

## QUICK REFERENCE GUIDE FOR FOREIGN COMPANY REGISTRATION ON THE e-GP SYSTEM (CYCAD)

### Home page

You can access the Electronic Government Procurement (e-GP) 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 suppliers list, and login links to both suppliers and users of a Procuring and Disposing Entity (PDE).


To register as a supplier for the 1st time on the e-GP

Click the **[Register as Supplier]** button to open a user account creation page. The process of first-time registration requires a user to create an account on the portal prior to creating a profile on the system.

The screenshot shows the Government of Uganda E-Procurement Portal. At the top right, there are buttons for 'Supplier Login' and 'Register as Supplier'. The 'Register as Supplier' button is highlighted with an orange callout bubble containing the text: 'Click on this link to start the registration'. Below the navigation bar, there are several menu items: PDEs, PDE Plans, BID Notices, BEB Notices, Contracts Awarded, and Suppliers. The main content area is divided into a 'WELCOME!' section on the left and a 'Bid Notices' section on the right. The 'WELCOME!' section includes a 'Login to Start' button and three links: 'Welcome to eGP supplier Portal', 'What is eGP supplier Portal?', and 'Validate Registration Certificate'. The 'Bid Notices' section has a table with columns for 'ALL', 'WORKS', 'SUPPLIES', and 'CONSTRUCTION'. The table lists several bid notices, including 'Supplies' and 'Non Consultancy Services'.

ALL	WORKS	SUPPLIES	CONSTRUCTION
	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, enter a password of your choice, confirm your password by re-typing it and click the **[Register]** button.



**EGP Uganda-Staging**

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](#)

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**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\*

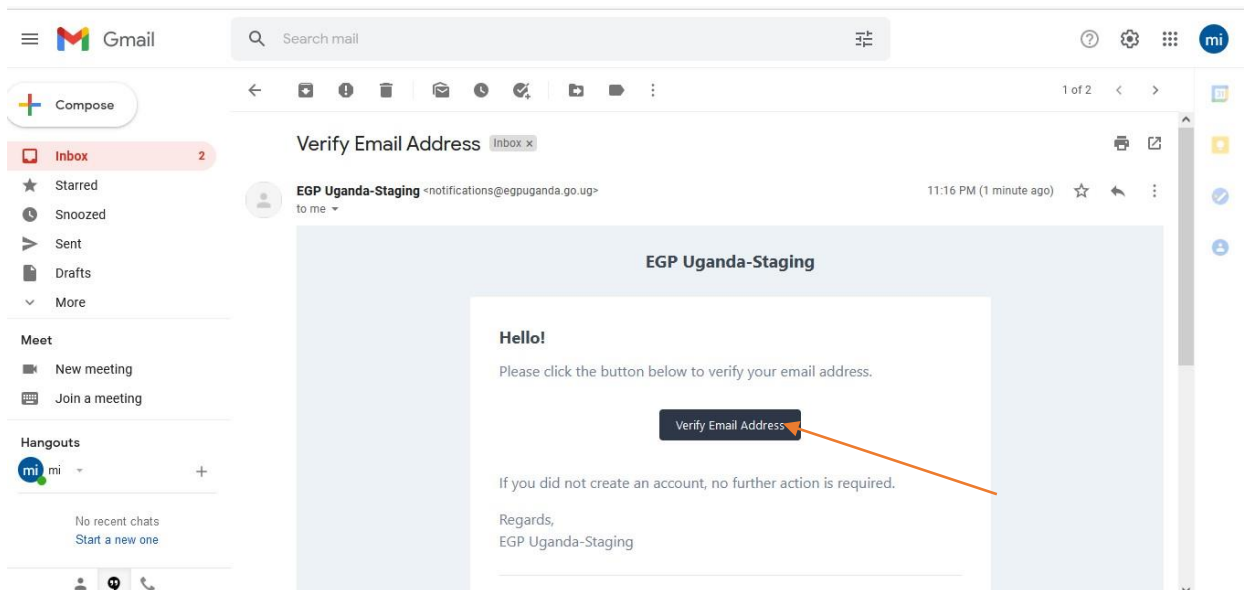
[Register](#)

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

You should receive a verification link on 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 link. Open the email and click the **[Verify Email Address]** button within the email body.

