



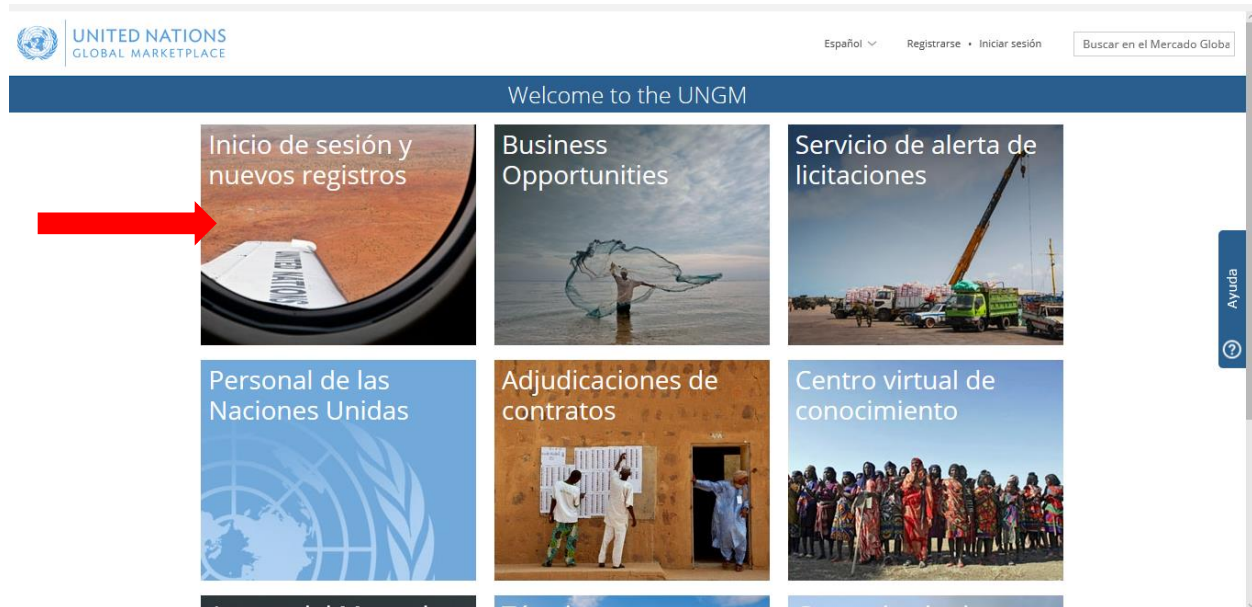
UNITED NATIONS
GLOBAL MARKETPLACE

Guía UNGM

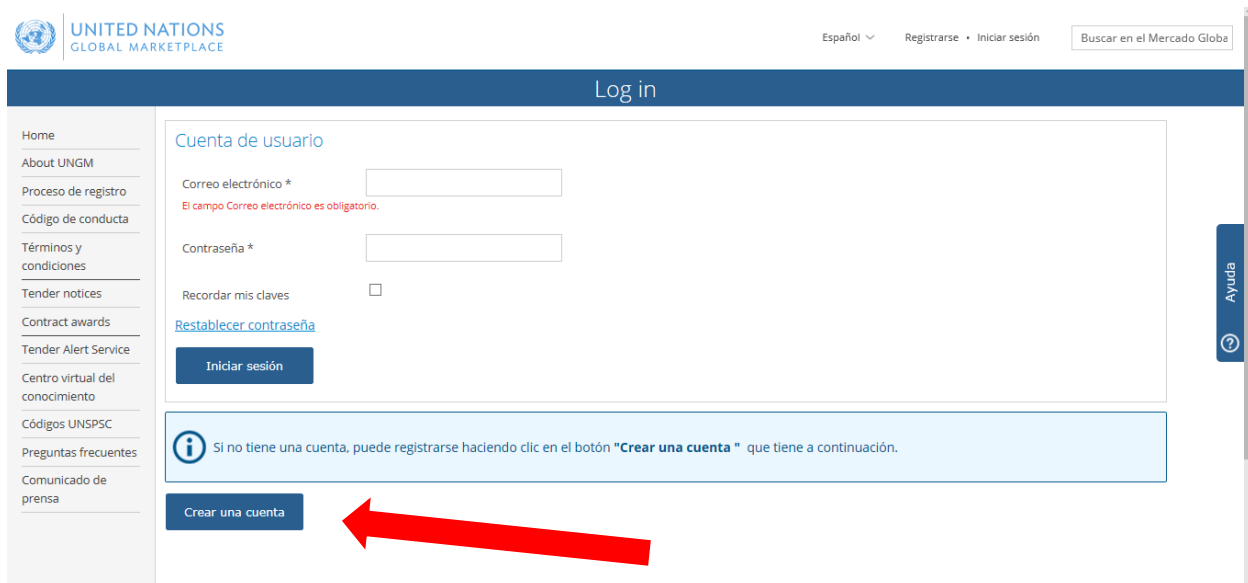
Instrucciones de cómo registrarse
como una compañía en el UNGM

