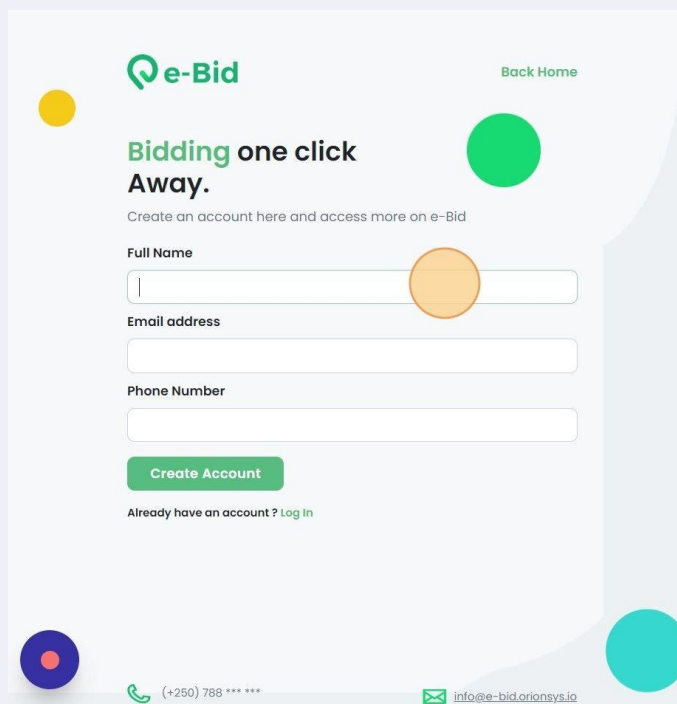


E-bid User account registration and Company creation

1 Navigate to <https://bid.rw/>

2 Click the "Full Name" field. to fill your name



The screenshot shows the e-Bid registration page. At the top left is the e-Bid logo. To its right is a 'Back Home' link. Below the logo is the text 'Bidding one click Away.' followed by 'Create an account here and access more on e-Bid'. The registration form includes three input fields: 'Full Name', 'Email address', and 'Phone Number'. Below these fields is a green 'Create Account' button. At the bottom of the form, there is a link that says 'Already have an account? Log In'. The page is decorated with several colorful circles (yellow, green, orange, blue, cyan) and a green hexagonal pattern in the background.

e-Bid

Back Home

Bidding one click Away.

Create an account here and access more on e-Bid

Full Name

Email address

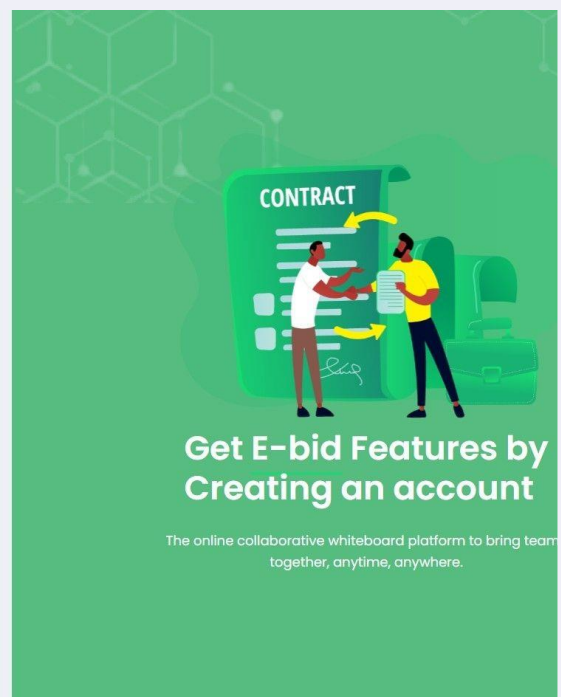
Phone Number

Create Account

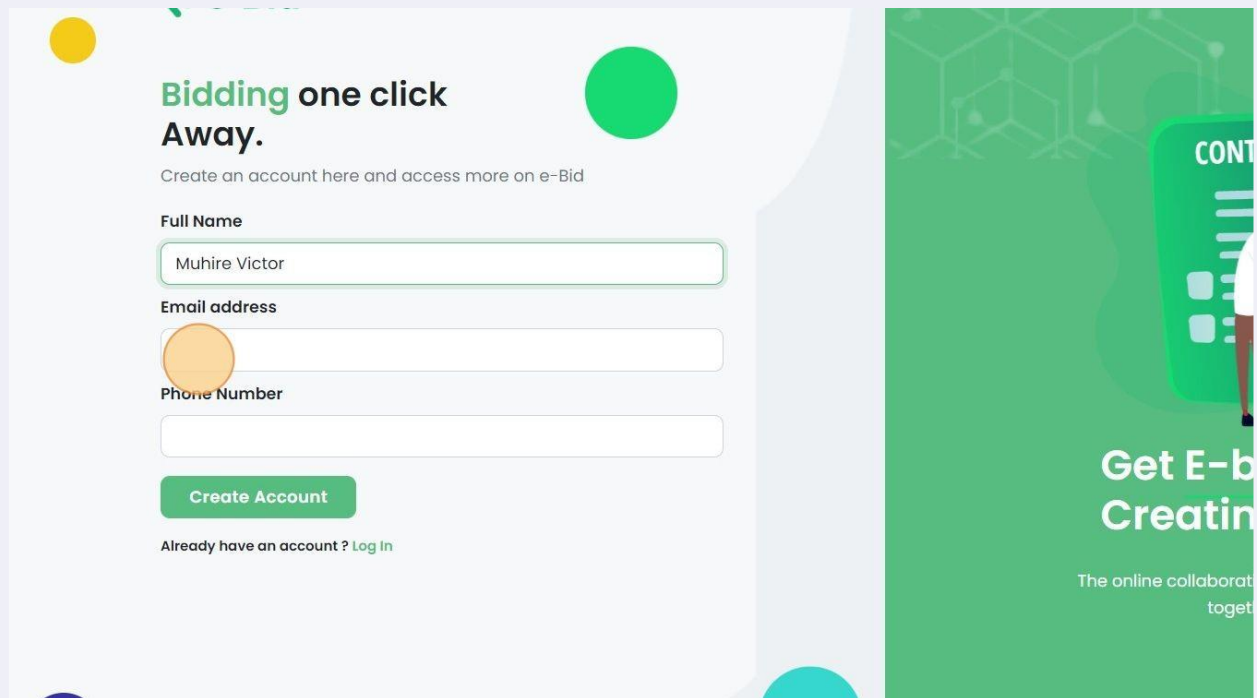
Already have an account? Log In

(+250) 788 *** **

info@e-bid.orionsys.io



- 3 Click the "Email address" field.



Bidding one click Away.
Create an account here and access more on e-Bid

Full Name

Email address

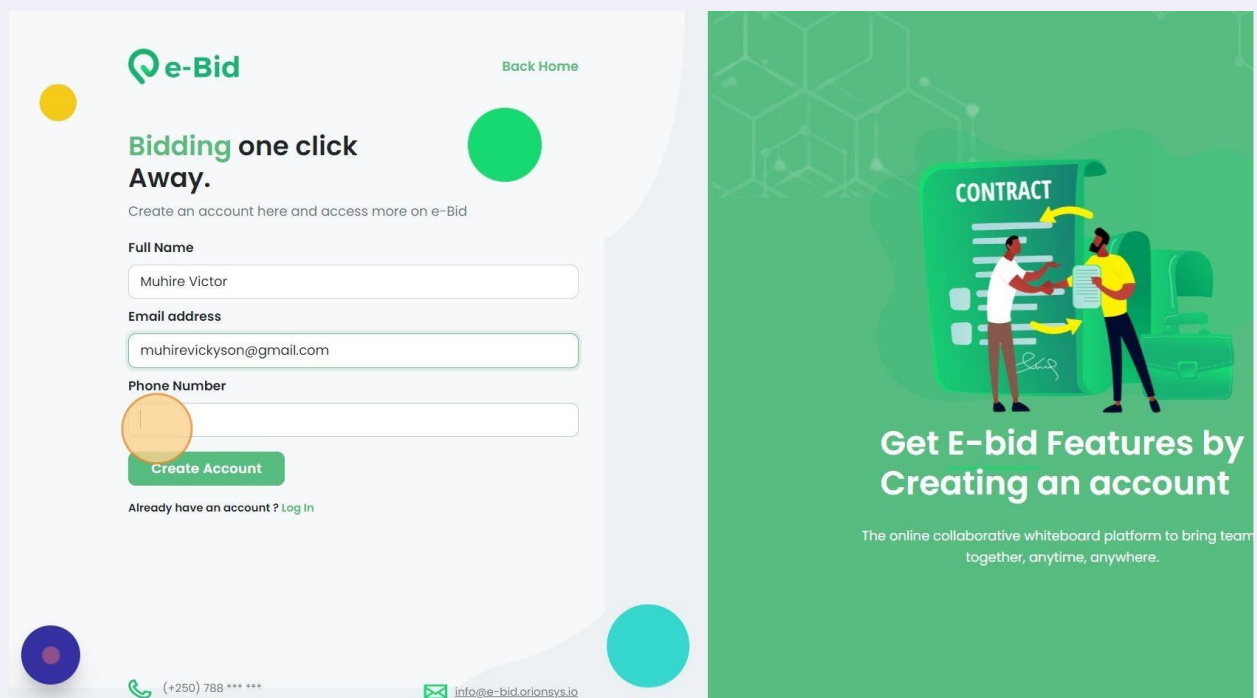
Phone Number

Create Account

Already have an account ? [Log In](#)

