UNGM guide

Instructions on how to register on UNGM as an Individual Consultant

www.ungm.org

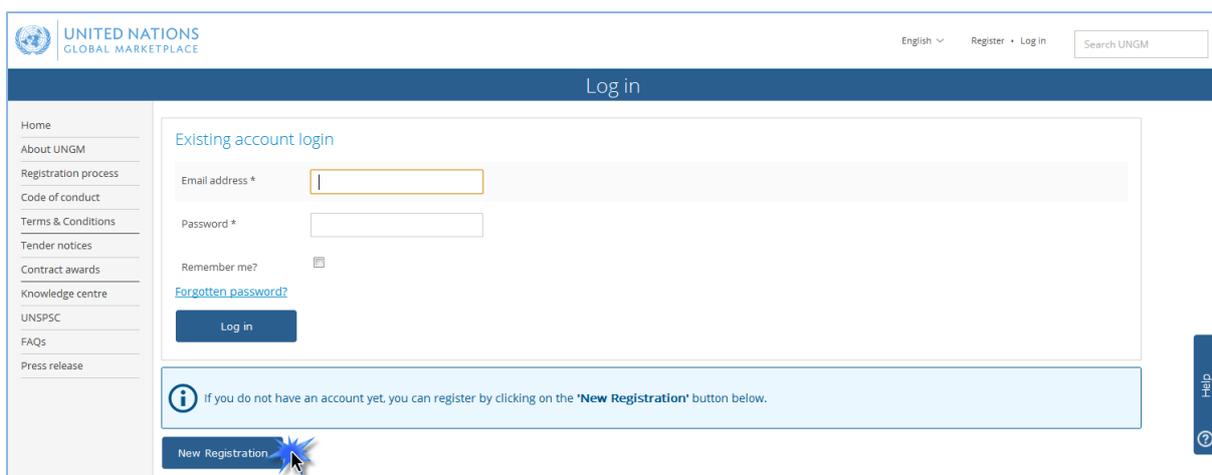The registration process on UNGM is also available to Individual Consultants

IMPORTANT: We kindly remind you that the 'Registration for companies' are relevant for licensed businesses which can provide products and services to United Nations Organizations.

STEP 1: CREATION OF YOUR UNGM ACCOUNT

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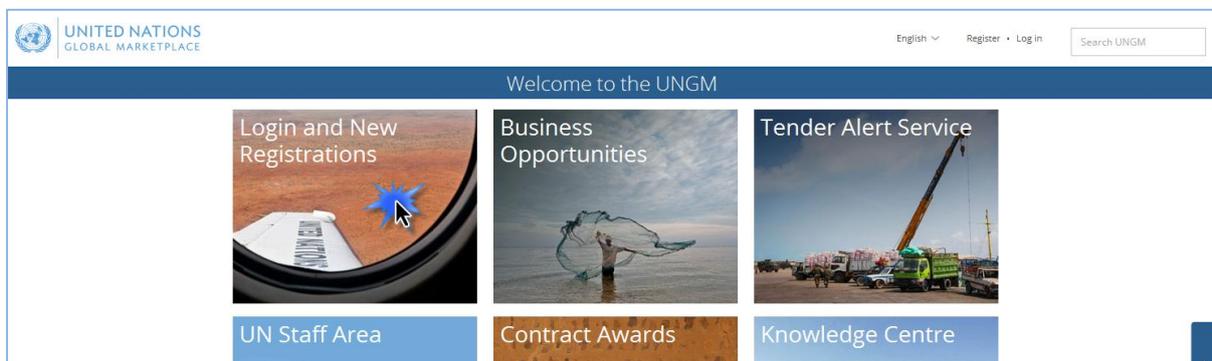
Click on the **'New registration'** button.

In the **'Account registration' page**, please click on the **'Individual consultant' tile**.

In order to create a UNGM account, please provide an **email address and a password** which will become your login details.

Acknowledge the **UN Supplier Code of Conduct** by ticking the corresponding box and click on the **'Send the activation link' button**.

