



UNITED NATIONS  
GLOBAL MARKETPLACE

# UNGM guide

Instructions on how to register as a supplier  
with **WIPO**



[www.ungm.org](http://www.ungm.org)

# REGISTRATION PROCESS ON UNGM

In this guide, you will find instructions on how to register your company as a potential **WIPO** supplier to enable your access to the tender documentation on the **WIPO** e-tendering system via UNGM.

To access the tender documents, you need to be fully **registered on UNGM**.

**IMPORTANT: WIPO recently went through an integration with the UNGM system.**

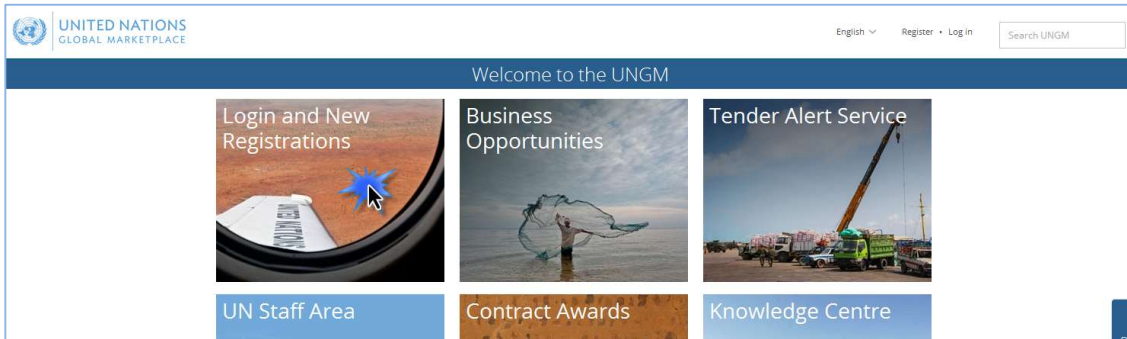
- If your company is already registered in UNGM, you may connect with your usual login details.
- If your company is not yet registered in either UNGM or WIPO's former e-tendering system, you may go ahead and register in UNGM now.
- If your company is not yet registered in UNGM but was registered in WIPO's former e-tendering system, you need to finalize your registration in UNGM, following the instructions sent to you by email from [no-reply@ungm.org](mailto:no-reply@ungm.org). Your company should not start a new UNGM registration to prevent duplicates.
- Once your company has completed the UNGM registration, synchronization of your data with the system will take place, which might take up to 24H. Your company will need to reconnect to the UNGM system after this phase in order to access the tender's documents.

Note: The UNGM website is currently available in 5 languages: English, French, Spanish, Portuguese and Mandarin. The site will soon be available in Arabic and Russian. The default language is English. If you want to change the language of the site, you can access the choice of languages at the top right of the page.

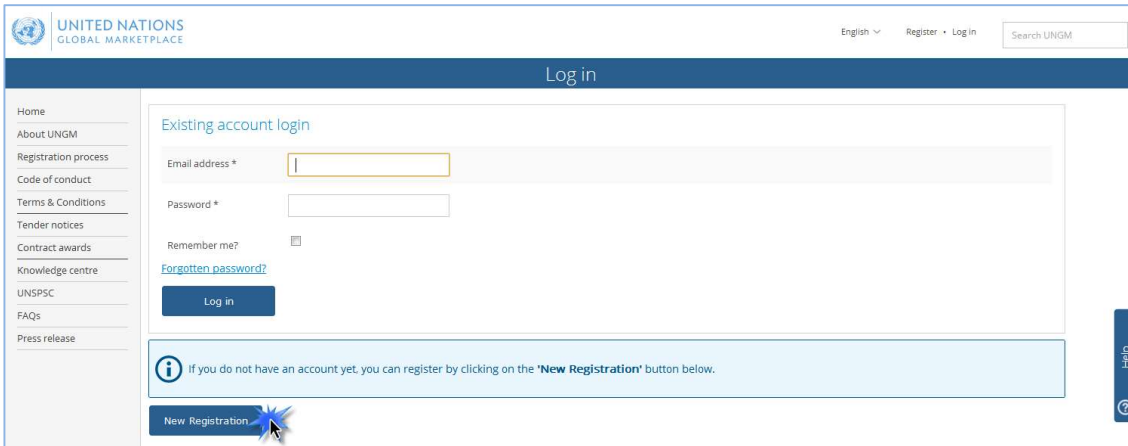
## STEP 1: CREATION OF YOUR UNGM ACCOUNT

**Registration at Basic level** will be sufficient as **WIPO** does not require level 1 and 2 registrations.

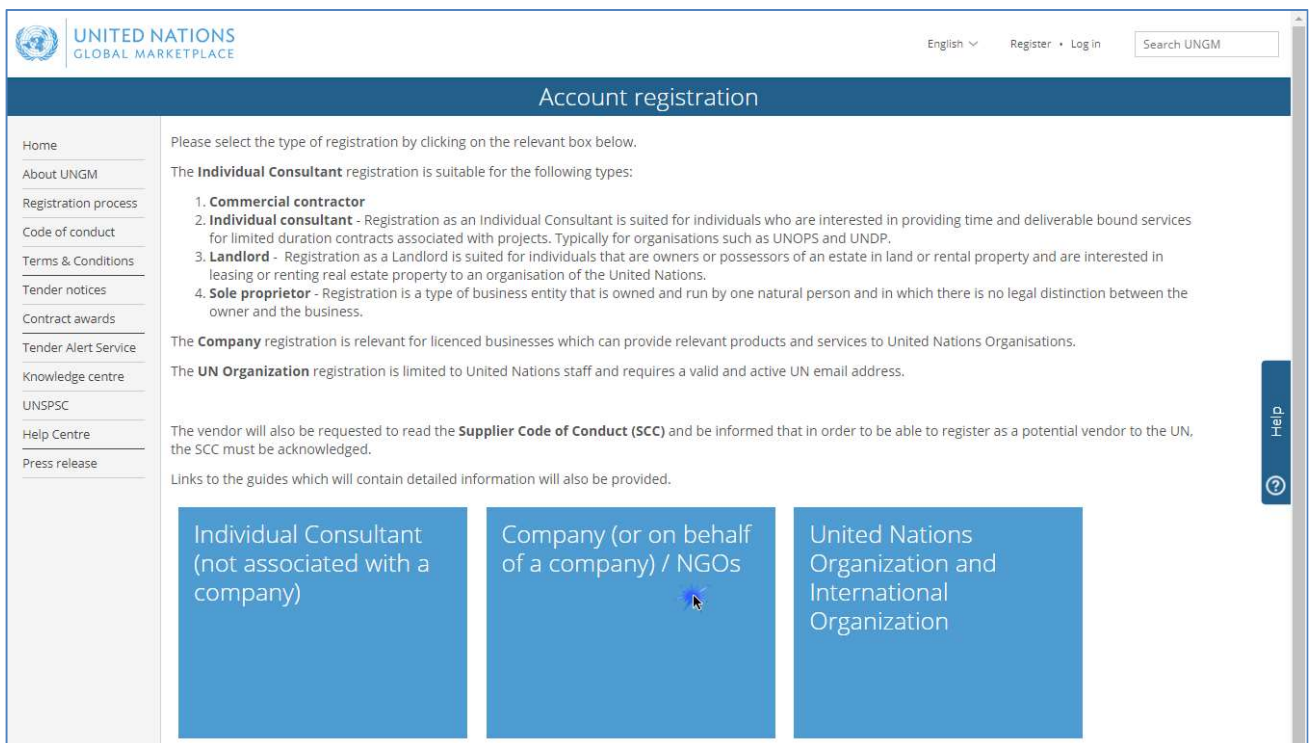
Go to [www.ungm.org](http://www.ungm.org) and click on the **“Login and New Registrations”** tile.



