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# eTendering Bidder Training Guide

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## 1 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 three 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>.</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 others' bids and scores.
<b>Sell Event</b>	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:

*Auction:* All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.

*RFx:* Each bidder submits one bid by the specified end date, at which time the event creator evaluates bids and awards the event. Bidders never see others' bids but the event creator can see all bids throughout the event.

- SetID** An identification code that represents a set of control table information or tablesets. 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.

## 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, users (buyers) can manage bidding events, monitor participations, and evaluating offers, thus stream line the bidding process.

When creating an event, users have the option of inviting individual suppliers/ vendors or making the event public. An 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 supplier 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.

### 3 Bidder Registration

This section describes the steps that bidders must follow in order to register in the eTendering system. It is a self-registration and one time process where bidders must provide pertinent information about them such as name, email, address, and organization information if they represent one. Once registration is completed, bidder can sign in the system using its own username and password.

For the first time registrants, use the following details to login and create access:

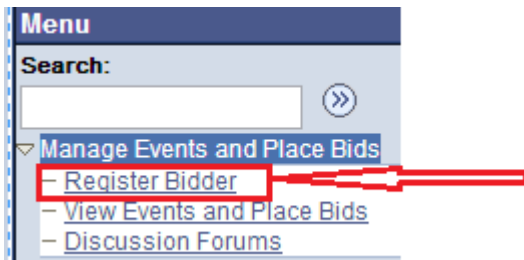
**Username: event.guest**  
**Password: why2change**

*Please note:*

- 1. It is strongly recommended to create your username with two parts, your first name and last name separated by '.', similar to the one shown above.*
- 2. The registration page enables Bidders to create a user ID. System will generate a temporary password that will be sent to the bidder to the email address provided by Bidder during registration process. Bidders will be prompted to create their own password.*

Navigation: Manage Events and Place Bids > Register Bidder

1.) Enter bidder information: As soon as bidder logs in for the first time with the username and password above, bidders must register themselves following the steps below:



## 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

## 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   
URL: http://

#### User Information

\*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

Name of the company 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.  
You can add several users under the same Bidder profile. Each added user will have its own User ID and password.

Once you have created all users that you intend to create, click on “next” to continue to the following step.

### 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: United States [Change Country](#)

\*Address 1:

Address 2:

Address 3:

\*City:

County:

\*State:

Postal:

<< Back

Next >>

Cancel Registration

\* Required Field

Select the country and complete the address for your company. Note that USA is selected by default so make sure to correct accordingly.

## Bidder Registration

### Step 4 of 6: Other Account Addresses

\* Required Field

The Primary Address you have entered for Training Expert Inc is:

**1 Main Street**  
**New York, New York 10017, United States**

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

Step 4 is optional. If you do not have alternative addresses for your company, skip this step by clicking on “next” to go to the next step.



## 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
Training Expert	Primary Address

<< Back

Next >>

Cancel Registration

\* Required Field

In this step you have to assign an address to each of the users you created. Make sure that each user has been assigned on address.

## 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

## Bidder Registration

Bidder registration for Training Expert Inc 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

Once you have complete all of the steps above, clear history and close the browser. This is a very important step. If you do not clear browser history, the temporary password may not work (internet browser will try to use the “why2change” password which is saved in its browsing memory. You will receive an email from the system sentto the registered address containing a temporary password. Wait for about 30 minutes to allow the system to update your profile to ensure proper access is granted and use that password to log into the system to view and bid on open events.

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

### 4 Submitting and managing bids

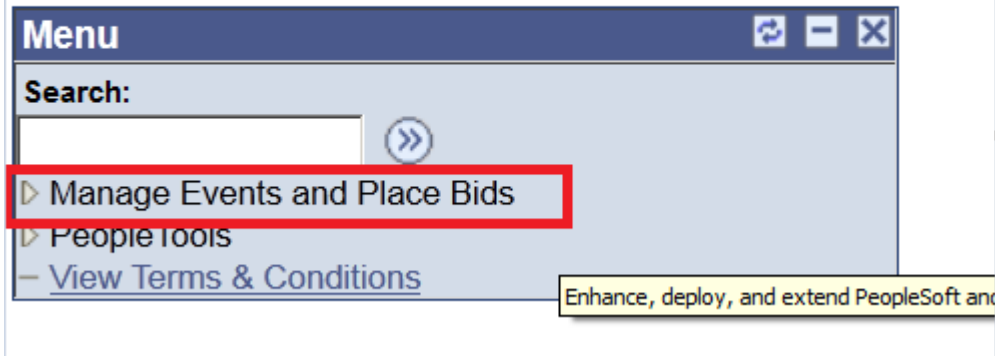
This section contains instructions on how to search for bid events and view solicitation documents, bid on events, and manage submitting bids.