Get E-bid Features by Creating an account
The online collaborative whiteboard platform to bring team together, anytime, anywhere.

- 4 Click the "Phone Number" field.



e-Bid [Back Home](#)

Bidding one click Away.
Create an account here and access more on e-Bid

Full Name

Email address

Phone Number


Create Account

Already have an account ? [Log In](#)

Get E-bid Features by Creating an account
The online collaborative whiteboard platform to bring team together, anytime, anywhere.

[\(+250\) 788 *** **](#) info@e-bid.orionsys.io

5 Click "Create Account"

[Back Home](#)

Bidding one click Away.

Create an account here and access more on e-Bid

Full Name

Email address

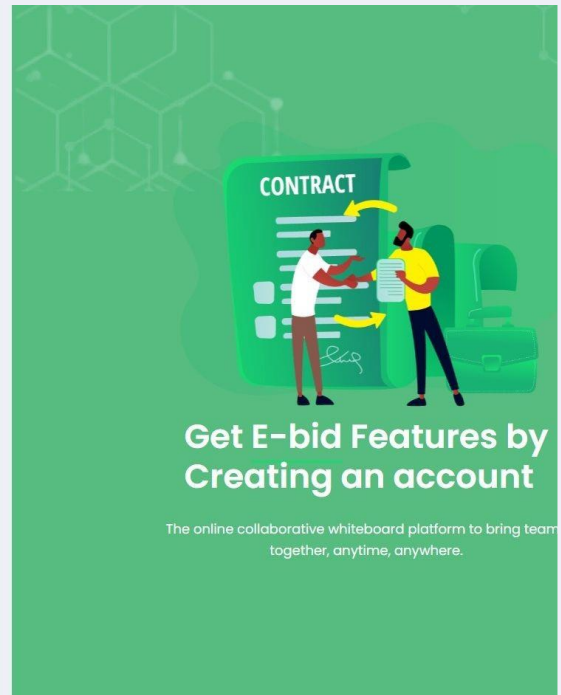
Phone Number

Create Account


Already have an account? [Log In](#)

(+250) 788 *** **

info@e-bid.orionsys.io



6 Click the "Enter OTP" field.

[Back Home](#)

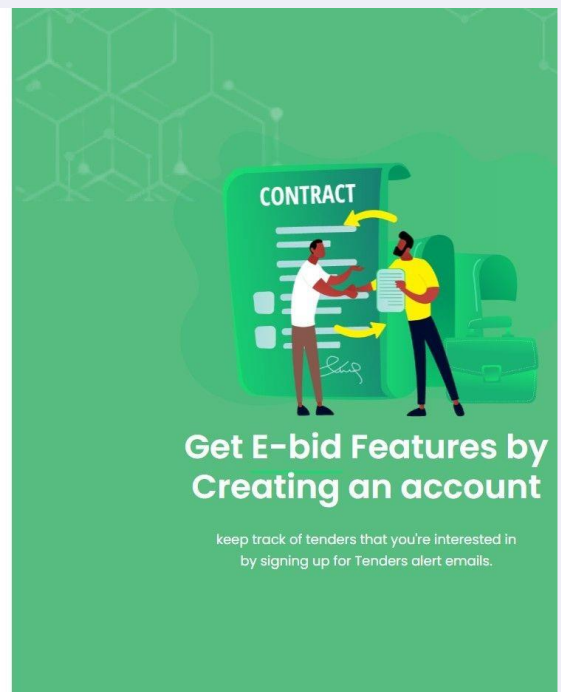
Verify Your Email

Enter OTP sent to [muhirevickysen@gmail.com](#)


Didn't receive an OTP? [Resend](#)

Continue

Not registered yet? [Create an account](#)



7 Click "Continue"

[Back Home](#)

Verify Your Email

Enter OTP sent to muhirevickyson@gmail.com

Did't receive an OTP ? [Resend](#)

[Continue](#)


Not registered yet? [Create an account](#)



Get E-bid Features by Creating an account

keep track of tenders that you're interested in by signing up for Tenders alert emails.

8 Click the "New Password" field.

[Back Home](#)

Change password

Enter new password and confirm to change it.

[Continue](#)

Already registered yet ? [Log into account](#)



Get E-bid Features by Creating an account

keep track of tenders that you're interested in by signing up for Tenders alert emails.

- 9 Click the "Confirm Password" field.

e-Bid Back Home

Change password

Enter new password and confirm to change it.

.....|

Confirm password

Continue

Already registered yet ? [Log into account](#)

Get E-bid Features by Creating an account

keep track of tenders that you're interested in by signing up for Tenders alert emails.

- 10 Click "Continue"

e-Bid Back Home

Change password

Enter new password and confirm to change it.

..... ✓

Confirm password

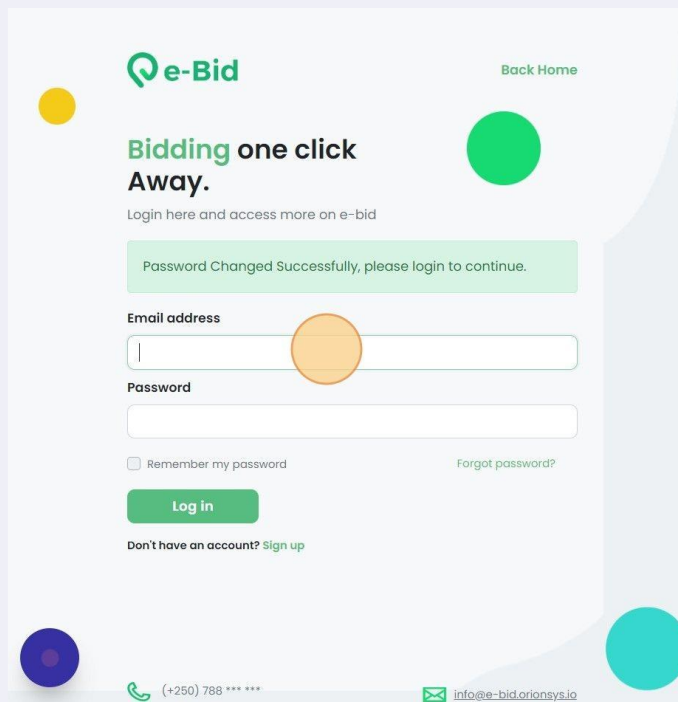
Continue

Already registered yet ? [Log into account](#)

Get E-bid Features by Creating an account

keep track of tenders that you're interested in by signing up for Tenders alert emails.

- 11 Click the "Email address" field. now you are going to login into the system



The login page for e-Bid features a light gray background with a white login form. At the top left is the e-Bid logo, and at the top right is a 'Back Home' link. The main heading is 'Bidding one click Away.' followed by the subtext 'Login here and access more on e-bid'. A green success message states 'Password Changed Successfully, please login to continue.' The form includes an 'Email address' field with an orange circle cursor, a 'Password' field, a 'Remember my password' checkbox, and a 'Forgot password?' link. A green 'Log in' button is at the bottom of the form, with a 'Sign up' link below it. The footer contains a phone number, an email address, and social media icons.

e-Bid Back Home

Bidding one click Away.
Login here and access more on e-bid

Password Changed Successfully, please login to continue.

