USER MANUAL

Supplier Registration

Electronic Government Procurement System – eGP System

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

Table of Contents

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.

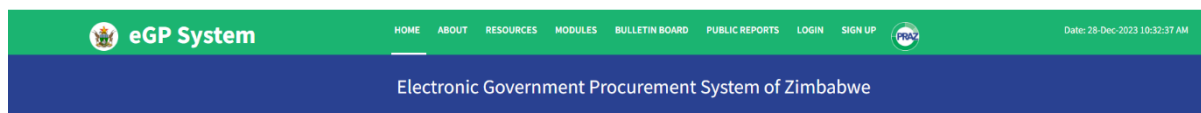**Then** fill in the password and then confirm password.

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.

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.

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.

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

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.

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 Catgory**" sub menu.

 Then Click Select Category availablemon the right corner.
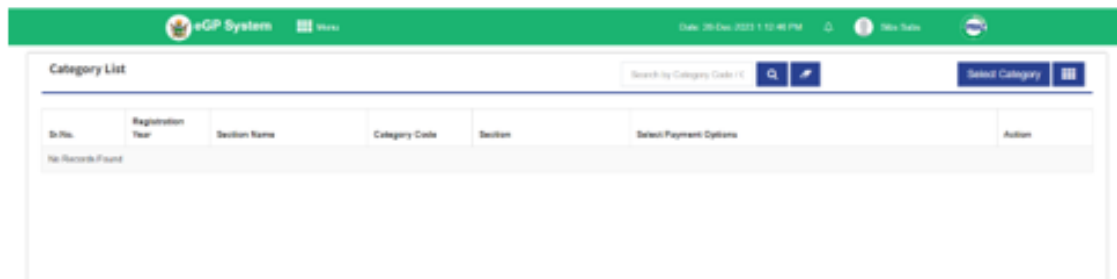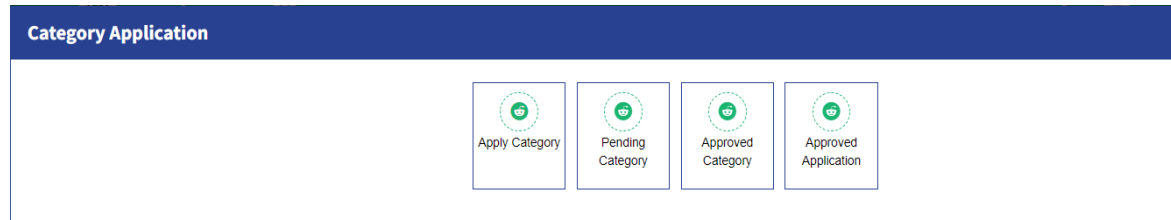
Step 2: To apply for a category click on **Select Category**. The System responds with the form with the list of categories for the supplier to select.
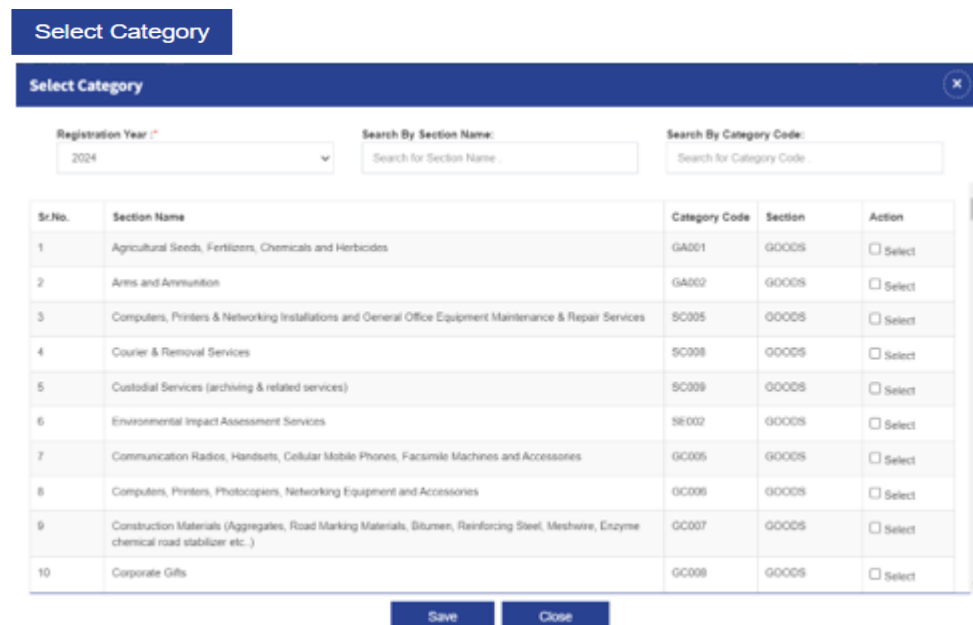
Step 3: Select the Category(s) to be applied by clicking the check box then click on "Save".

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.

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

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".

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

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.

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

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

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

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

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

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 :	123456
	Check Reference Number With Bank Transaction

Bank Reference Number* :	123456
Upload Document Name* :	test Doc
Upload Document* :	Choose File test Doc.pdf
	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 ?

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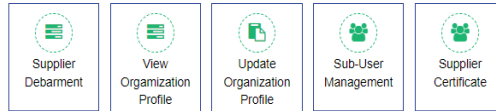
Step 2: Click on select to "View & Download Certificate" available under action

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.