

United Nations Secretariat Procurement Division

Vendor Registration Overview

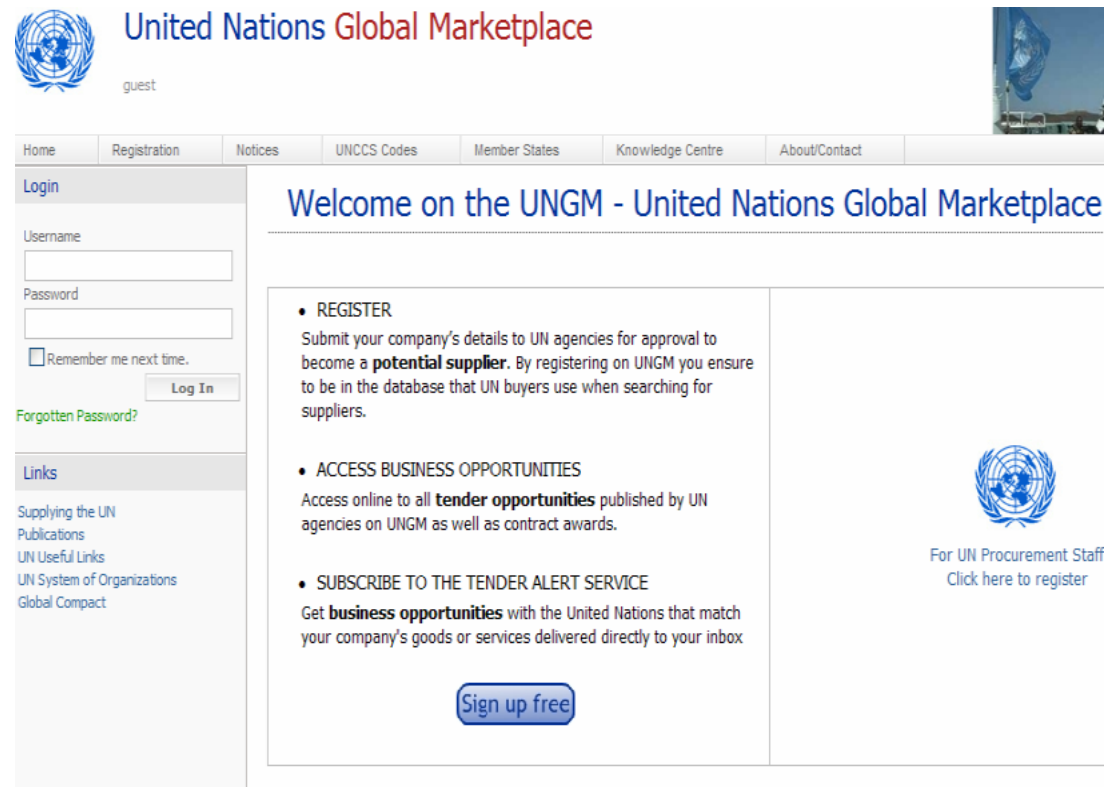


Higher Standards, Better Solutions

The United Nations Global Marketplace (UNGM)

Why Register?

- On-line registration
- Free of charge
- Up-to-date Information on UN Procurement System Activities
- Immediate Access to 20 UN Agencies



The screenshot displays the United Nations Global Marketplace (UNGM) website. At the top, the UN logo is followed by the text "United Nations Global Marketplace" and a "guest" status indicator. A navigation bar includes links for Home, Registration, Notices, UNCCS Codes, Member States, Knowledge Centre, and About/Contact. The main content area is titled "Welcome on the UNGM - United Nations Global Marketplace". It features three primary sections: "REGISTER" (submitting company details for approval to become a potential supplier), "ACCESS BUSINESS OPPORTUNITIES" (accessing tender opportunities and contract awards), and "SUBSCRIBE TO THE TENDER ALERT SERVICE" (receiving business opportunities via email). A "Sign up free" button is prominently displayed. On the left, a "Login" section includes fields for Username and Password, a "Remember me next time" checkbox, and a "Log In" button. Below the login section, a "Links" area provides quick access to "Supplying the UN", "Publications", "UN Useful Links", "UN System of Organizations", and "Global Compact". A small image of the UN flag is visible in the top right corner.

