



**REFERENCE GUIDE FOR THE VENDOR MANAGEMENT SYSTEM
(VMS)**

VENDOR REGISTRATION

March 2023

Version 1

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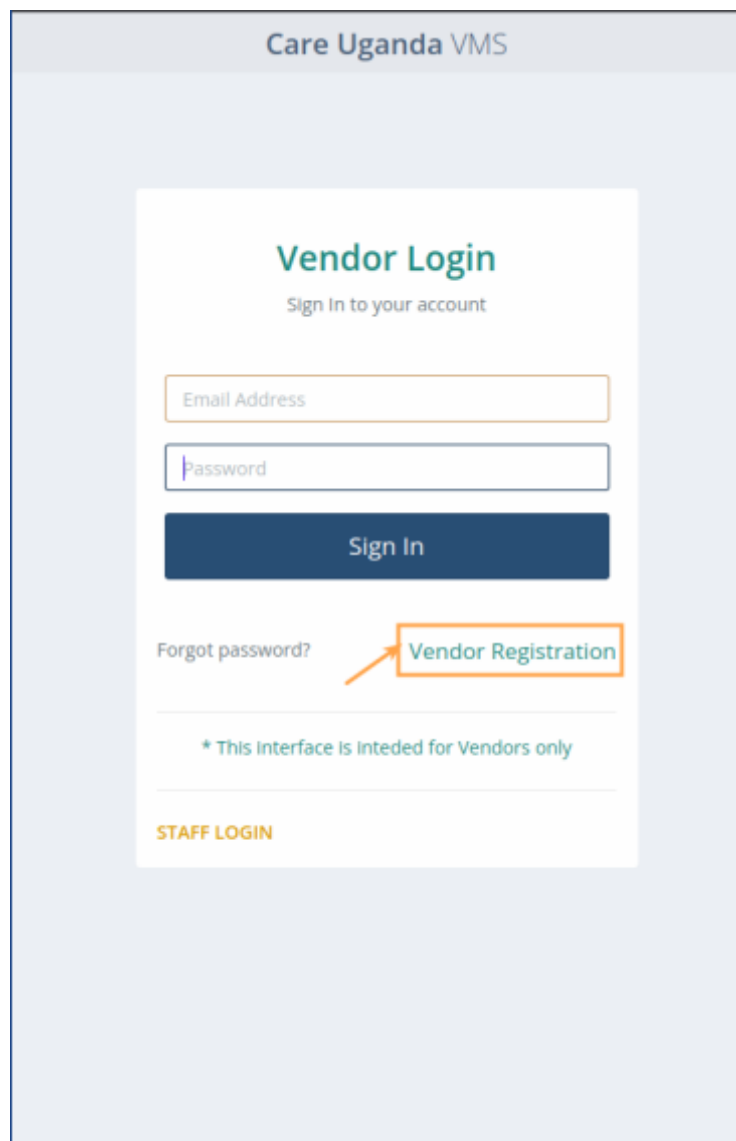
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VMS HOME PAGE

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.

