



Do You Remember?



That...



There are many **administrative actions** that you can take **prior** to the **approval** of your project or programme, as early as the Concept Note stage. For example:

- You can **check** whether your **donor** or potential donor exist in Umoja using the **T-Code: 'BP'** and if it does not exist, you can request the creation of **Business Partner** of the Donor in Umoja by completing the necessary **Umoja form**. This process takes time and it is approved in Brindisi.

The **form** can be found on **iseek** under 'Umoja on iseek'. Please see below link. A copy is attached to this digest for ease.

https://iseek-nairobi.un.org/departmental_page/master-data-maintenance-0

And by the way ...



You will be thankful that you did because you will be **saving months** downstream!

Please speak to your PMO or PMA for support.

Want to know more?

Please visit: <https://habnet.unhabitat.org/service/project-management>