



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as a company



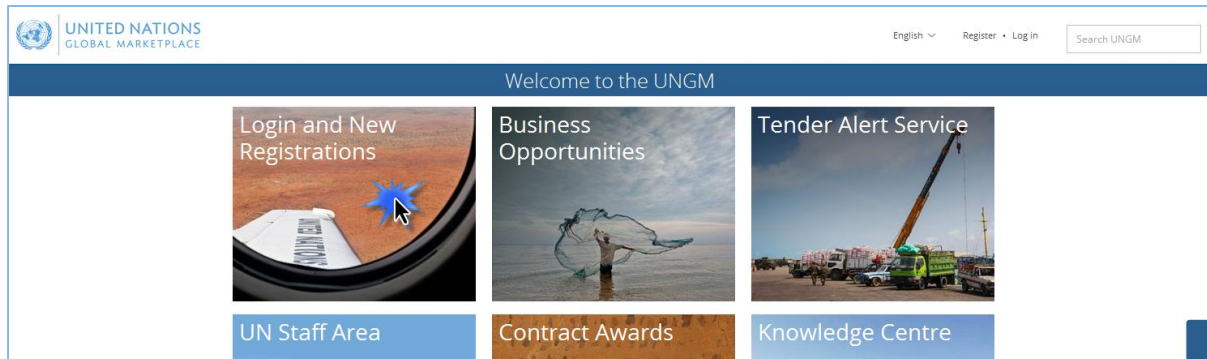
www.ungm.org

www.ungm.org

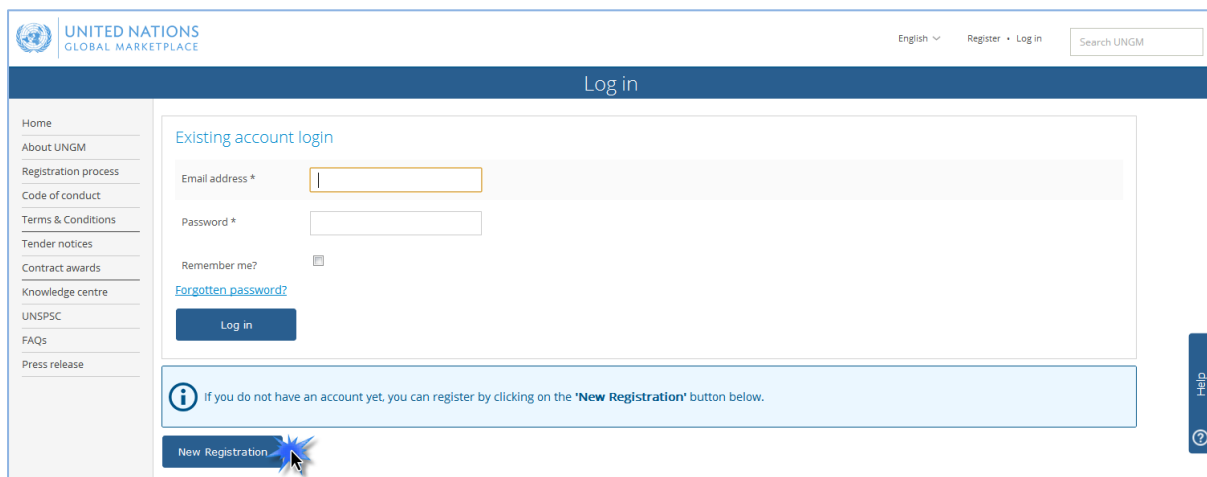
REGISTRATION PROCESS ON UNGM

STEP 1: CREATION OF YOUR UNGM ACCOUNT


Go to **www.ungm.org** and click on the **‘Login and New Registrations’** tile.



Click on the **‘New registration’** button.



Please select the type of registration by clicking on the relevant box. If you are a company, please click on the **‘Companies’ box**.



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Knowledge centre

UNSPSC

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Press release

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

Help

Introduce your company details and accept the UN Supplier Code of Conduct.

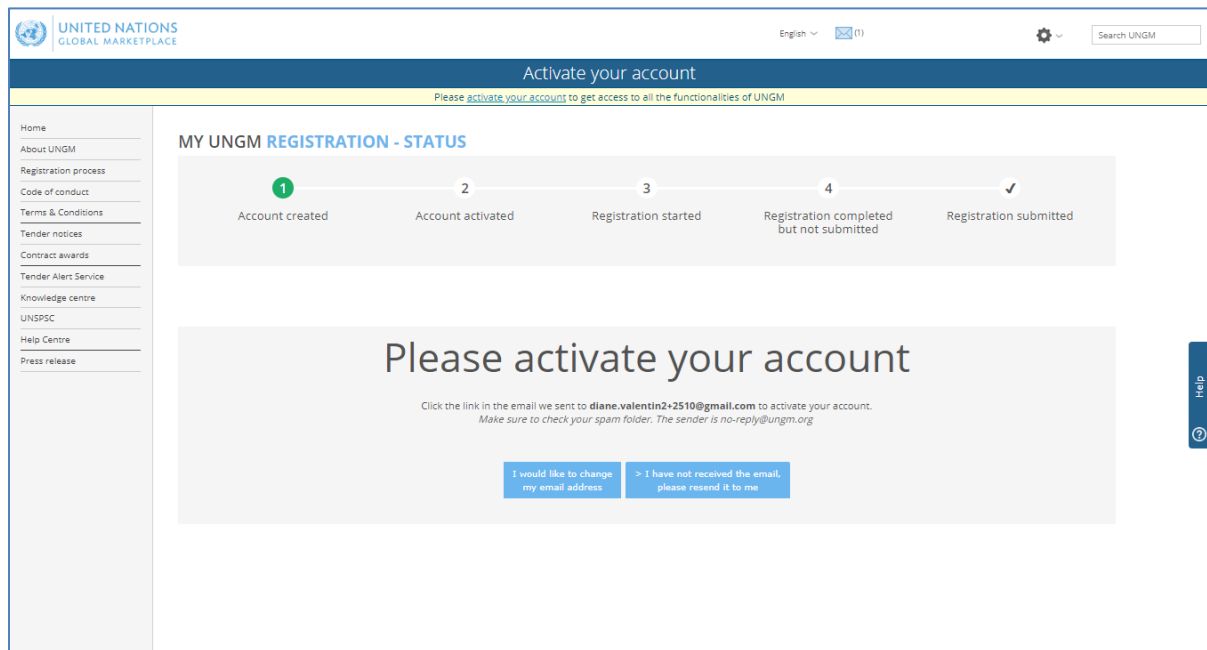
Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us.

Then, click on the **‘Send the activation link’** button.

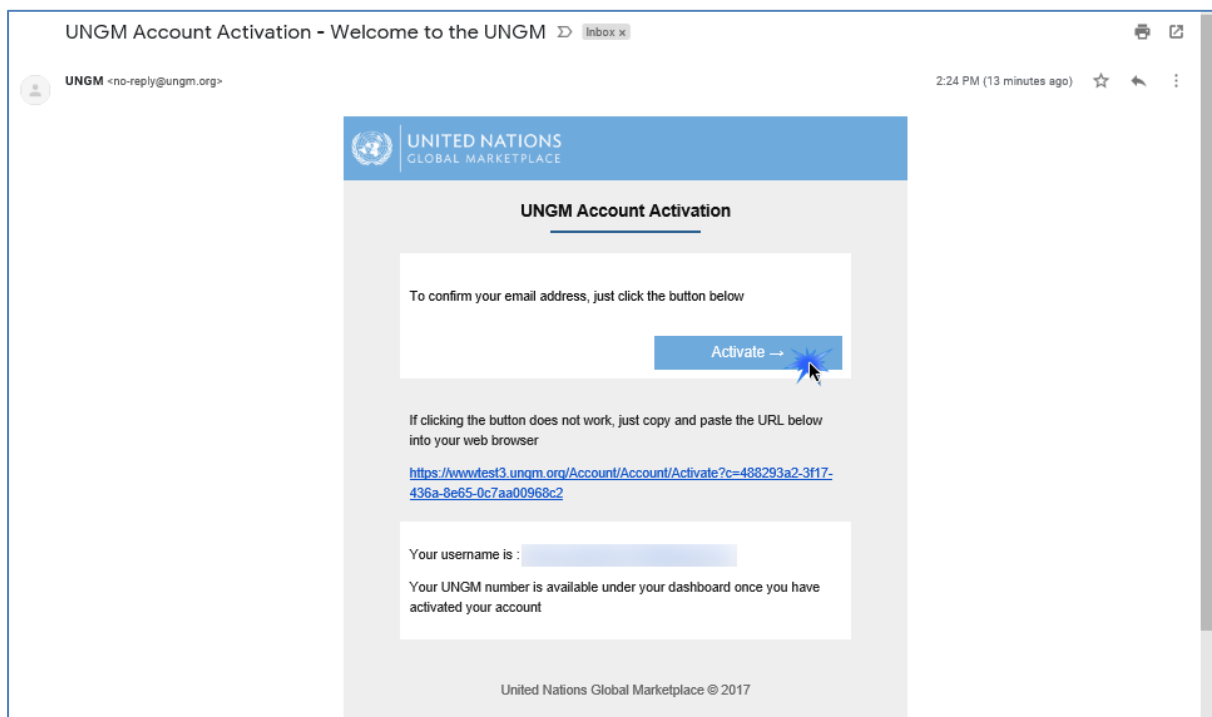
The screenshot shows the 'Company registration' page on the United Nations Global Marketplace. The page is titled 'Company registration' and features a sidebar with navigation links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. The main content area is divided into sections: 'UN Supplier Code of Conduct' (with a notice about the minimum standards), 'Company registration' (with a note about required fields), 'Basic company details' (with fields for Company Name, License Number, and Country), 'Company Director details' (with fields for First Name and Last Name), 'User account creation' (with fields for First Name, Last Name, Email address, Confirm email address, Password, and Confirm password), and 'How did you hear about UNGM' (with a dropdown for Source). At the bottom, there is a checkbox for acknowledging the UN Supplier Code of Conduct and a 'Send the activation link' button. The footer contains the copyright notice: © 2018 - United Nations Global Marketplace • Terms and Conditions.

