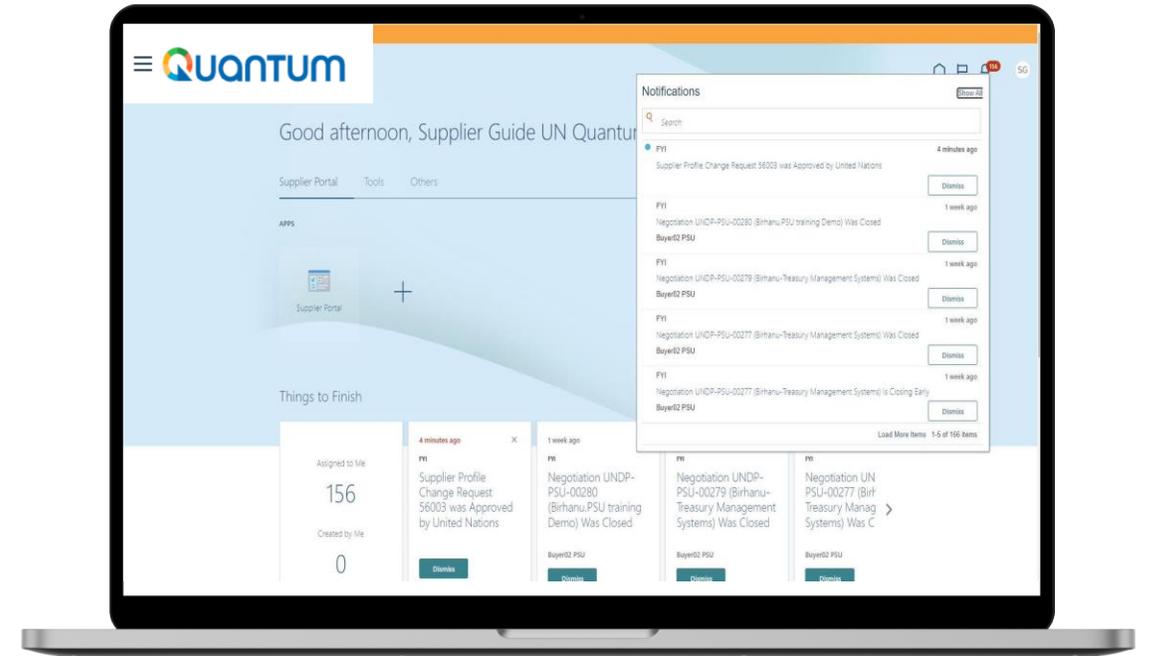




Guide for UNDP suppliers using Quantum Portal Register Supplier Profile

February 2025 Edition



Introduction

Several of United Nations (UN) Agencies including United Nations Development Programme (UNDP), United Nations Entity for Gender Equality and Empowerment of Women (UN Women), United Nations Capital Development Fund (UNCDF), United Nations Volunteers (UNV), International Civil Aviation Organization (ICAO), and World Meteorologic Organization (WMO), have partnered together to use a unified new ERP system from Oracle Cloud that includes a supplier portal that will manage interaction with suppliers for solicitation process and contract management. This document is intended for any supplier who wishes to do business with any of the aforementioned UN Agencies (Partner Agencies) and to serve as a guide on how to use the online portal system.

The ***Supplier Portal guide*** is intended for individuals or companies who wish to participate in a tenders managed through this portal or register as an authorized supplier to acknowledge and manage contract agreements via the portal.

This guide covers:

- Requirements for registering in the supplier portal;
- Steps for self-registration online; and
- Practical tips and troubleshooting for the registration.

The Supplier Portal module is designed to facilitate Supplier interactions during tender process and later for contract management. The system aims to enhance the integrity and transparency of the procurement process and enables the streamlining of the processes: Suppliers can use online portal to view solicitation documents, submit their bids, communicate with procurement office, etc.

The Supplier Portal system addresses UN's fundamental procurement values, such as **fairness, integrity, transparency and accountability**.

Some of the main benefits of the system are:

- ✓ **No late submissions are accepted:** The system will automatically not accept any bid after the deadline.
- ✓ **Electronic sealed bids:** The system encrypts the bids submitted in the system and does not allow anyone to view any information provided before the bidding deadline.
- ✓ **Electronic stamping of the bids:** The system stamps all information submitted by suppliers and prevents anyone from altering, deleting, or adding anything to the bid after the deadline for submission.
- ✓ **Streamlines the bidding process:** Suppliers can register in the system, retrieve all information and solicitation documents, submit their bid online, edit it directly in the system, and receive automatic notifications once the evaluation is finalized and the contract is awarded.
- ✓ **Provides an audit trail:** As the Supplier Portal system records all activity in the system, it keeps an audit trail for increased accountability and transparency.

Registration Process

1 - Prepare for registration



1. Prepare copies of required documents.
2. Prepare copies of other optional documents.
3. Select who will use the portal on behalf of the company.

2 - Complete online profile



Initiate registration.

1. Company details.
2. Contact details.
3. Company address.
4. Business classifications.
5. Bank information.
6. Product categories.
7. Questionnaire.

3 - Set your own password



1. Receive first confirmation email.
2. Email with link to set password.
3. Activate Multi-factor Authentication (MFA).

Before starting the registration process online, follow the guidance below to prepare in advance so that the registration process online goes smoothly:

- A. Verify that you do not have a profile already. If you have a profile, you should log in using existing accounts. Use tips on how to reset password if you do not remember the password. System will block duplicate registrations.
- B. Have copies of required document ready so registration goes smoothly in one go.
- C. Decide which user within your company will have access to the supplier portal and with what email address.



IMPORTANT ADVICE

- 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.

