



Presented by
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Operations Officer

Procurement
Division

www.ungm.org



UN Secretariat Procurement Division

Vendor Registration Overview



www.ungm.org

United Nations Global Marketplace (UNGM)

www.ungm.org

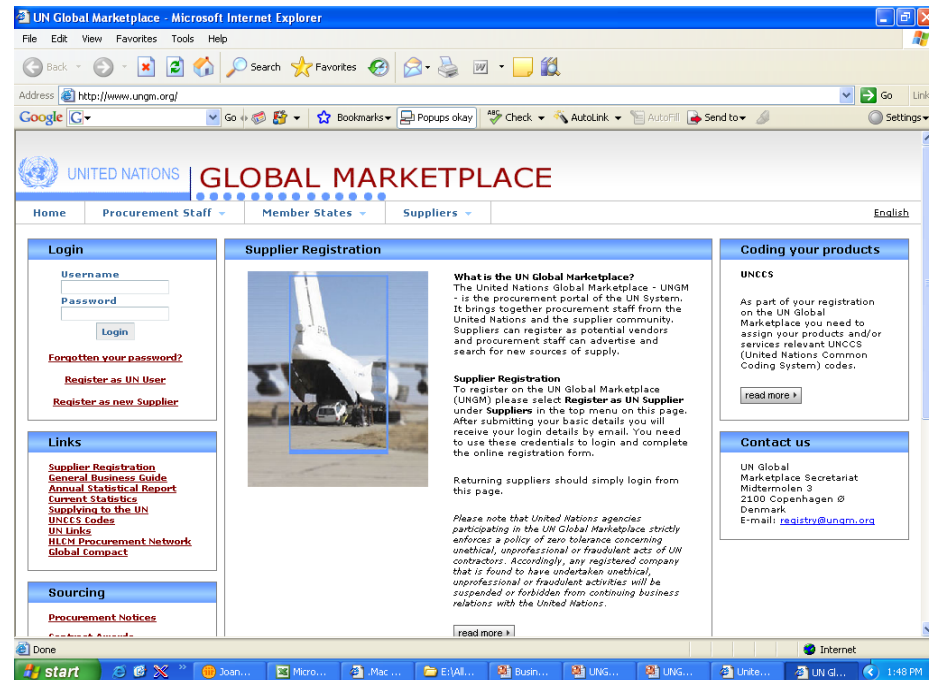


The UN Global Marketplace

Why Register?

www.ungm.org

- On-line registration
- Free of charge
- Up-to-date Information on UN Procurement System Activities
- Immediate Access to over 15 UN Agencies





UN Global Marketplace Member Agencies

- **IAEA - International Atomic Energy Agency**
- **ILO - International Labor Organization**
- **ITC - International Trade Center**
- **UNDP - United Nations Development Program**
- **UNESCO – United Nations Education, Scientific and Cultural Organization**
- **UNFPA - United Nations Populations Fund**
- **UNHCR - United Nations High Commissioner for Refugees**
- **UNICEF - United Nations Children Fund**
- **UNIDO – United Nations Industrial Development Organization**
- **UNOPS - United Nations Office for Project Services**
- **UN/PD – United Nations Procurement Division (The Secretariat)**
- **UNRWA - United Nations Relief and Works Agency**
- **WFP - World Food Program**
- **WIPO - World Intellectual Property Organization**
- **WHO - World Health Organization**



UN Global Marketplace Registration Process

HOW TO BECOME A REGISTERED VENDOR.

- ***Log-on to UNGM.ORG***
- ***Under the dropdown menu "SUPPLIERS"***
 - ***Select "Register as a Supplier"***
 - ***Complete the Request for Password Form & submit.***
 - ***Receive a password and log-on within minutes to prepare your application.***



UN Global Marketplace - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Reload Print Mail Wordpad New Tab

Address <http://www.ungm.org/Default.aspx?pid=2> Go Links

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings



UNITED NATIONS

GLOBAL MARKETPLACE

Home Procurement Staff Member States Suppliers English

Links

- [Supplier Registration](#)
- [General Business Guide](#)
- [Annual Statistical Report](#)
- [Current Statistics](#)
- [Supplying to the UN](#)
- [UNCCS Codes](#)
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- [HLCM Procurement Network](#)
- [Global Compact](#)

Sourcing

- [Procurement Notices](#)
- [Contract Awards](#)

Supplier Registration

First name *

Last name *

Email * (please enter one address only)

Title
 ▼

Position

Country
 ▼

Help

As a first step in registering as a supplier on the UN Global Marketplace please fill in the form on this page.

An email will then be sent to you providing you with your username and an autogenerated password for logging in to the UNGM site. You will also be provided with a link to the full 13 step registration form, where you can submit all the details of your organisation.



