



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as a company



www.ungm.org

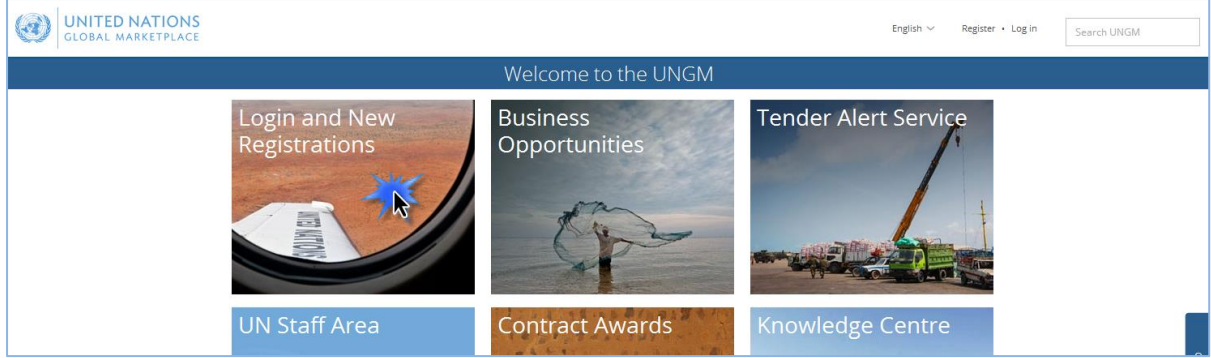
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www.ungm.org

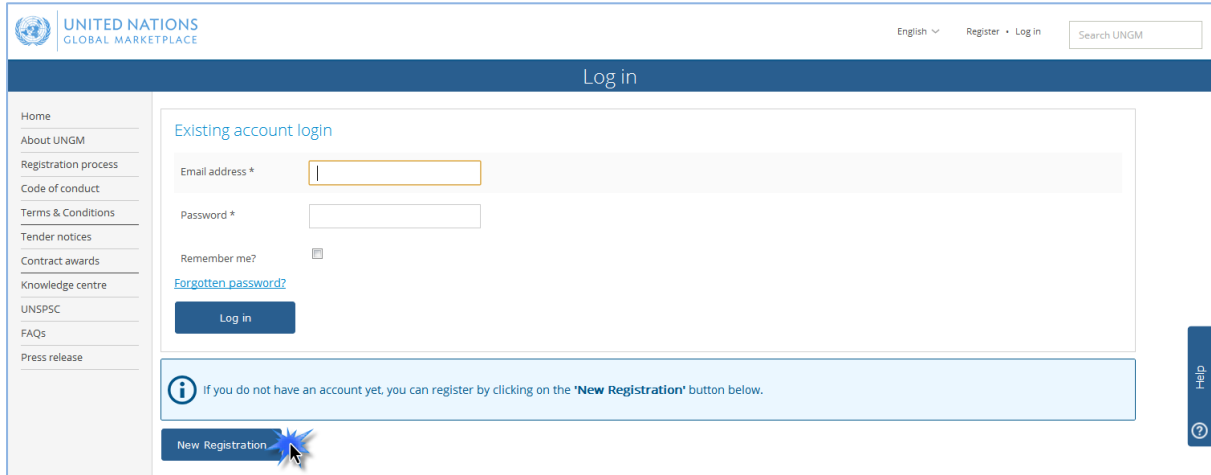
REGISTRATION PROCESS ON UNGM

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)

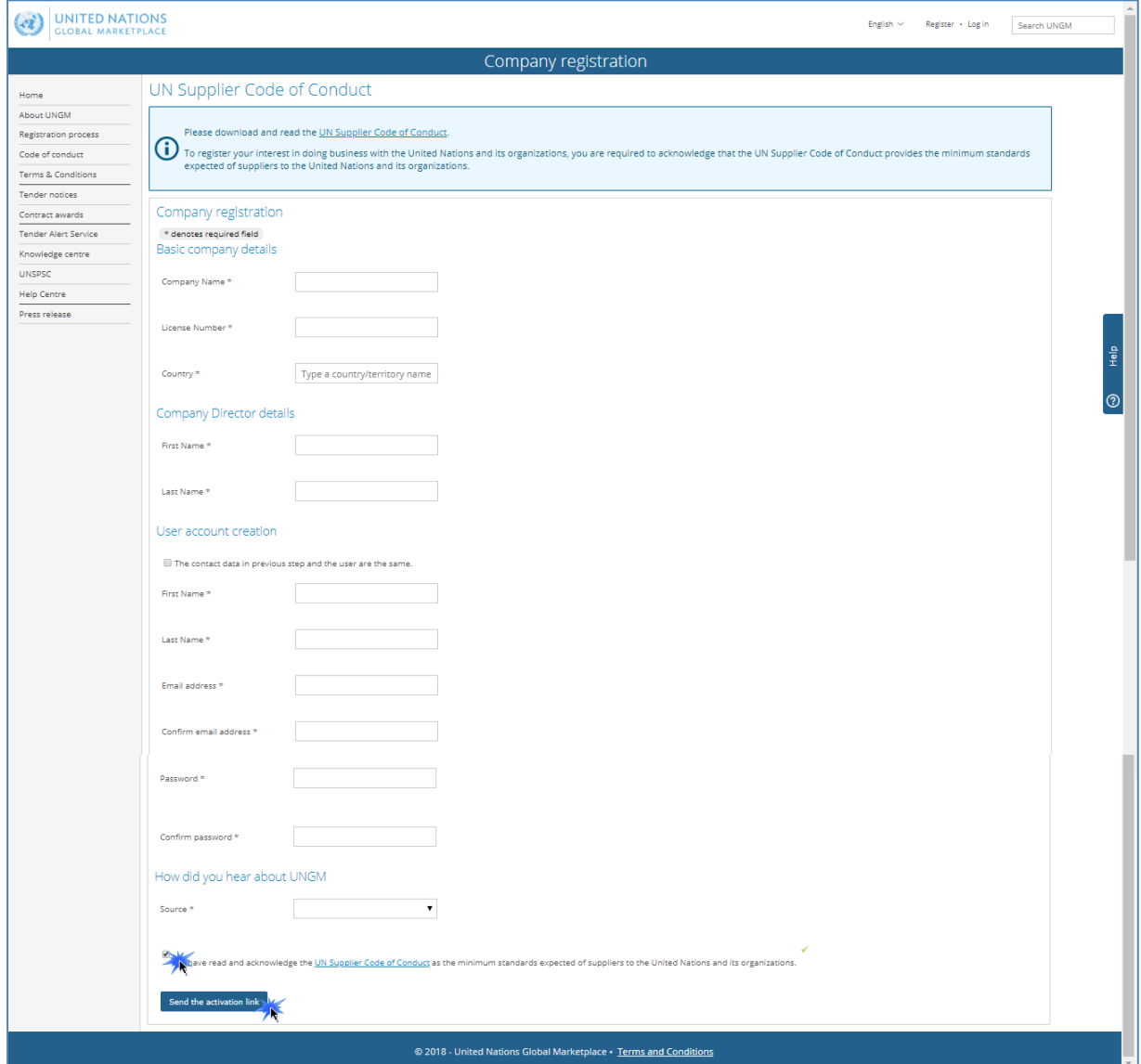
Company (or on behalf of a company) / NGOs

