

# Vendor Registration and Profile Management

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## 1. HOME PAGE

Login to the Home Page using <https://training.promise.lk/egp>



Figure 1 - Home Page

## 2. VENDOR REGISTRATION PROCESS

### 2.1. VENDOR REGISTRATION

1. All the vendors who wish to use the e-GP system must register with the system.

- As shown in Figure 02, click on the “Registration” link.
- Then select “Vendor”.



Figure 2 - Directing to the Vendor Registration Page

- Now the vendor will be directed to the “**Vendor Registration page**”.
- The vendor will have to fill in the form displayed as in *Figure 3* shown below.

### Vendor/ Supplier organization details

**Business Registration Authority \***  ?

**Business Name \***

**Country \***  ?

**Business Registration No \***  ?

**Type of Organization \***  ?

**Registered Address \***  ?

**City \***

**Province**

**Website**

**Official Email \***

**Official Telephone No. \***

### Details of the Authorized Officer of the Vendor/Supplier

**NIC / Passport No \***

**Name \***

**Designation \***

**Mobile phone No \***

**Email \***

### Official documents regarding organization and business

<b>Business Registration Document *</b>	<input type="text" value="Choose File"/>	<b>Title of the document *</b>	<input type="text" value="Business Registration Document"/>
<small>Only pdf can be uploaded.</small>			
<b>CIDA Registration (only for work contractors)</b>	<input type="text" value="Choose File"/>	<b>Title of the document *</b>	<input type="text" value="CIDA Registration Document"/>
<small>Only pdf can be uploaded.</small>			

Other Documents (Ex: Brief Company Broachers, Accreditation documents , Licenses , Sole Agent Certificates, ISO Certificates etc.

### Agreements to Terms and Conditions of the PROMISE system

1. Read "Terms and Conditions" of using PROMISE system
2. Vendor/supplier agreement

**Terms of use \***  I agree with Terms and Conditions of PROMISE system

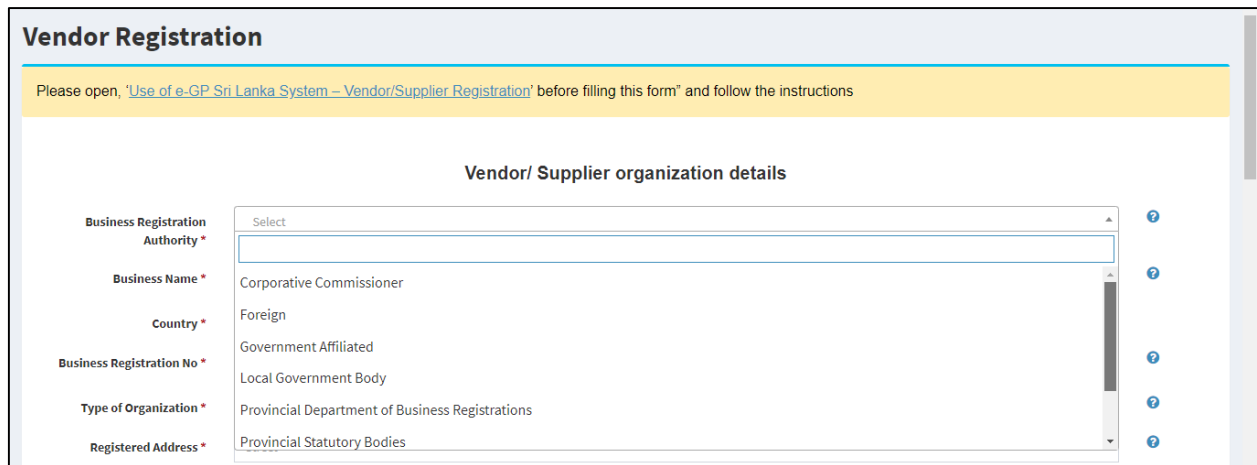
*Figure 3 - Vendor Registration Form*

## FILL VENDOR REGISTRATION FORM:

- Path: - Registration → Vendor

### Business Registration Authority

- Select the Name of the institution that is issued in the Business Registration Certificate from the dropdown list.

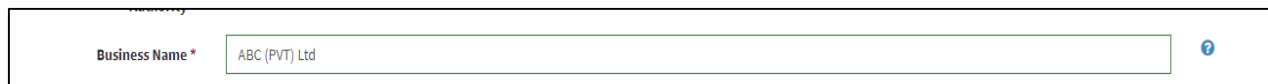


The screenshot shows the 'Vendor Registration' form. At the top, there is a yellow banner with the text: 'Please open, [Use of e-GP Sri Lanka System – Vendor/Supplier Registration](#) before filling this form' and follow the instructions. Below this, the section is titled 'Vendor/ Supplier organization details'. There are several fields with dropdown menus, each with a question mark icon to its right. The fields are: 'Business Registration Authority \*' (dropdown menu open showing 'Select'), 'Business Name \*' (dropdown menu open showing 'Corporative Commissioner'), 'Country \*' (dropdown menu open showing 'Foreign'), 'Business Registration No \*' (dropdown menu open showing 'Government Affiliated'), 'Type of Organization \*' (dropdown menu open showing 'Local Government Body'), and 'Registered Address \*' (dropdown menu open showing 'Provincial Department of Business Registrations' and 'Provincial Statutory Bodies').

Figure 4 - Selecting the Business Registration Authority in the Vendor Registration form.

### Business Name

- Enter the Name of the Business as stated in the Business Registration Certificate.




The screenshot shows the 'Business Name' field in the Vendor Registration form. The field is a text input box with the text 'ABC (PVT) Ltd' entered. To the right of the input box is a question mark icon.

Figure 5 - Entering the Business Name in the Vendor Registration form.

### Country

- Select the country in which your organization is located.

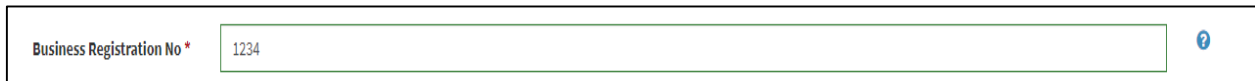


The screenshot shows the 'Country' field in the Vendor Registration form. The field is a dropdown menu with 'Country' selected. Below the dropdown menu, 'Sri Lanka' is highlighted in blue. To the right of the dropdown menu is a question mark icon.

Figure 6 - Selecting the country in the Vendor Registration form.

