Supplier Guide

Tendering on UN Web Buy Plus

Version 2.0
June, 2021

Contents

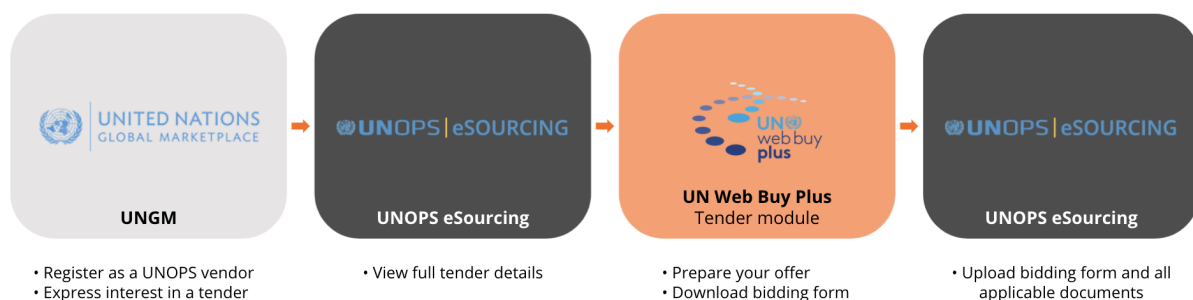## Introduction

The UN Web Buy Plus Tender module 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 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).

The Tender module is integrated with the United Nations Global Marketplace (UNGM) and UNOPS eSourcing platforms:

UNGM
• Register as a UNOPS vendor
• Express interest in a tender

UNOPS eSourcing
• View full tender details

UN Web Buy Plus
Tender module
• Prepare your offer
• Download bidding form

UNOPS eSourcing
• Upload bidding form and all applicable documents

For more information on UNGM and UNOPS eSourcing, please check the UNOPS eSourcing vendor guides [here](#).

About this guide

This document is a user guide for suppliers of UN Web Buy Plus. It contains a step-by-step description on how to use the Tender module, from the preparation of an offer to downloading the bidding form for its subsequent submission.

If you find the information in this guide to be outdated or that it does not provide you with the answers that you are looking for, regarding system-related functionalities, please send us an email at tenders.unwebbuyplus@unops.org.

Please note that the user interface of the UN Web Buy Plus Tender module might slightly change during the development of new features. Therefore, some screenshots might show parts of pages that no longer exist or have changed.

1. Log in to UN Web Buy Plus

Go to https://unwebbuyplus.org/#/home and click on the **Login** button (Login) in the top right corner. Enter your UNGM email address and password and click on the **Sign In** button (Sign In).
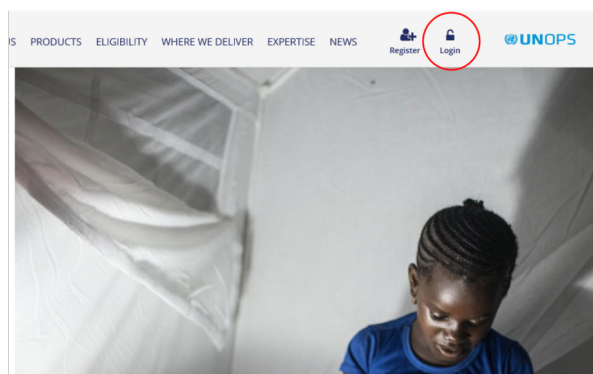
Forgot password: If you have forgotten your password, please request a new one using the UNGM portal.

Registration of additional users on UNGM: You have the possibility to invite additional users to your company's UNGM account, in order to provide personal credentials to several colleagues or to be able to log in with multiple accounts simultaneously.

The step-by-step procedure to invite colleagues to your UNGM account can be seen here. After having followed the instructions, 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 will be saved.

2. Enter the Tender Module

After logging in, click on the **Tenders** button (TENDERS) or access directly by clicking https://unwebbuyplus.org/#/tenders. The button will be available only if there is a tender in progress to which you can submit an offer or a closed tender to which you have already submitted an offer but which have not yet been awarded.

| PRODUCTS ⌄ | OPTIONAL EQUIPMENT ⌄ | DISCOUNTS | CASES ⌄ | REQUESTS | TENDERS | Support |
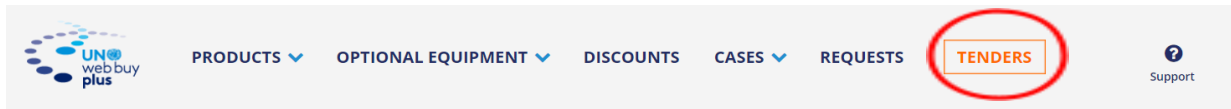
Once on the Tender module, you can view all tenders in progress with their corresponding reference number, catalogue, publication date, deadline (in UTC Time) and time of printing of the bidding form.

MY TENDERS

Current UTC Time
2021-06-07 13:37 UTC ⏱

In Progress

Reference ⬍	Catalogue ⬍	Published On ⬍	Deadline (UTC Time) ⬍	Bidding Form Printed On ⬍
ITB2020	Motor vehicles	2020-06-10	2021-07-31 10:00 ⓘ	2021-05-24 07:26
T1	TestOne	2021-05-28	2021-06-11 07:00 ⓘ	Not printed
LaminateCopy	LaminateCopy_LM2021Copy-Test Tender with long name to test too. Hello Bye Tata.	2021-06-07	2021-06-18 05:00 ⓘ	Not printed
CopyActiveTender	CopyActiveTender-TestingOE	2021-06-07	2021-06-17 02:00 ⓘ	Not printed
Copy_CovidOn6721	Copy_Covid19TenderOn6721	2021-06-07	2021-06-17 05:00 ⓘ	Not printed
CopyCopyActiveTender	CopyIBtestActiveTender	2021-06-07	2021-06-17 10:00 ⓘ	Not printed

< 1 >

Additionally, if you have submitted an offer for tenders for which the deadline has already expired but which have not yet been awarded, you will be able to view a list of them under a second section called **Closed** at the bottom of the page.

Closed

Reference ⬍	Catalogue ⬍	Published On ⬍	Deadline (UTC Time) ⬍	Bidding Form Printed On ⬍	Status ⬍
ITB 2020	Armoured vehicles	2020-04-09	2020-09-05 01:00 ⓘ	2020-08-14 11:12	Evaluation
12345	TestMV2020egha	2021-05-21	2020-04-20 01:00 ⓘ	Not printed	Evaluation

On the contrary, if you have not participated in tenders for which the deadline has already expired but which have not yet been awarded, the "Closed" section will have a notice reading "There are no closed tenders".

Closed

Reference ⬍	Catalogue ⬍	Published On ⬍	Deadline (UTC Time) ⬍	Bidding Form Printed On ⬍	Status ⬍
There are no closed tenders					

3. Prepare your offer

3.1. Reach the Tender Overview page

Each tender has its own **Tender Overview** page through which you can prepare and submit your offer. Reach it by clicking on the reference number located underneath the column **Reference**.

