



USER MANUAL

Supplier Registration

Electronic Government Procurement System – eGP System

The information contained in this document is private and confidential and intended only for the use of eGP System of PRAZ. The contents of this documents should not be used before prior authorization of PRAZ.

Service Provider: Joint Venture of Tenece Professionals and Nextenders (India) Pvt. Ltd.

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Getting Started

This section will illustrate the step-by- step walkthrough of the eGP System from initiation trough exit.

The logical arrangement of the information shall enable the Supplier user to fully understand the flow and functionality of the eGP System.

SUPPLIER REGISTRATION

eGP System URL: <https://egp.praz.org.zw/>

1. Menus in Landing Page



The following are the Menus in the landing page:

- Home – the page after selecting the URL
- About
- Resources
- Modules
- Bulletin Board
- Public Reports
- Login
- Signup

i) User ID creation

Step 1: Open Landing Page and Click on “Signup”



Step 3: The System responds with the Supplier Registration form.

Fill in the **Email Address** which will be username for login. The email address should be unique.

Then fill in the password and then confirm password.

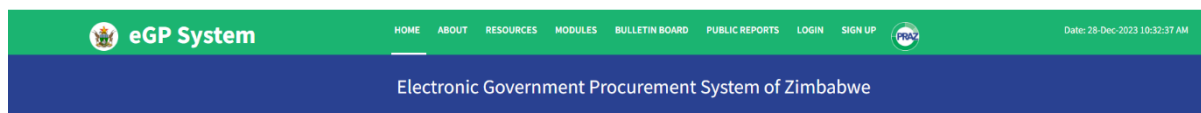
Choose the security question as desired and answer the question of choice. (User should remember Answer to this security question, as it will be asked during the reset of password)

Fill in the **primary contact** details who will be worked as coordinator of that organization and maintain the users too.

Step 4: Select “**Send OTP to Email**” to get the One Time Password for this registration and for the system to verify that the email provided is valid.

System will pop up a message **The OTP has been sent To your Email Successfully**. Select **OK** to close the pop up. Enter the code that has been sent to the email provided. OTP is valid for 5 minutes only.

Step 5: Fill the OTP. If correct system will prompt a message “OTP Verified successfully”. The supplier will be taken to Login Page. The user created will become supplier coordinator for the supplier organization.



Login

ii) System Log-in for Supplier Users

Step 1: In first box of drop-down field, choose Log in type. Select Login as **Supplier**.

Step 2: In second box type your email ID that you used during registration (e.g userid@emaildomain.com)

Step 3: In third box, type the password that created during registration.

The image shows a login form titled "LOG IN" on a dark blue background. The form contains three input fields: a dropdown menu labeled "Select Login as" with a downward arrow, a text box labeled "User Name", and a text box labeled "Password". Below the "User Name" field is the red text "Please enter Username", and below the "Password" field is the red text "Please enter Password". At the bottom of the form are two buttons: "LOG IN" and "FORGOT PASSWORD?". To the right of the form, three blue arrows point from the form elements to red text annotations: the first arrow points from the dropdown menu to "User needs to select Login type", the second arrow points from the "User Name" field to "User needs to enter their Username", and the third arrow points from the "Password" field to "User needs to enter their password".

Step 4: Successful login will route the system to Supplier Organization Profile form of the user on the eGP System.
Fill the details Correctly including Organization Name and PRAZ registration number (If registered earlier on previous PRAZ Portal).

Step 16: Click Save & Continue. The System redirects the user to the step 2 of Supplier registration with Director’s Details and Shareholding Details need to be filled.

Step 17: Click Add Director(s). The System will pop up a menu where organization directors details need to be filled. Once completed, click on “Save” to to save the data.

Add Director
✕

Title :

First Name :

Middle Name :

Last Name :

Gender :

National ID Number :

Upload National ID :
Please upload National ID in .pdf format

test_Doc.pdf ✕

Respond the confirmation as “Yes” and then press “OK”.

Director

Are you sure want to Add Director?

Successful

Director details saved successfully.

In the same way add sharholding information(If any) by clicking “Add Shareholding Information(s)”.

