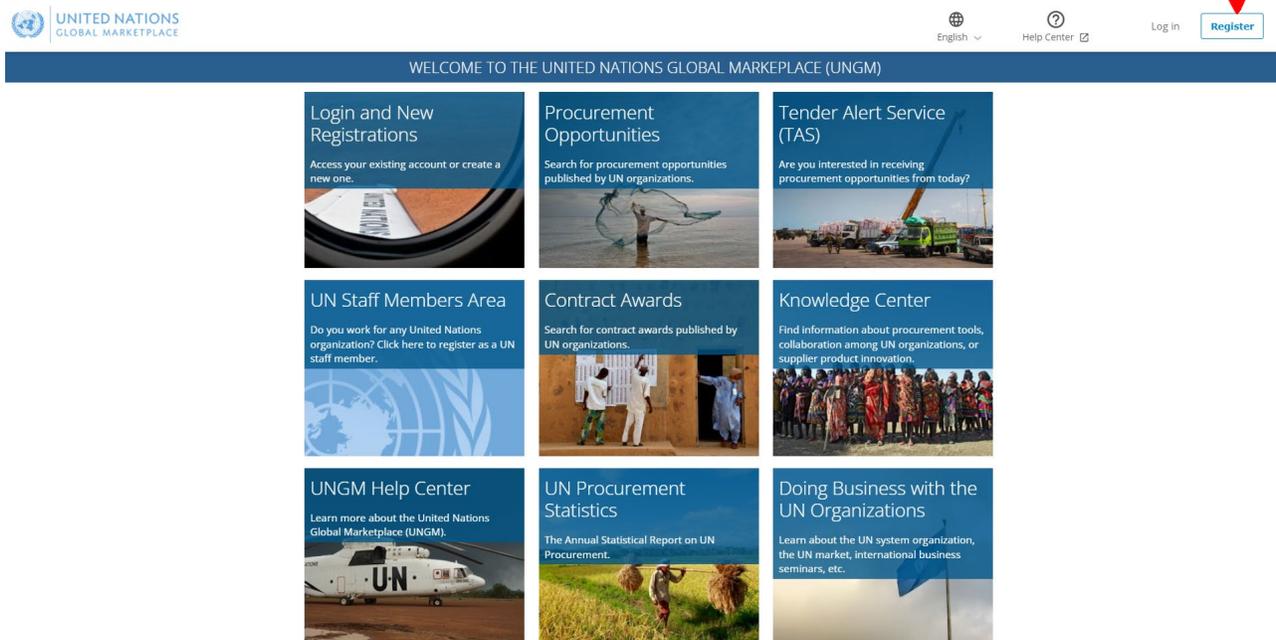


国連グローバルマーケット (UNGM) 企業登録手順

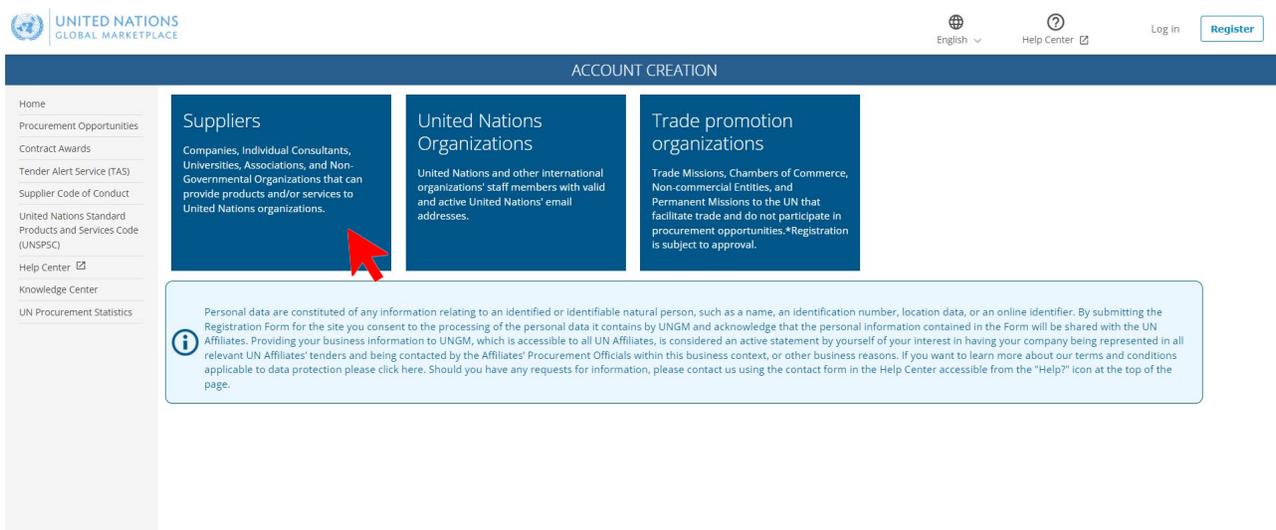
1. UNGM ホームページアドレスにアクセス：www.ungm.org

2. Registerをクリック



The screenshot shows the UNGM homepage with a navigation bar at the top. The main content area features a grid of nine tiles. The 'Register' button in the top right corner is highlighted with a red arrow. The tiles include: Login and New Registrations, Procurement Opportunities, Tender Alert Service (TAS), UN Staff Members Area, Contract Awards, Knowledge Center, UNGM Help Center, UN Procurement Statistics, and Doing Business with the UN Organizations.

3. Suppliers をクリック



The screenshot shows the 'ACCOUNT CREATION' page. A left sidebar contains a menu with 'Suppliers' highlighted. The main content area has three tiles: 'Suppliers', 'United Nations Organizations', and 'Trade promotion organizations'. A red arrow points to the 'Suppliers' tile. Below the tiles is a large information box with a blue header and a white background, containing a paragraph of text about personal data processing.

4. アカウントの作成

* の欄は記入必須項目

国連サプライヤー行動規範を承諾し、“Send the activation link” をクリック

UNITED NATIONS
GLOBAL MARKETPLACE

English Help Center Log in

SUPPLIER ACCOUNT CREATION

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

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

