



UNUNUZI WA UWAZI

SUPPLIER REGISTRATION & MANAGEMENT
USER MANUAL

DISCLAIMER

Please note that this User Manual is for the purpose of the guidance of the User to use the functions in eGP. Users with Appropriate privilege assigned to them and / or Approved by The National Treasury will be able to use the System. It has been the endeavour to prepare this User Manual capturing the process / screens as Appearing in the eGP system, however, in certain cases the screens may differ and it shall be the responsibility of the User to execute the process on the eGP system as expected to be performed. The Users shall be responsible for the acts performed by them through the User ID and the privilege assigned to them.

INTRODUCTION

Suppliers, Contractors and consultants (hereafter referred to as 'Supplier') interested in doing business with the Government of Kenya should register on the Electronic Government Procurement (eGP) System. The purpose of this manual is to guide Suppliers on how to register with the eGP system.

TYPES OF SUPPLIERS THAT CAN REGISTER ON EGP

- i. SOLE PROPRIETORSHIP/BUSINESS NAMES
- ii. PARTNERSHIP FIRMS
- iii. LIMITED LIABILITY PARTNERSHIP FIRM
- iv. COMMUNITY BASED SERVICE PROVIDER
- v. LOCAL INDIVIDUAL CONSULTANTS
- vi. LOCAL COMPANY
- vii. FOREIGN COMPANY
- viii. COMPANY LIMITED BY GUARANTEE

LIST OF ACRONYMS

AGPO	Access to Government Procurement Opportunities
BRS	Business Registration Service
eGP	Electronic Government Procurement
ID	Identification
IFMIS	Integrated Financial Management Information System
IPRS	Integrated Population Registration Services
IPRS	Integrated Population Registration Services
KRA	Kenya Revenue Authority
NCA	National Construction Authority
OTP	One Time Password
TNT	The National Treasury

BASIC REQUIREMENT FOR SUCCESSFUL REGISTRATION AND MANAGEMENT OF SUPPLIERS AND USERS

1. For successful registration in e-GP Kenya, the following data will be required:
 - a) Company / Business Registration Number maintained by Business Registration Service (BRS).
 - b) KRA PIN for business or Individual
 - c) National Identification (ID) Number
2. For purpose of registration, the e-GP system shall verify and validate the above data from relevant government agencies such as Kenya Revenue Authority, Business Registration Service and National Registration Bureau. Any mismatch of data provided shall result in unsuccessful registration. Suppliers are advised to update their data with BRS and KRA before registering in e-GP Kenya.
3. The person registering on e-GP Kenya must be one of the Owner / Director or Person authorized to transact on behalf of the company and shall be responsible for managing the supplier's e-GP account. Authorized Person shall be required to provide Power of Attorney signed by the Directors and certified by licensed advocate and Commissioner of Oaths.
4. Suppliers MUST have a valid business email ID through which all e-GP system communication shall be channeled.
5. Foreign suppliers not registered with BRS may proceed with the registration, however registration with BRS will be a condition for contract award.

The slide features several large, stylized green geometric shapes. On the left, a large 'L' shape is composed of two thick green bars. On the right, a large '7' shape is similarly constructed. The background is white, and the text is centered in a bold, green, sans-serif font.

PART A. CREATION OF REGISTRATION DETAILS

STEP 1: ACCESS THE EGP PORTAL

- Visit the Portal:** Open your web browser and navigate to the eGP Supplier Registration Portal by entering the URL: <https://egp.treasury.go.ke/>.
- Navigate to Registration:** On the eGP Home Page, locate and click on the "Registration" menu.
- Select Supplier Registration:** From the dropdown menu, click on the "Supplier Registration" link

02-Apr-2024 12:20:51 support@egpkenya.co.in +91 1214567890 English

Home Help Registration Tender Login

Supplier Registration
PE Registration

Empower Kenya: Transforming the Future with eGP

Supplier Registration & Management

Open Contracting Data Standard

PE Registration & Management

Administration

Annual Procurement Plan

Annual Disposal Plan

e-Catalogue

Contracts

Store Management

e-GP Kenya

SUPPLIER REGISTRATION USER MANUAL

8

/supplier/registration

LANDING PAGE FOR SUPPLIER REGISTRATION

31-Jul-2024 09:18:07 support@egpkenya.co.in +91 1214567890

English



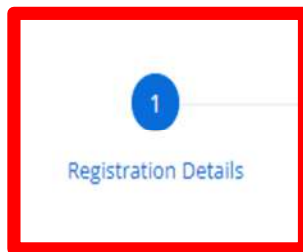
eGP Kenya
UNUNUZI WA UWAZI

[Home](#) [Help](#) [Registration](#) [Tender](#) [Login](#)

Supplier Registration

[Need help with Registration?](#)

(*) Mandatory fields



- For successful registration in e-GP Kenya, the following data will be required:
 - Company / Business Registration Number maintained by Business Registration Service (BRS).
 - KRA PIN for business or Individual
 - National Identification (ID) Number
- For purpose of registration, the e-GP system shall verify and validate the above data from relevant government agencies such as Kenya Revenue Authority, Business

STEP 2: CREATE USER ID & ENTER BUSINESS EMAIL ID

- Fill in the **User ID**. The system will check if the User ID has already been used. If the User ID is already in use, you will be prompted to create a different User ID.
- Enter **Business Email Address**: Input your correct and active email address in the provided field and Click the "Verify Business Email ID" button to receive a One-Time Password (OTP).

Supplier Registration [Need help with Registration?](#)

(*) Mandatory field

1 Registration Details 2 Contact Details 3 Business Details 4 Office Address

1. For successful registration in e-GP Kenya, the following data will be required:

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3. The person registering on e-GP Kenya must be one of the Owner / Director or Person authorized to transact on behalf of the company and shall be responsible for managing the supplier's e-GP account. Authorized Person shall be required to provide Power of Attorney signed by the Directors and certified by licensed advocate and Commissioner of Oaths.

4. Suppliers MUST have a valid business email ID through which all e-GP system communication shall be channeled.

5. Foreign suppliers not registered with BRS may proceed with the registration, however registration with BRS will be a condition for contract award.

Registration Details

User ID * : CHRIS2024 ✓ Okay

Business Email ID * ⓘ : salowa4263@biowey.com **Verify Business Email ID**

Next **Clear**

SUPPLIER REGISTRATION USER MANUAL

NOTE

The **User ID** field allows a minimum of 6 and a maximum of 30 alphanumeric characters (A-Z, 0-9).

Special characters such as dot (.), dash (-), and permitted accented characters are allowed.

Ensure you use an active email address to receive important communications from the e-GP system, including the OTP.

STEP 3: CONFIRM BUSINESS EMAIL ID

C. Before submitting the email address, confirm that the information provided is accurate. If so Click on **YES** .

valid business email ID through which all e-GP system communication shall be channelled.
gistered with BRS may proceed with the registration, however registration with BRS will be a condition for contract a

Confirmation

Are you sure you want to proceed further with the entered Business Email ID - salowa4263@biowey.com ?
On confirmation you won't be able to update the Business Email ID.

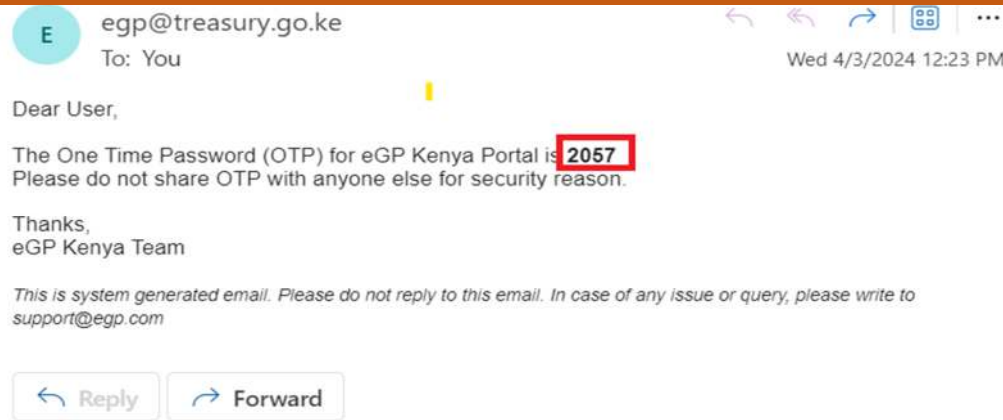
Yes **No**

salowa4263@biowey.com **Verify Business Email ID**

NOTE

You will not be able to edit Business Email ID after clicking **Yes**.

STEP 4: RECEIVE OTP ON BUSINESS EMAIL ID



STEP 5: VERIFY BUSINESS EMAIL ID

Registration Details

User ID * : CHRIS2024 ✓ Okay

Business Email ID * ⓘ : salowa4263@biowey.com

OTP sent to your Business Email ID & will expire in 10 Minutes. Please enter the OTP below and verify the Business Email ID.

Enter OTP * :

[Resend OTP](#)

Enter The OTP and Click on **Verify**

Next

Clear

SUPPLIER REGISTRATION USER MANUAL

STEP 6: VERIFICATION OF BUSINESS EMAIL ID SUCCESSFUL

After successful Verification the status changes to **Business Email ID Verified successfully**

Business Email ID * ⓘ

: salowa4263@biowey.com

Business Email ID verified successfully

VERIFY MOBILE NUMBER

STEP 1 ENTER THE VALID OFFICIAL BUSINESS MOBILE NUMBER AND CLICK ON VERIFY MOBILE NUMBER

Mobile Number * ⓘ

:

Kenya(+254)



703xxx247

Verify Mobile Number

Before submission, counter check the contact provided for security purpose and system communication.

STEP 2: CONFIRM BUSINESS MOBILE NUMBER

Confirmation

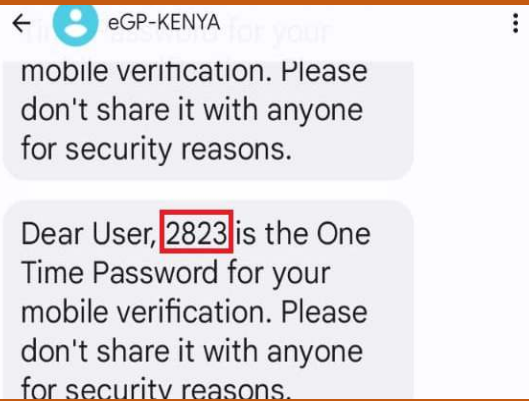
Are you sure you want to proceed further with the entered Mobile Number - +254 703XXX247 ?
On confirmation you won't be able to update the Mobile Number.

NOTE

You will not be able to edit **Business Phone Number** after clicking **Yes**.

Yes

No

STEP 3 RECEIVE THE ONE TIME PASSWORD**STEP 4: ENTER THE ONE TIME PASSWORDVERIFY BUSINESS MOBILE NUMBER**

Mobile Number * ⓘ :

Kenya(+254) ▼ 703390247

OTP sent to your mobile number & will expire in 10 Minutes. Please enter the OTP below and verify the mobile number

Enter OTP * :

....

[Resend OTP](#)

Verify

STEP 5: VERIFY OF BUSINESS MOBILE NUMBER SUCCESSFUL

Mobile Number * ⓘ

:

Kenya(+254)



703XXX247

Mobile Number verified successfully

STEP 5: CLICK ON NEXT

Next

Clear

Click on **Next** to navigate to the next page. (**Contact Details Page**)



PART B. CREATION OF PRIMARY CONTACT DETAILS

LANDING PAGE FOR CONTACT DETAILS

Supplier Registration

Need help with Registration? 

(*) Mandatory fields

1

2

3

4

Registration Details

Contact Details

Business Details

Office Address

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4. Suppliers MUST have a valid business email ID through which all e-GP system communication shall be channeled.

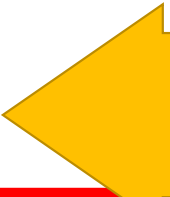
5. Foreign suppliers not registered with BRS may proceed with the registration, however registration with BRS will be a condition for contract award.

STEP 1: VERIFY PRIMARY CONTACT DETAILS FOR KENYANS

After entering all the Information, click on “**Verify with IPRS**”.

Contact Details

First Name *	:	CHRISTOPHERLAW
Middle Name	:	
Last Name *	:	MUNGA
Gender *	:	Male ▼
Citizenship *	:	Kenyan ▼
National ID *	:	321690247
Secondary Email ID	:	
Secondary Mobile Number	:	Kenya(+254) ▼

[Verify with IPRS](#)**NOTE**

1. The primary contact person should be one of the **DIRECTORS** or the owner of the business
2. The primary user created will be responsible for managing users in the supplier's organization. i.e. The primary user is the e-GP supplier administrator and their roles will include:
 - i. User creation and management (creating and deleting users, Assigning of rights)
 - ii. Managing company profile.
 - iii. The System will not allow the user to move to the next page if the Verification has not been done.

STEP 2: VERIFICATION OF THE PRIMARY CONTACT DETAILS FOR FOREIGNER

Gender : Male

Citizenship * : Foreigner

Foreigner ID Type * : Alien ID

Please select Foreigner ID Type

Alien ID * : Alien ID

Passport Number

Refugee ID

Verify with IPRS

Secondary Email ID

NOTE

1. If Citizenship Is Foreigner Select The Appropriate Foreigner Id Type Ie.
1. ALIEN
2. PASPORT
3. REFUGEE

Click On “**Next**” to navigate to the Next page. (Ie. **Business Details page**)

STEP 3 :AFTER SUCCESSFUL VERIFICATION OF THE PRIMARY CONTACT DETAILS

Citizenship *	:	Kenyan	
National ID *	:	321xxx76	IPRS verified successfully
		✓ Okay	

STEP 4. CLICK ON NEXT

Secondary Email ID	:	
Secondary Mobile Number	:	Kenya(+254)

Next	Clear
-------------------------------------	--------------------------------------

Click On “**Next**” to navigate to the Next page. (Ie. **Business Details page**)

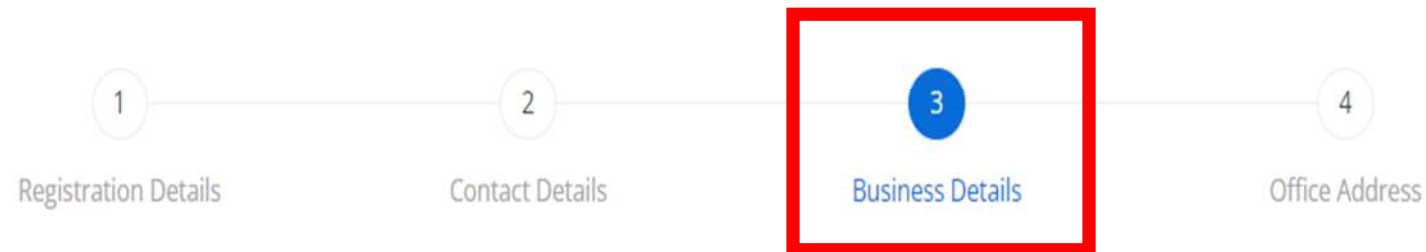
PART C. CREATION OF BUSINESS DETAILS

LANDING PAGE FOR BUSINESS DETAILS

Supplier Registration

[Need help with Registration?](#) 

(*) Mandatory fields



1. For successful registration in e-GP Kenya, the following data will be required:

- a. Company / Business Registration Number maintained by Business Registration Service (BRS).

