

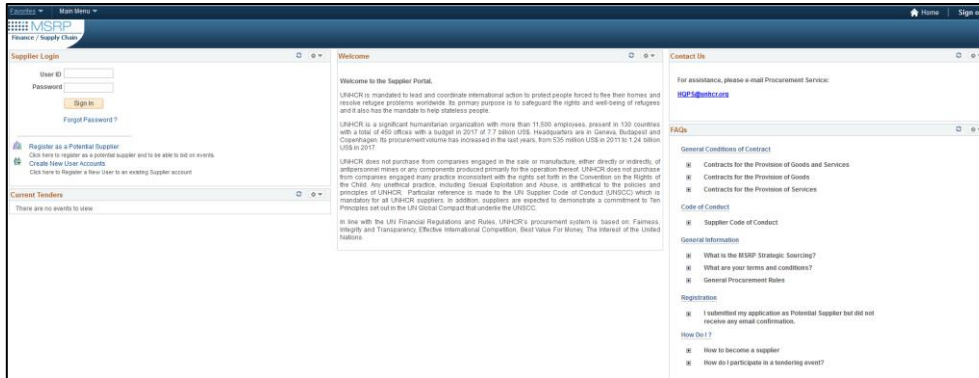
Introduction:

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 & Expression of Interest tendering methods.

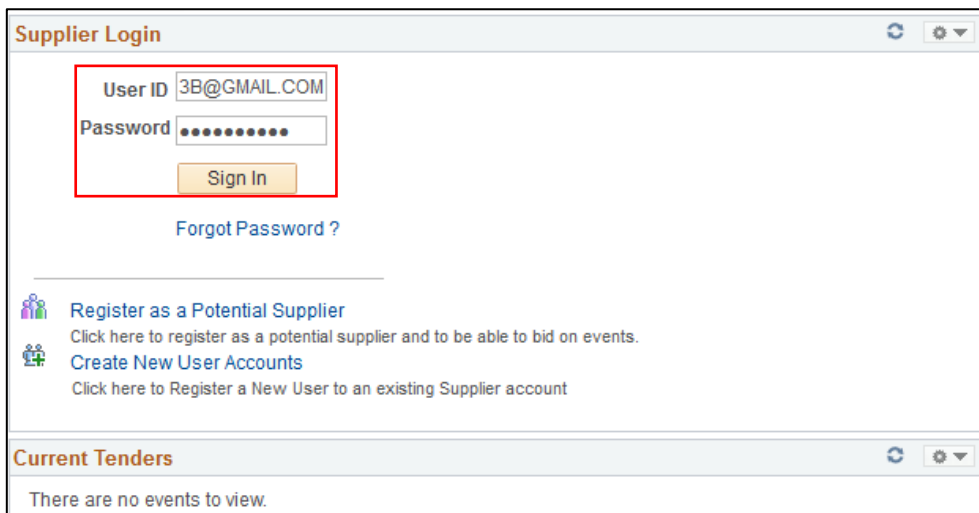
To bid on an event, a supplier will first need to register as a *Potential Supplier*, when registering as *Potential Supplier* you will be able to view & bid on events. If your company is awarded an event a final review will be completed before becoming a UNHCR supplier.

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.**

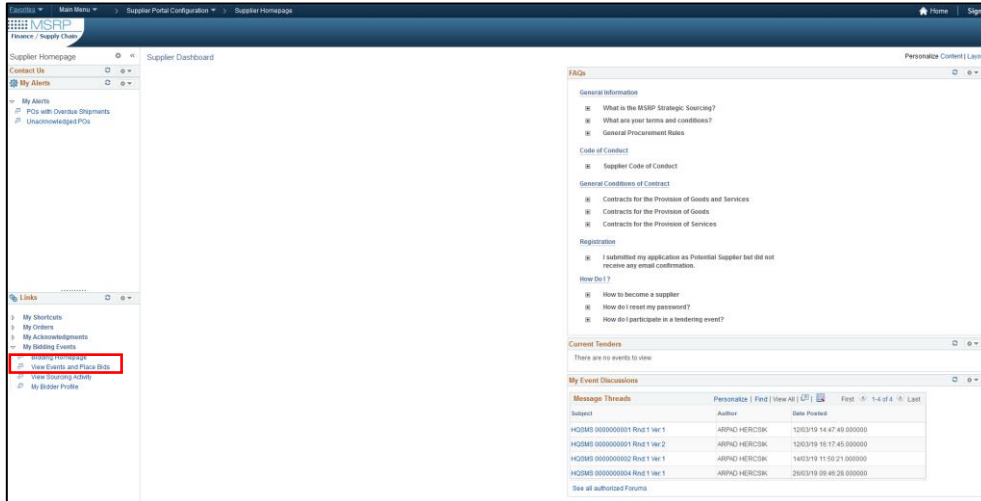
Step	Action
1.	<p>On the Supplier Portal page it is possible to see current events & additional information.</p> <p>To arrange for login credentials, please refer to the Register as a Potential Supplier or Create New User Accounts guides.</p>



