

# Step-by-step self-registration guide for companies

- **Self-registration link (Prospective):**

<https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification>

## Step 1: Fill in the information below:

1. Company name
2. Company/ Corporation or other
3. Supplier
4. Select "Republic of Moldova"
5. Enter IDNO from Registration Document
6. Select "Republic of Moldova"
7. First name of the company's representative authorized to sign contracts
8. Last name of the above representative
9. Email address
10. See point 9

Supplier Registration

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715245&\_afLoop=17843234960355743&\_afWindowMode=0&\_afWindowId=null&\_adf.ctrl-state=xkdhzow5e\_1&\_afFS=16&\_afMT=scre...

**QUANTUM** Sign In

1 2 3 4 5 6 7 8  
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details

Back Next Save for Later Register Cancel

\* Company ABC SRL 1

\* Tax Organization Type Company/Corporation 2

\* Supplier Type Supplier 3

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country Republic of Moldova 4

Taxpayer ID IDNO 5

Tax Registration Number IDNO 5

Note to Approver

Additional Information

\* Country of Origin Republic of Moldova 6

National Identifier

UNGM Vendor ID

Grantee Flag

Gender

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name Betty 7

\* Last Name Anderson 8

\* Email betty.anderson@mail.com 9

\* Confirm Email betty.anderson@mail.com 10

## Step 2: Fill in the information below:

11. Select the appropriate value
12. Type in phone number using the format from template
13. Tick-off “Administrative contact” for contact person who will be responsible for profile management
14. Provided the box from point 13 was selected, tick-off “Request user account”
15. Keep all the values listed in the “Roles” section

Supplier Registration

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**QUANTUM**

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### Register Supplier: Contacts

Enter at least one contact.

Actions View Format + Create Edit Delete

| Name            |
|-----------------|
| Anderson, Betty |

Columns Hidden 7

#### Edit Contact: Betty Anderson

Salutation Ms. 11

\* First Name Betty 7

Middle Name

\* Last Name Anderson 8

Job Title

☒ Administrative contact 13

**User Account**

☒ Request user account 14

**Roles**

Actions View Format X Freeze Detach Wrap 15

| Role                                    | Description                                                                                                                     |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Supplier Accounts Receivable Specialist | Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...     |
| Supplier Bidder                         | Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ... |
| Supplier Self Service Administrator     | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...  |

OK Cancel

Back Next Save for Later Register Cancel

| Administrative Contact              | Request User Account                | Edit | Delete |
|-------------------------------------|-------------------------------------|------|--------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |        |

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Step 3: Fill in the information below:

- 16. Type "MDA"
- 17. Type in legal address using the format from template
- 18. Type in name of city as stated in legal address
- 19. Keep all three options selected
- 20. Click on "Actions" button and select the person listed as administrative contact.

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QUANTUM

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Register Supplier: Addresses

BackNextSave for LaterRegisterCancel

ActionsViewFormatCreateEdit

| Address Name | Address                     |
|--------------|-----------------------------|
| MDA          | 11 Stefan cel Mare str,CHIS |

Columns Hidden 3

\* Address NameMDA16

\* CountryRepublic of Moldova4

\* Address Line 111 Stefan cel Mare str17

Address Line 2

Address Line 3

\* CityChisinau18

State

Postal Code

\* Address Purpose

Ordering19

Remit to

RFQ or Bidding

Phone373000012

Fax

Emailbetty.anderson@mail.com10

Address Contacts

Select the contacts that are associated with this address.

ActionsViewFormatFreezeDetachWrap

| Name20          | Job Title | Email             | Administrative Contact | User Account |
|-----------------|-----------|-------------------|------------------------|--------------|
| Anderson, Betty |           | betty.anderson... | ✓                      | ✓            |

Columns Hidden 4

Select and add contact from Step 2

OKCancel

ress Purpose

EditDelete

ring; Remit to; RFQ or Bidding

Step 4: Fill in the information below:

21. Tick-off the box

Supplier Registration

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Save for Later

Register

Cancel

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

☒ None of the classifications are applicable

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Actions

View

Format

+

×

Freeze

Detach

Wrap

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

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Step 5: Fill in the information below:

- 22. Select bank name
- 23. Select bank branch
- 24. Type in account number
- 25. Type in IBAN (24 characters)
- 26. Select currency code
- 27. Type in account name using the format from template
- 28. Select "Checking"

Supplier Registration

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Register Supplier: Bank Accounts

ActionsViewFormatCreateEditDeleteFreezeDetachWrap

Account Number

No data to display.

Columns Hidden 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

\* Country

Republic of Moldova

4

\* Bank

BC MOLDOVA - AGROINDBANK S.A.

22

\* Branch

BC MOLDOVA - AGROINDBANK S.A.

23

Account Number

XXX

24

IBAN

XXX

25

Currency

MDL

26

Additional Information

Account Name

MAIB MDL

27

Agency Location Code

Alternate Account Name

Account Type

Checking

28

Account Suffix

Description

Check Digits

Comments

Note to Approver

Create AnotherOKCancel

Bank

Edit

Delete

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# Step 6: Choose category

Supplier Registration

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QUANTUM

Sign In

12345678

Category

Contracts

Address

Business

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Register Supplier: Products and Services

Actions View Format Select and Add Remove

Category Name

No data to display.

