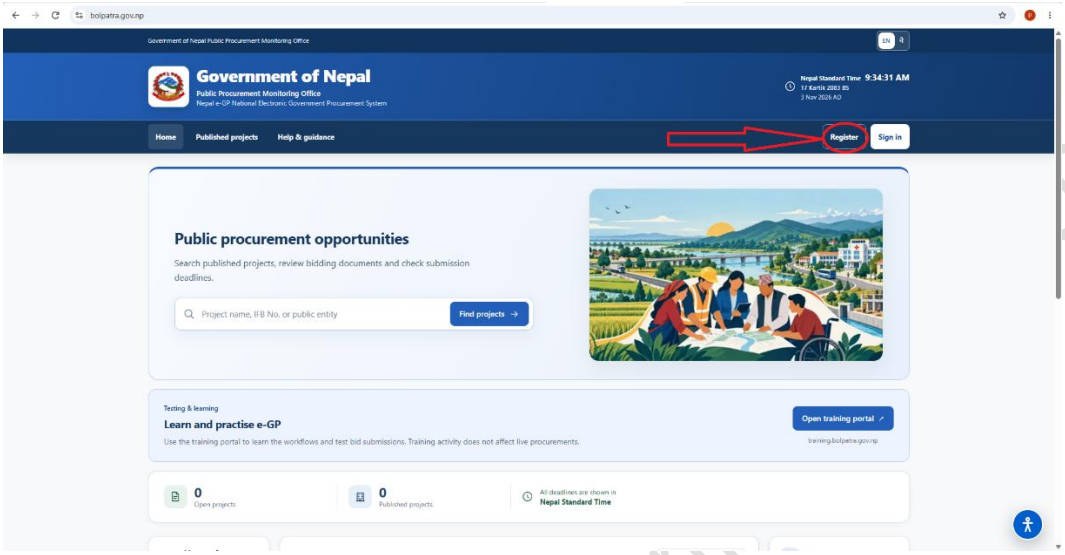
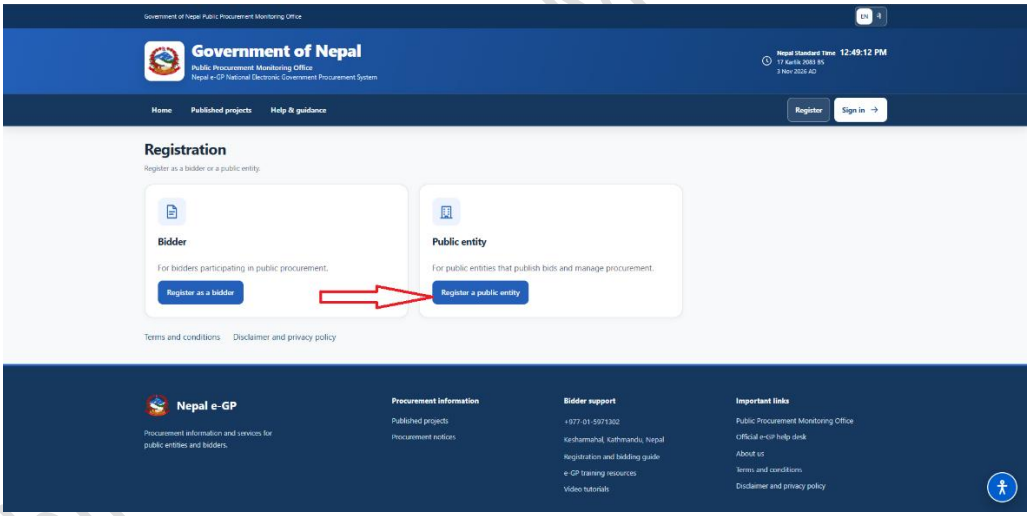
# Public Entity Registration Procedure:

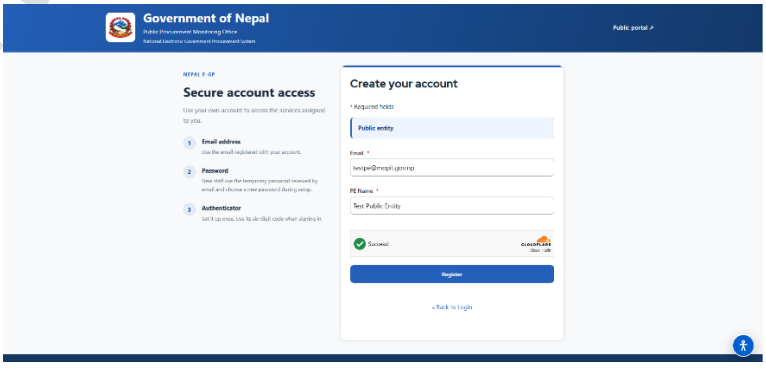
1. Visit https://bolpatra.gov.np/
2. Click Register button as shown below



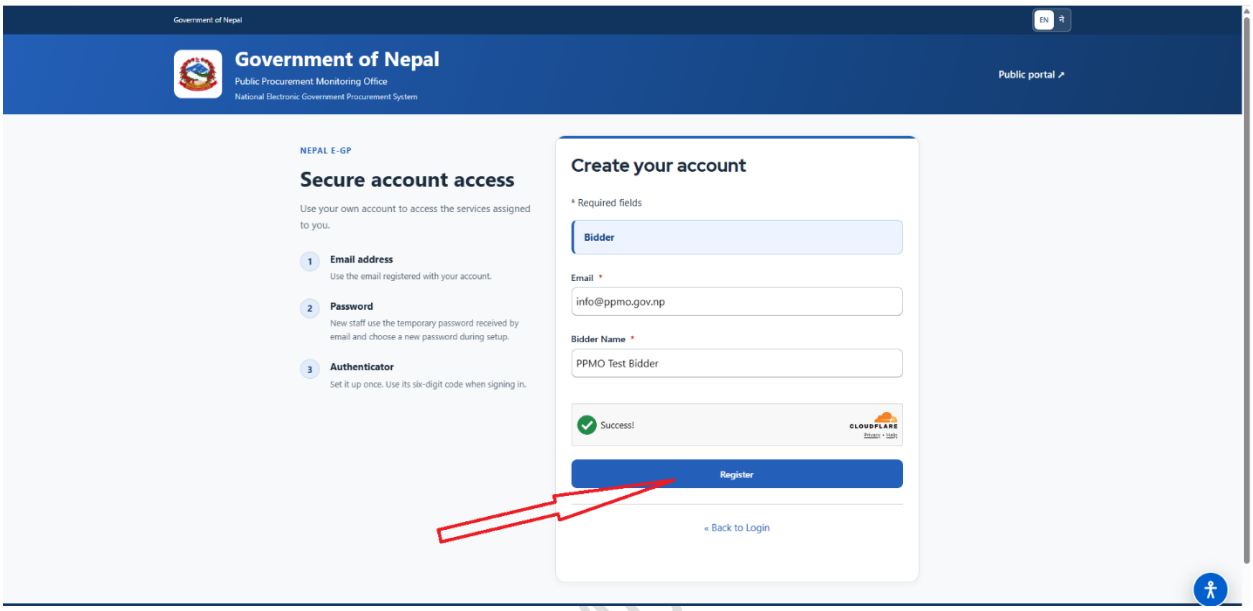

