

SUPPLIER REGISTRATION FORM

The International Atomic Energy Agency ("IAEA") has rolled-out an iSupplier portal through which suppliers can register and submit their offers and invoices. The IAEA will start progressively phasing out other channels for suppliers' registration and of submission of offers and invoices, therefore suppliers are encouraged to register and submit their offers and invoices through the [iSupplier portal](#); a navigation guide and training material can be found in the IAEA iSupplier portal once the supplier is registered.

I. GENERAL INFORMATION ¹		
1	Legal name (*) (As reflected in the certificate of incorporation)	Click here to enter text
2	Legal/registered address (*) (street, number, postal code, city, country , etc.) (As reflected in the certificate of incorporation or other relevant legal document)	Click here to enter text
3	Legal form/status e.g. public limited company, limited liability corporation, non-profit, holding, etc.	Click here to enter text
4	Telephone Number(s) (*)	Click here to enter text
5	Fax Number(s)	Click here to enter text
6	Supplier main e-mail address (see section 8) (*)	Click here to enter text
7	Account manager information (*) (Authorized point of contact for the purpose of this form)	Name: Click here to enter text Position: Click here to enter text E-mail (see section 8): Click here to enter text Telephone: Click here to enter text Address if different to above: Click here to enter text
8	NOTE on the use of email addresses: Due to IAEA information security reasons, the IAEA requires registration of supplier contacts with an email address from a corporate/institutional domain from the supplier. If the Supplier does not have a corporate/institutional email address domain and is requesting registration with a commercial email address (e.g. Gmail, Hotmail, Yahoo, etc.) a justification should be provided for IAEA consideration of such a request.	No corporate/institutional email address is available <input type="checkbox"/> Reason: Click here to enter text
9	Website URL	Click here to enter text
10	VAT N° (*)	Click here to enter text
11	UNGM registration N°²	Click here to enter text
12	Member of the United Nations Global Compact	<input type="checkbox"/>
13	D-U-N-S® Number	Click here to enter text
II. ATTACHMENTS		
14	Certificate of incorporation (*)	<input type="checkbox"/>
15	Other, please list	Click here to enter text
III. ADDITIONAL INFORMATION		
e.g. Countries of operation, List of products and services, Quality Management Systems, corporate responsibility initiatives, references, etc.		
16	Click here to enter text	

(*) **Mandatory field**

Suppliers are responsible to maintain their IAEA record information accurate and up-to date. In case of changes please update your record via the IAEA iSupplier portal or resubmit this form to MTPS-Supplier.Contact-Point@iaea.org indicating the reasons of the change and providing any relevant documentation supporting the change.

The IAEA reserves the right to independently verify any information furnished by the Supplier, to request supporting documentation and to reject any request for Supplier's registration without thereby incurring any liability towards the Supplier or having any obligation to inform them of the grounds of the IAEA decision

By submitting this form to the IAEA, the Supplier certifies that all above information and any attached documentation are true and correct.

¹ If applicable, this information shall be provided by each member of the consortium or joint venture.

² Suppliers not yet registered with UNGM (United Nations Global Market place) are encouraged to do so as soon as possible. More information on the registration process is available at <https://help.ungm.org/hc/en-us/categories/360002380499-For-potential-suppliers>

DATA PRIVACY NOTICE

The information provided hereby to the IAEA is treated by the IAEA as classified information and is required for assessing your request for registration.

The personal data that you provide within your company profile through the registration process will be processed by the IAEA for the specific purpose of procurement activities in performance of the IAEA mandate. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses; and
- Email addresses.

Subsequent to registration, you may request information regarding processing of your personal data at any time by sending a request to MTPS-Supplier.Contact-Point@iaea.org. The IAEA will assess such requests on a case-by-case basis, in accordance with its internal policies.

The above is without prejudice to, and may not be construed as a waiver, either express or implied, of any of the privileges and immunities of the IAEA.