Click on the “**New registration**” button.



Please select the type of registration by clicking on the relevant box. If you represent a company or an NGO, please click on the “**Companies**” box. Please note that registration on the UNGM as a consultant limits your ability to participate electronically in WIPO tenders.



Introduce your company details and accept the *UN Supplier Code of Conduct*.

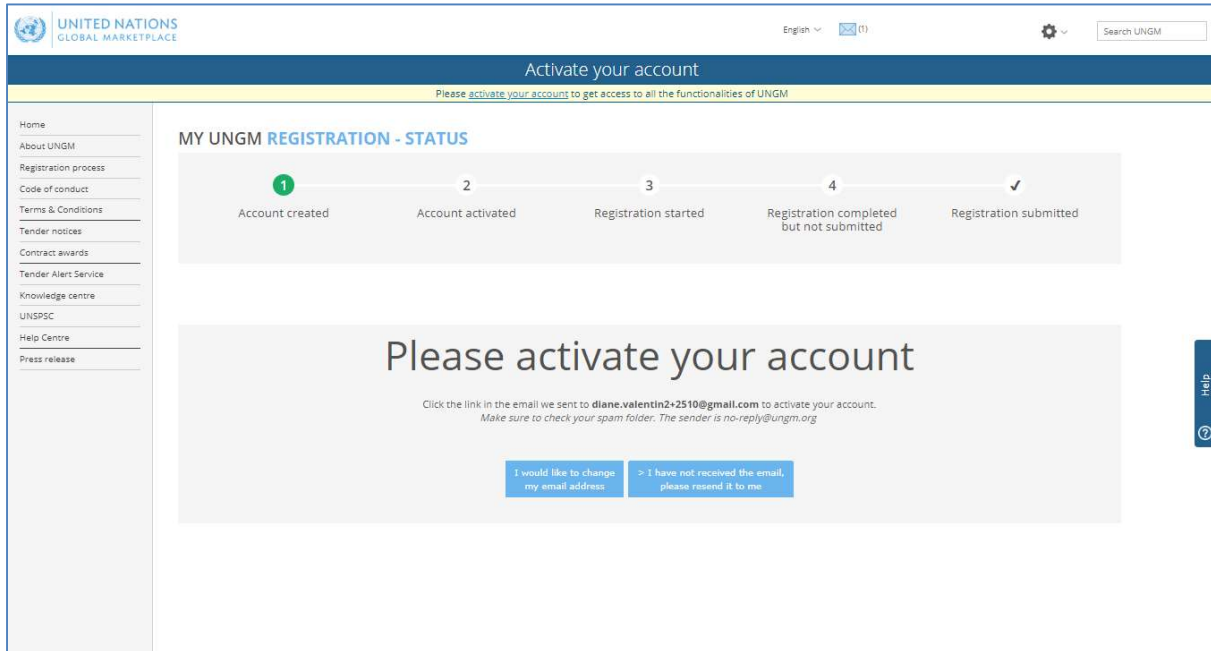
Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us at [registry@ungm.org](mailto:registry@ungm.org).

Then, click on the **“Send the activation link”** button.

The screenshot shows the 'Company registration' page on the United Nations Global Marketplace website. The page title is 'UN Supplier Code of Conduct'. A blue banner at the top contains an information icon and text: 'Please download and read the UN Supplier Code of Conduct. To register your interest in doing business with the United Nations and its organizations, you are required to acknowledge that the UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the United Nations and its organizations.' Below this, the form is divided into three sections: 'Company registration', 'Company Director details', and 'User account creation'. The 'Company registration' section includes fields for 'Company Name \*', 'License Number \*', and 'Country \*' (with a placeholder 'Type a country/territory name'). The 'Company Director details' section includes fields for 'First Name \*' and 'Last Name \*'. The 'User account creation' section includes a checkbox for 'The contact data in previous step and the user are the same.', and fields for 'First Name \*', 'Last Name \*', 'Email address \*', 'Confirm email address \*', 'Password \*', and 'Confirm password \*'. Below these is a dropdown menu for 'How did you hear about UNGM' with 'Source \*' as the label. At the bottom of the form, there is a checkbox for 'I have read and acknowledge the UN Supplier Code of Conduct as the minimum standards expected of suppliers to the United Nations and its organizations.' and a blue button labeled 'Send the activation link'. The footer of the page contains the text '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

