

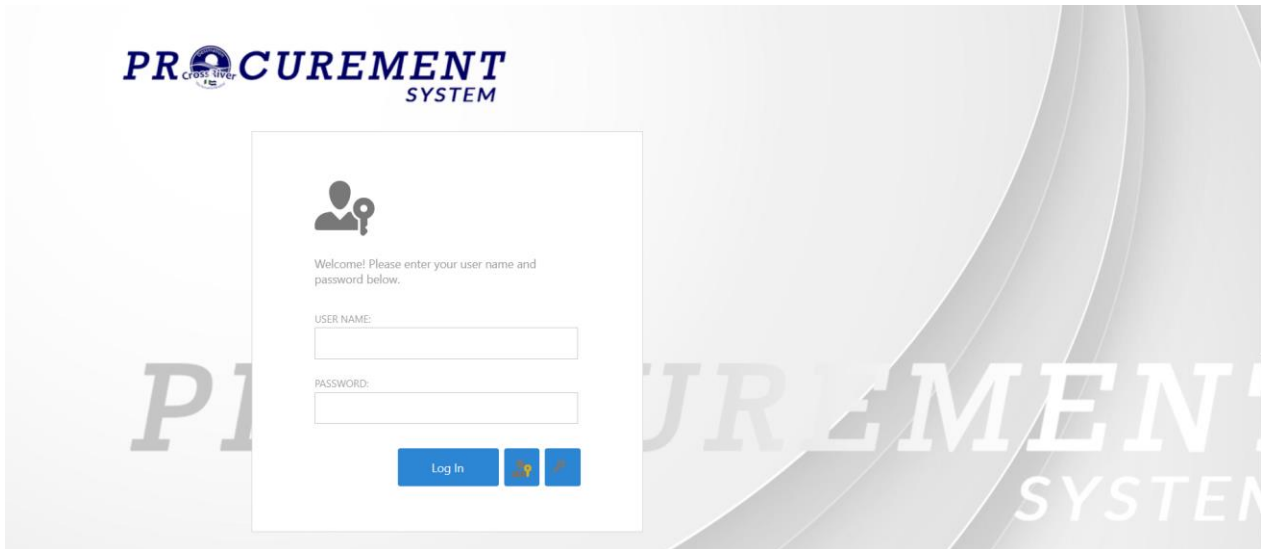
Contractor Registration User Manual

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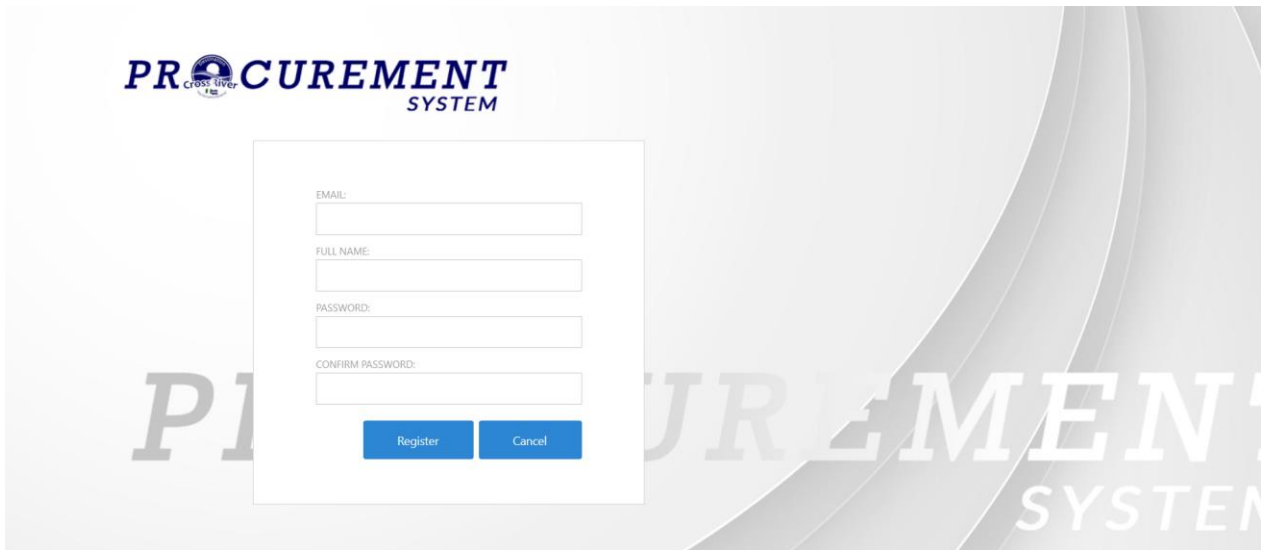
eProcurement Registration

