

# SUPPLIER REGISTRATION GUIDE



# E-GP HOME PAGE

**GOVERNMENT OF UGANDA**  
**E-PROCUREMENT PORTAL**

Help Desk Supplier Login Register as Supplier

Home Supplier Guide PDE login

PDEs PDE Plans BID Notices BEB Notices Contracts Awarded Suppliers

**WELCOME!** Login to Start

Please find below more information and any guidance

- Welcome to eGP supplier Portal
- What is eGP supplier Portal ?
- Validate Registration Certificate

**Bid Notices**

ALL	WORKS	SUPPLIES	CONSULTANT ...	NON CONSULT...
	Supplies	Motor vehicles - Armored motor vehicle...		Feb-05 2021
	Supplies	Office supplies - Conference folder...		Jan-20 2021
	Works	Naval bases Second Batch...		Jan-19 2021

Access the electronic government procurement portal from the link: <https://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).

# TO REGISTER AS A SUPPLIER

- (a) - Enter your full name and a valid email address,
- (b) - select a security question and provide a security answer to it,
- (c) - enter your secret password
- (d) - click the **[Register]** button.



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

You should receive a verification link sent to your registered email address. Your account will not be verified unless you click the link to verify your email address. Sign into your email account to access the verification email. Open the email and click the **[Verify Email Address]** 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](#)

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

First Name\* Last Name\*  
John Mukasa

E-Mail Address\* Secondary Email  
john.mukasa@gmail.com

My Security question\*  
What time of the day were you born?

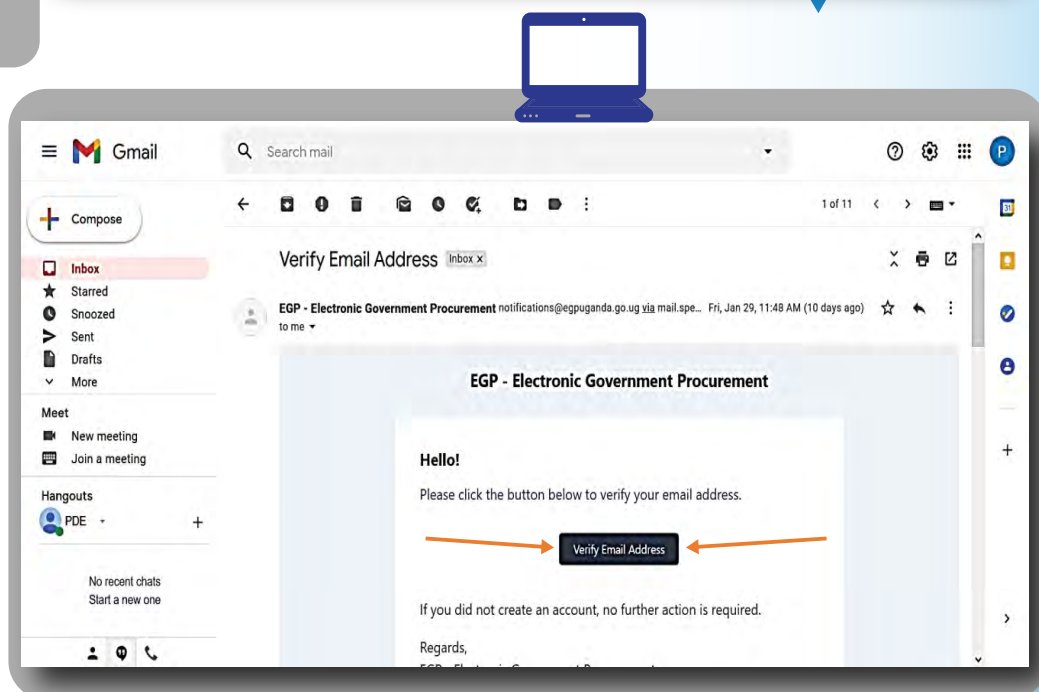
Enter Security answer\*  
Night

Password\* Confirm Password\*  
\*\*\*\*\*

[Register](#)

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

**Note.** In case you fail to trace the verification email in your inbox folder, check in the spam folder of your email account and move the email to your inbox to access the content.



Once your email address is verified, you will be redirected to your account and prompted to begin the registration of your Company or individual Provider



Attention! Please Proceed to Register a new Company/Provider !

Register Company/Provider



John Mukasa



Navigation

My Providers

Providers

Register Provider

Register Company/Provider



Instructions:

- Attention! Please Proceed to Register a new Provider Individual or Organization !

Business Names

Specification

Tin

Location

Status



In case you do not receive the verification email within 10 minutes, navigate to the e-GP system and click on **[Click here to request another]** as shown below to resend the verification email.



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

Complete Registration

Verify Your Email Address

Before proceeding, please check your email for a verification link. If you did not receive the email,

[click here to request another.](#)



# SUPPLIER ACCOUNT MANAGEMENT

## PROFILE MANAGEMENT

In order to edit your user account details, click on **[My Profile]** tab. You will be able to view your current profile information. Proceed to click on **[Edit User Details]** and you will be able to make changes to your account profile. This includes: Name, Email Address, TIN and National ID information as well as your login Password.



1

Attention! Please Proceed to Register a new Company/Provider!

Register Company/Provider

User Details

John Mukasa

User Details

Name: John Mukasa

NIN:

Tin Number:

Contacts

TEL:

Email:

Current Address:

Instructions:

- Please complete or Edit user details by clicking on Edit User details below

2

+ Edit User Details

3

Your name: John Mukasa

Email: john.mukasa@gmail.com

Phone : \* +99-99-9999-9999

Enter Password: Enter Password

Confirm Password: Confirm Password

Profile Picture

No file selected

Accepted formats: PNG, JPEG, JPG, GIF

Tin Number: Tin Number

Nin Number: CM-XXXXXXXXXX-TF

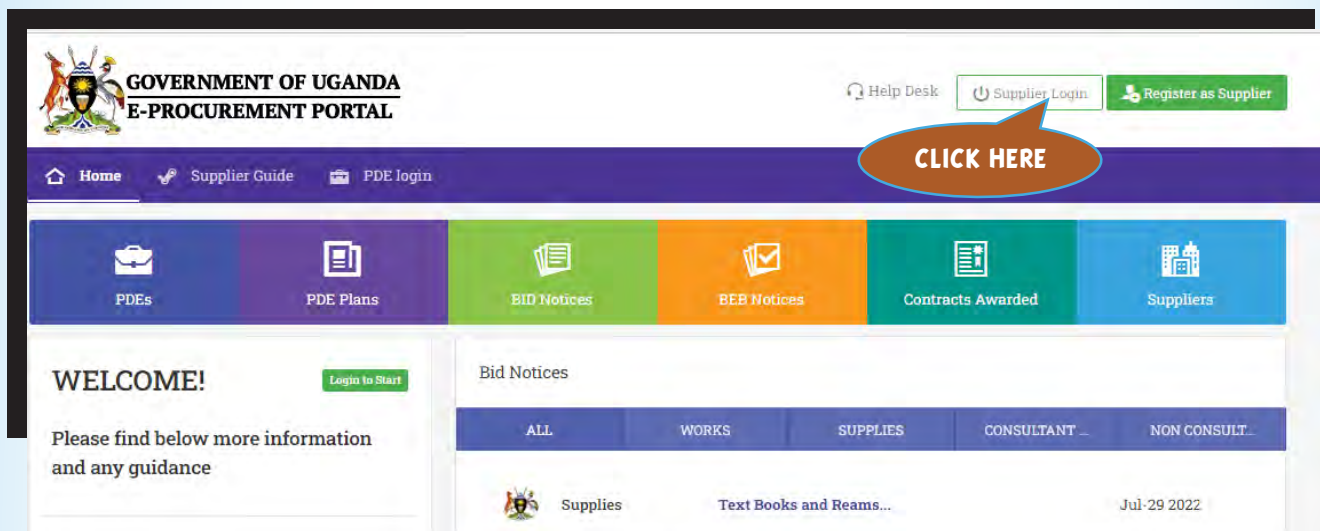
4

Save

Proceed to make the changes to your profile and click on **[Save]** to capture the changes. Note: In case changes are made to your Email or Password, you will be logged out from the current session and prompted to login to your account with the new Email or Password.

# ACCOUNT ACCESS

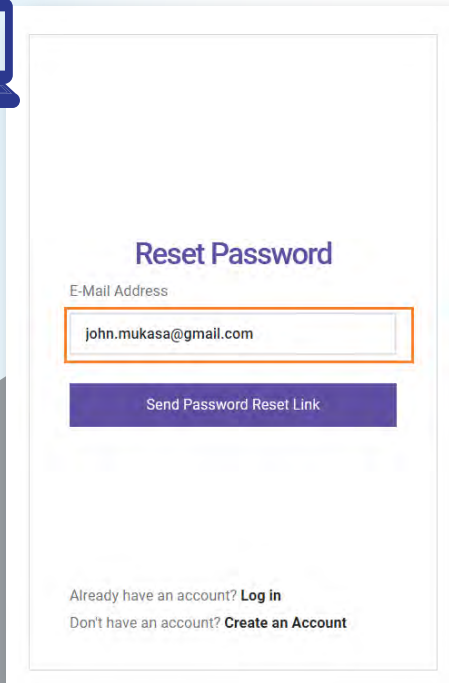
To login to account, click on [\[Supplier Login\]](#) from the e-GP Home page shown below.

A login form for the EGP Uganda portal. It features the national coat of arms at the top, followed by the text 'Welcome back! EGP Uganda login'. Below this are two input fields: 'E-Mail Address' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom, there are links for 'Forgot Your Password?' and 'Don't have an account? Create an Account'.

**Enter your Email Address and correct password and click [\[Login\]](#)**

If an incorrect Email or Password is Entered, you will not be granted access to your account. Otherwise, you will be informed that either the Email Address or Password was incorrect.

# PASSWORD MANAGEMENT



**Reset Password**

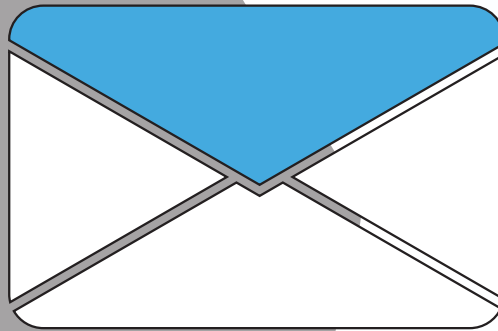
E-Mail Address

[Send Password Reset Link](#)

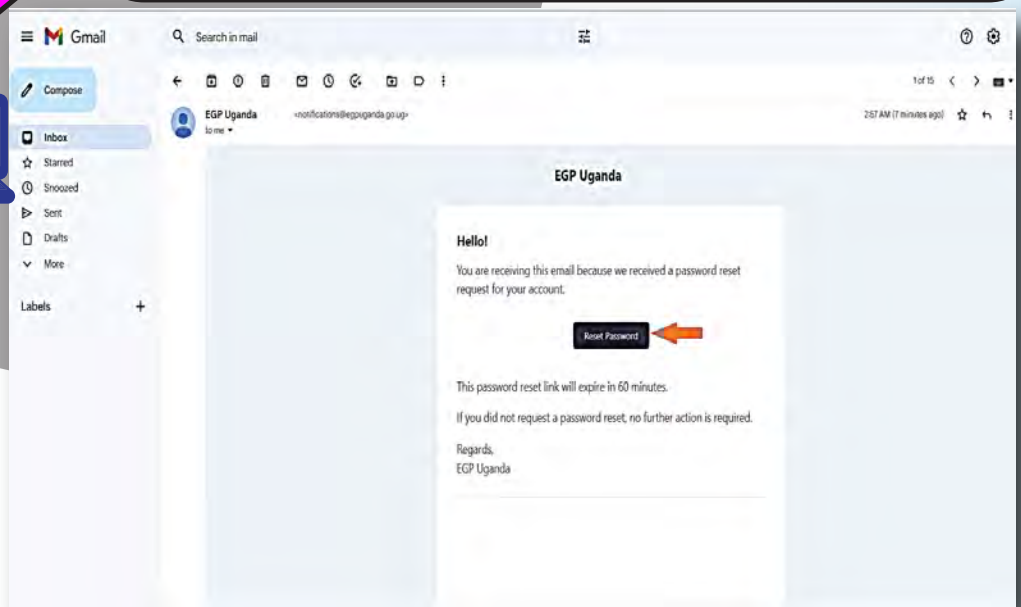
Already have an account? [Log in](#)  
Don't have an account? [Create an Account](#)



Your password is very important and must not be shared by any other individual. Incase you have forgotten your password, click on [\[Supplier Login\]](#) from the e-GP Home page and click on [\[Forgot Your Password?\]](#).



