

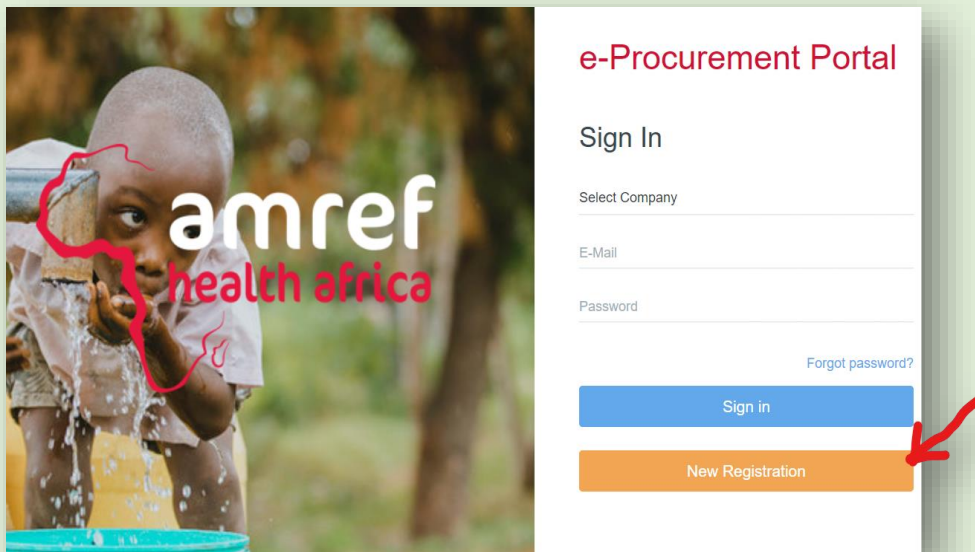
## E-PREQUALIFICATION APPLICATION INSTRUCTIONS

### የኤሌክትሮኒክ ቅድመ-ብቃት/E-prequalification ምዝገባ መመሪያ

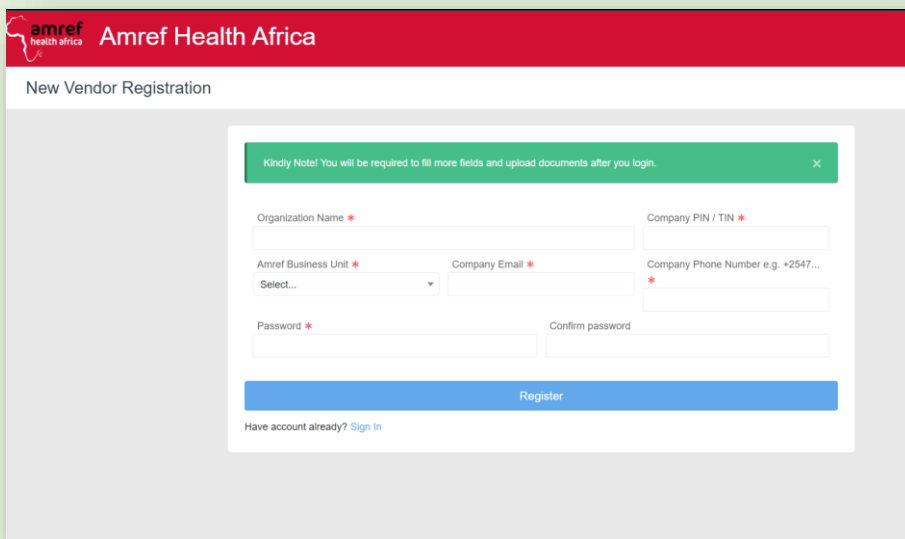
#### A. Part One – Business Registration

##### ክፍል አንድ - የቢዝነስ ምዝገባ

1. Log into the Amref E-Procurement Portal through: <https://etender.amref.org>  
ወደ ኤሌክትሮኒክ ግዢ ድረገፅ ከላይ በተቀመጠው አድራሻ ይግቡ።
2. Select: “**New Registration**”  
አዲስ ምዝገባ/ **New Registration** የሚለውን ይምረጡ

