UNFPA eSupplier Connection

Supplier User Guide

October, 2015
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UNFPA eSupplier Connection

The eSupplier Connection (ESC) is a web-based portal that will enable our suppliers to maintain your own login information, respond to bidding events, view and accept purchase orders and inquire on invoice and payment status. The portal also allows you to self-register and create additional supplier users from your organization.

Vendor Self Service
Register as a Vendor User

Please note: This user guide is only intended for existing suppliers of UNFPA. If you are a supplier looking to do business with UNFPA or to bid on existing events, please use the following link to ‘Register as a Bidder’, please refer to the e-Tendering Supplier Bidder Registration Manual.

To register as a Supplier User, you should already have been created as a Vendor with UNFPA and have received a supplier registration initiation email. In this email you will be provided the Supplier Portal URL.

Please note that Internet Explorer is the best browser to use for this application. Also please make sure all cookies browser cache is deleted before clicking on the link.

a. Login to the Supplier portal as an external generic vendor by clicking the below URL:

URL: https://etendering.partneragencies.org/

login user id: unfpa.guest    password: why2change
b. On the Login pagelet, click on ‘Register as a Supplier’ link:

![Login Pagelet]

You will be directed to a supplier registration page. You will need information from the supplier registration email initiation to complete the details below:

c. You will be directed to a supplier registration page. You will need information from the supplier registration email initiation to complete the details below:
Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self-register, you must have received a predefined code and know your corresponding vendor ID.

<table>
<thead>
<tr>
<th>Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*User ID:</td>
<td>Description:</td>
</tr>
<tr>
<td>Email ID:</td>
<td></td>
</tr>
<tr>
<td>Vendor Code:</td>
<td></td>
</tr>
</tbody>
</table>

Language: [English]  
Currency: [ ]

Create
**Code**: This is the generic UNFPA code provided in your Supplier Registration Email

**User ID**: Please enter your firstname.lastname. Please note, if you have registered as a bidder in the UNDP or UNFPA system, you will need to enter a new username for the Supplier Registration.

**Description**: This field can be used to enter your full name

**Email ID**: Enter email to be used for any notifications

**Vendor Code**: This is a unique supplier code provided in your Supplier Registration Email

**Vendor ID**: This is your UNFPA ATLAS 10-digit Vendor ID

d. Click ‘Create’, you will receive a message below

**Register a New User**

Your UNFPA Supplier User Account has been created. You should receive an email with login details based on your registration.

Sign-in as New User

Return to Home

e. **Sign out of the system and close your browser**

f. Check system email notification below for login instructions

---

Dear Supplier,

UNFPA has approved your registration to become a supplier. Your username and temporary password are provided below. If you haven't already signed out of the system, please sign out now and close the browser. In order to ensure proper access is granted to you, please wait about one hour and use the link provided below to login to the system. Once you are logged into the system, the system prompts you to select a new password that is only known to you.

**User ID and Password**

User ID: XXXX.YYYY

Password: abcdefgh

**URL**

Login to eSupplier System,
g. Click on the URL provided in the email and you should be able to access the etendering site with login credentials or directly through https://etendering.partneragencies.org:

![Login](image)

To obtain support:
- UNDP Users: UNDP Atlas Service Centre
- UNFPA Users: My UNFPA
- UNOPS Users: UNOPS Intranet Page
- UNU Users: UNU Atlas Information Centre
- UN Women Users: UN Women Atlas Intranet Page

h. When you log in for the first time, you will be prompted to change your password. Enter the information below and click ‘Change Password’:

![Password Change Request](image)

**Note:**
- **UserName:** Enter User ID.
- **Old Password:** Enter the password you receive from the system email notification.
- **New Password:** Enter a NEW password (At least 8 characters, alpha-numeric with one CAPITAL alphabet/letter).
- **Confirm New Password:** Re-enter the same NEW password for reconfirmation.

A message will be displayed informing that the password has been changed.

Press the "Change Password" button.
i. You will receive the message below. Click ‘Continue’:

**Password Change Information**

[Image of password change information]

You will receive the email below once you have Submitted your security questions:

j. You show be directed to enter a security question profile screen:

**Atlas Account Security Profile**

For security purposes, the secret hint and answer provided will be used in the event that you have forgotten your password. Please select a hint question from the list provided and specify the answer below:

[Image of security question profile]

k. Select a password hint question and answer. **Please note, you will need this when you use the ‘Forgot Password’ feature so please remember to store this information carefully.**

[Image of password hint and answer]

l. You will receive the email below once you have Submitted your security questions:
Anu Peery Your Password Hint has been Setup.
You will receive the confirmation at your email address (anushreesax@gmail.com ) shortly.

