

## ANNOUNCEMENT ON UPCOMING INFORMATION SESSION

Dear Suppliers,

We would like to update you that on *16/09/2024*, UNHCR introduced a new and more efficient tool to manage solicitation processes. By opting for a cloud-based Enterprise Resource Planning (ERP), UNHCR as an organization joins a growing number of organizations choosing to manage their functions through an ERP service.

The new Cloud ERP is an interactive platform, and all suppliers will be requested to use it, enhancing the procurement process and improving communication and transparency. The new system will support one stop center for vendor self-registration, participating in tenders, as well as managing and archiving Purchase Orders, Contracts and other related documentation.

Greece Operation is also part of this new development. Participation in UNHCR tenders (Requests for Quotations, Request for Proposals, Invitations to Bid) will necessitate supplier self-registration within the new Cloud ERP system via the Supplier Portal, in case a supplier is not already registered in Cloud ERP. In addition, all suppliers will need to submit their bids/offers through the new Cloud ERP system.

To equip suppliers that operate in Greece with the necessary understanding for this new system, we are committed to supporting you through this change. To this end, an information session will be organized on *23 October 2024 (11:00-13:00 Greece time)*, from UNHCR Greece Supply Unit in order to inform you about this transition and present to you the new system and its functionalities.

### Agenda of the Session

Time	Description	Person
11:00-11:10	Introduction- Welcome notes.	Mahir Safarli, Deputy Representative
11:10-11:45	How can I submit a bid as a supplier?	Georgios Saragas, Associate Supply Officer
11:45-12:15	Dive in to Cloud ERP – step by step guidance online in the system	Nikoletta Padouva, Senior Supply Assistant
12:15-13:00	Q&A Session	

A TEAMS invitation will be shared with those suppliers that will express their interest to participate at the session by **20 October 2024, 23:59 Greece time**. An email with expression of interest should be sent to at the UNHCR Greece Supply Unit at [greatprocure@unhcr.org](mailto:greatprocure@unhcr.org) indicating the name and the email address of the interested supplier representative.

We highly encourage your participation as this session will cover important topics for our future cooperation.

Rest assured, our operation in coordination with the Regional Bureau for Europe has taken every step to ensure that the transition will be as seamless as possible.

Yours sincerely,  
UNHCR Greece Supply Unit