

Quantum Supplier Guideline

October 2022

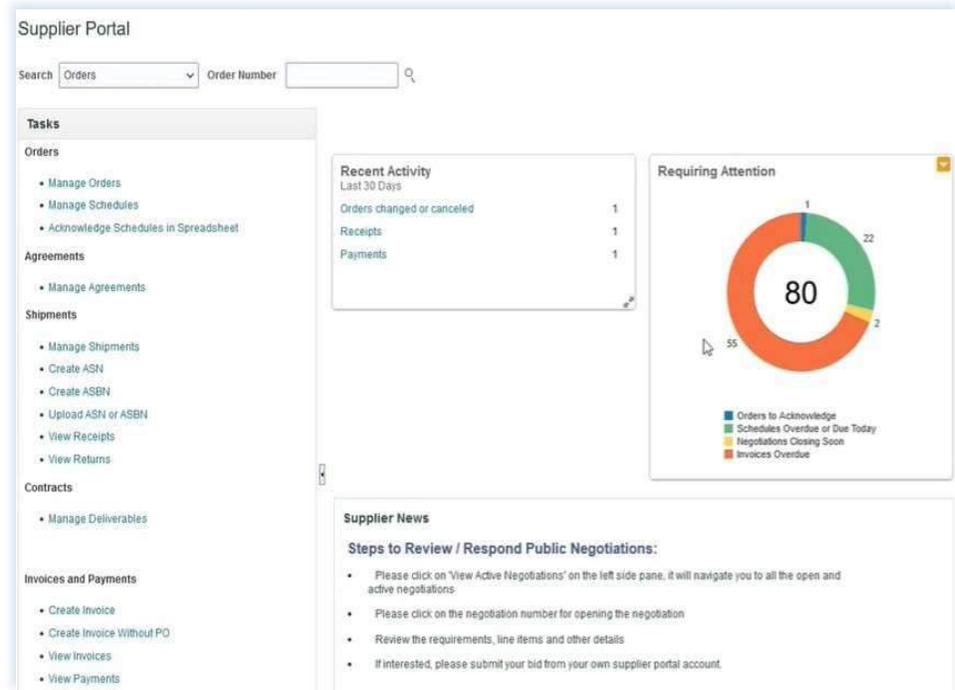


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1. Introduction

Several of United Nations (UN) Agencies including United Nations Development Programme (UNDP), United Nations Population Fund (UNFPA), 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 2022, 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/negotiations 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 already are a Spend/authorized supplier and wish to create an Invoice or manage Purchase Orders, please click [here](#).
- 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](#) .

1.1 How to use the Guide

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](#) provides a detailed overview of all the topics covered in this User Guide. 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.

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.
- ✓ **Electronic submissions of Invoices :** The system enables suppliers to submit their own invoices and view payments, receipts and orders electronically.
- ✓ **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.



2 Register Supplier Profile

Suppliers using Quantum 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.

- [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](#)



IMPORTANT

You should register for an account only once. If you have forgotten your password, use the option ***Need help signing in?***

Overview of registration process

The first time a bidder enters the Quantum Supplier Portal, a one-time registration process is required. Bidders only register once, and thereafter enter the Portal with their own User ID and password.

Action 1

Compile the required information

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.
- ✓ Banking Proof for **Spend /Authorised** Suppliers

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;



IMPORTANT

- Have the necessary information and documentation ready before starting registration process.
Companies with their own email domains need to make sure that <http://supplier.quantum.partneragencies.org> and oracle.com is not in blocked by their email firewalls.



Action 2: Click on the link for Supplier Registration

To start the registration of your supplier profile please click on the registration link that is provided in the Procurement notice OR that would be provided directly in Negotiations.



IMPORTANT

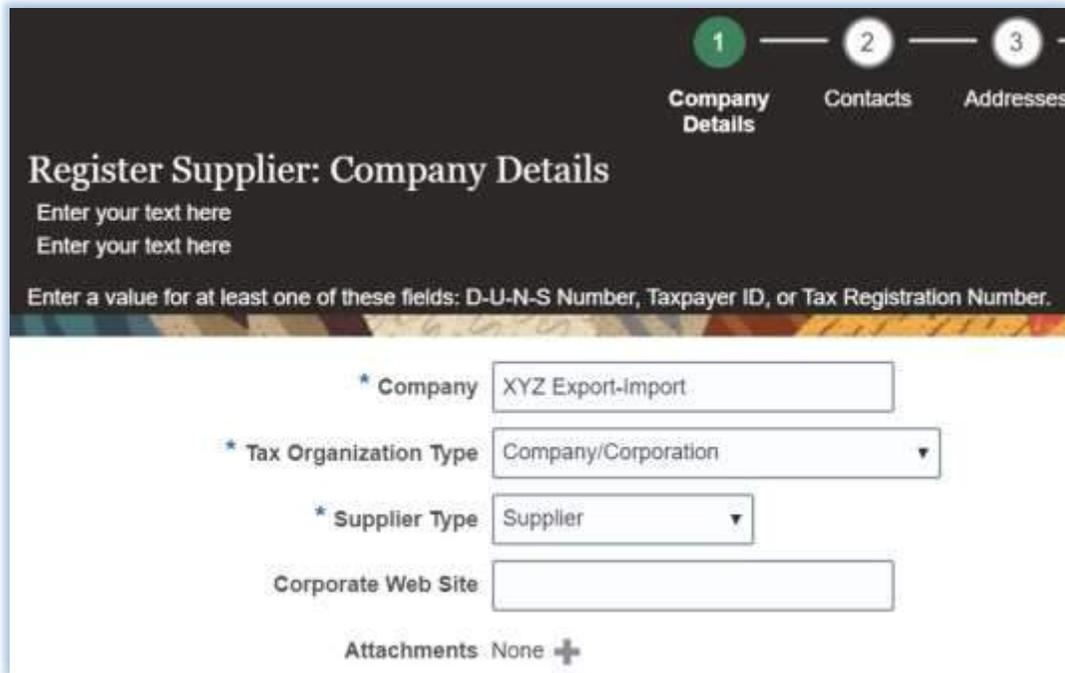
If you are already registered in the system but do not remember your password, please **do not register again**.

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. Please see [instructions](#) on how to generate a new password if you forget it.



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.
 - ✓ Only *Latin characters* are allowed for the Company name.
 - ✓ Special characters are not permitted in Company names.
 - ✓ If you create another profile for the name already registered, the system will allow for saving, however, you will not receive the registration emails.
 - ✓ In case you have already created a user profile and experienced issues with the registration, please reach out to the Procurement Focal Point.
- **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**



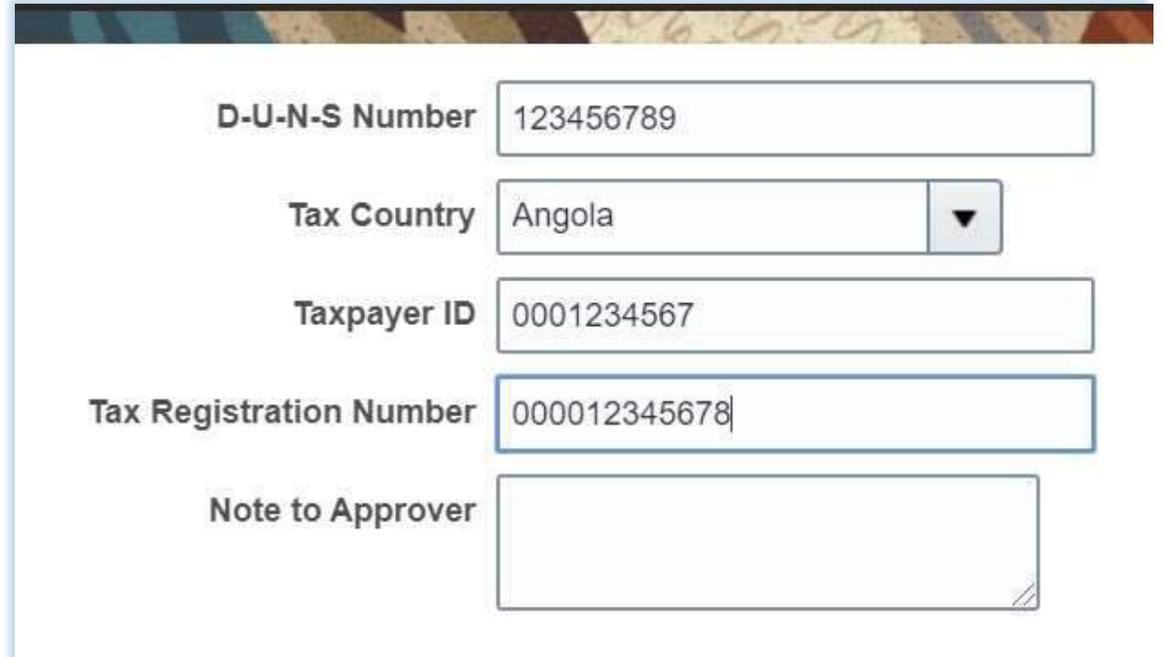
Action 3: Register Supplier Company Details

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 and values:

D-U-N-S Number	123456789
Tax Country	Angola
Taxpayer ID	0001234567
Tax Registration Number	000012345678
Note to Approver	



IMPORTANT

In case you do not have a D-U-N-S Number or Taxpayer ID or Tax Registration Number, insert unique identifier to your company/individual such as national id etc.



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.



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.



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

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

"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

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 section - Manage supplier profile.](#)

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



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.

Register Supplier: Contacts ?

Enter your text here
Enter your text here
Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

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

Columns Hidden 7



Action 3: Register Supplier Profile Details

Step 3: Enter Company address

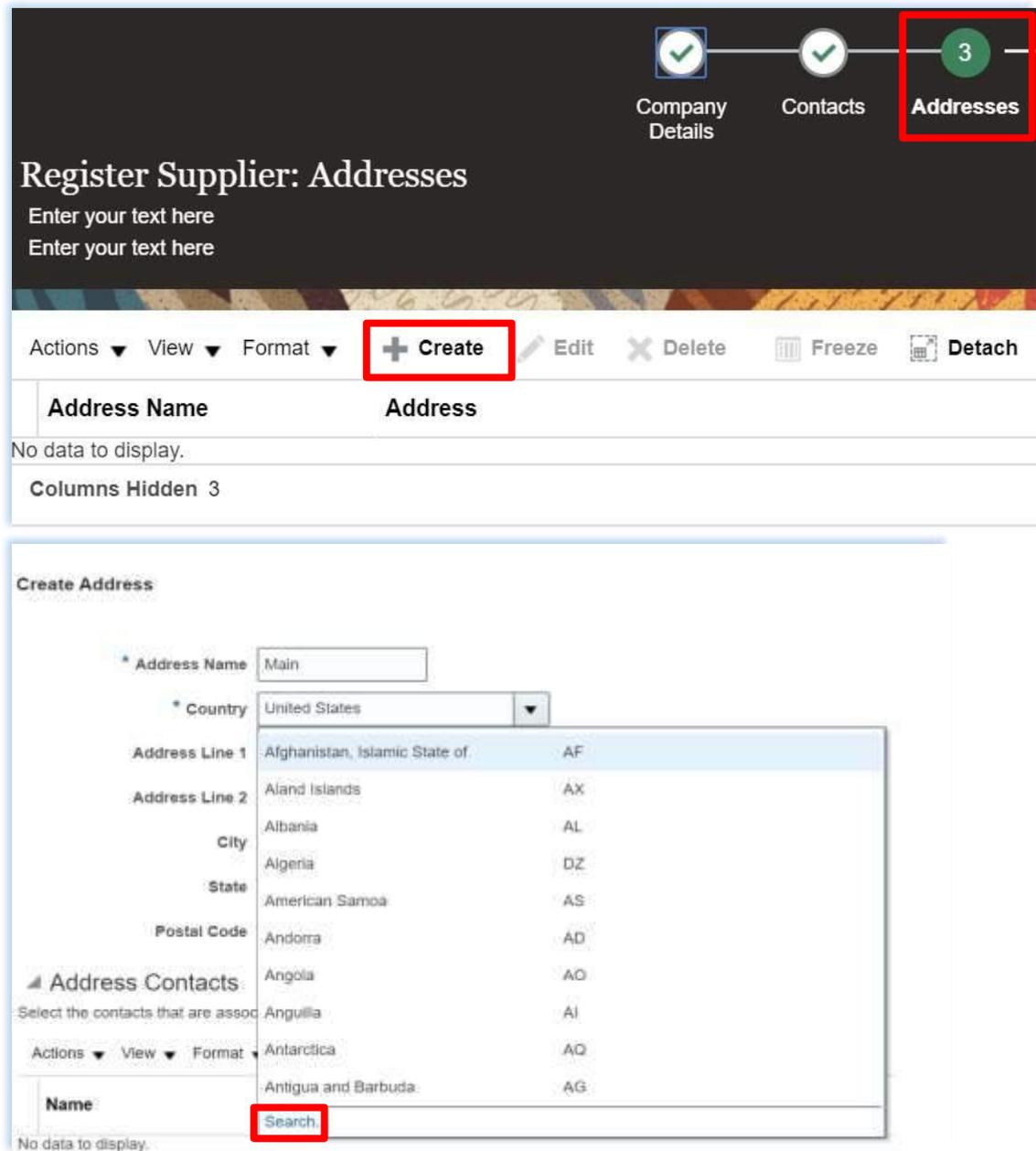
In Step 3, click "**Create**" to enter the supplier address.

 **IMPORTANT**
Please pay special attention to the selected country

For all bidder profiles, please make sure to select the country of your address and if not appearing by default, change it by clicking on "**Search**" in the **Country** dropdown menu. Then, search and select the correct country from the drop-down menu.



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



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 Search

No data to display.

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

* Address Purpose: Ordering, Remit to, RFQ or Bidding

* Country: Angola

* Address Line 1: Street name and number

Address Line 2:

Address Line 3:

* City: Luanda

State: Uige

Postal Code:

Phone: 244 26 2893021

Fax: 244

Email:

Address Contacts

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

Back Next Save for Later Register Cancel

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



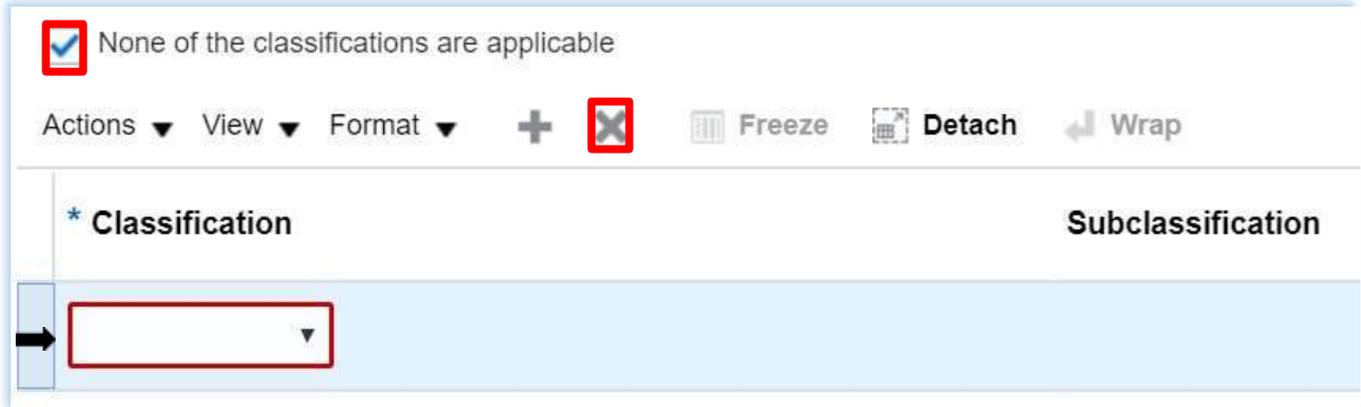
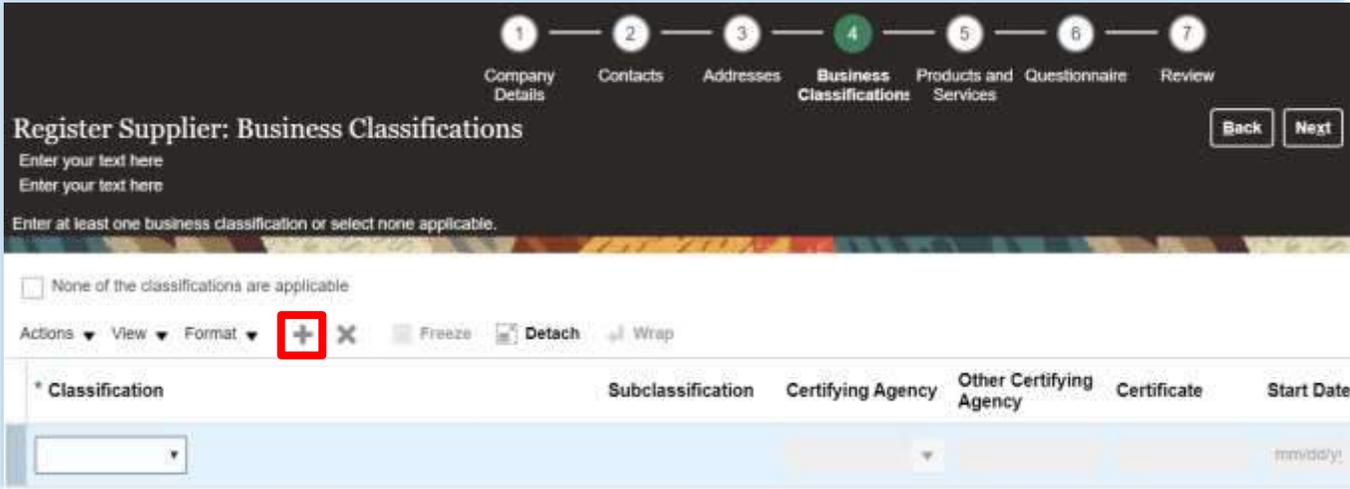
Action 3: Register Supplier Profile Details

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"**.

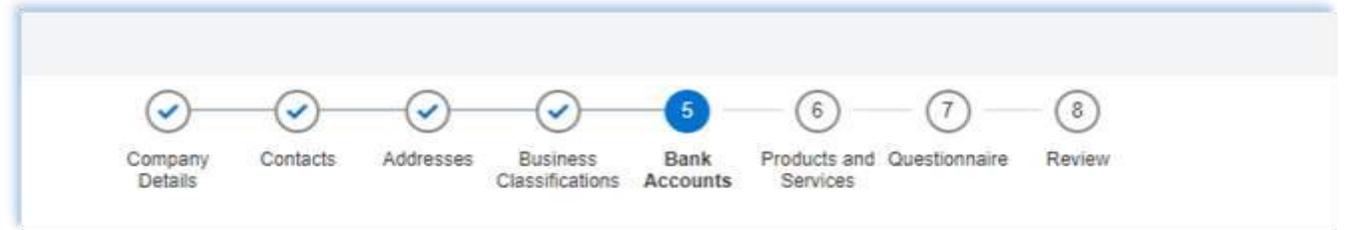


Action 3: Register Supplier Profile Details – Bank Accounts

Step 5: Select the Bank Accounts, applicable for Spend/Authorised Suppliers.

! IMPORTANT
 If the **Bank Accounts** tab is not available, skip to the next page.

- Click **"*+Create*"** button to add a Bank Accounts.
- Enter the bank account details according to the requirements of the country .
- Select Country, Bank, Branch and Currency from the dropdown lists.
- Add Bank Account Number /IBAN
- Add the additional Information details, if applicable.
- Click **"*Ok*"** to save the Bank details
- Click **"*Products and services*"** tab or **"*Next*"**.



Register Supplier: Bank Accounts

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

Account Number

No data to display.

