Guide for UNFPA SCMU Suppliers using Supplier Portal Phase II

link

April 2024

Table of Contents

1. INTRODUCTION

Several United Nations Agencies, including:

1. United Nations Population Fund (UNFPA)
2. United Nations Development Programme (UNDP)
3. United Nations Entity for Gender Equality and Empowerment of Women (UNW)
4. United Nations Capital Development Fund (UNCDF)
5. United Nations University (UNU)
6. United Nations Volunteers (UNV)
7. United Nations Institute for Training and Research (UNITAR)
8. United Nations System Staff College (UNSSC)
9. World Meteorological Organization
10. International Civil Aviation Organization (ICAO)

have partnered together to implement the unified new ERP Oracle Cloud. This system includes a Supplier Portal designed to manage interactions with suppliers for orders, agreements and shipments management, providing **more data visibility** for suppliers. This document is intended for any supplier involved in procurement transactions with UNFPA and serves as a guide on how to use the online Supplier Portal.

IMPORTANT. In the initial phase, the new portal will be only introduced to suppliers holding Global BPA with UNFPA. Therefore, the **Supplier Portal guide** is intended specifically for these companies.

More UN Agencies are planning to join Quantum!

Benefits of Supplier Portal

Communicate directly with buyers, reducing the need for intermediaries and facilitating faster response times

Easy sharing and management of documents such as purchase orders, invoices, and contracts, reducing paperwork and administrative burdens.

Suppliers gain real-time visibility into the status of their orders, payments, and other transactions, enabling better planning and decision-making.

Accurate and timely processing of orders, reducing errors and discrepancies that can lead to delays or disputes.

Self-service tools and resources that empower suppliers to manage their accounts, update information, and resolve issues independently.

Suppliers can track their compliance with contract terms enabling them to identify areas for improvement.

1. Phases of the Supplier Portal introduction

Phase I **view-only**	Introduction to Supplier Portal incl. ensuring access of International UNFPA suppliers holding valid Agreement with UNFPA SCMU (<u>only</u>) to the portal and full data visibility on transactions with UNFPA. Piloting collaboration (Phase II) with one BPA supplier. Go-live date: **November 20, 2023**

Phase II **ongoing**	Initiating supplier collaboration on UNFPA **Purchase Orders, Shipments and Company Profile**. Go-live date: **April 08, 2024**

Phase III **pending**	Initiating supplier collaboration on the remaining sections of the portal. Approx. by **2024/2025**

2. MAIN NAVIGATION PAGE

3. Main Navigation Page - structure

Quantum TRAINING

Supplier Portal

Search [Agreements] Agreement Number [   ] 🔍

Search by Category

"Home" button

Notifications

Infolets

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

Shipments
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts
- Manage Deliverables

Invoices and Payments
- Create Invoice
- Create Invoice Without PO

Sections/Tasks

Recent Activity
Last 30 Days
Agreements changed or canceled   1

Requiring Attention
16
8
63
346
259

■ Agreements to Acknowledge
■ Orders to Acknowledge
■ Schedules Overdue or Due Today
■ Invoices Overdue

Transaction Reports
Last 30 Days

⚡
No data available

Supplier News

Steps to Review / Respond Public Negotiations:

- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

Supplier News

2. Main Navigation Page - scope of release

Supplier Portal

Search [Agreements ▾]   Agreement Number [_____] 🔍

Legend:
- Implemented (green)
- To be implemented (red)
- On hold (grey)

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

→ Order Management Section

Agreements changed or canceled 1

Agreements
- Manage Agreements

→ Agreement Management Section
VIEW ONLY

Channel Programs
- Manage Programs

→ This section is not implemented by UNFPA

Shipments
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

→ Shipment Management Section

Contracts
- Manage Deliverables

→ This section will be implemented by UNFPA during Release III

Invoices and Payments
- Create Invoice
- Create Invoice Without PO

→ Invoice and Payment Section
VIEW ONLY

Requiring Attention

346

16
8
63
259

- Agreements to Acknowledge
- Orders to Acknowledge
- Schedules Overdue or Due Today
- Invoices Overdue

Transaction Reports
Last 30 Days

No data available

...iations:

- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation

...s

...supplier portal account.

UNFPA Quantum Supplier Portal Guide

Invoices and Payments
- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Invoice and Payment Section
VIEW ONLY

Negotiations
- View Active Negotiations
- Manage Responses

This section will be implemented by UNFPA during Release III

Qualifications
- Manage Questionnaires
- View Qualifications

This section is not implemented by UNFPA

Company Profile
- Manage Profile

Company Profile Section

- Please click on the negotiation number for opening the negotiation
- other details
- If interested, please submit your bid from your own supplier portal account.

Implemented

To be implemented

On hold

UNFPA Quantum Supplier Portal Guide

Step1. Select the category (e.g., "Orders", "Agreement", etc.)

Step 2. In the search field please insert the identifier (e.g., for PO: 70003505 and BPA: UNFPA-HQ-AGMT-10291)

Tip

If you need to get a quick overview within a category then simply choose the category and click on the magnifying loupe

UNFPA Quantum Supplier Portal Guide

3. MANAGE PURCHASE ORDERS

3. Manage Orders Section

This chapter applies exclusively to "Spend Authorized" suppliers with active user profiles at UNFPA.

It offers an overview of how to view and manage UNFPA Purchase Orders in the Supplier Portal, which can be accessed under the "**Tasks**"/ "**Orders**" section of the Supplier Portal Main Page.

3. PO and Change Order Status definitions

Definitions

Purchase Order Statuses:

"Pending Supplier Acknowledgment": Supplier to acknowledge the PO for the status to change to "Open"

"Open": The Order is open for receiving and Invoicing

"Closed for Receiving": The Order is fully received

"Closed for Invoicing": The Order is fully invoiced

"Cancelled": The Order is cancelled

"Rejected": PO has been rejected by the PO Approver or the Supplier

"On Hold": The Order is on hold; no transactions can be created.

Definitions

Change Order Statuses:

"Pending Supplier Acknowledgment": Supplier to acknowledge the Change Order

"Incomplete": The Change Order is created but not submitted for UNFPA buyer's approval

"Pending Approval": The Change Order is pending approval by the buyer

"Rejected": Change Order has been rejected by Buyer

Comparison

Action	Before	From 08 April 2024
UNFPA shares RFQ (or any other solicitation document)	Per email	Per email
Supplier receives PO, SIs and other documents	Per email	Through Supplier Portal
Supplier acknowledges and accepts PO	Per email	Through Supplier Portal
Goods Supplier requests change on Due Date / offers PO header discount / splits shipment	Per email	Through Supplier Portal
UNFPA requests changes to PO through a PO Change Order	Per email	Through Supplier Portal
Goods Supplier shares draft of shipping documents to obtain "green light" to ship	Per email	Per email
Goods Supplier shares FCR, invoice and other shipping documents after "greenlight" and requests payment	Per email	Through Supplier Portal

3. Purchase Order Dates

Quantum PO Date	Line Type ''Goods''	Line Type ''Services''
Requested Delivery Date (RDD)	**RDD** is a date when the goods are required to be delivered to the beneficiary by the Requisitioner and will be validated by the system on the PO	**RDD** shall be interpreted as the ''Due Date'' for the services to be rendered, as agreed between UNFPA and the Service Provider. *Speclfically for Freight Forwarder Services, **RDD** shall be interpreted as the ''Due Date'', the Goods Pick up Date from the Goods Supplier **Requested Delivery Date = 'Due Date' in the PO PDF**
Promised Delivery Date (PDD)	Not Applicable	**PDD** shall be interpreted as the Promised Date for the services to be rendered, as agreed between UNFPA and the Service Provider. *Specifically for Freight Forwarder Services, **PDD** shall be interpreted as the Promised Goods Pick-up Date from the Goods Supplier.
Requested Ship Date (RSD)	**RSD** shall be interpreted as the ''Due Date'' which is the estimated date of departure (ETD) into the custody of the first carrier for transportation to the named place of destination. **Requested Ship Date = 'Due Date' in the PO PDF**	Not Applicable
Promised Ship Date (PSD)	**PSD** shall be interpreted as the Promised estimated date of departure (Promised ETD) into the custody of the first carrier for transportation to the named place of destination.	Not Applicable

3. Purchase Order Dates (continued)
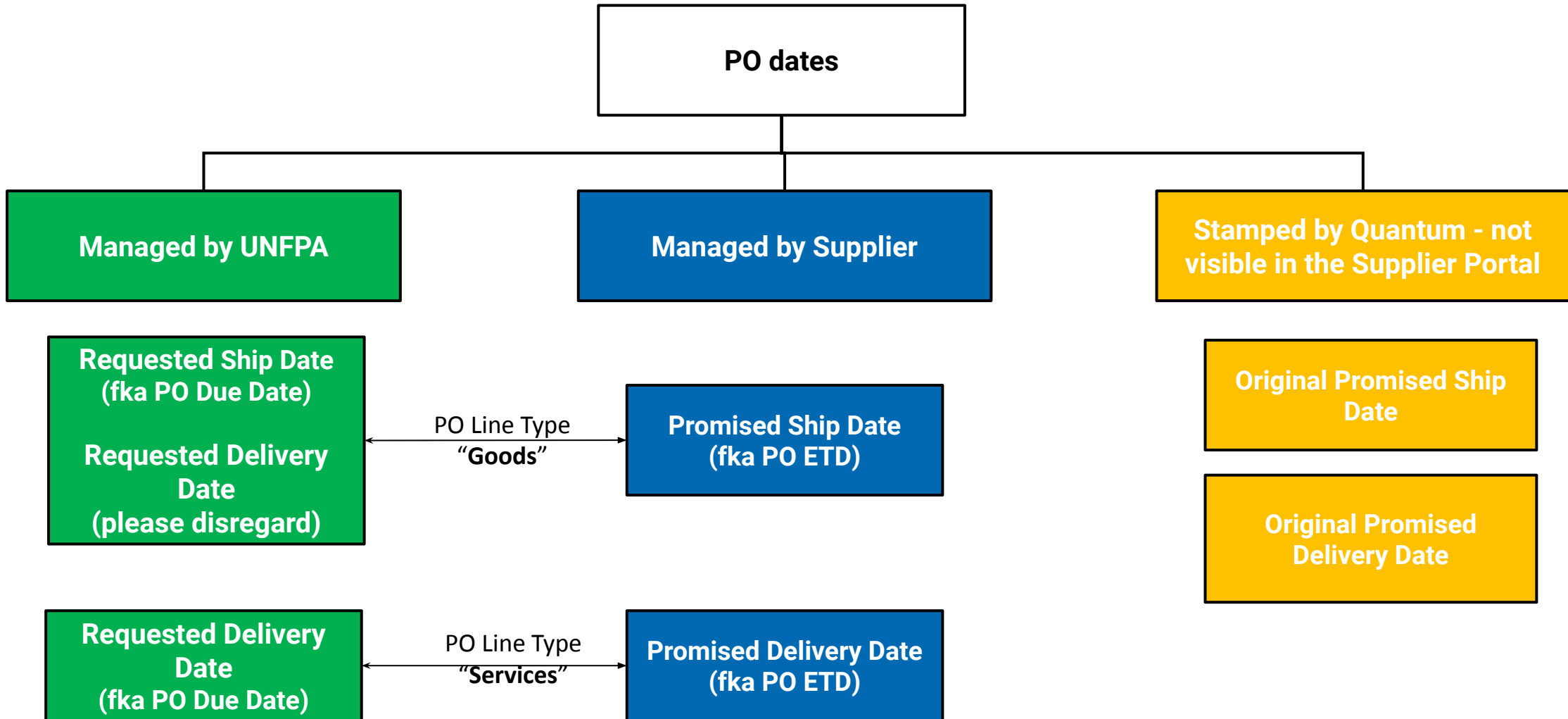
PO dates

Managed by UNFPA

Managed by Supplier

Stamped by Quantum - not visible in the Supplier Portal

Requested Ship Date (fka PO Due Date)

Requested Delivery Date (please disregard)

PO Line Type "**Goods**" → Promised Ship Date (fka PO ETD)

Original Promised Ship Date

Original Promised Delivery Date

Requested Delivery Date (fka PO Due Date)

PO Line Type "**Services**" → Promised Delivery Date (fka PO ETD)

GOODS LINE	SERVICES LINE
RSD Requested Ship Date	**RDD** Requested Delivery Date
PSD Promised Ship Date	**PDD** Promised Delivery Date

PO Dates at the time of PO creation

➔ **RSD = PSD** (Goods PO Line)

➔ **RDD = PDD** (Services PO Line)

➔ **RSD = PSD = RDD = PDD** (Goods and Freight Services PO)

IMPORTANT
For Goods PO Lines, please disregard RDD until further notice

Lines   Schedules   Distributions

Actions ▼   View ▼   Format ▼   🖩   🗒   🔲 Freeze   🔲 Detach   ◁ Wrap

Goods   Services

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Requisition	Source Agreement
1	1000771	Medroxyprogesterone Acetate USP 150 mg/mL, A	30,000	Vial	0.69	0.69	20,700.00	28/02/2024	28/02/2024	22/01/2024		UNFPA-GAB-1000...	UNFPA-HQ-AGMT-10054
2	1000784	Syringe, autodestructable 1ml with needle 22GX1	30,000	Each	0.06	0.06	1,800.00	28/02/2024	28/02/2024	03/10/2023		UNFPA-GAB-1000...	UNFPA-HQ-AGMT-10054
3	1000895	temperature data loggers	1	Each	0.00	0.00	0.00	28/02/2024	28/02/2024				UNFPA-HQ-AGMT-10033
4		FREIGHT MPA+Syringes, MYLAN			8,000.00	8,000.00	8,000.00			28/02/2024	28/02/2024	UNFPA-GAB-1000...	

"Requested" <u>and</u> 'Promised' Dates shall be adjusted

GOODS LINE

SERVICES LINE

RSD
Requested Ship Date

RDD
Requested Delivery Date

PSD
Promised Ship Date

PDD
Promised Delivery Date
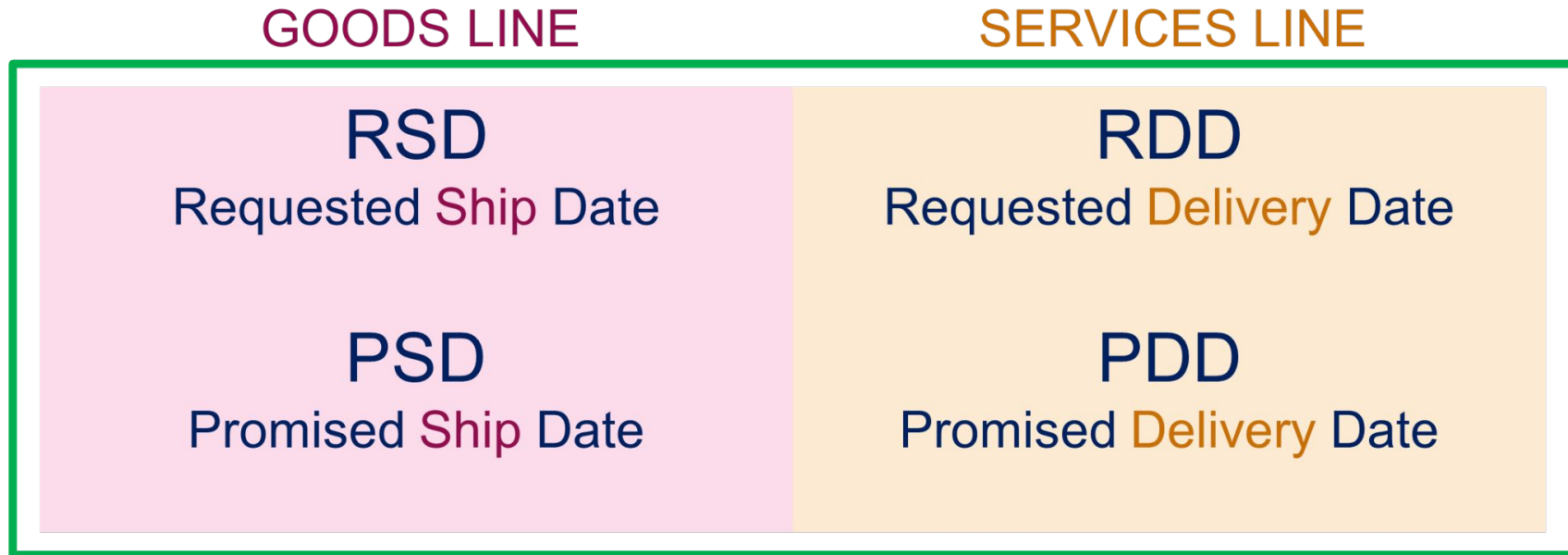
Examples when suppliers are not responsible for the delay :

1. Force majeure
2. Delay caused by SCMU or a third party contracted by SCMU

UNFPA Quantum Supplier Portal Guide

"Requested" Dates shall _not_ be adjusted

"Promised" Dates must be adjusted

GOODS LINE	SERVICES LINE
❌ **RSD** Requested Ship Date	❌ **RDD** Requested Delivery Date
PSD Promised Ship Date	**PDD** Promised Delivery Date
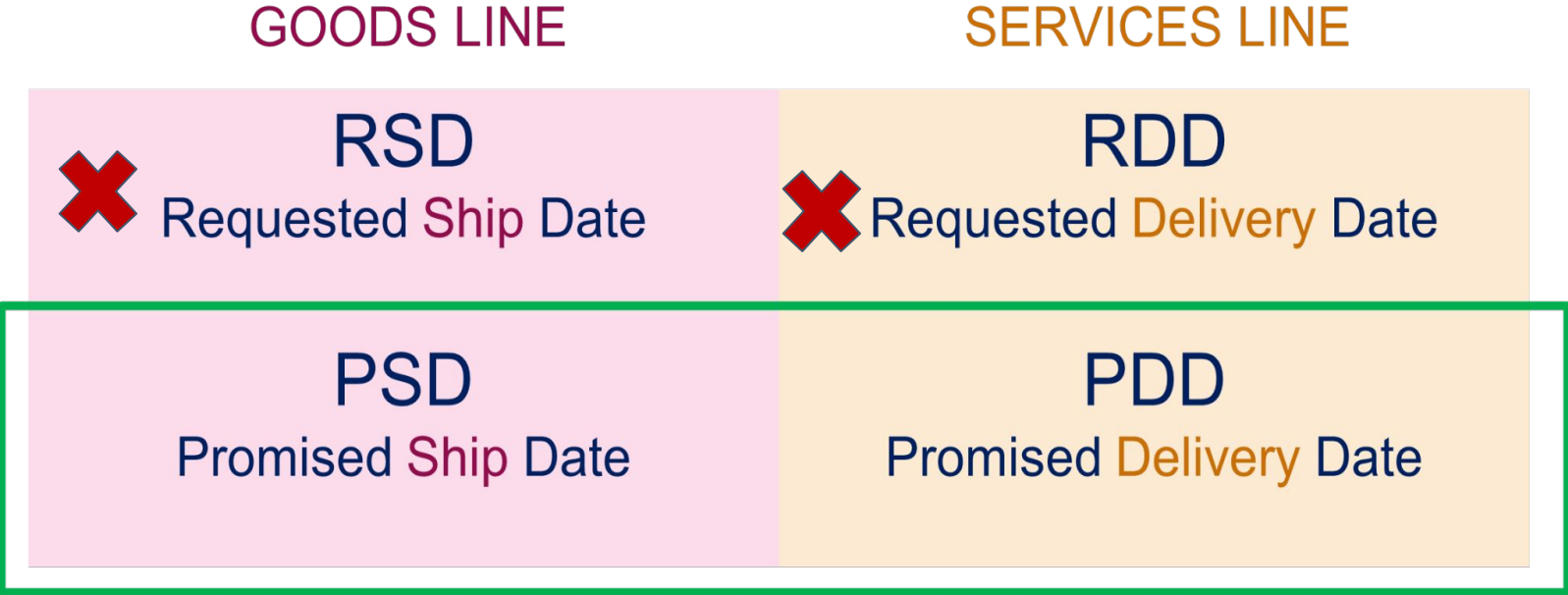
Suppliers are responsible for delays when the RSD/RDD will not be met and the delay is announced _after_ acceptance of the purchase order (except in cases of force majeure or delay caused by a third party contracted by UNFPA).

3. How to search by Line Description or Supplier Item

Quantum TRAINING

Manage Orders ⑦   Done

Headers | Schedules

▲ Search   Advanced | Manage Watchlist | Saved Search [All Orders ▾]

Search by PO header details

Sold-to Legal Entity [▾]   Order [   ]
Bill-to BU [▾]   Status [▾]
Supplier Site [▾]   Include Closed Documents [No ▾]

                                          Search | Reset | Save...

Search Results

Actions ▾ View ▾ Format ▾ | 🔲 🔲 | Freeze | Detach | Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Cr Da

Tip

To include "Closed" POs in your Search, select "Yes" in field "Include Closed Documents"

Manage Orders ⑦   Done

Headers | **Schedules**

Search by PO schedule to see the overview on PO line level

▲ Search   Advanced | Manage Watchlist | Saved Search [All Schedules ▾]

Sold-to Legal Entity [▾]   Supplier Item [   ]
Supplier Site [▾]   Ship-to Location [🔍]
Order [   ]   Status [▾]
Line Description [   ]

"Supplier Item" is equivalent to a "Manufacturer Product Code" as per your BPA with UNFPA

Search by PO line description

                                          Search | Reset | Save...

UNFPA Quantum Supplier Portal Guide

21

UNFPA Quantum Supplier Portal Guide

Quantum

Headers   Schedules

◢ **Search**

Advanced   Manage Watchlist   Saved Search   All Order

Sold-to Legal Entity [_____] ▼

Bill-to BU [___] ▼

Supplier Site [_____] ▼

Order [70002235]

Status [_____] ▼

Include Closed Documents [No ▼]

Step 1. Enter PO number

Search   Reset   Save...

Step 2. Click on "Search"

Search Results

Actions ▼   View ▼   Format ▼   ✎   ▦   ▦   ▦ Freeze   ▦ Detach   ◁ Wrap

	Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Crea Date
	United Nations Po...	70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	Engell, Dina	200,17...	USD	Open	⟳			22-No

Columns Hidden 2

Step 3. Click on the hyperlinked text to open a PO

3. How to tailor your menu: Actions Bar

Manage Orders ⓘ

Done

Headers   Schedules

◢ **Search**

Sold-to Legal Entity [   ] ▼

Bill-to BU [   ] ▼

Supplier Site [   ] ▼

Search   All Orders   ▼

Search   Reset   Save...

Search Results

Actions ▼   **View** ▼   Format ▼   ✏   ⊞   ▤   ▦ Freeze   ▣ Detach   ↵ Wrap

Actions Bar

Edit				Life Cycle	Change Order	Change Order Date	Creat Date
Export to Excel	Order	Order Date	Description	Supplier Site	Supplier Conta...			
Acknowledge	Po...	70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	⟳	22-No
View PDF							

ACTIONS
- Edit
- Export to Excel
- Acknowledge
- View PDF

View
- About This Record
- Columns:
  Please select and deselect the columns you would like to have present in your menu
- Freeze
- Detach
- Sort
- Reorder Columns
- Query by Example

Format
- Resize
- Wrap

3. How to tailor your menu: Actions Bar - adding 3 essential columns (continued)

Select the 3 essential columns which are not visible by default
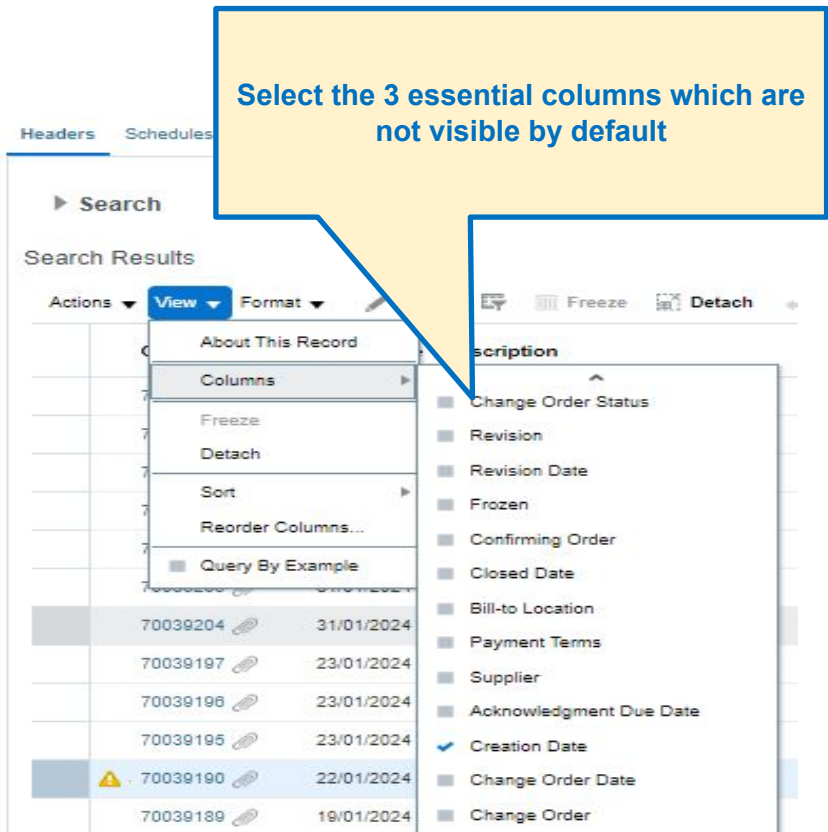
The essential columns to include are:

- **Change Order** - indicates any unapproved change order and the sequence, you can click on the change order to see the initiator and take action

- **Change Order Status** - indicates if change order is pending supplier acknowledgement, incomplete (a change order that has not been submitted for approval of UNFPA Procurement Authority)

- **Acknowledgement Due Date** - indicates the due date of when PO needs to be acknowledged and accepted by Supplier.

When done review to ensure all selected columns have a blue tick

3. How to tailor your menu: Actions Bar - adding 3 essential columns (continued)

This PO is pending supplier acknowledgment and the Due date is 24/01/2024

This PO has a change order that is pending supplier acknowledgement

This PO has a change order that is incomplete

This PO is in its first change order sequence

Supplier Portal

Search [Orders ▾] Order Number [   ] 🔍

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

Shipments
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts

Requiring Attention

4

■ Orders to Acknowledge
■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Agreements opened	1
Orders changed or canceled	4
Orders opened	10

2. For POs 70039245 and 70039242 with status "Open" and Change Order Status "Pending Supplier Acknowledgment" there is a Change Order created which needs to be accepted by Supplier (blue dot = Change Order).

For PO 70039243 with status "Pending Supplier Acknowledgment": This is a "fresh" PO created by UNFPA. The PO needs to be accepted by the Supplier by 05/Apr/2024 (please refer to column "Acknowledge Due Date").

Tp: if you are unable to see the above stated columns, please go to View/Columns to tailor your menu

1. On the Main Navigation page go to "Required Attention" and click on the hyperlink

Search Results

Actions ▾ View ▾ Format ▾ 📊 ▦ Freeze ⬚ Detach ↵ Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Curren	Status	Change Order	Change Order Status	Acknowledgment Due Date
ℹ	70039245 📎 📝	02/04/2024	UNFPA SUPPLIER TEST DEMO 1	UNFPA TEST	GIORTZ-BEHRE...	5.00	USD	Open	1	Pending Supplier Acknowledgment	
	70039243	02/04/2024	UNFPA SUPPLIER TEST DEMO 1	UNFPA TEST	GIORTZ-BEHRE...	5.00	USD	Pending Supplier Acknowledgment			05/04/2024
ℹ	70039242	01/04/2024	SP: Demonstration of basic scenario	UNFPA TEST	GIORTZ-BEHRE...	6.00	USD	Open	1	Pending Supplier Acknowledgment	

3. How to Acknowledge (and Accept/Reject) a PO

Manage Orders ⑦   Done

Headers   Schedules

◢ **Search**   Advanced | Manage Watchlist | Saved Search All Orders ▾

Sold-to Legal Entity [▾]   Order 70002235

Bill-to BU [▾]   Status [▾]

Supplier Site [▾]   Include Closed Documents No ▾

                                                        Search   Reset   Save...

Search Results

Actions ▾ View ▾ Format ▾   ✎ 🔳 📑 ▦ Freeze 📄 Detach ⊣ Wrap

Edit	l	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycl	Change Order	Change Order Date	Crea Date
Export to Excel	Po...	70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	Engell, Dina	200,17...	USD	Open	⟳			22-No
Acknowledge														
View PDF														

Acknowledge Document (Purchase Order): 70003505

Accept | Reject | View PDF | Cancel

Main

◢ General

Sold-to Legal Entity	United Nations Population Fund	
Order	70003505	
Status	Pending Supplier Acknowledgment	
Buyer	Engell, Dina	
Creation Date	8-Jun-2023	

Supplier	
Supplier Site	NLD
Supplier Contact	Thinlay Wangchuk
Bill-to Location	UNFPA SCMU Denmark
Ship-to Location	UNFPA Afghanistan

Ordered	100.00 USD
Description	Test supplier
Source Agreement	
Supplier Order	XXXXXX020298
Communication Method	None

Terms   Notes and Attachments

Required Acknowledgment	Document
Acknowledgment Due Date	11-Jun-2023
Acknowledgment Note	PO accepted

Payment Terms	N
Shipping Method	N
Freight Terms	D
FOB	I

STEPS:

1. **Acknowledge Receipt of PO (refer to the previous slide)**
2. **Add "Acknowledgment Note"**
3. **Insert "Supplier Order" ID if applicable**
4. **Review PO details including attachments (Shipping Instructions, product artwork, etc.)**
5. **Accept / Reject PO. If rejected please provide detailed explanation**
6. **If required, you can also "Edit" PO after accepting it**

- Every time you initiate an amendment of a PO, Quantum will generate a **Change Order.**

- A Change Order is **a separate document** from the PO that outlines all the amendments or modifications to be applied to an existing PO.

- Quantum will assign a designated **numeric identifier** to the Change Order.

- When a Change Order is created by UNFPA, it prevents the Supplier from creating a new Change Order and vice versa.

- **The status "Incomplete"** indicates that the Change Order is in draft and has not been "submitted" by the creator for approval.

- The terms **"Initiating Party", "Initiator", and "Type"** specify who initiated this specific Change Order and will be saved by Quantum for auditing and historical tracking purposes.

- Changes introduced through a Change Order will be implemented into the PO **only after** approval from both parties.

Manage Orders ⓘ

Done

Headers   Schedules

◢ **Search**

Advanced | Manage Watchlist | Saved Search | All Orders ▾

Sold-to Legal Entity [   ] ▾

Bill-to BU [▾]

Order [70002235]

Status [▾]

Supplier Site [   ]

> **To initiate the revision of a PO:**
> - **Mark the PO line and click on the editing pen to revise**
>   *or*
> - **Go to Actions/Edit**

...de Closed Documents [No ▾]

Search | Reset | Save...

Search Results

Actions ▾ | View ▾ | Format ▾ | ✏ | | | ⊞ | ⊞ Freeze | ⊟ Detach | ⬡ Wrap

Edit	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Crea Date
Export to Excel													
Acknowledge	...Po...	70002235	22-Nov-2022	Gloves, exam, latex, large...	NLD	Thinlay Wangchuk	Engell, Dina	200,17...	USD	Open	⟳			22-No
View PDF													

Click to return to TOC

Warning

⚠ Warning ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes | No

Click "Yes" to confirm creation of a Change Order

A Change Order is now created.

Edit Change Order: 4 ⊘

Actions ▼ | Save ▼ | Submit | Cancel

Change Order 4

Status Incomplete

Initiating Party Supplier

* Description

Amount Changed 0.00 USD

Initiator Supplier1

Creation Date 29/09/2023

The fields marked with an asterisk "*" are mandatory and will need to be filled

Enter a description of the changes. This information will be visible to UNFPA and saved in the "Document History"

Click "Submit" when the revision of the PO is completed.

Please submit your Change Order to UNFPA as soon as possible, as an unsubmitted Change Order will prevent UNFPA from revising a PO

UNFPA Quantum Supplier Portal Guide

Description	Mandatory field on the header of the PO. The editor must provide a brief description of PO revision
Schedule	The supplier is able to revise the sequence of the planned delivery schedules
Split Shipments	The supplier is able to propose the split of the shipment
Promised Delivery Date (PDD)	Only applicable to "Services"
Promised Ship Date (PSD)	Only applicable to "Goods"
Change Reason	The field is activated on the line of the PO when the supplier begins the revision. The supplier may provide the reason for altering the order, e.g. "*force majeure* or *reaching the limits of the production capacity* or *delayed by the manufacturing source*, etc.
Discount Type	The supplier has the possibility to grant a discount for a product/service. Available discount types are: "Amount" and "Percent"
Discount	The field is activated, when the supplier selects the value against "Discount Type"
Discount Reason	The field is activated, when the supplier selects the value against "Discount Type"
Supplier Order Line	Supplier identifier for the PO line
Ordered	Only applicable to "Services"

3. How to Edit a PO: Promised Dates & Discount (continued)

Insert the reason for editing your PO

Adjust the Promised Ship Date, if required

"Detach" to open PO lines in a separate window

"Discount" and "Discount reason" fields are activated when "Discount Type" is selected

Lines | Sche

Actions ▼ | Format ▼ | Freeze | Detach | Wrap

	Change Reason	Promised Ship Date	* Line	* Type	Item	* Description	* Category Name	Supplier Item	Quantity	UOM	* Base Price	Discount Type	Discount	Discount Reason	Price	Ordered	Currency	Requested Delivery Date
			1	Goods	1001400	Gloves, exam, latex, large, non-steril	Medical exam or non		11	Pack of 100	6.50				6.50	71.50	USD	Multiple
		dd-mmm-yyy	2	Goods		Masque	Respiratory protecti		20	Pack of 10	10,000.00				10,000.00	200,000.00	USD	30-Nov-2022
			3	Fixed Price Serv		AIRPORT	Air cargo transport				100.00				100.00	100.00	USD	Multiple

Note. It is not allowed to change the Product Code unless the Product Code is covered by a BPA/LTA ⚠️

the same PO line continue…

BPA/LTA number and Agreement line number are visible

Actions ▼ | View ▼ | Format ▼ | Freeze | Detach | Wrap

	* Base Price	Discount Type	Discount	Discount Reason	Price	Ordered	Currency	Requested Delivery Date	Promised Delivery Date	Requested Ship Date	Source Agreement	Source Agreement Line
100	6.50				6.50	71.50	USD	Multiple			UNFPA-HQ-AGMT-10019	167

3. How to Edit a PO: Split PO Schedule (continued)

Lines | Schedules

Actions ▼ View ▼ Format ▼ ✕ ⊞ ◁ ⊟ ☐ Freeze ⊞ Detach ⬚ Wrap

	Line	Split	Item	Revision	Description	* Schedule	* Location	Quantity	UOM	Secondary Quantity	Secondary UOM	Price	Ordered	Requested Delivery Date	Promised Delivery Date	Requested Ship Date	Promised Ship Date	Original Promise Delivery Date
	1	◁	1001400		Gloves, exam, latex, large	1	UNFPA Beira, Moza	6	Pack o...			6.50	39.00	30-Nov-2022				
	1	◁	91400		Gloves, exam, latex, large	2	UNFPA Beira, Moza	5	Pack o...			6.50	32.50	14-Dec-2022			dd-mmm-yyy	
	2	◁			Masque	1	UNFPA Beira, Moza	20	Pack o...			10,000.00	200,000.00	30-Nov-2022				
	3	◁			AIRPORT	1	UNFPA Beira, Moza						50.00	30-Nov-2022				
	3	◁			AIRPORT	2	UNFPA Beira, Moza						50.00	14-Dec-2022				

If splitting PO schedule into multiple schedules, then adjust:
- **Qty**
- **Promised Ship Date (for goods) / Promised Requested Date (for services) (= Promised Due Date)**

Any changes to a PO will create a Change Order that will require an approval by UNFPA Focal Point before it is implemented on the PO

⚠️

UNFPA Quantum Supplier Portal Guide

35

3. How to Delete an Unanticipated PO Change Order

If by coincidence, the user selects "Edit", a pop-up window will appear warning that a Change Order for the Purchase Order will be created.

Click "No" to prevent the Change Order´s creation

Acknowledge   **View PDF**   **Actions** ▼   **Refresh**   **Done**

Edit

View Document History

View Change History

View Revision History

⚠ **Warning**   ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes   No

⚠ **Warning** ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

If by accident, the user selects "Yes" - a Change Order will be automatically created preventing UNFPA to edit the PO.

You can delete the Change Order by following the below instructions

Edit Change Order: 1 ⓘ

Actions ▼ | Save ▼ | Submit | Cancel

- Validate
- **Delete**
- Cancel Change Order
- Review Changes
- View Change Order History
- Apply Discount

Change Order 1
Status Incomplete
Initiating Part

* Description
Amount Changed 0.00 USD
Initiato

Creation Date 30/10/2023

Main Contract Terms

⚠ **Warning** ✕

The selected change order will be permanently deleted. This action can't be undone. Do you want to continue? (PO-2055218)

Yes No

Click on: "Actions" and "Delete"
In the pop-up window click "Yes".
The Change Order is now deleted

Purchase Order: 70003479 ⑦

Acknowledge | **View PDF** | **Actions** ▼ | **Refresh** | **Done**

Edit
View Document History
View Change History
View Revision History

download PO PDF

Main

◢ General

Sold-to Legal Entity	United Nations Population Fund	Supplier	
Bill-to BU	UNFPA-HQ	Supplier Site	NLD
Order	70003479	Supplier Contact	Thinlay Wangchuk
Status	Open	Bill-to Location	UNFPA SCMU Denmark
Buyer	Dina Engell	Ship-to Location	UNFPA Afghanistan
Creation Date	4-May-2023		

Ordered   2,455.50 USD
Description   Supplier Portal Session scenario
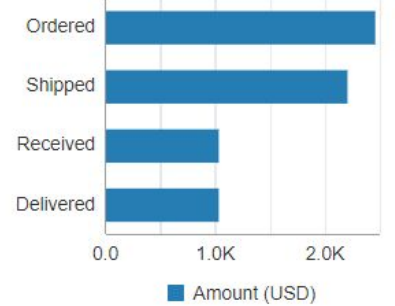Source Agreement   UNFPA-HQ-AGMT-10019
Supplier Order

Order Life Cycle

Ordered
Shipped
Received
Delivered

0.0   1.0K   2.0K
■ Amount (USD)

View Details

To see the history of the order please go to "Actions"

70002235-1 UNITED NATIONS POPULATION FUND

Purchase Order	
Number	70002235
Business Unit	UNFPA-HQ
Date	22-NOV-2022
Revision	1
Revision Date	23-NOV-2022
Amount	200,171.50 USD

Parties and Representatives

Sold To: United Nations Population Fund, 605 3rd Ave, NEW YORK NEW YORK 10158, UNITED NATIONS

Buyer: Dina Engell — engell@unfpa.org

Supplier: IMRES — 1074857, LARSERPOORTWEG 26, 8200 AE LELYSTAD, NETHERLANDS

Approver: FIN SeniorMngr02

Contact: Thinlay Wangchuk, thinlay@hotmail.com

Delivery

Term: CPT airport beira, INCOTERMS 2020

Ship To / Consignee: Rua Martires da Revolu?? o n?2493/2501 BEIRA MOZAMBIQUE

Ship Via: Air

Billing

Payment Terms: Net 30

Bill To: United Nations Population Fund, UNFPA SCMU Denmark, Marmorvej 51, COPENHAGEN 2100, DENMARK

Confirm To: Dina Engell

Deliver To Contact: MOZ Training09, E-mail Moztraining09@unfpa.org

Ln	Sch	Item	Quantity	UOM	Due Date	Unit Price	Line Amount
1	1	Gloves, exam, latex, large, non-sterile, single use	6	Pack of 100		6.50	39.00
	2	Gloves, exam, latex, large, non-sterile, single use	5	Pack of 100		6.50	32.50
		This line references Document (Blanket Purchase Agreement) UNFPA-HQ-AGMT-10019					
2	1	Masque	20	Pack of 10		10,000.00	200,000.00
3	1	AIRPORT			30-Nov-2022		50.00
	2	AIRPORT			14-Dec-2022		50.00
						Total	200,171.50

Signed for and on behalf of United Nations Population Fund
Signature: This Purchase order is electronically approved by FIN SeniorMngr02 and does not require Signature

---

70002235-1 UNITED NATIONS POPULATION FUND

Terms and Conditions

This Purchase Order is issued subject to the terms and conditions of the MOA or Blanket Purchase Agreement(s) (BPA) referenced in this Purchase Order, including the annexes incorporated therein. Should this Purchase Order include goods which are not covered by the abovementioned MoA or BPA, the UNFPA General Condition of Contract applicable to and incorporated in the abovementioned MoA or BPA shall apply to such goods.

Once you have reviewed and are satisfied with the PO, please acknowledge, and accept the PO either by e-mail or through the Supplier Portal if you have access.

Dates mentioned below applicable only for Purchase Orders issued by the Supply Chain Management Unit (SCMU), Copenhagen, please note:

For Goods:
1. PO PDF "Due Date" = "Requested Ship Date" in the system and shall be interpreted as the "Date of Departure" into the custody of the first carrier for transportation to the named place of destination.
2. "Promised Ship Date" in the system shall be interpreted as the "Estimated Time of Departure (ETD)" agreed between UNFPA and the supplier when the PO is issued or within the acknowledgment period of the supplier receiving the PO.
3. "Requested Delivery Date" in the system shall be interpreted as the "Estimated Time of Arrival (ETA)", the time the last carrier transports the goods to the named place of destination. In the case of multimodal transport, the last carrier may not necessarily be the ship or flight, but it could be rail or truck, especially for land-locked countries.
4. "Shipped Date" on the Advance Shipping Notice (ASN) shall be interpreted as the "Actual Time of Departure (ATD);
a) For Sea freight, main carrier refers to the ship. The ATD is taken from the original ocean bill of lading (OBL) or seaway bill (SWB). The ATD refers to the actual time that the vessel departs.
b) For Air freight, main carrier refers to the flight. The ATD is taken from the original airway bill (AWB). The ATD refers to the actual time that the flight departs.
For Services:
5. PO PDF "Due Date" = "Requested Delivery Date" in the system shall be interpreted as the "Estimated Time of Arrival (ETA)", the time the last carrier transports the goods to the named place of destination. In the case of multimodal transport, the last carrier may not necessarily be the ship or flight, but it could be rail or truck, especially for land-locked countries.

In case of supplier does not agree with the PO dates, the supplier shall propose a revision of the dates on the PO, either by e-mail or through the Supplier Portal, for UNFPA review and acceptance.

For orders that require sampling/inspection/testing, the appropriate time will be added to the BPA production lead time by the buyer.

UNFPA's fraud policy is available upon request to the individual indicated as "Buyer" as well as on UNFPA'S website. All suppliers are obligated to interact honestly in the execution of this Purchase Order as well as to report any allegations of fraud to UNFPA.
Fraud Hotline: +1 212 297 5200.

UNFPA Quantum Supplier Portal Guide

3. How to view Purchase Order Life Cycle

Order Life Cycle: 70003479

[Done]

Sold-to Legal Entity	United Nations Population Fund
Order	70003479
Supplier	IMRES
Supplier Site	NLD
Supplier Contact	Thinlay Wangchuk
Ordered	2,455.50 USD

Order Life Cycle

Legend:
- Ordered
- Shipped
- Received
- Delivered
- Invoiced
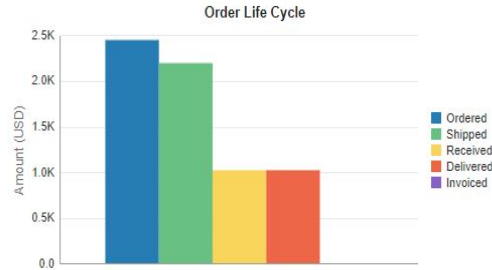
Ordered	2,455.50 USD
Shipped	2,203.00 USD
Received	1,030.25 USD
Delivered	1,030.25 USD
Invoiced	0.00 USD

◢ In-Transit Shipments

Actions ▼ View ▼ Format ▼ 🔲 📑 ▥ Freeze ▦ Detach ⤸ Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
PO70003479 Shipment 1	12-Jun-20...	AWB9876543	PL20288	12-Jun-2023 07.11.23	1,172.75	Air	

Columns Hidden 2

◢ Receipts

Actions ▼ View ▼ Format ▼ 🔲 📑 ▥ Freeze ▦ Detach ⤸ Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
1000484	4-May-2023 0...	70003479 1 out 2	4-May-202...		0.00	1,030.25	1,030.25	0.00	0.00

Columns Hidden 3

◢ Invoices

Actions ▼ View ▼ Format ▼ 🔲 📑 ▥ Freeze ▦ Detach ⤸ Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip

No results found.

