Registering as a potential vendor with the United Nations
• UNGM, the UN common procurement portal: Background & Definition

• New UNGM website — www.ungm.org

• How to use UNGM

  1. Information available on UNGM
  2. Register online as a potential vendor to 22 UN organizations
  3. Access Business Opportunities /Tender Notices
  4. Subscribe to the Tender Alert Service
• Initially developed in the 90’s under the auspices of the IAPWG:
  • To create a global portal to the UN procurement system
  • To conglomerate the UN agencies’ rosters into a common supplier database
• December 2002, resolution A/RES/57/279 called UN agencies for:
  • Enhancing transparency and increase harmonization of procurement practices
  • Simplifying the registration process for vendors
  • Increasing procurement opportunities for vendors from developing countries
• March 2007, resolution GA/RES/61/249 called UN agencies for:
  • Creating one common UN global procurement website
  • Ensuring access to this procurement website to all Member States
  • Featuring tender notices, contract awards and acquisition plans as well as a list of registered vendors
United Nations Global Marketplace - UNGM

**Definition**

- UNGM is the *procurement portal* of the UN system
- UNGM brings together UN procurement staff and the vendor community
- Vendors can register *with 22 UN organizations* using UNGM as their vendor roster

**Benefits**

- UNGM provides an excellent springboard to introduce your products and services to many UN organizations, countries and regions by completing *only one registration form on-line*
- These UN Organizations represents 99% of a global spent of over **USD 15.3 billion annually** for all types of products and services
Stakeholders
- Vendors
- UN procurement practitioners
- Wider UN procurement community

Vendor Database
- Basic registration
- Level 1 and 2

Procurement Notices

Tender Alert Service

Contract Awards

LTA Repository

Vendor Eligibility

Knowledge Center
- Procurement Professionalisation
- Sustainable Procurement
- Harmonization

Business Information Repository
- Annual Statistical Report
- General Business Guide
Further enhance the principles of **Transparency**, **Fairness** and **Integrity**

**Harmonize and Simplify** the vendor registration process

Types of registration with the UN organizations:

1. **Basic Registration** : Common and simple registration process
2. **Qualification Levels** : Some UN agencies require additional information such as financial statements, reference, etc to qualify for larger contracts requiring formal processes
   - Level 1 and Level 2

Eliminate duplication of efforts – upload documents only once

**Simpler**, **easier** and **faster** registration process

Subscription to the **Tender Alert Service**
More reasons for the change ...

• Simplifying the registration process
• Accessible to more vendors
• Eliminate duplication of vendors accounts
• More efficient review and evaluation process
• Consistent and harmonised approach
• Improved technology, speed and user-friendliness
• Focus on vendors from developing world – assisted registration, more languages, user friendly
• Log of all changes for reference
UNGM – Supporting Agencies - 29 Agencies

- African Development Bank (AfDB)
- Asian Development Bank (ADB)
- Food and Agriculture Organization of the United Nations (FAO)
- International Atomic Energy Agency (IAEA)
- International Fund for Agricultural Development (IFAD)
- International Labour Organization (ILO)
- International Telecommunication Union (ITU)
- International Trade Centre UNCTAD/WTO (ITC)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- Organisation for the Prohibition of Chemical Weapons (OPCW)
- Pan American Health Organisation (PAHO)
- Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
- United Nations Children’s Fund (UNICEF)
- United Nations Development Programme (UNDP)
- United Nations Economic Commission for Africa (UNECA)
- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Office at Geneva (UNOG)
- United Nations Office at Vienna (UNOV)
- United Nations Office for Project Services (UNOPS)
- United Nations Population Fund (UNFPA)
- United Nations Procurement Division (UN/PD)
- United Nations Relief and Works Agency (UNRWA)
- World Food Programme (WFP)
- World Health Organisation (WHO)
- World Intellectual Property Organization (WIPO)
- World Meteorological Organization (WMO)
• **The Annual Statistical Report**
  - UN Procurement by country
  - UN Agency procurement by country, commodity or service
  - Purchase orders and Contracts (over USD 30,000) placed by agency, by country of vendor, value and description of goods or services
  - Top Ten items procured by Agency

• **The General Business Guide**
  - Lists all UN Organizations, fields of activity, contact persons, procurement activities and requirements and registration procedures