United Nations Global Marketplace

guest

Home Registration Notices UNCCS Codes Member States Knowledge Centre About/Contact

Login

Username

Password

☐ Remember me next time.

Log In

Forgotten Password?

Links

Supplying the UN
Publications
UN Useful Links
UN System of Organizations
Global Compact

Welcome on the UNGM - United Nations Global Marketplace

- REGISTER
Submit your company's details to UN agencies for approval to become a **potential supplier**. By registering on UNGM you ensure to be in the database that UN buyers use when searching for suppliers.
- ACCESS BUSINESS OPPORTUNITIES
Access online to all **tender opportunities** published by UN agencies on UNGM as well as contract awards.
- SUBSCRIBE TO THE TENDER ALERT SERVICE
Get **business opportunities** with the United Nations that match your company's goods or services delivered directly to your inbox

Sign up free

For UN Procurement Staff
Click here to register

Register As a Supplier

Home	Registration	Notices	UNCCS Codes	Member States	Knowledge Centre	About/Contact
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[Login](#)

[Register as Supplier](#)[Register as UN User](#)

Username

Password

☐ Remember me next time.

Log In

[Forgotten Password?](#)

Breaking News

Message from the United Nations Secretariat Procurement

UNGM Interactive Guide now available

Annual Statistical Report on UN Procurement

UNGM Guides

[UNGM Guide](#)

[UNCCS Code Guide](#)

Links

Register as Supplier

Red stars * indicate mandatory fields.

After this registration, you will receive an email from UNGM containing an activation link:

- Please click on this link to activate your UNGM account
- After activation, you will receive your UNGM username as well as your password to enable you to log in into your UNGM profile to proceed to your application to become a potential supplier to the UN

To ensure you receive all email correspondence from UNGM, please add registry@ungm.org to your addressbook

Company Information

Companyname *	<input type="text"/>
Web Address	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Country *	<div>-- SELECT --<div></div></div>
Export Experience *	<div><input type="radio"/> We have three (or more) years Export/International experience</div> <div><input type="radio"/> We have less than three years Export/International experience</div>

United Nations Global Marketplace (UNGM)

Welcome to the new UNGM.

We have just launched a new look for UNGM. While the functionality remains the same **the site has become easier to navigate and more intuitive**. We very much appreciate your feedback so if you have any questions, comments or requests, please contact us on registry@ungm.org.



To assist you in the registration process and to help you to be more familiar and navigate easily on the new version of UNGM, you can download [here](#) a **UNGM Quick Guide**. Ensure that you went through it before starting filling in your application form.

Application Status



Your application status can be:








- **STARTED:** you started to fill in your registration form but you haven't sent your application to a UN agency yet
- **SUBMITTED:** your application is being evaluated by the chosen UN agency
- **ACCEPTED:** you have been accepted as a potential supplier of the UN agency
- **VENDOR TO UPDATE:** your application is not completed, the UN agency requires further information as specified in their communication to you. You need to log in again and update/ modify/ complete your registration form before re-submitting your application.
- **REJECTED:** your application does not meet the UN agency's requirements, your products / services do not correspond to the UN agency's needs or other reason as specified in the agency's communication to you. In case you can supply UN agencies with new products/services or you experienced major changes in your company, you can ask for re-submission of your application. To do so, revert directly to the UN agency's contact provided in the email notifying your rejection.



Your UNGM Registration Number is **168822**



Application Form

- Steps marked with  are required to be completed prior to submitting your application. Once all required information for a specific step is entered a  will appear.




	Step 1: General Information
	Step 2: Select Agencies
	Step 3: Agency Questions
	Step 4: Address Information
	Step 5: Contact Information
	Step 6: Financial Information
	Step 7: Export Experience

Step 8: Previous contracts with UN
Step 9: Disputes you have with UN
Step 10: Quality Assurance Certificates
Step 11: Trade Organization Memberships
Step 12: Subsidiaries, Associates and/or Overseas Representatives
 Step 13: Product Coding
Step 14: Submit

Step 1 – General Information

Company name *	<input type="text"/>
Nature of Business *	-- SELECT -- 
Business Type *	-- SELECT -- 
Year Established (example: 1978) *	<input type="text" value="0"/>
Number of Employees *	<input type="text" value="0"/>
Licensing Authority *	<input type="text"/>
License Number *	<input type="text"/>
Does your company have a written statement of its environmental policy?	<input type="checkbox"/> Check for Yes
EDI Capability	<input type="checkbox"/> Check for Yes
<i>EDI Capability = Electronic Data Interchange (capability of transmitting data by electronic means)</i>	
Parent Company	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Web address	<input type="text" value="http://304 East 45th Street, New York, NY"/>

