

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.

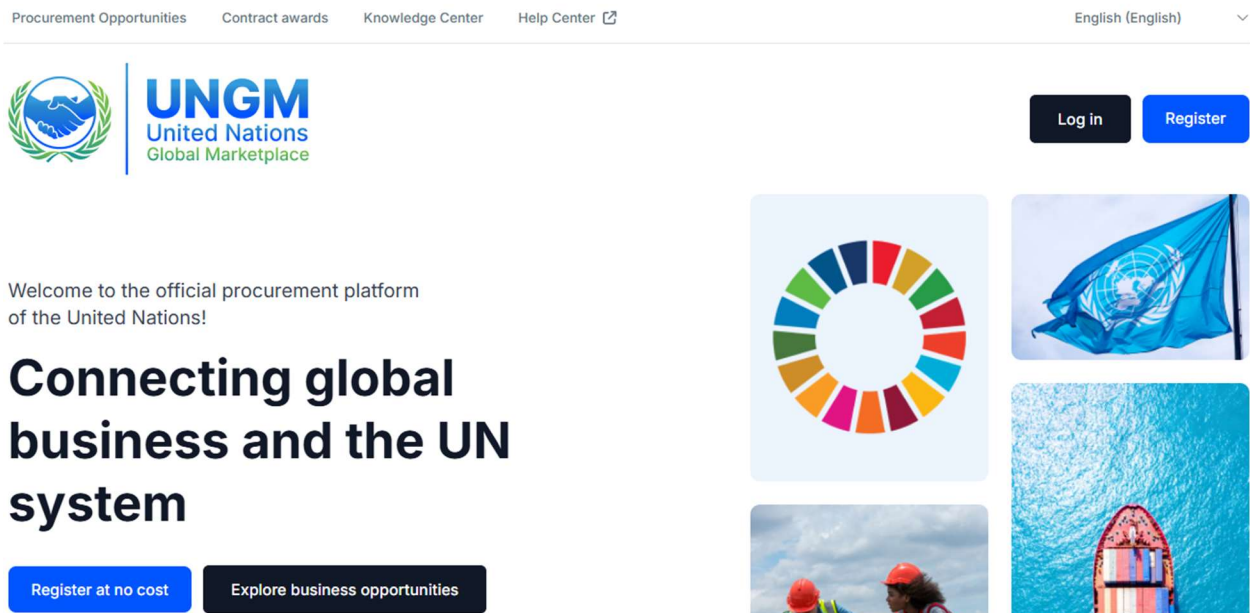
Practical information on the registration process:

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' box** or on the **'Register' link** located at the top right corner of the page.
3. From 'Login': Click on the **'Create a new account' button**.





Log into your account

Contact email *

Password *

The Password field is required.

☐ Remember me [Forgotten password?](#)

[Log in](#)

or

Don't have an account yet?

[Create a new account](#)

English ? Help

4. Please select the type of registration by clicking on the relevant box. Please click on the **‘Join as a supplier’** box.



Log in

Companies, universities, associations, or non-governmental organizations looking for opportunities to supply goods and services to UN and international organizations.

Join as a supplier

Independent professionals looking to provide consultancy services to organizations.

Join as individual consultant

A staff member of a United Nations organization.

Join as UN staff member

Trade Promotion Organizations (TPO), trade missions, chambers of commerce, non-commercial entities, or permanent missions to the UN that facilitate trade.

Join as TPO

A staff member from International Organizations (IO), not part of the UN System, but formed by treaty under international law with its own legal personality.

Join as IO staff member

5. Introduce your company details and **accept the UN Supplier Code of Conduct**. Then, click on the **'Create a supplier account' button**.

Supplier Registration

Supplier details

Supplier name *
The Supplier name field is required.

License number *
A business license number is a reference number from a city, state, or official document that grants the bearer the ability to engage in specific business activities. It is best practice to provide the number which appears on the company's Certificate of Incorporation.

Country or territory *
The Country or territory field is required.

Director details

First name *

Last name *

User details

☐ The director details in the previous step and the user details are the same.

[Help](#)

6. After creating your account, you will need to activate it. Go to your **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)

Your username is

If the button does not work, copy and paste this link in your browser: <https://www.ungm.org/Account/Account/Activate?c=.....>

To proceed with the supplier registration, we recommend you to check the following support articles in the UNGM Help Center:

- [What is the next step after the account activation?](#)
- [What is a UNGM number, and where to identify the account's UNGM number?](#)

For more information, you may visit the [UNGM Help Center](#) and our [LinkedIn](#) page.

Best regards,

The UNGM team

7. Once your account is activated, please click on the **'Complete the registration' button** in the main window or **'Registration at Basic Level'** 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.

Message under the field which appear in red have not been successfully completed. Additional information will appear under the field when it is being filled out.

The screenshot shows the UNGM (United Nations Global Marketplace) registration progress page. The top navigation bar includes the UNGM logo, language selection (English), inbox, help center, and user account information. The left sidebar lists various links for suppliers, including 'UN Standard Products and Services Code (UNSPSC)', 'Help Center', 'Knowledge Center', 'UN Procurement Statistics', 'Supplier', 'Dashboard', 'Settings', 'Registration at Basic Level', 'My Documents', 'My UNGM Pro', and 'My Business Seminars'. The main content area is titled 'My Basic Registration' and features a progress bar with five steps: 1. Account created, 2. Account activated (current step), 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted. Below the progress bar, a large message states 'Your UNGM account has been successfully activated!'. At the bottom, there is a 'Complete the registration' button and a 'Help' button.

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 **'Help Center'** link in the left hand side menu for further information and detailed instructions on how to proceed in order to complete your UNGM Registration. You can revisit and continue your saved registration under **'Registration at Basic level'** on the left hand side menu.

Once your Basic level registration is ready, you will have access to Registration at Level 1.

<https://help.ungm.org/hc/en-us/articles/360012906539-How-to-complete-the-Registration-at-Level-1>

In addition, please find below the following guidelines on how to successfully register your company on UNGM:

<https://help.ungm.org/hc/en-us/search?utf8=%E2%9C%93&query=registration>

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

- ✓ Via the **Help functionality** available on the site www.ungm.org
<https://help.ungm.org/hc/en-us/>
- ✓ Via email at registry@ungm.org



How can we help you?

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