**UNGM vendor registration process (Practical information)**

Your company can create a profile in UNGM by accessing this link: [https://www.ungm.org/Account/Registration](https://www.ungm.org/Account/Registration) and by simply following the simple on-screen instructions to register.

Key benefits of registering in UNGM are:
- Increased procurement opportunities for vendors by providing a platform where all UN Agencies tender opportunities are listed.
- UNGM provides one common UN global procurement portal where upon registration, a vendor is able to access UN Agencies procurement information including business seminars, knowledge centre on UN procurement, UN procurement statistics etc.

It is recommended that you register your company at **Basic Level** and at **Level 1** where the Certificate of your legal registration/incorporation is required to be attached.

In order to register as a potential vendor of UN organizations, please follow the instructions below:

1. Go to [http://www.ungm.org](http://www.ungm.org)
2. Click on the ‘Login and New registration’ box or on the ‘Register’ link located at the top right corner of the page.

3. Click on the ‘New registration’ button.

4. Please select the type of registration by clicking on the relevant box. Please click on the ‘Companies’ or ‘Individual Consultant’ as appropriate box.
5. Introduce your company details and accept the UN Supplier Code of Conduct. Then, click on the ‘Register’ button.

6. After registering, you will need to validate and activate the account. Go to your the registered email inbox corresponding to the email address provided when creating your account. You should have received an activation email. Please click on the activation link provided in this email.

(Example shown below)
Welcome to UNGM.

Your UNGM user name is bhj.km@stark.dk and your UNGM number is 409222.

To activate your account, please click once on the link below.

https://www.ungm.org/Account/Account/Activate?e=uc4f045f-da0b-4fbb-a17d-0724176f82f5 or copy the link into a web browser. This link will remain active until you have activated your account.

If you cannot find this email later, please remember that you can still log into your newly created account using your email address and password. You can resend this activation link to yourself from the Email Icon on the top banner of the page.

Tender Alert Service

- Once you have activated your account, you are able to subscribe to the Tender Alert Service.
- Subscribing to the Tender Alert Service will allow you to receive notification of relevant tender notices directly by email. No need to daily search through long lists of tender notices.
- You do not have to complete the registration process, to make use of this service.

Help
At any stage during the registration process or when using https://www.ungm.org/, you are able to get assistance by using the Help button in the right-hand bottom of the website. We will

7. Once your account is activated, please click on the 'Registration' link in the left-hand menu to access the registration form. Complete your vendor registration form in UNGM. When finished, please do not forget to click the 'Submit' button.

Please complete the registration form and make sure all tabs are successfully filled.

Note: Tabs which appear in red have not been successfully completed.
In the 'UN organizations' tab, please remember to review the list of UN organizations your company was matched with. Once you have considered which organizations you are interested in, please submit your registration form by clicking on the 'Submit my registration' button.
We also recommend you to review the 'Registration Process' link in the left hand side menu for further information and detailed instructions on how to proceed in order to complete your UNGM Registration.

https://www.ungm.org/Public/Pages/RegistrationProcess

In addition, please find below the following video guideline on how to successfully register your company on UNGM: https://www.ungm.org/Public/Video/View/3

For further assistance, do not hesitate to contact your UNICEF contact or the UNGM administration office:

✓ UNICEF contact: supplierapplication@unicef.org
✓ Via the Help functionality available on the site www.ungm.org
✓ Via email at registry@ungm.org

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