

# Supplier - Register as a Prospective Supplier from IOM Portal

## Step 1

The screenshot displays the 'Register Supplier: Company Details' page in the IOM Supplier Portal. A modal window is open, titled 'Register Prospective Supplier from IOM portal'. The modal contains the following text:

**Register Prospective Supplier from IOM portal.**

This guide provides instructions to companies willing to register as prospective suppliers at IOM Supplier Portal.

By registering your company in the portal, you will be able to receive solicitation and participate in tenders.

**Note:** To ensure an adequate flow, follow the guide step by step. To start over, return to the Home Page.

The modal has 'Close' and 'Next' buttons. The background page shows a progress bar with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Countries Supplied to, 5. Products and Services, and 6. Review. The 'Company Details' section includes fields for Company, Tax Organization Type, Supplier Type, Corporate Web Site, and Attachments. The 'Additional Information' section includes fields for UNGM Number, UNPP Number, and checkboxes for 'Is your Entity Women Owned?' and 'Is your entity Disability Inclusive?'. The 'Your Contact Information' section is partially visible at the bottom.

## Register Prospective Supplier from IOM portal.

This guide provides instructions to companies willing to register as prospective suppliers at IOM Supplier Portal.

By registering your company in the portal, you will be able to receive solicitation and participate in tenders.

**Note:** To ensure an adequate flow, follow the guide step by step. To start over, return to the Home Page.

## Step 2

**Register Supplier: Company Details**

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Identification Number

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments None

Attach the required documents.

**Additional Information**

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

**Your Contact Information**

First Name

Last Name

Phone Number

Email

Address

City

State

Country

Zip

Company Name

Tax Country

Taxpayer ID

Identification Number

Authorized Approver

Religion

UN Supplier Code of Conduct

Bank Account Certificate

**Modal Dialog:**

In the first step of registration, the supplier must enter/select the following **Company Details**.

The **Company Name** must correspond to the name registered in the registration office.

**NOTE:** Only latin characters are allowed. Special characters are not permitted

All fields marked with \* are mandatory

Close

In the first step of registration, the supplier must enter/select the following **Company Details**.

The **Company Name** must correspond to the name registered in the registration office.

**NOTE:** Only latin characters are allowed. Special characters are not permitted

All fields marked with \* are mandatory

## Step 3

Company Details    Contacts    Addresses    Countries Supplied to    Products and Services    Review

### Register Supplier: Company Details [?](#)

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments

Attach the required documents.

Additional Information

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

UN Supplier Code of Conduct

Bank Account Certificate

Tax Country

Taxpayer ID

Registration Number

Signature to Approver

Discrimination

Back    Next    Save for Later    Register    Cancel

Add the following documentation by clicking + in the **Attachment** field:

1. Business License
2. Tax Registration Certificate
3. Personal ID of the Owner(s) of the company

Close    Back    Next

\* First Name

\* Last Name

Add the following documentation by clicking + in the **Attachment** field:

1. Business License
2. Tax Registration Certificate
3. Personal ID of the Owner(s) of the company

## Step 4

**Register Supplier: Company Details** ⓘ

Company Details | Contacts | Addresses | Countries Supplied to | Products and Services | Review

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company: New Supplier

\* Tax Organization Type: Corporation

\* Supplier Type: Commercial Vendor

Corporate Web Site:

\* Attachments: portal.doc.docx + X  
Attach the required documents.

Additional Information

UNGM Number:

UNPP Number:

Is your Entity Women Owned?:

Is your entity Disability Inclusive?:

Enter either Taxpayer ID or Tax Registration Number

**Note:** the Taxpayer ID and the Tax Registration Number are greyed out by default. Once you select the Tax Country the other fields become editable.

Close Back Next

Tax Country:

Taxpayer ID:

Registration Number:

Signature to Approver:

Directorism:

Conduct:

Bank Account Certificate:

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name:

\* Last Name:

**Note:** the **Taxpayer ID** and the **Tax Registration Number** are greyed out by default.

Once you select the Tax Country the other fields become editable.

Enter **either** Taxpayer ID **or** Tax Registration Number.



## Step 5

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments   

Attach the required documents.

**Additional Information**

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

**Your Contact Information**

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Antiracism

Product

Certificate

In the **Additional Information** section add the **UNGM Number** (for commercial vendors) or **UNPP Number** (for partners), if available.

Also, confirm if the company is **women owned, disability inclusive and committed to antiracism**.