User inputs the accurate URL in the browser and press **Enter** button. The browser loads and displays the **Login** screen as displayed below



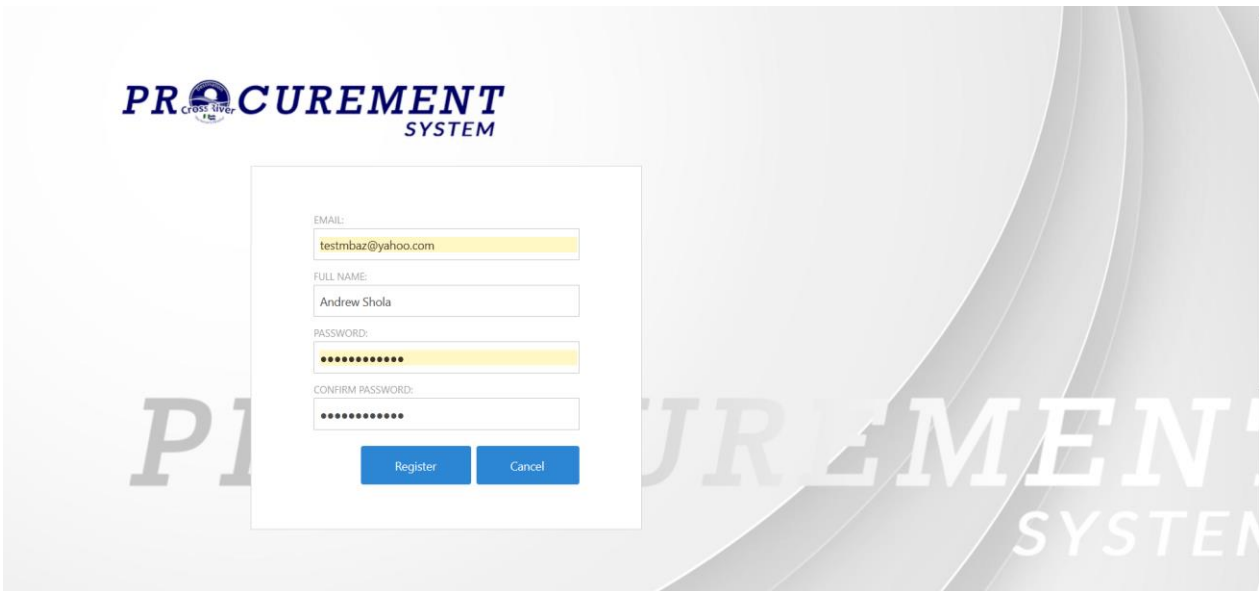
The screenshot shows the login interface for the eProcurement System. At the top left is the logo for 'PROCUREMENT SYSTEM' with a 'Crossriver' tagline. The main content area features a white box with a user icon and the text: 'Welcome! Please enter your user name and password below.' Below this are two input fields: 'USER NAME:' and 'PASSWORD:'. At the bottom of the box are three buttons: 'Log In', a key icon, and a blue button with a right-pointing arrow.

For a **New User** on the platform, click on the **Register** button to be registered on the system.