UNITED NATIONS

GLOBAL MARKETPLACE

Home

Registration

Access

English

Thank you for your registration!

Please enter your username and password sent to you by email and press login to continue your registration process!

Username

Password

Login



UN Procurement Division

Links

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Tender Alert Service

New! **Tender Alert Service**

Targeted, Time-saving access to Business Opportunities

Get business opportunities that match your company's

Supplier Status

UNGM Registration number 152947

The current status of your registration:

You have currently not registered with any agency. Press [Registration overview](#) to start your registration.

[Complete or Edit your Registration Details](#)

Registration No.

Registration Details

Adding your products

As part of your registration on the UN Global Marketplace you need to assign your products and/or services relevant UNCCS (United Nations Common Coding System) codes.

[read more](#)

Contact us

UN Global Marketplace Secretariat
 Midtermolen 3
 2100 Copenhagen Ø
 Denmark
 E-mail: registry@ungm.org





The Steps in the Registration Process are: (1/3)

Step	Name	Importance
Step 1	Agency selection	Required
Step 2	Agency specific questions	Required
Step 3	Address information	Required
Step 4	Mailing address	Required





The Steps in the Registration Process continued: (2/3)

Step	Name	Importance
Step 5	Contact information	Required
Step 6	Financial information	Required
Step 7	Bank information	Required
Step 8	General company information	Required
Step 9	Detailed company information	Recommended





The Steps in the Registration Process (cont'd): (3/3)

Step	Name	Importance
Step 10	Quality assurance certifications	Recommended
Step 11	Exports, recent contracts & disputes	Required
Step 12	Member organizations	Optional
Step 13	Product coding	Required



Registering with UNPD via the UNGM

Key Requirements:

- ***Pre-requisites for Eligibility Disclosure Signed.***
 - ***Five requirements***

- ***Select a Level of Registration***

Level

- **1**
- **2**
- **3**
- **4**

Value of Contract Award

less than US \$200,000

US \$200,000 to less than US \$1 MILLION

US \$1 MILLION to less than US \$5 MILLION

US \$5 MILLION and Above

- ***Upload all the required documents in .PDF format***





UNPD Registration Criteria – Brief Overview (1/4)

Level 1 - Estimated Contract Award less than US \$200,000:

- **Basic information (owner's name, address, etc.)**

Documents to be uploaded:

- **Current certificate of incorporation
or equivalent document verifying legal status/capacity.**
- **Three Letters of Reference from
(or a list of) three independent, non-affiliated clients/companies
whom you have sold your product and/or service during the last
year.**





UNPD Registration Criteria – Brief Overview (2/4)

Level 2 - Estimated Contract Award US \$200,000 to less than US 1 Million:

(Criteria identified under Level 1)

- **Names of: owners and principals, CEO/Managing Director, & any former corporate incarnation.**
- **Names of intermediaries, agents and/or consultants**

Documents to be uploaded:

- **Certificate of quality standards**
- **Audited/certified financial statements (or equivalent) for the last three years.**





UNPD Registration Criteria – Brief Overview (3/4)

Level 3 - Estimated Contract Award US \$1 Million to less than US\$ 5 Million:

(Criteria identified under Levels 1 and 2 plus)

Documents to be uploaded:

- **Documentation, information to demonstrate:**
 - **Production & export capacities**
 - **international scope of operation to supply regional or international markets**
 - **shipping/freight documents**
 - **relevant licenses.**





UNPD Registration Criteria – Brief Overview (4/4)

LEVEL 4 Estimated Contract Award US \$5 MILLION and Above

(Criteria identified under Levels 1 to 3 plus)

Documents to be uploaded:

- **A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.**
- ***OPTIONAL:* Evidence of your company's participation in UN Global Compact, a copy of your ISO 14000 certification or equivalent.**





Submitting your application

TIPS to ensure prompt processing of your application:

- **Selecting codes from the United Nations Common Codification System (UNCCS) (Step 13 in the registration process):**
 - **UNPD uses the UNCCS codes to search suppliers for bidding opportunities.**
 - **UNPD will take into consideration ONLY the first seven (7) codes listed on the screen in your company's application.**
 - **You are encouraged to prioritize your selection of the UNCCS codes to ensure that your company's "core" goods and/or services are fully represented.**





Important information:

- **Successful registration will depend on a final review and evaluation of the information provided.**
- **UNPD will attempt to include all registered vendors in vendor solicitations.**
- **For Registration Assistance and Support:**
 - **For UNGM technical assistance - contact registry@ungm.org**
 - **For substantive help in completing the registration requirements - contact: register@un.org**
 - **Additional “*Tips*” and information is available at <http://www.un.org/Depts/ptd/register.htm>**





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**Thank you for your interest in
the United Nations Secretariat
procurement activities.**

