

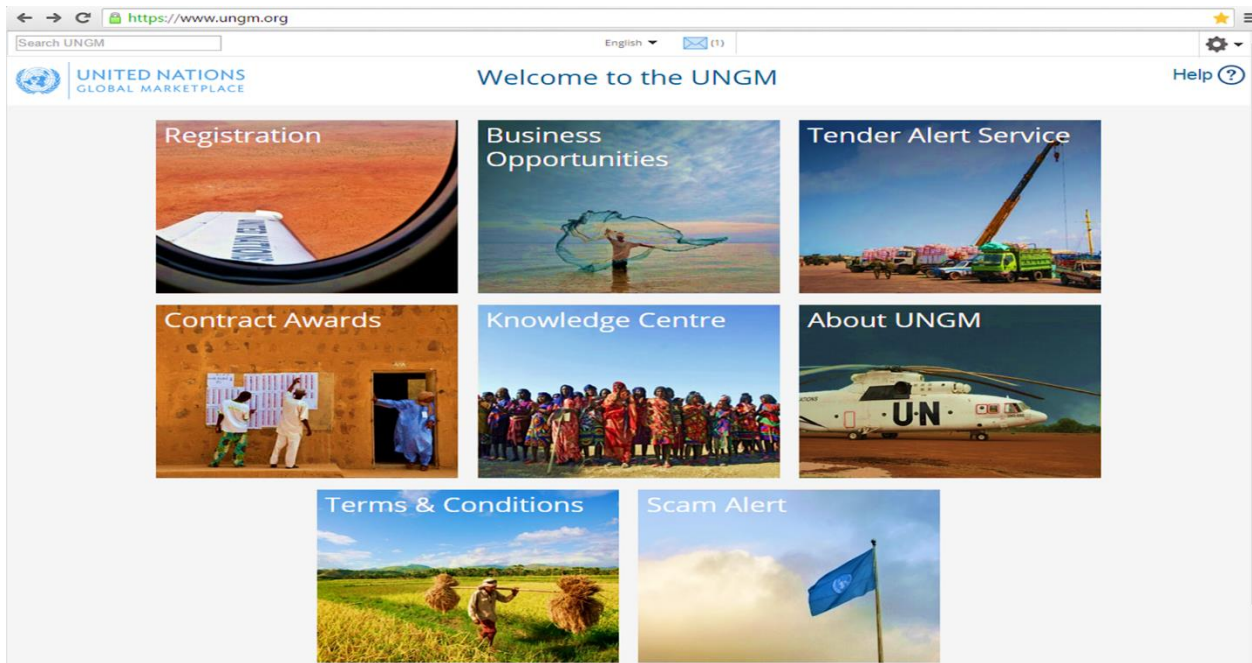
## UNGM vendor registration process (Practical information)

Your company can create a profile in UNGM by accessing this link: <https://www.ungm.org/Account/Registration> and by simply following the simple on-screen instructions to register.

Key benefits of registering in UNGM are:

- Increased procurement opportunities for vendors by providing a platform where all UN Agencies tender opportunities are listed.
- UNGM provides one common UN global procurement portal where upon registration, a vendor is able to access UN Agencies procurement information including business seminars, knowledge centre on UN procurement, UN procurement statistics etc.

It is recommended that you register your company at **Basic Level** and at **Level 1** where the Certificate of your legal registration/incorporation is required to be attached.

