Guide for Suppliers using Quantum Portal

Register Supplier Profile

Quantum

1CAO! TRANSFORMATIONAL OBJECTIVE DIGITAL TRANSFORMATION

Prepare for Registration

A. Verify that you do not have a profile already. If you have a profile, you should log in using existing accounts. Use tips on how to reset password if you do not remember the password. System will block duplicate registrations.

B. Have copies of required document ready so registration goes smoothly in one go.

C. Decide which user within your company will have access to the supplier portal and with what email address.



IMPORTANT ADVICE

Have the necessary information and documentation ready before starting registration process.

Documents needed for registration

Mandatory:

- ✓ D-U-N-S number (if you have one) and taxpayer ID or Tax registration number.
- ✓ Company name as legally registered.
- ✓ Contact details for maintain the account. Read more details in the guide.
- ✓ Legal address of the company.
- ✓ Documentation required if your company falls under one of the categories as explained in the guide.
- ✓ Document about women ownership status of the company if relevant.
- ✓ Banking Proof for **Spend /Authorised** Suppliers

Recommended:

- ✓ Brief description of the company profile.
- ✓ Copies for company registration documents.
- ✓ Copies of following documents if you possess them:
  - ✓ ISO 9001, ISO 14001, ISO 14064, or equivalent;
  - ✓ Internal company policy documents relevant to these quality requirements;

Initiate Registration

Utilize the self-registration URL that has been sent to you.

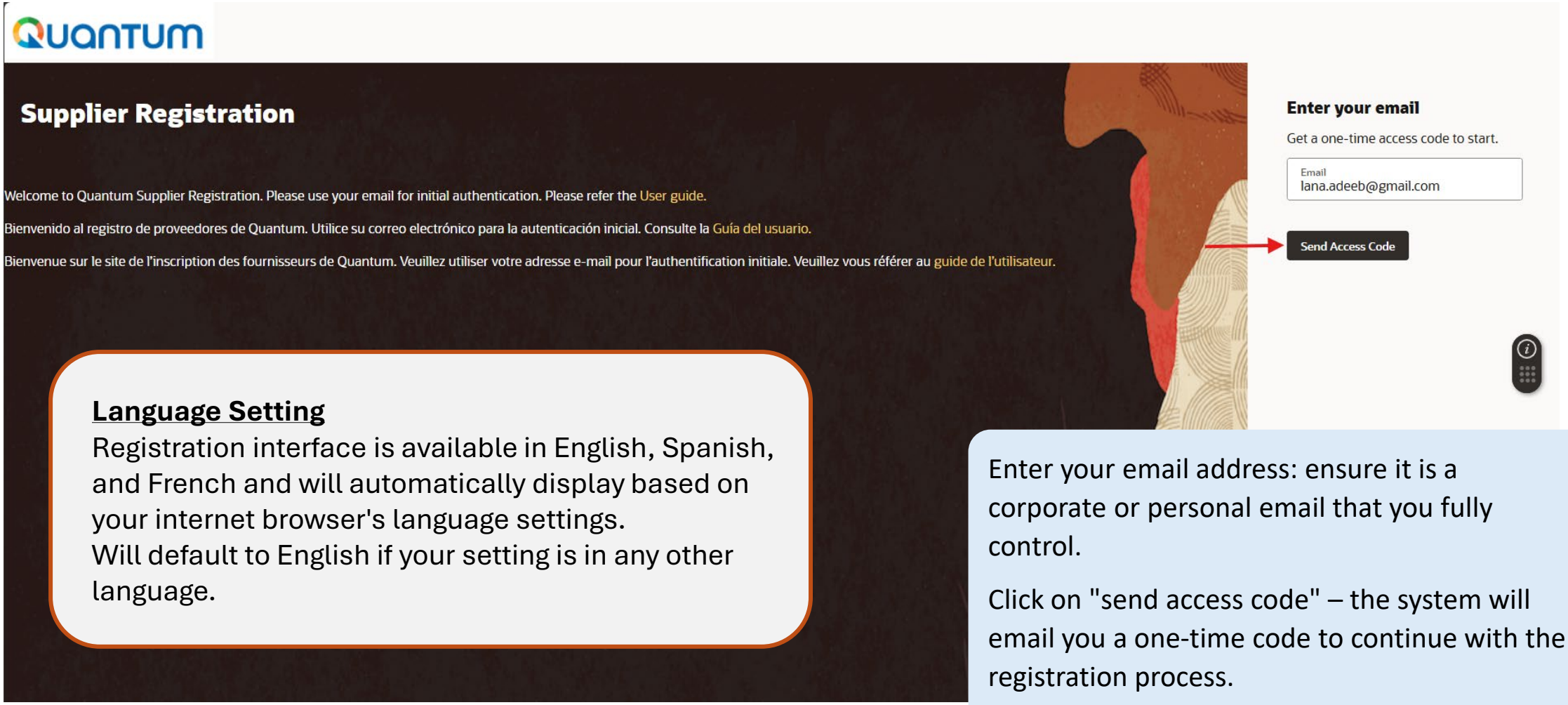


IMPORTANT

If you are already registered in the system but do not remember your password, please **do not register again**.

Please click here to login the system with your User ID (email address) and the password. If you have forgotten your password, you need to click on the "Need help signing in? Click here" link and create a new password. Please see instructions on how to generate a new password if you forget it.

