



UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register on
UNGM as a company



www.ungm.org

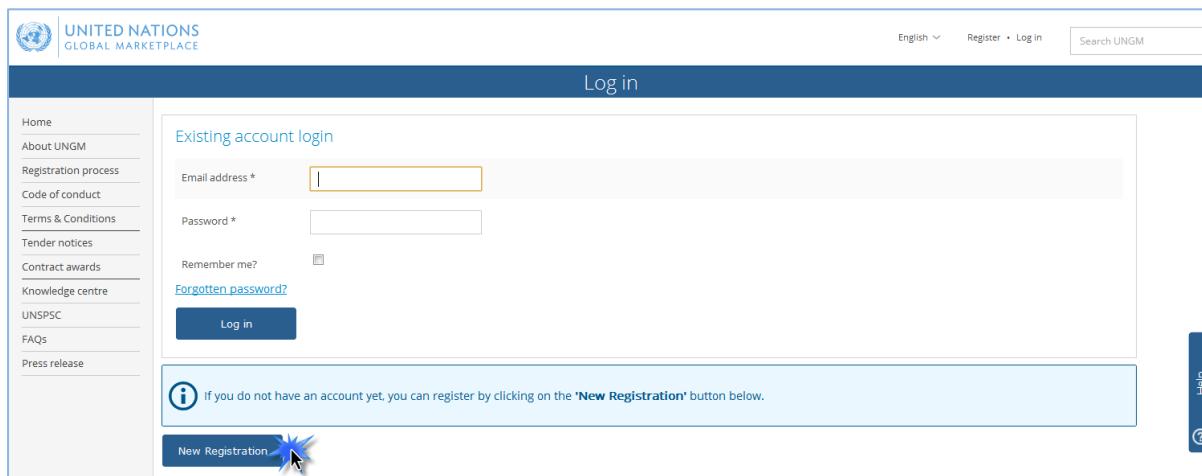
REGISTRATION PROCESS ON UNGM

STEP 1: CREATION OF YOUR UNGM ACCOUNT

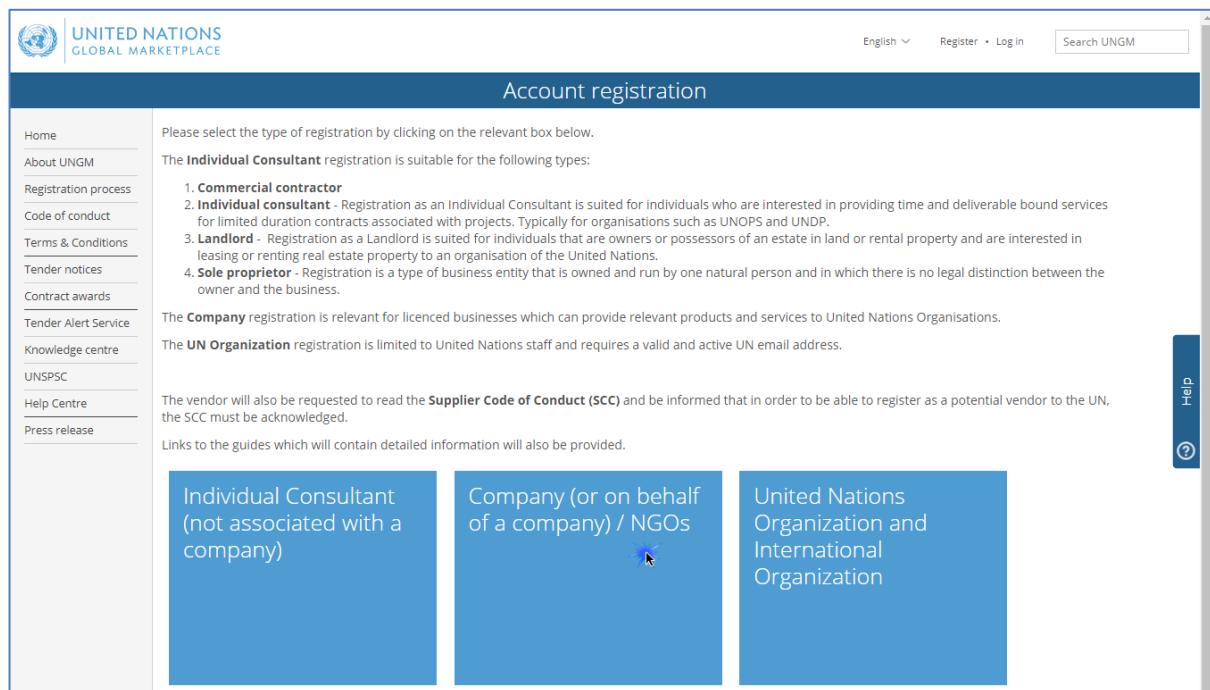
Go to www.ungm.org and click on the 'Login and New Registrations' tile.



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

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.

Help

Individual Consultant (not associated with a company)

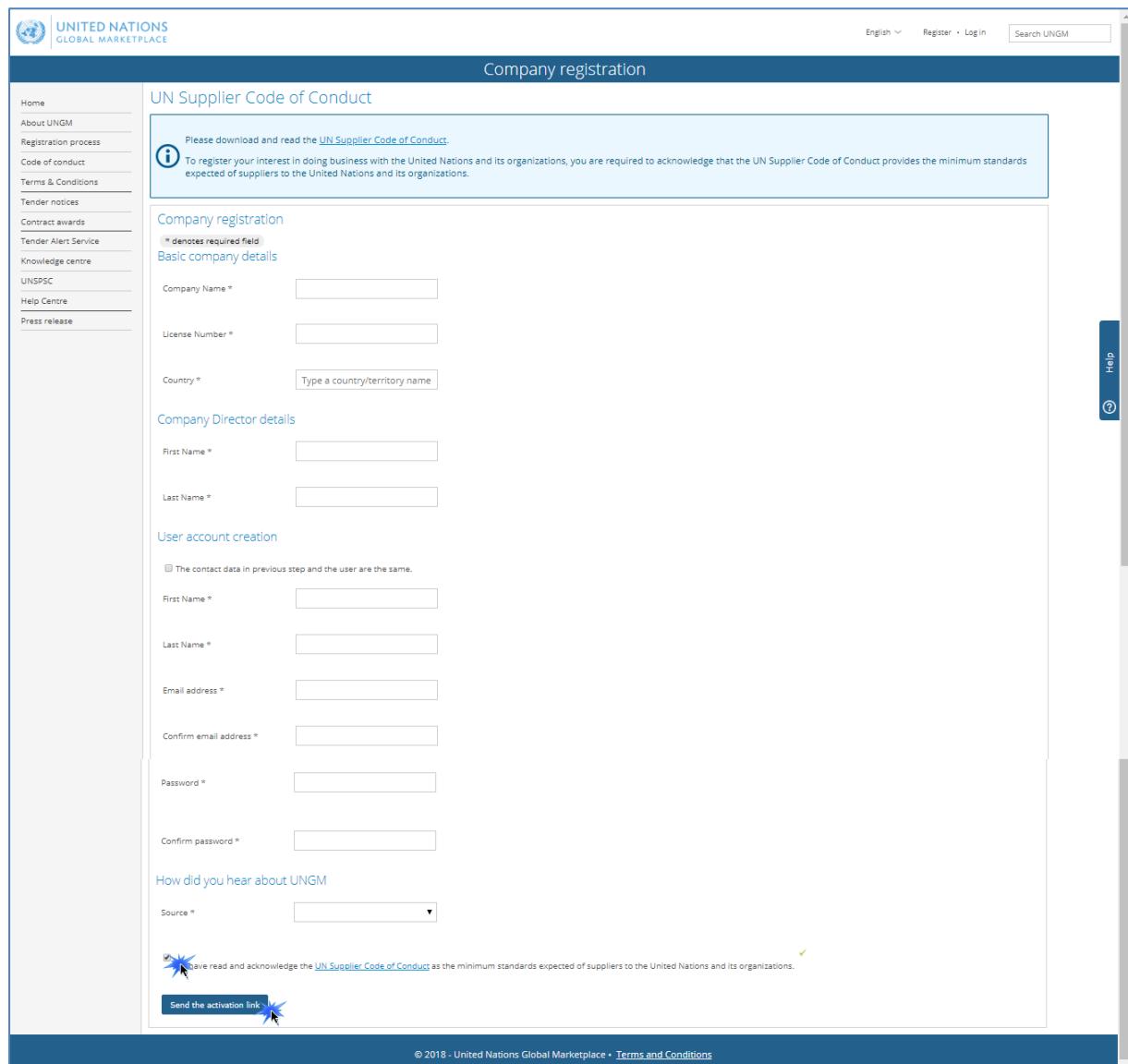
Company (or on behalf of a company) / NGOs

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.



UNITED NATIONS
GLOBAL MARKETPLACE

English ▾ Register • Log in Search UNGM

Company registration

UN Supplier Code of Conduct

Please download and read the [UN Supplier Code of Conduct](#).

Company registration

* denotes required field

Basic company details

Company Name *

License Number *

Country * Type a country/territory name

Company Director details

First Name *

Last Name *

User account creation

The contact data in previous step and the user are the same.

First Name *

Last Name *

Email address *

Confirm email address *

Password *

Confirm password *

How did you hear about UNGM

Source *

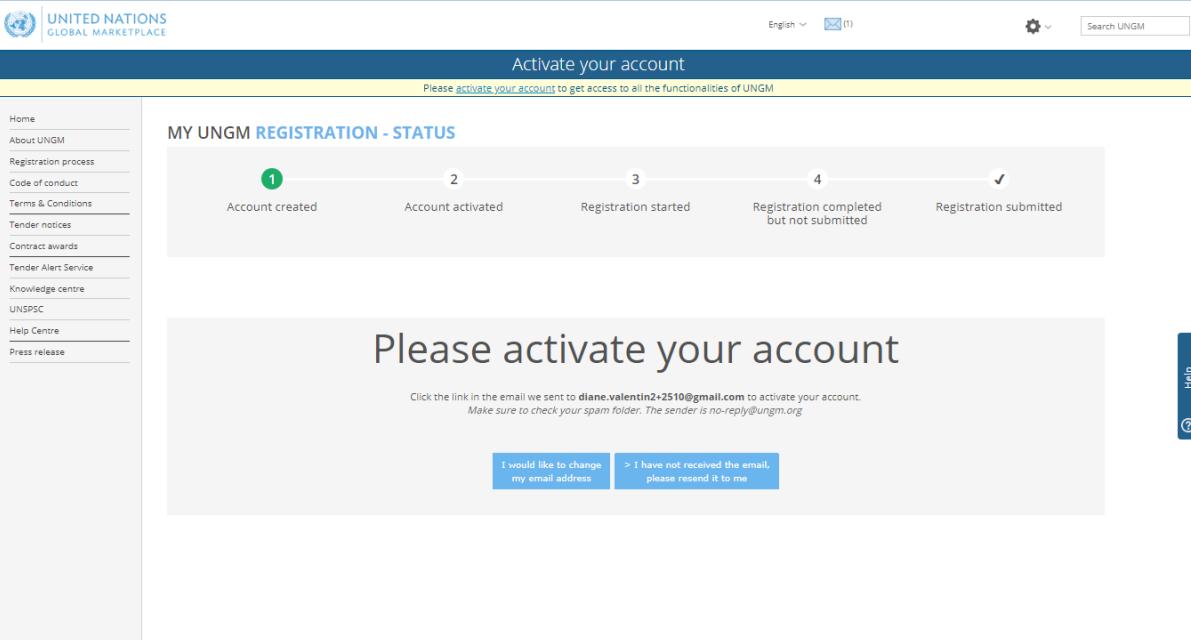
I have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations. 

Send the activation link 

© 2018 - United Nations Global Marketplace • [Terms and Conditions](#)

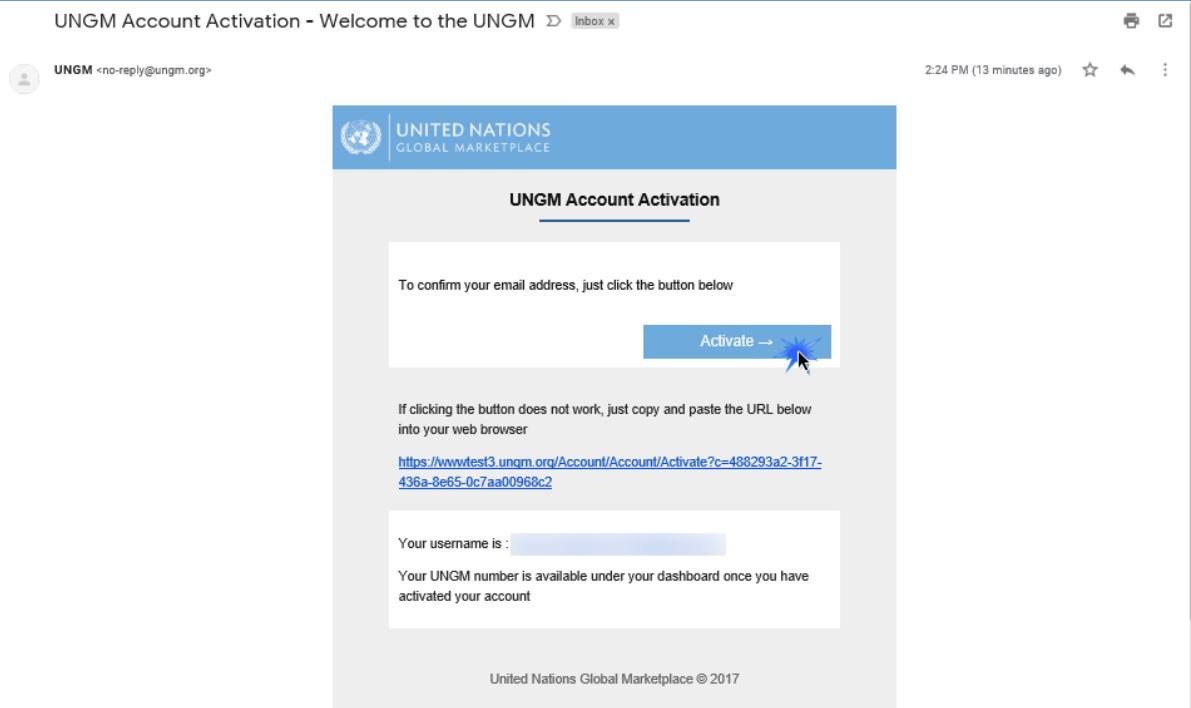
STEP 2: ACTIVATE YOUR UNGM ACCOUNT

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



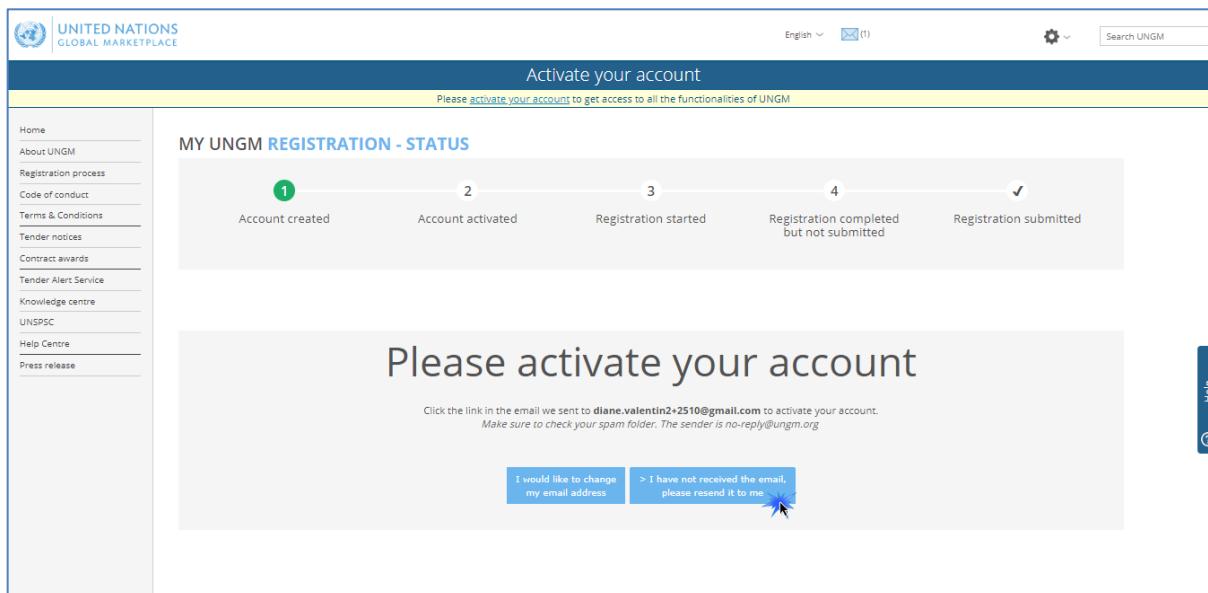
The screenshot shows the 'Activate your account' page of the UNGM registration process. The top navigation bar includes the United Nations Global Marketplace logo, language selection (English), a search bar, and a settings icon. The main content area is titled 'MY UNGM REGISTRATION - STATUS' and shows a progress bar with five steps: 1. Account created (highlighted with a green circle), 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (marked with a checkmark). Below the progress bar, a large box contains the text 'Please activate your account' and instructions: 'Click the link in the email we sent to diane.valentin2+2510@gmail.com to activate your account. Make sure to check your spam folder. The sender is no-reply@ungm.org'. Two buttons are present: 'I would like to change my email address' and '> I have not received the email, please resend it to me'.

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.



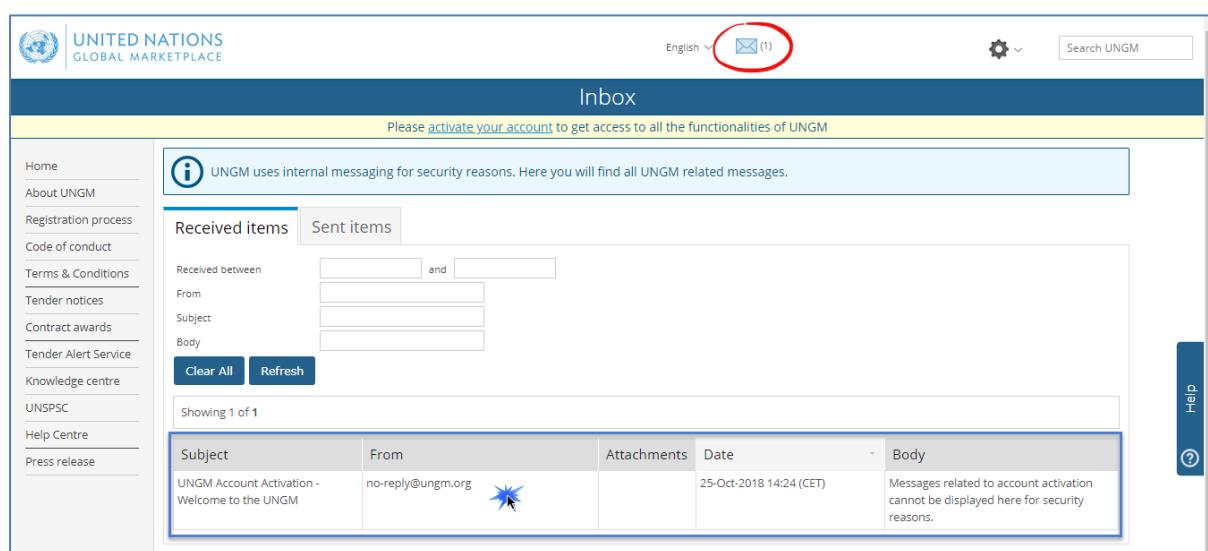
The screenshot shows an email from 'UNGM <no-reply@ungm.org>' with the subject 'UNGM Account Activation - Welcome to the UNGM'. The email body contains the UNGM logo and the title 'UNGM Account Activation'. It instructs the user to 'To confirm your email address, just click the button below' and provides a blue 'Activate →' button with a cursor icon. Below the button, it says 'If clicking the button does not work, just copy and paste the URL below into your web browser' and provides the URL: <https://wwwfest3.ungm.org/Account/Account/Activate?c=488293a2-3f17-436a-8e65-0c7aa00968c2>. At the bottom, it says 'Your username is: [redacted]' and 'Your UNGM number is available under your dashboard once you have activated your account'. The footer of the email includes '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:



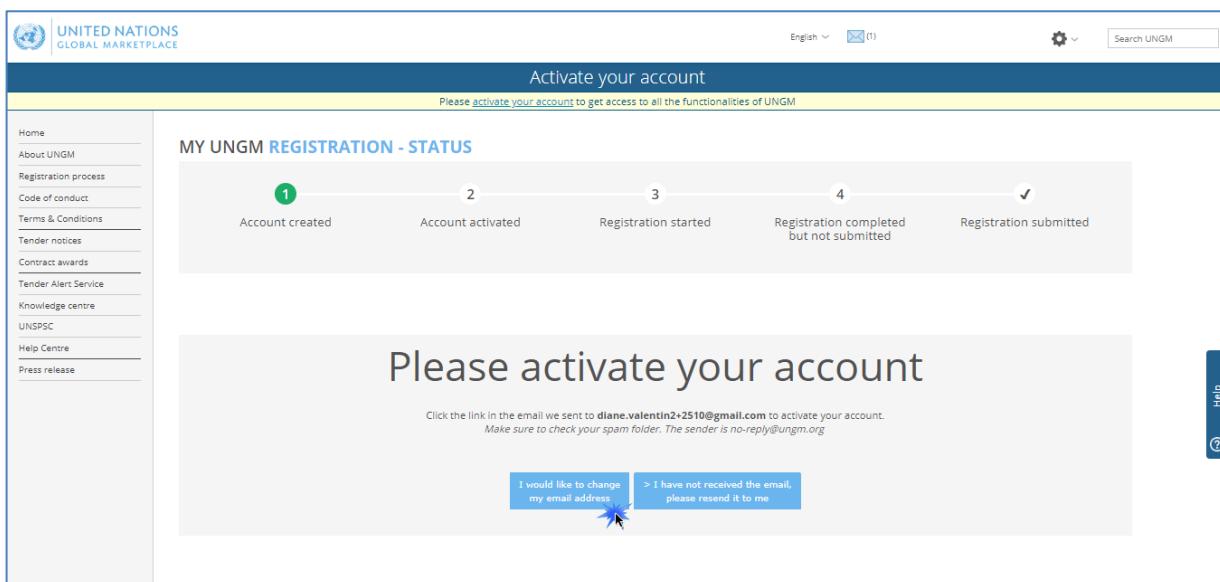
The screenshot shows the 'Activate your account' page. On the left is a sidebar with links to Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. The main content area has a title 'MY UNGM REGISTRATION - STATUS' and a progress bar with five steps: 1. Account created (highlighted with a green circle), 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (marked with a checkmark). Below the progress bar is a large box with the heading 'Please activate your account'. It contains a message: 'Click the link in the email we sent to diane.valentin2+2510@gmail.com to activate your account. Make sure to check your spam folder. The sender is no-reply@ungm.org'. At the bottom of this box are two buttons: 'I would like to change my email address' and '> I have not received the email, please resend it to me' (with a blue cursor arrow pointing to it). The top right of the page has a search bar, a gear icon, and a 'Search UNGM' button.

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



The screenshot shows the 'Inbox' page. The top right corner features a red circle around the envelope icon, which is a link to the inbox. The sidebar on the left is identical to the one in the previous screenshot. The main content area shows a message from 'no-reply@ungm.org' with the subject 'UNGM Account Activation - Welcome to the UNGM'. The message body is partially visible, stating 'Messages related to account activation cannot be displayed here for security reasons.' The top right of the page has a search bar, a gear icon, and a 'Search UNGM' button.

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:



Activate your account

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

MY UNGM REGISTRATION - STATUS

1 2 3 4 ✓

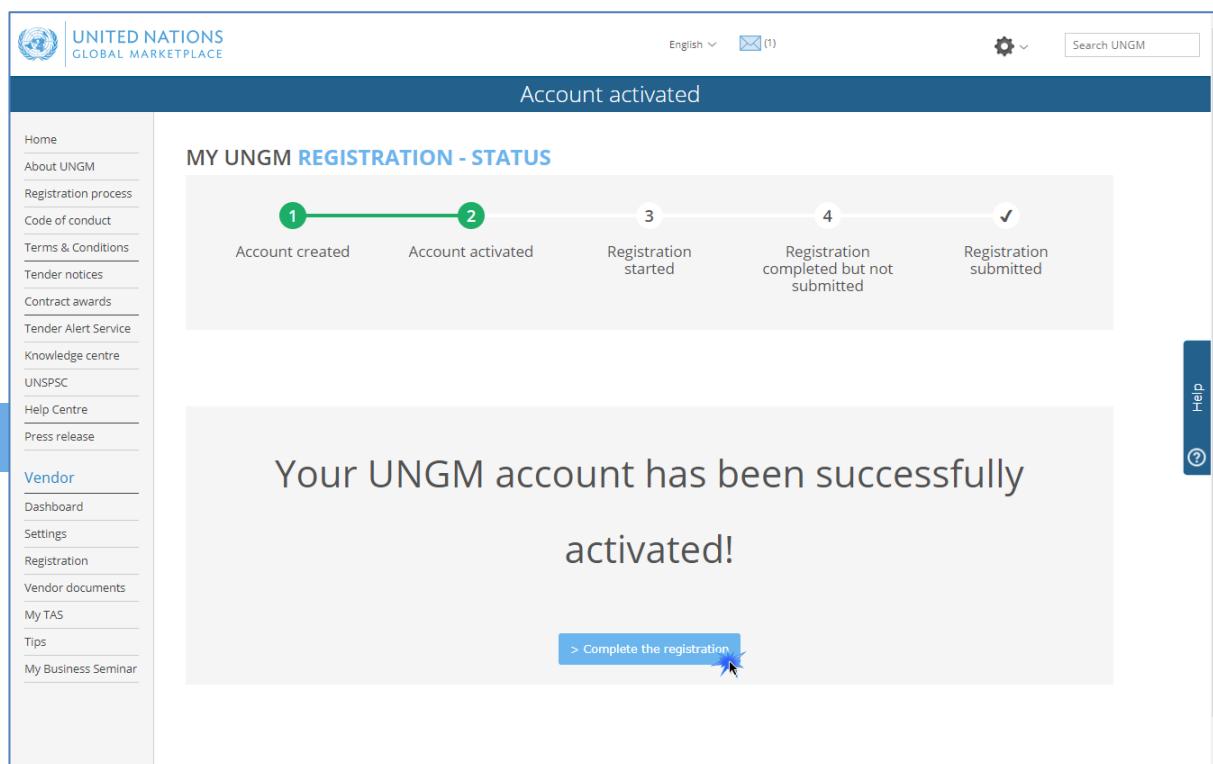
Account created Account activated Registration started Registration completed but not submitted Registration submitted

Please activate your account

Click the link in the email we sent to diane.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

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:



Account activated

MY UNGM REGISTRATION - STATUS

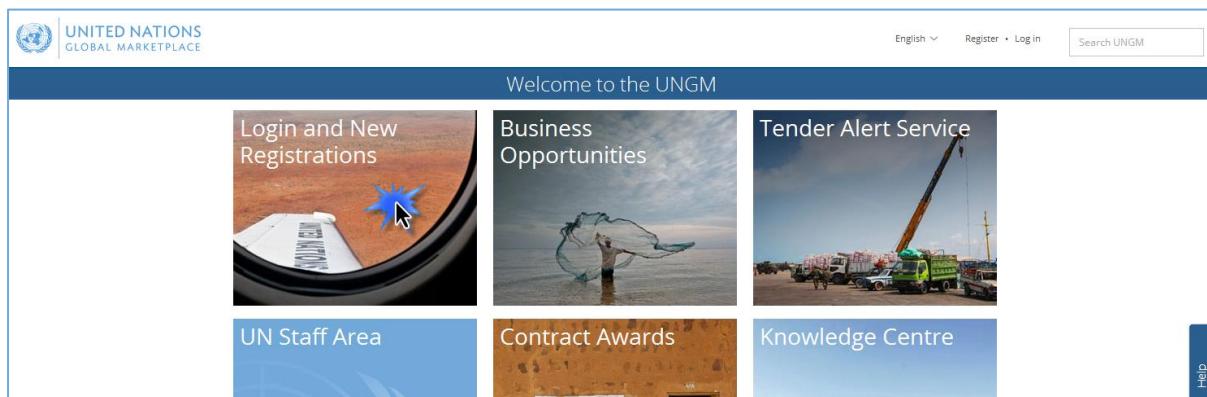
1 2 3 4 ✓

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

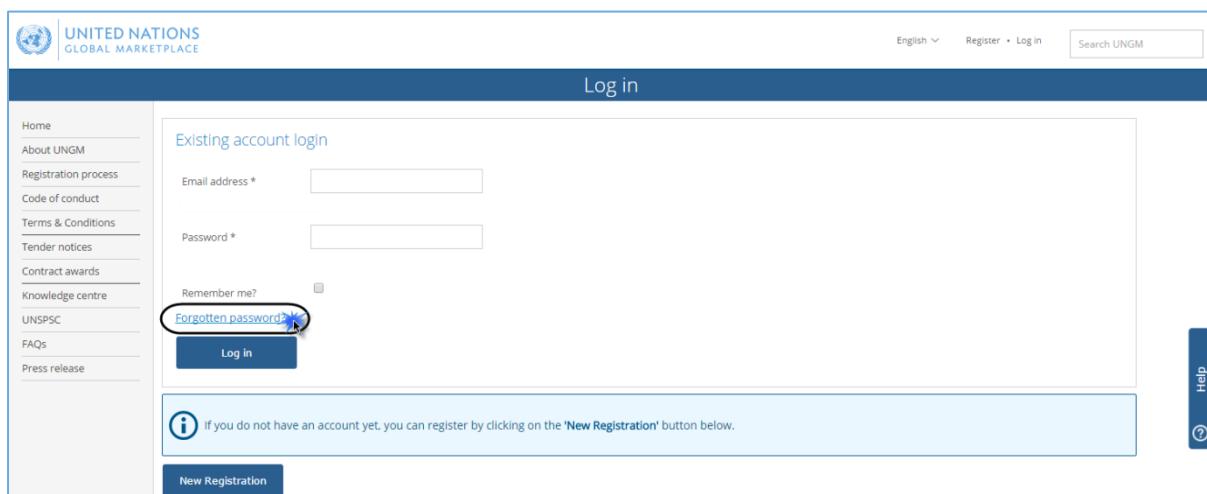
Your UNGM account has been successfully activated!