Continue
m. You will receive an email like the below with your password hint details:

![Email preview]

n. You are now logged into the system! Please ensure that you have the word ‘SUPPLIER’ on the URL. If not, please change it to say ‘SUPPLIER’:

![URL screenshot]

o. Now let’s personalize your portal. Click on ‘Content’ on top right hand corner:
p. Select the pagelets as shown below and click ‘Save’:

**Personalized Home Page**

**Personalize Content: My Page**

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>My Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Message</td>
<td></td>
</tr>
</tbody>
</table>

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click “Save” when done.

Arrange Pagelets: Go to **Personalize Layout**

- **PeopleSoft Applications**
  - Menu
  - Menu - Classic
  - Top Menu Features Description
  - Main Menu

- **Supply Chain**
  - Login
  - Recently Dispatched POs
  - My Buy Events
  - My Sell Events
  - My Event Discussions
  - UNFPA Links

q. **Congratulations!** You now have access to UNFPA eSupplier Connection portal:
Vendor Self Service
Add Vendor Users

The UNFPA eSupplier connection portal allows you to add additional users for your organization.

a. To create additional users, you will need to log back into the portal. Now click on Maintain supplier information:

b. Click on ‘User Profile’:

c. Click on ‘Add a New Value’:

d. Enter firstname.lastname of the supplier’s employee user you want to create and Click ‘Add’:
e. Enter Name (Description) and Email address of the supplier user you want to create:

**Setup User**

**Logon Information**

- **User ID:** test supplier
- **Description:**
  (Examples: Fred Smith, AP Department or Buyer)
- **Account Locked Out?:** (Click here to disable the access to the system for this user)

- **E-mail Address:**
- **Language Code:** English

r. Now Click ‘Add a User Role’:

[Add a User Role]

s. Select the roles below and click ‘OK’:

**Select Roles**

- **PAPP_USER**
  Enterprise Portal User
- **UN_FPA_ESC_EVENT_VENDOR**
  Vendo Portal Access Sourcing
- **UN_FPA_ESC_SUPPLIER**
  External Supplier facing role
- **UN_FPA_OMS_LINK**
  External Supplier Order Track

[t. Click on ‘Add a Supplier’:

[Add a Supplier]
u. **You should ONLY see your own UNFPA ATLAS Vendor ID.** Check the box and Click ‘OK’:

![Select a Supplier]

v. Verify all the required field are entered. Click ‘Save’:

![Save]

w. **Congratulations!** You now have successfully added an additional supplier user to UNFPA eSupplier Connection portal. An email notification will be sent to the user created with their log-in details.
Vendor Self Service
Manage an existing Supplier user

You now have the ability to manage your organization’s users via the portal. **Please note, you will be managing your own users and it is your responsibility to ensure that their account is locked if not being used every 90 days.** You can also re-activate users as needed. UNFPA is not responsible for managing your organizations user access.

Note: Supplier users cannot maintain their own profile for security reasons. You can contact another user for the same supplier to update your user profile or request a change via UNFPA.

a. Login to the portal and Click on top right hand corner. Navigate to the Manage Supplier Information – User Profiles – Find an existing value.

Security
Enter any information you have and click Search. Leave fields blank
b. Click on ‘Search’:

**Security**

Enter any information you have and click Search. Leave fields blank.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

**Search by:**  **User ID** begins with [input field]

- **Search**
- **Advanced Search**

c. Select the user you’d like to manage:
d. You can update email address or click on ‘Account lock out’ checkbox to terminate the user account. Uncheck the box to ‘activate’ a user. Click ‘Save’:

Account Locked Out? (Click here to disable the access to the system for this user)

E-mail Address:  
Language Code:  English  
Save
Vendor Self Service

Accept and Bid on eTendering event

a. Log in to the eSupplier Connection Portal.

b. Click on ‘My Sell Events’ section. Click on the ‘Event Name’ link for intended eTendering event. Please note, there can be more event than displayed in this view, please click on ‘See all my events’ to access all open events:

![My Sell Events Table]

- **Event Name**: eSc Testing Event - Anu 2
- **Event ID**: UNFPA-000000476
- **Event Format/Type**: RFx
- **Event Round**: 1
- **Event Version**: 1
- **Event Start Date**: 23/07/2015 7:52AM EDT
- **Event End Date**: 19/09/2015 07:55 AM EDT

You will be taken into the event details page. Click on ‘Accept Invitation’:
d. Next you will see the ‘View Events and Place Bids’ search results and you can see that you have accepted your bid event. Click on the link to return to the bid event:

View Events and Place Bids
Enter search criteria to locate an event for viewing or placing bids.

| Event ID: UNFPA-0000000454 | Event Name: RFP No. UNFPA/DNK/110 for Graphic Design Services | Format: Sell | Type: RFx | End Date: 22/08/2015 05:29 AM EDT | Status: Accepted |
| UNFPA-0000000463 | ITB for Audit Services | Sell | RFx | 29/08/2015 07:36 AM EDT | Accepted |
| UNFPA-0000000476 | eSo Testing Event - Anu 2 | Sell | RFx | 19/09/2015 07:55 AM EDT | Accepted |

You will see the option to ‘Decline Event’ if you choose to do so. Click ‘Bid on Event’ to continue the bidding process:

Event Details

Bidding Shortcuts:
- View Your Bid Activity
- View Bidding Documents
- Upload XML Bid Response
f. Scroll down to enter your bid price. Next ‘Click Validate Entries’:

![Bid Entry](image)

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit</th>
<th>Requested Quantity</th>
<th>Your Bid Quantity</th>
<th>Your Unit Bid Price</th>
<th>Your Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Print/web/multimedia (off-site)</td>
<td>D</td>
<td>1.0000</td>
<td>1.0000</td>
<td>0.0000 USD</td>
<td>Bid</td>
</tr>
</tbody>
</table>

Click Validate Entries

----------

g. You should receive the ‘No errors found’ message. Click ‘OK’:

![ErrorMessage](image)

h. Now Click ‘Submit Bid’ to complete the bidding process. Note that you can also ‘Save for later’ if you need more time to complete the bid:

![BidOptions](image)
i. **Congratulations!** You have successfully submitted a bid via the UNFPA eSupplier Connection Portal! Click ‘OK’:

### Bid Confirmation

Your bid has been successfully submitted.

<table>
<thead>
<tr>
<th>Bid ID:</th>
<th>1</th>
<th>Bid Date:</th>
<th>11/08/2015 2:32:28AM EDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>0000000476</td>
<td>eSc Testing Event - Anu 2</td>
<td></td>
</tr>
<tr>
<td>Event Format:</td>
<td>Sell Event</td>
<td>Round:</td>
<td>1</td>
</tr>
<tr>
<td>Start Date:</td>
<td>23/07/2015 7:52AM EDT</td>
<td>Version:</td>
<td>1</td>
</tr>
<tr>
<td>Your Total Price:</td>
<td>1.00 USD</td>
<td>End Date:</td>
<td>19/09/2015 07:55 AM EDT</td>
</tr>
</tbody>
</table>
Vendor Self Service
Accept a Purchase Order

a. Log in to the eSupplier Connection Portal

b. Click on ‘Recently Dispatched POs’ section. Select Acknowledge status of ‘New’:

*Please note: Do NOT click on the PO ID hyperlink!*
c. Verify that the PO Header Details, Comments and line item information. The ‘Acknowledgement Date’ will be blank and the ‘Acknowledgment Status’ will be New:

*Please Note: The POA Response is a default value* – it does NOT save until you have clicked the ‘Save and Send Acceptance’ button.
Please note that you are not able to make any modifications at the header and line level of the purchase order.

d. Icon represents a line comment. Click on it to review.

e. If an attachment exists on the line, you will see the ‘View Attachment’ button. Click on it to open and view attachment:

Please note, the attachment will open in a new browser session. You can close this browser after reviewing the attachment.
f. Now Click ‘Return’ to return back to Purchase Order Line details page:

Acknowledge Purchase Orders
Line Comments

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line Number</th>
<th>Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234589</td>
<td>10</td>
<td>INFUSIONSET2</td>
</tr>
</tbody>
</table>

Line Comments

f. Now Click ‘Return’ to return back to Purchase Order Line details page:

g. Click on line item hyperlink ![Hyperlink] to review line item details. Verify Due Date, Quantity:
h. Click on [Price] and [Ship To] to verify additional details. Verify Item price, Ship Method, Due Date, Ship To and Freight Terms. Click ‘Return’:

Note: If you have any questions or concerns about the Purchase Order details, please contact UNFPA Buyer via email.

<table>
<thead>
<tr>
<th>Order Sched</th>
<th>Sched</th>
<th>Order Due Date</th>
<th>Order Price</th>
<th>Order Ship Method</th>
<th>Acknowledge Price</th>
<th>Acknowledge Ship Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>20/10/2014</td>
<td>12.99</td>
<td>OCEAN</td>
<td>12.99</td>
<td>OCEAN</td>
</tr>
</tbody>
</table>

If you have reviewed the Purchase Order details and are ready to ‘Accept’ the PO and all terms and conditions, click on ‘Save and Send Acceptance’. Please record the PO ID that is being accepted.

