# e-Procurement Proposal User Guide

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Click the '**Register**' button as shown below.

1. E-TENDERING WEBSITE

This step by step e-procurement guide contains important information for vendors to make successful submissions to UN Women solicitation documents advertised on UNGM and its e-procurement vendor portal.

We recommend Chrome web browser for best experience. From your browser, navigate to UN Women e-tendering website:

HTTPS://UNGM.IN-TEND.CO.UK/UNWOMEN/ASPX/HOME
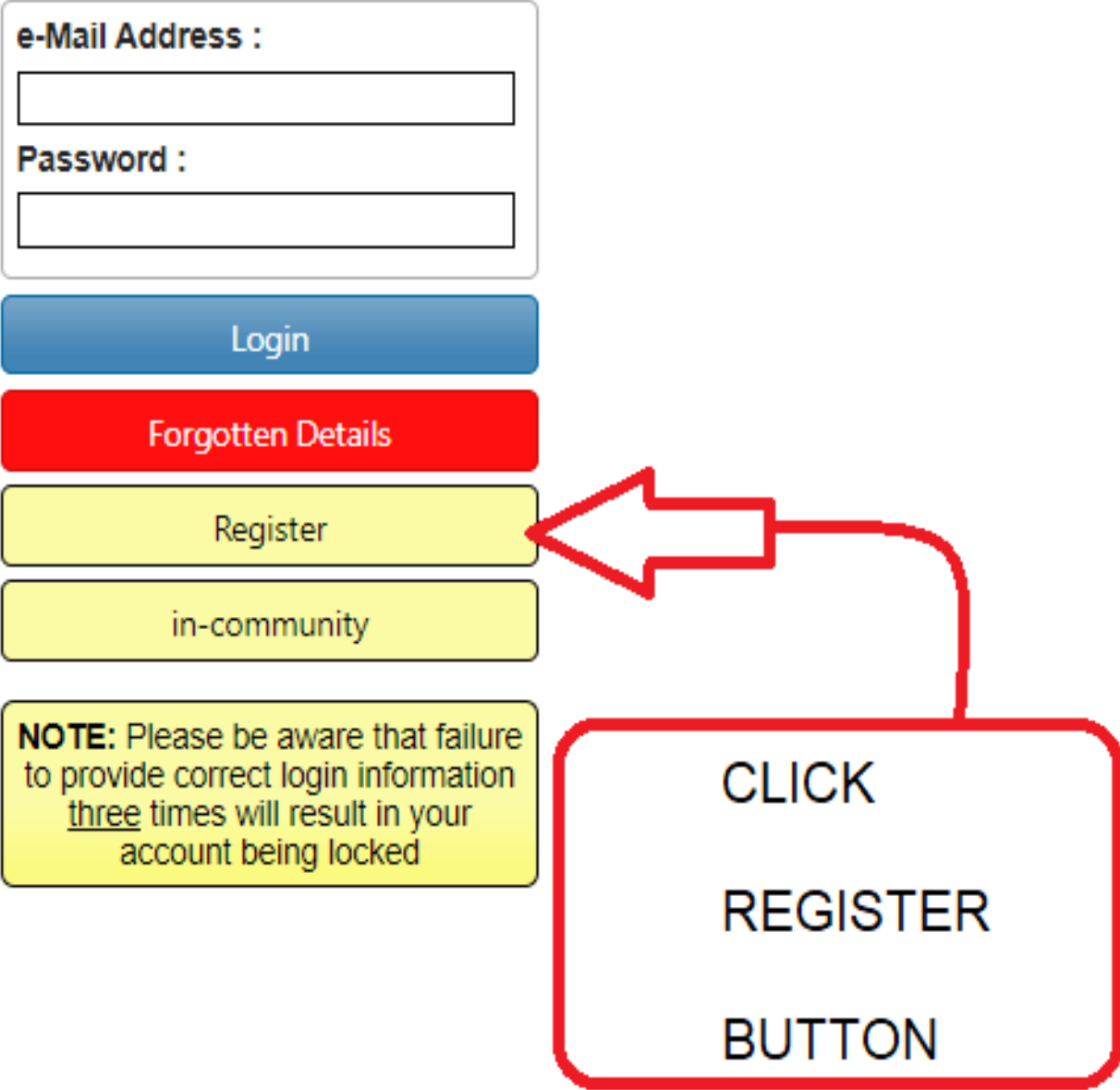
2. TECHNICAL SUPPORT

Users that experience difficulties registering, unsuccessful login attempts and or require technical assistance should contact e-tendering support email:

etendering.support@unwomen.org

3. REGISTRATION PAGE

Navigate to home page:

https://ungm.in-tend.co.uk/unwomen/aspx/Home

## COMPANY DETAILS TAB:

Under 'Company Details' section, you must complete and fill out all 'Mandatory' fields in Yellow'.

Provide your Company Registration number and or click '<u>I do not have a Company Reg Number</u>' radio button. Provide a 'Company Name'. Address Line 1 is mandatory. Select a 'Country' that your company is registered in. Provide a postal and or zip code that you company is registered in. From the '<u>Structure</u>' dropdown select an appropriate structure of your company. For example: 'Private Limited Company (Ltd). If your company structure is not listed, please select 'Legal Structure not listed' from the dropdown field. Under 'Company Summary' type overview of your company information.

## CONTACT DETAILS:

## PRIMARY USER DETAILS:

While registering a user can add only one point of contact. Once registration is complete, the system will allow the vendor to add additional contacts.

Type in the details of the contact from your company or organization who will be receiving notices. This important section and all mandatory fields in this section must be filled out.

Provide a contact first and last name, along with valid email address. You must confirm your email address and choose a memorable password in the appropriate fields.

## ADDITIONAL USER DETAILS:

These are not mandatory fields. (Skip)

Next: Navigate and click on Information tab as shown below.

## INFORMATION TAB:

Pre-requisites for Eligibility section. You must read and answer all questions and select all radio buttons as shown.



Gender Details section. **What percentage of the company is owned by women? (a legally registered business in any sector at least 51% owned, managed and controlled by one or more women is considered a women-owned business). UN Women collects this important data.** Please provide a correct percentage in numbers. If number is not known at the time of the registration 'enter 0'.



Navigate 'Next' to 'Business Classification' tab.

## BUSINESS CLASSIFICATION TAB:



Business Classification. Search for your product / services classification. UN Women uses UNSPSC (The United Nations Standard Products and Services) codes for its eprocurement website.

Click the '+' from the search results as shown to add the category code. You must enter at least one.



## COMPANY CATEGORIES TAB:

You must select at least one company category from the radio button.

If you receive such errors in 'red' you have missed one or many mandatory fields and must navigate to previous tabs to correct.

UN Women makes every attempt to update its database from UNGM (United Nations Global Marketplace). Our database does not allow duplicate company names. If you have already registered and or believe your company has been previously registered, you must contact support email.

## 7.  LOGIN INSTRUCTIONS

To login, navigate to:
https://ungm.in-tend.co.uk/unwomen/aspx/Home

You must enter email address and password. Your email address is your 'Username'. After you enter your email address and your password, click 'Login' button below as shown.



## 8.  LOGOUT

To logout, click the button(s) shown below.



## 9.  TENDERS WINDOW

After login, you will see our current open and public tenders. You can sort, search and view details.
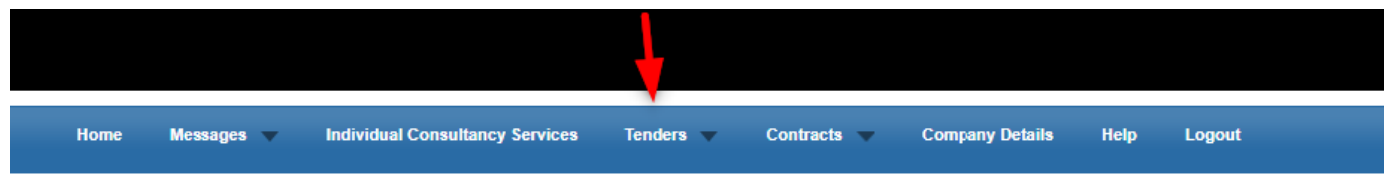
## 10.  REFERENCE NUMBERS

