

Training Webinars: Initiating supplier collaboration through Supplier Portal



03 - 04 April 2024

Introduction

Agenda

Topic	Presenter
Introduction: Welcome, Agenda and Phases of SP introduction	Ms. Natalia Giortz-Behrens
Benefits of using the SP for collaboration	Ms. Natalia Giortz-Behrens
Accessing and Navigating the SP	Ms. Natalia Giortz-Behrens
User Profile Preferences	Ms. Jing Anelli
Company Profile	Ms. Jing Anelli
Management of POs: After 08 April 2024	Mr. Nzumbe Ntoko
PO and PO Change Orders for Goods: Process Diagram including Scenarios	Mr. Nzumbe Ntoko
Management of Shipments: Create and adjust Advance Shipping Notice	Mr. Nzumbe Ntoko
PO for PSI including testing services: Process Diagram and Scenarios	Mr. Nzumbe Ntoko
PO for Freight: Process Diagram and Scenario	Mr. Juan Garcia Navarro
Training Resources and Support	Ms. Natalia Giortz-Behrens
Q&A Session	Ms. Natalia Giortz-Behrens
Closing Remarks	Ms. Natalia Giortz-Behrens

Phases of the Supplier Portal introduction

<p>Phase I</p> <div style="background-color: red; color: white; padding: 5px; text-align: center; margin-top: 10px;">view-only</div>	<p>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.</p> <p>Piloting collaboration (Phase II) with one BPA supplier.</p> <p>Go-live date: November 20, 2023</p>
<p>Phase II</p> <div style="background-color: red; color: white; padding: 5px; text-align: center; margin-top: 10px;">ongoing</div>	<p>Initiating supplier collaboration on UNFPA Purchase Orders, Shipments and Company Profile.</p> <p>Go-live date: April 08, 2024</p>
<p>Phase III</p> <div style="background-color: red; color: white; padding: 5px; text-align: center; margin-top: 10px;">pending</div>	<p>Initiating supplier collaboration on the remaining sections of the portal.</p> <p>Approx. by 2024/2025</p>

Benefits of using the SP for collaboration



One platform: 10 UN Agencies

Quantum sister agencies are:

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) 

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.

Accessing and Navigating the Portal

User Accounts

User Accounts requested by the UNFPA SCMU SST through [Supplier Contact Form](#) are created.



Supplier Contact Form

behrens@unfpa.org [Switch account](#) 

 Not shared

** Indicates required question*

Supplier *

Choose 

First Name *

Your answer _____

Middle Name

Your answer _____

Last Name *

Logging in to the Supplier Portal

- The Supplier Portal can be accessed through <http://supplier.quantum.partneragencies.org/>
- It is optimized with the latests versions of Microsoft Edge or Chrome browsers.
- Your **User ID** is the email address used when you requested access to the portal (previous slide).
- If you are logging into the portal for the first time, please select “**Forgot Password**” and follow the prompts to create your unique password.

Main Navigation Page

Supplier Portal

TW

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

Recent Activity

Last 30 Days

Agreements changed or canceled 1

Requiring Attention

346

- 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.

"Home" button

Notifications

User Profile Preferences

Main Navigation Page

Supplier Portal

Search Agreements Agreement Number

Implemented

To be implemented

On hold

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

Order Management Section

Agreements changed or canceled 1

Agreement Management Section

VIEW ONLY

This section is not implemented by UNFPA

Shipment Management Section

This section will be implemented by UNFPA during Release 2

Invoice and Payment Section

VIEW ONLY

Requiring Attention

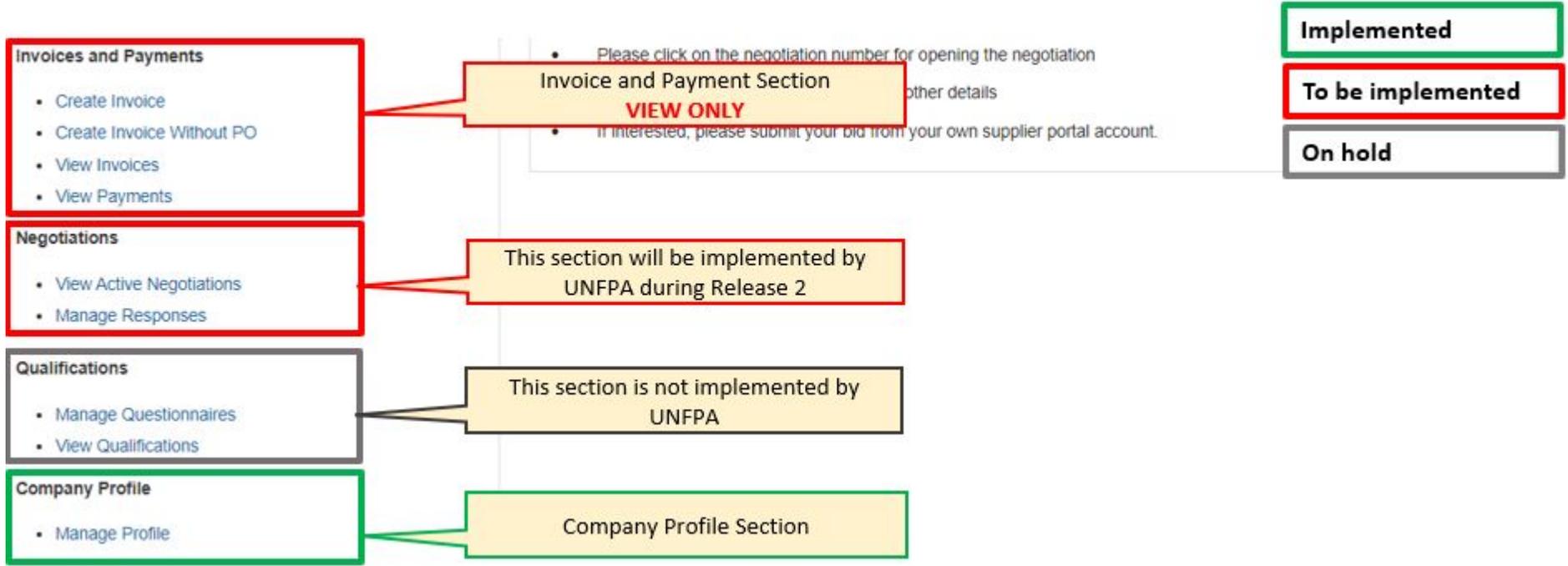
Category	Count
Agreements to Acknowledge	63
Orders to Acknowledge	16
Schedules Overdue or Due Today	259
Invoices Overdue	8
Total	346