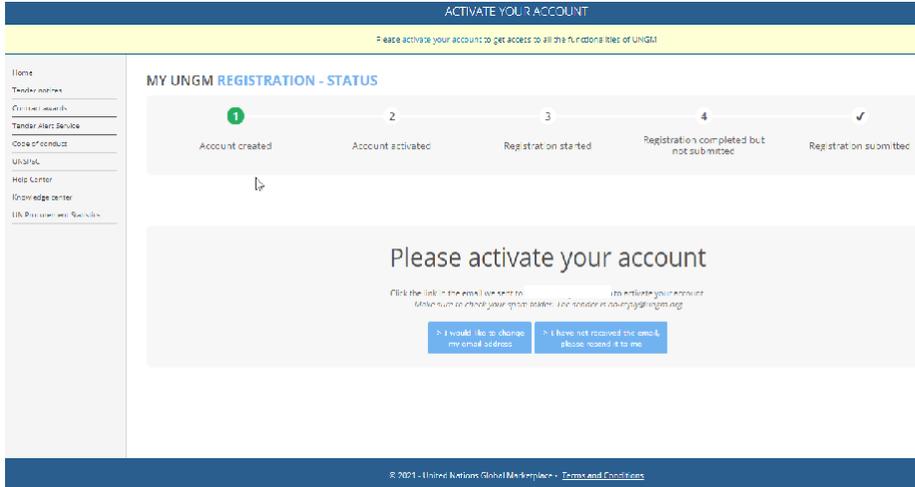
5. UNGM <no-reply@ungm.org>からメールが届く

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は、迷惑メールを要確認

6. ログインする

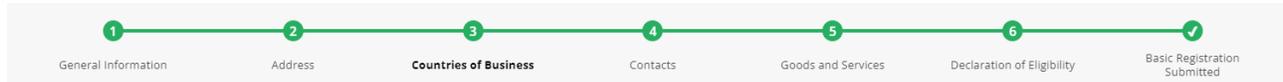
7. アカウントを起動させる



8. 企業登録をする

ベーシックレベルへの登録申請の仕方

下記、①番から順に会社情報を登録



① 一般情報

②会社名は、商業・法人登記と一致のこと

Supplier information

Supplier name * [Change supplier name](#)

Trade name

Parent company ✓

Supplier type * ✓
The Supplier type field is required.

License number *
Licence is required.

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

Year established *
The Year established field is required.

Employees *
The Employees field is required.

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

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

General contact information

Telephone country code *
The Telephone country code field is required.

Telephone number *
The Telephone number field is required.

Fax country code ✓

Fax number

Website

Ownership

Ownership type * Not applicable
 Privately-owned
 Publicly-traded
 Part of a business conglomerate

Disability inclusion

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.

w 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)

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 that they may offer and, in the case of UN staff members, to classify the products and services of procurement opportunities.

