



DEPARTMENT OF
OPERATIONAL
SUPPORT



Vendor Registration United Nations Global Marketplace

Office of Supply Chain Management
Department of Operational Support
United Nations Secretariat
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Table of contents

1

-
1. What is the United Nations Global Marketplace (UNGM)?

 2. Three levels of Registration
 - How to register in the UNGM?

 - Basic Level Registration

 - Level 1 Registration

 - Level 2 Registration

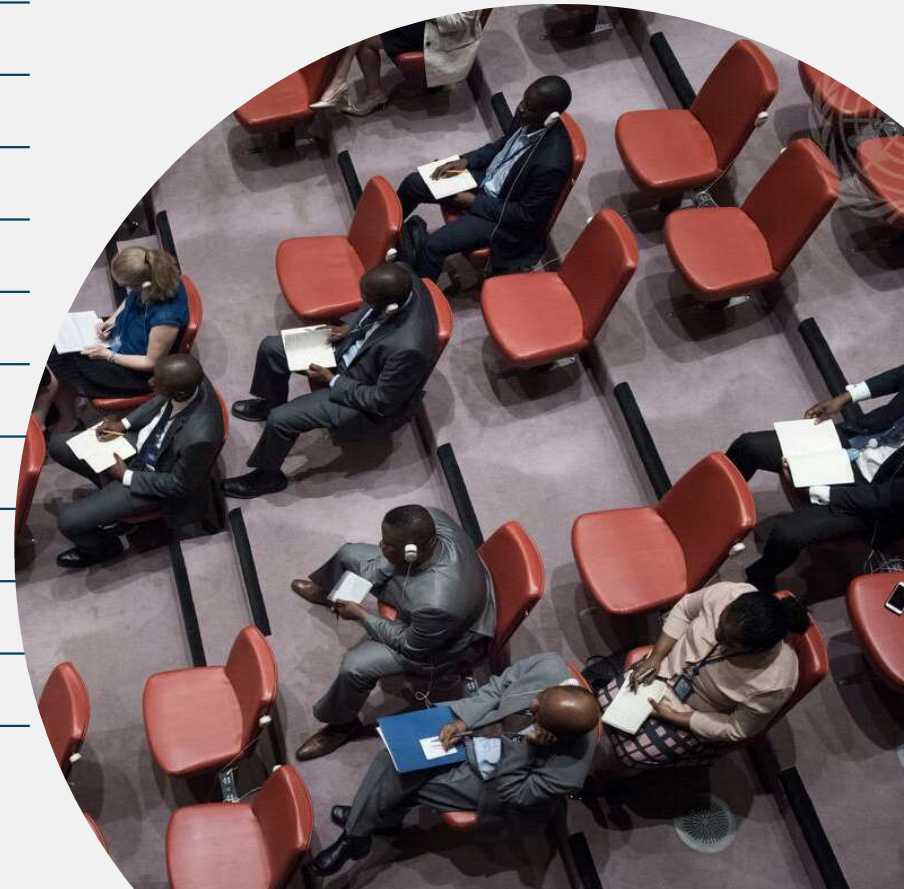
 3. The United Nations Standard Products and Services Code (UNSPSC)

 4. Procurement Opportunitites

 5. Contract Awards

 6. Tender Alert Service (TAS)

 7. Knowledge Center, Contact Information



The United Nations Global Marketplace (UNGM)

www.ungm.org



Official procurement portal of the United Nations (UN).



Brings together UN procurement staff and suppliers for doing business with the UN.



Used by 30 UN organizations, including the United Nations Secretariat.



Everyone has access to UN procurement opportunities and contract awards information.

