



A Step Towards
Transparent & Efficient
Procurements

[/EProcurePunjab](#) [/EProcurementPunjabGovt](#) [/eprocurementpunjabgovt](#)

Electronic Government Procurement (eGP)
e-Pak Acquisition & Disposal System (EPADS)

USER MANUAL INSTRUCTIONS FOR SUPPLIER

This User Manual assumes that you already user is well versed with his responsibilities according to his designation level and role. This user manual also assumes that you are familiar with basic computer skills and basic web-application operations.

This *User Manual* provides step-by-step instructions for getting started with the e-Pak Acquisition and Disposal System (e-PADS), supplier/vendor functions. It provides guidelines on application features and how to use the **supplier** module.

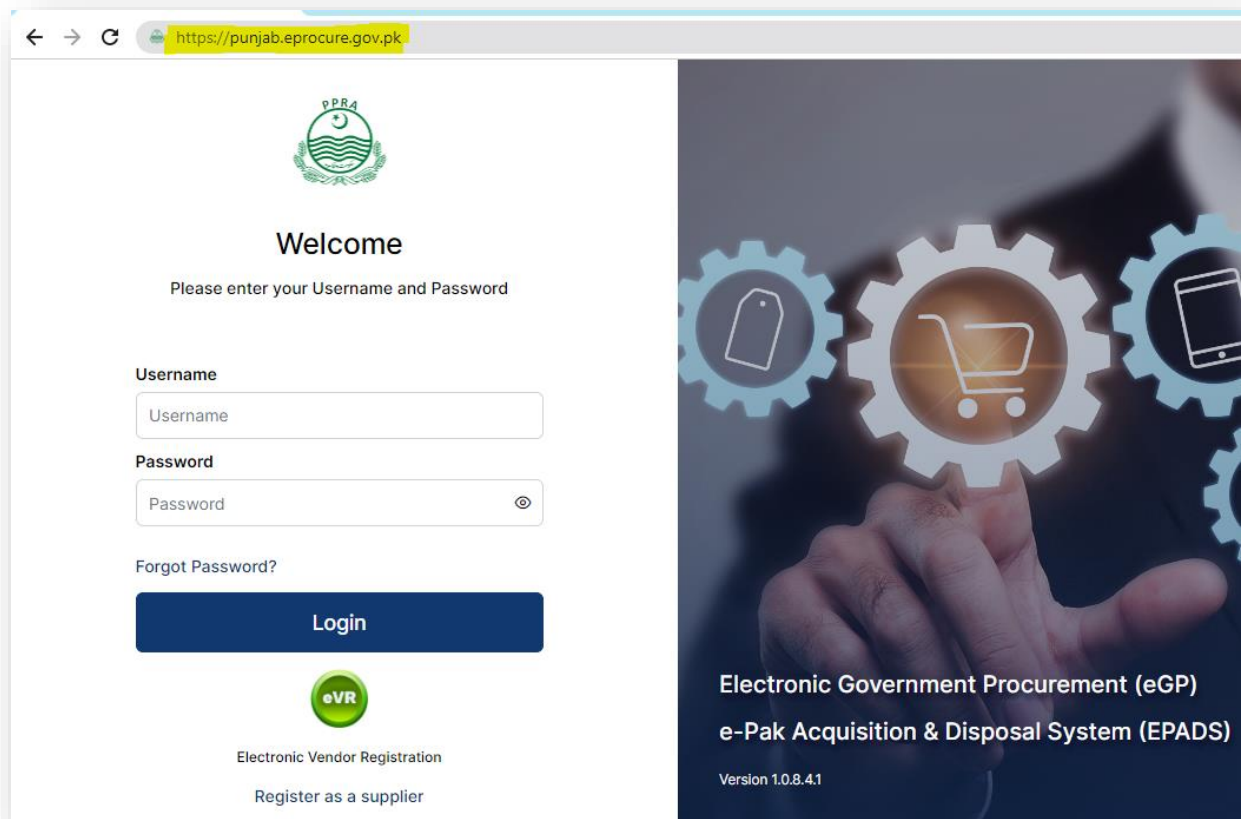
This document is meant for Suppliers/Vendor for Public Procurement in EPADS,.