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

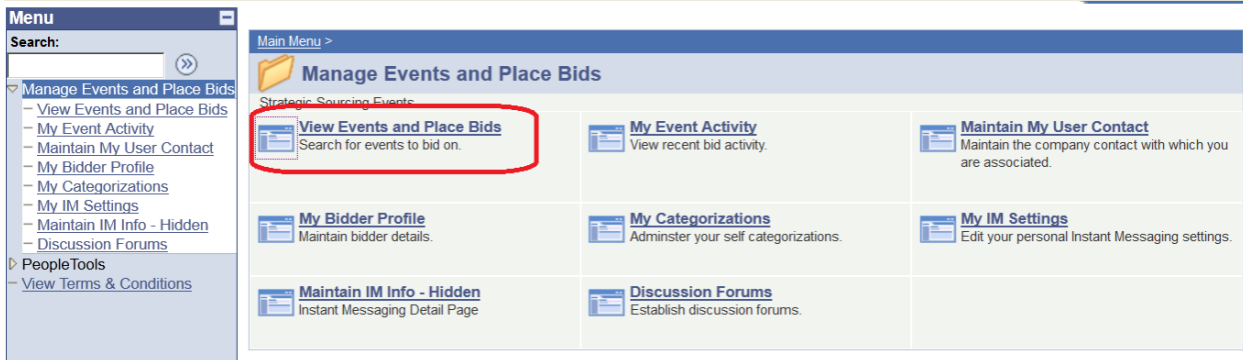
The system does not send automatic notifications when an event is posted. Nevertheless, UNDP will publish procurement notices in UNDP website, UNGM, and other media as relevant making reference to the eTendering system. However, bidders who are invited directly through the system to participate in a Bid Event will receive an email notification informing about the bid event and containing all Bid event attachments and direct link to the bid event in the system. .

To search for bid events, go to Manage Events and Place bids >> View Events and Place Bids:

Personalize [Content](#) | [Layout](#)



Menu will expand. Click again on “Manage Events and Place Bids”



Search for the bid event you are interested. Several search fields are available. You have to select a filter, otherwise there will no search results shown:

## /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

---

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

---

**Search Results**

No event met your search criteria. Please change your search criteria and try again

You can filter by type of event “Results should include:” on the right or by specific bid event information on the left. You can also save search criteria for repeated use in the future.

To search for a particular Bid Event, use the “Event ID” search filter. Use the first box to filter all bid events for a particular country using the system country code. For example, for system code for Afghanistan is AFG10. You can contact UNDP Country Office focal point if in doubt of the specific country code.

## 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

---

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

Event ID	Event Name	Format	Type	End Date	Status
<a href="#">LTU10-0000000043</a>	ITB for procurement of IT equipment	Sell	RFx	14/12/2012 02:39 AM EST	Accepted
<a href="#">UNDP1-0000000018</a>	Test Changes	Sell	RFx	13/12/2012 04:57 PM EST	Accepted
<a href="#">UNDP1-0000000069</a>	test template	Sell	RFx	19/12/2012 10:37 AM EST	Accepted

### 4.2 Viewing Bid Events and Submitting Bids

This section contains instructions on how to view the solicitation documents, express interest to participate and subscribe to the event, and submit a bid for a particular bid event.

#### 4.2.1 Viewing bid event and solicitation documents

When you have found and selected the bid event you are looking for, the following screen will appear, showing basic information from the bid Event:

Atlas Finance Welcome Roland Koxhaj, your Atlas Finance Last Login Datetime : 29.Oct.2013 14:30:49 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 Bidding Documents](#)

[View Your Bid Activity](#)

[Upload XML Bid Response](#)

---

**Event Name:** USER' S GUIDE

**Event ID:** UNDP1-0000000077

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

**Event Round:** 1

**Event Version:** 1

**Event Start Date:** 31/10/2013 4:49AM EDT

**Event End Date:** 28/11/2013 04:49 AM EST

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**Event Description:**

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**Contact:** Roland Koxhaj

**Phone:**

**Email:** [roland.koxhaj@undp.org](mailto:roland.koxhaj@undp.org)

**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	SUVA/NADI/SUVA: STANDARD AIR FARE	EA	10.0000	
2	computer	DOZ	10.0000	

[Return to Event Search](#)

In order to view the documents attached to this bid, you must click on “View Bidding Documents” on the top right”. It will prompt a screen with links to documents that can be downloaded.

If interested to participate in the event, click on “Accept Invitation”. **Important note:** If you have not accepted the invitation, you will not be notified via email on changes or clarifications that may be made to the bid event during the bidding period. Accepting an invitation does not bind bidders to eventually submit a bid.

Bidders who are invited directly in the system will see also a button “Decline Invitation”. If you are not interested in participating in this bid event, click on “Decline Invitation”. You are kindly requested to provide a reason for not accepting to participate in the bid event.

Click on “bid on Event” when you are ready to submit your bid.

#### 4.2.2 Submitting a bid

To start the bid submission process, you have to click on “Bid on Event” button on the top left corner. This will open the bid submission page will generally has 3 main components:

1. Answers to Bid Factors (questions) included in the bid event;
2. Line items quantity and unit prices;

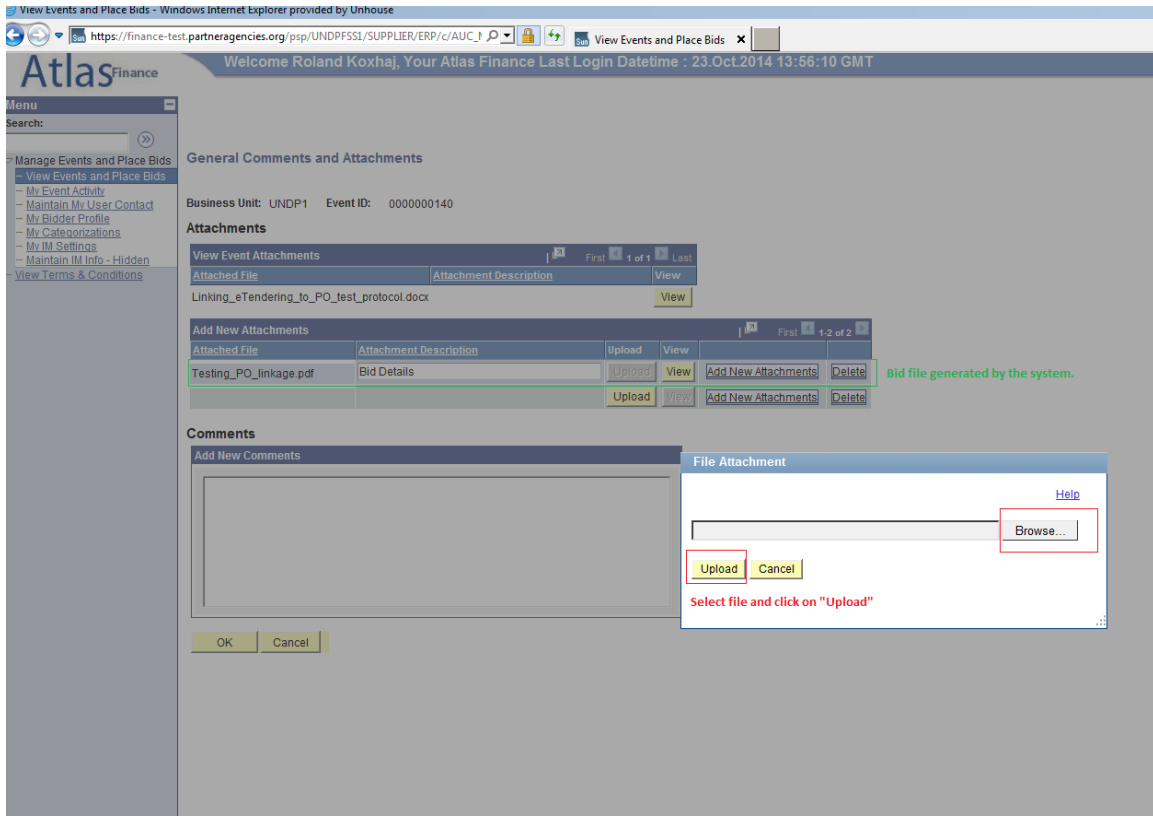
3. Supporting documents and other attachments as requested in the solicitation documents.

To upload your documents that are part of your bid, click on “View/Add General Comments and Attachments”. You can also download from here documents attached to the Bid Event by UNDP.

***Note: The file names cannot be more than 60 characters.***

<b>Event Name:</b>	INSTRUCTIONS FOR BIDDERS		
<b>Event ID:</b>	UNDP1-000000075	<b>Bid ID:</b>	New
<b>Event Format/Type:</b>	Sell Event RFX	<b>Bid Date:</b>	
<b>Event Round:</b>	1	<b>Bid Currency:</b>	<input type="radio"/> USD <input type="radio"/> US Dollar
<b>Event Version:</b>	1		
<b>Event Start Date:</b>	29/11/2012 4:00PM EST		
<b>Event End Date:</b>	27/12/2012 04:00 PM EST		
<a href="#">View/Add General Comments and Attachments</a>			
<a href="#">Hide Additional Event Info</a>			
<b>Description:</b>			
Bid event for computer equipments.			
<b>Contact:</b>	Roland Koxhaj	<b>Payment Terms:</b>	
<b>Phone:</b>		<b>Billing Location:</b>	United Nations Development Pro
<b>Email:</b>	<a href="mailto:roland.koxhaj@undp.org">roland.koxhaj@undp.org</a>	<b>Event Currency:</b>	Dollar

To upload your documents that are part of your bid, click on “Add new Attachments” and browse to your file and click on “Upload”.



The first step in submitting a bid is to respond to the general requirements of the bid Event. Responses can be entered in different ways, depending on the type of the bid Factor. Bidders must respond to all questions marked as “Bid Required”. In addition, some of the questions may be marked as “Ideal Response Required”. **Bidders must provide the response required, otherwise bid will be disqualified by the system.**

Bidder can upload documents that are specific to a certain question, e.g. the QA Certificates under the bid question related to QA certificates.



**Step 1: Answer General Event Questions**

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

General Event Questions	4
Required Questions	4

[Hide Event Questions](#)

**Event Questions**

★ Bid Required      ★ Ideal Response Required

Previous Questions 1-4 of 4 Next Questions

★ Have you provided Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.

Response:

**Ideal:** Yes

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

---

★ Provide List of Bank References (Name of Bank, Location, Contact Person and Contact Details).

Response:

[Add Comments or Attachments](#)

---

★ Please provide FCA Delivery time, of this product, from the PO date.

Response:

**Best:** 5  
**Worst:** 8  
**UOM:** Week

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

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★ 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)

Response:

**Ideal** I have read, understood and accept UNDP Anti-Fraud Policy, I have read, understood and accept UNDP Anti-Fraud Policy

[Select Response](#)      **Weighting**  
[Add Comments or Attachments](#)

The responses for some of the questions can be entered by selected from the drop down tool, some can be free text or numbers, and some require the bidder to select from different options, e.g.

