SUPPLIER REGISTRATION GUIDE

eGP

ELECTRONIC GOVERNMENT PROCUREMENT

Efficient | Transparent | Secure

Enabel

psfu
PRIVATE SECTOR FOUNDATION UGANDA
Business growth is our business

PPDA
PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY
"Procurement That Delivers"

EUROPEAN UNION

E-GP HOME PAGE

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.

Note. In case you fail to trace the verification email in your inbox folder, check in the spam folder of your email accountand move the email to your inbox to access the content.
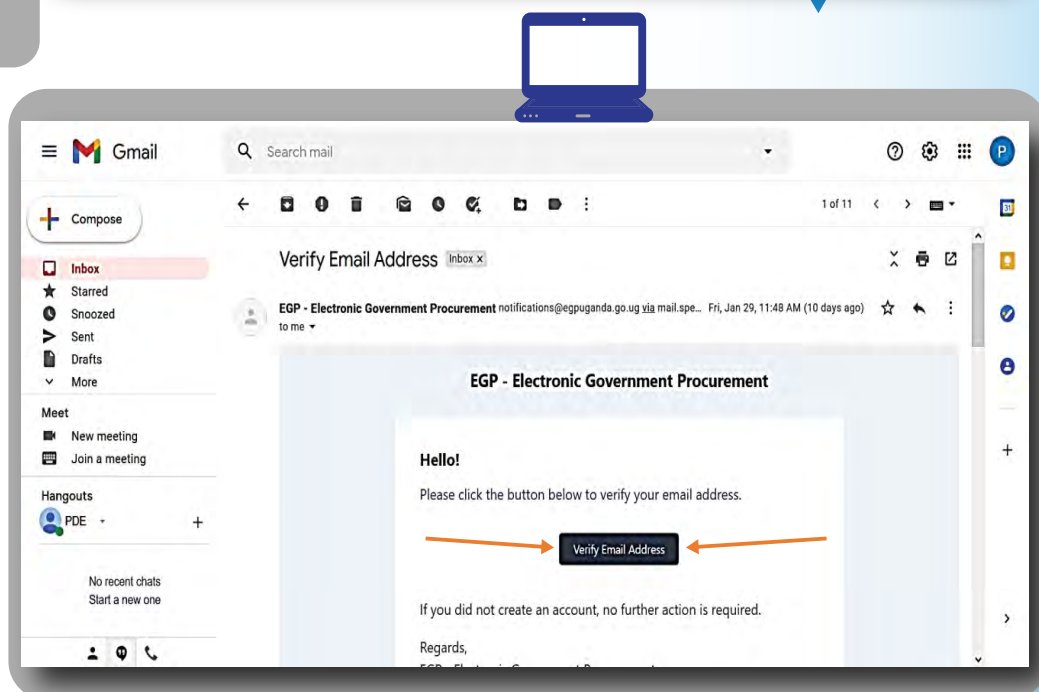
Once your email address is verified, you will be redirected to your account and prompted to begin the registration of your Company or individual Provider

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GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

Help Desk   John Mukasa ⌄

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

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

Providers

🏢 Register Provider   ⊕ Register Company/Provider

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

John Mukasa

Business Names	Specification	Tin	Location	Status	⌄

Navigation

🏢 My Providers

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.

GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

Help Desk   Roha Robe ⌄

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

i 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.

