



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as an Individual Consultant



www.ungm.org

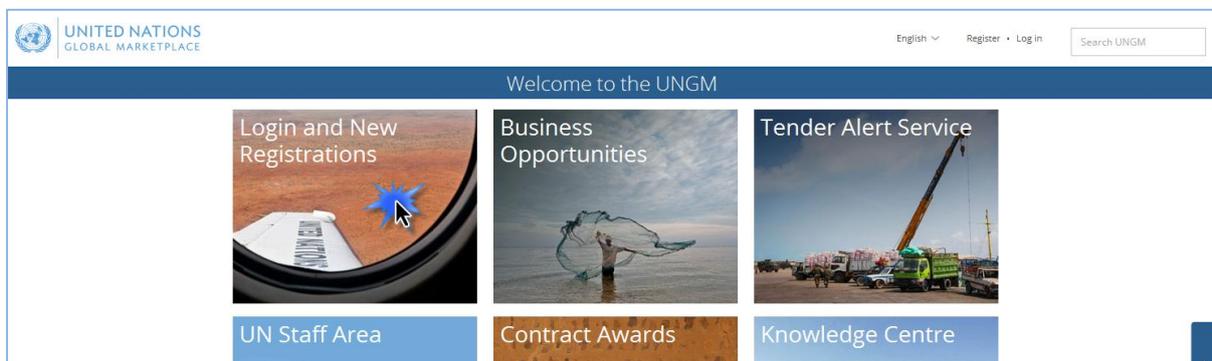
REGISTRATION PROCESS ON UNGM

The registration process on UNGM is also available to Individual Consultants

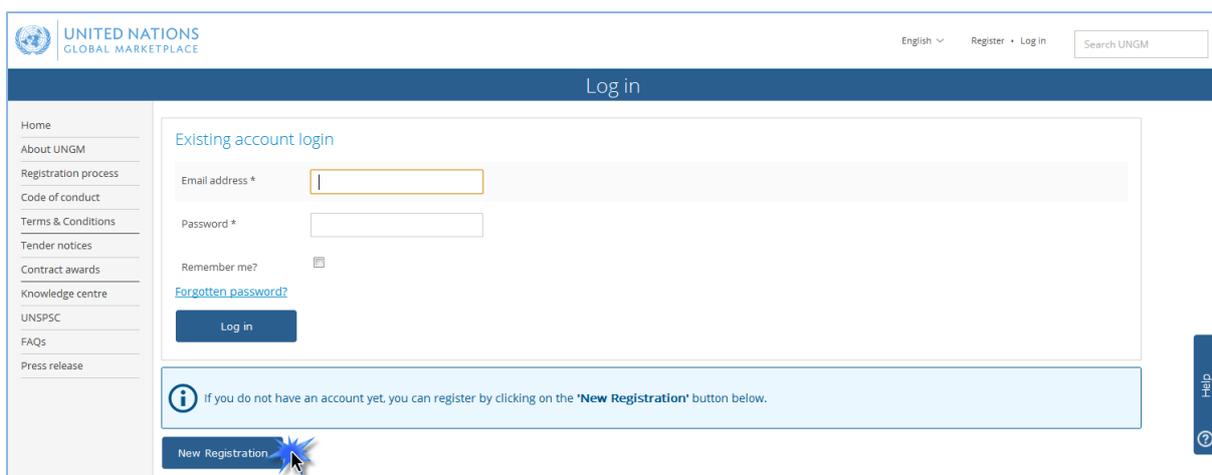
IMPORTANT: We kindly remind you that the ‘Registration for companies’ are relevant for licensed businesses which can provide products and services to United Nations Organizations.

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.

UNITED NATIONS
GLOBAL MARKETPLACE

English ▾ Register • Log in Search UNGM

Account registration

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

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

Help

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.

The screenshot shows the 'Individual Consultant registration' page on the United Nations Global Marketplace. The page title is 'UN Supplier Code of Conduct'. A blue information box at the top states: '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.'

The 'Account creation' section includes the following fields and options:

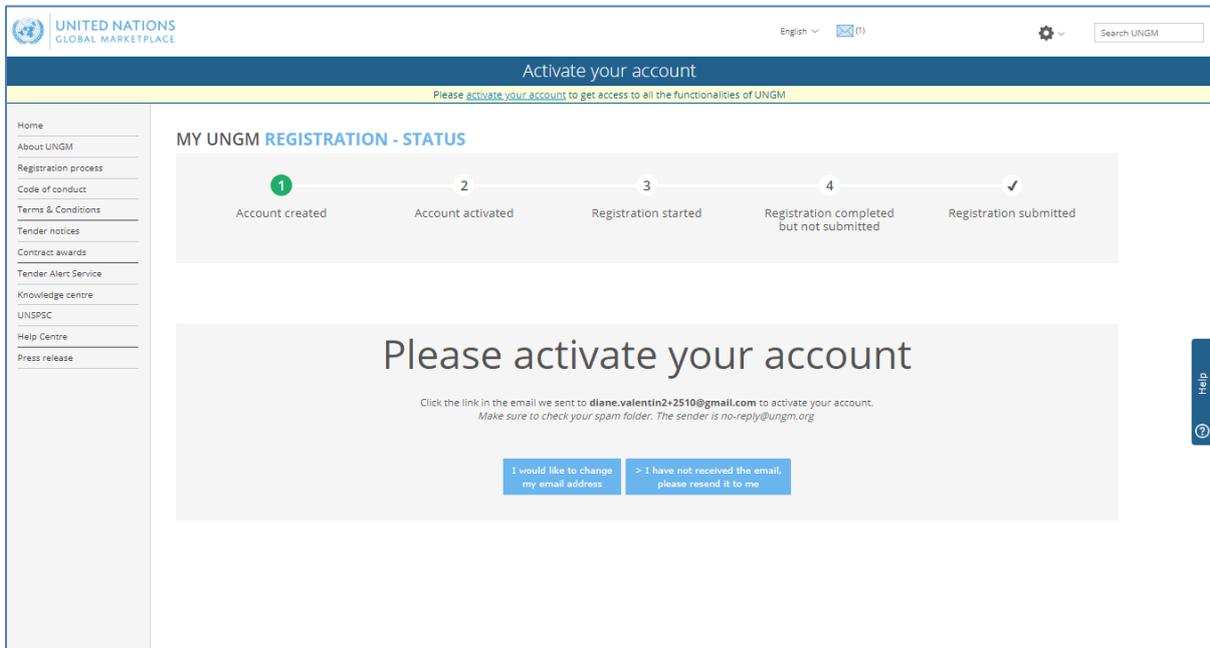
- * denotes required field
- Email address *
- Confirm email address *
- Password *
- Confirm password *
- Type:
 - Individual Consultant
 - Landlord
 - Sole proprietor
 - Other
- How did you hear about UNGM:
 - Source *

At the bottom of the form, there is a checkbox with the text: 'I have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations.' A blue arrow points to this checkbox. Below the checkbox is a button labeled 'Send the activation link', also with a blue arrow pointing to it.

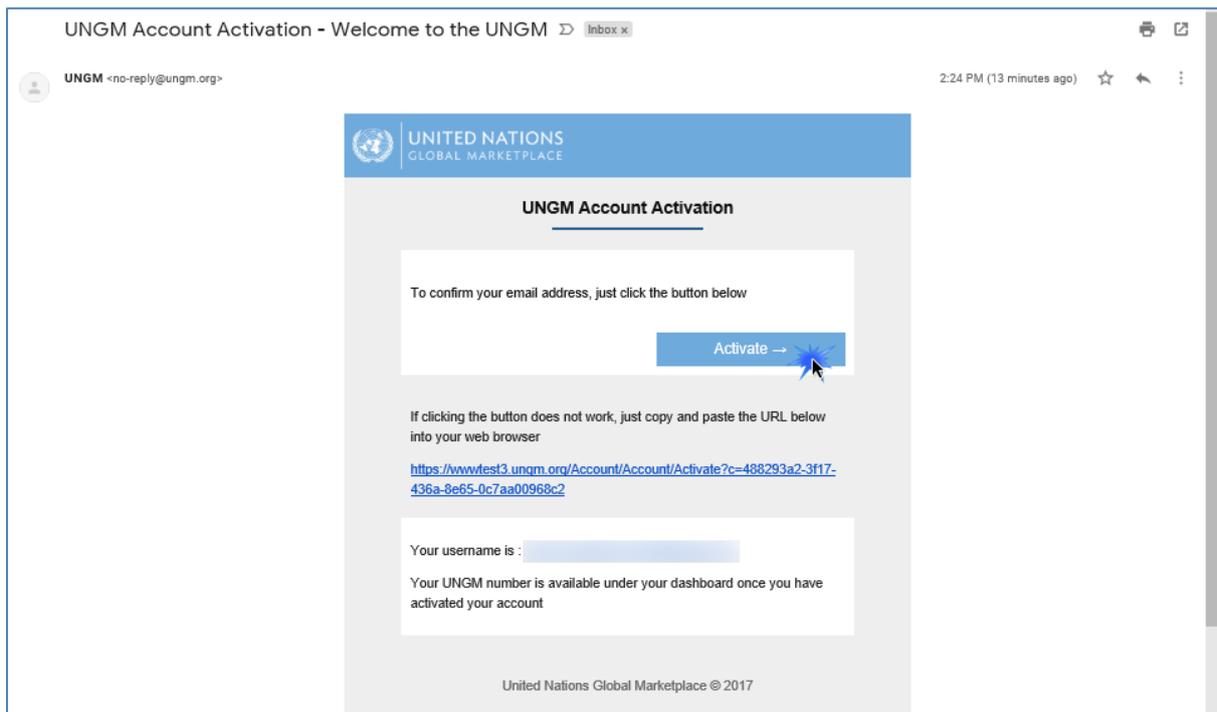
The footer of the page contains the text: '© 2018 - United Nations Global Marketplace • [Terms and Conditions](#)'.

