

# Guide for UNDP suppliers for managing profile

February 2024



# Manage Supplier Profile

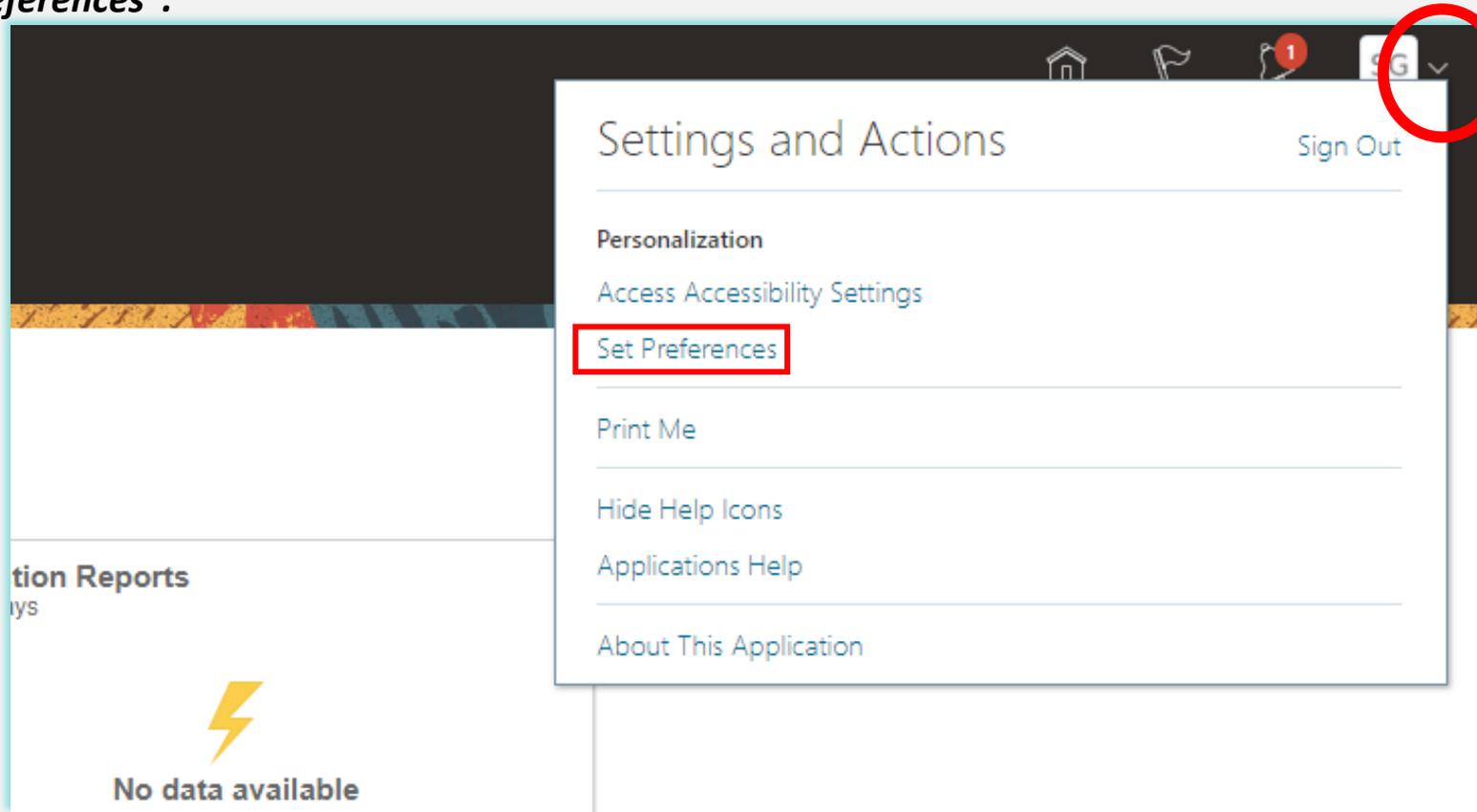
*This guide describes some additional Quantum Supplier Portal features that enable the bidders to view their bidding activity and update the information in their Supplier profile.*

- [Setting your Regional and Language preferences](#)
- [Update supplier profiles](#)
- [Manage Contacts \(user access\)](#)

