# INSTRUCTIONS ON HOW TO ACCESS WMO TENDERS

The WMO e-tendering system, In-tend is integrated with the United Nations Global Marketplace portal (www.ungm.org). Please find instructions on how to access the tender documentation.
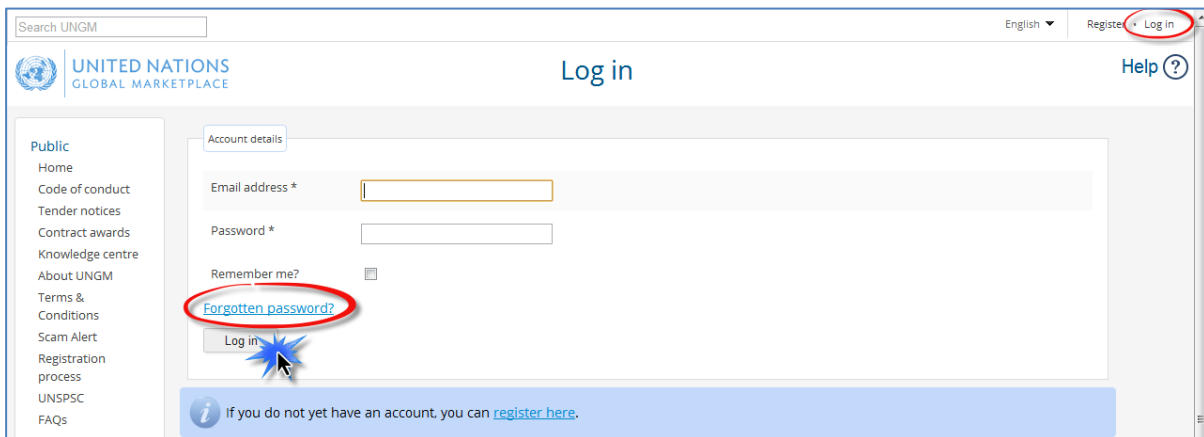
1. Registration on UNGM

