ProcureTT

Public Body User Guide

Version 1.0

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1.0 ProcureTT

ProcureTT serves as Trinidad and Tobago's online noticeboard. On this website, public bodies can publish procurement and disposal notices. It is a single, trusted platform where suppliers, contractors and members of the public can view available opportunities.

1.1 Access and Best Use

The website can be accessed via https://procurett.oprtt.org

1.2 Getting Started

ProcureTT can be used by both Public Bodies, Suppliers/Contactors and the General Public

As a Public Body, you will need an account on the platform, which is provided directly by The Office of Procurement Regulation (the "Office").

If you did not receive an email from procurett@opr.org.tt with your credentials, your organisation's Named Procurement Officer will need to reach out to the Office via email at support@opr.org.tt.

In this email you will state the Public Body you are representing, and you will provide the Office with the email address you would like to use to login the website.

When the Office receives your email, the Office will respond accordingly and provide you with the credentials you can use.

NB: Your credentials will only be provided by the following email address procurett@opr.org.tt. Therefore, ensure our email is not blocked by your organisation to prevent communication.

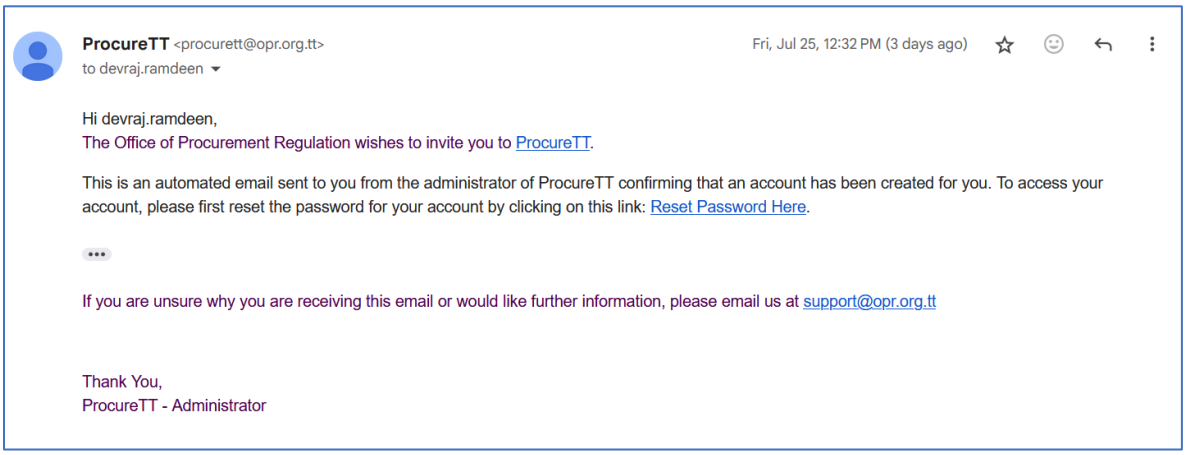


Figure 1.1 Email containing Credentials for ProcureTT

1.3 Login

Once you obtain your credentials for the website you can proceed to login at: https://procurett.oprtt.org /

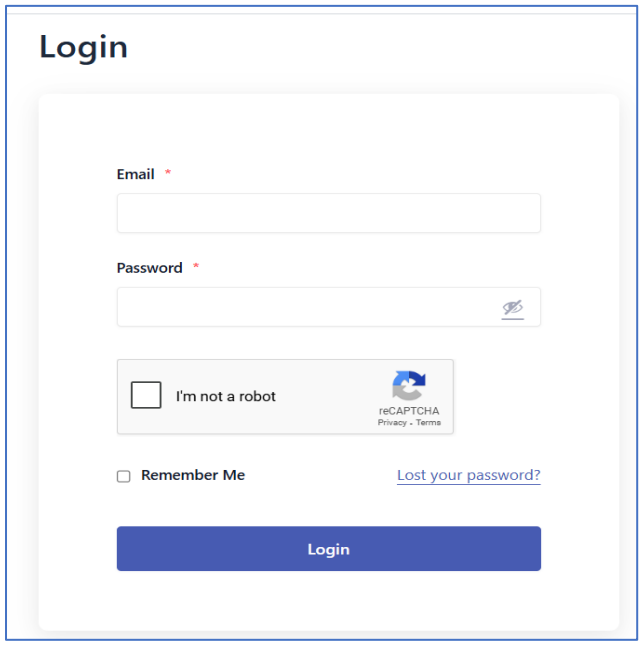


Figure 1.2 Login Page

If you forgot your password, you can click on “Lost your password?” or visit https://procurett.oprtt.org/lost-password/ and enter your email address to receive instructions to create a new password.

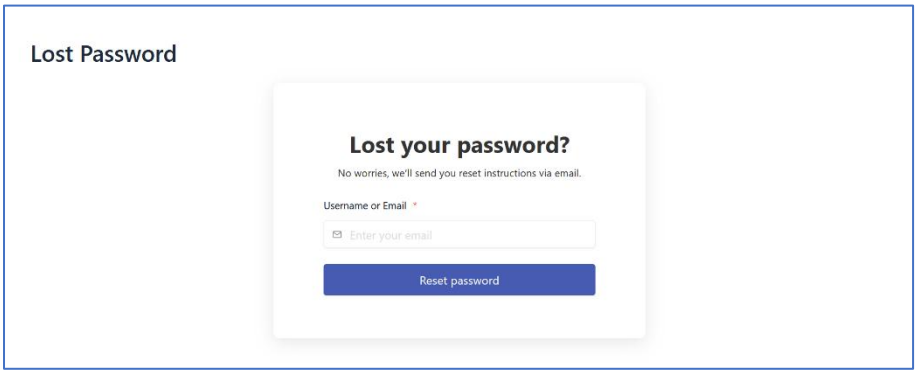


Figure 1.3 Password Reset Page

1.4 Navigating the System

Whilst logged in on the platform, you will now have access to create a new Annual Schedule of Planned Procurement Activity (ASPPA), Tender Notice, Pre-qualification Notice and Disposal Notice.

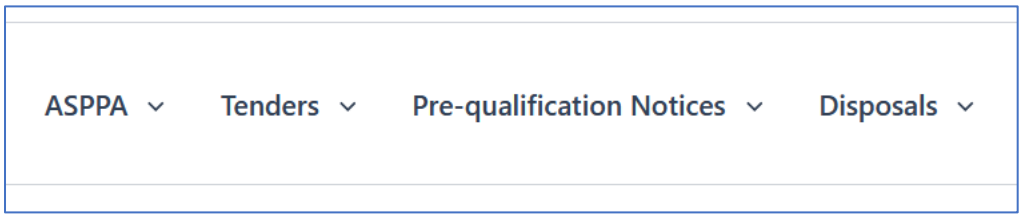


Figure 1.4 Subheadings to Create a New Post

As indicated in the image above, simply hovering over one of the subheadings will provide you with the ability to create a new posting.

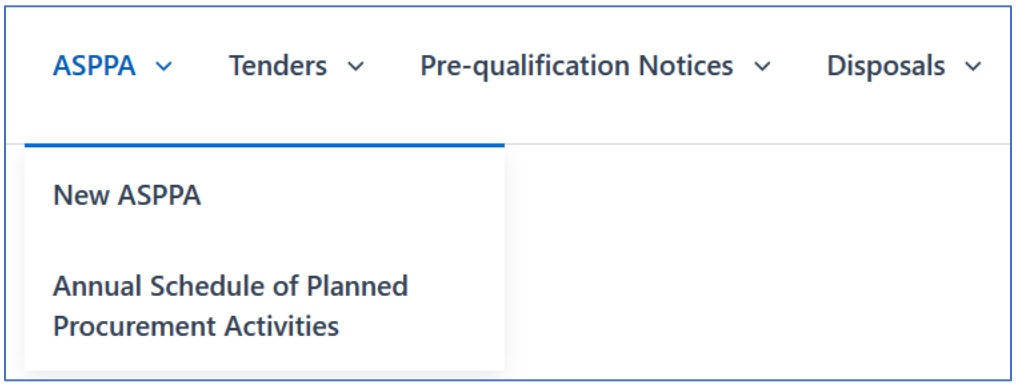


Figure 1.5 Hovering Over a Subheading to Create a New Post

2.0 Annual Schedule of Planned Procurement Activities (ASPPA)

By clicking on New ASPPA, you can begin the process of creating a New Annual Schedule of Planned Procurement Activities (ASPPA) post on the system.

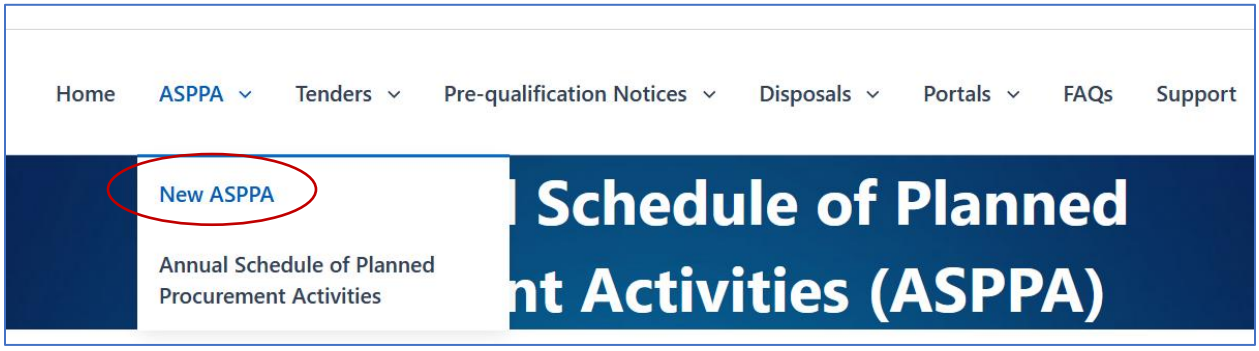


Figure 2.1 New ASPPA Creation

By default, the Fiscal Year and Posted Date will be generated based on the current date.

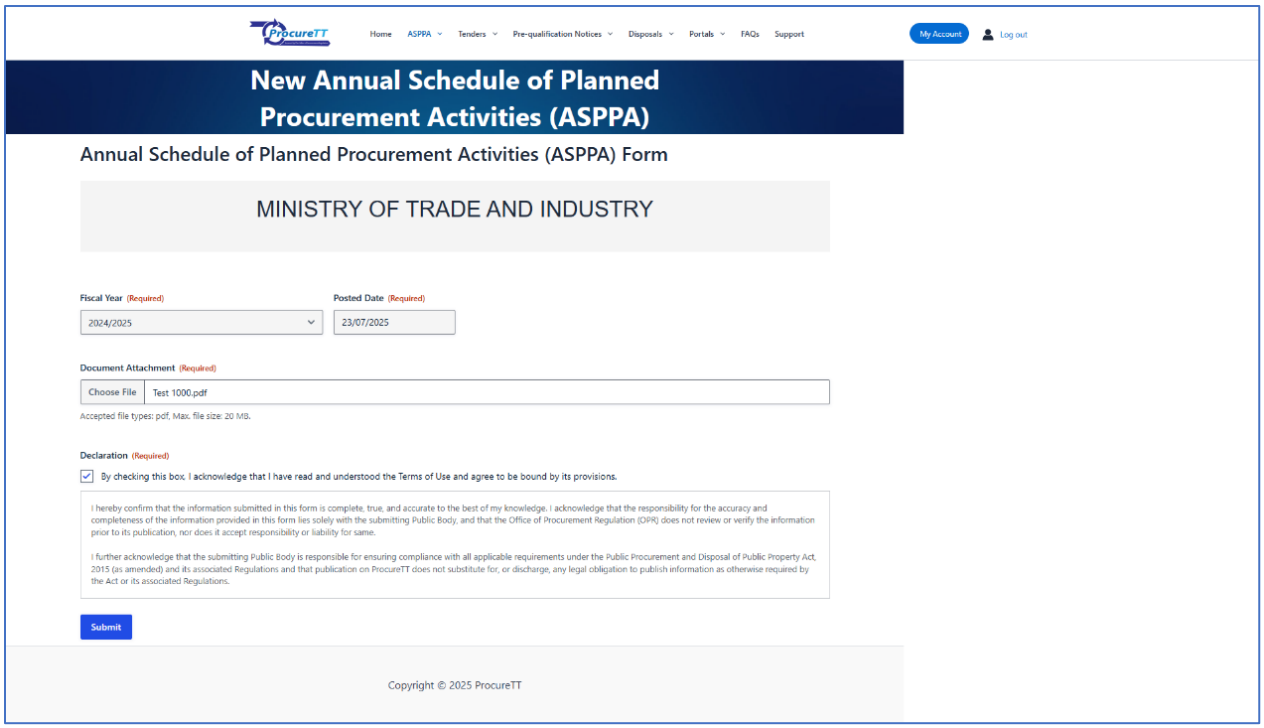


Figure 2.2 New ASPPA Form

Therefore, you can proceed to Document Attachment field, where you will select the PDF file you wish to upload. Only PDF files with a maximum file size of 20MB can be uploaded.

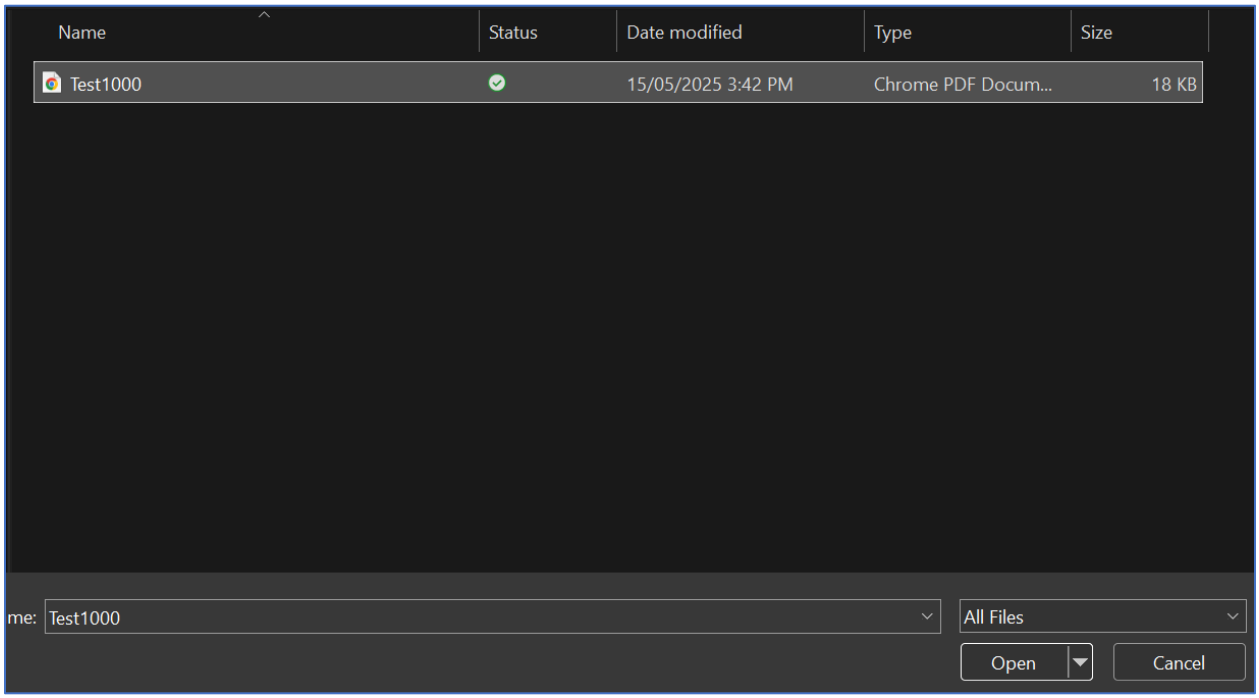


Figure 2.3 Selecting Your ASPPA File

After verifying all the entered information, you may then proceed by accepting the declaration and clicking on Submit.