We use a system generated reference number(s) to track solicitation documents published. If you are communicating with us from your email, or have any technical questions, please use reference number as shown:
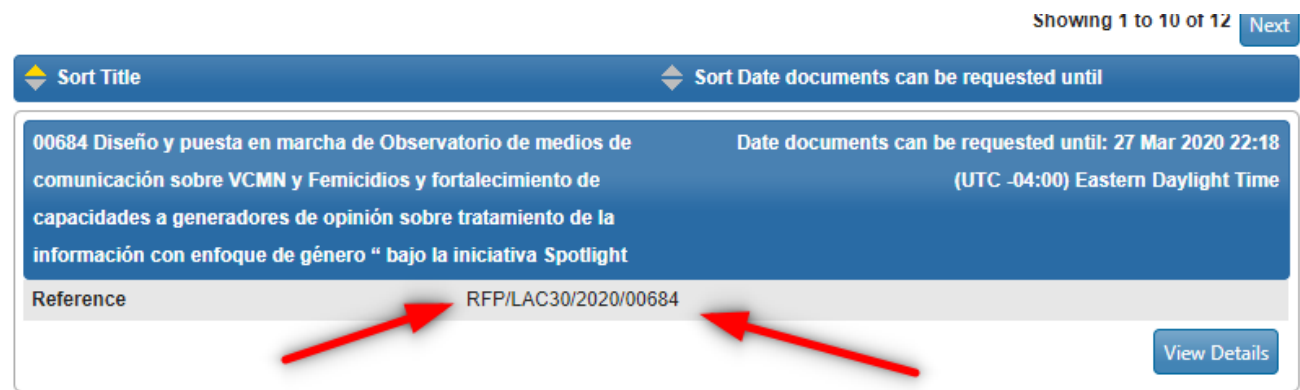


## 11.  SEARCHING TENDERS

Use last 3 digits of the system generated reference number(s) to search for the solicitation documents.

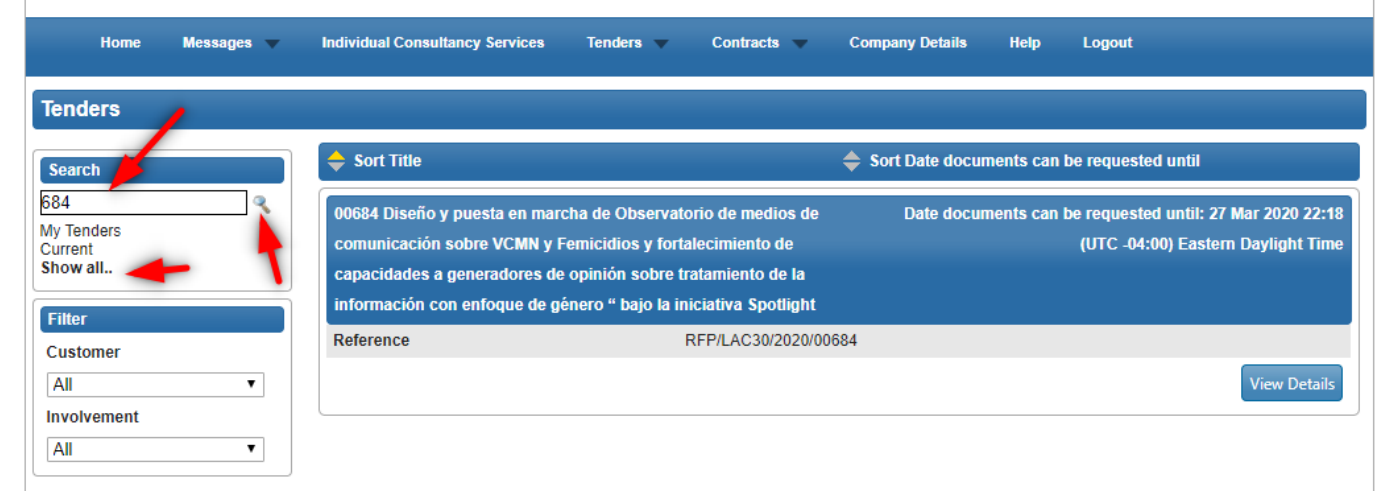From the 'Tenders' menu, click and choose, my 'My Tenders' link.



