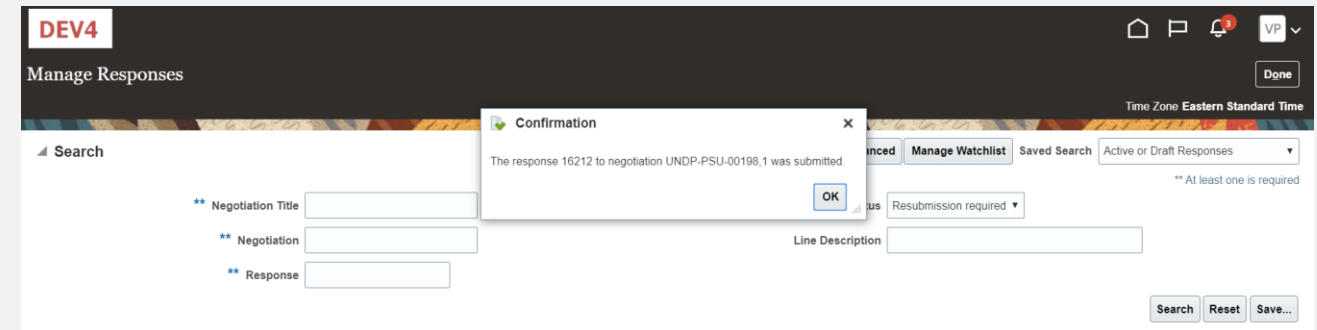
Close Date: 31-Aug-2021 17:00:00

Line	Description	Required Details	Category Name	Item	Revision	Rank	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Target Release
1	Desktop Computer		Computers			Sealed		300	Each			
2	Computer accessor		Computer accessor			Sealed		300	Each			

Grand Totals

All response lines are included.

Response Amount: 0.00



DEV4

Manage Responses

Confirmation

The response 16212 to negotiation UNDP-PSU-00198,1 was submitted.

OK

Search

Negotiation Title

Negotiation

Response

Line Description

Search Reset Save...



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

## 4.4 Withdraw your bid response

For instructions on how to withdraw your submitted bid response, please contact the procurement focal point managing the tender/negotiation.





[Click to return to  
TOC](#)

## 5.0 Manage Supplier Profile

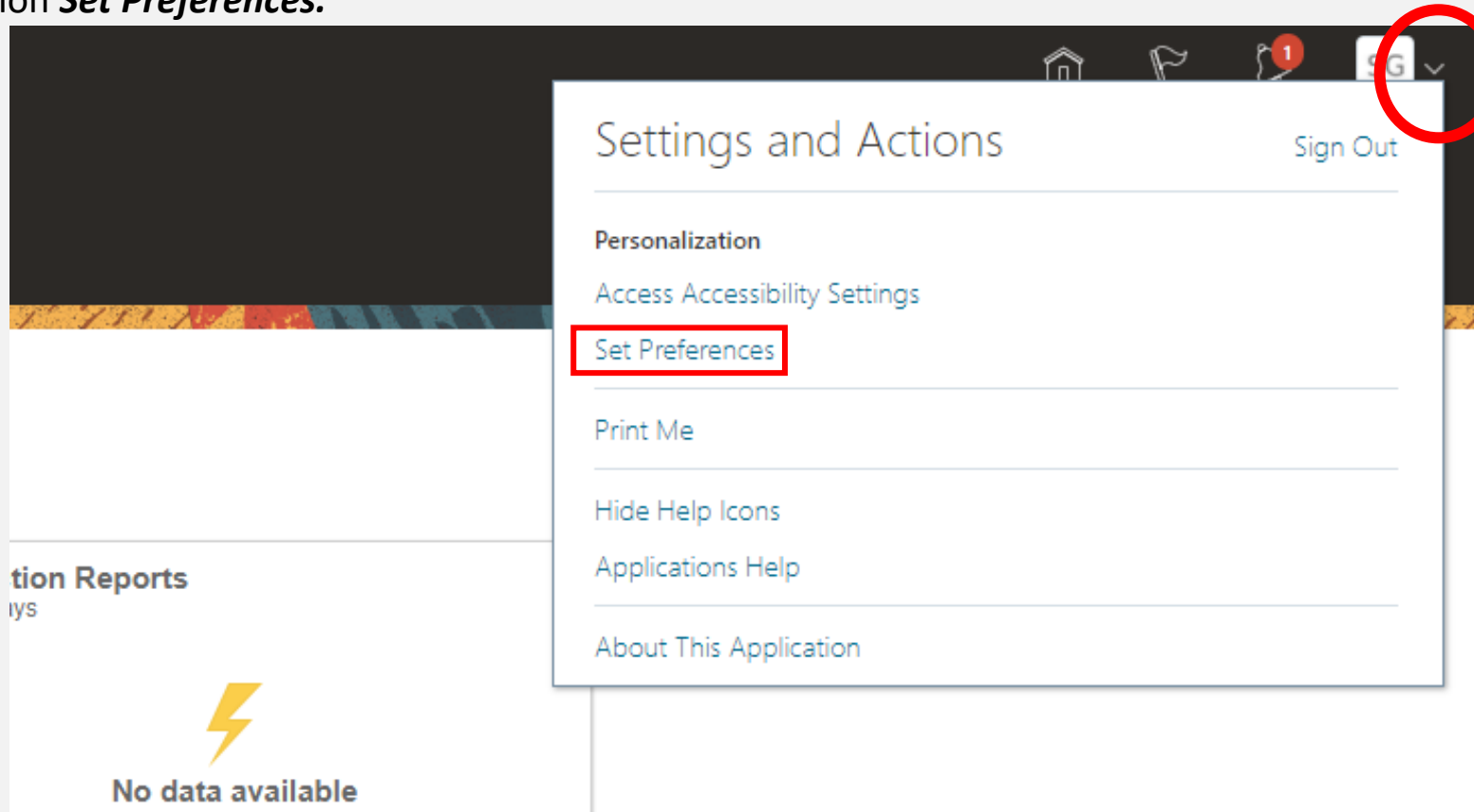
*This section describes some additional eTendering features that enable the bidders to view their bidding activity and update the information in their bidder profile.*

- [5.1 Setting your Regional and Language preferences](#)
- [5.2 Update supplier profiles](#)
- [5.3 Manage Contacts \(user access\)](#)

## 3.1 Setting your profile preferences

The system gives the possibility each supplier to set the preferences of their own supplier profile. This relates only to system interface and not tender documents.

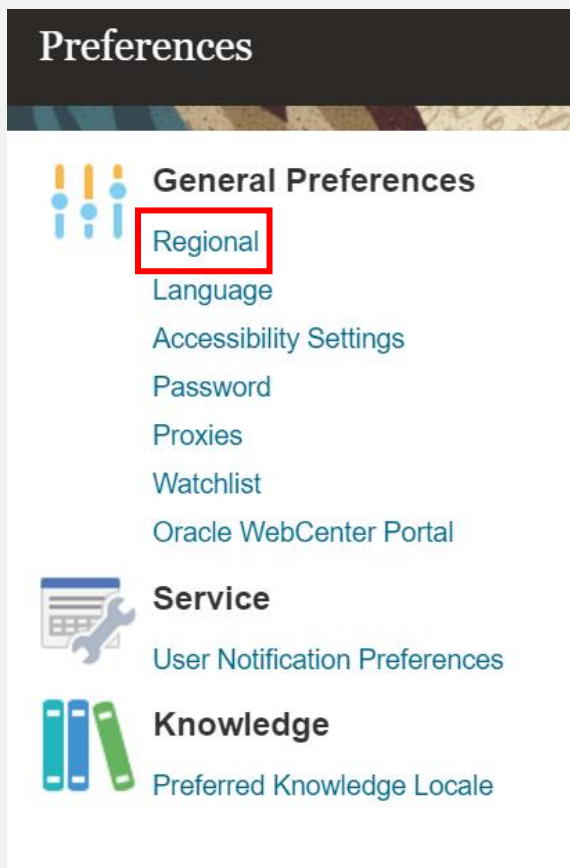
Once you login the system, click on the **Setting and Actions Menu** icon in the right upper corner of your screen and select the option **Set Preferences**.