Supplier Registration through Portal



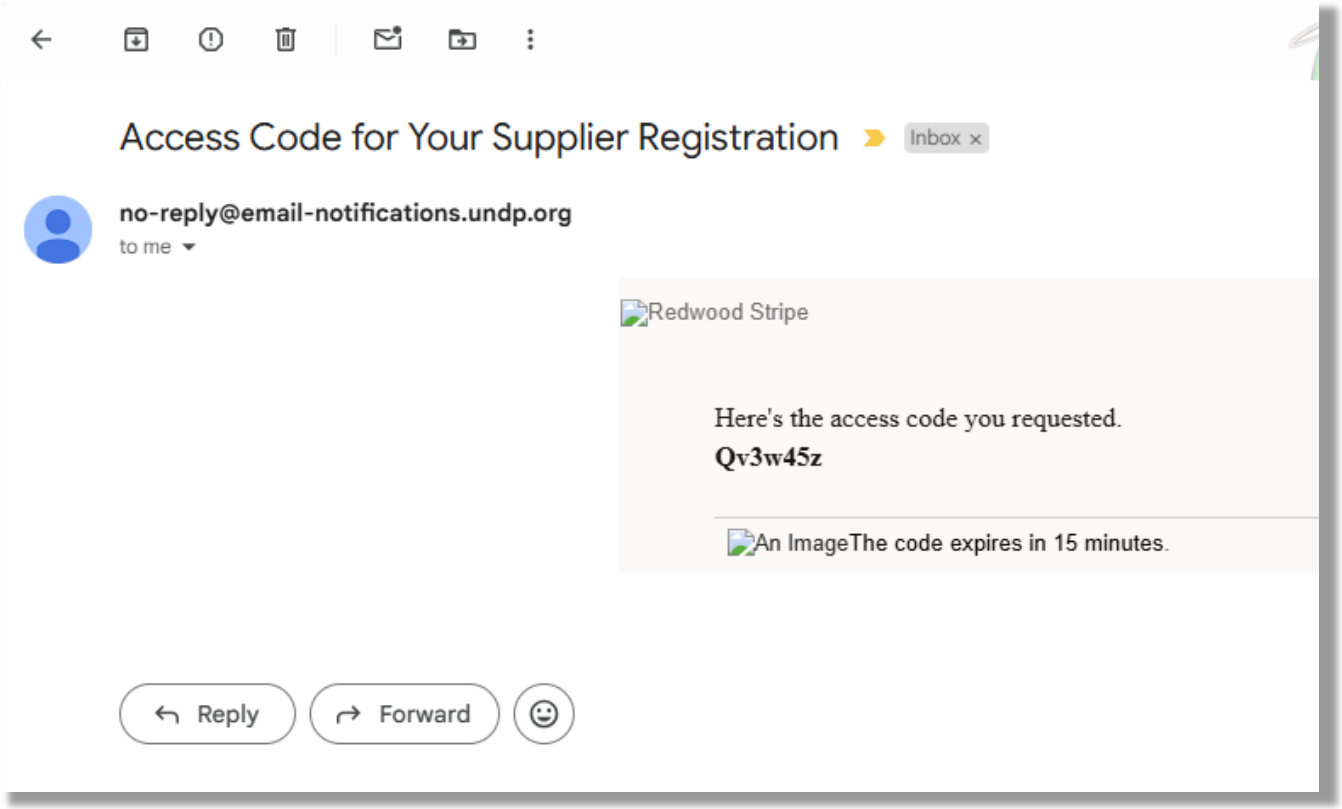
Language Setting
Registration interface is available in English, Spanish, and French and will automatically display based on your internet browser's language settings.
Will default to English if your setting is in any other language.

Enter your email address: ensure it is a corporate or personal email that you fully control.

Click on "send access code" – the system will email you a one-time code to continue with the registration process.

Check your email for the Access Code/ One Time Password

A temporary activation code will be dispatched to your email, and it will expire after 15 minutes. Please log in and obtain the code; an example of the email you will receive is shown below.



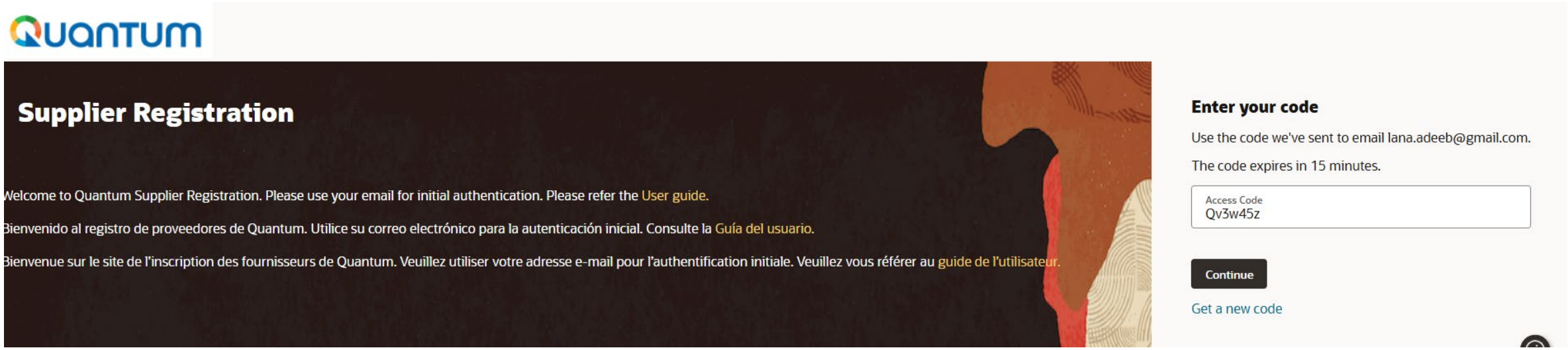
No duplicate profiles

If you do not receive this one-time code, it may indicate that you already have an account associated with that email. Consider using the forgotten password feature to reset your password. Additionally, ensure that your email firewall is not preventing the delivery of emails.

