

# QUICK REFERENCE GUIDE FOR LOCAL INDIVIDUAL SUPPLIER REGISTRATION ON e-GP SYSTEM (CYCAD)

## Home page

Access the electronic government procurement portal via <https://www.egpuganda.go.ug> to access the general home page. This Home page displays the published procurement and disposal plans, most recent bid notices, best evaluated bidder notices, contracts awarded, approved supplier list, and login links to both suppliers and users of a Procuring and Disposing Entity (PDE).


## Register a Provider

Click the **[Register as Supplier]** link to open a user account creation page. The process of first-time registration requires one to create a user account on the portal prior creating a company profile.

The screenshot shows the Government of Uganda E-Procurement Portal. At the top right, there are buttons for 'Help Desk', 'Supplier Login', and 'Register as Supplier'. The 'Register as Supplier' button is highlighted with an orange callout bubble that says 'Click on this link to start the registration'. Below the navigation bar, there are several menu items: 'PDEs', 'PDE Plans', 'BID Notices', 'BEB Notices', 'Contracts Awarded', and 'Suppliers'. The main content area is divided into two sections. On the left, there is a 'WELCOME!' section with a 'Login to Start' button and three links: 'Welcome to eGP supplier Portal', 'What is eGP supplier Portal?', and 'Validate Registration Certificate'. On the right, there is a 'Bid Notices' section with a table of items. The table has columns for 'ALL', 'WORKS', 'SUPPLIES', and 'CONSULTANCY'. The table contains three rows of bid notices, each with a date and a description.

ALL	WORKS	SUPPLIES	CONSULTANCY
		WB/SUPLS/OPEN DOMESTIC BIDDING METHOD / 250,0...	
		WB / SUPLS / OPEN INTERNATIONAL BIDDING METHO...	Jun-28 2021
		Printed media - hotel services...	Jun-16 2021

Enter your names and a valid email address, select a security question and provide a security answer to it, input the password and click the **[Register]** button.



**EGP Uganda-Staging**

Welcome to the supplier registration portal, please Register by filling in the form on your right to create an account. Further guidance will be given once you have registered. Please ensure that your details are correct to the best of your knowledge before clicking register.

This portal also helps you receive and manage bids as well as allow you to amend your existing details.

Create an account to register companies/organisation so to start. If you already have an account please just proceed to login and processed

[LEARN MORE](#)

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**EGP**  
**Get Started**  
It's free to signup and only takes a minute.

First Name\*  Last Name\*

E-Mail Address\*  Secondary Email

My Security question\*  
\*\*\*Select the choice question\*\*\*

Enter Security answer\*

Password\*  Confirm Password\*

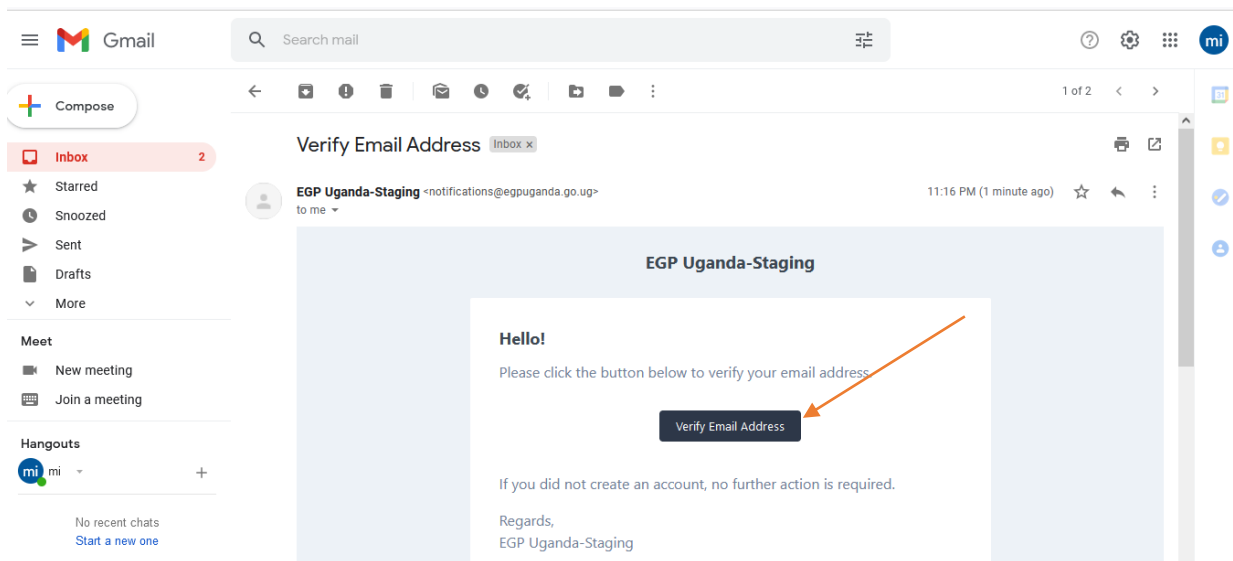
[Register](#)

