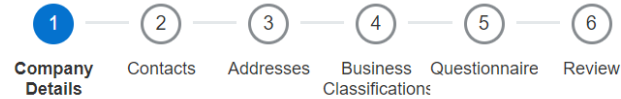


# Registration guide for UNDP Individual consultants (IC) using Supplier Portal for online eTendering December 2022



# Step 1 – Fill in all the fields



## Register Supplier: Company Details ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

\* **Company**

\* **Tax Organization Type**

\* **Supplier Type**

**Corporate Web Site**

**Attachments** None [+](#)

**D-U-N-S Number**

**Tax Country**

**Taxpayer ID**

**Tax Registration Number**

**Note to Approver**

## Additional Information

\* **Country of Origin**

**National Identifier**

**UNGM Vendor ID**

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* **First Name**

\* **Last Name**

\* **Email**

\* **Confirm Email**

## Note:

Fields marked with \* are mandatory.

DUNS number is not applicable therefore put in any 9-to-13-digit number

One email address can be used for registering only one Individual consultant.

# Step 2 – Enter contact information



1

2

3

4

5

6

Company Details**Contacts**AddressesBusiness ClassificationsQuestionnaireReview

Register Supplier: Contacts ?

BackNextSave for LaterRegisterCancel

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Erdene , Khongorzul		desmondmotsoasele@g...	✓	✓		

Columns Hidden 7

## Note:

Use the pencil icon to edit if necessary.

To add alternative contacts, click on “+Create” icon.

# Step 3 – Fill in address information



Register Supplier: Addresses

Actions ▼ View ▼ Format ▼ + Create

Address Name	Address
Tanan Center	Bagshiin de

Columns Hidden 3

### Create Address

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

Postal Code

\* Address Purpose ☐ Ordering  
☐ Remit to  
☒ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼ X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
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Note:

Fields marked with \* are mandatory.

Use physical current address.

Address purpose – select “RFQ or Bidding”.

# Step 4 – Business classification



1 — 2 — 3 — **4** — 5 — 6  
Company Details Contacts Addresses **Business Classification** Questionnaire Review

Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

☒ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ + × Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
No data to display.							

Note:

Tick in the top left corner “None of the classifications are applicable”. As shown in the picture.

# Step 5 – Fill out the questionnaire



Register Supplier: Questionnaire

Company Details

Contacts

Addresses

Business Classifications

**Questionnaire**

Review

Back

Next

Save for Later

Register

Cancel

Attachments None

Section

1. Corporate Profile

2. Women Owned Org Details

3. Supplier Portal T&C

Questions

Corporate Profile (Section 1 of 3)

\* 1. What Year Was Your Company Incorporated?  
Please Enter Year in YYYY (Ex: 2020) format

2016

\* 2. Indicate Number of Full Time Employees

1

\* 3. Provide a Brief Summary of Company Profile and Main Area of Expertise

Legal expert  
Focus: Labour law and international trade

Response Attachments None

\* 4. Do You Possess a Quality Assurance Certificate, for example ISO 9001. If yes, provide a copy

a. Yes

b. No

\* 5. Does Your Company Have a Corporate Environmental Policy or Environmental Management System such as ISO 14001 or ISO 14064 or Equivalent?

a. Corporate Environmental Policy

b. ISO 14001

c. ISO 14064

d. Other, Specify in Notes

## Note:

1<sup>st</sup> question – state the year you began working in the relevant field.

2<sup>nd</sup> question – state total years of experience.

6

# Step 6 – Review all the information



Review Supplier Registration: Khongorzul Erdene ?

Company Details   Contacts   Addresses   Business Classification   Questionnaire   **Review**

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

**Company Details**

<b>Company</b>	Khongorzul Erdene	<b>D-U-N-S Number</b>	000001234
<b>Tax Organization Type</b>	Individual	<b>Tax Country</b>	Mongolia
<b>Supplier Type</b>	Individual - Contractor	<b>Taxpayer ID</b>	AA00000000
<b>Corporate Web Site</b>	Not applicable	<b>Tax Registration Number</b>	AA00000000
		<b>Note to Approver</b>	Provide any additional information you feel is necessary to supplement

**Additional Information**

<b>Country of Origin</b>	Mongolia	<b>UNGM Vendor ID</b>	Not applicable
<b>National Identifier</b>	AA00000000		

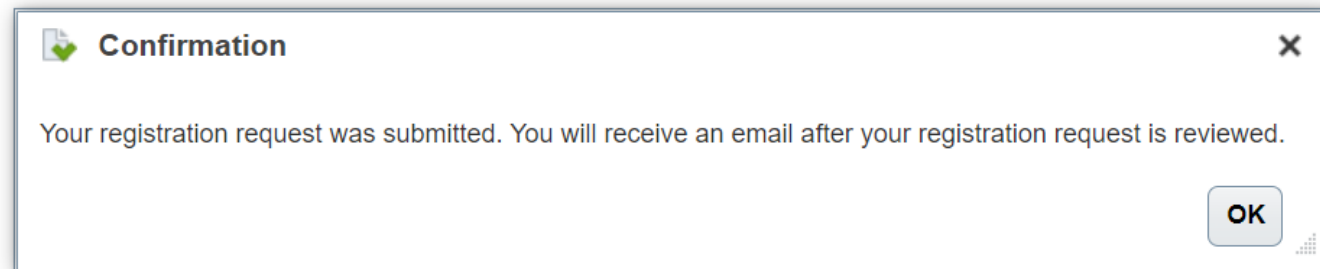
**Attachments**

Actions ▼ View ▼ + x

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
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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”.



# 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.