Enter your Email Address and click Send Password Reset Link. Login to Email and locate the message from the e-GP prompting you to Reset your password.



Once you click on Reset Password, you will be redirected to the e-GP reset password page. Proceed to enter the new Password, confirm the new password and click [\[Reset Password\]](#). You will automatically be redirected to your account.



# SUPPLIER REGISTRATION STEPS

To register your Company/Firm, ensure that you have an active account on the system. Login with your correct Email Address and Password and click on the banner message with the button labeled [Register Company/Provider].

## REGISTERING A LOCAL (UGANDAN) COMPANY

To register a local company, select the registration type as Company/Organization ensure that the selected country of incorporation/registration is Uganda. Enter the business registration number of your company e.g., 80020001097790, and click the [Validate] button. The Business name and date of incorporation will be auto populated from URSB once the validation is successful. Enter the company Tax Identification Number (TIN) and click the [Validate] button to retrieve your company details from URA. The URA/Tax registration name and other fields will be auto populated once the validation is successful.

GOVERNMENT OF UGANDA  
E-PROCUREMENT PORTAL

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ORGANIZATION REGISTRATION

1 2 3 4 5 6 7  
ACCOUNT DETAILS SUPPORT DOCUMENTS DETAILS FINANCIALS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

REGISTRATION TYPE: \* COMPANY/ORGANIZATION COUNTRY OF INCORPORATION/ REGISTRATION: \* 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. All grayed out fields will AUTO FILLED after Validating Business Number

BUSINESS REGISTRATION NUMBER: \* Business Registration Number Validate URSB REGISTRATION/BUSINESS NAME: Auto Generated URSB Registration Name

DATE OF INCORPORATION / REGISTRATION: dd/mm/yyyy

URA/ TAX IDENTIFICATION NUMBER (TIN) #: \* TIN Number Validate URA Details

URA/TAX REGISTRATION NAMES: Auto Generated URA Registration Name

REGISTRATION STATUS: URA Registration Status URA EMAIL: URA Email

CONTACT NUMBER: Contact Number TELEPHONE NUMBER: Telephone Number

MOBILE NUMBER: Mobile Number


NSSF NUMBER/PENSION FUND EQUIVALENT: NSSF number NSSF REGISTRATION NAME: Auto Generated NSSF Registration Name

Reset Form Save As Draft

Previous Next



If the Business Registration Number and TIN are both valid, Click the [Next] button to proceed to the following step. In case your validated details differ, you will see a notice on the cause of the mismatching information between the URSB returned details and the URA returned details that you can correct.



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E-PROCUREMENT PORTAL

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ACCOUNT DETAILS

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REGISTRATION TYPE: \*

Company/Organization

COUNTRY OF INCORPORATION/ REGISTRATION: \*

Local Uganda

BUSINESS REGISTRATION NAME/S: \*

INVESTMENTS LIMITED

DATE OF INCORPORATION / REGISTRATION:

11 / 07 / 2019

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. All grayed out fields will AUTO FILLED after Validating Business Number

BUSINESS REGISTRATION NUMBER: \*

8002000

OK- Valid

URSB REGISTRATION/BUSINESS NAME:

INVESTMENTS LIMITED

URA/ TAX IDENTIFICATION NUMBER (TIN) #: \*

101

OK- Valid

URA Details

URA/TAX REGISTRATION NAMES:

INVESTMENTS LIMITED

REGISTRATION STATUS

ACTIVE

URA EMAIL

@gmail.com

CONTACT NUMBER

25677

TELEPHONE NUMBER

00256

MOBILE NUMBER

25677

NSSF NUMBER/PENSION FUND EQUIVALENT:

NSSF number

NSSF REGISTRATION NAME:

N/A

Reset Form

Save As Draft

Click here to proceed

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Support

Docs

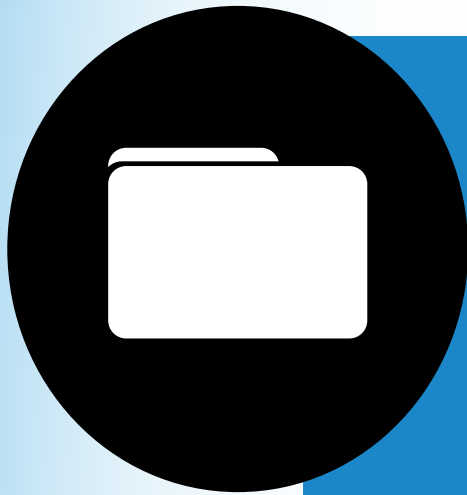


SCREEN





# DOCUMENT UPLOAD FOR LOCAL COMPANIES



The required mandatory document for all local companies is a valid Trading License. Providers can also upload their company logo where applicable. The supporting document should be saved in .pdf format for documents and .png for images and of maximum size of 5MB per file. Select the correct document from your computer and it will be attached onto the system, then click the [Next] button upon successful upload to proceed to the next step.

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Please note that the information you submit will only be accessible by registered PDEs, Register of Providers, Secretariat staff and authorized GoU agencies such as PPDA.

### UPDATE COMPANY REGISTRATION

1. ACCOUNT DETAILS 2. SUPPORT DOCUMENTS 3. DETAILS 4. FINANCIALS 5. BUSINESS SECTORS 6. EXPERIENCE 7. PREVIEW & PRINT

Instructions: please attach the following documents/files

**Upload Company Logo:**

Company Logo.jpeg Choose File Company Logo.jpeg

Accepted formats: gif, png, jpg. Max file size 5MB

**Trading License/Business Operating License\*:**

Company Trading License 2022.pdf Choose File Company Trading License 2022.pdf

formats: pdf Max file size 5MB

**Other Attachments:**

No file selected Choose File NO File

formats: pdf Max file size 5MB

Reset Form Save As Draft

Click here to Proceed

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The Company details page will be displayed with the address details, shareholders and company representatives' information. This information is automatically loaded from URSB. Proceed to verify the information and make any necessary changes. Make changes to the District and County, and update the Street Address with the right information.