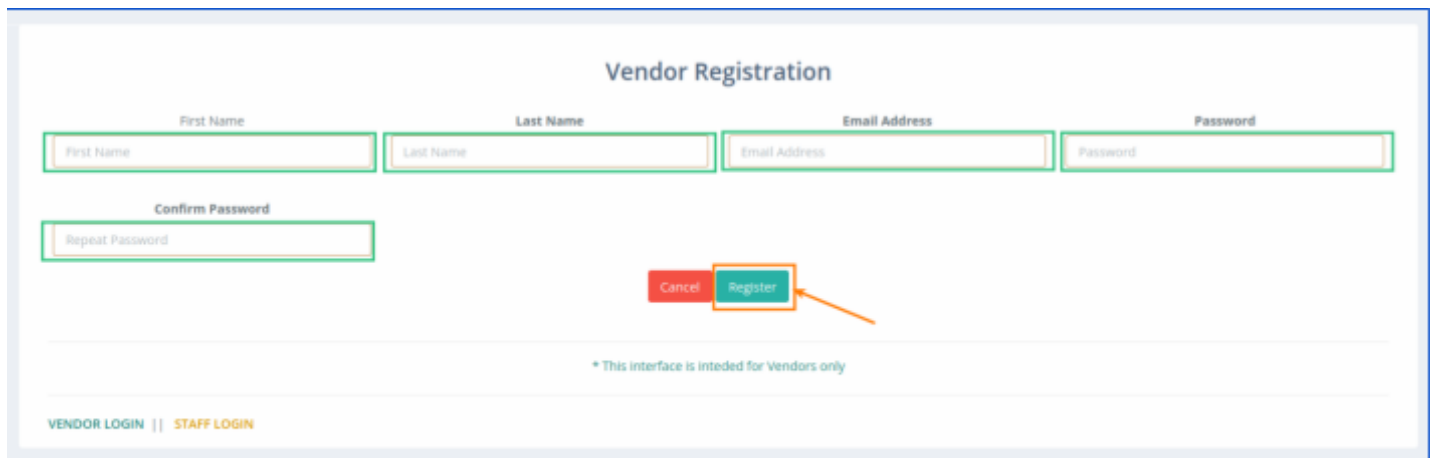
REGISTER AS A VENDOR

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

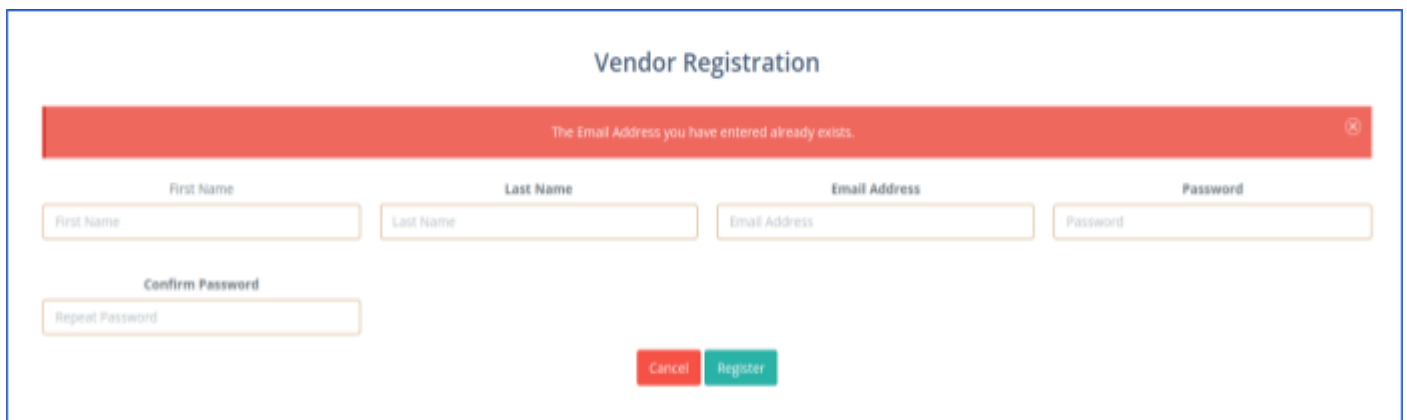
Enter your first and last name, a valid email address, a secret password, repeat the secret password and click the **Register** button.



The image shows a 'Vendor Registration' form. It has five input fields: 'First Name', 'Last Name', 'Email Address', 'Password', and 'Confirm Password' (labeled 'Repeat Password'). Below the fields are two buttons: 'Cancel' (red) and 'Register' (teal). An orange arrow points to the 'Register' button. At the bottom, there is a note: '* This interface is inteded for Vendors only' (note the typo 'inteded'). At the very bottom, there are links for 'VENDOR LOGIN' and 'STAFF LOGIN'.

Img 2: Vendor Registration Form

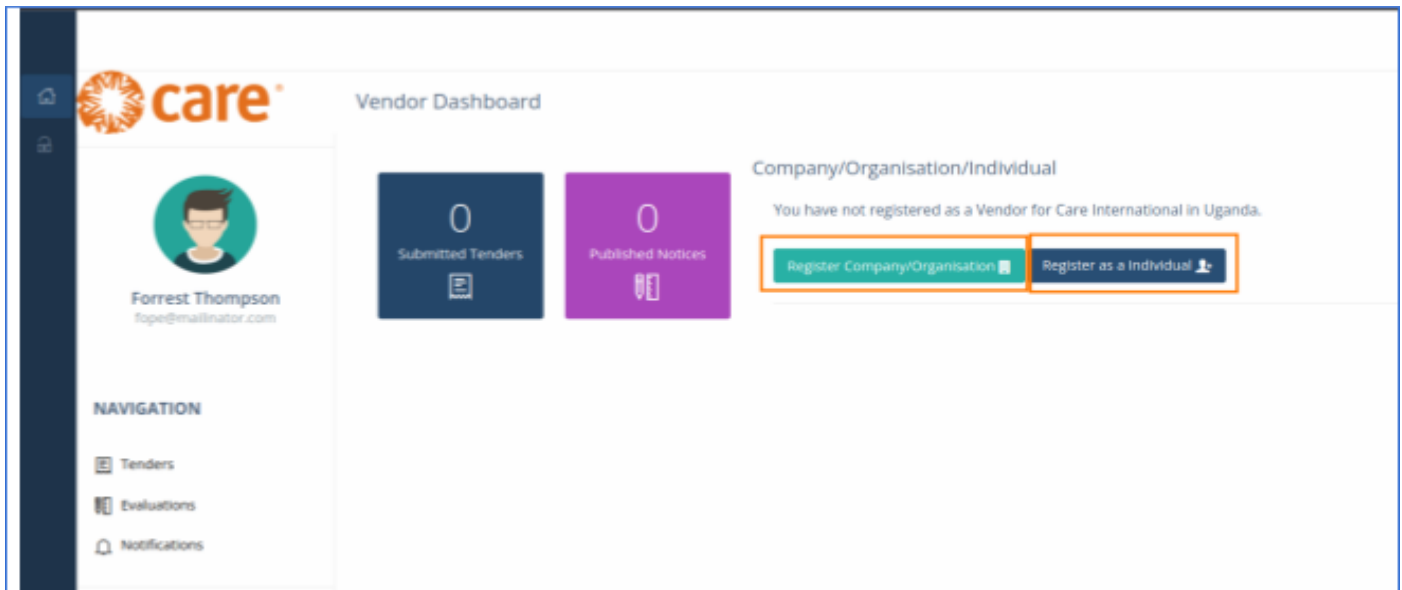
If you use an email address that has already been used in the system, you will be warned that the email address already exists and will be required to use a different one for the registration.



The image shows the same 'Vendor Registration' form as in the previous image, but with an error message displayed at the top in a red banner: 'The Email Address you have entered already exists.' The 'Register' button is now disabled (greyed out), and the 'Cancel' button remains red.

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.

