

Introduction to Quantum Supplier Portal Phase I

[click here to access the portal](#)



13 November 2023



Welcome speech by Roberto Mena

UNFPA SCMU Strategic Sourcing Team Lead

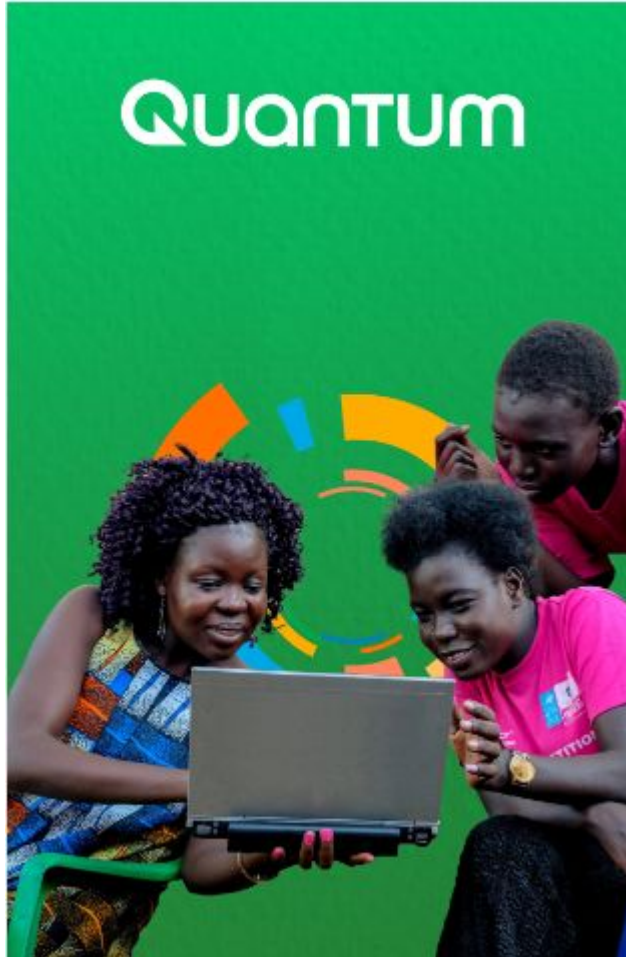
Agenda

1. [Introduction](#)
2. [Log in to Supplier Portal](#)
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6. [Advance Shipping Notice & Manage Shipments](#)
7. [Invoice, Receipts and Payments](#)
8. [Company Profile](#)
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1. INTRODUCTION

video

Quantum Partner Agencies



United Nations Agencies using Quantum:

1. United Nations Population Fund (**UNFPA**)
2. United Nations Development Programme (**UNDP**)
3. United Nations Entity for Gender Equality and Empowerment of Women (**UNW**)
4. United Nations Capital Development Fund (**UNCDF**)
5. United Nations University (**UNU**)
6. United Nations Volunteers (**UNV**)
7. United Nations Institute for Training and Research (**UNITAR**)
8. United Nations System Staff College (**UNSSC**)

More UN Agencies are planning to join Quantum!

Benefits of Supplier Portal

- ✓ **SIMPLICITY**
- ✓ **COMPLIANCE**
- ✓ **PERFORMANCE**
- ✓ **IMPACT**

Phases of the Supplier Portal release

<p>Phase I</p> <div style="background-color: red; color: white; padding: 5px; display: inline-block; margin-top: 10px;">view-only</div>	<p>Ongoing phase. Introduction to Supplier Portal incl. ensuring access of International UNFPA suppliers holding valid Agreement with UNFPA SCMU (<u>only</u>) to the portal and full data visibility on transactions with UNFPA.</p> <p>Piloting collaboration (Phase II) with one BPA supplier.</p> <p>Go-live date: November 20, 2023</p>
<p>Phase II</p>	<p>Initiating supplier collaboration on UNFPA Purchase Orders, Shipments and Invoices.</p> <p>Approx. by Q1 2024</p>
<p>Phase III</p>	<p>Initiating supplier collaboration on the remaining sections of the portal.</p> <p>Approx. by Q4 2024</p>

2. LOG IN TO SUPPLIER PORTAL

2. Log in to Supplier Portal - User Account created

Welcome to UN Quantum, Supplier2 Supplier2 External Inbox x

Oracle no-reply@email-notifications.undp.org via oracle.com
to me ▾

Hello Supplier2 Supplier2,
Your UN Quantum account is ready. To get started, [activate your account](#).

Activate Your Account

Details

If the [activate your account](#) link doesn't work, please copy and paste the following URL into the address bar of your browser:

<https://idcs-950009d4c7154de7b9a4acb69ea50742.identity.oraclecloud.com:443/ui/v1/resetpwd?token=%2Bfus9VLPOuBO2t2edCQd%2B8bZNfhFdLzRYnxKfPzISp8%3D>

Important: This link will expire on Wednesday, October 4, 2023 10:32:28 AM EDT.

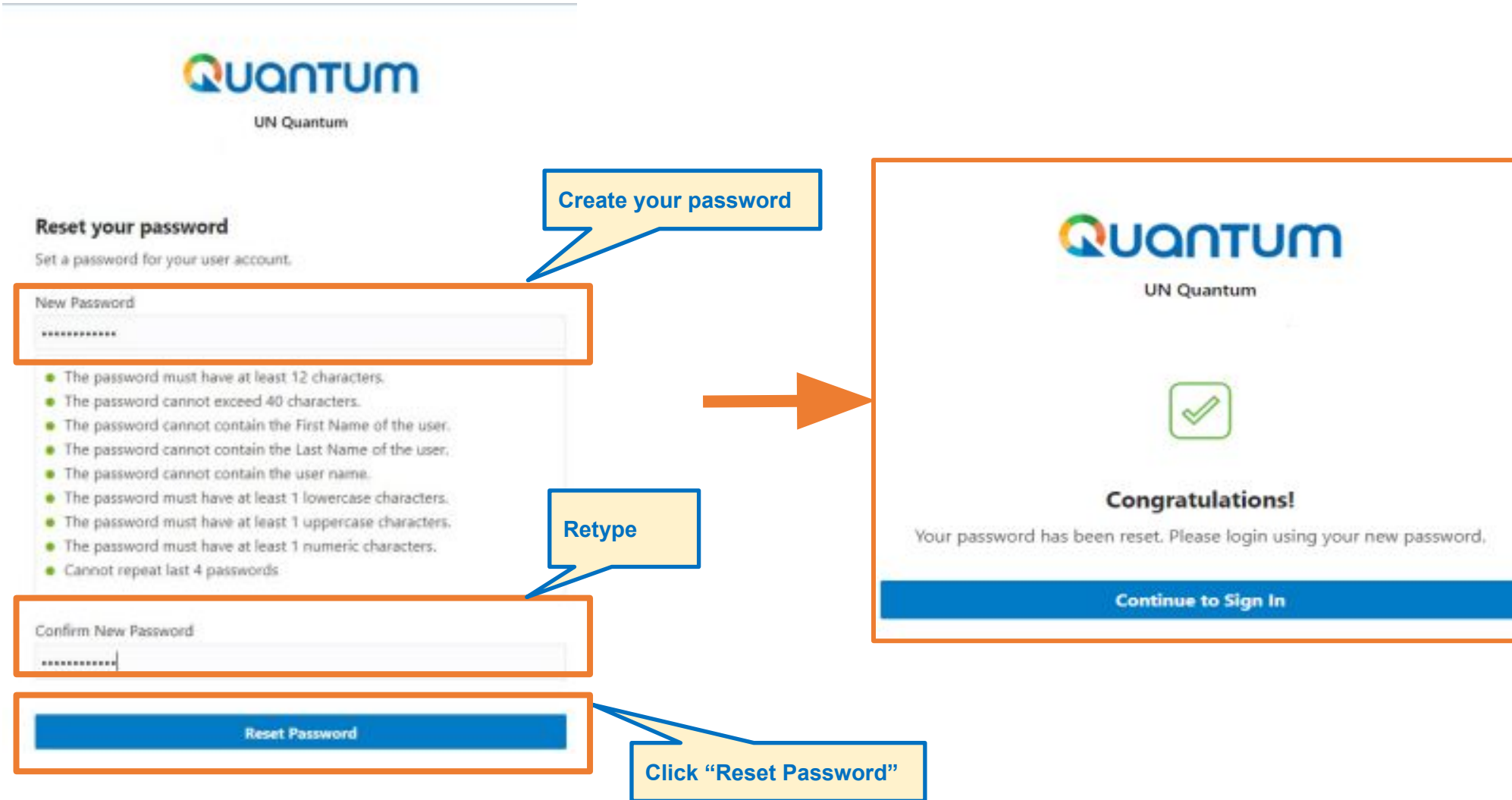
After activation of your account, click here to access the [Quantum Supplier Portal](#)

If you don't recognize this message, Please contact your respective UN Agency focal point.