Already have an account? [Log in](#)

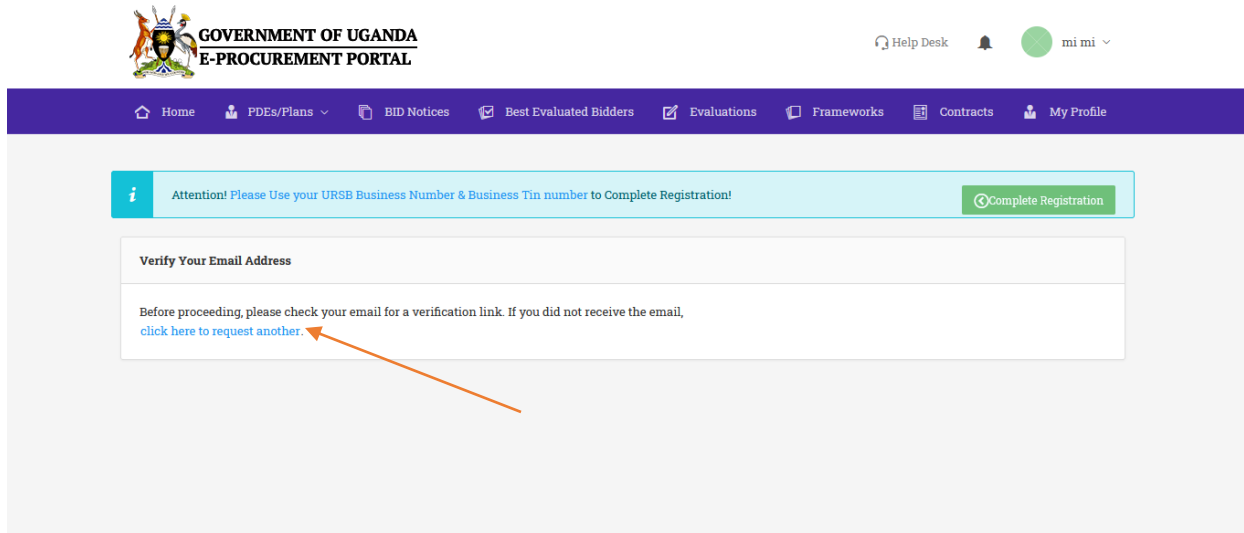
You should receive a verification link to your registered email address. Your account will not be verified unless you click the link to verify your email address.

Sign in to your email account to access the verification email. Open the email and click the [\[Verify Email Address\]](#) button.

N.B: Check in the spam folder of your email account in case you fail to trace the verification email within the inbox folder of your email account.