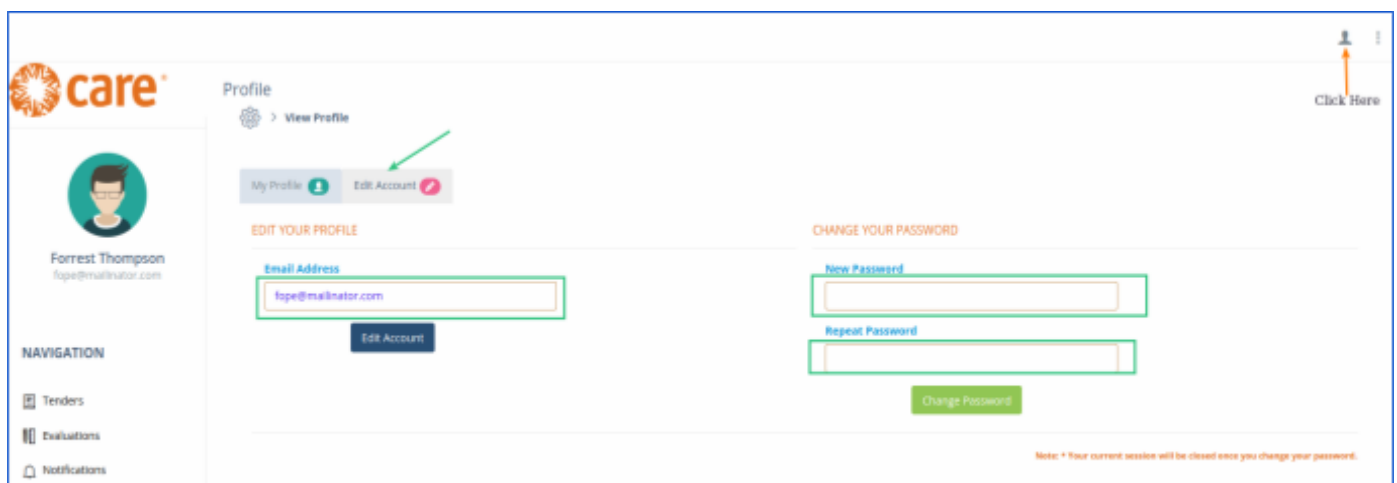


Img 4: Vendor Dashboard

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.



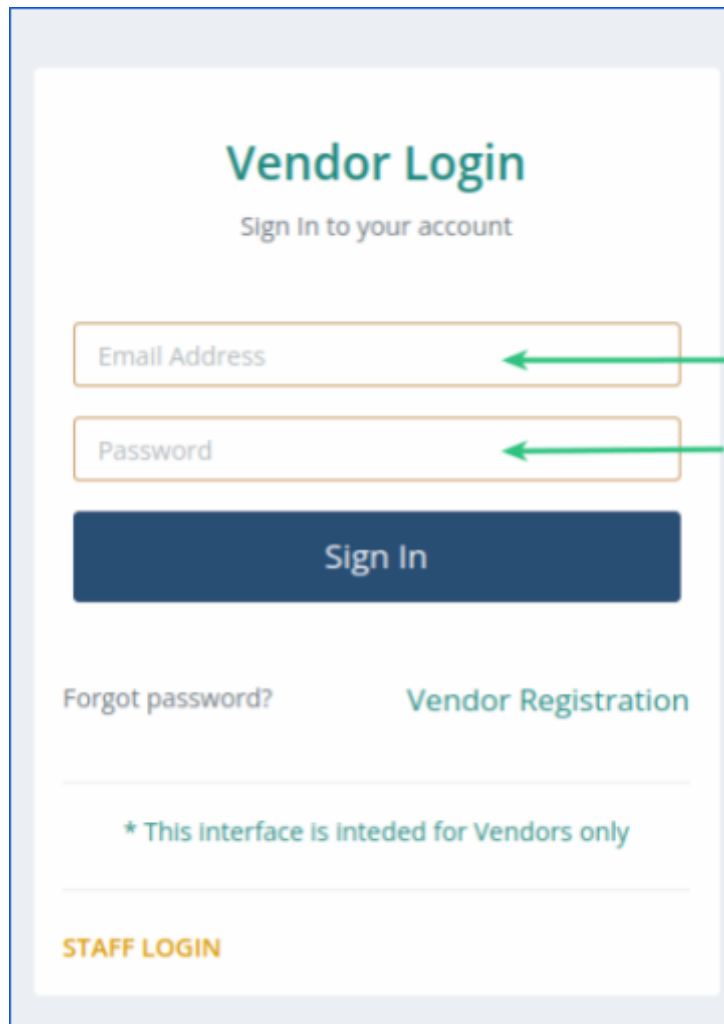
Img 5: Account Settings

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]**.

