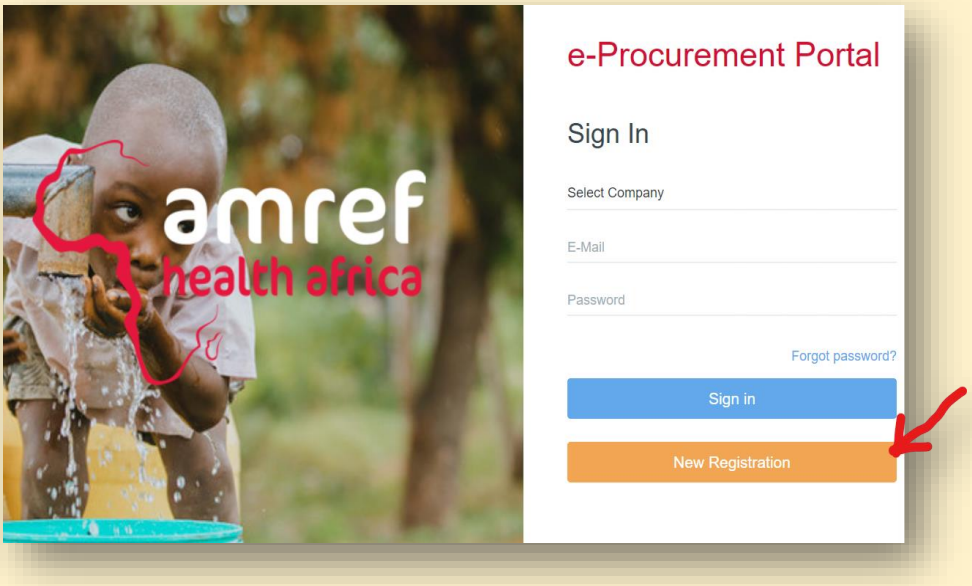
E-PREQUALIFICATION APPLICATION INSTRUCTIONS

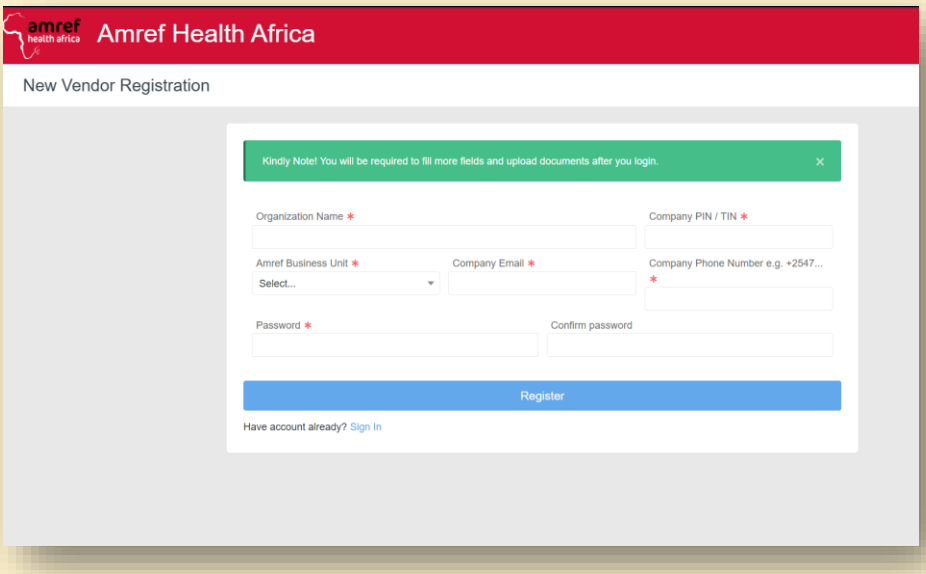
A. Part One – Business Registration

1. Log into the Amref E-Procurement Portal through: **https://etender.amref.org**

2. Select: "**New Registration**"

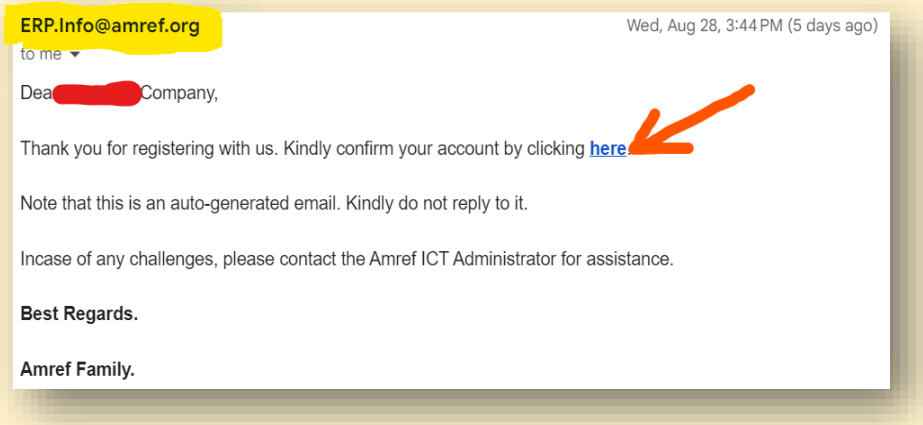


3. Fill in all the required information. The red * is to inform you that the requested information must be provided at the section.