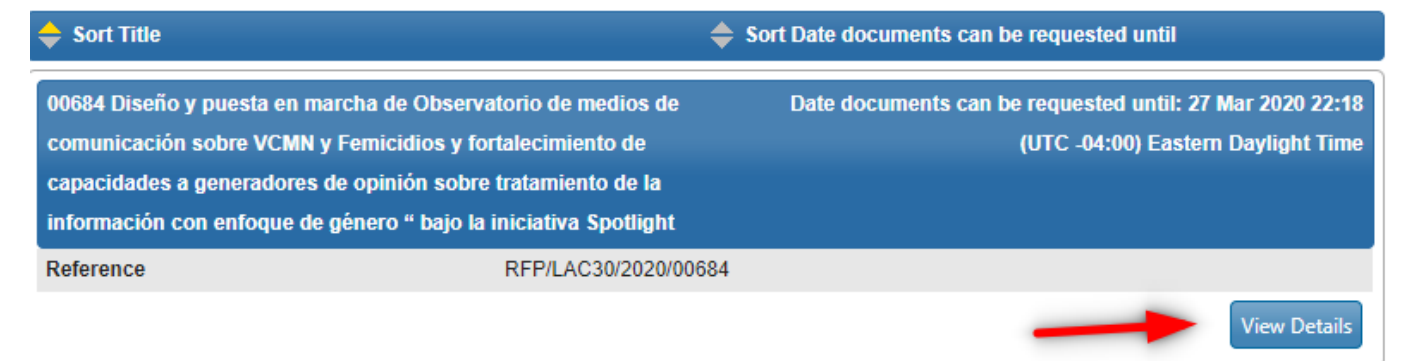If the case reference number is known, click search field on the left and click 'Show All' link.

Type or paste in full or last digits of the case number and click the search icon.

If the full refence number is known enter that e.g. (RFP/LAC30/2020/00684)



## 12.  NAVIGATING TO TENDERS MANAGEMENT WINDOW

Click 'View Details' button as shown

## 13. EXPRESS INTEREST BUTTON

After clicking 'View Details' button, tender process information is shown ('RFP' in this example). Please note the deadline for Submitting Clarification Questions, Offer Validity period and any Pre-Proposal Bid Meetings if applicable. Scroll down and Click '**Express Interest**' button.

| Process : | RFP |
|---|---|
| Directive : | Services |
| Deadline for Submitting Clarification Questions | 13/03/2020 14:18:00 |
| Offer Validity Period | 90 |
| Pre-Proposal/Bid Meeting | Not Applicable |

Express Interest

## 14. TENDER MANAGEMENT WINDOW

**Tender Management**

Your return has not yet been sent

Tender | Tender Documents | Correspondence | History

Please note: All date & time fields are being displayed using (UTC -04:00) Eastern Daylight Time

00684 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMN y Femicidios y fortalecimiento de capacidades a generadores de opinión sobre tratamiento de la información con enfoque de género " bajo la iniciativa Spotlight

View Synopsis

| Title : | 00684 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMN y Femicidios y fortalecimiento de capacidades a generadores de opinión sobre tratamiento de la información con enfoque de género " bajo la iniciativa Spotlight |
|---|---|
| Reference : | RFP/LAC30/2020/00684 |
| Description : | Instrucciones para los proveedores de UNGM:<br><br>Todas las propuestas deben ser presentadas a través del Portal de Mujeres Vendedoras de la ONU. Puede acceder a nuestro portal en la pestaña "Enlaces" (haga clic en "Ir al |

After clicking 'Express Interest' button the system will bring the user to 'Tender Management' window consisting of 'Tender', Tender Documents', 'Correspondence', and 'History' tabs.

**Carefully read the information provided in the Title. Check that the reference number you are making submission against is correct. Read the Description and instructions.**

## 15. TENDER DOCUMENTS



Scroll down and view main 'Tender Documents Received – Main'. 'View' – information field only.

Download buttons allows the user to download documents received when necessary.



Ensure that all mandatory fields are complete and appropriate envelops are chosen when attaching 'Technical' and 'Financial' documents.