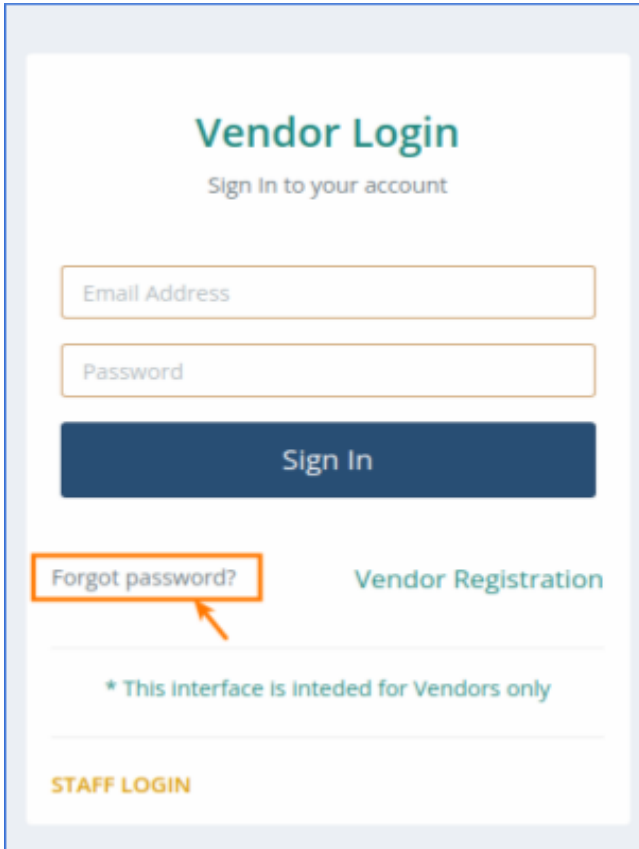
The image shows a 'Vendor Login' form. At the top, the title 'Vendor Login' is in a large, bold, teal font, followed by the subtitle 'Sign In to your account' in a smaller, grey font. Below this are two input fields: 'Email Address' and 'Password', both with orange borders. Green arrows point to each of these fields from the right. Under the input fields is a dark blue button with the text 'Sign In' in white. Below the button are two links: 'Forgot password?' and 'Vendor Registration', both in teal. A horizontal line separates these from a note: '* This interface is intended for Vendors only' in teal. Another horizontal line is below the note, followed by the text 'STAFF LOGIN' in orange.

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.

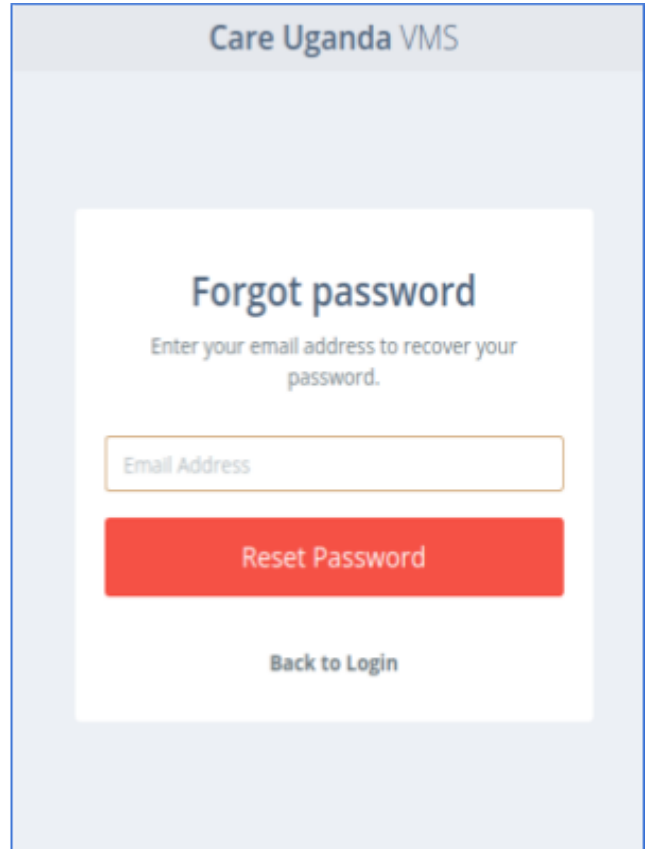
PASSWORD MANAGEMENT

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 [\[Forgot Password?\]](#).



The image shows a 'Vendor Login' form. At the top, it says 'Vendor Login' in green, followed by 'Sign In to your account'. There are two input fields: 'Email Address' and 'Password'. Below these is a dark blue 'Sign In' button. To the left of the 'Vendor Registration' link is a 'Forgot password?' link, which is highlighted with an orange box and an arrow. Below the registration link, there is a note: '* This interface is intended for Vendors only'. At the bottom left, there is a 'STAFF LOGIN' link.

Img 7: Vendor Login



The image shows a 'Forgot password' form. At the top, it says 'Care Uganda VMS'. Below that, it says 'Forgot password' in blue, followed by 'Enter your email address to recover your password.' There is an 'Email Address' input field. Below this is a red 'Reset Password' button. At the bottom, there is a 'Back to Login' link.

