Suppliers Guide to UN Secretariat Solicitations

STEP 01
Review UNGM
Review UNGM and UNPD website for information relating to upcoming solicitations, and Expression of Interest (EOI) information.

STEP 02
Update UNGM Contact Info
It is IMPORTANT that supplier contact info is up-to-date with correct email contact information. UN will use this contact info so Ariba can send notifications for solicitation events.

STEP 03
Vendor Sync
UNG M data sync with Ariba daily.

STEP 04
Create Ariba Account
Create Ariba Account per contact in supplier organization. NOTE: This happens only 1st time one is invited to Ariba event.

STEP 05
Solicitation Published in Ariba
Solicitation is published in Ariba. Supplier receives email invite from Ariba to participate in event.

STEP 06
Login to Ariba Event
Access Ariba by logging in via INVITATION LINK sent by Ariba.

STEP 07
Access Ariba Supplier Dashboard
Access Supplier Dashboard in United Nations Ariba homepage. View event(s) supplier is invited to participate.

STEP 08
Respond to Event
Suppliers respond to event through Ariba platform by bidding on specific solicitation within timeframe.

STEP 09
Event Closes
Bidding transmission concludes according to timeframe specified.

STEP 10
Open Envelope
The tender opening takes place. Submitted bid information is reviewed in Ariba.

STEP 11
Award
After review process the awarded supplier will be selected.

IMPORTANT NOTE: A verification email will be sent from Aribae-tendering@un.org to confirm contact details in UNGM.
### United Nations Global Marketplace

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

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

### 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

You will also find further instructions through the links provided below:

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