

# Supplier - Register as a Prospective Supplier from IOM Portal

## Step 1

The screenshot shows the IOM Supplier Portal registration process. The top navigation bar includes the IOM logo, a home icon, an information icon, and a 'Sign In' link. Below the navigation bar is a progress indicator with six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Countries Supplied to, 5. Products and Services, and 6. Review. The main heading is 'Register Supplier: Company Details'. Below this, there is a prompt: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxp...'. The form includes several required fields: \* Company, \* Tax Organization Type, \* Supplier Type, Corporate Web Site, and \* Attachments (set to 'None'). There is a link to 'Additional Information' which includes fields for UNGM Number, UNPP Number, and two dropdown menus for 'Is your Entity Women Owned?' and 'Is your entity Disability Inclusive?'. At the bottom, there is a section for 'Your Contact Information'. A modal window is overlaid on the form, titled 'Register Prospective Supplier from IOM portal.' It contains the following text: '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 form has 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' buttons.

## 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

IOM

BUSINESS REGISTRATION

Sign In

1

Company Details

2

Contacts

3

Addresses

4

Countries Supplied to

5

Products and Services

6

Review

Register Supplier: Company Details ?

Back

Next

Save for Later

Register

Cancel

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments

None +

Attach the required documents.

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

Tax Country

Taxpayer ID

ion Number

to Approver

acism

UN Supplier Code of Conduct

Bank Account Certificate

UNG M Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

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 [?](#)

BackNextSave for LaterRegisterCancel

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.

Tax Country

Taxpayer ID

ation Number

e to Approver

iracism

UN Supplier Code of Conduct

Bank Account Certificate

Close

Back

Next

1. Business License

2. Tax Registration Certificate

3. Personal ID of the Owner(s) of the company

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

\* 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 [?](#)

BackNextSave for LaterRegisterCancel

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

+

×

Attach the required documents.

Additional Information

UNGM Number

UNPP Number

Is your Entity Women Owned?

Is your entity Disability Inclusive?

Tax Country

Taxpayer ID

Registration Number

Signature to Approver

Discrimination

Conduct

Bank Account Certificate

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

\* 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

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 (the)

Taxpayer ID

13247800000

Tax Registration Number

Note to Approver

Additional Information

UNG M 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

In the **Additional Information** section add the **UNG M 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 **UNG M 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

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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.

## Step 7

IOMBUSINESS  
IMMIGRATIONTRANSFORMATION

Home

Info

Sign In

123456

Company DetailsContactsAddressesCountries Supplied toProducts and ServicesReview

Register Supplier: Company Details?

BackNextSave LaterRegisterCancel

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

\* CompanyNew Supplier

\* Tax Organization TypeCorporation

\* Supplier TypeCommercial Vendor

Corporate Web Site

\* Attachmentsportal doc.docx+X

Attach the required documents.

Tax CountryPhilippines

Taxpayer ID132478001

Tax Registration Number

Note to Approver

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

CloseBack

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

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
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.



## Step 9

 INTERNATIONAL  
ORGANIZATION FOR  
MIGRATION

 Sign In

1

2

3

4

5

6

CompanyContactsAddressesCountries Supplied toProducts and ServicesReview

Register Supplier: Addresses

Enter at least one address.

Actions ▾View ▾Format ▾+ Create

Detach ↕Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

Select + Create to add at least 1 company address.

Close

Back

Next

Save for Later

Register

Cancel

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**

Columns Hidden 4

Job Title Email Administrative Contact User Account

Click OK to proceed.