## 3.1 Setting your profile preferences - Regional Preferences

To set your Regional preferences, click the option **Regional**. Then you can set several different preferences:



**Territory:** Select your country.

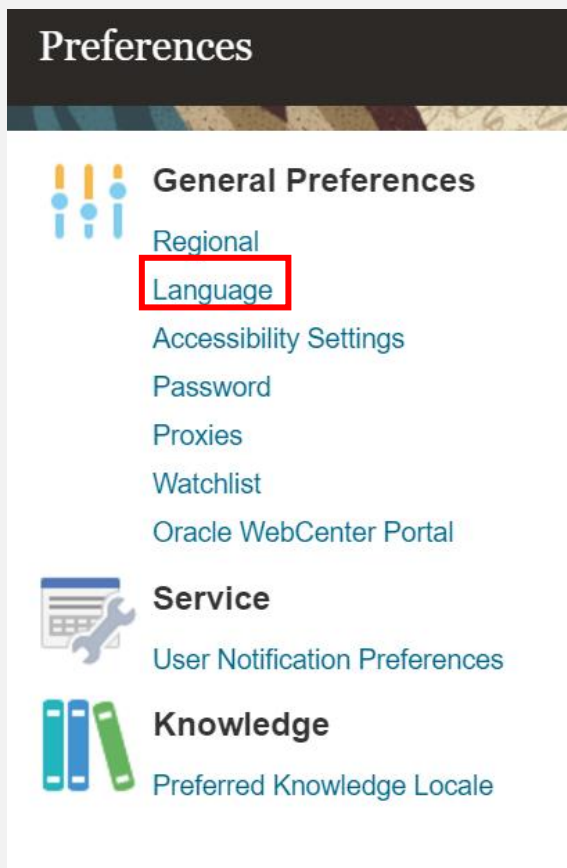
**Date and time format:** Select the format in which you wish the date/time to be presented.

**Time Zone:** Select the time zone in which you operate. This will convert the tender deadline to the exact time as per your chosen setting.

A screenshot of the 'General Preferences: Regional' settings page. The page has a dark header with 'DEV4' in red. The title 'General Preferences: Regional' is at the top. Below it, there are several settings, each with a label and a dropdown menu: 'Territory' (United States), 'Date Format' (d-MMM-yyyy (30-Jun-2021)), 'Time Format' (HH:mm:ss (10:17:11)), 'Number Format' (-1,234.567), 'Currency' (US Dollar), and 'Time Zone' ((UTC-05:00) New York - Eastern Time (ET)).

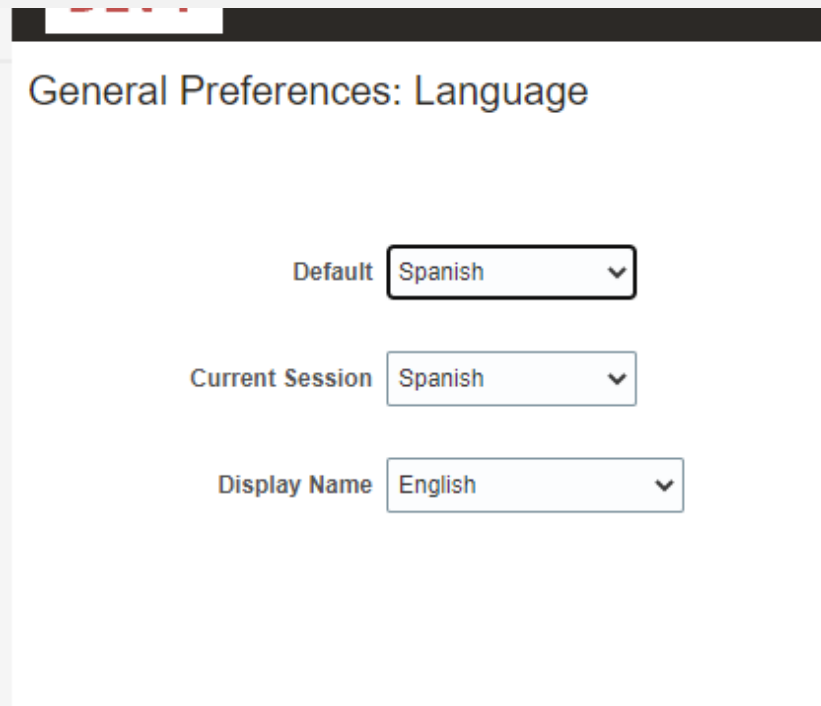
## 3.1 Setting your profile preferences – Language Preferences

The default language of the system is English. To set the language preferences, click the option **Language**.



**Default:** Select the default system language for your profile.

**Current Session:** Select the system language for the current session. The system language will go back to the default one at the next login.



## 3.1 Setting your profile preferences – Language Preferences

After selecting the preferred language, the system will display the menu as per your chosen setting.

**DEV4**

**Portal de proveedor**  
Introduzca aquí el texto  
Introduzca aquí el texto

Buscar: Facturas Número de factura

**Tareas**

**Inventario consignado**

- Revisar avisos de consumo

**Facturas y pagos**

- Crear factura
- Crear factura sin orden de compra
- Ver facturas
- Ver pagos

**Negociaciones**

- Ver negociaciones activas
- Gestionar respuestas

**Perfil de compañía**

- Gestionar perfil

**Requieren atención**

13

10 3

■ Negotiation Responses ■ Negotiations Closing Soon

**Actividad reciente**  
Últimos 30 días

No hay datos disponibles

**Informes de transacciones**  
Últimos 30 días

No hay datos disponibles

**Noticias de proveedor**

**Steps to Review / Respond Public Negotiations:**

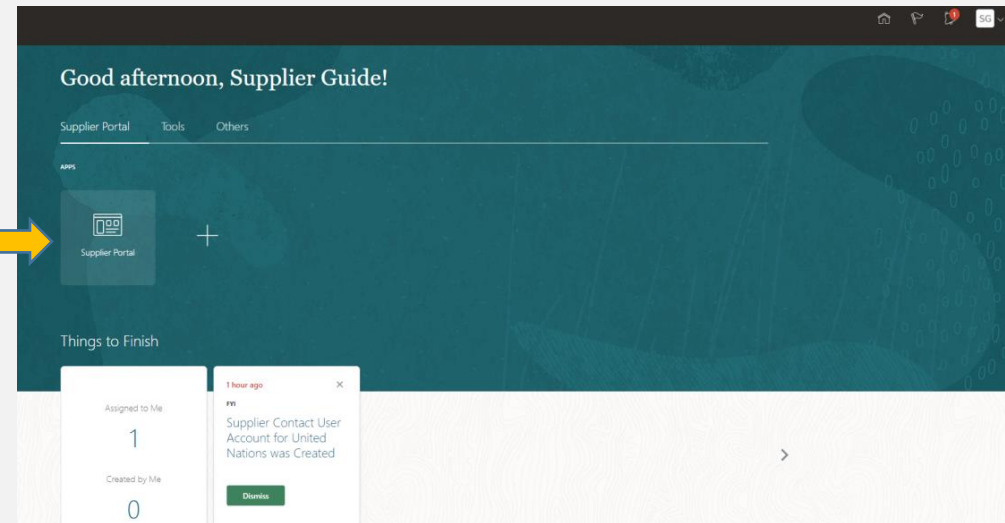
- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.