Documents needed for registration

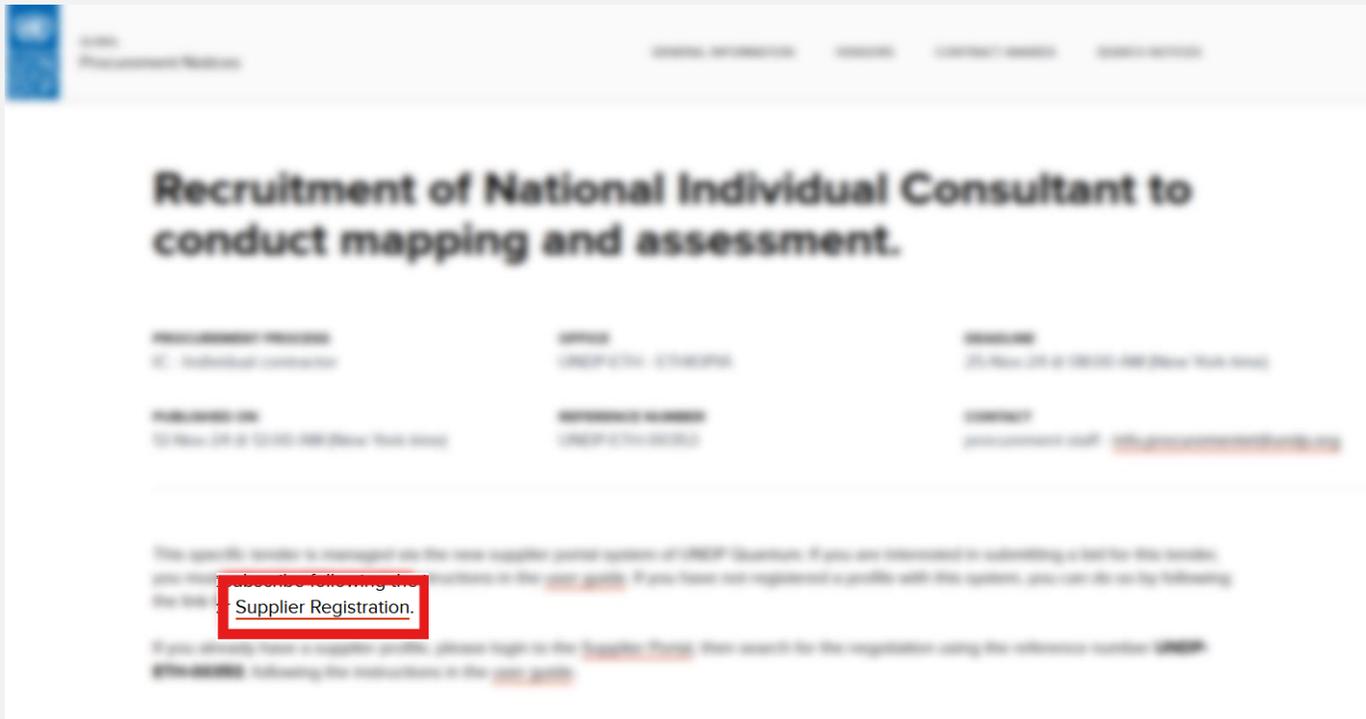
Mandatory:

- ✓ 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;

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 via negotiations or communication with the UNDP office.

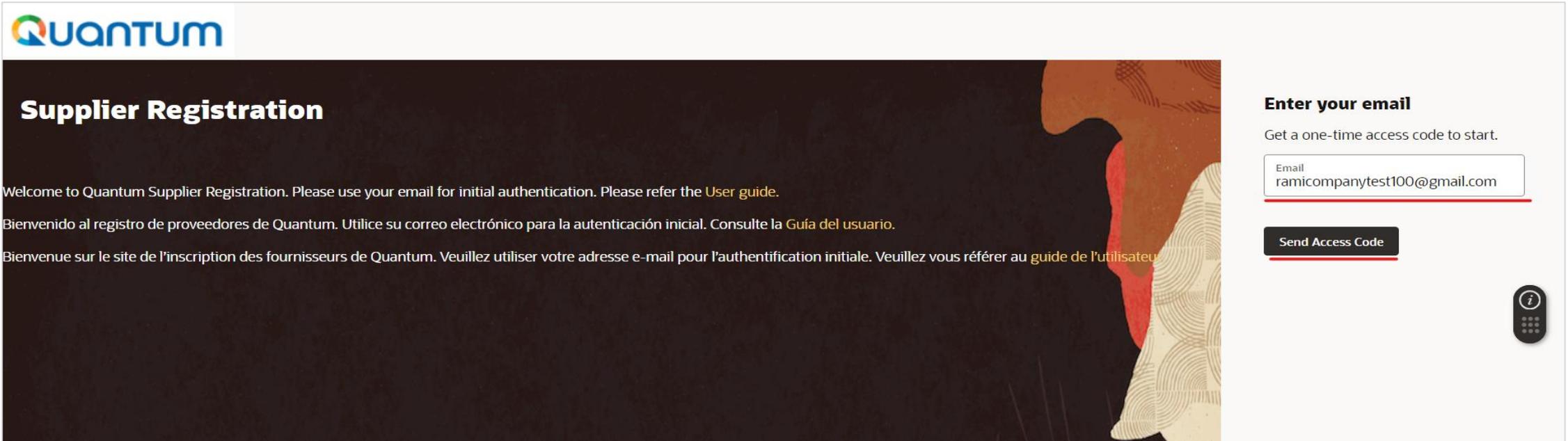


IMPORTANT

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 "Need help signing in? [Click here](#)" link and create a new password. Please see instructions on how to generate a new password if you forget it.

1. Click on the registration link specific to your CO or Business Unit



QUANTUM

Supplier Registration

Welcome to Quantum Supplier Registration. Please use your email for initial authentication. Please refer the [User guide](#).

Bienvenido al registro de proveedores de Quantum. Utilice su correo electrónico para la autenticación inicial. Consulte la [Guía del usuario](#).