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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.
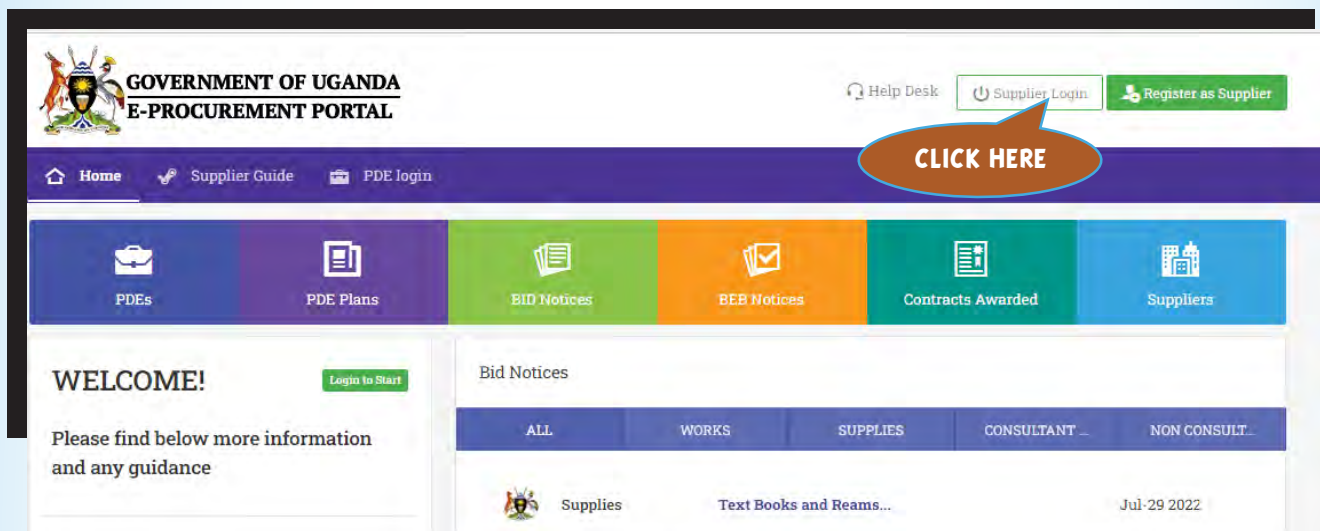

Proceed to make the changes to your profile and click on [Save] to capture the changes. Note: In case changes are made to your Email or Password, you will be logged out from the current session and prompted to login to your account with the new Email or Password.
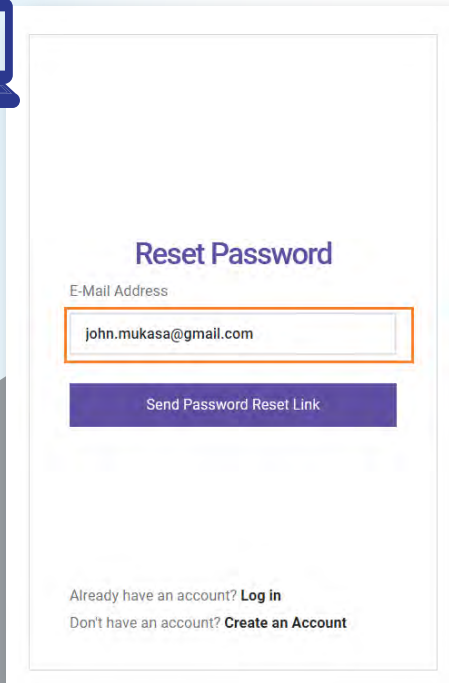
ACCOUNT ACCESS

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

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

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?].

Reset Password

E-Mail Address

john.mukasa@gmail.com

Send Password Reset Link

Already have an account? **Log in**
Don't have an account? **Create an Account**
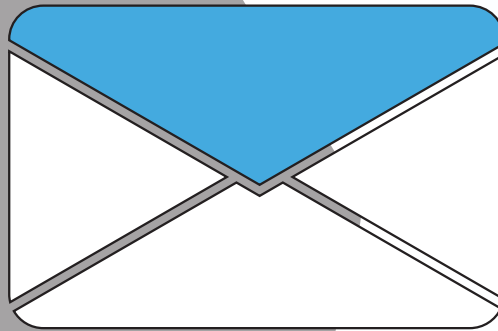
Enter your Email Address and click Send Password Reset Link. Login to Email and locate the message from the e-GP prompting you to Reset your password.

