

Step-by-step self-registration guide for Individuals

- **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. First and last name
2. "Individual" for Individual Consultant contracts
3. See point 2
4. Select "Republic of Moldova"
5. Enter IDNP from Identification Document
6. Select "Republic of Moldova"
7. First name
8. Last name
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...

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Cancel

Register Supplier: Company Details

* Company

Betty Anderson

1

* Tax Organization Type

Individual

2

* Supplier Type

Individual

3

Corporate Web Site

Attachments

None

D-U-N-S Number

Tax Country

Republic of Moldova

4

Taxpayer ID

IDNP

5

Tax Registration Number

IDNP

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

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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
☒	☒		

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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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Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses

Back Next Save for Later Register Cancel

Actions View Format + Create Edit X

Address Name	Address
MDA	11 Stefan cel Mare str, CHIS

Columns Hidden 3

Edit Address: MDA

* Address Name 16

* Country 4

* Address Line 1 17

Address Line 2

Address Line 3

* City 18

State

Postal Code

* Address Purpose ☒ Ordering 19
☒ Remit to
☒ RFQ or Bidding

Phone 12

Fax

Email 10

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name 20	Job Title	Email	Administrative Contact	User Account
Anderson, Betty		betty.anderson...	✓	✓

Columns Hidden 4

OK Cancel

Step 4: Fill in the information below:

21. Tick-off the box

Supplier Registration

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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.

* CountryRepublic of Moldova4

* BankBC MOLDOVA - AGROINDBANK S.A.22

* BranchBC MOLDOVA - AGROINDBANK S.A.23

Account NumberXXX24

IBANXXX25

CurrencyMDL26

Additional Information

Account NameMAIB MDL27

Agency Location Code

Alternate Account Name

Account TypeChecking28

Account Suffix

Description

Check Digits

Comments

Note to Approver

Create AnotherOKCancel

Step 6: Choose “J - Services”

Supplier Registration

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QUANTUM

Sign In

12345678

Category Name

29

Description

Search

Reset

View

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Wrap

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

Columns Hidden 1

ApplyOKCancel

Register Supplier: Products and Services

ActionsViewFormatSelect and AddRemove

Category Name

No data to display.

BackNextSave for LaterRegisterCancel

Remove

Step 7 (a): Upload National ID/ Passport

Supplier Registration

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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 30

Response Attachments

Attachement 1.pdf

+

b. Official document confirming tax registration status and number

End of Section 1 of 3

Select Next Section

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Upload here

Step 7 (b): Upload Proof of Banking

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

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. 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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☐ 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

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...

Step 8: Review the submitted information and click Register

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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

UNGMI 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.
- 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.
- 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.