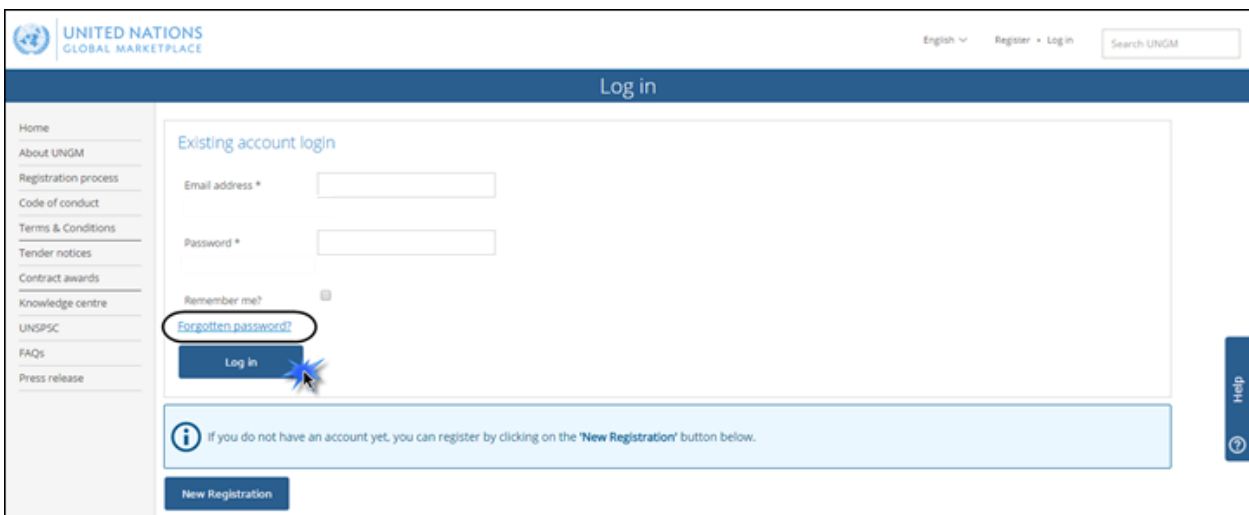


In order to register as a potential vendor of UN organizations, please follow the instructions below:

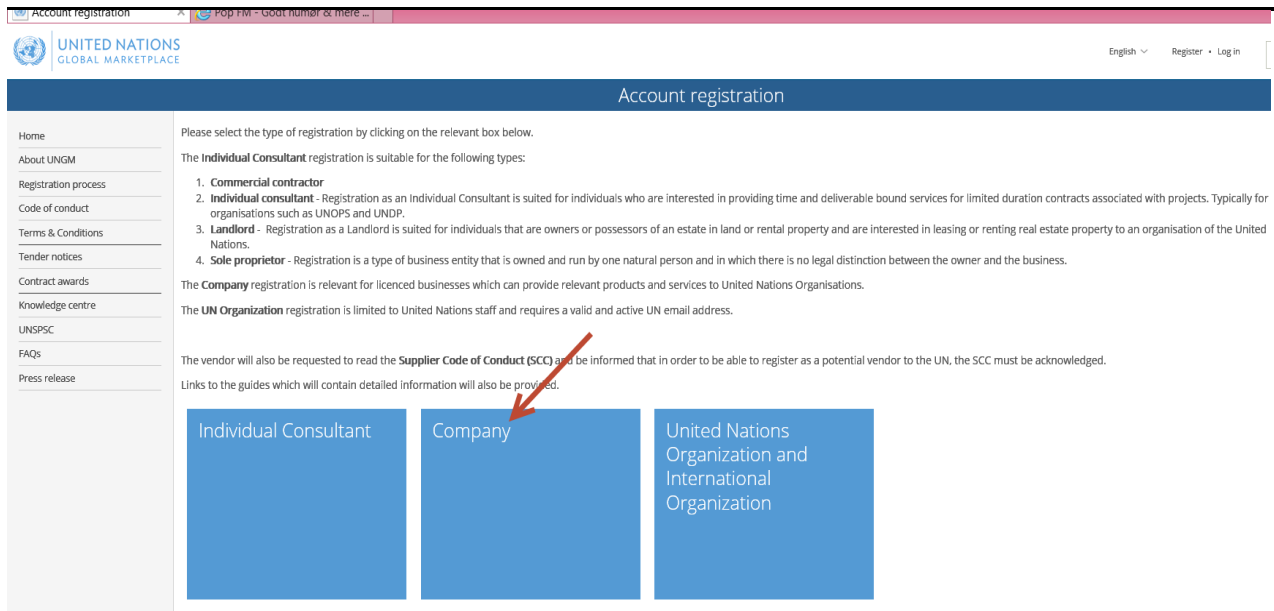
1. Go to <http://www.ungm.org>

2. Click on the **‘Login and New registration’ box** or on the **‘Register’ link** located at the top right corner of the page.

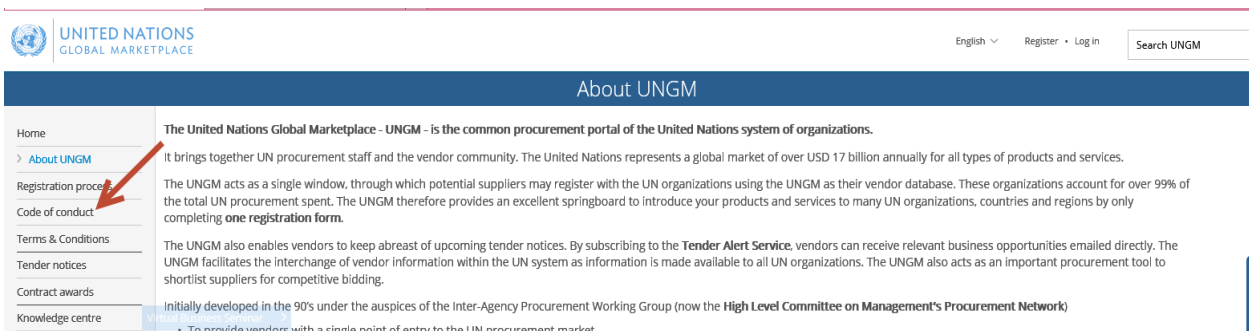
3. Click on the **‘New registration’ button**.



