Registration guide for UNDP Individual consultants (IC) using Supplier Portal for online eTendering

December 2022
Step 1 – Fill in all the fields

Note:
Fields marked with * are mandatory.
DUNS number is not applicable therefore put in any 9-to-13-digit number
One email address an be used for registering only one Individual consultant.
Step 2 – Enter contact information

Note:
Use the pencil icon to edit if necessary.
To add alternative contacts, click on “+Create” icon.
Step 3 – Fill in address information

Note:
Fields marked with * are mandatory.
Use physical current address.
Address purpose – select “RFQ or Bidding”.
Step 4 – Business classification

Note:
Tick in the top left corner “None of the classifications are applicable”. As shown in the picture.
Step 5 – Fill out the questionnaire

Note:

1st question – state the year you began working in the relevant field.

2nd question – state total years of experience.
Step 6 – Review all the information

Note:
Review your entries to make sure you’ve completed all mandatory fields.
Step 7 – Submit registration request

Note:
You will see above notification after clicking “Register”.

8
Step 8 – Activate account

This email is to confirm that your registration to the supplier online portal has been recorded in the system.

**UNDP(UNDP-MNG)**
You should receive soon another notification (maximum of hour from this notification) containing a link to Activate your account. If you do not receive such email, something is not correct with your registration, most probably an account already exists with same company name. Please use "Forgot password" feature to reset your account password, following the instructions in user guides. If you still need support, contact your focal point.

Request 217316

Note:
Check your email for the verification message. If you don’t find it in your inbox check “Spam” or “Junk”. Follow the instructions in the email to ensure successful registration.