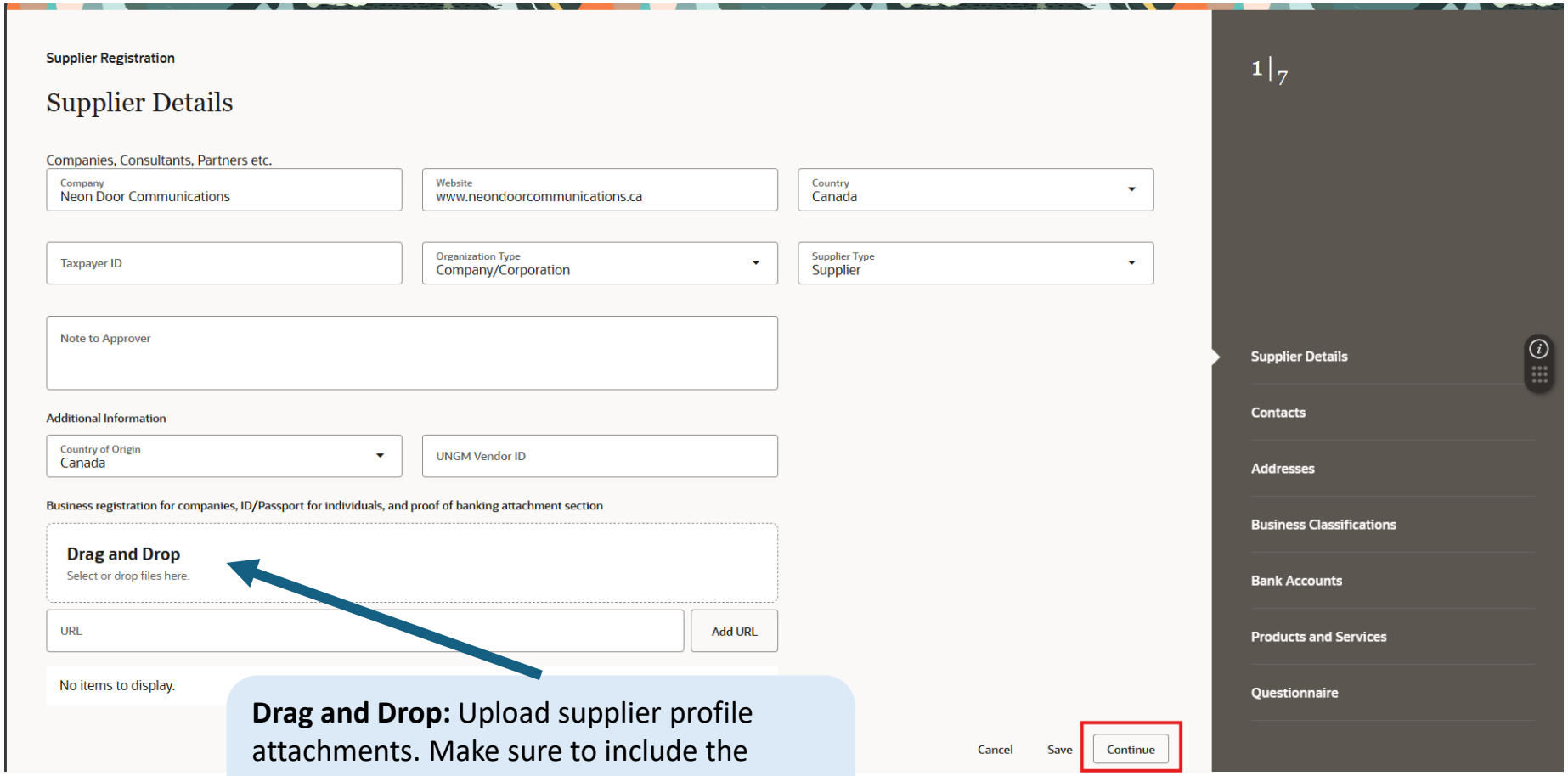
Accessing the Supplier Registration Form

Enter the access code you received by email into the designated field.

Click **Continue** to launch the Supplier Registration Form and begin Registration process



Completing the Supplier Profile Details Section



Drag and Drop: Upload supplier profile attachments. Make sure to include the company's business registration, individual passport/ID, and proof of banking.

Fill All Mandatory (Required) Fields

- **Company (name):**
  - Use official/legal name in official documentation. For individuals, enter full name
  - Latin characters only; no special characters
- **Country:** country of taxation and operation
- **Taxpayer ID:** provide in accordance with your country's regulations.
- **Country of Origin:** Where your company is legally registered
- **Supplier Type: Individual**
- **consultant**
- Click **Continue** to move to the next section.

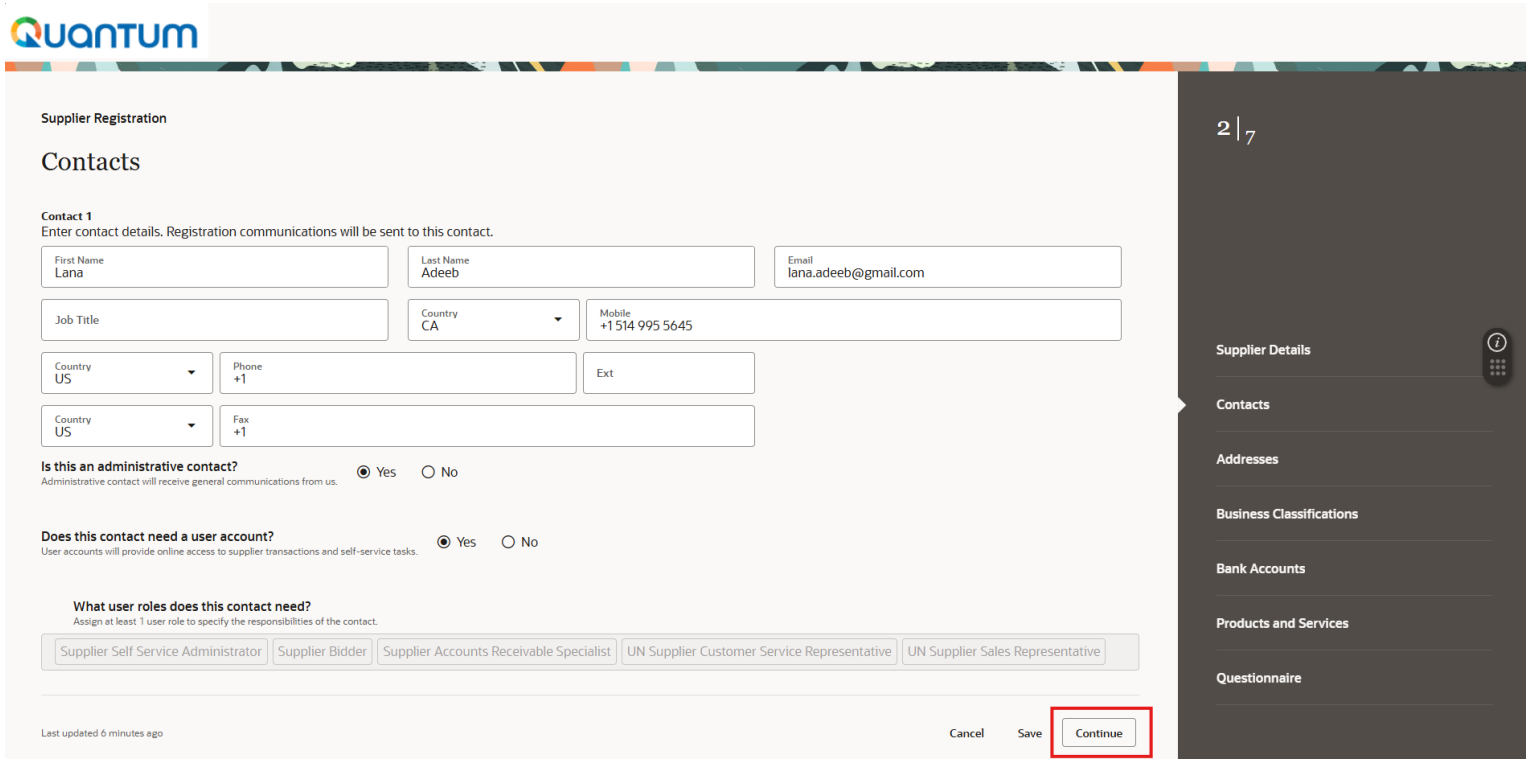
Countries Requiring Tax-Payer ID for Payments