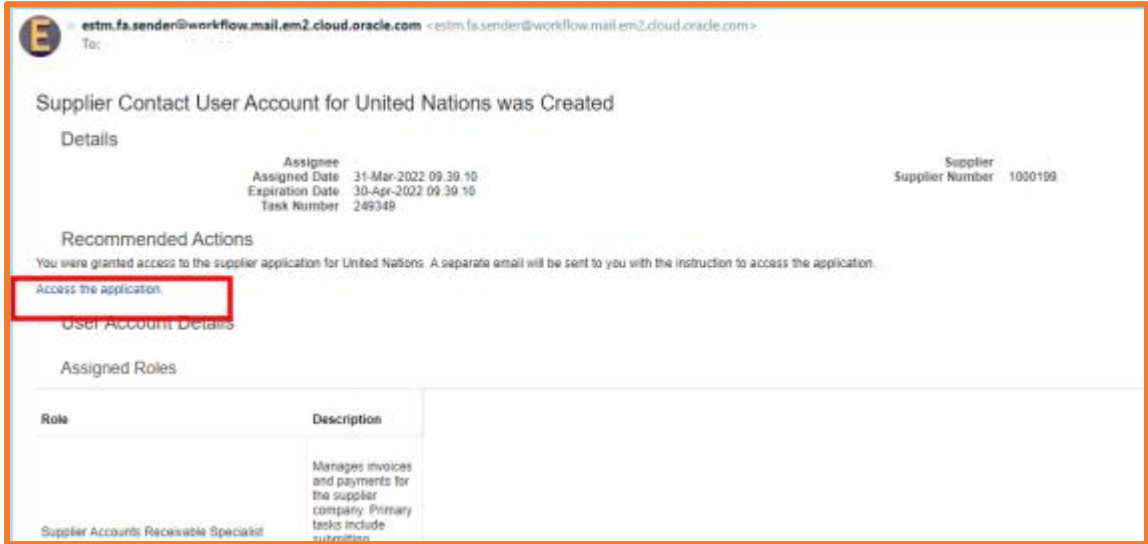
Step 1. Check your email box incl. spam folder

Step 2. Click on the hyperlink to access Quantum

2. Log in to Supplier Portal - User Account credentials



2. Log in to Supplier Portal - login to the system



2. Log in to Supplier Portal - login to the system

QUANTUM
UN Quantum
Suppliers Account Sign In

User Name

Password

Sign In

[Need help signing in? Click here](#)

[Cookie Preferences](#)



QUANTUM
UN Quantum

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.

Password + Proof = Secure Access

Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

2. Log in to Supplier Portal - login to the system

1

QUANTUM
UN Quantum

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

[What is Secure Verification?](#)



2

Your UN Quantum One-Time Passcode

Oracle <no-reply@oracle.com>
To: ..

QUANTUM

Hello

337439 is the one-time passcode for your UN Quantum account. This passcode is valid for 30 minutes.

Details

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your respective UN Agency focal point.



3

QUANTUM
UN Quantum

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

An email that contains a verification code has been sent to

Code
337439

[Resend code](#)

Verify Email Address

[What is Secure Verification?](#)



4

QUANTUM
UN Quantum

Successfully Enrolled

Your email address, default, has been set as your default.

Done

3. MAIN NAVIGATION PAGE

3. Main Navigation Page

Supplier Portal

Search: Agreements Agreement Number

tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts
 - Manage Deliverables
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO

Recent Activity
Last 30 Days
Agreements changed or canceled 1

Requiring Attention
Last 30 Days

346

- Agreements to Acknowledge: 16
- Orders to Acknowledge: 8
- Schedules Overdue or Due Today: 259
- Invoices Overdue: 63

Transaction Reports
Last 30 Days
No data available

Supplier News

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.

3. Main Navigation Page (continued)

Supplier Portal

Search Agreement 1

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts**
 - Manage Deliverables
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO

- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

3. Main Navigation Page (continued)

Step 1. Select the category (e.g., "Orders", "Agreement", etc.)

Step 2. In the search field please insert the identifier (e.g., for PO: 70003505 and BPA: UNFPA-HQ-AGMT-10291)

Supplier Portal

Search: **Orders** (dropdown menu) | **Order Number** (input field)

Task List:

- Orders
 - Agreements
 - Shipments
 - Invoices
 - Payments
 - Negotiations
 - Negotiation Responses
 - Questionnaires
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Recent Activity
Last 30 Days
Agreements changed or canceled 1

Requiring Attention
Last 30 Days

Donut Chart Data:

Category	Count
Schedules Overdue or Due Today	259
Invoices Overdue	63
Agreements to Acknowledge	16
Orders to Acknowledge	8
Total	346

Transaction Reports
Last 30 Days
No data available

3. Main Navigation Page (continued)

DEMO - NAVIGATION

4. PURCHASE ORDERS

4. Purchase Orders

Purchase Order Statuses:

“Open”: The Order is open for receiving and Invoicing

“Closed for Receiving”: The Order is fully received

“Closed for Invoicing”: The Order is fully invoiced

“Cancelled”: The Order is cancelled

“Rejected”: PO has been rejected by the PO Approver or the Supplier

“On Hold”: The Order is on hold; no transactions can be created.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Recent Activity
Last 30 Days

Agreements changed or canceled	1
Agreements opened	14
Orders changed or canceled	3
Orders opened	15

Requiring Attention

Orders to Acknowledge	16
Contract Deliverables Overdue	2
Schedules Overdue or Due Today	8
Questionnaires	1
Invoices Overdue	46
Total	73

Transaction Reports
Last 30 Days

PO Purchase Amount	144440	USD
Invoice Amount	5000	AFN
Invoice Amount	29700	USD
Invoice Price Variance Amount		AFN

Supplier News

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.

4. Purchase Orders - Search by Header or Schedule

Quantum TRAINING

Manage Orders ?

Headers

Search by PO header details to see the overview of POs

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycl.	Change Order	Change Order Date	Cr De
----------------------	-------	------------	-------------	---------------	------------------	-------	---------	----------	--------	------------	--------------	-------------------	-------

Columns Hidden 2

Tip

To include "Closed" POs in your Search, select "Yes" in field "Include Closed Documents"

Manage Orders ?

Headers

Schedules

Search by PO schedule to see the overview on PO line level

"Supplier Item" is equivalent to a "Manufacturer Product Code" as per your BPA with UNFPA

Search by PO line description

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced Manage Watchlist Saved Search All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

4. Purchase Orders - Search by entity

Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered
Columns Hidden 2							

Sold-to Legal Entity

Bill-to BU

Supplier Site

- DNU-United Nations Population Fund
- DNU-United Nations System Staff College
- DNU_United Nations Capital Developm...
- DNU_United Nations University
- Multi-Partner Trust Fund Office
- UN Women
- United Nations Capital Development Fund
- United Nations Development Programme
- United Nations Institute for Training and ...

Search...

4. Purchase Orders - Search by Order number

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Order

Order

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date
United Nations Po...	70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	Engell, Dina	200,17...	USD	Open				22-Nov-2022

Columns Hidden 2

Step 1. Enter PO number

Step 2. Click on "Search"

Step 3. Click on the hyperlinked text to open a PO

4. Purchase Orders - Actions Bar

Manage Orders ?

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Manage Watchlist Saved Search All Orders

Order 70002235

Status

Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Actions Bar

- ACTIONS**
- Edit
 - Export to Excel
 - Acknowledge
 - View PDF
- View**
- About This Record
 - Columns
 - Freeze
 - Detach
 - Sort
 - Reorder Columns
 - Query by Example
- Format**
- Resize
 - Wrap

Order	Order Date	Description	Supplier Site	Supplier Contact	Currency	Status	Life Cycle	Change Order	Change Order Date	Create Date
70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	USD	Open				22-Nov-2022

Please do NOT use the "Edit" action type until further notice



4. Purchase Orders - Sample

Purchase Order: 70006954
[Acknowledge](#)
[View PDF](#)
[Actions](#)
[Refresh](#)
[Done](#)

Main

General

Sold-to Legal Entity: United Nations Population Fund	Supplier: UNFPATEST2023	Ordered: 35,146.34 USD
Bill-to BU: UNFPA-SLE	Supplier Site: HQ	Description: Procurement of anesthesia machine
Order: 70006954	Supplier Contact:	Source Agreement:
Status: Open	Bill-to Location: UNFPA Sierra Leone	Supplier Order:
Buyer: Thinlay WANGCHUK	Ship-to Location: UNFPA Sierra Leone	
Creation Date: 27/10/2023		

Terms Notes and Attachments

Required Acknowledgment: Document	Shipping Method: Air	<input type="checkbox"/> Requires signature
Payment Terms: Net 30	Freight Terms: FCA - Free Carrier	<input checked="" type="checkbox"/> Buyer Managed Transportation
	FOB: INCOTERMS 2020	<input type="checkbox"/> Pay on receipt
		<input type="checkbox"/> Confirming order

Order Life Cycle

View Details

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Type	Item	Description	Quantity	UOM	Base Price	Discount	Discount Type	Discount Reason	Price	Ordered	Status	Location	Requested Delivery Date	Promised Delivery Date	Requested Date
1	Goods	1000281	Anesthesia machine	2	Each	17,573.17				17,573.17	35,146.34	Open	UNFPA Sie...			15/12/2023

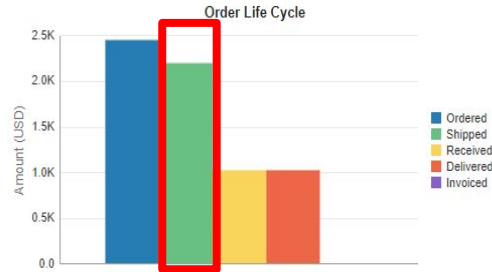
Columns Hidden: 1

4. View Purchase Order Life Cycle

Order Life Cycle: 70003479

Done

Sold-to Legal Entity United Nations Population Fund
 Order 70003479
 Supplier IMRES
 Supplier Site NLD
 Supplier Contact Thinlay Wangchuk
 Ordered 2,455.50 USD



Ordered 2,455.50 USD
 Shipped 2,203.00 USD
 Received 1,030.25 USD
 Delivered 1,030.25 USD
 Invoiced 0.00 USD

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
PO70003479 Shipment 1	12-Jun-20...	AWB9876543	PL20288	12-Jun-2023 07:11:23	1,172.75	Air	

