

## Link Financial Information to a CSO/Partner Profile (UN DATA Tab)

**Overview:** In this guide, you will be able to manually link a CSO/Partner profile with the financial system internal to your UN agency, to display the amount of cash transfers an organization has received. The partner's financial information will be visible to the partner as well as other UN agencies using the UN Partner Portal.

Please note you can only link financial information for a CSO/partner to your own agency's system.

Steps	Description	Action	Notes
1	Partners Page	On the left navigation bar, click on the ' <i>Partners</i> ' (1) icon to access the partners page	This will direct you to the <i>Partners</i> page.  You can search for a specific partner using the filters on the page.
2	Partner	Click on the partner that you would like to link to your financial system.	You will be directed to the partner overview page
3	UN Data Page	Click on the ' <i>UN Data</i> ' (1) tab  Click on the three vertical bullets (2)  Click on the '+Add Vendor/Partner ID' icon	
4	Add Partner's vendor number/ partner ID	Enter the vendor number/partner ID (1)  Select the implementing business area	The vendor number/partner ID must match with the number in your agency's financial system for the partner.  The implementing business area should correlate with the partner's area of operations as registered in your organization's financial system with the organization  UNHCR users can click on the UNHCR Partner Portal for more detailed information on financial transactions to specific partners.

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2	Partner	Click on the partner that you would like to link to your financial system.	You will be directed to the partner overview page

STEP 1

STEP 2

UNPP

Dashboard
Partnership Opportunities
Partners
Reports
Resource Library

### Partners

Legal Name  
Provide legal name

Verification Status  
Select verification status

Type of Organization  
Select type of organization

Country  
Provide country

Sector & Area of Specialization  
Select sector & area of specialization

Populations of concern  
Select populations of concern

Show INGO HQ only

CLEAR
SUBMIT

1-10 of 145 results

Organization's Legal Name	Acronym	Type of Organization	Country	Experience working with UN
> <a href="#" style="color: #0070c0; text-decoration: none;">Development &amp; Humanitarian Aid International</a>		International NGO (INGO)	Jordan	

Steps	Description	Action	Notes
3	UN Data Page	<p>Click on the 'UN Data' (1) tab</p> <p>Click on the three vertical bullets (2)</p> <p>Click on the '+Add Vendor/Partner ID' icon</p>	You can only link a partner to your own agency's financial system.

STEP 3

UNPP
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- 🏠 Dashboard
- 🌐 Partnership Opportunities
- 👥 Partners
- 📅 Reports
- 🔍 Resource Library

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OVERVIEW
PROFILE DETAILS
UN DATA
APPLICATIONS
USERS

+ Add Vendor/Partner ID
③

### Vendor/Partner information

Vendor/Partner ID: -

Implementing Business Area: -

- ▼ UNHCR
- ▼ UNICEF
- ▼ WFP

[UNHCR PARTNER PORTAL](#)

Logged in as:  
UNICEF

Steps	Description	Action	Notes
4	Add Partner's vendor number/partner ID	<p>Enter the vendor number/partner ID (1)</p> <p>Select the implementing business area</p>	<p>The vendor number/partner ID must match with the number in your agency's financial system for the partner.</p> <p>The implementing business area should correlate with the partner's area of operations as registered in your organization's financial system with the organization</p> <p>UNHCR users can click on the UNHCR Partner Portal for more detailed information on financial transactions to specific partners.</p>

**STEP 4**

The screenshot displays the UNPP (United Nations Partnership Portal) interface. On the left, a navigation menu includes Dashboard, Partnership Opportunities, Partners, Reports, and Resource Library. The main content area shows the 'Development & Humanitarian Aid International' profile page, with tabs for Overview, Profile Details, UN Data, Applications, and Users. A modal window titled 'Add the Partner's vendor number/partner ID' is open, containing the following text: 'Entering the partner's vendor number/partner ID below will result in disbursement data to the partner to be displayed to both the UN and the partner.' The modal includes two input fields: 'Vendor number' (with a red '1' icon) and 'Implementing business area' (with a red '2' icon). Below the fields are 'CANCEL' and 'SUBMIT' buttons (with a red '3' icon). The background interface shows 'Vendor/Partner information' with fields for 'Vendor/Partner ID' and 'Implementing Business Area', and a list of organizations including UNHCR, UNICEF, and WFP. A 'UNHCR PARTNER PORTAL' link is visible on the right. The bottom left shows 'Logged in as: UNICEF' and 'Tanzania', and the bottom right has a 'Help' button.