Transaction Reports
Last 30 Days

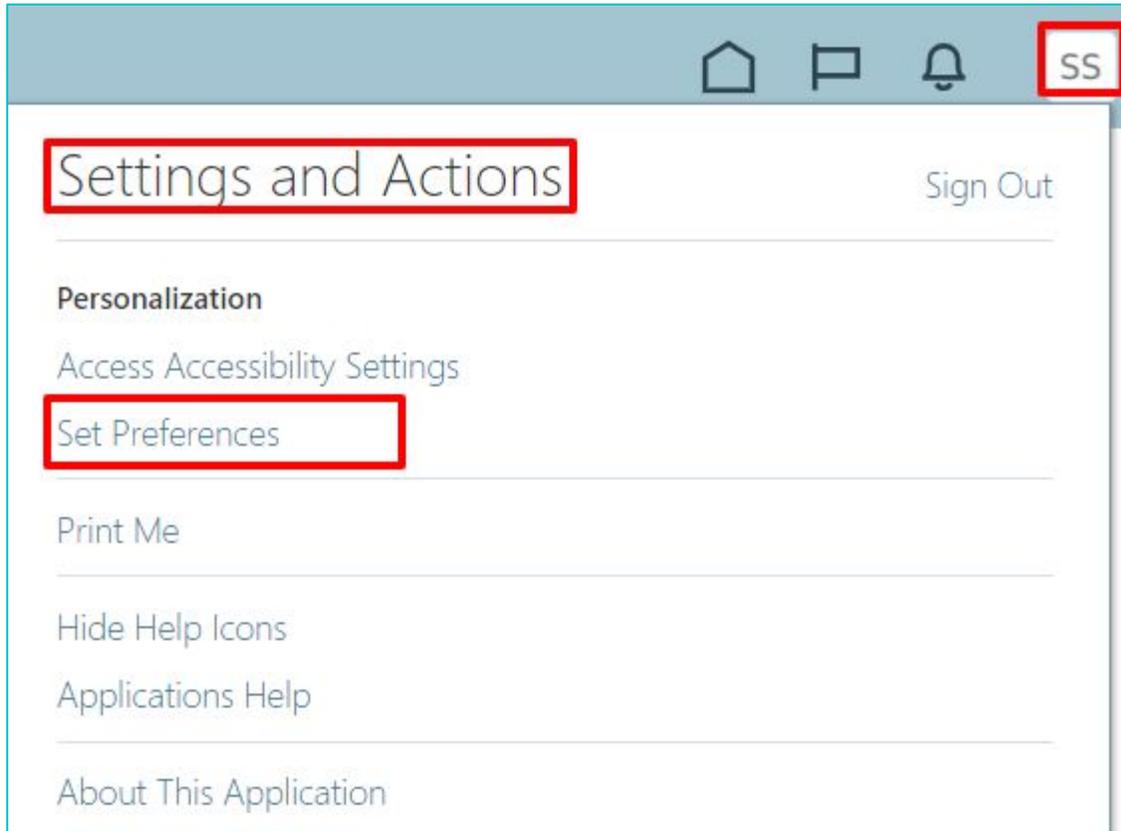
⚡
No data available

13

Main Navigation Page (continued)



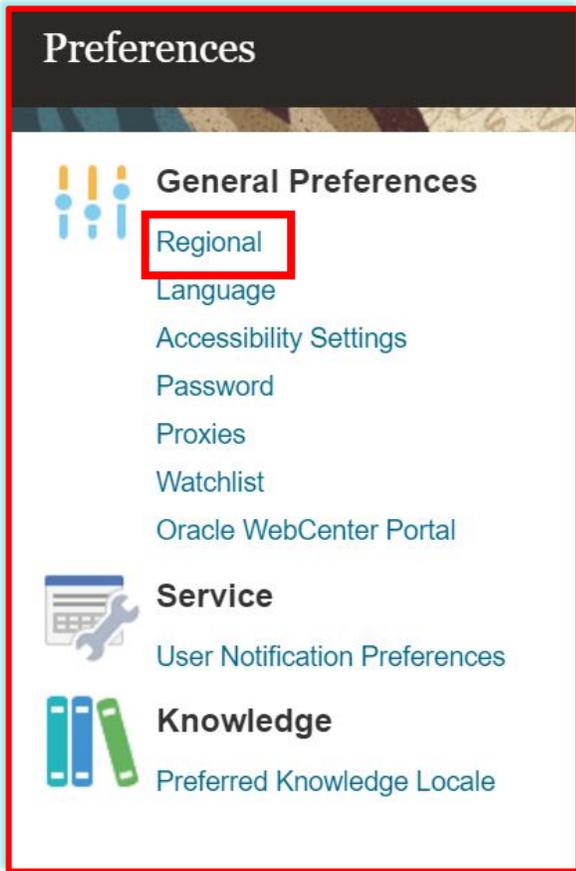
Setting your profile preferences



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"**.

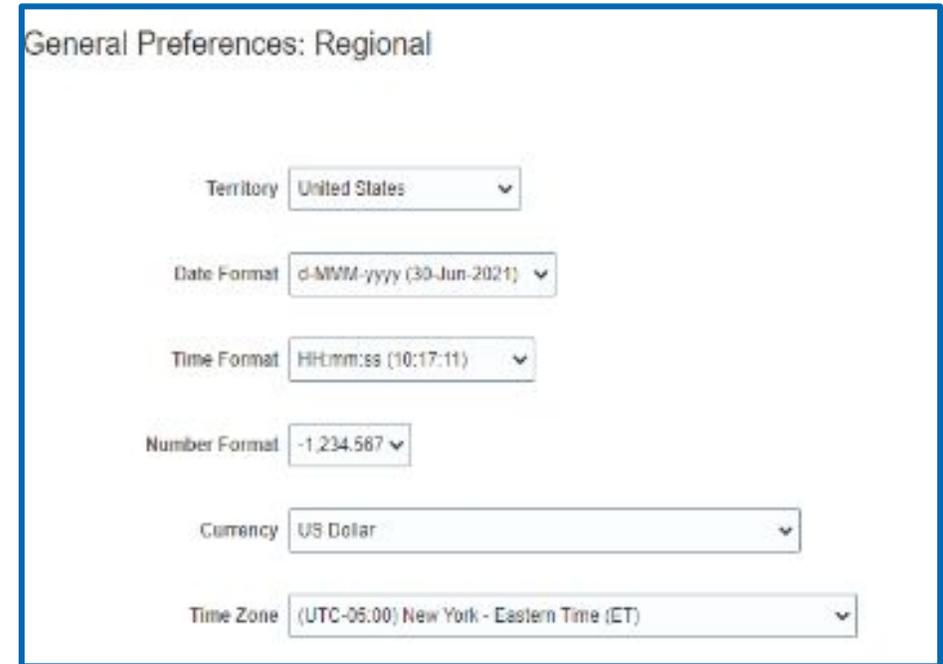
Setting your profile preferences - regional preferences



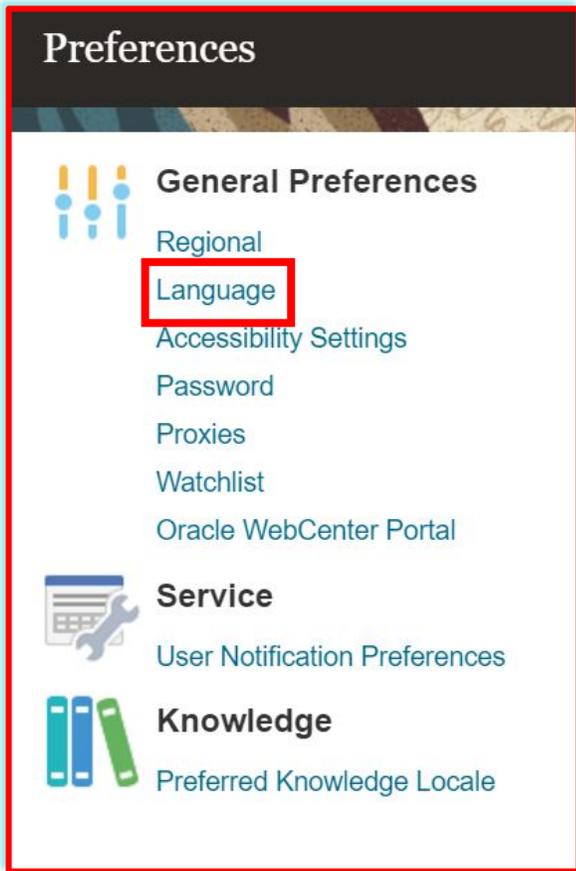
"Territory":
Select your country.

"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.

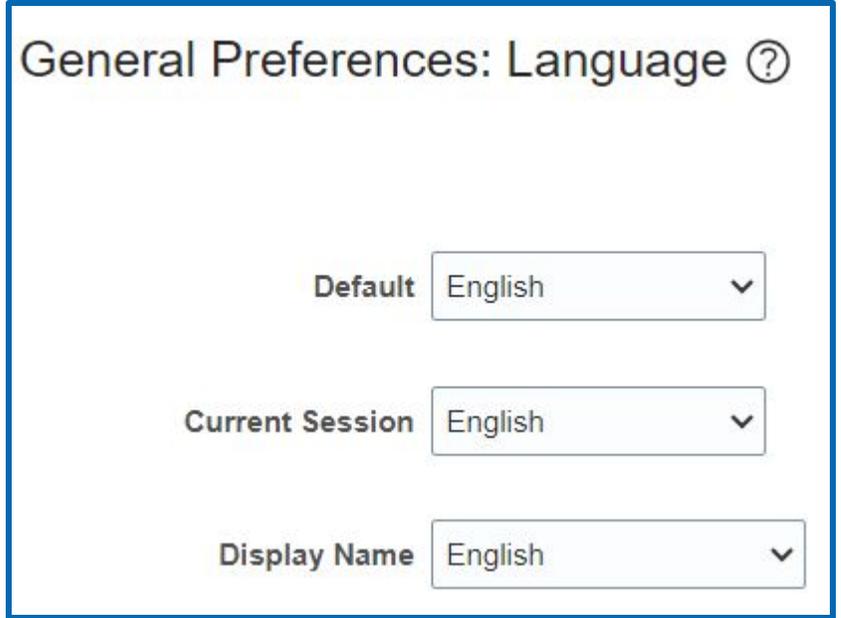


Setting your profile preferences - language preferences



"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.