To access the tender documents, you need to be fully **registered on UNGM**. The **registration at basic level** will be sufficient as WMO does not require level 1 and 2 registrations.
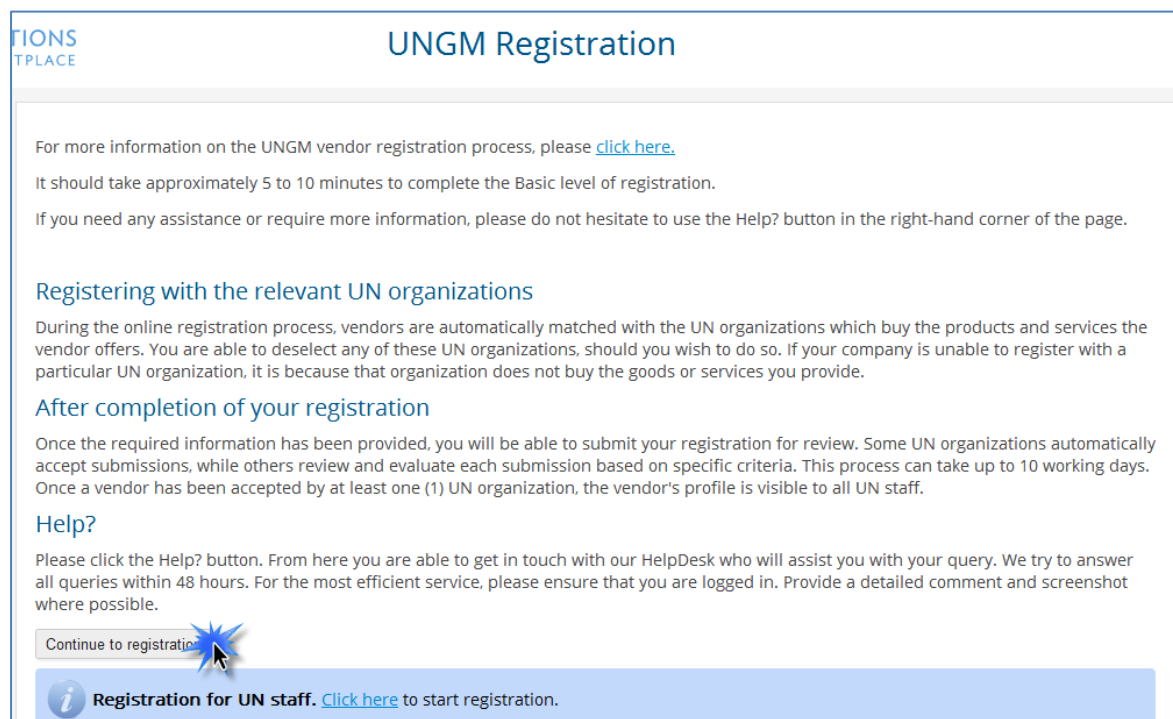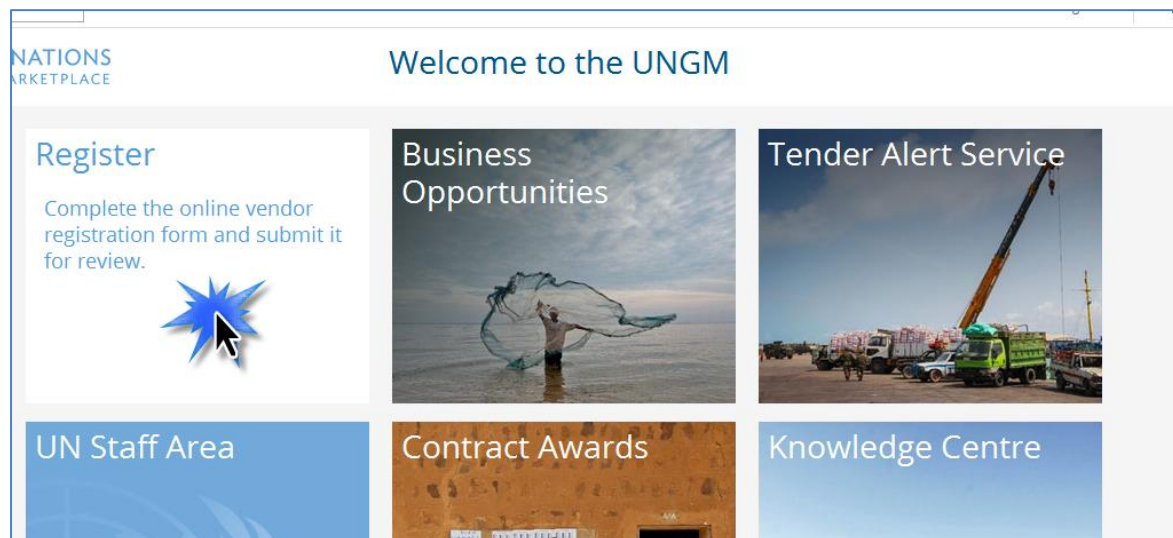
Once you have created your UNGM account, please do not forget to activate it. If you have not received the activation email, please note that you can resend it to yourself from your UNGM inbox.

