UN Global Marketplace

The procurement portal of the UN system

By
Niels Ramm
UNGM Team Lead
UNGM Secretariat/UNOPS
INTRODUCTION

Initially developed in the 90’s under the auspices of the IAPWG

December 2002, resolution A/RES/57/279

March 2007, resolution GA/RES/61/249

Create a UN global procurement portal

Simplyfing the registration process

One common supplier database

Transparency and harmonization
The United Nations represents a global market of over $17 billion annually.

UNGM is the procurement portal of the UN system.

Potential vendors may register with any of the 26 UN organizations using UNGM as their vendor database (=99% of the total UN procurement spent).

UNGM provides and excellent springboard for vendors to introduce their products and services to many UN organizations, countries and regions.
REGISTRATION PROCESS ON UNGM

One of first step in doing business with the UN

Becomes a requirement for more and more UN organizations in order to participate in tenders

Free registration form online

Website available in 4 languages
3 registration levels
Level is determined by the monetary value of potential contracts

Basic registration
Common registration process
General company information

Level 1
Some UN organizations require additional information
Certificate of Incorporation & references

Level 2
Reference letters & financial statements

The vendor’s profile automatically matches with UN organizations based on the information provided.
The information required in the common registration process is the same as for a SME or a large company = No difference for a SME or a large company

Possibility to do business with a local UN office and not necessarily at the international level

Not all UN organizations require registration at level 1 and 2 = SMEs can participate in most tenders on UNGM

Videos, FAQs, Knowledge Center and dedicated Helpdesk = Targeted assistance

Registration process reviewed and simplified in Nov 2013 = More intuitive, user-friendly and accessible
Free access to procurement notices
Published by over 40 UN organizations and entities

Over 350 active notices at any one time
Identifying relevant tender is a time-consuming task.
Deadlines are often short.

By subscribing to the Tender Alert Service, vendors can receive relevant business opportunities emailed directly as soon as they are published.

- Optional service
- The subscription costs USD 250 a year.

WHAT IS NEW ON UNGM?

Former KC

Only text, links, images ...

New KC

Text, images, videos, tables, procurement notices, LTAs, contract awards, procurement categories and discussion forums...
NEW KNOWLEDGE CENTER: Virtual Business Seminar

- Information on each **UN Agency** and its procurement requirements and procedures
- Information on **UN system Organizations**, **UN market** and main procurement rules
- Information on **Sustainable Procurement** and **SDGs**
- List of face-to-face multi-agency business seminars

**United Nations Global Marketplace** – [www.ungm.org](http://www.ungm.org)
NEW KC: Annual Statistical Report on UN Procurement

Procurement reports by:
- agency
- country
- category

UN procurement volume by:
- country
- region
- sub-region

Online version of the ASR with possibility to filter data to your needs
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>234</td>
<td>Suppliers have <strong>created an account</strong> on UNGM</td>
</tr>
<tr>
<td>180</td>
<td>Suppliers are <strong>registered</strong> with at least one UN organization</td>
</tr>
<tr>
<td>54</td>
<td>Suppliers are <strong>not visible</strong> to any UN organization:</td>
</tr>
<tr>
<td></td>
<td>✓ have not completed or submitted their registration</td>
</tr>
<tr>
<td></td>
<td>✓ have ‘unmatched’, ‘declined’ and/or ‘vendor to update’ statuses (at basic level)</td>
</tr>
<tr>
<td>12</td>
<td>Suppliers need to <strong>update their registrations</strong> at level 1 or 2</td>
</tr>
<tr>
<td>2</td>
<td>Suppliers are subscribed to the <strong>Tender Alert Service</strong></td>
</tr>
</tbody>
</table>
Procurement value in 2014: **$19.7 million**
Growth over previous year: **63%**
% of total UN procurement: **0.11**

2013/2014 procurement volume for Hungary breakdowned by goods and services (USD Thousand):

- **2013**
  - Goods: 3,982.94
  - Services: 8,043.47
- **2014**
  - Goods: 10,439.38
  - Services: 9,211.60
STEP 1: CREATION OF YOUR UNGM ACCOUNT 1/2

1. Go to www.ungm.org

2. Read the explanation about the registration process
STEP 1: CREATION OF YOUR UNGM ACCOUNT 2/2

3. Accept the **UN Supplier Code of Conduct** & introduce your company details

4. Complete your **login details**
**STEP 2: ACTIVATION OF YOUR UNGM ACCOUNT**

**Account Activation**

There was a problem activating your account.
If the link did not automatically activate your account, you may need to copy and paste the link from the email into your browser address bar.
If you need assistance, please use the Help button.
Also check the version of your Internet Explorer browser. If you are using a version older than 10, please update your browser to the latest version. You may also want to use another browser, such as Google Chrome or Firefox.

---

**Inbox**

Click on the ‘Resend’ button

**UNGM Account Activation**

```
From: System email
To: Me
Messages related to account activation cannot be displayed here for security reasons.
```

---

**Account Activation**

- Congratulations! Your account has now been activated.
- You have successfully created your personal login to your company’s UNGM account.

**Vendor**

Go to your **personal email inbox** and activate your UNGM account by clicking on the **activation link**

OR

If you have not received the activation email, please note that you can resend it to yourself from your **UNGM inbox**
STEP 3: LOG INTO YOUR UNGM ACCOUNT

Go to the ‘Login’ page and use your login credentials.

Your username is the email address you registered with.

If you do not remember your password, please use the ‘forgotten password’ functionality.
From the ‘Registration’ link in the left-hand menu, you can access your registration form.
1 General tab

Please complete the **basic information** concerning your company

Type your **company name** as it appears on your Certificate of Incorporation

Click on the ‘Save’ button

---

Address tab

Please complete the address information concerning your company.

Click on the ‘Save’ button.
Please inform whether you prefer to do business only in your **country** or if you prefer to do business **internationally**.

Tick the corresponding checkbox.
Contacts tab

Click on the 'Complete' button

Click on the 'Invite another contact' button

Please complete your own details and contact information

Possibility to invite/add colleagues to the contacts
5

Declaration tab

The declaration of eligibility is a formal and explicit statement on behalf of your company.

Please review the seven statements.

Select the most appropriate option.

- The declaration of eligibility is a formal and explicit statement on behalf of your company.
- Please review the seven statements.
- Select the most appropriate option.
Please select the correct UNSPSC codes to describe your products and/services.

Tick the checkbox to select a code.

Click on the ‘Save selected codes’ button.
Based on the information given in the registration form, your company profile will be matched with different UN organizations.

Please do not forget to submit your completed registration to the UN organizations matching your company’s profile.

Tick the checkbox to select/unselect an organization.
**STEP 4: CHECK YOUR REGISTRATION STATUSES**

Your UNGM number

Registration status with each UN organization

<table>
<thead>
<tr>
<th>UN organizations</th>
<th>Basic registration</th>
<th>Level 1 registration</th>
<th>Level 2 registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADB</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNDP</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTBTO</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAO</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IAEA</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILO</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITU</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPCW</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WMO</td>
<td>Registered (22-Oct-2015 03:43)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTACT UNGM

For more information, please visit [www.ungm.org](http://www.ungm.org)

Do you need assistance?
Check out our video guidelines and FAQs

For further assistance, do not hesitate to contact us:
- ✔ Via the Help functionality available on the site
- ✔ Via email at registry@ungm.org

Icon illustrations UNGM, UNOPS and canva