> Complete the registration

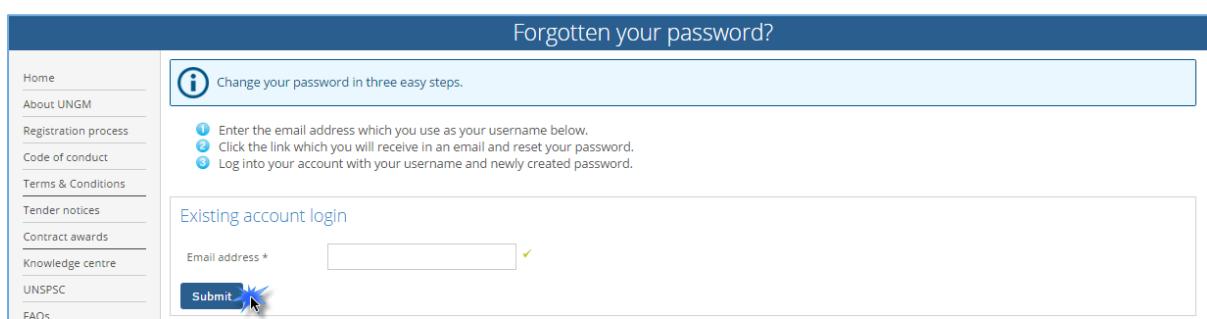
In order to log into your UNGM account, please click on the '**Log in**' link at the top right-hand corner of the page or on the '**Login and New Registrations**' box in the homepage.



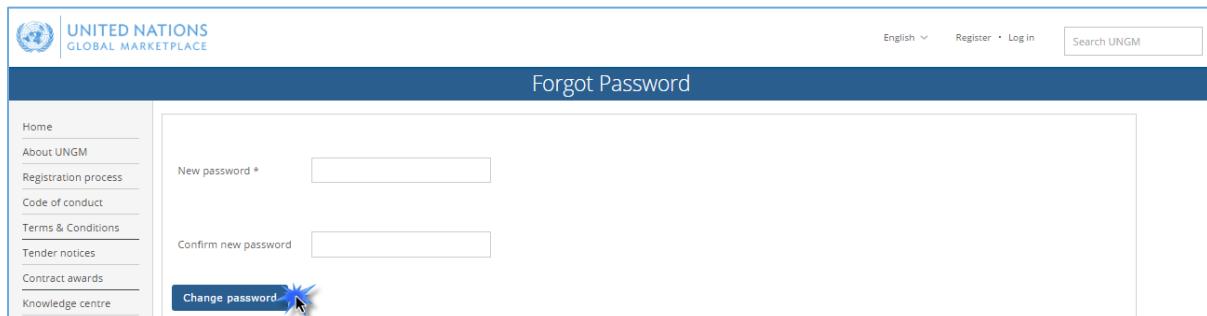
You will need to use your **username** which is the email address you registered with and your **password**. If you do not remember your password, please use the '**forgotten password**' functionality.



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 of the United Nations Global Marketplace. The page has a blue header with the text 'Forgot Password'. Below the header, there are two input fields: 'New password *' and 'Confirm new password'. At the bottom of the form is a blue button labeled 'Change password'. A blue cursor arrow is pointing to this button. To the left of the form is a sidebar with links to various sections of the website. At the top right, there are language and user account links (English, Register, Log in) and a search bar.

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 'Vendor Registration' form in the United Nations Global Marketplace. The left sidebar shows navigation 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, Vendor documents, My T&S, Tips, My Business Seminar), and a search bar. The main content area is titled 'Vendor Registration' and shows Step 4: General. The form is divided into two main sections: 'General company information' and 'Company's Contact Information'. The 'General company information' section contains fields for Company name (Sunshines Ltd), Trade name/DBA, Parent company, Company type, License number (2131245546), Country/territory (Denmark), Year established, Number of employees, Company Director's First Name (Diane), and Company Director's Last Name (Valenton). The 'Company's Contact Information' section contains fields for Telephone country code, Telephone number, Fax country code, Fax number, and Website. A 'Save & Continue' button is located at the bottom right of the form.

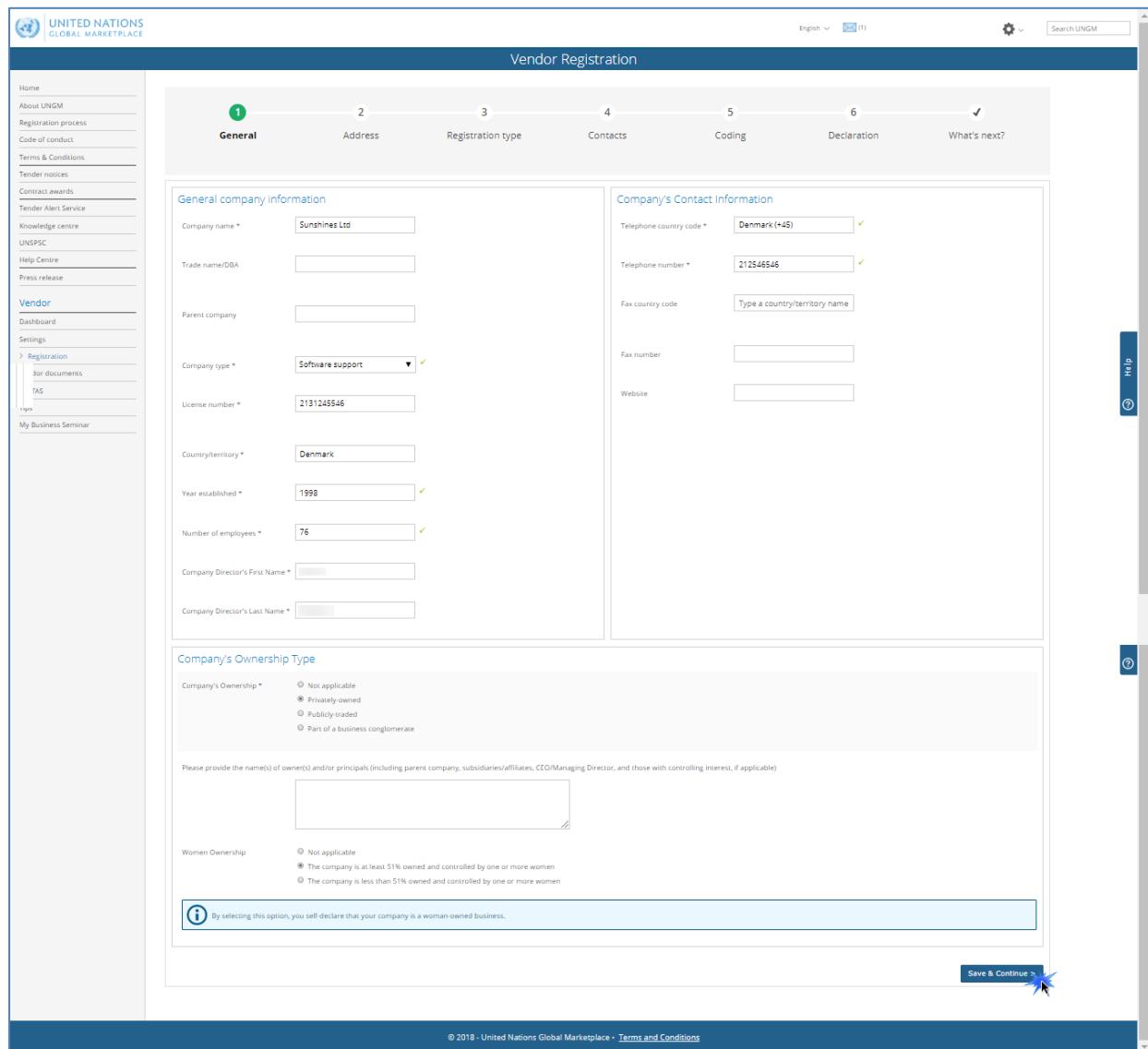
I. General

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' page of the United Nations Global Marketplace. The page is divided into seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and a completed step 7. The 'General' step is currently active, indicated by a green circle with the number 1.

General company information:

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

Company's Contact Information:

- Telephone country code *: Denmark (+45)
- Telephone number *: 212345546
- Fax country code: (empty)
- Fax number: (empty)
- Website: (empty)

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

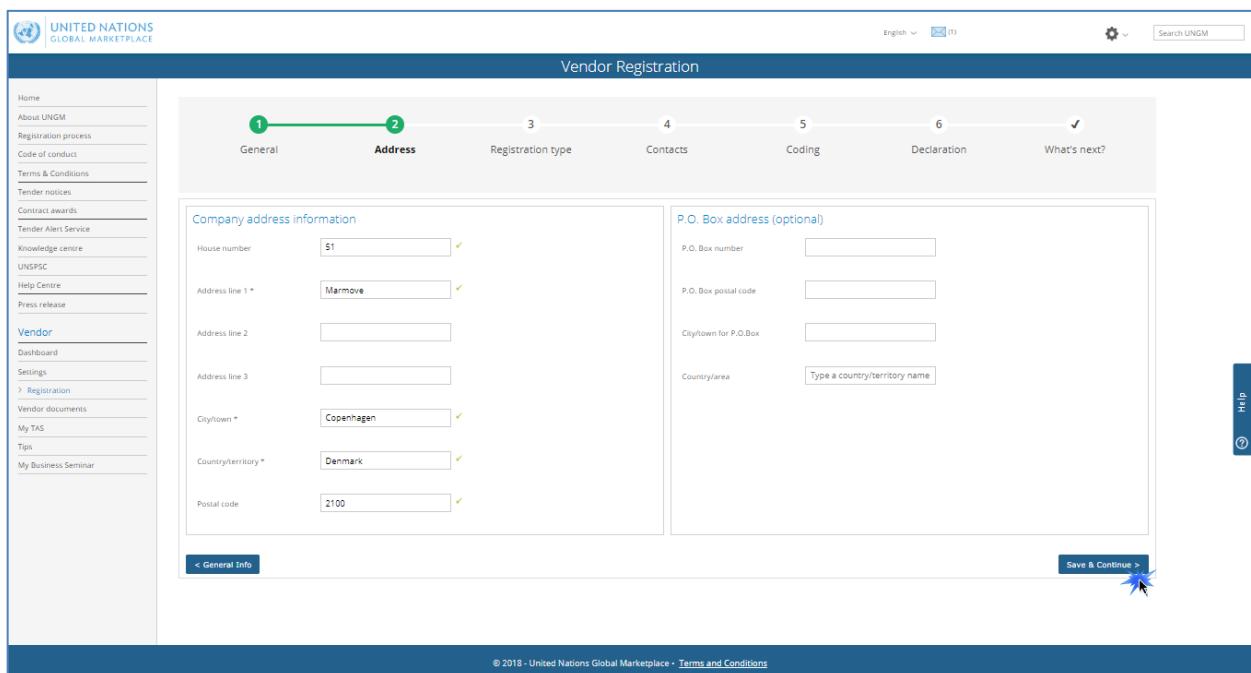
Information about woman-owned business:
By selecting this option, you self-declare that your company is a woman-owned business.

