VENDOR REGISTRATION AND BIDDING PROCESS

Step by Step process of registering and bidding as an AGRA Supplier

AGRA

Sustainably Growing Africa's Food Systems

SECTION 1

Vendor Registration

1 Supplier Registration

If you are already registered in the AGRA e-procurement system and remember your password, click **HERE** to login to your supplier page.

Have you had a contract with AGRA since 2020 to date? If yes, please reach out to us via procurement@agra.org to reset your login details.

If you are already registered in the AGRA e-procurement system but **do not remember your password**, do not register again but reach out via email to: procurement@agra.org to reset your password.

If you are a new supplier and interested in becoming a registered vendor, please click to Register to AGRA e-procurement system.

2

REGISTRATION PROCESS FOR NEW VENDORS

3 Fill in the Supplier Details

Fill in the details in the relevant tabs provided:

a) Must correspond to the name registered in the registration office of the supplier's country.

b) Only *Latin characters* are allowed for the Company name.

c) Special characters are not allowed in the Company name.

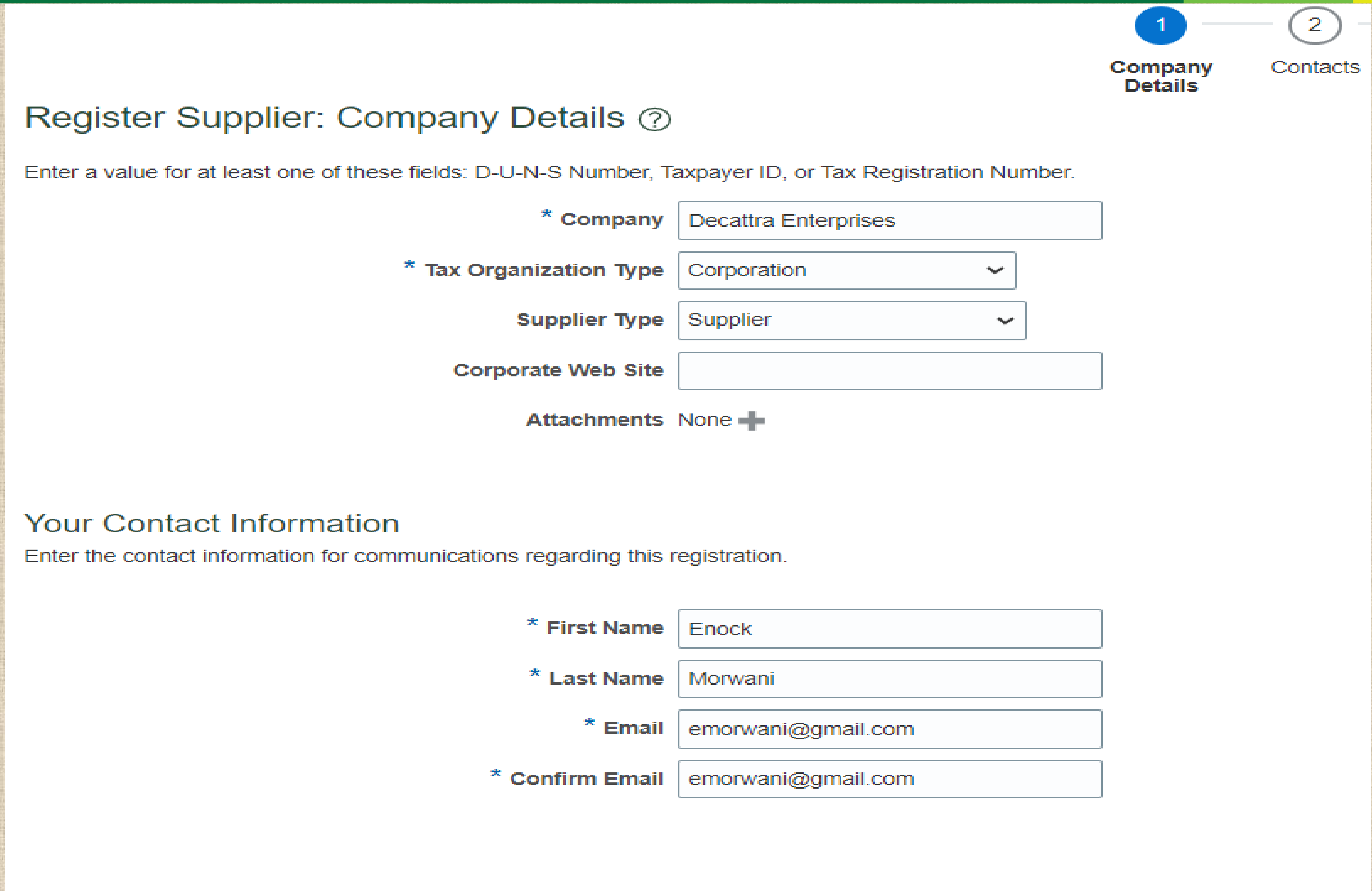
d) Tax organization type – please select from the list provided in the dropdown menu.

e) Supplier Type: select from the dropdown menu.

f) Include the corporate website, if applicable or available.

g) Add any attachment which is relevant such as certificate of incorporation, licensing or trading certificate.

Fill in all the details marked with an Asterix (*) which are mandatory



- If you create another profile for the name already registered, the system will allow for saving, however, you will not receive the registration emails
- In case you have already created a user profile and experienced issues with the registration, please reach out to us via procurement@agra.org

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Fill in the Supplier Details cont…

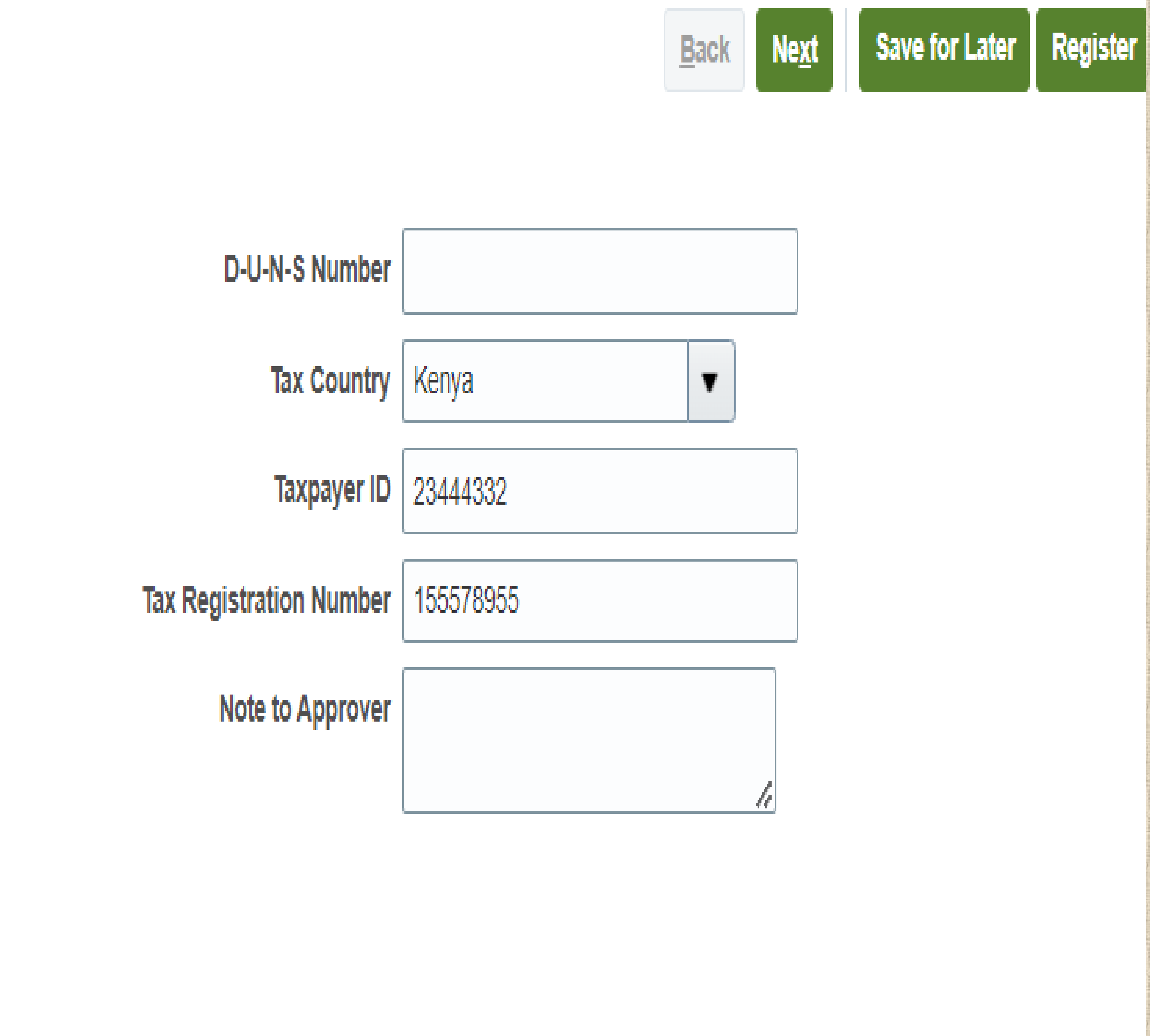
Section 2 of the Supplier information

Enter a value as applicable:

- D-U-N-S Number: It should contain 9 or 12 digits.
- Taxpayer ID
- Tax Registration Number

Things to Note

- In case there is no D-U-N-S No. or Taxpayer ID or Tax Registration No., insert a unique identifier to your company/ individual such as national ID
- The Taxpayer ID and the Tax Registration Number are greyed out by default. Please select the Tax Country first and the other fields shall open for completion.



Supplier Profile Details

5

Company Details — Contacts — Addresses — Business Classifications — Bank Accounts — Products and Services — Review

Register Supplier: Contacts

Back | Next | Save for Later | Register | Cancel

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Morwani, Enock		emorwani@gmail.com	✓	✓		

Columns Hidden 7

1

The AGRA e-procurement system times out after a certain time of inactivity and any unsaved changes shall be lost.

Save the data entered at any time prior to completion of the registration by clicking *"save for later"*.

The AGRA e-procurement system shall send an e-mail to the address provided at step 1 of the registration, containing a link that you should click to continue the registration.

2

Enter the contact details being (first, last name and email address).

Additional contacts may be included, but it is important to keep one point of contact.