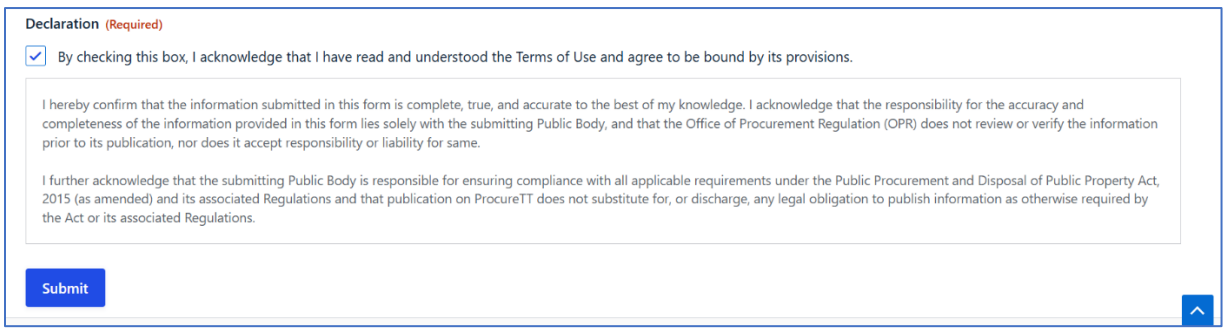


Figure 2.4 Submitting Your ASPPA

Your post would then be listed at the top of the ASPPA table at https://procurett.oprtt.org/annual-schedule-of-planned-procurement-activities/

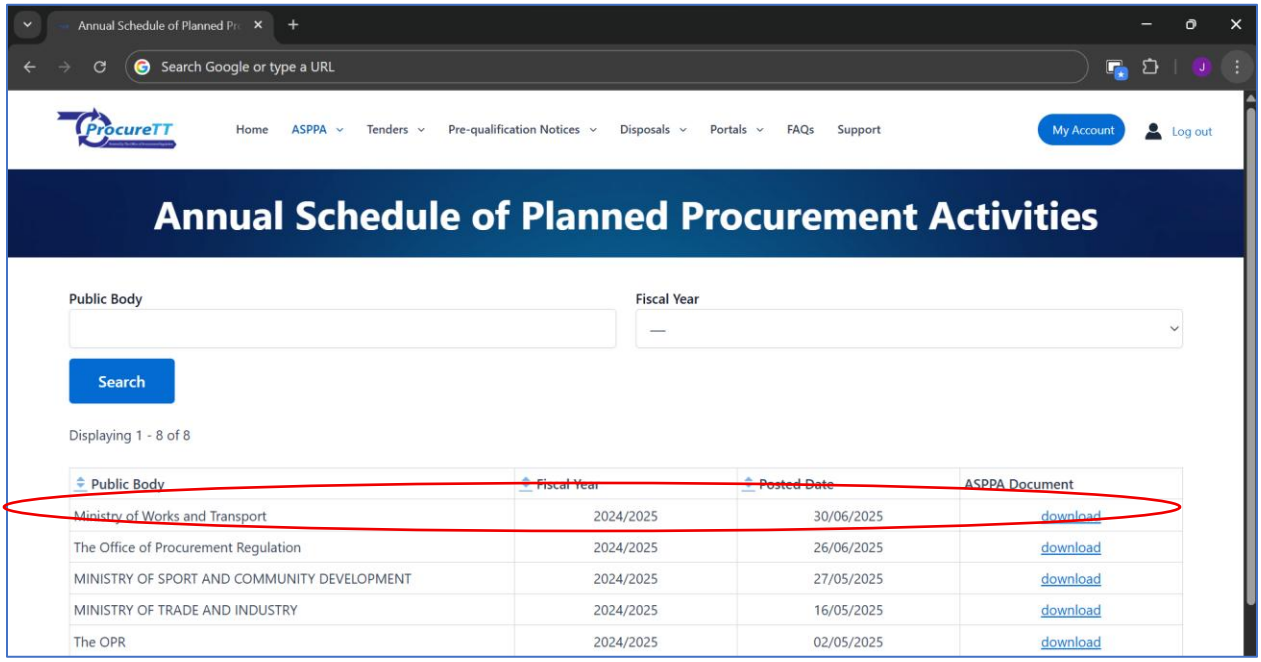


Figure 2.5 Latest ASPPA Listing

3.0 Tenders

By clicking on New Tender Notice, you can begin the process of creating a New Tender Notice post on the system.

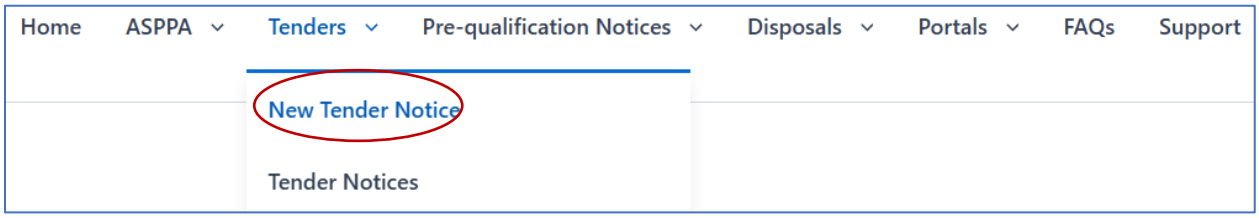


Figure 3.1 New Tenders Creation

The form for New Tenders will be displayed and you will be required to fill out each field listed.

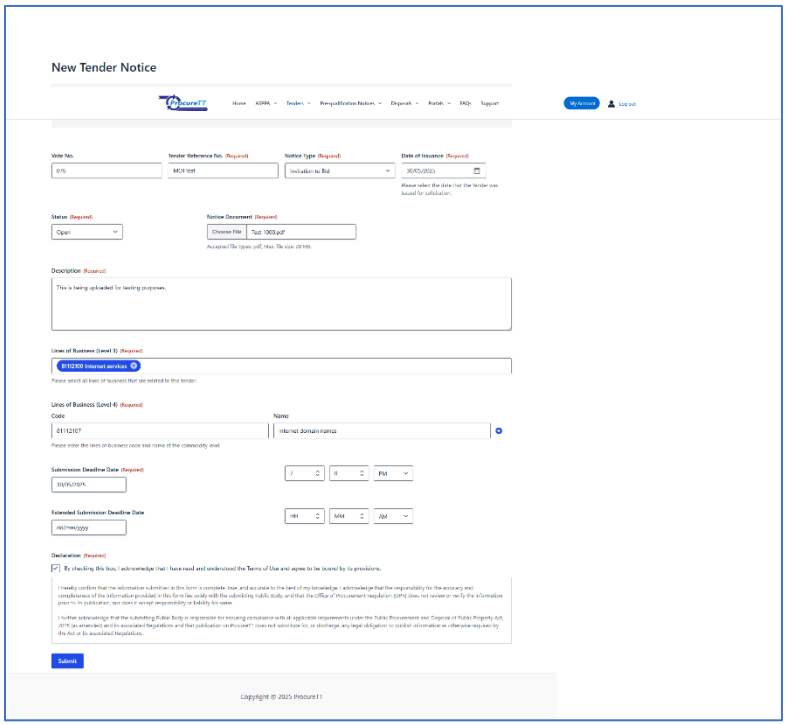


Figure 3.2 New Tender Notice Form

When selecting the document ensure the file type is PDF and proceed with uploading by clicking "Open".

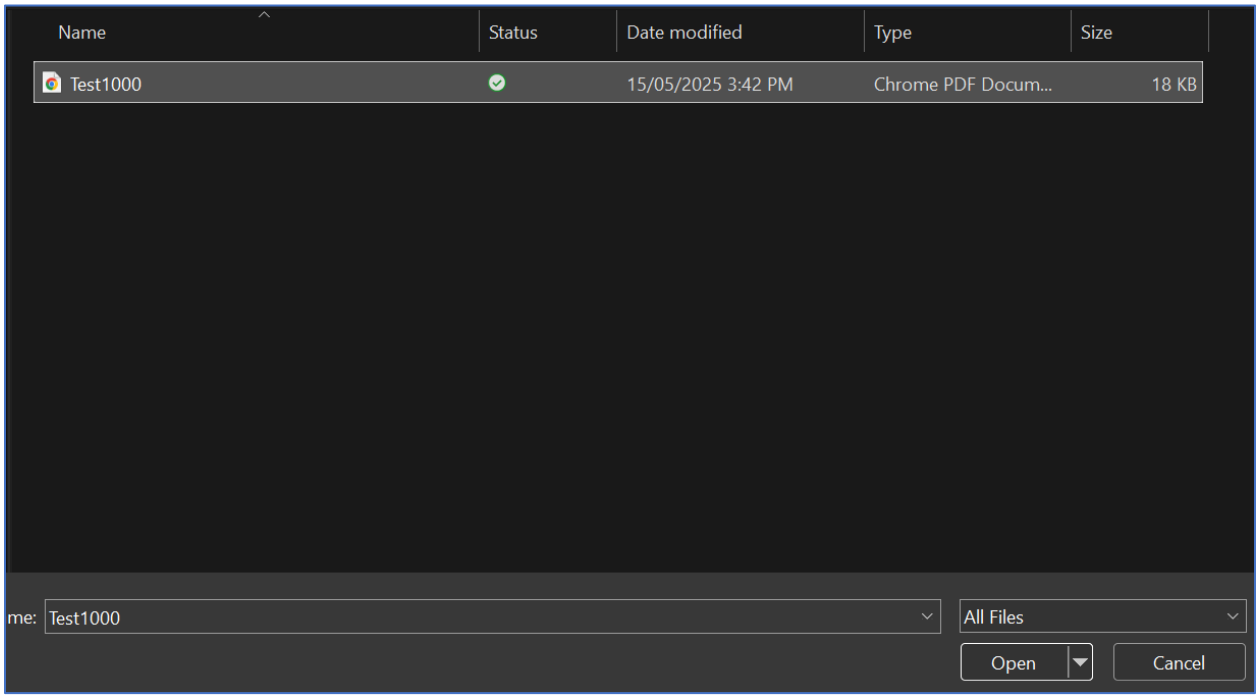


Figure 3.3 Selecting Your Tender Notice File

When selecting a Line of Business at level three (3), you can either scroll through the dropdown menu, or you can search by the name or line of business code. Multiple lines of business can be selected.

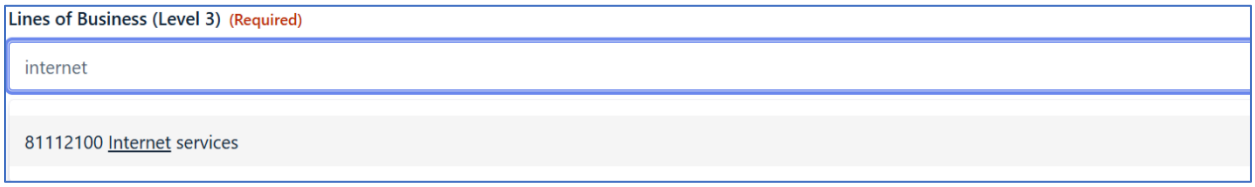


Figure 3.4 Selecting a Line of Business by Searching

For level four (4) Lines of Business, the exact good, work or service must be entered in the mandatory fields. You must enter the line of business code and name.

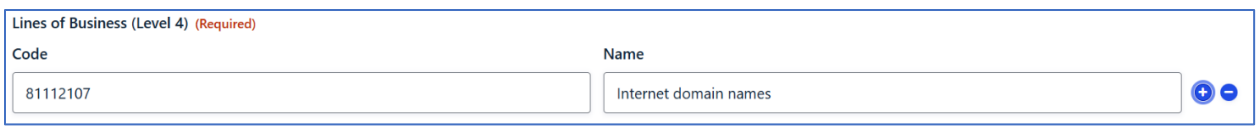


Figure 3.5 Adding a Line of Business at Level Four

Note: The blue plus ("+") symbol on the right of the Name field, allows you to add more level four (4), line of business codes and names.

After verifying all the entered information, you may then proceed by accepting the declaration and clicking on Submit.

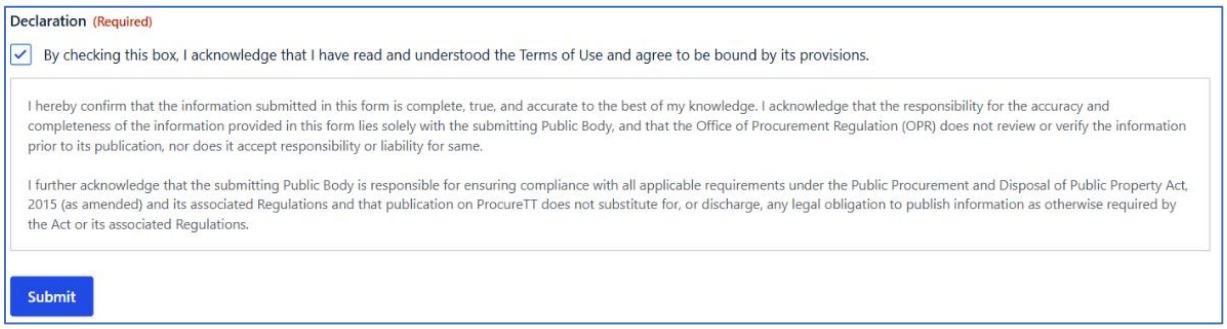


Figure 3.6 Submitting Your New Tender Notice

Your post would then be listed at the top of the Tender Notices table at https://procurett.oprtt.org/tenders/

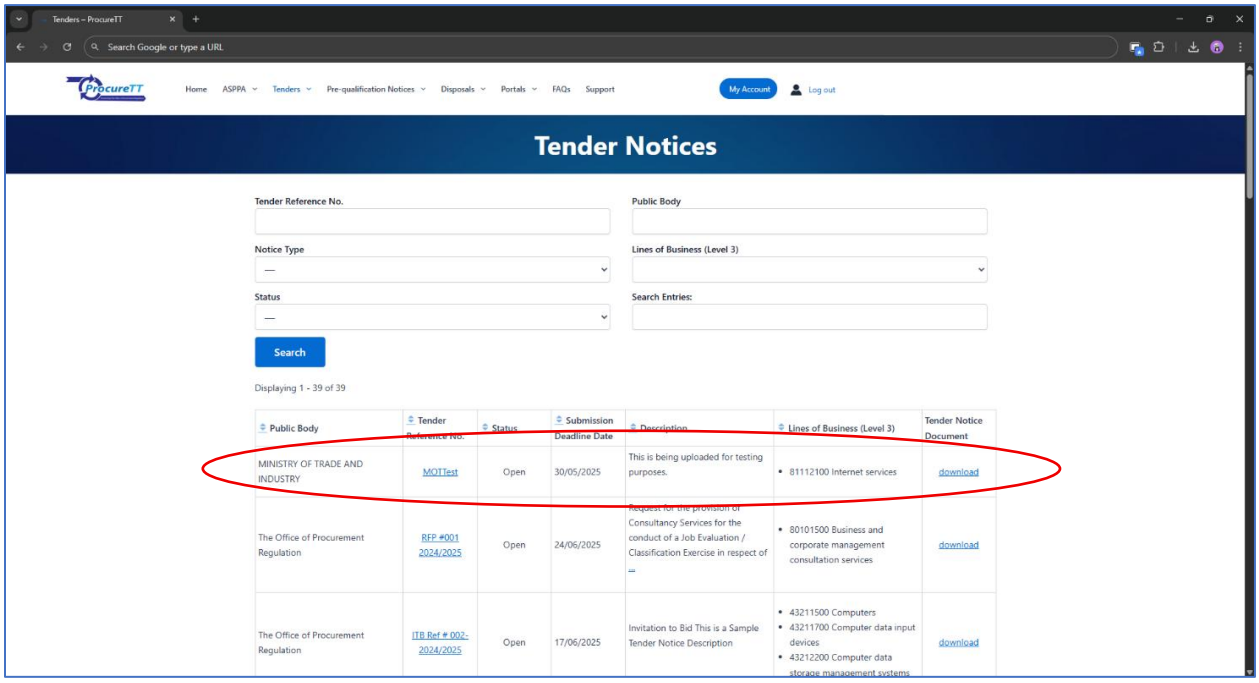


Figure 3.7 Latest Tender Listing

3.1 Editing or Deleting a Tender Entry

To edit or delete a tender notice, you must first navigate to the post and click on the “Tender Reference No.” link located within the table. Note, you can only edit or delete information that you created.

