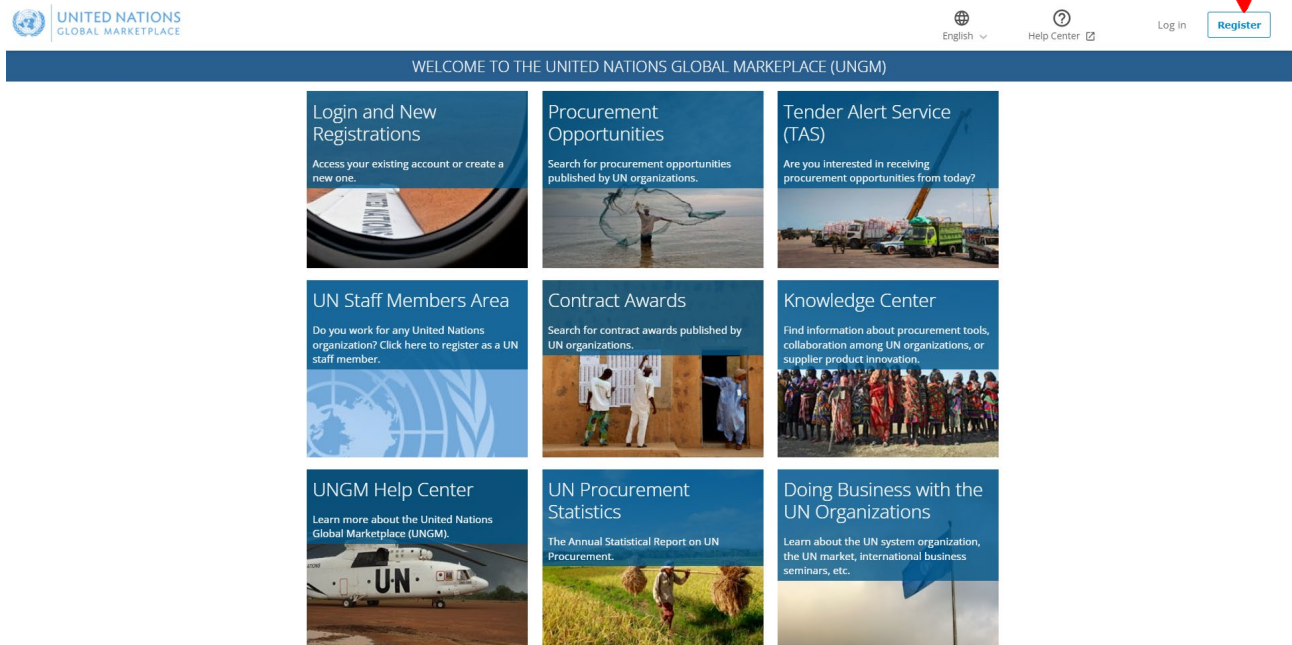


国連グローバルマーケット（UNGM）企業登録手順

1. UNGM ホームページアドレスにアクセス：www.ungm.org

2. Registerをクリック



3. Suppliers 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

Home
Procurement Opportunities
Contract Awards
Tender Alert Service (TAS)
Supplier Code of Conduct
United Nations Standard Products and Services Code (UNSPSC)
Help Center
Knowledge Center
UN Procurement Statistics

English
Help Center
Log in

SUPPLIER ACCOUNT CREATION

Company details

Company name *

License number *

Country *

Company director details

First name *

Last name *

User details

☐ The company director details in the previous step and the user details are the same.

First name *

Last name *

Email address *

Confirm email address *

Password *

Confirm password *

How did you hear about UNGM?

