



E-PSR User Manual – Training Module 1 (Supplier):

Supplier Registration and Profile Creation



(www.suppliers.gov.bs)

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GLOSSARY OF TERMS

Access Code: Identification number given by a Procuring Entity to a supplier not yet registered in the Supplier Registry in order to participate to a specific tender process.

Activity Centre: The heart of a Supplier Account that provides access to all supplier functions within the electronic procurement system, such as supplier profile, account management and tender related activities (response to invitations and tenders).

Business Name: The company name or individual name for a sole proprietor or consultant.

Business NIB Number: The distinctive and personal National Insurance Number for Bahamian individuals and for foreign individuals, any identification number.

Email/Username: The distinctive and personal email address that will be used as the Supplier Username to access their account once the registration process is validated.

E-PSR Portal: The electronic Procurement and Supplier Registry web-based system is the Government of The Bahamas' procurement system for online procurement activities.

ISIC Codes: The international reference numbers of business activities under the International Standard Industrial Classification of All Economic Activities (ISIC), which is officially used by The Bahamas for economic analysis. An ISIC Code can be a two-digit to four-digit number, depending on the level of specificity of the activity description. Suppliers' business activities need to be identified in each supplier details using the ISIC classification.

Password: The Supplier distinctive and personal password should be longer than or equal to 8 characters and must contain at least 1 lowercase letter, 1 uppercase letter and 1 number to be valid.

Profile Manager: Function in your Supplier Account that allows you to view, edit and publish your Supplier Profile. Buyers can search for profiles and invite suppliers to participate in tender exercises.

Response Manager: Function in the Supplier Account that allows you to view, manage and track your responses to tenders electronically. You can respond using an access code or an invitation to tender.

Supplier: A generic term that includes any entity that supplies goods, works or services to government, whether an individual, sole proprietor, private company, foreign company, association, NGO, consortium, etc.

Supplier Account: The personal working space of a Registered Supplier on the e-PSR created by the system once the registration process has been successfully completed.

Supplier Administrator: The highest level of registration and access to the supplier account, who has the ability to manage all aspects of the account, give access to other supplier users and manage these other users.

Supplier Profile: The complete identification, personal, business, financial and legal details of a Registered Supplier on the electronic Procurement and Supplier Registry portal (e-PSR).

PURPOSE OF TRAINING MODULE

The purpose of this module is to serve as a reference guide on how to register as a supplier on the government central Supplier Registry in order for potential suppliers of the private sector to participate in electronic procurement processes and be included in e-sourcing by Procuring Entities (Buyers).

Registering as a Supplier is a free self-registration process done online by any supplier interested in doing business with the government for public contracts. The Supplier Registry introduces one process to register supplier information for all potential Procuring Entities, in a simplified way. On the Supplier portal, registered suppliers can manage their business details from one secure location 24/7.

When suppliers successfully register on the portal, this does not guarantee that they will be invited to quote for any particular requirement or will be awarded any business. However, it does mean that suppliers' information is visible to government Buyers so that they can be considered for business opportunities.

To become a registered Supplier to the e-PSR, you need to visit the site www.suppliers.gov.bs and follow the instructions included in this training module and/or the related online videos available on the e-PSR portal.

Learning Objectives

This training module was created to walk you through the successive steps to become a registered Supplier and create a user account on the e-PSR portal. By the end of this hands-on training, you will be able to:

- i) Register online on the e-PSR portal and create your user account;
- ii) Create your Supplier Profile and get full access to contract opportunities;
- iii) Access your user account.