Step 18: Click Continue to Next step. The System moves to the last step on Organization profile. The Supplier has to provide supporting documents in respnse to the organization type selected and also Declaration for data authenticity.

eGP System
Menu
Date: 28-Dec-2023 12:51:59 PM
Sibs Sabs

Supplier Organization Profile

Step 1 of 3
Step 2 of 3
Step 3 of 3

Upload Supporting Document(s) For Individual Consultant

Supporting Document(s)	Uploaded Document(s)
Membership documents*	<input type="button" value="Upload"/>
Profile*	<input type="button" value="Upload"/>
CV*	<input type="button" value="Upload"/>

Declaration

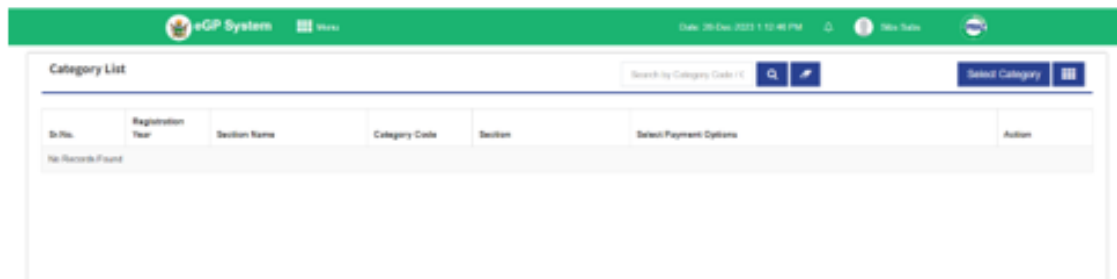
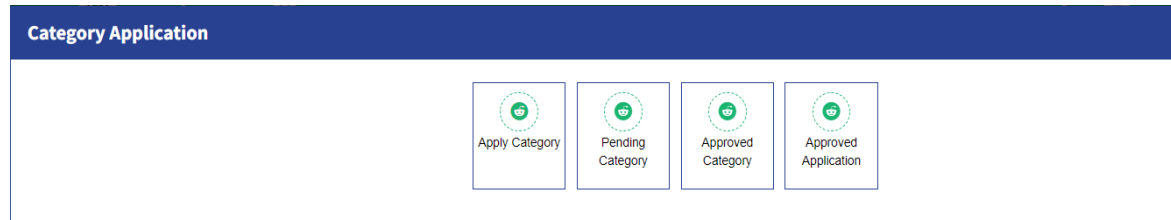
I hereby certify that the information contained herein are true and accurate

Click “Save & Complete” to complete the profile update.

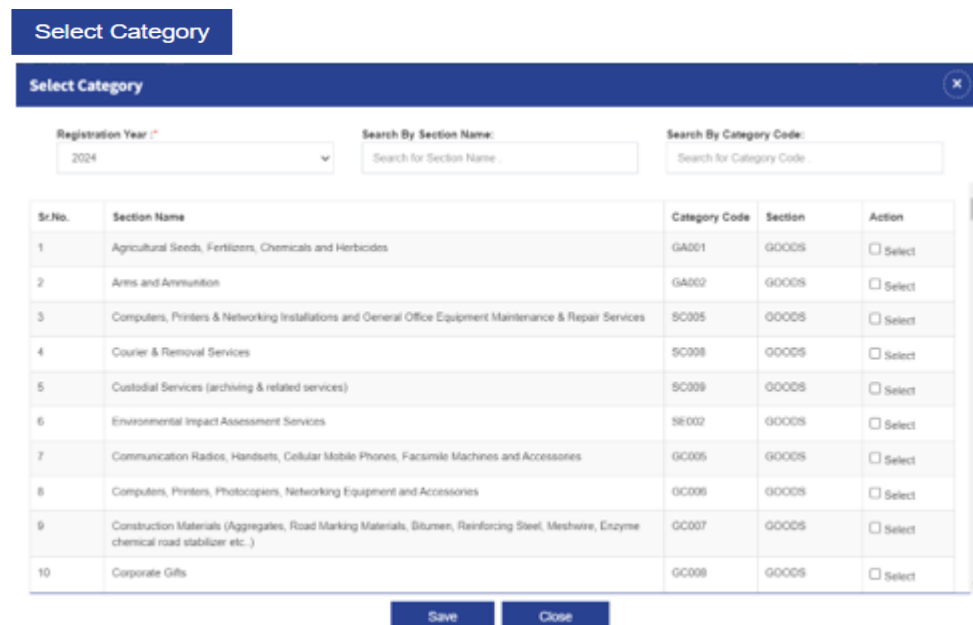
iii) Apply For a Category

Step 1: To apply for Category the Supplier has to Go to “**Category Application**” menu from main **Menu** and then “**Apply Category**” sub menu.