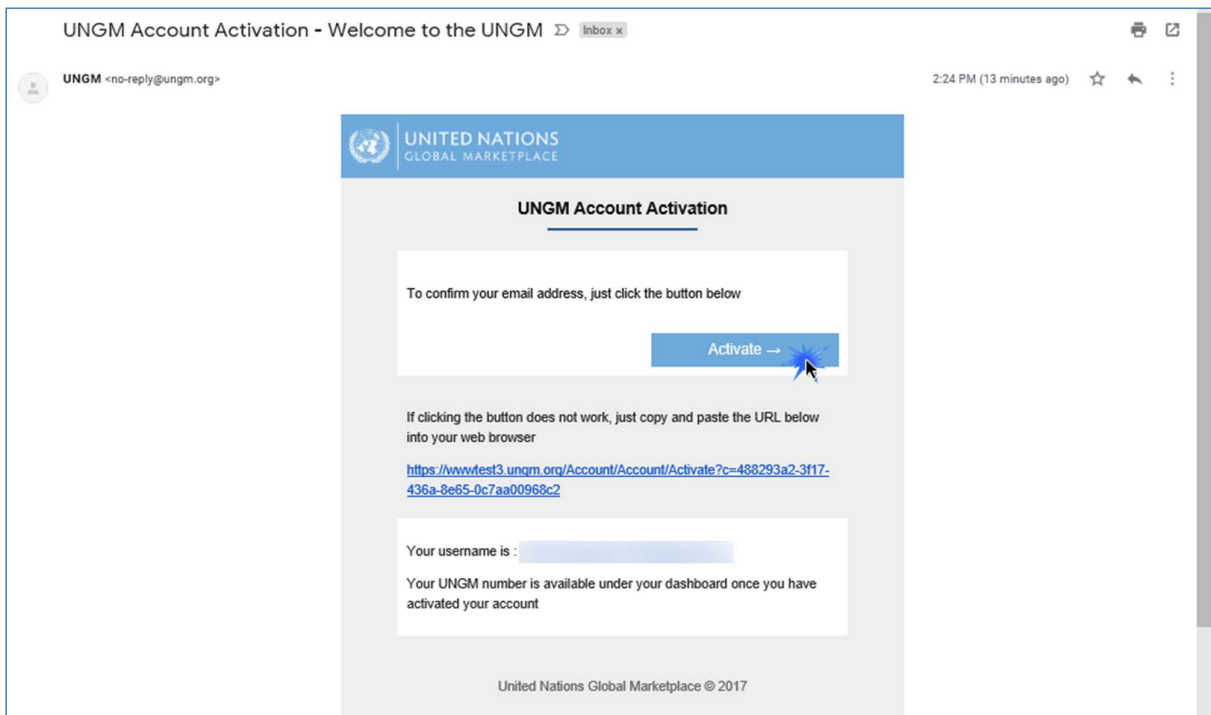
## STEP 2: ACTIVATE YOUR UNGM ACCOUNT

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



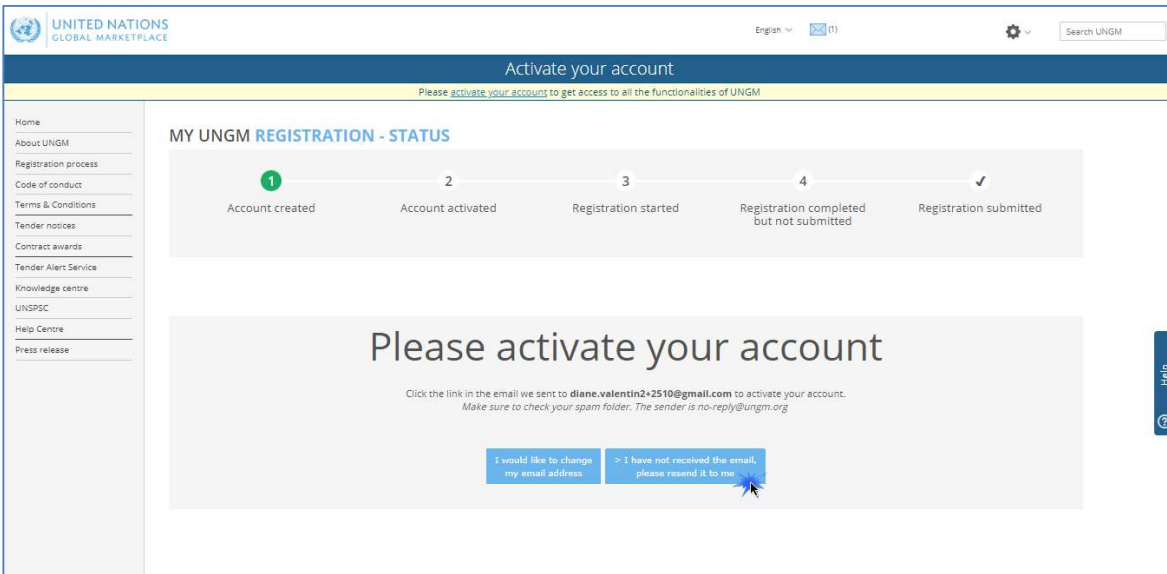
The screenshot shows the UNGM 'Activate your account' page. At the top, there is a navigation bar with the UNGM logo, language settings (English), and a search bar. Below the navigation bar, a header reads 'Activate your account' with a sub-header 'Please activate your account to get access to all the functionalities of UNGM'. A progress bar titled 'MY UNGM REGISTRATION - STATUS' shows five steps: 1. Account created (active), 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (checked). The main content area features a large heading 'Please activate your account' and a message: 'Click the link in the email we sent to [dlane.valentin2+2510@gmail.com](mailto:dlane.valentin2+2510@gmail.com) to activate your account. Make sure to check your spam folder. The sender is [no-reply@ungm.org](mailto:no-reply@ungm.org)'. Two buttons are provided: 'I would like to change my email address' and 'I have not received the email, please resend it to me'. A sidebar on the left contains a menu with items like Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. A 'Help' button is visible on the right side of the page.

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.

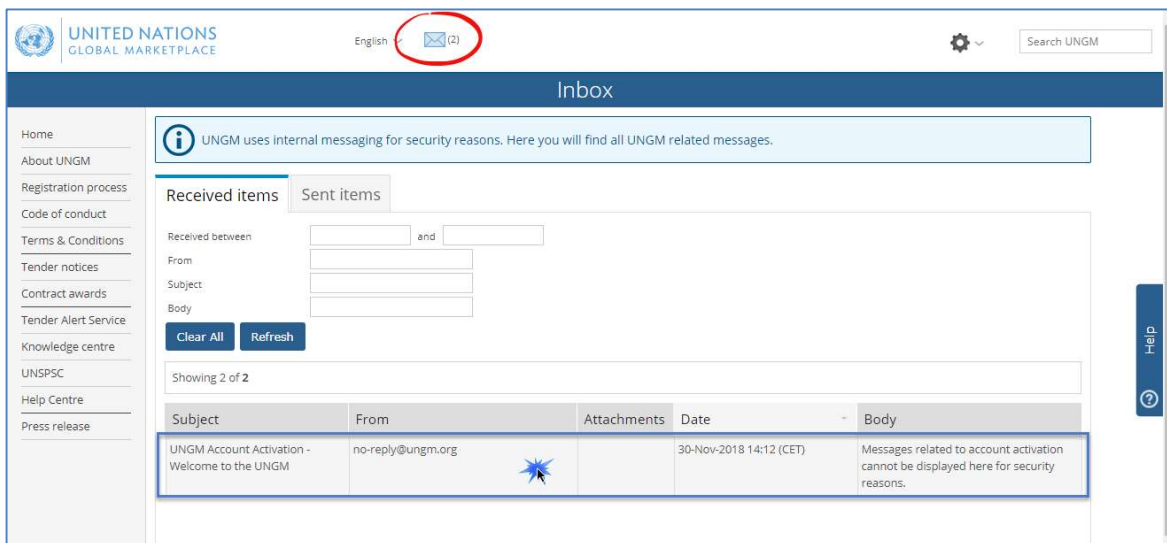


The screenshot shows an email from UNGM with the subject 'UNGM Account Activation - Welcome to the UNGM'. The email content includes the UNGM logo and the heading 'UNGM Account Activation'. It instructs the user to confirm their email address by clicking a button labeled 'Activate →'. Below this, it provides a URL: <https://wwwtest3.ungm.org/Account/Account/Activate?c=488293a2-3f17-436a-8e65-0c7aa00968c2>. The email also states: 'Your username is : [redacted]' and 'Your UNGM number is available under your dashboard once you have activated your account'. The footer of the email reads 'United Nations Global Marketplace © 2017'. The email interface shows it was received at 2:24 PM (13 minutes ago) and includes standard email actions like print and share.

