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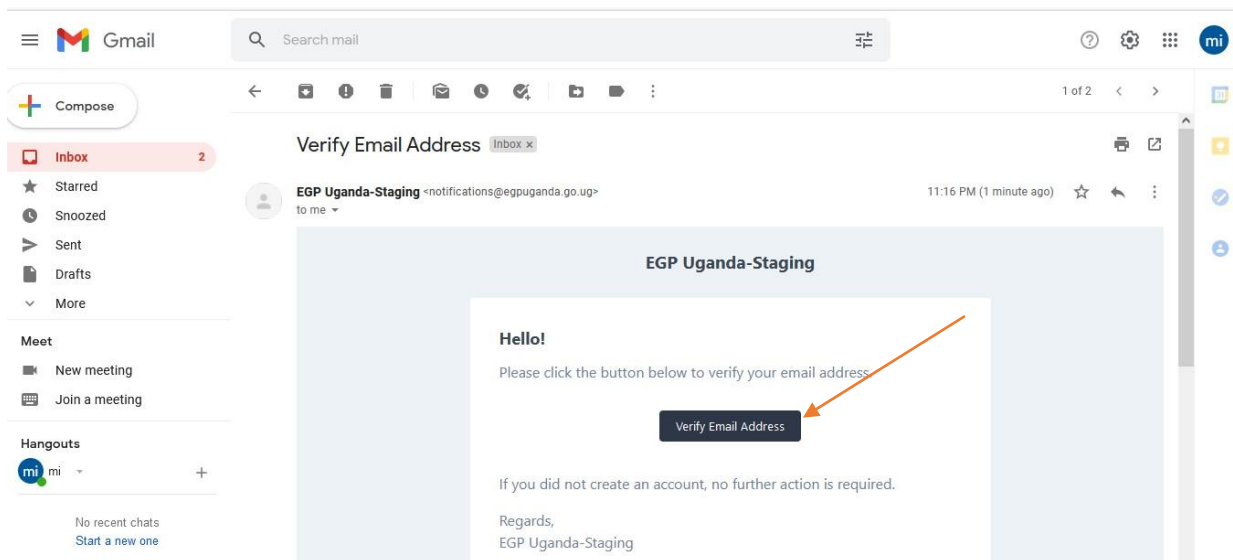
In case you do not receive the verification email in 5 minutes, click the [Click here to request another] link to resend that verification email.
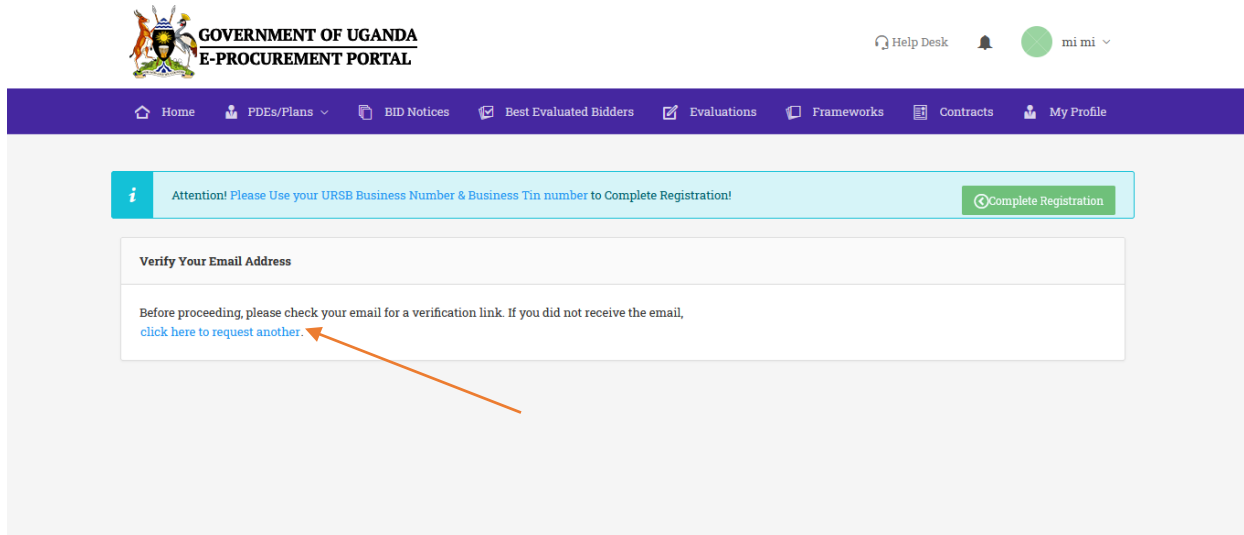