3. Select Public entity.



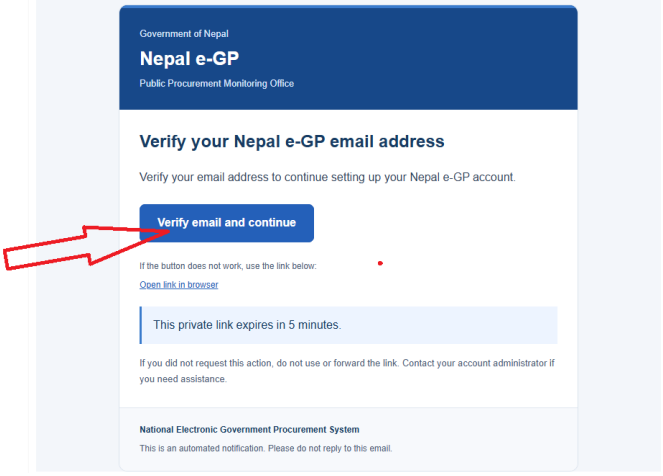

4. Fill-up the required fields.



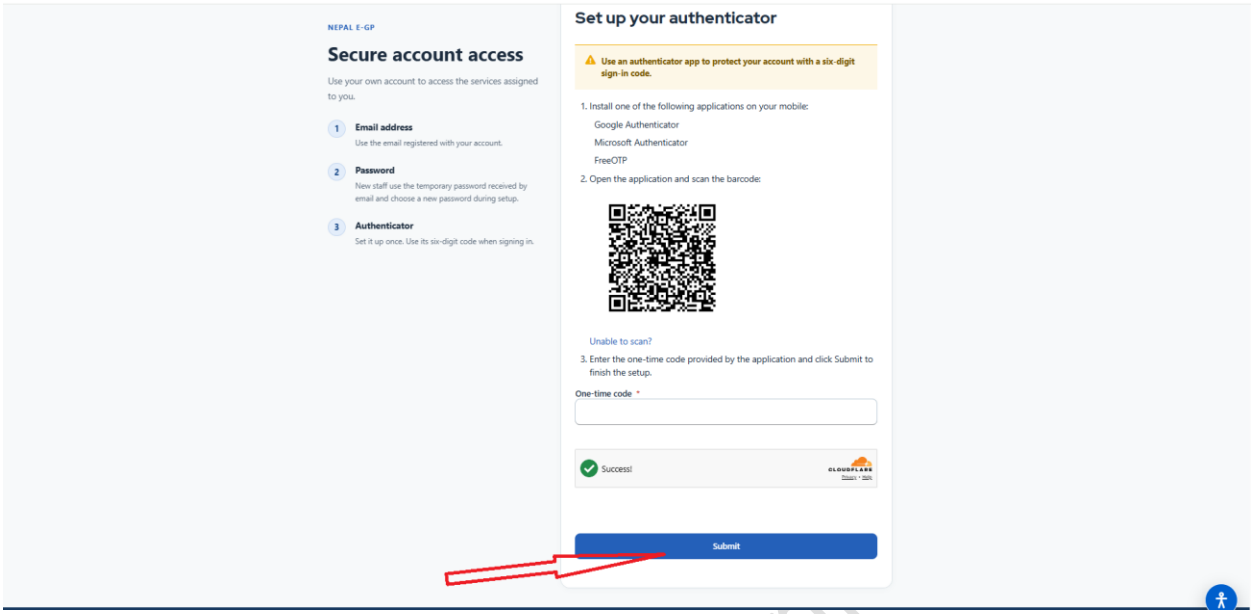
5. Fill up like below.




