

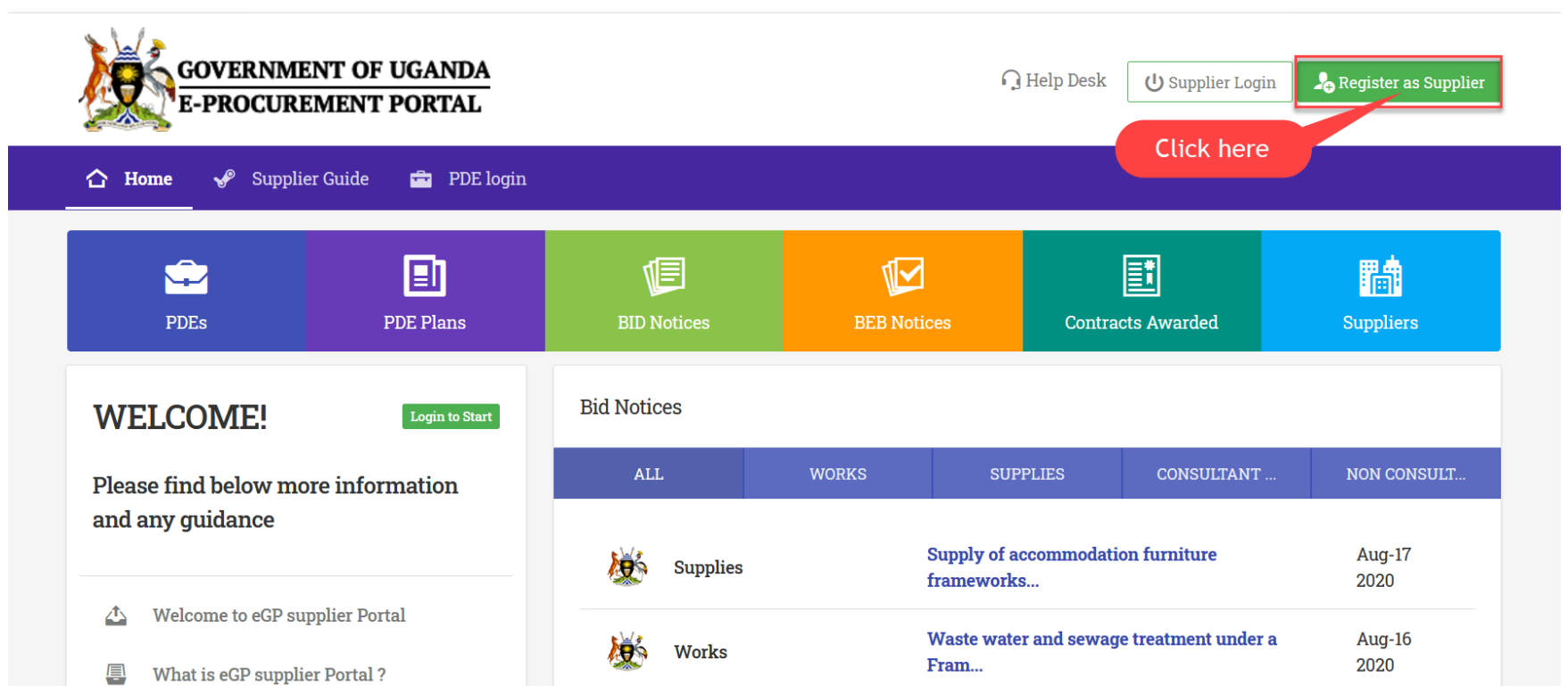
Supplier Registration User Guide

Overview

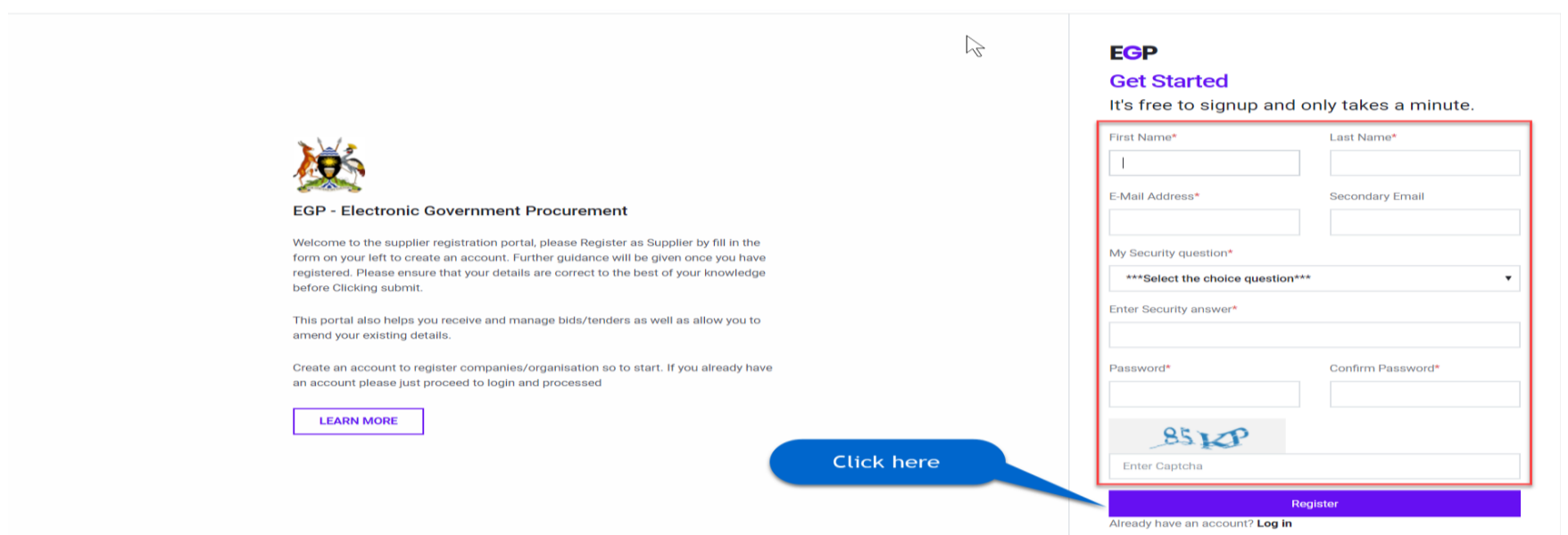
This User Guide provides a high-level overview of the supplier registration process. It assumes that the supplier is not registered onto the e-procurement portal and is not familiar with the system.

To Register:

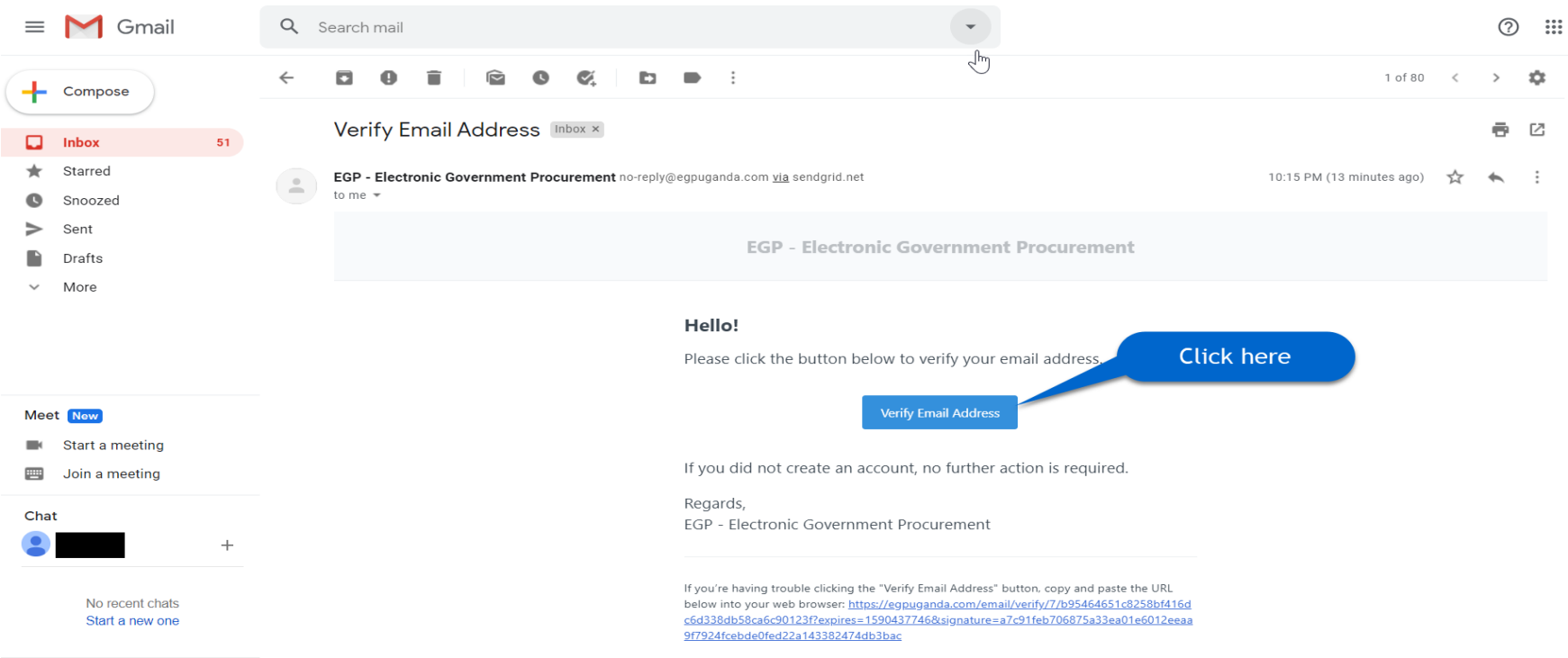
1. Launch a web browser and enter <https://egpuganda.go.ug>. You should be able to see the e-GP Home page
2. Click **Register as Supplier** as depicted in the screenshot below.



