

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.

The screenshot shows the Government of Uganda E-Procurement Portal. The top navigation bar includes 'Home', 'Supplier Guide', and 'PDE login'. Below this are several colored buttons: 'PDEs', 'PDE Plans', 'BID Notices', 'BEB Notices', 'Contracts Awarded', and 'Supplier'. A 'WELCOME!' section on the left contains a 'Login to Start' button and links for 'Welcome to eGP supplier Portal', 'What is eGP supplier Portal?', and 'Validate Registration Certificate'. The main content area displays 'Bid Notices' with a table of notices. An orange callout bubble points to the 'Register as Supplier' button in the top right corner, with the text 'Click on this link to start the registration'.

ALL	WORKS	SUPPLIES	CONSU
	Supplies	WB/SUPLS/OPEN DOMESTIC BIDDING METHOD / 250,0...	
	Supplies	WB / SUPLS / OPEN INTERNATIONAL BIDDING METHO...	Jun-28 2021
	Non Consultancy Services	Printed media - hotel services...	Jun-16 2021

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.



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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*

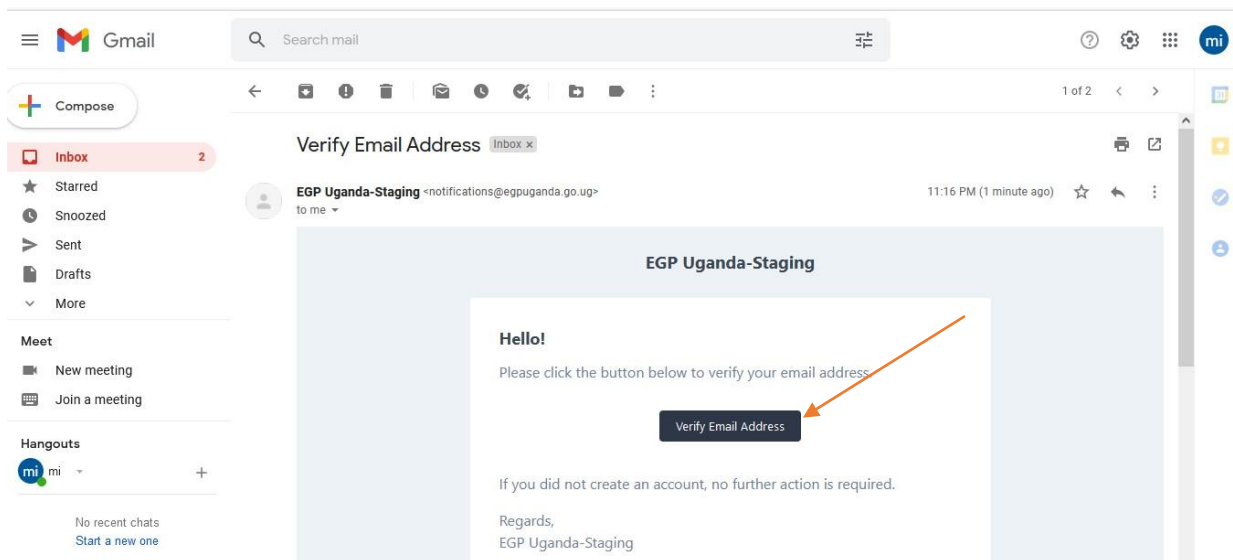
[Register](#)

