



# Bidder Registration

## User Manual



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# **1. About this User guide**

Please use this manual for step-by-step registration of bidders in National Bank of Rwanda e-procurement portal.



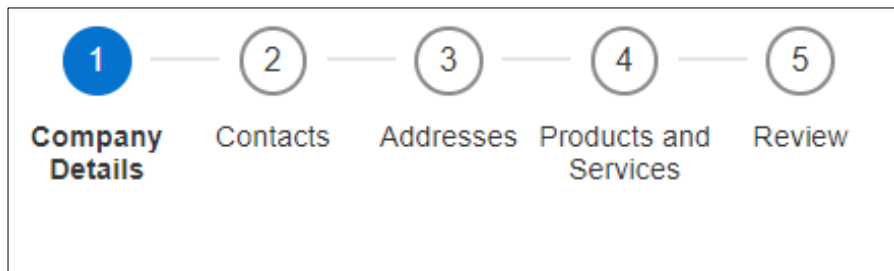
## 1.1. Documentation Conversion

Elements	Conversions
<i>Italic</i>	Indicates image caption and cross-reference
<b>Bold</b>	Indicates graphical user interface elements associated with an action or terms defined in text or glossary.
<i>Blue Text</i>	Indicates Hyperlink



## 2. Bidder Registration -External

1. Click on the supplier registration link in the BNR website, Also the intended external users can use this [link](#) to register themselves as a bidder/supplier with National Bank of Rwanda
2. The following information are required for the registration process:
  - Company Details
  - Contacts
  - Addresses
  - Business Classification
  - Product and Services
  - Review



3. The user needs to enter the general information on the following
  - Company: XXXX
  - Tax Organization Type: XXXX
  - Supplier Type: XXXX
  - Corporate Web Site: XXXX
  - Attachments: XXXX
  - D-U-N-S Number: XXXX
  - Country: XXXX
  - Tax Registration/Identification Number: XXXX
  - Note To Approver: XXXX



## Bidder Registration - User Manual

1 — 
 2 — 
 3 — 
 4 — 
 5

Company Details    Contacts    Addresses    Products and Services    Review

### Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

\* Attachments [Works Model Contract.pdf](#) + ×

Please upload applicable scanned copies of Incorporation certificate, Trade licenses, Tax clearance certificates, RSSB certificate

D-U-N-S Number

Country

Tax Registration / Identification Number

Note to Approver

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

4. After entering the company details, click the Next button as shown in the image above.

5. To edit the contact information, click the Edit button.

✓ — 
 2 — 
 ✓ — 
 ✓ — 
 ✓

Company Details    **Contacts**    Addresses    Products and Services    Review

### Register Supplier: Contacts ?

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format + Create Edit × Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
dan, danny		dineshkumar.r@kaladi.in	✓	✓	<span style="font-size: 1.2em;">✎</span>	<span style="font-size: 1.2em;">×</span>

Columns Hidden 7

6. The following information are mandatory to create the contract information, the external users can still provide additional information as well.

- First Name
- Last Name
- Email Id

Note: If the particular contact is the administrative contact, and they require a user account, please enable create user account and administrative account flag. The email id entered will receive an email notification with login credentials for participating in the tender and contract management activities with BNR



**Edit Contact: danny dan**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* Email

▲ **User Account**

Create user account

**Roles**

Actions ▼ View ▼ Format ▼ ✕ Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

7. After entering the details, click the Ok button, and it will move to the Contacts screen.

Company Details **Contacts** Addresses Products and Services Review

Register Supplier: Contacts ?

Enter at least one contact.

Actions ▼ View ▼ Format ▼ **+ Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
dan, danny		dineshkumar.r@kaladi.in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

8. In the contacts screen, check the edit details and click the Next button as shown in the image above. If the user wants to create a new contact for this bidder account, the user can continue to create using the +create icon.



