

SUPPLIER PORTAL

Guide: Applying for Active

Solicitations on the IOM Supplier Portal

What is IOM Supplier Portal?

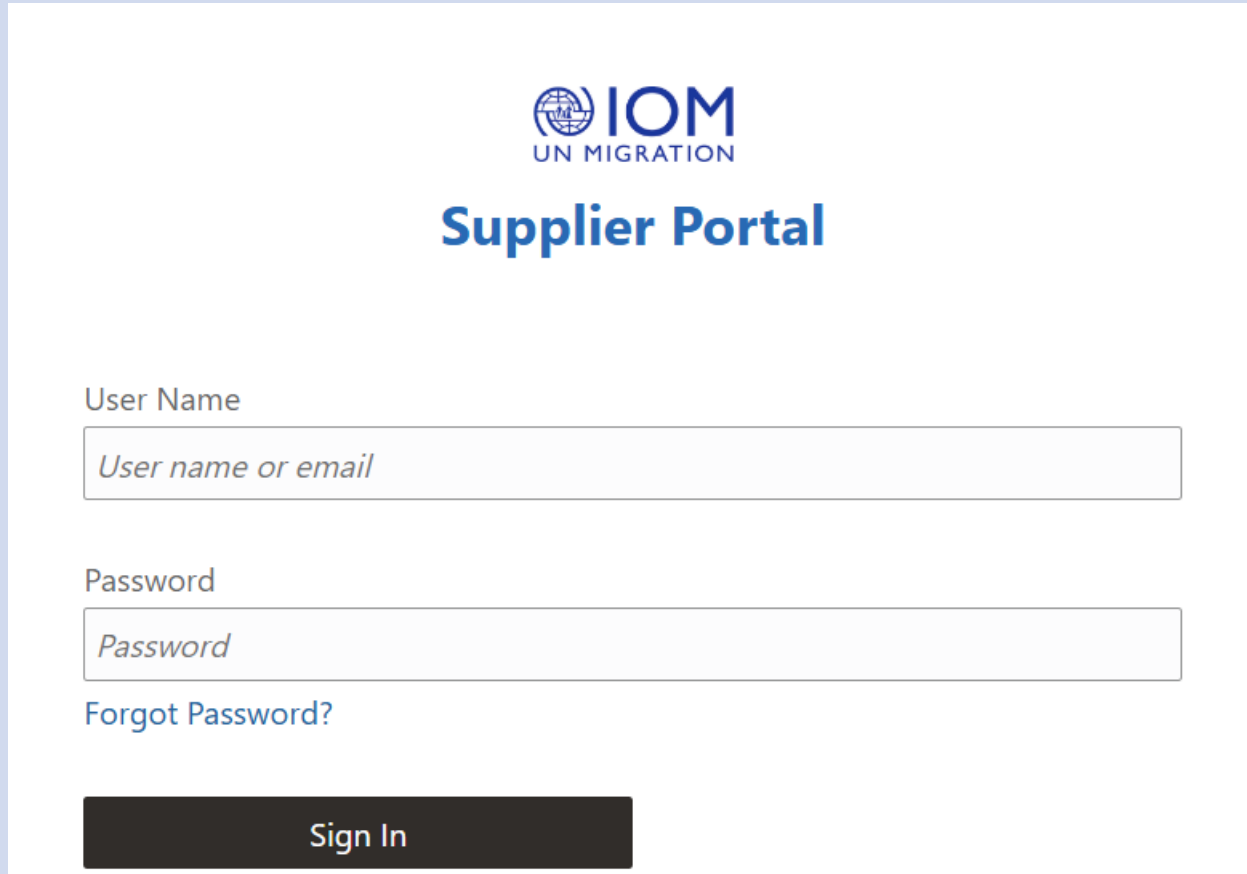
The Supplier Portal is designed to facilitate interactions between Suppliers and IOM. It aims to integrate and add transparency to the procurement process. It also aims to streamline transactions.

The Supplier Portal addresses [IOM Procurement Principles](#), enhancing compliance with best value for money, fairness, integrity, transparency and effective competition.

Other benefits:

- **No late submissions are accepted:** The system will automatically reject bids submitted after the deadline.
- **Electronic sealed bids:** The system automatically encrypts the bids submitted and does not allow anyone to view the content before the bid opening.
- **Electronic stamping of the bids:** E-Stamping prevents anyone from altering, deleting, or adding anything to the bid after submission.
- **Streamlining the bidding process:** Suppliers can register, retrieve information and tender alerts, submit and edit bids before the deadline and receive automatic notifications from the system once the evaluation is complete and the contract is awarded.
- **Electronic submissions of Invoices:** The system enables suppliers to submit their invoices and view payments, receipts and orders online.
- **Provides an audit trail:** The Supplier Portal keeps an audit trail of all activities in the system for increased accountability and transparency.