RBAS
Jordan
Morocco
Palestine
Somalia

RBEC
Belarus
Kazakhstan
Kyrgyzstan
North Macedonia *
Moldova
Tajikistan
Ukraine

RBLAC	
Argentina Taxpayer ID = CUIT	Ecuador
Bolivia	El Salvador
Brazil (no Prefix)	Guatemala
Chile	Mexico
Colombia	Panama
Costa Rica	Paraguay
Cuba	Peru (DNI/RUC prefix)
Jamaica	Venezuela
Dominican Republic	Haiti

Completing the Contacts Section



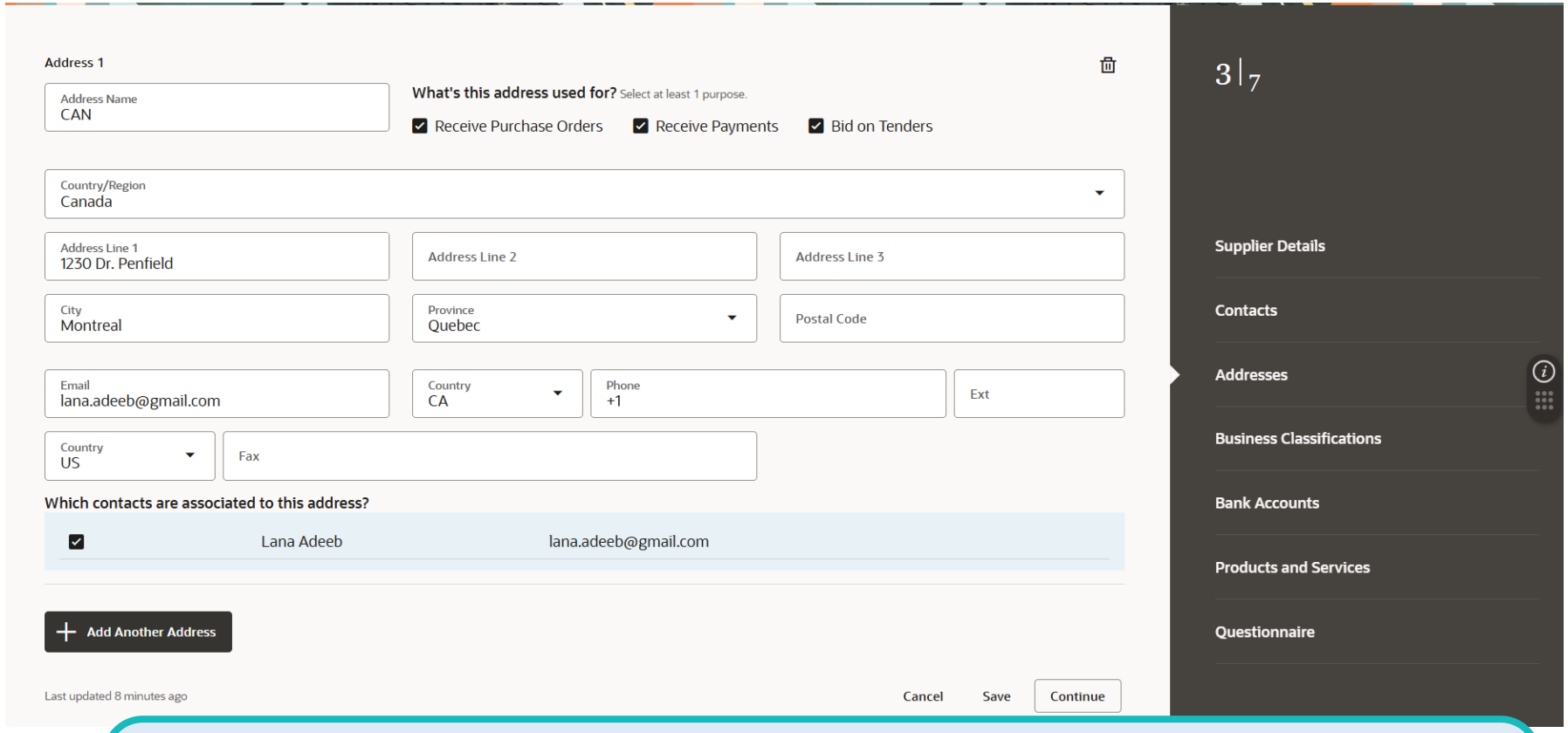
Plan well who within your company should have access to profile and with what email address. These users, depending on the roles assigned, will be able to submit offers on behalf of your company, and manage orders.

User selected as administrative contact will be able to create new contacts, update company details, de-activate existing accounts, etc.

Key Fields to Complete:

- **First** Name/**Last Name**: representative Authorized company
- **Email**: pre-filled from previous step., the same as user account. Do not change it for first contact.
- **Administrative contact(s):** Person responsible for managing the supplier profile after registration.
- **Does this contact need a user account:** Select “Yes” to enable login in and use the online portal and access supplier transactions.
- **User roles:** defaulted for the first contact. Can be adjusted later in supplier portal under “Manage Profile”.
- **Add another contact:** You may click the button if you want to create multiple contacts for the same supplier
- Click “**Continue**” to proceed to the next step.

Completing the Address Section



Adding an additional address will enable segregation of system access for different branches of your company and you can specify what actions each branch can do between managing orders, payments, or submitting bids.

However, for simplicity and unless you are familiar with the system, it is recommended you keep one address to perform all actions listed.

