



USER MANUAL FOR SUPPLIER REGISTRATION SYSTEM

Follow the below steps from registration until completion:

HOW TO REGISTER

Welcome to the

BEC Supplier Registration System

A simple, secure and efficient platform for Suppliers to register and manage their company information with Botswana Examinations Council.

To get started, please create an account or sign in if you already have one. Ensure information provided is accurate and complete, as incomplete or incorrect information may delay the registration process.



1

If you require assistance during, please refer to the user guide in the link provided below.



2

Before you begin the registration process, we encourage you to read and understand our Privacy Notice. The notice explains how we collect, use, store, and protect the personal and business information you provide during registration.

Sign In

User Name:

Password:

Sign In

Forgot Password?

New? Click here to register!

3

1. Download user manual
2. Download privacy notice
3. After reading and agreeing with the terms and conditions set on privacy notice registration link below and follow the instruction as set out on the form.

COMPLETING REGISTRATION

Use your login details to access the system. The first page will have commonly asked questions that you can refer to while completing the form.

The first step is to complete registration by navigating to **Companies→View/Update Companies**. Open your company by clicking on **EDIT SUPPLIER** link.

a. Fill missing information

Business Information	
CIPA Identifier(UID):*	BW0005987447_
Supplier Name:*	Test Interprise
BURS Certificate No.:	TCC/10-29/383465
Classification:*	Women Owned Enterprise
BURS Exemption Certi. No.:	
City/Village:	Gaborone
Specify City/Village:	
Street Address:*	BLOCK 5
Establishment Year:*	2010
Postal Address:*	BLOCK 5
Total # of Employees:*	3
Company Website:	
Ownership Type:*	100% Citizen Owned
Have EDD?:* ☐ Yes ☒ No	EDD Cert. Number:
Registered with PPRA?:* ☐ Yes ☒ No	

Complete all the mandatory fields marked by asterisk *.

b. Adding additional contact information

Navigate to Contact information section.

Contact Information	
Add More...	
Cellphone 1:*	74645633
Cellphone 2:	

Click on Add More button to add other contacts. These contacts will be notified whenever you receive an RFQ or when your company reviewed by our Procurement Team.

c. Uploading Documents

Navigate to Business Document Section.

ID	DOCUMENT NAME	EXPIRY DATE	FILE NAME	DETAILS
1	Omang		OmangBW0005987447_.pdf	OmangBW0005987447_.pdf Delete
2	EDD Document		EDD DocumentBW0005987447_.pdf	EDD DocumentBW0005987447_.pdf Delete
	BURS Exemption Certificate			

Document Type: --Please Select-- Expiry Date: dd/mm/yyyy File Upload: Choose file No file chosen [Upload](#) Max Size 10MB

1. 2. 3.

1. The presented list are documents that need to be upload. Omang document is mandatory, EDD document and BURS Exemption certificate can be uploaded in-case you have them. Operational Licence has been disabled hence you do not need to upload them.

NB: In-case you have more than one document of the same type, kindly do merge them into one document and upload them. The maximum size for the document is only 10MB and only PDF documents are allowed.

ADDING YOUR OTHER COMPANY

Navigate to **Companies**→**Add Company**, a new form will popout, you are then to fill and complete the registration of your additional company.

HOW TO CONTACT US

Contact Us @ 36500735 or 36500906 or email: procurement@bec.co.bw