Source *

Referral comments

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

[Send the activation link](#)

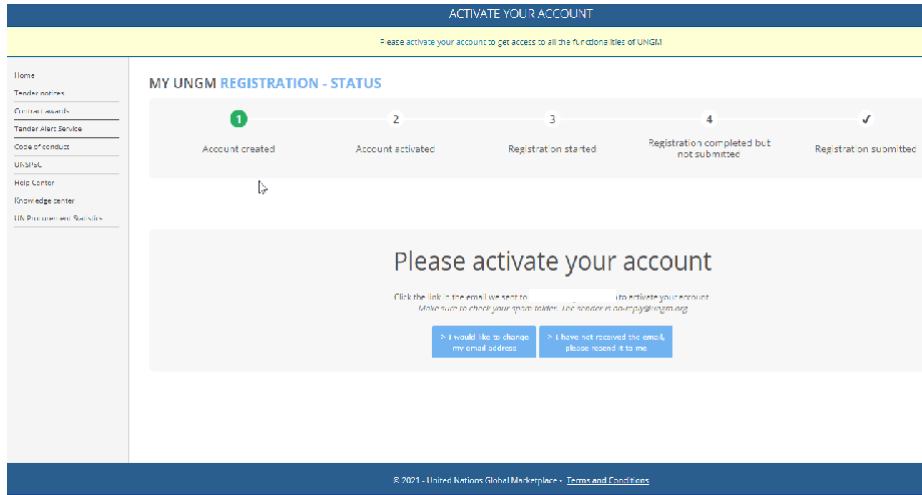
5. UNGM <no-reply@ungm.org>からメールが届

登録したメールアドレス宛に届いたリンクをクリックし、アカウントを有効にする

⑨ 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

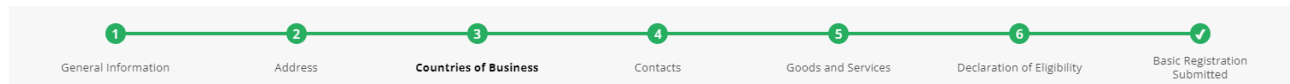
6. ログインする

7. アカウントを起動させる



8. 企業登録をする（ベーシックレベル）

下記、①番から順に会社情報を登録



①一般情報

* required field

General company information

Company name * EOS REGISTRATION [Change company name](#)

Trade name

Parent company

Company type * The Company type field is required.

License number * License is required.

Country or territory * The Country or territory field is required.

Year established * The Year established field is required.

Number of employees *

Director's first name * The Director's first name field is required.

Director's last name * The Director's last name field is required.

Company's contact information

Telephone country code *

Telephone number * The Telephone number field is required.

Fax country code

Fax number

Website

Company's ownership

Company's ownership type * ☒ Not applicable
☐ Privately-owned
☐ Publicly-traded
☐ Part of a business conglomerate

Disability inclusion

i A disability-inclusive supplier is a supplier which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Suppliers can show that they are disability-inclusive through a variety of means such as having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, ensuring that their supply chains are disability-inclusive, manufacturing accessible products following Universal Design principles or others.

Disability inclusion * ☒ Not specified
☐ Disability-inclusive supplier

[Save and continue](#)

②御社のアドレス

* required field

Company address information	Post office box address (optional)
House number <input type="text"/>	Post office box number <input type="text"/>
Address line 1 * <input type="text"/> <small>The Address line 1 field is required.</small>	Post office box postal code <input type="text"/>
Address line 2 <input type="text"/>	City or town for post office box <input type="text"/>
Address line 3 <input type="text"/>	Country or area <input type="text"/>
City or town * <input type="text"/> <small>The City or town field is required.</small>	
Country or territory * <input type="text"/> ✓	
Postal code <input type="text"/> ✓	

[General Information](#) [Save and 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）

* required field

Geographical scope

i **National:** to do business only in the country in which your company is registered.
International: to do business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

☐ National ☒ International

Country or areas of business

i Select and list the countries in which your company is able to supply goods and services to UN organizations.

! No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.

Country or area

[Select all](#) [Remove all](#)

[Address](#) [Save and continue](#)

④連絡先（連絡先は複数の登録が可能）

* required field

My contact details

First/given name *
The First/given name field is required.