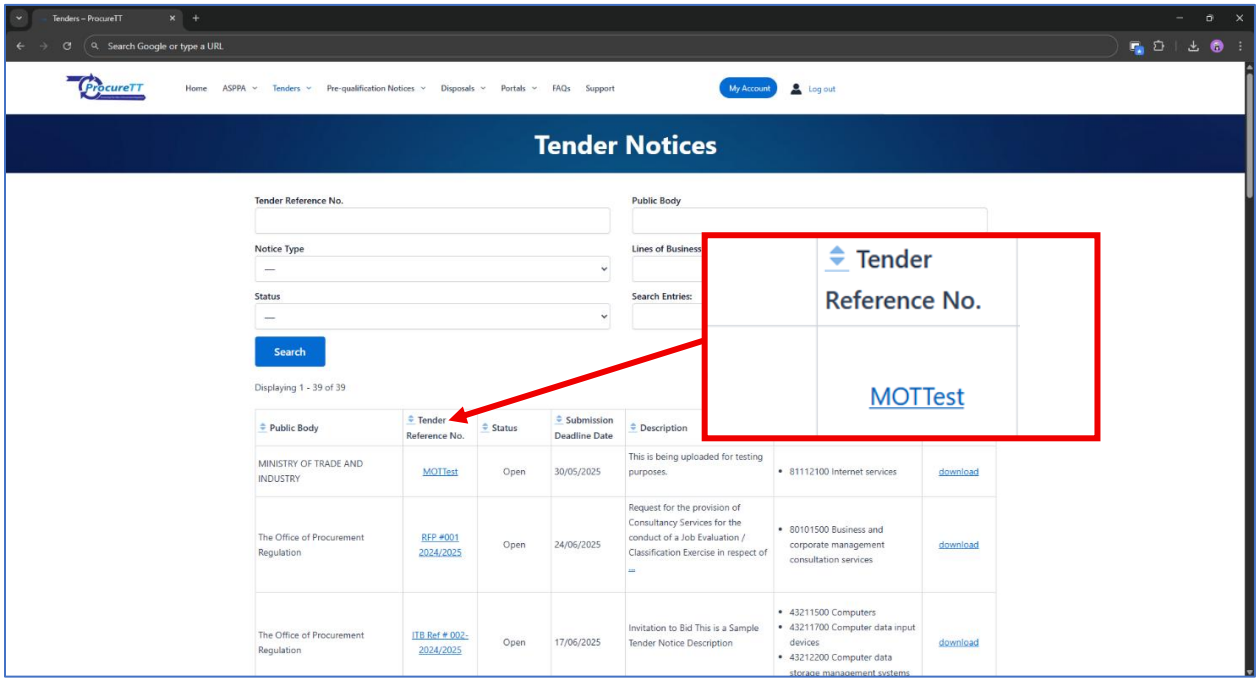
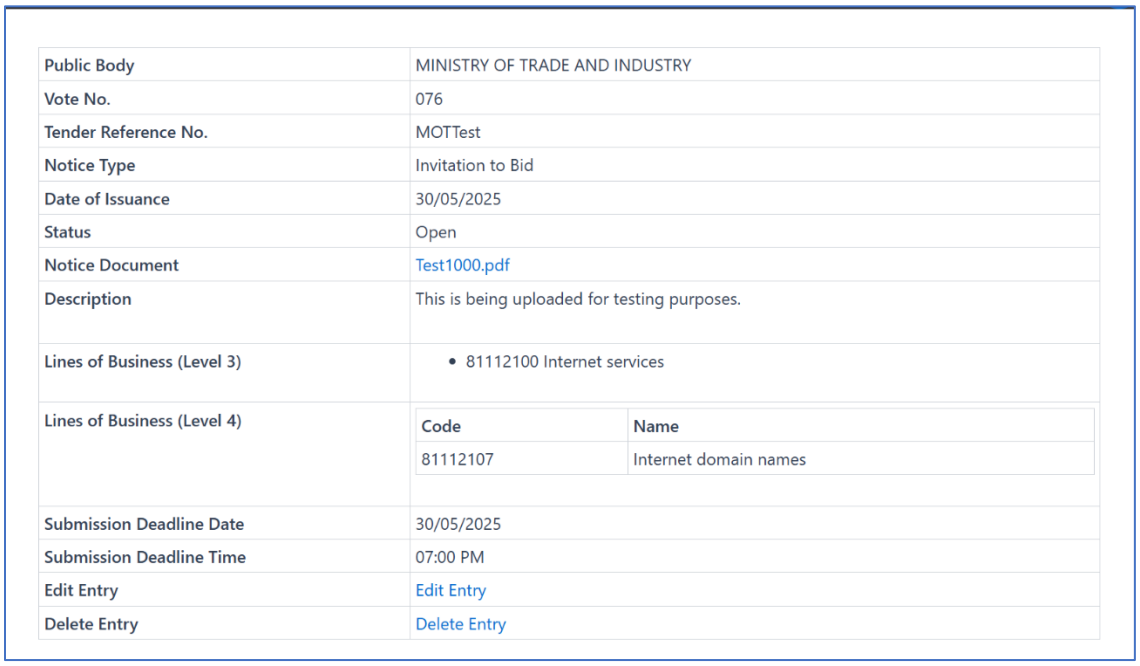


Figure 3.8 Selecting a Tender Notice to Edit/Delete

After clicking on the relevant reference number, you can either edit the entry by clicking on “Edit Entry” or delete it by clicking, “Delete Entry”.



Public Body	MINISTRY OF TRADE AND INDUSTRY
Vote No.	076
Tender Reference No.	MOTTest
Notice Type	Invitation to Bid
Date of Issuance	30/05/2025
Status	Open
Notice Document	Test1000.pdf
Description	This is being uploaded for testing purposes.
Lines of Business (Level 3)	• 81112100 Internet services
Lines of Business (Level 4)	**Code** / **Name**: 81112107 / Internet domain names
Submission Deadline Date	30/05/2025
Submission Deadline Time	07:00 PM
Edit Entry	Edit Entry
Delete Entry	Delete Entry

Figure 3.9 On-screen Options to Edit or Delete a New Tender

3.2 Editing A Tender Notice

When editing the entry, you will be shown the form that you previously filled out with all the data listed.

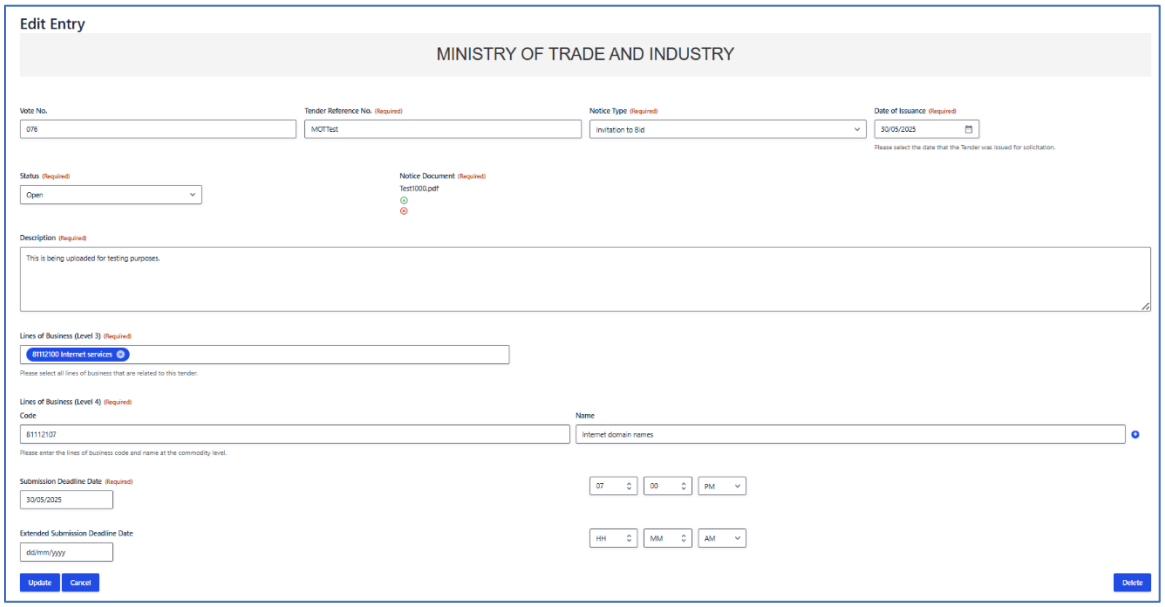


Figure 3.10 Editing a New Tender

Each field listed on the form can be edited and the document posted can be viewed by clicking the green arrow to view or download the existing document.

If you wish to change the documents, you can simply click on the red X to delete the document.

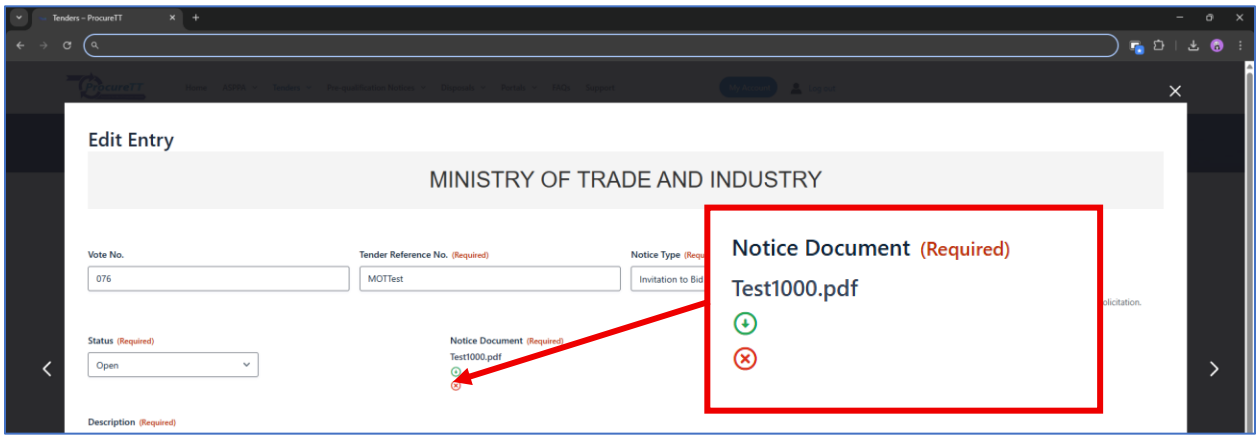


Figure 3.11 Deleting a Notice Document

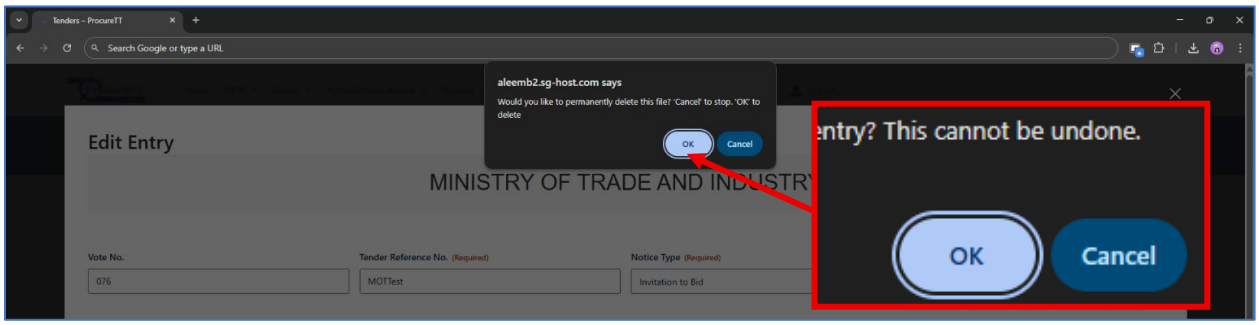


Figure 3.12 Pop-Up Warning when Deleting a Document

Then click on “Choose File” and navigate to the new PDF document.

