

## 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 Information & Experssion of Interest 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 awared 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 Mangement Unit with Strategic Sourcing in the Email Subject Line. VMCA Email Address.



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



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





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

Eacontes - Main Menu - Supplier Portal Configuration - Supplier Homepage	🚔 Home 📔 Sign o
IIII MSRP	
Finance / Supply Chain	
Supplier Homepage • « Supplier Dashboard	Personalize Content   Layout
Contact Us O e +	FAQ: 0 0+
🛱 My Alema 🔹 o 🔻	General Information
er My Alerta	What is the MSRP Strategic Sourcing?
Pos with Overdue Shipments Unacknowledged Pos	What are your terms and conditions?
	general Procurement Rates
	Code of Conduct
	Supplier Code of Conduct
	Seneral Conditions of Contract
	Contracts for the Provision of Goods and Services
	Contracts of the Provision of Goods     Contracts of the Provision of Goods
	Contracts for the Provision of Services
	Registration
	E Submitted my application as Potential Suppler but did not
	receive any email confirmation.
	How Do 17
🖕 Links 🛛 🗘 e 🕶	How to become a supplier
) My Shortcuts	How do I reset my password?     How do I participate in a tendering event?
My Orders	<ul> <li>Second and the second se</li></ul>
<ul> <li>My Acknowledgments</li> <li>Wy Bidding Events</li> </ul>	Current Tenders D 0+
P Wex Events and Place Bids	There are no events to view
View Sourcega Advidy     My Bidder Proble	My Event Discussions O o +
	Message Threads Personate   Find   View All (2)   Find   View All (2)
	Subject Author Data Posted
	HG8M5 0000000191 Rnd 1 Wr 1 ARP4D HERCSK 1200319 14-47-49 00000
	H03M5 00000001 Rrst 1 Wr 2 ARRAD HERCSK 1203/19 15:17:45 00000
	HG3M5.00000002 Rns1 Wr.1 ARRAD HERCSK 1403/19.11.50.21.00000
	H23M5 000000004 Rnd 1 Ver 1 ARPAD HERCSIK 25/03/19 59:45 28 00000
	See all authorized Foruma

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

Supplier Homepage	0 «								
	0 v	View Events and Place B Enter search criteria to locate an event			e, Yardbirds Ltd SUPPLIERPASS3B@	GMAIL.COM			
My Alerts	5	Soarch Critoria Use Saved Search Use Saved Search Business Unit      Event Name Event Name Event Status I Include Celined Invitations?			tion				
			B     Through       B     Through       Nalize   Find   20   100     First (1) 1 of 1 (1)       Rescription     First (1) 1 of 1 (1)	ji ji Last	Add Addition: Remove Selec				
My Shortcuts         My Orders           My Acknowledgments         My Acknowledgments	0 -	Search Cle Manage Saved Searches Search Results	ar Criteria	Basic S	earch Criteria		Personalize	First	) 1-3 of 3 🚯 Last
<ul> <li>My Bidding Events</li> <li>Bidding Homepage</li> </ul>		Event ID	Event Name	Format	Туре	End Date		Status	
View Events and Place Bids     View Sourcing Activity     My Bidder Profile	•	HQSMS-0000000001 HQSMS-0000000002	ITB - Office Suppliers - HQSMS REQ #37952 ITB - Requisition 37953	Sell	RFx	Awarded Awarded		Accepted	Discuss
		HQSMS-000000004	RFI - HQSMS - Computers	RFI	RFx	0hrs,12mins	s,43secs		Discuss



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

Event Details			Welcome, Yardbirds Ltd User: ESUPPLIERPASS3B@GMAIL.COM
Accept Invitation Accept Invitation Bid on Event		Bidding Shortcuts:	View Event Activity View Event Package Upload XML Bid Response
Event Na	me RFI - HQSMS - Computers		
Ever	t ID HQSMS-000000004		
Event Format/1	ype Request For Information RFx		
Event Ro	und 1		
Event Vers	sion 1		
Event Start [	ate 26/03/2019 09:27 UTC		
Event End Date:	0hrs,12mins,22secs		
Event Description:			
			<u>[</u> 2]
	tact ZAPPER, FRANK	Payment Terms:	
Con		My Bids:	0
	one		
Ph	ZAPPER@unhcr.org	Edits to Submitte	d Bids Allowed
			ed Bids Allowed