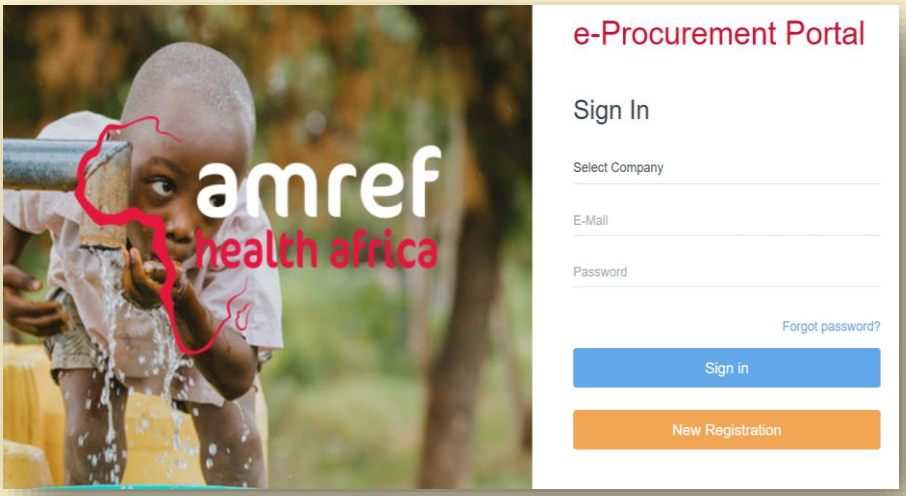


i. Provide the correct **Organization/Business Name**
ii. Provide the correct **Company TIN / PIN**
iii. Select "**ETHIOPIA**" under Amref Business Unit drop-down.
iv. Provide the correct **telephone number.**
v. Provide the correct **Email Address** and **Password** because this is what you will use to **Sign In** to your account to apply for the respective Item Categories.
vi. Then click "**Register**"

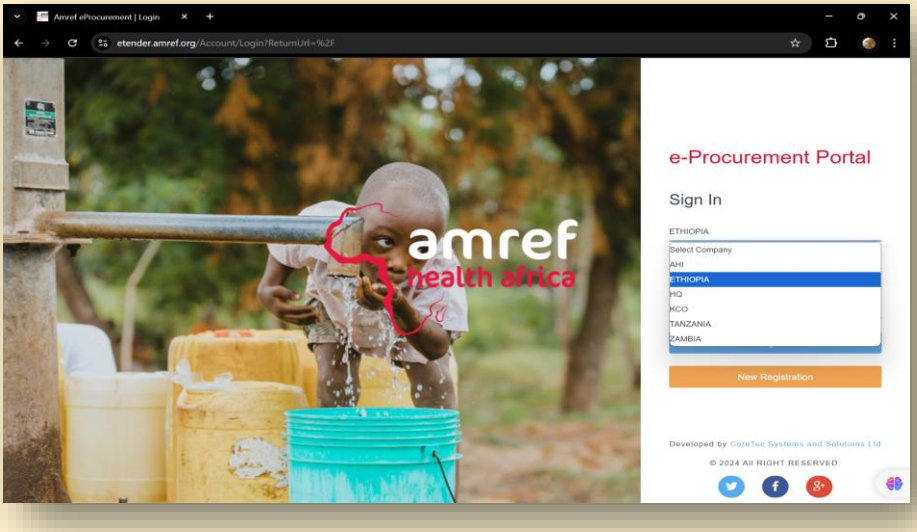
4. Now Log In to the email address you used to register your account and look for an email from **ERP.Info** and the Click on the part "**here**" to confirm your account.



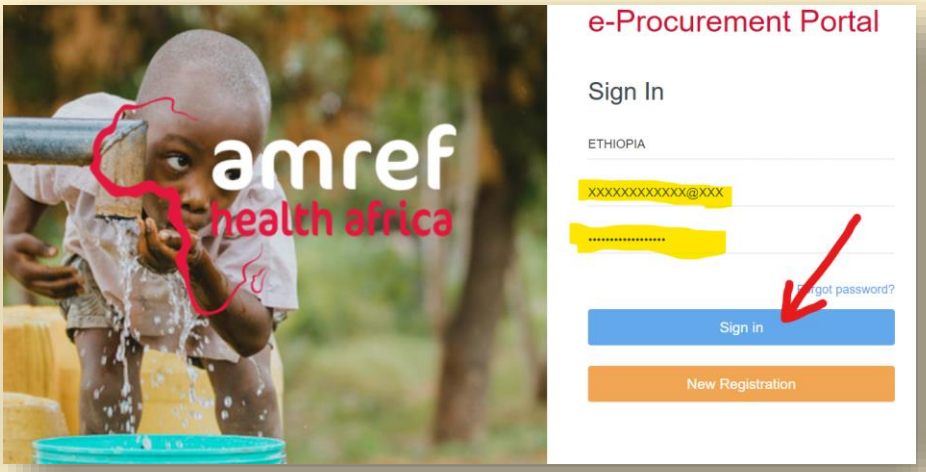
5. Afterwards, you will automatically be taken to the log-in page.