Middle name

Surname *
The Surname field is required.

Job title/position *
The Job title/position field is required.

Country or area * ✓

Email

Telephone country code * ✓

Telephone number *
The Telephone number field is required.


Extension

Mobile country code

Mobile number


[Countries of Business](#) Save and continue

Account Contact Details

 Email: stun1957@yahoo.com
Job title/position: CEO
Country: United States of America
Telephone number: United States of America (+1) 9173672834

Primary contact

Invited contacts

 Invite your colleagues to access your company account using their email address. They will be able to create their own access to the account. We recommend you not to share your email address and password.

[Invite another contact](#)

⑤品目及びサービス

- 御社の製品・サービスにあてはまるコードを選択（複数可）

* required field

The United Nations Standard Products and Services Code® (UNSPSC®) is a **global classification system of products and services**.
These codes are used to **classify products and services**: in the case of suppliers, to classify the products and services of their company, and in the case of UN staff members, to classify the products and services when publishing procurement opportunities. For more information, read the following articles from our Help Center:
[What are United Nations Standard Products and Services Code codes?](#)
[How to select United Nations Standard Products and Services Code codes?](#)

Select codes for your goods and services

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 and continue

⑥適格性の申告

* required field

Declaration of Eligibility

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

1. EOS REGISTRATION 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. EOS REGISTRATION is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
3. EOS REGISTRATION 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. EOS REGISTRATION 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. EOS REGISTRATION does not have any legal proceedings against or disputes with a UN entity.
6. EOS REGISTRATION 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 EOS REGISTRATION 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. EOS REGISTRATION understands that non-compliance with this requirement will automatically render the EOS REGISTRATION ineligible.

Select an option

☒ To the best of my knowledge, the entity that I represent, i.e. EOS REGISTRATION 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 EOS REGISTRATION does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the EOS REGISTRATION does not meet specific criteria).

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

[Goods and Services](#) [Save and continue](#)

① ～⑥を登録後、最後に機関の登録（複数可）

- Manage Agency Submissions をクリック

1 2 3 4 5 6 7

General Information Address Countries of Business Contacts Goods and Services Declaration of Eligibility Basic Registration Submitted

[Edit](#) [Edit](#) [Edit](#) [Edit](#) [Edit](#) [Edit](#) [View](#)


* required field


Congratulations! The supplier Basic registration has been submitted.
Your company is now registered with **21 organizations**.


[My Submissions Statuses](#)

Now you need to **actively seek and participate** in procurement opportunities.
Right now, there are 640 active procurement opportunities.

Save time and resources.
With the [Tender Alert Service \(TAS\)](#),
receive active procurement opportunities matching your products and services.
[Learn more about the alerts.](#)


Save time
Receive emails as soon as a tender corresponding to your settings is published on UNGM.


Multiple recipients
Let your colleagues benefit from the service too.


Customizable
Get notified of relevant tenders only.

[SUBSCRIBE NOW](#)

以上、ベーシックレベル登録完了

④ UNGM の登録番号は必ずお控えください。

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

Registration at Level 1 をクリック

The screenshot shows the 'SUPPLIER REGISTRATION' page. At the top, a progress bar indicates the steps: 1. General information, 2. Address, 3. Countries of Business, 4. Contacts, 5. Goods and Services, 6. Declaration of Eligibility, and 7. Basic Registration Submitted. The 'Basic Registration Submitted' step is marked with a checkmark. In the left sidebar, under the 'Supplier Section', the 'Registration at Level 1' link is highlighted with a red circle. The main content area displays a congratulatory message: 'Congratulations! The supplier Basic registration has been submitted. Your company is now registered with 21 organizations.' It also includes a link to 'My Submissions Statuses' and a note: 'Now you need to actively seek and participate in procurement opportunities. Right now, there are 640 active procurement opportunities.'

