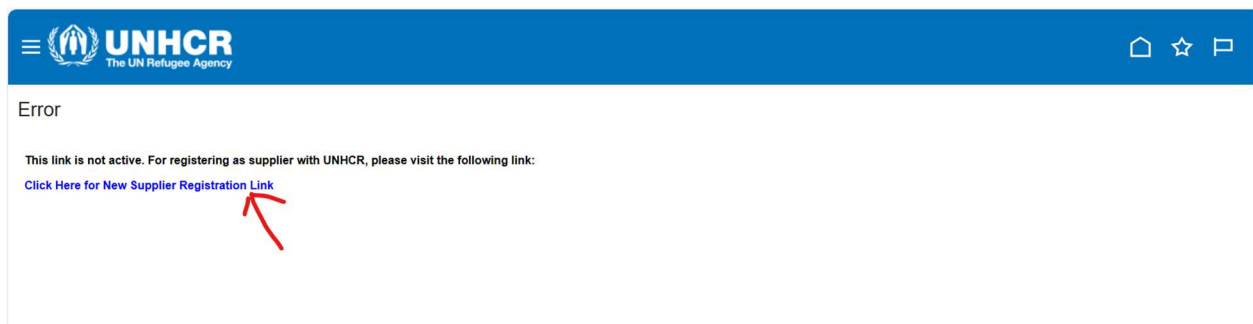


## **Step-by-Step Guide for Registering on the UNHCR Oracle Cloud as a Prospective Supplier**

**Step 1:** If this is your first time and you have not yet created a supplier profile in the UNHCR Oracle Cloud Supplier Portal, please use the registration link below. Open it in your web browser and ensure the entire link is copied correctly — do not delete or modify any part of it

[https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000009859468&\\_adf.ctrlstate=1d79esaiff\\_1&\\_afrLoop=44221787890576010&\\_afrWindowMode=0&\\_afrWindowId=null&\\_afrFS=17.6&\\_afrMT=screen&\\_afrMFW=411&\\_afrMFH=670&\\_afrMFDW=412&\\_afrMFDH=892&\\_afrMFC=8&\\_afrMFCL=0&\\_afrMFM=0&\\_afrMFR=252&\\_afrMFG=0&\\_afrMFS=0&\\_afrMFO=1](https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000009859468&_adf.ctrlstate=1d79esaiff_1&_afrLoop=44221787890576010&_afrWindowMode=0&_afrWindowId=null&_afrFS=17.6&_afrMT=screen&_afrMFW=411&_afrMFH=670&_afrMFDW=412&_afrMFDH=892&_afrMFC=8&_afrMFCL=0&_afrMFM=0&_afrMFR=252&_afrMFG=0&_afrMFS=0&_afrMFO=1)

**Step 2:** After clicking the link, the registration page will open on your screen as below;



**Step 3:** Click on the blue link labeled “New Supplier Registration.”

**Step 4:** Once you click the link, the supplier registration form will appear on your screen as below;



**Step 5:** Enter your company email address in the email field and request a one-time access code to begin your registration. Complete the vendor registration form and upload the following documents:

- Company registration certificate (CAC)
- Tax Identification Number and Clearance Certificate
- Bank reference letter or bank account information page

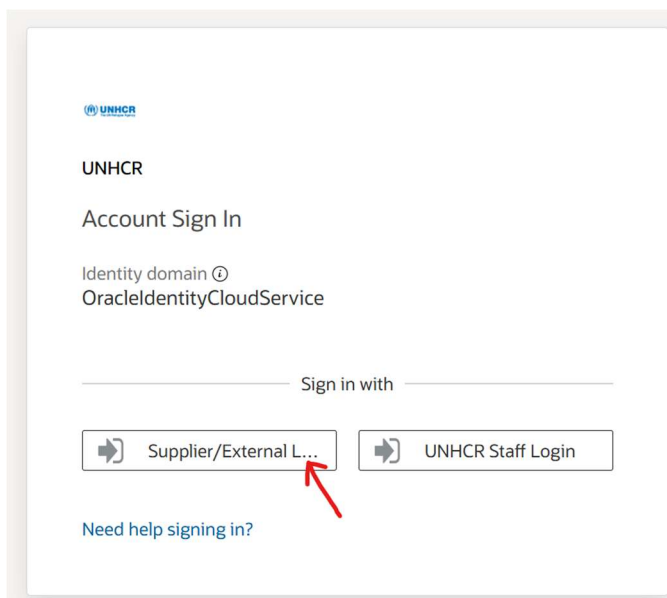
Once submitted, your supplier profile will be created within 24 hours. After your registration is confirmed, log in to your account and search for available negotiations or RFQs to submit your bids.