## Business Registration Number

- Enter the Business Registration Number as stated in the Business Registration certificate.

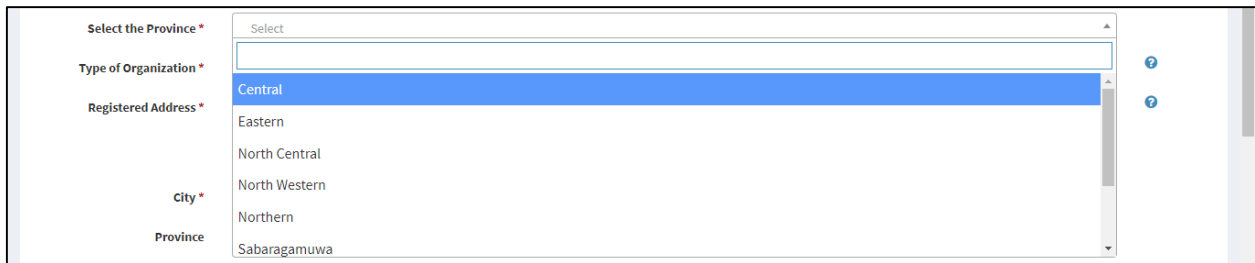


A screenshot of a form field labeled "Business Registration No \*". The field contains the number "1234". To the right of the field is a blue question mark icon.

*Figure 7 - Entering the Business Registration Number in the Vendor Registration form.*

## Select the Province

- Select the province where the business is located.

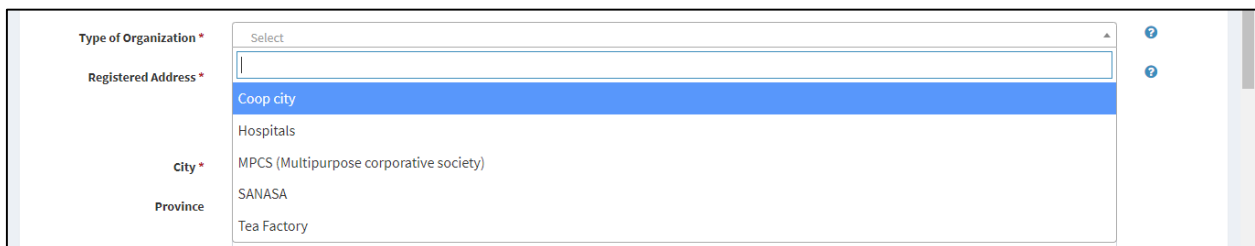


A screenshot of a form field labeled "Select the Province \*". The dropdown menu is open, showing a list of provinces: Central, Eastern, North Central, North Western, Northern, and Sabaragamuwa. The "Central" option is highlighted in blue. To the right of the dropdown is a blue question mark icon.

*Figure 8 - Selecting the province in the Vendor Registration form.*

## Type of Organization

- Select the Type of Organization from the drop-down displayed.

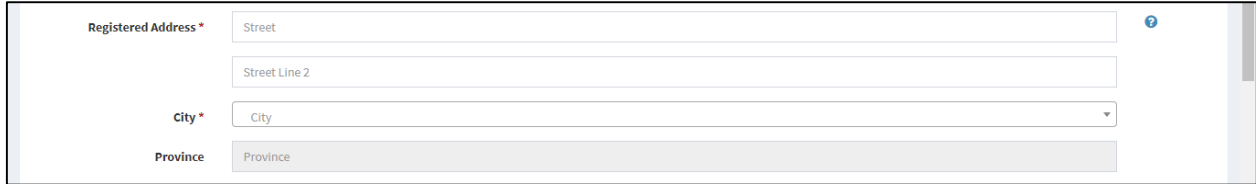


A screenshot of a form field labeled "Type of Organization \*". The dropdown menu is open, showing a list of organization types: Coop city, Hospitals, MPCS (Multipurpose corporative society), SANASA, and Tea Factory. The "Coop city" option is highlighted in blue. To the right of the dropdown is a blue question mark icon.

*Figure 9 - Selecting the type of organization in the Vendor Registration form.*

## Registered Address / City / Province

- Enter your address as Street Lines 1 and 2.
- Select the city from the dropdown. Then it automatically fills the province.

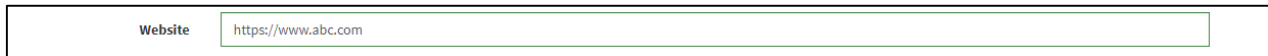


The screenshot shows a form with the following fields: "Registered Address \*" with sub-fields for "Street" and "Street Line 2"; "City \*" as a dropdown menu; and "Province" as a text field. A help icon is visible in the top right corner of the form area.

Figure 10 - Entering the Address in the Vendor Registration form.

## Website

- Enter the URL of the business website ONLY if there is a website for the organization.
- Example: *https://www.abc.com*



The screenshot shows a single text input field labeled "Website" containing the URL "https://www.abc.com".

Figure 11 - Entering the website link in the Vendor Registration form.

## Official Email

- Enter an Active email address. This email will be used by the e-GP system to send emails in the future.
- Example: *abc@xxxx.com / abc@xxxx.lk*

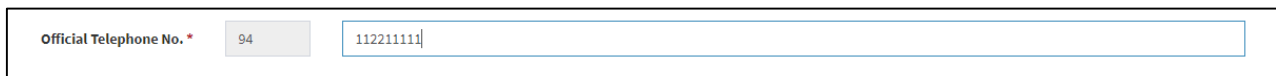


The screenshot shows a text input field labeled "Official Email \*" containing the email address "abc@gmail.com".

Figure 12 - Entering the official email in the Vendor Registration form.

