



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as a company



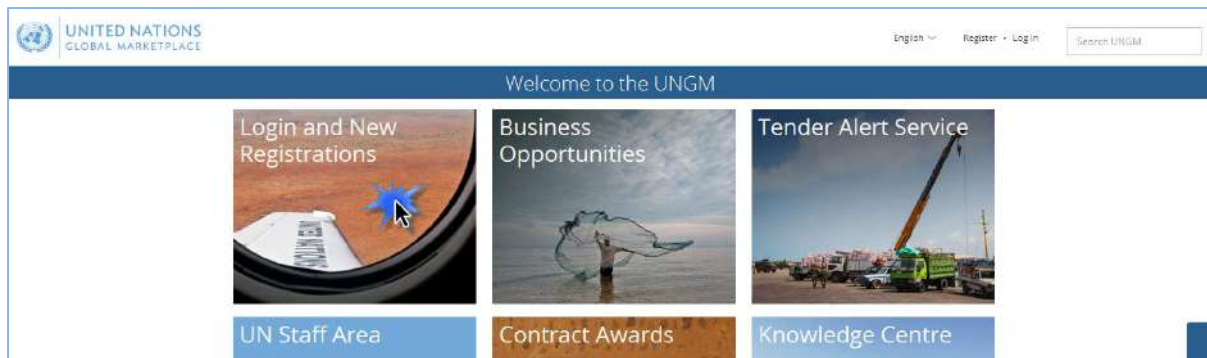
www.ungm.org

www.ungm.org

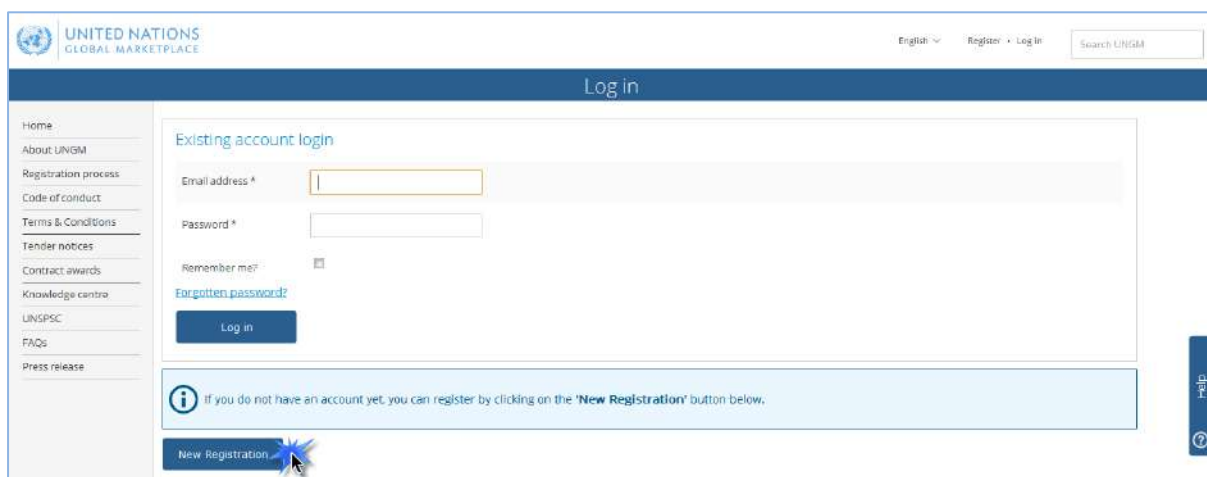
REGISTRATION PROCESS ON UNGM

STEP 1: CREATION OF YOUR UNGM ACCOUNT

Go to **www.ungm.org** and click on the **‘Login and New Registrations’** tile.



Click on the **‘New registration’** button.



Please select the type of registration by clicking on the relevant box. If you are a company, please click on the **'Companies' box**.

The screenshot shows the 'Account registration' page of the United Nations Global Marketplace. The page has a blue header with the UN logo and 'UNITED NATIONS GLOBAL MARKETPLACE' text. Navigation links include 'English', 'Register', 'Log in', and a 'Search UNGM' box. A left sidebar contains links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. The main content area is titled 'Account registration' and contains the following text:

Please select the type of registration by clicking on the relevant box below.

The **Individual Consultant** registration is suitable for the following types:

1. **Commercial contractor**
2. **Individual consultant** - Registration as an Individual Consultant is suited for individuals who are interested in providing time and deliverable bound services for limited duration contracts associated with projects. Typically for organisations such as UNOPS and UNDP.
3. **Landlord** - Registration as a Landlord is suited for individuals that are owners or possessors of an estate in land or rental property and are interested in leasing or renting real estate property to an organisation of the United Nations.
4. **Sole proprietor** - Registration is a type of business entity that is owned and run by one natural person and in which there is no legal distinction between the owner and the business.

The **Company** registration is relevant for licenced businesses which can provide relevant products and services to United Nations Organisations.

The **UN Organization** registration is limited to United Nations staff and requires a valid and active UN email address.

The vendor will also be requested to read the **Supplier Code of Conduct (SCC)** and be informed that in order to be able to register as a potential vendor to the UN, the SCC must be acknowledged.

Links to the guides which will contain detailed information will also be provided.

At the bottom, there are three blue boxes for selection:

- Individual Consultant (not associated with a company)
- Company (or on behalf of a company) / NGOs
- United Nations Organization and International Organization

A 'Help' button is visible on the right side of the page.

Introduce your company details and accept the UN Supplier Code of Conduct.

Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us.

Then, click on the **'Send the activation link' button**.

The screenshot shows the 'Company registration' page on the United Nations Global Marketplace. The page has a blue header with the UN logo and 'UNITED NATIONS GLOBAL MARKETPLACE'. A navigation menu on the left lists various links like Home, About UNGM, Registration process, etc. The main content area is titled 'UN Supplier Code of Conduct' and contains a blue box with an information icon and text about the code of conduct. Below this, the 'Company registration' section is divided into three parts: 'Basic company details' with fields for Company Name, License Number, and Country; 'Company Director details' with fields for First Name and Last Name; and 'User account creation' with fields for First Name, Last Name, Email address, Confirm email address, Password, and Confirm password. There is also a dropdown for 'How did you hear about UNGM' and a checkbox for acknowledging the code of conduct. A 'Send the activation link' button is at the bottom. A 'Help' button is on the right side of the page.

UNITED NATIONS
GLOBAL MARKETPLACE

English Register Login Search UNGM

Company registration

UN Supplier Code of Conduct

Please download and read the [UN Supplier Code of Conduct](#).
To register your interest in doing business with the United Nations and its organizations, you are required to acknowledge that the UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the United Nations and its organizations.

Company registration
* denotes required field

Basic company details

Company Name *

License Number *

Country *
Type a country/territory name

Company Director details

First Name *

Last Name *

User account creation

☐ The contact data in previous step and the user are the same.

First Name *

Last Name *

Email address *

Confirm email address *

Password *

Confirm password *

How did you hear about UNGM

Source *

☐ I have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations.