STEP 2: ACTIVATE YOUR UNGM ACCOUNT

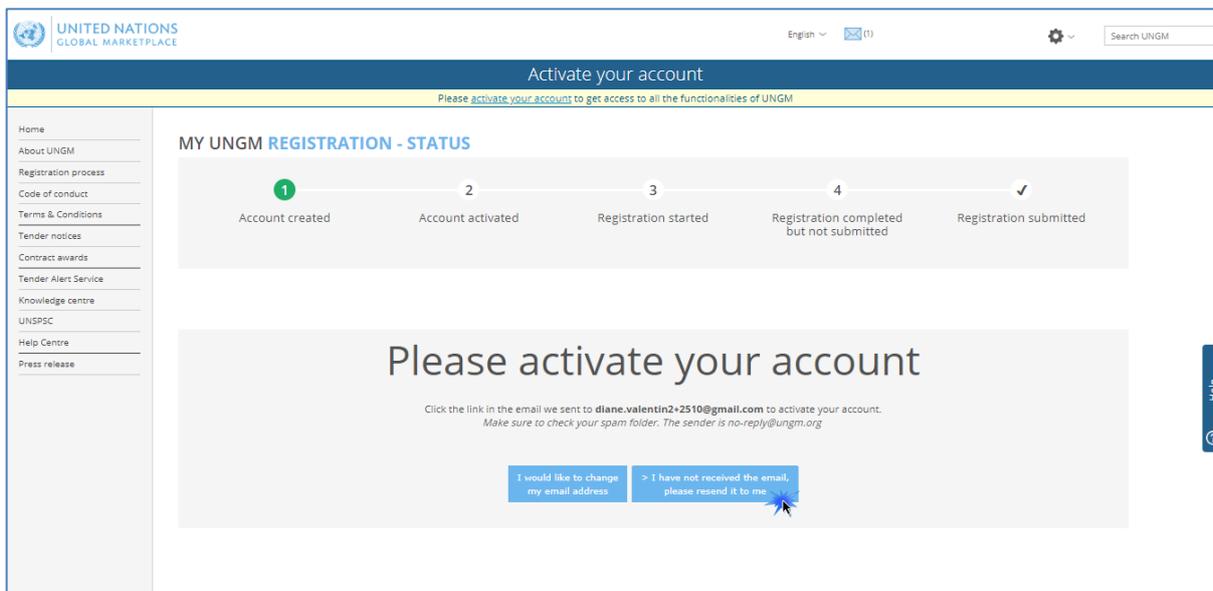
Once you have created your UNGM account, please do not forget to **activate it**.



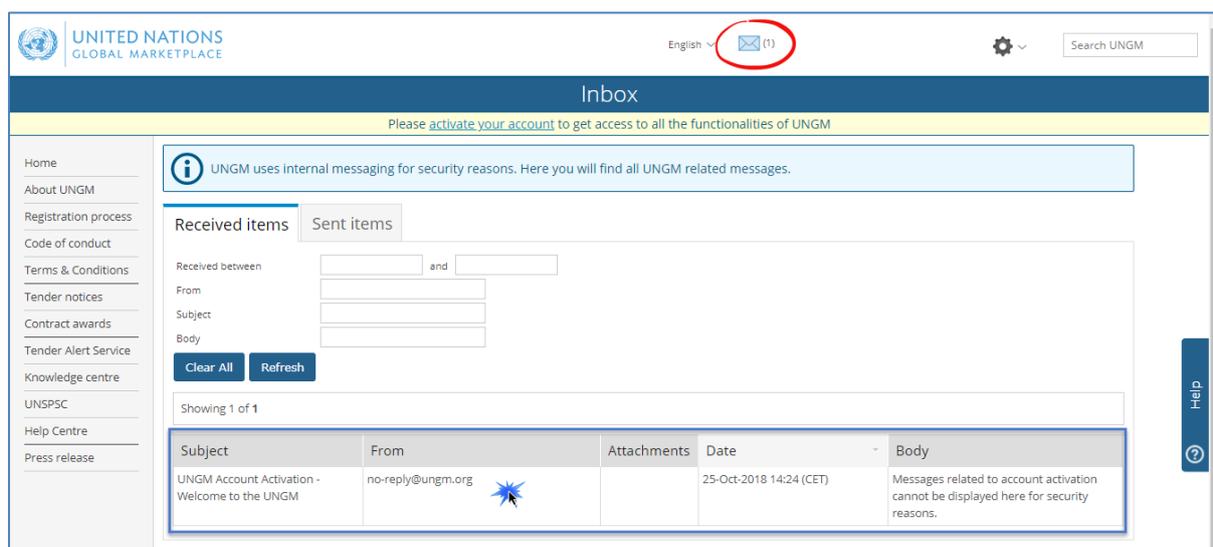
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **'Activate'** button.