 For more information, we recommend checking these 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

* required field

1 General Information **2** Address **3** Countries of Business **4** Contacts **5** Goods and Services **6** Declaration of Eligibility **Basic Registration Submitted**

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

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登録情報が変更した場合は、随時更新してください。

④UNGM 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. A progress bar at the top indicates seven 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 'Supplier Section' menu on the left includes 'Registration at Level 1', which is circled in red. 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 for 'My Submissions Statuses' and a note that the user now needs to actively seek and participate in procurement opportunities, with 640 active opportunities available.

① 法人登記証明書（定款の証明書）

Add certificate of incorporation をクリック

The screenshot shows the 'Certificate of incorporation' section. It includes an information icon and text stating that suppliers must upload the certificate in English or its original language. Below the instructions, there is a link for 'Document1.pdf' and a blue button labeled 'Add Certificate of Incorporation'. A red arrow points to this 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' interface. It features a search bar and a table of uploaded files. A red arrow points to the 'Add files from your computer' button. Below the table, there are 'Start upload' and 'Cancel upload' buttons. A red arrow points to the 'Use this file' button, and another red arrow points to the 'Close' button.

File name	Description	File size	Date uploaded	Uploaded by
Document7.pdf	TEST FIN DOCS 3	13.57 KB	26-Jul-2017 16:55 (CET)	lostrealms@yahoo.com

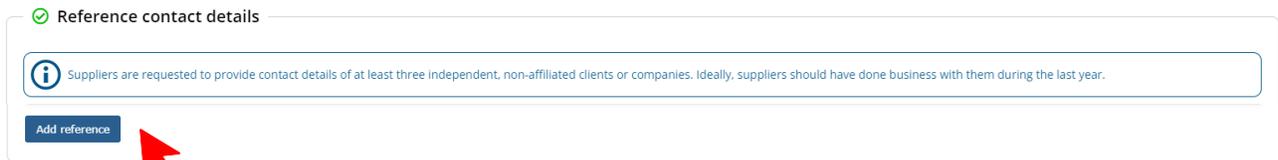
② 信用照会先の情報（3社）

Add reference をクリック

Reference contact details

Suppliers are requested to provide contact details of at least three independent, non-affiliated clients or companies. Ideally, suppliers should have done business with them during the last year.

Add 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

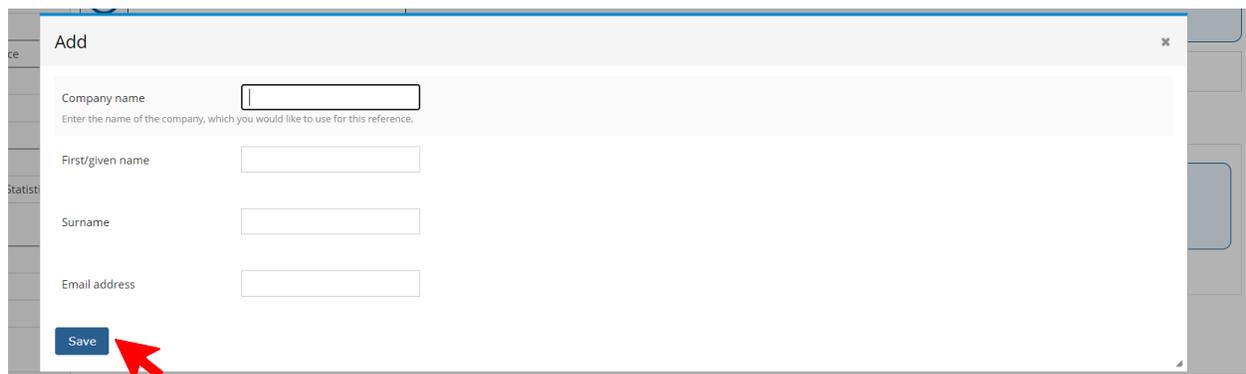
Company name
Enter the name of the company, which you would like to use for this reference.