Proceed to the next step, please click "Next" or "addresses".

6 Supplier Address

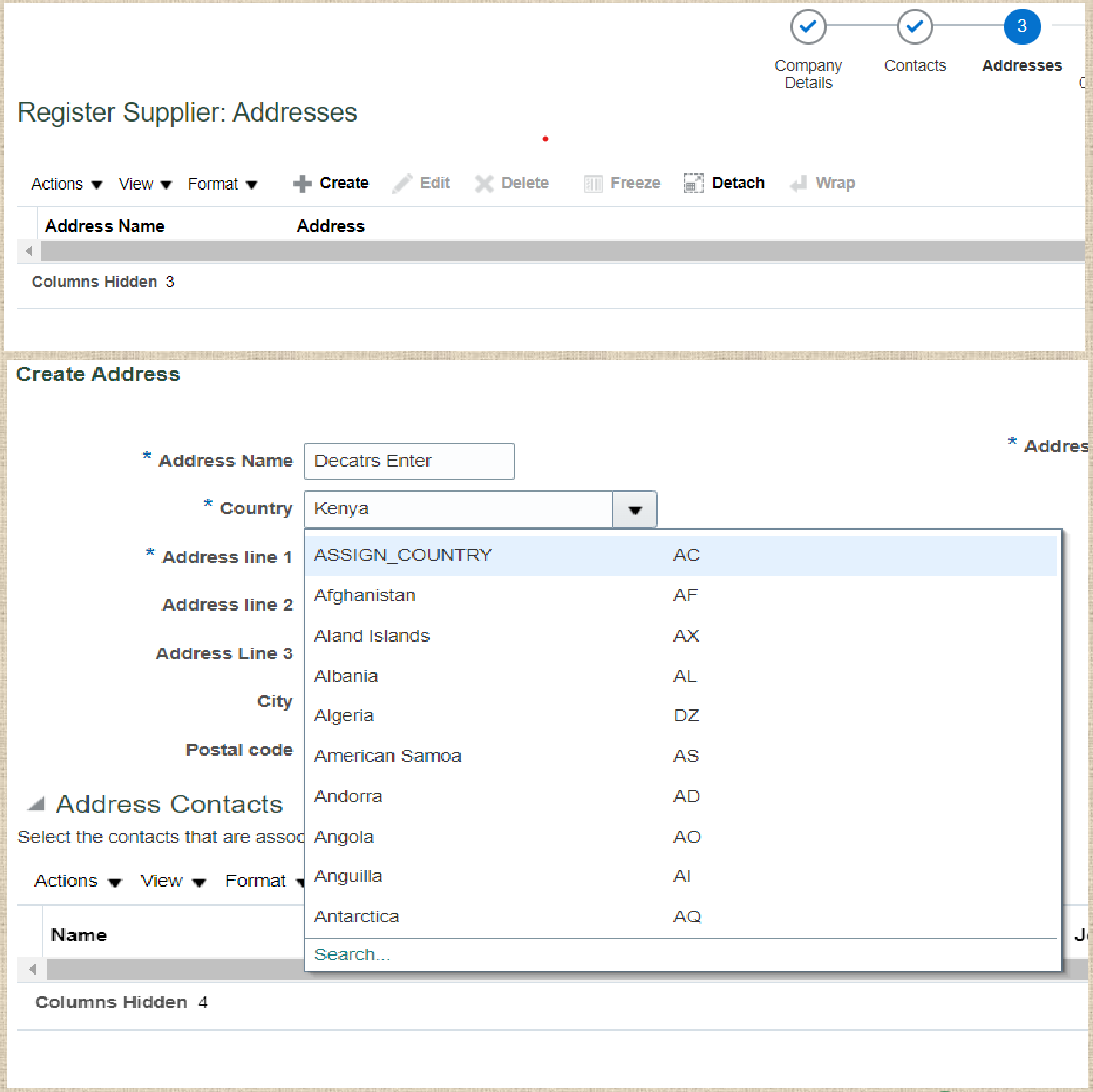
Enter Company Address

Things to Note

Fill in all the details marked with an Asterix (*) which are mandatory

- Click "Create" to enter the supplier address.
- Enter the address of the company or the supplier.
- Include the city and postal code

- Ensure that you pay special attention to the selected country.
- Ensure that you select the country of address and if not appearing by default, please change it by clicking on "Search" in the country dropdown menu.
- Search and select the correct country



7 Supplier Profile Details

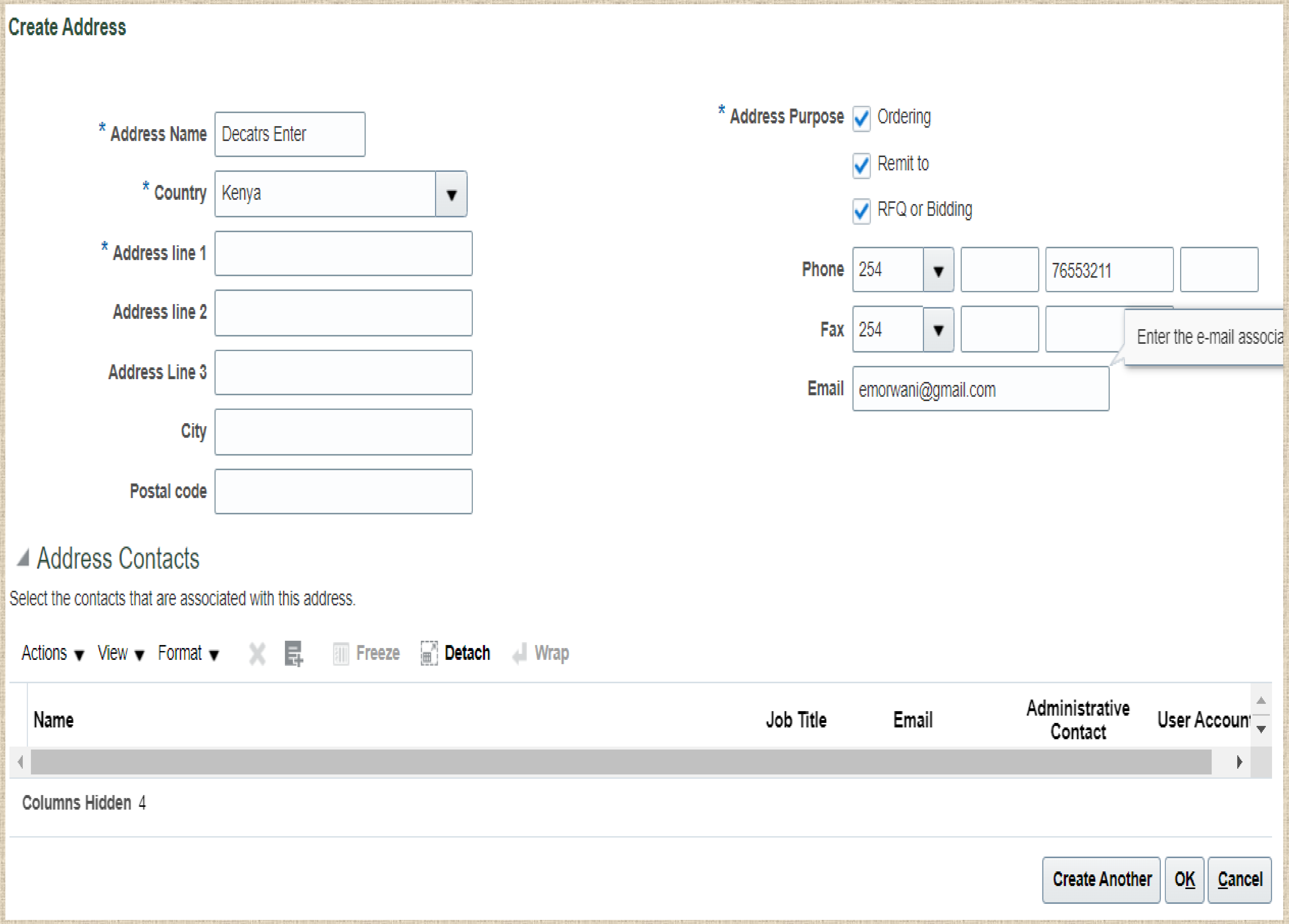
Fill in the details in the relevant tabs provided:

a) Check all the boxes indicated "Address Purpose".

b) Once you have completed the required information, click "Ok"

c) Click "Next" or "Business Classifications".

Fill in all the details marked with an Asterix (*) which are mandatory



The "Address Purpose" must all be ticked as "Ordering", "Remit to" and "RFQ or Bidding"

Ensure you add your contact information Email address and Phone

8 Supplier Bank Details

a) Click the (+) create to add a bank details.

b) Enter the bank account details according to the requirements, filling in the tabs indicated.