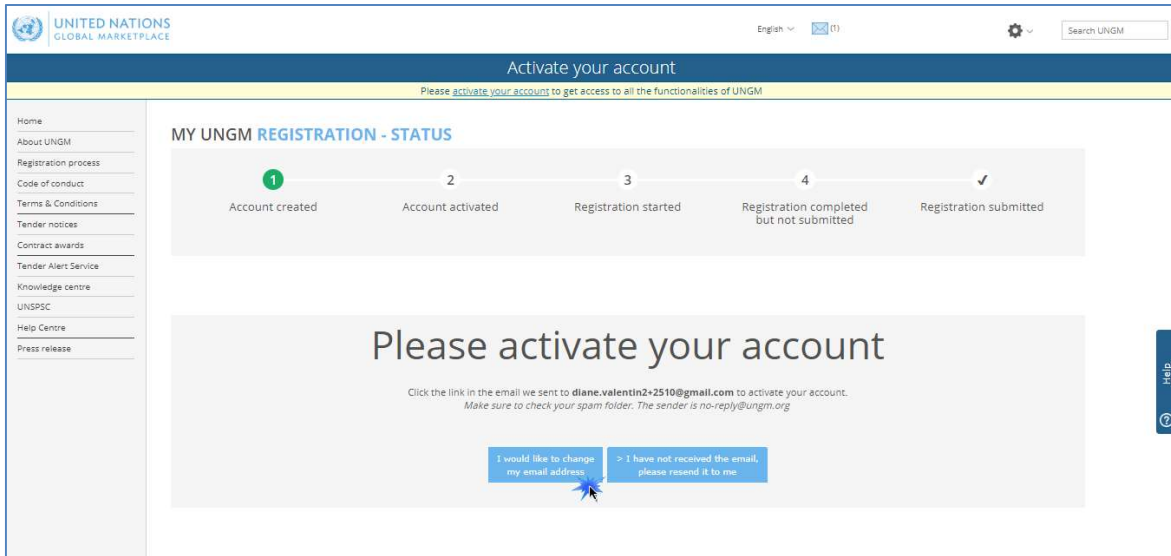
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **“I have not received the email, please resend it to me”** button:



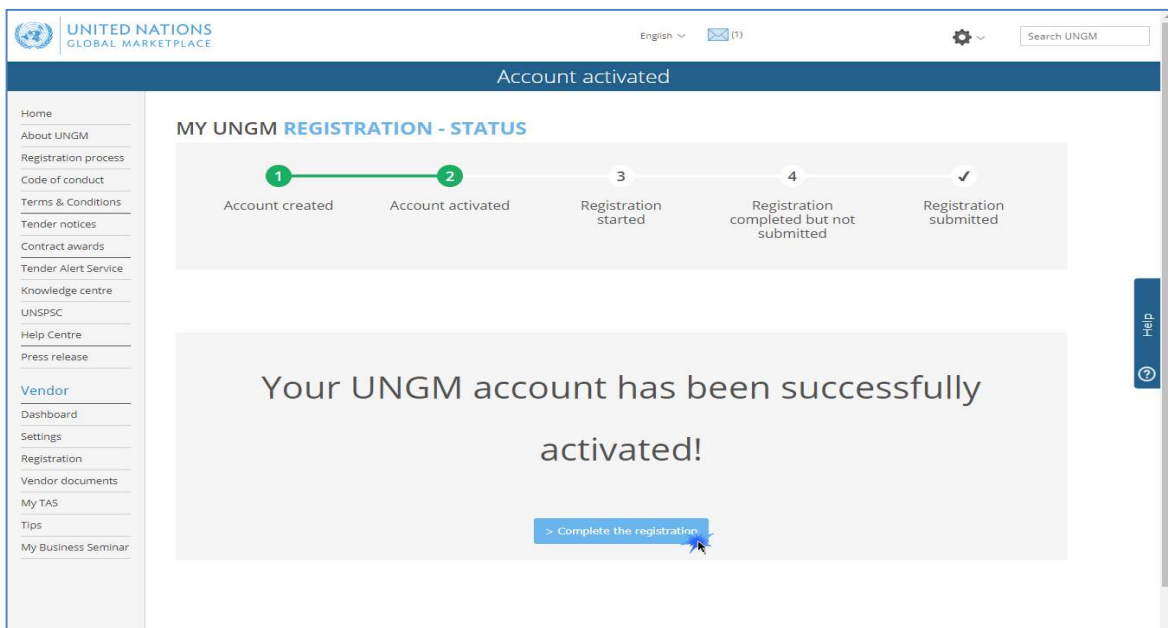
Or from your **UNGM inbox**, which is accessible from the little envelope symbol on the top right side of the page:



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 by clicking on the **“I would like to change my email address”** button:



Once your UNGM account is activated, you should be redirected to the following page below. 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:



### STEP 3: COMPLETE YOUR VENDOR REGISTRATION FORM IN UNGM

You will be redirected to the UNGM registration form. It only takes about 5-8 minutes to complete the 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 six 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/mandatory to complete the step.

The screenshot shows the 'Vendor Registration' process on the UN Global Marketplace website. The progress bar at the top indicates seven steps: 1. General (active), 2. Address, 3. Registration type, 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'General' step is highlighted with a green circle and a '1'. The form is divided into three main sections: 'General company information', 'Company's Contact Information', and 'Company's Ownership Type'. The 'General company information' section contains fields for 'Company name \*' (Sunshines Ltd), 'Trade name/DBA', 'Parent company', 'Company type \*' (dropdown), 'License number \*' (2131245546), 'Country/territory \*' (Denmark), 'Year established \*', 'Number of employees \*', 'Company Director's First Name \*' (Diane), and 'Company Director's Last Name \*' (Valentin). The 'Company's Contact Information' section contains fields for 'Telephone country code \*' (Type a country/territory name), 'Telephone number \*', 'Fax country code' (Type a country/territory name), 'Fax number', and 'Website'. The 'Company's Ownership Type' section has a radio button for 'Not applicable' (selected), and options for 'Privately-owned', 'Publicly-traded', and 'Part of a business conglomerate'. A 'Save & Continue >' button is located at the bottom right of the form.

## I. 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 **at the bottom right of the page**.



**Vendor Registration**

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration What's next?