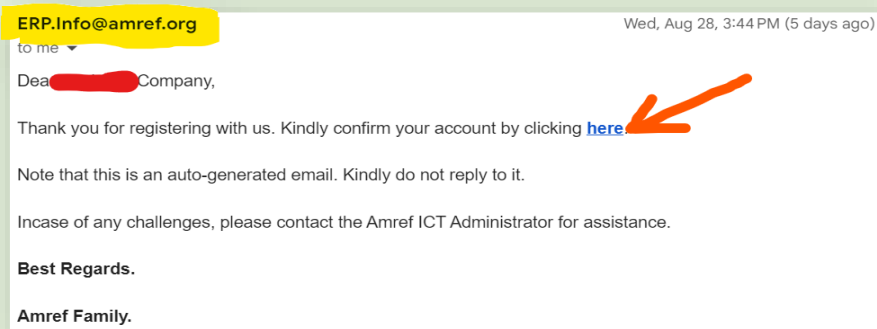


3. Fill in all the required information. The red \* is to inform you that the requested information must be provided at the section.  
ሁሉንም አስፈላጊ መረጃዎች ይሙሉ።

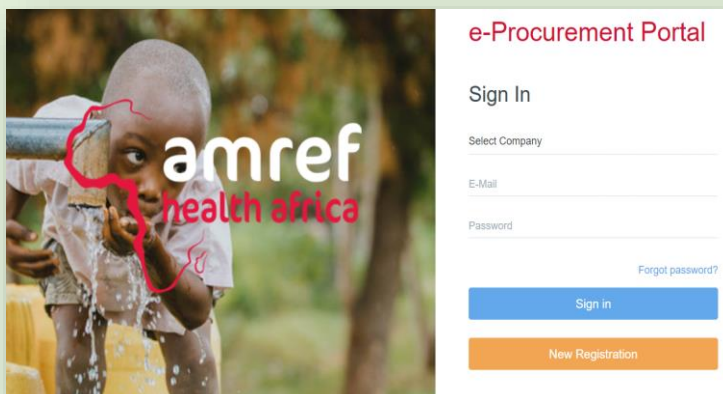


- i. Provide the correct **Organization/Business Name**  
የድርጅትዎን ትክክለኛ የንግድ ስም ያሰጡ
- ii. Provide the correct **Company TIN / PIN**  
የድርጅትዎን ትክክለኛ የቲን ቁጥር ያሰጡ
- iii. Select “**ETHIOPIA**” under Amref Business Unit drop-down.  
Amref Business Unit በሚለው ስር ኢትዮጵያ የሚለውን ይምረጡ
- iv. Provide the correct **telephone number**.  
ትክክለኛ የስልክ ቁጥር ያስጡ
- 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.  
እባክዎ ትክክለኛውን የኢሜል አድራሻ እና የይለፍ ቃል ያስጡ ምክንያቱም ወደ መለያዎ ለመግባት እና ለየዕቃ ምድቦች ለማመልከት የሚጠቀሙበት ስለሆነ።
- vi. Then click “**Register**”  
በቀጣይ “**Register**” የሚለውን ይጫኑ

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.  
አሁን መለያዎን ለመመዝገብ ወደ ተጠቀሙበት የኢሜል አድራሻ ይግቡ። ከ **ERP.Info** የተላከ ኢሜል ይፈልጉ እና መለያዎን ለማረጋገጥ “**here**” የሚለውን ይጫኑ።