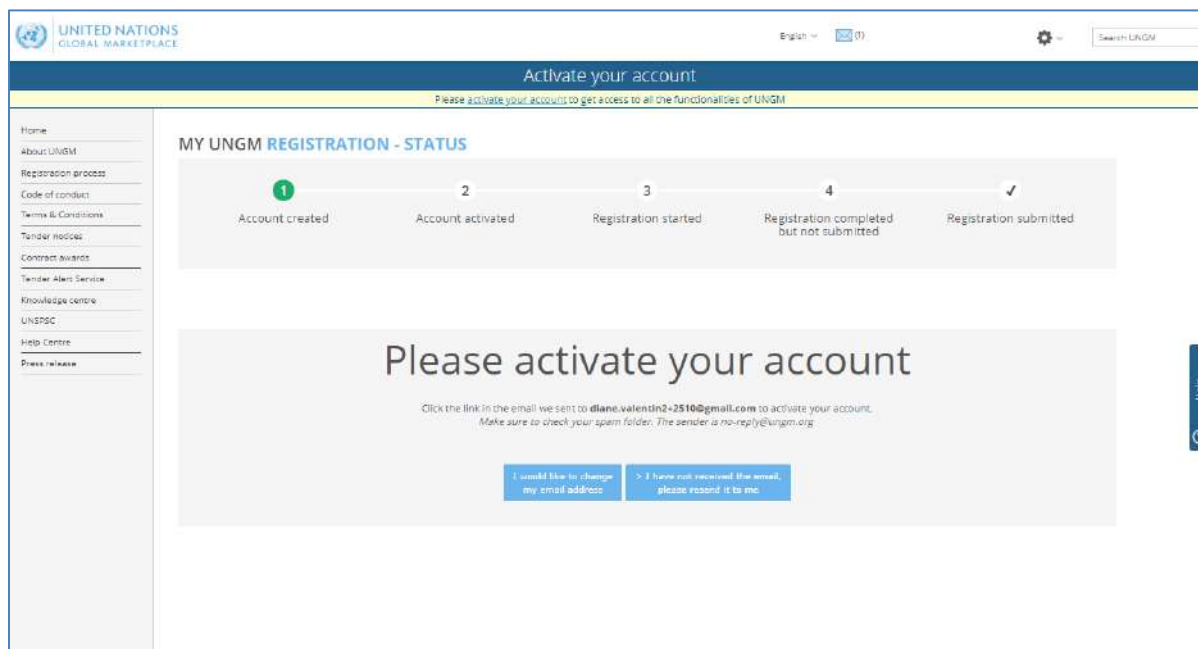
Send the activation link

Help

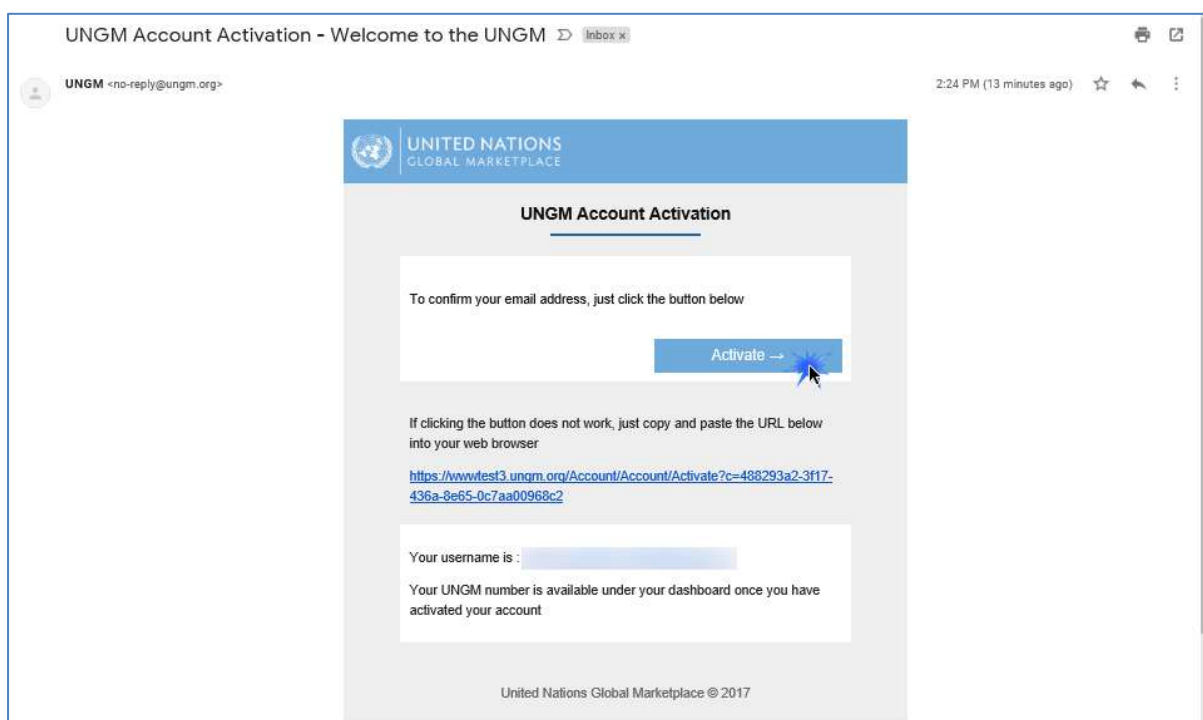
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STEP 2: ACTIVATE YOUR UNGM ACCOUNT

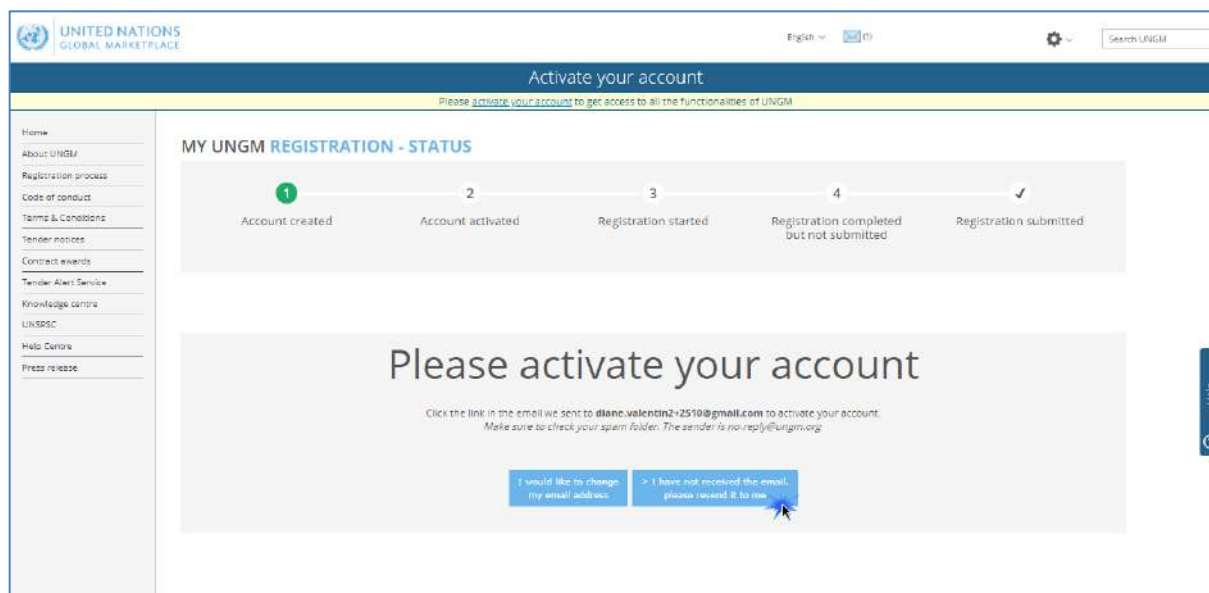
Once you have created your UNGM account, please do not forget to **activate it**.