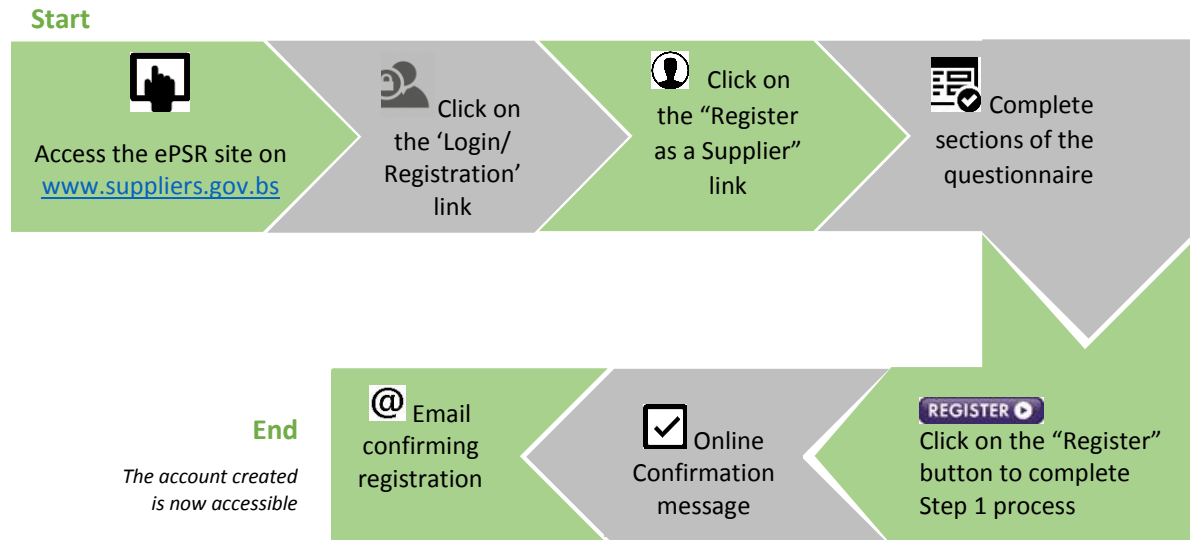
SUPPLIER TWO-STEP REGISTRATION PROCESS

The registration process is split into **two separate steps** and suppliers need to **complete them both** in order to be fully registered and create a user account. The flowcharts below summarises the detailed process of the registration exercise and Profile creation for suppliers. Each step should respectively take between 10 to 20 minutes to complete once familiar with the information/details required.

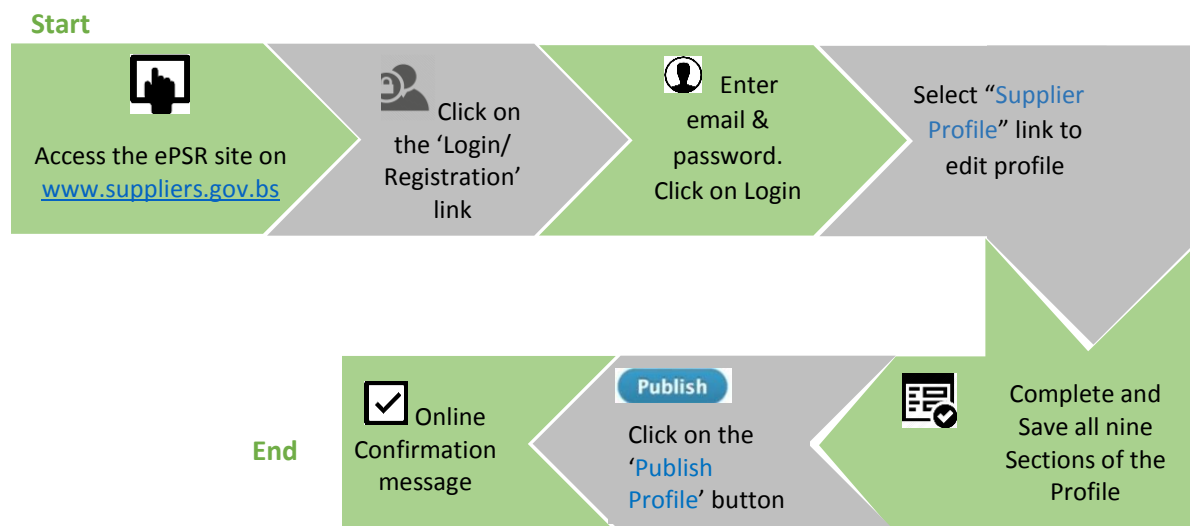
The first Step of the process (Registration) initiates the supplier inscription to the e-PSR Supplier Registry and the creation of a personal account and work space on the portal.

The second Step (Supplier Profile) is an essential element of the registration process as the creation of the supplier profile will allow Suppliers to be found by government Buyers and to be quickly and easily invited to tender opportunities.

