Bidder Access Guide – How to Access RFx Events in UNIDO’s New E-Procurement System:

Procedure:

1. **UNIDO – SAP Portal:**
   
   [https://procurement.unido.org/](https://procurement.unido.org/)

   a) Click on the Procurement Portal to enter the site to upload an offer for an RFx event.
   b) Click on Request Bidder Account if you are a first-time bidder and don’t have a bidder ID yet.
   c) Click on Forgotten Password if you cannot remember your password for the portal.
   d) Click on Current Opportunities to view the RFx’s that are currently open for bidding.
   e) Check that your browser and browser plug-in have green flags as above.

2. When you click on the Procurement Portal, enter your bidder **ID number, password and log on:**
3. After logging in, click on RFx and Auctions:

4. Click on the RFx number in blue to open and view the RFx information:

5. Click on Register to enter the RFx documentation.
6. If you want to participate and work on your offer in the meantime, you can click on Participate. Alternatively, you can click on Create Response if you want to upload your offer as a Response in the Rfx itself in the system.

To review the requirements under this RFx, please go through the tabs from left to right, download the attachments and review the required items. Information on Delivery and Payment can be found under Payment tab.

Should you have any question regarding the current RFx, please click on the button Questions and answers.

7. After clicking on Create Response, you will see red flags, which indicate what you still have to do in the RFx until you are allowed to successfully submit your offer (they are your to-do-list). Your response will be given a number, for example, 6000001399.

Click on the Basic Data to see the submission deadline.
8. Click on the Questions sub-tab to answer the questions, including the **mandatory** questions in the Rfx (Mandatory questions will require either written text in the text field or a Yes/No answer):

![Questions tab](image)

9. Click on the Notes and Attachments tabs to see attached information, as well as Terms of Reference/Technical Specifications and model contract documents and related information:

![Notes and Attachments tab](image)

10. Click on Items to see the quantities. Here you can enter your price for the given item(s).

![Items tab](image)

11. Under Notes and Attachments, you can attach your catalogues, your completed offer and other relevant information that UNIDO will need to evaluate after the opening date.

12. Under the Summary tab, you can see the summary of your response, and to see that you have completed all the requirements:

![Summary tab](image)
13. Importantly, after you have filled in all the information and attached your offer, click on Check to see if there are any remaining red flags, i.e. something you still need to do in the RFx:

14. After you clicked the check button and see that a green flag appears, then you are ready for the final step:

15. Please click here to successfully submit your offer to UNIDO (by clicking on save, your offer will NOT be subject of analysis):

16. Please log off successfully from the portal after you have finished your work in the portal, before you close the site.