

Supplier - Register as a Prospective Supplier from IOM Portal

Step 1

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxp...

* 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

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.

Close Next

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

Step 2

Supplier - Register as a Prospective Supplier from IOM Portal (9ohsdbfm)

Step 2

Company Details

1 2 3 4 5 6

Contacts Addresses Countries Supplied to Products and Services Review

Back Next Save for Later Register Cancel

Register Supplier: Company Details

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

* 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?

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 Next

Your Contact Information

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 <input type="text" value="New Supplier"/>	Tax Country <input type="text"/>
* Tax Organization Type <input type="text" value="Corporation"/>	Taxpayer ID <input type="text"/>
* Supplier Type <input type="text" value="Commercial Vendor"/>	Registration Number <input type="text"/>
Corporate Web Site <input type="text"/>	Approver <input type="text"/>
* Attachments <input type="text" value="None"/> +	Attach the required documents.

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

Additional Information

UNGM Number <input type="text"/>	Antiracism <input type="text"/>
UNPP Number <input type="text"/>	UN Supplier Code of Conduct <input type="text"/>
Is your Entity Women Owned? <input type="text"/>	Bank Account Certificate <input type="text"/>
Is your entity Disability Inclusive? <input type="text"/>	

Close Back **Next**

Your Contact Information

Enter the contact information for communications regarding this registration.

* 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

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 <input type="text" value="New Supplier"/>	Tax Country <input type="text"/>
* Tax Organization Type <input type="text" value="Corporation"/>	Taxpayer ID <input type="text"/>
* Supplier Type <input type="text" value="Commercial Vendor"/>	Registration Number <input type="text"/>
Corporate Web Site <input type="text"/>	Approver <input type="text"/>
* Attachments <input type="text" value="portal doc.docx"/>	Close <input type="button" value="Close"/>
Attach the required documents.	

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.

Additional Information

UNGM Number <input type="text"/>	Discrimination <input type="text"/>
UNPP Number <input type="text"/>	Conduct <input type="text"/>
Is your Entity Women Owned? <input type="text"/>	Bank Account Certificate <input type="text"/>
Is your entity Disability Inclusive? <input type="text"/>	

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>

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

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

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

Enter 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

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.

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.

Step 7

Supplier - Register as a Prospective Supplier from IOM Portal (9ohsdbfm)

1 2 3 4 5 6

Company Details Contacts Addresses Countries Supplied to Products and Services Review

Back Next Save for Later Register Cancel

Once the information is complete, click **Next** to go to the next step

Company Details

* Company: New Supplier

* Tax Organization Type: Corporation

* Supplier Type: Commercial Vendor

Corporate Web Site:

* Attachments: portal doc.docx

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

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:

Once the information is complete, click **Next** to go to the next step

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.

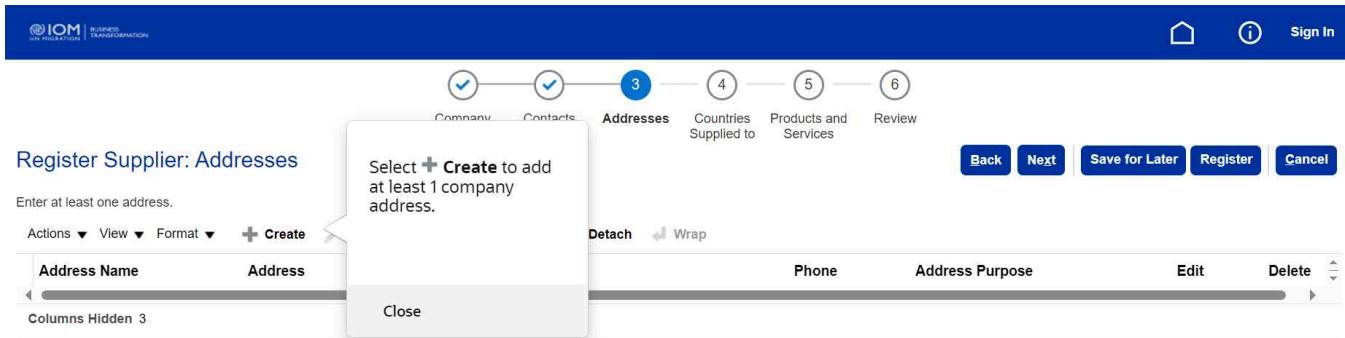
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Click "Edit" if you wish to review the defaulted roles assigned.

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

Step 9



Supplier - Register as a Prospective Supplier from IOM Portal (9ohsdbfm)

Step 9

Register Supplier: Addresses

Enter at least one address.