This document emphasizes on following topic.

[1. Supplier Registration](#)

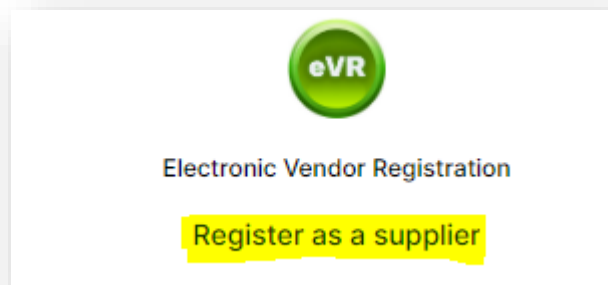
1. Supplier Registration

Open URL punjab.eprocure.gov.pk



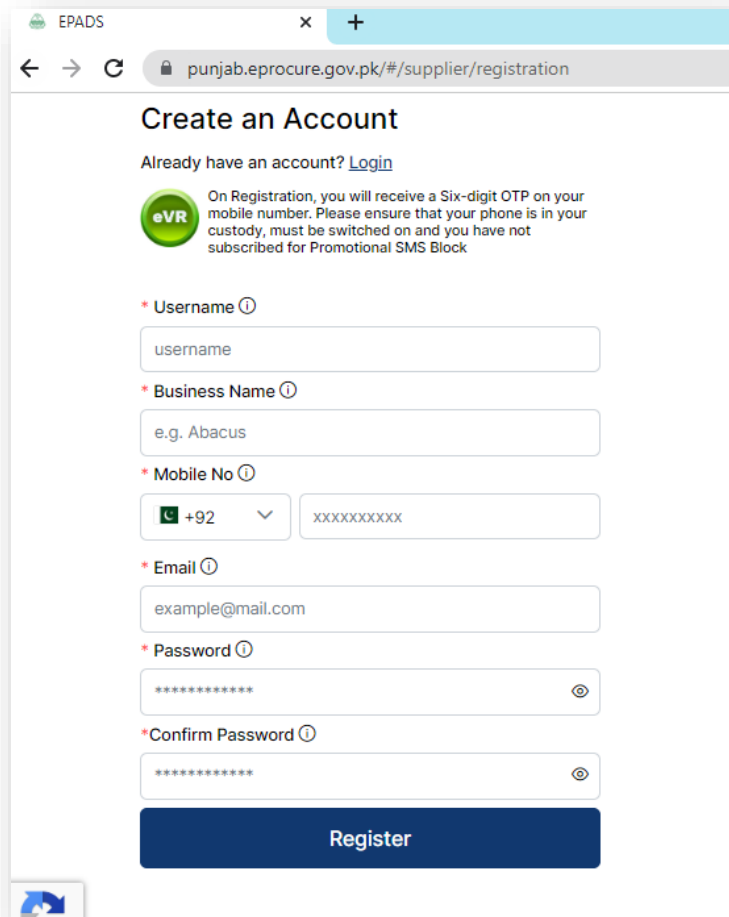
The screenshot shows the Punjab E-Procurement System (EPADS) login page. The browser address bar displays <https://punjab.eprocure.gov.pk>. The page features the PPRA logo at the top left. Below the logo, the text "Welcome" is displayed, followed by the instruction "Please enter your Username and Password". There are two input fields: "Username" and "Password". Below the password field is a "Forgot Password?" link. A blue "Login" button is positioned below the input fields. At the bottom of the login section, there is a green circular icon with "eVR" inside, followed by the text "Electronic Vendor Registration" and "Register as a supplier". On the right side of the page, there is a large image of a hand pointing at a gear with a shopping cart icon inside it. Below this image, the text "Electronic Government Procurement (eGP)" and "e-Pak Acquisition & Disposal System (EPADS)" is displayed, along with "Version 1.0.8.4.1".