STEP 2: ACTIVATE YOUR UNGM ACCOUNT

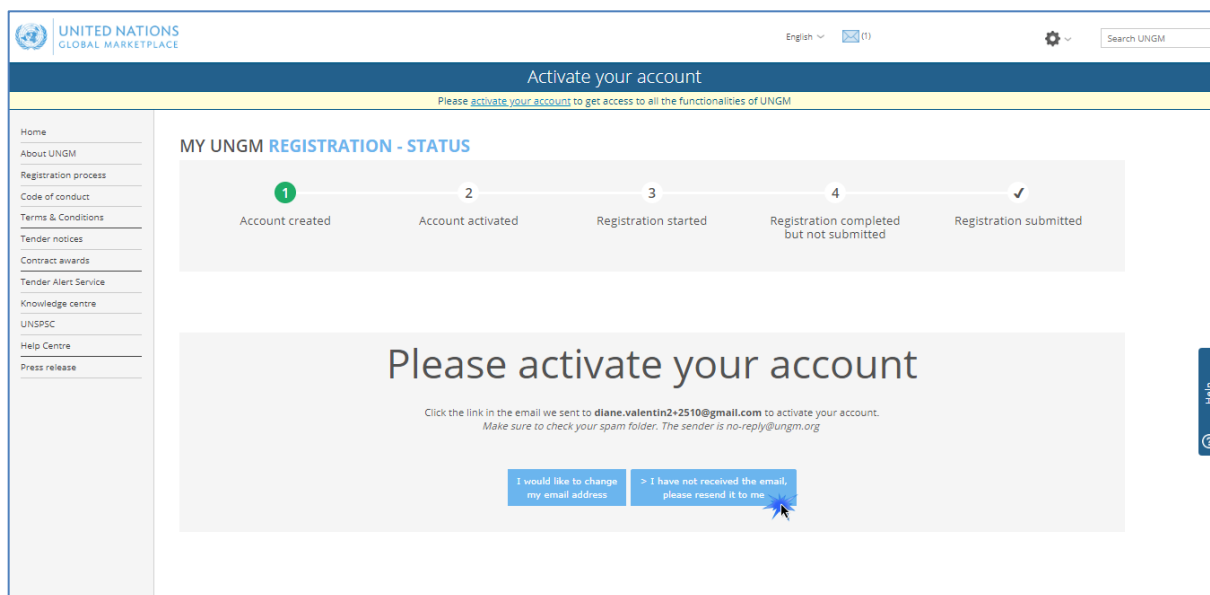
Once you have created your UNGM account, please do not forget to **activate it**.



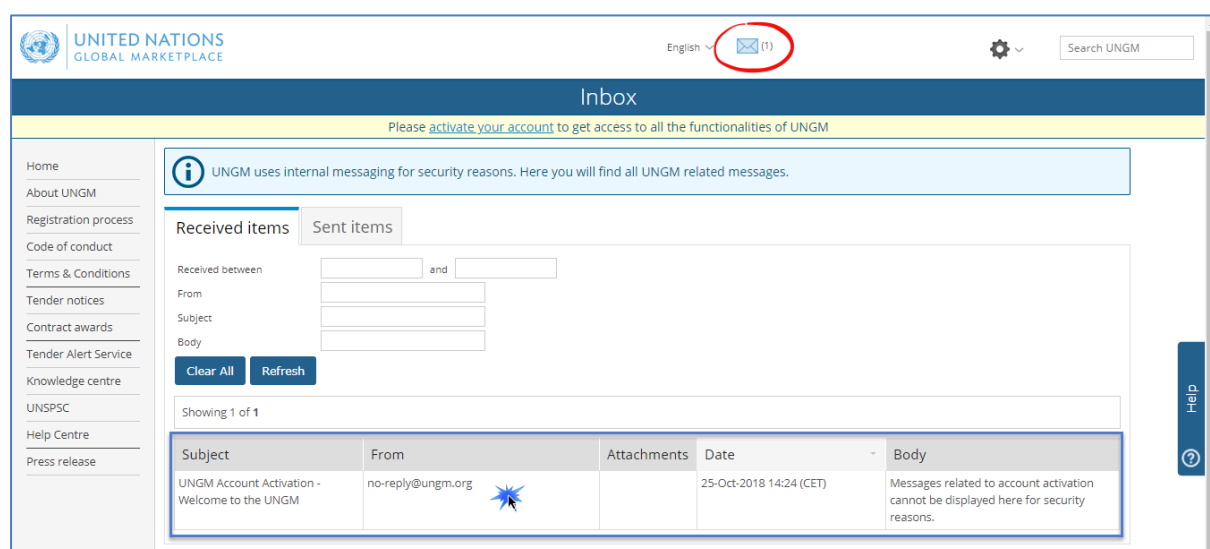
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **‘Activate’ button**.



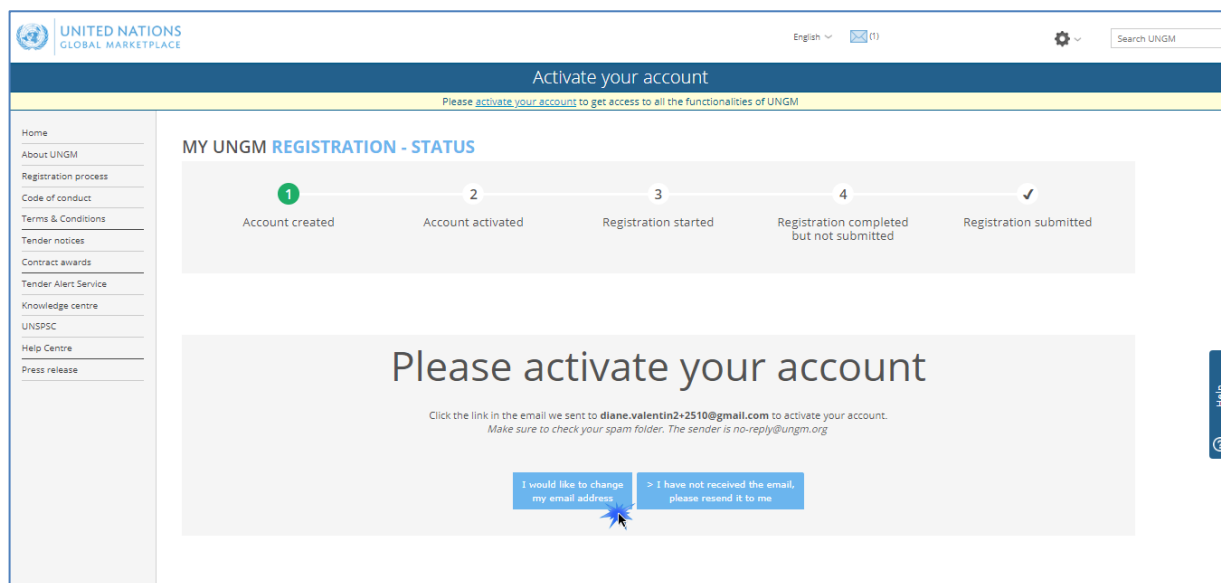
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **‘I have not received the email, please resend it to me’** button:



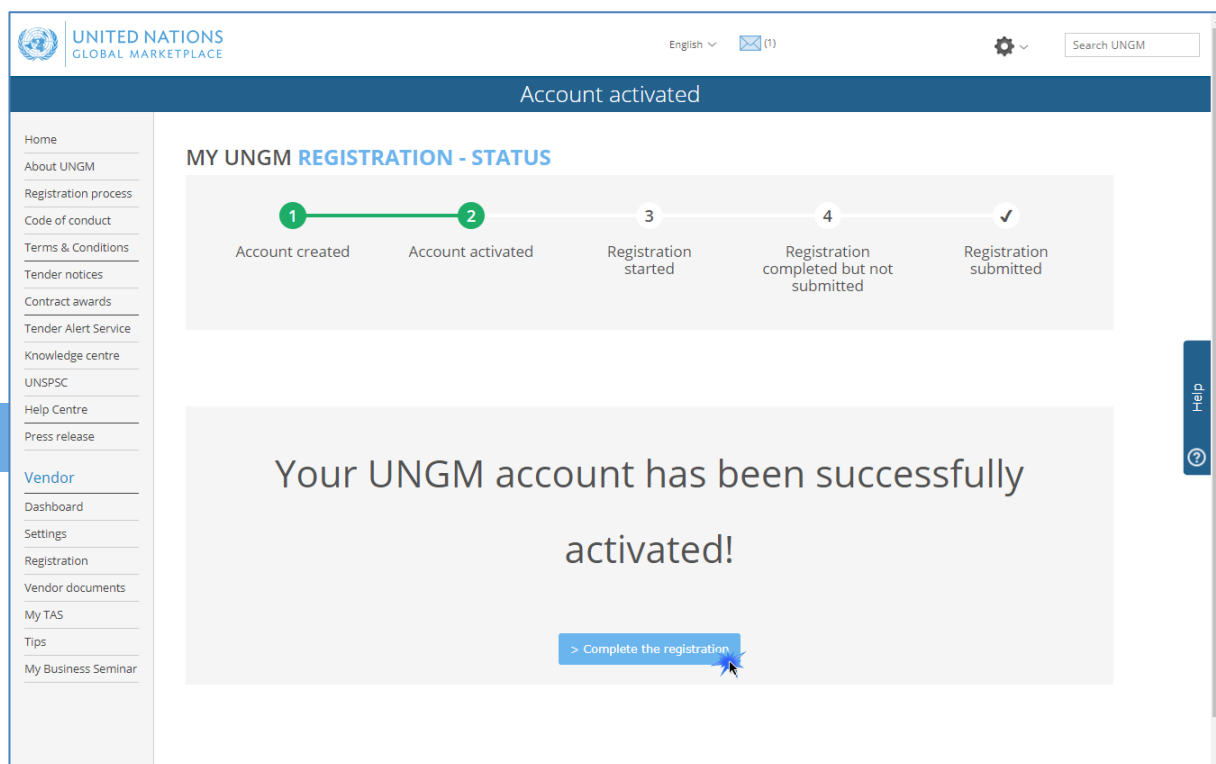
Or from your **UNGM inbox** accessible from the little envelop symbol in the top right side of the page:



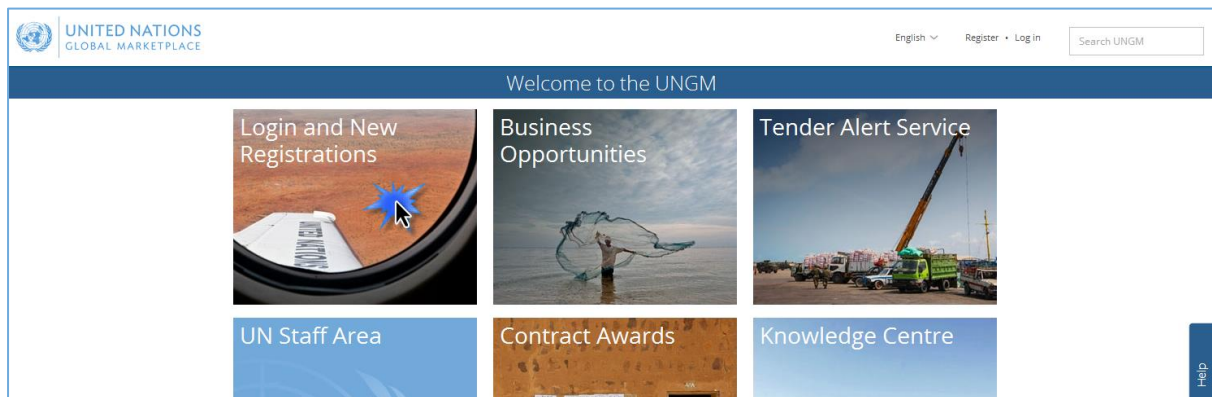
If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the **‘I would like to change my email address’** button:



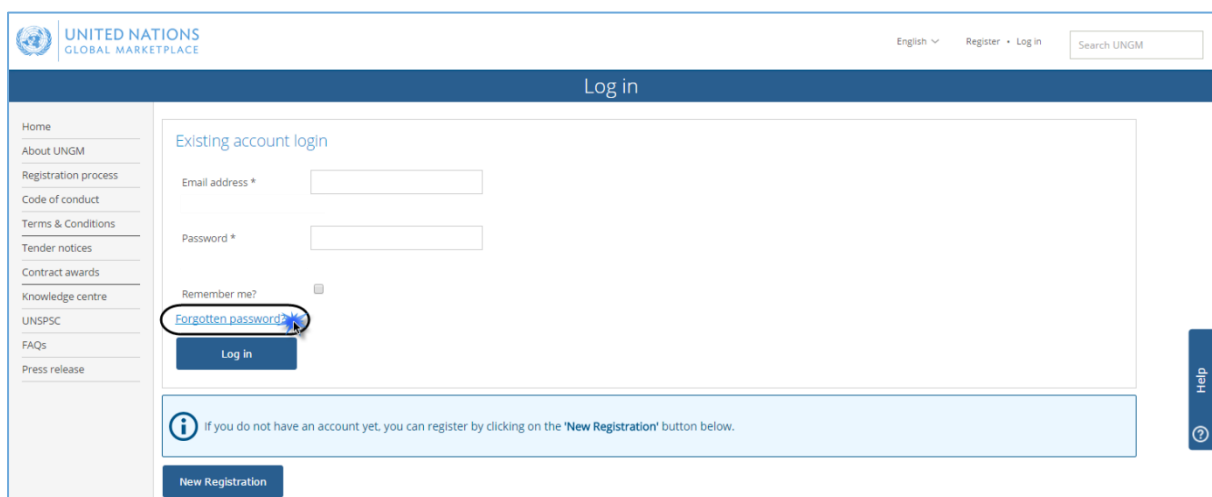
Once your UNGM account is activated, you should be redirected to the following page. Click on the **‘Complete the registration’** button to complete the UNGM registration. You can also click on the ‘Registration’ link in the left-hand menu:



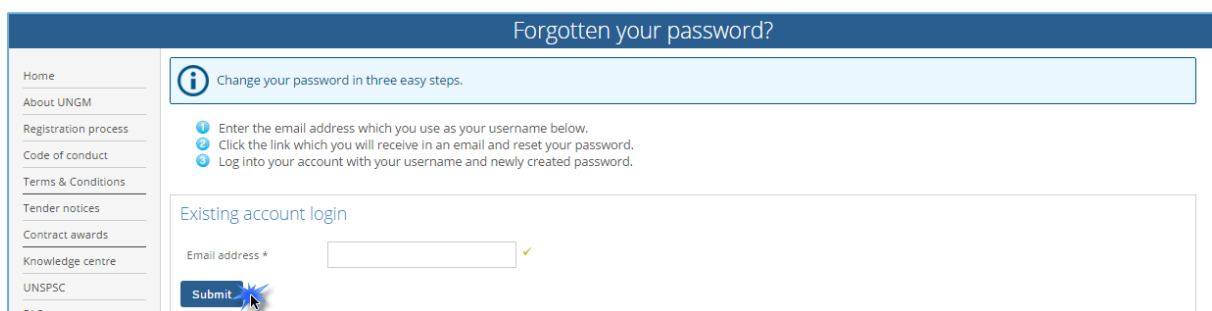
In order to log into your UNGM account, please click on the **'Log in'** link at the top right-hand corner of the page or on the **'Login and New Registrations'** box in the homepage.



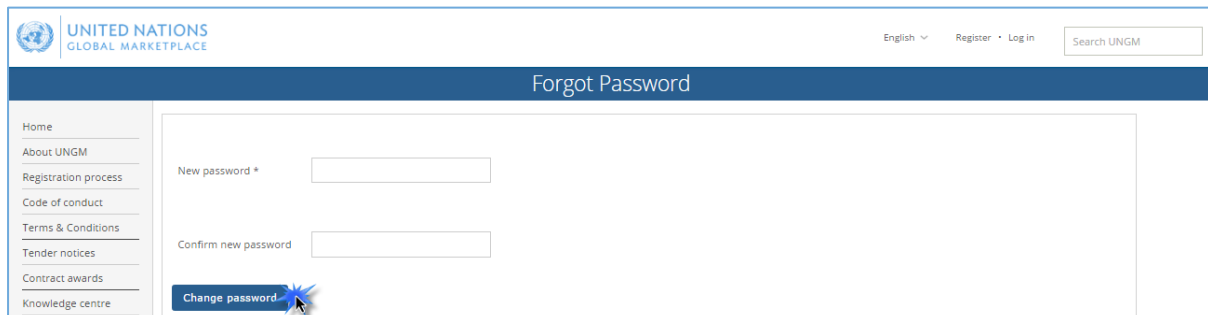
You will need to use your **username** which is the email address you registered with and your **password**. If you do not remember your password, please use the **'forgotten password'** functionality.