Step 2 - Select Agencies

Agency	Status	Submitted Date	Evaluation Date	Select
IAEA	Not Selected			Select
IFAD	Not Selected			Select
ILO	Not Selected			Select
ITC	Not Selected			Select
ITU	Not Selected			Select
 UNDP	Started			
UNECA	Not Selected			Select
UNESCO	Not Selected			Select
UNFPA	Not Selected			Select
 UNHCR	Started			
UNICEF	Not Selected			Select
UNIDO	Not Selected			Select
UNOPS	Not Selected			Select
UNOV	Not Selected			Select
 UNPD	Started			
UNRWA	Not Selected			Select
WFP	Not Selected			Select
WIPO	Not Selected			Select

Suggestion!

- Research the buying profile of the various UN agencies.
- Select UN agencies whose buying profiles are a potential match to your company's products and/or services.

Step 3- Agency Questions

- 1 Download the following document [UN secretariat Prerequisite for Eligibility](#). (right-click and select "Save Target As...")
- 2 Read and sign the document
- 3 Upload the signed document

*** Signed Prerequisite for Eligibility Form**

File name	Size in Bytes	Upload Date
No records to display.		

<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Add"/>
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☐ I hereby certify that I have read the pre-requisites for eligibility and agree and comply with the declared terms in the document and section A, B, C, D and E.

Prerequisite for Eligibility Disclosure Form

In order to be eligible for UN registration, I **Name and title of company official here** declare that:

- A. **Full company name here** (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - i. the 1267 List website (www.un.org/sc/committees/1267/consolist.shtml), or
 - ii. the IIC Oil for Food List website (www.iic-offp.org);or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. **Full company name here** (as well as any parent, subsidiary or affiliate companies) is not currently, and has not been in the last five years, under investigation or sanction by
 - i. the United Nations, its field missions or any other United Nations organization (including the World Bank), or
 - ii. any government of a United Nations Member State;or, if so in any case, such information, including all related circumstances, has been fully disclosed to the United Nations Procurement Division in writing.
- C. **Full company name here** has no outstanding or pending bankruptcy, judgment or legal action that could impair your company's ability to continue operating as a going concern.
- D. **Full company name here** does not employ, or anticipate employing, any person (s) who is or was recently employed by the UN (per ST/SGB/2006/15, post-employment restrictions (www.un.org/docs/journal/asp/ws.asp?m=st/sqb/2006/15)).
- E. **Full company name here** (as well as any subsidiary or affiliate companies) and all employees, agents, intermediaries and other persons retained by these companies agree to cooperate with the United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to



Mandatory Information

- ☐ Select level of registration
- ☐ State name of country of origin of the company
- ☐ Indicate acceptance of UN “Net 30 days” payment terms
- ☐ Names of owners and principals of the company
- ☐ Names of intermediaries, agents, or consultants uses (if any)

LEVEL 1 (Estimated Contract Award less than US \$200,000)

1. Basic vendor information (name, owners, address, contact information, telephone, e-mail, etc.).
2. Current certificate of incorporation or equivalent document verifying legal status/capacity.
3. Three letters of reference or a list of at least three independent, non-affiliated clients/companies whom you have conducted business with over the last year.

LEVEL 2 (Estimated Contract Award US \$200,000 to less than US \$1 MILLION)

4. Criteria 1-3 identified above.
5. Names of: owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable) and any former corporate incarnation.
6. The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.
7. Certificate of quality standards you adhere to and evidence of quality control programme (ISO certification or equivalent).
8. Financial documents (audited/certified financial statements or equivalent) for the last three years.

LEVEL 3 (Estimated Contract Award US \$1 MILLION to less than US \$5 MILLION)

9. Criteria 1-8 identified above.
10. Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.

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

11. A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
12. Evidence of your policies on sustainable procurement practices and/or environmental risk assessment report (ISO 14000 certification, Global Compact ENVP principles, etc.).