## Official Telephone Number

- Enter a Valid Phone Number with 9 digits without "0".
- Example: *9411xxxxxxx ,9477xxxxxxx*



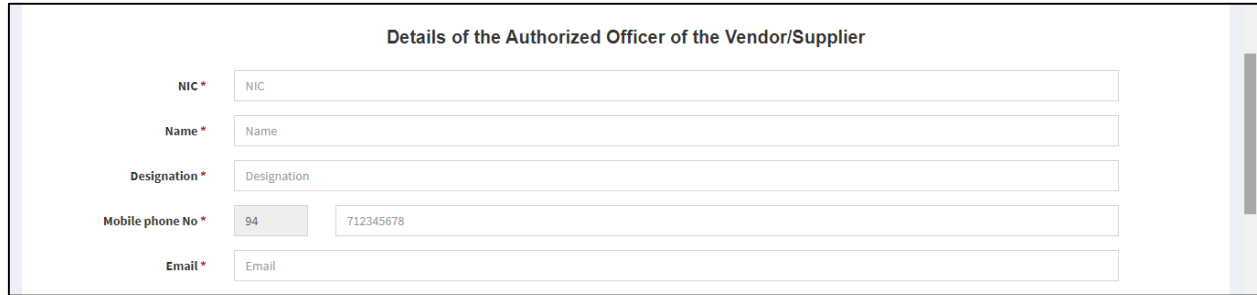
The screenshot shows a text input field labeled "Official Telephone No. \*" with a dropdown menu set to "94" and the number "112211111" entered in the adjacent text box.

Figure 13 - Entering the official telephone number in the Vendor Registration form.



## Details of the Authorized Officer of the Vendor/Supplier

- Fill the details of the authorized officer of the Vendor. The email address of the authorized officer will be the login Id and the password for login in to the system will be received for the mobile phone number of the authorized officer.



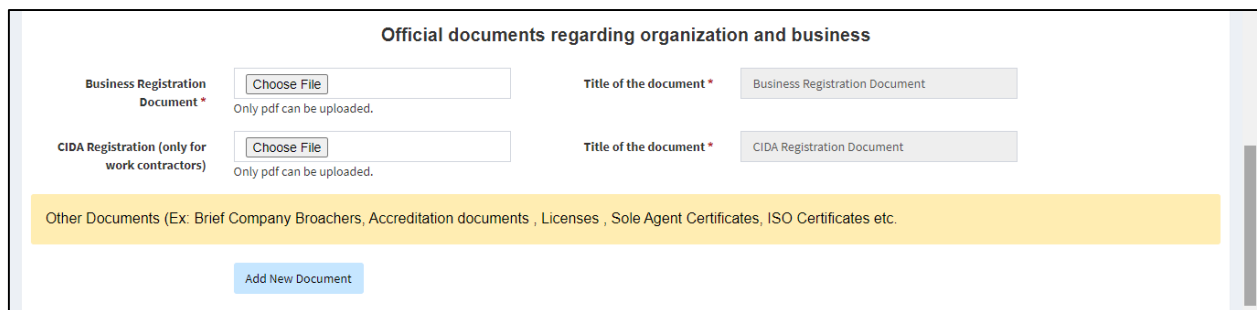
The screenshot shows a web form titled "Details of the Authorized Officer of the Vendor/Supplier". It contains the following fields:

- NIC \***: A text input field with the placeholder "NIC".
- Name \***: A text input field with the placeholder "Name".
- Designation \***: A text input field with the placeholder "Designation".
- Mobile phone No \***: A text input field with a dropdown menu showing "94" and a text input field containing "712345678".
- Email \***: A text input field with the placeholder "Email".

Figure 14 - Entering the details of the authorized officer.

## Official documents regarding organization and business

- By pressing the "Choose File" button you can browse and choose the document. You can only upload PDF documents.
  - ✓ Upload the Business Registration Document. Uploading this document is mandatory.
  - ✓ Upload the CIDA Registration Document. This document is only for the work contractors.
  - ✓ You can add additional documents if applicable by clicking the "Add the Document" button.



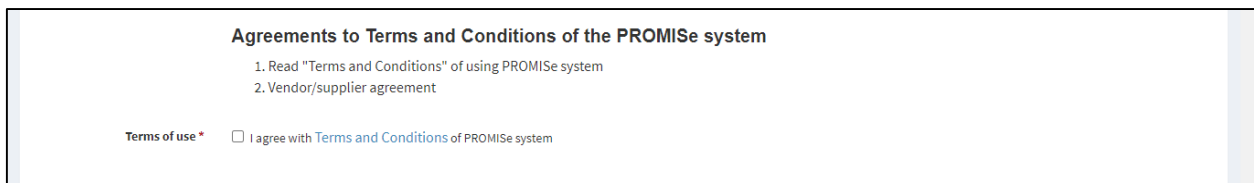
The screenshot shows a web form titled "Official documents regarding organization and business". It contains the following elements:

- Business Registration Document \***: A "Choose File" button, a text input field, and a "Title of the document \*" dropdown menu with "Business Registration Document" selected. Below the input fields is the text "Only pdf can be uploaded."
- CIDA Registration (only for work contractors) \***: A "Choose File" button, a text input field, and a "Title of the document \*" dropdown menu with "CIDA Registration Document" selected. Below the input fields is the text "Only pdf can be uploaded."
- Other Documents**: A yellow highlighted box containing the text "(Ex: Brief Company Broachers, Accreditation documents , Licenses , Sole Agent Certificates, ISO Certificates etc.)".
- Add New Document**: A blue button located below the yellow box.

Figure 15 - Uploading the official documents.

## Agreements to Terms and Conditions of the PROMISE system

- Read the Terms and Conditions. You are required to tick the check box if you agree to the Terms of Use of the e-GP System to continue with the registration.



The screenshot shows a form titled "Agreements to Terms and Conditions of the PROMISE system". It lists two items: "1. Read 'Terms and Conditions' of using PROMISE system" and "2. Vendor/supplier agreement". Below this, there is a section labeled "Terms of use \*" with a checkbox and the text "I agree with Terms and Conditions of PROMISE system". The checkbox is currently unchecked.

Figure 16 - Terms and conditions

- Finally, after filling out the registration form, click the "I'm not a robot" box.



The screenshot shows a form section titled "Terms of use \*". It contains a checked checkbox with the text "I agree to the following terms." followed by two paragraphs of text certifying the accuracy of the information and the absence of the organization on various sanction lists. Below the text is a CAPTCHA verification box with an unchecked checkbox and the text "I'm not a robot". To the right of the CAPTCHA box is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the CAPTCHA box, the text "This field is required." is displayed in red.

Figure 17 - CAPTCHA verification

- Then, click on the "Submit Application" button.



The screenshot shows a single button labeled "Submit Application" centered on a light blue background.

Figure 18 - Submit application.

