

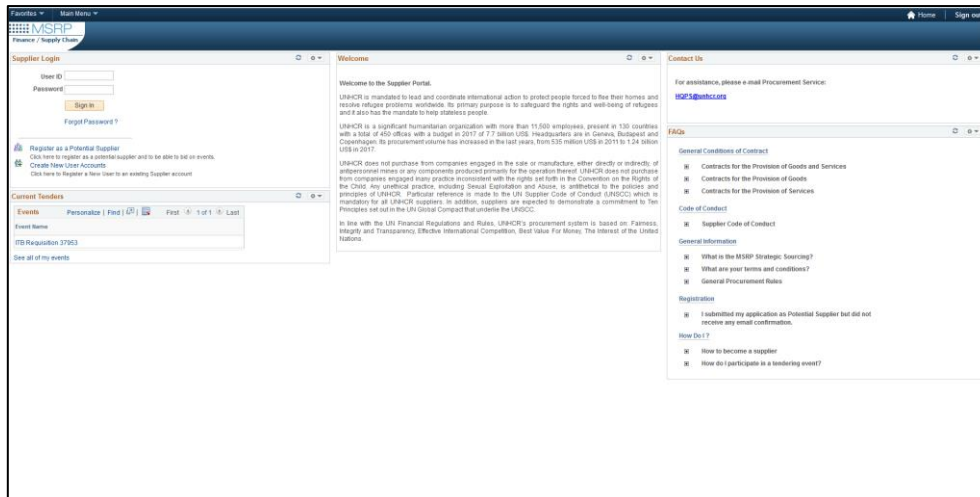
Introduction:

This guide will instruct users through the steps necessary to complete a bid on a published tender listed in UNHCR's Supplier Portal, this guide will only cover the Request for Proposal & Invitations To Bid tendering methods.

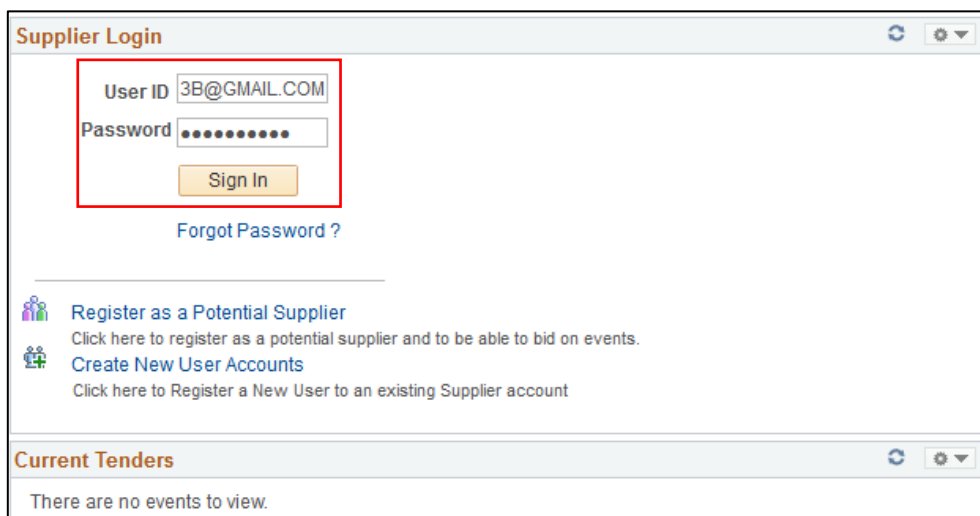
To bid on an event, a supplier will first need to register as a *Potential Supplier*, when registering as *Potential Supplier* you will be able to view & bid on events. If your company is awarded an event a final review will be completed before becoming a UNHCR supplier.