Company Profile

Search

- Tasks**
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- 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



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.

Company Profile

- 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" and “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

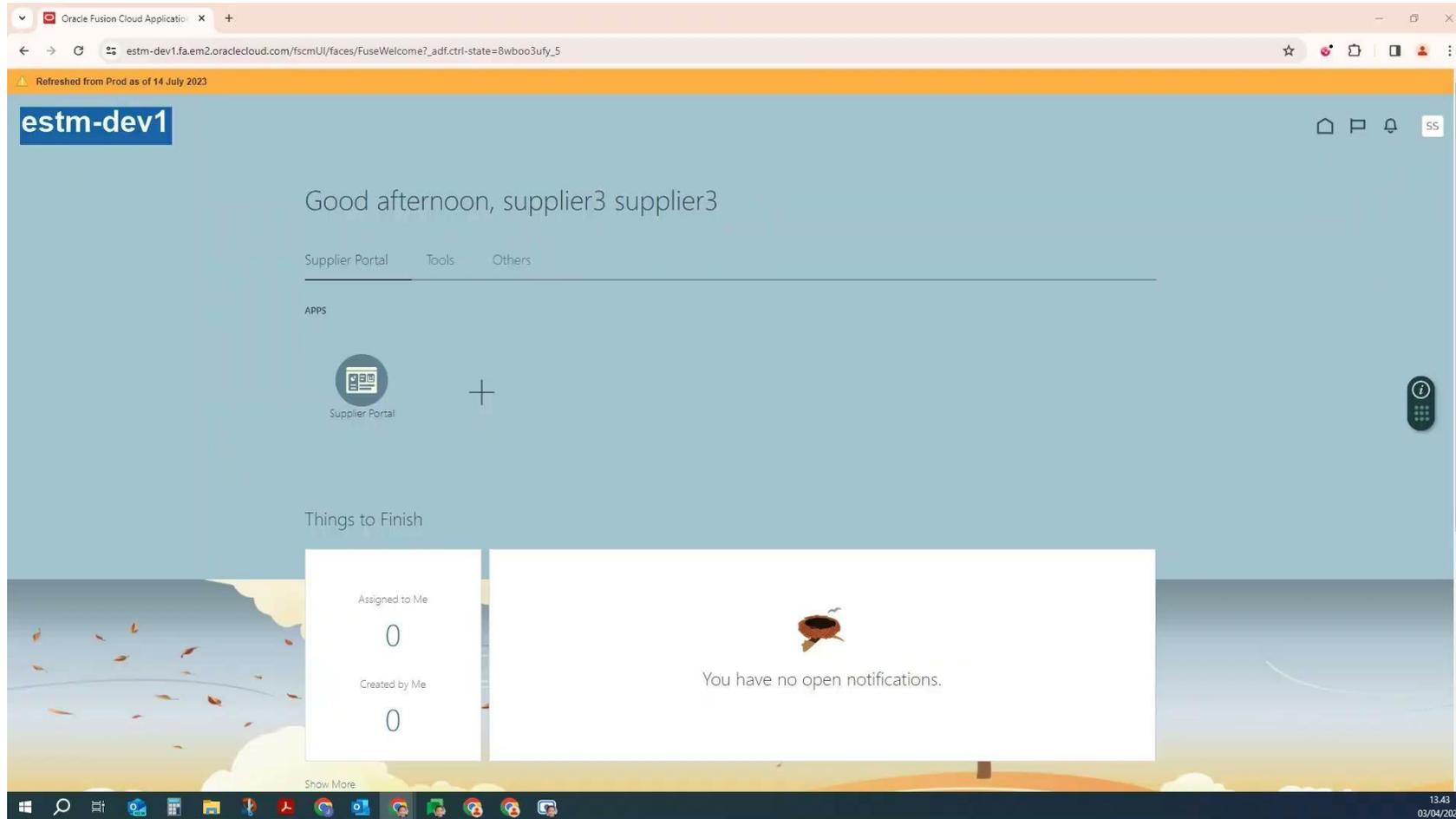
Company Profile - Suppliers Roles in the Supplier Portal

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.

Scenarios

Demo Scenario: Supplier revises Company Profile (duration 16:14)



Management of POs: After 08 April 2024

Comparison

Action	Before	Going forward
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

[Demo Videos](#) outlining the above Steps and [Supplier user guide FAQs](#) can be consulted for additional guidance.

Important columns to add under Manage Orders

Change Order	Lets you know of any unapproved change order and the initiator, you can click on the change order to take action
Change Order Status	Lets you know if the change order is pending supplier acknowledgement ,incomplete (a change order that has not been submitted for approval) or pending approval.
Acknowledgement Due Date	Lets you know the due date of any PO pending Supplier Acknowledgement

PO and change order statuses

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

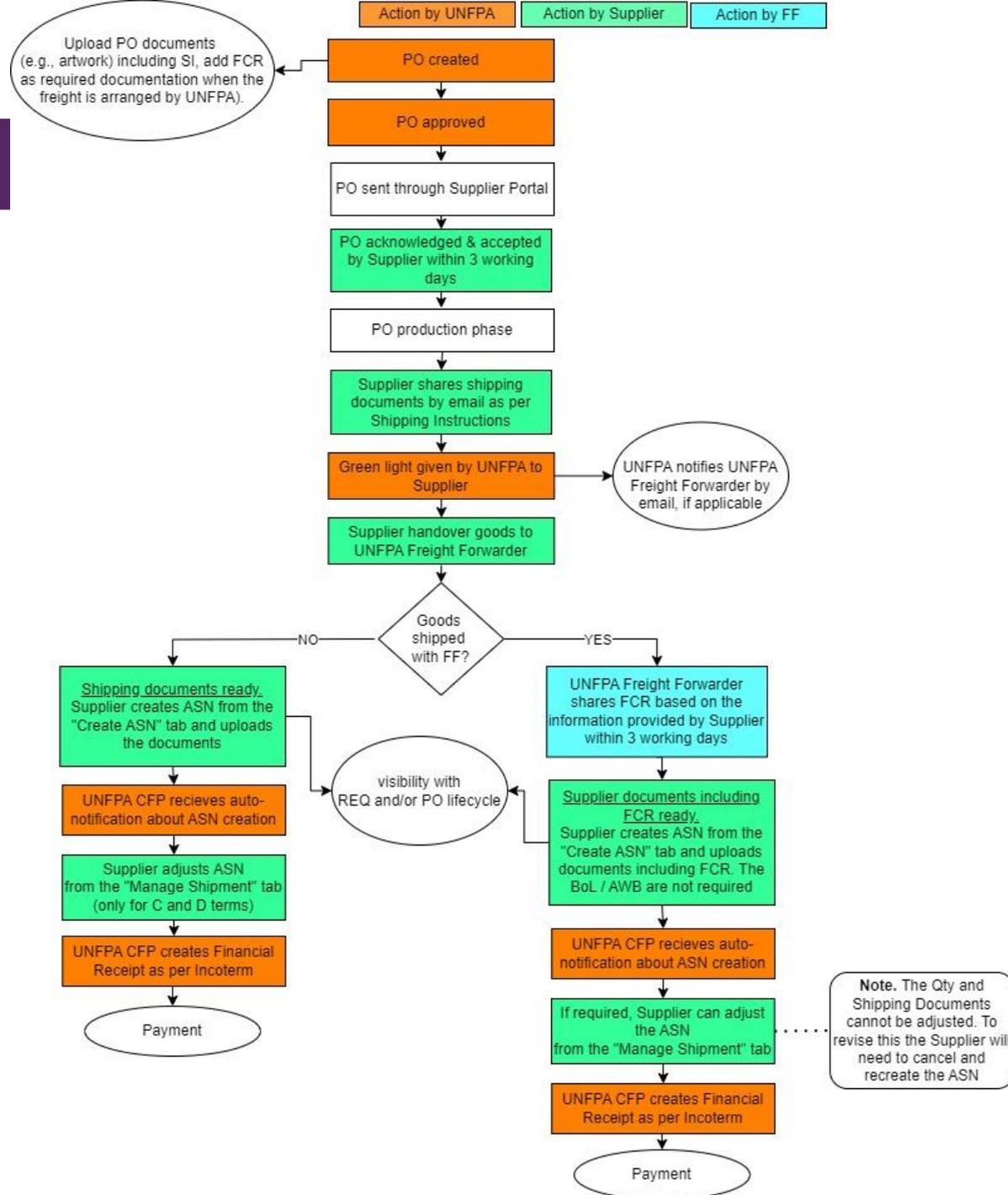
“Rejected”: Change Order has been rejected by Buyer

