

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

Back Next Save for Later Register Cancel

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?

UN Supplier Code of Conduct

Bank Account Certificate

Close **Next**

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

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: None +
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:

ation Number:

to Approver:

iracism:

Close Back Next

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

Back Next Save for Later Register Cancel

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

Register Supplier: Company Details ⓘ

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

Additional Information

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.

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

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.

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.

IOM

UN PROTECTION | BUREAU OF TRANSFORMATION

Sign In

1

Company Details

2

Contacts

3

Addresses

4

Countries Supplied to

5

Products and Services

6

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

New Supplier

* Tax Organization Type

Corporation

* Supplier Type

Commercial Vendor

Corporate Web Site

* Attachments

portal doc.docx

+ x

Attach the required documents.

Tax Country

Philippines

Taxpayer ID

132478001

Tax Registration Number

Note to Approver

Back

Next

Save for Later

Register

Cancel

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

Close

Back

Additional Information

UNGMI Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

Commitment to Antiracism

UN Supplier Code of Conduct

Bank Account Certificate

Your Contact Information

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	Edit	Delete
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 results table. The table has columns for 'Name' and 'Job Title'. One contact, 'Watkins, John', is listed and highlighted. Below the table, it shows 'Rows Selected 1' and 'Columns Hidden 1'. A callout box points to the 'Apply' and 'OK' buttons, with the text: 'Search and select the Contact, and then click **Apply** and **OK**.' The background form includes fields for 'Address Name' (Main Office), 'Country' (Philippines (the)), 'Street and House No.' (New Road 23), '2nd Address Line', 'Postal Code', 'City', 'Region', and 'Address Purpose' (Ordering, Remit to).

Name	Job Title
Watkins, John	

Rows Selected 1 Columns Hidden 1

Apply 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

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

Buttons: Back Next Save for Later Register Cancel

Tooltip: 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	Subclassification
----------------	-------------------

Buttons: Back Next Save for Later Register Cancel

Tooltip: Select + Create. to select the countries that the company can supply. Close

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 Activities	UNSPSC 49xxxxxx Sports and Recreational Equipment and Supplies and Activities
<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

IOM
INTERNATIONAL ORGANIZATION
OF MIGRATIONS

BUSINESS TRANSFORMATION

Home

Info

Sign In

✓

Company Details

✓

Contacts

✓

Addresses

✓

Countries Supplied to

5

Products and Services

6

Review

Register Supplier: Products and Services

Back

Next

Save for Later

Register

Cancel

Enter at least one products and services category.

Actions ▼ View ▼ Format ▼

Select and Add

X Remove

Freeze

Detach

Wrap

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

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



Review

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

Review Supplier Registration: New Supplier ?

Company

New Supplier

Tax Organization Type

Corporation

Supplier Type

Commercial Vendor

Corporate Web Site

Tax Country

Philippines (the)

Taxpayer ID

13247800000

Tax Registration Number

Note to Approver

[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](#)

Actions

View

+

×

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

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 has a title bar with a close button (X) and a green checkmark icon. The message inside reads: 'Your registration request was submitted. We'll send you email after your registration request is reviewed.' There is an 'OK' button at the bottom right of the dialog. 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.