



Supplier User Guide for Tendering

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a. Introduction

The UN Web Tender portal is designed to make the submission of your tender information as easy as possible and ensure the completeness and accuracy of your submission.

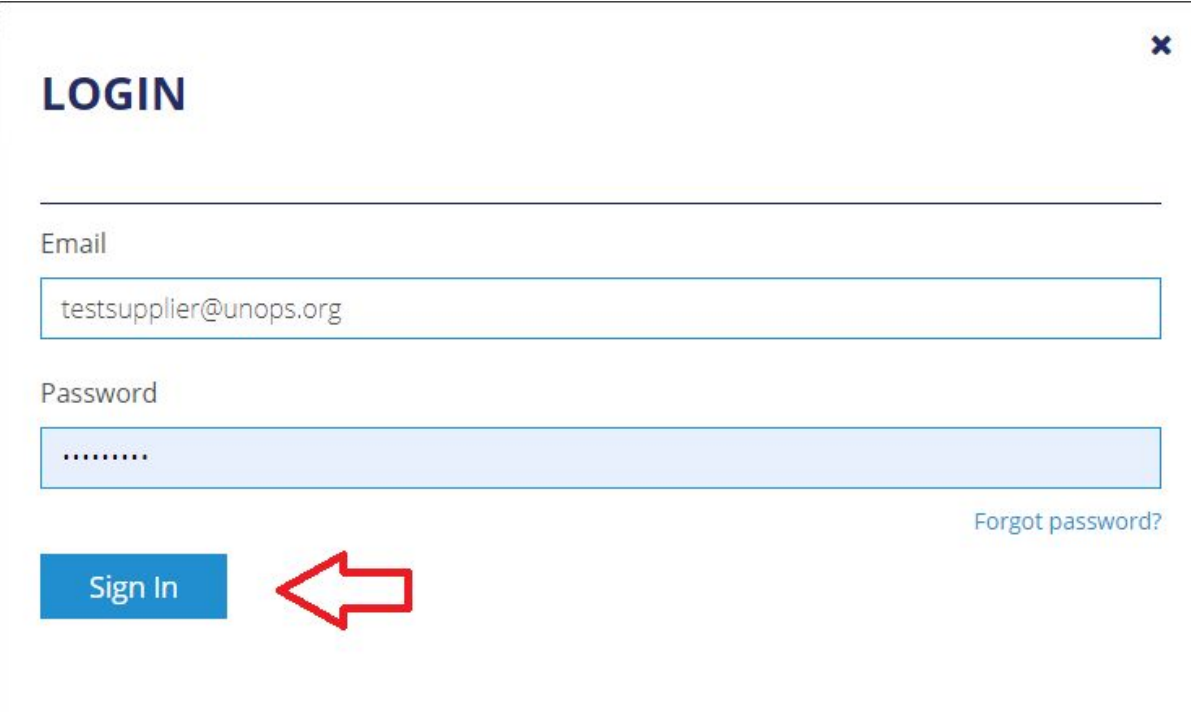
Additionally, it will help UNOPS to evaluate your tender in a quick and efficient manner. The online tender operates in the same manner as a 'sealed bid' for paper-based tendering exercises. Although you will enter all technical specifications and pricing information online at UN Web Buy Plus, this information is held in a secure database and is not available to any UN staff until the closing deadline (just as traditional paper bids are not available to procurement staff but are held in storage by the bid administrators until bid closing).

b. UN Web Buy Login

To log in to UN Web Buy Plus, go to <https://unwebbuyplus.org/#/tenders>

You can access the UN Web Buy Plus supplier portal using your [UN Global Marketplace \(UNGM\)](#) credentials. Once you register at UNGM, you can use your UNGM credentials for login.

Enter your UNGM credentials – **email address** and **password** – and click on the **Sign In** button.




LOGIN x

Email

Password

[Forgot password?](#)

Sign In 

c. Registration of additional users on UNGM

If you received this guideline, your company is already registered in UNGM. You have the possibility to invite additional users to your company UNGM account, in order to provide personal credentials to several colleagues or to be able to log in with multiple accounts simultaneously.

To invite colleagues to your UNGM account, click on the **Invite another contact** button at the bottom of the page.

The invitees will receive a link to the account and will be able to log into UN Web Buy Plus with their own email address and password.

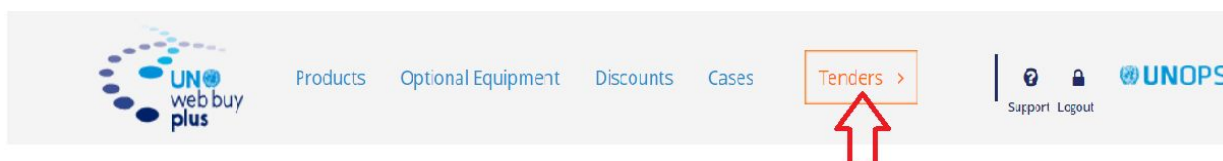
Note that on UN Web Buy Plus, all registered colleagues can access your product catalogues at the same time. However, they cannot simultaneously work on the same product. If two or more people work on the same product, the updates are overwritten and only the latest version saved.

d. Access Tenders on UN Web Buy Plus

By clicking on <https://unwebbuyplus.org/#/tenders> you will be automatically redirected to the tender module. If you are already using UN Web Buy Plus, you can also access the tender module by clicking on the **Tenders** tab

Video: [Introduction to tender module](#)

The Tender menu will be activated for the UNGM ID provided, so please ensure you are logged in with a user registered with the correct UNGM ID.



When clicking on the **Tenders** tab, you will see all tenders in progress. If you participated in earlier tenders through UN Web Buy Plus, you will also be able to see closed tenders.

To add/ edit the offered products in your tender, click on the “edit” button circled in red (read chapter “Enter your offer” below).

To print the bidding form pdf, click on the “print” button circled in red (read chapter “Submit your offer” below).

Please note that it is mandatory to upload the printed and signed bidding form to e-sourcing before the tender closure (late submissions will not be accepted).

