Procurement Portal

e-Prequalification Quick Start Guide

Confidential to Watoto

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Welcome to Watoto Procurement Portal

This portal is a repository of information shared between you and Watoto for use during the Bidding process.

The portal will allow you create and manage the entire procurement process such as prequalification to bidding, auctioning and invoice submission from your desk. You will constantly get notifications about ongoing activities and you will as well view live, up-to-the-minute data – all in real time.

So, let's explore, in detail, how to go about processing your prequalification application to help make your Portal experience a productive one.

See you on the other side!

Introduction

Prerequisites

In order to complete this prequalification process, you will be required to be either of the following; a Company Limited by Shares, in a Partnership, Joint Venture, a Sole Proprietor, Association or an Individual.

You will be required to for the prequalification document online, prepare, upload and submit various documents as defined on the Portal.

Notifications

Email notifications shall occasionally be sent to your registered email as reminders or notices on important activities and events regarding ongoing activities.

Registration

- Navigate to the **Register** Button at the Top-right corner of the Portal.
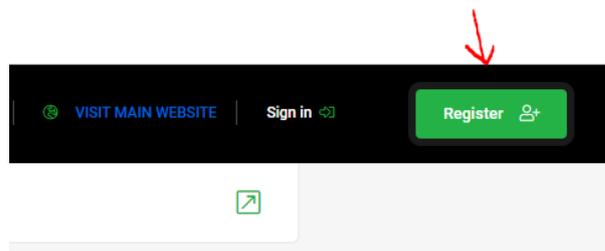
- The popup displays the **registration information**.
- Complete the input fields, the CAPTCHA and accept the terms and conditions (by ticking).
- Click "**Register**" to continue.

Notes:
- Consider reviewing the terms before accepting.
- If you are **already registered**, move to the "**Sign In**" screen and login.

Common failures include, passwords that are weak or do not match and incomplete fields.

- After submission, a success message shall be displayed indicating that you need to **Verify your registered Email**. Also check Spam/Junk folder.
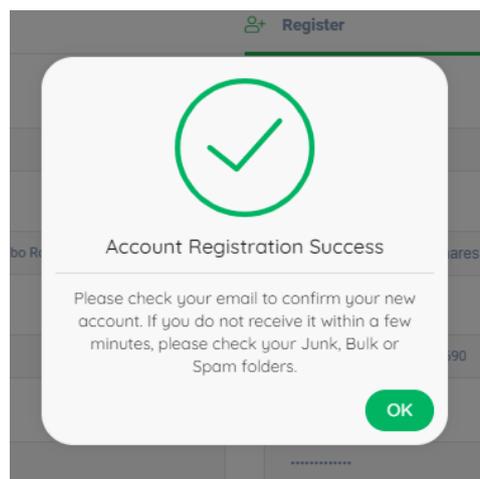
You will only be able to Log In after verifying your Email Address.

Verifying your Email

Q   Login to your registered email and find a notification email from Watoto. You may have to wait a few minutes before you get it into your Inbox.

Q   Click the verification link, this will redirect you to the home page.

Q   Go ahead to **Log In.**
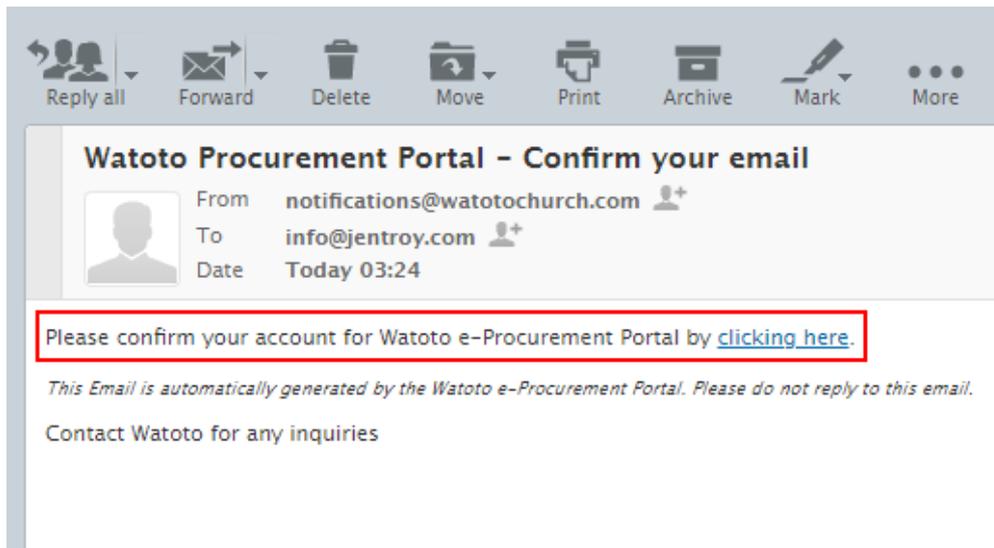
Portal Login