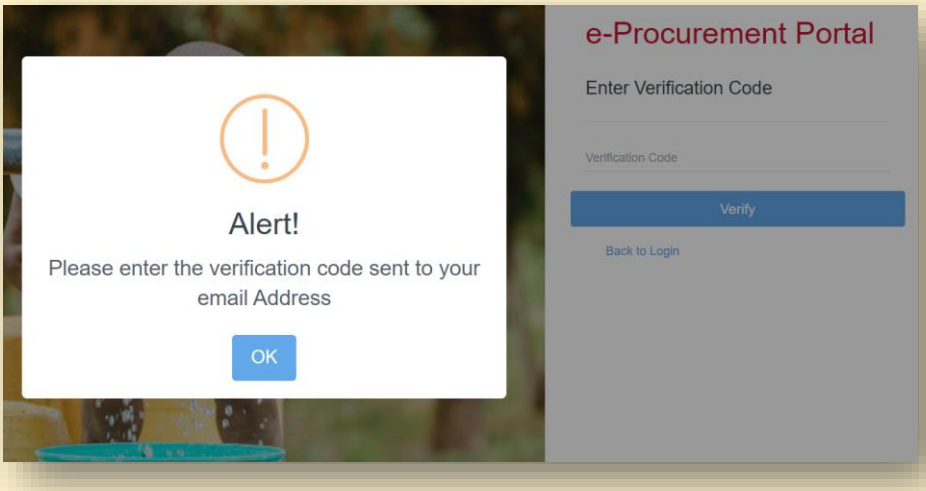
6. Click on Select Company to choose the "**ETHIOPIA**" option.



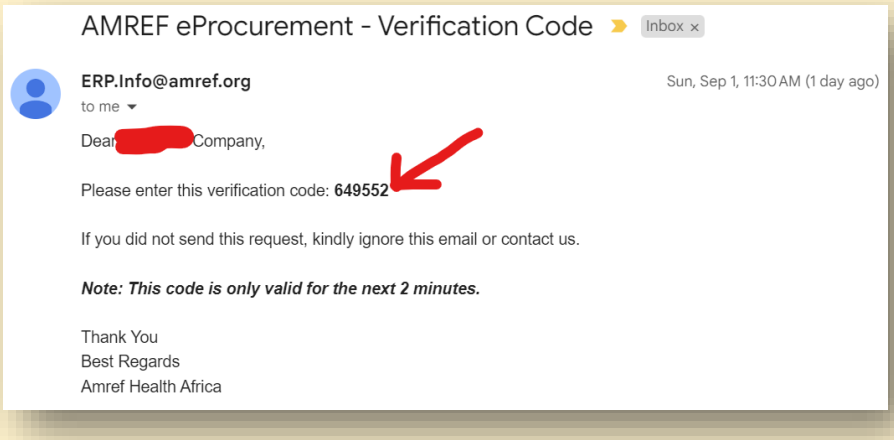
7. Enter the Email address you registered with and the Password then Click "**Sign-In**".



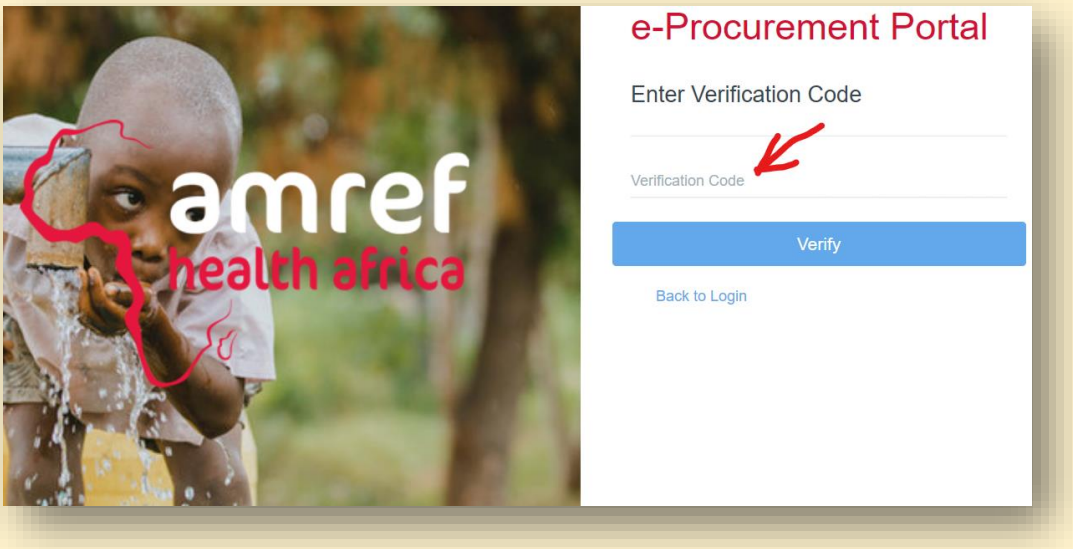
8. An Alert pop-up will appear as shown below. Click "**Okay**"



