

UNGM VENDOR REGISTRATION

Introduction



The United Nations Global Marketplace – UNGM – is the common procurement portal of the United Nations system of organizations.

It brings together UN procurement staff and the vendor community. The UNGM acts as a single window, through which potential vendors may register with the UN organizations using UNGM as their vendor registration database. The UNGM therefore provides an excellent springboard for vendors to introduce their products and services to UNICEF and many other UN organizations by only completing one online registration form.

The UNGM also enables vendors to keep abreast of upcoming tender notices. By subscribing to UNGM's Tender Alert Service, vendors can receive relevant business opportunities emailed directly. The UNGM facilitates the interchange of vendor information within the UN system as information is made available to all UN organizations. The UNGM also acts as an important procurement tool to shortlist vendors for competitive bidding.

UNGM has a United Nations General Assembly mandate to:

- Enhance transparency and increase harmonization of UN procurement practices.
- Simplify and streamline the registration process for vendors.
- Increase procurement opportunities for vendors from developing countries.
- Create one common UN global procurement portal.

Registration levels and process in UNGM

Potential UNICEF vendors will be required to register at Level 1. Registration at Level 1 will allow vendors to submit a certificate of registration thus demonstrative that they are a legal entity. Although not mandatory, vendors may also complete registration in Level 2.

Information required for each level of registration

❖ Basic registration requirements.

1. General information (name of company, license number, address, telephone, details of contact persons, etc.).
2. Information on countries in which you do business.
3. Classification of your goods and services.

Note. Basic registration level is automatic and does not require a review.

❖ Level 1 registration requirements.

4. Criteria 1–3 above.
5. Certificate of **incorporation** or equivalent document verifying legal status/capacity.
6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.
7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable). The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

❖ Level 2 registration requirements.

8. Criteria 1–7 above.
9. Reference letters from three independent, non-affiliated clients/companies, you have done business with. Reference letters should be in English and from three independent, non-affiliated clients/companies whom you have sold products and/or services to during the last 12 months preferably with a description of project/work undertaken; and date started/completed and value of project. Reference letters should be prepared/signed on the referee's letterhead paper and reference should refer to the entity that is seeking registration.
10. Financial documents (audited/certified financial statements or equivalent) for the last three years.

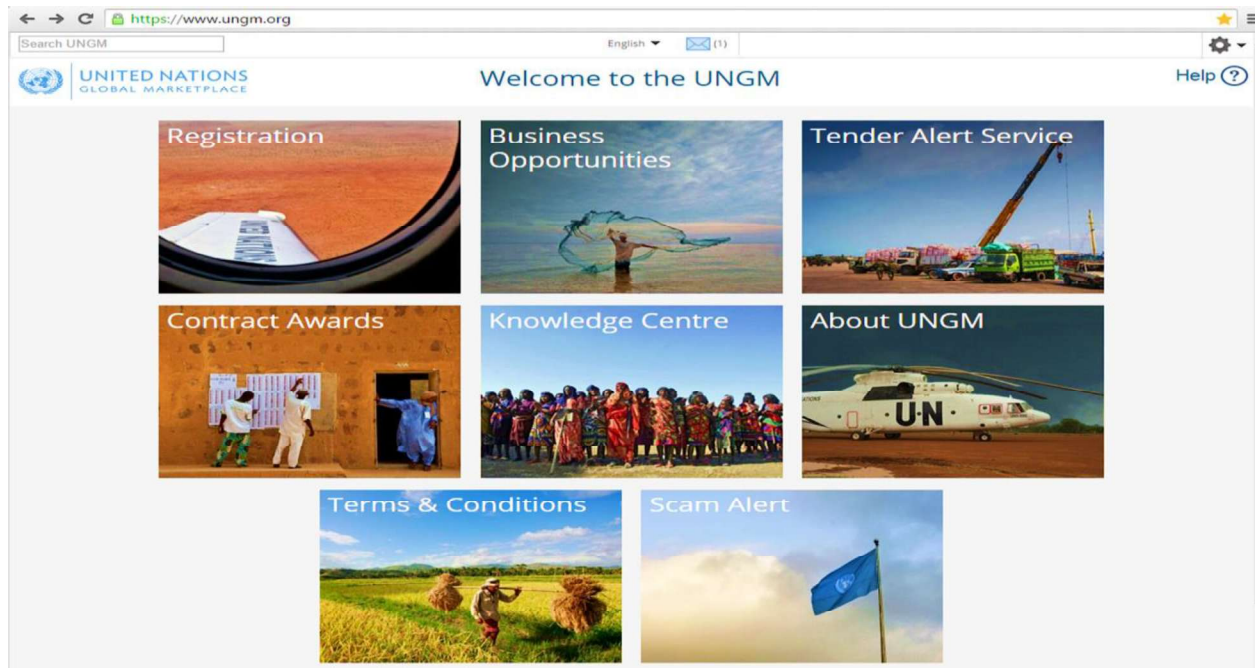
Review of UNGM registration for acceptance