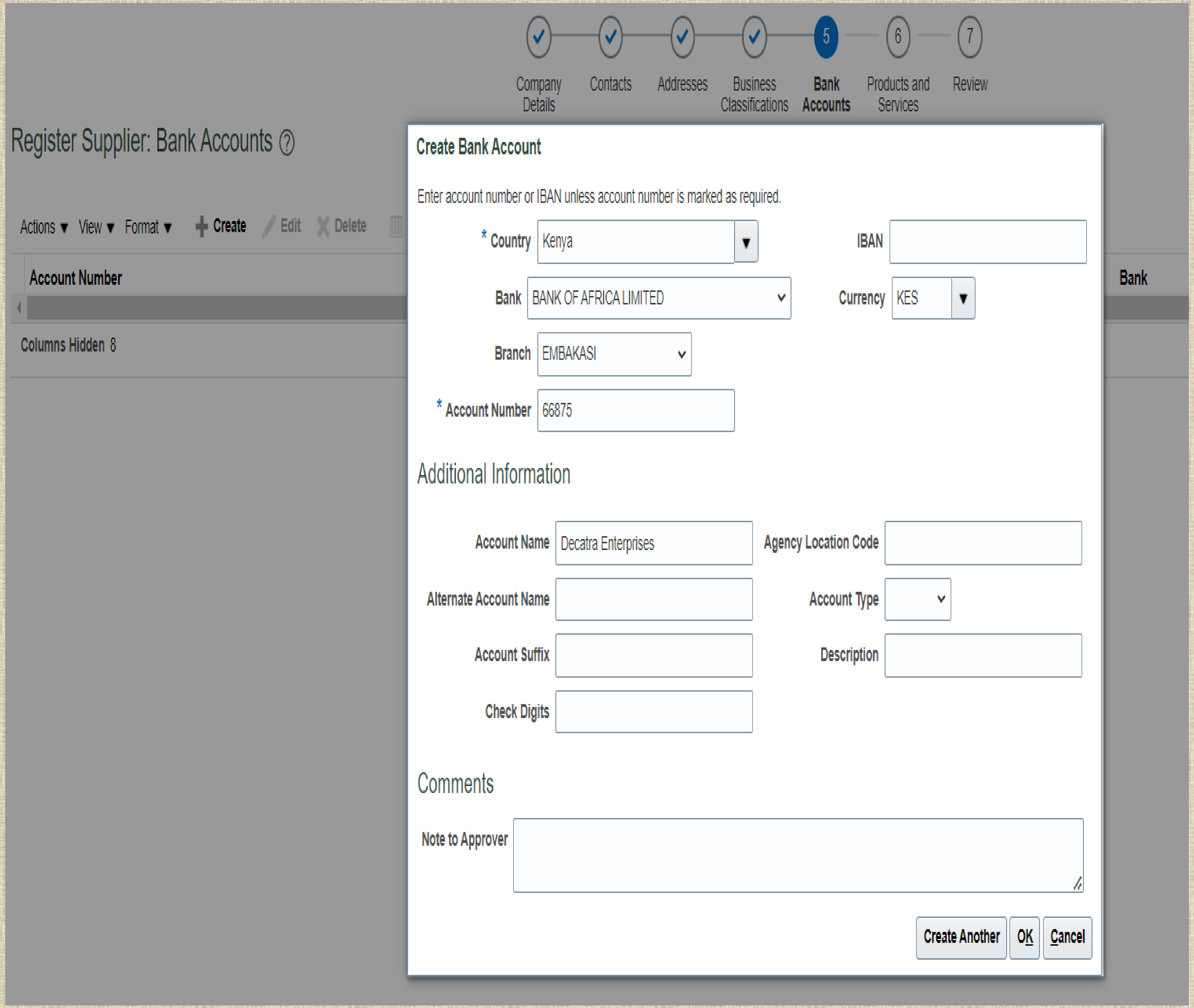
c) Select Country, Bank, Branch and Currency from the dropdown menu.

d) Add Bank Account Number .

e) Add the additional information if applicable being: IBAN

f) Click "Ok" to save the Bank details

g) Click "Products and Services" tab or "Next"



9 Products and Services

a) Click the “Select and Add” button.

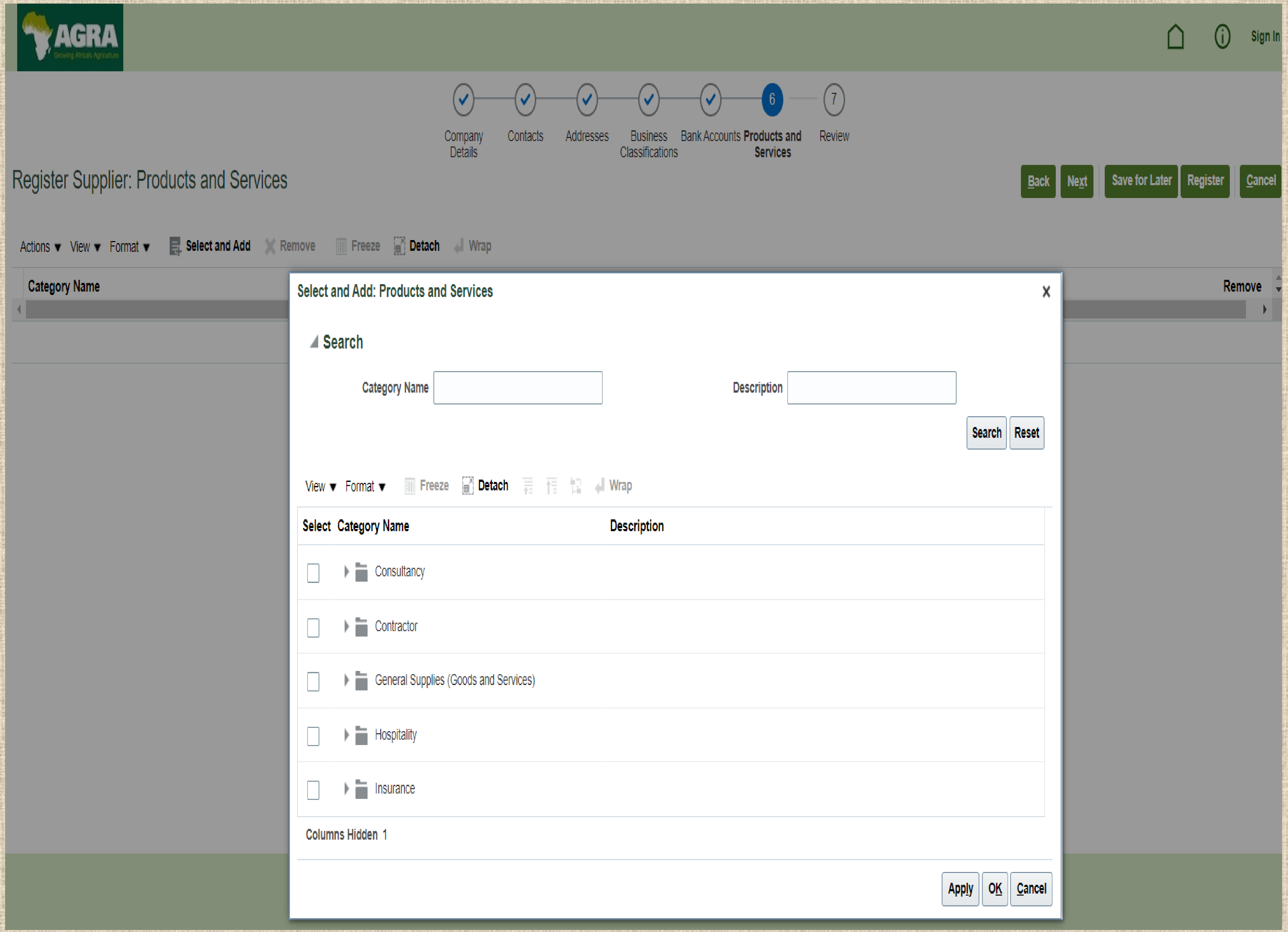
b) You can select a whole category by checking the box for the category that you wish to add.

c) You can expand each Products/ Services category and see all the sub-category by clicking the “Expand” button.

d) Select a more specific sub-category that best describes the Products/ Services that your company offers by checking the appropriate box.

e) You can select multiple categories or subcategories. Then click “ok”.

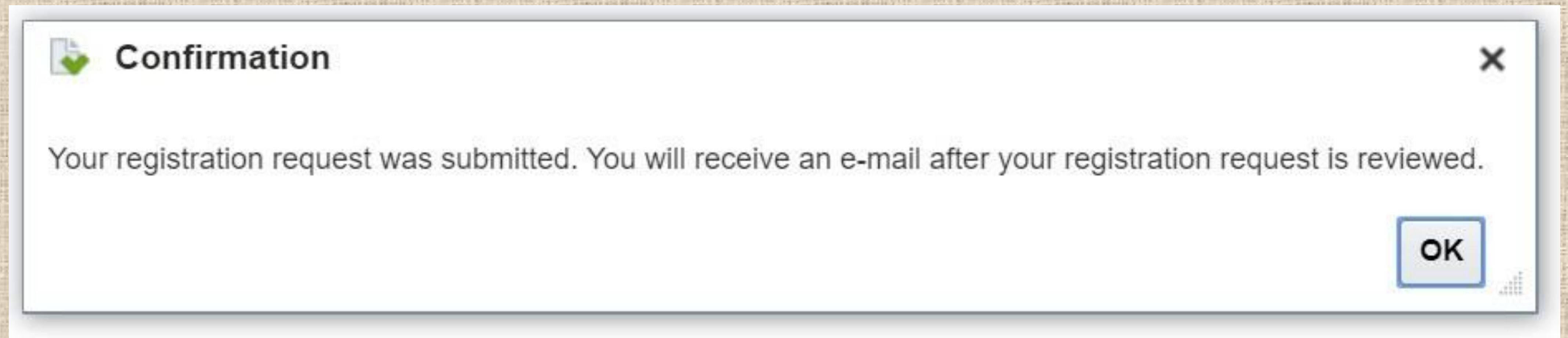
f) To remove a selected category/sub-category from the list, select it in the list and click the (X) button.



10 Review

a) Click the "Review Section". This is to check that all the information required have been submitted.

b) Once done click the finish To finish the registration, click the "Register" button. A confirmation message will pop-up on your screen confirming that the registration was submitted.