Columns Hidden 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required

* Country: Jordan | IBAN: | Bank: ARAB BANK PLC | Currency: USD | Branch: ABDALI BRANCH | Account Number: 609183

Additional Information

Account Name: The XYZ Test Company 8 | Agency Location Code: | Alternate Account Name: | Account Type: Checking | Account Suffix: | Description: | Check Digits: |

Comments

Note to Approver: |

Create Another OK Cancel



Action 3: Register Supplier Profile Details

Step 5: Select Products and services

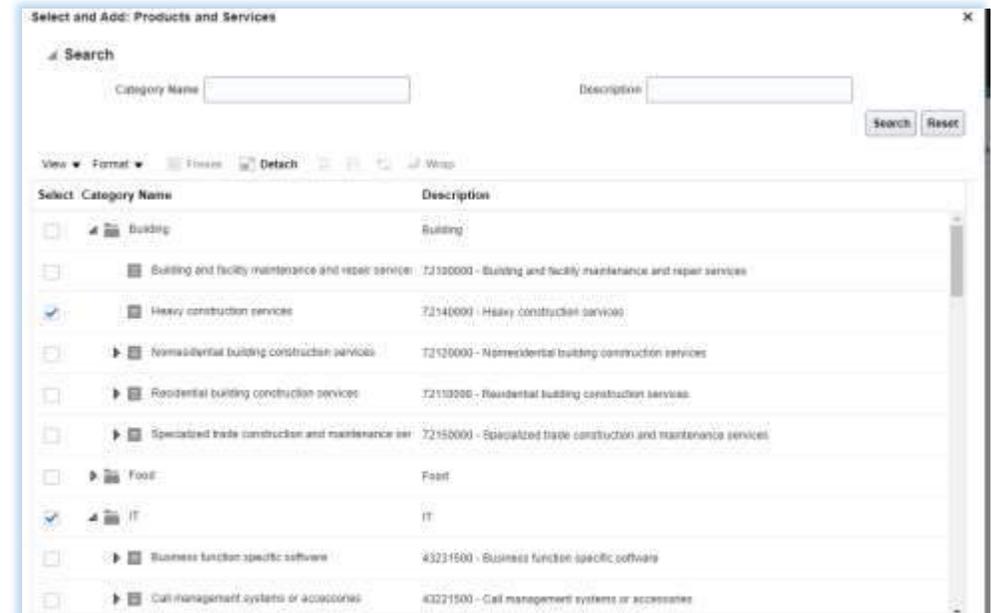
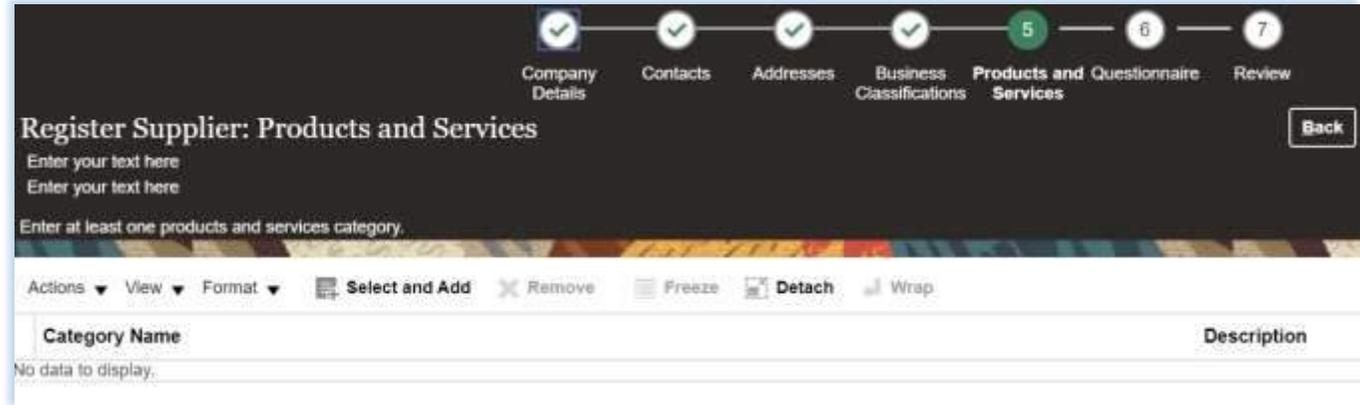
Click on **"Select and Add"** icon.

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 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"**.



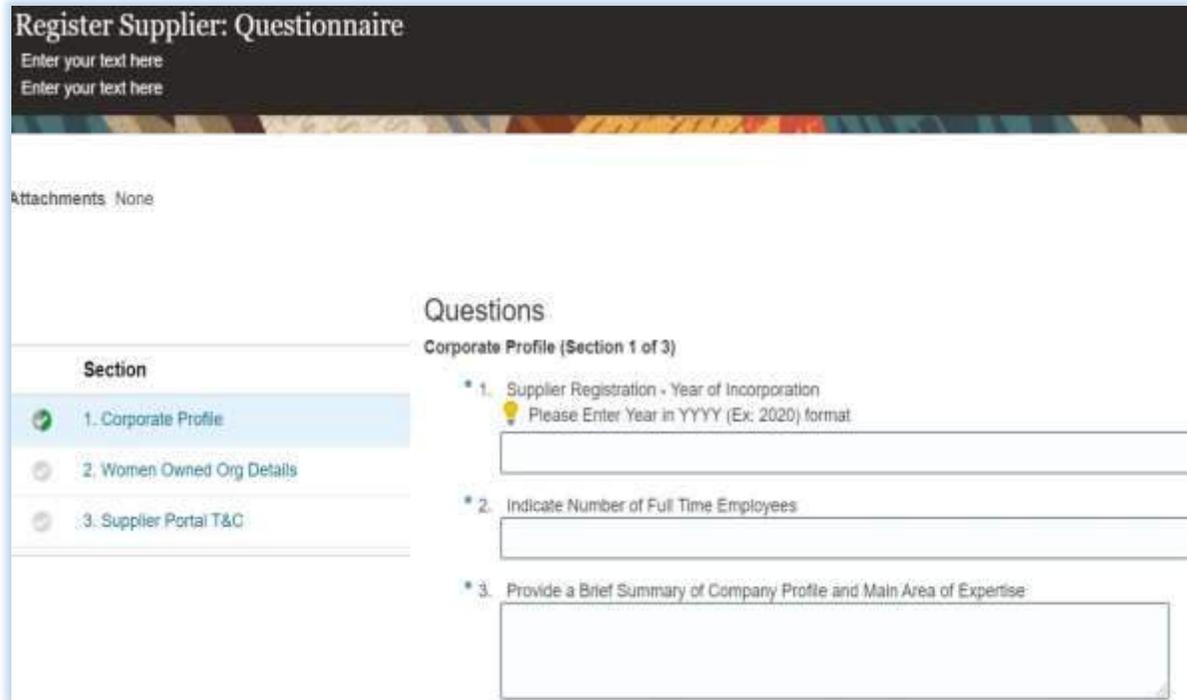
 **IMPORTANT**

If the Product and Services tab is not available, skip to the next 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 or multiple options from a list of answers. Other questions require a textual answer. Please provide as much possible a comprehensive answer to these questions. Most of them will be included in specific tenders and when you will prepare your bid responses 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.

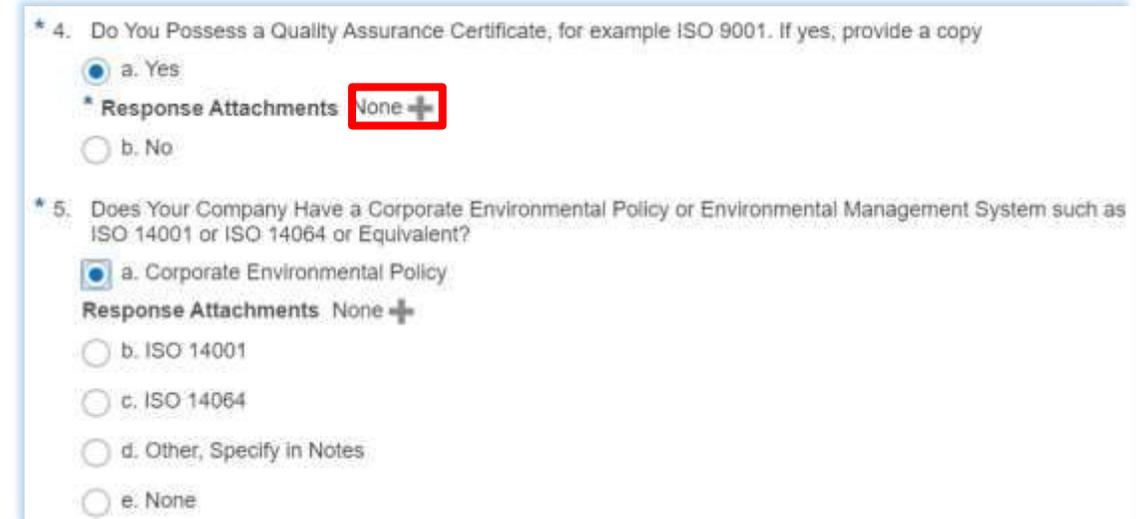
Action 3: Register Supplier Profile Details

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.

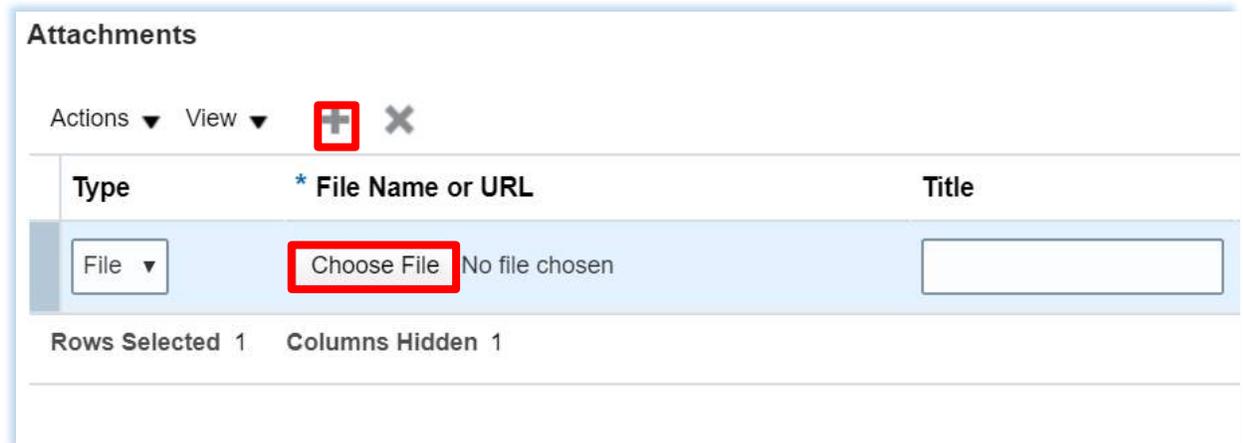


* 4. Do You Possess a Quality Assurance Certificate, for example ISO 9001. If yes, provide a copy

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
File ▾	Choose File No file chosen	

Rows Selected 1 Columns Hidden 1

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.



Action 3: Register Supplier Profile Details

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

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.

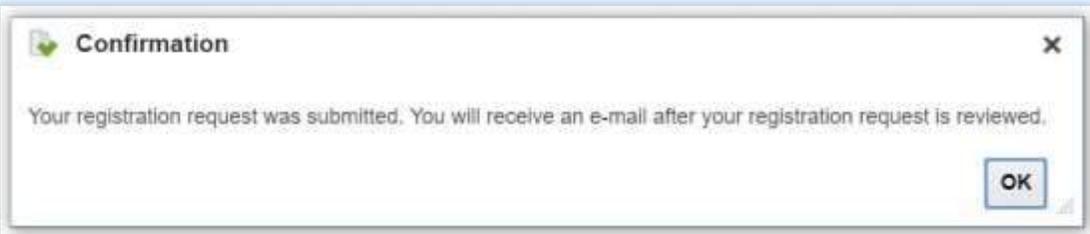
Review Supplier Registration: XYZ Export - Import

Company Details:

Company	XYZ Export - Import	D-U-N-S Number	345287930
Tax Organization Type	Company/Corporation	Tax Country	Angola
Supplier Type	Supplier	Taxpayer ID	30485002234
Corporate Web Site		Tax Registration Number	3404883234
		Note to Approver	

Additional Information:

Country of Origin	Angola	UNQM Vendor ID	
National Identifier			

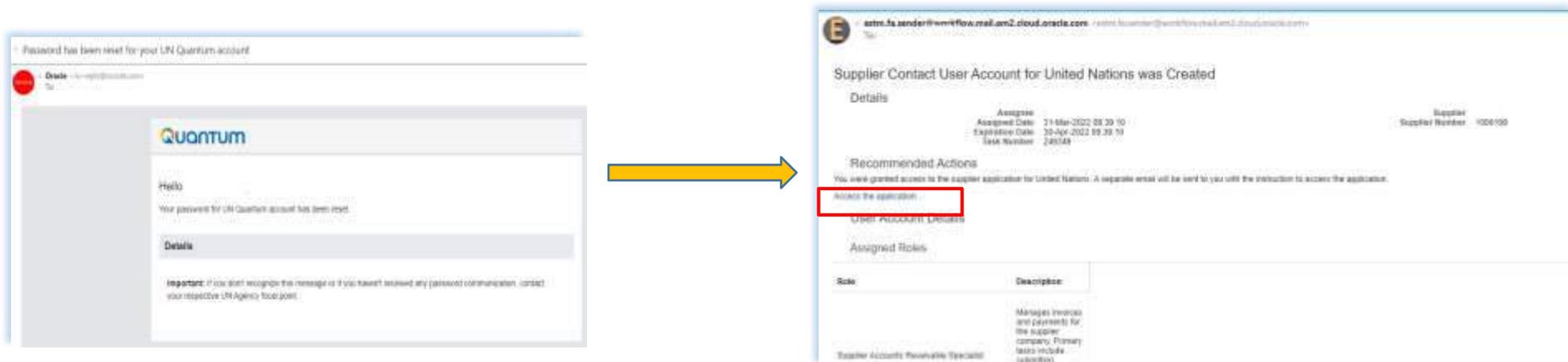




After completing the registration, you should receive three automatically generated e-mails. If the emails are not in the Inbox, verify the Spam/Junk mailbox of your email address.

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

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

Click on "**Enable Secure Verification**".



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

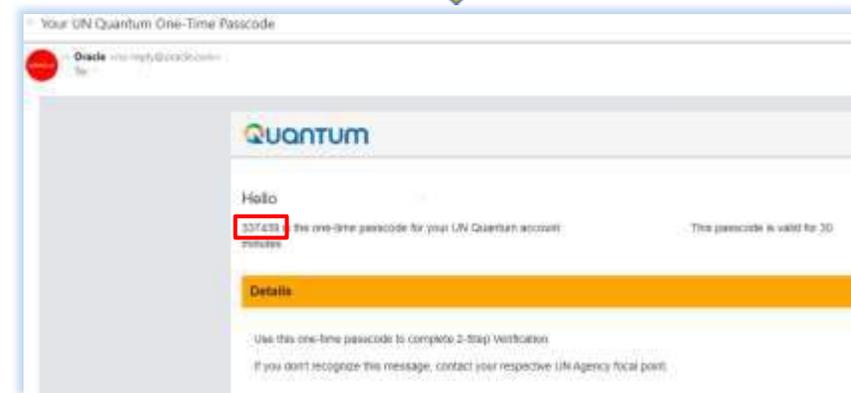
At this moment, the Quantum Supplier Portal offers the Secure Verification Method using the email address that you entered at the registration. Click on *Email*.

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"**.

QUANTUM
UN Quantum

Select Your Default Secure Verification Method
You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

[What is Secure Verification?](#)



QUANTUM
UN Quantum

Select Your Default Secure Verification Method
You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

An email that contains a verification code has been sent to

Code

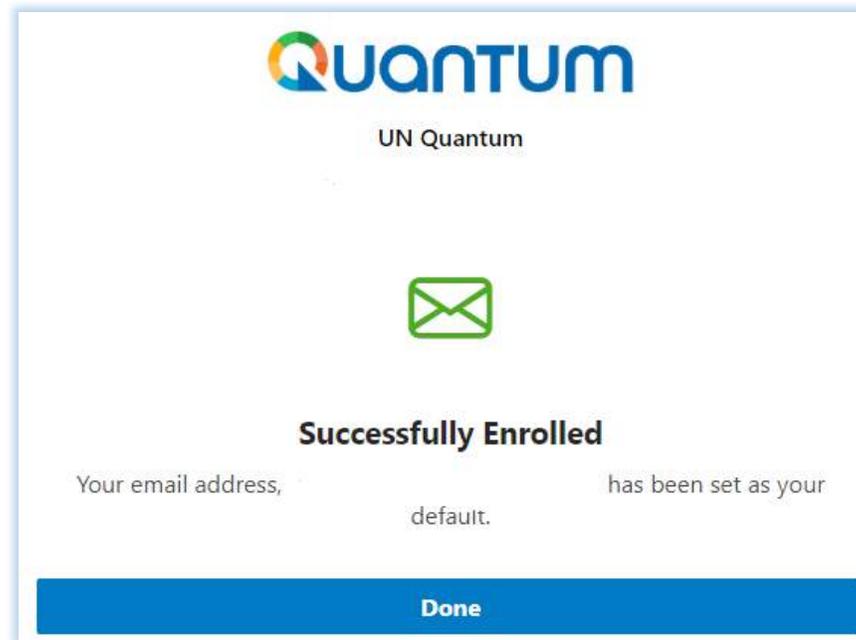
[Resend code](#)

[What is Secure Verification?](#)



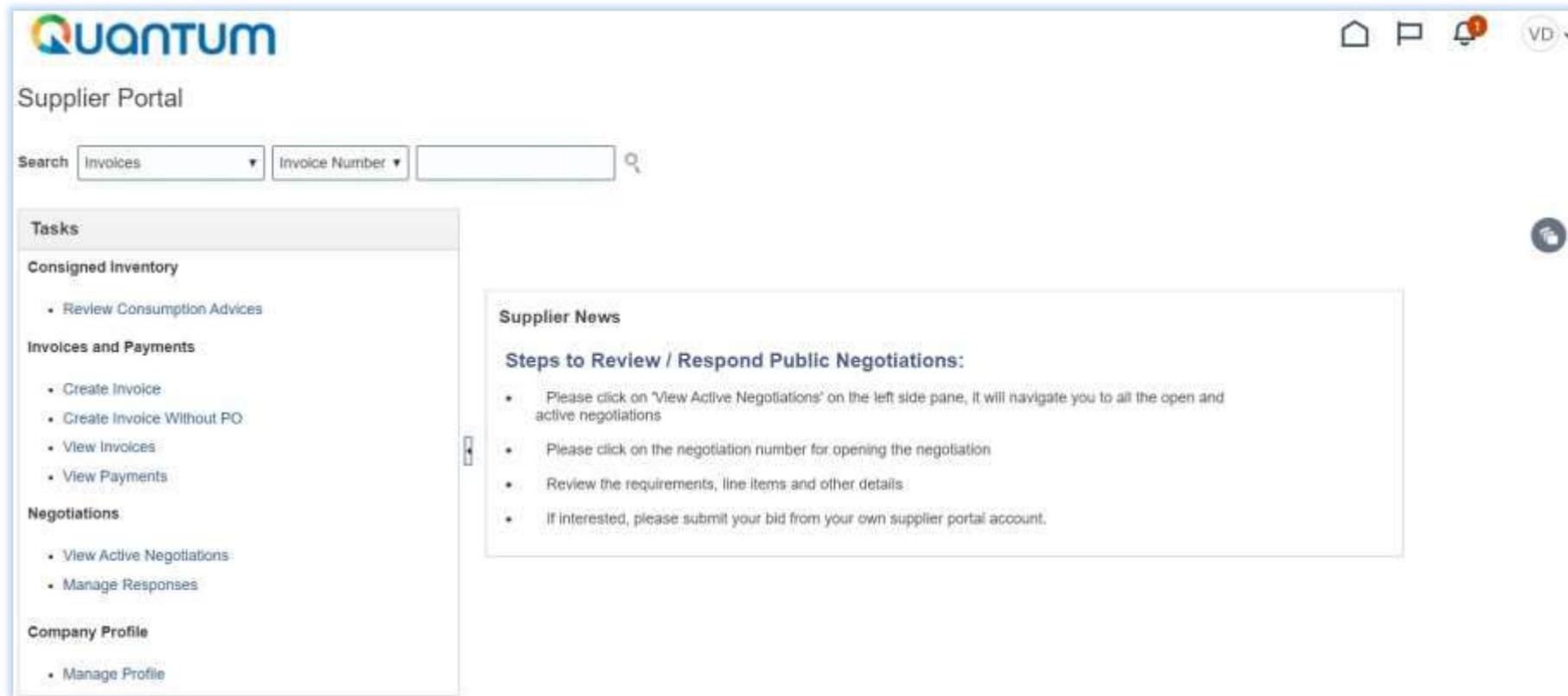
Action 4: Create password and login to the system (continued)

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. Below it, the text "Supplier Portal" is displayed. A search bar contains the word "Invoices" in a dropdown menu, followed by "Invoice Number" in another dropdown menu, and a search input field with a magnifying glass icon. On the right side of the top navigation bar, there are icons for home, a flag, a notification bell with a red "1", and a user profile icon labeled "VD".