* Level of Registration

-- SELECT --

* Typ Level 1

Level 2

Level 3

The U Level 4

Comp

principles of the Global

er information please refer

to <http://www.un.org/Depts/ptd/global.htm>)

Select a Level of Registration

- Companies may select a level of registration according to their financial capabilities.
- Companies may upgrade to a higher level if a business opportunity arises that requires them to do so.
- The higher the level of registration the more documentation will be required.

Registration Criteria – Level 1

- Estimated contract award up to US \$200, 000

Level 1

*** Current certificate of incorporation or equivalent document verifying legal status/capacity**

File name	Size in Bytes	Upload Date
No records to display.		

*** 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**

File name	Size in Bytes	Upload Date
No records to display.		

Registration Criteria – Level 2

- Estimated contract award from US \$200,000 to US \$1 Million
- In addition to the requirements for Level 1 registration, the following documents are required for Level 2 registration

Level 2

*** Certificate of quality standards you adhere to and evidence of quality control programme (ISO certification or equivalent)**

File name	Size in Bytes	Upload Date
No records to display.		

*** Financial documents (audited/certified financial statements or equivalent) for the last three years**

File name	Size in Bytes	Upload Date
No records to display.		

Registration Criteria – Level 3

- ❑ Estimated contract award from US \$1 Million to less than US \$5 Million
- ❑ In addition to the requirements for Level 1 and 2, the following documents are required for Level 3 registration

Level 3

*** Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business**

File name	Size in Bytes	Upload Date
No records to display.		
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Add"/>

Registration Criteria – Level 4

- ❑ Estimated contract award US\$5 Million and above.
- ❑ In addition to the requirements for Level 1, 2 and 3, the following documents are required for Level 4 registration

Level 4

*** A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent**

File name	Size in Bytes	Upload Date
No records to display.		

Evidence of your policies on sustainable procurement practices and/or environmental risk assessment report (ISO 14000 certification, Global Compact ENVP principles, etc)

File name	Size in Bytes	Upload Date
No records to display.		

Step 4 – Address Information

Address Information

This is a mandatory step, meaning that you must enter at least one address.

Add new

Type	Address	Country
No records to display.		

Address Detail



Type *

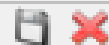
Business Address



Address *

Country *




-- SELECT --



Step 5 – Contact Information

Contact Information
Enter details for contact persons.

Add new

Contact Detail	Email
	
Title	
Position	
Firstname *	
Middlename	
Lastname *	
Country *	
	-- SELECT --
Email	*
Phone work	
Phone cell	
Access to UNGM	<input checked="" type="checkbox"/>
 	

PreviousSave

Step 6 – Financial Information

Financial Information







This is a mandatory step, meaning that you must enter information about the past three years.

Enter the data into the boxes (numbers only)

E.g. Fiscal year: 2005, Turnover: 2580, Export turnover: 1560, then click on 'Add'. Under export turnover, suppliers of goods and services should provide the total amount of business done **outside of their own country**.

Note: financial details are expressed in 1000 USD.

Turnover refers to the total value of goods and/or services sold by your company during a particular period of time

	Year	Turnover (1000 USD)	Export (1000 USD)
	2010	4 580	3 900
	2009	3 650	2 580
	2008	1 487	1 259
	2007	1 250	1 147
	2006		
	2005		

Step 7 – Export Experience







Export Experience

Please provide information on exports activities for at least three years here.

This section applies to service providers, as well as suppliers of goods. Service suppliers should indicate in which countries they have provided services.

Enter export information into the boxes e.g. Export year: 2005, Export country: Angola, then click on 'Save' Icon.

Each country must be added separately. If you export globally add your top 10 countries for each of the 3 years.

	Year	Countries
	2010	None selected
	2009	None selected
	2008	None selected
	2007	None selected
	2006	None selected
	2005	None selected



Steps 8-12

- ❑ Previous contracts with the UN
- ❑ Disputes you have with the UN
- ❑ Quality Assurance Certificates
- ❑ Trade Organization Memberships
- ❑ Subsidiaries, Associates and/or Overseas Representatives

Step 13 – Product Coding

Product Coding

The United Nations Common Coding System (UNCCS) are used to identify commodities as well as services. UN procurement staff use these UNCCS Codes to source suppliers for procurement actions but also to express their needs in tender notices. Therefore, it is vitally important that you choose the UNCCS codes with care, ensuring that the coding you provide accurately reflects the types of goods and/or services you provide.