**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 within 5 minutes, click the **[Click here to request another]** link to resend that verification email.

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**Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration!** [Complete Registration](#)

**Verify Your Email Address**


Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)



Once your email address is verified, the following page will be displayed. Equally, this page is presented 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 launched.

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**Attention! Please Use your URSB Business Number & Business Tin number to Complete Registration!** [Complete Registration](#)

  
mi mi  
mim252434@gmail.com

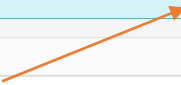
**Providers**

**Manage My Providers** [Create Provider](#)

**Instructions:**

- Click on the Business name to view details
- Click on the Menu  icon to Edit, Delete or View details
- Find Current Status within the PPDA report in provider's details to complete pending tasks

Business Name	Specification	Tin	Location	Status
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## Register a Foreign company

To register a foreign company, ensure that the selected country of incorporation/registration is any other country but Uganda.

Enter the Business registration names, Date of the incorporation, Business number, as well as the company Tax Identification Number. All fields marked with an asterisk (\*) are mandatory.

Click the **[Next]** button to proceed to the following step.

**GOVERNMENT OF UGANDA**  
**E-PROCUREMENT PORTAL**

Help Desk mi mi

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**ORGANIZATION REGISTRATION**

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

REGISTRATION TYPE: Company/Organization

COUNTRY OF INCORPORATION / REGISTRATION: \* Foreign -- select country --

\* This field is required.

BUSINESS REGISTERED NAME/S: \* Registration Name

DATE OF INCORPORATION / REGISTRATION: \* dd / mm / yyyy

\* This field is required.

\* This field is required.

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

BUSINESS NUMBER: \* Business Registration Number

AUTHORITY NAME: Authority in charge of Business Numbers/Names

\* This field is required.

TAX IDENTIFICATION NUMBER/CODE OR EQUIVALENT #: \* TAX Identification Number

TAX REGISTERED NAMES / EQUIVALENT: TAX Registration Names

\* This field is required.

Reset Form Save As Draft

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The documents page will then be displayed. Upload all the mandatory documents in the prescribed formats (preferably PDF and maximum of 5MBs of each document size) i.e. Certificate of Incorporation / Registration, Letter of Authorization from the company signatory or the Owners of the business.

Click the **[Next]** button upon successful upload of mandatory documents.

ORGANIZATION REGISTRATION

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

**i** • Instructions: please attach the following documents/files

Upload Company Logo:  
No file selected [Choose File](#) NO File  
Accepted formats: gif, png, jpg. Max file size 5MB

Upload Certificate of Incorporation /Registration:\*  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB  
**x** This field is required.

Trading License/Business Operating License:.\*  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB

Letter of Authorization from signatory:.\*  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB  
**x** This field is required.

Owners of the business:.\*  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB  
**x** This field is required.

Other Attachments:  
No file selected [Choose File](#) NO File  
formats: pdf Max file size 5MB

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

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Click to proceed

The address details page will be displayed. Enter the company email address, company phone number as well as the street address.

Input the shareholder details and 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.

NB: All fields marked with (\*) are mandatory.

Click the **[Next]** button to proceed to the financial and director details page.



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.

UPDATE COMPANY REGISTRATION



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

COMPANY ADDRESS DETAILS:

EMAIL ADDRESS: \* [redacted] WEBSITE ADDRESS: [redacted]  
PHONE NUMBER: \* +1-242 [redacted] OTHER NUMBER: +994 3232  
Current Country: Afghanistan City:  
Street Address: \* dsds

ORGANIZATION OWNERS/SHAREHOLDERS:

Please add any "Organization Owners/Shareholders", thank you.

