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# eTendering Bidder Training Guide

Release No. 5

June 2016

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## 1 Introduction

Welcome to the updated Bidder User Guide for the UNDP eTendering system. This guide is intended to provide help to bidders that wish to participate in UNDP bidding events through eTendering. This section will provide a short introduction to the guide and how to use it.

For first-time users of eTendering, it is recommended to read through the complete guide. Thereafter, the guide can be used as a reference to look up specific sections that the bidder is experiencing difficulties with or is uncertain on the process. Please refer to the TABLE OF CONTENTS: to find the correct section in the guide, or click on the hyperlinks found in the document marked by underlined italics.

The first section in the guide consists of a description of the UNDP Business Process together with a flowchart to illustrate the workflow. Thereafter, a quick overview of the different processes covered in this guide is found in section 3 eTendering Process simplified screenshot guide. As this section only contains the most important steps, it is recommended to use the full document as the main reference to ensure that the correct steps are followed.

This is followed by sections 4-6, in which it is described how to find, view, submit and manage bids in eTendering.

The first time a bidder enters eTendering, a one-time registration process is required. Bidders only register once, and thereafter enter eTendering with their own user name and password. Information regarding this process is found in section 7 Creating and managing a bidder profile in eTendering of this document.

There are three appendixes found at the back of the guide: common definitions used in the guide, a full list of all UNDP country codes which will be useful when searching for an event in eTendering, and a guide only to be used when there are changes to bid factors and line items to an event after a bid has been posted from your side.

If you have questions about eTendering that are not answered in this user guide, please refer to the separate document *eTendering Frequently Asked Questions Release No. 4* that is uploaded in any of the eTendering events. If you still have questions, please direct them to the UNDP procurement focal point for the procurement case you are interested in.

## 2 Business Process

The eTendering module is designed to facilitate collaboration between buyers and suppliers of goods and services. Through the functionalities offered in the module, UNDP procurement personnel can manage bidding events, monitor participation and evaluate offers, and thus streamline the complete bidding process.

The eTendering system targets many of the fundamental procurement values, such as fairness, integrity, transparency and accountability. Some of the main benefits of the eTendering system are:

- **No late submissions are accepted:** The system will automatically disallow any bids that are not submitted within the deadline, hence increasing fairness of bidders.
- **Electronic sealed bids:** The eTendering system encrypts the bids submitted in the system and does not allow anyone to view any information provided before the bidding deadline.
- **Electronic stamping of the bids:** The system stamps all information submitted by bidders and prevents that anyone alters, deletes, or adds anything to the bid after the deadline of submission.
- **Streamlines the bidding process and gathers all relevant information at one place:** Bidders can retrieve all information and solicitation documents through the system, and there is a possibility to be notified directly in case any changes are made to the solicitation documents prior to the deadline to bid. Bidders may also submit their bid online, edit it directly in the system, and receives automatic notifications once the evaluation is finalized and the contract is awarded.
- **Provides an audit trail:** As the eTendering system records all activity in the system, it keeps an audit trail for increased accountability and transparency.

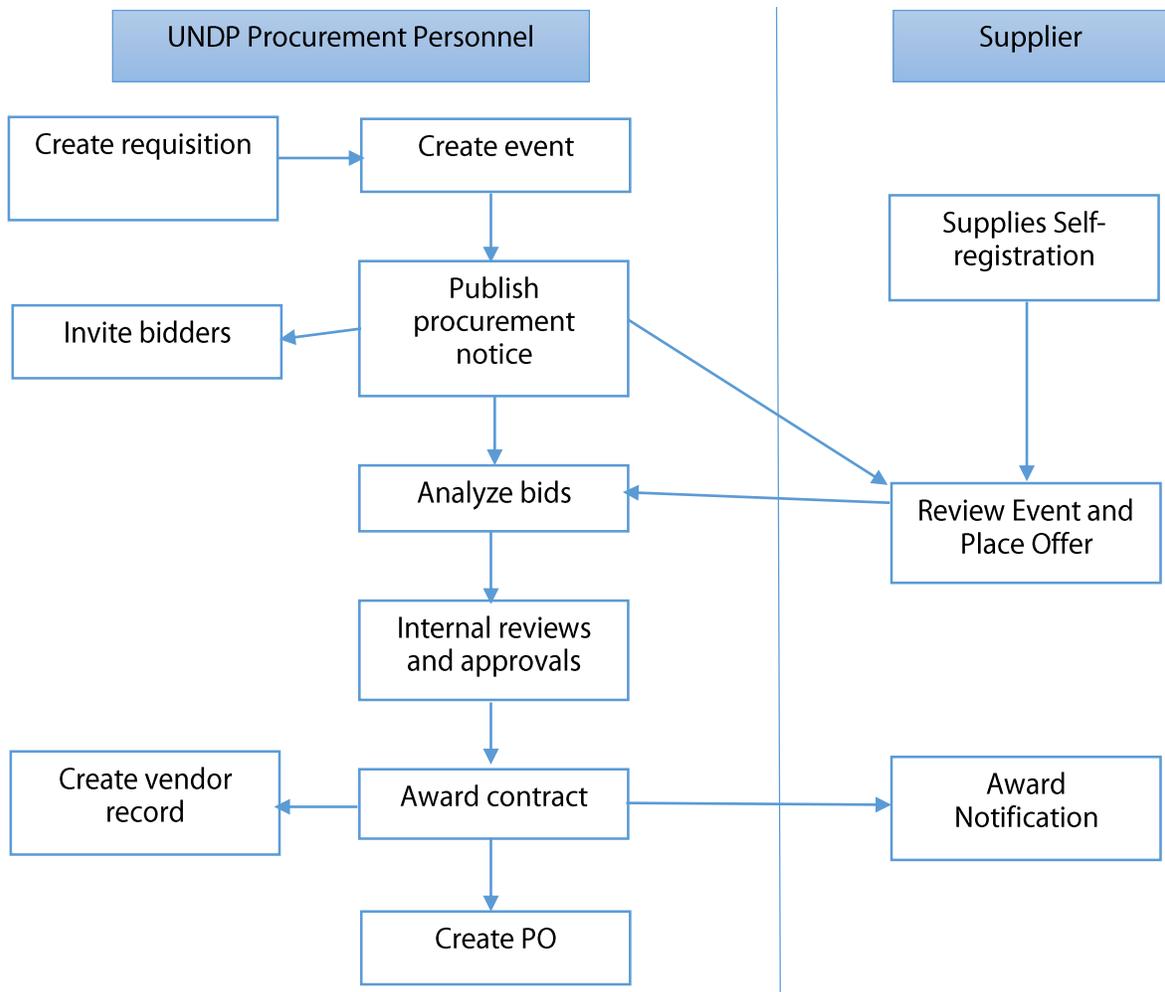
When creating a bid event in eTendering, UNDP users have the option of inviting individual suppliers/vendors or to make the event public. Any eventual invitation is automatically sent to all invitees once the event is posted. **In order to participate in an event, suppliers must first register as a Bidder via the bidder's portal** and then enter bids for the events that they are invited to. Features such as bid factors, allows users to assign weightings and ideal answers for evaluation purposes.

The system offers the suppliers the possibility to register themselves in the system, search and view solicitation documents, and participate in a tender by submitting and also editing their bid online. The system provides automatic notifications on certain stages of the procurement process to participating bidders.

Suppliers must consult this document and other available resource materials in order to familiarize themselves with the system. It is the responsibility of suppliers to use the system properly according to the instructions provided by UNDP.

If a bidder faces any problems or have any questions, kindly address them to the procurement focal point assigned to the specific event.

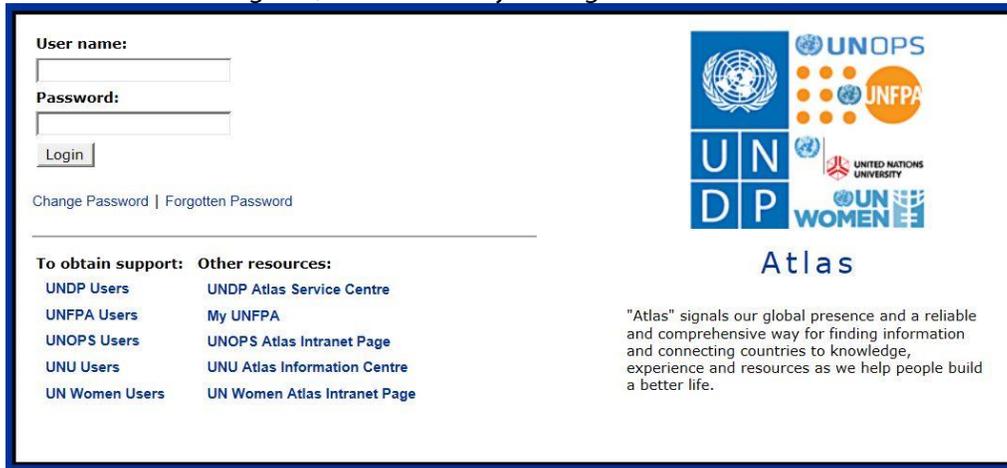
### 2.1 eTendering Business Flow



### 3 eTendering Process simplified screenshot guide

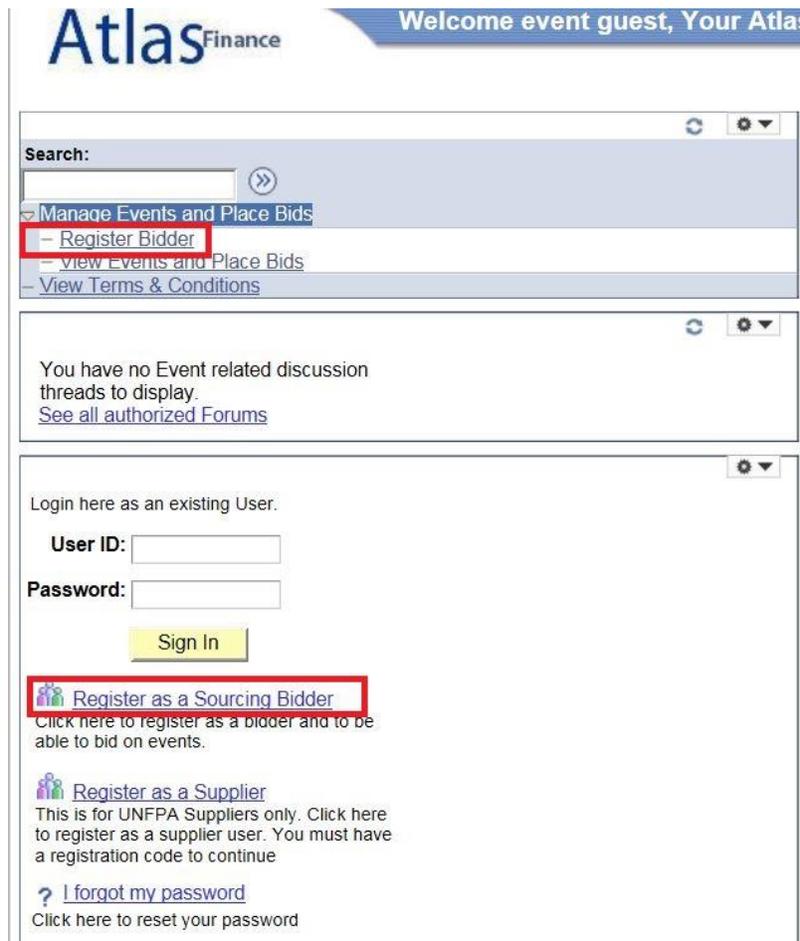
#### 1. Register bidder

Username: event.guest; Password: why2change



The screenshot shows the Atlas login interface. On the left, there are input fields for 'User name:' and 'Password:', followed by a 'Login' button. Below these are links for 'Change Password' and 'Forgotten Password'. On the right, there are logos for UNOPS, UNFPA, UNDP, and UN Women. Below the logos is the word 'Atlas' and a quote: "Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

To obtain support:	Other resources:
UNDP Users	<a href="#">UNDP Atlas Service Centre</a>
UNFPA Users	<a href="#">My UNFPA</a>
UNOPS Users	<a href="#">UNOPS Atlas Intranet Page</a>
UNU Users	<a href="#">UNU Atlas Information Centre</a>
UN Women Users	<a href="#">UN Women Atlas Intranet Page</a>



The screenshot shows the Atlas Finance dashboard. At the top, there is a 'Welcome event guest, Your Atlas' banner. Below this is a search bar and a navigation menu. The 'Manage Events and Place Bids' section is expanded, showing options: '- Register Bidder' (highlighted with a red box), '- view Events and Place Bids', and '- View Terms & Conditions'. Below the navigation menu, there is a message: 'You have no Event related discussion threads to display. See all authorized Forums'. At the bottom, there is a login section with fields for 'User ID:' and 'Password:', a 'Sign In' button, and a link to 'Register as a Sourcing Bidder' (highlighted with a red box). Below this link is a description: 'Click here to register as a bidder and to be able to bid on events.' There are also links for 'Register as a Supplier' and 'forgot my password'.

#### 2. View bids and attachments

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**Menu**  
 Search:   
 Manage Events and Place Bids  
 - View Events and Place Bids  
 - My Event Activity  
 - Maintain My User Contact  
 - My Bidder Profile  
 - My Categorizations  
 - My IM Settings  
 - Maintain IM Info - Hidden  
 - View Terms & Conditions

### Event Details

Accept Invitation  
 Bid on Event

Bidding Shortcuts: [View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

Event Name: Bidder Guide February 2016  
 Event ID: UNDP1-000000484 My Bid Status:  
 Event Format/Type: Sell Event RFX  
 Event Round: 1  
**Event Version: 2**  
 Event Start Date: 02/02/2016 09:02 EST  
**Event End Date: 31/03/2016 09:02 EDT**

Event Description:  
 This is a demo event for the bidder guide February 2016.

Contact: Phone: Email: Online Discussion: Live Chat Help:  
 Payment Terms: My Bids: 0  
 Edits to Submitted Bids: Allowed  
 Multiple Bids: Not Allowed

Display: All Lines Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	computer	EA	10.0000	

### 3. Submit bid

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**Menu**  
 Search:   
 Manage Events and Place Bids  
 - View Events and Place Bids  
 - My Event Activity  
 - Maintain My User Contact  
 - My Bidder Profile  
 - My Categorizations  
 - My IM Settings  
 - Maintain IM Info - Hidden  
 - View Terms & Conditions

### Event Details

Accept Invitation  
**Bid on Event**

Bidding Shortcuts: [View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

Event Name: Bidder Guide February 2016  
 Event ID: UNDP1-000000484 My Bid Status:  
 Event Format/Type: Sell Event RFX  
 Event Round: 1  
 Event Version: 2  
 Event Start Date: 02/02/2016 09:02 EST  
 Event End Date: 31/03/2016 09:02 EDT

Event Description:  
 This is a demo event for the bidder guide February 2016.

Contact: Phone: Email: Online Discussion: Live Chat Help:  
 Payment Terms: My Bids: 0  
 Edits to Submitted Bids: Allowed  
 Multiple Bids: Not Allowed

Display: All Lines Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	computer	EA	10.0000	

a. Answer to bid factors

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

<b>General Event Questions</b>	3
<b>Required Questions</b>	3

[Hide Event Questions](#)

**Event Questions**

★ Bid Required      🌟 Ideal Response Required

Previous Questions 1-3 of 3 Next Questions

★ 🌟 Do you accept UNDPs General Terms and Conditions attached in this Bid Event.

**Response:**       **Weighting**

**Ideal:** Yes      [Add Comments or Attachments](#)

★ Have you provided all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded?

**Response:**       [Add Comments or Attachments](#)

★ 🌟 UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies) I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure.

**Response:**       **Weighting**

**Ideal**       [Add Comments or Attachments](#)

**b. Insert line item quantities and prices**

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

<b>Lines in This Event:</b>	2
<b>Lines That Require a Response:</b>	2
<b>Your Total Line Pricing:</b>	4,650.0000 USD

[Hide Line Detail](#)

★ Bid Required      Line Comments/Files

Previous Lines 1-2 of 2 Next Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ computer	EA	10.0000	10.0000	450.000000	4,500.0000 USD	<a href="#">Bid</a>	
2	★ Paper Flipchart 2' x 3'	PD	100.0000	100.0000	1.500000	150.0000 USD	<a href="#">Bid</a>	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

**c. Upload attachments**

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**Event Details**

---

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-0000000484  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 02/02/2016 09:02 EST  
**Event End Date:** 31/03/2016 09:02 EDT

**Bid ID:** New  
**Bid Date:**  
**Bid Currency:**  US Dollar

[View/Add General Comments and Attachments](#)  
[Hide Additional Event Info](#)

---

**Description:**

This is a demo event for the bidder guide February 2016.

---

**Contact:**  
**Phone:**  
**Email:**  
**Online Discussion:**

**Payment Terms:**  
**Billing Location:** United Nations Development Pro  
**Event Currency:** Dollar  
**Conversion Rate:** 1.00000000  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Not Allowed

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**General Comments and Attachments**

**Business Unit:** UNDP1 **Event ID:** 0000000484

**Attachments**

View Event Attachments First 1 2 of 2 Last

Attached File	Attachment Description	View
bidder_registration_20.JPG	General Attachment 1	<input type="button" value="View"/>
bidder_registration_19.JPG	General Attachment 2	<input type="button" value="View"/>

Add New Attachments First 1 of 1

Attached File	Attachment Description	Upload	View	
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/> <input type="button" value="Delete"/>

**Comments**

Add New Comments

d. Validate entries

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**Event Details**

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-0000000484  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 4  
**Event Start Date:** 02/02/2016 9:02AM EST  
**Event End Date:** 31/03/2016 09:02 AM EDT

**Bid ID:** New  
**Bid Date:**  
**Bid Currency:** USD US Dollar

[View/Add General Comments and Attachments](#)  
[Hide Additional Event Info](#)

e. Submit bid

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**Event Details**

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-0000000484  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 4  
**Event Start Date:** 02/02/2016 9:02AM EST  
**Event End Date:** 31/03/2016 09:02 AM EDT

**Bid ID:** New  
**Bid Date:**  
**Bid Currency:** USD US Dollar

[View/Add General Comments and Attachments](#)  
[Hide Additional Event Info](#)

4. View bid

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

**View, Edit or copy from Saved Bids**

Welcome, Bidder Users Guide

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-0000000484  
**Event Format/Type:** Sell Event RFX  
**Event Start Date:** 02/02/2016 09:02 EST  
**Event End Date:** 31/03/2016 09:02 EDT

**Event Round:** 1  
**Event Version:** 2  
**Multiple Bids:** Not Allowed  
**Currency:** US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved					
1	1	2	Posted	Posted	08/03/2016 04:15 EST	<input type="button" value="View"/>	<a href="#">Edit Bid Response</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	<a href="#">Upload</a>

[Return to Event Search](#)

5. Cancel bid

Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

<b>Event Name:</b>	Bidder Guide February 2016	<b>Event Round:</b>	1
<b>Event ID:</b>	UNDP1-0000000484	<b>Event Version:</b>	2
<b>Event Format/Type:</b>	Sell Event RFX	<b>Multiple Bids:</b>	Not Allowed
<b>Event Start Date:</b>	02/02/2016 09:02 EST	<b>Currency:</b>	US Dollar
<b>Event End Date:</b>	31/03/2016 09:02 EDT		

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Posted	Posted	08/03/2016 04:15 EST	<a href="#">View</a>	<a href="#">Edit Bid Response</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>

[Return to Event Search](#)

Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

Cancel Bid

**Business Unit:** UNDP1      **Event Round:** 1  
**Event ID:** 0000000484      **Event Version:** 2  
**Event Name:** Bidder Guide February 2016      **Event Format:** Buy

**Bid ID:** 1  
**Bid Status:** Posted  
**Last Saved:** 08/03/2016 04:44 EST

[Cancel This Bid](#)

[Return to Event Search](#)

Atlas Finance

Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

Home | [Logout](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Cancel Bid

**Business Unit:** UNDP1      **Event Round:** 1  
**Event ID:** 0000000484      **Event Version:** 2  
**Event Name:** Bidder Guide February 2016      **Event Format:** Buy

**Bid ID:** 1  
**Bid Status:** Posted  
**Last Saved:** 08/03/2016 04:44 EST

Message

Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.  
Click No if you do not want to cancel this bid.

[Yes](#) [No](#)

## 4 Finding and viewing Bid Events

This section contains instructions on how to search for and view bid events, including how to find and view solicitation documents for a particular tender.

### 4.1 Searching for a Bid Event in the system

The eTendering system does not send automatic notifications to potential bidders when an event is posted. UNDP publishes procurement notices in the [UNDP Procurement Notices](#) website, [UNGM](#), and other media as relevant. In the procurement notices, UNDP offices who are using the eTendering system to receive bids will make reference to the eTendering system and the concerned Event ID.

If a bidder is invited directly through eTendering to participate in a Bid Event, they will receive an email notification containing information about the bid as well as the attachments and a direct link to the event page in eTendering.

When the bidder log into [eTendering](#), the below page will appear. Ongoing events will be shown in the middle section of the page.



Event Name	Event Type	Start Date/Time	End Date/Time
Open ITB - Simple Version - V1	RFx	03/03/2016 08:43 EST	31/03/2016 08:43 EDT
Bidder Guide February 2016	RFx	02/02/2016 09:02 EST	31/03/2016 09:02 EDT

To find an event in eTendering, bidders can use the search functions within the system. When entering eTendering, go to *Manage Events and Place Bids* → *View Events and Place Bids*.



Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info - Hidden
- View Terms & Conditions

If you know the event you are looking for, search by entering the Event ID and click on *Search*. The event ID is consistent of the country code (please refer to 9 Appendix II: List of country codes for the full list) and the Event Number.

Atlas Finance Welcome Elisabet Elisabet, Your Atlas Finance Last Login Datetime : 31.Mar.2016 11:41:55 GMT

Menu  
Search: [ ]

- Manage Events and Place Bids
- View Events and Place Bids**
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info - Hidden
- View Terms & Conditions

### View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search: [ ]

Event ID: UNDP1 - 0000000612

Event Name: [ ]

Event Type: [ ]

Event Status: [ ]

Include Declined Invitations?

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

[ Search ] [ Clear ] [Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

**Search Results** First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	Status
UNDP1-0000000612	Bidder User Guide February 2016	Sell	RFX	28/04/2016 04:31 EDT	Accepted

Please note that the tick-boxes under the header *Results Should Include*: should remain as per the screenshot.

If you do not know the event you are looking for, you can expand the search options by clicking on *Advanced Search Options*. In the advanced search, you can enter *Item Description* and *Category Description*.

Kindly note that this function includes search fields that have to match the descriptions exactly as per the tender. Therefore, it is recommended to use UNGM and UNDP Procurement Notices as the primary source of ongoing tenders.

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

Menu  
Search: [ ]

- Manage Events and Place Bids
- View Events and Place Bids**
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info - Hidden
- View Terms & Conditions

### View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search: [ ]

Event ID: [ ] - [ ]

Event Name: [ ]

Event Type: [ ]

Event Status: [ ]

Include Declined Invitations?

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

[ Search ] [ Clear ] [Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

**Search Results** First 1 of 2 Last

Event ID	Event Name	Format	Type	End Date
UNDP1-0000000484	Bidder Guide February 2016	Sell	RFX	31/03/2016 09:02 EDT
UNDP1-0000000503	Open ITB - Simple Version - V1	Sell	RFX	31/03/2016 08:43 EDT

When you have located the event you are looking for, click on the Event ID link to go to the bid page.

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

Menu Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

### View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Use Saved Search: [ ]

Event ID: UNDP1 - 0000000484

Event Name: [ ]

Event Type: [ ]

Event Status: [ ]

Include Declined Invitations?

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Item Description: [ ]

Category Description: [ ]

Start Date: From: [ ] Through: [ ]

End Date: From: 09/03/2016 Through: [ ]

[ Search ] [ Clear ] [Manage Saved Searches](#) [Save Search Criteria](#) [Basic Search Criteria](#)

Event ID	Event Name	Format	Type	End Date	Status
UNDP1-0000000484	Bidder Guide February 2016	Sell	RFx	31/03/2016 09:02 EDT	Declined

## 4.2 Viewing Bid Events

This section contains instructions on how to view the solicitation documents, express interest to participate and subscribe to the event.

### 4.2.1 Viewing bid event and solicitation documents

When you have clicked on the specific bid event, the below screen with basic information of the Bid will appear. Please take particular note of:

- **Event Version:** If the event has been changed, the event version will no longer be version "1". Please note that the bidder is responsible for making sure that they submit their bid in accordance to the latest event version.
- **Event End Date:** the deadline for submission of bids.

To view the solicitation documents attached to the event, click on *View Bidding Documents*.

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

Menu  
Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

### Event Details

Accept Invitation      Bidding Shortcuts: [View Your Bid Activity](#)  
 Bid on Event      [View Bidding Documents](#)  
    [Upload XML Bid Response](#)

---

Event Name: Bidder Guide February 2016      My Bid Status:

Event ID: UNDP1-000000484

Event Format/Type: Sell Event      RFx

Event Round: 1

Event Version: 2

Event Start Date: 02/02/2016 09:02 EST

Event End Date: 31/03/2016 09:02 EDT

Event Description:  
This is a demo event for the bidder guide February 2016.

Contact:      Payment Terms:

Phone:      My Bids: 0

Email:      Edits to Submitted Bids: Allowed

Online Discussion:      Multiple Bids: Not Allowed

Live Chat Help:

Display: All Lines      Bid Required      Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	computer	EA	10 0000	

Clicking on *View Bidding Documents* will lead to the screen below, where all documents attached to the event will be visible. To view each document, click on the magnifying glass.

**Please note that the browser must allow pop up-windows to download the attachments!**

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27

Menu  
Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

### Event Header Comments and Attachments

Event ID: 000000484

Attached File	Attachment Description
1 bidder_registration_20.JPG	General Attachment 1
2 bidder_registration_19.JPG	General Attachment 2

OK      Cancel

#### 4.2.1 Accept Invitation – Express interest to participate in bid

If you are interested to participate in the event, click on *Accept Invitation*. This will enable automatic notification if any changes are made to the event. If you are interested to participate, it is highly recommended to accept the invitation.

Accepting invitation does not bind bidders to submit a bid.

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**Event Details**

**Accept Invitation**  
Bid on Event

**Bidding Shortcuts:** [View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-0000000484  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 02/02/2016 09:02 EST  
**Event End Date:** 31/03/2016 09:02 EDT

**My Bid Status:**

**Event Description:**  
This is a demo event for the bidder guide February 2016.

Accepted events will be marked with status "Accepted" on the eTendering main page after login. If you click on *Status* the column will display all accepted events first in the list.

Atlas Finance Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**View Events and Place Bids**

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search: [ ]

**Event ID:** [ ] - [ ]  
**Event Name:** [ ]  
**Event Type:** [ ]  
**Event Status:** [ ]

**Results Should Include:**  
 Sell Event  
 Purchase Event  
 Request For Information

Include Declined Invitations?

[ Search ] [ Clear ] [Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Event ID	Event Name	Format	Type	End Date	Status
UNDP1-0000000484	Bidder Guide February 2016	Sell	RFX	31/03/2016 09:02 EDT	Accepted
UNDP1-0000000503	Open ITB - Simple Version - V1	Sell	RFX	31/03/2016 08:43 EDT	

#### 4.2.2 Decline Invitation

If you have accepted an invitation to a bid and regret your decision, you can decline invitation. This will disable all automatic notification in the event of changes to the bid.

Click on *Decline Invitation*.

Atlas Finance  
Welcome Bidder User Guide, Your Atlas Finance Last Login Datetime : 14.Mar.2016 10:25:23 GMT

Menu  
Search: [input]  
Manage Events and Place Bids  
- View Events and Place Bids  
- My Event Activity  
- Maintain My User Contact  
- My Bidder Profile  
- My Categorizations  
- My IM Settings  
- Maintain IM Info - Hidden  
- View Terms & Conditions

### Event Details

**Decline Invitation** (highlighted)  
Bid on Event

Bidding Shortcuts: [View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

<b>Event Name:</b>	Bidder User Guide February 2016	<b>My Bid Status:</b>	
<b>Event ID:</b>	UNDP1-0000000516		
<b>Event Format/Type:</b>	Sell Event RFX		
<b>Event Round:</b>	1		
<b>Event Version:</b>	1		
<b>Event Start Date:</b>	09/03/2016 6:27AM EST		
<b>Event End Date:</b>	31/03/2016 09:02 AM EDT		

Provide a reason for the declined invitation in the comments box, and press *Continue*.

Atlas Finance  
Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

Menu  
Search: [input]  
Manage Events and Place Bids  
- View Events and Place Bids  
- My Event Activity  
- Maintain My User Contact  
- My Bidder Profile  
- My Categorizations  
- My IM Settings  
- Maintain IM Info - Hidden  
- View Terms & Conditions

### Decline Event Invitation

Event ID: 0000000484 Name: Bidder Guide February 2016

Please select a reason for declining this event invitation:

Please enter any additional comments:  
[Text Area]

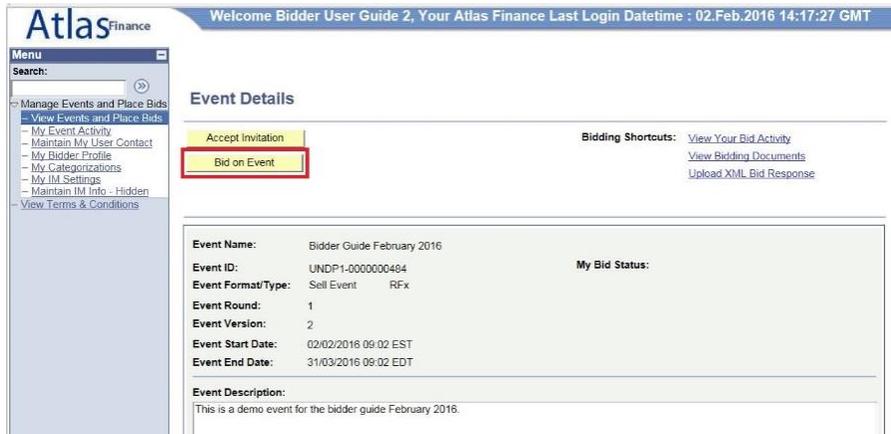
**Continue** (highlighted)  
[Return to Event Search](#)

#### 4.3 Key Points to Remember

- Search for events by going to *Manage Events and Place Bids* → *View Events and Place Bids*.
- Allow pop-up windows when downloading solicitation documents.
- Accept Invitation to express interest to participate in the event and to receive automatic email notifications if any changes are made to the event.
- Accepting an invitation does not bind the bidder to submit a bid to a particular event.

## 5 Submitting a bid

To start the bid submission process, go to the event mainpage and press *Bid on Event*.

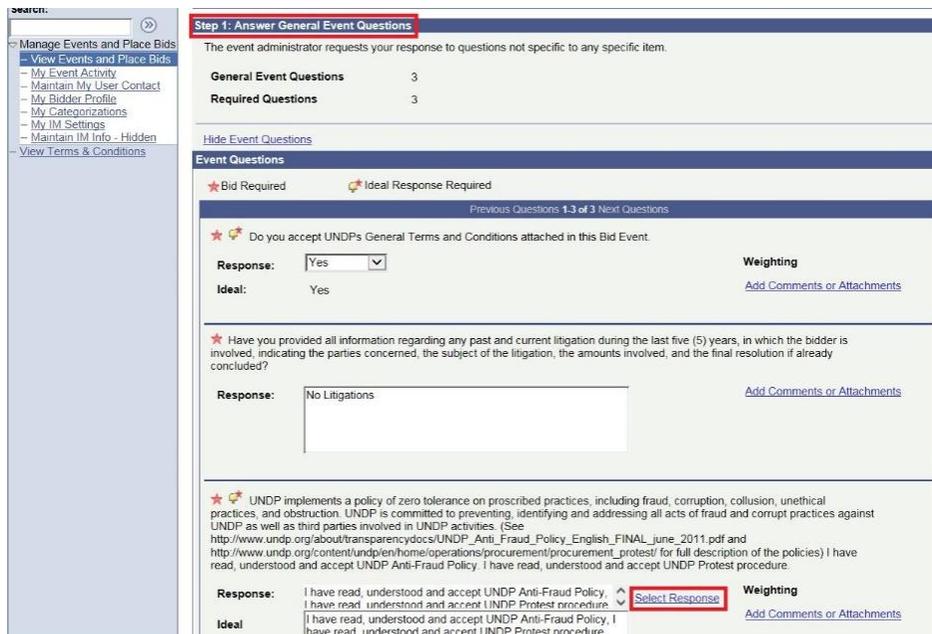


This will open the bid submission page which generally has three main components for the bidders to focus on:

- Answers to Bid Factors included in the bid event
- Inserting Line items quantity and unit prices
- Uploading supporting documents and other attachments as requested in the solicitation documents.

### 5.1 Answer to bid factors

The first step in the bid submission process is to respond to the general requirements of the bid event. All requirements, or questions, are called *Bid Factors* and are found on the bid submission front page under the section *Step 1: Answer General Event Questions*.



Some questions have pre-selected answers, such as Yes/No, numbers, or a comments box where the answer is typed. For questions where multiple answers can be selected, press *Select Response* as per the above screenshot to view and click all appropriate tick-boxes.

Event questions can be marked with two kinds of symbols:

- **Bid required:** it is required to answer the question to submit a qualified bid. If this question is not answered, the system will not allow the bidder to submit the bid.
- **Ideal response required:** It is required to answer the question as per the ideal response. In the example below, the bidder has to confirm that they accept UNDPs General Terms and Conditions attached to the Bid Event by choosing *Yes* from the dropdown list. The system will not allow the bidder to submit the bid if they do not choose the ideal response. Please note that the ideal response is visible to the bidder under the box where the response is to be provided.

Hide Event Questions

**Event Questions**

★ Bid Required    ★ Ideal Response Required

Previous Questions 1-3 of 3 Next Questions

★ ★ Do you accept UNDPs General Terms and Conditions attached in this Bid Event.

Response: Yes

Ideal: Yes

Weighting

[Add Comments or Attachments](#)

## 5.2 Inserting line items and prices

Step two is to insert the bid quantity and prices under *Step 2: Enter Line Bid Responses*. At the top of this section you can see how many items that are included in the event, and how many of them the bidder is required to submit a price offer for. It also shows the total value of your bid price after you have entered it in the lines below.

Enter the unit price for each item in the boxes under *You Unit Bid Price*.

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 2

Lines That Require a Response: 2

Your Total Line Pricing: 4,650.0000 USD

[Hide Line Detail](#)

★ Bid Required    Line Comments/Files

Previous Lines 1-2 of 2 Next Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ computer	EA	10.0000	10.0000	450.000000	4,500.0000 USD	Bid	
2	★ Paper Flipchart 2' x 3'	PD	100.0000	100.0000	1.500000	150.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

## 5.3 Upload Attachments to bid

To upload your documents that are part of your bid, click on *View/Add General Comments and Attachments*.

**Atlas Finance** Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**Event Details**

Submit Bid Save for Later Validate Entries

**Event Name:** Bidder Guide February 2016

**Event ID:** UNDP1-000000484 **Bid ID:** New

**Event Format/Type:** Sell Event RFX **Bid Date:**

**Event Round:** 1 **Bid Currency:** USD US Dollar

**Event Version:** 2

**Event Start Date:** 02/02/2016 09:02 EST

**Event End Date:** 31/03/2016 09:02 EDT

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**

This is a demo event for the bidder guide February 2016.

**Contact:** **Payment Terms:**

**Phone:** **Billing Location:** United Nations Development Pro

**Email:** **Event Currency:** Dollar

**Online Discussion:** **Conversion Rate:** 1.00000000

**Edits to Submitted Bids:** Allowed

**Multiple Bids:** Not Allowed

Press *Upload*.

**Atlas Finance** Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**General Comments and Attachments**

**Business Unit:** UNDP1 **Event ID:** 000000484

**Attachments**

Attached File	Attachment Description	View
bidder_registration_20.JPG	General Attachment 1	<a href="#">View</a>
bidder_registration_19.JPG	General Attachment 2	<a href="#">View</a>

**Add New Attachments**

Attached File	Attachment Description	Upload	View
		<a href="#">Upload</a>	<a href="#">View</a>

**Comments**

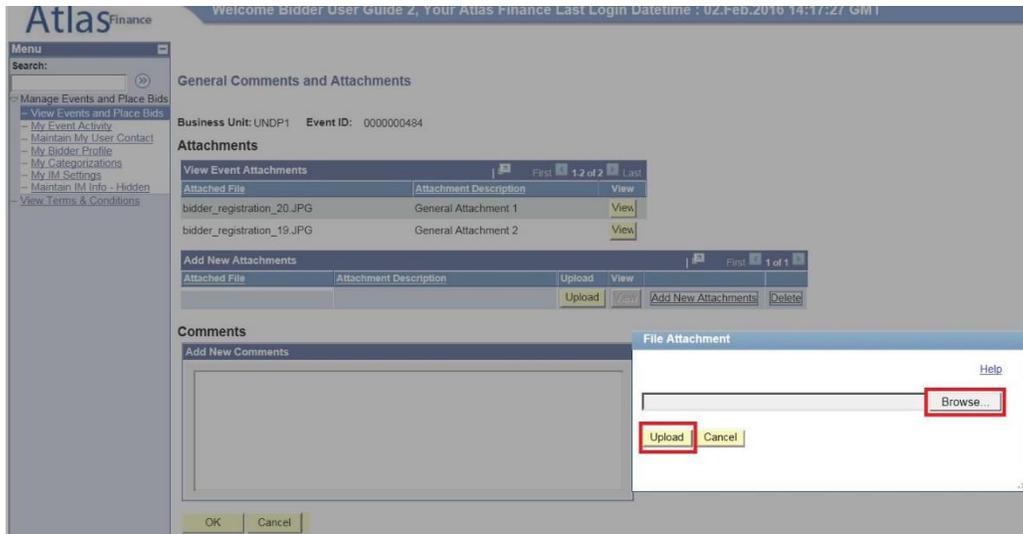
**Add New Comments**

OK Cancel

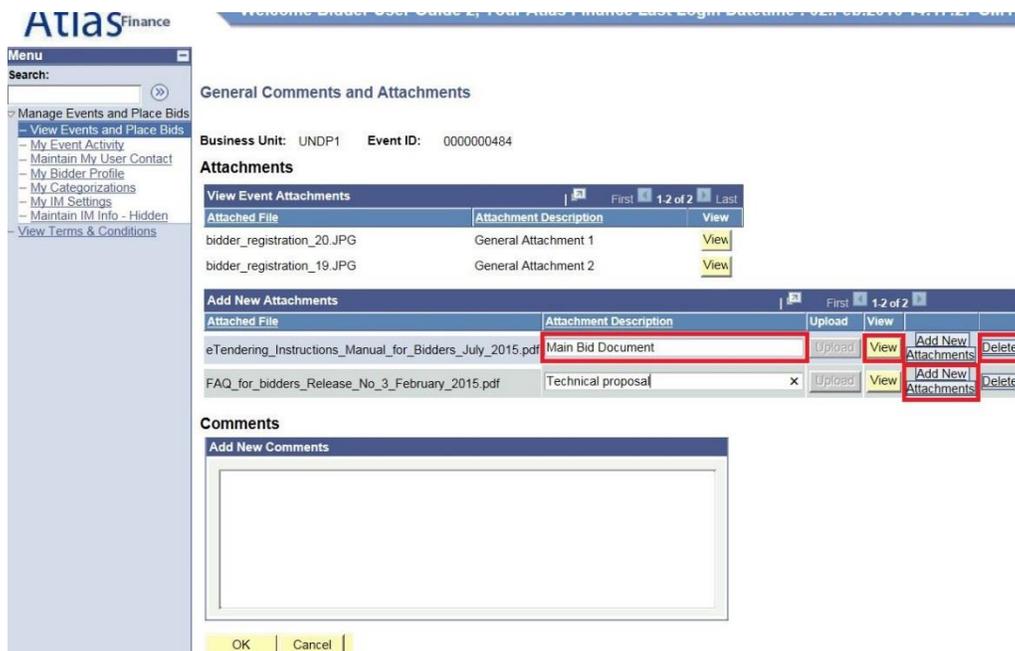
Press *Browse* and select the file that you would like to upload as a bid attachment. Thereafter, press *Upload*.

Please note that:

- **It is only possible to upload attachments with a maximum 60 characters in the file name!**
- Please use the latin alphabet for naming the file. Do not use letters or special characters from other alphabets and keyboards.



