

Guide for UNDP suppliers for managing profile

February 2024



Manage Supplier Profile

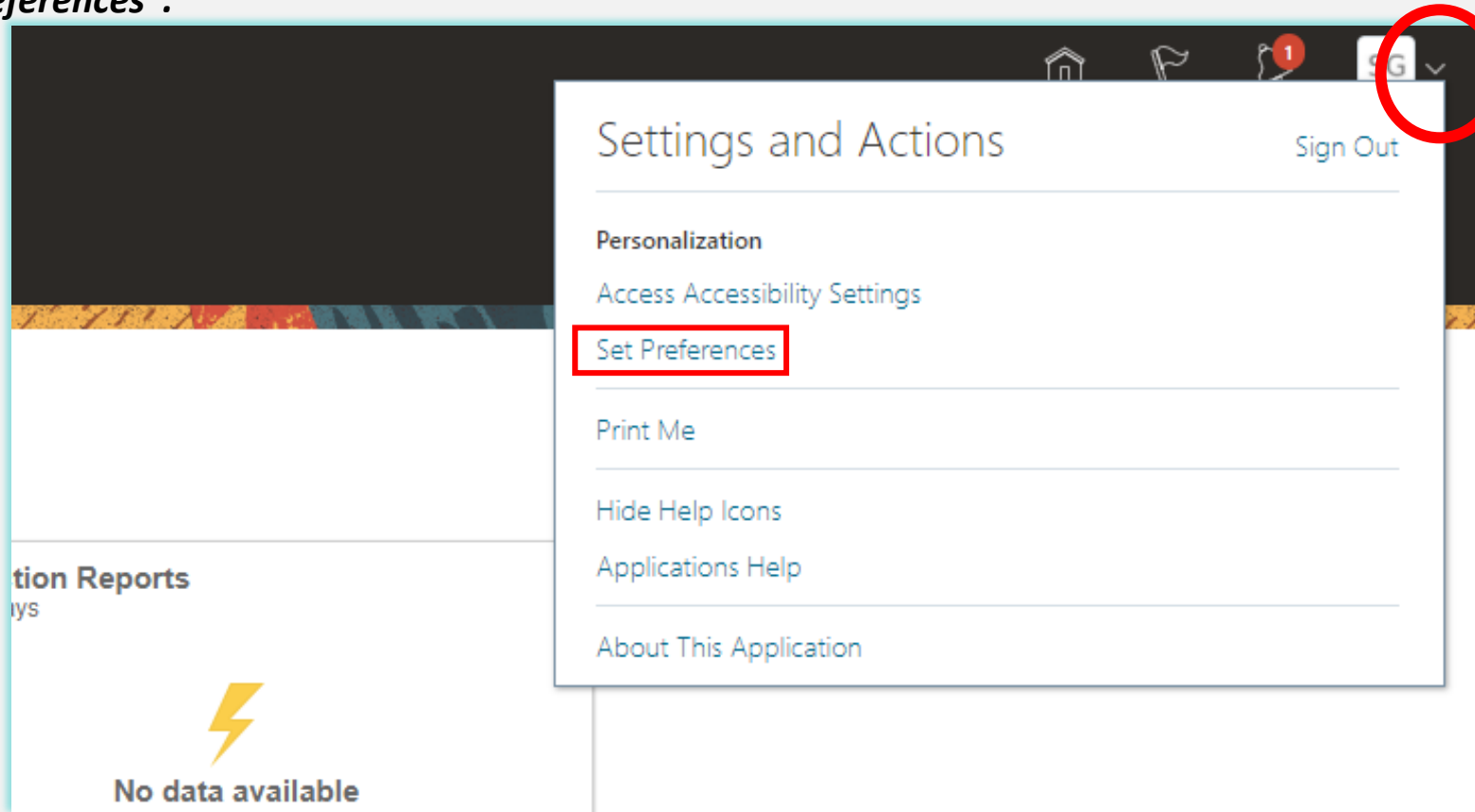
This guide describes some additional Quantum Supplier Portal features that enable the bidders to view their bidding activity and update the information in their Supplier profile.

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

Setting your profile preferences

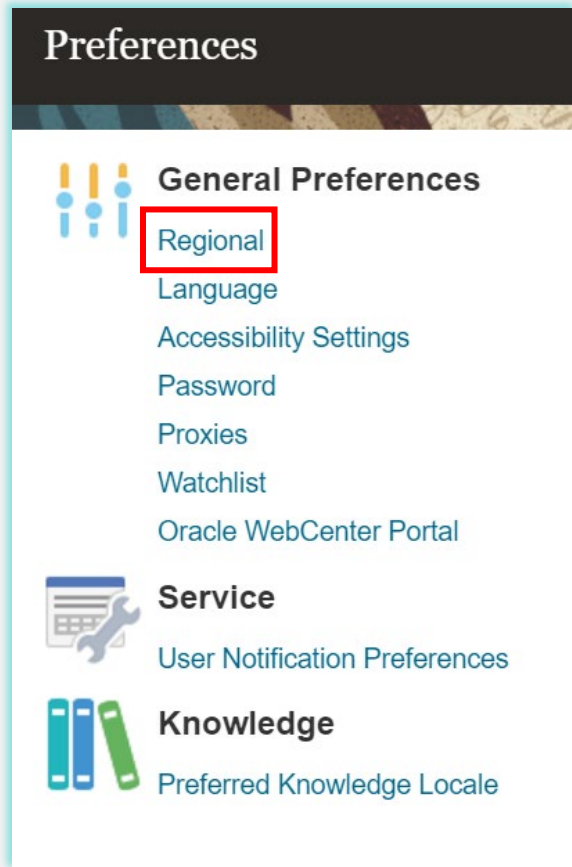
The Portal gives the possibility each supplier to set the preferences of their own supplier profile. This relates only to system interface and not solicitation documents.

