

## How to register as a new vendor

New vendors of relevant products and services are encouraged to submit their application for registration at the [United Nations Global Marketplace](#) (UNGM) and then inform the procurement department at UNU Bonn by completing the UNU Vendor Form ([Deutsch/English](#)) together with the detailed information demonstrating experience and qualifications in provision of the relevant commodities/services.

Detailed information requested includes:

- relevance of the product/service for UNU-ViE requirement
- years of experience in the business
- compliance with UN payment conditions
- financial situation

For more details regarding vendor registration on UNGM, please find it here:

1. [registration\\_of\\_suppliers.pdf](#)

Upon acceptance, the company's data will be added to the UNU Bonn Vendor Roster and be given equal consideration during vendor sourcing for a particular solicitation. First time vendors should kindly return the completed Vendor Form to:

- *United Nations University Entities in Bonn*
- *Procurement Department*
- *Hermann-Ehlers-Str. 10*
- *53113 Bonn, Germany*
- *e-mail: [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu)*

## Other website links:

For the interest of doing business with the United Nations, suppliers can also visit the following websites:

[United Nations Procurement Division \(UNPD\)](#)

[United Nations Global Marketplace \(UNGM\)](#)

[United Nations University Centre Procurement \(UNU\)](#)

[United Nations Development Programme \(UNDP\)](#)

[United Nations Office for Project Services \(UNOPS\)](#)