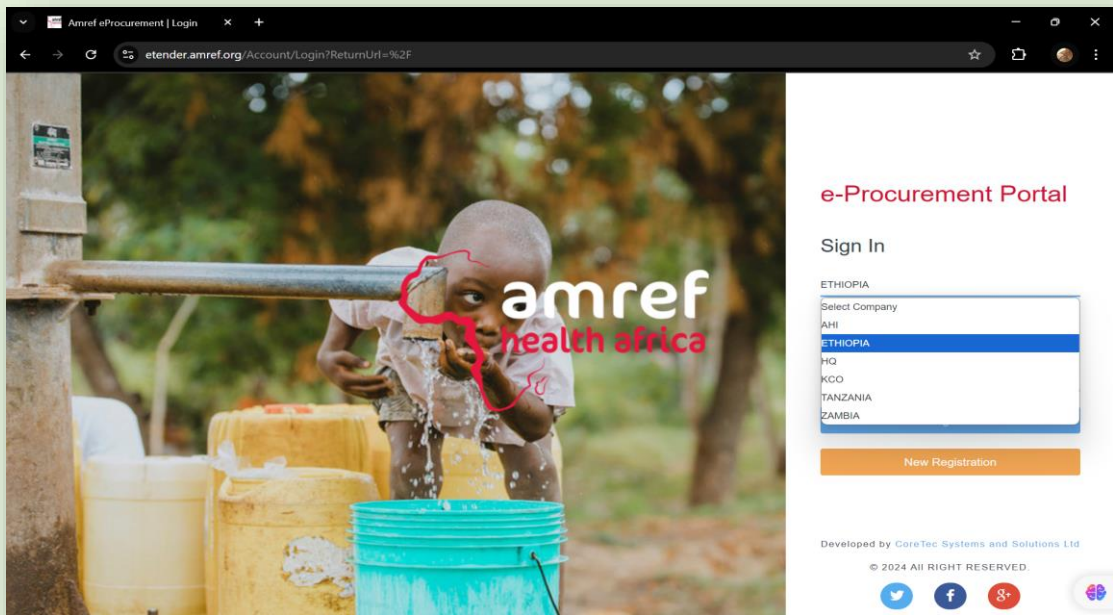


5. Afterwards, you will automatically be taken to the log-in page.  
ከዚያ በኋላ ወዲያውኑ ወደ መግቢያው ገጽ ይወስደዎታል



6. Click on Select Company to choose the “ETHIOPIA” option.

ድርጅቶቻን ይምረጡ የሚለውን ተጨማሪ “ETHIOPIA” የሚለውን ይምረጡ።



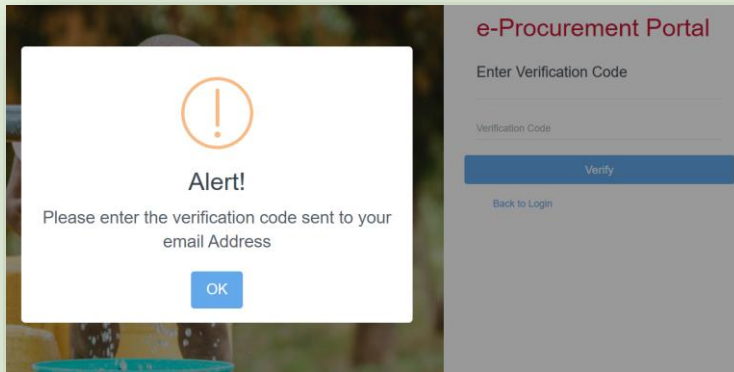
7. Enter the Email address you registered and the Password then Click “Sign-In”.

ለመመዘን የተጠቀሙበትን ኢሜል አድራሻ እና የይላፍ ቃል ያስገቡ ከዚያም "Sign-in" የሚለውን ይጫኑ።



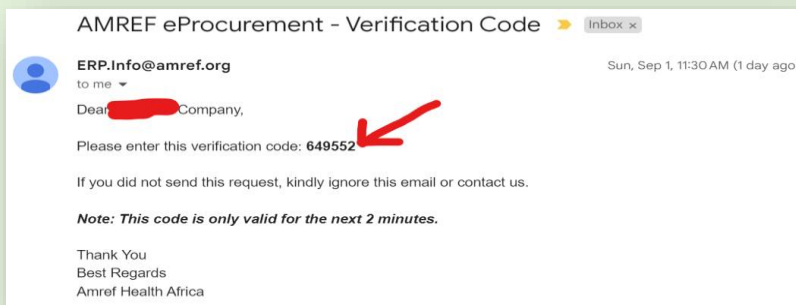
- An Alert pop-up will appear as shown below. Click “**Okay**”

ከታች እንደሚታየው የማንኛውንም መልዕክት/pop-up ሲመጣልዎ "Ok" የሚለውን ይጫኑ



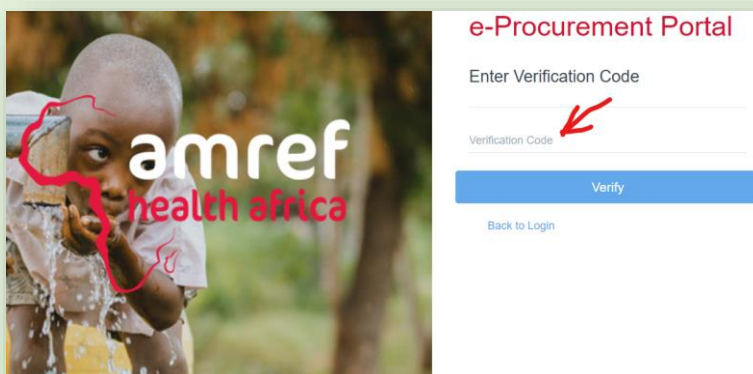
- Again, check your email inbox and look for the new email from **ERP.Info** that has the six-digit verification code. Please note the code is valid for only 2 minutes after generation. Or else, you will have to restart the Sign-In process once again.

እንደገና የኢሜል መልእክት ሳጥንዎን ያረጋግጡ እና አዲስ ኢሜል ከ **ERP.Info** ይፈልጉ :: የማረጋገጫ ኮድ ያለው መረጃ ያገኛሉ::



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

የተላከልዎትን ስድስት ዲጂት ኮድ ካስቡ በኋላ "Verify" የሚለውን ይጫኑ:: ከዚያ ገደ እስኪጫን ይጠብቁ::



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.