STEP 1. BELOW IS AN ILLUSTRATION ON HOW TO FILL DETAILS FOR SOLE PROPRIETORSHIP.

Business Details

Organization Type *	:	Sole Proprietorship/Business Names	▼
Type of Tax Payer *	:	Individual - Kenyan Citizen	▼
KRA PIN * ⓘ	:	A01***1449U	
BRS Registration Number * ⓘ	:	BN-JRCG***BYR	
Company / Business Name / Individual *	:	VI****L E**TH P****ERS	


 Verify and Retrieve Information
NOTE

The system will not Permit you to continue if the information provided does not match.

Fill in the form for the KRA PIN as required by the type of Tax Payer category specific to your Organization and click on verify. After a successful verification the status changes to Verified as illustrated below.

STEP 1. BELOW IS AN ILLUSTRATION ON HOW TO FILL DETAILS FOR LOCAL COMPANY.

Business Details

Organization Type *	:	Local Company	▼
Type of Tax Payer *	:	Non-Individual – Company	▼
KRA PIN * ⓘ	:	P939484932G	
BRS Registration Number * ⓘ	:	PVT7767*****G	
Company / Business Name / Individual *	:	SIGNDUSTER LTD	
Type of Company *	:	Private Limited	▼
Procurement Category *	:	Goods x Works x Consultancy Services x Non-Consultancy Services x	

[Verify and Retrieve Information](#)**NOTE**

1. The system will not Permit you to continue if the information provided does not match.
2. Fill in the form for the KRA PIN as required by the type of Tax Payer category specific to your Organization and click on verify. After a successful verification the status changes to Verified as illustrated below.
3. Select whether the Company is Private Limited or Public Limited

[Next](#)[Clear](#)

STEP 1. BELOW IS AN ILLUSTRATION ON HOW TO FILL DETAILS FOR FOREIGN COMPANY.

Business Details

Organization Type * : Foreign Company

Type of Tax Payer * : Individual – Non-Kenyan Non-Resident

KRA PIN ⓘ

BRS Registration Number ⓘ

Company / Business Name / Individual * : ALGURE LTD

Type of Company * : Private Limited

Procurement Category * : Goods x Works x Consultancy Services x
Non-Consultancy Services x

NOTE

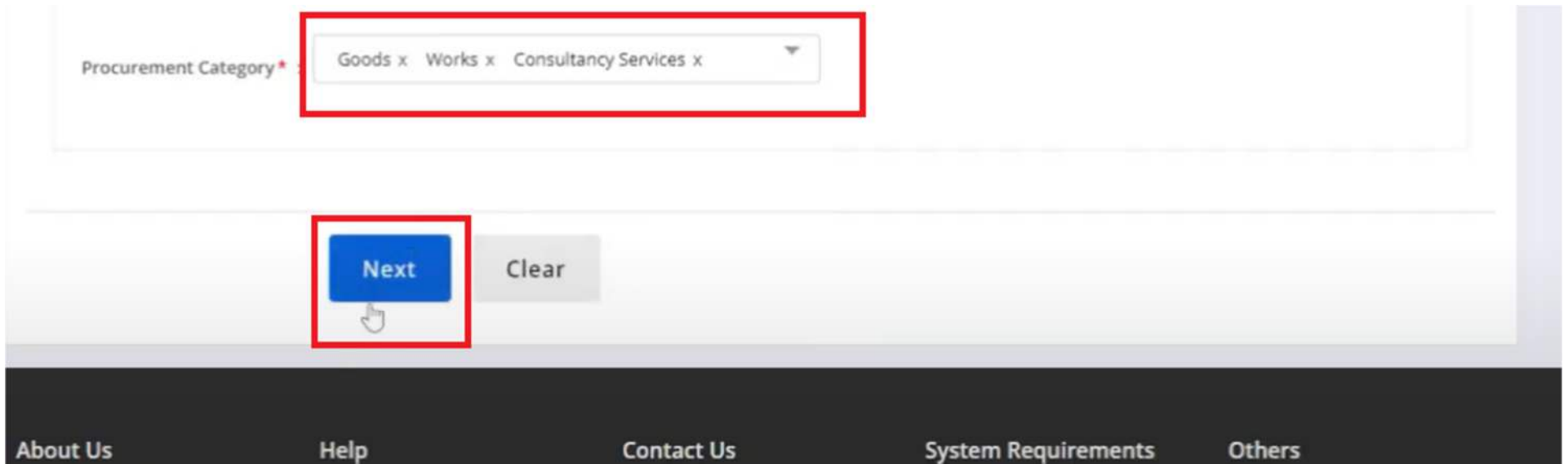
FOR FOREIGN COMPANIES
VERIFICATION WITH BRS IS
NOT MANDATORY

Next**Clear**

SUPPLIER REGISTRATION USER MANUAL

STEP 2. AFTER UPDATE OF DETAILS THE STATUS CHANGES AS BELOW

Business Details	
Organization Type *	: Sole Proprietorship/Business Names 
Type of Tax Payer *	: Individual - Kenyan Citizen 
KRA PIN * 	: A01***1449U   Okay
BRS Registration Number * 	: BN-JRCG***BYR   Okay
Company / Business Name / Individual *	: VI****L E**TH P****ERS   Okay
BRS Registration Date	: 26/11/2020
Procurement Category *	: Select 

STEP 3. CLICK ON PROCURING CATEGORY AND CLICK ON NEXT

The screenshot displays a web form for supplier registration. At the top, there is a section labeled "Procurement Category*" which contains a dropdown menu. The dropdown menu is open, showing three options: "Goods x", "Works x", and "Consultancy Services x". A red rectangular box highlights the dropdown menu. Below the dropdown menu, there are two buttons: a blue "Next" button and a grey "Clear" button. The "Next" button is also highlighted with a red rectangular box, and a mouse cursor is visible over it. At the bottom of the form, there is a dark grey footer bar with five links: "About Us", "Help", "Contact Us", "System Requirements", and "Others".

After Successful filling of the form Click On **Next** save the information and to move to the Next **Page<Registered Office Address>**



PART D. CREATION OF OFFICE ADDRESS

LANDING PAGE FOR OFFICE ADDRESS DETAILS

(*) Mandatory fields

3 Business Details

4 Office Address

Information required:
Business Registration Service (BRS).

Update the above data from relevant government agencies such as Kenya Revenue Authority, Business Match of data provided shall result in unsuccessful registration. Suppliers are advised to update their

/ Director or Person authorized to transact on behalf of the company and shall be responsible for
Information required to provide Power of Attorney signed by the Directors and certified by licensed advocate

e-GP system communication shall be channeled.

Registration, however registration with BRS will be a condition for contract award

STEP 1.FILL THE DETAILS FOR THE REGISTERED OFFICE ADDRESS for KENYAN BUSINESSES

Registered Office Address

Country *	:	Kenya	▼
County *	:	BUNGOMA	▼
Sub-County *	:	BUMULA	▼
Ward *	:	BUMULA	▼
Street Address *	:	B-7, test office address	
PO Box *	:		
Postal / ZIP Code *	:		
Geo-Tag	:		

STEP 1.FILL THE DETAILS FOR THE REGISTERED OFFICE ADDRESS FOR FOREIGN BUSINESSES

Registered Office Address

Country *	:	Germany
County / State / Province *	:	HAMBURG
District *	:	HAMBURGNORTH
City/Town *	:	EIMSBUTTEL
Street Address *	:	HAMBURG-MITTE
PO Box	:	
Postal / ZIP Code *	:	000557
Geo-Tag	:	53.5724111595633, 9.920348088260601

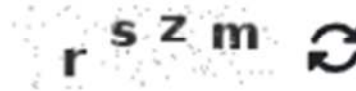
STEP 2 AGREE TO THE TERMS AND CONDITION AND SUBMIT

☒ Is the Corporate Address same as Registered Office Address?

Verification Code *

:

rszm



(Enter The Text You See In This Image)

☒ I Agree to [Terms & Conditions](#) and [Privacy Policy](#) *

NOTE

1. Click on the check box If the Corporate Address is the same as the Registered office Address.
2. Agree to Terms and Conditions
3. On clicking the '**Submit**' button, the e-GP system will generate a unique business registration EGP number and the Log in credentials will be sent to the business email that was registered.

Submit

Clear

Enter the **Captcha** values and **Agree to the Terms and conditions** and Privacy Policy and the click on as shown above.

LOG IN ID AND FIRST TIME PASSWORD EMAIL

e-GP Kenya Login Credentials Inbox x**egp@treasury.go.ke**

to me ▾

Tue, Feb 1

Dear User,

Your credential has been created successfully. Your credentials which you have registered are:

Your registered number: SR/eGP/2024/19.

Your login id: virtual321

Your Password: if_kiu+qOI4J

From: e-GP Kenya Support.

Disclaimer: This is a system generated email. Please don't reply to this email. To contact e-GP support, write to support@egp.com

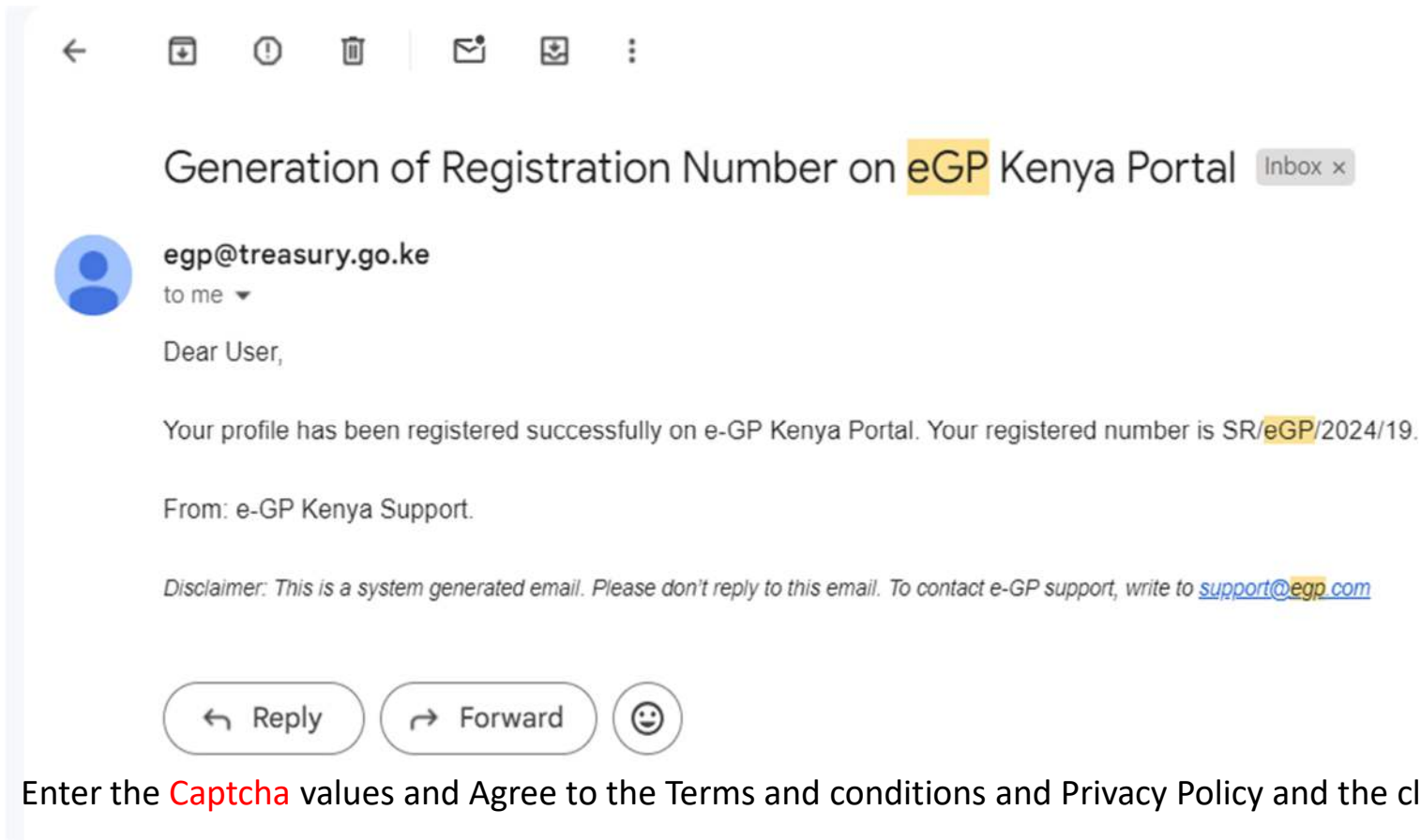
Reply

Forward



Enter the **Captcha** values and Agree to the Terms and conditions and Privacy Policy and the click on as shown above.

