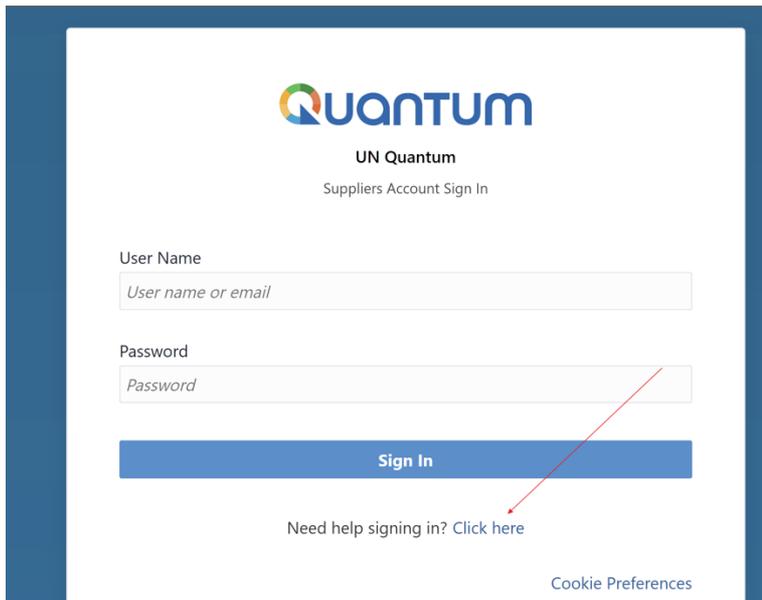


## Quantum mini-guide for Suppliers

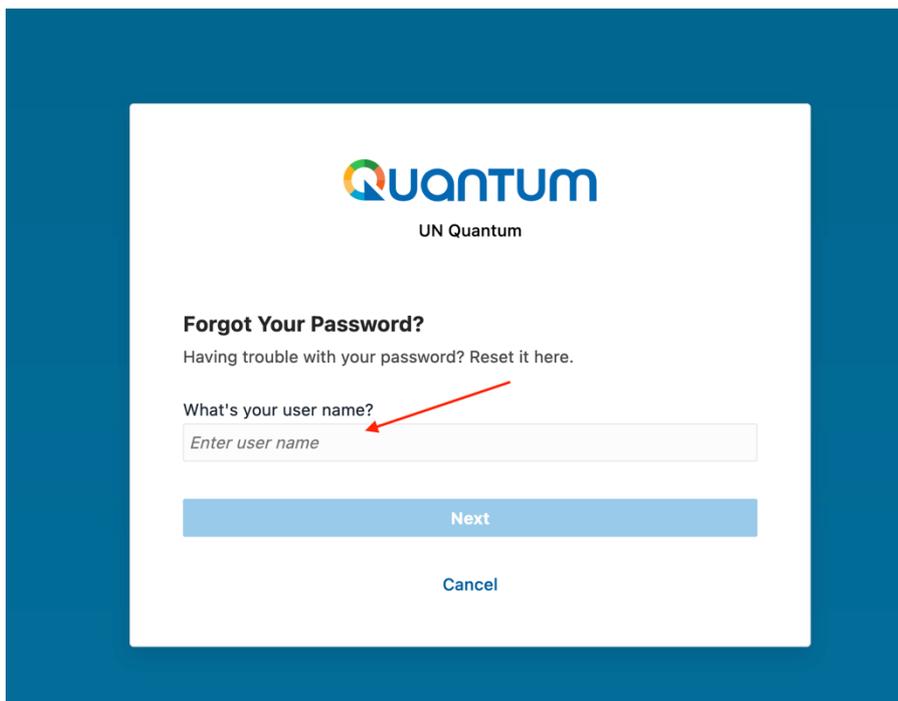
### How to complete registration and set up password

1. Login at URL - <https://supplier.quantum.partneragencies.org/>
2. Make sure that multiple browsers are not open with this URL. If yes, then close all browsers and do not use the link from saved/favourite.
3. Click on “click here” from the main page of the supplier portal as shown below.



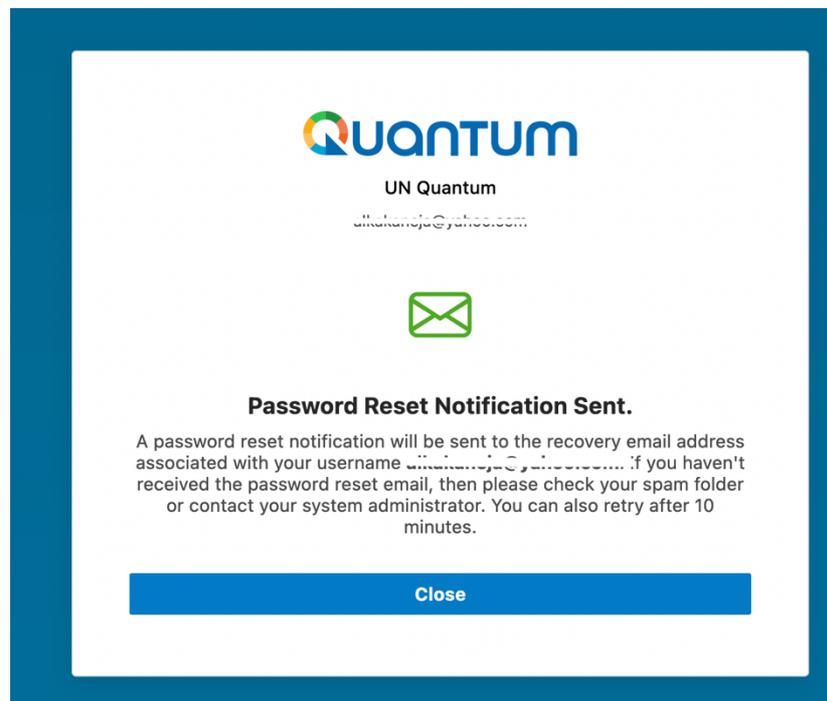
The screenshot shows the 'Suppliers Account Sign In' page. At the top is the Quantum logo and the text 'UN Quantum Suppliers Account Sign In'. Below this are two input fields: 'User Name' with the placeholder text 'User name or email' and 'Password' with the placeholder text 'Password'. A blue 'Sign In' button is positioned below the password field. A red arrow points from the 'Sign In' button to the text 'Need help signing in? Click here' located below the button. At the bottom right of the page is a link for 'Cookie Preferences'.

4. A new window will open, please provide the user name in the box and click on 'Next'.



The screenshot shows the 'Forgot Your Password?' page. At the top is the Quantum logo and the text 'UN Quantum'. Below this is the heading 'Forgot Your Password?' followed by the text 'Having trouble with your password? Reset it here.' The main question is 'What's your user name?' with a red arrow pointing to the input field below it, which contains the placeholder text 'Enter user name'. Below the input field is a blue 'Next' button and a 'Cancel' link.

5. The next screen will appear as below:



IMP:

- a. User name is the email provided at the time of registration; it is NOT the company name.
  - b. an email will be sent to the address provided in the user name from 'Oracle' .
  - c. If email is not received within 5 to 10 minutes, please check in the SPAM or JUNK mailbox
  - d. For email accounts with company domains – please check with the IT team of your company if there is any firewall blocking emails from 'Oracle.com'.
6. Please follow the instructions provided in the email received at the **user name** email account.
  7. If you are still not able to receive the password reset email OR complete the process of registration, please contact the focal point of the UNDP business unit for the specific Tender/Negotiation.

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