How to access the IOM Supplier Portal?



The screenshot shows the IOM Supplier Portal login interface. At the top, the IOM UN Migration logo is displayed. Below the logo, the text 'Supplier Portal' is centered. The login form consists of two input fields: 'User Name' and 'Password'. The 'User Name' field has a placeholder text 'User name or email'. The 'Password' field has a placeholder text 'Password'. Below the password field, there is a link for 'Forgot Password?'. At the bottom of the form, there is a dark blue 'Sign In' button.


Supplier Portal

User Name

Password

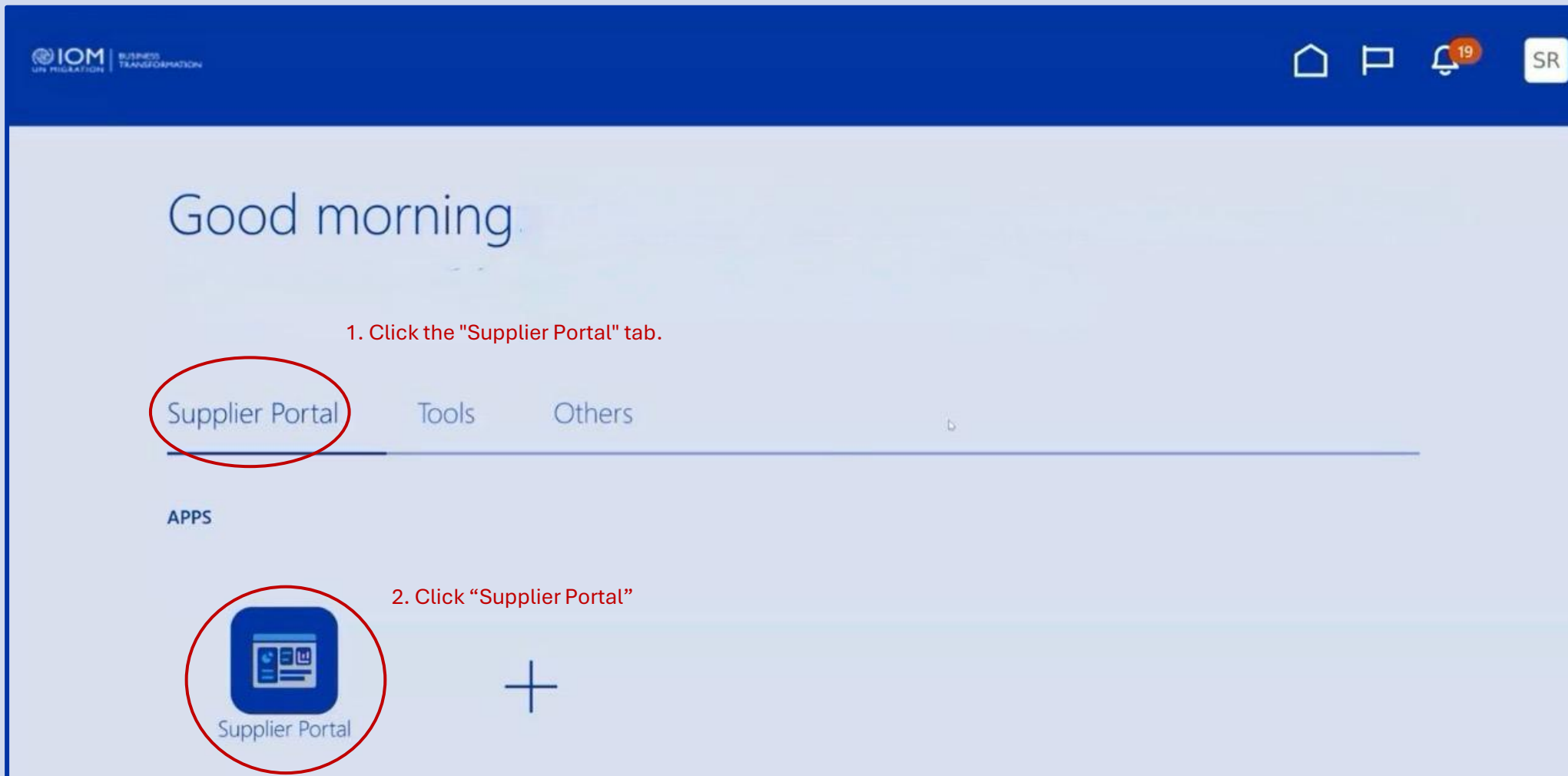
[Forgot Password?](#)

Sign In

<https://supplier-portal.iom.int/>

- Existing suppliers should contact their IOM procurement representative to request a password reset email from the system to create their login credentials.
- You must have valid login credentials.