3. PO Goods Process Flow

Action by UNFPA | Action by Supplier | Action by FF

PO created
→ Upload PO documents (e.g., artwork) including SI, add FCR as required documentation when the freight is arranged by UNFPA).

PO approved

PO sent through Supplier Portal

PO acknowledged & accepted by Supplier within 3 working days

PO production phase

Supplier shares shipping documents by email as per Shipping Instructions

Green light given by UNFPA to Supplier → UNFPA notifies UNFPA Freight Forwarder by email, if applicable

Supplier handover goods to UNFPA Freight Forwarder

Goods shipped with FF?

NO →
Shipping documents ready. Supplier creates ASN from the "Create ASN" tab and uploads the documents

UNFPA CFP recieves auto-notification about ASN creation

Supplier adjusts ASN from the "Manage Shipment" tab (only for C and D terms)

UNFPA CFP creates Financial Receipt as per Incoterm

Payment

YES →
UNFPA Freight Forwarder shares FCR based on the information provided by Supplier within 3 working days

Supplier documents including FCR ready. Supplier creates ASN from the "Create ASN" tab and uploads documents including FCR. The BoL / AWB are not required

UNFPA CFP recieves auto-notification about ASN creation

If required, Supplier can adjust the ASN from the "Manage Shipment" tab

Note. The Qty and Shipping Documents cannot be adjusted. To revise this the Supplier will need to cancel and recreate the ASN

UNFPA CFP creates Financial Receipt as per Incoterm

Payment

visibility with REQ and/or PO lifecycle

3. UNFPA edits Goods PO

3. Supplier edits Goods PO

3. PO PSI: Process Flow

Action by UNFPA   Action by Supplier   Action by PSI Agnecy

PSI PO created

↓

PSI PO approved → PSI PO and the uploaded documents shared with recipients

↓

PSI PO sent through Supplier Portal

↓

PSI PO acknowledged and accepted by PSI Agency

↓

PSI Agency informs Supplier per email

↓

Goods PO production phase

↓

Goods produced and ready for PSI

↓

Supplier requests PSI and shares shipping documents with PSI Agency

↓

PSI Agency performs PSI

↓

PSI Agency shares PSI Report

↓

No discrepancies pending: Green light given by UNFPA to Supplier

↓

PSI Agency shares Invoice

↓

UNFPA CFP creates Financial Receipt

↓

Payment

44

3. PO PSI revised by PSI Agency: Process Flow

Action by UNFPA | Action by Supplier | Action by PSI Agnecy

PSI PO revised by PSI Agency

PSI PO Change Order submitted by PSI Agency

UNFPA CFP is notified about PSI PO Change Order

UNFPA CFP reviews PSI PO Change Order

PSI PO Change Order approved or rejected?

—approved— UNFPA approves PSI PO Change Order → PSI PO Change Order implemented against PSI PO. Supplier notified.

—rejected— UNFPA rejects PSI PO Change Order → PSI PO Change Order cancelled. Supplier notified.

3. PO PSI revised by UNFPA: Process Flow

3. PO Freight: Process Flow

Action by UNFPA   Action by Supplier   Action by FF

Freight PO created

Freight PO approved → Freight PO and the uploaded documents shared with recipients

Freight PO sent through Supplier Portal

Freight PO acknowledged and accepted by Freight Forwarder

Authorization to Ship issued by CFP to LFP

Green Light to Ship issued by LFP to FF

Supplier and Freight Forwarder making handover arrangements → Supplier' documents shared per email

Freight Forwarder shares FCR based on the information provided by Supplier within 3 working days

Please refer to the process flow prepared by the LSU

3. PO Freight revised by Freight Forwarder

Action by UNFPA | Action by Supplier | Action by FF

Freight PO revised by Freight Forwarder

Freight PO Change Order submitted by Freight Forwarder through Supplier Portal

UNFPA is notified about Freight PO Change Order

UNFPA reviews Freight PO Change Order

Freight PO Change Order approved or rejected?

—approved— | —rejected—

UNFPA approves Freight PO Change Order

UNFPA rejects Freight PO Change Order

Freight PO Change Order implemented against Freight PO. Freight Forwarder notified

Freight PO Change Order cancelled. Freight Forwarder notified.

3. PO Freight revised by UNFPA

Action by UNFPA   Action by Supplier   Action by FF

Freight PO revised by UNFPA · · · · Freight PO Change Order approved (depending on the type of change)

Freight PO Change Order submitted by UNFPA through Supplier Portal

Freight Forwarder is notified about Freight PO Change Order

Freight Forwarder reviews PO Change Order

Freight PO Change Order approved or rejected?

—approved—   —rejected—

Freight Forwarder approves Freight PO Change Order

Freight Forwarder rejects Freight PO Change Order

Freight PO Change Order implemented against Freight PO. UNFPA notified.

Freight PO Change Order cancelled. UNFPA notified.

4. AGREEMENTS

This chapter is applicable only to "Spend Authorized" suppliers who have active agreements with UNFPA.

It provides an overview on how to view agreement information in the Supplier Portal.

IMPORTANT ⚠️
Agreements shall not be revised by the supplier until further notice. Any revisions initiated by the supplier will be rejected and canceled by UNFPA.

This section can be found under the "**Tasks**" segment of the Supplier Portal page.

UNFPA Quantum Supplier Portal Guide

4. Access Agreements from Main Navigation Page

Definitions

Agreement Statuses:

"Open": The Agreement is active and open for sourcing

"Canceled": The Agreement is cancelled and no longer valid

"On Hold": The Agreement is temporarily suspended or put on hold for some reason

"Freeze": The Agreement is frozen and prevented from any further changes being made. Note that the status of the agreement will remain "Open".

"Finally Closed": The Agreement is no longer active or open for further processing.

Supplier Portal

Search [Agreements ▾] Agreement Number [_____] 🔍

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

Shipments
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts
- Manage Deliverables

Invoices and Payments
- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations
- View Active Negotiations
- Manage Responses

Qualifications
- Manage Questionnaires
- View Qualifications

Company Profile

Get access to your agreement from the Agreement Search

Get access to your agreement from the Agreement Section

Recent Activity
Last 30 Days

Orders opened

383

378

■ Schedules Overdue or Due Today ■ Invoices Overdue

Transaction Reports
Last 30 Days

PO Purchase Amount   634   USD

Supplier News

Steps to Review / Respond Public Negotiations:

- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

UNFPA Quantum Supplier Portal Guide

52

Type 1: **Blanket Purchase Agreement** (abbreviated as BPA and equivalent to LTA)

BPAs are added to Quantum based on **specified and itemized** products and services

Type 2: **Contract Purchase Agreement** (abbreviated as CPA)

CPAs added to Quantum as a result of the piggybacking process and based on the signed Memorandum of Agreements with **unspecified** products and services

Format: **UNFPA-BU-AGMT-1xxxx**

Agreement numbers are assigned by Quantum automatically. The numbering convention is a combination of the following elements:

- **Legal Entity Identifier**: UNFPA
- **Business Unit Identifier**: HQ, AFG, MOZ, etc.
- **Agreement abbreviation**: AGMT
- **A five-digit sequential number** starting with 1: 10000.

Both BPAs and CPAs will share the same numbering system across the modules and Business Units.

For example: if UNFPA-HQ is creating a BPA with the following number: UNFPA-**HQ**-AGMT-1000**1**, the subsequent BPA added to Quantum under UNFPA-AFG will inherit the number: UNFPA-**AFG**-AGMT-1000**2**.

4. Detailed Search of Agreements

Manage Agreements ⓘ

Headers Lines

Search by Agreement Header or Line details

Search by status of agreement as per previous page

Done

◢ Search

Advanced   Manage Watchlist   Saved Search   All Agreements ▾

Select "UNFPA-HQ" to view your Agreement with UNFPA SCMU

Procurement BU   [▾]

Status   [▾]

Supplier Site   [▾]

Include Closed and Expired Documents   [No ▾]

Search by specific agreement number

Agreement   [   ]

Pending Supplier Acknowledgment
Pending Catalog Authoring
On Hold
Open
Canceled
Finally Closed
Pending Change Approval

When search by status, you may include closed and expired agreements in your Search, select "Yes" in the field "Include Closed and Expired Documents"

Search   Reset   Save...

Search Results

Actions ▾ View ▾ Format ▾   ⊞ ⊟ Freeze   ▦ Detach   ↵ Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date

Columns Hidden 30

4. How to tailor your menu: Actions Bar

Manage Agreements ⓘ

Please do NOT use the "Edit" action type until further notice. If you accidentally initiated a revision of the agreement, please follow instructions on the next page ⚠️

Done

Headers   Lines

◢ Search

"View"/"Columns" allows user to customize the visibility of the agreement information on "Manage Agreement" page

Pro___ ___   UNFPA-HQ ⌄   Manage Watchlist   Saved Search   All Agreements ⌄

___er Site   [   ] ⌄   Status   [⌄]

Agreement   [   ]   ___ Expired Documents   No ⌄

Search   Reset   Save...

ACTIONS
- Edit
- Export to Excel
- Acknowledge
- View PDF

VIEW
- About This Record
- Columns
- Freeze
- Detach
- Sort
- Reorder Columns
- Query by Example

FORMAT

FREEZE

DETACH

WRAP

Search Results

Actions ▼   View ▼   Format ▼   ✏️   ▦   ▤   ▥ Freeze   ⬚ Detach   ⤶ Wrap   **Actions Bar**

Agreement	Description		...nt ...nt	Released Amount	Currency	Status	End Date	Change Order	Creation Date
UNFPA-HQ-AGMT-1001? 📎	BPA for direct ordering of Pharmaceuticals, Medical Devices and Kits	N			USD	Open	31/05/2024		30/12/2022

Columns Hidden 30

Click on the hyperlinked number to open and view Agreement

Click on the paper clip logo to view attachments

UNFPA Quantum Supplier Portal Guide

56

4. Agreements: Please do not edit!

- Amendment of an agreement occurs through **a Change Order**

- Supplier **can** create an amendment to an agreement by mistake

- Please **refrain from editing agreements** during Phase I

- All Change Orders created by Suppliers will be **deleted** by UNFPA

- A Change Order is **a separate document** from Agreement that will have a designated numeric identifier assigned by Quantum and outlines all the amendments or modifications to be applied to an existing Agreement.

- **The status "Incomplete"** indicates that the Change Order is in the draft and has not been "submitted" by UNFPA for approval.

- Please contact your agreement contact point at UNFPA to request revisions to your agreement. Thank you.

Blanket Purchase Agreement: UNFPA-HQ-AGMT-10011 ⓘ

Acknowledge   View PDF   Actions ▼   Done

Main

◢ General

dge   **View PDF**   **Actions ▼**   **Done**

Edit

Acknowledge

View Document History

View Change History

View Revision History

If by coincidence, the user selects "Edit", a pop-up window will appear warning that a Change Order for the agreement will be created.

Click "No" to prevent the Change Order´s creation

⚠️

⚠ **Warning**   ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes   No

⚠ **Warning**   ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes   No

If by accident, the user selects "Yes" - a Change Order will be automatically created preventing UNFPA to edit the agreement.

Please immediately delete the Change Order by following the below instructions

Click on "Actions"/"Delete"/"Yes" to delete the Change Order

Edit Change Order: 6 ⑦   Actions ▼   Save ▼   Submit   Cancel

Change Order 6   Creation Date 29/06/2023
* Description [   ]   Status Incomplete

Main Contract Terms

Actions ▼   Save ▼   Sub

Validate

Delete

Cancel Change Order

Review Changes

View Change Order History

⚠ **Warning**   ✕

The selected change order will be permanently deleted. This action can't be undone. Do you want to continue? (PO-2055218)

Yes   No

UNFPA Quantum Supplier Portal Guide

Any Agreement Change Order initiated by the supplier will be deleted by UNFPA Category Manager. Please contact your agreement contact point at UNFPA to request revisions to your agreement.

Thank you.

Blanket Purchase Agreement: UNFPA-HQ-AGMT-10011 ⑦

Acknowledge | View PDF | Actions ▾ | Don

Main

◢ General

Procurement BU	UNFPA-HQ	Supplier		Start Date	12/01/2018
Agreement	UNFPA-HQ-AGMT-10011	Supplier Site		End Date	31/05/2024
Status	Open	Supplier Contact		Agreement Amount	
Buyer	Maria Teresa Ruiz	Supplier Agreement		Minimum Release Amount	
Creation Date	30/12/2022	Communication Method	None	Released Amount	

Description BPA for direct ordering Medical Devic...

Terms   Notes and Attachments

Required Acknowledgment	None	Shipping Method	None	—	Requires signature
Payment Terms	Net 30	Freight Terms	FCA - Free Carrier	✓	Buyer Managed Trans
		FOB	INCOTERMS 2020	—	Pay on receipt
				—	Confirming order

◢ Additional Information

Type of Purchase	UNFPA-BPA	BPA Discount: BPA period	N/A	Legacy BPA Number	UNFPA/DNK/LTA/18/658
Type of Agreement	UNFPA-HQ BPA (restricted for use under UNFPA-HQ BU)	BPA Discount: Calendar Year	N/A	Document Template	UNFPA Common PA
BPA Discount: Single PO	N/A	Add. Incoterms, if appl.			

Definitions

"Agreement Amount": The agreed estimated purchasing budget, if applicable.

"Minimum Release Amount": The minimum amount that can be released against the agreement.

"Released Amount": The aggregated amount purchased by UNFPA under the agreement.

To review any hidden field information mouse hover over the field.

UNFPA Quantum Supplier Portal Guide

4. Lines of Blanket Purchase Agreement

Lines

Actions ▼ View ▼ Format ▼ ⊞ ⊟ ▦ Freeze ▦ Detach ⌐ Wrap

	Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
	1	1000720	Lamivudine 300mg + Tenofovir Disoproxil Fumarate 300mg Tablets	Dolutegravir/Abacavir/Lamivudine	Pack of 30		0.00		Open	▤
	2	1000519	Lamivudine 30mg + Zidovudine 60mg Tablets	Dolutegravir/Abacavir/Lamivudine	Pack of 60		0.00		Open	▤
	3	1000354	Amniohook, plastic, sterile, single use, P1	Amniocentesis hooks	Pack of 1		0.00		Open	▤
	4	1000621	Amoxicillin trihydrate 250mg capsule	Amoxicillin trihydrate	Pack of 1000	1!	0.00		Open	▤
	5	1000559	Amoxicillin trihydrate 500mg capsule	Amoxicillin trihydrate	Pack of 1000	3;	0.00		Open	▤
	6	1000635	Amoxicillin, powder, oral suspension, 125mg/5ml, 100 ml bottle	Amoxicillin	Bottle		0.00		Open	▤

Note that lines are only created for Blanket Purchase Agreements

Click on the icon to see more details on item (next slide)

UNFPA Quantum Supplier Portal Guide

4. Lines of Agreement (continued)

To see detailed line information, click on the logo to open Item Page. On the item page you will view the BPA information as volume discounts, MoQ, shelf life, shipping information, Country of registration, etc.