Please note, once you have click this button you are accepting all the PO terms and conditions as a legal binding document. If you have any concerns on the PO, and are communicating with the UNFPA buyer, you can Click Save and come back to ‘Accept’ the PO:
j. Once you click the ‘Save and Send Acceptance’ button, you will see the message below:

**Acknowledge Purchase Orders**

**Save Confirmation**

✔ The Save was successful.
You have now accepted this UNFPA PO, which is a legally binding contract.

[OK]

k. You will be directed to the PO Acknowledgements Search screen. Click on ‘Home’. Select the Supplier Accepted link of the PO that you have recently Accepted:

**Recently Dispatched POs**

<table>
<thead>
<tr>
<th>PO ID</th>
<th>Dispatched Date/Time</th>
<th>Status</th>
<th>Acknowledge Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td>423.6508X</td>
<td></td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>

Show all/Enhanced… Show All Acknowledgements

l. Click on Send E-mail link at the bottom of the page.
m. Verify that the To email is the correct buyer email, verify email subject to ensure that the correct PO ID is referenced. Click Send. This email will alert the UNFPA Buyer that you have 'Accepted' the PO:

**Acknowledge Purchase Orders**

**Email Message**

**TO:** hilaire-madsen@unfpa.org

**CC:**

**BCC:**

**Email Subject:** Acceptance of Purchase Order

**Message:** To view Acceptance, click on the link below:


If you are the buyer or an internal PeopleSoft user, click on this link:

http://undop1fs-
Vendor Self Service
Access Order Tracking Module

a. Click on ‘Order Tracking’ hyperlink to access the External UNFPA Order Tracking system. This application is used to allow the Vendor to enter shipment tracking dates.

b. You will be taken to the Order Tracking site. Please enter login credentials to this site:
Vendor Self Service
Inquire on Purchase Orders

a. Navigate to the Manage Order – Purchase Orders. Enter specific PO ID and click ‘Search’:
b. Click on the relevant PO ID to review additional details:

Purchase Orders
Purchase Order List

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Status</th>
<th>Last Dispatched Date/Time</th>
<th>Lines</th>
<th>Total Amount</th>
<th>Acknowledge Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change Order-1</td>
<td>23/07/2015 7:53:05AM</td>
<td>3</td>
<td>USD</td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td>Change Order-1</td>
<td>17/07/2015 9:27:49AM</td>
<td>2</td>
<td>USD</td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td>Dispatched</td>
<td>07/07/2015 5:16:48PM</td>
<td>1</td>
<td>USD</td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td>Dispatched</td>
<td>28/05/2015 10:31:28AM</td>
<td>1</td>
<td>USD</td>
<td>Supplier Accepted</td>
</tr>
<tr>
<td></td>
<td>Change Order-1</td>
<td>25/02/2015 5:27:14AM</td>
<td>1</td>
<td>USD</td>
<td>Supplier Accepted</td>
</tr>
</tbody>
</table>

Set filter options

View Selected POs in Downloadable Format

Default View for Change Orders: All lines

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

c. Do not click on the checkbox next to any Purchase Order and 'View Selected POs in Downloadable Format' as this would not work. Instead, follow the step to download into Excel in the next step.

Set filter options

View Selected POs in Downloadable Format
d. Click on the button to see comments and attachments:

![Purchase Order Details](image)

Click on 'View Attached File' to open up a new browser and view attachment and click 'Return':

![Line Comments](image)
f. Click on the download icon to download to excel. Please note: You must allow pop ups for this to work.

Purchase Orders

Download Purchase Orders

Customize the grid by where the desired column, then click on the download to grid icon in the grid header to load the data into an excel spreadsheet.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Date-Qty Details</th>
<th>Description</th>
<th>Revision</th>
<th>Due Date</th>
<th>PO Qty</th>
<th>UOM</th>
<th>Price</th>
<th>Merchandise Amt</th>
<th>Freight/Tax/Acc</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000027F</td>
<td>1</td>
<td>01/01/2023</td>
<td>Product A</td>
<td></td>
<td>12/31/2023</td>
<td>100</td>
<td>USD</td>
<td>100.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>0000027F</td>
<td>2</td>
<td>02/02/2023</td>
<td>Product B</td>
<td></td>
<td>01/01/2023</td>
<td>500</td>
<td>USD</td>
<td>500.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>0000027F</td>
<td>2</td>
<td>02/02/2023</td>
<td>Product C</td>
<td></td>
<td>01/01/2023</td>
<td>100</td>
<td>USD</td>
<td>100.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>0000027F</td>
<td>3</td>
<td>03/03/2023</td>
<td>Product D</td>
<td></td>
<td>01/01/2023</td>
<td>200</td>
<td>USD</td>
<td>200.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Return


g. All PO’s and lines selected will download to excel:

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Schedule</th>
<th>Item ID</th>
<th>Description</th>
<th>Revision</th>
<th>Due Date</th>
<th>PO Qty</th>
<th>UOM</th>
<th>Price</th>
<th>Merchandise Amt</th>
<th>Freight/Tax/Acc</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>27692</td>
<td>1</td>
<td>01/01/2023</td>
<td>100001</td>
<td>Product A</td>
<td>26/02/2015</td>
<td>100</td>
<td>USD</td>
<td>100.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>27692</td>
<td>2</td>
<td>01/01/2023</td>
<td>200002</td>
<td>Product B</td>
<td>02/02/2014</td>
<td>500</td>
<td>USD</td>
<td>500.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>27692</td>
<td>2</td>
<td>01/01/2023</td>
<td>300003</td>
<td>Product C</td>
<td>03/03/2014</td>
<td>100</td>
<td>USD</td>
<td>100.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>27692</td>
<td>3</td>
<td>01/01/2023</td>
<td>400004</td>
<td>Product D</td>
<td>04/04/2014</td>
<td>200</td>
<td>USD</td>
<td>200.00</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

UNFPA eSupplier Connection User Guide 20.docx
Vendor Self Service

Inquire on Receipts

You are now able to inquire if your delivered Purchase Orders have been received in the UNFPA system. There has to be a receipt in the system in order for outstanding invoices to be processed.

a. Click on Manage Orders -> View Receipts:

Menu

Search:

- Maintain Supplier Information
- Manage Events and Place Bids
- Manage Orders
  - Purchase Orders
  - Acknowledge Purchase Orders
  - View Order Summary
- View Receipts
- Review Payment Information
- View Terms & Conditions
b. You can search for Receipts by entering a date range or search for a specific PO number. Please be sure to enter 'From and To' dates and PO id to ensure that the correct information is displayed:

Review Receipts

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Receipt Date: [ ]
To Receipt Date: [ ]
From PO ID: [ ]
To PO ID: [ ]

Shipment Number: [ ]
Item ID: [ ]
Vendor Item ID: [ ]
Receipt Status: [ ]

Search

i. If no information is displayed then the PO has not been received in the system:

c. Click ‘Search’:

Receipt Receipts

Receipt Lines

[Table with columns: Receipts ID, Receipt Date, PO Number, Shipment No., Item ID, Description, Received, Remarks, Status]
ii. Click on the ‘Receiver ID hyperlink’:
iii. View and Verify Receipt Date, quantity, and receipt line details. If an invoice has been entered against the receipt, then you will see the invoice details. If it is blank then the invoice has not been entered in the system yet.

**Review Receipts**

**Receipt Details**

- Receipt Number: 0000000227
- Receipt Datetime: 17/10/2011 3:37AM
- Receipt Status: Fully Received
- Item ID:
- Vendor Item ID:
- Quantity Received: 2,000 Each
- Quantity Inspected: 0,000 Each
- Quantity Accepted: 2,000 Each
- Quantity Returned: 0,000 Each
- Quantity Rejected: 0,000 Each
- Net Receipt Quantity: 2,000 Each
- Reason for Rejection:
- RMA Number:
- RMA Line:

**Purchase Order Schedule**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Due Date</th>
<th>Quantity</th>
<th>Ship To</th>
<th>Ship Via</th>
<th>Freight Term</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000221</td>
<td>03/07/2011</td>
<td>2,000</td>
<td>ESDA RO Bratislava</td>
<td>Common Carrier</td>
<td>Free on Board</td>
<td></td>
<td>°USD</td>
</tr>
</tbody>
</table>

**Invoice Lines**

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0000000</td>
<td>Inv#2011</td>
<td></td>
<td></td>
<td>°USD</td>
</tr>
</tbody>
</table>

**Congratulations!** You have been able to search for a receipt belonging to you as a Supplier and review receipt activity!
Vendor Self Service
Inquire on Invoices

a. Click on Review Payment Information - > Invoices. Be sure to select From Date and To Date and/or From Invoice Number and To Invoice Number:

**Review Invoices**

**Filter Options**

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

- **From Invoice Number:**
- **To Invoice Number:**
- **Item ID:**
- **Vendor Item ID:**
- **From Date:** [example: 01/31/2000]
- **To Date:** [example: 01/31/2000]
- **From Amount:**
- **To Amount:**
- **Approval Status:**

[Search]
b. Click ‘Search’: All invoices based on the search criteria will be displayed.