1. 法人登記証明書（定款の証明書）

Certificate of incorporation をクリック → Attach the certificate をクリック

The screenshot shows the 'Certificate of Incorporation' section. It has three tabs: 'Certificate of Incorporation', 'References', and 'Ownership structure'. The 'Certificate of Incorporation' tab is active. Below the tabs, there is a text box that says 'Please upload your company's Certificate of Incorporation or a similar legal document which relates to the formation of your company.' Below this text box is a button labeled 'Attach the certificate'. Below the 'Attach the certificate' button is another section titled 'Optional documentation'. This section contains a list of documents that can be uploaded, such as 'Certificate of quality standards', 'Evidence that your company is woman-owned', 'Documentation and information to demonstrate sufficient production', 'A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme', and 'Evidence of your company's Corporate Social Responsibility programmes'. Below this list is a button labeled 'Add another document'. Red arrows point to the 'Attach the certificate' button and the 'Add another document' button.

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

The screenshot shows the 'Select file' dialog box. It has a title bar with 'Select file' and a close button. Below the title bar is a message box that says 'Add files from your computer by clicking on the button below. You can also drag files from your desktop onto this page. Note that the combined size of all your documents must not exceed 1000 Mb.' Below the message box is a search bar labeled 'Search documents'. Below the search bar are three buttons: 'Add files from your computer', 'Start upload', and 'Cancel upload'. Below these buttons is a table with columns: 'File name', 'Description', 'File size', 'Date uploaded', and 'Uploaded by'. Below the table are two buttons: 'Start upload' and 'Cancel upload'. To the right of the table is a button labeled 'Use this file'. Below the 'Use this file' button is a button labeled 'Close'. Red arrows point to the 'Add files from your computer' button, the 'Start upload' button, the 'Use this file' button, and the 'Close' button.

2. 信用照会先の情報（3社）

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

1 - 23 Edit Delete

4 - 56 Edit Delete

1 - 23 Edit Delete

Add another reference

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

Add

Company name

First/given name

Surname

Email address

Save

同じ手順で、残り 2 社の情報を入力する

3. 企業情報

Ownership structure 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

Certificate of Incorporation References Ownership structure

Names of the owners and/or principals, including the parent company, subsidiaries or affiliates, Managing Director, and those with controlling interest.

Company ownership *

The Company ownership field is required.

Names of intermediaries, agents, and consultants used in relation to United Nations contracts, bids, and proposals.

Agents and intermediaries

Save

上記1番～3番、全て入力されているか確認する

(例) 下記の場合、43%のみ申請完了

法人登記証明書（定款の証明書）に記入漏れあるため、Certificate of incorporationの上
が赤になっている

The screenshot shows a web interface for Level 1 registration. At the top, a blue banner states: "Your Level 1 registration is not yet complete. Provide the required information to complete your registration." Below this, a progress bar shows "43%". A red circle with a white arrow points to the progress bar. Below the progress bar, there are three tabs: "Documentation", "References", and "Company information". The "Documentation" tab is selected. Under "Documentation", there is a section for "Certificate of incorporation" which is highlighted in red. Below this section, there is a button labeled "Attach the certificate". Below the "Certificate of incorporation" section, there is a section for "Optional documentation" which lists various documents that can be uploaded, such as "Certificate of quality standards", "Evidence that your company is woman-owned", "Documentation and information to demonstrate sufficient production and export capacities", "A copy of your Code of Ethics and/or Anti-Fraud Compliance Programme", and "Evidence of your company's Corporate Social Responsibility programmes".