SECTION 2

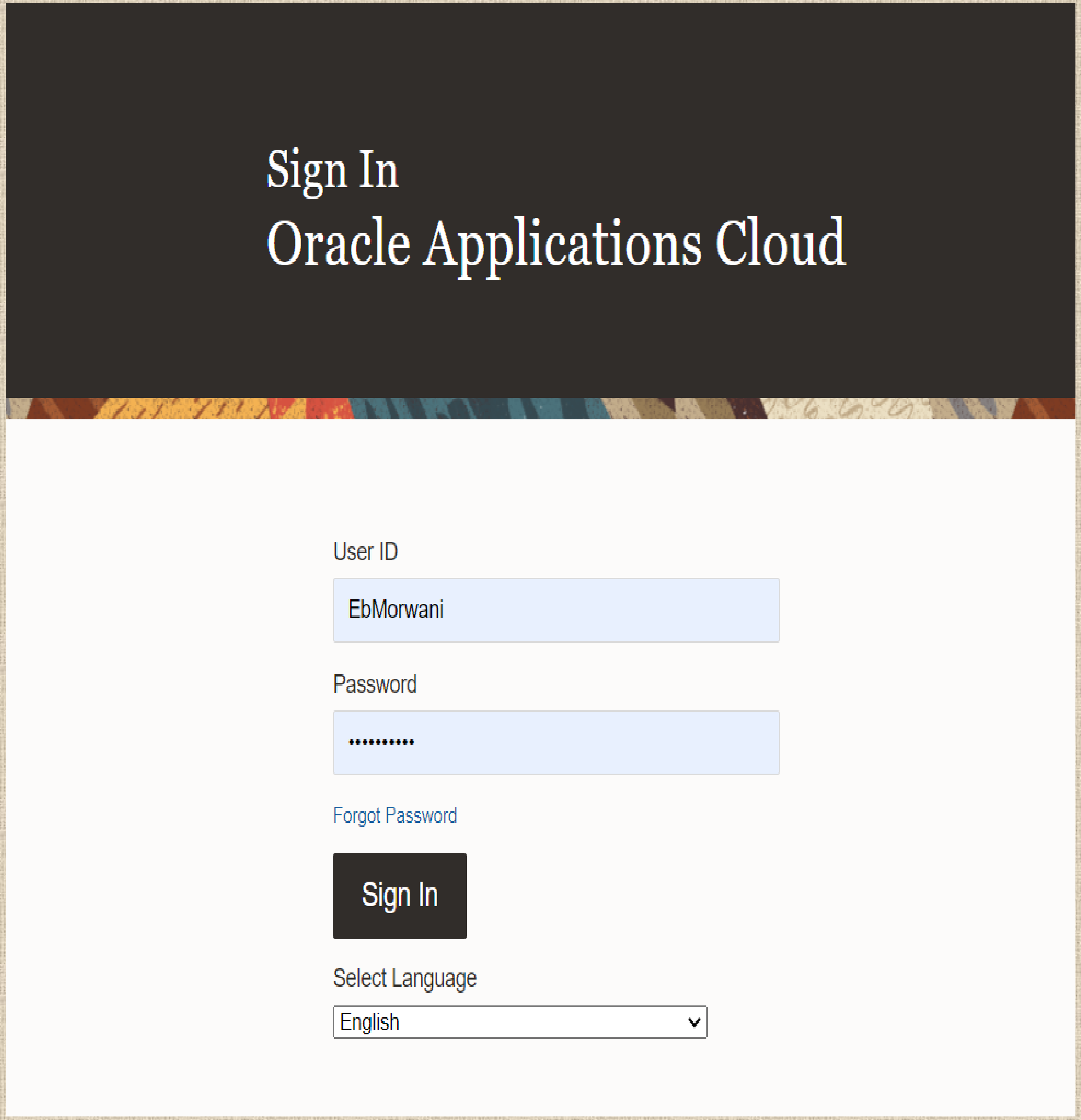
Bidding Process

1 Log in to Oracle Cloud System

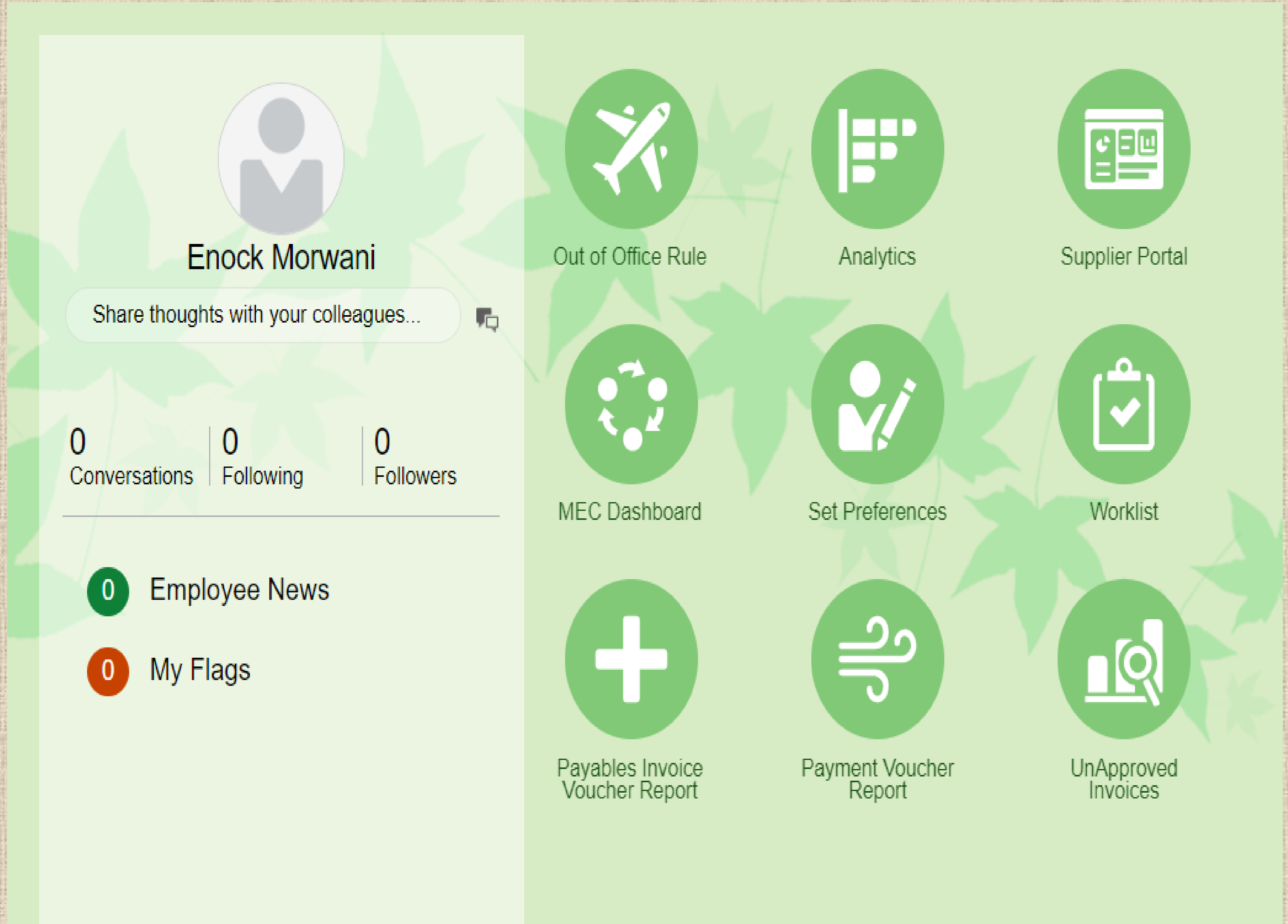
Tenders are advertised in our website and can be accessed using the link https://agra.org/opportunities/consultancies/

To participate for tenders through AGRA Oracle System, Log In using your user ID and password.

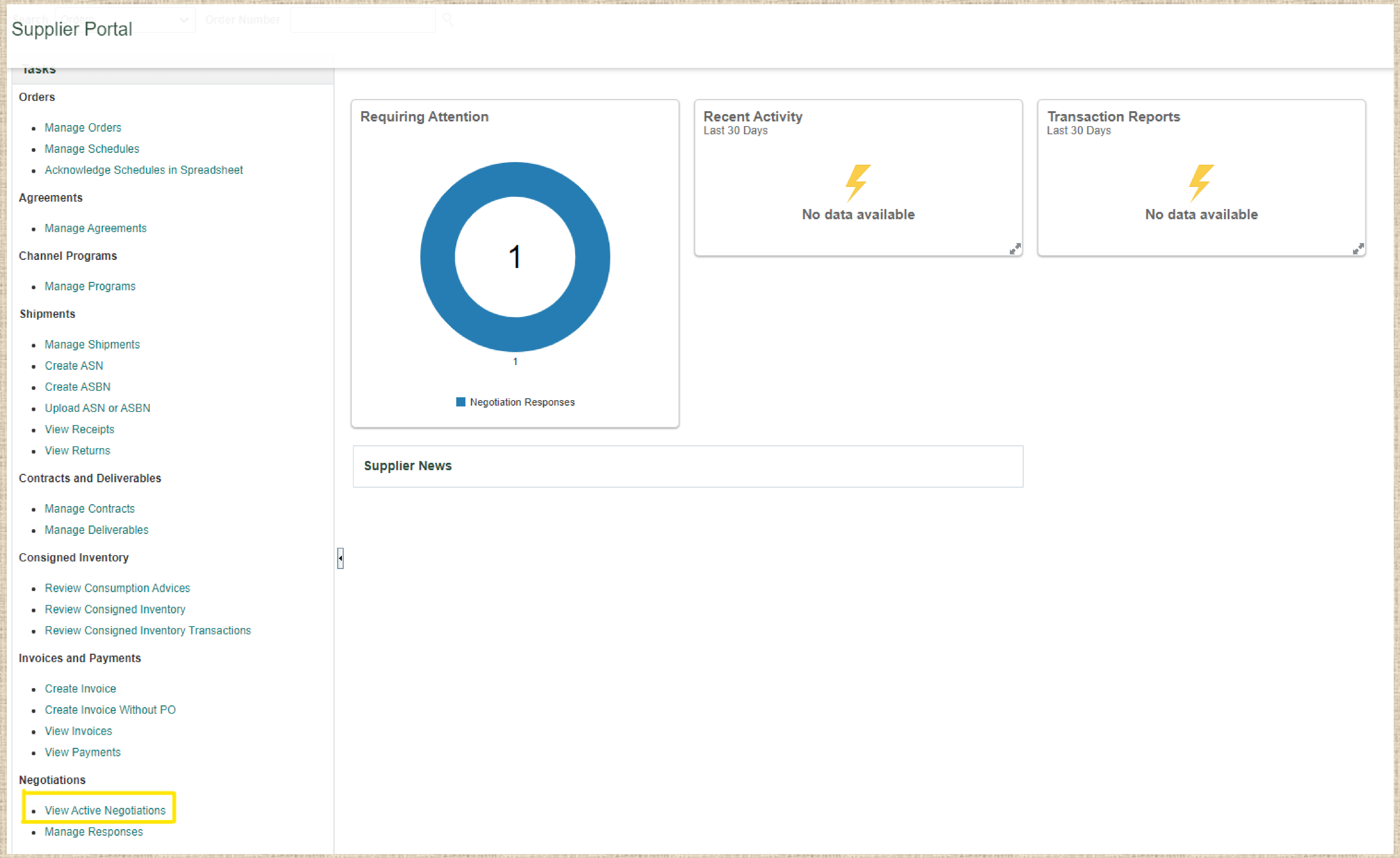
- If you are already registered, do not register again.
- If you have forgotten your password, click "**forgot password**" option and a new password will be sent to you.
- If you don't receive a new password, please write to procurement@agra.org for assistance