Click on "Next" to view the detailed information of the next item or "Back" to go to the previous item

Do not use "Actions"

Click on "Done" to close the Item Page

Document History: UNFPA-HQ-AGMT-10205

Buyer Natalia GIORTZ-BEHRENS

Agreement UNFPA-HQ-AGMT-10205

Description Procurement of male condoms. TEST NGB

"Document History" refers to a chronological record of all activities related to the agreement, including when it was created, who approved it, and any other actions taken, such as viewing, printing, or downloading the document.

Document history provides a comprehensive log of document-related activities without specific details about changes or revisions to the content.

View ▼ Format ▼ Freeze Detach Wrap

Action	Performed By	Action Date	Additional Information
◢ Change Order 2	Natalia GIORTZ-BEHRENS	12-Dec-2022 09.00.09	test
Implement Revision 1		12-Dec-2022 09.03.47	test
Communicate		12-Dec-2022 09.04.38	Email: ngbtest22@gmail.com
▶ Change Order 1	Thinlay Wangchuk	18-Oct-2022 05.21.32	test 2
▶ Original Document	Natalia GIORTZ-BEHRENS	18-Oct-2022 05.05.07	

Change History: UNFPA-HQ-AGMT-10205

Currency = US Dollar

"Change History" specifically tracks modifications made to agreements.

This is particularly useful for understanding how the document's content has evolved over time, including edits, additions, or deletions

Actions ▼   View ▼   Format ▼   🔳   📑   ▥ Freeze   ▣ Detach   ↵ Wrap

Change Order	Description	Resulting Revision	Creation Date	Initiating Party
2	test	1	12-Dec-2022	Buyer
1	test 2		18-Oct-2022	Supplier

Click on the hyperlink to obtain more details

UNFPA Quantum Supplier Portal Guide

Revision History: UNFPA-HQ-AGMT-10205

Currency = US Dollar

"Revision History" is closely related to change history but focuses on versions or revisions of the document.

It helps to track the document's evolution for auditing purposes.

Actions ▼   View ▼   Format ▼   ⊞   ⊟   ☐ Freeze   ☐ Detach   ↵ Wrap

Revision	Change Order	Description	Creation Date	Initiating Party
1	2	test	12-Dec-2022	Buyer
0		Procurement of male condoms. TEST NGB	18-Oct-2022	Buyer

Click on the hyperlink to obtain more details

UNFPA Quantum Supplier Portal Guide

Please note that product pictures and vendor-specific technical specifications are maintained outside of Quantum.

UNFPA is in the process of developing a new External Catalog to handle this information.

5. SHIPMENTS

- This chapter is applicable only for the "Spend Authorized" suppliers who have active Agreements with UNFPA.
- It provides an overview on how to create, view and edit ASNs in the Supplier Portal.
- **ASN is only applicable to POs for goods** and will not show the lines related to services i.e. freight services, PSI, packaging services, etc.

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices

Enter the shipment information with *"Create ASN"* tab

IMPORTANT

- **The ASN shall be created** by Supplier after **green light** to ship the goods is granted by UNFPA and final set of shipping documents is approved by the consignee.

- **The ASN is created on the date of the shipment pick up by the freight forwarder.** However, the Supplier can backdate the date of the shipment. It is not possible to insert future dates.

- When the ASN is submitted, the date or uploaded shipping documents **cannot be revised. To correct or update the ASN information,** the ASN has to be **canceled using Manage Shipment** tab.

Create ASN ⑦

1. Enter PO number and click "Search"

◢ Search

Advanced | Saved Search | Purchase Order ▾

** At least one is required

** Purchase Order 70006937 ▾

** Supplier UNFPATEST2023 ▾

Supplier Item

Due Date ▾

Search | Reset | Save...

Done

Search Results

View ▾ | Create ASN

Item	Item Description	Supplier Item	er er	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name	Received Quantity	Ship-to Location	Organization	Sold-to Legal Entity	Currency
1000746	Tube, suction, C...		N...		70006937	1	1	01/12/2023	50	Each	0	MINISTRY OF F...	UNFPA_TPP_ALL	United Nations ...	USD
1000746	Tube, suction, C...		N...		70006937	1	2	01/11/2023	50	Each	0	MINISTRY OF F...	UNFPA_TPP_ALL	United Nations ...	USD

2. Select lines you are creating ASN for and click on "Create ASN"

UNFPA Quantum Supplier Portal Guide

TRAINING

Create ASN Details ⓘ

Submit | Cance

▲ Header

* Shipment [S7006937 1/2]

* Shipped Date [20/09/2023 06.13]

Expected Receipt Date

Freight Terms [CPT - Carriage Paid To ▾]

Shipping Method [Ocean ▾]

Number of Supplier Packing Units [ ]

Bill of Lading [BOLTESTNO12345]

Waybill [ ]

Tare Weight [ ]

Tare Weight UOM [▾]

- **Enter "Shipment number" which is a unique number assigned by the Freight forwarder**
- **Enter the "Shipped date", which can only be today's date or a past date (system will not accept a future date). Please review next slide for more information**

- **Enter the Incoterm and Shipping method**
- **Enter the BOL or AWB number *only for POs where the supplier also manages the freight services***

▲ Lines

Actions ▾ | View ▾ | ✎ | Remove Line

	Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Attachments	* Quantity	Ordered Quantity	UOM Name	Secondary Quantity	Secondary UOM	Source Packing Unit
▲	1000746	Tube, suction, C...		Manufacturer N...		70006937	1	1	None +	50	50	Each ▾			

Packing Slip [ ]   Note [ ]

Supplier Packing Unit [ ]

Vehicle [ ]

Bar Code [ ]

| ▶ | 1000746 | Tube, suction, C... | | | | | | | None + | | | | | | |

Upload shipping documents under attachment by clicking on "+" (the instructions are provided in the following slides)

Enter quantity that is going to be shipped

UNFPA Quantum Supplier Portal Guide

TRAINING

Create ASN Details ⑦

▲ Header

* Shipment	S7006937 1/2
* Shipped Date	20/09/2023 06.13
Expected Receipt Date	
Freight Terms	CPT - Carriage Paid To
Shipping Method	Ocean
Number of Supplier Packing Units	
Bill of Lading	BOLTESTNO12345
Waybill	

▲ Lines

Actions ▼   View ▼   ✎   Remove Line

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line
1000746	Tube, suction, C...		Manufacturer N...		70006937	1

Packing Slip		Note	
Supplier Packing Unit			

Definitions

Shipped date should be interpreted as the Actual Time of Departure (ATD) or Estimated Time Arrival (ETA) depending on the agreed Incoterm:

When freight is **not** arranged by the supplier:

- **E-terms:** ATD = when goods are made available for pick-up at supplier's premises = goods ready for pick up
- **F-terms:** ATD = when goods are loaded on vessel/carrier or made available at supplier's premises = goods ready for pick up (or the pick up place is agreed in the BPA)

When freight is arranged by the supplier:

- **C-terms:** ATD = when goods are loaded on vessel/carrier or made available at supplier's premises (or the pick up place is agreed in the BPA)
- **D-terms:** ETA = when the goods are delivered at a named place of destination

UNFPA Quantum Supplier Portal Guide

Search Results

View ▼ | Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
1000735	Mifepristone 20...		70039240	1	1	15/07/2023	4	Pack of 5
1000615	Tube, suction, Y...		70039240	2	1	10/06/2024	4	Each

Under 'Search results,' navigate to the left to find the cursor and drag down to mark as many PO lines as required according to your PO shipping schedule.

5. ASN and Shipping Documents

Create ASN Details ⓘ

Submit | Cancel

◢ Header

* Shipment S7006937 1/2
* Shipped Date 18/09/2023 06.13
Expected Receipt Date
Freight Terms CPT - Carriage Paid To

Packing Slip
Packaging Code
Special Handling Code

Shipping
Number of Supplier Pack
Bill

Attachments ✕

Actions ▼ View ▼ ✚ ✖

Type	Category	* File Name or URL	Title	Description	Attached
File ▼	Miscellaneous ▼	Choose File No file chosen			Supplier1 S
File ▼	Miscellaneous ▼	INC0226428 (4).xlsx Update...	BOL		Supplier1 S
File ▼	Miscellaneous ▼	INC0226428 (3).xlsx Update...	Shpping document packa		Supplier1 S

Rows Selected 1

OK Cancel

◢ Lines

Actions ▼ View ▼ ✎ Remove Line

Item	Item Description	Supplier Item					Secondar Quantity
1000746	Tube, suction, C...	Manufacturer N...	700	1	BOL (1 more...) ✚	50	50 Each

Packing Slip
Supplier Packing Uni
Vehicle
Bar Code

1000746

None ✚   50 Each

Only when all the required information is added incl. final set of shipping documents, you can click on "Submit" the ASN by clicking at the top-right corner.

Now the ASN cannot be edited

Enter shipping documents under the attachment, the documents can be added as bundle (zip-folder) or separately. If documents are attached separately please enter the title for each document e.g. Invoice, Packing List, COO etc.

Once the documents are attached, Click "OK" to come back to the main page.

UNFPA Quantum Supplier Portal Guide

Shipment S7006937 1/2

Shipped Date 18/09/2023 06.13

Expected Receipt Date

Freight Terms CPT - Carriage Paid To

Shipping Method Ocean

of Supplier Packing Units

Bill of Lading BOLTESTNO12345

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments The shipment is sent as schedule. Please inform Freight forwarder to double check packing slip details.

Confirmation

ASN S7006937 1/2 was created. Number of lines: 1.

OK

Quantum will create an automatic confirmation message that ASN was created. Click "OK".

The UNFPA Buyer will be automatically notified about the ASN creation on their Quantum notification workbench.

Supplier Item	Manufa Part Nu	e Order e	Attachments	* Quantity	Ordered Quantity	UOM Name	Secondary Quantity	Secondary UOM
	Manufac		BOL (1 more...)	50	50	Each		

ASN Fields	Definitions
Shipment Number	A unique number assigned by the freight forwarder and shared with the supplier before shipping the goods optionally if shipment number is not available supplier can insert PO number starting with S-xxxxx (in case more than one shipment is schedule against same PO, the shipment lot should be indicated e.g. 1/3, 2/3, 3/3).
Shipped Date	The "Shipped date" should be interpreted as the ATD or ETA, depending on the agreed Incoterm and which party is arranging the freight services: supplier or freight forwarder
Expected Receipt Date	This date is only relevant for suppliers who manage freight services directly.It represents the date when the item is expected to arrive at the agreed Place of Destination known as Estimated Time of Arrival (ETA). It can be amended via the "Manage Shipments" section
Freight Terms / Shipping method	It should be added as agreed upon in the Purchase Order
BOL / WAYBILL number	It should be added if these documents/numbers are available for the supplier
Quantity	This field is mandatory under the shipped quantity section
Comments	Suppliers can use this field to share any relevant comments about the shipment
Attachments	This refers to the final version of the shipping documents, which must be approved by CFP and the consignee.

➔ The ASN can only be created by the suppliers for the **PO line type "Goods".**

➔ The ASN **cannot be created for PO line type "Services"** (e.g. Freight services or PSI services).

➔ The ASN is created on the date of the shipment pick up = handover to the first carrier. **After UNFPA CFP has granted the supplier green light for shipment and consignee has approved shipping documents.**

➔ The Supplier can backdate the ASN date. It is not possible to create ASN with the future dates.

➔ When the ASN is submitted, to correct or update the ASN information, the ASN has to be **canceled using Manage Shipment tab.**

➔ **UNFPA CFP will be notified about the ASN** submission via automatically generated system notification.

➔ **The ASN information and attachment with Shipping documents** will be visible in REQ Lifecycle for Requisitioners, PO lifecycle for CFP and in My Receipts for Receivers.

➔ **The shipment number** will be the PO number starting with the letter S e.g. S70006936 and if the shipment is splitted into multiple shipments the supplier will add the shipment number as follow e.g S70006936 1/3

- This chapter is applicable only for the "Spend Authorized" suppliers who have active Agreements with UNFPA.
- It provides an overview on how to view and edit Shipments in the Supplier Portal.
- This section can be found under the **Tasks** segment of the Supplier Portal page.
- Manage shipment allows for review of the ASN information, small modifications to ASN and for **the cancellation of ASN**

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

Shipments
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts
- Manage Deliverables

Invoices and Payments
- Create Invoice
- Create Invoice Without PO
- View Invoices

Enter the shipment information into "Manage shipments" section

UNFPA Quantum Supplier Portal Guide

Manage Shipments ⑦

Search Advanced   Saved Search   All Shipments ▼

** At least one is required

** Shipment   S70006937 1/2

** Supplier   UNFPATEST2023 ▼

** Purchase Order   70006937 ▼

Search   Reset   Save...

> Enter the Shipment number or PO number and click "Search"

Search Results

Actions ▼   View ▼   ✏   Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No search conducted.							

Done

Manage Shipments ⑦

▶ **Search**   Advanced   Saved Search   All Shipments ▼

Search Results

Actions ▼   View ▼   ✏   Cancel Shipment

> To Edit or review information click on the shipment hyperlink

Shipment	Suppli...	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
S7006937 1/2	UNFPATEST2023		20/09/2023 06.34	18/09/2023 06.13			BOLTESTNO12345	Ocean

Done

Edit Shipment: S7006937 1/2 ⓘ

Social   **Cancel Shipment**   **Save**   **Save and Close**   **Cancel**

▲ Header

Shipment   S7006937 1/2
Supplier   UNFPATEST2023
Shipped Date   18/09/2023 06.13
* Expected Receipt Date   20/09/2023 06.34
Ship-to Location   [▼]
Freight Terms   [CPT - Carriage Paid To   ▼]
Shipping Method   [Ocean   ▼]
Bill of Lading   [BOLTESTNO12345]
Waybill
Packaging Code

Special Handling Code
Tare Weight   [   ]
Tare Weight UOM   [▼]
Net Weight   [   ]
Net Weight UOM   [▼]
Packing Slip   [   ]
Number of Packing Units
Comments   [The shipment is sent as schedule. Please inform Freight forwarder to double check packing slip details.]

▲ Lines

Actions ▼   View ▼   [**Cancel Shipment Line**]   [View Details]

Shipment Line	Item	Item Description		Quantity		UOM Name	Secondary Quantity		Secondary UOM	Line Status	Packing Slip	Reason	Routing	Create Note
				Shipped	Received		Shipped	Received						
1	1000746	Tube, suction, C…	0		0	Each				Expected		▼	Direct delivery ▼	📝

To change quantity or add/change document attachments, the Shipment Line or entire Shipment will need be cancelled, and a new ASN must be created.