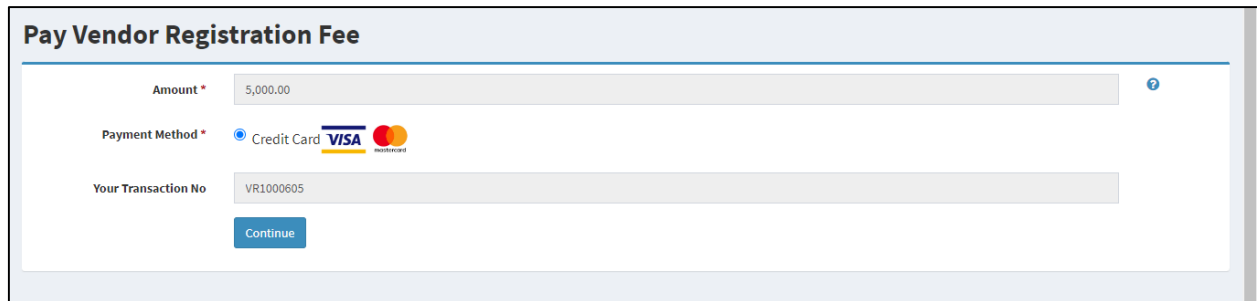
## 2.2 LOGGING IN TO THE SYSTEM WITH TEMPORARY CREDENTIALS

Once you complete the registration form you will receive an email with temporary credentials before you make the payment. This is been sent to assist certain users who wish to complete the payment later.

- In case, if you do not complete the payment immediately after submitting of the vendor registration details, you will have to login to the system with the temporary credentials and perform the registration payment.

## 2.3 VENDOR REGISTRATION PAYMENT

1. Once you have completed the VENDOR REGISTRTION, you will be directed to the VENDOR REGISTRTION FEE PAYMENT page as shown in Figure 19.
2. The Registration Fee will be displayed.
3. You will be provided with a transaction number for the payment process by Credit Cards.
4. Select the preferred Payment Method.
5. Click on the “**Continue**” Button.



The screenshot displays a web form titled "Pay Vendor Registration Fee". It contains the following fields and elements:

- Amount \*:** A text input field containing "5,000.00" and a help icon.
- Payment Method \*:** A radio button selected next to "Credit Card", followed by logos for VISA and Mastercard.
- Your Transaction No:** A text input field containing "VR1000605".
- Continue:** A blue button located below the transaction number field.

*Figure 19 - Registration Fee Payment Method Selection*

## 2.4 PAYMENT TERMS

1. Next, you will be directed to the “**Payment Terms**” page.
2. Click the “**Accept and Proceed**” button.

**Payment Terms**

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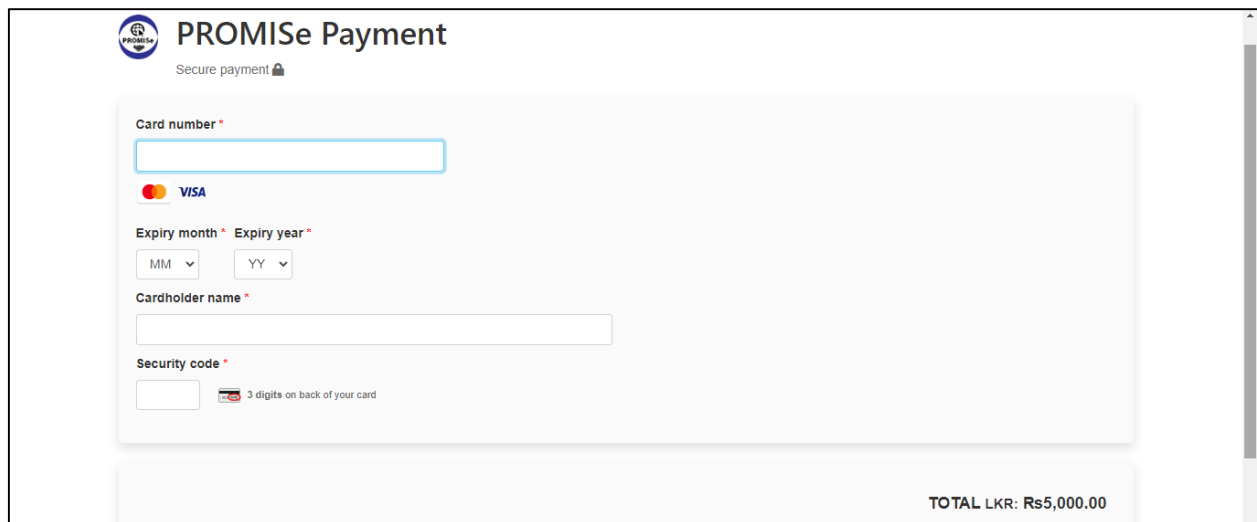
IMPORTANT: User must accept Terms and Conditions of the Bank.

[Accept and Proceed](#)

*Figure 20- Payment Terms of the Bank*

## 2.5 ENTERING CREDIT/DEBIT CARD DETAILS

1. Then, you can enter your Credit/Debit Card details as shown in Figure 21.
  - Card Number – Enter the 16-digit number of the Card.
  - Expiry Month/Year – Enter the expiry Month (MM) and the Year (YY) of the Card as the required format.
  - Cardholder Name – Enter the account name or name as appears on the Card.
  - Security Code – Enter the ‘3 digit’ number next to the Authorized Signature which is on the back of the Card.



The screenshot shows a web form titled "PROMISE Payment" with a "Secure payment" lock icon. The form contains the following fields:

- Card number \***: A text input field.
- Expiry month \*** and **Expiry year \***: Two dropdown menus, the first labeled "MM" and the second labeled "YY".
- Cardholder name \***: A text input field.
- Security code \***: A text input field with a small icon and the text "3 digits on back of your card" below it.

At the bottom right of the form, the text "TOTAL LKR: Rs5,000.00" is displayed.

*Figure 21 - Entering the Credit Card details for the Promise payment.*

2. After entering the relevant card details, click on “Pay Now”. The screen will be displayed as in Figure 22 where the payment is being processed.