EGP Uganda

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

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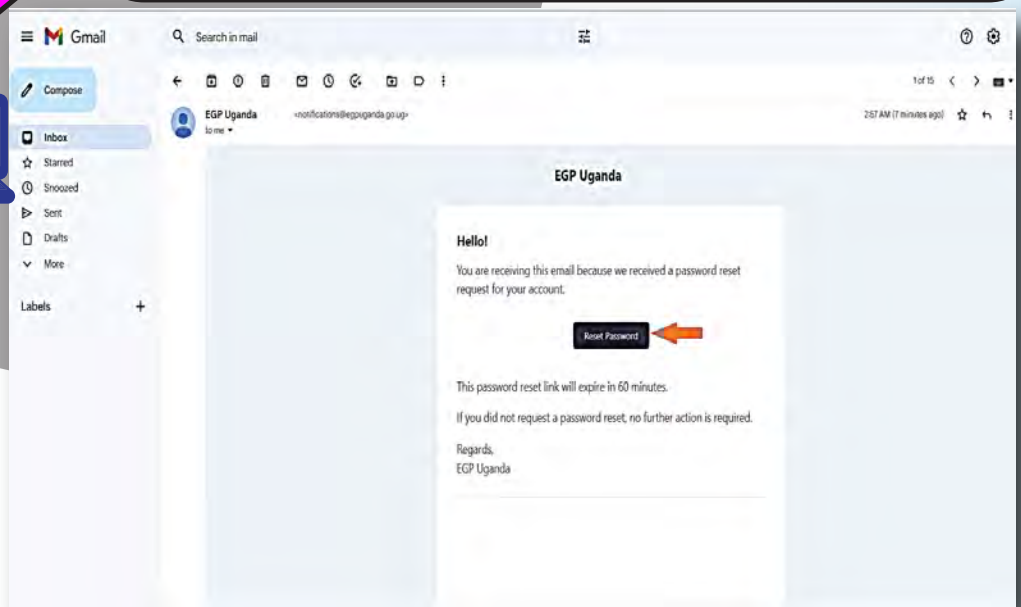
Once you click on Reset Password, you will be redirected to the e-GP reset password page. Proceed to enter the new Password, confirm the new password and click [Reset Password]. You will automatically be redirected to your account.

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.

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.

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.

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

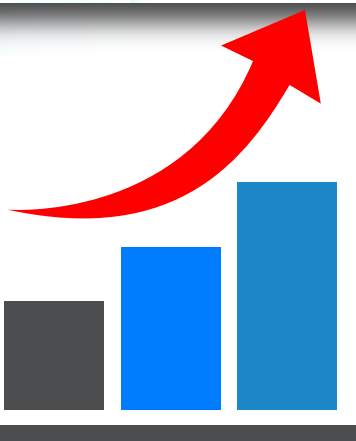WEBSITE ADDRESS:
https://globalwebsite.com

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
	-- sele		-- 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: *
Jane

Last Name: *
Dora

Other Name:

Position: *
Secretary

Phone number: *
+256   7891234556

Email: *
dorajane@yahoo.co.uk

APPROVER/DIRECTOR

First Name: *
John

Last Name: *
Mukasa

Other Name:

Position: *
CEO

Phone number: *
+256   256779959110

Email: *
john.mukasa@gmail.com

Reset Form   Save As Draft

← 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/Services remain selected. Proceed to select all the sub-categories that relate to your company and these will be displayed on your registration 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.

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 ⸺ ✓ SUPPORT DOCUMENTS ⸺ ✓ DETAILS ⸺ ✓ FINANCIALS ⸺ ✓ BUSINESS SECTORS ⸺ ✓ EXPERIENCE ⸺ 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) 56000	≡
		Edit Details	
		Delete Details	

← 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.