If you have any issues or need assistance, please contact the Vendor Management Unit with Strategic Sourcing in the Email Subject Line. **VMCA Email Address.**

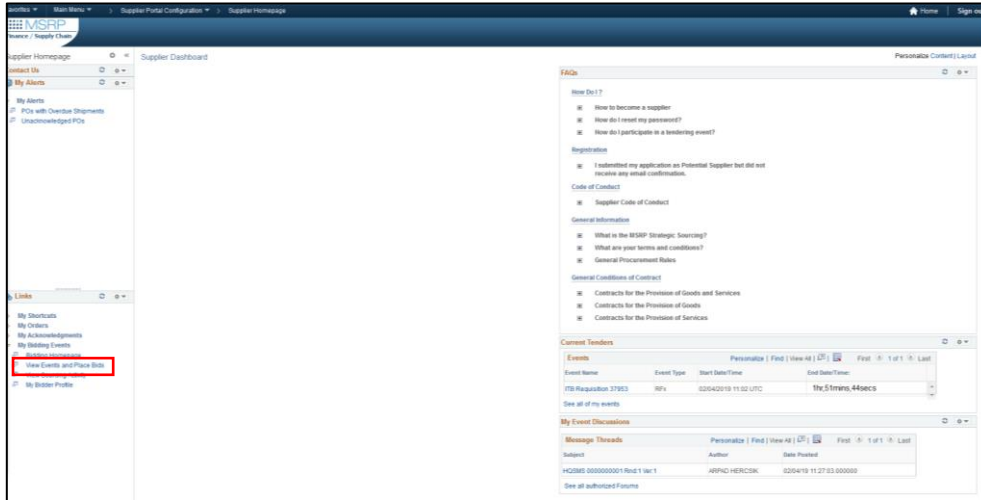
Step	Action
1.	<p>On the Supplier Portal page it is possible to see current events & additional information.</p> <p>To arrange for login credentials, please refer to the Register as a Potential Supplier or Create New User Accounts guides.</p>



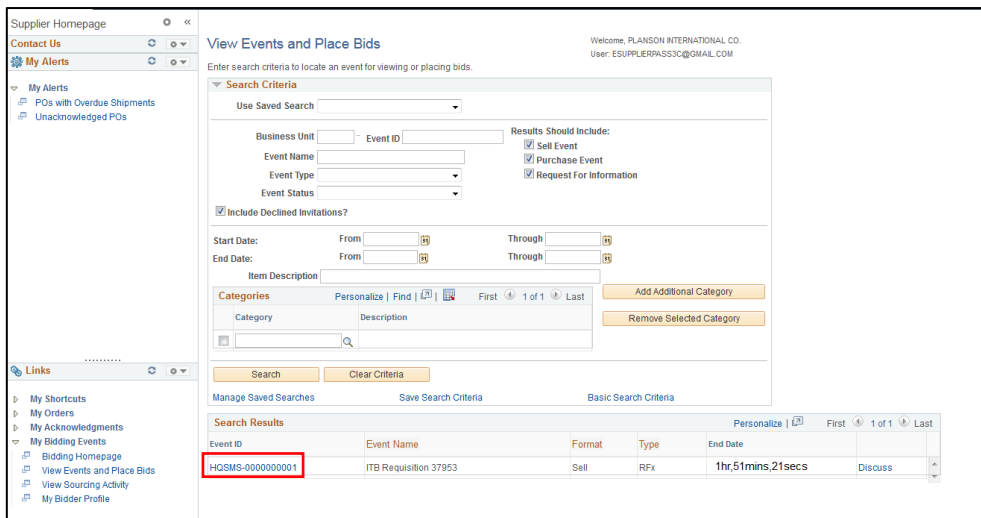
Step	Action
2.	<p>Enter the Login Credentials: User ID & Password.</p> <p>Example: User account = ESUPPLIERPASS3C@GMAIL.COM Password = Monday@123</p>



Step	Action
3.	<p>On the Supplier Homepage:</p> <p>Click the View Events and Place Bids link.</p>



Step	Action
4.	<p>On the View Events and Place Bids page:</p> <p>Click the Event ID link of the open events.</p> <p>Note: If you would like to communicate about the event with UNHCR, please see the Bid Discussion guide. All discussions with UNHCR will be made public & published for all bidders to review, please do not send sensitive information.</p>



Step	Action
5.	<p>On the Events Details page you can either:</p> <p>Accept the Bid: the bidder may accept to bid on the event but chooses to complete the actual bid at a later time.</p> <p>Bid on Event: the bidder will be directed to the Create Bid Response page & can start to enter their event bid.</p> <p>Click the Accept Invitation button.</p>

Event Details Welcome, PLANSON INTERNATIONAL CO.
User: ESUPPLIERPASS3C@GMAIL.COM

[Information On Inquiry Options](#) Bidding Shortcuts: [View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)

