

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

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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

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

Company Details **2** Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

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**

Phone

Mobile 373 00 00 **12**

Fax

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

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"/> | | |

Info

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 divided into several sections:

- Address Information:** Fields for Address Name (MDA), Country (Republic of Moldova), Address Line 1 (11 Stefan cel Mare str), City (Chisinau), and Address Purpose (checked for Ordering, Remit to, and RFQ or Bidding).
- Contact Information:** Fields for Phone, Fax, and Email (betty.anderson@mail.com).
- Address Contacts:** A table listing contacts associated with the address.

A red callout box highlights the 'Actions' button and the 'Administrative Contact' column in the table, indicating the next step in the process.

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

Step 4: Fill in the information below:

21. Tick-off the box

Supplier Registration

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QUANTUM

Sign In

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

Register Supplier: Business Classifications

Back Next Save for Later Register 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. | | | | | | | | |

i

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

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

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

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=xkdhzow5e_1&_afFS=16&_afMT=scre...

QUANTUM Sign In

1 2 3 4 5 6 7 8

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

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

Columns Hidden 1

Apply OK Cancel

Category Name Description Remove

Information

Step 7 (a): Upload Registration Certificate

The screenshot shows a web browser window with the Quantum logo in the top left. A progress bar at the top indicates the current step is 7, 'Questionnaire', with previous steps (Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services) marked as complete and the next step (Review) marked as pending. On the right side, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. Below the progress bar, the page title is 'Register Supplier: Questionnaire'. Under 'Attachments', it says 'None'. The 'Questions' section is titled 'Mandatory Supporting Documents (Section 1 of 3)'. A list of sections on the left includes '1. Mandatory Supporting Documents', '2. Proof Of Banking', and '3. Supplier Portal T&C'. The main content area shows a question: '* 1. Please attach the following Mandatory Supporting Documents' with two radio button options: 'a. National ID / Passport' and 'b. Official document confirming tax registration status and number'. Option 'b' is selected. Below the question, it says 'Response Attachments: Attachement 1.pdf + 30'. At the bottom right, there is a red callout box with the text 'Select Next Section' and an arrow pointing to the 'Next' button in a navigation bar that also includes 'Previous Section' and an information icon.

Supplier Registration

Quantum

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **7** Questionnaire Review 8

Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

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

Previous Section Next Information

Select Next Section

Step 7 (b): Upload Proof of Banking

Supplier Registration

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QUANTUM

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

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


Previous Section Next Section

Select 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

Attachments None

Questions

Supplier Portal T&C (Section 3 of 3)

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


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

a. Agreed **32**


End of Section 3 of 3


Back Next Save for Later Register Cancel

Previous Section Next



Step 8: Review the submitted information and click Register




Sign In

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Back
Next
Save for Later
Register
Cancel

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 | |
| UNGM Vendor ID | |

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.