Buttons:
Save & Continue > (highlighted with a blue star)

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**.

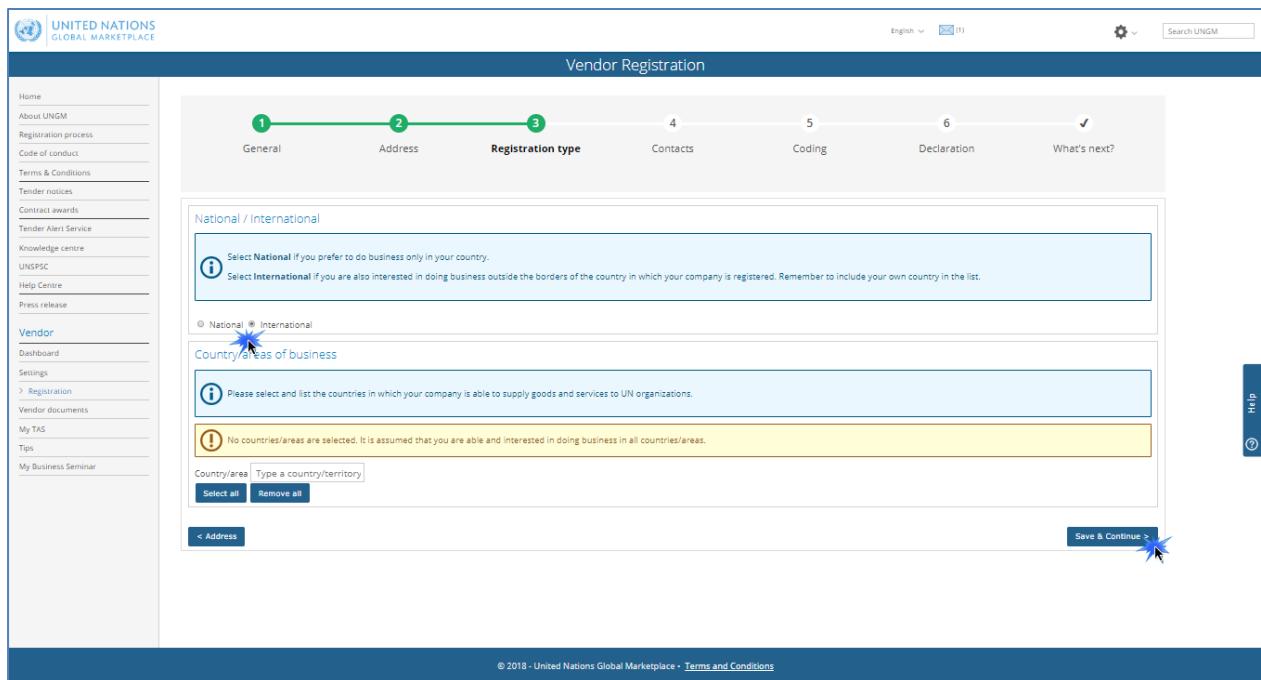


The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace. The 'Address' step is currently active, indicated by a green bar with the number '2' and the word 'Address'. The form contains fields for 'Company address information' and 'P.O. Box address (optional)'. The '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. At the bottom, there are buttons for '< General Info' and 'Save & Continue >'. The 'Save & Continue' button is highlighted with a blue star.

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**.

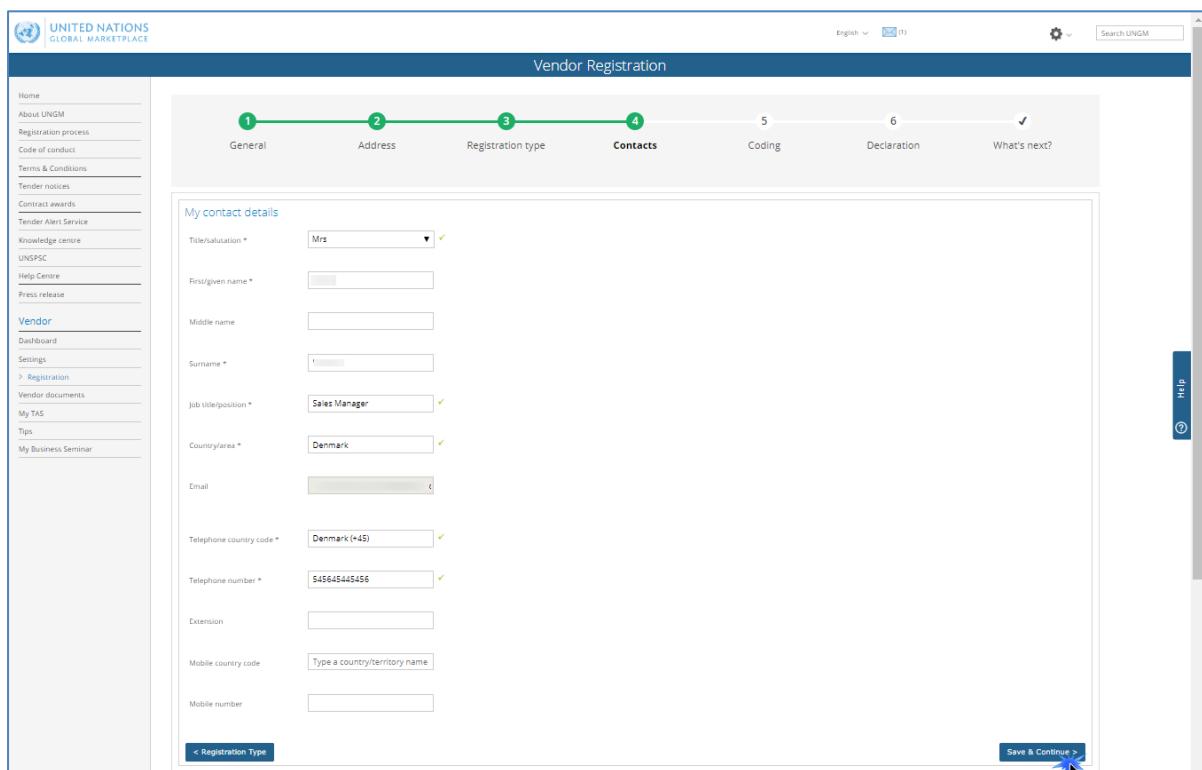


The screenshot shows the 'Vendor Registration' process at step 3, 'Registration type'. The left sidebar shows navigation links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge Centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Vendor documents, My TAS, Tips, and My Business Seminar. The main content area has a progress bar with steps 1 (General), 2 (Address), 3 (Registration type, highlighted in green), 4 (Contacts), 5 (Coding), 6 (Declaration), and a completed step with a checkmark. The 'Registration type' section contains a radio button for 'National' (selected) and 'International'. Below it is a 'Country/areas of business' input field with a placeholder 'Type a country/territory' and buttons for 'Select all' and 'Remove all'. A note says 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' The 'Save & Continue' button is at the bottom right, highlighted with a blue star. The footer includes a copyright notice for 2018 and a 'Help' link.

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**.



My contact details

Telephone country code * Denmark (+45)

Telephone number * 545645445456

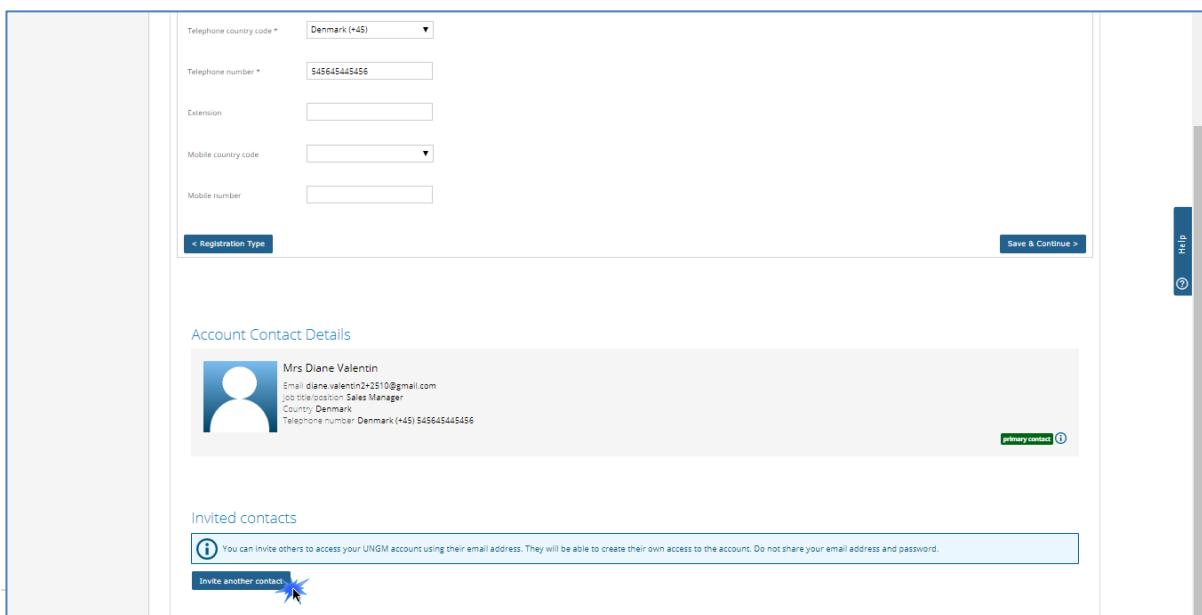
Extension

Mobile country code

Mobile number

Save & Continue >

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.



Account Contact Details

Mrs Diane Valentin

Email diane.valentin2+2510@gmail.com

Job title/position Sales Manager

Country Denmark

Telephone number Denmark (+45) 545645445456

primary contact

Invited contacts

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.