Provide your email address/username and click on the **'Submit'** button.



An email containing a link to reset your password will be sent to your email address. This link will be valid only for 1 hour for security reasons. If you have not received any email from UNGM, please check your spam folder as UNGM emails may be considered as such. Click on the link provided in this email and follow the on-screen instructions to reset your password. Provide your new password and click on the **'Change password' button**.



The screenshot shows the 'Forgot Password' page of the United Nations Global Marketplace. The page has a blue header with the UNGM logo and navigation links. A sidebar on the left contains links to various sections. The main content area has two input fields for 'New password' and 'Confirm new password', followed by a 'Change password' button with a mouse cursor clicking on it.

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English Register Log in Search UNGM

Forgot Password

Home
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Registration process
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Knowledge centre

New password *

Confirm new password

Change password

You should now be able to login with the newly created password.

STEP 4: COMPLETE YOUR VENDOR REGISTRATION FORM IN UNGM

From the **‘Registration’ link in the left-hand menu**, you can complete your registration form. It only takes about 5-8 minutes to complete your Basic registration.

In order to successfully complete the registration process, please provide the required details and click on the **‘Save & continue’ button** for each of the 6 steps. After clicking the **‘Save & continue’ button**, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (*) indicates information that is required to complete the step.

The screenshot shows the 'Vendor Registration' form in the UNGM system. The form is divided into six steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, and 6. Declaration. The 'General' step is currently active, indicated by a green circle and the number 1. The form contains two main sections: 'General company information' and 'Company's Contact information'. The 'General company information' section includes fields for Company name (*), Trade name/DBA, Parent company, Company type (*), License number (*), Country/territory (*), Year established (*), Number of employees (*), Company Director's First Name (*), and Company Director's Last Name (*). The 'Company's Contact information' section includes fields for Telephone country code (*), Telephone number (*), Fax country code (*), Fax number, and Website. Below these sections is the 'Company's Ownership Type' section, which includes a radio button for 'Not applicable' and checkboxes for 'Privately-owned', 'Publicly-traded', and 'Part of a business conglomerate'. A 'Save & Continue' button is located at the bottom right of the form. The left-hand menu shows the 'Registration' link under the 'Vendor' section. The top of the page displays the UNGM logo, language settings (English), and a search bar.

UNITED NATIONS
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English (1)

Search UNGM

Vendor Registration

1 2 3 4 5 6

General Address Registration type Contacts Coding Declaration What's next?

General company information

Company name * Sunshines Ltd

Trade name/DBA

Parent company

Company type *

License number * 2131245546

Country/territory * Denmark

Year established *

Number of employees *

Company Director's First Name * Diane

Company Director's Last Name * Valentin

Company's Contact information

Telephone country code * Type a country/territory name

Telephone number *

Fax country code * Type a country/territory name

Fax number

Website

Company's Ownership Type

Company's Ownership *

☒ Not applicable

☐ Privately-owned

☐ Publicly-traded

☐ Part of a business conglomerate

Save & Continue

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Settings

> Registration

Vendor documents

My TAS

Tips

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Help

I. General

Under 'General', please provide **basic details** about your company.

It is important to type your **company name** in the same way as it appears on your certificate of incorporation or any other legal document relating to the formation of your company or corporation.

The **license number** refers to the number that all legally operating businesses have which permits them to function in the city and/or country where they are located.

Once you have completed the step, click on the **'Save & Continue'** button in the **bottom right of the page**.

The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace website. The interface is in English and shows Step 1 of 7: General. The progress bar indicates steps: 1. General (active), 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next?.

General company information

- Company name *: Sunshines Ltd
- Trade name/DBA:
- Parent company:
- Company type *: Software support ✓
- License number *: 2131245546
- Country/territory *: Denmark
- Year established *: 1998 ✓
- Number of employees *: 76 ✓
- Company Director's First Name *:
- Company Director's Last Name *:

Company's Contact Information

- Telephone country code *: Denmark (+45) ✓
- Telephone number *: 212546546 ✓
- Fax country code: Type a country/territory name
- Fax number:
- Website:

Company's Ownership Type

Company's Ownership *

- ☐ Not applicable
- ☒ Privately-owned
- ☐ Publicly-traded
- ☐ Part of a business conglomerate

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)

Women Ownership

- ☐ Not applicable
- ☒ The company is at least 51% owned and controlled by one or more women
- ☐ The company is less than 51% owned and controlled by one or more women

Save & Continue

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2. Address

Under 'Address', please provide your company's **address information**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'General info' button**.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates seven steps: General (1), Address (2), Registration type (3), Contacts (4), Coding (5), Declaration (6), and What's next? (7). The 'Address' step is currently active.

The form is divided into two main sections: 'Company address information' and 'P.O. Box address (optional)'.

Company address information:

- House number: ✓
- Address line 1 *: ✓
- Address line 2:
- Address line 3:
- City/town *: ✓
- Country/territory *: ✓
- Postal code: ✓

P.O. Box address (optional):

- P.O. Box number:
- P.O. Box postal code:
- City/town for P.O.Box:
- Country/area:

At the bottom of the form, there are two buttons: '< General Info' and 'Save & Continue >'. A mouse cursor is hovering over the 'Save & Continue >' button.

The footer of the page reads: © 2018 - United Nations Global Marketplace - [Terms and Conditions](#)

3. Registration type

Under 'Registration type', please inform whether you prefer **to do business only in your country or if you prefer to do business internationally**. Click either on 'National' or 'International'.

Once you have completed the step, click on the **'Save & Continue' button**. If you wish to go back to the previous step to edit some information, **click on the 'Address' button**.

The screenshot shows the 'Vendor Registration' process in the UN Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type (current step), 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Registration type' section contains two radio button options: 'National' and 'International'. The 'International' option is selected. Below this, there is a section titled 'Country/areas of business' with a message: 'Please select and list the countries in which your company is able to supply goods and services to UN organizations.' A yellow warning box states: 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' At the bottom of the form, there are two buttons: '< Address' and 'Save & Continue >'. A blue star icon is placed over the 'Save & Continue >' button. The left sidebar contains links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Vendor documents, My TAS, Tips, and My Business Seminar. The footer shows the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

4. Contacts

Under 'Contacts', please provide your **own contact details**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Registration type' button**.

The screenshot shows the 'Vendor Registration' process on the UNGM website. A progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts (current step), 5. Coding, 6. Declaration, and 7. What's next? The 'Contacts' section is titled 'My contact details' and contains the following fields: Title/salutation (Mrs), First/given name, Middle name, Surname, Job title/position (Sales Manager), Country/area (Denmark), Email, Telephone country code (Denmark (+45)), Telephone number (545645445456), Extension, Mobile country code (Type a country/territory name), and Mobile number. Navigation buttons at the bottom include '< Registration Type' and 'Save & Continue >'. A sidebar on the left lists various UNGM services, and a 'Help' button is on the right.

Please note that you can also **invite/add colleagues** to your company's account on UNGM at the 'Contacts' step. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the **'Invite another contact'** button at the bottom of the page.

This screenshot shows the lower portion of the 'Contacts' step. It displays the 'Account Contact Details' for Mrs. Diane Valentin, including her email (diane.valentin2+2510@gmail.com), job title (Sales Manager), and contact information. Below this, the 'Invited contacts' section contains an information box stating: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.' An 'Invite another contact' button is located at the bottom of this section. The 'Save & Continue >' button is also visible at the top right of this section.

5. Coding

Under ‘Coding’, please select **codes which best describe the goods and/or services** which your company is able to provide following the UNSPSC classification for products and services.

Search for new UNSPSC codes either by typing keywords or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

If you are unable to find the correct codes for your products and services, please **contact us at registry@ungm.org** and provide us with a description of the products/services.

Once you have completed the step, click on the **‘Save & Continue’ button**. If you wish to go back to the previous step to edit some information, **click on the ‘Contacts’ button**.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates the current step is 'Coding' (step 5), with previous steps being General, Address, Registration type, and Contacts, and future steps being Declaration and What's next?.

A blue information box states: "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."

The 'UNSPSC selector' section has a search bar with the keyword 'software'. Below the search bar, a list of codes is displayed with checkboxes for selection. The following codes are visible:

- ☐ 42200000 - Medical Laboratory & Test Equipment & Supplies & Pharmaceuticals
- ☐ 42200000 - Medical Equipment and Accessories and Supplies
- ☐ 42200000 - Medical diagnostic imaging and nuclear medicine products
- ☐ 42200000 - Medical radiological imaging information and archiving products
- ☐ 42200000 - Medical x-ray film archiving system software
- ☐ 42200000 - Business, Communication & Technology Equipment & Supplies
- ☐ 42200000 - Information Technology Broadcasting and Telecommunications
- ☐ 42200000 - Software
- ☐ 42210000 - Business function specific software
- ☐ 42210000 - Helpdesk or call center software
- ☐ 42210000 - Procurement software
- ☐ 42210000 - Human resources software
- ☐ 42210000 - Materials requirements planning logistics and supply chain software
- ☐ 42210000 - Project management software
- ☐ 42210000 - Inventory management software
- ☐ 42210000 - Bar coding software
- ☐ 42210000 - Label making software
- ☐ 42210000 - Expert system software
- ☐ 42210000 - License management software
- ☐ 42210000 - Office suite software
- ☐ 42210000 - Other word processing software

At the bottom of the selector, there are two buttons: '< Contacts' and 'Save & Continue >'. A blue arrow points to the 'Save & Continue >' button.

