



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE



GOVERNMENT PROCUREMENT SERVICES AGENCY
(GPSA)

GPSA INTEGRATED MANAGEMENT INFORMATION
SYSTEM

PROCURING ENTITY REGISTRATION FORM

Procurement Entity Registration Details		
1.	Institution Name:	
2.	Acronym: <i>(if any)</i>	
3.	Vote Code:	
4.	Email:	
5.	Telephone Number:	
6.	Fax:	
7.	P.O. BOX	
8.	Physical Address: (Location/Street)	
9.	Website:	
10.	Category:	Tick Appropriate
	Ministry	
	Independent Department	
	Public Institution	
	Regional Secretariat	
	Municipal/ District Council	
	Agency/ Funds/Boards	
	High Court	
	University/College	
	Secondary/Primary School	
	Corporations	
	Other Specify	

To be filled, signed and stamped by the Accounting Officer/Director/Head of Procurement
or Procurement Officer In charge

Name of Officer:

Signature:

Date:



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USER REGISTRATION FORM

Part I: User Registration Details		
1.	First Name:	
2.	Middle Name	
3.	Last Name:	
4.	Telephone Number:	
5.	Email:	
6.	Cheque Number:	

Part II: Requested Role: (Tick (✓) appropriate role)
i. PE – ADMIN Role (.....)
ii. PE – SUPPLIES OFFICER Role (.....)
iii. PE – HPMU Role (.....)

Part III: Requested Action: (Tick (✓) appropriate role)
Requested Action: Create New User (....) Blocking Existing User (....) Modify Existing User (...)

Applicant Name:

Signature:

Date:

To be authorized and stamped by the Accounting Officer/Director/Head of Procurement or Procurement Officer In charge

Authorizer Name:

Signature:

Date: