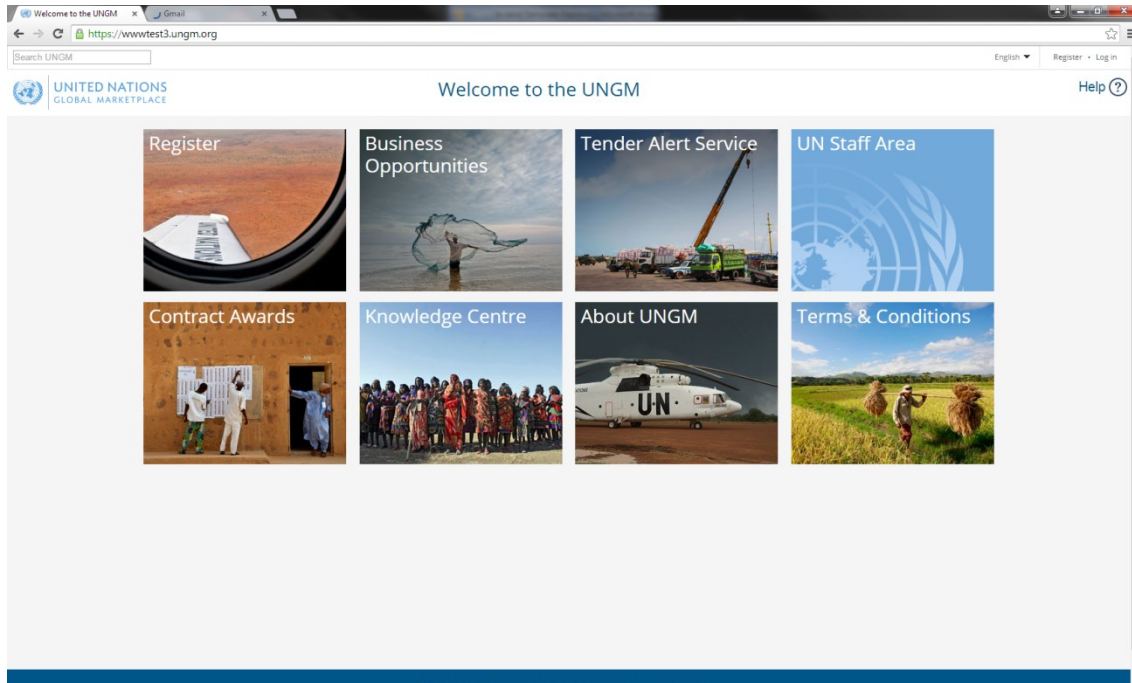


## UNGM-Integrated Solution – Supplier Process

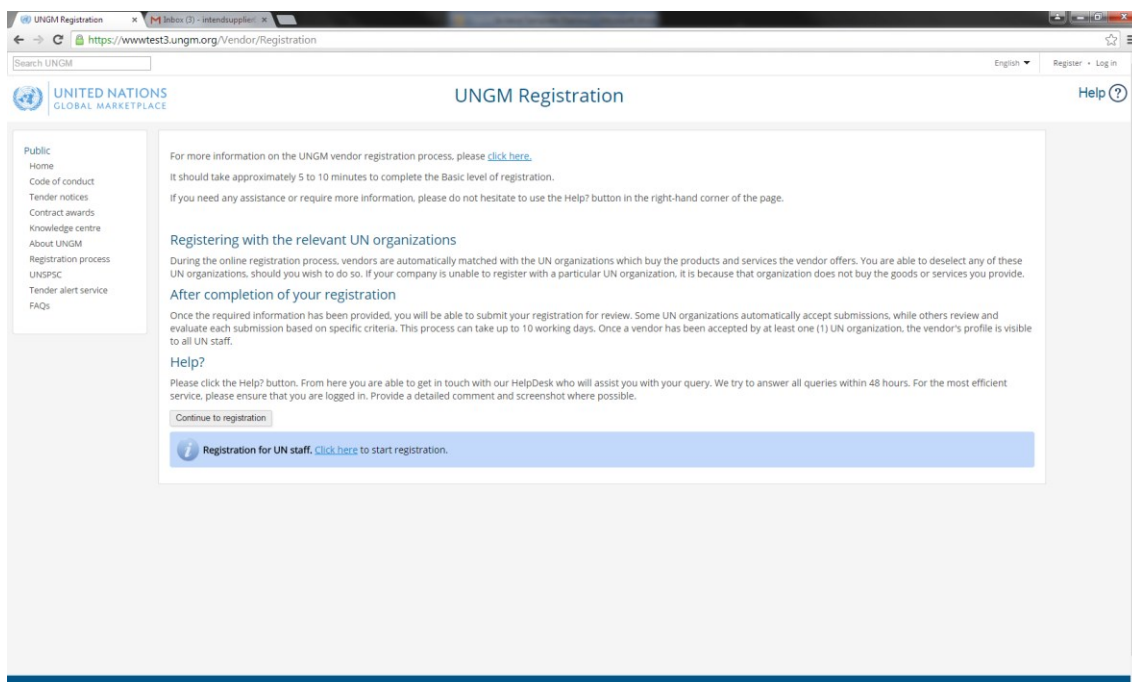
To access opportunities, suppliers will be required to navigate to UNGM (**ALL suppliers will not be able to access the In-tend Solution unless they login to UNGM**). Suppliers will likely be informed of UNGM via:

- Links provided on the Procurement page on the Agency's website
- The register link on the Agency's In-tend Supplier Portal
- Being directly informed by a member of staff from the Agency

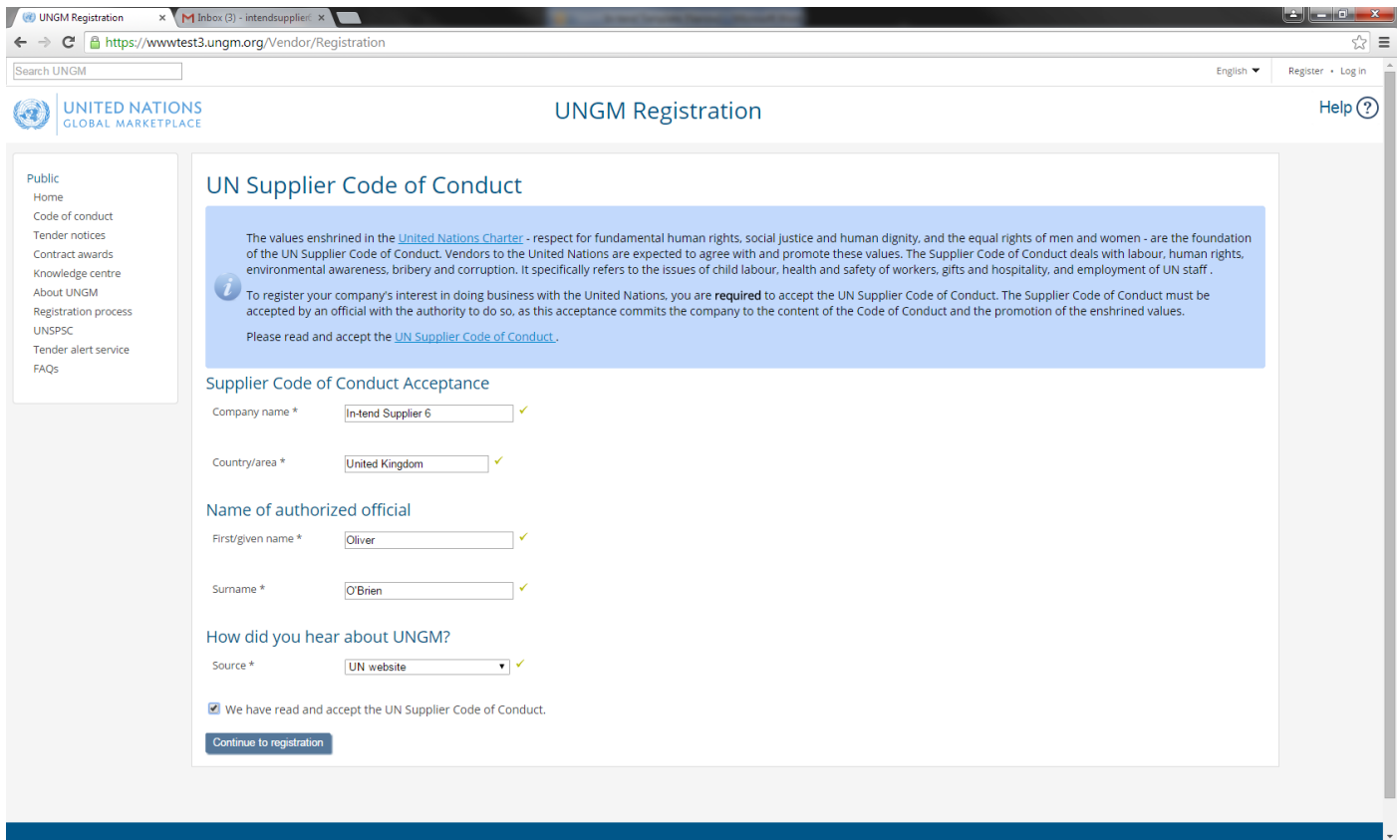
New suppliers can select Register from the options provided.



