

# REGISTER FOR GOJEP IN 5 EASY STEPS

## 01

### VISIT THE WEBSITE

[www.gojep.gov.jm](http://www.gojep.gov.jm)

### INPUT YOUR ORGANIZATION

## 02

On the left panel, select "Register as Supplier" and complete the "*Organization Details*" form displayed on the page. Pay special attention to fields marked with a red asterisk. Complete the *reCAPTCHA* verification and click "Submit"

## 03

### SELECT CPV CODES

Using the search icon, identify & select the goods, services or works you provide and then click the search button. Once identified & selected, codes will appear under list of selected codes. Click submit and continue.

### CREATE AN ADMINISTRATOR ACCOUNT

## 04

Complete the form on the screen. Again paying special attention to the fields marked with a red asterisk.

## 05

### CONFIRM REGISTRATION

Look out for a confirmation email (inbox/spam). Click the second link in the email which will take you directly to your account details. Select save and that's it. You are now a GOJEP registered supplier.