

# Registration at UN Global Marketplace

## Information required for each level of registration

Most UN organizations require vendors to register at Basic level only. Some UN organizations may require vendors to register at Level 1 or 2, which are determined by the monetary value of potential contracts.

### Basic registration requirements

1. General information (name of company, licence number, address, telephone, details of contact persons, etc.).
2. Information on countries in which you do business.
3. Classification of your goods and services.

### Level 1 requirements

4. Criteria 1-3 above.
5. Certificate of incorporation or equivalent document verifying legal status/capacity.
6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.
7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable). The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

### Level 2 requirements

8. Criteria 1-7 above.
9. Reference letters from three independent, non-affiliated clients/companies, you have done business with.
10. Financial documents (audited/certified financial statements or equivalent) for the last three years.

## Company Registration Statuses

### Submitted

The UN organization has received the information provided on your company. The organization will review and evaluate your submission. Once this process is started, you will not be able to update your company's details and the status of your submission will be changed to 'In progress'. On average, the review and evaluation process may take up to 10 working days from submission to finalization.

### In Progress

Your company is currently being reviewed and evaluated by the UN organization(s). You will not be able to make any changes to your profile during this stage. On average, the review and evaluation process may take up to 10 working days from submission to finalization.

## **Resubmitted**

The status indicates that your registration has been resubmitted for review and evaluation on the date indicated in the field. Your registration will be reviewed and re-evaluated by the UN organization. On average, the review and evaluation process may take up to 10 working days from submission to finalization.

## **Registered**

Congratulations. Your company has been registered on UNGM based on the information provided on submission.

Please note that being registered on UNGM means that the details of your company is part of the database of potential vendors. Please note that once any of the UN organizations confirm your registration, your company's profile will be visible to all UN staff when searching for vendors.

Registration does not imply pre-qualification. Prequalification is a systematic process to determine the capacity of a manufacturer to produce a product of consistent quality in accordance with international standards and organizations' specifications. The purpose of prequalification is to protect the buyer and the end user by ensuring good quality products are procured and distributed. This pertains specifically - but not exclusively - to products and/services for essential medicines, medical devices, condoms, contraceptives, and related commodities. For specific information, please refer to <http://www.who.int/rhem/prequalification/en/> or the website of the UN organizations you are registered with.

Furthermore UN organizations reserve the right to further assess and evaluate your company. This may be during the tendering phase or before contract award. All registered vendors still need to submit quotations/proposals in response to tender notices and comply with quality assurance requirements, where applicable. We recommend that you check the tender notices posted on UNGM daily and respond to notices which correspond to your products and/or services. You are also reminded that you can subscribe to the Tender Alert Service for USD250 per year and receive relevant tender notices emailed to you directly.

## **Vendor to Update**

The review and evaluation of your company's registration could not be completed due to insufficient/incorrect information provided in your submission.

You will have received an email from the UN organization in question. The email will contain details on the additional information required. A copy of the email will be in your UNGM Inbox.

Please note that you will receive two automated reminders to provide the additional information. If the information is not provided within the requested time frame, your registration will be deactivated until such time that you do provide the information.

UN staff is not be able to view the profiles for companies, which have to update information (Vendor to Update status) or which been deactivated. This means your company's details will not show up in any search for vendors. As registration is a pre-requisite for doing business with a number of UN organizations, you may be missing business opportunities. It is in your best interest to provide the missing information timely.

### **Unmatched**

Your registration with UN organizations is dependent on the products and services that your company provides matching with the products that the UN organization buys. Sometimes UN organizations change their requirements over time and as a vendor you are also able to redefine your products and services at any time. If any changes lead to your profile no longer matching a UN organization's requirements, the status of your registration will be shown as 'Unmatched'.

### **Deactivated**

Registrations are deactivated when a vendor does not access his/her account for a period longer than 6 months. You will have received two automatic reminders prior the deactivation. To reactivate your account and maintain your registration status with UN organizations, please log into your account.

An account may also be deactivated if a vendor does not provide the required information to complete the initial review and evaluation of the company. Again, two reminder emails will be sent before deactivation. To reactivate your account, please log into your account and provide the required information.

Please keep in mind that if you have successfully registered with any one of the other UN organizations, your company's profile will be visible to all UN staff using the database and that the 'Deactivated' status with a particular organization, will not affect your opportunity to do business with another UN organization.

### **Withdrawn**

You have withdrawn your submission to the organization on the date shown in the field or not have not accepted the Supplier Code of Conduct, which is a requirement for registration. When you go back to your original registration, you will be able to 'Resubmit' the registration to the organization, whilst maintaining the status you had at the time you withdrew your registration.

### **Declined**

Your company's registration has been declined based on the information provided in your submission.

In the majority of cases, a registration is declined when vendor's products and/or services do not match with those bought by an organization. It may also be declined by organizations that operate in very specific countries/areas, where a vendor does not do business. In some cases, it can also be that an organization has very specific rules and regulations with regard to the number of years which a company has been established, to be considered for a contract.

Please keep in mind that if you have successfully registered with any one of the other UN organizations, your company's profile will be visible to all UN staff using the database and that the 'Declined' status with a particular organization, will not affect your opportunity to do business with another UN organization.

## **Registering with the relevant UN organizations**

During the online registration process, vendors are automatically matched with the UN organizations which buy the products and services the vendor offers. You are able to deselect any of these UN organizations, should you wish to do so. If your company is unable to register with a particular UN organization, it is because that organization does not buy the goods or services you provide.

Please note that UN Secretariat includes the UN Procurement Division, Peacekeeping Operations and Political Missions, Offices Away from Headquarters (UNOG, UNON and UNOV), Tribunals (ICTR, ICTY), and Regional Commissions (ECA, ECLAC, ECSAP, ESCWA). If you have previously been registered with any of these UN organizations, your registration is now with UN Secretariat.

## **After completion of your registration**

Once the required information has been provided, you will be able to submit your registration for review. Some UN organizations automatically accept submissions, while others review and evaluate each submission based on specific criteria. This process can take up to 10 working days. Once a vendor has been accepted by at least one (1) UN organization, the vendor's profile is visible to all UN staff.

## **Need Help?**

Please click the Help? button. From here you are able to get in touch with our HelpDesk who will assist you with your query. We try to answer all queries within 48 hours. For the most efficient service, please ensure that you are logged in.