REFERENCE GUIDE FOR THE VENDOR MANAGEMENT SYSTEM (VMS)

VENDOR REGISTRATION

March 2023

Version 1

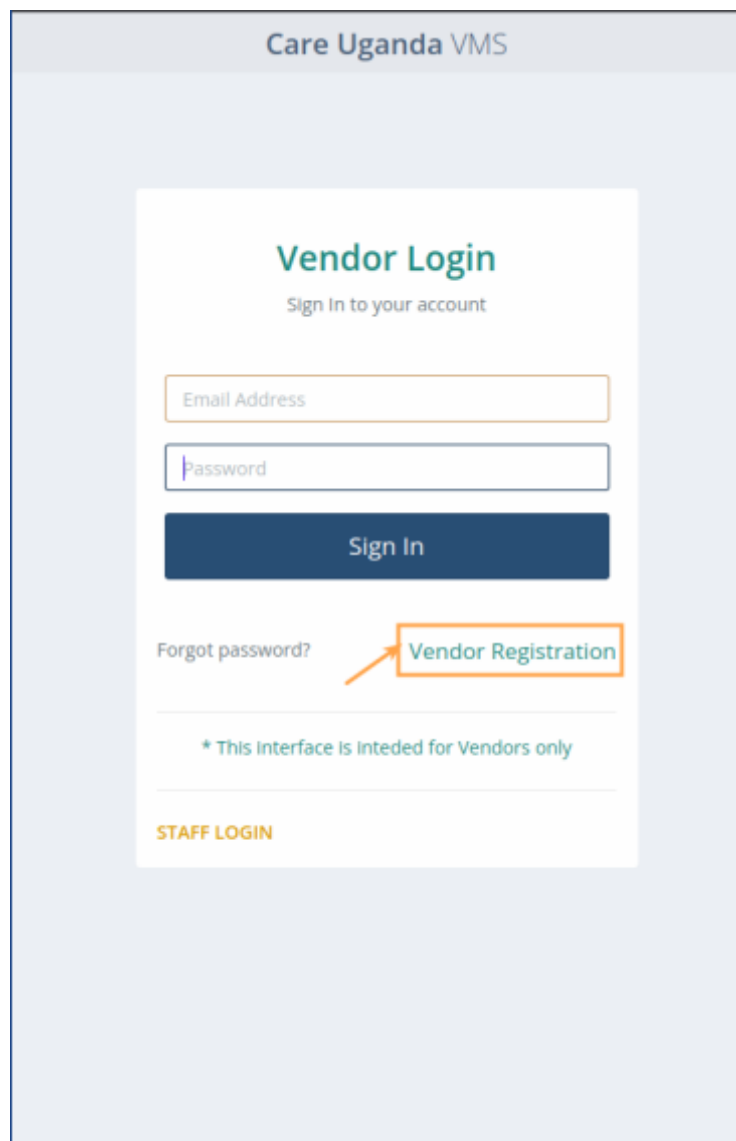**TABLE OF CONTENTS**

VMS HOME PAGE

Access the Vendor Management portal from the link: www.vfmplatform.com to access the general home page. This Home page displays the most recent tender notices, best evaluated bidder notices, registered and blacklisted vendors and login links for both the vendors and organization users.
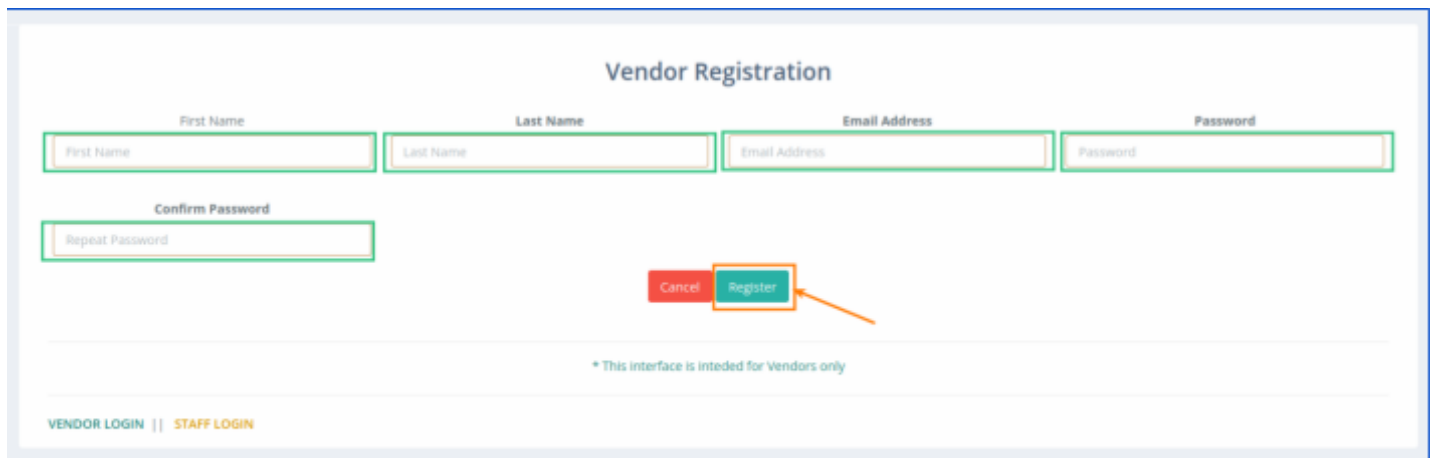
REGISTER AS A VENDOR

