

**Rwanda On-Line e-Procurement System**  
**UMUCYO**

## **PROCURING ENTITY REGISTRATION MANUAL**





# Revision History

Version	Date	Composer	Content
Current	2016.11.29	Willy N.	Procuring Entity Registration



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# 1. Introduction

The User Management System deals with registration, modification, and management of system users.

## 1.1 Purpose

This manual is designed for guiding Procuring Entity to seamless management of Procuring Entity users in e-Procurement system.

## 1.2 Connecting to the application

URL:<http://www.umucyo.gov.rw>

## 1.3 Users

User	Roles and Responsibilities	Remarks
Procuring Entity(Procuring Entity)	It refers to all Procuring Entity users using the e-procurement system.	
Chief Budget Manager(CBM)	It refers to the person in charge of budget management.	



## 2. Overview

### 2.1 UMUCYO Main Page

When the application is open, the view has the following interface:

**RONEPS** Rwanda On-Line E-Procurement System

① Login | Login(Test) | Help | e-Shopping Mall | RPPA |

e-Bidding e-Catalog Procuring Entity Reg Supplier Reg My Page

**Rwanda On-Line E-Procurement System**

②

- Procurement Plan
- Bid Notice
- Goods Search
- Product Search
- Law
- PKI

**Service Assistant** ③

Welcome remark  
What is RONEPS ?  
Procurement Glossary  
Supplier Registration  
Guide  
Questions & Answers  
Contact us  
Call Center

**News/Event** ④

**Jambisation**  
«Jambisation». Si le mot est inconnu du grand public, il commence à circuler dans les milieux policiers et judiciaires de Seine-Saint-Denis: « On tire dans les jambes pour muti ... »

**Tender notices** ⑤

All	Works	Goods	Consultan...	Non-Cons...
Goods	Recruitment of a consultancy firm to und ...			12/03/2016
Goods	tender name...			11/03/2016
Goods	tender name...			02/03/2016
Goods	tender name...			25/02/2016
Goods	tender name...			25/02/2016

**Announcements** ⑥

Admin Announcement	Procuring Entity Annou...	Tender Awarded	
Common/Etc	Kugerageza ikoranabuhanga		07/03/2016
Catalog	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa ...		07/03/2016
Common/Etc	Test Admin Ann1		03/03/2016
Shopping Mall	Joint Symposium Held regarding *Regulato ...		02/03/2016
Common/Etc	President Lee Won Delivers a Presentatio ...		02/03/2016

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**Figure 1** Main Page Layout of UMUCYO

1. This page is to log in, get help, select a language (French, English or Kinyarwanda) and use e-shopping mall.
2. It is connected to greeting message, site map, guide and so forth.
3. It shows the recently registered news.
4. It presents 5 recent tender notices.
5. It presents 5 recent Admin Announcement, Procuring Entity Announcement and Tender Awarded.



## 2.2 Main Page

**RONEPS** Rwanda On-Line E-Procurement System logout | Help | e-Shopping Mail | RPPA |

[e-Bidding](#) [e-Catalog](#) [e-Contract](#) [Procuring Entity Reg](#) [Supplier Reg](#) [My Page](#)

**1** Cater P100000002700

**2** [Home](#) > [e-Bidding](#) > [Procurement plan](#) > [List of procurement plan \(PE\)](#)

**3** **e-Bidding**

- Procurement plan**
  - List of procurement plan (PE)**
- Registration of SBD**
- Advertising**
  - List of advertising (PE)
- no objection**
  - List of no objection
- My tender**
  - My page(PE)
  - My Tender List(PE)
  - List of bid validity extension
  - List of notification(PE)
- complaints**
  - List of complaints, appeal (PE,IRP)
  - List of waiver for approval
- Bid support**
  - Tender Fee Payment List
  - Tender Security List

**4** **List of procurement plan**

Procurement plan No.   
Tender Title  **Search**  
Financial year  Review order

10 records

Financial year	Tender Title	Procurement plan No.	Estimated cost	Ctrl+Alt+D Status	Planned Publication date	Type
No Data						

1 0 Results (page 1/1)

[New](#) [Publish](#) [Annual procurement plan](#) [Excel Upload](#)

**Figure 2 Main Layout**

1. This section shows the current system user.
2. This section shows the page navigation.
3. This section shows the menu available.
4. This section shows the contents.

