

GUIDE FOR SUPPLIER REGISTRATION ON UMUCYO

I. BACKGROUND

The Government of Rwanda decided to establish an electronic public procurement system (e-Procurement System). All public procurement transactions are set to be conducted electronically. These include: (i) registration of government suppliers, (ii) preparation and publication of procurement plans, (iii) Submission and opening of bids (iv) Selections and notification of winners, (v) negotiation and signing of contracts, (vi) submission of goods delivery notes and transmission of goods inspection and acceptance report, to mention a few. In addition, there will be an electronic catalogue (database of goods and services) and electronic shopping mall that will be new components in public procurement system.

The system has kicked off its pilot phase in July 2016, with 9 pilot entities namely; MINECOFIN, MININFRA, MINISANTE, Gasabo District, Kicukiro District, RDB, RTDA, RBC.

All users, procuring entities staff, suppliers, auditors, RPPA and others are required to be registered on Umucyo system before they can use it. This guide serves as a simplified tool to guide suppliers in the registration process.

II. STEPS OF REGISTRATION

The registration on Umucyo system is divided in two steps:

- a) Registration of corporate Organization/Company/Individual Consultants
- b) Registration of users

NOTE 1:

Umucyo system identifies users by their Digital certificates (Digital Identity), this certificate is issued by Rwanda Development Board, in its PKI Division. Check the requirement on <http://govca.rw/eng/customer/notification.php>, download appropriate form on <http://govca.rw/eng/service/application.php>.

Local companies should physically visit the PKI office at Telecom House, Boulevard de l'Umuganda, KG 498 St Kacyiru Kigali, 1st Floor, Kacyiru.

Foreign companies should send their applications to pki@rdb.rw.

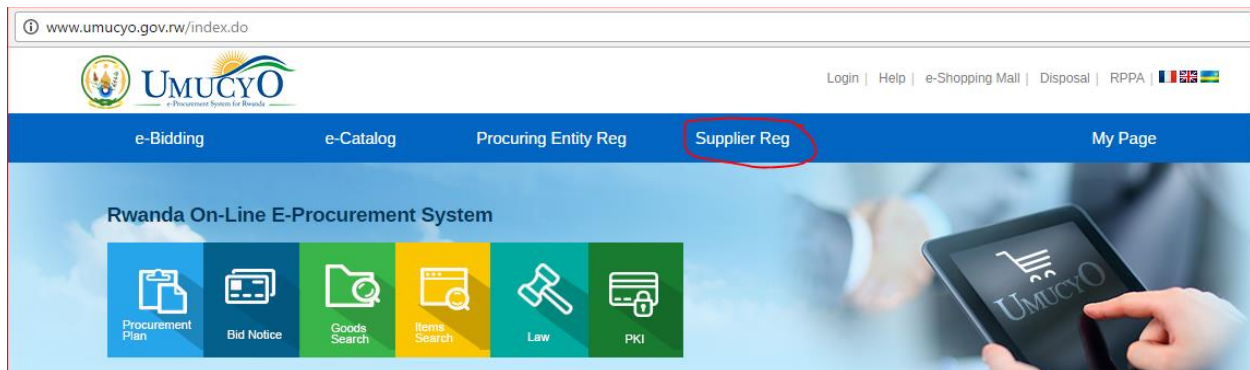
Guide for Certificate issuing can be accessed from:

<http://govca.rw/eng/Certificate%20issuing%20guideline1.pdf>

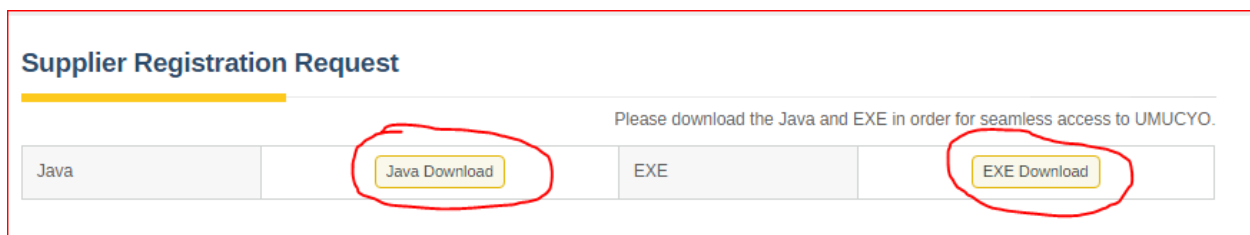
Once you have obtained the digital certificate, you can register into Umucyo System.

1. COMPANY REGISTRATION

First visit www.umucyo.gov.rw and select “Supplier Reg.”



