



United Nations Global Marketplace

UNGM Interactive Guide for Suppliers

- Getting familiar with the United Nations Global Marketplace -

November 2011



Summary


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1

● What is the United Nations Global Marketplace (UNGM)?

- UNGM = United Nations Global Marketplace
- UNGM = the **global portal** to the UN procurement system
- UNGM brings together UN procurement staff and the supplier community
- UNGM **simplifies** the registration process for vendors willing to supply the UN
- UNGM conglomerates UN agencies' rosters into **one common supplier database**
- UNGM enhances **transparency** and increases **harmonization** of procurement practices
- UNGM features tender notices & contract awards as well as a list of registered vendors
- UNGM increases procurement opportunities for vendors from developing countries and countries with economies in transition
- UNGM ensures an access to this procurement website to all Member States

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● Why should I register my company in UNGM?

- UNGM = a **springboard** to introduce your goods and services to UN agencies by only completing **one common Application Form**
- Registration on UNGM is **free of charge**
- Register your company's details to become part of the UN database of potential vendors. More than **2 300** UN procurement staff use this database to source new suppliers.
- Access business opportunities with the UN published by **35** different entities
- Receive targeted tender notices by subscribing to the **Tender Alert Service** on a daily basis

Facts & Figures: the UNGM in 2011

- **20** entities maintain a roster on UNGM = **95%** of the total UN procurement spend
- On average, **1 500** new companies registrations every month
- Over **14 000** reliable vendors with a complete profile have been accepted by at least one agency on UNGM
- Over **2 300** UN procurement staff use the UNGM to source suppliers and advertise their procurement needs
- More than **15** Procurement Notices are posted every day
- Av. **225** active Procurement Notices at any one time on UNGM
- **35** UN agencies and entities advertise their needs on UNGM



The United Nations, including its many affiliated organizations, represents a global market of **over 14 billion USD annually for all types of goods and services.**

Examples of 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	

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3.

● How do I register my company in UNGM?

Step 1 = Create your UNGM account

- a. Go on www.ungm.org



- b. Fill in the registration form:

Remember the following tips:

- ✓ All fields marked with a red star * must be answered
- ✓ Add registry@ungm.org in your address book to ensure you receive all necessary correspondence to your registration from the UNGM Team
- ✓ Enter a valid and regularly checked email address as all UNGM correspondence related to your registration will be sent to that email address. Enter **only one email address**. You will have the opportunity to add colleagues' email addresses at a later stage.



Company Information	
Companyname *	<input type="text"/>
Web Address	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Country *	<input type="text" value="-- SELECT --"/>
Export Experience *	<input checked="" type="radio"/> We have three years (or more) export experience <input type="radio"/> We do not have export experience or we have less than three years of export experience
User Information	
Title	<input type="text"/>
Position	<input type="text"/>
Firstname *	<input type="text"/>
Lastname *	<input type="text"/>
Email address *	<input type="text"/>
Work Phone number	<input type="text"/>
Cell Phone number	<input type="text"/>
Registration info	
How did you hear about UNGM? *	<input type="text" value="UN Website"/>
Website link: *	<input type="text" value="Please enter link"/>
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>	

c. Your company has three (3) years of documented export experience – experience in international assignments for service providers, you are entitled to register as a **Global potential supplier** with 20 entities:

- African Development Bank (**AfDB**) – *if your company is located in a country member of the Bank*
- Food and Agriculture Organization of the United Nations (**FAO**)
- International Atomic Energy Agency (**IAEA**)
- The International Fund for Agricultural Development (**IFAD**)



- International Labour Organization (**ILO**)
 - International Trade Centre UNCTAD/WTO (**ITC**)
 - International Telecommunication Union (**ITU**)
 - United Nations Development Programme (**UNDP**)
 - United Nations Educational, Scientific and Cultural Organization (**UNESCO**)
 - United Nations Population Fund (**UNFPA**)
 - United Nations High Commissioner for Refugees (**UNHCR**)
 - United Nations Children's Fund (**UNICEF**)
 - United Nations Industrial Development Organization (**UNIDO**)
 - United Nations Office for Project Services (**UNOPS**)
 - United Nations Procurement Division (**UN/PD**)
 - United Nations Office at Vienna (**UNOV**)
 - United Nations Economic Commission for Africa (**UNECA**)
 - United Nations Relief and Works Agency (**UNRWA**)
 - World Food Programme (**WFP**)
 - World Intellectual Property Organization (**WIPO**)
- d. Your company has less than three (**3**) years of documented export experience – experience in international assignments for service providers: you are entitled to register as a **Local potential supplier** with UN agencies implemented in your country of residence.
- e. Your company has less than three (**3**) years of documented export experience and your company is located in a country where no UN agency has implemented an office: we kindly **invite you to try again to register on the United Nations Global Marketplace as soon as you are able to document three years of export experience – experience in international assignments for service providers.**



Step 2: activate your UNGM account

Once you have registered on UNGM, you will first receive an **activation email**. Click once on the activation link.

Step 3: access your UNGM account

You will then receive in a second email your **login credentials (UNGM Username + Password)** in order to access your UNGM Account and start fill in your Application Form.

United Nations Global Marketplace

guest

Home Registration Notices UNCCS Codes Member States

Login

Username

Password

Remember me next time

Log In

Forgotten Password?

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4.

● How to receive every day tenders directly by email?

- Online and easy subscription to the **Tender Alert Service** on www.ungm.org
- As soon as you receive your login credentials, you are entitled to subscribe to this value-added service
- No need to check out regularly the UNGM website: you can receive **directly and automatically suitable business opportunities according to their products/services**
- No risk to miss a bidding opportunity
- You are notified of tenders as soon as they are published
- On average more than **15** new business opportunities are published **every day** on UNGM
- **35** entities use UNGM to publish their needs
- One year subscription = 250 \$
- Click [here](#) to get assistance on how to subscribe to this Service

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5.

● Frequently Asked Questions (FAQ)

[I did not receive my activation email. What should I do?](#)

[I had an error message when clicking on the activation link. How come?](#)

[I did not receive my login credentials. What should I do?](#)

[My UNGM Username and my password do not work. What should I do?](#)

[I cannot remember my password. How can I retrieve it?](#)

[How do I access my UNGM account from another email address?](#)

[Where can I find my UNGM Registration Number?](#)

[What is a UN Vendor ID Number?](#)

[How do I edit/complete information in my Application Form?](#)

[I need to edit/complete my answers under Step: Agency Specific Questions but I cannot. What should I do?](#)

[What is the status of my applications?](#)

[How long does it take to get my application evaluated on UNGM?](#)

[Is my application accepted?](#)

[When can I start participating to a bidding exercise?](#)

[I need more information on a tender notice I found on UNGM. Who should I contact?](#)

[I would like to meet a UNGM representative to present my goods/services.](#)

[I would like to use the UN logo on my website.](#)



I did not receive my activation email. What should I do?

Check your spam box / Junk Emails folder. UNGM emails may at times get caught in these. If you haven't received anything, add registry@ungm.org in your address book. Then send an email to registry@ungm.org and ask for your activation email by mentioning the email address you tried to register with as well as the exact day you tried to register.

I had an error message when clicking on the activation link. How come?

You need to click only once on the activation link. You should have received another email containing your UNGM username and password. Use them to log into your UNGM profile on www.ungm.org and start filling in your application form. Check your spam box/ Junk Emails folder as this UNGM email might have been caught as a spam. If you haven't received anything, add registry@ungm.org in your address book. Then send an email to registry@ungm.org and ask for your login credentials by mentioning the email address you tried to register with as well as the exact day you tried to register.

I haven't received my login credentials. What should I do?

Check your spam box/ Junk Emails folder as UNGM emails might have been caught as such. If you haven't received anything, add registry@ungm.org in your address book. Then send an email to registry@ungm.org and ask for your login credentials by mentioning the email address you tried to register with as well as the exact day you tried to register.

My UNGM Username and my password do not work. What should I do?

Ensure that you do not enter a space at the beginning or at the end of either the username or the password. Also please remember that the password is case-sensitive. To avoid mistakes, we recommend you to copy and paste both username and password.

I cannot remember my password. How can I retrieve it?

Go on www.ungm.org and click on "forgotten password" green link. Follow on-screen instructions and your password will be sent by email. Remember not to enter space at the beginning or at the end of your UNGM username. If you do not receive the password reminder email, you may need to check your spam folder as UNGM emails might be caught as such. Add registry@ungm.org into your Address Book to ensure you receive all UNGM correspondence.



How do I access my UNGM account from another email address?

Log in into your UNGM Account.

Go to the Step "Contact Information"

Enter the new email address you wish to access your UNGM account with

Check the box "give UNGM access"

Log out

Go on www.ungm.org and click on the green link "forgotten password". Enter your new email address as a UNGM username. You will then receive your new login credentials.

If you cannot enter your UNGM Account (ex: your colleague left the company and did not pass on the UNGM password), revert to registry@ungm.org and state:

- your current UNGM username (usually the email address of your colleague in charge of UNGM)*
- the email address you wish to use as your new UNGM username*

Where can I find my UNGM Registration Number?

Your UNGM Registration Number is displayed on your UNGM homepage after logging in.

What is a UN Vendor ID Number?