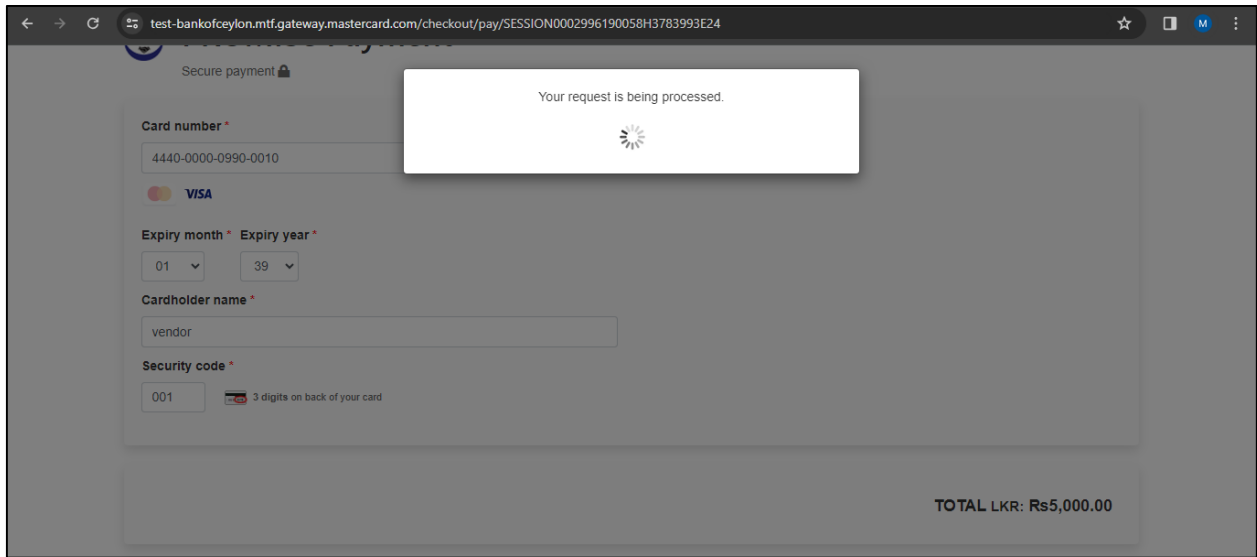


Figure 22 - Processing of the payment

3. Then click on the “Submit” button as shown in Figure 23.

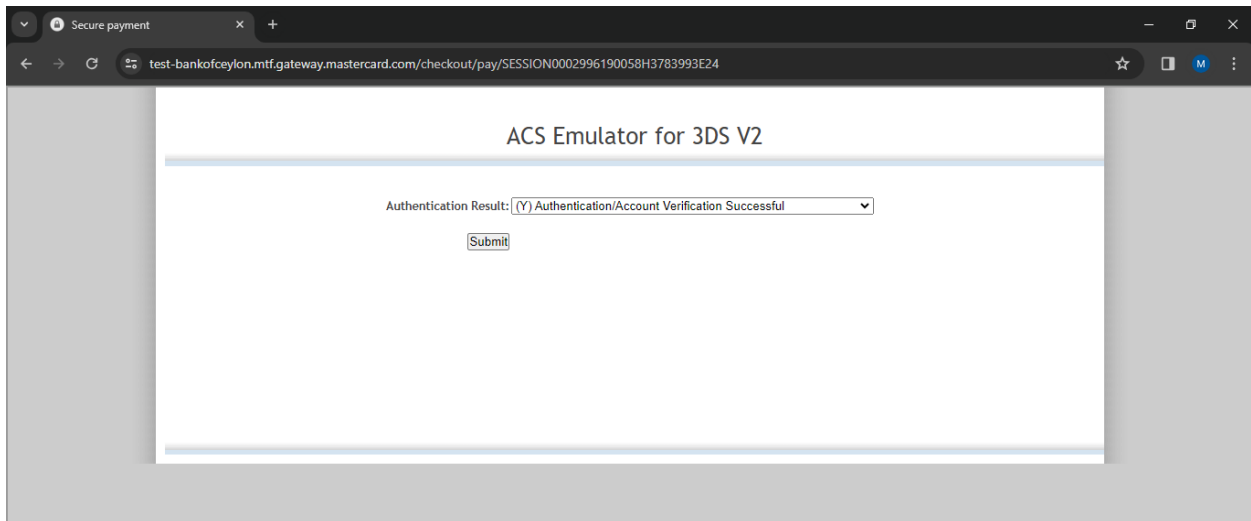


Figure 23 - Submit the authentication verification.

## 2.6 PAYMENT RECEIPT FOR THE VENDOR REGISTRATION

- Now it is directed to the payment receipt page when successfully registered with the system, as shown in Figure 24.

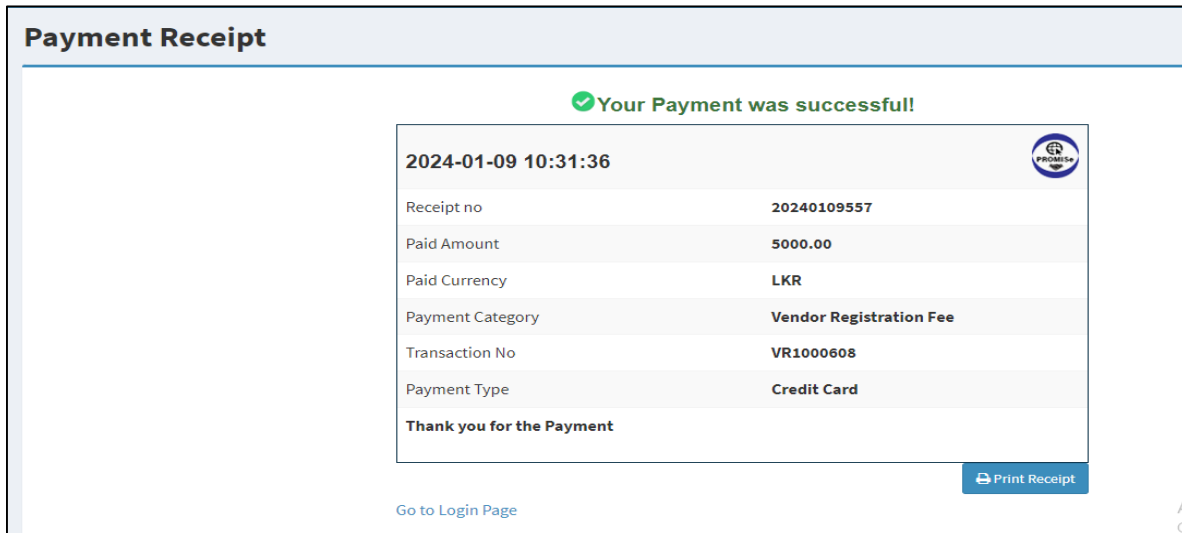


Figure 24 - Payment Receipt

## 2.7 PRINTING OF THE RECEIPT

- You can print the receipt by clicking "Print Receipt" button. as shown in Figure 25.