Click on **Vendor Registration** button to open the vendor account creation page. The process of first-time registration requires one to create an account on the portal prior to registration of their company/organization or as individuals.
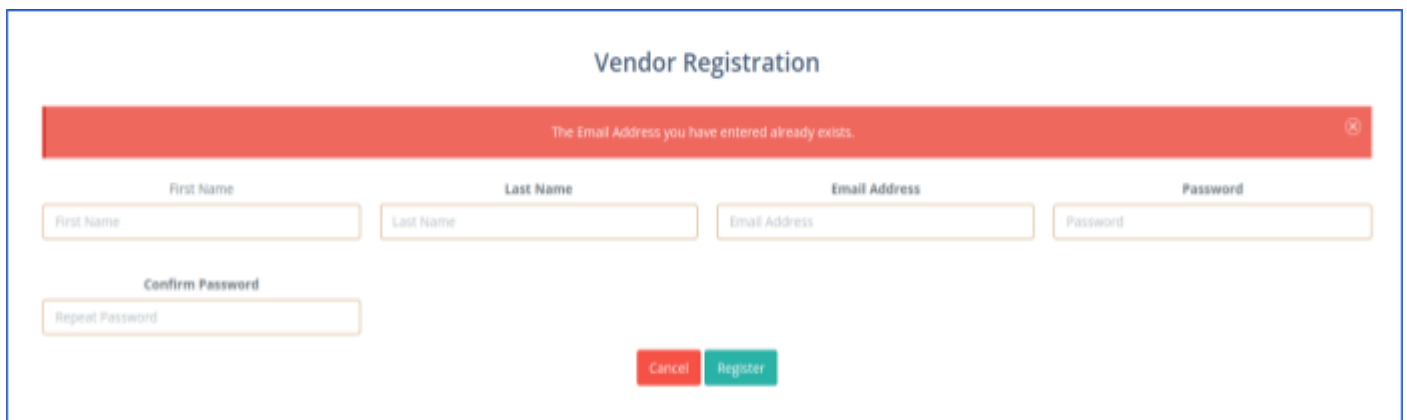

Img 1: Vendor Login

Enter your first and last name, a valid email address, a secret password, repeat the secret password and click the **Register** button.

Img 2: Vendor Registration Form

If you use an email address that has already been used in the system, you will be warned that the email address already exists and will be required to use a different one for the registration.

Img 3: Notice on already existing email address

Once you have successfully completed the registration process above, you will be redirected to your vendor dashboard where you will be able to register your Company/Organisation or register as an individual service provider.
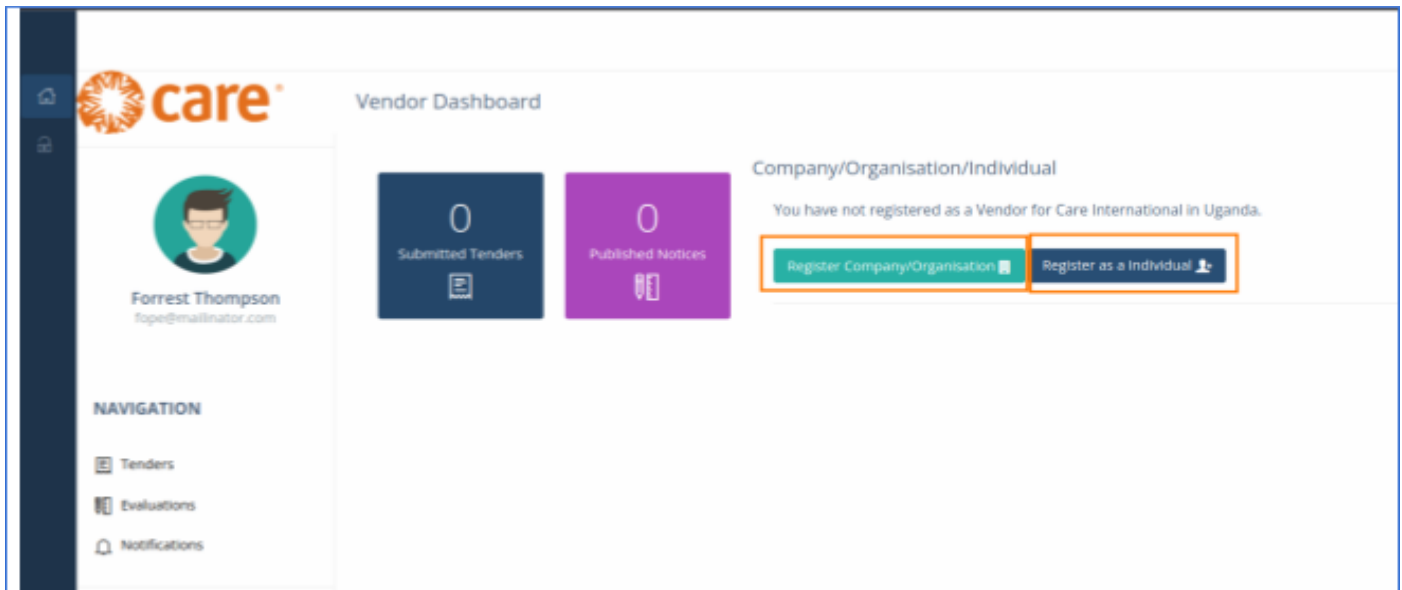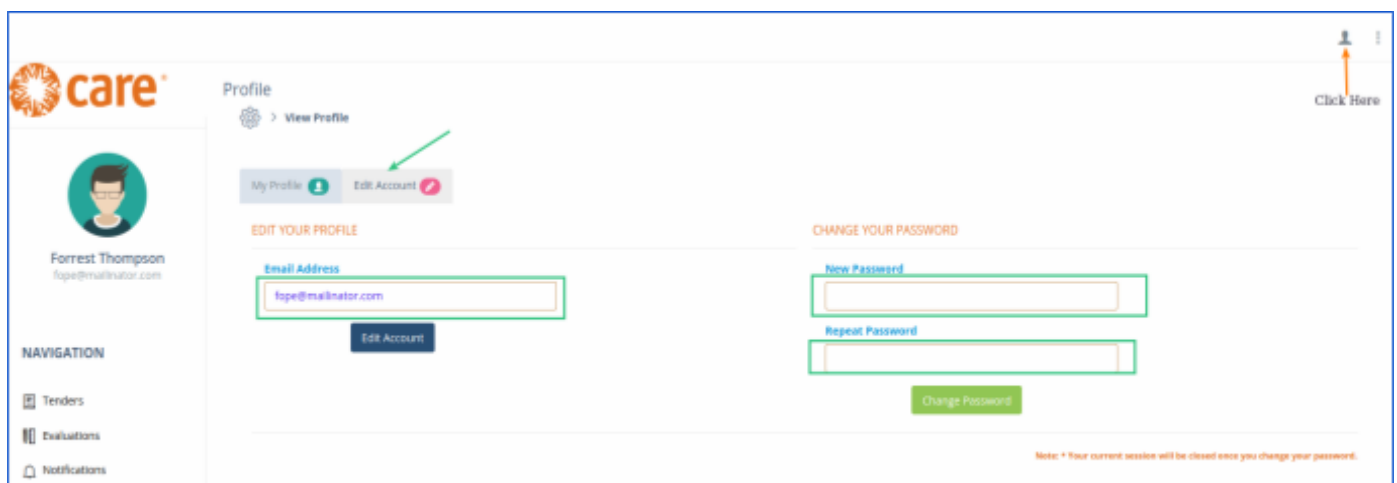
Img 4: Vendor Dashboard