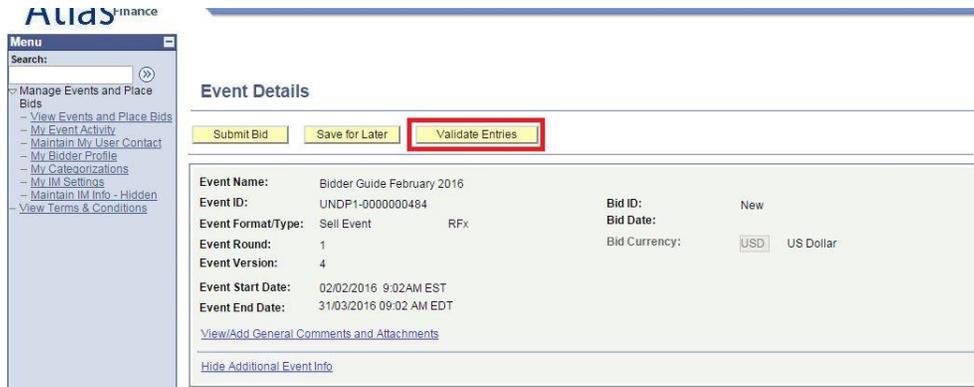
Enter the *Attachment Description*. Press *View* to download the attachment, or *Delete* if you want to remove an attachment. To add several attachments, press *Add New Attachments*.



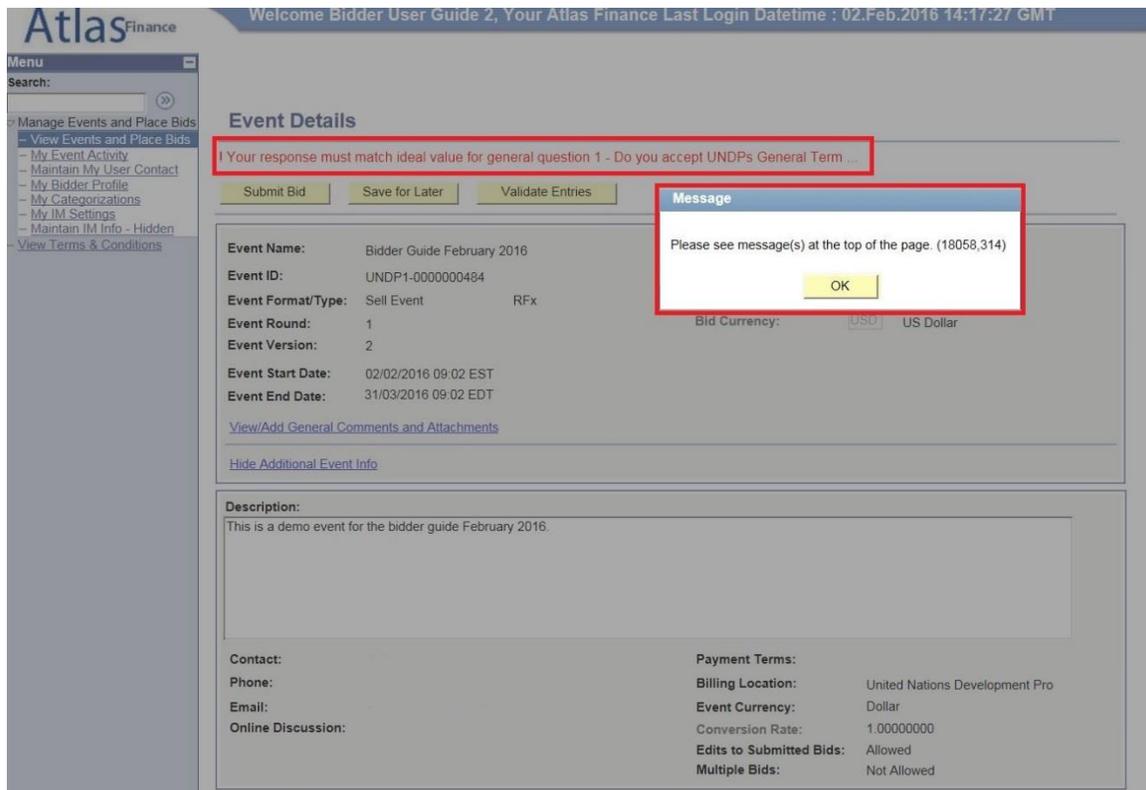
5.4 Validate entries and submit bid

### 5.4.1 Validate entries

Once you have filled out all the information and uploaded all documents as required, you can press *Validate Entries* to make sure that all fields are filled accurately.



If any answers are wrong, the system will generate an error message. It will also inform which parts of the bid are not correct. For the example below, the system informs that the answer to bid question 1 is not as per the ideal response required.



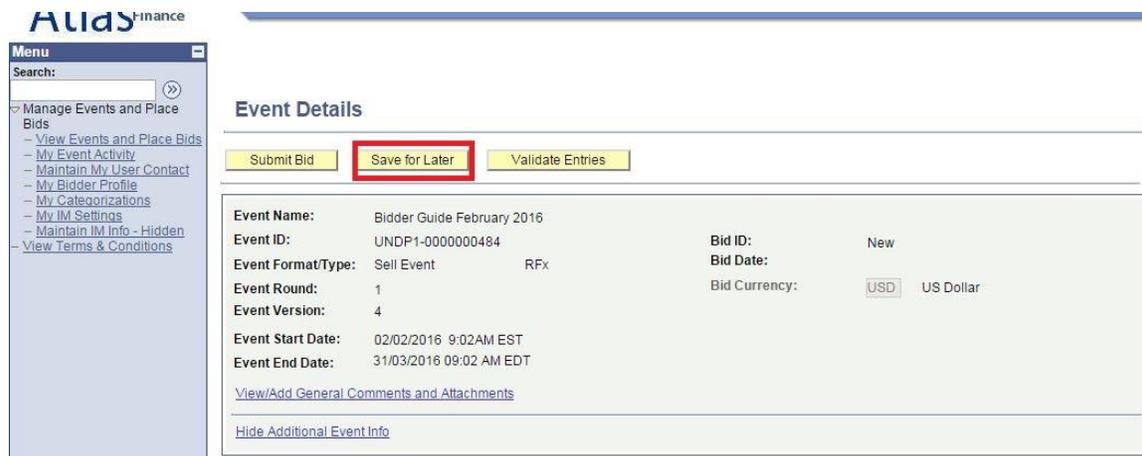
**Please note that the system only checks if the answers are provided to the minimum requirements. It does not check that the bidder have provided accurate information or if any attachments are uploaded. It is the responsibility of the bidder to make sure that all**

## information required for a qualified bid is included!

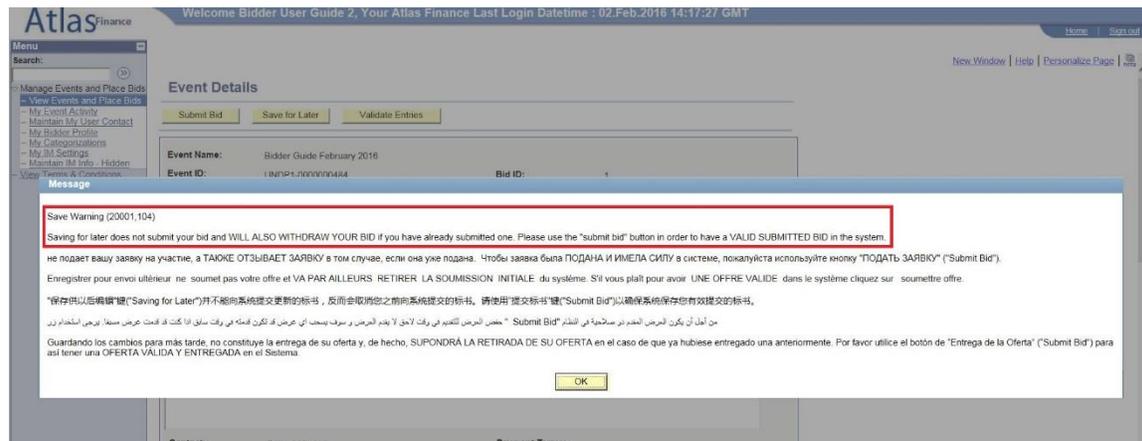
### 5.4.2 Save bid for later

Once the entries are validated and the bidder has checked that all information is accurate and all attachments are uploaded, it is possible to either save the bid for later submission or to submit the bid.

To save the bid for later, press *Save for Later*.



Please note the below error message. **Save for Later does NOT SUBMIT your bid.** A Bid is successfully submitted only when you click on *Submit Bid* and when you have received an email confirmation with an attached copy of your submitted bid.



When you save your bid for later, your bid is not posted in the system. To effectively post a bid, you must click on *Submit Bid*.

### 5.4.3 Submit bid

To submit your bid, press *Submit Bid*.



The following confirmation will appear:



You will also receive an email confirmation with the following automated message together with an attachment that contains a summary of your bid. **If you do not receive this message, your bid has not been submitted.**



Open the attachment, and look for the below screenshot. All attachments that you have uploaded to your bid will be mentioned on this page. Please verify that the list corresponds to your attachments. If any attachments are missing from the list, kindly review your submission in eTendering and control that all attachments are uploaded. If the problem persists, contact the local UNDP focal point for the relevant tender process.

## Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Bid Attachments

File Name :eTendering Instructions Manual for Bidders July 2015.pdf, File Description :Main Bid Document  
File Name :FAQ\_for\_bidders\_Release\_No\_3\_February\_2015.pdf, File Description :Technical proposal

## 5.5 Submitting Alternate Bids

In some cases, UNDP accepts alternate bids. This means that the bidder can submit more than one bid in the system, in which case one of the bids is the primary bid and the other(s) are alternate bids.

You can view whether multiple bids are allowed on the main event page:

The screenshot shows the 'Event Details' page in the Atlas Finance system. The event is titled 'Bidder Guide February 2016'. Key details include:
 

- Event ID: UNDP1-000000484
- Event Format/Type: Sell Event RFX
- Event Round: 1
- Event Version: 2
- Event Start Date: 02/02/2016 09:02 EST
- Event End Date: 31/03/2016 09:02 EDT

 The 'Event Description' states: 'This is a demo event for the bidder guide February 2016.'
   
 In the 'Payment Terms' section, the 'Multiple Bids' field is highlighted with a red box and is set to 'Not Allowed'. Other fields in this section include 'My Bids' (1 In-Process and Submitted) and 'Edits to Submitted Bids' (Allowed).

There are two ways to submit alternate bids. Either, you simply follow the steps starting in section [5 Submitting a bid](#) from the beginning. Or, you can copy details from the previous bid and make amendments as needed for the new bid. For the second option, please use the following steps.

Press *View, Edit or Copy from Saved Bids*.

Atlas Finance

Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02 Feb 2016 14:17:27 GMT

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info - Hidden
- View Terms & Conditions

### Event Details

Bid on Event

Bidding Shortcuts: [View, Edit or Copy from Saved Bids](#)  
[View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

Event Name: Bidder Guide February 2016  
 Event ID: UNDP1-0000000484  
 Event Format/Type: Sell Event RFX

My Bid Status:

Press Copy.

Atlas Finance

Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02 Feb 2016 14:17:27 GMT

Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info - Hidden
- View Terms & Conditions

### View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

Event Name: Bidder Guide February 2016  
 Event ID: UNDP1-0000000484  
 Event Format/Type: Sell Event RFX  
 Event Start Date: 02/02/2016 09:02 EST  
 Event End Date: 31/03/2016 09:02 EDT

Event Round: 1  
 Event Version: 2  
 Multiple Bids: Not Allowed  
 Currency: US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Posted	Posted	08/03/2016 04:15 EST	<a href="#">View</a>	<a href="#">Edit Bid Response</a>	<a href="#">Copy</a>	<a href="#">Cancel</a> <a href="#">Upload</a>

[Return to Event Search](#)

The complete previous bid that you copied from, including all answers to bid factors, price information and attachments, will be automatically populated in a new bid. Make changes as necessary and upload any new attachments as needed.

Please make sure that the bid you are trying to copy from corresponds to the latest version of the Bid event!

## Event Details

[Submit Bid](#)
[Save for Later](#)
[Validate Entries](#)

<b>Event Name:</b>	Bidder Guide February 2016		
<b>Event ID:</b>	UNDP1-000000484	<b>Bid ID:</b>	1
<b>Event Format/Type:</b>	Sell Event	RFX	<b>Bid Date:</b> 08/03/2016 04:15:01 EST
<b>Event Round:</b>	1	<b>Bid Currency:</b>	USD US Dollar
<b>Event Version:</b>	2		
<b>Event Start Date:</b>	02/02/2016 09:02 EST		
<b>Event End Date:</b>	31/03/2016 09:02 EDT		

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**

This is a demo event for the bidder guide February 2016.

---

<b>Contact:</b>	<b>Payment Terms:</b>
<b>Phone:</b>	<b>Billing Location:</b> United Nations Development Pro
<b>Email:</b>	<b>Event Currency:</b> Dollar
<b>Online Discussion:</b>	<b>Conversion Rate:</b> 1.00000000
	<b>Edits to Submitted Bids:</b> Allowed
	<b>Multiple Bids:</b> Not Allowed

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

**General Event Questions**      3  
**Required Questions**            3

[Hide Event Questions](#)

Event Questions

★ Bid Required      ★ Ideal Response Required

Previous Questions 1-3 of 3 Next Questions

★ Do you accept UNDPs General Terms and Conditions attached in this Bid Event.

**Response:** Yes      **Weighting**

**Ideal:** Yes      [Add Comments or Attachments](#)

---

★ Have you provided all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded?

**Response:** No Litigations      [Add Comments or Attachments](#)

---

★ UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies) I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure.