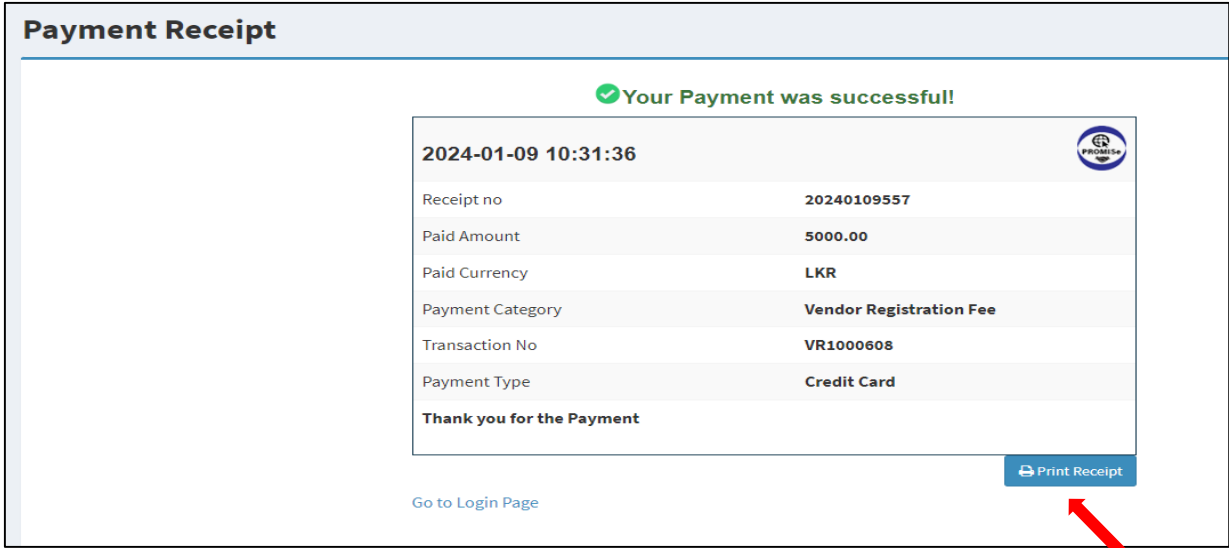


Figure 25 - Printing the Payment Receipt

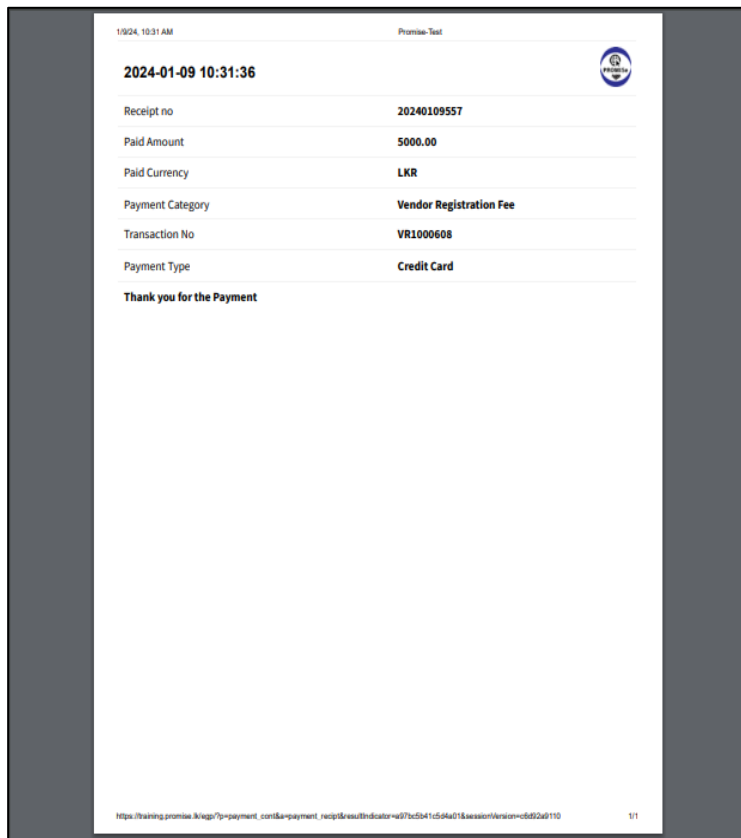


Figure 26 - Printing the Payment Receipt



### 3. LOGGING IN TO THE SYSTEM AND MANAGE VENDOR PROFILE

After the successful registration by the vendor, e-GP Secretariat will review the Business Registration document and verify the registration payment usually within 2 working days. Once the registration is approved by e-GP Secretariat vendor receives the password to the authorized officer's email and mobile number. Vendor can then login by visiting the login page and entering the email and password.

