

# UNGM REGISTRATION PROCESS

## Information required for each level of registration

Most UN organizations require vendors to register at Basic level only. Some UN organizations may require vendors to provide documentation and additional information in lieu of qualifying the vendor for registration at Level 1 or 2. The level of registration and accompanying requirements are determined by the monetary value of potential contracts. The system is intuitive and will automatically only allow vendors to register for Level 1 and 2 with UN organizations which make use of these additional qualification levels.

## Basic registration requirements

1. General information (name of company, licence number, address, telephone, details of contact persons, etc.).
2. Information on countries in which you do business.
3. Classification of your goods and services.

## Level 1 requirements

4. Criteria 1-3 above.
5. Certificate of incorporation or equivalent document verifying legal status/capacity.
6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.
7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable). The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

## Level 2 requirements

8. Criteria 1-7 above.
9. Reference letters from three independent, non-affiliated clients/companies, you have done business with. Reference letters should be in English and from three independent, non-affiliated clients/companies whom you have sold products and/or services to during the last 12 months preferably with a description of project/work undertaken; and date started/completed and value of project. Reference letters should be prepared/signed on the referee's letterhead paper and reference should refer to the entity that is seeking registration.
10. Financial documents (audited/certified financial statements or equivalent) for the last three years.

## Company Registration Statuses

### Submitted

The UN organization has received the information provided on your company. The organization will only review and evaluate your Basic level registration submission at this stage. Once this process is started, you will not be able to update your company's details and the status of your submission will be changed to 'In progress'. If you are participating in an actual tender process, please contact us at [registry@ungm.org](mailto:registry@ungm.org).

Please note that submissions for Level 1 and 2 registrations will most likely only be evaluated as part of a procurement process. The status of these registrations will thus remain 'Submitted'.

## In Progress

Your company is currently being reviewed and evaluated by the UN organization(s). You will not be able to make any changes to your profile during this stage. On average, the review and evaluation process may take up to 10 working days from submission to finalization.

## Resubmitted

The status indicates that your registration has been resubmitted for review and evaluation on the date indicated in the field. Your registration will be reviewed and re-evaluated by the UN organization. On average, the review and evaluation process may take up to 10 working days from submission to finalization.

## Registered

Congratulations. Your company has been registered on UNGM based on the information provided on submission.

Please note that being registered on UNGM means that the details of your company is part of the database of potential vendors. Please note that once any of the UN organizations confirm your registration, your company's profile will be visible to all UN staff when searching for vendors.

Registration does not imply pre-qualification. Prequalification is a systematic process to determine the capacity of a manufacturer to produce a product of consistent quality in accordance with international standards and organizations' specifications. The purpose of prequalification is to protect the buyer and the end user by ensuring good quality products are procured and distributed. This pertains specifically - but not exclusively - to products and/services for essential medicines, medical devices, condoms, contraceptives, and related commodities. For specific information, please refer to <http://www.who.int/rhem/prequalification/en/> or the website of the UN organizations you are registered with.

Furthermore UN organizations reserve the right to further assess and evaluate your company. This may be during the tendering phase or before contract award. All registered vendors still need to submit quotations/proposals in response to tender notices and comply with quality assurance requirements, where applicable. We recommend that you check the tender notices posted on UNGM daily and respond to notices which correspond to your products and/or services. You are also reminded that you can subscribe to the Tender Alert Service for USD250 per year and receive relevant tender notices emailed to you directly.

## Vendor to Update

The review and evaluation of your company's registration could not be completed due to insufficient/incorrect information provided in your submission.

You will have received an email from the UN organization in question. The email will contain details on the additional information required. A copy of the email will be in your UNGM Inbox.

Please note that you will receive two automated reminders to provide the additional information. If the information is not provided within the requested time frame, your registration will be deactivated until such time that you do provide the information.

UN staff is not be able to view the profiles for companies, which have to update information (Vendor to Update status) or which been deactivated. This means your company's details will not show up in any search for vendors. As registration is a pre-requisite for doing business with a number of UN organizations, you may be missing business opportunities. It is in your best interest to provide the missing information timely.