SUPPLIER REGISTRATION FLOWCHART (STEP 1)



SUPPLIER PROFILE CREATION FLOWCHART (STEP 2)



HOW TO LOGIN/REGISTER

Go to the Electronic Government Procurement site at <https://suppliers.gov.bs/> and click on the Login/Registration button in the upper right corner:



A new screen will appear. On the right side of the screen under “**Register for Free**” column halfway down you will see a blue highlighted statement “[Register as a Supplier](#)”. Click on this link:



FILL-IN ONLINE FORM

On the new screen, a form will appear. You should fill this online form out with all requested information, especially the **mandatory fields** marked with a **RED** asterisk *****.

The form comprises **three main sections** requiring key information, as presented below. The online form must be completed in one time as there is no possibility to save a draft (if interrupted, the registration process shall be re-started from the beginning):

Personal Details Section

The screenshot shows a web form titled "Personal Details". At the top, a red-bordered box contains the text "Fields marked * are mandatory." Below this, the form is organized into several sections:

- Title ***: A dropdown menu with "Select Title" as the current selection.
- First Name ***: A text input field.
- Middle Name**: A text input field.
- Last Name ***: A text input field.
- Job Title ***: A text input field.
- Business NIB Number ***: A text input field.
- Country of Citizenship ***: A dropdown menu with "Bahamas" selected.
- Email/Username ***: A text input field.
- Confirm Email/Username ***: A text input field.
- Password ***: A text input field with a help icon (question mark in a circle).
- Confirm Password ***: A text input field.

- The individual who is identified in this section will be considered by default the **Supplier Administrator** of the supplier account to be created. This role is linked to the *Username* and *Password* indicated in the form;
- You must have a valid **e-mail address** to enter in the “Email/Username” field. The field will only accept an email address that will be used as the *Username* to access the account once the registration Step 1 process is completed;
- The **Password** is a specific password to be created for accessing the account once created, and will constitute the second identification element along with the *Username*;
- The Personal details information can be modified at any time in the Supplier Profile section of the supplier account.

Business Details Section

Business Details

Business Name *

Trading Name *

Address Line 1 *

Address Line 2

Address Line 3

City / Town *

State / Province / Island *

Zip / Postal Code *

Country *

Bahamas

Website Address *

Telephone Number *

Main Business Activities *

Search ISIC Codes

- The Business Details information relate to the supplier business itself as an entity. This standard information can also be modified on the Supplier’s account at any time.
- The sub-section “Main Business Activities” should be done in conjunction with the ISIC classification (follow guidance below on how to search and find the relevant ISIC Codes)

Search and Find ISIC Codes Online

Click on the blue button “[Search ISIC Codes](#)” at the end of the “Business Details” section. A new page will open with a search field. Enter key words relevant to your activity and refine your search to get relevant results OR select the search field “Code” and enter the ISIC number(s) indicated in your VAT Certificate:

https://suppliers.gov.bs/bahamas/cpvSearch.html

0 matches found

Search ISIC Codes

Use this search box to find an ISIC code. Your search should be based on keywords to describe the supplies or services you offer. If you have multiple search terms please separate them with a space and use the 'AND' option to find a code with all your words, and the 'OR' option to use a variety of words. You can also set the number of results displayed on your screen.

