

USER MANUAL Supplier Registration

Electronic Government Procurement System – eGP System

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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

| 🍿 eGP System | | |
|---|---|--|
| Welcome to | the electronic Government Procurement | |
| | (eGP) System of Zimbabwe | |
| The eGP System is a secur of Zimbabwe (PRAZ). It electronically. The eGP S procurement in Zimbabwe | re web-based application managed by the Procurement Regulatory Authority It enables all public entities and bidders to conduct procurement activities system enhances competition, transparency, efficiency and integrity in public e. It also facilitates faster decision-making by PRAZ and reduces the cost of procurement processes. | |
| - | | |
| The Procurement Regulatory as to promote cost effective System for the Republic of Zin E.D. Mnang | Authority Zimbabwe (PRAZ) in a bid to enhance transparency, efficiency, accountability as well reness in public procurement, is implementing the electronic Government Procurement (eGP) mbabwe. The System is being launched by His Excellency, The President of Zimbabwe, Cde Dr. gagwa to start the pilot run with a selected number of Procuring Entities (PEs). | |

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"

| 谢 eGP System | HOME ABOUT - RESOURCES - MODULES BULLETIN BOARD PUBLIC REPORTS LOGIN SIGN UP |
|--|--|
| Welcome to | the electronic Government Procurement |
| | (eGP) System of Zimbabwe |
| The eGP System is a secu of Zimbabwe (PRAZ). electronically. The eGP S procurement in Zimbabw | ure web-based application managed by the Procurement Regulatory Authority It enables all public entities and bidders to conduct procurement activities System enhances competition, transparency, efficiency and integrity in public ve. It also facilitates faster decision-making by PRAZ and reduces the cost of procurement processes. |
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Step 3: The System responds with the Supplier Registration form.

| | SUPPLIER REGISTRATION FORM | M • |
|---|---|---------------------|
| Login Details | | |
| Email Address:* | Password :* | Confirm Password :* |
| [Tip : Email Id will be default user name] | [Tip : Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number and Permitted special characters are 1@#5% #2+==2**] Mint document | |
| Select Question | v | |
| Primary Contact | | |
| Title :* | | |
| Select Title | ~ | |
| First Name :* | Middle Name : | Last Name :* |
| Gender :* | Position :* | |
| Select Gender | v | |
| | | |

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.



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 | on. |
|--|-----|
|--|-----|

| Select Login as | ~ | |
|------------------------|---|---------------------------------|
| Please Select login as | | User needs to enter their Usern |
| User Name | | |
| Please enter Username | | User needs to enter their passw |
| 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).*

| | ground III block | | Call 200 | | | |
|---|------------------|------------------------------|----------------|---------------------------|-------|------|
| plier Organization Profile | | | | | | 84 |
| Skep 1 of 3 | | | | | | |
| rganization Basic Details | | | | | | |
| Location * | | Organization Type / | | | | |
| Select Location | | w Select Organization Type | | - | | |
| Already Registered with PRAZY / Vec • No | | | | | | |
| Company/Business Darred By ? | | Valued Supporting Document." | | | | |
| Select Company/Rusiness Owned 8 | ha | Chosse File | | | | |
| mization Address | | | | | | |
| Caustin / | | Province 1 | | Chullman (diama) | | |
| Zettabea | | Salact Province | | w Balact City/Town/Wilage | | ~ |
| front Liferon C | | Londing Country Ends : | | | | |
| | | -060 | | | | |
| | | | | | | |
| | | | | | | |
| Landline Area Code : | | Landine Rumber : | | Cardine Extension : | | |
| Fas Area Code : | | Fax Number : | | Fas Extension : | | |
| Country Code / | | Wubile Number / | | | | |
| -20 | | | | | | |
| | | | | | | |
| ary Contact | | | | | | |
| Tite " | | | | | | |
| 10 | | | | | | |
| First Name / | | Middle Name : | | Lost Nome /* | | |
| Site | | | | Sabs | | |
| Gender :* | | Pesition # | | Email Address * | | |
| Male | | Overkar | | sits2@natinator.com | | |
| nization Bank Account Datails | | | | | | |
| | | | | | | |
| dd USD Account Add ZML Acco | ant | | | | | |
| erik Name Branch Code | Bank Branch | Account Name | Account Number | Account Type | Datus | Acto |
| Records Found | | | | | | |
| | | | | | | |
| | | | | | | |