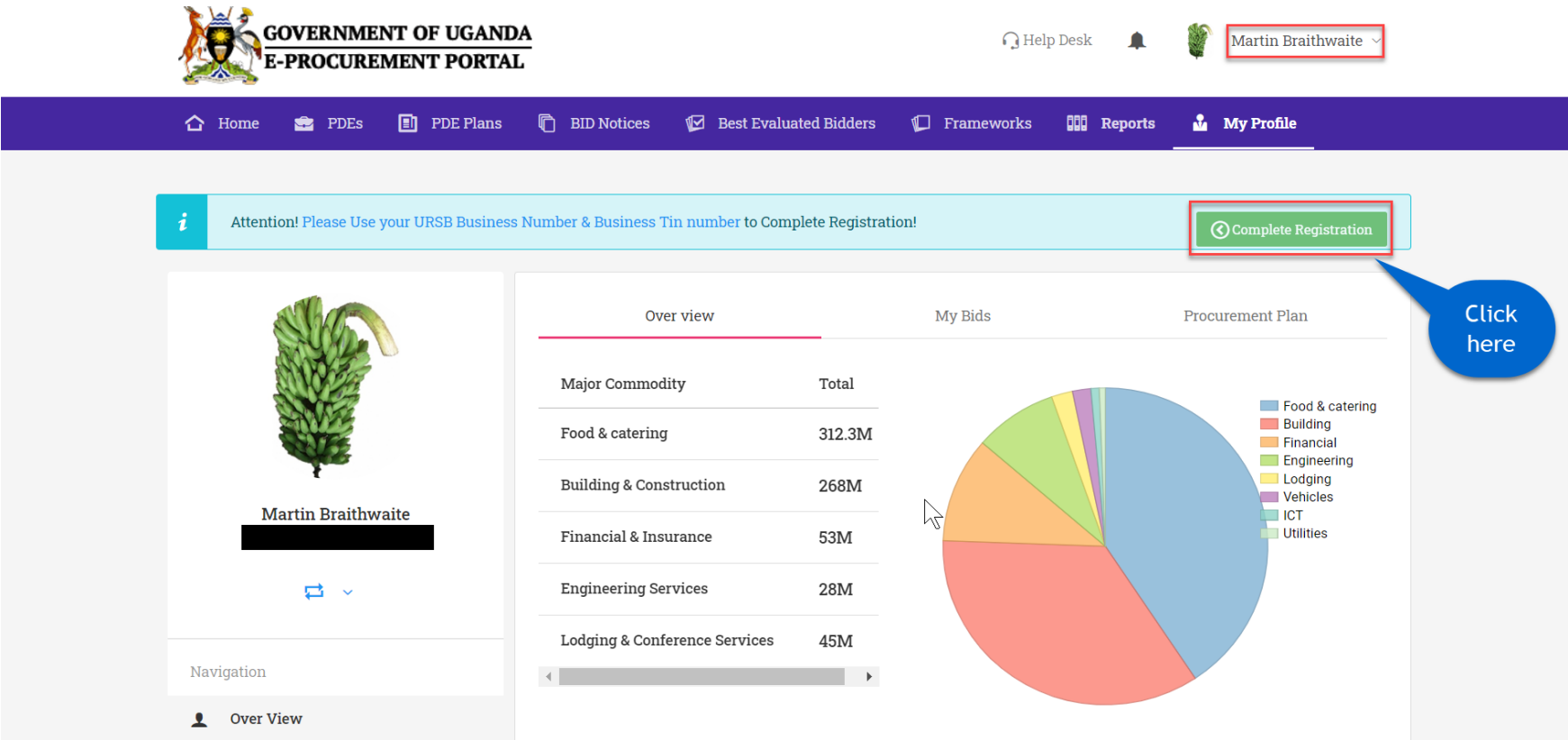
3. You will be redirected to a screen below prompting you to first signup and create a user account on the e-Procurement portal. Click **Register** after filling the details in the highlighted form