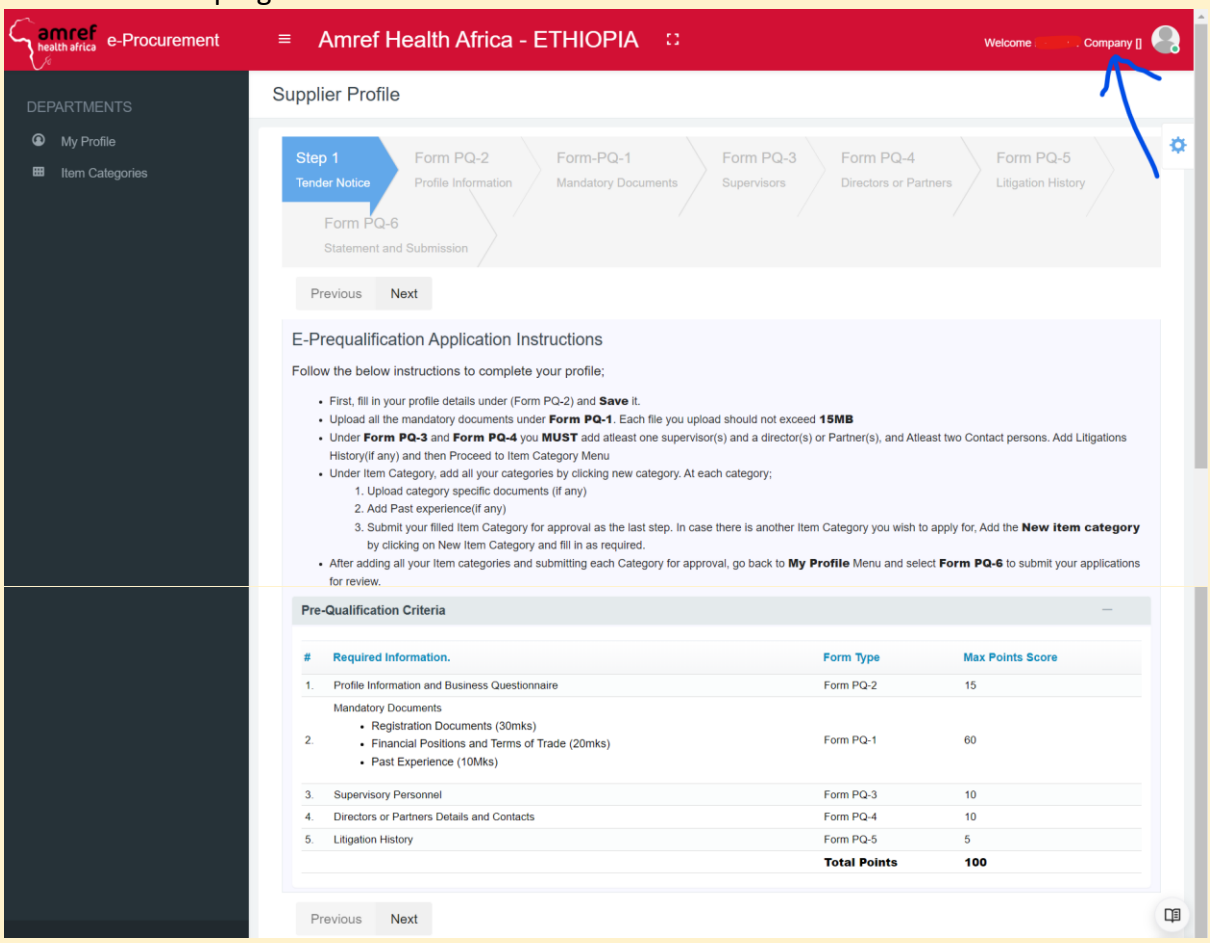
9. Again, check your email inbox and look for the new email from **ERP.Info** that has the six-digit verification code. Please note the code is valid for only 2 minutes after generation. Or else, you will have to restart the Sign-In process once again.



10. Type the six-digit code on the provided section and click "**Verify**". Then wait for the page to load.



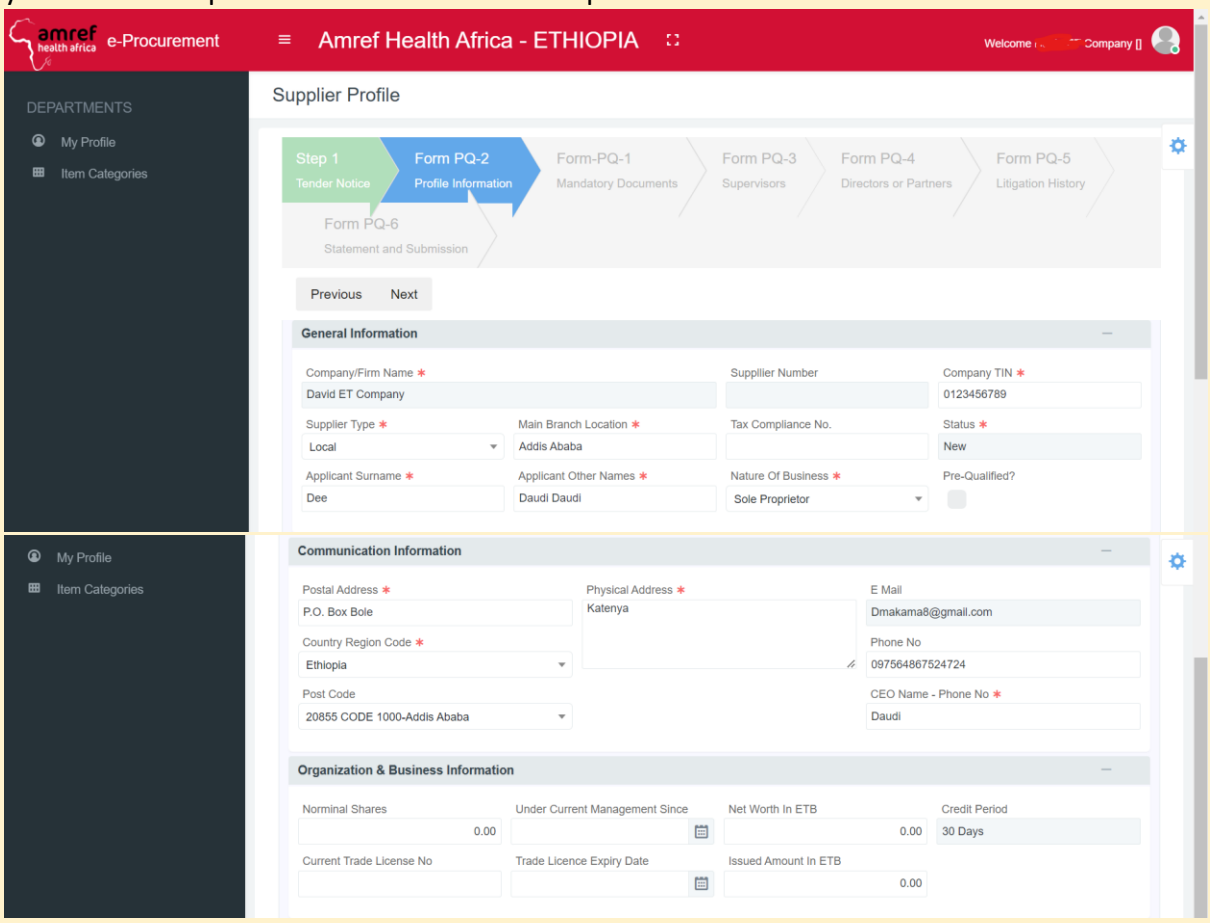
11. You will be taken to the below Page. Now you should be able to see your "**Company Name**" in the top right corner of the screen.