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6. Declaration

The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under 'Declaration', please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.

Once you have completed the step, click on the '**Save & Continue**' button. If you wish to go back to the previous step to edit some information, **click on the 'Coding**' button.

The screenshot shows the 'Vendor Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration (current step), and 7. What's next? The 'Declaration' step is titled 'Declaration of eligibility' and contains a list of seven conditions. Below the list, there are three radio button options for selection. The first option is selected. At the bottom, there are two buttons: '< Coding' and 'Save & Continue >'. The 'Save & Continue >' button is highlighted with a blue starburst.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

Declaration of eligibility

Please review the following seven (7) conditions and select one of the options provided

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

Select an option

☒ Best of my knowledge, the entity that I represent, i.e. **Sunshines Ltd** meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.

☐ I, the entity that I represent, i.e. the **Sunshines Ltd** does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the **Sunshines Ltd** does not meet specific criteria).

☐ I cannot confirm and declare that the entity that I represent, i.e. **Sunshines Ltd**, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the **Sunshines Ltd** needs to provide the information later. (Please provide explanation below).

< Coding Save & Continue >

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Once you have clicked on the **'Save & Continue'** button, you will have successfully completed your registration and will be redirected to the 'What next?' step.

The screenshot shows the 'Vendor Registration' dashboard on the United Nations Global Marketplace. At the top, a progress bar indicates the completion of six steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, and 6. Declaration, with the final step 'What's next?' marked with a checkmark. The dashboard features two main statistics: 'You are now registered with 29 agencies' and 'Right now 23 active tenders in UNGM'. It also includes sections for 'MY AGENCY SUBMISSIONS' with a 'Manage agency submissions' button, and 'Tender Alert Service - CONNECTING Vendors to Tenders' with a 'SUBSCRIBE NOW' button. A sidebar on the left contains navigation links such as Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNPSPC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The footer displays the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at registry@ungm.org.

The screenshot shows the 'Vendor Registration' dashboard with a prominent yellow warning banner at the top. The banner contains an exclamation mark icon and the text: 'We suspect this is a duplicate account. We will review your information and contact you within the next 2-3 days. Please do not register again until we have been in touch. If you need to register urgently, please contact us at registry@ungm.org or use the Help button on the site.' The rest of the dashboard, including the progress bar and sidebar, is partially visible behind the banner.

STEP 4: MANAGE AGENCY SUBMISSIONS

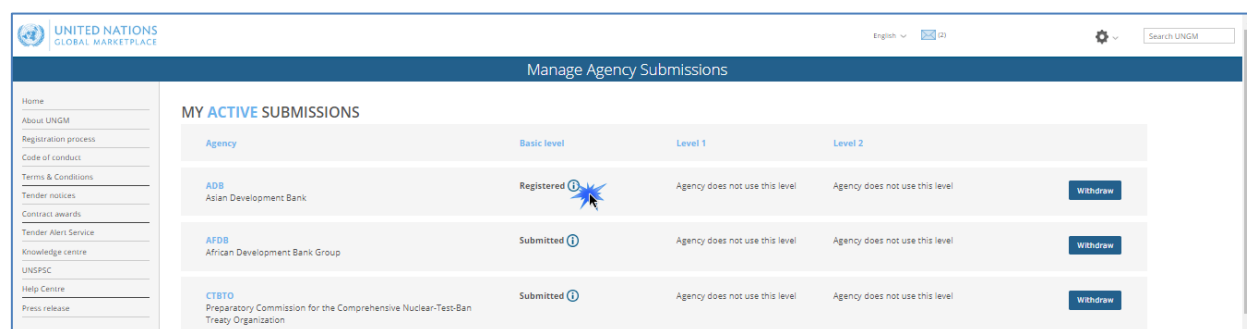
Under the 'What's next section', you will be able to see the number of UN organizations your company's profile is registered with. To find out more about your company's registration with UN agencies, click the **'Manage agency submissions' button** or the link in the left-hand menu.

The screenshot shows the 'Vendor Registration' page on the United Nations Global Marketplace. At the top, there's a progress bar with seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? (marked with a green checkmark). Below the progress bar, the 'What's next?' section displays two statistics: 'You are now registered with 29 agencies' and 'Right now 23 active tenders in UNGM'. To the right of these statistics, there's a section titled 'MY AGENCY SUBMISSIONS' with a message: 'Thank you. Your vendor registration profile is complete, saved and processed. You can now manage your agency submissions.' Below this message is a blue button labeled '> Manage agency submissions'. Further down, there's a section titled 'Tender Alert Service - CONNECTING Vendors to Tenders' with a sub-header 'Ready to do business?'. It explains that UNGM registration is the first step and that users need to actively seek and participate in tenders. It also mentions that the Tender Alert Service will send emails with matching tenders. There's a blue button labeled 'Show me more!' and another blue button labeled 'SUBSCRIBE NOW'. At the bottom left of the main content area, there's a blue button labeled '< Declaration of eligibility'. The left-hand menu includes links to Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contracts awards, Tender Alert Service, Knowledge centre, UNGPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions (highlighted with a blue star), Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The footer contains the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

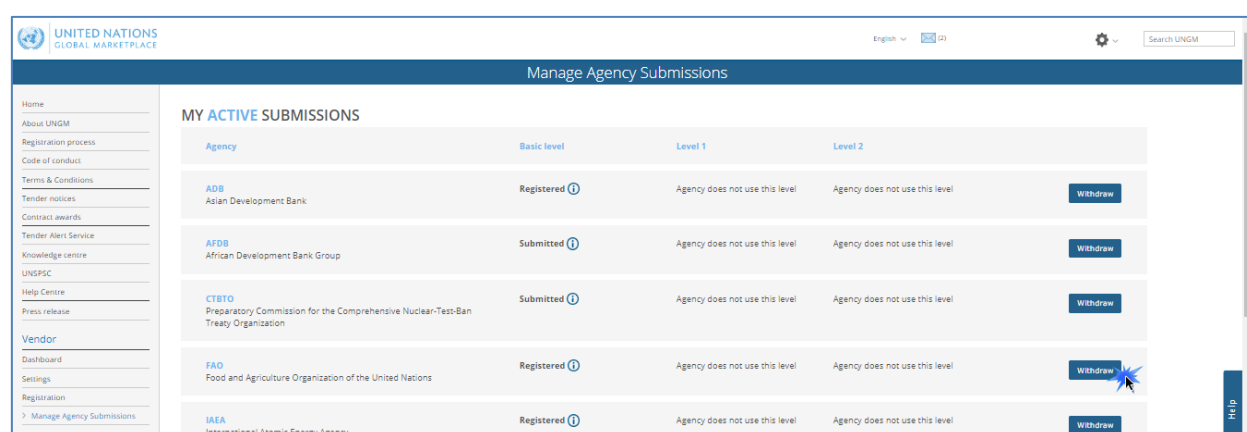
You will be redirected to the 'Manage agency submissions' page where you can check your registration status with UN agencies.

Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

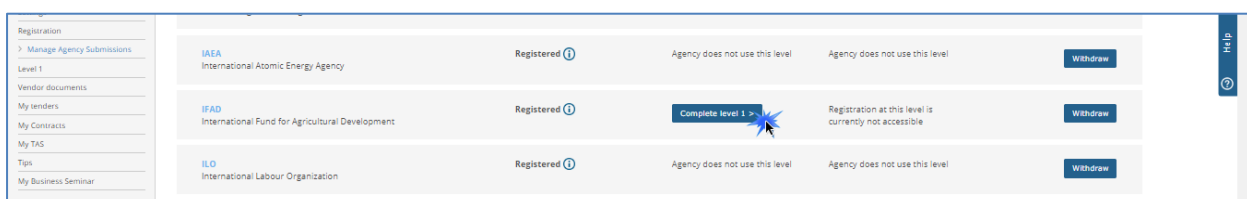
If you place your mouse over the information symbol next to the status, you will be able to see a description of the registration status with a specific agency.



You can always **withdraw your submission with UN agencies** if you are not interested in doing business with some of them. In order to do so, click on the **‘withdraw’** button in the right side of the page.



Some UN agencies use additional level of registrations. If a specific agency uses registration at level 1 and/or 2, you will be able to access the registration form for this level from the ‘Manage agency submission’ page.



Please do not forget to **submit your completed registration** to the UN organizations matching your company’s profile by clicking on the **‘Submit registration’** button.

