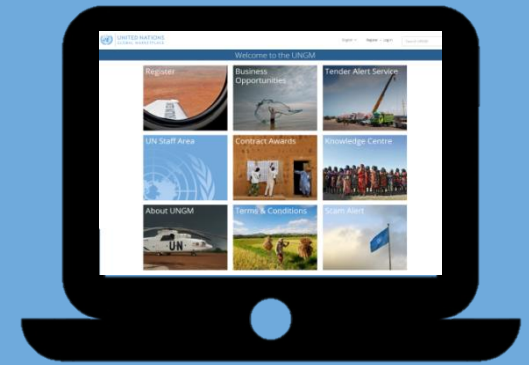




UNITED NATIONS
GLOBAL MARKETPLACE

UN Global Marketplace

The procurement portal of
the UN system



By
Niels Ramm
UNGM Team Lead
UNGM Secretariat/UNOPS



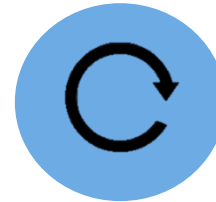
INTRODUCTION

Create a UN global procurement portal

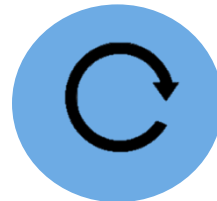


December 2002,
resolution A/RES/57/279

Simplifying the registration process



Initially developed in the
90's under the auspices
of the IAPWG



March 2007, resolution
GA/RES/61/249

One common supplier database

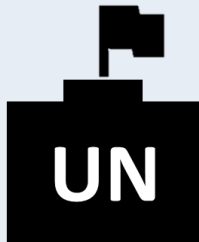
Transparency and harmonization





ABOUT UNGM

The United Nations represents a global market of over
\$17 billion annually



UNGM is the
procurement portal of the UN system

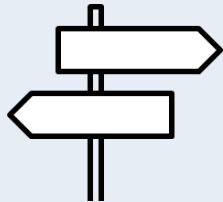


Potential vendors may register with any of the **26 UN organizations** using UNGM as their vendor database (*=99% of the total UN procurement spent*)

UNGM provides an excellent springboard for vendors to introduce their products and services to many **UN organizations, countries and regions**



REGISTRATION PROCESS ON UNGM



One of **first step** in doing business with the UN



Becomes a **requirement** for more and more UN organizations in order to participate in tenders

FREE

Free registration form online



Website available in **4 languages**

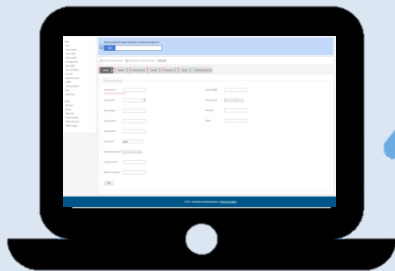


REGISTRATION PROCESS ON UNGM

3 registration levels

Level is determined by the monetary value of potential contracts

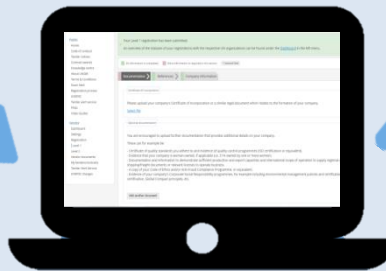
Basic registration



Common registration process

General company information

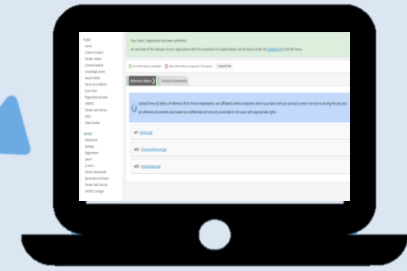
Level 1



Some UN organizations require additional information

Certificate of Incorporation
& references

Level 2



Reference letters &
financial statements

The vendor's profile automatically **matches with UN organizations** based on the information provided



BENEFITS OF UNGM FOR SMEs



Around **80%** of vendors registered on UNGM are **SMEs**

Registration process reviewed and simplified in Nov 2013

=

More intuitive, user-friendly and accessible

The information required in the common registration process is the same

=

No difference for a SME or a large company

Possibility to **do business with a local UN office** and not necessarily at the international level