**Review Invoices**

**Invoice List**

**Set filter options**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Gross Amt</th>
<th>Approval Status</th>
<th>Due Date</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20/07/2015</td>
<td>USD</td>
<td>Pending</td>
<td>19/08/2015</td>
<td>00071829</td>
</tr>
<tr>
<td></td>
<td>22/05/2015</td>
<td>USD</td>
<td>Pending</td>
<td>21/06/2015</td>
<td>00071821</td>
</tr>
<tr>
<td></td>
<td>01/05/2015</td>
<td>USD</td>
<td>Approved</td>
<td>31/05/2015</td>
<td>00071822</td>
</tr>
<tr>
<td></td>
<td>06/04/2015</td>
<td>USD</td>
<td>Approved</td>
<td>06/05/2015</td>
<td>00071830</td>
</tr>
</tbody>
</table>

**Set filter options**

<table>
<thead>
<tr>
<th>1. Gross amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Payment Status</td>
</tr>
<tr>
<td>3. Payment number</td>
</tr>
<tr>
<td>4. Payment Date</td>
</tr>
<tr>
<td>4. Purchase Order</td>
</tr>
</tbody>
</table>

Please Note: If there is no payment number then the payment has not been made yet. However if there is a receipt number then you will be able to check if the PO has been received and no payment is made.

You can also click on details regarding Purchase Order and Receipts to see additional details.
d. Click on ‘Return to invoice list’ to get back to the previous page:

**Invoice Details**

<table>
<thead>
<tr>
<th>Invoice Number:</th>
<th>PO27157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date:</td>
<td>01/05/2015</td>
</tr>
<tr>
<td>Due Date:</td>
<td>31/05/2015</td>
</tr>
<tr>
<td>Discount End Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Approval Status:** Approved for Payment

**Payment Status:** Paid in Full

**Invoice Line Details**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Payment Schedule**

<table>
<thead>
<tr>
<th>Scheduled to Pay</th>
<th>Payment Number</th>
<th>Gross Amt</th>
<th>Discount</th>
<th>Method</th>
<th>Status</th>
<th>On Hold</th>
<th>On Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/05/2015</td>
<td>0000072169</td>
<td>USD</td>
<td>$0.00 USD</td>
<td>Manual</td>
<td>Paid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Payments Made**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014077167</td>
<td>07/07/2015</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Purchase Orders**

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>PO Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000927157</td>
<td>09/06/2014</td>
<td>Dispatched</td>
</tr>
</tbody>
</table>

**Receipts**

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Receipt Number</th>
<th>Bill of Lading</th>
<th>Packing Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/06/15</td>
<td>00000035631</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Invoice List
Vendor Self Service

Inquire on Payments

a. Click on Review Payment Information -> Payments. Enter your invoice number (or From and To Payment Date). Please ensure that the date field are blank if you are searching by invoice id. Click ‘Search’:

   **Review Payments**

   **Filter Options**

   ![Filter Options](image)

   Enter search criteria and click on Search. Leave blank for all values.

   **Search Criteria**

   - **Invoice Number**: [Enter your invoice number]
   - **Payment Reference**: [Enter your payment reference]
   - **From Payment Date**: [Enter your from date] (example: 31/1/2000)
   - **To Payment Date**: [Enter your to date] (example: 31/1/2000)

   ![Search Button](image)

   ![Return to Vendor List](image)

b. You will see a list of payments been made to your Vendor ID for the date range. Click on any payment reference link. You will be able to see additional payment information:

   **Review Payments**

   **Payments Made**

   ![Payments Made Table](image)

   ![Set filter options](image)
c. You can verify payment details:

**Review Payments**

**Payment Details**

- **Invoice Number:** 2047253
- **Payment Date:** 10/07/2015
- **Method:** Manual
- **Pay Status:** Paid
- **Amount:** $11,372.00 USD
- **Paid To:**
- **Country:**
- **Location:**
- **Street:**
- **Number:**
- **Addition:**
- **Type:**
- **City:**
- **Postal:**
- **Community:**
- **From:**

**Payment Advice**

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Gross Amount</th>
<th>Discount</th>
<th>Discount Taken</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11,372.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>11,372.00 USD</td>
</tr>
</tbody>
</table>
In the UNFPA eSupplier Connection, you can inquire on any invoices entered but awaiting payment. To do so:

1. Click on Review Payment Information -> Account Balances. You will get a list of invoices awaiting payments. If the Status is ‘Pending’, the invoice has not been approved in the system. If the Status is ‘Approved’, then the invoice has been approved for payment. Click on one of the invoices:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Amount</th>
<th>Due Date</th>
<th>Status</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/07/2015</td>
<td></td>
<td>USD</td>
<td>19/08/2015</td>
<td>Pending</td>
<td>000</td>
</tr>
<tr>
<td>22/06/2015</td>
<td></td>
<td>USD</td>
<td>21/08/2015</td>
<td>Pending</td>
<td>000</td>
</tr>
<tr>
<td>06/04/2015</td>
<td></td>
<td>USD</td>
<td>06/05/2015</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>27/05/2014</td>
<td></td>
<td>USD</td>
<td>26/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>27/05/2014</td>
<td></td>
<td>USD</td>
<td>28/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>23/06/2014</td>
<td></td>
<td>USD</td>
<td>22/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>23/05/2014</td>
<td></td>
<td>USD</td>
<td>22/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>21/05/2014</td>
<td></td>
<td>USD</td>
<td>20/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>18/05/2014</td>
<td></td>
<td>USD</td>
<td>15/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>18/05/2014</td>
<td></td>
<td>USD</td>
<td>15/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>15/05/2014</td>
<td></td>
<td>USD</td>
<td>14/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>13/05/2014</td>
<td></td>
<td>USD</td>
<td>12/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>13/05/2014</td>
<td></td>
<td>USD</td>
<td>12/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/05/2014</td>
<td></td>
<td>USD</td>
<td>11/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/05/2014</td>
<td></td>
<td>USD</td>
<td>11/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/05/2014</td>
<td></td>
<td>USD</td>
<td>11/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/05/2014</td>
<td></td>
<td>USD</td>
<td>11/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/05/2014</td>
<td></td>
<td>USD</td>
<td>11/06/2014</td>
<td>Approved</td>
<td>000</td>
</tr>
<tr>
<td>12/08/2018</td>
<td></td>
<td>USD</td>
<td>12/08/2018</td>
<td>Approved</td>
<td>000</td>
</tr>
</tbody>
</table>
b. Click on one of the invoice links for additional details. You can review schedule pay date, payment status, gross amount etc.:

Account Balances
Invoice Details

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date: 27/05/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Invoice Amount</td>
<td>Due Date: 26/05/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>Unit Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>Unit Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>Unit Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule to Pay</th>
<th>Payment</th>
<th>Amount</th>
<th>Discount Method</th>
<th>Status</th>
<th>On Hold</th>
<th>What Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/05/2014</td>
<td></td>
<td></td>
<td>$0.00 EFT</td>
<td>Unpaid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Return to Invoice List

c. To determine which PO is related to any ‘account balance invoice’, record the ‘invoice number’:

Invoice Number: [Invoice Number]
d. Now navigate to the Invoice menu. Enter the invoice number you recorded in the prior step in the From and To Invoice Number fields. Keep the From Date field blank. Click ‘Search’:

![Invoice Menu Screenshot]

- From Invoice Number: [Field]
- To Invoice Number: [Field]
- From Date: [Field]
- To Date: [Field]

Click the ‘Search’ button to proceed.

e. The related invoice will be displayed. Click on the ‘invoice number link’:

![Invoice Display Screenshot]

- Invoice Number: [Field]
- Invoice Date: [Field]
- Gross Amt: [Field]
- Approval Status: [Field]
- Due Date: [Field]
- Voucher: [Field]

f. You can now see the corresponding Purchase Order (and Receipt if it exists) related to the invoice.

![Purchase Orders Screenshot]

- Purchase Order: [Field]
- PD Date: [Field]
- Status: [Field]

![Receipts Screenshot]

- Received Date: [Field]
- Receipt Number: [Field]
- Bill of Lading: [Field]
- Packing Slip: [Field]
1) How do I register as a Supplier on the UNFPA eTendering website?

You will receive an invitation email from the Procurement Services Branch with the details on how to register. If you are an existing supplier for UNFPA and are interested in registering on the website, please contact your UNFPA PSB contact.

Please note, you will require to register as a UNFPA supplier user even if you have an existing UNDP login.

2) I am not able to access the eTendering website. I am trying to login with the details received in the registration email but keep getting an error message?

First, please delete your internet browser cache and temporary internet files. Then close the browser, open a new one and then try accessing the system.

If you run into password issues like "Credential are not valid for..." then please delete your internet browser cache and temporary internet files. Then close the browser, open a new one and then try accessing the system.