How to code properly?

- Is the **predominant characteristic** of the procurement that of a good (000000 to 499999) or of a service (500000 to 999999)?
- **DO NOT select main code groups such as 100000, 200000 etc.**
- A proper UNCCS Code has to be **at least 3 levels down**, meaning that each code you select should have the following format: **XXX000**.
- Select **as many codes as necessary** to ensure that the product/service needed is covered.
- The selected code shall make intuitive sense when viewed in context of the overall code. That is, if a code to the Sub-class or Class level is selected, does the item naturally fit within the overriding Group, Division and Section?

A guide to UNCCS Codes can be downloaded [here](#).

Click on **Add Codes button** to go to the full listing of UNCCS codes.

The codes are sorted in a tree structure. Expand "leaves" in the structure by clicking on the expansion + sign. You can also select codes via the search engine by typing keywords. Once you have selected codes click on the Save button.

[Add UNCCS Codes](#)

Selecting UNCCS Codes

Tree View

Search

- ☒ 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- ☒ 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- ☒ 200000 (FOOD AND TEXTILE PRODUCTS)
- ☒ 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- ☒ 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
 - ☒ 410000 (METALS, BASIC)
 - ☒ 420000 (FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT)
 - ☒ 430000 (MACHINERY, GENERAL PURPOSE)
 - ☒ 431000 (ENGINES AND TURBINES AND PARTS THEREOF)
 - ☒ 431100 (Engines, internal combustion, other than for motor vehicles and aircraft)
 - ☒ 431200 (Engines, internal combustion, of a kind used for motor vehicles)
 - ☒ 431210 (Engines, spark ignition reciprocating piston, for vehicles)
 - ☒ 431211 (Engines for vehicles, less than 50 cc)
 - ☒ 431212 (Engines, for vehicles, more than 50 cc, but less than 250 cc)
 - ☒ 431213 (Engines, for vehicles, greater than 250 cc, but less than 1,000 cc)
 - ☒ 431214 (Engines for vehicles, greater, than 1,000 cc)
 - ☒ 431220 (Engines, diesel or semi-diesel, for vehicles)

Save selected codes



Final Steps

- ❑ Step 14 – Submit your application
- ❑ Application review process varies from 6-10 weeks
- ❑ Check UNGM and UN Secretariat procurement notices regularly for new business opportunities.
- ❑ Sign up for the UNGM Tender Alert Service – to receive automatic e-mail tender notices to your Inbox.
- ❑ There is a subscription fee of US \$250 for this service payable directly to UNGM.

Tender Alert Service for Procurement Notices

UNGM Provides a Tender Alert Service which automatically identifies suitable opportunities for your company from all the procurement notices posted on UNGM.

UNGM searches for UNCCS Codes that you specified in your Subscription Form, identifies relevant notices and emails them straight to you.

Selected Unccs Codes			Edit Selection
	Code	Description	
	621000	GENERAL INTERNATIONAL TRADE AND TRADE POLICY	
	712000	TRANSPORT OPERATIONS	
Users to receive Emails	1 selected users		Edit Selection
Payment			
This payment will grant you a subscription until [redacted] The fee for a one year subscription is 250 USD.			
Payment is made via PBS International's payment system. All communication is done via an encrypted SSL connection. UNGM does not keep a copy of your credit card details.			
Please note: Payment can only be made by credit card. We cannot accept payment by cheque or bank transfer.			
<input type="checkbox"/> We, [redacted], hereby request UNOPS to enter into a contract with us on UNOPS's Standard Terms & Conditions for user of the UNGM Tender Alert Service.			