ከዚያ ከታች ወደሚታየው ገጽ ይወስድዎታል። በላይኛው ቀኝ ጥግ ላይ የእርስዎን "Company Name" ማየት መቻል አለብዎ።

The screenshot displays the 'Supplier Profile' page in the Amref Health Africa e-Procurement system. The header includes the Amref Health Africa logo, the text 'e-Procurement', and 'Amref Health Africa - ETHIOPIA'. A user profile dropdown in the top right shows 'Welcome [Name] Company'. The main content area features a progress bar with the following steps: Step 1 (Tender Notice), Form PQ-2 (Profile Information), Form-PQ-1 (Mandatory Documents), Form PQ-3 (Supervisors), Form PQ-4 (Directors or Partners), Form PQ-5 (Litigation History), and Form PQ-6 (Statement and Submission). Below the progress bar are 'Previous' and 'Next' navigation buttons. The 'E-Prequalification Application Instructions' section provides detailed steps for completing the profile. The 'Pre-Qualification Criteria' table is as follows:

#	Required Information.	Form Type	Max Points Score
1.	Profile Information and Business Questionnaire	Form PQ-2	15
2.	Mandatory Documents <ul style="list-style-type: none"> <li>Registration Documents (30mks)</li> <li>Financial Positions and Terms of Trade (20mks)</li> <li>Past Experience (10Mks)</li> </ul>	Form PQ-1	60
3.	Supervisory Personnel	Form PQ-3	10
4.	Directors or Partners Details and Contacts	Form PQ-4	10
5.	Litigation History	Form PQ-5	5
		<b>Total Points</b>	<b>100</b>

**B. Part Two – Providing Profile Details**

**ክፍል ሁለት - ዝርዝር መረጃዎችን ማስገባት**

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

ከመቀጠልዎ በፊት ኤሌክትሮኒክ ቅድመ ብቃት ማመልከቻ መመሪያዎችን ያንብቡ

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.

በመጀመሪያ ዝርዝር መረጃዎችን በቅጽ **Form PQ-2: Profile Information** ከሚለው ስር ይሙሉ እና ያስቀምጡት። የቀይ ከብ ምልክት ያለባቸው በሙሉ የግዴታ መሞላት ያለባቸው መረጃዎች ናቸው።

The screenshot shows the 'Supplier Profile' form in the Amref Health Africa e-Procurement system. The form is divided into three main sections: General Information, Communication Information, and Organization & Business Information. The General Information section includes fields for Company/Firm Name, Supplier Number, Company TIN, Supplier Type, Main Branch Location, Tax Compliance No., Status, Applicant Surname, Applicant Other Names, Nature Of Business, and Pre-Qualified?. The Communication Information section includes fields for Postal Address, Physical Address, E Mail, Country Region Code, Phone No, Post Code, and CEO Name - Phone No. The Organization & Business Information section includes fields for Nominal Shares, Under Current Management Since, Net Worth In ETB, Credit Period, Current Trade License No, Trade Licence Expiry Date, and Issued Amount In ETB.

- 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.

**Form PQ-2: Profile Information** በሚለው ቅፅ ስር መሞላት የሚገባቸውን ዝርዝር መረጃዎች ካስቡ በኋላ ከገፁ ስር **“Update Supplier Details”** የሚለውን ይጫኑ።

- 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.

ቀጥሎ **Form PQ-1: Mandatory Documents** ወደ ሚላው ቅፅ ይግቡ እና የሚጠየቁ ደክመንቶችን በሙሉ ይጫኑ/ያስቀምጡ። እያንዳንዱ ፋይል ከ 15 ሜ.ባ መብለጥ የለበትም። ካልሆነ ግን ፋይሉን መጨን አይችሉም።