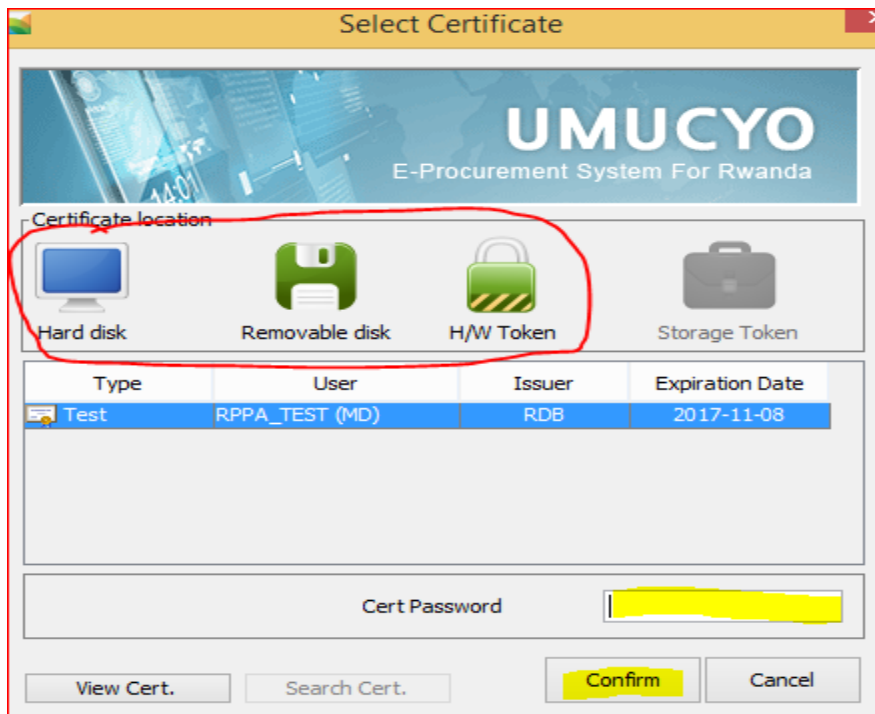
Download Java and EXE from Umucyo system and installed them on your computer. Java should be downloaded and installed first and then EXE.



Fill your TIN Number in the appropriate field and click “Search”

Supplier General Informations	
* TIN	103150459 Search
RSSB No	<input type="text"/>
* Supplier Name	<input type="text"/>

Select the location where your Digital Certificate is stored(your machine, USB or any other device), select, put your password and confirm:



Select Certificate

UMUCYO
E-Procurement System For Rwanda

Certificate location

Hard disk Removable disk **H/W Token** Storage Token

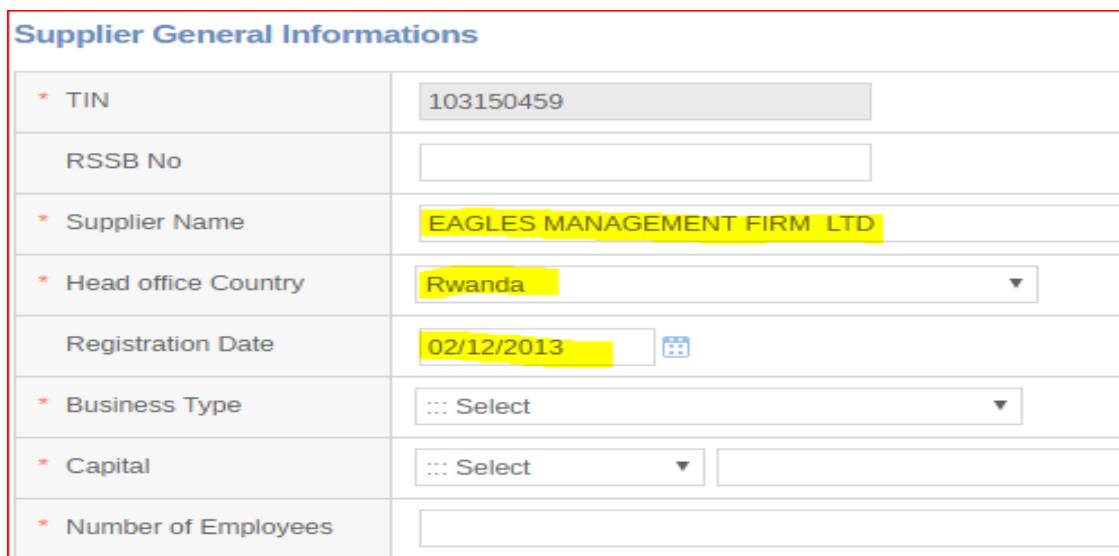
Type	User	Issuer	Expiration Date
Test	RPPA_TEST (MD)	RDB	2017-11-08

Cert Password: [Yellowed out]

View Cert. Search Cert. **Confirm** Cancel

Results:

Through the external linkage with RDB, registration data related to the TIN Number will come automatically.