1. Details of the registration will be provided and the supplier can select "Continue to registration".

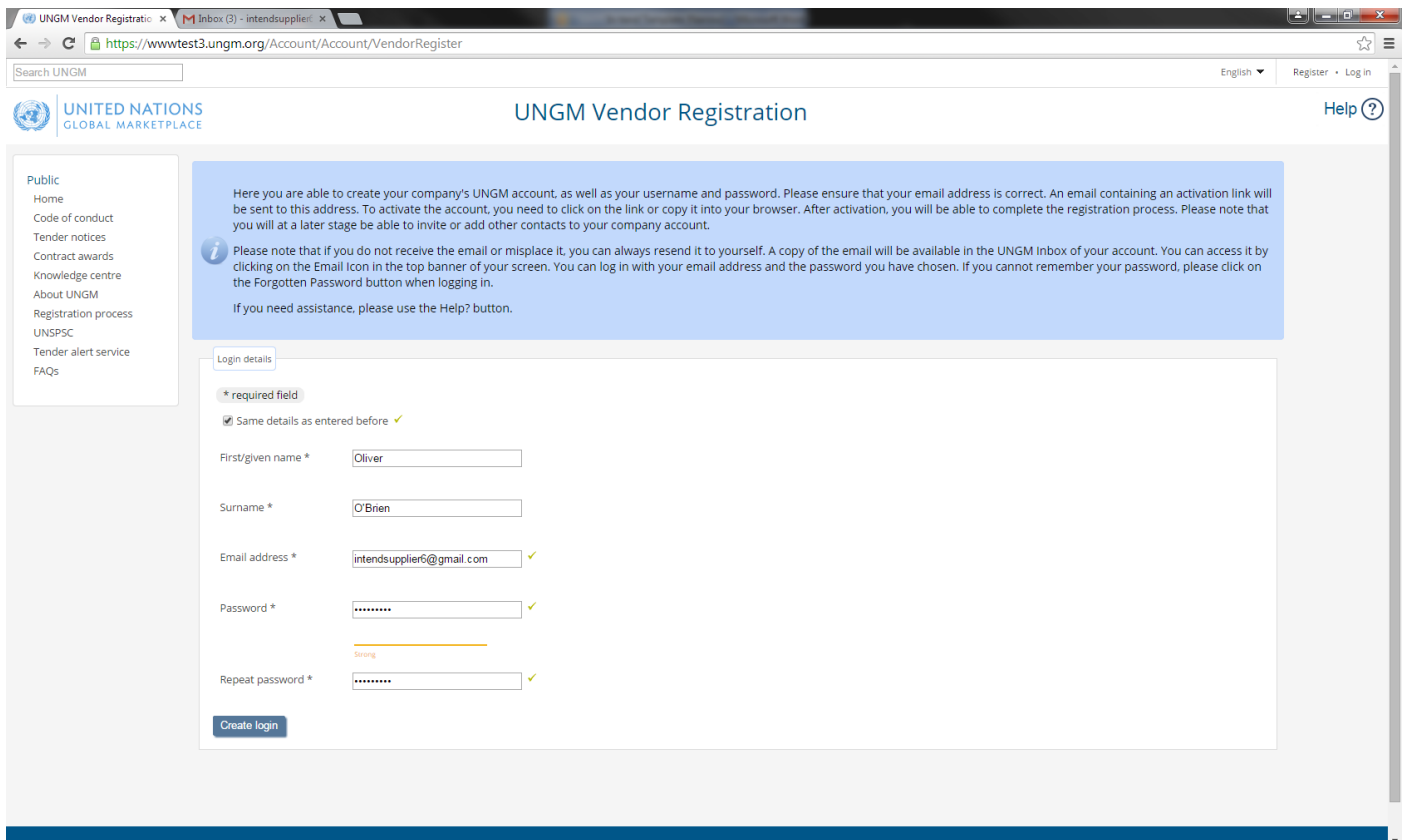


## 2. The supplier enters information regarding the company name and main contact.



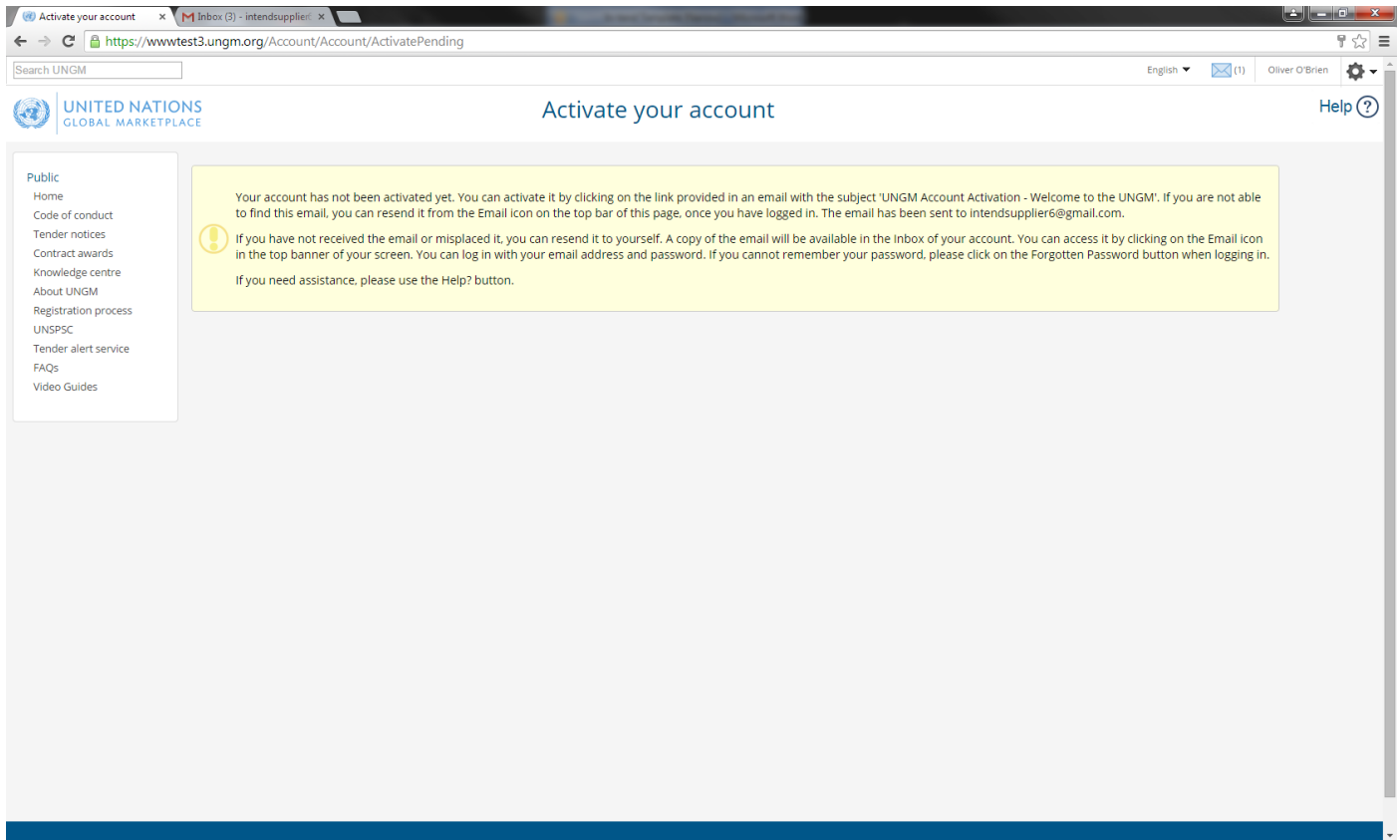
The screenshot shows the UNGM Registration page. The header includes the UNGM logo and the text 'UNGM Registration'. The main content area is titled 'UN Supplier Code of Conduct'. It contains a blue box with information about the UN Supplier Code of Conduct, followed by a 'Supplier Code of Conduct Acceptance' section. This section includes fields for 'Company name \*' (In-tend Supplier 6), 'Country/area \*' (United Kingdom), 'Name of authorized official' (First/given name \* Oliver, Surname \* O'Brien), and 'How did you hear about UNGM?' (Source \* UN website). There is a checkbox for 'We have read and accept the UN Supplier Code of Conduct.' and a 'Continue to registration' button.

