

Initial Registration and Login in APEX

Table of contents

Introduction 1

User Roles Involved 2

Initial Registration & Login 3

Introduction

This Quick Reference Guide (QRG) provides step-by-step guidance on the **initial registration process for firms and individuals providing goods or non-consulting services for ADB-administered Technical Assistance (TA) projects** in the ADB Procurement and Expert Engagement System (APEX). It covers the submission of required registration information and account creation, after which the registrant can proceed to the next stage of registration and onboarding.

This QRG is designed to help users quickly understand the process and perform each step efficiently within the APEX system.

ADB APEX

User Roles Involved

User Role	Description
APEX Project Team Project Analyst	Project Team member approving payment Information of parties associated with the project details on the transaction
APEX PPFD Party Administrator	User responsible for updating party status to *Suspended* based on OAI sanction screening advisory
Party	Goods suppliers and service providers that work with ADB.

Initial Registration & Login

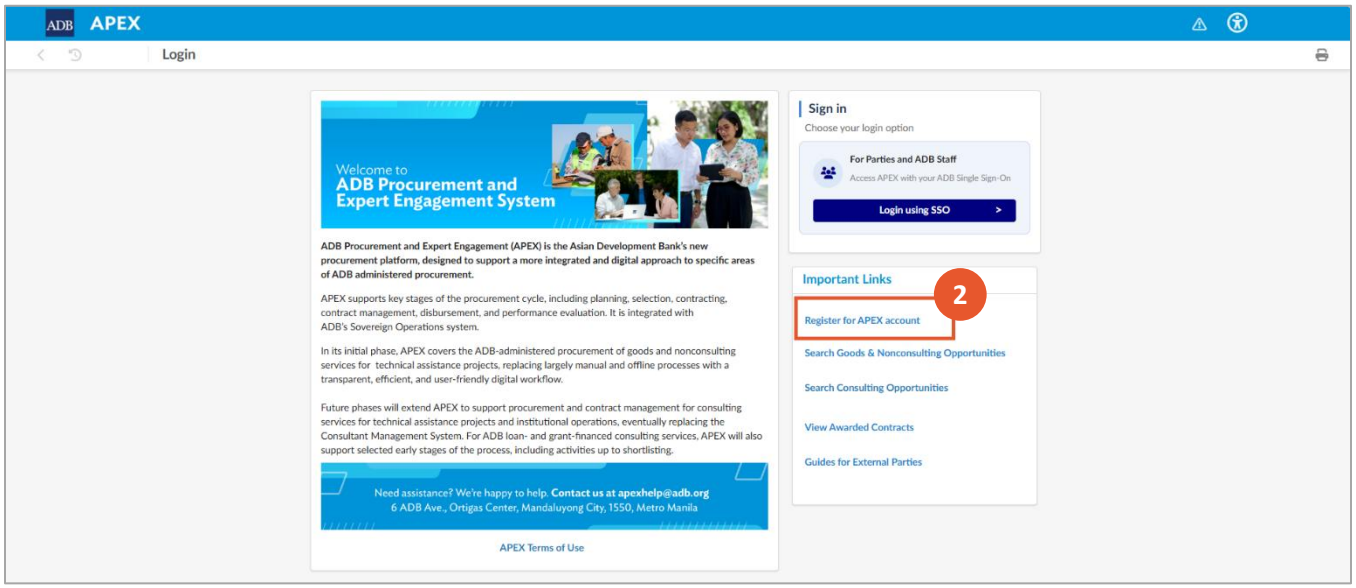
The Initial Registration/Login process explains how new Parties, such as suppliers and service providers for TA projects, can access APEX and create their user profiles. Once registered, Firm /Individual Parties can:

- ✓ Receive notifications about open opportunities and procurement notices.
- ✓ Participate in procurement event bidding.