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.

DEV4

General Preferences: Regional

Territory

United States

Date Format

d-MMM-yyyy (30-Jun-2021)

Time Format

HH:mm:ss (10:17:11)

Number Format

-1,234.567

Currency

US Dollar

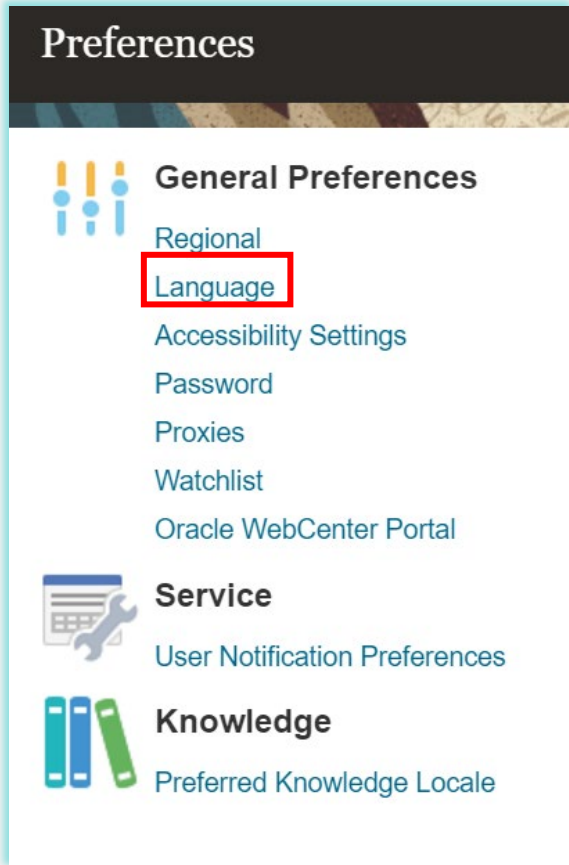
Time Zone

(UTC-05:00) New York - Eastern Time (ET)



Setting your profile preferences – Language Preferences

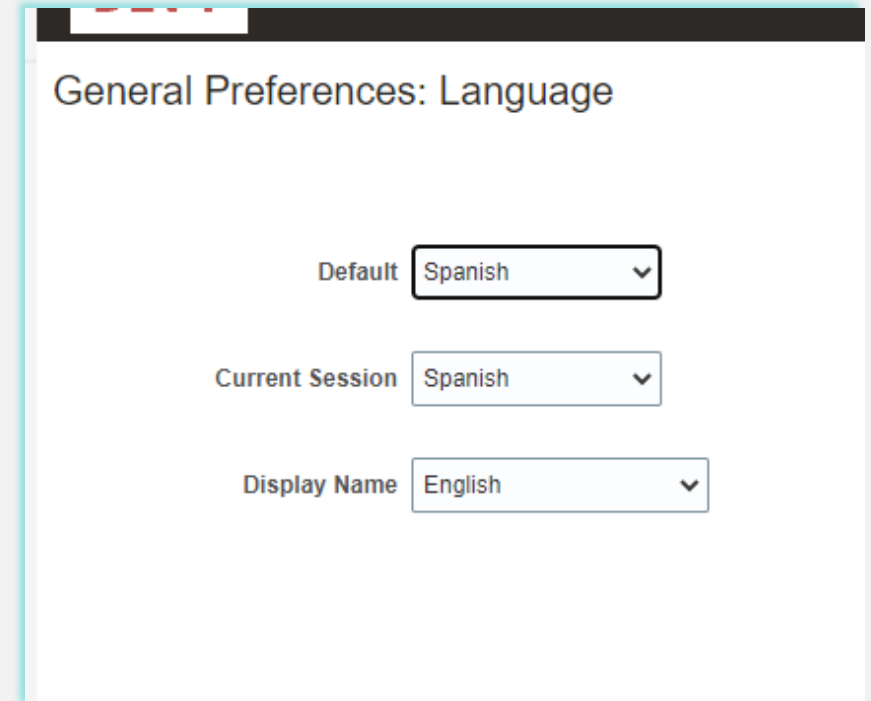
The default language of the system is English. To set the language preferences, click the option "**Language**"