Email address

Password

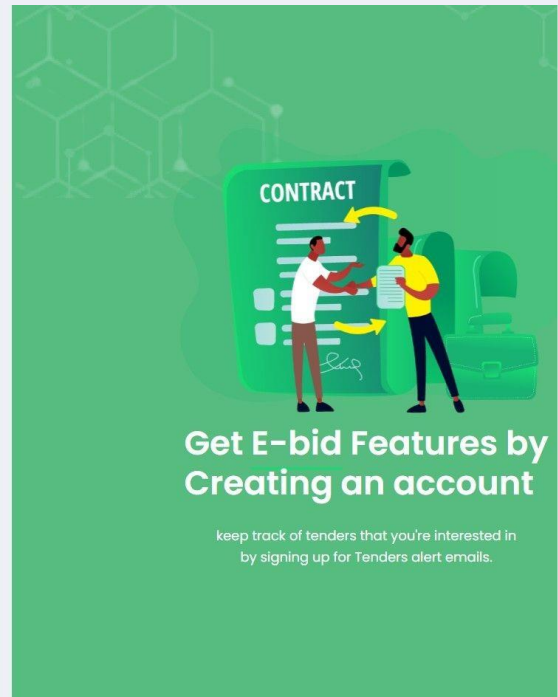
☐ Remember my password [Forgot password?](#)

[Log in](#)

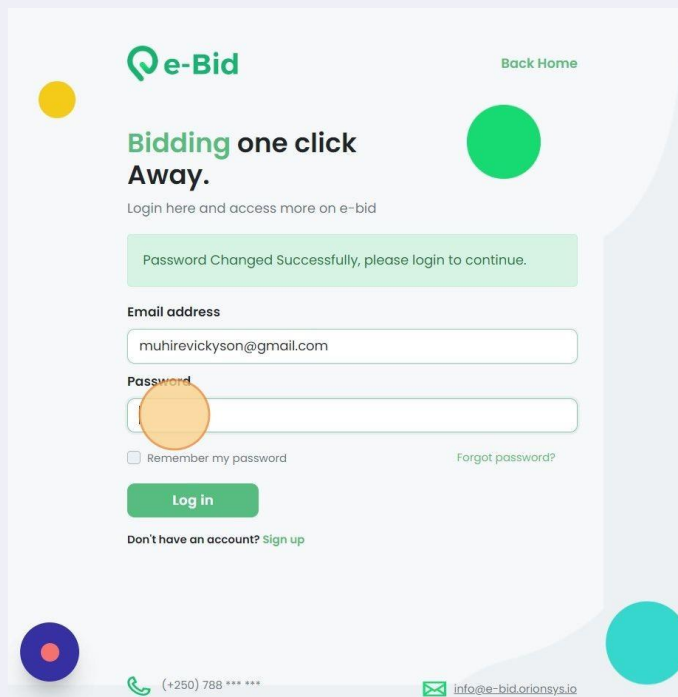
Don't have an account? [Sign up](#)

(+250) 788 *** **

info@e-bid.orionsys.io



- 12 Click the "Password" field.



This is the same login page as in step 11, but the 'Email address' field is now filled with 'muhirevickyson@gmail.com'. The orange circle cursor is now positioned over the 'Password' field.

e-Bid Back Home

Bidding one click Away.
Login here and access more on e-bid

Password Changed Successfully, please login to continue.

Email address
muhirevickyson@gmail.com

Password

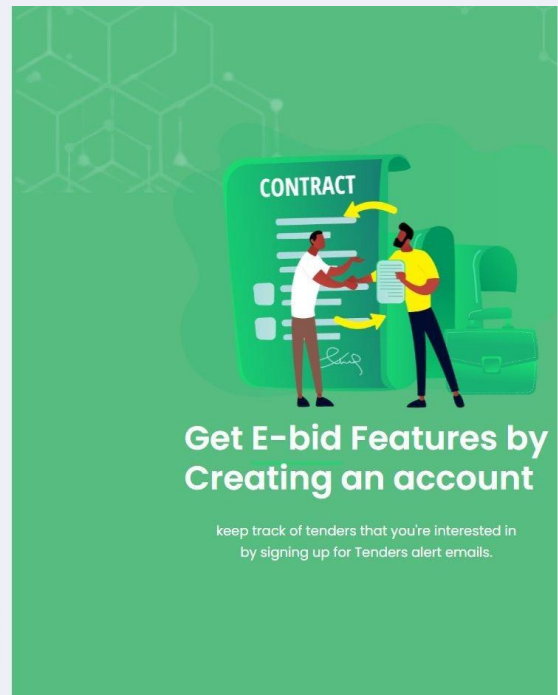
☐ Remember my password [Forgot password?](#)

[Log in](#)

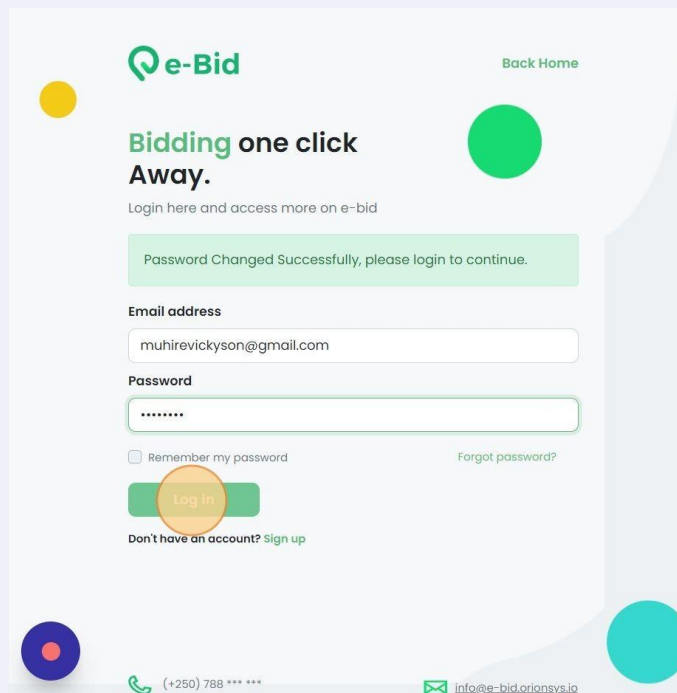
Don't have an account? [Sign up](#)

(+250) 788 *** **

info@e-bid.orionsys.io



13 Click "Log in"



The login page features the e-Bid logo and a 'Back Home' link. A green circle highlights the 'Log in' button. A message states 'Password Changed Successfully, please login to continue.' The login form includes fields for 'Email address' (filled with 'muhirevickyson@gmail.com') and 'Password' (filled with '*****'). There are checkboxes for 'Remember my password' and a link for 'Forgot password?'. A 'Log in' button is highlighted with an orange circle. Below the button is a link for 'Don't have an account? Sign up'. At the bottom, there is a phone number '(+250) 788 *** ***' and an email 'info@e-bid.orionsys.io'.

e-Bid Back Home

Bidding one click Away.

Login here and access more on e-bid

Password Changed Successfully, please login to continue.

Email address
muhirevickyson@gmail.com

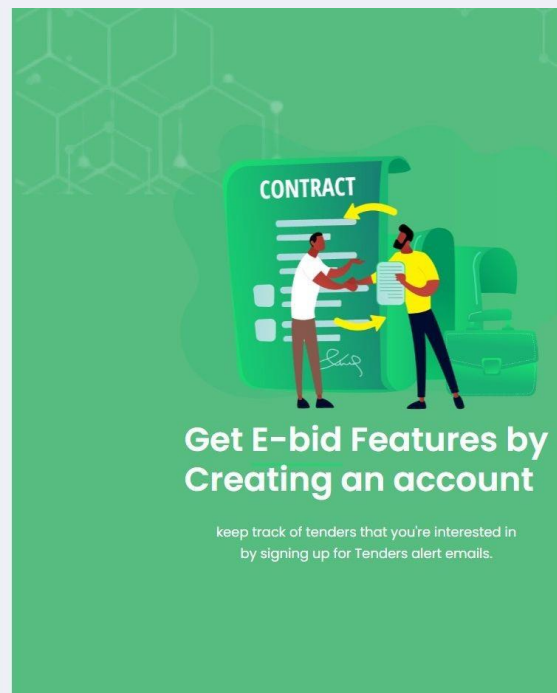
Password

☐ Remember my password [Forgot password?](#)

