

2 Register Supplier Profile

Suppliers using Quantum Supplier Portal for the first time must register for a Supplier User Account before participating in any online tender. This section provides a brief overview of the supplier registration process, how to log in to begin registration, and how to register your Supplier profile.

- [Overview of the Supplier Registration](#)
- [Step 1: Enter the company details](#)
- [Step 2: Enter the contact \(user\) details](#)
- [Step 3: Enter the company address](#)
- [Step 4: Select the Business classifications](#)
- [Step 5: Select the Products & Services](#)
- [Step 6: Complete the questionnaire and finish the registration](#)
- [Set the password and login to the system](#)



IMPORTANT

You should register for an account only once. If you have forgotten your password, use the option ***Need help signing in?***

Overview of registration process

The first time a bidder enters the Quantum Supplier Portal, a one-time registration process is required. Bidders only register once, and thereafter enter the Portal with their own User ID and password.

Action 1

Compile the required information

Action 2

Click the link for Supplier registration

Action 3

Register Supplier Profile Details

Action 4

Create password and login the system

Mandatory:

- ✓ D-U-N-S number (if you have one) and taxpayer ID or Tax registration number.
- ✓ Company name as legally registered.
- ✓ Contact details for maintain the account. Read more details in the guide.
- ✓ Legal address of the company.
- ✓ Documentation required if your company falls under one of the categories as explained in the guide.
- ✓ Document about women ownership status of the company if relevant.
- ✓ Banking Proof for **Spend /Authorised** Suppliers

Recommended:

- ✓ Brief description of the company profile.
- ✓ Copies for company registration documents.
- ✓ Copies of following documents if you possess them:
 - ✓ ISO 9001, ISO 14001, ISO 14064, or equivalent;
 - ✓ Internal company policy documents relevant to these quality requirements;



IMPORTANT

- Have the necessary information and documentation ready before starting registration process.
- **Companies with their own email domains need to make sure that undp.org and oracle.com is not in blocked by their email firewalls.**



Action 2: Click on the link for Supplier Registration

To start the registration of your supplier profile please click on the registration link that is provided in the Procurement notice OR that would be provided directly in Negotiations.



IMPORTANT

If you are already registered in the system but do not remember your password, please **do not register again**.

Please click [here](#) to login the system with your User ID (email address) and the password. If you have forgotten your password, you need to click on the "**Forgotten Password**" link and create a new password. Please see [instructions](#) on how to generate a new password if you forget it.



Action 3: Register Supplier Company Details

Step 1: Enter the Company Details

1 — 2 — 3
Company Details — Contacts — Addresses

Register Supplier: Company Details

Enter your text here
Enter your text here

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

Attachments None +

In the first step of registration, the supplier must enter/select the following Company Details (all fields marked with * must be filled)

- **Company (name)**
 - ✓ Must correspond to the name recognized and registered in relevant registration office.
 - ✓ Only *Latin characters* are allowed for the Company name.
 - ✓ Special characters are not permitted in Company names.
 - ✓ If you create another profile for the name already registered, the system will allow for saving, however, you will not receive the registration emails.
 - ✓ In case you have already created a user profile and experienced issues with the registration, please reach out to the Procurement Focal Point.
- **Tax Organization Type** Select one of the options from the dropdown menu.
- **Supplier Type** Select one of the options from the dropdown menu. Companies should select the option Supplier. Individuals should select the option Individual – Contractor.

Optional:

- Enter the link for **Corporate Web Site**.
- Add relevant documents (if any) in the **Attachments**



Action 3: Register Supplier Company Details

Step 1 (continued): Enter the Company Details

Enter a value for at least one of these fields:

- **D-U-N-S Number** (it should contain 9 or 12 digits)
- **Taxpayer ID**
- **Tax Registration Number**

The Taxpayer ID and the Tax Registration Number are greyed out by default. Please select the **Tax Country** first and the other fields will open for completion.

