



UNITED NATIONS  
GLOBAL MARKETPLACE



Registering as a  
potential vendor  
with the  
United Nations



## Agenda

- UNGM, the UN common procurement portal: Background & Definition
- New UNGM website — [www.ungm.org](http://www.ungm.org)
- How to use UNGM
  1. Information available on UNGM
  2. Register online as a potential vendor to 29 UN organizations
  3. Access Business Opportunities /Tender Notices
  4. Subscribe to the Tender Alert Service





## 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 29 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



## UNGM

### ...more benefits to suppliers

- 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**)



## UNGM – Information

- **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





## 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 – Access Business Opportunities

Public  
Home  
Tender notices  
Contract awards  
Knowledge centre  
About UNGM

Vendor  
Dashboard  
Settings  
Registration  
Level 1  
Level 2  
Vendor documents  
My tenders/contracts  
Tender Alert Service

Title

Description

Reference

Published between  and 05-Nov-2013

Deadline between 05-Nov-2013 and

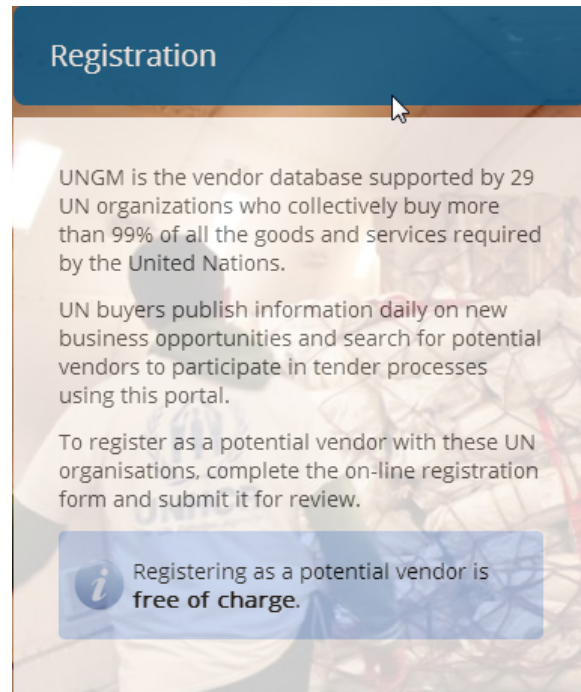
Title	Deadline	Published/Date of change	UN organization	Type of notice	Reference	Beneficiary country
Office Supplies - testing formatting	29-Nov-2013 23:58	31-Oct-2013	United Nations Office for Project Services	Invitation to bid	ITB-UNOPS-001	Denmark
ab demo 1709	29-Oct-2014 12:17	31-Oct-2013	United Nations Office for Project Services	Request for EOI	ab	Denmark
Pieter Notice test	16-Nov-2013 23:59	16-Oct-2013	United Nations Office for Project Services	Request for proposal	RFP-LTA-123	Afghanistan
jj	30-Nov-2013 21:03	30-Oct-2013	United Nations Office for Project Services	Request for pre-qualification	j	Hungary
eeee	28-Nov-2013 00:00	31-Oct-2013	United Nations Office for Project Services	Request for proposal	eeee	Chris





## UNGM – Start Registration

1-.Click on “Register”