Not all UN organizations require registration at level 1 and 2

=

SMEs can participate in most tenders on UNGM

Videos, FAQs, Knowledge Center and dedicated Helpdesk

=

Targeted assistance



BUSINESS OPPORTUNITIES

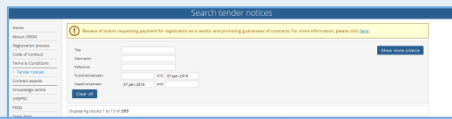
Keeping abreast of upcoming **business opportunities**

Free access to procurement notices



Over 350 active notices at any one time

Published by over 40 UN organizations and entities



Supply and Delivery of Dental Equipment for 15 Social Development Centers in Lebanon - LEB/CO ITB/2/16	20-Jan-2016 14:00	07-Jan-2016												
<table border="1"> <thead> <tr> <th>Organization</th> <th>Title</th> <th>Start Date</th> <th>End Date</th> <th>Category</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>United Nations Development Programme</td> <td>Supply and Delivery of Dental Equipment for 15 Social Development Centers in Lebanon - LEB/CO ITB/2/16</td> <td>20-Jan-2016</td> <td>07-Jan-2016</td> <td>ITB</td> <td>Lebanon</td> </tr> </tbody> </table>	Organization	Title	Start Date	End Date	Category	Location	United Nations Development Programme	Supply and Delivery of Dental Equipment for 15 Social Development Centers in Lebanon - LEB/CO ITB/2/16	20-Jan-2016	07-Jan-2016	ITB	Lebanon		
Organization	Title	Start Date	End Date	Category	Location									
United Nations Development Programme	Supply and Delivery of Dental Equipment for 15 Social Development Centers in Lebanon - LEB/CO ITB/2/16	20-Jan-2016	07-Jan-2016	ITB	Lebanon									





TENDER ALERT SERVICE



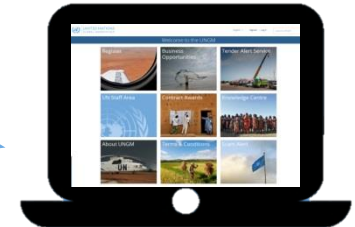
Identifying relevant tender is a time-consuming task



Deadlines are often short



Tender Alert Service



By subscribing to the **Tender Alert Service**, vendors can receive **relevant business opportunities emailed directly** as soon as they are published



