



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

OFFICE OF PUBLIC PROCUREMENT POLICY

GOJEP Manual Data Entry Guide

This GOJEP User Guide provides technical instructions, to procurement practitioners, regarding manual data entry on the portal.

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Purpose

This document sets out steps to be taken for the manual entry of procurement transactional information into the Government of Jamaica Electronic Procurement (GOJEP) system.

As outlined in the Guidance Note for mandatory use of GOJEP, 'Guidance Note 2/2022 (GN 2/22)' dated July 2022, all procuring entities are required to utilize the Manual Data Entry function in GOJEP in circumstances where procurement contracts are awarded without the use of GOJEP.

Manual Data Entry (MDE) Upload on GOJEP

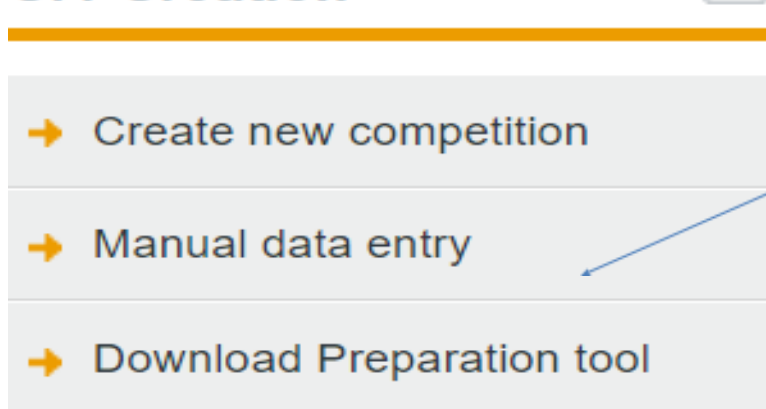
Supplier registration

- **Initiate supplier registration** on GOJEP during the conduct of the manual process, **only** for those suppliers not already registered on GOJEP. A procuring entity may direct the supplier to self-register, or may request the assistance of the Office of Public Procurement Policy to facilitate the supplier's registration.

Manual Creation of Competition Workspace

- **Navigate to and click** the "Manual data entry" link accessible under the "CfT Creation" tab shown at Fig1.

CfT Creation



Fig, 1-Select Manual Data Entry Link

Populate all mandatory fields.

Manual creation of competition workspace

My user role in this organisation is: CAPC

Workspace information

APP reference number:	<input type="text"/>
*Title:	<input type="text" value="Stationery Purchase"/>
*Description:	<input style="width: 100%; height: 40px;" type="text" value="Supply of Stationery for the first quarter."/> <small>(Maximum characters: 50000).</small>
*Procurement Type:	<input type="text" value="Goods"/> ▼
*Procurement Method:	<input type="text" value="Open - NCB"/> ▼
*PPC-NCC Categories:	<input style="width: 100%; height: 30px;" type="text" value="G0540-Stationery Supplies"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
Procurement Technique:	<input type="text" value="RFP"/> ▼
Number of stages:	<input type="text" value="1"/> ▼
*Framework Agreement Establishment:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Common Procurement Vocabulary (CPV) :	<input style="width: 100%; height: 20px;" type="text" value="30192700-Stationery"/> <input style="width: 100%; height: 20px;" type="text" value="30199600-Dividers for stationery"/> <input style="width: 100%; height: 20px;" type="text" value="22800000-Paper or paperboard registers, account books,"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>

Fig.2-Screenshot of Manual Competition Workspace

- **Select** the list of suppliers who participated in the manual process. **(Please note, suppliers must have a registered account in the system).**
- **Select** the “Create competition workspace” button (see Fig.3 below).



