

13 June 2016

To: All Current or Prospective Vendors of UNOPS Peace and Security Cluster (PSC)

Please read this carefully, as it contains important information about how upcoming procurement processes will be conducted.

UNOPS has recently started to implement an e-tendering system (**UNOPS eSourcing System**) to conduct its tender processes. The system handles on-line the sourcing, solicitation, bid opening, evaluation and award stages of the procurement process and as such streamlines how UNOPS and our vendors interact with an aim to provide increased efficiency and enhanced governance to the procurement process. PSC is expected to use the system for most of its procurement processes starting mid-July 2016 onwards progressively.

In view of the above, we have organized a webinar on **eSourcing** on 23 June, which we would like to encourage you to attend. The webinar will explain as well as the main functionalities of the UNOPS eSourcing system as well as the UNGM registration process.

You may connect to the webinar through the meeting link below:

Webinar for PSC vendors – eSourcing	
Date	23 June 2016
Time	15:00 Central European Summer Time (GMT+02:00)
Meeting link	https://unops.webex.com/unops/j.php?MTID=mfcdfea2e6cba8d89eb5b2703f460d5cf
Meeting number	705 720 859
Password	1234
To call in for phone audio connection	1-866-469-3239 Call-in toll-free number (US/Canada) 1-650-429-3300 Call-in toll number (US/Canada) Access code: 705 720 859 Global call-in numbers Toll-free calling restrictions Can't join the meeting? Contact support.

In order to access the full UNOPS tender details and submit a vendor response (bid) to a tender using the system, you will need to be registered first –if not done yet– as a UNOPS vendor on the **United Nations Global Marketplace (UNGM)***.

UNGM is the **procurement portal of the UN System and a website where vendors can register on-line with up to 26 UN agencies that use the UNGM as their vendor roster. From here UN procurement staff has access to vendors' information when sourcing for a wide range of products and services. UNGM also provides an overview of procurement notices. There is no cost to register on UNGM or to view the procurement notices on the website.*

*If you **do not have a UNGM account** yet, you are required to register at www.ungm.org. The process only takes 5-8 minutes to complete. Please ensure that UNOPS is selected under the UN organization tab when submitting your company information.*

*If you are **already registered** with UNOPS through UNGM, please **ensure that the information is correct and complete** and update it if necessary.*

If you have any issues with accessing UNGM or other questions regarding the registration process, please contact the UNGM Helpdesk at registry@ungm.org. If you face any technical issues when using the UNOPS eSourcing system please contact the UNOPS Helpdesk at eSourcing@unops.org.

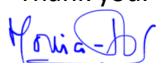
If you wish to attend the Webinar, please register your with the [web form](#) by 16 June 2016. To the registered email address, we will send the UNOPS eSourcing vendor guide, which explains how to submit responses to UNOPS tenders in the UNOPS eSourcing system as well as the UNGM registration process.

If you cannot attend the webinar, a recording of the same will be made available after the meeting and we'll circulate a link for the same.

Thank you in advance for your kind cooperation as we undergo this important change.

For any questions, please contact sajiawa@unops.org and trexylcm@unops.org.

Thank you.



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