**Response:** I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure      **Weighting**

**Ideal**      I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure      [Add Comments or Attachments](#)

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

**Lines in This Event:**                    2  
**Lines That Require a Response:**    2  
**Your Total Line Pricing:**            4,650.0000 USD

[Hide Line Detail](#)

★ Bid Required      [Line Comments/Files](#)

Previous Lines 1-2 of 2 Next Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price

Please note the system generated attachment that you received in the initial email confirmation after submitting the initial bid will be added to the attachments. The file name will be as per the bid event. **Do not delete this attachment.**

**Atlas Finance** Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

**Menu**  
 Search: [ ]  
 Manage Events and Place Bids  
 - View Events and Place Bids  
 - My Event Activity  
 - Maintain My User Contact  
 - My Bidder Profile  
 - My Categorizations  
 - My IM Settings  
 - Maintain IM Info - Hidden  
 - View Terms & Conditions

**General Comments and Attachments**  
 Business Unit: UNDP1 Event ID: 0000000484

**Attachments**

**View Event Attachments** | First 1 of 2 Last

Attached File	Attachment Description	View
bidder_registration_20.JPG	General Attachment 1	<a href="#">View</a>
bidder_registration_19.JPG	General Attachment 2	<a href="#">View</a>

**Add New Attachments** | First 1 of 5 Last

Attached File	Attachment Description	Upload	View	
eTendering_Instructions_Manual_for_Bidders_July_2015.pdf	Main Bid Document	<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a> <a href="#">Delete</a>
FAQ_for_bidders_Release_No_3_February_2015.pdf	Technical proposal	<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a> <a href="#">Delete</a>
Bidder_Guide_February_2016.pdf	Bid Details	<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a> <a href="#">Delete</a>
User_guide_in_a_snapshot.pptx	Additional information	<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a> <a href="#">Delete</a>
Editing_Bid_51.png	Additional information	<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a> <a href="#">Delete</a>

## 5.6 Submitting bids through .xml-files

It is possible to prepare the bid responses offline and upload into eTendering when ready, using .xml-files.

To submit bids using this method, go to the bid attachments and open the .xml-file. Please note that if your browser has blocked pop up-windows, you have to allow them before you will be able to download the file.

**Atlas Finance**

**Menu**  
 Search: [ ]  
 Manage Events and Place Bids  
 - View Events and Place Bids  
 - My Event Activity  
 - Maintain My User Contact  
 - My Bidder Profile  
 - My Categorizations  
 - My IM Settings  
 - Maintain IM Info - Hidden  
 - View Terms & Conditions

**Event Header Comments and Attachments**  
 Event ID: 0000000516

Attached File	Attachment Description	
1 Bidder_User_Guide_February_2016.xml	Event Bid Package	<a href="#">🔍</a>
2 Bidder_User_Guide_February_2016.pdf	Event Details	<a href="#">🔍</a>

[OK](#) [Cancel](#)

The file will be displayed as per the below screenshot. Download the file to your computer by saving it as an .xml-file.

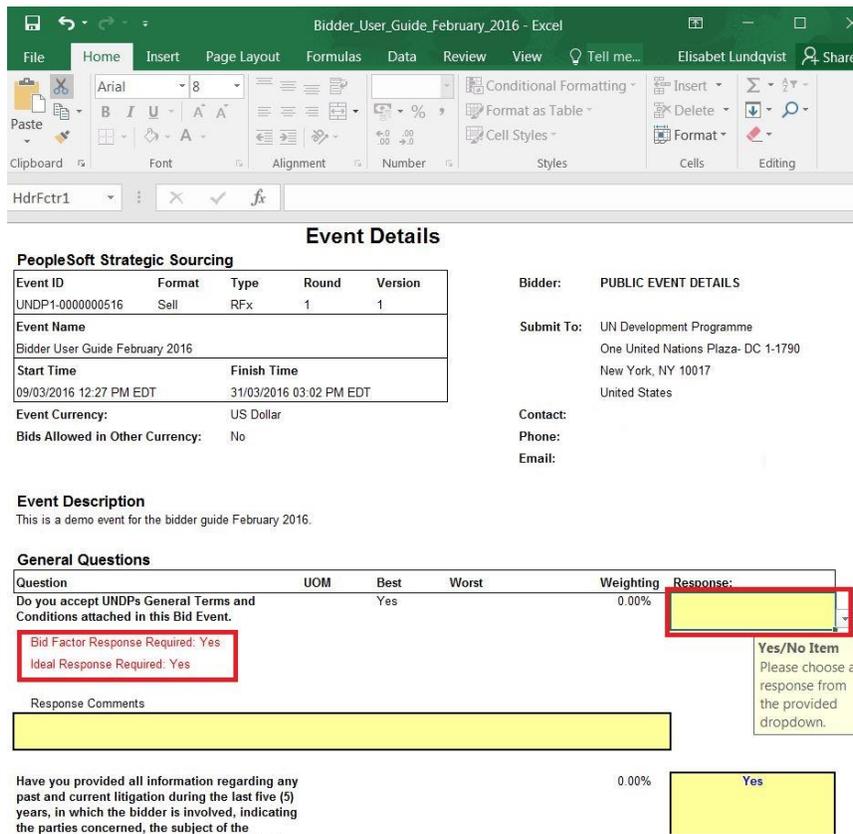
This XML file does not appear to have any style information associated with it. The document tree is shown below.

```

<Workbook xmlns="urn:schemas-microsoft-com:office:spreadsheet" xmlns:html="http://www.w3.org/TR/REC-html40" xmlns:o="urn:schemas-microsoft-com:office:office" xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet" xmlns:x="urn:schemas-microsoft-com:office:excel">
  <!--
  *****PLEASE READ TO OPEN THIS FILE!!!! *****
  At the top of your browser go to File->Save As and select where you would like to save this file.
  Once the file is saved, there are two ways to open it in Excel:
  1. Open Microsoft Excel. At the top, do a File->Open. Navigate to this file, click on it, and s
  2. Right click on this file and select "Open With". Then, select Microsoft Excel as the applicat
  -->
  <Styles>
    <Style ss:ID="s1">
      <ss:Font ss:Bold="1" ss:Size="14" x:Family="Swiss"/>
    </Style>
    <Style ss:ID="s2">
      <ss:Font ss:Bold="1" ss:Size="10" x:Family="Swiss"/>
    </Style>
    <Style ss:ID="s3">
      <ss:Borders>
        <ss:Border ss:LineStyle="Continuous" ss:Position="Left" ss:Weight="1"/>
        <ss:Border ss:LineStyle="Continuous" ss:Position="Top" ss:Weight="1"/>
      </ss:Borders>
    </Style>
  </Styles>
  <Table border="1" ss:Name="Table1" x:Label="Table1">
    <tr>
      <td><!--
  *****PLEASE READ TO OPEN THIS FILE!!!! *****
  At the top of your browser go to File->Save As and select where you would like to save this file.
  Once the file is saved, there are two ways to open it in Excel:
  1. Open Microsoft Excel. At the top, do a File->Open. Navigate to this file, click on it, and s
  2. Right click on this file and select "Open With". Then, select Microsoft Excel as the applicat
  --></td>
    </tr>
  </Table>
  </Workbook>
  
```

Open the .xml-file in Excel by clicking on *Excel* → *File* → *Open* and select the downloaded .xml-file.

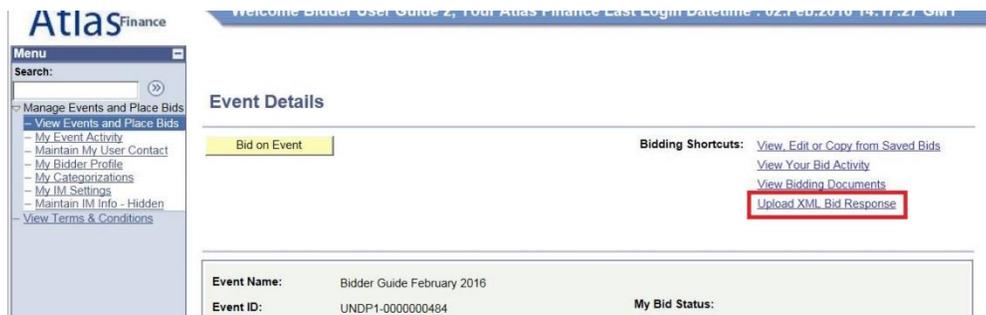
The bid will be visible in the Excel file. Answer to all bid factors and line items and save the document when you are finished.



Please look at all tabs and make sure that you have answered all required fields.



When you have completed all fields, save the document and go back to the event page in eTendering to upload your bid. Click on *Upload XML Bid Response*.



Press *Select XML File* and choose your saved file.



When the .xml-file is uploaded, your answers will be automatically populated in the event. Please review the answers to make sure everything is correct and add any attachments before validating your entries and submitting your bid. **Documents cannot be attached through .xml-files and must be uploaded directly in the system.**

Please note that you can only upload your bid using .xml once. Once a bid has been posted, the .xml-file cannot override the bid information in the system. The only exception is when "Alternate Bids" are allowed. In this case, uploading your bid using .xml-file will create a new bid in the system.

## 5.7 Key points to remember

- Make sure that all bid factors, line quantities and prices are answered and that all documents are uploaded before submitting the bid.

- The length of file names cannot be longer than 60 characters and must be in latin alphabet.
- Submit the bid once it is complete.
- **Be careful when using the "Save for Later" function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously.**
- You can use the .xml upload function only once to upload your initial bid. If you need to make changes, you must make them online. You cannot attach documents through the .xml file, they have to be uploaded directly into eTendering.

## 6 Managing Submitted Bids

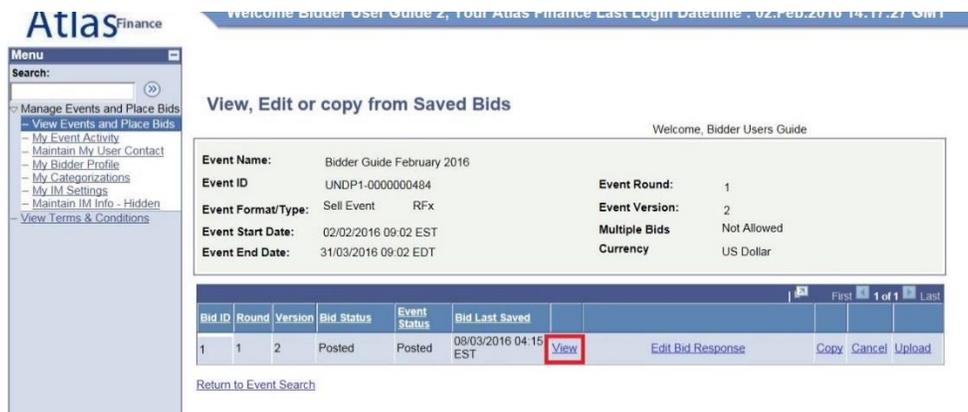
This section contains instructions on how to view, edit, or cancel a bid that has already been submitted.

### 6.1 View Bid

It is highly recommended that you view your submitted bid to ensure that you have provided all the required information. To do so, go to *Manage Events and Place Bids* → *View Events and Place Bids* → find the relevant Event ID. Click on *View, Edit or Copy from Saved Bids*.



Click on *View*.



Check all the responses provided and attachments uploaded to ensure all required information has been provided with your bid. Once you have viewed, exit the bid page.

### 6.2 Edit Bid

You can view whether editing of submitted bids is allowed on the event front page. If edits are allowed, press *View, Edit or Copy from Saved Bids*. Please note that it is only possible to make edits to a submitted bid up until the deadline for submission of bids.

**Event Details**

[Bid on Event](#)      **Bidding Shortcuts:** [View, Edit or Copy from Saved Bids](#)  
[View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

**Event Name:** Bidder Guide February 2016      **My Bid Status:**

**Event ID:** UNDP1-0000000484

**Event Format/Type:** Sell Event    RFX

**Event Round:** 1

**Event Version:** 2

**Event Start Date:** 02/02/2016 09:02 EST

**Event End Date:** 31/03/2016 09:02 EDT

**Event Description:**  
 This is a demo event for the bidder guide February 2016.

**Contact:**      **Payment Terms:**

**Phone:**      **My Bids:** 1 In-Process and Submitted

**Email:**      **Edits to Submitted Bids:** Allowed

**Online Discussion:**      **Multiple Bids:** Not Allowed

**Live Chat Help:**

**Display:** All Lines     Bid Required     Line Comments/Files

Find | View All | First 1 of 2 Last

Press *Edit Bid Response*.