2 Search for Negotiations

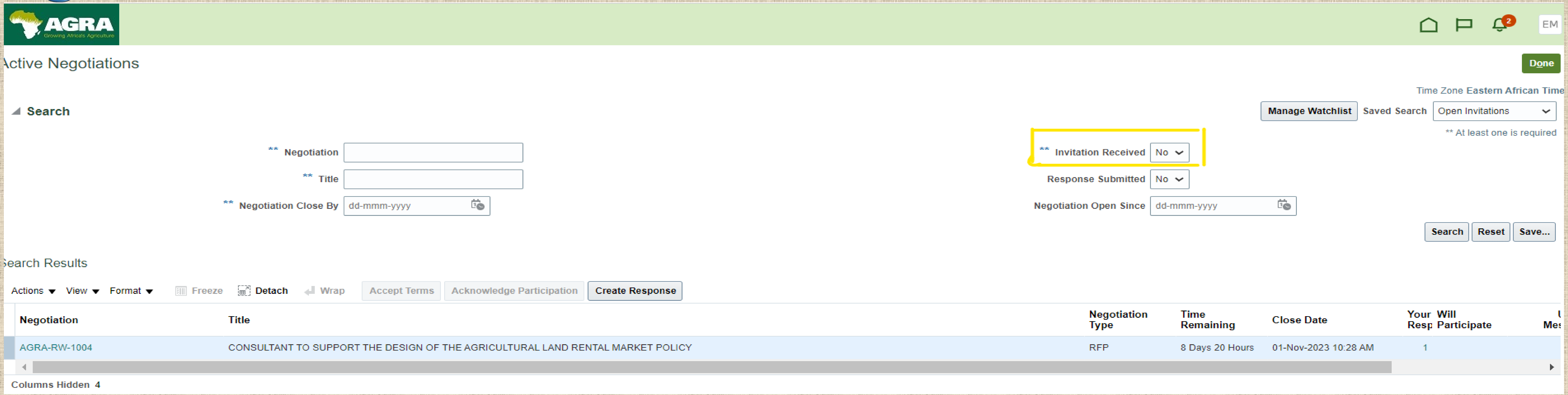


Once you are logged into your Supplier profile account, click on "Supplier Portal".



- Then, click the "View Active Negotiations" link.
- Negotiation is a term used for a tender in the Oracle Cloud system

3 Search for Negotiations

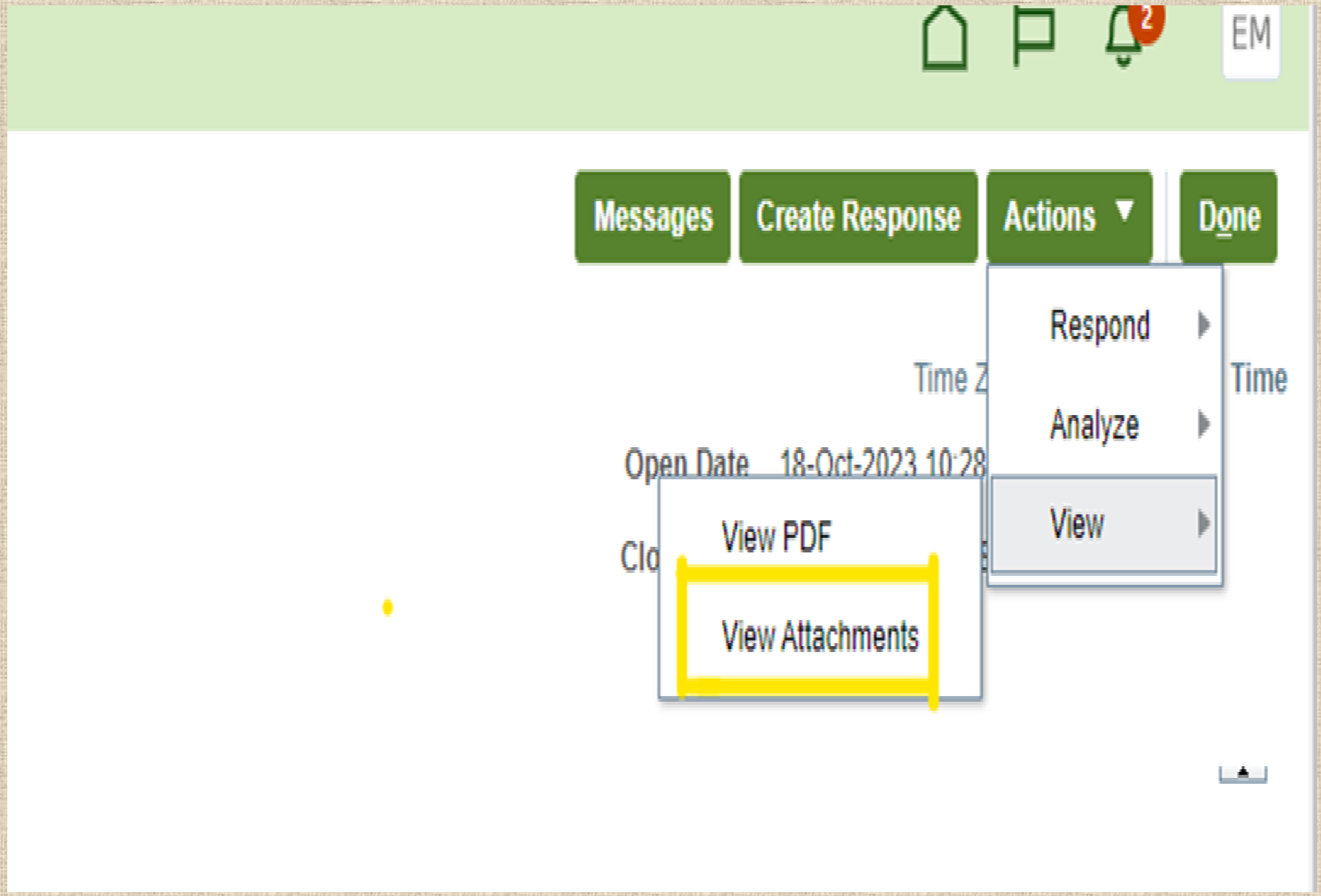


a) Click on "Invitation received" and select "No". then click search to view all available advertised negotiations.

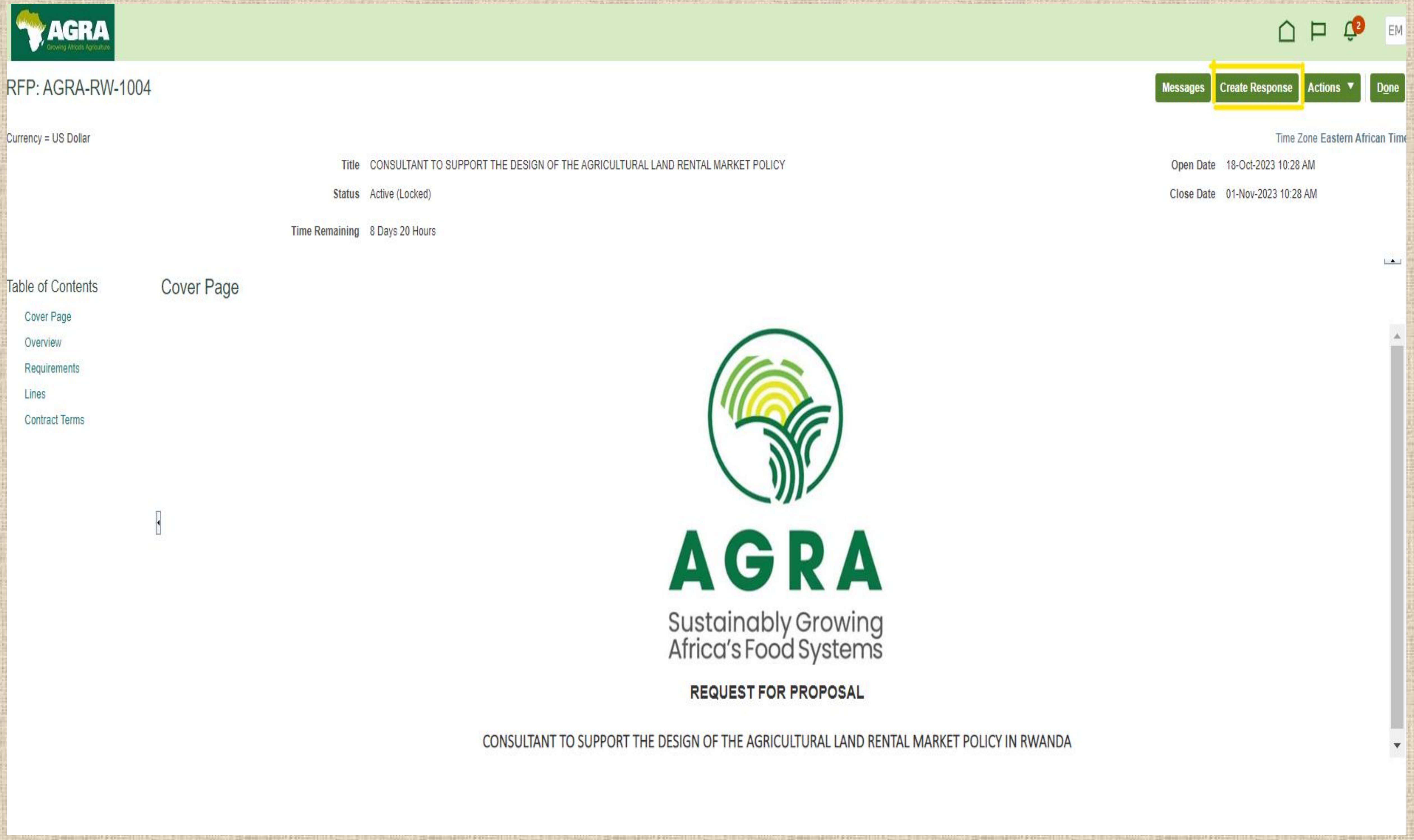
b) For a specific tender, under "negotiations", enter the negotiation number referenced in the RFP. Click on "invitation received" and select "No", then click the "search" button.

