

## 国連グローバルマーケット（UNGM）企業登録手順

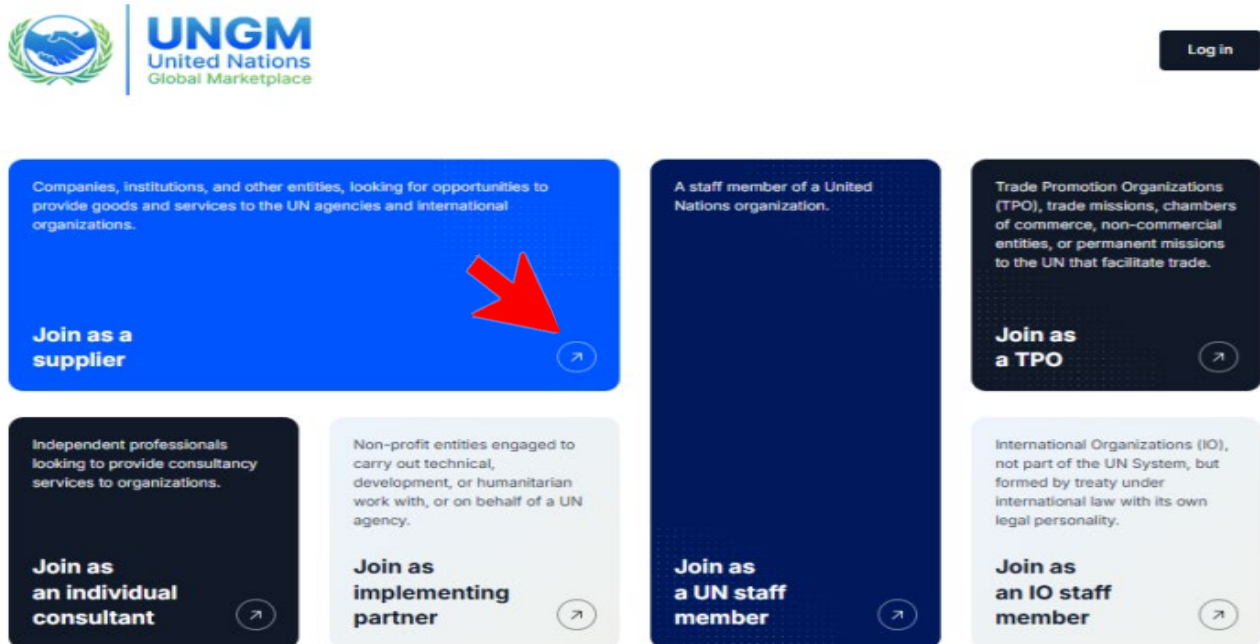
1. UNGM ホームページアドレスにアクセス：[www.ungm.org](http://www.ungm.org)

2. Registerをクリック



The screenshot shows the UNGM homepage. At the top right, there are two buttons: "Log In" and "Register". A red arrow points to the "Register" button. Below the navigation bar, there is a welcome message: "Welcome to the official procurement platform of the United Nations!" followed by the main heading "Connecting global business and the UN system". There are two buttons: "Register at no cost" and "Explore business opportunities". Below this, it says "Some of the 32 organizations in UNGM" and lists logos for UNICEF, United Nations, UNDP, UNOPS, and World Health Organization. On the right side, there is a grid of six images: a colorful circular logo, the UN flag, a boat on water, two people working on solar panels, a colorful abstract image, and a blue abstract image.

3. Suppliers をクリック



The screenshot shows the "Join as a supplier" page. At the top right, there is a "Log in" button. Below the navigation bar, there are several cards. The first card is blue and titled "Join as a supplier". It contains the text: "Companies, institutions, and other entities, looking for opportunities to provide goods and services to the UN agencies and international organizations." A red arrow points to the "Join as a supplier" button. Below this card, there are four other cards: "Join as an individual consultant", "Join as implementing partner", "Join as a UN staff member", and "Join as an IO staff member". Each card has a description and a right-pointing arrow icon.

