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.

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.

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.
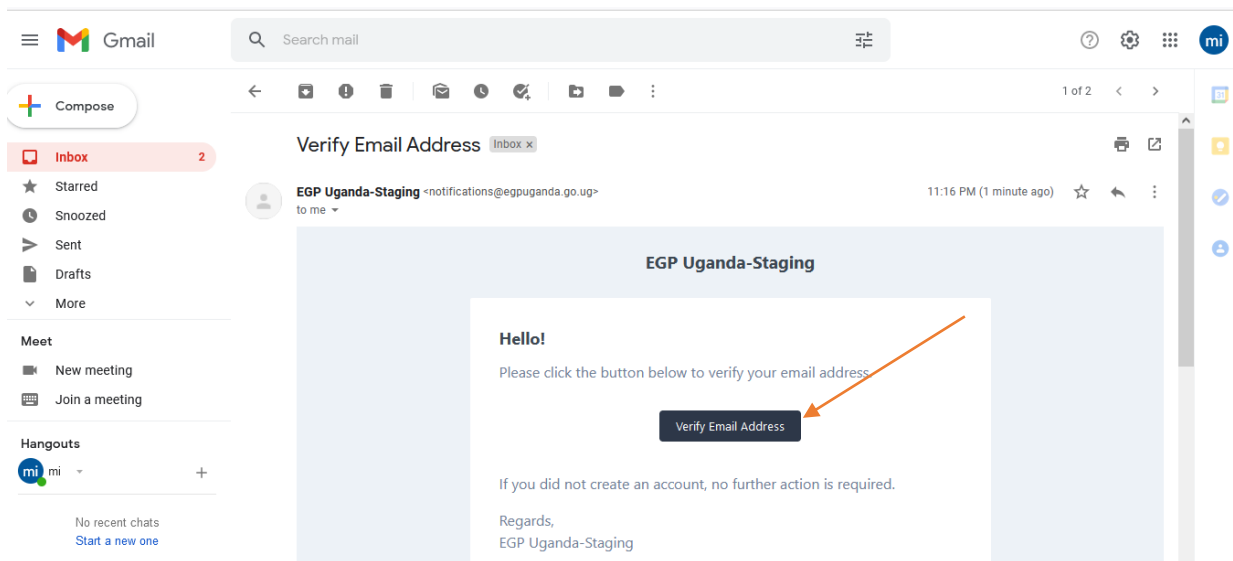
In case you do not receive the verification email in 5 minutes, click the [Click here to request another] link to resend that verification email.
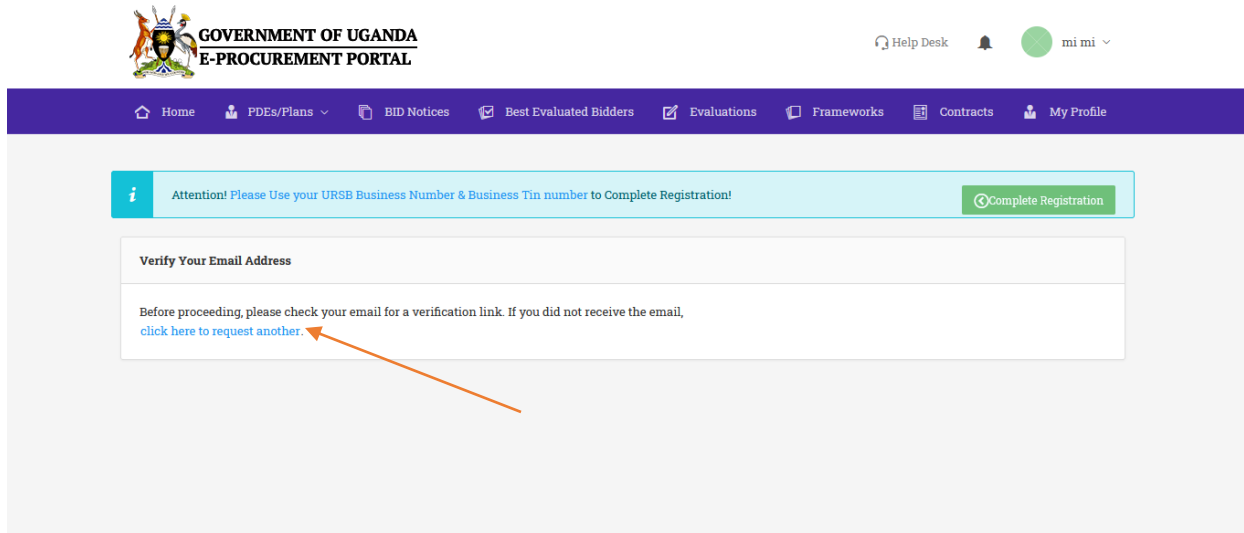
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Once your email address is verified, the following page will be displayed. Equally, this page is displayed at first login to your user account following successful verification of your email address. Click the [Complete Registration] button and a registration home page will be displayed.
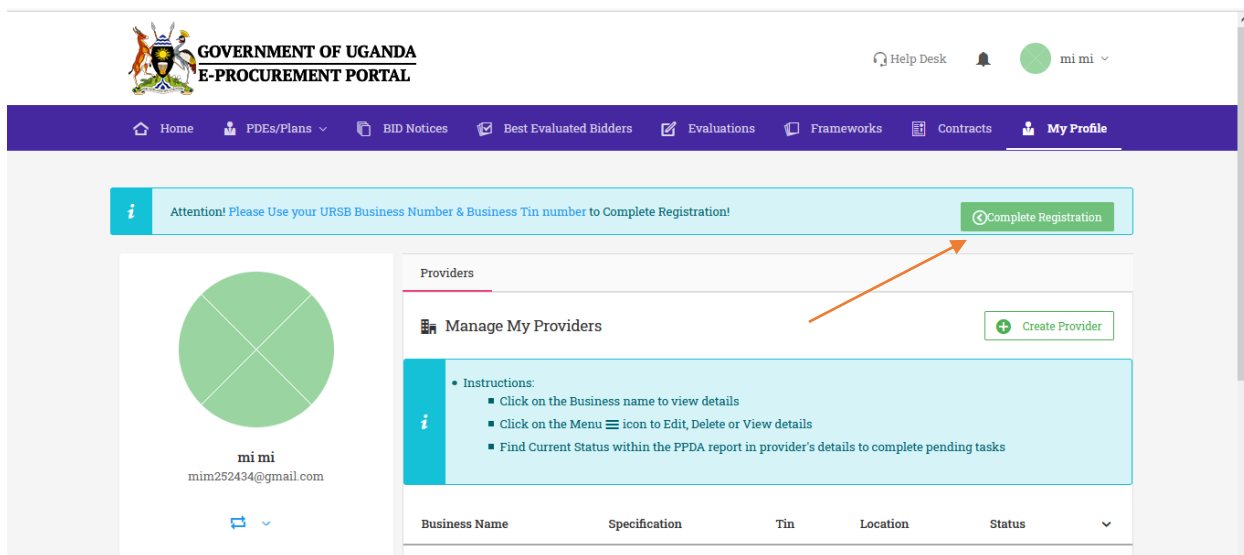
Register a local individual supplier