Invite another contact

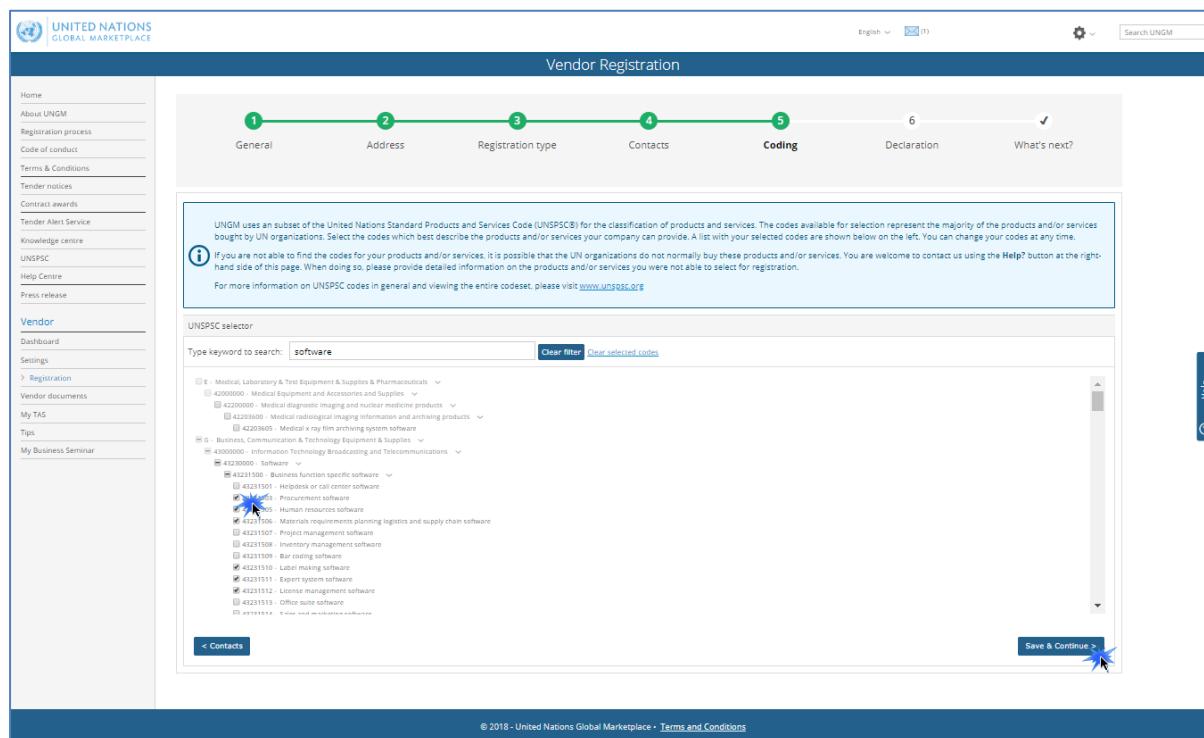
5. Coding

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**.



Vendor Registration

General Address Registration type Contacts **Coding** Declaration What's next?

UNSPSC selector

Type keyword to search: **software** [Clear Filter](#) [Clear selected codes](#)

42000000 - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals 42200000 - Medical Equipment and Accessories and Supplies

42200000 - Medical diagnostic imaging and nuclear medicine products 42200000 - Medical radiological imaging information and archiving products

42000000 - Medical x ray film archiving system software

42000000 - Information Technology Equipment & Supplies 42300000 - Information Technology Broadcasting and Telecommunications

42300000 - Software 42310000 - Business function specific software

42311000 - Hospital or call center software 42311000 - Procurement software

42311000 - Materials requirements planning logistics and supply chain software 42311000 - Project management software

42311000 - Inventory management software

42311000 - Bar coding software 42311000 - Label making software

42311000 - License management software 42311000 - Office suite software

42311000 - Other software

[< Contacts](#) [Save & Continue >](#)

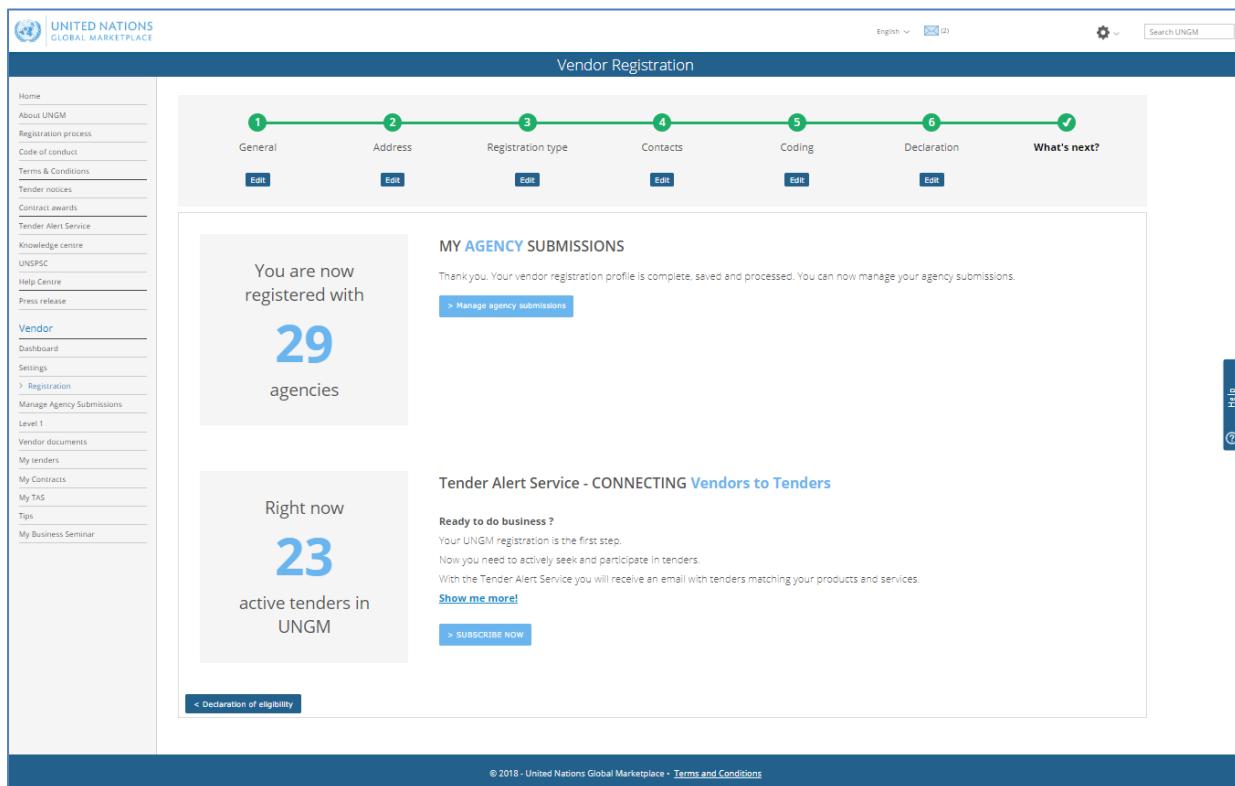
6. Declaration

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.

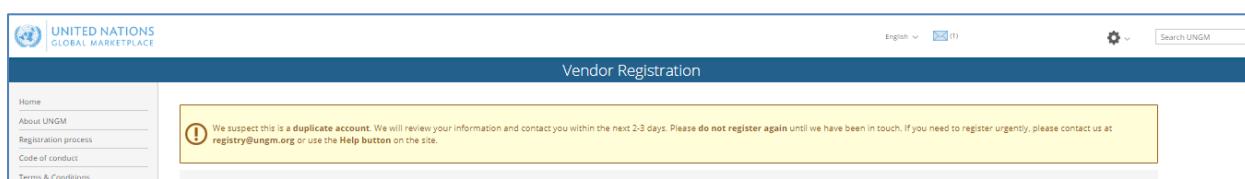
The screenshot shows the 'Vendor Registration' process on the United Nations Global Marketplace. The 'Declaration' step is currently active, indicated by a green progress bar. The left sidebar contains links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor (Dashboard, Settings, Registration, Vendor documents, My TAS, Tips, My Business Seminar), and a 'Help' icon. The main content area displays the 'Declaration of eligibility' section, which includes a note: 'Please review the following seven (7) conditions and select one of the options provided'. Below this are seven numbered conditions. A 'Select an option' section follows, with a radio button selected for the first condition. At the bottom right of this section is a 'Save & Continue' button, which is highlighted with a blue cursor arrow. The footer of the page includes a copyright notice: '© 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.



The screenshot shows the 'Vendor Registration' page. At the top, a progress bar indicates the completion of six steps: General (Edit), Address (Edit), Registration type (Edit), Contacts (Edit), Coding (Edit), and Declaration (Edit). The 'What's next?' step is marked with a green checkmark. On the left, a sidebar menu includes 'Home', 'About UNGM', 'Registration process', 'Code of conduct', 'Terms & Conditions', 'Tender notices', 'Contract awards', 'Tender Alert Service', 'Knowledge Centre', 'UNSPSC', 'Help Centre', and 'Press release'. Under 'Vendor', it lists 'Dashboard', 'Settings', 'Registration', 'Manage Agency Submissions', 'Level 1', 'Vendor documents', 'My Tenders', 'My Contracts', 'My TAS', 'Tips', and 'My Business Seminar'. The main content area displays a message: 'You are now registered with 29 agencies'. Below this, another section shows 'Right now 23 active tenders in UNGM'. A 'Tender Alert Service - CONNECTING Vendors to Tenders' section is also present. At the bottom, a footer note reads: '© 2018 - United Nations Global Marketplace - [Terms and Conditions](#)'.