EGP NUMBER GENERATION EMAIL



GENERAL FUNCTIONALITIES

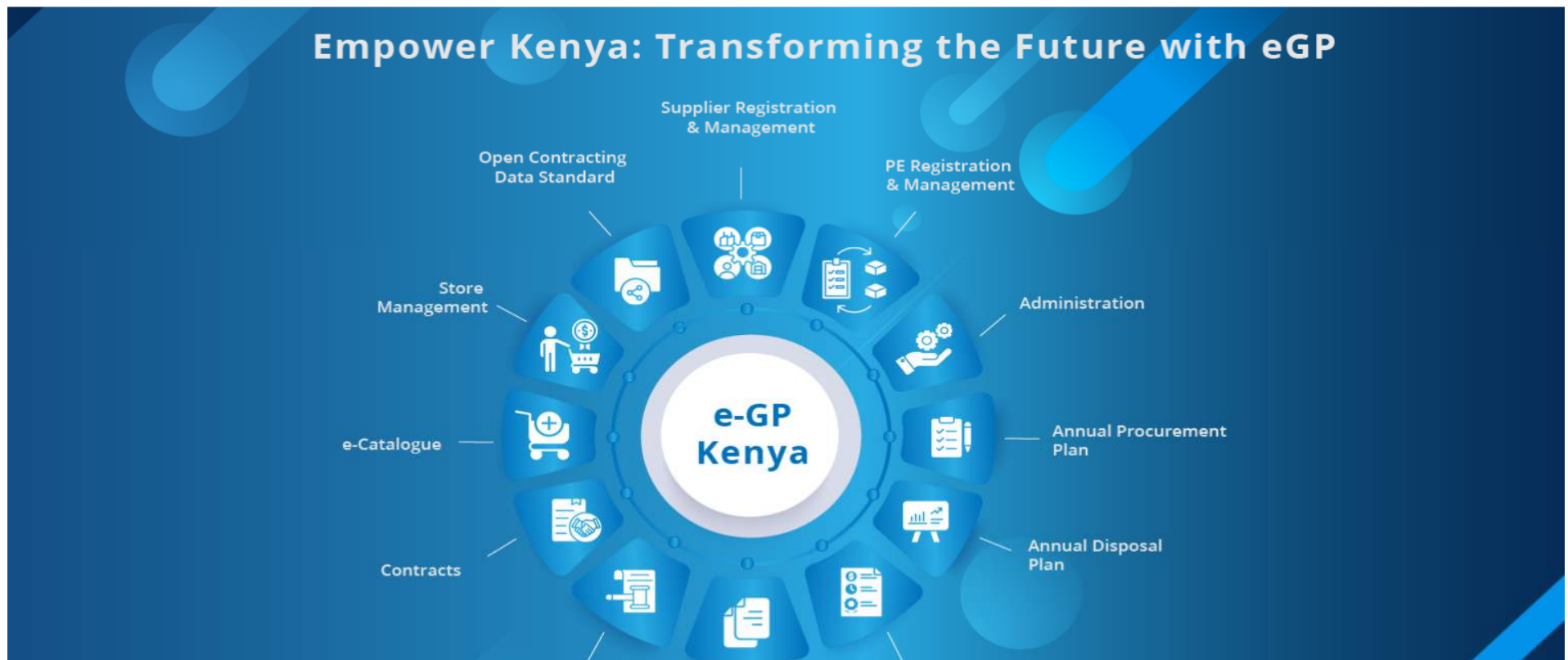


PART E. LOG IN EGP

eGP Kenya Home Page available on <https://egpkenya.go.ke>. Then click on **Login** as shown below.



Disclaimer: This is test portal and not the real live. Information on this system is meant only for testing



ENTER THE LOG IN CREDENTIALS AND CLICK ON LOG IN

02-Apr-2024 18:07:55 support@egpkenya.co.in +91 1214567890

English

 **eGP Kenya**
UNUNUZI WA UWAZI

Home Help Registration Tender Login

Login

Login ID : *

Please enter Login ID

Password : *

Please enter Password

Login [Forgot Password?](#)

Not Registered with eGP yet? [Need help with Registration](#)

 Register as Supplier

 Register as Procuring Entity

ENTER THE ONE TIME PASSWORD AGREE TERMS AND CONDITIONS

02-Apr-2024 18:39:24 support@egpkenya.co.in +91 1214567890 English

 Home Help Registration Tender Login

OTP has been sent to your registered Email ID and Mobile No. XXXXXX4322. OTP will expire in 10 Minutes. X

Verify OTP

(*) Mandatory fields

OTP : *

Please enter OTP

Didn't receive OTP? [Resend OTP Now](#)

☐ I Agree to [Terms & Conditions](#) and [Privacy Policy](#) *

Verify

ON FIRST TIME LOGIN THE USER MUST RESET THEIR PASSWORD BY FILLING THE FORM WITH A PERSONALIZED PASSWORD

02-Apr-2024 18:46:42 support@egpkenya.co.in +91 1214567890 Last Login on 02-Apr-2024 16:16:36 from 192.168.203.211 English Logout

 **eGP Kenya**
UNUNUZI WA UWAZI

Reset Password

Password Requirements :

- Must comprise of minimum 8 and maximum 16 alphanumeric (A-z, 0-9) characters.
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one number
- Must contain at least one special character.
- Special characters allowed are (!@#\$%&*_*+=- /)

Current Password * :

New Password * :

Confirm Password * :

Reset Password

NOTE

Current Password – Enter the password received in email.

New Password – Type the password you want to use. Password must follow the password requirements of the system. These requirements are displayed on the screen as seen above.

Confirm Password – Re-type the new password here.

FORGOT PASSWORD

02-Apr-2024 18:48:06 support@egpkenya.co.in +91 1214567890 English

 **eGP Kenya**
UNUNUZI WA UWAZI

Home Help Registration Tender Login

Password changed successfully

Login

Login ID : *

hemanta002

Password : *

.....

Login

[Forgot Password?](#)

Not Registered with eGP yet?

 Register as Supplier

 Register as Procuring Entity

 [Need help with Registration](#)

ON FIRST TIME LOGIN THE USER MUST RESET THEIR PASSWORD BY FILLING THE FORM WITH A PERSONALISED PASSWORD

02-Apr-2024 19:20:30 support@egpkenya.co.in +91 1214567890  English 

  **eGP Kenya**
UNUNUZI WA UWAZI

[Home](#) [Help](#) [Registration](#)  [Tender](#) [Login](#)

Forgot Password

(*) Mandatory fields

1

2

Verify Login ID

Verify OTP

Login ID * :

Captcha * : x h z m 
(Enter The Text You See In This Image)

Verify Login ID

ON FIRST TIME LOGIN THE USER MUST RESET THEIR PASSWORD BY FILLING THE FORM WITH A PERSONALISED PASSWORD**NOTE**

After Successful Change Of Password. The user is able to log in Using the new Password

OTP has been sent to your registered Email ID and Mobile No. XXXXXX4322. OTP will expire in 10 Minutes. ×

Forgot Password


Verify Login ID

2

Verify OTP

Password Requirements :

- Must comprise of minimum 8 and maximum 16 alphanumeric (A-z, 0-9) characters.
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one number
- Must contain at least one special character.
- Special characters allowed are (!@#\$%&* _ = + - /)

Password * :

Confirm Password * :

OTP * :
Please enter OTP

[Re-send OTP](#)

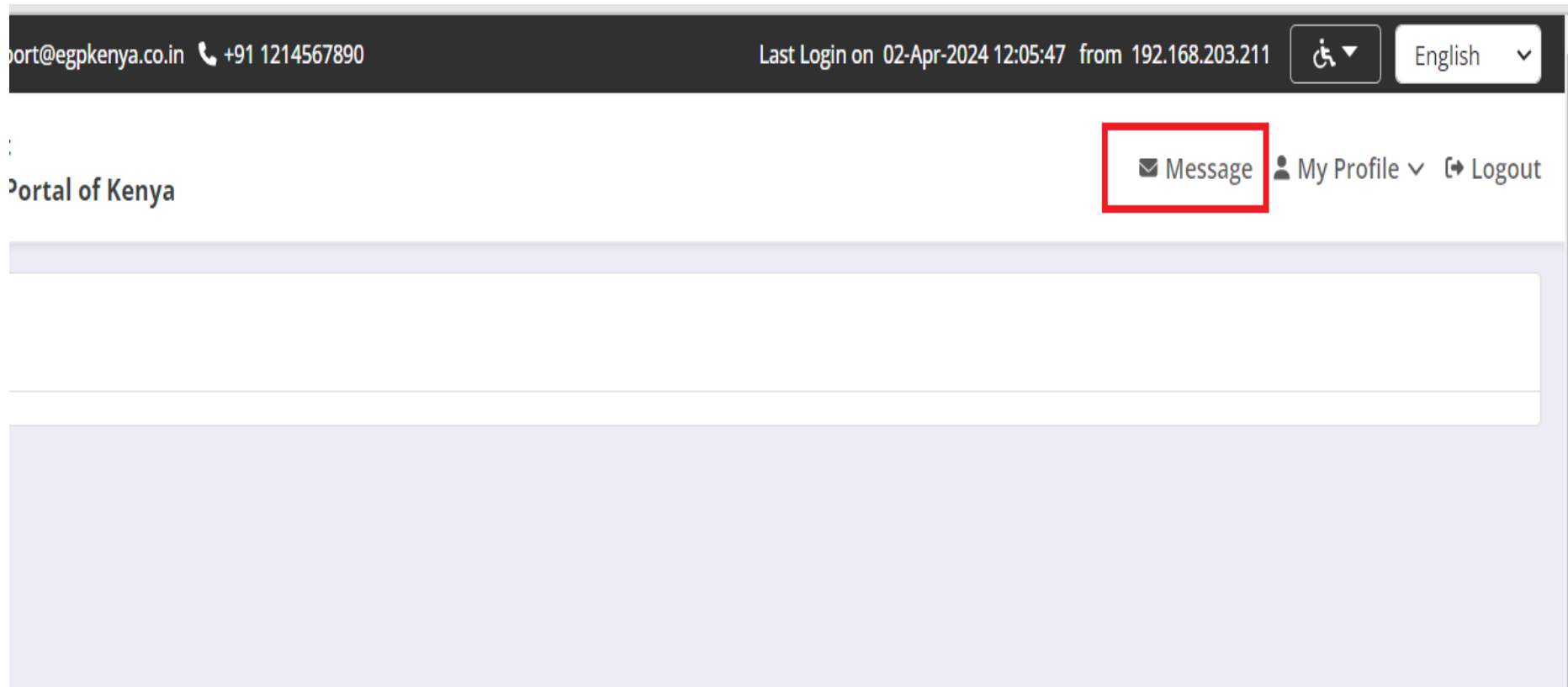
Change Password



PART F. DASHBOARD MESSAGES

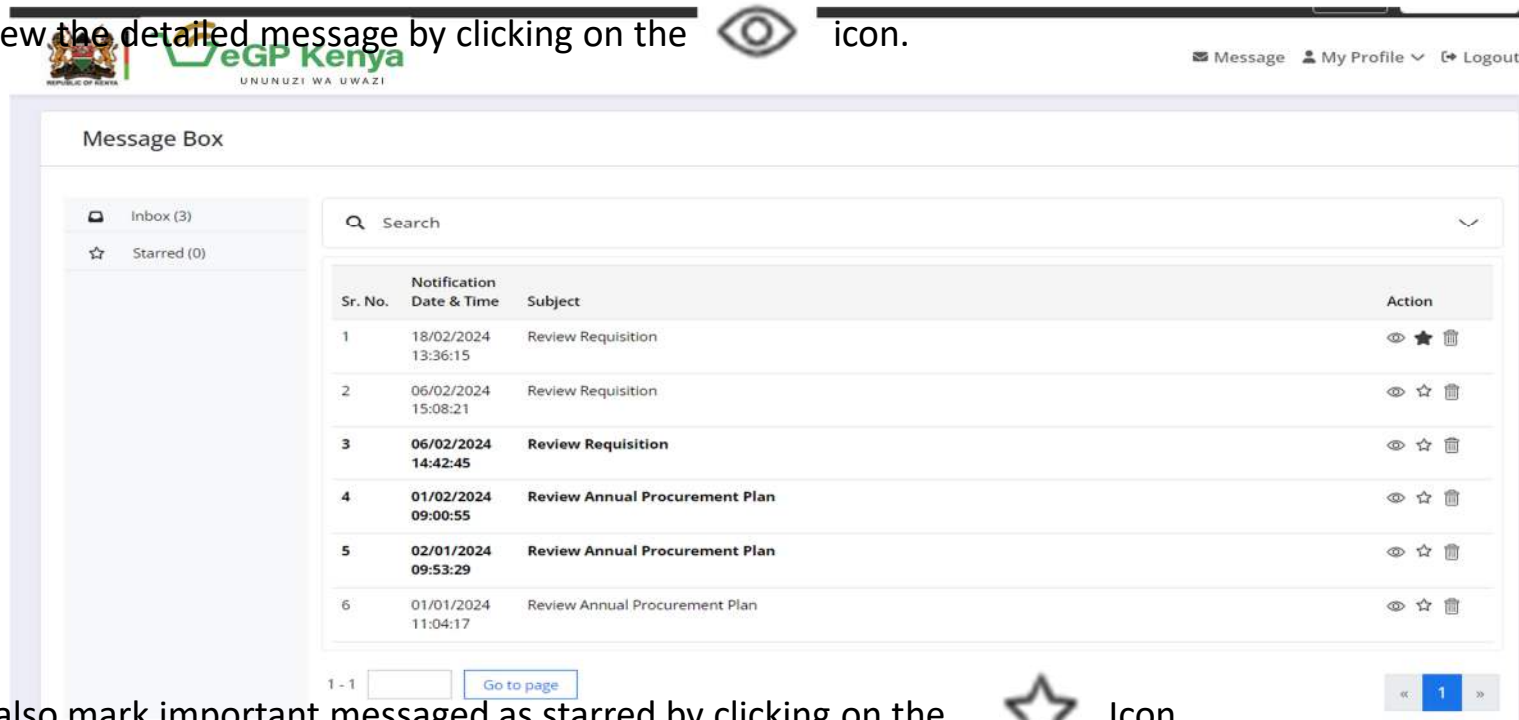
DASHBOARD MESSAGES/NOTIFICATION

When a User logs in into the eGP portal, they can access these Dashboard Notifications from their Dashboard. To access the messages or notifications, click on **Message** Icon.



MESSAGE BOX

Users can view the detailed message by clicking on the  icon.