Please refer to the Supplier Portal User Manual for additional guidance on using the platform.

## Existing Supplier

If you are already a registered supplier, please use the link below to log in to your account. If you have forgotten your password, click on “Forgot Password” and follow the prompts to reset it.

Step 1: ERP Login link: <https://supplier-portal.unhcr.org>



UNHCR

Account Sign In

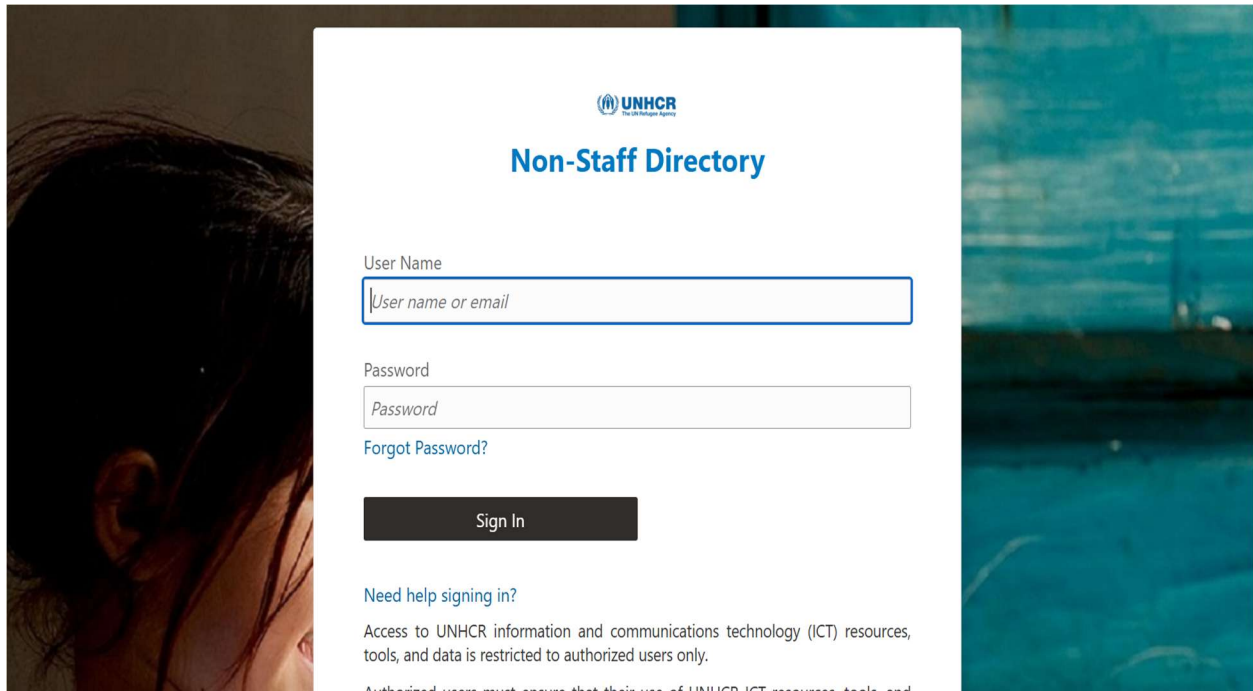
Identity domain ⓘ  
OracleIdentityCloudService

Sign in with

Supplier/External L... UNHCR Staff Login

[Need help signing in?](#)

Step 2: After clicking the link, you will see the login screen. Enter your registered email address and password to access your account.



 **UNHCR**  
The UN Refugee Agency

## Non-Staff Directory

User Name

Password

[Forgot Password?](#)

**Sign In**

[Need help signing in?](#)

Access to UNHCR information and communications technology (ICT) resources, tools, and data is restricted to authorized users only.

Authorized users must agree that their use of UNHCR ICT resources, tools, and data is restricted to authorized users only.



Guidance and Video Tutorials: [UNHCR Supplier Portal Guide - YouTube](#)