



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as a company



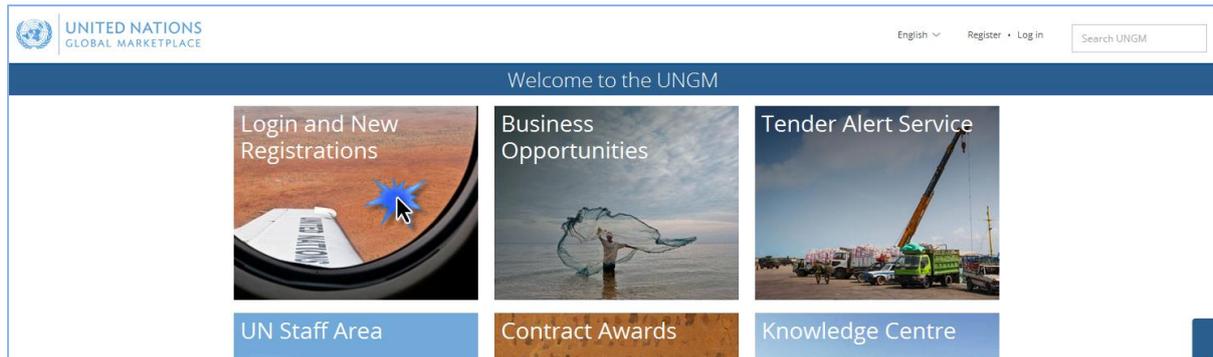
www.ungm.org

www.ungm.org

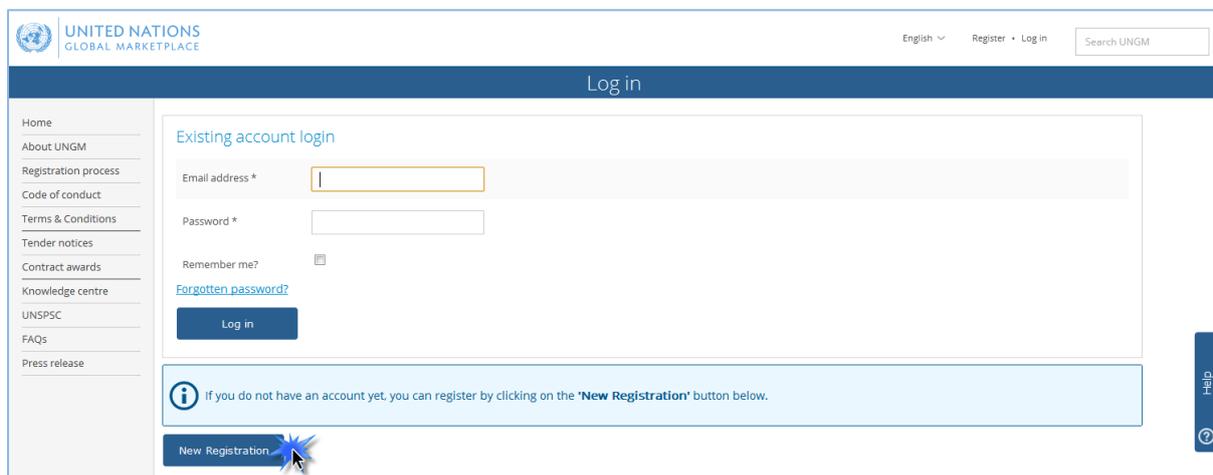
REGISTRATION PROCESS ON UNGM

STEP 1: CREATION OF YOUR UNGM ACCOUNT

Go to **www.ungm.org** and click on the **'Login and New Registrations'** tile.



Click on the **'New registration'** button.



Please select the type of registration by clicking on the relevant box. If you are a company, please click on the **'Companies' box**.

UNITED NATIONS
GLOBAL MARKETPLACE

English Register Log in Search UNGM

Account registration

Home
About UNGM
Registration process
Code of conduct
Terms & Conditions
Tender notices
Contract awards
Tender Alert Service
Knowledge centre
UNSPSC
Help Centre
Press release

Please select the type of registration by clicking on the relevant box below.

The **Individual Consultant** registration is suitable for the following types:

1. **Commercial contractor**
2. **Individual consultant** - Registration as an Individual Consultant is suited for individuals who are interested in providing time and deliverable bound services for limited duration contracts associated with projects. Typically for organisations such as UNOPS and UNDP.
3. **Landlord** - Registration as a Landlord is suited for individuals that are owners or possessors of an estate in land or rental property and are interested in leasing or renting real estate property to an organisation of the United Nations.
4. **Sole proprietor** - Registration is a type of business entity that is owned and run by one natural person and in which there is no legal distinction between the owner and the business.

The **Company** registration is relevant for licenced businesses which can provide relevant products and services to United Nations Organisations.

The **UN Organization** registration is limited to United Nations staff and requires a valid and active UN email address.

The vendor will also be requested to read the **Supplier Code of Conduct (SCC)** and be informed that in order to be able to register as a potential vendor to the UN, the SCC must be acknowledged.

Links to the guides which will contain detailed information will also be provided.

Individual Consultant
(not associated with a company)

Company (or on behalf of a company) / NGOs

United Nations Organization and International Organization

Help

Introduce your company details and accept the UN Supplier Code of Conduct.

Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us.

Then, click on the **'Send the activation link'** button.

The screenshot shows the 'Company registration' page on the United Nations Global Marketplace. The page is titled 'UN Supplier Code of Conduct' and includes a navigation menu on the left with links like Home, About UNGM, and Registration process. A top navigation bar contains 'English', 'Register', 'Log in', and a search box. The main content area features a blue header 'Company registration' and a light blue information box with an 'i' icon and text: 'Please download and read the UN Supplier Code of Conduct. To register your interest in doing business with the United Nations and its organizations, you are required to acknowledge that the UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the United Nations and its organizations.' Below this, the 'Company registration' section is divided into three parts: 'Basic company details' with fields for Company Name, License Number, and Country; 'Company Director details' with fields for First Name and Last Name; and 'User account creation' with a checkbox for contact data reuse and fields for First Name, Last Name, Email address, Confirm email address, Password, and Confirm password. A 'How did you hear about UNGM' section has a dropdown menu for Source. At the bottom, there is a checkbox for acknowledging the code of conduct and a 'Send the activation link' button. A vertical 'Help' button is on the right side of the page.