Once you have created your UNGM account, please do not forget to **activate it.**
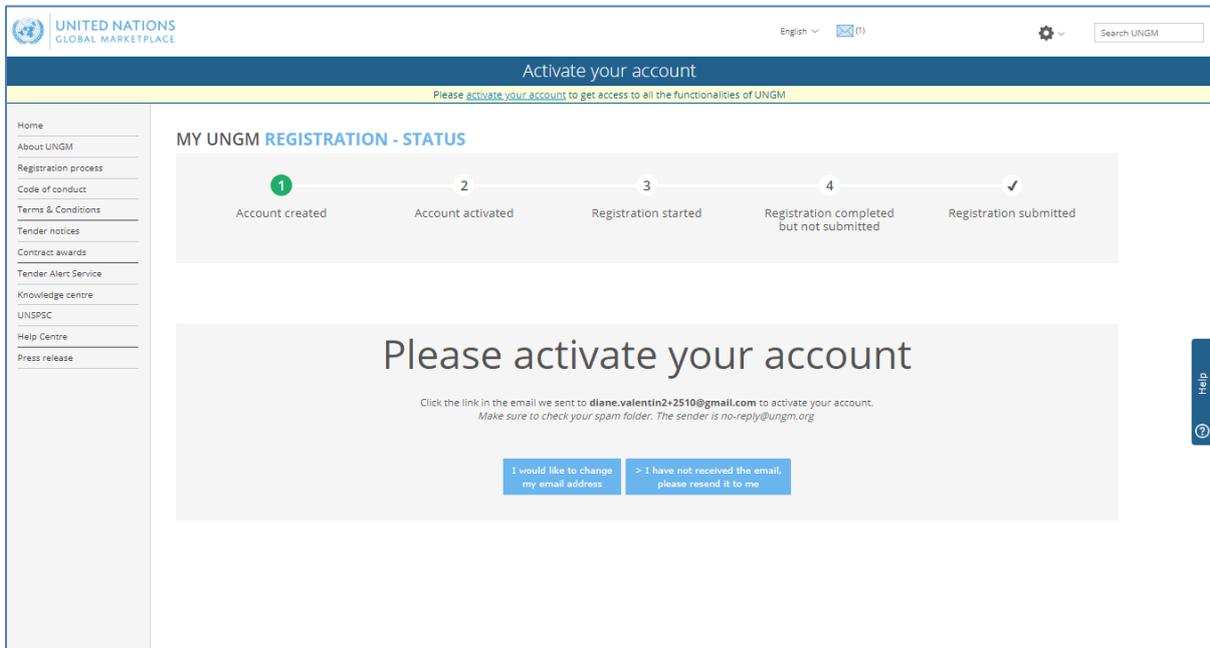
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **'Activate' button**.
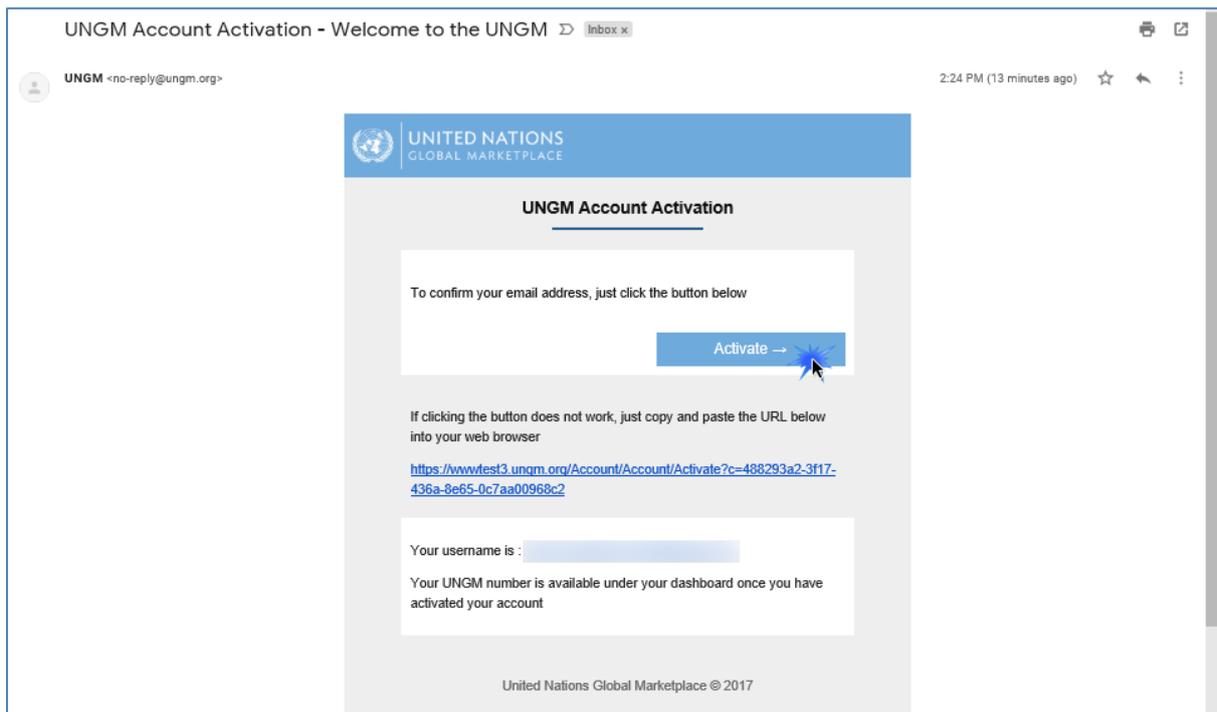
