

UNITED NATIONS



# Procurement Division

## UNGM Supplier Registration Quick Guide

# Guide to Supplier Registration with the United Nations Secretariat

Registration with the United Nations Secretariat begins at the United Nations Global Marketplace (UNGM) and can be accessed via <https://www.ungm.org>

## Advantages of UNGM

- a) On-line registration allows vendors to prepare their registration from anywhere in the world.
- b) There is NO COST to register and UNGM offers access to all the UN Procurement opportunities. There is a list of agencies available to select from.
- c) UNGM is a central platform for the UN member agencies to advertise upcoming business opportunities and contract awards.

## How to Register

To register for a UNGM account, please visit [www.ungm.org](http://www.ungm.org) and under the tab "Registration", select "Register as a Supplier", complete the form to receive user instructions. You will then receive an email from UNGM containing an activation link. By clicking on the link you will then receive a second email from UNGM with your User Name and Password.

Once your account is activated, registration with the United Nations Secretariat is a 14 Step process outlined below:

**It is important to click on "Save" at the end of each step to avoid losing the information.**

### **Step 1    General information**

- Please enter general information of your company.
- All fields indicated by a red asterisk (\*) are mandatory.

### **Step 2    Select Agencies**

- Select the UN agencies that you wish to do business with. Information on procurement in the UN system can be found on the [Publications page](#) on the UNGM website; here you can read about the different UN agencies and what they procure.
- To do business with the United Nations Secretariat (New York, Offices Away from Headquarters, Commissions, Tribunals and Field Peacekeeping Missions) you must select **UNPD**.

### **Step 3    Agency Questions**

- Each agency selected will present you with a set of agency questions.
  - All information provided at this step must be uploaded to UNGM in a protected format such as PDF (maximum file size is 3.5MB).
1. As part of the registration application all Vendors are required to declare through the **Prerequisite for Eligibility** form (both for parent and/or subsidiary entities, as applicable) that:
    - A. [company name] is not a company, or associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from

the Compendium of United Nations Security Council Sanctions Lists, available at: [http://www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml);

- B. [company name] is not currently removed or suspended by the United Nations, or other UN agencies (including the World Bank);
  - C. [company name] 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
  - D. [company name] 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;
  - E. [company name] does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN, (in accordance with UN post-employment restrictions published in [ST/SGB/2006/15](http://www.un.org/docs/journal/asp/ws.asp?m=st/sgb/2006/15), available at: <http://www.un.org/docs/journal/asp/ws.asp?m=st/sgb/2006/15>);
  - F. [company name] undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.
2. In the case that a Vendor's situation changes with regard to any of the statements listed under paragraph 1 in this Section, after having been included in the Vendor Register, the Vendor shall immediately inform the United Nations thereof. Non-compliance with this requirement will automatically render the Vendor ineligible.

In the event that you have any information to declare with reference to the points mentioned above, this should be clearly documented under the comments section

- In the completion of the **Prerequisite for Eligibility** please note that:
  - i. Signer's name and title must be typed into the relevant fields.
- Select the level of registration according to your company's capacity, scope and strategy.
  - BASIC LEVEL: Estimated Contract Award less than US \$40,000**
  - LEVEL 1: Estimated Contract Award US \$40,000 to less than US \$500,000**
  - LEVEL 2: Estimated Contract Award US \$500,000 and above**
- Name of country of origin of the company.
- Indicate acceptance of UN "Net 30" payment conditions.

**[Documents Required for Registration Level:](#)**

We encourage small to medium sized companies to start at Level 1 unless they have the capacity to supply at level 2.

**Please note that the working language of the United Nations Secretariat Procurement Division is English. All non-English documents must be accompanied by a certified translation into the English language.**

## Basic Registration

To be eligible for basic registration all companies must provide the following information:

- i. Basic vendor information (name, address, contact information, telephone, e-mail, etc.)
- ii. Pre-requisites of eligibility.
- iii. Acceptance of UN Supplier Code of Conduct.
- iv. Commodity Codes.

## Level 1 Registration

In addition to the information required for Basic registration, you must provide:

- i. Vendor must have been in Business for a minimum of 3 years.
- ii. Current certificate of incorporation or equivalent document verifying legal status/capacity.
- iii. List of at least three independent, non-affiliated clients/companies whom you have conducted business with over the last year or three letters of reference.

## Level 2 Registration

In addition to the documents required for Basic and Level 1 you must provide:

- i. Names of: owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable) and any former corporate incarnation.
- ii. The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.
- iii. Financial documents including Income Statement and Balance Sheet (audited financial statements or equivalent) for the last three years to be submitted with Auditor's Report or External Accountant Report.

## Optional Data: to be provided

- i. A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- ii. Evidence of the applicant's participation in the UN Global Compact or support of equivalent initiatives that indicates the applicant's commitment to align its operations and strategies with universally accepted principles in the areas of human rights; labour; environment and anti-corruption.

### **Step 4 Address Information – mandatory for global and local**

- Enter the business address.

### **Step 5 Contact Information – mandatory for global and local**

- Enter details for the contact persons.

**Note: Below Steps 6 to 12 are not mandatory.**

### **Step 6 Financial Information – optional for global and local**

- Enter financial details for the last three years relating to the companies' total turnover and export turnover

### **Step 7 Export Experience – optional for global and local**

- Select the countries where you have exported goods or provided services.

**Step 8 Previous Contracts with UN - optional for global and local**

- Provide information relating to any previous contracts with the UN

**Step 9 Disputes you have with UN- optional for global and local**

- Provide information relating to disputes you have with the UN.

**Step 10 Quality Assurance Certificates- optional for global and local**

- Provide copies of any additional quality assurance certification.

**Step 11 Trade Organization Memberships- optional for global and local**

- Provide details about membership with trade organizations such as Chamber of Commerce or any national body involved in trade/export promotion.

**Step 12 Subsidiaries, Associates and/or Overseas Representatives- optional for global and local**

- Provide information about any subsidiaries, associates and/or overseas representatives used.

Note: Below Steps 13 and 14 are mandatory.

**Step 13 Product Coding – mandatory global and local**

- UN Procurement staff use these codes to search for suppliers for bidding opportunities. Therefore it is important that you select the correct codes to avoid missing opportunities.
- Select relevant UNSPSC codes representing the goods and/or services you wish to offer to the United Nations.
- A guide to the proper selection of UNSPSC codes can be found on [UNGM](#)

**Step 14 Submit**

Submit your application for evaluation by the United Nations Secretariat. Please allow 6-10 weeks to receive a response via UNGM.

To become more familiar with the website, find Procurement Notices and Contract Awards, you may download the [UNGM Interactive Guide for Suppliers](#).