Indicate if **UN Supplier Code of Conduct** and/or **Bank Account Certificate** are attached.

Use the Attachments to provide other supporting documents.

Close Back Next

In the **Additional Information** section add the **UNGM Number** (for commercial vendors) or **UNPP Number** (for partners), if available.

Also, confirm if the company is **women owned, disability inclusive and committed to antiracism**.

Indicate if **UN Supplier Code of Conduct** and/or **Bank Account Certificate** are attached.

Use the Attachments to provide other supporting documents.



## Step 6

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments   

Attach the required documents.

Additional Information

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

acism

nduct

ificate

Enter values in the **Your Contact Information** section.

This section is located at the bottom of the page, scroll down to access it.

- **First/Last name:** Name of the person authorized to the portal administration in representation of the company.
- **Email address:** Must be a valid email address for your company. Please note that this e-mail address will be used as User ID to login the system.

All future communication from the system will be sent to this address.

Close Back Next

Enter values in the **Your Contact Information** section.

This section is located at the bottom of the page, scroll down to access it.

- **First/Last name:** Name of the person authorized to the portal administration in representation of the company.
- **Email address:** Must be a valid email address for your company. Please note that this e-mail address will be used as User ID to login the system.

All future communication from the system will be sent to this address.

The screenshot shows the first step of a six-step registration process. The steps are numbered 1 through 6: Company Details, Contacts, Addresses, Countries Supplied to, Products and Services, and Review. The 'Company Details' step is active.

**Register Supplier: Company Details**

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* **Company**: New Supplier

\* **Tax Organization Type**: Corporation

\* **Supplier Type**: Commercial Vendor

**Corporate Web Site**: [Empty field]

\* **Attachments**: portal doc.docx + X  
Attach the required documents.

**Additional Information**

**UNGM Number**: [Empty field]  
**UNPP Number**: [Empty field]

**Is your Entity Women Owned?**: [Dropdown menu]  
**Is your entity Disability Inclusive?**: [Dropdown menu]

**Your Contact Information**

**Contact Name**: [Empty field]  
**Email Address**: [Empty field]  
**Phone Number**: [Empty field]

**Navigation Buttons**: Back, Next, Save for Later, Register, Cancel

**Tooltip Message**: Once the information is complete, click **Next** to go to the next step.

**Other Fields**:  
Tax Country: Philippines  
Taxpayer ID: 132478001  
Tax Registration Number: [Empty field]  
Note to Approver: [Empty field]

## Step 8

**Register Supplier: Contacts** ⓘ

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email
Watkins, John		jw@m.com

Columns Hidden 7

**Review contact details and assigned role.**

The contact added in the previous step is the administrative contact (Supplier Self Service Admin in Oracle roles). This role will have the log in and password to the portal. Also, the role manages access rights. Check that the details are correct and that the role has been assigned.

Click "Edit" if you wish to review the defaulted roles assigned.

If no modifications are needed and no roles are assigned, click on **Next** from top of the page to proceed.

Close Back

**Review contact details and assigned role.**

The contact added in the previous step is the administrative contact (Supplier Self Service Admin in Oracle roles). This role will have the log in and password to the portal. Also, the role manages access rights. Check that the details are correct and that the role has been assigned.

Click "Edit" if you wish to review the defaulted roles assigned.

If no modifications are needed and no roles are assigned, click on **Next** from top of the page to proceed.



**Register Supplier: Addresses**

Enter at least one address.

Actions ▾ View ▾ Format ▾ **+ Create**

**Address Name** **Address** **Phone** **Address Purpose** **Edit** **Delete**

Columns Hidden 3

Close

Select **+** **Create** to add at least 1 company address.

## Step 10

**Create Address**

\* Address Name: Main Office

\* Country: Philippines (the)

Care Of:

Street and House No.: New Road 23

2nd Address Line:

Postal Code:

City:

Region:

\* Address Purpose: ☐ Ordering ☐ Remit to ☐ RFQ or Bidding

Phone: 63

Fax: 63

Email:

**Address Contacts**

Select the contacts that are associated with this address:

Actions View Format

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

Fill the information and then select to link an email contact address.

In **Address Names**: provide a label for the address entered (e.g. HQ, Main Office, Suboffice, etc.)

Click **OK** to proceed.

Close

Create Another OK Cancel

Fill the information and then select to link an email contact address.