*The UN Vendor ID Number is the identification number you receive by email if you get accepted by **UNPD** on UNGM as a potential supplier.*

If you haven't submitted an application to UNPD through UNGM, select UNPD as an agency in your UNGM Application Form and answer their specific questions under the Agency Questions Step.

If you have already submitted an application to UNPD and if you need urgently your UN Vendor ID Number to participate to a bidding exercise, contact directly UNPD at register@un.org to ask them to evaluate your application.

How do I edit/complete information in my Application Form?

You can update/ modify any of the information you entered in your UNGM Application Form at any time. You only have to log in into your UNGM account and go back to your Application Form and update your information. You are strongly encouraged to keep your information updated (contact information, financial information, export experience etc.)

*However as soon as your application has been submitted/accepted/rejected, you will **NOT** be able to edit your answers under the Step "Agency Questions" as well as your Company Name and your License Number. If you wish to edit this information, revert to registry@ungm.org and mention:*

- your UNGM Registration Number*
- the list of UN agencies you wish to update your Application Form for*



I need to edit/complete my answers under Step: Agency Specific Questions but I cannot. What should I do?

Send an email to registry@unqm.org mentioning:

- Your UNGM Registration Number
- Your UNGM Username
- The agencies you wish to edit your answers for.

Then, the concerned agencies will modify the status of your application to "Vendor to Update". As soon as this is done, you will be able to modify/update/complete your application form.

When your Application Form is ready, do not forget to re-submit your application by clicking on the Submit button (see last step of your Application Form).

What is the status of my applications?

You can check on your applications' status on your own by logging in into your UNGM profile on www.unqm.org . Your applications' statuses are displayed on your UNGM homepage.

After registering on UNGM, your status can be:

- **STARTED:** you started your application but you haven't submitted 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' needs or other reason as specified in the agency's communication to you. In case you can supply UN agencies with more appropriate 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.

How long does it take to get my application evaluated on UNGM?

	<i>Expected delays</i>
IAEA	2 - 3 WEEKS
IFAD	2 – 6 WEEKS
ILO	2 – 6 WEEKS
ITC	2 – 6 WEEKS
ITU	2 – 6 WEEKS



UNDP	UP TO 10 WEEKS
UNECA	4 – 6 WEEKS
UNESCO	4 – 6 WEEKS
UNFPA	6 – 8 WEEKS
UNHCR	2 – 4 WEEKS
UNICEF	UP TO 4 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

You can at any time check on the status of your applications (started / submitted / accepted / rejected / vendor to update) by logging in into your UNGM profile.

Is my application accepted?

You will be notified by email as soon as your application has been evaluated and accepted/vendor to update/rejected.

When can I start participating to a bidding exercise?

In order to participate to a bidding exercise your UNGM status for the concerned agency must be set on started/ submitted / accepted or vendor to update.

I need more information on a tender notice I found on UNGM. Who should I contact?

All relevant contact information is given in the notice announcement. If you have any further questions, contact the UN officer in charge. His/her contact information is also included in the tender notice.

I would like to meet a UNGM representative to present my goods/services.

The role of the UNGM Secretariat is that of a service provider to the larger UN procurement network in order to provide support to potential suppliers with regard to their registrations, - and most



importantly -- the UNGM Secretariat is not responsible for the actual screening and acceptance/rejection of the respective potential suppliers, this responsibility lies with each of the individual agencies. Also the UNGM Secretariat is not a representative of any of the actual agencies and thus cannot comment on their behalf, and therefore they can also not receive potential suppliers.

It is a UN policy not to meet one-on-one with potential suppliers. In general, meetings will only take place with suppliers where there is a contractual agreement in place or progress. This is all part of our attempts to ensure fair and transparent access to ALL suppliers.

I would like to use the UN logo on my website.

Vendors are reminded that the use of the United Nations name and emblem is restricted, based on General Assembly resolution 92(I), 1946. Vendors shall not advertise or otherwise make public the fact that it is a contractor with the United Nations, nor shall a vendor, in any manner whatsoever use the name, emblem or official seal of the United Nations, or any abbreviation of the name of the United Nations in connection with its business or otherwise.




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6.

● Your UNGM Application Form, step by step

A. Basic principles

- All questions marked with a red star * must be answered to be allowed to submit an application.
- All mandatory steps are indicated with a  on the left. As soon as they have been filled out completely a  will appear. You will not be able to submit your UNGM Application as long as a red cross remains.
- No icon appears on the left of the optional steps.
- Follow on-screen instructions when filling in your UNGM Application Form.
- Keep all information about your company updated: your UNGM Application Form must be **reviewed and updated at least once a year**.
- The UNGM Application Form is a 14 steps wizard where some information steps are mandatory and some are optional. You can choose to walk through the wizard by clicking on  or you can jump between the steps in the left side menu by clicking on the name of each step.
- Your application status can be:
 - STARTED:** you started to fill in your registration form but you haven't sent your application to a UN agency yet
 - 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



B. Step 1 = General Information

- Licensing Authority = Authority with whom your company is registered as a legal entity
- License Number = VAT no, Tax ID issued by the Licensing Authority
- EDI Capability = Electronic Data Interchange Capability (capability of transmitting data by electronic means such as Emails)
- Telephone/Fax = remember to mention the country code

Company name *	<input type="text" value="test"/>
Nature of Business *	<input type="text" value="Consulting Company"/>
Business Type *	<input type="text" value="Corporate/Limited"/>
Year Established *	<input type="text" value="1990"/>
Number of Employees *	<input type="text" value="80"/>
Licensing Authority *	<input type="text" value="..."/>
License Number *	<input type="text" value="XXXX"/>
Does your company have a written statement of its environmental policy?	<input checked="" type="checkbox"/> Check for Yes
EDI Capability	<input checked="" type="checkbox"/> Check for Yes
<i>EDI Capability = Electronic Data Interchange (capability of transmitting data by electronic means)</i>	
Parent Company	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Web address	<input type="text"/>
Please include country code for both fax and telephone	
Country *	<input type="text" value="Albania"/>
Which languages is technical documentation available in? *	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Chinese <input checked="" type="checkbox"/> Arabic
What are the working languages of your organization? *	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Russian <input checked="" type="checkbox"/> Chinese <input type="checkbox"/> Arabic
<input type="button" value="Save"/>	



C. Step 2 = Select Agencies

Select here which UN Agencies you wish to apply for to become a registered potential supplier.

The 18 available UN Agencies have different needs. Not all of them might be interested in buying your products and/or services. **To better target your application, you need to first review:**

- **The Annual Statistical Reports**
- **The General Business Guide**

Those two documents are available on www.ungm.org under Publications on <http://www.ungm.org/Info/Publications.aspx> . They will allow you to better understand the needs of the different UN agencies and to know to which UN agency you can send your application to.

Select a UN Agency by clicking on



Delete a UN Agency from your selection by clicking on



Agency	Status	Submitted Date	Evaluation Date	Select
IAEA	Not Selected			Select
IFAD	Not Selected			Select
ILO	Not Selected			Select
ITC	Not Selected			Select
ITU	Not Selected			Select
UNDP	Not Selected			Select
UNECA	Not Selected			Select
UNESCO	Not Selected			Select
UNFPA	Started			
UNHCR	Started			
UNICEF	Not Selected			Select
UNIDO	Not Selected			Select
UNOPS	Not Selected			Select
UNOV	Not Selected			Select
UN D	Started			
UNRWA	Not Selected			Select
WFP	Not Selected			Select
WIPO	Not Selected			Select

Previous Save



D. Step 3 = Agency Questions


In addition to general information, some UN agencies have specific requirements to select potential suppliers. **If your company cannot meet all specified requirements, you will not be able to submit your application to the concerned agency.**

Agency Questions are independent.

Example: you finished answering all UNOPS Questions. You will then be able to submit your application to UNOPS only. You can then fill in all UNPD requirements and submit your application to UNPD later on.

All questions marked with a red star * must be answered. Follow thoroughly on-screen instructions.

All documents must be uploaded under a **PDF format**. The maximum allowed size for upload is **3.5 MB**.

Remember to click on  to save your answers.





E. Step 4 = Address Information


Enter your company's physical address (es)

Remember to keep this information updated.





Click on  to add a new address.

Click on  to save the address you entered.

Click on  to modify the address you entered.

Click on  to delete the address you entered.

Address Information
This is a mandatory step, meaning that you must enter at least one address.


Type	Address	Country
  Business Address	[Redacted]	[Redacted]
  Business Address	[Redacted]	[Redacted]

Address Detail

Type *

Address *

Country *







F. Step 5 = Contact Information


Enter contact information of relevant staff in your company.

Remember to keep this information updated.

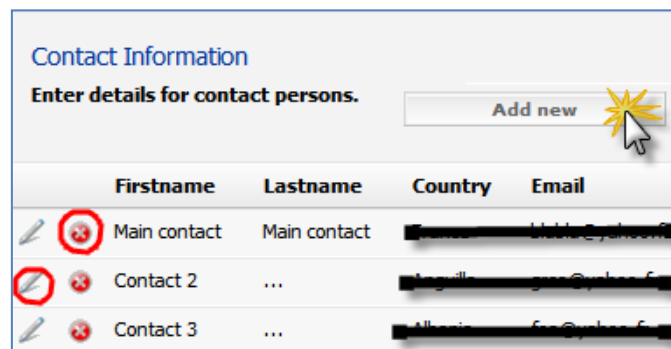
Click on  to add a new contact.