6. After clicking register button then check email and verify.

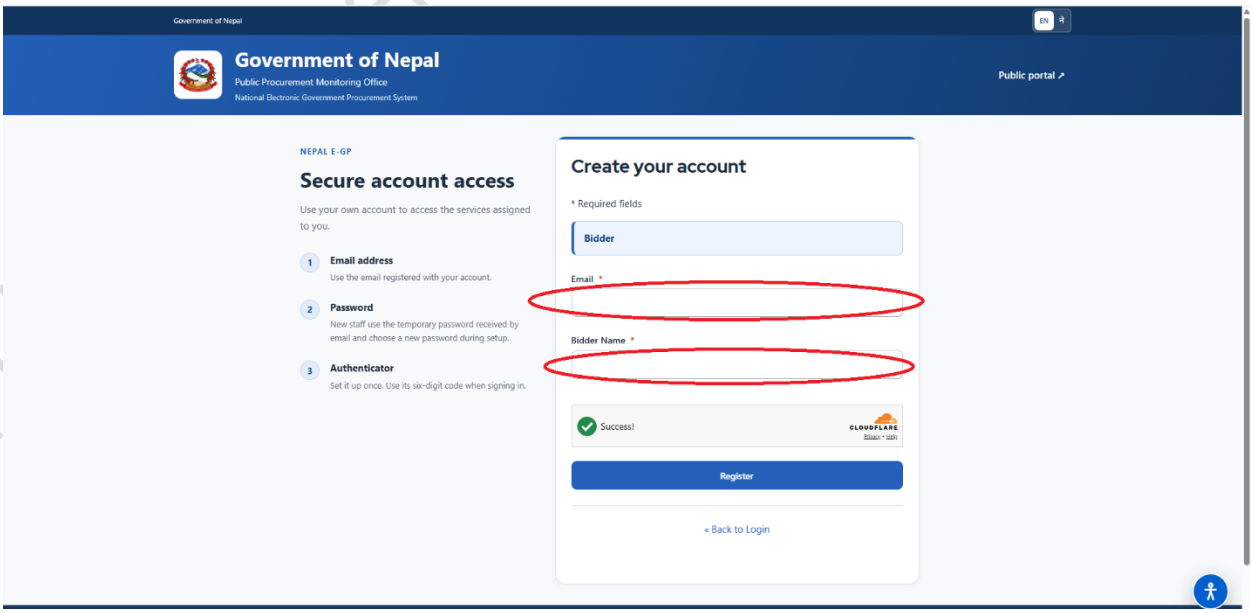



7. After clicking verify email and continue button.

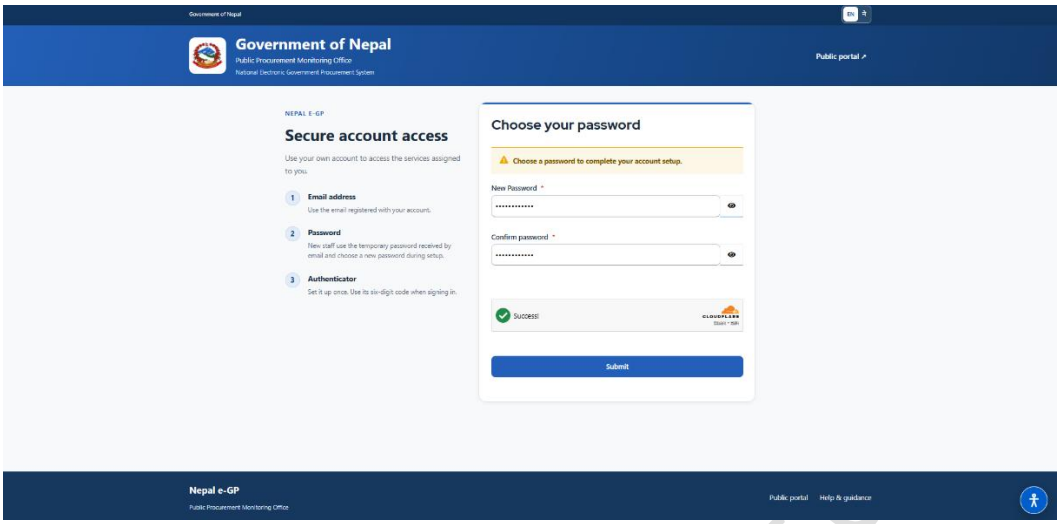



a. Setup authenticator.
b. Use authenticator app installed in smart phone.
   - Google Authenticator
   - Microsoft Authenticator
   - FreeOTP
c. Open the application and scan the barcode:
d. Enter the one-time code provided by the application and click Submit.