Users can also mark important messages as starred by clicking on the  Icon

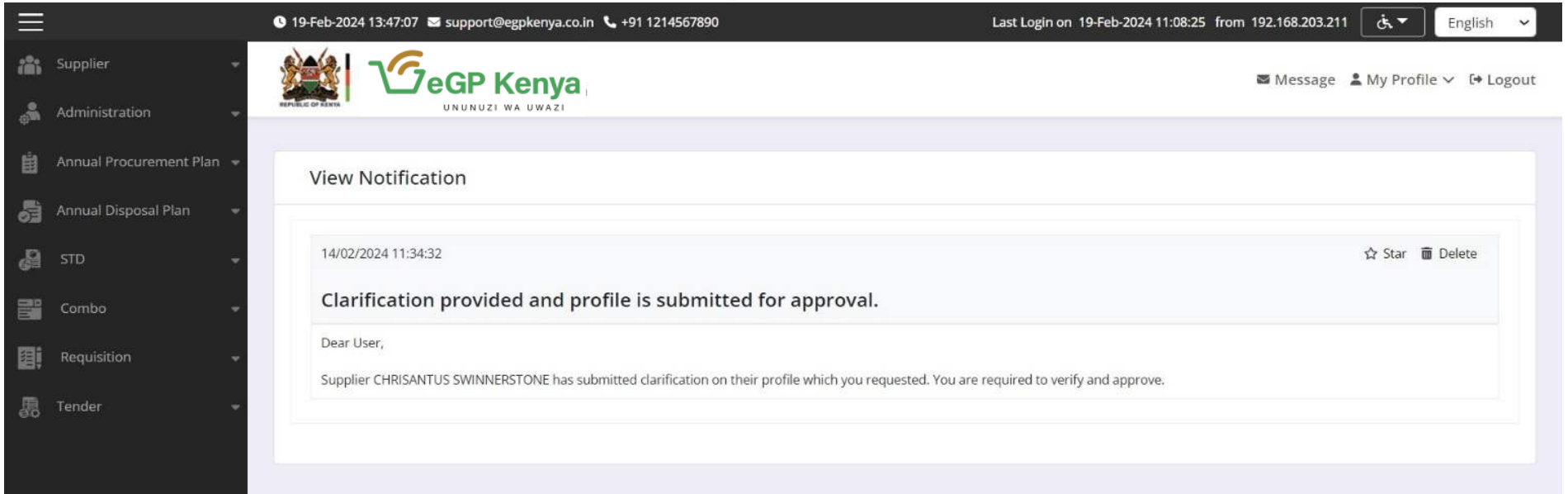
User can also delete the unwanted messages by clicking on  Icon

System will show 10 messages by default in ascending order of date of receipt.

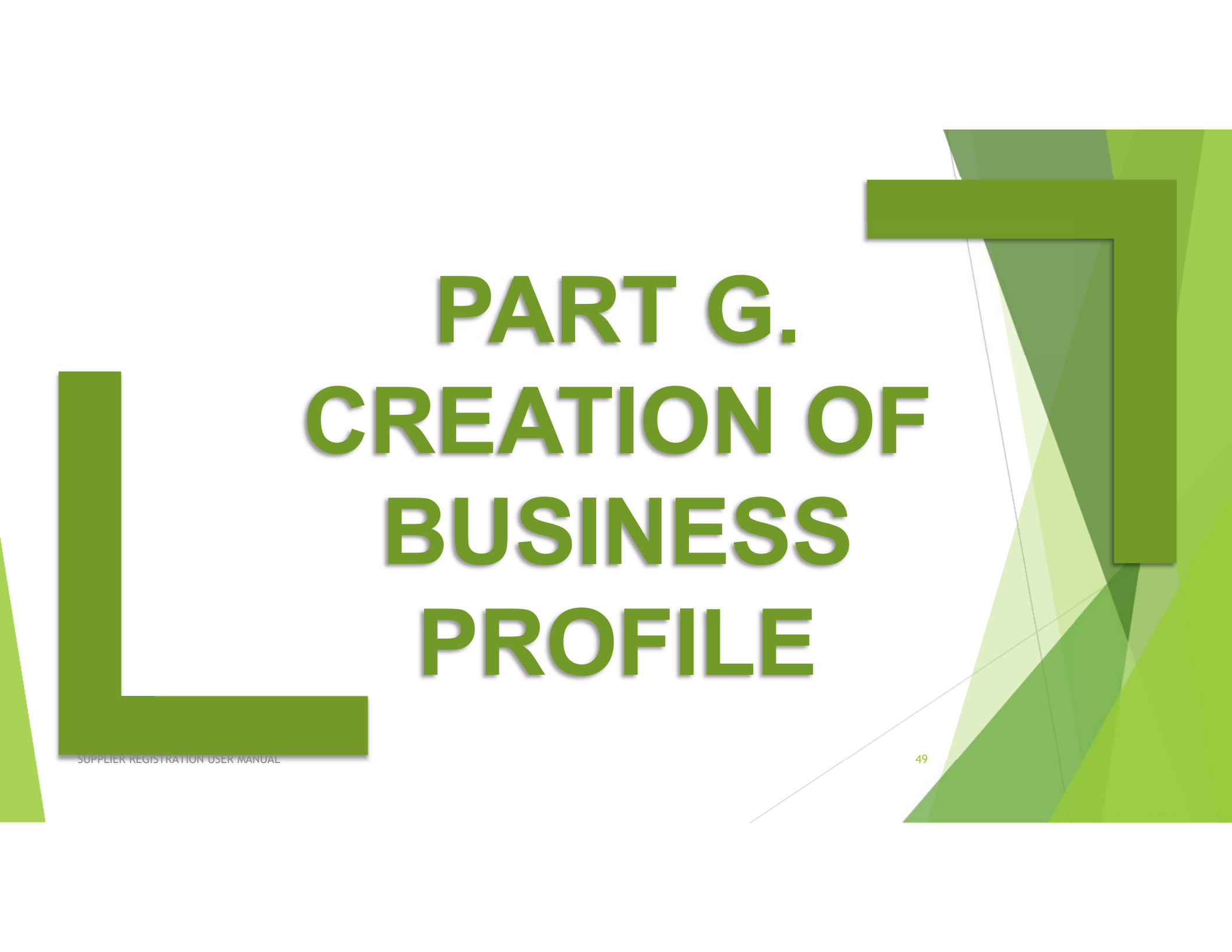
User can use the Page Number links to access older messages (if any) as shown below.

VIEW NOTIFICATION

Users can view the detailed message by clicking on the  icon. This will open the complete message



The screenshot displays the eGP Kenya Supplier Registration interface. On the left is a dark sidebar with a menu containing: Supplier, Administration, Annual Procurement Plan, Annual Disposal Plan, STD, Combo, Requisition, and Tender. The top header bar includes the date and time (19-Feb-2024 13:47:07), contact information (support@egpkenya.co.in, +91 1214567890), last login details (19-Feb-2024 11:08:25 from 192.168.203.211), a language dropdown set to English, and a user icon. The main content area features the eGP Kenya logo and the tagline 'UNUNUZI WA UWAZI'. Below the logo, there are links for Message, My Profile, and Logout. The central notification box, titled 'View Notification', shows a message received on 14/02/2024 at 11:34:32. The message content states: 'Clarification provided and profile is submitted for approval.' followed by 'Dear User,' and 'Supplier CHRISANTUS SWINNERSTONE has submitted clarification on their profile which you requested. You are required to verify and approve.' The notification box also includes 'Star' and 'Delete' action buttons.



PART G. CREATION OF BUSINESS PROFILE

SUPPLIER REGISTRATION- CREATION OF BUSINESS PROFILE

AFTER SUCCESSFUL FIRST TIME LOGIN THE USER IS REQUIRED TO CREATE THE BUSINESS PROFILE

The screenshot displays the 'Create Business Profile' interface on the eGP Kenya portal. The top navigation bar includes the date and time (13-Feb-2024 10:05:56), contact information (support@egpkenya.co.in, +91 1214567890), and the last login details (13-Feb-2024 10:05:19 from 192.168.203.211). The main content area features a progress bar with two steps: '1 Profile Creation' (the current step) and '2 Preview and Final Submission'. A yellow warning box advises users to save their data before navigating between tabs. Below the progress bar, there are four tabs: 'Organization Details' (selected), 'Contact Details', 'Branch Details', and 'Business Details'. The left sidebar contains 'Document Library' and 'Tender' options.

STEPS TO CREATE/UPDATE BUSINESS PROFILE

UPDATE SECTION	ORGANISATION TYPE APPLICABLE
ORGANIZATION DETAILS	All
BRANCH DETAILS	All
OWNERSHIP DETAILS	COMPANIES
QUALIFICATION DETAILS	INDIVIDUAL CONSULTANTS
COMMON PROFILE	All
DOCUMENT LIBRARY	All



PART H. ORGANIZATION DETAILS

UPDATE BUSINESS PROFILE

Update Business Profile

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Organization Details

Contact Details

Branch Details

Business Details

User ID : virtual321

Note

1. This section is available after first time login and profile can always be updated by clicking on edit profile.
2. Depending on your organization type the number of sections to fill may vary.

STEP 1. UPDATE BUSINESS DETAILS



Business Details

User ID : virtual321

eGP Registration Number : SR/eGP/2024/19

Company / Business Name / Individual : VI****L E***H PR****S

BRS Registration Number : BN-J****YR

BRS Registration Date : 26/11/2020

Organization Type : Sole Proprietorship/Business Names

Type of Tax Payer : Individual - Kenyan Citizen

KRA PIN : A01****49U

Registration Valid Upto : 11/08/2024

Business Email ID * : vir****e****hp****s@gmail.com

Mobile Number * : Kenya(+254) ▼ 703xxxxx7

Procurement Category * : Goods x ▼

STEP 2 UPDATE PROCUREMENT CATEGORY

Procurement Category * : Goods x Works x Consultancy Services x

Mobile / Telephone Contact : ☐ Select All

Extension : ☒ Goods

☒ Works

☒ Consultancy Services

☐ Non-Consultancy Services

Website : www.ve***co.co.ke

Click on **Procurement Category** Drop Down to select and specify the procurement category which the business is interested.

STEP 3 VERIFY IFMIS NUMBER

Registered with IFMIS? * : Yes

IFMIS Number * : 959***87

If the Organization is Registered with **IFMIS**. Select **Yes**>> Enter the **IFMIS Number** >>then Click on **Verify**.

STEP 4 ENTER BUSINESS SECTOR

Business Sectors

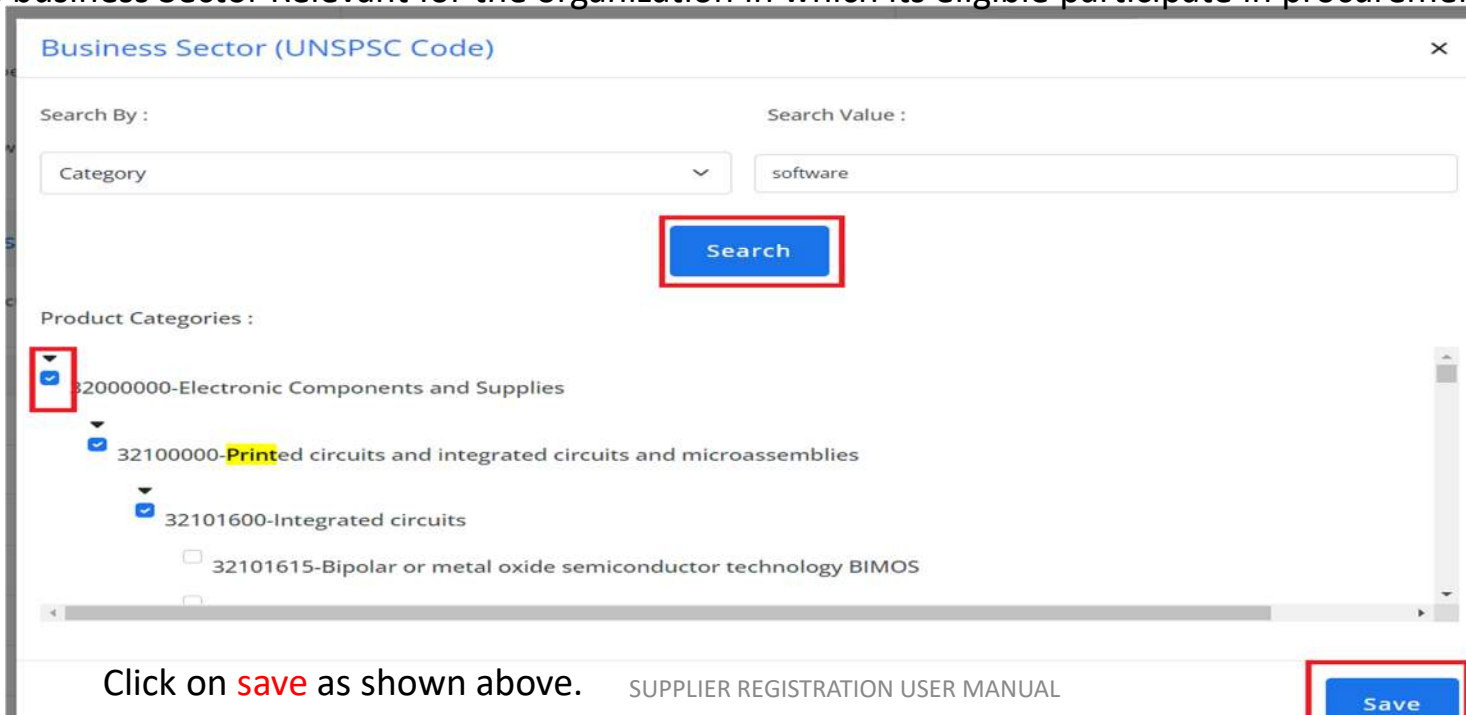
Business Sector (UNSPSC Code) *

: A green button with a white plus sign and the text '+ Add' is highlighted with a red rectangular box.

Go to Business sector section and click on **Add**.

STEP 5 ENTER ITEM NAME, SELECT CLICKING ON THE CHECK BOX THEN CLICK ON SAVE

Select the business Sector Relevant for the organization in which its eligible participate in procurement Opportunities

A screenshot of a web application dialog box titled 'Business Sector (UNSPSC Code)'. The dialog has a search section with 'Search By' set to 'Category' and 'Search Value' set to 'software'. A blue 'Search' button is highlighted with a red box. Below the search section, under 'Product Categories', there is a tree view. The top level '32000000-Electronic Components and Supplies' has a blue checkmark in its checkbox, which is highlighted with a red box. Under it, '32100000-Printed circuits and integrated circuits and microassemblies' is also checked. Further down, '32101600-Integrated circuits' is checked, and '32101615-Bipolar or metal oxide semiconductor technology BIMOS' is unchecked. At the bottom right of the dialog, a blue 'Save' button is highlighted with a red box. The text 'Click on save as shown above.' is visible to the left of the 'Save' button. The page number '55' is in the bottom right corner.