www.ungm.org

1. Ir a la página web www.ungm.org y dar clic sobre el botón “Inicio de sesión y nuevos registros”



2. Clic en “Crear una cuenta”



www.ungm.org

3. Por favor seleccionar el tipo de registro haciendo clic en la casilla correspondiente

The screenshot shows the 'Creación de su cuenta' (Create your account) page on the UN Global Marketplace. The page has a sidebar on the left with links like Home, About UNGM, and the registration process. The main content area explains the registration options: 'Consultor independiente/autónomo' (Independent consultant/autonomous), 'empresas' (companies), and 'Organismos de las Naciones Unidas y Organizaciones Internacionales' (UN agencies and international organizations). A large red arrow points to the 'Compañías' (Companies) button, which is the first of three blue buttons at the bottom.

4. Introduzca los detalles de su compañía y acepte el “Código de conducta para los proveedores de Naciones Unidas”. Luego, haga clic sobre el botón “Enviar enlace de activación”. *Por favor ingrese el nombre de su compañía como está escrito en su registro, si aparece un mensaje de error que le informa que una empresa con un nombre similar ya existe, contáctenos.*

The screenshot shows the 'Registro para compañías' (Company registration) page. At the top, there's a link to the 'Código de conducta para los proveedores de las Naciones Unidas' (Code of conduct for UN suppliers). Below this, the 'Registro para compañías' section starts with a note that an asterisk indicates a required field. The form is divided into two parts: 'Información general de la compañía' (General company information) and 'Información sobre el director de la compañía' (Information about the company director). The first part includes fields for 'Nombre de la compañía' (Company name), 'Número de registro mercantil' (Commercial registration number), and 'País' (Country). The second part includes fields for 'Nombre' (Name) and 'Apellido' (Surname) of the director.

Registro para compañía x User Guides + -

ungm.org/Account/Registration/Company

UNITED NATIONS
GLOBAL MARKETPLACE

Español Registrarse Iniciar sesión Buscar en el Mercado Global

Creación de la cuenta

☐ La información utilizada anteriormente es la misma

Nombre *

Apellido *

Correo electrónico *

Contraseña *

Confirme su contraseña *

¿Cómo ha conocido el Mercado Global?

Fuente *

☒ Hemos leído y entendemos el [Código de Conducta para los proveedores de las Naciones Unidas](#)

[Enviar enlace de activación](#)

Ayuda

- Una vez que haya creado su cuenta UNGM, no olvide activarla. Vaya a su correo electrónico, donde debería haber recibido un correo electrónico desde el UNGM que contiene un enlace de activación. Active su cuenta de UNGM haciendo clic en el enlace de activación.


Account Activation

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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.

6. Si usted no recibe el correo electrónico de activación, por favor notar que puede reenviárselo desde la bandeja de entrada del UNGM.

 UNGM uses internal messaging for security reasons. Here you will find all UNGM related messages.

Received items

Sent items

Received between

 and

From

Subject

Body

Clear All

Refresh

Showing 1 of 1

Subject	From	Attachments	Date	Body
UNGM Account Activation - Welcome to the UNGM	no-reply@ungm.org		03-Jul-2015 17:12 (CET)	Messages related to account activation cannot be displayed here for security reasons.

7. Para iniciar sesión en su cuenta del UNGM, haga clic en el enlace "iniciar sesión" en la esquina superior derecha de la página o en el cuadro de "inicio de sesión y nuevos registros" en la página principal <https://www.ungm.org/>. Tendrá que utilizar su usuario, que es su dirección de correo electrónico con el que se registró y su contraseña. Si no recuerda su contraseña, por favor presiona el botón de "olvidé mi contraseña".
8. Luego de haber iniciado sesión, desde el enlace "Registro" en el menú de la izquierda, puede completar su formulario de registro. Solo toma entre 5 y 8 minutos completar su información básica.