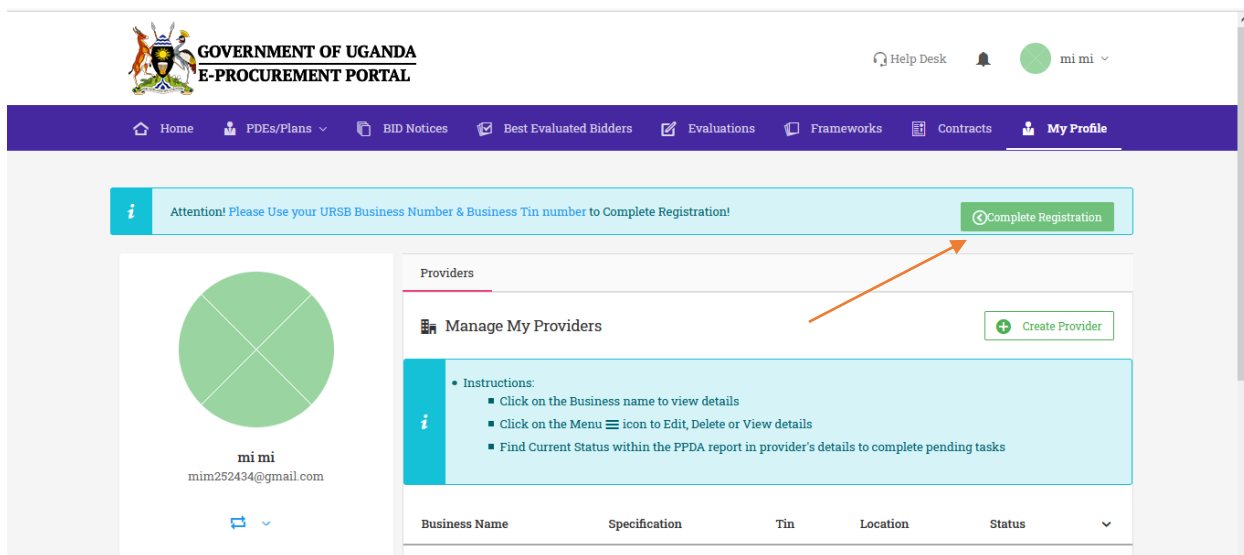


In case you do not receive the verification email in 5 minutes, click the [\[Click here to request another\]](#) link to resend that verification email.



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Once your email address is verified, the following page will be displayed. Equally, this page is displayed at first login to your user account following successful verification of your email address. Click the **[Complete Registration]** button and a registration home page will be displayed.



## Register a local individual supplier

To register a local individual, ensure that the selected registration type is individual, and country of operation is Uganda, respectively.

Enter the Identity number of a document that uniquely identifies you, e.g., national ID, Passport, driving permit and select its expiry date. Input your full

names as well as a TIN and click the **[Validate]** button to retrieve your details from URA.

INDIVIDUAL REGISTRATION

ACCOUNT DETAILS SUPPORT DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

REGISTRATION TYPE: Individual COUNTRY OF OPERATION: \* Local Uganda

The Following details should be filled in by only Local Entities/Organizations/Individuals/Departments/Authority. Please use the correct Registered Numbers provided by the below Entities/Authority/Organizations after which you Click to Validate your Information

Identity Number: \* National ID Identity Number IDENTITY EXPIRY DATE: \* dd / mm / yyyy

Full NAMES: \* Mr First Name Last Name NSSF NUMBER/PENSION FUND EQUIVALENT: NSSF number

TAX IDENTIFICATION NUMBER #: \* TIN Number Validate

URA Details

URA/TAX REGISTRATION NAMES: Auto Generated URA Registration Name

REGISTRATION STATUS URA EMAIL URA Registration Status URA Email

CONTACT NUMBER TELEPHONE NUMBER Contact Number Telephone Number

MOBILE NUMBER Mobile Number

Reset Form Save As Draft

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Click the **[Next]** button to proceed to the following step. You will be required to upload your identification documents.

INDIVIDUAL REGISTRATION

ACCOUNT DETAILS SUPPORT DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

**i** • Instructions: please attach the following documents/files


Upload Profile Picture:  
No file selected [Choose File](#) NO File  
Accepted formats: gif, png, jpg. Max file size 5MB

Upload Copy your Identification documents: \*  
National ID No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB  
**✘ This field is required.**

Other Attachments:  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB

[Reset Form](#) [Save As Draft](#)

[← Previous](#) [Next →](#)



Click the **[Next]** button upon successful upload of mandatory documents and you will be redirected to the address details page.