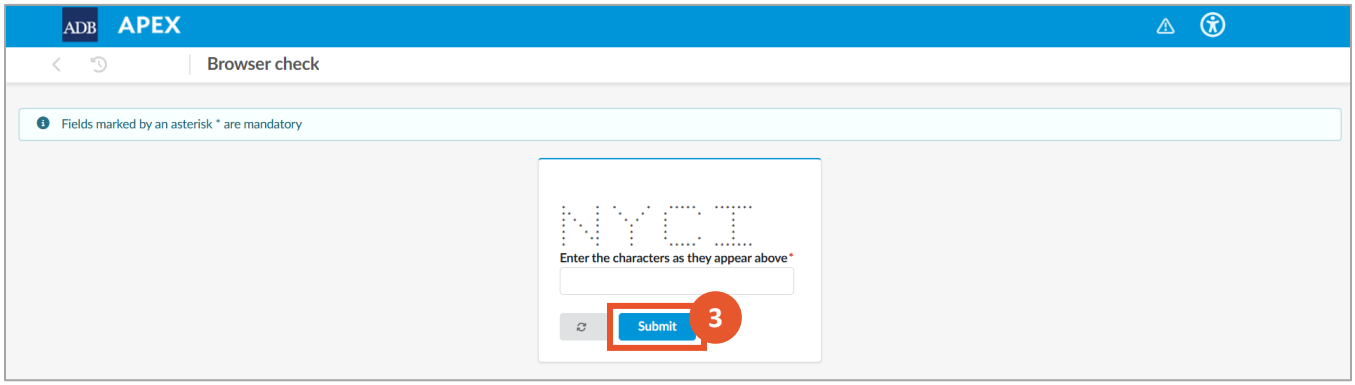
Parties can access the APEX system through any of the following channels:

- ADB.org → Work with us → Project Procurement
- ADB.org → Work with us → Project Tenders
- Sourcing event invitation email with a direct link to APEX
- Direct access to *https://apex.adb.org/*.

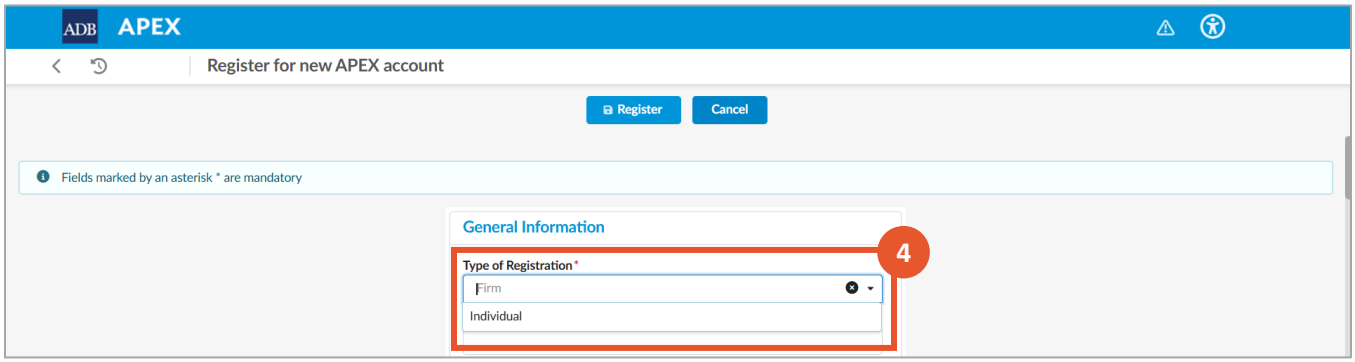
1. Access the APEX Portal through this link: APEX
2. Click the *Register for APEX account* button to be redirected in the initial registration screen.