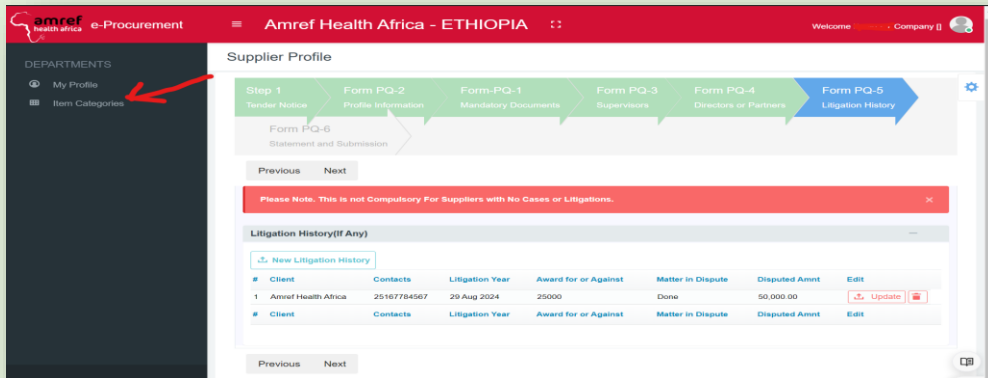
#	Document	Mandatory
1	VAT or TOT Registration Certificate	Yes
2	Valid TIN Certificate	Yes
3	Renewed Business License duly registered under the Laws of Ethiopia	Yes
4	Provide Statement you are Willing to supply goods or services within 30 Days Amref Health Africa Credit basis	Yes
5	Audited financial statements or report for year 2022 [Annual turnover]	Yes
6	Audited financial statements or report for year 2023 [Annual turnover]	Yes
7	Work experience with similar Organization, INGO's, Embassies, UN Agencies for period 2021 to date. Provide details of previous experience and contact	Yes

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

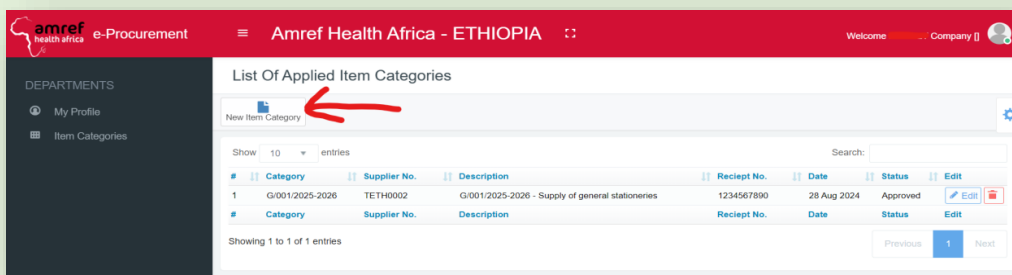
በቅጽ **Form PQ-3** እና ቅጽ **Form PQ-4** ስር ቢያንስ አንድ ሱፐርቪዥር(ዎች) እና ዳይሬክተር(ዎች) ወይም አጋር(ዎች) እና ቢያንስ ሁለት ተጠሪ ሰዎችን ማስገባት አለብዎት።

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

የፍርድ ቤት ክርክር ታሪክ ያስገቡ (ካለ)። ከዚያ በመቀጠል የዕቃ ምድብ/ **Item Category Menu** ወደ ሚላው ሜኑ ይግቡ።

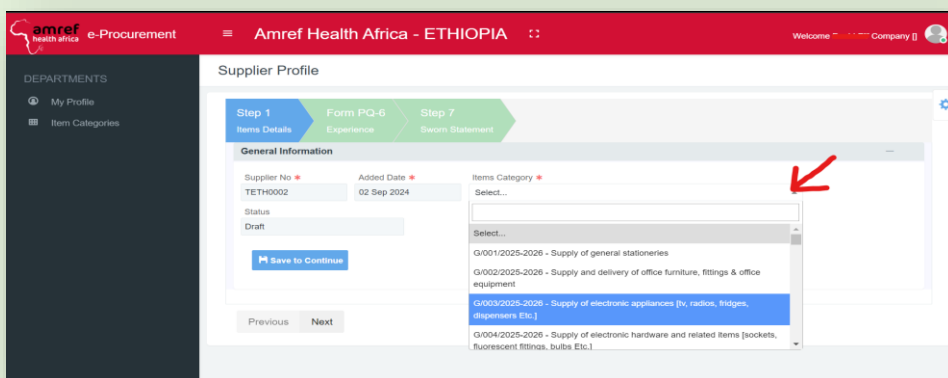


6. Under Item Categories, click on **“New Item Category”** to add the category you want to apply. በዕቃ ምድብ/Item Category ስር፣ አዲስ የዕቃ ምድብ/“New Item Category” የሚለውን በመጫን መወዳደር የሚፈልገውን ሁሉንም የዕቃ ምድቦች ያስገቡ።



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.