## 3. The supplier enters information regarding an email and login password.

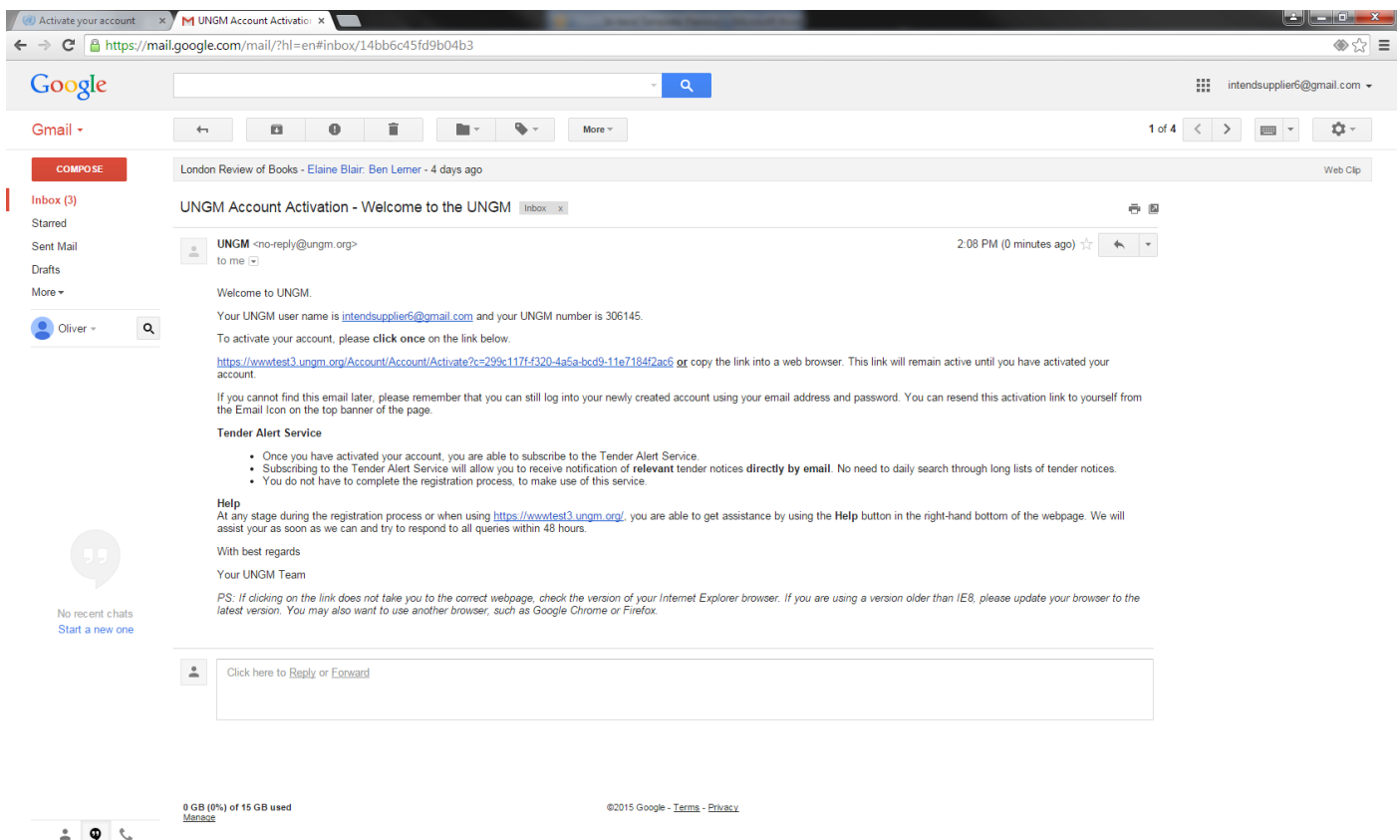


The screenshot shows the UNGM Vendor Registration page. The header includes the UNGM logo and the text 'UNGM Vendor Registration'. The main content area is titled 'UNGM Vendor Registration'. It contains a blue box with information about creating a UNGM account, followed by a 'Login details' section. This section includes fields for 'First/given name \*' (Oliver), 'Surname \*' (O'Brien), 'Email address \*' (intendsupplier6@gmail.com), 'Password \*' (masked with dots), and 'Repeat password \*' (masked with dots). There is a checkbox for 'Same details as entered before' and a 'Create login' button.

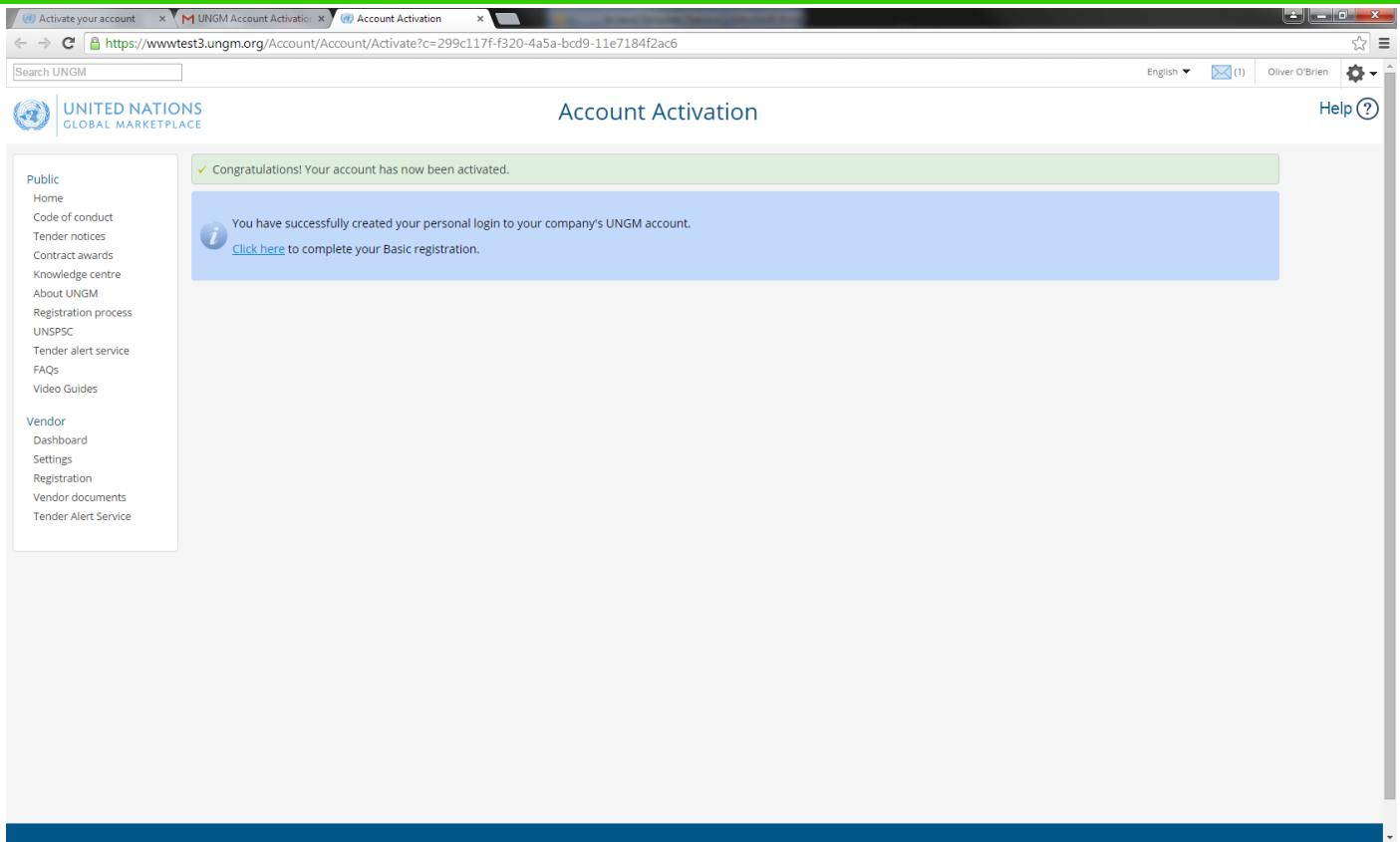
## 4. An account is created and the supplier is informed that they must click on the link in the activation email.



