

MDM REGISTRATION TEMPLATE FOR NON-STAFF INDIVIDUALS

There are mandatory fields missing for the creation request.
Complete the fields in red background before submission!

General Information

Request information		Name/Address	
Request type	Create	First Name	
Contract Category	... Select	Last Name	
Will the individual be paid directly by UNICEF?	... Select	House number	
Vendor Number (mandatory for Update)		Street	
Contact		Zip / Postal code	
Telephone		City	
Mobile Telephone		Country	... Select
Name of Contact		Region	... Select
Contact person's E-mail Address			
Payment advice E-mail Address			
		TAX ID #	
Data for Former Staff/Consultant		Personal Data	
Former staff member? [If YES, ensure that DHR clearance is attached]	... Select	Date of Birth (YYYY-MM-DD)	
If former staff- Personnel number is required		Gender	... Select
Has previously had UNICEF email address?	... Select	Nationality	... Select
Previous UNICEF email address		Country of birth	... Select
Organizational Assignment		Contract Elements	
Business Area	... Select	Start Date (YYYY-MM-DD)	
Org Unit (Duty station)	... Select	End Date (YYYY-MM-DD)	
Primary Manager/Supervisor System ID		Full or Part Time?	... Select
Functional Title of the Non-Staff Individual		Will the individual work on UNICEF premises?	... Select
		Will the individual need UNICEF email and systems access?	... Select
		Contract No. (or Reference Doc.)	

Banking Information (only visible if individual is paid by UNICEF)

Please provide proof of Bank Account - copy of cancelled check or bank statement or bank letter

Bank Account Information			
Account type	... Select		
Vendor's Bank Account Number			
Account holder's name			
IBAN			
Bank Account Currency	... Select		
Bank Information			
Name of bank			
Bank City			
Bank Country	... Select		
Account to Add or Replacement	... Select		

Additional Instructions or Remarks	
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Prepared by (Name/Section) :	
Approved by (Name/Section):	

GSSC Agent Use Only

Agent		[Automatic from Org Unit] Cost Center	#N/A
Case Number		[Automatic from Org Unit] Pers Area	#N/A
Payment method	BCLNTU	[Automatic from Org Unit] Subarea	#N/A
Payment Terms	0001 Payable immediately Due net	[Automatic from Org Unit] Org Key	#N/A
Manager's Position		Effective start date	2022-02-09