STEP 5: CHECK YOUR STATUSES AND UNGM NUMBER IN THE DASHBOARD

You can also have a quick overview of your registration statuses with the different UN agencies under your **dashboard**. You can find all details regarding your UNGM account under your dashboard such as your **UNGM number**.

Click on the **'Dashboard'** link in the left-hand menu to access your dashboard.

UNITED NATIONS GLOBAL MARKETPLACE

English 23 Search UNGM

My Dashboard

TIP: Please ensure that your **company name** is exactly like it appears on your certificate of incorporation. You can edit it by using the 'Change Company Name'-button under the [General](#) tab of the registration.

MY UNGM ACCOUNT

Gene Valentin
UNGM Number: 520214
Last login: 25-Oct-2018 14:49:34
Email: [\[redacted\]](#)
Preferred language: en

[Manage my account settings](#)

NEED HELP?

Search UNGM

[FAQs](#) [Video tutorials](#) [User manuals](#)

MY UNGM REGISTRATION - STATUS

- 1 Account created
- 2 Account activated
- 3 Registration started
- 4 Registration completed but not submitted
- 5 Registration submitted

Right now
23
active tenders in UNGM

Tender Alert Service - CONNECTING Vendors to Tenders

Ready to do business?
Your UNGM registration is the first step. Now you need to actively seek and participate in tenders. With the Tender Alert Service you will receive an email with tenders matching your products and services.
[Show me more!](#)
[SUBSCRIBE NOW](#)

MY AGENCY SUBMISSIONS

Agency	Basic level	Level 1	Level 2
WHO	Registered		
	25-Oct-2018		

If you wish to participate in a specific tender notice, please ensure that you are registered with the UN agency issuing the tender.

REGISTER AT LEVEL 1 AND/OR 2

You might also consider registering at level 1 and level 2 on UNGM. These registration levels are optional and refer to different thresholds for awarded contracts. Some UN organizations use these registration levels while others do not. The system is intuitive and will submit your registration automatically to the UN organizations maintaining these levels.

When participating in a tender, please check carefully the minimum registration level required by the UN organization.

Once you have submitted your registration at basic level, you will find a link to the level 1 registration in the left-hand menu. Similarly, once you have completed and submitted level 1 registration, you will find a link to level 2 registration.

For further guidance, please read the level 1 and 2 registration guide.

Level 1 Registration

Home
About UNGM
Registration process
Code of conduct
Terms & Conditions
Tender notices
Contract awards
Knowledge centre
UNSPSC
FAQs
Video Guides
Scam Alert
Vendor
Dashboard
Settings
Registration
Level 1
Vendor documents
My tenders
My Contracts
Tender Alert Service
UNSPSC changes

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

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

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).
- Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.
- A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- Evidence of your company's Corporate Social Responsibility programmes, for example including environmental management policies and certifications, policies adhering to social standards, such as ISO 14000 certification, Global Compact principles, etc.

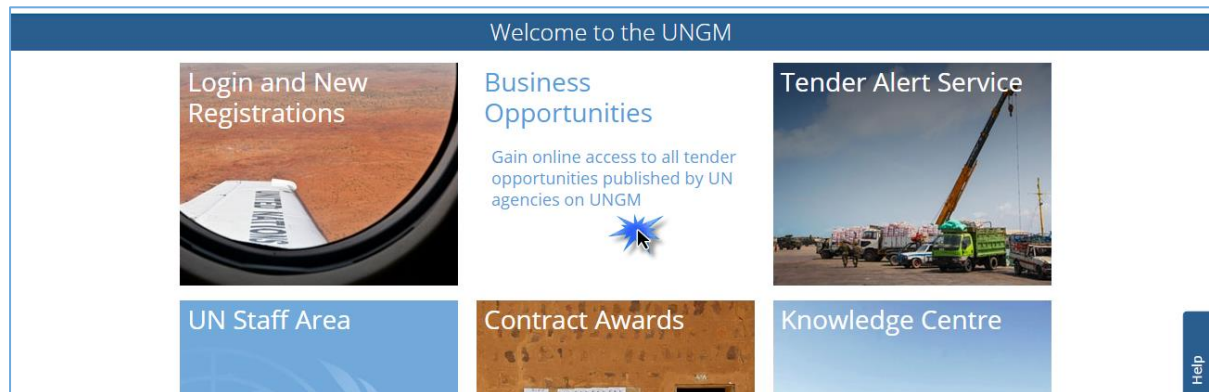
[Add another document](#)

© 2015 - United Nations Global Marketplace • [Terms and Conditions](#)

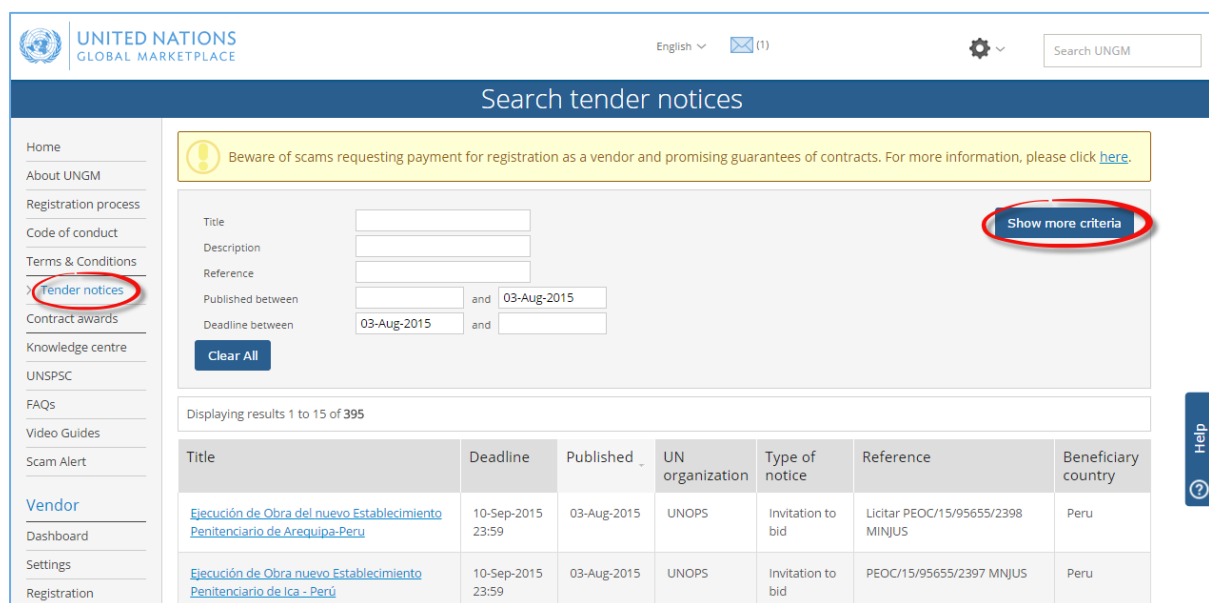
ACCESS TO BUSINESS OPPORTUNITIES

SEARCH FOR TENDER NOTICES

From the UNGM homepage, click on the **'Business Opportunities'** box or click on the **'Tender notices'** link in the left-hand menu. Click on the 'show more criteria' button on the upper right side.



You can filter the notices by UN organizations, UNSPSC codes, dates...



For certain procurement notices, you might notice a button in the left-hand. It means that these procurement notices require electronic submission.

If this is the first time you view the notice, you will see a blue **‘Express interest’ button**. If you have already expressed interest in the tender, you will see a green **‘View documents’ button**.

Express Interest	PAK30 Development of curriculum that uses sport to promote community coherence, gender equality and tolerance for Young Women and Men in Java, Indonesia	15-Nov-2018 17:56 (GMT 4.00)	25-Oct-2018	UN-Women	Request for proposal	RFP/PAK30/2018/00824	Pakistan
Express Interest	Tender for IT Supplies	07-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/ABCDE/TCERD/100182	United Kingdom
Express Interest	Test UN Secretariat - Supply of Air Conditioners	05-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28996	Multiple destinations
View Documents	Tender for Stationery	14-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/CSAPC/TCERD/100180	United Kingdom
Express Interest	RFQ Goods/Services - Corporate template v2016.1 (ENGLISH) - copy	03-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28995	Multiple destinations

In case of first access, click on ‘Express interest’ to notify the UN agency that you are interested in participating in this tender. After a few seconds, the button will change in a green button ‘View documents’.

Click on this ‘View Documents’ button (on the left side) to gain **access to the tender documents**.

The **Tender Alert Service** is an added service for vendors who would like to be notified of relevant tender notices via email. With the Tender Alert Service, you can receive **notification of relevant business opportunities that match your company's products and/or services directly to your email address.**

This service is provided at a fee of USD250 per year. You can also access tenders free of charge under Tender Notices.