STEP 2: ACTIVATE YOUR UNGM ACCOUNT

Once you have created your UNGM account, please do not forget to **activate it**.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

Activate your account

Please [activate your account](#) to get access to all the functionalities of UNGM

Home
About UNGM
Registration process
Code of conduct
Terms & Conditions
Tender notices
Contract awards
Tender Alert Service
Knowledge centre
UNSPSC
Help Centre
Press release

MY UNGM REGISTRATION - STATUS

- Account created
- Account activated
- Registration started
- Registration completed but not submitted
- Registration submitted

Please activate your account

Click the link in the email we sent to dlane.valentin2+2510@gmail.com to activate your account.
Make sure to check your spam folder. The sender is no-reply@ungm.org

[I would like to change my email address](#) [> I have not received the email, please resend it to me](#)

Help

Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **'Activate'** button.

UNGM Account Activation - Welcome to the UNGM

UNGM <no-reply@ungm.org>

2:24 PM (13 minutes ago)

UNGM Account Activation

To confirm your email address, just click the button below

[Activate](#)

If clicking the button does not work, just copy and paste the URL below into your web browser

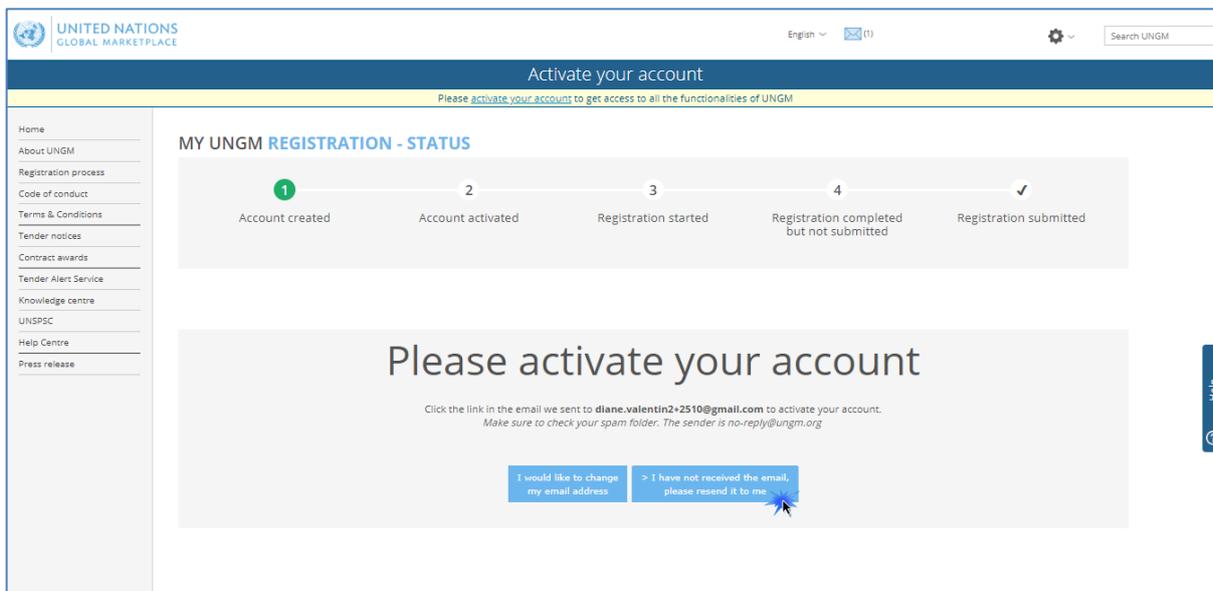
<https://wwwtest3.ungm.org/Account/Account/Activate?c=488293a2-3f17-436a-8e65-0c7aa00968c2>

Your username is :

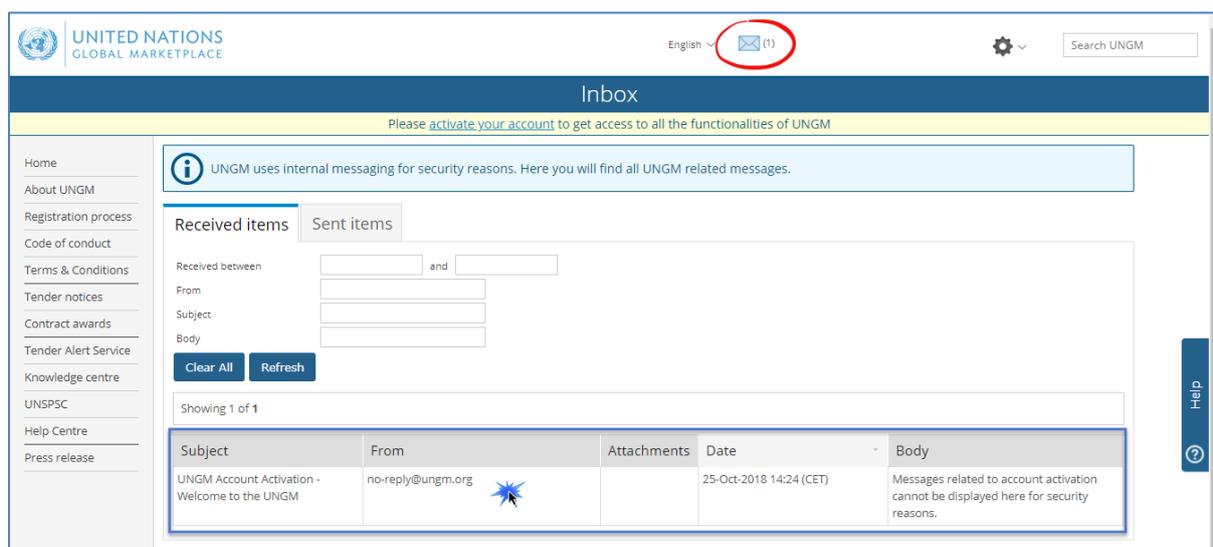
Your UNGM number is available under your dashboard once you have activated your account

United Nations Global Marketplace © 2017

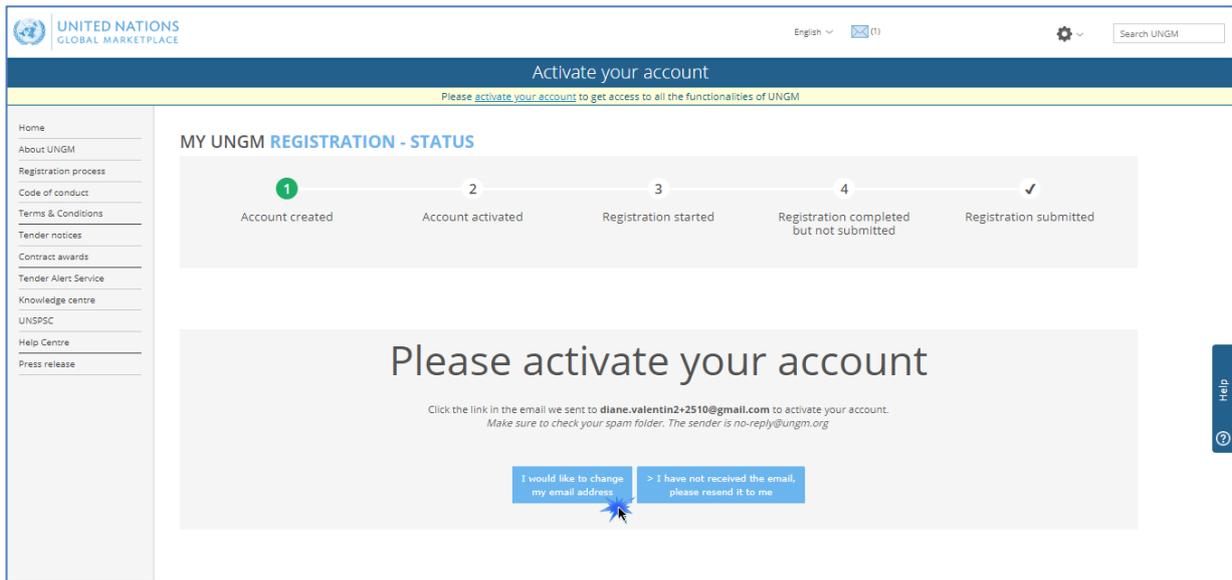
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **'I have not received the email, please resend it to me'** button:



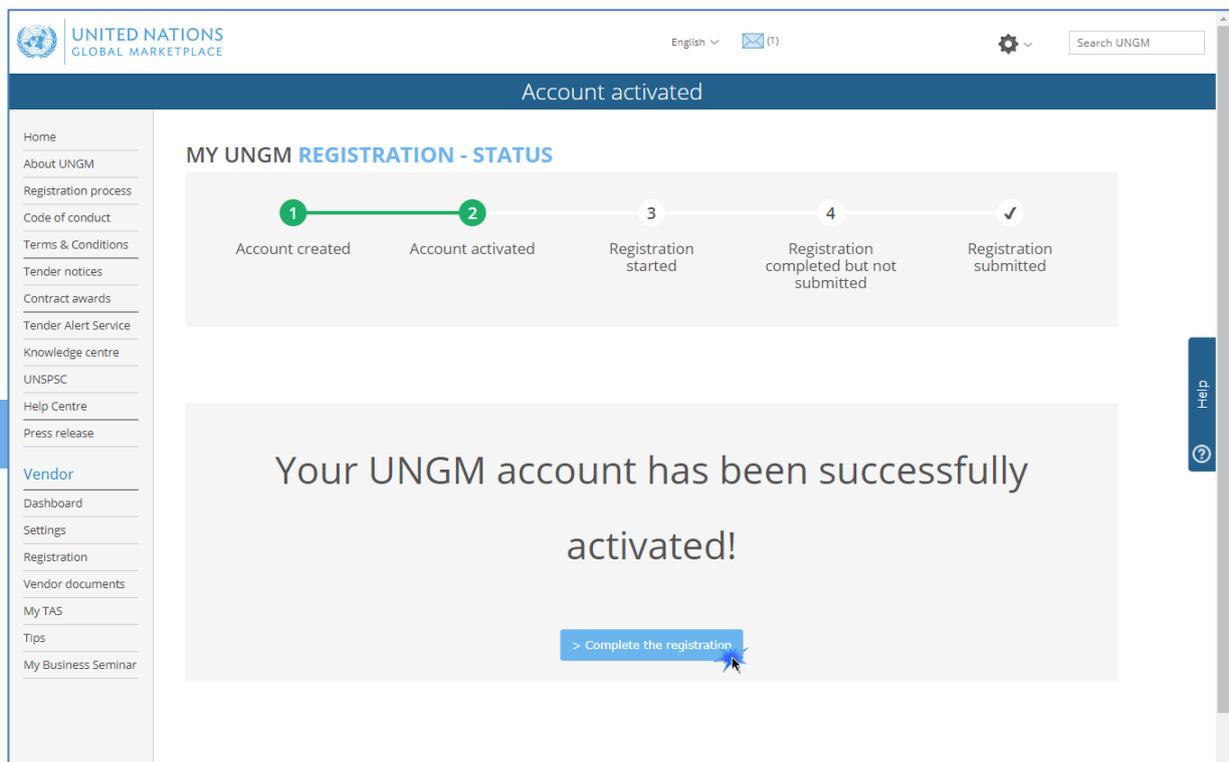
Or from your **UNGM inbox** accessible from the little envelop symbol in the top right side of the page:



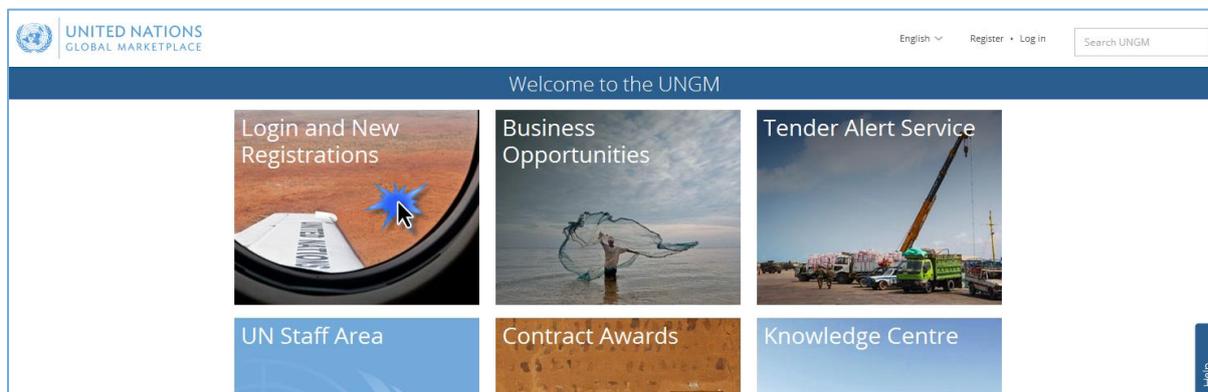
If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the **'I would like to change my email address' button**:



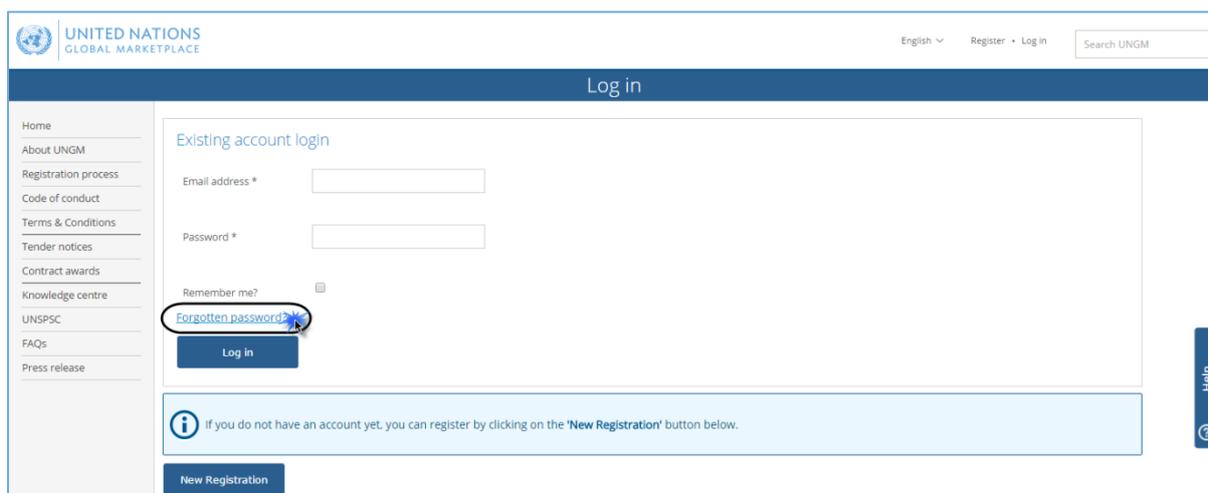
Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration' button** to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:



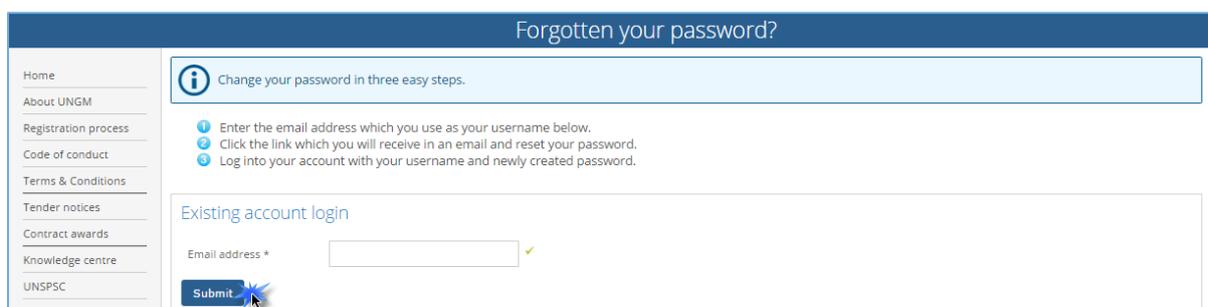
In order to log into your UNGM account, please click on the **'Log in'** link at the top right-hand corner of the page or on the **'Login and New Registrations'** box in the homepage.



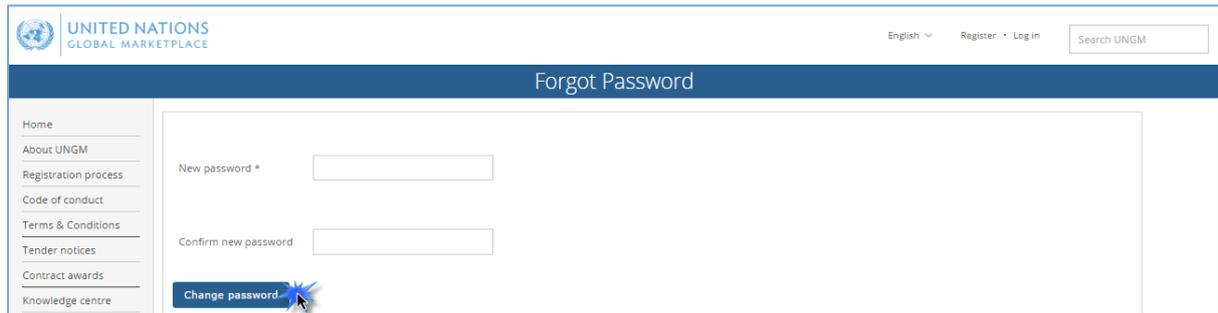
You will need to use your **username** which is the email address you registered with and your **password**. If you do not remember your password, please use the **'forgotten password'** functionality.



Provide your email address/username and click on the **'Submit'** button.



An email containing a link to reset your password will be sent to your email address. This link will be valid only for 1 hour for security reasons. If you have not received any email from UNGM, please check your spam folder as UNGM emails may be considered as such. Click on the link provided in this email and follow the on-screen instructions to reset your password. Provide your new password and click on the **'Change password' button**.



The screenshot shows the 'Forgot Password' page on the United Nations Global Marketplace website. The page has a blue header with the UNGM logo and navigation links. The main content area contains a form with two input fields: 'New password *' and 'Confirm new password'. A blue button labeled 'Change password' is positioned below the second field. A mouse cursor is hovering over the button. The left sidebar contains a list of links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, and Knowledge centre. The top right corner has a search bar and links for English, Register, and Log in.

You should now be able to login with the newly created password.

STEP 4: COMPLETE YOUR VENDOR REGISTRATION FORM IN UNGM

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.

In order to successfully complete the registration process, please provide the required details and click on the **'Save & continue'** button for each of the 6 steps. After clicking the **'Save & continue'** button, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (*) indicates information that is required to complete the step.

The screenshot displays the 'Vendor Registration' form in the UNGM system. The form is divided into two main sections: 'General company information' and 'Company's Contact Information'. A progress bar at the top indicates the current step is '1 General', with other steps being '2 Address', '3 Registration type', '4 Contacts', '5 Coding', '6 Declaration', and 'What's next?'. The 'General company information' section includes fields for 'Company name *' (Sunshines Ltd), 'Trade name/DBA', 'Parent company', 'Company type *' (dropdown), 'License number *' (2131245546), 'Country/territory *' (Denmark), 'Year established *', 'Number of employees *', 'Company Director's First Name *' (Diane), and 'Company Director's Last Name *' (Valenon). The 'Company's Contact Information' section includes fields for 'Telephone country code *' (Type a country/territory name), 'Telephone number *', 'Fax country code' (Type a country/territory name), 'Fax number', and 'Website'. Below these sections is the 'Company's Ownership Type' section with radio button options: 'Not applicable' (selected), 'Privately-owned', 'Publicly-traded', and 'Part of a business conglomerate'. A 'Save & Continue >' button is located at the bottom right of the form. The left-hand menu shows the 'Registration' link under the 'Vendor' section.

I. General

Under 'General', please provide **basic details** about your company.

It is important to type your **company name** in the same way as it appears on your certificate of incorporation or any other legal document relating to the formation of your company or corporation.

The **license number** refers to the number that all legally operating businesses have which permits them to function in the city and/or country where they are located.

Once you have completed the step, click on the **'Save & Continue'** button in the **bottom right of the page**.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

General company information

Company name *

Trade name/DBA

Parent company

Company type *

License number *

Country/territory *

Year established *

Number of employees *

Company Director's First Name *

Company Director's Last Name *

Company's Contact Information

Telephone country code *

Telephone number *

Fax country code

Fax number

Website

Company's Ownership Type

Company's Ownership * Not applicable Privately-owned Publicly-traded Part of a business conglomerate

Please provide the name(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable)

Women Ownership Not applicable The company is at least 51% owned and controlled by one or more women The company is less than 51% owned and controlled by one or more women

i By selecting this option, you self-declare that your company is a woman owned business.

Save & Continue

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2. Address

Under 'Address', please provide your company's **address information**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'General info' button**.

The screenshot shows the 'Vendor Registration' process in the UN Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address (current step), 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Address' step is active, showing two main sections: 'Company address information' and 'P.O. Box address (optional)'. The 'Company address information' section includes fields for House number (51), Address line 1 (Marmove), Address line 2, Address line 3, City/town (Copenhagen), Country/territory (Denmark), and Postal code (2100). The 'P.O. Box address (optional)' section includes fields for P.O. Box number, P.O. Box postal code, City/town for P.O.Box, and Country/area (with a placeholder 'Type a country/territory name'). A 'Save & Continue' button is visible at the bottom right, and a '< General Info' button is at the bottom left. The footer contains the text '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

3. Registration type

Under 'Registration type', please inform whether you prefer **to do business only in your country or if you prefer to do business internationally**. Click either on 'National' or 'International'.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Address' button**.

The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace website. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type (current step), 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Registration type' section contains two main options: 'National / International'. An information box explains that 'National' is for business only in the country of registration, while 'International' is for business outside the country. Below this, there are radio buttons for 'National' and 'International', with 'International' selected. A second section, 'Country/areas of business', has an information box asking the user to select and list countries. A warning box states that no countries are selected, assuming business in all countries/areas. At the bottom of this section, there is a text input field for 'Country/area' and buttons for 'Select all' and 'Remove all'. Navigation buttons '< Address' and 'Save & Continue >' are located at the bottom of the form. The footer of the page reads '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

4. Contacts

Under 'Contacts', please provide your **own contact details**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Registration type' button**.

The screenshot shows the 'Vendor Registration' process on the UNGM website. A progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts (current step), 5. Coding, 6. Declaration, and 7. What's next? The 'Contacts' section is titled 'My contact details' and contains the following fields:

- Title/salutation: Mrs (dropdown)
- First/given name: [Redacted]
- Middle name: [Redacted]
- Surname: [Redacted]
- Job title/position: Sales Manager (dropdown)
- Country/area: Denmark (dropdown)
- Email: [Redacted]
- Telephone country code: Denmark (+45) (dropdown)
- Telephone number: 545645445456 (text input)
- Extension: [Redacted]
- Mobile country code: Type a country/territory name (dropdown)
- Mobile number: [Redacted]

Navigation buttons at the bottom include '< Registration Type' and 'Save & Continue >'. A 'Help' button is visible on the right side.

Please note that you can also **invite/add colleagues** to your company's account on UNGM at the 'Contacts' step. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the **'Invite another contact' button** at the bottom of the page.

This screenshot shows the bottom portion of the 'Contacts' step. It includes the following sections:

- Telephone country code: Denmark (+45) (dropdown)
- Telephone number: 545645445456 (text input)
- Extension: [Redacted]
- Mobile country code: [Redacted]
- Mobile number: [Redacted]
- Navigation buttons: '< Registration Type' and 'Save & Continue >'
- Account Contact Details: A card for Mrs Diane Valentin, Sales Manager, Denmark, with a 'primary contact' label.
- Invited contacts: A section with a help icon and text: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.' Below this is an 'Invite another contact' button.

A 'Help' button is visible on the right side.

5. Coding

Under 'Coding', please select **codes which best describe the goods and/or services** which your company is able to provide following the UNSPSC classification for products and services.

Search for new UNSPSC codes either by typing keywords or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

If you are unable to find the correct codes for your products and services, please **contact us at registry@ungm.org** and provide us with a description of the products/services.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Contacts' button**.

The screenshot shows the 'Vendor Registration' process in the UN Global Marketplace. The progress bar indicates the current step is 'Coding' (step 5), with previous steps being General, Address, Registration type, and Contacts, and future steps being Declaration and What's next?.

An information box states: "UNGM uses a subset of the United Nations Standard Products and Services Code (UNSPSC) for the classification of products and services. The codes available for selection represent the majority of the products and/or services bought by UN organizations. Select the codes which best describe the products and/or services your company can provide. A list with your selected codes are shown below on the left. You can change your codes at any time. If you are not able to find the codes for your products and/or services, it is possible that the UN organizations do not normally buy these products and/or services. You are welcome to contact us using the Help? button at the right-hand side of this page. When doing so, please provide detailed information on the products and/or services you were not able to select for registration. For more information on UNSPSC codes in general and viewing the entire codeset, please visit www.unspsc.org."

The 'UNSPSC selector' section has a search bar with the keyword 'software'. Below the search bar is a list of UNSPSC codes with checkboxes for selection. The following table represents the visible codes and their selection status:

UNSPSC Code	Description	Selected
42000000	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	<input type="checkbox"/>
42000000	Medical Equipment and Accessories and Supplies	<input type="checkbox"/>
42200000	Medical diagnostic imaging and nuclear medicine products	<input type="checkbox"/>
42203600	Medical radiological imaging information and archiving products	<input type="checkbox"/>
42203605	Medical x-ray film archiving system software	<input type="checkbox"/>
43000000	Business, Communication & Technology Equipment & Supplies	<input type="checkbox"/>
43000000	Information Technology (Hardware and Telecommunications)	<input type="checkbox"/>
43230000	Software	<input checked="" type="checkbox"/>
43231500	Business function specific software	<input type="checkbox"/>
43231501	Helpdesk or call center software	<input type="checkbox"/>
43231505	Procurement software	<input checked="" type="checkbox"/>
43231506	Human resources software	<input checked="" type="checkbox"/>
43231506	Material requirements planning logistics and supply chain software	<input checked="" type="checkbox"/>
43231507	Project management software	<input type="checkbox"/>
43231508	Inventory management software	<input type="checkbox"/>
43231509	Bar coding software	<input type="checkbox"/>
43231510	Label-making software	<input type="checkbox"/>
43231511	Expert system software	<input type="checkbox"/>
43231512	License management software	<input type="checkbox"/>
43231513	Office suite software	<input type="checkbox"/>
43231514	Other suite software	<input type="checkbox"/>

Navigation buttons include '< Contacts' and 'Save & Continue >'. A 'Help?' button is located on the right side of the page.

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6. Declaration

The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under 'Declaration', please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.

Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, **click on the 'Coding'** button.

The screenshot shows the 'Vendor Registration' process in the UN Global Marketplace. A progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration (current step), and 7. What's next? The 'Declaration of eligibility' section contains an information icon and the instruction: 'Please review the following seven (7) conditions and select one of the options provided'. The conditions are:

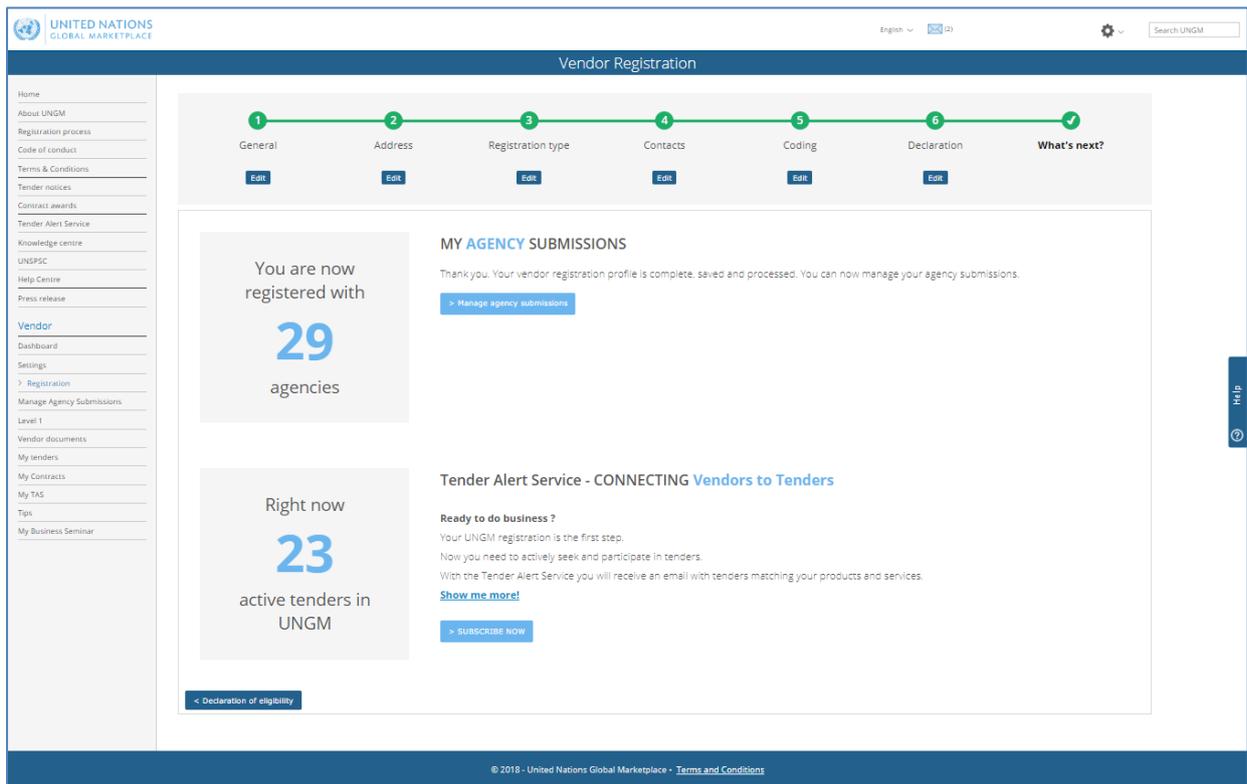
1. Sunshines Ltd is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group.
2. Sunshines Ltd is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
3. Sunshines Ltd is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
4. Sunshines Ltd has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
5. Sunshines Ltd does not have any legal proceedings against or disputes with a UN entity.
6. Sunshines Ltd undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group.
7. In the case that Sunshines Ltd situation changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, shall immediately inform the United Nations Global Marketplace thereof. Sunshines Ltd understands that non-compliance with this requirement will automatically render the Sunshines Ltd ineligible.

Below the conditions is a 'Select an option' section with two radio buttons:

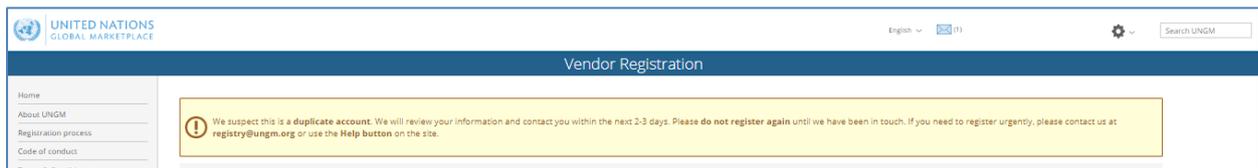
- Based on my knowledge, the entity that I represent, i.e. Sunshines Ltd meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.
- I cannot confirm and declare that the entity that I represent, i.e. Sunshines Ltd, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the Sunshines Ltd needs to provide the information later. (Please provide explanation below).

At the bottom of the form are two buttons: '< Coding' and 'Save & Continue >'. The footer of the page reads: '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

Once you have clicked on the **'Save & Continue'** button, you will have successfully completed your registration and will be redirected to the **'What next?'** step.



In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at registry@ungm.org.



STEP 4: MANAGE AGENCY SUBMISSIONS

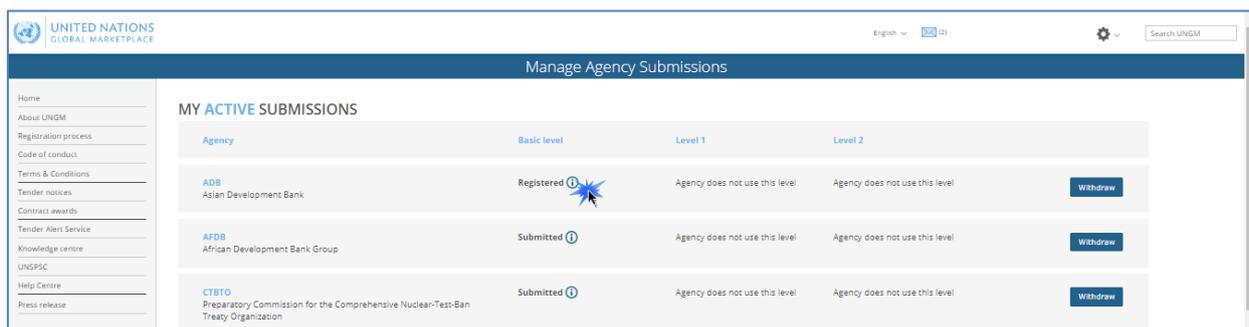
Under the 'What's next section', you will be able to see the number of UN organizations your company's profile is registered with. To find out more about your company's registration with UN agencies, click the **'Manage agency submissions' button** or the link in the left-hand menu.

The screenshot shows the 'Vendor Registration' page on the United Nations Global Marketplace. At the top, there is a progress bar with seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? (marked with a checkmark). Below the progress bar, there are two main sections. The first section, 'MY AGENCY SUBMISSIONS', states 'You are now registered with 29 agencies' and includes a button to 'Manage agency submissions'. The second section, 'Tender Alert Service - CONNECTING Vendors to Tenders', asks 'Ready to do business?' and includes a 'SUBSCRIBE NOW' button. A left-hand navigation menu is visible, with 'Manage Agency Submissions' highlighted. The footer contains the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

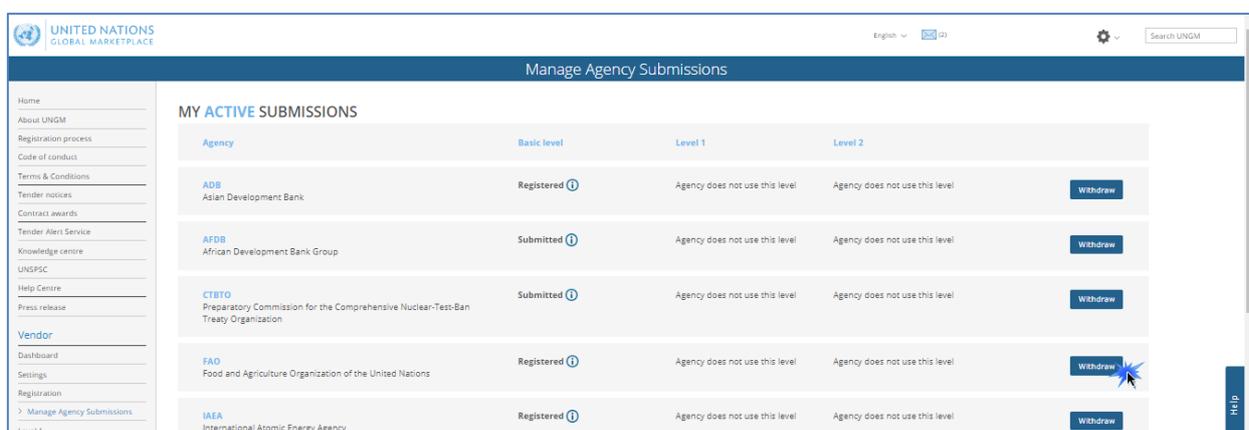
You will be redirected to the 'Manage agency submissions' page where you can check your registration status with UN agencies.

Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

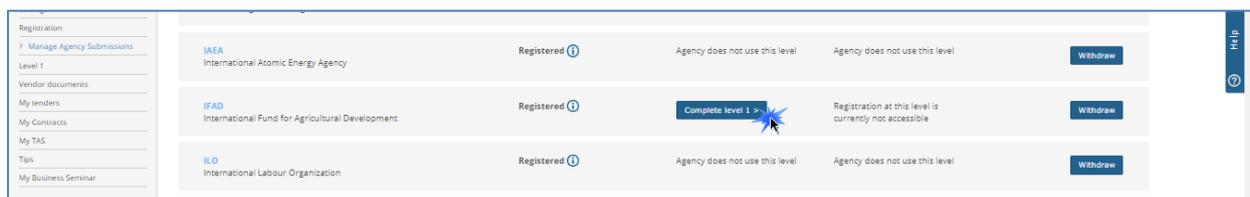
If you place your mouse over the information symbol next to the status, you will be able to see a description of the registration status with a specific agency.



You can always **withdraw your submission with UN agencies** if you are not interested in doing business with some of them. In order to do so, click on the **'withdraw'** button in the right side of the page.



Some UN agencies use additional level of registrations. If a specific agency uses registration at level 1 and/or 2, you will be able to access the registration form for this level from the 'Manage agency submission' page.



Please do not forget to **submit your completed registration** to the UN organizations matching your company's profile by clicking on the **'Submit registration'** button.

STEP 5: CHECK YOUR STATUSES AND UNGM NUMBER IN THE DASHBOARD

You can also have a quick overview of your registration statuses with the different UN agencies under your **dashboard**. You can find all details regarding your UNGM account under your dashboard such as your **UNGM number**.

Click on the **'Dashboard'** link in the left-hand menu to access your dashboard.

The screenshot displays the 'My Dashboard' interface for a user named Diane Valentin. The page includes a navigation menu on the left, a main content area with account details, a registration status progress bar, and a section for tender alerts. The UNGM number '620214' is highlighted with a red circle. The registration status progress bar shows five steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted. The 'Tender Alert Service' section indicates 23 active tenders in UNGM and provides a 'SUBSCRIBE NOW' button. The 'MY AGENCY SUBMISSIONS' table shows a submission for WHO registered on 25-Oct-2018.

Agency	Basic level	Level 1	Level 2
WHO	Registered		
	25-Oct-2018		

If you wish to participate in a specific tender notice, please ensure that you are registered with the UN agency issuing the tender.

REGISTER AT LEVEL 1 AND/OR 2

You might also consider registering at level 1 and level 2 on UNGM. These registration levels are optional and refer to different thresholds for awarded contracts. Some UN organizations use these registration levels while others do not. The system is intuitive and will submit your registration automatically to the UN organizations maintaining these levels.

When participating in a tender, please check carefully the minimum registration level required by the UN organization.

Once you have submitted your registration at basic level, you will find a link to the level 1 registration in the left-hand menu. Similarly, once you have completed and submitted level 1 registration, you will find a link to level 2 registration.

For further guidance, please read the level 1 and 2 registration guide.

Level 1 Registration

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

All information is completed. More information is required in this section. * required field

Documentation > References > Company information

Certificate of incorporation

Please upload your company's Certificate of Incorporation or a similar legal document which relates to the formation of your company.

Select file

Optional documentation

You are encouraged to upload further documentation that provides additional details on your company.