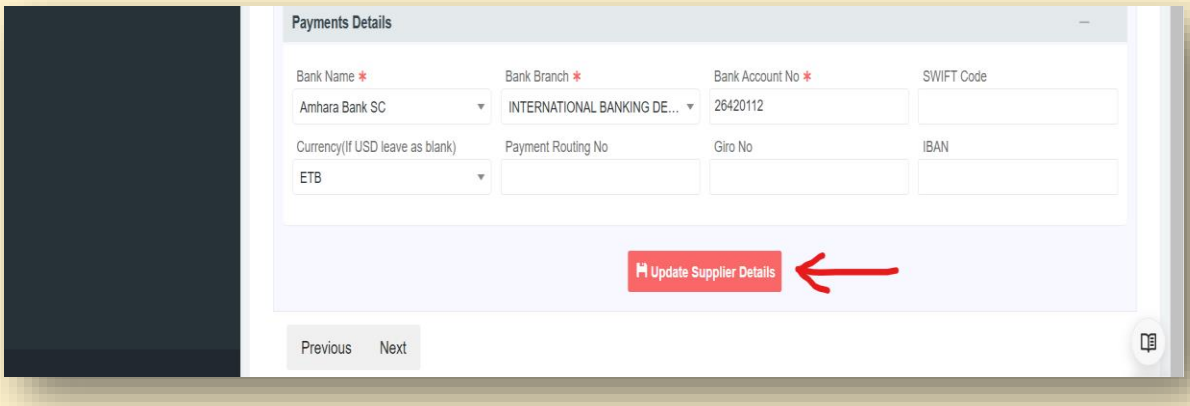
B. Part Two – Providing Profile Details

Read the E-Prequalification Application Instructions carefully before you proceed;

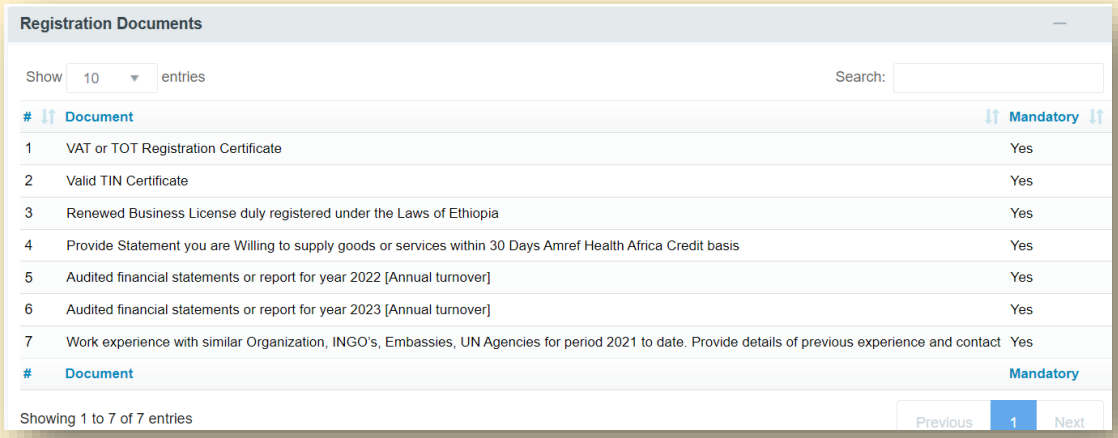
1. First, fill in your details under **Form PQ-2: Profile Information**. The red * is to inform you that the requested information must be provided at the section.



2. Once you have provided all the requested details under **Form PQ-2: Profile Information**, Click on **"Update Supplier Details"** at the bottom of the page.