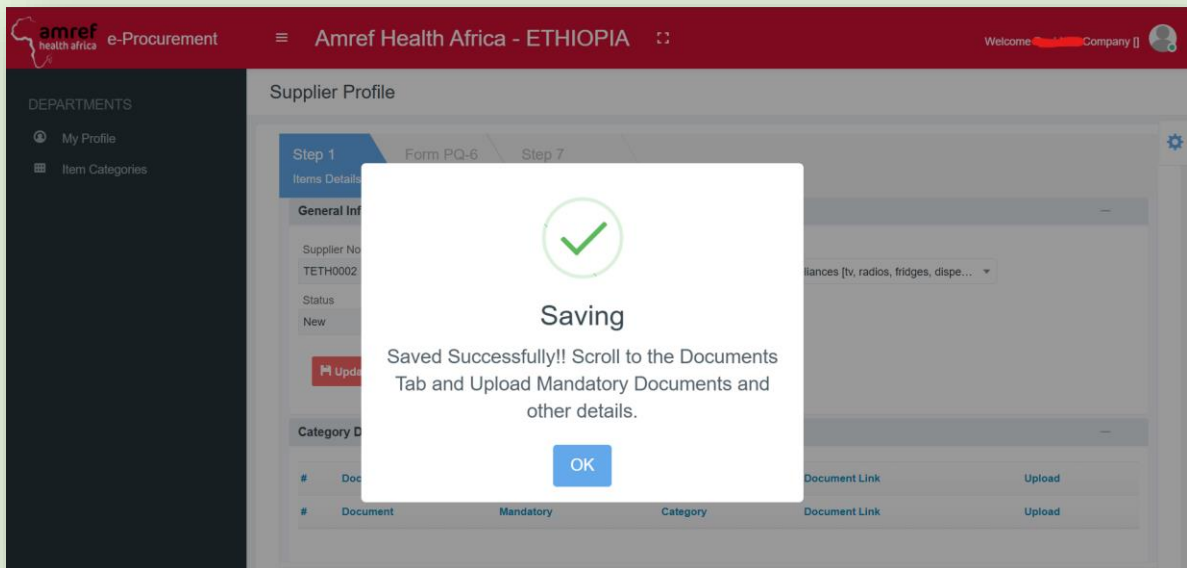
በመጀመሪያ የአቅራቢ ፕሮፋይል ሜኑ ውስጥ **Step 1: Item Details** በሚለው ስር የቀስት ምልክቷን በመጫን ለቅደም ብቃት ለማመልከት የሚፈልጉትን የዕቃ ምድብ ይምረጡ።





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

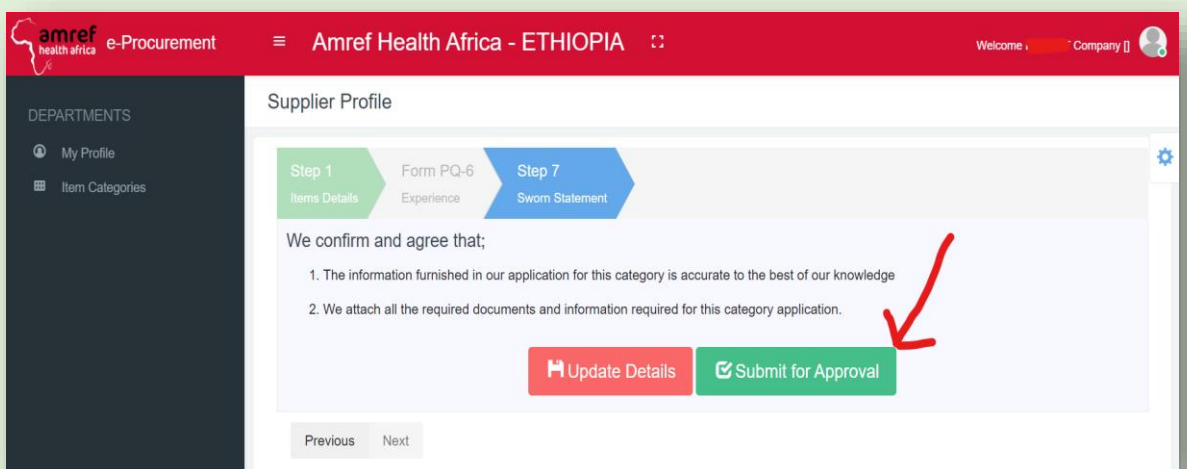
ከዚያ በመቀጠል አስቀምጥ/ **Save to Continue** የሚለውን ይጫኑ። ከዚህ በታች ያለው የሚታይ መልዕክት ይመጣል።



- i. Upload category-specific mandatory documents (if any)  
የዕቃ ምድቡን የሚመለከቱ አስገዳጅ ደክመንቶችን ይጫኑ (ካለ)
- ii. Add Past Experience (if any) under **Form PQ-6**.  
ያልቻሉ ልምድ ያስቡ (ካለ)