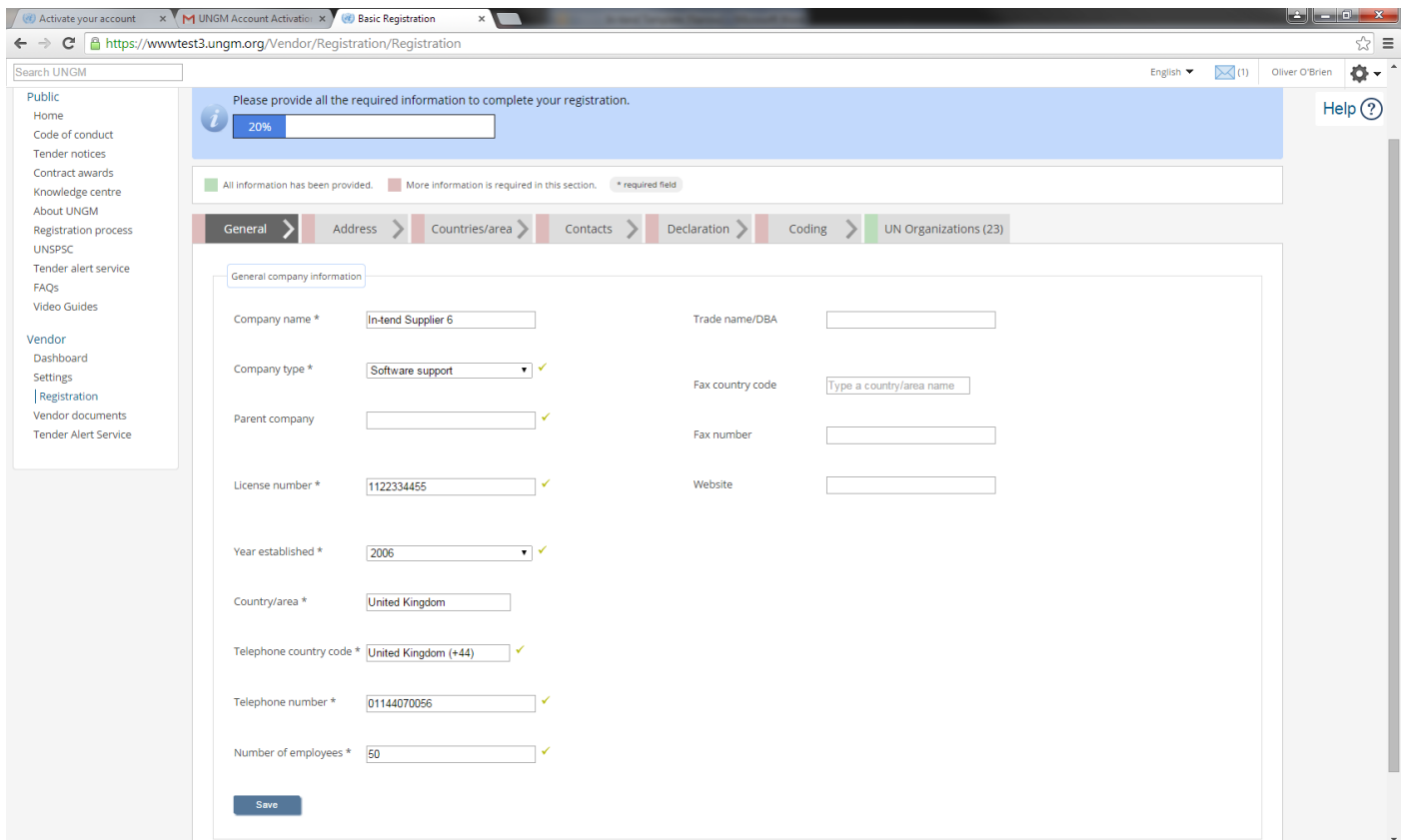
5. The supplier opens their emails and clicks on the activation link.



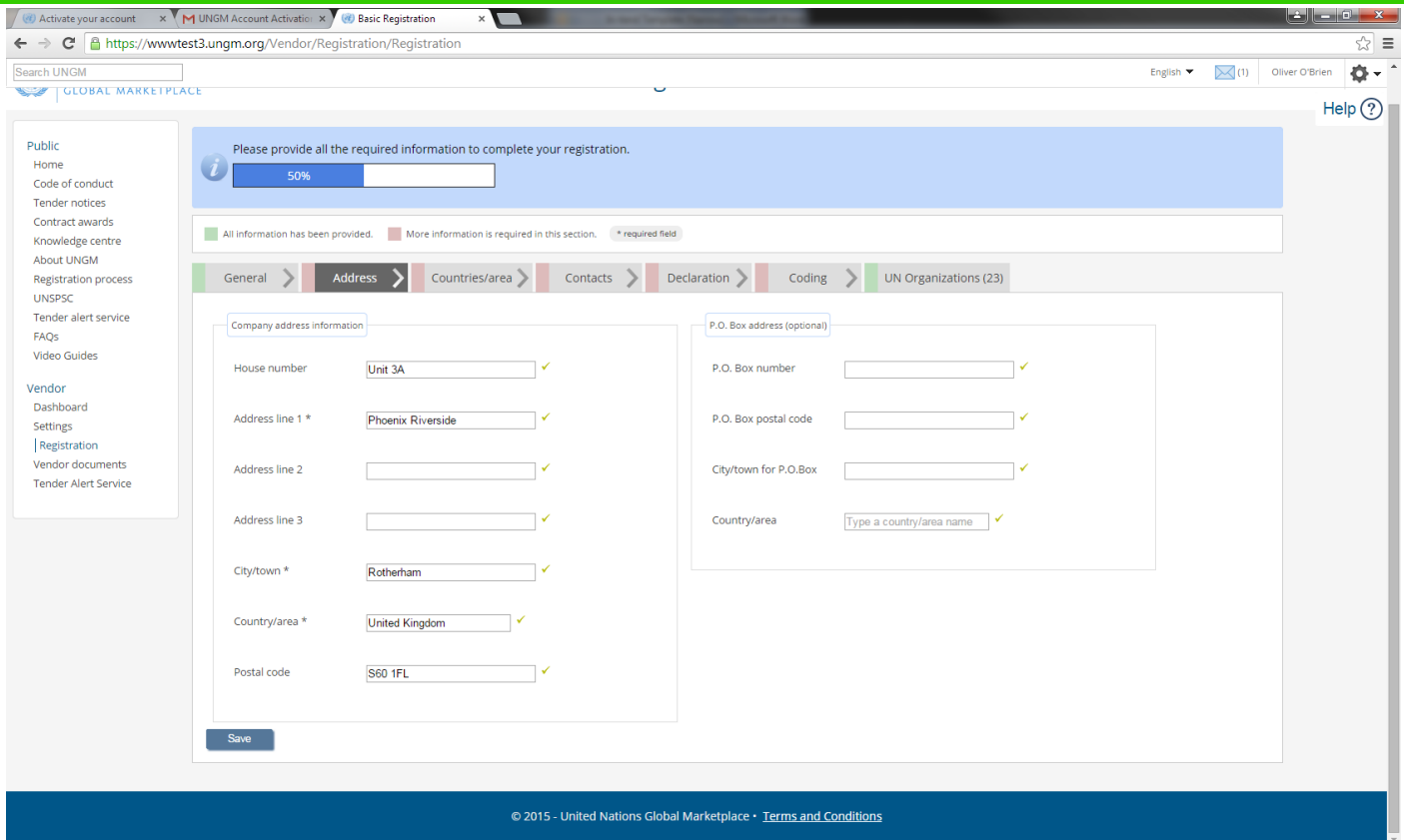
6. Activation is successful and the supplier is then required to complete a basic registration.



7. The supplier is required to enter information regarding their “General” details.



8. The supplier enters their address.



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Vendor

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Search UNGM

English (1) Oliver O'Brien

Help ?

Please provide all the required information to complete your registration.

50%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (23)

Company address information

House number Unit 3A ✓

Address line 1 \* Phoenix Riverside ✓

Address line 2 ✓

Address line 3 ✓

City/town \* Rotherham ✓

Country/area \* United Kingdom ✓

Postal code S60 1FL ✓

P.O. Box address (optional)

