

REPUBLIC OF UGANDA



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Supplier and Employee E-Registration User Guide

**STEP BY STEP APPLICATION GUIDE FOR EMPLOYEES, SUPPLIERS AND OTHER
CATEGORIES**

06-September-2021

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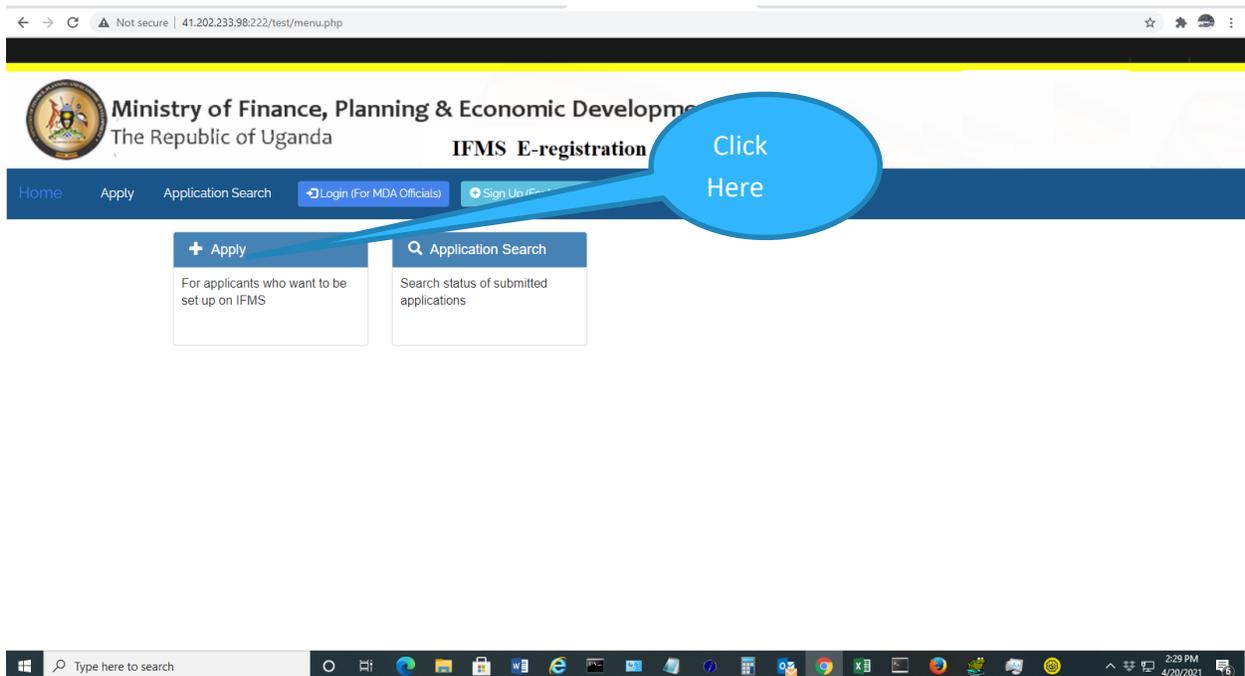
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PART 1:

CREATE NEW RECORD / AMEND RECORD

Step1:

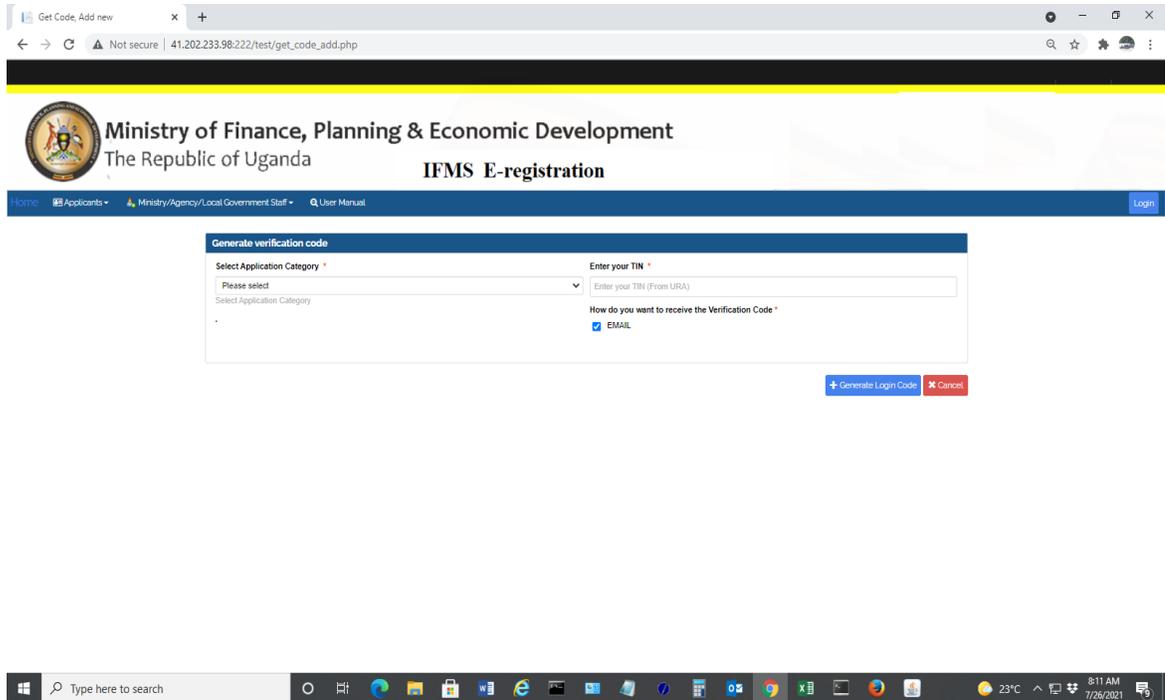
User inputs URL <https://ereg.ifms.go.ug/>



Select Apply if

- **You have never been setup on the IFMS as a supplier for purposes of payment**
- **You need to amend your account details**
- **Require to be set up under another Vote (Ministry, Agency, Local Government or Project) for purposes of processing payments.**

Select Application Search to track the status of your application

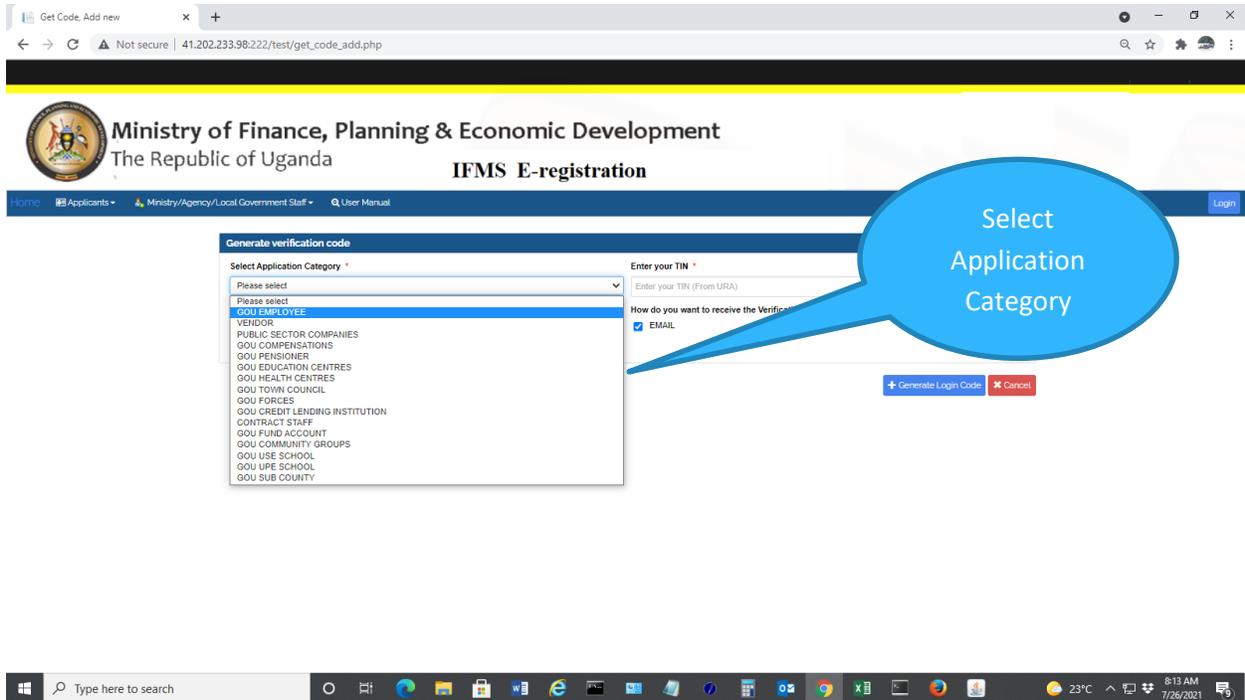


Step2:

Select Application Category as appropriate

Application Categories are;

- ❖ EMPLOYEES (GoU Employee, CONTRACT STAFF, GOU FORCES, GOU PENSIONER)
- ❖ SUPPLIERS (Local Vendor, Public Sector Companies)
- ❖ Schools (GoU UPE SCHOOL, GoU USE SCHOOL & GoU EDUCATION CENTRES)
- ❖ Community Groups (GOU COMMUNITY GROUPS)
- ❖ Health Centers (GOU HEALTH CENTRES)
- ❖ Town Councils (GOU TOWN COUNCIL)
- ❖ Sub county (GOU SUB COUNTY)
- ❖ Compensation (GOU COMPENSATIONS)
- ❖ Fund Account (GOU FUND ACCOUNT)



TIP:

- ✓ For any of the categories selected, a description is displayed below the category. Ensure you select the correct category for the right setup to be done on IFMS.
- ✓ A category refers to the classification of the Tax Registration Number (TIN) used to apply. It **DOES NOT** refer to the Institution you are applying to. E.g If an Individual TIN for an employee working in a school and applying for set up, **DO NOT** select categories for Schools. Select appropriate category for Employees.

Step3:

Input your Tax Identification Number (TIN) and click the “Generate Verification Code” button

The screenshot shows a web browser window displaying the 'Generate verification code' form on the IFMS E-registration portal. The form is titled 'Generate verification code' and includes the following fields and options:

- Select Application Category:** A dropdown menu with 'GOU EMPLOYEE' selected.
- Enter your TIN:** A text input field containing the number '1000021393'.
- How do you want to receive the Verification Code:** A checkbox labeled 'EMAIL' is checked.
- Buttons:** A blue '+ Generate Login Code' button and a red '- Cancel' button.

Two blue callout bubbles are overlaid on the form: one pointing to the TIN input field with the text 'Provide your TIN', and another pointing to the 'Generate Login Code' button with the text 'Click to Generate Verification Code'.

A verification Code shall be sent to your registered email address

- ✓ **TIP:** The code is only valid for 24hrs from the time of clicking the submit button
- ✓ A verification Code shall be sent to your registered email address (appearing under your TIN Profile)

Step4:

Log onto your registered email address (appearing under your TIN Profile) and check for the mail from Ministry of Finance. It will bear the code you shall provide for the application.

- Input the Code and click on the login button

Depending on the application type (New or Amend), the appropriate screen shall be displayed.

New Record

The screenshot shows a web browser window with the URL `41.202.233.98:222/test/validate_code_add.php`. The page header includes the logo of the Ministry of Finance, Planning & Economic Development, The Republic of Uganda, and the text "IFMS E-registration". A "Login" button is visible in the top right corner. The main content area displays a form titled "Enter Code that has been sent to your Email/Mobile". The form fields are as follows:

Enter Code that has been sent to your Email/Mobile	
CODE *	1256
TIN *	1000021393
Email Id	lubdi1@yahoo.co.uk
Mobile Number	0774524901
Application Type	NEW
Application Category *	GOU EMPLOYEE

At the bottom of the form, there are "Login" and "Cancel" buttons. Two blue callout boxes are present: one pointing to the CODE field with the text "Enter code sent to your URA registered email", and another pointing to the Application Type field with the text "Application type 'New'".

TIP: If Your Tax Identification Number (TIN) is not attached to any record on IFMS, application type will default to **NEW**

Amend Record

Ministry of Finance, Planning & Economic Development
The Republic of Uganda
IFMS E-registration

For Testing purposes, the code is:
1819

Enter Code that has been sent to your Email/Mobile

CODE * 1819

TIN * 1015254801

Email Id lubi1@yahoo.co.uk

Mobile Number 788028007

Application Type AMMEND

Application Category * VENDOR

Amendment Category * Update of Supplier Name

Update of account details

Update of Party type/category

Add Vote/site

+ Login Cancel

Select the appropriate Amendment Category e.g Add Vote/Site, Update Bank Details, Update Supplier Name and Update Category

TIP: Your Tax Identification Number (TIN) will automatically be matched with your Record on IFMS (if already created) and application category will default to AMMEND

Step5: Click “+Login” Button

5.1: Your supplier or Employee EFT Payment details Form shall be returned.

