

PUBLIC PROCUREMENT COMMISSION REGISTRATION GUIDE

REGISTERING USING THE

NEW SUPPLIER REGISTRATION SYSTEM (SRS)

- Watch instructional videos and read instructions located on our website: www.ppc.gov.jm
- Go to www.gojep.gov.jm
- Register as a Supplier (the icon is located at the top right-corner of the webpage).
- When you have completed registering on GOJEP *or* if you were already registered, use the same user name and password to register for **PPC Supplier Registration**.
- Take a few minutes to complete the **Profile** for your company. You will not be required to do this for subsequent registrations. You will also notice that your PPC profile will be populated with information that was entered on your GOJEP Profile. Please ensure that the information is saved before you move on.
- After you have completed your **Profile**. You will now be required to apply for a *New PPC Registration*. Review instructions located at the bottom of the www.gojep.gov.jm home page and pay careful attention to the area of registration that applies to you i.e. goods, services or works (Grades 1-5). Also, view the *checklist of documents* that you will be required to upload as part of your registration.
- Complete all the applicable sections such as **Operations, Financials, Personnel** etc. and upload the supporting documents as indicated. Supporting documents such as Licences, Permits, Certificates, and Declaration Forms are to be properly certified by a Justice of the Peace/Notary Public with stamps and seals properly affixed.
- Upload blank documents in sections that are not applicable for your category of registration (e.g. Financial Statements are not required for goods and services registration).
- Ensure that you confirm and save the information as you go along.
- At the end of the registration process submit your application.
- You will receive an email confirmation that your application has been accepted.
- Await email updates from the Public Procurement Commission. You may log into your SRS and select '**List of Transactions**' to see the progress of your application.

For further assistance please email: general@ppc.gov.jm or Tel: 876-807-3154.