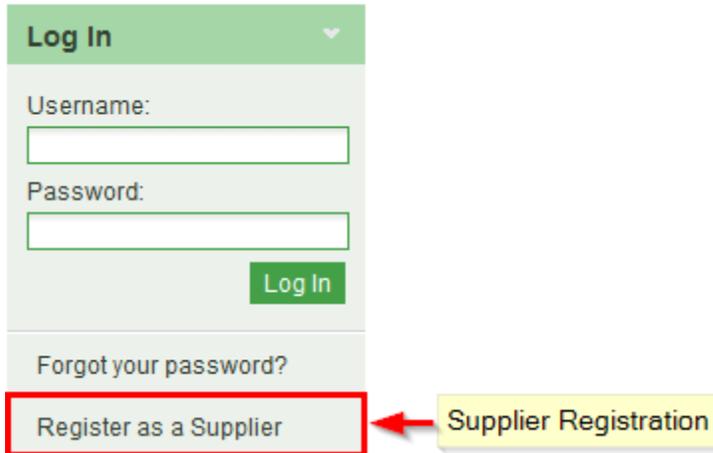


# e-GP SUPPLIER REGISTRATION

All Suppliers are able to self-register to use the e-GP system.

## Online Supplier Registration

In order for a Supplier to register in the system, the user should select the option “**Register as Supplier**” from the “**Login Panel**” of the main page (Figure 1).



The image shows a 'Log In' panel with a green header. Below the header are two input fields: 'Username:' and 'Password:'. A green 'Log In' button is positioned below the password field. Below the button is a link that says 'Forgot your password?'. At the bottom of the panel, the option 'Register as a Supplier' is highlighted with a red rectangular border. A yellow callout box with the text 'Supplier Registration' and a red arrow points to this option.

**Figure 1: Register as Supplier**

In the first phase of the registration procedure the user registers his organisation by providing the following information (Figure 2):

Company Registration Number  
Tax Payer’s Identification Number (TPIN)

The user can then click on [Retrieve Company Data from OSSIS.](#) to retrieve company information registered with the corresponding authorities in Zambia (PACRA and Zambia Revenue Authority). This ensures that the e-GP system contains the same data as that provided during registration of the business. If the organisation is not found on the OSSIS system, which is expected for foreign suppliers that have not registered with the relevant authorities in Zambia, the user can proceed with the registration process manually by providing the following information:

- Organisation Name
- Company type
- Country
- Address
- Postal Code
- City
- Phone Number
- Country of Registration
- Shareholders
- CEEC Category
- Attachment (multiple documents should be added to a ZIP archive)
- Captcha code

### Step 1: Organisation Details

Company Registration Number:

Tax Payer's Identification Number (TPIN):

\*Organisation Name :

\*Company Type:

If you selected "Sole Trader" from Company type above then please enter any information if applicable to you to assist us in identifying you. If you have selected any other Company Type then as a minimum requirement you must complete at least one of the following to register:

\*Address:

Postal Code:

\*City:

\*Country:

\*Phone Number:

\*Country of Registration:

Shareholders:

CEEC category:

Attachment Field:  No file selected.

\*Please type the code shown below:

\*Fields with asterisk are mandatory

**Figure 2: Registration of organisation**

In order to proceed to the next phase, the user should have also typed, in the provided text field, the visual **CAPTCHA** code displayed by the system on the screen. Selecting the "**Refresh**" button updates the code (Figure 2). Finally, the user should select the button "**Validate & Continue**" to continue the registration process.

The next step (optional) is the association of UNSPSC codes of interest with the organisation (Figure 3). The user can associate UNSPSC codes by the use of the  button. The button  is used to delete a selected UNSPSC code.

## Register UNSPSC Codes



The United Nations Standard Products and Services Code (UNSPSC), managed by GS1 US for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis. The UNSPSC codes of interest are optional for the registration of a Supplier. When an open public procurement competition is published, the system will automatically notify via email all Suppliers whose UNSPSC codes of interest match the UNSPSC codes of the competition itself.

Close

### Step 2: Register UNSPSC Codes

Line of Business:

Next

Back

Cancel

Figure 3: Registration of UNSPSC codes

After clicking on the  button, the user is presented with a pop-up window to select UNSPSC codes (Figure 4). Up to 5 codes can be selected to be linked to the supplier profile.

Search for a code

Search

Software

Search

Search Results

- 43230000-Software
- 43231500-Business function specific software
- 43231600-Finance accounting and enterprise resource pl
- 43232000-Computer game or entertainment software
- 43232100-Content authoring and editing software
- 43232200-Content management software

ADD TO LIST SYNCHRONISE LIST

Show the item in the Tree

Add results to Selected Items

Main Panel UNSPSC

- 10000000 Live Plant and Animal Material and Accessories and Supplies
- 11000000 Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 Chemicals including Bio Chemicals and Gas Materials
- 13000000 Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 Paper Materials and Products
- 15000000 Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 Mining and Well Drilling Machinery and Accessories
- 21000000 Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 Building and Construction Machinery and Accessories
- 23000000 Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
- 25000000 Commercial and Military and Private Vehicles and their Accessories and Components
- 26000000 Power Generation and Distribution Machinery and Accessories

Selected Items

- 43230000-Software
- 43231500-Business function specific software

Browse codes using the Tree. Double-click an item to add it to Selected Items

Submit

Add the Selected Items and close the window

Figure 4: UNSPSC code selection

In order to continue, the user should select the “Next” button. The “Back” button returns the user to the previous phase (Figure 2).