MY TENDERS

In Progress

Reference		Catalogue		Published On		Deadline (UTC Time)		Bidding Form Printed On	
ITB2020		Motor vehicles		2020-06-10		2021-07-31 10:00 ⓘ		2021-05-24 07:26	

From the **Tender Overview** page you can view general information about the tender and the time remaining to submit your offer. You can also add products, optional equipment and discounts, with the options that are displayed from the menus located at the bottom of the page.

TENDER OVERVIEW

Current UTC Time
2021-06-08 14:45 UTC ⊘

Reference Number: **ITB2020**	Tender Status: **Open**	Hide ▲

Catalogue
Motor vehicles

Tender Period
2020-06-10 until 2021-07-31

Submission Finalized On
Not finalized

Your submission to this tender so far

Products: 5 and 43 incomplete

Optional Equipment: 359 and 232 incomplete

Discounts: 1 and 1 incomplete

Preview your submission by downloading a
draft bidding form.

Time remaining in tender

52	19	14	42
Days	Hours	Minutes	Seconds

Finalize Submission

Products ⌄   Optional Equipment ⌄   Discounts

3.2. Add a new product

To add a new product to the bidding form, click on the **Products** menu   Products ⌄   and select the option **Add New**.
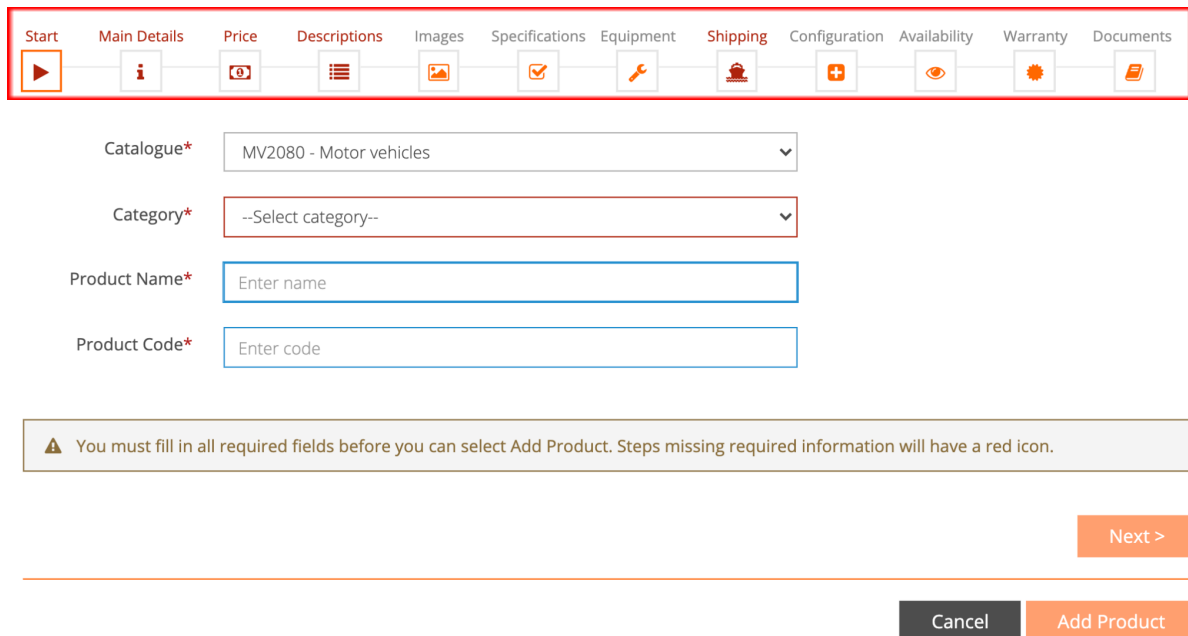
Products ⌃   Optional Equipment ⌄   Discounts

List
Add New
Assign Product Availability
Set Warranty
Add Documents in Bulk
Add/Amend Products in Bulk

		Ordering Code		Category		Brand	ExStock	Status

The **Add New Product** page will open and you will be able to provide detailed information about your new product by filling in several fields. These fields are grouped in sections (Start, Main Details, Price, Descriptions, Images, Specifications, Equipment, Shipping, Configuration, Availability, Warranty and Documents) that you can see at the top of your screen and that will be explained in detail throughout this guide. The image corresponds to the section that you reach by default (**Start**).

ADD NEW PRODUCT

Start	Main Details	Price	Descriptions	Images	Specifications	Equipment	Shipping	Configuration	Availability	Warranty	Documents
▶	ℹ	🔘	☰	🖼	☑	🔧	⚓	➕	👁	✳	📕

Catalogue*   MV2080 - Motor vehicles ▾

Category*   --Select category-- ▾

Product Name*   Enter name

Product Code*   Enter 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 notes are applicable to all sections of the **Add New Product** page:

- You will be able to navigate through the different sections, initially with the **Next** button located at the bottom of the page, which is deactivated ([Next >]) by default and that will be activated ([Next >]) when you select the product category. When you reach section number two (**Main Details**), and the subsequent sections, you will be able to see the **Previous** button ([< Previous]), which will allow you to return to the previous section.
- Fields with a down-pointing triangle on the right hand side (--Select value-- ▾) are dropdown fields with a predefined list of 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 required information (e.g. the name you want to give to your product).
- Fields marked with a red asterisk (*) are mandatory fields.

- On the top of the **Add New Product** page, there is a grey progress bar filling up with blue showing which section of the process you are currently in. (e.g. The image shows you are currently in the **Availability** section):
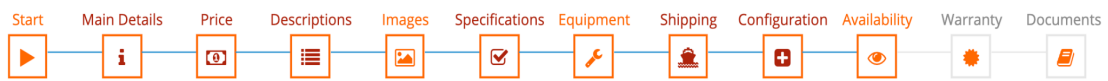
- If one or more mandatory fields within a specific section have not been filled in, the respective section icon and name in the progress tracker are marked in red (e.g. Descriptions section with incomplete fields:).
- If all mandatory fields within a specific section have been filled in, the respective section icon and name turn orange (e.g. Descriptions section with all fields completed:).
- There is an **Add Product** button at the bottom of the page. By default, the button will be deactivated ( ) until you fill in all the mandatory fields of all sections within the **Add New Product** page. Once you do so, it will get automatically activated ( ) and you will be able to complete the product addition by clicking on it.

To facilitate the correct completion of all the fields, an explanation of each of them is provided below, in the same order in which they appear on the progress bar.

3.2.1. Start

Catalogue: This is a field that cannot be modified. It displays the catalogue for which the tender has been opened. Catalogues are used for organizing the products on UN Web Buy Plus.

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: Choose a name for your product. It will be displayed on the **Product Profile** and it will allow the client to find it when utilizing the product search feature on the UN Web Buy Plus website. Do not type in any product codes, etc. as these kinds of specifications have fields of their own. Please be aware that **a good product name is**

essential to enable clients to easily find your product through the search function.
See a few examples below:

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

Product Code: This is your own ordering code, which is used by your company to identify the specific product. Please note that all products you wish to add to your offer must have different product codes. In case you repeat one of the codes, the system will display a notice reading that the code is already in use.