**View, Edit or copy from Saved Bids**

Welcome, Bidder Users Guide

**Event Name:** Bidder Guide February 2016

**Event ID:** UNDP1-0000000484      **Event Round:** 1

**Event Format/Type:** Sell Event    RFX      **Event Version:** 2

**Event Start Date:** 02/02/2016 09:02 EST      **Multiple Bids:** Not Allowed

**Event End Date:** 31/03/2016 09:02 EDT      **Currency:** US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Posted	Posted	08/03/2016 04:15 EST	<a href="#">View</a>	<a href="#">Edit Bid Response</a>	<a href="#">Copy</a>	<a href="#">Cancel</a> <a href="#">Upload</a>

[Return to Event Search](#)

When you have done the necessary changes, press *Submit Bid*. **If you press *Save for Later*, please be aware that this action will withdraw your previously submitted bid and you will not have a bid posted until you have submitted the edited bid.**

**If you make any changes to your bid you have to press *Submit Bid* again, otherwise you no longer have a valid bid in the system.**

**Event Details**

[Submit Bid](#)    [Save for Later](#)    [Validate Entries](#)

**Event Name:** Bidder Guide February 2016

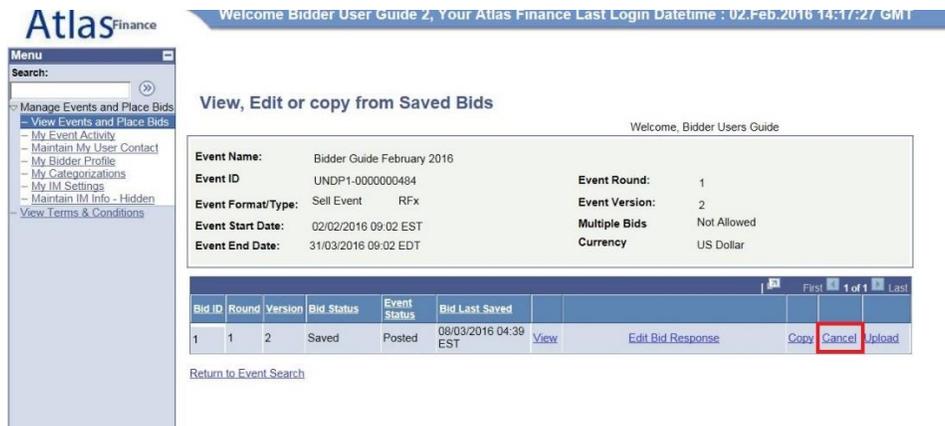
**Event ID:** UNDP1-0000000484      **Bid ID:** New

## 6.3 Cancel Bid

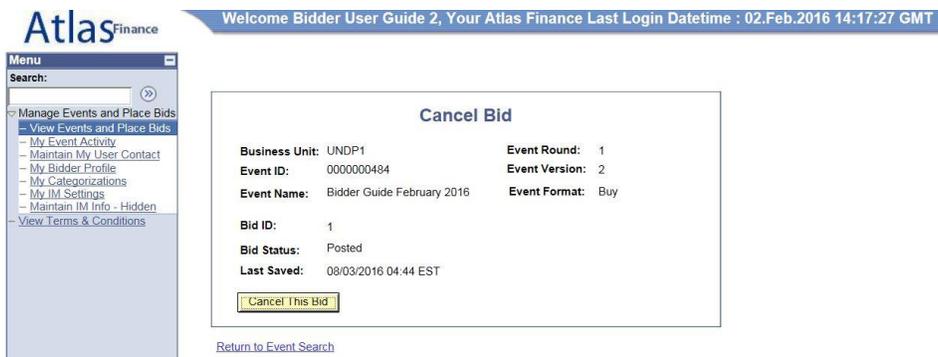
To cancel a bid go to *View, Edit or Copy from Saved bids*.



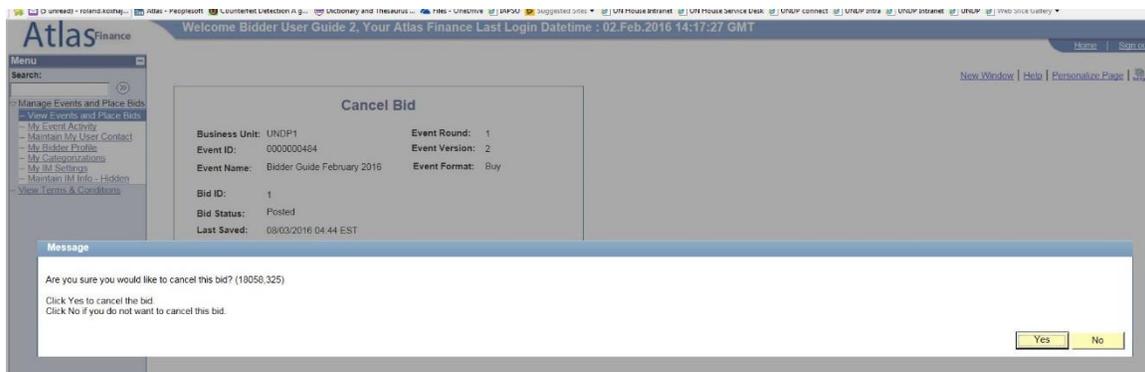
Click on *Cancel* for the bid that you wish to cancel.



The following screen will appear, press *Cancel This Bid*.



The system will once again ask you whether you would like to cancel your bid. To cancel the bid, press Yes.



When the bid is cancelled in the system, you will receive an automated email confirmation of the cancellation.



## 6.4 Amending your bid when bid event is amended

If UNDP amends the bid event and its requirements, an automatic email notification will be sent by the system to all bidders who fall into one of the below categories:

- 4.2.1 Accept Invitation – Express interest to participate in bid
- Been invited directly by UNDP
- Already submitted a bid on the original version of the Bid Event.

The amendments may consist of various aspects and how the bidder can modify his bid accordingly depends on what changes have been made in the bid event. If changes consist in deadlines, new attachments, amended specifications or TORs, etc., but no changes made to the line items or bid factors, the system will automatically attach your bid to the previous version against the new version. You do not necessarily need to submit it again. However, please make sure that your original bid still responds to all the revised requirements and make necessary amendments to your bid by editing your existing bid. Please review the section 6.2 Edit Bid.

If changes have been made to the line items or bid factors, the system will not attach the original bid to the newer version, but instead will disqualify it. The bidder **have** to submit a new bid that meets the new requirements of the new version. Detailed instructions on how to submit a new bid when changes are made to line items or bid factors can be found in 10 Appendix III: In case of event changes in line items or bid factors. Failure to do so may result in your bid being disqualified and not considered for evaluation.

**Do not edit or copy from previous bid when you are resubmitting your bid after changes to the event that affect line items or bid factors! Cancel your previous bid and create a new bid.**

## 6.5 Ensuring there is a valid bid submitted in the system

It is the bidders responsibility to ensure that there is a valid bid submitted in the system before the event deadline.

To view the status of your bid, please enter the main page of the concerned event and press *View, Edit or Copy from Saved Bids*.

If the bid status states *Posted*, it means that you have submitted a bid in eTendering. If any other status shows, you do not have a posted bid in the system. **To be considered in the evaluation, the bid status must be *Posted* at the bidding deadline!**

The screenshot shows the Atlas Finance web interface. On the left is a navigation menu with options like 'Manage Events and Place Bids' and 'View Events and Place Bids'. The main content area is titled 'View, Edit or copy from Saved Bids' and includes a 'Welcome, Bidder Users Guide' message. Below this, event details are listed: Event Name (Bidder Guide February 2016), Event ID (UNDP1-000000484), Event Round (1), Event Format/Type (Sell Event RFX), Event Version (2), Event Start Date (02/02/2016 09:02 EST), Multiple Bids (Not Allowed), Event End Date (31/03/2016 09:02 EDT), and Currency (US Dollar). A table below shows a single bid entry with columns for Bid ID, Round, Version, Bid Status, Event Status, and Bid Last Saved. The 'Bid Status' cell for the first bid is highlighted with a red box and contains the text 'Posted'. Other cells in the row include '1', '1', '2', 'Posted', 'Posted', and '08/03/2016 04:15 EST'. Action links like 'View', 'Edit Bid Response', 'Copy', 'Cancel', and 'Upload' are visible at the bottom of the table row.

## 6.6 Key Points to Remember

- You can only edit, cancel and submit new bids up until the bidding deadline.
- If you edit a bid, you must resubmit it again. Otherwise, your previous bid will be withdrawn and you will no longer have an active bid in the system.
- If a bid factor or line item is changed and you have previously submitted a bid, you must cancel the previously posted bid and submit a new one from scratch. Do not copy from your old bid when creating a new bid!

## 7 Creating and managing a bidder profile in eTendering

This section explains how a bidder account is registered and managed in eTendering. Please note that the registration is a one-time process and each bidding entity should only have one account in eTendering.

### 7.1 Bidder Registration

This section describes the steps that bidders must follow in order to register in the eTendering system. It is a one-time self-registration where bidders must provide pertinent information about them such as name, email, address, and any organization information.

Once the registration is completed, bidders can sign into the eTendering system using their own username and password.

**IMPORTANT! If you are already registered in the system but do not remember the password, do not register again. Use the "Forgotten Password" link or contact UNDP for support.**

First time registrants need to access the site through a generic login. Please use the below details to log into the website and complete the registration process that will grant the bidders their own profile in the system.

- **Website:** <https://etendering.partneragencies.org>
- **Username:** event.guest
- **Password:** why2change

The screenshot shows the login interface for the eTendering system. On the left, there is a login form with a red border around the input fields. The form includes a 'User name:' field, a 'Password:' field, and a 'Login' button. Below the form are links for 'Change Password' and 'Forgotten Password'. To the right of the form, there are logos for the United Nations (UN), UNOPS, UNFPA, UNDP, and UN Women. Below these logos is the 'Atlas' logo and a quote: "Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

Once the bidder has logged into the site using the above mentioned details, please go to *Manage Events and Place Bids* → *Register Bidder* to initiate the bidder registration process.

Please note that the event.guest login details are for the sole purpose of registering new bidders. For submitting bids, the bidder must use their individual profile once registered.

Atlas Finance Welcome event guest, Your Atlas

Search:

- Manage Events and Place Bids
- Register Bidder**
- view Events and Place Bids
- View Terms & Conditions

You have no Event related discussion threads to display.  
[See all authorized Forums](#)

Login here as an existing User.

User ID:

Password:

**Register as a Sourcing Bidder**  
Click here to register as a bidder and to be able to bid on events.

[Register as a Supplier](#)  
This is for UNFPA Suppliers only. Click here to register as a supplier user. You must have a registration code to continue

[I forgot my password](#)  
Click here to reset your password

### 7.1.1 Registration Process

The registration process consists of six steps. Some of the information entered during the registration process cannot be modified at a later stage once the profile is set up, therefore it is important that you ensure correct information is provided for the beginning.

In the first step of the registration process, the bidder must select whether they are a Business or Individual and whether they are interested in buying or selling goods and/or services, or both.

Please note that, for the second question, it is recommended to choose "Both" as it will enable the bidder to see all ongoing tenders.

## Bidder Registration

### Step 1 of 6: Preliminary information.

These questions will determine the type of bidder you will become.

\* Required Field

1. Please select the type of bidder which best describes you.

Business  
 Individual

2. What type of bidding activities are you interested in?

Buying goods/Services  
 Selling goods/Services  
 Both

Next >>

Cancel Registration

\* Required Field

The second step in the self-registration process is to provide necessary information of the users connected to the bidder profile. Please fill out as detailed information as possible.

All fields marked with \* must be filled, please take the following into consideration:

- **Company Name:** must correspond to the name recognized and registered in relevant registration office.
- **First and last name:** should be the name of the person authorized by your company to use the system and represent the company.
- **Email ID:** must be a valid email address for your company. Please note that all future communication from the system will be addressed to this address. It is possible to change the email address after registration (please see section [7.2.2 Update Bidder Profile](#)), but the registration cannot be completed without a valid email address.
- **User ID:** It is strongly recommended to create a username with two parts separated by a dot. For example: firstname.lastname

**Atlas** Finance

### Bidder Registration

#### Step 2 of 6: User Account Setup

Create a user account for your company. Optionally, if you want to add another user to access this account please click on the 'Save and Add Another user' button. You can repeat it to add as many users as needed.

**\* Required Field**

\*Company Name Bidder Users Guide

URLID:http://

**User Information**

\*First Name Bidder [Delete](#)

\*Last Name USer Guide

Title Executive Director

\*Email ID

\*Telephone 1231231231 Ext

Fax

\*User ID bidder\_guide1 (User's account login name.)

[Save and Add Another User](#)

[<< Back](#) [Next >>](#) [Cancel Registration](#)

**\* Required Field**

It is possible to add several users to the same bidder profile, which will enable several people from the same company or organization to access the eTendering site to view and submit bids associated to the bidder profile. Each user will have its own User ID and password. It is highly recommended that you create at least 2 users.

To add an additional user, fill out the information for the first user as per above, then click *Save and Add Another User*.

**Atlas** Finance

### Bidder Registration

#### Step 2 of 6: User Account Setup

Create a user account for your company. Optionally, if you want to add another user to access this account please click on the 'Save and Add Another user' button. You can repeat it to add as many users as needed.

**\* Required Field**

\*Company Name Bidder Users Guide

URLID:http://

**User Information**

\*First Name Bidder [Delete](#)

\*Last Name USer Guide

Title Executive Director

\*Email ID

\*Telephone 1231231231 Ext

Fax

\*User ID bidder\_guide1 (User's account login name.)

[Save and Add Another User](#)

[<< Back](#) [Next >>](#) [Cancel Registration](#)

**\* Required Field**

Fill out the necessary information for the additional user. Once all intended users are created, click on *Next* to continue to step 3 in the bidder registration process.

## Bidder Registration

### Step 2 of 6: User Account Setup

Create a user account for your company. Optionally, if you want to add another user to access this account please click on the 'Save and Add Another user' button. You can repeat it to add as many users as needed.

\* Required Field

\*Company Name   
URLID:http://

#### User Information

\*First Name   [Delete](#)  
\*Last Name   
Title   
\*Email ID   
\*Telephone  Ext   
Fax   
\*User ID  (User's account login name.)

---

\*First Name   [Delete](#)  
\*Last Name   
Title   
\*Email ID   
\*Telephone  Ext   
Fax   
\*User ID  (User's account login name.)

[Save and Add Another User](#)

[<< Back](#)

[Next >>](#)

[Cancel Registration](#)

\* Required Field

In step three, the address of the bidder is indicated. While filling out this information, please pay special attention to the selected country. For all bidder profiles, the system will automatically default the country to USA. If this is not the correct country for the bidder address, please make sure to change it accordingly by clicking *Change Country*.



## Bidder Registration

### Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

#### Primary Address

If your address is not located in the USA, Please click on the 'Change Country' link and select the country before you enter the address.

Country: Denmark

[Change Country](#)

\*Address 1:

Address 2:

Address 3:

Address 4:

\*City:

Region:

Postal:

<< Back

Next >>

Cancel Registration

\* Required Field

Step four is optional. If you do not have alternative addresses for your company, skip this step by clicking on Next to go to step five.

## Bidder Registration

### Step 4 of 6: Other Account Addresses

\* Required Field

The Primary Address you have entered for Bidder Users Guide is:

[Marmorvej 51](#)

[Copenhagen, Denmark](#)

If you need to make corrections, click the Back button and edit your fields.

#### Other Account Addresses

Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.

Check boxes below to indicate addresses that are different from your Primary Address:

**Bill To Address** your company's accounts payable department (for when you purchase goods/services).

**Ship To Address** default location for where we ship your order (for when you purchase goods/services).

**Invoice Address** your company's accounts receivable department (for when you sell goods/services).

<< Back

Next >>

Cancel Registration

\* Required Field

In step five, the bidder is prompted to designate addresses for each of the users. Please note that this is only applicable to the bidders who have added additional addresses to their registration. For bidders who only have one address, only the Primary Address can be chosen. Please make sure that each user has been assigned one address.

When you have assigned an address to each user, click on *Next* to go to the next step in the registration process.

## Bidder Registration

### Step 5 of 6: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

\* Required Field

User Name	Designate as Contact for
Bidder User Guide	Primary Address
Bidder User Guide 2	Primary Address

<< Back      Next >>

Cancel Registration

\* Required Field

The last step in the registration process is the acceptance of the Terms and Conditions. Please read the Terms and Conditions carefully. If you agree, please tick *I agree to be bound by the following Terms and Conditions* and thereafter click *Finish*.

## Bidder Registration

### Step 6 of 6: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

\* Required Field

I agree to be bound by the following Terms and Conditions:

1. Terms and Conditions of Use of the Web Site:

The use of this web site constitutes agreement with the following terms and conditions:

(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject

<< Back      Finish

Cancel Registration

\* Required Field

If you do not agree to the stipulated Terms and Conditions, press *Cancel Registration*.

Upon the successful registration of the bidder, you will receive the following message:

## Bidder Registration

Bidder registration for Bidder Users Guide was successful.

You will receive a confirmation email with your username and password. Please note there may be delay in granting the necessary access to you. Therefore, please close this browser completely and wait for 15 minutes and use the url provided in the email

OK

Press OK.

You will receive an automated message from the eTendering system confirming the bidder registration and sending an automated password, please see an example below. Please note that the automated password can only be used once.



**Before using the new password, please make sure to clear the internet history, cookies and temporary internet files and close the browser.** If these actions are not taken, there might be problems to use the temporary password as the browser might default to the generic password *why2change* automatically.

Once the browser history is cleared, please close and reopen the browser and revisit <https://etendering.partneragencies.org>. This time, sign in by using the chosen username and temporary password provided in the automated email from the system. It is recommended to type the temporary password manually to avoid any errors by copy/paste.

**User name:**

**Password:**

[Change Password](#) | [Forgotten Password](#)

---

**To obtain support:**

- UNDP Users
- UNFPA Users
- UNOPS Users
- UNU Users

**Other resources:**

- [UNDP Atlas Service Centre](#)
- [My UNFPA](#)
- [UNOPS Atlas Intranet Page](#)
- [UNU Atlas Information Centre](#)



Atlas

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

**Important Messages:**

Last updated on 17 Nov, 2015 at 7:30 PM New York time (ET)

Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.

Please clear your browser cache before signing onto ATLAS.

When you log into eTendering for the first time with the temporary password, you will be prompted to change the password to a password of your choice. Once it has been changed, you will be logged into the system and will be able to view bidding processes and submit bids.

When entering the details provided in the automated email, the below screen will appear. Please re-enter the automated password, and thereafter enter a new password. After reconfirming the new password, press *Change Password*.

Please remember to use a password that is secure, it is recommended to use both UPPERCASE and lowercase letters as well as numbers [123].

### Password Change Request

**bidder.guide1** please change your current password before continuing.

Old Password\*

New Password\*

Confirm New Password\*

If you have typed the new password and reconfirmed it correctly, the below screen will appear. Press *Continue*.

## Password Change Information

**bidder.guide1** your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

The system will now prompt you to choose a security hint and answer that will be used to identify the user in case the password is forgotten. Please choose the security hint you would like to use from the dropdown list and type your answer in the box. Please note that the answer is sensitive to the capital letters.

Once you have chosen your security hint and answer, press *Submit*.

### Atlas Account Security Profile

For security purposes, the secret hint and answer provided will be used in the event that you have forgotten your password.

Please select a hint question from the list provided and specify the answer below:

Password Hint :

Answer :

You have now successfully registered as a bidder in the eTendering system, and the following screen will appear:

The screenshot shows the Atlas Finance user interface. At the top, there is a navigation bar with the Atlas Finance logo and the text "Welcome Bidder User Guide to Atlas Community!". Below the navigation bar, there is a search bar with the text "Search:" and a magnifying glass icon. To the right of the search bar, there is a "Home" link. Below the search bar, there is a table with the following data:

Event Name	Event Type	Start Date/Time	End Date/Time
<a href="#">test event nbotification to invited bidders</a>	RFx	29/01/2016 05:57 EST	26/02/2016 05:57 EST
<a href="#">UNFPA/UNDP event notification email</a>	RFx	29/01/2016 06:07 EST	29/02/2016 06:07 EST

Below the table, there is a link that says "See all of my events".

Please log into eTendering at least every 45 days to ensure you will keep your account active.

### 7.1.2 Forgotten password

If you forget your password, please follow the below steps to restore it.

Go to the front page <https://etendering.partneragencies.org> and press *Forgotten Password*.

---

User name:

Password:

[Change Password](#) [Forgotten Password](#)

---

**To obtain support:** **Other resources:**

<a href="#">UNDP Users</a>	<a href="#">UNDP Atlas Service Centre</a>
<a href="#">UNFPA Users</a>	<a href="#">My UNFPA</a>
<a href="#">UNOPS Users</a>	<a href="#">UNOPS Atlas Intranet Page</a>
<a href="#">UNU Users</a>	<a href="#">UNU Atlas Information Centre</a>



**Atlas**

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build a better life.

---

**Important Messages:**

Last updated on 17 Nov, 2015 at 7:30 PM New York time (ET)

**Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.**

Please clear your browser cache before signing onto ATLAS.

Enter your Atlas ID, which is the user name you selected during the registration process, as well as the associated email address and press *Submit*.

---

#### Forgotten Your Password

Please enter your Atlas login ID and e-mail address.  
Veuillez taper votre nom d'utilisateur et l'adresse électronique correspondante.  
Escriba su nombre de usuario y la correspondiente dirección e-mail.

Atlas Login ID:"

e-mail address:"

The security hint that you selected during the registration process will appear. Enter the correct answer and press *Submit*. Please note that the answer is sensitive to capital letters. Kindly type the answer exactly as it was typed during the bidder registration.

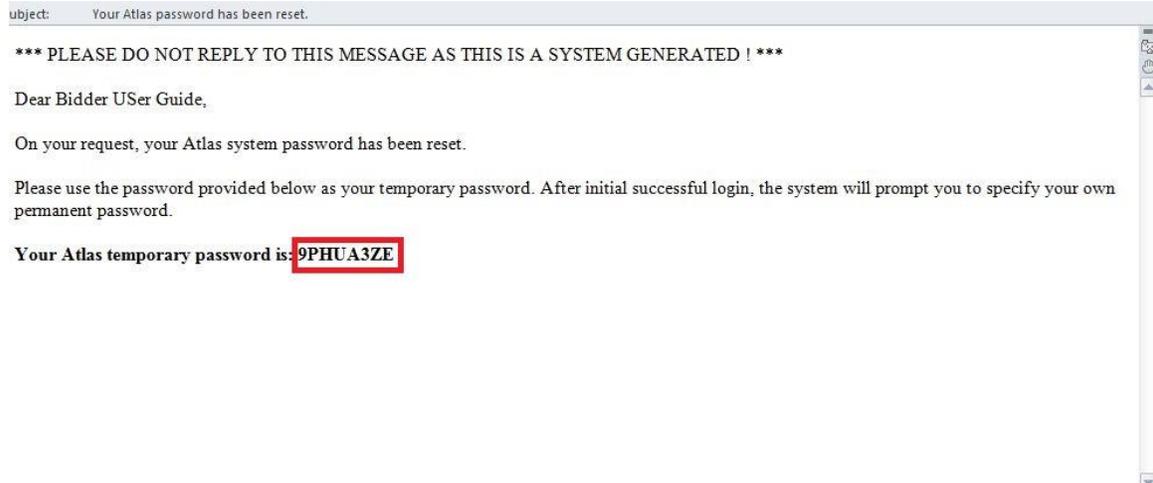
---

#### Please provide the answer to the question below:

Hint Question : Favorite color

Hint Answer :

An automated email will be sent to the email address for the concerned user. Use the password provided in the email to log into eTendering. After the first login, the system will prompt the user to change the password.



### *7.1.3 Key Points to Remember when registering as a bidder*

- The "event.guest" account is only to start the registration process. It does not allow any rights to submit bids.
- The information provided during the registration process (company name, user name, etc.), must be accurate and legitimate.
- Only create one bidder registration per each bidder company or individual. If you already have a profile but have forgot the password, please use the "forgotten password" link to create a new password.
- If a company is registering, it is recommended to create more than one user within the bidder profile.
- Enter a valid email address.
- When signing in with the temporary password, make sure to clear the browser history, close the browser, and to type the password correctly as per the automated email.

## 7.2 Managing Your Account

This section describes some additional features that enable the bidders to view their bidding activity and change the information in their bidder profile.

### 7.2.1 View Bidding Activity

The system record bidder activities. To view your bidding activities, click on *View Events and Place Bids* → *My Event Activity* → *Event Bids On*. All your bidding events that you have participated in will show.

The screenshot displays the Atlas Finance Bidder Users Guide interface. At the top, a blue banner reads "Welcome Bidder User Guide, Your Atlas Finance Last Login Datetime : 14.Mar.2016 10:05:51 GMT". On the left, a menu is visible with "Manage Events and Place Bids" and "My Event Activity" highlighted. The main content area is titled "Bidder Users Guide" and includes an "Event Activity Summary" section with "Events Invited To: 1", "Events Bid On: 1", and "Events Awarded: 0". Below this is a "Search Criteria" section with dropdowns for "Event Format" and "Event Type", and date range fields for "From" and "Through". A "Search" button is present. At the bottom, a table lists events with columns for "Event ID", "Format", "Event Name", "Event Status", "Start Date", "End Date", and "Status". The first row shows an event with ID "UNDP1-000000484", format "Sell", name "Bidder Guide February 2016", and status "Posted". A "Refresh" button is located below the table.

To view the complete information of a specific bid, follow the instructions in section [6.5 Ensuring there is a valid bid submitted in the system](#).

### 7.2.2 Update Bidder Profile

To update the bidder profile, go to *Manage Events and Place Bids* → *My Bidder Profile*. Click on each tab to change any information:

- **Main:** company website can be changed. The name of the company cannot be changed.
- **Addresses:** Add new or amend existing addresses.

Please note that the username and company name cannot be changed.

Press **Save** when you have finalized your changes.

**Menu**

Search:

- > **Manage Events and Place Bids**
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
- **My Bidder Profile**
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
  - View Terms & Conditions

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Company Bidder Users Guide

**User Information** Find First < 1 of 2 > Last

First Name	<input type="text" value="Bidder"/>
Last Name	<input type="text" value="User Guide"/>
Title	<input type="text" value="Executive Director"/>
Email ID	<input type="text"/>
Telephone	<input type="text" value="123/123-1231"/> <input type="text" value="Ext"/>
Fax	<input type="text"/>
Address	<input type="text" value="1"/> <input type="text" value="Main Address"/>
User ID	bidder.guide1

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

## 8 Appendix I: Common Definitions

<b>Bid</b>	A submission of an offer on an event.
<b>Bid Factor</b>	<p>Bid requirements and evaluation criteria, that may or may not be cost-related, which factors into the award of an event. Bid factors can be of pass or fail or can be assigned weightings and used to determine the best qualified bid.</p> <p>Examples of bid factors include price, product warranties, service level agreements, and defect ratings.</p>
<b>Bidder</b>	Anyone registered to place a bid on an event. The term <i>bidder</i> applies whether it is a sell event (i.e. when UNDP is selling goods) or a buy event (i.e. when UNDP is the buyer).
<b>Business Unit</b>	An identification code that represents a high-level organization of business information usually representing an UNDP Country Office or HQ department.
<b>Buy Event</b>	<p>In a buy event, UNDP wants to buy goods or services. In addition to price, the creator may specify other bid factors and assign weightings, which factors into the award decision. Bidders must submit their bids, including responses to the bid factors, by a specified End Date after which time the bids are evaluated and the event is awarded. In PeopleSoft Strategic Sourcing, there are two types of buy events:</p> <p><i>Auction</i>: Also known as a reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.</p> <p><i>Sealed RFX</i>: Similar to a RFX event, yet also restricts the event creator from viewing the bids until after the event has ended. It is used by UNDP for Invitation to Bid (ITB) and request for Proposals (RFP) type of processes.</p>
<b>End Date</b>	The date and time the event closes meaning that bids are no longer accepted.
<b>Event Creator</b>	The originator of the event in the system.
<b>Factor Type</b>	The type of information being requested on the bid factor, such as monetary, numeric, date, text, yes/no, or list.
<b>Preview Date</b>	The time available before an event's start date. During preview, bidders may view the event, and may enter bid data into the system but will not be able to submit their bid. Having a preview time for an event is optional.
<b>Public Event</b>	An event on which any person or organization may bid.
<b>RFX</b>	A request for information or request for quote event in which each bidder bids once; bidders cannot see each other's' bids and scores.
<b>Sell Event</b>	<p>Most familiarly known as an <i>auction</i>. In a sell event, the event creator offers a good or service for sale. In addition to price, the creator may specify other bid factors which helps determine the award decision. Bidders must submit their bids, including responses to the bid factors, by a specified end date at which time the bids are evaluated and the winners are declared. In PeopleSoft Strategic Sourcing, there are two types of sell events:</p> <p><i>Auction</i>: All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.</p> <p><i>RFX</i>: Each bidder submits one bid by the specified end date, at which time the event creators evaluate bids and awards the event. Bidders never see others' bids but the event creator can see all bids throughout the event.</p>
<b>SetID</b>	An identification code that represents a set of control table information or tablespets. A

tableset is a group of tables (records) necessary to define your organization's structure and processing options.