Click on  to save the contact you entered.

Click on  to modify the contact you entered.

Click on  to delete the contact you entered.

You can **give access to your UNGM Account to your colleagues**. To do so, check the box “Give UNGM access”. Then, ask the person you gave UNGM access to go on www.ungm.org and click on the green link “forgotten password” in order to receive his/her UNGM credentials (*UNGM username is the email address you entered*).



The screenshot shows the 'Contact Detail' form with the following fields: Title, Position, Firstname *, Middlename, Lastname *, Country *, Email *, Phone work, and Phone cell. The 'Access to UNGM' checkbox is highlighted in yellow and has a red circle around it. A pencil icon is visible over the Firstname and Lastname fields.

Access to UNGM



G. Step 6 = Financial Information

Enter your company's financial data for the **last three (3) consecutive years**.


Turnover = total value of goods or services sold by your company during a particular period of time


Export = part of your company's turnover made outside of your company's home country

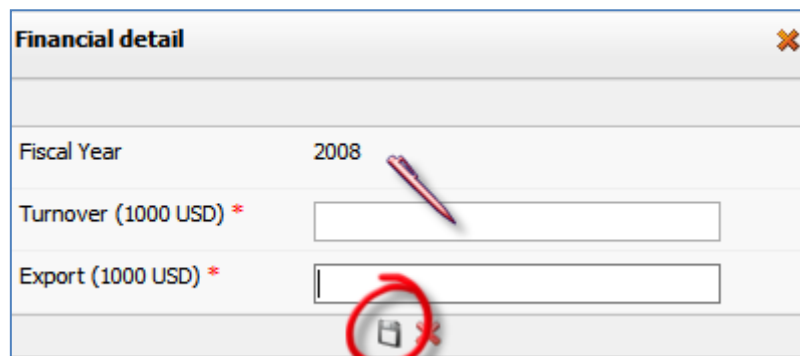
Remember to keep this information updated.

Note: financial details are expressed in 1000 USD.

All questions marked with a red star * must be answered

Click on  to add financial data.

Click on  to save financial data you entered.



If you cannot provide financial data for the last three consecutive years because your company has been created within the last three years, revert to registry@ungm.org and mention your UNGM Registration Number.




H. Step 7= Export/International Experience

Enter your company's export/international experience for the **last three (3) consecutive years**.

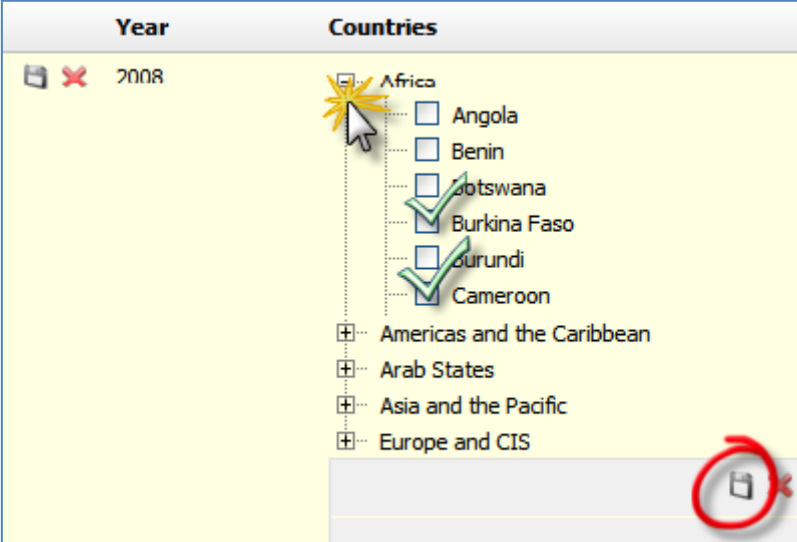
Remember to keep this information updated.

Click on  to add export/international experience.

Click on  to expand the list of available countries

Put a green tick in front of countries your company has exported to/provided services in.

Click on  to save countries you selected as export/international experience.



If you cannot provide export/international experience for the last three consecutive years, revert to registry@ungm.org and mention your UNGM Registration Number.



I. Step 8 = Previous contracts with the UN

This step is an optional step. You are not required to enter information to be allowed to submit your UNGM application.

Enter information about your company's previous contract(s) with UN agencies or other development organizations.


Note: contract amounts are expressed in 1000 USD.

All questions marked with a red star * must be answered


Do not use acronyms when naming out other development organizations.

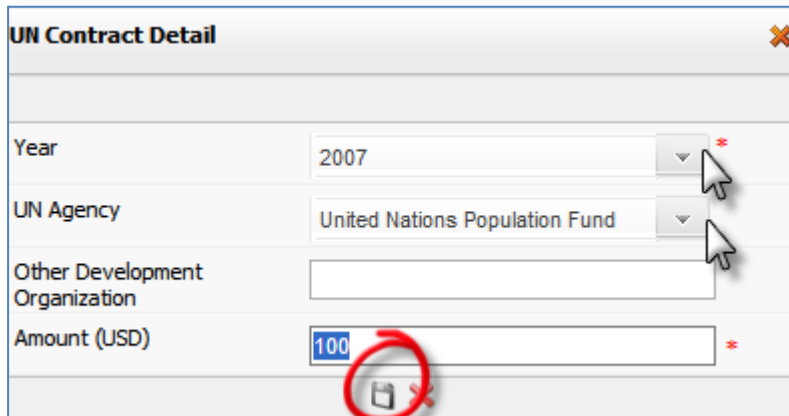
Add a new contract detail by clicking on the box

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 



UN Contract Detail	
Year	2007 *
UN Agency	United Nations Population Fund *
Other Development Organization	
Amount (USD)	100 *



J. Step 9 = Disputes you have with the UN

This step is an optional step. You are not required to enter information to be allowed to submit your UNGM application.


Enter information about dispute(s) you company has with UN agencies or other development organizations.

All questions marked with a red star * must be answered


Do not use acronyms when naming out other development organizations.

Add new dispute details by clicking on the box



Save dispute details by clicking on 

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

Edit/update information about a dispute by clicking on the 

UN Dispute Detail	
Year	2007 *
UN Agency	-- NON UN AGENCY --
Other Development Organization	
Reason	... *



K. Step 10 = Quality Assurance Certificates

This step is an optional step. You are not required to enter information to be allowed to submit your UNGM application.


Enter information your company's quality assurance certificates (name of the quality assurance certificate and the type of certification)


Do not use acronyms when naming out certifications.

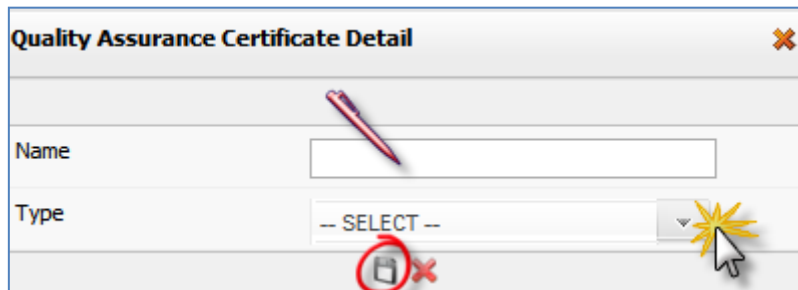
Add new quality assurance certificate by clicking on the box



Save quality assurance certificate by clicking on 

Delete quality assurance certificate by clicking on  situated on the left of each quality assurance certificate.

Edit/update information about a quality assurance certificate by clicking on the 



The image shows a screenshot of a web form titled "Quality Assurance Certificate Detail". The form has a title bar with a close button (X). Below the title bar, there are two input fields: "Name" and "Type". The "Name" field is a text box with a red pencil icon above it, indicating it is editable. The "Type" field is a dropdown menu with "-- SELECT --" as the current selection. A yellow starburst icon is positioned over the dropdown arrow. Below the "Type" field, there is a red circle around a save icon (floppy disk) and a red X icon, indicating a delete or cancel action.



L. Step 11= Trade Organizations Memberships


This step is an optional step. You are not required to enter information to be allowed to submit your UNGM application.


Enter information your company's trade organization memberships (name of the trade organization and the type of organization)

Do not use acronyms when naming out trade organizations.

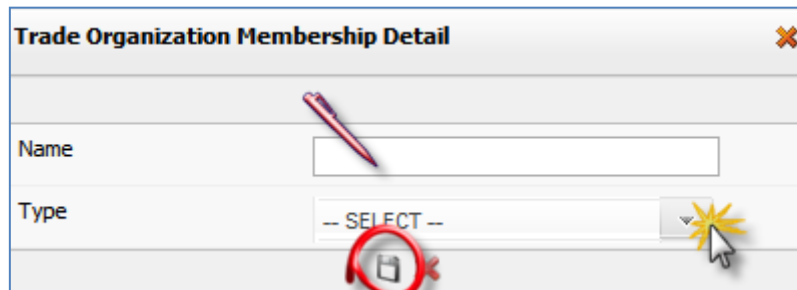
Add new trade organization membership by clicking on the box



Save trade organization membership by clicking on 

Delete trade organization membership by clicking on  situated on the left of each trade organization membership.

