# **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



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



Click to return to

Register Profile

**Main Page** 

#### **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.



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#### **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.

## 

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

Please click <u>here</u> 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 <u>instructions</u> on how to generate a new password if you forget it.





Click to return to

<u>Register Profile</u> Main Page

## Action 3: Register Supplier Company Details

#### Step 1: Enter the Company Details

	1 2 3 - Company Contacts Addresses Details
Register Supplier: Company Enter your text here Enter your text here	Details
Enter a value for at least one of these fields: D-	-U-N-S Number, Taxpayer ID, or Tax Registration Number.
* Company	XYZ Export-Import
* Tax Organization Type	Company/Corporation •
* Supplier Type	Supplier •
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.

	146 in 10
D-U-N-S Number	123456789
Tax Country	Angola 🗸
Taxpayer ID	0001234567
Tax Registration Number	000012345678
Note to Approver	

## 

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.





Click to return to

Register Profile Main Page

### **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. <u>Please note that this e-mail address will be used as</u> <u>User ID to login the system and all future communication</u> from the system will be sent to this address.

## <u> important</u>

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.

Additional Information			
* Country of Origin Angola	v	UNGM Vendor ID	
National Identifier			
Your Contact Information			
Enter the contact information for communication	ns regarding this registration.		
* First Name	User		
* Last Name	One		
* Email	tenders@xyzexpimp.com		
* Confirm Email	tenders@xyzexpimp.com		

"**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**

#### 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*".

## ïp

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.

	<u></u>	2 3 -	4	- 5 6	7			
	Company Co Details	ontacts Addresses	Business Classifications	Products and Questionnaire Services	Review			
Register Supplier: Contacts ⑦ Enter your text here Enter your text here					<u>B</u> ack N	e <u>x</u> t Save for Late	r Register	Cancel
Enter at least one contact.	Palata -							1279/2002/18
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Name	Delete	Job ⊺	Title	Email	Administrative Contact	Request User Account	Edit	Delete
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Actions View View Pormat Create Edit Name One, User Columns Hidden 7	X Delete	Job ⊺	Title	Email UNDPtenders@abcexpim	Administrative Contact	Request User Account ✓	Edit	Delete



Register Profile **Main Page** 

Click to retur

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## Action 3: Register Supplier Profile Details

#### **Step 3: Enter Company address**

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

#### <u> I</u> 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.

Register Suppli	er: Addresses		Company Details	Contacts	— 3 — Addresses
Enter your text here Enter your text here					
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No data to display.					
Create Address	[]				
* Country	United States	•			
Address Line 1	Afghanistan, Islamic State of	AF			
Address Line 2	Aland Islands	AX			
City	Albania	AL			
State	Algeria	DZ			
State	American Samoa	AS			
Postal Code	Andorra	AD			
Address Contacts	Angola	AO			
Select the contacts that are assoc	Anguilla	AI			
Actions - View - Format	Antarctica	AQ			ų
Name	Antigua and Barbuda	AG			1
No data to display.	Search				



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## 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 * Country * Address Line 1 Address Line 2 Address Line 3 * City State	Main Angola Street name and nun Luanda Uige	nber		* Address I	Purpose [ Phone [ Fax [ Email [	Crderin Remit to RFQ or 244 244	Bidding	289300	21	_
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Click to return to Register Profile Main Page

Click to return to

**Register Profile** 

**Main Page** 

## 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".







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Click to return to

<u>Register Profile</u> <u>Main Page</u>

## 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.

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- Click "*Ok*" to save the Bank details
- Click "Products and services" tab or "Next".

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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".

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		Company Details	Contacts Addre	sses Business Classifications	Products and Questio Services	nnaire Review
Registe	er Supplier: Produ	cts and Services				<u>B</u> ack
Enter your	r text here					
Enter at lea	ast one products and services of	category.				
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	Category Name		Description			
the				Se	arch Reset	
	View    Format	Detach				
select	Building	Building			-	
	Building and facility	maintenance and repair service: 72100000 - Building	g and facility maintenance and repair se	rvices		
	Heavy construction s	services 72140000 - Heavy	construction services			
	Nonresidential buildi	ng construction services 72120000 - Nonres	idential building construction services			
	Residential building	construction services 72110000 - Resider	ntial building construction services			
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	Food	Food				
m the		П				
	Business function sp	ecific software 43231500 - Busine	ss function specific software			
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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

Regis Enter y Enter y	ster Supplier: Questionnair our text here our text here	re
Attachm	ents None	
		Questions
	Section	* 1 Supplier Registration - Vear of Incorporation
0	1. Corporate Profile	Please Enter Year in YYYY (Ex: 2020) format
0	2. Women Owned Org Details	
0	3. Supplier Portal T&C	* 2. Indicate Number of Full Time Employees
		* 3. Provide a Brief Summary of Company Profile and Main Area of Expertise

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.





