



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING



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:	<b>Tick Appropriate</b>
	Ministry	
	Independent Department	
	Public Institution	
	Regional Secretariat	
	Municipal/ District Council	
	Agency/ Funds/Boards	
	High Court	
	University/College	
	Secondary/Primary School	
	Corporations	
	<b>Other Specify</b>	

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

**Name of Officer:** .....

**Signature:** .....

**Date:** .....



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USER REGISTRATION FORM

<b>Part I: User Registration Details</b>		
1.	First Name:	
2.	Middle Name	
3.	Last Name:	
4.	Telephone Number:	
5.	Email:	
6.	Cheque Number:	
<b>Part II: Requested Role:</b> (Tick (✓) appropriate role) i. PE – ADMIN Role (.....) ii. PE – SUPPLIES OFFICER Role (.....) iii. PE – HPMU Role (.....)		
<b>Part III: Requested Action:</b> (Tick (✓) appropriate role) <b>Requested Action:</b> Create New User (....) Blocking Existing User (....) Modify Existing User (...)		

**Applicant Name:** .....

**Signature:** .....

**Date:** .....

To be authorized and stamped by the Director/Head of Procurement or Procurement Officer  
Incharge

**Authorizer Name:** .....

**Signature:** .....

**Date:** .....



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