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
1000484	4-May-2023 0...	70003479 1 out 2	4-May-202...		0.00	1,030.25	1,030.25	0.00	0.00

Invoices

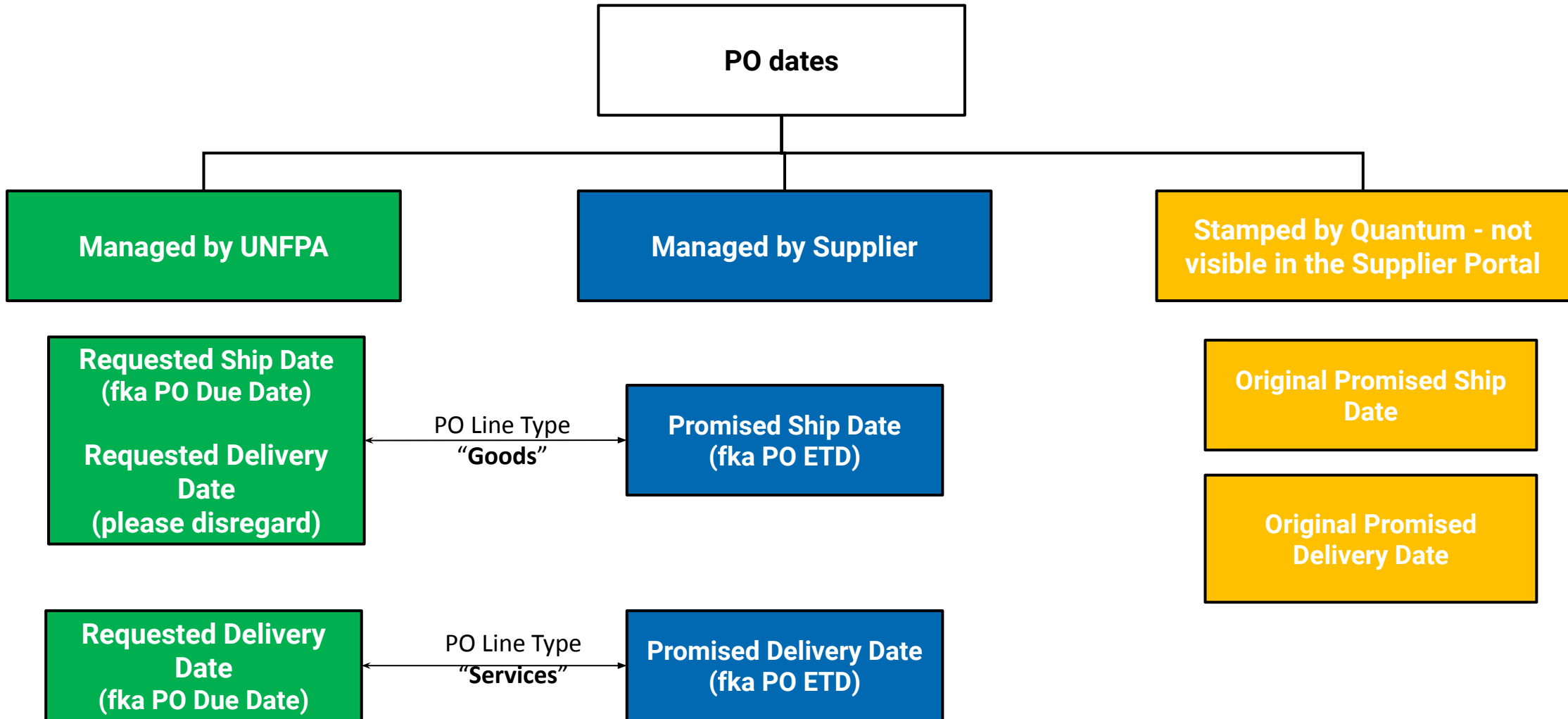
Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
No results found.							

- Purchase Order Life Cycle details:**
- Order Number
 - Supplier Name
 - Supplier Site
 - Supplier Contact
 - Ordered Amount
 - Received Amount (UNFPA created Receipt)
 - Invoiced Amount (UNFPA created AP Invoice)
 - In-Transit Shipments (ASN created by Supplier)
 - Bar-Chart for PO transactions

NB. "Shipped" and "in-transit shipments" are created through ASNs and will not be visible during Phase I


4. Purchase Order Dates: Foundation of Quantitative Supplier Performance Evaluation



4. Purchase Orders - DEMO

DEMO - Purchase Order

4. Purchase Orders - Change Order

- Amendment of a PO occurs through a Change Order
- Supplier **can** create an amendment to a PO by mistake
- Please **refrain from editing orders** during Phase I A red equilateral triangle with a white exclamation mark inside, used as a warning icon.
- All Change Orders created by Suppliers will be **deleted** by UNFPA
- Please contact your procurement contact point at UNFPA to request revisions to your PO. Thank you.

4. Purchase Orders - editing PO by mistake, case 1

If by coincidence, the user selects “Edit”, a pop-up window will appear warning that a Change Order for the Purchase Order will be created.

Click “No” to prevent the Change Order’s creation



A screenshot of a software interface showing a menu with the following items: Acknowledge, View PDF, Actions (dropdown), Refresh, and Done. The 'Actions' dropdown menu is open, showing the following options: Edit, View Document History, View Change History, and View Revision History. The 'Edit' option is highlighted with a red box.

Warning [Close]

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

4. Purchase Orders - editing PO by mistake, case 2

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

If by accident, the user selects "Yes" - a Change Order will be automatically created preventing UNFPA to edit the PO.

You can delete the Change Order by following the below instructions



Edit Change Order: 1 ?

Change Order 1 Status Incomplete

* Description Amount Changed 0.00 USD

Creation Date 30/10/2023

Main Contract Terms

Actions Save Submit Cancel

- Validate
- Delete**
- Cancel Change Order
- Review Changes
- View Change Order History
- Apply Discount

Provide a reason for the PO revision

Click on: "Actions" and "Delete"
In the pop-up window click "Yes".
The Change Order is now deleted

Warning

The selected change order will be permanently deleted. This action can't be undone. Do you want to continue? (PO-2055218)

4. View PO PDF and History of a Purchase Order

Purchase Order: 70003479

Main

General

Sold-to Legal Entity United Nations Population Fund
Bill-to BU UNFPA-HQ
Order 70003479
Status Open
Buyer Dina Engell
Creation Date 4-May-2023

Supplier
Supplier Site NLD
Supplier Contact Thinlay Wangchuk
Bill-to Location UNFPA SCMU Denmark
Ship-to Location UNFPA Afghanistan

Ordered 2,455.50 USD
Description Supplier Portal Session scenario
Source Agreement UNFPA-HQ-AGMT-10019
Supplier Order

Acknowledge **View PDF** **Actions** Refresh Done

view PDF

- Edit
- View Document History
- View Change History
- View Revision History

To see the history of the order please go to "Actions"



4. Purchase Orders - DEMO

DEMO - Change Order

5. AGREEMENTS

5. Agreements - Access from Main Navigation Page

Agreement Statuses:

“Open”: The Agreement is active and open for sourcing

“Canceled”: The Agreement is cancelled and no longer valid

“On Hold”: The Agreement is temporarily suspended or put on hold for some reason

“Freeze”: The Agreement is frozen and prevented from any further changes being made. Note that the status of the agreement will remain “Open”.

“Finally Closed”: The Agreement is no longer active or open for further processing.

The screenshot shows the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Agreements' and a search input field labeled 'Agreement Number'. A red box highlights this search area, with a callout pointing to it that says 'Get access to your agreement from the Agreement Search'. On the left-hand navigation menu, the 'Agreements' section is highlighted with a red box, and a callout points to it that says 'Get access to your agreement from the Agreement Section'. The main content area includes a 'Recent Activity' section showing 'Orders opened', a donut chart with the number '383' in the center, and a 'Supplier News' section with the heading 'Steps to Review / Respond Public Negotiations:'. The donut chart has a legend with 'Schedules Overdue or Due Today' (blue) and 'Invoices Overdue' (green). The chart shows 378 for Schedules and 5 for Invoices. To the right, there is a 'Transaction Reports' section showing 'PO Purchase Amount' of '634 USD'.

5. Agreements - Agreement Types

Type 1: **Blanket Purchase Agreement** (abbreviated as BPA and equivalent to **LTA**)

BPAs are added to Quantum based on **specified and itemized** products and services

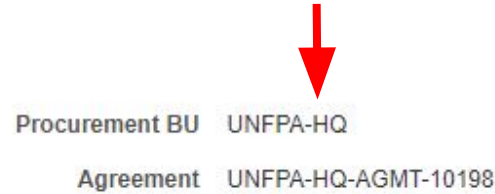
Lines		
Actions ▾ View ▾ Format ▾ Freeze Detach Wrap		
Line	Item	Description
1	1000746	Tube, suction, CH10, 50 cm long, conical tip, sterile

Type 2: **Contract Purchase Agreement** (abbreviated as CPA)

CPAs added to Quantum as a result of the **piggybacking** process and based on the signed **Memorandum of Agreements** with **unspecified** products and services

5. Agreement Numbering

Format: **UNFPA-BU-AGMT-1xxxx**



Both BPAs and CPAs will share the same numbering system across the modules and Business Units.

For example:

- if UNFPA-HQ (SCMU Copenhagen) creates a BPA with the following number:
UNFPA-**HQ**-AGMT-1000**1**
- the subsequent CPA added to Quantum under UNFPA-AFG will inherit the number: UNFPA-**AFG**-AGMT-1000**2**.

5. Agreements - Detailed Search

Manage Agreements ? Done

Headers Lines

Search

Procurement BU ▼ **Select "UNFPA-HQ" to view your Agreement with UNFPA SCMU**

Supplier Site ▼

Agreement **Search by specific agreement number**

Advanced Manage Watchlist Saved Search All Agreements ▼

Status ▼

Include Closed and Expired Documents No ▼ **When search by status, you may include closed and expired agreements in your Search, select "Yes" in the field "Include Closed and Expired Documents"**

▼

- Pending Supplier Acknowledgment
- Pending Catalog Authoring
- On Hold
- Open
- Canceled
- Finally Closed
- Pending Change Approval

Search

Search Results

Actions ▼ View ▼ Format ▼ Freeze **Detach** Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creator Date
-----------	-------------	---------------	-------	------------------	-----------------	----------	--------	----------	--------------	--------------

Columns Hidden 30

5. Agreement - Actions Bar

Manage Agreements ?

Headers Lines

Search

Product: UNFPA-HQ
 Supplier Site:
 Agreement:
 Search

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Actions Bar

Agreement	Description	Released Amount	Currency	Status	End Date	Change Order	Creation Date
UNFPA-HQ-AGMT-1001	BPA for direct ordering of Pharmaceuticals, Medical Devices and Kits		USD	Open	31/05/2024		30/12/2022

Columns Hidden 30

“View”/“Columns” allows user to customize the visibility of the agreement information on “Manage Agreement” page

Click on the hyperlinked number to open and view Agreement

Click on the paper clip logo to view attachments

Please do NOT use the “Edit” action type until further notice



- ACTIONS**
- Edit
 - Export to Excel
 - Acknowledge
 - View PDF
- VIEW**
- About This Record
 - Columns
 - Freeze
 - Detach
 - Sort
 - Reorder Columns
 - Query by Example
- FORMAT**
- FREEZE**
- DETACH**
- WRAP**

Done

5. Agreements - View Header of Agreements - both CPA and BPA

Blanket Purchase Agreement: UNFPA-HQ-AGMT-10011
Acknowledge
View PDF
Actions
Dor

Main

General

Procurement BU	UNFPA-HQ		
Agreement	UNFPA-HQ-AGMT-10011	Supplier	
Status	Open	Supplier Site	
Buyer	Maria Teresa Ruiz	Supplier Contact	
Creation Date	30/12/2022	Supplier Agreement	
		Communication Method	None

Start Date	12/01/2018
End Date	31/05/2024
Agreement Amount	
Minimum Release Amount	
Released Amount	

Description BPA for direct ordering of Pharmaceuticals, Medical Devic...

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	None	
Payment Terms	Net 30	Freight Terms	FCA - Free Carrier	<input type="checkbox"/> Requires signature
		FOB	INCOTERMS 2020	<input checked="" type="checkbox"/> Buyer Managed Transportation
				<input type="checkbox"/> Pay on receipt
				<input type="checkbox"/> Confirming order

Additional Information

Type of Purchase	UNFPA-BPA	BPA Discount: BPA period	N/A	Legacy BPA Number	UNFPA/DNK/LTA/18/658
Type of Agreement	UNFPA-HQ BPA (restricted for use under UNFPA-HQ BU)	BPA Discount: Calendar Year	N/A	Document Template	UNFPA Common PA
BPA Discount: Single PO	N/A	Add. Incoterms, if appl.			

5. View Lines of Blanket Purchase Agreement

Lines

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1	1000720	Lamivudine 300mg + Tenofovir Disoproxil Fumarate 300mg Tablets	Dolutegravir/Abacavir/Lamivudine	Pack of 30		0.00		Open	
2	1000519	Lamivudine 30mg + Zidovudine 60mg Tablets	Dolutegravir/Abacavir/Lamivudine	Pack of 60		0.00		Open	
3	1000354	Amniohook, plastic, sterile, single use, P1	Amniocentesis hooks	Pack of 1		0.00		Open	
4	1000621	Amoxicillin trihydrate 250mg capsule	Amoxicillin trihydrate	Pack of 1000		0.00		Open	
5	1000559	Amoxicillin trihydrate 500mg capsule	Amoxicillin trihydrate	Pack of 1000		0.00		Open	
6	1000635	Amoxicillin, powder, oral suspension, 125mg/5ml, 100 ml bottle	Amoxicillin	Bottle		0.00		Open	

Please note that lines are created only for Blanket Purchase Agreements

Click on the icon to see more details on item (next slide)

5. View Lines of Blanket Purchase Agreement (continued)

Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Supplier Item	UOM	Price	Released Amount	Expiration Date	Status	Details	Revision	Price Break Type	Allow Price Override	Minimum Release Amount
1	1000456	Lamivudine 300mg + ...	Dolutegravir/Ab...		Pack ...		24.00	30-Nov-2...	Open		Good	Noncumulative	<input checked="" type="checkbox"/>	
2	1000165	Lamivudine 30mg + Z...	Dolutegravir/Ab...		Pack ...		0.00	30-Nov-2...	Open		Goods	Noncumulative	<input checked="" type="checkbox"/>	
3	1000124	Amniohook, plastic, st...	Amniocentesis h...		Pack ...									
4	1000490	Amoxicillin trihydrate ...	Amoxicillin trihy...		Pack ...									
5	1000611	Amoxicillin trihydrate ...	Amoxicillin trihy...		Pack ...									
6	1000624	Amoxicillin, powder, o...	Amoxicillin		Bottle									

To see detailed line information, click on the logo to open Item Page. On the item page you will view the BPA information as volume discounts, MoQ, shelf life, shipping information, Country of registration, etc.

Line: 1

Procurement BU: UNFPA-HQ
 Agreement: UNFPA-HQ-AGMT-10019
 Line Type: Goods
 Item: 1000456
 Description: Lamivudine 300mg + Tenofovir 300mg tablet
 Supplier Item: Dolutegravir/Abacavir/Lamivudine

Price Limit
 Price Break Type: Noncumulative
 Expiration Date: 30-Nov-2023
 Minimum Release Amount:
 Agreement Amount:
 Released Amount: 24.00 USD
 Agreement Quantity: 0

Price Breaks

Price Break	Ship-to Organization	Location	Quantity	UOM	Price	Discount Percent	Start Date	End Date
1			50,000	Pack	16.067		21-JUL-2022	
2			10,000	Pack	33.333		21-JUL-2022	

Actions View Format Freeze Detach Wrap

Click on "Next" to view the detailed information of the next item or "Back" to go to the previous item

Do not use "Actions"

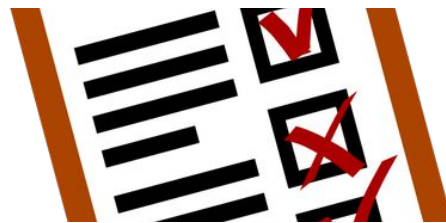
Click on "Done" to close the Item Page



5. View Lines of Blanket Purchase Agreement (continued)

Please note that product pictures and vendor-specific technical specifications are maintained outside of Quantum.


UNFPA is in the process of developing a new External Catalog to handle this information.



5. Agreements - DEMO

DEMO - Agreements

5. Agreements - Change Order

- Amendment of an agreement occurs through a **Change Order**
- Supplier **can** create an amendment to an agreement by mistake
- Please **refrain from editing agreements** during Phase I 
- All Change Orders created by Suppliers will be **deleted** by UNFPA
- Please contact your agreement contact point at UNFPA to request revisions to your agreement. Thank you.

5. Editing Agreement by mistake, case 1

Blanket Purchase Agreement: UNFPA-HQ-AGMT-10011 ?

Acknowledge View PDF **Actions** Done

Main

General

If by coincidence, the user selects "Edit", a pop-up window will appear warning that a Change Order for the agreement will be created.

Click "No" to prevent the Change Order's creation



dge View PDF **Actions** Done

- Edit**
- Acknowledge
- View Document History
- View Change History
- View Revision History

Warning X

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes **No**

5. Editing Agreement by mistake, case 2

Warning ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

If by accident, the user selects "Yes" - a Change Order will be automatically created preventing UNFPA to edit the agreement.

Please immediately delete the Change Order by following the below instructions



Click on "Actions"/"Delete"/"Yes" to delete the Change Order

Edit Change Order: 6 ?

Change Order 6 Creation Date 29/06/2023

* Description Status Incomplete

Main Contract Terms

Actions ▾

Cancel Change Order

Review Changes

View Change Order History

Warning ✕

The selected change order will be permanently deleted. This action can't be undone. Do you want to continue? (PO-2055218)

5. Agreements - DEMO

DEMO - Agreement Change Order

5. History of Agreement

QUANTUM TRAINING

Blanket Purchase Agreement: UNFPA-HQ-AGMT-10019

Main

General

Procurement BU	UNFPA-HQ	Supplier	
Agreement	UNFPA-HQ-AGMT-10019	Supplier Site	
Status	Open	Supplier Contact	
Buyer	Luis Roberto MENA	Supplier Agreement	
Creation Date	11-Jul-2022	Communication Method	None

Start Date	21-Jul-2022
End Date	21-Jul-2025
Agreement Amount	
Minimum Release Amount	
Released Amount	932,844.99 USD
Description	

Actions Menu: Acknowledge, View PDF, **Actions** (dropdown), Done

- Edit
- Acknowledge
- View Document History**
- View Change History
- View Revision History

Annotations:

- To see the history of the agreement please go to "Actions"
- Click on "Done" to close the window

5. History of Agreement - "Document History"

Document History: UNFPA-HQ-AGMT-10205

"Document History" refers to a chronological record of all activities related to the agreement.