## Header Bid Factor List

Business Unit:UNDP1 Event ID: 0000000075

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to

[Select All](#) [Deselect All](#)

Weighting		Response Item
50.00000	<input checked="" type="checkbox"/>	I have read, understood and accept UNDP Anti-Fraud Policy
50.00000	<input checked="" type="checkbox"/>	I have read, understood and accept UNDP Protest Procedures

The second step is to submit the prices for all lines required and specific information related to each line. Bidders here can input the quantity that they are required to quote on and the unit price. The system will calculate the total per each line and the total of all lines. To make specific comments per each line or to upload documents that are specific to that line, e.g. the technical specification, you must click on the bubble icon on the right of each line and a uploading screen will appear.

**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: 32,500.0000 USD**

[Hide Line Detail](#)

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	A) Computer printers	EA	20.0000	20.0000	250.000000	5,000.0000 USD	<a href="#">Bid</a>	
2	A) Desktop computers	EA	50.0000	50.0000	550.000000	27,500.0000 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.

[Return to Event Search](#)

Once you have submitted all the information required, you can either save your bid for later submission or submit it right away.

**Important note: If you “Save for Later” your bid is not submitted. A Bid is submitted only one you click on “Submit bid” in which case a confirmation email is received with a copy of the bid submitted.**

You can click on “Validate entries” to check if the responses provided meet the minimum responses required in the bid event and confirm if the bid is ready to be submitted.

### 4.2.3 Submitting Alternate Bids

In the cases when UNDP accepts alternate bids, Bidders will be allowed to submit more than one bid in the system, with one of them being the primary bid and the other/s being alternate bids. There are different methods of how to submit an alternate bid as described below:

Method 1: Submit an alternate bid directly.

In this method you will submit a bid directly entering all the required information such as: responses to bid questions; prices, attachments, etc from scratch. To do so, simply click on “Bid on Event”.

The screenshot displays the 'Event Details' page in the Alias Finance system. 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 shows event details for 'USER'S GUIDE' with fields for Event ID, Format/Type, Round, Version, Start/End Dates, and Description. A 'Bid on Event' button is highlighted with a red box. To the right, under 'Bidding Shortcuts', a link 'View, Edit or Copy from Saved Bids' is also highlighted. At the bottom, the 'Multiple Bids' field is set to 'Allowed' and is highlighted with a red box.

Method 2: Copy from previous bid.

You can use this method if you want to use the information submitted in your previous/original submitted bid and then make only necessary changes. To do so, click on “View, Edit, or Copy from Saved bids” and then click on the link “copy”. System will

prompt the bid already completed with same information as the original bid and Bidder can then make necessary changes.

The screenshot shows the Atlas Finance web application. At the top, there is a navigation bar with the logo and a welcome message: "Welcome Roland Koxhaj, Your Atlas Finance Last Login Datetime : 29.Oct.2013 14:30:49 GMT". Below this is a menu on the left 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 sub-header "Welcome, PSO Copenhagen".

Event Details:

- Event Name: USER' S GUIDE
- Event ID: UNDP1-0000000077
- Event Round: 1
- Event Format/Type: Sell Event RFX
- Event Version: 2
- Event Start Date: 31/10/2013 4:49AM EDT
- Multiple Bids: Allowed
- Event End Date: 28/11/2013 04:49 AM EST
- Currency: US Dollar

Table of Saved Bids:

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	Actions
1	1	2	Posted	Posted	31/10/2013 6:01AM EDT	View/Edit Copy Cancel Upload

The "View/Edit Copy" button in the table is highlighted with a red box. Below the table is a "Return to Event Search" link.

**Important note: Make sure that the bid you are trying to copy from corresponds to the latest version of the Bid event, otherwise you will receive a system error and will not be able to use that bid.**

In cases when alternate bids are allowed, bidders must clearly identify which is the alternate bid and also cancel any bid that is not valid. How to cancel a bid is explained further below.

### 4.3 Managing Submitted Bids

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

#### 4.3.1 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, open your submitted bid by going to "View Events and Place bids" and selecting the corresponding Bid Event. Click on "View, Edit or Copy from Saved Bids"

## Event Details

Bid on Event

**Bidding Shortcuts:**

[View, Edit or Copy from Saved Bids](#)

[View Event Activity](#)

[View Event Package](#)

[Upload XML Bid Response](#)

---

<b>Event Name:</b>	INSTRUCTIONS FOR BIDDERS			<b>My Bid Status:</b>
<b>Event ID:</b>	UNDP1-0000000075			
<b>Event Format/Type:</b>	Sell Event RFX			
<b>Event Round:</b>	1			
<b>Event Version:</b>	1			
<b>Event Start Date:</b>	29/11/2012 4:00PM EST			
<b>Event End Date:</b>	27/12/2012 04:00 PM EST			

**Event Description:**

Generally UNDP does not accept alternative bids, unless otherwise specified in the Bid Data Sheet (BDS). However, Bidders can edit their bid at any time before the deadline. To edit your bid, click on “View/Edit”.

Atlas

Finance

Welcome Roland Koxhaj, Your Atlas Finance Last Login Datetime : 29.Oct.2013 14:30:49 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, PSO Copenhagen

<b>Event Name:</b>	USER' S GUIDE		<b>Event Round:</b>	1
<b>Event ID</b>	UNDP1-0000000077		<b>Event Version:</b>	1
<b>Event Format/Type:</b>	Sell Event RFX		<b>Multiple Bids</b>	Not Allowed
<b>Event Start Date:</b>	31/10/2013 4:49AM EDT		<b>Currency</b>	US Dollar
<b>Event End Date:</b>	28/11/2013 04:49 AM EST			

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	1	Posted	Posted	31/10/2013 6:01AM EDT	<a href="#">View/Edit</a>

[Return to Event Search](#)

Check all the responded provided and attachments uploaded to ensure all required information has been provided with your bid. Once you have viewed and made sure everything is in order, click on “Submit Bid” again, even if you have not made any changes to your bid.