- Provide the Vote name, Site Name as appropriate
- Provide the National ID Number and Name on National ID (For EMPLOYEES)

New Form

Ministry of Finance, Planning & Economic Development
The Republic of Uganda
IFMS E-registration

New Registration Details

Vote Name * Office of the President x
Site Name * OFFICE OF THE PRESIDENT
Registered/legal name * B.P.C. CHEMICALS LTD.
Telephone 0774524901
National Id * CF123456789
Application type NEW
Names On National Id * BBOSA PAUL CHARLES

Principle Business/Residential Address

District KAMPALA
County NAKAWA DIVISION
SubCounty NAKAWA DIVISION
Town City
Parish
Street Name NTINDA INDUSTRIAL AREA
Plot No.
Building Name
Village Name NTINDA VILLAGE 1

Bank Account Details

Bank Name * Please select
Branch Name * Please select
Bank Account Number *
Currency * UGX Ugandan Shillings x

Submit Application Cancel Application

- Provide your bank details for which payment should be made
- Select the Bank Branch details
- Provide the account number and select the appropriate currency.
- For Categories GOU FUND ACCOUNT, GOU TOWN COUNCIL, GOU SUB COUNTY, GOU UPE SCHOOL, GOU USE SCHOOL, GOU COMPENSATIONS, GOU HEALTH CENTRES provide the **Bank Account Name**

Ministry of Finance, Planning & Economic Development
The Republic of Uganda
IFMS E-registration

Home [New Registration](#)

New Registration Details

Vote Name * Ministry of Public Service x TIN * 1000021393 Application Category * GOU EMPLOYEE

Site Name * MINISTRY OF PUBLIC SERVICE Email lubdi1@yahoo.co.uk Applicationtype NEW

Registered/legal name * B.P.C. CHE ABC Bank 901 Names On National Id * BBOSA B... 6799

Principle Business/Resident District KAMPALA Plot No Building Name Village Name NTINDA,VILLAGE 1

County NAKAWA SubCounty NAKAWA

Bank Account Details Bank Name * Centenary Bank Branch Name * MAPEERA Currency * UGX Ugandan Shillings x

Bank Account Number * 010456789123

Bank

Branch

Currency

A/C Number

Amend Form

Ministry of Finance, Planning & Economic Development
The Republic of Uganda
IFMS E-registration

Home [Applicants](#) 1003014875

New Registration Details

Vote Name * Ministry of Foreign Affairs x TIN * 1003014875 Application Category * GOU EMPLOYEE

Site Name * MINISTRY OF FOREIGN AFFAIRS Email lubdi1@yahoo.co.uk Applicationtype AMEND

Select Record to Amend * LUBOWA DANIEL - Supplier Number: 459397 Telephone 772516639 Names On National Id * Other

Registered/legal name * LUBOWA DANIEL - Supplier Number: 459397 National Id * Plot No

Principle Business/Residential Address District WAKISO Town City

Vote Name

Site name

Record Matched on IFMS

eRegistration Application Form | 41.202.233.98

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home | Applicants

New Registration Details

Vote Name * Ministry Of Lands, Housing and Urban Development
 TIN * 1015254601
 Email lubdl1@yahoo.co.uk
 Site Name * MOLHUD, ARSDP
 Telephone 788028007
 Registered/legal name * BARNABAS WACHA
 Business name * WACHA LOGISTICS
 Business Registration Number * 7894563

Principle Business/Residential Address

District LIRA
 County Please select
 SubCounty Please select
 Town City
 Parish
 Street Name

Bank Account Details

Bank Account Name * BARNABAS WACHA
 Bank Account Number * 6006417599
 Bank Name * Please select
 Branch Name * Please select
 Currency * UGX Ugandan Shillings



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Home | Applicants | 1015254601

New Registration Details

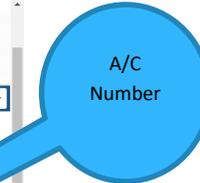
Vote Name * Ministry Of Lands, Housing and Urban Development
 TIN * 1015254601
 Application Category * VENDOR
 Email lubdl1@yahoo.co.uk
 Applicationtype AMMEND
 Telephone 788028007
 Supplier Number 926568
 Registered/legal name * BARNABAS WACHA
 Business Registration Number * 7894563
 WHTRate * 6
 Business name * WACHA LOGISTICS

Principle Business/Residential Address

District LIRA
 County Please select
 SubCounty Please select
 Town City
 Parish
 Street Name
 Plot No.
 Building Name
 Site Name ABUTOADLAKONYE B

Bank Account Details

Bank Account Name * BARNABAS WACHA
 Bank Account Number * 6006417599
 Bank Name * Centenary Bank
 Branch Name * MAPEERA
 Currency * UGX Ugandan Shillings



TIP: 1. The Select Record to Amend displays records matched on IFMS and attached supplier number for the TIN used, Select OTHER if intended record for Amend is not available in the drop down list.