5. Login to your email upon completing sign up stage above. You should be able to see the message in the screen below prompting you to verify your email address. Click **Verify Email Address**.




6. You will be redirected to your e-Procurement dashboard as depicted in the screen below. Click **Complete Registration**.



7. You should be able to see a form prompting you to fill in the presented details in order to accomplish the first step of the registration process. On the registration type field, one can select if the supplier under registration is a –

- Company/Organization
- Individual
- Procurement and Disposing Entity

Below are the screenshots depicting the four steps of the registration process, namely: - Account details; Provider details; Provider address; and Provider documents.

 Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration below!

Complete Company Registration




Country of incorporation/ Registration: Uganda	Registration Type: Company/Organization
Organisation Name: Organisation Name	
NB: For new registration it is allowed to apply under more than one category. 50% discount will be given for every added category. This discount does not apply for renewals.	
Registration Category: <input type="checkbox"/> Works <input type="checkbox"/> Suppliers <input type="checkbox"/> Services	Date of Incorporation / Registration: dd/mm/yyyy
Business Registration Number: Business Registration Number Validate	Tax Identification Number (TIN) #: TIN Number Validate Tin

← Previous

Next →

Click here

 Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration below!

Complete Company Registration




Business sector: Information and communication	Subsector: Telecommunications
NSSF Number/Pension Fund Equivalent: 1898000155	NSSF/Equivalent Status: Pension-Fund status
URSB status: enter current status	Organization type * Association
Email address * kasokoso	Website address https://example.com
Office Number* 07990698999588	Phone Land Line 0800XXXXXX

← Previous

Next →

Click here

 Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration below!

Complete Company Registration



Latitude: * 48.56	Longitude: * 0.56
Current Country: Uganda	City: Sant Juli? de L?ria
Street Address: * Kampala	

← Previous

Next →

Click here

Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration below!

Complete Company Registration

✓
Account Details

✓
Provider Details

✓
Provider Address

✎
Provider Documents

Upload Company Logo

Browse

Accepted formats: jpeg,png,jpg,gif,svg. Max file size 2Mb

Upload Certificate of Incorporation /Registration

Browse

Accepted formats: jpeg,jpg,png,gif,svg,pdf. Max file size 2Mb

Trading License/Business Operating License

Browse

Accepted formats: jpeg,jpg,png,gif,svg,pdf. Max file size 2Mb

TIN Certificate

Browse

Accepted formats: jpeg,jpg,png,gif,svg,pdf. Max file size 2Mb

Letter of Authorization from signatory

Browse

Accepted formats: jpeg,jpg,png,gif,svg,pdf. Max file size 2Mb

Other Attachments

Browse

Accepted formats: jpeg,jpg,png,gif,svg,pdf. Max file size 2Mb

← Previous

Submit form →

Click here

8. Upon clicking **Submit form** as depicted in the screen above, you should see the screen below prompting you to add director details by clicking **Add a Director**.