ISIC Code Search

food retail Search

Choose Search Field

Code

Description

Choose Search Type

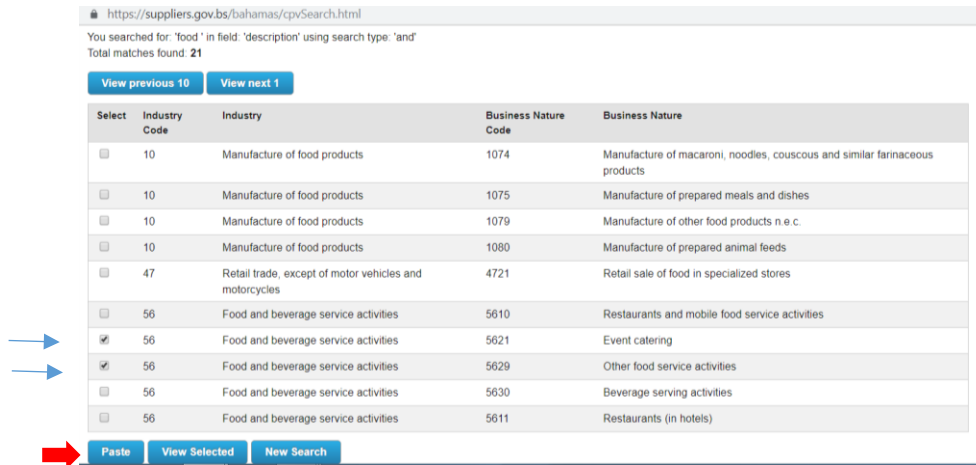
And

Or

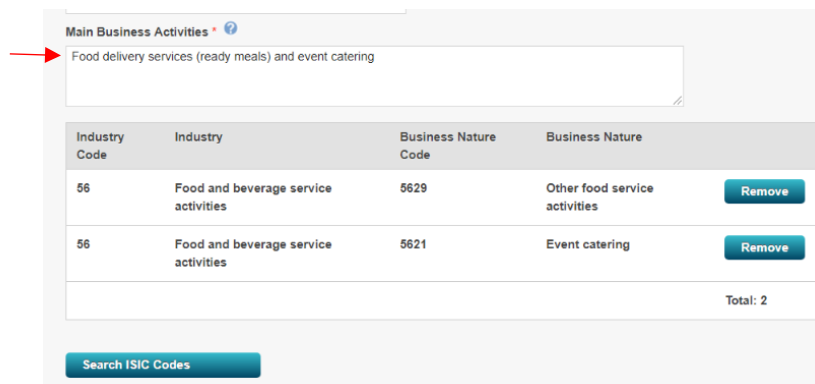
Results per page

10

Sorry, no matches found.



Select the relevant descriptions among the listed descriptions and click on the button “Paste” to include them automatically in the “Business Details” section of the form. You have to manually enter the description of your activities in the free hand field:



Other Information Section

Other Information

Number of employees *

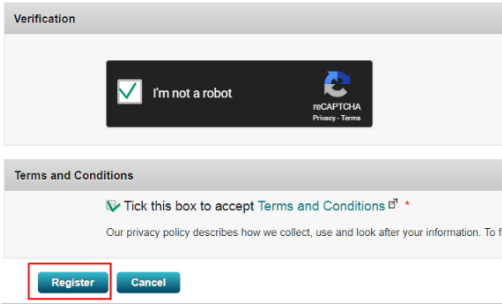
Turnover *

How did you hear about this service? *

If Other, please specify?

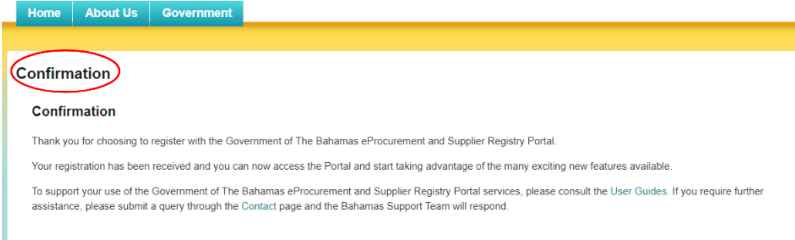
- Fill in the different required parts using each drop down menu.

Once the above three main sections are filled-in, go through the verification exercise, tick the Terms and Conditions box after reading them, and **click on the “Register” button**:



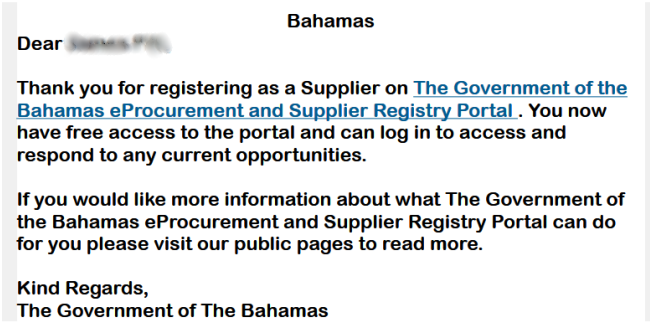
ONLINE CONFIRMATION MESSAGE

A **confirmation message** will immediately appear on your screen if the registration is successful (if not, red boxes will be marked on the parts of the form where information is missing or incorrect; complete and/or correct these parts and re-click on “Register” as many times as necessary):