## Setting your profile preferences

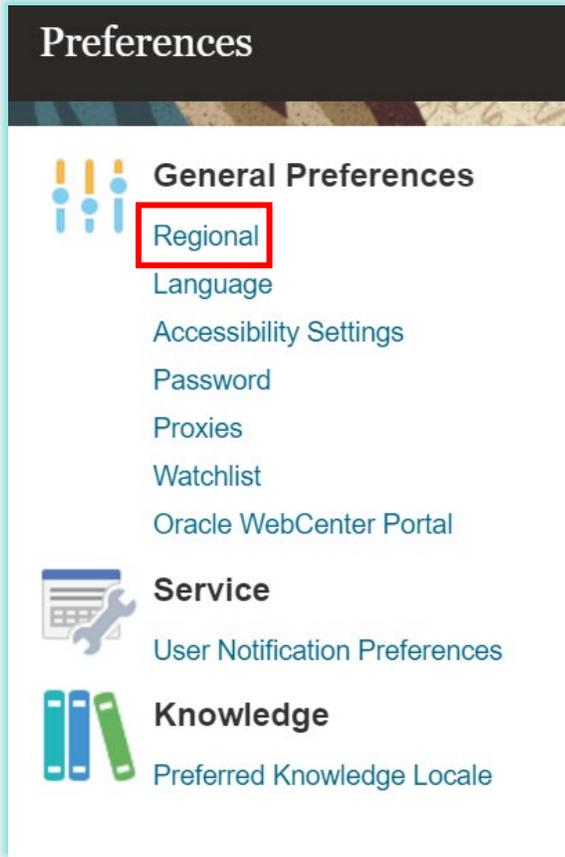
The Portal gives the possibility each supplier to set the preferences of their own supplier profile. This relates only to system interface and not solicitation documents.

Once you login the system, click on the "**Setting and Actions**" icon in the right upper corner of your screen and select the option "**Set Preferences**".



# Setting your profile preferences - Regional Preferences

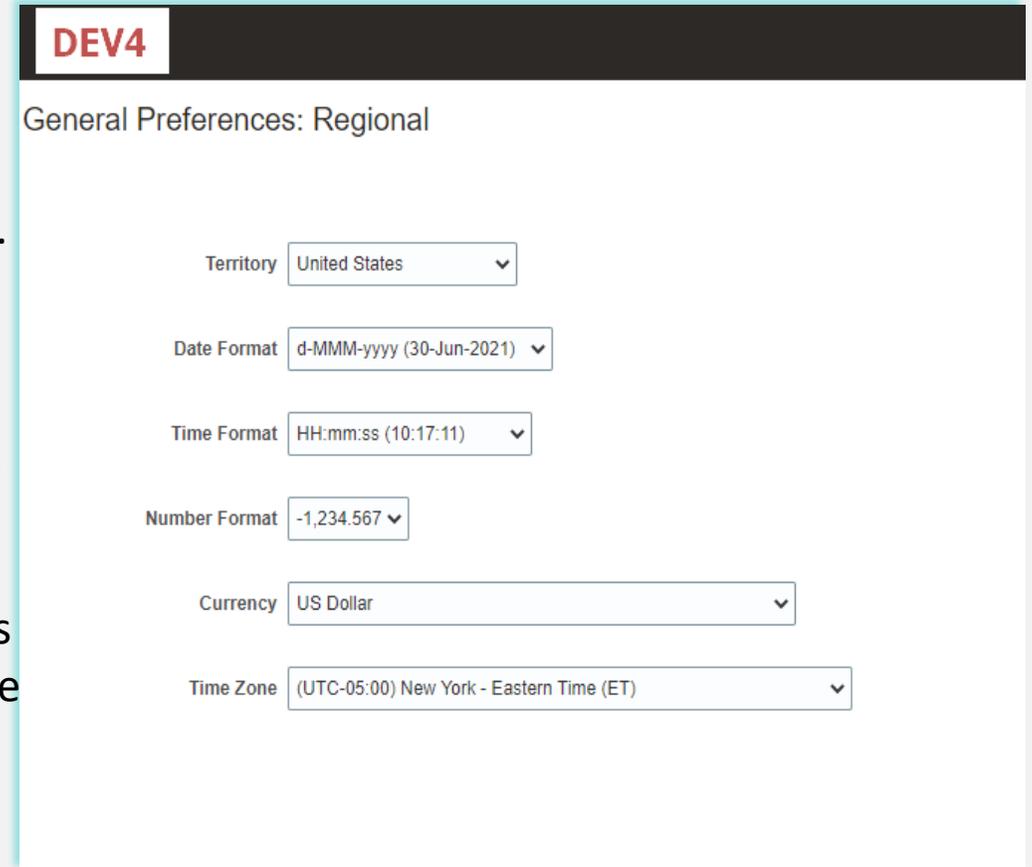
To set your Regional preferences, click the option "**Regional**". Then you can set several different preferences:



**"Territory"** Select your country.

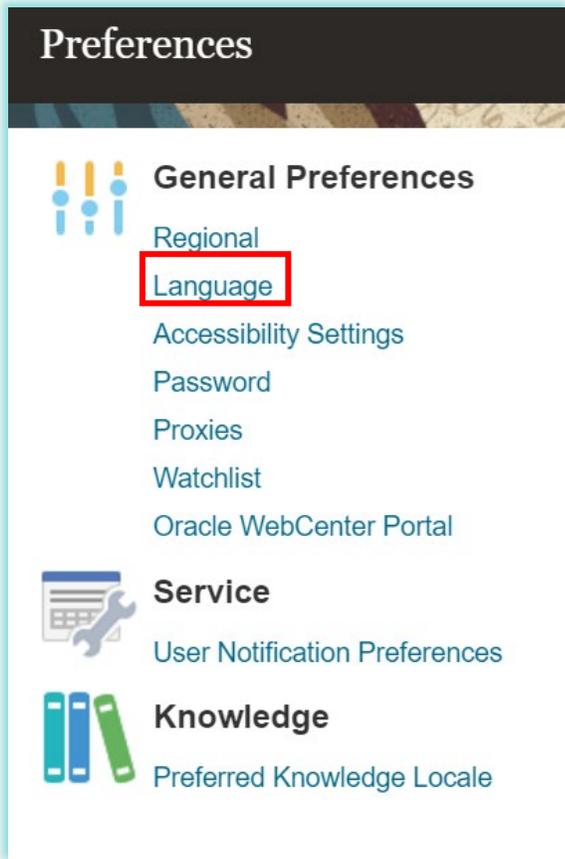
**"Date and time format"** Select the format in which you wish the date/time to be presented.

**"Time Zone"** Select the time zone in which you operate. This will convert the tender deadline to the exact time as per your chosen setting.



# Setting your profile preferences – Language Preferences

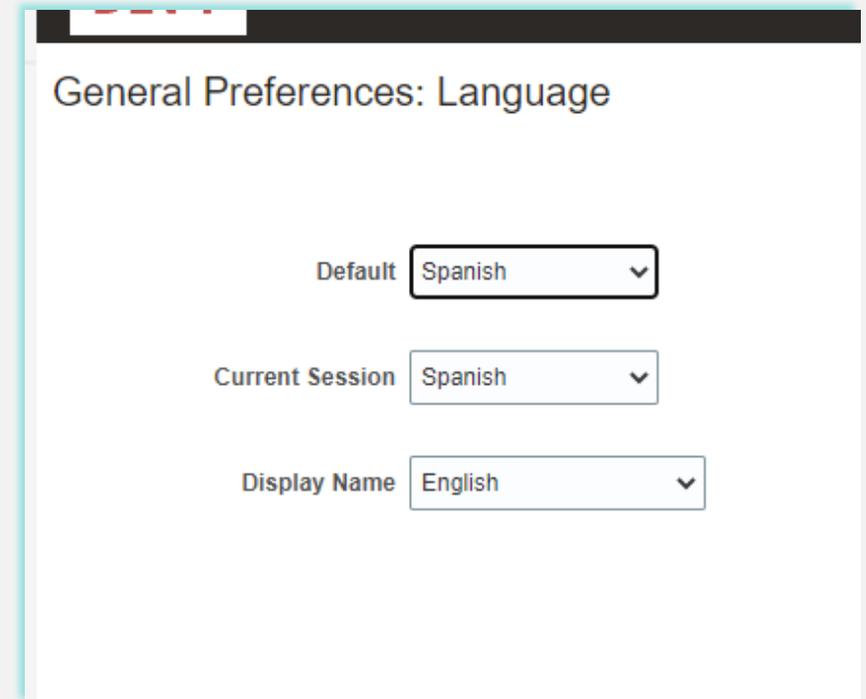
The default language of the system is English. To set the language preferences, click the option "**Language**"