Fill in all mandatory (required fields)

- **Address Name:** abbreviation label (e.g. 'CAN' for Canada)
- **What's this address used for? :**By default all checked: (PO, Payments, Bids)
- **Address Line 1 and City**
- **Which contacts are associated to this address?** Check this box if one or more contacts should be linked to this address.
- Use **Add Another Address** if your company has multiple branches/offices.
- Click on **Continue** to proceed

Example to Address name

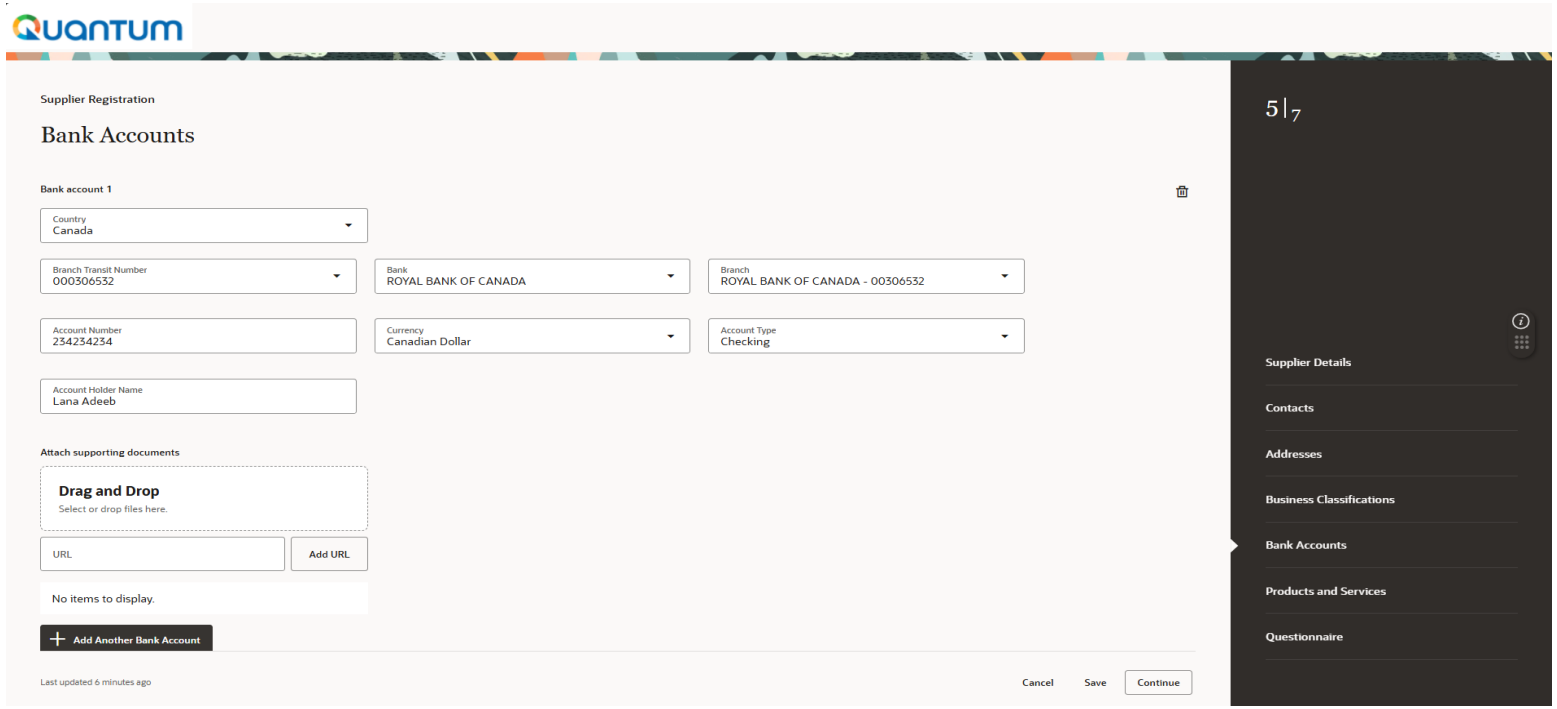
1. **Address Name:**
   - **PER-ICAO**
   - **ARG-ICAO**
   - **URU-ICAO**

Completing the Business Classifications Section



- Select any of the business classicisation that apply to your company.
- Some selections may require supporting documents – be prepared to upload attachments.
- At least one classification must be selected to continue.
- If none apply choose “None of the classifications are applicable”.
- Click on **Continue** to proceed to the next section.

Completing the Bank Account Section



This step is optional and can be skipped. However, it is recommended you complete this at this stage as it will make the contract issuance process faster if eventually you are awarded with a contract. This information is mandatory to issue a contract.

Make sure the bank name matched with company legal name and that you have uploaded documentation requires for bank proof.

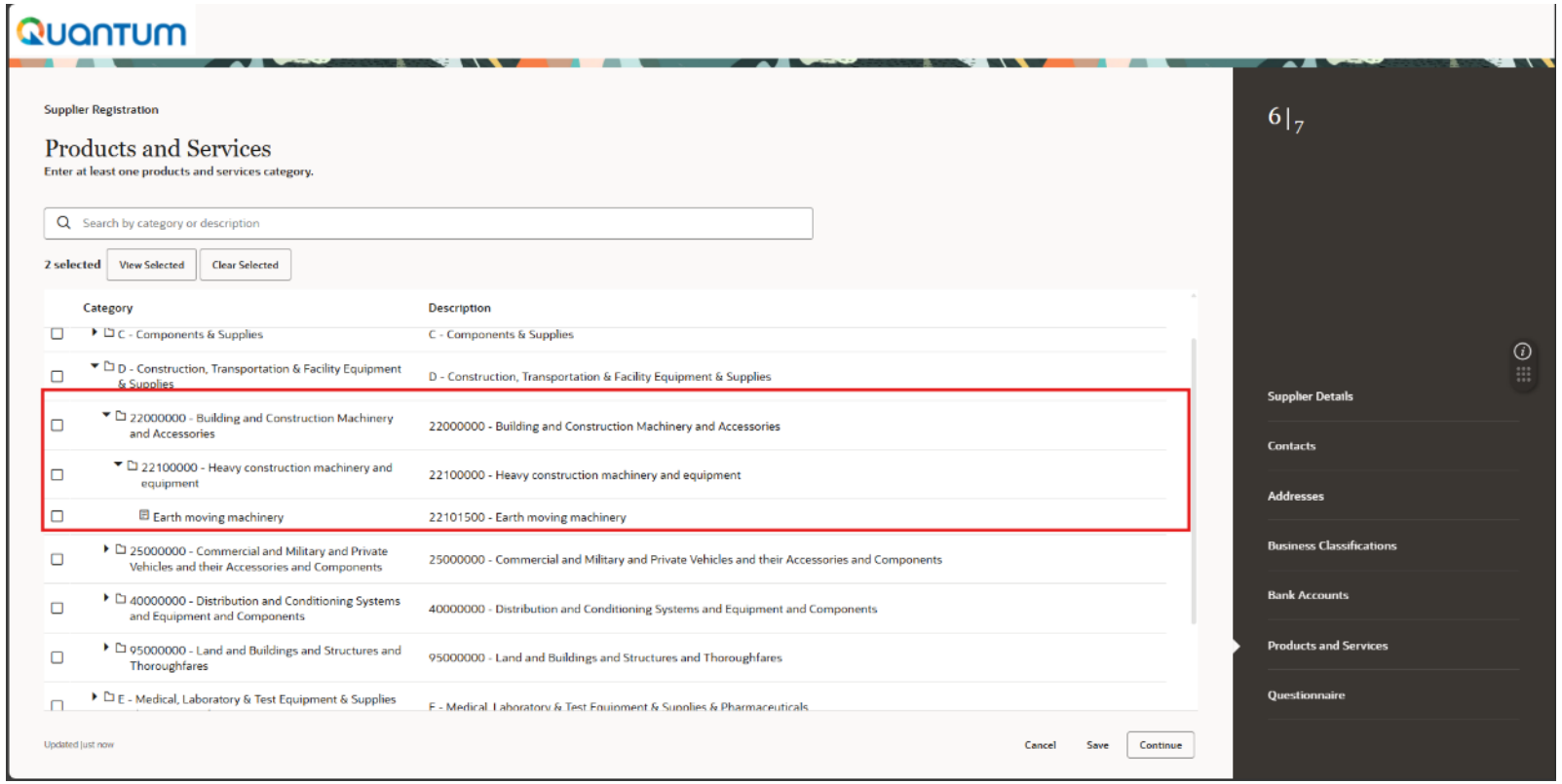
Make sure this information is always up to date.