Then Click Select Category available on the right corner.



Step 2: To apply for a category click on **Select Category**. The System responds with the form with the list of categories for the supplier to select.



Step 3: Select the Category(s) to be applied by clicking the check box then click on “Save”.

✕

Select Category

Registration Year: 2024

Search By Section Name:

Search By Category Code:

Sr.No.	Section Name	Category Code	Section	Action
1	Agricultural Seeds, Fertilizers, Chemicals and Herbicides	GA001	GOODS	<input type="checkbox"/> Select
2	Arms and Ammunition	GA002	GOODS	<input type="checkbox"/> Select
3	Computers, Printers & Networking Installations and General Office Equipment Maintenance & Repair Services	SC005	GOODS	<input type="checkbox"/> Select
4	Courier & Removal Services	SC008	GOODS	<input type="checkbox"/> Select
5	Custodial Services (archiving & related services)	SC009	GOODS	<input type="checkbox"/> Select
6	Environmental Impact Assessment Services	SE002	GOODS	<input type="checkbox"/> Select
7	Communication Radios, Handsets, Cellular Mobile Phones, Facsimile Machines and Accessories	GC005	GOODS	<input type="checkbox"/> Select
8	Computers, Printers, Photocopiers, Networking Equipment and Accessories	GC006	GOODS	<input type="checkbox"/> Select
9	Construction Materials (Aggregates, Road Marking Materials, Bitumen, Reinforcing Steel, Meshwire, Enzyme chemical road stabilizer etc.)	GC007	GOODS	<input type="checkbox"/> Select
10	Corporate Gifts	GC008	GOODS	<input type="checkbox"/> Select

Save
Close

Click yes to confirm the selection for the selected categories. Then Click “OK” to close the dialog box.

Category

Are you sure you want to Add the Category?

YES
NO

Step 4: The system also show the payment modes that can be used by the Supplier to pay for a Category.

Category List					Search by Category Code / € <input style="width: 50px;" type="text"/>	Select Category ⌵
Sr.No.	Registration Year	Section Name	Category Code	Section	Select Payment Options	Action
1	2024	Computers, Printers & Networking Installations and General Office Equipment Maintenance & Repair Services	SC005	GOODS	Select Payment Mode	Remove
2	2024	Courier & Removal Services	SC008	GOODS	Select Payment Mode	Remove
3	2024	Custodial Services (archiving & related services)	SC009	GOODS	Select Payment Mode	Remove
4	2024	Environmental Impact Assessment Services	SE002	GOODS	Select Payment Mode	Remove

Net Amount To Be Paid : US\$ 0.00

Click on “Select Payment Mode” to select the payment options. Click the check box as required and click on “Save”.

Select Payment Options
✕

Current Quarter : 1

Applied For	Amount	Select
For Year	US\$ 120.00	<input type="checkbox"/> Select
First Quarter (Jan, Feb & March)	US\$ 30.00	<input type="checkbox"/> Select
Second Quarter (Apr, May, June)	US\$ 30.00	<input type="checkbox"/> Select
Third Quarter (July, Aug, Sept)	US\$ 30.00	<input type="checkbox"/> Select
Fourth Quarter (Oct, Nov, Dec)	US\$ 30.00	<input type="checkbox"/> Select

Save
Close

Step 5: The Supplier chooses Applied For Year. Click Save button. The System responds with a message “Do you want to save the Payment Option?” Click Yes to confirm the selection and then Click “OK”.

Category Payment

Do you want to save the Payment Option?

YES
NO

Successful

Payment Option Saved Successfully.

OK

Step 6: The system responds with category list page with the amounts to be paid for the category by supplier and proceed for checkout.