• **Supplying to the UN**: General information on UN procurement procedures
  - General information on sustainable procurement
  - Links to all UN participating agencies’ websites
  - Link to Global Compact’s website
<table>
<thead>
<tr>
<th>Title</th>
<th>Deadline</th>
<th>Published/Date of change</th>
<th>UN organization</th>
<th>Type of notice</th>
<th>Reference</th>
<th>Beneficiary country</th>
</tr>
</thead>
<tbody>
<tr>
<td>ab demo 1709</td>
<td>29-Oct-2014 12:17</td>
<td>31-Oct-2013</td>
<td>United Nations Office for Project Services</td>
<td>Request for EOI</td>
<td>ab</td>
<td>Denmark</td>
</tr>
<tr>
<td>ji</td>
<td>30-Nov-2013 21:03</td>
<td>30-Oct-2013</td>
<td>United Nations Office for Project Services</td>
<td>Request for pre-qualification</td>
<td>j</td>
<td>Hungary</td>
</tr>
<tr>
<td>eeeeee</td>
<td>28-Nov-2013 00:00</td>
<td>31-Oct-2013</td>
<td>United Nations Office for Project Services</td>
<td>Request for proposal</td>
<td>eeeeee</td>
<td>China</td>
</tr>
</tbody>
</table>
UNGM is the vendor database supported by 29 UN organizations who collectively buy more than 99% of all the goods and services required by the United Nations.

UN buyers publish information daily on new business opportunities and search for potential vendors to participate in tender processes using this portal.

To register as a potential vendor with these UN organizations, complete the on-line registration form and submit it for review.

Registering as a potential vendor is free of charge.

All vendors are required to accept the United Nations’ Supplier Code of Conduct to register. It should take approximately 5 to 10 minutes to complete the basic level of registration.

If you need any assistance or require more information, please do not hesitate to use the Need Help? button in the right-hand corner of the page.

During the online registration process, vendors are automatically matched with the UN organizations which buy the products and services the vendor offers. You are able to deselect any of these UN organizations, should you wish to do so. If your company is unable to register with a particular UN organization, it is because that organization does not buy the goods or services you provide.

After completion of your registration

Once the required information has been provided, you will be able to submit your registration for review. Some UN organizations automatically accept submissions, while others review and evaluate each submission based on specific criteria. This process can take up to 10 working days. Once a vendor has been accepted by at least one (1) UN organization, the vendor’s profile is visible to all UN staff.

Need Help?

Please click the need help? button in the bottom right-hand side of your page. From here you are able to get in touch with our HelpDesk who will assist you with your query. We try to answer all queries within 48 hours. For the most efficient service, please ensure that you are logged in.
UN Supplier Code of Conduct

Please download, read and accept the UN Supplier Code of Conduct.
To register your company’s interest in doing business with the United Nations, you are required to accept the UN Supplier Code of Conduct.

- Fill in all fields marked with a star (*)
- Receive the activation email and click on the link
UNGM – Supplier Code of Conduct

Deals with 22 points covering

- Supplier Relationships
- Promoting the Principles of the Code of Conduct
- Subcontracting
- Labour: Freedom of Association
  - Forced labour
  - Child labour
  - Discrimination
  - Working hours
  - Compensation
- Human Rights:
  - Human rights
  - Harassment, Harsh and Inhumane Treatment
  - Health and Safety Mines

- Environment:
  - Environmental policy
  - Chemical and hazardous Waste
  - Wastewater and Solid Waste
  - Air Emission
  - Minimise waste, maximize recycling

- Bribery and Corruption:
  - Corruption
  - Conflict of Interest
  - Gifts and hospitality
  - Post Employment Restrictions
UN Supplier Code of Conduct

Please download, read and accept the UN Supplier Code of Conduct.

To register your company’s interest in doing business with the United Nations, you are required to accept the UN Supplier Code of Conduct.

General company information

* denotes required field

Company name *
Country/Area *
Name of company’s most senior official (CEO/Director/President etc)
First/given name *
Surname *
How did you hear about UNGM
Source *
I accept the UN Supplier Code of Conduct.

Continue to registration
UNGM – Registration

- Registration is free of charge
- Simple and intuitive process
- Automatically match vendors with UN organizations which buy products and services based on UNSPSC codes
UNGM – Basic Registration - General

Monitor your progress

Complete the registration
UNGM – Basic Registration - Address

Fill in the required Address Information for your Company
65% of the process already completed

- **National**: doing business with UN organizations located in your own country
- **International**: Doing business abroad.