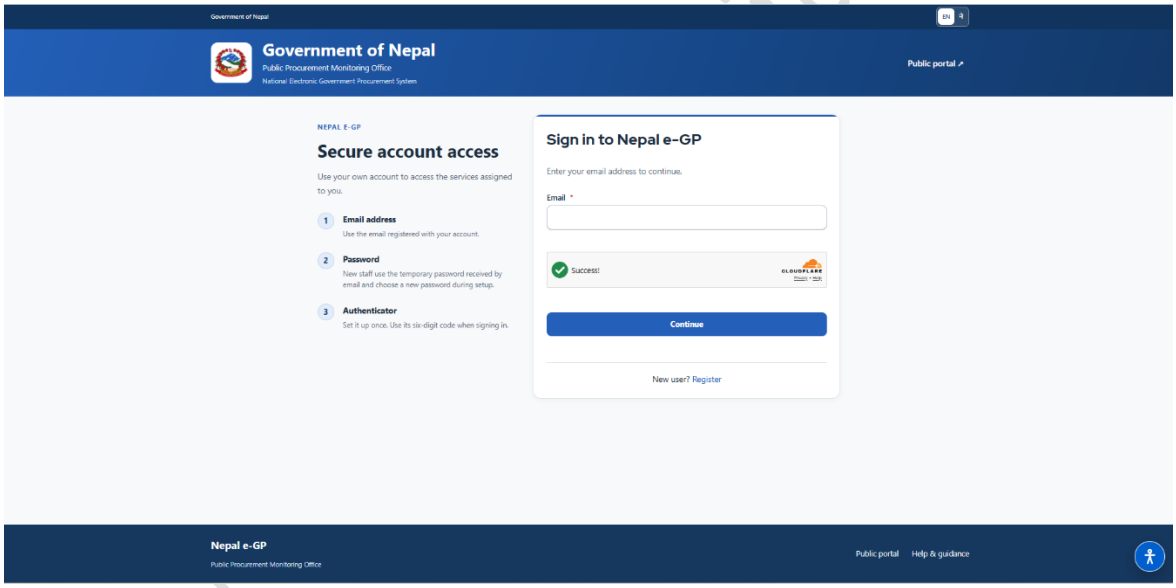
8. After clicking the submit button then following screen is shown.



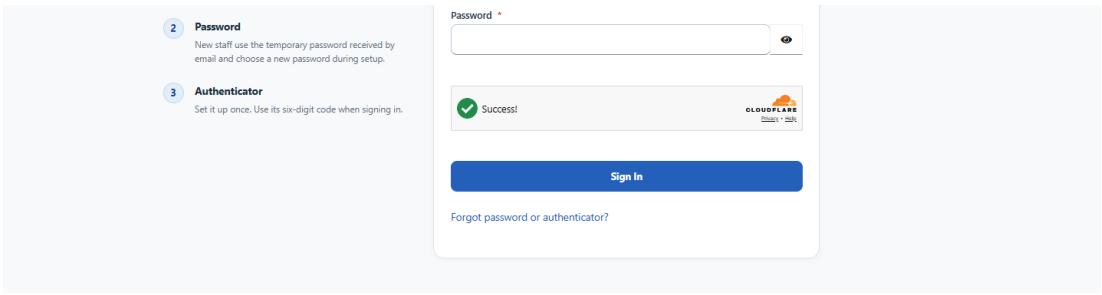

- Password must contain at least 12 min length.




9. After choose new password and confirm it then submit.

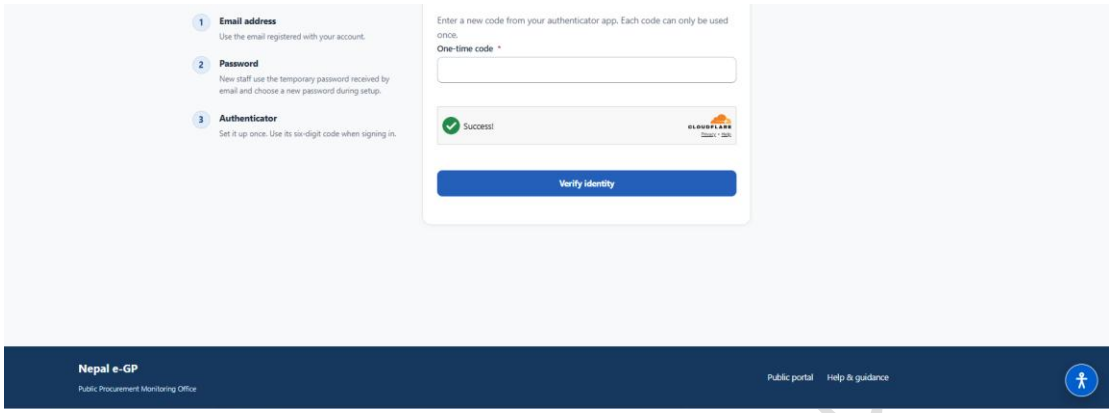



- Put email which is used in registering process.
- And click on continue button.
- After this password is required