VENDOR ACCOUNT MANAGEMENT

PROFILE MANAGEMENT

In order to edit your account details, click on the **[Profile]** icon at the top-right corner of the dashboard interface. Proceed to click **[Account Settings]** and you will be redirected to the Account settings interface where you are able to make changes to your email address or the password.
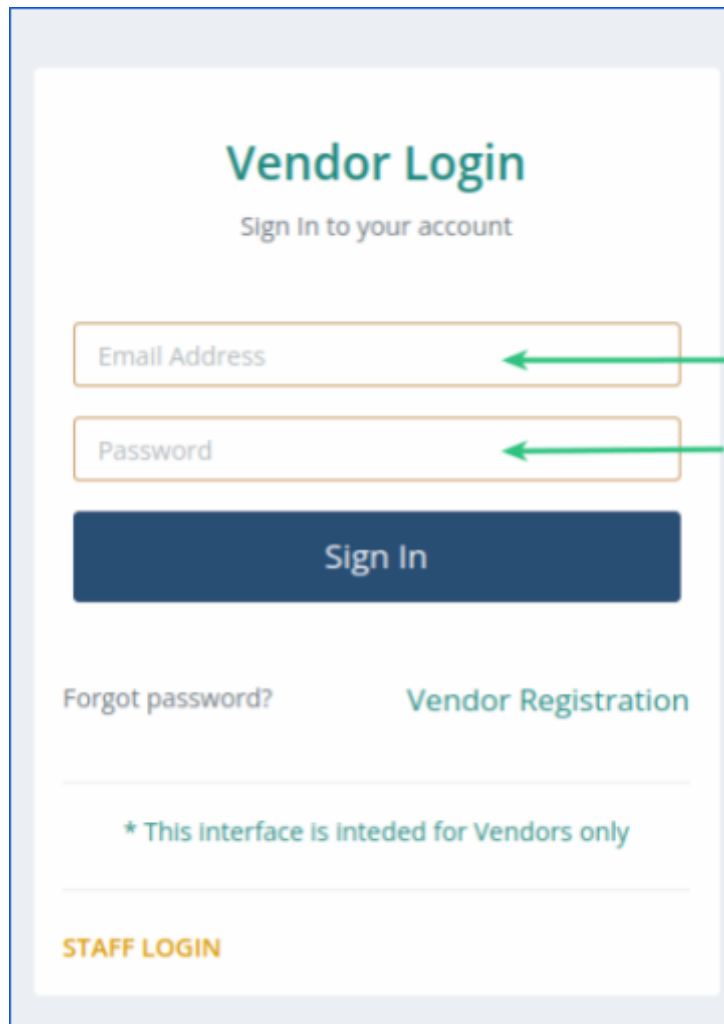

Img 5: Account Settings

Proceed to make the changes to your email address and click **Edit Account** or input your New Password and save the changes.

Note: In case changes are made to your Email Address or Password, you will be logged out from the current session and prompted to login to your account with the new Email or Password.

