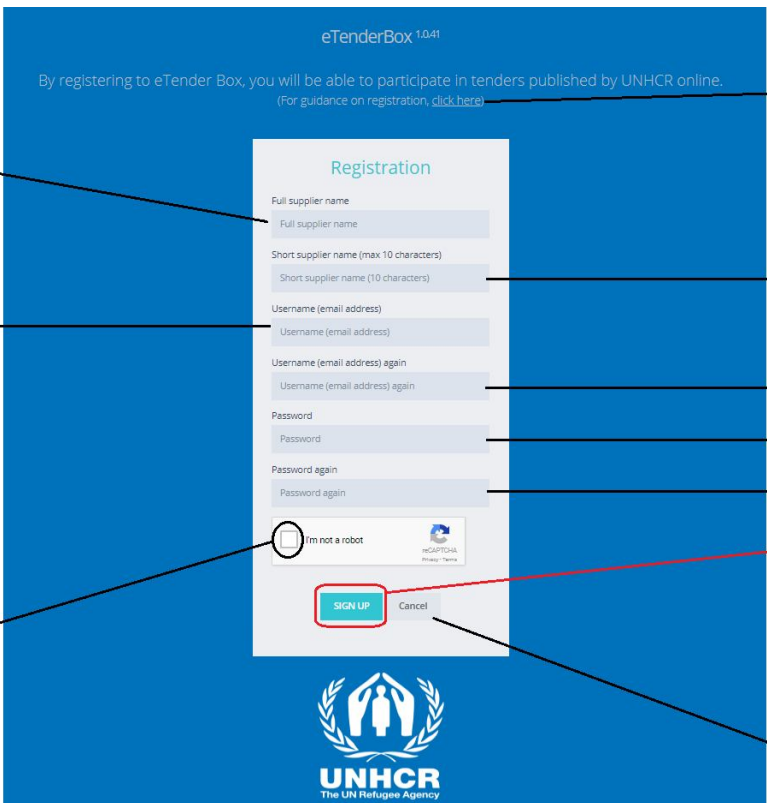


Registration Guide for eTenderBox

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.



The screenshot shows the eTenderBox 1.0.41 registration page. At the top, it says "By registering to eTender Box, you will be able to participate in tenders published by UNHCR online. (For guidance on registration, [click here](#))". Below this is the "Registration" form with the following fields: "Full supplier name" (with a sub-field for "Full supplier name"), "Short supplier name (max 10 characters)" (with a sub-field for "Short supplier name (10 characters)"), "Username (email address)" (with a sub-field for "Username (email address)"), "Username (email address) again", "Password", "Password again", and "Password again". There is also a checkbox for "I'm not a robot" with a reCAPTCHA logo. At the bottom of the form are "SIGN UP" and "Cancel" buttons. The UNHCR logo is at the bottom of the page.

Supplier will be indicated by this name on official offer registration document.

Suppliers will be identified in the system by this username (email address). Also used for login to eTenderBox.

Certification checkbox to avoid automatic bot registration.

To open registration guide.

For internal use within the system.

Username verification.

Password of free choice.

Password verification.

Once all the required information are provided and the certification box is checked, click here to finish registration.

'Cancel' button will navigate to Welcome page.

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.