These can for example be:

- Certificate of quality standards you adhere to and evidence of quality control programmes (ISO certification or equivalent).
- Evidence that your company is woman-owned, if applicable (i.e. 51% owned by one or more women).
- 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.
- A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- Evidence of your company's Corporate Social Responsibility programmes, for example including environmental management policies and certifications, policies adhering to social standards, such as ISO 14000 certification, Global Compact principles, etc.

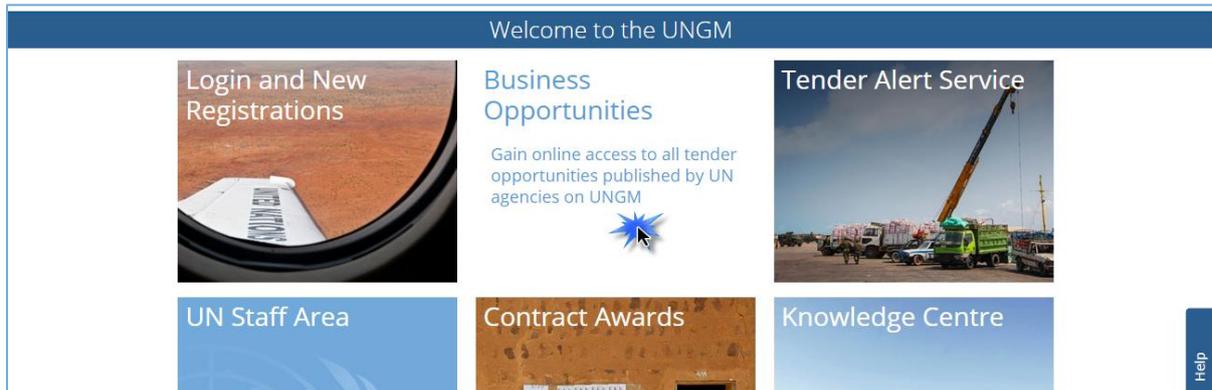
Add another document

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ACCESS TO BUSINESS OPPORTUNITIES

SEARCH FOR TENDER NOTICES

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.



You can filter the notices by UN organizations, UNSPSC codes, dates...

The screenshot shows the UNGM search interface. At the top, there is a search bar and a "Search UNGM" button. Below the search bar, there is a "Search tender notices" section. On the left, there is a navigation menu with "Tender notices" highlighted. In the search area, there are filters for "Title", "Description", "Reference", "Published between", and "Deadline between". A "Show more criteria" button is circled in red. Below the search filters, there is a table displaying search results.

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
Ejecución de Obra del nuevo Establecimiento Penitenciario de Arequipa-Peru	10-Sep-2015 23:59	03-Aug-2015	UNOPS	Invitation to bid	Licitar PEOC/15/95655/2398 MINJUS	Peru
Ejecución de Obra nuevo Establecimiento Penitenciario de Ica - Perú	10-Sep-2015 23:59	03-Aug-2015	UNOPS	Invitation to bid	PEOC/15/95655/2397 MINJUS	Peru

For certain procurement notices, you might notice a button in the left-hand. It means that these procurement notices require electronic submission.

If this is the first time you view the notice, you will see a blue **‘Express interest’** button. If you have already expressed interest in the tender, you will see a green **‘View documents’** button.

Express Interest	PAK30 Development of curriculum that uses sport to promote community coherence, gender equality and tolerance for Young Women and Men in Java, Indonesia	15-Nov-2018 17:56 (GMT 4.00)	25-Oct-2018	UN-Women	Request for proposal	RFQ/PAK30/2018/00824	Pakistan
Express Interest	Tender for IT Supplies	07-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/ABCDE/TCERD/100182	United Kingdom
Express Interest	Text UN Secretariat - Supply of Air Conditioners	05-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28996	Multiple destinations
View Documents	Tender for Stationery	14-Nov-2018 12:00 (GMT 0.00)	24-Oct-2018	FAO	Invitation to bid	2018/CSAPC/TCERD/100180	United Kingdom
Express Interest	RFQ Goods/Services - Corporate template v2018.1 (ENGLISH) - copy	03-Nov-2018 11:00 (GMT 0.00)	24-Oct-2018	UNOPS	Request for quotation	RFQ/2018/28995	Multiple destinations

In case of first access, click on ‘Express interest’ to notify the UN agency 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**.

The **Tender Alert Service** is an added service for vendors who would like to be notified of relevant tender notices via email. With the Tender Alert Service, you can receive **notification of relevant business opportunities that match your company's products and/or services directly to your email address.**

This service is provided at a fee of USD250 per year. You can also access tenders free of charge under Tender Notices.

The screenshot shows the 'Tender Alert Service' page on the United Nations Global Marketplace. The page layout includes a top navigation bar with the UN logo, language settings (English), and a search bar. A left-hand navigation menu lists various site sections. The main content area is titled 'TAS - CONNECTING Vendors to Tenders' and features a large 'TAS TENDER ALERT SERVICE' logo. Below the logo, there is a call to action: '> SUBSCRIBE NOW' and '> See Tender Alert Service in action'. A section titled 'What is the Tender Alert Service?' provides a brief description: 'An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders today.' It also lists 'Five benefits' of the service.

TAS - CONNECTING
Vendors to Tenders

Receive new and revised tenders matching your products and services via email

[> SUBSCRIBE NOW](#) [> See Tender Alert Service in action](#) [No?! Maybe? Later? Tell us!](#)

What is the Tender Alert Service? **Cost & Payment Method** **How to subscribe?**

What is it?
An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders **today**.

Five benefits
Never miss a tender/revision published on UNGM
Receive relevant tenders for your products and services
Saves you time and money, searching
Respond to tenders from the email
Follow procurement trends in related products and services

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If you need **Help** at any stage of the process, you can contact via the **‘Help’ functionality** on the UNGM website. We aim to respond to all queries within **48 hours**. Please note that you can categorize your query, which enable us to treat it more efficiently.

The screenshot shows a web browser window titled "Help". It contains two informational messages at the top, each with an information icon (i) and a link. The first message says: "You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest." The second message says: "You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you." Below these is a "Feedback" section. It includes a dropdown menu labeled "Area" with a checkmark, a slider and smiley face icon for "How has your experience on the UNGM site been so far?", a large text area for "Comments", a checked checkbox for "Add a screenshot automatically", two buttons "Highlight areas" and "Hide areas", and a "Send" button. At the bottom, there is a link for "Other information included". On the right side of the browser window, there is a vertical "Help" button with a question mark icon.

If you urgently need assistance, you are also welcome to contact us at **registry@ungm.org**.