

# QUICK REFERENCE GUIDE FOR FOREIGN 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).

Sign up as a supplier for the 1st time on the e-GP

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

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

**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	CONSULTA...
		WB/SUPLS/OPEN DOMESTIC BIDDING METHOD / 250,0...	
		WB / SUPLS / OPEN INTERNATIONAL BIDDING METHOD...	
		Printed media - hotel services...	Jun-16 2021

Click on this link to start the registration

Enter your names and a valid email address, select a security question and provide a security answer to it, enter a password of your choice, confirm your password by re-typing it 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

**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

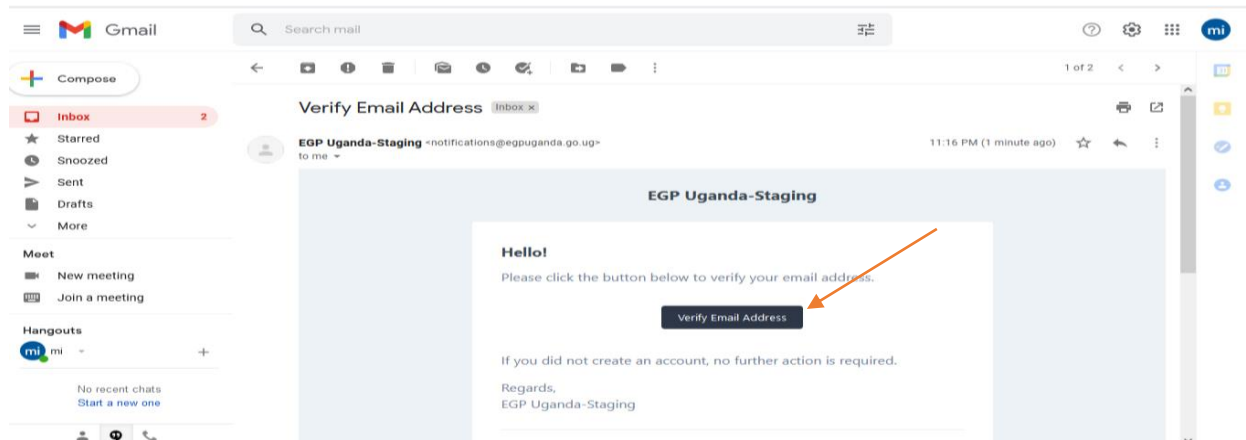
Already have an account? Log In

Click on this link to start the registration

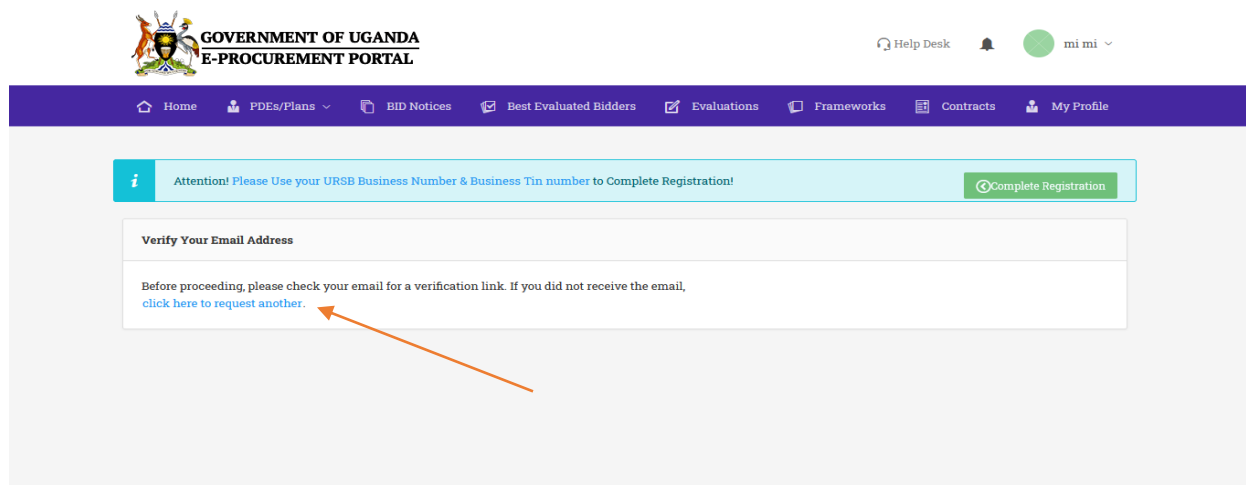
You should receive a verification link on your registered email address. Your account will not be verified unless you click the link to verify your email address.