Business Sector (UNSPSC Code)

Search By : Category Search Value : software

Search

Product Categories :

- ☒ 32000000-Electronic Components and Supplies
 - ☒ 32100000-Printed circuits and integrated circuits and microassemblies
 - ☒ 32101600-Integrated circuits
 - ☐ 32101615-Bipolar or metal oxide semiconductor technology BIMOS

Click on **save** as shown above.

SUPPLIER REGISTRATION USER MANUAL

Save

STEP 6. REMOVE AN ITEM BY CLICKING ON REMOVE WHERE NECESSARY

Business Sectors

Business Sector (UNSPSC Code) *

: [+ Add](#)

Code	Category	Action
43201601	Computer chassis	- Remove
43201611	Computer cradles	- Remove
43201612	Computer faceplates	- Remove
43201618	Computer rack component	- Remove
43201619	Computer cooling fan	- Remove
43211506	Thin client computer	- Remove
43211507	Desktop computer	- Remove
43211508	Personal computer	- Remove
43211509	Tablet computer	- Remove
43211512	Mainframe computer	- Remove
43230000	Software	- Remove

The List will appear and User can **add** or **remove** a line.

STEP 7 ENTER AND VERIFY AGPO DETAILS

For AGPO Qualified supplier fill form with the Valid AGPO Certificate Number and click on **Verify and retrieve information**

AGPO Detail

AGPO Certificate Number

:

NT/PPD/DG3/4**5

Verify and Retrieve Information

STEP 8 VERIFY NCA REGISTRATION NUMBER

For NCA Qualified supplier fill form with the Valid NCA Certificate Number and click on **Verify and retrieve information**

NCA Detail

- Delete NCA Record

+ Add NCA Record

Select	NCA Registration Number	Action
☐	NCA/2021/Cxxx5	Verify and Retrieve Information

Verified NCA Detail

NCA Registration Number	Category	Registration Issue Date	Registration Expiry Date	Annual Practicing License Number	Annual Practicing License Issue Date	Annual Practicing License Valid Until
No Records Found						

One can **add** or **Delete** NCA record by clicking on which ever link is applicable as provided below.

- Delete NCA Record

+ Add NCA Record

STEP 9.VERIFY TAX COMPLIANCE CERTIFICATE

Enter the **Valid** Tax Compliance Certificate Number and click on **Verify and retrieve information**

Tax Compliance Certificate Detail

Tax Compliance Certificate Number : KRAW0N7248XXX024

[Verify and Retrieve Information](#)

STEP 10 UPLOAD DOCUMENTS INSTRUCTIONS

- i. User can add multiple files
- ii. Allowed file formats **pdf, jpeg, png, xls**
- iii. **Maximum** file size is **20mbs per file.**

Upload Business Registration Documents

Kindly ensure to attach the following documents which are essential for appraisal:

- KRA PIN
- Tax exemption e.g. import duty, vat, income tax and excise tax certificate, if applicable
- Tax compliance certificate
- Audited Financial Accounts
- Copy of ID, indicating proof of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disabilities) e.g. ID for NCPWD.
- Business / Company Profile
- Company Registration Certificate / Business Name Certificate for sole trader and partnership, CR12, Community based service provider registration certificate, Partnership Deed if it is partnership.
- Power of attorney to transact on behalf of the company (indicating employee details- ID a must) signed by all directors and notarized by a Commission of Oaths (Indicate practicing license)

STEP 7 UPLOAD DOCUMENTS

Select	Upload Document	Document Description
☐	This is sample doc.pdf	MANUFACTURER AUTHORIZATION
☐	Choose File No file chosen	

(Allowed File Types:..PDF, .JPEG, .PNG, .XLSX & File Size: Max. 20 MB)

NOTE: Make sure to click on **save** to successfully upload the files. If not, the files uploaded **will be lost** and required to **upload** again.

Organization Details saved successfully

Create Business Profile

1 Profile Creation 2 Preview and Final Submission

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Organization Details **Contact Details** Branch Details

After Clicking on **Save** you are navigated to the Next page which is **contact information** Page



PART I. CONTACT DETAILS

STEP 1 ENTER SECONDARY EMAIL AND MOBILE

User can enter **Secondary Email Id** and also the **Mobile Number**

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Organization Details **Contact Details** Branch Details

Primary Contact

Full Name : CHRISANTUS BOOKER

Gender : Male

Citizenship : Kenyan

National ID : 321xxxxx6

Secondary Email ID : xyz@gmail.com

Secondary Mobile Number : Kenya(+254) 725000009

STEP 2 ENTER ADDITIONAL CONTACT DETAILS

Additional Contact Details

[- Delete Row](#) [+ Add Row](#)

Select	First Name *	Middle Name	Last Name *	Gender *	Citizenship
☐	VASPAIUNUS	AMBOLE	KUSINJIRU	Male	Kenyan

National ID

One can **add** and also **Delete** one or more additional contact Details by clicking on the links provided. After filling the form click on **save** as above.



STEP 3 ENTER SECONDARY EMAIL AND MOBILE

User can enter **Secondary Email Id** and also the **Mobile Number**

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Organization Details **Contact Details** Branch Details

Primary Contact

Full Name : CHRISANTUS BOOKER

Gender : Male

Citizenship : Kenyan

National ID : 321xxxxx6

Secondary Email ID : xyz@gmail.com

Secondary Mobile Number : Kenya(+254) ▼ 725000009

STEP 4 ENTER ADDITIONAL CONTACT DETAILS

Additional Contact Details

— Delete Row + Add Row

Select	First Name *	Middle Name	Last Name *	Gender *	Citizenship
☐	VASPAIUNUS	AMBOLE	KUSINJIRU	Male ▼	Kenyan

National ID

One can **add** and also **Delete** one or more additional contact Details by clicking on the links provided. After filling the form click on **save** as above.



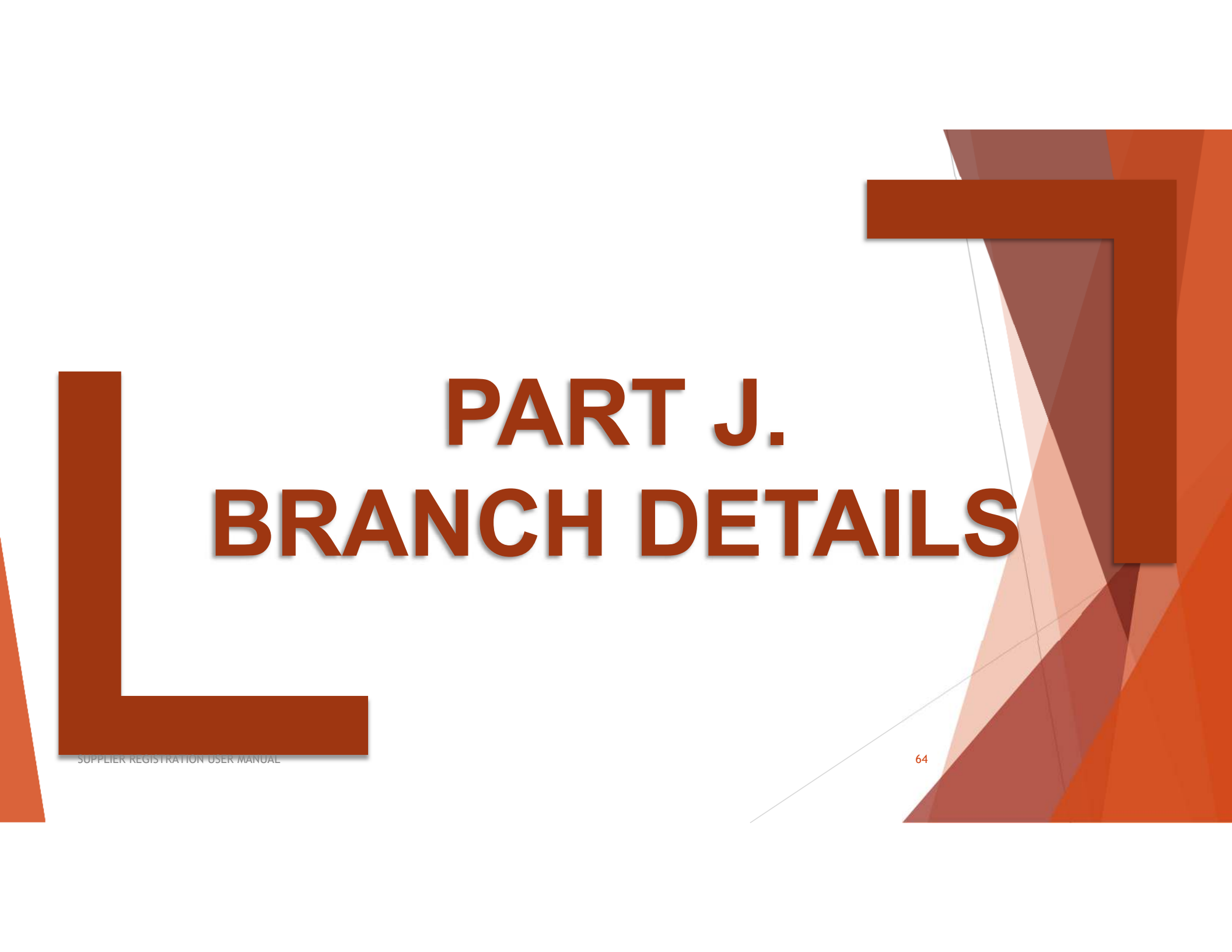
STEP 5 AFTER SUCCESSFUL ENTITY ADDITION OF

Contact details updated successfully

Update Business Profile

(*) Mandatory fields

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.



PART J. BRANCH DETAILS

ENTER THE BRANCH DETAILS

Enter Office type, Branch Name, Country, County, sub-county

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Organization Details Contact Details **Branch Details**

Branch Details

— Delete Row + Add Row

Select	Office Type *	Branch Name *	Country *	County *	Sub-County *
☐	Registered Office	Registered Office	Kenya		
☐	Branch Office	NAIROBI BRANCH	Kenya		

Fill the form and complete the branch details page.

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Branch Details

— Delete Row + Add Row

	Street Address *	PO Box *	Postal / ZIP Code *	Geo-Tag
	KAKAMEGA MUMIAS ROAD	169	50100	
	KAKAMEGA MUMIAS ROAD	169	50100	

Several Locations Can be added or removed as branches for the organization

Save

SUPPLIER REGISTRATION USER MANUAL

AFTER SUBMISSION THE USER IS NOTIED AS SHOWN BELOW





PART K. OWNERSHIP DETAILS COMPANIES

STEP 1: DIRECTORS DETAILS

Organization Details

Contact Details

Branch Details

Ownership Details

- Click on the 'Verify and Retrieve Information' button to fetch the updated Director and Shareholder details.
- For the updated details, IPRS verification is required.
- After making the necessary changes and IPRS verification, ownership details should be saved successfully.

BRS No. : PVT-5-****G4

Verify and Retrieve Information

Directors

Full Name *	Gender *	Citizenship *	Mobile / Telephone Contact	Email ID
Bulandina Mutakha	Female	Kenya National ID : 341*****04	071234XXXX	

STEP 2. SCROLL TO THE LEFT TO COMPLETE THE FORM

Residential Address	Postal Address	Action
		✓ Verified
		✓ Verified

Fill in the Directors Details as shown above.

The Directors can be added or removed accordingly

STEP 3: SHAREHOLDERS DETAILS

Shareholder

Full Name *	Gender *	Citizenship *	Mobile / Telephone Contact	Email ID
SHEILA JEPKEMOI	Female ▾	Kenya National ID : 341xxxxx4 *		

A blue rectangular button with the word "Save" in white text, outlined with a red border.

Enter the % of shares each member has in the company.

Fill in the Share Holder Details as shown above. The Directors can be **added** or **removed** accordingly



PART L. QUALIFICATIONS SPECIFIC FOR INDIVIDUAL CONSULTANT

STEP 1 ACADEMIC QUALIFICATION

Organization Details

Contact Details

Branch Details

Qualification

Academic Qualification

– Delete Row

+ Add Row

Select	Qualification *	Institution *	Year of Completion *	Upload Degree / Certificate *	Field of Expertise *
☐	BACHELOR OF COMMERCE	MMUST	2018	This is sample doc (1).pdf	85%

(Allowed File Types: PDF & File Size: Max. 20 MB)

Where **qualification**, **institution**, **year of completion**, **upload degree/certificate**, **field of expertise** and the area of **interest**. Certificates are also required to be **uploaded**.

A qualification can be **added** or **Deleted** by clicking on respective link

– Delete Row

+ Add Row

STEP 2: ADD PROFESSIONAL AFFILIATION DETAILS

Professional Affiliation

— Delete Row + Add Row

Select	Professional Membership & Identification *	Affiliation *	Upload Proof *
☐	KASNEB	CPA	This is sample doc (1).pdf x

(Allowed File Types: PDF & File Size: Max. 20 MB)

Short Bio Data * :

Experienced in the following
Corporate Accounts Auditing 4 years
Functional consultant Kenya Airways 3 years

For Specialized professional affiliations can be added or Deleted by clicking on the buttons below respectively

— Delete Row

+ Add Row

STEP 3 DECLARATION AND SAVE

☒ I declare that to the best of my knowledge the information submitted in this form (and any supporting documentation) are correct.
I understand that any misrepresentation will result into rejection of my application for registration. *

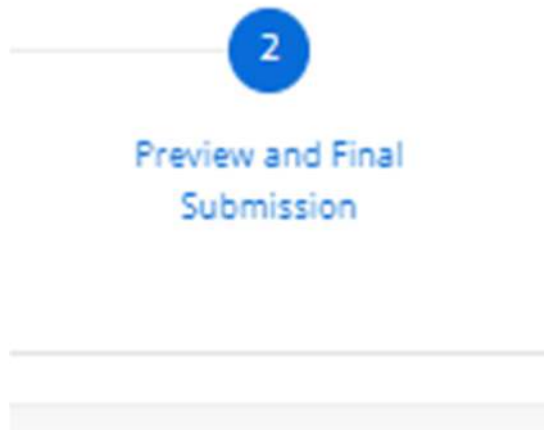
[Save](#)

[^](#)

The consultant must select the declaration supporting credibility of the information provided above click on **save**.