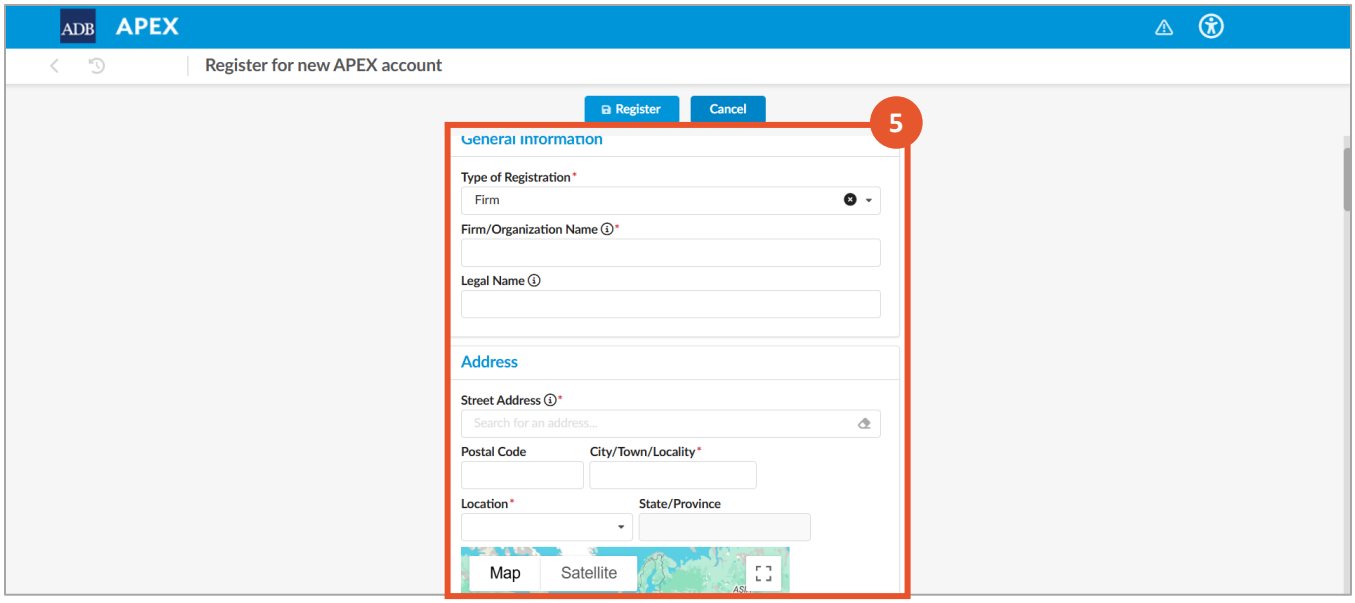
3. Enter the displayed captcha code to proceed with the initial registration form. Click **Submit**.



4. In the General Information field, select Firm/Individual in the **Type of Registration** dropdown.



5. Accomplish the initial registration form.



ADB APEX

Note

- Please scroll down the page to ensure that all requested details are displayed and completed.
- The requested identification will be used by APEX to validate the registration and ensure that duplicate *records are not created*.

If **Type of Registration** is **Firm** input the following:

- General Registration
  - Firm/Organization Name
  - Legal Name
- Address
  - Street Address
  - Postal Code
  - City/Town/Locality
  - Location
- Help us identify your firm
  - Year of Incorporation/Registration
  - Place of Incorporation/Registration
  - Incorporation Document or Registration Number
- Contact Information
  - First Name
  - Last Name
  - Email
  - Position

