

## Steps to submit an Application via SRS

- **UPDATE YOUR PPC PROFILE**

1. Select 'Login' tab and enter 'Username' and 'Password' information previously used in 'Create Administrator Account.'
2. Select the "PPC Profile" option and complete all the *mandatory and applicable* information sections under the tabs 'General, Operational, Financial, Projects and Personnel.' (Remember to click the 'save' button in each section).

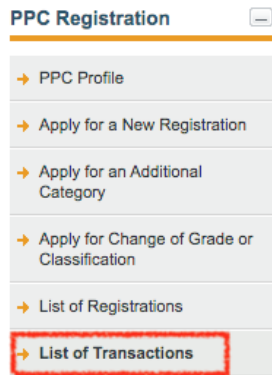
**NB.** Sections may require the uploading of documents to complete your profile. See listing of documents required in the 'Instructions' tab.

- **APPLY FOR NEW REGISTRATION**

3. When a Supplier Administrator user completes the **PPC Profile**, they can apply for a **New Registration**.
4. Select the "Apply for a New Registration" tab on the home screen page and complete all *Applicable* fields, then click 'Generate Application Report & Save.' Ensure that you upload any supporting documents required.

The screenshot shows the SRS interface. On the left is a navigation menu with two main sections: 'Log in' and 'PPC Registration'. The 'Log in' section shows the user is logged in as 'Supplier Admin' and lists options like 'Edit Profile', 'Homepage', 'Log out', and 'e-Catalogues'. The 'PPC Registration' section lists options like 'PPC Profile', 'Apply for a New Registration' (highlighted with a red box), 'Apply for an Additional Category', 'Apply for Change of Grade or Classification', 'List of Registrations', and 'List of Transactions'. The main content area is titled 'Apply for a New Registration' and contains a form with the following fields: '\*Class:' (dropdown menu 'Select Class'), '\*Competition:' (text input 'Any'), '\*PE:' (text input 'Any'), '\*Registration Type:' (dropdown menu 'Select Type'), and '\*Categories:' (text area with a file upload icon). A red box highlights the 'Generate Application Report & Save' button at the bottom of the form. To the right of the form, a red text box explains: 'When the user uploads all the necessary documents (depending on the Categories selected) the system automatically generates the Application Report and saves the application, by clicking on the "Generate Application Report & Save" button.'

5. Click on **'List of Transactions'** tab to see the **Transaction Registration Number generated by the SRS System for the particular application submitted by the applicant.**
6. Registration Transactions can also be withdrawn by going to the List of Transactions, and clicking on the link labelled "Withdraw" under the Actions column of the specific Registration Transaction.
7. This is where a user can see the option for the list of Transactions:



8. Approved Registrations can also be withdrawn, by going to List of Registrations and clicking the Registration number (**REGN**) and clicking on the option "Request for Withdrawal".  
***NB.** Every action related to an approved registration such as the modification of a registration (i.e. renewal, withdrawal or addition of new categories to an active registration) will be dealt with as a separate "Transaction" in the system and thus will be assigned a unique identifier (i.e. a "Transaction number").*

## Steps during assessment of an application via SRS

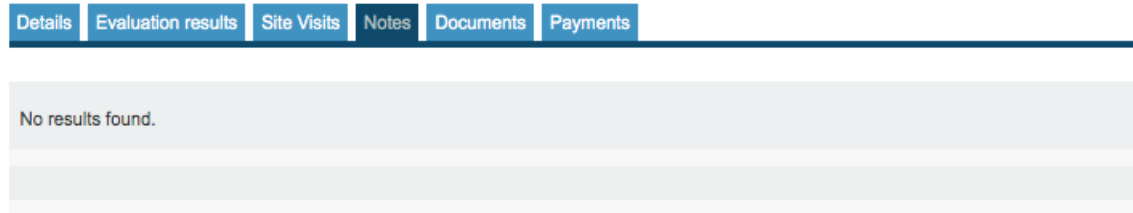
Upon receipt of the Supplier's Application by the Public Procurement Commission (PPC) via the SRS system, the Application is assessed by a **PPC Officer**.

- **ADDITIONAL INFORMATION REQUIRED BY SUPPLIER**

1. The **PPC Officer** will **notify the Supplier via email** generated from the SRS in the form of 'Notes' when additional information is required from the Supplier to complete the application review process.
2. The Supplier **where applicable** will edit the PPC Profile, upload documents and submit the amended application back to the **PPC Officer**.

- The Suppliers can find their “Notes” section, by clicking on the “List of Transactions” link, and select the respective “Notes” tab, of the Registration Transactions tabs.

### Notes



- BUSINESS VERIFICATION REQUIRED**

- Where a **Business Verification** is applicable, the Supplier is notified by the **PPC Officer** via *email* generated from the SRS of the confirmed location, time and date in the form of “Site Visits”
- The Suppliers can find their “Site Visits” section, by clicking on the “List of Transactions” link, and select the respective “Site Visits” tab, of the Registration Transactions tabs.

- SUCCESSFUL REVIEW OF APPLICATION**

- Upon completion of the review process by the **PPC User**, the Supplier must log in to their ‘PPC Profile’ and select the “Request for Confirmation” task and click on it.

### Task list

List of tasks	
Title	Task
NCCREG-WRK5-001065-NEW-000001080	<a href="#">Request for Confirmation</a>

- The Supplier should be taken to a page that displays the Evaluation Results as a part of the Registration Transaction. The page will have the name “Evaluation Results”.

## Evaluation results

Category	Grade Applied For	MSME	PPC Award
Drywall Construction	5	Not Eligible	3

Assessment Comments:

[Confirm](#) [Export as PDF](#)

3. The “[Evaluation Results](#)” page will show the categories and where applicable the related grades that the Supplier has been approved for.
  - a. For **Goods and Services**, clicking the “[Confirm](#)” button *should complete the Transaction* and a registration certificate is generated.
  - b. For **Works 1- 5**, the Supplier will be taken to the **Payment Section**, to perform the payment.
    1. When the Supplier receives a “[Request for Confirmation](#)” task (status in “Awaiting Confirmation”), the Supplier clicks on the task and they are taken to the “[Evaluation Results](#)” screen.
    2. By clicking on the “[Confirm](#)” button, the Supplier will be taken to the “Payment Details” page, where they should introduce their payment details.
    3. On the “[Payments](#)” page, the supplier should be given an option to select Manual Payment, by clicking on the “[Manual Payment](#)” button.
    4. If the supplier selects the “Manual Payment” option, they should be presented with a message with instructions to carry out the Manual Payment.
    5. After clicking on Manual Payment button, the user is redirected to the “[Manual Payment Receipt page](#)”. The user confirms the data and clicks on the send button. Once the receipt is submitted to a **PPC Payment Officer**, and they complete their actions, the Manual payment is added successfully and the registration status is set to “**Valid**”. Then the Works 1-5 Supplier’s Registration is complete.

***NB. When the payment is completed successfully, the registration will be created, and a registration certificate is generated.***