**"Default"** Select the default system language for your profile.

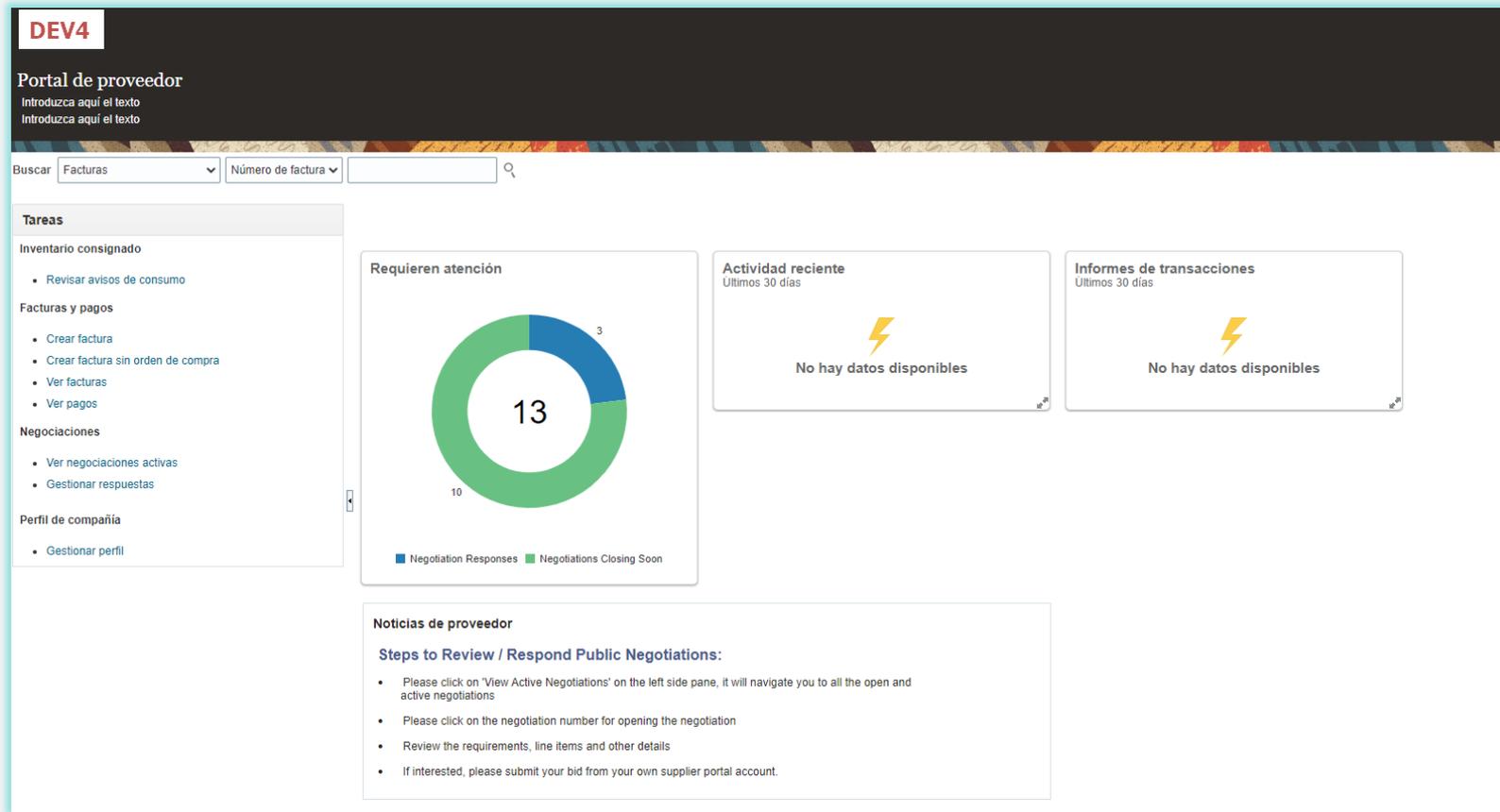
**"Current Session"** Select the system language for the current session. The system language will go back to the default one at the next login.

**Save and Close** after you made the changes.



# Setting your profile preferences – Language Preferences

After selecting the preferred language, the system will display the menu as per your chosen setting.