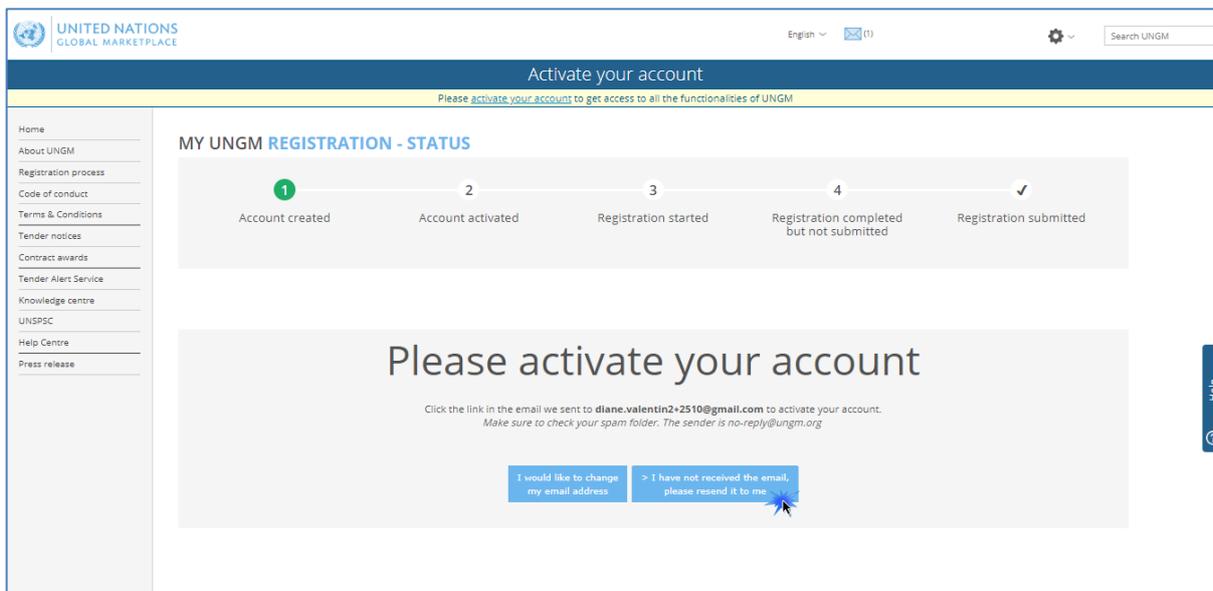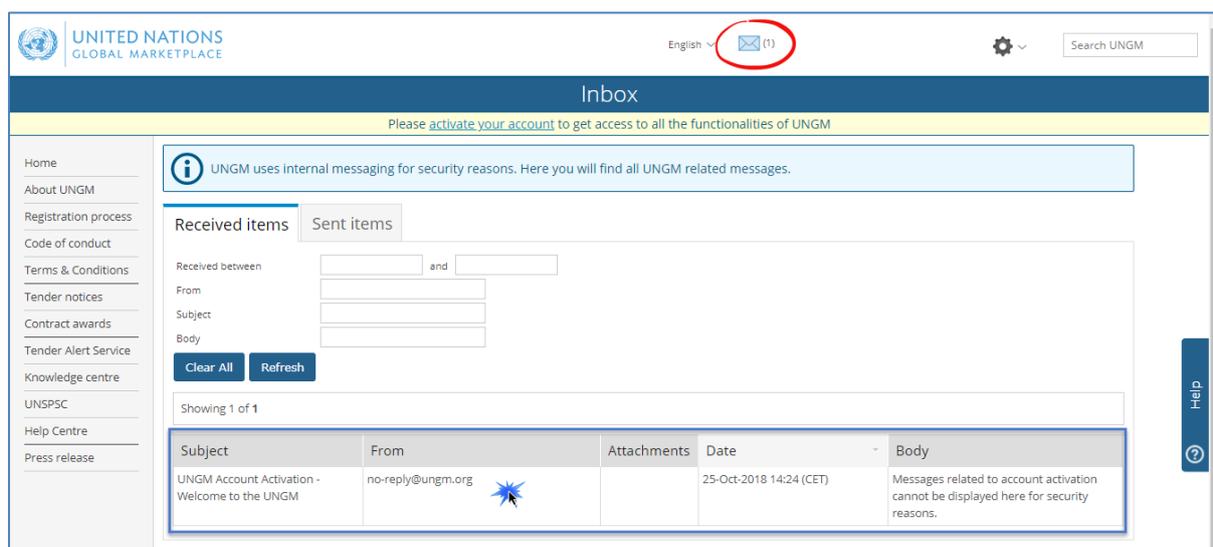If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **'I have not received the email, please resend it to me' button**:


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**:
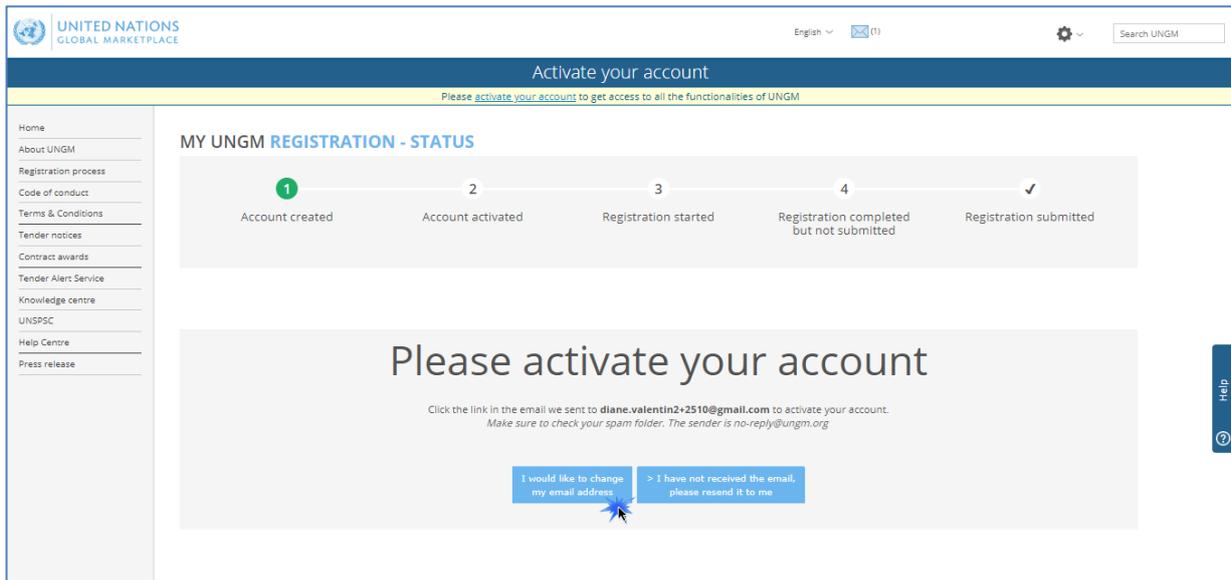

Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration' button** to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:
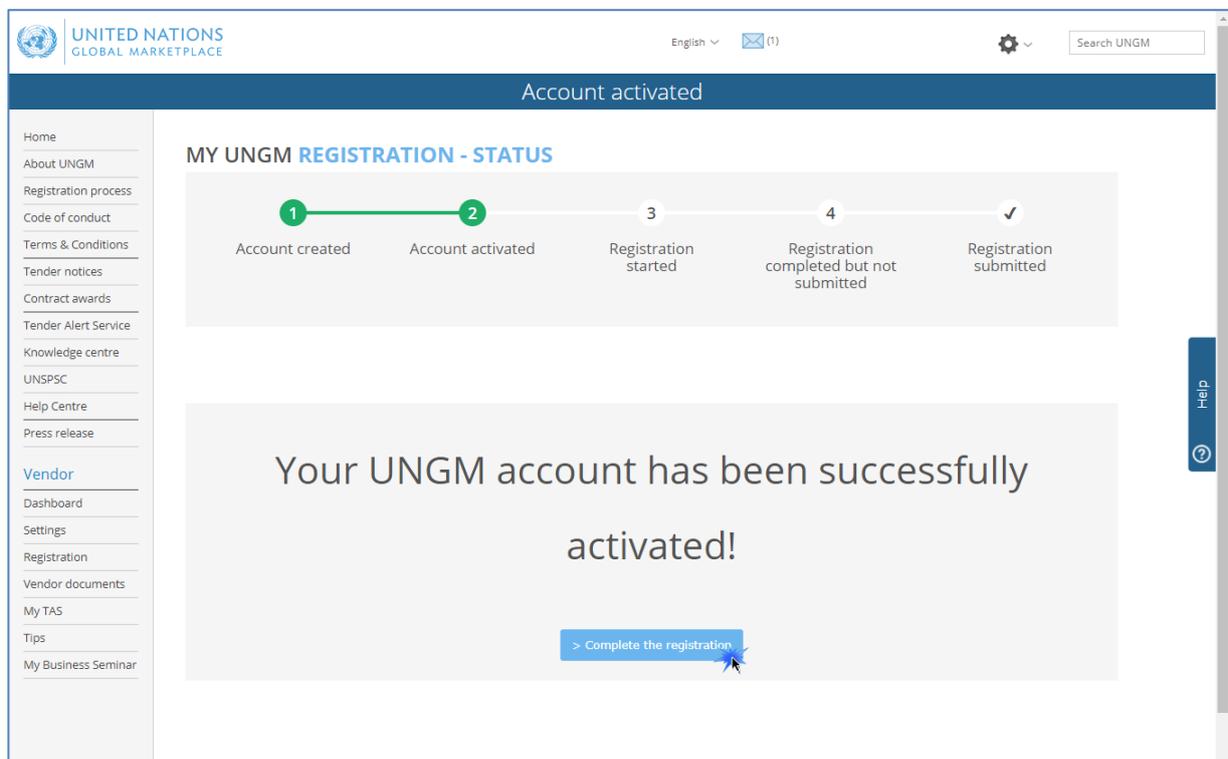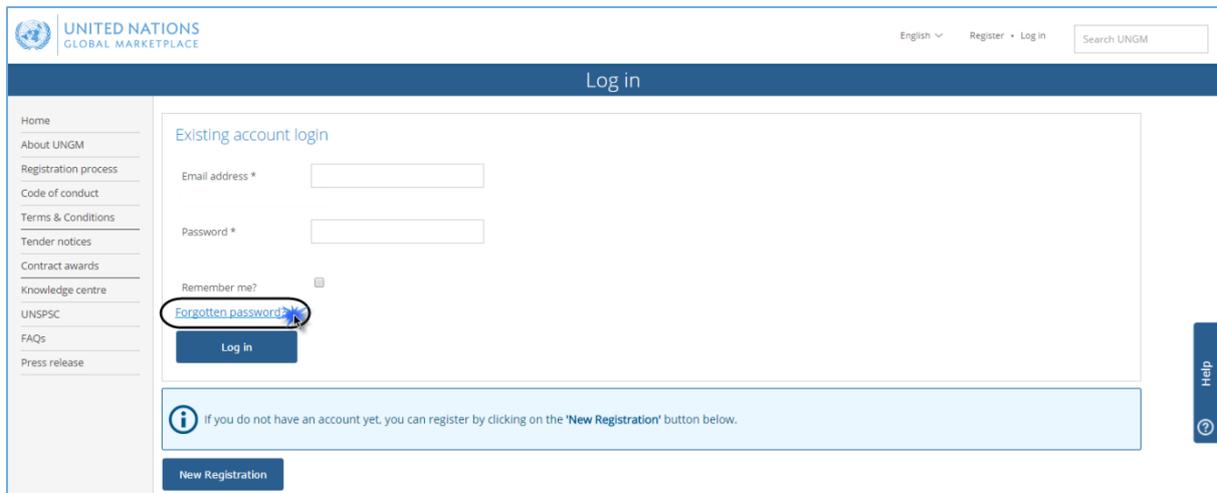
In order to log into your UNGM account, please click on the **'Log in' link** at the top right-hand corner of the page or on the **'Login and New Registrations' box** in the homepage.
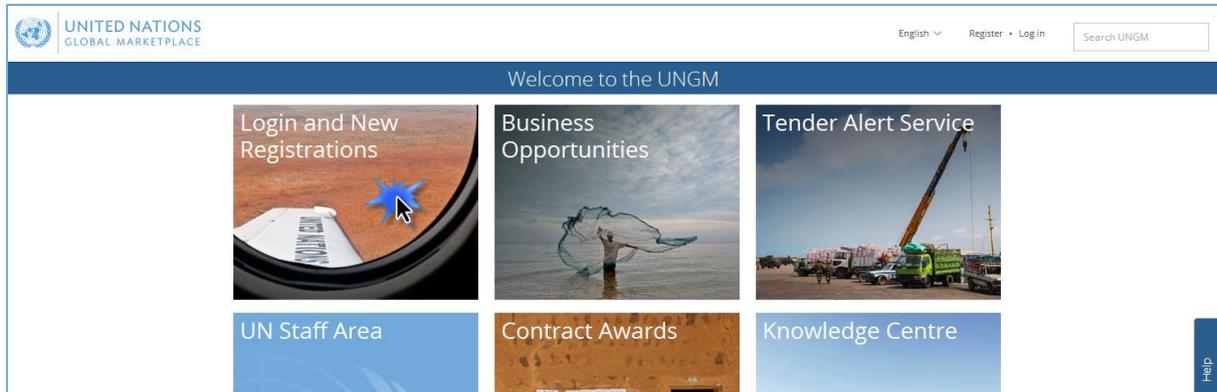
You will need to use your **username** which is the email address you registered with and your **password.** If you do not remember your password, please use the **'forgotten password' functionality.**