The main content area is divided into two columns. The left column contains a "Tasks" sidebar with the following sections and items:

- 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

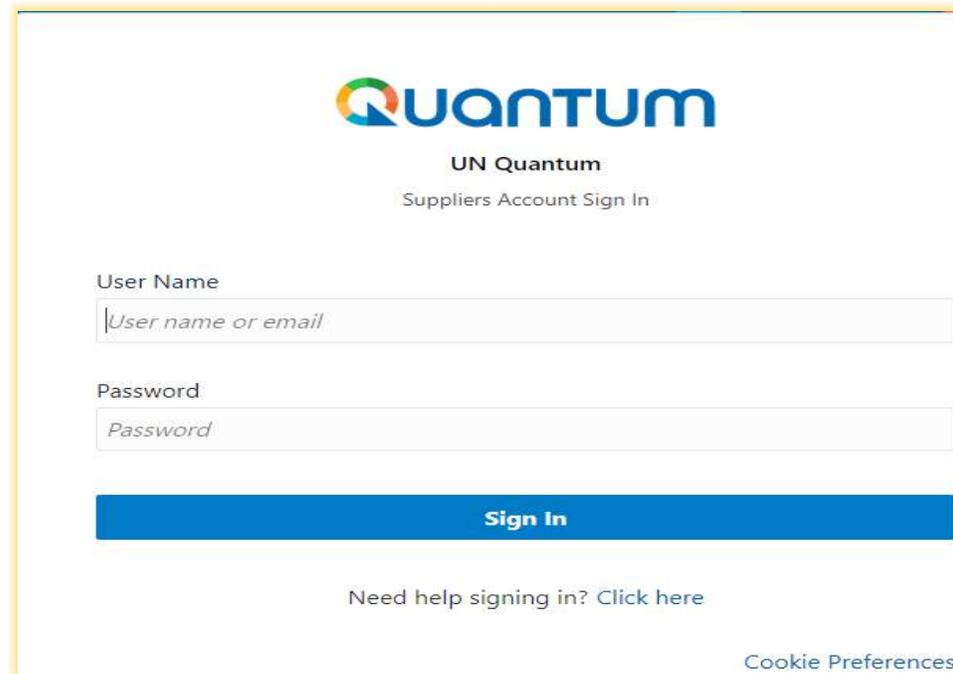
The right column features a "Supplier News" section with the heading "Steps to Review / Respond Public Negotiations:" and a list of instructions:

- 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.



If you forget your password / How to generate new password

In case you forget the password of your profile on the Quantum Supplier Portal, please follow instructions provided [here](#).



The screenshot shows the 'UN Quantum Suppliers Account Sign In' page. At the top is the Quantum logo and the text 'UN Quantum 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 fields. At the bottom, there is a link 'Need help signing in? Click here' and a 'Cookie Preferences' link.



3. Submit a Bid

This section covers the bid submission process including how to search and view negotiations in the system, how to participate in a negotiation 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/Negotiation

- [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

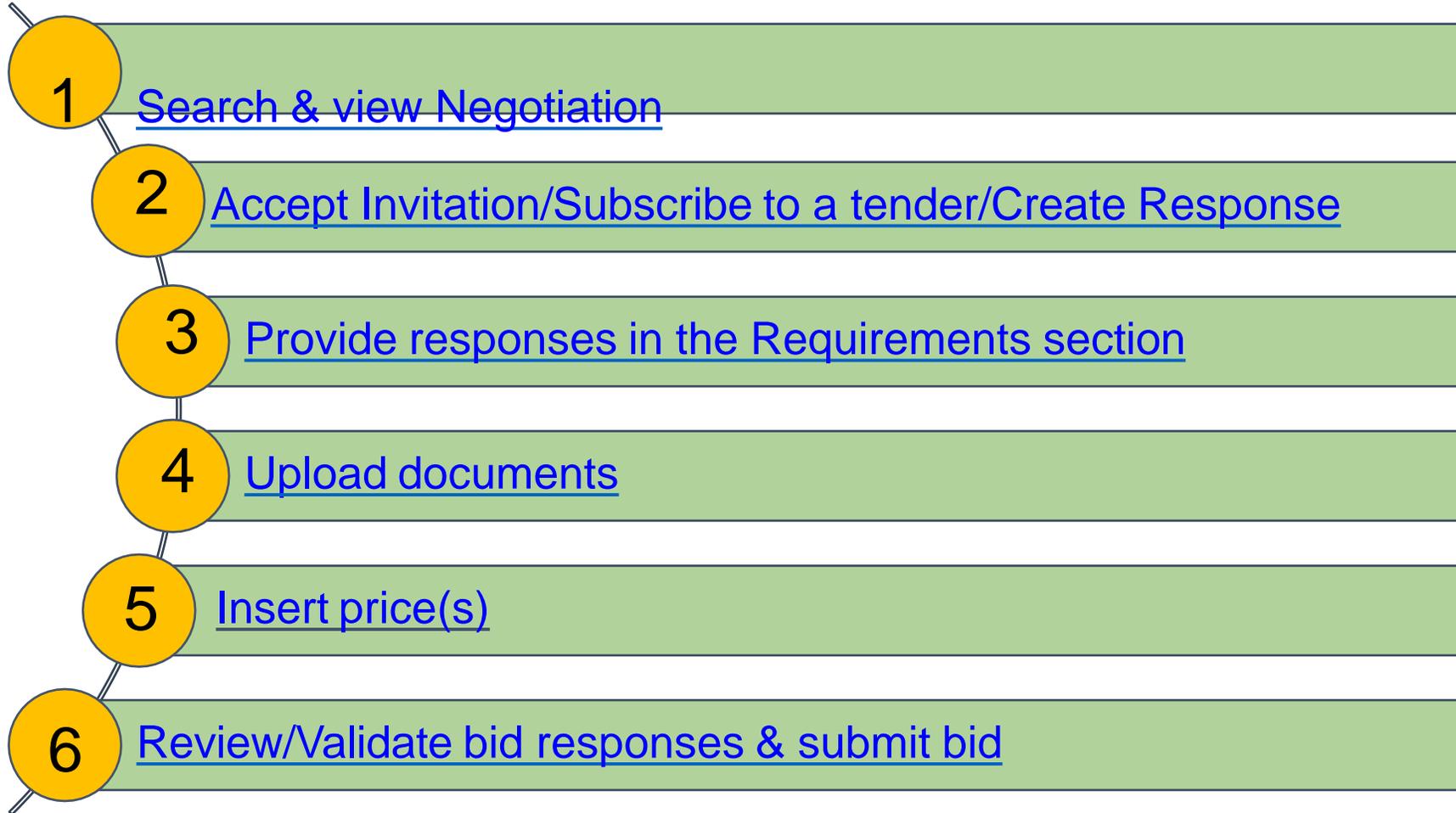
- [Validate Responses](#)
- [Submit a Bid](#)
- [Review Bid Confirmation](#)

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 in Quantum

The main steps to submitting a bid in UN Women Quantum Supplier portal are as follows:



3.1 Search for Negotiations – Log in the system

To search for all UN Women Open Competition Tenders, please visit : [UNGM](#), [UNDP Procurement Notices](#) To start participating in a tender through the UN Women Quantum Supplier Portal, 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.

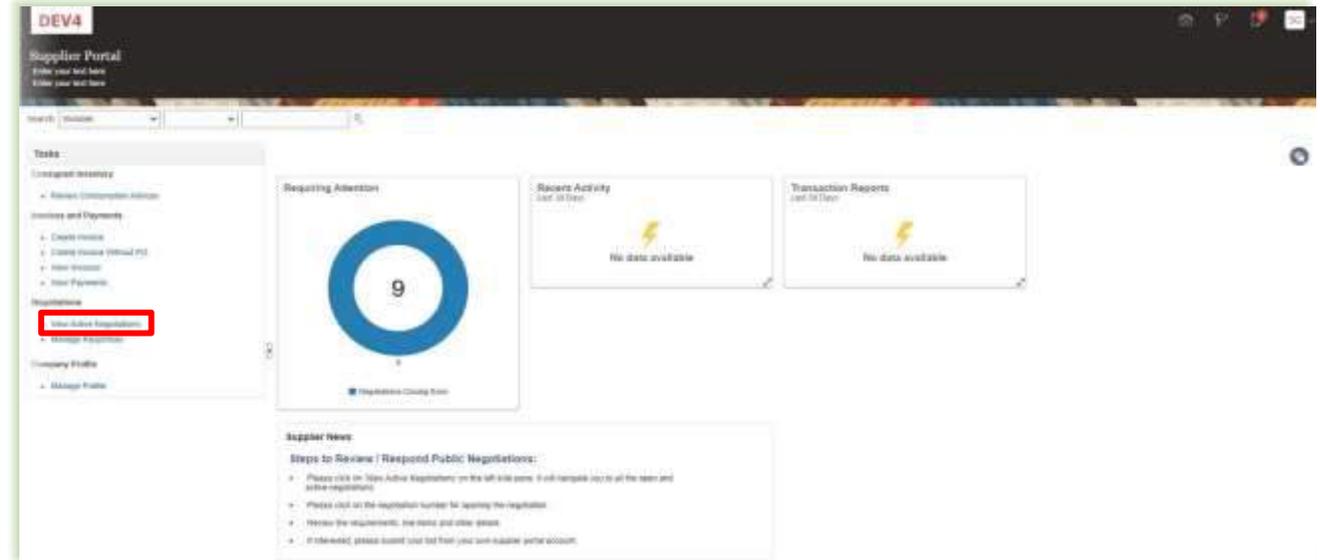


3.1 Search for Negotiations – Go to Search Page

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 Negotiations – 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 – always leave it blank.



Example

To filter and view public tenders launched by UN Women in a specific Country, search by the three-digit country code ([ISO country codes](#)) e.g. Iraq, type UN Women-IRQ in the "Negotiation" field and leave blank in the field "Invitation Received". Click on "**Search**". All results for ongoing tenders from Iraq will be displayed on the screen. The code for tenders issued by HQ units is UN Women-HQ

The screenshot shows the search interface with the following filters applied:

- Negotiation: UNDP-IG
- Title: (blank)
- Negotiation Close By: (blank)
- Invitation Received: No
- Response Submitted: (blank)
- Negotiation Open Since: (blank)

The search results table is as follows:

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-IG-0000	IRG RFP - Award Approval Notification	Request for Pro...			3 Days 13 Hours	3-Jul-2021 17:3	Sealed	0			0	PDF	SP
UNDP-IG-0000	IRG RFP - Award Approval Notification	Request for Pro...			5 Days 13 Hours	3-Jul-2021 17:3	Sealed	0			0	PDF	SP
UNDP-IG-0000	IRG RFP - Award Approval Notification	Request for Pro...			3 Days 12 Hours	3-Jul-2021 16:5	Sealed	0			0	PDF	SP
UNDP-IG-0001	IRG RFP - Award Approval Notification	Request for Pro...			2 Days 13 Hours	2-Jul-2021 16:1	Sealed	0			0	PDF	SP



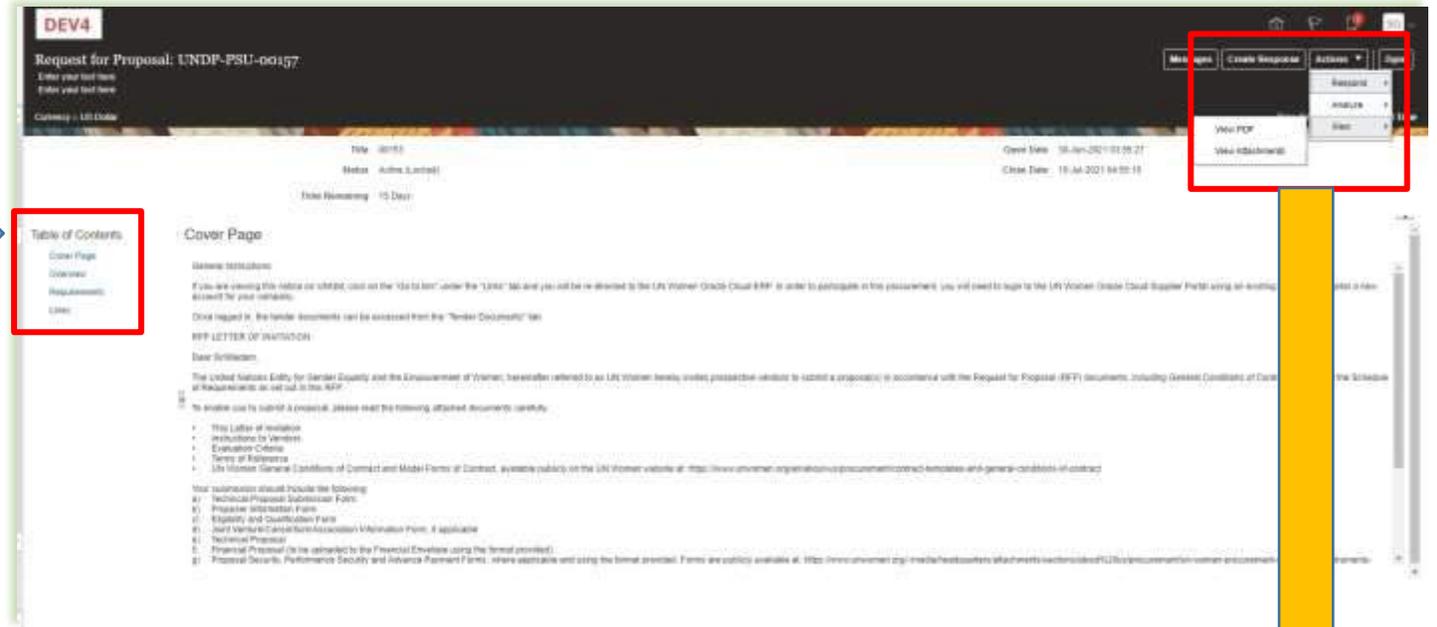
3.1 Search for Negotiations - View/Download attachments

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.

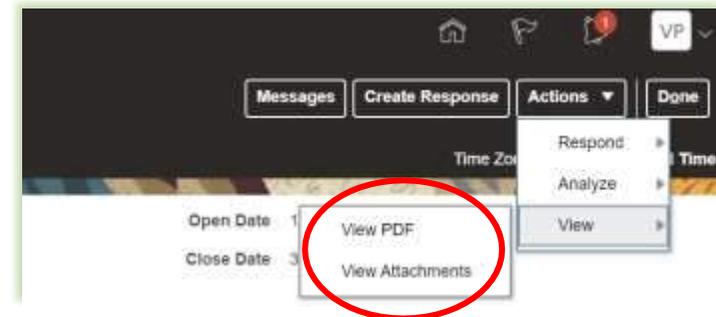
⚠ IMPORTANT

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**.

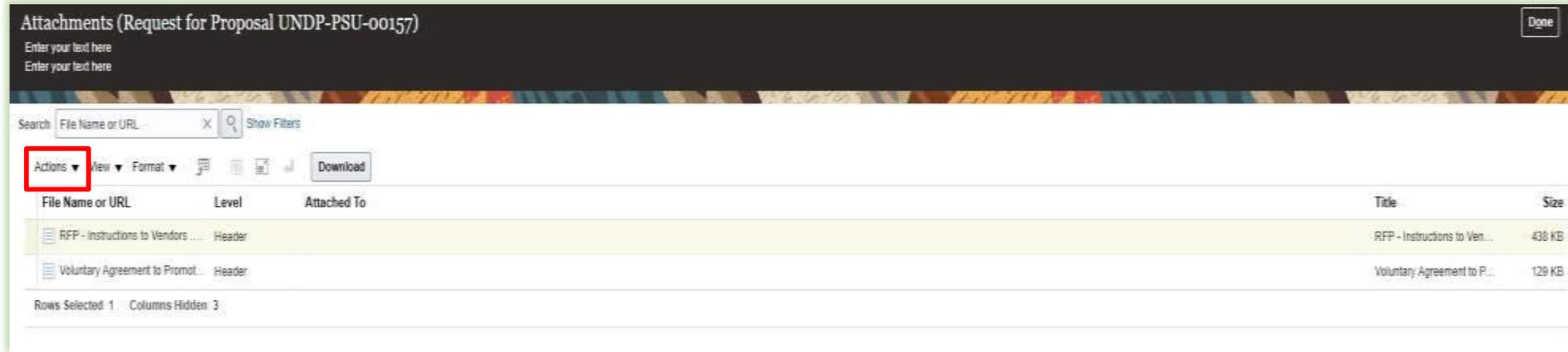


To view PDF version of the Negotiation, select the **“View PDF option”**.

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



3.1 Search for Negotiations- View negotiation/Download attachments



Attachments (Request for Proposal UNDP-PSU-00157) Done

Enter your text here
Enter your text here

Search

Actions

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 contain 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 'Active Negotiations' page. A notification box at the top right states 'ACTION REQUIRED: You are invited to Participate for the Negotiation'. Below the notification, a table lists negotiations. The 'Create Response' button is highlighted in red. A dropdown menu for 'Actions' is also highlighted in red, showing options for 'Accept Invitation' and 'Decline Invitation'.

Negotiation	Title	Ne Ty	Bu Site	Sup Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monit
UNDP-IQ-00091_1	IT Equipment for CO Iraq	L...		20 Days	22-Jul-2021 09:...	Sealed	0	No	



TIP

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.

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

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 ITS 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 Negotiations –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.



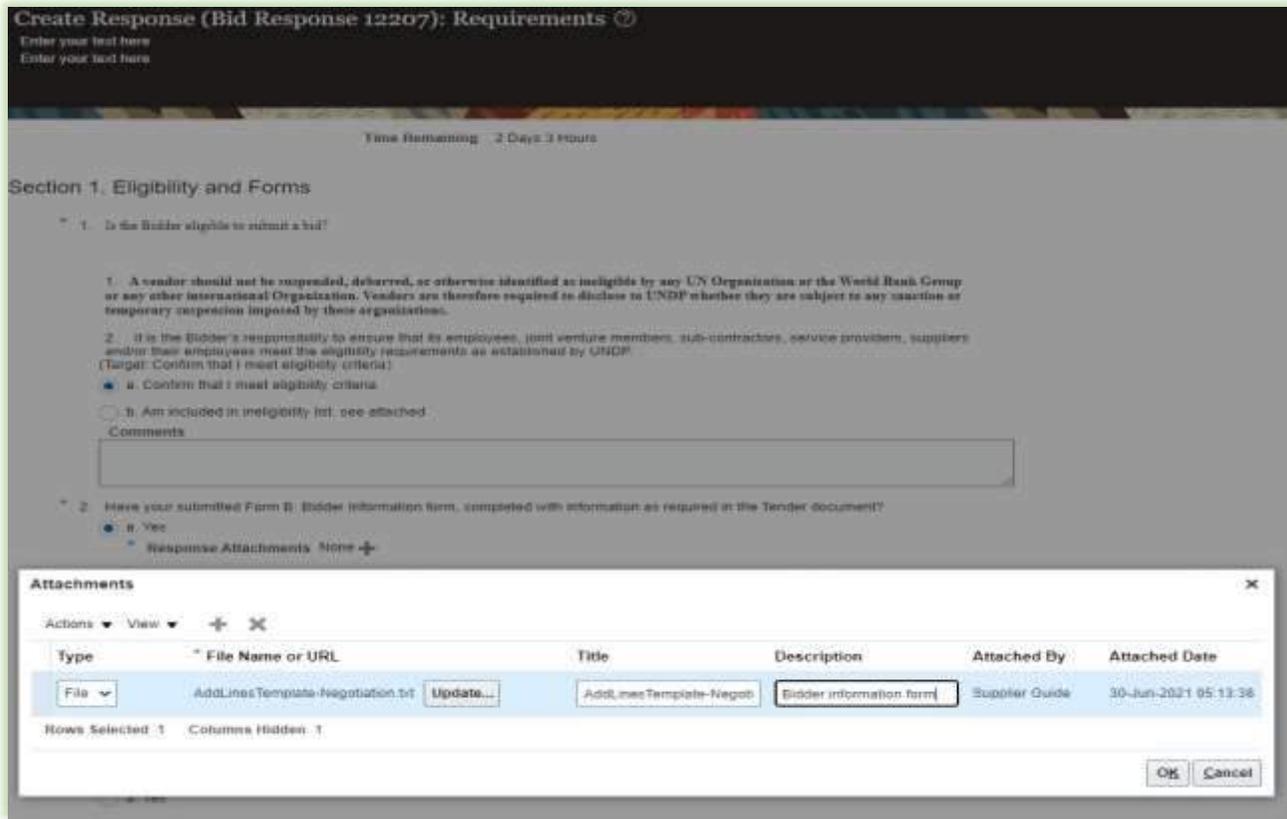
Tip

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






IMPORTANT

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

Tip

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 may revise your answers if necessary to update the information.