⚠️

Manage Shipments ⑦

Done

◢ Search

Advanced   Saved Search   All Shipments ▾

** At least one is required

** Shipment   [   ]

** Purchase Order   [70006937   ] ▾

Search   Reset   Save...

To **cancel** the entire shipment click on "Cancel Shipment" on the main page of the Manage shipment tab.

Kindly note that when you recreate the ASN for the new Shipment Identifier, you will need to add rev. X number. E.g. S70006936 ⅓ rev1

Search Results

Actions ▾   View ▾   ✏   [Cancel Shipment]

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
S7006937 1/2	UNFPATEST2023		20/09/2023 06.34	18/09/2023 06.13			BOLTESTNO12345	Ocean
70006937 2/2	UNFPATEST2023		20/09/2023 06.53	20/09/2023 06.48			BOLTESTNO2	Ocean-Truckload

Edit Shipment: S7006937 1/2 ⓘ

Note: this is only relevant to suppliers who manage freight services directly!

▲ Header

Shipment	S7006937 1/2
Supplier	UNFPATEST2023
Shipped Date	18/09/2023 06.13
* Expected Receipt Date	20/09/2023 06.34
Ship-to Location	
Freight Terms	CPT - Carriage Paid To
Shipping Method	Ocean
Bill of Lading	BOLTESTNO12345
Waybill	
Packaging Code	

▲ Lines

Actions ▼ View ▼ [Cancel Shipment Line] [View Details]

Shipment Line	Item	Item Description	Revision	Quantity Shipped	Quantity Received	UOM Name	Secondary Quantity Shipped	Rec
1	1000746	Tube, suction, C...	0	50	0	Each		

Definitions 💡

Expected Receipt date: This is the date when the item is expected to arrive at the agreed Place of Destination, also known as Estimated Time of Arrival (ETA).

- **The date is defaulted by Quantum** when the **ASN is created.**

- Suppliers can adjust the date only when reopening the ASN from "Manage Shipments"

- The date is visible with the REQ and PO lifecycle

- For suppliers who provide **the goods on EXW or FCA terms** without arranging the freight, this date will be automatically populated from ASN and should equal the "Shipped Date" entered in the ASN.

- For suppliers who provide **the goods on C & D - terms** and arrange the freight, this date will be automatically populated from ASN and should be amended via Manage Shipment section to reflect Estimated Time of Arrival (ETA).

➔ **Cancellations of ASN:** The supplier **can cancel the entire ASN or the ASN lines** using cancellation option in the Manage shipment section

➔ **Viewing Shipment Details:** The shipments information created via the ASN can be access via Manage shipment tab. This includes details such as shipment dates, tracking numbers, BOL/AWB information, and quantity and the items included in each shipment schedule

➔ **Shipping Documentation:** The attachment with shipping documents earlier uploaded via ASN are not visible in this section hence any **amendments to the shipping docs will need to be introduced via new ASN creation**

➔ **Communication**: Suppliers can use the comments section to communicate with UNFPA buyers regarding shipment issues, delays, or other concerns

➔ **Delivery Scheduling**: **Suppliers can adjust Expected Receipt date** (ETA depending on the incoterm that is chosen for this shipment)

6. RECEIPTS, INVOICE AND PAYMENTS

This chapter is applicable only for the "Spend Authorized" suppliers who have active Agreements with UNFPA.

It provides an overview on how to Create Invoice(s), view Purchase Orders, Invoices, Payments and Remittances in the Supplier Portal.

These sections can be found under the **Tasks** segment of the Supplier Portal page.

1. View Receipts **(Phase I)**
2. Create Invoice **(Phase III)**
3. Create Invoice without PO **(NA)**
4. View Invoices **(Phase I)**
5. View Payments **(Phase I)**

UNFPA Quantum Supplier Portal Guide

86

Navigate the Tasks on the Supplier Portal page and follow the steps below:

1. Click **"View Receipts"**
2. Chose **All Orders** saved search
3. Enter/Select one or more of the following parameters: Receipt Number, **Purchase Order** Number, Shipment, Item or **Receipt Date range** .
4. Click **"Search".**
5. Select **Receipt** form the table.
6. Click on the "**Receipt**" number to view the receipt details (Header and Lines)
7. **Click "View Transaction History"**

View Receipts

Done

◢ Search

Advanced Saved Search All Receipts ▾

** At least one is required

** Receipt [   ]

** Shipment [   ] ▾

Organization [   ] ▾

** Item [   ] ▾

** Purchase Order [   ] ▾

** Receipt Date 01/06/2023 - 21/09/2023

Supplier Item [   ]

Search Reset Save...

Search Results

View ▾

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Attachments	Packing Slip	Bill of Lading	Supplier Site
1000132	19/09/2023 20.00	UNFPA_TPP_ALL	S7006937 1/2	18/09/2023	70006937		None		BOLTESTNO12345	HQ
1000131	19/09/2023 20.00	UNFPA_TPP_ALL			70006937		None			HQ
1000130	19/09/2023 20.00	UNFPA_TPP_ALL	70006937 2/2	20/09/2023	70006937		None		BOLTESTNO2	HQ

View Receipts

◢ **Search**

Enter PO number to find specific PO Receipt or Receipt date to find POs receipt issued within specific time frame

Advanced Saved Search All Receipts ▾

** At least one is required

** Receipt	
Organization	▾
** Purchase Order	70006937 ▾
Supplier Item	

** Shipment	▾
** Item	▾
** Receipt Date	dd/mm/yyyy - dd/mm/yyyy

Search Reset Save...

Search Results

View ▾

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Attachments	Packing Slip	Bill of Lading	Supplier Site
1000132	19/09/2023 20.00	UNFPA_TPP_ALL	S7006937 1/2	18/09/2023	70006937		None		BOLTESTNO12345	HQ
1000131	19/09/2023 20.00	UNFPA_TPP_ALL			70006937		None			HQ
1000130	19/09/2023 20.00	UNFPA_TPP_ALL	70006937 2/2	20/09/2023	70006937		None		BOLTESTNO2	HQ

To get more information click on the hyperlink for the specific Receipt line

Done

UNFPA Quantum Supplier Portal Guide

88

Click to return to TOC

The Receipt date for services equals the date when services are considered as 'delivered' to UNFPA upon verification that the services were of acceptable quality and in conformity with the service contracts.

The Receipt date for goods equals the date when the ownership of the goods is transferred to UNFPA which is determined by the Incoterm agreed on the PO.

Receipt: 1000132

Transaction History | Done

Summary

Supplier	UNFPATEST2023
Shipment	S7006937 1/2
Shipped Date	18/09/2023 06.13
Shipping Method	Ocean
Number of Supplier Packing Units	
Supplier Site	HQ

Packing Slip	
Waybill	
Bill of Lading	BOLTESTNO12345
Note	The shipment is sent as schedule. Please inform Freight forwarder to double check packing slip details.
Attachments	None

▶ Additional Information

Lines

Actions ▼ View ▼

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Performance	Receiving Location	Received By	Do...nt
				Ordered	Returned	Net Received	Rejected								
1000746	Tube, suction, C...	Purchase order	70006937	50	0	50	0	Each		20/09/2023 07.10	01/12/2023	Early	MINISTRY OF F...	DORUCH, Aleks...	1

⚠ **The Receipt date does not equal payment date. The payment is scheduled based on the Net 30 day payment period calculated from the Receipt date.**

1. Click "**View Invoices**" on the supplier portal main page
2. Use any of the following search options to retrieve the existing Invoices: Invoice Number, Supplier, Supplier Site , Purchase Order , Invoice / Paid Status.
3. Click on "**Search**"
4. The Invoice details will be retrieved in the results table including Invoice Date, Type , Order , Due Date, Payment Number, Invoice and Unpaid Amounts

6. View Payments

1. Click *"View Payments"* on the supplier portal main page
2. Use any of the following search options to retrieve the existing Invoices: Payment Number, Payment Status , Supplier, Supplier Site , Payment Date and Amount.
3. Click on *"Search"*
4. The payments list will be retrieved in the results table including Payment Number , Date, Type , Invoice Number , Remit-to Account, Payment Amount, Payee, Bank Account, etc.
5. Click on the "*Payment Number"* to view the details

7. COMPANY PROFILE

Quantum TRAINING

Supplier Portal

Search [Orders ▾]   Order Number [_____] 🔍

Tasks

Orders

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

This chapter describes some additional Quantum Supplier Portal features that enable the users to view and edit their Company Profile

- All Quantum UN Agencies are sharing the same supplier database (mergers pending)

- Changes proposed by Supplier can be processed by any UN Agency associated with the supplier

- Company's profile information shall be kept up to date

- Please do not change your company name

- Supporting documents might be requested

- Please ensure all fields marked with * are completed.

- Generic User Accounts are strongly discouraged to enable visibility and transparency of revisions

- Tab "Address".
    - For the supplier profile to be visible for Site creation while being promoted to the Spend Authorized status, the Site Purposes "Ordering", "Remit to", "RFQ or Bidding" must be ticked.

- Tab "Bank Account" is for review only. Please contact your focal point at UNFPA for any revisions

- Tab "Products and Services": Please select applicable to enable future invitations to bid

Company Profile ⓘ

Edit Done

Click "Edit"

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

◢ General

Company   UNFPATEST2023   Tax Organization Type   Company/Corporation
Supplier Number   1259103   Status   Active
Supplier Type   Supplier

◢ Identification

D-U-N-S Number
Customer Number
SIC

◢ Corporate Profile

Year Established
Mission Statement

⚠ **Warning**   ✕

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes   No

Year Incorporated   Chief Executive Name
                                                        Principal Title
◢ Financial Profile   Principal Name

Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

UNFPA Quantum Supplier Portal Guide

96

Change Description

Add which changes are requested to be implemented in this field

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

Click on each section to edit respective fields of the company profile

Please note that all information fields marked with an asterisk "*" are mandatory to complete

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

◢ General

* Supplier Name   Supplier

Supplier Number   1071538

Supplier Type   Supplier

Tax Organization Type   Company/Corporation

Status   Active

Attachments   None ✛

Do not edit "Supplier Name", "Supplier Type" or "Tax Organization Type"

◢ Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Leave "Identification" blank, if not applicable

◢ Corporate Profile

Year Established   1998

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Attach supporting documents

"Corporate Profile" and "Financial Profile" are optional to complete

◢ Financial Profile

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

UNFPA Quantum Supplier Portal Guide

Organization Details   **Tax Identifiers**   Addresses   Contacts   Payments   Business Classifications   Products and Services

◢ Income Tax

Taxpayer Country	Netherlands ▼	Tax Reporting Name	
Taxpayer ID		Name Control	
	☐ Federal reportable	Verification Date	dd/mm/yyyy 📅
Federal Income Tax Type	▼		☐ Use withholding tax
	☐ State reportable	Withholding Tax Group	▼

◢ Transaction Tax

Tax Country	Netherlands ▼	Tax Registration Type	▼
Tax Registration Number	NLxxxx		

For any changes on this tab, please provide supporting documentation by uploading documents under tab "Organization Details"

UNFPA Quantum Supplier Portal Guide

Organization Details   Tax Identifiers   **Addresses**   Contacts   Payments   Business Classifications   Products and Services

Actions ▼   View ▼   Format ▼   **+**   ✏   ✕   Status [Active ▼]   ▦ Freeze   ↲ Wrap

Address Name △▽ **A dress**

NLD

Col mns Hidden 3

Create Address

* Address Name [   ]

* Country [Denmark ▼]

* Address Line 1 [   ]

Address Line 2 [   ]

Address Line 3 [   ]

* City [   ]

State [   ]

Postal Code [   ]

Language [▼]

* Address ☑ Ordering
Purpose ☑ Remit to
          ☑ RFQ or Bidding

Phone [45 ▼] [   ] [   ] [   ]

Fax [45 ▼] [   ] [   ]

Email [   ]

Inactive Date [dd/mm/yyyy   📅]

Status Active

[Create Another] [**OK**] [Cancel]

> **For the supplier profile to be visible for Site creation while being promoted to the Spend Authorized status, the Site Purposes "Ordering" and "Remit to" must be ticked.**
>
> **Tick off the "RFQ or Bidding" as well**

> **Click on Address Name to update the address**

> **Click on "+" to add new address**

> **For any changes on this tab, please provide supporting documentation by uploading documents under tav "Organization Details"**

UNFPA Quantum Supplier Portal Guide

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

Actions ▾   View ▾   Format ▾   ➕   ✏️   ✖   Status   Active ⌄   ▥ Freeze   ⊡ Detach   ⫮ Wrap

Name			Job Title	Email	Phone	Administrative Contact	User Account	Status
Supplier2, Supplier2	✓	✓	test	supplier2@unfpa.org		✓	✓	Active

1.   Click *"Contacts"* on the supplier portal main page
2.   Click on *"+"*

1. Please ensure all fields marked with * are completed.
2. Email address must be filled in.
3. If the new contact will be granted as Administrative contact role , click on the checkbox of "Administrative contact"
4. Click on the checkbox of "Request user account"
5. Click on "OK"
6. Generic User Accounts are strongly **discouraged** to enable visibility and transparency of revisions

UNFPA Quantum Supplier Portal Guide

102

There are two user types: **Administrative Contact and User Account.**

- The Administrator user role: enables addition, inactivation and reactivation of other users within your organization.

- User Account provides access to view and collaborate on different sections, e.g. purchase order.

- Multiple individuals can be set up with these profiles as required.

Role Name	Description
UN Supplier Sales Representative	Manages **agreements** and deliverables for the supplier company.
UN Supplier Customer Service Representative	Manages inbound **purchase orders** and communicates **shipment** activities for the supplier company
Supplier Self Service Administrator ⚠️	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
Supplier Accounts Receivable Specialist	Manages **invoices** and **payments** for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for **quote**, **requests for proposal, requests for information or any other types of solicitations**

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Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for **quote**, **requests for proposal, requests for information or any other types of solicitations**

UNFPA Quantum Supplier Portal Guide

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

Actions ▼   View ▼   Format ▼   ✚   ✎   ✖   Status Active ▼   ▦ Freeze   ▦ Detach   ⏎ Wrap

Name		Job Title	Email	Phone	Administrative Contact	User Account	Status
Supplier2, Supplier2	**Click on Contact Name**	test	supplier2@unfpa.org		✔	✔	Active

Edit Contact: Supplier2 Supplier2   ✕

Salutation   [▼]

* First Name   Supplier2

Middle Name   [   ]

* Last Name   Supplier2

Job Title   test

☑ Administrative contact

Phone   [▼][   ][   ][   ]

Mobile   [▼][   ][   ]

Fax   [▼][   ][   ]

Email   supplier2@unfpa.org

Status   Inactive ▼   **Change Status "Inactive"**

Inactive Date   12/03/2024

◢ User Account

Account Status   Inactive   **Account Status "Inactive"**

User Name   supplier2@unfpa.org

Roles   Data Access

View ▼   Format ▼   ▦ Freeze   ▦ Detach   ⏎ Wrap

Role	Description
No data to display.	

