



# E-Tendering

Online tendering system for  
United Nations Development Programme

## Topics covered:

- ✓ What is UNDP eTendering?
- ✓ How to register as a bidder
- ✓ How to reset a forgotten password

<http://procurement-notices.undp.org>

## Benefits of e-Tendering:

- ✓ Ensures timely submission of bids
- ✓ Electronically sealed bids
- ✓ Electronic stamping of the bids
- ✓ Streamlines the bidding process & gathers all relevant information at one place;
- ✓ Electronic Bid Opening Record;
- ✓ Provides an audit trail;

User name:

event.guest

Password:

why2change

Login

[Change Password](#) | [Forgotten Password](#)



## Atlas

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

<https://etendering.partneragencies.org>

### Important Messages:

Last updated on 27 May, 2016 at 11:00 AM New York time (ET)

**Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.**

Please clear your browser cache before signing onto ATLAS.

This site for authorized users only  
version 1.8

Search:  

- Manage Events and Place Bids
  - Register Bidder**
  - View Events and Place Bids
- View Terms & Conditions

You have no Event related discussion threads to display.  
[See all authorized Forums](#)

Login here as an existing User.

User ID:

Password:

 [Register as a Sourcing Bidder](#)

Click here to register as a bidder and to be able to bid on events.

 [Register as a Supplier](#)

This is for PA users only. Click here to register as a supplier user. You must have a registration code to continue

? [I forgot my password](#)

Click here to reset your password

## Bidder Registration

### Step 1 of 6: Preliminary information.

These questions will determine the type of bidder you will become.

\* Required Field

1. Please select the type of bidder which best describes you.

- Business  
 Individual

- ✓ Select *Business* if you are a company
- ✓ Select *Individual* if you are an Individual Consultant

2. What type of bidding activities are you interested in?

- Buying goods/Services  
 Selling goods/Services  
 Both

Select *Both*

Next >>

Cancel Registration

\* Required Field

## Bidder Registration

### Step 2 of 6: User Account Setup

Create a user account for your company. Optionally, if you want to add another user to access this account please click on the 'Save and Add Another user' button. You can repeat it to add as many users as needed.

\* Required Field

\*Company Name  ←

URLID:http://  ←

#### User Information

\*First Name  ←  Delete

\*Last Name  ←

Title  ←

\*Email ID  ←

\*Telephone  ←

Fax

\*User ID  (User's account login name.) ←

- ✓ Enter a valid email address
- ✓ The user name cannot contain special characters or spaces

Save and Add Another User

<< Back

Next >>

Cancel Registration

\* Required Field

## Bidder Registration

### Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

#### Primary Address

If your address is not located in the USA, Please click on the 'Change Country' link and select the country before you enter the address.

Country: United States [Change Country](#)

\*Address 1:

Address 2:

Address 3:

\*City:

County:

\*State:  

Postal:

<< Back

Next >>

Cancel Registration

\* Required Field



## Bidder Registration

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\* Required Field

#### Primary Address

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Country: United States [Change Country](#)

\*Address 1:

Address 2:

Address 3:

\*City:

County:

\*State:

Postal:

<< Back

Next >>

Cancel Registration

\* Required Field

#### Look Up Country

BLR	<a href="#">Belarus</a>
BLZ	<a href="#">Belize</a>
BMU	<a href="#">Bermuda</a>
BOL	<a href="#">Bolivia</a>
BRA	<a href="#">Brazil</a>
BRB	<a href="#">Barbados</a>
BRN	<a href="#">Brunei Darussalam</a>
BTN	<a href="#">Bhutan</a>
BVT	<a href="#">Bouvet Island</a>
BWA	<a href="#">Botswana</a>
CAF	<a href="#">Central African Republic</a>
CAI	<a href="#">Canary Islands</a>
CAN	<a href="#">Canada</a>
CCK	<a href="#">Cocos (Keeling) Islands</a>
CHE	<a href="#">Switzerland</a>
CHL	<a href="#">Chile</a>
CHN	<a href="#">China</a>
CIV	<a href="#">Cote D'Ivoire</a>
CMR	<a href="#">Cameroon</a>
COD	<a href="#">Congo, The Democratic Republic</a>
COG	<a href="#">Congo</a>
COK	<a href="#">Cook Islands</a>
COL	<a href="#">Colombia</a>
COM	<a href="#">Comoros</a>
CPV	<a href="#">Cape Verde</a>
CRI	<a href="#">Costa Rica</a>
CUB	<a href="#">Cuba</a>
CUW	<a href="#">Curacao</a>
CXR	<a href="#">Christmas Island</a>
CYM	<a href="#">Cayman Islands</a>
CYP	<a href="#">Cyprus</a>
CZE	<a href="#">Czech Republic</a>
DEU	<a href="#">Germany</a>
DJI	<a href="#">Djibouti</a>
DMA	<a href="#">Dominica</a>
DNK	<a href="#">Denmark</a>
DOM	<a href="#">Dominican Republic</a>
DZA	<a href="#">Algeria</a>
ECU	<a href="#">Ecuador</a>
EGY	<a href="#">Egypt</a>
ERI	<a href="#">Eritrea</a>
ESH	<a href="#">Western Sahara</a>
ESP	<a href="#">Spain</a>
EST	<a href="#">Estonia</a>
ETH	<a href="#">Ethiopia</a>
FIN	<a href="#">Finland</a>
FJI	<a href="#">Fiji</a>
FLK	<a href="#">Falkland Islands (Malvinas)</a>
FMP	<a href="#">Micronesia, Federated States O</a>
FRA	<a href="#">France</a>
FRO	<a href="#">Faroe Islands</a>

Click on  
your  
country  
in the list!

## Bidder Registration

### Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

#### Primary Address

If your address is not located in the USA, Please click on the 'Change Country' link and select the country before you enter the address.

Country: Denmark

[Change Country](#)

\*Address 1:

Address 2:

Address 3:

Address 4:

\*City:

Region:  

Postal:

\* Required Field

Fill out all fields marked with \*

## Bidder Registration

### Step 4 of 6: Other Account Addresses

\* Required Field

The Primary Address you have entered for Bidder Users Guide is:

Marmorvej 51  
Copenhagen, Denmark

If you need to make corrections, click the Back button and edit your fields.

This step is optional!

Other Account Addresses	
Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.	
Check boxes below to indicate addresses that are different from your Primary Address:	
<input type="checkbox"/>	<b>Bill To Address</b> your company's accounts payable department (for when you purchase goods/services).
<input type="checkbox"/>	<b>Ship To Address</b> default location for where we ship your order (for when you purchase goods/services).
<input type="checkbox"/>	<b>Invoice Address</b> your company's accounts receivable department (for when you sell goods/services).

<< Back

Next >>

Cancel Registration



\* Required Field

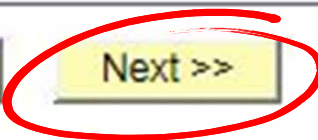
# Bidder Registration

## Step 5 of 6: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

\* Required Field

User Name	Designate as Contact for
Bidder USer Guide	Primary Address 
Bidder User Guide 2	Primary Address 



\* Required Field

## Bidder Registration

### Step 6 of 6: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

\* Required Field

I agree to be bound by the following Terms and Conditions:

1. Terms and Conditions of Use of the Web Site:

The use of this web site constitutes agreement with the following terms and conditions:

(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject

<< Back

Finish

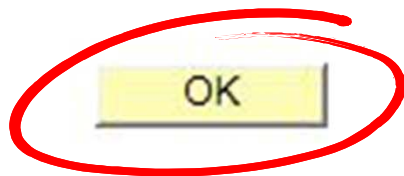
Cancel Registration

\* Required Field

## Bidder Registration

Bidder registration for Bidder Users Guide was successful.

You will receive a confirmation email with your username and password. Please note there may be delay in granting the necessary access to you. Therefore, please close this browser completely and wait for 15 minutes and use the url provided in the email



- ✓ Clear browser history
- ✓ Re-open the eTendering website
- ✓ Login with your own user account

If there are problems with how this message is displayed, click here to view it in a web browser.

From: psagent-UNDPFSS1-donoreply@undp.org  
To: Roland Koxhaj  
Cc:  
Subject: Bidder Registration Approved.

Sent: Tue 02/02/2016 14:02

## Bidder Registration Approved

Dear Bidder,

UNDP has approved your registration to become a bidder. Your username and temporary password are provided below. If you haven't already signed out of the system, please sign out now and close the browser. In order to ensure proper access is granted to you, please wait about one hour and use the link provided below to login to the system. Once you are logged into the system, the system prompts you to select a new password that is only known to you.

### User ID and Password

User ID: bidder.guide1  
Password: 027W11NL26

### URL

[Login to eTendering System](#)

User name:

bidder.guide1

Password:

••••••••

Login

[Change Password](#) | [Forgotten Password](#)

**To obtain support:**   **Other resources:**

[UNDP Users](#)

[UNDP Atlas Service Centre](#)

[UNFPA Users](#)

[My UNFPA](#)

[UNOPS Users](#)

[UNOPS Atlas Intranet Page](#)

[UNU Users](#)

[UNU Atlas Information Centre](#)



# Atlas

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

## Important Messages:

Last updated on 17 Nov, 2015 at 7:30 PM New York time (ET)

**Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.**

Please clear your browser cache before signing onto ATLAS.



## Password Change Request

Your new password should meet the following criteria :

- Minimum 8 characters and maximum 16 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number
- New Password must be different from any of the last 3 passwords that you have used.

**bidder.guide1** please change your current password before continuing.

Old Password\* →

New Password\* →

Confirm New Password\* →

## Password Change Information

**bidder.guide1** your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

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## Atlas Account Security Profile

For security purposes, the secret hint and answer provided will be used in the event that you have forgotten your password.

Please select a hint question from the list provided and specify the answer below:

Password Hint

Answer :  ←

Search:  [»](#)

[Manage Events and Place Bids](#)

[View Terms & Conditions](#)

There are no events to view.

Event Name	Event Type	Start Date/Time	End Date/Time:
<a href="#">test event nbotification to invited bidders</a>	RFx	29/01/2016 05:57 EST	26/02/2016 05:57 EST
<a href="#">UNFPA/UNDP event notification email</a>	RFx	29/01/2016 06:07 EST	29/02/2016 06:07 EST

[See all of my events](#)

User name:

Password:

Login

[Change Password](#) | [Forgotten Password](#)



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## Forgotten Your Password

Please enter your Atlas login ID and e-mail address.

Veillez taper votre nom d'utilisateur et l'adresse électronique correspondante.

Escriba su nombre de usuario y la correspondiente dirección e-mail.

Atlas Login ID: \*  ←

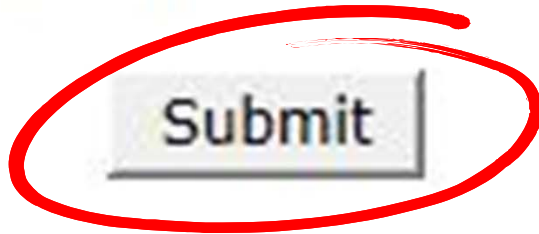
e-mail address: \*  ←

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**Please provide the answer to the question below:**

Hint Question : Favorite color

Hint Answer :



Subject: Your Atlas password has been reset.

\*\*\* PLEASE DO NOT REPLY TO THIS MESSAGE AS THIS IS A SYSTEM GENERATED ! \*\*\*

Dear Bidder User Guide,

On your request, your Atlas system password has been reset.

Please use the password provided below as your temporary password. After initial successful login, the system will prompt you to specify your own permanent password.

**Your Atlas temporary password is: 9PHUA3ZE**

You must change your password the first time you log into eTendering!

Remember - your new password should meet the following criteria :

- Minimum 8 characters and maximum 16 characters.
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number
- Must be different from any of the last 3 passwords that you have used.