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	Choose File No file chosen			Vladimir Poprik...	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	Delete	Title	Description	Attached By	Attached Date
File	test document.docx	Update...	test document.docx	Legal Registration paper	Vladimir Poprik...	6-Jul-2021 08:22:50
File	demo.pdf	Update...	demo.pdf	Bid Security	Vladimir Poprik...	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.



3.2 Prepare Bid Response – Financial information for Request for Proposals

For Negotiations that are Request for Proposals (Two envelop procurement method), there will be two evaluation stages – Technical and Commercial.

The portal maintains two envelops through these stages. Information posted in the stage marked as “Commercial” is not disclosed until technical evaluation is completed and financial are opened for only those suppliers that pass the technical evaluation.



IMPORTANT

Do not enter any information/ attachment related to financial proposal or total cost/value of the proposal in evaluation stage marked as “Technical”.

The screenshot shows the 'estm-test' portal interface. At the top, there's a navigation bar with 'estm-test' and a user profile 'SG'. Below that, a progress indicator shows four steps: 1. Overview, 2. Register, 3. Lines, 4. Review. The main heading is 'Create Response (Bid Response 20269): Requirements'. A 'Time Remaining: 6 Days 23 Hours' is displayed. The 'Close Date: 12-Oct-2022 03:18:00' is also shown. The page is divided into sections, with 'Section 5: Financial Evaluation' being the active section. Under this section, there's a 'Financial Proposal' sub-section with instructions: 'Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated in the form.' Below this, there's a 'Cost breakdown provided' status and a 'Response Attachments: None' link. On the right side, there's a dropdown menu for 'Section 5: Financial Eval...' which is currently set to 'Evaluation Stage: Commercial'. This dropdown is highlighted with a red box.



3.2 Prepare Bid Response – Financial information for Request for Proposals

Never put **1** for the “**Response Value**” but enter the total value of your proposal OR as instructed in the Negotiation. Please see below two examples:

1. Breakdown of outputs

1. Breakdown of outputs

Line	Description	Category Name	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Output 1	Business and corpo	<input type="text"/>			\$0.00000000	01-01-2022
2	Output 2	Business and corpo	<input type="text"/>			\$0.00000000	01-01-2022

Grand Totals
All response lines are included
Response Amount: 0.00

2. Total bid price

2. Total bid price

estm-test

Lines: Edit Line: 1 (Bid Response 20289)

Item
Revision
Description: Output 1
Category Name: Business and corporate management consultation services
Start Price
* Response Price:
Rank: Sealed

Close Date: 12-Oct-2022 03:18:00
Location: UNDP Afghanistan
Requested Delivery Date: 20-Oct-2022
Promised Delivery Date: 28-Oct-2022
Note to Buyer:
Attachments: None



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”**.

The screenshot shows a web interface for creating a bid response. At the top, there are four numbered tabs: 1, 2, 3, and 4. Tab 2 is selected and highlighted in green. Below the tabs are navigation buttons: Overview, Requirements, Lines, and Review. The main title is "Create Response (Bid Response 13207): Requirements". To the right of the title are buttons for Messages, Respond by Spreadsheet, Actions, Back, Next, Save (highlighted with a red box), and Submit. Below these buttons is a "Save and Close" button. The interface also displays "Time Remaining: 55 Days 19 Hours" and "Close Date: 31-Aug-2021 04:40:10". The main content area is titled "Section 1. Technical" and contains two numbered items. Item 1 is "Capacity to deliver the articles under the DAP Incoterm in 45 days, complying with all technical requirements." It has a text input field containing "100", a "Response Attachments" section with "test document.docx (1 more...)", and a "Comments" section. Item 2 is "Quality of the Items to be delivered (Compliance with manufacturing standards)" with a text input field containing "test test test", a "Response Attachments" section, and a "Comments" section.



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 'Portal de proveedor' interface. On the left sidebar, under 'Negociaciones', the 'Gestionar respuestas' option is highlighted with a red box. The main content area displays a 'Requieren atención' donut chart with a value of 13, and two 'Actividad reciente' and 'Informes de transacciones' cards, both showing 'No hay datos disponibles'.

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

Search filters: **Response Status**: Draft

Buttons: Search, Reset, Save...

Search Results

Revising a draft response automatically locks it.

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Tit Type	Time Remaining	Unread Messages	Monitor	Award Amount
13206		Draft	Popnikolov, Via...		UNDP-PSU-00157	00' Request f...	15 Hours 59 Min...	0		
13210		Draft	Popnikolov, Via...		UNDP-PSU-00170	00' Request f...	15 Days 20 Hours	0		
13207		Draft	Popnikolov, Via...		UNDP-MD-00031	ITE Invitation t...	47 Days 15 Hours	0		
8207		Draft	Popnikolov, Via...		UNWOMEN-DMA-2021-00057	Tes Invitation t...	418 Days 12 Ho...	0		
14207		Draft	Popnikolov, Via...		UNDP-PSU-00193	Tes Invitation t...	0 Seconds	0		



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](#)

Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation
13207	Draft	Popnikolov, Vla...		UNDP-PSU-00157
13207	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.

Time Remaining: 2 Days 3 Hours | Close Date: 2-JUN-2021 08:30:35

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



3.2 Prepare Bid Response – Insert price(s)

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.

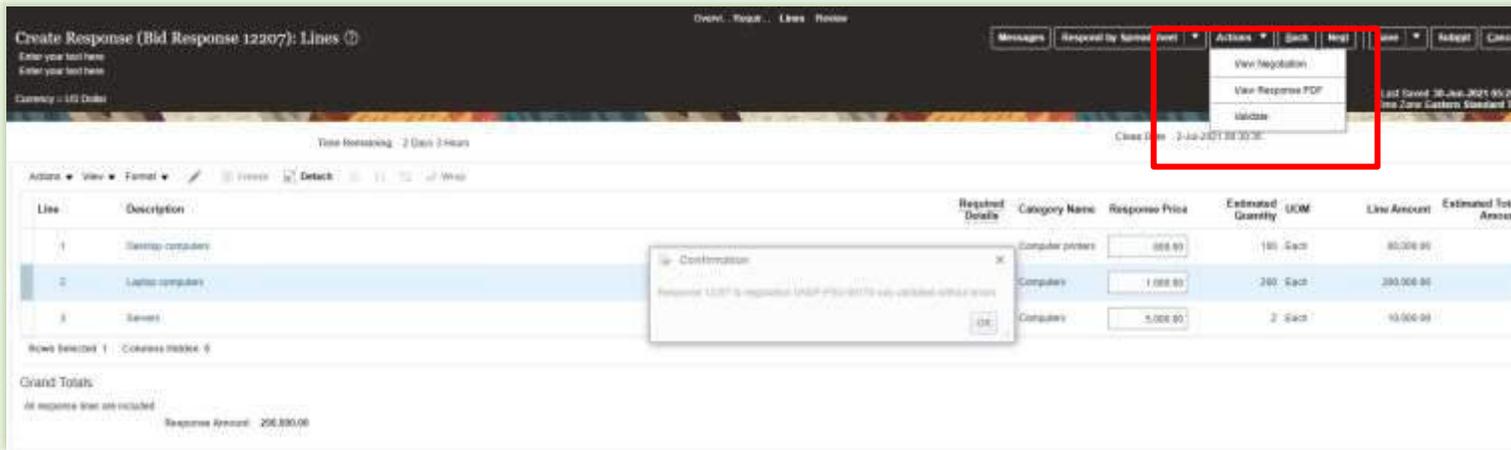
To **delete an uploaded file**, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue). Then, click the X icon.

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

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



3.3 Submit Bid – Validate the bid response



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).



3.3 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.

Review Response: Bid Response 13208

Currency = US Dollar

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

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



3.3 Submit Bid – 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: csoufy@un.org -> csoufy@un.org, 13208@undp.org, 13208@undp.org, 13208@undp.org, 13208@undp.org
 To: 13208@undp.org, 13208@undp.org, 13208@undp.org
 Sent: Thursday, June 10, 2021, 3:46:32 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/review 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 and deadline.

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 re-post 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 and deadline. 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	SU Name	Negotiation Type	Negotiation Number	Response Number	Response Submission Date & Time	Time zone	Bid Response Withdrawn?
XYZ Export-Import	Usat One	UNDP-PSU	Invitation to Bid	UNDP-PSU-00156.1	13208	6/10/2021 9:43 AM	030	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

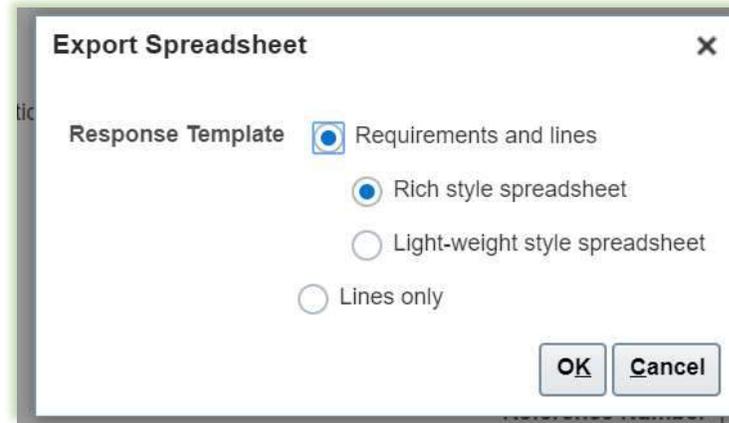
To begin preparing your bid response offline, you must first export/download the .XML file to your computer. To export the .XML file, open the negotiation in question, click the **"Create Response"** button and click "Save". Then, click the button **"Response by Spreadsheet"** and from the dropdown list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

The screenshot shows the 'Create Response (Bid Response 12214): Overview' page. At the top, there are navigation tabs: 'Overview', 'Request Lines', and 'Review'. Below these are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Respond by Spreadsheet' dropdown menu is open, showing 'Export' and 'Import' options. The 'Export' option is highlighted with a red box. Below the navigation bar, there is a 'General' section with fields for 'Supplier' (Nextgenep supplier 0t), 'Negotiation Currency' (USD), 'Response Currency' (USD), 'Price Precision' (2 Decimals Maximum), and 'Conversion Rate' (1). There are also fields for 'Response Type' (Primary selected), 'Reference Number', 'Note to Buyer', and 'Attachments' (None).



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

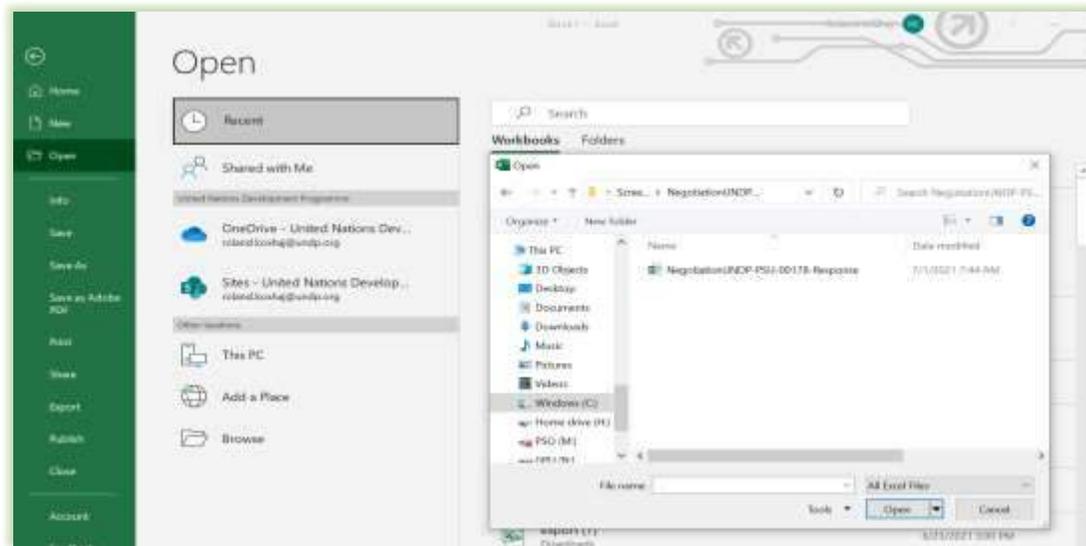
Select the options "Requirements and lines" and "Rich style spreadsheet" and click OK. The system will export and download the .XML file in a ZIP folder on your computer. Use an appropriate application to extract the file .XML file from the ZIP folder.



IMPORTANT

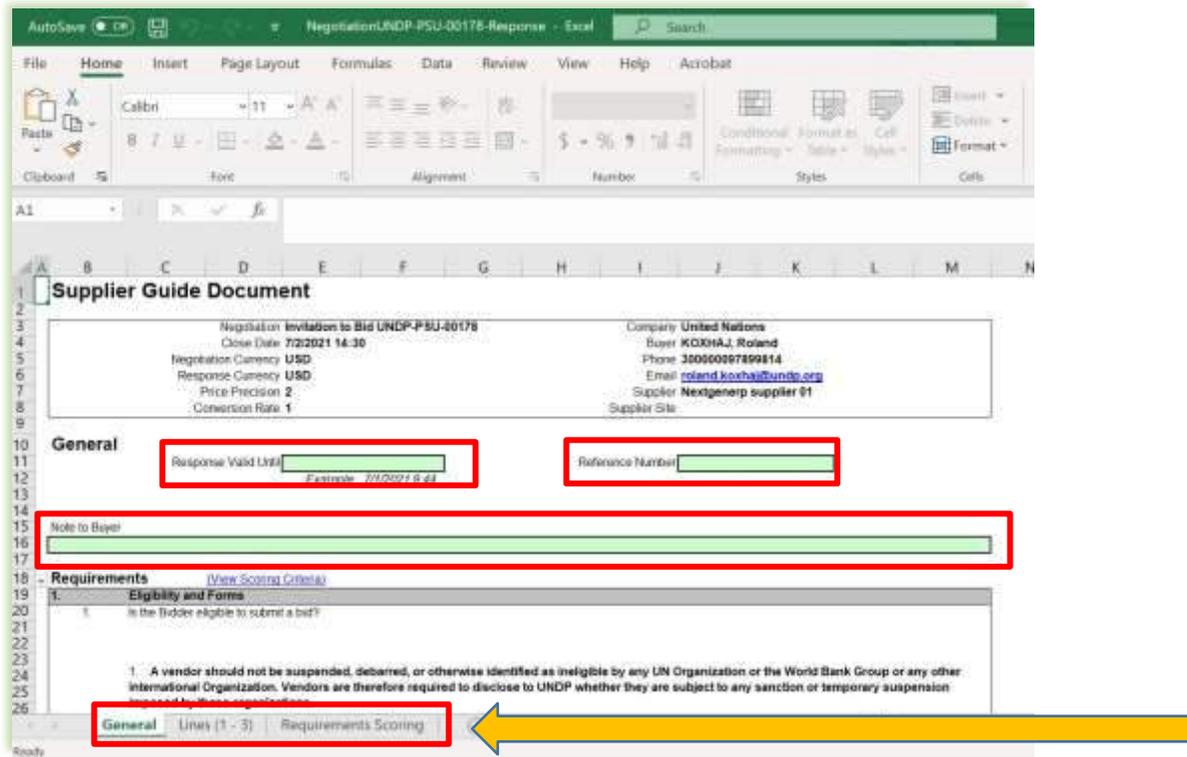
Please note that the system generates a new .XML file every time a negotiation is amended. Make sure you are using the latest .XML file when submitting your bid.

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.



 **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													
64			Comments										
65													
66													
67													
68		3 a.1.	Indicate annual turnover for 2020										
69													<i>Numeric value only</i>
70			Comments										
71													
72													
73													
74		3 a.2.	Indicate annual turnover for 2019										
75													<i>Numeric value only</i>



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 negotiation 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.

Supplier Guide Document

Negotiation Invitation to Bid UNDP-PSU-00178
 Close Date: 7/2/2021 14:30
 Negotiation Currency: USD
 Response Currency: USD
 Price Precision: 2
 Conversion Rate: 1

Company: United Nations
 Buyer: KOHHAJ, Roland
 Phone: 330000097899814
 Email: roland.kohhaj@undp.org
 Supplier: Nextgenerp supplier 01
 Supplier Site:

Lines

Response Amount (USD): 361,000.00

Line	Item	Revision	Start Price	UCM	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

Last Downloaded 7/1/2021 9:44



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”**.

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.

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

7

Legend: Negotiation Responses (Blue), Negotiations Closing Soon (Green)

Accept Terms **Revise** Unlock Draft Delete Draft

Response

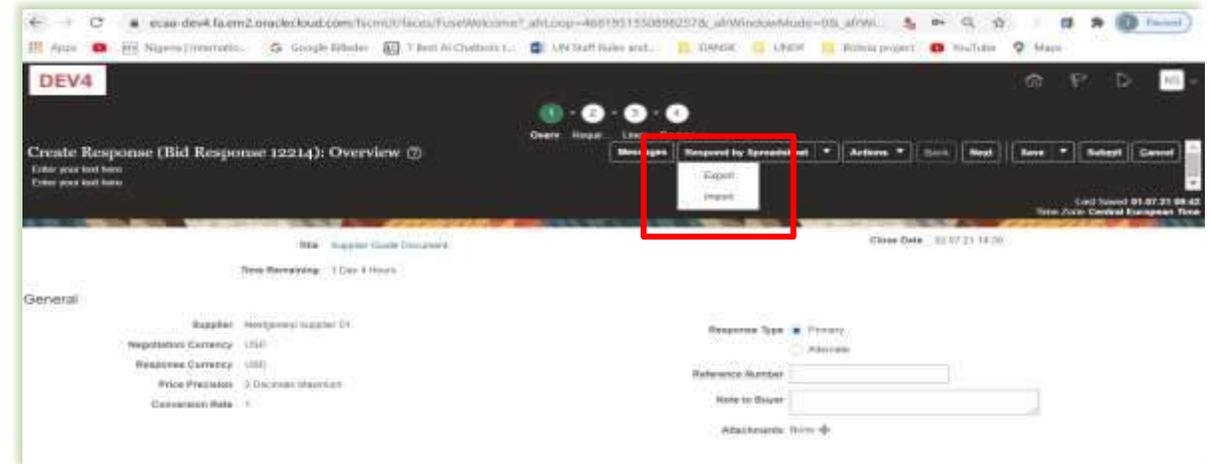
Actions View Format Freeze Detach Wrap Accept Terms **Revise**

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

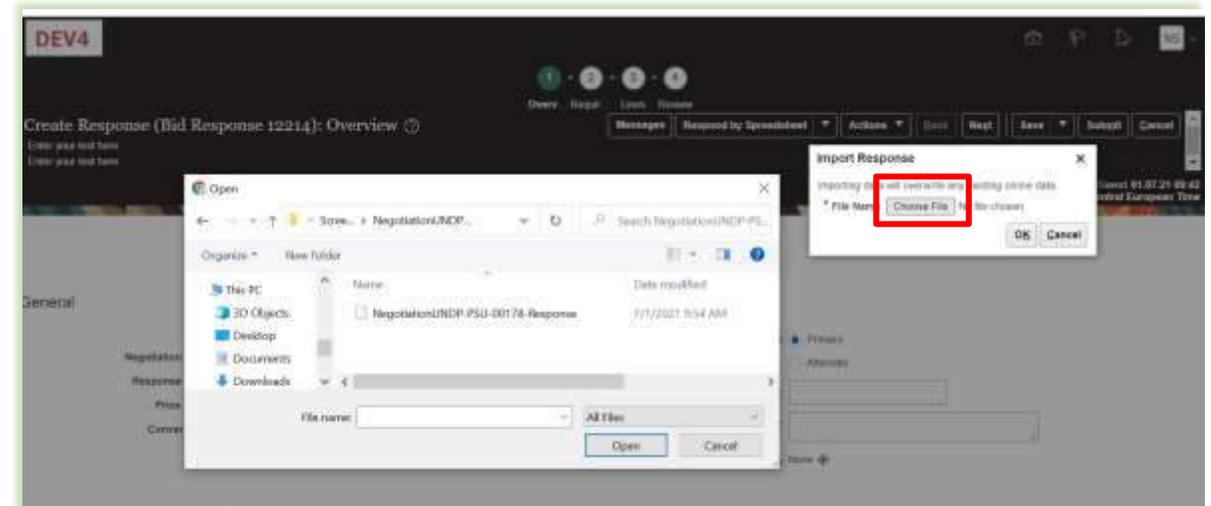


3.4 Prepare Bid Response Offline – Upload responses and submit

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.