The screenshot shows a registration form with the following fields and values:

- D-U-N-S Number:** 123456789
- Tax Country:** Angola (dropdown menu)
- Taxpayer ID:** 0001234567
- Tax Registration Number:** 000012345678
- Note to Approver:** (empty text area)



IMPORTANT

In case you do not have a D-U-N-S Number or Taxpayer ID or Tax Registration Number, insert unique identifier to your company/individual such as national id etc.



Action 3: Register Supplier Profile Details

"Step 1 (continued): Enter the company details"

"Country of Origin" Select a country from the dropdown menu.

"First/Last name" Name of the person authorized by your company to use the system and represent the company.

"Email address" Must be a valid email address for your company. Please note that this e-mail address will be used as User ID to login the system and all future communication from the system will be sent to this address.



IMPORTANT

To avoid issues and keep control of your supplier profile in case the employee working on the bids submission leaves the company, please use a generic e-mail address that multiple employees of your company have access to.



[Click to return to Register Profile Main Page](#)

Additional Information

* Country of Origin UNGM Vendor ID

National Identifier

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

"UNGM Vendor ID" If you are already registered on the UNGM Website, enter your UNGM Vendor ID.

Once all the info is entered, click **"Next"** or **"Contacts"** to go to the next step.

Action 3: Register Supplier Profile Details



Tip

The system times out after a certain time of inactivity and any unsaved changes will be lost. To save the data entered at any moment prior to completing the registration and to be able to continue working on the registration later, please click the **"Save for Later"** button.

The system will send an e-mail to the e-mail address entered at Step 1 of the registration, containing a link that you should click to continue the registration.

Step 2: Review the Contact(s)

On Step 1, you entered the contact details (first, last name and the e-mail address). On this page you can add more contacts, however we advise you to initially keep one contact only. More explanation is provided in the section - [Manage supplier profile](#).

To go to the next step, please click **"Next"** or **"Addresses"**.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
One, User		UNDPtenders@abcexpim...	✓	✓		



[Click to return to Register Profile Main Page](#)

Action 3: Register Supplier Profile Details

Step 3: Enter Company address

In Step 3, click "**Create**" to enter the supplier address.

IMPORTANT
 Please pay special attention to the selected country

For all bidder profiles, please make sure to select the country of your address and if not appearing by default, change it by clicking on "**Search**" in the **Country** dropdown menu. Then, search and select the correct country from the drop-down menu.



[Click to return to Register Profile Main Page](#)

Company Details

Contacts

3
Addresses

Register Supplier: Addresses

Enter your text here
Enter your text here

Actions ▾ View ▾ Format ▾

+ Create

Edit ✕ Delete 🗑️ Freeze 🧊 Detach 📄

Address Name	Address
No data to display.	
Columns Hidden 3	

Create Address

* Address Name

* Country ▾

Address Line 1	Afghanistan, Islamic State of	AF
Address Line 2	Aland Islands	AX
City	Albania	AL
State	Algeria	DZ
Postal Code	American Samoa	AS
	Andorra	AD
Address Contacts	Angola	AO
Select the contacts that are assoc	Anguilla	AI
	Antarctica	AQ
	Antigua and Barbuda	AG

Actions ▾ View ▾ Format ▾

Search.

Name
No data to display.

Action 3: Register Supplier Profile Details

Step 3: Enter Company address - continued

Enter the info for all fields marked with *.

Enter the Address Name (e.g. Main, HQ. etc).

Check the box "RFQ or Bidding".

Once you complete the required info, click "OK". To go to the next step click "Next" or "Business Classifications".

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main	Street name and number,BONGUI FINDA UIGE,ANGOLA	+244 (20)24603...	RFQ or Bidding		



Action 3: Register Supplier Profile Details

Step 4: Select the Business classifications

Click the + button to add a Business Classification. Then, select one of the options from the dropdown menu in the "**Classification**" field.

