

(ADDITIONAL CATEGORY)

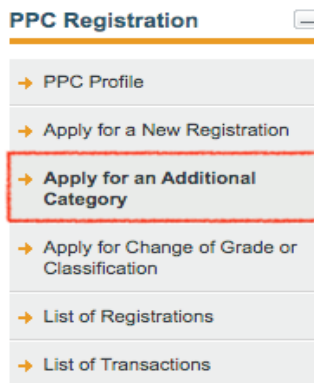
Steps to submit an ADDITIONAL CATEGORY Application via SRS

• **LOG INTO PPC PROFILE**

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

• **APPLY FOR ADDITIONAL CATEGORY**

1. The supplier admin user will have the option to apply for an additional category by selecting the "Apply for Additional Category" link under the PPC registration menu.
2. Addition of categories will be allowed for "Valid" registrations and only if there is a minimum of one hundred and eight (180) calendar days remaining on the validity of the registration.
3. This is where the user must go, in order to enter to the Application Form Page:



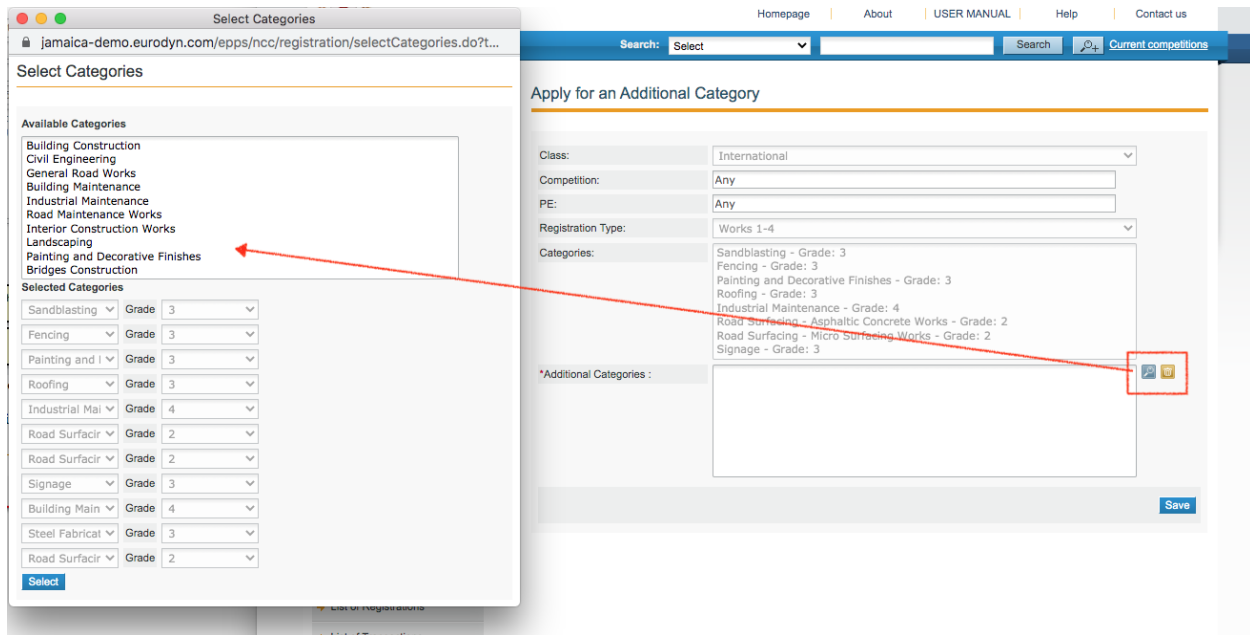
4. The Supplier/User must select the 'ID' field .

Apply for an Additional Category

Id	Registration Type	Registration Status	Organisation
<a href="#">1062</a>	Goods and Services	Valid	2426
<a href="#">1063</a>	Works 1-4	Valid	2426

Displaying all 2 matches. Page 1 of 1

5. The following screen will appear (Application for Additional Category screen).



6. Upon selection of each additional category, click 'Select', then click 'Save' after all categories have been selected .
7. A transaction labelled "Additional", containing the request details, will be added under the 'list of transactions', and passed to the PPC users for processing.
8. During the Additional Category and later the assessment process, the Supplier should confirm the decision, and if the registration type of the additional category 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 assess 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 User**.

- **ADDITIONAL INFORMATION REQUIRED BY SUPPLIER**
  1. The **PPC User** 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 **PPC User**.
  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

Details | Evaluation results | Site Visits | Notes | Documents | Payments

No results found.

- **BUSINESS VERIFICATION REQUIRED**

1. Where a **Business Verification** is applicable, the Supplier is notified by the **PPC User** 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 **PPC User**, the Supplier is notified via email of a ‘**task**’. 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>

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

Details | Evaluation results | Site Visits | Notes | Documents | Payments

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.***