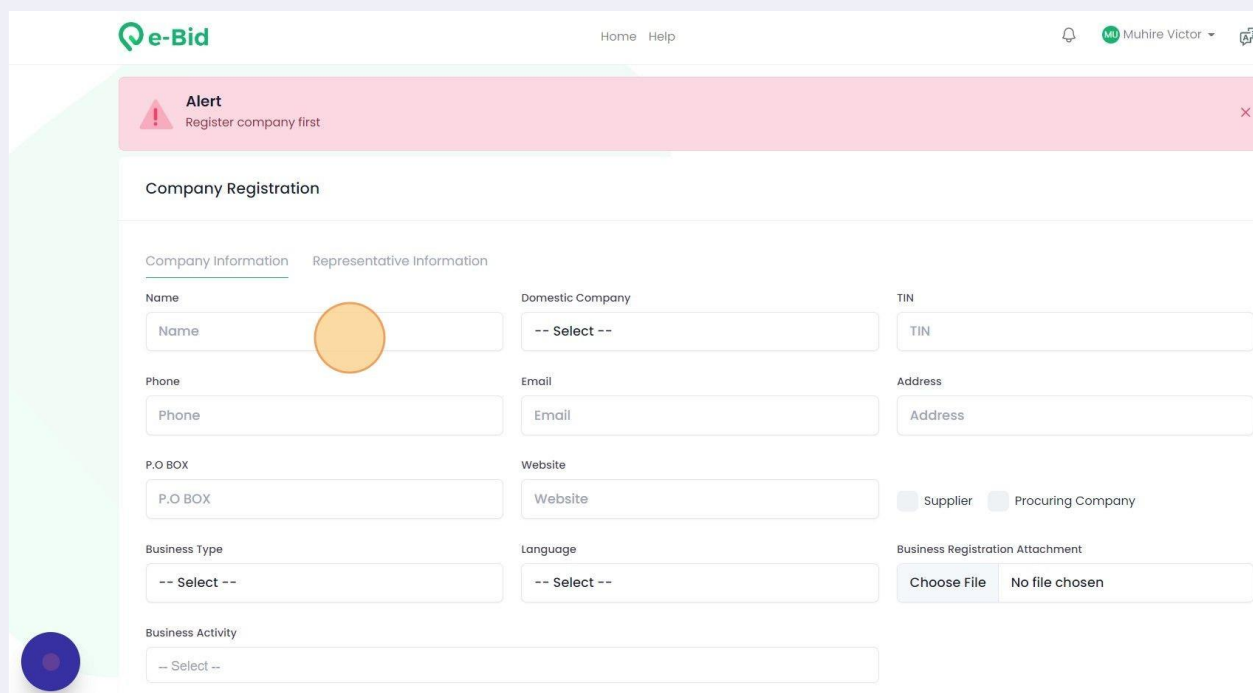
Log in

Don't have an account? [Sign up](#)

(+250) 788 *** *** info@e-bid.orionsys.io



14 Click the "Name" field. Now, it is a time to register a company



The registration page shows a pink alert banner: 'Alert Register company first.' The 'Company Registration' form is divided into 'Company Information' and 'Representative Information' tabs. The 'Company Information' tab is active, showing fields for 'Name' (with a highlighted 'Name' sub-field), 'Domestic Company' (a dropdown menu), 'TIN', 'Phone', 'Email', 'Address', 'P.O BOX', 'Website', 'Business Type' (a dropdown menu), 'Language' (a dropdown menu), and 'Business Activity' (a dropdown menu). There are also checkboxes for 'Supplier' and 'Procuring Company', and a 'Business Registration Attachment' section with 'Choose File' and 'No file chosen' options.

e-Bid Home Help Muhire Victor

Alert
Register company first

Company Registration

Company Information Representative Information

Name
Name

Domestic Company
-- Select --

TIN
TIN

Phone
Phone

Email
Email

Address
Address

P.O BOX
P.O BOX

Website
Website

Business Type
-- Select --

Language
-- Select --

Business Activity
-- Select --

☐ Supplier ☐ Procuring Company

Business Registration Attachment
Choose File No file chosen

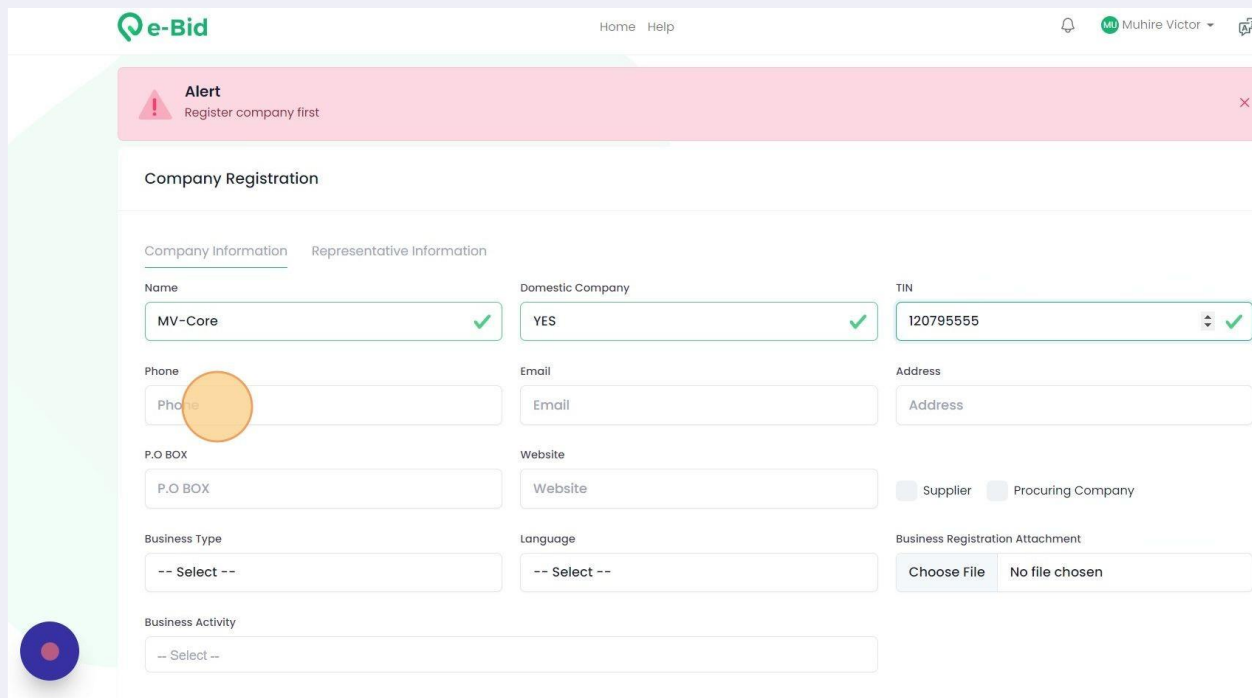
15 Click this dropdown.

The screenshot shows the 'e-Bid' website interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile for 'Muhire Victor'. A pink alert banner at the top states 'Alert: Register company first'. Below this is the 'Company Registration' form. The form has two tabs: 'Company Information' (active) and 'Representative Information'. The 'Company Information' tab contains several fields: 'Name' (filled with 'MV-Core'), 'Domestic Company' (a dropdown menu highlighted with an orange circle), 'TIN' (filled with 'TIN'), 'Phone' (filled with 'Phone'), 'Email' (filled with 'Email'), 'Address' (filled with 'Address'), 'P.O BOX' (filled with 'P.O BOX'), 'Website' (filled with 'Website'), 'Business Type' (a dropdown menu), 'Language' (a dropdown menu), and 'Business Activity' (a dropdown menu). There are also checkboxes for 'Supplier' and 'Procuring Company', and a 'Business Registration Attachment' section with 'Choose File' and 'No file chosen' buttons.