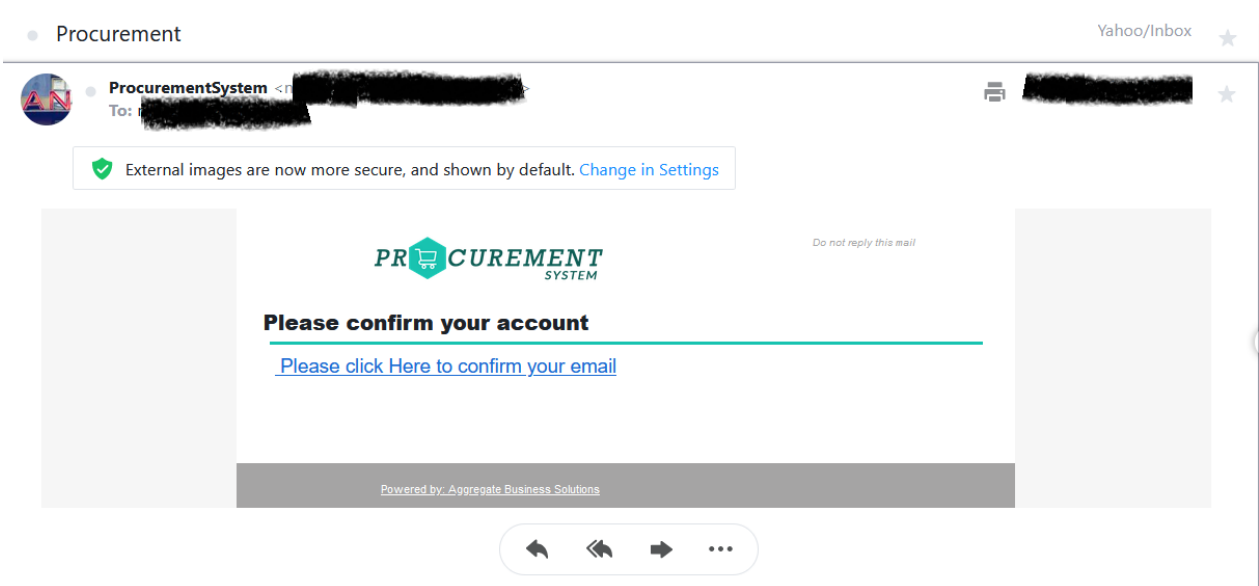
The screenshot shows the registration interface for the eProcurement System. At the top left is the logo for 'PROCUREMENT SYSTEM' with a 'Crossriver' tagline. The main content area features a white box with four input fields: 'EMAIL:', 'FULL NAME:', 'PASSWORD:', and 'CONFIRM PASSWORD:'. At the bottom of the box are two buttons: 'Register' and 'Cancel'.

Input a **valid Email, Full name, Secure Password** and **Confirm Password**.

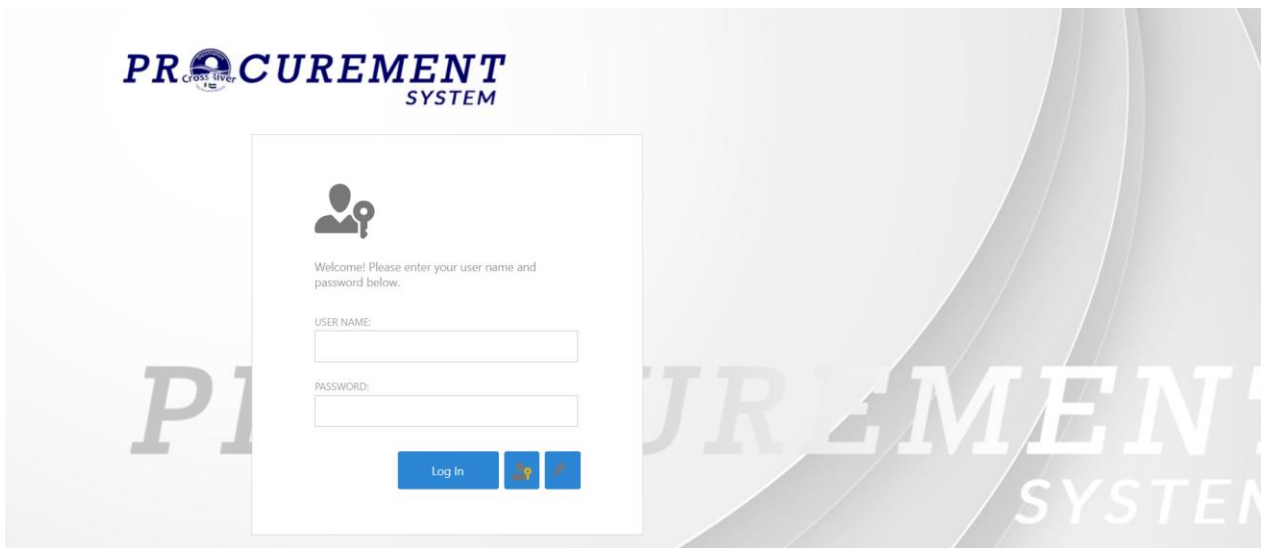


After entering accurate details, Click **Register** button.