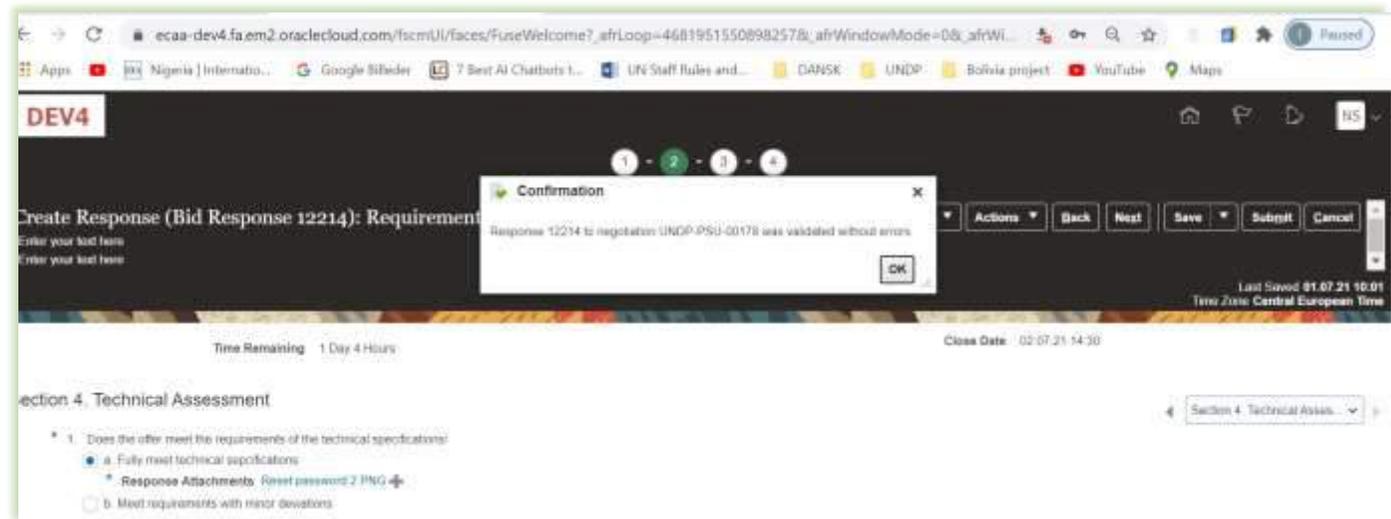
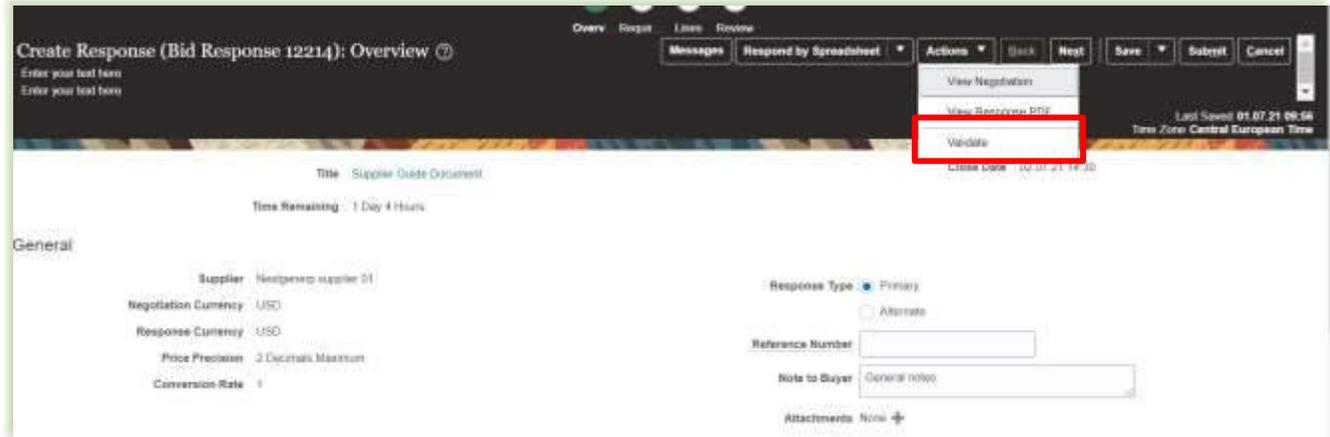
3.4 Prepare Bid Response Offline – Validate bid response and submit

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.

Review Response: Bid Response 13208

Currency = US Dollar

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

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



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: cscc@un.org -> cscc@un.org [mailto:cscc@un.org]
 To: cscc@un.org [mailto:cscc@un.org]
 Sent: Thursday, June 10, 2021, 3:46:32 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/review 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 and deadline.

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 re-bid, 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 and deadline. 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'appel d'offres « UNDP-PSU-00156.1 » référencé ci-dessous. Si vous modifiez/réviser 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	SU 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	13208	6/10/2021 9:42 AM	050	NA



4. Manage Bids

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

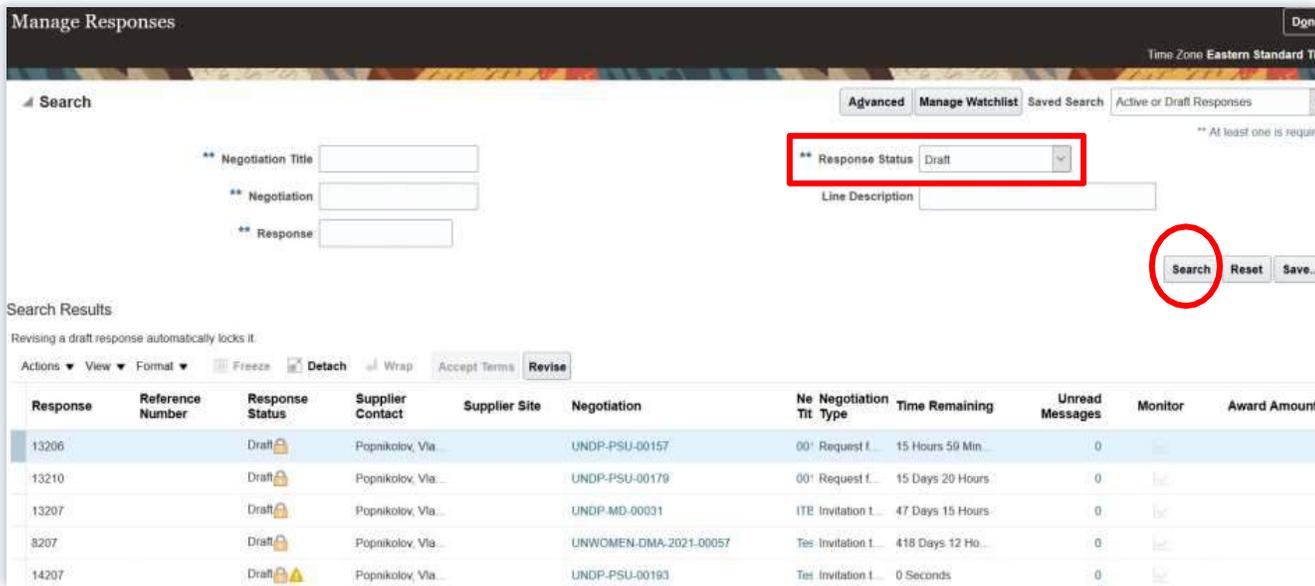
- [4.1 View bid responses](#)
- [4.2 Revise/Edit a bid response](#)
- [4.3 Manage a bid after negotiation is amended](#)
- [4.4 Withdraw submitted bid response](#)

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"**:



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



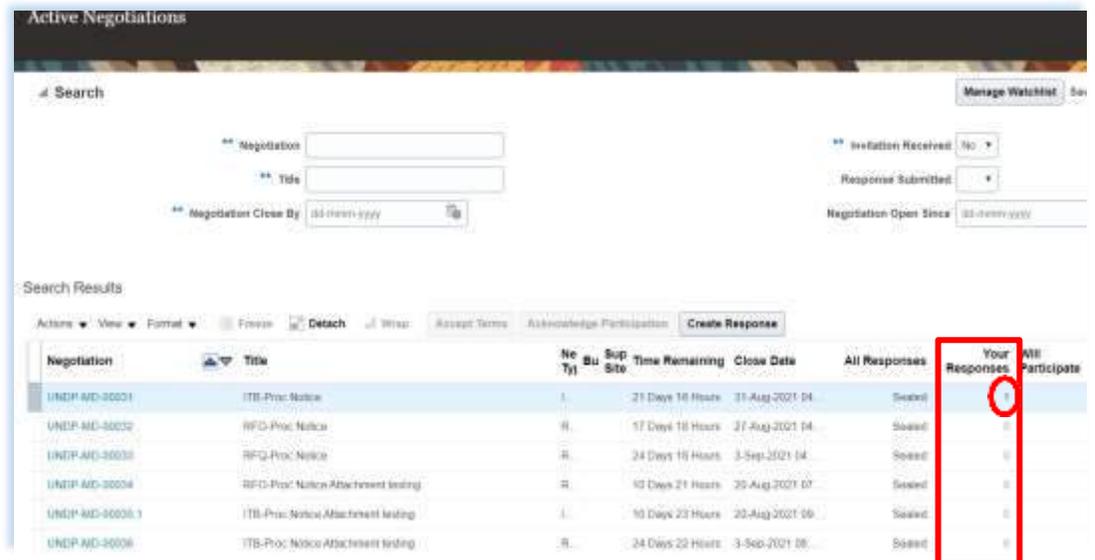
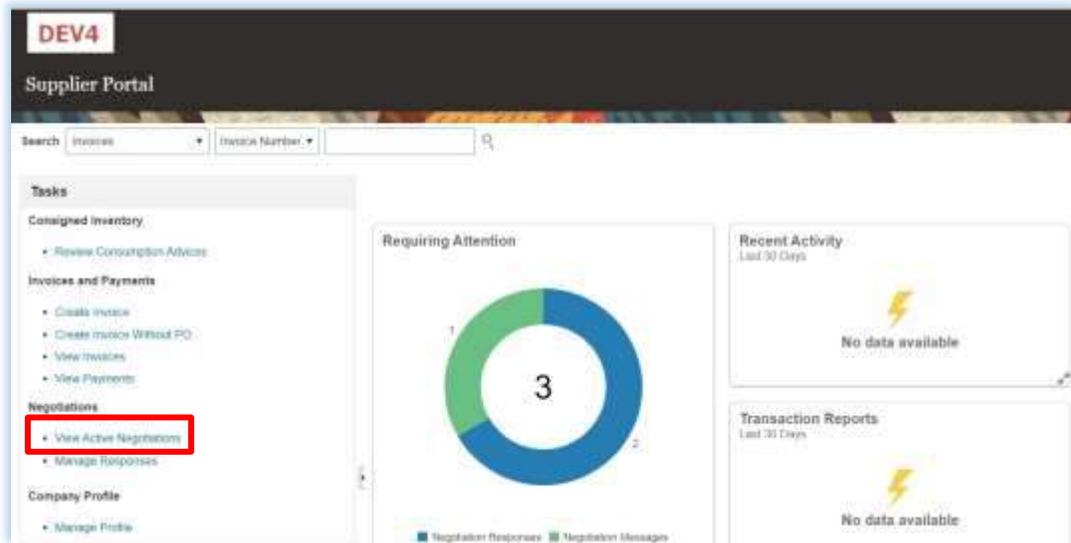
- Active** – to see bid responses submitted for ongoing negotiations;
- Active or draft** – to see both the submitted and draft responses for ongoing negotiations;
- Awarded** – to see your awarded bid responses;
- Disqualified** – to see your bid responses which were disqualified during the evaluation 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.

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**.



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

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 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 Title	Time Remaining	Unread Messages
13208	000123	Active	Popnikolov, Val...		UNDP-MD-00031	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

Response Amount: 1,000.00

View, Format, Freeze, Detach, Wrap

Line	Description	Rank	Response Price	Transform Rank	UCM 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



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

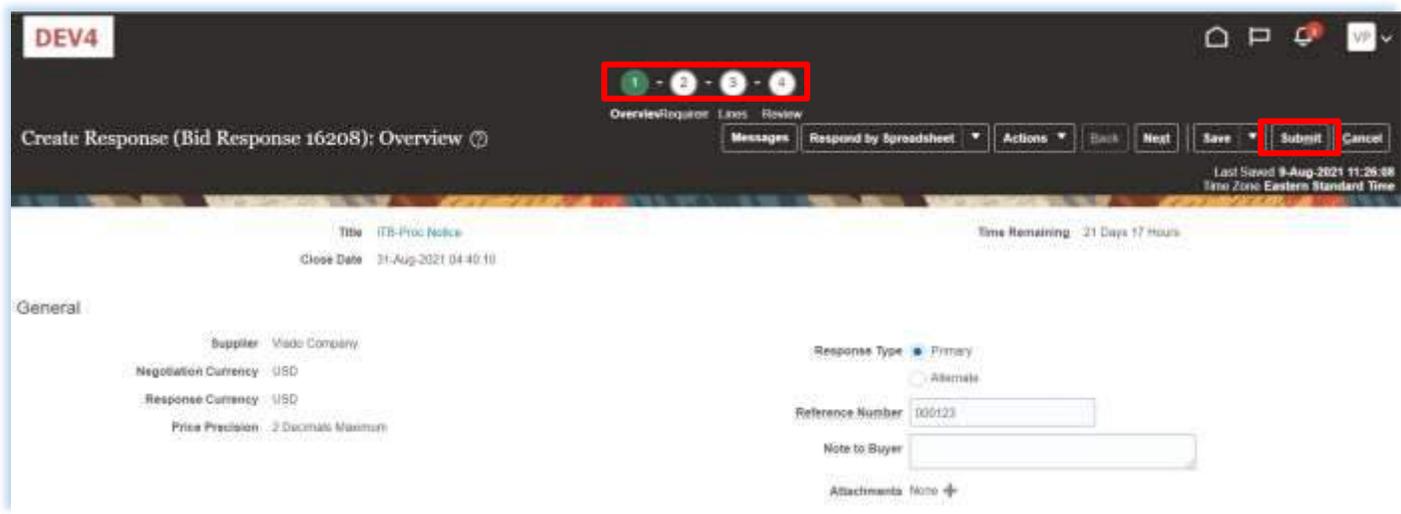
Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Title	Negotiation Type	Time Remaining
00123	Active	Popnikolov, Vla...		UNDP-MD-00031	I...	Invitation t...	21 Days 18 Hours

- Accept Terms
- Revise
- Unlock Draft
- Delete Draft



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.





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.



IMPORTANT

Please note that whenever a negotiation is amended, bid posted prior to the amendment are automatically withdrawn and must be resubmitted.

The screenshot shows the Supplier Portal interface. A notification window is open, highlighting a message: "FYI Amendment 1 for Negotiation UNDP-PSU-00198 (UNDP PSU ITB for Supplier Guide) Requires Your Attention". The notification includes a "Dismiss" button. Below the notification, a "Requiring Attention" donut chart shows 4 items, with a legend for "Negotiation Messages" (blue) and "Negotiation Responses" (green). The chart shows 1 blue segment and 3 green segments. A "No data available" message with a lightning bolt icon is also visible.

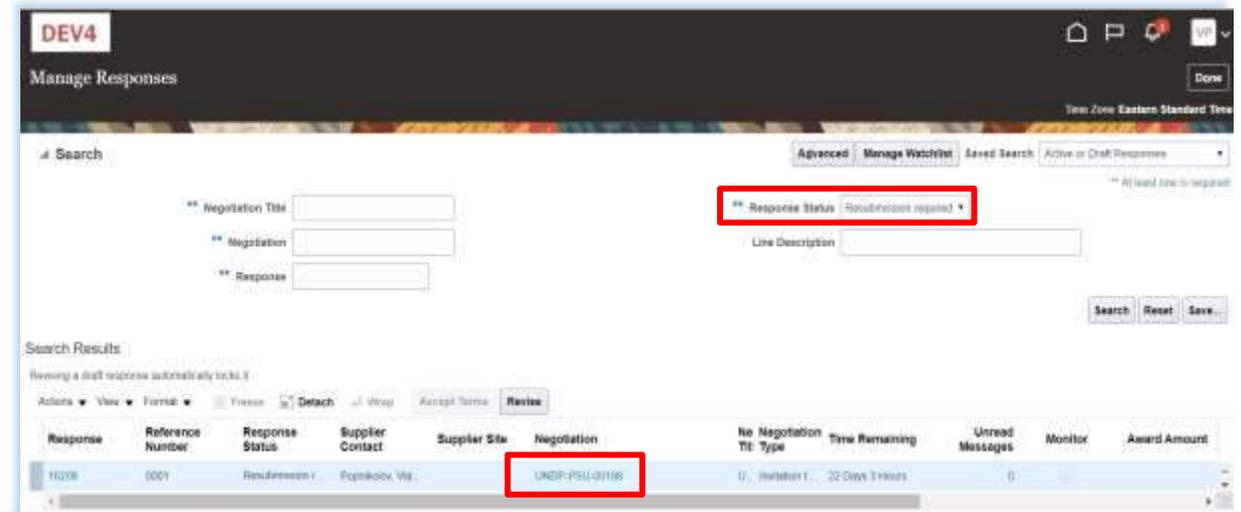
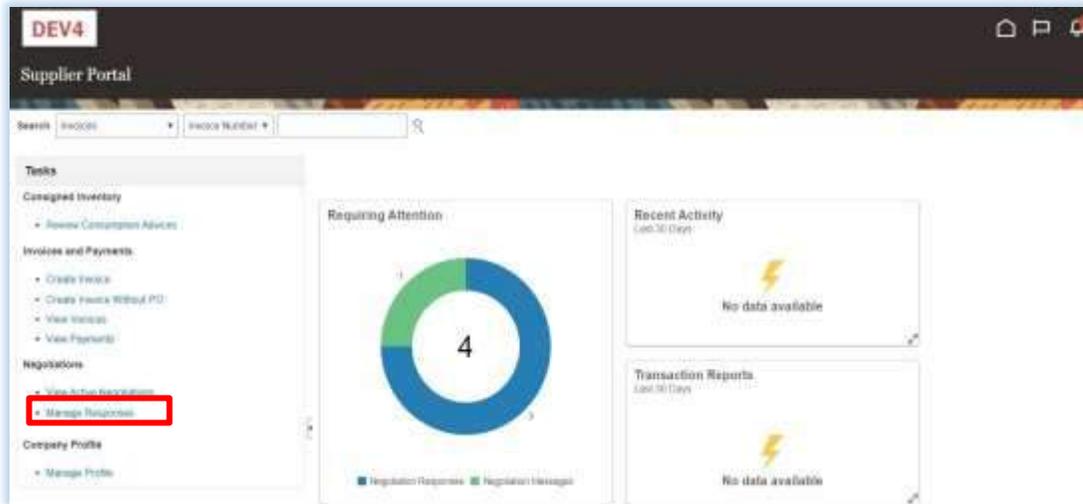


4.3 Manage Bids – Manage a bid after negotiation is amended

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.