OK   Cancel

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions ▼ View ▼ Format ▼ ➕ ✖ ✔ ▦ Freeze ▣ Detach ⬐ Wrap

Default	Payment Method
✅	TRF
	Check
	Manual

Review only

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions ▼ View ▼ Format ▼ ➕ ✏ ✖ ✔ ▦ Freeze ⬐ Wrap

Primary	Account Number

No data to display.

Columns Hidden 8

Review only, for adding new bank account or updating bank account, please contact your focal point at Contracting Team

UNFPA Quantum Supplier Portal Guide

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   **Business Classifications**   Products and Services

☐ None of the classifications are applicable

Actions ▼   View ▼   Format ▼   **+**   ✕   ▦ Freeze   ⧉ Detach   ⌐ Wrap

Classification	Subclassification	Status	Certifying Agency
ISO Certifications		Current	ISO9001
Other Certifications		Current	CE

Click on "+" to add new Certification

7. Edit Products and Services

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions ▼ View ▼ Format ▼ ✕ 📇 ▦ Freeze ⬚ Detach ↵ W

Category Name

E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals > 510000

Select and Add: Products and Services Categories   ✕

◢ Search

Category Name [   ]   Description [   ]

Search Reset

View ▼ Format ▼ ▦ Freeze ⬚ Detach ▤ ▤ ▤ ↵ Wrap

Select	Category Name	Description
☐	▶ 📁 A - Raw Materials, Chemicals, Paper, Fuel	A - Raw Materials, Chemicals, Paper, Fuel
☐	▶ 📁 B - Industrial Equipment & Tools	B - Industrial Equipment & Tools
☐	▶ 📁 C - Components & Supplies	C - Components & Supplies
☐	▶ 📁 D - Construction, Transportation & Facility Equipment & S	D - Construction, Transportation & Facility Equipment & Supplies
☐	▶ 📁 E - Medical, Laboratory & Test Equipment & Supplies & P	E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals
☐	▶ 📁 F - Food, Cleaning & Service Industry Equipment & Suppl	F - Food, Cleaning & Service Industry Equipment & Supplies
☐	▶ 📁 G - Business, Communication & Technology Equipment &	G - Business, Communication & Technology Equipment & Supplies
☐	▶ 📁 H - Defense, Security & Safety Equipment & Supplies	H - Defense, Security & Safety Equipment & Supplies
☐	▶ 📁 I - Personal, Domestic & Consumer Equipment & Supplie	I - Personal, Domestic & Consumer Equipment & Supplies
☐	▶ 📁 J - Services	J - Services

Columns Hidden 1

Apply OK Cancel

Click on "+" to add new Category of products/services if applicable

UNFPA Quantum Supplier Portal Guide

7. Review Changes and Submit for Approval

Review Changes **Save** **Save and Close** **Cancel**

Review Changes

Edit **Submit** **Cancel**

Step 1. Click on "Review Changes"

Note: The "Submit" icon will only be available after you click on "Review Changes"

Step 2. Once you have reviewed the changes that were applied and no further updates are required, select "Submit"

▲ Organization Details

View ▼ Format ▼ ☐ Freeze ☐ Detach ☐ Wrap

	Attribute	Changed From	Changed To
●	Year Incorporated		2000

▲ Contacts

View ▼ Format ▼ ☐ Freeze ☐ Detach ☐ Wrap

	Name			Job Title		Email		Phone	Administrative Contact	User Account	Status	Details
●	Supplier2, Supplier2			test		supplier2@unfpa.org			✔	✔	Inactive	
✚	Test, Supplier			Account manager		supplier@test.com			✔		Active	

Columns Hidden 7

Confirmation ✕

Your profile change request 1447293 was submitted for approval.

OK

A Confirmation that the Change Request was submitted for approval and a Change Request number was created. Click on "OK"

From: NoReply@UN.org <estm.fa.sender@workflow.mail.em2.cloud.oracle.com>
Sent: Tuesday, 12 March 2024 15.43
To: Supplier2 <supplier2@unfpa.org>
Subject: FYI: Supplier Profile Change Request 1447293 was Approved by United Nations

A email notification will be received when the Change Request is approved.

You don't often get email from estm.fa.sender@workflow.mail.em2.cloud.oracle.com. Learn why this is important

CAUTION: Message from External Sender. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Supplier Profile Change Request 1447293 was Approved by United Nations

Details

Assignee	Supplier2	Request	1447293	Supplier	Supplier2
From		Request Date	12/03/2024	Supplier Number	
Assigned Date	12/03/2024 09.42	Requested By	Supplier2		
Expiration Date	12/04/2024 10.42	Change Description	Add new user account		
Task Number					

Action Details

Action	Approved
Action Date	12/03/2024 09.42

From: estm.fa.sender@workflow.mail.em2.cloud.oracle.com <estm.fa.sender@workflow.mail.em2.cloud.oracle.com>
Sent: Monday, 4 March 2024 12.42
To: Supplier2 supplier2@unfpa.org
Subject: FYI: Supplier Profile Change Request 1447293 was Canceled by United Nations

You don't often get email from estm.fa.sender@workflow.mail.em2.cloud.oracle.com. Learn why this is important

CAUTION: Message from External Sender. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Supplier Profile Change Request 1447293 was Cancelled by United Nations

Details

Assignee	Supplier2
From	
Assigned Date	12/03/2024 06.41
Expiration Date	12/04/2024 07.41
Task Number	

Request	1447293
Request Date	12/03/2024
Requested By	Supplier2
Change Description	Add new user account

Action Details

Action	Canceled
Action Date	04/03/2024 06.41
Canceled Reason	Please resubmit
Canceled By	

- Cancellations are automatic by the system, when there is an issue such as a duplicate bank account number, or some kind of a technical issue (such as the example in the slide)

- Rejections are done manually for a specific reason which should be listed in the notification.

8. USER PROFILE SETTINGS

8. Setting your profile preferences
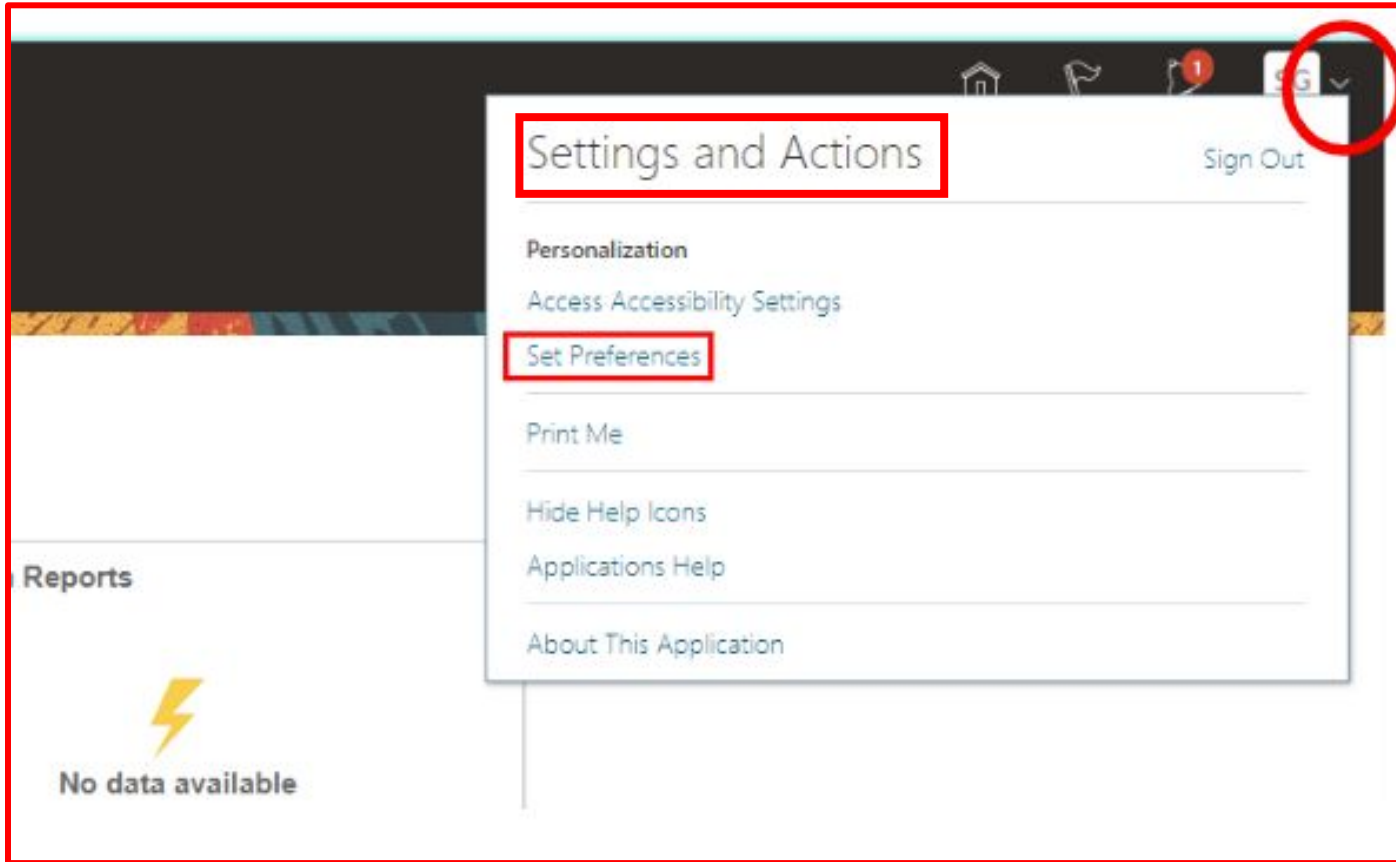
The Portal gives the possibility each supplier to set the preferences of their own supplier profile.

Once you login the system, click on the **"Setting and Actions"** icon in the right upper corner of your screen and select the option **"Set Preferences".**

"Territory":
Select your country.

"Date and time format":
Select the format in which you wish the date/time to be presented.

"Time Zone":
Select the time zone in which you operate. This will convert all the dates incl. tender deadlines to the exact time as per your chosen setting.

"Default":
Select the default
system language for your profile.

"Current Session":
Select the system language for the current session. The system language will go back to the default one at the next login.

The Portal gives the possibility each supplier to set the preferences of their own supplier profile.

This relates only to system interface and **not solicitation process.**

Once you login the system, click on the **"Setting and Actions"** icon in the right upper corner of your screen and select the option **"Set Preferences".**

To set your Regional preferences, click the option **"Regional"** where you can set several different preferences:

"Territory":
Select your country.

"Date and time format":
Select the format in which you wish the date/time to be presented.

"Time Zone":
Select the time zone in which you operate. This will convert all the dates incl. tender deadlines to the exact time as per your chosen setting.

UNFPA Quantum Supplier Portal Guide

The default language of the system is English. To set the language preferences, click the option **"Language"**
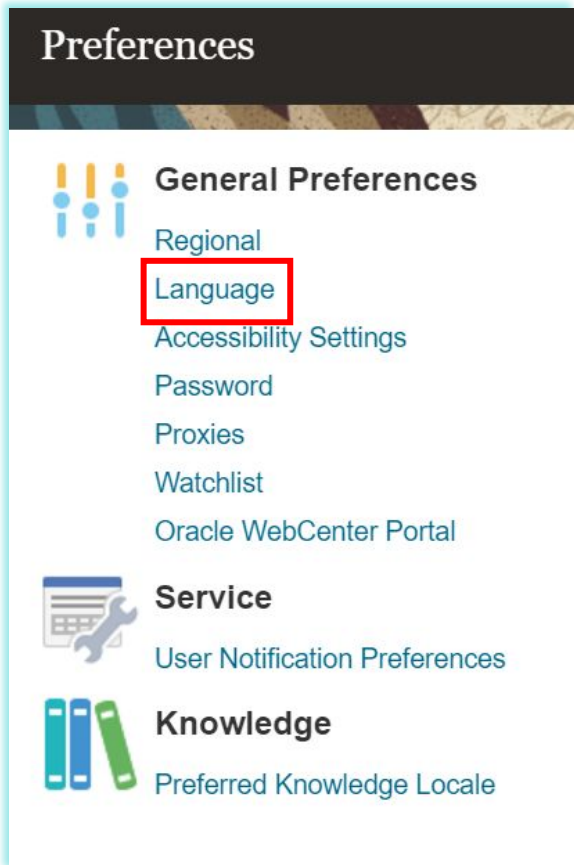
Preferences

General Preferences
- Regional
- Language
- Accessibility Settings
- Password
- Proxies
- Watchlist
- Oracle WebCenter Portal

Service
- User Notification Preferences

Knowledge
- Preferred Knowledge Locale

"Default":
Select the default
system language for your profile.

"Current Session":
Select the system language for the
current session. The system
language will go back to the
default one at the next login.

General Preferences: Language ⑦

Default	English
Current Session	English
Display Name	English

UNFPA Quantum Supplier Portal Guide

9. Frequently Asked Questions (FAQs)

9. Frequently Asked Questions (FAQs)

[How to login to activate my user account](#)?

[How to reset my password?](#)

[I have incorrectly inserted the password three times, and unable to login. What should I do?](#)

[I'm unable to recall my username. What should I do?](#)

[How can I customize my screen/menu by adding essential columns?](#)

[How can I see all the UNFPA POs or find a specific PO based on different attributes?](#)

[How can I find all the POs "Pending Acknowledgement" or pending Change Orders?](#)

[I did not receive email requesting to process PO, even UNFPA added my email with the Communication Method Email. What should I do?](#)

[Will UNFA share PO attachments including Shipping Instructions through the Supplier Portal, as well?](#)

[How can I delete an PO Change Order created by mistake?](#)

[How can I delete an Agreement Change Order created by mistake?](#)

[Can I create ASN for several PO lines?](#)

[Why am I unable to find UNFPA solicitations in the Supplier Portal?](#)

UNFPA Quantum Supplier Portal Guide

Welcome to UN Quantum, Supplier2 Supplier2 External Inbox ×

Oracle no-reply@email-notifications.undp.org via oracle.com
to me ▾

Step 1. Check your email box incl. spam folder

Hello Supplier2 Supplier2,
Your UN Quantum account is ready. To get started, activate your account.

Activate Your Account

Details

Step 2. Click on the hyperlink to access Quantum

If the activate your account link doesn't work, please copy and paste the following URL into the address bar of your browser:

https://idcs-950009d4c7154de7b9a4acb69ea50742.identity.oraclecloud.com:443/ui/v1/resetpwd?token=%2Bfus9VLPOuBO2t2edCQd%2B8bZNfhFdLzRYnxKfPzlSp8%3D

Important: This link will expire on Wednesday, October 4, 2023 10:32:28 AM EDT.

After activation of your account, click here to access the Quantum Supplier Portal

If you don't recognize this message, Please contact your respective UN Agency focal point.

Create your password

Retype

Click "Reset Password"

UNFPA Quantum Supplier Portal Guide

1

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

✉ | Email

What is Secure Verification?

