



United Nations Global Marketplace

UNGM – User Manual for Suppliers

Instructions | Copenhagen 2008

	Version: 0.3
Request Document	Date: 23-10-2008

Table of Contents

1.	Introduction	3
1.1	Online Resources	3
2.	Navigate in UNGM	4
2.1	The Main Menu	4
2.1.1	Home	4
2.1.2	Registrations	4
2.1.3	Notices	4
2.1.4	UNCCS	4
2.1.5	My Account	4
2.1.6	Knowledge Centre	4
2.1.7	About/ Contact	4
2.2	Short cuts/Links	4
2.3	Tender Alert Service	5
2.4	Help	5
3.	Registration	6
3.1	Company Registration	6
3.1.1	General Information	7
3.1.2	Select Agencies	8
3.1.3	Agency Questions	9
3.1.4	Address Information	10
3.1.5	Contact Information	11
3.1.6	Financial Information	12
3.1.7	Bank Details	13
3.1.8	Export Experience	14
3.1.9	Previous Contracts with the UN	15
3.1.10	Disputes with the UN	16
3.1.11	Quality Assurance Certificates	17
3.1.12	Trade Organization Memberships	18
3.1.13	Subsidiaries, Associates and/or Overseas Representatives	19
3.1.14	Product Coding	20
3.1.15	Submit	21
	3.2 Tender Alert Service	23
4.	Notices	25
4.1	Procurement Notices	25
4.2	Contract Awards	25

	Version: 0.3
Request Document	Date: 23-10-2008

1. Introduction

The United Nations Global Marketplace - **UNGM** - is the procurement portal of the UN System. It brings together procurement staff from the United Nations and the supplier community. Suppliers can register as potential vendors and procurement staff can advertise and search for new sources of supply. As a registered supplier you also have the possibility to subscribe to the published procurement notices.

Finding your way around as a potential supplier or provider of services in the procurement market of the United Nations system may seem daunting, but it does not have to be that difficult. **This document provides you with information about the resources which are available to help you to enter the UN market for goods and services.**

The United Nations, including its many affiliated organizations, represents a global market of **over 5 billion USD annually for all types of goods and services.** The major goods and services procured by the UN are outlined in the table below.

Goods	Services
Food	Security Services
Pharmaceutical Supplies	Outsourced Personnel Services
Medical Equipment	Engineering Services
Vehicles	Leasing or Rental services
Telecommunications Equipment	General Management services
Computers and Software	Freight Services
Shelter and Housing	Printing/Printing Supplies
Water Supply Equipment	Consultancy Services
Laboratory Equipment	Telecommunication Services
Chemicals	Construction
Agricultural Inputs	
Domestic/Household Items	

1.1 Online Resources

Each UN agency has its own mandate and procurement requirements. There are a number of resources available to assist in identifying which agencies are buying which types of goods and services:

- A simple and easy way for users to access and navigate through the individual sites of the different UN organizations is available at <http://unbiz.un.int>
- **The Annual Statistical Report (ASR)** provides data on procurement of goods and services from 40 UN organizations and UNDP's network of country offices.
- **The General Business Guide (GBG)** describes which goods and/or services are procured by each UN organization, as well as the mandates, procurement needs, procedures and contact details for all organizations. This publication also outlines the UN General Terms and Conditions for the Procurement of Goods and Services.
- All of the above, as well as "**Doing Business with the UN System - Practical Tips Guide**", can be accessed via 'Links'/'Publications' on www.ungm.org.
- **A list of the organizations that are participating in the United Nations Global Marketplace** and their websites are referenced via "Links"/"UN Links" on www.ungm.org

	Version: 0.3
Request Document	Date: 23-10-2008

2. Navigate in UNGM



2.1 The Main Menu

2.1.1 Home

The home button takes you to the UNGM start page. On the start page you find informative and sometimes important notes and messages.

2.1.2 Registrations

This is where you **edit and update information** about your company and your profile. This is also where you can start your subscription for Tender Alert Service. (*You will find more about this in paragraph 3 below*).

2.1.3 Notices

Notices in UNGM consist of two types: Procurement Notices (information about upcoming procurements with the UN) and Contract Awards. You can sort both Procurement Notices and Contract Awards by agency, deadline and type of procurement notices.

2.1.4 UNCCS

As part of your registration on the UN Global Marketplace you need to assign your products and/or services relevant UNCCS (United Nations Common Coding System) codes.

UN procurement staff use these codes to search for suppliers for bidding opportunities. Therefore, it is vitally important that you **choose the UNCCS codes with care**, ensuring that the coding you provide accurately reflects the types of goods and/or services you provide.

2.1.5 My Account

This is where you **edit or update your contact details**. This is also where you can **change your password**.

2.1.6 Knowledge Centre

Here you can find information about the UN sustainable procurement policy.

2.1.7 About/Contact

Here you find contact details to the UNGM registry. Remember when contacting us to always mention in your emails your UNGM Registration Number as well as your username.

The list of the participating UN agencies is also available.

2.2 Short cuts/Links

On the left hand you have some shortcuts to the procurement notices, contract awards and other helpful UN related web pages.


Note: under the section “Publications”, you will find two useful documents to assist you in identifying agencies’ needs: the General Business Guide and the Annual Statistical Reports.