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

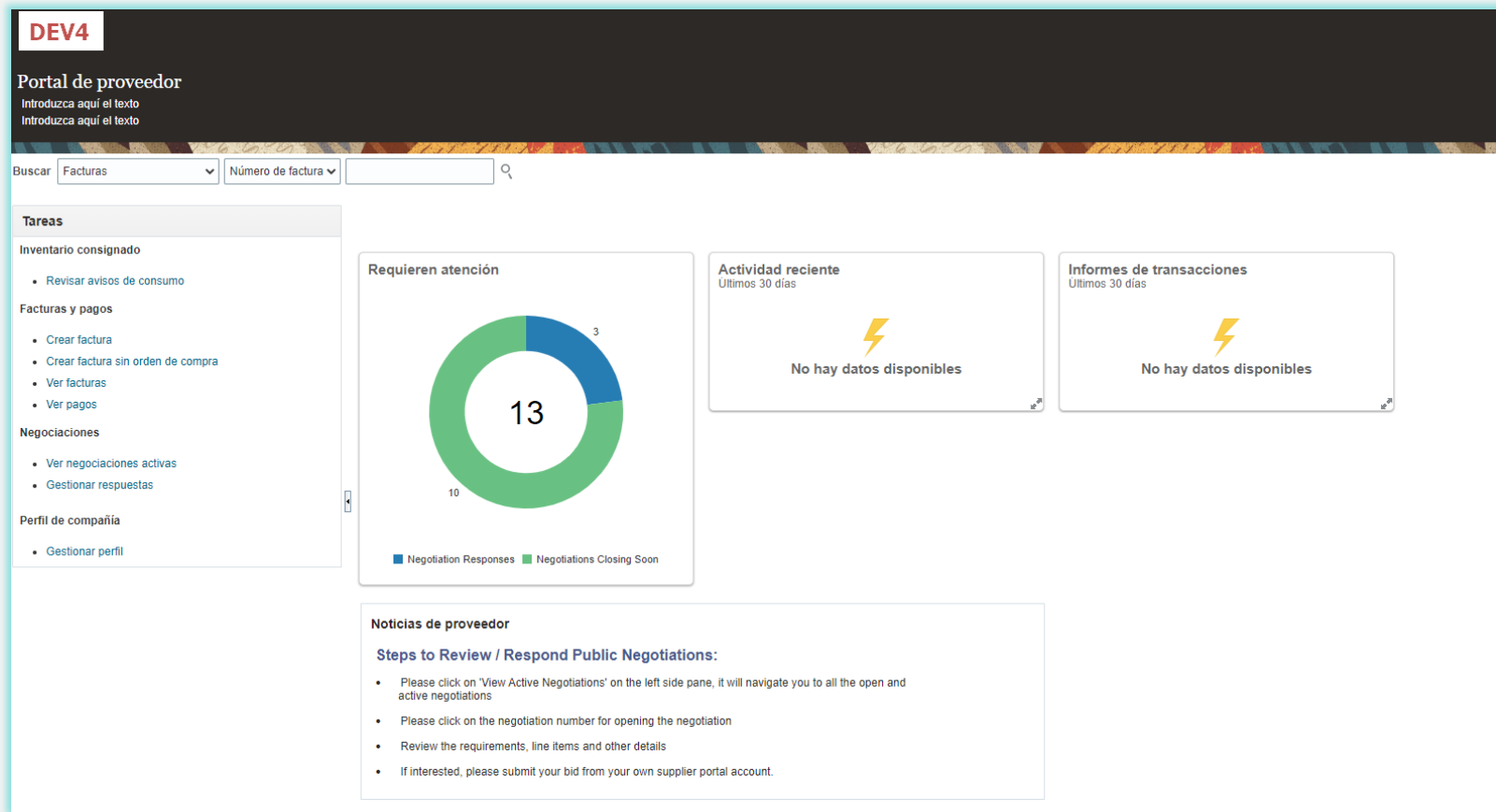
"Current Session" Select the system language for the current session. The system language will go back to the default one at the next login.

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

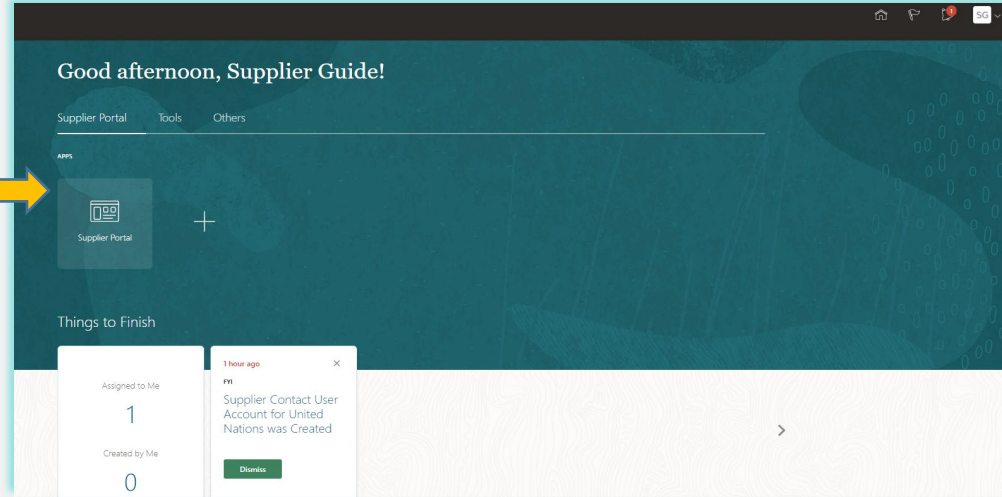
Steps to Review / Respond Public Negotiations:

- 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.