Click on the **Next** button (Next >) to proceed to the next step.

3.2.2. Main Details

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 **Add a New Brand** checkbox (Add a New Brand: ▮) by clicking on the square. Consequently, a new field called **Brand Name** will appear for you to type the name of the new brand.

ADD NEW PRODUCT

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

Brand:* [▼]   Catalogue Hierarchy

Add a New Brand: ☑

Brand Name:* [   ]

Website URL: This is an optional field to enter the specific URL of the product on your website. If the product doesn't have one, you can use the URL of your website's homepage. However, the more product-specific the site is, the better.

Unit of Measure: The dropdown menu includes minimum individual units for the product. It is meant to facilitate the comparison of similar products that are available in different packages with different quantities.

Sales Unit: The dropdown menu includes the units in which the product could be packaged and sold (e.g. a box or a bottle).

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 blister packs 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 requirements during the procurement process (Invitation to Bid(ITB)- or Request For Proposal(RFP). This is the minimum warranty the supplier is expected to honour for products made available for one or more countries.

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

3.2.3. Price

In this step, you have the possibility to add a price and the period of time for which such price will be valid. Click on the **Add New Price** button (Add New Price) to start.

ADD NEW PRODUCT

There is no price for this product.

Add New Price

In the popup window, in the fields **Valid From** and **Valid To**, one by one, click on the calendar sign (▦)

ADD NEW PRICE

Valid from:*   dd/mm/yyyy

Valid to: dd/mm/yyyy

Now select the start date (Valid From) and the end date (Valid To) on which the price will be valid. Please note that you cannot select the same dates for different price validities).

In the next two fields, please provide the price and select the currency in the corresponding dropdown menu. These values will represent the price and currency that the product will have when eventually purchased, if your company is awarded.

Valid from:*   17/06/2021

Valid to: 10/07/2021

Price:*   Enter Price

Currency:*   --Select--

To finalize, click on the **Save** button (Save).

At this point you can view the price entered and, if you wish, you can **Edit** or **Delete** it, making use of the corresponding links:

Valid from	Valid to	Price	Currency	Action
17/06/2021	10/07/2021	50,000	ANG	Edit Delete

If you have finished, click on the **Next** button (Next >) to proceed to the next step.

3.2.4. Descriptions

ADD NEW PRODUCT

Short Description: Please provide a **brief** 2-3 sentence description of your product that summarizes its main qualities and features. Find some examples below:

🚗	Describe purpose and a special feature: **Example:** Truck with cargo box for long-distance cargo transport. Optionally available with a cooled cargo box.
🧍	Describe the main purpose and a special feature: **Example:** Model B farm tractor is suitable for different applications, flexible use for transportation or farming.
🛢	Describe the main purpose and the power of the generator: **Example:** Model A generator set, 100 kVA/60Hz, with fully integrated power generation system for stationary standby and prime power applications.
🔆	Add the purpose of a solar panel if applicable (e.g. small family, big family, small shop, office, medical centre): **Example:** Model A stand-alone power kit provides energy to a medium shop for a min. of 8h a day.

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.

Please be aware that the use of keywords within the **Long Description** field is important as it increases the visibility of the product through the search function of UN Web Buy Plus. See some examples below:

🚗	**Example:** 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.
🧍	**Example:** 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.
🛠	**Example:** 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.
⛩	**Example:** 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:

🚗	**Example:** The truck can be adapted to high-altitude environment and off-road conditions, but is not suitable for desert areas.
🧍	**Example:** The Model B farm tractor is suitable for all sizes of farms and fields on flat land. However, it cannot be used in mountainous or desert areas.
🛠	**Example:** The Model A generator can be used in any climate or environment, but must be kept in a canopy.
⛩	**Example:** The "Model A stand-alone power kit" achieves optimum results in areas with at least 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**:**

🚗	**Example:** 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.
🧑‍🌾	**Example:** 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.
🛢	**Example:** The generator set is very reliable and it is designed to work in rough conditions with low quality fuel.
🔆	**Example:** The stand-alone power kit can generate energy also from weak sunlight.

If you have finished, click on the **Next** button (Next >) to proceed to the next step.

3.2.5. Images

In this section you will be able to upload up to six (6) photos of your product. Before starting, make sure that all your images comply with the following characteristics:

Format	PNG or JPEG
Standard ratio	4:3 or 3:2
Size	Width: minimum 560 pixels Height adjusted to width
Orientation	Horizontal

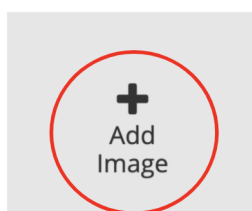Once you have the images ready, repeat the following process with each of them. Start by clicking on the **+Add Image** field (➕ Add Image):
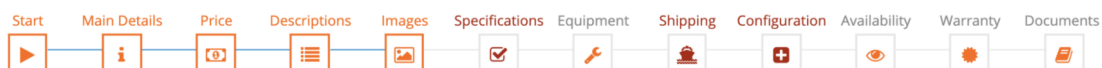
The following pop-up window will open for you to type the **Name** and **Description** of the image you want to upload.
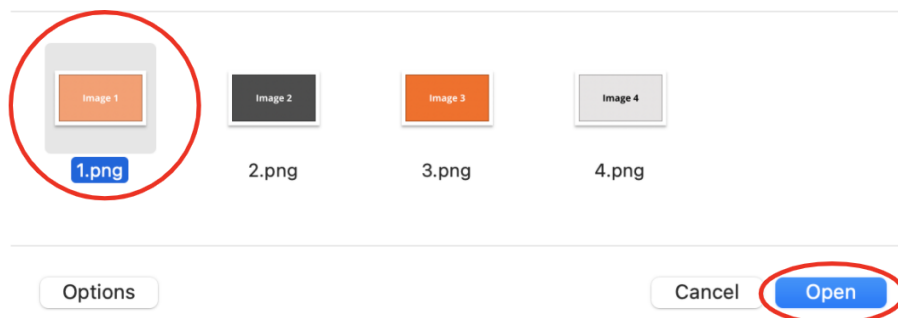

Click on the **Choose File** button (Choose File) to open a new window that will allow you to explore files on your computer. Look for the image you want to upload and double click on it. You can also select the image and then click on the **Open** or **Upload** button that your browser will display.