Edit/update information about a trade organization membership by clicking on the 



The screenshot shows a window titled "Trade Organization Membership Detail" with a close button (X) in the top right corner. The form contains two input fields: "Name" and "Type". The "Name" field has a red pencil icon above it, indicating it is editable. The "Type" field is a dropdown menu with "-- SELECT --" and a yellow starburst icon next to it, indicating it is also editable. A red circle with a white 'X' is drawn around the bottom left corner of the form, which contains a save icon and a delete icon.





M. Step 12 = Subsidiaries, Associates and/or Overseas Representatives


This step is an optional step. You are not required to enter information to be allowed to submit your UNGM application.

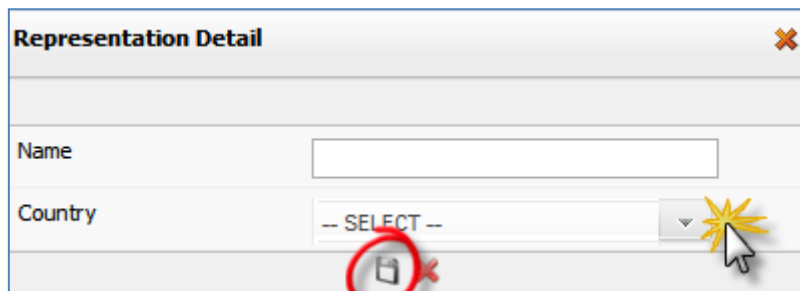
Enter information your company's subsidiaries, associates and/or overseas representatives (name of the subsidiary/associate/overseas representative and its country)


Add new subsidiary/associate/overseas representative by clicking on the box 

Save subsidiary/associate/overseas representative by clicking on 

Delete subsidiary/associate/overseas representative by clicking on  situated on the left of each subsidiary/associate/overseas representative.

Edit/update information about a subsidiary/associate/overseas representative by clicking on the 



Representation Detail	
Name	<input type="text"/>
Country	-- SELECT --
	



N. Step 13 = Product Coding

This step is a crucial step in your Application Form.

All procurement within the UN is coded in **UNCCS** (United Nations Common Coding System).


As soon as your UNGM application is accepted by one UN agency, your company becomes part of the UN database of potential vendors. UN Procurement officers use that database to source new suppliers when needed. In order to filter companies, UN staff use UNCCS Codes as **a main selective criteria**.

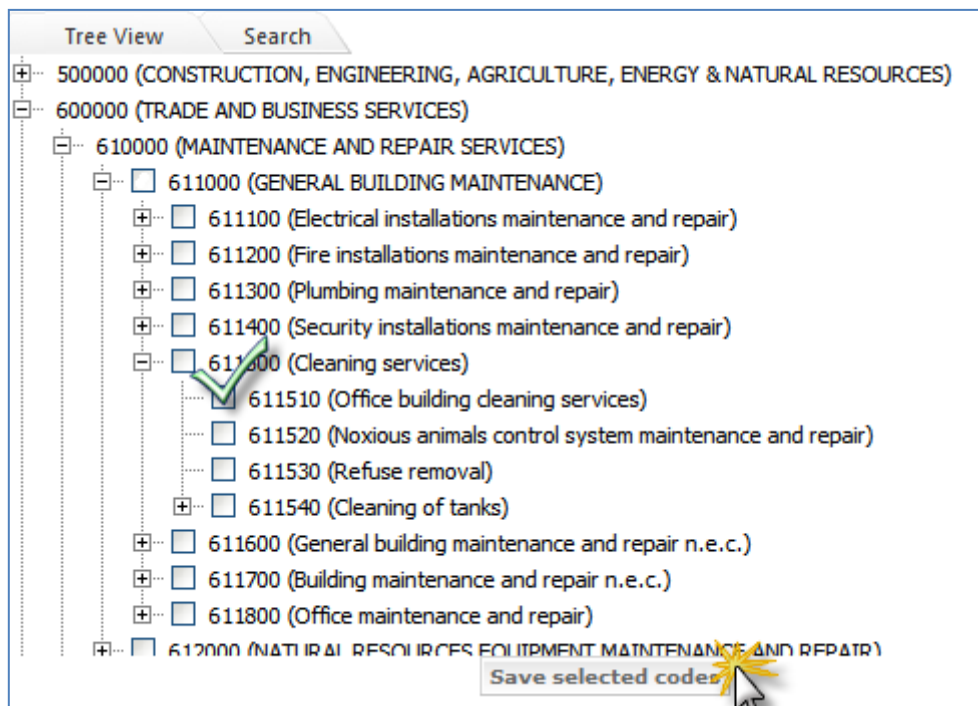
You need to select as many UNCCS Codes as required to accurately describe your range of products and/or services. Selected UNCCS Codes must represent your business as thorough as possible. Each selected code should be, if possible, following the format: XXXXX0. Example: 611210 for Office building cleaning services.

Note that you can add **up to 500 UNCCS Codes**.

Add a UNCCS Code by clicking on 

Add a green tick in front of the required UNCCS Code, and then click on 

Delete a UNCCS Code from your selection by clicking on  located in front of each code





Tips on how to selected UNCCS Codes

A **UNCCS code is a code describing a certain product or service**. All business opportunities posted on www.ungm.org are displayed according to UNCCS Codes. Each UN Procurement Officer selects one or more UNCCS Codes to describe which product or service the UN agency is looking for. In the same manner, **UN Procurement Officers use those UNCCS Codes as a search criteria to source potential suppliers** within the UNGM database. Therefore, it is vitally important that you select the most accurate UNCCS Codes to describe your goods/services when registering your company or organization on UNGM. Ensure that the selected UNCCS Codes accurately reflect the products/ services you want to market to the United Nations.

UNCCS Codes structure

The UNCCS provides a six digit numerical code for about 20,000 specific goods and services. The structure is hierarchical and the coding purely decimal. The classification consists of Sections (1-digit codes), Divisions (2-digit codes), Groups (3-digit codes), Classes (4-digit codes) and Sub-classes (5 or 6-digit codes). The codes take the following format:

X00000 the first digit identifies the relevant **section**

XX0000 the first and second digits, together, indicate the **division**

XXX000 the first three digits identify the **group**

XXXX00 the first four digits indicate the **class**

XXXXXX the final digits indicate the **subclass or item**

UNCCS covers both goods and services:

UNCCS codes from: **000000-499999 are for GOODS**

And from: **500000-999999 for SERVICES**



Search for UNCCS Codes

Go on www.ungm.org and on the principal menu, choose “UNCCS Codes”. The following will be displayed:

Search for UNCCS Code (enter unccs code or description)

- 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- 200000 (FOOD AND TEXTILE PRODUCTS)
- 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
- 600000 (TRADE AND BUSINESS SERVICES)
- 700000 (TRANSPORT, STORAGE, MANUFACTURING SUPPORT AND COMMUNICATIONS SERVICES)
- 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)

You will see a tree structure like the above in which you can search for codes either by:

- 1) Entering one or several search words in the “Search Box”, and a list of codes will appear. To view each of the codes listed in the tree structure, click on “**Find in Tree**” at the right side of each code. **In the tree, you will be able to see the structure of the main and sub-codes related to the description to help you to select the most accurate code.**

For example, when typing the keyword “demining” the following is displayed:

Search for UNCCS Code (enter unccs code or description)

Code	Description	
388599	Demining, personal protective equipment	<input type="button" value="Find in Tree"/>
912532	Demining	<input type="button" value="Find in Tree"/>
912533	Quality management, demining	<input type="button" value="Find in Tree"/>



- 2) Clicking your way down the hierarchical structure. Expand “leaves” in the structure by clicking on the expansion + sign

For example, when looking for “demining” in the tree, the following is displayed:

- + 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- + 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- + 200000 (FOOD AND TEXTILE PRODUCTS)
- + 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- + 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- + 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
- + 600000 (TRADE AND BUSINESS SERVICES)
- + 700000 (TRANSPORT, STORAGE, MANUFACTURING SUPPORT AND COMMUNICATIONS SERVICES)
- + 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)
- 910000 (NATIONAL ADMINISTRATION, POLITICS AND INFRASTRUCTURE)
 - + 911000 (PUBLIC ADMINISTRATION AND FINANCE)
 - 912000 (POLITICS)
 - + 912100 (Political systems)
 - + 912200 (Political institutions)
 - + 912300 (Political conditions and movements)
 - + 912400 (International relations)
 - 912500 (Maintenance of peace and security)
 - + 912510 (Dispute settlement)
 - + 912520 (Sanctions)
 - 912530 (Peace keeping operations)
 - 912531 (Truce supervision)
 - 912532 (Demining)
 - 912533 (Quality management, demining)
 - 912534 (Explosive ordnance disposal)
 - 912535 (Landmine and unexploded ordnance, training in detection and disposal)
 - 912536 (Mechanical mine clearance)
 - 912537 (Mine risk education)
 - 912538 (Landmine stockpile destruction)
 - + 912540 (Consultations and negotiations)
 - + 912550 (International security)
 - + 912560 (Maintenance of peace and security, other)
 - 912570 (Mine detection dogs, with handler)
 - + 912600 (Disarmament and military questions)
 - + 912700 (Disarmament and military questions n.e.c.)
 - + 912800 (Decolonisation, trusteeship and apartheid)
 - + 913000 (PUBLIC UTILITIES)
 - + 920000 (EDUCATION)
 - + 930000 (HEALTH)
 - + 940000 (SOCIAL SERVICES, SOCIAL SCIENCES AND POPULATION)
 - + 950000 (HUMANITARIAN AID AND RELIEF)
 - + 960000 (URBAN, RURAL AND REGIONAL DEVELOPMENT)