In **Address Names**: provide a label for the address entered (e.g. HQ, Main Office, Suboffice, etc.)

Click **OK** to proceed.

**Step 11**

The screenshot shows the 'Create Address' form in the IOM portal. A modal window titled 'Select and Add: Contacts' is open, displaying a search interface. The search results show 'Watkins, John' as the selected contact. A callout box with the text 'Search and select the Contact, and then click **Apply** and **OK**.' points to the 'Apply' and 'OK' buttons. The background form includes fields for Address Name, Country, Street and House No., 2nd Address Line, Postal Code, City, Region, and Address Purpose (Ordering, Remit to).

**Select and Add: Contacts**

Search

Name  Job Title

View  Format  Wrap

Name	Job Title
Watkins, John	

Rows Selected 1 Columns Hidden 1

Close

Apply OK Cancel

Create Another OK Cancel

Search and select the Contact, and then click **Apply** and **OK**.

## Step 12

**Create Address**

\* Address Name: Main Office

\* Country: Philippines (the)

Care Of:

Street and House No.: New Road 23

2nd Address Line:

Postal Code:

City:

Region:

\* Address Purpose: ☒ Ordering, ☒ Remit to, ☒ RFQ or Bidding

Phone: 63

Fax: 63

Email:

Define the purpose of this particular address:  
 - **Ordering,**  
 - **Remit to,**  
 - **RFQ or Bidding**

Each address can have more than one purpose.  
 Select **OK** to proceed.

Close Back

Create Another **OK** Cancel

**Address Contacts**

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Account
Watkins, John		

Columns Hidden: 4

Define the purpose of this particular address:

- **Ordering,**
- **Remit to,**
- **RFQ or Bidding**

Each address can have more than one purpose.

Select **OK** to proceed.

## Step 13

IOM BUSINESS TRANSPORTATION

Home Info Sign In

Company Details Contacts **Addresses** Countries Supplied to Products and Services Review

Register Supplier: Addresses

Enter at least one address.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address	Edit	Delete
Main Office	New Road 23, Philippines (the)		Ordering		

Columns Hidden 3

Click on **Next** to proceed.

Close

Back Next Save for Later Register Cancel

Click on **Next** to proceed.

## Step 14

IOM BUSINESS TRANSPORTATION

Home Info Sign In

Company Details Contacts Addresses **Countries Supplied to** Products and Services Review

Register Supplier: Countries Supplied to ?

Enter at least one business classification or select **+ Create** to select the countries that the company can supply.

☐ None of the classifications are applicable

Actions View Format +

* Classification	Subclassification
------------------	-------------------

Select **+ Create** to select the countries that the company can supply.

Close

Back Next Save for Later Register Cancel

Select **+ Create** to select the countries that the company can supply.

## Step 15

Register Supplier: Countries Supplied to ?

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification
Afghanistan	

Select country from the **Classification** dropdown list. You can add multiple countries by clicking on +. Click on **Next** to proceed with the guide.

Close Next

Select country from the **Classification** dropdown list. You can add multiple countries by clicking on +.

Click on **Next** to proceed with the guide.

## Step 16

Register Supplier: Countries Supplied to ?

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification
Afghanistan	

Once all countries that can be supplied had been selected, select **Next** to go to the next step

Close

Once **all countries** that can be supplied had been selected, select **Next** to go to the next step

## Step 17

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove

Close

Click on **Select and Add** to add the category/ies of goods and/or services provided by the company.

**Important Note: If you are an Airline Service Provider, please ensure you select the "Passenger, Air, Transportation" Category.**

## Step 18

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format Freeze Detach Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	Printing and Photographic and Audio and Visual Equipment and Supplies	UNSPSC 45xxxxxx Printing and Photographic and Audio and Visual Equipment and Supplies
<input type="checkbox"/>	Public Utilities and Public Sector Related Services	UNSPSC 83xxxxxx Public Utilities and Public Sector Related Services
<input type="checkbox"/>	Published Products	UNSPSC 55xxxxxx Published Products
<input type="checkbox"/>	Resins and Rosins	UNSPSC 13xxxxxx Resins and Rosins
<input type="checkbox"/>	Service Industry Machinery and Equipment and Supplies	UNSPSC 48xxxxxx Service Industry Machinery and Equipment and Supplies
<input type="checkbox"/>	Sports and Recreational Equipment and Supplies and Accessories	UNSPSC 49xxxxxx Sports and Recreational Equipment and Supplies and Accessories
<input checked="" type="checkbox"/>	Structures and Building and Construction and Manufacturing	UNSPSC 30xxxxxx Structures and Building and Construction and Manufacturing
<input checked="" type="checkbox"/>	Tools and General Machinery	UNSPSC 27xxxxxx Tools and General Machinery
<input type="checkbox"/>	Transportation and Storage and Mail Services	UNSPSC 78xxxxxx Transportation and Storage and Mail Services
<input type="checkbox"/>	Travel, Food, Lodging, Event and Entertainment Services	UNSPSC 90xxxxxx Travel, Food, Lodging, Event and Entertainment Services