*Funding Source: Government of Jamaica

Special and Differential Treatment (SDT): No Special & Differential Treatment

Project reference number:

*Estimated total contract value: 12,000,000.00 JMD

Estimated total contract value public:

*Country of contract performance: Jamaica Outside of Jamaica

*Non-petroleum indicator: Non-petroleum Petroleum related procurement

*Date of Publication/Invitation: 10/02/2022 hh: 14 mm: 00 UTC-5

*Date of Awarding: 13/04/2022 hh: 16 mm: 00 UTC-5

*Evaluation Mechanism: LCS

*Contract awarded in Lots: Yes No

Planned Evaluation End date: hh: 00 mm: 00 UTC-5

Planned Contract Award date: hh: 00 mm: 00 UTC-5

Site Visit - Bidders Conference Date: hh: 00 mm: 00 UTC-5

*Supplier Organisations: Mine and Yours Clothes and Fabrics, Taylors Co Ltd, Chen Markets

Create competition workspace Cancel

Fig.3-Screenshot of Manual Competition Workspace

Complete Manual CFT Details

- **Click** "Complete Manual CFT" and upload all supporting documents in the "Evaluation Report" field. Upload for example – evaluation report, quotations, bids, proposals, approvals, bidding documents, etc. **in one single compressed folder such as a zipped folder (see fig 5-evaluation report).**

Task list

List of tasks	
Title	Task
Stationery Purchase	Complete Manual CFT

Fig. 4-List of tasks-Complete Manual CFT





Manual creation of competition workspace

My role for this competition is: PO/TC

▼ Competition: Stationery Purchase (Status: Draft) Show Menu

Evaluation report : Annex cs1-C...2019 (2).docx

Contract No.	Supplier Organisations	CPV Code	PPC Registration Category	Contract Value	
	Taylors Co Ltd ▼	30192700	Stationery Supplies ▼	3,500,000.00	+
		 		JMD ▼	


Save as Draft Save

Fig.5- complete manual entry details

Select awarded supplier/s

- **Insert** approved contract sum and currency
- **Click "save"** as shown in fig 5 above

View Competition details My role for this competition is: PO/TC

 Contracts saved successfully Close

Competition: Stationery Purchase (Status: Awarded) Show Menu

Name of procuring entity:	Test Department
Status:	Awarded
Title:	Stationery Purchase
Competition unique ID:	
Evaluation Mechanism:	LCS
Description:	Supply of Stationery for the first quarter.
Procurement Type:	Goods
Procurement Method:	Open - NCB
PPC-NCC Categories:	G0540-Stationery Supplies
Common Procurement Vocabulary (CPV) :	30192700-Stationery 30199600-Dividers for stationery 22800000-Paper or paperboard registers, account books, binders, forms and other articles of printed stationery

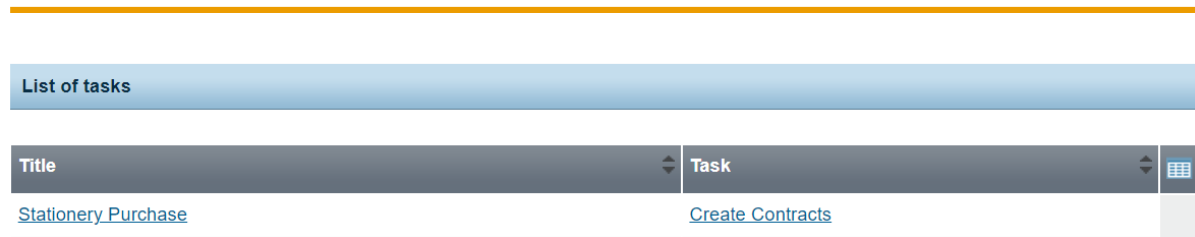
Fig. 6-Contract saved successfully. Next task will be to create /manage contract.



E- Contract Management

For instructions on how to 'Create and Manage Contracts' in the portal, kindly refer to the *GOJEP Tender Close Out Guide (Manual)*, accessible under the "Help" section of the GOJEP.

Task list



Title	Task
Stationery Purchase	Create Contracts

Fig 7-Create Contract task

Contact Us

Should you have any feedback or comments on this document, or require any further information or guidance, kindly contact the Office of Public Procurement Policy via email at opppcustomer@care@mof.gov.jm.