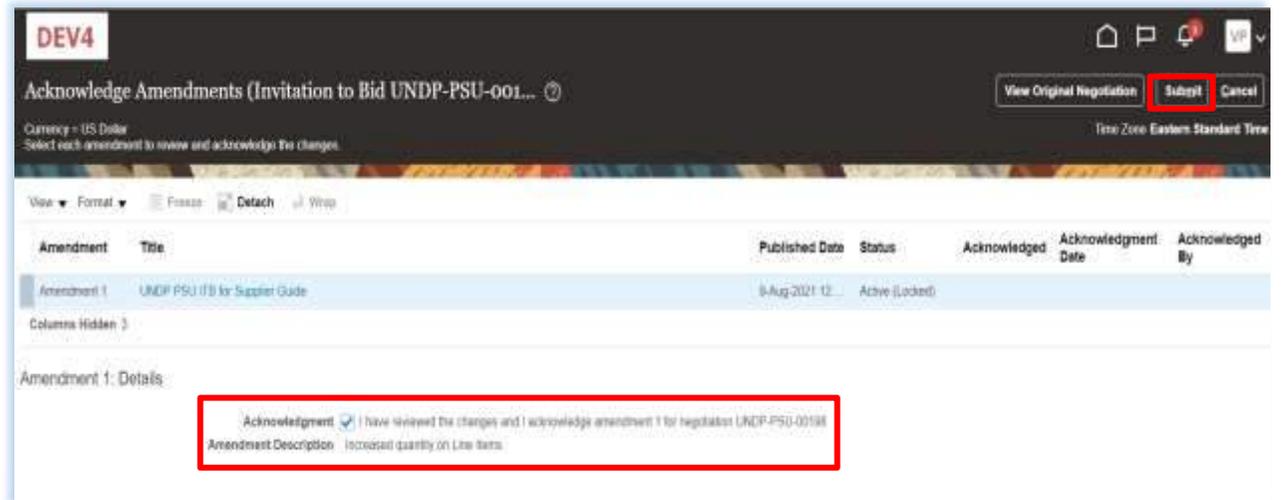
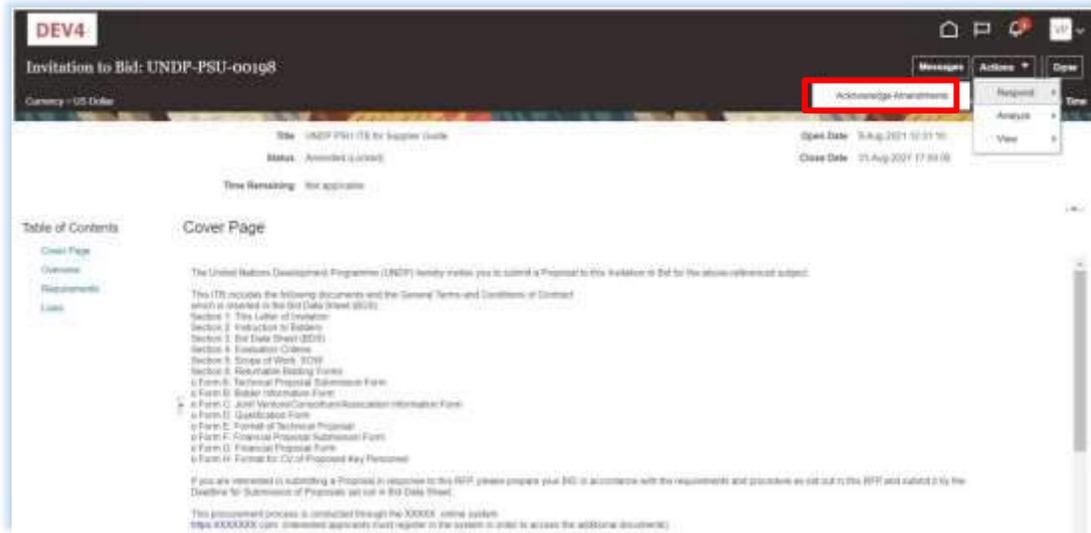
[Click to return to Manage Bid Main page](#)

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**”.

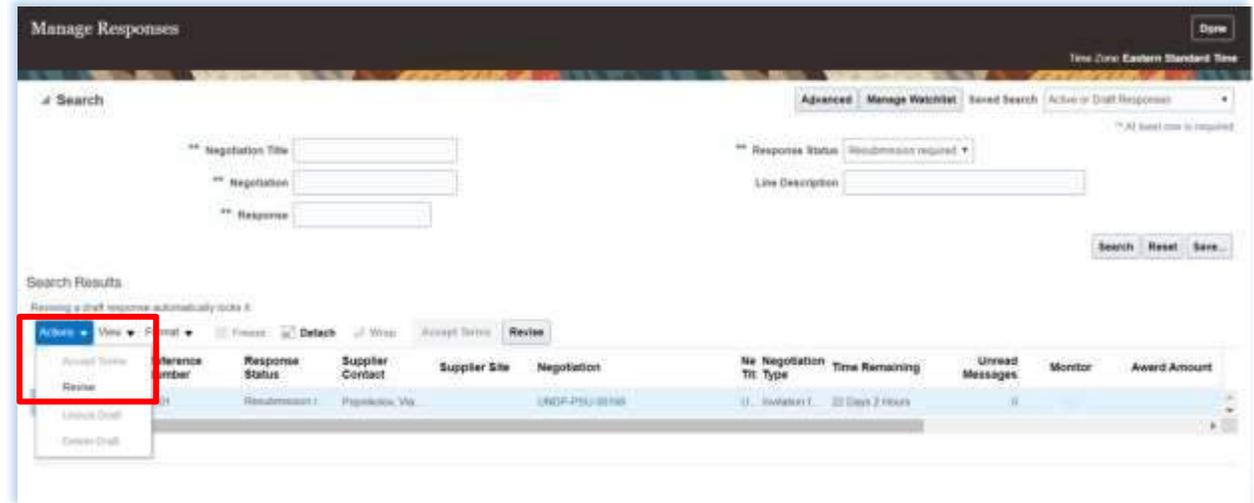


[Click to return to Manage Bid Main page](#)

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.

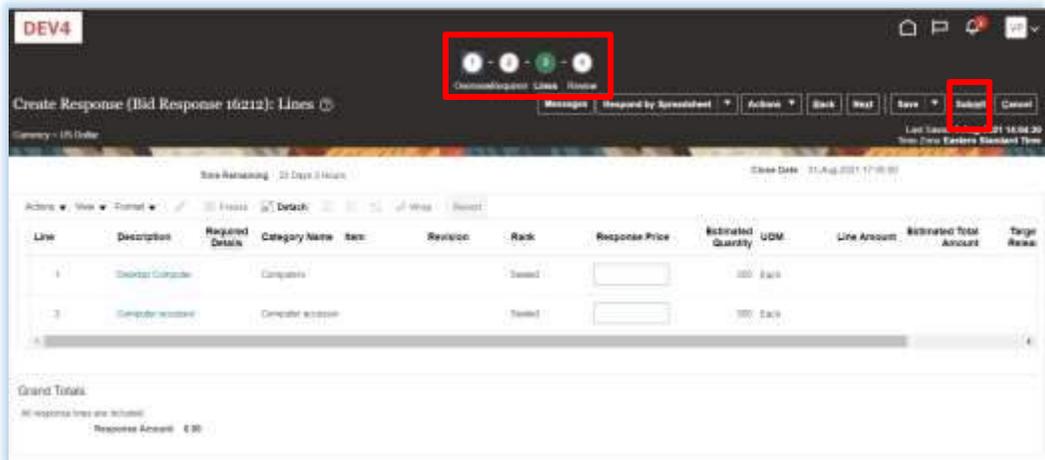
Click the option “**Actions**” and select the option Revise.



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.



[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.



5. Manage Orders and Invoices

This Chapter is applicable only for “Spend Authorized” suppliers who have active contracts with UN Women. It provides an overview on how to Create Invoice(s), view Purchase Orders, Invoices, Payments and Remittances in the supplier portal. These options are found under the **Tasks** segment of the Supplier Portal page.

The screenshot shows the Supplier Portal interface. On the left is a 'Tasks' sidebar with categories: Orders, Agreements, Shipments, Contracts, and Invoices and Payments. Callout 1 points to 'Manage Orders' under Orders. Callout 2 points to 'View Receipts' under Invoices and Payments. Callout 3 points to 'Create Invoice' under Invoices and Payments. Callout 4 points to 'Create Invoice Without PO' under Invoices and Payments. Callout 5 points to 'View Invoices' under Invoices and Payments. Callout 6 points to 'View Payments' under Invoices and Payments. The main content area includes 'Recent Activity' (Last 30 Days), 'Requiring Attention' (a donut chart showing 80 total items with segments for Orders to Acknowledge (1), Schedules Overdue or Due Today (22), Negotiations Closing Soon (2), and Invoices Overdue (55)), and 'Supplier News'.

1. [Manage Order](#)
2. [View Receipts](#)
3. [Create Invoice](#)
4. [Create Invoice without PO](#)
5. [View Invoices](#)
6. [View Payments](#)

5.1 Manage Orders

Navigate the Tasks on the Supplier Portal page in the previous slide and follow the steps below :

1. Click "**Manage Orders**" Headers/Schedules
2. Enter the purchase order in the "**Order**" field or chose "**All Orders**".
3. Click "**Search**": The purchase order(s) details are listed in the such as Order Number, Order Date, Description, Amounts, Currency, Buyer , PO Status and Schedules.
4. Click "**Life Cycle**" for PO dashboard
5. Click on "**PO number**" to preview the PO

Tip Status

- **On Hold:** The Order is on hold; no transactions can be created.
- **Closed for Receiving:** The Order is fully received
- **Closed for Invoicing:** The Order is fully invoiced
- **Open:** The Order is Open for receiving and Invoicing
- **Cancelled:** The Order is cancelled but not deleted
- **Pending Change Approval:** The Order has a change request that is sent for approval

The screenshot shows the 'Manage Orders' interface. Callout 1 points to the 'Headers' tab. Callout 2 points to the 'All Orders' dropdown menu. Callout 3 points to the 'Search' button. Below the search filters is a table of search results.

Order	Order Date	Description	Supplier Site	Ordered	Currency	Status	Life Cycle	Creation Date	Bu
54000022	22-Jul-2022	Assets Testing	Office	10,500.00	USD	Closed for Receiving	🔄	22-Jul-2022	A.
54000053	3-Aug-2022	Procure Asset Item for External Use above threshold- test USD6000	Office	4,500.00	EUR	Closed for Receiving	🔄	3-Aug-2022	A.
54000054	3-Aug-2022	Procure Asset Item for External Use above threshold- test USD6000	Office	2,000.00	USD	Closed for Receiving	🔄	3-Aug-2022	A.
54000090	8-Aug-2022	FA - Procure Attractive Asset Item for Internal use	Office	800.00	USD	Closed for Receiving	🔄	8-Aug-2022	A.
54000029	25-Jul-2022	Test	Office	5,000.00	EUR	Closed for Receiving	🔄	25-Jul-2022	A.
10000367	7-Sep-2022	Computer Laptop XLY 2090	Office	6,500.00	USD	Open	🔄	7-Sep-2022	R.
10000368	7-Sep-2022	Office Equipment and Machinery	Office	7,000.00	USD	Open	🔄	7-Sep-2022	R.
10000369	7-Sep-2022		Office	7,500.00	USD	Open	🔄	7-Sep-2022	R.
10000364	7-Sep-2022		Office	10,000.00	USD	Open	🔄	7-Sep-2022	R.
10000357	6-Sep-2022		Office	5,000.00	USD	Open	🔄	6-Sep-2022	R.



5.1 Manage Orders – Life Cycle

Order Life Cycle: 10000367 Done

Sold-to Legal Entity: United Nations Development Programme
 Order: 10000367
 Supplier: XYZ Company Test
 Supplier Site: Office
 Supplier Contact:
 Ordered: 8,500.00 USD

Stage	Amount (USD)
Ordered	8,500.00
Shipped	0.00
Received	3,250.00
Delivered	3,250.00
Invoiced	3,250.00

Ordered	8,500.00 USD
Shipped	0.00 USD
Received	3,250.00 USD
Delivered	3,250.00 USD
Invoiced	3,250.00 USD

In-Transit Shipments

Actions: View, Format, Freeze, Detach, Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped - Carrier	Bill of Lading
No results found.						

Columns Hidden: 2

Receipts

Actions: View, Format, Freeze, Detach, Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
88	8-Sep-2022				0.00	3,250.00	3,250.00	0.00	0.00

Columns Hidden: 3

Invoices

Actions: View, Format, Freeze, Detach, Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
INV-2022-1789	8-Sep-2022	Validated	3,445.00	0.00	3,250.00		

Columns Hidden: 3

Order Life Cycle details:

- Order Number
- Supplier Name
- Supplier Site
- Supplier Contact
- Ordered Amount
- Shipped Amounts
- Received Amount
- Invoiced Amount
- Receipts Details
- Invoices Details
- In-Transit Shipments
- Bar-Chart for PO transactions



5.2 View Receipts

View Receipts: Done

Search Advanced | Saved Search | All Receipts

Search Reset Save...

Search Results

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
98	7-Sep-2022 21...	UNOPMYS_INV			10000367				DFW

Receipt: 98 View Transaction History Done

Summary:

Supplier: 307 Ltd Company	Packing Slip
Shipment	Waybill
Shipped Date	Bill of Lading
Shipping Method	Rate
Number of Supplier Packing Lists	Attachments: None
Supplier Site: DFW	

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	Colson Laptop, Dell Latitude 5420	Supplies/Equip	10000367	18	3	5	3 Each		6-Sep-2022 25	

Navigate the Tasks on the Supplier Portal page and follow the steps below:

1. Click **“View Receipts”**
2. Chose **All Orders** saved search
3. Enter/Select one or more of the following parameters: Receipt Number, Purchase Order Number, Shipment, Item or Receipt Date range .
4. Click **“Search”**.
5. Select **Receipt** form the table.
6. Click on the **“Receipt”** number to view the receipt’s details (Header and Lines)
7. Click **“View Transaction History”**



5.3 Create Invoice

Create Invoice ⓘ

* Identifying PO: [Dropdown]

Remit-to Bank Account: [Dropdown]

Supplier	10000182	ABC Solutions	NY
Taxpayer ID	10000153	ABC Solutions	NY
* Supplier Site	10000156	ABC Solutions	NY
Address	10000180	ABC Solutions	NY
Supplier Tax Registration Number	10000165	ABC Solutions	NY
	10000146	ABC Solutions	NY
	10000152	ABC Solutions	NY
Customer Taxpayer ID	10000144	ABC Solutions	NY
	10000505	ABC Solutions	NY
	10000007	ABC Solutions	NY

Customer Taxpayer ID: [Dropdown]

Customer Taxpayer ID: UNDP

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Cl
No data to display.										
Total										

Step 1

Click **“Create Invoice”** option from the main Supplier Portal page

Step 2

Enter Purchase Order Number/Select from the dropdown list.

Step 3

Add the Invoice header, including all the mandatory fields below:

- Identifying PO
- Invoice Number
- Invoice Date
- Invoice Type
- Supplier Site
- Attachments

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

* Identifying PO: 10000180
Supplier: ABC Solutions
Taxpayer ID: 32475424

* Supplier Site: NY
Address: UNITED STATES
Supplier Tax Registration Number: [Dropdown]

Remit-to Bank Account: [Dropdown]

Unique Remittance Identifier: [Text]

Unique Remittance Identifier Check Digit: [Text]

Description: [Text]

Attachments: Invoice Sample V1.pdf

Tax Control Amount: [Text]

Customer Taxpayer ID: UNDP

Name: United Nations Development Programme
Address: [Text]

* Number: MDT-SPT-001
* Date: 5-Aug-2022
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar



5.3 Create Invoice

Step 4

Go to the **“Select and Add”** to view the lines pending to be invoiced

Create Invoice ?

* Identifying PO: 10000180
Supplier: ABC Solutions
Taxpayer ID: 32475424

* Supplier Site: NY
Address: UNITED STATES

Supplier Tax Registration Number: []

Remit-to Bank Account: []
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: Invoice Sample V1.pdf + X
Tax Control Amount: []

Customer

* Customer Taxpayer ID: UNDP
Name: United Nations Development Programme
Address: []

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
No data to display.										
Total										



5.3 Create Invoice

Select and Add: Purchase Orders

Search

Advanced Saved Search

Purchase Order: 10000180

Consumption Advice

Creation Date: dd-mmm-yyyy HH:mm

Search Results

View Detach **Select All**

Purchase Order Number	Line	Schedule	Ship-to Location	Ordered	Received	Consumed	Invoiced	Unit Price	UK
10000180	1	1	DS - Juticalpa, Hon...	1,000	500		400	10	Ea

Apply OK Cancel

Step 5

- Select Purchase Order line(s)
- To select all purchase order lines use **"Select All"** button
- Click **"Apply" + "OK"**

Step 6

- Scroll right to view the other columns
- Example:
- ✓ Ordered Qty = 1000 Units
 - ✓ Received Qty = 500 Units
 - ✓ Invoiced Qty = 400 Units
 - ✓ Qty to be Invoiced = 100 Units

- Enter the Invoice **Quantity / Amount**
- Select Tax Classifications, if Any.

Step 7

- Repeat for the next Line.

Item	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
Item		10000180	1	1			FILE	DS - Juticalpa, H			600	100	10	Ea	1,000.00
Total															1,000.00



5.3 Create Invoice

Create Invoice ?

Identifying PO: 10000180
 Supplier: ABC Solutions
 Taxpayer ID: 32475424
 Supplier Site: NY
 Address: UNITED STATES
 Supplier Tax Registration Number:

Remit-to Bank Account:
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: Invoice Sample V1.pdf + X
 Tax Control Amount:

Invoice Actions: Save Save and Close **Submit** Cancel

* Number: MDT-SPT-001
 * Date: 5-Aug-2022
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer
 Customer Taxpayer ID: UNDP
 Name: United Nations Development Programme
 Address:

Lines

View + X Cancel Line

Item	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
Item		10000180	1	1			FILE	DS - Juticalpa, H		600	100	10	Ea	1,000.00	
Total														1,000.00	

Save:

Click **“Save”** to create a draft Invoice. Once saved the Invoice number cannot be reused.

Save and Close

Save draft invoice and exist the screen

Submit

Click **“Submit”** to send invoice directly to UN Women Accounts Payable for processing. Once Submitted Invoice cannot be changed



5.4 Create Invoice Without PO

After navigating to the Tasks segment on the Supplier Portal page shown above:

1. Click **Create Invoice without PO**
2. Enter all the mandatory fields:

Header:

- Invoice Number
- Invoice Date
- Invoice Type
- Supplier Site
- Attachments
- Currency
- Requester email (UN Women Contact Person)

Lines

- Type
- Amount
- Description

1. Click **“Save” / “Save and Close”**
2. Submit the Invoice.
3. Click **“Done”** to exit screen
4. To download an invoice copy click **“Printable page”**

The screenshot shows the 'Create Invoice Without PO' form. Red arrows point to the following fields:

- Supplier: XYZ Test Company
- Supplier Site: 2000 PERSIARAN APEC, 63000 CYBERJAYA, KL, MALAYSIA
- Invoice Number: INV-NOP0-45968
- Invoice Date: 12-Sep-2022
- Requester Email: [Empty field]
- Line 1: Item, 50,000.00, Printing Service - main Q58C Building

The form also includes sections for Customer (United Nations Development Programme), Summary Tax Lines (No data to display), and Totals (Items: 50,000.00, Invoice Amount: 50,000.00).