**General company information**

Company name \* Sunshines Ltd ✓

Trade name/DBA

Parent company

Company type \* Software support ✓

License number \* 2131245546 ✓

Country/territory \* Denmark ✓

Year established \* 1998 ✓

Number of employees \* 76 ✓

Company Director's First Name \*

Company Director's Last Name \*

**Company's Contact information**

Telephone country code \* Denmark (+45) ✓

Telephone number \* 212546546 ✓

Fax country code Type a country/territory name

Fax number

Website

**Company's Ownership Type**

Company's Ownership \*  Not applicable  Privately owned  Publicly traded  Part of a business conglomerate

Please provide the name(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable)

Women Ownership  Not applicable  The company is at least 51% owned and controlled by one or more women  The company is less than 51% owned and controlled by one or more women

*By selecting this option, you self-declare that your company is a woman owned business.*

[Save & Continue >](#)

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## 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.

**Vendor Registration**

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration What's next?

**Company address information**

House number 51 ✓

Address line 1 \* Marmov ✓

Address line 2

Address line 3

City/town \* Copenhagen ✓

Country/territory \* Denmark ✓

Postal code 2100 ✓

**P.O. Box address (optional)**

P.O. Box number

P.O. Box postal code

City/town for P.O.Box

Country/area Type a country/territory name

[General info](#) [Save & Continue >](#)

### 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.

The screenshot shows the 'Vendor Registration' process at the United Nations Global Marketplace. The progress bar indicates that the 'Registration type' step (3) is currently active, with previous steps (1-2) completed and subsequent steps (4-7) pending. The main content area is titled 'National / International' and contains the following instructions:

- Select **National** if you prefer to do business only in your country.
- Select **International** if you are also interested in doing business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

Below the instructions, there are two radio buttons: 'National' (selected) and 'International'. A section titled 'Country/areas of business' contains an information icon and the instruction: 'Please select and list the countries in which your company is able to supply goods and services to UN organizations.' Below this is a yellow warning box: 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' There is a search input field for 'Country/area' with 'Select all' and 'Remove all' buttons. At the bottom of the form, there are two buttons: '< Address' and 'Save & Continue >'. The footer of the page reads '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

### 4. Contacts

Under “**Contacts**”, please provide your own **contact details**.

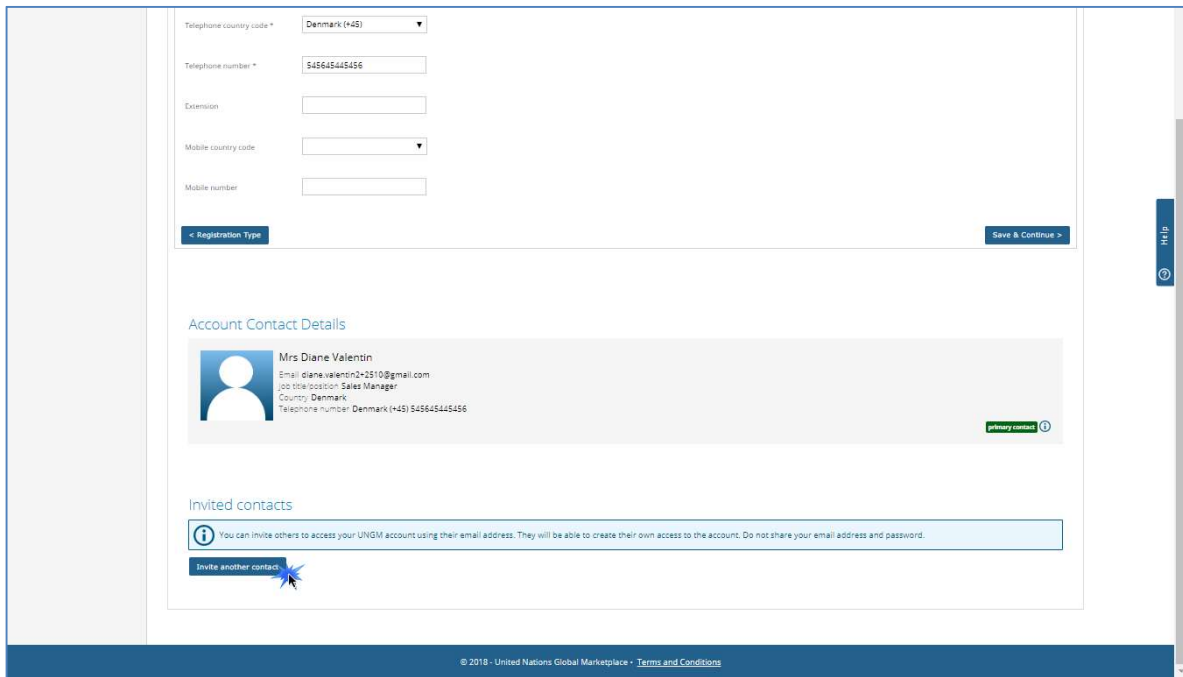
The screenshot shows the 'Vendor Registration' process at the United Nations Global Marketplace. The progress bar indicates that the 'Contacts' step (4) is currently active, with previous steps (1-3) completed and subsequent steps (5-7) pending. The main content area is titled 'My contact details' and contains the following form fields:

- Title/salutation: Mrs (dropdown menu)
- First/given name: [text input]
- Middle name: [text input]
- Surname: [text input]
- Job title/position: Sales Manager (dropdown menu)
- Country/area: Denmark (dropdown menu)
- Email: [text input]
- Telephone country code: Denmark (+45) (dropdown menu)
- Telephone number: 845645445456 (text input)
- Extension: [text input]
- Mobile country code: Type a country/territory name (dropdown menu)
- Mobile number: [text input]

At the bottom of the form, there are two buttons: '< Registration Type' and 'Save & Continue >'. The footer of the page reads '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

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.