UPDATE COMPANY REGISTRATION

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

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

COMPANY ADDRESS DETAILS:

EMAIL ADDRESS: \* john.mukasa@gmail.com WEBSITE ADDRESS: https://globalwebsite.com

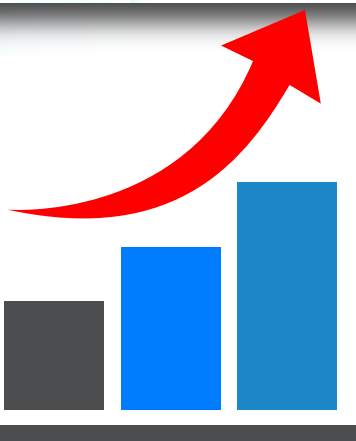
PHONE NUMBER: \* +256 256779959110 OTHER NUMBER: +256 256779959110

District: \* Buvuma County: \* Buvuma town council

Street Address Instructions: Please Enter the most recent postal address

Street Address: \* Plot 1005, Business Street, Buvuman Town

Update Address Details



If the details of the Organization Owners/Shareholders are not automatically populated from URSB, you can add them manually by clicking on **Add More** button.



ORGANIZATION OWNERS/SHAREHOLDERS:

Please add any "Organization Owners/Shareholders" that have not been generated or missing thank you.

Names	gender	position	Nationality	Share	Action
John Mukasa	Male	CEO	Uganda	75	Remove
Paul Simmons	Male	Manager	United Kingdom	35	Remove
	-- select --		-- select Country --		Remove

Click to add another member

+ Add More

Proceed to add the Names, Gender, Position, Nationality and the Share contribution of each Shareholder and proceed to the next section of form. Incase the company has no shareholders ; **this section can be left blank**. Proceed to enter all the required information for the Representative/ Secretary as well as the Approver/Director.

**REPRESENTATIVE/SECRETARY**

First Name: \*

Last Name: \*

Other Name:

Position: \*

Phone number: \*  
+256

Email: \*

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

**APPROVER/DIRECTOR**

First Name: \*


Last Name: \*

Other Name:

Position: \*

Phone number: \*  
+256


Email: \*



[Previous](#) [Next](#)

Once done, click on [Next] to proceed to the Financial Details of your company. Enter the Turnover, Profit and Net Assets details of your company for the past 2 years / more.

ACCOUNT DETAILS ☒ SUPPORT DOCUMENTS ☒ DETAILS ☒ **FINANCIALS** ☐ BUSINESS SECTORS ☐ EXPERIENCE ☐ PREVIEW & PRINT ☐



**FINANCIAL DETAILS:**

Give your Financial Details below. However if you are newly registered live it blank.

Year	Currency	Turnover	Profit(Af.Tax)	Net Assets	Action
2020	UGX	120000000	24000000	750000000	
2021	UGX	250000000	50000000	980000000	

[+ Add More](#)

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

[Previous](#) [Next](#)

**Note:** In case the company is newly registered and has no turnover information, this section can be skipped. 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. You can select more than one category. By clicking any sub-category of your choice, the main category i.e., Works/Supplies/Ser- vices remain selected. Proceed to select all the sub-categories that relate to your company and these will be displayed on your registration certificate.

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

Please check the section and choose the categories and sub-categories the provider operates/deals in.

Works

Filter

Construction of roads and bridges  
Construction of water projects  
Electrical, plumbing and other installation activities  
Heating and ventilation and air circulation  
Heavy construction machinery and equipment  
Heavy construction services

Aerospace systems and components and equipment  
Construction of buildings and carpentry

Filtered 28 from 39 show all Showing all 2

Sub-categories displayed on Certificate

Click the [Next] button to proceed to the Experience stage. On the Experience page requires the provider to input the company experience in terms of past projects. If applicable, input the project ID (Procurement reference number), Organization Name (Contracting authority), Project title as well as the Contract sum and any relevant link to the project.

ACCOUNT DETAILS SUPPORT DOCUMENTS DETAILS FINANCIALS 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:  
WHO/SUPPLY/2019/2020/1001

Organization Name:  
World Health Organisation

Project Title:  
Supply of Construction Materials for WHO PRO Project

Contract Sum:  
USD \$6000

Relevant URL:

ADDED EXPERIENCE DETAILS

Project	Organization	Contract Sum
---------	--------------	--------------

Add Record Reset Form Save As Draft

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Click the [Add Record] button to save a project to your list of Experiences. Click on the Menu icon to Edit or Delete details of any project added.

Record Details Saved.

✓

✓

✓

✓

✓

ACCOUNT DETAILS

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PREVIEW & PRINT

i

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:

USD

Relevant URL:

Add Record

Reset Form

Save As Draft

ADDED EXPERIENCE DETAILS

Project	Organization	Contract Sum	
Supply of Construction Materials for WHO PRO Project	World Health Organisation	(USD) 550000	<div><div></div><div>Edit Details</div><div>Delete Details</div></div>

← Previous

Next →



Upon clicking the [Next] button, a form with all your company registration details will be displayed. Verify and confirm that the information 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. Click the [Submit Form] button to submit your registration details.