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Please provide all the required information to complete your registration.
20%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (24)

General company information

Company name *	<input type="text"/>	Trade name/DBA	<input type="text"/>
Company type *	<input type="text"/>	Fax country code	<input type="text" value="Type a country/area name"/>
Parent company	<input type="text"/>	Fax number	<input type="text"/>
License number *	<input type="text"/>	Website	<input type="text"/>
Year established *	<input type="text"/>		
Country/area *	<input type="text" value="Type a country/area name"/>		
Telephone country code *	<input type="text" value="Type a country/area name"/>		
Telephone number *	<input type="text"/>		
Number of employees *	<input type="text"/>		

Save

9. En la pestaña de “Dirección”, por favor completar la información relacionada con tu compañía y presionar el botón de “Guardar”.
10. En la pestaña de “Países/Áreas”, deberá informar si prefiere realizar negocios con las Naciones Unidas solamente en su país o si también quiere hacerlo internacionalmente. En esta pestaña no hay botón de “guardar”; la información se guarda automáticamente.
11. En la pestaña de “Contactos”, deberá completar su información como representante legal, acompañado de su número de teléfono, cargo, etc. Por favor presione el botón de “Completar” para terminar con esta información.

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Please provide all the required information to complete your registration.
65%

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

General Address Countries/area **Contacts** Declaration Coding UN Organizations (24)

Contact persons

You must complete your contact information before submitting your registration. Click the 'COMPLETE' button next to your name below.

Please note that you can invite others from your company. These contact persons will also be able to access the company account, using their own login details. All contact persons with access to the account, can add documents and edit information in your company's UNGM account.

Name	Email address	Job title	Country/area	
				COMPLETE

Invited contacts

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

Invite another contact

12. En la pestaña de “Declaración”, es una declaración formal y explícita en nombre de su empresa. Revise las siete declaraciones y seleccione la opción más adecuada para su empresa.

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Please provide all the required information to complete your registration.
90%

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

General Address Countries/area Contacts **Declaration** Coding UN Organizations (24)

Declaration of eligibility

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.

- Fournisseur bois** 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.
- Fournisseur bois** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- Fournisseur bois** 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.
- Fournisseur bois** 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.
- Fournisseur bois** does not have any legal proceedings against or disputes with a UN entity.
- Fournisseur bois** 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.
- In the case that the situation of **Fournisseur bois** changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, **Fournisseur bois** shall immediately inform the United Nations Global Marketplace thereof. **Fournisseur bois** understands that non-compliance with this requirement will automatically render **Fournisseur bois** ineligible.

Select an option

☒ Best of my knowledge, the entity that I represent, i.e. **Fournisseur bois** 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. **Fournisseur bois** does **not** meet all seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why **Fournisseur bois** does not meet specific criteria).

☐ I can neither confirm nor declare that the entity that I represent, i.e. **Fournisseur bois**, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that **Fournisseur bois** needs to provide the information later. (Please provide explanation below).

13. El personal de las Naciones Unidas utiliza códigos UNSPSC para identificar qué tipo de productos y servicios ofrecen los proveedores. Los códigos también se usan para unir compañías con organizaciones relevantes de la ONU. Busque códigos UNSPSC ya sea escribiendo palabras clave o usando la clasificación existente. Una vez que haya encontrado los códigos que desea agregar, marque la casilla correspondiente al código UNSPSC. Luego, lo invitamos a guardar la lista de códigos seleccionados haciendo clic en el botón "guardar códigos seleccionados" en la parte inferior de la página.

The screenshot displays the UNGM registration interface. On the left is a vertical sidebar with navigation links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Knowledge centre, UNSPSC, FAQs, Video Guides, Press release, Vendor, Dashboard, Settings, Registration (highlighted), Vendor documents, Tender Alert Service, and UNSPSC changes. The main content area has a light blue header with an information icon and the text: "Your registration is not yet complete. Fill in all the required information in the below tabs to complete your registration." Below this is a progress bar showing 83% completion. A legend indicates that green bars mean "All information completed" and red bars mean "More information required in this tab", with an asterisk denoting required fields. The navigation tabs are: General, Address, Registration type, Contacts, Declaration, Coding (highlighted in red), and UN organizations. The Coding tab is active, showing an information icon and text explaining that UNGM uses a subset of the UNSPSC code for classification. It instructs users to select codes for their products and services, noting that a list of selected codes is shown on the left. A "Help?" button is mentioned for contacting support. A link to www.unspsc.org is provided for more information. Below the text is the "UNSPSC selector" section. It features a filter input with the text "hygienic", a "Clear filter" button, and a "Clear selected codes" link. A tree view of UNSPSC codes is displayed, with the following structure: F - Food, Cleaning & Service Industry Equipment & Supplies (expanded), 47000000 - Cleaning Equipment and Supplies (expanded), 47120000 - Janitorial equipment (expanded), and 47121700 - Waste containers and accessories (expanded). Under 47121700, the code 47121708 - Hygienic bags is selected with a blue checkmark. A "Save selected codes" button is at the bottom of the selector.