United Nations Organization and International Organization

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

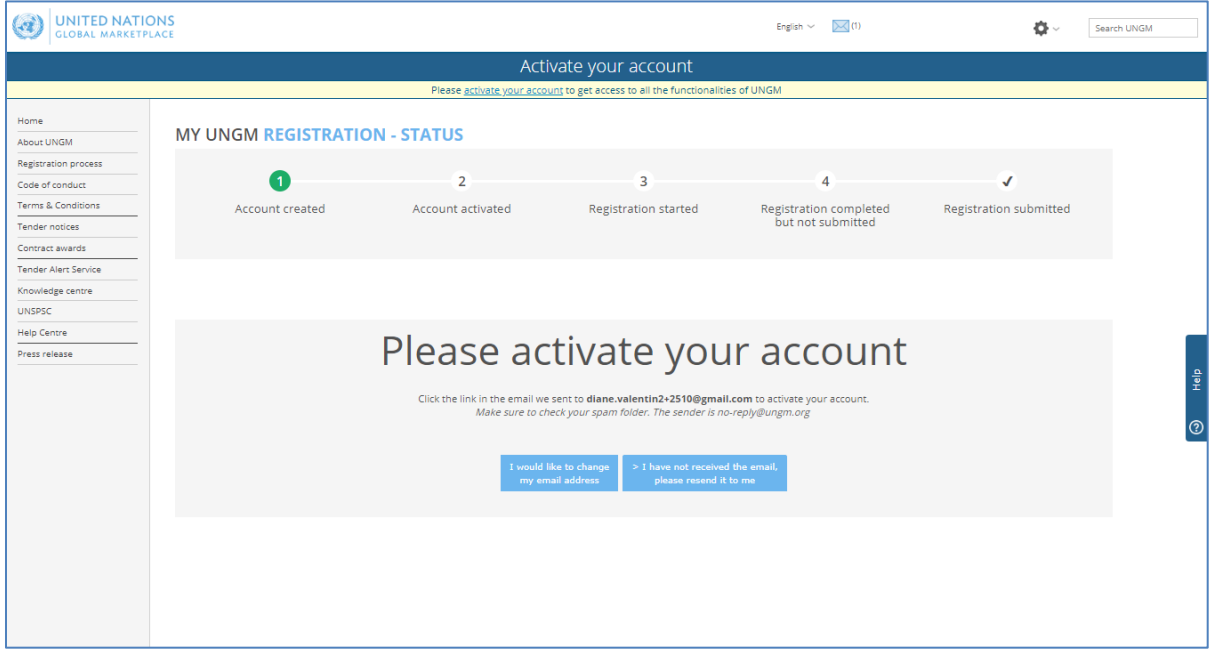
Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us.