Finding Business Opportunities UNGM

Procurement Notice Search

Deadline between	<input type="text" value="29-01-2010"/>		and	<input type="text"/>	
Published between	<input type="text"/>		and	<input type="text" value="29-01-2010"/>	
Agency abbreviation starts with	<input type="text"/>				
Title contains	<input type="text"/>				
Reference contains	<input type="text"/>				
Beneficiary country	<input type="text" value="-- ALL --"/>				
Unccs Codes	<input type="text" value="ALL"/>				
					<input type="button" value="Edit Selection"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

	Deadline	Publish Date	Agency	Type	Reference	Title
	04-02-2010	29-01-2010	UNPD	Request for EOI	EOIAD5420	Renewal and upgrade of Websense Enterprise licenses, including Web Filtering and Security Product Group (PG3) for the period of one year.
	28-02-2010	29-01-2010	UNPD	Request for EOI	EOIUNAMI5419	Supply, Installation and Servicing of Vehicle Tracking System(GPS Transponder) For UNAMI in Iraq.
	15-02-2010	29-01-2010	UNPD	Request for EOI	EOIUNAMID5418	PROVISION OF CONSULTANCY SERVICES FOR WATER SOURCES SUSTAINABILITY AND SETTING UP OF GROUNDWATER MONITORING PROGRAM FOR UNAMID IN DARFUR, SUDAN

<http://www.ungm.org/Notices/Notices.aspx>

Finding Business Opportunities UN Secretariat Website

► Engineering	Expiry Date
EOIUNSOA5361 - Construction of reinforced cement concrete frame single storey living accomodation at the various in Mogadishu locations of the African Union Mission in Somalia (AMISOM)	08 Feb 2010
EOIUNAMID5388 - Supply and Delivery of Kiln Fired Clay Bricks to 33 UNAMID camp in Darfur / Sudan	10 Feb 2010
EOIUNAMID5405 - Generator Control Panels To Install Fully Automatic Synchronized five (5) Power Station to Support UNAMID	18 Feb 2010
EOIUNAMID5409 - SUPPLY AND DELIVERY OF MULTISTAGE CENTRIFUGAL ELECTRICAL BOREHOLE PUMPS	12 Feb 2010
► Freight Forwarding	Expiry Date
EOIUNLB5412 - Provision of door-to-door sea freight services from UNLB, Brindisi, Italy - through Benghazi, Libya - to MINURCAT FHQ, Abeche, Chad	05 Feb 2010
► Information Technology	Expiry Date
EOIAD5369 - Provision of Badging and Access Control System (hardware and software)	05 Feb 2010
EOIUNMIT5371 - Provision of satellite internet services to UNMIT in Dili, Timor Leste	05 Feb 2010
EOIUNFCCC5376 - Extension of Warranty for Dell Laptops	29 Jan 2010
EOIUNMIK5377 - Lease of Terrestrial Commercial Links and Internet Services to UNMIK	02 Feb 2010
EOIUNAMI5397 - One Time Purchase of Wifi Amplifiers, Connectors, Adaptors and other accessories for Coaxial Installations	08 Feb 2010
EOIUNAMID5404 - SUPPLY AND DELIVERY OF DATA STORAGE UNIT ACCESSORIES	05 Feb 2010
EOIAD5420 - Renewal and upgrade of Websense Enterprise licenses, including Web Filtering and Security Product Group (PG3) for the period of one year	04 Feb 2010

<http://www.un.org/depts/ptd/eoi.htm>

Sample Expression of Interest (EOI)

LONG-TERM SUPPLY OF PETROLEUM PRODUCTS AND ASSOCIATED SUPPORT SERVICES FOR THE UNITED NATIONS OPERATIONS IN COTE D'IVOIRE (ONUCI)

Agency	UNPD
Status	Published
Type of notice	Request for EOI
Display from date	29-01-2010
Close date	26-02-2010
Country	United States of America
Reference	EOILS35415
Contact	
Description	<p>The United Nations is planning to invite competitive proposals for: Long-Term Supply of Petroleum Products and Associated Support Services for the United Nations Operations in Cote d'Ivoire (ONUCI). Description of requirement: The primary aim is to enter into long-term, turn-key contract, which, inter-alia will include the provision of Jet, Diesel and Gasoline into the country; fuel delivery using various modes of transportation, construction and operation of fuel installations; provision of fuel equipment; storage and maintenance of fuel reserves; local fuel distribution; provision of oil and lubricants; into aircraft refueling services; provision of personnel; and a quality control programme. Note: Full requirements will be provided with the solicitation documents.</p>

EOI Response Form

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION		
UN Vendor ID Number**:	UNGM Vendor ID Number*:	
Company Name *:		
Company Contact *:		
Address *:		
City *:		
Country *:		
Telephone Number *:		
Fax Number *:		
Email Address:		
Company Website:		

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature:_____

Date:_____

Name and Title:_____



Questions?