CONFIRMATION EMAIL

In the same time as the confirmation message, you will receive a **confirmation email** (at the email address used in Personal Details) acknowledging the creation of your user account on the e-PSR portal and your ID credentials (email and password):

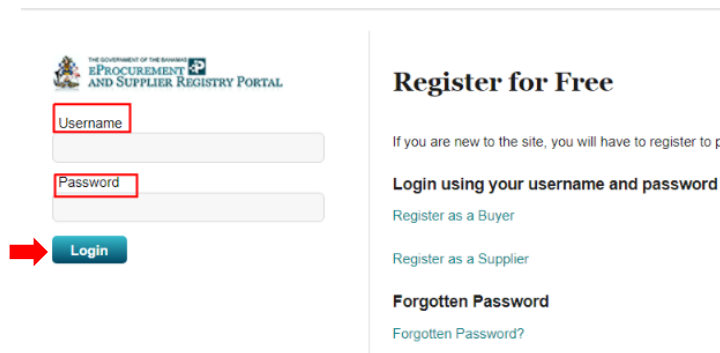


You **can now access and login in your account immediately** using the *email/username* and *password* information indicated in the Personal Details of the registration form to **proceed to Step 2** of the registration process and create your Supplier Profile.

LOGIN INTO YOUR ACCOUNT

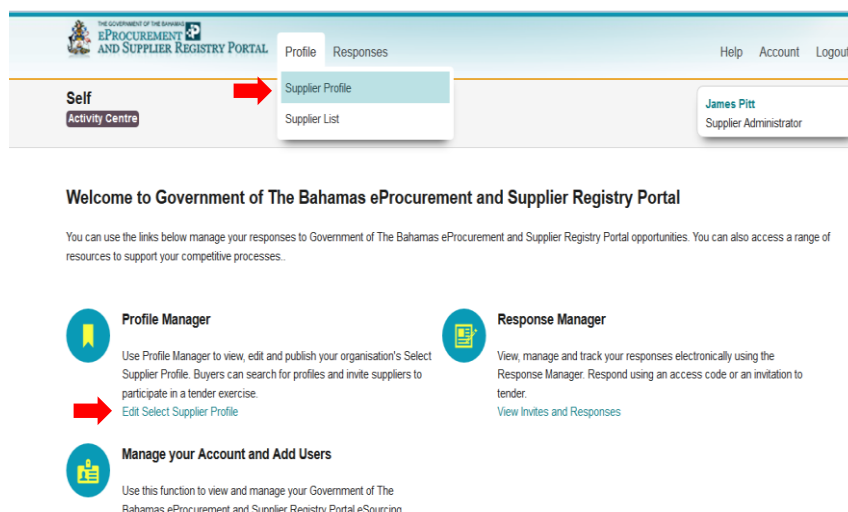
Go to the Electronic Government Procurement site at <https://suppliers.gov.bs/> and click on the **Login/Registration** button in the upper right corner, just as in the start of Step 1.

On the left side of the new page, enter your **email** (username) and **password** - the ones indicated in the Personal Details of the registration form - in the two required fields, and click on the **Login** button:



The screenshot shows the login interface of the Government of The Bahamas eProcurement and Supplier Registry Portal. On the left side, there are two input fields: 'Username' and 'Password', both highlighted with red boxes. Below these fields is a blue 'Login' button, also highlighted with a red arrow. On the right side, there is a 'Register for Free' section with the following text: 'If you are new to the site, you will have to register to pr...', 'Login using your username and password', 'Register as a Buyer', 'Register as a Supplier', and 'Forgotten Password?'. The top navigation bar includes 'Profile', 'Responses', 'Help', 'Account', and 'Logout'.

The new screen puts you in your account **Activity Centre** where you can access your **Supplier Profile** page through the top drop down menu (Profile link) or the link in the Profile Manager section:



The screenshot shows the 'Activity Centre' of the Government of The Bahamas eProcurement and Supplier Registry Portal. The top navigation bar includes 'Profile' and 'Responses' menus. A red arrow points to the 'Supplier Profile' link in the 'Profile' dropdown menu. Below the navigation bar, there is a 'Self Activity Centre' section with a red arrow pointing to the 'Supplier Profile' link. The main content area is titled 'Welcome to Government of The Bahamas eProcurement and Supplier Registry Portal' and contains three sections: 'Profile Manager', 'Response Manager', and 'Manage your Account and Add Users'.