By completing the registration:

- Suppliers can select the United Nations Standard Products and Service Code (UNSPSC), a coding system for classifying goods and services suppliers provide. The supplier can introduce their products and services to various entities.
- Suppliers' profiles are stored in the database, and they will automatically match with the search engine based on the information provided by suppliers.
- UNGM offers the Tender Alert Service, through which suppliers can receive relevant business opportunities emailed directly. (Fees apply)

[What is the United Nations Global Marketplace \(UNGM\)? – UNGM Help Center](#)



Three levels of registration

Basic level (Estimated Contract Award less than US\$ 150K)
Required to participate in tender exercises

Level 1 (Estimated Contract Award US\$ 150K - up to US\$ 500K)

Level 2 (Estimated Contract Award above US\$ 500K)
For UN Secretariat it is not mandatory to participate in specific procurement opportunities.

<https://www.un.org/Depts/ptd/vendors/vendor-registration-0>



How to register as a supplier on UNGM?

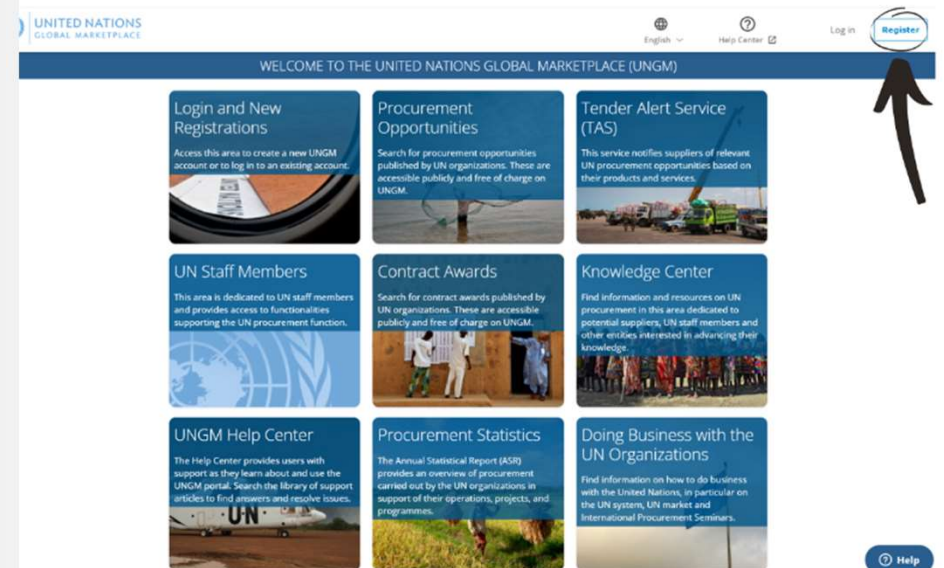
1. To create account and activate your account

2. Fill out the required information (Supplier name, license number, address, contact details, etc.)

- Email address will become your account's username
- Supplier's name should reflect the Certificate of Incorporation or another legal document
- Acknowledgement of the UN Supplier Code of Conduct

Why register on UNGM as a potential supplier? – UNGM Help Center
How to register as a supplier on UNGM? – UNGM Help Center

At the top right corner of the page, click on **Register**.



Click on the **Suppliers** tile.



Account Activation email



- Click “Activate my account”
- The link can only be used once.

- If the activation email is not received, you can resent it.
- Instructions for resending the activation email can be found on the UNGM website: [How to resend the activation email to another email address? – UNGM Help Center](#)
- The actual link is not provided for security reasons and can only be obtained by someone with access to the email account.
- The email comes from the default UNGM email (no-reply@ungm.org)



Basic Level

1. General information

- *Supplier name (Not DBAs)*
- *Country of territory*
- *Year established*
- *Ownership*
- *Disability inclusion, WoB*

2. Address

3. Countries of Business

4. Contacts

- *Contact email*

5. Goods and Services

- *UNSPSC*

6. Declaration of Eligibility

Click on **Registration at Basic Level** in the navigation menu.

REGISTRATION AT BASIC LEVEL

Home
Procurement Opportunities
Contract Awards
Tender Alert Service (TAS)
Supplier Code of Conduct
United Nations Standard Products and Services Code (UNSPSC)
Help Center
Knowledge Center
UN Procurement Statistics

Supplier Section
Dashboard
Supplier
Registration at Basic Level
My Account
My Tender Alert Service (TAS)

1 **General Information** 2 Address 3 Countries of Business 4 Contacts 5 Goods and Services 6 Declaration of eligibility ✓ Basic Registration Submitted

* required field

Supplier information

Supplier name *

Business name

Parent company

General contact information

Telephone country code *

Telephone number *

Fax country code

Fax number

[Help](#)

Complete the **registration form** section by section.