The screenshot shows the 'Tender Alert Service' page on the United Nations Global Marketplace. The page has a blue header with the UN logo and 'UNITED NATIONS GLOBAL MARKETPLACE'. Below the header is a navigation sidebar on the left with links like Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service (highlighted), Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The main content area has a 'Tender Alert Service' title and a 'TAS - CONNECTING Vendors to Tenders' section. It includes a sub-header 'Receive new and revised tenders matching your products and services via email' and two buttons: '> SUBSCRIBE NOW' and '> See Tender Alert Service in action'. Below these buttons is a section titled 'What is the Tender Alert Service?' with a description: 'An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders **today**.' It also lists 'Five benefits': 'Never miss a tender/revision published on UNGM', 'Receive relevant tenders for your products and services', 'Saves you time and money, searching', 'Respond to tenders from the email', and 'Follow procurement trends in related products and services'. The footer of the page states '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

If you need **Help** at any stage of the process, you can contact via the **‘Help’ functionality** on the UNGM website. We aim to respond to all queries within 48 hours. Please note that you can categorize your query, which enable us to treat it more efficiently.

The screenshot shows a web-based 'Help' form. At the top, there's a title bar 'Help' with a close button. Below it, two informational boxes with blue borders and 'i' icons provide links to 'videos' and 'Frequently Asked Questions'. The main section is titled 'Feedback' in blue. It contains a dropdown menu for 'Area' with a green checkmark, a slider for 'How has your experience on the UNGM site been so far?' with a smiley face icon, and a large text area for 'Comments'. Below the text area is a checkbox 'Add a screenshot automatically' which is checked. There are two buttons: 'Highlight areas' and 'Hide areas'. A blue 'Send' button is at the bottom left. A link 'Other information included' is at the bottom right. On the far right, a vertical sidebar has a 'Help' button with a question mark icon.

Help

You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest.

You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you.

Feedback

Area ✓

How has your experience on the UNGM site been so far? 😊

Comments

☒ Add a screenshot automatically

Highlight areas Hide areas

Send

▶ [Other information included](#)

Help

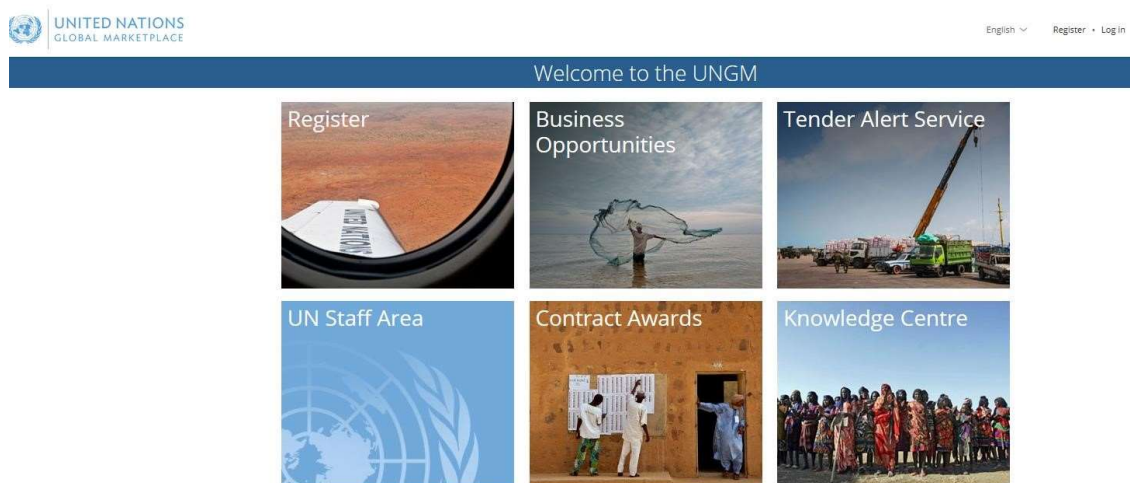
If you urgently need assistance, you are also welcome to contact us at **registry@ungm.org**.

BIDDERS' INSTRUCTIONS ON HOW TO ACCESS FAO TENDER DOCUMENTS and SUBMIT BIDS THROUGH UNGM

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tenders. Please visit www.ungm.org for more information on how to register your company in UNGM.

1. REGISTRATION IN UNGM

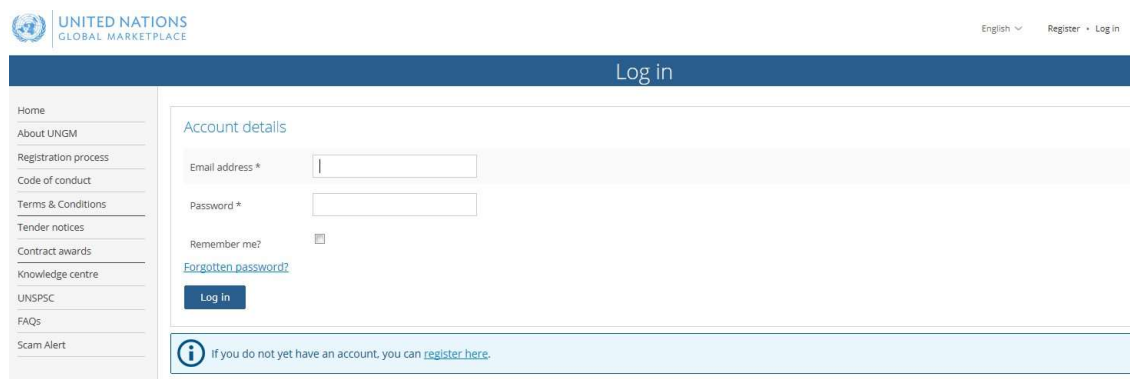
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient). Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.

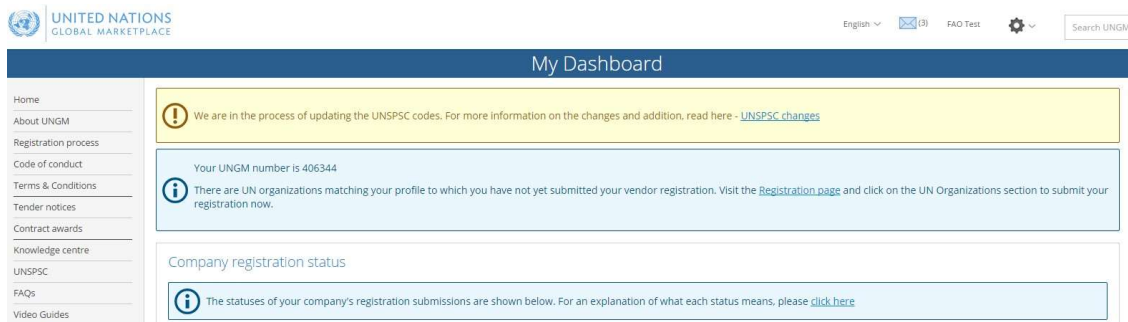


Please ensure that your UNGM BASIC REGISTRATION with **FAO is complete**. If not, please add the information requested by the UNGM system before proceeding.

2. LOG-IN TO THE UNGM WEBSITE

Once the registration at Basic Level is complete, please log-in with your e-mail address and password





3. SEARCH FOR PUBLIC TENDER NOTICES ISSUED BY FAO

From the UNGM home page, click on “Business Opportunities” and select “**Tender Notices**” to access the list of public tender notices.



Click on the “**Clear All**” button to clear the default dates in the fields “Published between” and “Deadline between”.

Click on “**Show more criteria**” button in the upper right side and type **FAO** in the “UN Organization” Field.

My Tenders

Title:

Description:

Reference:

Published between: and

Deadline between: and

[Clear All](#)

UN Organization:

Beneficiary Country/area:

UNSPSC Codes: [Select UNSPSC](#)

Type:

☐ Not set ☐ Request for EOI ☐ Request for proposal ☐ Request for quotation

☐ Invitation to bid ☐ Request for pre-qualification ☐ Request for information

☐ Grant support-call for proposal

[Hide advance criteria](#)

The system will automatically show all the active tender notices issued by FAO. On the left side of each tender line, you should see a blue button “Express Interest” (if applicable) or a green button “View Documents”.

After logging into the UNGM with your supplier account, click on “Express Interest” to notify FAO that you are interested in participating in this Tender. After few seconds, the button will change in a green button “View Documents”.

View Documents	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPF/RAPRD/100011	Papua New Guinea
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Click on “View Documents” to access to the tender documents for each specific tender.

4. SEARCH FOR RESTRICTED TENDER NOTICES ISSUED BY FAO

Once you have logged in, select “My Tenders” to access the list of restricted tender notices. These are the tenders your company has been invited to by the UN Agencies. In this page, restricted tender notices are presented in the same way as public ones and can be searched using the same methods.



Alternatively, under My Tenders, click on ‘FAO’ to access restricted tenders your company has been invited to by FAO. In this page you will only find tender notices for which FAO has expressly invited your company to participate.

Home Messages Tenders UNGM Help Logout

Tenders

Showing 1 to 10 of 158 [Next](#)

Search

My Tenders
Awarded
Show all...