Optional service



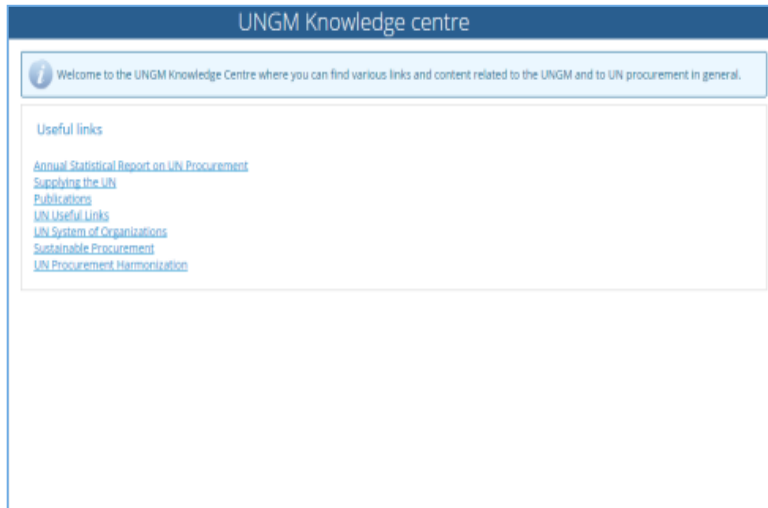
The subscription costs USD 250 a year



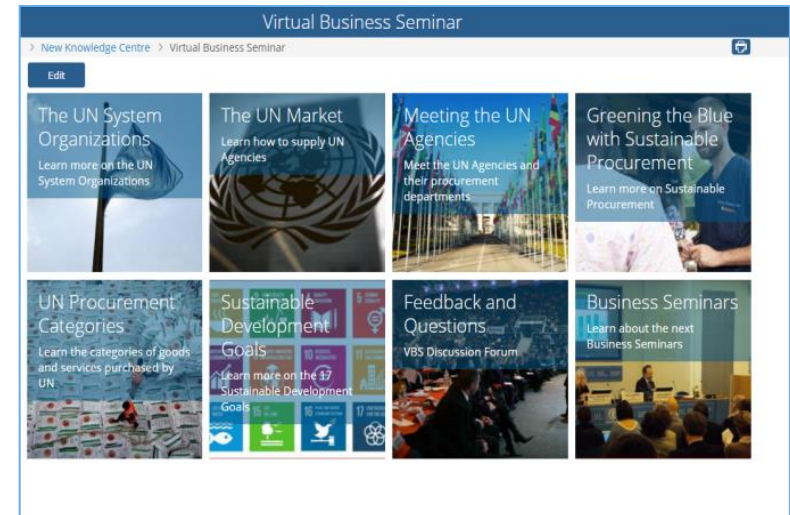
WHAT IS NEW ON UNGM?

Former KC

New KC



Only text, links, images ...



Text, images, videos, tables, procurement notices, LTAs, contract awards, procurement categories and discussion forums...





NEW KNOWLEDGE CENTER: Virtual Business Seminar

Information on each **UN Agency** and its **procurement requirements and procedures**



List of face-to-face **multi-agency business seminars**

Multi-Agency Business Seminars

Multi-agency business seminars are opportunities for UN Buyers and vendors to meet in person. Several UN Agencies participate and deliver a brief presentation of their Agency. The business seminars also allow for one-to-one meetings between UN Agencies and vendors.

These seminars are sponsored by UN Missions, Chambers of Commerce or Trade Agencies of various countries. Below is the plan of events for the next three years. For 2017-2018 locations will be identified at a later stage.

Date	Region / Country	Location	Participating Agencies	Sign Up Now!
November 2016	Europe / Germany	Bonn	All Agencies	
May 2017	Africa	n/a yet	All Agencies	
November 2017	Asia	n/a yet	All Agencies	
May 2018	Latin America	n/a yet	All Agencies	
November 2018	Oceania	n/a yet	All Agencies	

Business Seminars of the UN Procurement Division

The main objective of the business seminar programme is to inform potential vendors and trade entities including the Chamber of Commerce about the work of the UN Procurement Division (UNPD). The seminars also provide information on the UN procurement process, evaluation criteria, vendor registration procedures and how to find business opportunities in the various Agencies of the UN.

The seminars are organized through governments, agencies and Chambers of Commerce in the UN.

For the latest information on scheduled seminars please visit the [UNPD Business Seminars page](#).

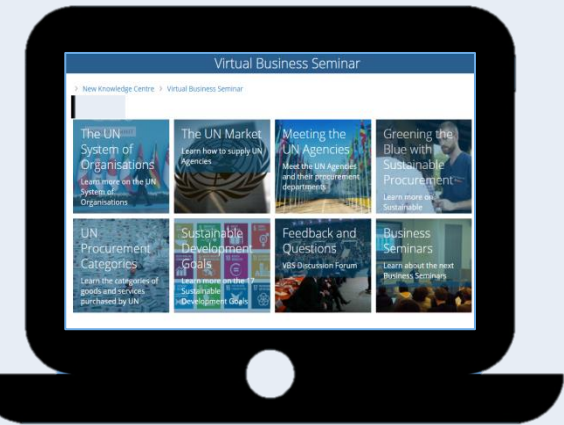
Any questions you might have regarding UNPD Business Seminars can be submitted by completing the following [Contact Form](#).

Information on **UN system Organizations, UN market** and main **procurement rules**

Information on **main categories of goods and services** purchased by the United Nations

Information on **Sustainable Procurement and SDGs**

A **Forum** for discussing with UN Buyers



Useful information on how to **start business with the United Nations**



ZOOM ON THE UN AGENCY PROFILE



About UN Women Procurement

UN Women purchases goods and services from suppliers all over the world to support its operational and programmatic activities.

As a UN organization entrusted with donor funds, UN Women aims towards ensuring efficiency, fairness and transparency in their expenditure. Procurement plays a pivotal role to achieve this goal while supporting the UN Women mandate: Promoting gender equality and the empowerment of women.