Sl/No	Registration Year	Section Name	Category Code	Section	Select Payment Options	Action												
1	2024	Computers, Printers & Networking Installations and General Office Equipment Maintenance & Repair Services	IC205	00001	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Pay Amount For</td> <td style="text-align: right;">Amount</td> <td></td> </tr> <tr> <td>Year 2024</td> <td style="text-align: right;">US\$ 120.00</td> <td></td> </tr> <tr style="background-color: #e8f5e9;"> <td>Total Paid Amount</td> <td style="text-align: right;">US\$ 0.00</td> <td></td> </tr> <tr style="background-color: #e0e0e0;"> <td>Total Amount Payable</td> <td style="text-align: right;">US\$ 120.00</td> <td></td> </tr> </table>	Pay Amount For	Amount		Year 2024	US\$ 120.00		Total Paid Amount	US\$ 0.00		Total Amount Payable	US\$ 120.00		Remove
Pay Amount For	Amount																	
Year 2024	US\$ 120.00																	
Total Paid Amount	US\$ 0.00																	
Total Amount Payable	US\$ 120.00																	
2	2024	Cleaner & Refresh Services	IC206	00001	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Pay Amount For</td> <td style="text-align: right;">Amount</td> <td></td> </tr> <tr> <td>First Quarter (Jan, Feb & March)</td> <td style="text-align: right;">US\$ 30.00</td> <td></td> </tr> <tr style="background-color: #e8f5e9;"> <td>Total Paid Amount</td> <td style="text-align: right;">US\$ 0.00</td> <td></td> </tr> <tr style="background-color: #e0e0e0;"> <td>Total Amount Payable</td> <td style="text-align: right;">US\$ 30.00</td> <td></td> </tr> </table>	Pay Amount For	Amount		First Quarter (Jan, Feb & March)	US\$ 30.00		Total Paid Amount	US\$ 0.00		Total Amount Payable	US\$ 30.00		Remove
Pay Amount For	Amount																	
First Quarter (Jan, Feb & March)	US\$ 30.00																	
Total Paid Amount	US\$ 0.00																	
Total Amount Payable	US\$ 30.00																	
Net Amount To Be Paid: US\$ 150.00					Proceed for Checkout													

Click Proceed for Checkout. The System responds with a message “Do you want to proceed to checkout?”

Category

Do you want to proceed to checkout?

YES
NO

Step 7: If yes click YES and the system redirect to the page with selected categories where the supplier has to select the currency type, Disclaimer and then proceed for payment.

Selected Category
☰

Sr.No.	Registration Year	Section Name	Category Code	Section	Payment Amount
1	2024	Computers, Printers & Networking Installations and General Office Equipment Maintenance & Repair Services	SC005	GOODS	Year 2024 US\$ 120.00
2	2024	Courier & Removal Services	SC008	GOODS	Jan, Feb & March US\$ 30.00
					Net Amount To Be Paid : US\$ 150.00

Currency Type: --Select--

Disclaimer: I am confirming the selected categories are in line with my business requirement. I also accept that categories will not allow to change after the payment.

Proceed for Payment

Step 8: Select Currency Type and tick on a Disclaimer.

Selected Category
☰

Sr.No.	Registration Year	Section Name	Category Code	Section	Payment Amount
1	2024	Computers, Printers & Networking Installations and General Office Equipment Maintenance & Repair Services	SC005	GOODS	Year 2024 US\$ 120.00
2	2024	Courier & Removal Services	SC008	GOODS	Jan, Feb & March US\$ 30.00
					Net Amount To Be Paid : US\$ 150.00

Currency Type: USD

Disclaimer: I am confirming the selected categories are in line with my business requirement. I also accept that categories will not allow to change after the payment.

Proceed for Payment

Step 9: Click **Proceed for Payment**. The system responds with a message “Do you want to proceed for payment”.

Category Payment

Do you want to proceed for Payment?

YES
NO

Step 10: If yes click YES and the system responds with the Invoice showing the description of payment.


