

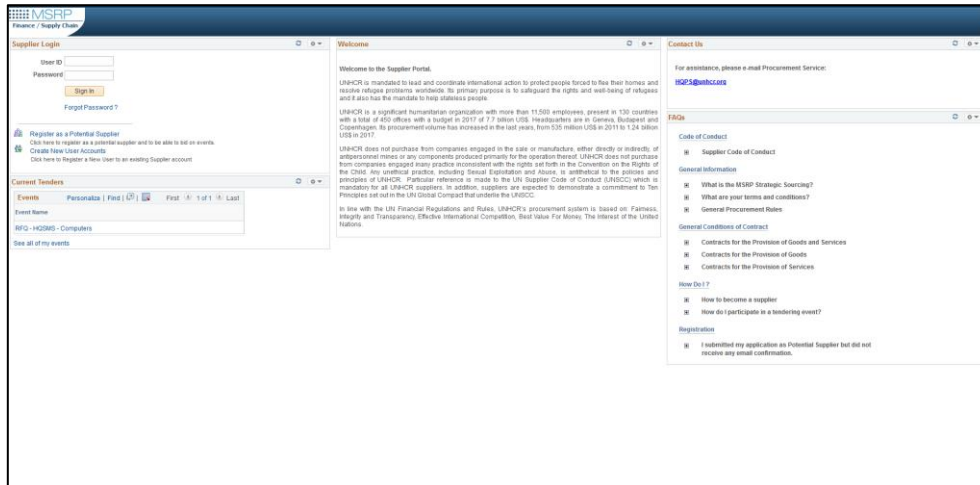
## Introduction:

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 Quotation tendering method.

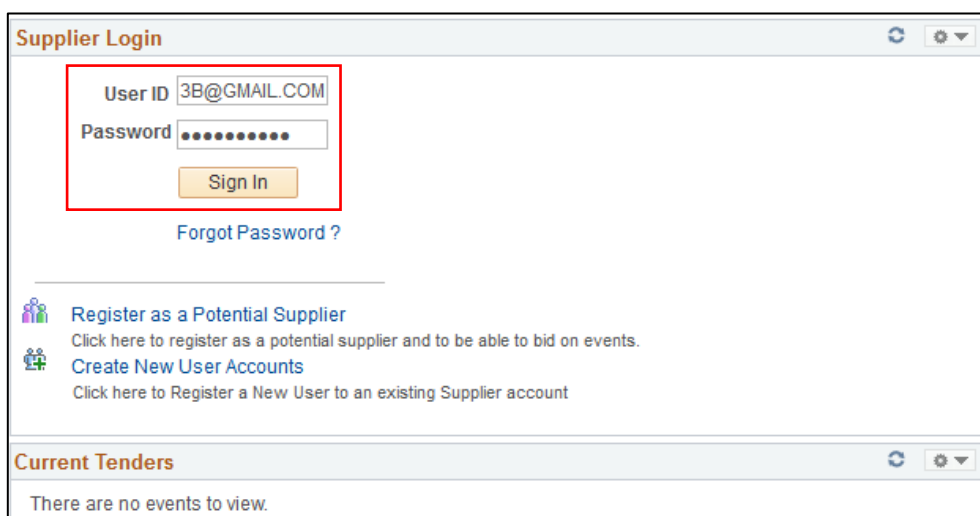
To bid on an event, a supplier will first need to register as a *Potential Supplier*, when registering as *Potential Supplier* you will be able to view & bid on events. If your company is awarded an event a final review will be completed before becoming a UNHCR supplier.