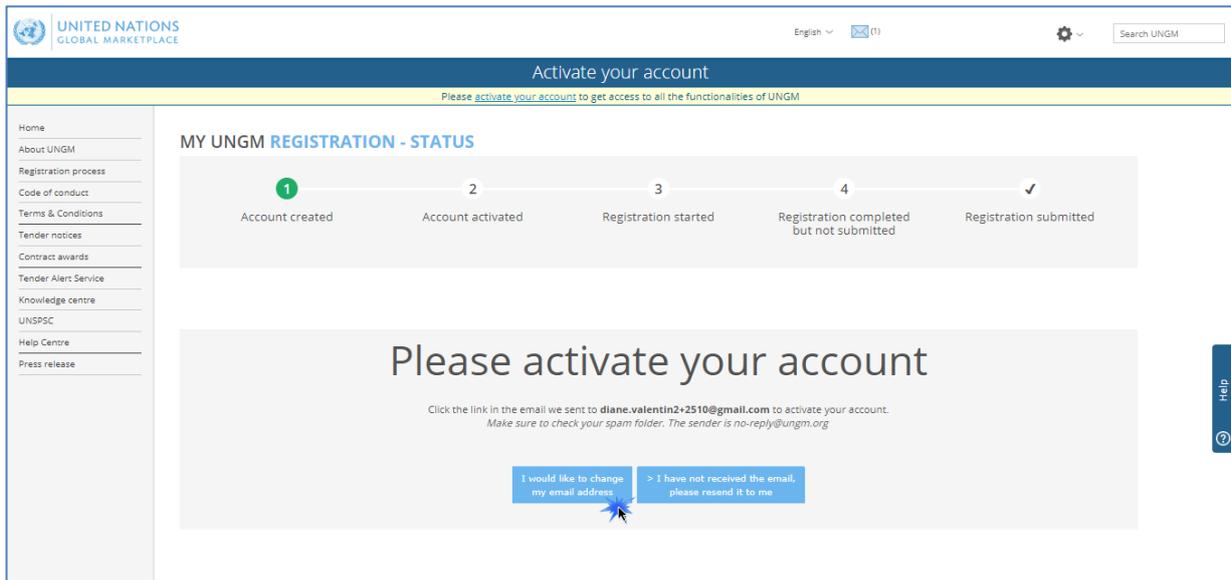
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **'I have not received the email, please resend it to me'** button:



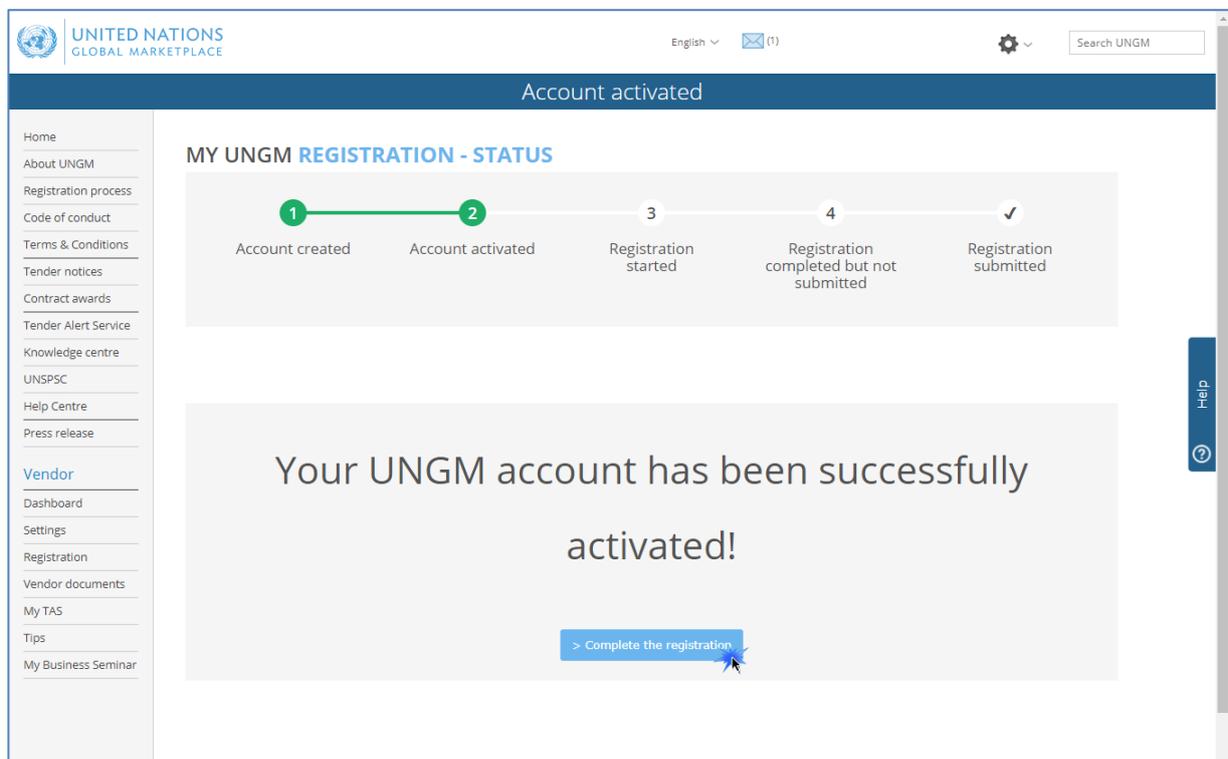
Or from your **UNGM inbox** accessible from the little envelop symbol in the top right side of the page:



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**:

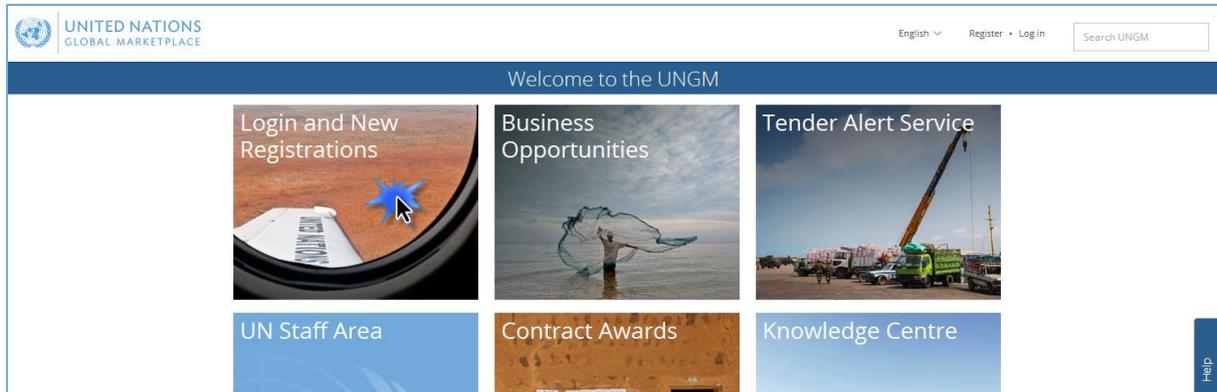


Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration' button** to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:

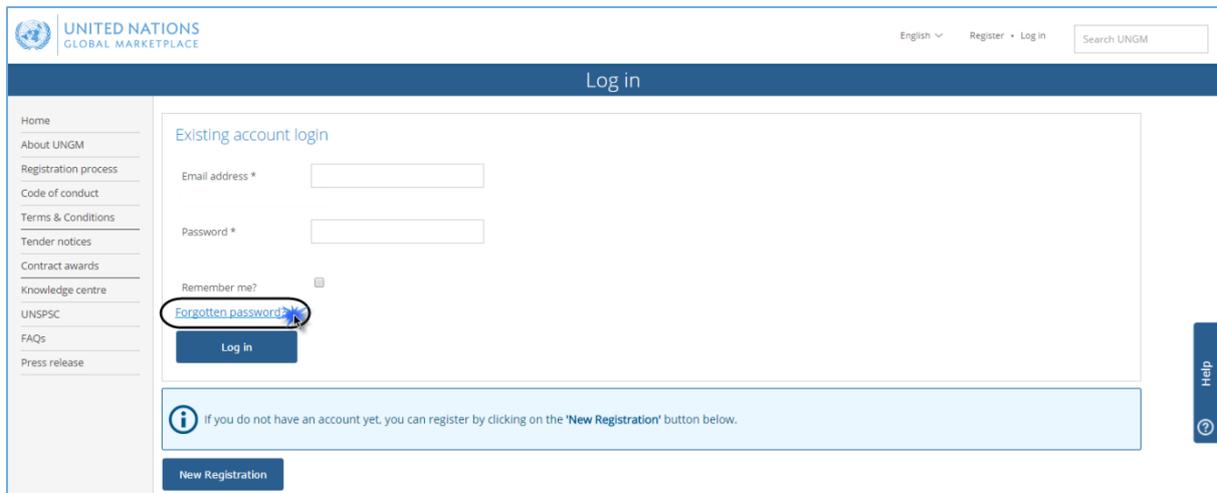


STEP 3: LOG INTO YOUR UNGM ACCOUNT

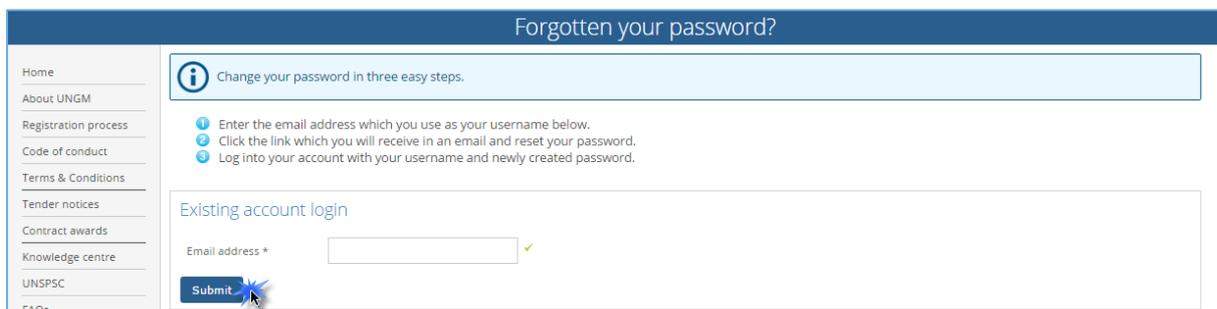
In order to log into your UNGM account, please click on the **'Log in'** link at the top right-hand corner of the page or on the **'Login and New Registrations'** box in the homepage.



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 header includes the UNGM logo, the text 'UNITED NATIONS GLOBAL MARKETPLACE', and links for 'English', 'Register', and 'Log in'. A search bar is also present. The main content area is titled 'Forgot Password' and contains two input fields: 'New password *' and 'Confirm new password'. Below these fields is a blue button labeled 'Change password' with a mouse cursor hovering over it. A sidebar on the left contains links for 'Home', 'About UNGM', 'Registration process', 'Code of conduct', 'Terms & Conditions', 'Tender notices', 'Contract awards', and 'Knowledge centre'.

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 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 shows the 'Registration' form in the UNGM system. The form is titled 'Registration' and is divided into six steps: 1. General, 2. Address, 3. Registration type, 4. Coding, 5. Declaration, and 6. What's next?. The 'General' step is currently active, indicated by a green circle with the number 1. The form contains the following fields:

- Gender * (Dropdown menu, currently set to 'Not Specified')
- Title * (Dropdown menu)
- First/given name * (Text input)
- Middle name (Text input)
- Surname * (Text input)
- Country of citizenship * (Text input, placeholder: 'Type a country/territory name')
- Date of birth * (Text input)
- Fiscal code (Text input)
- Type (Radio buttons: Commercial Contractor (edit), Landlord, Sole proprietor, Individual Consultant)
- Telephone country code * (Text input, placeholder: 'Type a country/territory name')
- Telephone number * (Text input)
- Extension (Text input)
- Mobile country code (Text input, placeholder: 'Type a country/territory name')
- Mobile number (Text input)
- Fax country code (Text input, placeholder: 'Type a country/territory name')
- Fax number (Text input)
- Website (Text input)

A 'Save & Continue >' button is located at the bottom right of the form. The left-hand menu includes links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration (highlighted with a blue star), Vendor documents, My TAS, Tips, and My Business Seminar. A 'Help' button is visible on the right side of the form.

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I. 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**.

The screenshot shows the 'Registration' process in the UNGM system, specifically the 'General' step. The progress bar at the top indicates the current step (1) and the remaining steps (2-6). The form contains the following fields:

Field	Value	Status
Gender *	Female	✓
Telephone country code *	France (+33)	✓
Title *	Mrs	✓
Telephone number *	5465465445	✓
First/given name *	Diane	✓
Extension		
Middle name		
Mobile country code	Type a country/territory name	
Surname *		✓
Mobile number		
Country of citizenship *	France	
Fax country code	Type a country/territory name	
Date of birth *	22-Oct-1992	✓
Fax number		
Fiscal code	564465541	✓
Website		
Type	<input checked="" type="radio"/> Commercial Contractor <input type="radio"/> Landlord <input type="radio"/> Sole proprietor <input type="radio"/> Individual Consultant	

A 'Save & Continue >' button is located at the bottom right of the form. A 'Help' button is visible on the right side of the page.