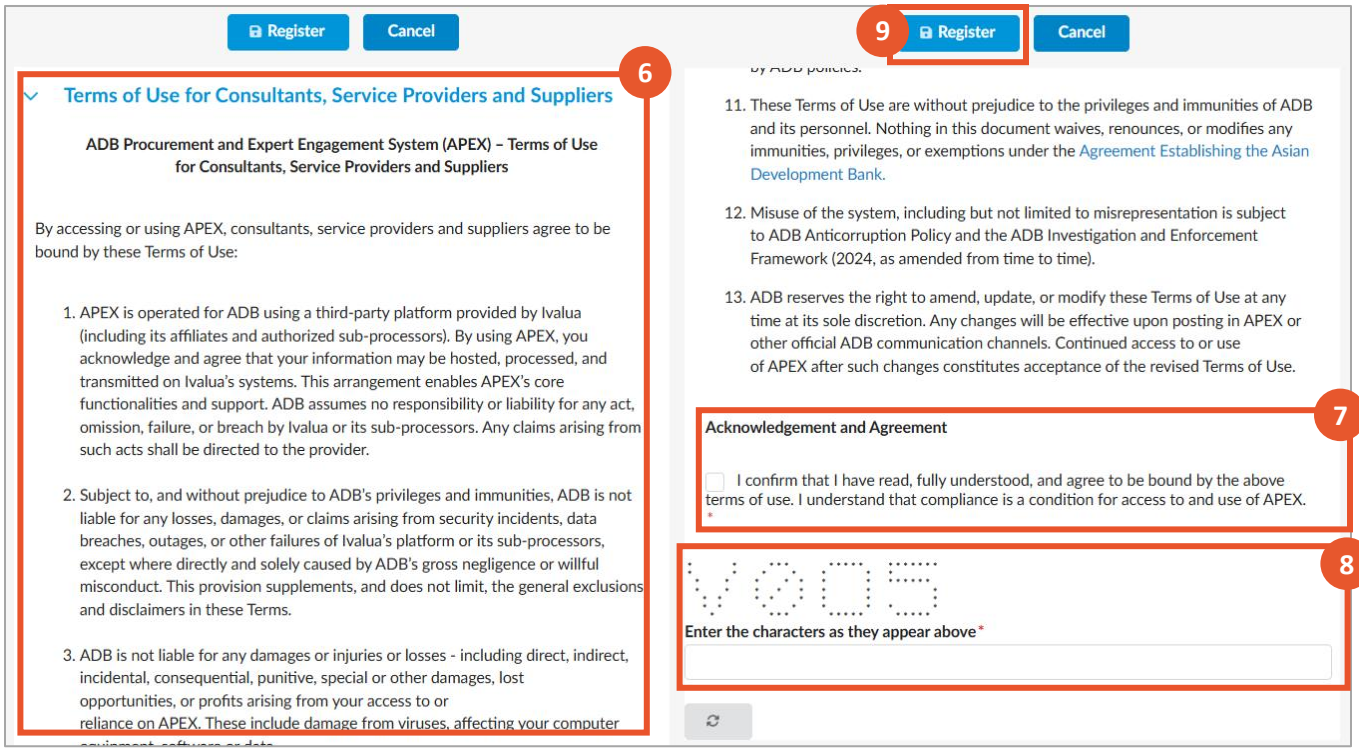
If **Registration Type** is **Individual** input the following:

- General Registration
  - Name of Individual
- Address
  - Street Address
  - Postal Code

  - City/Town/Locality
  - Location
- Help us identify you
  - Date of Birth
  - Place of Birth
  - Citizenship(s)/Legal Residency
  - Government-issued ID Number/Passport
- Contact Information
  - First Name
  - Last Name
  - Email

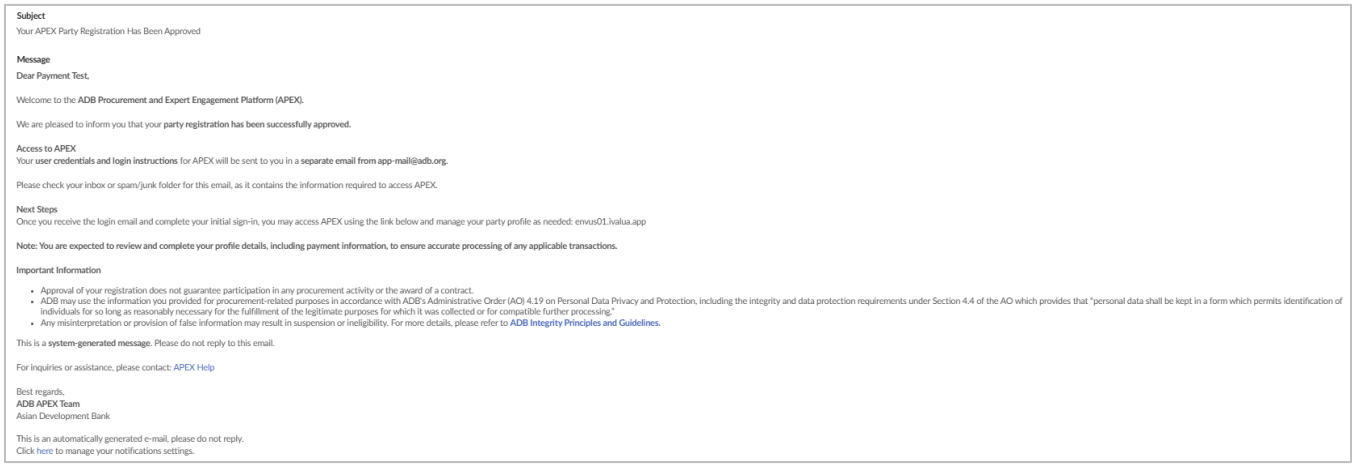
> *Note*
>
> Do not use your **@adb.org** email address when registering a party. Instead, use a different, non-ADB email address to complete the registration process.