Img 8: Forgot Password

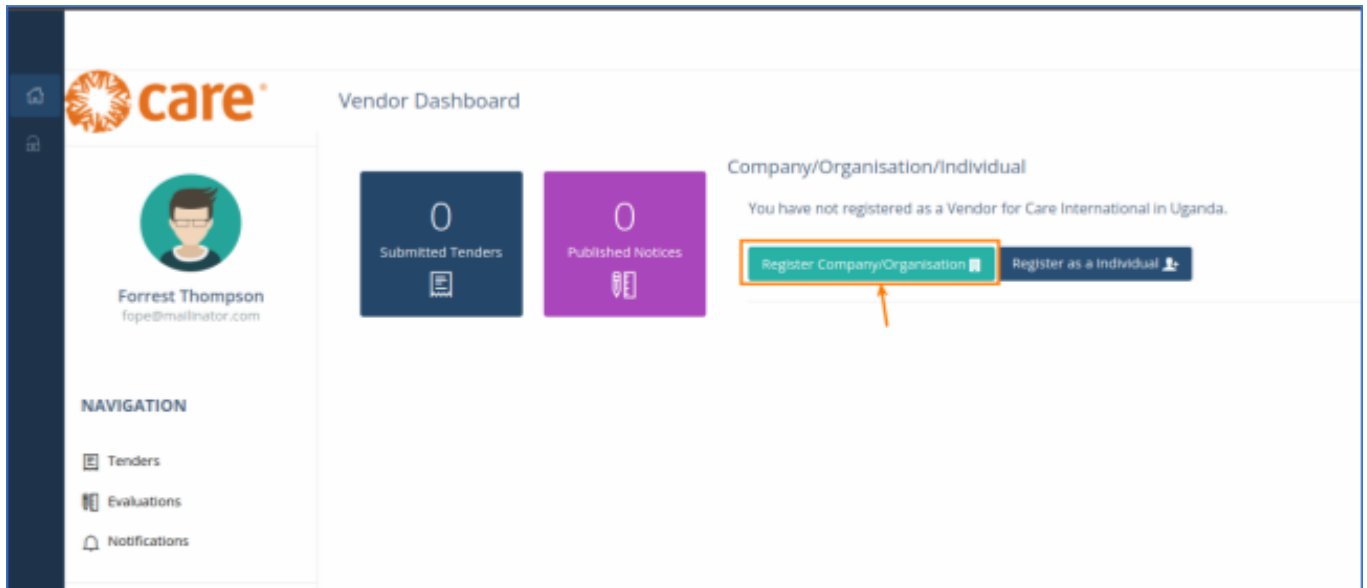
Enter your Email Address and click Reset Password. An email will be sent to you prompting you to set a new password for your account.

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

COMPANY/ORGANIZATION/INDIVIDUAL REGISTRATION

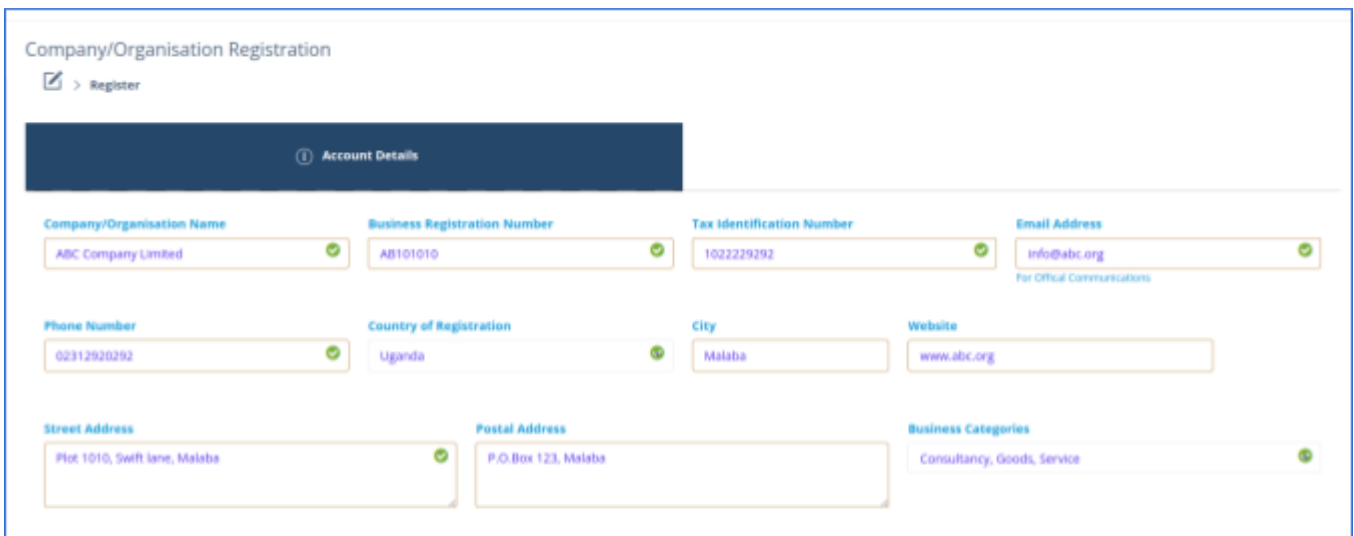
COMPANY/ORGANIZATION REGISTRATION

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.



The screenshot shows the 'Company/Organisation Registration' form. It includes a 'Register' button and a section for 'Account Details'. The form fields are as follows:

Company/Organisation Name	Business Registration Number	Tax Identification Number	Email Address
ABC Company Limited	AB101010	102229292	info@abc.org

For Official Communications

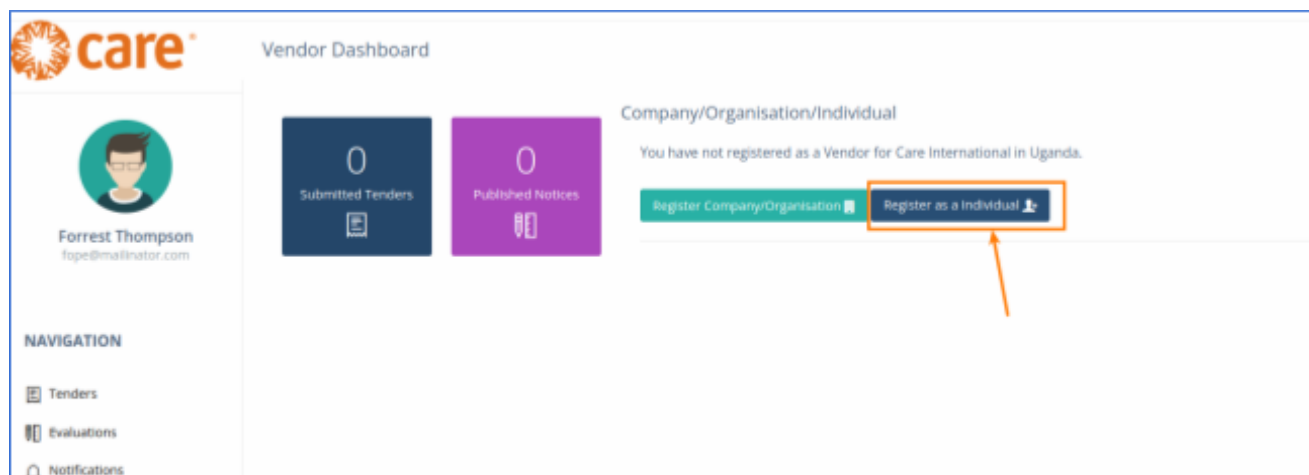
Phone Number	Country of Registration	City	Website
02312920292	Uganda	Malaba	www.abc.org