	Version: 0.3
Request Document	Date: 23-10-2008

2.3 Tender Alert Service

The subscription for Tender Alert Service is directly available from this link. UNGM **automatically identifies suitable opportunities** that correspond to your company's activities from all the procurement notices posted on UNGM website. Every day, UNGM identifies relevant procurement opportunities and **emails them straight to you**. (*You will find more about this in paragraph 3 below*).



2.4 Help

All pages in UNGM have a help section. To find the help section, you click the  link button. Here you can find page specific information.

	Version: 0.3
Request Document	Date: 23-10-2008

3. Registration

The UN Global Marketplace www.ungm.org acts as the most important procurement tool for UN organizations to shortlist suppliers for competitive bidding. This database of active and potential suppliers is available to all UN and World Bank procurement personnel. It is the main suppliers' database of the fifteen UN organizations that account for more than 85% of total UN procurement spent. **Potential suppliers of goods and/or services are strongly encouraged to register at the UN Global Marketplace.**

All mandatory steps are indicated with a  on the left. As soon as they have been filled out completely a  will appear. But no sign appears on the left of the optional steps.

At any moment, you can edit or complete your registration via the home page www.ungm.org after logging in. **Data which you have entered will saved once you have pressed the next or previous button.**



Please note that any missing mandatory field will not allow you to submit your application. Make sure that all the questions are marked with a green tick before submitting your application.

3.1 Company Registration

To make it easier to be short listed for an upcoming tender, **keep the information about your company up to date.** In the registration you enter information about your company, you select which agencies you wish to register for and you code your goods and/or services you can provide. All this makes it easier for the procurement officers in UN organizations to find you as a potential vendor in a tender exercise.

Information about financial status and export figures should be updated every year.

The company registration is a 15 steps wizard where some information steps are mandatory and some are optional. You can choose to walk through the wizard by clicking the Next button, or you can jump between the steps in the left side menu.



Mandatory fields are marked with *.

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.1 General Information

Enter General information.

General Information	Companyname	<input type="text" value="Company name"/>
Select Agencies	Nature of Business	<input type="text" value="Manufacturer"/>
Agency Questions	Business Type	<input type="text" value="Corporate/Limited"/>
Address Information	Year Established	<input type="text" value="1982"/>
Contact Information	Number of Employees	<input type="text" value="68"/>
Financial Information	Licensing Authority (with whom your company is registered as a legal entity)	<input type="text" value="Det centrale virksomhedsregister (Denmark)"/>
Bank Details	License Number (VAT No./Tax I.D., issued by the licensing authority)	<input type="text" value="CVR 12345678"/>
Export Experience	Does your company have a written statement of its environmental policy?	<input type="checkbox"/> Check for Yes
Previous contracts with UN	EDI Capability	<input type="checkbox"/> Check for Yes
Disputes you have with UN	Parent Company	<input type="text"/>
Quality Assurance Certificates	Telephone	<input type="text"/>
Trade Organization Memberships	Fax	<input type="text"/>
Subsidiaries, Associates and/or Overseas Representatives	Web address	<input type="text" value="http://www.abc.com"/>
Product Coding	Country	<input type="text" value="France"/>
Submit	Which languages is technical documentation available in?	<input checked="" type="checkbox"/> English <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input checked="" type="checkbox"/> French <input type="checkbox"/> Arabic
	What are the working languages of your organization? *	<input checked="" type="checkbox"/> English <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input checked="" type="checkbox"/> French <input type="checkbox"/> Arabic

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.2 Select Agencies

Select which agencies you wish to register for. **It is important that you select the right agencies that may be interested in your products and/or services.**

➔ More information about what the different agencies are purchasing to check if it corresponds to your own business can be found in the **Annual Statistical Reports** or the **General Business Guide** (under the shortcut link: *Publications*).


You can add agencies by clicking on the box “Add/Remove Agencies”.

You select a new item by clicking on the name of the agency.