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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**.

Registration

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

Company address information

House number

Address line 1 * ✓

Address line 2

Address line 3

City/town * ✓

Country/territory * ✓

Postal code ✓

P.O. Box address (optional)

P.O. Box number

P.O. Box postal code

City/town for P.O.Box

Country/area

< General Info Save & Continue >

Help

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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 'Registration' process in the United Nations Global Marketplace. The progress bar at the top indicates the current step is 'Registration type' (step 3), with previous steps 'General' (1) and 'Address' (2) completed, and subsequent steps 'Coding' (4), 'Declaration' (5), and 'What's next?' (6) remaining. The 'Registration type' section has two radio buttons: 'National' (unselected) and 'International' (selected). Below this is the 'Country/areas of business' section, which includes a text input field for 'Country/area' and a search box. A yellow warning message states: 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' At the bottom of the form, there are buttons for '< Address' and 'Save & Continue >', with a blue arrow pointing to the 'Save & Continue >' button. The footer of the page reads: '© 2018 - United Nations Global Marketplace • [Terms and Conditions](#)'.

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**.

The screenshot displays the 'Registration' process at step 4, 'Coding'. The progress bar at the top shows steps 1 (General), 2 (Address), 3 (Registration type), 4 (Coding), 5 (Declaration), and 6 (What's next?). A blue information box contains the following text:

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 includes a search bar and a list of codes. A blue arrow points to the checkbox for code 81120000. At the bottom, there are buttons for '< Registration type' and 'Save & Continue >'.

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**.

Registration

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

Declaration of eligibility

Please review the following seven (7) conditions and select one of the options provided

1. **Diane Valentin** is not a company nor 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. **Diane Valentin** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
3. **Diane Valentin** 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. **Diane Valentin** 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. **Diane Valentin** does not have any legal proceedings against or disputes with a UN entity.
6. **Diane Valentin** 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 **Diane Valentin** 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. **Diane Valentin** understands that non-compliance with this requirement will automatically render the **Diane Valentin** Ineligible.

Select an option

Yes, to the best of my knowledge, the entity that I represent, i.e. **Diane Valentin** meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.

No, the entity that I represent, i.e. the **Diane Valentin** does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the **Diane Valentin** does not meet specific criteria).

I cannot confirm and declare that the entity that I represent, i.e. **Diane Valentin**, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the **Diane Valentin** needs to provide the information later. (Please provide explanation below).

< Coding Save & Continue >

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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.

The screenshot shows the 'Registration' page in the UNGM system. At the top, a progress bar indicates the completion of five steps: 1. General, 2. Address, 3. Registration type, 4. Coding, and 5. Declaration. The final step, 'What's next?', is marked with a green checkmark. Below the progress bar, a sidebar on the left lists various navigation options, including 'Home', 'About UNGM', 'Registration process', 'Terms & Conditions', 'Tender notices', 'Contract awards', 'Tender Alert Service', 'Knowledge centre', 'UNSPSC', 'Help Centre', 'Press release', 'Vendor', 'Dashboard', 'Settings', 'Registration', 'Vendor documents', 'My TAS', 'Tips', and 'My Business Seminar'. The main content area features a large blue '2' indicating the number of agencies registered. Below this, there are two promotional sections: 'MY AGENCY SUBMISSIONS' with a 'Manage agency submissions' button, and 'Tender Alert Service - CONNECTING Vendors to Tenders' with a 'SUBSCRIBE NOW' button. A 'Help' button is visible on the right side of the page.

Registration

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

Edit Edit Edit Edit Edit

You are now registered with **2** agencies

MY AGENCY SUBMISSIONS

Thank you. Your vendor registration profile is complete, saved and processed. You can now manage your agency submissions.

> Manage agency submissions

Right now **25** active tenders in UNGM

Tender Alert Service - CONNECTING Vendors to Tenders

Ready to do business ?

Your UNGM registration is the first step. Now you need to actively seek and participate in tenders. With the Tender Alert Service you will receive an email with tenders matching your products and services.

[Show me more!](#)

> SUBSCRIBE NOW

Help

STEP 4: MANAGE AGENCY SUBMISSIONS

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.