Click on the **Save** button (Save) to complete the upload of the image or click on the **Remove** button (Remove) if you want to change the image to be uploaded. If you click on **Remove**, the **Choose File** button (Choose File) will appear once again so that you can proceed with a different selection and repeat the process:

After having clicked on the **Save** button with each of your images, you will be able to **Edit** or **Delete** any of them by clicking on the **Wheel** (⚙) in the upper right corner of its thumbnail and selecting the option with which you want to proceed:

- If you click on **Edit**, a new window in which you can edit the **Name** and the **Description** fields of the image will appear. Click **Save** (Save) to finalize.
- If you click on **Delete**, the image will be removed immediately.
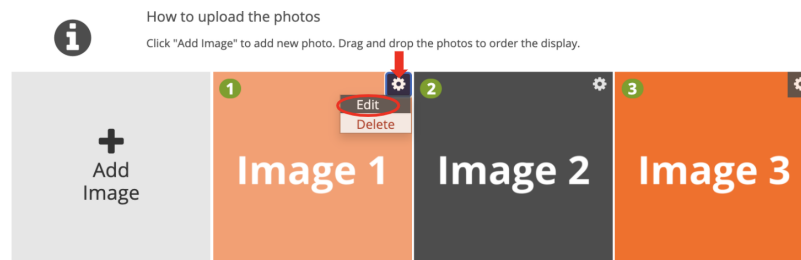
You can also change the order in which the images appear on the product page by dragging and dropping the images in the desired positions.
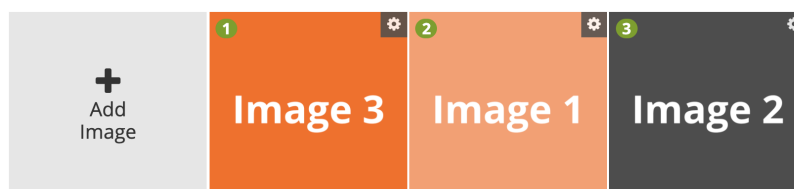
Please note that you can upload only one (1) image at a time and up to a maximum of six (6) images. It is recommended to upload at least four (4) images per product to provide an overall understanding of it to the clients. You can also upload images at a later stage in case that your company is awarded the tender.

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

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

If you have finished, click on the **Next** button (Next >) to proceed to the next step.

3.2.6. Specifications

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:

- **Text fields (**): Enter relevant text within the range of characters specified below the field.

- **Number fields (** Please enter a number between and .): Enter a number within the range specified below the field.

- **Dropdown list (** --Select value--): Select a relevant option from the list.

- **Checkbox (**): Tick the box, if the option applies to the product.

Having finished, click on the **Next** button (Next >) to proceed to the next step.

3.2.7. Equipment

This section 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.

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

Standard Equipment for this Product
12v 2nd light with socket mounted in rear
5 kg fire extinguisher, min
50W P.A system with siren
ABS brakes
ABS brakes & rear disc brakes
ABS brakes & Traction Control System
ABS brakes w/ Electronic Brake Distribution (EBD)
ABS brakes, w/ permanent 4WD & rear disc brakes
ABS brakes, w/ traction control system
AC/DC power outlet
Accessory meter (multi information display)
Accessory meter (multi information display)

Sort

To add new higher spec equipment or feature, click on an empty line at the end of the list 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 (for Windows users) or Command (⌘)+V (for Mac users).

To insert a row above or below the current line, right-click on the line and select **Insert row above** or **Insert row below**. Select **Remove row** if you want to delete the current line.

There is a **Sort** button (Sort) available at the bottom of the page. You can use it to organize the equipment list in alphabetical order.

Having finished, click on the **Next** button (Next >) to proceed to the next step.

3.2.8. Shipping

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

Product Details

Shipping Description: Information relevant to the client and freight forwarder

Country of Origin:*   --Select--

Production Time (Calendar Days):*	
Incoterm 2020:	--Select incoterm-- ⌄
Available from Suppliers Stock (ExStock):	▢ *By selecting ExStock, you are indicating that the product is available from stock. Alternatively, products will be regarded as assembled or manufactured to order.*
Set Port for Delivery Option:*	Add New Delivery Option

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 (or of manufacture) of the product.

Production Time (Calendar Days): Please indicate the **<u>maximum</u>** 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 2020: 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.

Available from Suppliers Stock (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).

Set Port for Delivery Option: Please specify the port(s) or airport(s) where the product will be delivered to. This location will be the pickup point for the freight forwarder. To do so, click on the **Add New Delivery Option** button (Add New Delivery Option). Once you do, a pop-up window where you must select the port type (Airport or Seaport) will open. Click on the desired option.

ADD NEW DELIVERY POINT

Select Type:*   [Airport] [Port]

[Save] [Cancel]

A new field for you to type in the name of the city where the airport/seaport is located will open. Type the name of the city, select the corresponding option and then click on the **Save** button (Save) to finalize.

Select Type:* Airport Port

Seaport:* Shanghai

Shanghai - CN
Zhoupu (**Shanghai**) - CN

Save Cancel

You will be able to view the selected port in a small grid. If you wish to remove it click on the Delete link in blue underneath the **Action** column. Please be also aware that you can add as many ports as you can deliver to, following the exact same process.

Delivery Point	Type	Action
Shanghai	Port	Delete

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 (**Yes**) or not (**No**).

Hazardous Cargo?:* ✓ --Select--
Yes
No

By selecting **Yes**, three new fields will appear for you to provide the **UN Number** and **UN Class** and specify which document you will provide to the freight forwarder at the time of shipment in the **Document Provided** field. For the latter, you will have to choose between Letter of Indemnity, Dangerous Goods Declaration and Material Safety Data Sheet.

Hazardous Cargo?:* Yes

UN Number:*

UN Class:*

Document Provided:* ✓ --Select--
Letter of Indemnity
Dangerous Goods Declaration
Material Safety Data Sheet

Containerized Shipping: Please specify if your cargo is Available for Containerized Shipment (**Yes**) or not (**No**).

If containerized 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 specify if the **Container Round Trip** is **Included** (**Yes**) or not (**No**).

If you select the **No** option, two additional fields to indicate the **Pick-up Address** and whether **Loading & Lashing** is included will be displayed on your screen.

If **Loading & Lashing** is included (**Yes**) please remember to provide VGM details to the freight forwarder at the time of shipment.

Car Carrier Shipping-RORO(Roll-On/Roll-Off): It 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 **Available for Shipment by Car Carrier Vessels**. If you tick this box, please indicate the RORO Incoterm you are going to use from the dropdown menu that appears. This is to be used by suppliers who, for example. prefer to load the vehicles in the vessel themselves.

3.2.9. Configuration

Enter here the options you would give to clients to configure the product (e.g. Color of the product). Each of the options will be displayed in separated grey boxes. Every detail will have to be specified by you by filing in the corresponding fields.

Name: Please give a descriptive and concise name to each option (e.g. if the configuration option is the **Color** of a vehicle, choose "White exterior and black interior" as the name.

Ordering Code: Provide your **own** ordering code.

Price: Indicate the price of the configuration. If you choose to fill in this field, the price entered here will be added to the price indicated in the section 3.2.3 above. If the configuration does not have any charge, you can type zero (0) in the price field.

Currency: Select the corresponding currency from the dropdown list. Even if the system allows you to choose any currency, the currency chosen here is expected to match the currency previously chosen in the price section of the product.

To add another choice to the configuration option (e.g. a different color combination), click on the **+Add New Row** button ( ).

To delete one of the choices, click on the **x** button ( ) at the left end of the row.

