



Centro de ajuda

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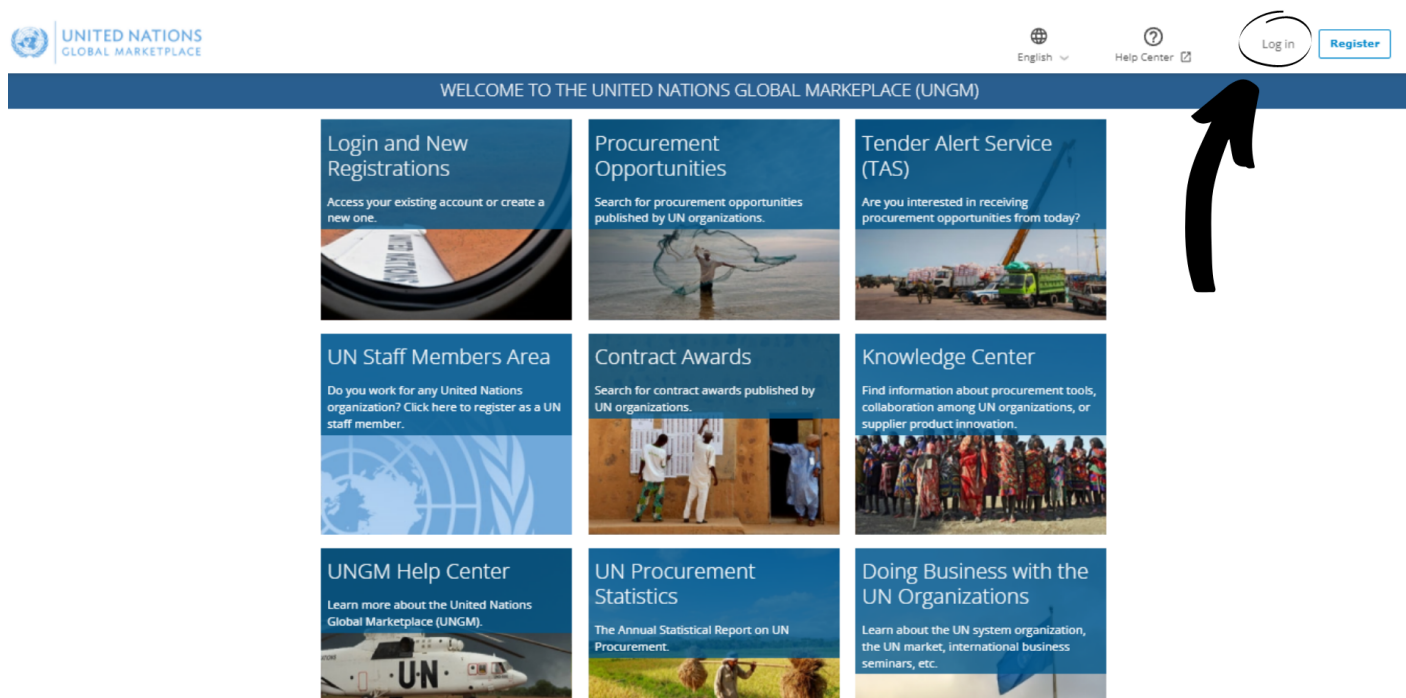
# Como preencher o formulário de inscrição no nível Básico?