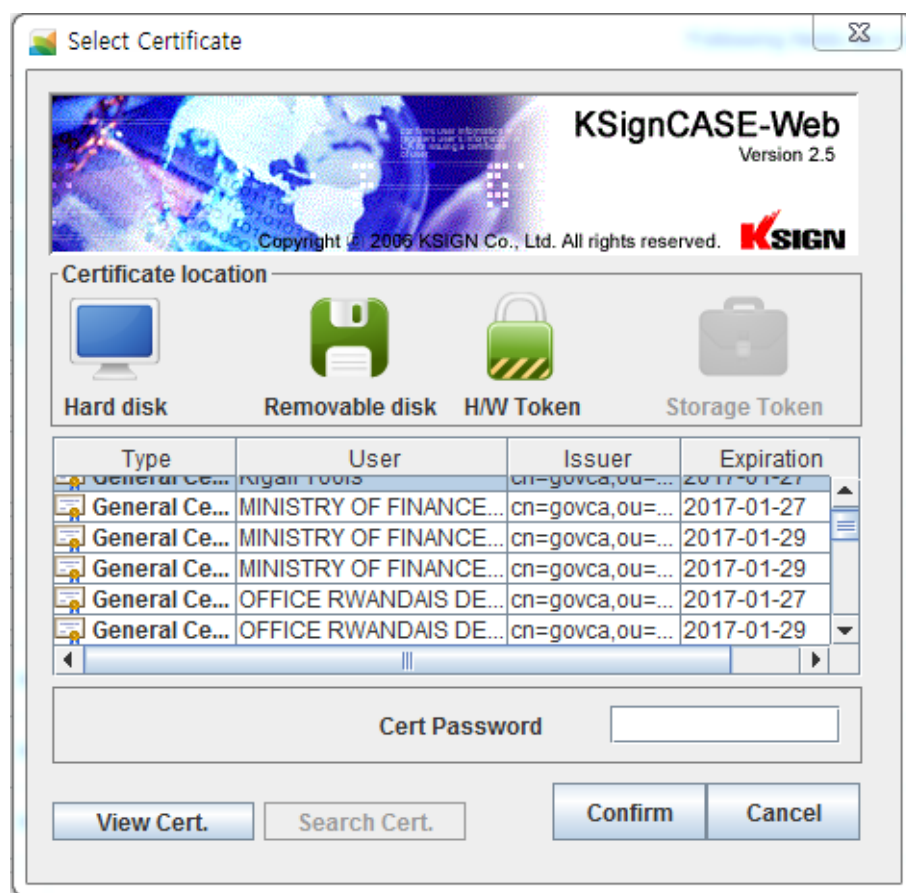


## 2.3 General Information

General Information		*Mandatory item
* Procurement plan No.	automatically created when these info. are saved	
* Review order	::: Select ▼	
* Financial year	::: Select ▼	
* Procuring Entity	1200000000 MINISTRY OF FINANCE AND ECONOMIC PLANNING	
* Tender Title		
* Tender Type	::: Select ▼	

**Figure 3 Mandatory Input**

The asterisk (\*) indicates a mandatory input.



**Figure 4 Selection of Certificate**

On the pop-up to select a certificate, select the relevant certificate and input the password.

### [Constraints]

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.