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.

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

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.

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

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 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.

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.

Home | PDEs/Plans ⌄ | BID Notices | Best Evaluated Bidders | Evaluations | Frameworks | Contracts | **My Profile**

INDIVIDUAL REGISTRATION

✓ ACCOUNT DETAILS — ✓ SUPPORT DOCUMENTS — ✓ ADDRESS — ✓ DETAILS — ✓ BUSINESS SECTORS — ✓ EXPERIENCE — ✎ PREVIEW & PRINT

Registration Details   🖨 Print Slip

Account details

Full NAMES:	▓▓▓▓
REGISTRATION TYPE:	local
COUNTRY OF OPERATION:	Uganda
ID Number:	▓▓▓▓
ID NAMES:	▓▓
IDENTITY EXPIRY DATE:	2025-07-03

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN):	1011104071
URA/TAX REGISTRATION NAMES:	▓▓▓▓
URA/ REGISTRATION STATUS:	ACTIVE
URA EMAIL:	▓▓▓▓
URA/ CONTACT NUMBER:	▓▓▓▓
URA/ TELEPHONE NUMBER:	▓▓▓
URA/ MOBILE NUMBER:	▓▓▓▓

NSSF NUMBER/PENSION FUND EQUIVALENT Details:

NSSF NUMBER/PENSION FUND EQUIVALENT	
NSSF REGISTRATION NAME	Empty

ADDRESS Details:

EMAIL ADDRESS: *	▓▓▓▓
WEBSITE ADDRESS:	
PHONE NUMBER:	▓▓▓▓
OTHER NUMBER:	▓▓▓▓
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	Organ...	Project Title	Contract Sum	Emp...
Empty	Empty	Empty	Empty	Emp...

☐ I ACCEPT THE **TERMS AND CONDITIONS** AND CONFIRM THAT **INFORMATION** GIVEN IS CORRECT TO THE BEST OF MY UNDERSTANDING.

❌ This field is required.

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 botton 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 ☑	Supplies ☐	Services ☐	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	▮▮▮▮▮
6	Email	▮▮▮▮▮
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	Browse... No file selected.
15	Payment Status -0	Pending Payment

Close ⊗   Submit details ➤

Click to Attach Payment receipt

Click here to proceed

	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)

Upon submission, you will be shown a notice that your application is pending approval. You will then be notified via email upon successful approval.