



United Nations

LANGUAGE AND
COMMUNICATIONS
PROGRAMME



O3L: Online Language Learning Licenses

Purchasing Information

How to purchase licenses Online Language Learning Licenses?

Online language learning licenses (O3L) are available for purchase via Umoja. For details of prices, contract numbers and contact persons, refer to the information on pages 2 and 3. For any questions about this process, please contact **Myriam Mugica** from Language and Communications Programme, current **Online Language Learning Licenses focal point**.

Please follow the sequence to make your order (steps 1, 2 & 3) and, simultaneously, collect information on your licensees to deliver to the vendor to effect registration (step 4).

- 1) Request approval from the LCP via e-mail at mugica@un.org
- 2) After receiving approval, raise a shopping cart in Umoja using the contract number contained herein
- 3) Using the Excel spreadsheet, *O3L Data for Enrolment*, assemble the user information for your staff members.
- 4) Once the purchase order is created and the Enrolment spreadsheet is completed, **please send both directly to the vendor contact listed on the next page [with mugica@un.org in copy](mailto:mugica@un.org).**
- 5) Then, the provider will contact the students directly with the log-in information.

Arabic

Vendor contact: Carl Taylor carl.taylor@pendragoned.co.uk

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
Pendragon Educational Publisher	1110081580	PD/C0087/17	4700011650	Felipe Martin Sarachaga	165 USD

Chinese

Vendor contact: Jonathan Yoyo jonathan.z@yoyochinese.com

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
Yoyo Chinese	N/A	N/A	N/A	Felipe Martin Sarachaga	Pro Bono

English

Vendor contact: Mark Roberto mark.roberto@EF.com

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
EF Language Learning Solutions	1110027678	PD/C0088/17	4700011639	Felipe Martin Sarachaga	133.50 USD

French

Vendor contact: Xavier Le Cam
xavier.lecam@institutfrancais.es

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
Institut Français	1300005722	PD/C02015/2016	4700010746	Felipe Martin Sarachaga	110 Euro

Russian

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
Pending					

Spanish

Vendor contact: Bertha Rocafort Lasheras
adny@cervantes.org

Provider Name	BP No.	Contract Number	Umoja ID	Contract Manager	Average per License
Institut Cervantes	1300005718	PD/C0216/16	4700010747	Felipe Martin Sarachaga	55 USD