- After **Email Verification,** you can now Sign In to the Portal.
- Start by clicking the "**Sign In**" link, enter the **Email Address** and **Password** then Click the **"Sign In"** button.

- In case of failure, for example if you forgot the password you set, use the "**Forgot Your Password?**" link to set a new one.

Recover Forgotten Password

- Enter your registered email in the Email Address field.
- Click the "**Forgot Your Password?**" link.
- Confirm the action by clicking "**Yes**" otherwise, click "**No**".
- You will be sent an email with the reset password details.
- Proceed to Login after setting a new password.

Whenever a **wait screen** is displayed, be patient and wait until processing is complete. You may however terminate and retry if this goes on indefinitely. Be sure that you have a **proper Internet connection**.

Making Payment

Q When logged in, you will be required to **Agree to Service Terms**, Select a Category or up-to two (2) Categories and proceed to pay for Prequalification.

Mind the notes shared before proceeding which indicate important details such as the amount to pay depending on the number of Categories selected.

Q Select the relevant options and click the "**Continue To Make Payment**" button to proceed to payment.

Q On the next screen, select the currency and the amount to pay shall be populated. The amount is based on the number of categories selected.

Q Proceed by clicking the "**Make Payment**" button.

While you are being redirected to the payment screen, please be patient as this process may take a while depending on your Internet connection.

Payment

Payment Options

- ❏ The payment platform offers you two (2) options, that is, **Card** and **Mobile Money** Payment.
- ❏ Click the respective buttons (*as indicated by the red arrow*) to switch to your desired payment option.

Card Payment

- ❏ For payment with a Card, fill in the **Card Number**, **Validity Date** and the **CVV** as they appear on your card.
- ❏ Click the Pay button to initiate payment.

Mobile Money Payment

- ❏ For payment with **Mobile Money**, you will need a phone number (MTN/Airtel) with enough credit to complete the transaction.
- ❏ Switch to the "**Pay with Mobile Money**" Section.
- ❏ Enter the Mobile Money Number and click the Pay button to initiate payment.

Notes:

❖ You will be required to verify this transaction by entering a **One Time Password (OTP)** that will be sent to your registered Phone Number.

❖ A **Standard Transaction Charge** shall be applied on the transaction.

💡 For either options, information needs to be provided in time to avoid timeouts and therefore failure of the transaction.

❖ If using a card, you will get the dialog below.
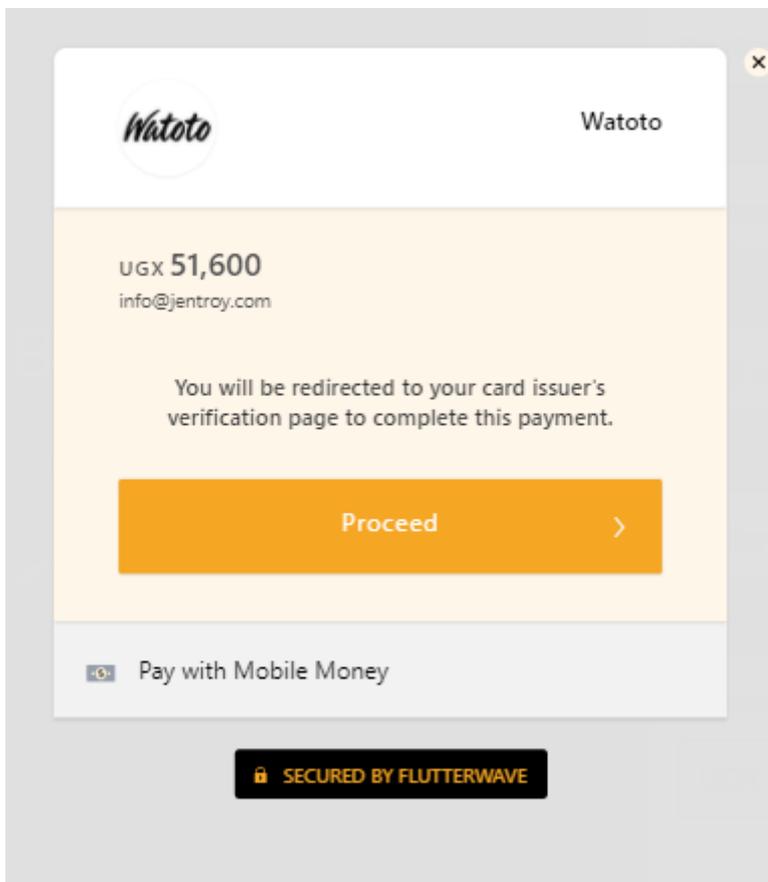
❖ Click the button to proceed.