If you cannot identify any option in the list which describes the classification of your company's business, select the row and click the X icon. Then, check the box "**None of these apply**".

Once you have completed this section, click on "**Products and services**" or "**Next**".



Action 3: Register Supplier Profile Details – Bank Accounts

Step 5: Select the Bank Accounts, applicable for Spend/Authorised Suppliers.

! IMPORTANT
If the Bank Accounts tab is not available, skip to the next page.

- Click "**+Create**" button to add a Bank Accounts.
- Enter the bank account details according to the requirements of the country .
- Select Country, Bank, Branch and Currency from the dropdown lists.
- Add Bank Account Number /IBAN
- Add the additional Information details, if applicable.
- Click "**Ok**" to save the Bank details
- Click "**Products and services**" tab or "**Next**".



[Click to return to Register Profile Main Page](#)

Action 3: Register Supplier Profile Details

Step 5: Select Products and services

Click on **"Select and Add"** icon.

You can select a whole category by checking the box for the category you wish to add.

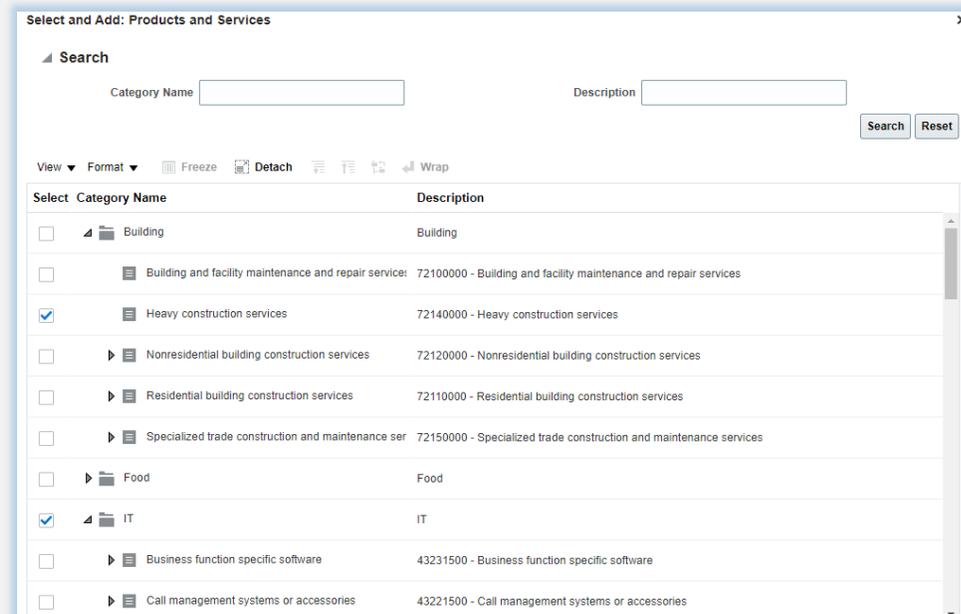
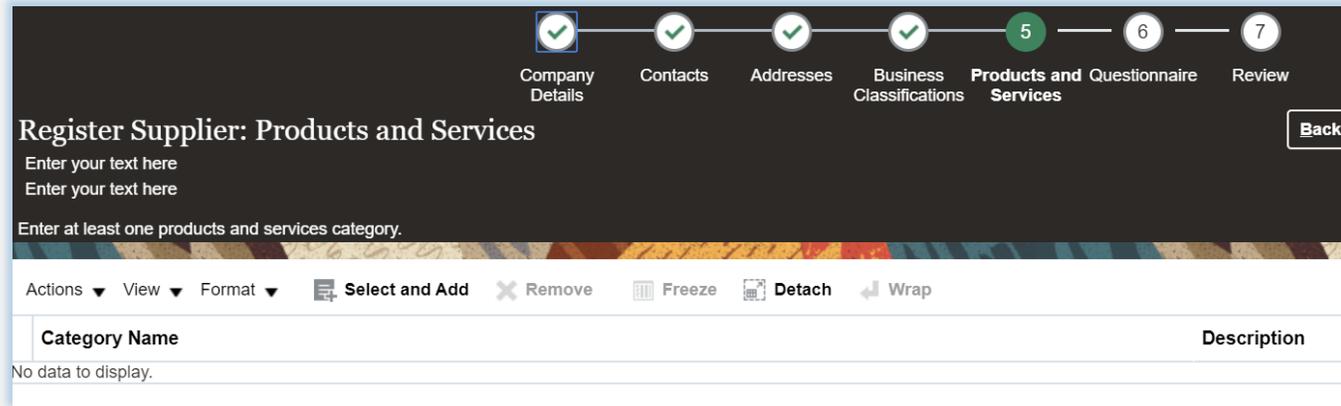
You can expand each Product/Service category and see all the sub-categories by clicking the **Expand** icon. Then, you can select a more specific sub-category that best describes the product/service that your company offers by checking the appropriate box.