Bienvenue sur le site de l'inscription des fournisseurs de Quantum. Veuillez utiliser votre adresse e-mail pour l'authentification initiale. Veuillez vous référer au [guide de l'utilisateur](#).

Enter your email
Get a one-time access code to start.

Email
ramicompanytest100@gmail.com

Send Access Code

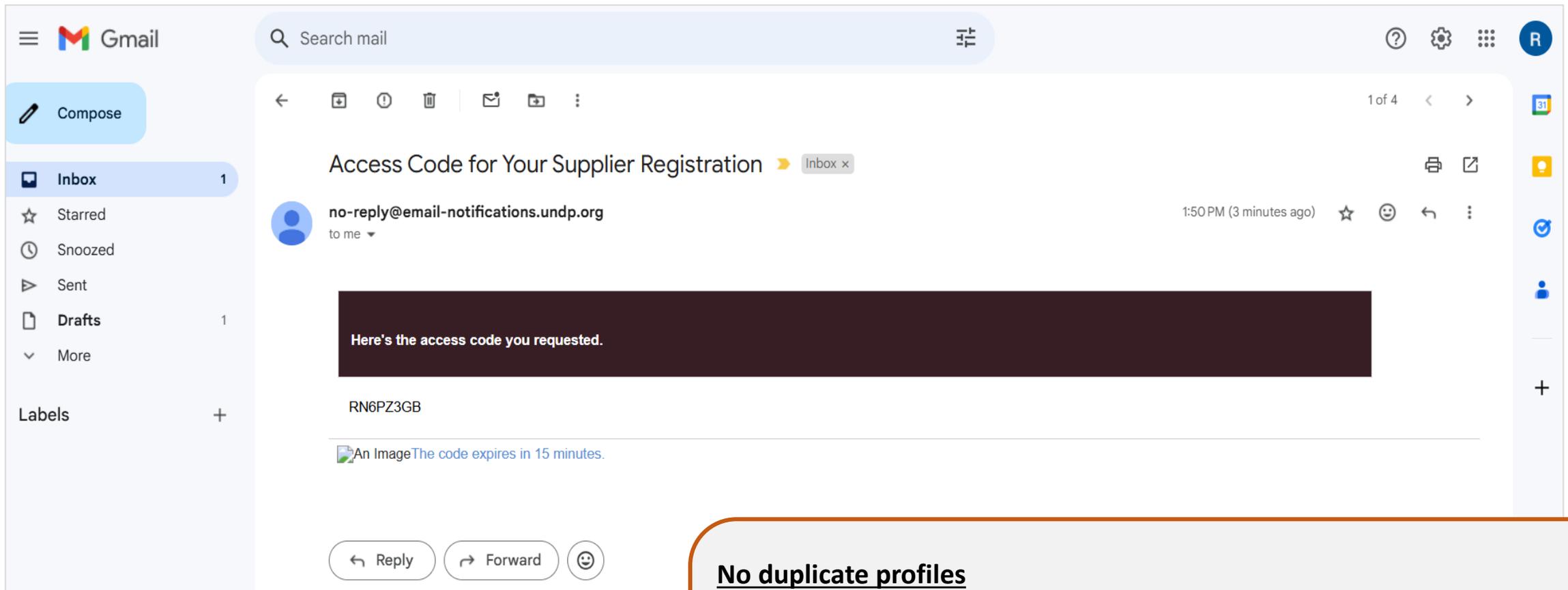
2. Enter your email address
3. Click on Send Access code
4. Check your Email

Language Setting

Registration interface is available in English, Spanish, and French and will automatically display based on your internet browser's language settings.

Will default to English if your setting is in any other language.

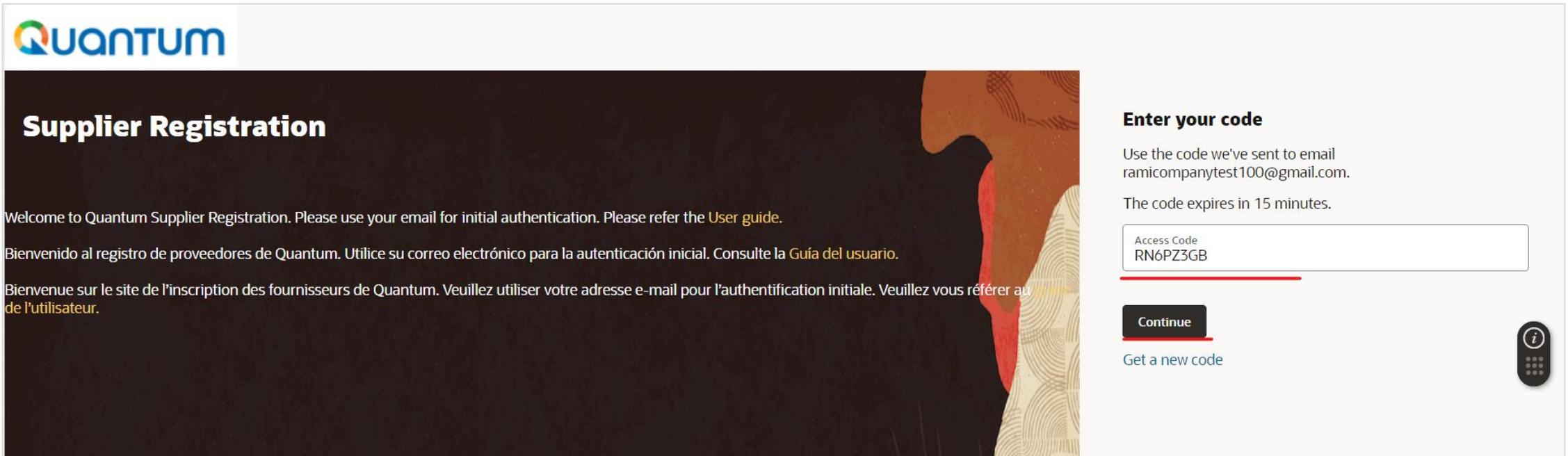
Check your email for the Access Code / One Time Password



No duplicate profiles

If you do not receive the one-time code, it is likely you already have an account with that same email. Try forgotten password feature to reset. Check also that your email firewall is not blocking emails from oracle.com or undp.org

- Enter the Access Code
- Click on Continue



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Bienvenido al registro de proveedores de Quantum. Utilice su correo electrónico para la autenticación inicial. Consulte la [Guía del usuario](#).

