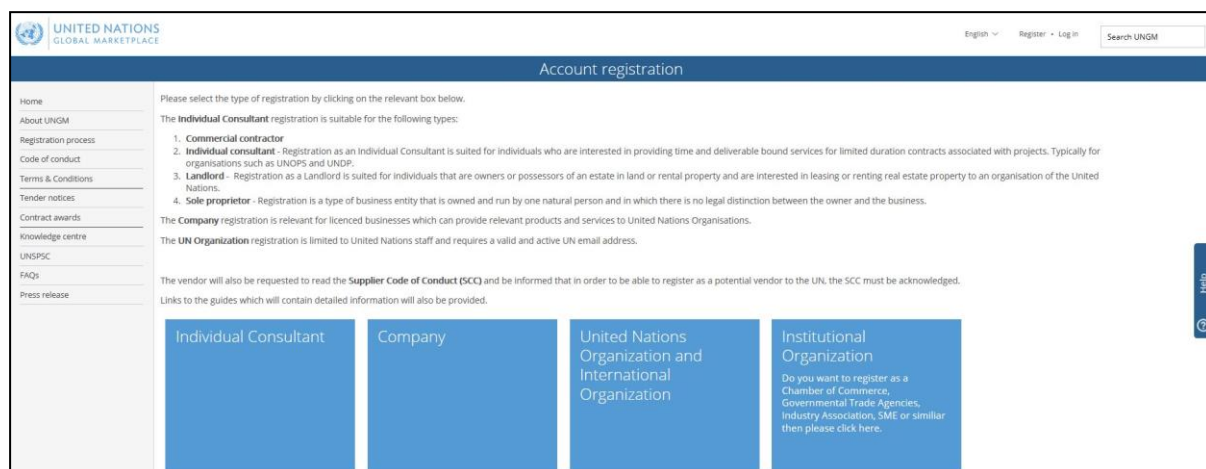
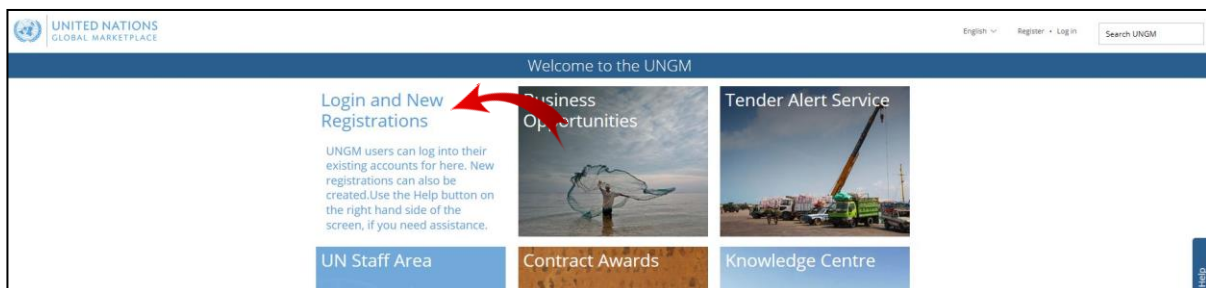


# INSTRUCTIONS ON HOW TO REGISTER IN THE UNGM AND HOW TO ACCESS WTO TENDERS

The World Trade Organization (WTO) currently advertises solicitations via procurement notices published on [the United Nations Global Marketplace \(UNGM\)](#) website. Please find below the instructions on how to register in the UNGM and how to access WTO tenders.

## 1. Registration in the UNGM

In order to participate in WTO tenders, you are required to register in the United Nations Global Marketplace (UNGM) system. The registration at **basic level** will be sufficient as the WTO *does not* require level 1 and 2 registrations.



Once you have created your UNGM account, check your email address for a welcome email asking you to verify your account. If you have not received any email, please note that you can resend it from your inbox through the UNGM website.

## 2. Log in to your UNGM account

In order to log in to your UNGM account, click '**Log In**' then enter your username and password. If you do not remember your password, please use the 'Forgotten Password' functionality.

UNITED NATIONS  
GLOBAL MARKETPLACE

English Register Log in Search UNGM

### Log in & New Registrations

Home  
About UNGM  
Registration process  
Code of conduct  
Terms & Conditions  
Tender notices  
Contract awards  
Knowledge centre  
UNSPSC  
FAQs  
Press release

**Existing account login**

Email address \*   
The Email address field is required.

Password \*

Remember me? ☐

[Forgotten password?](#)

**Log in**

**New Registration**

If you do not have an account yet, you can register by clicking on the **'New Registration'** button below.