Selecting accurate UNCCS Codes

It is understood that different individuals may see specific procurements from different perspectives. However, there are a few basic principles and considerations to keep in mind:

- a) Is the **predominant characteristic** of the procurement a good or of a service?
- b) Does the selected code make intuitive sense **when viewed in context of the overall code**? That is, if a code to the Sub-class or Class level is selected, does the item naturally fit within the overriding Group, Division and Section?
- c) **The items procured should be considered in context.** For example, an adapter, a mouse and a battery sold in conjunction with a computer or lot of computers should generally be considered to be “Notebook or Laptop PC Accessories.” On the other hand, the sale of a container load of batteries should generally be coded as “Batteries” or even as a specific type of battery.
- d) Services can be somewhat more difficult to classify than goods. It can be useful **to focus on the type of your organization.** For example, if your organization can be contracted primarily on account of your expertise in a certain subject matter or sector (e.g., consulting, training, management or study with respect to a governance project), then you should use the code related to that particular subject matter (in this case: 911100, Public Administration and Governance). If, on the other hand, you can be contracted for a certain professional expertise without respect to any particular expertise in the specific project sector (e.g., auditing services which only coincidentally relate to a governance project), then you should use the code related to that particular professional expertise (in this case: 655200, Auditing Services).
- e) We do encourage you to **select more than one UNCCS code** to ensure that your core business is covered.
- f) **Provide as detailed coding as possible.**
- g) A proper code shall be **at least 3 levels down**, meaning that each code you selected should have the following format: **XXX000**.
Example: 500000 = construction, engineering, agriculture, energy and natural resources is not an appropriate code. 512000 = engineering services is an appropriate code.



O. Step 14 = Submit

By submitting your company information you notify each selected agency about your interest in becoming a potential supplier.

As soon as you have answered all required and mandatory questions, a SUBMIT box will be displayed. Each submission is independent. You can decide to submit your application to one agency and wait for submitting your application to other agencies.

Remember that as soon as you submit your UNGM application, you will **NOT** be able to:

- modify your company's name
- modify your company's license number
- modify/complete your answers under the Step 3 = Agency Questions

Ensure that all these data are correct and updated before submitting your application.

To submit your UNGM Application Form, click on

To save your Application Form without submitting it, click on

The screenshot shows a web application interface for submitting a UNGM application. On the left, a vertical list of steps is shown with green checkmarks indicating completion: General Information, Select Agencies, Agency Questions, Address Information, Contact Information, Financial Information, 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, and a final 'Submit' button with a pencil icon. On the right, a table displays application details for the 'UNOPS' agency, with the status 'Started'. The table has columns for Agency, Status, Request Date, and Response Date. A 'Submit' button is located in the top right corner of the table area, with a mouse cursor hovering over it. At the bottom right of the form, there are 'Previous' and 'Finish' buttons.

Agency	Status	Request Date	Response Date
UNOPS	Started		



Your UNGM application's status can be:

- **STARTED**: you started your application but you haven't submitted 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 more appropriate 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.

The evaluation process can take up to 10 weeks. You will be notified by email as soon as your application's status changes.

Remember: You can at any time check on the status of your applications (started / submitted / accepted / rejected / vendor to update) by logging in into your UNGM profile. Your applications' statuses are displayed on your homepage.

[Back to Summary](#)



7

● Subscribing to the Tender Alert Service, step by step

As soon as you activate your UNGM account, you receive:

- Your UNGM username
- Your password to access your UNGM account

You are then entitled to subscribe to the UNGM value-added service: the Tender Alert Service to receive directly by email targeted tenders published on UNGM.

To access your Tender Alert Service Subscription Form,

- A. Log into your UNGM Account


United Nations Global Marketplace

guest

Home Registration Notices UNCCS Codes Member States

Login

Username 

Password 

Remember me next time

[Log In](#)

[Forgotten Password?](#)



B. Access your Tender Alert Service Subscription Form

United Nations Global Marketplace

Firstname Lastname

Home Registration Notices UNCCS Codes My Account Member States

Login

Company Registration

Tender Alert Service

Logged in as:

Logout

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.

Your Subscription

You have no valid subscription

Selected Unccs Codes [redacted] [Edit Selection](#)

Users to receive Emails [redacted] [Edit Selection](#)

Payment

This payment will grant you a subscription until [redacted].
The fee for a one year subscription is 250 USD.

Payment is made via PBS International's payment system. All communication is done via an encrypted SSL connection.
UNGM does not keep a copy of your credit card details.

Please note: Payment can only be made by credit card. We cannot accept payment by cheque or bank transfer.

We, test (Subscriber), hereby request UNOPS to enter into a contract with us on UNOPS's Standard [Terms & Conditions](#) for user of the UNGM Tender Alert Service.

[Start Payment](#)



C. Select UNCCS Codes

To add UNCCS Codes in your Tender Alert Service Subscription Form, click on [Edit Selection](#)

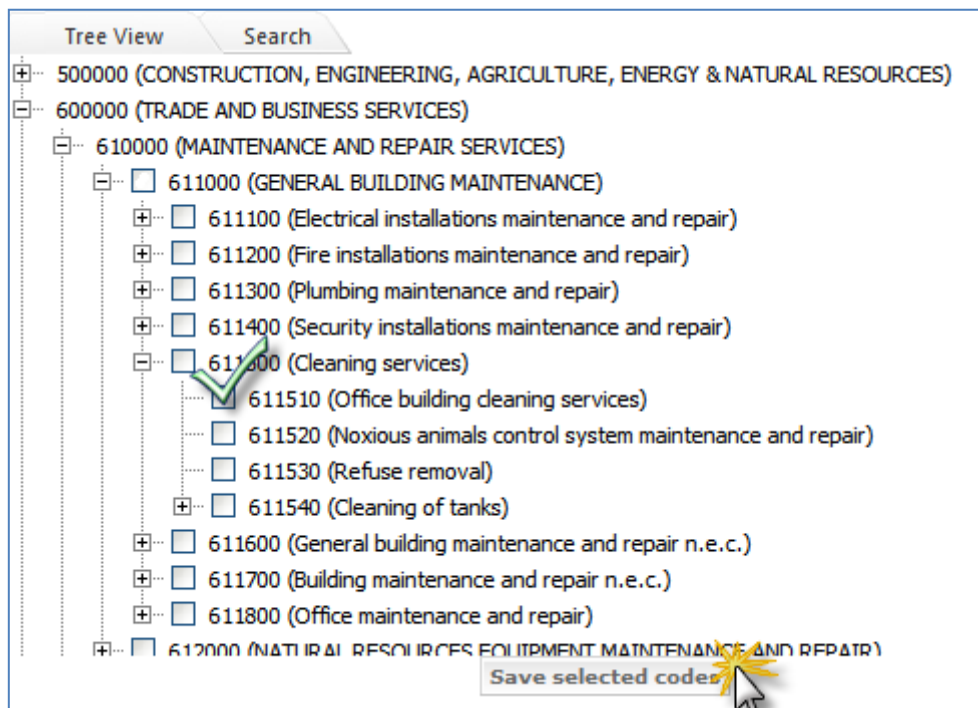
The selection of UNCCS Codes is a crucial part of your subscription as **it determines which tenders will be automatically sent to you**. You need to select as precise UNCCS Codes as possible in order to ensure receiving targeted procurement tenders.

Each selected code should be, if possible, following the format: XXXXX0. Example: 611210 for Office building cleaning services.

Add a UNCCS Code by clicking on [Edit Selection](#)

Add a green tick in front of the required UNCCS Code, and then click on [Save selected codes](#)

Delete a UNCCS Code from your selection by repeating the same procedure and remove the green tick in front of the required UNCCS Code (*to do so, click on the green tick*).





Tips on how to selected UNCCS Codes

A **UNCCS code is a code describing a certain product or service**. All business opportunities posted on www.ungm.org are displayed according to UNCCS Codes. Each UN Procurement Officer selects one or more UNCCS Codes to explain precisely which product or service the UN agency is looking for. In the same manner, **UN Procurement Officers use those UNCCS Codes as a search criteria to source potential suppliers** within the UNGM database. Therefore, it is vitally important that you select the most accurate UNCCS Codes to describe your goods/services when registering your company or organization on UNGM. Ensure that the selected UNCCS Codes accurately reflect the products/ services you want to market to the United Nations.