Required for: Spend Authorized suppliers to enable contracts and payments.
Optional for: Prospective **suppliers but highly recommended to expedite contracting if awarded.**

Fill the fields in the following sequence:

1. **Country:** select country of your bank
2. **Bank:** Search in dropdown. If not found, select "My bank is not listed"
3. **Branch – search and select** from the list branch number auto-fills. If not found, select: "My branch is not listed"
4. **Account Number:** enter the bank account number
5. IBAN (International Bank Account Number): If applicable to your country.
6. **Currency:** An optional field; select from the dropdown
7. **Account Type:** An optional field; select from dropdown list (checking, Saving, Other)
8. **Account Holder Name:** an optional field, enter the account holder's name.
9. Use **Add another Bank Account** to enter multiple accounts.
10. Click "**Continue**" to move forward.

Selecting Products & Services



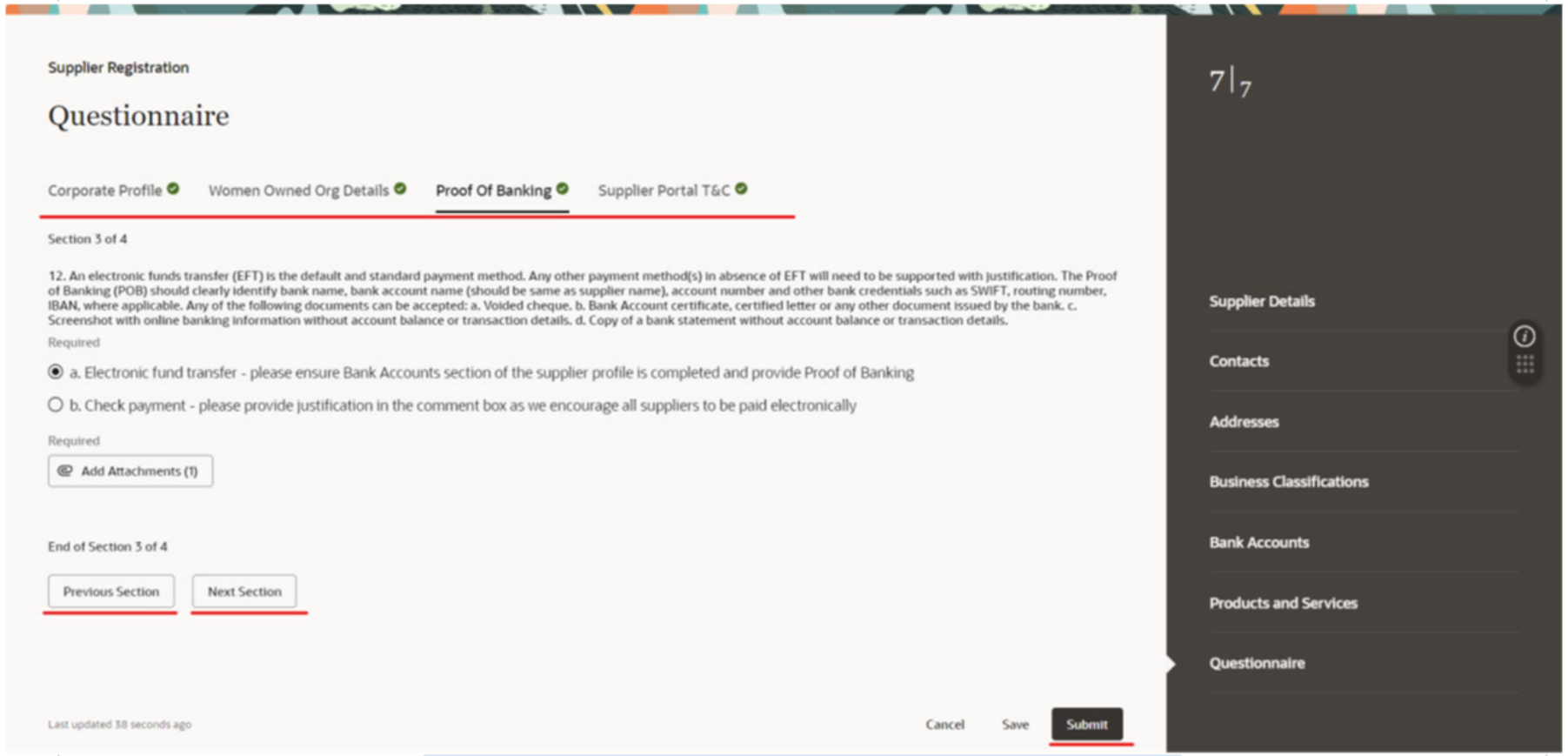
This section uses **UNSPSC codes** to categorize the goods and services your company offers.