P.O. Box number ✓

P.O. Box postal code ✓

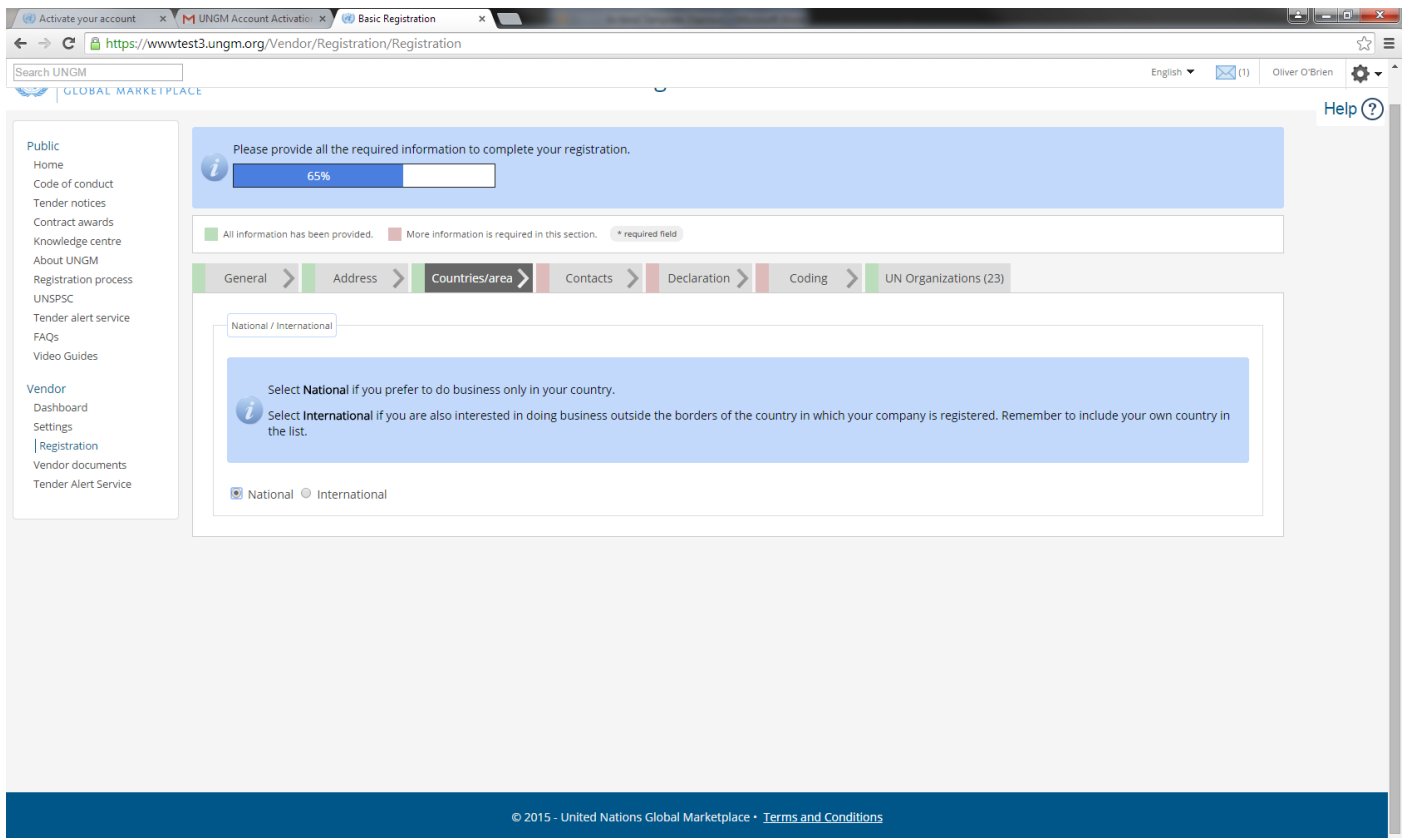
City/town for P.O.Box ✓

Country/area Type a country/area name ✓

Save

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9. The supplier selects the countries they can provide goods/services to.



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Vendor

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Search UNGM

English (1) Oliver O'Brien

Help ?

Please provide all the required information to complete your registration.

65%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (23)

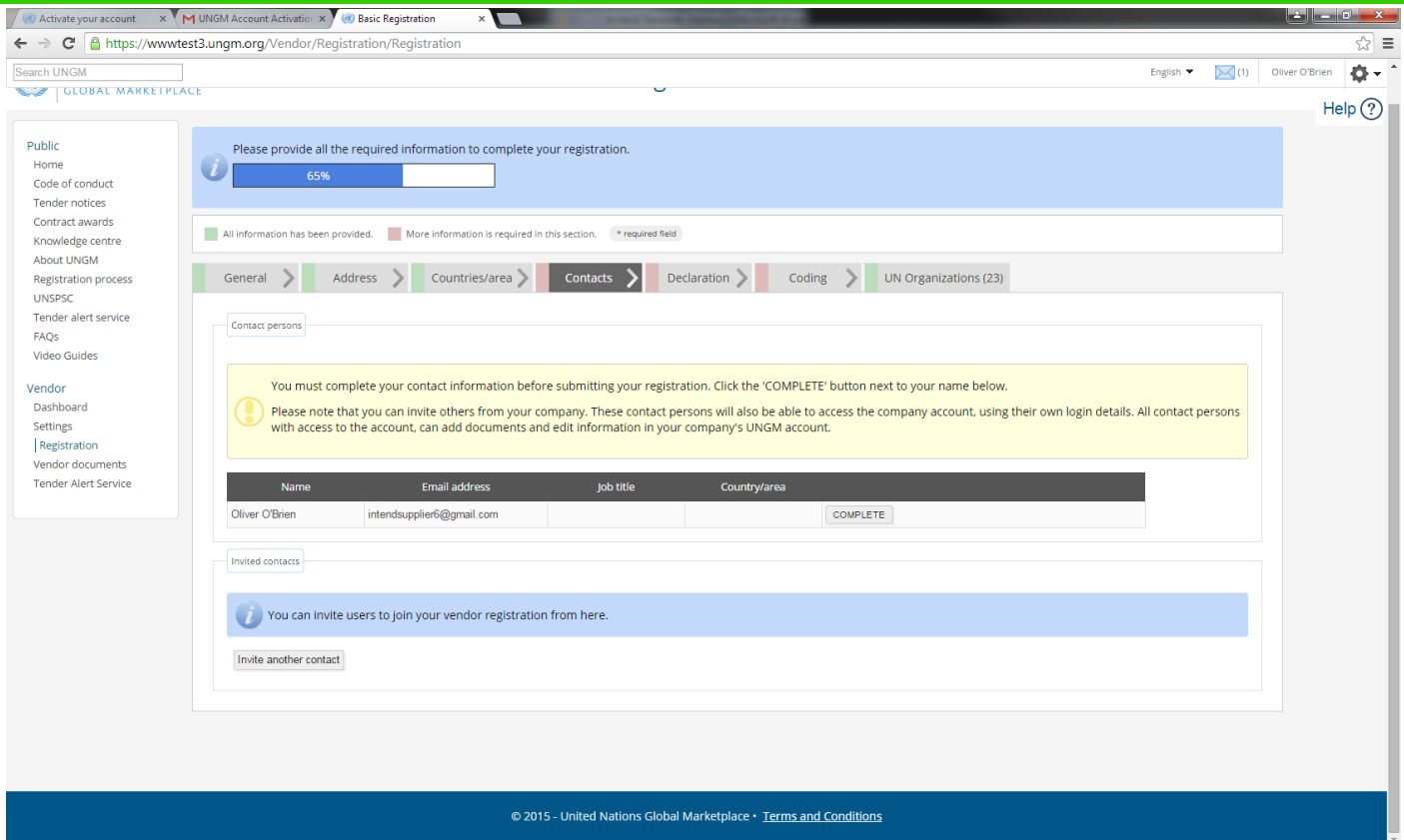
National / International

Select **National** if you prefer to do business only in your country.  
Select **International** if you are also interested in doing business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

☒ National ☐ International

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10. The supplier enters details of any contacts.



Activate your account | UNGM Account Activation | Basic Registration | <https://wwwtest3.ungm.org/Vendor/Registration/Registration>

Search UNGM | GLOBAL MARKETPLACE | English | (1) | Oliver O'Brien | Help ?

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Tender Alert Service

Please provide all the required information to complete your registration.

65%

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

General > Address > Countries/area > **Contacts** > Declaration > Coding > UN Organizations (23)

Contact persons

You must complete your contact information before submitting your registration. Click the 'COMPLETE' button next to your name below.

Please note that you can invite others from your company. These contact persons will also be able to access the company account, using their own login details. All contact persons with access to the account, can add documents and edit information in your company's UNGM account.

Name	Email address	Job title	Country/area	
Oliver O'Brien	intendsupplier6@gmail.com			COMPLETE

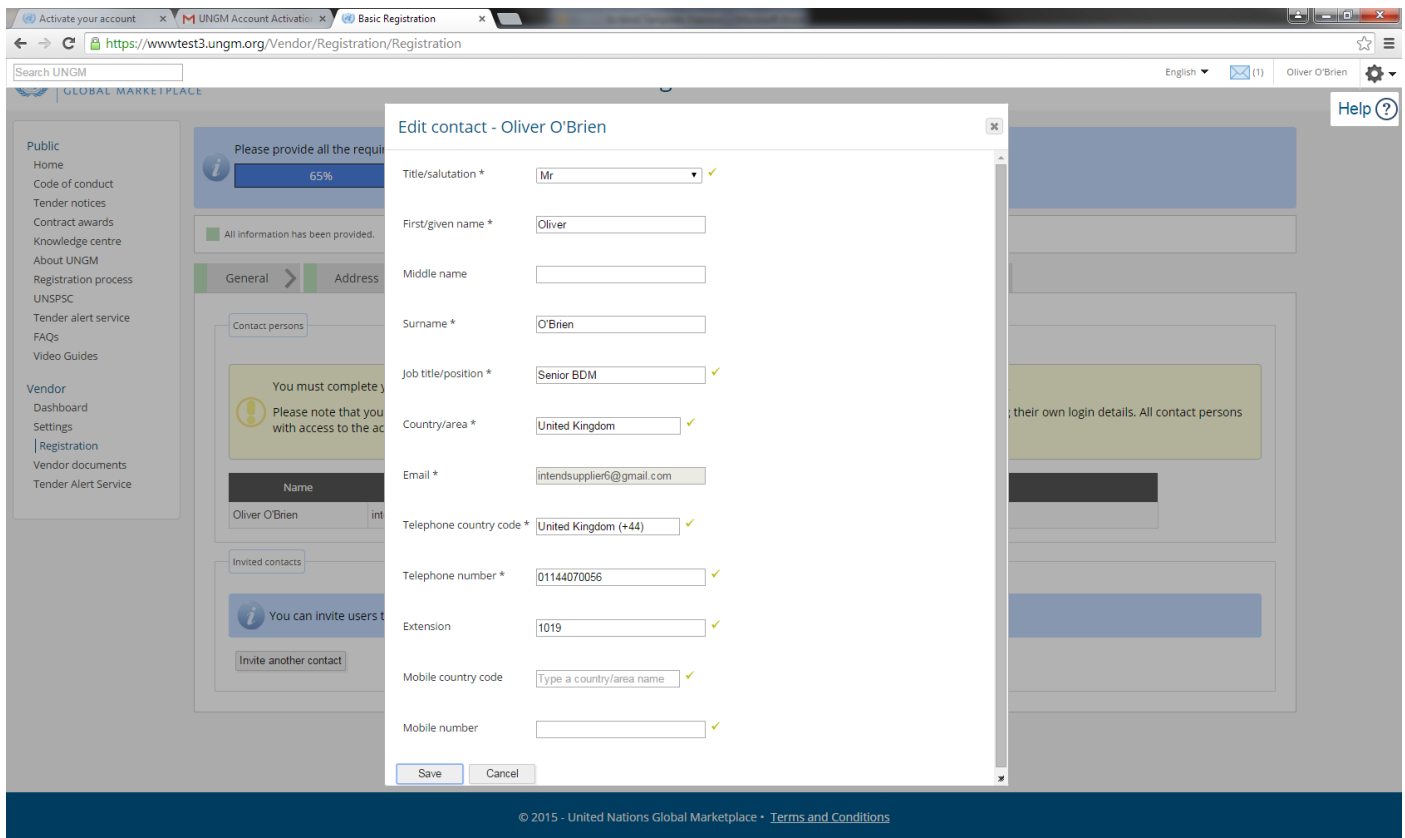
Invited contacts

You can invite users to join your vendor registration from here.

