UNGM guide

Instructions on how to register on UNGM as a company

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

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

Then, click on the 'Send the activation link' button.
STEP 2: ACTIVATE YOUR UNGM ACCOUNT

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

Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the ‘Activate’ button.
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the ‘I have not received the email, please resend it to me’ button:

Or from your UNGM inbox accessible from the little envelop symbol in the top right side of the page:
If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the ‘I would like to change my email address’ button:

Once your UNGM account is activated, you should be redirected to the following page. Click on the ‘Complete the registration’ button to complete the UNGM registration. You can also click on the ‘Registration’ link in the left-hand menu:
In order to log into your UNGM account, please click on the ‘Log in’ link at the top right-hand corner of the page or on the ‘Login and New Registrations’ box in the homepage.

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

Provide your email address/username and click on the 'Submit' button.
An email containing a link to reset your password will be sent to your email address. This link will be valid only for 1 hour for security reasons. If you have not received any email from UNGM, please check your spam folder as UNGM emails may be considered as such. Click on the link provided in this email and follow the on-screen instructions to reset your password. Provide your new password and click on the ‘Change password’ button.

![Forgot Password Form](image)

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.
1. 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**.
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.
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.
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.

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.
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.
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.
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.

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.
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.

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

Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company’s profile will be matched automatically with relevant UN agencies.
If you place your mouse over the information symbol next to the status, you will be able to see a description of the registration status with a specific agency.

You can always withdraw your submission with UN agencies if you are not interested in doing business with some of them. In order to do so, click on the ‘withdraw’ button in the right side of the page.

Some UN agencies use additional level of registrations. If a specific agency uses registration at level 1 and/or 2, you will be able to access the registration form for this level from the ‘Manage agency submission’ page.

Please do not forget to submit your completed registration to the UN organizations matching your company’s profile by clicking on the ‘Submit registration’ button.
STEP 5: CHECK YOUR STATUSES AND UNGM NUMBER IN THE DASHBOARD

You can also have a quick overview of your registration statuses with the different UN agencies under your dashboard. You can find all details regarding your UNGM account under your dashboard such as your UNGM number.

Click on the ‘Dashboard’ link in the left-hand menu to access your dashboard.

If you wish to participate in a specific tender notice, please ensure that you are registered with the UN agency issuing the tender.
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.
From the UNGM homepage, click on the ‘Business Opportunities’ box or click on the ‘Tender notices’ link in the left-hand menu. Click on the 'show more criteria’ button on the upper right side.

You can filter the notices by UN organizations, UNSPSC codes, dates…
For certain procurement notices, you might notice a button in the left-hand. It means that these procurement notices require electronic submission.

If this is the first time you view the notice, you will see a blue ‘Express interest’ button. If you have already expressed interest in the tender, you will see a green ‘View documents’ button.

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.
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.

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