Bienvenue sur le site de l'inscription des fournisseurs de Quantum. Veuillez utiliser votre adresse e-mail pour l'authentification initiale. Veuillez vous référer au [manuel de l'utilisateur](#).

Enter your code

Use the code we've sent to email ramicompanytest100@gmail.com.

The code expires in 15 minutes.

Access Code
RN6PZ3GB

[Continue](#)

[Get a new code](#)



Supplier Registration

Supplier Details

Companies, Consultants, Partners etc.

Company: Test Company Limited for Computers

Website:

Country: Jordan

Taxpayer ID: 8568001977

Organization Type: Company/Corporation

Supplier Type: Supplier

Note to Approver:

Additional Information

Country of Origin: Jordan

UNGM Vendor ID:

Business registration for companies, ID/Passport for individuals, and proof of banking attachment section

Drag and Drop
Select or drop files here.

URL: Add URL

Business Registration.png	Last updated on 31/12/2024 588.45 KB	 
Proof of Banking.png	Last updated on 31/12/2024 588.45 KB	 
Company Profile.png	Last updated on 31/12/2024	 

Last updated 59 seconds ago

Cancel Save **Continue**

1 | 7

Supplier Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Important Guidelines :

- **Company Name :**
 - Use the same legal name as in official documents.
 - Only Latin characters are allowed.
- **Country :** Represents the country of taxation
- **Taxpayer ID :** Provide in accordance with your country's regulations.
- **Country of Origin :** Where your company is legally registered.
- **Drag and Drop :** Upload supplier profile attachments such as the business registration for the company or passport/ID for individuals, and proof of banking.
- Supplier type: Supplier for a company, or Individual consultant if you are an individual contractor.
- Click "**Continue**" to go to the next section.

You must create one profile corresponding to each legal entity which will submit offers and/or get contracts from UNDP. If you have a company and also want to do business as individual contractor, create two separate profiles each with different email address. If you want to submit a bid as a Joint Venture (JV), create a profile for the JV only if you have registered it as an independent legal entity. Otherwise, only the lead entity should submit the offer and eventually get contracted.

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: John
Last Name: Smith
Email: ramicompanytest100@gmail.com

Job Title: General Manager
Country: JO
Mobile: +962 896 54124

Country: JO
Phone: +962
Ext:

Country: JO
Fax: +962

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

Supplier Self Service Administrator | Supplier Bidder | Supplier Accounts Receivable Specialist | UN Supplier Customer Service Representative | UN Supplier Sales Representative

+ Add Another Contact

Last updated 1 minute ago

Cancel Save **Continue**

Important Guidelines :

- **First and Last Name** are compulsory.
- **Email** address is defaulted from the previous step, the same as the user account. Do not change it for the first contact.
- **Administrative contact** is the user who will be able to manage the supplier profile after registration, including adding and updated users.
- **User account:** Select “Yes” so system creates a user account in the system that enables you to log in and use the online portal.
- **User roles:** All roles are defaulted for the first contact and should be changed at this stage. You can update them later in the Supplier Portal under 'Manage Profile' screen.
- **Add another contact:** You may click the button if you want to create multiple contacts for the same supplier
- Click "**Continue**" to go to the next section.

Plan well who within your company should have access to profile and with what email address. These users, depending on the roles assigned, will be able to submit offers on behalf of your company, and manage orders.

User selected as administrative contact will be able to create new contacts, update company details, de-activate existing accounts, etc.

Supplier Registration

Addresses

Address 1

Address Name
AMM

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on Tenders

Country/Region
Jordan

Address Line 1
15 XYZ Street

Address Line 2

Address Line 3

City
Amman

State

Postal Code

Email
ramicompanytest100@gmail.com

Country
JO

Phone
+962

Ext

Country
JO

Fax
+962

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	John Smith	ramicompanytest100@gmail.com	General Manager
-------------------------------------	------------	------------------------------	-----------------

[+ Add Another Address](#)

Last updated 16 minutes ago

Cancel Save [Continue](#)

Important Guidelines :

- **Address Name:** Represents an abbreviation for the address, for example, 'JOR' for Jordan or 'HQ' for Headquarters.
- **Address Use:** By default, all address purposes are checked (PO, Payments, or Bids).
- **Country:** Select the country from the dropdown list.
- **Address Line 1 and City**
- **Contacts associated with addresses:** Check the box if you want this address to be linked with contacts, either for one or multiple contacts.
- **Add another address:** This option allows the supplier to add multiple addresses for their company in case they have different branches or offices.
- Click "**Continue**" to go to the next section.

Adding an additional address will enable segregation of system access for different branches of your company and you can specify what actions each branch can do between managing orders, payments, or submitting bids.

However, for simplicity and unless you are familiar with the system, it is recommended you keep one address to perform all actions listed.

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

- Disabled Owned
- ISO Certifications
- Minority Owned
- Other Certifications
- Small Business
- Women Owned Entity (51% or more) - Externally Certified
- Women Owned Entity (51% or more) - Self-Proclaimed/Not Externally Certified
- None of the classifications are applicable

4 | 7

- Supplier Details
- Contacts
- Addresses
- Business Classifications**
- Bank Accounts
- Products and Services
- Questionnaire

Cancel Save **Continue**

Last updated 21 minutes ago

Select any of the classifications that apply to your company. Some of the options will require to upload attachments as proof.