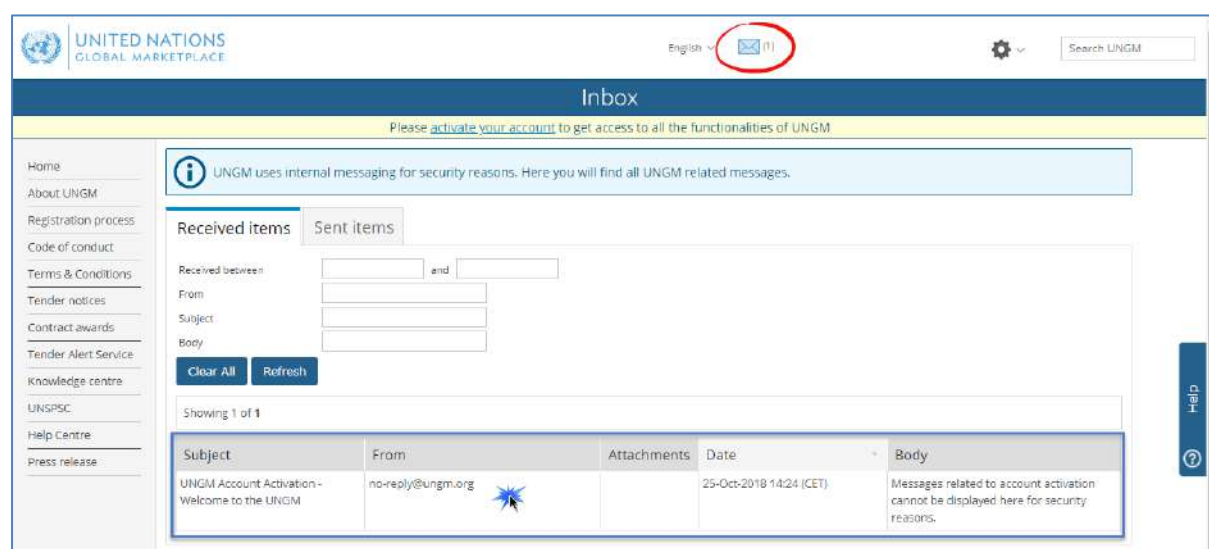
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **‘Activate’ button**.



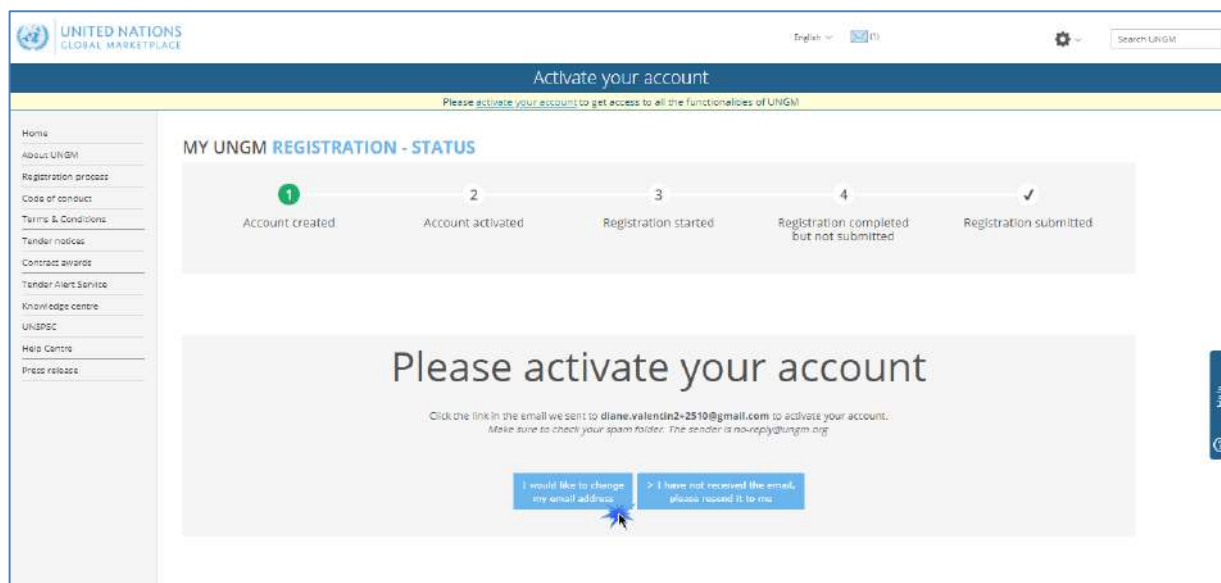
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **‘I have not received the email, please resend it to me’** button:



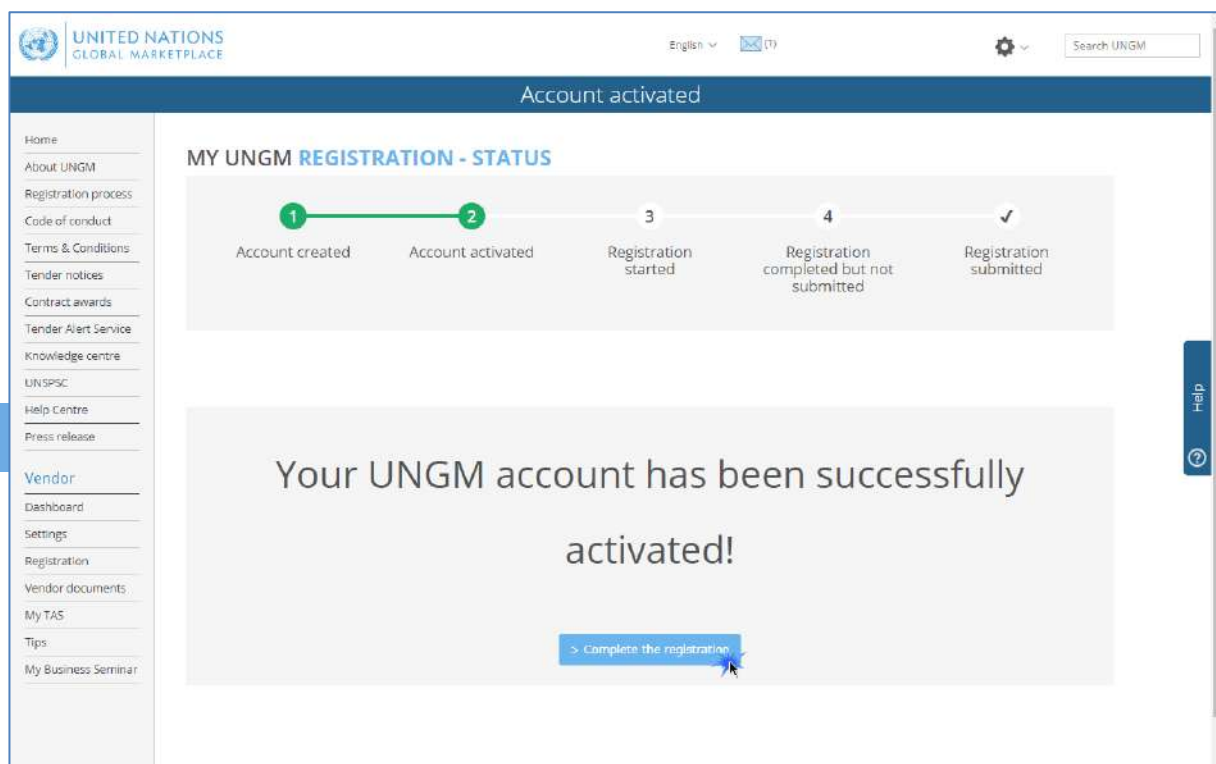
Or from your **UNGM inbox** accessible from the little envelop symbol in the top right side of the page:



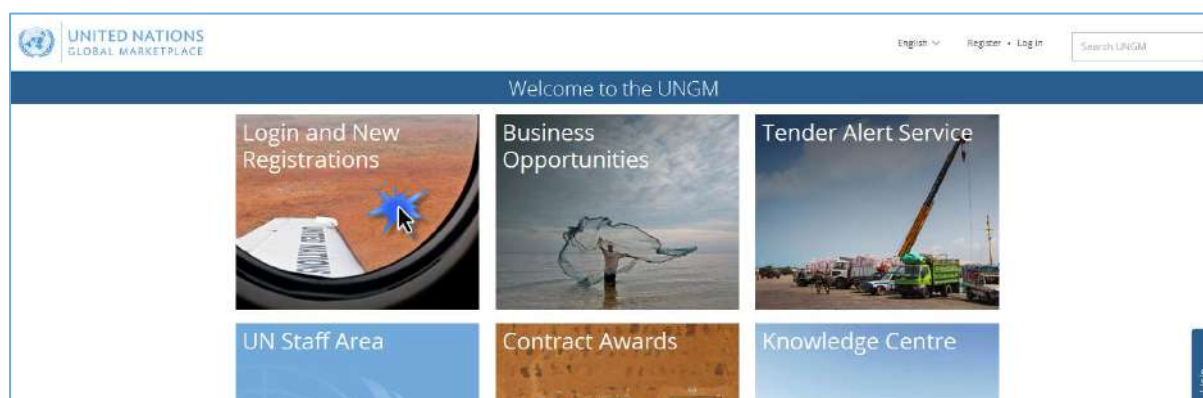
If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the **'I would like to change my email address' button**:



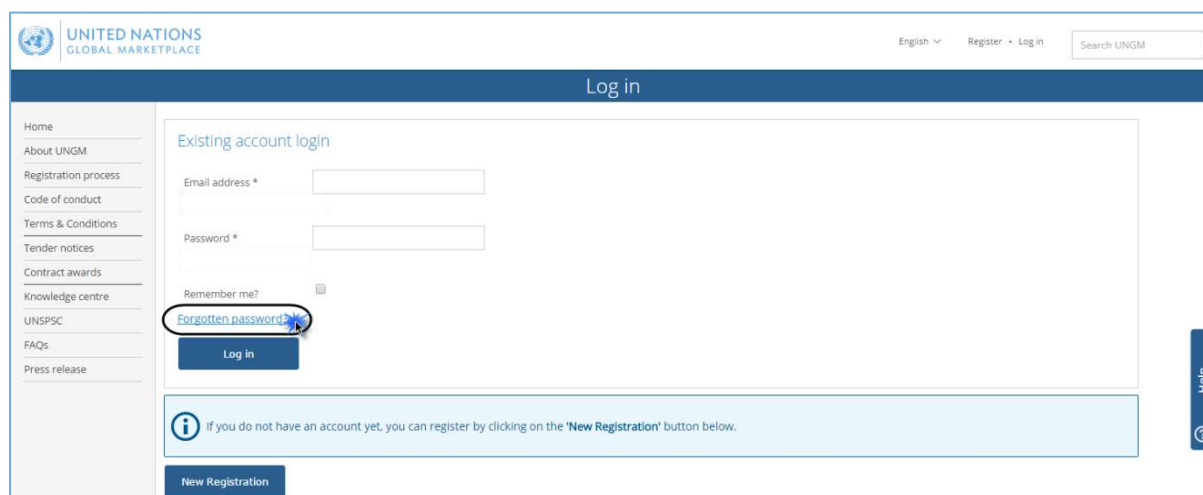
Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration' button** to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:



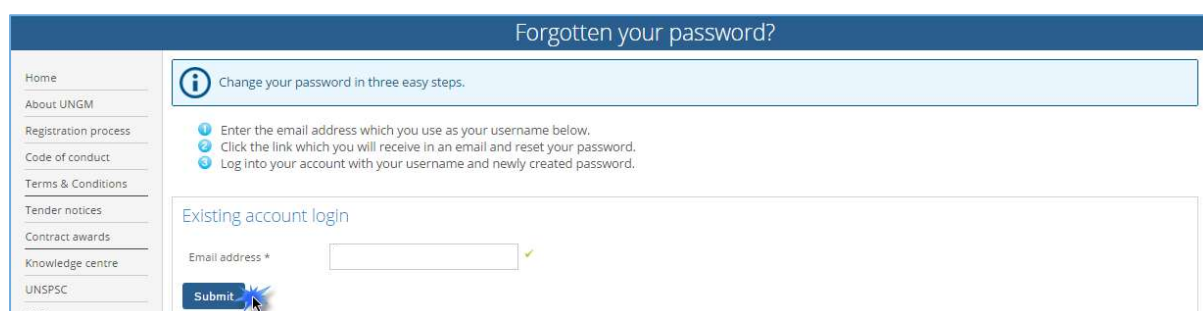
In order to log into your UNGM account, please click on the **'Log in'** link at the top right-hand corner of the page or on the **'Login and New Registrations'** box in the homepage.



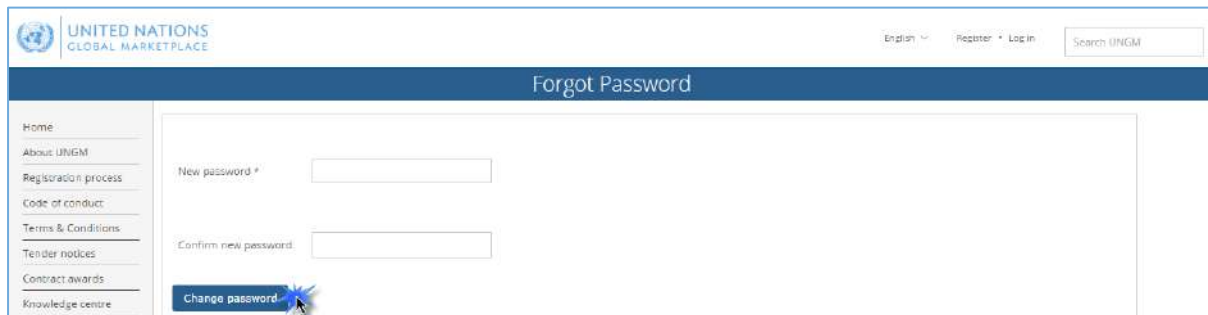
You will need to use your **username** which is the email address you registered with and your **password**. If you do not remember your password, please use the **'forgotten password'** functionality.



Provide your email address/username and click on the **'Submit'** button.



An email containing a link to reset your password will be sent to your email address. This link will be valid only for 1 hour for security reasons. If you have not received any email from UNGM, please check your spam folder as UNGM emails may be considered as such. Click on the link provided in this email and follow the on-screen instructions to reset your password. Provide your new password and click on the **'Change password' button**.



The screenshot shows the 'Forgot Password' page of the United Nations Global Marketplace. The page has a blue header with the UNGM logo and navigation links. A sidebar on the left contains a list of links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, and Knowledge centre. The main content area is titled 'Forgot Password' and contains two input fields: 'New password *' and 'Confirm new password:'. Below these fields is a blue button labeled 'Change password' with a cursor icon pointing at it.

You should now be able to login with the newly created password.

STEP 4: COMPLETE YOUR VENDOR REGISTRATION FORM IN UNGM

From the **'Registration'** link in the left-hand menu, you can complete your registration form. It only takes about 5-8 minutes to complete your Basic registration.

In order to successfully complete the registration process, please provide the required details and click on the **'Save & continue'** button for each of the 6 steps. After clicking the **'Save & continue'** button, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (*) indicates information that is required to complete the step.

The screenshot displays the 'Vendor Registration' interface on the United Nations Global Marketplace website. The page is titled 'Vendor Registration' and features a progress bar at the top with seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'General' step is currently active and highlighted with a green circle and the number 1.

The 'General' step contains two main sections: 'General company information' and 'Company's Contact Information'. The 'General company information' section includes fields for 'Company name *' (filled with 'Sunshine Ltd'), 'Trade name/DBA', 'Email company', 'Company type *' (a dropdown menu), 'License number *' (filled with '213125586'), 'Country/territory *' (filled with 'Denmark'), 'Year established *', 'Number of employees *', 'Company Director's First Name *' (filled with 'Diane'), and 'Company Director's Last Name *' (filled with 'Valentin'). The 'Company's Contact Information' section includes fields for 'Telephone country code *' (a dropdown menu), 'Telephone number *', 'Fax country code *' (a dropdown menu), 'Fax number', and 'Website'.

Below these sections is the 'Company's Ownership Type' section, which includes a radio button for 'Not applicable' (selected), and three checkboxes for 'Involuntary owned', 'Publicly traded', and 'Partial or business conglomerate'.

The left-hand menu on the page includes links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Vendor profiles, Contact us, Vendor alert service, Knowledge centre, UNDP, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Vendor documents, My UNGM, Tips, and My Business Seminar. The 'Registration' link is highlighted.

The bottom right corner of the form features a 'Save & Continue' button with a blue star icon.

I. General

Under 'General', please provide **basic details** about your company.

It is important to type your **company name** in the same way as it appears on your certificate of incorporation or any other legal document relating to the formation of your company or corporation.