[Accept Invitation](#) [Bid on Event](#)

Event Name ITB Requisition 37953
 Event ID HQSMS-000000001
 Event Format/Type Sell Event RFX
 Event Round 1
 Event Version 1
 Event Start Date 02/04/2019 11:02 UTC
 Event End Date: 1hr,44mins,23secs

Event Description:

Contact HERCSIK,ARPAD Payment Terms: Net 30
 Phone +41 22 739 4621 My Bids: 0

Email: MSRPDBA@unhcr.org Edits to Submitted Bids Allowed
 Online Discussion: [Discuss Event in Forum](#) Multiple Bids Allowed
 Live Chat Help:

Display All Lines ★ Bid Required Line Comments/Files

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First 1-3 of 3 Last

Line	Description	Unit	Requested Quantity	Status
1	Monitor	EA	1	
2	Computer	EA	1	
3	Paper	EA	1	

[Return to Event Search](#)

Step	Action
6.	<p>After Accepting the Invitation, the bidder will be redirected back to the View Event and Place Bids page.</p> <p>Click the Event ID link again to enter the bid.</p>

View Events and Place Bids Welcome, PLANSON INTERNATIONAL CO.
User: ESUPPLIERPASS3C@GMAIL.COM

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Business Unit: Event ID:

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Start Date: From Through

End Date: From Through

Item Description:

Categories: Personalize | Find | First 1 of 1 Last

Category: Description:

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

Search Results Personalize | First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	Status	
HQSMS-000000001	ITB Requisition 37953	Sell	RFx	1hr,43mins,25secs	Accepted	Discuss

Step	Action
7.	Click on the Bid on Event button.

Event Details Welcome, PLANSON INTERNATIONAL CO.
User: ESUPPLIERPASS3C@GMAIL.COM

Information On Inquiry Options Bidding Shortcuts:

[View Event Activity](#)

[View Event Package](#)

[Upload XML Bid Response](#)

Event Name: ITB Requisition 37953

Event ID: HQSMS-000000001

Event Format/Type: Sell Event RFx

Event Round: 1

Event Version: 1

Event Start Date: 02/04/2019 11:02 UTC

Event End Date: 1hr,43mins,10secs

Event Description:

Contact: HERCSIKARPAD Payment Terms: Net 30

Phone: +41 22 739 4621 My Bids: 0

Email: MSRPDBA@unhcr.org Edits to Submitted Bids: Allowed

Online Discussion: [Discuss Event in Forum](#) Multiple Bids: Allowed

Live Chat Help:

Display: All Lines ★ Bid Required Line Comments/Files

Lines: Personalize | Find | View All | First 1-3 of 3 Last

Line	Description	Unit	Requested Quantity	Status
1	Monitor	EA	1	
2	Computer	EA	1	
3	Paper	EA	1	

[Return to Event Search](#)

Step	Action
8.	Review the Event Information via the: 1.Event Description. 2.Event Comments & Attachment link. 3.Event Question

Event Details User: ESUPPLIERPASS3C@GMAIL.COM

Event Name ITB Requisition 37953

Event ID HQSMS-000000001

Event Format/Type Sell Event RFX

Event Round 1

Event Version 1

Event Start Date 02/04/2019 11:02 UTC

Event End Date 1hr,42mins,53secs

Bidding Instructions

Bid ID New

Bid Date

Bid Currency US Dollar

[Hide Additional Event Info](#)

Description:

Contact HEROSIK ARRAD

Phone +41 22 739 4621

Email MSRPDBA@unhcr.org

[Online Discussion](#) [Discuss Event in Forum](#)

Payment Terms Not 30

Billing Location UNHCR Global SC - SMS

Event Currency Dollar

Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	2
Required Questions	2
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required 👉 Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★

Please attach your technical offer.

[Enter File Attachment Response](#)

★

Please attach your financial offer.

[Enter File Attachment Response](#)

Step 2: Enter Line Bid Responses

Due to technical constraints the below table has had all fields defaulted to 1. All relevant information related to your bid; Quantity, Unit Price, Total Bid Price will only be accepted in the Financial/ Technical attachments under Event Questions.