Buyer Natalia GIORTZ-BEHRENS
Agreement UNFPA-HQ-AGMT-10205
Description Procurement of male condoms. TEST NGB

View ▼ Format ▼ Freeze Detach Wrap

Action	Performed By	Action Date	Additional Information
▲ Change Order 2	Natalia GIORTZ-BEHRENS	12-Dec-2022 09.00.09	test
Implement Revision 1		12-Dec-2022 09.03.47	test
Communicate		12-Dec-2022 09.04.38	Email: ngbtest22@gmail.com
▶ Change Order 1	Thinlay Wangchuk	18-Oct-2022 05.21.32	test 2
▶ Original Document	Natalia GIORTZ-BEHRENS	18-Oct-2022 05.05.07	

5. History of Agreement - "Change History"

Change History: UNFPA-HQ-AGMT-10205

"Change History" specifically tracks modifications made to agreements.

Currency = US Dollar

[Actions](#) ▼ [View](#) ▼ [Format](#) ▼
 Freeze Detach Wrap

Change Order	Description	Resulting Revision	Creation Date	Initiating Party
2	test	1	12-Dec-2022	Buyer
1	test 2		18-Oct-2022	Supplier

Click on the hyperlink to obtain more details

5. History of Agreement - "Revision History"

Revision History: UNFPA-HQ-AGMT-10205

"Revision History" is closely related to change history but focuses on versions of the document.

Currency = US Dollar

Actions ▼ View ▼ Format ▼

 Freeze
 Detach
 Wrap

Revision	Change Order	Description	Creation Date	Initiating Party
1	2	test	12-Dec-2022	Buyer
0		Procurement of male condoms. TEST NGB	18-Oct-2022	Buyer

Click on the hyperlink to obtain more details

6. Shipments

6. Shipments - Advance Shipping Notice (ASN) & Manage Shipments



“Shipments” section will be released with Phase II

Tasks

Orders

- Manage Orders
- [Manage Schedules](#)
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices

Suppliers will be able to create ASNs and enter shipment information after green light to ship the goods is granted by UNFPA and final set of shipping documents is approved by the consignee.

Suppliers will be able to amend or cancel via “Manage shipments” section

6. Shipments - Advance Shipping Notice (ASN)

Tasks

Orders

- Manage Orders
- [Manage Schedules](#)
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- **Create ASN**
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices



IMPORTANT

- ➔ **The ASN shall be created** for POs with **Goods category lines** after **green light** to ship the goods is granted by UNFPA and final set of shipping documents is approved by the consignee.

- **The ASN is created on the date of the shipment pick up by the freight forwarder.** However, the Supplier can backdate the date of the shipment. It is not possible to insert future dates.

- When the ASN is submitted, the date **cannot be revised**. To correct or update the ASN information, the ASN has to be **canceled using Manage Shipment** tab.

IMPORTANT

- ➔ For **Freight services** UNFPA plans to launch **Oracle Transport & Trade Module in 2024** (more details will follow soon).

6. Shipments - Advance Shipping Notice (ASN)

Create ASN Details [?](#)

Submit **Cancel**

Header

* Shipment

* Shipped Date

Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View **Remove Line**

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Attachments	* Quantity	Ordered Quantity	UOM Name	Secondary Quantity	Secondary UOM	Source Packing Unit
1000746	Tube, suction, C...		Manufacturer N...		70006937	1	1	None +	50	50	Each			
<div style="display: flex; justify-content: space-between;"> <div> <p>Packing Slip <input type="text"/></p> <p>Supplier Packing Unit <input type="text"/></p> <p>Vehicle <input type="text"/></p> <p>Bar Code <input type="text"/></p> </div> <div> <p>Note <input type="text"/></p> </div> </div>														
1000746	Tube, suction, C...		Manufacturer N...		70006937	1	2	None +		50	Each			



6. Shipments - Manage Shipments

Manage Shipments ? Done

Search

**** Shipment**
**** Supplier** UNFPATEST2023

**** Purchase Order**

Advanced Saved Search All Shipments ▼
** At least one is required

Search Results

Actions ▼ View ▼

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No search conducted.							

Shipment search section allows supplier to find shipment created via ASN tab.

And subsequently review or cancel shipment information via the Shipment Tab.

Manage Shipments ? Done

Search

Search Results

Actions ▼ View ▼

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
S7006937 1/2	UNFPATEST2023		20/09/2023 06.34	18/09/2023 06.13			BOLTESTNO12345	Ocean

7. INVOICES, RECEIPTS AND PAYMENTS

7. Invoice, Receipts and Payments

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- **View Receipts**
- View Returns

Contracts

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Recent Activity
Last 30 Days

Orders changed or canceled	1
Receipts	1
Payments	1

Requiring Attention

Orders to Acknowledge	1
Schedules Overdue or Due Today	22
Negotiations Closing Soon	2
Invoices Overdue	55

Supplier News

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.

“Create Invoice” will be released with Phase II



7. View Receipts

Go to the main Navigation Page of the Supplier Portal page and follow the steps below:

1. Click **“View Receipts”**
2. Choose **All Orders** saved search
3. Enter/Select one or more of the following parameters: Receipt Number, **Purchase Order** Number, Shipment, Item or **Receipt Date range**
4. Click **“Search”**.
5. Select **Receipt** form the table.
6. Click on the **“Receipt”** number to view the receipt details (Header and Lines)
7. Click **“View Transaction History”**

View Receipts Done

Search Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date -

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Attachments	Packing Slip	Bill of Lading	Supplier Site
1000132	19/09/2023 20.00	UNFPA_TPP_ALL	S7006937 1/2	18/09/2023	70006937		None		BOLTESTNO12345	HQ
1000131	19/09/2023 20.00	UNFPA_TPP_ALL			70006937		None			HQ
1000130	19/09/2023 20.00	UNFPA_TPP_ALL	70006937 2/2	20/09/2023	70006937		None		BOLTESTNO2	HQ

7. View Receipts - Search

View Receipts

Search

** Receipt
 Organization
 ** Purchase Order
 Supplier Item

** Shipment
 ** Item
 ** Receipt Date -

Enter PO number to find specific PO Receipt or Receipt date to find POs receipt issued within specific time frame

Saved Search All Receipts
** At least one is required

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Attachments	Packing Slip	Bill of Lading	Supplier Site
1000132	19/09/2023 20.00	UNFPA_TPP_ALL	S7006937 1/2	18/09/2023	70006937		None		BOLTESTNO12345	HQ
1000131	19/09/2023 20.00	UNFPA_TPP_ALL			70006937		None			HQ
1000130	19/09/2023 20.00	UNFPA_TPP_ALL	70006937 2/2	20/09/2023	70006937		None		BOLTESTNO2	HQ

To get more information click on the hyperlink for the specific Receipt line

Click on the hyperlinked PO number to access the corresponding PO details

7. View Receipts - Receipt Date

Receipt: 1000132

Summary

Supplier UNFPATEST2023
 Shipment S7006937 1/2
 Shipped Date 18/09/2023 06.13
 Shipping Method Ocean
 Number of Supplier Packing Units
 Supplier Site HQ

► Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Performance	Receiving Location	Received By	Do
				Ordered	Returned	Net Received	Rejected								
1000746	Tube, suction, C...	Purchase order	70006937	50	0	50	0	Each	20/09/2023 07.10	01/12/2023	Early	MINISTRY OF F...	DORUCH, Aleks...	1	

The Receipt date for **services** equals the date when services are considered as 'delivered' to UNFPA upon verification that the services were of acceptable quality and in conformity with the service contracts.

The Receipt date for **goods** equals the date when the ownership of the goods is transferred to UNFPA which is determined by the Incoterm agreed on the PO.

Transaction History Done

Packing Slip
 Waybill
 Bill of Lading BOLTESTNO12345
 Note The shipment is sent as schedule. Please inform Freight forwarder to double check packing slip details.
 Attachments None

The Receipt date does not equal payment date. The payment is scheduled based on the Net 30 day payment period calculated from the Receipt date.

7. View Invoices - Search

Done

View Invoices

Advanced
Saved Search
All Invoices

Search

** Invoice Number

** Supplier XYZ Test Company ▼

Supplier Site ▼

** Purchase Order

Consumption Advice

Invoice Status ▼

Paid Status ▼

Payment Number

Search
Reset
Save...

Search Results

View ▼ 📄 📄 Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier Site	Unpaid Amount	Invoice Status	Paid Status	Payment Number	Invoice Amount
INV-2022-1789	8-Sep-2022	Standard	10000367	8-Sep-2022	Office	0.00 USD	Approved	Paid	5656000001	3,445.00 USD
INV1259-407	8-Sep-2022	Standard	54000053	8-Sep-2022	Office	4,500.00 EUR	On hold	Unpaid		4,500.00 EUR
Ftest-Memang...	2-Sep-2022	Standard		2-Sep-2022	Office	5,001.00 USD	In process	Unpaid		5,001.00 USD
MDT-TT-001	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Canceled	Unpaid		0.00 USD
MDT-TT-002	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Canceled	Unpaid		0.00 USD
MDT-TT-003	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	1,715.30 USD	In process	Unpaid		1,715.30 USD
Retest Thresho...	23-Aug-2022	Standard	54000010	23-Aug-2022	Office	1,504.00 USD	Approved	Unpaid		1,504.00 USD

1. Click **“View Invoices”** on the main page
 2. Use any of the following search options to retrieve the existing Invoices: Invoice Number, Supplier, Supplier Site , PO, Invoice / Paid Status.
 3. Click on **“Search”**
- The Invoice details will be retrieved in the results table including Invoice Date, Type, Order, Due Date, Payment Number, Invoice and Unpaid Amounts

7. View Payments - Search

View Payments Done

Search Advanced Saved Search All Payments ▼

** At least one is required

** Payment Number

Payment Status

Payment Amount

→

** Supplier ▼

Supplier Site

Payment Date

↓

Search Results

View ▼

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Status	Remit-to Account	Payment Amount	Payee	Payee Site	Bank Account
5856000001	12-Sep-2022	Payment Process R...	INV-2022-1789	XYZ Test Company	Office	Negotiable	XXXXXXXX3333	3,445.00 USD	XYZ Test Company	Office	UNDP-MYS-ZBA-USD-579625

→

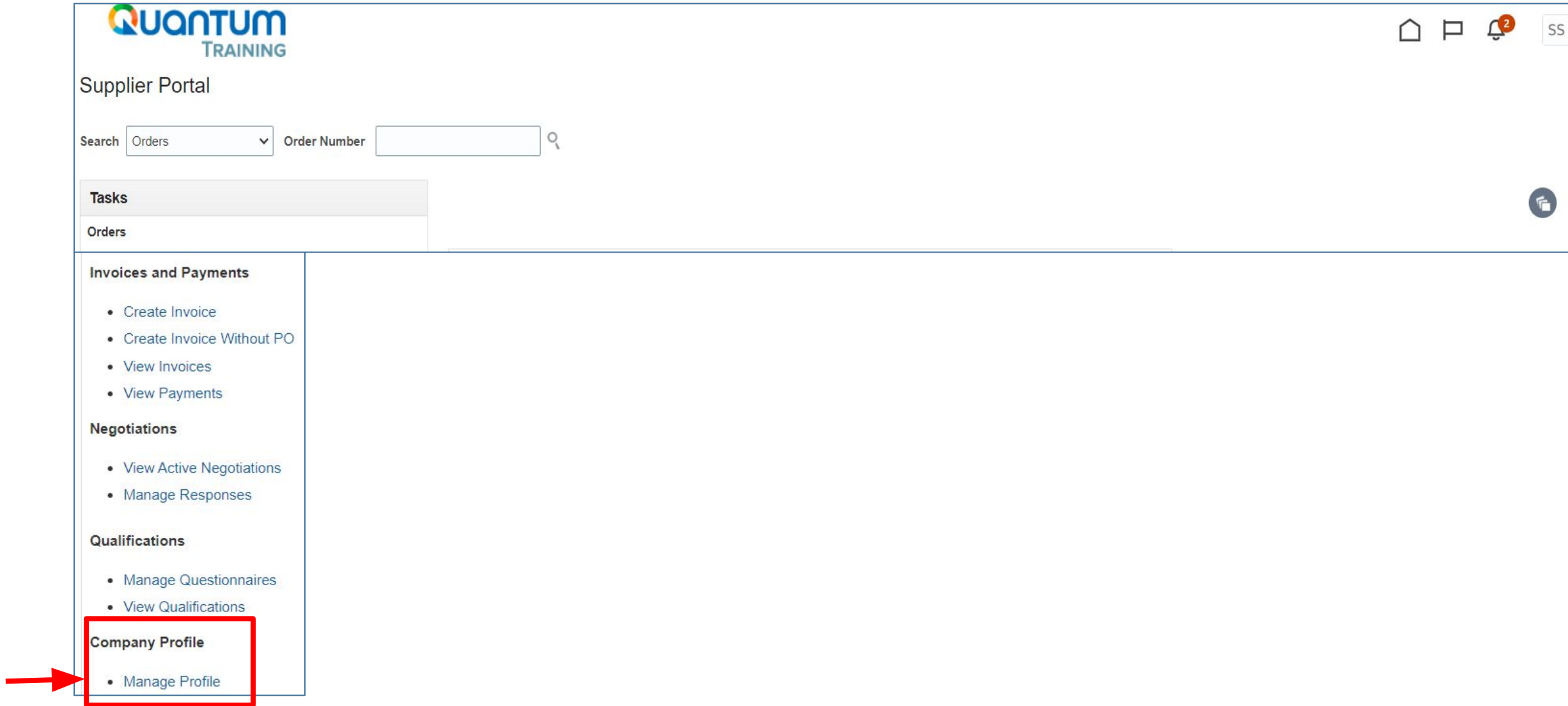
1. Click **“View Payments”** on the main page
2. Use any of the following search options to retrieve the existing Invoices: Payment Number, Payment Status , Supplier, Supplier Site , Payment Date and Amount.
3. Click on **“Search”**
4. The payments list will be retrieved in the results table including Payment Number , Date, Type , Invoice Number , Remit-to Account, Payment Amount, Payee, Bank Account, etc.
5. Click on the **“Payment Number”** to view the details

7. Invoices, Receipts and Payments - DEMO

DEMO - Invoices, Receipts and Payments

8. COMPANY PROFILE

8. Company Profile



QUANTUM TRAINING

Supplier Portal

Search Order Number

Tasks

Orders

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

8. Company Profile

Company Profile ?

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

General

Company UNFPATEST2023

Supplier Number 1259103

Supplier Type Supplier

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Note that "Company Profile" section is "VIEW-ONLY".

Please do not "Edit" this section.

Any changes to the Supplier Profile initiated by the supplier will be deleted by UNFPA. Please contact your UNFPA contact point to request revisions to your supplier profile.

Thank you.

Edit Done



Chief Executive Name

Principal Title

Principal Name

8. Company Profile - Contacts

Contact: Supplier1 Supplier1

Salutation Ms.
First Name Supplier1
Middle Name
Last Name Supplier1
Job Title Supplier1
 Administrative contact

Phone
Mobile
Fax
Email **supplier1@unfpa.org**
Status Active

Contact Addresses

View Format Freeze Detach Wrap

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

Columns Hidden 5

User Account ?

Account Status Active
User Name supplier1@unfpa.org

Roles Data Access

View Format Freeze Detach Wrap


Role	Description
UN Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Copied from std Supplier Sales Representative. Updates com...
UN Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Copied from std Supplier ...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

Generic User Accounts are strongly discouraged to enable visibility and transparency of change history



Reset Password

8. Company Profile - Suppliers Roles in the Supplier Portal

Role Name	Description
UN Supplier Sales Representative	Manages agreements and deliverables for the supplier company.
UN Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company
Supplier Self Service Administrator 	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information or any other types of solicitations

8. Company Profile - editing Profile by mistake, case 1

Company Profile ?

Organization Details Tax Identifiers Addresses Contacts Payments Business Cl

General

Company UNFPATEST2023
Supplier Number 1259103
Supplier Type Supplier

Tax Organization Type Company/Corporation
Status Active

Attachments UNFPA BPA Report_Output (9).xl

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

Year Established
Mission Statement

Financial Profile

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

Chief Executive Name
Principal Title
Principal Name

Edit Done

If by coincidence, the user selects "Edit", a pop-up window will appear warning that a Change Request will be created.
Click "No" to prevent the Change Order's creation



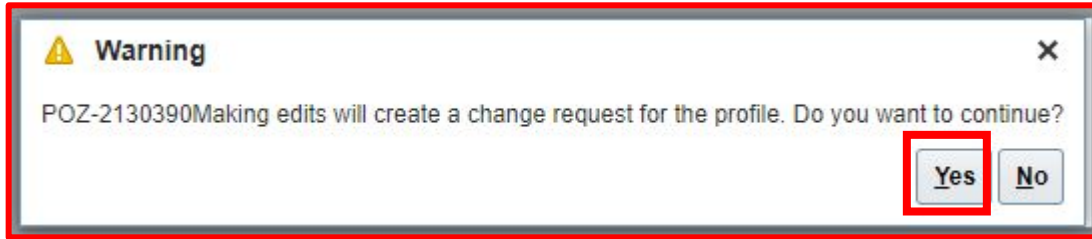
Warning [X]

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

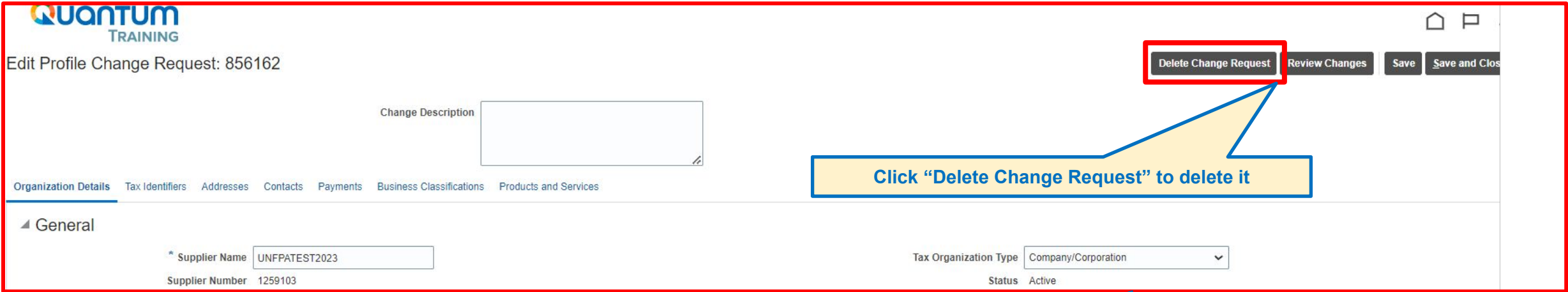
Yes No



8. Company Profile - editing Profile by mistake, case 2



If by accident, the user selects "Yes" - a Change Request will be automatically created preventing UNFPA to edit the Profile.
Please immediately delete the Change Request by following the below instructions