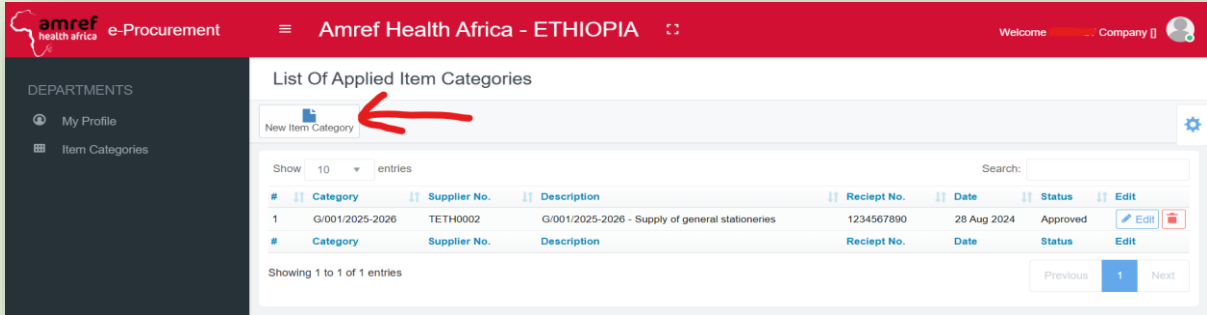
9. Now you need to go to **Form PQ-7: Sworn Statement** to submit for approval your filled Item Category as the last step under.

በመጨረሻ ደረጃ ያቀረቡትን የተሞላ የእቃ ምድብ ለማጠቃለያ **Form PQ-7: Sworn Statement** ወደ ሚለው ቅጽ በመሄድ ይላኩ/submit for approval።



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.

ለማመልከት የሚፈልጉት ሌላ የዕቃ ምድብ ካለ፣ **New item category** የሚለውን በመጨን አስፈላጊ የሆኑ መረጃዎችን ይሙሉ።

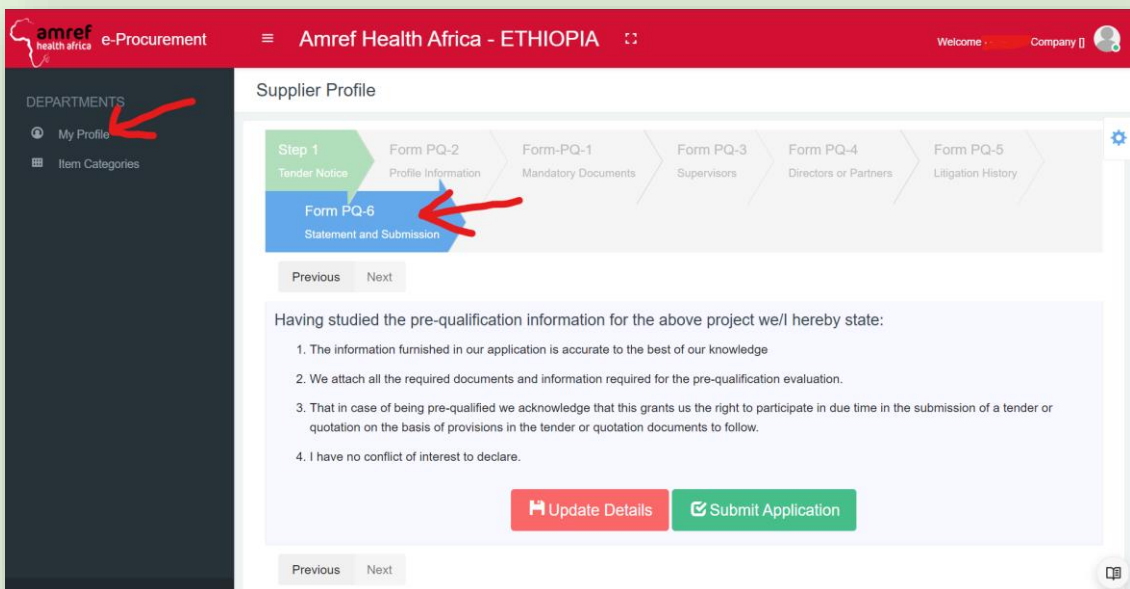


11. After adding all the Item categories that you wish to apply for and submitting each Category for approval as show in **Step 9**, go back to **My Profile Menu** and select **Form PQ-6: Statement and Submission**.

Click on **“Submit Application”** to submit your applications for review.