SUBMIT FOR APPROVAL

STEP 1 : PREVIEW PROFILE INFORMATION



STEP 2 CONFIRM AND SUBMIT FOR APPROVAL

After Preview and confirmation that the information provided is correct, click on **Submit**

Confirmation

Are you sure you want to submit the registration application for approval?

NOTIFICATION AFTER SUBMISSION OF PROFILE



e-Government
Procurement Portal of Kenya

My Profile Logout

Your registration application has been submitted successfully to The National Treasury. You will be notified if any clarification or correction is required during the application review stage.



After Successful submission of the profile the User is notified as illustrated above.

AFTER THE SUBMISSION THE USERS PROFILE IS SENT TO THE eGP ADMIN FOR APPROVAL

PART M. PROFILE WITHDRAWAL

STEP 1. NAVIGATE TO WITHDRAW PROFILE

Navigate to My Account → **Withdraw Profile**

The screenshot displays the eGP Kenya portal interface. On the left is a dark sidebar with navigation options: Document Library, Internal Users, Tender, Search, Open Tenders, and Restricted Tenders. The top header bar contains the date and time (15-Feb-2024 17:18:44), email (support@egpkenya.co.in), phone (+91 1214567890), last login information (15-Feb-2024 14:44:07 from 192.168.203.211), a language dropdown (English), and a user profile icon. The main content area features the eGP Kenya logo and a 'Search Open Tenders' section with a search bar and filters (ACTIVE (0), CLOSED, CANCELLED, ALL). A message 'No Records Found' is displayed below the filters. On the right side, a 'My Account' dropdown menu is open, showing options: Jacqueline, Change Primary User, Change Password, and Withdraw Profile. The 'Withdraw Profile' option is highlighted with a red rectangular box.

STEP 2 ENTER THE REMARKS FOR THE WITHDRAWAL AND SUBMIT

- i. Enter The remarks on why the withdrawal is necessary
- ii. Attach the Necessary files and also give consent supporting the same
- iii. Click on **Submit**.

The screenshot shows the 'Supplier Registration Withdrawal Request' form in the eGP Kenya system. The form is titled 'Supplier Registration Withdrawal Request' and includes the following fields and elements:

- Remarks ***: A text input field for providing reasons for withdrawal.
- Upload Supporting Document**: A file upload section with a 'Choose File' button and 'No file chosen' text. Below it, it specifies 'Allowed File Types: .PDF, .JPEG, .PNG, .XLSX & File Size: Max. 20 MB'.
- Consent**: A checkbox labeled 'I hereby give my consent to withdraw my registration from eGP *'.
- Submit**: A blue button at the bottom of the form, highlighted with a red box.

The top of the page features a dark header with the date and time '15-Apr-2024 15:49:06', contact information 'support@egpkenya.co.in' and '+91 1214567890', and the last login information 'Last Login on 15-Apr-2024 15:48:59 from 192.168.203.211'. The left sidebar contains navigation links for 'Document Library', 'Internal Users', and 'Tender'. The right sidebar includes links for 'Message', 'Business Profile', 'My Account', and 'Logou'. The eGP Kenya logo and tagline 'UNUNUZI WA UWAZI' are also visible.

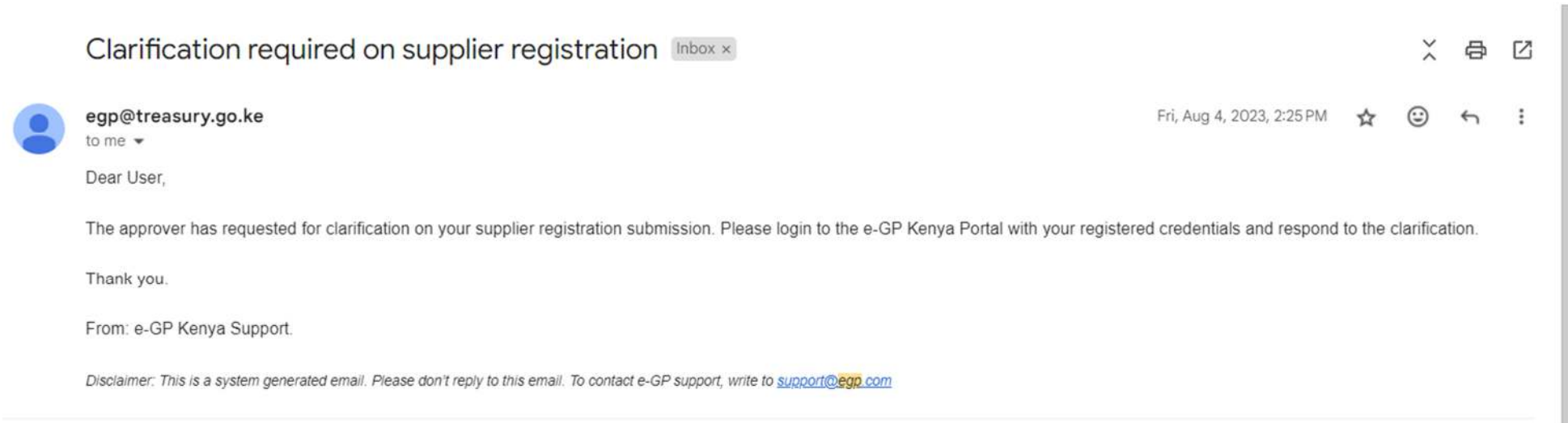
After successful Profile withdrawal the user **will not be able to log in** to the system with the initial credentials



PART N. SUBMISSION OF CLARIFICATION/ CORRECTION

NOTIFICATION AFTER APPROVER REQUEST FOR CLARIFICATION

After the system Admin requests the clarification, the supplier is notified through Phone Message, Dashboard and on email as shown below.



Log in to the eGP portal and Click on the button as instructed.

DASHBOARD NOTIFICATION AFTER REQUEST FOR CLARIFICATION

14-Feb-2024 11:06:16 support@egpkenya.co.in +91 1214567890

Last Login on 14-Feb-2024 11:05:53 from 192.168.203.211



English



Message Business Profile My Account Logout

Your application has been sent for clarification or correction by The National Treasury [Click Here](#) to provide the clarification and re-submit the application for approval.



View Profile

Organization Details

Download Edit Profile

Log in to the eGP portal and Click on the button as instructed.

PROVIDE REPLY TO THE CLARIFICATION AND THEN SAVE



Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Profile Clarification

Organization Details

Contact Details

Branch Details

Qualification

Current Clarification

Previous Clarification

Sr. No.	Form Type	Clarification / Query	Raised On	Reply *	Replied On
1	Contact Details	PLEASE ADD THE CORRECT CONTACT	14/02/2024 11:04:45		-

Save

Enter The Reply to the System admin and click on **Save**.

NOTIFICATION AFTER SUBMISSION

The screenshot displays a web interface for editing a business profile. At the top, a green notification bar with a close icon (X) states "Profile clarification detail saved successfully". Below this is the "Edit Business Profile" heading. A progress indicator shows two steps, with step 1 highlighted in blue. A note "(*) Mandatory fields" is visible on the right. The form contains several input fields, some with red error messages. Below the form, the text "Short Bio : MTAALAM Data" is displayed. At the bottom, a blue "Submit" button is highlighted with a red border.

After the user saves the clarification, the user is notified as shown above

After the amendments have been made Navigate to the preview page and click on **Submit**

NOTIFICATION AFTER SUBMISSION OF PROFILE AFTER CLARIFICATION



[Message](#) [Business Profile](#) [My Account](#) [Logout](#)

Your registration application has been successfully re-submitted for approval. You will be notified if any clarification/correction is needed.

[View Profile](#)

[Organization Details](#)

[Download](#)

After the user saves the clarification, the user is notified as shown above

PART O. UPDATE OF COMMON PROFILE

SECTION 1

BUSINESS PERMITS

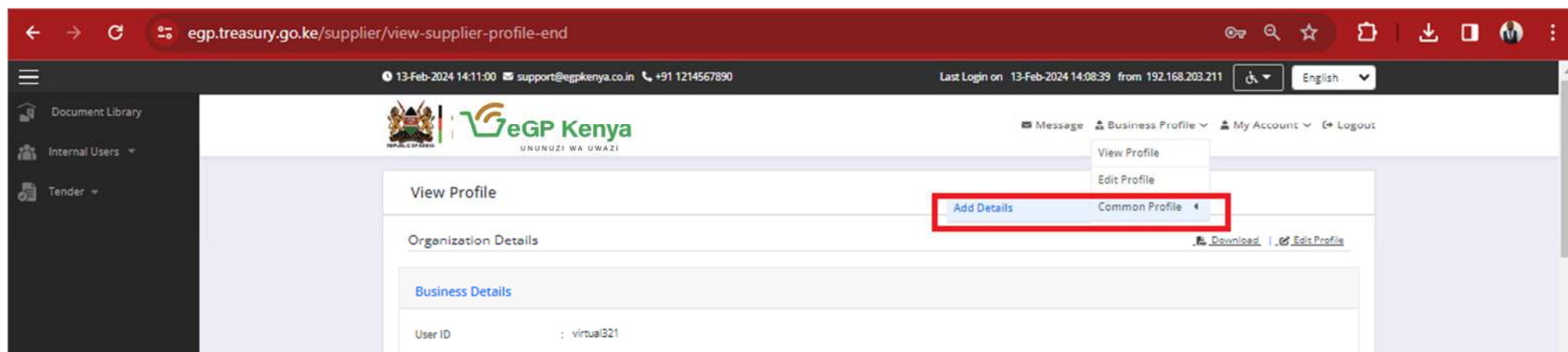
UPDATE OF COMMON PROFILE

Information provided in this section will be available for the supplier to use in the Tendering Section.

This section requires frequent update to capture and maintain Up to date information for use in participation in Procurement Activities.

This section can Only be updated after profile approval.

Navigate to **BUSINESS PROFILE** → **COMMON PROFILE** → **ADD DETAILS**



STEP 1. UPDATE BUSINESS PERMITS AND SAVE.

Select business permit type and fill the form duly as illustrated below. Upload the relevant documents where possible and click on **Save**. One can **add** or **delete** licenses as they require.

Business Permits

(*) Mandatory fields

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Business Permit | Financial Capacity | Employee Details | Contracts | Additional Business Details | Litigation History

Business Permits

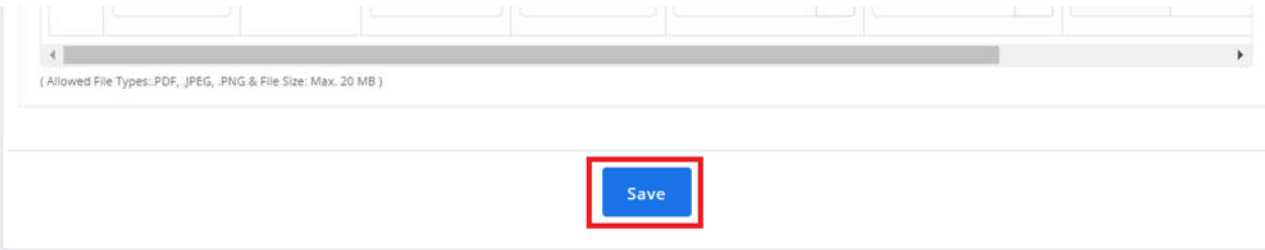
[- Delete Row] [+ Add Row]

Select	Permit Type	Specify Permit Type	Permit Number *	Issuing Authority *	Date of Issuance *	Valid Upto *	Upload Permit *
☐	Trade Licen	-	NRBREV/098/20;	Nairobi	01/01/2024	31/12/2024	Choose File No file cho

(Allowed File Types: PDF, JPEG, PNG & File Size: Max. 20 MB)

Save

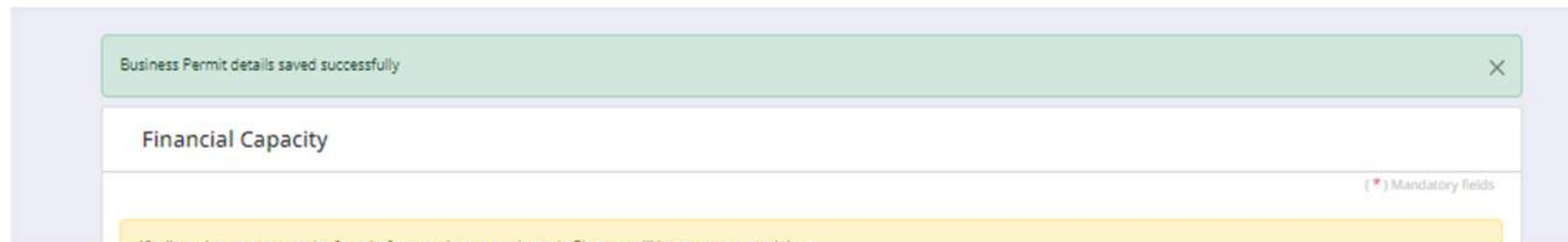
STEP 2. SAVE BUSINESS PERMITS



(Allowed File Types: PDF, JPEG, PNG & File Size: Max. 20 MB)

Save

If successful, the system displays the message as below



Business Permit details saved successfully

Financial Capacity

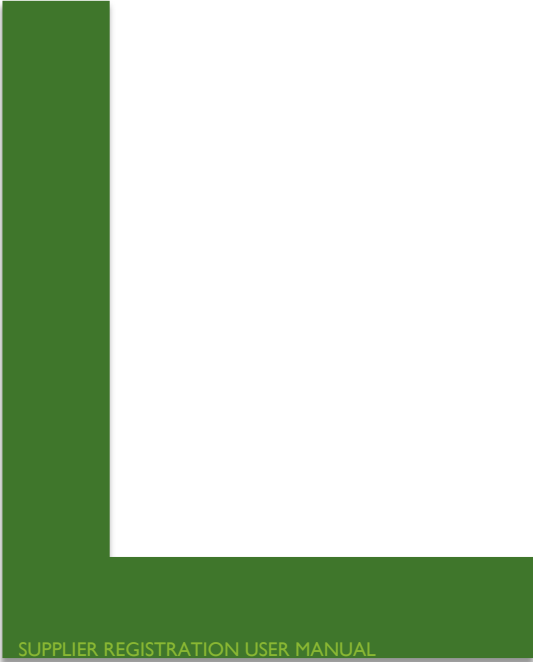
(*) Mandatory fields



SECTION 2

FINANCIAL

CAPACITY



STEP 1. UPDATE FINANCIAL CAPACITY

Select business permit type and fill the form duly as illustrated below. Upload the relevant documents where possible.