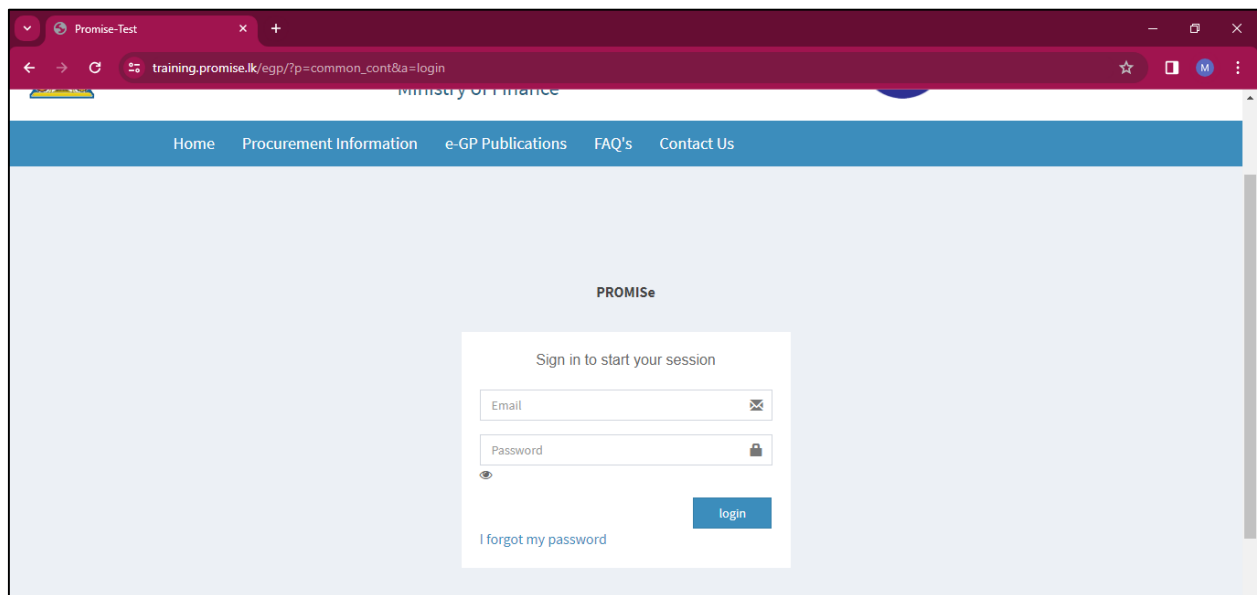


Figure 27 - Login Screen

### 3.1 CHANGING THE PASSWORD

- When the vendor first login to the e-GP system vendor has to change the password as per the guidance provided in the change password page. If the password required to be changes at a later time you have to go to “My Profile” and then select “View”. Select settings tab and click on “Change Password”

### 3.2 VENDOR PROFILE

- After logging in to the system as a vendor you will see the following dashboard.

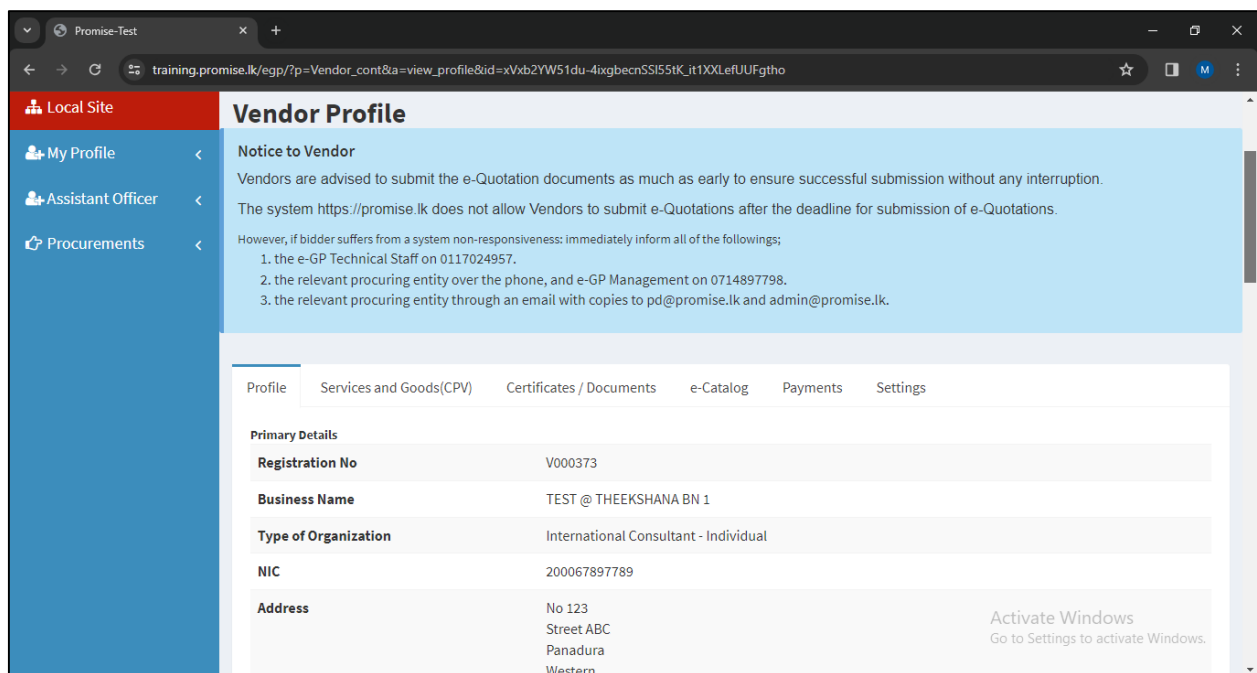


Figure 28 - Vendor Profile

### 3.3 CPV CODES SELECTION (SERVICES AND GOODS)

1. CPV (Common Procurement Vocabulary) codes are a European Union Standard of categorizing Goods, Services etc. This is used in sending notifications of newly floated Tenders and will determine to which Tenders the Vendor can submit bids.
2. It is mandatory to select at least one CPV code.
3. First, go to “My Profile” and then select “View”. Then, you can view the vendor profile.
4. Then, select the “Services and Goods (CPV)” tab.

5. Click “Add new CPV to your profile” button to add CPV codes, as shown in Figure 29.
6. Then, the vendor will be directed to the page as shown in Figure 30.
7. Select the CPV codes and click the green color “tick” and confirm.

