

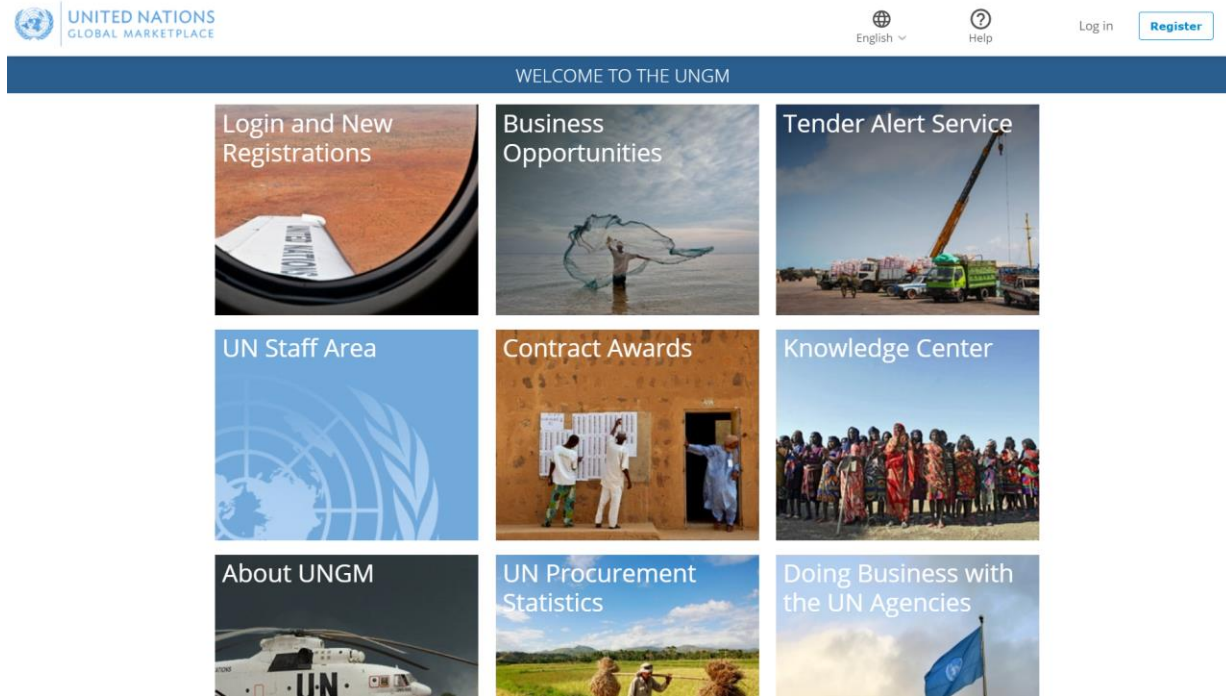
## 国連グローバルマーケット（UNGGM）企業登録手順

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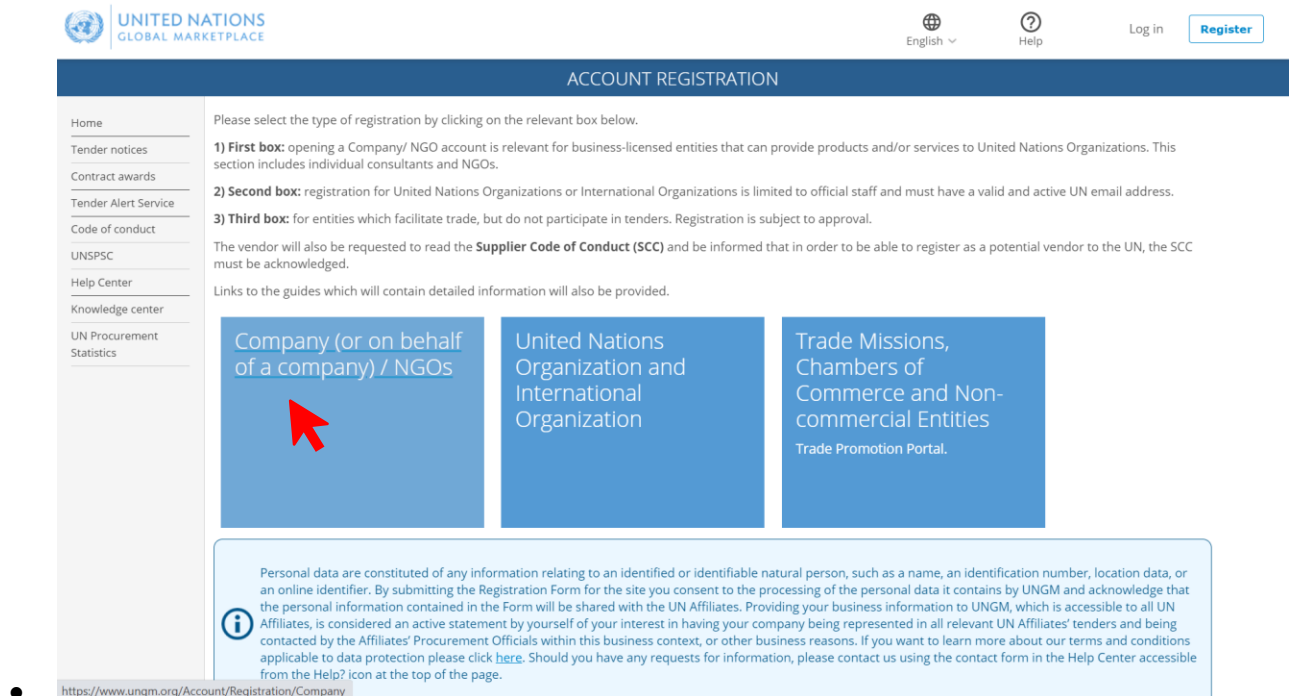
2021 年 2 月 18 日

## 国連グローバルマーケット（UNGM）企業登録手順

1. UNGM ホームページアドレスにアクセス：[www.ungm.org](http://www.ungm.org)
2. Register をクリック



3. Company (or on behalf of a company)/NGOs をクリック



#### 4. アカウントの作成

\* の欄をは記入必須項目

サプライヤー行動規範を確認し、Send the activation link をクリック

UNITED NATIONS  
GLOBAL MARKETPLACE

English Help Log in Reg

### COMPANY REGISTRATION

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.

#### Company registration

\* denotes required field

##### Basic company details

Company Name \*

License Number \*

Country \*

##### Company Director details

First Name \*

Last Name \*

##### User account creation

☐ The contact data in previous step and the user are the same.

First Name \*

Last Name \*

Email address \*

Confirm email address \*

Password \*

Confirm password \*

##### How did you hear about UNGM

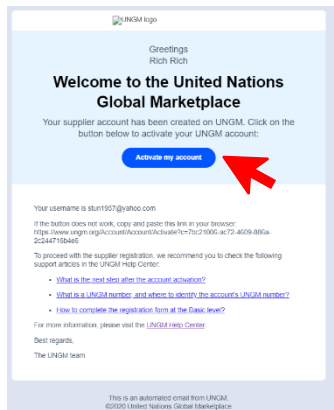
Source \*

☐ We have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations.

[Send the activation link](#)

## 5. UNGM <[no-reply@ungm.org](mailto:no-reply@ungm.org)>からメールが届く

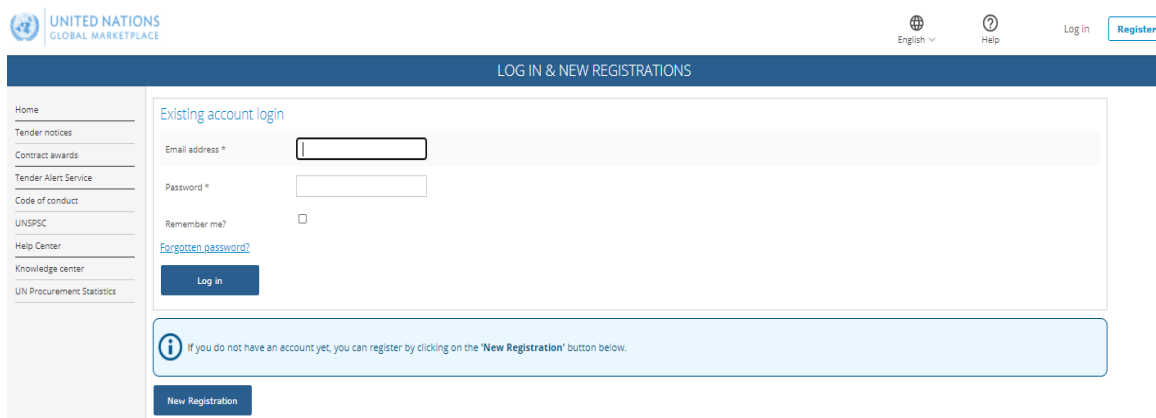
**Subject: Supplier | Account activation**



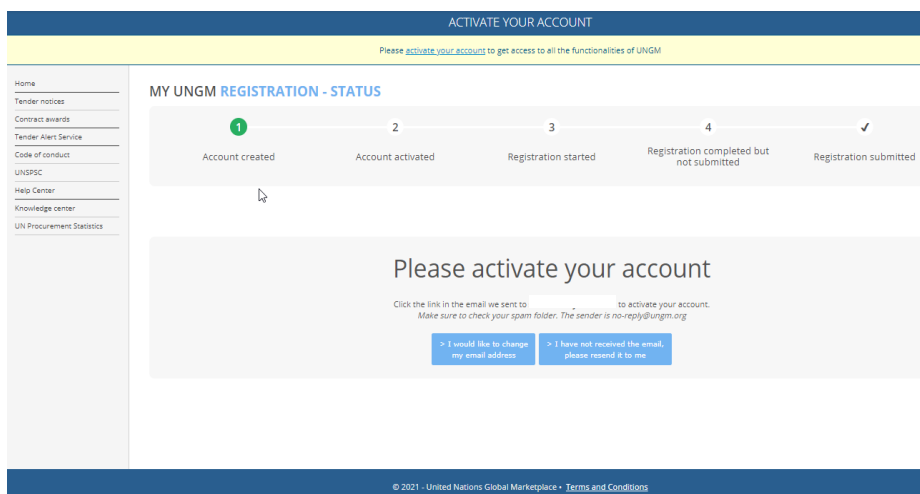
② 24時間経過してもメールが届かない場合、迷惑メールを要確認

リンク(Activate my account)をクリック

## 6. ログインする



## 7. アカウントを起動させる



## 8. 企業登録をする

### 1) 一般情報

⑨会社名は、企業登記と一致のこと

Home

Tender notices

Contract awards

Tender Alert Service

Code of conduct

UNSPSC

Help Center

Knowledge center

UN Procurement Statistics

Vendor

Dashboard

Settings

> Registration

Manage Agency Submissions

Level 1

Vendor documents

My tenders

My TAS

Tips

My Business Seminar

VENDOR REGISTRATION

1

2

3

4

5

6

✓

General

Address

Registration type

Contacts

Coding

Declaration

What's next?

General company information

Company name \*EOS REGISTRATIONChange company name

Trade name/DBA

Parent company

Company type \*

License number \*

Country/territory \*Type a country/territory nam

Year established \*

Number of employees \*

Company Director's First Name \*

Company Director's Last Name \*

Company's Contact Information

Telephone country code \*Type a country/territory nam

Telephone number \*

Fax country codeType a country/territory nam

Fax number

Website

Company's Ownership Type

Company's Ownership \*

Not applicable

Privately-owned

Publicly-traded

Part of a business conglomerate

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

Save & Continue >

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## 2) 御社のアドレス

The screenshot shows the 'VENDOR REGISTRATION' process at the United Nations Global Marketplace. The progress bar indicates that step 2, 'Address', is the current step. The left sidebar contains navigation links such as Home, Tender notices, Contract awards, and Vendor documents. The main content area is divided into two sections: 'Company address information' and 'P.O. Box address (optional)'. The 'Company address information' section includes input fields for House number, Address line 1, Address line 2, Address line 3, City/town, Country/territory, and Postal code. The 'P.O. Box address (optional)' section includes input fields for P.O. Box number, P.O. Box postal code, City/town for P.O.Box, and Country/area. At the bottom, there are buttons for '< General Info' and 'Save & Continue >'.

## 3) 登録タイプ

- 国内若しくは海外を選択
- 国を選択（複数可）

The screenshot shows the 'VENDOR REGISTRATION' process at the United Nations Global Marketplace, specifically the 'Registration type' step. The progress bar indicates that step 3, 'Registration type', is the current step. The left sidebar contains navigation links such as Home, Tender notices, Contract awards, and Vendor documents. The main content area is divided into two sections: 'National / International' and 'Country/areas of business'. The 'National / International' section includes a message box with instructions on selecting 'National' or 'International' and radio buttons for 'National' and 'International'. The 'Country/areas of business' section includes a message box with instructions on selecting and listing countries, a text input field for 'Country/area', and buttons for 'Select all' and 'Remove all'. Red arrows point to the 'International' radio button and the 'Country/area' input field. At the bottom, there are buttons for '< Address' and 'Save & Continue >'.

#### 4) 連絡先

VENDOR REGISTRATION

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

My contact details

First/given name \*

Middle name

Surname \*

Job title/position \*

Country/area \*

Email

Telephone country code \*

Telephone number \*

Extension

#### 5) コーディング (UNSPSC Codes)

- 御社の製品・サービスにあてはまるコードを選択（複数可）

VENDOR REGISTRATION

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

UNGM uses a subset of the United Nations Standard Products and Services Code (UNSPSC®) for the classification of products and services. The codes available for selection represent the majority of the products and/or services bought by UN organizations. Select the codes which best describe the products and/or services your company can provide. A list with your selected codes are shown below on the left. You can change your codes at any time.

If you are not able to find the codes for your products and/or services, it is possible that the UN organizations do not normally buy these products and/or services. You are welcome to contact us using the contact form in the Help Center accessible from the Help? icon at the top of the page. When doing so, please provide detailed information on the products and/or services you were not able to select for registration.

For more information on UNSPSC codes in general and viewing the entire codeset, please visit [www.unspsc.org](http://www.unspsc.org)

UNSPSC selector

Type keyword to search:  [Show selected codes](#) [Clear selected codes](#)

☐ A - Raw Materials, Chemicals, Paper, Fuel >

☐ B - Industrial Equipment & Tools >

☐ C - Components & Supplies >

☐ D - Construction, Transportation & Facility Equipment & Supplies >

☐ E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals >

☐ F - Food, Cleaning & Service Industry Equipment & Supplies >

☐ G - Business, Communication & Technology Equipment & Supplies >

☐ H - Defense, Security & Safety Equipment & Supplies >

☐ I - Personal, Domestic & Consumer Equipment & Supplies >

☐ J - Services >

< Contacts [Save & Continue >](#)

キーワードを入力して検索

## 6) 適格性の申告

Tender notices

Contract awards

Tender Alert Service

Code of conduct

UNSPSC

Help Center

Knowledge center

UN Procurement Statistics

Vendor

Dashboard

Settings

> Registration

Vendor documents

My TAS

Tips

My Business Seminar

1

2

3

4

5

6

✓

General

Address

Registration type

Contacts

Coding

Declaration

What's next?

Declaration of eligibility

i

Please review the following seven (7) conditions and select one of the options provided

1. TESTING EOS is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group.

2. TESTING EOS is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.

3. TESTING EOS is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.

4. TESTING EOS has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

5. TESTING EOS does not have any legal proceedings against or disputes with a UN entity.

6. TESTING EOS undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group.

7. In the case that TESTING EOS situation changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, shall immediately inform the United Nations Global Marketplace thereof. TESTING EOS understands that non-compliance with this requirement will automatically render the TESTING EOS ineligible.