Atlas Finance Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2013

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  
 - Discussion Forums  
 PeopleTools  
 View Terms & Conditions

**General Comments and Attachments**  
 Business Unit: UNDP1 Event ID: 0000000520

**Attachments**

**View Event Attachments** First 1-14 of 14 Last

Attached File	Attachment Description	View
Section_2_-_Instructions_to_Bidders.pdf	Instructions to Bidders	View
Section_3_-_Requirements_and_Technical_Specifications.docx	Bill of Quantities	View
Section_4_-_Bid_Submission_Form.docx	Bid Submission Form	View
Section_5_-_Documents_Establishing_Eligibility_of_Bidder.docx	Documents Establishing Eligibility	View
Section_6_-_Technical_proposal.docx	Technical Proposal	View
Section_7_-_Price_Schedule.docx	Price Schedule	View
Section_8_-_Bid_Security_Form.docx	Bid Security Forms	View
Section_9_-_Form_for_Performance_Security.docx	Form for Performance Security	View
Section_10_-_Form_for_Advance_payment_guarantee.docx	Form for Advance payment	View
UNDP_GTC_for_Mixed_Goods_and_Services.pdf		View
Instructions_Manual_for_Bidders_Release_2_-_Nov_2013.pdf		View
FAQ_for_bidders_Release_No_2_Nov_2013.pdf		View
Bidders_Manual_exercise.xml	Event Bid Package	View
Bidders_Manual_exercise.pdf	Event Details	View

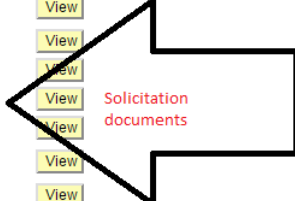
**Add New Attachments** First 1-2 of 2 Last

Attached File	Attachment Description	Upload	View
practical_guide.docx	Practical Guide	Upload	View
Bidders_Manual_exercise.pdf	Bid Details	Upload	View

**Comments**

**View Event Comments** First 1 of 1 Last

Document attached to this event.



Solicitation documents

Bidding Documents uploaded by bidder

### 4.3.2 Edit or Cancel Bid

Bidder can edit a bid directly in the system until the bidding deadline is over. To edit an already submitted bid, you must open it by clicking on “View/Edit” in the same way as you do to view the bid (section above). This will open the bid submitted and you can overwrite to make the necessary changes and submit again.

**Important note: To submit the amended bid, bidder must click on “Submit bid”. Otherwise, bid will not be posted in the system and will be considered as “not submitted”**

To cancel a bid go to “View, Edit or Copy from saved bids” and click on “Cancel” on the bid that you wish to cancel. Pay attention to the Bid Status columns. If only one bid is required, then there must be only one bid with status as “Posted”.

View before bid is cancelled. Look at column BidID on the left and status shown as “Posted” for both bids. This means that you have submitted 2 bids in the system.

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

Welcome, PSO Copenhagen

**Event Name:** USER' S GUIDE  
**Event ID:** UNDP1-0000000077  
**Event Format/Type:** Sell Event RFX  
**Event Start Date:** 31/10/2013 4:49AM EDT  
**Event End Date:** 28/11/2013 04:49 AM EST  
**Event Round:** 1  
**Event Version:** 2  
**Multiple Bids:** Allowed  
**Currency:** US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Posted	Posted	31/10/2013 6:01AM EDT	<a href="#">View/Edit</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	<a href="#">Upload</a>
2	1	2	Posted	Posted	31/10/2013 11:45AM EDT	<a href="#">View/Edit</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	<a href="#">Upload</a>

[Return to Event Search](#)

If you want to cancel one of them, click on “cancel” beside the bid you want to cancel. Status will change to “Cancelled” as shown below:

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

Welcome, PSO Copenhagen

**Event Name:** USER' S GUIDE  
**Event ID:** UNDP1-0000000077  
**Event Format/Type:** Sell Event RFX  
**Event Start Date:** 31/10/2013 4:49AM EDT  
**Event End Date:** 28/11/2013 04:49 AM EST  
**Event Round:** 1  
**Event Version:** 2  
**Multiple Bids:** Allowed  
**Currency:** US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Cancelled	Posted	31/10/2013 11:51AM EDT	<a href="#">View</a>	<a href="#">Copy</a>		
2	1	2	Posted	Posted	31/10/2013 11:45AM EDT	<a href="#">View/Edit</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>	<a href="#">Upload</a>

[Return to Event Search](#)

### 4.3.3 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 have either accepted bid invitation, have been invited directly by UNDP, or who have 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. In any case, there are two main categories of changes:

- a) Changes include also changes in line items or bid factors.
- b) No changes made to line items or bid factors.

If no changes have been made to the bid factors or line items, bidder can follow the same steps for editing his bid by clicking on “View/Edit” link and overwriting the information.

Bidder can also submit a new bid, in the same way as if when submitting an alternate bid and cancelling the previous bid, as explained above.

If the ammendment of the bid event include changes in bid factors or line item, bidder cannot edit previous bid or copy it and create a new bid. If bidder click on the “View/Edit” or “Copy” links corresponding to the previous bid for the original version of the bid event, a system error will appear.