2

Your UN Quantum One-Time Passcode

Oracle <no-reply@oracle.com>
To: ⋯

Hello

337439 is the one-time passcode for your UN Quantum account. This passcode is valid for 30 minutes.

Details

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your respective UN Agency focal point.

3

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

✉ | Email

An email that contains a verification code has been sent to

Code
337439

Resend code

Verify Email Address

What is Secure Verification?

4

UN Quantum

✉

Successfully Enrolled

Your email address, has been set as your default.

Done

UNFPA Quantum Supplier Portal Guide

I was able to register and reset the password, however I did not receive the verification code. What should I do?

Check with your IT department and confirm that the domain oracle.com and undp.org are not blocked by your email firewalls.

9. Unable to find Username

I cannot remember my username.

The username is your company email that was used at the time of user account creation.

If you have forgotten your password, please take the following steps:

1 To reset your password, click on "Need help signing in? **Click Here**"

2 You will be prompted to enter your e-mail address, which is the User ID you entered during registration and click *Next*.

3 A password reset notification email was sent to the email address associated with your Supplier Profile. Click Close and verify your Inbox/Spam (Junk) mailbox.
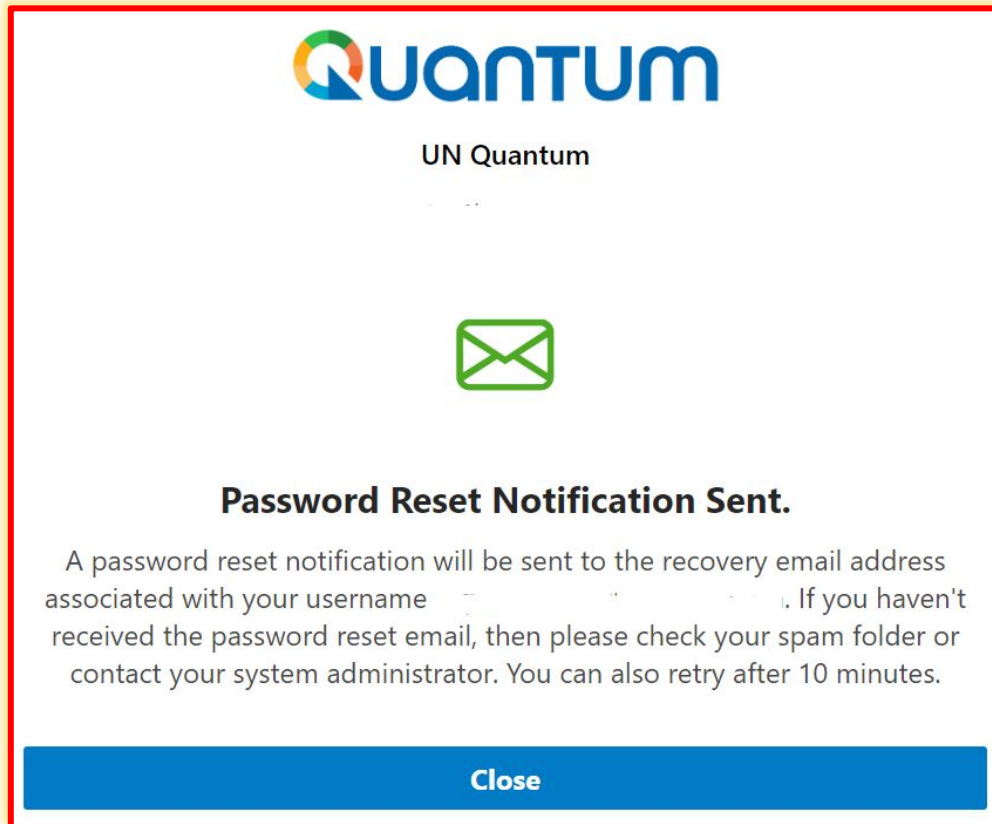
4 Verify the Inbox and/or the Spam/Junk mailbox of your email address and identify the email with the Password Reset link. Click on *Password Reset* or copy/paste the URL from the email into the address bar of your browser.

UNFPA Quantum Supplier Portal Guide
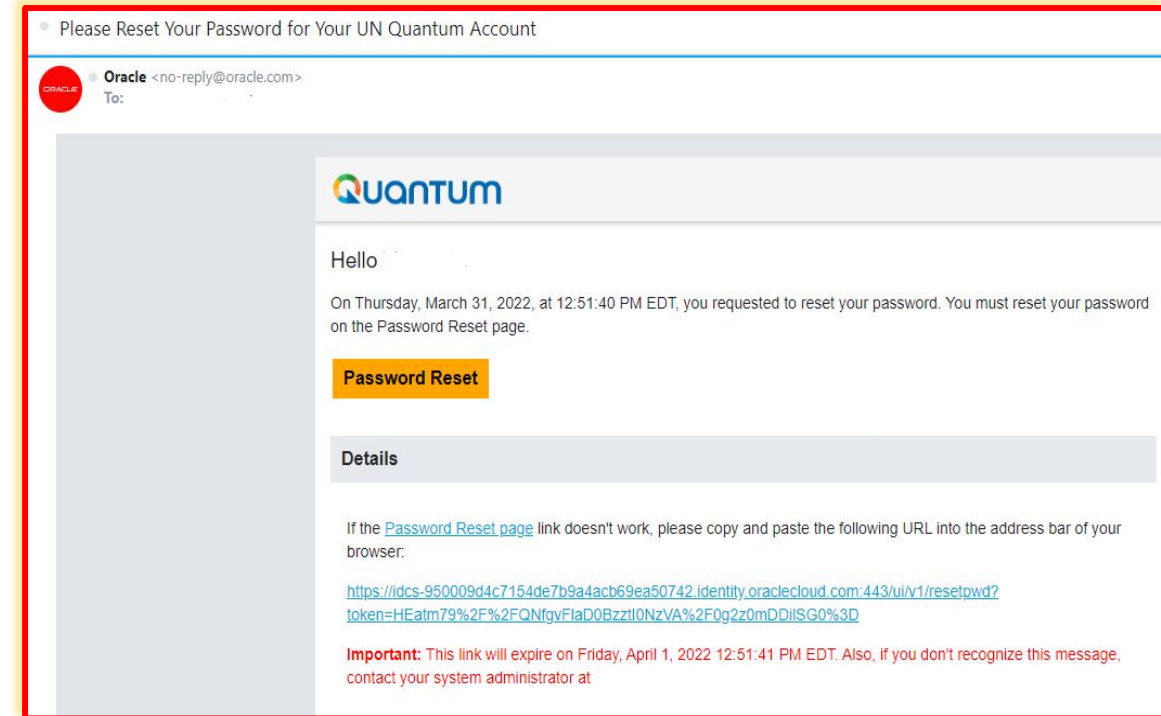
5 Enter the new password. Confirm the new password. Click on *Reset Password.*

6 A message will pop-up on your screen and confirming that you that your password has been reset. Click on *Continue to Sign In* to go to the Login Page.
You will also receive an email confirming that your password has been changed.

⑦ Enter your User-Name (the email address) and the Password, click on *Sign In* and complete the steps for the MFA email verification.

UNFPA Quantum Supplier Portal Guide

If you have incorrectly inserted the password three times, the system will prevent you from any further entries. Therefore, please try to reset your password again following the instructions above. Please follow **the relevant link to Quantum Supplier Portal** and click on "Need help signing in? **Click Here".**

UNFPA Quantum Supplier Portal Guide

134

As per the slide titled "Main Navigation Page - scope of release", the Solicitation/Negotiation module will be released by UNFPA in the next phase of the Supplier Portal.

For International Solicitation Processes, please follow UNGM.

Regular/BPA/LTA/low-value RFQs will continue be shared via email for now.

9. Why I am not able to find UNFPA solicitations in the Supplier Portal?
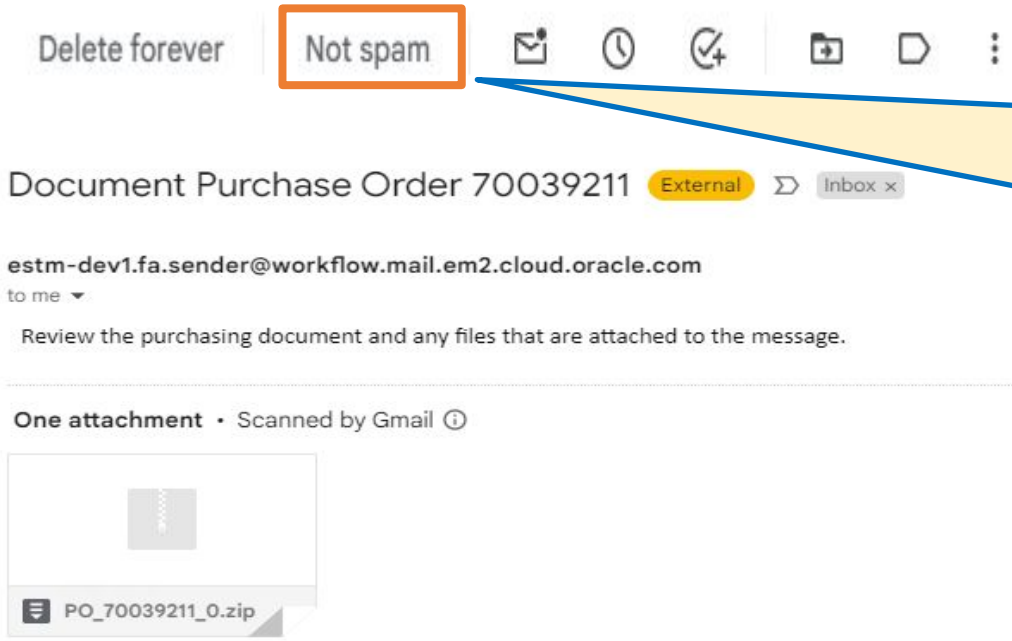
The Quantum notification emails may initially go to your spam and the subject will start with Document and include the PO number. It is important to select not Spam so future emails go directly to your inbox.

As all communications come from estm.fa.sender@workflow.mail.em2.cloud.oracle.com, it will be important to inform your IT service to whitelist this address.

10. Video Demonstrations

1. Supplier revises "Company Profile" Section
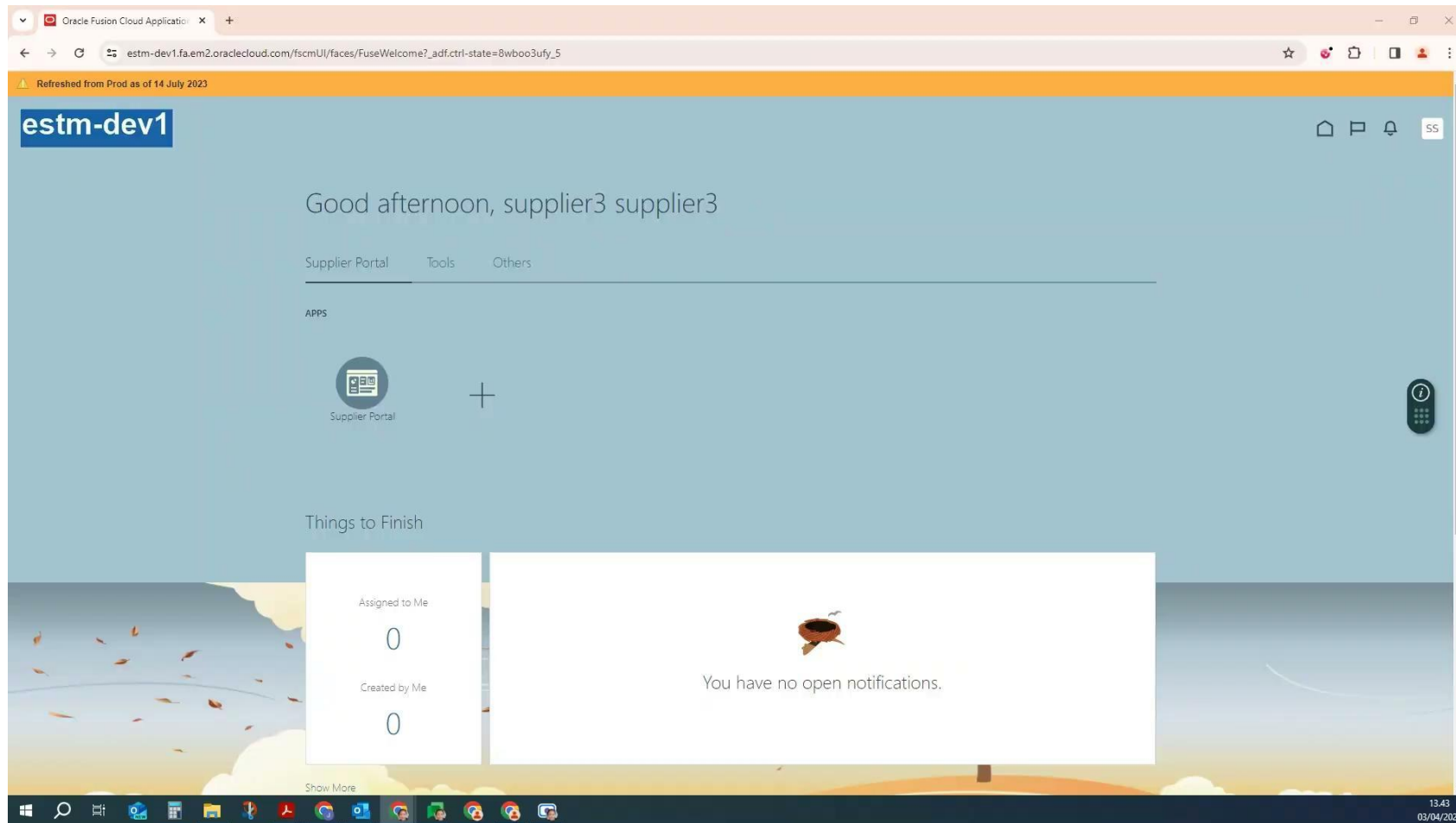
2. Basic Process Flow for Goods PO with no PO revisions
   Stages: PO created by UNFPA, PO reviewed and accepted by Supplier, ASN created, ASN adjusted and PO life cycle.

3. Supplier splits shipment after a 3-day window, including the application of a PO header discount

4. Force Majeure: Supplier unable to meet Promised Ship Date (after the 3-day PO confirmation window)

5. UNFPA delays dispatch of Goods

6. Supplier adjusts ASN

Duration 16:14

Duration: 23:06

Duration 18:59

Duration 17:29

UNFPA Quantum Supplier Portal Guide

Duration 6:43

Duration 7:51

UNFPA Quantum Supplier Portal Guide

11. Technical Assistance by UNFPA

In case of any technical issues with the Supplier Portal, please submit your request to:
supplier-portal@unfpa.org

Important

To ensure your case is resolved as quickly as possible, when requesting the support, please share the following details:

- Your Supplier ID and Company name
- User Account email address
- Screenshots of any error or warning messages
- A brief description of the steps you took before encountering any errors or issues

for using Quantum Supplier Portal