Click on REGISTER AS SUPPLIER



The screenshot shows the Electronic Vendor Registration (eVR) page. At the top center, there is a green circular icon with "eVR" inside. Below the icon, the text "Electronic Vendor Registration" is displayed. At the bottom of the page, there is a yellow button with the text "Register as a supplier".

A new Window will open



EPADS

← → ↻ punjab.eprocure.gov.pk/#/supplier/registration

Create an Account

Already have an account? [Login](#)

eVR On Registration, you will receive a Six-digit OTP on your mobile number. Please ensure that your phone is in your custody, must be switched on and you have not subscribed for Promotional SMS Block

* Username ⓘ

username

* Business Name ⓘ

e.g. Abacus

* Mobile No ⓘ

+92 ✓ XXXXXXXXXX

* Email ⓘ

example@mail.com

* Password ⓘ

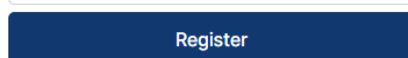
* Confirm Password ⓘ

Register

Fill in all necessary fields marked as *. Following points needed to be taken in consideration while filling in the form

- Note down Username, a tendency has been noted that people forget username while creating, our recommendation is that supplier may use his company name to register account instead of his personal name.
- Mobile number should not be ported to other network as it may not receive OTP for necessary verification processes.
- While Entering password following to be considered
 - Minimum 8 alphabets length
 - At least 01 Uppercase
 - At least 01 lowercase
 - At least 01 Special Character
 - At least 01 Numeric Value

Click on



to proceed further.

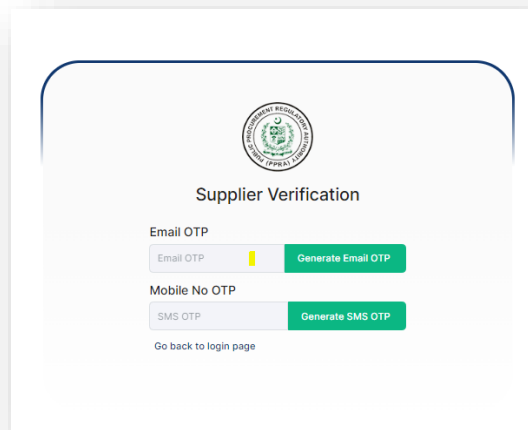
Action Performed successfully will be displayed and logon screen will be viewable.

✓ Action Performed Successfully.

Supplier will put his logon information and click on Login button .

Login

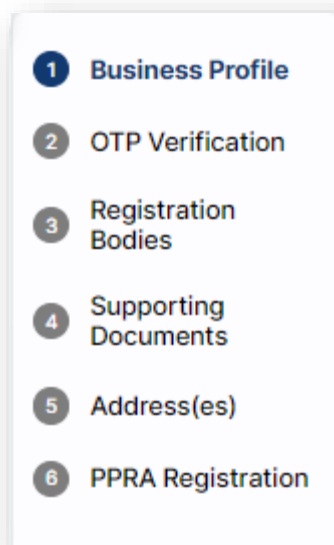
An OTP screen will popup user will generate OTP for his email and Mobile number and will verify it.



The image shows a 'Supplier Verification' form. At the top is the PPRA logo. Below it, the title 'Supplier Verification' is centered. There are two sections: 'Email OTP' and 'Mobile No OTP'. Each section has a text input field and a green button labeled 'Generate Email OTP' and 'Generate SMS OTP' respectively. At the bottom, there is a link that says 'Go back to login page'.