[Hide Line Detail](#)

★ Bid Required 🗨 Line Comments/Files

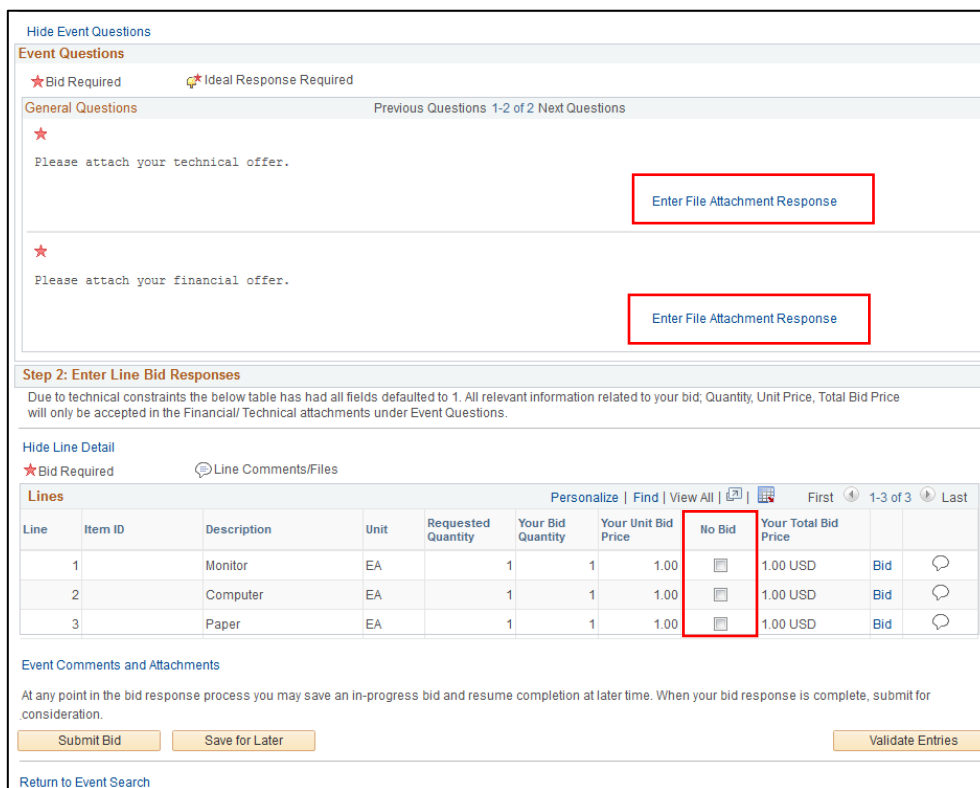
Personalize Find View All									
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Monitor	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid
2		Computer	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid
3		Paper	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

Step	Action
9.	<p>To complete the bid, the bidder must attach their Technical Offer, Financial Offer & submit it.</p> <p>Click the Enter File Attachment Response link.</p> <p>Note: UNHCR will only accept the bidding information via the Event Questions section, the Enter Line Bid Response section is to only be used if the bidder does not want to bid on a certain Event line.</p> <p>Please see the comment below the section header for more information.</p>



Hide Event Questions

Event Questions

★ Bid Required ⚙ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★

Please attach your technical offer.

[Enter File Attachment Response](#)

★

Please attach your financial offer.

[Enter File Attachment Response](#)

Step 2: Enter Line Bid Responses

Due to technical constraints the below table has had all fields defaulted to 1. All relevant information related to your bid; Quantity, Unit Price, Total Bid Price will only be accepted in the Financial/ Technical attachments under Event Questions.

Hide Line Detail

★ Bid Required 🗨 Line Comments/Files

Lines Personalize | Find | View All | 📄 | 📄 | 📄 First 1-3 of 3 Last

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Monitor	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨
2		Computer	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨
3		Paper	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨

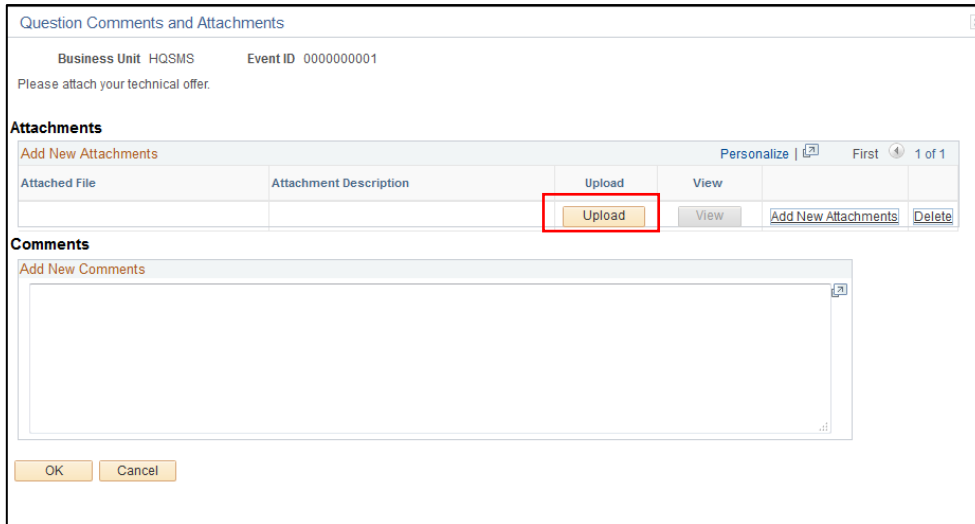
Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

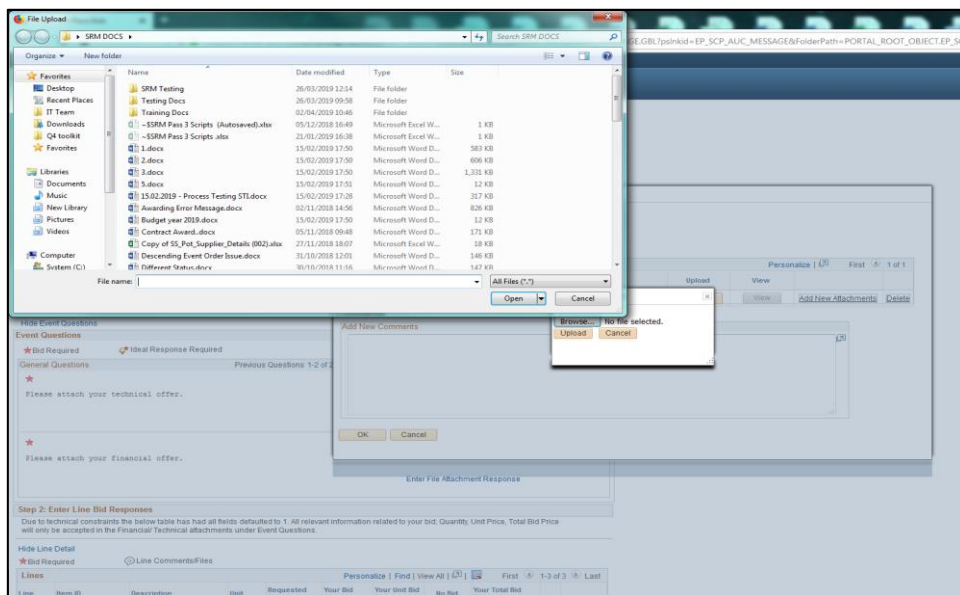
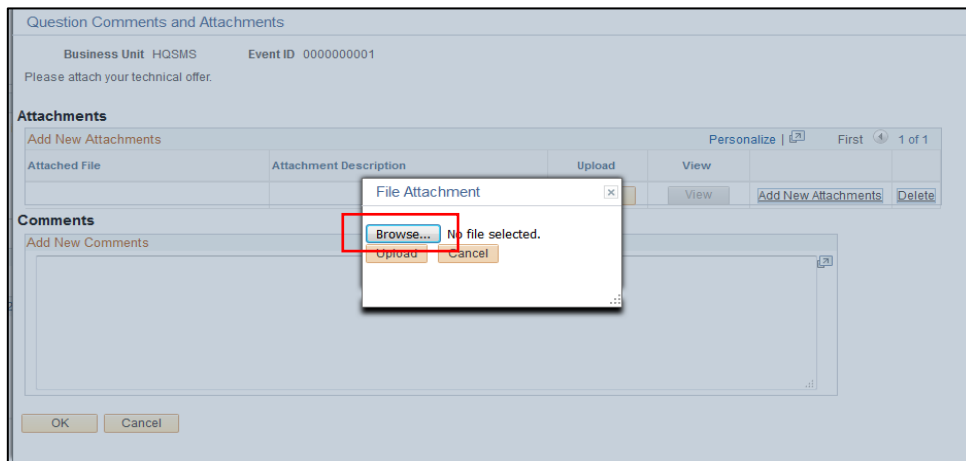
[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