Step 1: View Supplier Portal



Step 2: Search for Active Solicitations – using solicitation number

Supplier Portal

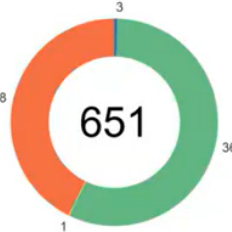
Search Solicitations Solicitation Number  **2. Insert the solicitation number and click search.**

1. Select "Solicitation" from the dropdown list.

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 and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Work Confirmations**
 - Manage Work Confirmations
- Consigned Inventory**

Requiring Attention



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- Orders to Acknowledge
- Schedules Overdue or Due Today
- Negotiations Closing Soon
- Invoices Overdue

Recent Activity
Last 30 Days

Negotiation invitations	1
Negotiation responses awarded or rejected	7
Agreements opened	1
Orders changed or canceled	3

Transaction Reports
Last 30 Days

PO Purchase Amount	528K	USD
Invoice Amount	11.1K	DJF
Invoice Amount	14K	THB
Invoice Amount	51.3K	USD

Supplier News

Step 2: Search for Active Solicitations – through invitation

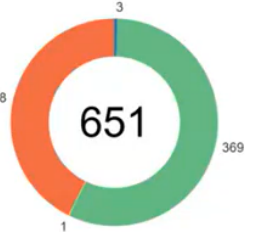
Supplier Portal

Search: Solicitations Solicitation 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 and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Work Confirmations**
 - Manage Work Confirmations
- Consigned Inventory**

Requiring Attention



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- Orders to Acknowledge: 1
- Schedules Overdue or Due Today: 369
- Negotiations Closing Soon: 278
- Invoices Overdue: 3

Recent Activity
Last 30 Days

Negotiation invitations	1
Negotiation responses awarded or rejected	7
Agreements opened	1
Orders changed or canceled	3

Transaction Reports
Last 30 Days

PO Purchase Amount	528K	USD
Invoice Amount	11.1K	DJF
Invoice Amount	14K	THB
Invoice Amount	51.3K	USD

Supplier News

If you've received an invitation previously, a notification will appear in the bell icon and/or under 'Negotiation Invitations.'

Step 2: Search for Active Solicitations

Supplier Portal

• Manage Programs

Shipments

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

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Work Confirmations

- Manage Work Confirmations

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

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

Solicitations

- View Active Solicitations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

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1

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Negotiations Closing Soon
- Invoices Overdue

Supplier News

Scroll down to 'Solicitation' and click 'View Active Solicitations.'

Step 3: View Active Solicitations

Active Solicitations

Time Zone Coordinated Universal Time

1. To see all active solicitations, select "Invitation Received" as "No"

2. Click, Search

3. Active solicitations will appear here.

Search

** Solicitation

** Title

** Solicitation Close By dd/mm/yyyy

** Invitation Received Yes ☐ No ☒

Response Submitted Yes ☐ No ☐

Solicitation Open Since dd/mm/yyyy

Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
30000000185	Provision of laptops for IOM Manila office	Mini Request for...	CARRASCO C...	Local-DJ10	23 Hours 40 Min...	21/11/2024 9:50...	Blind	0			0		

Step 4: Invited Suppliers - Acknowledge Participation

This step ensures the organization knows that the RFQ has been received and is being considered by potential vendors.

Active Solicitations

Search

** Solicitation

** Title

** Solicitation Close By

1. Click Acknowledge participation

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Solicitation	Title	Solicitation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
30000000185	Provision of laptops for IOM Manila office	Mini Request for...	CARRASCO C...	Local-DJ10	23 Hours 40 Min...	21/11/2024 9:50...	Blind	0	0		0		

Acknowledge Participation

Supplier Site Local-DJ10

Will Participate ☒ Yes ☐ No

Note to Buyer

we are preparing offer and will submit before closing date

OK Cancel

2. A box will show up. Press 'Yes' and write your acknowledgment.

Step 5: Create Response

Active Solicitations Done

Time Zone Coordinated Universal Time

Search Manage Watchlist Saved Search Open Invitations ** At least one is required

**** Solicitation**

**** Title**

**** Solicitation Close By**

**** Invitation Received**

Response Submitted

Solicitation Open Since

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
30000000185	Provision of laptops for IOM Manila office	Mini Request for...	CARRASCO C...	Local-DJ10	23 Hours 40 Min...	21/11/2024 9:50...	Blind	0			0		

1. Select the desired solicitation

2. Click on 'Create Response'

Step 5: Create Response

 IOM
WAVE

Home Flag Notification 19 SR

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Mini Quotation 13025): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Complete your response by navigating through the three tabs.