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.**

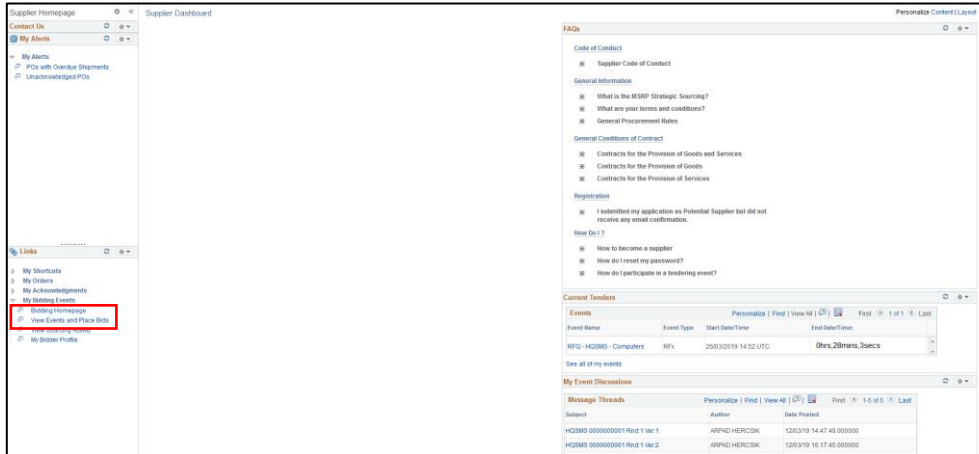
Step	Action
1.	<p><b>On the <a href="#">Supplier Portal</a> page it is possible to see current events &amp; additional information.</b></p> <p><b>To arrange for login credentials, please refer to the <a href="#">Register as a Potential Supplier</a> or <a href="#">Create New User Accounts</a> guides.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



Step	Action
2.	<p><b>Enter the Login Credentials: <a href="#">User ID &amp; Password</a>.</b></p> <p>Example:                      User account = <a href="#">ESUPPLIERPASS3C@GMAIL.COM</a>                      Password = <a href="#">Monday@123</a></p>



Step	Action
3.	<p><b>On the <a href="#">Supplier Homepage</a>:</b></p> <p><b>Click the <a href="#">View Events and Place Bids</a> link.</b></p>



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

Welcome, Yardbirds Ltd  
User: ESUPPLERPASS3B@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:

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Include Declined Invitations?

Start Date: From  Through

End Date: From  Through

Item Description:

Categories: Personalize | Find | 1 of 1 | First | Last

Add Additional Category Remove Selected Category

Search Clear Criteria

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

Search Results <span style="float: right;"><span>Personalize</span>   <span>1 of 1</span>   <span>First</span>   <span>Last</span></span>						
Event ID	Event Name	Format	Type	End Date	Status	
HQSMS-0000000001	ITB - Office Suppliers - HQSMS REQ #37952	Sell	RFx	Awarded		<a href="#">Discuss</a>
HQSMS-0000000002	ITB - Requisition 37953	Sell	RFx	Awarded	Accepted	<a href="#">Discuss</a>
HQSMS-0000000004	RFI - HQSMS - Computers	RFI	RFx	Pending RFI Review	Accepted	<a href="#">Discuss</a>
HQSMS-0000000005	RFQ - HQSMS - Computers	Sell	RFx	0hrs,34mins,32secs		<a href="#">Discuss</a>

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

### Event Details

Welcome, Yardbirds Ltd  
 User: ESUPPLIERPASS3B@GMAIL.COM

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**Information On Inquiry Options:**

Accept Invitation

Bid on Event

**Bidding Shortcuts:**

[View Event Activity](#)

[View Event Package](#)

[Upload XML Bid Response](#)

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Event Name: RFQ - HQSMS - Computers

Event ID: HQSMS-000000005

Event Format/Type: Sell Event RFX

Event Round: 1

Event Version: 1

Event Start Date: 26/03/2019 14:52 UTC

Event End Date: 0hrs,27mins,43secs

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**Event Description:**

---

Contact: HERCSIK,ARPAD

Phone: +41 22 739 5321

Email: [MSRPDBA@unhcr.org](mailto:MSRPDBA@unhcr.org)

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

Live Chat Help:

Payment Terms: Net 30

My Bids: 0

Edits to Submitted Bids: Allowed

Multiple Bids: Allowed

---

★ Bid Required
Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	Computers	EA	1	

[Return to Event Search](#)

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

**View Events and Place Bids** Welcome, Yardbirds Ltd  
User: ESUPPLIERPASS3B@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?

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"/>

[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,27mins,28secs	Accepted	Discuss

Step	Action
7.	Click on the <b>Bid on Event</b> button.