**New Registration**

Help

### 3. Complete your registration information

Click **'Registration'** tab on the left-hand menu and complete all of your information. It only takes about 5-8 minutes to complete your **basic level** registration.

Please note that some boxes appear in red and others in green. The red box means that you are missing information. **The asterisk (\*)** indicates information that is required and you will not be able to submit the registration without this information.

UNITED NATIONS  
GLOBAL MARKETPLACE

English supplier.wto.training@gmail.com Search UNGM

### Vendor Registration

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

**Your vendor registration profile is complete. Thank you for completing your registration information.**

General Address Registration type Contacts Declaration Coding Agencies

**General company information**

Company name \*  **Change company name** Trade name/DBA

Company type \*

Parent company

License number \*

Date of establishment \*

Country/area \*

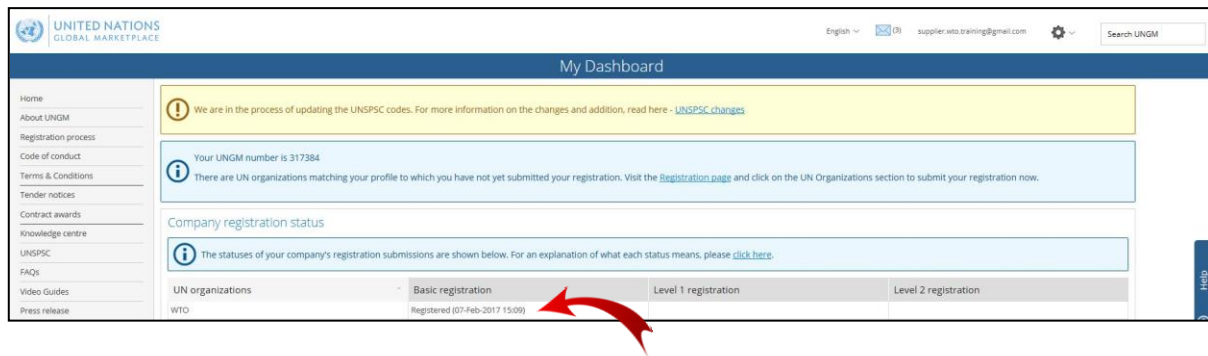
Fax country code

Fax number

Website

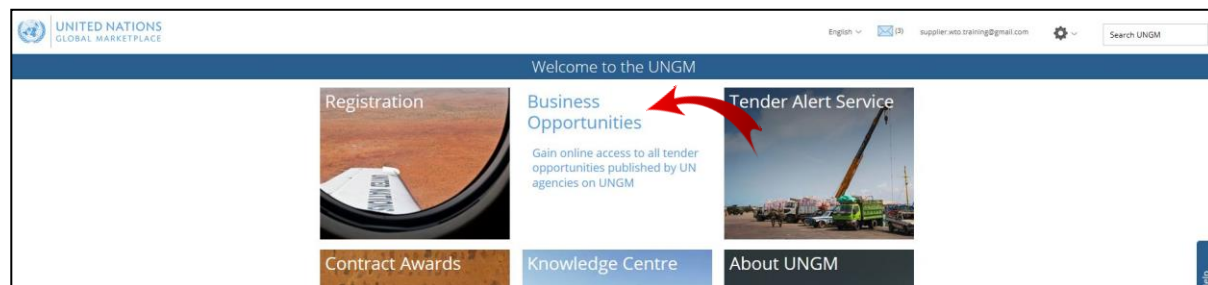
Help

**NOTE:** If you have completed at the basic level registration with the UNGM in the past, please ensure that you have completed a **basic level** registration with the WTO as well. You can either check this information from your **Dashboard** (for instance your registration status is Registration/Vendor to update) or directly in your registration. If not, please update/modify the information requested by the UNGM system before proceeding.