3.2.10. Availability

In this section you must choose the countries in which your products will be available for purchase. This step is important because when a client login to UN Web Buy Plus, he/she must choose the country from which the purchase is made. If he/she chooses a country in which you have set your product as unavailable, the client will not be able to see your product. Use the arrow(s) ( ) next to the country names to move them to the right or left and place them in the correct column.

The three columns, from left to right, indicate the following:

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

Confirmed: The product is available in these countries. A client shopping for one of these countries can find the product by using the search feature on UN Web Buy Plus and place a purchase order. For Confirmed countries UNOPS will prepare product 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 these countries will be able to find the product through the search feature and ask for a quotation. However, a message will be shown in the product overview page, indicating that the availability for that country has to be confirmed by the supplier before a final order can be placed. For these countries, UNOPS will request confirmation from the supplier before placing an order.

3.2.11. Warranty

In this step, you can set the warranty settings with after-sales service (with local representative) or without after-sales service (without local representative for your product. You can do so with two options, under each Product Profile or in Bulk.

Option 1. Set warranty settings under each Product Profile: Please follow the instructions given in section 3.3. to view existing products, and select the **Edit** link at the end of the corresponding product row.

Id	Name	Ordering Code	Category	Brand	ExStock	Status	
15361	Hiace Minibus Hiace Commuter Bus, 15 Seater		Minibus - Minibus, 2wd	Toyota	Yes	⊘ No code, No price	View Edit Copy Delete

On the **Product Profile** page, select the **Warranty** Section (✹ Warranty)

EDIT PRODUCT

Image 1	**Product 1 (TEST1001)** asdasd	Preview	Delete

ℹ Main Details   💲 Price   ☰ Descriptions   🖼 Images   ☑ Specifications   🔧 Equipment   📍 Shipping   ➕ Configuration   👁 Availability

✹ Warranty   🛍 Opt. Equipment   📒 Documents

Then, click on the **Add New Warranty** button (Add New Warranty).
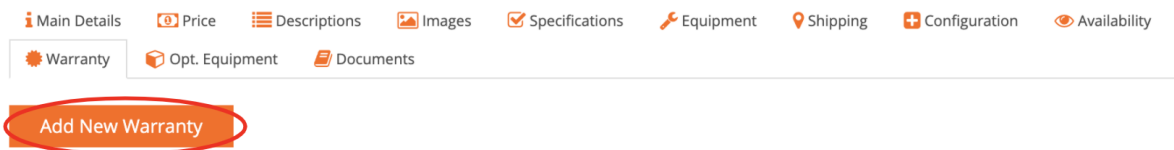
Main Details   Price   Descriptions   Images   Specifications   Equipment   Shipping   Configuration   Availability

Warranty   Opt. Equipment   Documents

Add New Warranty

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.

Choose between **Warranty** and **New Warranty:**
- **Warranty**: The dropdown menu contains a list of warranties you have created before.
- **New warranty**: If you want to create a new warranty, tick the **New Warranty** box (☐). When you do so, the Warranty dropdown menu will become a simple text field called **Warranty Description** for you to type the name of the new warranty. Please be aware that the Warranty Description refers to the warranty conditions which will be shown in the catalogue (e.g. 2 years / 200,000 km).

The columns, from left to right, indicate the following:

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).

Use the arrow(s) (⬅➡) next to the country names to move them to the right or left and place them in the correct column.

When you are finished, confirm the changes by clicking on the **Confirm** button (Confirm).

After having clicked on the **Confirm** button You will be able to view the following notice:

✔ Product saved

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).

To finalize the addition of the new optional equipment, click on the **Save** button (Save).

Option 2. Set Warranty in Bulk

On the Tender Overview page, select the option **Set Warranty** under the Products menu

Following the instructions under the "**Option 1. Set warranty settings under each Product Profile**" section, you can either select:

- **Select Warranty:** Select a previously added warranty from a dropdown menu.
- **Add New Warranty:** Tick the box ( ) for a new text field to appear and write fill it in with the description of the new warranty.

Use the add sign (**+**) to select, one by one, one or more products for which you want to assign the previously defined warranty. Use the remove sign (**—**) to delete, one by one, the products. You can also select all available products in the list at the same time by clicking on the **+Add All** button (**Add All**) and delete all the previously selected products at the same time by clicking on the **-Remove All** button (**Remove All**).

Set countries where selected warranty and product combination are available. Use the arrow(s) (← →) next to the country names to move them to the right or left and place them in the correct column.

Click on the **Assign** button (Assign) located at the bottom of the page and then click on the Confirm button (Confirm):

Assign Warranty

This selection will remove countries from other warranties for the same products. Are you sure you want to continue?

Confirm   Cancel

Once confirmed the changes, the following message will appear:

✔ Product assignments saved.

3.2.12. Documents

In this section, you have the possibility to upload documents that will be available to clients. These documents may contain additional information, drawings, plans, brochures, product catalogues, etc. The system supports the following formats: .xls, .xlsx, .doc, .docx, .pdf and .cad.
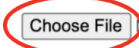
To upload a document enter the **Document Name** first. Then click on the **Choose File** button (Choose File) to open a new window that will allow you to explore files on your computer.

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

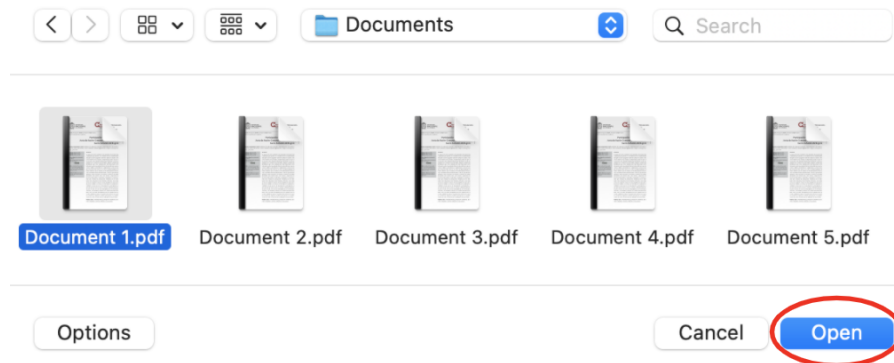| Filename	Name	Type	Date uploaded
No documents			

Add a New Document

→ Document Name   Document 1

Choose File No file chosen

Supported File Types: .xls,.xlsx,.doc,.docx,.pdf,.cad

Upload selected file

Look for the document you want to upload and double click on it. You can also select the document and then click on the **Open** or **Upload** button that your browser will display. You can only upload one file at a time.

To finalize, click on the **Upload selected file** button (Upload selected file).

Repeat the process with all the documents that you want to upload. After having uploaded your files, you can see a list of them as shown in the following image. You can also click on the **Rubbish Bin** button ( ) at the right end of each row to delete a document.

Filename	Name	Type	Date uploaded	
Document 1.pdf	Document 1	N/A	N/A	🗑
Document 2.pdf	Document 2	N/A	N/A	🗑
Document 3.pdf	Document 3	N/A	N/A	🗑

3.3. View existing products

To see your existing (and newly added) products, go to the **Tender Overview** page, click on the **Products** menu (Products ∨) and select the option **List**.