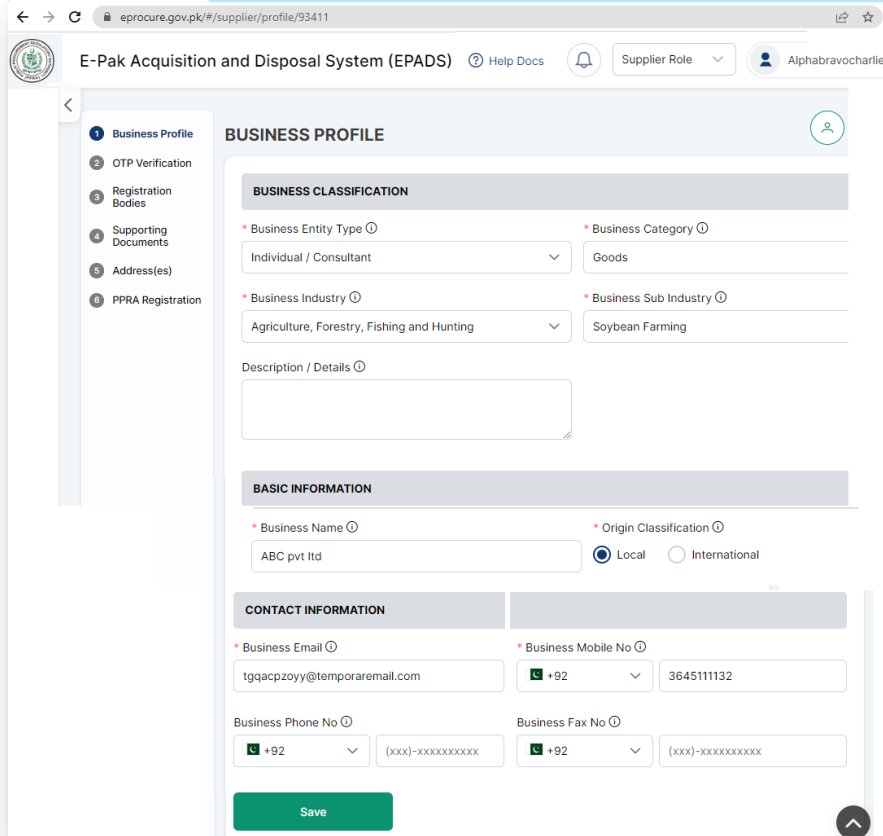
After verification User will re login to the EPADS and complete his business Profile

Supplier will make sure to complete all points mentioned in the left navigation panel.



The image shows a vertical list of six items in a navigation panel. Each item is preceded by a numbered circle. The items are: 1 Business Profile, 2 OTP Verification, 3 Registration Bodies, 4 Supporting Documents, 5 Address(es), and 6 PPRA Registration.

1. Business Profile



The screenshot shows the 'Business Profile' form in the EPADS system. The form is divided into several sections: Business Classification, Basic Information, and Contact Information. The left sidebar shows the navigation menu with steps 1 through 6, where 'Business Profile' is the current step.

BUSINESS CLASSIFICATION

- * Business Entity Type: Individual / Consultant
- * Business Category: Goods
- * Business Industry: Agriculture, Forestry, Fishing and Hunting
- * Business Sub Industry: Soybean Farming

Description / Details

BASIC INFORMATION

- * Business Name: ABC pvt ltd
- * Origin Classification: ☒ Local ☐ International

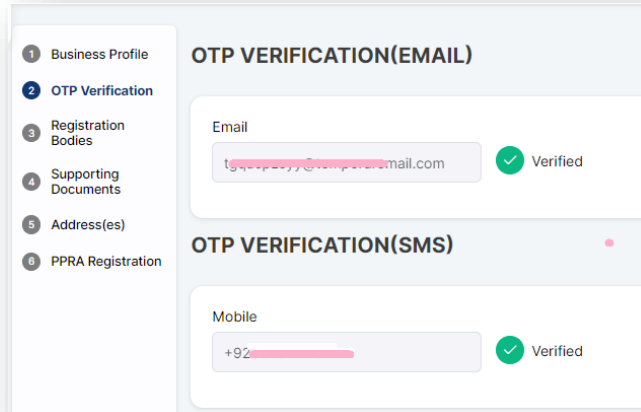
CONTACT INFORMATION

- * Business Email: tqacpzoyy@temporemail.com
- * Business Mobile No: +92 3645111132
- Business Phone No: +92 (xxx)-xxxxxxxx
- Business Fax No: +92 (xxx)-xxxxxxxx

Save

Supplier will complete all information Step by Step and proceed further by clicking **SAVE** button and by clicking on **NEXT** button

2. OTP Verification



The screenshot shows the 'OTP Verification' screen. The left sidebar shows the navigation menu with steps 1 through 6, where 'OTP Verification' is the current step.