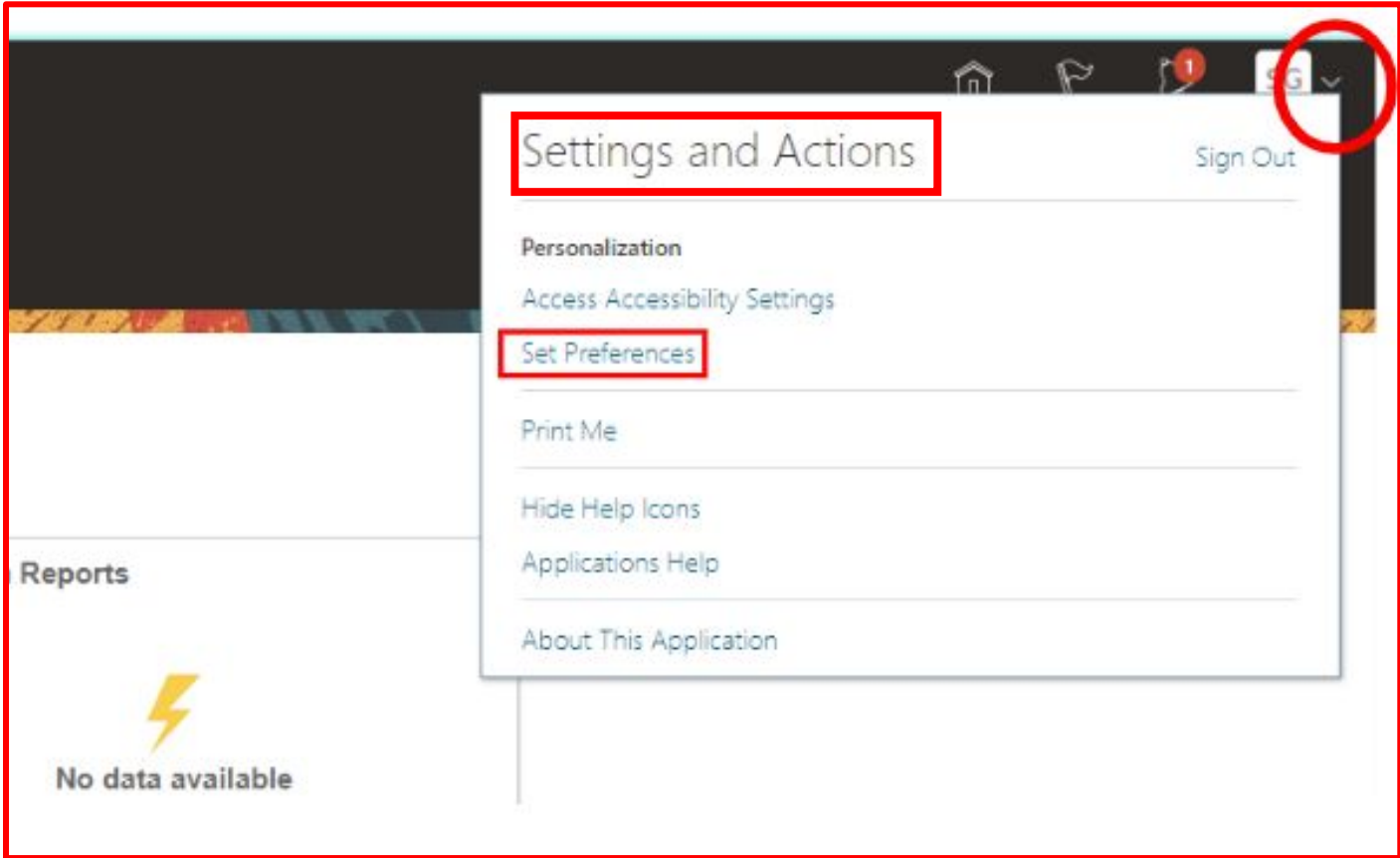


8. Company Profile - DEMO

DEMO - Company Profile

9. USER PROFILE SETTINGS

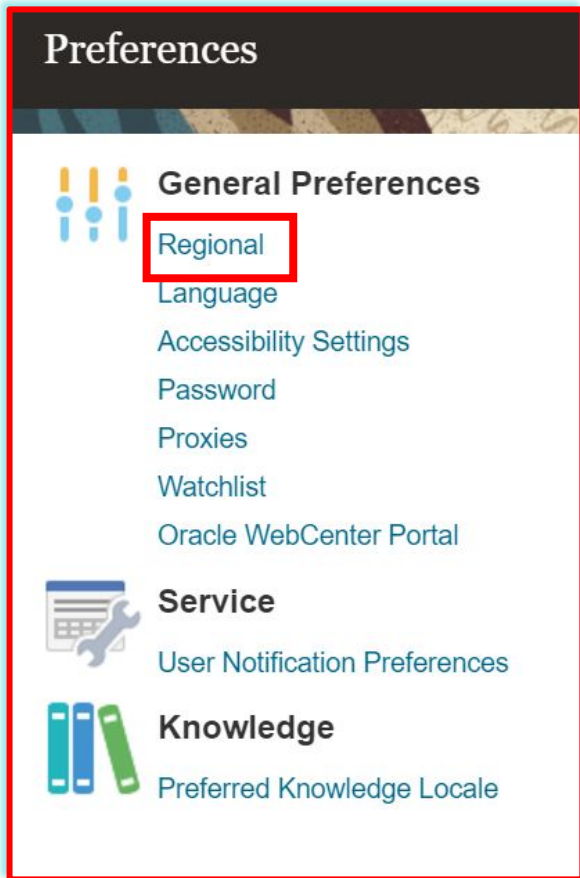
9. Setting your profile preferences



The Portal gives the possibility each supplier to set the preferences of their own supplier profile.

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"**.

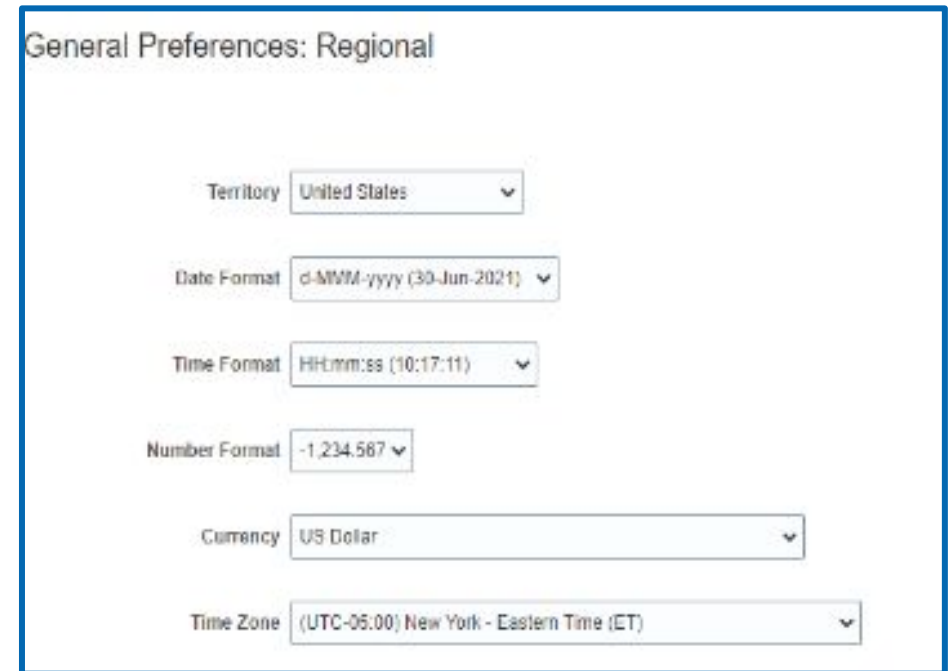
9. Setting your profile preferences - regional preferences



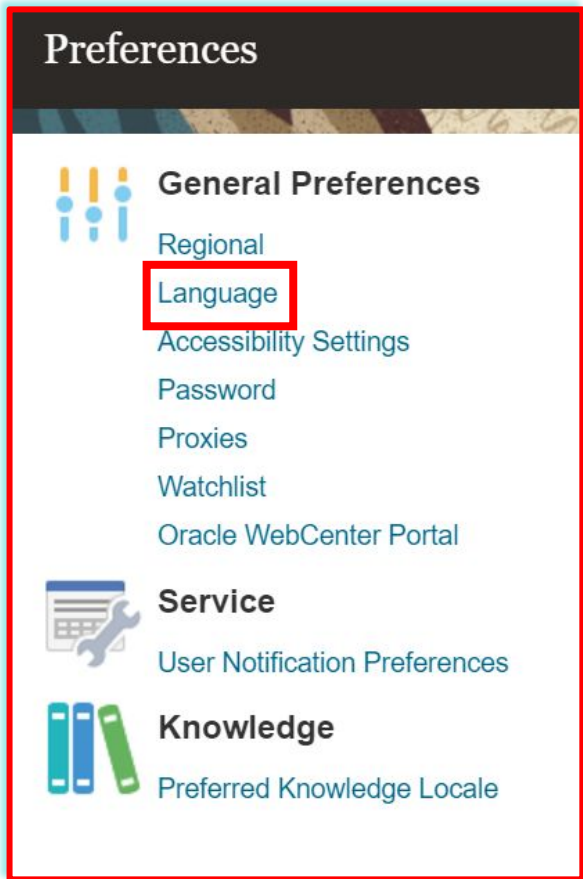
"Territory":
Select your country.

"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 all the dates incl. tender deadlines to the exact time as per your chosen setting.