Only apply for consultancies. Not applicable for RFQs

4 Search for Negotiations- View/Download and Create Response

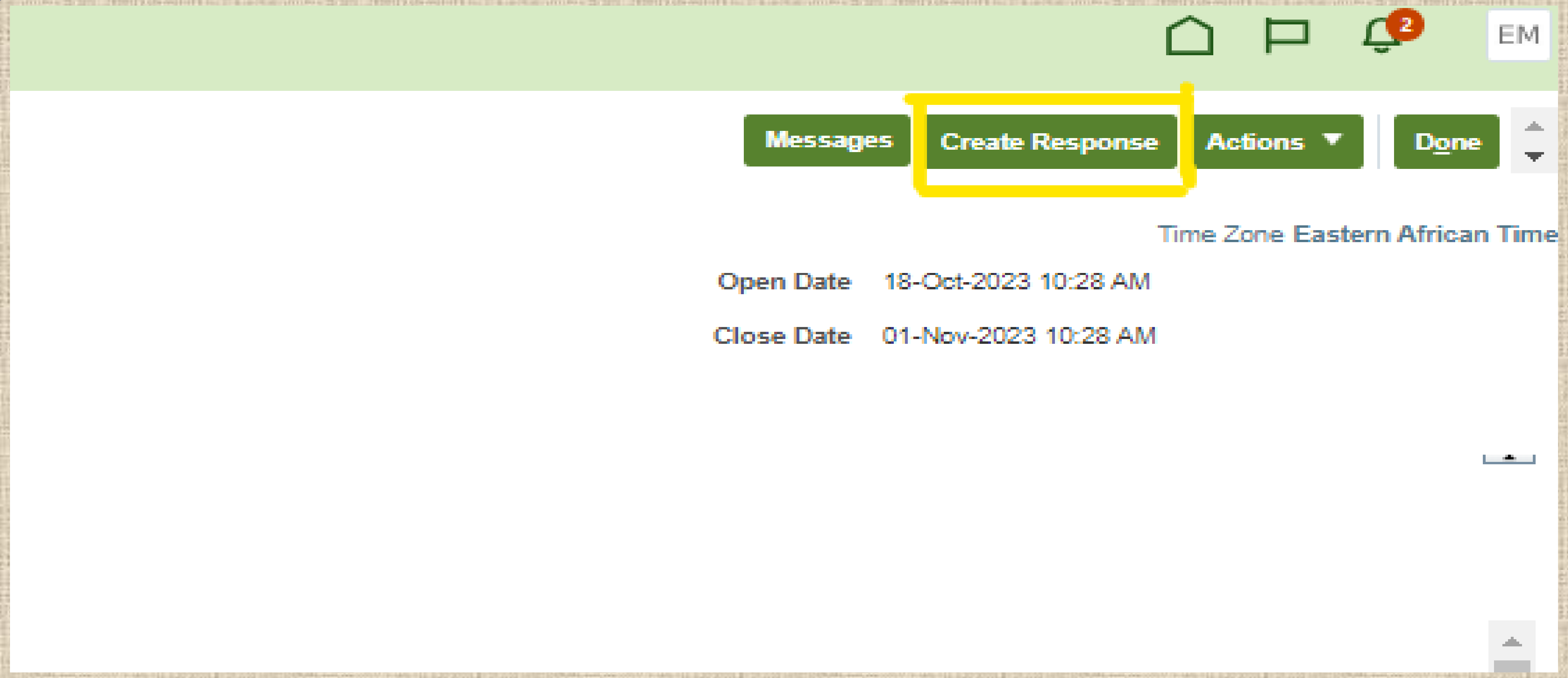


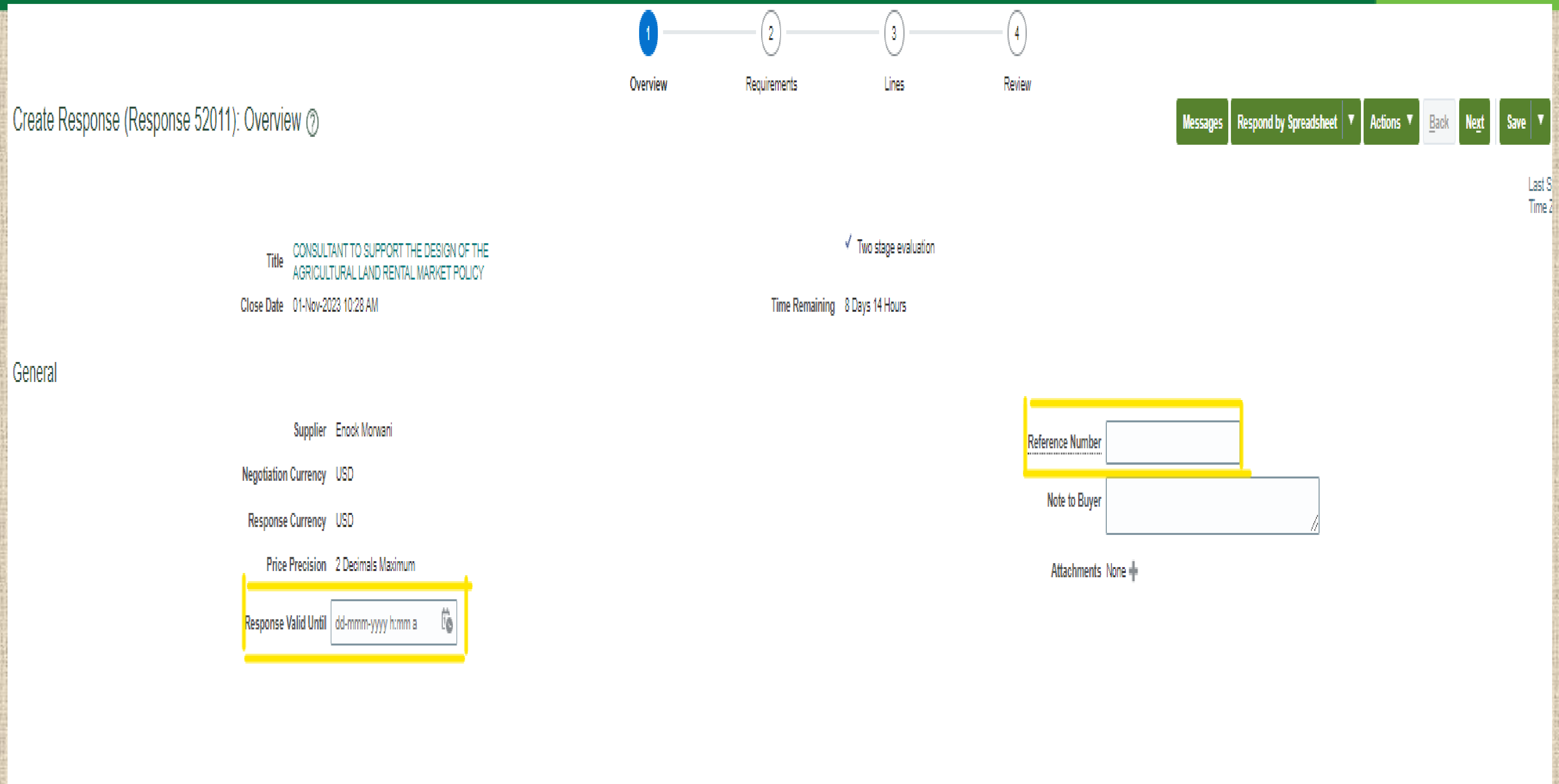
To view attachments of the negotiation, select "Actions", "View", and go to "View Attachments".



- Each negotiation in the system has multiple sections. To view each section, click on the corresponding link in the "Table of Contents".
- To respond to the RFP, Click. "Create Response".

5 Create Response



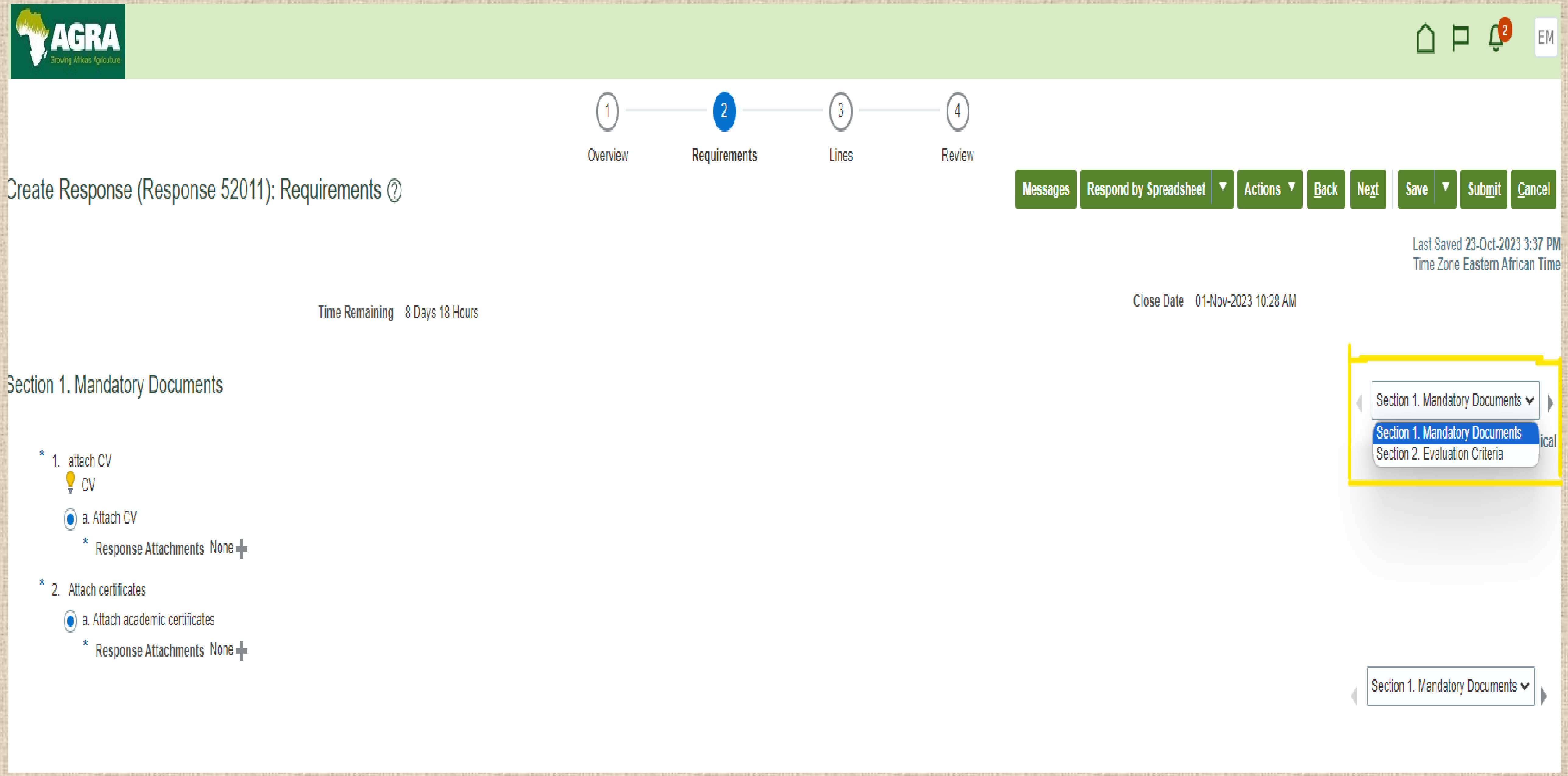


To submit a response to a negotiation, please click on "Create Response" button.