16 dias atrás • Atualizada

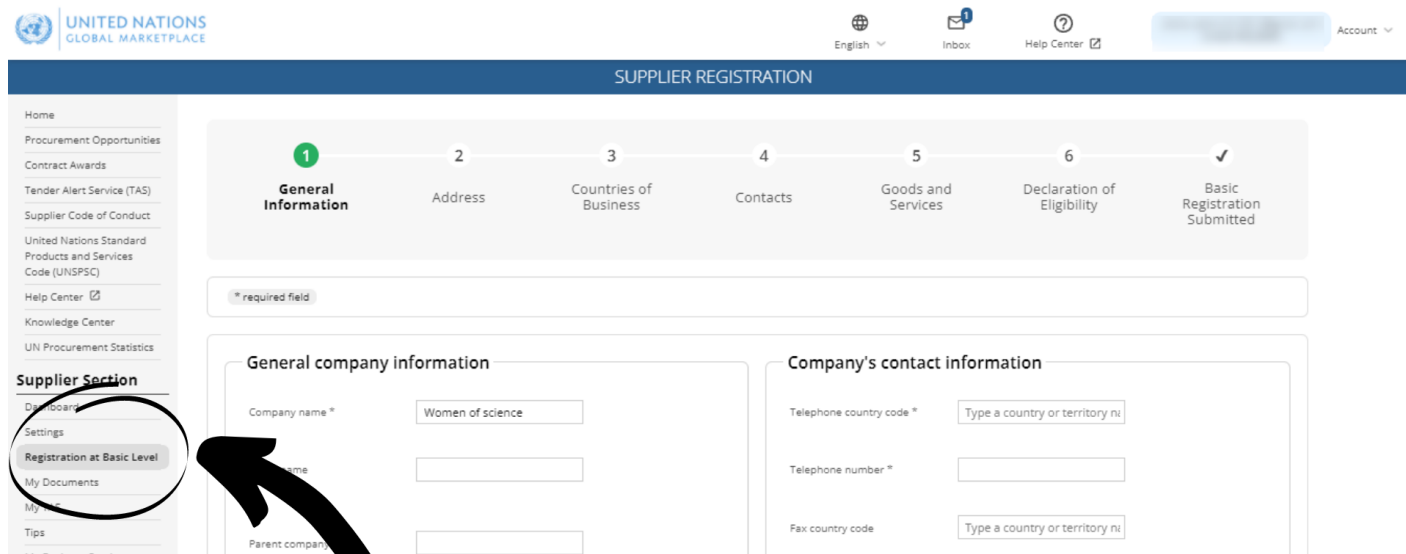
Concluir o registro no nível Básico é uma **etapa necessária para que os fornecedores** fiquem visíveis para os funcionários da ONU ao buscar fornecedores em potencial e participem de oportunidades de aquisição da ONU.

Para **preencher o formulário de registro no nível Básico**, siga estas etapas:

1. Vá para o **site** do **UNGM** e **faça login em sua conta do UNGM** usando seu endereço de e-mail e senha.



2. Clique em **Registro no Nível Básico** no menu de navegação.





The screenshot shows a registration form with the following fields:

- Company type \***: A dropdown menu with a black arrow icon.
- License number \***: A text input field containing the value "7327984346".
- Fax number**: A text input field.
- Website**: A text input field.

3. Preencha o **formulário de registro** seção por seção.

## Informação geral

Na seção **Informações gerais**, os fornecedores devem fornecer informações gerais sobre sua empresa.

- **O nome da empresa** deve ser fornecido exatamente como escrito no Certificado de Incorporação da empresa ou outra documentação legal.
- **O número da licença comercial** refere-se ao número de referência de uma cidade, estado e / ou documento oficial que concede ao portador a capacidade de se envolver em atividades comerciais específicas dentro da área designada.
- **O ano estabelecido** refere-se ao ano de criação da empresa. O formato do ano deve seguir AAAA, por exemplo, 1991.
- **A propriedade da empresa** refere-se ao controle sobre uma empresa. Selecione o tipo de propriedade empresarial correspondente à empresa. Se a empresa for uma empresa de propriedade de uma mulher, selecione 'A empresa é detida e controlada por pelo menos 51% por uma ou mais mulheres' opção em Propriedade privada ou de capital aberto.
- **A inclusão da deficiência** refere-se ao compromisso da empresa com a inclusão da deficiência. Se a empresa fizer um esforço dedicado, consistente e mensurável para implementar práticas que incluem a deficiência, selecione a opção 'Fornecedor que inclui a deficiência'.

Assim que a seção de informações gerais for concluída, clique em **Salvar e continuar** para ir para a próxima seção.