<u>Submit my Return section</u> - Provide the total amount of requested goods / services.

**This is a mandatory field. You can only submit your return after filling out the bid value and submitting all requested documents. Otherwise, you will receive an error.**

## 16. HISTORY TAB

History tab allows the user to view the history, date, time and description of actions performed. When a user makes a submission, system generates a submission receipt. Providing proof of submission. For all successful submissions, a copy is always available under 'History' tab. Click 'View Receipt' button to see the digital receipt.
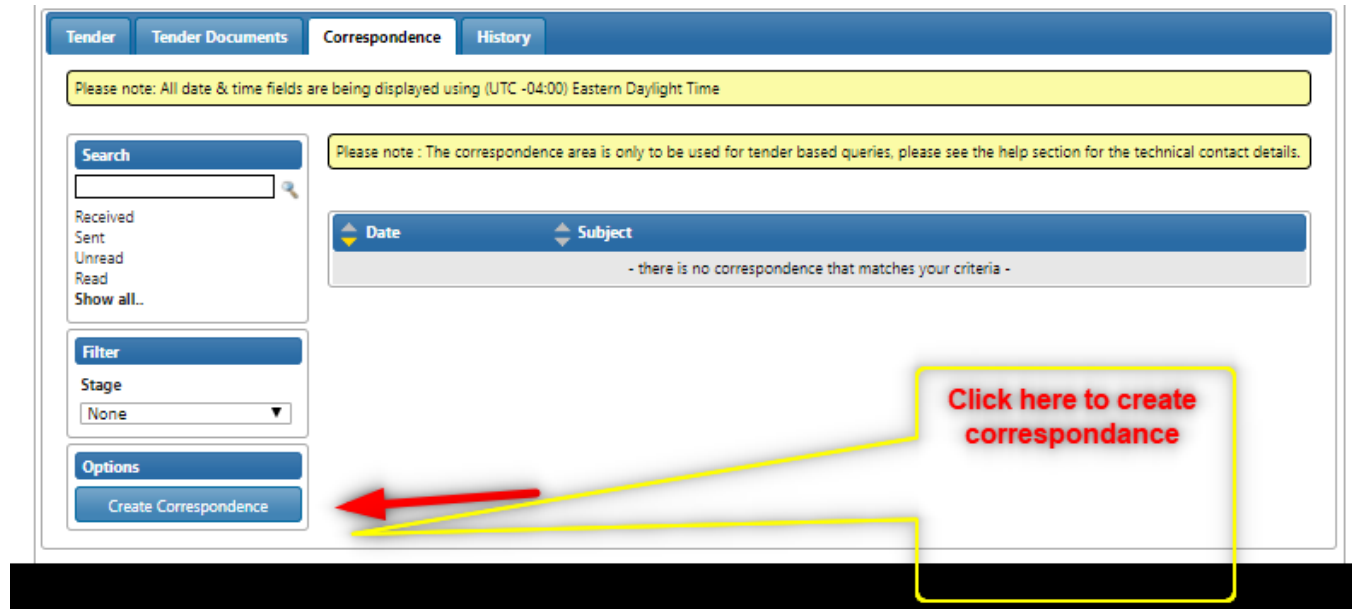


## 17. PROOF OF SUBMISSION

When a user makes a submission, system generates a 'Return Receipt'. Tracking and providing proof of submission to the user. For all successful

submissions, a copy is always available under 'History' tab. Use the 'Print' button to print a hard copy for your records. Click the 'Close' button to close the 'Return Receipt' window.



## 18. CREATE CORRESPONDENCE

All communications and questions regarding solicitation documents must be directed via creating a system correspondence. This allows the user to be in contact with the buyer directly and receive any clarifications and or addendums.

**Click here to create correspondance**

## 19. SEND CORRESPONDENCE

Press 'Create Correspondence' to create one. Fill out all mandatory fields: Choose 'Tender Documents' from Stage dropdown list. Ener 'Subject' field. Write your questions in the 'Message' field. Attach any files by clicking 'Add Attachments', button. Choose appropriate file e.g. (pdf, docx etc.). Click 'Send' button. To view correspondence created, received, click 'View Correspondence' as shown.



