

Bidder Access Guide – How to Register for a User Account

Step 1: Please visit <https://procurement.unido.org>. Click on “Request Bidder Account”.



Welcome to UNIDO Procurement Portal

Registered bidders can access the Tender Details by clicking on the “Bidder Access” link.

If you are not a registered bidder, please register now by clicking on the “Request Bidder Account” link.

If you are a registered bidder and have forgotten your password, you may request for a new password by clicking the “forgotten Password” link.

Bidder Access
Procurement Portal

Request Bidder Account

Forgotten Password?

Current Opportunities

For information on how to access the e-portal, please view [A Bidder's Guide to the Procurement e-portal](#).


Browser Detection



You are using Chrome 78.0.3904.97

Browser Plugin Detection

Pop-up Blocker: Disabled

Step 2: Please fill in all information where possible, especially those with a red asterisk sign (*). Click on the  in case you do not know what to enter in the field. It will open a search function so you can search for the appropriate entry.

Supplier Self-Registration
Send | Close

General Company Information

* Company Name: <input type="text"/>	PO Box Address
* Language: <input type="text"/>	PO Box: <input type="text"/> <input type="checkbox"/> Without Number:
Address	Country: <input type="text"/>
* Country: <input type="text"/>	Postal Code / City: <input type="text"/>
Region: <input type="text"/>	Communication
* Postal Code / City: <input type="text"/>	* Phone Number: <input type="text"/>
Street/House Number: <input type="text"/>	Fax Number: <input type="text"/>
Building/Floor/Room: <input type="text"/>	* E-Mail Address: <input type="text"/>

Contact Person Information

* First Name: <input type="text"/>	Copy Company Data
* Last Name: <input type="text"/>	* Phone Number: <input type="text"/>
* Form of Address: <input type="text"/>	Fax Number: <input type="text"/>
Academic Title: <input type="text"/>	* E-Mail Address: <input type="text"/>
Department: <input type="text"/>	* Language: <input type="text"/>
	* Country: <input type="text"/>

Goods and/or Services Provided

Please enter at least one (1) goods or service in one or more fields shown below. Click on the grey button on the right side of the entry field to open up the search help.
Please choose what best describes your company's goods, services, etc.

<input type="text"/> <input type="text"/> * Mandatory: <input type="text"/>	<input type="text"/> <input type="text"/> Optional
<input type="text"/> <input type="text"/> Optional	<input type="text"/> <input type="text"/> Optional
<input type="text"/> <input type="text"/> Optional	<input type="text"/> <input type="text"/> Optional
<input type="text"/> <input type="text"/> Optional	<input type="text"/> <input type="text"/> Optional
<input type="text"/> <input type="text"/> Optional	<input type="text"/> <input type="text"/> Optional

Notes











Data Privacy Statement

* Yes, I have read the data privacy statement and accept the terms.:

- Tip: When filling in the section “Goods and/or Services Provided”, please follow the attached guide on how to do so:

Goods and/or Services Provided

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<input type="text"/>  * Mandatory:	<input type="text"/>  Optional
<input type="text"/>  Optional	<input type="text"/>  Optional
<input type="text"/>  Optional	<input type="text"/>  Optional
<input type="text"/>  Optional	<input type="text"/>  Optional
<input type="text"/>  Optional	<input type="text"/>  Optional



Step 3: Once all mandatory fields are entered, the “Send” button will become active. Click on it to send your request for an account directly to UNIDO. Note the below:

- When the “Send” button is inactive, it will look like below meaning you have not entered all mandatory information which is marked with an asterisk (*) sign:



- When the “Send” button is active, you can click on it. There may be some error messages (labeled with a red symbol ) – follow the text on these messages to determine what information is missing or incompatible with our system. E.g., “Country UK is not defined”:



... the problem in this case is one or all of the country codes you have entered for Great Britain is wrong – it should be “GB” and not “UK” for all fields where the country is asked for:

Address

* Country: 

Region: 

* Postal Code / City:

Street/House Number:


Building/Floor/Room:

Contact Person Information

Copy Company Data

* First Name:

* Last Name:

* Form of Address: 


Academic Title:

Department:

* Phone Number:

Fax Number:

* E-Mail Address:

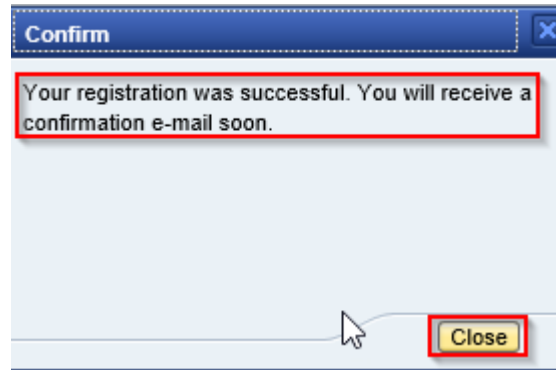
* Language: 

* Country: 

- Once you have corrected all of the errors according to the messages, click on “Send” again which should remain active:



- This message should appear if the registration was successfully sent to UNIDO. Click on “Close” to close the window – no further action needed.



Note: Your request will be sent directly to UNIDO as soon as the message shown above appears. We will email you (within one [1] business day, depending on current demand) using the email address you have entered in the section “Contact Person Information”, as shown below:

Contact Person Information

Copy Company Data

* First Name: TEST	* Phone Number: 1111
* Last Name: TEST	Fax Number:
* Form of Address: Mr.	* E-Mail Address: TEST@TEST.COM
Academic Title:	* Language: EN
Department:	* Country: AT

... therefore, **please ensure that the email address is entered correctly and accessible from your side; otherwise, you will not receive your account details from us.** Please also check your spam folder in case you did not receive it in your inbox. The email address we will use is procurement@unido.org. In this email, you will receive further instructions on how to log in for the first time, download tender documents, and submit a proposal. If you have any inquiries regarding the creation of your user account, help in using the system, or any other technical details, you can contact us via the aforementioned email address, or call us at +43 1 26026 ext. 4608 during our

call-in times: Monday – Friday, between 9:30 – 11:30 and 14:30 – 16:30 Central European Time. We will not be able to respond during the holidays that can be found via this [link](#). If you have any inquiries regarding the content of any of our tender, please email us with the number of the tender (i.e., the tender number starting with 700000_ _ _) which we will then forward to the procurement official responsible for the tender.