Last Saved 20/11/2024 10:11 AM
Time Zone Coordinated Universal Time

Title Provision of laptops for IOM Manila office
Close Date 21/11/2024 9:50 AM
Time Remaining 23:38:50

General

Supplier
Supplier Site Local-DJ10
Solicitation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until dd/mm/yyyy h:mm a

Reference Number
Note to Buyer
Attachments None +

i

1. Insert the validity of your quotation

Step 5: Create Response - Overview

 IOM
WAVE

Home Flag Notifications 19 SR

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Mini Quotation 13025): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20/11/2024 10:11 AM Coordinated Universal Time

Time Remaining 23:38:50

Title Provision of laptops for IOM Manila office

Close Date 21/11/2024 9:50 AM

General

Supplier

Supplier Site Local-DJ10

Solicitation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yyyy h:mm a

Reference Number

Note to Buyer

Attachments None +

1. Insert the validity of your quotation

2. Enter your quotation reference number and any comments for the buyer/IOM

3. Click "Next"

Step 5: Create Response - Requirements

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Mini Quotation 13025): Requirements ?

Time Remaining 23:37:50

Close Date 21/11/2024 9:50 AM

Last Saved 20/11/2024 10:12 AM
Time Zone Coordinated Universal Time

2. Click "Next"

1. Answer all requirement questions and attach necessary documents. Questions marked with an asterisk (*) are mandatory.

Section 1. Supporting Document Checklist

* 1. Copy of Valid Government Permit/License/Certificate applicable for the line of business in which the vendor operates.

☐ a. Yes

☐ b. No

Comments

* 2. Documentary evidence that the goods conform to the technical specifications and standards specified in the Technical Specifications, such as Manufacturer's technical product specifications or data sheets

☐ a. Yes

☐ b. No

Comments

* 3. Product catalogues containing pictures of the product(s)

☐ a. Yes

☐ b. No

Comments

* 4. Do the laptops have a Processor Intel Core i7 processor (9th Gen.)

☐ a. Yes

☐ b. No

Step 5: Create Response - Lines

Create Response (Mini Quotation 13025): Lines ?

Currency = US Dollar

Time Remaining **23:35:20**

Close Date 21/11/2024 9:50 AM

1 Overview 2 Requirements 3 **Lines** 4 Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 20/11/2024 10:14 AM
Time Zone Coordinated Universal Time

3. Click "Next"

Required Details	Category Name	Item	Revision	Location	Start Price	Target Price	Response Price	UOM	Target Quantity	Response Quantity	Line Amount	Requested Delivery Date	Promised Delivery Date	Note to Buyer
top, S	Laptop Computers	10000048		Djibouti, WH			500.00	Each	10	10	5,000.00	26/11/2024	28/11/2024	a note to the buyer

Rows Selected 1

Grand Totals

All response lines are included.

Response Amount 5,000.00

1. Provide your proposed price, ensuring it includes VAT.

2. Enter the promised delivery date and any notes for the buyer/IOM.

Review Response: Mini Quotation 13025

Currency = US Dollar

Title Provision of laptops for IOM Manila office

Close Date 21/11/2024 9:50 AM

Time Remaining 23:35:10

Last Saved 20/11/2024 10:15 AM
Time Zone Coordinated Universal Time

Overview Requirements Lines

General

Supplier

Supplier Site Local-DJ10

Solicitation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 28/11/2024 9:51 AM

Reference Number 2024/1

Note to Buyer

Attachments None

1. Carefully review your responses before submitting.

2. Click "Submit"

Response Submitted

 IOM
UN MIGRATION

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Active Solicitations Done

Search

** Solicitation

** Title

** Solicitation Close By

dd/mm/yyyy

Confirmation

Response 13025 to solicitation 30000000185 was submitted. We'll notify you by email.

OK

Time Zone Coordinated Universal Time

Manage Watchlist

Saved Search

Open Invitations

** At least one is required

Invitation Received

Response Submitted

Solicitation Open Since

dd/mm/yyyy

Search

Reset

Save...

Search Results

Actions View Fo

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

Solicitation	Title	Solicitation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
No results found.													

