

**OFFICE OF SUPPLY CHAIN MANAGEMENT  
ENABLING AND OUTREACH SERVICE  
BUSINESS SEMINAR**

**Objective:** The objective of the seminar is to brief vendors on the procurement activities (e.g. values, policies, process, buying profile, business opportunities, vendor registration etc.) of the United Nations Office of Supply Chain Management.

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**Date of Seminar / Webinar:**

**TBD**

**Organizing/Requesting Entity:**

**TBD**

**Location:**

**TBD – (Virtual or in-person)**

**UN Office of Supply Chain Representative(s):**

**TBD**

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**Agenda Outline**

- A. Member State/Organizers welcome and introduction (approx. 5 minutes)
  - B. Presentation by the Procurement Division – Doing Business with the UN (approx. 40 minutes)
  - C. Q&A session (approx. 10 minutes)
  - D. Presentation - Vendor Registration – The UN Global Marketplace (approx. 30 minutes)
  - E. Question & answer session (approx.. 10 minutes)
  - F. Closing
-



**UNITED NATIONS SECRETARIAT  
OFFICE of SUPPLY CHAIN MANAGEMENT  
ENABLING AND OUTREACH SERVICE  
VENDOR BRIEFING AND REGISTRATION SEMINAR**

**City, Country Name  
Date(s), Month, Year**

Check List in Preparation of the Seminar

**1. Invitation:** In order to begin the planning of the seminar, the Member State is requested to provide an invitation (via email to: [seminars@un.org](mailto:seminars@un.org) ) expressing interest and inviting the United Nations Secretariat to hold a business seminar in/for their country. The invitation should indicate the proposed date(s) of the seminar, and the city where the event will be held, if in-person. The seminar can be held virtually or in-person. **We kindly ask that the invitation be sent at least 60 days in advance of the seminar, in order to allow our staff time to secure visas and travel reservations for in-person seminar.**

**2. Vendor Profiling:** The Member State and/or local organizers are kindly requested to identify and invite appropriate vendors to participate in the Business & Vendor Registration Seminar that match the United Nations Secretariat Procurement Division’s procurement activities. It would be appreciated if a copy of the list of vendor participants would be sent to [seminars@un.org](mailto:seminars@un.org) two weeks in advance of the seminar commencement date. In this way, a review of the vendors and their registration applications may be conducted in advance of the seminar. **Please note that the United Nations strongly encourages the participation of women-owned businesses, and disability-inclusive suppliers.**

A list of vendors currently included in the UN Secretariat Vendor Roster can be obtained on the UNPD Internet website at: <http://www.un.org/Depts/ptd/un-secretariat-registered-vendors>

**Identifying New Vendors for Registration:** To assist the Member State in selecting the appropriate vendors to participate in the Business Seminar the UNPD Website has been designed to provide Member States and vendors the maximum information on the types of goods and services purchased by UNPD. Please visit the following web pages to identify the appropriate vendors that match the buying profile of UNPD:

**Acquisition Plans:** <http://www.un.org/Depts/ptd/business-opportunities/acquisition-plan>

**Contracts Awards:** <http://www.un.org/Depts/ptd/>

**Expressions of Interest:** <http://www.un.org/Depts/ptd/eoi>

3.	<b>Conference Facility &amp; Equipment:</b> If the event will be held in person, the Member State is requested to provide the conference facility, translation services, equipment such as laptops, projectors, sound systems, WIFI, etc.
4.	<b>Program Agenda:</b> The Agenda will be customized to meet the Member States requirements, number of seminar participants, etc.
5.	<b>Costs and Travel/Accommodations:</b> If the event will be held in-person, the United Nations will cover the costs for Airfare, Hotel and Meals of the UN Staff for all Member States with the exception of Industrialized Countries who must cover these costs. The United Nations will not cover any costs of meals for participants attending the seminar.
6.	<b>Travel Arrangements – In Country:</b> Member States are kindly requested to assist in obtaining shuttle services between the hotel and conference center if required.
7.	<b>Vendor Registrations with UNPD via UNGM:</b> There are two options or a combination of the both options may be employed to encourage and ensure the full and complete registration of vendors with UN Secretariat prior to the closing of the Business Seminar. <b>OPTION 1: Advance Registration via UNGM:</b> It is highly recommended that vendors begin and /or complete their registration on UNGM prior to the Business Seminar. Member States are requested to encourage registration as part of the pre-requisite for participation in the Business Seminar. Member States may promote “pre-UNGM Registration” by including the instructions and the Internet Link below in their Announcements/Seminar Pamphlets and Brochures. <b>OPTION 2: On-Line Registration Fair:</b> Alternately or in conjunction with <b>Option 1</b> , the Member States are requested to provide for internet connections in the conference facility. This may be in the form of WIFI in which case vendors should be notified to bring with them a laptop with wireless internet connection. Alternatively the Member State may wish to install a bank of computers with Internet Access (via network or WIFI).
8.	<b>Advertisements:</b> Member States may wish to advertise through local trade papers, announcements, Web-sites, etc. The Enabling and Outreach Service would appreciate a copy of or e-link to such advertisements.
9.	<b>Local Support/Internets:</b> Member States are requested to ensure the IT Technical Support Staff are provided in the conference facility. Member States may wish to consider providing University Students as Interns to assist vendors during the on-line registration process.

**Major Commodities Procured by the UN Secretariat:**

- Air Transportation Services
- Information, Communications Technology
- Fuel, Chemicals & Petroleum Products
- Food Rations & Catering
- Prefabricated Buildings
- Motor Vehicles, Parts & Transportation Equipment
- Electronic Data Processing Equipment & Maintenance
- Telecommunications Equipment & Services
- Architecture, Engineering & Construction Services
- Freight Forwarding & Delivery
- Air Conditioning, Heating & Plumbing
- Building Management & Maintenance
- Security & Safety Equipment and Services

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