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Add Procuring Entity (PE) User

PE Officers will approach PE Admin for registration on e-GP portal

1

PE Admin will collect the personal detail including official e-mail ID by designation (No Name) i.e. ce@lged.gov.bd from PE Officer

2

PE Admin will add personal details of PE Officer in e-GP System

3

2

Configure Procurement Roles

PE Admin will configure the procurement roles in e-GP System

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Procurement Roles:

- Head of Procuring Entity
- Procuring Entity
- Authorized Officer
- TOC/POC Member
- TEC/PEC Member
- TSC Member

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Account Activation Step

PE Officer's Account will be activated on e-GP System

7

PE Officer will Login in e-GP System and changes his Login Password

6

PE Officer will receive an e-mail from e- GP with Login and activation details

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