- Levels 1 and 2 require a review for ‘acceptance’. The review will be undertaken by the UNGM focal point at your office.
- Once a vendor has been accepted by at least one (1) UN organization at Basic level, the vendor's profile is visible to all UN staff.
- UNGM vendor registration is not intended to replace registration of vendors in VISION. Instead, UNGM is being used to complement Vendor Master in VISION by providing a sourcing portal for vendors interested in working with UNICEF. UNGM also allows potential UNICEF vendors to keep abreast with UN organizations tenders and procurement requirements, and offers UNICEF a centralized screening for vendor eligibility.
- The UNGM vendor registration number should be included in the GSSC vendor registration template when registering vendors. The UNGM vendor number is entered by GSSC under ‘Search Term 2’ in the vendor record.

Practical information on the registration process.

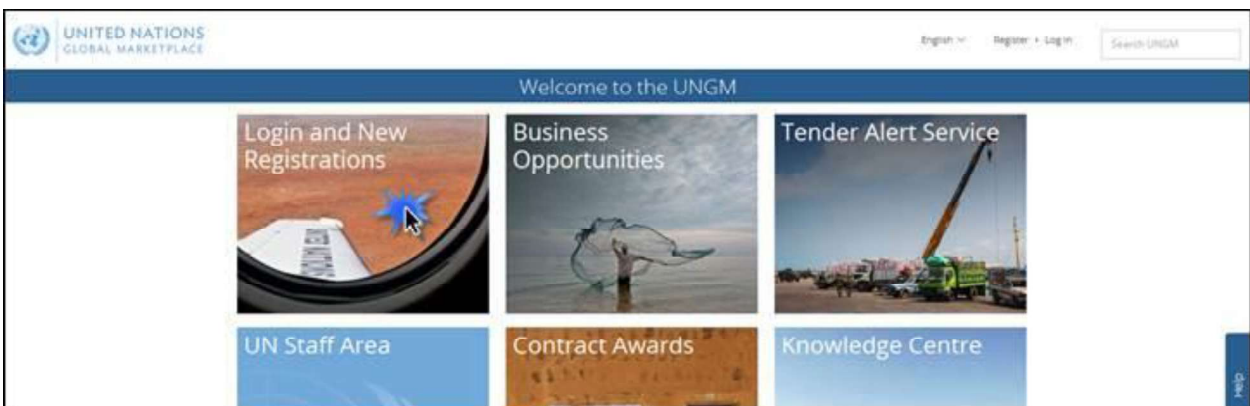
Vendors can create a profile in UNGM at <https://www.ungm.org/Account/Registration> and follow simple on-screen instructions to register.

It is recommended that vendors should register at Basic Level and at Level 1 where the certificate of incorporation is attached.



In order to register as a potential vendor of UN organizations, please follow the instructions below.

1. Go to www.ungm.org.
2. Click on the **‘Login and New registration’** box or on the **‘Register’** link located at the top right corner of the page.
3. Click on the **‘New registration’** button.



4. Please select the type of registration by clicking on the relevant box. Please click on the **‘Companies’** box.

5. Introduce your company details and **accept the UN Supplier Code of Conduct**. Then, click on the **‘Register’** button.