**Registration**

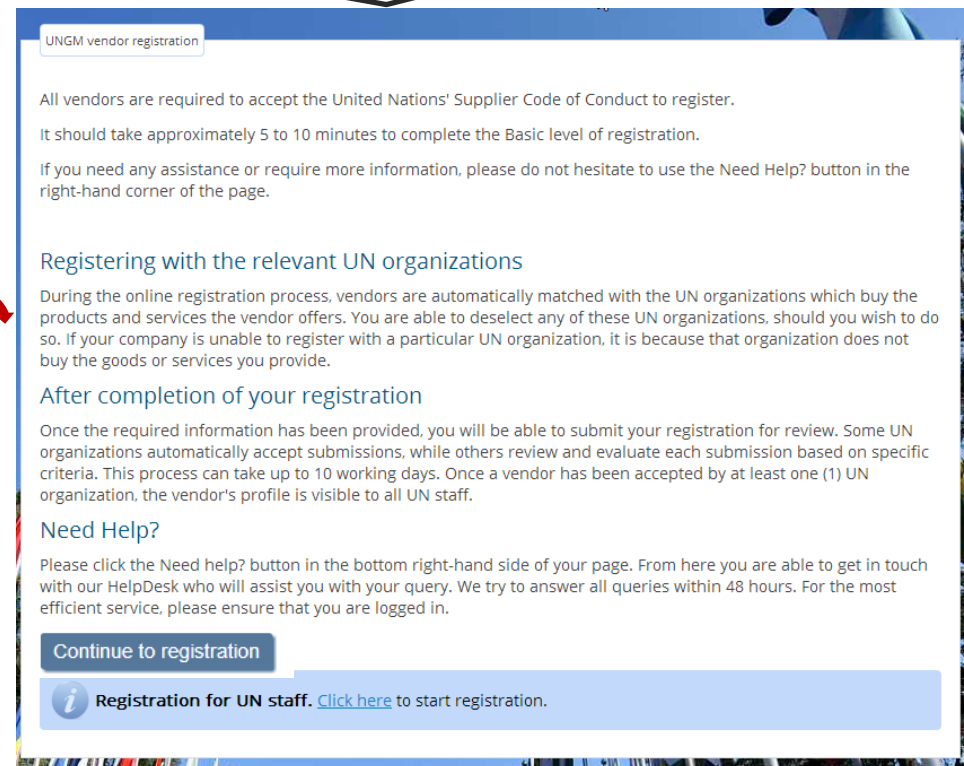
UNGM is the vendor database supported by 29 UN organizations who collectively buy more than 99% of all the goods and services required by the United Nations.

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 organisations, complete the on-line registration form and submit it for review.

 Registering as a potential vendor is **free of charge**.

2-. Click on “Continue to registration” button



UNGM vendor registration

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.

### Registering with the relevant UN organizations

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.

**Continue to registration**

 Registration for UN staff. [Click here](#) to start registration.



## 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





## UNGM – Supplier Code of Conduct

### 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

Please provide the requested information. Once completed, you will receive an email from UNGM containing an activation link.

Please click on this link to activate your UNGM account.

After activation, you will receive your UNGM username and password to log into your UNGM account.

To ensure you receive all email correspondence from UNGM, please add [registry@ungm.org](mailto:registry@ungm.org) to your Address Book/Contacts. Emails may be mistaken for Spam. [registry@ungm.org](mailto:registry@ungm.org) to your addressbook

User account creation

\* denotes required field

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

First/given name \*

Surname \*

Email address \*

Password \*

Repeat password \*

Register

- Fill in all fields marked with a star (\*)
- Receive the activation email and click on the link





https://wwwtest3.ungm.org/Account/Account/ActivatePendi

Vendor Evaluation

Activate your account

English (1) Edward Smith

## Activate your account

Help ?

**Public**

- Home
- Code of conduct
- Tender notices
- Contract awards
- Knowledge centre
- About UNGM
- Registration process
- UNSPSC
- Guidelines

Your account has not been activated yet. You can activate it by clicking on the link provided in an email with the subject 'UNGM Account Activation - Welcome to the UNGM'. If you are not able to find this email, you can resend it from the Email icon on the top bar of this page, once you have logged in. The email has been sent to unionelectronics@gmail.com.

If you have not received the email or misplaced it, you can resend it to yourself. A copy of the email will be available in the Inbox of your account. You can access it by clicking on the Email icon in the top banner of your screen. You can log in with your email address and password. If you cannot remember your password, please click on the Forgotten Password button when logging in.

If you need assistance, please use the Help? button.



Browser address bar: <https://wwwtest3.ungm.org/Account/Account/Activate?c=9!>

Browser tabs: Vendor Ev..., Activate y..., UNGM Acc..., Accoun...

User interface elements: English, (1), Edward Smith, Help ?

## Account Activation


Public

- Home
- Code of conduct
- Tender notices
- Contract awards
- Knowledge centre
- About UNGM
- Registration process
- UNSPSC
- Guidelines

Vendor

- Dashboard
- Settings
- Registration
- Vendor documents
- Tender Alert Service

✓ Congratulations! Your account has now been activated.

 You have successfully created your personal login to your company's UNGM account. [Click here](#) to complete your Basic registration.



## UNGM – Basic Registration - General

Please provide all the required information.  
Please note that by clicking on the data field, an explanation of the information required is given.