Supplier General Informations

* TIN	103150459
RSSB No	
* Supplier Name	EAGLES MANAGEMENT FIRM LTD
* Head office Country	Rwanda
Registration Date	02/12/2013
* Business Type	Select
* Capital	Select
* Number of Employees	

Business activities will also come automatically:

Business Activity	
No.	Select Business Activity
1	<div>ETC ▼</div> <div>Activities of holding companies ▼</div>
2	<div>ETC ▼</div> <div>Other monetary intermediation ▼</div>
3	<div>ETC ▼</div> <div>Other human resources provision ▼</div>
4	<div>ETC ▼</div> <div>Temporary employment agency activities ▼</div>

Fill the rest of information with a careful attention to mandatory fields marked with *

NOTE:

For foreign bidders and local individual consultants, as their TIN Numbers are not registered in RDB there will not be automatic data filled in. they will fill manually all data fields.

Agree to the terms and conditions by selecting “Agree” and click “save” and confirm.

Terms and Conditions

By registering on www.umucyo.rw, you agree to be bound by all commercial and electronic laws and regulations in force in Rwanda, especially the following:
 Law N° 12/2007 of 29/03/2007 on Public Procurement
 Ministerial Order n°001/08/10/MIN of 16/01/2008 establishing regulations on Public Procurement and standard bidding documents
 Law N°05/2013 of 13/02/2013 modifying and completing the Law n°12/2007 of 27/03/2007 on Public Procurement
 Ministerial Order N° 001/14/10/TC of 19/02/2014 establishing regulations on Public Procurement, standard bidding documents and standard contracts
 Law N° 18/2010 of 12/05/2010 relating to electronic messages, electronic signatures and electronic transactions

Terms File

☒ Agree ☐ Disagree

Clear Save

At this stage, your application will be submitted to the “Supplier Approval Administrator” in Rwanda Public Procurement Authority. After Approval/Rejection, you will receive notification on your registered email.

You can also check your application status

Click on “Supplier Reg.” and see “Application status”

Welcome to visit

Supplier Reg

Supplier Reg

Apply Supplier Reg

Application Status

Cert. Mngt

Supplier Certificate Registration

Supplier Registration Request

Java

Supplier General Informations

* TIN

RSSB No

* Supplier Name

Fill your TIN Number and click “Search”,

Search Suppliers

TIN

103150459

Search

After you confirm with your password, view “Progress status” and “comment”

Application Status	
Supplier Information	
TIN	103150459
Supplier Name	EAGLES MANAGEMENT FIRM LTD
Business Type	Company Limited by Shares
Address	Remera :
P.O. BOX	
Progress status	Request
Comment	

If your application is rejected, you correct or fulfill the required changes and apply again.

If your application is approved, you will move to the second step: **Certificate registration.**

2. SUPPLIER CERTIFICATE REGISTRATION

Click on “**Supplier Reg.**” and see and click “**Supplier Certificate Registration**”. Fill your TIN Number and click “**Search**”

Supplier Reg	Java	Java Download	EXE	EXE Download
Apply Supplier Reg				
Application Status				
Cert. Mngt				
Supplier Certificate Registration				

General Information of Certificate	
Supplier TIN	103150459
<input type="button" value="Search"/>	

After you confirm with your password, click on “**New Registration of Certification**”

User List			
User ID	Name of the Person in Charge	Department	Add Certificate
No Data			

Fill the table with User Information. This information is the one contained on the digital certificate of the user. Pay a special attention to mandatory fields marked with *

User Information

* Name	NIYONTEZE WILLY		
* National IDentity	1198080021636168		
* Address	Kigali		
P.O. BOX			
* Department	Administration		
* Position	Procurement Partner		
* Mobile phone	0788385003	Fax	
* Telephone	0788584540		
* e-mail	willyniyo@gmail.com		

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

Click Save, then confirm with you password and your certificate is successfully registered!

User List



User ID	Name of the Person in Charge	Department	Add Certificate
S103150459696	NIYONTEZE WILLY	Administration	Add Certificate

NOW YOU ARE A MEMBER OF UMUCYO!