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

View Events and Plac	e Bids			, Yardbirds Ltd JPPLIERPASS3B(	BOWAL CON				
Enter search criteria to locate an	event for viewing or placing bids.		USEL ES	DPPLIERPASSOD	DGMAIL.COM				
<ul> <li>Search Criteria</li> </ul>									
Use Saved Search	•								
Business Unit Event Name Event Type Event Status	- Event ID			tion					
Start Date.	From is	Through	1						
Categories P	ersonalize   Find   💷   🔢 🛛 F	irst 🕚 1 of 1 🛞	Last	Add Addition	al Category				
Category	Description			Remove Sele	cted Category				
Search Manage Saved Searches	Clear Criteria Save Search Criteria		Basic Se	arch Criteria					
Search Results						Personalize   🗇	First 6	🖲 1-3 of 3 🕑 L	ast
Event ID	Event Name		Format	Туре	End Date	S	itatus		
HQSMS-000000001	ITB - Office Suppliers - HQSM	IS REQ #37952	Sell	RFx	Awarded			Discuss	1
HQSMS-000000002	ITB - Requisition 37953		Sell	RFx	Awarded	A	ccepted	Discuss	
HQSMS-000000004	RFI - HQSMS - Computers		REI	REX	0hrs,12mins,	1sec A	ccepted	Discuss	



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

Event Details			lcome, Yardbirds Ltd r: ESUPPLIERPASS3B@GMAIL.COM
nformation On Inquiry Opti Decline Invitation Bid on Event	ons	v	iew Event Activity iew Event Package Ipload XML Bid Response
	RFI - HQSMS - Computers HQSMS-000000004		
	Request For Information RFx		
Event Round	1		
Event Version	1		
Event Start Date	26/03/2019 09:27 UTC		
Event End Date:	0hrs,11mins,43secs		
Event Description:			12
I Contact	ZAPPER, FRANK	Payment Terms:	
Phone		My Bids:	0
Email:	ZAPPER@unhcr.org	Edits to Submitted Bids	Allowed
	Discuss Event in Forum	Multiple Bids	Allowed
Online Discussion:			

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



Create Bid Res	sponse			Saved Bid			Welcome, Yardbirds Lt User: ESUPPLIERPAS	
Event Format			Round	1 Vi Ohrs,11mins,8se	ersion CS	1		
Multiple Bids Allowed	711 11100 1101	quired						
Save for Later	Click Save for Late	er to save the informatio	n. The bid v	vill not be submitted.				
Submit Bid	Click when you ha	ve entered all required i	information a	and are ready to subr	mit your l	bid to this event.		_
Version:								
Version Contact Contact ZAPPER, Phone	FRANK			ZAPPER@unhcr.org Discuss Event in Foru	m			]
Respon	se may be edited a	fter posting					0	
🖉 Event Comments a	ind Attachments							
Legend								
📌 Required		🔅 Mandatory Resp	onse					_
RFI Questions		Previous Quest	tions 1 of 1 I	Next Questions				
🗙 Please attach y	our technical c		onse		Q	Weighting 100.00000		
Validate Entries								1
Save for Later Submit Bid		ater to save the information of the information of the same set of the same se				ur bid to this eve	ent.	

Step	Action
9.	To complete the bid, the bidder must attach their Technical Offer & submit it.
	Click the Speech Bubble icon.

Required	🚰 Mandatory Response	
RFI Questions	Previous Questions 1 of 1 Next Questions	
★ Please attach your technical of ✓ Validate Entries		(eighting 00.00000
Cubaril Did	ter to save the information. The bid will not be submitted. ave entered all required information and are ready to submit your bid	to this event.