The screenshot displays the 'Registration' page in the UNGM system. At the top, a progress bar shows six steps: 1. General, 2. Address, 3. Registration type, 4. Coding, 5. Declaration, and 6. What's next? Each step has an 'Edit' button below it. The 'What's next?' step is highlighted with a green checkmark. Below the progress bar, there are two main sections. The first section, 'MY AGENCY SUBMISSIONS', features a large blue '2' indicating the number of agencies registered. It includes a thank-you message and a blue button labeled '> Manage agency submissions'. The second section, 'Tender Alert Service - CONNECTING Vendors to Tenders', has a large blue '25' indicating the number of active tenders in UNGM. It includes a 'Ready to do business?' message and a blue button labeled '> SUBSCRIBE NOW'. A left-hand navigation menu lists various options, with 'Manage Agency Submissions' highlighted. A 'Help' button is visible on the right side of the page.

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.

The screenshot shows the 'Manage Agency Submissions' interface. On the left is a navigation menu with items like Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, and Vendor. The main content area is titled 'MY ACTIVE SUBMISSIONS' and features a table with columns for Agency, Basic level, Level 1, Level 2, and a Withdraw button. Two rows are visible: one for UNOPS (United Nations Office for Project Services) and one for WIPO (World Intellectual Property Organization). Both are 'Registered' with an information icon. A mouse cursor is hovering over the information icon for UNOPS. The status for both agencies in Level 1 and Level 2 is 'Agency does not use this level'. A small 'elp' button is visible in the bottom right corner.

Agency	Basic level	Level 1	Level 2	
UNOPS United Nations Office for Project Services	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
WIPO World Intellectual Property Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw

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.

This screenshot is identical to the one above, but the mouse cursor is now hovering over the 'Withdraw' button for the UNOPS row. The 'elp' button remains in the bottom right corner.

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. On the left is a navigation menu with categories like Home, About UNGM, Registration process, and Vendor. The main content area is titled 'My Dashboard' and features several sections:

- MY UNGM ACCOUNT:** Shows the user's profile for 'Diane Valentin' with details: UNGM Number: 520217, Last login: 26-Oct-2018 15:59:57, Email: [redacted], and Preferred language: en. A red circle highlights the name and account details.
- NEEDHELP?:** Includes a search bar for 'Search UNGM' and links for 'FAQs', 'Video tutorials', and 'User manuals'.
- MY UNGM REGISTRATION - STATUS:** A progress bar with five steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (marked with a green checkmark).
- Tender Alert Service - CONNECTING Vendors to Tenders:** A section titled 'Ready to do business?' with text: 'Your UNGM registration is the first step. Now you need to actively seek and participate in tenders. With the Tender Alert Service you will receive an email with tenders matching your products and services.' It includes a 'Show me more!' link and a 'SUBSCRIBE NOW' button.
- Right now 25 active tenders in UNGM:** A large graphic showing the number of active tenders.

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. The top navigation bar includes the United Nations logo, 'UNITED NATIONS GLOBAL MARKETPLACE', language settings (English), a notification icon (1), and a search box. The main heading is 'Search tender notices'. A yellow warning banner at the top reads: 'Beware of scams requesting payment for registration as a vendor and promising guarantees of contracts. For more information, please click [here](#).' Below this is a search filter form with fields for Title, Description, Reference, Published between (03-Aug-2015), and Deadline between (03-Aug-2015). A 'Clear All' button is present. A 'Show more criteria' button is circled in red. The search results show 'Displaying results 1 to 15 of 395'. A table lists two 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 - Peru	10-Sep-2015 23:59	03-Aug-2015	UNOPS	Invitation to bid	PEOC/15/95655/2397 MINJUS	Peru

A 'Help' button is visible in the bottom right corner.

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.

The screenshot shows the 'Tender Alert Service' page on the United Nations Global Marketplace. The page is titled 'TAS - CONNECTING Vendors to Tenders' and features a prominent call to action: '> SUBSCRIBE NOW'. Below this, there are three tabs: 'What is the Tender Alert Service?', 'Cost & Payment Method', and 'How to subscribe?'. The 'What is the Tender Alert Service?' tab is selected, displaying a section titled 'What is it?' which describes the service as an email notification system for relevant tenders. It also lists five benefits: never missing tenders, receiving relevant tenders, saving time and money, responding to tenders via email, and following procurement trends.

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". At the top, there are two informational messages, each starting with an "i" icon. 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 messages is a "Feedback" section. It includes a dropdown menu labeled "Area" with a checkmark icon to its right. Below the dropdown is a slider control for "How has your experience on the UNGM site been so far?" with a smiley face icon to its right. Underneath the slider is a large text area labeled "Comments". Below the text area is a checkbox labeled "Add a screenshot automatically" which is checked. Below the checkbox are two buttons: "Highlight areas" and "Hide areas". At the bottom of the feedback section is a blue "Send" button. Below the "Send" button is a link: "Other information included". On the right side of the browser window, there is a vertical sidebar with a blue button labeled "Help" and a question mark icon below it.

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