To submit a revised bid for the new version with changes in bid factors or line items, bidders must submit a new bid by clicking on “Submit bid” link in the main page and cancel their previous bid.

The screenshot displays the Atlas Finance web interface. At the top, a blue banner reads "Welcome Roland Koxhaj, Your Atlas Finance Last Login Datetime : 31.Oct.2013 16:09:10 GMT". On the left, a navigation menu includes "Manage Events and Place Bids" and "View Events and Place Bids". The main content area is titled "Event Details" and features a "Bid on Event" button highlighted with a red box. Below this, event information is listed: Event Name (USER'S GUIDE), Event ID (UNDP1-000000077), Event Format/Type (Sell Event RFX), Event Round (1), Event Version (3), Event Start Date (31/10/2013 4:49AM EDT), and Event End Date (28/11/2013 04:49 AM EST). The "Event Description" states "New Version - No changes made to Line items or Bid Factors". Contact information for Roland Koxhaj is provided, along with payment terms and bidding options. At the bottom, a table shows bid lines for "SUVA/NADI/SUVA: STANDARD AIR FARE" and "computer".

**Event Details**

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

**Event Name:** USER' S GUIDE  
**Event ID:** UNDP1-000000077  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 3  
**Event Start Date:** 31/10/2013 4:49AM EDT  
**Event End Date:** 28/11/2013 04:49 AM EST

**My Bid Status:**

**Event Description:**  
 New Version - No changes made to Line items or Bid Factors

**Contact:** Roland Koxhaj  
**Phone:**  
**Email:** [roland.koxhaj@undp.org](mailto:roland.koxhaj@undp.org)  
**Online Discussion:**  
**Live Chat Help:**

**Payment Terms:**  
**My Bids:** [2 In-Process and Submitted](#)  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Allowed

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

Line	Description	Unit	Requested Quantity	Status
1	SUVA/NADI/SUVA: STANDARD AIR FARE	EA	10.0000	
2	computer	DOZ	10.0000	



## 4.4 Submitting bids via xml files

You can prepare your response off-line outside the system and then upload it in the system when ready, using xml files. To do this first you need to download the XML version of the bid event by going to “View Event Package” and then downloading Event bid Package in XML format. Once the page is downloaded, you must save it in your computer.

The screenshot displays the Atlas Finance web application interface. At the top, a blue banner reads "Welcome Roland Koxhaj, Your Atlas Finance Last Login Datetime : 01.Nov.2013 13:30:54 GMT". Below this is a navigation menu on the left with options like "Manage Events and Place Bids" and "View Events and Place Bids". The main content area is titled "Event Details" and shows a "Bid on Event" button. To the right, there are "Bidding Shortcuts" including "View Edit or Copy from Saved Bids", "View Your Bid Activity", "View Bidding Documents" (highlighted with a red box), and "Upload XML Bid Response".

**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:** USER' S GUIDE  
**Event ID:** UNDP1-0000000077  
**Event Format/Type:** Sell Event RFX  
**Event Round:** 1  
**Event Version:** 3  
**Event Start Date:** 31/10/2013 4:49AM EDT  
**Event End Date:** 28/11/2013 04:49 AM EST

**My Bid Status:**

**Event Description:**  
New Version - No changes made to Line items or Bid Factors

**Contact:** Roland Koxhaj  
**Phone:**  
**Email:** [roland.koxhaj@undp.org](mailto:roland.koxhaj@undp.org)  
**Online Discussion:**  
**Live Chat Help:**

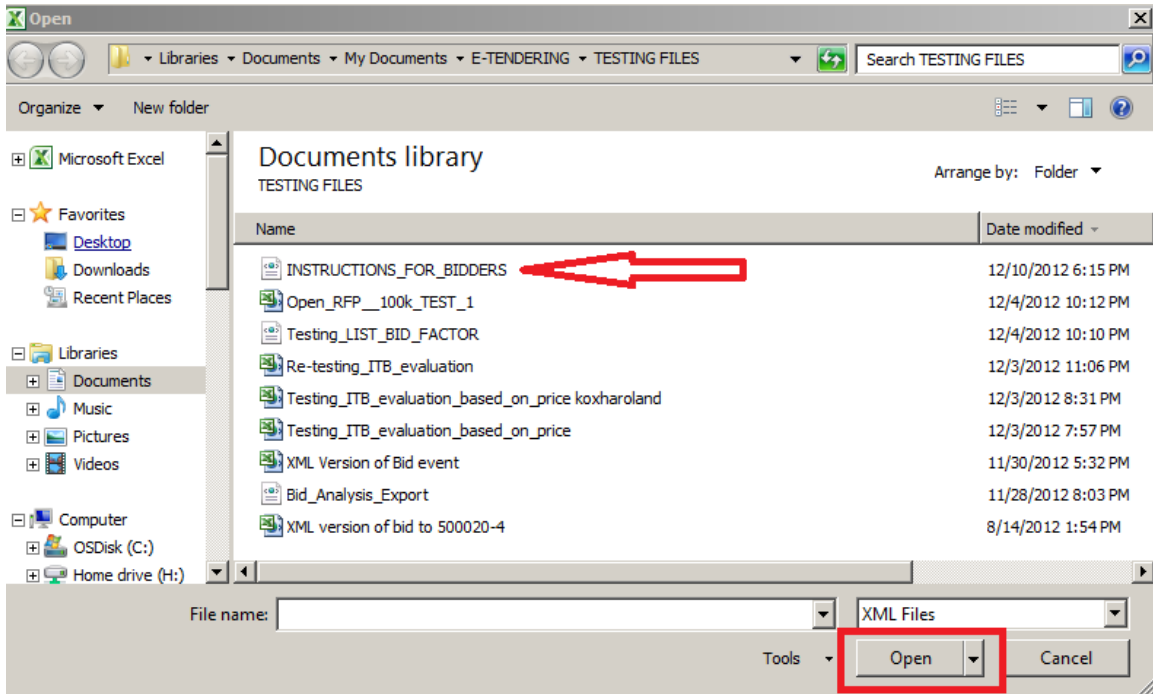
**Payment Terms:**  
**My Bids:** [2 In-Process and Submitted](#)  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Allowed