[Return to Event Search](#)

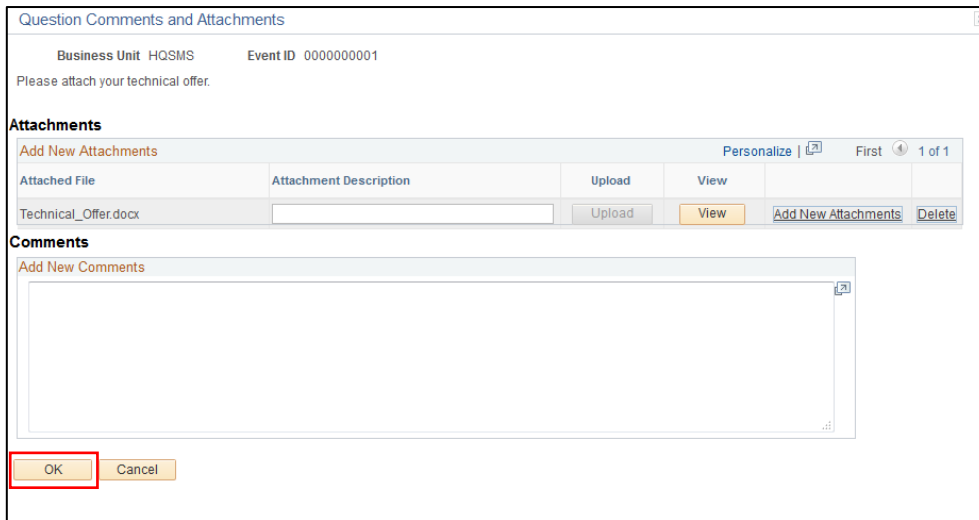
Step	Action
10.	Click the Upload button



Step	Action
11.	Click the Browse button and select file.



Step	Action
12.	Click Ok .



Question Comments and Attachments

Business Unit HQSMS Event ID 000000001

Please attach your technical offer.

Attachments

Add New Attachments Personalize | First 1 of 1

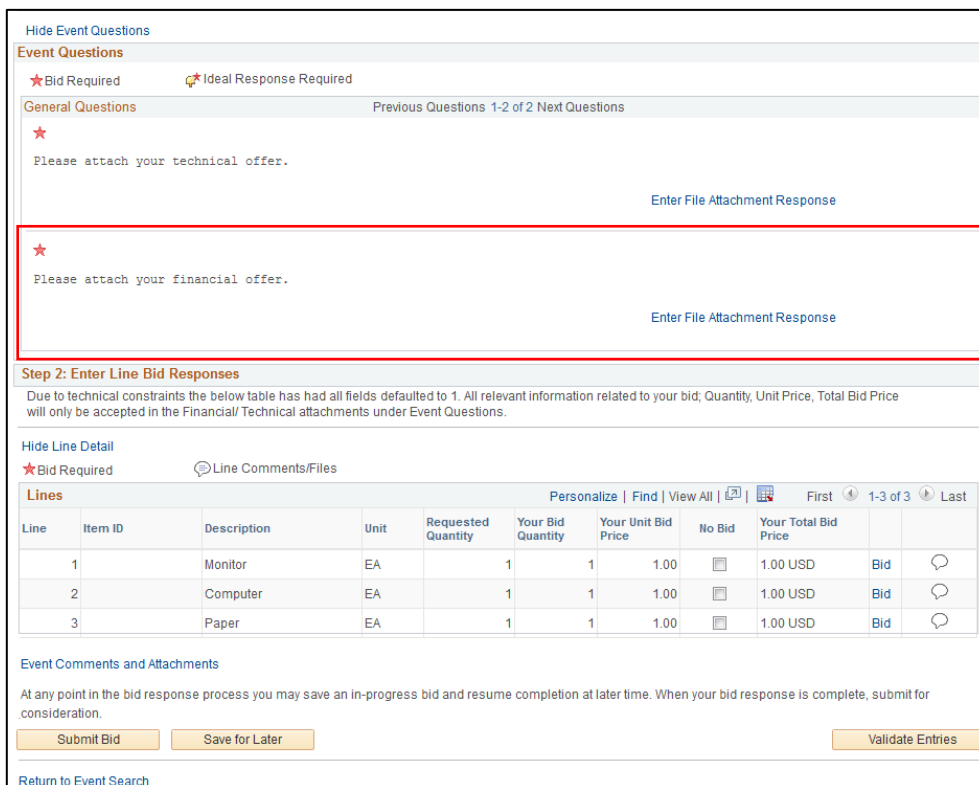
Attached File	Attachment Description	Upload	View
Technical_Offer.docx		Upload	View

