

Guide to Supplier Registration with the United Nations Secretariat (UNPD)

Registration with the United Nations Secretariat begins at the United Nations Global Marketplace (UNGM) and can be accessed via <http://www.ungm.org>

Advantages of UNGM

- a) On-line registration allows vendors to prepare their registration from anywhere in the world.
- b) There is **NO COST** to register and UNGM offers access to all the UN Procurement Offices of the System as there is a list of agencies available to select from.
- c) UNGM is a central platform for the UN member agencies to advertise upcoming business opportunities, requests for expression of interest, and contract awards.

To become more familiar with the website and learn how to subscribe to the Tender Alert Service (tender e-mail notification system) and find Procurement Notices and Contract Awards, you may download the **UNGM Interactive Guide for Suppliers**:

http://www.ungm.org/Publications/UserManuals/UserManual_Supplier.pdf

To register for a UNGM account, please visit www.ungm.org and under the tab "Registration", select "Register as a Supplier" and complete the form to receive user instructions. You will then receive an email from UNGM containing an activation link. By clicking on the link you will then receive a second email from UNGM with your User Name and Password.

Registration with the United Nations Secretariat is a 14 Step process which is outlined below.

It is important to click on “Save” at the end of each step to avoid losing the information.

Step 1 General Information

- Please enter general information on your company.
- All fields indicated by a red asterisk are mandatory.

Step 2 Select Agencies

- Select the UN agencies that you wish to do business with. We recommend that you visit the websites of the various UN agencies to research their buying profiles prior to selecting agencies. Information on procurement in the UN system can be found on the Publications page on the UNGM website, where you can read about the different UN agencies and what they procure:

<http://www.unqm.org/Info/Publications.aspx>

- To do business with the United Nations Secretariat (New York, Offices Away from Headquarters, commissions, tribunals and field peacekeeping missions you must select **UNPD**.

Step 3

Agency Questions

- Each agency selected will present you with a set of Agency Questions.
- All information provided at this step must be uploaded to UNGM in a protected format such as .PDF; maximum file size allowed is 3.5MB.
- Download, complete and sign the **Prerequisite for Eligibility** form from UNGM and upload the signed document in the required field.
- The Prerequisite for Eligibility form is a declaration that your company:
 - is not on or associated with a company or individual on The 1267 List website (pursuant to Resolution 1267) or the IIC Oil for Food List website
 - currently removed, invalidated or suspended by the any UN System Office
 - under investigation by a government or UN Member State

In the event that you have any information to declare with reference to the points mentioned above, this should be clearly documented and uploaded as a separate document.

- In the completion of the **Prerequisite for Eligibility** please note that:
 - a. The company name and signer's name must be inserted in the relevant slots on the form.
 - b. The document must be signed and dated.
 - c. The form must not be altered in any way except to include information as required above in (a) and (b).
- Select a Level of registration according to your company's capacity, scope and strategy.
- State name of country of origin of the company.
- Indicate acceptance of UN "Net 30" payment conditions.
- Indicate names of owners and principals of the company.
- Names of intermediaries, agents or consultants used.

Levels of Registration

There are **four (4)** Levels of Registration which allows companies to select the level of business activity that best matches their capacity, business scope and commercial strategy.

LEVEL 1 Estimated Contract Award less than US \$200,000

LEVEL 2 Estimated Contract Award less than US \$1 MILLION

LEVEL 3 Estimated Contract Award less than US \$5 MILLION

LEVEL 4 Estimated Contract Award US \$5 MILLION and Above

The documents required for registration for each level are outlined below. We encourage small to medium sized companies to start at Level 1 unless they have the capacity to supply at higher levels and can provide the documents required.

Please note that the working language of the United Nations Secretariat Procurement Division is English. Therefore all uploaded documents must be accompanied by a certified translation into the English language.

Level 1 Registration

To be eligible for registration at Level 1 companies must provide the following documents.

- Current certificate of incorporation or equivalent document verifying legal status/capacity.
- Three letters of reference or a list of 3 clients/companies whom you have done business with during the last year. If providing a list, the name of the referee, address, telephone number and e-mail address must be provided.

Level 2 Registration

To be eligible for registration at Level 2, in addition to the documents required for Level 1 registration, you must provide:

- Certificate of quality standards (ISO or equivalent). Please provide external certification of your products/services by a recognised industry association, industry regulator or standards organisation. For services companies, a company quality policy or manual is acceptable.
- Distributors/Traders of goods who submit ISO certification of their suppliers are required to provide a letter from the supplier appointing them as a distributor.
- Audited/certified financial statements for the last three years. For each year the uploaded information must include:
 1. Auditors/Accountants Report
 2. Balance Sheet
 3. Income Statement

- With reference to the financial statements please note that
 - The company must have been in existence for at least three years at the time of registration.
 - Financial statements of a parent/holding company may be submitted if there is supporting text to indicate that the registering vendor's financials are audited as part of the parent/holding company.
 - Following a corporate name change or merger, financial statements can be accepted if evidence is provided in the form of certificates of incorporation showing company name amendments.

Level 3 Registration

To be eligible for registration at Level 3, in addition to the documents required for Levels 1 and 2, you must provide:

- 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.

The following documents are acceptable:

1. Airway bills
2. Bill of lading
3. Freight documents and/or licenses
4. Paid invoices or contract documents
5. Documentation that indicates that your company is a part of a global operation. E.g. Corporate literature that shows global offices in different countries etc.

For companies offering services you will be required to provide proof of international assignments. Companies may provide proof in the form of evidence of contracts for services offered outside of the country of incorporation. This may be provided to us in the form of a letter on corporate letterhead providing details about services/projects undertaken abroad.

Level 4 Registration

To be eligible for registration at Level 4, in addition to the documents required for Levels 1, 2 and 3, you must provide:

- Code of Ethics and/or Anti-Fraud Compliance Programme – this is mandatory. This document is a comprehensive company statement of the company’s general principles of ethics, professional conduct and rules of behaviour towards third parties.
- Optional information - ISO 14000 certificate or proof of participation in Global Compact

Step 4 Address Information

- Enter the business address for your company.

Step 5 Contact Information

- Enter details for the contact persons within the company.

Step 6 Financial Information

- Enter financial details for the last three years relating to the companies’ turnover and export.

Step 7 Export Experience

- Select the countries where you have exported goods or provided services.

Note that Steps 8 – 12 are not mandatory.

Step 8 Previous Contracts with UN

- Provide information relating to any previous contracts with the UN

Step 9 Disputes you have with UN

- Provide information relating to disputes you have with the UN.

Step 10 Quality Assurance Certificates

- Provide copies of any additional quality assurance certification.

Step 11 Trade Organization Memberships

- Provide details about membership with trade organizations such as Chamber of Commerce or any national body involved in trade/export promotion.

Step 12 Subsidiaries, Associates and/or Overseas Representatives

- Provide information about any subsidiaries, associates and/or overseas representatives used.

Step 13 Product Coding

- UN Procurement staff use these codes to search for suppliers for bidding opportunities. Therefore it is important that you select the correct codes to avoid missed opportunities.
- Select relevant UNCCS codes representing the goods and/or services you wish to offer to the United Nations.
- A guide to the proper selection of UNCCS codes can be found at: on the UNGM:

http://www.ungm.org/Publications/UserManuals/UNCCS_Guide_Suppliers.pdf

Step 14 Submit

Submit your application for evaluation by the United Nations Secretariat. Please allow 4-6 weeks to receive a response via UNGM.