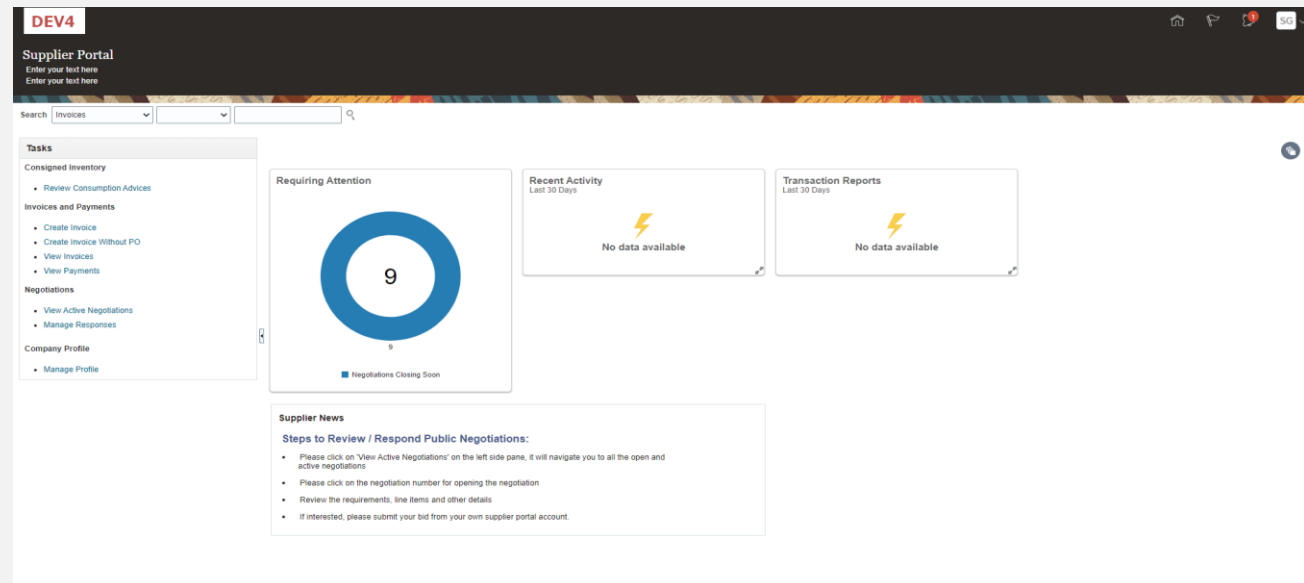
[Click to return to  
Manage Profile  
Main Page](#)

## 3.2 Update/Edit Supplier Profiles

To update your bidder profile, login to the system and click the **Supplier Portal** icon.



To view or manage/edit the data/info of your supplier profile, click the link **"Manage Profile"**.



## 3.3 Update/Edit Supplier Profiles

Click on each tab to see different info of your Supplier profile. To open the profile for editing, click the **"Edit"** button and then **Yes**.

The screenshot shows the UNDP Supplier Profile management interface. At the top, there's a header with 'DEV4' and a 'Company Profile' section with text input fields. Below this is a tabbed interface with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' tab is selected and highlighted with a red box. Below the tabs, there's a table of supplier profiles. The first row shows 'Guide, Supplier' with columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status. The 'Status' column shows 'Active'. A warning dialog box is open in the center, asking 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?' with 'Yes' and 'No' buttons. A yellow arrow points to the 'Edit' button in the top right corner, and another yellow arrow points to the 'Organization Details' tab.

Click to add text



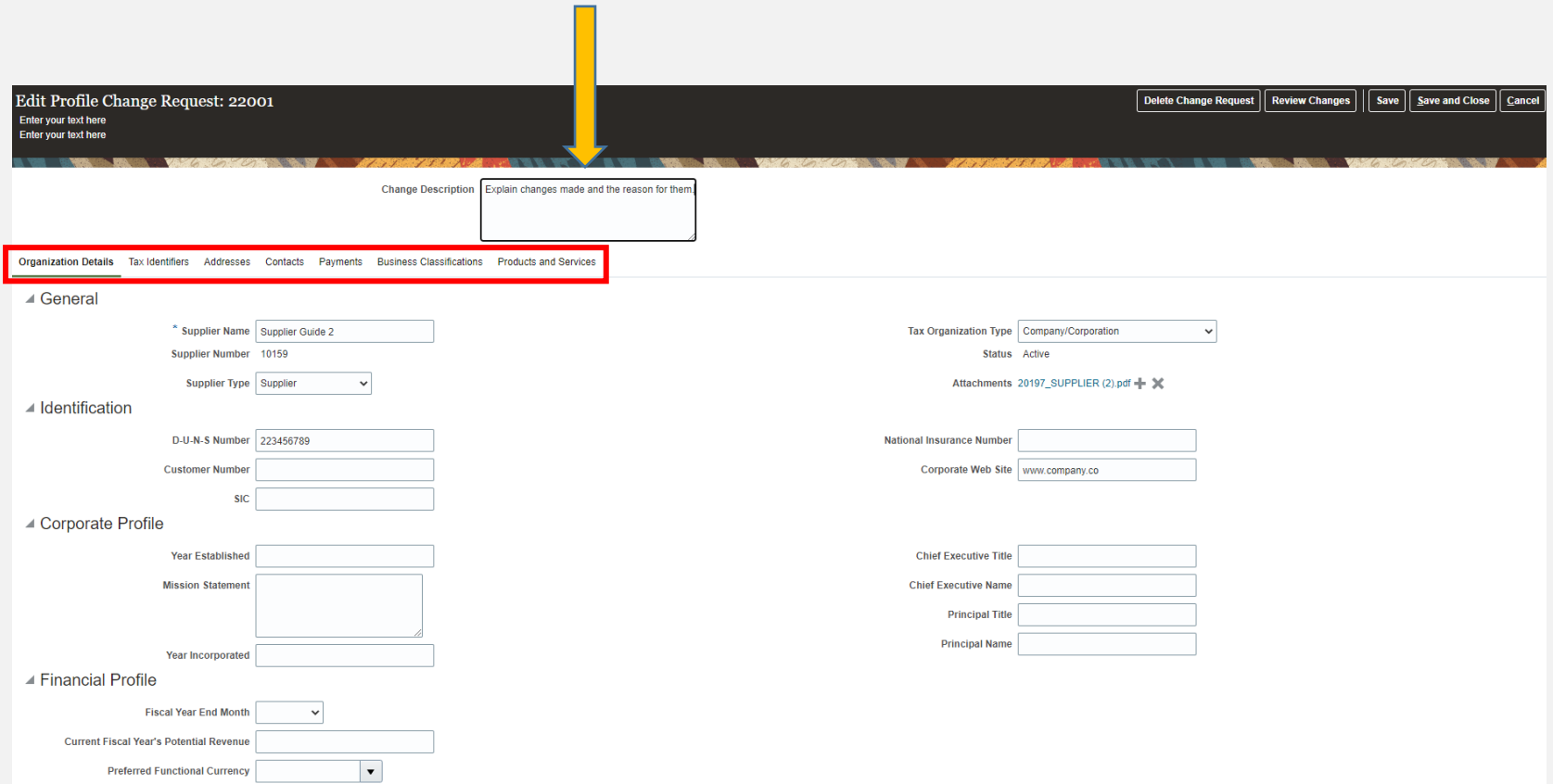
[Click to return to  
Manage Profile  
Main Page](#)

## 3.3 Update/Edit Supplier Profiles

Enter the short description of the implemented change in the "**Change Description**" field.

Click on different sections of your supplier profile to update the required details.information.

To modify, add or remove contact(s) - user(s) from your company with access to login the system- click the **Contacts** section.



**Edit Profile Change Request: 22001**

Enter your text here  
Enter your text here

Change Description: Explain changes made and the reason for them

**Organization Details** | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

**General**

Supplier Name: Supplier Guide 2  
Supplier Number: 10159  
Supplier Type: Supplier

**Identification**

D-U-N-S Number: 223456789  
Customer Number:  
SIC:

**Corporate Profile**

Year Established:  
Mission Statement:  
Year Incorporated:

**Financial Profile**

Fiscal Year End Month:  
Current Fiscal Year's Potential Revenue:  
Preferred Functional Currency:

Tax Organization Type: Company/Corporation  
Status: Active  
Attachments: 20197\_SUPPLIER (2).pdf + X

National Insurance Number:  
Corporate Web Site: www.company.co

Chief Executive Title:  
Chief Executive Name:  
Principal Title:  
Principal Name:

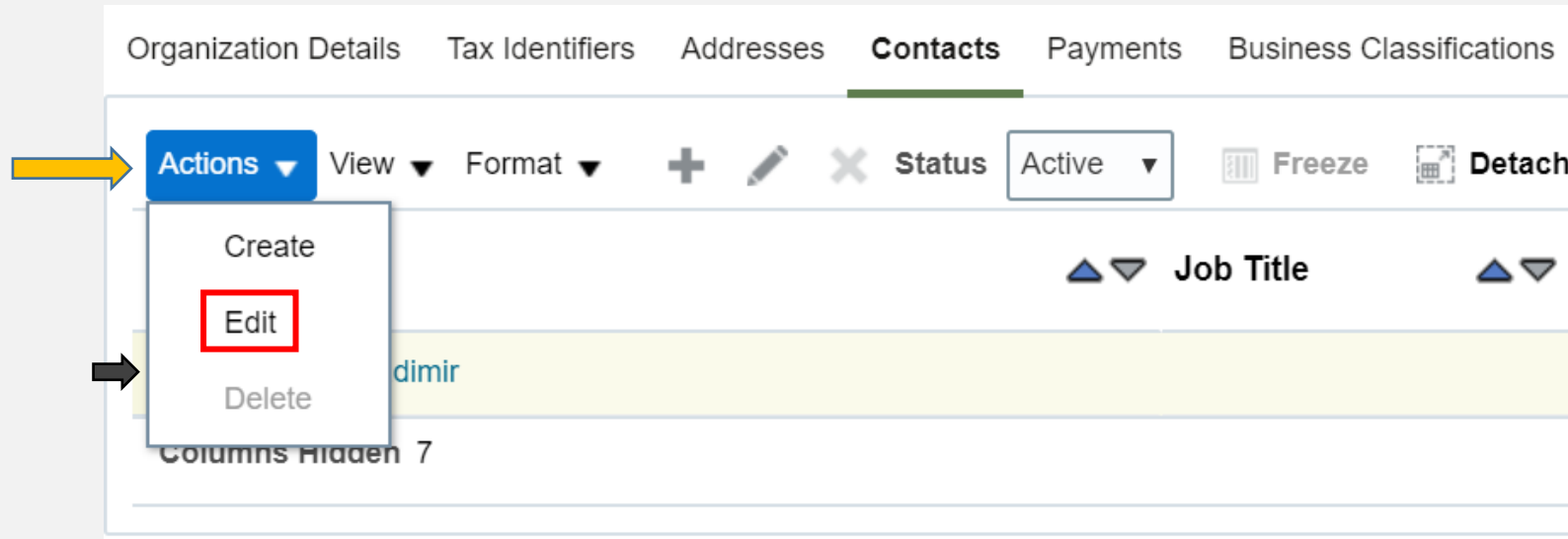
Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel



## 3.3 Manage Contacts (User Access)

### - Edit existing contact

Click the **Contacts** page of your supplier profile details. Select the contact that you wish to edit by clicking on the corresponding row (the row will become highlighted). Then click **Actions** and select the **"Edit"** option.



## 3.3 Manage Contacts (User Access) - Edit existing contact

You can modify different info of an existing contact, including the e-mail address. If you change the e-mail address, the automatically generated system notifications will be delivered to the new e-mail address.

**IMPORTANT:** *To login the system after the change, you will still need to enter your initially registered e-mail address as a User ID.*

**DEV4**  
Edit Profile Change Request: 22001  
Enter your text here  
Enter your text here

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classification

Actions View Format + ✕ Status Active Freeze

Name
Guide, Supplier

Columns Hidden 7

**Edit Contact: Supplier Guide**

Salutation   
\* First Name   
Middle Name   
\* Last Name   
Job Title

☒ Administrative contact

Phone   
Mobile   
Fax   
**Email**   
Status

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
Main	Marmtorvej 51, COPENHAGEN HOVEDSTADEN 2100, DEN...		RFQ or Bidding	Active

Columns Hidden 5

**User Account**

Account Status   
User Name

Roles Data Access

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

OK Cancel

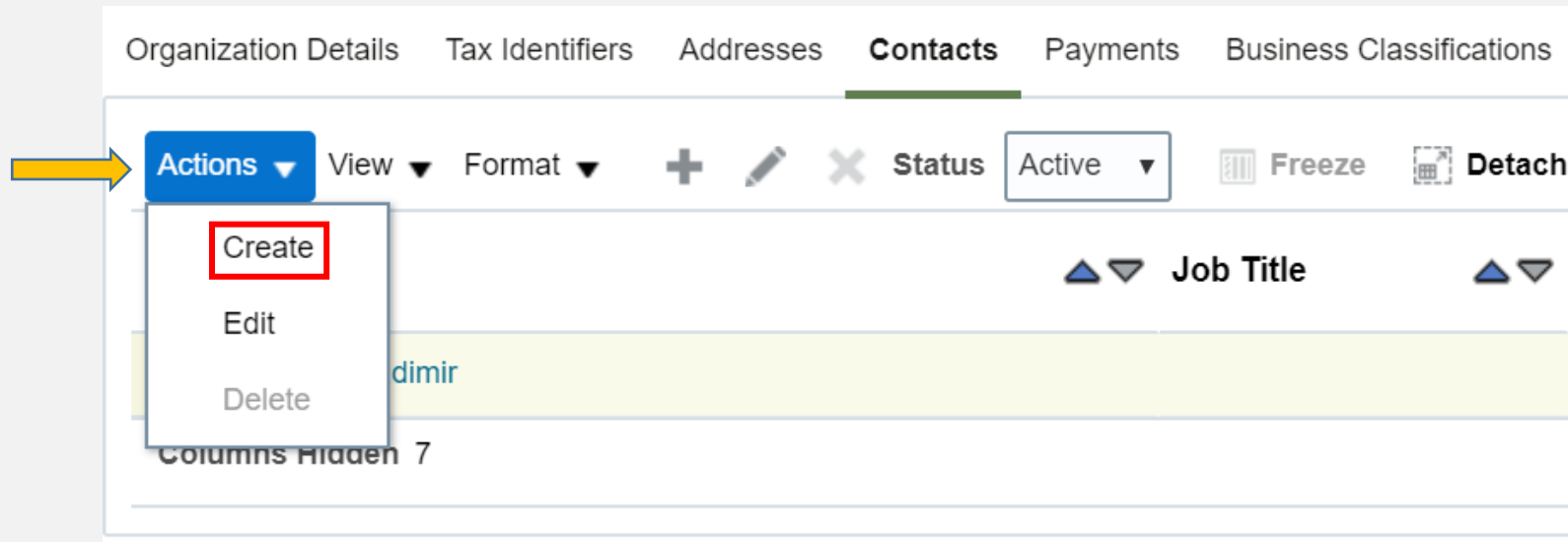


[Click to return to Manage Profile Main Page](#)



## 3.3 Manage Contacts (User Access) - Create new contact

To add new contact to your supplier profile, click **Actions** and select the option "**Create**".



## 3.3 Manage Contacts (User Access) - Create new contact

Complete the required contact details. The field marked with \* are mandatory.

Once the required contact details are entered, check the box "Administrative contact". This will give **full access** to the new contact and the person will be able to **prepare/submit bid responses** and to **manage the supplier profile**, including **add/remove contacts**.

Check the box "**Request user account**" and click **OK** at the bottom of the screen,

**Create Contact**

Salutation: Mr. ▼

\* First Name: Supplier

Middle Name:

\* Last Name: Guide

Job Title:

☒ Administrative contact

Phone: [ ] [ ] [ ] [ ] [ ]

Mobile: [ ] [ ] [ ] [ ] [ ]

Fax: [ ] [ ] [ ] [ ] [ ]

Email: supplier.guide2@supplierguide.com

Status: Active ▼

**Contact Addresses**

Actions: View ▼ Format ▼ X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

**User Account**

☒ Request user account

E-mail is required when requesting a user account

**Roles** Data Access

Actions: View ▼ Format ▼ X Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invo...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

The entered e-mail address will be used as a User ID at the login page for the new contact.



## 3.3 Manage Contacts (User Access) - Create new contact

Enter short summary of the implemented changes in the ***Change Description*** text box.

To save the changes, click on "***Save and Close***".

Edit Profile Change Request: 30001

Delete Change Request Review Changes Save **Save and Close** Cancel

Change Description New contact added

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

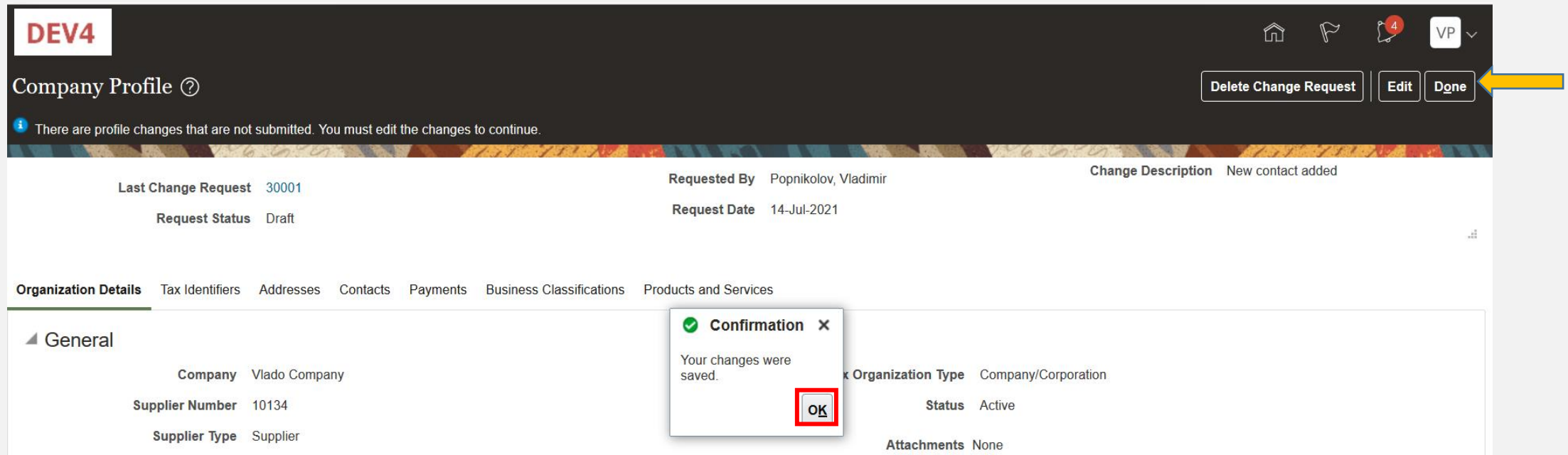
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Guide 2, Supplier		supplier.guide2@xyzexpimp.com		✓		Active
Guide1, Supplier		supplier.contact1@xyzexpimp.com		✓	✓	Active

Columns Hidden 7



## 3.3 Manage Contacts (User Access) - Create new contact

Click **OK** on the confirmation message. To complete the supplier profile change, click the button "**Done**".



The screenshot displays the UNDP supplier portal interface. At the top, a dark header bar contains the 'DEV4' label, navigation icons, and a user profile 'VP'. Below the header, the 'Company Profile' section is active, showing a message: 'There are profile changes that are not submitted. You must edit the changes to continue.' To the right of this message are buttons for 'Delete Change Request', 'Edit', and 'Done'. A yellow arrow points to the 'Done' button. Below the message, a table displays change request details: 'Last Change Request' (30001), 'Request Status' (Draft), 'Requested By' (Popnikolov, Vladimir), 'Request Date' (14-Jul-2021), and 'Change Description' (New contact added). A navigation bar below the table lists tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' tab is selected, showing a 'General' section with fields for 'Company' (Vlado Company), 'Supplier Number' (10134), and 'Supplier Type' (Supplier). A confirmation dialog box is overlaid on the screen, displaying a green checkmark, the title 'Confirmation', and the message 'Your changes were saved.' with an 'OK' button highlighted by a red square. Other fields visible in the background include 'Organization Type' (Company/Corporation), 'Status' (Active), and 'Attachments' (None).



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



[Click to return to  
TOC](#)

# 6.0 Helpdesk Support

*This section provides details on who to contact for technical assistance, how to address some commonly asked questions and where to find additional resources on eTendering.*

- [6.1 Technical assistance](#)
- [6.2 Additional resources for bidders](#)
- [6.3 Frequently asked questions](#)
- [6.4 Forgotten password](#)

## 6.1 Technical Assistance

If you experience technical issues with the bid submission process, please contact the focal point of the procurement office as indicated in the solicitation document of the tender you wish to bid on.

**To ensure your case is resolved as quickly as possible**, when requesting helpdesk support, it is always recommended to share the following details:

- Your User ID and Company name
- The Negotiation ID you are participating in (if applicable)
- Screenshots of any error or warning messages
- A brief description of the steps you took before encountering any errors or issues

***Please always prepare and submit your bid well in advance of the deadline of the event so that any issues can be addressed in time.***



## 6.2 Additional Resources

To view additional resources on eTendering, including video user guides and translated versions of this user guide (French, Spanish, Chinese, Arabic and Russian), go to the UNDP Procurement Notice Page <http://procurement-notice.undp.org/> and click on **“More Information for Bidders”** at the bottom left hand side of the page.

United Nations Development Programme  
Procurement Notices

General information

- Procurement at UNDP
- Sustainable procurement
- Procurement training
- About us

Business opportunities

- Procurement notices
- Contract awards

Vendors

- Doing business with UNDP
- How we buy
- Qualifications and eligibility
- Protest and sanctions
- Supplier ethics/code of conduct (pdf)
- **More information for bidders**

Current Procurement Notices

Development Area	Ref No	Title	UNDP Office	UNDP Country	Deadline	Posted
SERVICES	43475	IC/UNDP/BRG/3087/001/2018 - Support Specialist for GIS Peatland for Peatland Rewetting Infrastructure (National Position)	UNDP Country Office	INDONESIA	23-Jan-18	09-Jan-18
OTHER	43474	BIH/RFP-001-18 Promoting and Operationalizing a Community Hub Model in the MZ project partner local communities	UNDP Office	BOSNIA AND HERZEGOVINA	08-Feb-18	09-Jan-18
CONSTRUCTION	43398	12175 PAN 2017 - SUMINISTRO DE MATERIALES Y MANO DE OBRA PARA EL SERVICIO DE PINTURA DE LOS CENTROS DEL INADEH DE LA CHORRERA Y LAS LAJAS DE CHIRIQUI	UNDP Country Office	PANAMA	23-Jan-18	08-Jan-18
OTHER	43472	JAL UNFPA/Guatemala/2017/CEN181 "Adquisición de Suministros para Etapa Censal"	UNFPA GUATEMALA	GUATEMALA	25-Jan-18	08-Jan-18
POWER	43471	RFP/UNDP/Common Services/2017/014:Grounding and lightning Protection System Assessment and Maintenance PAP Building	RBA, Monrovia	LIBERIA	11-Jan-18	08-Jan-18
CONSULTANTS	43470	SDP-03-2018-SOLICITUD DE PROPUESTAS PARA SERVICIO DE CONSULTORIA PARA EL LEVANTAMIENTO Y MEJORA DE LOS PROCESOS INTERNOS DEL A.D.N.	REPUBLICA DOMINICANA	DOMINICAN REPUBLIC	24-Jan-18	08-Jan-18



## 6.3 Frequently Asked Questions

### During Registration:

*I just logged in to event.guest to begin registration but the system is very slow and does not seem to be loading properly.*

It can take up to 3-4 minutes for the system to load after you click on “**Register Bidder**”. Please wait and do not click on any other links. You may also try refreshing your browser if it is taking longer than 4 minutes to load. If the problem persists please contact your procurement focal point for further assistance.

