

*To register a company in UNGM:

- A. Connect to UNGM website: <https://www.ungm.org/>
 - B. Click the icon “Business Opportunities”:
- 1) Click on “Register” top up right hand side
 - 2) Then select “Company (or on behalf of a company) / NGOs

UNITED NATIONS
GLOBAL MARKETPLACE

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Account registration

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Please select the type of registration by clicking on the relevant box below.

The **Individual Consultant** registration is suitable for the following types:

1. **Commercial contractor**
2. **Individual consultant** - Registration as an Individual Consultant is suited for individuals who are interested in providing time and deliverable bound services for limited duration contracts associated with projects. Typically for organisations such as UNOPS and UNDP.
3. **Landlord** - Registration as a Landlord is suited for individuals that are owners or possessors of an estate in land or rental property and are interested in leasing or renting real estate property to an organisation of the United Nations.
4. **Sole proprietor** - Registration is a type of business entity that is owned and run by one natural person and in which there is no legal distinction between the owner and the business.

The **Company** registration is relevant for licenced businesses which can provide relevant products and services to United Nations Organisations.

The **UN Organization** registration is limited to United Nations staff and requires a valid and active UN email address.

The vendor will also be requested to read the **Supplier Code of Conduct (SCC)** and be informed that in order to be able to register as a potential vendor to the UN, the SCC must be acknowledged.

Links to the guides which will contain detailed information will also be provided.

Individual Consultant
(not associated with a company)

Company (or on behalf of a company) / NGOs

United Nations Organization and International Organization

Trade Missions / Chambers of Commerce / Non-commercial Entities
For entities which facilitate trade, but do not participate in tenders. Registration is subject to approval.

- 3) Download and read the UN Supplier code of conduct (see below screen shot)
- 4) Fill in the required information (see below screen shot)

Company registration

UN Supplier Code of Conduct



Please download and read the [UN Supplier Code of Conduct](#).

To register your interest in doing business with the United Nations and its organizations, you are required to acknowledge that the UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the United Nations and its organizations.

Company registration

* denotes required field

Basic company details

Company Name *

License Number *

Country *

Company Director details

First Name *

Last Name *

User account creation

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

First Name *

Last Name *

Email address *

Password *

Confirm password *

How did you hear about UNGM

Source *




We have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations.

 **Very important** : when you fill in the “**Company Name**” field, please **add** in this field after the company name the **legal abbreviation** (e.g. Ltd, SA, SAC, SAIC,S.N.C., ...) with which the company is officially registered.

Indeed, we will not be in measure to get the company registered as a vendor in our ERP until the legal abbreviation has been added in the UNGM registration profile.

- 5) You will receive an e-mail at the e-mail address you have indicated in the previous step. This e-mail will provide you (in the 1st line of the text) your UGNM Registration Number that you have to communicate to us. It will also enable you to activate your UNGM account through the usage of the link included in the e-mail.

 **Very important** : your registration is not finished at that stage and **you should absolutely execute the following steps to validate your registration** and enable us to register your company as a vendor in our ERP:

Following the receipt of the e-mail containing your UNGM Registration Number,

- ➔ Click on the link received in this e-mail (or copy it in your browser) and click on the indication “click here” in the page “account activation” that has open
- ➔ Then fill in the required information in each field of each tab view (general / Address / Country / Contacts / Declaration / Codification / United Nations Organisations)

 **Very important** : in the last tab view “United Nations Organisations”, please ensure that you select **both** following organisations:

- ITC (International Trade Centre)
- **UN Secretariat** (United Nations Organisation Secretariat)

Indeed, shall you not select the UN Secretariat we will not be in measure to get you registered as a vendor in our ERP.

Please ensure you are activating your UNGM account adequately by using the link embedded in the e-mail received. If you are not activating your UNGM account we will not be able to get your company registered as a vendor in our system !

- 6) The e-mail received provides you with your UNGM account number. Please write this number down in the Company Profile Form (CPF) that we requested you to fill in. The field where you should input this UNGM account number is named “UNGM Registration Number”.