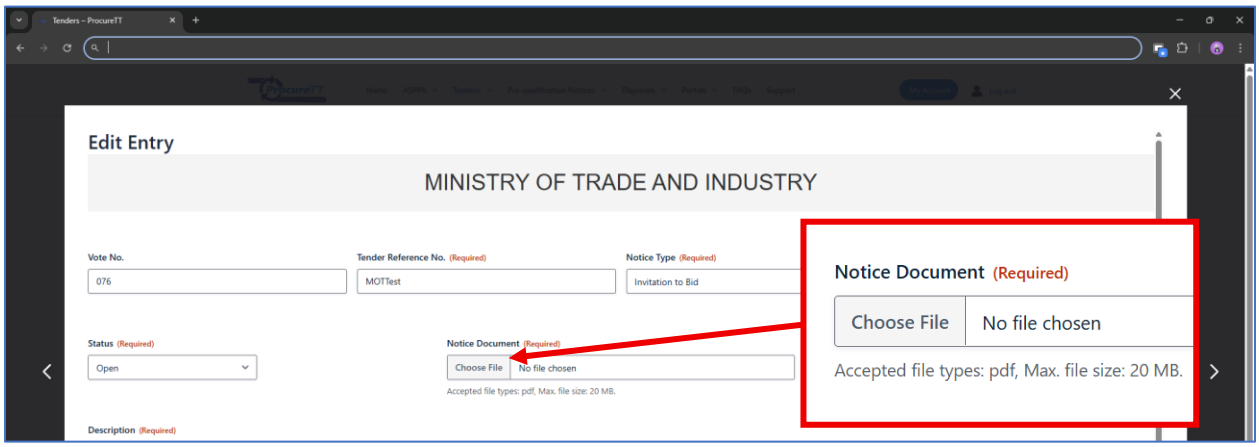


Figure 3.13 Replacing a Document

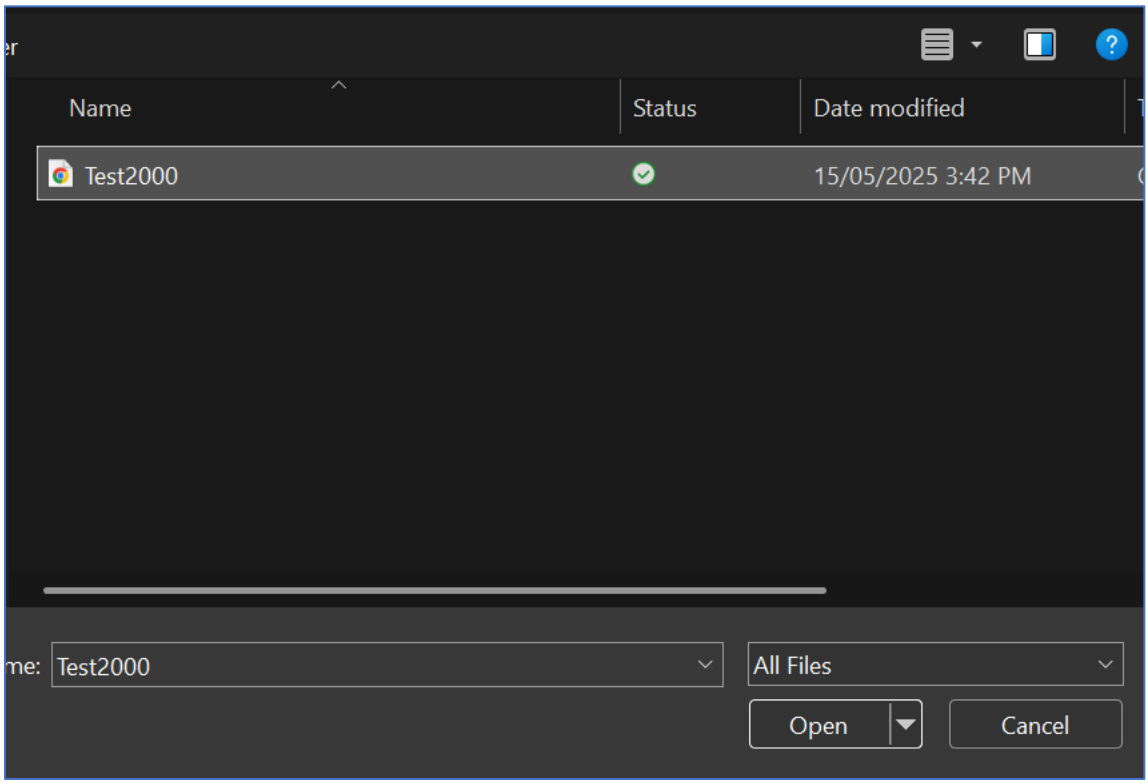


Figure 3.14 Selecting the New Document

Now you will see the new document listed in the Notice Document field.

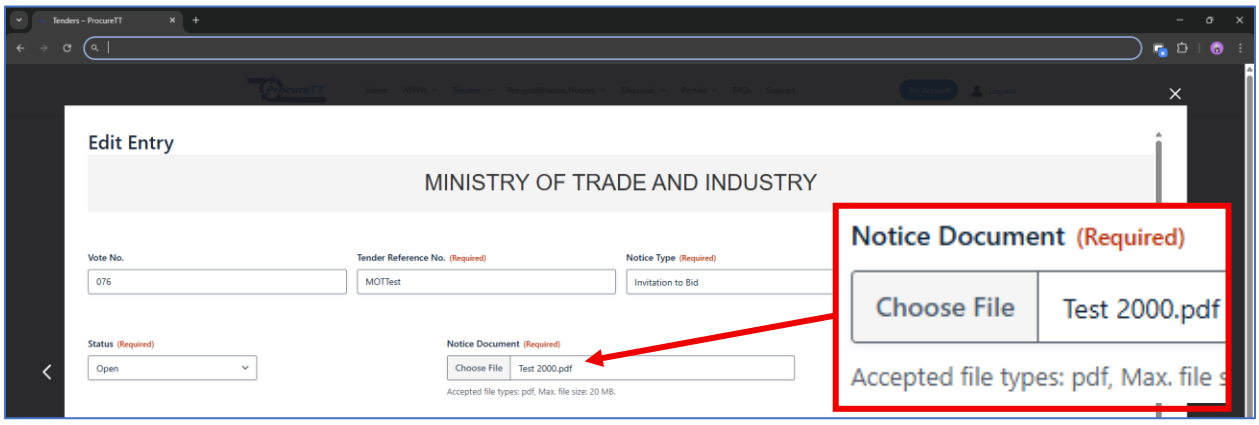


Figure 3.15 New Tender Notice Replacing Previous Document

After making the relevant changes on the form, you will then click on the “Update” button on the bottom left corner of the form.

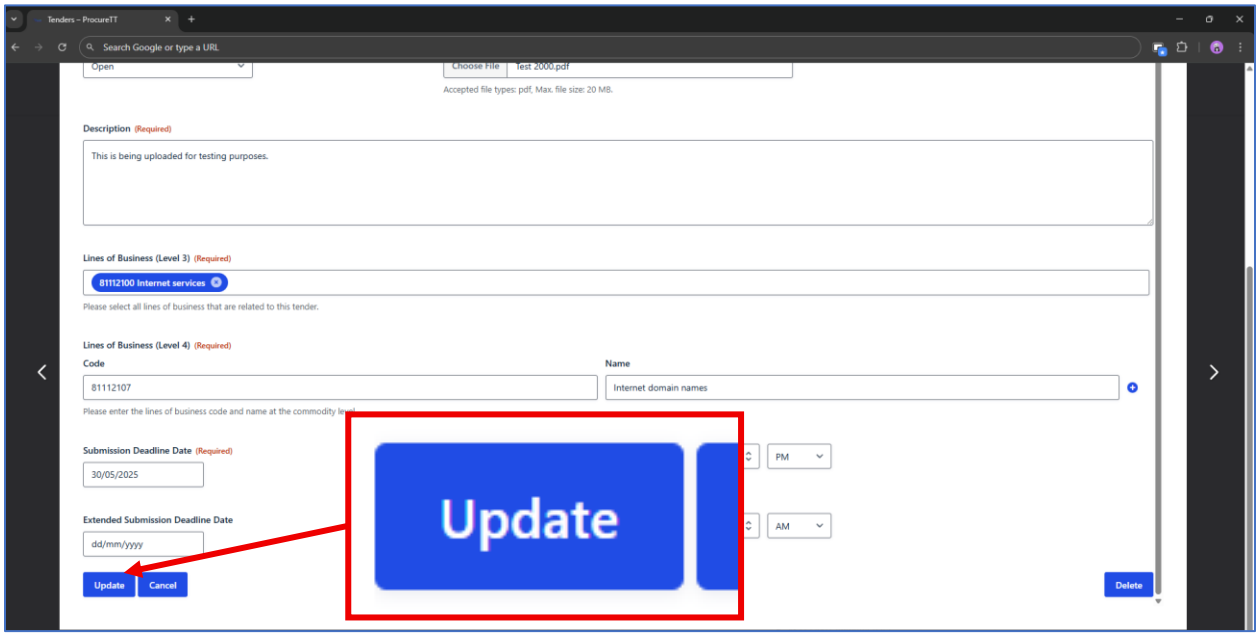


Figure 3.16 Update Button when Editing a Tender Notice

Note: Required fields must contain data after being edited.

3.3 Deleting A Tender Notice

By clicking on “Delete Entry” on your form, you can delete the Tender Notice.

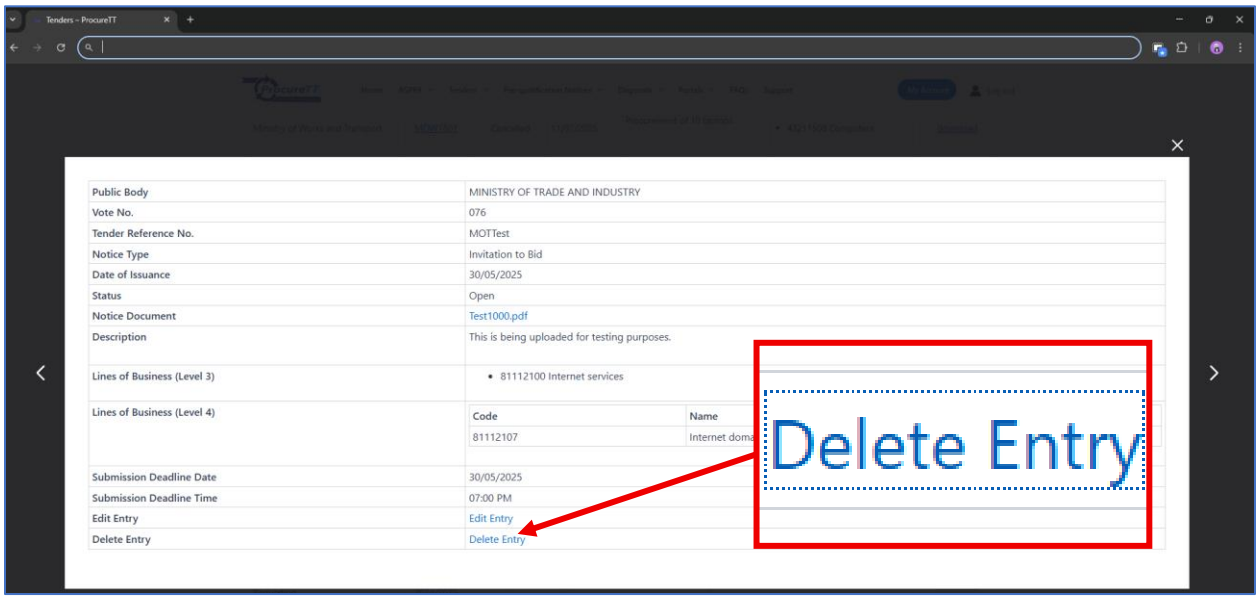


Figure 3.17 Deleting a Tender Notice

You will then click “OK” on the prompt to confirm the deletion.

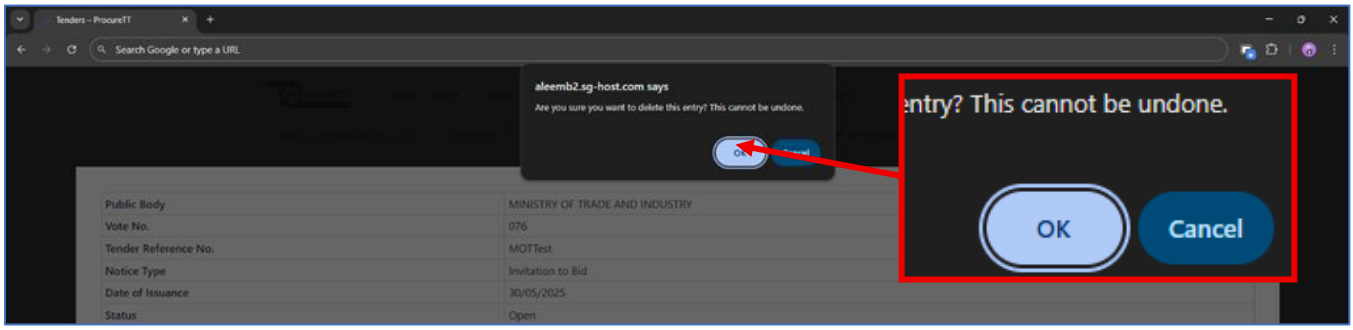


Figure 3.18 Prompt to Delete a Tender Notice

You can also delete a Tender Notice by editing the form and clicking on “Delete” located in the bottom right of the page.

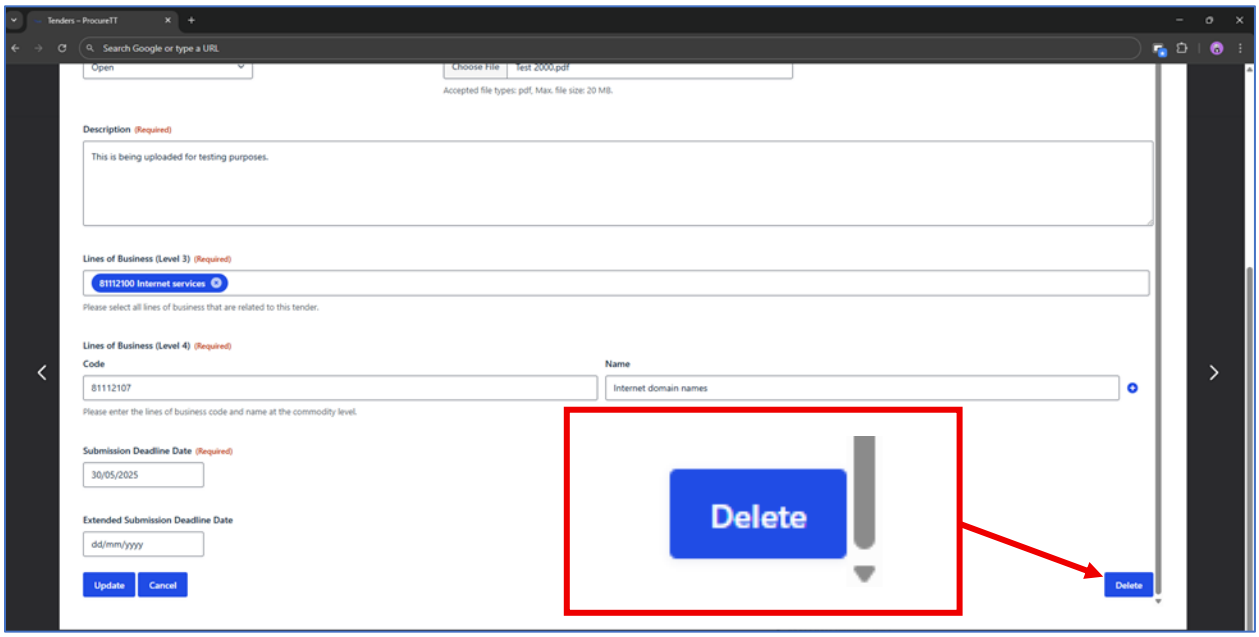


Figure 3.19 Deleting a Tender Notice via the Edit Page

You can then press on "OK" to confirm the deletion.