2. If OTHER is selected provide the Registered Legal Name for categories Employee and Vendor. Provide the Bank Account Name for the categories GOU FUND ACCOUNT, GOU TOWN COUNCIL, GOU SUB COUNTY, GOU UPE SCHOOL, GOU USE SCHOOL, GOU COMPENSATIONS, GOU HEALTH CENTRES

The screenshot shows the 'New Registration Details' form on the IFMS E-registration portal. The form includes fields for 'Vote Name', 'Site Name', 'Select Record to Amend' (set to 'Other'), 'Registered/legal name' (DANIEL LUBOWA), and 'Bank Account Name' (DANIEL LUBOWA). Other fields include TIN (1003014875), EMail (lubdi1@yahoo.co.uk), Telephone (772516839), Application Category (GOU TOWN COUNCIL), Applicationtype (NEW), and WHTRate (6). A blue callout bubble points to the 'Select Record to Amend' dropdown with the text: 'Select Other IF matched record is different e.g For Sole proprietors setups'. Another blue callout bubble points to the 'Bank Account Name' field with the text: 'Enter Bank Account Name'.

5.2 Submit your application

The screenshot shows the 'New Registration Details' form on the IFMS E-registration portal. The form includes fields for 'Vote Name' (Ministry of Public Service), 'Site Name' (MINISTRY OF PUBLIC SERVICE), 'Registered/legal name' (B.P.C. CHEMICALS LTD.), 'Principle Business/Residential Address' (District: KAMPALA, County: NAKAVA DIVISION, SubCounty: NAKAVA DIVISION, Street Name: NTINDA INDUSTRIAL AREA, Village Name: NTINDA VILLAGE 1), and 'Bank Account Details' (Bank Name: Centenary Bank, Branch Name: MAPEERA, Bank Account Number: 010456789123). Other fields include TIN (1000021393), EMail (lubdi1@yahoo.co.uk), Telephone (0774524901), National Id (CF123456789), Application Category (GOU EMPLOYEE), Applicationtype (NEW), and Names On National Id (BBOSA PAUL CHARLES). A blue callout bubble points to the 'Submit Application' button with the text: 'Submit'. The 'Submit Application' button is green and the 'Cancel Application' button is red.

Not secure | 41.202.233.98:222/test/new_registration_view.php?editid1=14173&



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IFMS E-registration

Home [New Registration](#) 1000021393

New Registration Details

Vote Name	Office of the President	TIN	1000021393	Application No	20210610743
Site Name	OFFICE OF THE PRESIDENT	EMail	lubdi1@yahoo.co.uk		
Registered/legal name	B.P.C. CHEMICALS LTD.	Supplier Number			
Business name		Telephone	774524901		
Amend Category		Business Registration Number			
WHTRate		Applicationtype	NEW		
Application Category	GOU EMPLOYEE	National Id	CF123456789		
Expiry Date	6/27/2021 3:15:16 PM	Names On National Id	EBOSA PAUL CHARLES		

Principle Business/Residential Address

District	KAMPALA	Town City		Plot No	
County	NAKAWA DIVISION	Parish		Building Name	
SubCounty	NAKAWA DIVISION	Street Name	NTINDA INDUSTRIAL AREA	Village Name	NTINDA,VILLAGE 1

Bank Account Details

Bank Name	Centenary Bank	Branch Name	MAPEERA
Bank Account Number	010456789123	Currency	UGX Ugandan Shillings

[View All My Applications](#) [Log out](#) [PDF View](#)