TENDER OVERVIEW

Current UTC Time
2021-06-09 23 03 UTC ⏱

Reference Number: **ITB2020**   Tender Status: **Open**   Hide ▲

Catalogue
Motor vehicles

Tender Period
2020-06-10 until 2021-07-31

Submission Finalized On
Not finalized

Your submission to this tender so far

Products: 5 and 43 incomplete

Optional Equipment: 359 and 232 incomplete

Discounts: 1 and 1 incomplete

Preview your submission by downloading a
draft bidding form.

Time remaining in tender

51	10	56	08
Days	Hours	Minutes	Seconds

Finalize Submission

Products ^   Optional Equipment ˅   Discounts

List
Add New
Assign Product Availability
Set Warranty
Add Documents in Bulk
Add/Amend Products in Bulk

		Ordering Code	Category	Brand	ExStock	Status

On this page, you will be able to visualize the ID, name, ordering code, category, brand, ExStock condition and status of your products. You can also export your products list to an Excel spreadsheet by clicking on the **Export to Excel** button at the top.

Export to Excel

Id	Name	Ordering Code	Category	Brand	ExStock	Status			
15361	Hiace Minibus Hiace Commuter Bus, 15 Seater		Minibus - Minibus, 2wd	Toyota	Yes	⊘ No code, No price	View	Edit	Copy
							Delete		
15196	Hiace Minibus Hiace Commuter Bus, 15 Seater 2.5 Turbo Diesel	KDH202L-REMDY-A1	Minibus - Minibus, 2wd	Toyota	Yes	⊘ No price	View	Edit	Copy
							Delete		
15197	Hiace Minibus Hiace Commuter Bus, 15 Seater 2.5 Turbo Diesel	KDH202R-REMDY-A1	Minibus - Minibus, 2wd	Toyota	Yes	⊘ No price	View	Edit	Copy
							Delete		
15156	Land Cruiser Hard Top 78 4.2l 3-door 6-seater HZJ78L/R-RJMRS-27	HZJ78L-RJMRS-A4	SUV - SUV, 4wd, large	Toyota	Yes	⊘ No price	View	Edit	Copy
							Delete		
15347	BLABLA	BLABLA	Ambulance - Ambulance, advanced, minibus/box type, 2wd	AKSA	Yes	⊘ No price	View	Edit	Copy
							Delete		
15403	CarMG2		Ambulance - Ambulance, advanced, minibus/box type, 2wd	AKSA	No	⊘ No code, No price	View	Edit	Copy
							Delete		
15402	CarMG2Changes1	CarMG2	Ambulance - Ambulance, advanced, minibus/box type, 2wd	AKSA	No	⊘ Ready for submission	View	Edit	Copy
							Delete		

Please note that only products with "Ready for submission" status will be considered in your offer. In Addition, before submitting your bidding form, you will be able to **View**, **Edit**, **Copy** and **Delete** your products, by utilizing the available links at the end of each product row.

Id	Name	Ordering Code	Category	Brand	ExStock	Status			
15361	Hiace Minibus Hiace Commuter Bus, 15 Seater		Minibus - Minibus, 2wd	Toyota	Yes	⊘ No code, No price	View	Edit	Copy
							Delete		

These options allow you to do the following:
- **View:** Preview how your product information would be viewed by clients.

- **Edit:** Open the **Product Profile** to add/edit data. All saved information will be printed in the bidding form.
- **Copy:** Duplicate an existing product with all its details, without changing catalogue and category. You always need to set a new ordering code and price after having copied a product.
- **Delete:** Remove the products that you do not want to include in the bidding form.

3.4. Add/Amend products in bulk

UN Web Buy Plus offers the possibility of adding multiple new products or amending existing ones through an Excel sheet. In order to use this function, go to the **Tender Overview** by clicking the reference number of the corresponding tender. Then click on the **Add/Amend Products in Bulk** option.

Once yo do that, the following page will be open:

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

On the **Add/Amend Products in Bulk**, follow these three steps:

Step 1. Download template: Select the category that you are working on.

Category   --Select category--

If you already have products in this category, click on the **Amend existing products** button (Amend Existing Products). If you would like to add new products to this category click on the **Add New products button** (Add New Products). After clicking on the corresponding button, an Excel template to fill out will be downloaded.

Step 2. Fill-in Product Template: Fill out the Excel file following the detailed guidance (detailed guidance) provided under step 2 on the website.

Step 3. Upload Products: Click on the **Choose File** button (Choose File) to upload your Excel file and view the result on your product list of existing products (Follow the instructions shown in the Section 3.3. View existing products)

3.5. Optional Equipment

3.5.1. Add new optional equipment

On the **Tender Overview** page, click on **Optional Equipment.**

TENDER OVERVIEW

Current UTC Time
2021-06-14 07 10 UTC

| Reference Number: **eco-product** | Tender Status: **Open** | Hide ▲ |

Catalogue
EcoProduct

Tender Period
2021-06-14 until 2021-06-30

Submission Finalized On
Not finalized

Your submission to this tender so far

Products: 1 and 1 incomplete

Optional Equipment: 0

Discounts: 0

Preview your submission by downloading a
draft bidding form.

Time remaining in tender

| 15 | 16 | 49 | 48 |
| Days | Hours | Minutes | Seconds |

Finalize Submission

Products ⌄   Optional Equipment ⌄   Discounts

Then, select **Add New** from the drop-down list of options.
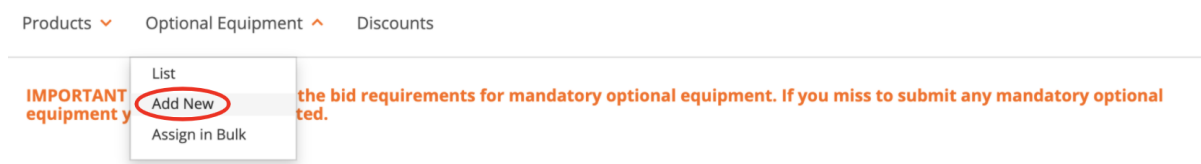

Fill in all fields as described below:

Step 1. Select the categories: Please select the category or categories of the respective product for which you would like the optional equipment to be available. In the first column, from left to right, you will find the list of available categories, use the add sign (✚) to select, one by one, all applicable categories. Use the remove sign (▬) to delete, one by one, the previously selected categories.

You can also select all available categories in the list at the same time by clicking on the **+Add All** button (⊞ Add All) and delete all the previously selected categories at the same time by clicking on the **-Remove All** button (⊟ Remove All).

Step 2. Fill out information:

Type: Choose between a "package" and an "option":
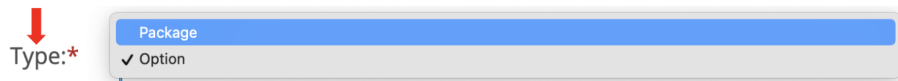
- **Package:** Packages are used to configure your product for a specific purpose or country (e.g. "Hot Climate Package"). Clients can only select one package per product. The description field is mandatory for packages and should contain a list of all items that are part of the package.
- **Option:** 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 clients 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 Optional Equipments.