The **license number** refers to the number that all legally operating businesses have which permits them to function in the city and/or country where they are located.

Once you have completed the step, click on the '**Save & Continue**' button in the **bottom right of the page**.

The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace website. The interface is in English and features a search bar for UNGM. The registration process is divided into seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'General' step is currently active and marked with a green circle and the number 1.

The 'General' step contains two main sections: 'General company information' and 'Company's Contact information'.

General company information:

- Company name *: Sunshines Ltd
- Trade name/DBA: [empty]
- Parent company: [empty]
- Company type *: Software support (selected with a dropdown arrow and a green checkmark)
- License number *: 2131245546
- Country/territory *: Denmark
- Year established *: 1998 (with a green checkmark)
- Number of employees *: 76 (with a green checkmark)
- Company Director's First Name *: [empty]
- Company Director's Last Name *: [empty]

Company's Contact information:

- Telephone country code *: Denmark (+45) (with a green checkmark)
- Telephone number *: 212546546 (with a green checkmark)
- Fax country code: Type a country/territory name
- Fax number: [empty]
- Website: [empty]

Company's Ownership Type:

- Company's Ownership *: ☐ Not applicable, ☒ Privately owned, ☐ Publicly owned, ☐ Part of a business conglomerate
- Please provide the name(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable): [empty text area]
- Women Ownership: ☐ Not applicable, ☒ The company is at least 51% owned and controlled by one or more women, ☐ The company is less than 51% owned and controlled by one or more women

A blue information box at the bottom of the 'Company's Ownership Type' section states: "By selecting this option, you self-declare that your company is a woman-owned business."

The 'Save & Continue' button is located at the bottom right of the form, accompanied by a blue star icon.

The footer of the page reads: © 2018 - United Nations Global Marketplace - Terms and Conditions

2. Address

Under 'Address', please provide your company's **address information**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'General info' button**.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address (current step), 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Address' step is active, showing two main sections: 'Company address information' and 'P.O. Box address (optional)'. The 'Company address information' section includes fields for House number (51), Address line 1 (Marmoe), Address line 2, Address line 3, City/town (Copenhagen), Country/territory (Denmark), and Postal code (2100). The 'P.O. Box address (optional)' section includes fields for P.O. Box number, P.O. Box postal code, City/town for P.O. Box, and Country/territory (with a placeholder 'Type a country/territory name'). Navigation buttons at the bottom include '< General Info' and 'Save & Continue >'. A sidebar on the left contains links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contracts awarded, Tender Alert Service, Knowledge centre, UNGSC, Help Centre, Privacy notice, Vendor, Dashboard, Settings, Registration, Vendor documents, My TAS, Tips, and My Business Services. The footer shows '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

UNITED NATIONS
GLOBAL MARKETPLACE

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

Company address information

House number: 51 ✓

Address line 1: Marmoe ✓

Address line 2:

Address line 3:

City/town: Copenhagen ✓

Country/territory: Denmark ✓

Postal code: 2100 ✓

P.O. Box address (optional)

P.O. Box number:

P.O. Box postal code:

City/town for P.O. Box:

Country/territory: Type a country/territory name

< General Info Save & Continue >

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3. Registration type

Under 'Registration type', please inform whether you prefer **to do business only in your country or if you prefer to do business internationally**. Click either on 'National' or 'International'.

Once you have completed the step, click on the **'Save & Continue' button**. If you wish to go back to the previous step to edit some information, **click on the 'Address' button**.

The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace website. The page is titled 'Vendor Registration' and features a progress bar at the top with seven steps: 1. General, 2. Address, 3. Registration type (current step), 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Registration type' section contains two radio buttons: 'National' (selected) and 'International'. Below this, there is a section for 'Country/areas of business' with a message stating 'Please select and list the countries in which your company is able to supply goods and services to UN organizations.' A yellow warning box indicates 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' At the bottom of the form, there are buttons for '< Address' and 'Save & Continue >'. The footer of the page reads '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

4. Contacts

Under 'Contacts', please provide your **own contact details**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Registration type' button**.

The screenshot shows the 'Vendor Registration' process on the UNGM website. A progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts (current step), 5. Coding, 6. Declaration, and 7. What's next? The 'Contacts' section is titled 'My contact details' and contains the following fields:

- Tel./salutation *: Mrs ✓
- First/given name *: [empty]
- Middle name: [empty]
- Surname *: [empty]
- Job title/position *: Sales Manager ✓
- Country/area *: Denmark ✓
- Email: [empty]
- Telephone country code *: Denmark (+45) ✓
- Telephone number *: 54564545456 ✓
- Extension: [empty]
- Mobile country code: Type a country/territory name
- Mobile number: [empty]

Navigation buttons at the bottom include '< Registration Type' and 'Save & Continue >'. A sidebar on the left lists various UNGM services, and a 'Help' button is on the right.

Please note that you can also **invite/add colleagues** to your company's account on UNGM at the 'Contacts' step. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the **'Invite another contact'** button at the bottom of the page.

This screenshot shows the lower portion of the 'Contacts' step. It displays the 'Account Contact Details' for Mrs Diane Valentin, including her email (diane.valentin242510@gmail.com), job title (Sales Manager), and contact information. Below this, the 'Invited contacts' section contains an information box stating: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.' At the bottom of this section is the 'Invite another contact' button, which is highlighted with a blue star icon.

5. Coding

Under 'Coding', please select **codes which best describe the goods and/or services** which your company is able to provide following the UNSPSC classification for products and services.

Search for new UNSPSC codes either by typing keywords or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

If you are unable to find the correct codes for your products and services, please **contact us at registry@ungm.org** and provide us with a description of the products/services.

Once you have completed the step, click on the **'Save & Continue' button**. If you wish to go back to the previous step to edit some information, **click on the 'Contacts' button**.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The 'Coding' step is highlighted as the current step in a sequence of seven steps: General, Address, Registration type, Contacts, Coding, Declaration, and What's next?. A blue box with an information icon provides instructions on selecting UNSPSC codes. Below this, the 'UNSPSC selector' is shown with a search bar containing the keyword 'software'. A list of codes is displayed, with checkboxes next to each. The code 41231000 is selected. At the bottom, there are buttons for '< Contacts' and 'Save & Continue >'. The footer indicates the page is from 2018 and includes a link to the Terms and Conditions.

UNITED NATIONS
GLOBAL MARKETPLACE

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

UNSPSC selector

Type keyword to search: [Clear filter](#) [Clear selected codes](#)

☐ 41231000 - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals

☐ 42000000 - Medical Equipment and Accessories and Supplies

☐ 42000000 - Medical diagnostic imaging and nuclear medicine products

☐ 42000000 - Medical radiological imaging information and archiving products

☐ 42000000 - Medical x-ray film archiving system software

☐ 42000000 - Information Technology Broadcasting and Telecommunications

☐ 42000000 - Software

☐ 41231000 - Business function specific software

☐ 41231000 - Helpdesk or call center software

☐ 41231000 - Procurement software

☒ 41231000 - Human resources software

☐ 41231000 - Materials requirements planning logistics and supply chain software

☐ 41231000 - Project management software

☐ 41231000 - Inventory management software

☐ 41231000 - Bar coding software

☐ 41231000 - Label making software

☐ 41231000 - Expert system software

☐ 41231000 - License management software

☐ 41231000 - Office suite software

☐ 41231000 - Other (not an UNSPSC code)

< Contacts Save & Continue >

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6. Declaration

The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under 'Declaration', please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.

Once you have completed the step, click on the '**Save & Continue**' button. If you wish to go back to the previous step to edit some information, **click on the 'Coding'** button.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration (current step), and 7. What's next? The 'Declaration' step is active, showing a 'Declaration of eligibility' section. It contains a list of seven conditions for eligibility, each with a checkbox. The first condition is selected. Below the list, there is a 'Select an option' section with three radio buttons. The first option is selected. At the bottom, there are two buttons: '< Coding' and 'Save & Continue >'. The 'Save & Continue >' button is highlighted with a blue starburst. The footer of the page reads '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

Declaration of eligibility

Please review the following seven (7) conditions and select one of the options provided.