9. After clicking the Next button, it will move to the Addresses screen.

Register Supplier: Addresses

Company Details Contacts **Addresses** Products and Services Review

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

10. After entering the Addresses screen, click the (+ Create) icon.

11. In the Addresses screen, fill in the following details:

- Address Name: XXXX
- Country: XXXX
- Address Line 1: XXXX
- City: XXXX
- Province: XXXX
- Fax: XXXX
- Address Purpose:
  - Ordering
  - Remit To
  - RFQ or Bidding
- Phone: XXXX
- Email: XXXX





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**Create Address**

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

Postal Code


\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone 250

Fax 250

Email

**Address Contacts**  
Select the contacts that are associated with this address.

Actions View Format  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

Create Another OK Cancel

12. After filling in the address details, if the earlier created contact belongs to this particular address; click the 'Select and Add: Contacts' as shown below.

13. Once selected, click the Ok button.

**Create Address**

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

Postal Code

\* Address Purpose  Ordering  
 Remit to

**Select and Add: Contacts**

Search

Name  Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Itd, Reliance		dineshkumar.r@...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

Create Another OK Cancel



## Bidder Registration - User Manual

14. Once the Select and Add screen is closed, the user needs to select the RFQ or Bidding column and click the “OK” button on the address screen.

**Create Address**

\* Address Name  \* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

\* Country  Phone

\* Address Line 1  Fax

Address Line 2  Email

Address Line 3

\* City

State

Postal Code

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
ltd, Reliance		dineshkumar.r@...	—	✓

Columns Hidden 4

Create Another **OK** Cancel

15. After filling in the address details, click the “Next” to capture the products and services.

Company Details  Contacts  **Addresses**  Products and Services  Review

Register Supplier: Addresses

Back **Next** Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
kigali city	New No 6,KIGALI CITY,RWANDA		Ordering; Remit to; RFQ or Bidding		

Columns Hidden 3

16. Once you enter the Supplier products and services screen, click on the "Select and Add" button.

Company Details  Contacts  Addresses  **Products and...**  Review

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove



17. After clicking, it will navigate to the following screen.

Select and Add: Products and Services

Search

Category Name  Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	Fuel	
<input checked="" type="checkbox"/>	Office Supplies	

Columns Hidden 1

Apply OK Cancel

18. On the Products and Services screen, the user needs to select category name that will be able to support by the supplier and click the "OK" button.

19. Once click the OK button, the following screen will appear. The user needs to click the "Next" button.

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Company Details Contacts Addresses Products and... Review

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Fuel		X
Office Supplies		X

20. Once you click the Next button, the following screen will appear. The creator needs to review the registration details.



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Company Details    Contacts    Addresses    Products and Services    **5 Review**

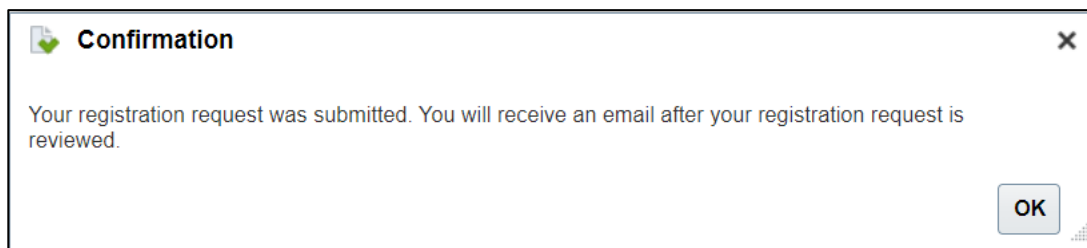
Review Supplier Registration: Reliance ⓘ

Company Details

Company	Reliance	D-U-N-S Number	123456746
Tax Organization Type	Corporation	Country	Rwanda
Supplier Type	Supplier	Tax Registration / Identification Number	123456746
Corporate Web Site		Note to Approver	

21. After review, click the "Register" button.

22. The bidder will receive the following confirmation message after successfully registering:



**Note:** Once the bidder/supplier registration is approved by the National Bank of Rwanda. The Registered supplier will receive the user account and along with login credentials.

Questions?

For any questions regarding registration, please contact [procurement@bnr.rw](mailto:procurement@bnr.rw)