Filter

Customer
All

Involvement
All

Sort Title	Sort Date documents can be requested until
Procurement of Air Screen Seed Cleaners (18/156)	Date documents can be requested until: 17 Jul 2018 11:00
Status	Your return has not yet been sent
Description	Procurement of Air Screen Seed Cleaners (18/156)
View Details	
"HPE ArcSight licenses support renewal"	Date documents can be requested until: 26 Apr 2018 12:00
Status	Your return has not yet been sent
The Food and Agriculture Organization of the United Nations (FAO) has launched a new Invitation to Bid for the provision of services related to 'HPE ArcSight licenses support renewal'.	

5. TENDER MANAGEMENT

You will be transferred from the UNGM portal to the FAO e-tendering system. The "Tender Management" screen should now appear.

UNITED NATIONS GLOBAL MARKETPLACE

Tender Management

Home Messages Tenders UNGM Help Logout

Your return has not yet been sent

Tender: Invitation to Bid Correspondence Clarifications History

Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea [View Synopsis](#)

Title :	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Reference :	2015/CSAPF/RAPRD/L00011
Description :	The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNGM (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the "DOCUMENTS" tab; please follow these instructions when submitting your bid.
Date documents can be requested until :	01 December 2015
Customer :	CSAPF
Process :	Public
Directive :	PURCHASE ORDER
Procedure :	ITB

At any time you will be able to return to UNGM by selecting the "UNGM tab" on the upper menu.

IMPORTANT: If the Tender Management screen does not display, please contact UNGM Support, referencing the exact FAO ITB number.

You are now in the FAO e-tendering system. In this area, you have few menu tabs.

- **Tender:** General information about this tender
- **Invitation to Bid/ Request for Proposal:** **IMPORTANT!** Here you can visualize the **deadline** all the **documents of the Invitation to Bid/ Request for Proposal**. In the same area, you have the placeholders for **uploading your proposal and all the related documents**.
- **Correspondence:** In this section, you can send requests for clarification or any other question you want to address to FAO.

- **Clarifications:** In this section, you can read the **clarifications issued by FAO** (made available to all bidders). Please ensure to read all the clarifications, as they are part of the tender specifications. **History:** a log of past activities related to this tender.

6. DOWNLADING THE TENDER’S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

- Click **Invitation to Bid/ Request for Proposal tab** and scroll down to view and download the tender documents;

Tender Invitation to Bid Correspondence Clarifications History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.
NOTE: Large files may take some time to upload.
4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Screen Time: 30 Nov 2015 11:01:25 Due Date: 01 Dec 2015 12:00:00 Time Remaining: 1 Day 59 Minutes 35 Seconds

Tender Details

Stage Name: Invitation to Bid
Locked Until: 01 December 2015
Closing Date: 01 December 2015
Project Title: Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Project Description: The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNHCR (www.unhcr.org). Instructions on how to access FAO tender documents through UNHCR are attached to the present notice under the 'DOCUMENTS' tab; please follow these instructions when submitting your bid.
OFFERS WILL BE ACCEPTED ONLY IF SUBMITTED THROUGH THE UNHCR PORTAL.
OFFERS NOT SUBMITTED THROUGH THE UNHCR PORTAL WILL BE INVALIDATED.

Tender Documents Received - Main	Description	Options
FAO ITB 2015-CSAP-RAPO-100011 Navigational-Precision-Measuring-Communication Equipment for PNG.pdf	Tender Document	View Download
FAO General TCL Goods - April 2015.pdf	FAO General terms and conditions for goods	View Download

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

- Click on the **“OPT IN”** button;
- To upload all the files in the designated envelope, click on the relevant **“Upload Document”** red buttons in **“My Tender Return”** section.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

My Tender Return - Main	Description	Envelope	Options
General	Please insert here your technical offer	Technical Envelope	Upload Document
General	Please insert here your financial offer	Financial Envelope	Upload Document

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.
NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Envelope: (None) [Attach Documents](#)

NOTE: It is highly recommended that the size of the files does not exceed 5MB.

In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked with a **“Not Started”** button. It is mandatory that any Questionnaire is completed.

- IMPORTANT:** Once both technical and financial files are uploaded (and the Questionnaire, if applicable), please remember to click on the red button **“Submit Return”** to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the **“HISTORY”** tab.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.

Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

Envelope : (None)

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

You can upload additional (non-mandatory documents) by clicking on the “Attach Documents” button.

7. NO BID NOTICE

In the event that your company is not interested to participate to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click on the “OPT OUT” button displayed on your UNGM Tender Management page and select one of the following reason(s) for non-participation:

- Requirements are outside our normal activities
- There is insufficient time to prepare a bid
- Present lack of resources to undertake more work
- Bid submitted by authorized dealer in destination country
- Participating as subcontractor to another lead bidder
- Other (please specify briefly below)

Opt Out

Details

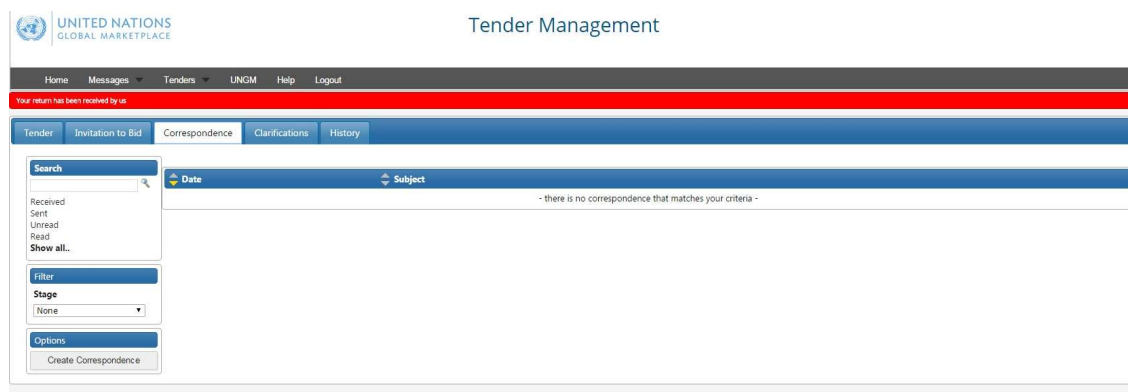
Please confirm your reasons for opting out of this stage.

☐ Stop Receiving Correspondence

*Opt Out

8. COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

All communications concerning this tender should mention the tender number (TENDER No. [...]) and should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.



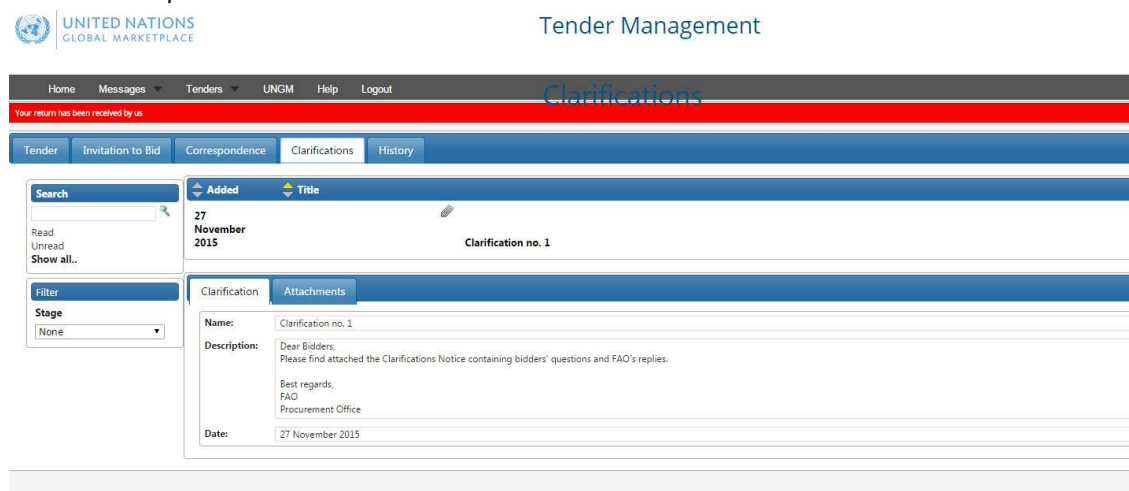
Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

9. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION

Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM portal. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the tender specifications.



10. MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. Submitted offers cannot be modified after the tender deadline.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

Return Submitted


You have made a previous return for this tender on **30 November 2015**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids. You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

11. HELP

In case you have issues concerning the UNGM system navigation and functionality please visit the UNGM Help page and/or contact: support@in-tend.com, referencing the exact FAO ITB/RFP number.


Help

[Home](#)
[Messages](#)
[Tenders](#)
[UNGM](#)
[Help](#)
[Logout](#)

Support Pages

- [Help Overview](#)
- [FAQ](#)
- [Step-By-Step Guide - Flowchart](#)

Downloads

- [Miscellaneous Downloads](#)

Web Site Information Pages

- [Suggestions](#)
- [Browser Compatibility](#)
- [Privacy Policy](#)

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 869400.

If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0065. If this number is inoperative due to a fault then the alternative number is +44 (0)7785 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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