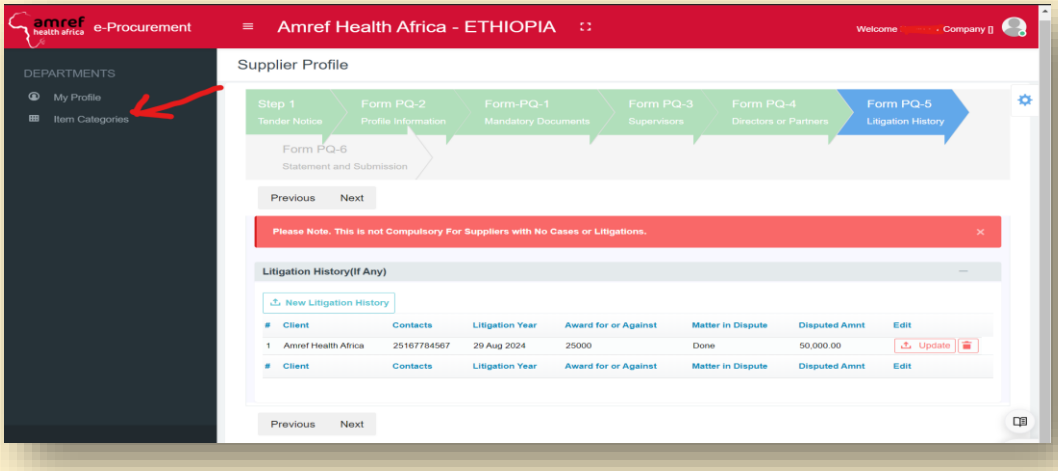


3. Then proceed to **Form PQ-1: Mandatory Documents** and upload all the documents requested. Please note each file should not exceed **15MB** in size. Or else you will not be able to upload the file.

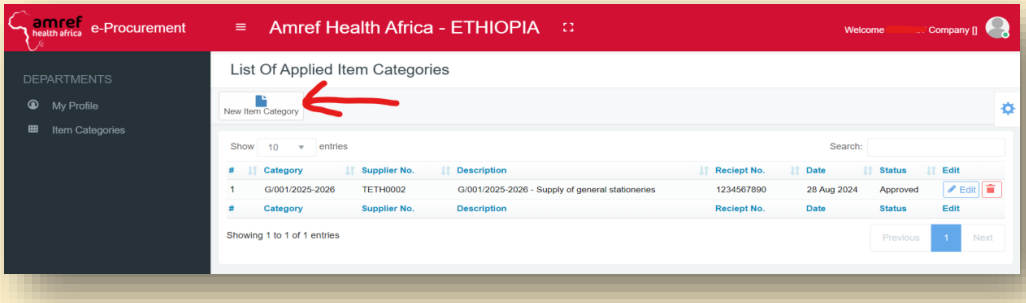


4. Under **Form PQ-3** and **Form PQ-4** you **MUST** add atleast one supervisor(s) and a director(s) or Partner(s), and atleast two Contact persons.

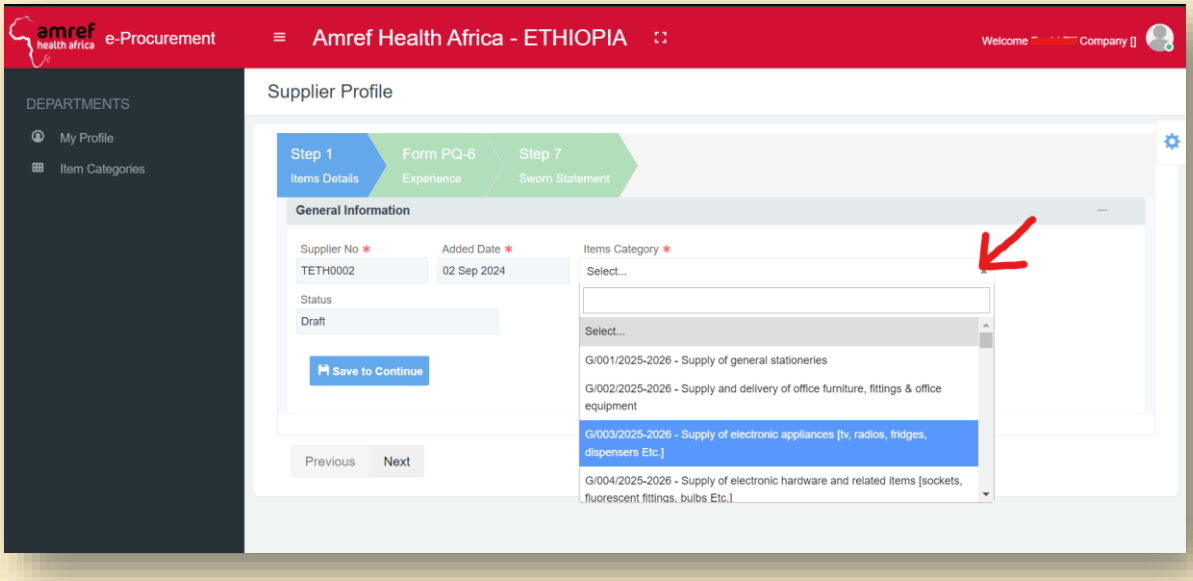
5. Add Litigations History (if any) and then Proceed to **Item Category Menu** as shown by the arrow.