16 Click the "TIN" field.

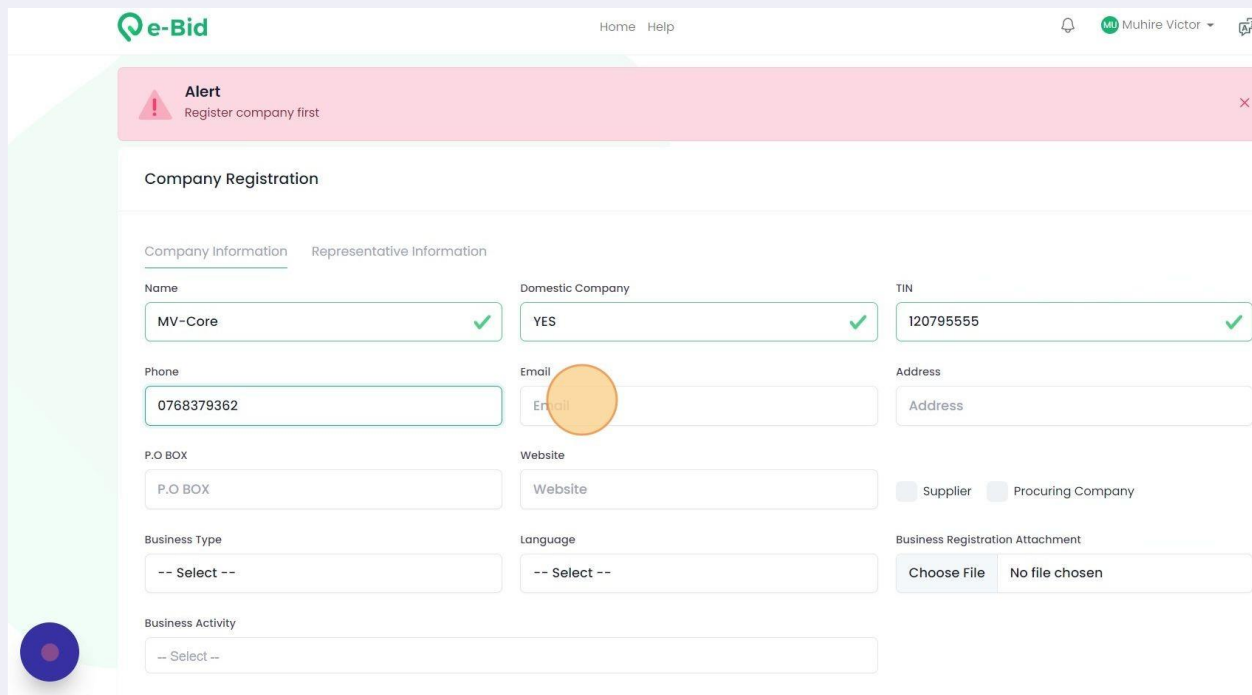
The screenshot shows the 'e-Bid' website interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile for 'Muhire Victor'. A pink alert banner at the top states 'Alert: Register company first'. Below this is the 'Company Registration' form. The form has two tabs: 'Company Information' (active) and 'Representative Information'. The 'Company Information' tab contains several fields: 'Name' (filled with 'MV-Core' and a green checkmark), 'Domestic Company' (filled with 'YES'), 'TIN' (a dropdown menu highlighted with an orange circle), 'Phone' (filled with 'Phone'), 'Email' (filled with 'Email'), 'Address' (filled with 'Address'), 'P.O BOX' (filled with 'P.O BOX'), 'Website' (filled with 'Website'), 'Business Type' (a dropdown menu), 'Language' (a dropdown menu), and 'Business Activity' (a dropdown menu). There are also checkboxes for 'Supplier' and 'Procuring Company', and a 'Business Registration Attachment' section with 'Choose File' and 'No file chosen' buttons.

17 Click the "Phone" field.



The screenshot shows the e-Bid website interface. At the top, there is a navigation bar with the e-Bid logo, links for Home and Help, and a user profile for Muhire Victor. A pink alert banner at the top states "Alert: Register company first". Below this is the "Company Registration" form. The form has two tabs: "Company Information" (active) and "Representative Information". The "Company Information" tab contains several fields: "Name" (filled with "MV-Core"), "Domestic Company" (filled with "YES"), "TIN" (filled with "120795555"), "Phone" (highlighted with an orange circle), "Email" (placeholder "Email"), "Address" (placeholder "Address"), "P.O BOX" (placeholder "P.O BOX"), "Website" (placeholder "Website"), "Business Type" (dropdown "-- Select --"), "Language" (dropdown "-- Select --"), and "Business Activity" (dropdown "-- Select --"). There are also checkboxes for "Supplier" and "Procuring Company", and a "Business Registration Attachment" section with "Choose File" and "No file chosen" buttons. Green checkmarks are visible next to the "Name", "Domestic Company", and "TIN" fields.

18 Click the "Email" field.



This screenshot is identical to the previous one, showing the e-Bid Company Registration form. In this step, the "Email" field (placeholder "Email") is highlighted with an orange circle. The "Phone" field now contains the value "0768379362". All other elements, including the alert banner, tabs, and other form fields, remain the same as in the previous screenshot.

19 Click the "Address" field.

e-Bid Home Help Muhire Victor

Alert
Register company first

Company Registration

Company Information Representative Information

Name: MV-Core ✓ Domestic Company: YES ✓ TIN: 120795555 ✓

Phone: 0768379362 ✓ Email: mv-cor@ebid.com ✓ Address: Address

P.O BOX: P.O BOX Website: Website Supplier Procuring Company

Business Type: -- Select -- Language: -- Select -- Business Registration Attachment: Choose File No file chosen

Business Activity: -- Select --

20 Click the "P.O BOX" field.

e-Bid Home Help Muhire Victor

Alert
Register company first

Company Registration

Company Information Representative Information

Name: MV-Core ✓ Domestic Company: YES ✓ TIN: 120795555 ✓

Phone: 0768379362 ✓ Email: mv-cor@ebid.com ✓ Address: kigali

P.O BOX: P.O BOX Website: Website Supplier Procuring Company

Business Type: -- Select -- Language: -- Select -- Business Registration Attachment: Choose File No file chosen

Business Activity: -- Select --

21 Click the "Website" field.

The screenshot shows the 'e-Bid' website interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile for 'Muhire Victor'. Below the navigation bar is a pink alert banner that says 'Alert: Register company first'. The main content area is titled 'Company Registration' and contains two tabs: 'Company Information' and 'Representative Information'. The 'Company Information' tab is active. It contains several input fields: 'Name' (filled with 'MV-Core'), 'Domestic Company' (filled with 'YES'), 'TIN' (filled with '120795555'), 'Phone' (filled with '0768379362'), 'Email' (filled with 'mv-cor@ebid.com'), 'Address' (filled with 'kigali'), 'P.O BOX' (filled with 'PO Box 86'), 'Website' (empty, highlighted with an orange circle), 'Business Type' (dropdown menu), 'Language' (dropdown menu), and 'Business Activity' (dropdown menu). There are also checkboxes for 'Supplier' and 'Procuring Company', and a 'Business Registration Attachment' section with 'Choose File' and 'No file chosen' buttons.

22 Click the "Supplier" field. if you want to be a supplier

This screenshot is a zoomed-in view of the 'Company Registration' form, focusing on the 'Supplier' and 'Procuring Company' checkboxes. The 'Supplier' checkbox is highlighted with an orange circle. A tooltip is visible over the 'Supplier' checkbox, stating: 'Company or institution who provides services or products.' The form fields are partially filled: 'Name' (S...), 'TIN' (120795555), 'Email' (v-cor@ebid.com), 'Address' (kiaali), and 'Website' (www.mv-core.com). The 'Business Type' dropdown is set to 'Select --'. The 'Business Registration Attachment' section shows 'Choose File' and 'No file chosen' buttons.