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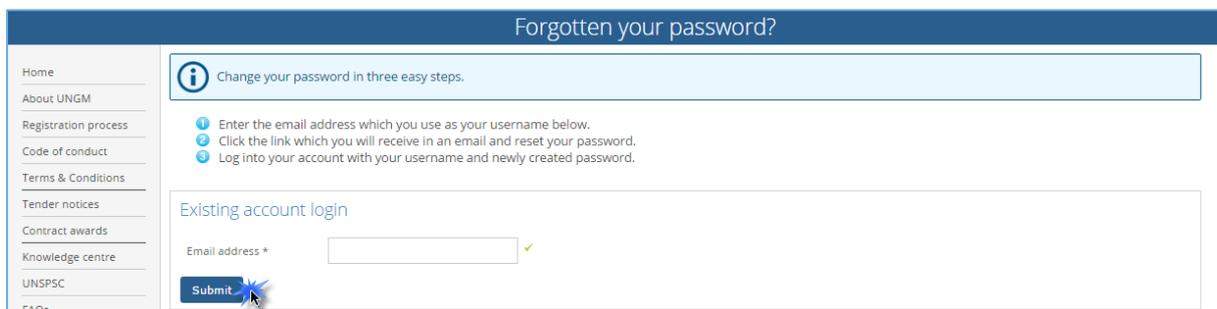
An email containing a link to reset your password will be sent to your email address. This link will be valid only for 1 hour for security reasons. If you have not received any email from UNGM, please check your spam folder as UNGM emails may be considered as such. Click on the link provided in this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

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

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 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.

1. General

Under 'General', please provide **your basic information**.

The Country of citizenship refers to the country in which you are born - and have not renounced or lost citizenship – or naturalized.

The Fiscal code is the number allowing your identification in your relations with public administration.

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

2. Address

Under 'Address', please provide your **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.**

Copyright © 2018 United Nations Global Marketplace. All rights reserved

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.**

4. Coding

Under 'Coding', please select **codes which best describe your services and expertise** 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 relevant codes, please **contact us at registry@ungm.org** and provide us with a description of your services/expertise.

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.**

5. Declaration

The **declaration of eligibility** is a formal and explicit statement. 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.**

Copyright © 2018 United Nations Global Marketplace. All rights reserved

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

Under the 'What's next section', you will be able to see the number of UN organizations your profile is registered with.

To find out more about your registration with UN agencies, click the **'Manage agency submissions' button** or the link in the left-hand menu.

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

Depending on the type of services and expertise you can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your 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.

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.

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 **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 services/expertise 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.

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.

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