## Unmatched

Your registration with UN organizations is dependent on the products and services that your company provides matching with the products that the UN organization buys. Sometimes UN organizations change their requirements over time and as a vendor you are also able to redefine your products and services at any time. If any changes lead to your profile no longer matching a UN organization's requirements, the status of your registration will be shown as 'Unmatched'.

## Deactivated

Registrations are deactivated when a vendor does not access his/her account for a period longer than 6 months. You will have received two automatic reminders prior the deactivation. To reactivate your account and maintain your registration status with UN organizations, please log into your account.

An account may also be deactivated if a vendor does not provide the required information to complete the initial review and evaluation of the company. Again, two reminder emails will be sent before deactivation. To reactivate your account, please log into your account and provide the required information. emails will be sent before deactivation. To reactivate your account, please log into your account and provide the required information.

Please keep in mind that if you have successfully registered with any one of the other UN organizations, your company's profile will be visible to all UN staff using the database and that the 'Deactivated' status with a particular UN organization, will not affect your opportunity to do business with another UN organization.

## Withdrawn

You have withdrawn your submission to the UN organization on the date shown in the field or have not acknowledged the Supplier Code of Conduct, which is a requirement for registration. When you go back to your original registration, you will be able to reselect the UN organization.

## Declined

Your company's registration has been declined based on the information provided in your submission.

In the majority of cases, a registration is declined when vendor's products and/or services do not match with those bought by an organization. It may also be declined by organizations that operate in very specific countries/areas, where a vendor does not do business. In some cases, it can also be that an organization has very specific rules and regulations with regard to the number of years which a company has been established, to be considered for a contract.

Please keep in mind that if you have successfully registered with any one of the other UN organizations, your company's profile will be visible to all UN staff using the database and that the 'Declined' status with a particular organization, will not affect your opportunity to do business with another UN organization.

## 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.

Please note that UN Secretariat includes the UN Procurement Division, Peacekeeping Operations and Political Missions, Offices Away from Headquarters (UNOG, UNON and UNOV), Tribunals (ICTR, ICTY), and Regional Commissions (ECA, ECLAC, ESCAP, ESCWA). If you have previously been registered with any of these UN organizations, your registration is now with UN Secretariat.

## After completion of your registration

Once the required information has been provided, it would be automatically saved and processed. By default, UNGM provides your information to relevant UN organizations. To change this, please go to Settings. Some UN organizations automatically accept submissions, while others review and evaluate each Basic level submission based on specific criteria. This process can take up to 10 working days.

Please note that Level 1 and 2 submission are likely to be reviewed only as part of a tender process.

Once a vendor has been accepted by at least one (1) UN organization at Basic level, the vendor's profile is visible to all UN staff.

## ABOUT UNGM

**The United Nations Global Marketplace - UNGM - is the common procurement portal of the United Nations system of organizations.**

It brings together UN procurement staff and the vendor community. The United Nations represents a global market of over USD 17 billion annually for all types of products and services.

The UNGM acts as a single window, through which potential suppliers may register with the UN organizations using the UNGM as their vendor database. These organizations account for over 99% of the total UN procurement spent. The UNGM therefore provides an excellent springboard to introduce your products and services to many UN organizations, countries and regions by only completing **one registration form**.

The UNGM also enables vendors to keep abreast of upcoming tender notices. By subscribing to the **Tender Alert Service**, vendors can receive relevant business opportunities emailed directly. The UNGM facilitates the interchange of vendor information within the UN system as information is made available to all UN organizations. The UNGM also acts as an important procurement tool to shortlist suppliers for competitive bidding.

Initially developed in the 90's under the auspices of the Inter-Agency Procurement Working Group (now the **High Level Committee on Management's Procurement Network**)

- To provide vendors with a single point of entry to the UN procurement market
  - To create a global vendor sourcing portal for the UN procurement system
  - To consolidate UN agencies' vendor rosters into one common vendor database
- UNGM has a **United Nations General Assembly mandate** to:
- Enhance **transparency** and increase **harmonization** of UN procurement practices.
  - **Simplify** and **streamline** the registration process for vendors.
  - Increase procurement opportunities for **vendors from developing countries**.
  - Create **one common** UN global procurement portal.

**For any further information, please click on the link below to access the UNGM website:**

<https://www.ungm.org/>