23 Click this checkbox. to become a procuring Company

Company Name: [Field with green checkmark]

TIN: 120795555 [Field with green checkmark]

Address: [Field with green checkmark]

Business Registration Attachment: [Choose File] [No file chosen]

Supplier: ☒ Procuring Company: ☐ (Highlighted with orange circle and tooltip: "A company or institution who has work they need to be done")

24 Click this dropdown. to select a business type

Company Registration

Company Information Representative Information

Name: MV-Core [Field with green checkmark] Domestic Company: YES [Field with green checkmark] TIN: 120795555 [Field with green checkmark]

Phone: 0768379362 [Field with green checkmark] Email: mv-cor@ebid.com [Field with green checkmark] Address: kigali [Field with green checkmark]

P.O BOX: PO Box 86 [Field with green checkmark] Website: www.mv-core.com [Field with green checkmark] Supplier: ☒ Procuring Company: ☐ (Highlighted with orange circle)

Business Type: -- Select -- [Dropdown menu highlighted with orange circle] Language: -- Select -- [Field with green checkmark] Business Registration Attachment: [Choose File] [No file chosen]

Business Activity: -- Select -- [Field with green checkmark]

Next Step

25

Name	Domestic Company	TIN
MV-Core ✓	YES ✓	120795555
Phone	Email	Address
0768379362 ✓	mv-cor@ebid.com ✓	kigali
P.O BOX	Website	<input checked="" type="checkbox"/> Supplier <input checked="" type="checkbox"/> Procuring Company
PO Box 86	www.mv-core.com ✓	
Business Type	Language	Business Registration Attachment
Limited Company	-- Select --	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
Business Activity		
-- Select --		

26

.com

✓

Address

kigali

✓

.com

✓

✓ Supplier

✓ Procuring Company

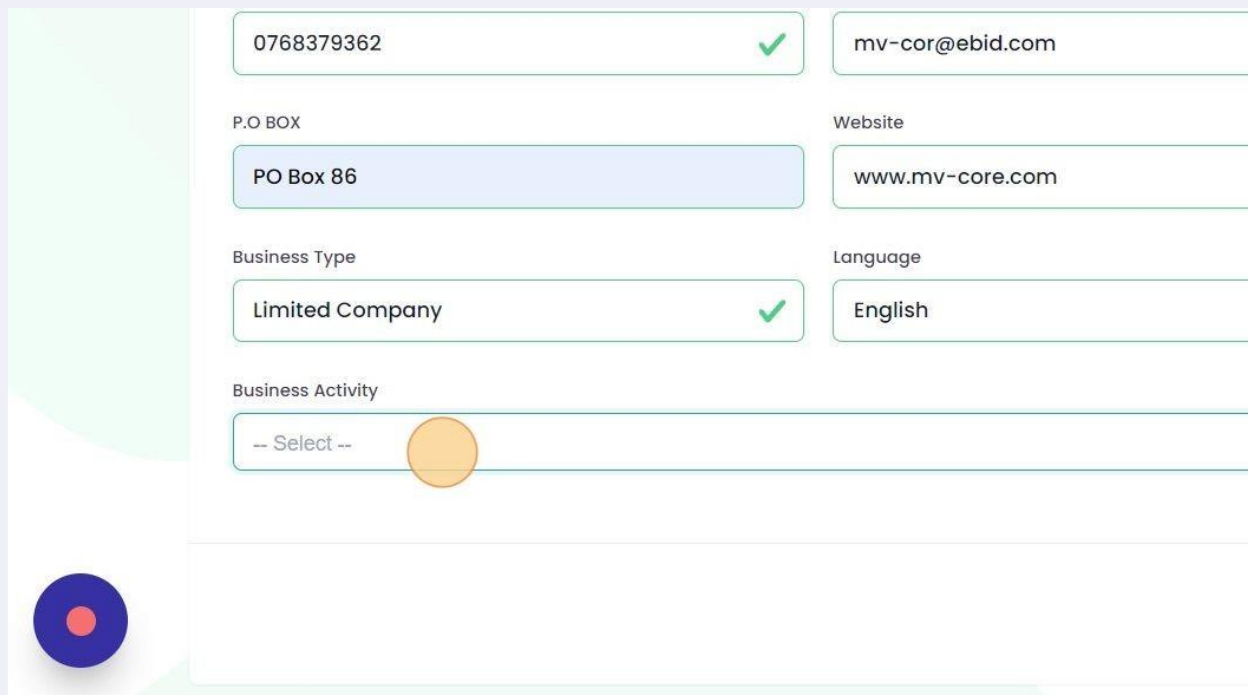
Business Registration Attachment

Choose File

No file chosen

Next Step

27 Click the "-- Select --" field. to choose your business activities



0768379362 ✓ mv-cor@ebid.com

P.O BOX Website

PO Box 86 www.mv-core.com

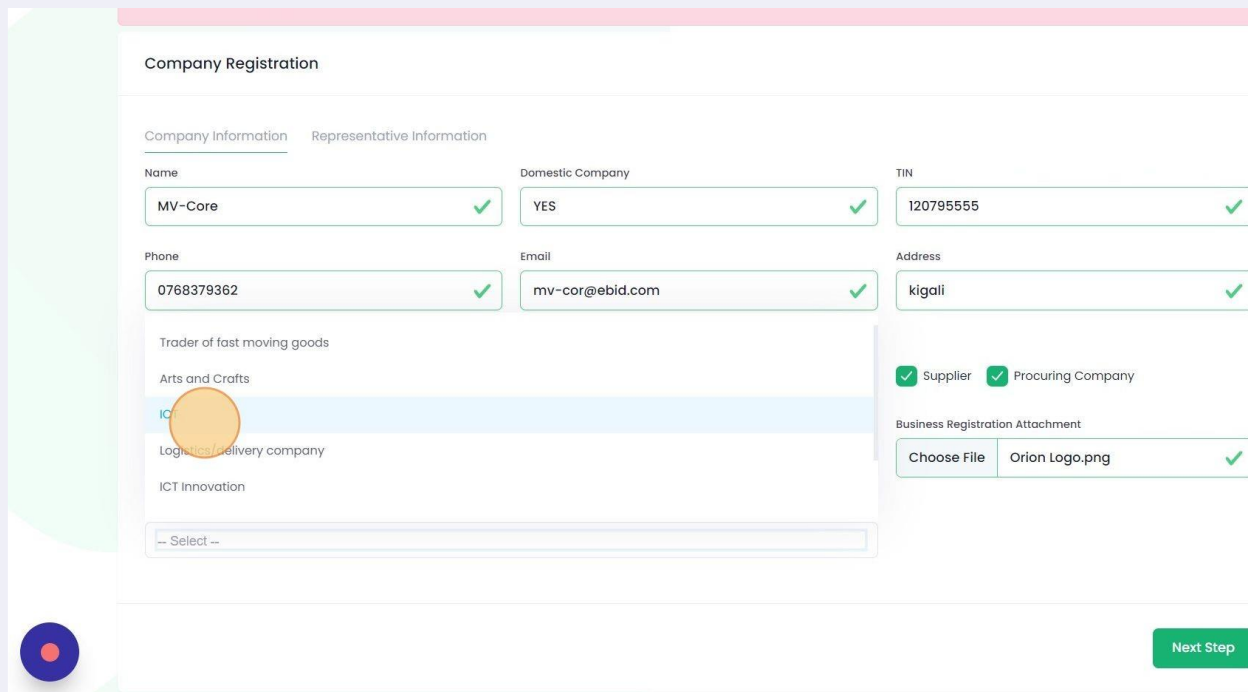
Business Type Language

Limited Company ✓ English

Business Activity

-- Select --

28 Click "ICT" for example, the user here chose ICT



Company Registration

Company Information Representative Information

Name Domestic Company TIN

MV-Core ✓ YES ✓ 120795555 ✓

Phone Email Address

0768379362 ✓ mv-cor@ebid.com ✓ kigali ✓

Trader of fast moving goods

Arts and Crafts

ICT

Logistics/delivery company

ICT Innovation

-- Select --

Supplier Procuring Company

Business Registration Attachment

Choose File Orion Logo.png ✓

Next Step

29 Click "Next Step"

Company Registration

Company Information Representative Information

Name	Domestic Company	TIN
MV-Core ✓	YES ✓	120795555 ✓
Phone	Email	Address
0768379362 ✓	mv-cor@ebid.com ✓	kigali ✓
PO BOX	Website	<input checked="" type="checkbox"/> Supplier <input checked="" type="checkbox"/> Procuring Company
PO Box 86	www.mv-core.com ✓	
Business Type	Language	Business Registration Attachment
Limited Company ✓	English ✓	Choose File Orion Logo.png ✓
Business Activity		
<input checked="" type="checkbox"/> Arts and Crafts <input checked="" type="checkbox"/> ICT <input checked="" type="checkbox"/> Logistics/delivery company		

Next Step

30 Click the "Name" field. on this page you are filling the Representative information

Alert
Register company first

Company Registration

Company Information Representative Information

Name	Position
<input type="text" value="Name"/>	<input type="text" value="Position"/>
Phone	Email
<input type="text" value="Phone"/>	<input type="text" value="Email"/>
ID Type	ID Number
-- Select --	<input type="text" value="ID Number"/>
ID Attachment	
Choose File No file chosen	