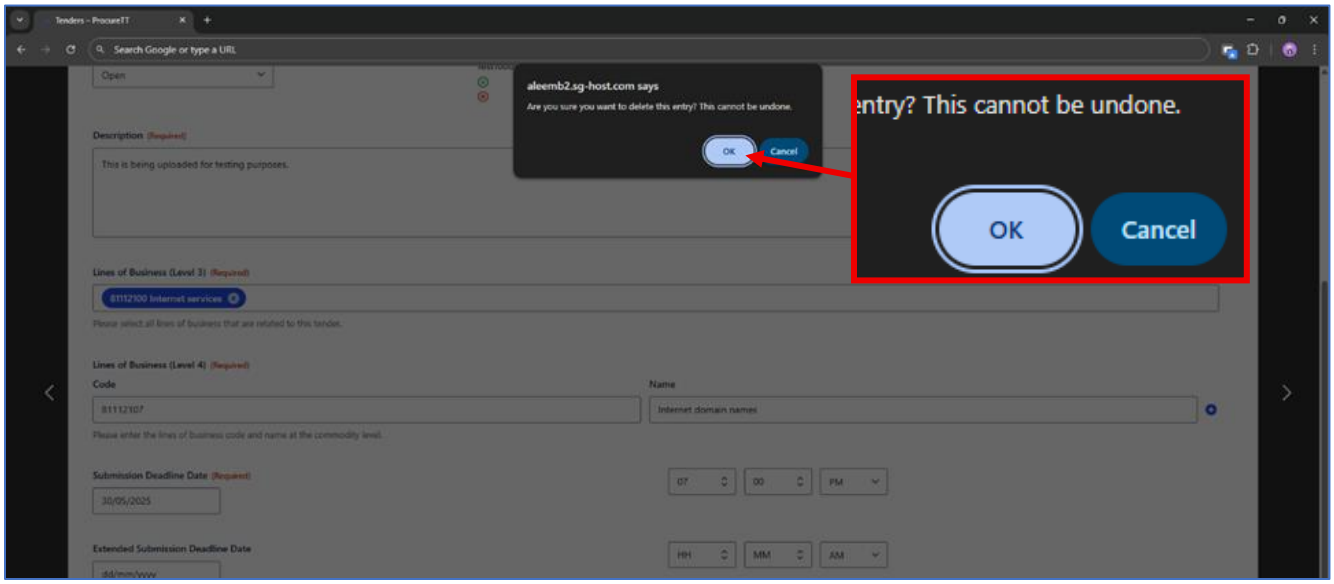


Figure 3.20 Prompt to Delete a Tender Notice

4.0 Pre-qualification Notice

By clicking on New Pre-qualification Notice, you can begin the process of creating a New Pre-Qualification notice on the system.

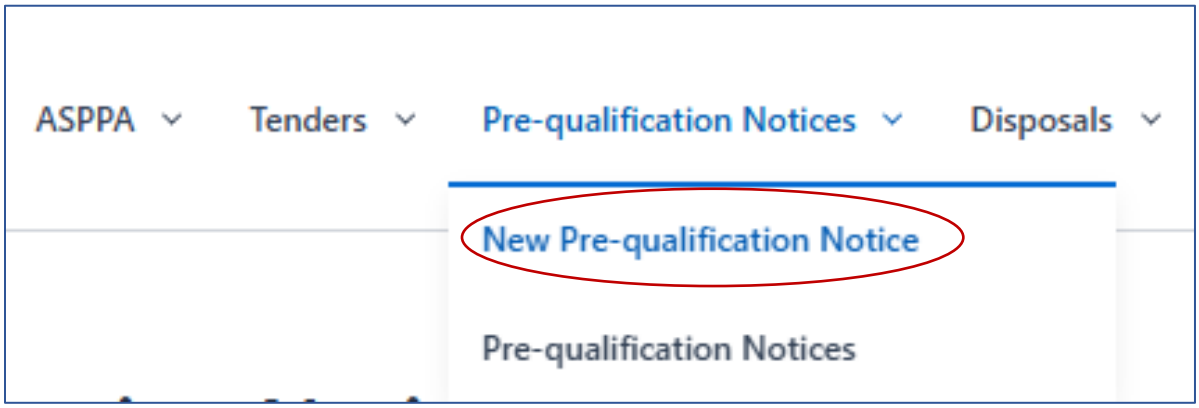


Figure 4.1 New Pre-qualification Notice Creation

By default, the posted date would display the current date, and you would be fill out each of the required fields to create the notice.

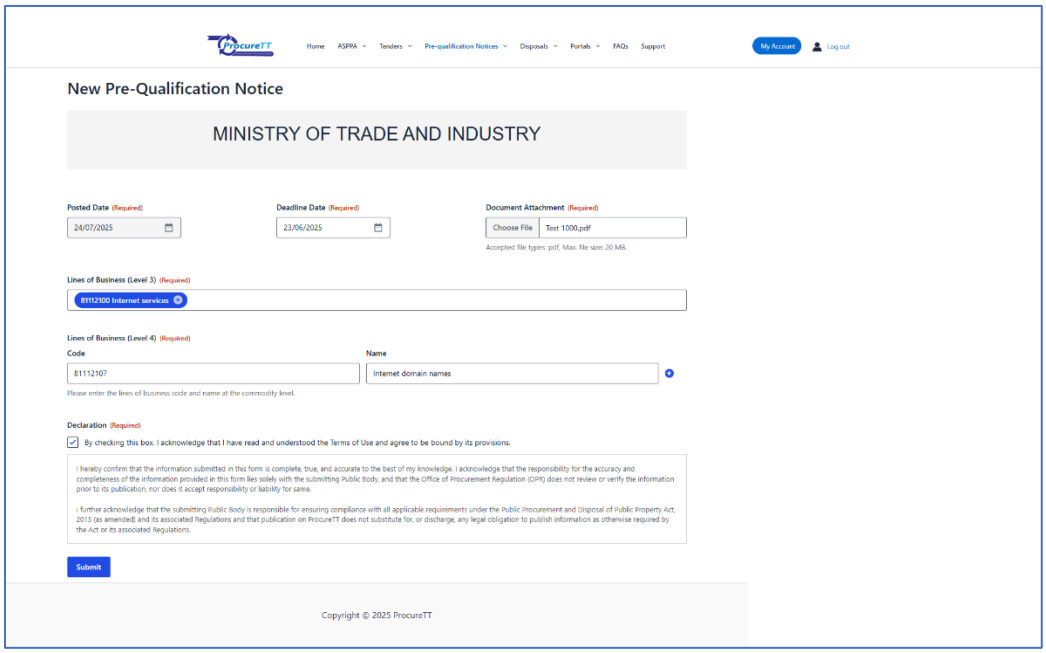


Figure 4.2 New Pre-qualification Form with Posted Date Auto Populated

When selecting the document ensure the file type is PDF and proceed with uploading by clicking "Open".

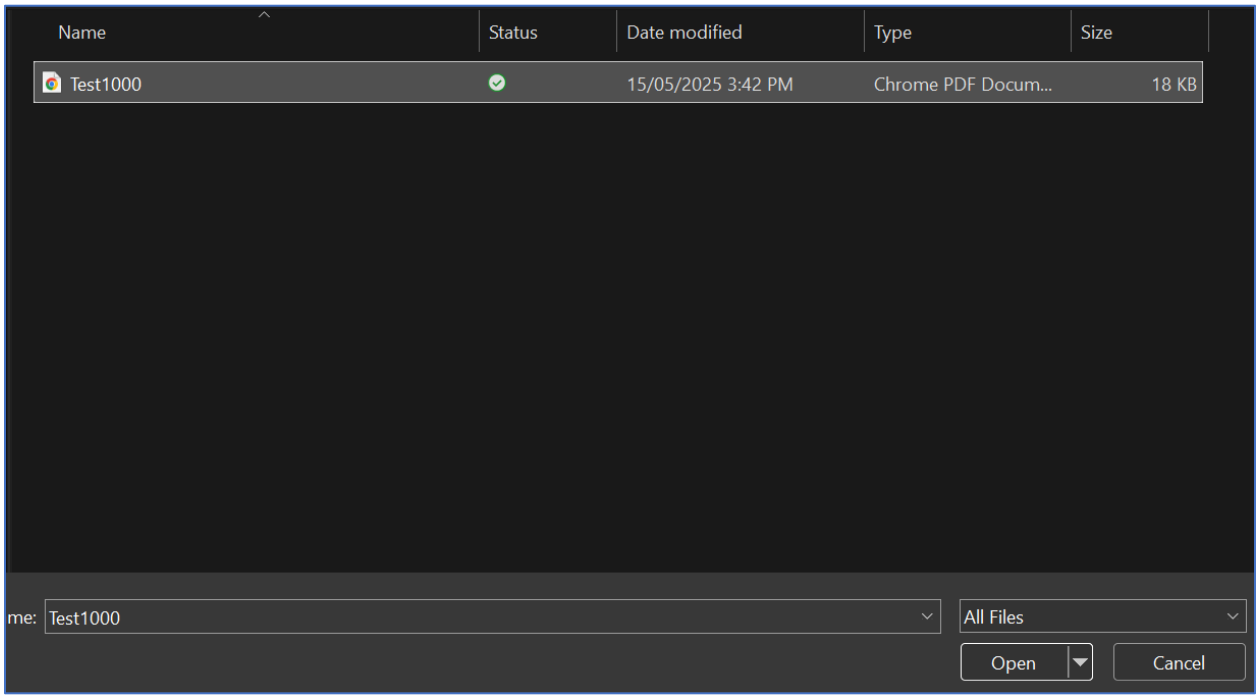


Figure 4.3 Selecting Your Pre-qualification Notice File

When selecting a Line of Business at level three (3), you can either scroll through the dropdown menu, or you can search by the name or line of business code. Multiple lines of business can be entered.

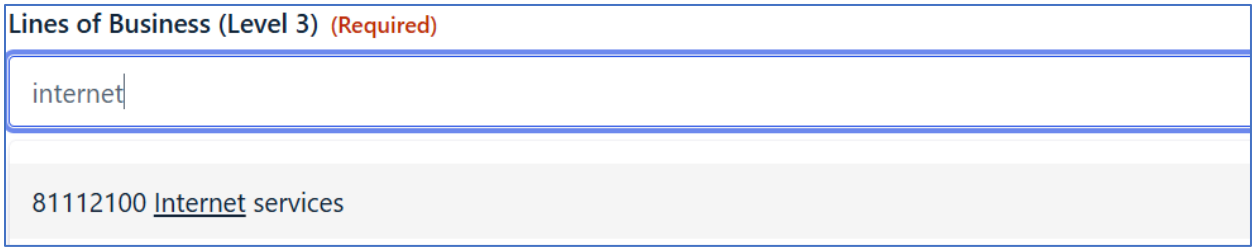


Figure 4.4 Selecting a Line of Business (Level 3) by Searching

For level four (4) Lines of Business, the exact good or service will be listed in the mandatory fields.

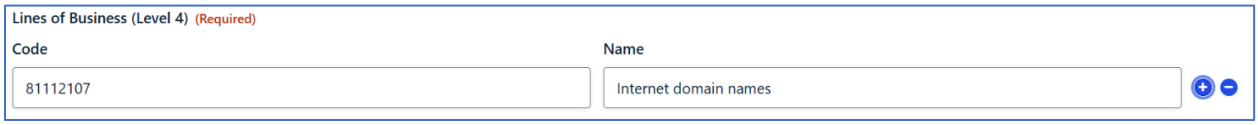


Figure 4.5 Adding a Line of Business at Level Four

Note: The blue plus ("+") symbol on the right of the Name field, allows you to add more level four (4), line of business codes.

After verifying all the entered information, you may then proceed by accepting the declaration and clicking on Submit.

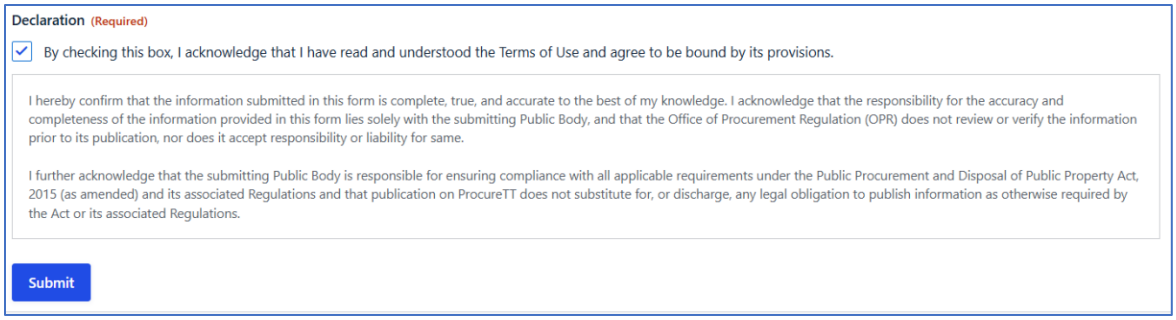


Figure 4.6 Submitting Your New Pre-qualification Notice

Your post would then be listed at the top of the Pre-qualification Notices table at https://procurett.oprtt.org/pre-qualification-notices/.

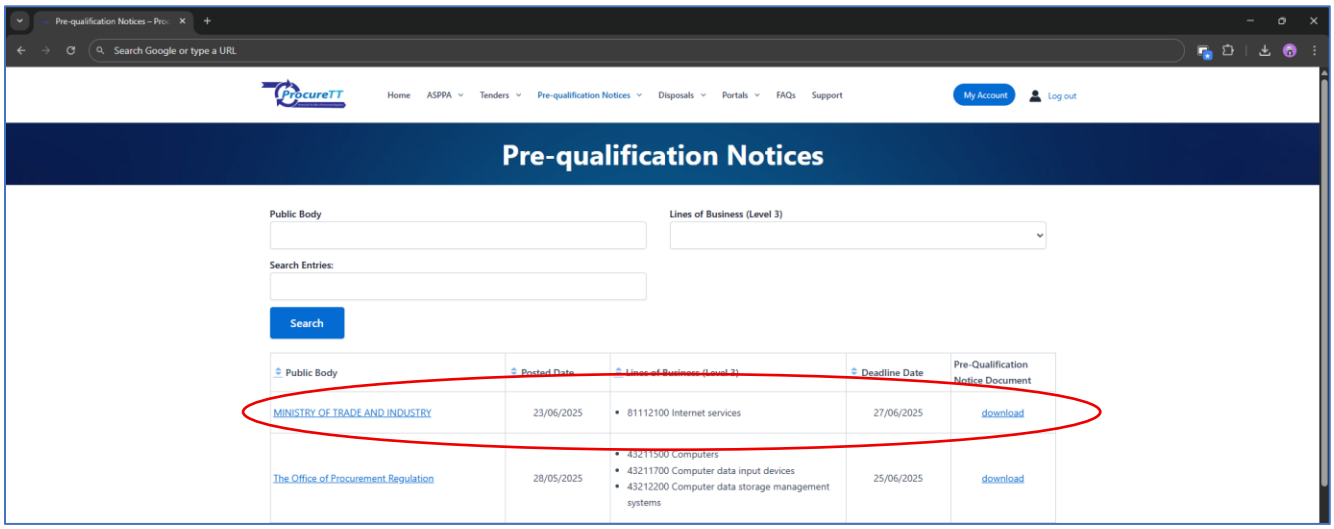


Figure 4.7 Latest Pre-qualification Notice Listing

4.1 Deleting a Pre-qualification Notice

To delete a Pre-qualification Notice, simply click on the “Public Body” name of the entry, then click on “Delete Entry”. Note, you can only delete information that you created.