**Event Details** Welcome, Yardbirds Ltd  
User: ESUPPLIERPASS3B@GMAIL.COM

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

**Event Name** RFI - HQSMS - Computers  
**Event ID** HQSMS-0000000004  
**Event Format/Type** 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:**

**Contact** ZAPPER, FRANK  
**Phone** [ZAPPER@unhcr.org](mailto:ZAPPER@unhcr.org)  
**Email:** [ZAPPER@unhcr.org](mailto:ZAPPER@unhcr.org)  
**Online Discussion:** [Discuss Event in Forum](#)  
**Live Chat Help:**

**Payment Terms:**  
**My Bids:** 0  
**Edits to Submitted Bids** Allowed  
**Multiple Bids** Allowed

[Return to Event Search](#)

Step	Action
8.	<b>Review the Event Information via the:</b> <ol style="list-style-type: none"> <li>1.Event Description.</li> <li>2.Event Comments &amp; Attachment link.</li> <li>3.Event Question</li> </ol>

Event Details
Welcome, Yardbirds Ltd  
User: ESUPPLIERPASS3B@GMAIL.COM

Submit Bid
Save for Later
Validate Entries

Event Name RFQ - HQSMS - Computers	Bidding Instructions
Event ID HQSMS-0000000005	Bid ID New
Event Format/Type Sell Event RFX	Bid Date
Event Round 1	Bid Currency USD US Dollar
Event Version 1	
Event Start Date 26/03/2019 14:52 UTC	
Event End Date 0hrs,26mins,54secs	

Hide Additional Event Info

Description:

Contact HERCSIK,ARPAD	Payment Terms Net 30
Phone +41 22 739 5321	Billing Location UNHCR Global SC - SMS
Email MSRPDBA@unhcr.org	Event Currency Dollar
Online Discussion Discuss Event in Forum	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	1
Required Questions	1
Questions Responded To	0

Hide Event Questions

**Event Questions**

★ Bid Required    ⚙ Ideal Response Required

General Questions      Previous Questions 1 of 1 Next Questions

★

Please attach your technical 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		Computers	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.

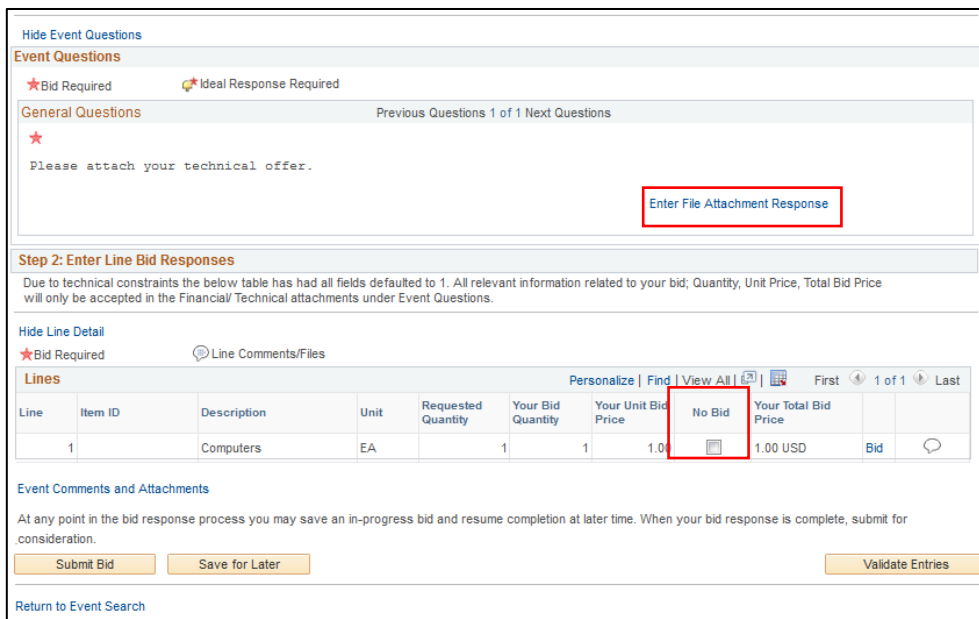
Submit Bid
Save for Later
Validate Entries

Return to Event Search

7 | Page

Procurement Service  
 MSRP HelpDesk Support Supply Chain Team  
 Draft Version 1.2