31 Click the "Position" field.

Information

Position

Position

Email

Email

ID Number

ID Number

32 Click the "Phone" field.

Company Registration

Company Information Representative Information

Name Victor Muhire ✓

Position Managing Director

Phone Phone

Email Email

ID Type -- Select --

ID Number ID Number

ID Attachment Choose File No file chosen

33 Click the "Email" field.

Registration

Registration Representative Information

Position

Managing Director

Email

ID Number

ID Number

No file chosen

Submit

34 Click this dropdown. To choose the Identity Type

Name

Victor Muhire

Position

Managing Director

Phone

0766379362

Email

muhirevic

ID Type

-- Select --

ID Number

ID Number

ID Attachment

Choose File

No file chosen

35 Click the "ID Number" field.

Representative Information

<input type="text" value="✓"/>	Position <input type="text" value="Managing Director" ✓=""/>
<input type="text" value="✓"/>	Email <input type="text" value="muhirevickyson345@gmail.com" ✓=""/>
<input type="text" value="✓"/>	ID Number <input type="text" value="ID Number" ✓=""/>

36 Click the "ID Attachment" field.

Company registration

Company Information Representative Information

Name <input type="text" value="Victor Muhire" ✓=""/>	Position <input type="text" value="Managing Director"/>
Phone <input type="text" value="0766379362" ✓=""/>	Email <input type="text" value="muhirevickyson345@gmail.com"/>
ID Type <input type="text" value="National Id" ✓=""/>	ID Number <input type="text" value="1199580097533080"/>