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

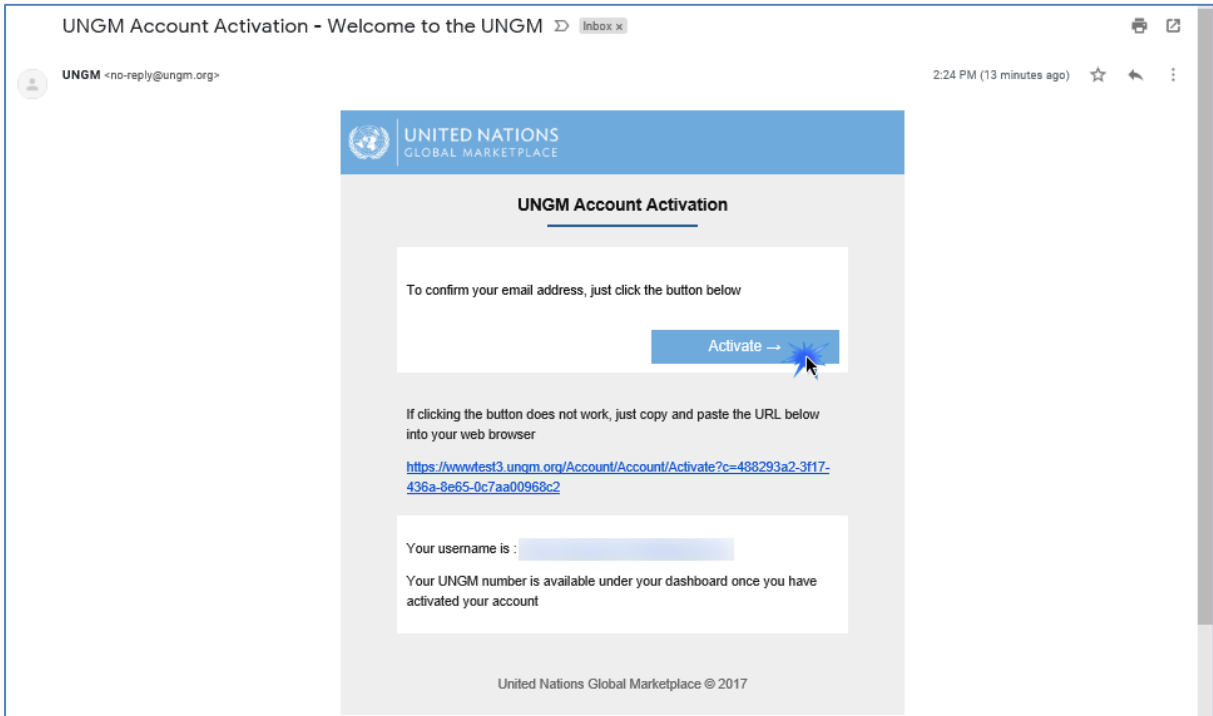


STEP 2: ACTIVATE YOUR UNGM ACCOUNT

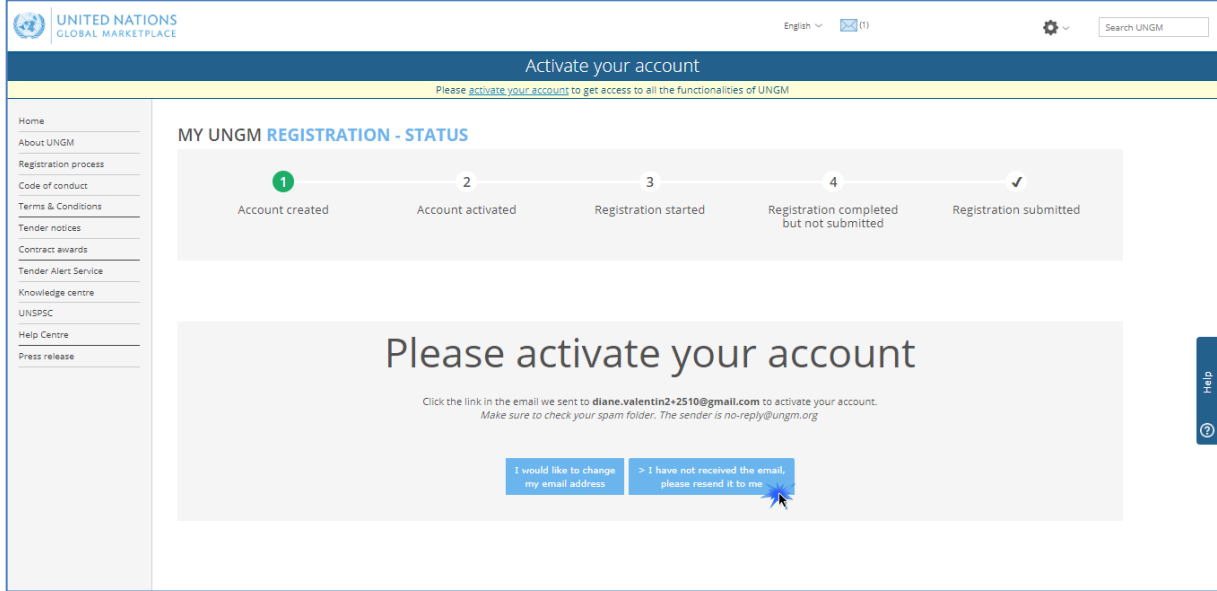
Once you have created your UNGM account, please do not forget to **activate it**.



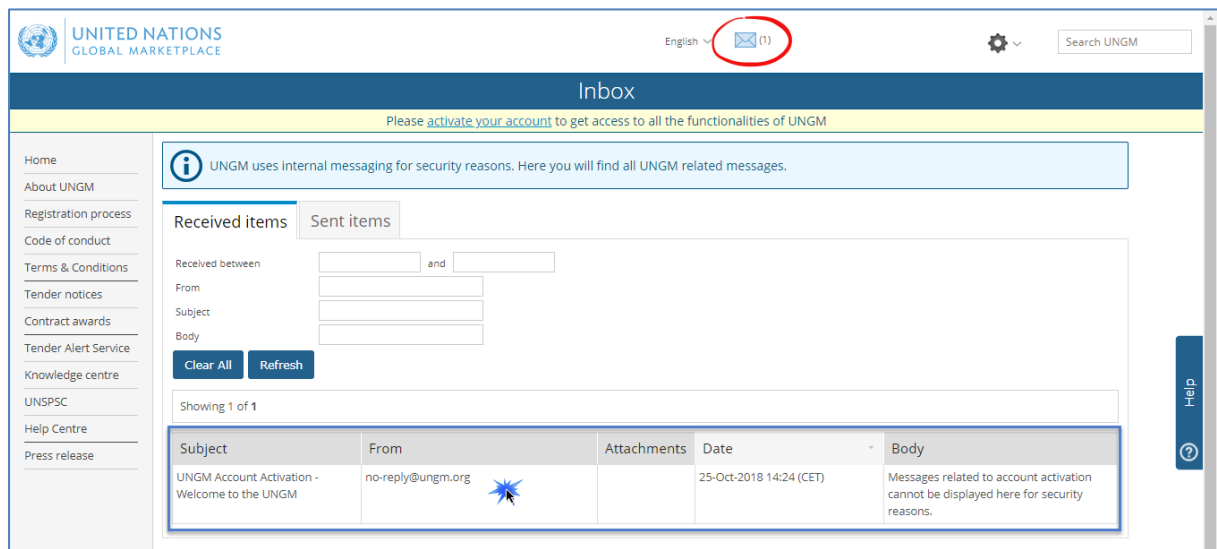
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **'Activate'** button.