### 3. Overall Process

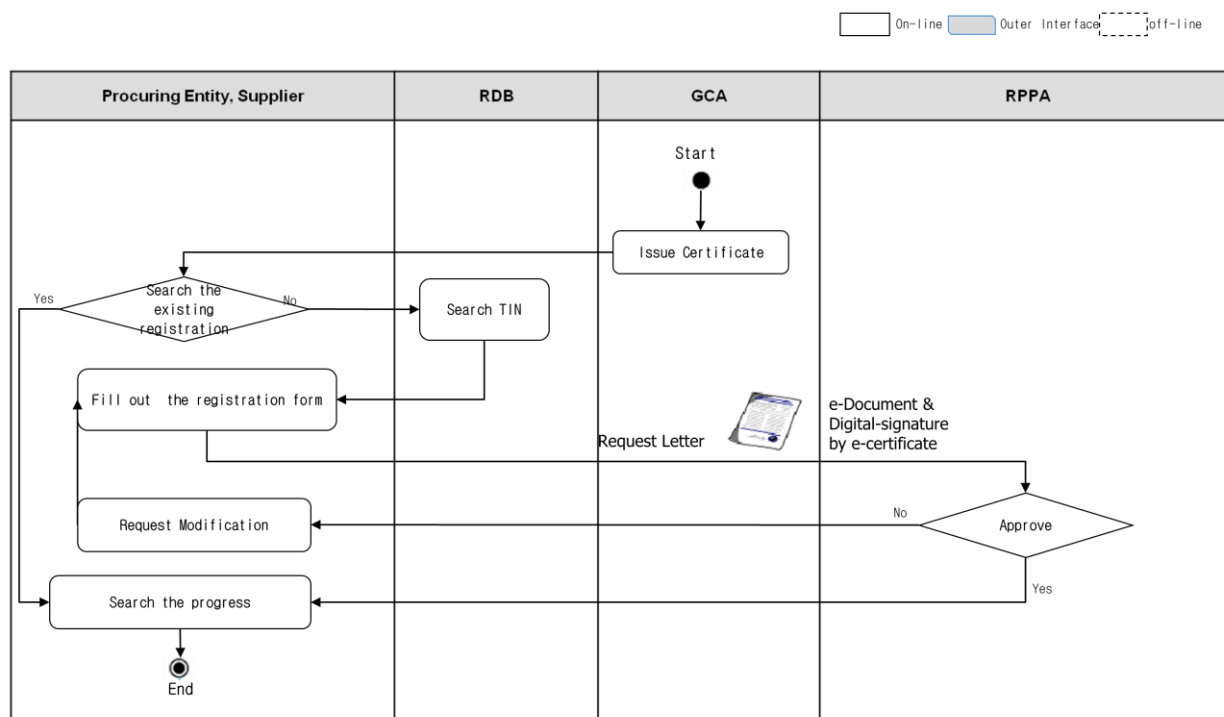


Figure 5 Overall process of request registration

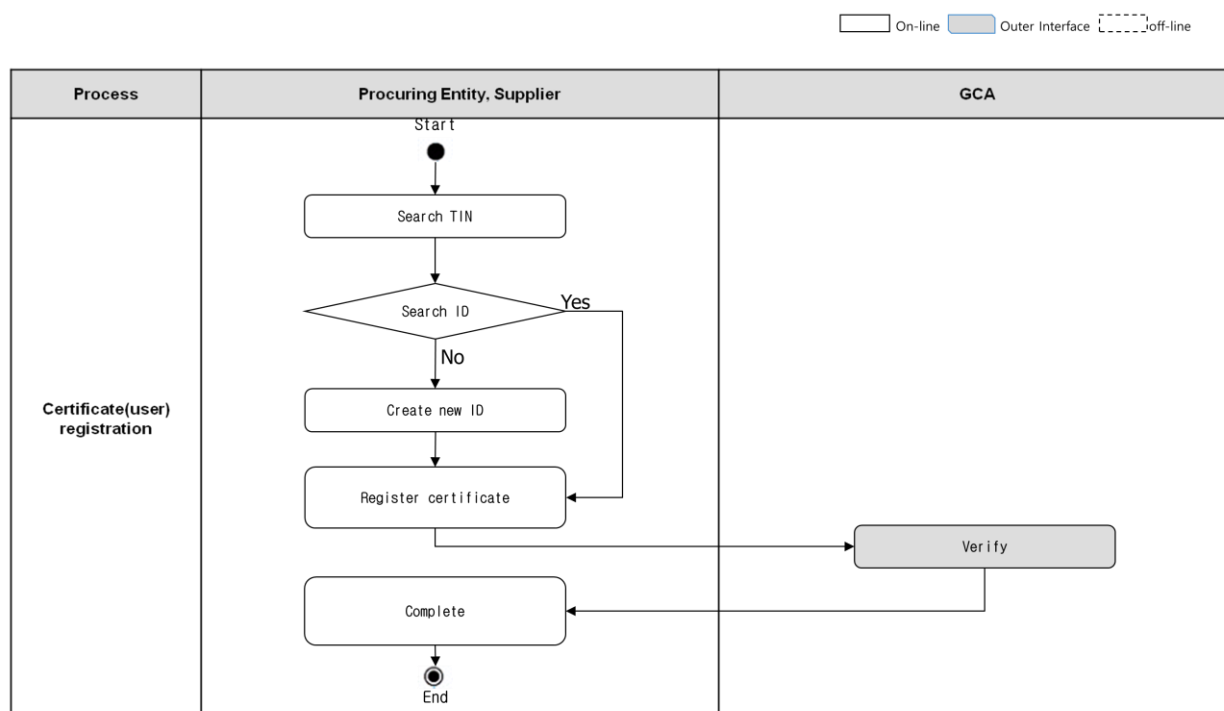


Figure 2 Overall process of Certificate(user) registration





### 3.1 Procuring Entity Registration

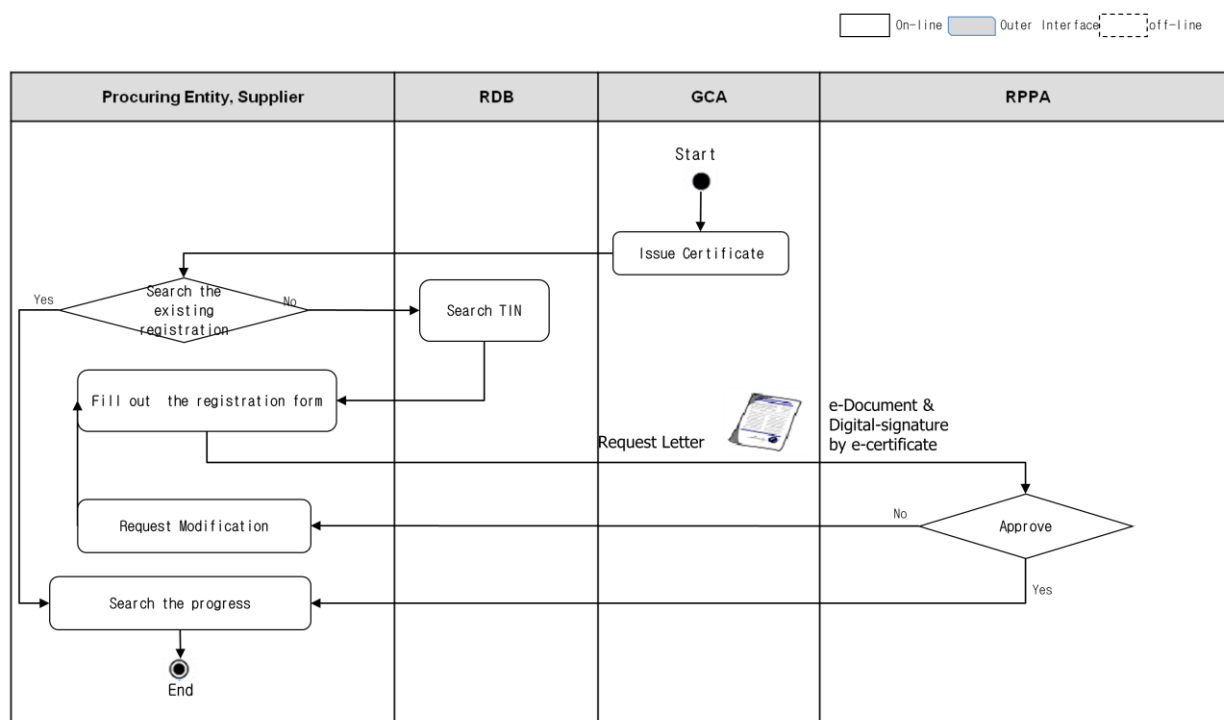


Figure 3 Process of procurement plan

#### [Constraints]

It is required to obtain the certificate of Procuring Entity before registering the Procuring Entity

**● Procuring Entity Registration > Procuring Entity Registration > Apply P.E Registration**

**Procuring Entity Registration**

**Certification Program Install Files**

Java	①	Java Download	EXE	EXE Download
------	---	---------------	-----	--------------

**Procuring Entity Information** \*Following fields are mandatory

* Procuring Entity	<input type="text" value="Search"/>		
* TIN	<input type="text"/>		
* Procuring Entity Name	<input type="text"/>		
