

CRS e-procurement platform procedure and required fields

1. **STEP 1.** Click on the Register Button (go to STEP 4 if you are already registered). on url <http://contractors.dppib-crsgov.org/>
2. **STEP 2.** Fill in the required registration fields and submit
3. **STEP 3.** Click on the confirmation link sent to your email address
4. **STEP 4.** Login to your account following the url <http://contractors.dppib-crsgov.org/>
5. **STEP 5.** To complete the registration you are required to provide the following company information
 - a) RC Number
 - b) Company Name
 - c) Tax Identification Number
 - d) Cross River State Health Insurance Scheme registration number
 - e) Contact person
 - f) Alternate contact person
 - g) Email
 - h) Telephone Number
 - i) Fax
 - j) Website
6. **STEP 6.** Fill in the required address details
 - a) Address
 - b) Country
 - c) State Location
7. **STEP 7.** Select applicable Categorization
 - a) Category
 - b) Group
 - c) Subgroup
8. **STEP 8.** Financial Information details
 - a) Year
 - b) Gross Income
 - c) Total Liabilities
 - d) Total Assets
 - e) Remarks
9. **STEP 9.** Human Resource list
 - a) Name
 - b) Qualification
 - c) Designation
 - d) Remarks
10. **STEP 10.** Jobs completed list
 - a) Category
 - b) Client Name

- c) Title of Job
- d) Client Contact
- e) Date Awarded
- f) Date Completed
- g) Total Value
- h) Email
- i) Phone Number

11. **STEP 11.** Fill company detail owners list

- a) Country
- b) Designation
- c) Gender
- d) Phone Number
- e) Name

12. **STEP 12.** Cross River State Health Insurance Scheme list

- a) Year
- b) Amount
- c) Remarks

13. **STEP 13.** Tax Payment list

- a) Year
- b) Amount
- c) Remarks

14. **STEP 14.** Upload company document list

- a) Description
- b) Document Category
- c) File