Step	Action
9.	<p><b>To complete the bid, the bidder must attach their Technical Offer &amp; submit it.</b></p> <p><b>Click the <a href="#">Enter File Attachment Response</a> link.</b></p> <p><b>Note:</b> 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 of 1 Next Questions

★

Please attach your technical 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

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Computers	EA	1	1	1.00	<input type="checkbox"/>	1.00 USD	Bid	

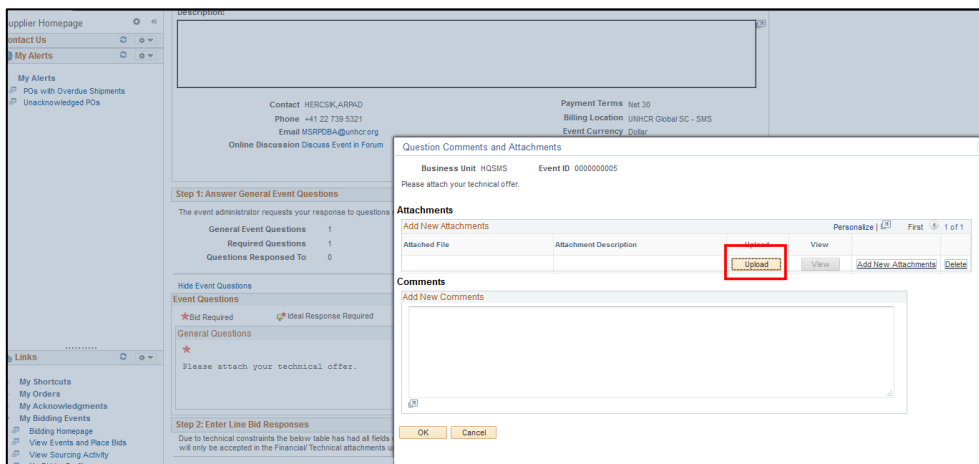
Event Comments and Attachments

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.	<p><b>Click the <a href="#">Upload</a> button</b></p>



Supplier Homepage    Contact Us    My Alerts

Contact: HERCSEKARRAD  
 Phone: +41 22 739 5321  
 Email: MSRP@unhcr.org

Payment Terms: Net 30  
 Billing Location: UNHCR Global SC - SMS  
 Event Currency: Dollar

**Question Comments and Attachments**

Business Unit: HGSMS    Event ID: 000000005

Please attach your technical offer.

**Attachments**

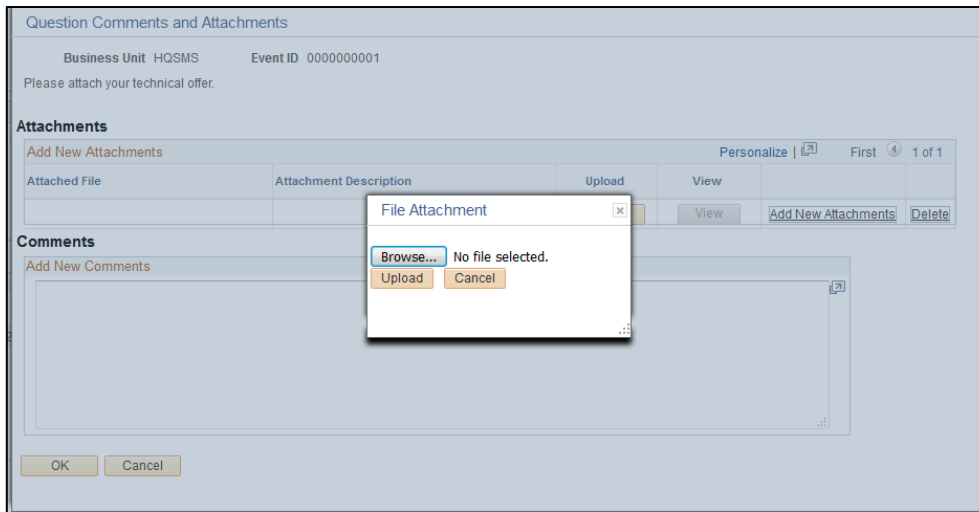
Add New Attachments

Attached File	Attachment Description	View
		<input type="button" value="Upload"/>