* Procuring Entity Code	<input type="text"/>		
* Abbreviation Name	<input type="text"/>		
* Type	<input type="text" value="All"/> ▼		
P.O. BOX	<input type="text"/>		
* Address	<input type="text"/>		
* Telephone 1	<input type="text"/>	ex) 077 234 235	
Telephone 2	<input type="text"/>	ex) 077 234 235	
Telephone 3	<input type="text"/>	ex) 077 234 235	
Fax	<input type="text"/>		
* e-mail	<input type="text"/>	ex) tester@gmail.com	
Web Site	<input type="text"/>	ex) http://www.test.org	

**Representative Information**

* Representative Name	<input type="text"/>	* Position	<input type="text"/>
* Telephone	<input type="text"/>	Mobile phone	<input type="text"/>

**Terms and Conditions**

State General Terms and Conditions e-procurement system  
10. 14. 2013. enacted Public Procurement Notice No. 2013-37 Issue  
12. 24. 2013. The amended Public Procurement Notice No. 2013-45

Chapter 1: General Provisions

Article 1 (Purpose) These Terms and Conditions "law on the use and promotion of e-procurement" operations by establishing in accordance with Article 12, paragraph 1, and the management of the national comprehensive e-procurement systems. The operator of jodalcheongiang the other demands agency or demand Authority the party vendors and procurement fondness for the purpose of carrying out the required procurement.

Terms File	State General Terms and Conditions.docx (23 KB)
------------	---

☐ Agree ☐ Disagree

**Figure 8 Procuring Entity Registration**



### Request for Procuring Entity Registration

Click "Search" to select the Procuring Entity to register in the list.

After selecting the Procuring Entity, select the related certificate.

Input the information of Procuring Entity and click "Save Request" to complete the registration request.

Click "Clear" to initialize the input field.

### **[Constraints]**

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.