You can select multiple categories and/or subcategories). Then click **"OK"**. To remove a selected category/subcategory from the list, select it in the list and click the **"X-Remove"** icon.

To move to the next step, click **"Next"** or **"Questionnaire"**.



[Click to return to Register Profile Main Page](#)



IMPORTANT

If the Product and Services tab is not available, skip to the next page.

Action 3: Register Supplier Profile Details

Step 6: Complete the Questionnaire, review the data and finalize the registration

There are multiple sections with questions in the Questionnaire. Some of the questions require selecting one or multiple options from a list of answers. Other questions require a textual answer. Please provide as much possible a comprehensive answer to these questions. Most of them will be included in specific tenders and when you will prepare your bid responses the answers provided at the registration will automatically appear (you will not need to answer them again).

Some of the question that you will answer with the option "**Yes**" will require to upload a scan of the supporting document. Please follow the steps explained on the next page.

To move from one section to another, click on the corresponding section listed under "**Sections**" or the "**Next Section**" / "**Previous Section**" at the bottom of the page.



Action 3: Register Supplier Profile Details

Step 6: Complete the Questionnaire, review the data and finalize the registration - continued

Click on the + below the response "Yes" to add the required attachment.

Click again on the + and then the button "Choose File". Select the file you wish to attach, enter the description in the **Description** field and click "OK".

Repeat the same process for each question required a supporting document to be attached.

* 4. Do You Possess a Quality Assurance Certificate, for example ISO 9001. If yes, provide a copy

a. Yes

* Response Attachments **None +**

b. No

* 5. Does Your Company Have a Corporate Environmental Policy or Environmental Management System such as ISO 14001 or ISO 14064 or Equivalent?

a. Corporate Environmental Policy

Response Attachments **None +**

b. ISO 14001

c. ISO 14064

d. Other, Specify in Notes

e. None

Attachments

Actions ▾ View ▾ **+** ✕

Type	* File Name or URL	Title
File ▾	Choose File No file chosen	<input type="text"/>

Rows Selected 1 Columns Hidden 1

To move from one section to another, click on the corresponding section listed under "**Sections**" or the "**Next Section**"/"**Previous Section**" at the bottom of the page.



Action 3: Register Supplier Profile Details

Step 6: Complete the Questionnaire, review the data and finalize the registration - continued

