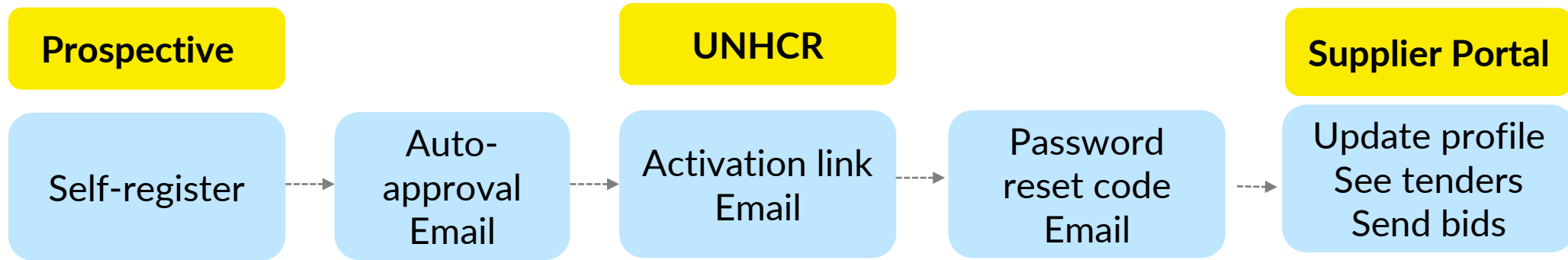


Activate a supplier

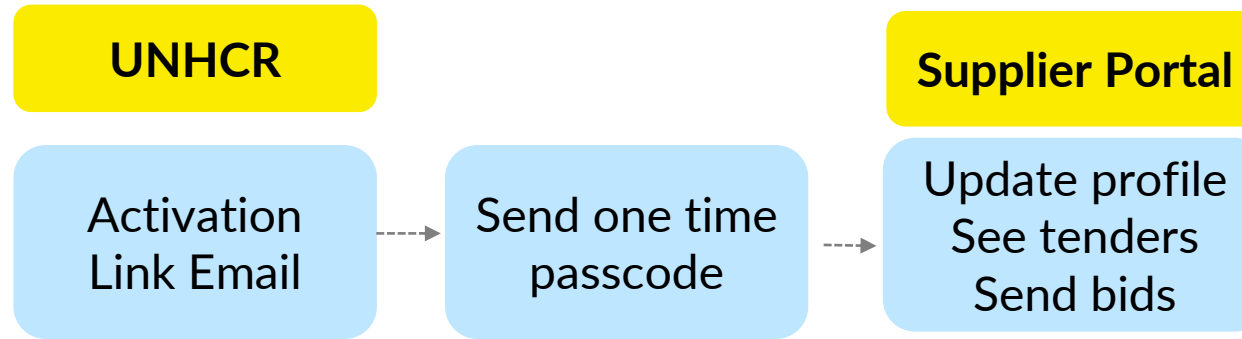
Supplier Portal



| General Workflow for New Suppliers



| General Workflow for Current (Spend Authorized) Suppliers



| General Workflow for New Suppliers: Auto Approval Email

Supplier Registration Request 706048 Was Approved Inbox x




esrv-dev3.fa.sender@workflow.mail.em2.cloud.oracle.com
to me ▾

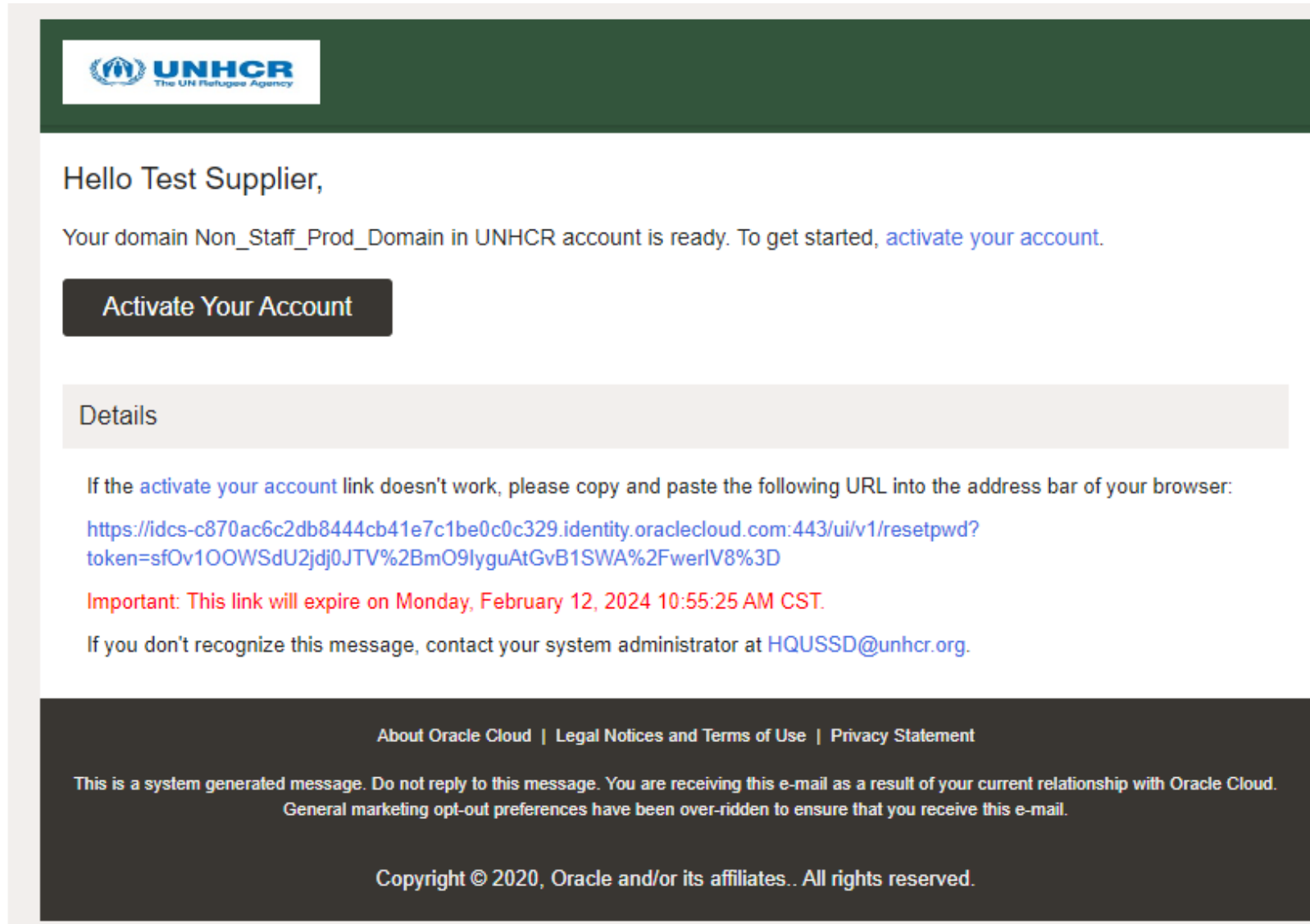
UNHCR (BU Procurement)

Your Supplier Registration Request was Approved

Request Number	706048
Request Date	02 February 2024
Requested By	Zubiri, Maryliz
Company	Penguin Company

 An ImageUser account information will be sent in a separate email.

| General Workflow for New Suppliers: Activation Link Email



| General Workflow for New Suppliers: Passcode Reset Email

Hello Test Supplier,

877766 is the one-time passcode for your domain Non_Staff_Prod_Domain tesXXXXXX@mailnesia.com in UNHCR account. This passcode is valid for 10 minutes.

Details

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your system administrator at HQUSSD@unhcr.org.