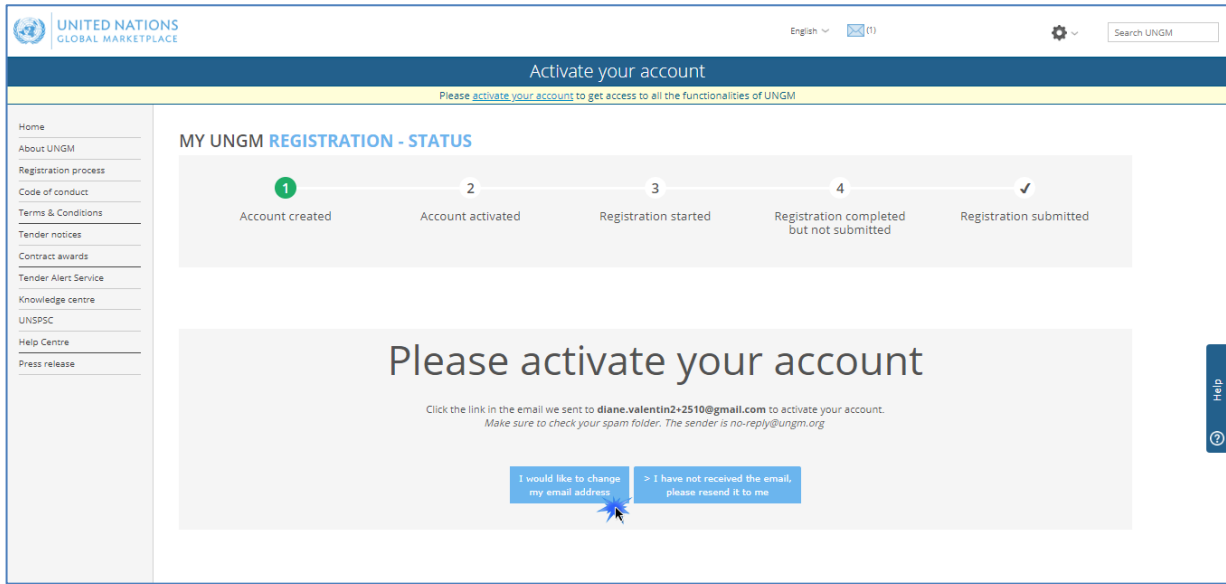
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **‘I have not received the email, please resend it to me’** button:



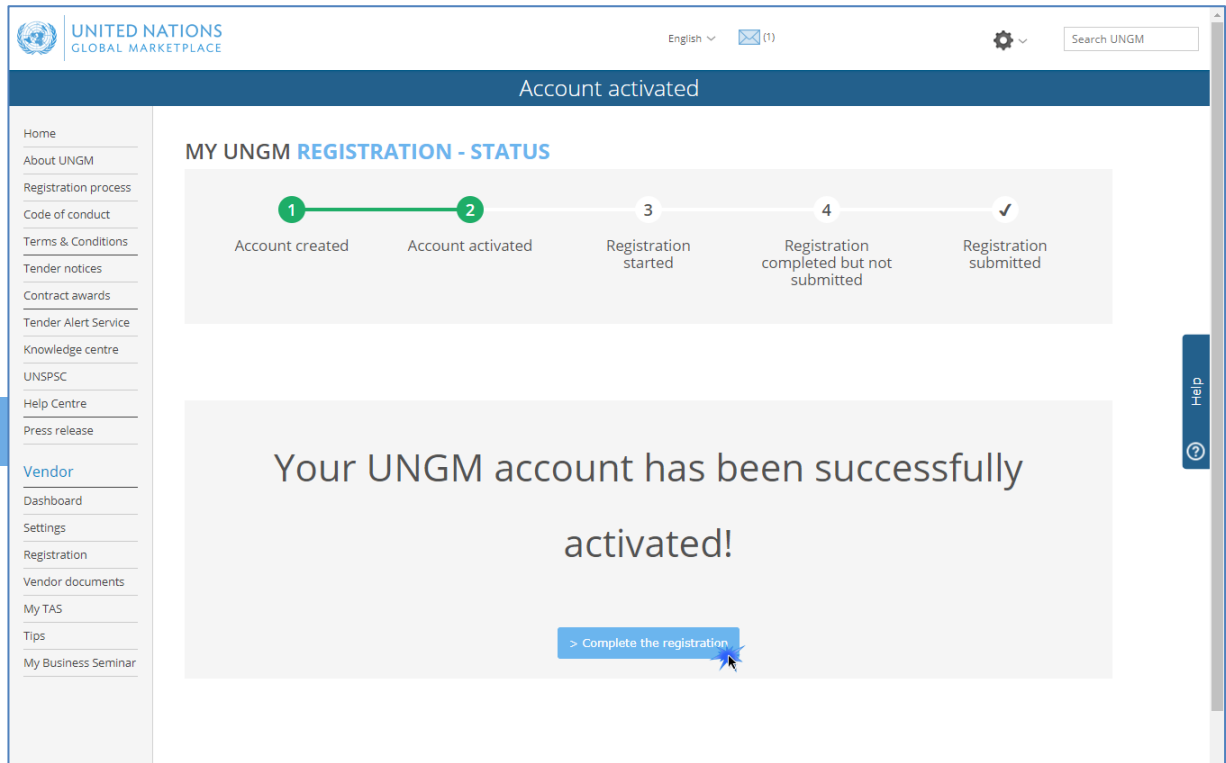
Or from your **UNGM inbox** accessible from the little envelop symbol in the top right side of the page:



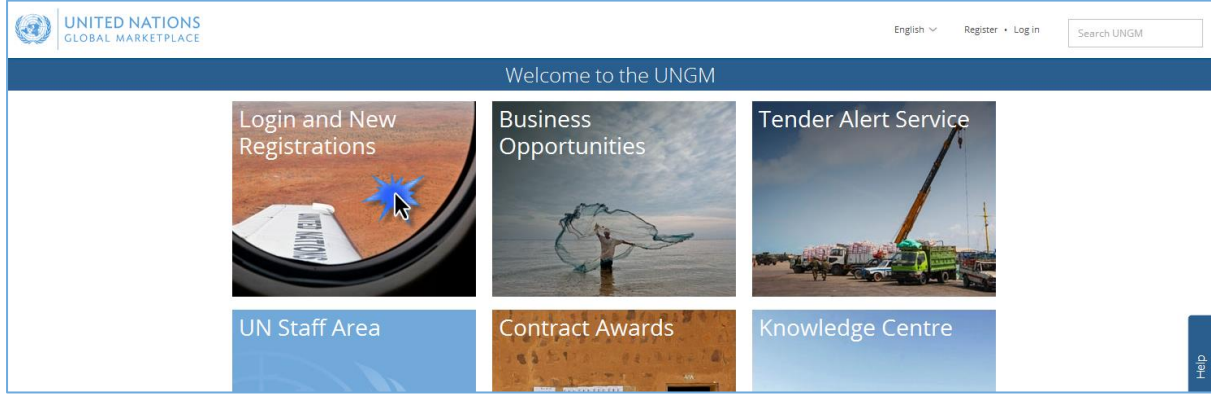
If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the **'I would like to change my email address' button**:



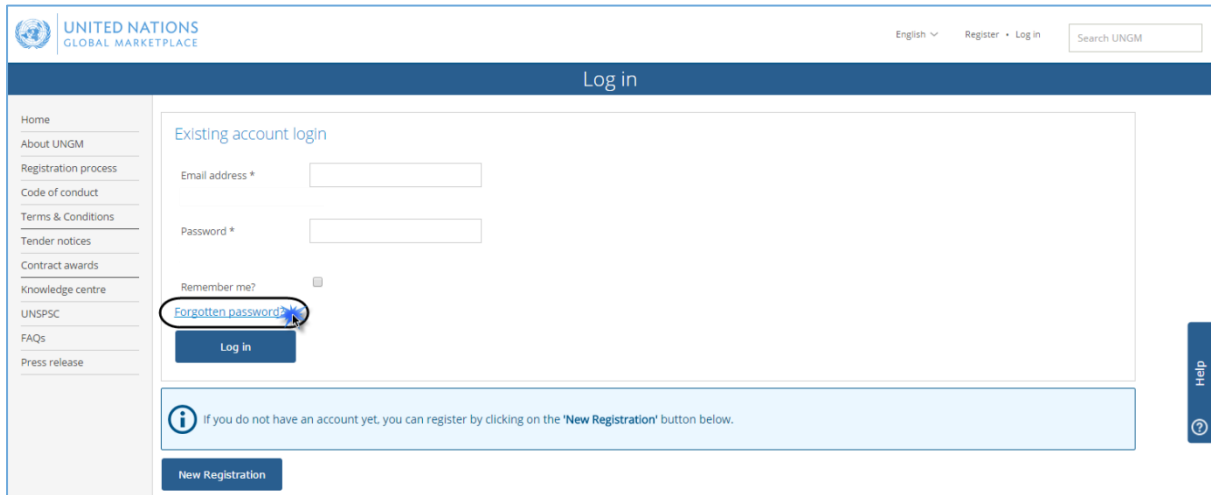
Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration' button** to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:



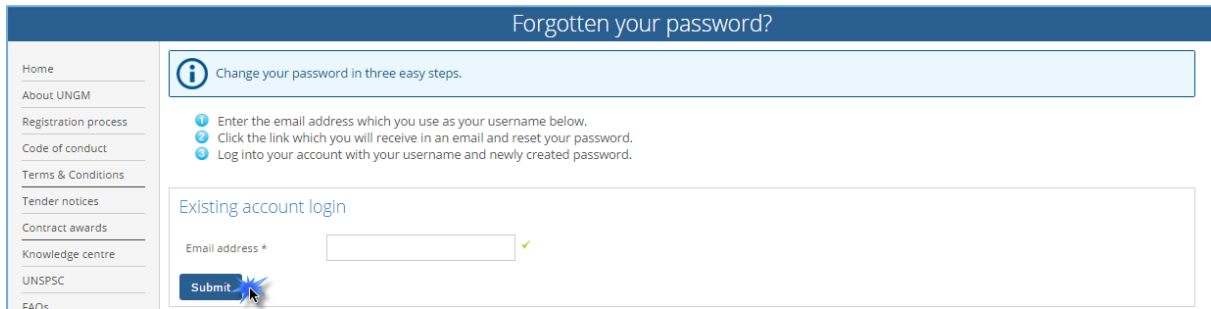
In order to log into your UNGM account, please click on the **'Log in'** link at the top right-hand corner of the page or on the **'Login and New Registrations'** box in the homepage.