Does this equipment change the base products shipping dimensions? For non-containerized freight types, tick this box ( ) if your package or optional equipment is NOT fitted into the base product. For containerised freight ONLY, tick this box if the package or optional equipment does not fit into the same container as the base product.

Does this package or optional equipment increase delivery time? Tick the box ( ) when the addition of this optional equipment to the product leads to an increase in the delivery time of the sales unit. You are expected to write the additional delivery time in a new field that appears when you tick the box:

Additional delivery time (Calendar days):* | Enter increased working days

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 additional cost. It should be the same as the currency of the product's price and follow the specifications in the Invitation To Bid -ITB.

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

To finalize the addition of the new optional equipment, click on the **Save** button (Save).

3.5.2. Assign optional equipment

Once you have added your optional equipment(s), please assign it/them to one or more of your already-added products. You can do so with two options, under each Product Profile or in Bulk.

Option 1. Assign optional equipment under each Product Profile: Please follow the instructions given in section 3.3. to view existing products, and select the **Edit** link at the end of the corresponding product row.

Id ⇕	Name	Ordering ⇕ Code	Category	⇕	Brand ⇕	ExStock	Status	
15361	Hiace Minibus Hiace Commuter Bus, 15 Seater		Minibus - Minibus, 2wd		Toyota	Yes	⊘ No code, No price	View **Edit** Copy Delete
15196	Hiace Minibus Hiace Commuter Bus, 15 Seater 2.5 Turbo Diesel	KDH202L-REMDY-A1	Minibus - Minibus, 2wd		Toyota	Yes	⊘ No price	View Edit Copy Delete

On the **Product Profile** page, select the **Opt. Equipment** Section (📦 Opt. Equipment)

EDIT PRODUCT

Image 1   **Product 1 (TEST1001)**   Preview   Delete
asdasd

i Main Details   💲 Price   ≣ Descriptions   🖼 Images   ☑ Specifications   🔧 Equipment   📍 Shipping   ➕ Configuration   👁 Availability
✹ Warranty   📦 Opt. Equipment   🗐 Documents

Catalogue: EcoProduct   Catalogue Hierarchy
Category: EcoFuel   EcoProduct
Name:*   Product 1   › EcoCategory
Ordering Code:* TEST1001   › EcoFuel

Then, drag and drop the corresponding optional equipment(s) from the left-hand column (**List of Optional Equipment**) to the right-hand column (**Assigned to this product**):

i Main Details   💲 Price   ≣ Descriptions   🖼 Images   ☑ Specifications   🔧 Equipment   📍 Shipping   ➕ Configuration   👁 Availability
✹ Warranty   📦 Opt. Equipment   🗐 Documents

List of Optional Equipment   **Assigned To This Product**

Optional Equipment 1   ⟶
3 AWG

Click on the **Save** button (Save) located at the bottom of the page.

⚠ You have unsaved changes.

Save

Confirm the changes by clicking on the **Confirm** button (Confirm).

Save product

Are you sure you want to save this product?

Confirm   Cancel

After having clicked on the **Confirm** button You will be able to view the following notice:

✔ Product saved

Option 2. Assign optional equipment in Bulk:

On the **Tender Overview** page, click on **Optional Equipment.**

TENDER OVERVIEW

Current UTC Time
2021-06-14 07 10 UTC ⊘

Reference Number: **eco-product**   Tender Status: **Open**   Hide ▲

Catalogue
EcoProduct

Your submission to this tender so far

Time remaining in tender

Tender Period
2021-06-14 until 2021-06-30

Products: 1 and 1 incomplete

Optional Equipment: 0

15 Days   **16** Hours   **49** Minutes   **48** Seconds

Submission Finalized On
Not finalized

Discounts: 0

Finalize Submission

Preview your submission by downloading a
draft bidding form.

Products ⌄   ⟨Optional Equipment ⌄⟩   Discounts

Then, select **Assign in Bulk** from the drop-down list of options.

Products ⌄   Optional Equipment ⌃   Discounts

List
Add New
⟨Assign in Bulk⟩

IMPORTANT ... the bid requirements for mandatory optional equipment. If you miss to submit any mandatory optional
equipment y... ...ted.

Now follow the next steps:

Step 1. **Select one or more categories:** Select the category or categories of the product(s) for which you would like to add optional equipment. In the left-hand column (**Not Selected**), you will find the list of available categories, use the add sign (**+**) to select, one by one, all desired categories; which will be moved to the right-hand column (**Selected**).

Use the remove sign (▬) to delete the previously selected categories until you have the proper selection. You can also select all available categories in the list at the same time by clicking on the **+Add All** button (⊕ Add All) and delete all the previously selected categories at the same time by clicking on the **-Remove All** button (⊖ Remove All).

Not Selected		Selected	
Filter List ⊗	⊕ Add All	(1 selected)	⊖ Remove All
EcoCategory	⊕	EcoFuel	⊖

36

Step 2. **Select one or more products:** Select the product or products for which you would like to add optional equipment. Use the add (➕) and remove (➖) signs as well as the **+Add All** (➕ Add All) and **-Remove All** (➖ Remove All) buttons just as you did in the previous step until you have the proper selection.

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 on the **Assign Optional Equipment** button (Assign Optional Equipment) at the bottom of the page. Your optional equipment has been added to the selected product(s).

After having clicked on the **Assign Optional Equipment** button You will be able to view the following notice:

> ✔ The optional equipment have been successfully assigned to your products.

Note: Optional equipment that has not been assigned to a product will not be printed on the bidding form. Therefore, please make sure to assign the optional equipment to the respective products.

3.5.3. View existing optional equipment

You can find your newly added and existing optional equipment on the **Tender Overview** page. To access the list, please click on **Optional Equipmen**t.

TENDER OVERVIEW

Current UTC Time
2021-06-14 07 10 UTC ⊘

Reference Number: **eco-product**   Tender Status: **Open**   Hide ▲

Catalogue
EcoProduct

Tender Period
2021-06-14 until 2021-06-30

Submission Finalized On
Not finalized

Your submission to this tender so far

Products: 1 and 1 incomplete
Optional Equipment: 0
Discounts: 0

Preview your submission by downloading a
draft bidding form.

Time remaining in tender

| 15 | 16 | 49 | 48 |
| Days | Hours | Minutes | Seconds |

Finalize Submission

Products ⌄   Optional Equipment ⌄   Discounts

Then, select **List** from the drop-down list of options.

Products ⌄   Optional Equipment ˄   Discounts

List
Add New
Assign in Bulk

IMPORTANT   the bid requirements for mandatory optional equipment. If you miss to submit any mandatory optional equipment y   ted.

A list with your already-added optional equipment will appear. You will have the possibility to **Edit** or **Delete** them by utilizing the available links at the end of each row.

Name	Ordering Code	Category	Price	Mutual Exclusions	Status	
Optional Equipment 1	1500	EcoFuel	3.00 AWG	No	⊘ Ready for submission	Edit Delete

< 1 >

3.6. 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.