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 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

Ownership structure

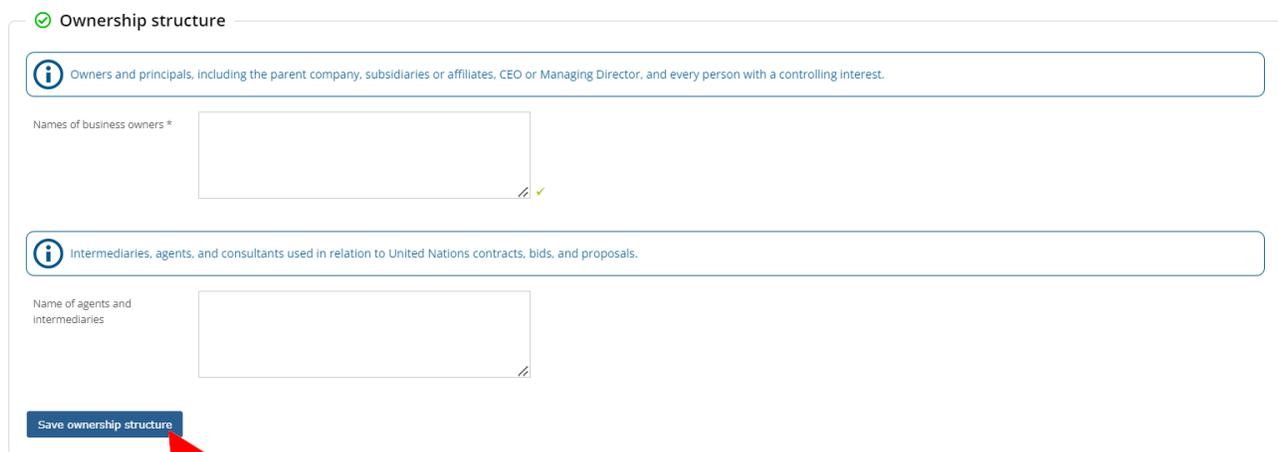
Owners and principals, including the parent company, subsidiaries or affiliates, CEO or Managing Director, and every person with a controlling interest.

Names of business owners *

Intermediaries, agents, and consultants used in relation to United Nations contracts, bids, and proposals.

Name of agents and intermediaries

Save ownership structure



上記1番～3番、全て入力されているか確認する

Submit Level 1 registration をクリック

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

Registration at Level 2 をクリック

The screenshot shows the 'SUPPLIER REGISTRATION' process flow with seven 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 'Registration at Level 2' option in the left sidebar is circled in red. 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 for 'My Submissions Statuses' and a note that the user now needs to 'actively seek and participate' in procurement opportunities, with 640 active opportunities available.

① 3 通の推薦状

Add reference letters をクリック

The screenshot shows the 'Reference letters' section with a green checkmark icon. An information box states: 'Suppliers are required to upload three letters of reference from three independent, non-affiliated clients or companies. Ideally, suppliers should have done business with them during the last year. The reference letters are treated as confidential and are only accessible to UN staff members with appropriate rights.' A red arrow points to the 'Add reference letters' button.

Select file をクリック

Description にファイル名を入力し Save をクリック

The screenshot shows the 'Add' form for reference letters. It has a 'Document' field with a 'Select file' button (indicated by a red arrow), a 'Description' text input field, and a 'Save' button (also indicated by a red arrow). The left sidebar shows 'Registration at Level 2' selected.

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

Financial documents

 Suppliers are required to upload their audited financial documents for the last three years. These documents should be updated annually. The financial documents are treated as confidential and are only accessible to UN staff members with appropriate rights.

[Add financial documents](#)

Select file をクリック

詳細を入力後、Save をクリック

Add

Document	Select file
Description	<input type="text"/>
Valid from	<input type="text"/>
Valid until	<input type="text"/>

[Save](#)

上記1～2、全て入力されているか確認する

Submit Level 2 registration をクリック

[Submit Level 2 registration](#)

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

The screenshot shows the Tender Alert Service (TAS) website. At the top, there is a blue header with the text "TENDER ALERT SERVICE (TAS)". On the left side, there is a navigation menu with various options, including "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", and a "Supplier Section" with sub-items like "Dashboard", "Settings", "Registration at Basic Level", "My Submissions Statuses", "Registration at Level 1", "Registration at Level 2", "My Documents", "My Tenders", "My TAS", "Tips", and "My Business Seminars". The main content area features a heading "Connecting suppliers to procurement opportunities" and a sub-heading "Receive new and revised procurement opportunities matching your products and services via email". Below this, there are two buttons: "SUBSCRIBE NOW" and "Remind me later". A red arrow points to the "SUBSCRIBE NOW" button. To the right of the main content, there is a logo for "TAS TENDER ALERT SERVICE". Below the main content, there is a section titled "5 main benefits" with five items: "Save time and resources", "Directly into your inbox", and "Only relevant procurement opportunities". Each item has a brief description and an icon.

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選択
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