Attention! Please Pay your registration fees within the next 6 days so not to have this Account Suspended!
Pay Now

Martin Braithwaite

All

Navigation

- Over View
- Communications
- My Companies
- Calendar
- My Bids
- My BEBs
- My Complaints

Companies
Details

Company Details

Business Details

Company Name: Ridiculous Inc

URSB Number: 8001236765677

Tin Number: 100009689

Current Address: Uganda Sant Juli? de L7ria

- Kampala

Contacts People

Names: 1

Position: 1

TEL: 07990698999588

Email: kasokoso

Website: http://www.ggg.com

01
00
More Details

Company Directors
+ Add a Director

Director's Details	Position	Email	Telephone	Status
<div style="display: flex; align-items: center;"> <div> <p>Keith Braithwaite</p> <p>100009036</p> <p>12343214900107</p> </div> </div>	Chairman	keith@email.com	+9999955555	Active
<div style="display: flex; align-items: center;"> <div> <p>Keith Braithwaite</p> <p>100009003</p> <p>12300125458978</p> </div> </div>	Board Member	keith@email.com	+9999999999	Active

Click here

9. After adding directors click **Pay now** to complete payment of registration fees as depicted in the screens below.

GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

Help Desk
ALL
Martin Braithwaite

Home
PDEs
PDE Plans
BID Notices
Best Evaluated Bidders
Frameworks
Reports
My Profile

Attention! Please Pay your registration fees within the next 6 days so not to have this Account Suspended!
Pay Now

BID NOTICES
SHORTLISTED

Show: 10

Procuring Entity	Company	Procurement Details	published	Deadline	Actions
<p>KYU/SPLS/2019-2020/10002 Kyambogo University</p>	<p>OPEN</p> <p style="background-color: #f44336; color: white; padding: 2px 5px; border-radius: 5px;">Send Bid</p>	<p>Computer Equipment and Accessories</p>	2020-05-25	2020-05-25	View Details
<p>KYU/SPLS/2019-2020/10001 Kyambogo University</p>	<p>OPEN</p> <p style="background-color: #f44336; color: white; padding: 2px 5px; border-radius: 5px;">Send Bid</p>	<p>Computer Equipment and Accessories</p>	2020-05-25	2020-05-25	View Details

Showing 1 to 2 of 2 entries
1

Click here

Attention! Please Pay your registration fees within the next 6 days so not to have this Account Suspended!

Registration Fees Payments

0	Company/ Individual Account	Ridiculous Inc
1	Billing Reference Number	RF1590436029/AC14140/R10100/1691527160
2	Billing Title/Name	Reregistration fee
3	Billing fees	10,000
4	Names	Martin Braithwaite
5	Mobile Number	07990698999588
6	Payment Method	Mobile Money

☐ By Clicking the submit button, you agree to our TERMS and CONDITIONS as well that the above INFORMATION with the FINANCIAL details are correct to your understanding.

close

Submit

Click checkbox

Click here

N.B: One can register and manage more than one supplier under a single user account. To manage suppliers, Go to **My Profile** and then click **My Companies** menu item which is found on the left navigation menu as shown in the screen below.

Help Desk

RIDICULOUS INC

Martin Braithwaite

Home

PDEs

PDE Plans

BID Notices

Best Evaluated Bidders

Frameworks

Reports

My Profile

Attention! Please Pay your registration fees within the next 6 days so not to have this Account Suspended!

Pay Now

Martin Braithwaite

All

Navigation

Over View

Communications

My Companies

Calendar

Companies

Manage My Companies

Create

Business Name	Incorporation Date	Tin	Sector	Website	
Ridiculous Inc Complete Registration	May-25 2020	100009689	foreign	Kampala...	

Click here