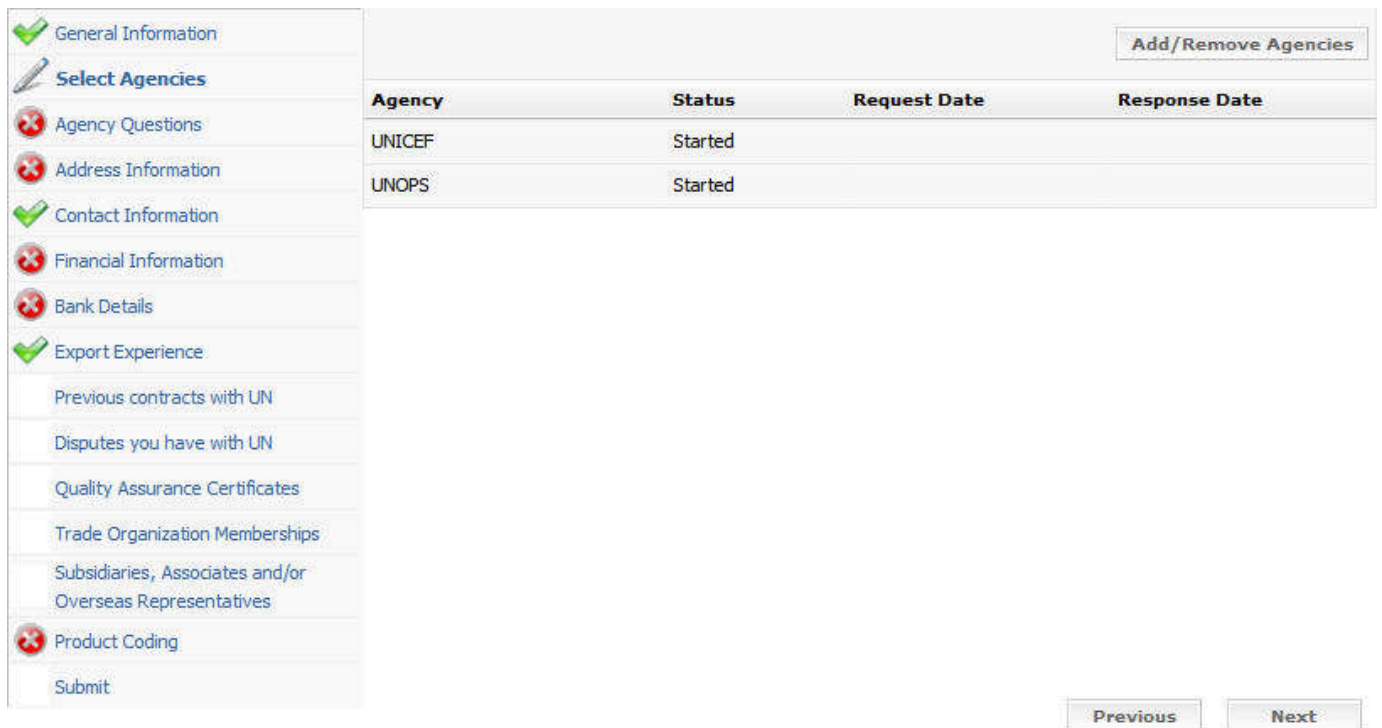
Do not forget to save via the box “Save” after selecting your agencies.

The list of selected agencies will appear with their respective status of submission.

You can deselect agencies by clicking on the box “Add/Remove Agencies”

You deselect by clicking on  located on the right side of each agency.

Do not forget to save via the box “Save” after deselecting your agencies



Agency	Status	Request Date	Response Date
UNICEF	Started		
UNOPS	Started		

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.3 Agency Questions

Some of the agencies do have some specific questions. If you have selected one of these agencies, this tab will be enabled.



Keep in mind that all questions marked with a * must be answered for your application to be submitted to the UN agencies.

All the requirements of each agency can be found under the agency specific questions. **Make sure you meet all of those requirements for your application to be considered.**

Make sure you answered all the mandatory questions. **Indeed, as soon as you submit your application, you will not be able anymore to update/modify/delete your answers.**

<input checked="" type="checkbox"/> General Information	Additional questions for selected agencies
<input checked="" type="checkbox"/> Select Agencies	Following your agency selection in step 1, some agency/agencies require further information from you, before you can submit your registration to them. If so, agency specific questions will be shown below. If not, please proceed to the next step.
<input checked="" type="checkbox"/> Agency Questions	
<input checked="" type="checkbox"/> Address Information	All questions marked with a * must be answered.
<input checked="" type="checkbox"/> Contact Information	UNOPS Questions
<input checked="" type="checkbox"/> Financial Information	Please note that by submitting the UN Global Marketplace registration form to UNOPS you are unconditionally accepting UNOPS General Conditions for Contracts for Professional Services, Construction Works and Purchase Orders for Goods. Before continuing please read the conditions available via the link below. Open the link and go to the column on the right called RELATED LINKS:
<input checked="" type="checkbox"/> Bank Details	http://www.unops.org/UNOPS/Procurement/HowToWorkWithUs/
<input checked="" type="checkbox"/> Export Experience	
Previous contracts with UN	
Disputes you have with UN	
Quality Assurance Certificates	Do you accept and understand the above conditions?
Trade Organization Memberships	<input checked="" type="checkbox"/> I have read, understood and accept these terms and conditions
Subsidiaries, Associates and/or Overseas Representatives	Suppliers to UNOPS should preferably adhere to national or international quality systems (such as ISO 9000). Please indicate below whether you are certified.
<input checked="" type="checkbox"/> Product Coding	<input checked="" type="checkbox"/> Yes, we are certified
Submit	If you have answered Yes to the above, please state below which certification you have. If you have nothing to add here please type "no information". <input type="text" value="ISO"/>

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.4 Address Information

Enter your company's physical address (es).

Remember to keep this information updated.

- General Information
- Select Agencies
- Agency Questions
- Address Information**
- Contact Information
- Financial Information
- Bank Details
- Export Experience
- Previous contracts with UN
- Disputes you have with UN
- Quality Assurance Certificates
- Trade Organization Memberships
- Subsidiaries, Associates and/or Overseas Representatives
- Product Coding
- Submit

Address Information

Please provide a business address and a postal address if it differs from the business address. Add new

Type	Address	Country
Add/Edit Address Details		
Type:	Postal Address <input type="text"/>	
Address:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Address City </div>	
Country:	Denmark <input type="text"/>	
No records to display.		

