



National Bank of Rwanda

Supplier Registration – URL

User Manual

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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 be entered in order for the Taxpayer ID and Tax registration number to open

2. After entering the data on the company details, go to 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

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Registration, Supplier001		supplier001@gmail.com	✓	✓		

2.3. Enter details of the supplier contact



Create Contact

Salutation Phone

* First Name Mobile

Middle Name

* Last Name Fax

Job Title * Email

Administrative contact **Enable if this user is the administrative contact**

▾ **User Account**

Request user account **Enable if there should be user account for this contact**

Roles

Actions ▾ View ▾ Format ▾ ✕ 📄 📄 Freeze 📄 Detach 📄 Wrap

Role	Description
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.,

▾ **User Account**

Request user account

Roles

Actions ▾ View ▾ Format ▾ ✕ 📄 📄 Freeze 📄 Detach 📄 Wrap

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

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

▾ **User Account**

Request user account

Roles

Actions ▾ View ▾ Format ▾ ✕ 📄 📄 Freeze 📄 Detach 📄 Wrap

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

Create Another **OK** **Cancel**

3. After creating contact, click next to create address



4. Click on (+) to create new addresses

Progress: 1 Company Details, 2 Contacts, 3 **Addresses**, 4 Business Classifications, 5 Products and Services, 6 Review

Register Supplier: Addresses

Buttons: 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					

- 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: Ordering, Remit to, RFQ or Bidding

* Country: Rwanda

* Address Line 1: Kigali City

Address Line 2: []

Address Line 3: []

* City: Kigali Town

State: []

Postal Code: 6299

Phone: 250 [] 123 [] 456 [] 980 []

Fax: 250 [] [] []

Email: []

Address Contacts

Select the contacts that are associated with this address. *The user can select and attach the contacts created in the previous section to this address*

Actions: View, Format, **+ Attach**, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Buttons: Create Another, OK, Cancel

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

Progress: 1 Company Details, 2 Contacts, 3 Addresses, 4 **Business Classifications**, 5 Products and Services, 6 Review

Register Supplier: Business Classifications

Buttons: Back, Next, Save for Later, Register, Cancel

None of the classifications are applicable

Actions: View, Format, **+ Attach**, Freeze, Detach, Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								



1 — 2 — 3 — 4 — 5 — 6
 Company Details — Contacts — Addresses — **Business Classifications** — Products and Services — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<ul style="list-style-type: none"> Hub Zone Minority Owned Service-disabled Veteran Owned Small Business Veteran Owned Woman Owned 					mm/dd/yy	mm/dd/yy	None +	

1 — 2 — 3 — 4 — 5 — 6
 Company Details — Contacts — Addresses — **Business Classifications** — Products and Services — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
					mm/dd/yy	mm/dd/yy	None +	

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

1 — 2 — 3 — 4 — 5 — 6
 Company Details — Contacts — Addresses — Business Classifications — **Products and Services** — 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
No data to display.		

Select and Add: Products and Services

Search

Category Name Description Search Reset

View Format Freeze Detach Wrap

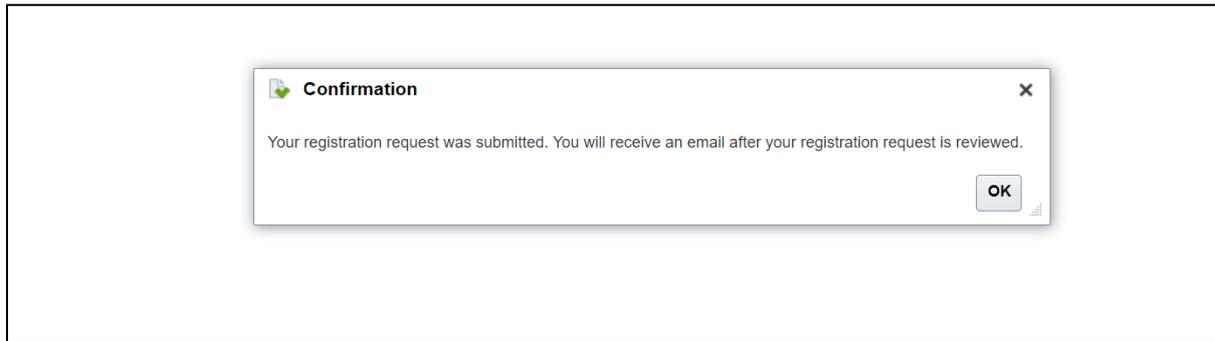
Select	Category Name	Description
<input type="checkbox"/>	Fuel	
<input type="checkbox"/>	Fuel.Fuel For Generators	Fuel Fuel For Generators
<input type="checkbox"/>	Fuel.Vehicle Fuel	
<input type="checkbox"/>	Office Supplies	

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



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