MY TENDERS

Current UTC Time
2019-03-21 15:23 UTC

In Progress

Reference	Catalogue	Date Published	Deadline (UTC Time)	Bidding Form Printed On	Action
ITB 2019	Generators	2019-02-21	2019-04-30 12:00	2019-03-20	Edit Print

< 1 >

Closed

There are no closed tenders

Click on the **Edit** button and find the **Tender Overview** in the upper left part. You can see the time remaining in the tender in the middle right part as depicted below.

TENDER OVERVIEW

Current UTC Time
2019-03-21 15 28 UTC

Reference Number: **ITB 2019** Tender Status: **Open** Hide ▲

Catalogue Generators	Date Published 2019-02-21	Time remaining in tender 39 20 31 07 Days Hours Minutes Seconds
Bidding Form Printed On Not printed	Deadline 2019-04-30	

Products Optional Equipment Discounts

Underneath the Tender Overview, you can add products, optional equipment, and discounts separately from each other.

Note: we strongly advise to first begin with adding your products to the catalogue.

e. Enter your offer

Click on **Products** in order to add new products, assign product country availability, set warranty, add documents in bulk, and add and amend products in bulk.

Each of the menus will be explained in further details below.

TENDER OVERVIEW

Current UTC Time
2019-03-21 15:35 UTC

Reference Number: **ITB 2019**

Tender Status: **Open**

Hide ▲

Catalogue
[Generators](#)

Date Published
2019-02-21

Time remaining in tender

Bidding Form Printed On
Not printed

Deadline
2019-04-30

39 **20** **24** **40**
Days Hours Minutes Seconds

Products ▲ Optional Equipment ▼ Discounts

List
Add New
Assign Product Availability
Set Warranty
Add Documents in Bulk

1.

Click on **List** in order to see the existing and newly added products.

Video: [Product List overview](#)

TENDER OVERVIEW

Current UTC Time
2019-03-21 15:40 UTC

Reference Number: **ITB 2019** Tender Status: **Open** Hide ▲

Catalogue
Generators

Date Published
2019-02-21

Time remaining in tender

39
Days

20
Hours

19
Minutes

31
Seconds

Bidding Form Printed On
Not printed

Deadline
2019-04-30

Products ▲ Optional Equipment ▼ Discounts

List

Add New

Assign Product Availability

Set Warranty

Add Documents in Bulk

Here you also have the following options that are available before the tender closure deadline:

- 1. **View**: Preview your product to check how clients would see it
- 2. **Copy**: Products that belong to the same (sub) category can be copied within the same category. You always need to set a new ordering code and price after copying a product.
- 3. **Edit**: Open the product profile to add/ edit data. All saved information will be printed in the bidding form.
- 4. **Delete**: Please delete products if you do not want to offer them, as they will otherwise show in the bidding form

Export to Excel

Id	Name	Ordering Code	Catalogue	Category	Brand	ExStock	Action
Sample	Sample	Sample	Generators	Sample	bbbbbbbbbb	No	<div>View Copy</div> <div>Edit Delete</div>

You can also **preview** and **delete** products directly from the product profile as shown below.

EDIT PRODUCT

Sample

Preview

Delete

Main Details

Price

Descriptions

Images

Specifications

Equipment

Shipping

Configuration

Availability

Warranty

Opt. Equipment

Documents

Catalogue:Generators

Category:Sample

Name: *Sample

Ordering Code: *Sample

Brand: *bbbbbbbbbb

Catalogue Hierarchy

Website URL: Enter Product Website

Unit of Measure: *Sample

Sales Unit: *Sample

Quantity Per Sales Unit: *Sample

Minimum Sales Units Per Order: *Sample

Minimum Warranty: Sample

Do not forget to save

Save

ii. Add New Products

When you click on the Add New, you will find the below window which will take you through the process of adding a new product step-by-step.



ADD NEW PRODUCT

Start Main Details Price Description Images Specifications Equipment Shipping Configuration Availability Warranty Documents

Catalogue*

Category*

Product Name*

Product Code*

⚠ You must fill in all required fields before you can select Add Product. Steps missing required information will have a red icon.

Next >

Cancel Add Product


The following section contains a step-by-step guideline of how to add a new product to the catalogue. Please fill out all required information to activate the “Add Product” button.

Fields with a down-pointing triangle on the right hand side are dropdown fields with a predefined list of specification options to choose from. Click on the respective field and choose one of the options. Fields without a down-pointing triangle can be freely specified. Type the new specification for that field, e.g. the name you want to give to your product.

Note that fields marked with a red asterisk (*) are mandatory fields.

During the process you can return to the previous step by clicking the < Previous button.

On the top of the Add New Product page, there is a progress tracker (see red box in the picture above) showing which step of the process you are currently in. If all mandatory fields have been filled out, the respective icon in the progress tracker turns orange. Steps that still require

mandatory entries before completion are marked in red . When all mandatory fields have been filled out, the new product can be added.

The steps include:

5. Start
6. Main Details
7. Price

8. Descriptions
9. Images of the product
10. Specification of the the product
11. Standard Equipment/Features
12. Available shipping details
13. Configuration possibilities
14. The countries in which the product is available
15. The warranties/ after sales service available per country

1. Add new product: Start

Video: [Add new product: start page](#)





Catalogue: The dropdown menu contains all catalogues that are used for organizing the products on UN Web Buy Plus. Open the catalogue dropdown menu and select the relevant catalogue for your product by clicking on it.

Category: The dropdown menu contains all categories within the catalogue chosen in the step before. They are used for further organizing the products in the catalogues on UN Web Buy Plus. Open the category dropdown menu and select the relevant category for your product by clicking on it. Options in the category field become available, once a catalogue is selected.

Product Name: In the Product Name field you can choose a name for your product that will both be displayed on the product page in large and which will be searchable. Please do not type in any product codes etc. as these kinds of specifications have fields of their own.

Please be aware that the product name is searched by the search function. A good name is therefore essential to enable clients to find your product.