Do not save your system passwords on Internet browsers. This is the most common cause of password related issues.

Please check the password to ensure that there are no spaces before or after. If you continue having problems, please click on ‘Forgot Password’ link to reset your password (see next point). Details will be sent to the email you used during registration.

3) What shall I do if I do not remember the password or have exceeded the number of login attempts or after two unsuccessful attempts to login into the eTendering website?

Tendering system will allow suppliers 3 incorrect login attempts after which their access gets temporarily deactivated. They can then use the “Forgotten Password” link on login page to get a new temporary password. Suppliers can use the “Forgotten Password” feature (see below point) any number of times to get a temporary password.

Please use the "Forgotten Password" link present on the Login page and follow instructions: https://etendering.partneragencies.org
Enter User ID and Email address. While entering email, use the email address that was used during registration process. You will be receiving an email from eTendering system (from: UNAdmin@undp.org) with a new password.

**Forgotten Your Password**

Please enter your Atlas login ID and e-mail address.
Veuillez taper votre nom d’utilisateur et l’adresse électronique correspondante.
Escriba su nombre de usuario y la correspondiente dirección e-mail.

Atlas Login ID:  

E-mail address:  

Submit  Clear this form

After you have received such password email, please follow these steps:

- Access https://etendering.partneragencies.org
- Use User ID (sent to user after registration) & temporary password sent by admin to login.
- After login in, system will prompt to change temporary password.
- UserName: Enter User ID.
- Old Password: Enter the temporary password sent by admin (case-sensitive).
- New Password: Enter a NEW password (At least 8 characters, alpha-numeric with one CAPITAL alphabet/letter).
- Confirm New Password: Re-enter the same NEW password for reconfirmation.
- A message will be displayed informing that the password has been changed.
- Press "Change Password" button to access the system.

If you are still encountering problem, please write to our Technical Support email: gurudu@unfpa.org to request for a new password.

4) **I try to register my company on UNFPA eTendering website but a message informs me that my profile already exists on the site. Why and what should I do?**

This message means that the user id already exists and has already been registered on the website. Please check your email to find any messages from unfpa.org to find your username and password. Or, please update the user id you’re using to register.
5) **How can I change my email address?**

Please refer to the user guide on how to update information for existing users.

6) **Once I login, the landing page looks different from the screenshots on the training manuals. What should I do?**

Please delete all browser cache and closer all browsers. Restart a browser and log in again.

7) **How do I participate in UNFPA tenders?**

If you are not a current UNFPA supplier, you will need to register as a bidder in eTendering website.

Once you are registered as a bidder or a supplier user, all available tenders and bids are available on the site. Please follow instructions provided in the training guide for details on exactly how to bid on events.

8) **How do I register as a bidder in the eTendering website?**

Please refer to the eTendering Bidder Guide on how to register as a bidder.

9) **When there is a tender, do you notify us or the system automatically notify us of this?**

For open tenders, you will always be able to see it, when you log on to eTendering website.

The buyers/SPC will still announce UNFPA tenders in UNGM. If you sign up for the Tender Alert Service in UNGM ([www.UNGM.org](http://www.UNGM.org)) for a fee, you will get an automatic notification from UNGM.

For limited tenders, the buyers/SPC will invite you to attend, and you will get an email notification.

10) **I am having difficulties with eTendering website, what can I do?**

If you are having trouble logging into the site please ensure that you are using internet explorer or Firefox. Next try closing your browser and opening a new session. Finally you can restart your computer. If none of the above work, please contact your Procurement Service Branch (PSB) representative at UNFPA.

11) **One of our registered users has left the company. How do I inactivate his account?**

Please follow the user guide training manual provided under ‘Vendor Self Service’ section to inactivate user accounts.

12) **Will we still receive the PDF version of the POs from the UNFPA Buyers?**
Yes, you will still be receiving the PDF version of the POs by email from the UNFPA Buyers as it is before. You will not be able to download a PDF version of the POs from the ESC portal, but you will also be able to download the PO into Excel.

13) **Are we accessing the same Order Tracking System (OTS2) from the eTendering website?**

Yes, there is only one OTS2 system. The link in the eTendering website provides you a convenient access to OTS2. Some of you are going directly to access OTS2 via myAccessRH. Whichever way you are accessing OTS2, you will be entering information in only one OTS2 system.

14) **I am a service supplier and I am not able to access Order Tracking System (OTS2) from the eTendering website?**

The OTS2 is meant for tracking the delivery of goods from goods suppliers. If you are a service-provider supplier, this would not be relevant for you. Thus, you will not be able to access OTS2.