5.5 View Invoices

View Invoices Done

Search

Advanced Saved Search All Invoices: All Invoices ** At least one is required

** Invoice Number
 ** Supplier: XYZ Test Company ▼
 : Supplier Site ▼
 ** Purchase Order

Consumption Advice
 Invoice Status ▼
 Paid Status ▼
 Payment Number

Search Reset Save...

Search Results

View ▼ Details

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier Site	Unpaid Amount	Invoice Status	Paid Status	Payment Number	Invoice Amount
INV-2022-1789	8-Sep-2022	Standard	10000167	8-Sep-2022	Office	0.00 USD	Approved	Paid	5856000001	3,445.00 USD
INV1250-407	8-Sep-2022	Standard	54000053	8-Sep-2022	Office	4,500.00 EUR	On hold	Unpaid		4,500.00 EUR
Fleet-Memang...	2-Sep-2022	Standard		2-Sep-2022	Office	5,001.00 USD	In process	Unpaid		5,001.00 USD
MDT-TT-001	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Cancelled	Unpaid		0.00 USD
MDT-TT-002	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Cancelled	Unpaid		0.00 USD
MDT-TT-003	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	1,715.30 USD	In process	Unpaid		1,715.30 USD
Retest Thresho...	23-Aug-2022	Standard	54000010	23-Aug-2022	Office	1,504.00 USD	Approved	Unpaid		1,504.00 USD

1. Click **“View Invoices”** on the supplier portal main page
2. Use any of the following search options to retrieve the exiting Invoices: Invoice Number, Supplier, Supplier Site , Purchase Order , Invoice / Paid Status.
3. Click on **“Search”**
4. The Invoice details will be retrieved in the results table including Invoice Date, Type , Order , Due Date, Payment Number, Invoice and Unpaid Amounts



5.6 View Payments

View Payments Done

Search Advanced Saved Search All Payments ** At least one is required

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Status	Remit-to Account	Payment Amount	Payee	Payee Site	Bank Account
585600001	12-Sep-2022	Payment Process R...	INV-2022-1789	XYZ Test Company	Office	Negotiable	XXXXXXXX3333	3,445.00 USD	XYZ Test Company	Office	UNDP-MYS-ZBA-USD-579625

1. Click **“View Invoices”** on the supplier portal main page
2. Use any of the following search options to retrieve the exiting Invoices: Payment Number, Payment Status , Supplier, Supplier Site , Payment Date and Amount.
3. Click on **“Search”**
4. The payments list will be retrieved in the results table including Payment Number , Date, Type , Invoice Number , Remit-to Account, Payment Amount, Payee, Bank Account, etc.
5. Click on the **“Payment Number”** to view the details



6. Manage Supplier Profile

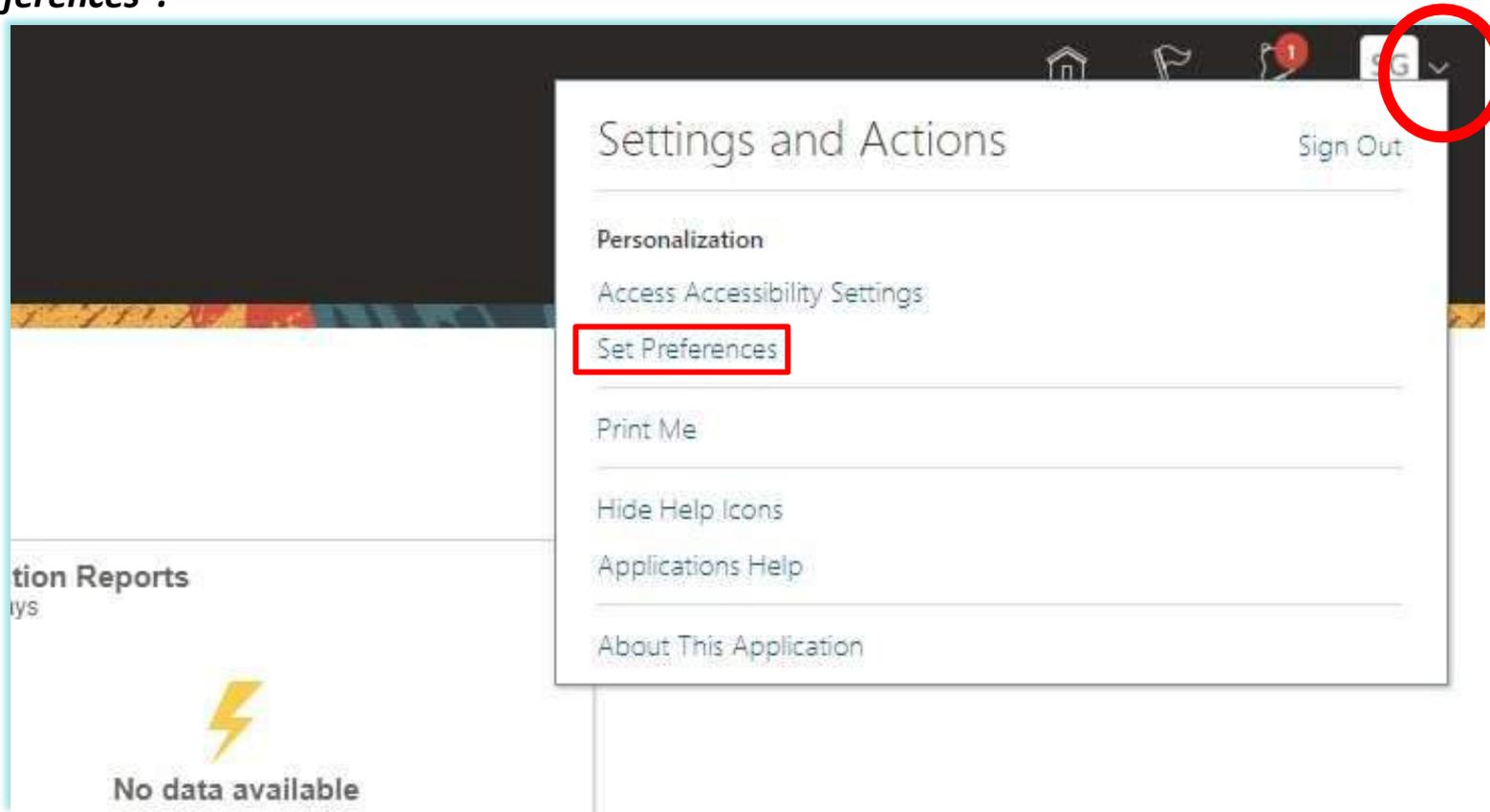
This section describes some additional Quantum Supplier Portal features that enable the bidders to view their bidding activity and update the information in their Supplier profile.

- [6.1 Setting your Regional and Language preferences](#)
- [6.2 Update supplier profiles](#)
- [6.3 Manage Contacts \(user access\)](#)

6.1 Setting your profile preferences

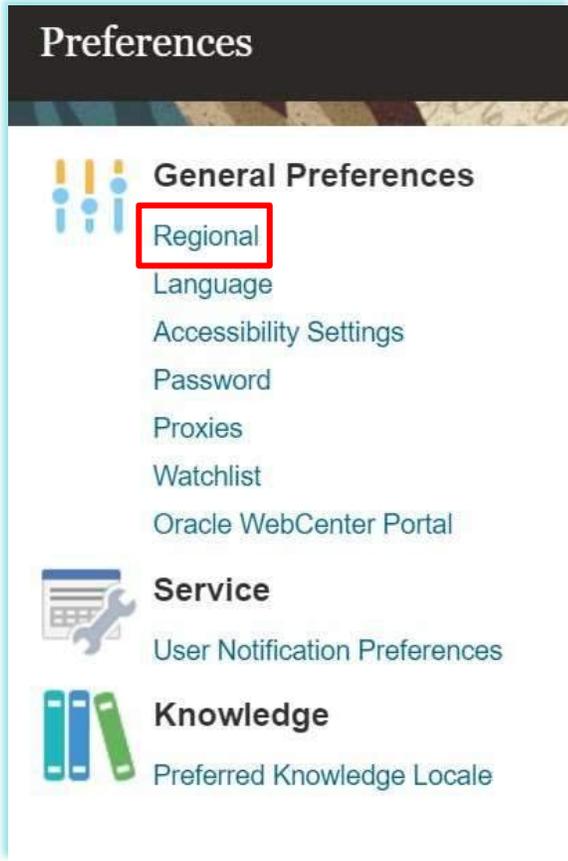
The Portal gives the possibility each supplier to set the preferences of their own supplier profile. This relates only to system interface and not solicitation documents.

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



6.1 Setting your profile preferences - Regional Preferences

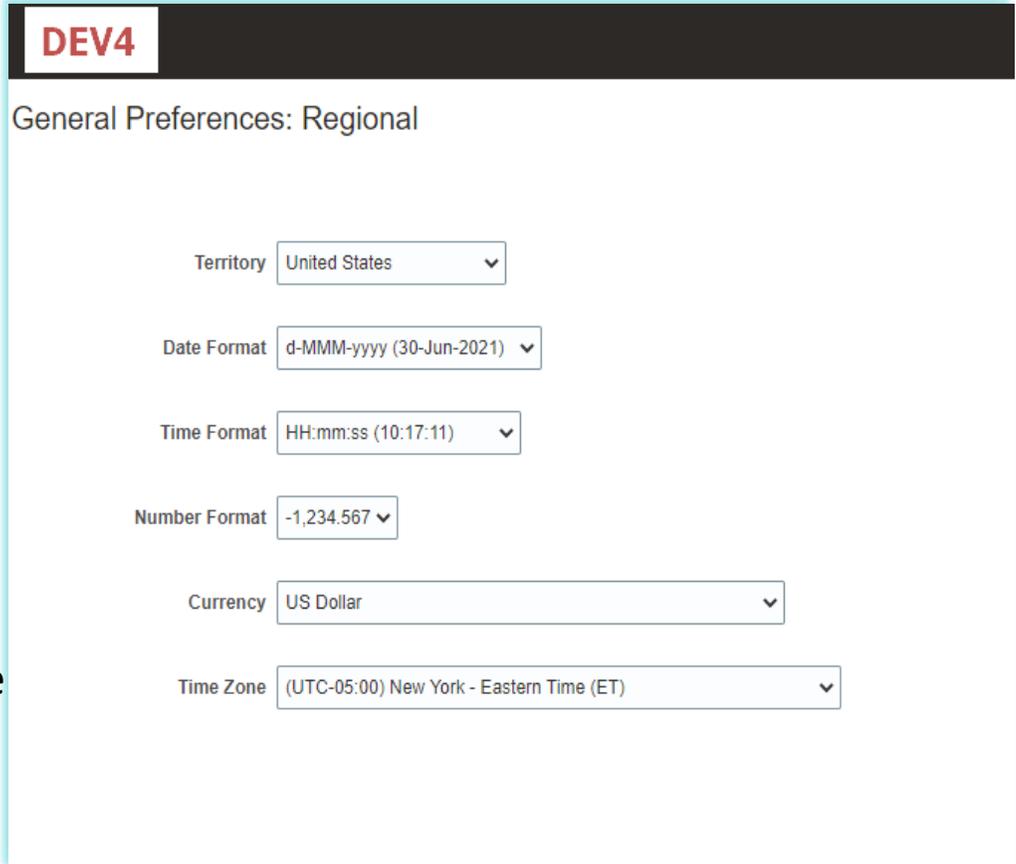
To set your Regional preferences, click the option "**Regional**". Then you can set several different preferences:



"Territory" Select your country.

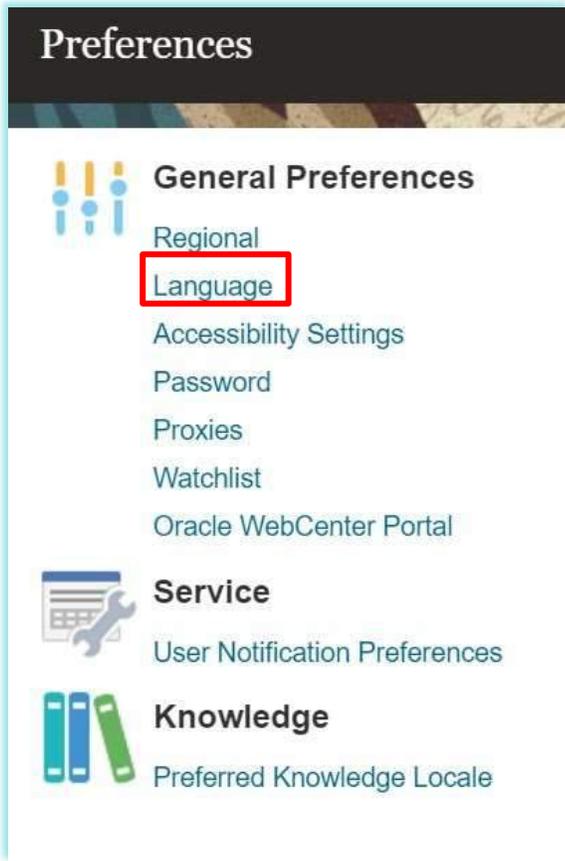
"Date and time format" Select the format in which you wish the date/time to be presented.

"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.



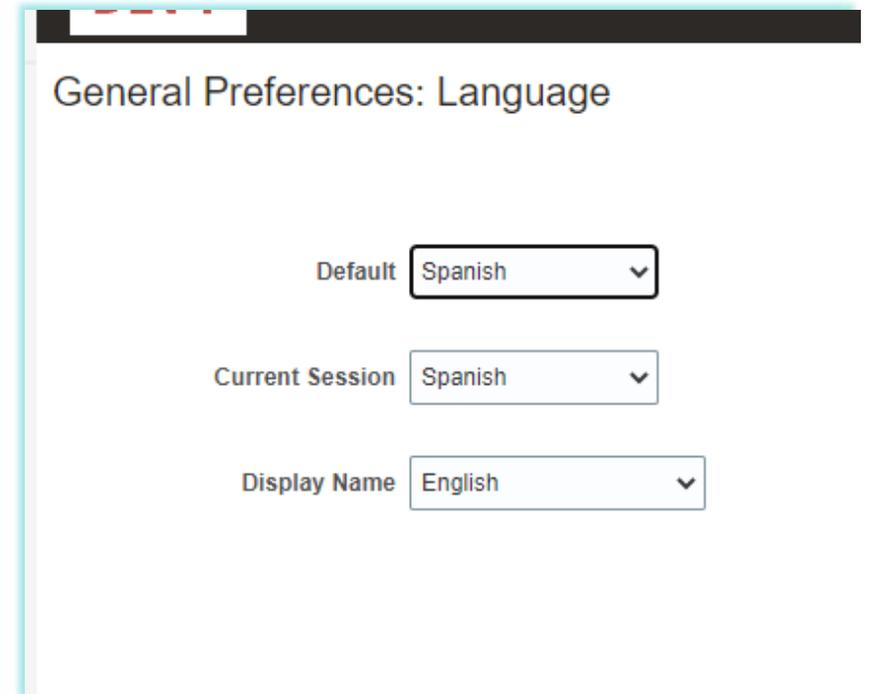
6.1 Setting your profile preferences – Language Preferences

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



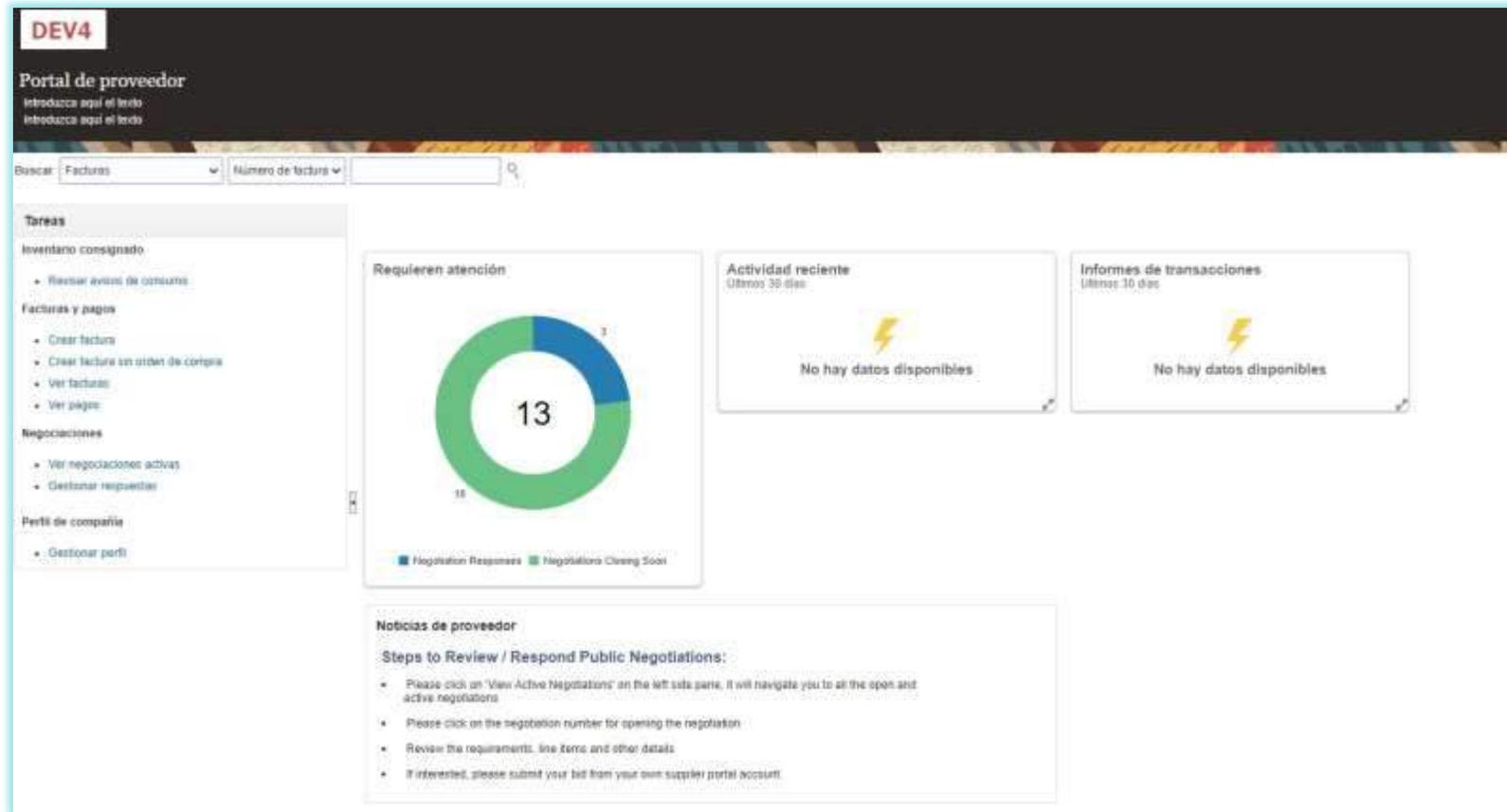
"Default" Select the default system language for your profile.