To set a discount, go to the **Tender Overview** and click on Discounts

Then click on the **Add New Discount button** (Add New Discount)

The following window will open:

Name: 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 Ranges section. Type a number of sales units in the **Min. Order Quantity** column to indicate the lower threshold for the percentage discount. In the same row, but in the right-hand column indicate the **Discount Percentage**.

Ranges

| +	Min. Order Quantity	Discount Percentage
✖	4	1.5

You may add another level to the discount scaling by clicking on the **White Plus** (+) on top of the left-hand column. A second row will appear in which a higher threshold has to be inserted and an associated percentage discount. You can also delete discount levels by clicking on the White X (✖) at the left end of each row.

It is a good practice to list the different thresholds in ascending order as in the example below.

Ranges

+	Min. Order Quantity	Discount Percentage
✖	4	1.5
✖	6	2.75

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: On the right-hand table, assign one or more products to the discount arrangement by clicking on the add sign (+) next to the product name. You can delete the product to which the discount has been assigned by clicking on the remove (━) sign as well. In addition, the **+Add All** (Add All) and **-Remove All** (Remove All) buttons are available to add or remove all of the products at the same time, respectively.

Product Assignment

Filter List ⊗	+ Add All	(1 selected)	━ Remove All
soap soap	+	Product 1 TEST1001 ━	
soap	+		

Click on the **Save** button (Save) located at the bottom of the page to save the discount arrangement.

When saving changes you will see the next notice:

> ✔ Discount added.

Notes:
- When assigning different discounts to the same product, this will overwrite the previous assignment.
- Discounts without products assigned are not printed on the bidding form.

4. Submit your offer

Once you have finished filling out and saving all the mandatory information concerning your offer, go to the Tender Overview page to verify that there is no pending information to be entered and to finalize the submission.

The middle column of the Tender Overview page is titled "Your submission to this tender so far". It displays in red color the number of products, optional equipment and discounts with incomplete information. Please be aware that **incomplete items will not appear on your bidding form and will not be submitted for evaluation** (e.g. a bidding form in the conditions shown in the following image would include only 5 products, 359 optional equipment and 1 discount; meaning it would exclude all uncompleted items).

When you are ready to submit your offer, click on the **Finalize Submission** button ( ), located underneath the deadline countdown on the right side of the page.

Next, read the text in the window that has just opened and click on the **Finalize & Download Bidding Form** ( ) button to download the latest version of the bidding form in a .PDF format.
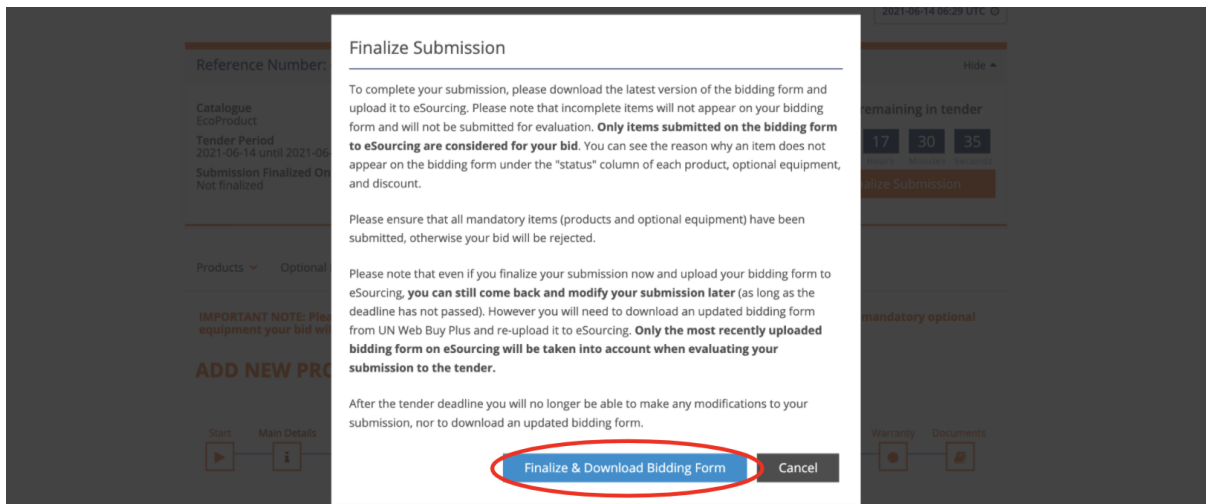
Please be aware that even when having downloaded your bidding form, **if the tender is still in progress** (meaning, if the deadline of the tender has not yet been reached), your submission can still be modified. However you would need to unlock the submission first by clicking on the **Submission Finalized (click to edit)** button

(Submission Finalized (click to edit)) located underneath the deadline countdown on the right side of the **Tender Overview** page.
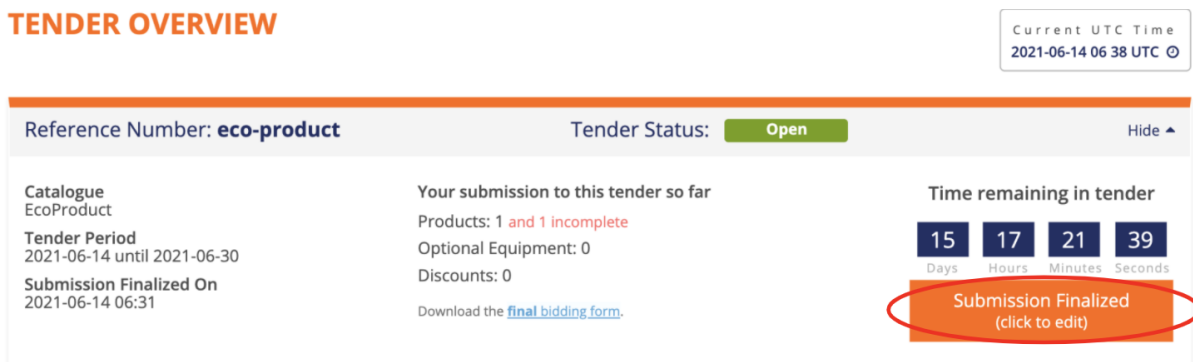
Note that you can finalize and then unlock submission as many times as necessary, as long as the tender deadline has not passed. Once the deadline has passed you will no longer be able to make any edits to your submission.

To complete your submission, **please upload the final bidding form to UNOPS eSourcing**. Only the most recently uploaded bidding form on UNOPS eSourcing will be taken into account when evaluating your submission to the tender. It is important that you double-check the date and time of download of your bidding form in the upper right hand corner of the .PDF document to ensure that it is the latest version of the form. **Remember that if you do not see a product in your bidding form, it will not be included in the bid evaluation.**

5. Notes

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

5.1. Submission deadline

Bidders can only add, edit and delete products, optional equipment and discounts during the tendering period before the bid submission deadline, displayed in UTC time on the My Tenders page or on the specific Tender Overview.

5.2. 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 or Firefox), preferably 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 UNOPS eSourcing.