

National Bank of Rwanda

# Supplier Registration – URL

User Manual

## Author

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#### New Supplier Registration link navigates to the below landing page

1. In the company details page enter the company information

#### Note: Country has to entered in order for the Taxpayer ID and Tax registration number to open

	1 Company Details	Contacts Ad	(3) (4) (4) (4) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	Products and Services	Review			
Register Supplier: Company I	Details ⑦					Back Next	Save for Later Register	<u>C</u> ancel
Enter a value for at least one of these fields: D-U	-N-S Number, Taxpayer ID, or Tax Regi	stration Number.						
* Company				D	-U-N-S Number			
* Tax Organization Type	~	Α			Country		•	
Supplier Type	► B				Taxpayer ID			
Corporate Web Site				Tax Regis	stration Number			
Attachments	None -			N	ote to Approver			
							11	
Your Contact Information								
Enter the contact information for communications	s regarding this registration.							
* =:								
* First Name								
* Last Name								
* Email								
* Confirm Email								
* Tax Organization Type		~	,		Su	pplier Type		~
ink organization type					-			
Supplier Type	Corporation			В	Corpora	te Web Site	Supplier Contractor	

				D	Corporate web Site	Supplier
A	Supplier Type	Corporation Foreign Corporation	l l	D	] .	Contractor
-			_		Attachments	Sub-Contractor
	Corporate Web Site	Foreign Government Agency				Attorney
		Foreign Individual				Carrier
		Foreign Partnership				Insurance Company
	Attachments	Government Agency				Utility
		Individual				Manufacturing
L				nfc	ormation	wanulacturing

- 2. After entering the data on the company details, go the next tab for contacts
  - 2.1. Contact details entered in the previous section will appear as a default
  - 2.2. If required, click on (+) to create more contacts

Register Supplier: Contacts ⑦ Enter at least one contact. Actions View Format Format Edit	Details Class	4 5 6 isiness Products and Review		save for Lat	er Register	<u>C</u> ancel
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Registration, Supplier001		supplier001@gmail.com	~	~	1	×

### 2.3. Enter details of the supplier contact



Create Contact											
Salutation	Mr. V	Phone		•							
* First Name	Supplier	Mobile	250	•	1234	5678					
Middle Name		Fax		•							
* Last Name	* Email     supplieruser2@gmail.com										
Job Title											
User Accour	Request user acco	unt Enable if there should be user	account	t for	this conta	act					
Actions <b>v</b> View	🕶 Format 👻 🙀 🎆 F	reeze 📄 Detach 🚽 Wrap									
Role	Desc	ription									
No data to display.											

- 2.4. Choose the roles required for the user account if the user account flag is enabled
- 2.5. Role description gives the responsibilities of that role
- 2.6. Example: Supplier Bidder role enables the user to respond for RFQ, RFP etc,.

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2.7. If required to create more click create another to create more contacts or click 'ok' to proceed ahead

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Actions • View • Form	nat 🗸 🗶 🖪	Freeze 🔛 Detach 🚚 Wrap
Role		Description
Supplier Self Service Adn	ninistrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and required
Supplier Sales Represent	tative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting change
Supplier Bidder		Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, reque

3. After creating contact, click next to create address



4. Click on (+) to create new addresses

		<u></u>		3	- 4 -	- (5)	6			
		Company Details	Contacts	Addresses	Business Classifications	Products and Services	Review			
Register Supplier: Ad	dresses						B	nck Ne <u>x</u> t	Save for Later Register	r <u>C</u> ancel
Actions ▼ View ▼ Format ▼	+ Create	🖉 Edit 🗙 Delete 🛛 🕅 F	reeze 🗐 🕻	Detach 📣 W	} ∕rap					
Address Name	Address					Phone	Address	Purpose	Edit	Delete
No data to display.										
Columns Hidden 3										

- 4.1. Enter the address details
- 4.2. Once the Country is entered all the details of the address will be enabled
- 4.3. If required to create more address, click create another or click 'ok' proceed ahead for business classification

Create Address						
		*****				
* Address Name	Address_1	* Address Purpose				
* Country	Rwanda 🗸		<ul> <li>Remit to</li> <li>RFQ or Biddii</li> </ul>	20		
* Address Line 1	Kigali City					
Address Line 2		Phone	250 🔻	123 456	980	
		Fax	250 🔻			
Address Line 3		Email				
* City	Kigali Town				_	
State						
Postal Code	6299					
Address Contacts	The user ca	n select and attach the contacts				
Select the contacts that are assoc	created in t	ne previous section to this address				
Actions 👻 View 👻 Format 🕇	🗸 📑 🔟 Freeze 🔄 De	tach 🚽 Wrap				
Name		Job Title	Email	Administra Contac		int
No data to display.						
Columns Hidden 4						
				Create	Another O <u>K</u> <u>C</u> ar	ncel

- 5. Business classification, the supplier user registering need to attach the classification document by using (+) icon
  - 5.1. If not applicable, the supplier user can choose none of the classification are applicable and proceed ahead

(1	) (2)	- 3 4	5	6				
Compa Detai		Addresses Busines: Classificati		Review				
Register Supplier: Business Classifications ②					Back Next	Save for Late	r Register	<u>C</u> ancel
None of the classifications are applicable Actions ▼ View ▼ Format ▼ + ※ III Freeze III Detach	📣 Wrap							
* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								



Register Supplier: Business Classifications	Company Details	Contacts	Addresses	4 Business Classificatio		Review	Back Ne <u>x</u> t	Save for Late	r Register	<u>C</u> ancel
None of the classifications are applicable Actions ▼ View ▼ Format ▼ + X III Freeze III	Detach 🚽	Wrap								
* Classification	Su	bclassificatior	n Certifyi	ng Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
~				v			mm/dd/y	. mm/dd/y	. None 🕂	
Hub Zone Minority Owned Service-disabled Veteran Owned Small Business Veteran Owned Woman Owned										

	1 2	- 3 4	5	6				
	Company Contacts Details	Addresses Business Classificatio		Review				
Register Supplier: Business Classifications (	2				<u>B</u> ack Ne <u>x</u> t	Save for Later	Register	<u>C</u> ancel
✓ None of the classifications are applicable								
None of the classifications are applicable								
	tach 🚽 Wrap							
	tach 🛹 Wrap Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Actions View View Format + K III Freeze		Certifying Agency		Certificate				Notes

- 6. After business classification, click next to add the products and services
- 7. Select and add the products and services that are applicable

Register Supplier: Products and Services	Company Contacts Details	Addresses Business Classification		Back Next	Save for Later Register <u>C</u> ancel
Category Name			Desc	cription	Remove
No data to display.					
					1
Select and Add: Products and Services				×	
✓ Search					
Category Name		Description		Search Reset	
View 👻 Format 👻 🥅 Freeze 📷 Detach	The second secon				
Select Category Name	Descripti	on			
Fuel					
Fuel.Fuel For Generators	Fuel Fuel F	For Generators			
Fuel.Vehicle Fuel					
Office Supplies					
Columns Hidden 1					
				Apply OK Cancel	



- 8. Click next to review and register as supplier
- 9. Registration confirmation notification will be shared during the registration

Confirmation	×
Your registration request was submitted. You will receive an email after your registration	request is reviewed.
	ок

**Note**: If the suppliers, leaves the registration incomplete. The supplier user whoever is registering will be notified with the registration link, where he can come back later and continue with the registration