How to Select Categories:

1. Expand a product/service category by clicking the **expand icon**.
2. Check the box next to the full category or specific sub-category. Choose what best matches your offerings. Multiple selections are allowed.
3. To remove a selection, uncheck the box.
4. Once you have selected at least one click on the **Continue** to proceed.

5. For the **INDIVIDUAL CONSULTANTS** / Experts: Please select the J - Option

Final Step: Supplier Questionnaire



This section gathers key compliance and company information. Some responses will require supporting documents.

Complete each tab in order -> Click “Next Section” or “Previous Section” to navigate

Click Add Attachments under a question to upload supporting documents. Use Drag and Drop or select from your computer.

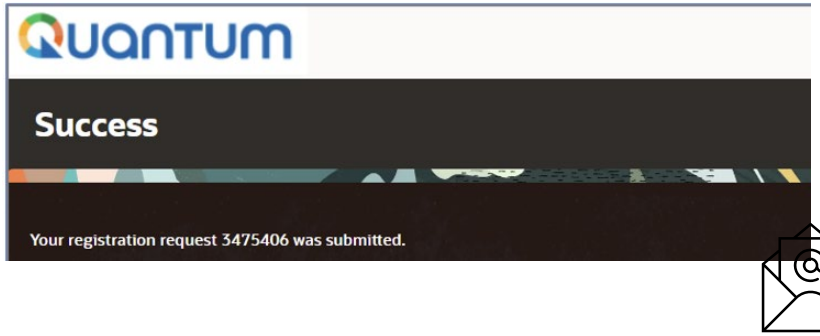
Ensure that each section shows a **green checkmark** before proceeding.

Click **“Submit”** to finalize your registration.

Tip: Provide detailed answers during registration, as they will be used in future tenders. Your responses automatically appear when preparing for your bid, saving time by eliminating the need to answer again

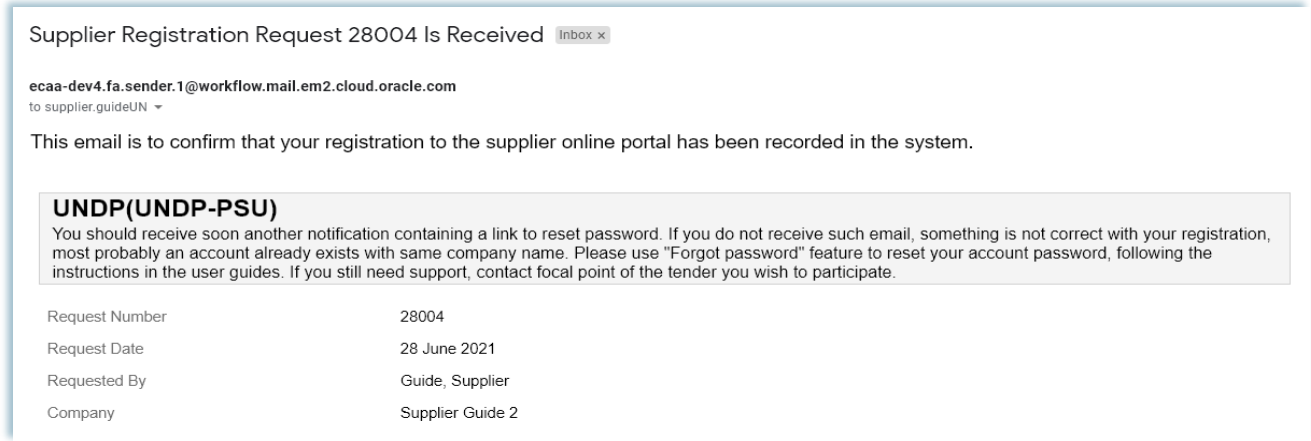
Confirmation Email – Set password

A confirmation message will appear upon successful submission.



Email

Registration Email Received



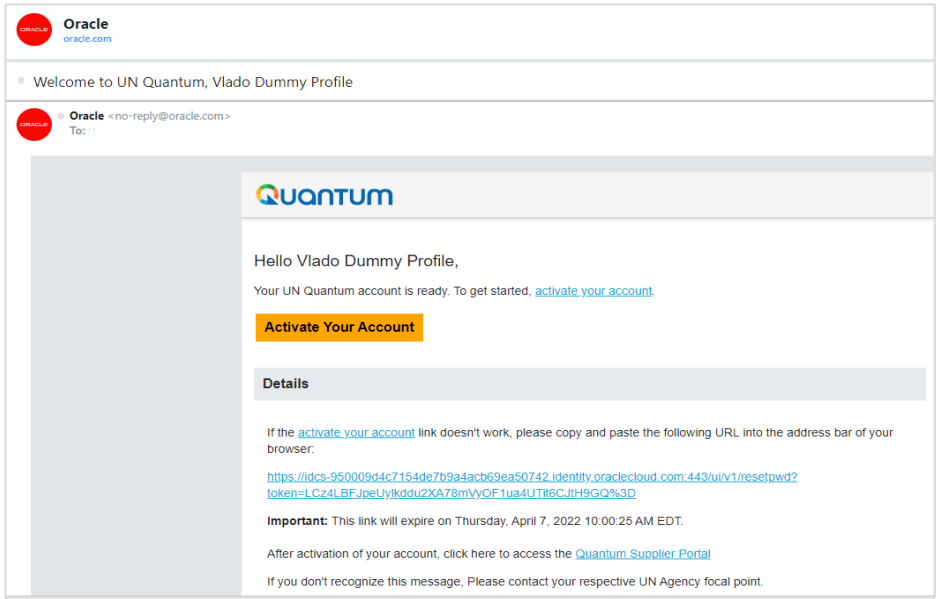
First Email confirmation

Once you submit your online registration, you will receive the first email that confirms your registration was submitted. This does not mean that your registration is complete. System is checking and validating for duplicate profiles and if no issues found, will send a second email.

If you do not receive the second email, it means that you may have already a profile already in the system with the same company name, or same email address.