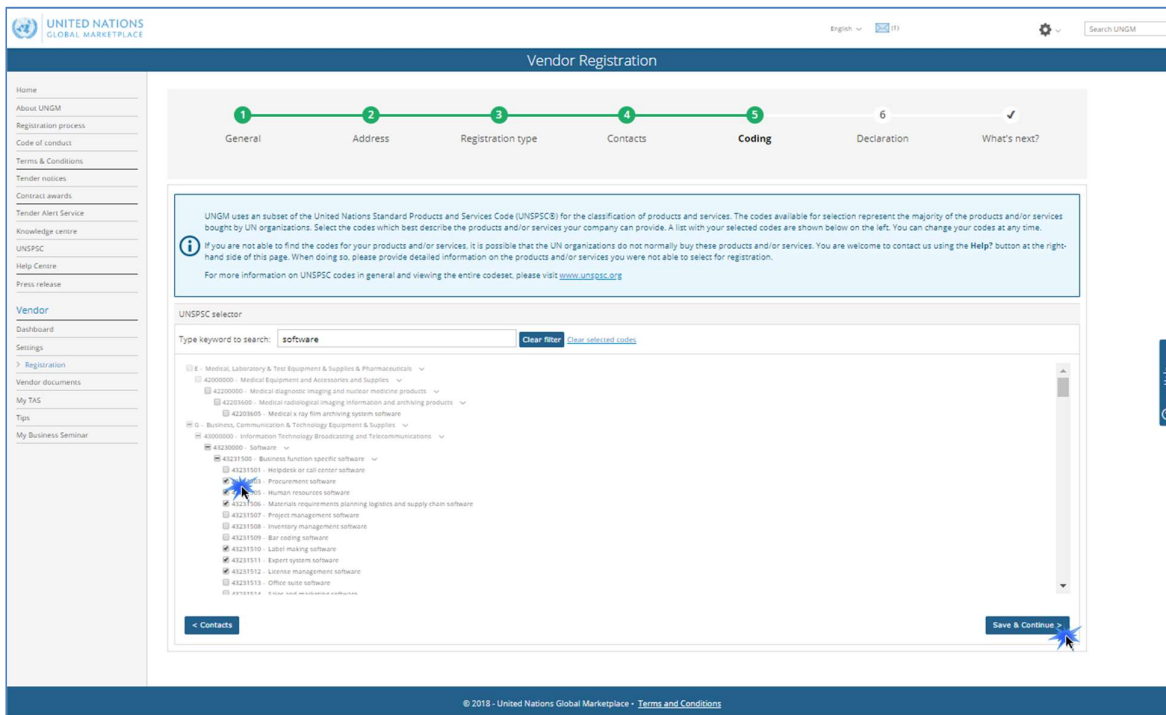
The screenshot displays a registration form for UNGM. At the top, there are fields for 'Telephone country code' (set to Denmark (+45)), 'Telephone number' (545645445456), 'Extension', 'Mobile country code', and 'Mobile number'. Below these fields are two buttons: '< Registration Type' and 'Save & Continue >'. A vertical 'HELP' button is on the right side. The 'Account Contact Details' section shows a profile for Mrs Diane Valentin, with her email (diane.valentin2+2510@gmail.com), job title (Sales Manager), country (Denmark), and telephone number (Denmark (+45) 545645445456). A 'primary contact' label is next to her details. The 'Invited contacts' section contains an information icon and a text box stating: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.' Below this is an 'Invite another contact' button with a blue starburst icon.

## 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**.

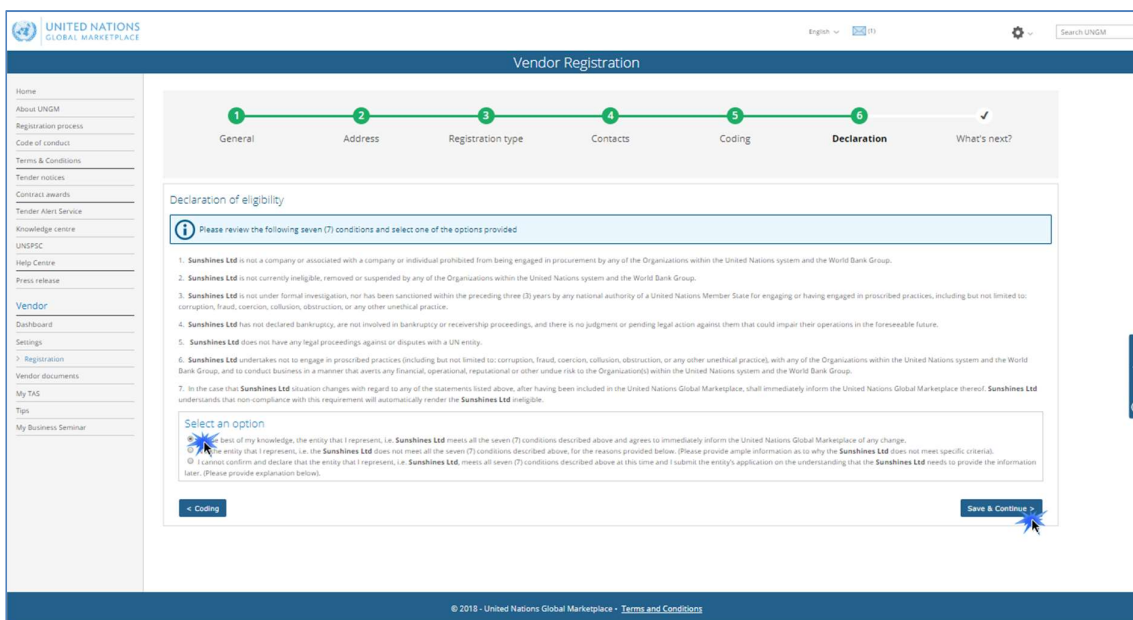
If you are unable to find the correct codes for your products and services, please **contact us at registry@ungm.org** and provide us with a description of the products/services.



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.

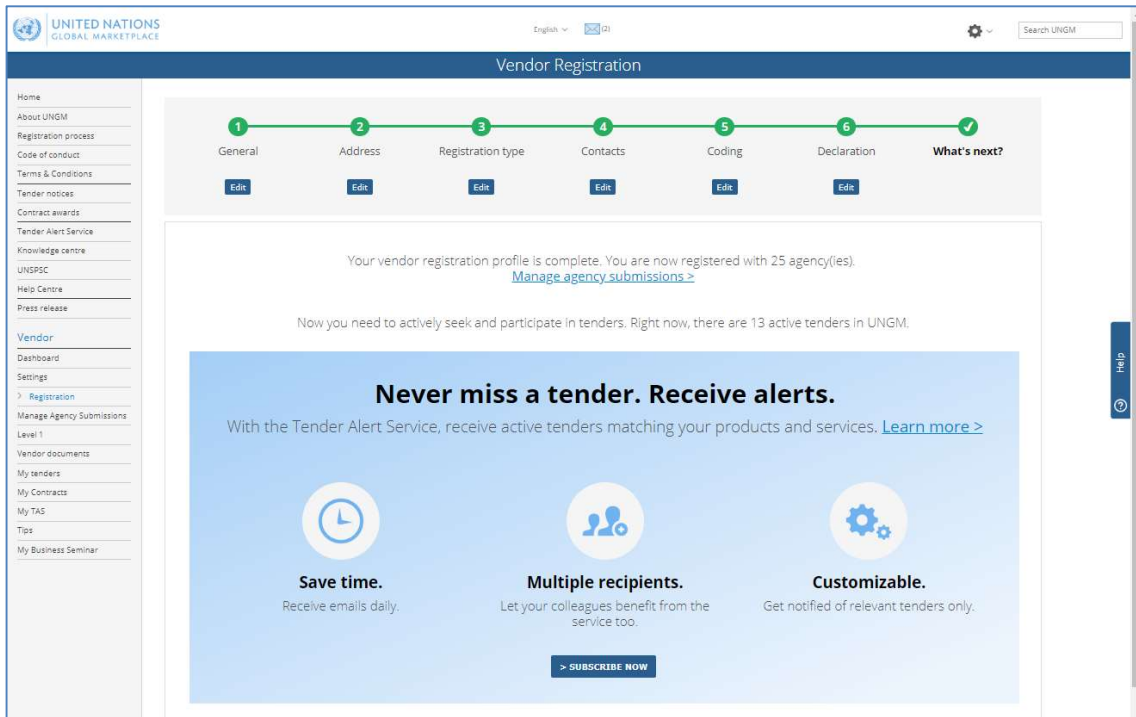
## 6. Declaration

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**.