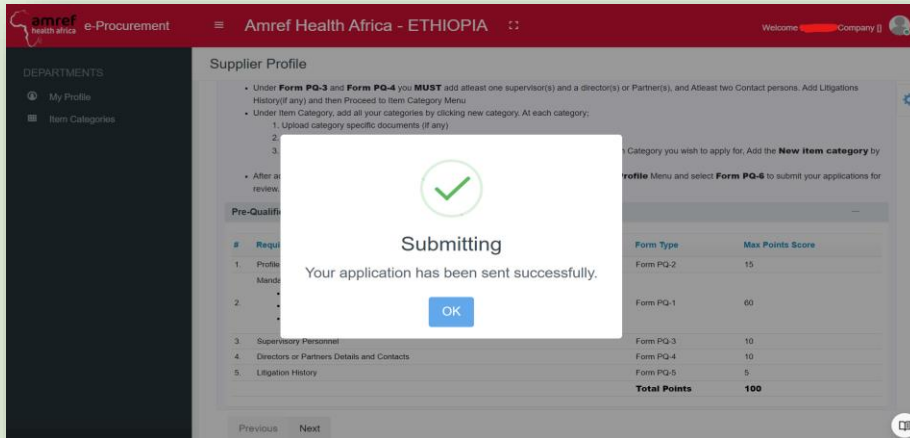
ለማመልከት የሚፈልጓቸውን ሁሉንም የዕቃ ምድቦች ከሞሉ እና እያንዳንዱን ምድብ ለማጽደቅ በደረጃ 9 ላይ እንደተገለጸው ከላኩ በኋላ **My Profile Menu** ወደሚለው ሜኑ በመመለስ **Form PQ-6: Statement and Submission** የሚለውን ቅጽ ይሙሉ።

ማመልከቻዎን ለግምገማ ለመላክ **“Submit Application”** የሚለውን ይጫኑ።



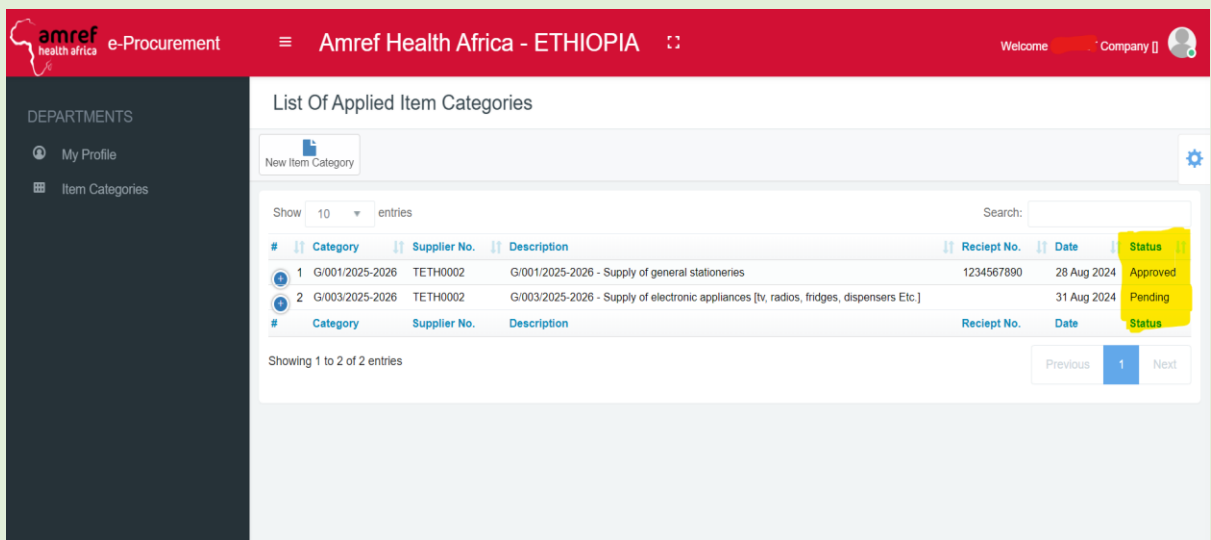
12. The below pop-up will appear to show that you have successfully submitted your application for review.

ማመልከቻዎችን በተሰካ ሁኔታ ለግምገማ እንዳስገቡ ለማሳወቅ ከዚህ በታች እንዳለው አይነት የማንቁያ መልዕክት ይመጣል።



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.

የማመልከቻዎን ሁኔታ ለማረጋገጥ ፣ የዕቃ ምድቦችን/ Item Categories በመጫን ሁሉንም ያመለክቷቸውን ምድቦች እና የደረሱበትን ደረጃ ማየት ይቻላል።



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](mailto:eprequalification.ethiopia@amref.org)

እባክዎ በምዝገባው ሂደት ወይም የዕቃ ምድብ በሚያስገቡበት ወቅት ችግር ሲያጋጥምዎት ችግሩን የሚያሳይ ምስል/screenshot ከላይ በተጠቀሰው አድራሻ ይላኩ።