2. Log into your UNGM account

In order to **log into your UNGM account**, please click on the 'Log in' link at the top right-hand corner of the page. You will need to use your **username** which is the email address you registered with and your **password.** If you do not remember your password, please use the 'forgotten password' functionality.
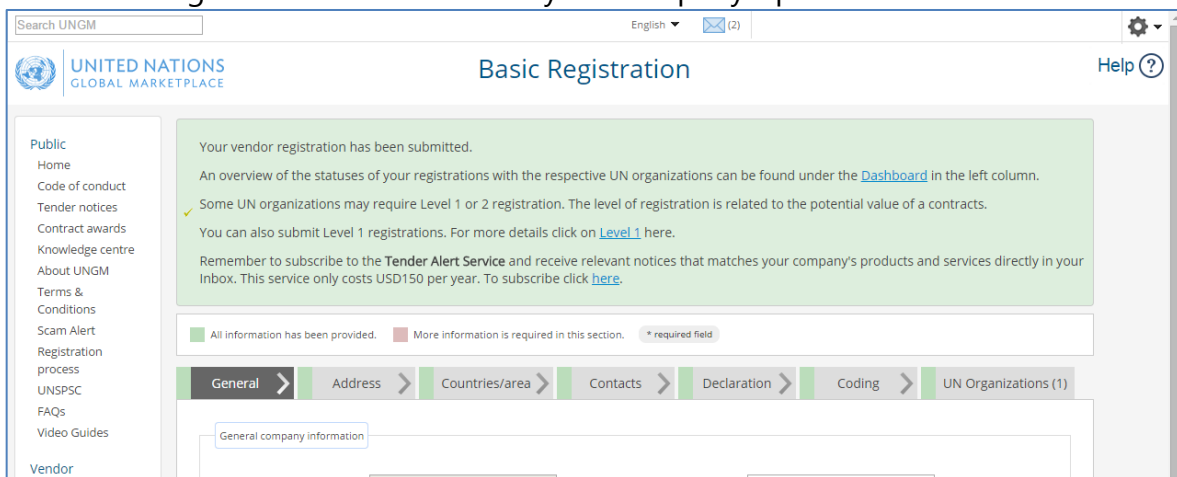