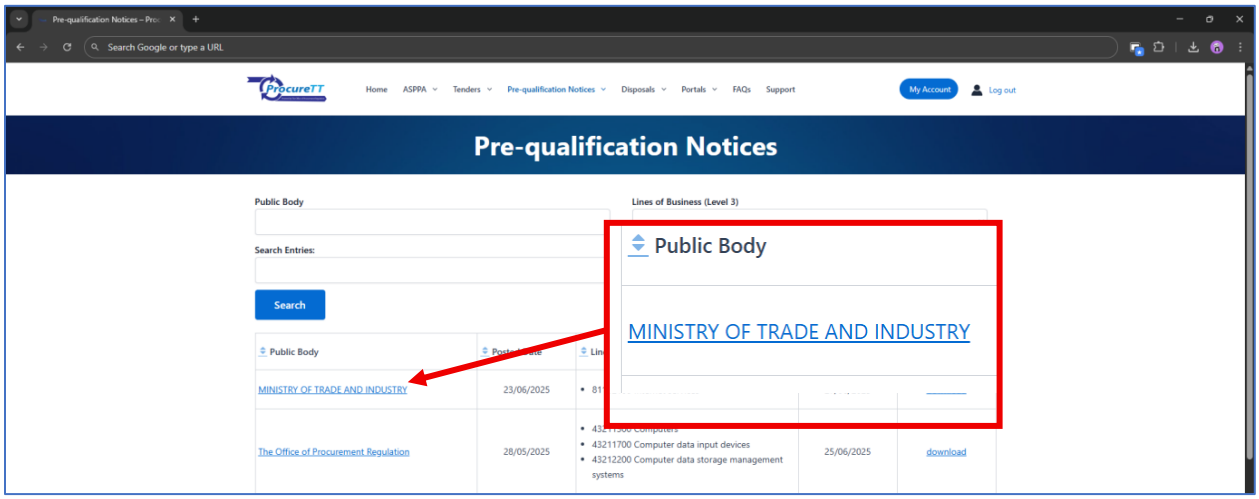


Figure 4.8 Clicking on a Public Body Name

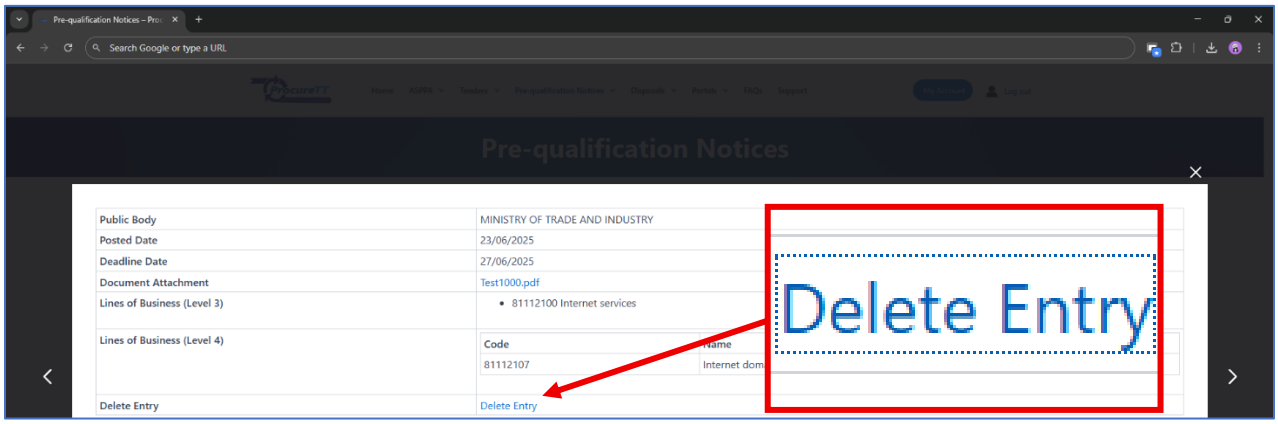


Figure 4.9 Clicking on Delete Entry on a Pre-qualification Notice

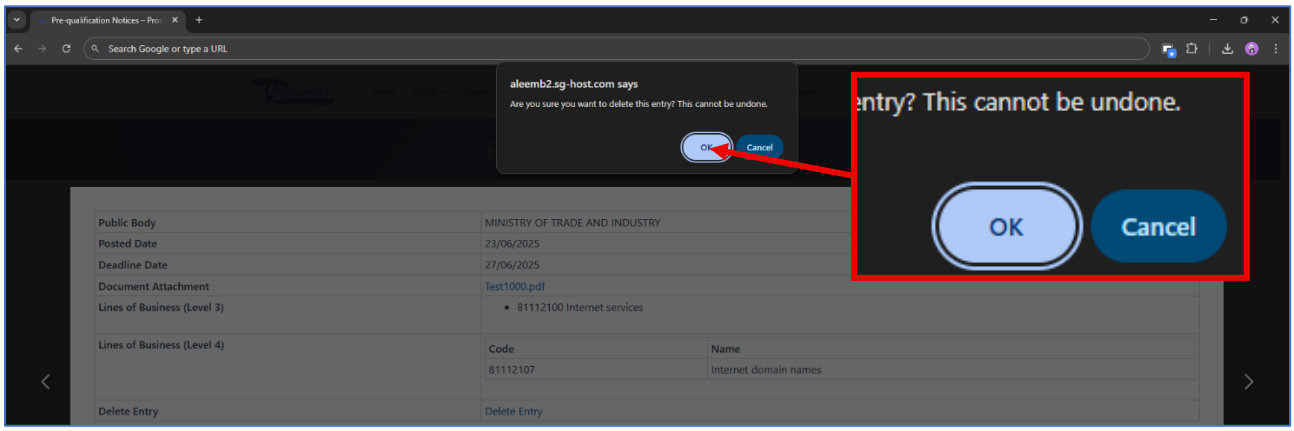


Figure 4.10 Confirming the Deletion of a Pre-qualification Notice

5.0 Disposals

By clicking on New Disposal Notice, you can begin the process of creating a New Disposal Notice post on the system.

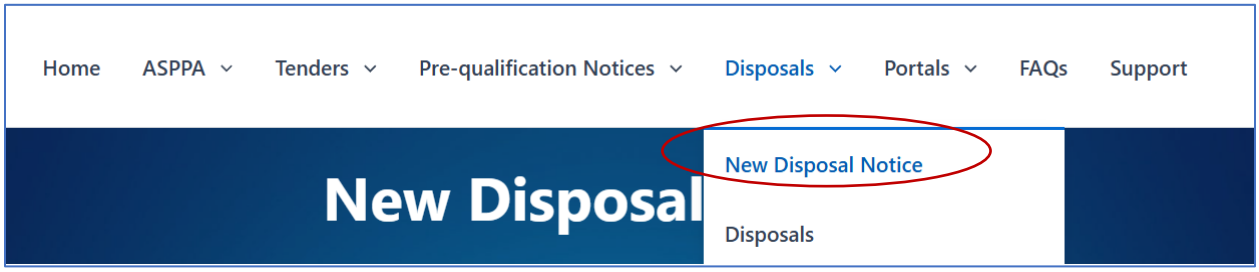


Figure 5.1 New Disposal Creation

For the Disposal to be posted, you must fill out each "Required" field and agree to the declaration.

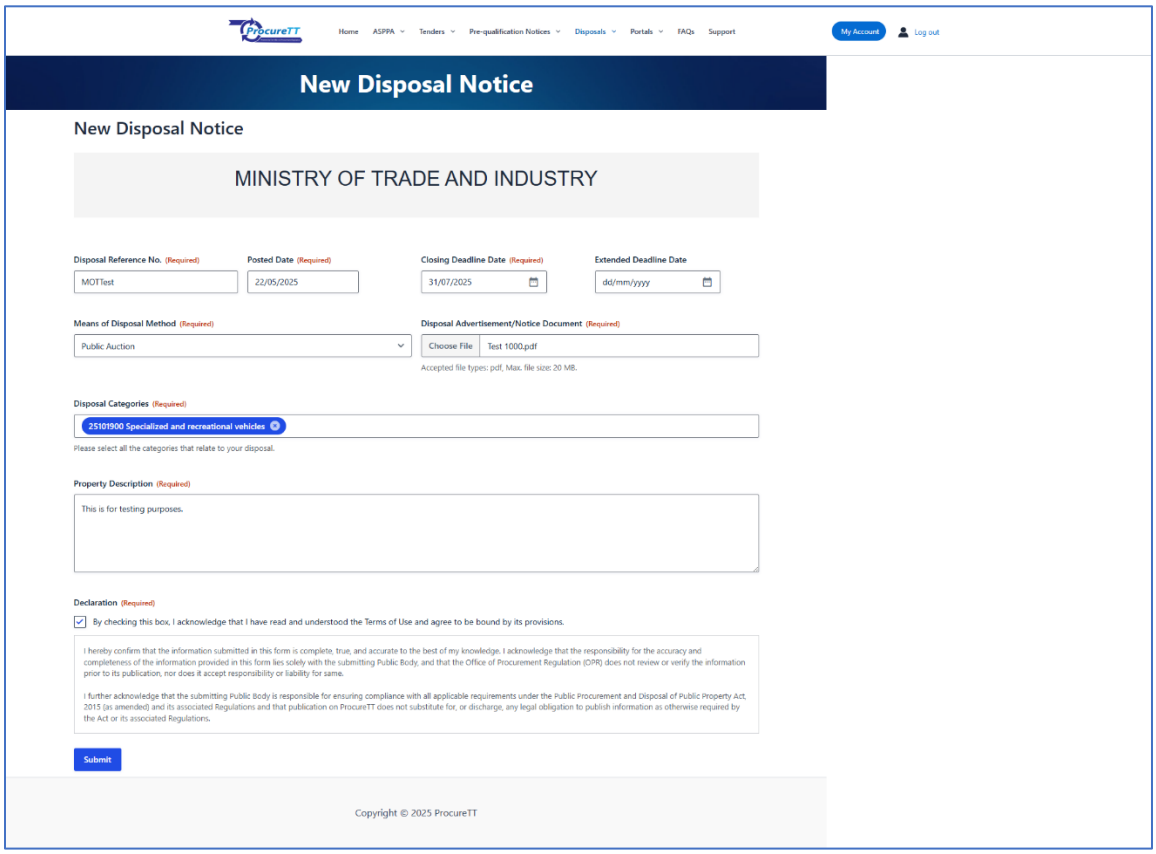


Figure 5.2 New Disposals Form

The “Means of Disposal Method” can be selected by opening the dropdown menu.

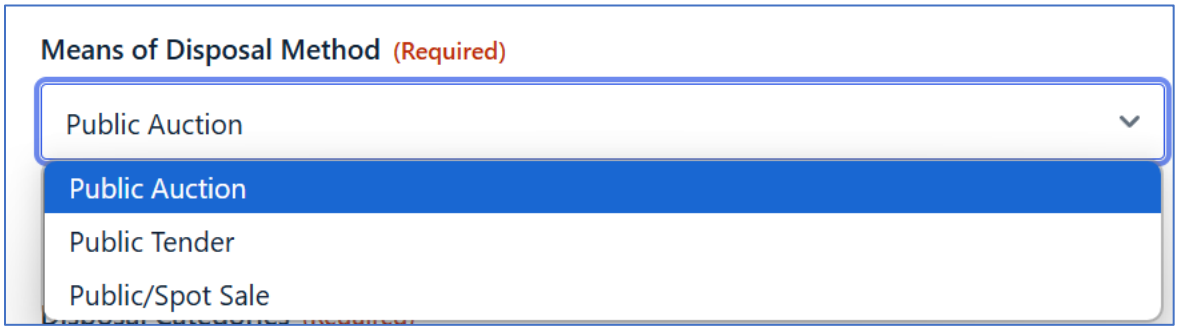


Figure 5.3 Means of Disposal Method Dropdown

When selecting the document ensure the file type is PDF and proceed with uploading by clicking “Open”.

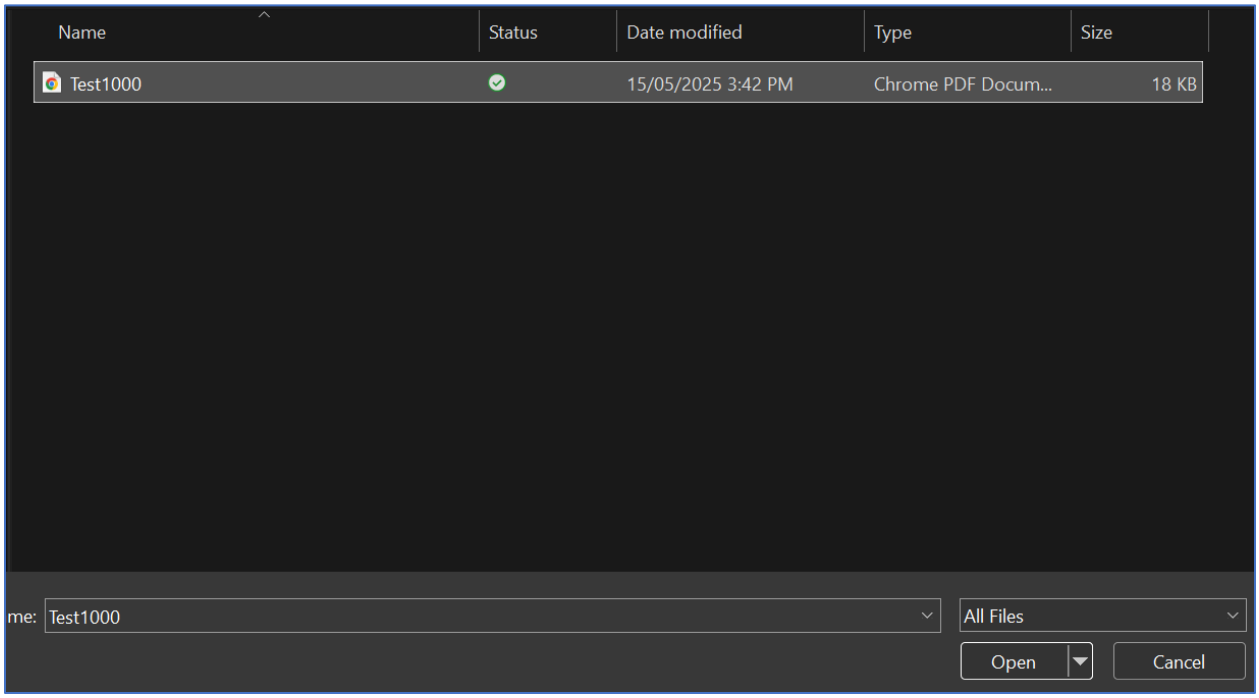


Figure 5.4 Selecting Your Disposal Notice File

When selecting a "Disposal Categories", you can either scroll through the dropdown menu or you can search by the name or line of business code. Multiple categories can be selected.

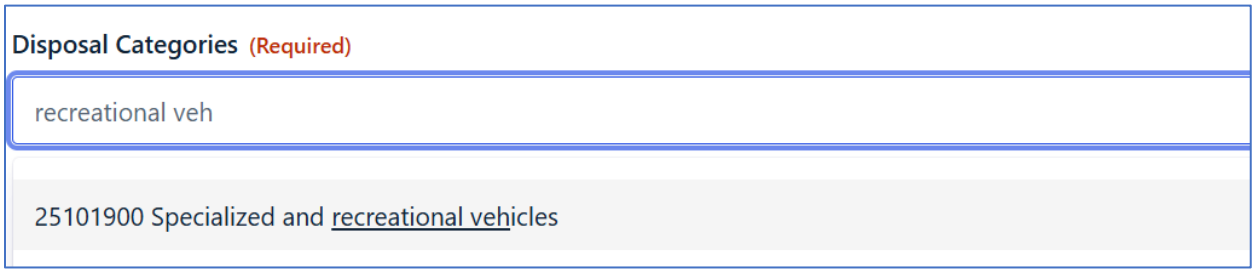


Figure 5.5 Selecting Disposal Categories by Searching

Note: The lines of business are currently listed at the third level.