- Profile Manager**: Use Profile Manager to view, edit and publish your organisation's Select Supplier Profile. Buyers can search for profiles and invite suppliers to participate in a tender exercise. [Edit Select Supplier Profile](#)
- Response Manager**: View, manage and track your responses electronically using the Response Manager. Respond using an access code or an invitation to tender. [View Invites and Responses](#)
- Manage your Account and Add Users**: Use this function to view and manage your Government of The Bahamas eProcurement and Supplier Registry Portal eSourcing.

CREATE SUPPLIER PROFILE

The Supplier Profile page lists, on the right side, the **nine information sections** composing the full Supplier Profile to be each validated or filled out, and saved. Go through each section and enter all requested information, especially the **mandatory fields** marked with a **RED** asterisk *****.

You will notice that the majority of the fields in the Profile are not mandatory and throughout the information Sections, it is up to you to decide the level of visibility and depth of information you want to make available to government Buyers:

The screenshot shows the 'Supplier Profile' page. At the top, there is a 'Supplier Profile Information' section with 'Last published: N/A' and 'Updated date: N/A'. Below this is a 'Company Details' section with a 'Publish Profile' button. The 'Company Details' section is divided into 'Registration Details' and 'Company Information'. The 'Registration Details' section includes fields for 'Business Name *', 'Trading Name', and 'Business Address'. The 'Company Information' section includes a 'Confirmation' box with a checked 'I confirm' checkbox and a 'Save' button. The 'Save' button is highlighted with a red box.

At the end of each information section page, you must **tick the confirm box** to acknowledge that you understand that this information will be accessible by government Buyers once your Profile is published. Don't forget to **save** the page before going to the next section. Saving the page will automatically open the next section to fill out. You can also navigate the sections with the **arrows** at the end of each section page:

The screenshot shows the 'Company Information - Confirmation' section. It contains a confirmation message: 'I confirm I am happy with the information provided on this page, which will be viewable by the buying community once the profile is published. *'. Below the message is a checked checkbox labeled 'I confirm'. At the bottom of the section, there are four buttons: 'Print Version', 'Export', 'Save', and 'Activity Log'. The 'Save' button is highlighted with a red box. There are also navigation arrows on either side of the buttons.

In the section “Registration Numbers” (third in the list), you will find the opportunity to upload a certain number of business documents. This is however not a mandatory field:

Document Upload

Please use this section to upload your Business License, Tax Compliance Certificate, Incorporation Certificate, National Insurance ID, VAT and Contractor License.

Select your file and then click 'Upload'

No files selected.

Drag & Drop file in the dotted box

Document Title	Document Size	Uploaded Date	Action
Nothing found to display.			


PUBLISH SUPPLIER PROFILE

At the end of the process, when all the information sections are completed, don't forget to click on the “**Publish Profile**” button on the right side of the page in order for your Profile to be visible to public sector Buyers:

Self
Activity Centre > Profile Manager

James Pitt
Supplier Administrator

Supplier Profile

 **Self**
Registered - Click to Certify

Supplier Profile Information
Last published: N/A
Updated date: N/A

Activity Log

Please complete your profile and ensure it is published onto the database. This will give visibility to public sector buyers.

Legal Information
Fields marked * are mandatory.

Legal Information

Please Indicate whether any of the following apply to your Company or your Company's Directors or Partners. Note that buyers may seek evidence at a later date to confirm that these details are correct.

Does your organisation have any convictions relating to conspiracy?
 Yes
 No

Does your organisation have any convictions relating to corruption?
 Yes
 No

Does your organisation have any convictions relating to the offence of bribery?
 Yes
 No


Edit View

- Company Details
- Company Information
- Registration Numbers
- Other Offices
- Staff Details
- Business Activities
- Financial Details
- Contract Information

Legal Information

If mandatory fields are not completed in all information sections when publishing, the system will require you to do so, and each section page will be validated when clicking the [Save](#) button. After finally clicking on “**Publish Profile**”, a new page will ask you to [confirm publishing](#):


Publish Profile



Self
Registered

Supplier Profile Information

Last published: 2wmn5mld8kug@opayq.com
Updated date: 06:07 on 12/08/2019

 All sections of your Supplier Profile have been successfully validated. Click the Confirm Publish Button to continue.