UNCCS Codes structure

The UNCCS provides a six digit numerical code for about 20,000 specific goods and services. The structure is hierarchical and the coding purely decimal. The classification consists of Sections (1-digit codes), Divisions (2-digit codes), Groups (3-digit codes), Classes (4-digit codes) and Sub-classes (5 or 6-digit codes). The codes take the following format:

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XXXX00 the first four digits indicate the **class**

XXXXXX the final digits indicate the **subclass or item**

UNCCS covers both goods and services:

UNCCS codes from: **000000-499999 are for GOODS**

And from: **500000-999999 for SERVICES**



Search for UNCCS Codes

Go on www.ungm.org and on the principal menu, choose “UNCCS Codes”. The following will be displayed:

Search for UNCCS Code (enter unccs code or description)

- 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- 200000 (FOOD AND TEXTILE PRODUCTS)
- 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
- 600000 (TRADE AND BUSINESS SERVICES)
- 700000 (TRANSPORT, STORAGE, MANUFACTURING SUPPORT AND COMMUNICATIONS SERVICES)
- 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)

You will see a tree structure like the above in which you can search for codes either by:

- 3) Entering one or several search words in the “Search Box”, and a list of codes will appear. To view each of the codes listed in the tree structure, click on “**Find in Tree**” at the right side of each code. **In the tree, you will be able to see the structure of the main and sub-codes related to the description to help you to select the most accurate code.**

For example, when typing the keyword “demining” the following is displayed:

Search for UNCCS Code (enter unccs code or description)

Code	Description	
388599	Demining, personal protective equipment	<input type="button" value="Find in Tree"/>
912532	Demining	<input type="button" value="Find in Tree"/>
912533	Quality management, demining	<input type="button" value="Find in Tree"/>



- 4) Clicking your way down the hierarchical structure. Expand “leaves” in the structure by clicking on the expansion + sign

For example, when looking for “demining” in the tree, the following is displayed:

- + 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- + 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- + 200000 (FOOD AND TEXTILE PRODUCTS)
- + 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- + 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- + 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
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- + 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)
- 910000 (NATIONAL ADMINISTRATION, POLITICS AND INFRASTRUCTURE)
 - + 911000 (PUBLIC ADMINISTRATION AND FINANCE)
 - 912000 (POLITICS)
 - + 912100 (Political systems)
 - + 912200 (Political institutions)
 - + 912300 (Political conditions and movements)
 - + 912400 (International relations)
 - 912500 (Maintenance of peace and security)
 - + 912510 (Dispute settlement)
 - + 912520 (Sanctions)
 - 912530 (Peace keeping operations)
 - 912531 (Truce supervision)
 - 912532 (Demining)
 - 912533 (Quality management, demining)
 - 912534 (Explosive ordnance disposal)
 - 912535 (Landmine and unexploded ordnance, training in detection and disposal)
 - 912536 (Mechanical mine clearance)
 - 912537 (Mine risk education)
 - 912538 (Landmine stockpile destruction)
 - + 912540 (Consultations and negotiations)
 - + 912550 (International security)
 - + 912560 (Maintenance of peace and security, other)
 - 912570 (Mine detection dogs, with handler)
 - + 912600 (Disarmament and military questions)
 - + 912700 (Disarmament and military questions n.e.c.)
 - + 912800 (Decolonisation, trusteeship and apartheid)
 - + 913000 (PUBLIC UTILITIES)
 - + 920000 (EDUCATION)
 - + 930000 (HEALTH)
 - + 940000 (SOCIAL SERVICES, SOCIAL SCIENCES AND POPULATION)
 - + 950000 (HUMANITARIAN AID AND RELIEF)
 - + 960000 (URBAN, RURAL AND REGIONAL DEVELOPMENT)




Selecting accurate UNCCS Codes

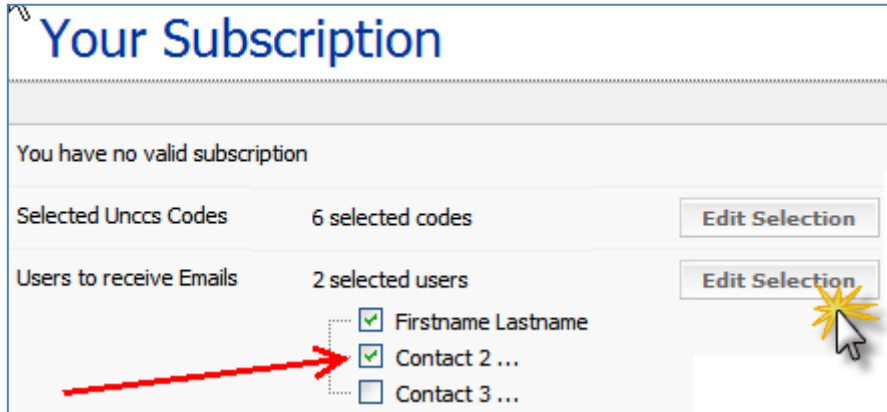
It is understood that different individuals may see specific procurements from different perspectives. However, there are a few basic principles and considerations to keep in mind:

- h) Is the **predominant characteristic** of the procurement a good or of a service?
- i) Does the selected code make intuitive sense **when viewed in context of the overall code**? That is, if a code to the Sub-class or Class level is selected, does the item naturally fit within the overriding Group, Division and Section?
- j) **The items procured should be considered in context.** For example, an adapter, a mouse and a battery sold in conjunction with a computer or lot of computers should generally be considered to be “Notebook or Laptop PC Accessories.” On the other hand, the sale of a container load of batteries should generally be coded as “Batteries” or even as a specific type of battery.
- k) Services can be somewhat more difficult to classify than goods. It can be useful **to focus on the type of your organization**. For example, if your organization can be contracted primarily on account of your expertise in a certain subject matter or sector (e.g., consulting, training, management or study with respect to a governance project), then you should use the code related to that particular subject matter (in this case: 911100, Public Administration and Governance). If, on the other hand, you can be contracted for a certain professional expertise without respect to any particular expertise in the specific project sector (e.g., auditing services which only coincidentally relate to a governance project), then you should use the code related to that particular professional expertise (in this case: 655200, Auditing Services).
- l) We do encourage you to **select more than one UNCCS code** to ensure that your core business is covered.
- m) **Provide as detailed coding as possible.**
- n) A proper code shall be **at least 3 levels down**, meaning that each code you selected should have the following format: **XXX000**.
Example: 500000 = construction, engineering, agriculture, energy and natural resources is not an appropriate code. 512000 = engineering services is an appropriate code.



D. Select the users you wish to send the Tender Alert Emails to

To add user(s), click on 



The screenshot shows a web form titled "Your Subscription". It contains two sections: "Selected Unccs Codes" with "6 selected codes" and an "Edit Selection" button; and "Users to receive Emails" with "2 selected users" and another "Edit Selection" button. Under the "Users to receive Emails" section, there are three checkboxes: "Firstname Lastname" (checked), "Contact 2 ..." (checked), and "Contact 3 ..." (unchecked). A red arrow points to the "Contact 2 ..." checkbox. A mouse cursor is hovering over the second "Edit Selection" button.

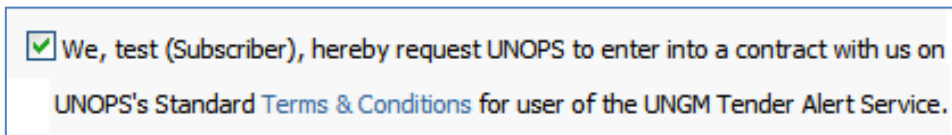
Remember to click on  to save the contacts you have added to your Subscription Form.



If contacts you wish to add as recipients of the Tender Alert Emails, you first need to **give them UNGM access**. Click [here](#) to read on how to proceed.

E. Accept the UNOPS's Standard [Terms & Conditions](#) for user of the UNGM Tender Alert Service.

To do so, add a green tick:




The screenshot shows a checkbox with a green tick, followed by the text: "We, test (Subscriber), hereby request UNOPS to enter into a contract with us on UNOPS's Standard [Terms & Conditions](#) for user of the UNGM Tender Alert Service."



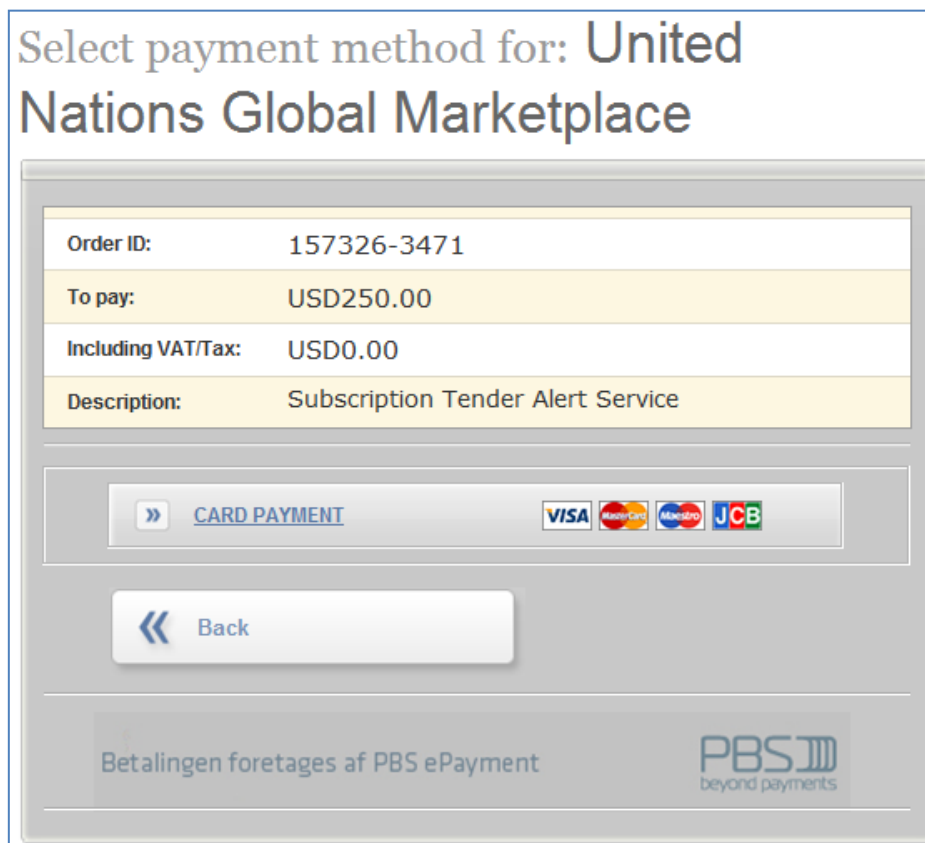
F. Proceed to the payment

Some basic principles:

- ✓ The fee for a one year subscription is **250 USD**.
- ✓ Only credit cards are accepted: VISA, VISA Electron, Mastercard, JCB, Maestro
- ✓ Payment is made via PBS International's payment system. All communication is done via an encrypted SSL connection.
- ✓ UNGM does not keep a copy of your credit card details.
- ✓ We cannot accept payment by cheque or bank transfer.
- ✓ After you have proceeded to the payment, you will receive a confirmation email from the UNGM Team. This confirmation email is your invoice. No other invoice can be delivered.





To start the payment, click on . You will not be able to click on that box until you have accepted UNOPS's Standard Terms& Conditions.

Then, follow on-screen instructions.




Select payment method for: United Nations Global Marketplace

Order ID:	157326-3471
To pay:	USD250.00
Including VAT/Tax:	USD0.00
Description:	Subscription Tender Alert Service

» **CARD PAYMENT**    

« Back

Betalingen foretages af PBS ePayment 



8

● Accessing business opportunities with the United Nations

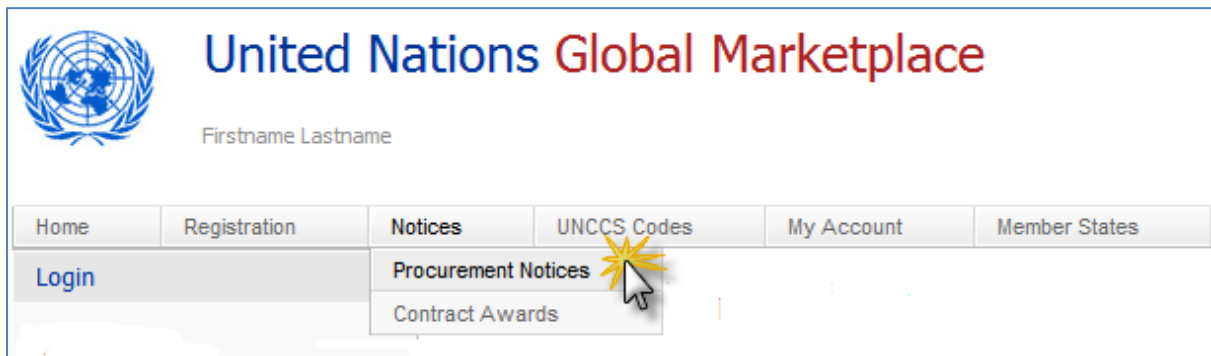
You can access from www.ungm.org, with or without having creating a UNGM account, all business opportunities posted by **more than 30 different UN agencies**.



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

A. Procurement Notices

You can access them from the Menu Notices / Procurement Notice:



All Procurement Notices are sorted according to their:

- Deadlines / Publication dates
- UNCCS Codes
- Agency
- Country
- Reference
- Title



To search for Procurement Notices, you can use the Notices search engine:

Procurement Notice Search

[Click Here](#)

Deadline between and

Published between and

Agency abbreviation starts with

Title contains

Reference contains

Beneficiary country

Unccs Codes


You can also **sort** Procurement Notices. To do so, click on the category title you wish to sort Notices with.

[Click here to sort Notices](#)

<u>Deadline</u>	<u>Publish Date</u>	<u>Agency</u>	<u>Reference</u>	<u>Title</u>
27-11-2008	05-11-2008	UNOPS	UNOPS-DF-IPO-9RT-2008	DEEP FREEZER (-100C To -200C)FOR FREEZING THE ICE PACKS FOR TRANSPORTATION OF BLOOD BAGS
27-11-2008	13-11-2008	IAEA	ITB2461.2008IK	Firewall Equipment
27-11-2008	13-11-2008	UNIFEM	Training	Development of a Manual on How to Manage Evaluations and an evaluation training programme for UNIFEM staff and partners

You can also **sort** Contract Awards. To do so, click on the category title you wish to sort Contract Awards with.



To access details about a Procurement Notice, click on  situated on the left of each Notice:

Procurement Notice	
General Information	
Agency Name	United Nations Development Programme
Agency Abbreviation	UNDP
Type of Notice	InvitationToBid
Display From date	12/11/2008
Display To date	21/11/2008
Deadline date	21/11/2008
Title	Supply & Installation of Blood Bank Equipment
Reference	UNDP-NEPAL/HIV-AIDS/ITB/BLOOD BANK EQUIPMENT
Contact	Kamakshi Rai Yakthumba Procurement Specialist UNDP, Nepal Tel : (977-1) 5523200 Ext: 1030 Fax : (977-1) 5523991, 5523986 Email : kamakshi.yakthumba@undp.org
Description	<p><u>The United Nations Development Programme (UNDP) Nepal</u> is soliciting bids for the supply, and installation of various Blood Bank Equipment in Nepal. The equipment shall be procured under the UNDP HIV/AIDS Programme to be provided to the various destinations in Nepal.</p> <p>The invitation is open to all national and international firms, that have the qualification and experience in providing similar kinds of goods and services that are legally constituted and registered in the country of Origin.</p> <p>Bids completed in accordance with the Solicitation document should be submitted no later than 21st November during closure of the business at the following address:</p> <p style="text-align: center;">The Deputy Resident Representative Operations United Nations Development Programme (UNDP) UN House, Pulchowk Lalitpur, Nepal</p> <p>The Public Bid Opening will be done in the presence of the Bidders Representative on 25th November 2008 on 3 pm at UN Conference Room, UN House, Pulchowk, Lalitpur, Nepal.</p>
Unccs Codes	
481500	Instruments and appliances, medical or surgical n.e.c.
485400	Laboratory equipment n.e.c.
Notice Documents	
ITB-Blood Safety Equipment- HIV-AIDS Programme November 2008.pdf	374925 bytes

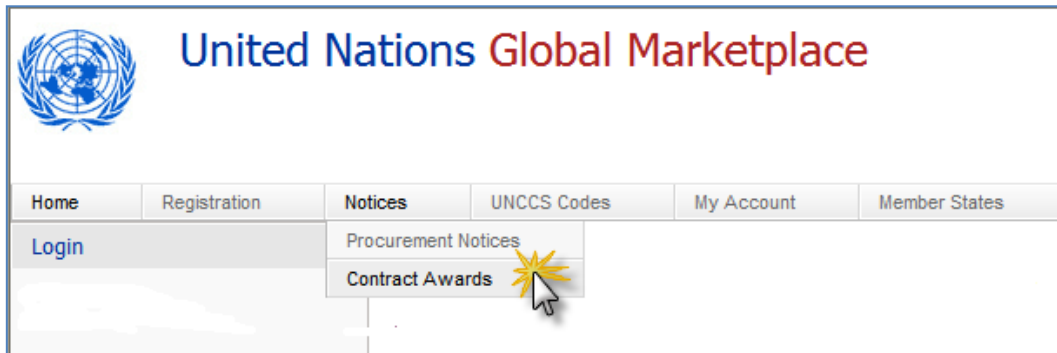
Click here to access available documents

All available information is included in the Procurement Notice announcement. If you have any further question, please **contact directly the UN officer in charge**. His/her contact information is mentioned in the Procurement Notice announcement.



B. Contract Awards

You can access Contract Awards from the Menu Notices/Contract Awards:



All Contract Awards are sorted according to their:

- Award dates / Publication dates
- UNCCS Codes
- Beneficiary country
- Agency
- Reference / Title

To search for Contract Awards, you can use the Contract Awards search engine:

To access details about a Contract Award, click on  situated on the left of each Award.

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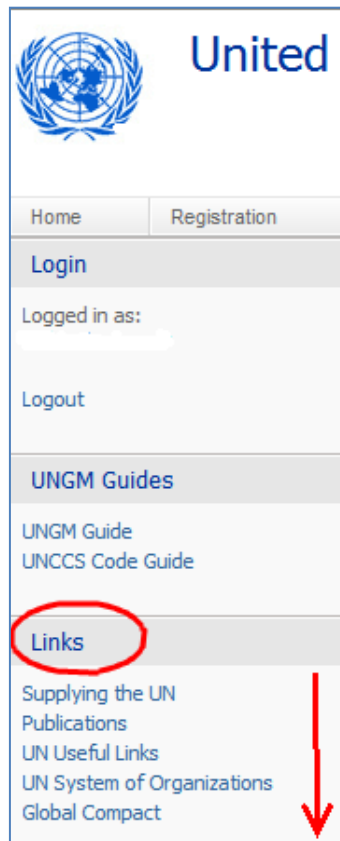


9.

● Accessing information on how to do business with the United Nations

Information and documents are available on www.ungm.org to help you getting familiar with the United Nations as a business partner.

You can access them from the Links Menu:



- Supplying the UN

You can access a simple and step-by-step guide to help you to enter the UN market for goods and services.



- **Publications**

Vendors are strongly recommended to acquaint themselves with the General Business Guide as well as the Annual Statistical Reports **to identify which UN agency to apply for in their UNGM application form**. 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.

The **General Business Guide** describes which goods and/or services are procured by each UN organization, as well as the mandates, procurement needs, procedures and contact details of all agencies. This publication also outlines the UN General Terms and Conditions for the procurement of goods and services.

The **Practical Tips Guide** gives you some insights on how to enter the UN market.

The **Annual Statistical Reports** provides data on procurement of goods and services from 40 UN organizations.

The **Emergency Relief Items (Vol. 1 and Vol.2) Guide** lists generic specifications for Telecommunications, Shelter & Housing, Water Supply, Food, Sanitation & Hygiene, Materials Handling and Power Supply as well as Medical Supplies and Equipment, Selected Essential Drugs, Drug Donations, Safe Disposal of Unwanted Pharmaceuticals, The New Emergency Health Kit.

- **UN Useful Links**

Here you will find links to the websites of the UN organisations participating in the UN Global Marketplace.

- **UN System of Organizations**

You can find here a brief description of the UN System of Organizations.

- **Global Compact**

You can access here the website of **Global Compact**. The United Nations Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption.

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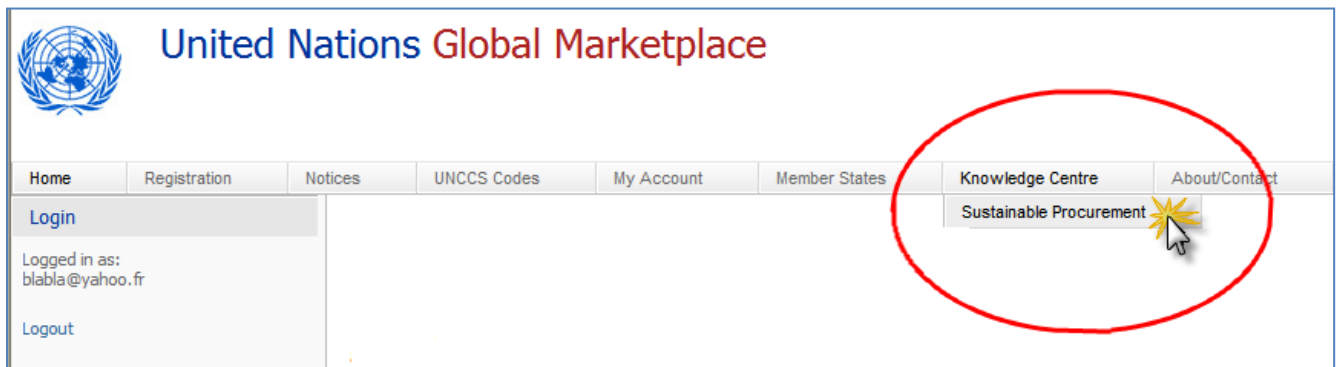
10.

Sustainable Procurement with the United Nations

The UN operates to achieve the goals of peace, equality, sustainable development and respect for human rights. The way the UN manages its operations and procures products and services should reflect these goals.

Ensuring lowest environmental and most positive social impact of procurement does not only build on the international community commitments. It also manages the reputational risk of exploitation or environmental damage in the supply chain; it gives a strong signal to the market and encourages the innovative production of cleaner and more ethical products; and it enhances the benefits for the environment and for local communities.

You can access information on sustainable procurement from the Knowledge Centre Menu:



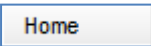
Why is sustainable procurement needed? Procurement's contribution to the goal of sustainable development
The threat of climate change Evidence of a world under stress
Tools for suppliers Assisting the markets to be ready for sustainability
More on sustainable procurement Sources of information on sustainable procurement outside the UN system

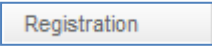


11.

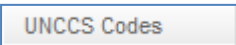
● Tips on how to use the UNGM website

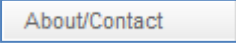
A. Navigation on www.ungm.org

Click on  to return to your UNGM homepage and access the statuses of your UNGM applications

Click on  to access your UNGM Application Form and your Tender Alert Service Subscription Form.

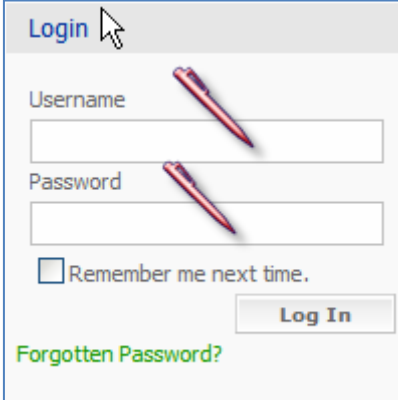
Click on  to access business opportunities with the UN and contract awards.

Click on  to get assistance on UNCCS Codes.

Click on  to get a short presentation of the UNGM as well as contact information.

B. Tip! : Change of password

1. Log in to your UNGM profile with the login credentials you received by email from UNGM

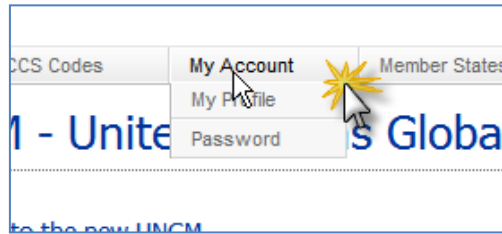


The screenshot shows a login form with the following elements:

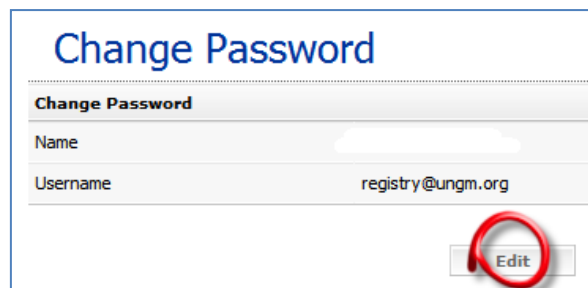
- Login** header with a mouse cursor pointing to it.
- Username** label above a text input field.
- Password** label above a text input field.
- A checkbox labeled **Remember me next time.**
- A **Log In** button.
- A green link labeled **Forgotten Password?**



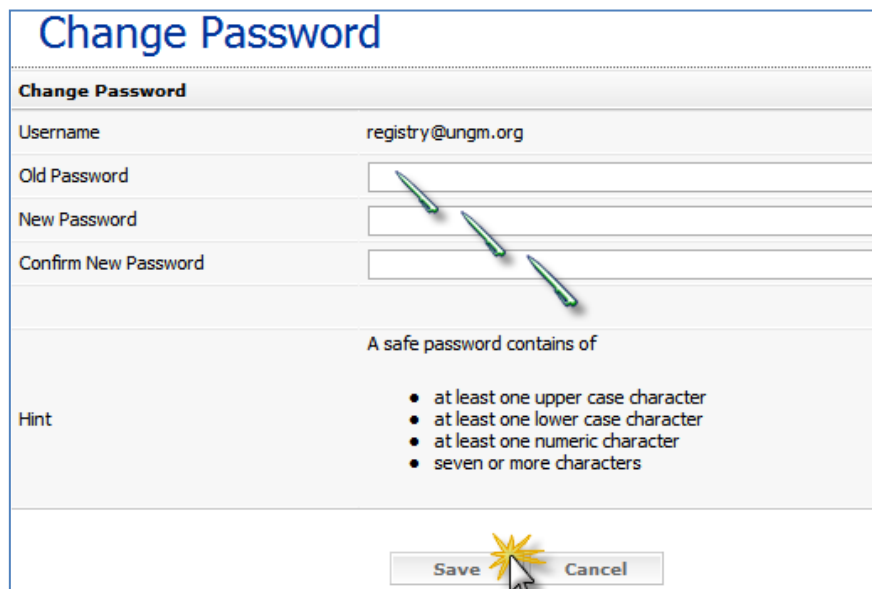
2. Click on “My Account” from the Top Menu and on “Password”



3. Click on the Edit box



4. Enter your old password
Enter your easy-to-remember password
Confirm your new easy-to-remember password
Don't forget to press on the “save” box to save your new password





5. You now can enter your UNGM profile with your new password



If you forget your password, click on “forgotten password” available from the UNGM homepage!

The image shows a screenshot of the UNGM Login page. The page has a title 'Login' at the top. Below the title are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember Me' and a 'Log In' button. A red callout box with the text 'Click Here' points to the 'Forgotten Password?' link, which is displayed in green text below the 'Log In' button.

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BONUS

If this UNGM Interactive Guide did not answer your questions, please contact registry@ungm.org and mention:

- **Your UNGM username**
- **Your UNGM Registration Number**

If you have any suggestions regarding the UNGM portal, we invite you to send them to registry@ungm.org