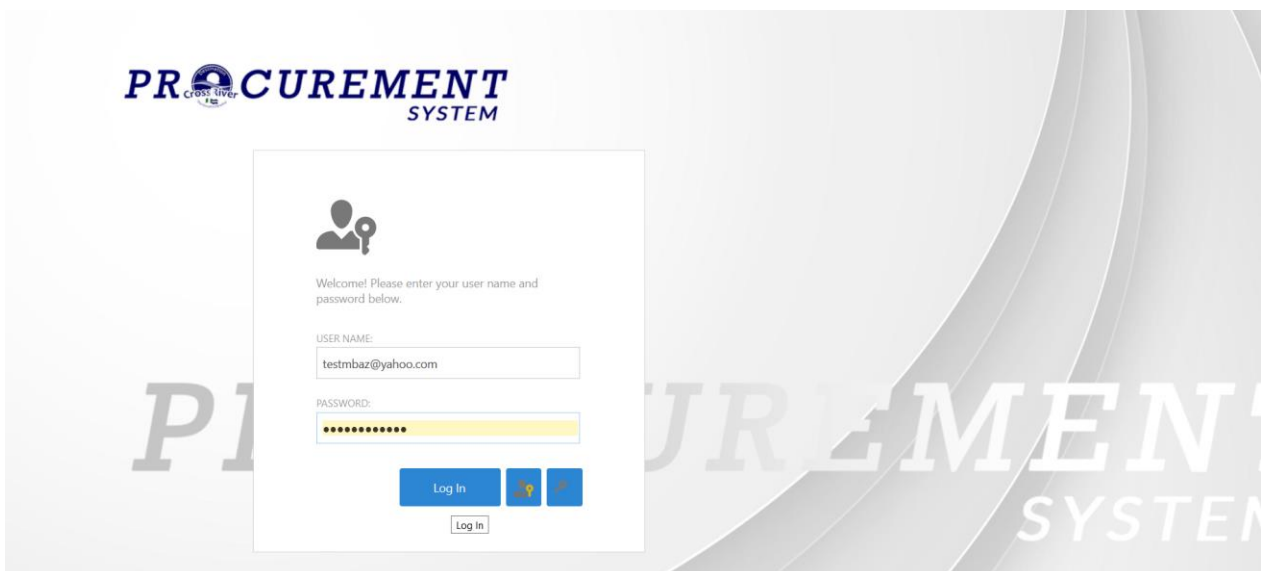
At this point, a popup message will display on the screen to indicate the user has been created on the platform and also notify the user to check his email and verify his email address.



Click on the link and it will redirect the user to a notification window displaying **Successful Email Validation** message. Click on the button to take the user to the **Login** screen.



the user should input his/her **Email** and **Password** appropriately



Then click the **Login** button

Company Registration

After a successful **Login**, the user is taken to the first screen, i.e. **company registration** screen.

Company Registration Screen: Here is where the contractor registers his company with all required information and documents for verification, validation and qualification purposes.

To register a company: -

Click on "**New**" button at the top-right corner of the screen.

A windows then slides in from the right showing the main fields for company registration as seen below;

Company

COMPANY

<p>RC NUMBER: 1 <input style="width: 90%;" type="text"/></p>	<p>TELEPHONE NO: <input style="width: 90%;" type="text"/> A</p>
<p>COMPANY NAME: 2 <input style="width: 90%;" type="text"/></p>	<p>FAX NO: <input style="width: 90%;" type="text"/> B</p>
<p>TIN: 3 <input style="width: 90%;" type="text"/></p>	<p>EMAIL: <input style="width: 90%;" type="text"/> C</p>
<p>CRS HIS REG NOS: 4 <input style="width: 90%;" type="text"/></p>	<p>WEBSITE: <input style="width: 90%;" type="text"/> D</p>
<p>CONTACT PERSON: 5 <input style="width: 90%;" type="text"/></p>	<p>REMARKS: <input style="width: 90%;" type="text"/> E</p>
<p>ALTERNATE CONTACT PERSON: 6 <input style="width: 90%;" type="text"/></p>	