Principles

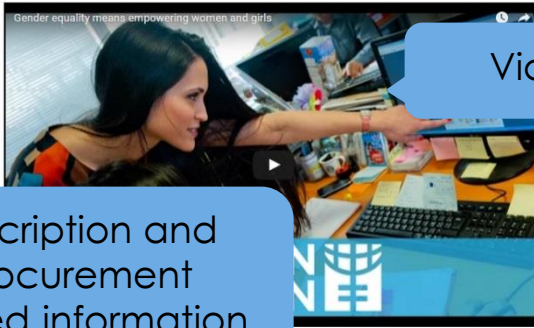
The underlying principles behind the UN Women Procurement process include:

BEST VALUE FOR MONEY: Best value process means selecting the offer that provides the best combination of factors such as: price, quality, delivery, costs, environmental and social costs, to best meet the stated needs of UN Women.

FAIRNESS, INTEGRITY AND TRANSPARENCY: In the procurement process, the procurement process must be fair, transparent and free from any bias. Proscribed practices: Fraud, corruption, collusion, and other unethical practices. Sound procurement practices ensure complete and accurate records.

EFFICIENT PROCUREMENT PRINCIPLES: UN Women procurement is in line with UN Financial Regulations and Rules, and best value for money, taking into consideration the best interest of the organization. Priority is given to source in areas of operation (when prices are competitive and other conditions allow) and UNHCR uses competitive bidding to obtain goods and services (Exceptions to this are limited to a few cases only).

Objectives, written in compliance with applicable procurement procedures.



Video

Description and procurement related information

Active Tender Notices of UN Women

Search filters:

- Title:
- Description:
- Reference:
- Display Type:
- Current active:

[Show more criteria](#)

[Clear All](#)

Procurement notice – previous or current

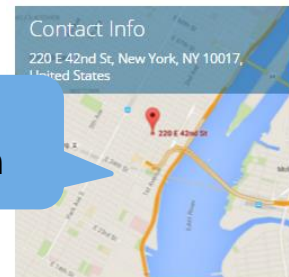
Displaying results 1 to 11 of 11

UN Women Viet Nam Country Strategic Note (2017 - 2021)	(GMT 7.00)				Viet Nam Country Strategic Note (2017 - 2021)
Solicitud de Servicio de Acondicionamiento de Cocineta.	29-Feb-2016 17:00 (GMT -5.00)	22-Feb-2016	UN-Women	Request for quotation	17 2016
RFQ 15 2016 EVALUACION DE PROGRAMA	01-Mar-2016 17:00 (GMT -3.00)	19-Feb-2016	UN-Women	Request for quotation	RFQ 15 2016 - EVALUACION DE PROGRAMA

Rank	Group of Goods/Services	No. of PO's	Value (USD)
1	Management and Business Professionals and Administrative Services	2,629	52,217,520.05
2	Travel and Food and Lodging and Entertainment Services	790	9,842,102.09
3	Transportation and Storage and Mail Services	1,627	7,912,655.47
4	Editorial and Design and Graphic and Fine Art Services	664	4,187,524.28
5	Engineering and Research and Technology Based Services	259	3,248,750.30
6	Information Technology Broadcasting and Telecommunications	371	
7	Public Utilities and Public Sector Related Services	307	
8	Motor Vehicles and Parts, Accessories and Components, incl. other Transport Equipment	72	
9	Financial and Insurance Services	308	
10	Office Equipment and Accessories and Supplies	30	
Top 10 Procurement Volume		4,901	
Total number of orders & contracts raised during 2014:		4,987	

Statistics

Contact information



Links, documents to download, images and more...



NEW KC: Annual Statistical Report on UN Procurement

Online version of the ASR
with **possibility to filter data**
to your needs

Procurement reports by

- ✓ agency
- ✓ country
- ✓ category

Procurement Reports

Year: 2014

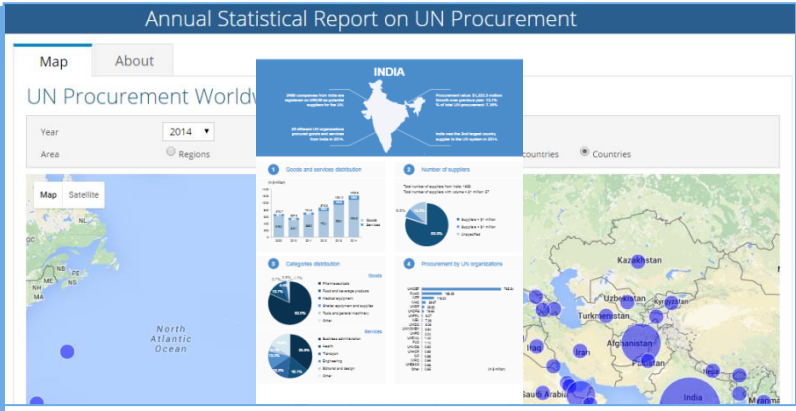
Procurements by Agencies | **Procurements by Vendor Countries** | Procurements by Categories