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

Address Name	Address

Columns Hidden 3

3 4 5 6

Company Contacts Addresses Countries Supplied to Products and Services Review

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

Close

Back Next Save for Later Register Cancel

Detach Wrap

Phone	Address Purpose	Edit	Delete

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

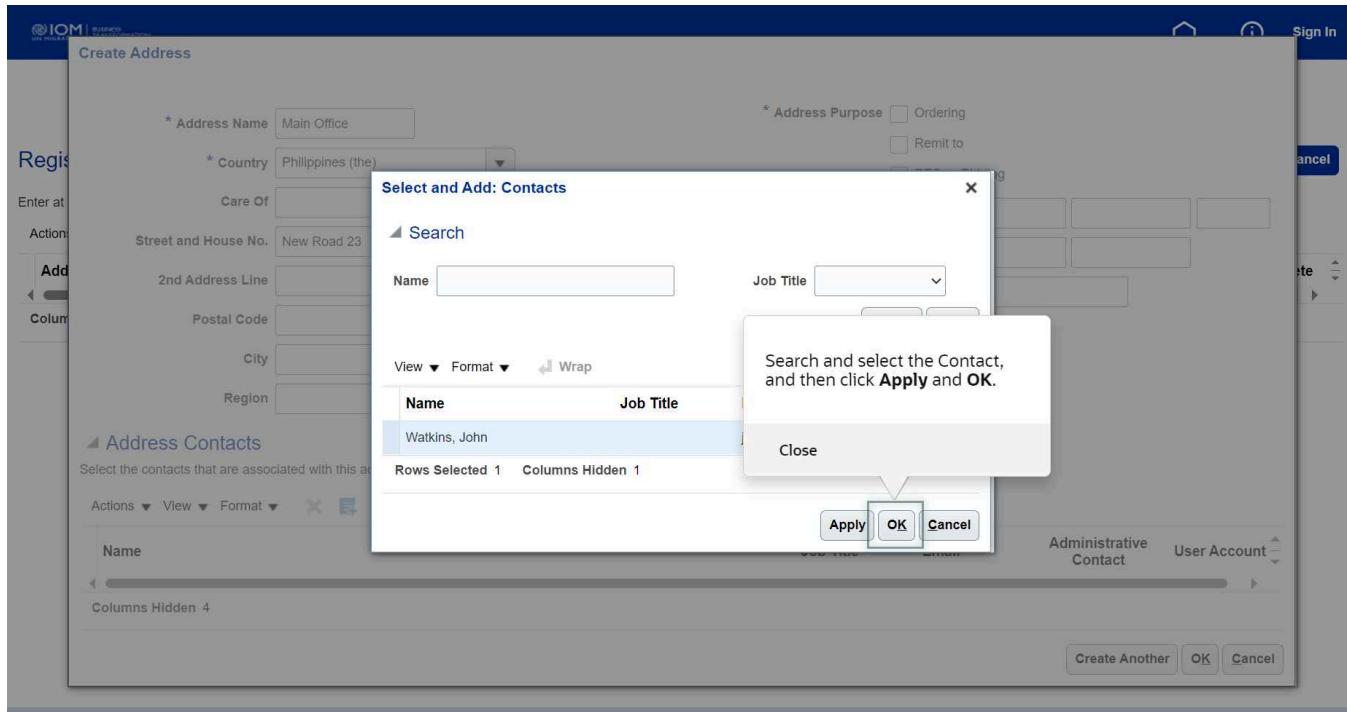
Step 10

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



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.

Actions: View, Format, Freeze, Detach, Wrap

Name	Job Title
Watkins, John	

Columns Hidden: 4

Close Back Create Another **OK** Cancel

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

Register Supplier: Addresses

Enter at least one address.

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

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

Columns Hidden 3

Back **Next** Save for Later Register Cancel

Click on **Next** to proceed.

Close

Click on **Next** to proceed.

Step 14

Register Supplier: Countries Supplied to **?**

Enter at least one business classification or select

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **Create**

* Classification

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

Subclassification

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

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 S

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 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

Select the relevant category/ies by clicking the check box
After all categories has been selected, click on **Apply** and **Ok** to confirm.

Close

Apply Ok Cancel

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

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 53xx...	X
Chemicals Including Bio Chemicals and Gas Materials	UNSPSC 12xx...	X
Cleaning Equipment and Supplies	UNSPSC 47xx...	X
Printing and Photographic and Audio and Visual Equipment and Supplies	UNSPSC 45xxxxx Printing and Photographic and Au...	X
Structures and Building and Construction and Manufacturing Components and Supplies	UNSPSC 30xxxxx Structures and Building and Const...	X
Tools and General Machinery	UNSPSC 27xxxxx Tools and General Machinery	X

Back **Next** **Save for Later** **Register** **Cancel**

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

Step 20

Company Details

Company: New Supplier
Tax Organization Type: Corporation
Supplier Type: Commercial Vendor
Corporate Web Site

Additional Information

UNGM Number
UNPP Number
Is your Entity Women Owned?
Is your entity Disability Inclusive?

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 13:25	

Columns Hidden 1

Contacts

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

Step 21

Review Supplier Registration: New Supplier [?](#)

Company Details

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

Additional Information

UNGM Number	Commitment to Antiracism
UNPP Number	UN Supplier Code of Conduct
Is your Entity Women Owned?	Bank Account Certificate
Is your entity Disability Inclusive?	

Attachments

Actions		View	+	X	
Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	portal.docx	portal.docx		9ohsdbfm	07/12/2024 13:25

Click on **Register** to finalize registration.

Step 22

Confirmation

Your registration request was submitted. We'll send you email after your registration request is reviewed.

OK

Click **OK**.

Close

Click **OK**.

Step 23



Registration is completed.