6. Read through the APEX Terms of Use for Consultants, Service Providers, and Parties.
7. Click the **checkbox** to confirm that you understand and agree to the APEX terms of use
8. Enter the displayed captcha code.
9. Submit the accomplished initial registration form by clicking the **Register** button.



10. After initial registration, an email notification will be sent to the email address you provided.

APEX Party Registration approval email:



Subject
Your APEX Party Registration Has Been Approved

Message
Dear Payment Test,

Welcome to the **ADB Procurement and Expert Engagement Platform (APEX).**

We are pleased to inform you that your **party registration has been successfully approved.**

Access to APEX
Your **user credentials and login instructions** for APEX will be sent to you in a **separate email from app-mail@adb.org.**

Please check your inbox or spam/junk folder for this email, as it contains the information required to access APEX.

Next Steps
Once you receive the login email and complete your initial sign-in, you may access APEX using the link below and manage your party profile as needed: envus01.ivalua.app

Note: You are expected to review and complete your profile details, including payment information, to ensure accurate processing of any applicable transactions.

Important Information

- Approval of your registration does not guarantee participation in any procurement activity or the award of a contract.
- ADB may use the information you provided for procurement-related purposes in accordance with ADB's Administrative Order (AO) 4.19 on Personal Data Privacy and Protection, including the integrity and data protection requirements under Section 4.4 of the AO which provides that "personal data shall be kept in a form which permits identification of individuals for so long as reasonably necessary for the fulfillment of the legitimate purposes for which it was collected or for compatible further processing."
- Any misinterpretation or provision of false information may result in suspension or ineligibility. For more details, please refer to **ADB Integrity Principles and Guidelines.**

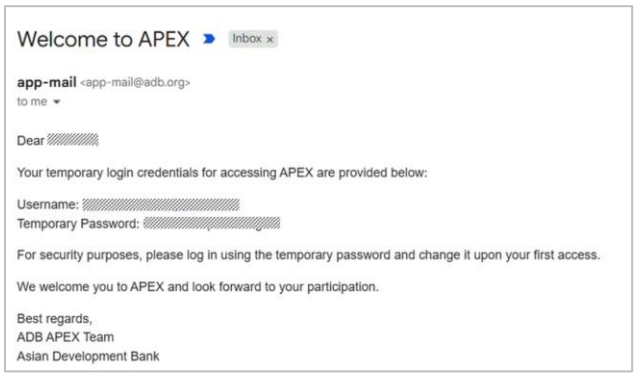
This is a **system-generated message**. Please do not reply to this email.

For inquiries or assistance, please contact: APEX Help

Best regards,
ADB APEX Team
Asian Development Bank

This is an automatically generated e-mail, please do not reply.
Click here to manage your notifications settings.

APEX Party Registration Credentials Email:



Welcome to APEX Inbox ×

app-mail <app-mail@adb.org>
to me

Dear [redacted]

Your temporary login credentials for accessing APEX are provided below:

Username: [redacted]
Temporary Password: [redacted]

For security purposes, please log in using the temporary password and change it upon your first access.

We welcome you to APEX and look forward to your participation.

Best regards,
ADB APEX Team
Asian Development Bank

11. Read and follow the instructions to activate the SSO credentials that you will use to log in to the APEX Party Homepage.