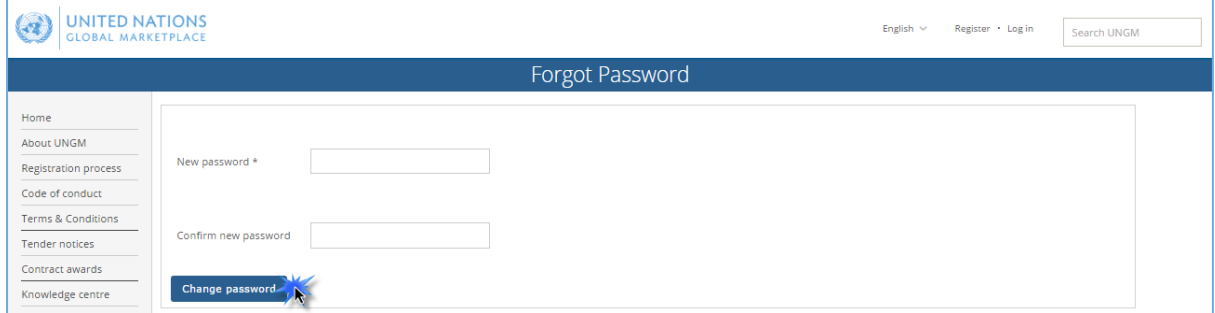
You will need to use your **username** which is the email address you registered with and your **password**. If you do not remember your password, please use the **'forgotten password'** functionality.



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**.



UNITED NATIONS
GLOBAL MARKETPLACE

English Register Log in Search UNGM

Forgot Password

Home
About UNGM
Registration process
Code of conduct
Terms & Conditions
Tender notices
Contract awards
Knowledge centre

New password *

Confirm new password

Change password

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 shows the UNGM Vendor Registration interface. The top navigation bar includes the UNGM logo, language settings (English), and a search bar. The left-hand menu lists various options including Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNFSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration (highlighted), Vendor documents, My TAS, Tips, and My Business Seminar. The main content area is titled 'Vendor Registration' and features a progress bar with seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'General' step is currently active. The form is divided into two main sections: 'General company information' and 'Company's Contact information'. The 'General company information' section includes fields for Company name (*), Trade name/DBA, Parent company, Company type (*), License number (*), Country/territory (*), Year established (*), Number of employees (*), Company Director's First Name (*), and Company Director's Last Name (*). The 'Company's Contact information' section includes fields for Telephone country code (*), Telephone number (*), Fax country code (*), Fax number, and Website. Below these sections is the 'Company's Ownership Type' section, which includes a radio button for 'Not applicable' and checkboxes for 'Privately-owned', 'Publicly-traded', and 'Part of a business conglomerate'. A 'Save & Continue' button is located at the bottom right of the form.

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**.

The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace website. The interface is in English and shows a progress bar with seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'General' step is currently active and highlighted with a green circle and the number 1.

The 'General' step is divided into two main sections: 'General company information' and 'Company's Contact Information'.

General company information:

- Company name *: Sunshines Ltd
- Trade name/DBA:
- Parent company:
- Company type *: Software support (selected with a checkmark)
- License number *: 2131245546
- Country/territory *: Denmark
- Year established *: 1998 (selected with a checkmark)
- Number of employees *: 76 (selected with a checkmark)
- Company Director's First Name *:
- Company Director's Last Name *:

Company's Contact Information:

- Telephone country code *: Denmark (+45) (selected with a checkmark)
- Telephone number *: 212546546 (selected with a checkmark)
- Fax country code: Type a country/territory name
- 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

A blue information box at the bottom of the 'Company's Ownership Type' section states: "By selecting this option, you self-declare that your company is a woman-owned business."

The 'Save & Continue' button is located at the bottom right of the form, next to a blue star icon.

The footer of the page reads: "© 2019 - United Nations Global Marketplace - Terms and Conditions"

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 on the United Nations Global Marketplace. The progress bar at the top indicates seven steps: General (1), Address (2), Registration type (3), Contacts (4), Coding (5), Declaration (6), and What's next? (7). The 'Address' step is currently active.

The form is divided into two main sections: 'Company address information' and 'P.O. Box address (optional)'.

Company address information:

- House number: 51 ✓
- Address line 1 *: Marmove ✓
- Address line 2: (empty)
- Address line 3: (empty)
- City/town *: Copenhagen ✓
- Country/territory *: Denmark ✓
- Postal code: 2100 ✓

P.O. Box address (optional):

- P.O. Box number: (empty)
- P.O. Box postal code: (empty)
- City/town for P.O.Box: (empty)
- Country/area: Type a country/territory name

At the bottom of the form, there are two buttons: '< General Info' and 'Save & Continue >'. A mouse cursor is pointing at the 'Save & Continue >' button.

The footer of the page reads: © 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 has two radio buttons: 'National' and 'International'. The 'International' option is selected. Below this, there is a section for 'Country/areas of business' with a message: 'Please select and list the countries in which your company is able to supply goods and services to UN organizations.' A yellow warning box 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 two buttons: '< Address' and 'Save & Continue >'. The 'Save & Continue >' button is highlighted with a blue star. 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 UN Global Marketplace. The 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), First/given name, Middle name, Surname, Job title/position (Sales Manager), Country/area (Denmark), Email, Telephone country code (Denmark (+45)), Telephone number (545645445456), Extension, Mobile country code (Type a country/territory name), and Mobile number. Navigation buttons at the bottom include '< Registration Type' and 'Save & Continue >'. A sidebar on the left lists various links, and a 'Help' button is on the right.

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 'Account Contact Details' and 'Invited contacts' section. The 'Account Contact Details' section displays the contact information for Mrs. Diane Valentin, including her email (diane.valentin2310@gmail.com), job title (Sales Manager), country (Denmark), and telephone number (Denmark (+45) 545645445456). A 'primary contact' label is next to her name. Below this, the 'Invited contacts' section contains a message: '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.' At the bottom, there is an 'Invite another contact' button with a blue star icon.

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 at the top indicates the current step is 'Coding' (step 5), with previous steps being General, Address, Registration type, and Contacts. The 'Coding' step includes a blue information box explaining that UNGM uses a subset of the United Nations Standard Products and Services Code (UNSPSC) for classification. Below this, the 'UNSPSC selector' is displayed with a search bar containing the keyword 'software'. A list of UNSPSC codes is shown, with checkboxes next to each. The code 41231508, 'Inventory management software', is selected. At the bottom of the selector, there are buttons for '< Contacts' and 'Save & Continue >'. The footer of the page reads '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

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 United Nations Global Marketplace. The 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' step is active, showing a 'Declaration of eligibility' section. It contains a list of seven conditions that the user must review and select an option for. The options are: 'I confirm that I represent, i.e. the 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).', and '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)'. The 'Save & Continue' button is highlighted with a blue star.