[About Oracle Cloud](#) | [Legal Notices and Terms of Use](#) | [Privacy Statement](#)

This is a system generated message. Do not reply to this message. You are receiving this e-mail as a result of your current relationship with Oracle Cloud. General marketing opt-out preferences have been over-ridden to ensure that you receive this e-mail.

| Don't forget:

1

Supplier must activate the link within a certain timeframe (one week).

2

If there's no email in the contact info, contact the supplier by phone and ask for their email.

3

For any issues, Supplier can write a ticket to gsd@unhcr.org or
Buyer can raise a ticket to DLDIST-MSPOCISupport@unhcr.org

| Reset password

Entering the wrong user credentials thrice will lock you out of your account.

Sign In
Oracle Applications Cloud

Company Single Sign-On

_____ or _____

User ID

Password

[Forgot Password](#)


Select Language





- If your activation link got expired, **please do not register** again.
- Click 'Forgot password'
- Follow instructions and submit.
- Click password reset link in the email
- Login page will look a bit different, please select External IDCS before logging in.

| Available resources

UNHCR global website: [Change site](#)

English Français Español عربي

UNHCR
The UN Refugee Agency


   


About UNHCRWhat we doEmergenciesNews and storiesGet involved

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How to become a supplier

[Contact us](#)





HOW TO BECOME A SUPPLIER TO UNHCR

How to become a supplier for UNHCR

Suppliers wishing to do business with UNHCR in a specific region or country in answer to local/regional solicitations, shall request registration directly to the local/ regional operation. Suppliers may also contact Procurement Service in Budapest, which accounts for the major part of International procurement.

Potential suppliers to UNHCR are asked to duly create a profile in the [UNHCR supplier portal](#) (download the [supplier portal manual](#)) and attach a copy of their certificate of registration, Bank statement or letter of confirmation from the bank demonstrating ownership of bank account declared (including Account number, IBAN, SWIFT code).

[View the leaflet: How to become a supplier for UNHCR](#)

All resources are in the UNHCR Website


Go to unhcr.org > Scroll down to [Become a supplier](#) > Click [How to become a supplier](#)

Submit a bid as a supplier

Supplier Response



| Supplier Portal

 **UNHCR**
The UN Refugee Agency

TRAINING
ENVIRONMENT

Supplier Portal

Search

Tasks
Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Shipments

- [View Receipts](#)
- [View Returns](#)

Notifications [Show All](#)

- FYI

1 minute ago

[Amendment 1 for Negotiation 31 \(RFP for Security Services\) Requires Your Attention](#)

Web Services Application Identity for Procurement

Dismiss
- FYI

43 minutes ago

[Negotiation 31 \(RFP for Security Services\) Was Extended](#)

Ioulia ZAGKANA

Dismiss
- FYI

47 minutes ago

[Online Message for Negotiation UNHCR RFP 31 \(RFP for Security Services\) Was Received](#)

Ioulia ZAGKANA

Dismiss

Requiring Attention

| Supplier Portal

Good evening, Test Supplier

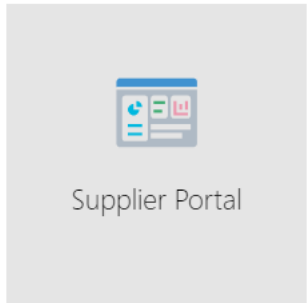
Supplier Portal

Fixed Assets

Tools

Others

APPS



Supplier Portal



Supplier Portal

Search Orders Order Number

Tasks

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Shipments

- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Invoices and Payments

- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

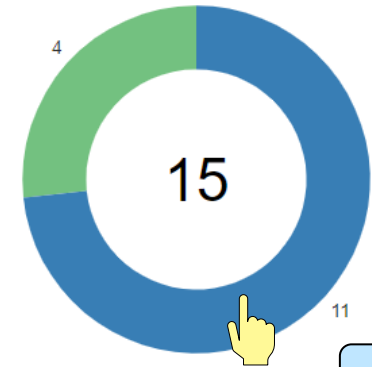
Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)