OTP VERIFICATION(EMAIL)

Email: tqacpzoyy@temporemail.com ☒ Verified

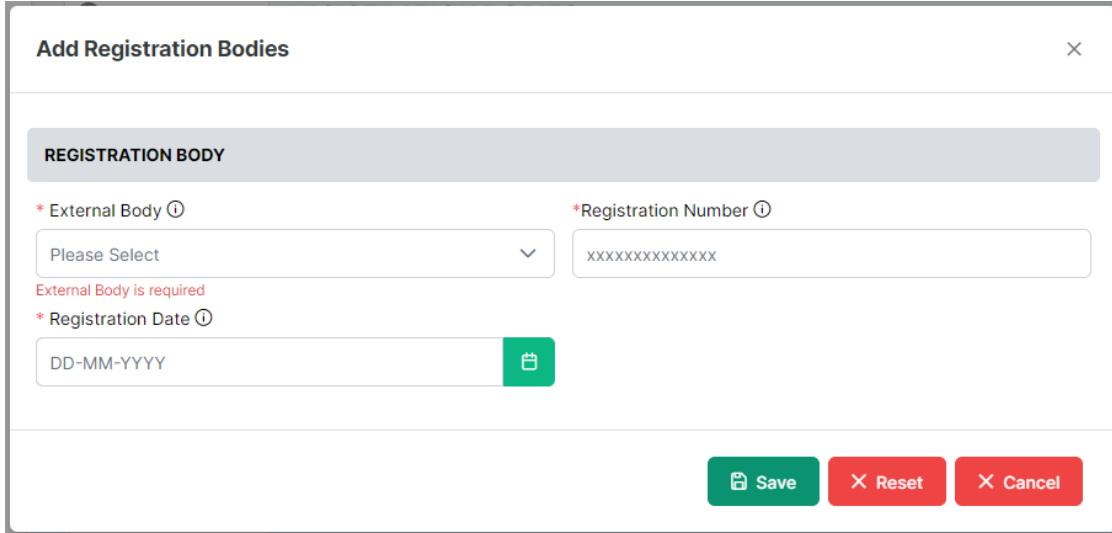
OTP VERIFICATION(SMS)

Mobile: +92 ☒ Verified

3. Registration Bodies

Supplier will provide necessary registration bodies applicable to his nature of business and save it one by one.

Registration Bodies is an integrated process from NADRA, PEC, SECB, DRAP and FBR.



Add Registration Bodies [Close]