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

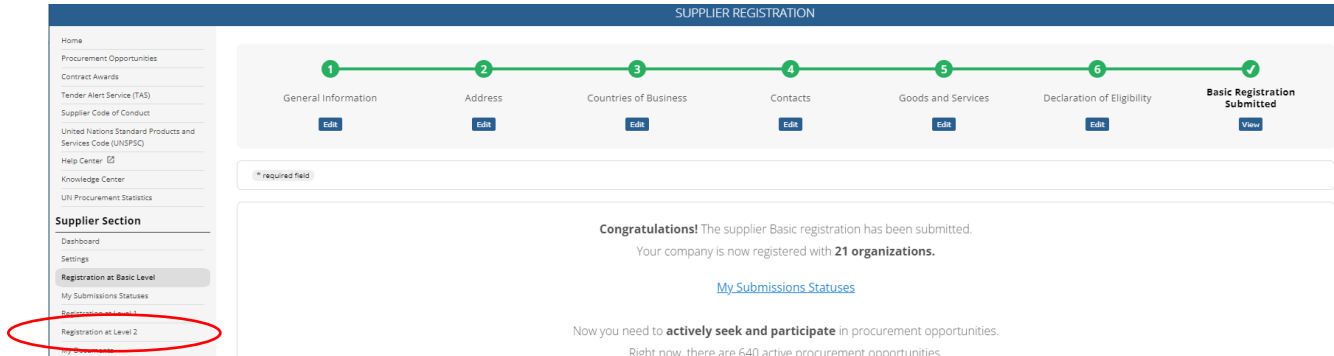
The screenshot shows the same web interface as the previous one, but now the progress bar shows "100%". The "Certificate of incorporation" section is now green. Below the "Documentation" tab, there is a list of references. A confirmation dialog box is displayed in the center of the screen, asking "Are you sure you want to submit?". The dialog box 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." Below the text, there are two buttons: "Yes, please submit." and "No. Save. I may submit later.".