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1 **General Information** 2 Address 3 Countries of Business 4 Contacts 5 Goods and Services 6 Declaration of Eligibility ✓ Basic Registration Submitted

\* required field

**General company information**

Company name \*

Trade name

Parent company

Company type \*  ✓

License number \*

Country or territory \*

Year established \*  ✓

Number of employees \*  ✓

Director's first name \*

Director's last name \*

**Company's contact information**

Telephone country code \*  ✓

Telephone number \*  ✓

Fax country code

Fax number

Website

**Company's ownership**

Company's ownership type \* ☐ Not applicable  
☐ Privately-owned  
☒ Publicly-traded  
☐ Part of a business conglomerate

**By selecting this option, you self-declare that your company is a woman-owned business.**

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

**Disability inclusion**

**A disability-inclusive supplier is a supplier which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Suppliers can show that they are disability-inclusive through a variety of means such as having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, ensuring that their supply chains are disability-inclusive, manufacturing accessible products following Universal Design principles or others.**

Disability inclusion \* ☐ Not specified  
☒ Disability-inclusive supplier

**Save and continue** ➔

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## Endereço

Na seção **Endereço** , os fornecedores devem fornecer as informações de endereço de sua empresa.

Clique em **Salvar e continuar** .

The screenshot shows the 'SUPPLIER REGISTRATION' page, Step 2: Address. The progress bar at the top indicates the following steps: 1. General Information, 2. Address (current step), 3. Countries of Business, 4. Contacts, 5. Goods and Services, 6. Declaration of Eligibility, and 7. Basic Registration Submitted. The 'Address' section is divided into two main areas: 'Company address information' and 'Post office box address (optional)'. The 'Company address information' section includes fields for House number (12), Address line 1 (Science Street), Address line 2 (Building B), Address line 3, City or town (Lusaka), Country or territory (Zambia), and Postal code (00000). The 'Post office box address (optional)' section includes fields for Post office box number, Post office box postal code, City or town for post office box, and Country or area. A large black arrow points from the 'Save and continue' button at the bottom right of the form to the 'Save and continue' button at the bottom right of the page. The 'Save and continue' button is circled in black.

## Países de negócios

Na seção **Países de negócios** , os fornecedores devem fornecer informações sobre os países nos quais preferem fazer negócios .

- **O nacional** deve ser selecionado se os fornecedores preferirem fazer negócios em seu país de estabelecimento.
- **Internacional** deve ser selecionado se os fornecedores preferirem fazer negócios em seu país de estabelecimento e em outros países.

Clique em **Salvar e continuar**.

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SUPPLIER REGISTRATION

1 General Information 2 Address 3 Countries of Business 4 Contacts 5 Goods and Services 6 Declaration of Eligibility 7 Basic Registration Submitted

\* required field

Geographical scope

**i** National: to do business only in the country in which your company is registered.  
International: to do business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

☐ National ☒ International

Country or areas of business

**i** Select and list the countries in which your company is able to supply goods and services to UN organizations.

**w** No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.

Country or area

Select all Remove all

Address

Save and continue ➔

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## Contatos

Na seção **Contatos**, os fornecedores devem **fornecer suas informações de contato e adicionar outros contatos**, se necessário.

Clique em **Salvar e continuar**.

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1 General Information 2 Address 3 Countries of Business 4 **Contacts** 5 Goods and Services 6 Declaration of Eligibility ✓ Basic Registration Submitted

\* required field

**My contact details**

First/given name \* Diane  
Middle name  
Surname \* Valentin  
Job title/position \* Sales director ✓  
Country or area \* Zambia ✓  
Email diane.valentin2+0810@gmail  
Telephone country code \* Zambia (+260) ✓  
Extension  
Mobile country code Type a country or territory n.  
Mobile number

**Countries of Business**

**Save and continue** ➕

**Account Contact Details**

Email : diane.valentin2+0810@gmail.com  
Job title/position:  
Country:

**Invited contacts**

Invite your colleagues to access your company account using their email address. They will be able to create their own access to the account. We recommend you not to share your email address and password.

**Invite another contact**

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## Bens e serviços

Na seção **Bens e serviços**, os fornecedores são obrigados a fornecer informações

sobre sua atividade - classificando os bens e / ou serviços dos fornecedores de acordo com a classificação do código UNSPSC.

Para obter mais informações, leia: [O que são códigos UNSPSC?](#) e [Como selecionar códigos UNSPSC no formulário de registro?](#) artigos.

Clique em **Salvar e continuar**.