Top 10 Countries Supplying the UN

Rank	Country	Number of PO's	Total
1	United States of America	27552	\$1,519,474,701.29
2	India	14437	\$1,223,287,266.04
3	Afghanistan	16139	\$788,717,002.70
4	Belgium	4955	\$709,377,704.91
5	Switzerland	29782	\$621,336,916.20
6	United Arab Emirates	8145	\$577,656,323.92
7	United Kingdom of Great Britain and Northern Ireland	14200	\$571,289,564.24
8	France	13672	\$555,268,593.57
9	Denmark	19805	\$426,719,040.41
10	Russian Federation	2480	\$421,193,078.25

UN procurement volume by

- ✓ country
- ✓ region
- ✓ sub-region





REGISTRATION STATUS OF HUNGARIAN COMPANIES ON UNGM

234

suppliers have **created an account** on UNGM

180

suppliers are **'registered'** with at least one UN organization

54

suppliers are **not visible** to any UN organization:

- ✓ have not completed or submitted their registration
- ✓ have 'unmatched', 'declined' and/or 'vendor to update' statuses (at basic level)

12

suppliers need to **update their registrations** at level 1 or 2

2

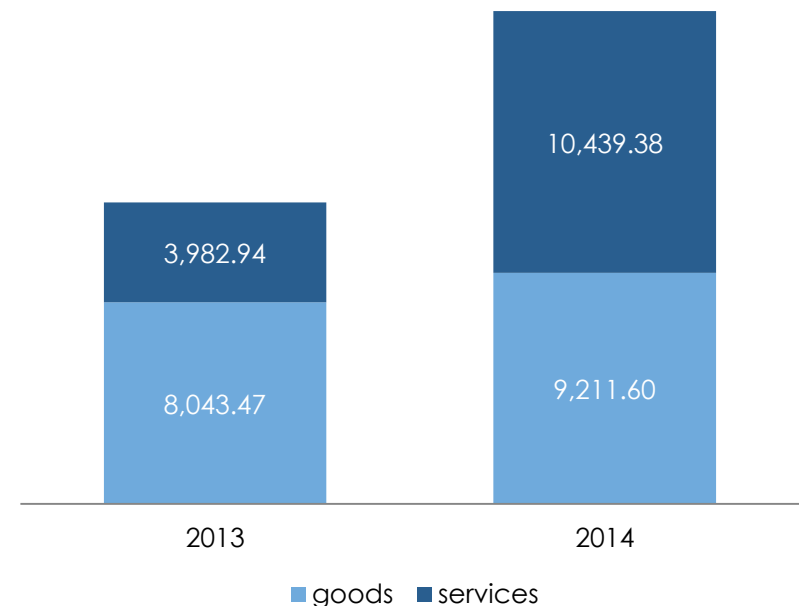
suppliers are subscribed to the **Tender Alert Service**



HUNGARY: UN PROCUREMENT VOLUME 2014

2013/2014 procurement volume for Hungary
breakdowned by goods and services (USD
Thousand)

Procurement value in 2014: **\$19.7million**
Growth over previous year: **63%**
% of total UN procurement: **0.11**

