



VENDOR REGISTRATION

REGISTRATION WITH THE WIPO E-TENDERING SYSTEM

Prospective suppliers are invited to register in the WIPO e-tendering system at the following address: <https://ungm.in-tend.co.uk/wipo/> and selecting the option "New User Registration". Each registered company will receive and/or will have access to WIPO's market surveys, RFQs, ITBs, RFPs, notices of award of contracts, and other information that is directly relevant to its current business portfolio. It is a web-based on-line e-tendering system with secure access using a bona fide USER NAME and PASSWORD assigned to each eligible company and is available, free of charge, in both English and French. Once registered, vendors can securely update their registration information anytime and are advised to change their password with WIPO regularly. Part of the registration procedure is the identification of the kinds of goods or services that the company is actively selling or providing, using a standardized classification list provided by the system.

WIPO e-tendering system Usage Policy and Legal Disclaimers:

The WIPO e-tendering system is an electronic e-tendering system that incorporates a database that allows any company that wishes to do business with WIPO as a vendor or supplier of goods and/or services to register its name and business with WIPO. Said database may be used by WIPO as a sourcing list. Registration with WIPO does not constitute in any way pre-clearance or pre-qualification to participate in any WIPO procurement activity. On a best-effort basis, WIPO will try to ensure that registered vendors will be informed of WIPO's procurement activities that are relevant to their respective business areas. However, WIPO cannot be held responsible for any failure to contact registered vendors. The WIPO e-tendering system is an electronic internet based system of information that is continuously evolving and it is, therefore, subject to changes or modifications from time to time. WIPO reserves the right to change and update this site and the information posted on the site at any time without notice to the registered companies. It is the responsibility of the registered companies to regularly consult the WIPO e- Tendering System for any changes which may be made to the information found therein. WIPO is not responsible for any fee or cost that a potential vendor may incur as a result of registering at this site.

REGISTRATION WITH THE UNGM

Companies should consider registering with the United Nations Global Marketplace (UNGM), of which WIPO is an active member and user. It is an important procurement tool to alert suppliers for competitive bidding in the rest of the UN system. Although WIPO is an active member and user of the UNGM, registration under WIPO's e-tendering system does not automatically result in pre-registration under the UNGM. Until further notice, it is necessary to follow two completely separate registration procedures for WIPO's e-tendering system and for the UNGM. Companies

who are interested in registering under UNGM may do so by accessing the UNGM website at <https://www.ungm.org>.

TIPS FOR DOING BUSINESS WITH WIPO

- Register your company with WIPO's e-Tendering System.
- Consider registering your company with the UN Global Marketplace.
- Check procurement notices regularly on WIPO's procurement and UNGM websites.
- Keep information about your company and its products and/or services updated in both WIPO e-Tendering System and UNGM vendor database.
- Meet the specifications in the call for tenders.
- Strictly comply with the bid closing deadlines.
- Keep bidding, even if you do not succeed