PO fields that can be edited by the supplier

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. <i>“force majeure or reaching the limits of the production capacity or delayed by the manufacturing source, etc.”</i>
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”

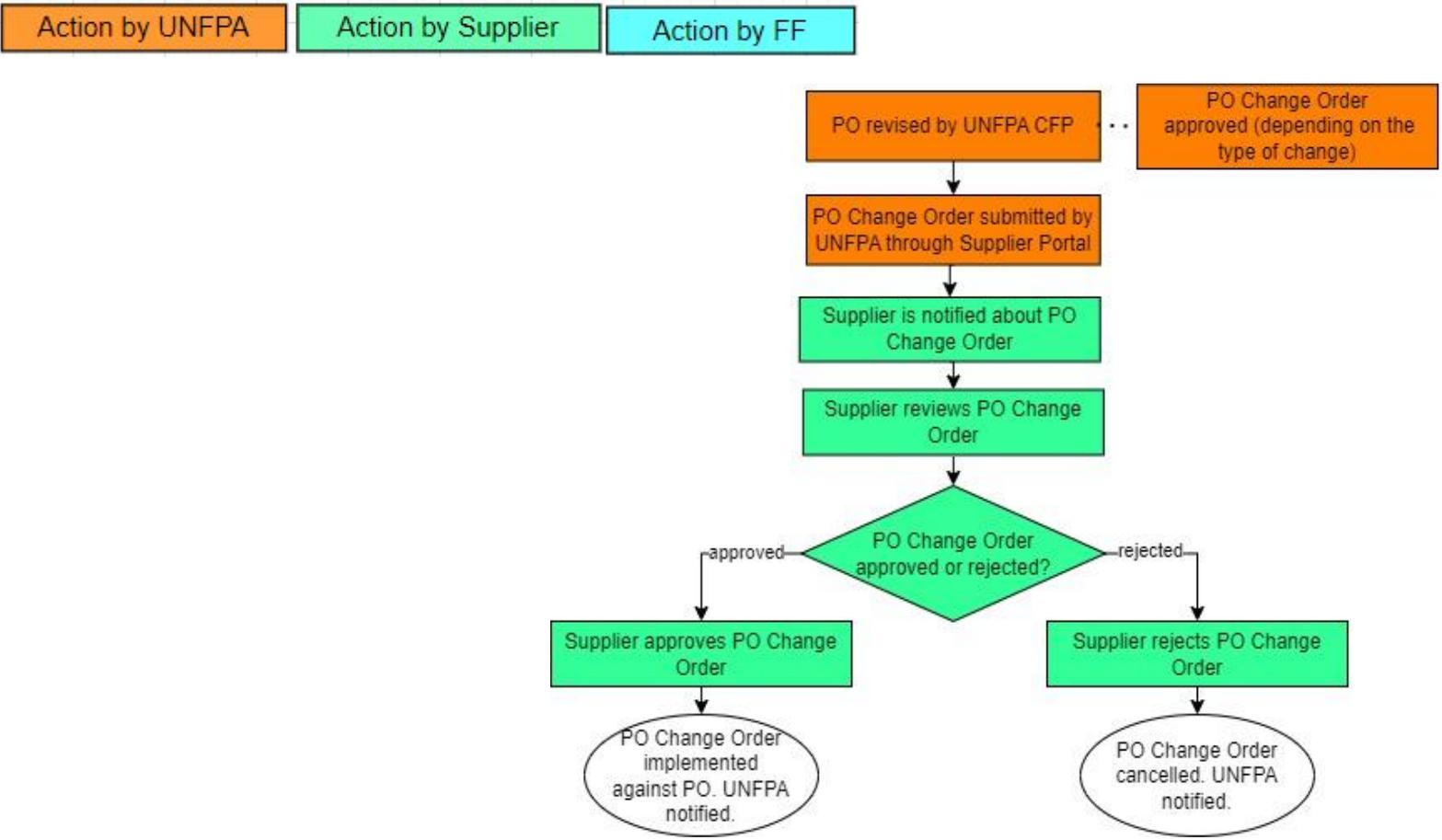
PO and PO Change Orders for Goods: Process Diagram including Scenarios

PO Goods Process Flow



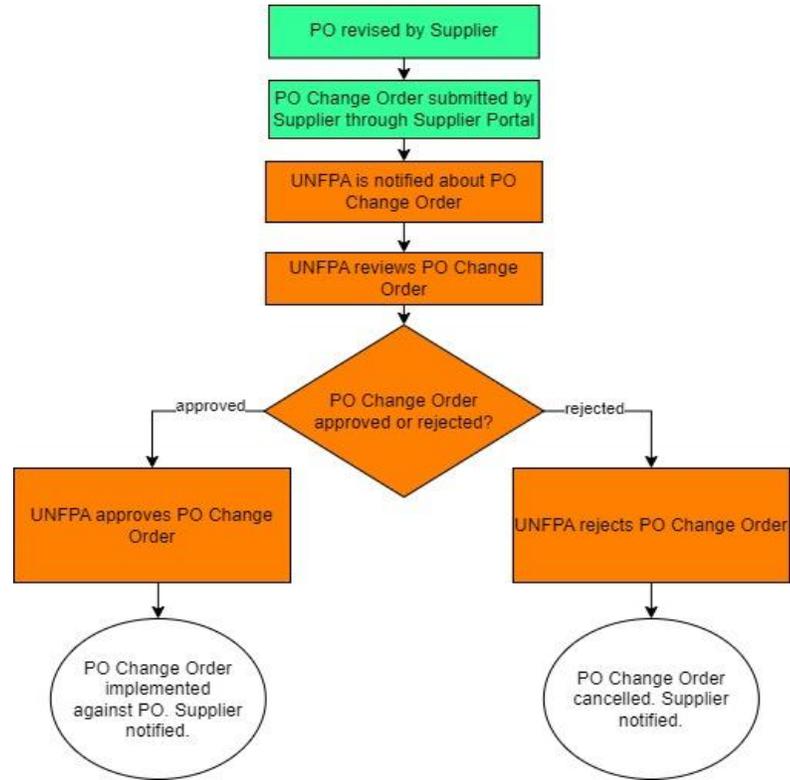
- Every time you initiate an amendment of a PO, Quantum will create a **Change Order**.
- A Change Order is a **separate document** from the PO that outlines all the amendments or modifications to be applied to an existing PO.
- Quantum will assign a designated **numeric identifier** to the Change Order.
- 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, **“pending supplier acknowledgement”** indicates that the change order is pending the supplier’s approval, **“pending approval”** indicates that the change order is pending UNFPA’s buyer 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.

UNFPA edits Goods PO



Supplier edits PO

Action by UNFPA Action by Supplier Action by FF



Management of Shipments incl. Advance Shipping Notice

Advance Shipping Notice (ASN)

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Sp
- 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

Manage shipment allows for review of the ASN information, small modifications to ASN and for the cancellation of ASN

Enter the shipment information with "Create ASN" tab

IMPORTANT

- **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
- **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.
- 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 PO Lifecycle under in-transit shipment.

Shipments - ASN Definitions

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.

Handling of FCR

The FCR is now required document to be included in the ASN and facilitates the payment process.

Handling of FCR:

The FF collects the goods or takes custody of the consignment at an agreed place (if other than the supplier's premises), in line with the supplier's BPA.

Responsibilities of FF:

The FF shares a Freight Forwarder's Certificate of Receipt (FCR) with the Commodity Supplier and the SCMU Focal Points (CFP & LFP) within 3 working days from handover, filling information of the template regarding the transit and the route.

Responsibilities of Goods Supplier:

Provide to the Freight Forwarder address, cargo details (through the shipping documents) and product, so the FCR of the FF is correct and up to date. This will enable the Commodity supplier to upload a full set of payment documents via the Supplier Portal.