**Search Procuring Entity**

TIN

Procuring Entity Name

Search

No.	TIN	Procuring Entity Name	Procuring Entity Code	Select
18	101774925	CONSEIL NATIONAL DES FEMMES	0403000000	Waiting for approval
17	101753309	DISTRICT DE NGORORERO	5800000000	<button>Select</button>
16	787878787	ETS Bazatsinda	2222222222	<button>Select</button>
15	101828601	HIGHER EDUCATION COUNCIL "HEC"	1402000000	<button>Select</button>
14	101790784	INSTITUT DES MUSEES NATIONAUX DU RWANDA	1502000000	<button>Select</button>
13	100600391	INSTITUTE OF SCIENTIFIC AND TECHNOLOGICAL RESEARCH (IRST)	1602000000	Waiting for approval
12	100600407	IRST	1403000000	Waiting for approval
11	101823693	KAYONZA DISTRICT	4300000000	<button>Select</button>
10	101853419	MINAFFET	0800000000	<button>Select</button>
9	101820629	MINISTERE DU GENRE ET DE LA PROMOTION DE LA FAMILLE	2600000000	<button>Select</button>

12

18 Results (page 1/2)

**Figure 9**Search Procuring Entity

Click "Search" to get the Procuring Entity list.

Click "Search" and select the Procuring Entity to register.



Procuring Entity Details			
Procuring Entity Information			
TIN	100600375		
Procuring Entity Name	GENERAL SECRETARIAT NSS		
Procuring Entity Code	1001000000		
Abbreviation Name	GSN		
Type	Central		
P.O. BOX	pobox 123		
Address	OFFICE RWANDAIS DE LA NORMALISATION		
Telephone 1	070 222 375		
Telephone 2			
Telephone 3			
Fax			
e-mail	gsn@gsn.org		
Web Site			
Representative Information			
Representative Name	Rwatubyaye	Position	ch
Telephone	070 222 374	Mobile phone	077 884 332

**Figure 10** Procuring Entity Details

The Procuring Entity information



● Procuring Entity Registration > Procuring Entity Registration > Application Status

### Application Status

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#### Certification Program Install Files

Java	<a href="#">Java Download</a>	EXE	<a href="#">EXE Download</a>
------	-------------------------------	-----	------------------------------

#### Procuring Entity Information

Procuring Entity TIN	<input type="text"/>
----------------------	----------------------

Search

**Figure11Application Status**

Application Status for Procuring Entity Registration

Input the Procuring Entity TIN and click "Search".

Select the related certificate.

**[Constraints]**

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.



**Registration progress status**

**Procuring Entity Information**

Procuring Entity TIN	100600375
Procuring Entity Code	1001000000
Procuring Entity Name	GENERAL SECRETARIAT NSS
Type	Central
P.O. BOX	pobox 123
Address	OFFICE RWANDAIS DE LA NORMALISATION
Progress status	Approve
Comment	<div>Integrated Test</div>

**Figure 12**Registration progress status

Progress Status of Procuring Entity Registration



● Procuring Entity Registration > CertificateManagement> Registration P.E Certificate

### Certificate List of Procuring Entity

---

#### Certification Program Install Files

Java	<a href="#">Java Download</a>	EXE	<a href="#">EXE Download</a>
------	-------------------------------	-----	------------------------------

#### Search Procuring Entities

Procuring Entity TIN

Search

**Figure 13**Certificate List of Procuring Entity

Certificate Registration

Input the Procuring Entity TIN and click "Search".

Select the related certificate.

**[Constraints]**

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.





**Certificate List of Procuring Entity**

**Certification Program Install Files**

Java	<a href="#">Java Download</a>	EXE	<a href="#">EXE Download</a>
------	-------------------------------	-----	------------------------------

**Procuring Entity Information**

TIN	100600375
Procuring Entity Name	GENERAL SECRETARIAT NSS

**User List**

User ID	Name of the Person in Charge	Department	Add Certificate
P100600375312	Habyarimana	marketing	<a href="#">Add Certificate</a>

[New Registration of Certification](#)

**Figure 14**Certificate List of Procuring Entity

#### Certificate Registration

Click "Add Certificate" to register additional certificate.

Click "New Registration of Certificate" to move to the page of certificate registration.

#### [Constraints]

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.