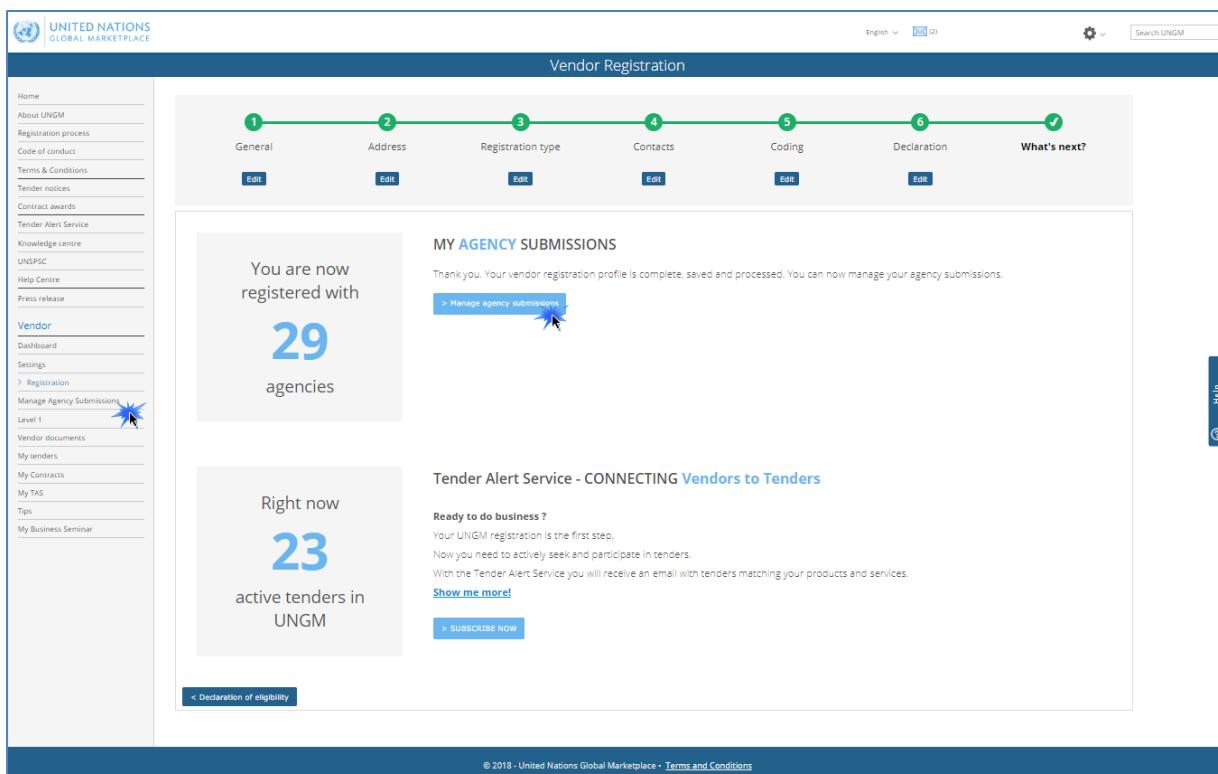
In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at registry@ungm.org.



The screenshot shows the 'Vendor Registration' page with a yellow warning box. The box contains the text: '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 rest of the page is identical to the one above, including the sidebar and the 'Tender Alert Service' section.

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.



UNITED NATIONS GLOBAL MARKETPLACE

Vendor Registration

General Address Registration type Contacts Coding Declaration **What's next?**

You are now registered with **29** agencies

> Manage agency submissions

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](#)

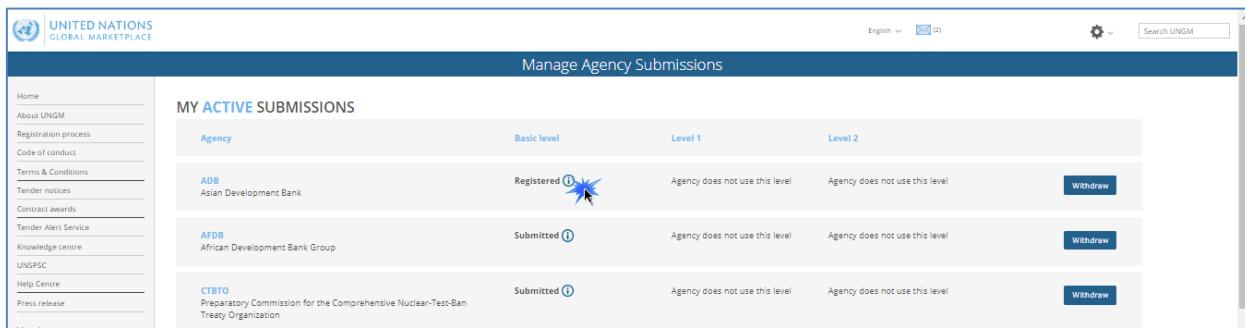
< Declaration of eligibility

© 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.

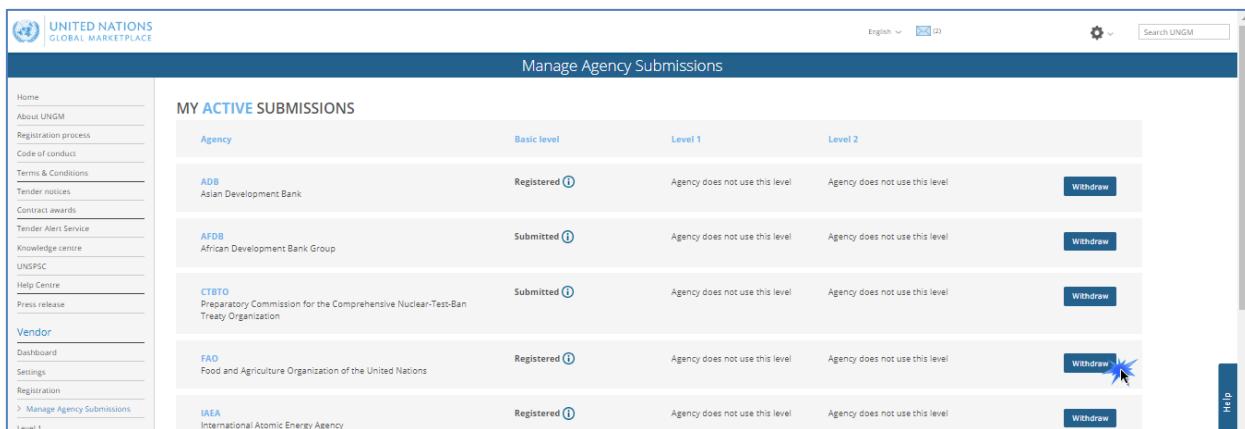
Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

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.



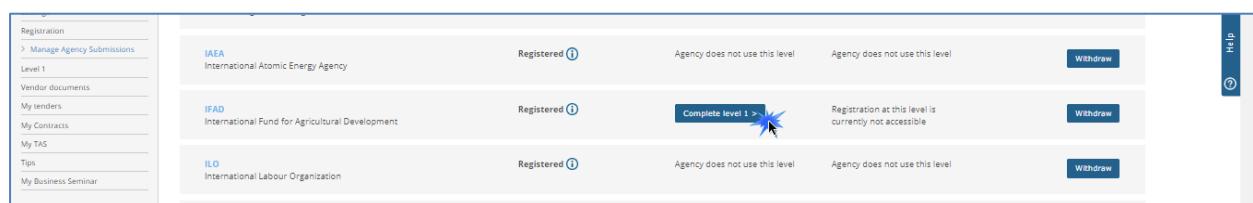
Agency	Basic level	Level 1	Level 2	
ADB Asian Development Bank	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
AFDB African Development Bank Group	Submitted ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
CTBTO Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization	Submitted ⓘ	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.



Agency	Basic level	Level 1	Level 2	
ADB Asian Development Bank	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
AFDB African Development Bank Group	Submitted ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
CTBTO Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization	Submitted ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
FAO Food and Agriculture Organization of the United Nations	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
IAEA International Atomic Energy Agency	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw

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.



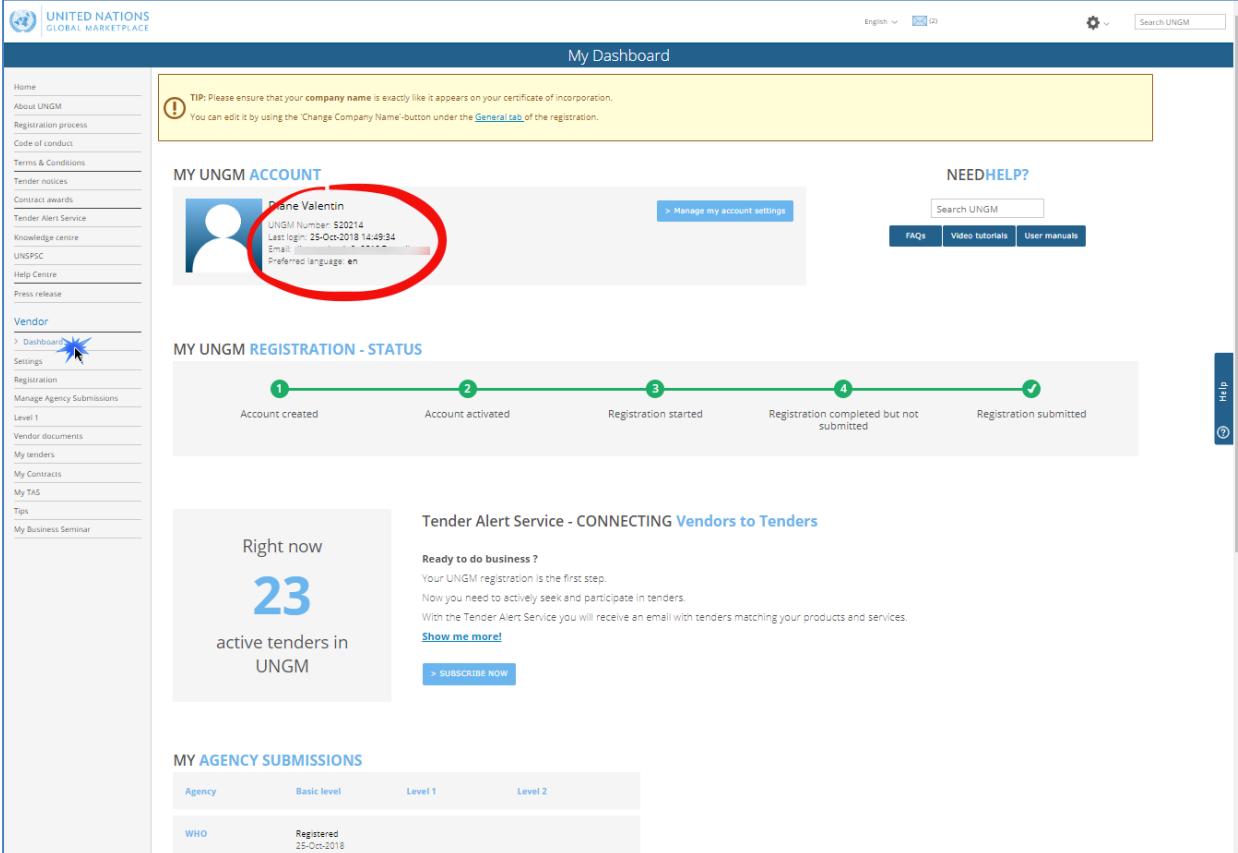
Agency	Basic level	Level 1	Level 2	
IAEA International Atomic Energy Agency	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw
IFAD International Fund for Agricultural Development	Registered ⓘ	Complete level 1	Registration at this level is currently not accessible	Withdraw
ILO International Labour Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	Withdraw

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 shows the 'My Dashboard' page of the United Nations Global Marketplace. The left sidebar has a 'Dashboard' link with a blue star icon. The main content area includes:

- MY UNGM ACCOUNT:** Shows profile picture, name (Diane Valentin), UNGM Number (520214), last login (25-Oct-2018 14:49:34), email (redacted), and preferred language (en). A red circle highlights the profile picture area.
- MY UNGM REGISTRATION - STATUS:** A progress bar with 4 steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted (green checkmark).
- 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:** Shows 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.