4. Please select the type of registration by clicking on the relevant box. Please click on the **‘Companies’** or **‘Individual Consultant’** as appropriate box.



5. Introduce your company details and **accept the UN Supplier Code of Conduct**. Then, click on the **'Register' button**.



6. After registering, you will need to validate and activate the account. Go to your the **registered email inbox** corresponding to the email address provided when creating your account. You should have received an activation email. Please **click on the activation link** provided in this email.

(Example shown below)

Welcome to UNGM.

Your UNGM user name is [bhj.km@stark.dk](mailto:bhj.km@stark.dk) and your UNGM number is 469222.

To activate your account, please **click once** on the link below.

<https://www.ungm.org/Account/Account/Activate?c=ac46b45f-da0b-4bbe-a47d-07244176d2f5> or copy the link into a web browser. This link will remain active until you have activated your account.

If you cannot find this email later, please remember that you can still log into your newly created account using your email address and password. You can resend this activation link to yourself from the Email Icon on the top banner of the page.

#### **Tender Alert Service**

- Once you have activated your account, you are able to subscribe to the Tender Alert Service.
- Subscribing to the Tender Alert Service will allow you to receive notification of **relevant** tender notices **directly by email**. No need to daily search through long lists of tender notices.
- You do not have to complete the registration process, to make use of this service.

#### **Help**

At any stage during the registration process or when using <https://www.unem.org/>, you are able to get assistance by using the **Help** button in the right-hand bottom of the webpage. We will

7. Once your account is activated, please click on the **'Registration' link** in the left-hand menu to access the registration form. Complete your vendor registration form in UNGM. When finished, please do not forget to click the **'Submit' button**.

Please complete the registration form and make sure all tabs are successfully filled.

Note: Tabs which appear in **red** have not been successfully completed.



English ▾
 (1)

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# UNITED NATIONS

GLOBAL MARKETPLACE

## Basic Registration

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

Please provide all the required information to complete your registration.

*i*

20%

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

General >
Address >
Countries/area >
Contacts >
Declaration >
Coding >

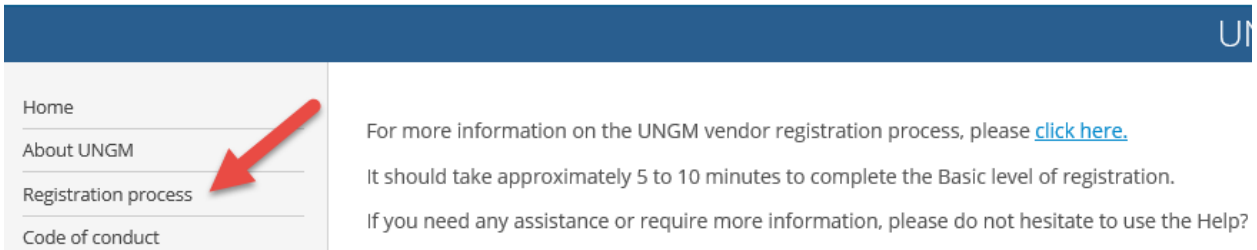
UN Organizations (11)

General company information

Company name *	your company name	Trade name/DBA	
Company type *	▼	Fax country code	Type a country/area name
Parent company		Fax number	
License number *		Website	

We also recommend you to review the '**Registration Process**' link in the left hand side menu for further information and detailed instructions on how to proceed in order to complete your UNGM Registration.

<https://www.ungm.org/Public/Pages/RegistrationProcess>



In addition, please find below the following video guideline on how to successfully register your company on UNGM: <https://www.ungm.org/Public/Video/View/3>

For further assistance, do not hesitate to contact your UNICEF contact or the UNGM administration office:

- ✓ UNICEF contact: [supplierapplication@unicef.org](mailto:supplierapplication@unicef.org)
- ✓ Via the **Help functionality** available on the site [www.ungm.org](http://www.ungm.org)
- ✓ Via email at [registry@ungm.org](mailto:registry@ungm.org)

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