Select “None of the classifications are applicable” if your company does not fall under any of the listed categorizations.

Click “Continue to continue to next section.

Supplier Registration

Products and Services

Search by category or description

3 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> ▶ A - Raw Materials, Chemicals, Paper, Fuel	A - Raw Materials, Chemicals, Paper, Fuel
<input checked="" type="checkbox"/> ▶ B - Industrial Equipment & Tools	B - Industrial Equipment & Tools
<input type="checkbox"/> ▶ C - Components & Supplies	C - Components & Supplies
<input checked="" type="checkbox"/> ▶ D - Construction, Transportation & Facility Equipment & Supplies	D - Construction, Transportation & Facility Equipment & Supplies
<input type="checkbox"/> ▶ E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals
<input type="checkbox"/> ▶ F - Food, Cleaning & Service Industry Equipment & Supplies	F - Food, Cleaning & Service Industry Equipment & Supplies
<input type="checkbox"/> ▶ G - Business, Communication & Technology Equipment & Supplies	G - Business, Communication & Technology Equipment & Supplies
<input type="checkbox"/> ▶ H - Defense, Security & Safety Equipment & Supplies	H - Defense, Security & Safety Equipment & Supplies
<input type="checkbox"/> ▶ I - Personal, Domestic & Consumer Equipment & Supplies	I - Personal, Domestic & Consumer Equipment & Supplies
<input checked="" type="checkbox"/> ▶ J - Services	J - Services

Updated just now

Cancel Save Continue

6 | 7

Supplier Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

In this section you can select the categories for the products that you offer. It is based in UNSPSC codes and you can select multiple categories, depending on what you company offers. Click “Continue” to continue to next section.

Supplier Registration

Questionnaire

Corporate Profile Women Owned Org Details Proof Of Banking Supplier Portal T&C

Section 1 of 4

1. What Year Was Your Company Incorporated?
Please Enter Year in YYYY (Ex: 2020) format
Required

2. Indicate Number of Full Time Employees
Required

3. Provide a Brief Summary of Company Profile and Main Area of Expertise
Required

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

a. Yes
 b. No

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

a. Corporate Environmental Policy
 b. ISO 14001

Last updated 47 seconds ago

Cancel Save **Submit**

- 4 sections must be completed in the questionnaire:
- Corporate Profile
 - Women-Owned Organization Details
 - Proof of Banking
 - Supplier T&C

Questionnaire

1. Fill in the details section by section.
2. Click "Next Section" to move to the next tab or "Previous Section" to go back.
3. Ensure all sections are marked as completed with a green checkmark.
4. Finally, click "Submit" to submit the registration form to UNDP.

If you click "Save", you will be able to resume your registration later, however it is recommended you complete registration in one go.

Supplier Registration

Questionnaire

Corporate Profile Women Owned Org Details **Proof Of Banking** Supplier Portal T&C

Section 3 of 4

12. An electronic funds transfer (EFT) is the default and standard payment method. Any other payment method(s) in absence of EFT will need to be supported with justification. The Proof of Banking (POB) should clearly identify bank name, bank account name (should be same as supplier name), account number and other bank credentials such as SWIFT, routing number, IBAN, where applicable. Any of the following documents can be accepted: a. Voided cheque. b. Bank Account certificate, certified letter or any other document issued by the bank. c. Screenshot with online banking information without account balance or transaction details. d. Copy of a bank statement without account balance or transaction details.

Required

a. Electronic fund transfer - please ensure Bank Accounts section of the supplier profile is completed and provide Proof of Banking

b. Check payment - please provide justification in the comment box as we encourage all suppliers to be paid electronically