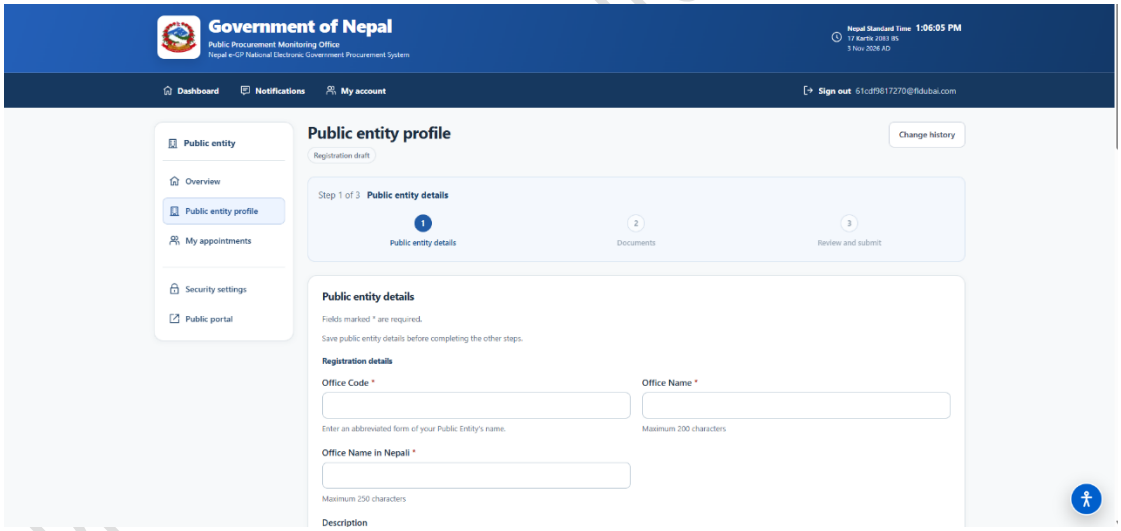



- Enter correct password in password filled and click in sign in button.

- If password is correct then it required one-time-code which is get from password authenticator app.




- After enter one-time-code and click in Verify identity then following screen is shown.