Street Address	Postal Address	Business Categories
Plot 1010, Swift lane, Malaba	P.O.Box 123, Malaba	Consultancy, Goods, Service

Img 10: Company/Organization Registration

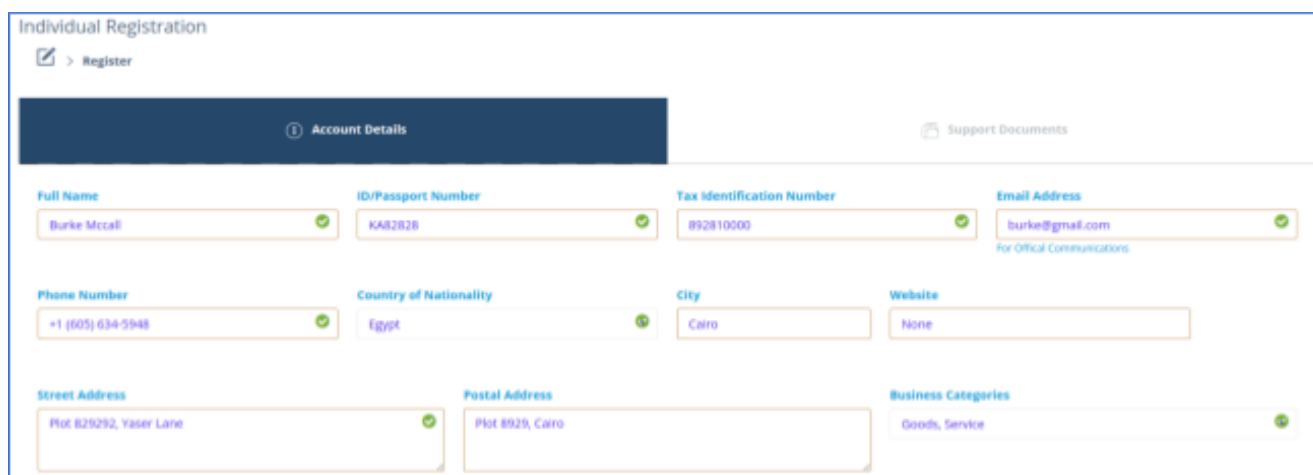
INDIVIDUAL REGISTRATION

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.



The screenshot shows the 'Individual Registration' form. It includes a 'Register' button and a 'Support Documents' link. The form fields are as follows:

Full Name	ID/Passport Number	Tax Identification Number	Email Address
Burke Mccall	KA82828	892810000	burke@gmail.com

Below these are additional fields:

Phone Number	Country of Nationality	City	Website
+1 (605) 634-5948	Egypt	Cairo	None

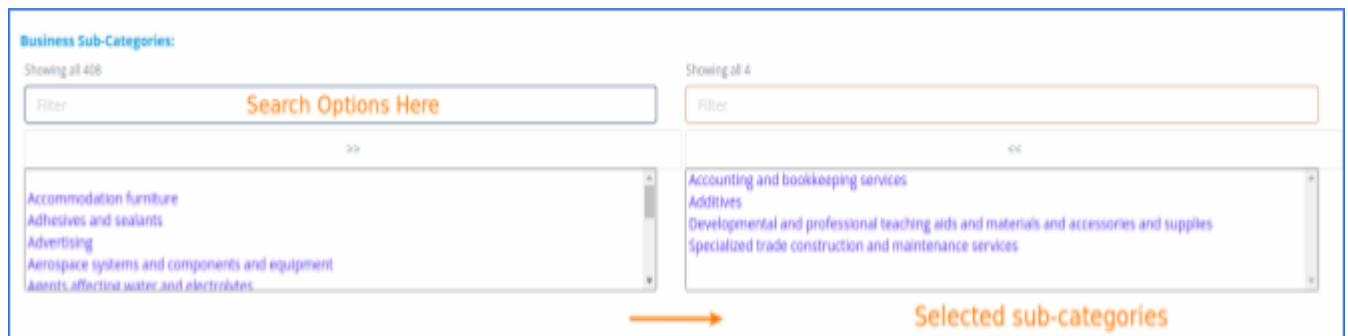
At the bottom, there are fields for 'Street Address' (Plot 829292, Yaser Lane), 'Postal Address' (Plot 8929, Cairo), and 'Business Categories' (Goods, Service).

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.