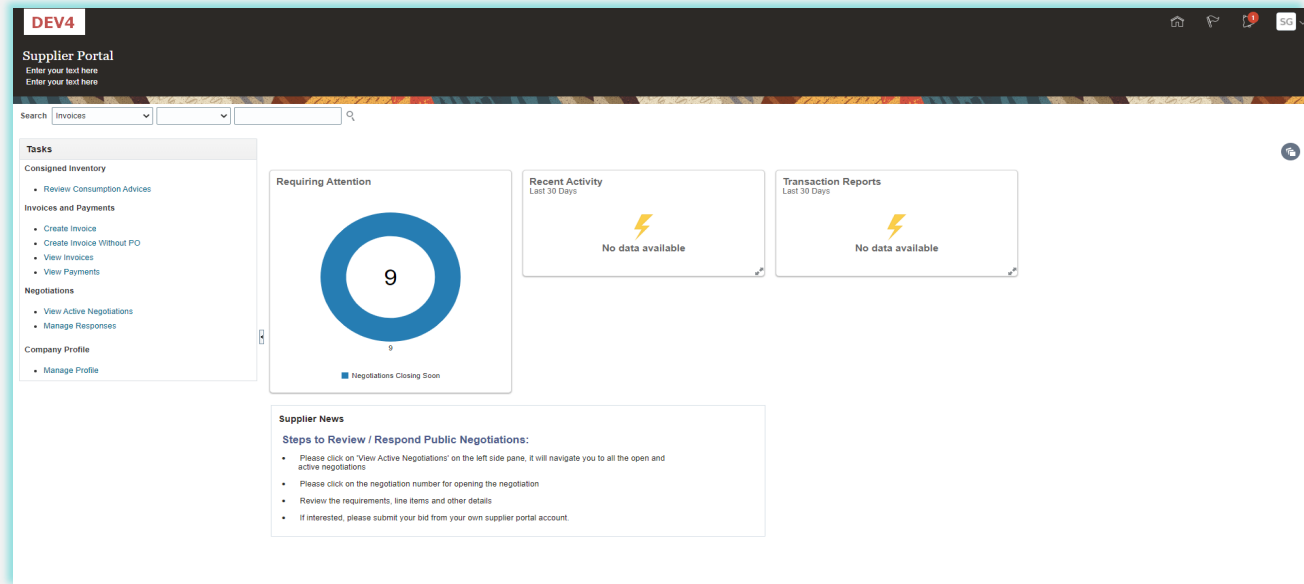


Update/Edit Supplier Profiles

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

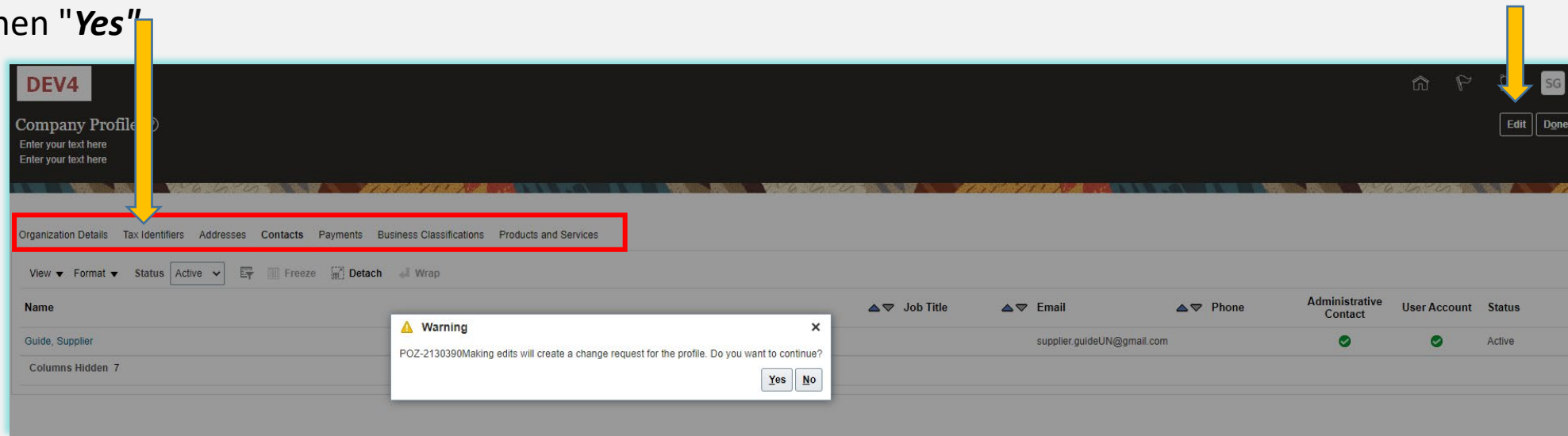


To view or manage/edit the data/info of your supplier profile, click the link "**Manage Profile**".



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"**



The screenshot shows the 'Company Profile' management interface. The top right has an 'Edit' button and a 'Done' button. The left sidebar contains tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. A warning dialog box is displayed in the center, stating: 'Warning: POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The dialog has 'Yes' and 'No' buttons.