Previous
Next









	Version: 0.3
Request Document	Date: 23-10-2008

3.1.5 Contact Information

Enter information about the UN contacts of your own company. You can select if these contacts should have access to UNGM or not.

You can add a new contact by clicking on the box: "Add new"

You can edit/ update by clicking on the  located on the left side on each contact.


<ul style="list-style-type: none">  General Information  Select Agencies  Agency Questions  Address Information  Contact Information  Financial Information  Bank Details  Export Experience Previous contracts with UN Disputes you have with UN Quality Assurance Certificates Trade Organization Memberships Subsidiaries, Associates and/or 	<input type="button" value="Add new"/>																																																							
	<table border="1"> <thead> <tr> <th>Firstname</th> <th>Lastname</th> <th>Country</th> <th>Email</th> <th>Has UNGM access</th> </tr> </thead> <tbody> <tr> <td colspan="5">Add/Edit Contact Details</td> </tr> <tr> <td>Title:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Firstname:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Middlename:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Lastname:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Country:</td> <td colspan="4"> <input type="text" value="-- SELECT --"/> </td> </tr> <tr> <td>Email:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Work phone:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Cell phone:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Has UNGM access:</td> <td colspan="4"> <input type="checkbox"/> Check this box if you want a UNGM login for this user </td> </tr> </tbody> </table>	Firstname	Lastname	Country	Email	Has UNGM access	Add/Edit Contact Details					Title:	<input type="text"/>				Firstname:	<input type="text"/>				Middlename:	<input type="text"/>				Lastname:	<input type="text"/>				Country:	<input type="text" value="-- SELECT --"/>				Email:	<input type="text"/>				Work phone:	<input type="text"/>				Cell phone:	<input type="text"/>				Has UNGM access:	<input type="checkbox"/> Check this box if you want a UNGM login for this user			
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	Lastname:	<input type="text"/>																																																						
	Country:	<input type="text" value="-- SELECT --"/>																																																						
	Email:	<input type="text"/>																																																						
Work phone:	<input type="text"/>																																																							
Cell phone:	<input type="text"/>																																																							
Has UNGM access:	<input type="checkbox"/> Check this box if you want a UNGM login for this user																																																							


	Version: 0.3
Request Document	Date: 23-10-2008


3.1.6 Financial Information

Enter financial information for the last three years here **(required)**.
















Add a new year by clicking on the box "Add new"

Save financial details by clicking on the 

Delete a fiscal year by clicking on the  on the left of each year

Edit/update information by clicking on the 

Note: financial details are expressed in 1000 USD.

 General Information	<p>Please provide financial information for the past 3 years here.</p> <p>Under export sales, suppliers of goods and services, should provide the total amount of business done outside of their own country.</p> <p>Enter the data into the boxes (numbers only) e.g. Fiscal year: 2005, Sales turnover: 2580, Export sales: 1560, then click on 'Add'</p> <p>Do this for 3 consecutive years. <input type="button" value="Add new"/></p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Turnover (1000 USD)</th> <th>Export (1000 USD)</th> </tr> </thead> <tbody> <tr> <td colspan="3">Add/Edit Financial Details</td> </tr> <tr> <td>Fiscal Year:</td> <td><input type="text" value="2007"/></td> <td><input type="text"/></td> </tr> <tr> <td>Turnover (1000 USD):</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Export (1000 USD):</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: right;"> </td> </tr> <tr> <td colspan="3">No records to display.</td> </tr> </tbody> </table>	Fiscal Year	Turnover (1000 USD)	Export (1000 USD)	Add/Edit Financial Details			Fiscal Year:	<input type="text" value="2007"/>	<input type="text"/>	Turnover (1000 USD):	<input type="text"/>		Export (1000 USD):	<input type="text"/>		 			No records to display.		
Fiscal Year		Turnover (1000 USD)	Export (1000 USD)																			
Add/Edit Financial Details																						
Fiscal Year:		<input type="text" value="2007"/>	<input type="text"/>																			
Turnover (1000 USD):		<input type="text"/>																				
Export (1000 USD):		<input type="text"/>																				
 																						
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 Export Experience																						
Previous contracts with UN																						
Disputes you have with UN																						
Quality Assurance Certificates																						
Trade Organization Memberships																						
Subsidiaries, Associates and/or Overseas Representatives																						
 Product Coding																						
Submit	<input type="button" value="Previous"/> <input type="button" value="Next"/>																					

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.7 Bank Details


Enter your bank details.


Be assured that this information will remain secured and confidential. This information is required in case your company is selected by a UN agency for a contract.
