Payment

Payment Errors

- ❑ While making a payment, you may encounter errors of different forms.

  Confirm that;

- ❑ You have enough credit balance.
- ❑ Your Card is Valid.
- ❑ Your Bank has enabled transactions on your Card.
- ❑ You enter a valid **Mobile Money PIN**.

Payment

Payment Verification
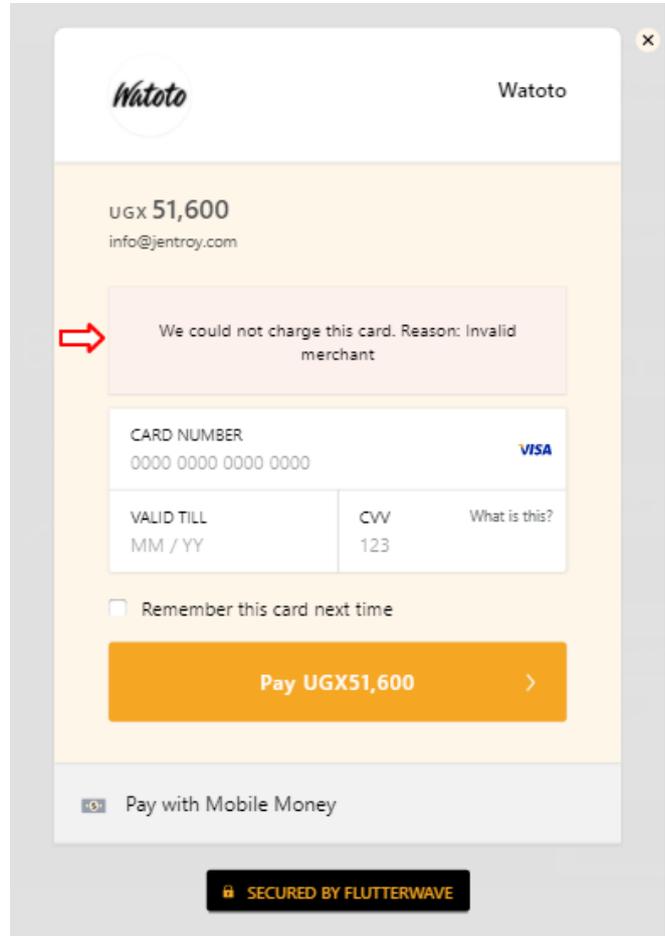
- Your payment shall be verified using a **One Time Password (OTP)** that may be sent to either your mobile or email (depends on your issuing Bank – for Card).

BANK NAME   **VISA**

Your purchase requires additional verification. A One-Time Passcode will be sent to you. Please choose where you wish to receive the One-Time Passcode and click Continue. Select Cancel if you do not recognize these options; this will cancel your purchase.

| (###)-###-6891 | ⦿ Text |
| s*****h@gmail.com | ○ E-Mail |

Continue

Terms & Conditions | Privacy | Help   Exit

- You will be required to enter the OTP to proceed.

Successful Payment & Receipt

- After a successful payment, you will be redirected to view the Prequalification document.
- Confirmation of payment will be confirmed with a receipt sent to your registered email as below:

Watoto

Receipt from Watoto

Your payment was successful and has been received by Watoto.

UGX 50,000.00

PAYMENT DETAILS

| Amount Paid | UGX 50,000.00 |
Applicable Fees	UGX 1500.00
Payment Method	MOBILEMONEYUG
Transaction Reference	48d8b9fe-e1cf-41fe-84e5-6fca607d0d3d

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💡 Should you have trouble after a successful payment, please consider logging out of the Portal and Signing in again.