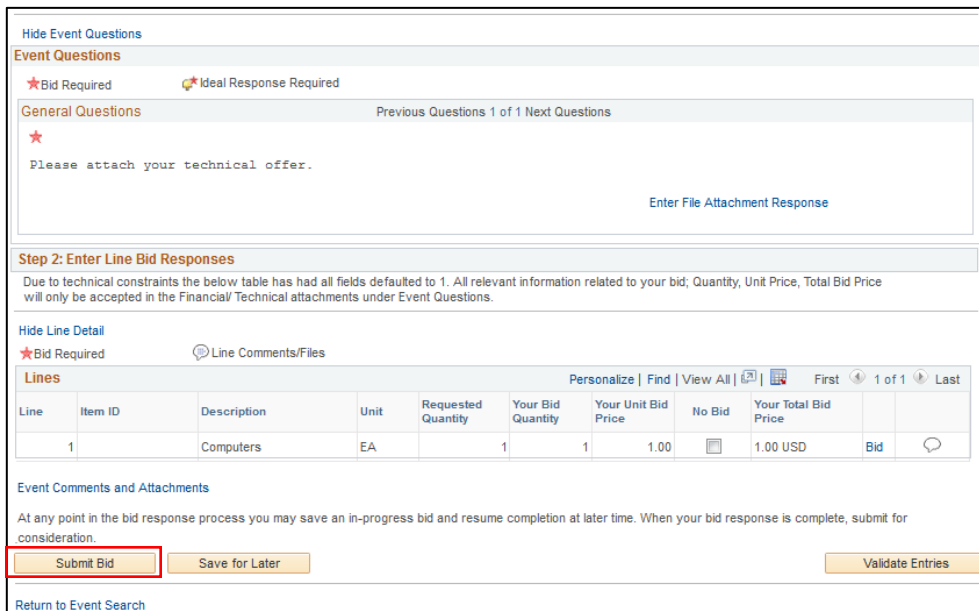
OK    Cancel



Step	Action
11.	Click the <b>Browse</b> button and select file.



Step	Action
12.	Once the <b>Technical Offer</b> has been attached.  Click the <b>Submit Bid</b> button once the bid is finalized.



Hide Event Questions

**Event Questions**

★ Bid Required    🌟 Ideal Response Required

**General Questions**      Previous Questions 1 of 1 Next Questions

★

Please attach your technical offer.

Enter File Attachment Response

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**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 of 1 Last

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Computers	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
13.	<p><b>On the Bid Confirmation page:</b></p> <p><b>Click OK to return to the View Events and Place Bids page.</b></p>

### Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1	Bid Date 26/03/2019 15:34:54 UTC
Event ID 0000000005	RFQ - HQSMS - Computers
Event Format Sell Event	Round 1
Start Date 26/03/2019 14:52 UTC	Version 1
	End Date 0hrs,24mins,59secs

Your Total Price 1.00 USD

OK
Copy Bid

Step	Action
14.	<b>The bidding process is now complete.</b>

View Events and Place Bids

Welcome: Yardbirds Ltd  
User: ESUPPLIERPASS3B@GMAIL.COM

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

**Search Criteria**

Use Saved Search: [Empty]

Business Unit: [Empty] - Event ID: [Empty]	Results Should Include:
Event Name: [Empty]	<input checked="" type="checkbox"/> Sell Event
Event Type: [Empty]	<input checked="" type="checkbox"/> Purchase Event
Event Status: [Empty]	<input checked="" type="checkbox"/> Request For Information

Include Declined Invitations?

Start Date: From [Empty] Through [Empty]

End Date: From [Empty] Through [Empty]

Item Description: [Empty]

Categories	Personalize   Find   [Empty]   [Empty]				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Category</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">[Empty]</td> <td style="border: 1px solid #ccc;">[Empty]</td> </tr> </tbody> </table>	Category	Description	[Empty]	[Empty]	First 1 of 1 Last Add Additional Category Remove Selected Category
Category	Description				
[Empty]	[Empty]				

Search Clear Criteria

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

**Search Results** Personalize | [Empty] 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