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

Registration Application Details

🖨 Print Slip

Click to Print this form

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:	8001▮

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN):	1003▮
URA/ TAX REGISTRATION NAMES:	Mr ▮
URA/ REGISTRATION STATUS:	ACTIVE
URA/ EMAIL:	▮
URA/ CONTACT NUMBER:	256779959110
URA/ TELEPHONE NUMBER:	00256
URA/ MOBILE NUMBER:	256779959110

NSSF/PENSION FUND EQUIVALENT Details:

NSSF/ PENSION FUND EQUIVALENT NUMBER	
NSSF/ PENSION FUND EQUIVALENT REGISTRATION NAME	Empty

ORGANIZATION ADDRESS Details:

EMAIL ADDRESS: *	john.mukasa@gmail.com
WEBSITE ADDRESS:	https://globalwebsite.com
PHONE NUMBER:	2567799▮
OTHER NUMBER:	2567799▮
District:	Buvuma
County:	buvuma town council
Street Address:	Plot 1005, Business Street, Buvuman Town

FINANCIAL DETAILS Details:

Year	Currency	Turnover	Turnover	Net Assets
2020	UGX	120000000	24000000	750000000
2021	UGX	250000000	50000000	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	Dora
Other Name	
Position	Secretary
Phone number	+2567891234556
Email	dorajane@yahoo.co.uk

APPROVER/DIRECTOR Details:

First Name	John
Last Name	Mukasa
Other Name	
Position	CEO
Phone number	+256256779959110
Email	john.mukasa@gmail.com

Registration Category Details:

	CATEGORY	SUB CATEGORIES
Categories	Works :	• Aerospace systems and components and equipment • Construction of buildings and carpentry
	Supplies :	• Building and construction materials • Construction and maintenance support equipment

ORGANIZATION EXPERIENCE

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

Click to Accept Terms and Conditions

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

← Previous   **Submit form** →

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

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 and click on [eServices]

Under the eServices menu, select Payment Registration.

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.

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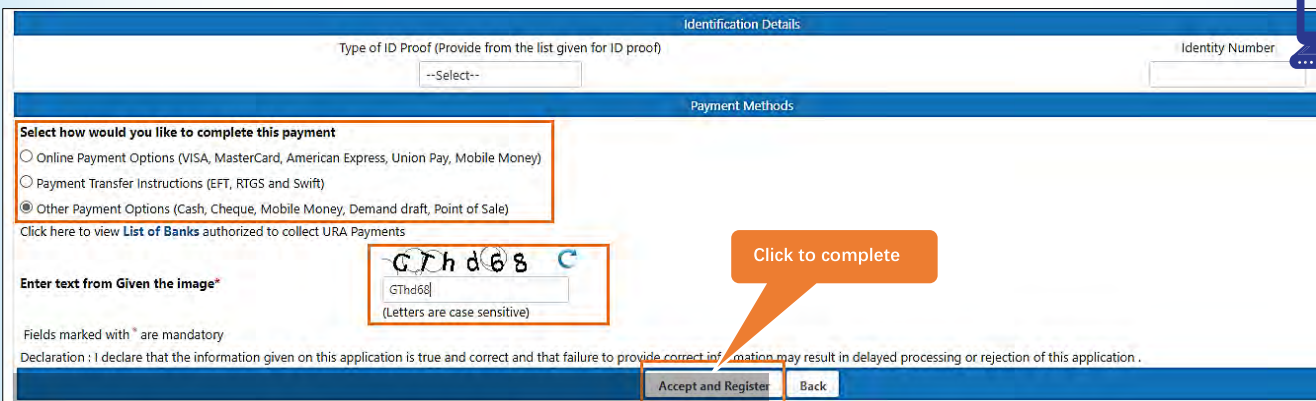
Select your preferred payment method, copy the randomly generated CAPTCHA value and click on [Accept and Register] to generate the payment registration slip.