Level 1



- PDF
- One of the six official languages of the UN
- Name changes

1. Certificate of incorporation



2. Reference contact details



3. Ownership structure

Click on **Registration at Level 1** in the navigation menu.

The registration form includes three mandatory sections: **Certificate of Incorporation**, **Reference contact details** and **Ownership structure**; and one optional section: **Other relevant documents**.



Level 2



1. Three Reference Letters

- From independent, non-affiliated clients confirming the quality of past year's goods/services.
- Each letter on company letterhead, dated and signed.
- One of the six official languages of the UN.



2. Financial Documents

- Provide financial documents for the last three years.
- Include Balance Sheets, Income Statement, and signed independent Auditor's Report.
- One of the six official languages of the UN.

Click on **Registration at Level 2** in the navigation menu.

The registration form includes two mandatory sections: **Reference letters** and **Financial documents**.

REGISTRATION AT LEVEL 2

The Registration at Level 2 is not completed yet. Suppliers need to provide the information required to submit this registration level.

Supplier registration at Level 2

Missing mandatory information | Completed mandatory information | [Refresh](#)

Reference letters

Suppliers are required to upload three letters of reference from three independent, non-affiliated clients or companies. Ideally, suppliers should have done business with them during the last year. The reference letters are treated as confidential and are only accessible to UN staff members with appropriate rights.

[Add reference letters](#)

Financial documents

Suppliers are required to upload their audited financial documents for the last three years. These documents should be updated annually. The financial documents are treated as confidential and are only accessible to UN staff members with appropriate rights.

[Add financial documents](#)

The Registration at Level 2 is not completed yet. Suppliers need to provide the information required to submit this registration level.

[Help](#)



The United Nations Standard Products and Services Code (UNSPSC)

A global classification system used to categorize products and services

Suppliers registering on UNGM must use UNSPSC codes to classify their products and services.

This helps match them with UN organizations needing their offerings.

Choose UNSPSC codes correctly.

UN Staff members use UNSPSC codes to categorize and publish procurement opportunities on UNGM.

UNSPSC codes and Tender Alert Service.

UNSPSC codes have a four-level numeric hierarchy: Segments, Family, Class, and Commodity, represented by pairs of digits.

This structure organizes and categorizes products and services effectively.

Procurement Opportunities

Title

Description

Reference

Published between and

Deadline between and

Search **Clear all**

Show more criteria

UN Organization

Beneficiary country or territory

Goods and Services [Search codes](#)

Type of opportunity

Not set Request for EOI Request for proposal Request for quotation

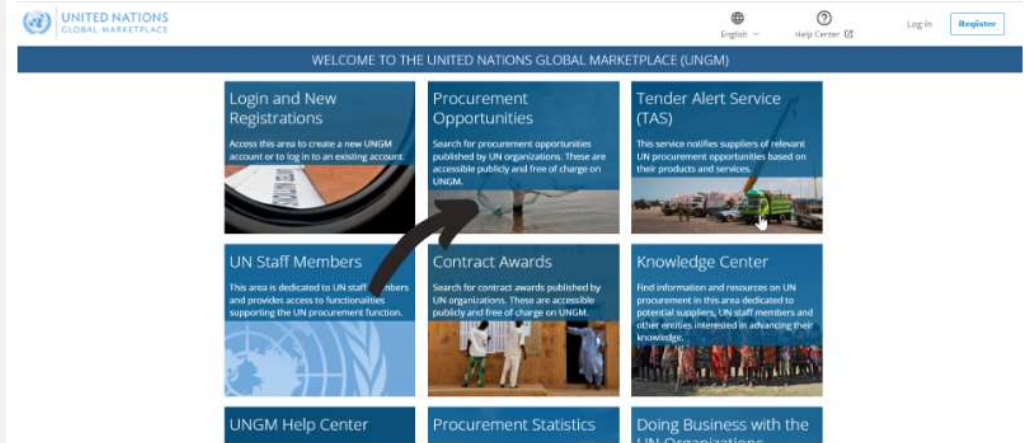
Invitation to bid Request for pre-qualification Request for information