### New Registration of Certificate

#### Certification Program Install Files

Java	<a href="#">Java Download</a>	EXE	<a href="#">EXE Download</a>
------	-------------------------------	-----	------------------------------

#### Procuring Entity Information

\*Following fields are mandatory

TIN	100600375
Procuring Entity Name	GENERAL SECRETARIAT NSS

#### User Information

* Type of User	<input checked="" type="radio"/> Procuring Entity <input type="radio"/> Independent Review Panel		
* Name	<input type="text"/>		
* National IDentity	<input type="text"/>	<a href="#">Search</a>	
* Address	<input type="text"/>		
P.O. BOX	<input type="text"/>		
* Department	<input type="text"/>		
* Position	<input type="text"/>		
* Mobile phone	<input type="text"/>	Fax	<input type="text"/>
* Telephone	<input type="text"/>		
* e-mail	<input type="text"/>		

[Clear](#) [Go to the list](#) [Save](#)

**Figure 15**New Registration of Certificate

First page to register the certificate

Click "Search" to check the user ID.

Input the user information and click "Save".

Select the related certificate.

Click "Clear" to initialize the input field.

Click "Go to the list"to move on to the list.

### [Constraints]

It is required to install Java and S3ISTFramework for use of certificate.

When necessary, it needs to download the installation program.



## 3.2 Procuring Entity Information

● My Page > Procuring Entity Information > Procuring Entity Information

**View Procuring Entity Information**

**Procuring Entity Information**

TIN	100600456
Procuring Entity Code	1200000000
Procuring Entity Name	MINISTRY OF FINANCE AND ECONOMIC PLANNING
Abbreviation Name	MINECOFIN
Type	Central
P.O. BOX	KIGALI 940
Address	342 Kigali Rwanda
Telephone 1	123 345 66
Telephone 2	3433 342 234
Telephone 3	123
Fax	
e-mail	afkjsd@minecofin.com
Web Site	www.roneps.rw

**Representative Information**

Representative Name	John	Position	Director
Telephone	078 545 262	Mobile phone	078 545 262

Modify

**Figure16View Procuring Entity Information**

The Procuring Entity information of login user



## ● My Page &gt; Procuring Entity Information &gt; Procuring Entity Information

**View Procuring Entity Information**

**Procuring Entity Information**

TIN	100600456
Procuring Entity Code	1200000000
Procuring Entity Name	MINISTRY OF FINANCE AND ECONOMIC PLANNING
Abbreviation Name	MINECOFIN
Type	Central
P.O. BOX	KIGALI 940
Address	342 Kigali Rwanda
Telephone 1	123 345 66
Telephone 2	3433 342 234
Telephone 3	123
Fax	
e-mail	afkjsd@minecofin.com
Web Site	www.roneps.rw

**Representative Information**

Representative Name	John	Position	Director
Telephone	078 545 262	Mobile phone	078 545 262

Modify

**Figure 17**View Procuring Entity Information

Click "Modify" in the page to move to the modify page.



### Modification of Procuring Entity Information

#### Procuring Entity Information

\*Following fields are mandatory

* TIN	100000002		
* Procuring Entity Code	1000000002		
* Procuring Entity Name	TEST 333 Registration of Procuring Entity TEST		
* Abbreviation Name	TESTKKIMB		
* Type	District <input type="button" value="v"/>		
P.O. BOX	A32423		
* Address	Address Rwanda Detail Address		
* Telephone 1	077 132 100	ex) 077 234 235	
Telephone 2		ex) 077 234 235	
Telephone 3	077 355 121	ex) 077 234 235	
Fax	077 454 3453		
* e-mail	testset@sfwef.com	ex) tester@gmail.com	
Web Site	http://abadf.com	ex) http://www.test.org	

#### Representative Information

* Representative Name	Oliver	* Position	3rwerrr
* Telephone	054 544 234	Mobile phone	054 544 234

**Figure 18**Modification of Procuring Entity Information

Click "Save" to save the Procuring Entity information.

Click "Cancel"to move to the detail page.