

## UNICEF (PFP) e-Tendering System

### Company Registration/Altering Company Details

To conduct activity with UNICEF (PFP), you are required to navigate to their e-Tendering Portal (<https://ungm.in-tend.co.uk/unicef-pfp/asp/Home>).

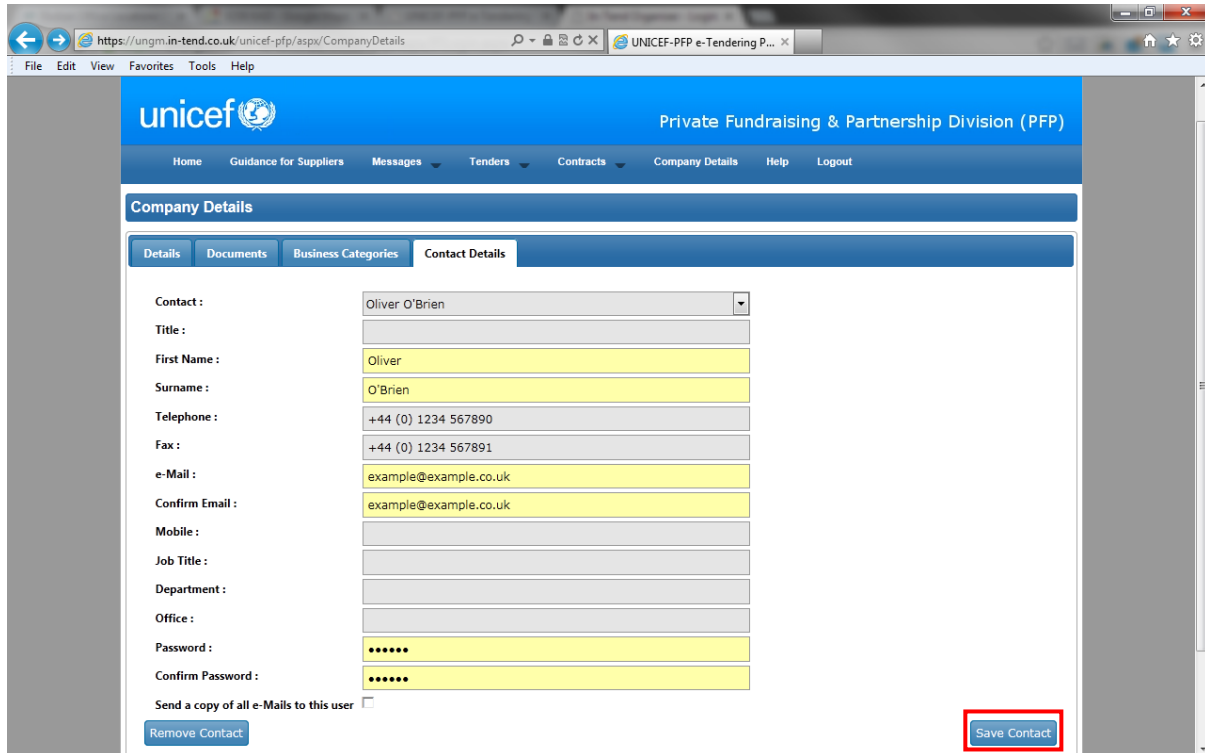
If you have not been added to the system or previously registered, you will be required to enter your details via the 'Register' link (please ensure that your company has not previously registered – will be prompted on registration, if this is the case).

Enter your 'Company Details', 'Business Classification' and 'Company Categories' via the tabs below the 'Registration' heading. On completion, select 'Register My Company'.

Once you have registered, you will be able to login via the 'Home' page. Enter your email address and password into the boxes provided.

Once you have successfully logged in, you will have access to the secure area of the site. From here, you may contact UNICEF; view/partake in any available tender opportunities, view any available contract details and keep your 'Company Details' updated.

To alter your password (especially if UNICEF has provided you with a temporary one): navigate to the 'Contact Details' tab, select the relevant contact from the drop-down and enter a new password. Once complete, ensure confirmation by selecting 'Save Contact'.



The screenshot shows a web browser window with the URL <https://ungm.in-tend.co.uk/unicef-pfp/aspx/CompanyDetails>. The page is titled "Private Fundraising & Partnership Division (PFP)" and features a navigation menu with links: Home, Guidance for Suppliers, Messages, Tenders, Contracts, Company Details, Help, and Logout. The "Company Details" section is active, and the "Contact Details" tab is selected. The form displays the following fields:

- Contact: Oliver O'Brien (dropdown menu)
- Title: (empty field)
- First Name: Oliver
- Surname: O'Brien
- Telephone: +44 (0) 1234 567890
- Fax: +44 (0) 1234 567891
- e-Mail: example@example.co.uk
- Confirm Email: example@example.co.uk
- Mobile: (empty field)
- Job Title: (empty field)
- Department: (empty field)
- Office: (empty field)
- Password: (masked with dots)
- Confirm Password: (masked with dots)

Below the form, there is a checkbox for "Send a copy of all e-Mails to this user" and a "Remove Contact" button. A "Save Contact" button is highlighted with a red box in the bottom right corner.

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