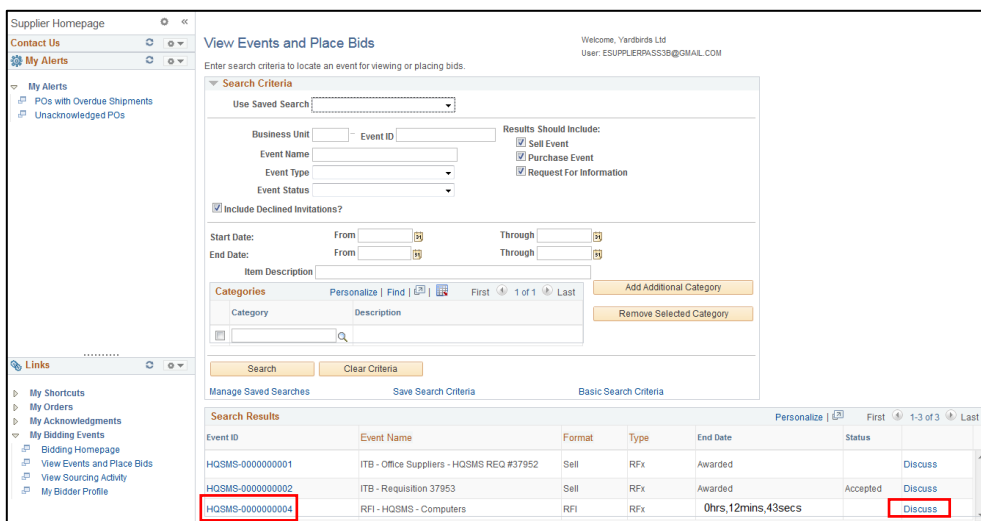
Step	Action
2.	<p>Enter the Login Credentials: User ID & Password.</p> <p>Example: User account = ESUPPLIERPASS3C@GMAIL.COM Password = Monday@123</p>



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



Step	Action
4.	On the View Events and Place Bids page: Click the Event ID link of the open events. Note: If you would like to communicate about the event with UNHCR, please use the Discuss link. 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 Bid Discussion guide.



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

Event Details

Welcome, Yardbirds Ltd
 User: ESUPPLIERPASS3B@GMAIL.COM

Information On Inquiry Options:

Accept Invitation

Bid on Event

Bidding Shortcuts:

- [View Event Activity](#)
- [View Event Package](#)
- [Upload XML Bid Response](#)

Event Name: RFI - HQSMS - Computers

Event ID: HQSMS-000000004

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, 12mins, 22secs

Event Description:

Contact: ZAPPER, FRANK

Phone: ZAPPER@unhcr.org

Email: ZAPPER@unhcr.org

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

Live Chat Help: [Live Chat Help](#)

Payment Terms:

My Bids: 0

Edits to Submitted Bids: Allowed

Multiple Bids: Allowed

[Return to Event Search](#)

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

View Events and Place Bids Welcome, Yardbirds Ltd
User: ESUPPLERPASS38@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:

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 | First 1 of 1 Last

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

Search Results Personalize | First 1-3 of 3 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	0hrs,12mins,1sec	Accepted	Discuss

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

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

Information On Inquiry Options

[Decline Invitation](#)

[Bid on Event](#)

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

Email: 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.	Review the Event Information via the: <ol style="list-style-type: none"> 1.Event Description. 2.Event Comments & Attachment link. 3.Event Question

Create Bid Response Welcome, Yardbirds Ltd
User: ESUPPLIERPASS3B@GMAIL.COM

Saved Bid

Bid ID New Bid Date
 Event ID 000000004 RFI - HQSMS - Computers
 Event Format Request For Information Round 1 Version 1
 Start Date 26/03/2019 09:27 UTC End Date 0hrs,11mins,8secs

Multiple Bids Allowed All lines Required

Click Save for Later to save the information. The bid will not be submitted.
 Click when you have entered all required information and are ready to submit your bid to this event.