ACCOUNT ACCESS

To login to your account, click on **[Vendor Login],** enter your Email Address and the correct password and click **[Sign In].**
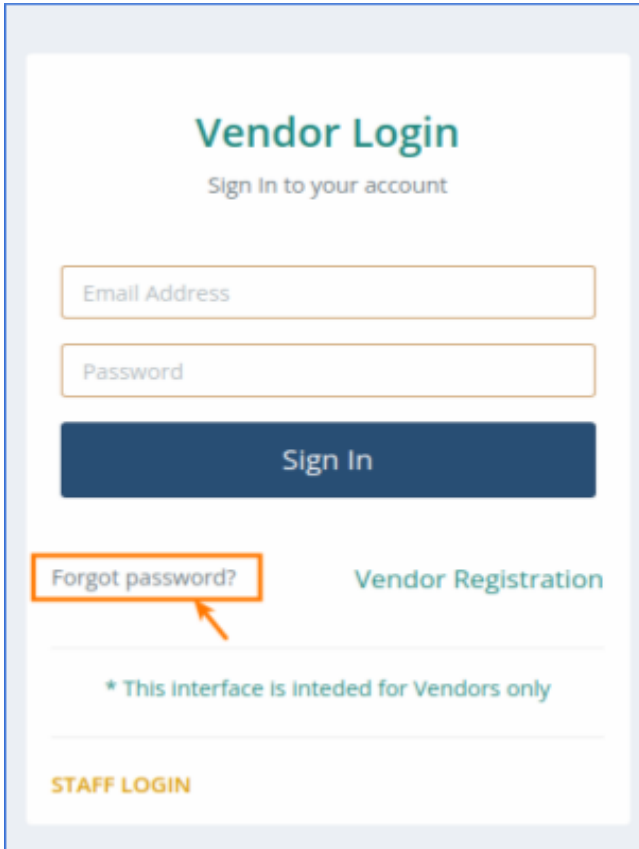

Img 6: Vendor Login

If the correct Email Address and Password are verified, you will be granted access to your dashboard. Otherwise, you will be informed that either the Email Address or Password was incorrect.
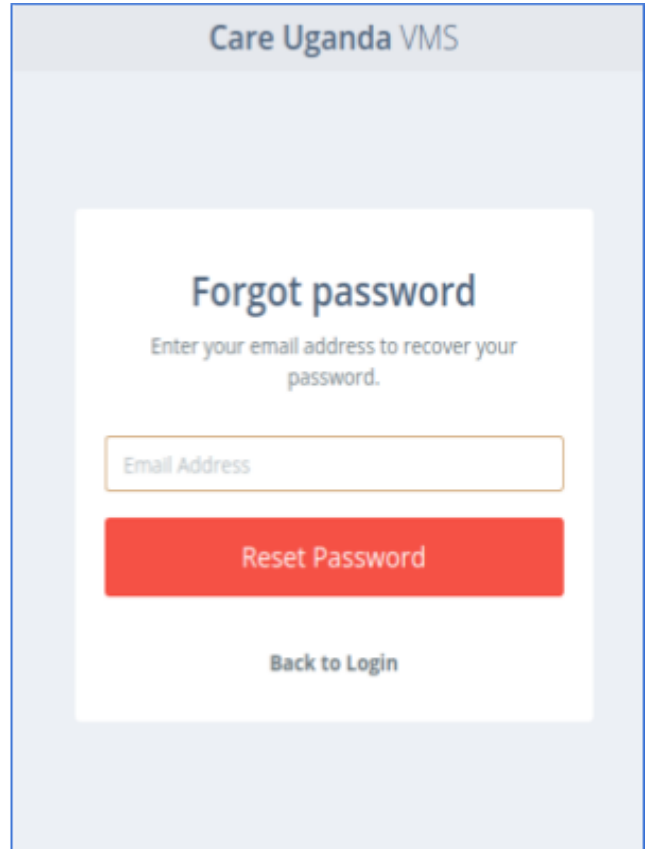
PASSWORD MANAGEMENT

Your password is very important and must not be shared with any other individual. In case you have forgotten your password, click on **[Vendor Login]** and then click on **[Forgot Password?]**.

Img 7: Vendor Login

Img 8: Forgot Password

Enter your Email Address and click Reset Password. An email will be sent to you prompting you to set a new password for your account.

Once your password has been reset successfully, you will be automatically redirected to your dashboard.