3. Complete your registration

From the **Registration link in the left-hand menu**, you can complete your registration form. It only takes about 5-8 minutes to complete your Basic registration.

Please note that some tabs appear in red and others in green. The red tabs mean that you are missing information. The asterisk (*) indicates information that is required and you will not be able to submit the registration without this information.

Please do not forget to **submit your completed registration** to the UN organizations matching your company's profile. Please verify that WMO is part of the list of UN organizations which match your company's profile in the 'UN

If you have completed your basic level registration in the past, please ensure that your **basic registration with WMO is complete**. You can either check this information from your **Dashboard** (for instance your registration status is Registration/Vendor to Update) or directly in your registration. If not, please update/modify the information requested by the UNGM system before proceeding.

4. Search for the tender notice issued by WMO

From the UNGM homepage, click on the **'Business Opportunities'** box or click on the **'Tender notices'** link in the left-hand menu. Click on the 'show more criteria' button on the upper right side.
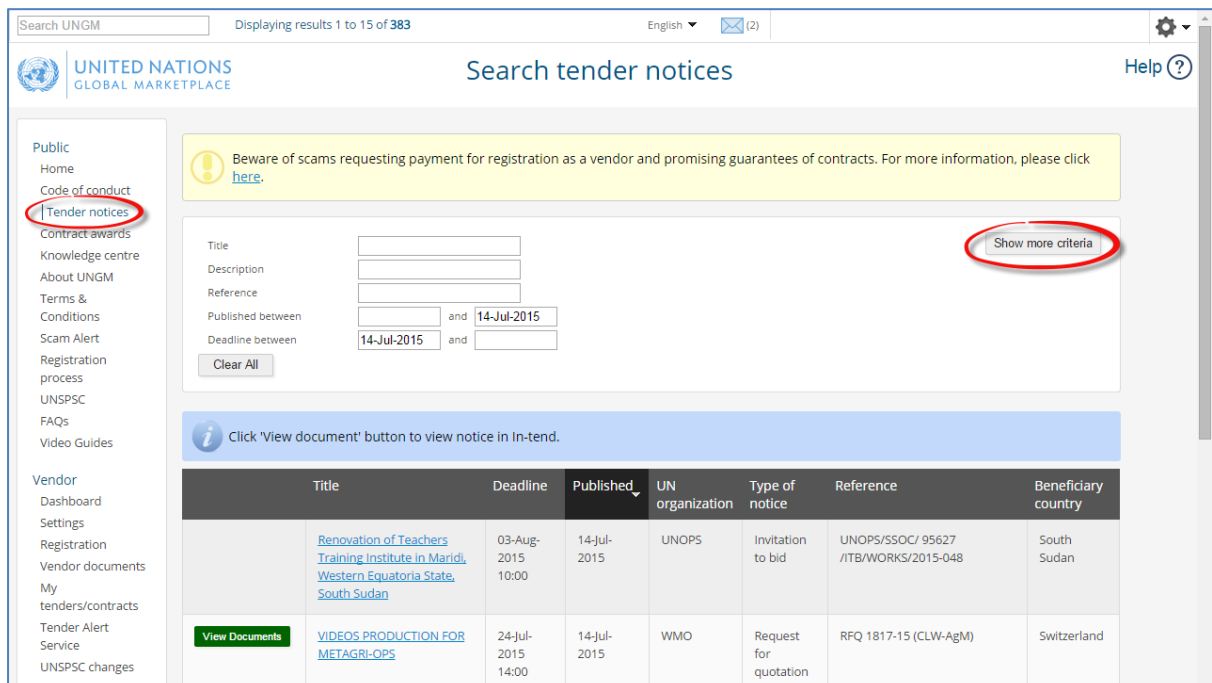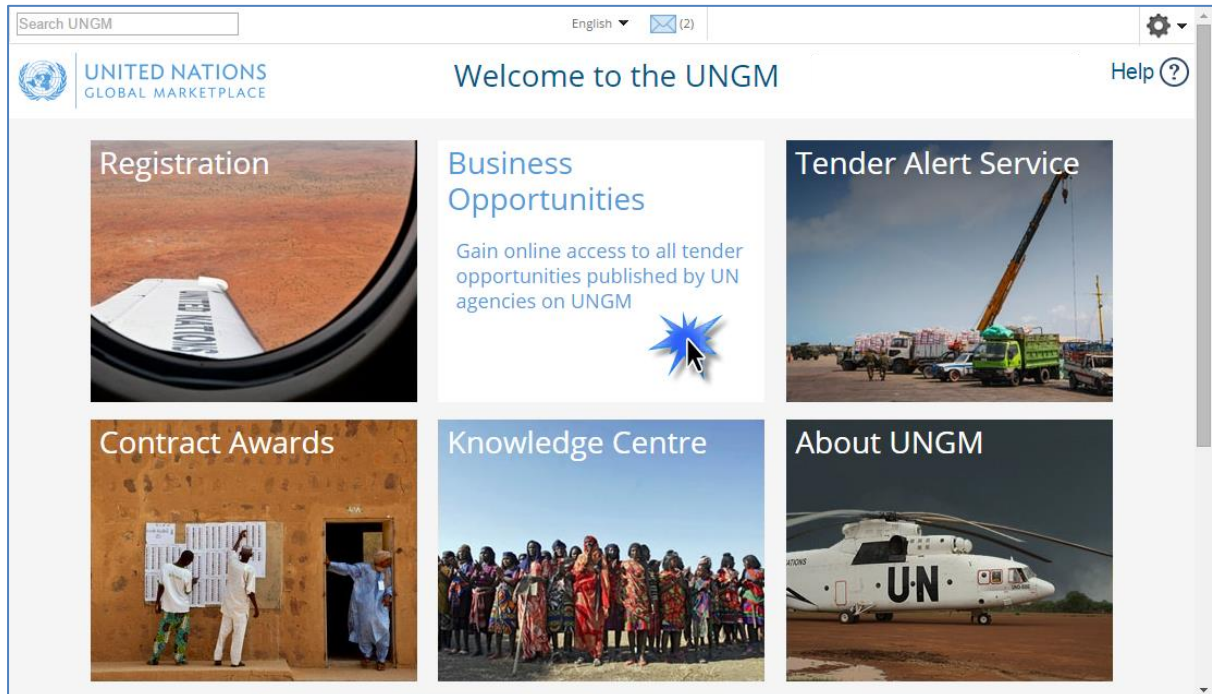
In the **'UN organizations'** field, please type WMO. The system will automatically show all the **active tender notices issued by WMO**.

