

Suppliers Guide to UN Secretariat Solicitations



STEP 1



Review UNGM

Review UNGM and UNPD website for information relating to upcoming solicitations, and Expression of Interest (EOI) information.

STEP 2



Update UNGM Contact Info

It is IMPORTANT that supplier contact info is up-to-date with the correct email contact information. UN will use this contact info so Ariba can send notifications for solicitation events.

STEP 3



Vendor Sync

UNGM data sync with Ariba daily

STEP 4



Create Ariba Account

Create Ariba Account per contact in the supplier organization. **NOTE: This happens only the 1st time one is invited to an Ariba event.**

STEP 5



Solicitation Published in Ariba

Solicitation is published in Ariba. The supplier receives email invite from Ariba to participate in the event.

STEP 6



Login to Ariba Event

Access Ariba by logging in via an INVITATION LINK sent by Ariba.

STEP 7



Access Ariba Supplier Dashboard

Access the Supplier Dashboard on United Nations Ariba homepage. View event(s) supplier is invited to participate.

STEP 8



Respond to Event

Suppliers respond to events through the Ariba platform by bidding on specific solicitations within a timeframe.

STEP 9



Event Closes

Bidding transmission concludes according to the timeframe specified.

STEP 10



Open Envelope

The tender opening takes place. Submitted bid information is reviewed in Ariba.

STEP 11



Award

After the review process, the awarded supplier will be selected.

¹ **IMPORTANT NOTE:** A verification email will be sent from aribae-tendering@un.org to confirm contact details in UNGM.



UNGM versus Ariba

United Nations Global Marketplace

This is where procurement opportunities with the UN can be found. Vendors can update or register their contact information. Topics included are:

- **Vendor Information Updates and Registering**
- **Procurement Opportunities**
- **Knowledge Center**
- **Past Contract and Purchase Order Awards**

You will also find further [instructions](#) through the links provided below:

- [How to Manage Contact Details](#)
- [How to access UNGM when the Previous Account Contact has left the Company](#)

United Nations ARIBA E-tendering Platform

Ariba is the UN solicitation platform to receive and respond to solicitations. In this platform, the following are included:

- **Supplier Company Market Information**
- **Bidder Communication**
- **Bid / Tender submissions**
- **Award Information**