

GUIDE TO COMPLETING UNOPS SUPPLIER REGISTRATION FORM

The guide aims to help you complete the form and avoid delays in getting your company's/organization's registered on UNOPS ERP system. It is crucial that you provide accurate information in order for us to process payments to your bank account. Any inaccuracies may cause payment delays.

1. Any error or missing information in the form will prevent your company/organization from being registered as a supplier to UNOPS.
2. Until your company/organization is properly registered, UNOPS cannot issue a purchase order or transfer payments to your account.
3. In case of changes or updates to your company's/organization's information, please notify UNOPS by emailing a new completed form with the new information. Your UNOPS focal point will inform you if further documentation is required.

SECTION 1 SUPPLIER INFORMATION: this section is to be completed by the supplier

1. Supplier Name: Please enter the "name of your company / enterprise / organization" as indicated in your legal administrative documents. Please note this name must be exactly the same name
 - as registered under your United Nations Global Marketplace - UNGM account
 - and as per your bank accountIf the names do not match/align, UNOPS cannot register your account in the system and we will return the document for modification.
2. Company Registration Number - indicate your registration number as shown on your company's certificate of incorporation.
3. Company Registration Number Valid from - indicate your registration number valid date from as shown on the certificate of incorporation.
4. Company Registration Number Valid to - indicate your registration number valid date to as shown on the certificate of incorporation.
5. UNGM number (<https://www.ungm.org/>): enter your UNGM number here.
6. VAT Registration: put the VAT identification number.
7. Country: Enter the country of where your company/organization is based
8. Date of Birth: For individual only, indicate your date of birth
9. Identity Document Type : Please indicate identity document or if other, please specify
10. Identity document no : indicate the number of your identity document as shown in document in no. 9.
11. Identity document issue date/expiry date : indicate the issue date and expiry date as shown in document in no. 9.
12. Supplier Group: Please select the most appropriate category/group
 - **Company**: Any commercial enterprise selling goods and/or services (excluding financial institutions).
 - **External Individuals**: Any individual that does not currently hold a UNOPS issued personnel contract.
 - **Financial Institution**: Any banking institution, cooperatives, credit unions or corporation that provide services as intermediaries of financial markets. Please consult with BSSC Supplier/Vendor Approval Team prior to registering/using this specific supplier group.
 - **IGO/Intergovernmental Organization**: Any organization composing of sovereign member states/countries.
 - **NGO/Non-governmental Organization (grantee organization group)**: Any organization that operates independently of any government. Within one UNOPS, the supplier group also includes both International and Local NGOs, Community Based Organizations (CBOs), Civil Society Organizations (CSOs), Grassroots (Support) Organizations (GROs, GRSOs), any other associations of persons or organizations which are not for profit. In addition, provided it does not fall under any of the other categories, quasi-governmental organizations and non-central level government entities such as municipalities or other entities with a government representation at a local level are included under the Supplier Group "NGO/Non-governmental Organization".
 - **Government Agency**: Any central-level government entity.
 - **UN Agency/Institutions**: Any entity that is under the United Nations system
 - **University/educational institution**: Any universities, academia or research institutions.

SECTION 2 SUPPLIER CONTACT INFORMATION: This section is to be completed by the supplier

1. General/permanent street address/City/Postal code/State/province/Country: Please provide your organization (Headquarters) full complete physical address.
2. Supplier focal point information : Beneficiary contact information: Please provide the full name, title, mobile number and email contact of the main UN focal point in your company/organization that can be reached for all UN matters. Please note that for companies who have registered under the UNGM, the same contact person will need to be entered here.
3. Secondary/alternate contact person : Please provide the full name, title, mobile number and email contact of an alternative contact person to the above (Optional).

SECTION 3 SUPPLIER BANKING INFORMATION:. This section is to be completed by the supplier

1. Name of Banking Institution: Please provide the name of the bank that your company/organisation has an account with.
2. Name of Account Holder: Please enter the exact bank account holder name which must be identical to name entered in Section 1, as well as the name registered in UNGM and as indicated on the legal administrative documents.
3. IBAN no: Please provide if applicable
4. Bank account no : Please enter your company's/organization's bank account number
5. Clearing code/bank code (ACH/routing no/ IFSC/sort code) : If applicable
6. SWIFT/BIC code : Please provide if applicable
7. Branch code : Please provide if applicable
8. Bank account currency : the currency of your account
9. Branch name : Please indicate branch name
10. Bank account type : Please enter the type of account
Bank's street address/City/Postal code/State/province/Country: Please provide your bank's full/complete
11. physical address.
12. Intermediary/correspondent bank: Please provide if applicable

SECTION 4 UN INFORMATION: this section is for UNOPS only. Please do not input any data on this section.