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Registration Application Details

Print Slip

Account details

BUSINESS REGISTRATION NAME/

COMPUTER IN U LTD

REGISTRATION TYPE

local

DATE OF INCORPORATION / REGISTRATION \*

2011-05-02

COUNTRY OF INCORPORATION / REGISTRATION \*

Uganda

URSB/ BUSINESS REGISTRATION NUMBER Details:

URSB/ BUSINESS REGISTRATION NUMBER

COMPUTER IN U LTD

URSB/ REGISTRATION/BUSINESS NAME

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN):

1003

URA/ TAX REGISTRATION NAMES:

URA/ REGISTRATION STATUS:

URA/ EMAIL:

URA/ CONTACT NUMBER:

URA/ TELEPHONE NUMBER:

URA/ MOBILE NUMBER:

NSSF/PENSION FUND EQUIVALENT Details:

NSSF/ PENSION FUND EQUIVALENT NUMBER

NSSF/ PENSION FUND EQUIVALENT REGISTRATION NAME

ORGANIZATION ADDRESS Details:

EMAIL ADDRESS: \*

john.mukasa@gmail.com

WEBSITE ADDRESS:

PHONE NUMBER:

OTHER NUMBER:

District:

County:

Street Address:

FINANCIAL DETAILS Details:

Year	Currency	Turnover	Turnover	Net Assets
2020	UGX	120000000	240000000	750000000
2021	UGX	250000000	500000000	980000000

ORGANIZATION OWNERS/SHAREHOLDERS Details:

Names	gender	position	Nationality	Share
John Mukasa	male	CEO	Uganda	75
Paul Simmons	male	Manager	United Kingdom	35

REPRESENTATIVE Details:

First Name

Jane

Last Name

Other Name

Position

Phone number

Email

APPROVER/DIRECTOR Details:

First Name

John

Last Name

Other Name

Position

Phone number

Email

Registration Category Details:

	CATEGORY	SUB CATEGORIES
Categories	Works :	<ul style="list-style-type: none"><li>Aerospace systems and components and equipment</li><li>Construction of buildings and carpentry</li></ul>
	Supplies :	<ul style="list-style-type: none"><li>Building and construction materials</li><li>Construction and maintenance support equipment</li></ul>

ORGANIZATION EXPERIENCE

project ID	Organization Name:	Project Title	Contract Sum	Relevant URL
WHO/SUPPLY/2019/2020/1001	World Health Organisation	Supply of Construction Materials for WHO PRO Project	(USD) 56000	

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

Previous

Submit form

Click to Print this form

Click to Accept Terms and Conditions

Click to Submit

Electronic Government Procurement e-GP

# FEES PAYMENT FOR SUPPLIERS



After successful submission of company registration details, you are required to pay for registration fees based on the categories (Works/Supplies/Services) selected. Navigate to Payments Page by Clicking on the **[Pay Now]** button.



The screenshot shows the 'Manage My Providers' page. At the top, there is a navigation bar with links: Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. Below the navigation bar, a message box says 'Attention! Click on Pay Now view pending fees!' with a green 'Pay Now' button. A red callout bubble with the text 'Click here' points to this button. The main content area has a section for 'Providers' with a 'Create Provider' button and instructions. Below the instructions is a table with columns: Business Name, Specification, Tin, Location, and Status. The table contains one entry for 'Organization' with a status of 'Pending'.

The payments page will be displayed. Click the **[Pay Fees]** button next to your listed company.



The screenshot shows the 'PENDING PAYMENT/S' page. At the top, there is a navigation bar with links: Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. Below the navigation bar, a message box says 'Attention! Click on Pay Now view pending fees!' with a green 'Pay Now' button. A red callout bubble with the text 'Click here to proceed' points to the 'Pay Fees' button. The main content area has a section for 'CURRENT PENDING FEES' with a table. The table has columns: Business Name, URSB Number, Tin, Location, and Status. The table contains one entry for 'Organization' with a status of 'pending' and a 'Pay Fees' button next to it.

The payment fees are dependent on the categories selected at the time of the registration. To process payment, navigate to the URA portal to generate a payment reference number.

From any browser, type the link [www.ura.go.ug](http://www.ura.go.ug) and click on [eServices]



Uganda Revenue Authority  
Developing Uganda Together

HOME PAGE ABOUT US NOTICES PUBLICATIONS SELF SERVICE e-INVOICING KAKASA CAREERS LEGAL & POLICY URA FC

Application for approval of a Credit Note form is available under Credit Note form Download Manual Forms >> Domestic Taxes >> Returns Forms

**Introducing the improved URA e-learning portal and new Mobile learning App. Become a tax guru today.**

**GET STARTED**  
PORTAL: <https://elearning.ura.go.ug/>  
APP: Learn@URA available on Google play & App store

URA E-LEARNING PLATFORM

www.ura.go.ug | Toll Free: 0800 217 000, 0800 117 000 | Follow us: [Social Media Icons] | 0772140000

**eServices**  
Easily manage your URA Account Online.

**Tax Assistant**  
Quickly get answers to your Tax questions using the Interactive Tax Assistant.

**Tax Tools**  
Easily calculate your Tax obligations to URA using the new Tax Calc.

**Compliance**  
Always fulfil your tax obligations and report any non-compliance.

Digital Tracking Solution  
My TIN  
List of Agents  
More...

Service Desk Help  
A-Z Tax Topics  
More...

Motor Vehicle Tax Calculator Verify  
Advance Income Tax Payment  
Document Authentication

Report Non-Compliance

Follow Us: [Social Media Icons]

Under the eServices menu, select Payment Registration.



**eServices**

**Register for Taxes**  
Here you can register as individual or non-individual for different tax-types

- Instant TIN for Individual Taxpayers
- TIN Registration
- Individual Registration
- Non-Individual Registration
- Group Registration
- Print Submitted Forms

**Payments**  
Here you can generate payment slips (PRNs) to pay your tax obligations, fees and other duties. Also you can re-register your payment and print receipts of your payments

- Payment Registration**
- Print PRN Slip
- Payment Re-Generation
- Print Income Tax Payment Certificate
- Pay VISA/MASTERCARD PRN
- ONTR Refund
- Payment For Park User Fees
- Quarterly VAT Return for Non-Resident Service Providers

**TRACK APPLICATION STATUS**  
Enter Your Reference Number  
**Track**

**PRINT SUBMITTED FORM**  
Enter Your Reference Number  
Enter Your Search Code  
**Print Form**

**PRINT PRN SLIP**  
Enter Your Payment Registration Number  
Enter Your Search Code

On the Payment Registration Page, of the Tax Head options, select “Other NTR” and enter your company TIN under the tax payer Details. Your tax payer information will be automatically populated with the right information.