Invite another contact

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11. The supplier must confirm certain information before progressing in the registration.



Activate your account | UNGM Account Activation | Basic Registration | <https://wwwtest3.ungm.org/Vendor/Registration/Registration>

Search UNGM | GLOBAL MARKETPLACE | English | (1) | Oliver O'Brien | Help ?

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Tender Alert Service

Please provide all the required information to complete your registration.

65%

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

General > Address > Countries/area > **Contacts** > Declaration > Coding > UN Organizations (23)

Contact persons

You must complete your contact information before submitting your registration. Click the 'COMPLETE' button next to your name below.

Please note that you can invite others from your company. These contact persons will also be able to access the company account, using their own login details. All contact persons with access to the account, can add documents and edit information in your company's UNGM account.

Name	Email address	Job title	Country/area	
Oliver O'Brien	intendsupplier6@gmail.com			COMPLETE

Invited contacts

You can invite users to join your vendor registration from here.

Invite another contact

**Edit contact - Oliver O'Brien**

Title/salutation \* Mr ✓

First/given name \* Oliver

Middle name

Surname \* O'Brien

Job title/position \* Senior EDM ✓

Country/area \* United Kingdom ✓

Email \* intendsupplier6@gmail.com

Telephone country code \* United Kingdom (+44) ✓

Telephone number \* 01144070056 ✓

Extension 1019 ✓

Mobile country code Type a country/area name ✓

Mobile number

Save Cancel

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12. The supplier is required to complete a declaration.

Activate your account x UNGM Account Activation x Basic Registration x

https://wwwtest3.ungm.org/Vendor/Registration/Registration

Search UNGM English (1) Oliver O'Brien Help ?

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Tender Alert Service

Please provide all the required information to complete your registration.

95%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (23)

### Declaration of eligibility

This declaration is a formal and explicit statement on behalf of your company. Please review the following seven (7) statements and select the most appropriate option.

- In-tend Supplier 6** 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.
- In-tend Supplier 6** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- In-tend Supplier 6** 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.
- In-tend Supplier 6** 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.
- In-tend Supplier 6** does not have any legal proceedings against or disputes with a UN entity.
- In-tend Supplier 6** 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.
- In the case that the situation of **In-tend Supplier 6** changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, **In-tend Supplier 6** shall immediately inform the United Nations Global Marketplace thereof. **In-tend Supplier 6** understands that non-compliance with this requirement will automatically render **In-tend Supplier 6** ineligible.

Select an option

☒ To the best of my knowledge, the entity that I represent, i.e. **In-tend Supplier 6** meets all 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. **In-tend Supplier 6** does not meet all seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why **In-tend Supplier 6** does not meet specific criteria).

☐ I can neither confirm nor declare that the entity that I represent, i.e. **In-tend Supplier 6**, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that **In-tend Supplier 6** needs to provide the information later. (Please provide explanation below).

### 13. The supplier selects relevant UNSPSC codes.

Activate your account x UNGM Account Activation x Basic Registration x

https://wwwtest3.ungm.org/Vendor/Registration/Registration

Search UNGM English (1) Oliver O'Brien Help ?

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Tender Alert Service

Please provide all the required information to complete your registration.

95%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (23)

UNGM uses an subset of the United Nations Standard Products and Services Code (UNSPSC®) for the classification of products and services. The codes available for selection represent the majority of the products and/or services bought by UN organizations. Select the codes which best describe the products and/or services your company can provide. A list with your selected codes are shown below on the left. You can change your codes at any time.

If you are not able to find the codes for your products and/or services, it is possible that the UN organizations do not normally buy these products and/or services. You are welcome to contact us using the [Help?](#) button at the top of this page. When doing so, please provide detailed information on the products and/or services you were not able to select for registration.

For more information on UNSPSC codes in general and viewing the entire codeset, please visit [www.unspsc.org](http://www.unspsc.org)

Selected codes (1) [Remove all codes](#)

43231503 - Procurement software [\[remove\]](#)

UNSPSC selector

Search **Procurement**

G - Business, Communication & Technology Equipment & Supplies

43000000 - Information Technology Broadcasting and Telecommunications

43230000 - Software

43231500 - Business function specific software

43231503 - Procurement software

J - Services

86000000 - Education and Training Services

86100000 - Vocational training

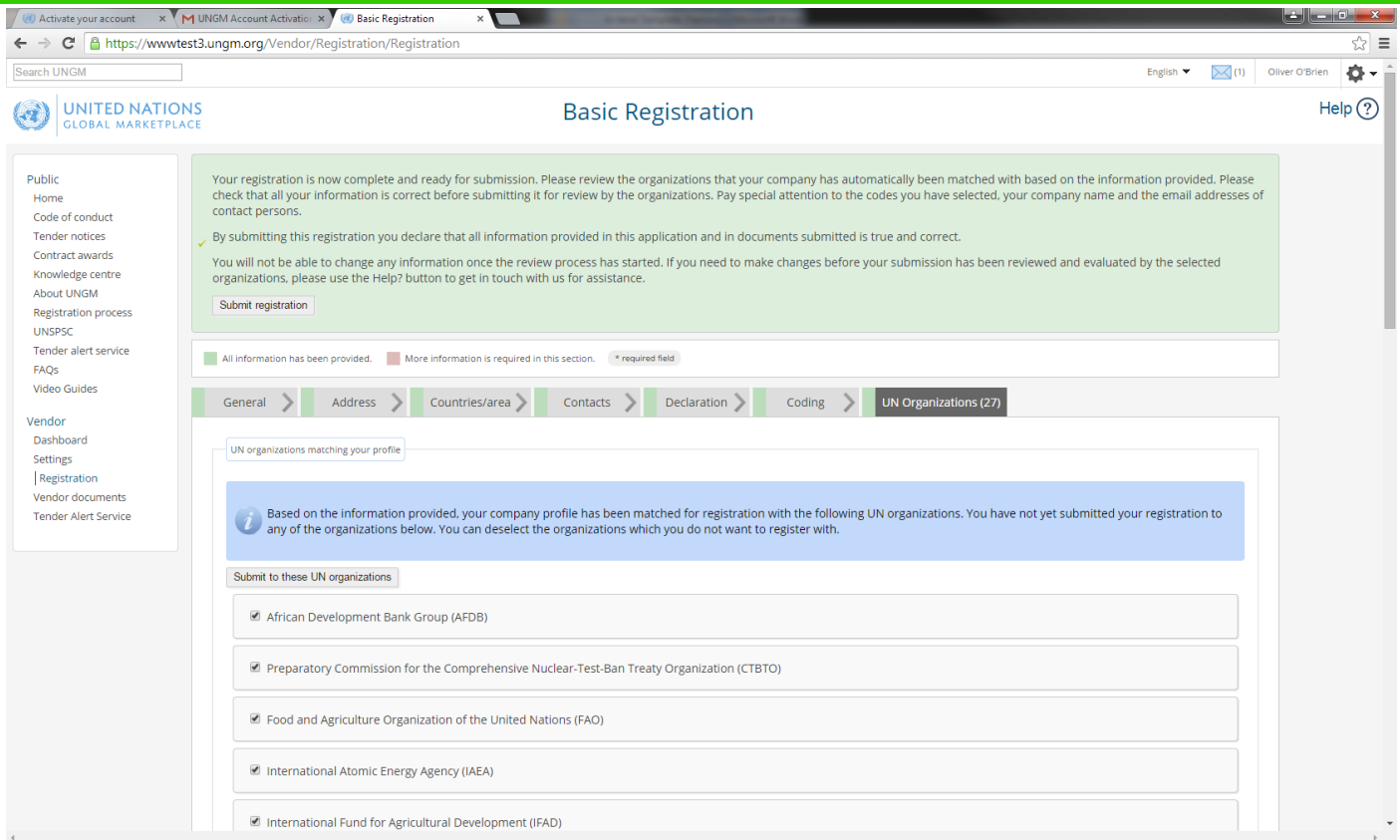
86101700 - Non scientific vocational training services