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

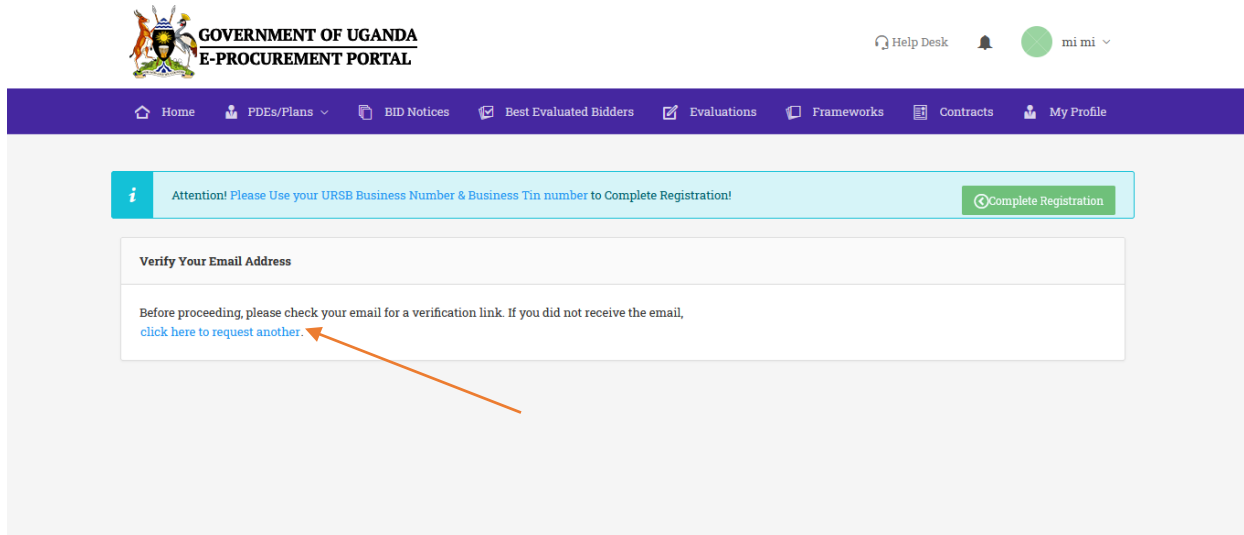
You should receive a verification link to your registered email address. Your account will not be verified unless you click the link to verify your email address.

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

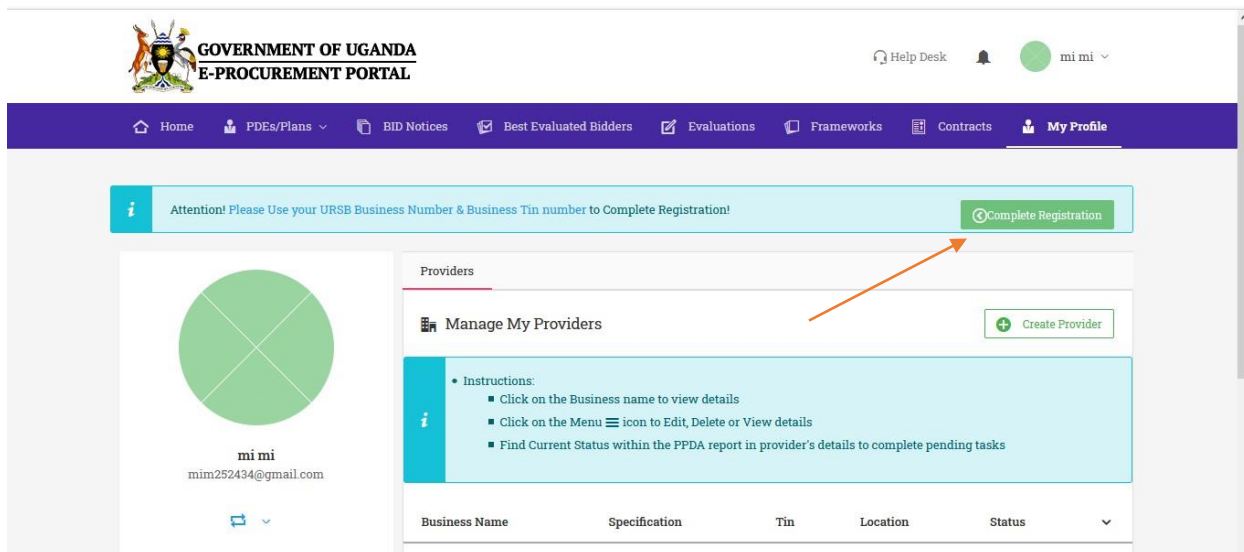
N.B: Check in the spam folder of your email account in case you fail to trace the verification email within the inbox folder of your email account.



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., 8002000XXXXXX, 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.

GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

Help Desk PAT PAT dеста dеста

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

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

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

REGISTRATION TYPE: * Company/Organization

COUNTRY OF INCORPORATION/ REGISTRATION: * Local 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

URSB REGISTRATION/BUSINESS NAME: Auto Generated URSB Registration Name

DATE OF INCORPORATION / REGISTRATION: dd / mm / yyyy

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

Enter BRN and click validate

Enter tin and click validate

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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.

**GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL**

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

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ORGANIZATION REGISTRATION

1 2 3 4 5 6 7

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

REGISTRATION TYPE: *
Company/Organization

COUNTRY OF INCORPORATION/ REGISTRATION: *
Local 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: * [Valid] URSB REGISTRATION/BUSINESS NAME: []

DATE OF INCORPORATION / REGISTRATION:
06 / 01 / 2005

URA/ TAX IDENTIFICATION NUMBER (TIN) #: * [Valid] URA Details []

URA/TAX REGISTRATION NAMES: []

REGISTRATION STATUS: ACTIVE URA EMAIL: []

CONTACT NUMBER: [] TELEPHONE NUMBER: 00256

MOBILE NUMBER: []

NSSF NUMBER/PENSION FUND EQUIVALENT: NSSF number

NSSF REGISTRATION NAME: N/A

Reset Form Save As Draft

Previous Next

Click to proceed

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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.

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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.

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

✓

✓

✎

4

5

6

7

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

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

COMPANY ADDRESS DETAILS:

EMAIL ADDRESS: *

PHONE NUMBER: *

District: *

Street Address: *

WEBSITE ADDRESS:

OTHER NUMBER:

County: *

ORGANIZATION OWNERS/SHAREHOLDERS:

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

Names	gender	position	Nationality	Share	Action
<input type="text" value="██████████"/>	Male	Director	UGA	<input type="text"/>	<input type="text"/>
<input type="text" value="██████████"/>	Male	Director	UGA	<input type="text"/>	<input type="text"/>

[+ Add More](#)

REPRESENTATIVE/SECRETARY

First Name: *

Last Name: *

Other Name:

Position: *

Phone number: *

Email: *

APPROVER/DIRECTOR

First Name: *

Last Name: *

Other Name:

Position: *

Phone number: *

Email: *

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

[← Previous](#) [Next →](#)



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

GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

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

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 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
2011	-- select currency --				
2011	-- select currency --				

Reset Form Save As Draft

Click here to proceed

Next

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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.

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

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

Works

Filter

Aerospace systems and components and equipment	Fluid and gas distribution
Aircraft	Heating and ventilation and air circulation
Industrial filtering and purification	Heavy construction machinery and equipment
Industrial pumps and compressors	
Land parcels	
Marine transport	

Showing all 19 Showing all 3

Supplies

Services

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

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



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.

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

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

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

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

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.

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 PFDA.

ORGANIZATION REGISTRATION

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

Registration Application Details Print Slip

Account details

BUSINESS REGISTRATION NAME/ [REDACTED]
 REGISTRATION TYPE: local
 DATE OF INCORPORATION / REGISTRATION: * [REDACTED]
 COUNTRY OF INCORPORATION/ REGISTRATION: * Uganda

URSB/ BUSINESS REGISTRATION NUMBER Details:

URSB/ BUSINESS REGISTRATION NUMBER [REDACTED]
 URSB/ REGISTRATION/BUSINESS NAME: 80010002748544

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN): [REDACTED]
 URA/ TAX REGISTRATION NAMES: WORLD MARK INTERNATIONAL LTD
 URA/ REGISTRATION STATUS: ACTIVE
 URA/ EMAIL: [REDACTED]
 URA/ CONTACT NUMBER: [REDACTED]
 URA/ TELEPHONE NUMBER: [REDACTED]
 URA/ MOBILE NUMBER: [REDACTED]

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: [REDACTED]
 OTHER NUMBER: [REDACTED]
 District: [REDACTED]
 County: [REDACTED]
 Street Address: undefined undefined floor, Shop-undefined PO Box71760 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 [REDACTED]
 Last Name MUGU
 Other Name
 Position [REDACTED]
 Phone number [REDACTED]
 Email [REDACTED]

APPROVER/DIRECTOR Details:

First Name [REDACTED]
 Last Name [REDACTED]
 Other Name
 Position [REDACTED]
 Phone number [REDACTED]
 Email [REDACTED]

Registration Category Details:

Categories Works I

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.

Previous Submit form



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 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.

Payment Details

i 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 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	256773437877
6	Email	p.kamwine25@gmail.com
7	Description of service	Registration fee
8	Transaction Reference Number	RF1705724RI032731
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

i 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)
1	Works	187,500.00	50,000.00
2	Supplies	150,000.00	50,000.00
3	Services	150,000.00	50,000.00

i Providers may apply for new registration under more than one category, in such cases the provider will be given a 50% discount on the second category. This discount does not apply for renewals.

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