Select the district and county and modify any other address details where applicable.

Click the **[Next]** button to launch the individual details page requiring you to upload your curriculum vitae and input your education background details.



INDIVIDUAL REGISTRATION

ACCOUNT DETAILS SUPPORT DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

Instructions: please enter the provider's address and other details

EMAIL ADDRESS: \* p.kamwine25@gmail.com WEBSITE ADDRESS: https://example.com

PHONE NUMBER: \* +256 [Redacted] OTHER NUMBER: +256 [Redacted]

District: \* Kalangala County: \*

Full Address: \*

Reset Form Save As Draft

Previous Next

Click to proceed

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Upload your curriculum vitae in PDF format and input your academic background details. Click **[Next]** to continue.

INDIVIDUAL REGISTRATION

ACCOUNT DETAILS SUPPORT DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

Instructions: please attach curriculum vitae and enter the providers Academic Details

CURRICULUM VITAE:

Upload Copy your curriculum vitae: \*

No file selected Choose File NO File

formats: pdf Max file size 2Mb

This field is required.

ACADEMIC DETAILS:

institute/school	duration from	duration to	country	Award
	dd / mm / yyyy	dd / mm / yyyy	Uganda	

+ Add More

Reset Form Save As Draft

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Upload cv

Click to proceed

Upon clicking the [Next] button, the Business sectors page will be displayed.

Click a category of your choice to reveal the list of sub-categories under that category.

By clicking any sub-category of your choice, the main category i.e., Works/Supplies/Services will be selected. More than one can be selected.

Click the [Next] button to proceed to the following stage.

The screenshot shows the 'INDIVIDUAL REGISTRATION' page in the 'GOVERNMENT OF UGANDA E-PROCUREMENT PORTAL'. The navigation bar includes 'Home', 'PDEs/Plans', 'BID Notices', 'Best Evaluated Bidders', 'Evaluations', 'Frameworks', 'Contracts', and 'My Profile'. The registration progress bar shows steps: ACCOUNT DETAILS, SUPPORT DOCUMENTS, ADDRESS, DETAILS, BUSINESS SECTORS (current), EXPERIENCE, and PREVIEW & PRINT. A message box states: 'Please check the section and choose the categories and sub-categories the provider operates/deals in.' Under the 'Works' category, a list of sub-categories is shown: Aerospace systems and components and equipment, Aircraft, Fluid and gas distribution, Heating and ventilation and air circulation, Heavy construction machinery and equipment, and Industrial filtering and purification. Below this are sections for 'Supplies' and 'Services'. At the bottom, there are 'Reset Form' and 'Save As Draft' buttons, and a 'Next' button with a right arrow. An orange callout bubble points to the 'Next' button with the text 'Click to proceed'.

The following page presents a form to capture your previous experience in terms of past projects executed successfully. If applicable, input project ID (Procurement

reference number), Organization Name (Contracting authority), Project title as well as the Contract sum.

Click the **[Next]** button to continue.

INDIVIDUAL REGISTRATION

ACCOUNT DETAILS SUPPORT DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

Please add details of any project done by the providers. However if you are newly registered leave it blank

project ID:

Organization Name:

Project Title:

Contract Sum:  
UGX

Relevant URL:

ADDED EXPERIENCE DETAILS

Project	Organization	Contract Sum

Add Record Reset Form Save As Draft

Previous Next

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Upon clicking the **[Next]** button, a form with all your captured registration details will be displayed.

Verify and confirm that the information previewed on the form is accurate before submitting the form.

Accept the terms and conditions by checking/ticking a checkbox adjacent to the terms and conditions link.

Click the **[Submit Form]** button to submit your registration details.



