

# How to use the Supplier Portal

## For new suppliers, self-register as Prospective Supplier

### Visit Supplier Portal



Visit [UNHCR website](#) or directly go to [Supplier Portal](#).

Suppliers with UN Global Marketplace or other UN agency supplier portal profiles (eg. UNDP Quantum) should still create a new account.

### Submit information



Enter required information: company details, contacts, address, tax details, and completed questionnaire.

No need for bank details. Registration is auto-approved to receive user credentials.

### Manage user profile



Once Supplier logs in, it is possible to review and update profile details (eg. change address, contacts, etc).

Profile updates are auto-approved for prospective suppliers.

Anyone interested in taking part in a solicitation can self-register as prospective Suppliers in the Supplier Portal. Suppliers with existing contracts are already migrated to the system. No need to self-register, but please activate your user credentials sent by email.

## Submit and manage bid

### Search for tenders



Any supplier can search all available and ongoing solicitations (negotiations).

If you are interested to participate, you can acknowledge participation to receive updates.

### Prepare and submit bid



Prepare all required documentations and attach if applicable.

Check the [Supplier Portal Guidelines](#) or watch the [webinar](#) for step by steps.

### View & edit submission



After submission, it is allowed to view and revise your bidding until the solicitation (negotiation) is closed.

For any issue, contact your local supply officer as early as possible as resolution might take some time. Specify the Negotiation ID, your company name, error, and attach screenshots. UNHCR will respond within business hours and will not be held liable for any delay.

## After winning a tender, become a Spend-Authorized Supplier

Prospective Suppliers who won a tender must be promoted to Spend-Authorized to proceed with contract awarding. Suppliers must send additional documents through the Supplier Portal for approval.