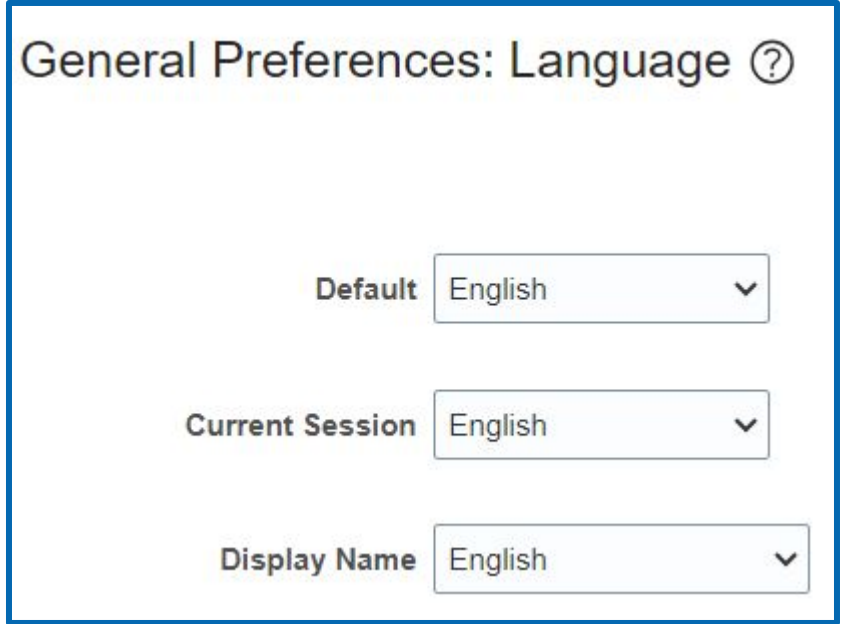


9. Setting your profile preferences - language preferences



"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.



10. HELPDESK SUPPORT

10. Technical Assistance

If you experience technical issues with the Supplier Portal:

- In 2023 please contact the ERP SCM Core team: supplierportal-support@unfpa.org
- In 2024 please contact your Focal Point at UNFPA. More information will be provided.

To ensure your case is resolved as quickly as possible, when requesting the support, it is always recommended to share the following details:

- Your Supplier ID and Company name
- User Account email address
- Screenshots of any error or warning messages
- A brief description of the steps you took before encountering any errors or issues

10. Frequently Asked Questions

- ***Which link shall I use to access the Supplier Portal?***

<http://supplier.quantum.partneragencies.org/>

- ***I was able to register and reset the password, however I did not receive the verification code. What should I do?***

Check with your IT department and confirm that the domain oracle.com and undp.org are not blocked by your email firewalls.

- ***I cannot remember my password.***

To reset your password, please go to the section on [Forgot Password](#) (see next slide)

- ***I cannot remember my username.***

If you cannot remember your username please contact the focal point of the procurement office as indicated in the solicitation document of the tender you wish to bid on.

- ***I am trying to change my preferences but could not find my country.***

Please select the nearest country in your time-zone.

10. Forgot Password

If you have forgotten your password, please take the following steps:

- 1 To reset your password, click on *Need help signing in?* [Click Here](#).

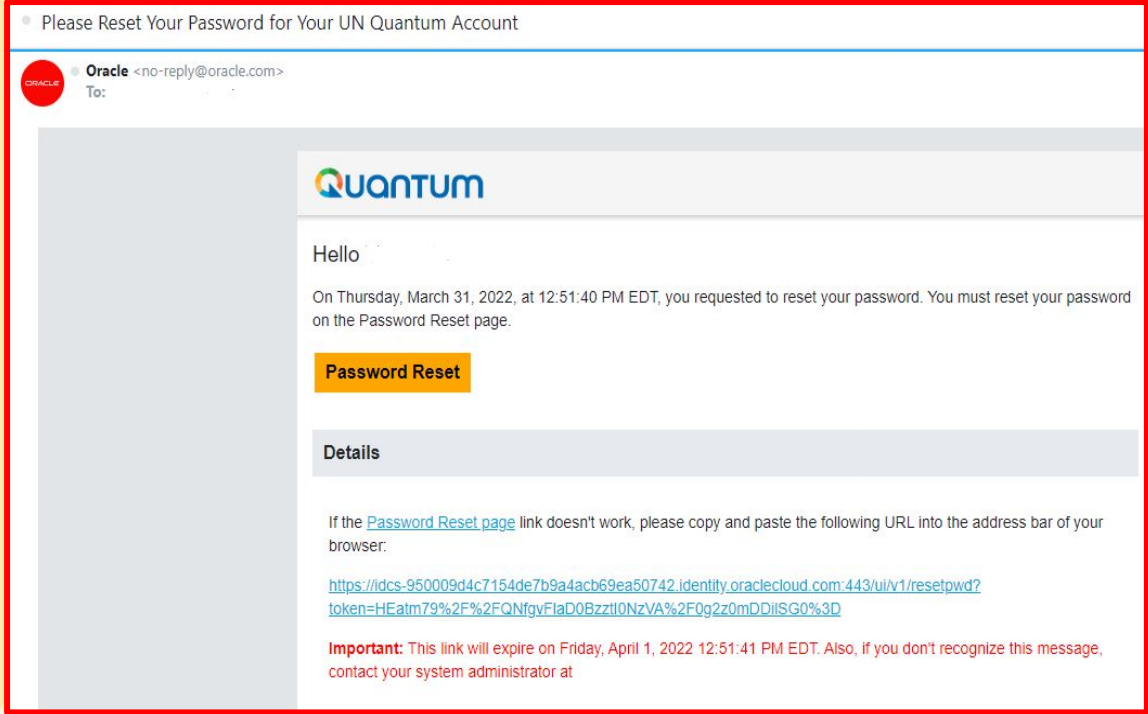
- 2 You will be prompted to enter your e-mail address, which is the User ID you entered during registration and click *Next*.

10. Forgot Password (continued)

- 3 A password reset notification email was sent to the email address associated with your Supplier Profile. Click Close and verify your Inbox/Spam (Junk) mailbox.



- 4 Verify the Inbox and/or the Spam/Junk mailbox of your email address and identify the email with the Password Reset link. Click on *Password Reset* or copy/paste the URL from the email into the address bar of your browser.



10. Forgot Password (continued)

- 5 Enter the new password. Confirm the new password. Click on *Reset Password*.

QUANTUM
UN Quantum

Reset your password

Set a password for your user account.

New Password

Confirm New Password

Reset Password

- 6 A message will pop-up on your screen and confirming that you that your password has been reset. Click on *Continue to Sign In* to go to the Login Page. You will also receive an email confirming that your password has been changed.

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v_popnikolov@yahoo.com

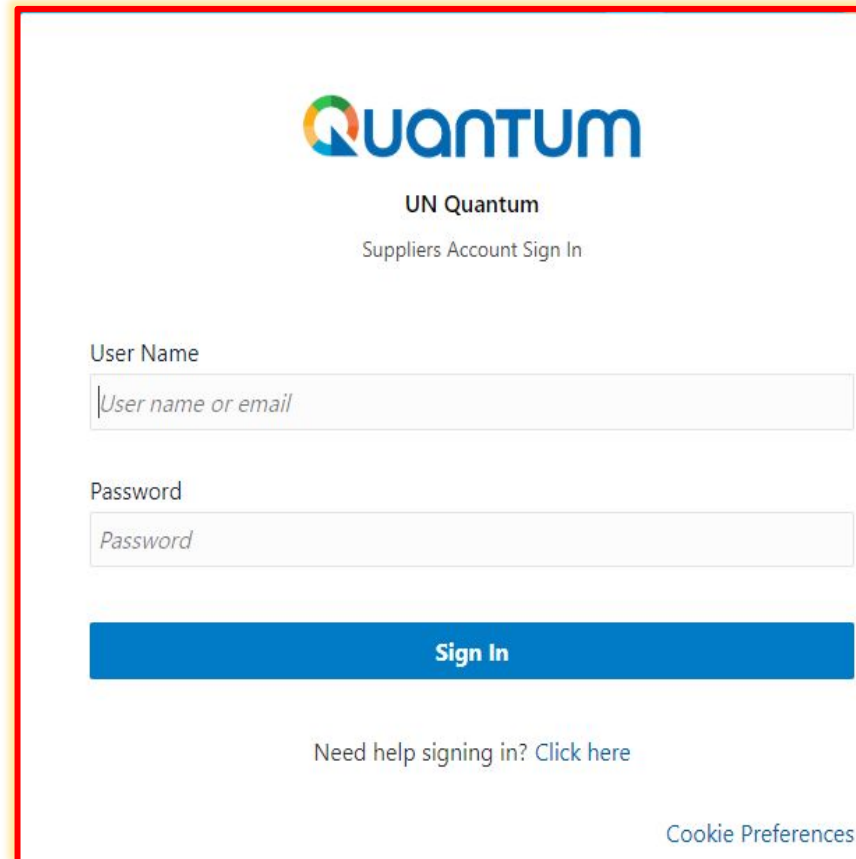
Congratulations!

Your password has been reset. Please login using your new password.

Continue to Sign In

10. Forgot Password (continued)

- 7 Enter your User-Name (the email address) and the Password, click on *Sign In* and complete the steps for the MFA email verification.



The screenshot shows the UN Quantum Suppliers Account Sign In page. At the top center is the QUANTUM logo, followed by the text "UN Quantum" and "Suppliers Account Sign In". Below this are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A blue "Sign In" button is positioned below the password field. At the bottom center, there is a link "Need help signing in? Click here" and at the bottom right, a link "Cookie Preferences".

Questions & Answers

Thank you for attending the webinar.

**Good luck with using
UNFPA Quantum Supplier Portal!**