<p>1. RC Number: This denotes the company registration number in the CAC database</p>	<p>A. Telephone Number: This refers to the main mobile phone number of the contractor or contracting company</p>
<p>2. Company Name: This refers to the official registered company name</p>	<p>B. Fax Number: A number assigned to a particular fax machine and used in making connections to it. a number assigned to a particular fax machine and used in making connections to it. (Optional)</p>
<p>3. TIN: Taxpayer Identification Number is an 11 digit numeric code which is mandatory for traders or dealers who participate in transactions which attract VAT</p>	<p>C. Email: This refers to the electronic mail address to which the contractor or contracting body can receive emails for notification and verification purposes.</p>
<p>4. CRS HIS REG Number: This denotes Cross River State Health Insurance Scheme registration number required by Cross River State Government</p>	<p>D. Website: This field gives room for contractors to give link to their existing online platform/presence. It could be a social media link or an actual web address. (Optional)</p>
<p>5. Contact Person: This refers to the contact/Individual where that can be reached in the case of an update or complain.</p>	<p>E. Remarks: Here the user writes brief description of the company function, goal or motto.</p>
<p>6. Alternate Contact Person: This refers to the contact/Individual where that can be reached in the case of an update or complain.</p>	

Fill in the required fields and click on "**Save**" button. This takes you back to the to the first page where list of registered company displays as follows;

Company						
<input type="checkbox"/>	COMPANY NAME ↑ ▾	RC NUMBER ▾	TIN ▾	CRS HIS REG NOS ▾	CONTACT PERSON ▾	ALTERNATE CONTACT PERSON ▾
<input type="checkbox"/>	Accenture Ventures Ltd	RC1234567	01-2984774	13243554	Adetayo James	Adetayo Segun

Navigation: < 1 >

To input more required details, click your registered company in the list generated as shown above, it opens a new window where you can scroll through various required fields for company registration process.

Scroll down to "**Address List**" and Click "**New**"
A new window slides in from the right as shown below;

Company Detail Address

COMPANY DETAIL ADDRESS

ADDRESS 1:

ADDRESS 2:

REMARKS:

COUNTRY:

STATE LOCATION:

- | |
|---|
| ADDRESS 1: Users should input their company office current address in this field. |
| ADDRESS 2: Users should input alternate company address, i.e. second company address if applicable. (OPTIONAL) |
| COUNTRY: Users should select what country the company station resides from the drop down list. |
| STATE LOCATION: Users should select the exact state the company resides from the drop down list. |
| REMARKS: This field gives room for more specification such as landmarks etc. for better understanding. |

Users should click "**OK**" after filling in the required details.
Users can input multiple addresses if need be as seen below.

ADDRESS LIST:

→ New Export to ▾

<input type="checkbox"/>	ADDRESS 1 ▾	ADDRESS 2 ▾	COUNTRY ▾	STATE LOCATION ▾	REMARKS ▾
<input type="checkbox"/>	PLOT 245, WUSE ZONE 5, WUSE DISTRICT	N/A	NGA Nigeria	ABJ FCT - Abuja	HEAD OFFICE
<input type="checkbox"/>	12, BALOGUN STREET, MARINA	N/A	NGA Nigeria	LAG Lagos	BRANCH OFFICE

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Scroll down a bit further to "**Categorization list**", click "**New**" to open windows

select the "**Category**" to which the company registered will tender i.e. either "**goods**", "**works**" or "**services**" as seen below.

Company Detail Categorization OK Cancel

CATEGORY:

Services ▾ +

N/A

Goods

Services

Works

Whichever category is being selected, only the sublet mapped to that category called "**Group**" will be displayed and available for selection likewise for the "**Sub-Group**". Fill in the remarks and click "**OK**" to save.

Company Detail Categorization OK Cancel

CATEGORY:

Services ▾ +

GROUP:

Education and Training Services ▾ +

N/A

Editorial and Design and Graphic and Fine Art Services

Education and Training Services

Engineering and Research and Technology Based Services

Financial and Insurance Services

Healthcare Services

Land and Buildings and Structures and Thoroughfares

Note: A company can register under multiple category to bid for multiple tenders as seen below;

CATEGORIZATION LIST:

New Export to ▾

<input type="checkbox"/>	CATEGORY ▾	GROUP ▾	SUB GROUP ▾	REMARKS ▾
<input type="checkbox"/>	Services	83000000 Public Utilities and Public Sector Related Services	83120000 Information services	GENERAL ICT SERVICES INCLUDING NETWORKING AND SOFTWARE ENGINEERING
<input type="checkbox"/>	Goods	47000000 Cleaning Equipment and Supplies	47100000 Water and wastewater treatment supply and disposal	CLEANING SUPPLIES
<input type="checkbox"/>	Works	72000000 Building and Facility Construction and Maintenance Services	72140000 Heavy construction services	BIRDGE EXPERTS

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Scroll down further to "**Correspondence List**", click on "**New**" and Enter your message in the remark field as seen below.