After verifying all the entered information, you may then proceed by accepting the declaration and clicking on Submit.

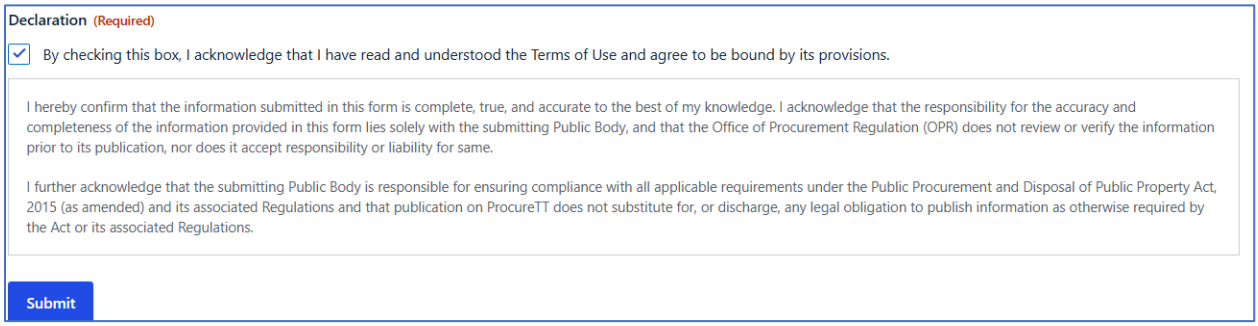


Figure 5.6 Submitting Your New Disposal Notice

Your post would then be listed at the top of the Disposal Notices table at https://procurett.oprtt.org/disposals/

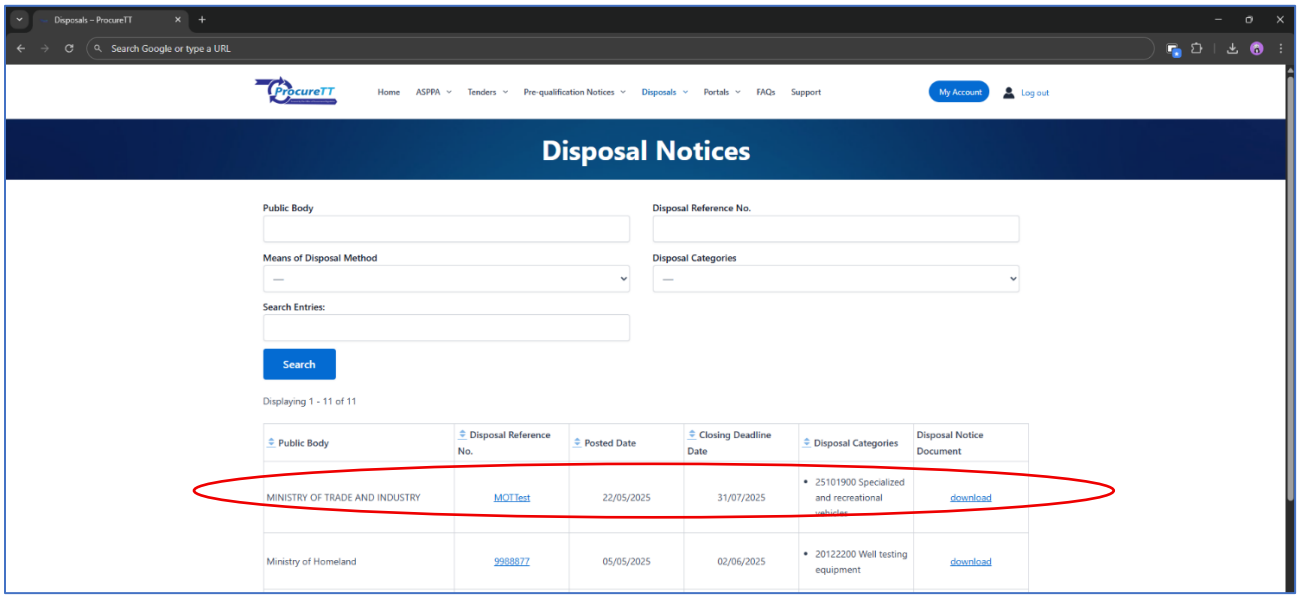


Figure 5.7 Latest Disposal Notice Listing

5.1 Editing or Deleting a Disposal Entry

To edit or delete a disposal made, you must first navigate to your post on the table and click on the “Disposal Reference No.” link. Note, you can only edit or delete information that you created.

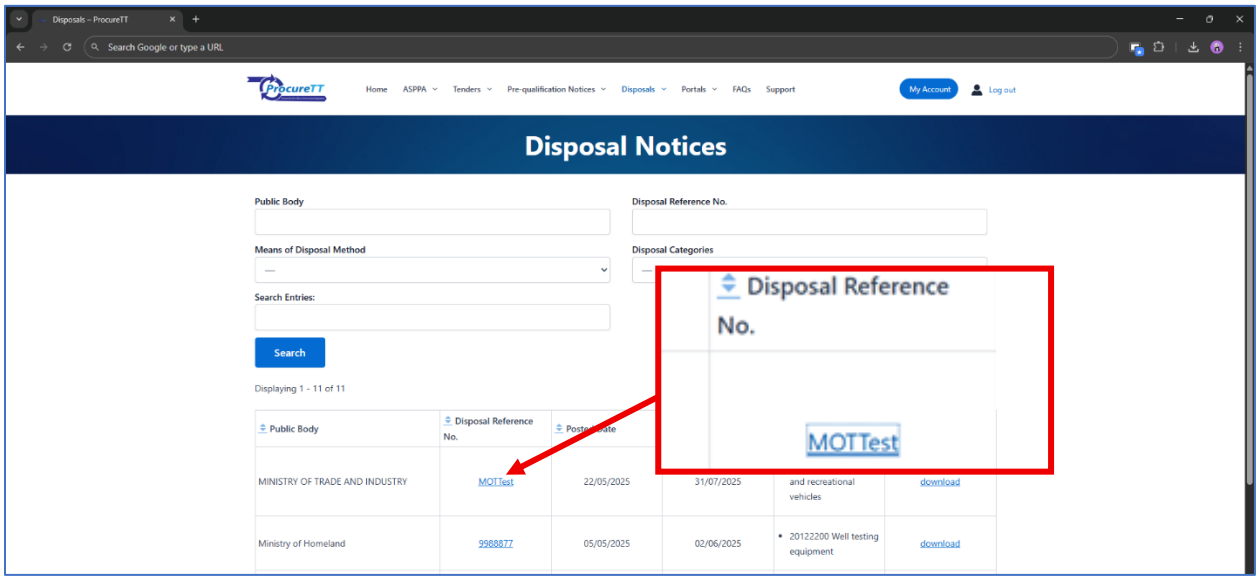


Figure 5.8 Selecting a Disposal to Edit/Delete

After clicking on the relevant reference number, you can either edit the entry by clicking on “Edit Entry” or delete it by clicking, “Delete Entry”.

Public Body	MINISTRY OF TRADE AND INDUSTRY
Disposal Reference No.	MOTTest
Posted Date	22/05/2025
Closing Deadline Date	31/07/2025
Means of Disposal Method	Public Auction
Disposal Advertisement/Notice Document	Test1000.pdf
Property Description	This is for testing purposes.
Link to Edit Entry	Edit Entry
Delete Entry	Delete Entry

Figure 5.9 On-screen Options to Edit or Delete a Disposal

5.2 Editing A Disposal

When editing the entry, you will be shown the form that you previously filled out with all the data listed.

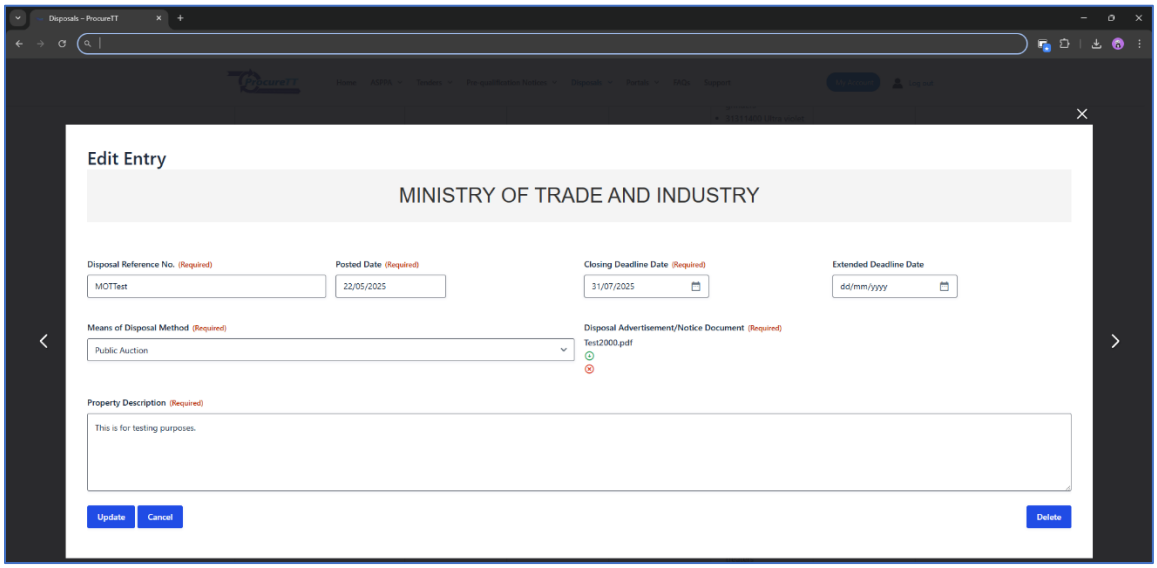


Figure 5.10 Editing a Disposal

Each field listed on the form can be edited and the document posted can be viewed by clicking the green arrow to view or download the existing document.

If you wish to change the documents, you can simply click on the red X to delete the document.

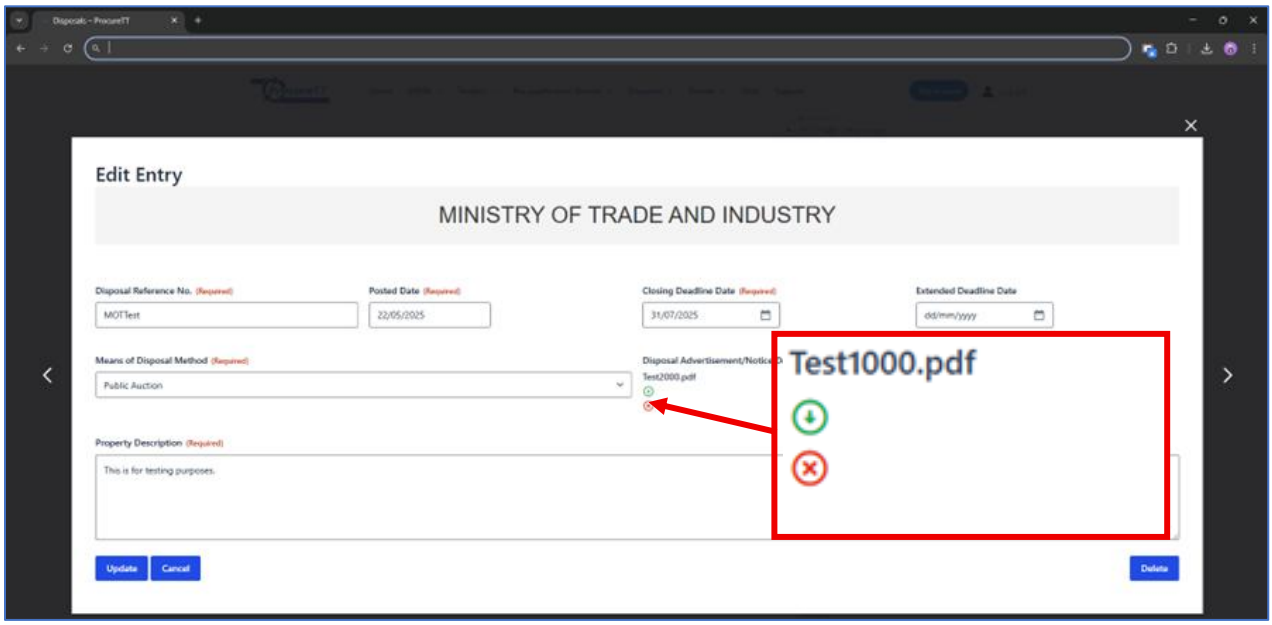


Figure 5.11 Deleting a Disposal Document

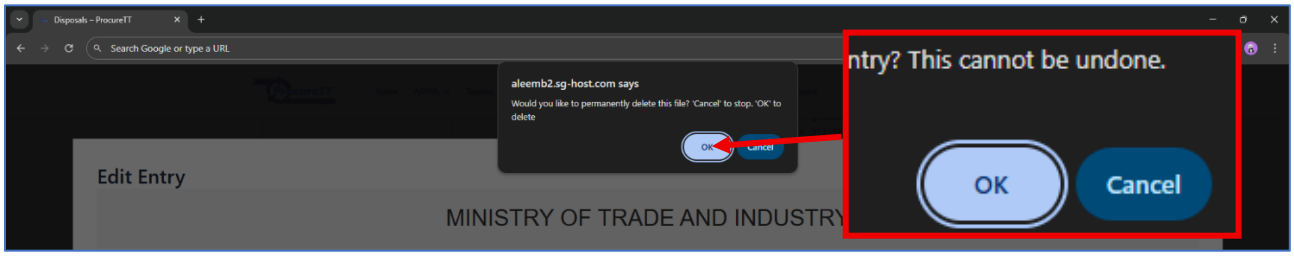


Figure 5.12 Pop-Up Warning when Deleting a Document

Then click on “Choose File” and navigate to the new PDF document.