Requiring Attention



Closing Soon

■ Negotiations Closing Soon ■ Negotiation Messages

Supplier News

| View Active Negotiations

Active Negotiations

Search

**** Negotiation**

**** Title**

**** Negotiation Close By**

If the Negotiation ID is known then the supplier can search here

Negotiation can be selected from the appearing list (this is why putting goods/services in the tile is a benefit)

Attention: To see negotiation to which the supplier has not been invited

**** Invitation Received**

Yes ▼

Response Submitted

Yes
No

Negotiation Open Since

Search Results

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	T
563	SERVICE DE SECURITE NON ARME POUR LES CAMPS ET BUREAUX UNHCR	UNHCR RFP	20
560	HCR/SUP/RFP/001/2024aojm	UNHCR RFP	20
506	RFP NER 003	UNHCR RFP	20
483	UNHCR RFP/TCD/001/2024	UNHCR RFP	30
469	RFP/DRC/001/2024	UNHCR RFP	20

Highlight the relevant negotiation and click Create Response

| Supplier Portal

UNHCR RFQ: 578

Currency = US Dollar

Title RFQ/RBMENA/2024/578

Status Active (Locked)

Time Remaining 22:07:37

Table of Contents

Cover Page

Cover Page

Overview

Messages Create Response Actions Done

Time Zone Co Time

Open Date 26/04/2024 10:44

View PDF

View Attachments

Before creating a response, the supplier can here view and download all attachments at once

REQUEST FOR QUOTATION:

Attachments (UNHCR RFQ 578)

Search File Name or URL Show Filters

Actions View Format Download

File Name or URL	Level	Attached To	Title
EN_General Conditions - Good...	Requirement	1. General Requirements 1. Acceptance of Contract General Terms a...	EN_Genera

Rows Selected 1 Columns Hidden 3

| Supplier Portal

UNHCR RFQ: 578

Currency = US Dollar

Title RFQ/RBMENA/2024/578

Status Active (Locked)

Time Remaining 22:01:41

Messages

Create Response

Actions

Time Zone Coordinated Univ

Open Date 26/04/2024 10:44 AM

Close Date 27/04/2024 10:18 AM

Table of Contents

Cover Page

Overview

Requirements

Lines

Cover Page

Introduction to UNHCR

REQUEST FOR QUOTATION:
FOR THE SUPPLY OF Gardening Services

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Throughout the process
messages can be sent to the
buyer via the system

| Supplier Portal

Create Response (UNHCR RFQ 13124): Overview ?

1
Overview

2
Requirements

3
Lines

4
Review

Messages

Respond by Spreadsheet ▼

Actions ▼

Title RFQ/RBMENA/2024/578

Time Remaining 22:47:

Close Date 27/04/2024 10:18 AM

General

Supplier Test Supplier 08

Negotiation Currency USD

Response Currency JOD ▼

Price Precision JOD USD

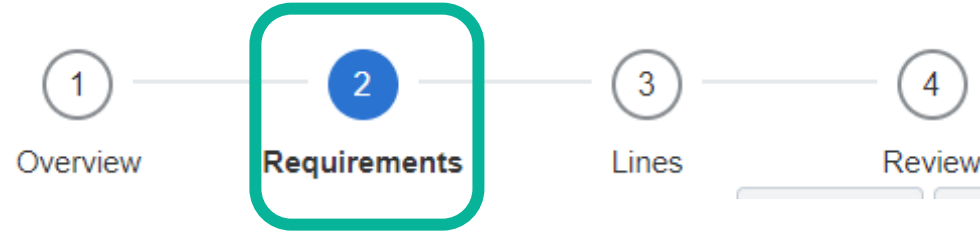
Response Valid Until dd/mm/yyyy h:mm a

Attachments None +

In case multiple currencies were set up, this is where the supplier can choose.