- ☒ Sunshines Ltd is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group.
- ☐ Sunshines Ltd is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- ☐ Sunshines Ltd is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
- ☐ Sunshines Ltd has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- ☐ Sunshines Ltd does not have any legal proceedings against or disputes with a UN entity.
- ☐ Sunshines Ltd undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group.
- ☐ In the case that Sunshines Ltd situation changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, shall immediately inform the United Nations Global Marketplace thereof. Sunshines Ltd understands that non-compliance with this requirement will automatically render the Sunshines Ltd ineligible.

Select an option

☒ Best of my knowledge, the entity that I represent, i.e. Sunshines Ltd meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.

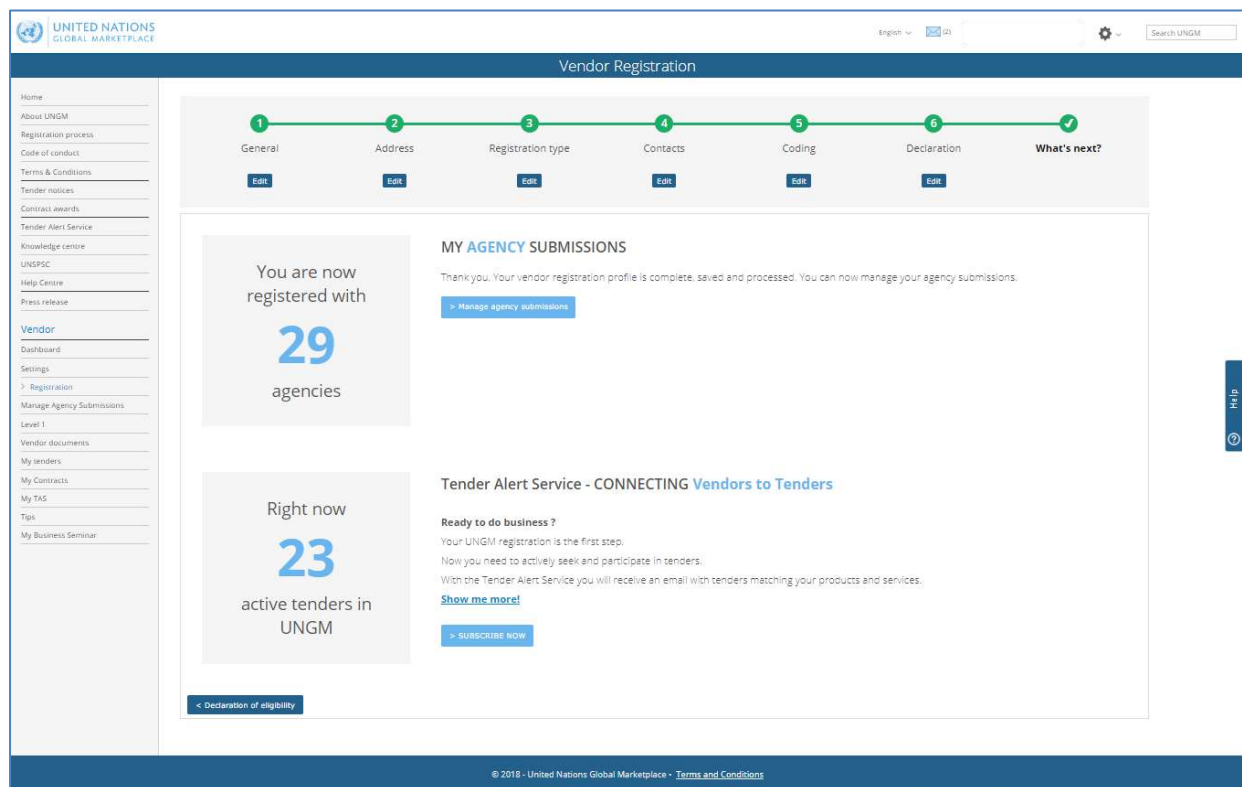
☐ I, the entity that I represent, i.e. the Sunshines Ltd does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the Sunshines Ltd does not meet specific criteria).

☐ I cannot confirm and declare that the entity that I represent, i.e. Sunshines Ltd, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the Sunshines Ltd needs to provide the information later. (Please provide explanation below).

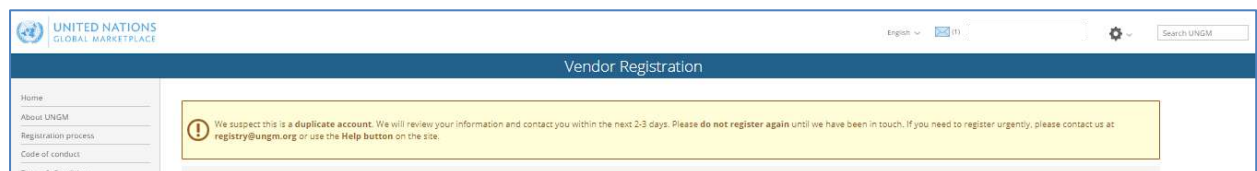
< Coding Save & Continue >

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Once you have clicked on the **'Save & Continue'** button, you will have successfully completed your registration and will be redirected to the 'What next?' step.



In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at registry@ungm.org.



STEP 4: MANAGE AGENCY SUBMISSIONS

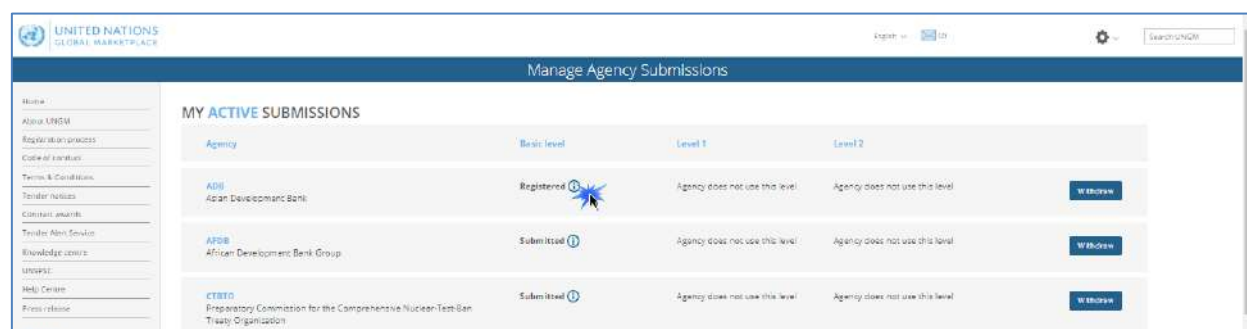
Under the 'What's next section', you will be able to see the number of UN organizations your company's profile is registered with. To find out more about your company's registration with UN agencies, click the **'Manage agency submissions' button** or the link in the left-hand menu.

