

Companies registered at United Nations Global Marketplace (UNGM), have been automatically added to the UN Women e-tendering portal as a vendor. Please follow below steps to register/reactivate your account at UN Women Vendor Portal: etendering.unwomen.org.

1. Click on “Forgotten Details” button at the left hand side of the page (right below “Login” Button)
2. Type in your company email address (same email address to access UNGM website)
3. If you receive a warning message saying “The e-Mail supplied could not be found in our records”, then please REGISTER.
4. If you receive a warning message saying “an e-Mail has been sent to the address provided containing your login details”, then RESET YOUR ACCOUNT.

Instruction to Register

- a. Go back to “Home” page and register your company by clicking on “Register” button and complete the registration form (Please note that fields in yellow are mandatory and there are mandatory fields under “Company Details”, “Information” and “Business Classification” tabs. You can only register your company after completing all mandatory fields).
- b. After completion of the form, click on “Register My Company” button at the lower right hand side of the page.
- c. Once you finish the registration process, please allow some time in order for the system to process your request.
- d. After your registration is approved, you can log onto UN Women e-Tendering system (etendering.unwomen.org) and express interest to our current tendering under “Tenders” -> “Current”.

Instruction to Reset Your Account

- a. Log onto your email account
- b. Follow the instruction that was sent by our UN Women e-Tendering Group (unwomen@in-tendorganiser.co.uk) to unlock your account and reset your password (you can use your old password).
- c. After you have reset your account, you can log onto our UN Women e-Tendering System (etendering.unwomen.org), manage your contact details and express interest to our tendering under “Tenders” -> “Current”.

If you have any concerns or problems regarding creating/reactivating your account, please contact our technical support desk (support@in-tend.co.uk).

For other questions, please submit via our vendor portal by clicking menu bar navigation “Messages” -> “Correspondence”.