Names	gender	position	Nationality	Share	Action
	Male		UGA		

+ Add More

REPRESENTATIVE/SECRETARY

First Name: \* ds  
Last Name: \* Kam  
Other Name:  
Position: \* Director  
Phone number: \* +880 23232  
Email: \* [redacted]  
Reset Form Save As Draft

APPROVER/DIRECTOR

First Name: \* [redacted]  
Last Name: \* [redacted]  
Other Name:  
Position: \* Managing Director  
Phone number: \* +973 232323  
Email: \* ck@idea.ug



The financials page will be displayed. Enter the turnover details of your company for the past 2 years / more. If the company is new, skip the field.

GOVERNMENT OF UGANDA  
E-PROCUREMENT PORTAL

Help Desk PAT PAT desta desta

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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 --				
2011	Select --				

Reset Form Save As Draft

Click here

Add More

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Upon clicking the **[Next]** button, the Business sectors page will be displayed.

Click a category of choice to reveal the list of sub-categories under that category.

By clicking any sub-category of your choice, the main category i.e., Works/Supplies/Services will be auto selected.

Click the **[Next]** button to proceed to the following stage.

### 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 Filter

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

Showing all 21

Aircraft

Showing all 1

Supplies

Services

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

[← Previous](#) [Next →](#)

Click here to proceed

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, Relevant URL (link) for reference as well as the Contract sum.

For each record to be saved, you must click the “Add Record” button.

Click the **[Next]** button to continue to the next stage.

UPDATE COMPANY 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Add Record, Reset Form, Save As Draft, Previous, Next

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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.

UPDATE COMPANY REGISTRATION

Record Details Saved



Registration Application Details Print Slip

Account details

BUSINESS REGISTRATION NAME/	[REDACTED]
REGISTRATION TYPE:	foreign
DATE OF INCORPORATION / REGISTRATION *	2020-12-01
COUNTRY OF INCORPORATION/ REGISTRATION *	Afghanistan

BUSINESS REGISTRATION NUMBER Details:

REGISTRATION/BUSINESS NAME:	[REDACTED]
BUSINESS REGISTRATION NUMBER	123

TAX IDENTIFICATION NUMBER Details:

TAX IDENTIFICATION NUMBER (TIN):	10526
TAX REGISTRATION NAMES:	[REDACTED]

ORGANIZATION ADDRESS Details:

EMAIL ADDRESS *	mim252434@gmail.com
WEBSITE ADDRESS:	
PHONE NUMBER:	[REDACTED]
OTHER NUMBER:	[REDACTED]
Country:	Afghanistan
City:	Balkh
Street Address:	Balkh

FINANCIAL DETAILS Details:

Year	Currency	Turnover	Turnover	Net Assets
Empty	Empty	Empty	Empty	Empty

ORGANIZATION OWNERS/SHAREHOLDERS Details:

Names	gender	position	Nationality	Share
mimi	female	director	Uganda	100

REPRESENTATIVE Details:

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

APPROVER/DIRECTOR Details:

First Name	la
Last Name	la
Other Name	
Position	[REDACTED]
Phone number	+93773437877
Email	[REDACTED]

Registration Category Details:

Categories	Works   Supplies   Services
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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



After successful submission of company registration details, you are required to pay registration fees based on the categories (Works/Supplies/Services) selected.

The following page will be displayed. In case you already paid and 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 as 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 the proof of payment on the e-GP portal as shown 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	125.00	100.00	100.00	125.00

1	Company / Individual Account	test
2	User full Names	desta desta
3	Business Registration Number	123
4	Tax Identification Number (TIN)	123
5	Telephone Number	773437877
6	Email	mm@gmail.com
7	Description of service	Registration fee
8	Transaction Reference Number	RF1695619R1024647
9	Payment Reference Number	URA Auto Generated
10	Payment Due date	URA Auto Generated (day/month/year)
11	Discount on category (50%)	0%
12	Currency Exchange Rate (US DOLLAR)	3,562.19
13	payment amount/fees (USD)	125.00
14	payment amount/fees (UGX)	445,273.75
15	payment Mode	Select Payment Mode
16	Upload Payment Receipt formats: jpeg, jpg, png, pdf Max file size 2Mb	<input type="button" value="Browse..."/> No file selected.
15	Payment Status	Pending Payment

Click to Attach Payment receipt

Click here to proceed

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