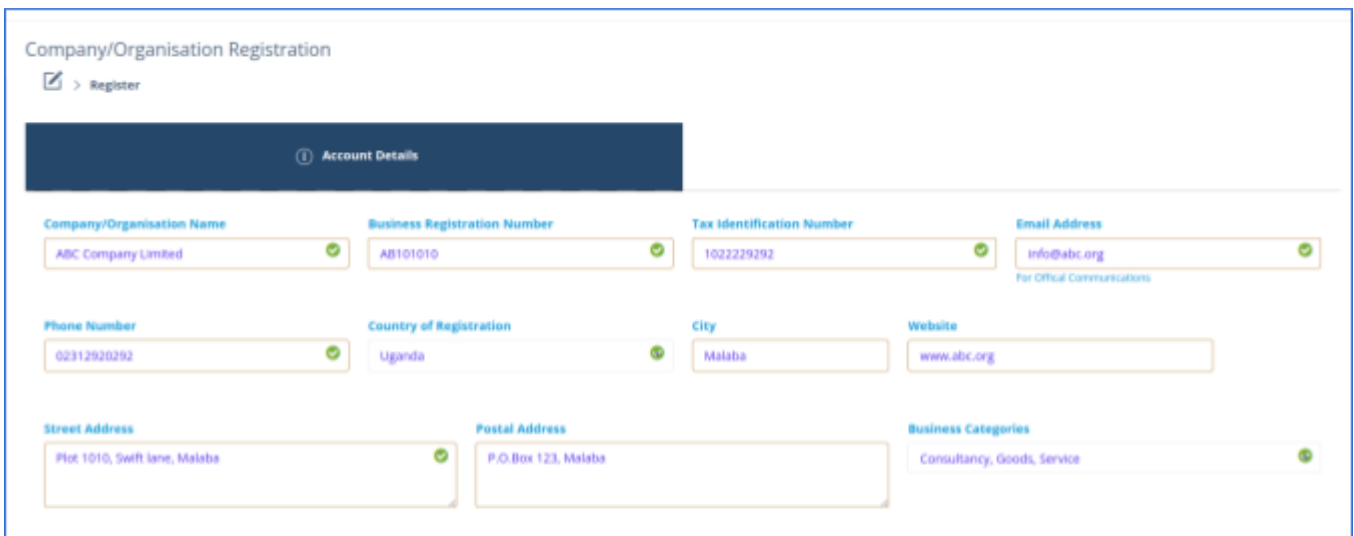## COMPANY/ORGANIZATION/INDIVIDUAL REGISTRATION

COMPANY/ORGANIZATION REGISTRATION

To register your Company/Organization, ensure that you have an active account registered on the system. Login with your correct Email Address and Password and once redirected to your dashboard click **[Register Company/Organization].**
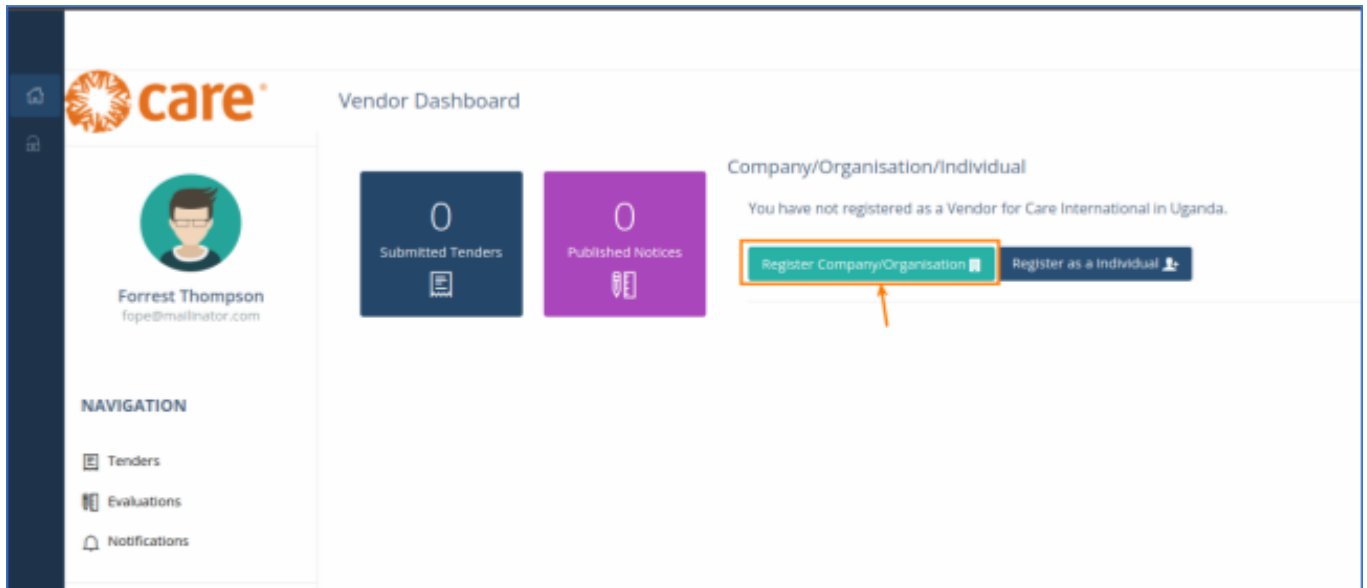
Img 9: Vendor Dashboard

Enter all the relevant information related to your company/organization as shown in the image below.

Img 10: Company/Organization Registration

INDIVIDUAL REGISTRATION

If you are registering as an individual, Login with your correct Email Address and Password and once redirected to your dashboard, click **[Register as an Individual].**
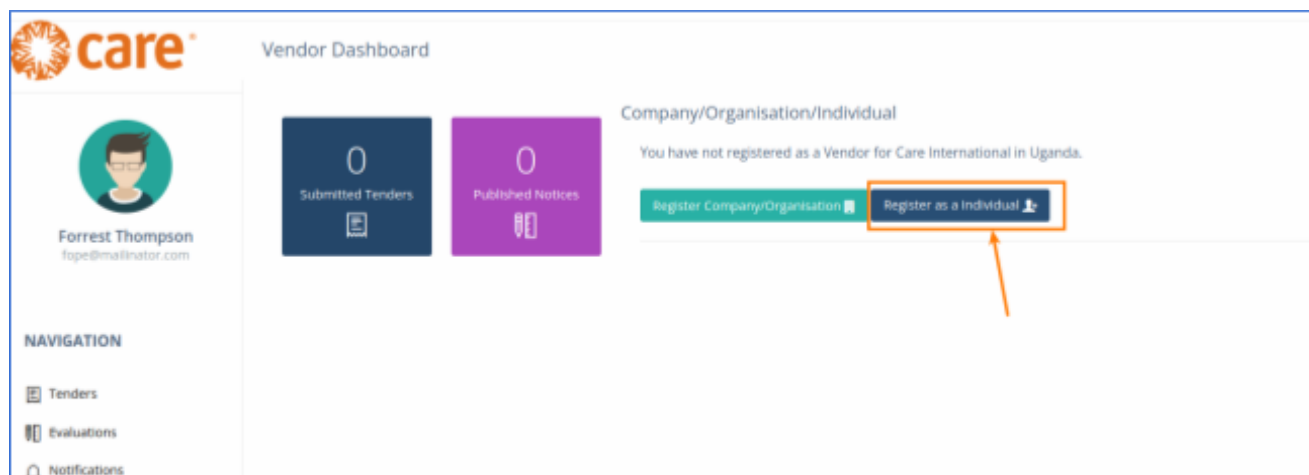
Img 11: Vendor Dashboard

