

**A. ELECTRONIC REGISTRATION OF SUPPLIERS ONTO TO THE PAYMENT SYSTEM**

1. GO TO MINISTRY OF FINANCE WEBSITE (WWW.FINANCE.GO.UG)
2. SCROLL DOWN AND CLICK ON EMPLOYMENT AND SUPPLIER E-REGISTRATION
3. THEN SELECT NEW REGISTRATION IF YOU HAVE NEVER BEEN ON IFMS OR REGISTRATION AMENDMENT IF YOU HAVE BEEN ON IFMS
4. ENTER YOUR TIN NUMBER AND THEN SEARCH
5. GET THE VERIFICATION CODE FROM THE EMAIL ADDRESS YOU USED TO APPLY FOR THE TIN NUMBER THEN SUBMIT
6. ENTER YOUR BANK DETAILS AND FOLLOW THE PROMPTS

**B. MANAGING/ CO-ORDINATION OF DELIVERY OF THE ALLOCATED PLANTING MATERIALS AT THE DISTRICT OFFICES**

1. AFTER RECEIPT OF CALL OFF ORDER TAKE A COPY TO THE DISTRICT LOCAL GOVERNMENT SPECIFICALLY TO THE PRODUCTION AND MARKETING OFFICE AND THE OPERATION WEALTH CREATION OFFICER
2. SCHEDULE THE DELIVERY DATE WITH THE DLG OFFICIALS. PLEASE NOTE IN SOME DISTRICTS THERE ARE RECEIVING TEAMS INCLUDING THE RDCS, REPRESENTATIVES FROM OFFICE OF THE CHAIRPERSON ETC.
3. ORGANIZE THE MATERIALS (IN SOME DISTRICTS THE DLGS MAY WANT TO LOOK AT THE MATERIALS BEFORE DELIVERY)
4. DELIVER THE MATERIALS ON THE SCHEDULED DATE
5. THE TECHNICAL OFFICER/ DAO VERIFIES THE QUALITY OF THE MATERIALS (HEALTH STATUS, MATURITY, VARIETY WHERE APPLICABLE)
6. TAKE MATERIALS TO THE SUB COUNTY AND EVENTUALLY PARISH LEVEL
7. WHERE POSSIBLE DISTRIBUTION LISTS SHOULD BE SECURED IMMEDIATELY
8. TECHNICAL REPORT IS THEN COMPILED BY THE TECHNICAL OFFICER
9. TECHNICAL OFFICER LIASES WITH OWC AND STORES TO PRODUCE A GOODS RECEIVED NOTE