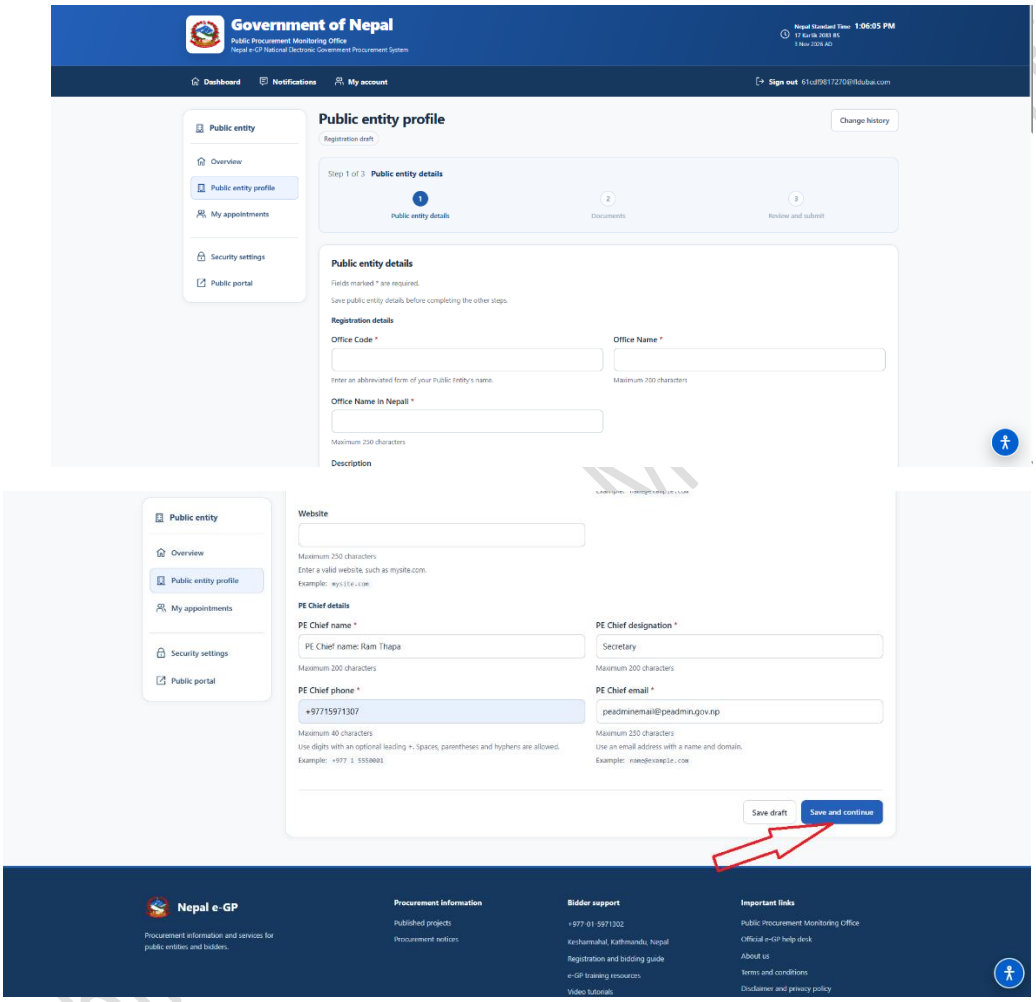

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- Public entity profile contains three section:

a. Public entity details
b. Document
c. Review and submit

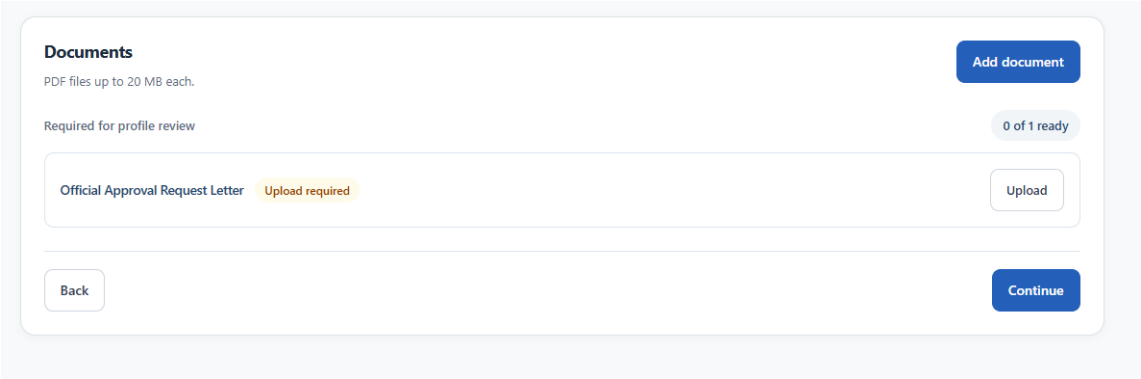
Public Procurement Monitoring Office

10.Fill up Public entity details with correct information.