Enter all the relevant information as shown in the image below.
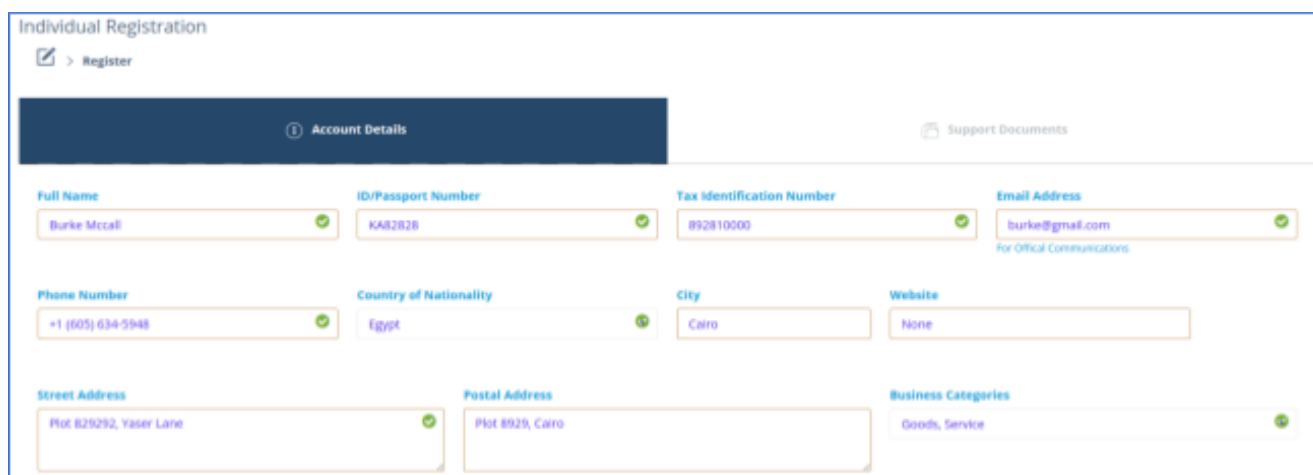

Img 12: Individual Registration

Under Business Categories, the vendor is able to select more than one category by clicking on all areas that relate to the nature of their business. i.e. Goods, Services and Consultancy.

Under Business sub-categories, the vendor is free to select up-to 15 business options that relate to the nature of their business and the services they offer.

The vendor will search and select the relevant business subcategories from the left section and these will be moved or filtered to the right section as shown in the image below.
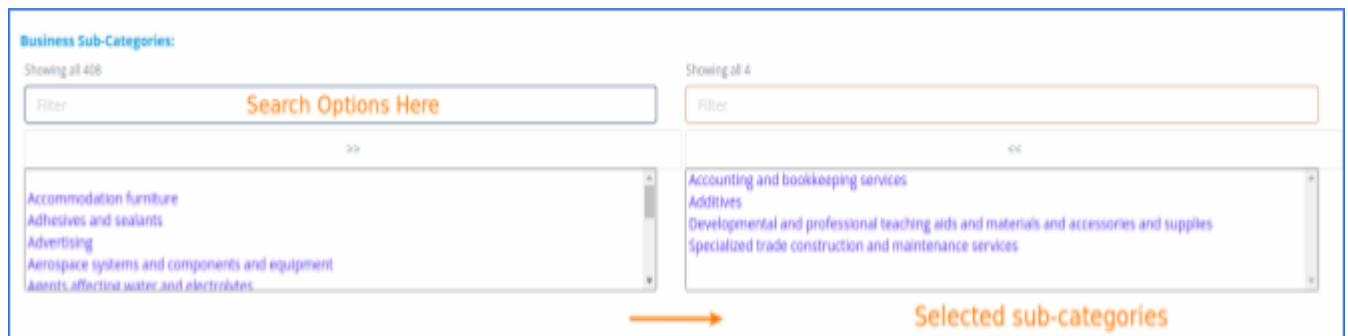
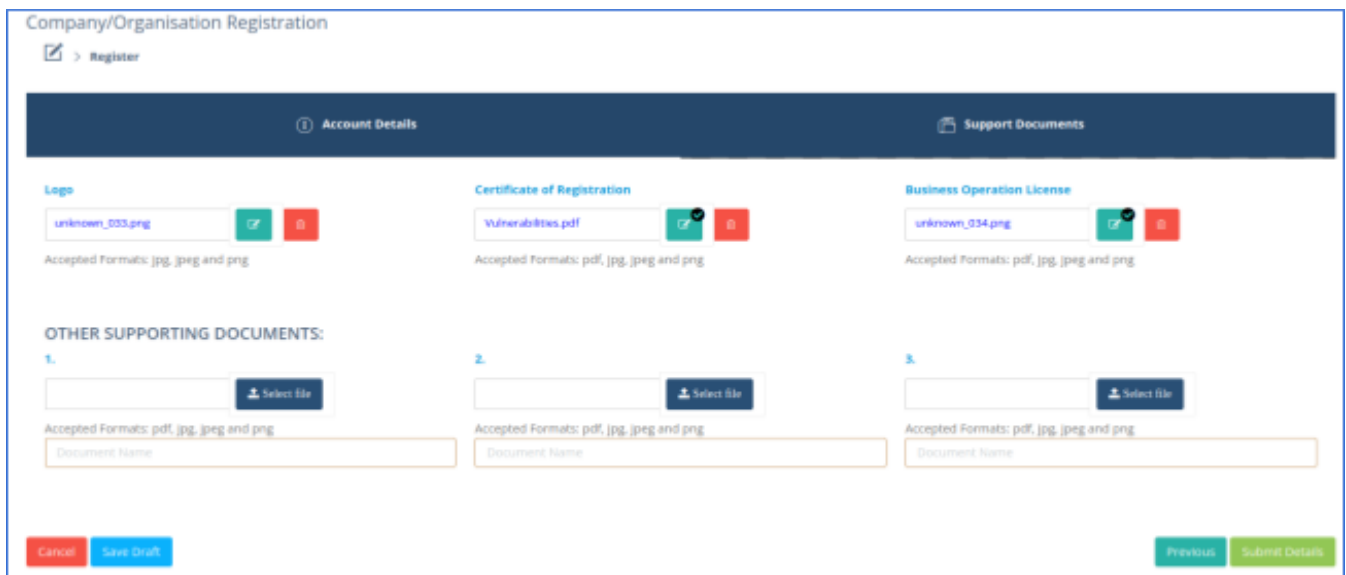Img 13: Business Sub-category Selection