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1 General Information | 2 Address | 3 Countries of Business | 4 Contacts | **5 Goods and Services** | 6 Declaration of Eligibility | 7 Basic Registration Submitted

\*required field

The United Nations Standard Products and Services Code® (UNSPSC®) is a global classification system of products and services. These codes are used to **classify products and services**: in the case of suppliers, to classify the products and services of their company, and in the case of UN staff members, to classify the products and services when publishing procurement opportunities. For more information, read the following articles from our Help Center:

[What are United Nations Standard Products and Services Code codes?](#)  
[How to select United Nations Standard Products and Services Code codes?](#)

Select codes for your goods and services

Type keyword to search:  [Clear filter](#) [Clear selected codes](#)

☐ J - Services

☐ 82000000 - Editorial and Design and Graphic and Fine Art Services

☐ 82110000 - Writing and translations

☐ 82111900 - Technical writing

☐ 82111903 - Academic or scientific article writing

☐ 86000000 - Education and Training Services

☐ 86100000 - Vocational training

☒ 86101600 - Scientific vocational training services

☒ 86101601 - Computer vocational training services

☒ 86101602 - Energy related vocational training services

☒ 86101603 - Chemistry vocational training services

☒ 86101604 - Biology vocational training services

☒ 86101605 - Medical vocational training services

☒ 86101606 - Electronics vocational training services

☒ 86101607 - Telecommunications vocational training services

☒ 86101608 - Hydraulics vocational training services

[Contacts](#) [Save and continue](#)

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## Declaração de Elegibilidade

A **declaração de elegibilidade** é uma declaração formal e explícita que deve ser feita em nome do fornecedor.

Na seção **Declaração**, os fornecedores são obrigados a revisar as seguintes declarações e



Na seção Declaração, os fornecedores são obrigados a **review** as sete declarações e selecione a opção mais adequada.

Clique em **Salvar e continuar**.

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**SUPPLIER REGISTRATION**

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\* required field

### Declaration of Eligibility

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

1. Women of science 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. Women of science is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
3. Women of science 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. Women of science 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. Women of science does not have any legal proceedings against or disputes with a UN entity.
6. Women of science 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 Women of science 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. Women of science understands that non-compliance with this requirement will automatically render the Women of science ineligible.

**Select an option**

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

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

[Goods and Services](#) [Save and continue](#)

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4. O registro agora está **completo**.

Os status de registro com organizações da ONU podem estar visíveis em **Meus status de envio**.

Assim que o perfil do fornecedor for registrado em pelo menos uma organização da ONU no nível básico, o perfil do fornecedor se tornará visível para todos os funcionários da ONU.

Para obter mais informações, leia: [Quais são os status de registro e o que eles significam?](#) e [Como gerenciar as submissões de registro com organizações da ONU?](#) artigos.

The screenshot displays the 'SUPPLIER REGISTRATION' page on the United Nations Global Marketplace. A progress bar at the top shows seven steps: 1. General Information, 2. Address, 3. Countries of Business, 4. Contacts, 5. Goods and Services, 6. Declaration of Eligibility, and 7. Basic Registration Submitted (marked with a checkmark). Below the progress bar, a message reads: 'Congratulations! The supplier Basic registration has been submitted. Your company is now registered with 30 organizations.' A large black arrow points to the 'My Submissions Statuses' link. Below this, it says 'Now you need to actively seek and participate in procurement opportunities. Right now, there are 97 active procurement opportunities.' A dark blue banner below the message says 'NEW VENDORS new vendors'. At the bottom, a light blue section titled 'Save time and resources.' encourages using the 'Tender Alert Service (TAS)' to receive active procurement opportunities, with a link to 'Learn more about the alerts.' and three icons: a clock, people, and a gear.

**Esse artigo foi útil?**






49 de 62 acharam isso útil

sim






Não

[Retornar ao topo](#) ^

## Artigos vistos recentemente

-  Como se cadastrar como fornecedor no UNGM?
-  Como começar no UNGM?
-  Como resolver questões para expressar interesse em uma oportunidade de aquisição?
-  Por que o botão de expressar interesse está desativado?
-  Como acessar oportunidades de compras no UNGM?

## Artigos relacionados

-  Como se cadastrar como fornecedor no UNGM?
-  Qual é a próxima etapa após a ativação da conta?
-  Como atualizar as informações fornecidas no formulário de inscrição?
-  Como redefinir ou alterar a senha da conta?
-  O que é o Mercado Global das Nações Unidas (UNGM)?

**Ainda precisa de ajuda?**

Entre em contato com a UNGM

Centro de Ajuda UNGM