REGISTRATION BODY

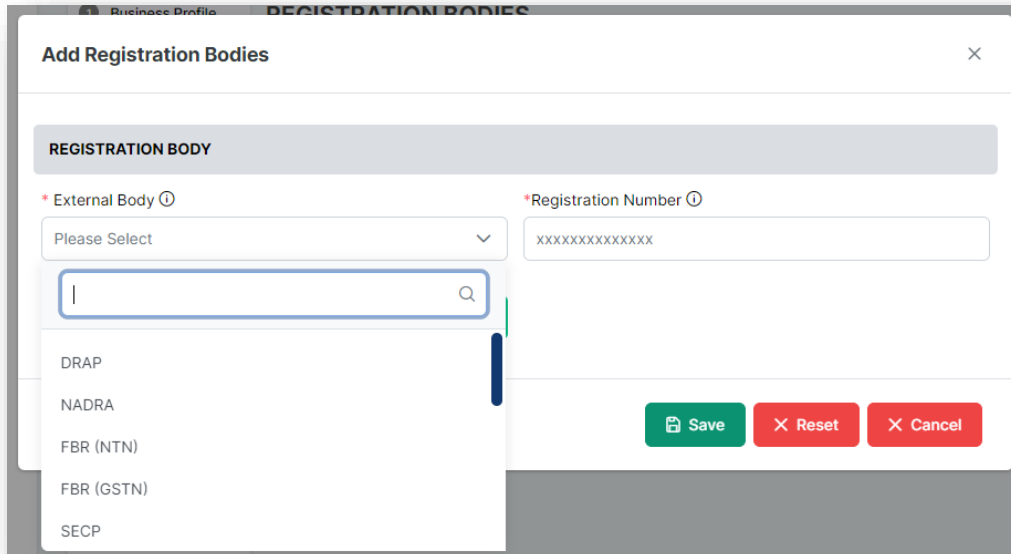
* External Body ⓘ
Please Select ▼

*Registration Number ⓘ
XXXXXXXXXXXXXX

External Body is required

* Registration Date ⓘ
DD-MM-YYYY [Calendar Icon]

[Save] [Reset] [Cancel]



Add Registration Bodies [Close]

REGISTRATION BODY

* External Body ⓘ
Please Select ▼

[Search Bar]

- DRAP
- NADRA
- FBR (NTN)
- FBR (GSTN)
- SECP

*Registration Number ⓘ
XXXXXXXXXXXXXX

[Save] [Reset] [Cancel]

Note: Supplier should provide FBR Verification Certificate to be uploaded for FBR and GSTN.

Click SAVE and continue further.

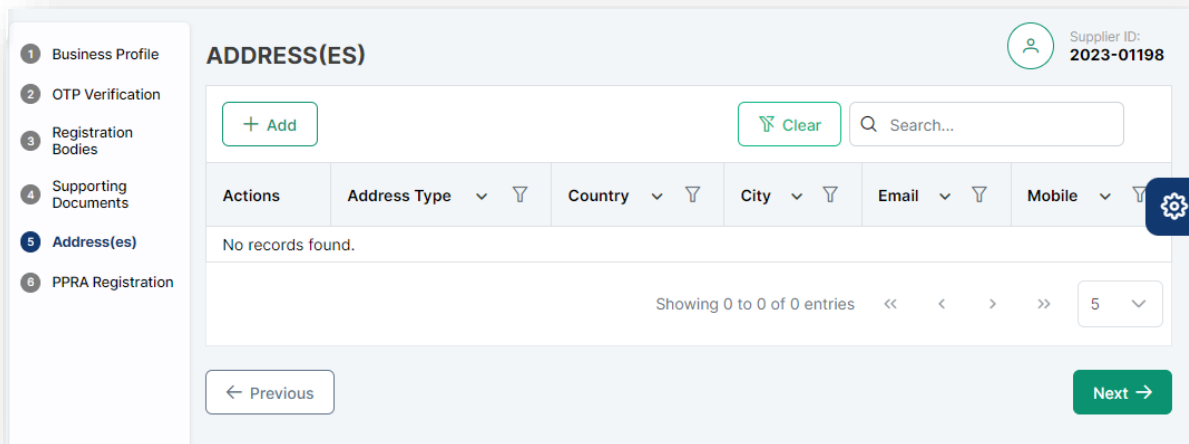
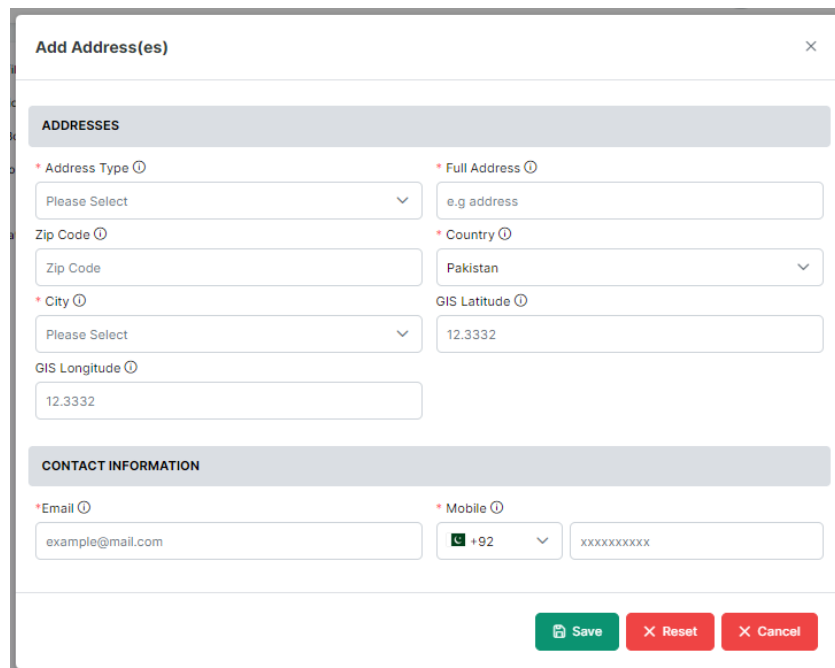
4. Supporting Documents