Remember to fill out all questions marked with a *

Add a new bank details by clicking on the box "Add new"

Save bank details by clicking on 

Delete bank details by clicking on  situated on the left of each bank details

Edit/update information by clicking on 

<ul style="list-style-type: none">  General Information  Select Agencies  Agency Questions  Address Information  Contact Information  Financial Information  Bank Details  Export Experience Previous contracts with UN Disputes you have with UN Quality Assurance Certificates Trade Organization Memberships Subsidiaries, Associates and/or Overseas Representatives  Product Coding Submit 	<input type="button" value="Add new"/>																																																																
	<table border="1"> <thead> <tr> <th>Bank Name</th> <th>Account Name</th> <th>Account Number</th> <th>Swift Address</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td colspan="5">Add/Edit Bank Details</td> </tr> <tr> <td>Bank Name:</td> <td><input type="text"/></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>Beneficiary Name of Account:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Account Name:</td> <td><input type="text"/></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>Account Number:</td> <td><input type="text"/></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>ABA Number:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BankId:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>IBAN:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Swift Address:</td> <td><input type="text"/></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>Currency:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;"> </td> </tr> <tr> <td colspan="5">No records to display.</td> </tr> </tbody> </table>	Bank Name	Account Name	Account Number	Swift Address	Currency	Add/Edit Bank Details					Bank Name:	<input type="text"/>			*	Beneficiary Name of Account:	<input type="text"/>				Account Name:	<input type="text"/>			*	Account Number:	<input type="text"/>			*	ABA Number:	<input type="text"/>				BankId:	<input type="text"/>				IBAN:	<input type="text"/>				Swift Address:	<input type="text"/>			*	Currency:	<input type="text"/>				 					No records to display.			
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	Version: 0.3
Request Document	Date: 23-10-2008


3.1.8 Export Experience


Enter information on export activities for the past three years (required).













If you don't have export experience during the past three years, please choose the option "no experience this year" for the concerned years.

Add a new export details by clicking on the box "Add new"

Save export details by clicking on 

Delete export details by clicking on  situated on the left of each export experience

Edit/update information by clicking on 

-  General Information
-  Select Agencies
-  Agency Questions
-  Address Information
-  Contact Information
-  Financial Information
-  Bank Details
-  **Export Experience**
- Previous contracts with UN
- Disputes you have with UN
- Quality Assurance Certificates
- Trade Organization Memberships
- Subsidiaries, Associates and/or Overseas Representatives
-  Product Coding
- Submit

Export Experience



Please provide information on exports activities for the past 3 years here.

This section also applies to service providers, as well as suppliers of goods. Service suppliers should indicate in which countries they have provided services.

Enter export information into the boxes e.g. Export year: 2005, Export country: Angola, then click on 'Add'

Do this for 3 consecutive years. Each country must be added separately.

If you export globally add your top 10 ten countries for each of the 3 years. Add new

Year	Country
Add/Edit Export Details	
Year: <input type="text" value="2007"/>	<input type="text" value="Greece"/>
 	
No records to display.	

Previous
Next

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.9 Previous Contracts with UN

Enter information about previous contracts with the UN agencies or other development organizations.


Note: the amounts are expressed in 1000 USD











Do not use acronyms when naming out other development organizations.

Add a new contract details by clicking on the box **“Add new”**

Save contract details by clicking on 

Delete contract details by clicking on  situated on the left of each contract

Edit/update information by clicking on the 

-  General Information
-  Select Agencies
-  Agency Questions
-  Address Information
-  Contact Information
-  Financial Information
-  Bank Details
-  Export Experience
-  **Previous contracts with UN**
- Disputes you have with UN
- Quality Assurance Certificates
- Trade Organization Memberships
- Subsidiaries, Associates and/or Overseas Representatives
-  Product Coding
- Submit

Previous Contracts with the UN

Please provide information on contracts that your organization has been awarded by UN agencies or other development organizations for the past 3 years here.

This section also applies to **service providers**, as well as suppliers of goods. Service suppliers should indicate in which countries they have provided services.



Enter export the following information e.g. Export year: 2005, Agency: UNDP, UNCCS Code: 271620 Tents, Contract Value: 20,000.

Note: for contracts with Other Development Organizations – please write the name out in full of the development organization. **Do not use Acronyms.**

Do this for 3 consecutive years. Each country must be added separately.

If you export globally add your top 10 ten countries for each of the 3 years.

Year	Agency	Amount (1000 USD)
Add/Edit Contract Details		
Year:	<input type="text" value="2004"/>	<input type="text"/>
Agency:	<input type="text" value="UNHCR"/>	<input type="text"/>
Other Development Organization:	<input type="text"/>	
Amount (1000 USD):	<input type="text" value="100"/>	<input type="text"/>


No records to display.

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.10 Disputes with the UN











Enter information about any dispute you have or have had with UN agencies or other development organizations.

Add a new dispute by clicking on the box Add new

Save a dispute by clicking on 

Delete dispute details by clicking on  situated on the left of each dispute

Edit/update information by clicking on 

-  [General Information](#)
-  [Select Agencies](#)
-  [Agency Questions](#)
-  [Address Information](#)
-  [Contact Information](#)
-  [Financial Information](#)
-  [Bank Details](#)
-  [Export Experience](#)
- [Previous contracts with UN](#)
-  **[Disputes you have with UN](#)**
- [Quality Assurance Certificates](#)
- [Trade Organization Memberships](#)
- [Subsidiaries, Associates and/or Overseas Representatives](#)
-  [Product Coding](#)
- [Submit](#)

Disputes with the UN

Please provide information on disputes, if any, that your organization has had with UN agencies or other development organizations for the past 3 years here.



Note: for contracts with Other Development Organizations – please write the name out in full of the development organization. **Do not use Acronyms.**

Do this for 3 consecutive years. Each dispute must be added separately.

If you export globally add your top 10 ten countries for each of the 3 years.