Shipments - Manage Shipment Key information

- **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)

Scenarios

Demo Scenario 1: Purchasing Process Flow with no PO revisions (duration: 23:06)

Purchase Order: 70039245

General

Procurement BU	UNFPA-HQ	Supplier	UNFPA TEST	Ordered	5,00 USD
Requisitioning BU	UNFPA-HQ	Supplier Site	UNFPA TEST	Total Tax	0,00 USD
Sold-to Legal Entity	United Nations Population Fund	Supplier Contact		Total	5,00 USD
Bill-to BU	UNFPA-HQ	Communication Method	E-Mail	Description	UNFPA SUPPLIER TEST DEMO 1
Order	70039245	Communication Email	behrens@unfpa.org dinaquantumtest@gmail.com	Requisition	
Status	Pending Supplier Acknowledgment	Cc	dinaquantumtest@gmail.com	Source Agreement	UNFPA-HQ-AGMT-10238
Funds Status	Reserved	Bcc		Negotiation	
Buyer	Natalia GIORTZ-BEHRENS	Bill-to Location	UNFPA SCMU Denmark	Supplier Order	
Creation Date	02-04-24	Ship-to Location	Deutsches Rotes Kreuz		

Terms

Required Acknowledgment	Document	Shipping Method	Air-Air-Shipment	— Requires signature
Acknowledge Within Days	3	Freight Terms	CIF - Cost, Insurance and Freight	✓ Buyer Managed Transportation
Acknowledgment Due Date	05-04-24	FOB	INCOTERMS 2020	— Pay on receipt
Payment Terms	Net 30			— Confirming order

Scenarios

Demo Scenario 2: Split shipment by Supplier after a 3-day window including the application of a PO header discount (duration 18:59)

Purchase Order: 70039239

General

Procurement BU	UNFPA-HQ	Supplier	UNFPA-TEST	Ordered	12.00 USD
Requisitioning BU	UNFPA-HQ	Supplier Site	UNFPA-TEST	Total Tax	0.00 USD
Sold-to Legal Entity	United Nations Population Fund	Supplier Contact		Total	12.00 USD
Bill-to BU	UNFPA-HQ	Communication Method	None	Description	UNFPA SUPPLIER TEST DEMO 2
Order	70039239	Bill-to Location	UNFPA SCMU Denmark	Requisition	
Status	Pending Supplier Acknowledgment	Ship-to Location	MINISTRY OF HEALTH AND SANITATION (Sierra Leone)	Source Agreement	UNFPA-HQ-AGMT-10238
Funds Status	Reserved			Negotiation	
Buyer	Robert AFANOU			Supplier Order	
Creation Date	31/03/2024				

Terms

Required Acknowledgment	Document	Shipping Method	Air	<input type="checkbox"/> Requires signature
Acknowledge Within Days	3	Freight Terms	FCA - Free Carrier	<input checked="" type="checkbox"/> Buyer Managed Transportation
Acknowledgment Due Date	03/04/2024	FOB	INCOTERMS 2020	<input type="checkbox"/> Pay on receipt
Payment Terms	Net 30			<input type="checkbox"/> Confirming order

Scenarios

Demo Scenario 3: Force Majeure, Supplier delays (after 3-day window) (duration 17:29)

The screenshot shows the Oracle Fusion SCM 'Manage Orders' interface. The browser address bar indicates the URL: `estm-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=xm959g9i4_695`. The page title is 'Manage Orders' and it includes a 'Done' button in the top right corner.

Below the title, there are tabs for 'Headers' and 'Schedules'. A search bar is present with a 'Search' button and a dropdown menu set to 'All My Orders'. Below the search bar, there are several action icons including 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'.

The main content is a table of purchase orders. The table has the following columns: Order, Description, Supplier, Ordered, Currency, Status, Lif Ch, Creation Cy, On Date, and Change Order Status. The table contains 15 rows of data, with the first row highlighted in blue.

Order	Description	Supplier	Ordered	Currency	Status	Lif Ch	Creation Cy	On Date	Change Order Status
70039241	UNFPA SUPPLIER TEST DEMO 4	UNFPA TEST	12.00	USD	Pending Supplier Acknowledgment		31/03/2...		
70039240	UNFPA SUPPLIER TEST DEMO 3	UNFPA TEST	12.00	USD	Pending Supplier Acknowledgment		31/03/2...		
70039239	UNFPA SUPPLIER TEST DEMO 2	UNFPA TEST	11.51	USD	Open		31/03/2...		
70039235	TEST	UNFPA TEST	3.00	USD	Open	3	22/03/2...		Pending Approval
70034180	Djibouti-1stTranche23--SP	GUILIN ZIZHU ...	2,756.48	USD	Open		23/06/2...		
70032592	Air freight for oral contraceptives- Bayer- PO 70020348	KUEHNE AND ...	3,775.00	USD	Open		19/06/2...		
70026812	Mirena - Contraceptives - Palesitne CO JPD55	Bayer AG	4,578.00	USD	Open		26/05/2...		
70026515	Levoplant Air freight- woman care global servise	WOMANCARE ...	11,480.00	USD	Open		25/05/2...		
70026500		KUEHNE AND ...	4,756.00	USD	Closed for Receiving		25/05/2...		
70025620	Procurement of Security Equipment - 40 PPEs	VESTGUARD U...	27,724.00	USD	Open		23/05/2...		
70023234	Contraceptives-condom stock- JPD55	GUILIN ZIZHU ...	2,976.00	USD	Open		12/05/2...		
70023207		GUILIN ZIZHU ...	56.00	USD	Open		12/05/2...		

Scenarios

Demo Scenario 4: UNFPA delays dispatch of Goods (duration 6:43)

Manage Contract and Purchase Orders

estm-dev1

Overview Manage Contract and Purchase Orders

Manage Orders

Search

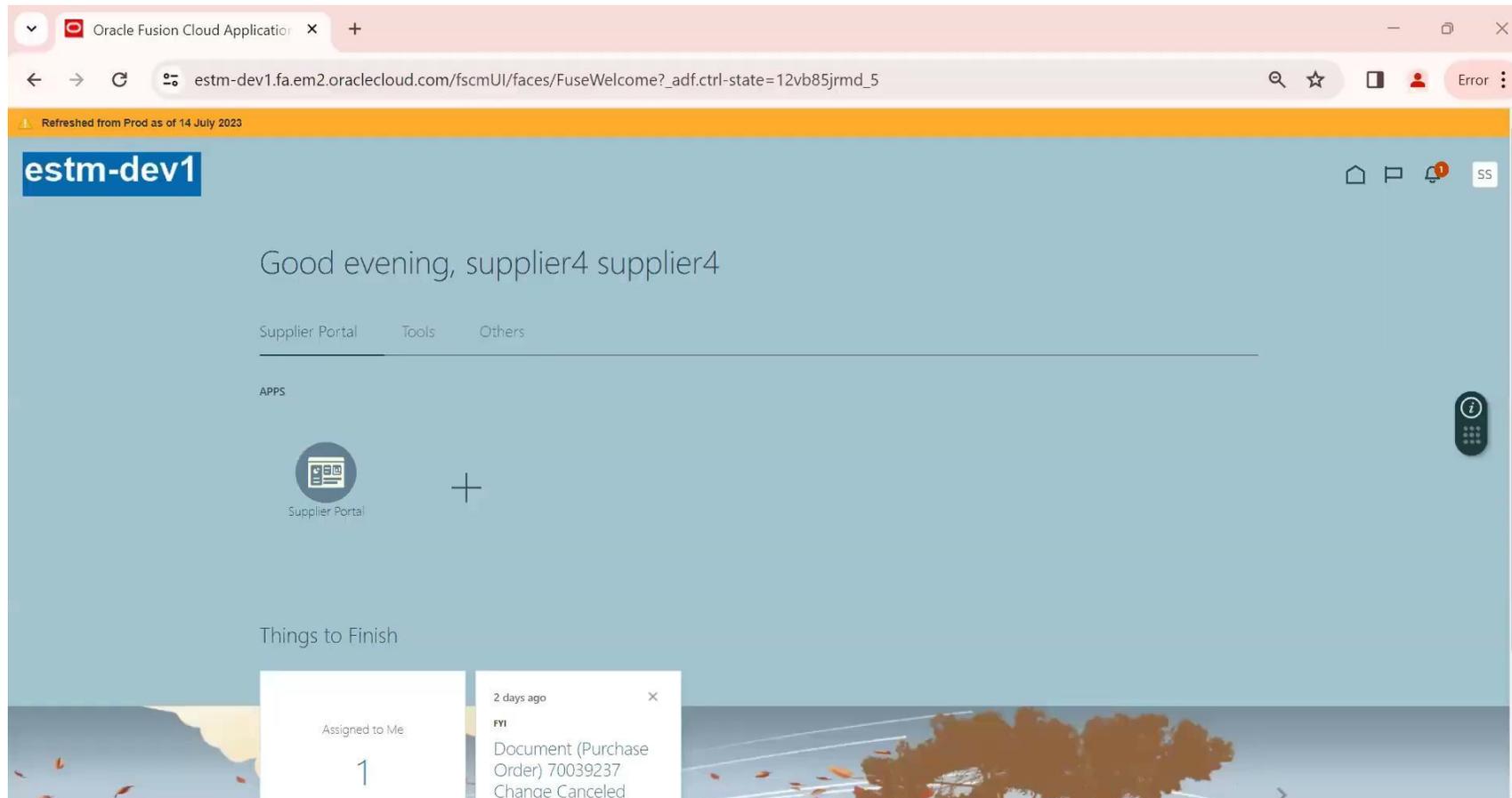
Advanced Manage Watchlist Saved Search All My Orders

