

# SRP Registration Steps

**Registration** of your company on the **Centre's Supplier Registration Portal (SRP)** in two steps.

## STEP 1 PROFILE CREATION

### Company Information

- Company name, website, legal address, date founded, company type, company size, contact numbers, country of incorporation, region

### Login Credentials

- Contact information: full name of primary user, designation, email, create password

### Ownership Information

- Is the company Guyanese, CARICOM, other?
- Is the company woman-owned?

### Products/Services

- A list of goods/services your company provides (select the applicable category)

Once completed, please click **Register**, you will be asked to read and accept the **End-user Licence Agreement (EULA)**. Once accepted, an email will be sent to confirm registration. Once registration has been confirmed, please **login** and **complete** your profile.

## STEP 2 PROFILE COMPLETION

### Legal Information

- VAT registration Number, Company TIN Number

### Certificates

- Any official certificates pertaining to your business/company e.g. Business Registration, Certificate of Incorporation, HSSE Certificates, ISO Certificates

### Referrals

- List of previous work experiences

### Management Systems

- Questions about your business management

### Membership

- Business associations/membership organizations your company is part of e.g. Guyana Chamber of Commerce and Industry

### Documents

- Soft copies of documents for upload e.g. company profiles, brochures, image