One can **add** or **delete** licenses as they require.

Financial Capacity

The following attachments are essentials for appraisal and you are required to ensure that they are all attached:

- Audited Financial Statement

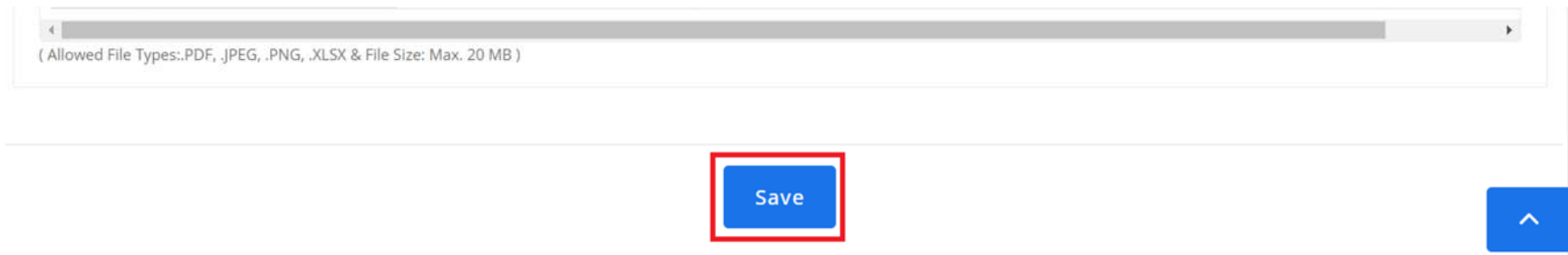
— Delete Row
+ Add Row

Select	Year of Audited Financial Statement	Name of the Auditor	Auditor License Number	Upload File	Document Desc
☐	2023 ▼	KPMG	AU34321435	This is sample doc (1).pdf ×	Audited Finan
☐	2022 ▼	KPMG	AUNBVNNV	Sample doc.pdf ×	AUDITED FIN

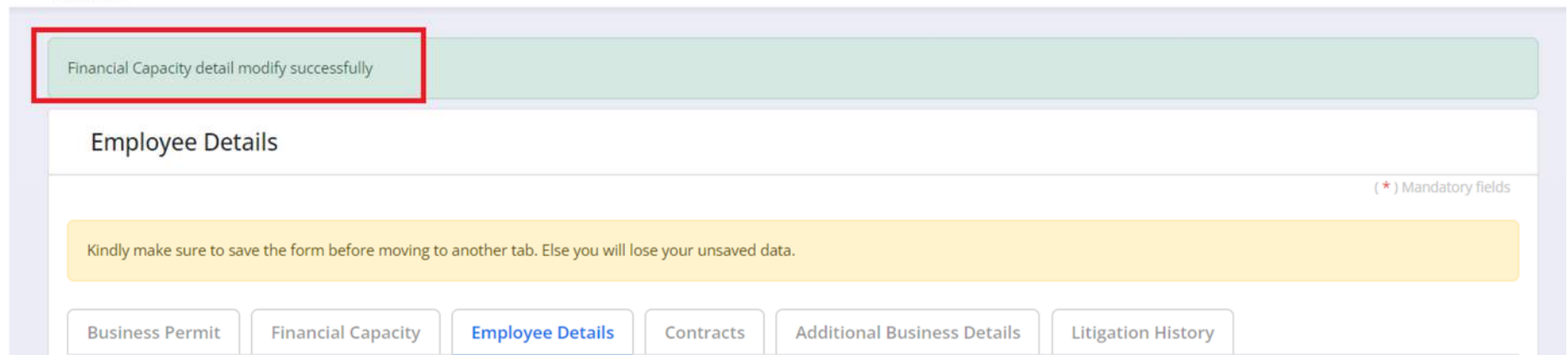
(Allowed File Types:.PDF, .JPEG, .PNG, .XLSX & File Size: Max. 20 MB)

STEP 1. FINANCIAL CAPACITY

Upload the relevant documents where Necessary and click on **Save**.



Upon successful saving the user is notified as shown below.



SECTION 3

ADDING KEY EMPLOYEE DETAILS

STEP 1. ADDING KEY EMPLOYEE DETAILS

Fill the form as illustrated; specifying whether the employee is a foreigner or a Kenyan Citizen

If Kenyan Citizen is selected, then **IPRS Verification** is mandatory

Business Permit
Financial Capacity
Employee Details
Contracts
Additional Business Details
Litigation History

Total Number of Kenyans Employed * : 4

Total Number of Foreigners Employed * : 0

Total Employee : 4

Key Employees

Delete Row
Add Row

Select	Name of the Employee *	Gender *	Citizenship *	Position *	Qualifi.
☐	JOHN LUMUMBA	Male	Kenyan National ID * : 24xxxxxx3	DIRECTOR	Bach

Save

STEP 2 VERIFY INFORMATION AND CLICK ON SAVE

After counter checking the employee information provided, click on **Save**

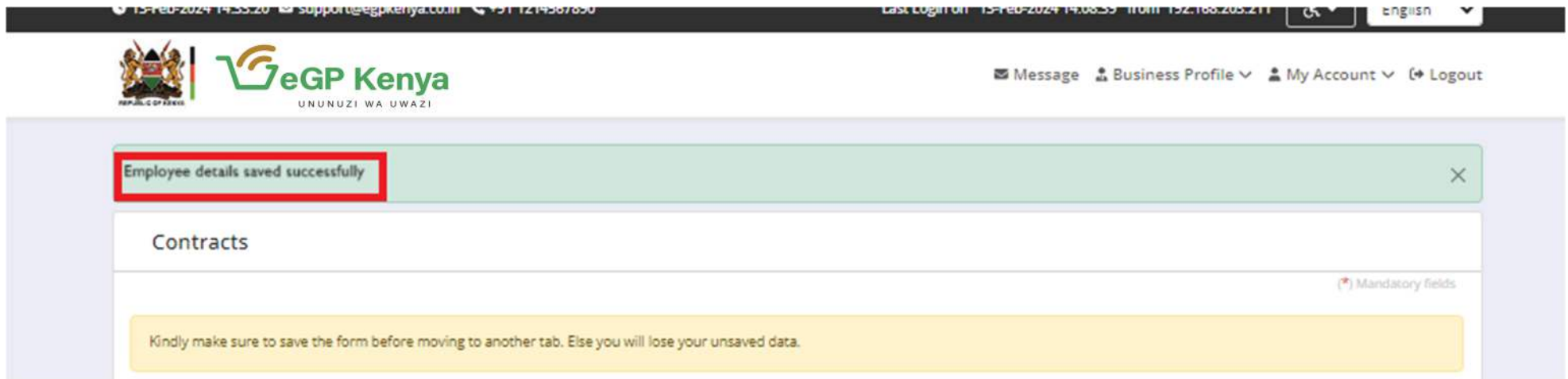
Key Employees

— Delete Row + Add Row

	Qualification	Document Description ⓘ	Upload Document ⓘ	Action
OR	Bachelor's Degree ▼	DEGREE	This is sample doc (1).pdf ×	✓ IPRS Verified Successfully

Save

STEP 3 NOTIFICATION AFTER ADDING KEY EMPLOYEE DETAILS



After successful save, the user is notified as illustrated above.

SECTION 4

CONTRACTS

CONTRACTS

FILL IN THE CONTRACTS TAB WITH THE FOLLOWING INFORMATION

- i. COMPLETED CONTRACTS
- ii. ONGOING CONTRACTS
- iii. NON PERFORMED CONTRACTS

STEP 1 COMPLETED CONTRACTS

Business Permit
Financial Capacity
Employee Details
Contracts
Additional Business Details
Litigation History

Completed Contracts

Delete Row
Add Row

Select	Contract Description *	Contract Number *	Contract Value (KSH) *	Contract Start Date *	Contract End Date *
☐	Supply, Commisioning of ERP	SCERP4321	500000000	01/02/2019	22/02/2023

(Allowed File Types: PDF, JPEG, PNG, XLSX & File Size: Max. 20 MB)

Scroll to the right to provide more information on the contract

STEP 2. ONGOING CONTRACTS

Enter details of the contract/client name and further description

Ongoing Contracts

Sr. No.	Contract Description	Contract Number	Contract Value (KSH)	Contract Start Date	Expected Completion Date	% of Con
1	Supply, Commisioning of ERP	SCERP4321	500000000	24/01/2024	30/03/2024	80

Scroll to the right to provide more information on the contract

STEP 2 NON PERFORMED CONTRACT

Enter details of the contract/client name and further description

Non - Performed Contracts

Select	Contract Execution Year	Non -Performed Portion of the Contract *	Contract Description *	Contract Number *	Contract Value (KSH) *	Reason for n
☐	2019	20	SUPPLY OF POINT OF SALE MACHINES	FDGFDG	4535435	FAILURE TO

Save

Scroll to the right to provide more information on the contract

Contract Description *	Contract Number *	Contract Value (KSH) *	Reason for non -performance *	Name of Procuring Entity *	Address of the Procuring Entity *
SUPPLY OF POINT OF SALE MACHINES	FDGFDG	4535435	FAILURE TO PAY	FGFGFGFGFGFGFF	GFGDFGFGF

Fill the form accordingly providing dates where necessary then click on **Save**



SECTION 5 ADDITIONAL BUSINESS DETAILS

STEP 1 ENTER ADDITIONAL BUSINESS DETAILS

Enter any additional information as illustrated below

Additional Business Details

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Business Permit Financial Capacity Employee Details Contracts **Additional Business Details** Litigation History

— Delete Row **+ Add Row**

Select	Document Type	Upload File	Document Description
☐	Manufacturers Authorization ▾	This is sample doc (1).pdf x	MANUFACTURES AUTHORISATION
☐	Distribution/Partnership agreement ▾	This is sample doc (1).pdf x	PARTNERSHIP AGREEMENT
☐	List of equipment ▾	This is sample doc (1).pdf x	LOE
☐	Other ▾	This is sample doc (1).pdf x	LOE2

After successful addition of this information click on **Save**

Save

STEP 3 CONTRACT DETAILS

Additional Business Details updated successfully



Litigation History

The system shows the message above after successful saving of information



SECTION 6 LITIGATION HISTORY

STEP 1 LITIGATION HISTORY

Provide the information as illustrated below.

Litigation History

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Business Permit

Financial Capacity

Employee Details

Contracts

Additional Business Details

Litigation History

- Delete Row

+ Add Row

Select	Year of Dispute	Amount in Dispute	Total Contract Amount	Currency	Contract Description
☐	2020	5000000	5000000000	Kenyan Shilling (KSH)	SUPPLY OF ELECTION SYSTEM

Save

STEP 2 FILL THE WHOLE FORM FOR LITIGATION HISTORY

Scroll to the right to Provide further information

Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Business Permit Financial Capacity Employee Details Contracts Additional Business Details **Litigation History**

— Delete Row + Add Row

Contract Number	Name of Procuring Entity	Address of the Procuring Entity	Matter in Dispute
4324ERWR	IEBC	5453	NON PAID BALANCES

After filling all field click on **SAVE**



Kindly make sure to save the form before moving to another tab. Else you will lose your unsaved data.

Business Permit Financial Capacity Employee Details Contracts Additional Business Details **Litigation History**

— Delete Row + Add Row

Procuring Entity	Matter in Dispute	Party who initiated the dispute	Status of the Dispute
	NON PAID BALANCES	VIRTUAL EARTH COMPANY	CLOSED



STEP 6 NOTIFICATION AFTER SAVING LITIGATION HISTORY

The screenshot displays the e-Government Procurement Portal of Kenya. At the top, a black header bar contains the date and time '13-Feb-2024 15:10:53', the email 'support@egpkenya.co.in', the phone number '+91 1214567890', the last login information 'Last Login on 13-Feb-2024 14:49:11 from 192.168.203.211', a accessibility icon, and the language 'English'. Below the header, the portal's logo and name 'e-Government Procurement Portal of Kenya' are on the left, and navigation links for 'Message', 'Business Profile', 'My Account', and 'Logout' are on the right. A green notification box at the top of the main content area states 'Litigation History details saved successfully'. Below this, the 'View Business Permit' section is visible, featuring a horizontal menu with tabs for 'Business Permit', 'Financial Capacity', 'Employee Details', 'Contracts', 'Additional Business Details', and 'Litigation History'. The 'Business Permit' tab is currently selected.

After addition of all the fields in the form click on **Save**. The user is notified upon saving this Litigation details as shown below .

The page features large, stylized geometric shapes in shades of blue and green. On the left, a large blue 'L' shape is partially visible. On the right, there are overlapping green and blue shapes, including a large blue '7' shape. The main title is centered in a bold, blue, sans-serif font.

PART P. EDIT BUSINESS PROFILE

UPDATE PROFILE

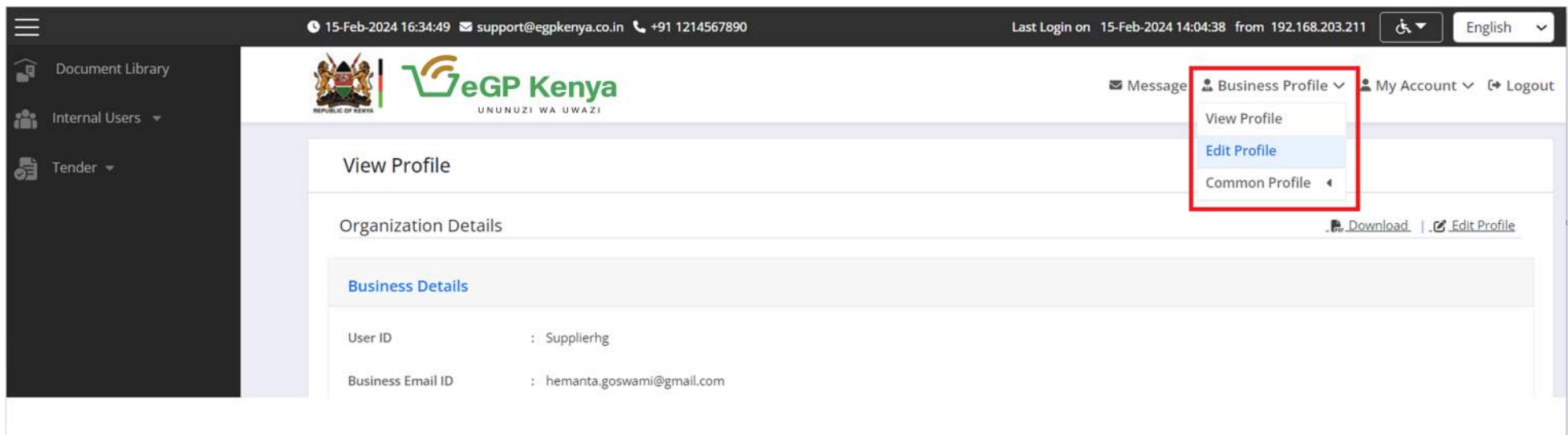
Post approval, Supplier profile can be updated anytime as and when it may be required.