Select an option

☒ To the best of my knowledge, the entity that I represent, i.e. TESTING EOS meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.

☐ No, the entity that I represent, i.e. the TESTING EOS does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the TESTING EOS does not meet specific criteria).

☐ I cannot confirm and declare that the entity that I represent, i.e. TESTING EOS, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the TESTING EOS needs to provide the information later. (Please provide explanation below).

< Coding

該当する項目を選択

Save & Continue >



## 7) 機関の登録（複数可）

- Manage Agency Submissions をクリック

The image shows two screenshots from the UN Global Marketplace website. The top screenshot is the 'VENDOR REGISTRATION' progress page, showing steps 1 through 7: General, Address, Registration type, Contacts, Coding, Declaration, and What's next? All steps are marked as complete. A red arrow points to the 'Manage agency submissions' link. Below this, there is a banner for 'NEW VENDORS - LIMITED TIME OFFER' and a section titled 'Never miss a tender. Receive alerts.' with options to 'Save time', 'Multiple recipients', and 'Customizable'. The bottom screenshot is the 'MANAGE AGENCY SUBMISSIONS' page, titled 'MY ACTIVE SUBMISSIONS'. It lists four agencies: CERN, ILO, ITC, and ITU, each with a 'Withdraw' button. The left sidebar contains navigation links for Home, Tender notices, Contract awards, Tender Alert Service, Code of conduct, UN/SPSC, Help Center, Knowledge center, UN Procurement Statistics, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My TAS, Tips, and My Business Seminar.

登録完了

⑨登録情報が変更した場合は、更新してください。

⑨UNGM の登録番号は必ずお控えください。

⑨連絡先は複数の登録が可能です。

## レベル1への登録申請の仕方

ベーシックレベルに登録後、レベル1への登録申請が可能

### 1. Level1 をクリック

Vendor

- > Dashboard
- Settings
- Registration
- Manage Agency Submissions
- Level 1
- Vendor documents
- My tenders
- My TAS
- Tips
- My Business Seminar

### MY UNGM REGISTRATION - STATUS

- 1 Account created
- 2 Account activated
- 3 Registration started
- 4 Registration completed but not submitted
- 5 Registration submitted

**Never miss a tender. Receive alerts.**

With the Tender Alert Service, receive active tenders matching your products and services. [Learn more >](#)

Save time Multiple products Customizable

### 2. 法人登記証明書（定款の証明書）

Documentation をクリック → Attach the certificate をクリック

### LEVEL 1 REGISTRATION

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

All information is completed. More information is required in this section. \*required field

Documentation > References > Company information

**Certificate of incorporation**

Please upload your company's Certificate of Incorporation or a similar legal document which relates to the formation of your company.

**Attach the certificate**

**Optional documentation**

You are encouraged to upload further documentation that provides additional details on your company.

These can for example be:

- Certificate of quality standards you adhere to and evidence of quality control programmes (ISO certification or equivalent).
- Evidence that your company is woman-owned, if applicable (i.e. 51% owned by one or more women).
- Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.
- A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- Evidence of your company's Corporate Social Responsibility programmes, for example including environmental management policies and certifications, policies adhering to social standards, such as ISO 14000 certification, Global Compact principles, etc.

**Add another document**

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Add files from your computer をクリック → アップロードしたい書類を選択  
 Start upload をクリック → アップロードされたら Use This file をクリック  
 Close をクリック

### 3. 信用照会先の情報（3社）

References をクリック → Add another reference をクリック

信用照会先の企業名、氏名、E メールアドレスを入力 → Save をクリック

同じ手順で、残り 2 社の情報を入力する

#### 4. 企業情報

Company information をクリック

Company ownership の欄に社長、若しくは最高責任者名を記入後、Save をクリック

LEVEL 1 REGISTRATION

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

43%

All information is completed. More information is required in this section. \* required field

Documentation > References > Company information

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).