Review Supplier Registration: XYZ Export - Import

Enter your text here
Enter your text here

Company Details

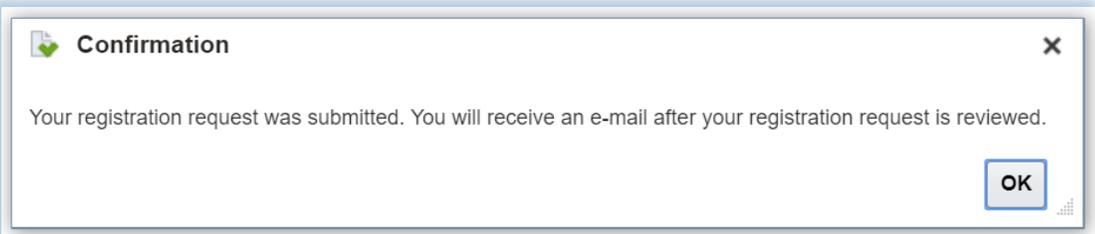
Company	XYZ Export - Import	D-U-N-S Number	345282930
Tax Organization Type	Company/Corporation	Tax Country	Angola
Supplier Type	Supplier	Taxpayer ID	36485930234
Corporate Web Site		Tax Registration Number	3494583234
		Note to Approver	

Additional Information

Country of Origin	Angola	UNGM Vendor ID	
National Identifier			

To review the data entered at all registration steps, click on "**Review**".

To finish the registration, click the "**Register**" button. A confirmation message will pop-up on your screen confirming that the registration was submitted.

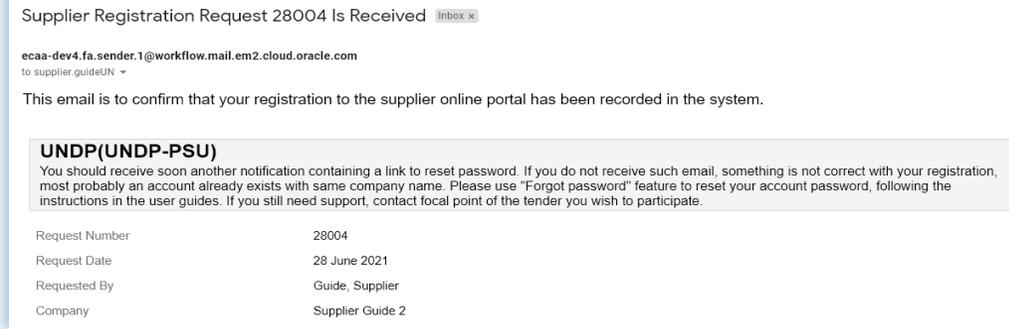


[Click to return to Register Profile Main Page](#)

Action 4: Create password and login to the system

After completing the registration, you should receive three automatically generated e-mails. If the emails are not in the Inbox, verify the Spam/Junk mailbox of your email address.

The first e-mail confirms that the Supplier registration was recorded in the system. This does not mean that the profile was successfully created.



IMPORTANT

Verify both the Inbox and the Spam/Junk mailbox of your email address.

If you did not receive the second and the third e-mail with the link to reset the password and login the system, the registration of your Supplier profile was **not successful**. The reason could be one of the following:

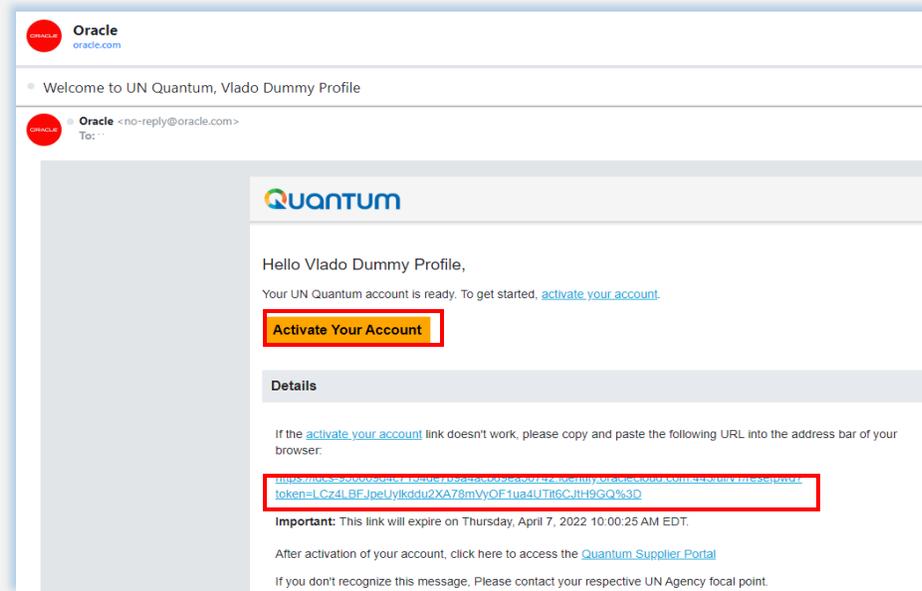
- a Supplier Profile is already registered in the system with the same company name;
- a Supplier profile is already registered in the system with the same user/contact e-mail address.

