

## Registration Guide for eTenderBox

To submit an offer for a UNHCR published tender via the eTenderBox online tool, registration is required in the system which is done by providing the below information. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications.



The image shows a registration form for eTenderBox. The form is titled "Registration" and is set against a blue background. The form fields are as follows:

- Full supplier name (text input)
- Short supplier name (max: 10 characters) (text input)
- Username (email address) (text input)
- Username (email address) again (text input)
- Password (text input)
- Password again (text input)
- A checkbox labeled "I'm not a robot" with a CAPTCHA image.
- A "SIGN UP" button (highlighted with a red box).
- A "Cancel" button.

Callout boxes provide the following explanations:

- Supplier will be indicated by this name on official offer registration document.** (points to Full supplier name)
- Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox.** (points to Username (email address))
- Certification checkbox to avoid automatic bot registration.** (points to "I'm not a robot" checkbox)
- To open registration guide.** (points to "(for guidance on registration, click here)")
- For internal use within the system.** (points to Short supplier name)
- Username verification.** (points to Username (email address) again)
- Password of free choice.** (points to Password)
- Password verification.** (points to Password again)
- Once all the required information are provided and the certification box is checked, click here to finish registration.** (points to "SIGN UP" button)
- 'Cancel' button will navigate to Welcome page.** (points to "Cancel" button)

For registration, Suppliers need to have an active email account by which they will be identified in the system.

***Note: One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. If you forget your password, you will not be able to use that account anymore. In this case new registration is required.***

Upon successful registration, a confirmation message will be sent to the provided email address and the system will redirect the user to the login page where the Supplier can login with the given email address and password.