Company ownership \*

Please provide the names of intermediaries, agents and/or consultants (if any) used in relation to United Nations contracts or bids/proposals.

Agents and intermediaries

Save

#### 5. 全て入力されているか確認する

下記の場合、43%のみ申請完了

信用照会先に記入漏れあるため、References の上が赤になっている

LEVEL 1 REGISTRATION

Your Level 1 registration is not yet complete. Provide the required information to complete your registration.

43%

All information is completed. More information is required in this section. \* required field

Documentation > References > Company information

Certificate of incorporation

Please upload your company's Certificate of Incorporation or a similar legal document which relates to the formation of your company.

Attach the certificate

Optional documentation

You are encouraged to upload further documentation that provides additional details on your company.

These can for example be:

- Certificate of quality standards you adhere to and evidence of quality control programmes (ISO certification or equivalent).
- Evidence that your company is woman-owned, if applicable (i.e. 51% owned by one or more women).
- Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.
- A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
- Evidence of your company's Corporate Social Responsibility programmes, for example including environmental management policies and certifications, policies adhering to social standards, such as ISO 14000 certification, Global Compact principles, etc.

すべて緑色になっていれば、Submit Level 1 registration をクリック

Yes, please submit をクリック

The screenshot shows a web interface for a registration process. At the top, a green banner with a checkmark icon states "Your Level 1 registration is complete." Below this banner is a blue button labeled "Submit Level 1 registration", which is pointed to by a red arrow. Below the banner, there is a progress bar with three segments: "Documentation" (green), "References" (green), and "Company information" (green). Below the progress bar, there is a table with three rows of references. Each row has a reference ID, a description, and "Edit" and "Delete" buttons. The first row has ID "1 - 2 3", the second "4 - 5 6", and the third "1 - 2 3". Below the table is a blue button labeled "Add another reference". A modal dialog box is open in the center of the screen, titled "Are you sure you want to submit?". The dialog contains the following text: "Please note that your registration will be evaluated based on the information you have provided. You will not be able to change this information once the review process has been started. The status of your submission will be shown as 'In progress'. You can see the details of all your submissions under the Dashboard in the left-hand column. Once all submissions have been reviewed, you will be able to update and maintain information." At the bottom of the dialog are two buttons: "Yes, please submit." (pointed to by a red arrow) and "No. Save. I may submit later."

以上、レベル 1 の登録申請完了

## レベル 2 への登録申請の仕方

レベル 1 に登録されたのち、レベル 2 への登録申請が可能

1. Level2 をクリック

2. 3 通の推薦状

Reference letter をクリック

LEVEL 2 REGISTRATION

Your Level 2 registration is not yet complete. Provide the required information to complete your registration.

Submit Level 2 registration

All information completed. More information is required in this section. \*required field

Reference letters > Financial statements

Upload three reference letters from three independent, non-affiliated clients/companies whom you have sold your products and/or services to during the last year. All reference documents are treated as confidential and are only accessible to UN users with appropriate rights.

Add another reference letter

Select file をクリック

Description にファイル名を入力し Save をクリック

LEVEL 2 REGISTRATION

Your Level 2 registration is not yet complete. Provide the required information to complete your registration. 25%

Add

Document [Select file](#)

Description

Brief description of the reference letter.

Save

Add another reference letter

同じ手順で、残り 2 通をアップロードする

### 3. 財務諸表（直近3年分）

Financial statements をクリック

Add another financial document をクリック

The screenshot shows the 'LEVEL 2 REGISTRATION' page. At the top, a progress bar indicates 75% completion. Below this, a 'Submit Level 2 registration' button is visible. A status bar shows 'All is information completed.' with a green line. The 'Financial statements' tab is selected, indicated by a red arrow. The main content area contains instructions to upload financial statements for the last three years. A yellow warning box states 'No documents added yet'. Below this, the 'Add another financial document' button is highlighted with a red arrow.

Select file をクリック

詳細を入力後、Save をクリック

The screenshot shows the 'Edit' modal form for adding a financial document. The 'Document' field has a 'Select file' link highlighted with a red arrow. Below this, there are input fields for 'Description', 'Valid from', and 'Valid until', each with a green checkmark. At the bottom of the form, the 'Save' button is highlighted with a red arrow.

#### 4. 申請する

Submit Level 2 registration をクリック

Yes, please submit をクリック

The first screenshot shows the 'LEVEL 2 REGISTRATION' page. A green banner at the top states 'Your Level 2 registration is complete.' Below it, a blue button labeled 'Submit Level 2 registration' is highlighted with a red arrow. The page also shows tabs for 'Reference letters' and 'Financial statements', and a section for uploading financial statements.

The second screenshot shows the same page, but a modal dialog box is open. The dialog asks 'Are you sure you want to submit?' and provides instructions: 'Please note that your registration will be evaluated based on the information you have provided. You will not be able to change this information once the review process has been started. The status of your submission will be shown as 'In progress'. You can see the details of all your submissions under the Dashboard in the left-hand column. Once all submissions have been reviewed, you will be able to update and maintain information.' Two buttons are at the bottom: 'Yes, please submit.' (highlighted with a red arrow) and 'No. Save. I may submit later.'

The third screenshot shows the 'LEVEL 2 REGISTRATION' page after submission. A green banner at the top states 'Your Level 2 registration has been submitted.' Below it, a message says 'An overview of the statuses of your registrations with the respective UN organizations can be found under the [Dashboard](#) in the left menu.'

以上、レベル 2 への登録申請完了

登録に際してのご不明な点がございましたら、お気軽にお問合せください。

E メール：[register@un.org](mailto:register@un.org)



## オプション：入札情報自動配信サービス Tender Alert Services (TAS)

1. 入札情報自動配信サービス(TAS -Tender Alert Service) をクリックしてください。
2. お申し込みボタン(SUBSCRIBE NOW) をクリックしてください。必要事項を記入してください。お申し込みプランとお支払い方法をお選びください。ウェブサイトのお支払い方法の設定手続きを完了してください。

TENDER ALERT SERVICE

Home

Tender notices

Contract awards

Tender Alert Service

Code of conduct

UNSPSC

Help Center

Knowledge center

UN Procurement Statistics

Vendor

Dashboard

Settings

Registration

Manage Agency Submissions

Level 1

Vendor documents

My tenders

My TAS

Tips

My Business Seminar

TAS - CONNECTING

Vendors to Tenders

Receive new and revised tenders matching your products and services via email

SUBSCRIBE NOW

See Tender Alert Service in action

No? Maybe? Later? Tell us!

What is the Tender Alert Service?

Cost & Payment Method

How to subscribe?

What is it?

An email service that provides details of new or revised tenders that matches your products and services. Start receiving tenders **today**.

Five benefits

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

Follow procurement trends in related products and services

TENDER ALERT SERVICE

UNSPSC

Contacts

Payment

Payment history

The subscription periods starts from the date that the payment for the service is received. Check the details from the [Dashboard link](#).

For **credit card** payments, this is on the same day.

For **bank** transfers, please ensure that the UNGM number is added in the bank transfer instructions. This is how we will identify your payment. Activation of your TAS subscription will take place on the day that the UNGM staff receive notification that the payment was transferred and identified.

6-month plan

\$175.00

One-year plan

\$250.00

One-year plan | New Vendors - Limited time offer

~~\$250.00~~ \$150.00

Two-year plan

\$400.00

Voucher, if applicable

Apply voucher

Pro-forma invoice

Create a pro-forma invoice

PURCHASE SUMMARY

Plan:

One-year plan | New Vendors - Limited time offer

Price:

\$250.00

Campaign discount:

-\$100.00

Amount to pay:

\$150.00

☐

We hereby request UNOPS to enter into a contract using [UNOPS Standard Terms & Conditions](#) for the use of the UNGM Tender Alert Service.

Pay by Credit Card or Paypal

Pay by Bank Transfer

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