Click to add text

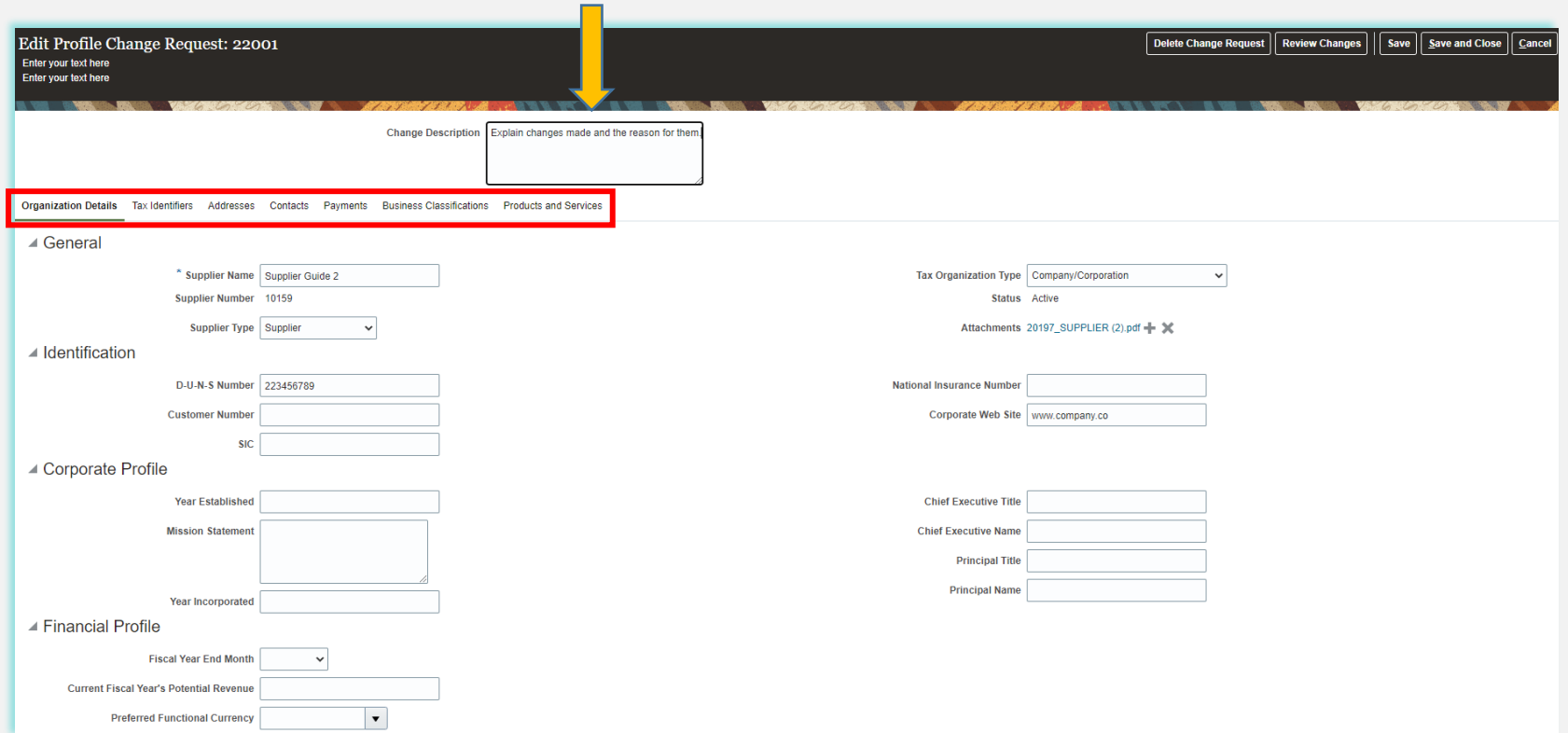


Update/Edit Supplier Profiles

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

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

Tax Organization Type: Company/Corporation
Status: Active
Attachments: 20197_SUPPLIER (2).pdf

Identification

D-U-N-S Number: 223456789
Customer Number:
SIC:

Corporate Profile

Year Established:
Mission Statement:
Year Incorporated:

Financial Profile

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

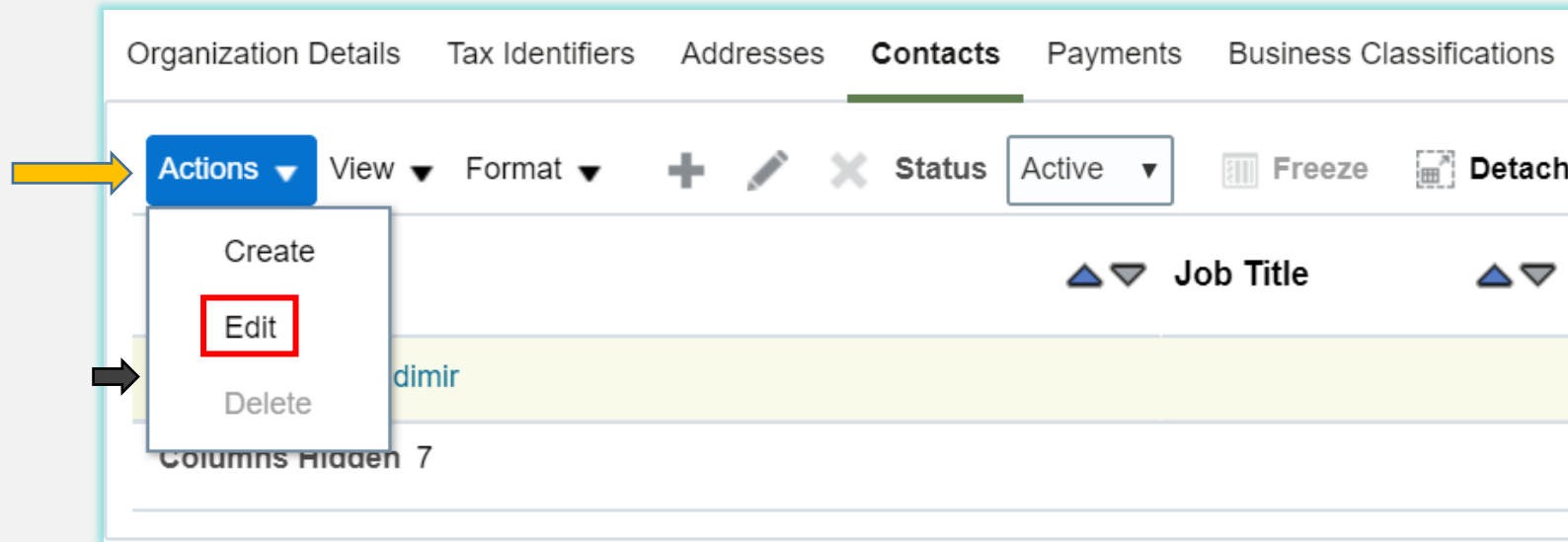
Chief Executive Title:
Chief Executive Name:
Principal Title:
Principal Name:

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



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.