HOME → PAYMENT REGISTRATION

**Payment Type**  
Select Payment Type\* DT

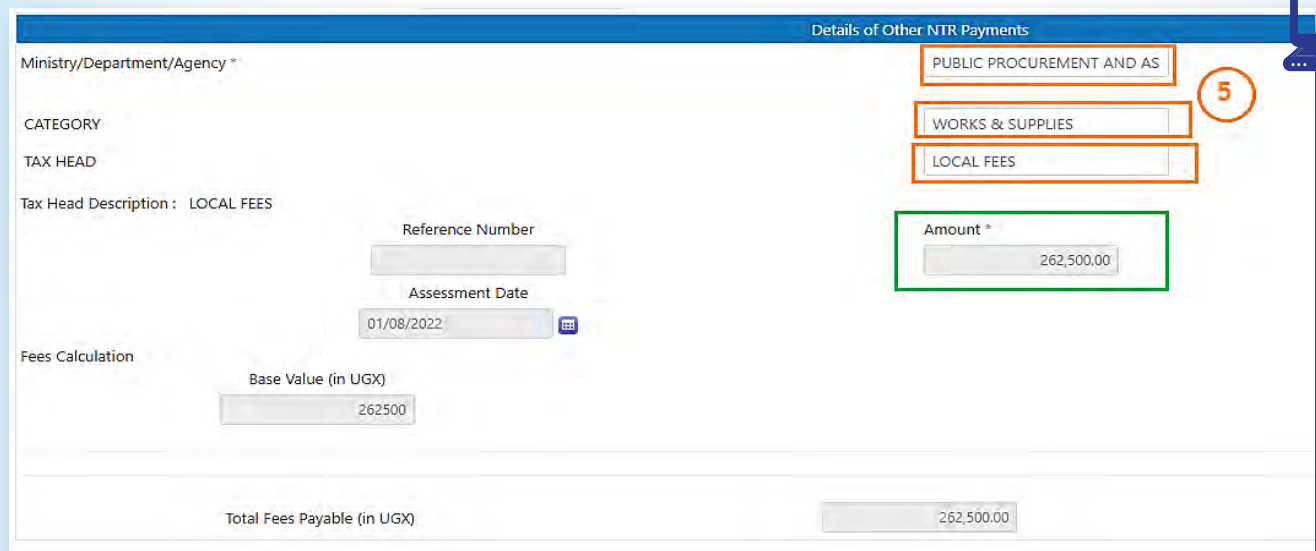
**Tax Head**  
☐ NTR  
☐ Tax Type(For IT,VAT,Excise,With holding,Gaming Tax etc)  
☒ **Other NTR**

**Taxpayer Details**

TIN	10033	Taxpayer Name *	Mr.
Plot No		Building Name	
Street Address		Trade Center	MOROTO
District/City*	MOROTO	County/Municipality*	MOROTO MUNICIPALITY
Sub county / Town Council/Division*	NORTH DIVISION	Parish*	BOMA NORTH
Village*	MOROTO HOSPITAL		



Under the details of Other **NTR** payments, select Public Procurement and Asset Disposals Authority as the Ministry/Department/Agency. Choose the category(s) as specified in your company registration form on the e-GP system and select the Tax Head as Local Fees. The URA system will automatically determine the total amount you need to pay as registration fees and display in on the screen.



Details of Other NTR Payments

Ministry/Department/Agency \* PUBLIC PROCUREMENT AND AS

CATEGORY WORKS & SUPPLIES

TAX HEAD LOCAL FEES

Tax Head Description : LOCAL FEES

Reference Number

Assessment Date 01/08/2022

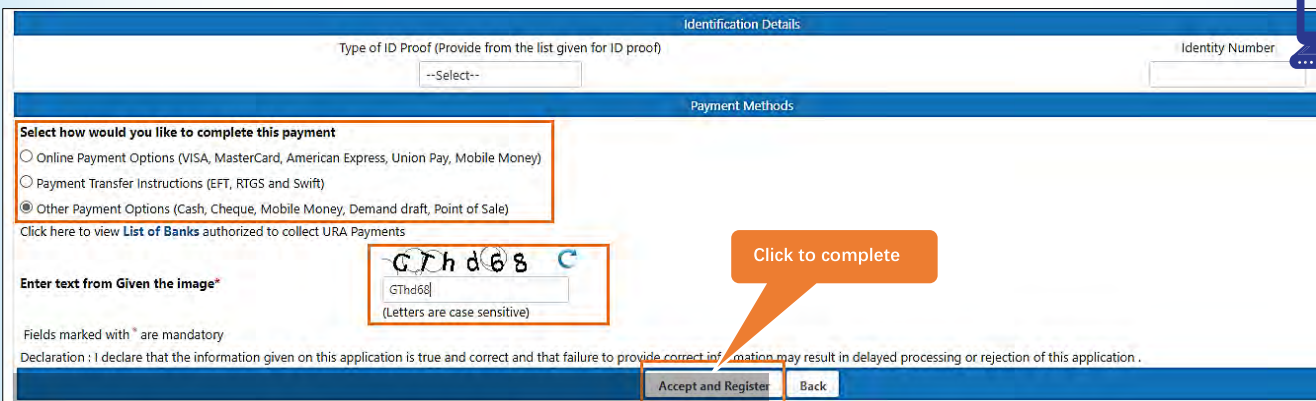
Amount \* 262,500.00

Fees Calculation

Base Value (in UGX) 262500

Total Fees Payable (in UGX) 262,500.00

Select your preferred payment method, copy the randomly generated CAPTCHA value and click on **Accept and Register** to generate the payment registration slip.



Identification Details

Type of ID Proof (Provide from the list given for ID proof) --Select--

Identity Number

Payment Methods

Select how would you like to complete this payment

☐ Online Payment Options (VISA, MasterCard, American Express, Union Pay, Mobile Money)

☐ Payment Transfer Instructions (EFT, RTGS and Swift)

☒ Other Payment Options (Cash, Cheque, Mobile Money, Demand draft, Point of Sale)

Click here to view [List of Banks](#) authorized to collect URA Payments

Enter text from Given the image\*

GThd68

(Letters are case sensitive)

Fields marked with \* are mandatory

Declaration : I declare that the information given on this application is true and correct and that failure to provide correct information may result in delayed processing or rejection of this application .

Accept and Register Back

The payment registration slip can be presented to any bank or payment agents who will process it together with your payment and a payment receipt presented back as proof of payment for the specified service.