This is where the supplier can confirm the offer validity

| Supplier Portal



Time Remaining 22:44:15

Close Date 27/04/2024 10:18 AM

Last Saved 26/04/2024 11:33 AM
Time Zone Coordinated Universal Time

Section 1. General Requirements

* 1. **General Conditions - Goods**

Please find attached in the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate if you accept them.

Attachments [EN_General Conditions - Goods](#)

☒ a. Yes, accepted

* **Response Attachments** [Advertisements.docx](#) +

* 2. **UN Supplier Code of Conduct**

Are you accepting all terms of the UN Supplier Code of Conduct which is attached in the attachment? Please attach signed document.

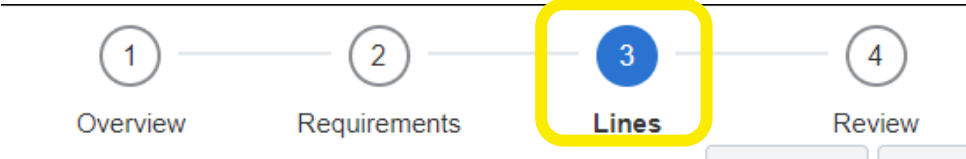
Respond to questionnaire and upload required attachments

Section 1. General Require... ▾

Navigate between sections of the questionnaire



Supplier Portal



Time Remaining 22:34:27

Close Date 27/04/2024 10:18 AM

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM
1	Gardening Services	ADM Building and f		4,500.000		
2	Design of Garden	CST Construction d				

Rows Selected 1 Columns Hidden 8

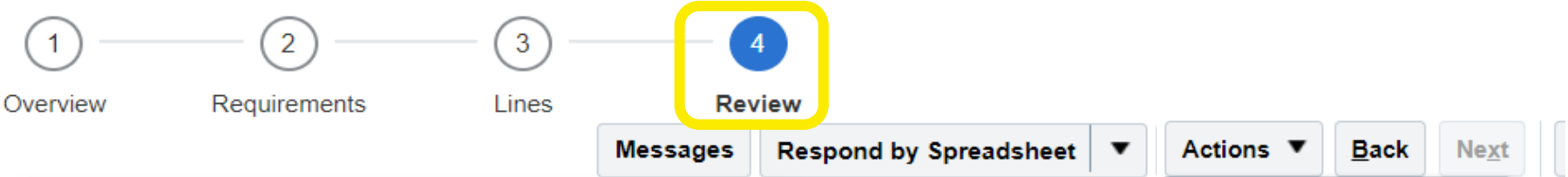
Grand Totals

All response lines are included.

Response Amount 4,500.000

Enter line price:
-Services: Contract price
-Goods: Unit price

| Supplier Portal



Confirmation

Response 13124 to negotiation 578 was validated without errors.

OK

View Negotiation

View Response PDF

Validate

Review your response and then submit



Last Saved 26/04/2024 11:55 AM
Time Zone Coordinated Universal Time

Time Remaining 22:18:13

| No approval is needed for extending the closing date

Actions > Manage > Extend > Select Date

The image displays a software interface for extending a negotiation. On the left, a desktop window titled 'Extend Negotiation' shows a 'Time Remaining' of 21 Days 5 Hours and a 'Close Date' of 31-Dec-2021 11.00.00. A 'New Close Date' field is set to 20-Jan-2022 11.00.00. A 'Select Date and Time' calendar is open, showing January 2022 with the 20th selected. The 'Submit' button is highlighted with a red box. On the right, a mobile app interface shows the 'Actions' menu with options: Analyze, Monitor, Manage (highlighted with a red box), View, and Duplicate. Below this, a list of actions includes 'Extend' (highlighted with a red box), 'Close', 'Cancel', 'Manage Collaboration Team', 'Manage Scoring', 'Manage Requirements', 'Reassign Owner', 'Invite Additional Suppliers', and 'Create Amendment'. The 'Extend' option is also highlighted with a red box.

| What will suppliers see during deadline extension?

New deadline is shown to all suppliers

Those who subscribed and drafted responses will also be notified.