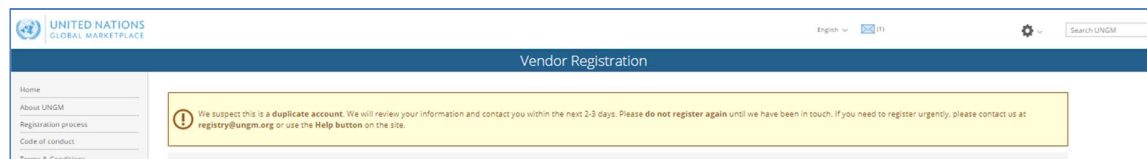


Once you have completed the step, click on the **“Save & Continue”** button. If you wish to go back to the previous step to edit some information, click on the **“Coding”** button.

Once you have clicked on the **“Save & Continue”** button, you will have successfully completed your registration and will be redirected to the **“What’s next?”** step. This section gives you access to your registration status with the various UN bodies and gives you access to certain information regarding the tender alert service.

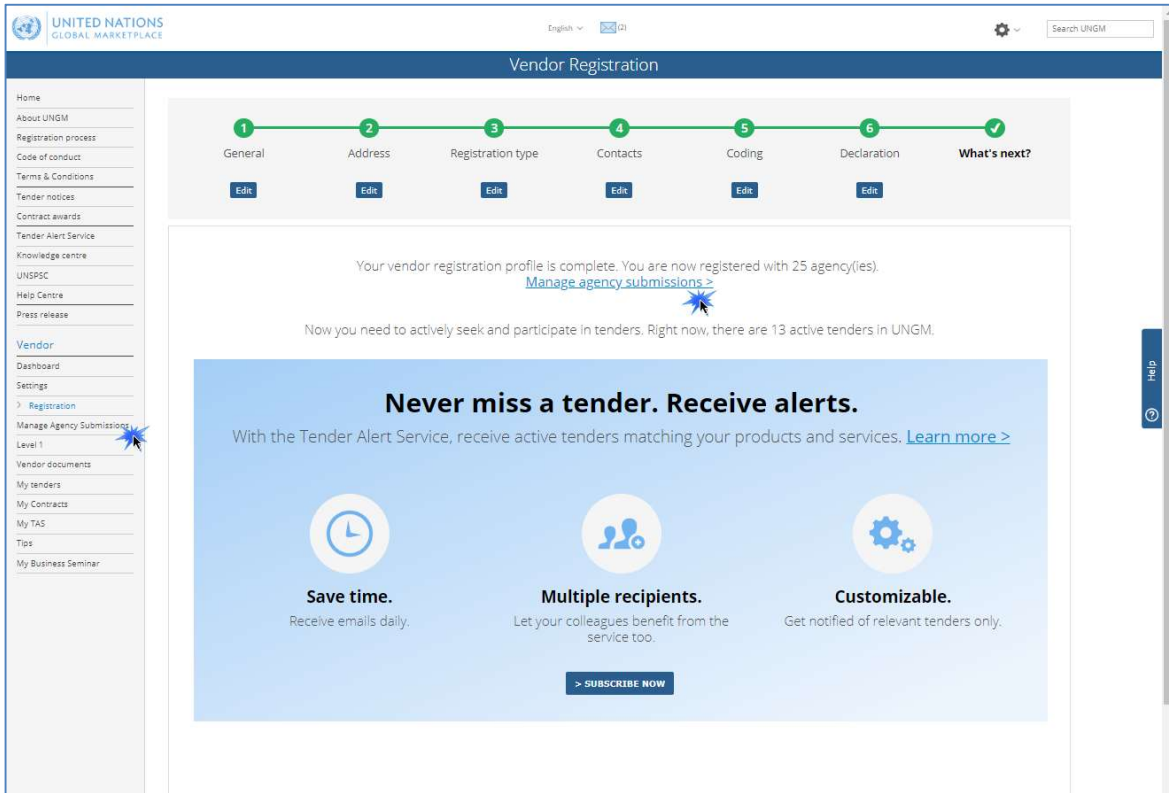


In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at [registry@ungm.org](mailto:registry@ungm.org).



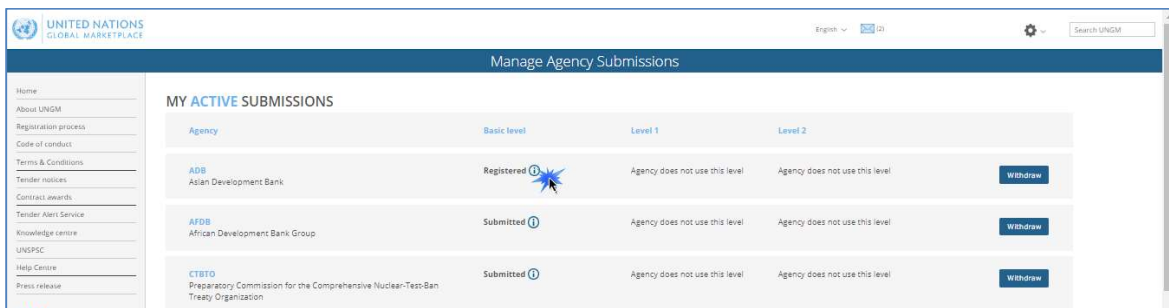
## STEP 4: MANAGE AGENCY SUBMISSIONS

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.

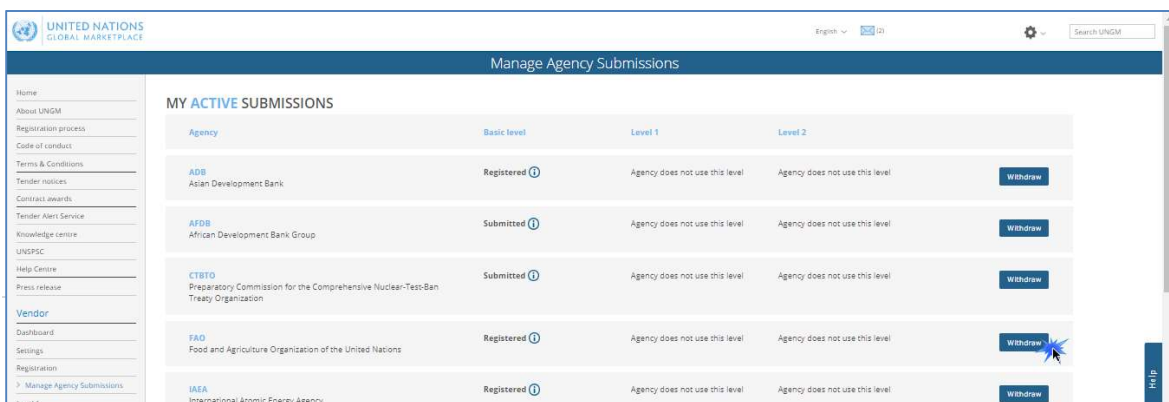


Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

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 on the right side of the page.