## Payment Registration Slip

For General Tax  
call our Toll Free  
(256) 800117000

Or log on to URA web portal  
<https://www.ura.go.ug>

Mr.  
BOMA NORTH,  
MOROTO HOSPITAL,  
NORTH DIVISION, MOROTO MUNICIPALITY,  
MOROTO, MOROTO

NOTICE DT-2074

Notice Date :

Taxpayer NIN

Taxpayer TIN

1003311423

Payment Registration Number

2230001031112



### Payment Registration Details

<b>Tax Head :</b> PUBLIC PROCUREMENT AND ASSET DISPOSALS AUTHORITY -> WORKS & SUPPLIES -> LOCAL FEES			
<b>Amount (in UGX) :</b>	262,500	<b>Base Value (in UGX) :</b>	262,500.00
<b>Units :</b>	0	<b>Identity Proof Type :</b>	NA
<b>BPAF Serial Number :</b>	NA	<b>Identity Proof Number:</b>	NA
<b>Reference Number :</b>	2023INTERIMDF1472399	<b>Reference Date :</b>	01/08/2022
<b>Country Of Registration:</b>			

#### CHEQUES ONLY

Bank	Cheque No	Amount (UGX)

Amount in words: \_\_\_\_\_

**BANK STAMP AND ENDORSEMENT**

#### CASH ONLY

Currency	Amount
50,000/=	
20,000/=	
10,000/=	
5,000/=	
2,000/=	
1,000/=	
500/=	
200/=	
100/=	
50/=	
20/=	
10/=	
5/=	
<b>Total</b>	

<b>Paid in by</b>	<b>Contact Number</b>
<b>Signature</b>	<b>SEARCH CODE</b> 4084286558765Z

*This notice has been issued for and on behalf of the Commissioner / Commissioner General*





## Payment Details



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

categories	Works <input checked="" type="checkbox"/>	Supplies <input checked="" type="checkbox"/>	Services <input type="checkbox"/>	total
Account	187,500.00	150,000.00	150,000.00	262,500.00

1	Company / Individual Account 1119	COMPUTER IN U LTD
2	User full Names	Byaruhanga Abura
3	Business Registration Number	80010000617110
4	Tax Identification Number (TIN)	1003331423
5	Telephone Number	256779959110
6	Email	john.mukasa@gmail.com
7	Description of service	Registration fee
8	Transaction Reference Number	RF2262618R2355630
9	Payment Reference Number	URA Auto Generated
10	Payment Due date	URA Auto Generated (day/month/year)
11	Discount on category (50%)	50%
12	payment amount/fees	262,500.00
13	payment mode	Other (Cash,Cheque,Mobile Money,Demand Draft,Point of Sale) ▼

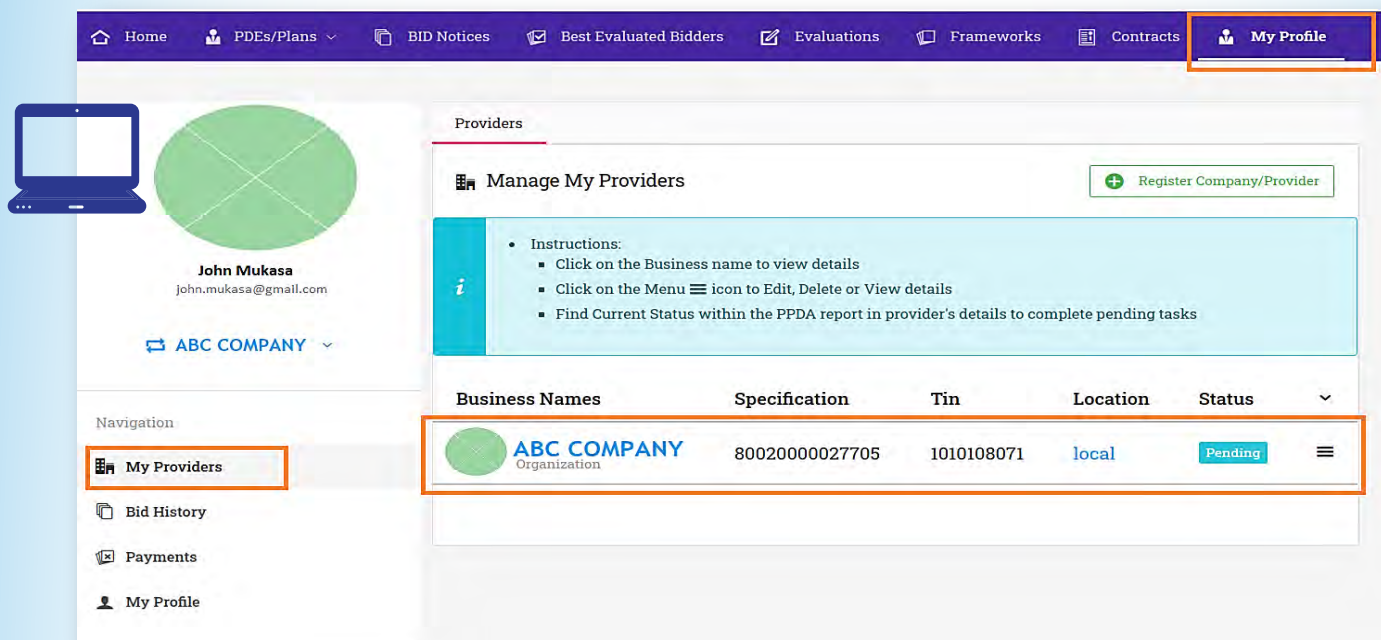
**Note: If you already have a PPDA certificate for this year, do not pay again, Please attach the certificate in the upload section below**

14	Upload Payment Receipt formats: jpeg, jpg, png, pdf Max file size 2Mb	<div>Payment Receipt.PNG</div> <div>Choose File No file chosen</div>
15	Payment Status -1119	Pending Payment