Supplier will upload all scan clear copies of Registration bodies here

Click NEXT to proceed further

5. ADDRESSES

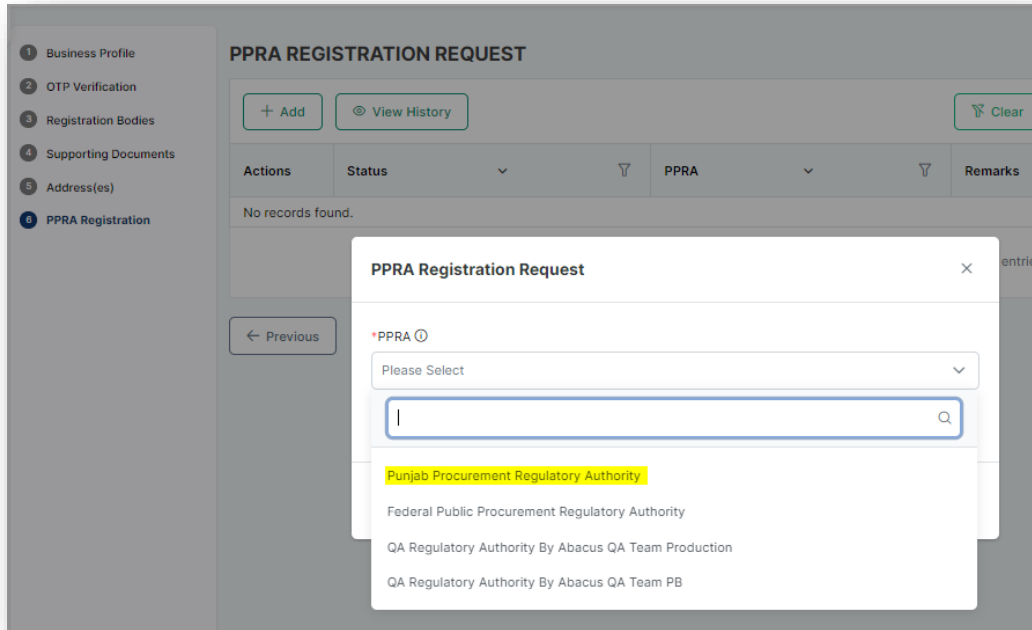
Supplier will Add Addresses in this TAB

After filling in required information supplier will click Save and Click on next Tab.