Once your email address is verified, the following page will be displayed. Equally, this page is displayed at first login to your user account following successful verification of your email address. Click the **[Complete Registration]** button and a registration home page will be displayed.
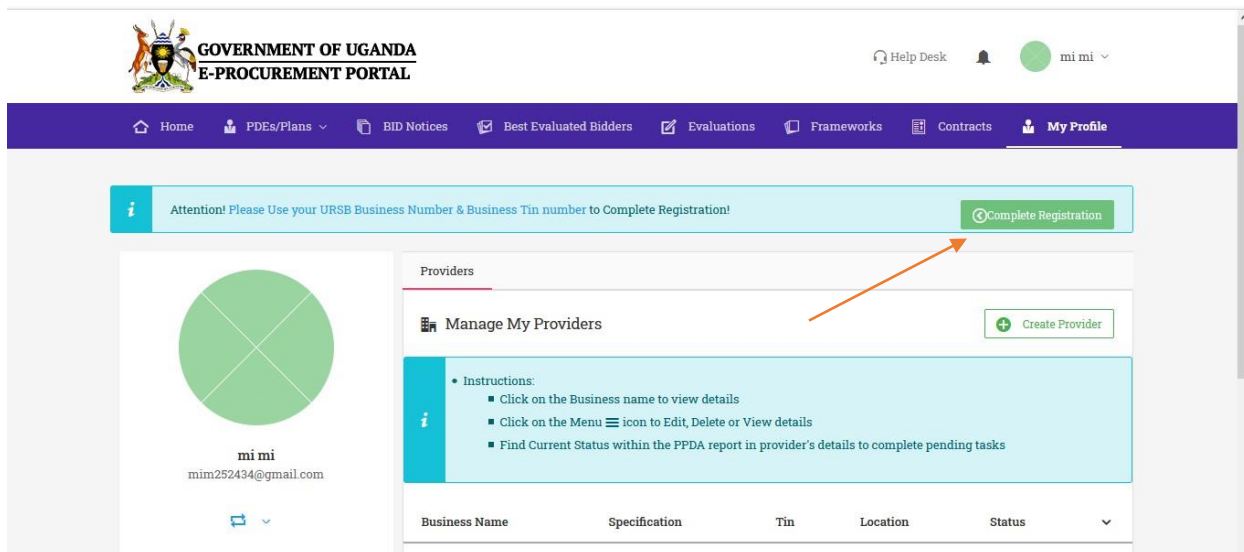