Grant support-call for proposal Pre-bid notice Individual consultant

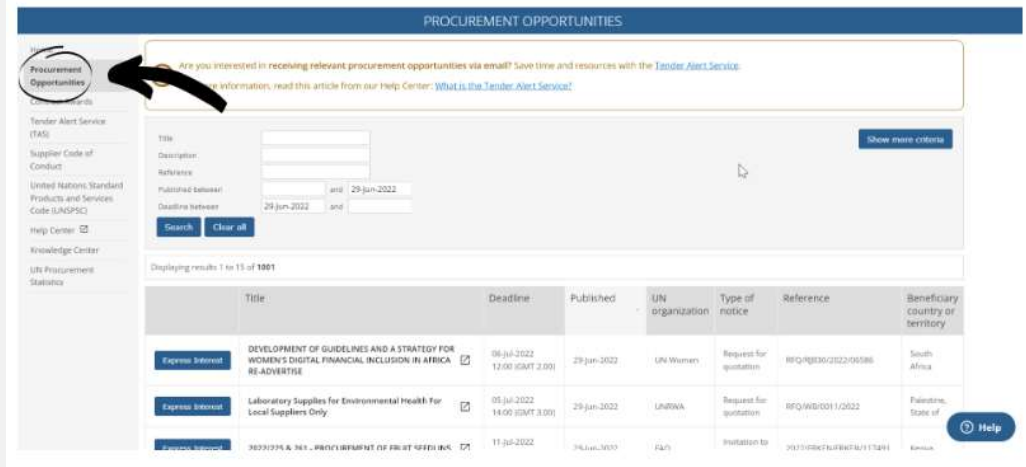
Sustainable procurement opportunity

Sustainable

Click on **Procurement opportunities** in the UNGM homepage.



Or click on **Procurement Opportunities** in the navigation menu.



<https://help.ungm.org/hc/en-us/articles/360012821740-How-to-access-procurement-opportunities-on-UNGM->

Contract Awards

Title

Description

Reference

Supplier name

Award date between and

Search **Clear all**

Show more criteria

UN Organization

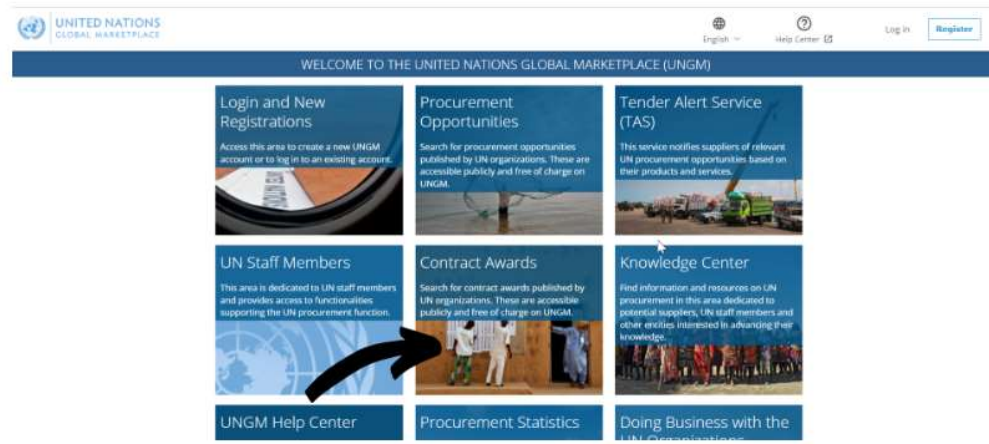
Country or territory

Goods and Services [Search codes](#)