**DEV4**

**Portal de proveedor**  
 Introduzca aquí el texto  
 Introduzca aquí el texto

Buscar: Facturas Número de factura

**Tareas**

**Inventario consignado**

- Revisar avisos de consumo

**Facturas y pagos**

- Crear factura
- Crear factura sin orden de compra
- Ver facturas
- Ver pagos

**Negociaciones**

- Ver negociaciones activas
- Gestionar respuestas

**Perfil de compañía**

- Gestionar perfil

**Requieren atención**

13

3

10

■ Negotiation Responses ■ Negotiations Closing Soon

**Actividad reciente**  
 Últimos 30 días

No hay datos disponibles

**Informes de transacciones**  
 Últimos 30 días

No hay datos disponibles

**Noticias de proveedor**

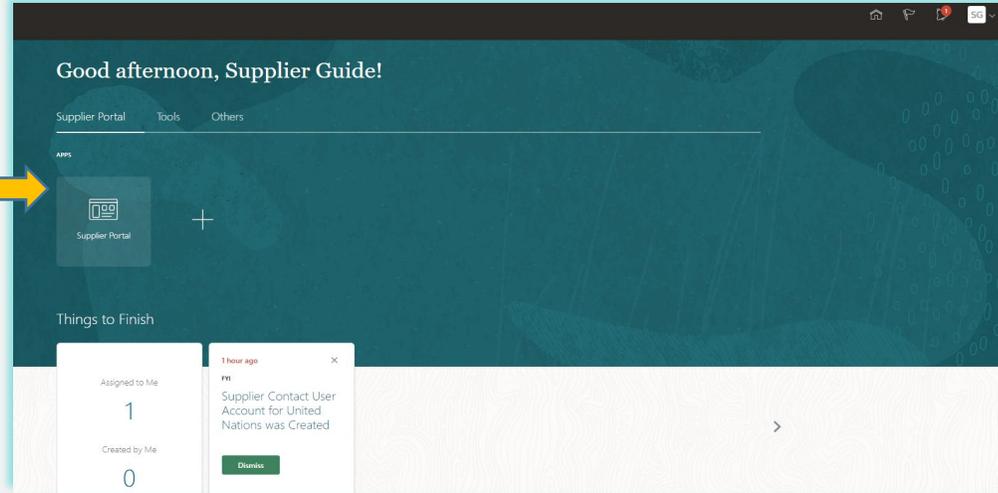
**Steps to Review / Respond Public Negotiations:**

- 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.

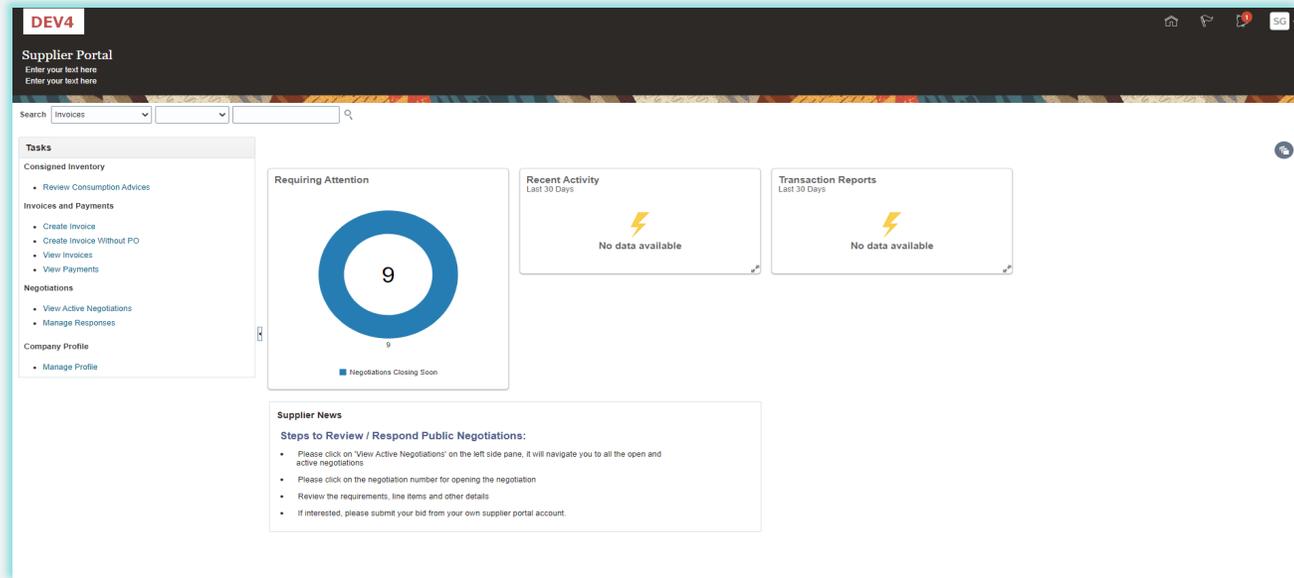


# Update/Edit Supplier Profiles

To update your bidder profile, login to the system and click the **"Supplier Portal"** icon.



To view or manage/edit the data/info of your supplier profile, click the link **"Manage Profile"**.



# Update/Edit Supplier Profiles

Click on each tab to see different info of your Supplier profile. To open the profile for editing, click the **"Edit"** button and then **"Yes"**

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Guide, Supplier		supplier.guideUN@gmail.com		✓	✓	Active

Click to add text



# Update/Edit Supplier Profiles

Enter the short description of the implemented change in the "**Change Description**" field.

Click on different sections of your supplier profile to update the required details/information.

To modify, add or remove contact(s) - user(s) from your company with access to login the system- click the "**Contacts**" section.

Edit Profile Change Request: 22001  
Enter your text here  
Enter your text here

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description: Explain changes made and the reason for them.

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General  
Supplier Name: Supplier Guide 2  
Supplier Number: 10159  
Supplier Type: Supplier

Identification  
D-U-N-S Number: 223456789  
Customer Number:   
SIC:   
Tax Organization Type: Company/Corporation  
Status: Active  
Attachments: 20197\_SUPPLIER (2).pdf + X

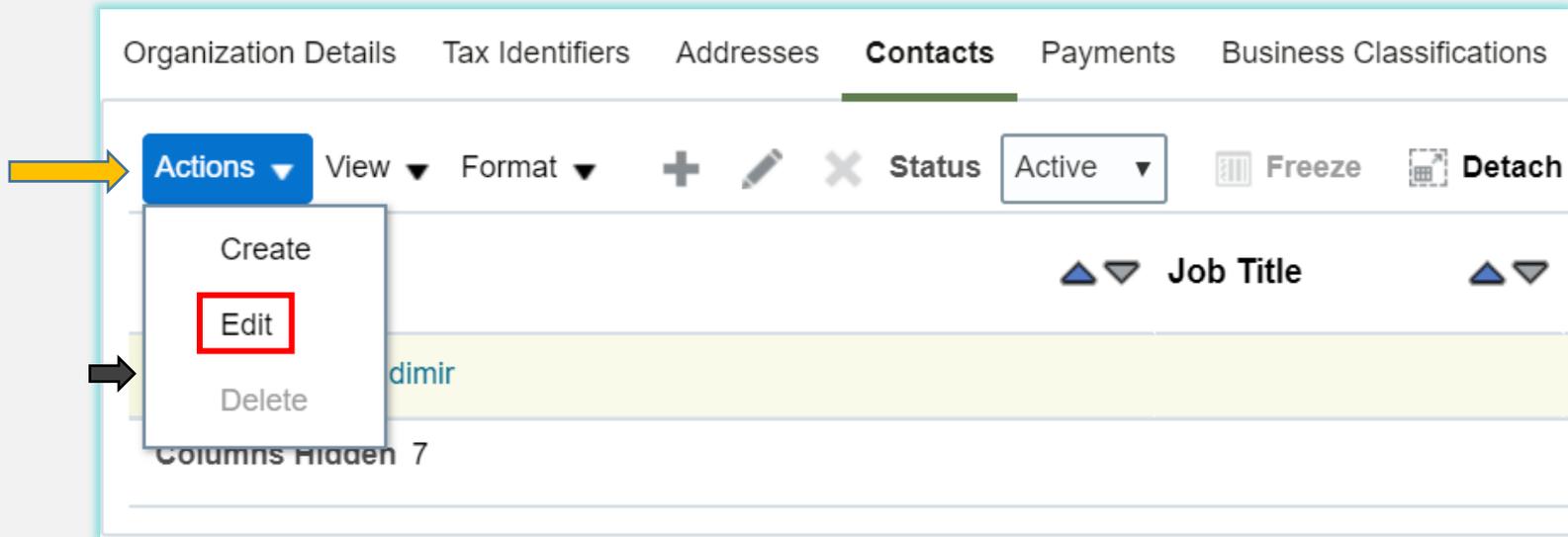
Corporate Profile  
Year Established:   
Mission Statement:   
Year Incorporated:   
National Insurance Number:   
Corporate Web Site: www.company.co  
Chief Executive Title:   
Chief Executive Name:   
Principal Title:   
Principal Name:

Financial Profile  
Fiscal Year End Month:   
Current Fiscal Year's Potential Revenue:   
Preferred Functional Currency:



## Manage Contacts (User Access) - Edit existing contact

Click the "**Contacts**" page of your supplier profile details. Select the contact that you wish to edit by clicking on the corresponding row (the row will become highlighted). Then click "**Actions**" and select the "**Edit**" option.