Comments

Add New Comments

OK Cancel

Step	Action
13.	Once the Technical Offer has been attached. Add the Financial Offer .



Hide Event Questions

Event Questions

★ Bid Required Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★

Please attach your technical offer.

Enter File Attachment Response

★

Please attach your financial offer.

Enter File Attachment Response

Step 2: Enter Line Bid Responses

Due to technical constraints the below table has had all fields defaulted to 1. All relevant information related to your bid; Quantity, Unit Price, Total Bid Price will only be accepted in the Financial/ Technical attachments under Event Questions.

Hide Line Detail

★ Bid Required Line Comments/Files

Lines Personalize | Find | View All | First 1-3 of 3 Last

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price
1		Monitor	EA	1	1	1.00		1.00 USD
2		Computer	EA	1	1	1.00		1.00 USD
3		Paper	EA	1	1	1.00		1.00 USD

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Return to Event Search

Step	Action
14.	<p>Once both the Technical Offer & Financial Offer have been attached.</p> <p>Click the Submit Bid button once the bid is finalized.</p>

Hide Event Questions

Event Questions

★ Bid Required ⚙ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★

Please attach your technical offer.

Enter File Attachment Response

★

Please attach your financial offer.

Enter File Attachment Response

Step 2: Enter Line Bid Responses

Due to technical constraints the below table has had all fields defaulted to 1. All relevant information related to your bid; Quantity, Unit Price, Total Bid Price will only be accepted in the Financial/ Technical attachments under Event Questions.

Hide Line Detail

★ Bid Required 🗨 Line Comments/Files

Personalize | Find | View All | 📄 | 📊 First 1-3 of 3 Last

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Monitor	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨
2		Computer	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨
3		Paper	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	🗨

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

Step	Action
15.	<p>On the Bid Confirmation page:</p> <p>Click OK to return to the View Events and Place Bids page.</p>

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1	Bid Date 02/04/2019 11:50:58 UTC
Event ID 0000000001 ITB Requisition 37953	
Event Format Sell Event	Round 1 Version 1
Start Date 02/04/2019 11:02 UTC	End Date 1hr,38mins,53secs

Your Total Price 3.00 USD

Step	Action
16.	<p>The bidding process is now complete.</p> <p>Training Complete.</p>

Welcome, Yarbbirds Ltd
User: ESUPPLIERPASS3B@GMAIL.COM

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Business Unit: - Event ID:

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

Start Date: From Through

End Date: From Through

Item Description:

Categories Personalize | Find | First 1 of 1 Last

Category	Description
<input type="text"/>	<input type="text"/>

Add Additional Category
Remove Selected Category

Search Clear Criteria

Manage Saved Searches Save Search Criteria Basic Search Criteria

Search Results Personalize | First 1-4 of 4 Last

Event ID	Event Name	Format	Type	End Date	Status	
HQSMS-0000000001	ITB - Office Suppliers - HQSMS REQ #37952	Sell	RFx	Awarded		Discuss
HQSMS-0000000002	ITB - Requisition 37953	Sell	RFx	Awarded	Accepted	Discuss
HQSMS-0000000004	RFI - HQSMS - Computers	RFI	RFx	Pending RFI Review	Accepted	Discuss
HQSMS-0000000005	RFQ - HQSMS - Computers	Sell	RFx	0hrs,24mins,45secs	Accepted	Discuss