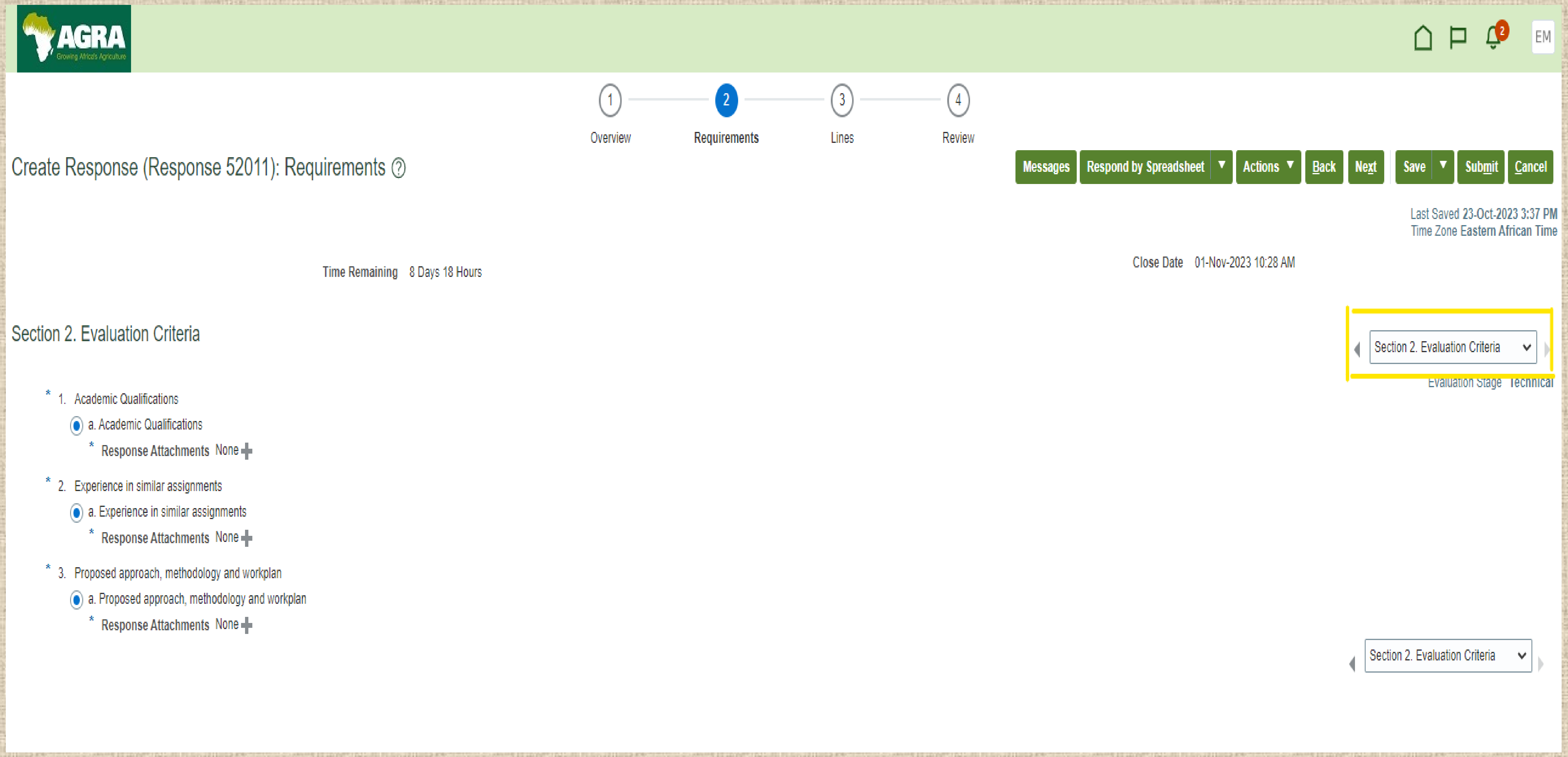
Enter the Negotiation “Reference Number” provided in the advertisement/RFP, “Response Validity” period and then, click the button "Save" and the draft bid response will be created/saved. You can continue working on the draft response at any moment during the solicitation period

6 Create Response to a Negotiation

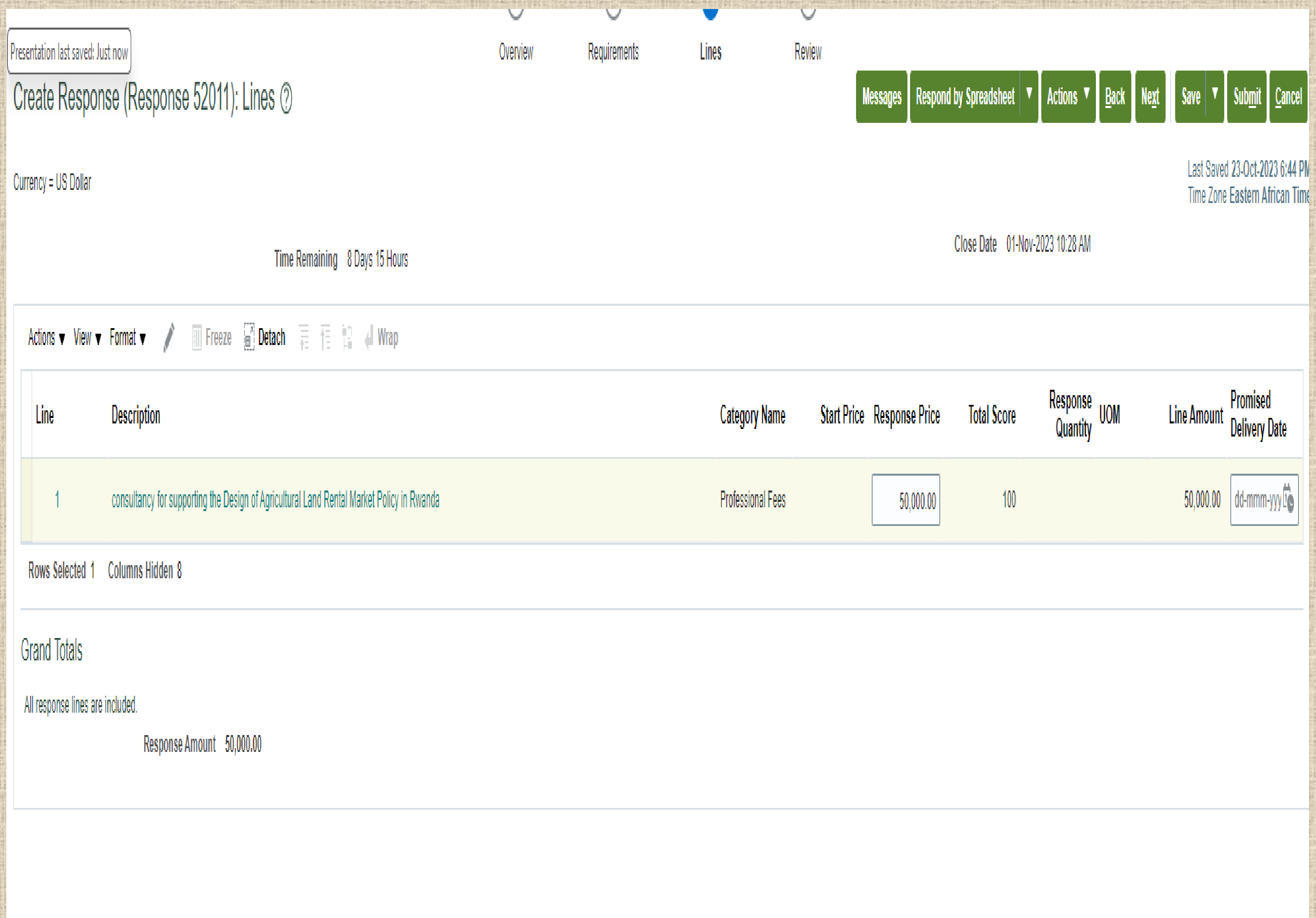
At the far right, you will see a drop-down menu where you can select and click “Mandatory Documents”. Select and attach the mandatory documents requested including Academic Certificates, Company Registration Certificates, Tax Compliance Certificates e.t.c.