Required

End of Section 3 of 4

Last updated 38 seconds ago

Cancel Save

7|7

Supplier Details

Contacts

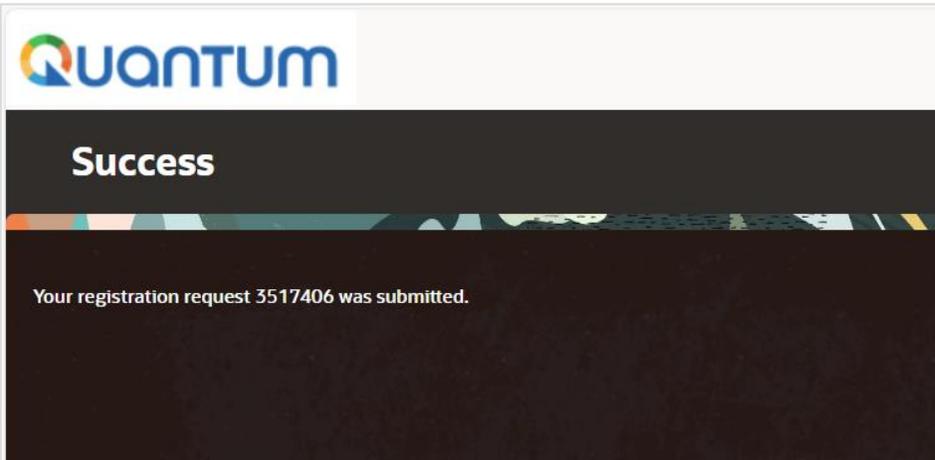
Addresses

Business Classifications

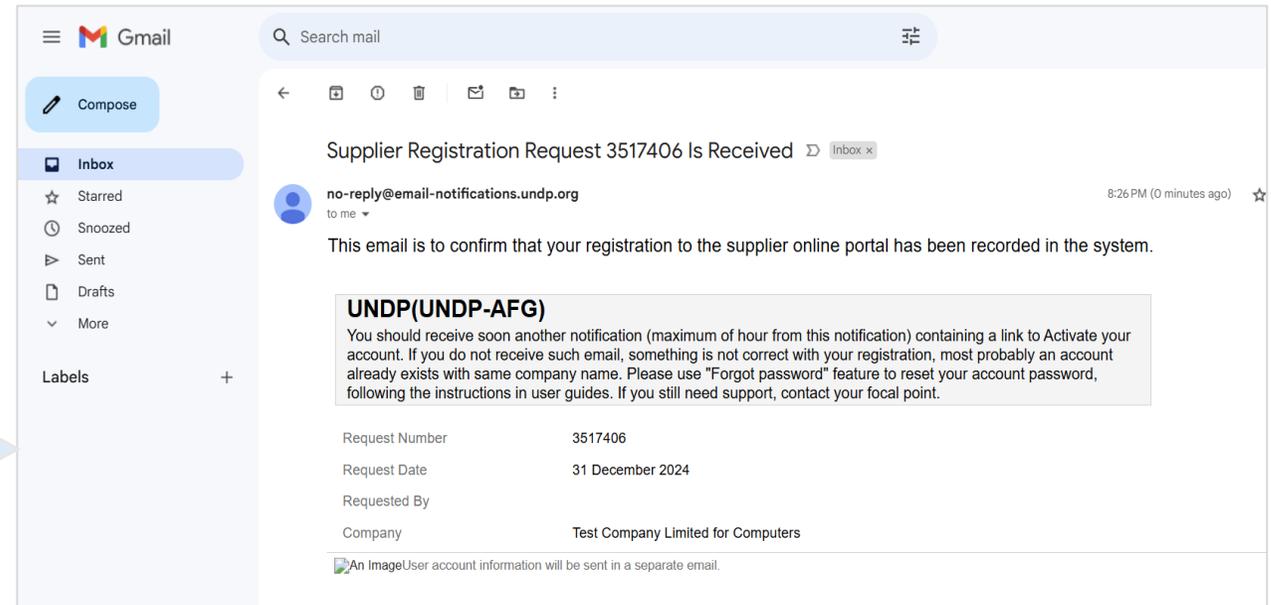
Bank Accounts

Products and Services

Questionnaire



Email

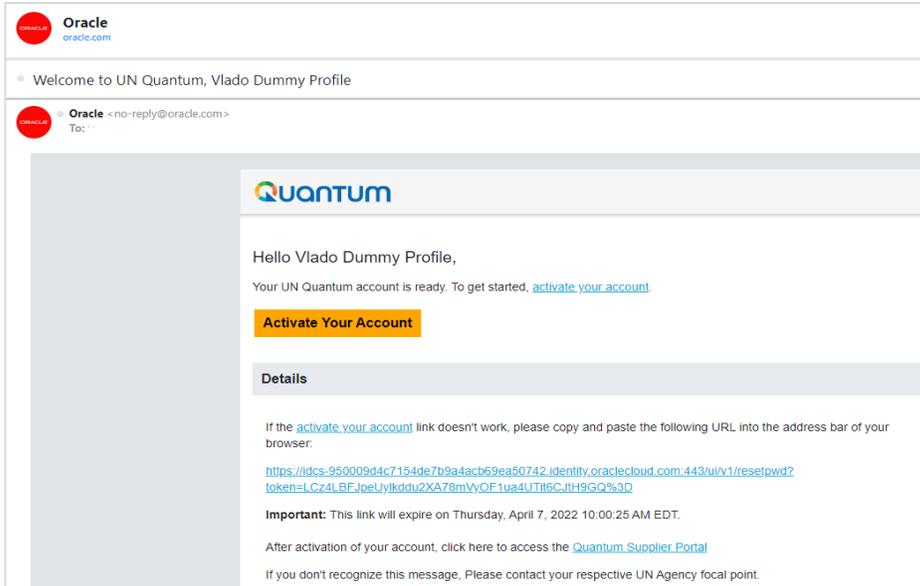


First Email confirmation

Once you submit your online registration, you will receive the first email that confirms your registration was submitted. This does not mean that your registration is complete. System is checking and validating for duplicate profiles and if no issues found, will send a second email.

If you do not receive the second email, it means that you may have already a profile already in the system with the same company name, or same email address.

Activate User Account

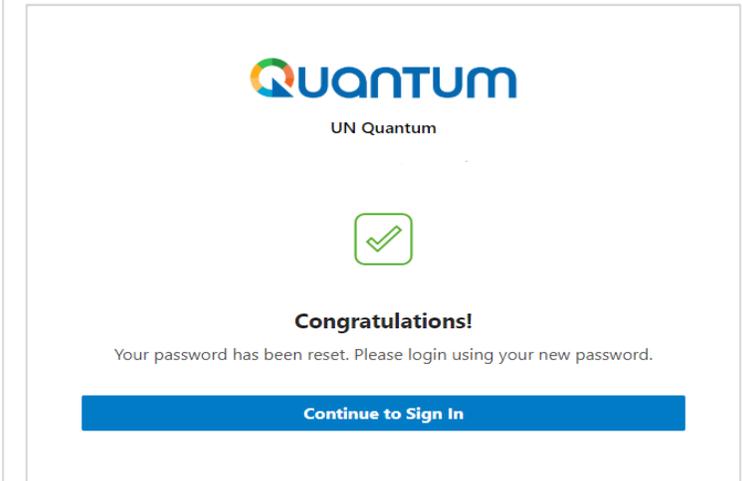


Once the Supplier profile is successfully created, you will receive a second email from the system. This email contains a link to activate your account, set your password, and log in to the system. Click on "Activate Your Account" or copy and paste the URL into your browser's address bar.