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

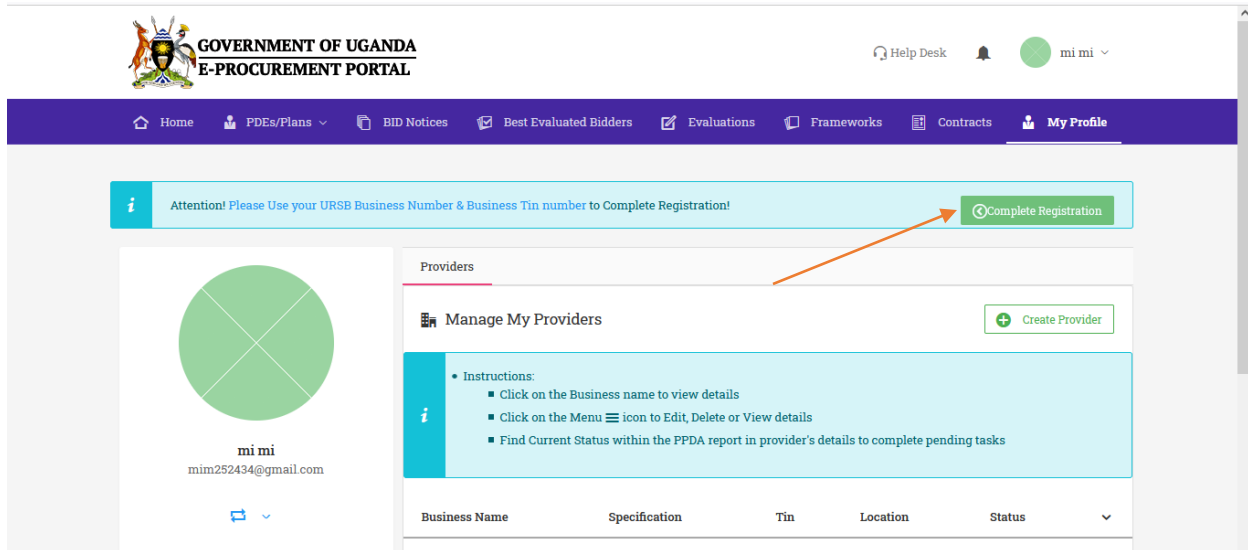
**N.B:** Check in the spam folder of your email account in case you fail to trace the verification email within the inbox folder of your email account.



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



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 Foreign Individual provider

To register a foreign individual, ensure that the selected registration type is individual, and country of operation is any other country but Uganda.

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 Tax Identification Number and click the **[Next]** button to proceed to the following step.

NB: All fields marked with asterisks (\*) are mandatory.

### INDIVIDUAL REGISTRATION

1 2 3 4 5 6 7

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

REGISTRATION TYPE: Individual

COUNTRY OF INCORPORATION/ REGISTRATION: \* Foreign -- select country --

**This field is required.**

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

**This field is required.**

IDENTITY EXPIRY DATE: \* dd / mm / yyyy

**This field is required.**

Full NAMES: \* Mr First Name Last Name

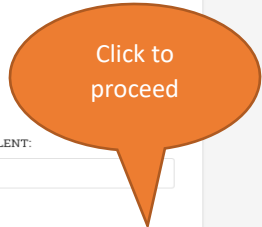
**This field is required.** **This field is required.**

TAX IDENTIFICATION NUMBER/EQUIVALENT #: TIN Number

TAX IDENTIFICATION REGISTERED NAME/EQUIVALENT: Auto Generated URA Registration Name

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

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



You will be required to upload your identification document and letter of authorization from yourself addressing it to PPDA consenting your inclusion on the PPDA register of providers.

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  [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 at the bottom of the page upon successful upload of the mandatory documents and you will be redirected to the address details page.

Input your email address, phone number as well as the street address.

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

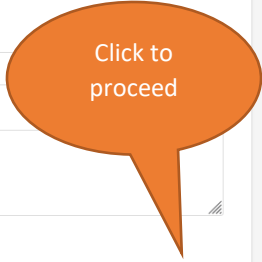
**i** • Instructions: please enter the provider's address and other details

EMAIL ADDRESS: \*  WEBSITE ADDRESS:   
**✖ This field is required.**

PHONE NUMBER: \*  OTHER NUMBER:   
**✖ This field is required.**

Current Country:  City:

Street Address: \*



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

**i** • 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

**x** This field is required.

**ACADEMIC DETAILS:**

institute/school	duration from	duration to	country	Award
<input type="text"/>	dd / mm / yyyy	dd / mm / yyyy	Uganda	<input type="text"/>

[Add More](#)

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

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



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

Click a category of 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 auto selected. You can select more than one.

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

### INDIVIDUAL REGISTRATION

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

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

Works

Filter Filter

- Aerospace systems and components and equipment
- Fluid and gas distribution
- Heating and ventilation and air circulation
- Heavy construction machinery and equipment
- Industrial filtering and purification
- Industrial pumps and compressors

Showing all 21

- Aircraft

Showing all 1

Supplies

Services

Reset Form Save As Draft

Previous **Next**



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, relevant project URL for reference as well as the Contract sum and click the “Add Record” button.

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



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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Click here to add record of experience

Click here to proceed

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

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



ACCOUNT DETAILS



SUPPORT DOCUMENTS



ADDRESS



DETAILS



BUSINESS SECTORS



EXPERIENCE



PREVIEW & PRINT

Registration Details

Print Slip

Account details

Full NAMES:	[REDACTED]
Registration Type:	foreign
Country Of Operation:	Åland Islands
ID Number:	123456
ID Names:	[REDACTED]
Identity Expiry Date:	2022-06-30

TAX IDENTIFICATION NUMBER Details:

TAX IDENTIFICATION NUMBER (TIN):	
TAX REGISTRATION NAMES:	Empty

Address Details:

EMAIL ADDRESS: *	[REDACTED]
WEBSITE ADDRESS:	
PHONE NUMBER:	[REDACTED]
OTHER NUMBER:	[REDACTED]
Country:	Thailand
City:	Krung Thep Maha Nakhon [Bangkok]
Street Address:	thai

Academic Details

Institute/Schools	Duration From	Duration To	Country	Award
Empty	Empty	Empty	Empty	Empty

Registration Category Details:

Categories	Works   Supplies
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Experience

Project ID	Organization Name:	Project Title	Contract Sum	Relevant U
Empty	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) that you selected.

The following page will be displayed. In case you already paid and 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 as 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 the proof of payment on the e-GP portal as shown 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.