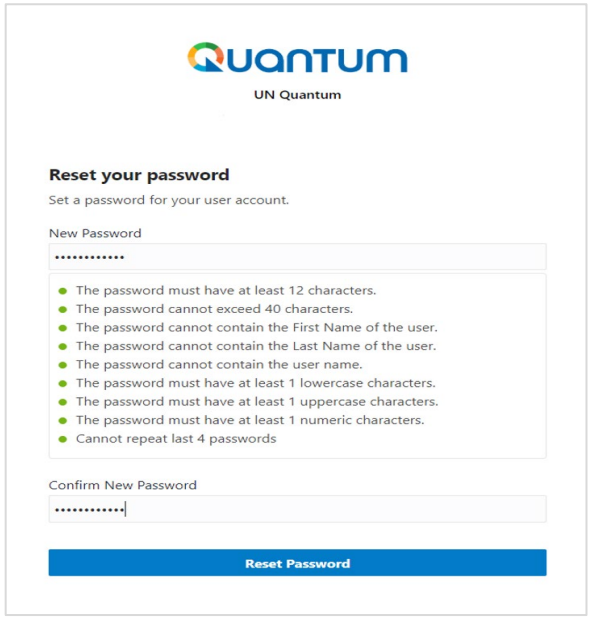
Create Password and Login to the Portal

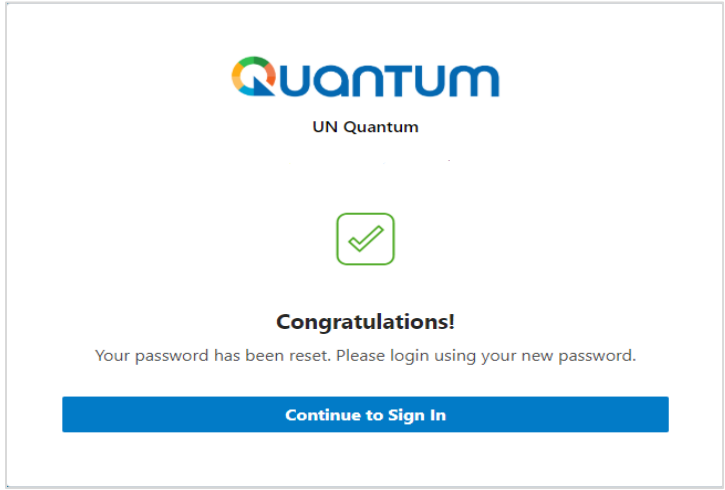
Activate User Account



Once the Supplier profile is successfully created, you will receive a second email from the system. This email contains a link to activate your account, set your password, and log in to the system. Click on "Activate Your Account" or copy and paste the URL into your browser's address bar.

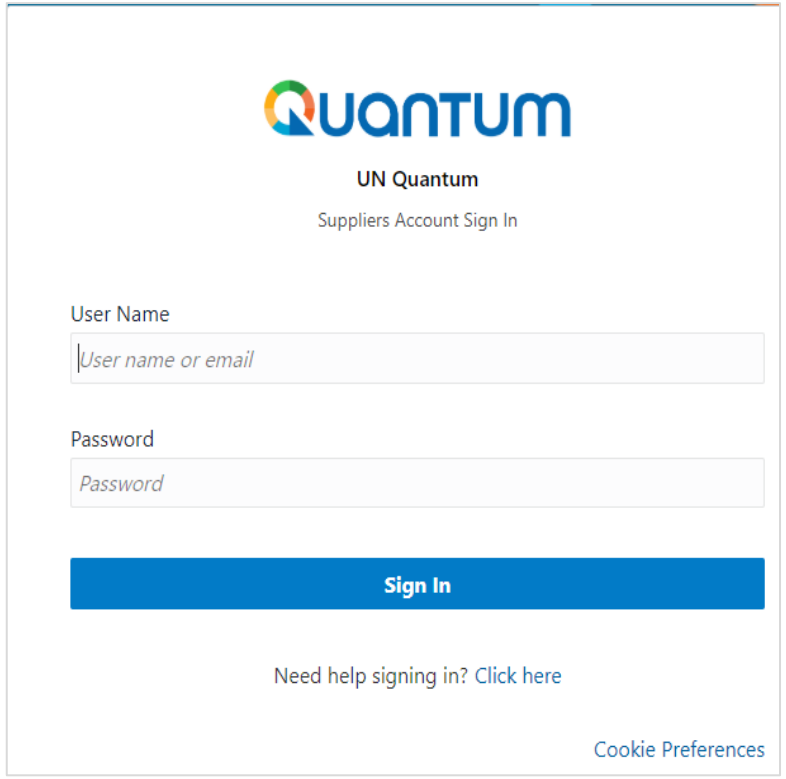
Set your password



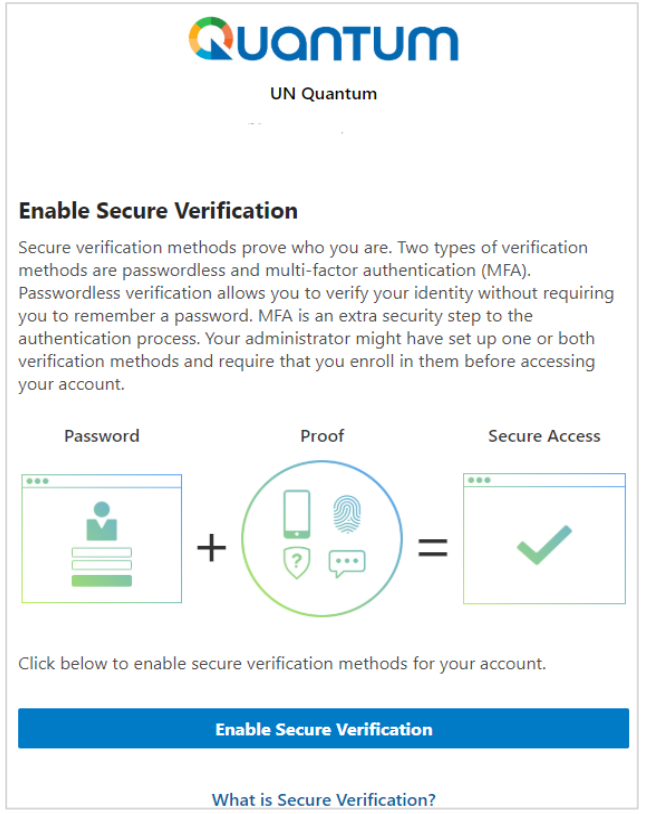


On the Password Setup page, enter and confirm your password, then click "Reset Password." If successful, a confirmation message will appear on your screen, and a confirmation email will be sent to your address.

Login to the Supplier Portal



Enter your registered email and password, then click 'Sign In.' The Quantum Supplier Portal offers secure verification for added security.



Click 'Enable Secure Verification' to proceed.

Registration Completed

You can log in the system from this link: https://supplier.quantum.partneragencies.org/