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Accessing The Prequalification Document

◉ After a successful payment, you will be able to access and print out the Prequalification Document.
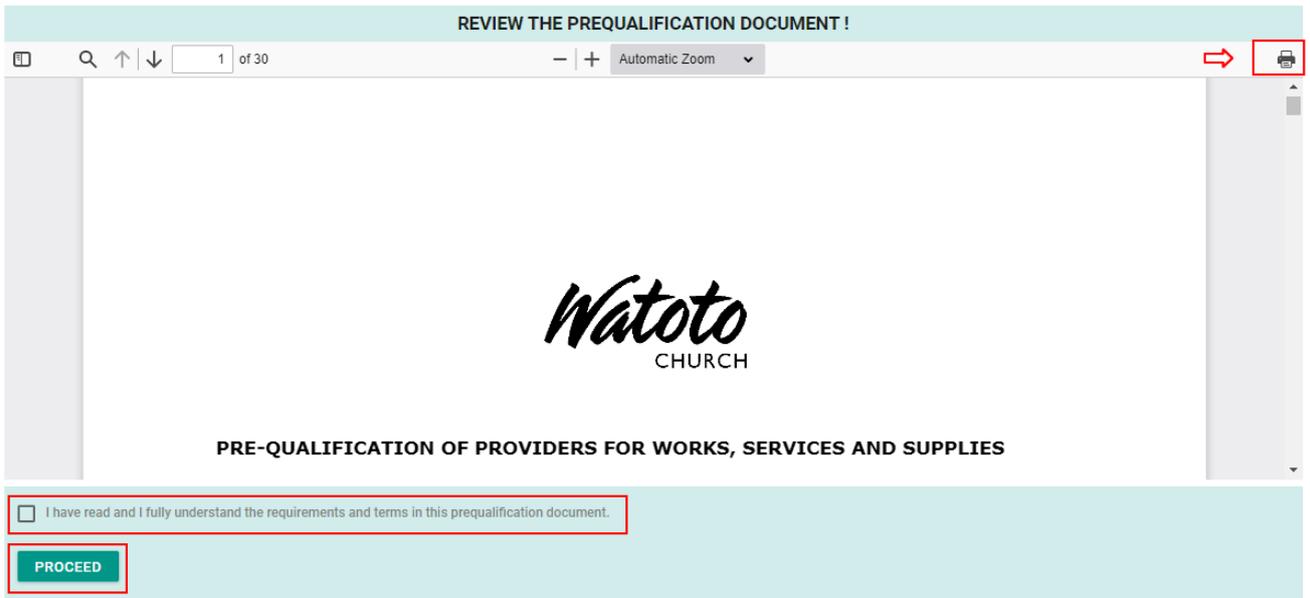
◉ You may review and even print the Prequalification Document using the Print icon (pointed at with a red arrow above).

◉ If you are fine with that, review and accept that you've read and fully understand the requirements – then click the "**Proceed**" button to continue.

◉ You will be presented with an important notice. Read and click "**Continue**" to proceed with entry of data.

Addresses: Enter your company addresses [Use the add button to add primary and other secondary addresses] assign contact responsibilities.
Categories: Choose from a list of categories based on what you selected under the categories of Works, services, or supplies.
Technical: CVs of important staff must be attached if any.
Documents (Administrative, Technical, Unique documents): This has required documents that must be attached before applicants submit.

Close   CONTINUE

Entering The Prequalification Information

- You will be guided by a wizard to fill in the required information.
- Make use of the dropdowns to select from available options.
- Note that you have limited time within which to complete and submit the application – be sure to submit before the expiry date.

- A **count down time** is always available to indicate to you the **remaining time**.
- You may complete your application bits at a time.
- Be sure to submit your application after the application information is complete otherwise you will not be considered by the evaluation team.

You will be required to upload soft copy documents in later sections. Use the upload option to attach them. Portable Document Format (PDF) documents are the recommended document format. ZIP files and other file formats are not permitted.

Watoto Procurement Portal

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To get help, use the Chat system on the Procurement Portal. A support executive will be available to respond to your inquiries. If you are unable to find one online, we shall endeavor to follow-up the offline message you leave behind.

Help us with us much information about your inquiry or issue to allow us share the best possible response or support.

Optionally, you can:

Email: *procurement@watotochurch.com*,

Call : *+256 778208159* or

Visit us at *Watoto Church Downtown Street 73, Kampala Road.*