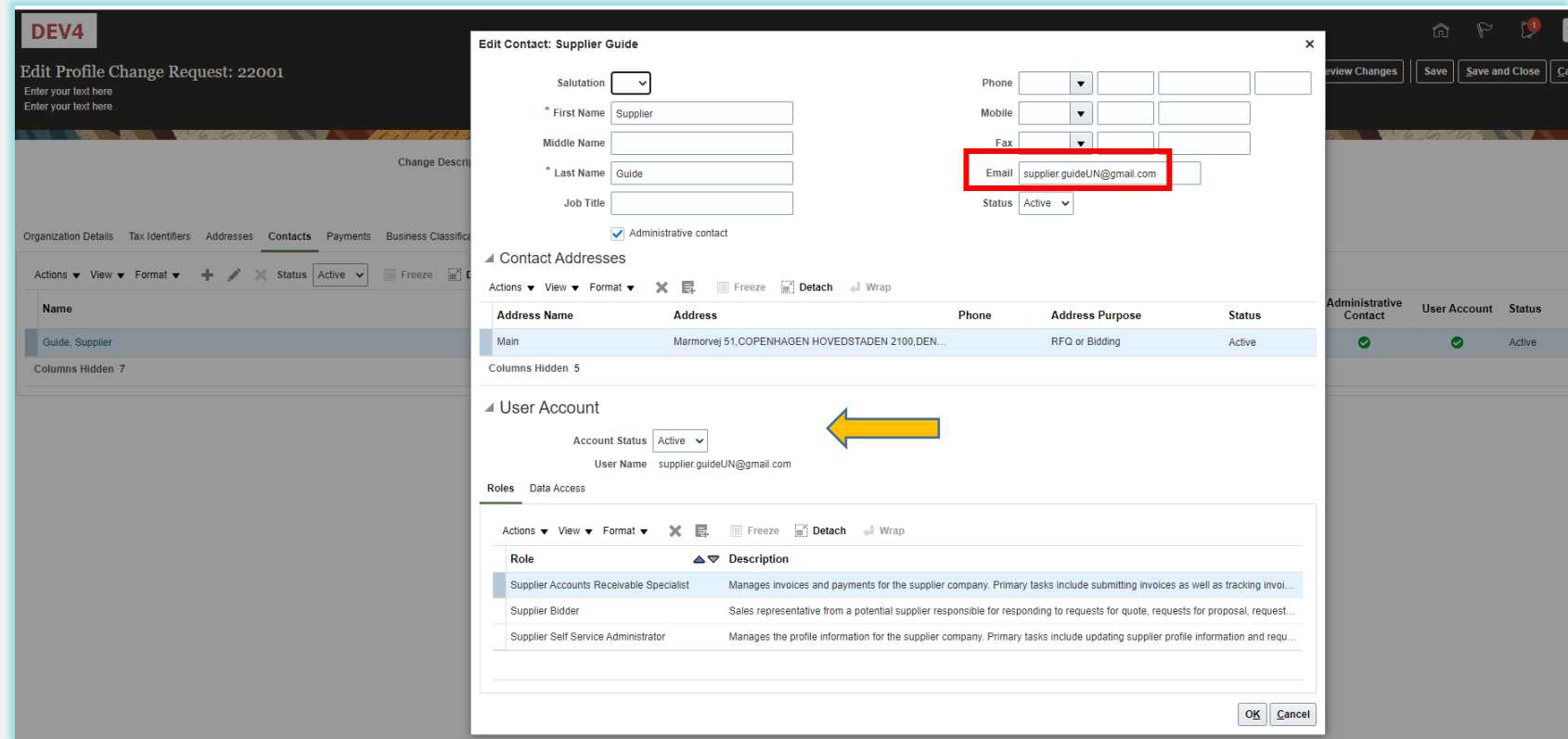
Manage Contacts (User Access) - Edit existing contact

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.

DEV4
Edit Profile Change Request: 22001
Enter your text here
Enter your text here