以上、レベル 1 の登録申請完

レベル 2 への登録申請の仕方

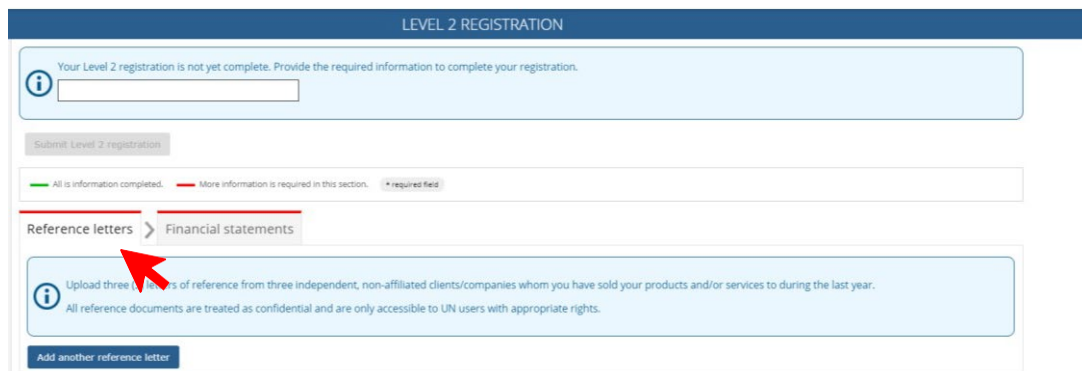
レベル 1 に登録されたのち、レベル 2 への登録申請が可能

Registration at Level 2 をクリック



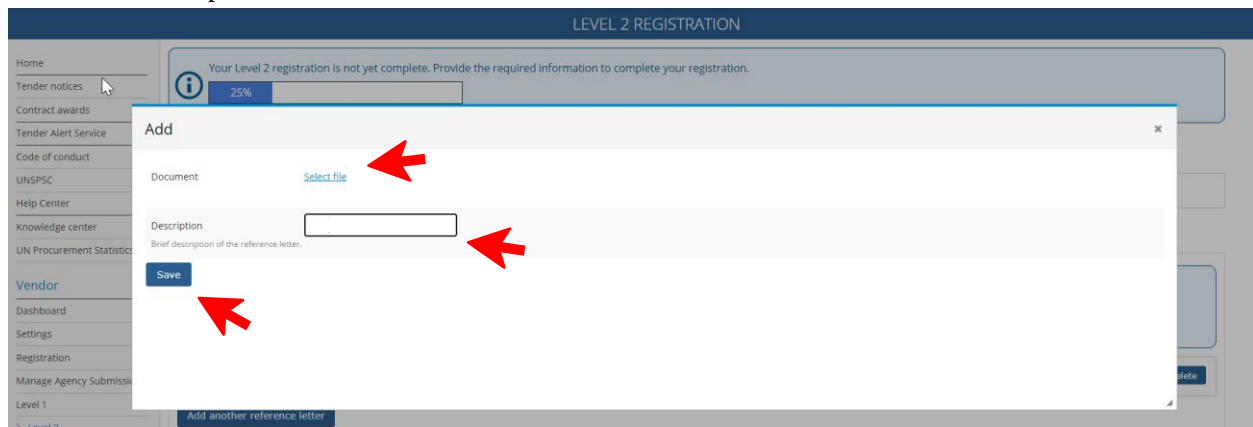
1. 3 通の推薦状

Reference letter をクリック



Select file をクリック

Description にファイル名を入力し Save をクリック



同じ手順で、残り 2 通をアップロードする

2. 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. On the left is a navigation menu with links like Home, Tender notices, Contract awards, etc. The main content area has a progress bar at the top indicating 75% completion. Below it, a 'Submit Level 2 registration' button is visible. A progress indicator shows 'All is information completed.' in green and 'More information is required in this section.' in red. The 'Financial statements' tab is selected, indicated by a red arrow. Below the tab, there is a blue box with information about uploading financial statements for the last three years. A yellow box with an exclamation mark icon states 'No documents added yet'. A red arrow points to the 'Add another financial document' button at the bottom of this section.

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 window for adding a financial document. The modal has a 'Document' section with a 'Select file' link, indicated by a red arrow. Below this are input fields for 'Description', 'Valid from', and 'Valid until', each with a green checkmark icon. At the bottom of the modal is a 'Save' button, also indicated by a red arrow. The background shows the 'LEVEL 2 REGISTRATION' page with a green checkmark icon and the text 'Your Level 2 registration is complete.'

上記 1 ～ 2、全て入力されているか確認する

すべて緑色になっていれば、Submit Level 2 registration をクリック

Yes, please submit をクリック

以上、レベル 2 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 * 英語

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
2. お申し込みボタン(SUBSCRIBE NOW) をクリック

Home

Procurement Opportunities

Contract Awards

Tender Alert Service (TAS)

Supplier Code of Conduct

United Nations Standard Products and Services Code (UNSPSC)

Help Center

Knowledge Center

UN Procurement Statistics

Supplier Section

Dashboard

Settings

Registration at Basic Level

My Submissions Statuses

Registration at Level 1

Registration at Level 2

My Documents

My Tenders

My TAS

Tips

My Business Seminars

TENDER ALERT SERVICE (TAS)

Connecting suppliers
to procurement opportunities

Receive new and revised procurement opportunities matching
your products and services via email

SUBSCRIBE NOW

Remind me later

5 main benefits

Save time and resources
The deadline for procurement opportunities is often short. Without searching manually, receive alerts from more than 40 UN Organizations. Never miss a procurement opportunity.

Directly into your inbox
Procurement opportunities are sent to both your email address and your UNGM inbox.

Only relevant procurement opportunities
The service may be customized anytime. Receive only procurement opportunities matching your company's goods and services.

3. 必要事項を確認
4. お申し込みプランとお支払い方法をお選ぶ
5. ウェブサイトのお支払い方法の設定手続きを完了する

TENDER ALERT SERVICE (TAS)

TAS Configuration

TAS Contacts

TAS Payment

TAS Payment History

The subscription period starts from the date that the payment for the service is received. Check the details from the Dashboard.
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

☐ Two-year plan

\$400.00

Pro-forma invoice

Create a pro-forma invoice

PURCHASE SUMMARY

> Pay by Credit Card

> Pay by Bank Transfer