The screenshot displays the 'Vendor Registration' page on the United Nations Global Marketplace. A progress bar at the top shows seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? (marked with a green checkmark). Below the progress bar, the 'What's next?' section features two large statistics: 'You are now registered with 29 agencies' and 'Right now 23 active tenders in UNGM'. To the right of these statistics, under the heading 'MY AGENCY SUBMISSIONS', a message states: 'Thank you. Your vendor registration profile is complete, saved and processed. You can now manage your agency submissions.' A blue button labeled '> Manage agency submissions' is highlighted with a blue arrow. Below this, the 'Tender Alert Service - CONNECTING Vendors to Tenders' section includes a 'Ready to do business?' message and a 'SUBSCRIBE NOW' button. A left-hand menu contains various links, with 'Manage Agency Submissions' highlighted by a blue arrow. The footer shows the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

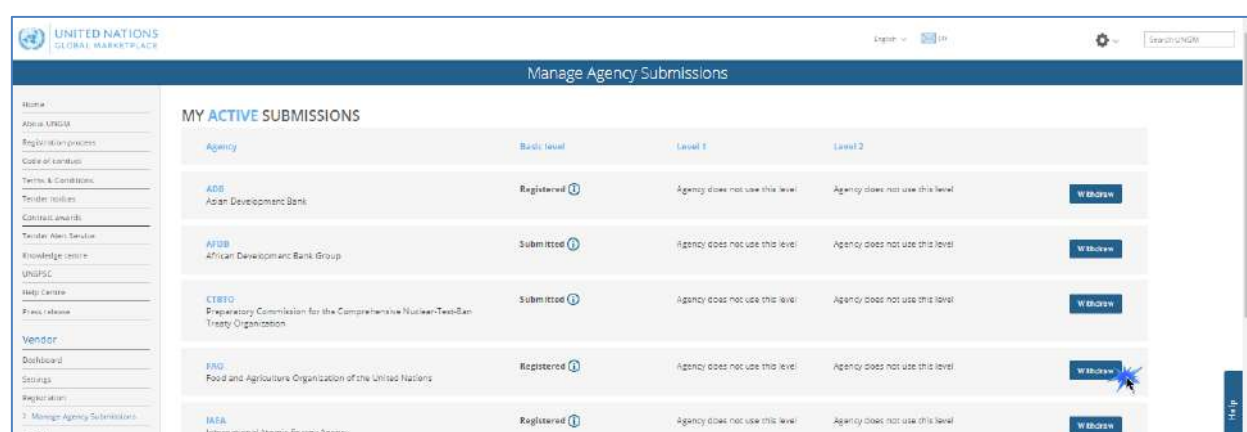
You will be redirected to the 'Manage agency submissions' page where you can check your registration status with UN agencies.

Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

If you place your mouse over the information symbol next to the status, you will be able to see a description of the registration status with a specific agency.



You can always **withdraw your submission with UN agencies** if you are not interested in doing business with some of them. In order to do so, click on the **‘withdraw’** button in the right side of the page.



Some UN agencies use additional level of registrations. If a specific agency uses registration at level 1 and/or 2, you will be able to access the registration form for this level from the ‘Manage agency submission’ page.



Please do not forget to **submit your completed registration** to the UN organizations matching your company’s profile by clicking on the **‘Submit registration’** button.

STEP 5: CHECK YOUR STATUSES AND UNGM NUMBER IN THE DASHBOARD

You can also have a quick overview of your registration statuses with the different UN agencies under your **dashboard**. You can find all details regarding your UNGM account under your dashboard such as your **UNGM number**.

Click on the **'Dashboard'** link in the left-hand menu to access your dashboard.

The screenshot displays the 'My Dashboard' page of the United Nations Global Marketplace. The page is divided into several sections:

- Header:** Includes the United Nations Global Marketplace logo, language settings (English), and a search bar.
- Left-hand Menu:** Contains navigation links such as Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, and a 'Dashboard' link highlighted with a blue star.
- MY UNGM ACCOUNT:** Displays user information for 'Gene Valentin', including UNGM Number: 520214, Last login: 25-Oct-2018 14:49:34, Email: gvalentin@un.org, and Preferred language: en. A red circle highlights the profile picture and account details.
- NEED HELP?:** Includes a search bar and links to FAQs, Video tutorials, and User manuals.
- MY UNGM REGISTRATION - STATUS:** A progress bar showing five steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (marked with a green checkmark).
- Right now:** A large blue number '23' indicating 'active tenders in UNGM'.
- Tender Alert Service - CONNECTING Vendors to Tenders:** A section titled 'Ready to do business?' encouraging users to actively seek and participate in tenders, with a 'Show me more!' link and a 'SUBSCRIBE NOW' button.
- MY AGENCY SUBMISSIONS:** A table with columns for Agency, Basic level, Level 1, and Level 2. The first row shows 'WHO' registered on 25-Oct-2018.

If you wish to participate in a specific tender notice, please ensure that you are registered with the UN agency issuing the tender.

REGISTER AT LEVEL 1 AND/OR 2

You might also consider registering at level 1 and level 2 on UNGM. These registration levels are optional and refer to different thresholds for awarded contracts. Some UN organizations use these registration levels while others do not. The system is intuitive and will submit your registration automatically to the UN organizations maintaining these levels.

When participating in a tender, please check carefully the minimum registration level required by the UN organization.

Once you have submitted your registration at basic level, you will find a link to the level 1 registration in the left-hand menu. Similarly, once you have completed and submitted level 1 registration, you will find a link to level 2 registration.

For further guidance, please read the level 1 and 2 registration guide.

Level 1 Registration

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

All information is completed. More information is required in this section. *required field

Documentation > References > Company Information

Certificate of incorporation

Please upload your company's Certificate of Incorporation or a similar legal document which relates to the formation of your company.

Select file

Optional documentation

You are encouraged to upload further documentation that provides additional details on your company.

These can for example be:

- Certificate of quality standards you adhere to and evidence of quality control programmes (ISO certification or equivalent).
- Evidence that your company is woman-owned, if applicable (i.e. 51% owned by one or more women).
- Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.
- A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- Evidence of your company's Corporate Social Responsibility programmes, for example including environmental management policies and certifications, policies adhering to social standards, such as ISO 14000 certification, Global Compact principles, etc.

Add another document

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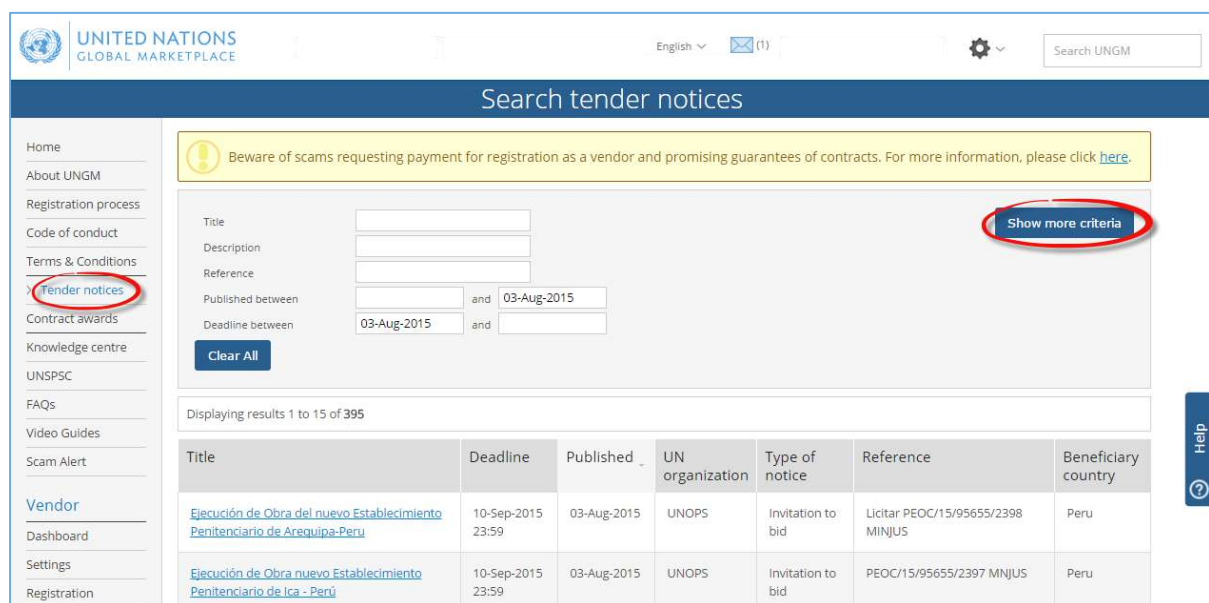
ACCESS TO BUSINESS OPPORTUNITIES

SEARCH FOR TENDER NOTICES

From the UNGM homepage, click on the **'Business Opportunities'** box or click on the **'Tender notices'** link in the left-hand menu. Click on the 'show more criteria' button on the upper right side.



You can filter the notices by UN organizations, UNSPSC codes, dates...