55%

All information has been provided. More information is required in this section. \* required field

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (15)

General company information

Company name *	Testing Company	Trade name/DBA	
Company type *	Manufacturer ✓	Fax country code	Type a country name
Parent company	✓	Fax number	
License number *	356345 ✓	Website	
Year established *	2000 ✓		
Country/area *	South Africa		
Telephone country code *	South Africa (+27) ✓		
Telephone number *	2342342342 ✓		
Number of employees *	33 ✓		

Save ✓

Monitor your progress

Complete the registration



## UNGM – Basic Registration - Address

Please provide all the required information.

Please note that by clicking on the data field, an explanation of the information required is given.

65%

All information has been provided. More information is required in this section. \*required field

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (15)

Company address information

House number	34	✓
Address line 1 *	Mandela Building	✓
Address line 2	Sandton	✓
Address line 3		✓
City/town *	Johannesburg	✓
Country/area *	South Africa	✓
Postal code	2450	✓

P.O. Box address (optional)

P.O. Box number	
P.O. Box postal code	
City/town for P.O.Box	
Country/area	Type a country name

Save

Fill in the required  
**Address Information**  
for your Company





## UNGM – Basic Registration - Countries

Please provide all the required information.

Please note that by clicking on the data field, an explanation of the information required is given.

65%

All information has been provided. More information is required in this section. \* required field

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (15)

National / International

Select **National** if you prefer to do business only in your country.

Select **International** if you are also interested in doing business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

☐ National ☒ International

Country/areas of business

Please select and list the countries in which your company is able to supply goods and services to UN organizations.

Blank

South Africa Remove

Botswana Remove

Mozambique Remove

Country/area  ✓

Select all Remove all

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



## UNGM – Basic Registration - Contact

Please provide all the required information.  
Please note that by clicking on the data field, an explanation of the information required is given.

90%

All information has been provided. More information is required in this section. \* required field

General > Address > Countries/area > **Contacts** > Declaration > Coding > UN Organizations (15)

Contact persons

Name	Email address	Job title	Country/area	
Susan Rendtorff	ungmvr+test@gmail.com	ceo	South Africa	Edit

Invited contacts

You can invite users to join your vendor registration from here.

Invite another contact

### Invite another user

Email \*

Language

Personalized message  

Hi Steve  
This is our new UNGM account.  
Look at the tender notices.  
Could be a good idea to subscribe to the Tender Alert Service. What do you think?  
Susan

If you would like to add a personalized message for the invitee, please type it here.

Send invitation

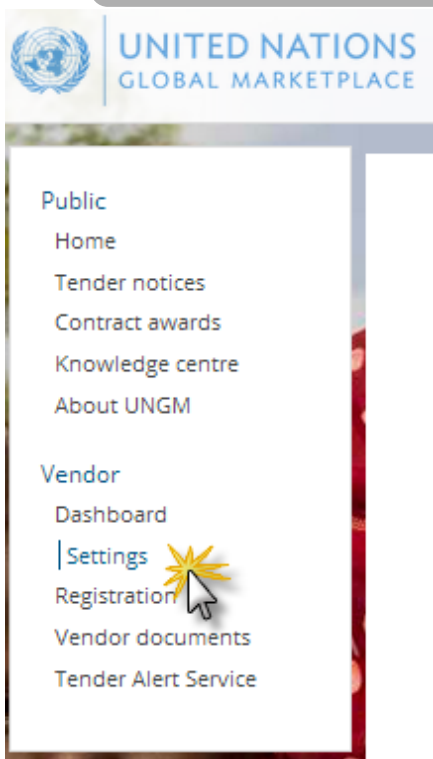
- Edit and save required information for your own contact details.
- Please note that you **cannot change your email address** here. You can do that from your Settings menu.
- Invite others.
- They will create their own login details.



## UNGM – Account Settings

Now in English, Spanish and French!

Settings: select the preferred language, change your password and email address



User settings

Preferred language English

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.

Receive optional emails ☒

Change password

Current password

New password

Confirm new password

Change password

Change email address

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 w(with the old email) to confirm the change.