# Manage Contacts (User Access) - Edit existing contact

You can modify different info of an existing contact, including the e-mail address. If you change the e-mail address, the automatically generated system notifications will be delivered to the new e-mail address.



## IMPORTANT

To login the system after the change, you will still need to enter your initially registered e-mail address as a User ID.

**Edit Contact: Supplier Guide**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Phone

Mobile

Fax

Email

Status

Administrative contact

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
Main	Marmorvej 51, COPENHAGEN HOVEDSTADEN 2100, DEN...		RFQ or Bidding	Active

**User Account**

Account Status

User Name

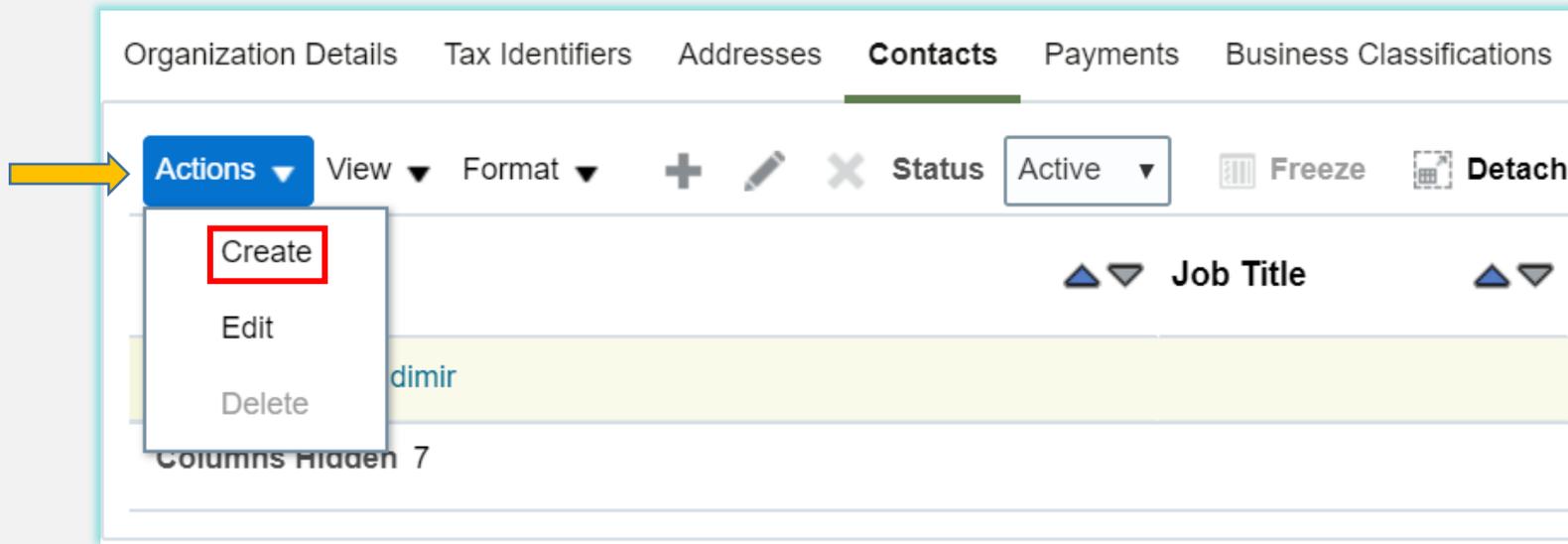
**Roles**

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...



## Manage Contacts (User Access) - Create new contact

To add new contact to your supplier profile, click "**Actions**" and select the option "**Create**".