Step	Action
10.	Click the Upload button

Level to 00000000000000000000000000000000000	Create Bid Response Saved Bid Bid D New Bid Date	Wetcome, Yandfarda LM d Uwer: ESUPPLEINASSDagGOAAL.CON
	Event Format Request For Information Rowad 1 Start Date 260302019 09:27 UTC End Date Ohrs.23rt Start Date 260302019 09:27 UTC End Date Ohrs.23rt Start Date Showed All Biess Required Save for Later Click Save for Later Click Save for Later to save the Information. The bid will not be sa	Business Unit HCISI/S Event ID 0000000004 PRase attach your technical offer. Attachments
	Jescription:	
		Comments
Required     Q <sup>A</sup> Mandathry Response       RFI Questions     Previous Questions 1 of 1 Need Question       Response     Response       *     Descent of the control of the c	Event Comments and Attachments	
Response         OK         Cancel           Finance strach your technical offer.	-	
Save for Later to save the information. The bid will not be submitted.	* Response	
Refum to Event Search	Save for Later Click Save for Later to save the information. The bid will not be a Submit Bid Click when you have entered all required information and are rea	

Step	Action
11.	Click on Browse.

Please attach your technical offer.					
Attachments					
Add New Attachments			Persor	alize   🗖 👘 First 🕚	1 of 1
Attached File	Attachment Description	Upload	View		
	File Attachment	×	View	Add New Attachments	Delete
Comments Add New Comments	BrowseNo file selected. Upload Cancel	.:		E.	
OK Cancel					



Step	Action
12.	Once the Technical Offer has been attached the Speech Bubble icon will change.
	Click the Submit Bid button once the bid is finalized.

Multiple Bids Allowed	All lines Required			
Save for Later	Click Save for Later to save the information. The bid will not be submitted.			
Submit Bid	Click when you have entered all required information and are ready to submit your bid to this event.			
Event Details				
Description:				
Event Contact				
🖉 Event Comments a	nd Attachments			
Legend				
★Required	🛷 Mandatory Response			
RFI Questions	Previous Questions 1 of 1 Next Questions			
*	Response Weighting 100.00000			
Please attach your	r technical offer.			
Validate Entries				
Save for Later         Click Save for Later to save the information. The bid will not be submitted.           Submit Bid         Click when you have entered all required information and are ready to submit your bid to this event.				
Return to Event Search				

Step	Action
13.	On the Bid Confirmation page:
	Click OK to return to the View Events and Place Bids page.

Bid Confirmation			
Your bid has been successfully submitted.			
Bid ID 1	Bid Date	26/03/2019 11:07:29 UTC	
Event ID 000000004	RFI - HQSMS - Computers		
Event Format Request For Inform	ation Round	1 Version	2
Start Date 26/03/2019 09:27	JTC End Date	0hrs,22mins,28secs	
OK Copy Bid			



Step	Action
14.	The bidding process is now complete.

View Events and Place Bids				e, Yardbirds Ltd UPPLIERPASS3B@	2GMAIL.COM				
Enter search criteria to locate an e	event for viewing or placing bids.				-				
<ul> <li>Search Criteria</li> </ul>									
Use Saved Search	•								
Business Unit	Event ID	Results Shot	ent						
	Event Name								
Event Type   Event Status  Event Status									
Include Declined Invitations?									
Start Date: F	rom	Through	81						
End Date: F	rom	Through	21						
Item Description									
Categories Pe	ersonalize   Find   🗖   🔢	First 🕙 1 of 1 🛞	Last	Add Addition	al Category				
Category Description				Remove Sele	cted Category				
	۹								
Search	Clear Criteria								
Manage Saved Searches	Save Search Crite	ria	Basic Se	earch Criteria					
Search Results						Personalize	First	🕙 1-3 of 3 🛞 l	Last
Event ID	Event Name		Format	Туре	End Date		Status		
HQSMS-000000001	000000001 ITB - Office Suppliers - HQSMS REQ #37952		Sell	RFx	Awarded			Discuss	^
HQSMS-000000002	002 ITB - Requisition 37953			RFx	Awarded	Awarded Accepted Discus		Discuss	
HQSMS-000000004	RFI - HQSMS - Computers		RFI	RFx	0hrs,20mins	,40secs	Accepted	Discuss	

Step	Action
15.	Training Complete