Search Results

Order	Description	Supplier	Ordered	Currency	Status	Lif Ch Creation Cy On Date	Change Order Status
70039241	UNFPA SUPPLIER TEST DEMO 4	UNFPA TEST	12.00	USD	Open	31/03/2...	
70039240	UNFPA SUPPLIER TEST DEMO 3	UNFPA TEST	12.00	USD	Open	31/03/2...	
70039239	UNFPA SUPPLIER TEST DEMO 2	UNFPA TEST	11.51	USD	Open	31/03/2...	
70039235	TEST	UNFPA TEST	3.00	USD	Open	22/03/2...	Pending Approval
70034180	Djibouti-1stTranche23--SP	GUILIN ZIZHU ...	2,756.48	USD	Open	23/06/2...	
70032592	Air freight for oral contraceptives- Bayer- PO 70020348	KUEHNE AND ...	3,775.00	USD	Open	19/06/2...	
70026812	Mirena - Contraceptives - Palesitne CO JPD55	Bayer AG	4,578.00	USD	Open	26/05/2...	
70026515	Levoplant Air freight- woman care global servise	WOMANCARE ...	11,480.00	USD	Open	25/05/2...	
70026500		KUEHNE AND ...	-4,756.00	USD	Closed for Receiving	25/05/2...	
70025820	Procurement of Security Equipment - 40 PPEs	VESTGUARD U...	27,724.00	USD	Open	23/05/2...	
70023234	Contraceptives-condom stock- JPD55	GUILIN ZIZHU ...	2,976.00	USD	Open	12/05/2...	

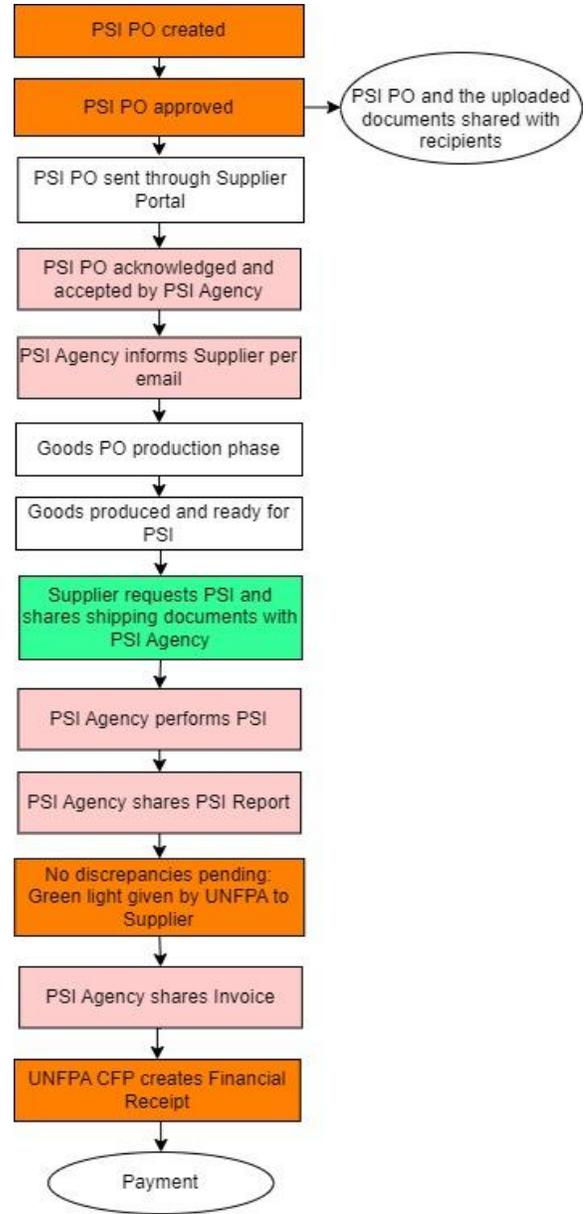
Scenarios

Demo Scenario 5: Supplier adjusts ASN (duration 7:51)



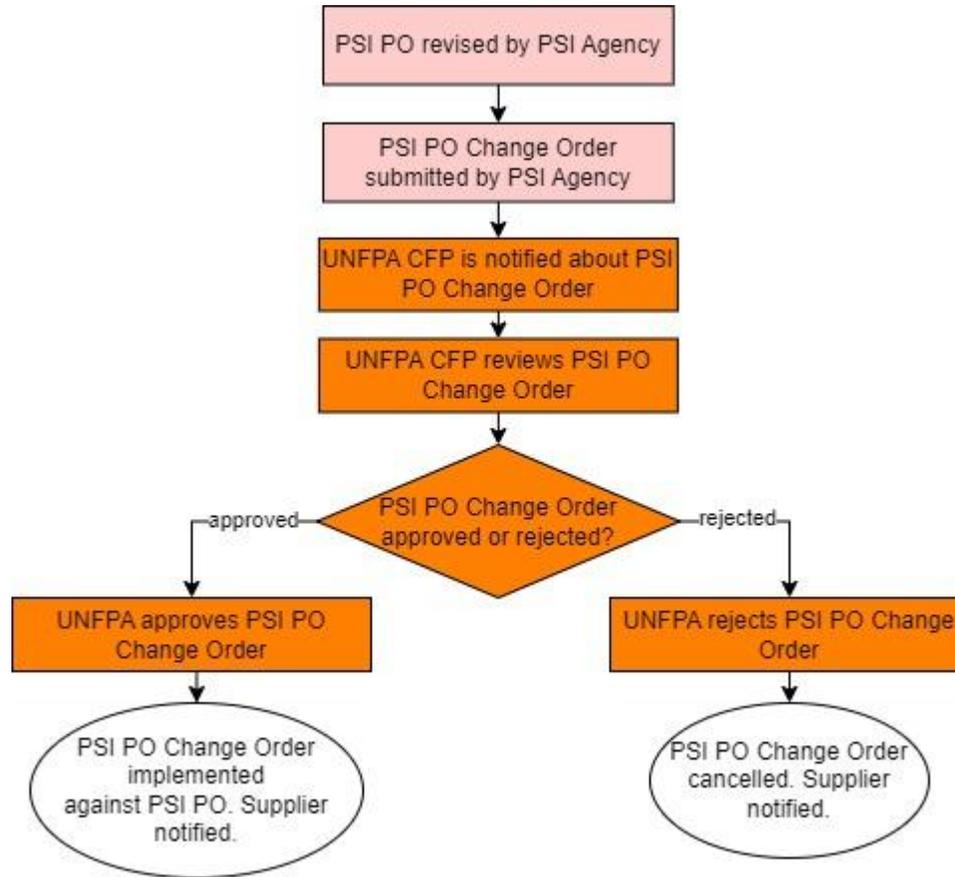
PO for PSI incl. testing services: Process Diagram and Scenarios