You are about to publish your Select Supplier Profile on the Select database. By clicking 'Confirm Publish', your profile will then be visible to registered public sector b

Confirm Publish
Cancel


Status	Page Title
✓	Company Details
✓	Company Information
✓	Registration Numbers
✓	Other Offices

Every time you access your Supplier Profile once successfully published, you will see a message confirming this status. You will be in “**View**” mode by default:

Self
Activity Centre > [Profile Manager](#)

James Pitt
Supplier Administrator


Supplier Profile



Self
Completed - Click to Edit

Supplier Profile Information

Last published: [redacted]@opayq.com
Updated date: 06:11 on 12/08/2019

 Your profile is currently published. To make any changes, click the 'Unpublish' button. You can then update your profile as necessary. Please remember to republish your profile once updated to ensure your company is visible to the public sector.

Edit
View

Company Details

- [Company Information](#)
- [Registration Numbers](#)
- [Other Offices](#)
- [Staff Details](#)
- [Business Activities](#)

Registration Details

The Company Details section allows you to enter your company information and add business activities as well as select your Industry Sector.

Business Name

MODIFY SUPPLIER PROFILE

In order to complete or modify your Profile, you will need first to click on the “**Unpublish Profile**” button at the bottom right-hand corner in order to get your Profile offline:

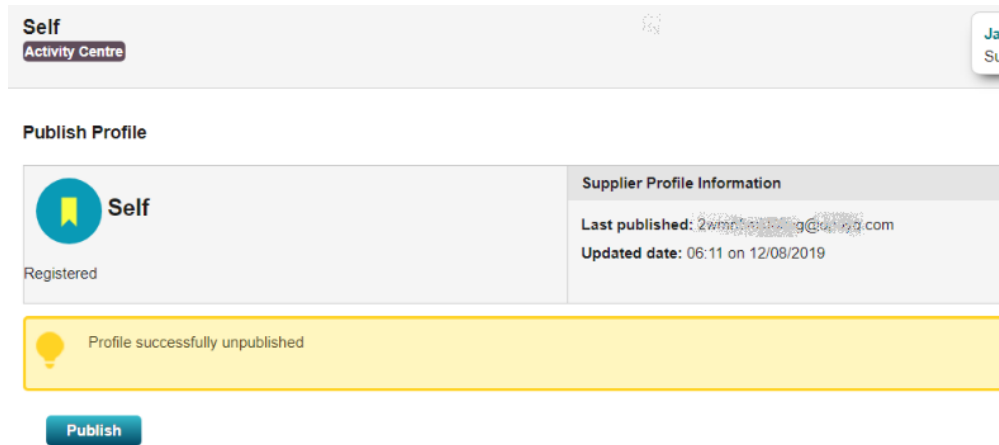
The screenshot shows the 'Supplier Profile' page. At the top left, there is a profile card for 'Self' with a 'Completed - Click to Edit' status. To the right, the 'Supplier Profile Information' section shows 'Last published: 2wmn5mld8kug@opayq.com' and 'Updated date: 06:11 on 12/08/2019'. Below this is a yellow warning box stating: 'Your profile is currently published. To make any changes, click the 'Unpublish' button. You can then update your profile as necessary. Please remember to republish your profile once updated to ensure your company is visible to the public sector.' To the right of the warning box are 'Edit' and 'View' buttons. Below the warning box is the 'Company Details' section, which includes a 'Registration Details' sub-section with fields for Business Name (Self), Trading Name (Not Provided), Business Address (Anywhere), and location (Anywhere, CA). On the right side of the page, there is a vertical menu with links for 'Company Information', 'Registration Numbers', 'Other Offices', 'Staff Details', 'Business Activities', 'Financial Details', 'Contract Information', and 'Legal Information'. At the bottom right of this menu, the 'Unpublish Profile' button is highlighted with a red rectangular box.

Next, you have to confirm that you do want to unpublish your profile and are aware of the consequences (not visible to Buyers) until it is re-published:

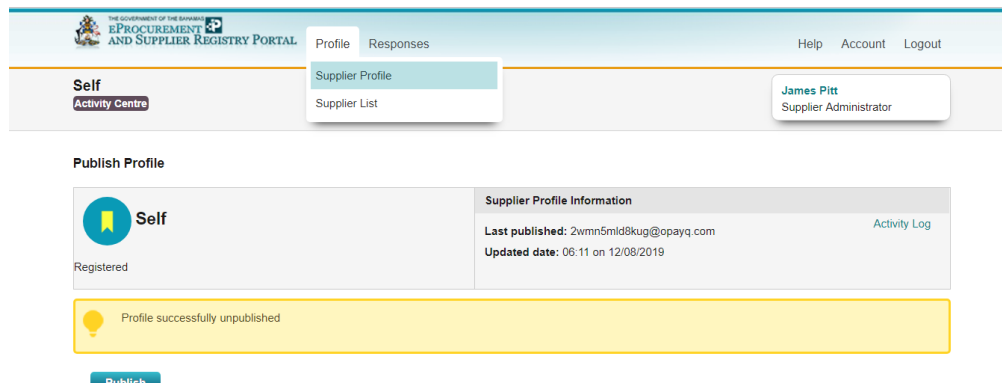
The screenshot shows the 'Publish Profile' confirmation dialog. At the top left, there is a profile card for 'Self' with a 'Completed' status. To the right, the 'Supplier Profile Information' section shows 'Last published: 2wmn5mld8kug@opayq.com' and 'Updated date: 06:11 on 12/08/2019'. Below this is a text box with the following message: 'You are about to unpublish your Select Supplier Profile from the Select database. By clicking 'Confirm Unpublish', your profile will be removed from the database & public sector buyers will no longer have visibility of your details. If you are updating your profile, please click 'Confirm Unpublish' and edit your profile. Please remember to republish your profile again once updated.' Below the text box are two buttons: 'Confirm Unpublish' and 'Cancel'. The 'Confirm Unpublish' button is highlighted with a red rectangular box. At the bottom of the dialog, there is a table with the following data:

Status	Page Title
✓	Company Details
✓	Company Information
✓	Registration Numbers

A **message** will appear on a new screen confirming the Profile has been successfully unpublished:




Go back to the Supplier Profile by clicking on the drop down menu Tab **“Profile”** on your page (or through the “Supplier Profile” link on the Activity Centre page):



Your Supplier Profile will appear in the **“Edit”** mode by default. You can now make changes in any relevant sections of the profile. All previous entered information is saved. You only need to **“save”** and validate the section pages that have been modified. Once you have modified or completed the Profile, click on the **“Publish Profile”** button to get it online and make it visible again to government Buyers:

Supplier Profile



Self

Registered - Click to Certify

Supplier Profile Information

Last published: 2wmn5mld8kug@opayq.com [Activity Log](#)

Updated date: 06:28 on 16/08/2019

Please complete your profile and ensure it is published onto the database. This will give visibility to public sector buyers.

Edit View

Company Details

Fields marked * are mandatory.

Registration Details

The Company Details section allows you to enter your company information and add business activities as well as select your Industry Sector.

Business Name * ⓘ

Characters remaining: 396

Trading Name ⓘ

Characters remaining: 400

Business Address

Address Line 1 *


Company Details

- [Company Information](#)
- [Registration Numbers](#)
- [Other Offices](#)
- [Staff Details](#)
- [Business Activities](#)
- [Financial Details](#)
- [Contract Information](#)
- [Legal Information](#)

Publish Profile

A **message** will confirm that all details sections of the Profile have been validated. Click on the **“Confirm Publish”** button to complete the publishing process:

Publish Profile



Self

Registered

Supplier Profile Information

Last published: 2wmn5mld8kug@opayq.com [Activity Log](#)

Updated date: 06:11 on 12/08/2019

💡 All sections of your Supplier Profile have been successfully validated. Click the Confirm Publish Button to continue.

You are about to publish your Select Supplier Profile on the Select database. By clicking 'Confirm Publish', your profile will then be visible to registered public sector buyers.

Confirm Publish
Cancel

Status	Page Title
✓	Company Details
✓	Company Information