

## **how to search for a negotiation (RFQ/RFP) as a supplier**

### **Step 1: Connect to Your Supplier Profile**

1. **Log in to your supplier account** using your username and password.
2. **Navigate to the supplier profile dashboard/Supplier portal.**

### **Step 2: Access Active Negotiations**

1. **Locate the 'Active Negotiations' section** on your dashboard.
  - This might be labeled as "View Active Negotiations" or similar.

### **Step 3: Filter the Search Options**

1. **Click on the 'Filter' or 'Search' button** to refine your search for active negotiations.
2. **Set the following filter options:**
  - **Invitation Received:** Leave this field blank.
  - **Response Submitted:** Leave this field blank.
  - **Negotiation Close By:** Enter a date in the future.

### **Step 4: Execute the Search**

1. **Click on the 'Enter' or 'Search' button** to apply the filters and view the results.
2. **Review the list of active negotiations** that match your search criteria.

**Please refer to the screenshots next page for a visual guide.**

## 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



■ Negotiations Closing Soon ■ Negotiation Messages

#### Recent Activity

Last 30 Days



No data available

#### Transaction Reports

Last 30 Days



No data available

#### Supplier News

Active Negotiations

Done

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By 31/12/2024

\*\* Invitation Received

Response Submitted

Negotiation Open Since dd/mm/yyyy

Time Zone Coordinated Universal Time  
Manage Watchlist Saved Search Open Invitations

\*\* At least one is required



Search Reset Save...

Search Results

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

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
71.2	Operationalization of market systems development approach	UNHCR RFP	11 Days 23 Hours	22/07/2024 1:00...	0		0		
46.3	RFP FOR THE PROVISION OF PVC SYSTEMS FOR UNHCR OPERATION IN KENYA	UNHCR RFP	15 Days 19 Hours	26/07/2024 9:06...	0		4		
28.1	CANVAS ROLL MATERIAL FOR HOT AND DRY CLIMATIC CONDITIONS (1.5 X 70M)	UNHCR ITB	55 Days 3 Hours	03/09/2024 4:45...	0		2		
20.2	RFP FOR THE PROVISION OF PV SYSTEMS FOR UNHCR OPERATION IN SOUTH SUDAN	UNHCR RFP	5 Days 8 Hours	15/07/2024 9:59...	0		5		
161	Research Institution Support on Data Science Research	UNHCR RFQ	26 Days 22 Hours	06/08/2024 11:5...	0		0		
149	RFQ no. 149	UNHCR RFQ	12 Days	22/07/2024 2:30...	0		0		
137	REQUEST FOR QUOTATION No. PAK/SOQ/2024/014	UNHCR RFQ	4 Days 3 Hours	14/07/2024 5:00...	0		0		
126	Reputational Risk Management and Crisis Communications	UNHCR RFP	26 Days 22 Hours	06/08/2024 11:5...	0		0		
121	RFP/ICRV/ETHMLK/2024/121 - Melkadda EIA Consultancy	UNHCR RFP	15 Days	25/07/2024 2:00...	0		0		
119	Consultancy services for sourcing and procurement management.	UNHCR RFP	18 Days 22 Hours	29/07/2024 12:0...	0		0		
110	GOOGLE MARKETING PLATFORM LICENSE AND CONSULTANCY SERVICES	UNHCR RFP	18 Days 23 Hours	29/07/2024 1:00...	0		0		
100	HCR/IRQ/COE/2024/RFP-100	UNHCR RFP	6 Days 19 Hours	17/07/2024 9:00...	0		0		

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