Under "Correspondence" tab, you can also view all case associated communications.
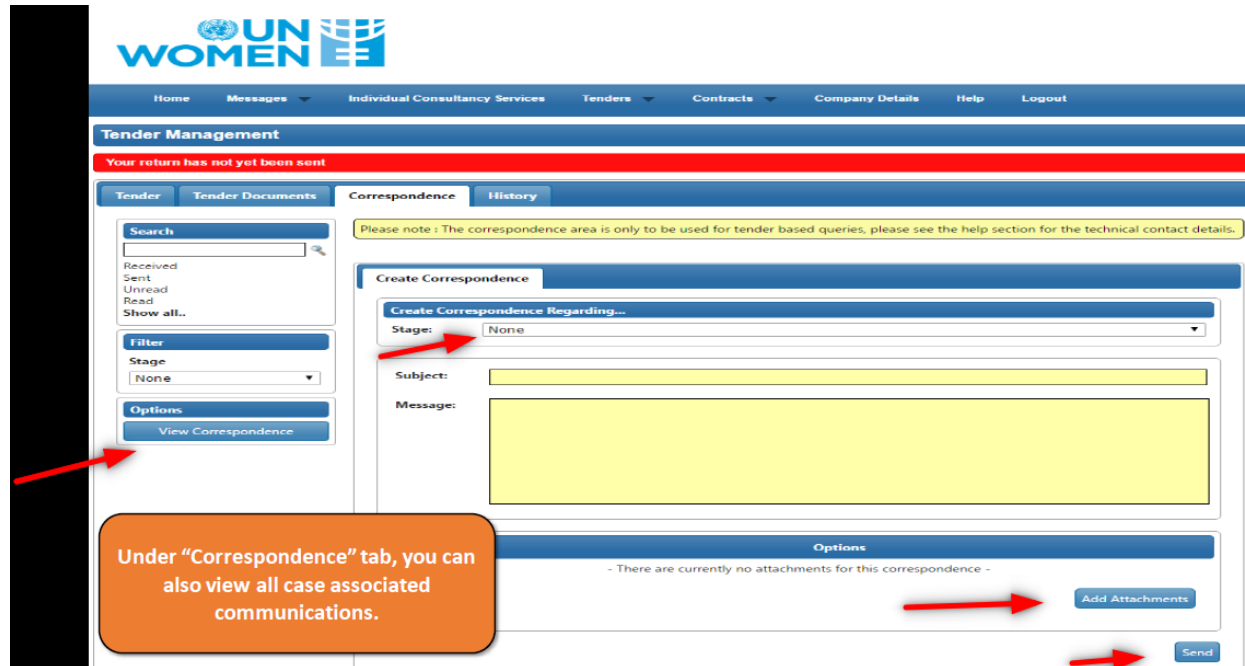
## 20. VIEW CORRESPONDENCE