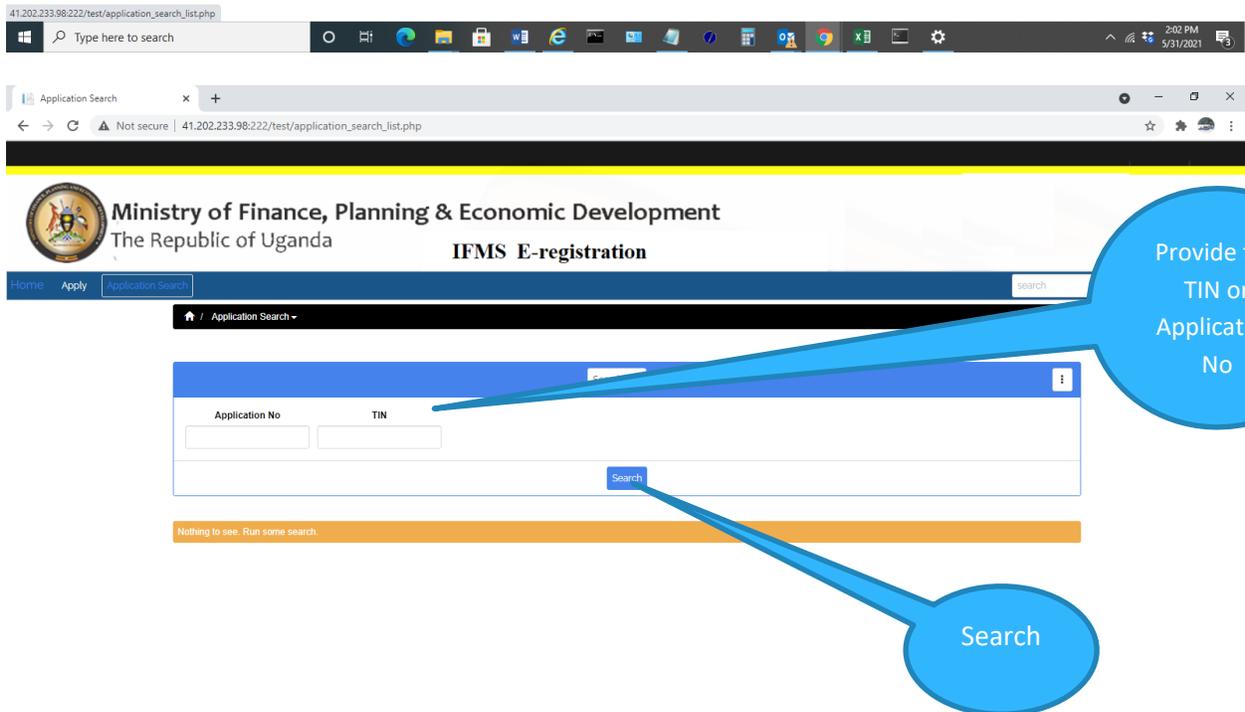
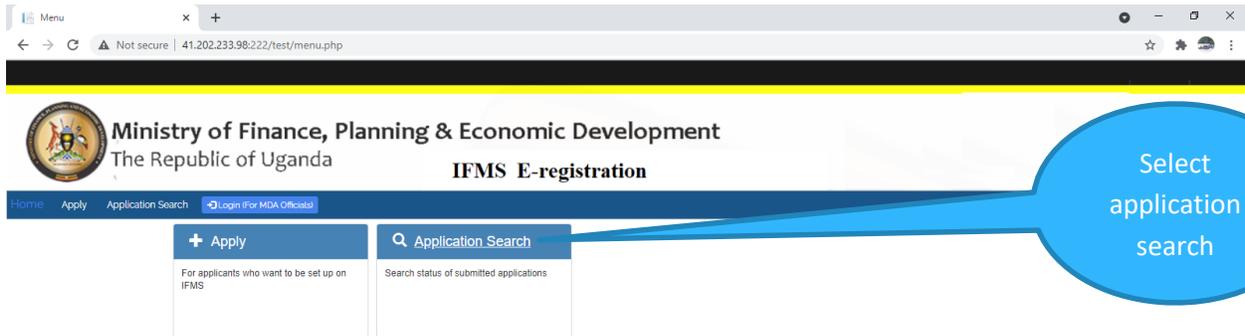
Logout of the Application

TIP: A confirmation email will be sent to your registered email including your Application Reference Number for follow up with the Vote

PART 2:

TRACK YOUR STATUS:

- On the Home page, click under the Employee/Supplier Menu and select Application status.



- Provide your TIN or Application No (Application Reference Number) and click on search

Application Search

Ministry of Finance, Planning & Economic Development
The Republic of Uganda
IFMS E-registration

Application No: 202104866
TIN: 1000224192

Application Type	Application Category	TIN	Site Name	Vote Name	Current Status	Application No	Last Action Date	Current Remarks
NEW	Local Vendor	1000224192	MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT	Ministry Of Finance, Planning and Economic Development	Submitted	202104866	4/21/2021 4:28:23 PM	

Application status

- Your application should indicate status applicable. The available status may include any of the following;
 - Submitted
 - Verified
 - Approved
 - Rejected
 - Pending Upload (application is at Treasury pending upload)
 - Uploaded (Application is uploaded onto IFMS)

TIP: Click on the displayed record to view ALL details on the application