On the side of each tender notice, you will find a green button with either **'Express interest'** (if this is the first time you view the notice) or **'View documents'.**
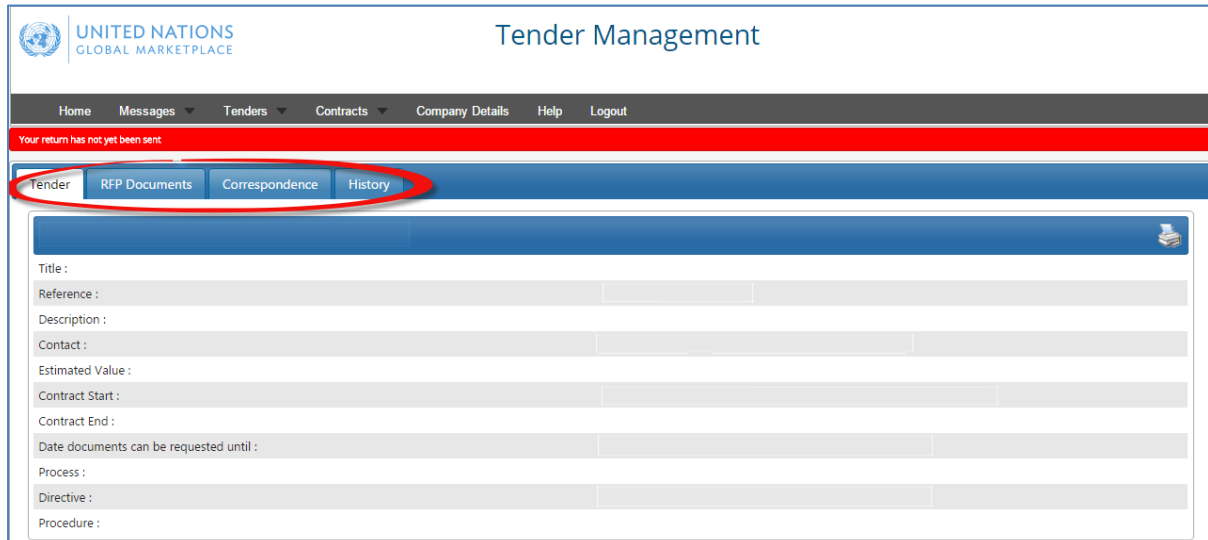
In case of first access, click on 'Express interest' to notify WMO that you are interested in participating in this tender. After a few seconds, the button will change in a green button 'View documents'.

Click on this 'View documents' button (on the left side) to gain **access to the tender documents.**

5. Tender Management

You will be transferred from the UNGM portal to the **WMO e-tendering system**. The following **'Tender Management'** screen should appear.

IMPORTANT: If it does not show the Tenders screen, please inform immediately WMO at procurement@wmo.int

You are now in the WMO e-tendering system. Under this area you will find several menu tabs:

- Tender: General information about this tender
- RFP documents: IMPORTANT, here is the deadline plus all the documents of the tender process (RFP or ITB). In the same area, you have the placeholders for uploading your proposal and all your documents.
- Correspondence: an area where you can write email and receive answers from WMO.
- Clarifications: an area for reading the clarifications issued by WMO and made available to all bidders. Please ensure to read all the clarifications as they become part of the specifications.
- History: a log of past activities related to this tender

From this point onward, we think that the system is more intuitive and you will be able to navigate without major difficulties. But if you have questions, please contact us using the CORRESPONDENCE function of the e-tendering system or via email at procurement@wmo.int.

6. If you re-enter UNGM at a later stage

There is a short-cut to the tender notices. After the login in UNGM, you can select the Menu option **'My tenders/contracts'** in the left-hand menu.

You can also click on the 'View document' button next to the notices or click on the WMO link under 'My tenders/contracts' in order to access the WMO e-tendering system and see the details of the tender notice and its documents.

7. How to download the tender documents

In the 'Tender Management' page, please select the **'RFP documents'** menu tab, scroll down until the section '**Tender documents received'** and download all

8. How to attach and submit documents

If any mandatory documents have been requested, they will be shown in the **'My tender return'** section against a red button. You will need to attach them using the **'Attach Documents'** button within the 'My Tender Return' section to the bottom of this screen.

If a **Questionnaire** is required to be completed, it will be shown in Red and marked 'Not Started' in the 'My Tender Return' section. It is mandatory that any Questionnaire's must be completed.

To attach additional documents you wish to submit as part of your tender return, click the **'Attach Documents'** button under the 'My Tender Return' section (if available). These will then appear in the 'My Tender Return' section.

NOTE : Large files may take some time to upload. We advise you to keep the files under 5MB.

IMPORTANT : When you have completed all the above steps and are ready to submit your tender return, click the red '**Submit Return'** at the bottom of this page.