See a few examples below:

	Model, type of the vehicle (e.g. truck, pickup, ambulance), and category (e.g. with cargo box, with flatbed) <i>Example: Model A truck with cargo box or Model B double-cab pick-up</i>
	Model, category (construction or agricultural equipment), type (e.g. crawler tractor, farm tractor) <i>Example: Model A agricultural farm tractor or Model B construction backhoe loader</i>
	Model, category (generator set) <i>Example: Model A generator set</i>
	Model, category (e.g. stand-alone power kit, street-light power pole) <i>Example: Model A stand-alone power kit or Model B street light on pole</i>

Product Code: This is your own ordering code, which is used by your company to identify the purchased product.

Click on the Next > button to proceed to the next step.

2. Add new product: Main Details

Video: [Add product main details tab](#)

Brand: When selecting the brand, you can either choose from the list of brands you have used before by clicking on the dropdown field. Alternatively, you can add a new brand to your existing brands or you can add a new brand to your new products. To add a new brand, tick the New brand checkbox by clicking on the square. Consequently, a new field will appear in which you can click and type the name of the new brand.

Website URL: This is an optional field. If you have information about that product on your company website, you can use this field to link to your company homepage. The more product-specific the site it, the better.

Unit of Measure: Unit of Measure describes the minimum individual unit for the product. It is meant to facilitate the comparison of similar products that are available in different packages with different quantities of the product.

Sales Unit: The Sales Unit describes the minimum package or amount of the product that can be ordered.

Quantity Per Sales Unit: The Quantity per sales unit indicates how many Units of Measure are contained in the Sales Unit.


For example:

Product	Unit of Measure	Sales Unit	Quantity Per Sales Unit
Medicine tablets	1 tablet	Box (this is how you sell the product)	2,000 (the number of tablets contained in one of your boxes, e.g. 100 blisters of 20 tablets each)
Motorcycle	Each	Crate (this is the minimum quantity that can be purchased)	2 (each crate contains two motorcycles)
Motor Vehicle	Each	Unit	1 (they can be procured individually)

Minimum Warranty: This is the minimum warranty specified in the tender requirement during the procurement process (ITB or RFP). This is the minimum warranty the supplier is expected to honour for products made available for a country(ies).



After all mandatory fields are filled, click on the Next > button to proceed to the next step.

3. Add new product: Price

In this step, you have the possibility to add a price and corresponding price validity to your product. Click on Add New Price. In the popup window, in the first two fields, click on the calendar signs  and select the dates from when(valid from) to when(valid to) the price will be valid (note that you cannot select the same dates for different price validities). In the next two fields, please provide the price and the currency. These values will represent the price and currency that the product will eventually be purchased if your company is awarded.

To finalize, click on **Save**.




ADD NEW PRICE


Valid from:*	<input type="text" value="dd/mm/yyyy"/>	
Valid to:	<input type="text" value="dd/mm/yyyy"/>	
Price:*	<input type="text" value="Enter Price"/>	
Currency:*	<input type="text" value="--Select--"/>	
<div> <div>Save</div> <div>Cancel</div> </div>		

4. Add new product: Descriptions

Short Description: Please provide a brief description of your product that summarizes its main qualities and features.

Find some examples below.





	Describe purpose and a special feature <i>Example: Truck with cargo box for long-distance cargo transport. Optionally available with cooled cargo box</i>
	Describe the main purpose and a special feature <i>Example: Model B farm tractor is suitable for different applications, flexible use for transportation or farming</i>
	Describe the main purpose and the power of the generator

	<i>Example: Model A generator set, 100 kVA/60Hz, with fully integrated power generation system for stationary standby and prime power applications</i>
	Add the purpose of a solar panel if applicable (e.g. small family, big family, small shop, office, medical centre) <i>Example: Model A stand-alone power kit provides energy to a medium shop for a min. of 8h a day</i>





Long Description: Please provide a longer description of your product, where you go into detail about the qualities and features.

The long description gives a more detailed image of a product than the short description. It is supposed to explain to clients the purpose of a product, the environment it can be used in and restrictions to it, the product's benefits, main features and special equipment (if available). It gives only a few technical details and does not detail any technical specifications. The long description is supposed to give a high-level image of the product in text-form, providing an overall understanding of the products and its use, and motivating the client to look into the product's profile in more detail.





See below some examples:

	The "Model A truck with dump bed" can be extensively used for the transportation of coal, stone and other alike products or materials. It is primarily used for transportation of construction material to remote sites in mountainous areas.
	The Model B farm tractor is mainly used for farming and the transportation of farming material and harvest. It can pull an X hanger and transport Y tons of material or food.
	The Model A generator set can be used for all kinds of electricity shortcuts. With X liters of Diesel, it can provide energy for up to Y hours. This is suitable for a small to medium house, including light, heating, and cooking facilities.
	The "Model A stand-alone power kit" provides solar power to a middle sized room for an 8-hours day. It can be used for a medium shop or a big family room. The battery attached can store energy for up to X hours if fully charged. A full charge lasts around one day under strong sunlight.

You can also add a line on the environment the product can be used in, as well as any restrictions on it e.g.

	The truck can be adapted to high-altitude environment and off-road conditions, but is not suitable for desert areas.
	The Model B farm tractor is suitable for all sizes of farms and fields on a flat land. However, it cannot be used in mountainous or desert areas
	The Model A generator can be used in any climate or environment, but must be kept in a canopy.
	The "Model A stand-alone power kit" achieves optimum results in areas with at 5-6 hours of direct sunlight per day. Its effectiveness can be limited due to sand and dust.

Briefly describe the main advantages or benefits of a product, e.g.

	The truck with traction 6x4 can be steered with precision on middle steep slopes. Its dump bed can transport up to XX tons of material. It can be handled through a user-friendly and easy to use operation system. It is highly suitable for dirt roads and can climb middle-steep mountains thanks to its six gears.
	The farm tractor is suitable for various agricultural operations, such as pre-sowing soil treatment, complex and efficient harvesting, and transport operations. It can be combined with different machinery.
	The generator set is very reliable designed to work in rough conditions with low quality fuel.
	The stand-alone power kit can generate energy also from weak sunlight

5. Add new product: Images

Click on the **+Add Image** field. This will open the Add Image window, in which you can upload a product image in three steps:





Name: Type a name for the image

Description: Add an image description.

Remember that a maximum of six (6) images is allowed. It is recommended to upload at least four (4) images per product to provide an overall understanding of the product to the clients.

Note that you can also upload picture at a later stage in case your products get awarded.

Take images from different perspectives, such as from an exterior and an interior view. For products composed of different components

	<u>Name:</u> Front view, lateral view, rear view, interior view <u>Description:</u> Ambulance back view with open cargo bay, medical equipment depending on the ambulance model
	<u>Name:</u> Front view, lateral view, rear view, interior view <u>Description:</u> Images used are for illustrative purposes only. Individual features may vary
	<u>Name:</u> Overall view, component 1, component 2, etc. <u>Description:</u> Diesel generator overall view, available components may vary from represented image
	<u>Name:</u> Overall view, component 1, component 2, etc. <u>Description:</u> Stand-alone power-kit power bank, available in two different models

Upload image: Click on the Choose file field and select an image from your computer. After you have selected the image, click Open to start uploading the image.

ADD IMAGE ✕

Name

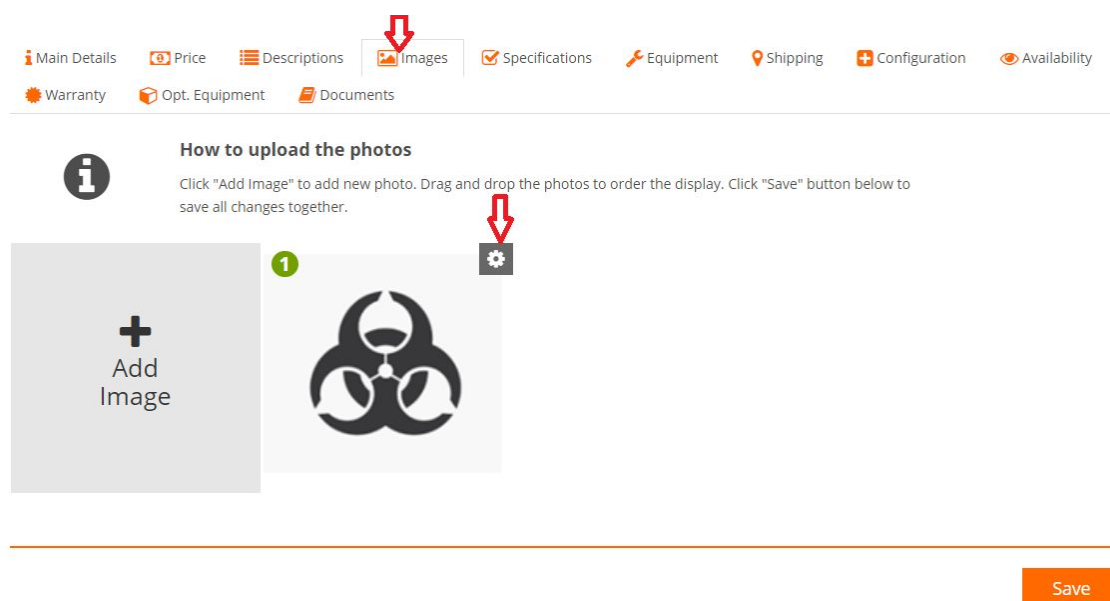
Description

Upload image

 No file chosen

You can Edit, deactivate or delete existing image(s).

Click on the wheel in the upper right corner of an existing product image to edit the picture. You can edit, deactivate or delete that image from the product page:



Edit: Click on edit. A new window will appear in which you can edit the name and the description of the image. Click Save to finalize.

Deactivate: Click on deactivate. A confirmation window will appear. After confirmation, the image will not be visible on the product page for UNWB+ users anymore and the image shows a deactivation sign. Still, the image remains available for you and can be reactivated at any time.

Delete: Click on delete to remove the image from the catalogue.

To change the order in which the images appear on the product page, drag and drop the images in the desired positions.

[Main Details](#)
[Price](#)
[Descriptions](#)
[Images](#)
[Specifications](#)
[Equipment](#)
[Shipping](#)
[Configuration](#)
[Availability](#)

[Warranty](#)
[Opt. Equipment](#)
[Documents](#)



How to upload the photos

Click "Add Image" to add new photo. Drag and drop the photos to order the display. Click "Save" button below to save all changes together.



Save

To finalize and proceed to the next step, click Next >.

We strongly encourage you to make sure your images are uploaded using the standard photo ratio to achieve optimum results. Please avoid vertical photos.

To achieve an optimal quality, upload your images as follows:

Format	PNG, JPEG
Size	Width: min. 560 pixel Height adjusted to width
Standard ratio	4:3 or 3:2

6. Add new product: Specifications

Please note: the options in the specification part are dependent on the category you selected in step one. Consequently, it contains different fields depending on what kind of category you chose. Please fill in all required fields. There are four different kinds of fields:

- f. Text fields: Enter relevant text within the range of characters specified below the field.
- g. Number fields: Enter a number within the range specified below the field.
- h. Dropdown list: Select a relevant option from the list.
- i. Checkbox: Tick the box, if the option applies to the product.

1. Add new product: Standard Equipment/Features

This tab lists the minimum requirements for standard equipment or features. What is listed in this tab will be considered the minimum mandatory requirements. Please ensure your product is compliant with these specs requirements and do not remove any item from the list unless you replace it with higher specs or for those equivalent requests.

To add new higher spec equipment or feature, click on an empty line and type in the description of the product equipment or feature.

You can also copy and paste several entries from an existing list by clicking into a field and pressing CTRL + V.

To insert a row above or below the current line, right-click on the line and select Insert row above or Insert row below.

2. Add new product: Shipping

On this tab you need to insert the shipping details for your product.

Shipping description: This field can be used to describe:

- **Packaging:** Please indicate the type of packaging, your product will be delivered in, e.g. a metal box or a wooden box.
- **State of the product:** Please indicate the state the product will be delivered in, i.e. if it will be delivered fully/partially disassembled and if so, who will be responsible for re-assembling the product etc.

Country of origin: The country of origin of the product or the manufacture of the product.

Production time (days): Please indicate the maximum time in (calendar) days from the placement of an order by a client to the delivery of the product at the Incoterm and place mentioned below.

Incoterm: Please choose an Incoterm for the delivery of the product to the port indicated below. Please note that the Incoterm should be based on the tender requirement..

ExStock: If this box is ticked it means that the product will be delivered from an existing stock (ExStock). If it is not ticked it means it will be produced after an order has been placed (ExFactory).

Supplier delivery port: Please specify the port or airport where the product will be delivered to. This location will be the pickup point for the freight forwarder.

Shipping Dimensions: Please enter the Length, Height and Width in millimetres (mm) as well as the Weight in kilogrammes (kg) of the sales unit (if your product is shipped in a box for instance, it is the dimensions of the box, not of the product, that is relevant here).

Hazardous Cargo: Please specify if your cargo is considered hazardous or not. If yes, please provide the UN Number and UN Cass, and specify which document you will provide to the freight forwarder at the time of shipment (DGD, LOI, MSDS)

Containerized Shipping: If containerised shipment is possible, please provide details on the quantity of sales units that will fit into a 20 footer, 40 footer and/or 40 foot high cube container. Fields can be left empty, if they do not apply. This information will be used by the system for the automatic calculation of the freight cost.

Please indicate whether the container roundtrip is included. If no, please indicate the pick-up address and whether loading and lashing is included. If it is included, please remember to provide the VGM details to the freight forwarder at the time of shipment.

RORO: Roll-on/roll-off, refers to transport of wheeled cargo, such as cars, that can be driven on and off the ship on their own wheels as opposed to lift-on/lift-off (LoLo). Tick the box if your product is a vehicle that can be shipped using these kinds of vessels. If you tick this box, please indicate the RORO Incoterm you are going to use from the dropdown menu that appeared. This is to be used by suppliers who, for example, prefer to load the vehicles in the vessel themselves.

3. Add new product: Configuration

Each configuration option will be displayed in a grey box. Every option will have to be specified by you. You do this by clicking on the name of the configuration and filling out the required fields.

Name: Please give a descriptive and concise name for your option, e.g. if the configuration option is colour of the vehicle, choose for name something like: "White exterior, black interior".

Ordering Code: Please provide your own ordering code.

Price: Please indicate the price of the configuration. If this option is chosen, this price will be added on top of the base price indicated in the price tab.

If the configuration does not have any charge, you can put zero in the price column.

Currency: Select the relevant currency from the dropdown list. Even if the system allows choosing a different currency, it is expected that it will match the currency of the product.

To add another choice to the configuration option (e.g. a different colour combination), click on +Add new Row. To delete a row, click on the X at the left end of the row.

StartMain DetailsPriceDescriptionsImagesSpecificationsEquipmentShippingConfigurationAvailabilityWarrantyDocuments

Colour

+ Add New Row

	Name	Ordering Code	Price	Currency
x				--Select currency--
x				--Select currency--
x				--Select currency--

4. Add new product: Availability

In this tab, you determine in which countries your product should be available for purchase. Each time a client logs in, he/she has to choose for which country he/she is currently purchasing. If he/she chooses a country for which you set your product as unavailable, the client can not see the product at all.

Set the product availability per country in this step.

StartMain DetailsDescriptionsImagesSpecificationsEquipmentShippingConfigurationAvailabilityWarranty

By Country

Select the countries for which this product would be available.

Not Available	Freely Available	Availability To Be Confirmed
<div>Filter List</div> <div><div>Add All</div><div>Remove All (7 selected)</div></div> <div><div>Albania</div><div>Algeria</div><div>American Samoa</div><div>Andorra</div><div>Angola</div><div>Anguilla</div><div>Antigua and Barbuda</div><div>Argentina</div><div>Armenia</div><div>Aruba</div><div>Australia</div><div>Austria</div></div>	<div><div>Afghanistan</div><div>Japan</div><div>Kenya</div><div>Sark</div><div>Saint Lucia</div><div>Mexico</div><div>Maldives</div></div>	<div><div>Monaco</div><div>Marshall Islands</div><div>Samoa</div><div>Laos People's Democratic Republic</div></div>

Use the arrows on the sides of the country names to move the countries to their appropriate column.

The three columns indicate from left to right:

Not Available: The product is not offered in these countries. The product will not be available for orders from these countries.

Confirmed (Freely Available): The product is freely available in these countries. A client from one of those countries will be shown this product in the product search and can place an order. For products freely available, UNOPS will prepare quotations and place orders with the supplier automatically.

Availability To Be Confirmed: The product might be available in these countries. A client shopping for one of those countries will be shown this product in the product search and can prepare a quotation. However, a message will be shown in the product overview page, indicating that availability for that country has to be confirmed by the supplier before the final order can be placed. For these countries, UNOPS will request confirmation from the supplier before placing an order.

Attention: Steering Orientation – where applicable

If you are a supplier of a sort of vehicle, please pay special attention at this step to assign only such countries to your product that fit the product's steering orientation.

5. Add new product: Warranty

In this step, you can set the warranty settings for your product.

Add warranty with after-sales service (with local representative) or without after-sales service(without local representative). Like the availability, you can either enter the warranty for each unit, or you can set a warranty in bulk at the end. Please see “Bulk Assignment box” below for more information.

Please note that UN Web Buy Plus supports multiple warranty conditions for different countries, i.e. you can enter different warranty conditions for different countries for the same product.

First, you will need to indicate if and where you want to offer a warranty for your product. Please note that if you do not select a warranty, the **minimum warranty** specified in the tender requirement is automatically applied.

Warranty: Choose a warranty from the list of warranties you have created before.

New warranty: If you want to create a new warranty, tick this box. In the field that appears, type in the name of the new warranty you want to create. Please be aware that the “name” of

the warranty is the warranty conditions which will be shown in the catalogue, for example: 2 years / 200,000 km.

Add New Warranty

New warranty

New warranty ☒

Warranty description*

Countries	With local representation	Without local representation
Filter List <input type="text" value=""/>	<input checked="" type="button" value="Add All"/> <input checked="" type="button" value="Remove All"/> (5 selected)	<input checked="" type="button" value="Add All"/> <input checked="" type="button" value="Remove All"/> (4 selected)
Albania →	← Afghanistan →	← Algeria →
American Samoa →	← Andorra →	← Anguilla →
Angola →	← Argentina →	← Aruba →
Antigua and Barbuda →	← Austria →	← Armenia →
Azerbaijan →	← Australia →	

All bidders at least should honor the minimum warranty requirement as specified in the tender.


Whatever option you choose, a country table appears.

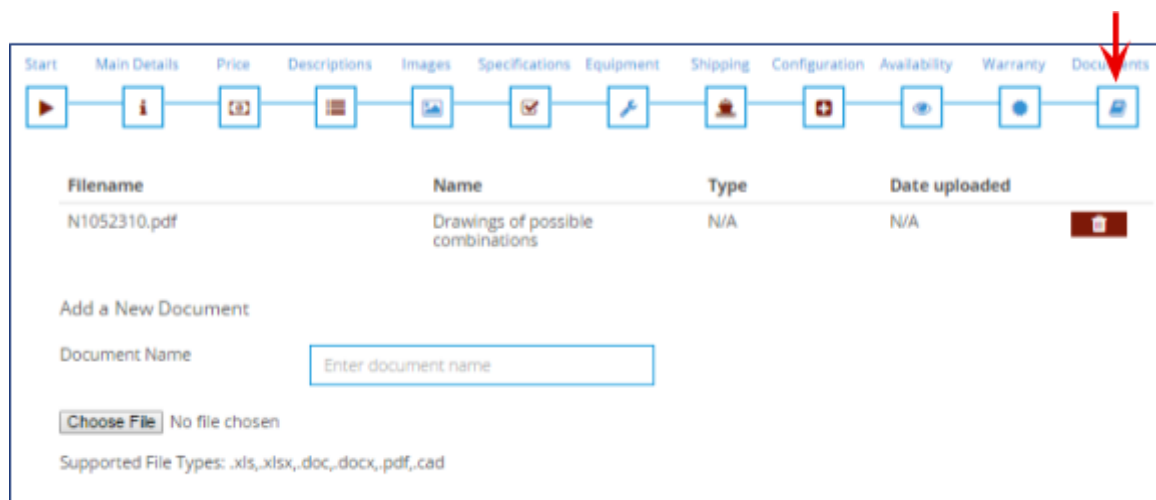
In the country table, choose the countries the warranty is valid for by clicking on the right pointing arrows. The columns indicate from left to right:

- **Countries:** This is a list of all countries that can be selected. Choose the country from this list, for which the warranty is available. If a country stays in this list, it means that if the product is available in this country, the minimum warranty for the category applies.
- **With local representation:** If the product is used in one of these countries, the indicated warranty applies including local representation, i.e. after-sales services, like reparation, spare parts, maintenance etc. are available and will be provided by the company or a partner.
- **Without local representation:** If the product is used in one of these countries, the indicated warranty applies. However, there will be no local representation, i.e. after-sales services etc.

6. Add new product: Documents

In this step, you have the possibility to upload documents that will be available to the client. These documents could contain additional information, drawings, plans, brochures, product catalogues etc. To do so, enter the name of your document first. Then click on **Choose File** and

select the relevant document. To finalize, click on [Upload selected file](#). In the table at the top you can see an overview of all currently added documents. Click on the rubbish bin in the red square  to delete a document.



ii. Add/ Amend products in bulk

UN Web Buy Plus offers the possibility of adding new products or amending existing ones through an Excel sheet. In order to use this function, click on [Add/amend products in bulk](#).

You can upload products in bulk via an Excel sheet in three steps:

STEP 1:

Select the category that you are working on. If you already have products in this category, click on [Amend existing products](#). If you would like to add new products to this category click on [Add New products](#).

STEP 2:

Fill out the Excel file following the detailed instructions provided under step 2 on the website (see link circled in red below)

STEP 3:

Upload your Excel file and check the result on your product [list](#) (see chapter "Enter your offer")

ADD/AMEND PRODUCTS IN BULK

Step 1 - Download template

Catalogue

Category

[Amend Existing Products](#)
[Add New Products](#)

Step 2 - Fill-in Product Template

Please note: It is very important that you fill out the Excel file in the required format to avoid validation errors upon upload to UN Web Buy Plus. Please have a look at our [detailed guidance](#) for further information.

Step 3 - Upload products

[Choose File](#) No file chosen

Supported File Types: .xls,.xlsx

[Upload selected file](#)



Contact: unwebbuyplus@unops.org

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iii. Optional Equipment

1. Add new Optional Equipment

Click on **Optional Equipment** in order to add new optional equipment and assign options to your products.

To add new Optional Equipment, move your mouse over Optional Equipment in the top banner of the page and select Add New. In the new window there are several fields to be filled out.

Fill out all fields as described below:

Categories: Please select the category/categories of the respective product for which you would like the optional equipment to be available. You can also select multiple categories.

Type: Choose between a “package” and an “option”

Optional Equipment Type	Definition
Package	Packages are used to configure your product for a specific purpose or country (e.g. “Hot Climate Package”). Clients can only select one package per product. The description field is mandatory for packages and should contain a list of all items that are part of the package.

Option	Options are used to add additional functions or accessories to your products. You can group options that must be ordered together by entering several items into the Name field. The Description field is not mandatory but highly recommended. Please remember to set your options as mutually exclusive if they must not be ordered together or if they are already included in a package.
--------	--

Equipment Name: Please select a descriptive and concise name for your optional equipment, so that customers know what this additional equipment entails.

Name the equipment with easy keywords, e.g. *Fire Extinguisher, Spare Parts Kit*.

Ordering Code: Please enter your own ordering code for the identification of the equipment. Please bear in mind that you cannot use the same ordering code for different options.

Does this optional equipment increase the dimensions of the base Product for shipping purposes? Tick the box, when the addition of this optional equipment to the product leads to an enlargement of the sales unit. If the client selects an optional equipment item that increases the dimensions of the sales unit, no automated freight options will be offered to the client anymore. Instead, individual freight options will have to be requested to take the actual freight dimensions into account.

Does this package or optional equipment increase delivery time? Tick the box, when the addition of this optional equipment to the product leads to increase the delivery time of the sales unit. You are expected to write the additional delivery time in the space provided.

Price: Add the additional cost that accrues when this option is chosen. This will be added to the price of the base product.

Currency: Select the currency of the cost. It should be the same as the currency of the product's price and follow the specifications in the Invitation To Bid.

Description: Enter a description of your option or the content of the package

Upon filling out all fields, click **Save** in order to save the added optional equipment.

UN web buy plus

PRODUCTS ▾ OPTIONAL EQUIPMENT ▾ DISCOUNTS CASES ▾ **TENDERS**

Support

My Tenders / Overview

TENDER OVERVIEW

Current UTC Time
2019-03-21 16:09 UTC

Reference Number: **ITB 2019** Tender Status: **Open** Hide ▲

Catalogue Generators Bidding Form Printed On Not printed	Date Published 2019-02-21 Deadline 2019-04-30	Time remaining in tender 39 Days 19 Hours 50 Minutes 19 Seconds
---	--	--

Products ▾ **Optional Equipment** ▾ Discounts

- List
- Add New
- Assign in Bulk

2. Assign Optional Equipment

Video: [Assign Optional Equipment](#)

Once you have added your optional equipment, please do not forget to assign each option to one or more products. You can do so under each product profile.

You can also assign one or more options to multiple products under the “Assign in bulk” menu.

To assign optional equipment to one of your products, move your mouse over Optional Equipment in the top banner of the page and click on Assign Optional Equipment.

Step 1 – Select a Category: Select the category/ies of the product for which you would like to add optional equipment. A new field appears.

Step 2 – Select a Product: Select the product for which you would like to add optional equipment.

Step 3 – Assign Optional Equipment: On the left you have a list of all optional equipment that you have created so far for this product category.

To assign optional equipment to the product selected in step 2, click and hold the item in the left table that you would like to add and drag and drop it into the space on the right side called “Assigned to this product”. Repeat this procedure for all optional equipment items you would like to add. To remove an item, do the same only from right to left.

When you are done, click Assign Optional Equipment. Your optional equipment has been added to the selected product(s).

ASSIGN OPTIONAL EQUIPMENT IN BULK

Step 1 - Select One or More Categories

Not Selected		Selected	
Filter List		(1 selected)	
Minibus	+	Ambulance	-
Pick-up	+		
SUV	+		

Changing the catalogue or category will reset your product and optional equipment selections.

Step 2 - Select One or More Products

Not Selected		Selected	
Filter List		(1 selected)	
8466 - TEST COVID INTERNAL	+	8455 - COVID19 test kit	-
14717 - COVID19 test kit	+		
14718 - new product with the same code	+		
14719 - another product with the yet the same code	+		
15356 - 8559	+		
15359 - Printer	+		

Step 3 - Assign Optional Equipment

List of Optional Equipment

NEW TEST DATE - 7890 (Draft)
0 VUV

Option 1 - (Draft)
0 USD

Option 2 - (Draft)
0 USD

testopyion - (Draft)
0 USD

Assigned To This Product

Assign Optional Equipment

Clear

Back

You can find your newly added and existing optional equipment under the **List** menu as shown below.

TENDER OVERVIEW

Current UTC Time
2019-03-21 16:13 UTC

Reference Number: ITB 2019		Tender Status: Open		Hide ▲
Catalogue Generators	Date Published 2019-02-21	Time remaining in tender		
Bidding Form Printed On Not printed	Deadline 2019-04-30	39 Days	19 Hours	46 Minutes
				44 Seconds

Products ▼
Optional Equipment ▼
Discounts

List ←
Add New
Assign in Bulk

When you click on the list, you can find the lists of your optional equipment added to the product(s). You have a possibility of either to edit or delete the already added optional equipment under the action tab.

Name	Ordering Code	Catalogue	Category	Price	Status	Mutual Exclusions	Action
15 ALUMINIUM WHEEL RIM		Motor vehicles (MV2020)	Sedan, small	0.00 EUR	Draft	No	Edit Delete
15 ALUMINIUM WHEEL RIMS 1		Motor vehicles (MV2020)	Sedan, small	0.00 EUR	Draft	No	Edit Delete
15 ALUMINIUM WHEEL RIMS 1		Motor vehicles (MV2020)	Sedan/hatchback, mini	0.00 EUR	Draft	No	Edit Delete
16 Aluminium Wheel Dark Metal		Motor vehicles (MV2020)	Station wagon, small	0.00 EUR	Draft	No	Edit Delete

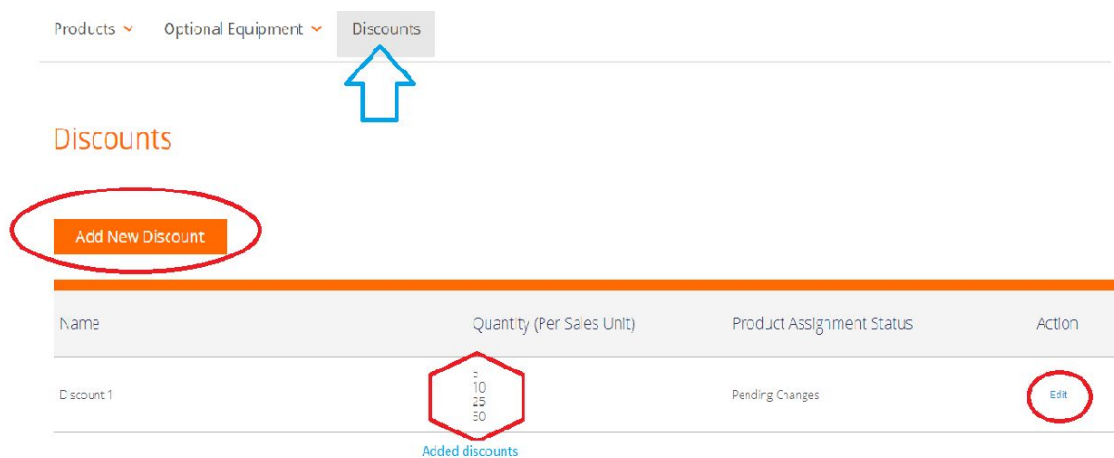
Note: Optional equipment without products assigned is not printed on the bidding form. Therefore, please make sure to assign the optional equipment to the respective products.

v. Discounts

As a supplier, you can set percentage discounts on your products. You can create multiple discounts with multiple discount tiers. In addition, you can add certain conditions (e.g. more than 10 units have to be purchased) and assign a discount to a limited group of products.

Quantity discounts apply only to the main product and configuration. They do not apply to optional equipment or combinations of products.

Click on the **Discount** tab in the banner on top of the screen.




Please note that you can add as many discounts as you wish, however, you can only assign one discount (incl. different discount levels) to each product (see sample below).

Click on the **Add Discount** button on the top of the page.

Type a **name** for the discount. This name is solely displayed to you, so you are free to choose a name you like.

Ranges: You can select the scaling of the discount table on the left side called Ranges. Type a number of sales units in the quantity column to indicate the lower threshold for the percentage discount. In the same row indicates the percentage discount in the column on the right, Percentage, which you would like to associate with an order of a quantity equal to or larger than the quantity indicated.

You may add another level to the discount scaling by clicking on the white plus  on top of the left column. A second row will appear in which a higher threshold has to be inserted and an associated percentage discount. It is a good practice to list the different thresholds in ascending order as in the example below.

Add Discount

Changes to the discount details will not require any approval from UN Web Buy Plus team, only product assignments which are indicated by an hourglass ⌚.

Name
Example Discount

Ranges

	Quantity	Percentage
	4	1.5
	6	2.75

Product Assignment

Filter List	Actions	Count	Remove
Example Product 2		1 selected	

These ranges will represent the minimum threshold values before the discounts will be applied.

You have unsaved changes. Save changes first before submitting for approval.

[Save](#) [Cancel](#)

In this example, a client will get a 1.5% discount when 4 sales units or more are purchased and a 2.75% discount when 6 or more sales units are purchased.

Product Assignment: Assign one or more products to the discount arrangement in the table on the right by clicking on the product name. You can remove a product from the discount arrangement by clicking on it in the right table.

Click on the **Save** button to save the discount arrangement.

When assigning different discounts to the same product, this will overwrite the previous assignment.

Note: Discounts without products assigned are not printed on the bidding form.

j. Submit your offer

When the bidding period ends, you will no longer be able to modify the data entered into UN Web Buy Plus. This is the data that will be used to evaluate your offer, but please follow the instructions on the invitation to bid in eSourcing to ensure your bid is compliant.

The system allows you to print a bidding submission form that contains the basic information on your bid. The rest of your submission will remain in electronic format.

You will be able to print the bidding form as many times as needed. We highly recommend that you print the form before submitting your final offer and allow for enough time to ensure that the data is entered correctly.

Print button

Click on the **Print** button to download the bidding form in pdf format.

The bidding form will contain all products, optional equipment, and discounts you have entered. You can download as many versions as you need. However, the last version needs to be filled and signed by the authorized representative of your company and uploaded to e-sourcing before the tender deadline.

Print Bidding Form

By printing the bidding form the date on the form will be updated. Please make sure to upload the latest print of the bidding form to eSourcing.



UN Web Buy Plus Price Schedule for Motor vehicles - ITB 2019

Please print this price schedule and complete the empty fields. Upload the signed document to eSourcing.

UNGM Number: Sample
 Company: Sample
 Contact person:
 Functional Title:
 Department:
 Postal Address:
 Telephone:
 Telefax:
 E-mail:

Products

Category: SUV / SUV, 4wd, large

Product (Name [Code])	Brand	Delivery Term	Delivery Mode	Valid from	Valid to	Currency	Price
Sample	bbbbbbbbb	Sample	Sample	Sample	Sample	Sample	Sample

Optional Equipments

Category: SUV / SUV, 4wd, large

Optional Equipment (Name [Code])	Description	Currency	Price	Assigned to Products
Sample	Sample	Sample	Sample	Sample

Product Discounts

Name	Ranges	Assigned to Products
Discount 1	20-80: 10% 80-200: 12% 200+: 15%	Sample

I confirm acceptance of the UN payment terms (i.e., 30 days net from receipt of documents): ☐

Dated: March 21, 2019, 17:17

Name:

Signature:

Date: March 21, 2019, 17:17

Page 2 of 2

In the capacity of:

Duly authorized to sign Bid for and on behalf of:

Only products with valid prices will be included in the printed submission form. If you do not see a product in the submission form, it will not be included in the bid evaluation.

k. Notes

Please keep in mind the following notes when entering your products for the tender:

i. Submission Deadline

Bidders can only add/edit/delete the products/optional equipment/discounts during the tendering period before the bid submission deadline date.

ii. Information for current LTA holders

Current LTA holders will find their current products data available within the tender module. Please note that the price information will not be available.

If you decide to keep these products in your submission, please ensure that all the information is correct and add your new price offer. Further, if there may be new fields to be completed, you are expected to fill in to the system to add the product.

l. Troubleshooting and Support

If you encounter any issue with the use of the UN Web Buy Plus platform, please make sure that you are using an updated version of a supported browser (Chrome, Internet Explorer, and Firefox). Chrome is the preferred option. Please contact tenders.unwebbuyplus@unops.org for system-related questions only. Tender-related questions need to be asked via the corresponding tool in e-sourcing.