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.

| plier Or | ganization Profile | | | | | | | |
|------------------|---|-------------|-----------|-----------------------|--------------------|----------------------|----------------------------------|--------|
| Step 1 of | 13 🗲 Step 2 of 3 | | | | | | | |
| Director | 's Details | | | | | | | |
| Add D | Director(s) | | | | | | | |
| Sr.No. | First Name | Middle Name | Last Name | Gender | National ID Number | Uploaded National II | D(.pdf) | Action |
| Shareho Add S | olding Details Shareholding Informatio | n | | | | | | |
| Sr.No. | First Name | Middle Name | Last Name | Share Percentage | Nationality | National ID Number | Uploaded National ID(.pdf) | Action |
| No Record | ds Found | | | | | | | |
| | | | | | | | | |
| | | | | Continue to Next step | | | | |

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.

Page 7 of 15

| Add Director | $\overline{\mathbf{x}}$ |
|------------------------|---|
| Title :* | Mrs 🗸 |
| First Name :* | Sibs |
| Middle Name : | |
| Last Name :* | Sibz |
| Gender :* | Female |
| National ID Number :* | 2547609999 |
| Upload National ID : * | Choose File Please upload National ID in .pdf format |
| t | est_Doc.pdf X |
| s | Save Close |

Respond the confirmation as "Yes" and then press "OK".

| Director | |
|--------------------------------------|--------|
| Are you sure want to Add Director? | YES NO |
| Successful | |
| Director details saved successfully. | ОК |

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 authencity.

| upplier Organization Profile | | | | |
|---|-------------------------------------|-----------------|----------------------|--|
| Step 1 of 3 Step 2 of 3 Step 3 of 3 | | | | |
| Upload Supporting Document(s)For Ind | ividual Consultant | | | |
| | Supporting Document(s) | | Uploaded Document(s) | |
| Membership documents* | | Upload | | |
| Profile* | | Upload | | |
| CV* | | Upload | | |
| | | | | |
| Declaration | | | | |
| I hereby certify that the information con | tained herein are true and accurate | | | |
| | | Save & Complete | | |

Click "Save & Complete" to complete the profile update.

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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 Catgory**" sub menu.

Then Click Select Category availablemon the right corner.

| Apply Category Pending Category | tegory Ap | plication | | | | | | | |
|--|------------------|----------------------|--------------|------|---------------|----------------|--|-------------------------|------------|
| Registration Registration< | | | | | | Apply Category | Pending Category | Approved Application | |
| Registerition Team Registerition Team Registery Code Desition Desition Address | Category Lis | ا ھ | GP System | Han. | | | Dates 200-Dec 2023 1 Bearch by Collegery Code / C | 0 mm a 🚺 : | tes taña 🚔 |
| Ne Receipt Fault | b Na. | Registration Tear | Dection Name | | Category Code | Inclus | Datest Payment Cylippa | | Aution |
| | No Parceth Frank | | | | | | | | |
| | | | | | | | | | |

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.