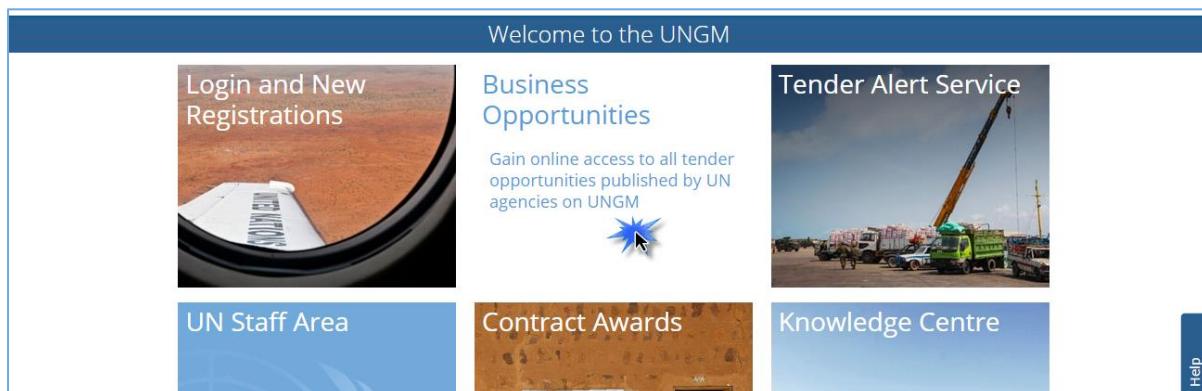
Add another document

© 2015 - United Nations Global Marketplace • [Terms and Conditions](#)

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...

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 MNJUS	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.

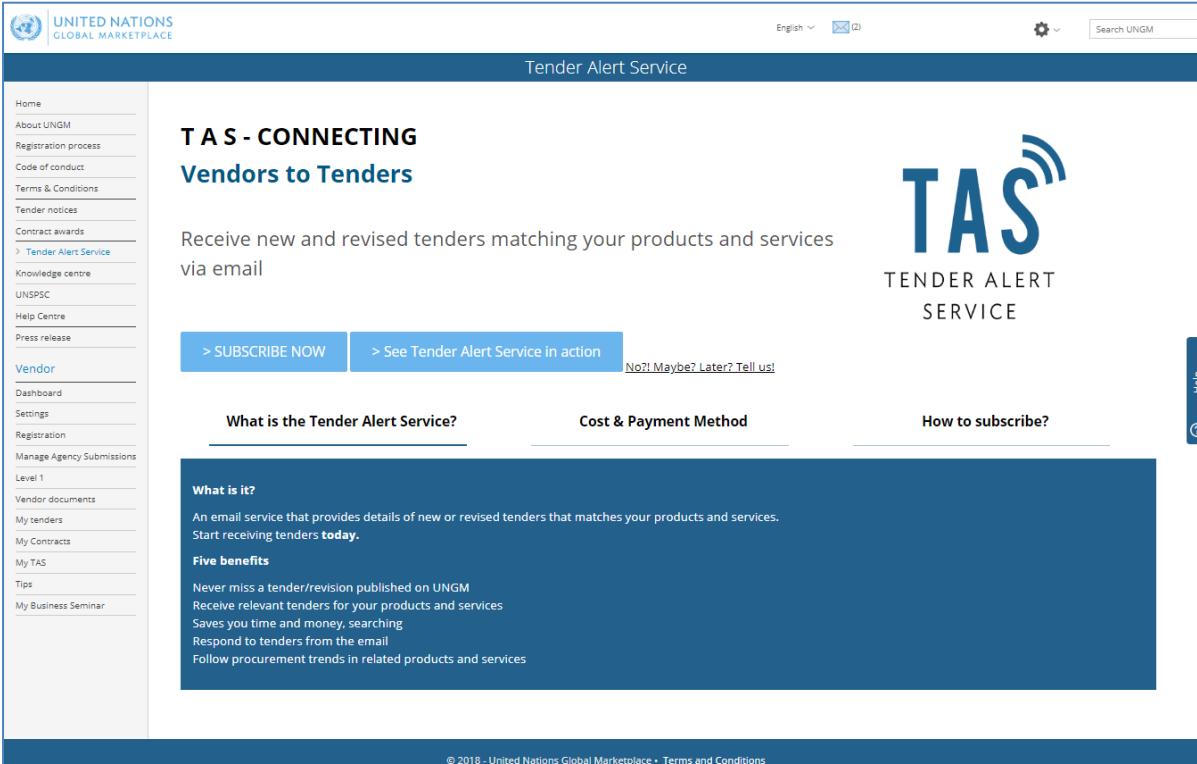
	Express Interest	PAK30 Development of curriculum that uses sport to promote community coherence, gender equality and tolerance for Young Women and Men in Java, Indonesia	15-Nov-2018 17:56 (GMT 4:00)	25-Oct-2018	UN-Women	Request for proposal	RFP/PAK30/2018/00824	Pakistan
	Express Interest	Tender for IT Supplies	07-Nov-2018 12:00 (GMT 0:00)	24-Oct-2018	FAO	Invitation to bid	2018/ABCDE/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**.

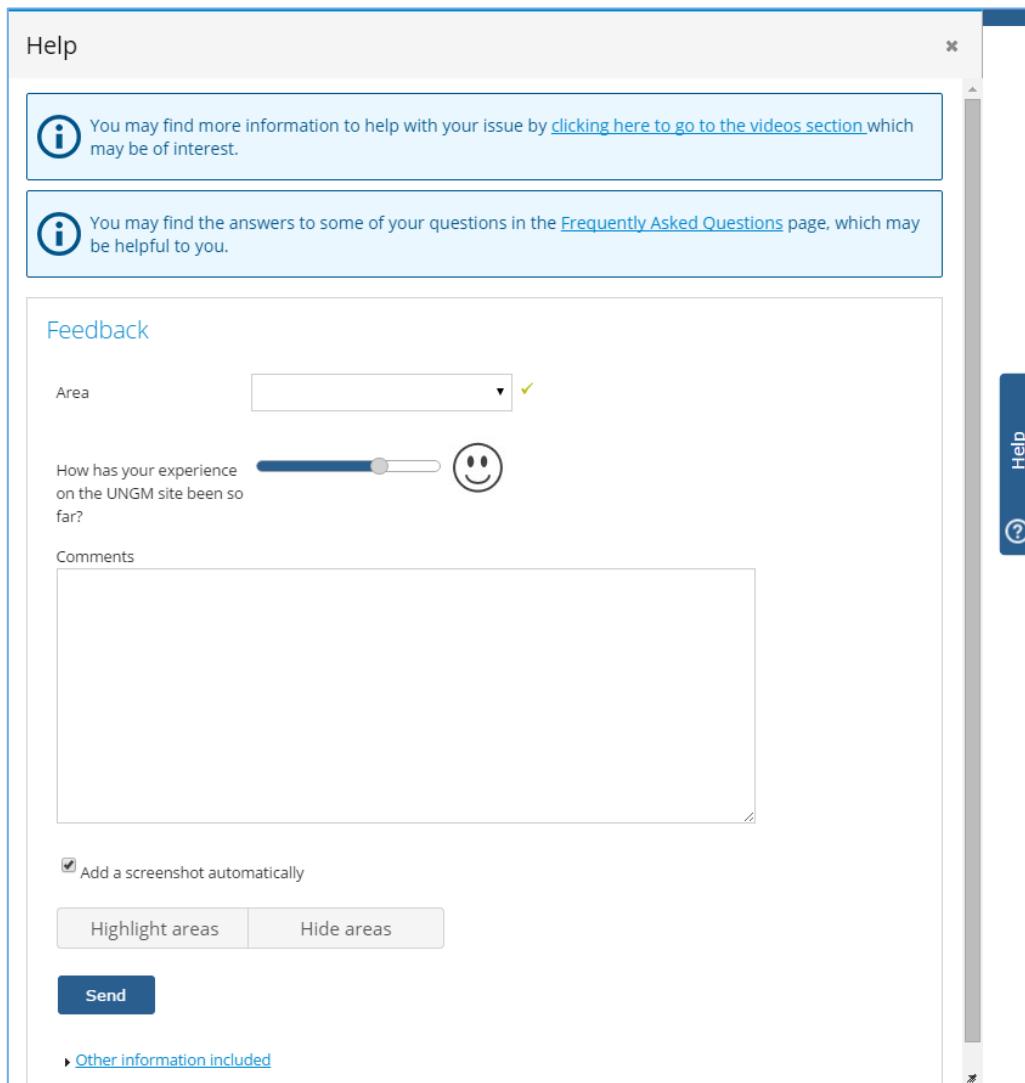
The **Tender Alert Service** is an added service for vendors who would like to be notified of relevant tender notices via email. With the Tender Alert Service, you can receive **notification of relevant business opportunities that match your company's products and/or services directly to your email address.**

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 'Tender Alert Service' page on the United Nations Global Marketplace. The page features a sidebar with navigation links for Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Knowledge centre, UNSPSC, Help Centre, Press release, and Vendor (Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, My Business Seminar). The main content area has a title 'T A S - CONNECTING Vendors to Tenders' and a sub-section 'Receive new and revised tenders matching your products and services via email'. It includes a 'SUBSCRIBE NOW' button, a 'See Tender Alert Service in action' link, and a 'No?! Maybe? Later? Tell us!' link. The right side features a large 'TAS' logo with 'TENDER ALERT SERVICE' text. The footer contains a 'Help' link and a copyright notice: '© 2018 - United Nations Global Marketplace • [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.



The screenshot shows a 'Help' window with the following sections:

- Help** (Header)
- Feedback** (Section)
- Area**: A dropdown menu with a yellow checkmark icon.
- How has your experience on the UNGM site been so far?**: A slider scale from 1 to 5, with a smiley face icon at the 5 end.
- Comments**: A large text area for feedback.
- Add a screenshot automatically**: A checked checkbox.
- Highlight areas** and **Hide areas**: Buttons for screenshot options.
- Send**: A blue 'Send' button.
- Other information included**: A link at the bottom.

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