Click to return to Register Profile **Main Page** 

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## 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.

	a. Yes     * Response Attachments None	
	b. No	
* 5.	. Does Your Company Have a Corporate Environmental Po ISO 14001 or ISO 14064 or Equivalent?	olicy or Environmental Management System such a
	a. Corporate Environmental Policy	
	Response Attachments None	
	) b. ISO 14001	
	🔵 c. ISO 14064	
	O d. Other, Specify in Notes	
	0 e. none	
achme	ents	
achme	ents	
achme	ents ▼ View ▼ 🛨 🗙	
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achme ctions , Type	<ul> <li>View  <ul> <li>View  <li>File Name or URL</li> </li></ul> </li> <li>Choose File No file chosen</li> </ul>	Title

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.



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<u>Click to return to</u> <u>Register Profile</u> <u>Main Page</u>

Click to return to

**Register Profile** 

Main Page

## Action 3: Register Supplier Profile Details

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

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.

	Company Details	Contacts Addre	sses Business Classifications	Products and Questionnaire Services	-7 Review				
Review Supplier Registration Enter your text here Enter your text here	n: XYZ Export - Im	port				Back Next	Save for Later	Register	נ
		110711011101			24	126.10	0	1155	1
Company Details									
Company	XYZ Export - Import			D-U-N-S No	umber 3	345282930			
Tax Organization Type	Company/Corporation			Tax Co	ountry /	Angola			
Supplier Type	Supplier			Тахра	yer ID	36485930234			
Corporate Web Site				Tax Registration No	umber 🔇	3494583234			
				Note to App	prover				
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Additional Information									
Country of Origin Angola				UNGM Vendor ID					
National Identifier									

Sonfirmation	×
Your registration request was submitted. You will receive an e-mail after your registration requ	uest is reviewed.
	ок



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#### 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.

upplier Registration Re	quest 28004 Is Received Inbox ×	
:aa-dev4.fa.sender.1@workflow.m supplier.guideUN ▼	il.em2.cloud.oracle.com	
his email is to confirm that	your registration to the supplier online portal has been recorded in the system	m.
UNDP(UNDP-PSU) You should receive soon anot most probably an account alre- instructions in the user guides	er notification containing a link to reset password. If you do not receive such email, som ady exists with same company name. Please use "Forgot password" feature to reset you If you still need support, contact focal point of the tender you wish to participate.	ething is not correct with your registration, ir account password, following the
Request Number	28004	
Request Date	28 June 2021	
Requested By	Guide, Supplier	
Company	Supplier Guide 2	

#### 

## 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 email 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.

Welcome to UN Quantum, Vlad	lo Dummy Profile
• Oracle <no-reply@oracle.com> To: ··</no-reply@oracle.com>	
	QUANTUM
	Hello Vlado Dummy Profile,
	Your UN Quantum account is ready. To get started, <u>activate your account</u> .
	Details
	If the activate your account link doesn't work, please copy and paste the following URL into the address bar of your browser:
	Ingestrates source (1940/1940/1940/1940/1940/1940/1940/1940/
	Important: This link will expire on Thursday, April 7, 2022 10:00:25 AM EDT.
	After activation of your account, click here to access the Quantum Supplier Portal
	If you don't recognize this message, Please contact your respective UN Agency focal point.

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.



Click to return to

<u>Register Profile</u>

**Main Page** 

#### 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.







Click to return to

**Register Profile** 

**Main Page** 

#### 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".











Click to return to

Register Profile

**Main Page** 

### 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 conde and click on *"Verify Email Address".* 



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

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







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

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

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Supplier Portal				
Search Invoices   Invoice Number   Invoi	Q,			
Tasks				F
Consigned Inventory				
Review Consumption Advices	Supplier News			
Invoices and Payments	Steps to Review / Respond Public Negotiations:			
Create Invoice	Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and			
Create Invoice Without PO	active negotiations			
View Invoices     View Payments	Please click on the negotiation number for opening the negotiation			
Negotiations	Review the requirements, line items and other details			
View Active Negotiations	In interested, please submit your bid nom your own supplier portal account.			
Manage Responses				
Company Profile				
Manage Profile				





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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 <u>here</u>.

	UN Quantum	
	Suppliers Account Sign In	
User Name		
User name or er	nail	
Password		
Password Password		
Password Password		
Password Password	Sign In	
Password Password	Sign In Need help signing in? Click here	



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