You can log in as member

Click “Log in”

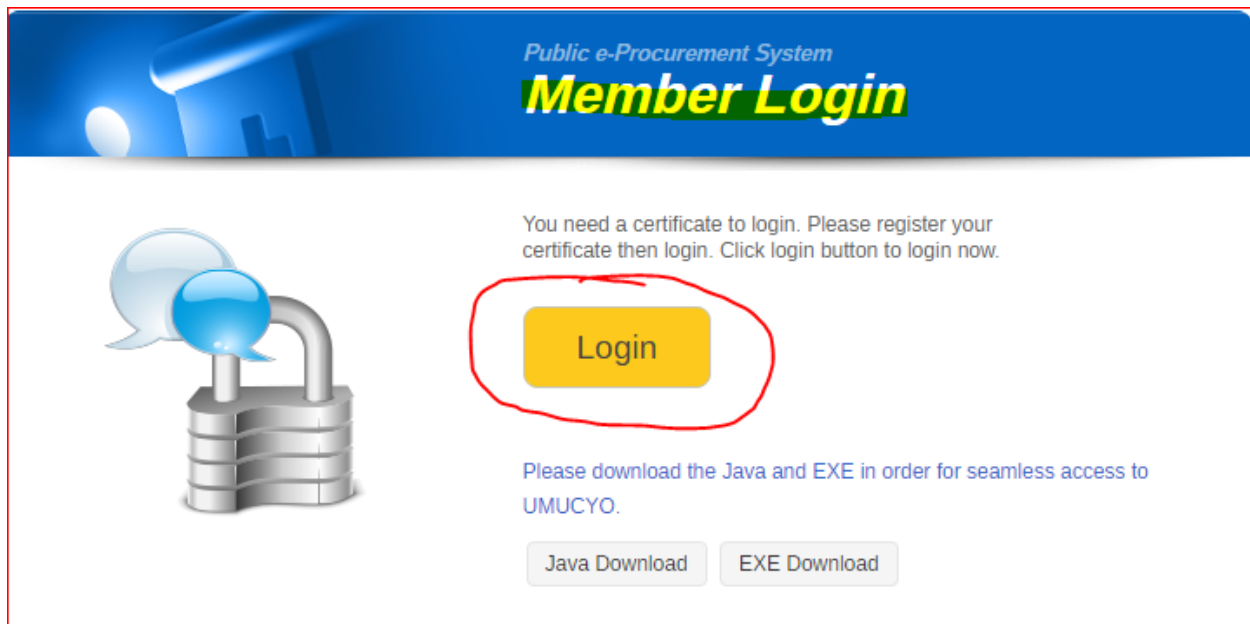
www.umucyo.gov.rw/index.do

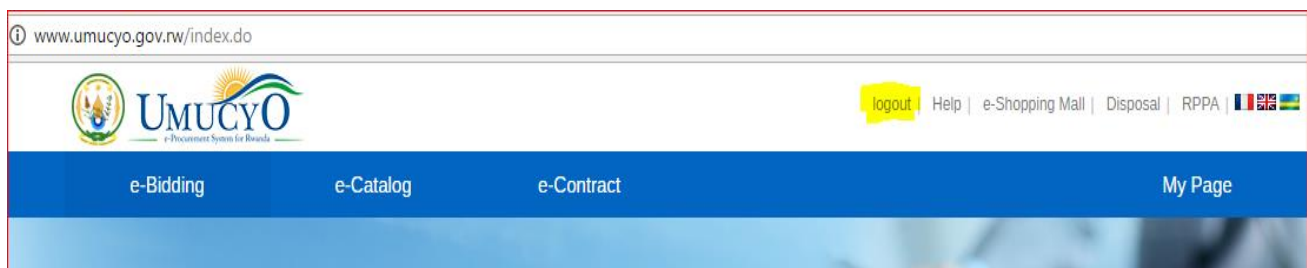
[Login](#) [Help](#) | e

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

Login as “Member” by clicking the appropriate Login and confirm with password



You are now logged in and enjoy all your rights as Member



What next?

Now you are a member, for further skills refer to other guides published on umucyo system, main page, under “Admin Announcement “.

Announcements		
Admin Announcement	Procuring Entity Announc...	Tender Awarded
Online Bidding	LIST OF TRAINED INTERNET CAFÉS	19/09/2016
Online Bidding	Bid Submission_User Guide	16/09/2016
Online Bidding	GUIDE FOR PAYMENT OF BIDDING DOCUMENTS	09/08/2016
No data		
No data		

Contacts

For any other assistance please contact us at:

The Rwanda Public Procurement Authority

Plot No.2, KN 3 AV

12th FLOOR, GRAND PENSION PLAZA

P. O .Box: 4276 KIGALI/RWANDA

E-mail: e-procurement@minecofin.gov.rw

www.umucyo.gov.rw

Toll free: 3131 (+250788381536 for international calls)