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

Line	Description	Unit	Requested Quantity	Status
1	SUVANADI/SUVA: STANDARD AIR FARE	EA	10.0000	
2	computer	DOZ	10.0000	

[Return to Event Search](#)

Then open Excel and open the save XML file from there. You must open the XML file by “Open File” menu in Excel and not by clicking on the XML file itself in the folder. Note: you can upload your bid using XML feature only once. Once a bid has been posted, the XML file cannot override the bid information in the system. Only exception is when “Alternate Bids” is allowed. In this case, uploading your bid using XML file will create a new bid in the system.



You can provide your responses in the excel table. Once responses have been provided you can save the files as an XML excel file and upload your responses in the system. Worksheet “General Details” is used to respond to the general bid factors and the worksheet “Line details” is used for completing the responses for each line item.

To upload the XML file into the system go to the start page of the Bid event and click on “Upload XML Bid Response”.

NOTE: Documents cannot be attached through XML files. They must be uploaded in the system directly.

## 5 Managing Your Account

This section describes some additional features that enable the bidder to view his bidding activity, change his account information, etc.

### 5.1 View Activity

System records the bidder activity. To view it, click on “My Event Activity”. You can use several filters to search for specific activity or simply click on the numbered link on the top to view all events that you have bid on.

**Atlas Finance** Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 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
  - Discussion Forums
- PeopleTools
  - View Terms & Conditions

**Roland Jakarta**

**Event Activity Summary**

Click on number to view events below

Events Invited To: 0      Events Bid On: 7      Events Awarded: 0

**Search Criteria**

Event Format: [ ]       Events Invited To       Events Bid On       Events Awarded

Event Type: [ ]      Date Range: From: [ ] Through: [ ]

[ Search ]

**Legend**

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
<a href="#">IDN10-0000000502</a>	Sell	Gender Mainstreaming Advisor for REDD+	Awarded	15/09/2014 12:36AM EDT	17/09/2014 1:00AM EDT	
<a href="#">TUR10-0000000472</a>	Sell	ITB FOR PAPER	Posted	28/08/2014 7:03AM EDT	08/10/2014 8:10AM EDT	
<a href="#">IDN10-0000000491</a>	Sell	Procurement of IT equipment for UNDP Indonesia	Posted	14/09/2014 10:14PM EDT	08/10/2014 3:30AM EDT	
<a href="#">UNDP1-0000000476</a>	Sell	Lot event	Posted	04/09/2014 7:20AM EDT	20/10/2014 5:20AM EDT	
<a href="#">IDN10-0000000503</a>	Sell	EU RFQ 024 Climate Consultant	Posted	15/09/2014 12:35AM EDT	17/09/2014 11:50AM EDT	
<a href="#">IDN10-0000000494</a>	Sell	procurement of IT equipment UNDP indonesia	Posted	14/09/2014 10:15PM EDT	08/10/2014 7:40AM EDT	
<a href="#">IDN10-0000000515</a>	Sell	IC/UNDP/REDD+/115/2014	Awarded	17/09/2014 9:50PM EDT	01/10/2014 6:00AM EDT	

[ Refresh ]

To view the complete information of a specific bid, click in the bid event Id link.

In the subsequent screen, click on “View, Edit, or copy from saved Bids” or “My bids” links, and then click on the “View/Edit” link, as shown in the screenshots below:

My Event Activity x +

https://etendering-training.partneragencies.org/psp/UNDPFST25/SUPPLIER/ERP/c/AUC\_MANAGE\_EVENTS.AUC\_BID\_ACT\_MY.GBL?PORTALPARAM\_PTCNAV=EP\_AUC\_BID\_ACT\_MY

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**Atlas** Finance Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 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
- Discussion Forums

PeopleTools

- View Terms & Conditions

### Event Details

This Event has been Awarded **Bidding Shortcuts:** [View Edit or Copy from Saved Bids](#)  
[View Award Details](#) [View Your Bid Activity](#)

**Event Name:** Gender Mainstreaming Advisor for REDD+ **My Bid Status:**

**Event ID:** IDN10-0000000502

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

**Event Round:** 1

**Event Version:** 3

**Event Start Date:** 15/09/2014 12:36AM EDT

**Event End Date:** Awarded

**Event Description:**

Amendment 1:  
 1. Prebid meetings  
 2. Clarifications  
 3. Changing end date

**Contact:** Aryani Amir **Payment Terms:** Immediate

**Phone:** **My Bids:** [1 In-Process and Submitted](#)

**Email:** [aryani.amir@undp.org](mailto:aryani.amir@undp.org) **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	★ Deliverable 1 Review on current issues concerning gender mainstreaming in REDD+-related policies and activities.	EA	1.0000	
2	★ Deliverable 2 Develop broad targets and indicators for Gender Mainstreaming in REDD+ processes.	EA	1.0000	
	Deliverable 3 Produce guidelines for Gender			