Press 'View Correspondence' button to view correspondence created, received, click 'View Correspondence' as shown.
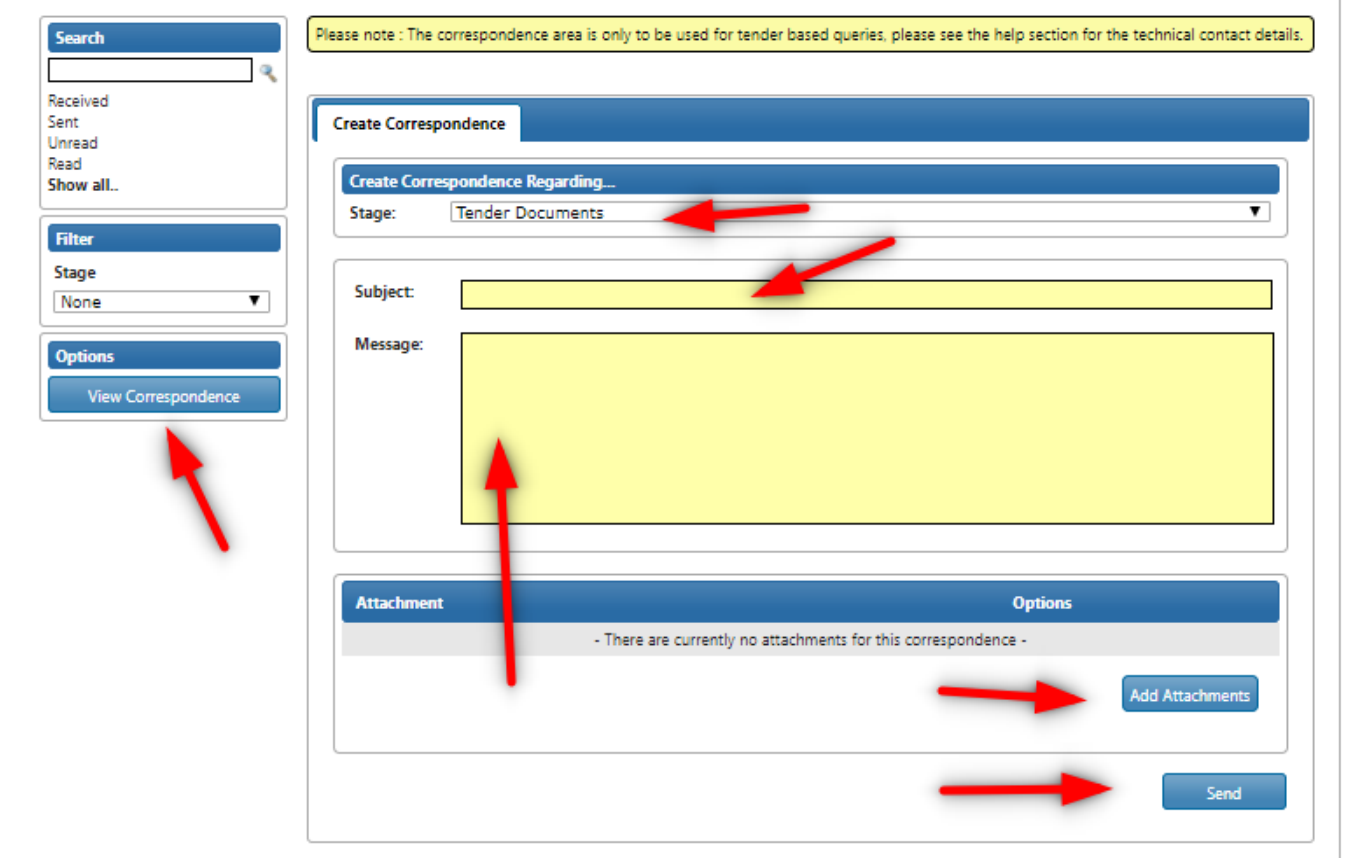


## 21. VIEW CLARIFICATIONS

Press 'View Correspondence' button to view correspondence created, received, click 'View Correspondence' as shown. Clicking the date of the clarifications received user can view individual clarification and any attachments received. Clicking the 'View Procurement' button brings the user back to the 'Tender Management' window. Clarification for the solicitation will be visible under 'Clarifications' tab. User can also navigate to view all clarifications via the 'Messages' menu located by the 'Home' menu at the top of the screen.

## 22. SEND CORRESPONDENCE (WITHOUT LOGIN)

Messages menu allows the user to send correspondence to UN Women directly without login. Fill out the subject and messages field, these are mandatory fields and click 'Send' button.



## 23. CHANGE PASSWORDS

If you do not have an account, you must register first in our vendor portal.

Step 1. Login using the provided username and password credentials received from UN Women e-tendering support. In case you have issues, contact: etendering.support@unwomen.org

Step 2. Under 'Company Details' → 'Contact Details' tab, click choose a contact from the dropdown field.

Step 3. Edit and change password fields and click on 'Save Contact' button.

(Repeat the above steps for any contacts on the dropdown list if required).

## 24.  REMOVING CONTACTS

Step 1. Under 'Company Details' → 'Contact Details' tab, click choose a contact from the dropdown field.

Step 2. Click 'Remove Contact' button.



## 25.  ADDING AND CREATING NEW CONTACTS

Step 1. Under 'Company Details' → 'Contact Details' tab, click choose '—New Contact—'

Step 2. Fill out all mandatory fields.

Step 3. Select 'Send a copy of all-emails to this user' if required.

Step 4. Click 'Save Contact' Button