In the final step the user registers the administrator of the Supplier (Supplier Admin). The following details are mandatory (Figure 5):

- First Name
- Last Name
- Username

- Password
- Email
- Country
- Secret Question
- Secret Answer

Furthermore, the following details are optional (Figure 5):

- National ID
- Address
- Postal Code
- City
- Phone Number
- Mobile Phone Number
- Fax

### Register Administrator

**Figure 5: Registration of Supplier admin**

In order to finalise the registration process the user selects the “**Finish**” button. A message confirming the successful registration of the Supplier will be displayed.



**Figure 6: Confirmation of successful registration of the Supplier**

The system will send an email to the user containing details of how to access the system. Section **Error! Reference source not found.** contains instructions on how to access the system for the first time.

The registration of a Supplier needs to be validated by the System Administrator. Until then, the following message appears when the Supplier accesses the system:



**Figure 7: Pending validation by the System Administration**

However, before the System Administrator can validate the supplier registration, the registration fee needs to be paid by the supplier. After logging in for the first time, the user must view the supplier profile as per section **Error! Reference source not found.** and must complete the payment of the required fee as per section 0.

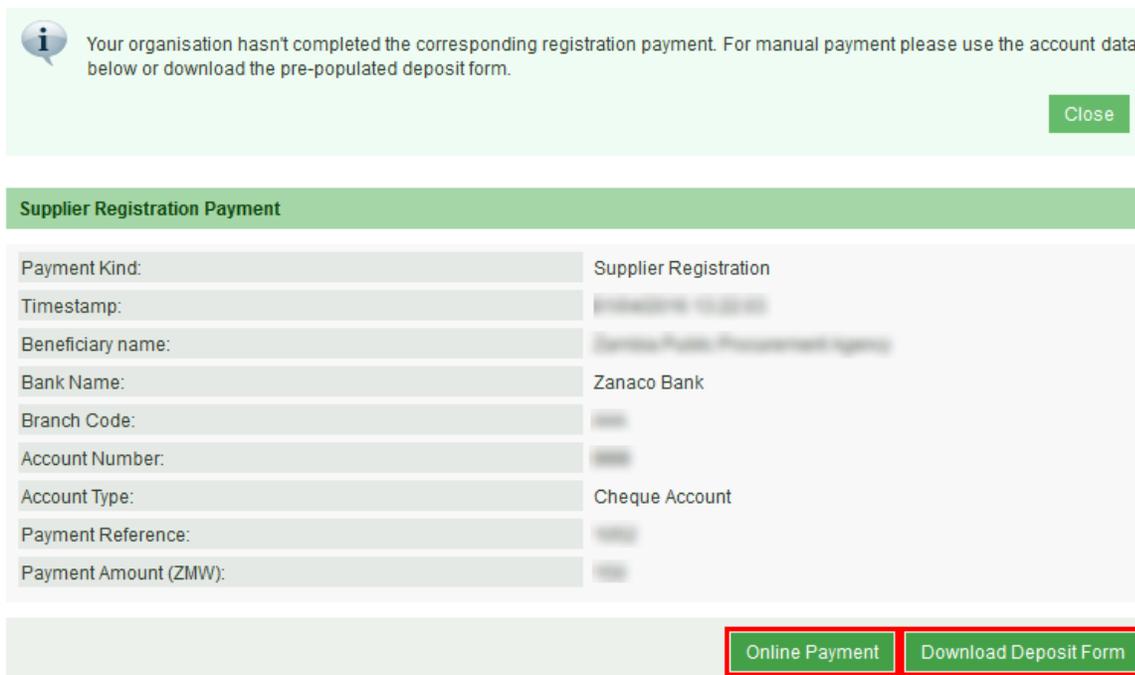
If the warning message continues to occur after the registration fee has been paid, please contact the System Administrator, in order to activate the organisation account.

## Payment of Fees

The e-GP system supports online payments through a debit/credit card or manual payments by Internet transfer or cash deposit at any Zanaco Bank branch. When the supplier registration fee (or annual registration renewal fee) is due for payment, the user will be presented with a warning as well as the banking details that can be used for an Internet transfer. A pre-printed deposit slip can also be downloaded and printed to take to the nearest Zanaco Bank branch to complete the payment (Figure 8).

The third option involves paying online via a debit/credit card by clicking on the “Online Payment” button.