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classification

Actions View Format + - Status Active Freeze Detach Wrap

| Name |
|-----------------|
| Guide, Supplier |

Columns Hidden 7

Edit Contact: Supplier Guide

Salutation
 * First Name
 Middle Name
 * Last Name
 Job Title

Phone
 Mobile
 Fax
 Email
 Status

☒ Administrative contact

Contact Addresses

Actions View Format + - Freeze Detach Wrap

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

Columns Hidden 5

User Account

Account Status
 User Name

Roles Data Access

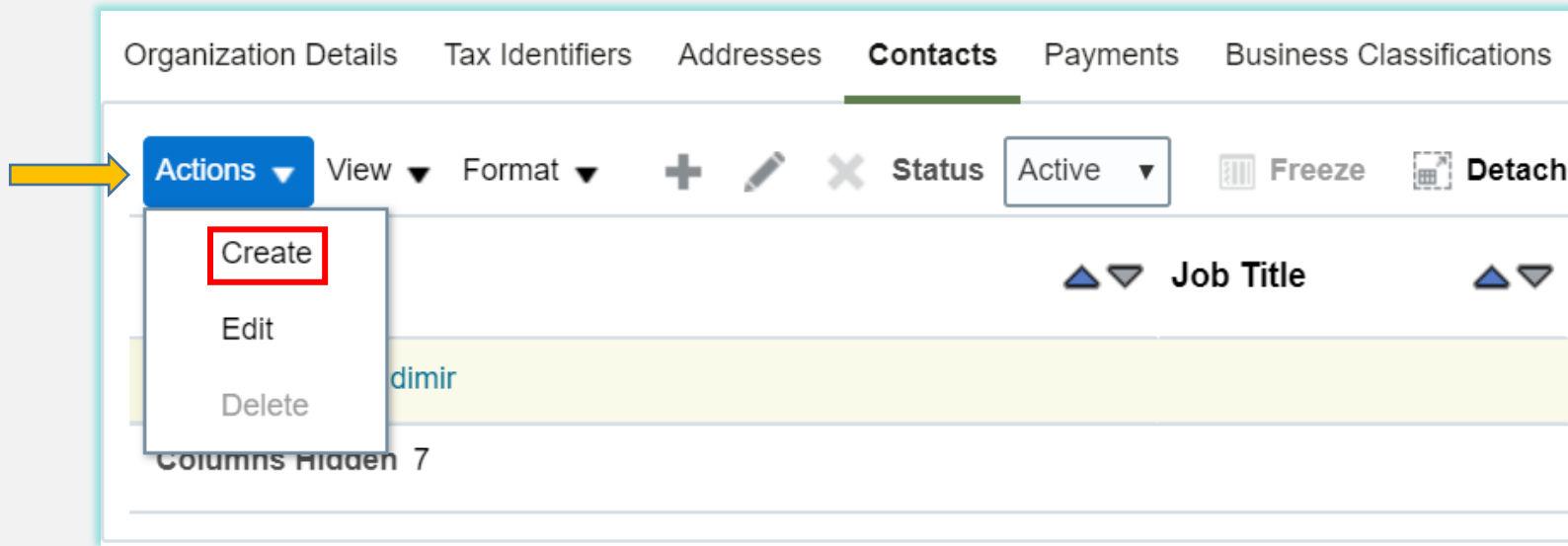
Actions View Format + - Freeze Detach Wrap

| 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... |

OK Cancel

Manage Contacts (User Access) - Create new contact

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



The screenshot shows the 'Manage Contacts' interface. At the top, there are tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts' (selected), 'Payments', and 'Business Classifications'. Below the tabs, there is a toolbar with buttons: 'Actions' (highlighted with a yellow arrow), 'View', 'Format', a plus icon, a pencil icon, a minus icon, 'Status' (set to 'Active'), 'Freeze', and 'Detach'. The 'Actions' dropdown menu is open, showing options: 'Create' (highlighted with a red box), 'Edit', and 'Delete'. Below the menu, there is a table with a header row containing 'Job Title' and a dropdown arrow. The first row of the table is highlighted in yellow and contains the name 'dimir'. At the bottom left, there is a text label 'Columns Hidden 7'.



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.

Salutation

Mr.

Phone

Mobile

Fax

Email

supplier.guide2@supplierguide.com

Status

Active

* First Name

Supplier

Middle Name

* Last Name

Guide

Job Title

☒ Administrative contact

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

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

Columns Hidden 5

User Account

☒ Request user account

E-mail is required when requesting a user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

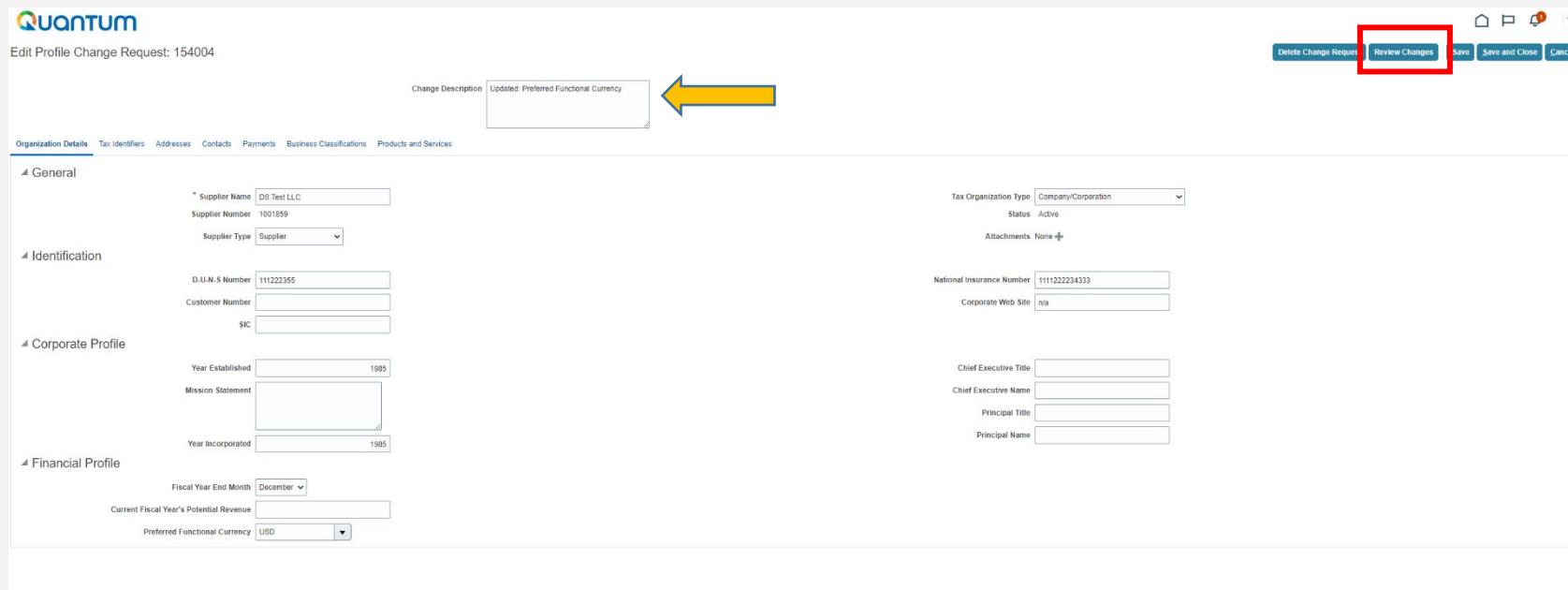
| Role | Description |
|---|--|
| Supplier Accounts Receivable Specialist | Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoi... |
| Supplier Bidder | Sales representative from a potential supplier responsible for responding to 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.