Columns Hidden 1

Apply OK Cancel

Close

Select the relevant category/ies by clicking the check box

After all categories has been selected, click on **Apply** and **Ok** to confirm.

### Step 19

**Register Supplier: Products and Services**

Enter at least one products and services category.

Actions ▾ View ▾ Format ▾ Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Apparel and Luggage and Personal Care Products	UNSPSC 53xxxx Apparel and Luggage and Personal Care Products	
Chemicals Including Bio Chemicals and Gas Materials	UNSPSC 12xxxx Chemicals Including Bio Chemicals and Gas Materials	
Cleaning Equipment and Supplies	UNSPSC 47xxxx Cleaning Equipment and Supplies	
Printing and Photographic and Audio and Visual Equipment and Supplies	UNSPSC 45xxxxxx Printing and Photographic and Au...	
Structures and Building and Construction and Manufacturing Components and Supplies	UNSPSC 30xxxxxx Structures and Building and Const...	
Tools and General Machinery	UNSPSC 27xxxxxx Tools and General Machinery	

**Navigation:** Company Details | Contacts | Addresses | Countries Supplied to | **Products and Services** | Review

**Buttons:** Back | Next | Save for Later | Register | Cancel

**Tooltip:** Click on Next to proceed with review.

Click on **Next** to proceed with review.

### Step 20

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Review

Review Supplier Registration: New Supplier ?

BackNextSave for LaterRegisterCancel

CompanyNew Supplier

Tax Organization TypeCorporation

Supplier TypeCommercial Vendor

Corporate Web Site

Carefully review all the information provided and click **Next**

CloseNext

Tax CountryPhilippines (the)

Taxpayer ID13247800000

Registration Number

Note to Approver

Additional Information

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

Commitment to Antiracism

UN Supplier Code of Conduct

Bank Account Certificate

Attachments




Actions ▾View ▾+×

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	portal doc.docx	portal doc.docx		anonymous	07/12/2024 13:25

Columns Hidden 1

Carefully review all the information provided and click **Next**






[Sign In](#)

✓

Company Details

✓

Contacts

✓

Addresses

✓

Countries Supplied to

✓

Products and Services

6

Review

## Review Supplier Registration: New Supplier

[Back](#)
[Next](#)
[Save for Later](#)
[Register](#)
[Cancel](#)

### Company Details

Company	New Supplier	Tax Country	Philippines (the)
Tax Organization Type	Corporation	Taxpayer ID	13247800000
Supplier Type	Commercial Vendor	Tax Registration Number	Note to Approver
Corporate Web Site			

### Additional Information

<a href="#">UNGM Number</a>	<a href="#">Commitment to Antiracism</a>
<a href="#">UNPP Number</a>	<a href="#">UN Supplier Code of Conduct</a>
<a href="#">Is your Entity Women Owned?</a>	<a href="#">Bank Account Certificate</a>
<a href="#">Is your entity Disability Inclusive?</a>	

### Attachments

Actions
View
+
x

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	portal.doc.docx	portal.doc.docx		anonymous	07/12/2024 13:35

Click on **Register** to finalize registration.

Close

Click on **Register** to finalize registration.

A screenshot of a web application interface. At the top, a dark blue header bar contains the IOM logo and text on the left, and navigation icons (home, info) and a 'Sign In' link on the right. The main content area is white. In the center, a 'Confirmation' dialog box is displayed. The dialog box has a title bar with a green checkmark icon and the word 'Confirmation'. The main text inside the dialog box reads: 'Your registration request was submitted. We'll send you email after your registration request is reviewed.' At the bottom right of the dialog box is an 'OK' button. A callout box points to the 'OK' button, containing the text 'Click OK.' and a 'Close' button at the bottom.

Step 23

Registration is completed.

Done

Registration is completed.