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

Uganda Revenue Authority

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

NOTICE DT-2074

Notice Date :

Taxpayer NIN

Taxpayer TIN

10033 1423

Payment Registration Number

2230001031112

Payment Registration Details

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

CHEQUES ONLY			CASH ONLY	
Bank	**Cheque No**	**Amount (UGX)**	**Currency**	**Amount**
			50,000/=	
			20,000/=	
Amount in words:			10,000/=	
			5,000/=	
			2,000/=	
			1,000/=	
			500/=	
			200/=	
			100/=	
BANK STAMP AND ENDORSEMENT			50/=	
			20/=	
			10/=	
			5/=	
			Total	

Paid in by	Contact Number	
Signature	SEARCH CODE	4084286558765Z

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

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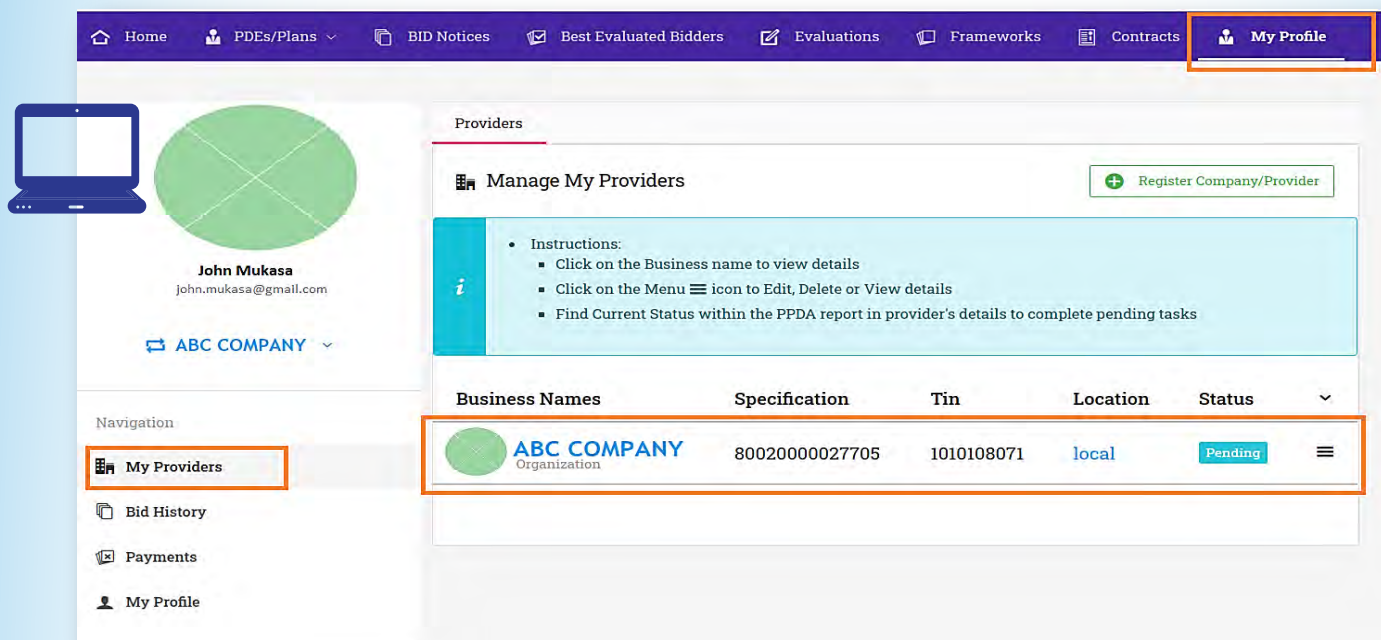
Note: If you already have a PPDA certificate for this year, do not pay again, Please attach the certificate in the upload section below

| 14 | Upload Payment Receipt
formats: jpeg, jpg, png, pdf Max file size 2Mb | ⬇Payment Receipt.PNG
[Choose File] No file chosen |
|---|---|---|
| 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].

