

Registration Guide for eTenderBox

To submit an offer for a UNHCR published tender via the eTenderBox online tool, registration is required in the system which is done by providing the below information. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications.



The image shows a registration form for eTenderBox. The form is titled "Registration" and includes the following fields and elements:

- Full supplier name:** A text input field. Callout: "Supplier will be indicated by this name on official offer registration document."
- Short supplier name (max 10 characters):** A text input field. Callout: "To open registration guide." (pointing to a link above the form).
- Username (email address):** A text input field. Callout: "Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox."
- Username (email address) again:** A text input field for verification. Callout: "Username verification."
- Password:** A text input field. Callout: "Password of free choice."
- Password again:** A text input field for verification. Callout: "Password verification."
- Verification:** A checkbox labeled "I'm not a robot" with a CAPTCHA image. Callout: "Certification checkbox to avoid automatic bot registration."
- Buttons:** A red "SIGN UP" button and a "Cancel" button. Callout: "Once all the required information are provided and the certification box is checked, click here to finish registration." (pointing to the SIGN UP button). Callout: "'Cancel' button will navigate to Welcome page." (pointing to the Cancel button).

The UNHCR logo is visible at the bottom of the form.

For registration, Suppliers need to have an active email account by which they will be identified in the system.

Note: One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. If you forget your password, you will not be able to use that account anymore. In this case new registration is required.

Upon successful registration, a confirmation message will be sent to the provided email address and the system will redirect the user to the login page where the Supplier can login with the given email address and password.