For certain procurement notices, you might notice a button in the left-hand. It means that these procurement notices require electronic submission.

If this is the first time you view the notice, you will see a blue **‘Express interest’** button. If you have already expressed interest in the tender, you will see a green **‘View documents’** button.

Express Interest	PAK30 Development of curriculum that takes account to promote community coherence, gender equality and tolerance for future women and life in 194 Indonesia	15-Nov-2018 17:56 (GMT 4.00)	25-Oct-2018	UN-Women	Request for proposal	RFP/PAK30/2018/00824	Pakistan
Express Interest	Tender for IT Supplies	07-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/ABCD/TCERD/100182	United Kingdom
Express Interest	Test UN Secretariat - Supply of Air Conditioners	09-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28996	Multiple destinations
View Documents	Tender for Stationery	14-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/CSAPC/TCERD/100180	United Kingdom
Express Interest	BPO Support Services - Corporate employee 2018.1 / BPOG.DH1 - copy	09-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28995	Multiple destinations

In case of first access, click on ‘Express interest’ to notify the UN agency that you are interested in participating in this tender. After a few seconds, the button will change in a green button ‘View documents’.

Click on this ‘View Documents’ button (on the left side) to gain **access to the tender documents**.

The **Tender Alert Service** is an added service for vendors who would like to be notified of relevant tender notices via email. With the Tender Alert Service, you can receive **notification of relevant business opportunities that match your company's products and/or services directly to your email address.**

This service is provided at a fee of USD250 per year. You can also access tenders free of charge under Tender Notices.

The screenshot displays the 'Tender Alert Service' (TAS) page on the United Nations Global Marketplace. The page is titled 'TAS - CONNECTING Vendors to Tenders' and includes a sub-header 'Receive new and revised tenders matching your products and services via email'. A prominent blue button labeled '> SUBSCRIBE NOW' is visible. To the right of the button is a link that says 'No?! Maybe? Later? Tell us!'. Below the main content area, there are three tabs: 'What is the Tender Alert Service?', 'Cost & Payment Method', and 'How to subscribe?'. The 'What is the Tender Alert Service?' tab is active, showing a description of the service and a list of 'Five benefits'. The left sidebar contains a navigation menu with links such as 'Home', 'About UNGM', 'Registration process', 'Code of conduct', 'Terms & Conditions', 'Tender notices', 'Contract awards', 'Tender Alert Service', 'Knowledge centre', 'UNSPSC', 'Help Centre', 'Press release', 'Vendor', 'Dashboard', 'Settings', 'Registration', 'Manage Agency Submissions', 'Level 1', 'Vendor documents', 'My tenders', 'My Contracts', 'My TAS', 'Tips', and 'My Business Seminar'. The right sidebar features a 'Help' icon.

TAS - CONNECTING Vendors to Tenders

Receive new and revised tenders matching your products and services via email

> SUBSCRIBE NOW > See Tender Alert Service in action [No?! Maybe? Later? Tell us!](#)

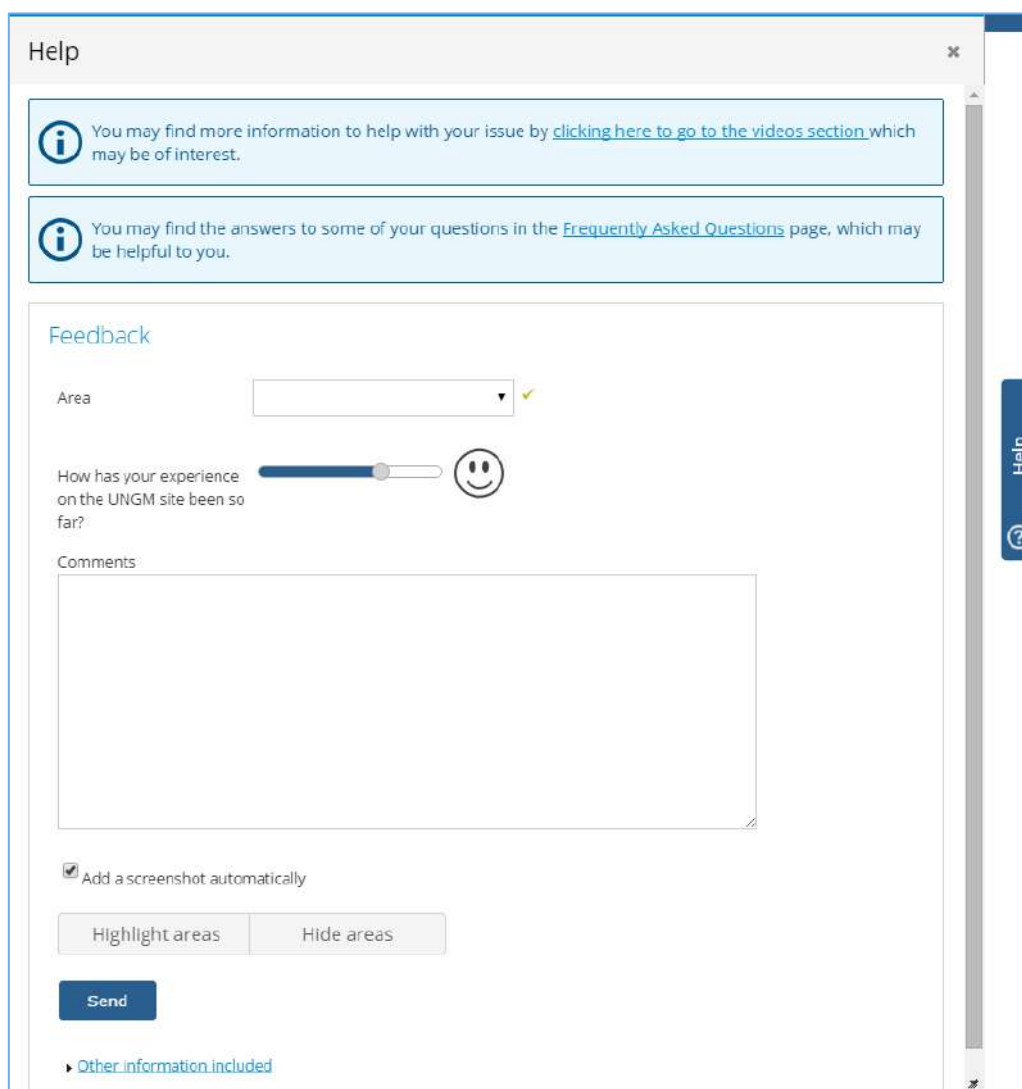
What is the Tender Alert Service? **Cost & Payment Method** **How to subscribe?**

What is it?
An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders **today**.

Five benefits
Never miss a tender/revision published on UNGM
Receive relevant tenders for your products and services
Saves you time and money, searching
Respond to tenders from the email
Follow procurement trends in related products and services

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If you need **Help** at any stage of the process, you can contact via the **‘Help’ functionality** on the UNGM website. We aim to respond to all queries within 48 hours. Please note that you can categorize your query, which enable us to treat it more efficiently.



The screenshot shows a 'Help' window with a close button (X) in the top right corner. Below the title bar, there are two informational boxes, each starting with an 'i' icon. The first box says: 'You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest.' The second box says: 'You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you.'

Below these boxes is a 'Feedback' section. It contains a dropdown menu labeled 'Area' with a yellow checkmark to its right. Below the dropdown is a slider control with a smiley face icon to its right, labeled 'How has your experience on the UNGM site been so far?'. Below the slider is a large text area labeled 'Comments'. At the bottom of the feedback section, there is a checkbox labeled 'Add a screenshot automatically' which is checked. Below the checkbox are two buttons: 'Highlight areas' and 'Hide areas'. Below these buttons is a blue 'Send' button. At the very bottom of the feedback section, there is a link: 'Other information included'.

On the right side of the window, there is a vertical sidebar with a blue button labeled 'Help' and a question mark icon below it.

If you urgently need assistance, you are also welcome to contact us at **registry@ungm.org**.