ID Attachment

37 Click "Submit"

Alert
Register company first

Company Registration

Company Information

Representative Information

Name

Victor Muhire

✓

Phone

0766379362

✓

Type

National Id

✓

Attachment

Choose File Orion Logo.png

Position

Managing Director

✓

Email

muhirevickyson345@gmail.com

✓

ID Number

1199580097533080

✓

Submit

38 Click "Staffs"

Home

Tenders

Contracts

Staffs

Help

Name

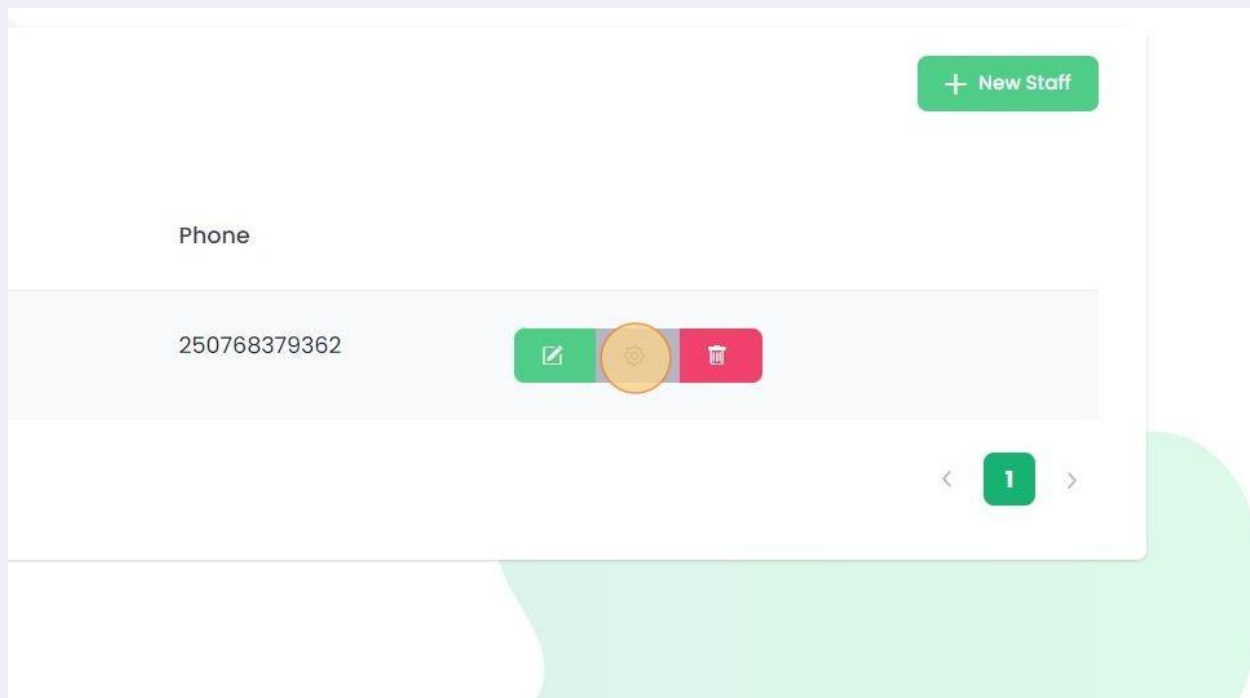
MV-Core

Address

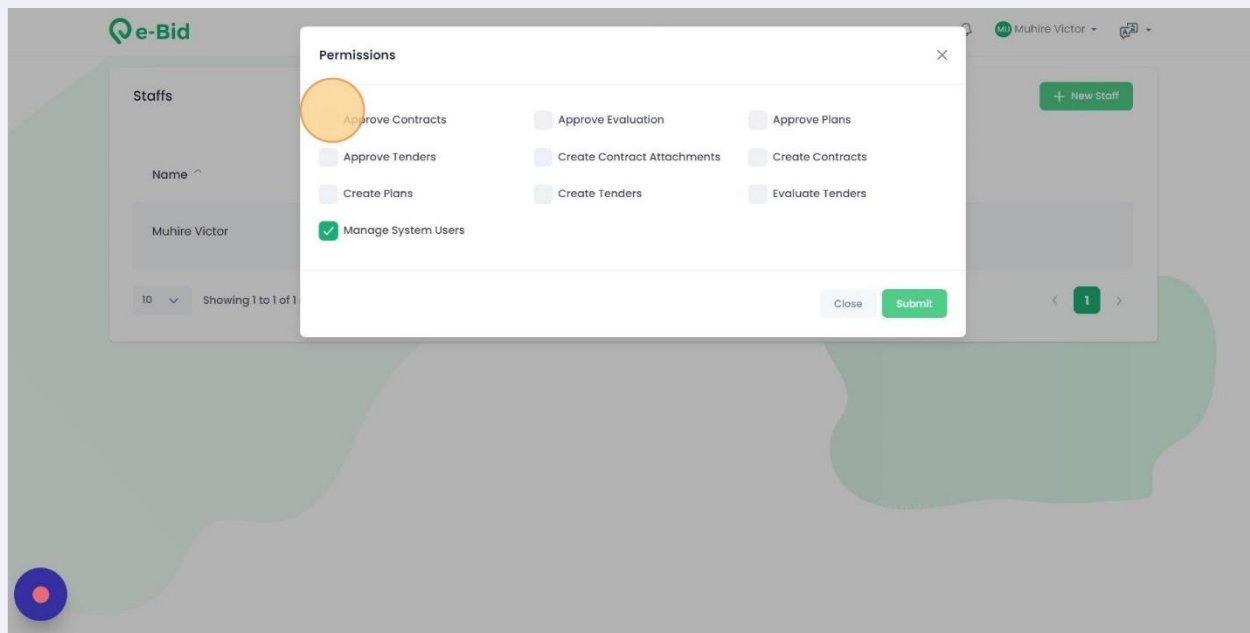
Kigali

Area of Inte

- 39** Click on the Settings icon to provide permissions on a user

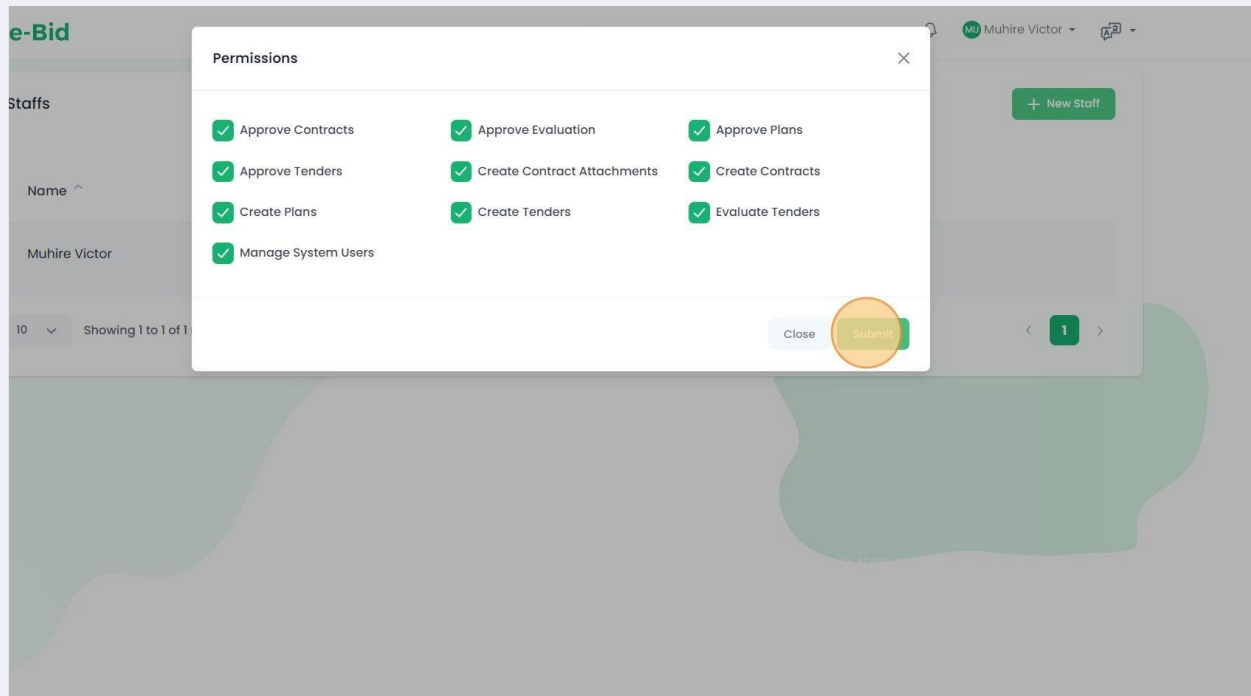


- 40** Click on each and every Permissions you want to give that staff

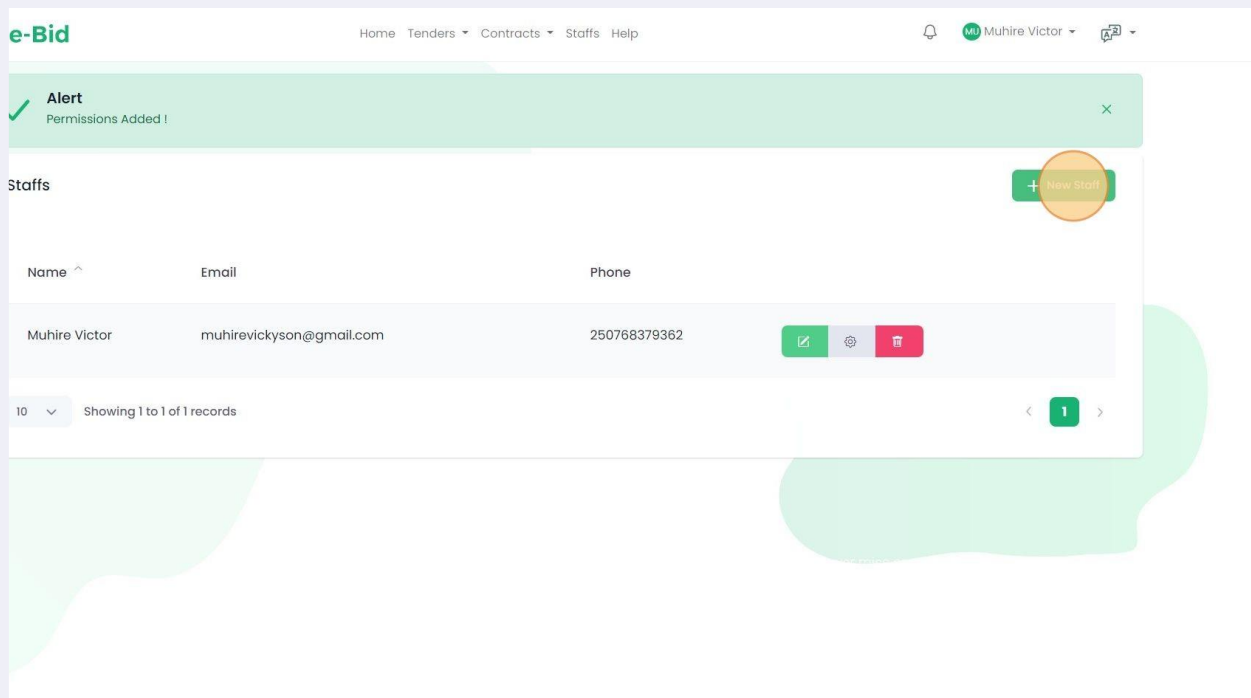


41 Click the "Evaluate Tenders" field.

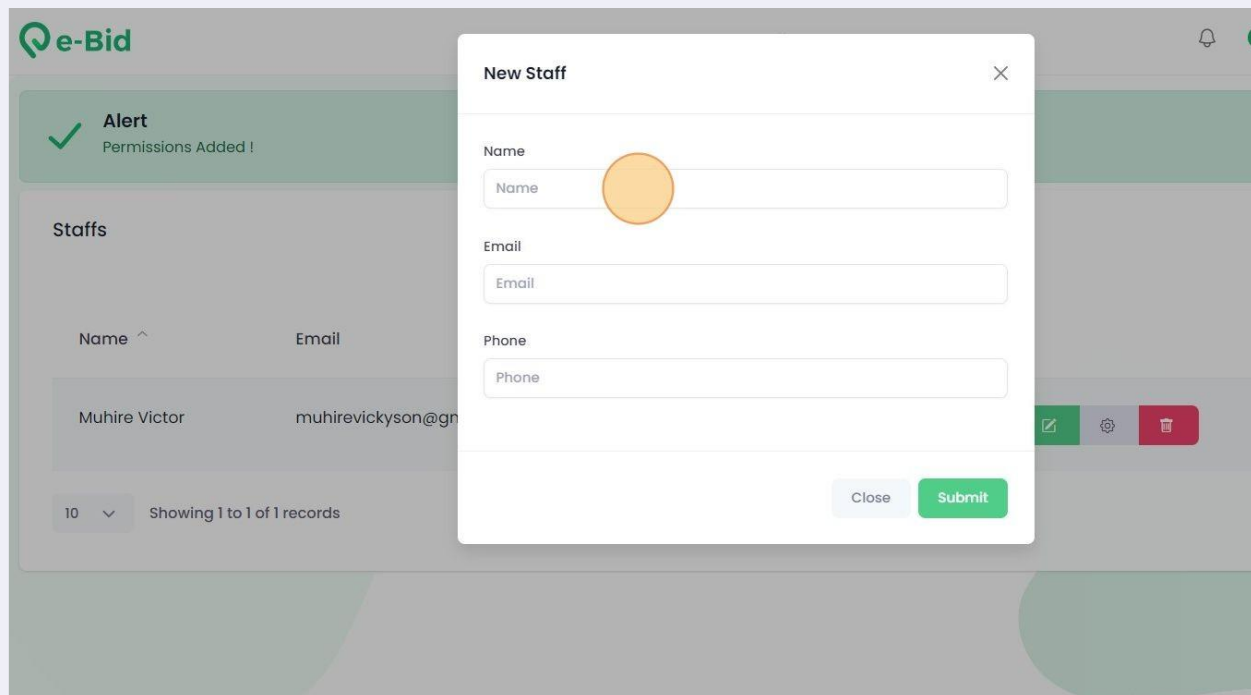
42 Click "Submit"



43 Click "New Staff" to add e staff to the company



44 Fill the form to provide Staff's information



45 Click "Submit"

The screenshot displays the e-Bid system interface. A modal window titled "New Staff" is open, allowing the addition of a new staff member. The form contains three input fields: "Name" with the value "Logistics", "Email" with the value "logistics@ebid.com", and "Phone" with the value "0987653742". Each field has a green checkmark indicating it is valid. At the bottom of the modal, there are "Close" and "Submit" buttons. The "Submit" button is highlighted with a red circle. In the background, a "Staffs" table is visible with one record for "Muhire Victor" with email "muhirevickyson@gmail.com". An alert message "Alert: Permissions Added !" is also present at the top left of the main interface.

Name	Email
Muhire Victor	muhirevickyson@gmail.com