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

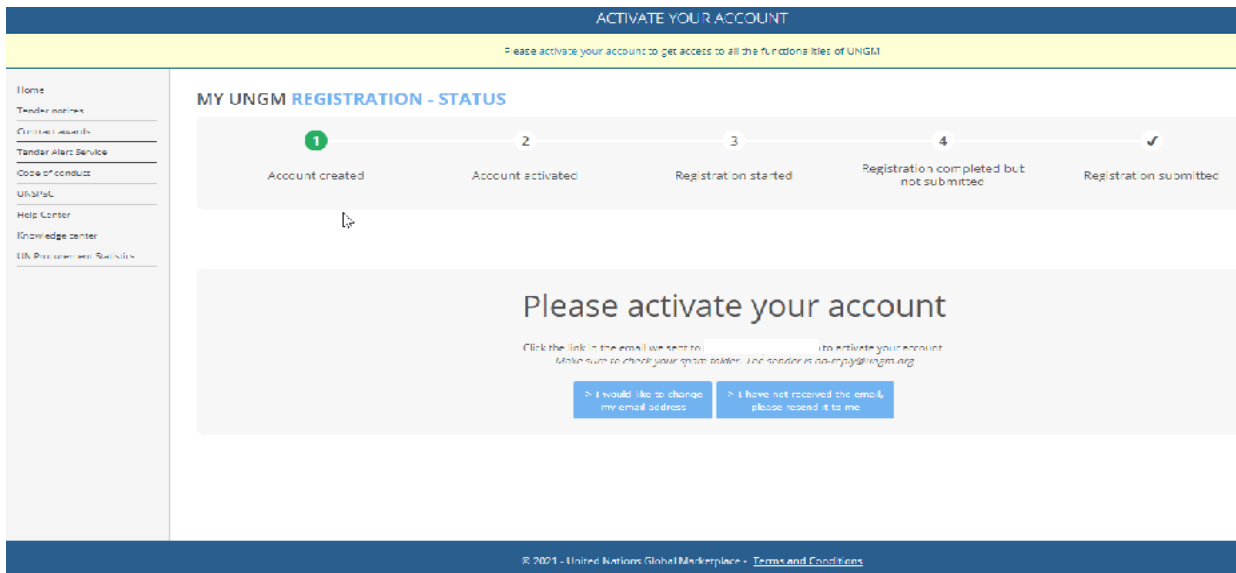
5. UNGM <[no-reply@ungm.org](mailto:no-reply@ungm.org)>からメールが届く

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

④ 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

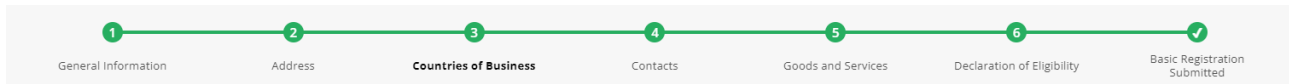
7. アカウントを起動させる



## 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

⑨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

House number

Address line 1 \*   
The Address line 1 field is required.

Address line 2

Address line 3

City or town \*   
The City or town field is required.

Country or territory \*  ✓

Postal code  ✓

### Post office box address (optional)

Post office box number

Post office box postal code

City or town for post office box

Country or area

[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](mailto: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

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

- 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.
- EOS REGISTRATION** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- 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.
- 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.
- EOS REGISTRATION** does not have any legal proceedings against or disputes with a UN entity.
- 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.
- 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

Progress bar showing steps 1 through 7:

- 1 General Information [Edit](#)
- 2 Address [Edit](#)
- 3 Countries of Business [Edit](#)
- 4 Contacts [Edit](#)
- 5 Goods and Services [Edit](#)
- 6 Declaration of Eligibility [Edit](#)
- 7 **Basic Registration Submitted** [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 final step is marked with a green checkmark. Below the progress bar, a message reads: 'Congratulations! The supplier Basic registration has been submitted. Your company is now registered with 21 organizations.' A link for 'My Submissions Statuses' is provided. Below this, it states: 'Now you need to actively seek and participate in procurement opportunities. Right now, there are 640 active procurement opportunities.' In the left sidebar, under 'Supplier Section', the 'Registration at Level 1' link is circled in red.

### 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 contains an information icon and text: 'Suppliers are required to upload the Certificate of Incorporation or a similar legal document in English. If the Certificate of Incorporation is not in English: - In the Certificate of incorporation section (this section), upload an external independent certified English translation of your Certificate of Incorporation. - In the Other relevant documents section (bottom of this page), upload your Certificate of Incorporation in its original language.' Below this text, there is a link 'Document1.pdf (remove)' 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' dialog box. It has a search bar and an information icon with text: 'UNGM users may add documents by clicking on the button Add files from your computer or by dragging the documents onto this page. Users are required to include a description of the document. The combined size of all the documents must not exceed 1000 Mb.' Below this, there are three buttons: 'Add files from your computer', 'Start upload', and 'Cancel upload'. A red arrow points to 'Add files from your computer'. Below the buttons is a table with columns: File name, Description, File size, Date uploaded, and Uploaded by. The table contains one row: 'Document7.pdf', 'TEST FIN DOCS 3', '13.57 KB', '26-jul-2017 16:55 (CET)', and 'lostrealms@yahoo.com'. A blue button 'Use this file' is next to the row. A red arrow points to this button. At the bottom, there are buttons for 'Start upload', 'Cancel upload', and 'Close'. A red arrow points to the 'Close' button.

## 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

## 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' interface. A progress bar at the top indicates the following 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 (marked with a green checkmark). Below the progress bar, a message reads: 'Congratulations! The supplier Basic registration has been submitted. Your company is now registered with 21 organizations. My Submissions Statuses'. Below this, it states: 'Now you need to actively seek and participate in procurement opportunities. Right now, there are 640 active procurement opportunities.' In the left sidebar, under the 'Supplier Section', the 'Registration at Level 2' option is circled in red.

### ① 3 通の推薦状

Add reference letters をクリック

The screenshot shows the 'Reference letters' section. It contains an information icon and the text: '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.' Below this text, the 'Add reference letters' button is highlighted with a red arrow.

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' document form. It has a 'Document' field with a 'Select file' button highlighted by a red arrow. Below it is a 'Description' text input field. At the bottom left of the form, the 'Save' button is highlighted with a red arrow.


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	<a href="#">Select file</a>
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](mailto: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

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

**TAS**  
TENDER ALERT SERVICE

#### 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