**International** vendors can indicate the countries which they do business in. Remember to include own country in list.
• Edit and save required information for your own contact details.

• Please note that you cannot change your email address here. You can do that from your Settings menu.

• Invite others.

• They will create their own login details.
UNGM – Account Settings

Now in English, Spanish and French!
Settings: select the preferred language, change your password and email address

- Preferred language: English
- Receive optional emails
- Change password
- Confirm new password
- Change email address

By checking the check box below you are choosing not to receive those emails which are not considered essential for participation in UNGM. However, you may miss out on important information by unsubscribing. We recommend that you leave the box checked.

You can change your email address (and username) on UNGM here. Just enter your new email address and click 'change email' and we'll send you an email to confirm the change. Once you click on the activation link in that email, you'll be redirected back to UNGM, where you can log in with the old email to confirm the change.
Declaration of Eligibility is a mandatory step in order to be able to submit the application with the UN agencies.

This declaration is a formal and explicit statement on behalf of your company. Please review the following seven (7) statements and select the most appropriate option.

1. **Test Company** 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.

2. **Test Company** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.

3. **Test Company** 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.

4. **Test Company** 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.

5. **Test Company** does not have any legal proceedings against or disputes with a UN entity.

6. **Test Company** 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.

7. In the case that the situation of **Test Company** changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, **Test Company** shall immediately inform the United Nations Global Marketplace thereof. **Test Company** understands that non-compliance with this requirement will automatically render **Test Company** ineligible.

Select an option

- ☑ To the best of my knowledge, the entity that I represent, i.e. **Test Company** meets all seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.
- ☑ No, the entity that I represent, i.e. **Test Company** does not meet all seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why **Test Company** does not meet specific criteria).
- ☑ I cannot confirm nor declare that the entity that I represent, i.e. **Test Company** meets all seven (7) conditions described above at this time and I submit the entity’s application on the understanding that **Test Company** needs to provide the information later. (Please provide explanation below).
UNGM – Basic registration - Coding

UNG M uses a subset of the United Nations Standard Products and Services Code (UNSPSC®) for the classification of products and services. The codes available for selection represent the majority of the products and/or services bought by UN organizations. Select the codes which best describe the products and/or services your company can provide. A list with your selected codes is shown below on the left. You can change your codes at any time.

If you are not able to find the codes for your products and/or services, it is possible that the UN organizations do not normally buy these products and/or services. You are welcome to contact us using the Need help? button in the right-hand corner of this page. When doing so, please provide detailed information on the products and/or services you were not able to select for registration.

For more information on UNSPSC codes in general and viewing the entire code set, please visit www.unspsc.org.

- Using a subset of 3500 UNSPSC codes
- Critical to have the correct codes
- Intuitive search functionality
- If you don’t find the codes, it may be that the UN do not buy the products or service ...
- Contact us using Need Help? button
**UNGM – Basic Registration - Coding**

1. Use the **search functionality** and search by names or Codes of your products/services

2. Use the **Tree search** and select the most accurate codes defining your products/services

---

**Selected codes (1)**

<table>
<thead>
<tr>
<th>UNSPSC Selector</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search:</strong></td>
</tr>
<tr>
<td><strong>Trucks</strong></td>
</tr>
<tr>
<td>25101070 - Light trucks or sport utility vehicles</td>
</tr>
</tbody>
</table>

**Save selected codes**

---

**Selected codes (1)**

<table>
<thead>
<tr>
<th>UNSPSC Selector</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search:</strong></td>
</tr>
<tr>
<td><strong>Trucks</strong></td>
</tr>
<tr>
<td>25101070 - Light trucks or sport utility vehicles</td>
</tr>
</tbody>
</table>

**Save** Selected UNSPSC codes when finished
UNGM – UN Organizations & Submit registration

Your registration is now complete and ready for submission. Please review the organizations that your company has automatically been matched with based on the information provided. Please check that all your information is correct before submitting it for review by the organizations. Pay special attention to the codes you have selected, your company name and the email addresses of contact persons.

You will not be able to change any information once the review process has started. If you need to make changes before your submission has been reviewed and evaluated by the selected organizations, please use the 'Need help?' button at the bottom right-hand side of this page to get in touch with us for assistance.