*The company name I want to use to register my Bidder Profile has already been taken. What do I do?*

If your company has never registered for eTendering before and you receive an error message that this company name is already taken, please modify the company name slightly, noting that special characters are not allowed. For more information please click [here](#).

If you have already registered for a Bidder account before, but cannot remember your credentials, please do not register for a new account. Instead, go to the section on [Forgotten Passwords](#).

*The User Name I want to use to register my Bidder Profile has already been taken. What do I do?*

If you have never registered as a User on eTendering before and you receive an error message that the user name is already taken, please select a different **u**ser name. For more information please click [here](#).

If you have already registered for a Bidder account, but cannot remember your credentials, please do not register for a new account. Instead, go to the section on [Forgotten Passwords](#).





## 6.3 Frequently Asked Questions

*I have received the temporary password after registering, but when I try to log in to activate my account, I receive an error message.*

Please refer to the instructions on [creating a new password](#). If you still receive an error message after multiple attempts, please contact [helpdesk support](#).

### Log In Issues:

*I cannot remember my password.*

To reset your password, please go to the section on [Forgotten Passwords](#).

*I cannot remember my user name.*

If you cannot remember your user name please contact the focal point of the procurement office as indicated in the solicitation document of the tender you wish to bid on.

### During Bid submission

*I cannot download tender documents.*

Please ensure that your internet browser has enabled pop-ups. For more information on how to view and download solicitation documents, please go [here](#).



## 6.3 Frequently Asked Questions

### *Why do I get an error message when I try to upload a document into the system?*

When uploading files please note the following restrictions:

- The file name can only contain 60 characters.
- If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 45MB.
- Individual file sizes cannot exceed 45MB in size.

For more information on uploading files, please go [here](#).

### *I submitted my bid but did not receive a bid confirmation email.*

If you do not receive a confirmation email, you can confirm the status of your bid and check if it has been posted directly on the system. Please click [here](#) for further information on viewing your bid

## Managing your Account

### *Can I update the contact details in my bidder profile?*

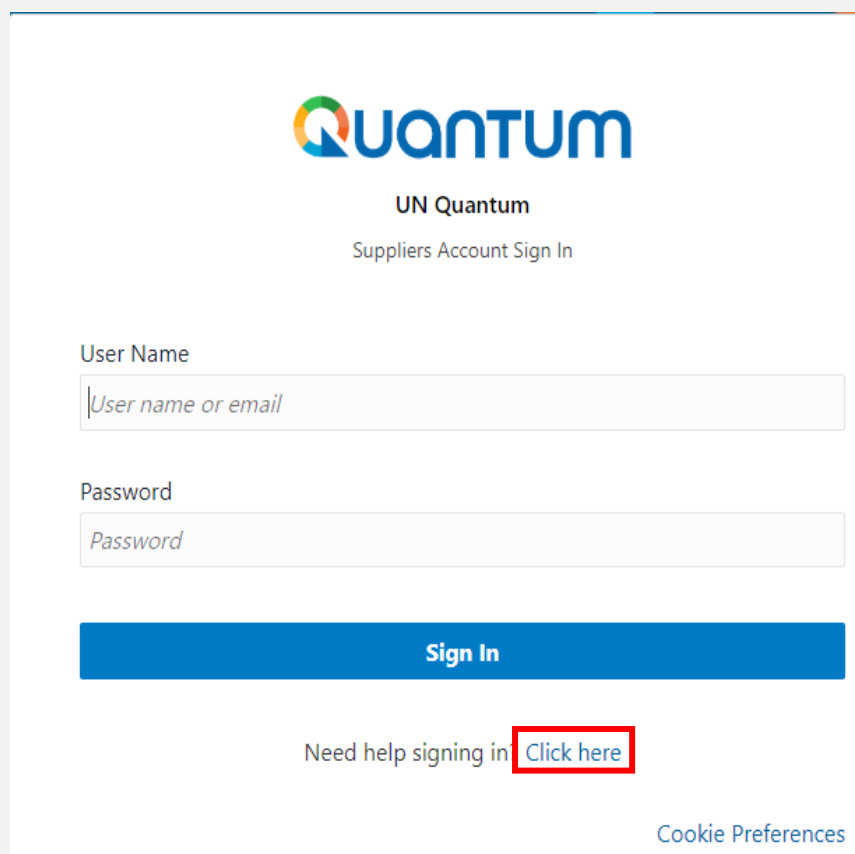
Yes. To update your bidder profile and other users registered under your profile, go to “**Manage Events and Place Bids**” → “**My Bidder Profile**” and update information as needed. See [Section 5.0 Manage Bidder Profile](#) for more information.



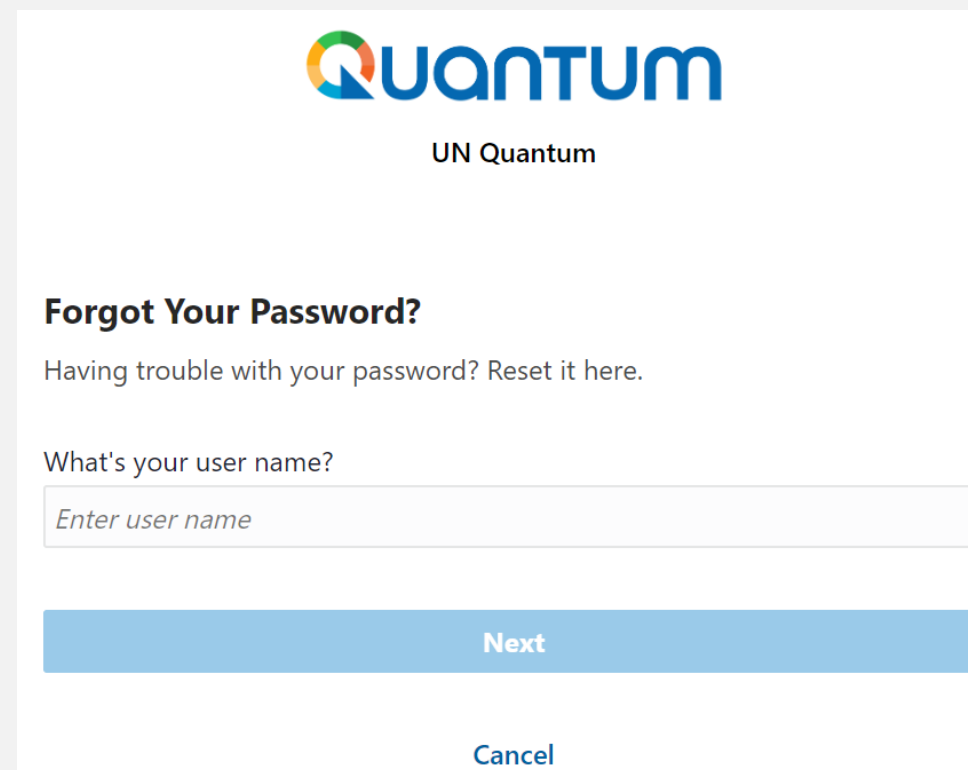
## 6.4 Forgot Password

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

- 1 To reset your password click on *Need help signing in?* [Click Here](#).

