

### **Instructions for pre-registration WFP's international rosters**

In order to start participating in a procurement tender, the companies should complete a pre-registration form. To register in WFP's international rosters, companies should:

- meet WFP's minimum requirements, listed in the attached guide (including 5 million USD annual turnover for the last 3 fiscal years); and
- complete the registration process, as described in the attached guide. To summarize, companies shall:
  1. Register on UNGM, up to level 2 ([hyperlink here](#)).
  2. Complete the attached form (IPA) and send it back to us by email.
  3. Collect the documents listed in Section 6 of the IPA, in English, and send them back to us by email.
  4. Complete the attached form (Disability inclusive questionnaire) and send it back to us by email.
  5. Our Vendor Management team ([newsuppliers@wfp.org](mailto:newsuppliers@wfp.org)) will be available to support with the registration process.