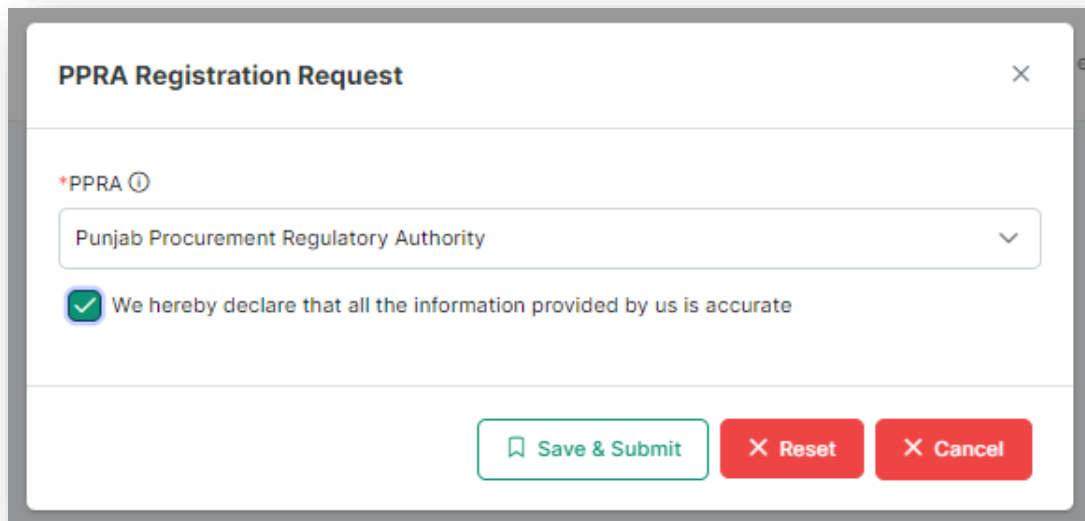
6. PPRA Registration

Supplier will select PUNJAB PROCUREMENT REGULATORY AUTHORITY from dropdown menu



The screenshot shows the 'PPRA REGISTRATION REQUEST' form. On the left is a sidebar with a list of steps: 1 Business Profile, 2 OTP Verification, 3 Registration Bodies, 4 Supporting Documents, 5 Address(es), and 6 PPRA Registration (which is highlighted). The main area has buttons for '+ Add', 'View History', and 'Clear'. Below these is a table with columns: Actions, Status, PPRA, and Remarks. The table currently shows 'No records found.'. A modal window titled 'PPRA Registration Request' is open, displaying a dropdown menu for '*PPRA'. The dropdown shows 'Please Select' at the top, followed by a search bar. Below the search bar, three options are listed: 'Punjab Procurement Regulatory Authority' (highlighted in yellow), 'Federal Public Procurement Regulatory Authority', and 'QA Regulatory Authority By Abacus QA Team Production'. Below these, there are two more options: 'QA Regulatory Authority By Abacus QA Team Production' and 'QA Regulatory Authority By Abacus QA Team PB'.

And select checkbox for acknowledgement and submit for approval.



The screenshot shows the 'PPRA Registration Request' form. The dropdown menu for '*PPRA' is now set to 'Punjab Procurement Regulatory Authority'. Below this, there is a checkbox with a green checkmark icon and the text 'We hereby declare that all the information provided by us is accurate'. At the bottom of the form, there are three buttons: 'Save & Submit' (green), 'Reset' (red), and 'Cancel' (red).

If any document not found uploaded or having discrepancy the system will notify for correction, after corrective measures been taken by supplier he may proceed further to repeat the process of Acknowledgement.

PPRA Registration Request

*PPRA ⓘ

Punjab Procurement Regulatory Authority

☒ We hereby declare that all the information provided by us is accurate

Mandatory Requirements For PPRA Registration

Clear

Search keyword

Sr. ▾	Sections ▾	Remarks ▾
1	Supporting Documents ⇒ "CNIC Front Side"	Please Add Required Verification
2	Supporting Documents ⇒ "CNIC Back Side"	Please Add Required Verification
3	Supporting Documents ⇒ "FBR Tax Certificate (Latest)"	Please Add Required Verification
4	Registration Bodies ⇒ "NADRA"	Please Add Required Verification
5	Registration Bodies ⇒ "FBR (NTN)"	Please Add Required Verification
		Please Add Required

Save & Submit

Reset

Cancel