Close

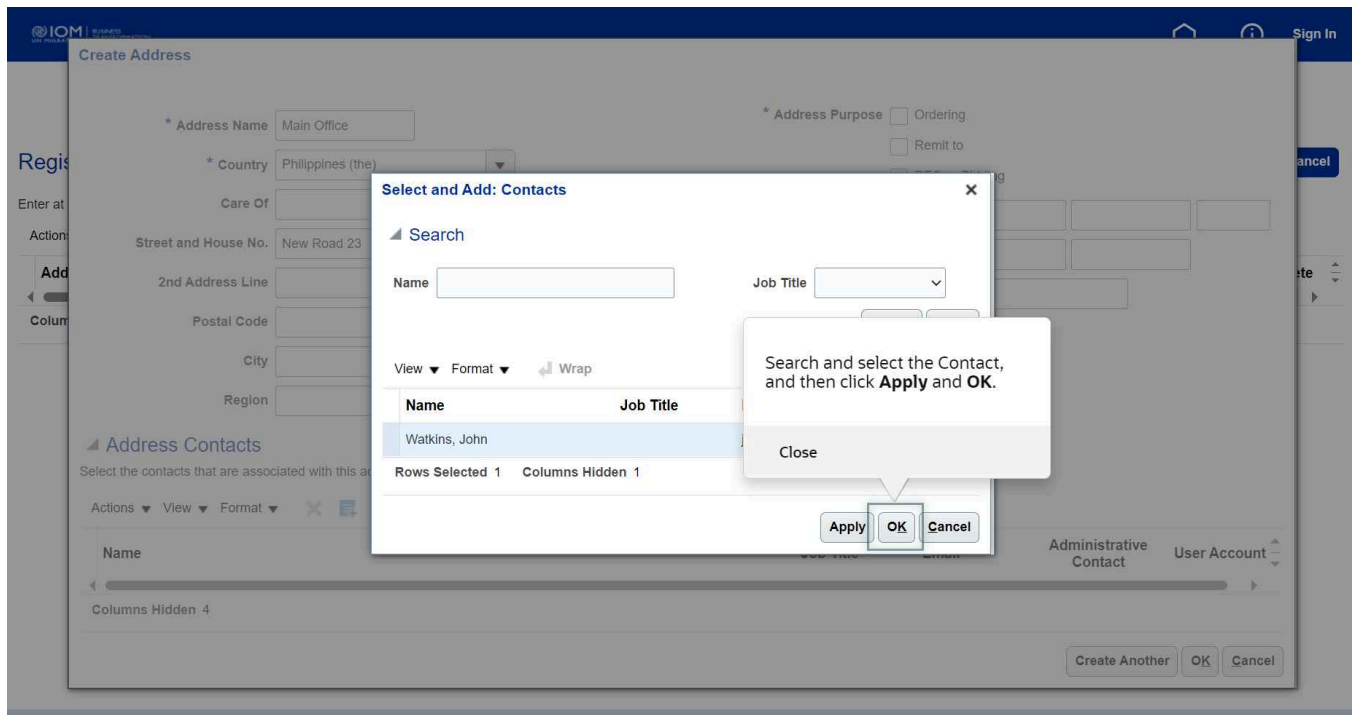
Create Another OK Cancel

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 system. The form includes fields for Address Name, Country, Street and House No., 2nd Address Line, Postal Code, City, and Region. There are also checkboxes for Address Purpose (Ordering, Remit to). A 'Select and Add: Contacts' dialog box is open, showing a search bar and a table of contacts. The contact 'Watkins, John' is selected. The dialog box has buttons for 'Apply', 'OK', and 'Cancel'. A tooltip points to the 'OK' button with the text: 'Search and select the Contact, and then click Apply and OK.'

**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

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

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:

**Address Contacts**

Select the contacts that are associated with this address.

Actions: View, Format, Freeze, Detach, Wrap

Name	Job Title
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.

Close Back

Create Another **OK** Cancel

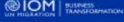
Define the purpose of this particular address:



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

Each address can have more than one purpose.

Select **OK** to proceed.

## Step 13

 INTERNATIONAL ORGANIZATION FOR MIGRATION

 [Sign In](#)

1 Company Details

2 Contacts

3 **Addresses**

4 Countries Supplied to




5 Products and Services



6 Review

Register Supplier: Addresses

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

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

Click on **Next** to proceed.

## Step 14

 INTERNATIONAL ORGANIZATION FOR MIGRATION

 [Sign In](#)

1 Company Details

2 Contacts

3 Addresses

4 **Countries Supplied to**




5 Products and Services

6 Review

Register Supplier: Countries Supplied to ?

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

Enter at least one business classification or select [None of the classifications are applicable](#)

Actions  View  Format  [+ Create](#)

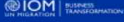
* Classification	Subclassification
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Select **+ Create.** to select the countries that the company can supply.

Close

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

## Step 15

 IOM  
INTERNATIONAL ORGANIZATION FOR  
MIGRATION

 Sign In

1 — 2 — 3 — 4 — 5 — 6

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

Register Supplier: Countries Supplied to ?

Back Next Save for Later Register Cancel

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

 IOM  
INTERNATIONAL ORGANIZATION FOR  
MIGRATION

 Sign In

1 — 2 — 3 — 4 — 5 — 6

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

Register Supplier: Countries Supplied to ?

Back Next Save for Later Register Cancel

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
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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 Supplier

Enter at least one

Actions View Format Freeze Detach

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

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

**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	

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

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

## Step 20

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Review

Back

Next

Save for Later

Register

Cancel

Company

New Supplier

Tax Organization Type

Corporation

Supplier Type

Commercial Vendor

Corporate Web Site

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

Close

Next

Tax Country

Philippines (the)

Taxpayer ID

13247800000

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

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<a href="#">portal.doc.docx</a>	portal.doc.docx		anonymous	07/12/2024 13:25

Columns Hidden 1

Contacts

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



## Step 21

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Review

Back

Next

Save for Later

Register

Cancel

Review Supplier Registration: New Supplier

Company Details

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

Click on **Register** to finalize registration.

Close

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 13:35

Click on **Register** to finalize registration.

## Step 22

A screenshot of a web browser showing a confirmation dialog box. 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 tooltip is visible, pointing to the "OK" button, with the text "Click OK." and a "Close" button at the bottom.

Click **OK**.

## Step 23

Registration is completed.

Done

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Registration is completed.

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