Note: "**Correspondence field**" is used by the supplying body to make inquiries, complains or request feedback from the buying party i.e. buyers (Cross Rivers State) see example below;

CORRESPONDENCE LIST:

New Export to ▾

<input type="checkbox"/>	USER NAME ↑ ▾	REMARKS ▾	CORRESPONDENCE SOURCE ▾
<input type="checkbox"/>	mbaztest@yahoo.com	Kindly confirm if the uploaded documents are correct	Company

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Scroll down to "**Financial Information Details**" and click on "**New**" to add financial information;

Company Detail Financial Information OK Cancel

COMPANY DETAIL FINANCIAL INFORMATION

YEAR: GROSS INCOME:

TOTAL ASSETS: REMARKS:

TOTAL LIABILITIES:

Input data into the required fields as seen above.
Click "**OK**" to save

Scroll down to "**Human Resource List**"
click "**New**" and fill in the required fields as seen below

Company Detail Human Resource
ADELAJA GREGORY

NAME:

QUALIFICATION:

DESIGNATION:

REMARKS:

Scroll further down to "**Jobs completed List**"
Click "**New**" to open window,
Enter Information of previously completed jobs as seen below

Company Detail Jobs Completed
Wesley Supply Services Ltd

COMPANY DETAIL JOBS COMPLETED

CATEGORY: <input type="text" value="Goods"/>	TITLE OF JOB: <input type="text" value="Supply of Cleaning Equipments"/>
CLIENT NAME: <input type="text" value="Wesley Supply Services Ltd"/>	DATE AWARDED: <input type="text" value="12-Jan-2018"/>
CLIENT CONTACT: <input type="text" value="Mr. Daniel Iboru"/>	DATE COMPLETED: <input type="text" value="12-Feb-2018"/>
EMAIL: <input type="text" value="wesley@yahoo.com"/>	TOTAL VALUE: <input type="text" value="35,000,000.00"/>
PHONE NUMBER: <input type="text" value="07012345678"/>	

Note: You can add as many previously completed jobs as possible

Scroll down to "**Owners list**" and click on "**New**" to add required fields

select owners "**country**" of origin from the drop down list as well as his "**gender**" "name", "**designation**" and "**phone number**".
Fill in all other required details as seen below

Company Detail Owner

COMPANY DETAIL OWNER

COUNTRY: +

DESIGNATION:

GENDER: +

PHONE NUMBER:

NAME:

Click "OK" to save data entered.

Scroll down to "**CRS HIS (Cross River State Health Insurance Scheme) Remittance List**"

Click "**New**" to open window

Company Detail CRM HIS Remittance

YEAR:

AMOUNT:

REMARKS:

Input data into the fields as shown above and click "OK" to save

Scroll further down to "**Tax Payment List**", Click "**New**"

Company Detail Tax Payment

YEAR:

AMOUNT:

REMARKS:

Input the required data and click "OK" to save.

Note: You can input more than one company detail tax payment as shown below, using the remarks section to denote/differentiate between the two.

TAX PAYMENT LIST:

New Export to ▾

<input type="checkbox"/>	YEAR ▾	AMOUNT ▾	REMARKS ▾	TAX PAYMENT STATUS ▾
<input type="checkbox"/>	2,018	¥450,000.00	Directors Tax	Pending
<input type="checkbox"/>	2,018	¥56,000,000.00	Company Tax	Pending

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Scroll a bit further down to bring you to the last section of the company registration process, "**Upload List**".

Click "**New**",
 Input the description details
 Select from the drop down the type of document you wish to upload, i.e. "**Registration document**"

Company Detail Document Upload OK Cancel

DESCRIPTION:

DOCUMENT CATEGORY:

FILE:
 Browse...

FILE CONTENT

FILE CONTENT:

Click on "**Browse**" button to browse, select and upload relevant document.

Note: The system only allows uploaded documents in **PDF** format, any other file format will be rejected.

After a successful upload, the user should click **OK** for the record to be saved on the system.

UPLOAD LIST:

New Export to ▾

<input type="checkbox"/>	DOCUMENT CATEGORY ▾	DESCRIPTION ▾
<input type="checkbox"/>	004 Financial Documents	Company Tax Document upload

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To view the document(s) uploaded, click on the document from the grid, the frame slider

will open in edit mode and allow user to preview uploaded document as seen below

Company Detail Document Upload

FILE CONTENT

FILE CONTENT:

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THE END