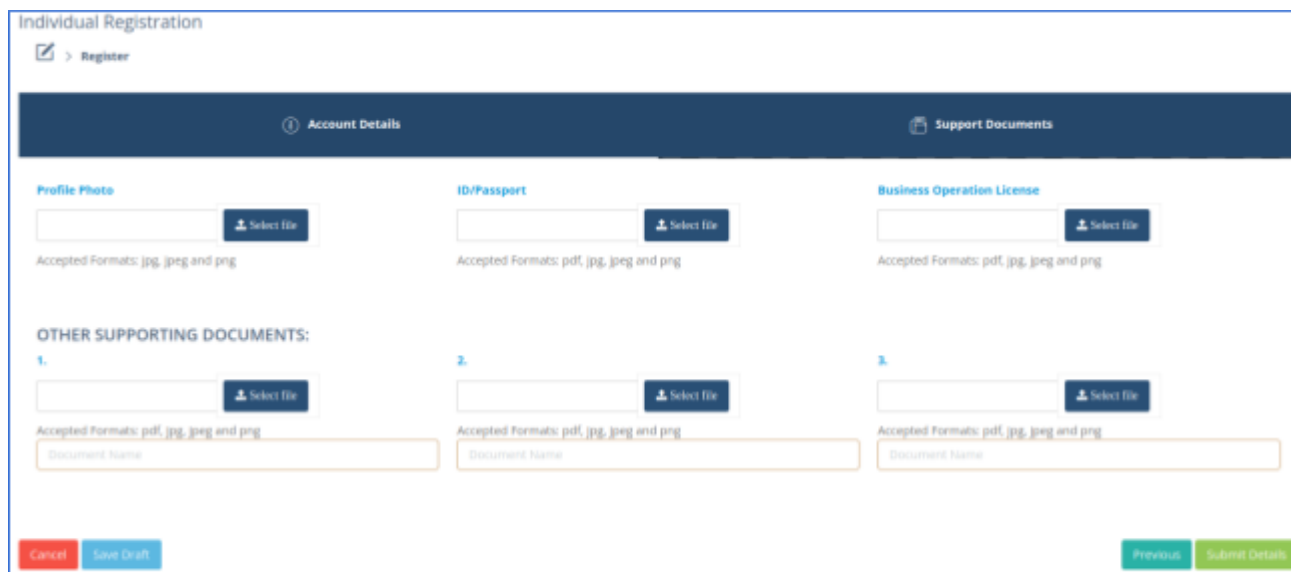Once this section is complete, the vendor will click on the **[Next]** button to proceed to upload the supporting documents.

DOCUMENT UPLOAD

The required mandatory documentation for all companies/organizations is the certificate of registration and a valid Trading License while the mandatory documentation for individual vendors is a valid ID and a business operation license.

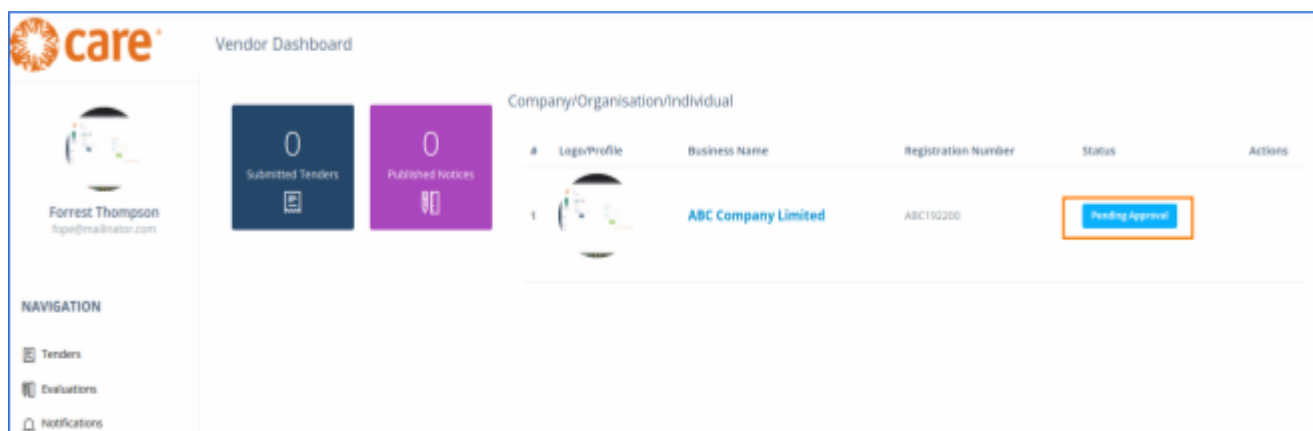Img 14: Document Upload - Company/Organisation