New email address

Change email address



## UNGM – Basic Registration - Declarations

**Declaration of Eligibility** is a mandatory step in order to be able to submit the application with the UN agencies.

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (15)

### Declaration of eligibility

**i** 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 can neither 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

General > Address > Countries/area > Contacts > Declaration > **Coding** > UN Organizations (15)

UNGM uses an 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 are 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 codeset, please visit [www.unspsc.org](http://www.unspsc.org)

blank

---

Selected codes (2) [Remove all codes](#) UNSPSC Selector

10151500 - Vegetable seeds and seedlings [\(remove\)](#)  
24101603 - Forklifts [\(remove\)](#)

[Save selected codes](#)

Search

B - Industrial Equipment & Tools ▼  
20000000 - Mining and Well Drilling Machinery and Accessories ▼  
    ☐ 20100000 - Mining and quarrying machinery and equipment ▼  
        ☐ 20102300 - Underground mining service vehicles ▼  
            ☐ 20102302 - Crane vehicles  
            ☐ 20102305 - Utility service vehicles  
            ☐ 20102306 - Elevating platform vehicles or scissor lifts  
            ☐ 20102307 - Underground mining service vehicle spare parts or accessories  
24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies ▼  
    ☐ 24100000 - Material handling machinery and equipment ▼  
        ☐ 24101600 - Lifting equipment and accessories ▼  
            ☐ 24101655 - Vehicle parking lift system  
            ☐ 24101659 - Vehicle movable jack or dolly  
            ☐ 24101661 - Vehicle lift  
            ☐ 24102300 - Automatic guided vehicles AGV  
26000000 - Power Generation and Distribution Machinery and Accessories ▼  
    ☐ 26110000 - Batteries and generators and kinetic power transmission ▼  
        ☐ 26111700 - Batteries and cells and accessories ▼  
            ☐ 26111703 - Vehicle batteries  
D - Construction, Transportation & Facility Equipment & Supplies ▼  
25000000 - Commercial and Military and Private Vehicles and their Accessories and Components ▼

- 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 does 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

Selected codes (1) [Remove all codes](#) UNSPSC Selector

25101507 - Light trucks or sport utility vehicles [remove](#)

[Save selected codes](#)

Search: Trucks

- B - Industrial Equipment & Tools
  - 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
    - ☐ 24100000 - Material handling machinery and equipment
      - ☐ 24101500 - Industrial trucks
        - ☐ 24101504 - Hand trucks or accessories
        - ☐ 24101505 - Pallet trucks
        - ☐ 24101510 - Tilt trucks
- D - Construction, Transportation & Facility Equipment & Supplies
  - 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
    - ☐ 25100000 - Motor vehicles
      - ☐ 25101500 - Passenger motor vehicles
        - ☒ 25101507 - Light trucks or sport utility vehicles
      - ☐ 25101600 - Product and material transport vehicles
        - ☐ 25101601 - Dump trucks
        - ☐ 25101602 - Tow trucks
        - ☐ 25101604 - Delivery trucks
        - ☐ 25101609 - Sludge or sewage handling trucks
        - ☐ 25101610 - Water trucks
        - ☐ 25101611 - Cargo trucks

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

Selected codes (1) [Remove all codes](#) UNSPSC Selector

25101507 - Light trucks or sport utility vehicles [remove](#)

[Save selected codes](#)

Search:

- A - Raw Materials, Chemicals, Paper, Fuel
- B - Industrial Equipment & Tools
- C - Components & Supplies
- D - Construction, Transportation & Facility Equipment & Supplies
  - 22000000 - Building and Construction Machinery and Accessories
  - 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
    - ☐ 25100000 - Motor vehicles
      - ☐ 25101500 - Passenger motor vehicles
        - ☐ 25101501 - Minibuses
        - ☐ 25101502 - Busses
        - ☐ 25101503 - Automobiles or cars
        - ☐ 25101504 - Station wagons
        - ☐ 25101505 - Minivans or vans
        - ☐ 25101506 - Limousines
        - ☒ 25101507 - Light trucks or sport utility vehicles
        - ☐ 25101508 - Sports car
        - ☐ 25101509 - Electrically powered vehicle
      - ☐ 25101600 - Product and material transport vehicles
      - ☐ 25101700 - Safety and rescue vehicles
      - ☐ 25101800 - Motorized cycles

[Save selected codes](#)

**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.

[Submit registration](#)

All information has been provided. More information is required in this section. \* required field

General > Address > Countries/area > Contacts > Declaration > Coding > **UN Organizations (17)**

UN organizations matching your profile

Based on the information provided, your company profile has been matched for registration with the following UN organizations. You have **not** yet submitted your registration to any of the organizations below. You can deselect the organizations, which you do not want to register with.

[Submit to these UN organizations](#)

- ☒ Asian Development Bank (ADB)
- ☒ African Development Bank Group (AFDB)
- ☒ International Atomic Energy Agency (IAEA)
- ☒ International Fund for Agricultural Development (IFAD)
- ☒ International Labour Organization (ILO)
- ☒ International Trade Centre (ITC)

- Based on UNSPSC codes, vendors are automatically 'matched' with UN organizations.
- Can choose not to register with an organization.



## UNGM – 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.

[Submit registration](#)

All information has been provided. More information is required in this section. \*required field

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (17)

UN organizations matching your profile

Based on the information provided, your company profile has been matched for registration with the following UN organizations. You have **not** yet submitted your registration to any of the organizations below. You can deselect the organizations, which you do not want to register with.

blank

[Submit to these UN organizations](#)

- ☒ Asian Development Bank (ADB)
- ☒ African Development Bank Group (AFDB)
- ☒ International Atomic Energy Agency (IAEA)
- ☒ International Fund for Agricultural Development (IFAD)
- ☒ International Labour Organization (ILO)
- ☒ International Trade Organization (WTO)

[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](mailto: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





## UNGM – Qualification – Level 1

Some UN organizations 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](#).



## UNGM – Qualification – Level 1 (Cont.)

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).



## UNGM – Qualification – Level 1 (Cont.)

Documentation >

References >

Company information

### 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



## UNGM – Qualification – Level 1 (Cont.)

Documentation >

References >

Company information

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



## UNGM – Qualification – Level 2

Submit Level 2 registration



All information completed.



More information is required in this section.

\* required field

Reference letters >

Financial statements



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



## UNGM – Qualification – Level 2 (Cont.)

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

Reference letters >

Financial statements

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



## UNGM – Tender Alert Service

### Public

Home  
Procurement  
notices  
Contract awards  
Help

### Vendor

Home  
Settings  
Registration  
Vendor  
documents  
My  
Tenders/Contracts  
Tender Alert  
Service

Subscribing to the Tender Alert Service will enable your Company to receive **every day** business opportunities **directly by email**

My TAS subscription



You have not yet subscribed to the Tender Alert Service (TAS). With TAS you can receive business opportunities with the United Nations that match your company's goods or services delivered directly to your email address.

Subscribe to the Tender Alert Service now

1-.Click on  
"Tender Alert  
Service"

2-. Click on "Subscribe to the  
Tender Alert Service now"



## UNGM – Tender Alert Service

UNSPSC Countries Contacts Payment

Select the UNSPSC codes for the goods and services your company would be interested to receive tender alerts for.

Selected codes (1) [Remove all codes](#)

25101507 - Light trucks or sport utility vehicles [Remove](#)

[Save selected codes](#)

UNSPSC Selector

Search:

- ☐ 24101510 - Tilt trucks
- D - Construction, Transportation & Facility Equipment & Supplies
  - 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
    - ☐ 25100000 - Motor vehicles
      - ☐ 25101500 - Passenger motor vehicles
      - ☒ 25101507 - Light trucks or sport utility vehicles
      - ☐ 25101600 - Product and material transport vehicles
        - ☐ 25101601 - Dump trucks

UNSPSC

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

UNSPSC Countries Contacts Payment

Here you can restrict your TAS alerts by the beneficiary country of the procurement notice. If no countries are selected, you will receive alerts related to ALL countries. If you would like to restrict your alerts to specific countries you can select them by typing below.

No countries selected - receiving alerts for all countries

Countries

Select the Countries you wish to receive tender notices for.

UNSPSC Countries Contacts Payment

Shown here are all the contacts registered to your organisation. By default, all contacts will receive TAS emails but, if required, you can specify who should receive alerts here.

☒ Bbbb Ccc

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

My TAS settings

*i* 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](mailto:registry@ungm.org).

UNSPSC Countries Contacts **Payment**

*i* TAS subscription will not become active until you make a payment.

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 Term & Conditions for the use of the UNGM Tender Alert Service.

☒ Create a recurrent subscription  
Your subscription will automatically renew at the end of the current subscription year.

**Pay now**

Voucher

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.

**Use**

Payment

Proceed with the payment of  
this value-added Service

Voucher

Enjoy a discount on your  
Tender Alert Service  
Subscription

**Voucher CODE**





## Need Help?

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](mailto:registry@ungm.org)

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

UNGM Guides  
UNGM Guide  
UNSPSC Codes Guide



- Any Questions





UNITED NATIONS  
GLOBAL MARKETPLACE



Thank you!

For more information,  
please visit [www.ungm.org](http://www.ungm.org)