Supplier Category Invoice Payment

NONREFUNDABLE
US\$ 0

REFUNDABLE
US\$ 0

NONREFUNDABLE
ZWL 0

REFUNDABLE
ZWL 0



INVOICE

Number: PW1332487202122143017
Date: 12/28/21, 2:53 PM
Invoice Registration Type
PR Number: PR230057145

Procurement Regulatory Authority of Zimbabwe
8th Floor Pearl House
51 Samora Machel Avenue,
Harare, Zimbabwe

Bill To
Organization: Siba Pvt
Country: Zimbabwe
Province: Harare
City: Greenfield - Harare
Street Address: Mtshungu
Mobile Number: 253770347949

Description of Payment

Year	Description	Category Code	Settlement Option	Category Cost	Currency	Amount
2024	Computers, Printers & Networking Installation and General Office Equipment Maintenance & Repair Services	8C006	Year	US\$ 125.00	USD	US\$ 125.00
2024	Cleaner & Removal Services	8C006	Quaterly	US\$ 30.00	USD	US\$ 30.00
Total Amount:						US\$ 150.00

Payment Instructions
Bank: CBZ BANK LIMITED
Branch: Sot Commonwealth Zimbabwe
Currency: USD
Account Number: 12721084831168
Swift Code: CBZ111

Notes
Payment is due within 7 days of the invoice date.
Please include invoice number and PR Number on your payment description.

Total : US\$ 150.00

Proceed for Payment

Step 11: For Payment Click **Proceed for Payment**. The system responds with a message “Do you want to proceed for Payment?”

Category Payment

Do you want to proceed for Payment ?

YES

NO

Step 12: If yes click YES and the System responds with options for either **Online Payment** or **Offline payments**.

Total : US\$ 150.00

Proceed With Online Payment

Print Invoice and Proceed With Bank Transaction

Step 13: Click **Print Invoice** and Proceed With **Bank Transaction** and the System responds with the form for the Supplier to fill in the **Bank Reference Number**, Upload Document Name and Upload Document.

Total :	US\$ 150.00
Bank Reference Number :	<input type="text" value="123456"/>
<input type="button" value="Check Reference Number With Bank Transaction"/>	
Bank Reference Number* :	<input type="text" value="123456"/>
Upload Document Name* :	<input type="text" value="test Doc"/>
Upload Document* :	<input type="button" value="Choose File"/> test Doc.pdf
<input type="button" value="Upload Document and send for Payment Approval"/>	

Step 14: Click **Upload Document and send for Payment Approval**. The System respond with a message “ Are you sure to Upload Document and send for Payment Approval ?

Category Invoice Payment	
Are you sure to Upload Document and send for Payment Approval ?	
<input type="button" value="YES"/>	<input type="button" value="NO"/>

Step 15: Click YES for submission.

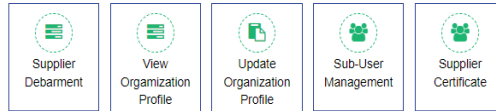
After successful submission of your application PRAZ will verify payment (in case of bank payments) and review your business profile within 48 hours.

eGP System notify you in case of any clarification may be required on your application. You will require to login into eGP System and view the required clarification and submit the response.

Step 15: Certificate View and Download

Step 1: Click on main “Menu” and then “Organization” menu. Below sub menus will be populated.

Supplier Sub Menu



Step 2: Click on select to “View & Download Certificate” available under action

Category List						Back
Organization Name	Category Name	Category Code	Expire Date	Status	Actions	
Sabzero Private Limited	Arms and Ammunition	GA002	31-Dec-2024	Active	Select -	
Sabzero Private Limited	Audit Services External	SA004	30-Sep-2024	Active	Select -	
Sabzero Private Limited	Food	2001	31-Dec-2024	Active	Select -	
Sabzero Private Limited	Arms and Ammunition	GA002	01-Jan-1970	Active	Select -	
Sabzero Private Limited	Audit Services External	SA004	01-Jan-1970	Active	Select -	
Sabzero Private Limited	Food	2001	01-Jan-1970	Active	Select -	
Sabzero Private Limited	Custodial Services (archiving & related services)	SC009	31-Dec-2024	Active	Select -	

View And Download Certificate

Step 3: Click View and Download Certificate.



Step 7: To download certificate. Click Download Certificate. The system will download the certificate the supplier can find it in downloads.