Profile can be updated in two sections –

1. Updating the Business Profile
2. Updating the Common Profile

STEP 1 UPDATING THE BUSINESS PROFILE

Navigate and click on Business Profile → Edit Profile



The system requires the user to give a confirmation >> click **Yes**

STEP 2 UPDATING THE COMMON PROFILE

Navigate and click on **Business Profile → Common Profile → Update Details**

Update or adjust the necessary section of the common profile The same way it was done during Profile creation

The following sections can be edited or updated at any time by the supplier Business Permit

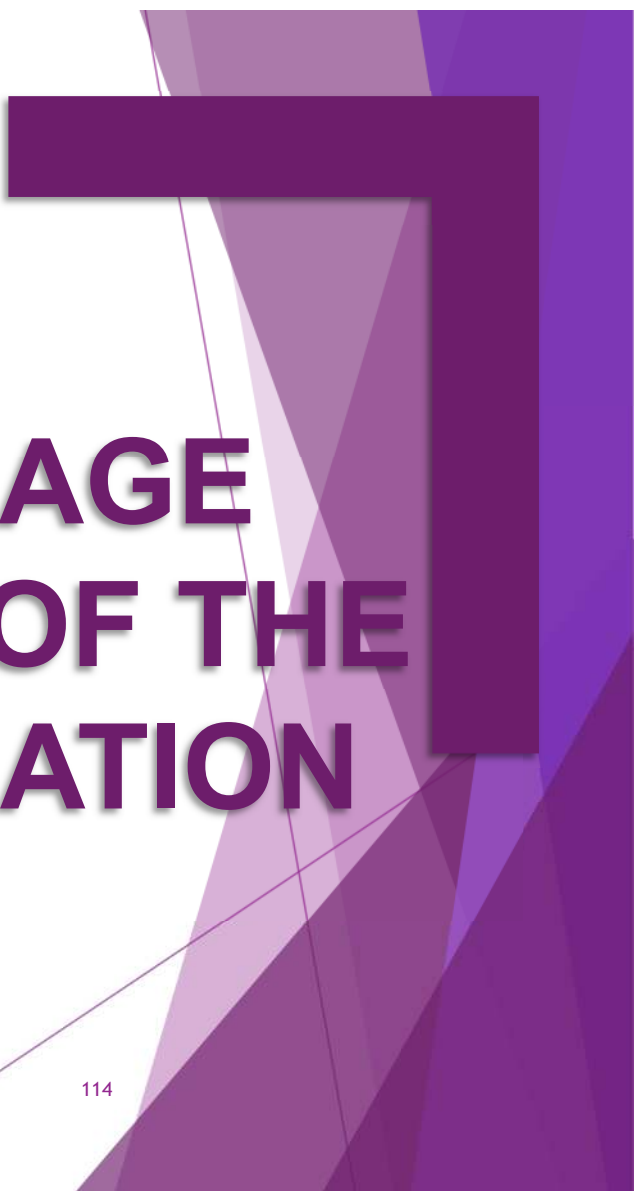
- i. Financial Capacity
- ii. Employee Details
- iii. Contacts
- iv. Additional Business Details
- v. Litigation History

PART Q. PROFILE RENEWAL

STEP 2 RENEW PROFILE

Registration of a supplier on the eGP portal is valid for two (2) years from the date of approval. Suppliers are required to renew their profile on or before the expiry date in order to continue business with Government Entities.

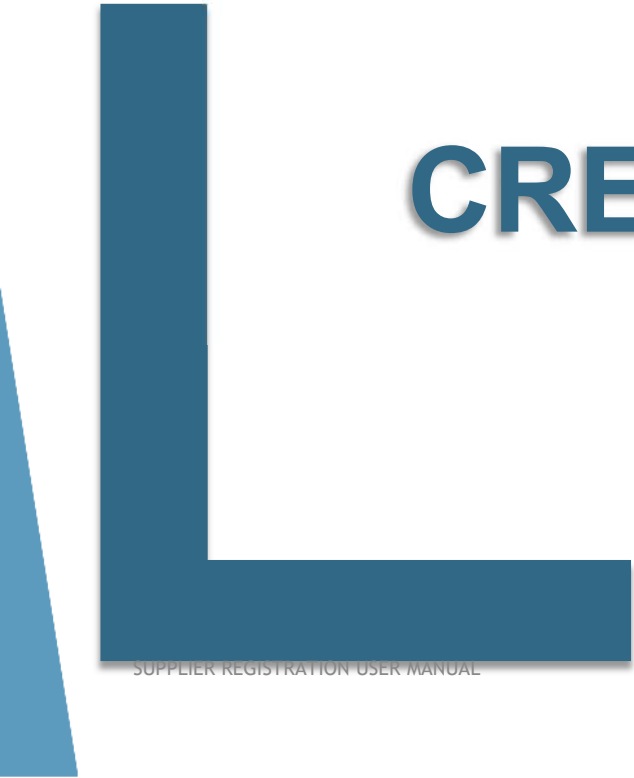
The process for renewal shall be similar to Update Profile process as illustrated above.



PART R. CREATE AND MANAGE ADDITIONAL USERS OF THE SUPPLIER ORGANIZATION

SUMMARY.

CREATE DESIGNATION
CREATE USER



SECTION 1

CREATE DESIGNATION



STEP 1 CREATION OF DESIGNATION

Navigate to INTERNAL USERS → DESIGNATION → **CREATE** under the menu section.

The screenshot shows a web browser window with the URL <https://egp.treasury.go.ke/supplier/create-designation>. The page header includes the eGP Kenya logo and the tagline "UNUNUZI WA UWAZI". The left sidebar menu is open, showing "Internal Users" selected, with "Designation" and "Create" highlighted. The main content area is titled "Create Designation" and features a "Designation *" field with the value "Bid submission Officer". A "Submit" button is located at the bottom of the form. The "Go Back" link is visible in the top right corner of the form area.

Enter the Designation Title and click on **Submit**.

STEP 2 NOTIFICATION ON SUCCESSFUL CREATION OF DESIGNATION

After successful saving, the New Designation is added on the list of available designation

A screenshot of a web application interface showing a light green notification box with the text "Designation created successfully". The box is set against a light purple background.

The following actions are available under the Action column of each Designation - *View, Edit and Assign Rights*

STEP 3 ASSIGN RIGHTS

Click on **assign rights** against which designation that you want to assign rights to.

Search and Manage Designation + Create Designation

Search ▼

Total Records : 2

Sr. No.	Designation	Created By	Created On	Action
1	Bid Submission Officer	CHRISANTUS SWINNERSTONE	10/04/2024 09:38:19	☒ ☒
2	Tender Creator	CHRISANTUS SWINNERSTONE	13/02/2024 12:04:52	☒ ☒

1 - 1 [Go to page](#) « 1 »

Assign Rights specific to the particular Designation by selecting on the list of available rights and click on **Submit** to save.

Assign Rights « Go Back

User Designation : Bid Submission Officer

☒ Select All Rights

Modules	Sub Modules	Events	Links
No Records Found			

[Submit](#)



SECTION 2

SECONDARY USER



STEP 3 CLICK ON USER → CREATE

Fill the Form as Illustrated Below. Make Sure the First Name, Last Name AND National ID are as they Appear in the ID CARD.

Make sure to enter an email address that is active and not already used.

After the Credentials have been entered the National ID has to be verified with IPRS. **CLICK ON Verify with IPRS.**

The screenshot shows a 'Create User' form with the following fields and values:

- User ID : * : Paul54
- Email ID * : paula**@gmail.com
- First Name * : PAUL
- Middle Name : ARUNGA
- Last Name * :
- Gender * : Male
- Citizenship * : Kenyan
- National ID * : 321XXX56
- Mobile Number * : Kenya(+254) 0700000000
- Office / Branch * : Registered Office x
- Designation * : Bid Submission Officer

At the bottom of the form, there is a 'Register' button. To the right of the National ID field, there is a 'Verify with IPRS' button. Both buttons are highlighted with red boxes.

STEP 3 CREATING SECONDARY USER BY SUPPLIER

If the primary user within supplier organization clicks on 'Yes' then system will show message – User has been registered successfully. Account credential and activation link has been sent to user email.

After successful verification with IPRS, click on 'Register' button which is available on the form itself. System will show confirmation message.



If the primary user within supplier organization clicks on 'Yes' then system will show message – User has been registered successfully. Account credential and activation link has been sent to user email.

STEP 3 CREATING SECONDARY USER BY SUPPLIER

On clicking on activate user, The Secondary user will receive Login Credentials on the Email and enabled to login to the System to Preform Activities as per their rights in the system as assigned by the Primary user.

REPUBLIC OF KENYA

Search and Manage User

[+ Create Additional User](#)

Total Records : 1

Sr. No.	Name of the User	Email ID	Mobile Number	Mapped Office / Branch	Designation	Registered By	Date of Registration	Status	Action
1	VICTOR TIMONA	vtimona@gmail.com	703XXX485	Registered Office	Tender Creator	CHRISANTUS SWINNERSTONE	15/02/2024 10:07:59	Activate	  

1 - 1 [Go to page](#)

« 1 »



PART S. CHANGE OF PRIMARY USER



STEP 1 CHANGE PRIMARY USERS

Navigate to My Account → **Change Primary User.**

The screenshot shows the eGP Kenya portal interface. The top navigation bar includes the date and time (15-Feb-2024 14:27:50), contact information (support@egpkenya.co.in, +91 1214567890), and login details (Last Login on 15-Feb-2024 11:51:11 from 192.168.203.211). The left sidebar contains navigation links: Document Library, Internal Users, Designation, User, Create, Manage, and Tender. The main content area is titled 'Search and Manage User' and features a search bar. A dropdown menu for the user 'Jacqueline' is open, showing options: 'Change Primary User' (highlighted with a red box), 'Change Password', and 'Withdraw Profile'. Below the search bar, a table displays user records. The table has columns: Sr. No., Name of the User, Email ID, Mobile Number, Mapped Office / Branch, Designation, Registered By, Date of Registration, Status, and Action. The table shows 'Total Records : 1'.

Sr. No.	Name of the User	Email ID	Mobile Number	Mapped Office / Branch	Designation	Registered By	Date of Registration	Status	Action
Total Records : 1									

Select the New User to be assigned as the Primary User from the list of available users in the entity and the current designation of the user

Note:

1. The Directors are the only users allowed to be mapped as a primary user

STEP 2 CHANGE PRIMARY USERS

Select from the List of available users then Click on Submit to effect the change.

15-Feb-2024 14:28:50 support@egpkenya.co.in +91 1214567890 Last Login on 15-Feb-2024 11:51:11 from 192.168.203.211 English

Document Library Internal Users Designation User Create Manage Tender

Change Primary User

(*) Mandatory fields

New Primary User * ? ? Please Select
Please select New Primary User

Current User's Designation * ? ? Please Select
Please select Current User's Designation

On changing the primary user, the selected user shall become the Primary User of the organization, and by default, all the rights of the Primary User will be assigned. The current Primary User will become the General user, and as per the selected designation, the rights shall be assigned to the user.

Submit

Note:

1. Only one primary user per organization is allowed.
2. After the Changes, Only the New user will be able to act as the Supplier Admin



PART T. DOCUMENT LIBRARY

DOCUMENT LIBRARY

Document Library is the document repository which can be used by Suppliers, where they can upload documents on the eGP Cloud.

This library helps Suppliers to keep and access documents to be used on any procurement event from anywhere. Bidder has to just upload the document once.

Supplier can upload following documents

- i. Statutory
- ii. Non-Statutory

Supplier can upload all type of documents which are permitted by the eGP System with following extensions

pdf, doc, docx, xls, xlsx, ppt, jpg, jpeg, png, gif, ttf, zip, rar

Maximum file size for each file is 20 MB. It means supplier can upload N number of documents of 20 MB each.

STEP 1. CLICK ON DOCUMENT LIBRARY

Navigate to the Menu and click on **Document Library**



STEP 1. ENTER DOCUMENT DESCRIPTION

Choose the Appropriate file and then attach on the Portal: Click on **Choose File** Then **Open** to attach

Document Library

Internal Users

Tender

15-Feb-2024 17:14:15 support@egpkenya.co.in +91 1214567890

Last Login on 15-Feb-2024 14:44:07 from 192.168.203.211

English

 **eGP Kenya**
UNUNUZI WA UWAZI

Message Business Profile My Account Logout

Document Library

(*) Mandatory fields

Upload Document *

Choose File No file chosen

(Allowed File Types: PDF, .DOC, .DOCX, .XLS, .XLSX, .PPT, .JPG, .JPEG, .PNG, .GIF, .TTF, .ZIP, .RAR & File Size: Max. 20 MB)

Document Description *

Upload

Enter search term

Search

Total Records : 0

Sr. No.	Document Description	Size (MB)	Uploaded on	Action
No Records Found				

1 - 1 1 Go to page

« 1 »

SUPPLIER REGISTRATION USER MANUAL

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STEP 2 CLICK ON UPLOAD

Enter the Document Description. Then click on **UPLOAD**

Document Library

(*) Mandatory fields

Upload Document *

Choose File

No file chosen

(Allowed File Types: .PDF, .DOC, .DOCX, .XLS, .XLSX, .PPT, .JPG, .JPEG, .PNG, .GIF, .TTF, .ZIP, .RAR & File Size: Max. 20 MB)

Document Description *

:

Upload

Enter search term

Search

STEP 3. DOWNLOAD OR DELETE

Total Records : 2

Sr. No.	Document Description	Size (MB)	Uploaded on	Action
1	List of Machinery	0.19	15/02/2024 11:55:56	Download Delete
2	Price schedule	0.13	04/04/2024 09:50:56	Download Delete

1 - 1

«

1

»

After the file has been attached it is Updated and shown on list of Uploaded files in the document Library as shown above.

The User Can:

- Download the File
- Delete file.