86101704 - Procurement or supply chain training

Save selected codes

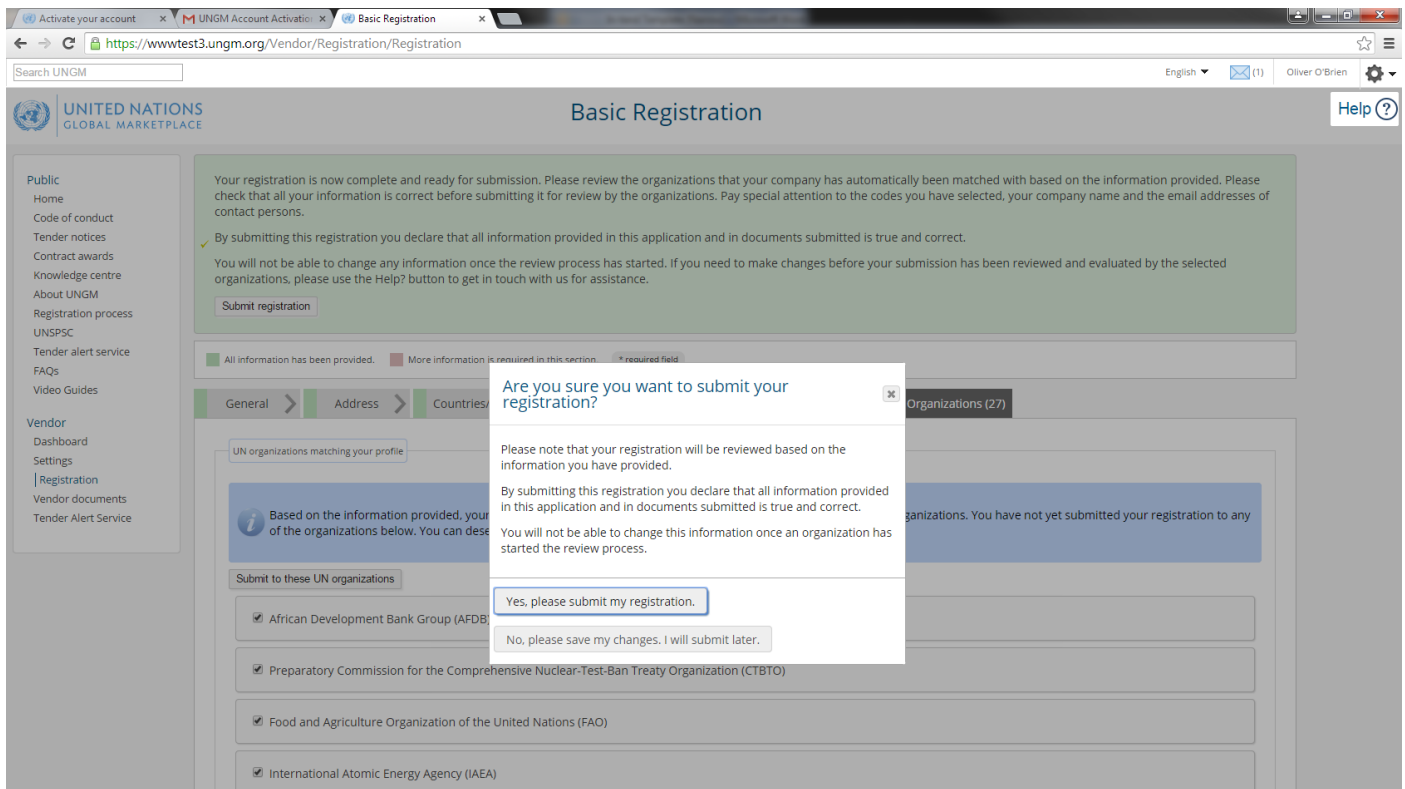
### 14. On adding these UNSPSC codes, the supplier is then able to submit their registration. Before doing so, they can select the Agencies they wish to register with (defaults to all).





The screenshot shows the 'Basic Registration' page on the UN Global Marketplace. The page is titled 'Basic Registration' and includes a search bar, a language dropdown, and a user profile. The main content area displays a confirmation message: 'Your registration is now complete and ready for submission. Please review the organizations that your company has automatically been matched with based on the information provided. Please check that all your information is correct before submitting it for review by the organizations. Pay special attention to the codes you have selected, your company name and the email addresses of contact persons.' Below this, there is a green box with a checkmark and the text: 'By submitting this registration you declare that all information provided in this application and in documents submitted is true and correct. You will not be able to change any information once the review process has started. If you need to make changes before your submission has been reviewed and evaluated by the selected organizations, please use the Help? button to get in touch with us for assistance.' A 'Submit registration' button is visible. The page also features a sidebar with navigation links for Public and Vendor sections. At the bottom, there is a progress bar with tabs for General, Address, Countries/area, Contacts, Declaration, Coding, and UN Organizations (27).

15. The supplier confirms their application.



This screenshot shows the same 'Basic Registration' page as above, but with a confirmation dialog box overlaid. The dialog box asks: 'Are you sure you want to submit your registration?'. It includes a note: 'Please note that your registration will be reviewed based on the information you have provided. By submitting this registration you declare that all information provided in this application and in documents submitted is true and correct. You will not be able to change this information once an organization has started the review process.' There are two buttons: 'Yes, please submit my registration.' and 'No, please save my changes. I will submit later.' The background page is dimmed, showing the same registration confirmation text and progress bar.

16. The supplier will then have access to UNGM. They may also complete Level 1 or 2 registrations for selected Agencies.



Activate your account x UNGM Account Activation x Basic Registration x

https://wwwtest3.ungm.org/Vendor/Registration/Registration

Search UNGM English (1) Oliver O'Brien

**UNITED NATIONS GLOBAL MARKETPLACE** Basic Registration Help ?

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Tender Alert Service

Your vendor registration has been submitted.  
An overview of the statuses of your registrations with the respective UN organizations can be found under the [Dashboard](#) in the left column.  
Some UN organizations may require Level 1 or 2 registration. The level of registration is related to the potential value of a contracts.  
You can also submit Level 1 registrations. For more details click on [Level 1](#) here.  
Remember to subscribe to the **Tender Alert Service** and receive relevant notices that matches your company's products and services directly in your inbox. This service only costs USD250 per year. To subscribe click [here](#).

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (27)

General company information

Company name \* In-tend Supplier 6 Change company name Trade name/DBA

Company type \* Software support

Parent company

Fax country code Type a country/area name

Fax number

In regards to Notices, suppliers will be able to search for (open) opportunities from all Agencies. Should an Agency be using In-tend, buttons will be available which allow the supplier to “Express Interest” and then “View Documents”.

Activate your account x UNGM Account Activation x Search tender notices x

https://wwwtest3.ungm.org/Public/Notice

Search UNGM Displaying results 1 to 15 of 37 English (1) Oliver O'Brien

**UNITED NATIONS GLOBAL MARKETPLACE** Search tender notices Help ?

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Tender Alert Service

Title  
Description  
Reference  
Published between and 23-Feb-2015  
Deadline between 23-Feb-2015 and  
Clear All Show more criteria

Click Expression of Interest button to view notice in Intend

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
	<a href="#">S.C. Compra de generador eléctrico (evz)</a>	27-Feb-2015 00:00	19-Feb-2015	PAHO	Request for EOI	PWR NIC SC. 0001 - 2015 (evz)	Nicaragua
	<a href="#">(PWR-NIC) SC - COMPRA DE COMPUTADORAS E IMPRESORAS</a>	27-Feb-2015 21:30	19-Feb-2015	PAHO	Request for EOI	NIC-2015-SP-00002 (MA)	Nicaragua
Express Interest	<a href="#">Fire Safety Blankets</a>	19-Mar-2015 00:00	19-Feb-2015	IN-TEND BETA	Request for proposal	CSAP-TEST-00000286	United Kingdom
Express Interest	<a href="#">TEST MZ 16/02</a>	16-Mar-2015 00:00	16-Feb-2015	IFAD	Request for EOI	test	United Kingdom