My Event Activity x +

https://etendering-training.partneragencies.org/psp/UNDPFST25/SUPPLIER/ERP/c/AUC\_MANAGE\_EVENTS.AUC\_BID\_ACT\_MY.GBL?PORTALPARAM\_PTCNAV=EP\_AUC\_BID\_ACT\_MY

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**Atlas** Finance Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 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
- Discussion Forums

PeopleTools

- View Terms & Conditions

### View, Edit or copy from Saved Bids

Welcome, Roland Jakarta

**Event Name:** Gender Mainstreaming Advisor for REDD+ **Event Round:** 1

**Event ID:** IDN10-0000000502 **Event Version:** 3

**Event Format/Type:** Sell Event RFX **Multiple Bids:** Not Allowed

**Event Start Date:** 15/09/2014 12:36AM EDT **Currency:** US Dollar

**Event End Date:** Awarded

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	3	Posted	Awarded	15/09/2014 11:33PM EDT	<a href="#">View/Edit</a>

[Return to Event Search](#)

## 5.2 Update Bidder Profile

Bidder can update his profile by clicking on “My Bidder Profile” in the menu and changing the information as relevant. Switch between the tabs on top: Main, Addresses, and Contacts to navigate through the different profile information, as grouped below:

- “Main” tab: Company website. Company name cannot be changed.
- “Addresses” tab: Add new address, change existing address.
- “Contacts” tab: change existing contact information (first and last name, title, telephone and fax, email address, etc.). Username cannot be changed.

The screenshot shows the 'My Bidder Profile' page in the Atlas Finance system. The browser address bar indicates the URL: [https://etendering-training.partneragencies.org/psp/UNDPFST25/SUPPLIER/ERP/c/AUC\\_MANAGE\\_EVENTS.AUC\\_BID\\_ACT\\_MY.GBL?PORTALPARAM\\_PTCNAV=EP\\_AUC\\_BID\\_ACT](https://etendering-training.partneragencies.org/psp/UNDPFST25/SUPPLIER/ERP/c/AUC_MANAGE_EVENTS.AUC_BID_ACT_MY.GBL?PORTALPARAM_PTCNAV=EP_AUC_BID_ACT). The page header includes the Atlas Finance logo and a welcome message: "Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 GMT".

The left sidebar contains a menu with the following items:

- 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
  - Discussion Forums
- PeopleTools
  - View Terms & Conditions

The main content area shows the 'My Bidder Profile' for 'Company Roland Jakarta'. The 'Main' tab is selected and highlighted with a red box. The 'Company URL' field is highlighted with a green box. The 'Bidder Status' section has radio buttons for 'Active' (selected) and 'Inactive'. The 'Bidder Type' section has radio buttons for 'Business' (selected) and 'Individual'. The 'Additional Information' section contains several dropdown menus and checkboxes:

- HUBZone Program
- Sm Disadvantaged Business Prog
- Size of Small Business
- Other Preference Programs
- Veteran-Owned Small Business
- Emerging Small Business (checkbox)
- Women-Owned Business (checkbox)

A green arrow points to the 'Save' button at the bottom of the form. The breadcrumb trail at the bottom reads: [Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#).

My Bidder Profile x +

https://etendering-training.partneragencies.org/psp/UNDPFST2S/SUPPLIER/ERP/c/AUC\_MANAGE\_EVENTS.AUC\_BID\_ACT\_MY.GBL?PORTALPARAM\_PTCNAV=EP\_AUC\_BID\_A...

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**Atlas** Finance

Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 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
- Discussion Forums

PeopleTools

- View Terms & Conditions

Main Addresses **Contacts** Identifications

Company Roland Jakarta

User Information Find First < 2 of 2 > Last

First Name Roland

Last Name Jakarta 2

Title

Email ID roland.koxhaj@undp.org

Telephone 22222233 Ext

Fax

Address 1 Main Address

User ID roland.jakarta2

Add Contact Delete

Save

Main | Addresses | Contacts | Identifications

My Bidder Profile x +

https://etendering-training.partneragencies.org/psp/UNDPFST2S/SUPPLIER/ERP/c/AUC\_MANAGE\_EVENTS.AUC\_BID\_ACT\_MY.GBL?PORTALPARAM\_PTCNAV=EP\_AUC\_BID\_...

Most Visited Getting Started (5 unread) - roland.ko... Atlas - Peoplesoft Counterfeit Detection ... Dictionary and Thesau... IAPSO Suggested Sites

**Atlas** Finance

Welcome Roland Jakarta, Your Atlas Finance Last Login Datetime : 06.Nov.2014 10:33:05 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
- Discussion Forums

PeopleTools

- View Terms & Conditions

Main **Addresses** Contacts Identifications

Company Roland Jakarta

Addresses Find View All First 1 of 1 Last

Main Address  Ship To Address

Bill To Address  Invoice Address

Address Details

Country: Indonesia [Change Country](#)

\*Address 1: thamrin building

Address 2:

Address 3:

Address 4:

\*City: jakarta

County: Postal:

State:

Add a New Address Delete

Save

Main | Addresses | Contacts | Identifications

Once profile information has been updated, click on “save”.

## eTendering User guide for Bidders in a Snapshot