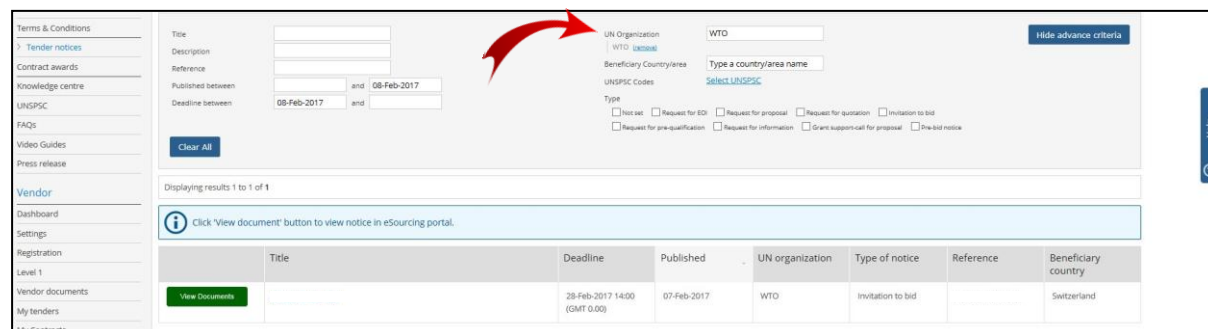


#### 4. Search for the tender notice issued by the WTO

From the UNGM homepage, click '**Business Opportunities**' or select '**Tender notices**' on the left-hand menu tab, then click '**Show More Criteria**' button on the upper right side.



In the '**UN Organizations**' field, please type '**WTO**'. The system will automatically show all the active tender notices issued by the WTO.



You will find a green button with either '**Express Interest**' (if this is the first time you see the notice) or '**View Documents**'.

In case of first access, click '**Express Interest**' to notify the WTO that you are interested in participating in this tender. After a few seconds, the button will change to '**View Documents**' where you can gain access to the tender documents.

## 5. Tender Management

You will be transferred from the UNGM portal to the WTO e-tendering system. The following '**Tender Management**' screen should appear.

IMPORTANT: If it does not show the tender screen, please contact [support@in-tend.com](mailto:support@in-tend.com)



You are now in the WTO e-tendering system. Under this area you will find several menu tabs:

- **Tender:** General information about this tender.
- **Documents:** IMPORTANT, here is the deadline plus all the documents of the tender process. In the same area, you have the placeholders for uploading your proposal and all your documents.
- **Correspondence:** an area where you can write email and receive answers from the WTO.
- **Clarifications:** an area for reading the clarifications issued by the WTO and made available to all bidders. Please ensure to read all the clarifications as they become part of the specifications.
- **History:** a log of past activities related to this tender.

From this point onward, we believe that the system is more intuitive and you will be able to navigate without major difficulties. However, if you have any questions, please contact us by using the '**CORRESPONDENCE**' function.

## 6. If you re-enter to the UNGM website at a later stage

There is a short-cut to the tender notices. After login into the UNGM website, you can select the menu tap '**My Tenders/or My Contracts**' on the left-hand menu.

You can either click on the '**View Document**' button next to the notices or select the WTO link under '**My Tenders/or My Contracts**' in order to access the WTO e-tendering system and see the details of tender notice and its documents.

The screenshot shows the UNGM portal interface. On the left is a sidebar menu with options like 'Terms & Conditions', 'Tender notices', 'Contract awards', 'Knowledge centre', 'UNSPSC', 'FAQs', 'Video Guides', 'Press release', 'Vendor', 'Dashboard', 'Settings', 'Registration', 'Level 1', 'Vendor documents', 'My tenders', and 'My Contracts'. The main area contains search filters for Title, Description, Reference, Published between, Deadline between, UN Organization, Beneficiary Country/Area, UNSPSC Codes, and Type. Below the filters, a message says 'Click "View document" button to view notice in eSourcing portal.' A table displays search results with columns: Title, Deadline, Published, UN organization, Type of notice, Reference, and Beneficiary country. The first row shows a document from WTO published on 07-Feb-2017, with a deadline of 29-Feb-2017 14:00 (GMT 0.00). A green 'View Documents' button is located in the first row, highlighted by a red arrow.

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
<a href="#">View Documents</a>	29-Feb-2017 14:00 (GMT 0.00)	07-Feb-2017	WTO			Switzerland

## 7. How to download the tender documents

In the '**Tender Management**' page, please select 'Documents' from the menu tab and scroll down until the section '**Tender Documents Received**', then download the tender documents.

## 8. How to attach and submit documents

If any mandatory documents have been requested, they will be shown in the '**My Tender Return**' section against a red button. You will need to attach them using the '**Attach Documents**' button within the '**My Tender Return**' section to the bottom of this screen.

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's must be completed.

To attach additional documents, click '**Attach Documents**' button under '**My Tender Return**' section (if available).

*NOTE: Large files may take some time to upload. We suggest you to keep the files under 5MB.*

*IMPORTANT: When you have completed all above steps and ready to submit your tender return, click 'Submit Return' at the bottom of the page.*

*\*Kindly note that submitting an application through the UNGM portal does not imply that the requesting supplier will automatically be inserted into the WTO supplier database.\**