PO PSI: Process Flow



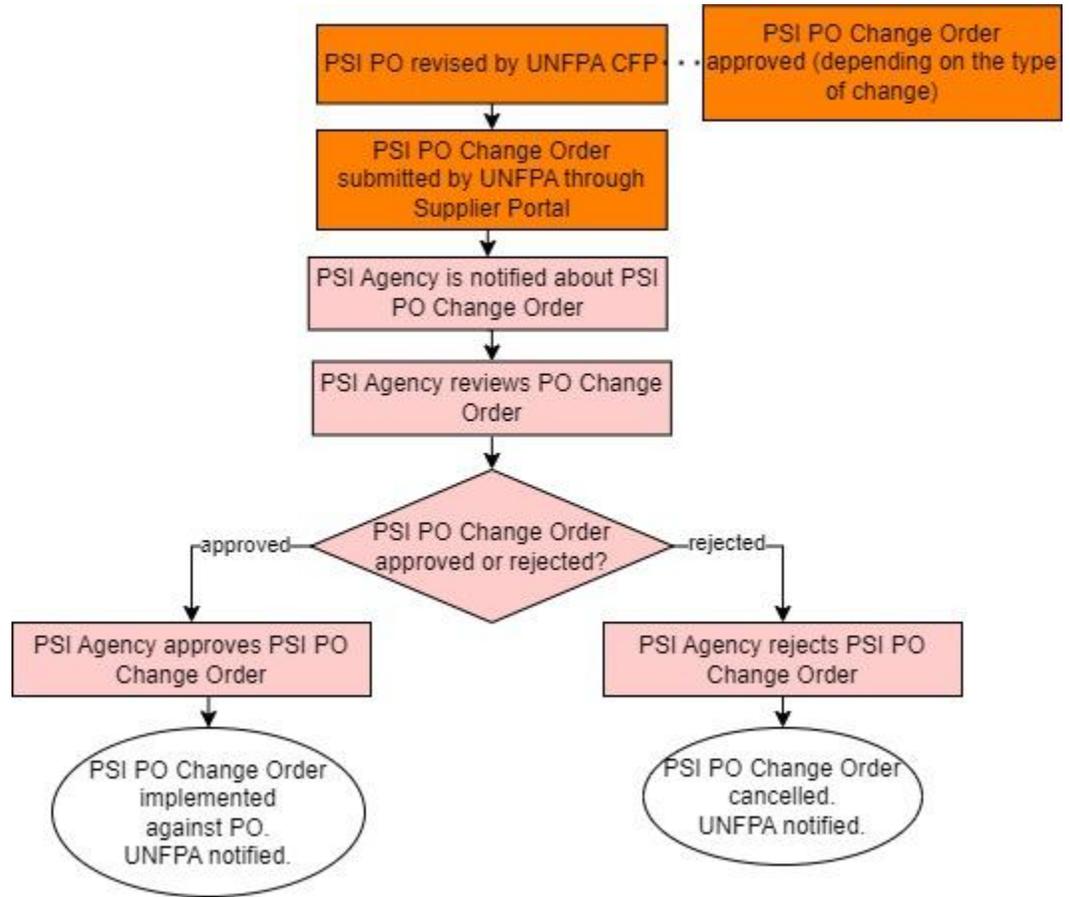
PO PSI revised by PSI Agency: Process Flow

Action by UNFPA Action by Supplier Action by PSI Agency



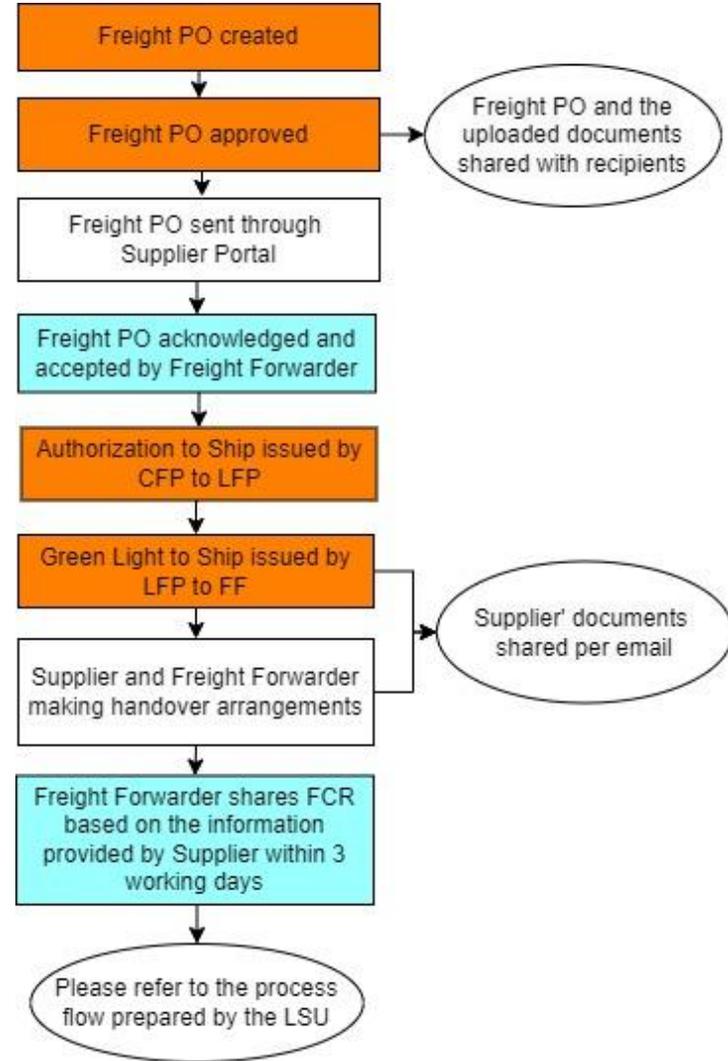
PO PSI revised by UNFPA: Process Flow

Action by UNFPA Action by Supplier Action by PSI Agency

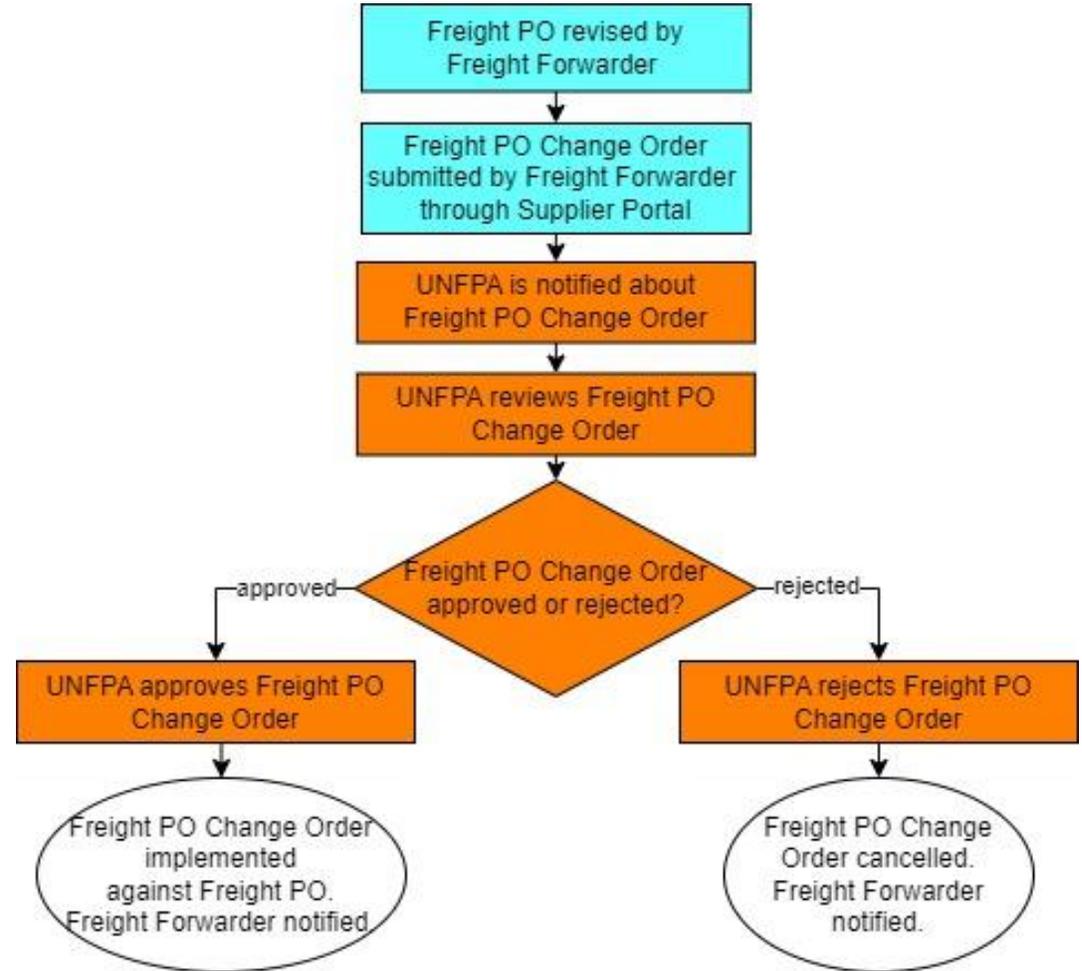
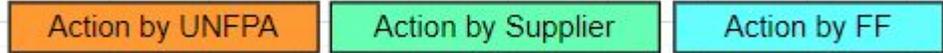