Some UN agencies use an additional level of registration. 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.

<ul style="list-style-type: none"> <li>Registration</li> <li>&gt; Manage Agency Submissions</li> <li>Level 1</li> <li>Vendor documents</li> <li>My vendors</li> <li>My Contracts</li> <li>My T&amp;S</li> <li>Tips</li> <li>My Business Seminar</li> </ul>	<table border="1"> <tr> <td><b>IAEA</b> International Atomic Energy Agency</td> <td>Registered ⓘ</td> <td>Agency does not use this level</td> <td>Agency does not use this level</td> <td><b>Withdraw</b></td> </tr> <tr> <td><b>IFAD</b> International Fund for Agricultural Development</td> <td>Registered ⓘ</td> <td><b>Complete level 1 &gt;</b></td> <td>Registration at this level is currently not accessible</td> <td><b>Withdraw</b></td> </tr> <tr> <td><b>ILO</b> International Labour Organization</td> <td>Registered ⓘ</td> <td>Agency does not use this level</td> <td>Agency does not use this level</td> <td><b>Withdraw</b></td> </tr> </table>	<b>IAEA</b> International Atomic Energy Agency	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>	<b>IFAD</b> International Fund for Agricultural Development	Registered ⓘ	<b>Complete level 1 &gt;</b>	Registration at this level is currently not accessible	<b>Withdraw</b>	<b>ILO</b> International Labour Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>	<ul style="list-style-type: none"> <li>Help</li> </ul>
<b>IAEA</b> International Atomic Energy Agency	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>													
<b>IFAD</b> International Fund for Agricultural Development	Registered ⓘ	<b>Complete level 1 &gt;</b>	Registration at this level is currently not accessible	<b>Withdraw</b>													
<b>ILO</b> International Labour Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>													

## STEP 5: CHECK YOUR REGISTRATION STATUS WITH WIPO

In order to check the status of your registration with WIPO, please click on the **“Manage agency submissions”** link from the **“Next step”** section or from the **“My dashboard”** accessible from the left menu.

In order to be able to access the details of WIPO 's tender notices and participate in WIPO’s tenders, you must have obtained the **“Registered”** status at the Basic level with WIPO. Registration at the Basic level is sufficient to access the tender details.

If WIPO does not appear on your list of UN organizations, please check that you have successfully completed your registration form.

If you need assistance to complete your registration form, please do not hesitate to contact the UNGM helpdesk at [registry@ungm.org](mailto:registry@ungm.org) or by clicking on the **“Help”** tab on the right side of the screen.

<b>WFP</b> World Food Programme	Registered ⓘ	Submitted ⓘ	Submitted ⓘ	<b>Withdraw</b>
<b>WHO</b> World Health Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>
<b>WIPO</b> World Intellectual Property Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>
<b>WMO</b> World Meteorological Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>
<b>WTO</b> World Trade Organization	Registered ⓘ	Agency does not use this level	Agency does not use this level	<b>Withdraw</b>



## STEP 6: CHECK YOUR UNGM NUMBER

Your UNGM number is a 6-digit number that allows UN staff to identify your company's account on UNGM. You will probably be asked to provide your UNGM number when participating in tenders announced by tender notices. You can identify your UNGM number from the **“Dashboard”** once you are logged in to your UNGM account. Click on the **“Dashboard”** link in the left-hand menu to access your dashboard.

Under your **“Dashboard”**, you can find all details regarding your UNGM account such as your **UNGM number**.

The screenshot displays the 'My Dashboard' page of the United Nations Global Marketplace. The page features a left-hand navigation menu, a top header with the UNGM logo and search bar, and a main content area. A yellow tip box at the top states: 'TIP: Please ensure that your company name is exactly like it appears on your certificate of incorporation. You can edit it by using the 'Change Company Name' button under the General tab of the registration.' Below this, the 'MY UNGM ACCOUNT' section shows a user profile for 'Dione Valentin' with a red circle highlighting the UNGM Number: 520214. Other details include Last login: 25-Oct-2018 14:49:34, Email: [redacted], and Preferred language: en. A 'Manage my account settings' button is also present. To the right, a 'NEEDHELP?' section offers a search bar and links to FAQs, Video tutorials, and User manuals. The 'MY UNGM REGISTRATION - STATUS' section shows a progress bar with five steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted (marked with a checkmark). Below this, a 'Tender Alert Service - CONNECTING Vendors to Tenders' section includes a 'Right now 23 active tenders in UNGM' badge and a 'SUBSCRIBE NOW' button. The 'MY AGENCY SUBMISSIONS' section shows a table with columns for Agency, Basic level, Level 1, and Level 2, and a row for WHO registered on 25-Oct-2018.

Agency	Basic level	Level 1	Level 2
WHO	Registered		
	25-Oct-2018		

## TENDER ALERT SERVICE

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.

The screenshot shows the 'Tender Alert Service' page on the UNGM website. The page features a navigation menu on the left with categories like Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The main content area is titled 'TAS - CONNECTING Vendors to Tenders' and includes a sub-header 'Receive new and revised tenders matching your products and services via email'. There are two buttons: '> SUBSCRIBE NOW' and '> See Tender Alert Service in action'. A link 'No?! Maybe? Later? Tell us!' is also present. Below this, there are three tabs: 'What is the Tender Alert Service?', 'Cost & Payment Method', and 'How to subscribe?'. The 'What is the Tender Alert Service?' tab is active, showing a 'What is it?' section with the text 'An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders today.' and a 'Five benefits' section with the following points: 'Never miss a tender/revision published on UNGM', 'Receive relevant tenders for your products and services', 'Saves you time and money, searching', 'Respond to tenders from the email', and 'Follow procurement trends in related products and services'. The footer of the page reads '© 2018 - United Nations Global Marketplace • Terms and Conditions'.

## HELP

If you need assistance at any stage of the process, you can contact UNGM 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.

Help

**i** You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest.

**i** You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you.

### Feedback

Area

How has your experience on the UNGM site been so far?  😊

Comments

Add a screenshot automatically

[Other information included](#)

Help

If you urgently need assistance, you are also welcome to **contact us** at [registry@ungm.org](mailto:registry@ungm.org).