Notices

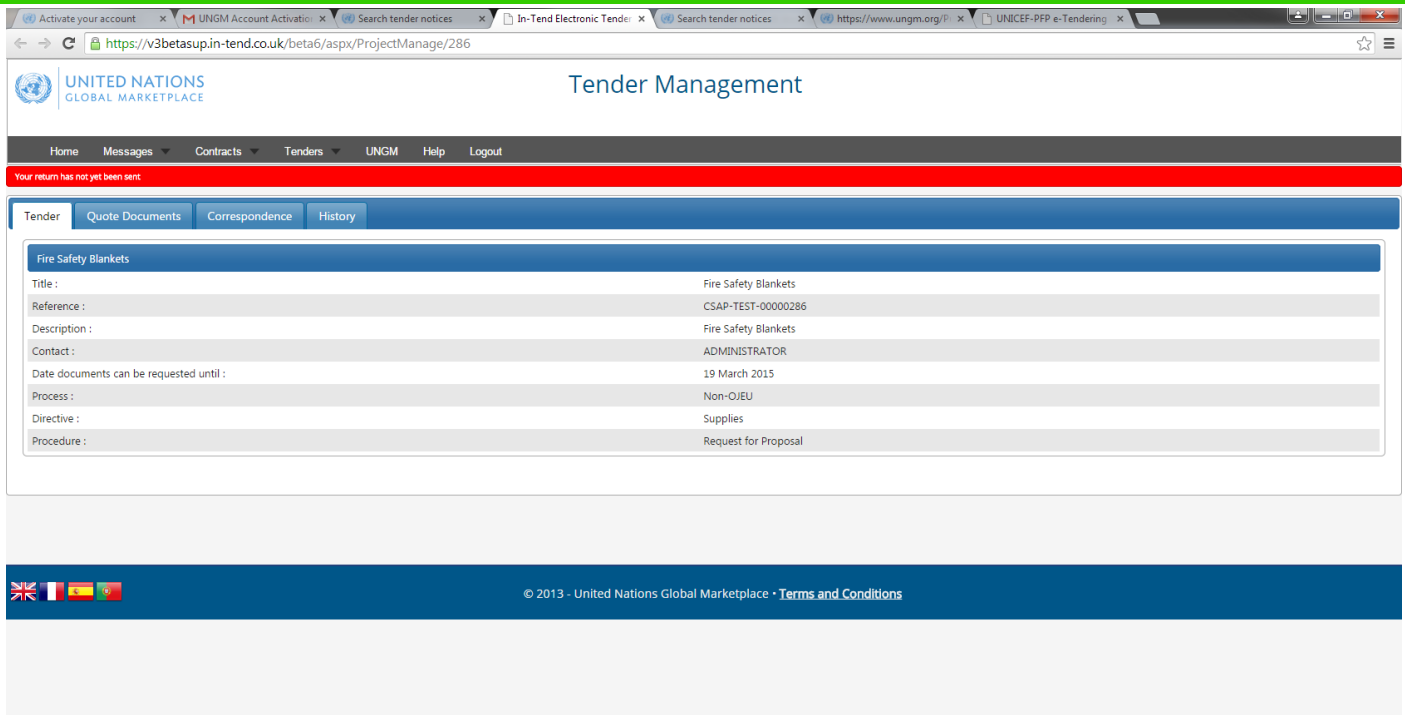
Vendor documents  
My tenders/contracts  
Tender Alert Service

View Documents [Fire Safety Blankets](#)

Notices

Express Interest [TEST MZ 16/02](#)

On selecting “View Document”, the supplier will be transported to the Agency’s In-tend Supplier Portal, where they will instantly be able to view details of the specific tender.

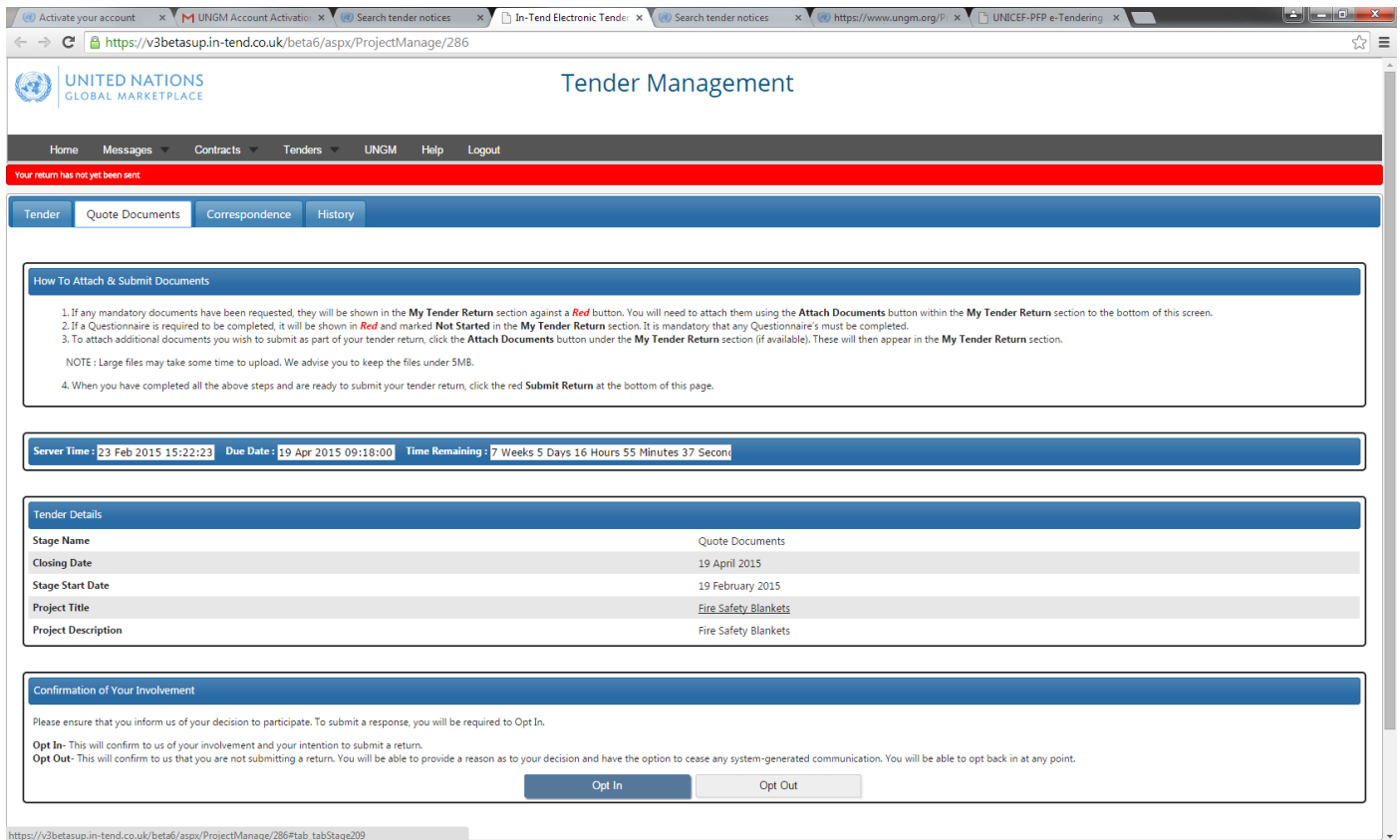


The screenshot shows the 'Tender Management' interface for a tender titled 'Fire Safety Blankets'. The page includes a navigation bar with links to Home, Messages, Contracts, Tenders, UNGM, Help, and Logout. A red banner at the top states 'Your return has not yet been sent'. The main content area displays the tender details in a table format:

Title :	Fire Safety Blankets
Reference :	CSAP-TEST-0000286
Description :	Fire Safety Blankets
Contact :	ADMINISTRATOR
Date documents can be requested until :	19 March 2015
Process :	Non-OJEU
Directive :	Supplies
Procedure :	Request for Proposal

At the bottom, there are flags for the United Kingdom, France, Spain, and Portugal, followed by the copyright notice '© 2013 - United Nations Global Marketplace' and a link to 'Terms and Conditions'.

Suppliers may then conduct all the functionality that is available and submit a response.



This screenshot shows the 'How To Attach & Submit Documents' section of the tender management interface. It provides a list of instructions for suppliers:

1. 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.
2. 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.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

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

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Below the instructions, a status bar shows: Server Time : 23 Feb 2015 15:22:23, Due Date : 19 Apr 2015 09:18:00, Time Remaining : 7 Weeks 5 Days 16 Hours 55 Minutes 37 Seconds.

The 'Tender Details' section is also visible, showing:

Stage Name	Quote Documents
Closing Date	19 April 2015
Stage Start Date	19 February 2015
Project Title	Fire Safety Blankets
Project Description	Fire Safety Blankets

The 'Confirmation of Your Involvement' section at the bottom asks the user to confirm their decision to participate. It includes 'Opt In' and 'Opt Out' buttons.

Suppliers can manage all the Events they have been invited to or expressed interest in via the UNGM site.

Activate your account

UNGM Account Activation

My Tenders

In-Tend Electronic Tendering

Search tender notices

https://www.ungm.org/

UNICEF-PFP e-Tendering

←

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↻

https://wwwtest3.ungm.org/Vendor/Registration/MyEOI

Search UNGM


Displaying results 1 to 1 of 1

English

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Oliver O'Brien

⚙



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IFAD

UN Secretariat

UN Secretariat

UNTEST

IN-TEND BETA

Tender Alert Service

Title

Description

Reference

Published between

Deadline between

23-Feb-2015

and

23-Feb-2015

and

Clear All

Show more criteria

Click Expression of Interest button to view notice in Intend

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
<a href="#">View Documents</a> <a href="#">Fire Safety Blankets</a>	19-Mar-2015 00:00	19-Feb-2015	IN-TEND BETA	Request for proposal	CSAP-TEST-00000286	United Kingdom