[View Organisation](#)



**Figure 8: Supplier registration fee**

The online payment option is the quickest and simplest way to pay the fees in the e-GP system. After clicking on the “Online Payment” button to initiate the process, the user is presented with warning that

they will be re-directed to the banking providers' system to process the payment. A new pop-up window opens when this message is acknowledged.

In the first screen the details of the card holder need to be provided. The following fields are mandatory:

- First Name
- Last Name
- Address
- City
- Country
- Postal Code
- Email

The screenshot displays a payment interface with a top navigation bar containing four tabs: 'Billing' (highlighted in green), 'Payment', 'Review', and 'Receipt'. The main content area is divided into two columns. The left column, titled 'Billing Information', contains several input fields, each with an asterisk indicating it is a required field. The fields are: 'First Name \*', 'Last Name \*', 'Address \*', 'City \*', 'Country \*' (a dropdown menu), 'Zip/Postal Code \*', and 'Email \*'. A 'Next' button is positioned at the bottom right of this section, and a 'Cancel Order' link is at the bottom left. The right column, titled 'Your Order', shows a 'Total amount' of '199.00 ZK' in a green box.

**Figure 9: Card holder details**

After clicking “Next” on the card holder details screen, the user needs to provide the details of the credit/debit card to be used for the payment. The amount to be paid cannot be edited.

The screenshot shows a payment interface with a top navigation bar containing 'Billing', 'Payment' (highlighted), 'Review', and 'Receipt'. The main content is divided into two columns. The left column, titled 'Payment Details', contains a lock icon and a '\* Required field' label. Under 'Card Type \*', there are three radio button options: 'VISA Visa' (selected), 'MasterCard', and 'Amex'. Below this is a 'Card Number \*' field with a masked number and an 'Expiration Date \*' field with two dropdown menus. At the bottom of this section are 'Back' and 'Next' buttons, and a 'Cancel Order' link. The right column, titled 'Your Order', features a green box with 'Total amount' and '190.00 ZK'.

Figure 10: Debit/Credit card details

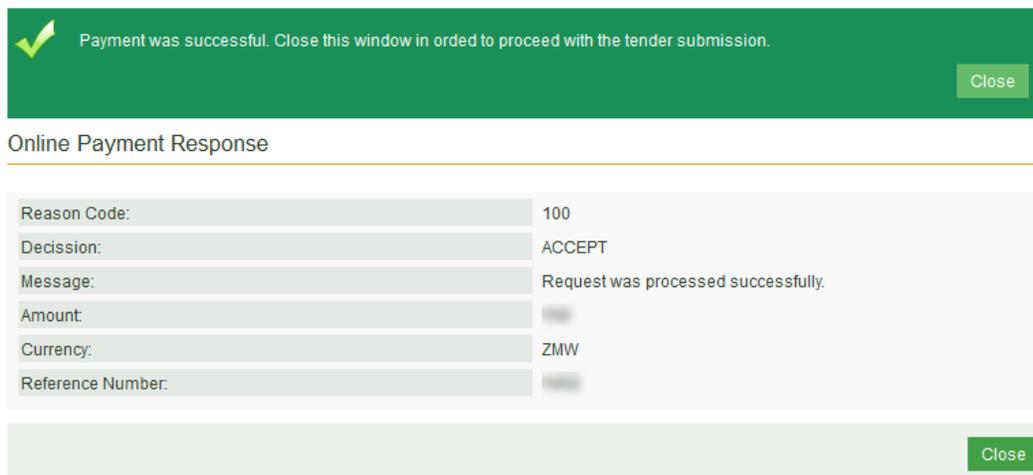
The final step in the payment process presents the details entered in the previous steps to the user for final confirmation before the click on the “Pay” button.

The screenshot shows a 'Review your Order' page. It has a 'Billing Address' section with a blurred address. Below it, the 'Payment Details' are summarized: 'Card Type' is 'Visa', 'Card Number' is 'xxxxxxxx', and 'Expiration Date' is 'xx/xx'. To the right, the 'Your Order' summary shows 'Total amount' as '190.00 ZK'. At the bottom, there is a 'Back' button, a 'Pay' button (highlighted in green), and a 'Cancel Order' link.

Figure 11: Payment details confirmation

The user will be re-directed back to the e-GP system and a payment confirmation screen will be displayed. If the payment is not successful, verify that the card details are correct and that sufficient

funds are available for the amount due. The user should contact the helpdesk (section **Error! Reference source not found.**) if they continue to experience problems while trying to process a payment.



The image shows a payment confirmation dialog box. At the top, a green banner contains a checkmark icon and the text: "Payment was successful. Close this window in order to proceed with the tender submission." A "Close" button is located in the top right corner of the banner. Below the banner, the title "Online Payment Response" is displayed. The main content area is a table with the following data:

Reason Code:	100
Decision:	ACCEPT
Message:	Request was processed successfully.
Amount:	███
Currency:	ZMW
Reference Number:	███

At the bottom right of the dialog box, there is a "Close" button.

**Figure 12: Payment confirmation**