INDIVIDUAL REGISTRATION



**Registration Details** Print Slip

**Account details**

Full NAMES: [Redacted]

REGISTRATION TYPE: local

COUNTRY OF OPERATION: Uganda

ID Number: [Redacted]

ID NAMES: [Redacted]

IDENTITY EXPIRY DATE: 2025-07-03

**URA/ TAX IDENTIFICATION NUMBER Details:**

URA/ TAX IDENTIFICATION NUMBER (TIN): 1011104071

URA/TAX REGISTRATION NAMES: [Redacted]

URA/ REGISTRATION STATUS: ACTIVE

URA EMAIL: [Redacted]

URA/ CONTACT NUMBER: [Redacted]

URA/ TELEPHONE NUMBER: [Redacted]

URA/ MOBILE NUMBER: [Redacted]

**NSSF NUMBER/PENSION FUND EQUIVALENT Details:**

NSSF NUMBER/PENSION FUND EQUIVALENT: Empty

NSSF REGISTRATION NAME: Empty

**ADDRESS Details:**

EMAIL ADDRESS: \* [Redacted]

WEBSITE ADDRESS:

PHONE NUMBER: [Redacted]

OTHER NUMBER: [Redacted]

District: Kayunga

County: bbaale

Street Address: kayunga

**ACADEMIC DETAILS**

institute/school	duration from	duration to	country	Award
kk	2020-10-01	2021-05-19	Uganda	c

**Registration Category Details:**

Categories:  Works |

**EXPERIENCE**

project ID	Organization	Project Title	Contract Sum
Empty	Empty	Empty	Empty

This field is required.  I ACCEPT THE TERMS AND CONDITIONS AND CONFIRM THAT INFORMATION GIVEN IS CORRECT TO THE BEST OF MY UNDERSTANDING.

Tick the checkbox

Click to proceed

Previous **Submit form**

After successful submission of individual registration details, you are required to pay registration fees based on the categories (Works/Supplies/Services) selected.

The following page will be displayed. In case you already received a PPDA certificate for the current calendar year, do not make any further payments; select a payment mode and upload that certificate or a payment receipt for proof of payment and click the **[Submit Details]** button.

In case you do not have a PPDA certificate, access the URA portal to generate a PRN. Make a payment against the generated PRN and attach proof of payment on the e-GP portal as shown in the screenshot below.

## GENERATE PRN

### Payment Instructions:

- Please carefully read through the generated details below, to confirm that all the details are correct to your understanding.
- Once all the details are found correct to your understanding, Generate a PRN for this/there service/s by clicking the Generate PRN button.

### NB: Please note.

- This Page only shows Your details that will be sent and verified against URA information
- The PRN has not been Generated at this stage, to Generate one click on GENERATE PRN button below
- If you click on generate PRN, there might be surcharge if you wish to cancel the process
- That all transactions must be paid for in advance.

### Payment Details

Applicants that are registered under the following three categories will pay fees for Registration and Annual Renewal as follows:

categories	Works <input type="checkbox"/>	Supplies <input type="checkbox"/>	Services <input type="checkbox"/>	total
Account	187,500.00	150,000.00	150,000.00	187,500.00

1	Company / Individual Account 844	pat pat
2	User full Names	desta desta
3	Business Registration Number	cf90254gh2578p
4	Tax Identification Number (TIN)	1011104071
5	Telephone Number	[REDACTED]
6	Email	[REDACTED]
7	Description of service	Registration fee
8	Transaction Reference Number	RF1705724R1032731
9	Payment Reference Number	URA Auto Generated
10	Payment Due date	URA Auto Generated (day/month/year)
11	Discount on category (50%)	0%
12	payment amount/fees	187,500.00
13	payment mode	Select Payment mode
14	Upload Payment Receipt formats: jpeg, jpg, png, pdf Max file size 2Mb	<input type="button" value="Browse..."/> No file selected.
15	Payment Status - 0	Pending Payment

Click to Attach  
Payment receipt

Click here to  
proceed

Close

Submit details

Applicants that are registered under the following three categories will pay fees for Registration and Annual Renewal as follows:

#	CATEGORY	NEW REGISTRATION FEES (UGX)	ANNUAL RENEWAL FEES (UGX)
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Upon submission, you will be shown a notice that your application is pending approval. You will then be notified via email upon successful approval.