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?

Declaration of eligibility

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

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.

Select an option

☒ I confirm that I represent, i.e. the 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).

☐ 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).

< 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 'Vendor Registration' page on the United Nations Global Marketplace. A progress bar at the top indicates the completion of six steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, and 6. Declaration. The final step, 'What's next?', is highlighted with a green checkmark. Below the progress bar, the page displays two key statistics: 'You are now registered with 29 agencies' and 'Right now 23 active tenders in UNGM'. The 'MY AGENCY SUBMISSIONS' section thanks the user for completing their profile and provides a link to 'Manage agency submissions'. The 'Tender Alert Service - CONNECTING Vendors to Tenders' section encourages users to 'Ready to do business?' and provides a link to 'Show me more!'. A 'Declaration of eligibility' button is visible at the bottom left. The footer includes the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

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.

The screenshot shows the 'Vendor Registration' page on the United Nations Global Marketplace. A yellow warning box with an exclamation mark icon is displayed, stating: 'We suspect this is a duplicate account. We will review your information and contact you within the next 2-3 days. Please do not register again until we have been in touch. If you need to register urgently, please contact us at registry@ungm.org or use the Help button on the site.' The background of the page is dimmed, showing the same progress bar and navigation menu as the previous screenshot.

STEP 4: MANAGE AGENCY SUBMISSIONS

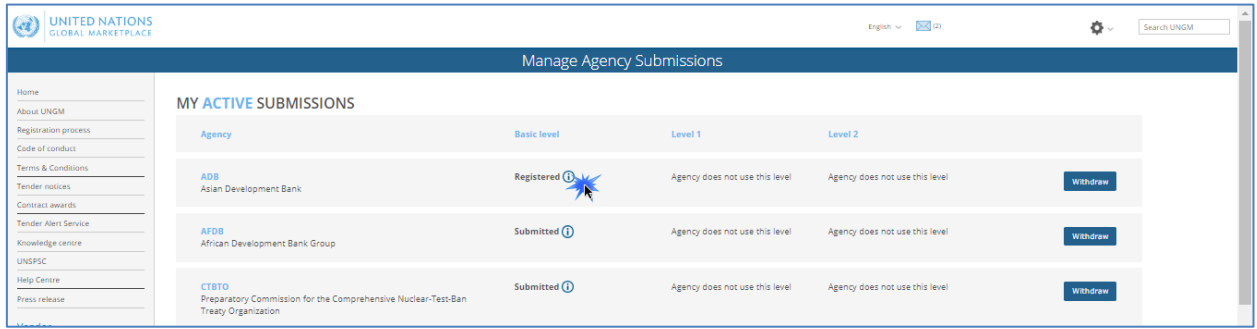
Under the 'What's next section', you will be able to see the number of UN organizations your company's profile is registered with. To find out more about your company's registration with UN agencies, click the **'Manage agency submissions' button** or the link in the left-hand menu.

The screenshot displays the 'Vendor Registration' page on the United Nations Global Marketplace. At the top, a progress bar indicates the registration process steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? (highlighted with a green checkmark). Below the progress bar, the 'MY AGENCY SUBMISSIONS' section states 'You are now registered with 29 agencies' and provides a button to 'Manage agency submissions'. The 'Tender Alert Service - CONNECTING Vendors to Tenders' section shows 'Right now 23 active tenders in UNGM' and a button to 'SUBSCRIBE NOW'. A left-hand menu contains various links including Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contracts awards, Tender Alert Service, Knowledge centre, UNGPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The footer includes copyright information for 2018 United Nations Global Marketplace.

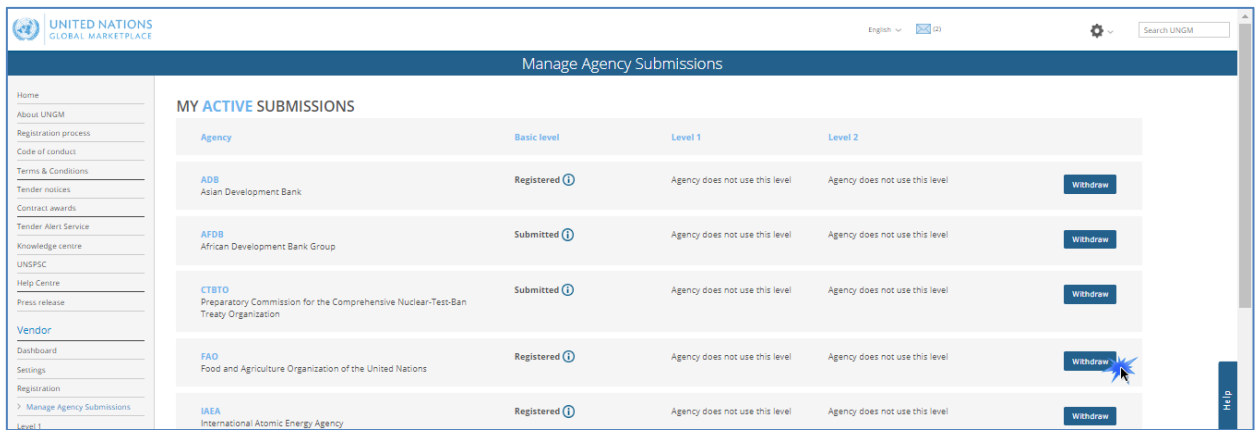
You will be redirected to the 'Manage agency submissions' page where you can check your registration status with UN agencies.

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.