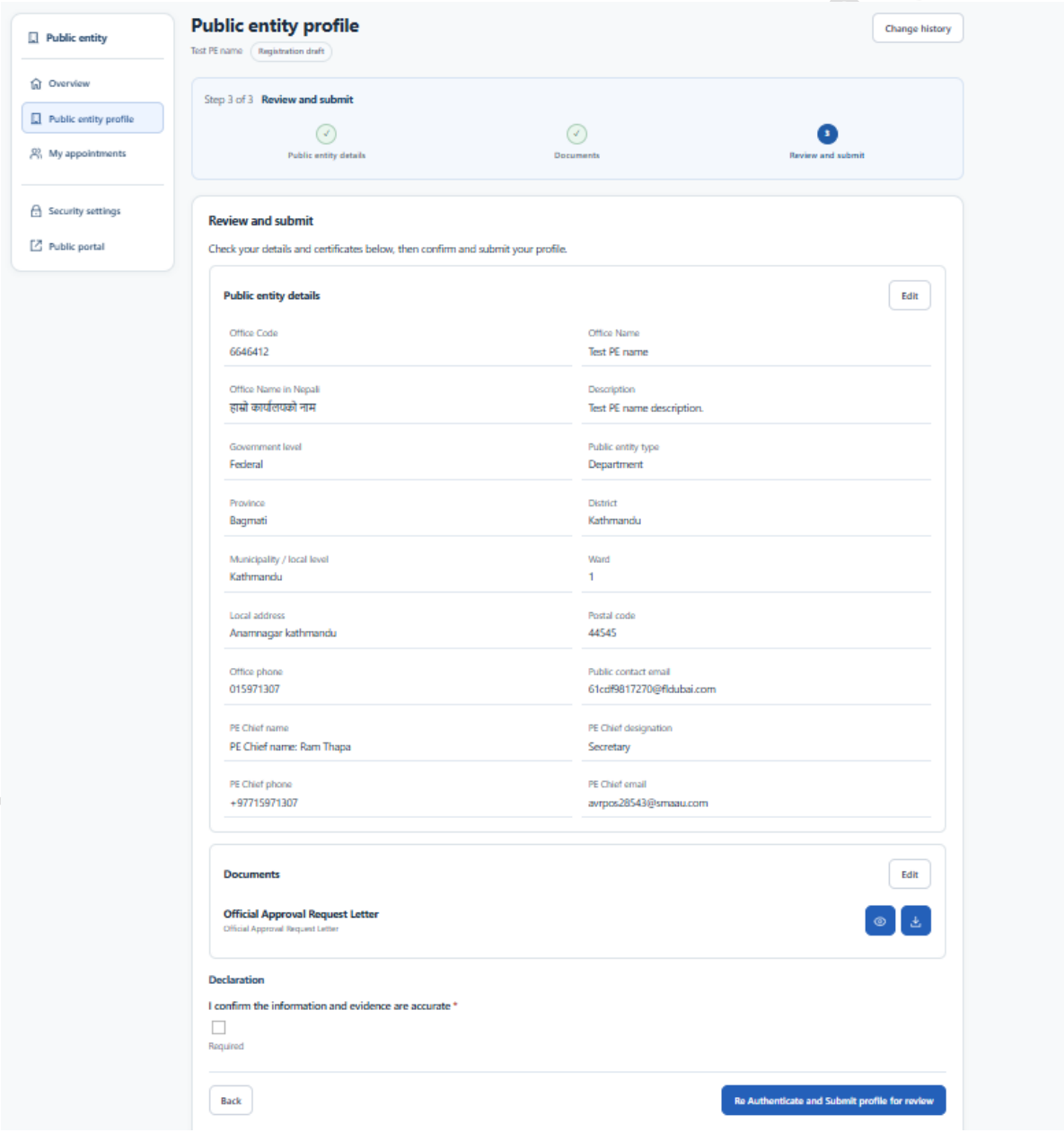



11. After clicking save and continue then following screen is shown.

12.The next step is document section where we have to upload official document for public entity registration.




13. The final tab Review and submit where we can review all the fill up details for registration.



- In this section we have to check in declaration to conform the information and evidence are accurate.
- And click on re-authentication and submit profile to review.

*The verification/approval process shall be carried out by the PPMO Office within 10 days after completion of the submission process.*

14. Upon receiving administrative approval from PPMO, the approved Admin User can create Creator, Reviewer, and Approver accounts for the respective office.

Public Procurement Monitoring Office