



LANGUAGE LEARNING LICENSES

Purchasing Information

HOW TO PURCHASE LANGUAGE LEARNING LICENSES?

If you are part of the UN Secretariat, you can use your own budget to purchase additional licenses for your team 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 **Cristina Pérez-Cordón**, from **Language and Communications Training Unit (LCTU)**.

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 LCTU via e-mail at perezcordon@un.org
- 2) After receiving approval, raise a shopping cart in Umoja using the contract number contained here in p. 2-4.
- 3) Assemble the user information for your staff members (name, e-mail, location, level) in a spreadsheet.
- 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 perezcordon@un.org in copy.](mailto:perezcordon@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 | Price per License |
|---------------------------------|------------|-----------------|------------|-------------------|
| Pendragon Educational Publisher | 1110081580 | PD/C0087/17 | 4700011650 | 140 USD |

Arabic - Pendragon (1-year license)

CHINESE

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

| Provider name | BP No. | Contract Number | Umoja ID | Price per License |
|---------------|--------|-----------------|----------|-------------------|
| Yoyo Chinese | N/A | N/A | N/A | Pro Bono |

Chinese - YoYo Chinese (1-year license)

ENGLISH

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

| Provider name EF Language Learning Solutions | BP No. | Contract Number | Umoja ID | Price per License |
|--|------------|-----------------|------------|-------------------|
| One-year self-study licence | 1110027678 | PD/C0216/20 | 4700019849 | 75 USD |
| One-year self-study licence + synchronous group lessons (Ten 45 min classes) with tutor on demand | 1110027678 | PD/C0216/20 | 4700019849 | 150 USD |
| Synchronous private lessons (Three 40 min sessions) to be schedule | 1110027678 | PD/C0216/20 | 4700019849 | 135 USD |

English - Education First (1-year license)

FRENCH

Vendor contact: Xavier Le Cam

xavier.lecam@institutfrancais.es

| Provider Name | BP No. | Contract Number | Umoja ID | Price per License |
|-------------------|------------|-----------------|------------|-------------------|
| Institut Français | 1300005722 | PD/C02015/2016 | 4700010746 | 120 Euro |

French - Institut Français (6-month license)

RUSSIAN

| Provider Name | BP No. | Contract Number | Umoja ID | Price per License |
|----------------|--------|-----------------|----------|-------------------|
| Pending | | | | |

SPANISH

Vendor contact: Bertha Rocafort Lasheras
adny@cervantes.org

| Provider Name | BP No. | Contract Number | Umoja ID | Price per License |
|--------------------|------------|-----------------|------------|-------------------|
| Institut Cervantes | 1300005718 | PD/C0216/16 | 4700010747 | 66 USD |

Spanish - Instituto Cervantes (6-month license)