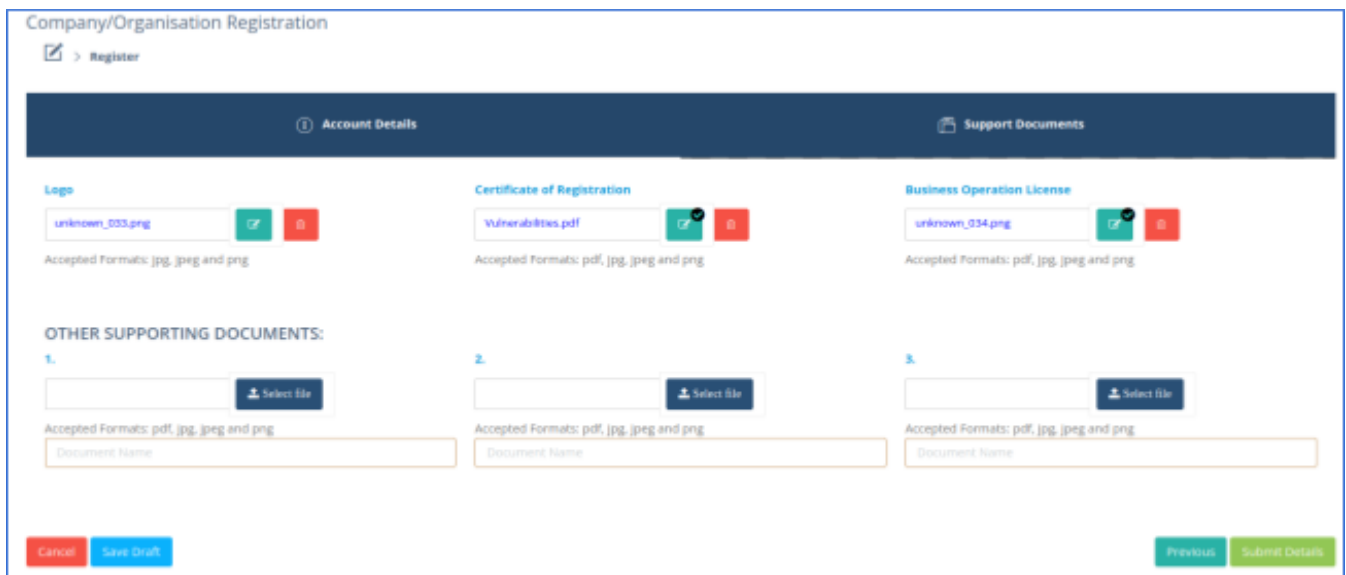


Img 13: Business Sub-category Selection

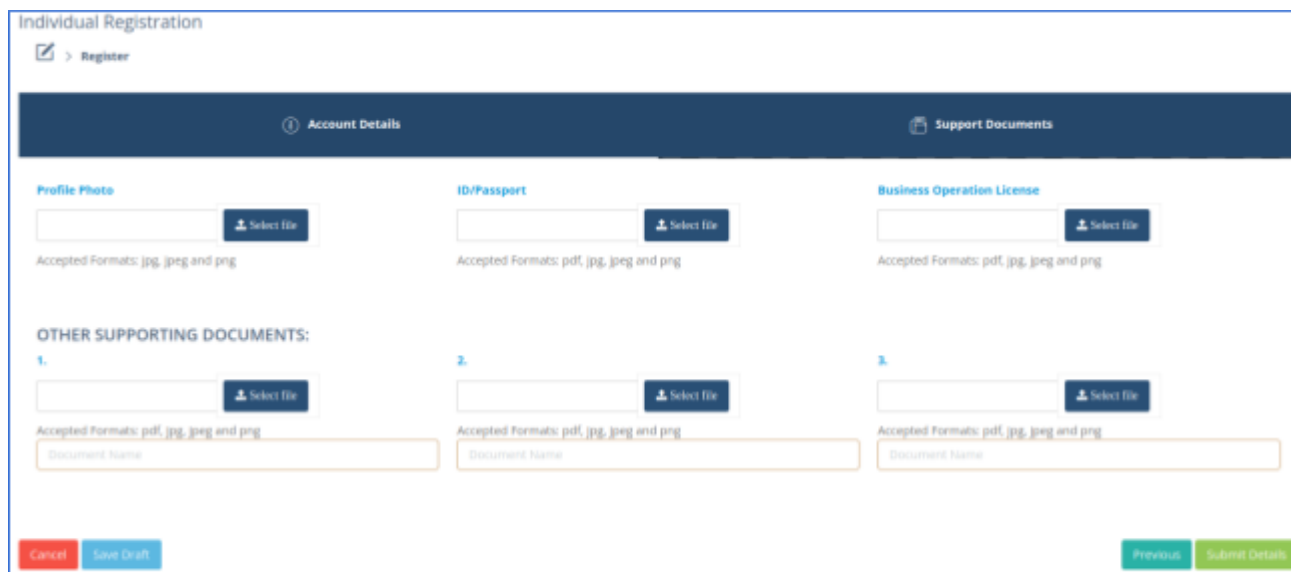
Once this section is complete, the vendor will click on the **[Next]** button to proceed to upload the supporting documents.