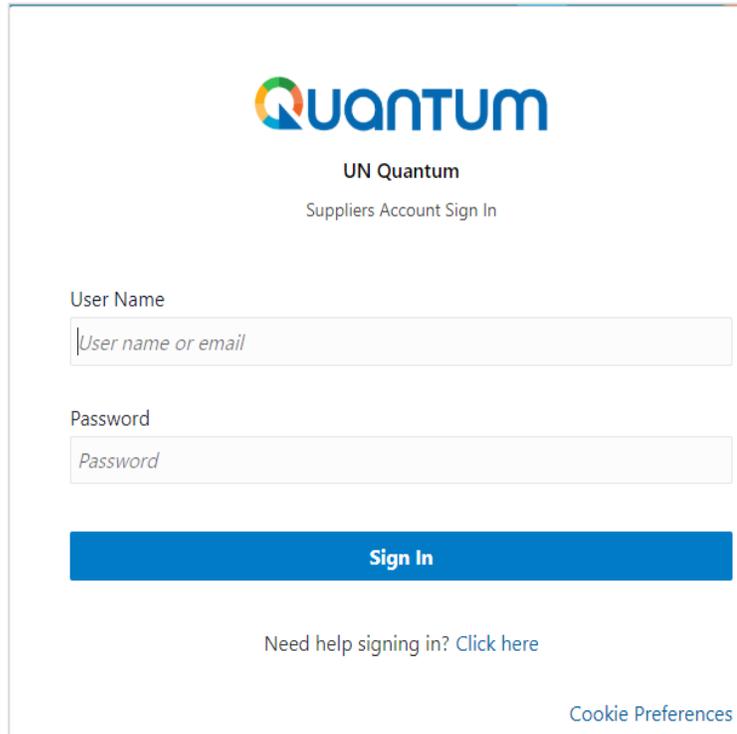
Set your password

The screenshot shows the "Reset your password" page for UN Quantum. It includes a list of password requirements: at least 12 characters, not exceeding 40 characters, no first or last names, no user name, at least 1 lowercase and uppercase character, and at least 1 numeric character. The page has input fields for "New Password" and "Confirm New Password", and a blue "Reset Password" button at the bottom.

On the Password Setup page, enter and confirm your password, then click "Reset Password." If successful, a confirmation message will appear on your screen, and a confirmation email will be sent to your address.

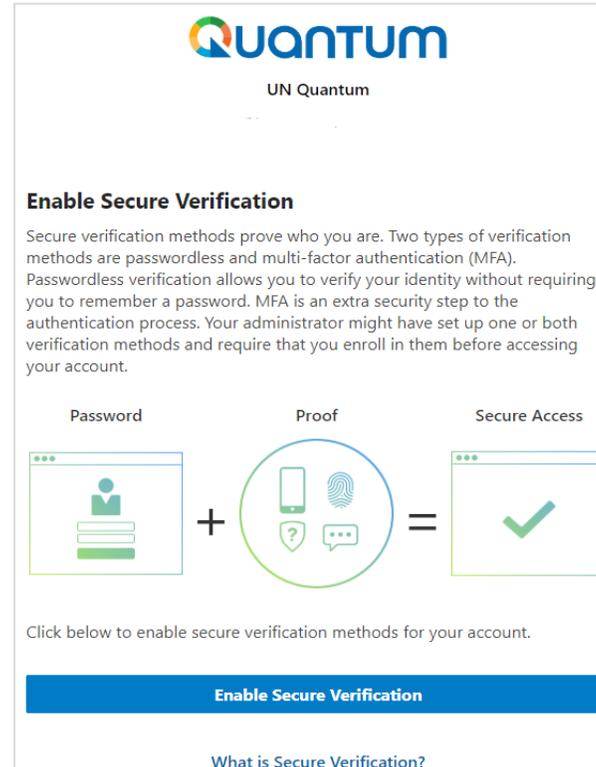


Login to the Portal using this link: <https://supplier.quantum.partneragencies.org/>



The screenshot shows the Quantum Supplier Account Sign In page. At the top is the Quantum logo and the text "UN Quantum 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, there is a link "Need help signing in? Click here" and a "Cookie Preferences" link.

Enter your registered email and password, then click 'Sign In.' The Quantum Supplier Portal offers secure verification for added security.



The screenshot shows the "Enable Secure Verification" page. It features the Quantum logo and "UN Quantum" text. The main heading is "Enable Secure Verification". Below this is a paragraph explaining secure verification methods: "Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account." A diagram illustrates the process: "Password" (represented by a person icon) plus "Proof" (represented by a smartphone and fingerprint icon) equals "Secure Access" (represented by a checkmark icon). Below the diagram is the text "Click below to enable secure verification methods for your account." and a blue "Enable Secure Verification" button. At the bottom, there is a link "What is Secure Verification?"

Click 'Enable Secure Verification' to proceed.



Supplier Portal

Search

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.

Your registration is now completed. You can log in the system from this link:
<https://supplier.quantum.partneragencies.org/>

If you have forgotten your password, please take the following steps:

- 1 To reset your password, click on *Need help signing in?* [Click Here](#).

- 2 You will be prompted to enter your e-mail address, which is the User ID you entered during registration and click *Next*.

QUANTUM
UN Quantum
Suppliers Account Sign In

User Name

Password

Sign In

Need help signing in? [Click here](#)

[Cookie Preferences](#)