6. After creating your account, you will need to activate it. Go to your **personal email inbox** corresponding to the email address provided when creating your account. You should have received an activation email. Please **click on the activation link** provided in this email.

(Example shown below)

Welcome to UNGM.

Your UNGM user name is bhj.km@stark.dk and your UNGM number is 469222.

To activate your account, please **click once** on the link below.

<https://www.ungm.org/Account/Account/Activate?c=ac46b45f-da0b-4bbe-a47d-07244176d2f5> or copy the link into a web browser. This link will remain active until you have activated your account.

If you cannot find this email later, please remember that you can still log into your newly created account using your email address and password. You can resend this activation link to yourself from the Email Icon on the top banner of the page.

Tender Alert Service

- Once you have activated your account, you are able to subscribe to the Tender Alert Service.
- Subscribing to the Tender Alert Service will allow you to receive notification of **relevant** tender notices **directly by email**. No need to daily search through long lists of tender notices.
- You do not have to complete the registration process, to make use of this service.

Help

At any stage during the registration process or when using <https://www.ungm.org/>, you are able to get assistance by using the **Help** button in the right-hand bottom of the webpage. We will

7. Once your account is activated, please click on the **'Registration' link** in the left-hand menu to access the registration form. Complete your vendor registration form in UNGM. When finished, please do not forget to click the **'Submit' button**.

Please complete the registration form and make sure all tabs are successfully completed.

Tabs which appear in red have not been successfully completed.

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

Vendor documents

Tender Alert Service

UNSPSC changes

Your registration is not yet complete. Fill in all the required information in the below tabs to complete your registration.

20%

All information completed

More information required in this tab

* denotes required field

General

Address

Registration type

Contacts

Declaration

Coding

Agencies

General company information

Company name *

Trade name/DBA

Company type *

Fax country code

Type a country/area name

Parent company

Fax number

License number *

Website

Year established *

Country/area *

Telephone country code *

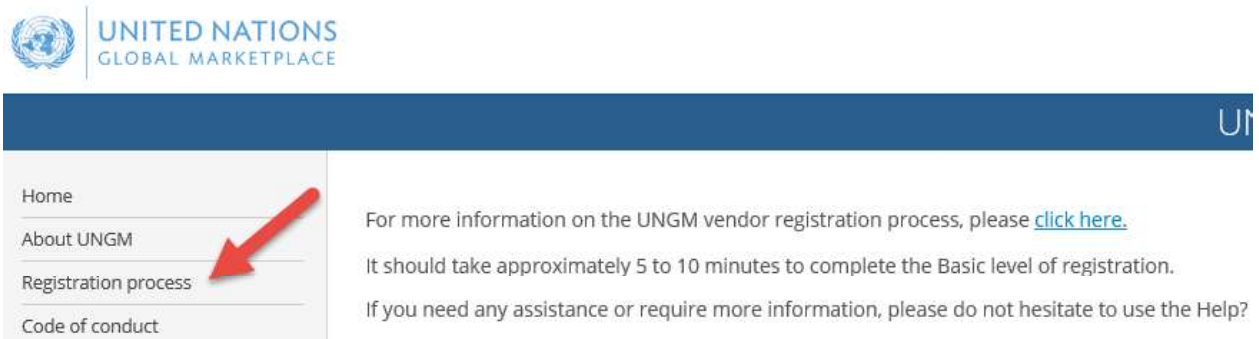
Type a country/area name

Telephone number *

Help

In the 'UN organizations' tab, please remember to review the list of UN organizations your company was matched with. Once you have considered which organizations you are interested in, please submit your registration form by clicking on the 'Submit my registration' button.

We also invite you to review the '**Registration Process**' link in the left hand side menu for further information and detailed instructions on how to proceed in order to complete your UNGM Registration. <https://www.ungm.org/Public/Pages/RegistrationProcess>



In addition, please find below the following video guideline on how to successfully register your company on UNGM: <https://www.ungm.org/Public/Video/View/3>

For further assistance, do not hesitate to contact UNGM administration office.

- ✓ Via the **Help functionality** available on the site www.ungm.org
- ✓ Via email at registry@ungm.org

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