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



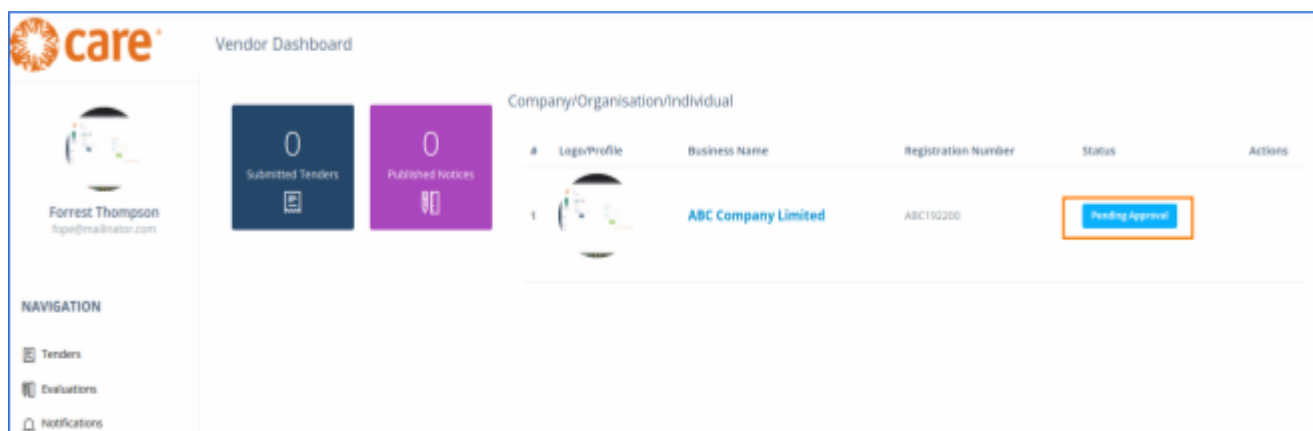
Img 15: Document Upload - Individuals


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.




Company/Organisation/Individual					
#	Logo/Profile	Business Name	Registration Number	Status	Actions
1		ABC Company Limited	ABC102200	Pending Approval	

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.

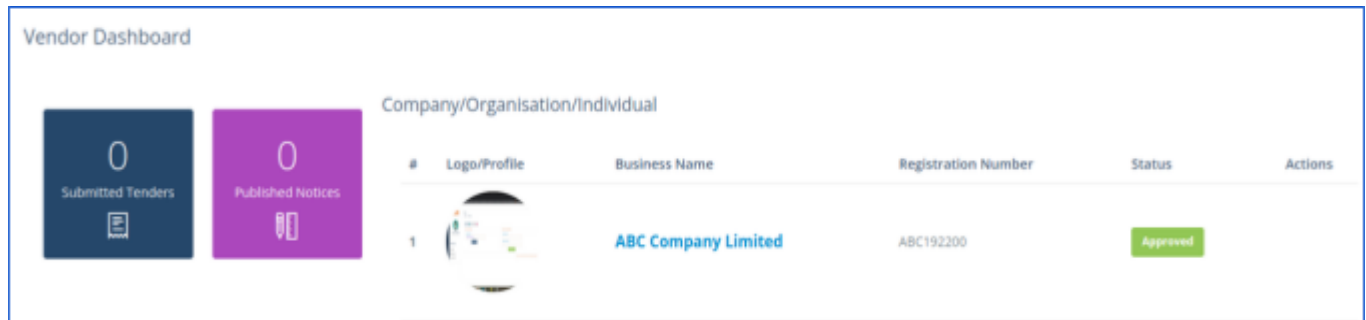
APPLICATION REVIEW

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.

Logo/Profile			
Vendor Name		ABC Company Limited	
Status	Pending Approval	Vendor Type	Company/Organisation
Registration Number	ABC192200	Business Phone Number	827282828
Tax Identification Number	6868484	Country of Registration	Uganda
Business Email Address	info@abc.com	City	Malaba
Street Address	Plot 1929, Malaba	Postal Address	P.O.Box 19292, Malaba
Website	www.abc.com	Business Categories	<ul style="list-style-type: none"> - Consultancy - Goods - Service
Business Sub-Categories		<ul style="list-style-type: none"> 1. Accounting and bookkeeping services 2. Aerospace systems and components and equipment 3. Animal containment and habitats 	
Attachments		Certificate of Registration Business Operating License	
Review Report			
#	Status	Comments	Review Date

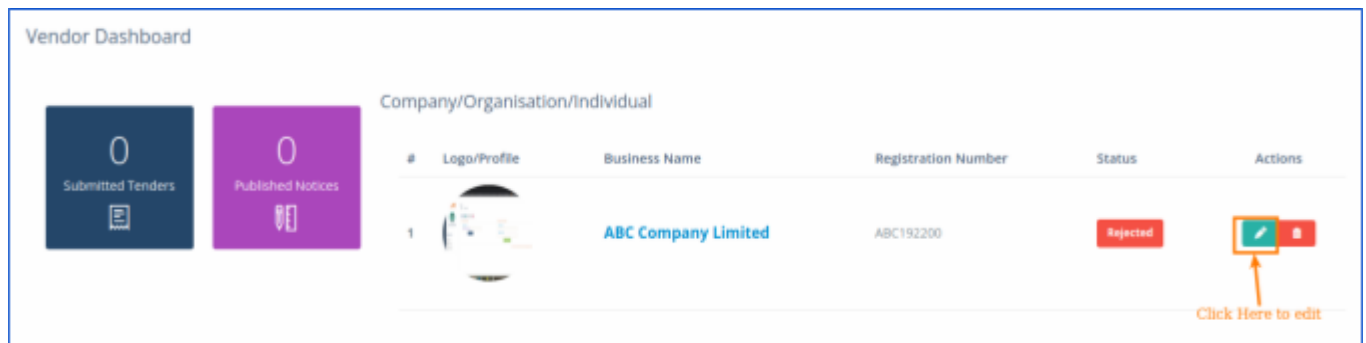
Img 17: Registration Details

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

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