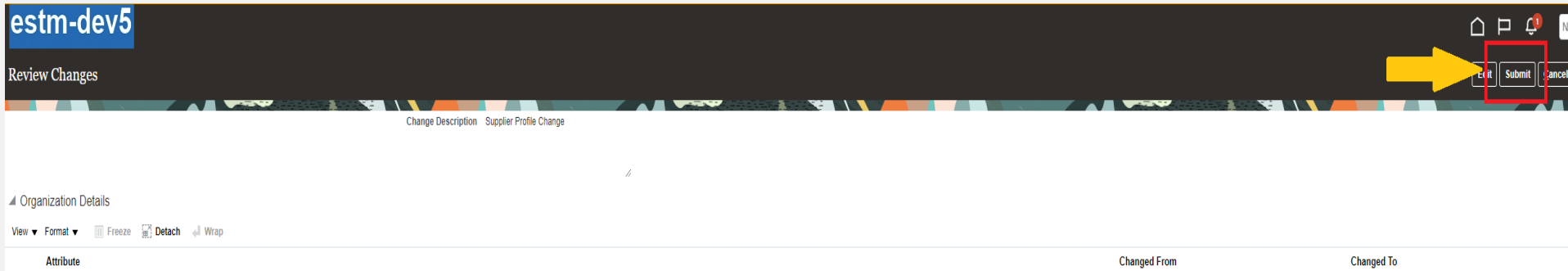
Manage Contacts (User Access) - Create new contact

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




Manage Contacts (User Access) - Create new contact

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



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Review Changes

Change Description Supplier Profile Change

Organization Details

View Format Freeze Detach Wrap

| Attribute | Changed From | Changed To |
|-----------|--------------|------------|
|-----------|--------------|------------|

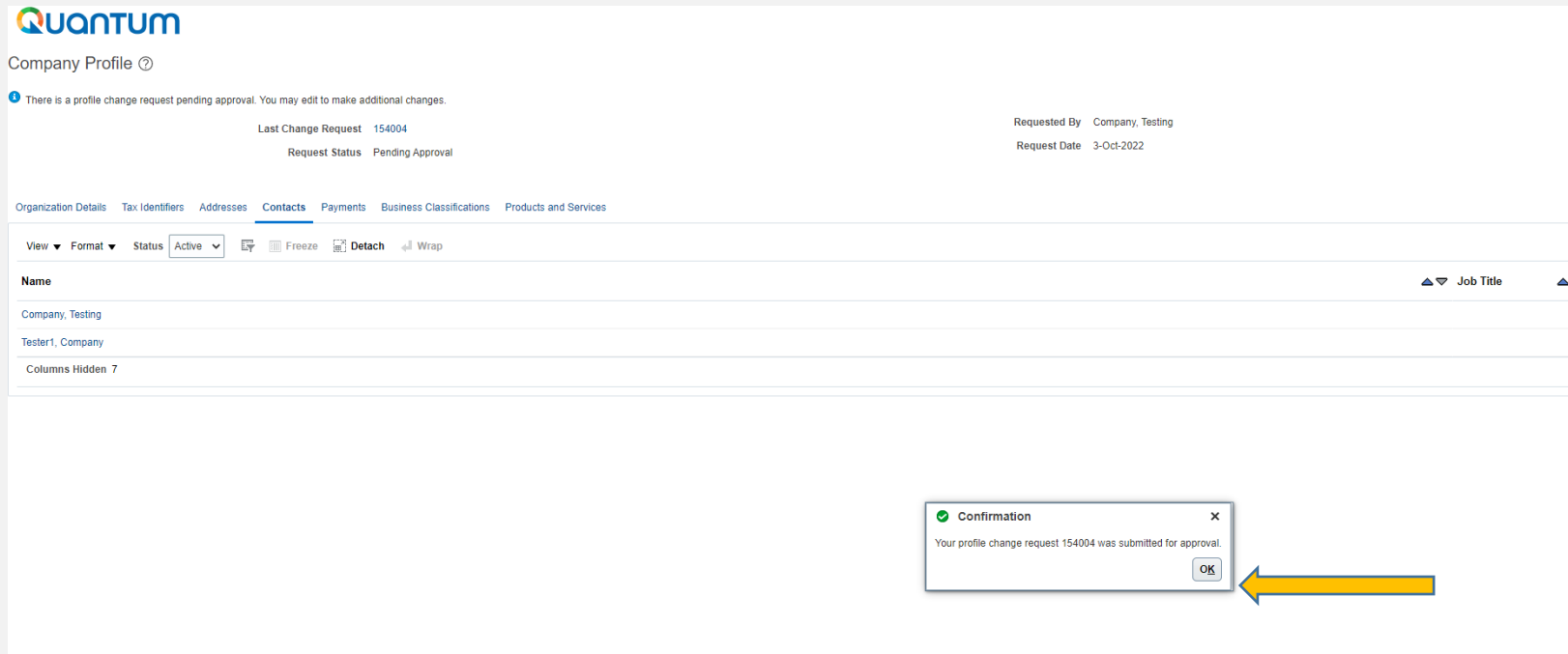


Manage Contacts (User Access) - Create new contact

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 message: "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". The "Contacts" tab is active. Below the tabs, there is a table with columns "Name" and "Job Title". The table contains one row: "Company, Testing". Below the table, there is a confirmation message box that says: "Confirmation Your profile change request 154004 was submitted for approval." with 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.