Register a local company

To register a local company, ensure that the selected country of incorporation/registration is Uganda.

Enter the URSB certificate of registration number of the company e.g., 8002000XXXXXXX, and click the [Validate] button to retrieve your company details

from URSB. The Business name and date of incorporation will be auto populated upon provision of a valid Business registration number.

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 upon provision of a valid TIN.

If the BRN 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.

The documents page will be displayed. Upload the mandatory documents in the prescribed formats (preferably PDF and maximum of 5MBs of each document size) i.e., valid Trading License / Business Operating License.

Click the [Next] button upon successful upload of mandatory documents.

The details page will be displayed and auto populated with company information that was provided to URSB at the time your company was registered.

The director details are auto populated with information fetched from URSB at validation of a Business Registration Number.

Enter all the required information for the Representative/Secretary as well as the Approver/Director.

Where a company is owned by another company, provide the other company's details by clicking the [Add More] button under Organization Owners/Shareholders section.

Select the District and County and click the [Next] button to proceed.

ℹ 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   ⌄ ⟳

✓ ACCOUNT DETAILS —— ✓ SUPPORT DOCUMENTS —— ✎ DETAILS —— ④ FINANCIALS —— ⑤ BUSINESS SECTORS —— ⑥ EXPERIENCE —— ⑦ PREVIEW & PRINT

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

COMPANY ADDRESS DETAILS:

EMAIL ADDRESS: *

███████████████

WEBSITE ADDRESS:

https://example.com

PHONE NUMBER: *

+256   ████████

OTHER NUMBER:

+256   ████████

District: *

Kalangala

County: *

[   ]

Street Address: *

████████████████████

ORGANIZATION OWNERS/SHAREHOLDERS:

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

Names	gender	position	Nationality	Share	Action
████████	Male	Director	UGA		
████████	Male	Director	UGA		

⊕ Add More

REPRESENTATIVE/SECRETARY

First Name: *

[   ]

Last Name: *

[   ]

Other Name:

[   ]

Position: *

[   ]

Phone number: *

+256   [   ]

Email: *

[   ]

APPROVER/DIRECTOR

First Name: *

[   ]

Last Name: *

[   ]

Other Name:

[   ]

Position: *

[   ]

Phone number: *

+256   [   ]

Email: *

[   ]

Reset Form   Save As Draft

Click here to proceed

← Previous   Next →

The financials page will be displayed. Enter the turnover details of your company forthe past 2 years / more. In case the company is new and has no turnover information, you can skip the section of turnover.

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. You can choose more than one.

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

The following page presents a form to capture company experience in terms of past projects. 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 to the next stage.

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**

ℹ️ 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.

ORGANIZATION REGISTRATION   ⌄ ↻

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

Registration Application Details   🖨 Print Slip

Account details

BUSINESS REGISTRATION NAME/	▆▆▆▆▆▆▆▆
REGISTRATION TYPE:	local
DATE OF INCORPORATION / REGISTRATION: *	▆▆▆▆
COUNTRY OF INCORPORATION/ REGISTRATION: *	Uganda

URSB/ BUSINESS REGISTRATION NUMBER Details:

URSB/ BUSINESS REGISTRATION NUMBER	▆▆▆▆▆▆
URSB/ REGISTRATION/BUSINESS NAME:	80010002748544

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN):	▆▆▆
URA/ TAX REGISTRATION NAMES:	WORLD MARK INTERNATIONAL LTD
URA/ REGISTRATION STATUS:	ACTIVE
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	Empty

ORGANIZATION ADDRESS Details:

EMAIL ADDRESS: *	rbryo2002@gmail.com
WEBSITE ADDRESS:	
PHONE NUMBER:	▆▆▆
OTHER NUMBER:	▆▆▆
District:	▆▆▆
County:	▆
Street Address:	undefined undefined floor, Shop-undefined P.O Box71750 KAMPALA undefined Street

FINANCIAL DETAILS Details:

Year	Currency	Turnover	Turnover	Net Assets
Empty	Empty	Empty	Empty	Empty

ORGANIZATION OWNERS/SHAREHOLDERS Details:

▆▆▆	gender	position	Nationality	Share
DUNCAN MUGUMYA	MALE	Director	CN-UG	100

REPRESENTATIVE Details:

First Name	▆▆▆
Last Name	MUGU
Other Name	
Position	▆▆▆
Phone number	▆▆▆
Email	▆▆▆▆

APPROVER/DIRECTOR Details:

First Name	▆▆▆
Last Name	▆▆▆
Other Name	
Position	▆▆▆
Phone number	▆▆▆
Email	▆▆▆▆

Registration Category Details:

Categories	Works |

ORGANIZATION EXPERIENCE

project ID	Organization Name:	Project Title	Contract Sum	Relevant URL
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.

Click here to proceed

← Previous   **Submit form →**

Click here to proceed

After successful submission of company registration details, you are required to pay for 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 proofof 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.

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