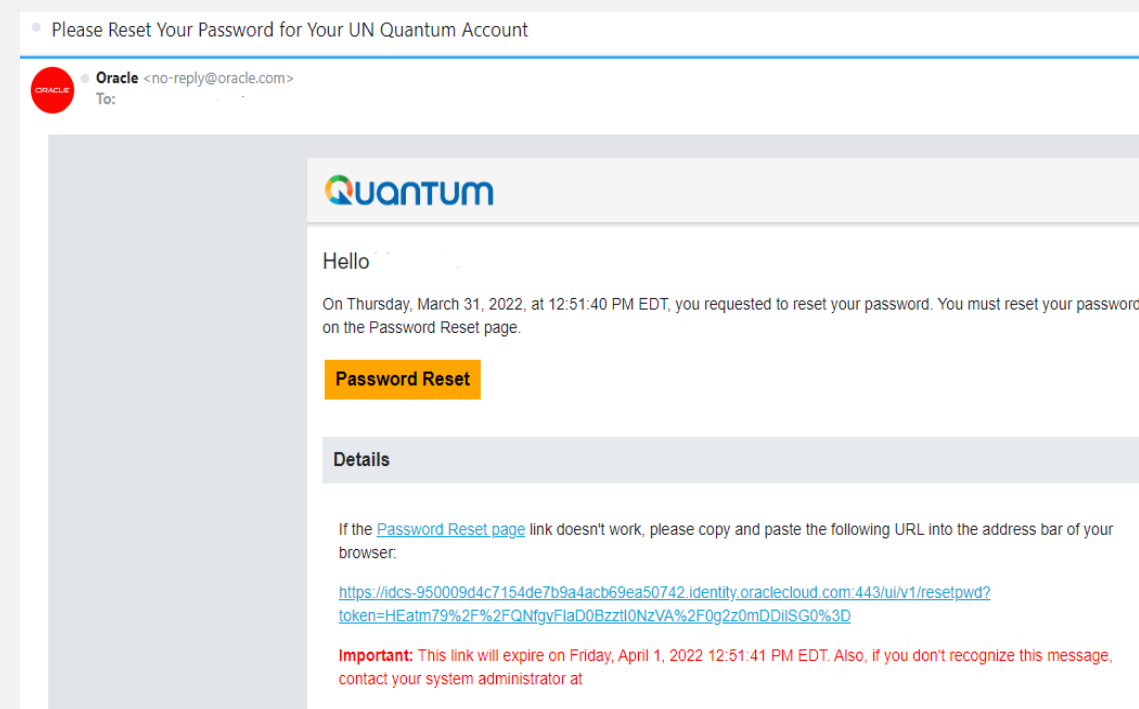
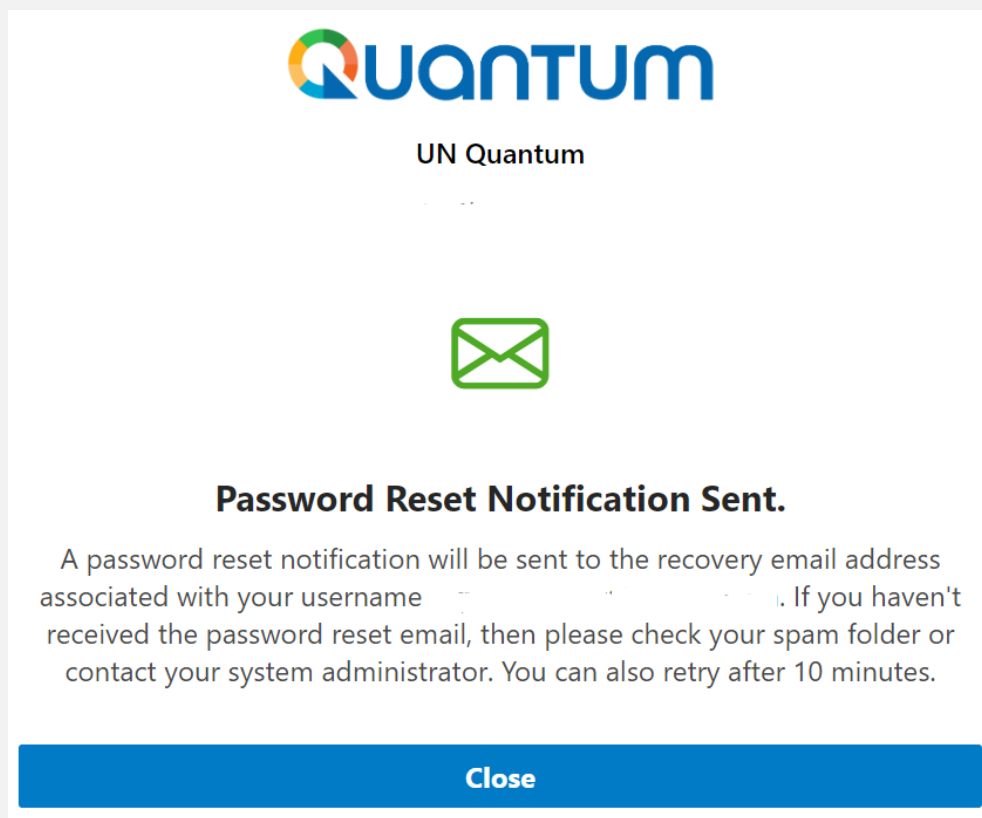


- 2 You will be prompted to enter your e-mail address, which is the User ID you entered during registration and click *Next*.



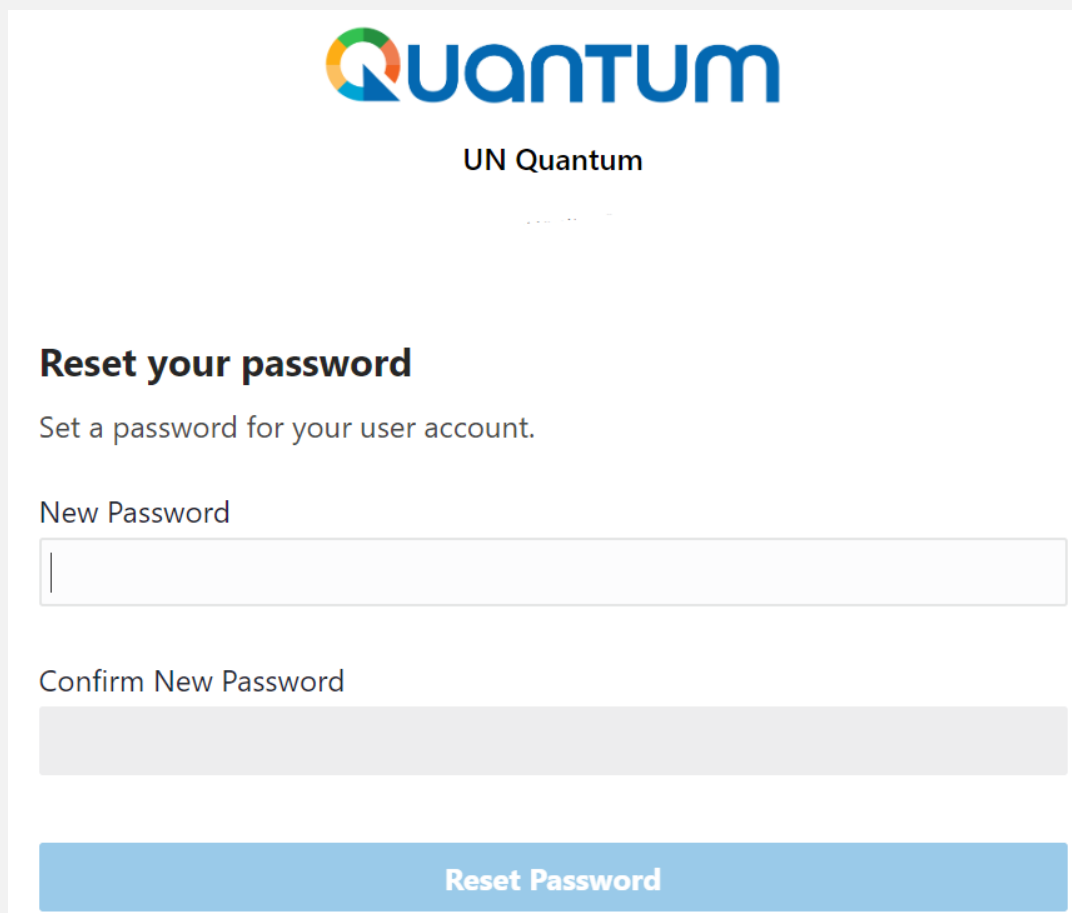
## 6.4 Forgot Password (continued)