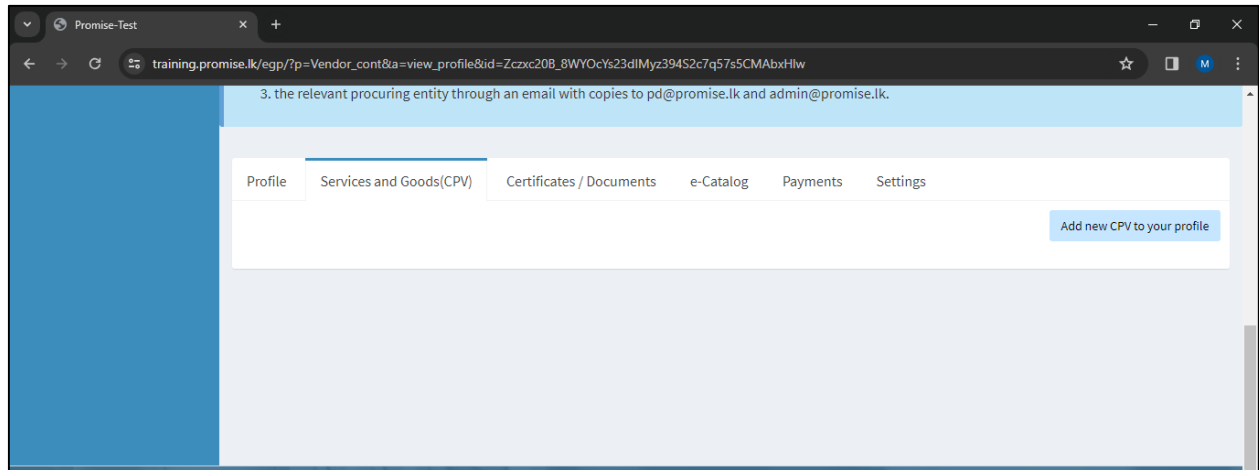


Figure 29 - Selection of CPV Codes

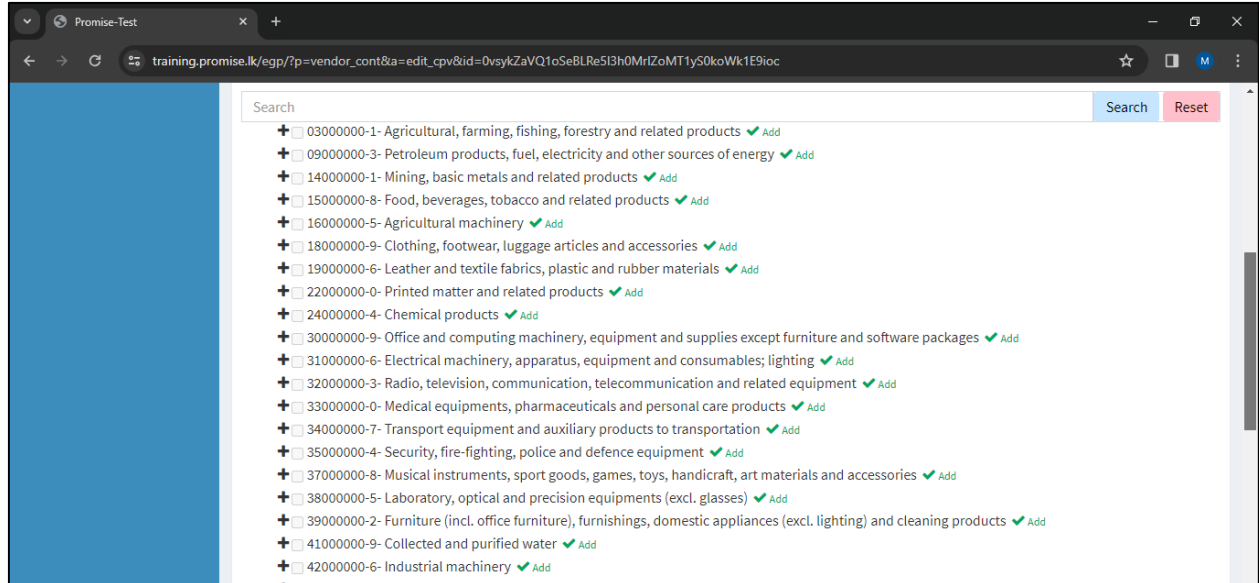


Figure 30 - Select Goods and Services

### 3.4 ADDING CERTIFICATES

- Select “Certificates/Documents” tab.
- Then, you can add your certificate/s (Example: CIDA certificate) by clicking “Add certificate” button, as shown in Figure 31.

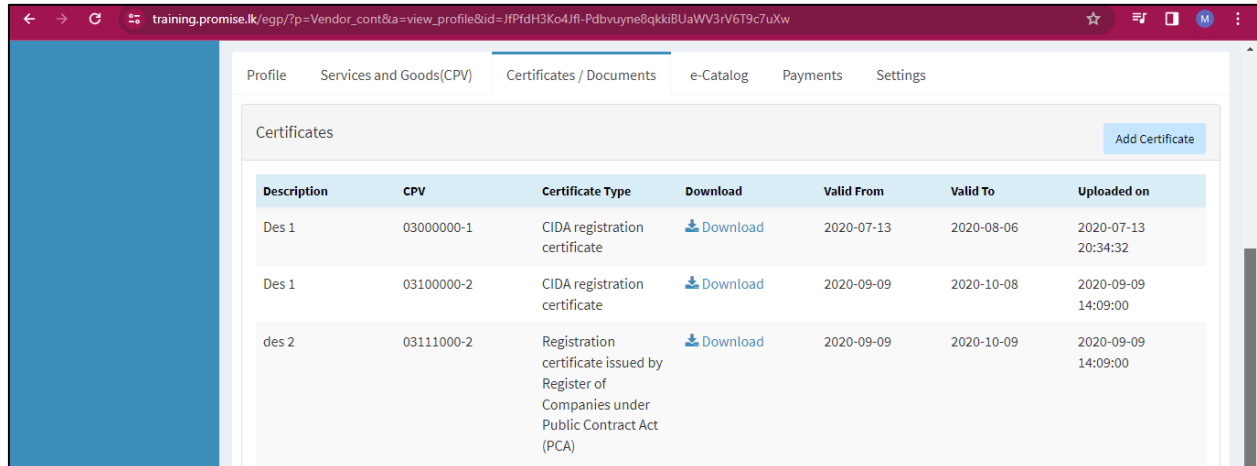


Figure 31 - Adding certificate.

### 3.5 INTERESTED GEOGRAPHICAL BUSINESS AREAS

Go to “My Profile” and then select “View”. Then, you can view the vendor profile. Scroll down and you see the section “Interested Geographical Business Areas”. Click the button “Update Business Areas” then select the relevant district/s you are operational or select “All” if you are operational in the entire country.

### 3.6 EDIT PROFILE

- The vendor can edit the profile with updated details
- First, go to “My Profile” and then select “Edit”. Then, you can edit the vendor profile, as shown in Figure 32.

**Local Site**

**Edit Vendor**

**Registered Address \***

No 123

Street ABC

Panadura

Western

State

Sri Lanka

**Phone No \***

94776696113

**Email \***

hellojuly12345@gmail.com

**Category of Services Provided \***

x Goods x Works

**Value of Procurement for Email Notifications (in Srilankan Rupees) \***

e-GP System will notify new procurements to you through emails, according to the amount(s) you enter below.

Up to

Between  &

Above

**VAT Registration No**

Figure 32 - Updating profile.

You can add or change the category of services, value range of interested procurements and VAT registration number in this form.