

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 for the full name of the supplier.
- Short supplier name (max 10 characters):** A text input field for a shorter name.
- Username (email address):** A text input field for the email address used as a username.
- Username (email address) again:** A second text input field for the email address to verify it.
- Password:** A text input field for the password.
- Password again:** A second text input field for the password to verify it.
- Verification:** A checkbox labeled "I'm not a robot" and a CAPTCHA image.
- Buttons:** A "SIGN UP" button and a "Cancel" button.

Callout boxes provide the following explanations:

- Supplier will be indicated by this name on official offer registration document.** (Points to the Full supplier name field)
- Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox.** (Points to the Username (email address) field)
- Certification checkbox to avoid automatic bot registration.** (Points to the "I'm not a robot" checkbox)
- To open registration guide.** (Points to the "(For guidance on registration, click here)" link)
- For internal use within the system.** (Points to the Short supplier name field)
- Username verification.** (Points to the Username (email address) again field)
- Password of free choice.** (Points to the Password field)
- Password verification.** (Points to the Password again field)
- Once all the required information are provided and the certification box is checked, click here to finish registration.** (Points to the "SIGN UP" button)
- 'Cancel' button will navigate to Welcome page.** (Points to the "Cancel" button)

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.