For assistance, please contact the procurement focal point managing the tender you are interested to participate.



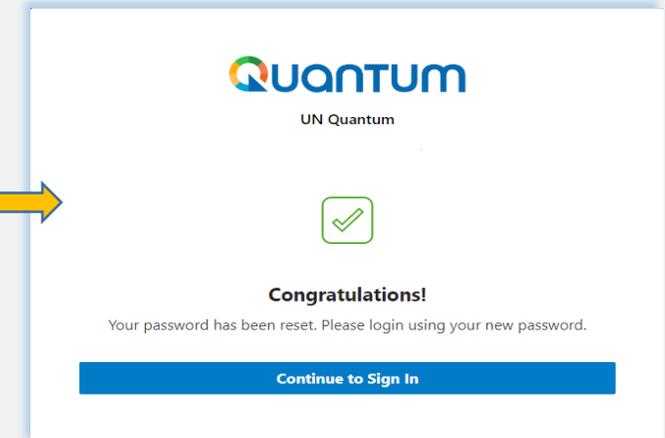
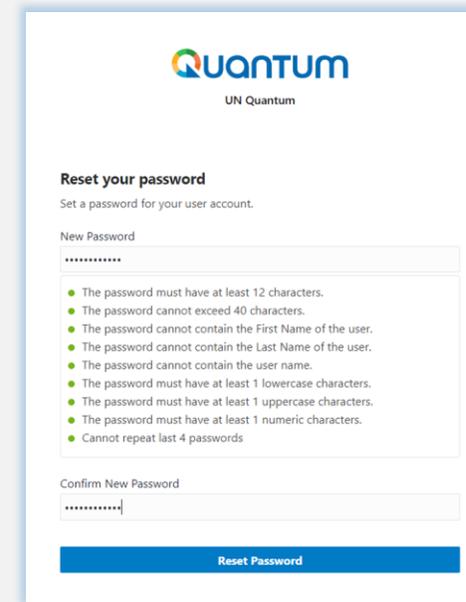
Action 4: Create password and login to the system (continued)

If the Supplier profile was successfully created, you should receive a second e-mail generated from the system. This e-mail contains a link to Activate Your Account, set your password and login the system. Click on "**Activate Your Account**" or copy/paste the URL from the email into the address bar of your browser.



The Password Setup page will open. Enter your password. Retype/Confirm your password. Click the button "**Reset Password**".

If the setting up password was successful, a confirmation message will pop-up on your screen and a confirmation email will be sent to your email address.



Action 4: Create password and login to the system (continued)

Click on "**Continue to Sign In**" to go to the Quantum Login page. Alternatively, one of the emails that you received contains a link to login to the system. Click on "**Access the application**", enter your login credentials (your e-mail address as a User ID and the password you set) and click the "**Sign In**" button.

The image shows two email screenshots. The left screenshot is a password reset confirmation from Oracle. The right screenshot is a 'Supplier Contact User Account for United Nations was Created' email. A red box highlights the 'Access the application' link in the 'Recommended Actions' section of the right email.



