

Steps to submit a Renewal Application via SRS

LOG INTO PPC PROFILE

1. Go to the main web page www.gojep.gov.jm
2. Select 'Login' tab and enter 'Username' and 'Password' information previously used in 'Create Administrator Account.'

- **APPLY FOR RENEWAL**

1. The "Application for renewal" option will be available for "Valid" and "Expired" registrations.
2. A Renewal application for a valid (non-expired) application shall be allowed only where there is a maximum of sixty (60) days remaining on the life of the registration.
3. The Supplier admin user will be able to renew an existing registration by selecting the "Apply for renewal" button under the details page of an existing registration.

Registration Details

UID	1060
Type	Works 5
Status	Valid
Registration Number	NCCREG-WRK5-001060
Competition	Any
PE	Any
Class	International
Categories	Carpentry - 5 Upholstering - 5
Date Submitted/Application Date	18/08/2020 08:16:00
Expiration Date	18/08/2023 08:28:02
Confirmation Date	18/08/2020 08:28:02
Last Modified Date	18/08/2020 08:28:02

[Apply for Renewal](#) [Download Registration Certificate](#) [Export to PDF](#) [Export to CSV](#) [Cancel](#)

4. Then the following screen will appear (**Error! Reference source not found.**)

Apply for Renewal

Valid Registrations Section

Where user can apply for renewal

id	Registration Type	Registration Status	Organisation
1011	Works 5	Valid	1005

Displaying the 1 match. Page 1 of 1

Expired Registrations

No results found.

Expired Registrations, if any

5. The Supplier/User must select the 'ID' field and then the next step would be the Application for Renewal.

Apply for Renewal

You are ready to save the renewal application for this registration. Close

Class: International

Competition: Any

PE: Any

Registration Type: Works 5

Categories: Welding - Grade: 5
Carpentry - Grade: 5

Apply for renewal button

Apply for Renewal

6. During the renewal and later the assessment process, the Supplier should confirm the decision, and if the registration type of the renewal is "Works", they will have to complete the associated payment. Upon confirmation and completion of the payment (if applicable), the transaction status is changed to "Confirmed".

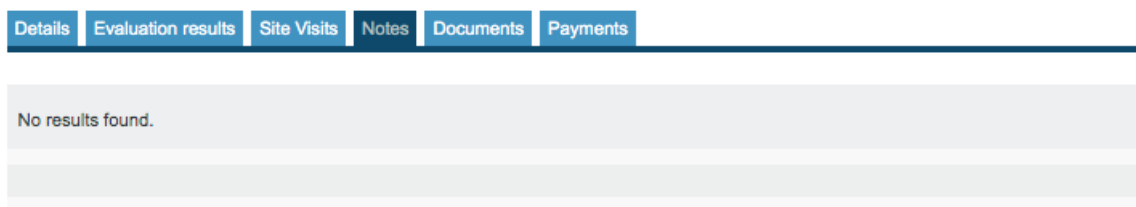
Steps to Review an application via SRS

Upon receipt of the Supplier’s Application by the Public Procurement Commission (PPC) via the SRS system, the Application is reviewed and assessed by a Technical Officer.

- **ADDITIONAL INFORMATION REQUIRED BY SUPPLIER**

1. The Technical 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 profile, upload documents and submit amended application back to the Technical Officer.
3. 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**

1. Where a **Business Verification** is applicable, the Supplier is notified by the Technical Officer via **email** generated from the SRS of the confirmed location, time and date.
2. 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**

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

Task list

Title	Task
NCCREG-WRK5-001065-NEW-000001080	Request for Confirmation

2. 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 related Grades that the Supplier has been approved for.
 - a. For **Goods and Services**, clicking the “[Confirm](#)” button should **complete the Transaction**.
 - 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 Supplier confirms the data and clicks on the send button. Once the receipt is send to the **PPC Payment Officer**, and the payment is verified by a PPC user, 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.