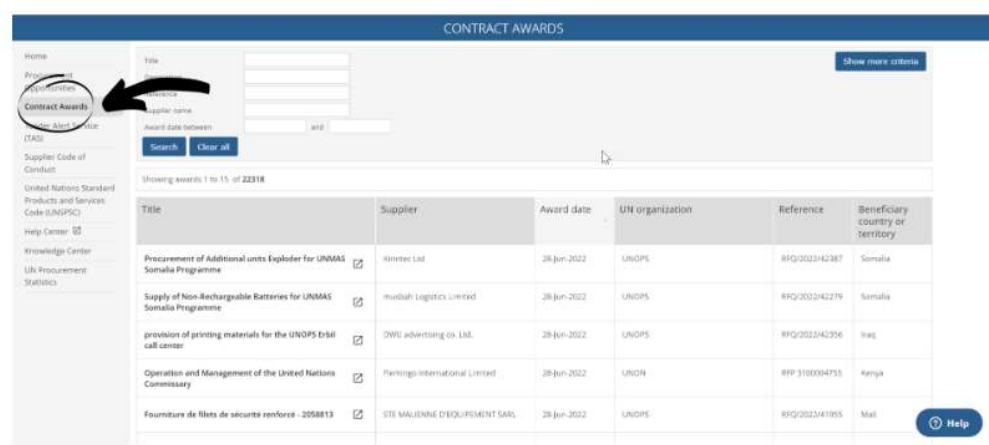
<https://help.ungm.org/hc/en-us/articles/360012822440-How-to-access-contract-awards-on-UNGM->



Click on **Contract awards** in the homepage.



Or click on **Contract awards** in the navigation menu.





Tender Alert Service

- UNGM provides a value-added email service
- Suppliers receive alerts of relevant procurement opportunities via email.
- This service:
 - notifies suppliers of **new and revised procurement opportunities** published on UNGM corresponding to the suppliers' products and/or services.
 - requires a fee.



Details on the UNGM website:

- [How to resend the activation email to another email address? – UNGM Help Center](#)
- [What is the Tender Alert Service? – UNGM Help Center](#)
[What information is provided in the Tender Alert Service notifications? – UNGM Help Center](#)

TENDER ALERT SERVICE (TAS)

Connecting suppliers to procurement opportunities

Receive new and revised procurement opportunities matching your products and services via email.

SUBSCRIBE NOW
Remind me later

TAS
TENDER ALERT SERVICE

5 main benefits

Save time and resources
The deadline for procurement opportunities is often short. Without searching manually, receive alerts from more than 40 UN Organizations. Never miss a procurement opportunity.

Directly into your inbox
Procurement opportunities are sent to both your email address and your UNGM inbox.

Only relevant procurement opportunities
The service may be customized anytime. Receive only procurement opportunities matching your company's goods and services.

One subscription, multiple receivers
The service allows multiple recipients, so your colleagues may receive the same alerts at no additional cost.

Explore the United Nations market
The data provided may assist you in your market research by following the procurement trends of UN organizations.



Knowledge Center

A centralized and **structured repository of information**

The information has been classified depending on the type of user to meet everybody's needs.

The **objective** of this portal is to:

- Familiarize users with the UN market.

- Showcase the procurement tools available.

- Facilitate access to e-learning courses and international procurement seminars.

Procurement Tools

Here you will find various tools and resources for Common UN Procurement



Collaboration among UN Agencies

Here you will find information about collaborative procurement within the UN System



Doing Business with the UN Agencies

Here you will find information on doing business with the UN



Product Innovation

Click here for Target Product Profiles, open source designs and product guidelines



<https://help.ungm.org/hc/en-us/articles/9746358871580-What-is-the-Knowledge-Center->

Thank you!



www.ungm.org



Vendor Registration & Outreach
(UN Secretariat)

Email: register@un.org



UNGM

Email: registry@ungm.org

Your feedback is important to us. Please take a moment and participate in the survey.

To access the Survey, click link below:

<https://forms.office.com/e/MqfJ4hW9zV>

Or scan QR Code:

