



Info Sheet for Buses tender

Please have a look at the Tender video instruction and tender user guide to learn how to add your products, optional equipment and discounts into UN Web Buy Plus tender portal.

Below, we provide you with some additional information for each product profile tab, tailored to your products.

1. [Main Details](#)

- **Catalogue:** Buses
- **Category:** You can choose from the dropdown menu, which contains all the ten categories for this tender.
 - Buses for all road
 - Buses for intercity
 - Buses for city
- **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.

To give clear and concise name to the products, bidders are advised to use the below product names **as an example**:

- Buses for all road, 4x2
 - Buses for intercity, 4x2
 - Buses for city, 4x2, diesel
 - Buses for city, 4x2, LPG/Auto gas
 - Buses for city, 4x2, CNG
- **Ordering Code (Product Code):** This is your own ordering code, which is used by your company to identify the purchased product.
 - **Unit of Measure:** Please select “Each” as unit of measure and “ Each” as sales unit
 - The **minimum warranty** is set by default, but you can add a higher warranty and specify whether after-sales service is available at the “Warranty” tab

2. [Price](#)

- Each price should reflect the unit price. You can add a volume discount (e.g. 10 units +) at the discount tab.
- Price validity begins as of the next day

3. [Descriptions](#)

- Short Description: One sentence about the main purpose of the vehicles
- Long 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, and summary of the main features. Please note that you can upload a full description of the unit to the "Documents" tab.

4. [Images](#)

- Please add pictures of the trucks from different perspectives
- Name: Overall view, component 1, component 2, etc.
- Description: Trucks overall view, available components may vary from represented image
- In total six images can be uploaded
- Please refer to the tender user guide, how to add, write name and description of pictures

Note: it is very important that you upload pictures of the products, as it will allow users to see your products and potentially help to order them.

5. [Specifications](#)

- Please fill out specifications as per the technical requirement in the tender documents

6. [Equipment](#)

Please note that when you add new products, the minimum required standard equipment is automatically inserted under the "standard equipment" tab. When adding new products via Excel, it is automatically inserted in the standard equipment cell of the first row. When adding new rows you can copy/paste the equipment from the first row.

7. [Shipping](#)

- Please add shipping dimensions (Length, Height and Width in millimeters (mm) as well as the Weight in kilograms (kg)), country of origin, and port of delivery, delivery time and Incoterm (as per the tender requirement).

- Add any specific/ additional information to the “shipping descriptions” field, for example how the product is packed (delivered fully/partially disassembled, etc.)

Note: it is very important to enter correct shipping dimensions in the system, as they will be used to automatically create freight quotations for the users. Wrong dimensions could result in wrong freight costs. The supplier should support any additional charges related to wrong shipping dimensions.

8. [Availability](#)

You can either enter the availability for each product in the product profile or assign it in bulk to several products at the end. Please see “Bulk Assignment box” below for more information.

9. [Warranty](#)

Add warranty (with after-sales service = with local representative, without after-sales service = without local representative). Like the availability, either you can 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 if no warranty is specified for a country where the vehicle is made available, the system will automatically assign the minimum warranty required in the ITB. It is not possible to offer vehicles without warranty.

Set countries where selected warranty and product combination are available.

Please have a look into the Tender instruction videos and tender user guide for bulk availability assignment and warrant for more information.

For bulk assignment of availability and warranty:

Go to the “Assign Product Availability” menu (under “Products” tab) and assign availability to all products with the same availability. Afterwards, go to the “Set Warranty” menu (under “Products” tab) and assign the warranty to all products that have the same warranty and/or local representation.

10. [Documents](#)

- Add a pdf file of product data sheet or product catalogue or product brochures
- Add the lists of spare parts kit and corresponding break down costs
- Any other relevant document in pdf format

11. [Optional Equipment](#)

- Please complete the available optional equipment as per the tender requirement

When adding optional equipment, please enter the price and, if applicable, indicate whether the option increases the shipping dimensions and/ or the delivery time of the unit.

Please do not forget to assign the added optional equipment to their respective product. To do this, follow the Tender instruction videos and tender user guide.

12. [Discounts](#)

- Please have a look into the Tender instruction videos and tender user guide on how to add discounts.

Click on the Add new discount button.

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, indicate 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 the left column. A second row will appear in which a higher threshold has to be inserted and an associated percentage discount.

13. [Check FAQs](#)

Go to <https://unwebbuyplus.org/#/faq>

Alternatively, click on the Support button

14. [Matching UN Web Buy Plus Category and Category under Section II of Schedule of Requirements](#)

UN Web Buy Plus Category	UN Web Buy Plus subcategory	Section II: Schedule of Requirements-Category
Buses	1. Buses for all road	1. Bus, All road, 4x2, capacity min 50 seats for all roads
	2. Buses for intercity	2. Bus, Inter-City, 4x2, capacity min 50 seats for tarmac roads
	3. Buses for city	3. Bus, City, 4x2, diesel, capacity min 25 seats + min 50 standing passengers 4. Bus, City, 4x2, LPG/Auto gas, capacity min 25 seats + min 50 standing passengers 5. Bus, City, 4x2, CNG, capacity min 25 seats + min 50 standing passengers