| elect C | ategory | | | | |
|---------|--|---|-----------------|-------------|----------|
| Regist | tration Year :* | Search By Section Name: | Search By Categ | ory Code: | |
| 202 | 24 v | Search for Section Name . | Search for Cate | pory Code . | |
| Sr.No. | Section Name | | Category Code | Section | Action |
| 1 | Agricultural Seeds, Fertilizers, Chemicals and F | lerbicides | GA001 | GOODS | G Select |
| 2 | Arms and Ammuniton | | GA002 | 9000S | G Select |
| 3 | Computers, Printers & Networking Installations | and General Office Equipment Maintenance & Repair Services | SC005 | 00005 | G Select |
| 4 | Courier & Removal Services | | SC008 | 00005 | G Select |
| 5 | Custodial Services (archiving & related services | 0 | SC009 | 00005 | G Select |
| 6 | Environmental Impact Assessment Services | | SE002 | 0000S | G Select |
| 7 | Communication Radios, Handsets, Cellular Mol | sile Phones, Facsimile Machines and Accessories | GC005 | GOODS | Gelect |
| 8 | Computers, Printers, Photocopiers, Networking | Equipment and Accessories | GC005 | 00005 | Gelect |
| 9 | Construction Materials (Aggregates, Road Mark chemical road stabilizer etc) | ing Materials, Ditumen, Reinforcing Steel, Meshwire, Enzyme | GC007 | 00005 | Select |
| 10 | Corporate Gifts | | GC008 | GOODS | G Select |

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

| Regist | nation Year :* | Search By Section Name: | Search By Catego | ory Code: | |
|--------|--|---|------------------|-------------|----------|
| 202 | 4 v | Search for Section Name . | Search for Cate | gory Code . | |
| ir No. | Section Name | | Category Code | Section | Action |
| | Agricultural Seeds, Fertilizers, Chemicals and He | tbicides | GA001 | G0005 | G Select |
| | Arms and Ammunition | | GA002 | G0008 | G Select |
| | Computers, Printers & Networking Installations and | d General Office Equipment Maintenance & Repair Services | SC005 | 00008 | G Select |
| | Courier & Removal Services | | SC008 | 00005 | G Select |
| | Custodial Services (archiving & related services) | | SC009 | 00008 | G Select |
| | Environmental Impact Assessment Services | | SE002 | 60008 | G Select |
| | Communication Radios, Handsets, Cellular Mobil | e Phones, Facsimile Machines and Accessories | GC005 | G0008 | Select |
| | Computers, Printers, Photocopiers, Networking E | quipment and Accessories | GC005 | 60008 | G Select |
| | Construction Materials (Aggregates, Road Markin chemical road stabilizer etc) | g Materials, Ditumen, Reinforcing Steel, Meshwire, Enzyme | GC007 | 00005 | Select |
| 0 | Corporate Gifts | | GC008 | GOODS | G Select |

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



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

| category | LISC | | | | Search by Category Code / C Q Z | 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 Amo | ount 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".

| Current Quarter : 1 | | | | | |
|----------------------------------|-------------|---------|--|--|--|
| Applied For | Amount | Select | | | |
| For Year | US\$ 120.00 | □Select | | | |
| First Quarter (Jan, Feb & March) | US\$ 30.00 | Select | | | |
| Second Quarter (Apr, May, June) | US\$ 30.00 | Select | | | |
| Third Quarter (July, Aug, Sept) | US\$ 30.00 | Select | | | |
| Fourth Quarter (Oct, Nov, Dec) | US\$ 30.00 | Select | | | |
| | | | | | |

Step 5: The Supplier choses 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. | ок |

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

| Category | List | A Strand by Complete Care 15 🔍 🖌 | | | | | Camprop |
|----------|---------------------|---|---------------|---------|------------------------------------|----------------------------|---------|
| ir An | Exploration Tear | Incise-Name | Calegory Cade | Sector. | Salarian Proyment Optimum | | Autor |
| | 3524 | Computers, Printers & Retroching Separations and Ceneral Diffice | 6000 | 00008 | Way Annual For | Arrest | Remove |
| | | E-payment diamonance & Repair Territore | | | Tee: 3034 | 194 (21.15 | |
| | | | | | Tend Faid Annual | US8 0 00 | |
| | | | | | Tread document Propublic | 100 100 00 | |
| | 104 | Coarse & Remost Service | 1000 | 00008 | Pay Annual For | Arman | Renaut |
| | | | | | First Guerter (Jan. Felli & March) | 1484 10100 | |
| | | | | | Tanai Pant Amount | UE8 0.00 | |
| | | | | | Take Annual Payable | (48.30.00 | |
| | | | | | See Arms | un 16 da fast i 200 181.00 | |
| | | | | | 1 | Proceed for Checksut | |

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



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.

| Selecte | d Category | | | | | | |
|------------|-------------------|--|---|------------------------------|------------------------------|--|-------------------------------------|
| Sr.No. | Registration Year | Section Name | | Category Code | Section | Payment Amount | |
| 1 | 2024 | Computers, Printers & Network & Repair Services | king Installations and General Office Equipment Maintenance | 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 |
| Curren-Sel | cy Type:" lect | ~ | Disclaimer :" | ny business requirement. I a | lso accept that categories w | ill not allow to change after the paym | ent. |

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

| Selecte | d Category | | | | | | |
|---------|-------------------|--|--|------------------------------|------------------------------|--|-------------------------------------|
| Sr.No. | Registration Year | Section Name | | Category Code | Section | Payment Amount | |
| 1 | 2024 | Computers, Printers & Network & Repair Services | ing Installations and General Office Equipment Maintenance | 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 |
| Currer | ncy Type:" | ~ | Disclaimer :* I am confirming the selected categories are in line with m | ny business requirement. I a | lso accept that categories v | vill not allow to change after the pay | yment. |
| | | | Proceed | d 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.

| JS\$ (| EFUNDABLE REI | FUNDA 5\$ 0 | BLE | | | NONREFUNDABI | E | REFUNDABLE ZWL 0 |
|--|--|------------------|---------------------|------------------|------------|--|------|-----------------------------------|
| P | RAZ | | | 0 | Rumber (N) | INVOICE | 3.60 | Los escar Proceed for Physices |
| Process This Fig. 51 San Harart | rement Regulatory Authority of Zimbabe or Pearl Huxee nota Kachel Avenue, , Zimbabwe | • | | | Web. | Bill To Organization She port Docarry Distances Prostour Instance Cognitions/Magine Instance Stream Addresses Mickelling and Number 2007/1047540 | | |
| THE | Description | Category Code | Betlement Option | Category Cost | Currency | Amount | | |
| 2024 | Computers, Primers & Networking Installations and General Office Equipment Maniferance & Repar Senicos | 00005 | 'ta | 125.00 | 100 | 056 120.00 | | |
| a name | Counter & Rentood Denotes | 0.000 | Quarter I | 6/88 90.00 | 980 | 010 30 00 | | |
| - 2028 | mart | | | | | US\$ 180.00 | | |
| Total A | | | | | | | | |

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\$ 150.0 |
|-------------------------------|----------------------------------|
| Bank Reference Num | ber : 123456 |
| Check Referen | nce Number With Bank Transaction |
| | |
| Bank Reference Number* : | 123456 |
| Unland Document | test Doc |
| Upload Document | 1051 200 |
| Name* : | |
| Name* : Upload Document* : | Choose File |

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 ? | YES | 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 | | | | | | |
|-------------------|-----------------------|---------------------------------|-----------------------------------|------------------------|-------------------------|--|
| | Supplier Debarment | View Orgamization Profile | Update Organization Profile | Sub-User Management | Supplier Certificate | |

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

| Search by Category Name | Search by Category Code Q 🥒 | | | | |
|-------------------------|---|---------------|-------------|--------|----------|
| 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 - |

Step 3: Click View and Download Certificate.

| PRAZ Registration Certificate | | | | | | |
|--|-------------------|---------------------|--|--|--|--|
| 2024 | | | | | | |
| This is to certify that Sabzers Private Linuked(PR2300007194) is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDRA) (General) Regulations, 2018 for entegory: Custodial Services (archiving & related services)(SC009) | | | | | | |
| | Issued On | 27-Dec-2023 | | | | |
| | Expires On | 31-Dec-2024 | | | | |
| | Varification Code | PRAZ-2024-896-LAL-7 | | | | |
| The Procuring Entity reservers to right to confirm, validate and determine the authenticity of this certificate using the above varification code on the eOP System Developed Certificate | | | | | | |

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