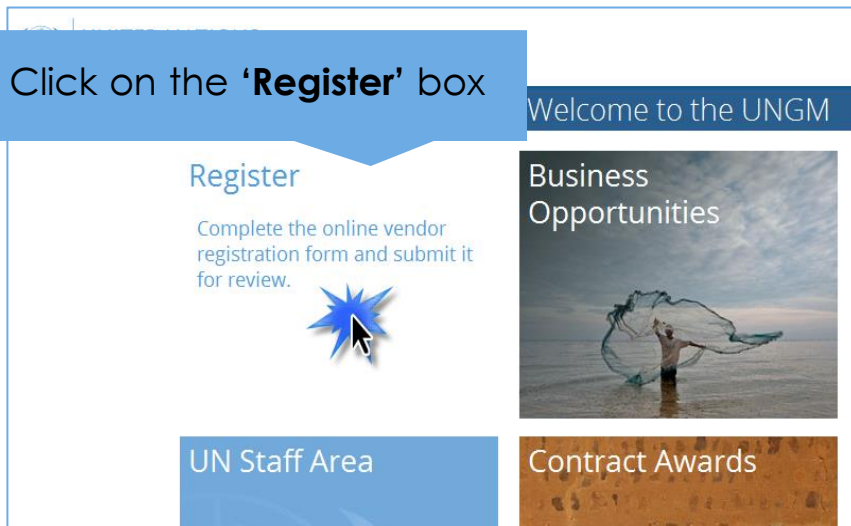




UNGM GUIDE

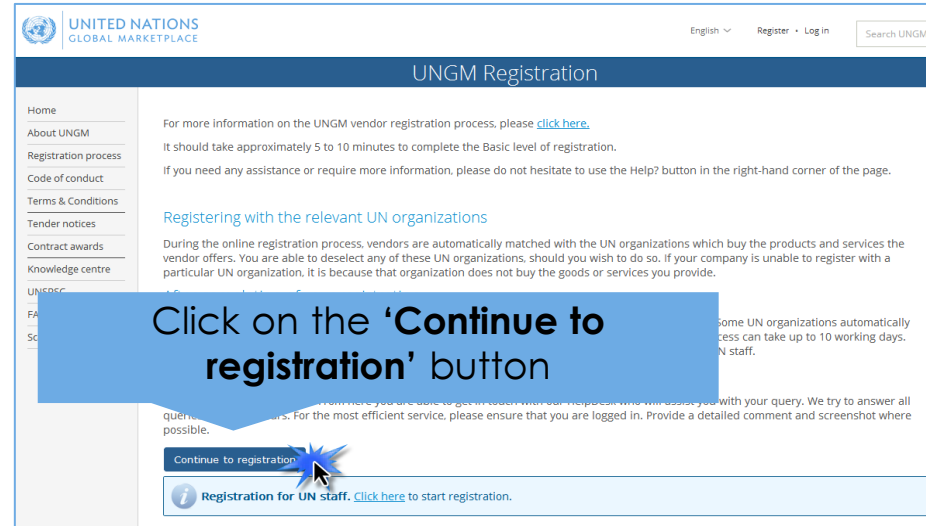
STEP 1: CREATION OF YOUR UNGM ACCOUNT 1/2

Click on the **'Register'** box



1

Go to www.ungm.org



2

Read the **explanation about the registration process**



UNGM GUIDE

STEP 1: CREATION OF YOUR UNGM ACCOUNT 2/2

Home
About UNGM
Registration process
Code of conduct
Terms & Conditions
Tender notices
Tender alert service
Contract awards
Knowledge centre
UNSPSC
FAQs
Scam Alert

UN Supplier Code of Conduct

The values enshrined in the [United Nations Charter](#) - respect for fundamental human rights, social justice and human dignity, and the equal rights of men and women - are the foundation of the UN Supplier Code of Conduct. Vendors to the United Nations are expected to agree with and promote these values. The Supplier Code of Conduct deals with labour, human rights, environmental awareness, bribery and corruption. It specifically refers to the issues of child labour, health and safety of workers, gifts and hospitality, and employment of UN staff.

To register your company's interest in doing business with the United Nations, you are **required** to accept the UN Supplier Code of Conduct. The Supplier Code of Conduct must be accepted by an official with the authority to do so, as this acceptance commits the company to the content of the Code of Conduct and the promotion of the enshrined values.

Please read and accept the [UN Supplier Code of Conduct](#).

Supplier Code of Conduct Acceptance

Company name *

Country/area *

Name of authorized official

I have read and accept the UN Supplier Code of Conduct.

[Continue to registration](#)

Click on the '**Continue to registration**' button

3

Accept the **UN Supplier Code of Conduct** & introduce your company details

Home
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Tender alert service
Contract awards
Knowledge centre
UNSPSC
FAQs
Scam Alert

Here you are able to create your company's UNGM account, as well as your username and password. Please ensure that your email address is correct. An email containing an activation link will be sent to this address. To activate the account, you need to click on the link or copy it into your browser. After activation, you will be able to complete the registration process. Please note that you will at a later stage be able to invite or add other contacts to your company account.

