

Supplier Registration System (SRS) Instructions for Suppliers of Works Grade 1-4

(CHANGE OF GRADE OR CLASSIFICATION)

Steps to submit a CHANGE OF GRADE OR CLASSIFICATION 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 CHANGE OF GRADE OR CLASSIFICATION**

1. **Only registration of type 'Works 1-4' are available for 'change of grade or classification.'**
2. Works change of Grade will be allowed for "Valid" registrations and **only** if there is a minimum of ninety (90) **calendar days** remaining on the validity of the registration.
3. The supplier admin user will have the option to apply for a change of grade or classification by selecting the "Apply for Change of Grade or Classification" link under the PPC registration menu.



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

Apply for Change of Grade or Classification

Only registrations of type Works 1-4 are available for change of grade or classification Close

Works 1-4

Id	Registration Type	Registration Status	Organisation
1063	Works 1-4	Valid	2426

Displaying the 1 match. Page 1 of 1

Goods and Services

Id	Registration Type	Registration Status	Organisation
1062	Goods and Services	Valid	2426

Displaying the 1 match. Page 1 of 1

Works 5

No results found.

- The following screen will appear (Application for Change of Grade or Classification screen).

Apply for Change of Grade or Classification

i You are ready to save works upgrade for this registration. Close

*Class:

*Competition:

*PE:

*Registration Type:

Categories and Grades			
<input type="text" value="Steel Fabrication"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input checked="" type="checkbox"/> 3
<input type="text" value="Road Surfacing - Asphaltic Concrete Works"/>	Grade	<input type="text" value="2"/>	Grade Applied For: <input type="text" value="2"/>
<input type="text" value="Roofing"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input type="text" value="3"/>
<input type="text" value="Industrial Maintenance"/>	Grade	<input type="text" value="4"/>	Grade Applied For: <input type="text" value="4"/>
<input type="text" value="Sandblasting"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input type="text" value="3"/>
<input type="text" value="Road Surfacing - Micro Surfacing Works"/>	Grade	<input type="text" value="2"/>	Grade Applied For: <input type="text" value="2"/>
<input type="text" value="Fencing"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input type="text" value="3"/>
<input type="text" value="Building Maintenance"/>	Grade	<input type="text" value="4"/>	Grade Applied For: <input type="text" value="4"/>
<input type="text" value="Road Surfacing - Double Surfacing Dressing Works"/>	Grade	<input type="text" value="2"/>	Grade Applied For: <input type="text" value="2"/>
<input type="text" value="Painting and Decorative Finishes"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input type="text" value="3"/>
<input type="text" value="Signage"/>	Grade	<input type="text" value="3"/>	Grade Applied For: <input type="text" value="3"/>

Save

- Upon selection of each category and /or grade click **'Save'** after all categories have been selected .
- A transaction labelled **"xxxxxx"**, containing the request details, will be added under the **'list of transactions'**, and passed to the PPC users for processing.
- During the **'Change of Grade or Classification'** 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**

- 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.
- The Supplier **where applicable** will edit profile, upload documents and submit amended application back to the **PPC User**.
- 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	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

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.