The screenshot displays the 'Contacts' management interface. At the top, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', and 'Business Classifications'. The 'Contacts' tab is active. Below the tabs, there is a toolbar with 'Actions', 'View', 'Format', a plus sign, a pencil icon, a minus sign, 'Status' (set to 'Active'), 'Freeze', and 'Detach'. A yellow arrow points to the 'Actions' dropdown menu, which is open and shows 'Create', 'Edit', and 'Delete' options. The 'Create' option is highlighted with a red box. Below the toolbar, there is a table with a header 'Job Title' and a row with the name 'dimir'. At the bottom left, there is a 'Columns Hidden 7' indicator.



# Manage Contacts (User Access) - Create new contact

Complete the required contact details. The field marked with \* are mandatory.

Once the required contact details are entered, check the box "**Administrative contact**". This will give full access to the new contact and the person will be able to **prepare/submit bid responses** and to **manage the supplier profile**, including **add/remove contacts**.

Check the box "**Request user account**" and click "**OK**" at the bottom of the screen.

**Administrative contact**

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

**User Account**

Request user account

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invo...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

The entered e-mail address will be used as a User ID at the login page for the new contact.



# Manage Contacts (User Access) - Create new contact

Enter short summary of the implemented changes in the "**Change Description**" text box.

Quantum  
Edit Profile Change Request: 154004

Change Description: Updated Preferred Functional Currency

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General  
Supplier Name: DS Test LLC  
Supplier Number: 1001859  
Supplier Type: Supplier  
Tax Organization Type: Company/Corporation  
Status: Active  
Attachments: None

Identification  
D.U.N. S Number: 111222355  
Customer Number: [empty]  
SIC: [empty]

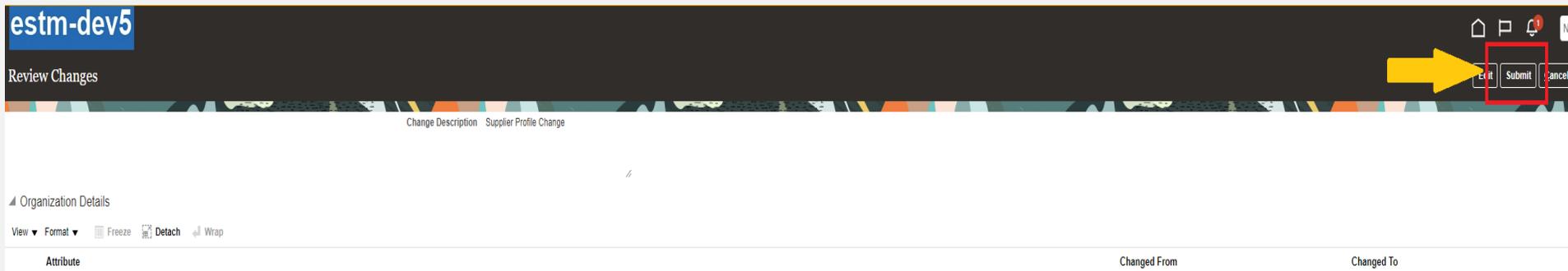
Corporate Profile  
Year Established: 1985  
Mission Statement: [empty]  
Year Incorporated: 1985  
Chief Executive Title: [empty]  
Chief Executive Name: [empty]  
Principal Title: [empty]  
Principal Name: [empty]

Financial Profile  
Fiscal Year End Month: December  
Current Fiscal Year's Potential Revenue: [empty]  
Preferred Functional Currency: USD



# Manage Contacts (User Access) - Create new contact

Once you review all the changes made to your profile, select **"Submit"** to validate these changes.



# Manage Contacts (User Access) - Create new contact

A message will appear – “Your Profile change request was submitted for approval”

**Please note that this will not require any further approval for Suppliers in Prospective Status; Changes will be saved once the process is complete.**

Click **"OK"** on the message.

The screenshot shows the Quantum 'Company Profile' page. At the top, there is a notification: 'There is a profile change request pending approval. You may edit to make additional changes.' Below this, it shows 'Last Change Request 154004' and 'Request Status Pending Approval'. The page has tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. A table of contacts is visible with columns for 'Name' and 'Job Title'. A 'Confirmation' dialog box is overlaid on the page, containing the text: 'Your profile change request 154004 was submitted for approval.' and an 'OK' button. A yellow arrow points to the 'OK' button.



Thank you for using UNDP Quantum Supplier Portal!

To view additional resources, please click [here](#).

If you need support with using the system, please contact the focal point for the tender you are interested to participate or contact the corresponding UNDP office managing the tender.