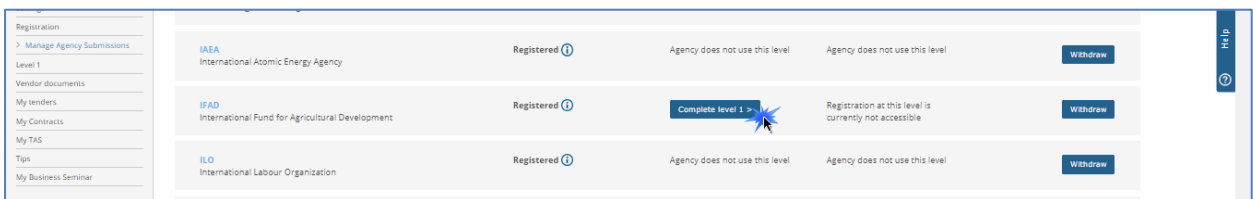
If you place your mouse over the information symbol next to the status, you will be able to see a description of the registration status with a specific agency.



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.

UNITED NATIONS GLOBAL MARKETPLACE

English 23 Search UNGM

My Dashboard

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
Manage Agency Submissions
Level 1
Vendor documents
My tenders
My Contracts
My TAS
Tips
My Business Seminar

TIP: Please ensure that your **company name** is exactly like it appears on your certificate of incorporation. You can edit it by using the 'Change Company Name'-button under the [General](#) tab of the registration.

MY UNGM ACCOUNT

Gene Valentin
UNGM Number: 520214
Last login: 25-Oct-2018 14:49:34
Email: gvalentin@un.org
Preferred language: en

NEED HELP?

Search UNGM

FAQs Video tutorials User manuals

MY UNGM REGISTRATION - STATUS

1 Account created 2 Account activated 3 Registration started 4 Registration completed but not submitted 5 Registration submitted

Right now
23
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](#)

MY AGENCY SUBMISSIONS

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

Home
About UNGM
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Code of conduct
Terms & Conditions
Tender notices
Contract awards
Knowledge centre
UNSPSC
FAQs
Video Guides
Scam Alert
Vendor
Dashboard
Settings
Registration
Level 1
Vendor documents
My tenders
My Contracts
Tender Alert Service
UNSPSC changes

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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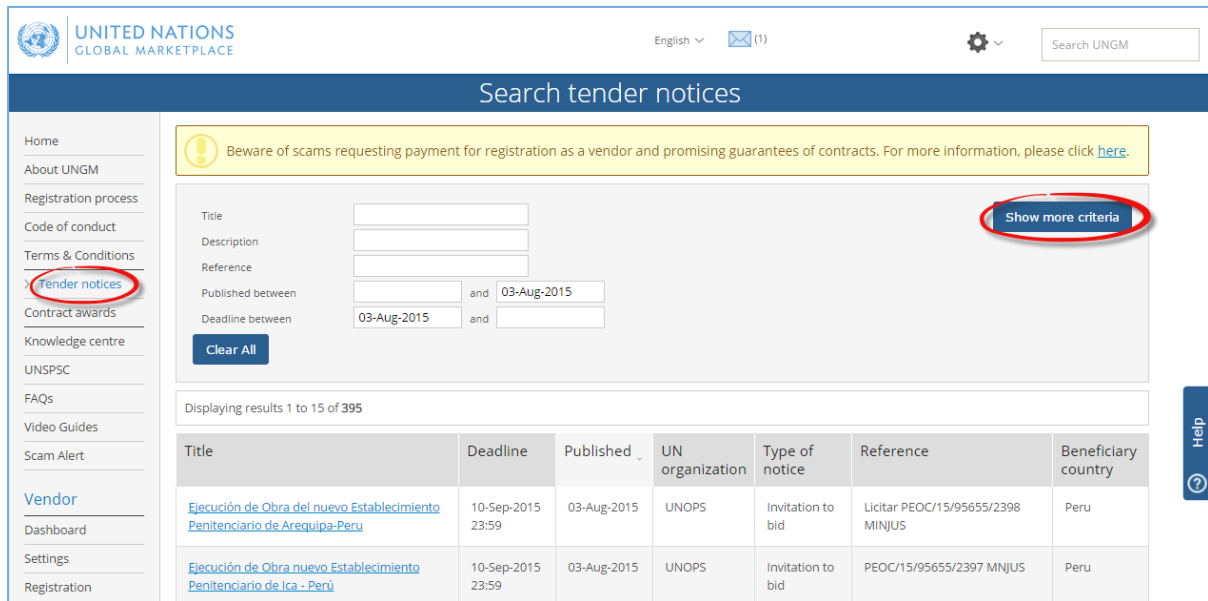
ACCESS TO BUSINESS OPPORTUNITIES

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...



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	RFP/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/ABCODE/TCERD/100182	United Kingdom
Express Interest	Test 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 v2016.1 (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 United Nations Global Marketplace (UNGMP) Tender Alert Service (TAS) page. The page is designed to inform vendors about the service and encourage them to subscribe. The main heading is 'TAS - CONNECTING Vendors to Tenders'. Below this, it states 'Receive new and revised tenders matching your products and services via email'. There are two prominent buttons: '> SUBSCRIBE NOW' and '> See Tender Alert Service in action'. A small link '< No? Maybe? Later? Tell us!' is also present. The page is divided into three sections: 'What is the Tender Alert Service?', 'Cost & Payment Method', and 'How to subscribe?'. The 'What is the Tender Alert Service?' section includes a definition of the service and a list of five benefits: never missing a tender/revision, receiving relevant tenders, saving time and money, responding to tenders, and following procurement trends. The footer of the page indicates it is from 2018 and provides a link to the Terms and Conditions.

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.

Help

You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest.

You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you.

Feedback

Area ✓

How has your experience on the UNGM site been so far? 😊

Comments

☒ Add a screenshot automatically

► [Other information included](#)

Help

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