Event Details
 Description:

Event Contact
 Contact ZAPPER, FRANK Email: ZAPPER@unhcr.org
 Phone Discuss Event in Forum
 Response may be edited after posting

Event Comments and Attachments

Legend
 ★ Required ★ Mandatory Response

RFI Questions	Response	Weighting
★	Please attach your technical offer.	100.00000

Validate Entries

Click Save for Later to save the information. The bid will not be submitted.
 Click when you have entered all required information and are ready to submit your bid to this event.

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

Event Comments and Attachments

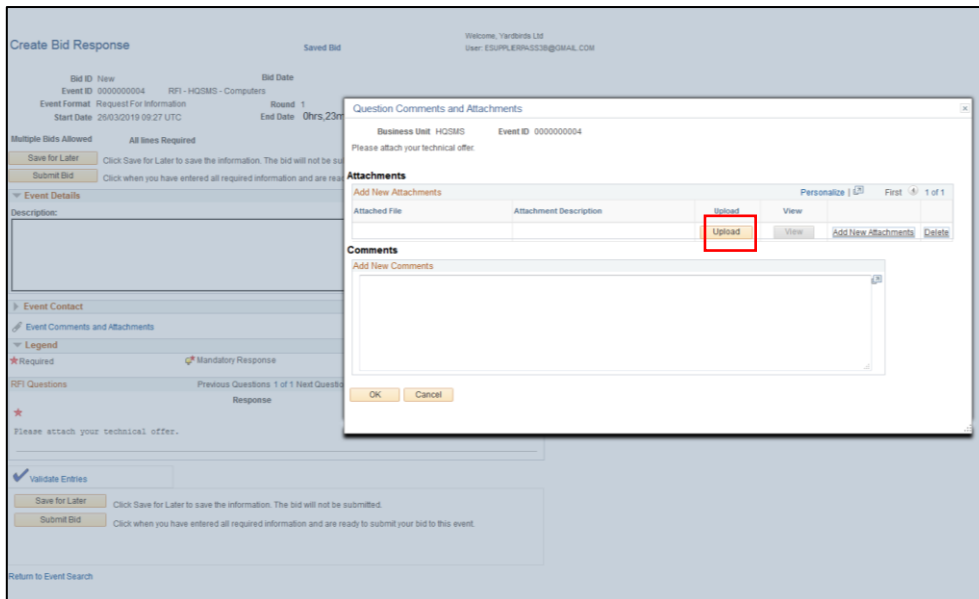
Legend
 ★ Required ★ Mandatory Response

RFI Questions	Response	Weighting
★	Please attach your technical offer.	100.00000

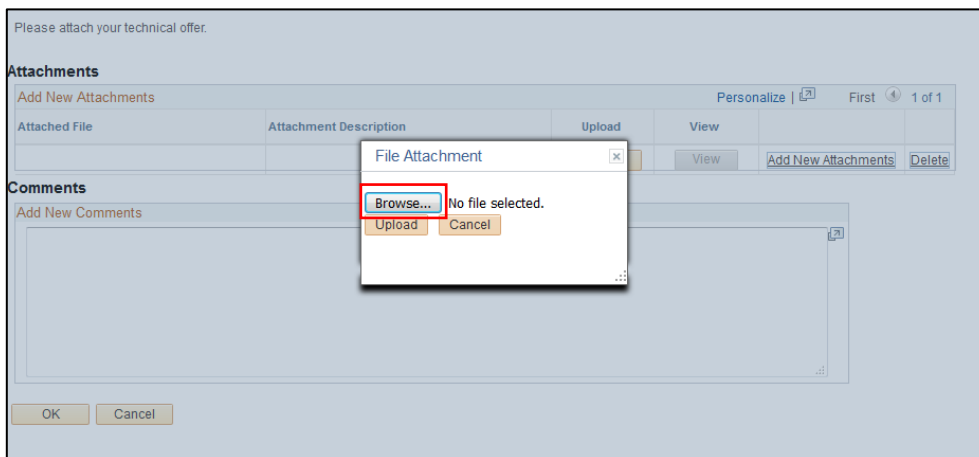
Validate Entries

Click Save for Later to save the information. The bid will not be submitted.
 Click when you have entered all required information and are ready to submit your bid to this event.