Img 15: Document Upload - Individuals

Vendors can also upload their company logo or profile pictures for individuals and all uploaded documents must be saved in either **.pdf** format for documents or .**png/.jpeg/.jpg** format for images. Each attachment should have a maximum size of 5MB.

Select the correct document from your computer and it will be uploaded onto the system. Once all the documents have been uploaded, click **[Submit Details]** to submit the application for review.

The vendor will then be redirected to their dashboard where they will find the organization/individuals name listed with the status: **Pending Approval**.

An Administrator at Care Uganda will review the submitted details and all attachments for accuracy before either approving/rejecting the application with a reason.

Img 16: Vendor Dashboard - Pending Approval

A vendor is able to save their application in draft form before submitting for review to Care Uganda. Once the application has been submitted for review, the vendor will not be able to make changes to it until a review decision has been made by the Care Uganda Administrator.

APPLICATION REVIEW

In order to view the review decision from Care Uganda, the vendor will click on their company/organization or individual name from the dashboard. Here the vendor will be able to view all the details of their application including the review section.


Img 17: Registration Details

Once all the registration details have been reviewed, the vendor will be notified via email that their application has been approved and their status will change to **Active**. An Active vendor will be shortlisted for tenders and they are able to participate in open tenders.
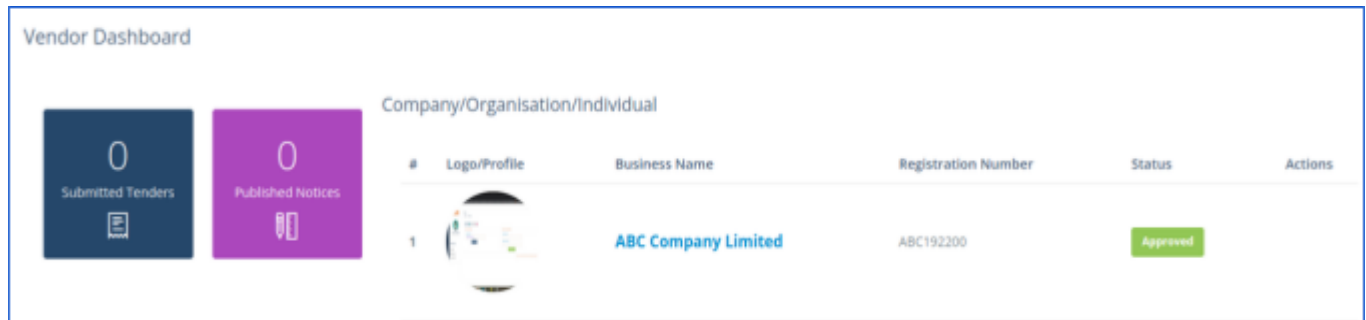
Img 18: Active Vendor

In case an application has been rejected, the vendor will be notified of the rejection via email and their status will change to **Rejected**. A rejected vendor will not be able to participate in any tender opportunities. The rejected vendor is however able to edit their profiles by clicking on the edit icon, correct the application based on the review comments and re-submit for review.
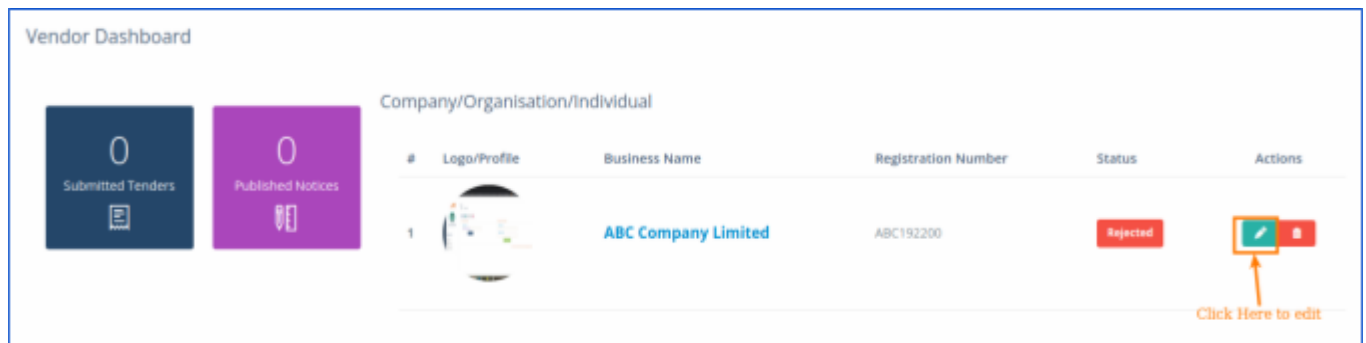
Img 19: Rejected Vendor

** End of Document **