Add new

Year	Agency	Reason
Add/Edit Dispute Details		
Year:	<input type="text" value="2001"/>	
Agency:	<input type="text" value="-- Non UN Agency --"/>	
Other Development Organization:	<input type="text"/>	
Reason:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

No records to display.

Previous
Next

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.11 Quality Assurance Certificates

Enter name of any certificate (international and national quality assurances) your company have.


Ex: ISO, ...
















Note: vendors who wish to register with UNPD must complete this step.

Add a new certificate by clicking on the box Add new

Save a certificate by clicking on 

Delete certificate details by clicking on  situated on the left of each certificate



Edit/update information by clicking on 

-  General Information
-  Select Agencies
-  Agency Questions
-  Address Information
-  Contact Information
-  Financial Information
-  Bank Details
-  Export Experience
-  Previous contracts with UN
-  Disputes you have with UN
-  **Quality Assurance Certificates**
-  Trade Organization Memberships
-  Subsidiaries, Associates and/or Overseas Representatives
-  Product Coding
-  Submit

Quality Assurance Certificates

Please provide information on International and National quality assurances that your organization holds.

Note: Vendors who wish to register with UN/PD must complete this step.


Name	Type
Add/Edit Certification Details	
Name: <input style="width: 90%;" type="text" value="ISO 9001"/>	Type: <input style="width: 90%;" type="text" value="International/Global"/>
 	
No records to display.	

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.12 Trade Organization Memberships











Provide information on international and/or national trade organizations or associations that your company is a member of.

Add a new organization by clicking on the box "Add new"

Save an organization by clicking on 



Delete organization details by clicking on  situated on the left of each organization

Edit/ update information by clicking on 

-  General Information
-  Select Agencies
-  Agency Questions
-  Address Information
-  Contact Information
-  Financial Information
-  Bank Details
-  Export Experience
- Previous contracts with UN
- Disputes you have with UN
- Quality Assurance Certificates
-  **Trade Organization Memberships**
- Subsidiaries, Associates and/or Overseas Representatives
-  Product Coding
- Submit

Trade Organizations Memberships

Please provide information on International and National trade organizations or associations that your organization is a members of. Add new

Name	Type
Add/Edit Trade Organisation Details	
Name: <input style="width: 90%;" type="text"/>	
Type: <input style="width: 90%;" type="text" value="International/Global"/>	 
No records to display.	


Previous
Next

	Version: 0.3
Request Document	Date: 23-10-2008


3.1.13 Subsidiaries, Associates and/or Overseas Representatives











List any subsidiary, associate and/or overseas representative that your company has.

Add a new subsidiary, associate or overseas representative by clicking on the box “Add new”

Save an item by clicking on 




Delete item details by clicking on  situated on the left of each subsidiary

Edit/ update information by clicking on the 

-  General Information
-  Select Agencies
-  Agency Questions
-  Address Information
-  Contact Information
-  Financial Information
-  Bank Details
-  Export Experience
- Previous contracts with UN
- Disputes you have with UN
- Quality Assurance Certificates
- Trade Organization Memberships
-  **Subsidiaries, Associates and/or Overseas Representatives**
-  Product Coding
- Submit

Subsidiaries, Associates and/or Overseas Representatives

Please list any subsidiaries, associates and/or overseas representations that your companies has. Add new

Name	Country
Add/Edit Representation Details	
Name: <input style="width: 90%;" type="text"/>	
Country: France 	
 	
No records to display.	

Previous
Next

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.14 Product Coding




A guide to UNCCS Codes can be downloaded [here](#).


All UN procurement is coded in **UNCCS** (United Nations Common Coding System). Select codes that represent your business as thorough as possible.



Avoid only providing main code groups such as 100 000, 200 000.

The codes are sorted in a **tree structure**. Expand “leafs” in the structure by clicking on the expansion  sign. You can also select codes **via the search engine** by typing keywords.

To add a new code, click on the box “[Add/ Remove Codes](#)”

To add a new code, click on the required code and it will appear in the selected codes list. To delete one of them, click on  situated just before each code.

- General Information
- Select Agencies
- Agency Questions
- Address Information
- Contact Information
- Financial Information
- Bank Details
- Export Experience
- Previous contracts with UN
- Disputes you have with UN
- Quality Assurance Certificates
- Trade Organization Memberships
- Subsidiaries, Associates and/or Overseas Representatives
- Product Coding**
- Submit

Product/Services Coding

UN procurement staff use the United Nations Common Coding System (UNCCS) to source suppliers for procurement actions. The codes are used to identify commodities and services in tender notices. Therefore, it is vitally important that you choose the UNCCS codes with care, making sure that the coding you provide accurately reflects the types of goods and/or services you provide. **Please provide as detailed coding as possible and AVOID only providing main code groups such as 100000, 200000 etc.**

Click on **Add/Remove Codes** button to go to the full listing of UNCCS codes. Once you have selected codes click on the **Save** button.

Unccs Code	Name
491000	MOTOR VEHICLES AND PARTS AND ACCESSORIES THEREOF
491600	Motor vehicles, passenger, other
491700	Motor vehicles, goods transport
491900	Motor vehicle parts and accessories

	Version: 0.3
Request Document	Date: 23-10-2008

3.1.15 Submit

- Make sure that all mandatory information is entered before submitting your request –

By submitting your company information you also notify each selected agency about your interest.