Close

Submit details

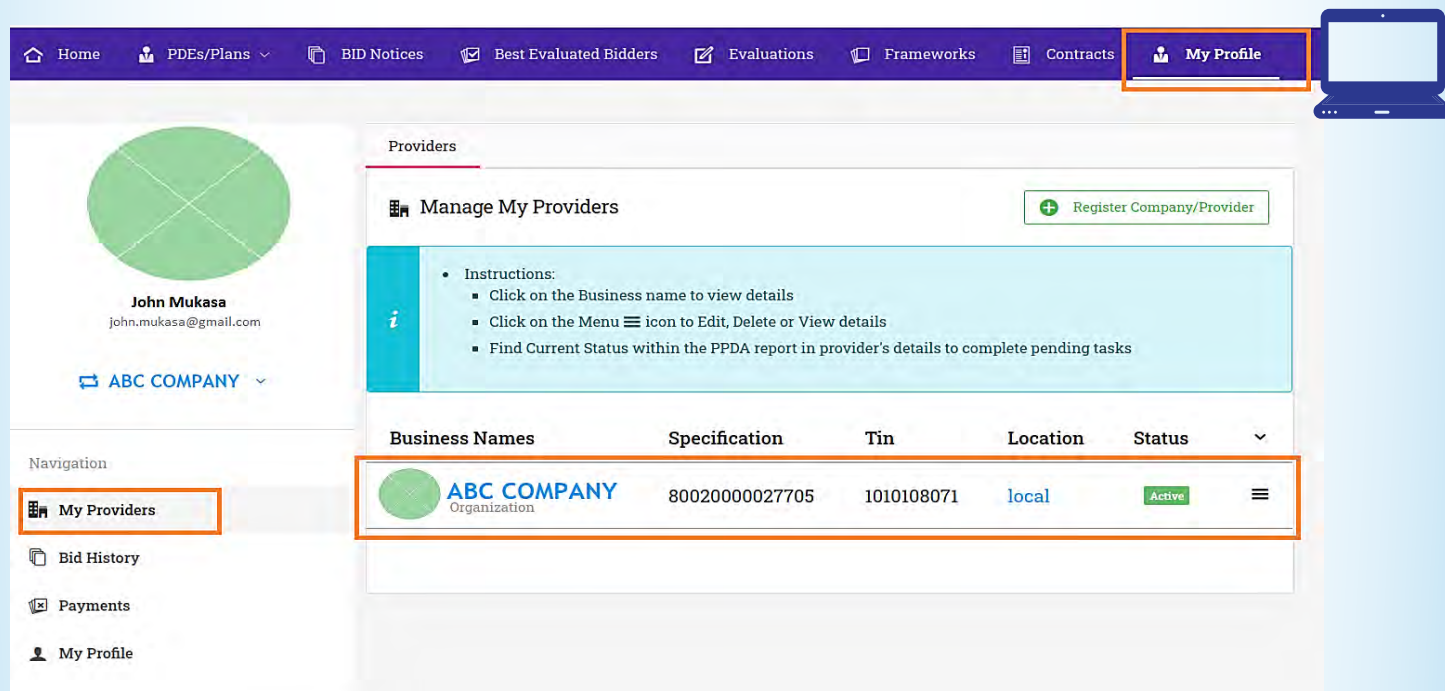
Once the payment receipt has been received, the provider is required to save it and upload it under the Pay Fees page of the e-GP system. Select the Payment Mode used to make the payment, then proceed to attach the payment receipt from your computer. Once the receipt has been uploaded, click on **[Submit Details]**.



The screenshot shows the 'My Profile' page. The user is John Mukasa (john.mukasa@gmail.com) associated with ABC COMPANY. The 'Providers' section, titled 'Manage My Providers', includes instructions and a table of providers. The 'ABC COMPANY' entry is highlighted with an orange box, showing a 'Pending' status.

Business Names	Specification	Tin	Location	Status
ABC COMPANY Organization	80020000027705	1010108071	local	Pending

Once your company has been reviewed, you will receive a notification on your email that either the registration was successful or not successful. If your company registration is approved, you will receive an email and an SMS confirming the approval. The status of your company will now change to show **Active**.



The screenshot shows the 'My Profile' page after successful registration. The 'ABC COMPANY' entry in the 'Providers' table is now highlighted with an orange box and shows an 'Active' status.

Business Names	Specification	Tin	Location	Status
ABC COMPANY Organization	80020000027705	1010108071	local	Active

Incase the company registration is rejected, you will receive an Email and an SMS notification of the status. When you login to your account, you will see a red banner on your login page informing you that your company has been rejected.

Click to here to view the report

COMPUTER IN U LTD has been rejected, please review the PPDA ROP report

John Mukasa  
john.mukasa@gmail.com  
COMPUTER IN U LTD

LOCAL ORGANIZATION INFO

ORGANIZATION DETAILS  
Company Name: COMPUTER IN U LTD  
URSB Number: 80010000  
Tin Number: 100333  
Country Of Registration: Uganda  
Nsst Number: No Entry

CONTACTS  
TEL: +256256779959110  
Email: john.mukasa@gmail.com  
Website: https://globalwebsite.com  
Current Address: Plot 1005, Business Street, Buvuman Town

Navigation  
My Providers  
Bid History  
Payments  
My Profile

Instructions:  
Use the tabs below to navigate to the provider information  
Find Current Status within the PPDA report in provider's details to complete pending tasks

Providers Report Directors/Owners Address Sectors Financial Experience Documents Requests

Registration Reports

#	Comment	Title	decision	Start Date	Status	Action
1	Click Details	2022 PRV/WKRS/SUPLS/220801194/AUG/22	reject	2022-08-01 18:22:59	canceled 2022-08-01 18:26:31	View

Please upload a valid trading license.

Reason for Rejection

View reason for Rejection

REJECTED

In case of a rejection, navigate to My Profile then My Providers to view your company. Click on the Menu icon and click on **[Edit organization]** to update your company details as per the reason for rejection from the PPDA. Once you have made the required changes, you can submit the registration details and await review.

Providers Report Directors/Owners Address Sectors Financial Experience Documents Requests

Register Provider

Register Company/Provider

Instructions:  
Attention! Please Proceed to Register a new Provider Individual or Organization !

Business Names	Specification	Tin	Location
COMPUTER IN U LTD Organization	80010000617110	1003331423	local

Click Here to view menu

Rejected

- View Details
- Assign Director
- Manage Bids
- Edit Organization



**Plot 43 Nakasero Road Kampala**

**Box 7683 Uganda**

**Telephone: +256312263850**

**Email: [psfu@psfuganda.org.ug](mailto:psfu@psfuganda.org.ug)**

**Twitter: [@psfug](https://twitter.com/psfug)**

**Facebook: Private Sector Foundation Uganda(PSFU)**