Select and Add: Products and Services

Search

Category Name29Description

SearchReset

ViewFormatFreezeDetachWrap

| Select                              | Category Name                                                         | Description                                                           |
|-------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/>            | A - Raw Materials, Chemicals, Paper, Fuel                             | A - Raw Materials, Chemicals, Paper, Fuel                             |
| <input type="checkbox"/>            | B - Industrial Equipment & Tools                                      | B - Industrial Equipment & Tools                                      |
| <input type="checkbox"/>            | C - Components & Supplies                                             | C - Components & Supplies                                             |
| <input type="checkbox"/>            | D - Construction, Transportation & Facility Equipment & Supplies      | D - Construction, Transportation & Facility Equipment & Supplies      |
| <input type="checkbox"/>            | E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals | E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals |
| <input type="checkbox"/>            | F - Food, Cleaning & Service Industry Equipment & Supplies            | F - Food, Cleaning & Service Industry Equipment & Supplies            |
| <input type="checkbox"/>            | G - Business, Communication & Technology Equipment & Supplies         | G - Business, Communication & Technology Equipment & Supplies         |
| <input type="checkbox"/>            | H - Defense, Security & Safety Equipment & Supplies                   | H - Defense, Security & Safety Equipment & Supplies                   |
| <input type="checkbox"/>            | I - Personal, Domestic & Consumer Equipment & Supplies                | I - Personal, Domestic & Consumer Equipment & Supplies                |
| <input checked="" type="checkbox"/> | J - Services                                                          | J - Services                                                          |

Columns Hidden 1

ApplyOKCancel

BackNextSave for LaterRegisterCancel

DescriptionRemove

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# Step 7 (a): Upload Registration Certificate

Supplier Registration

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Register Supplier: Questionnaire

Attachments None

Section

1. Mandatory Supporting Documents

2. Proof Of Banking

3. Supplier Portal T&C

Questions

Mandatory Supporting Documents (Section 1 of 3)

\* 1. Please attach the following Mandatory Supporting Documents

☐ a. National ID / Passport

☒ b. Official document confirming tax registration status and number

Response Attachments [Attachement 1.pdf](#) + 30

End of Section 1 of 3

Select Next Section

Previous Section

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Info

# Step 7 (b): Upload Proof of Banking

Supplier Registration

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715245&\_afLoop=17843234960355743&\_afWindowMode=0&\_afWindowId=null&\_adf.ctrl-state=xkdhzow5e\_1&\_afFS=16&\_afMT=scre...

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Register Supplier: Questionnaire

Attachments None

Section

1. Mandatory Supporting Documents

**2. Proof Of Banking**

3. Supplier Portal T&C

Questions

Proof Of Banking (Section 2 of 3)

\* 2. An electronic funds transfer (EFT) is the default and standard payment method. Any other payment method(s) in absence of EFT will need to be supported with justification.  
The Proof of Banking (POB) should clearly identify bank name, bank account name (should be same as supplier name), account number and other bank credentials such as SWIFT, routing number, IBAN, where applicable.  
Any of the following documents can be accepted:

a. Voided cheque.

b. Bank Account certificate, certified letter or any other document issued by the bank.

c. Screenshot with online banking information without account balance or transaction details.

d. Copy of a bank statement without account balance or transaction details.

☒ a. Electronic fund transfer - please ensure Bank Accounts section of the supplier profile is completed and provide Proof of Banking

\* Response Attachments 

Attachement 2.pdf

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Upload here

☐ b. Check payment - please provide justification in the comment box as we encourage all suppliers to be paid electronically

End of Section 2 of 3

Previous Section

Next Section

Select Next Section

# Step 7 (c): Select “Agreed”

Supplier Registration

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Register Supplier: Questionnaire

Attachments None

Section

1. Mandatory Supporting Documents

2. Proof Of Banking

3. Supplier Portal T&C

Questions

Supplier Portal T&C (Section 3 of 3)

\* 3. Please Review and Accept Supplier Portal Usage T&Cs

Attachments UN Supplier Portal Usage Terms

☒ a. Agreed

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End of Section 3 of 3

Previous Section

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...

# Step 8: Review the submitted information and click Register

Supplier Registration

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Review Supplier Registration: Betty Anderson

Company Details

Company

Betty Anderson

Tax Organization Type

Individual

Supplier Type

Individual

Corporate Web Site

D-U-N-S Number

Tax Country

Republic of Moldova

Taxpayer ID

IDNP

Tax Registration Number

IDNP

Note to Approver

Additional Information

Country of Origin

Republic of Moldova

National Identifier

UNGIM Vendor ID

Grantee Flag

Gender

Attachments

Actions View + X

| Type                | Category | * File Name or URL | Title | Description | Attached By | Attached Date |
|---------------------|----------|--------------------|-------|-------------|-------------|---------------|
| No data to display. |          |                    |       |             |             |               |

Contacts

View Format Freeze Detach Wrap

| Name            | Job Title | Email                   | Administrative Contact | Request User Account | Details |
|-----------------|-----------|-------------------------|------------------------|----------------------|---------|
| Anderson, Betty |           | betty.anderson@mail.com | ✓                      | ✓                    |         |

Columns Hidden 7

Addresses

View Format Freeze Detach Wrap

### Step 9: Wait for email notification to complete registration

- Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days.
- In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).
- In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).
- Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.