Please note that if you do not receive the email or misplace it, you can always resend it to yourself. A copy of the email will be available in the UNGM Inbox of your account. You can access it by clicking on the Email Icon in the top banner of your screen. You can log in with your email address and the password you have chosen. If you cannot remember your password, please click on the Forgotten Password button when logging in.

If you need assistance, please use the Help? button.

Login details

* required field

Same details as entered before

First/given name *

Surname *

Repeat

[Create login](#)

Click on the '**Create login**' button

4

Complete your **login details**



UNGM GUIDE

STEP 2: ACTIVATION OF YOUR UNGM ACCOUNT

Account Activation

There was a problem activating your account.

If the link did not automatically activate your account, you may need to copy and paste the link from the email into your browser address bar.



If you need assistance, please use the **Help?** button.

Also check the version of your Internet Explorer browser. If you are using a version older than IE8, please update your browser to the latest version. You may also want to use another browser, such as Google Chrome or Firefox.

Vendor

Account Activation



Congratulations! Your account has now been activated.



You have successfully created your personal login to your company's UNGM account.

[Click here](#) to complete your Basic registration.

Inbox



UNGM uses internal messaging for security

[Back to received items](#)

Click on the **'Resend'** button

UNGM Account Activation - Welcome to the UNGM

From: System email

18-Nov-2015 12:56 (CET)

[Resend](#)

To: Me

Messages related to account activation cannot be displayed here for security reasons.

Go to your **personal email inbox** and activate your UNGM account by clicking on the **activation link**

OR

If you have not received the activation email, please note that you can resend it to yourself from your **UNGM inbox**



UNGM GUIDE

STEP 3: LOG INTO YOUR UNGM ACCOUNT

The screenshot shows the UNGM login page. At the top right, there are links for 'English', 'Register', and 'Log In'. The 'Log In' link is circled in red. Below the header, there is a 'Log in' section with a blue arrow pointing to the 'Log In' link. The 'Account details' section contains an 'Email address *' field, a 'Password *' field, and a 'Remember me?' checkbox. A blue arrow points to the 'Forgotten password?' link, which is also circled in red. Below the login fields is a 'Log in' button with a mouse cursor over it. At the bottom, there is an information icon and a link: 'If you do not yet have an account, you can [register here](#).'

Go to the **'Login'** page and use your **login credentials**

Your username is the **email address you registered with**

If you do not remember your password, please use the **'forgotten password'** functionality



UNGM GUIDE

STEP 4: COMPLETE YOUR VENDOR REGISTRATION FORM ON UNGM

Vendor

Dashboard

Settings

> **Registration**

Vendor documents

Tender Alert Service

UNSPSC changes

From the '**Registration**' link in the left-hand menu, you can access your **registration form**



UNGM GUIDE

1 General tab

Basic Registration

Please provide all the required information to complete your registration.

20%

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

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (25)

General company information

Company name *	<input type="text" value="Diane test"/>	Frz ae i st ieA/B *	<input type="text"/>
Company type *	<input type="text"/>	Fax country code	<input type="text" value="Type a country/area name"/>
Parent company	<input type="text"/>	Fax number	<input type="text"/>
License number *	<input type="text"/>	Website	<input type="text"/>
Year established *	<input type="text"/>		
Country/area *	<input type="text" value="Belgium"/>		

Number of employees *

Save

Click on the 'Save' button

Please complete the **basic information** concerning your company



Type your **company name** as it appears on your Certificate of Incorporation



UNGM GUIDE

2 Address tab

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 (24)

Company address information

House number

Address line 1 *

Address line 2

Address line 3

City/town *

P.O. Box address (optional)

P.O. Box number

P.O. Box postal code

City/town for P.O.Box

Country/area

Save

Please complete the **address information** concerning your company

Click on the 'Save' button



UNGM GUIDE

3 Countries/areas tab

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About UNGM

Registration process

Code of conduct

Terms & Conditions

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Tender alert service

Contract awards

Knowledge centre

UNSPSC

FAQs

Video Guides

Scam Alert

Vendor

Dashboard

Settings

Registration

Vendor documents

Tender Alert Service

UNSPSC changes

Please provide all the required information to complete your registration.

60%

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

General > Address > **Countries/area** > Contacts > Declaration > Coding > UN Organizations (24)

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

Tick the corresponding checkbox

Please inform whether you prefer to do business only in **your country** or if you prefer to do business **internationally**



UNGM GUIDE

4

Contacts tab

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Video Guides
Scam Alert
Vendor
Dashboard
Settings
> Registration
Vendor documents
Tender Alert Service
UNSPSC changes

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 (24)

Contact persons

You must complete your contact information before submitting your registration.
Please note that you can invite others from your company. These contact persons with access to the account, can add documents and edit information.

Name	Email address	Job title	Country/area	
				COMPLETE

Invited contacts

You can invite users to join your company.

Invite another contact

Please complete your **own details** and **contact information**

Possibility to **invite/add colleagues** to the contacts



UNGM GUIDE

5

Declaration tab

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Video Guides
Scam Alert
Vendor
Dashboard
Settings
Registration
Vendor documents
Tender Alert Service
UNSPSC changes

Please provide all the required information to complete your registration.
90%

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

General > Address > Countries/area > Contacts > **Declaration** > Coding > UN Organizations (24)

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.

- Fournisseur bois** 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.
- Fournisseur bois** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- Fournisseur bois** 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.
- Fournisseur bois** 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.

Select an option

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

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

Select the most appropriate option

The **declaration of eligibility** is a formal and explicit statement on behalf of your company

Please **review the seven statements**



UNGM GUIDE

6

Coding tab

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 (24)

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 right-hand side 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

Selected codes (2) Remove all codes UNSPSC selector

11121600 - Wood [\(remove\)](#)

11122000 - Engineered wood products [\(remove\)](#)

Search wood

11121600 - Wood

11121610 - Hardwoods

11121614 - Teak wood

11121616 - Pine wood

11122000 - Engineered wood products

11122001 - Plywood

11122004 - Wood veneers

8 - Industrial Equipment & Tools

230000 - Industrial machinery processing machinery

Save selected codes

Click on the 'Save selected codes' button

Tick the checkbox to select a code

Please select the **correct UNSPSC codes** to describe your products and/services



UNGM GUIDE

7 UN organizations tab

Basic Registration

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 (26)

UN organizations matching your profile

You have already submitted your registration to all UN organizations matching your profile.

UN organizations submitted to

You have submitted your registration to the following UN organizations.
You may withdraw your submission at any time by deselecting an organization.

United Nations Industrial Development Organization (UNIDO)

United Nations Office for Project Services (UNOPS)

United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

Based on the information given in the registration form, your **company profile will be matched with different UN organizations**



Please do not forget to **submit your completed registration** to the UN organizations matching your company's profile



UNGM GUIDE

STEP 4: CHECK YOUR REGISTRATION STATUSES

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We are in the process of updating the UNSPSC codes. For more information on the changes and addition, read here - [UNSPSC changes](#)

Your UNGM number is 400000

Your UNGM number

Company registration status

The statuses of your company's registration submissions are shown below. For an explanation of what each status means, please [click here](#)

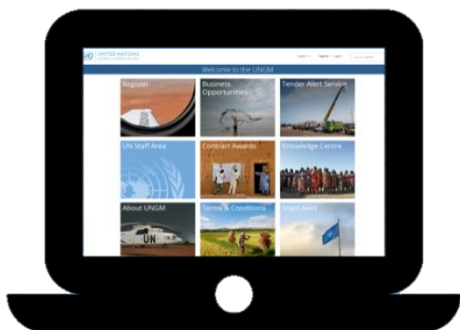
UN organizations	Basic registration	Level 1 registration	Level 2 registration
ADB	Registered (22-Oct-2015 03:43)		
AFDB	Registered (22-Oct-2015 03:43)		
CTBTO	Registered (22-Oct-2015 03:43)		
FAO	Registered (22-Oct-2015 03:43)		
IAEA	Registered (22-Oct-2015 03:43)		
IFAD	Registered (22-Oct-2015 03:43)		
ILO	Registered (22-Oct-2015 03:43)		
ITC	Registered (22-Oct-2015 03:43)		
ITU	Registered (22-Oct-2015 03:43)		
OPCW	Registered (22-Oct-2015 03:43)		
RAHO	Registered (22-Oct-2015 03:43)		

Registration status with each UN organization

Help



CONTACT UNGM



For more information, please visit www.ungm.org

Do you need assistance?
Check out our [video guidelines](#) and [FAQs](#)



For further assistance, do not hesitate to contact us:

- ✓ Via the [Help functionality](#) available on the site
- ✓ Via email at registry@ungm.org

Icon illustrations UNGM, UNOPS and canva