Based on UNSPSC codes, vendors are automatically ‘matched’ with UN organizations.

Can choose not to register with an organization.
Your registration is now complete and ready for submission. Please review the organizations that your company has automatically been matched with based on the information provided. Please check that all your information is correct before submitting it for review by the organizations. Pay special attention to the codes you have selected, your company name and the email addresses of contact persons.

You will not be able to change any information once the review process has started. If you need to make changes before your submission has been reviewed and evaluated by the selected organizations, please use the Need help? button at the bottom right-hand side of this page to get in touch with us for assistance.

Submit registration

Are you sure you want to submit your registration?

Please note that your registration will be evaluated based on the information you have provided and you will not be able to change this information after submission. If you need assistance to make changes to the submitted information, please contact us at registry@ungm.org.

- Yes, submit my registration.
- No, save my changes, but do not submit the registration.

Submitted at Basic Level

Your vendor registration has been submitted. Please note that you will not be able to make any changes to your registration. If you need assistance, please contact using Need Help? button.
Some UN organization will require additional information such as Certificate of Incorporation, references and financial statements to be considered for contracts of larger USD values. Depending on the value of the contract, vendors need to apply for Level 1 or 2 registration.

Your vendor registration has been submitted.

An overview of the statuses of your registrations with the respective UN organizations can be found under the Dashboard in the left column.

Some UN organizations may require Level 1 or 2 registration. The level of registration is related to the potential value of a contracts.

You can also submit Level 1 registrations. For more details click on Level 1 here.

Remember to subscribe to the Tender Alert Service and receive relevant notices that matches your company's products and services directly in your inbox. This service only costs USD250 per year. To subscribe click here.
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).
Add

Company name
Enter the name of the company, which you would like to use for this reference.

First/given name

Surname

Email address

Save
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).

Company ownership *

The Company ownership field is required.

Please provide the names of intermediaries, agents and/or consultants (if any) used in relation to United Nations contracts or bids/proposals.

Agents and intermediaries
Upload three (3) letters of reference from three independent, non-affiliated clients/companies whom you have sold your products and/or services to during the last year.

All reference documents are treated as confidential and are only accessible to UN users with appropriate rights.

Add another reference letter
Upload financial statements (audited/certified or equivalent) for the last three years.

All financial statements are treated as confidential and are only accessible to UN users with appropriate rights.

It is important to ensure that your financial information remains up to date. We will remind you periodically to upload your latest financial statement. If you do not upload the financial statement on request, your company's account will be deactivated. You will then be able to reactivate your account by uploading the financial statement.

No documents added yet

Add another financial document
Subscribing to the Tender Alert Service will enable your Company to receive every day business opportunities directly by email.

1. Click on “Tender Alert Service”
2. Click on “Subscribe to the Tender Alert Service now”
UNGM – Tender Alert Service

UNSPSC
Select the UNSPSC codes you wish to receive tender notices for.

Countries
Select the Countries you wish to receive tender notices for.

Contacts
Select/Unselect the contacts registered to your organisation receiving relevant tender notices directly by email.
Add contacts under Registration/Contacts
UNGM – Tender Alert Service

You can edit your TAS settings here at any time. Click on the tabs below to manage the details of your subscription. Should you require any assistance or clarification, please contact us at registry@ungm.org.

The fee for a one year subscription is 250 USD. Payment is made via BBS International’s payment system. All communication is done via an encrypted SSL connection. UNGM does not keep a copy of your credit card details.

Please note: Payment can only be made by credit card. We cannot accept payment by cheque or bank transfer.

We hereby request UNOPS to enter into a contract with us on UNOPS’s Standard Terms and Conditions for the use of the UNGM Tender Alert Service.

Your subscription will automatically renew at the end of the current subscription year.

If you have a voucher code, you can use it and get a discount on TAS Subscription fee by entering it in the below text box and click Use button.

Payment

Voucher

Enjoy a discount on your Tender Alert Service Subscription

Voucher CODE

Proceed with the payment of this value-added Service
Two UNGM Guides are available for further assistance on how best to take advantage of UNGM

- UNGM Interactive Guide
- UNSPSC Codes Guide

For further assistance:
Use the Need Help? Button in the right hand corner of the site
Or
Write to us at registry@ungm.org

Remember to mention:
- Your UNGM username
- Your UNGM Registration Number

Any Questions
Thank you!

For more information, please visit www.ungm.org