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Your registration is not yet complete. Fill in all the required information in the below tabs to complete your registration.

83%

All information completed More information required in this tab * denotes required field

General Address Registration type Contacts Declaration Coding UN organizations

UNGM 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 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 [Help?](#) button at the right-hand side 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

UNSPSC selector

Filter: hygienic Clear filter Clear selected codes

F - Food, Cleaning & Service Industry Equipment & Supplies
47000000 - Cleaning Equipment and Supplies
47120000 - Janitorial equipment
47121700 - Waste containers and accessories
47121708 - Hygienic bags

Save selected codes

Help

14. A medida que complete los detalles de su registro, esta sección se actualizará automáticamente. Una vez que su información esté completa, su perfil de registro de proveedor se guardará automáticamente y se procesará. Por favor, compruebe su tablero para ver el estado de los registros.

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Thank you. Your vendor registration profile is complete, saved and processed. See [dashboard](#) for registration status.

All information submitted More information required in this tab * denotes required field

General > Address > Registration type > Contacts > Declaration > Coding > UN organizations

UN organizations matching your profile

Based on the information provided such as details of products and services, your company profile has been matched for registration with the following UN organizations. Manage your submission by clicking or unclicking the box.

- ☒ African Development Bank Group (AFDB)
- ☒ Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
- ☒ Food and Agriculture Organization of the United Nations (FAO)
- ☒ International Atomic Energy Agency (IAEA)
- ☒ International Fund for Agricultural Development (IFAD)
- ☒ International Labour Organization (ILO)

help

15. Puede consultar su número de UNGM y los estados de su registro en las diferentes organizaciones de la ONU que se encuentran en el panel izquierdo del menú. Tenga en cuenta que registrarse en UNGM significa que los detalles de su empresa forman parte de la base de datos de posibles proveedores. Tenga en cuenta que una vez que cualquiera de las organizaciones de las Naciones Unidas confirme su registro, el perfil de su empresa será visible para todo el personal de las Naciones Unidas al buscar proveedores.

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UNSPSC changes

We are in the process of updating the UNSPSC codes. For more information on the changes and addition, read here - [UNSPSC changes](#)

Your UNGM number is 400000

Company registration status

The statuses of your company's registration submissions are shown below. For an explanation of what each status means, please [click here](#)

UN organizations	Basic registration	Level 1 registration	Level 2 registration
ADB	Registered (22-Oct-2015 03:43)		
AFDB	Registered (22-Oct-2015 03:43)		
CTBTO	Registered (22-Oct-2015 03:43)		
FAO	Registered (22-Oct-2015 03:43)		
IAEA	Registered (22-Oct-2015 03:43)		
IFAD	Registered (22-Oct-2015 03:43)		
ILO	Registered (22-Oct-2015 03:43)		
ITC	Registered (22-Oct-2015 03:43)		
ITU	Registered (22-Oct-2015 03:43)		
OPCW	Registered (22-Oct-2015 03:43)		
PAHO	Registered (22-Oct-2015 03:43)		
UN Secretariat	Registered (22-Oct-2015 03:43)		
UNAIDS	Registered (22-Oct-2015 03:43)		
UNDP	Registered (22-Oct-2015 03:43)		
UNESCO	Registered (22-Oct-2015 03:43)		
UNFPA	Registered (22-Oct-2015 03:43)		
UNHCR	Registered (22-Oct-2015 03:43)		
UNICEF	Registered (22-Oct-2015 03:43)		
UNIDO	Registered (22-Oct-2015 03:43)		
UNOPS	Registered (22-Oct-2015 03:43)		
UNRWA	Registered (22-Oct-2015 03:43)		
UN-Women	Registered (22-Oct-2015 03:43)		
WFP	Registered (22-Oct-2015 03:43)		
WHO	Registered (22-Oct-2015 03:43)		

help

16. Como verá, algunas organizaciones de las Naciones Unidas utilizan un proceso de aceptación automático basado en la información proporcionada, mientras que otras pueden necesitar evaluar su registro antes de aceptar y registrar a su empresa como posible proveedor. También podría considerar registrarse en el Nivel 1 y Nivel 2 del UNGM, estos niveles de registro son opcionales y se refieren a diferentes umbrales para los contratos adjudicados.

Al participar en una licitación, verifique cuidadosamente el nivel mínimo de registro requerido por la organización de la ONU.