

## Registration Guide for eTenderBox

To submit an offer for a UNHCR published tender via the eTenderBox online tool, registration is required in the system which is done by providing the below information. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications.

The screenshot shows the 'Registration' form on the eTenderBox 1.4.41 interface. The form is set against a blue background with the UNHCR logo at the bottom. The form fields and their corresponding callout boxes are as follows:

- Registration Guide:** A link '(for guidance on registration, click here)' is highlighted with a red line. Callout: 'To open registration guide.'
- Full supplier name:** A text input field. Callout: 'Supplier will be indicated by this name on official offer registration document.'
- Short supplier name (max: 10 characters):** A text input field. Callout: 'For internal use within the system.'
- Username (email address):** A text input field. Callout: 'Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox.'
- Username (email address) again:** A text input field for verification. Callout: 'Username verification.'
- Password:** A text input field. Callout: 'Password of free choice.'
- Password again:** A text input field for verification. Callout: 'Password verification.'
- Captcha:** A checkbox labeled 'I'm not a robot' next to a captcha image. Callout: 'Certification checkbox to avoid automatic bot registration.'
- Sign Up Button:** A red 'SIGN UP' button. Callout: 'Once all the required information are provided and the certification box is checked, click here to finish registration.'
- Cancel Button:** A 'Cancel' button. Callout: ''Cancel' button will navigate to Welcome page.'

For registration, Suppliers need to have an active email account by which they will be identified in the system.

***Note: One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. If you forget your password, you will not be able to use that account anymore. In this case new registration is required.***

Upon successful registration, a confirmation message will be sent to the provided email address and the system will redirect the user to the login page where the Supplier can login with the given email address and password.