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



6.1 Setting your profile preferences – Language Preferences

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



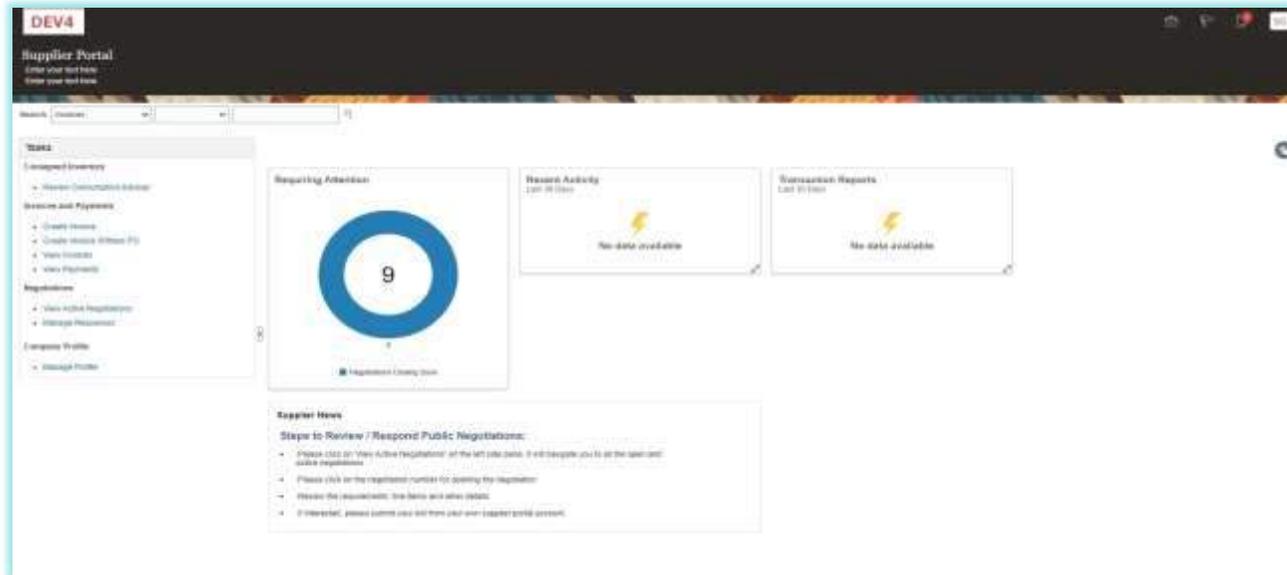
[Click to return to Manage Profile Main Page](#)

6.2 Update/Edit Supplier Profiles

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



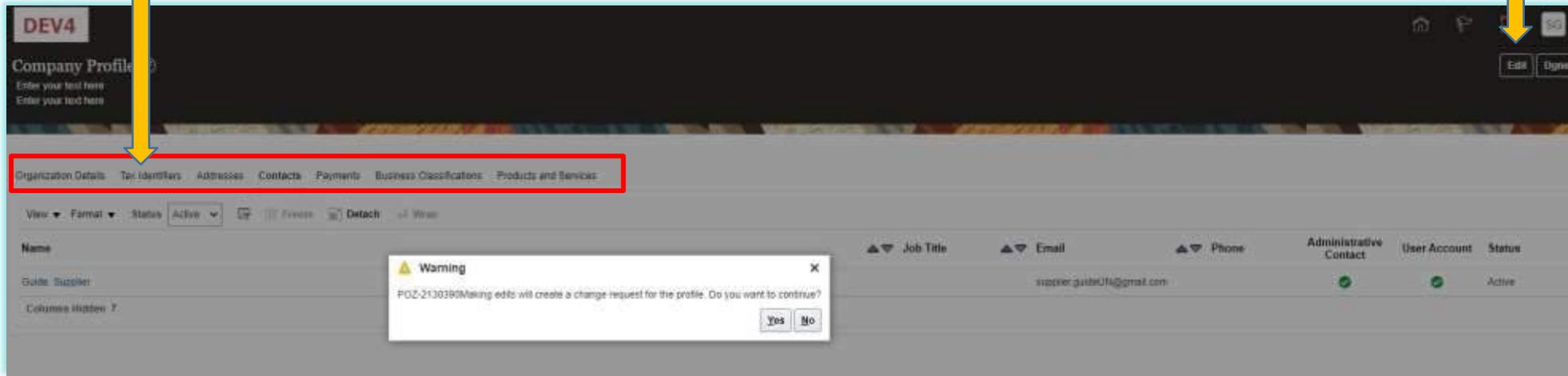
To view or manage/edit the data/info of your supplier profile, click the link "**Manage Profile**".



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

6.2 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"**



Click to add text



6.2 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.

The screenshot shows the 'Edit Profile Change Request: 22001' interface. At the top, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below this is a 'Change Description' field with the placeholder text 'Explain changes made and the reason for them'. A yellow arrow points to this field. Below the description field is a navigation bar with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' tab is highlighted with a red box and a yellow arrow. The main form area is divided into several sections:

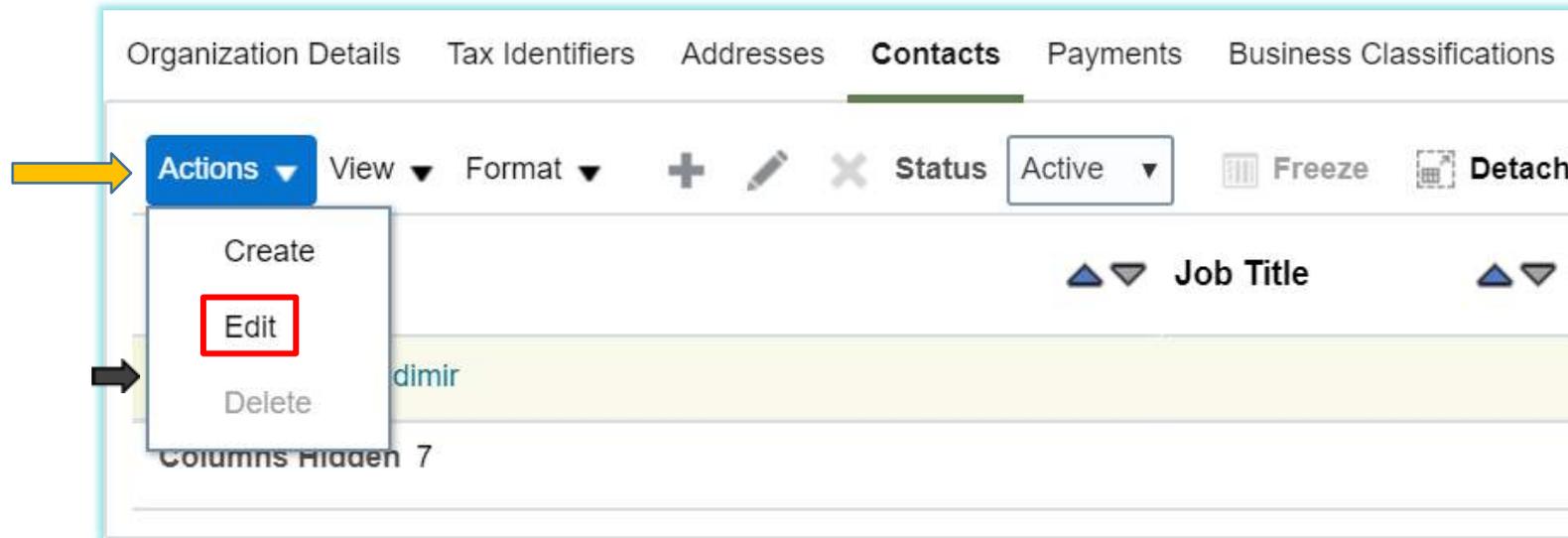
- General:** Includes fields for 'Supplier Name' (with a dropdown), 'Supplier Number', 'Supplier Type' (dropdown), and 'Tax Organization Type' (dropdown).
- Identification:** Includes fields for 'D.U.N.S. Number', 'Customer Number', and 'SIC'.
- Corporate Profile:** Includes fields for 'Year Established', 'Mission Statement', and 'Year Incorporated'.
- Financial Profile:** Includes fields for 'Fiscal Year End Month', 'Current Fiscal Year's Potential Revenue', and 'Preferred Functional Currency'.

 On the right side of the form, there are additional fields for 'National Insurance Number', 'Corporate Web Site', 'Chief Executive Title', 'Chief Executive Name', 'Principal Title', and 'Principal Name'. An 'Attachments' section shows a file named '2015T_SUPPLIER (2).pdf'.



6.3 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.



6.3 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.

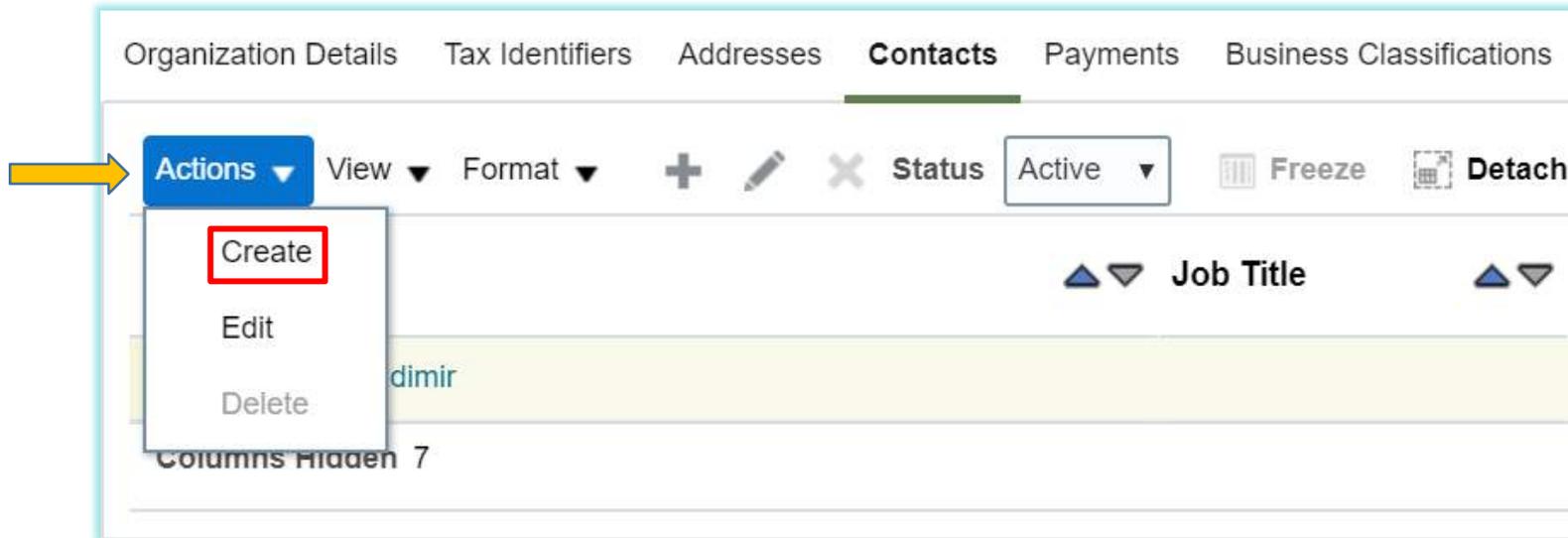
The screenshot displays the 'Edit Contact: Supplier Guide' form. The 'Email' field is highlighted with a red box, showing the value 'supplier.guide11@gmail.com'. Below the form, the 'User Account' section is visible, with a yellow arrow pointing to the 'User Name' field, which also contains 'supplier.guide11@gmail.com'. The background shows a 'Change Description' form for request 22001.



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

6.3 Manage Contacts (User Access) - Create new contact

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



6.3 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.

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



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

6.3 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**".

The screenshot shows the 'EdI Profile Change Request: 154004' form. At the top right, there are buttons for 'Cancel', 'Save and Close', and 'Update Changes'. The 'Update Changes' button is highlighted with a red box. Below the buttons, there is a 'Change Description' text box containing the text 'Updated Payment Funding Currency', which is pointed to by a yellow arrow. The main form area is divided into several sections: 'General', 'Identification', 'Corporate Profile', and 'Financial Profile'. Each section contains various input fields for company information, including 'Supplier Name', 'Supplier Number', 'Supplier Type', 'U.S. & Mexico', 'Canada', 'UK', 'Year Established', 'Market Segment', 'Year Incorporated', 'Fiscal Year End Month', 'Current Fiscal Year's Planned Revenue', and 'Planned Fiscal Year's Revenue'.



6.3 Manage Contacts (User Access) - Create new contact

A message will appear – “Your Profile change request was submitted for approval”

Please note that this will not require any further approval; Changes will be saved once the process is complete.

Click **"OK"** on the message.



7. 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 Quantum Supplier Portal.

- [7.1 Technical assistance](#)
- [7.2 Additional resources for suppliers](#)
- [7.3 Frequently asked questions](#)
- [7.4 Forgotten password](#)

7.1 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 negotiation so that any issues can be addressed in time.



7.2 Additional Resources

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

Development Area	Ref No	Title	UNDP Office	UNDP Country	Deadline	Posted
SERVICES	43475	IC/UNDP/BRG/3987/001/2018 - Support Specialist for GIS Peatland for Peatland Rewetting Infrastructure (National Position)	UNDP Country Office	INDONESIA	23-Jan-18	09-Jan-18
OTHER	43474	BIH/RFP-001-18 Promoting and Operationalizing a Community Hub Model in the MZ project partner local communities	UNDP Office	BOSNIA AND HERZEGOVINA	08-Feb-18	09-Jan-18
CONSTRUCTION	43398	12175 PAN 2017 - SUMINISTRO DE MATERIALES Y MANO DE OBRA PARA EL SERVICIO DE PINTURA DE LOS CENTROS DEL INADEH DE LA CHORRERA Y LAS LAJAS DE CHIRIQUI	UNDP Country Office	PANAMA	23-Jan-18	08-Jan-18
OTHER	43472	IAL UNFPA/Guatemala/2017/CEN181 "Adquisición de Suministros para Etapa Censal"	UNFPA GUATEMALA	GUATEMALA	25-Jan-18	08-Jan-18
POWER	43471	RFP/UNDP/Common Services/2017/014: Grounding and lightning Protection System Assessment and Maintenance PAP Building	RBA, Monrovia	LIBERIA	11-Jan-18	08-Jan-18
CONSULTANTS	43470	SDP-01-2018-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



7.3 Frequently Asked Questions

During Registration:

I was able to register, however I did not receive the second email. What should I do?

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 or same Tax-id or DUNS number

For assistance,

- 1. Try forgotten password, if that does not work -*
- 2. please contact the procurement focal point managing the tender you are interested to participate.*

I was able to register and reset the password, however I did not receive the verification code. What should I do?

Check with your IT department and confirm that the domain oracle.com and <http://supplier.quantum.partneragencies.org> are not blocked by your email firewalls.



7.3 Frequently Asked Questions

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 find any open tenders or the tender I am interested in.

Please ensure you have '**invited**' removed (should be blank), see the instructions [here](#).

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](#).



7.3 Frequently Asked Questions

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

I am trying to change my preferences but could not find my country.

Please select the nearest country in your time-zone.

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 [Manage Bidder Profile](#) for more information.



7.4 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](#).

QUANTUM
UN Quantum
Suppliers Account Sign In

User Name

Password

Sign In

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

[Cookie Preferences](#)

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

QUANTUM
UN Quantum

Forgot Your Password?
Having trouble with your password? Reset it here.

What's your user name?

Next

[Cancel](#)

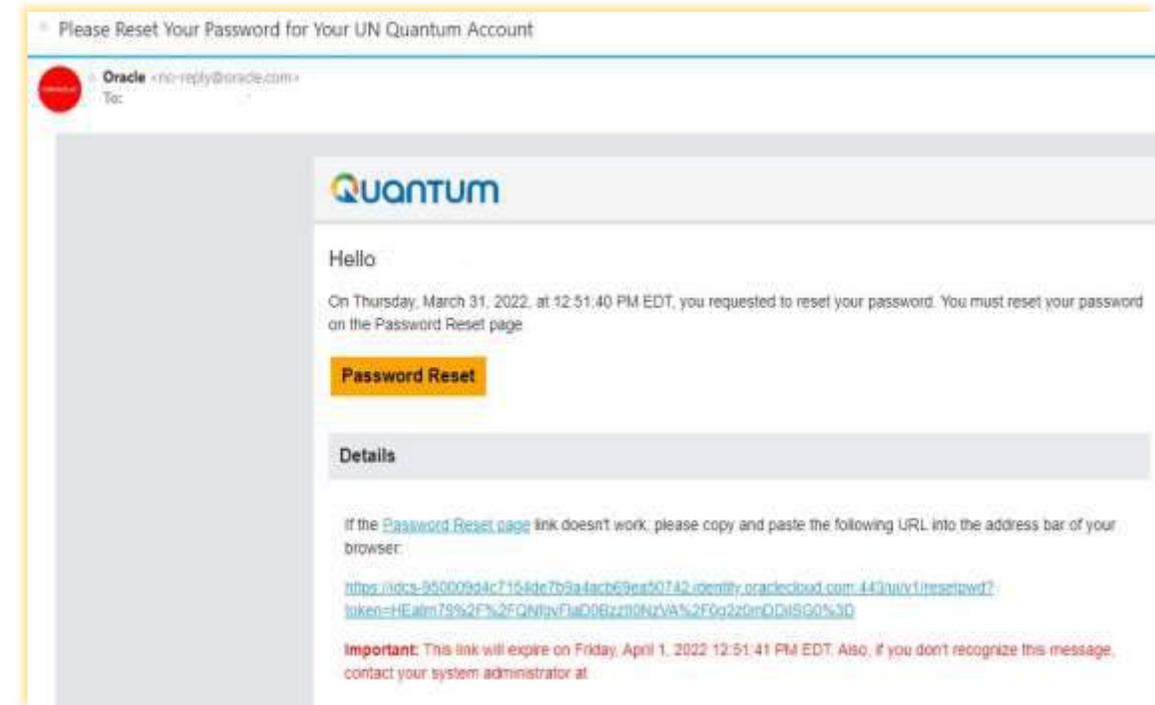


7.4 Forgot Password (continued)

- 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.



7.4 Forgot Password (continued)

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

QUANTUM
UN Quantum

Reset your password

Set a password for your user account.

New Password

Confirm New Password

Reset Password

- 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.

QUANTUM
UN Quantum
v_popnikolov@yahoo.com

Congratulations!

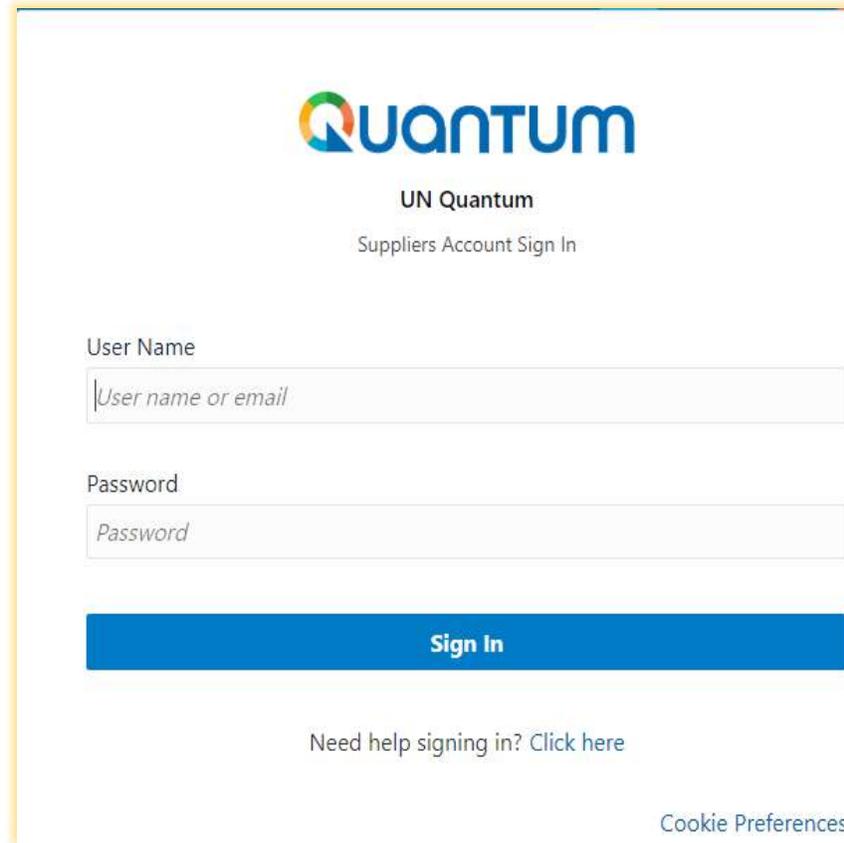
Your password has been reset. Please login using your new password.

Continue to Sign In



7.4 Forgot Password (continued)

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 UN Quantum Suppliers Account Sign In page. 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" and at the bottom right, a link "Cookie Preferences".





Thank you for using UN Women Quantum Supplier Portal!

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