- 3 A password reset notification email was sent to the email address associated with your Supplier Profile. Click Close and verify your Inbox/Spam (Junk) mailbox.
- 4 Verify the Inbox and/or the Spam/Junk mailbox of your email address and identify the email with the Password Reset link. Click on *Password Reset* or copy/paste the URL from the email into the address bar of your browser.



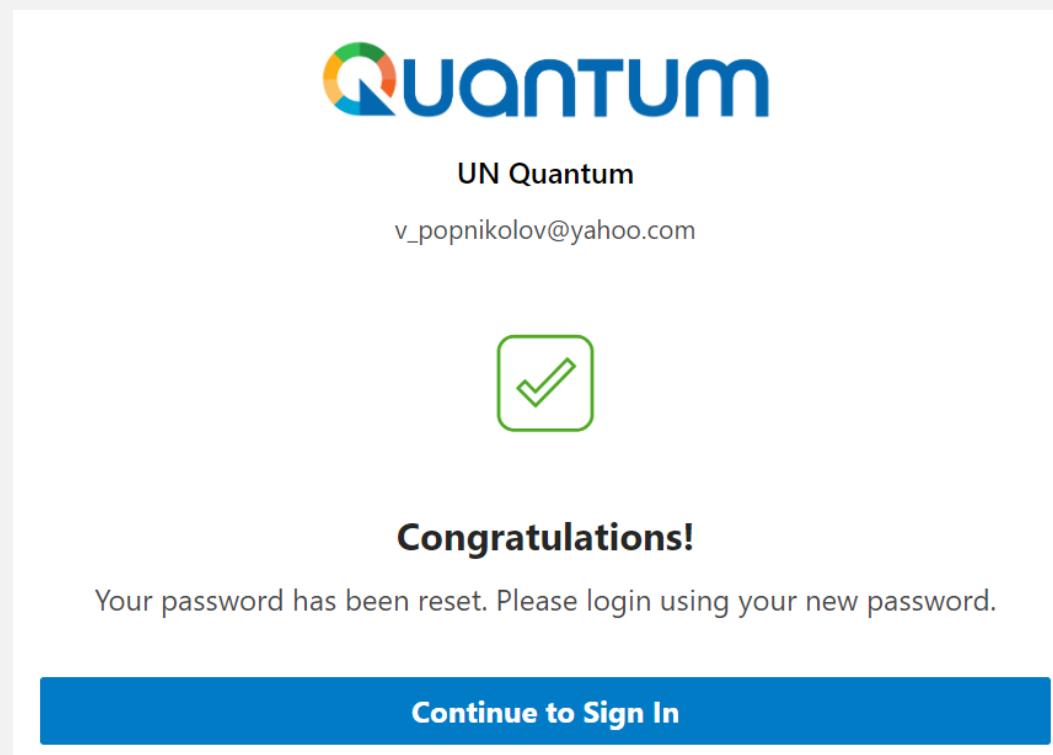
## 6.4 Forgot Password (continued)

- 5 Enter the new password. Confirm the new password. Click on *Reset Password*.



The screenshot shows the UN Quantum password reset interface. At the top is the Quantum logo and 'UN Quantum'. Below is the heading 'Reset your password' and the instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. A blue 'Reset Password' button is at the bottom.

- 6 A message will pop-up on your screen and confirming that you that your password has been reset. Click on *Continue to Sign In* to go to the Login Page. You will also receive an email confirming that your password has been changed.

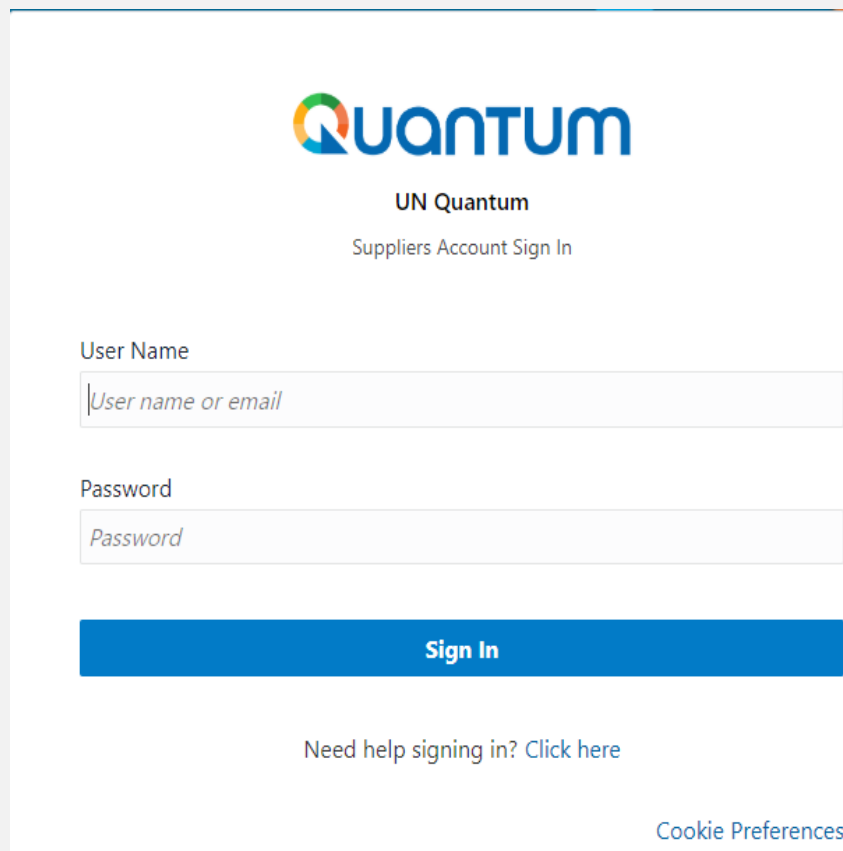


The screenshot shows the confirmation page after a password reset. It features the Quantum logo, 'UN Quantum', and the email address 'v\_popnikolov@yahoo.com'. A green checkmark icon is displayed. The heading 'Congratulations!' is followed by the message 'Your password has been reset. Please login using your new password.' A blue 'Continue to Sign In' button is at the bottom.



## 6.4 Forgot Password

Enter your User Name (the email address) and the Password, click on *Sign In* and complete the steps for the MFA email verification..



The screenshot shows the login interface for the UN Quantum Suppliers Account. At the top center is the Quantum logo, followed by the text "UN Quantum" and "Suppliers Account Sign In". Below this are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A blue "Sign In" button is positioned below the password field. At the bottom center, there is a link "Need help signing in? Click here". In the bottom right corner, there is a link "Cookie Preferences".



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](#)