PO for Freight: Process Diagram and Scenarios

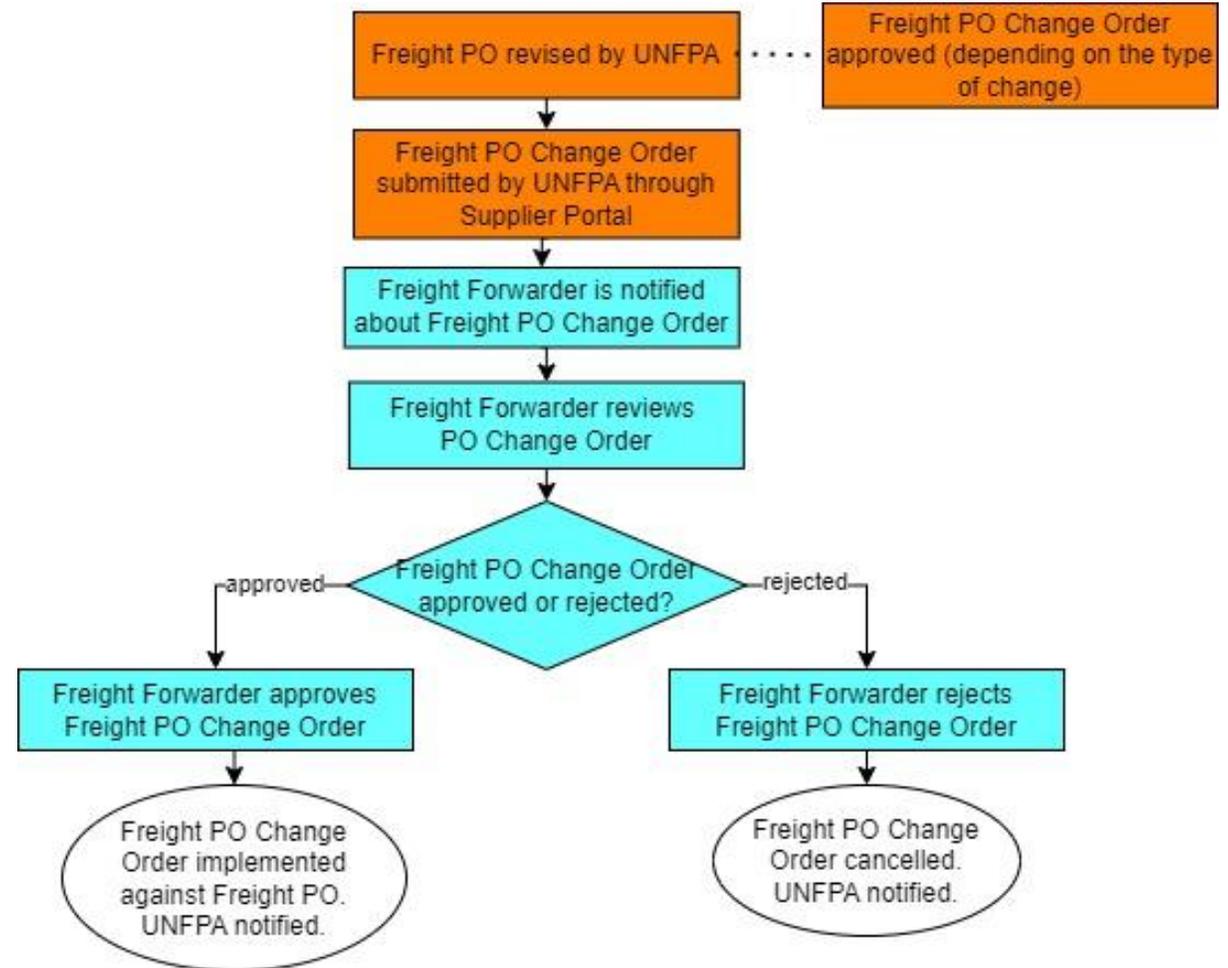
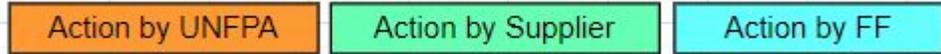
PO Freight: Process Flow



PO Freight revised by Freight Forwarder: Process Flow



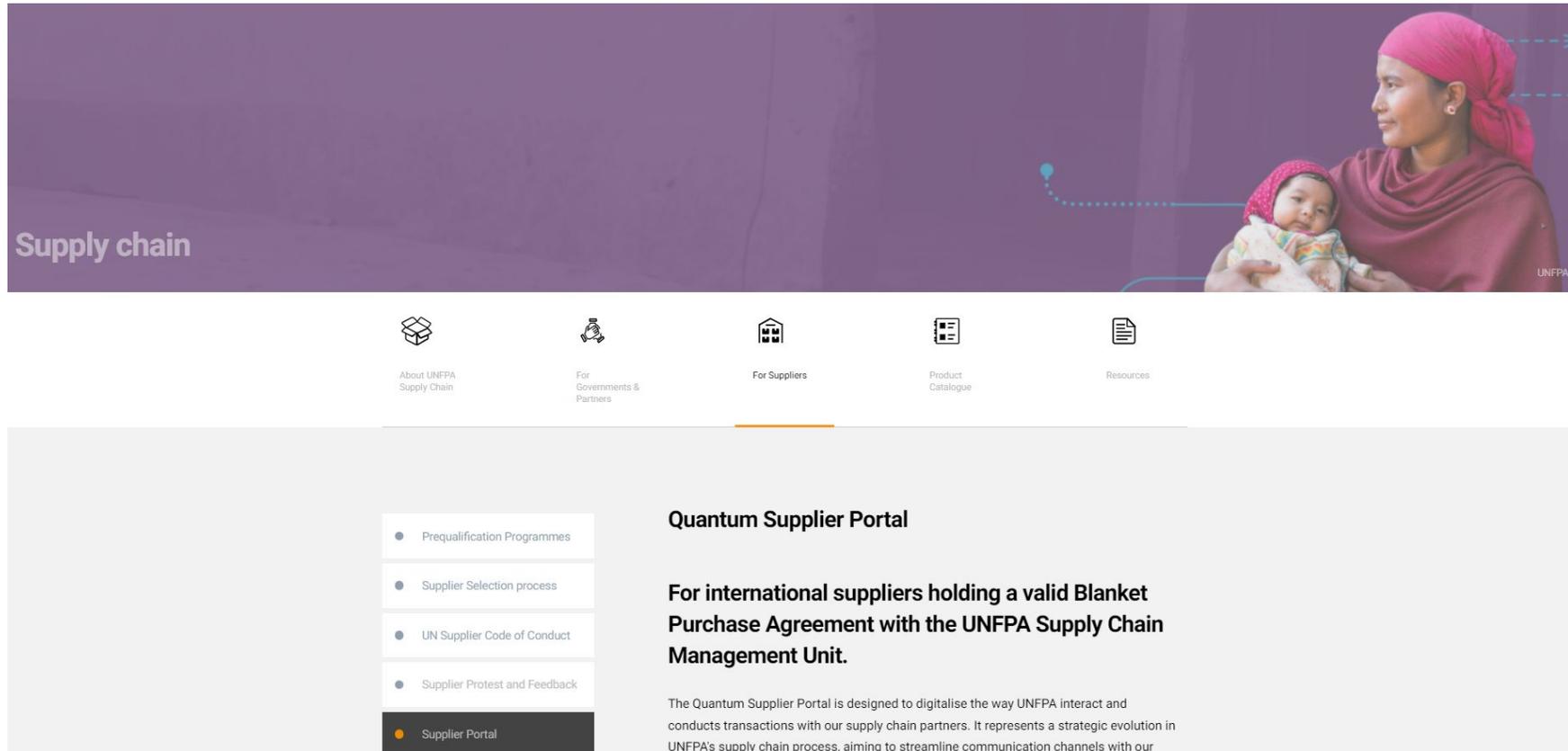
PO Freight revised by UNFPA: Process Flow



Training Resources and Support

Training Resources

The User Manual including recording of the webinar will be uploaded to www.unfpa.org



Support

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

Q&A Session

Closing Remarks



**for using
Quantum Supplier Portal**