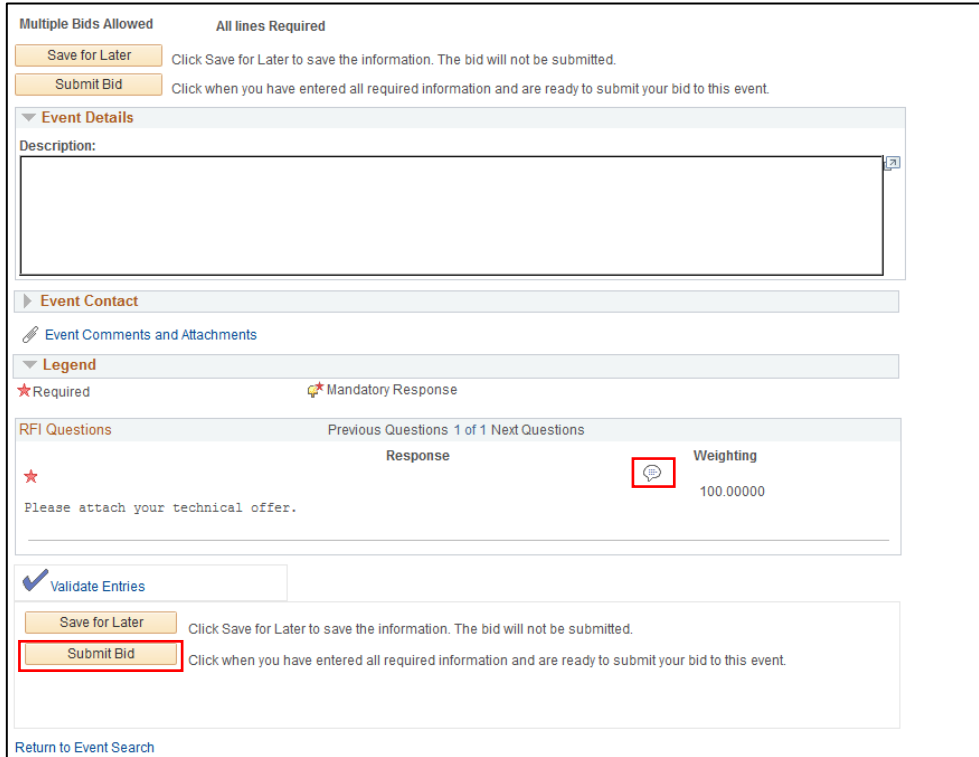
Step	Action
10.	Click the Upload button



Step	Action
11.	Click on Browse.



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



Multiple Bids Allowed All lines Required

Click Save for Later to save the information. The bid will not be submitted.
 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 and Attachments

▼ **Legend**

★ Required ★ Mandatory Response

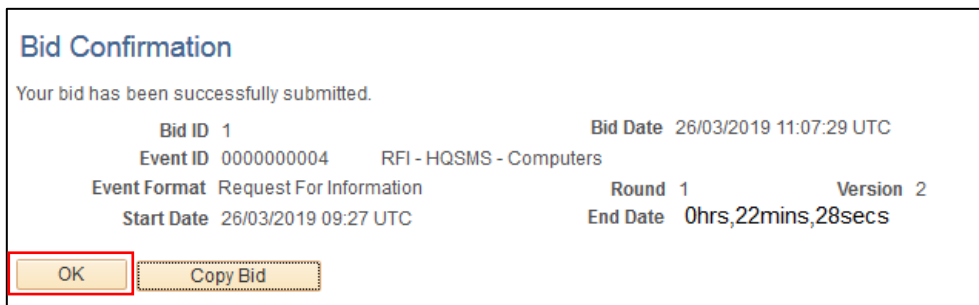
RFI Questions	Response	Weighting
★	Please attach your technical offer.	100.00000

Validate Entries

Click Save for Later to save the information. The bid will not be submitted.
 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.	<p>On the Bid Confirmation page:</p> <p>Click OK to return to the View Events and Place Bids page.</p>



Bid Confirmation

Your bid has been successfully submitted.

Bid ID	1	Bid Date	26/03/2019 11:07:29 UTC
Event ID	0000000004	RFI - HQSMS - Computers	
Event Format	Request For Information	Round	1
Start Date	26/03/2019 09:27 UTC	Version	2
		End Date	0hrs,22mins,28secs

Step	Action
14.	The bidding process is now complete.

View Events and Place Bids Welcome, Yardbirds Ltd
User: ESUPPLIERPASS38@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:

Results Should Include:
 Sell Event
 Purchase Event
 Request For Information

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

Category: Description:

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

Search Results Personalize | | First | 1-3 of 3 | 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	0hrs,20mins,40secs	Accepted	Discuss

Step	Action
15.	Training Complete