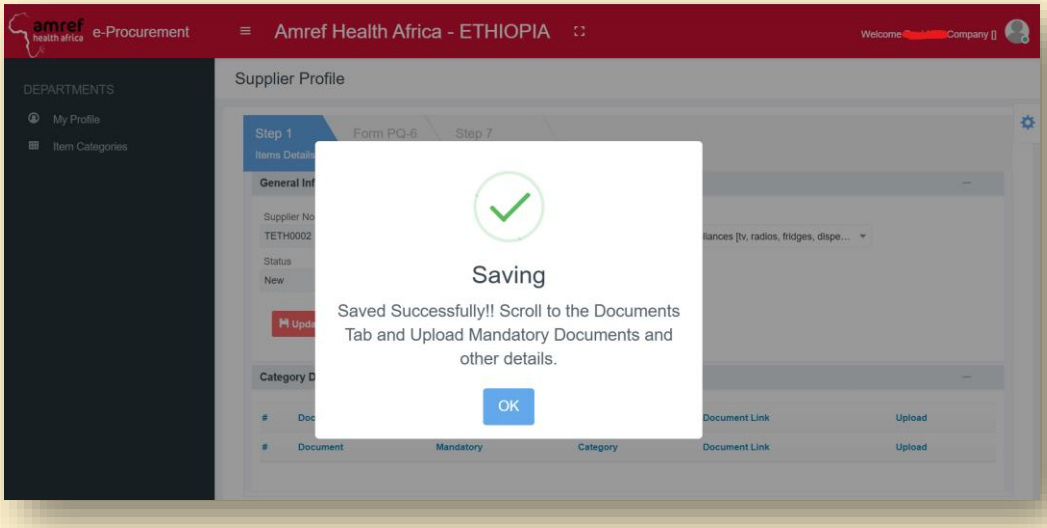
6. Under Item Categories, click on **"New Item Category"** to add the category you want to apply.



7. In the Supplier Profile Menu under **Step 1: Item Details**, click on the dropdown arrow to find and select the Item Category you want to prequalify for.

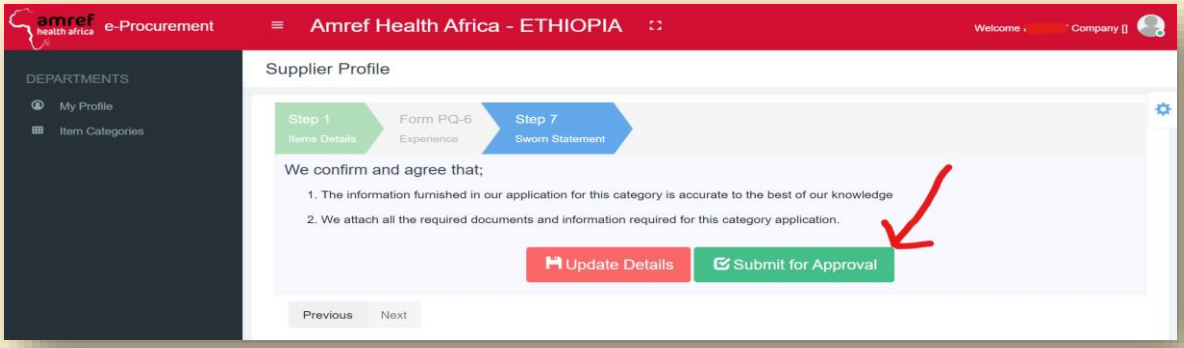


8. Then click on **Save to Continue**. The below pop-up will then appear.

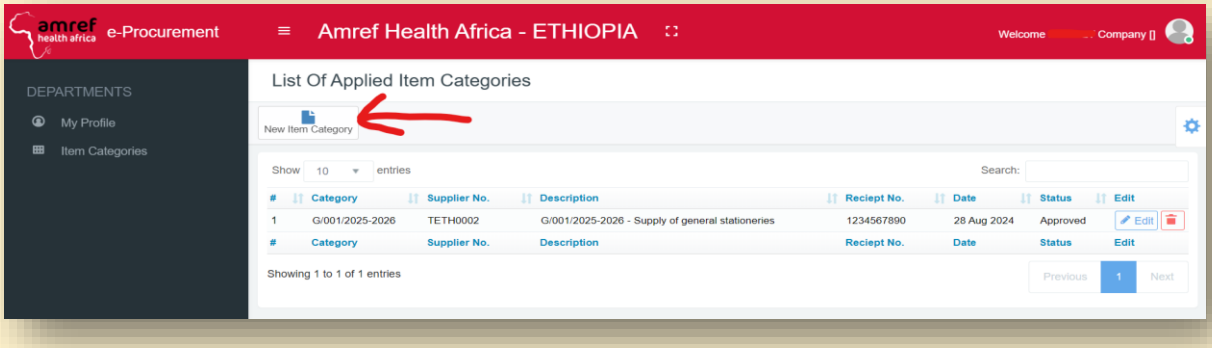


i. Upload category-specific mandatory documents (if any)
ii. Add Past Experience (if any) under **Form PQ-6.**

