

## 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 screenshot shows the eTenderBox 1.0-41 Registration form. The form is titled "Registration" and includes the following fields and elements:

- Full supplier name:** A text input field. An annotation points to this field stating: "Supplier will be indicated by this name on official offer registration document."
- Short supplier name (max 10 characters):** A text input field. An annotation points to this field stating: "For internal use within the system."
- Username (email address):** A text input field. An annotation points to this field stating: "Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox."
- Username (email address) again:** A text input field for verification. An annotation points to this field stating: "Username verification."
- Password:** A text input field. An annotation points to this field stating: "Password of free choice."
- Password again:** A text input field for verification. An annotation points to this field stating: "Password verification."
- Captcha:** A checkbox labeled "I'm not a robot" with a captcha image. An annotation points to this checkbox stating: "Certification checkbox to avoid automatic bot registration."
- Buttons:** A "SIGN UP" button (highlighted with a red box) and a "Cancel" button. An annotation points to the "SIGN UP" button stating: "Once all the required information are provided and the certification box is checked, click here to finish registration." Another annotation points to the "Cancel" button stating: "'Cancel' button will navigate to Welcome page."

At the top of the form, there is a link: "By registering to eTender Box, you will be able to participate in tenders published by UNHCR online. (For guidance on registration, [click here](#))". An annotation points to this link stating: "To open registration guide."

The UNHCR logo is visible at the bottom of the form.

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.