Action 4: Create password and login to the system (continued)

Enter your User Name (the email addressed registered with your profile) and the Password. Click on "**Sign In**".

The Quantum Supplier Portal contains a secure verification and gives you another layer of security for your Supplier Profile.

Click on "**Enable Secure Verification**".



Action 4: Create password and login to the system (continued)

At this moment, the Quantum Supplier Portal offers the Secure Verification Method using the email address that you entered at the registration. Click on *Email*.

You will receive shortly an email to the email address registered with your profile a one-time passcode for your UN Quantum Supplier account. The passcode is valid for 30 minutes. Enter the code and click on **"Verify Email Address"**.



[Click to return to Register Profile Main Page](#)

Action 4: Create password and login to the system (continued)

A confirmation message will pop-up on your screen. Click on "**Done**".



Action 4: Create password and login to the system (continued)

You are now logged in to the Quantum Supplier Portal with your Supplier profile.

Tasks

- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Company Profile**
 - Manage Profile

Supplier News

Steps to Review / Respond Public Negotiations:

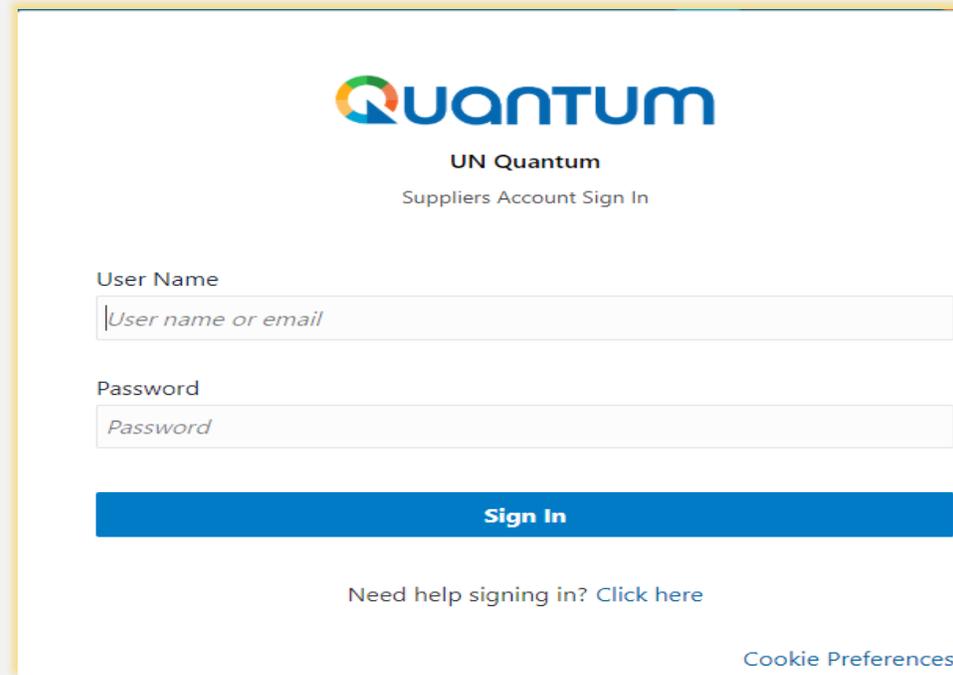
- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.



[Click to return to Register Profile Main Page](#)

If you forget your password / How to generate new password

In case you forget the password of your profile on the Quantum Supplier Portal, please follow instructions provided [here](#).



The screenshot shows the 'UN Quantum Suppliers Account Sign In' page. At the top is the Quantum logo, followed by the text 'UN Quantum' and 'Suppliers Account Sign In'. Below this are two input fields: 'User Name' with a placeholder 'User name or email' and 'Password' with a placeholder 'Password'. A blue 'Sign In' button is positioned below the fields. At the bottom of the form area, there is a link 'Need help signing in? Click here' and a 'Cookie Preferences' link in the bottom right corner.