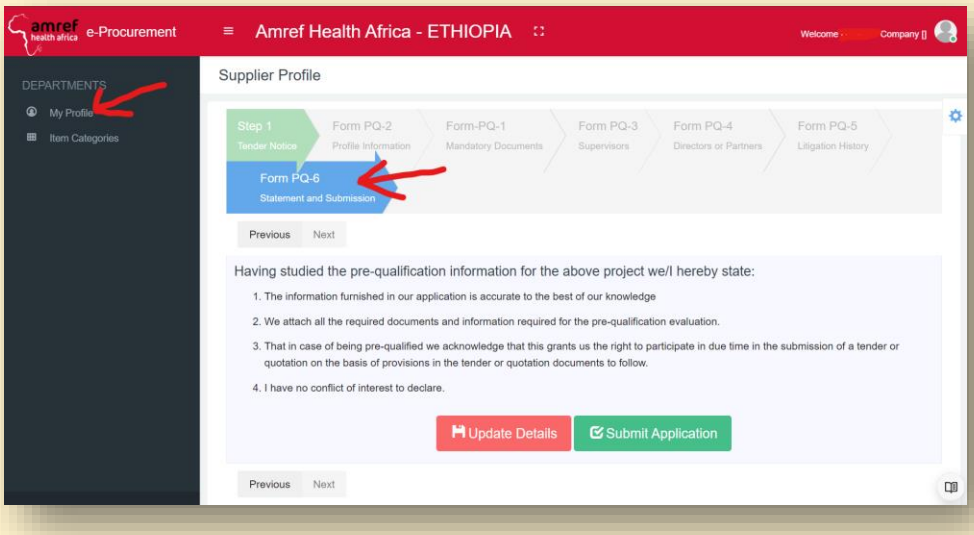
9. Now you need to go to **Form PQ-7: Sworn Statement** to submit for approval your filled Item Category as the last step.



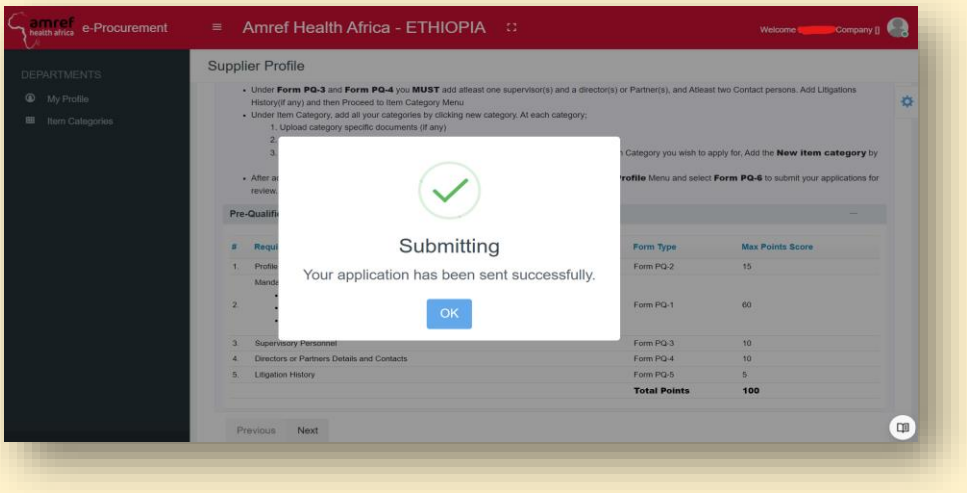
10. In case you have another Item Category you wish to apply for, add the **New item category** by clicking on **New Item Category** and fill in information as required.



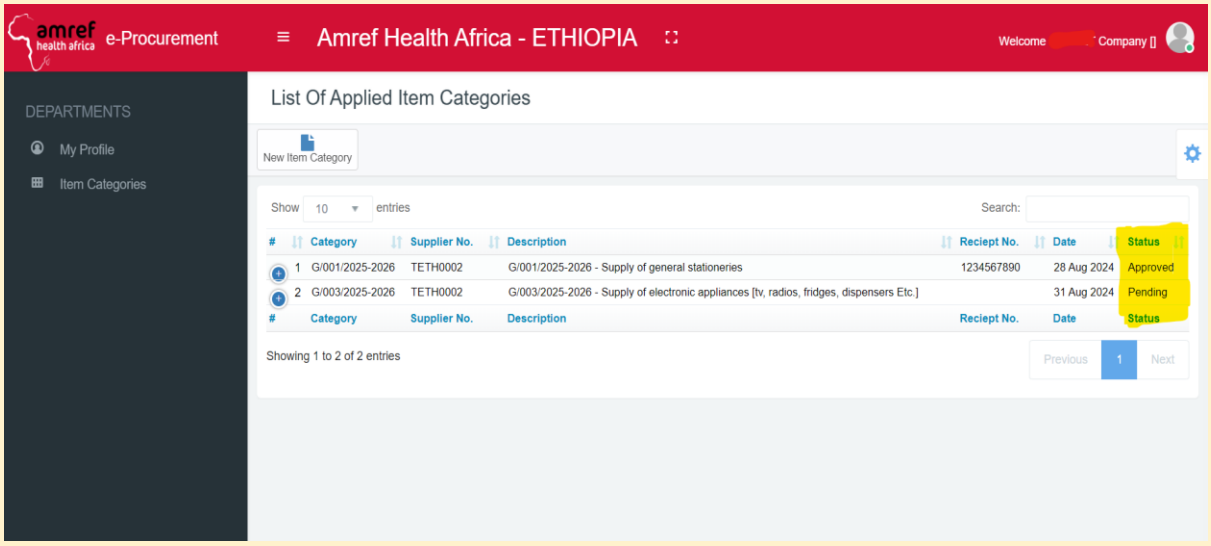
11. After adding all the Item categories that you wish to apply for and submitting each Category for approval as show in **Step 9**, go back to **My Profile Menu** and select **Form PQ-6: Statement and Submission.**
Click on **"Submit Application"** to submit your applications for review.



12. The below pop-up will appear to show that you have successfully submitted your application for review.



13. To confirm the status of your application, click on Item Categories and here you should be able to see all the categories you have applied for and their status.



Please note that if you still encounter challenges with registration or category application, please send a screenshot of the error to: eprequalification.ethiopia@amref.org