**Start Date** The date and time at which the event becomes open for bidding.

**User ID** The system identifier for the individual who generates a transaction.

**Weighting** Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids.

## 9 Appendix II: List of country codes

<b>Country</b>	<b>Code</b>	<b>Country</b>	<b>Code</b>
Afghanistan	AFG10	Ecuador	ECU10
Albania	ALB10	Egypt	EGY10
Algeria	DZA10	El Salvador	SLV10
Angola	AGO10	Equatorial Guinea	GNQ10
Argentina	ARG10	Eritrea	ERI10
Armenia	ARM10	Ethiopia	ETH10
Azerbaijan	AZE10	Fiji	FJI10
Bahrain	BHR10	Gabon	GAB10
Bangladesh	BGD10	Gambia	GMB10
Bangkok Regional Office	BRC10	Geneva	H2410
Barbados	BRB10	Georgia	GEO10
Belarus	BLR10	Ghana	GHA10
Benin	BEN10	Guatemala	GTM10
Bhutan	BTN10	Guinea	GIN10
Bolivia	BOL10	Guinea-Bissau	GNB10
Bosnia & Herzegovina	BIH10	Guyana	GUY10
Botswana	BWA10	Haiti	HTI10
Brazil	BRA10	Honduras	HND10
Brussels	H2710	India	IND10
Bulgaria	BGR10	Indonesia	IDN10
Burkina Faso	BFA10	Iran	IRN10
Burundi	BDI10	Iraq	IRQ10
Cairo Regional Centre	R4410	Jamaica	JAM10
Cambodia	KHM10	Jordan	JOR10
Cameroon	CMR10	Kazakhstan	KAZ10
Cape Verde	CPV10	Kenya	KEN10
Central African Republic	CAF10	Kosovo	KOS10
Chad	TCD10	Kuwait	KWT10
Chile	CHL10	Kyrgyzstan	KGZ10
China	CHN10	Laos	LAO10
Colombia	COL10	Lebanon	LBN10
Comoros	COM10	Lesotho	LSO10
Congo	COG10	Liberia	LBR10
Congo, DRC	COD10	Libyan Arab Jamahiriya	LYB10
Copenhagen	H2810	Macedonia	MKD10
Costa Rica	CRI10	Madagascar	MDG10
Cote d'Ivoire	CIV10	Malawi	MWI10
Croatia	HRV10	Malaysia	MYS10
Cuba	CUB10	Maldives	MDV10
Cyprus	CYP10	Mali	MLI10
Dem. Rep. Korea	PRK10	Mauritania	MRT10
Djibouti	DJI10	Mauritius	MUS10
Dominican Republic	DOM10	Mexico	MEX10

<b>Country</b>	<b>Code</b>	<b>Country</b>	<b>Code</b>
----------------	-------------	----------------	-------------

Moldova	MDA10	South Africa	ZAF10
Mongolia	MNG10	Sri Lanka	LKA10
Montenegro	MNE10	Sudan	SDN10
Morocco	MAR10	Sudan South (Juba)	SSD10
Mozambique	MOZ10	Suriname	SUR10
Myanmar	MMR10	Swaziland	SWZ10
Namibia	NAM10	Syria	SYR10
Nepal	NPL10	Tajikistan	TJK10
Nicaragua	NIC10	Tanzania	TZA10
Niger	NER10	Thailand	THA10
Nigeria	NGA10	Timor Leste	TLS10
Pakistan	PAK10	Togo	TGO10
Palestine	PAL10	Tokyo	H2510
Panama	PAN10	Trinidad & Tobago	TTO10
Panama Regional Centre	R4610	Tunisia	TUN10
Papua New Guinea	PNG10	Turkey	TUR10
Paraguay	PRY10	Turkmenistan	TKM10
Peru	PER10	Uganda	UGA10
Philippines	PHL10	Ukraine	UKR10
Romania	ROU10	UN Volunteers	UNV10
Russian Federation	RUS10	UNDP1	UNDP1
Rwanda	RWA10	United Arab Emirates	ARE10
Samoa	WSM10	Uruguay	URY10
Sao Tome & Principe	STP10	Uzbekistan	UZB10
Saudi Arabia	SAU10	Venezuela	VEN10
Senegal	SEN10	Vietnam	VNM10
Serbia	SRB10	Washington	H2610
Sierra Leone	SLE10	Yemen	YEM10
Slovak Republic	SVK10	Zambia	ZMB10
Somalia	SOM10	Zimbabwe	ZWE10

## 10 Appendix III: In case of event changes in line items or bid factors

If UNDP amends the bid event, an automatic email notification will be sent by eTendering to all bidders who fall into one of the below categories:

- 4.2.1 Accept Invitation – Express interest to participate in bid
- Been invited directly by UNDP
- Already submitted a bid on the original version of the Bid Event.

Please refer to the below screenshot for an example of an automatic notification in the case of event changes:

The screenshot shows an email interface. At the top, it says 'Wed 16/03/2016 11:50' and 'peoplesoft@peoplesoft.com'. The subject is 'UNDP Procurement Notice Notification'. Below the sender information, there are two attachments: a PDF file (16 KB) and a document file (38 KB). The main body of the email starts with 'Dear Bidder,' followed by a red-bordered box containing the following text: 'This is a notification email from eTendering system sent to you because you are either invited to an event, or an event that you are participating has been recently modified. Please follow the instructions in the event description to confirm your participation to this event, or update your bid, as relevant. If you have any questions, please contact the focal point for this event as indicated in the solicitation documents.' Below this text are three sections: 'Event Overview' with fields for 'Event Name:' and 'Description:'; 'Event Details' with fields for 'Event Id:', 'Event Starts:', 'Event Ends:', 'Header Attachments: None', and 'Line Attachments: None'; and 'Event URL' with a link 'Review and bid on this event.'

The amendments may consist of various aspects, for example extended deadline for submission of bid, changes in terms and conditions, specifications, additional documentation, or changes in various requirements.

This annex applies to actions the bidder has to take if changes have been made to bid factors or line items in the event, if the bidder has already posted or saved a bid for later on the previous event version.

If changes have been made to the line items or bid factors, the bidder **have** to cancel their previous bid and submit a new bid. **If the bidder does not take any action after changes to the bid factors or line items, their old bid will no longer comply to the event requirements and it will be disqualified by the system and may not be considered for evaluation!**

After the bid has been amended, the bidder must view the bidding event and all attachments in eTendering to make sure they have taken note of all changes.

To view the event, go to *Manage Events and Place Bids* → *View Events and Place Bids* → and search for the relevant Event ID. When entering the event main page, please look at all information and attachments to review the amendments.

In this example three changes have been made to the event, which have all been entered in the description field on the event main page:

- One line item has been removed.
- One new line item has been added.
- One new bid factor has been added.

## Event Details

**Bidding Shortcuts:** [View, Edit or Copy from Saved Bids](#)  
[View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

<b>Event Name:</b>	Bidder User Guide February 2016		
<b>Event ID:</b>	UNDP1-0000000612	<b>My Bid Status:</b>	
<b>Event Format/Type:</b>	Sell Event	RFX	
<b>Event Round:</b>	1		
<b>Event Version:</b>	2		
<b>Event Start Date:</b>	31/03/2016 05:31 EDT		
<b>Event End Date:</b>	28/04/2016 04:31 EDT		
<b>Event Description:</b>			
The following changes have been made to this event:			
<ul style="list-style-type: none"> <li>- The first line item has been removed.</li> <li>- One new line item has been added.</li> <li>- One new bid factor has been added.</li> </ul>			
<b>Contact:</b>		<b>Payment Terms:</b>	
<b>Phone:</b>		<b>My Bids:</b>	<a href="#">1 In-Process and Submitted</a>
<b>Email:</b>		<b>Edits to Submitted Bids:</b>	Allowed
<b>Online Discussion:</b>		<b>Multiple Bids:</b>	Not Allowed
<b>Live Chat Help:</b>			

<b>Display:</b>	All Lines	★ Bid Required	Line Comments/Files	
Find   View All   First 1-2 of 2 Last				
Line	Description	Unit	Requested Quantity	Status
1	★ computer	DOZ	10.0000	
2	★ Highlighter Stabilo Yellow	EA	50.0000	

If you wish to bid on the new event, **you must first cancel your previous bid in the system.** If you leave your old bid in the system, it will be disqualified by the system and may not be considered for evaluation stage as it no longer fulfils the new minimum criteria.

To cancel your previous bid, click on *View, Edit or Copy from Saved Bids*.

Atlas Finance

Welcome Elisabet Elisabet, Your Atlas Finance Last Login Datetime : 31.Mar.2016 11:41:55 GMT

**Menu**

Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
- View Terms & Conditions

### Event Details

**Bidding Shortcuts:** [View, Edit or Copy from Saved Bids](#)  
[View Your Bid Activity](#)  
[View Bidding Documents](#)  
[Upload XML Bid Response](#)

---

**Event Name:** Bidder User Guide February 2016  
**Event ID:** UNDP1-0000000612  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 31/03/2016 05:31 EDT

**My Bid Status:**

Press *Cancel*. Do not press on edit when you want to resubmit a new bid after changes to the event! Cancel your previous bid and create a new bid, otherwise the system will default to the old bid event and you bid will still not comply to the new requirements.

Atlas Finance

Welcome Elisabet Elisabet, Your Atlas Finance Last Login Datetime : 31.Mar.2016 11:41:55 GMT

**Menu**

Search: [ ]

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
- View Terms & Conditions

### View, Edit or copy from Saved Bids

Welcome, Asha Deep Foundation (NGO)

**Event Name:** Bidder User Guide February 2016  
**Event ID:** UNDP1-0000000612  
**Event Format/Type:** Sell Event RFX  
**Event Start Date:** 31/03/2016 05:31 EDT  
**Event End Date:** 28/04/2016 04:31 EDT

**Event Round:** 1  
**Event Version:** 2  
**Multiple Bids:** Not Allowed  
**Currency:** US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			First	1 of 1	Last
1	1	2	Posted	Posted	31/03/2016 05:48 EDT	<a href="#">View</a>	<a href="#">Edit Bid Response</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	<a href="#">Upload</a>

[Return to Event Search](#)

Confirm the cancellation by clicking on *Cancel This Bid*.

The below message will appear. Reconfirm the cancellation again by clicking on Yes.

Your bid will now be cancelled, and you can resubmit a new bid in the system. To submit a new bid, follow the normal steps for bid submission from the beginning, as briefly described below.

**Do not copy from previous bid, as the system will default to the old bid event and you bid will not comply to the new requirements. It is the bidders’ responsibility to ensure that they have a valid, submitted bid in the system corresponding to the latest event version at the closing deadline.**

To submit a new bid, you must first enter the main page of the event by going to *Manage Events and Place Bids* → *View Events and Place Bids* → and search for the relevant Event ID. When entering the bid event, press on *Submit Bid*.

Fill out all answers to the bid factors and prices for the line items. Please remember to upload all attachments, as they will not be saved from the previous bid that is now cancelled. When you are ready, press *Submit Bid*.

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - My IM Settings
  - Maintain IM Info - Hidden
- View Terms & Conditions

[Hide Event Questions](#)

**Event Questions**

★ Bid Required    ★ Ideal Response Required

Previous Questions 1-3 of 3 Next Questions

★ Do you accept UNDPs General Terms and Conditions attached in this Bid Event.

**Response:**  **Weighting**

**Ideal:** Yes [Add Comments or Attachments](#)

★ Have you provided Price and Delivery Schedule form: Fully completed and duly authorized?

**Response:**  **Weighting**

**Ideal:** Yes [Add Comments or Attachments](#)

★ Have you provide the Bid Submission Form, signed by an authorized representative of the entity submitting the bid and such submissions would be binding on the bidding entity

**Response:**  **Weighting**

**Ideal:** Yes [Add Comments or Attachments](#)

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

**Lines in This Event:** 2

**Lines That Require a Response:** 2

**Your Total Line Pricing:** 6,000,0000 USD

[Hide Line Detail](#)

★ Bid Required    Line Comments/Files

Previous Lines 1-2 of 2 Next Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ computer	DOZ	10.0000	10.0000	100.000000	1,000.0000 USD	Bid	
2	★ Highlighter Stablio Yellow	EA	50.0000	50.0000	100.000000	5,000.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

You will now receive an email notification confirming that your new bid is posted.

### 10.1 Key Points to Remember

- **Do not edit or copy from previous bid when resubmitting your bid after changes to the event!**
- Cancel your previous bid and create a new bid from scratch.
- Remember to review the event carefully to make sure your bid is valid according to the changes.
- If the bidder has posted a bid to an old version of an event, and not submits a new one after changes to bid factors and line items, the event will not be
- If no changes have been made to bid factors or line items, it is possible to edit the bid without cancelling the previous bid.