

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?prcBuild=300000127715245&_afzLoop=17843234960355743&_afzWindowMode=0&_afzWindowId=null&_adf.ctrl-state=xkdhzow5e_1&_afzFS=16&_afzMT=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 1

* Tax Organization Type 2

* Supplier Type 3

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country 4

Taxpayer ID 5

Tax Registration Number 5

Note to Approver

Additional Information

* Country of Origin 6

National Identifier

UNGM Vendor ID

Grantee Flag

Gender

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name 7

* Last Name 8

* Email 9

* Confirm Email 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

The screenshot shows the 'Edit Contact: Betty Anderson' form in the Oracle Supplier Registration system. The form is divided into several sections: Personal Information, Contact Information, Administrative Contact, User Account, and Roles. Red numbers 7 through 15 are overlaid on the form to indicate specific steps from the instructions.

Personal Information:

- Salutation: Ms. (11)
- * First Name: Betty (7)
- Middle Name: (empty)
- * Last Name: Anderson (8)
- Job Title: (empty)

Contact Information:

- Phone: (empty) (12)
- Mobile: 373 00 00 (12)
- Fax: (empty)
- * Email: betty.anderson@mail.com (10)

Administrative Contact:

- Administrative contact (13)

User Account:

- Request user account (14)

Roles:

- Wrap (15)
- Role: Supplier Accounts Receivable Specialist (Description: Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...)
- Role: Supplier Bidder (Description: Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...)
- Role: Supplier Self Service Administrator (Description: Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...)

The form also includes a navigation bar at the top with steps 1 through 8, and a table at the bottom right with columns for Administrative Contact, Request User Account, Edit, and Delete.

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**.

The screenshot shows the 'Edit Address: MDA' form in the Oracle Supplier Registration system. The form is annotated with red numbers 10 through 20, corresponding to the instructions in Step 3. The form fields include:

- Address Name:** MDA (16)
- Country:** Republic of Moldova (4)
- Address Line 1:** 11 Stefan cel Mare str (17)
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- City:** Chisinau (18)
- State:** (empty)
- Postal Code:** (empty)
- Address Purpose:** Ordering (checked), Remit to (checked), RFQ or Bidding (checked) (19)
- Phone:** 373 00 00 (12)
- Fax:** (empty)
- Email:** betty.anderson@mail.com (10)

Below the form, the 'Address Contacts' section is visible, showing a table of contacts. A red box highlights the 'Actions' button and the first row of the table, which is selected. The table has the following columns: Name, Job Title, Email, Administrative Contact, and User Account.

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

Step 4: Fill in the information below:

21. Tick-off the box

The screenshot shows a web browser window with the URL 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.... The page title is "Register Supplier: Business Classifications". A progress bar at the top indicates the current step is 4, "Business Classification", with other steps including Company Details, Contacts, Addresses, Bank Accounts, Products and Services, Questionnaire, and Review. Below the progress bar, there are buttons for "Back", "Next", "Save for Later", "Register", and "Cancel".

Enter at least one business classification or select none applicable.

None of the classifications are applicable **21**

Actions **View** **Format** **+** **x** **Freeze** **Detach** **Wrap**

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



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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QUANTUM

Sign In

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

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

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 IBAN XXX 25

* Bank BC MOLDOVA - AGROINDBANK S.A. 22 Currency MDL 26

* Branch BC MOLDOVA - AGROINDBANK S.A. 23

Account Number XXX 24

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 Another OK Cancel

Bank Edit Delete

Step 6: Choose category

Supplier Registration

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715245&_afLoop=17843234960355743&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=xkdhw5e_1&_afFS=16&_afMT=scre...

QUANTUM

Register Supplier: Products and Services

Actions View Format Select and Add Remove

Category Name No data to display.

Back Next Save for Later Register Cancel

description Remove

Sign In

6 7 8

Select and Add: Products and Services

Search

Category Name 29 Description

Search Reset

View Format Freeze Detach Wrap

| 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 type="checkbox"/> | J - Services | J - Services |


Columns Hidden 1

Apply OK Cancel

Step 7 (a): Upload Registration Certificate

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...



Sign In

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

Back Next Save for Later Register Cancel

Attachments None

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 Attachment 1.pdf + 30

End of Section 1 of 3

Section

- 1. Mandatory Supporting Documents
- 2. Proof Of Banking
- 3. Supplier Portal T&C


Select Next Section

Previous Section Next

Step 7 (b): Upload Proof of Banking

Supplier Registration

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Sign In

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

Back Next Save for Later Register Cancel

Attachments None

Register Supplier: Questionnaire

Questions

Proof Of Banking (Section 2 of 3)

| Section |
|-----------------------------------|
| 1. Mandatory Supporting Documents |
| 2. Proof Of Banking |
| 3. Supplier Portal T&C |

* 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](#) 31 **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


Select Next Section

Previous Section Next Section

Step 7 (c): Select “Agreed”

Supplier Registration

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Sign In

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

Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

Attachments None

Questions


Supplier Portal T&C (Section 3 of 3)

| Section | End of Section 3 of 3 |
|-----------------------------------|-----------------------|
| 1. Mandatory Supporting Documents | |
| 2. Proof Of Banking | |
| 3. Supplier Portal T&C | End of Section 3 of 3 |

3. Please Review and Accept Supplier Portal Usage T&Cs
Attachments UN Supplier Portal Usage Terms

a. Agreed **32**

Previous Section Next



Step 8: Review the submitted information and click Register

Supplier Registration

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrPosRegisterSupplier?prcBuld=300000127715245&_afLoop=17843234960355743&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=xkdhzow5e_1&_afFS=16&_afMT=scre...

QUANTUM Sign In

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

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Back Next Save for Later Register Cancel

Review Supplier Registration: Betty Anderson

Company Details

| | |
|--|---|
| <p>Company: Betty Anderson</p> <p>Tax Organization Type: Individual</p> <p>Supplier Type: Individual</p> <p>Corporate Web Site</p> | <p>D-U-N-S Number</p> <p>Tax Country: Republic of Moldova</p> <p>Taxpayer ID: IDNP</p> <p>Tax Registration Number: IDNP</p> <p>Note to Approver</p> |
|--|---|

Additional Information

| | |
|--|-----------------------------------|
| <p>Country of Origin: Republic of Moldova</p> <p>National Identifier</p> <p>UNGM Vendor ID</p> | <p>Grantee Flag</p> <p>Gender</p> |
|--|-----------------------------------|

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.