As soon as you submit your application, you won't be able to modify/update/complete the Agency Questions anymore.

You can submit your request by clicking on the box "Submit" box situated on the right of each agency request.

	Agency	Status	Request Date	Response Date
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> General Information <input checked="" type="checkbox"/> Select Agencies <input checked="" type="checkbox"/> Agency Questions <input checked="" type="checkbox"/> Address Information <input checked="" type="checkbox"/> Contact Information <input checked="" type="checkbox"/> Financial Information <input checked="" type="checkbox"/> Bank Details <input checked="" type="checkbox"/> Export Experience Previous contracts with UN Disputes you have with UN Quality Assurance Certificates Trade Organization Memberships Subsidiaries, Associates and/or Overseas Representatives <input checked="" type="checkbox"/> Product Coding  Submit 	UNOPS	Started		

After registering on UNGM, your status can be:

- ➔ **STARTED**: you started your application but you haven't sent it yet to the chosen UN agency
- ➔ **SUBMITTED**: your application is being evaluated by the chosen UN agency
- ➔ **ACCEPTED**: you have been accepted as a potential supplier of the UN agency
- ➔ **VENDOR TO UPDATE**: your application is not completed; the UN agency requires further information as specified in their communication to you. You need to log in again and update/ modify/ complete your registration form **before re-submitting your application**.
- ➔ **REJECTED**: your application does not meet the UN agency's requirements, your products / services do not correspond to the UN agency's needs or other reason as specified in the agency's communication to you. In case you can supply UN agencies with new products/services or you experienced major changes in your company, you can ask for re-submission of your application. To do so, revert directly to the UN agency's contact provided in the email notifying your rejection.

	Version: 0.3
Request Document	Date: 23-10-2008



Note: it might take some time to get a feedback from the selected agencies. **The following table shows the expected delays after submission to get a feedback.**

	Expected delays
IAEA	2 - 3 WEEKS
IFAD	2 – 6 WEEKS
ILO	2 – 6 WEEKS
ITC	2 – 6 WEEKS
ITU	2 – 6 WEEKS
UNDP	1 – 2 WEEKS
UNECA	4 – 6 WEEKS
UNESCO	4 – 6 WEEKS
UNFPA	1 – 2 WEEKS
UNHCR	2 – 4 WEEKS
UNICEF	4 – 8 WEEKS
UNIDO	2 – 4 WEEKS
UNOPS	1 – 2 WEEKS
UNOV	2 – 3 WEEKS
UNPD	UP TO 10 WEEKS
UNRWA	3 – 4 WEEKS
WFP	UP TO 4 WEEKS
WIPO	3 – 4 WEEKS

REMEMBER!

You can at any time check on the status of your applications (started / submitted / accepted / rejected / on hold) by logging in into your UNGM profile. **Your applications' statuses are displayed on the right side of your homepage.**

	Version: 0.3
Request Document	Date: 23-10-2008

3.2 Tender Alert Service

UNGM Provides a Tender Alert Service which **automatically identifies suitable opportunities** for your company from all the procurement notices posted on UNGM. Every day, UNGM searches for the keywords and UNCCS codes that you specify, identifies relevant notices and **emails them straight to you.**

The fee for this service is **250 USD per year**. Payment can be made with **credit cards.**

Under the section “Registrations”, choose “Tender Alert Service”. From there, you can start the subscription on the main page via the box **“Start Subscription”**.

The screenshot shows the UNGM website interface. At the top, there is a navigation menu with 'Home', 'Registrations', 'Notices', 'UNCCS', 'My Account', 'Knowledge Centre', and 'About/Contact'. The 'Notices' section is active, showing 'Procurement Notices' and 'Contract Awards'. Below this, there is a 'Links' section with various options like 'Publications', 'Supplying to the UN', 'UNCCS Codes', 'UN Links', 'UN Organization', 'HLCM Procurement Network', 'Global Compact', and 'Other Useful UN Links'. The main content area is titled 'Tender Alert Service for Procurement Notices' and contains the following text: 'UNGM Provides a Tender Alert Service which automatically identifies suitable opportunities for your company from all the procurement notices posted on UNGM. Every day, UNGM searches for the keywords and UNCCS codes that you specify, identifies relevant notices and emails them straight to you.' Below this, it states 'You have not registered for Tender Alerts.' and 'Subscription'. The subscription section says: 'You have no current subscription. You start the subscription by clicking the 'Start Subscription' button below. A wizard consisting of four simple steps will lead you through. Read the information and select carefully for better better result.' A red box highlights the 'Start Subscription' button.

Or, go directly to the Tender Alert Service Subscription from the UNGM homepage.

The screenshot shows the UNGM homepage. At the top, there is a navigation menu with 'Home' and 'Registrations'. Below this, there is a 'Notices' section with 'Procurement Notices' and 'Contract Awards'. Below this, there is a 'Links' section with various options like 'Publications', 'Supplying to the UN', 'UNCCS Codes', 'UN Links', 'UN Organization', 'HLCM Procurement Network', 'Global Compact', and 'Other Useful UN Links'. Below this, there is a 'Tender Alert Service' banner highlighted with a red box. The banner contains the following text: 'New! Tender Alert Service Targeted, Time-saving access to Business Opportunities Get business opportunities that match your company's goods or services delivered directly to your inbox. Click here for information.' Below the banner, there are logos for VISA, MASTERCARD, and AMEX.

Select agencies you want to receive opportunities from by clicking on the box **“Add/ Remove Agencies”**.

Do not forget to **save** after selecting the UN agencies.

	Version: 0.3
Request Document	Date: 23-10-2008

[Tender Alert Service for Procurement Notices](#)


UNGM Provides a Tender Alert Service which automatically identifies suitable opportunities for your company from all the procurement notices posted on UNGM. Every day, UNGM searches for the keywords and UNCCS codes that you specify, identifies relevant notices and emails them straight to you.

You have not registered for Tender Alerts.

[Subscription](#)

The following agencies are registered for your company (Click Add/Remove button if you wish to edit selection):

Selected Agencies

 Add/Remove Agencies	
Abbreviation	Name
UNOPS	United Nations Office for Project Services

Go to the next step by clicking on the box: Next

Select the UNCCS codes that represent your business as thorough as possible. The more precise the selected codes are, the more precise the received opportunities will be. **Please avoid providing main code groups such as 100 000 or 200 000.**

Do not forget to **save** the selected items by clicking on the box "Save".

[Tender Alert Service for Procurement Notices](#)

UNGM Provides a Tender Alert Service which automatically identifies suitable opportunities for your company from all the procurement notices posted on UNGM. Every day, UNGM searches for the keywords and UNCCS codes that you specify, identifies relevant notices and emails them straight to you.

You have not registered for Tender Alerts.

[Subscription](#)

The following unccs codes are registered for your company:

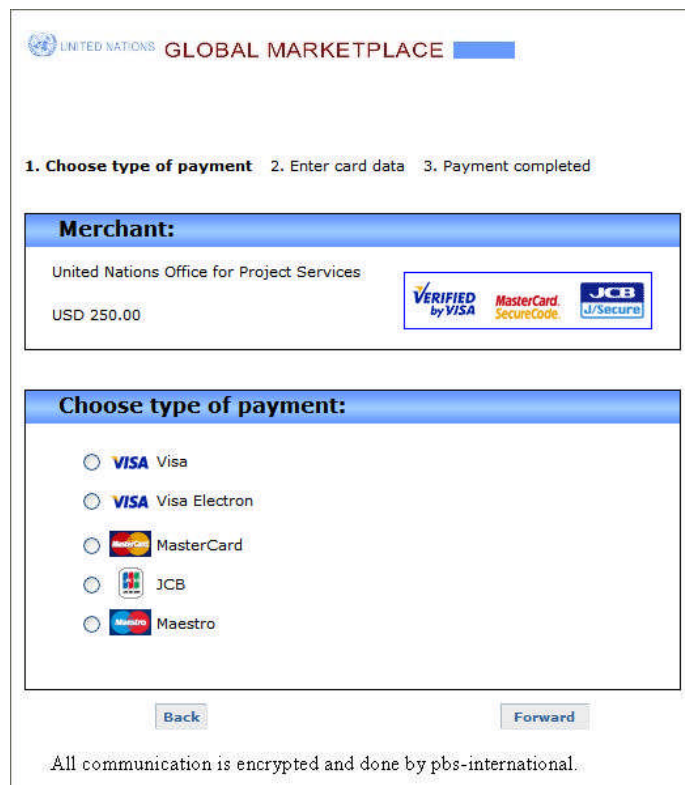
Selected Unccs Codes (Click Add/Remove button if you wish to edit selection)

 Add/Remove UNCCS Codes	
Code	Description
491000	MOTOR VEHICLES AND PARTS AND ACCESSORIES THEREOF
491600	Motor vehides, passenger, other
491700	Motor vehides, goods transport
491900	Motor vehide parts and accessories

By clicking on Next, you will obtain **the list of your contacts** who will receive the Tender Alert Emails.

	Version: 0.3
Request Document	Date: 23-10-2008

Then **start the payment** after accepting to enter into an UNOPS contract on UNOPS's Standard Terms and Conditions.



4. Notices


Procurement notices are the essentials of UNGM.



A procurement notice is an alert for an upcoming tender within the UN.

4.1 Procurement notices


Under this section, you can find procurement notices sorted by type of notice, agency, and deadline. To sort them, click on the category you want the procurement notices to be sorted by.

You can read details about the procurement notice by clicking on  situated on the left of each procurement notice.

If you have any question regarding the content of a procurement notice, **contact directly the designed contact in the agency publishing the notice**. His contact information is available in the detailed procurement notice.

Note: If you have difficulties to log in, make sure both your username and/or password are entered with no space entered at the beginning and at the end.

4.2 Contract awards

Here you can read the last contract awards. To read details about a contract award, just click on  situated on the left of each contract award.

	Version: 0.3
Request Document	Date: 23-10-2008



If you have any question or suggestion concerning the UNGM portal after reading this User Manual, please contact us on:

registry@ungm.org for general inquiries

support@ungm.org for technical support

**REMEMBER TO MENTION IN ALL
CORRESPONDENCE:**

- ✓ Your UNGM Username
- ✓ Your UNGM Registration Number