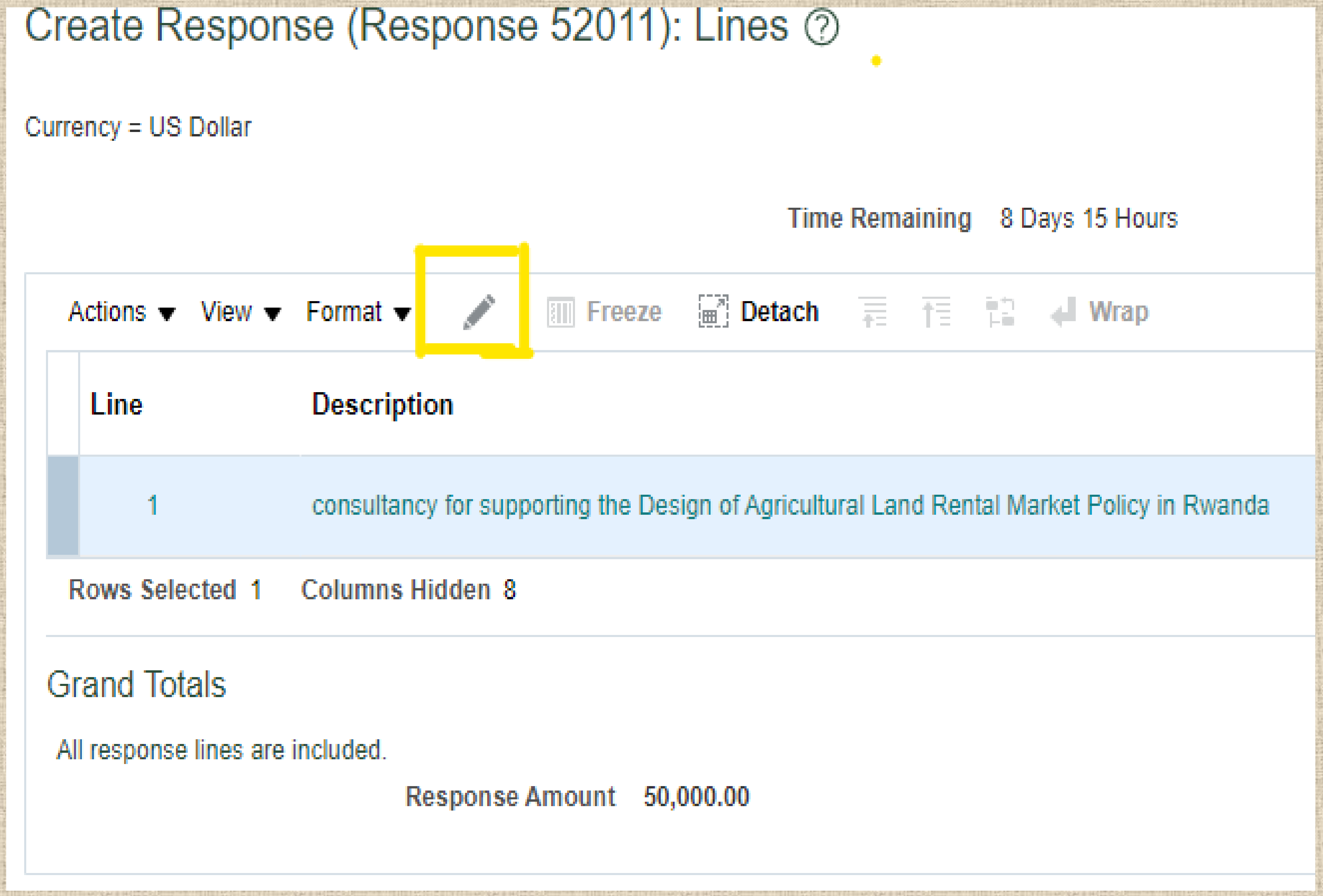


Go back to the dropdown menu and click on "Evaluation Criteria" as highlighted in yellow. Then, attach documents on requirements on Academic Qualifications, Experience in Similar assignments and proposed approach and methodology. Save and click next to go to lines.



7 Creating a Response to a Negotiation- Financial Requirements





Under "Lines" on the response price in USD insert your total applicable fees inclusive of all reimbursements and taxes and click save.

After Saving click the edit pen highlighted in the screenshot above

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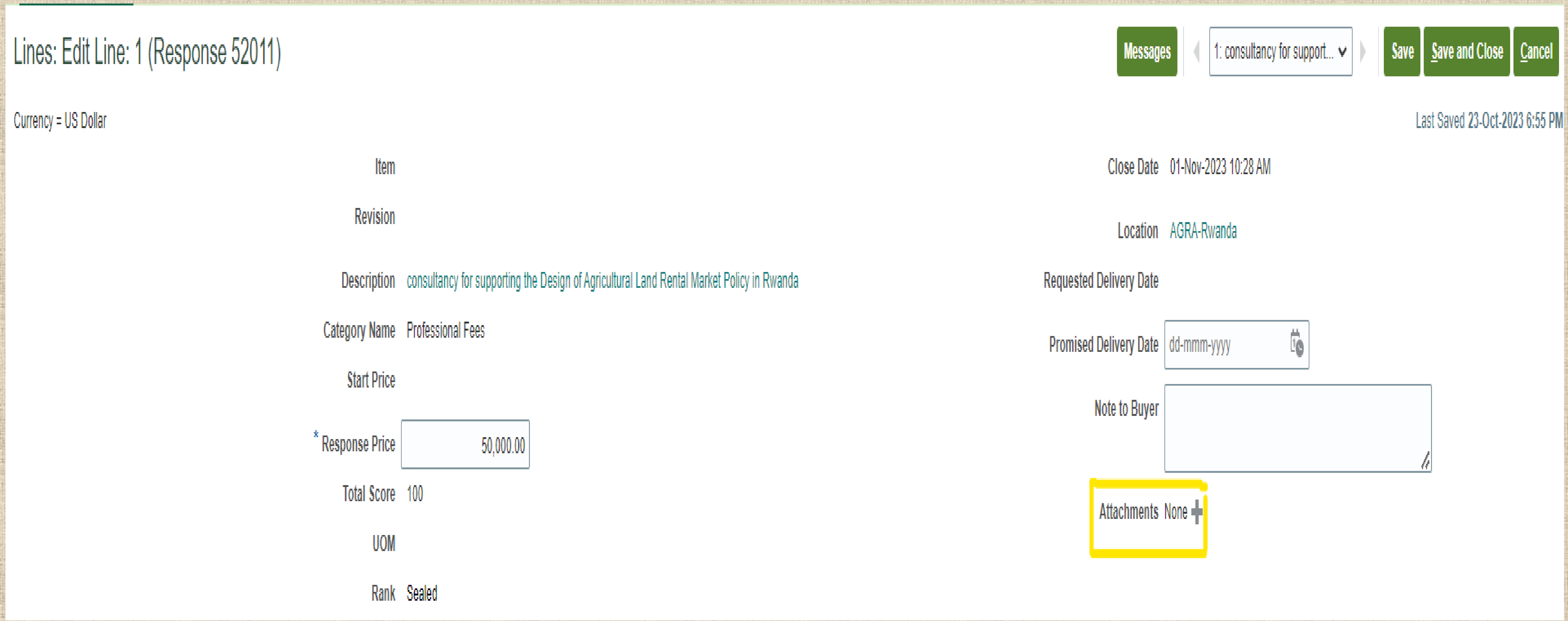
Creating a Response to a Negotiation- Financial Requirements



Financial proposal, do not need to be password protected since its open once technical evaluation has been completed

Attach the detailed non-protected Financial proposal and click "Save and Close"

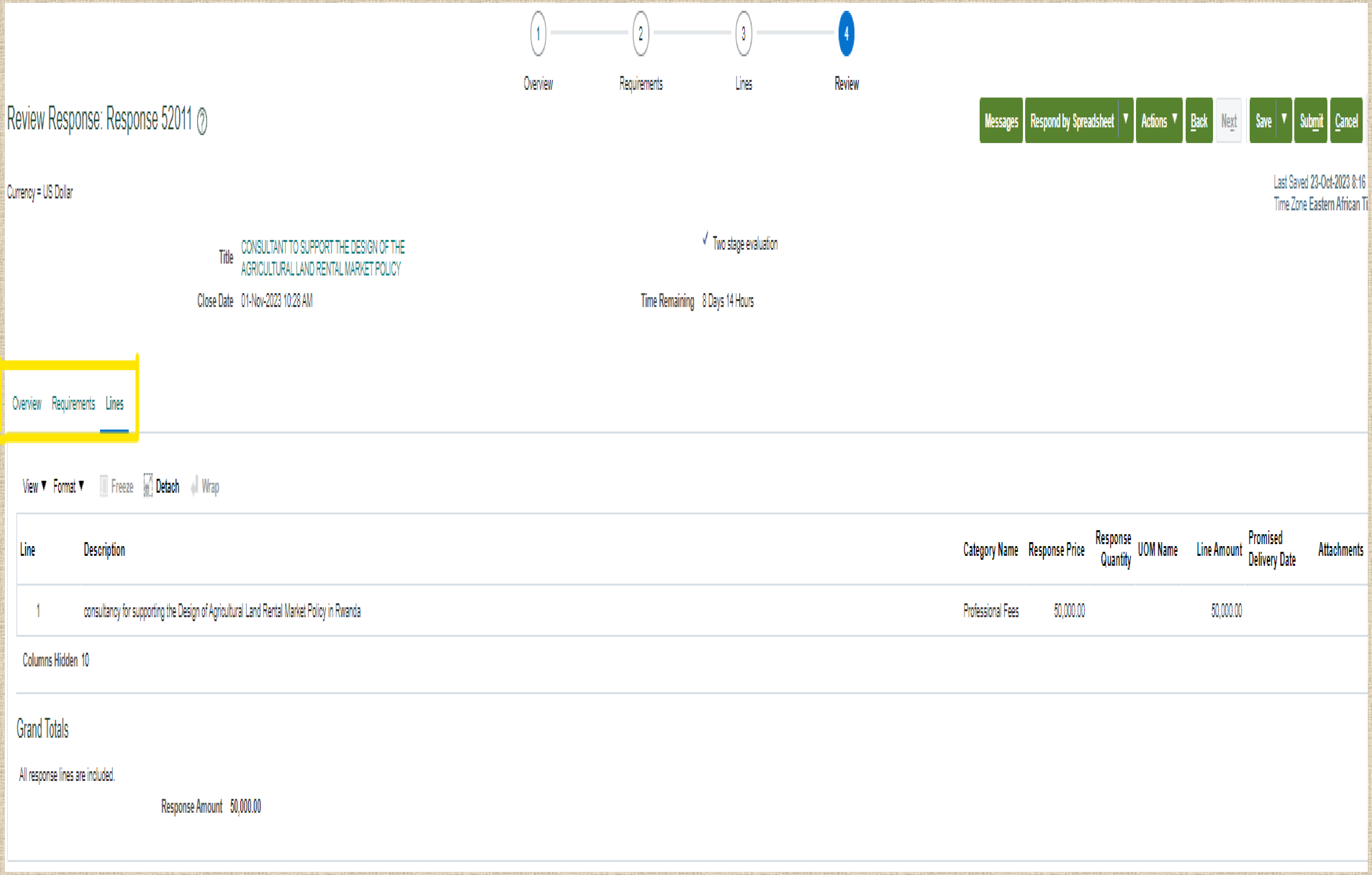
8 Review of Negotiation and Submit

Click Save & Close to submit your bid later.

Click "Actions" to view the RFQ/RFP, to validate your response or to view your response in pdf format

You can ask questions or send us messages by clicking on the "Messages" tab.

Click Submit to finalize and submit your response



THANK YOU