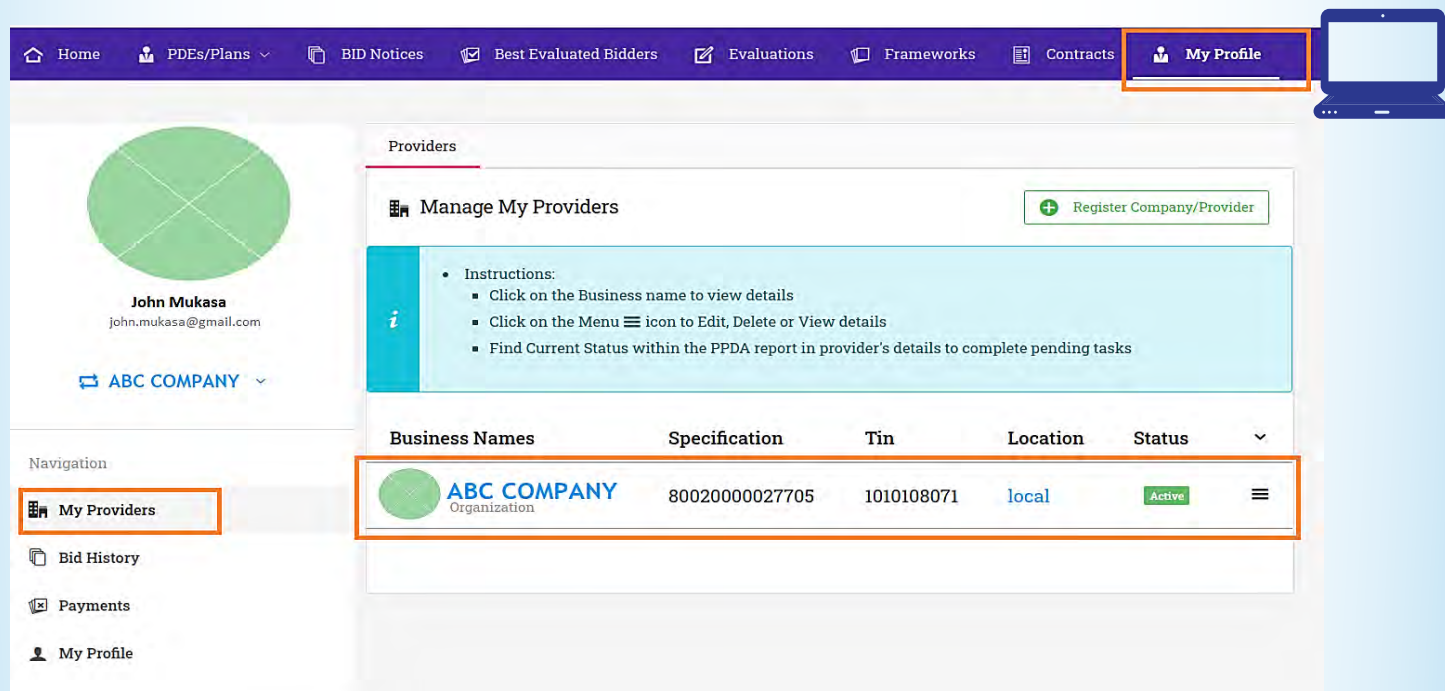Once your company has been reviewed, you will receive a notification on your email that either the registration was successful or not successful. If your company registration is approved, you will receive an email and an SMS confirming the approval. The status of your company will now change to show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

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.

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

LOCAL ORGANIZATION INFO

× REJECTED

John Mukasa
john.mukasa@gmail.com

COMPUTER IN U LTD ∨

ORGANIZATION DETAILS
Company Name: COMPUTER IN U LTD
URSB Number: 8001000
Tin Number: 100333
Country Of Registration: Uganda
Nssf Number: No Entry

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

Navigation

▤▥ My Providers

🗋 Bid History

▣ Payments

👤 My Profile

ℹ️ • 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/220001194/AUG/22	reject	2022-08-01 18:22:59	canceled ● 2022-08-01 18:26:31	👁 View

View reason for Rejection

Please upload a valid trading license.

Reason for Rejection

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

ℹ️ • 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	Rejected	☰

Click Here to view menu

▤▥ View Details
👫 Assign Director
▦ Manage Bids
☑ Edit Organization

Business growth is our business

Plot 43 Nakasero Road Kampala

Box 7683 Uganda

Telephone: +256312263850

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Twitter: @psfug

Facebook: Private Sector Foundation Uganda(PSFU)