UNGM guide

Instructions on how to register as a supplier with WIPO

www.ungm.org
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. 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.
STEP 2: ACTIVATE YOUR UNGM ACCOUNT

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

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.
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:

![Image of the activation page]

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

![Image of the inbox 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.

**1. 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**.
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.
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.

4. Contacts

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

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 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.

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.

### 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 or by clicking on the “Help” tab on the right side of the screen.
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 **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.

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.
If you urgently need assistance, you are also welcome to contact us at registry@ungm.org.