QUANTUM
UN Quantum

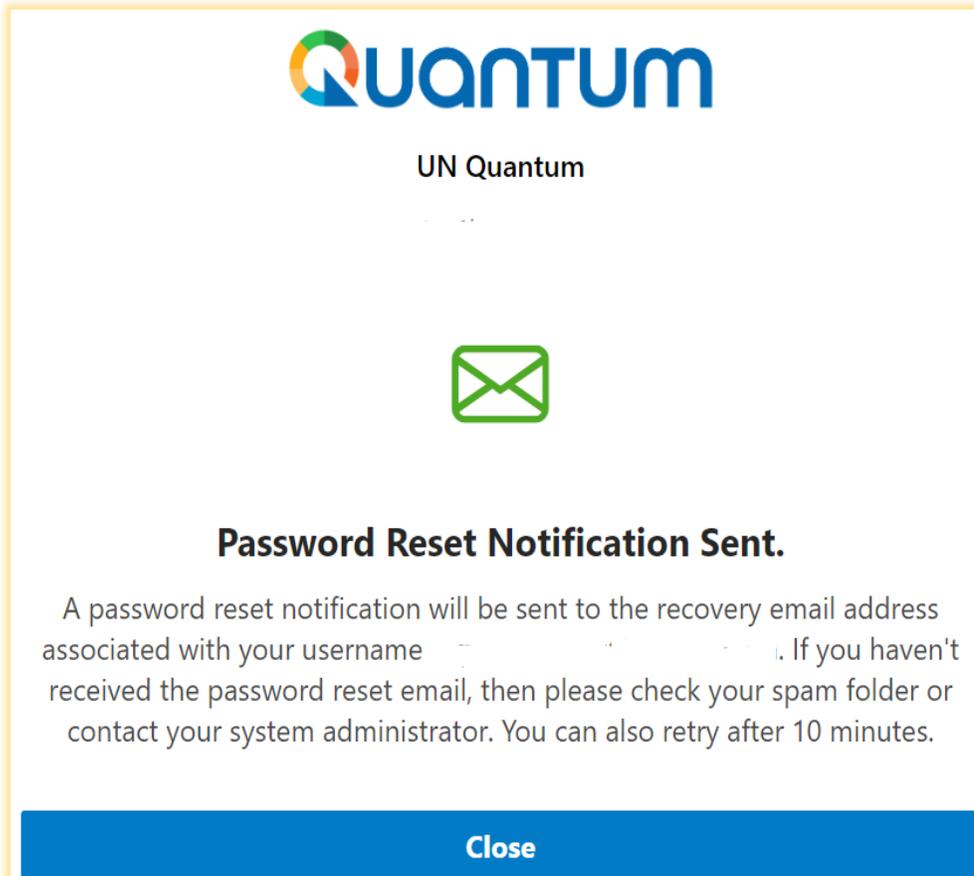
Forgot Your Password?
Having trouble with your password? Reset it here.

What's your user name?

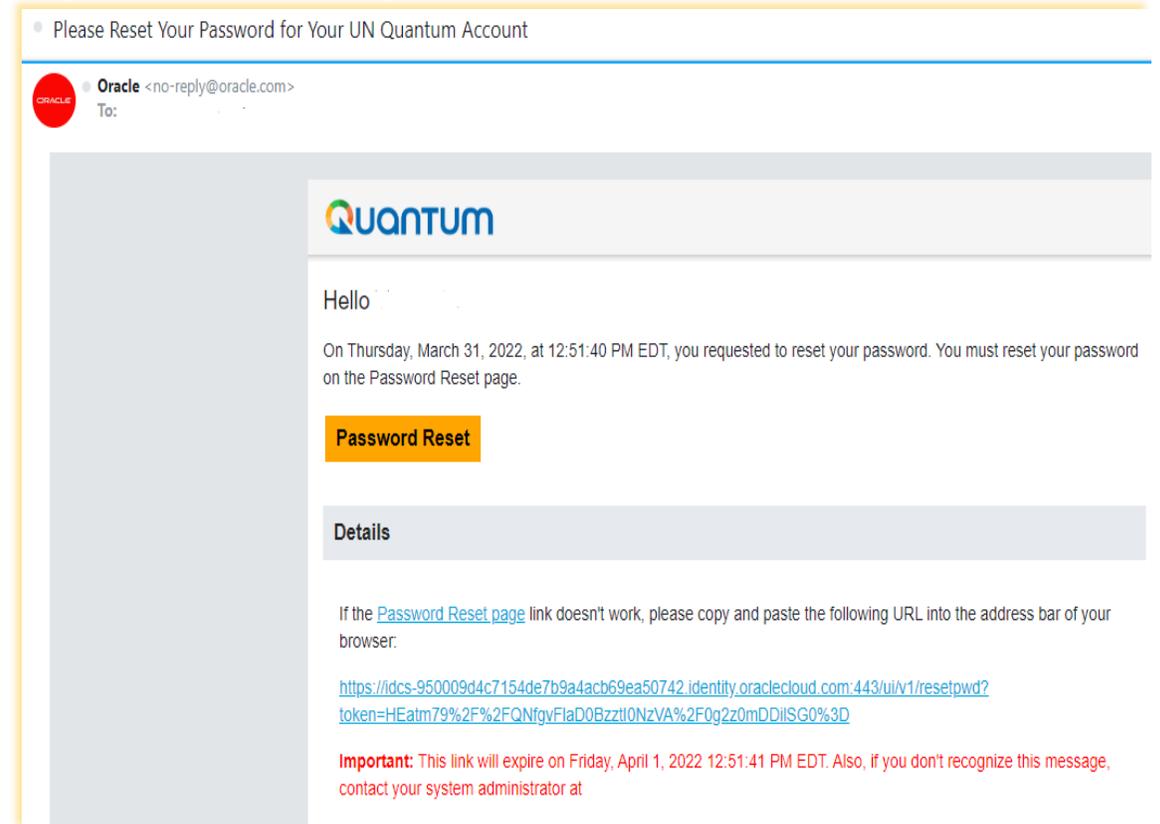
Next

[Cancel](#)

- 3 A password reset notification email was sent to the email address associated with your Supplier Profile. Click Close and verify your Inbox/Spam (Junk) mailbox.



- 4 Verify the Inbox and/or the Spam/Junk mailbox of your email address and identify the email with the Password Reset link. Click on *Password Reset* or copy/paste the URL from the email into the address bar of your browser. Then follow the password reset steps.



Thank you for using UNDP Quantum Supplier Portal!

To view additional resources such as instructional videos for bidders and this user guide in other languages, please click [here](#).