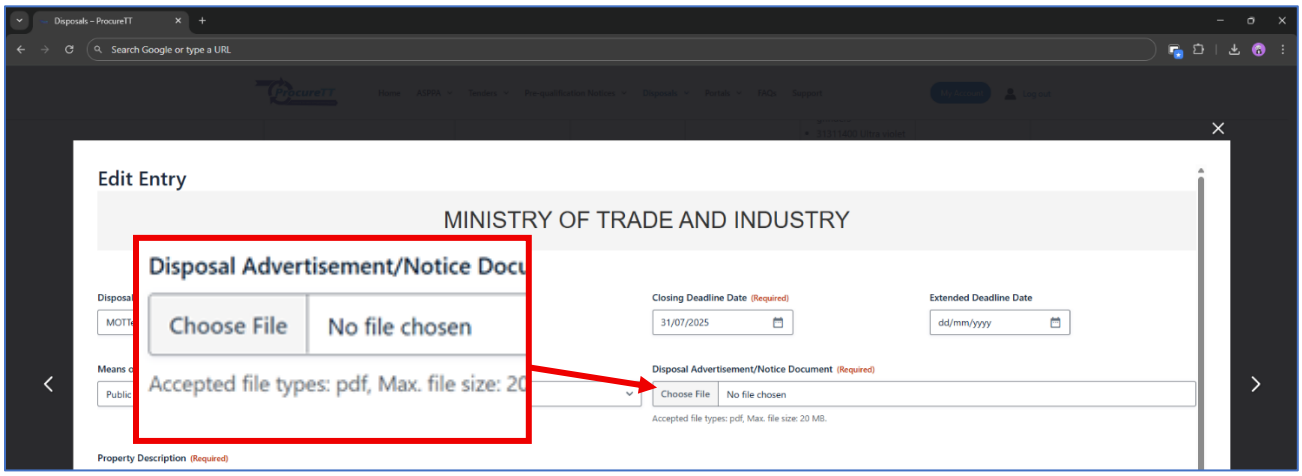


Figure 5.13 Replacing a Document

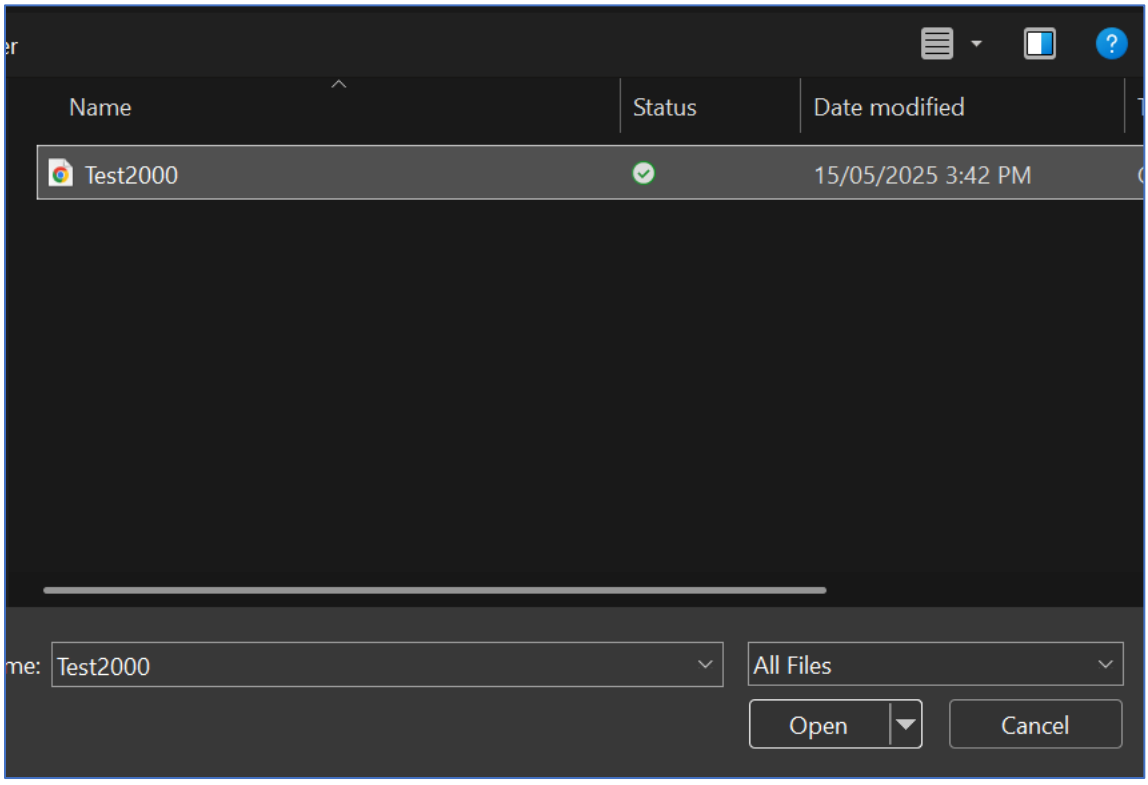


Figure 5.14 Selecting the New Document

Now you will see the new document listed in the Notice Document field.

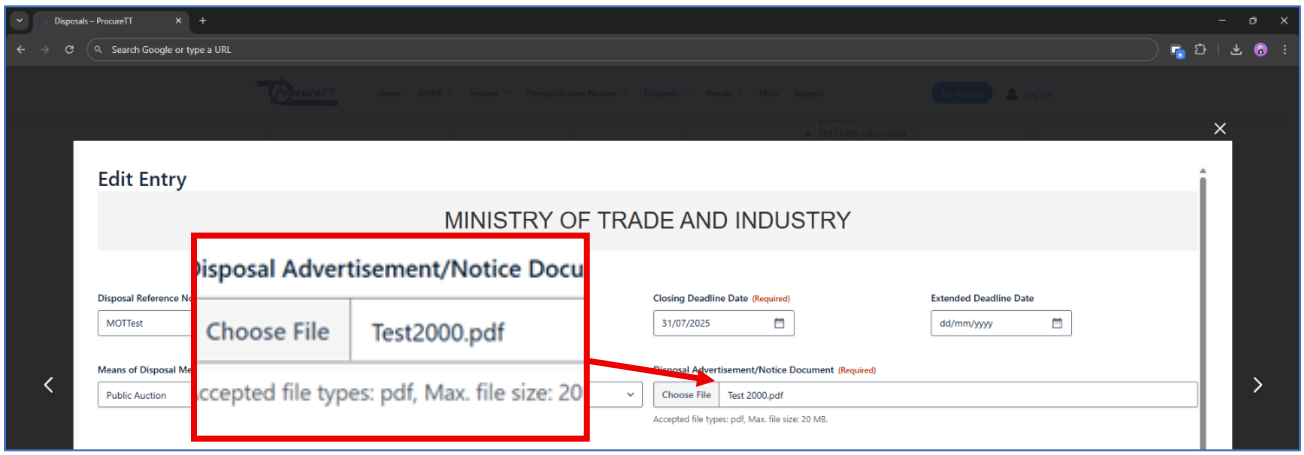


Figure 5.15 New Disposal Replacing Previous Document

After making the relevant changes on the form, you will then click on the "Update" button on the bottom left corner of the form.

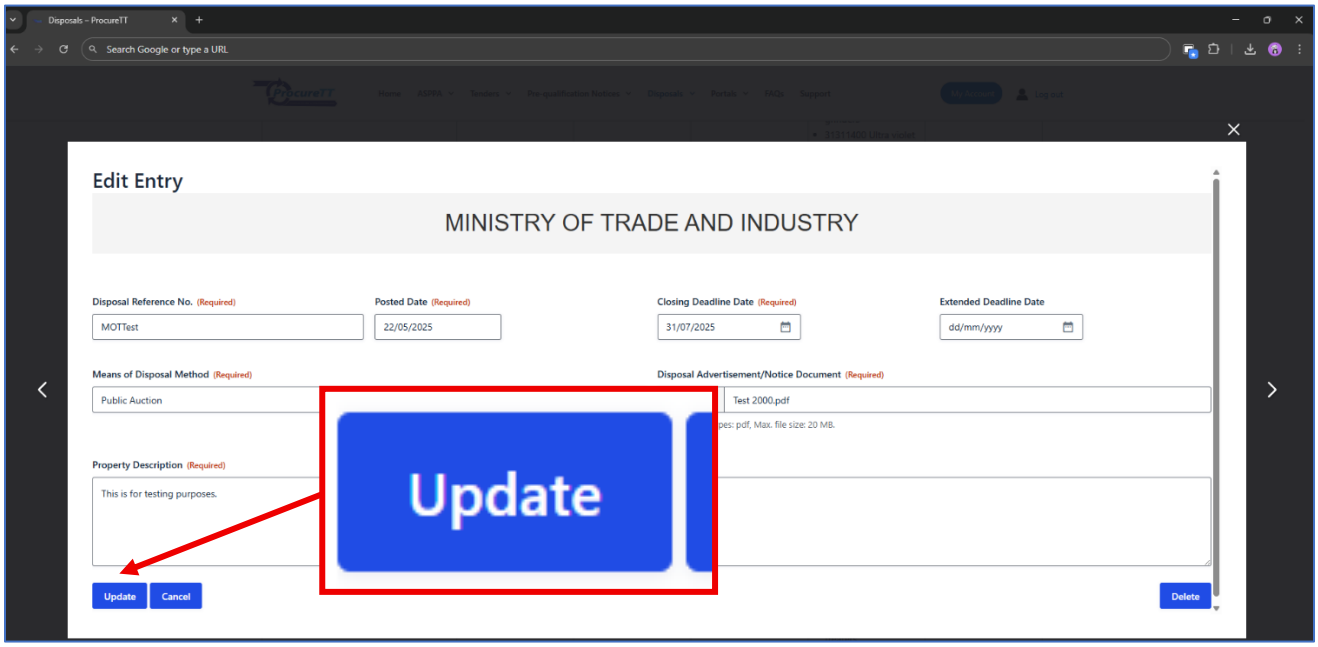


Figure 5.16 Update Button when Editing a Disposal

Note: Required fields must contain data after being edited.

5.3 Deleting A Disposal

By clicking on “Delete Entry” on your form, you can delete the Tender Notice.

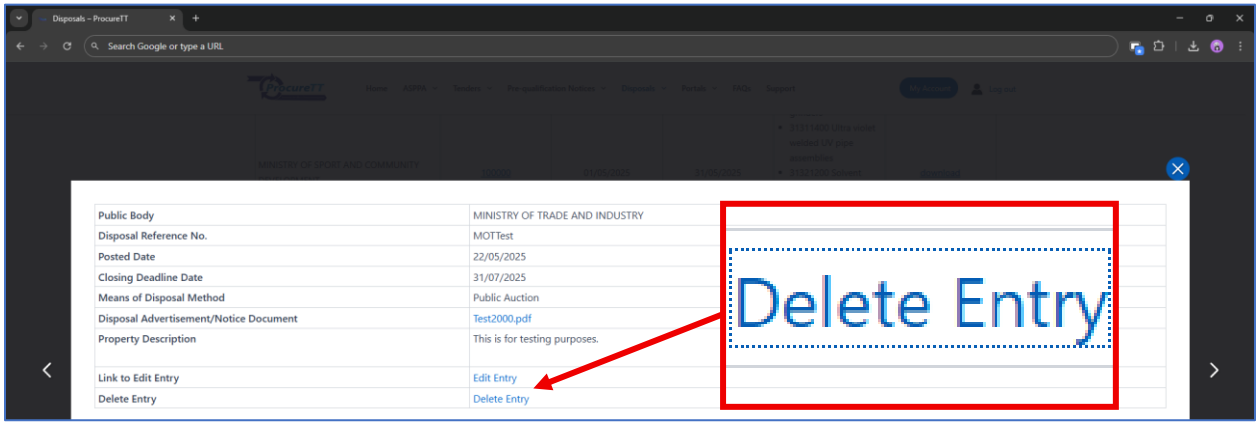


Figure 5.17 Deleting a Disposal

You will then “OK” on the prompt to confirm the deletion.

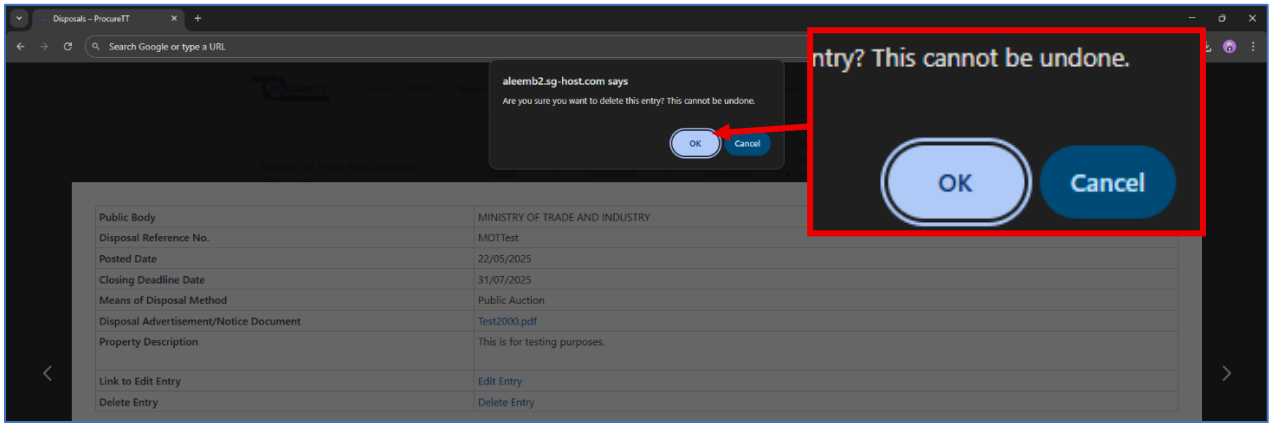


Figure 5.18 Prompt to Delete a Disposal

You can also delete a Disposal by editing the form and clicking on “Delete” located in the bottom right of the page.

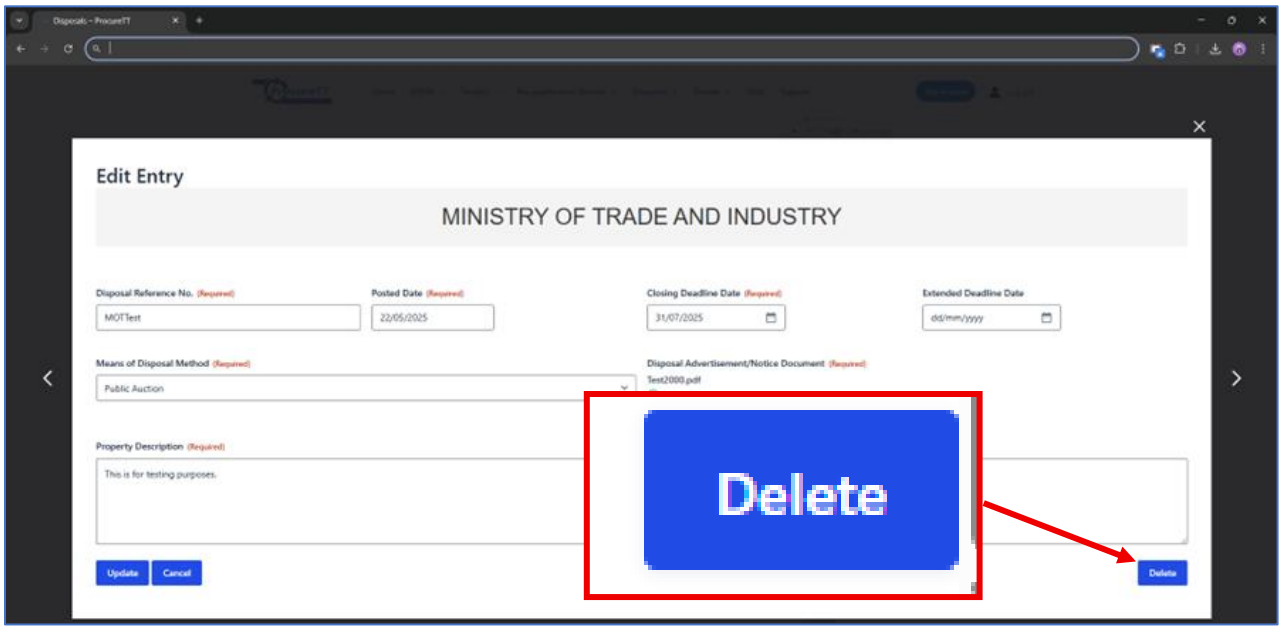


Figure 5.19 Deleting a Disposal via the Edit Page

You can then press on "OK" to confirm the deletion.

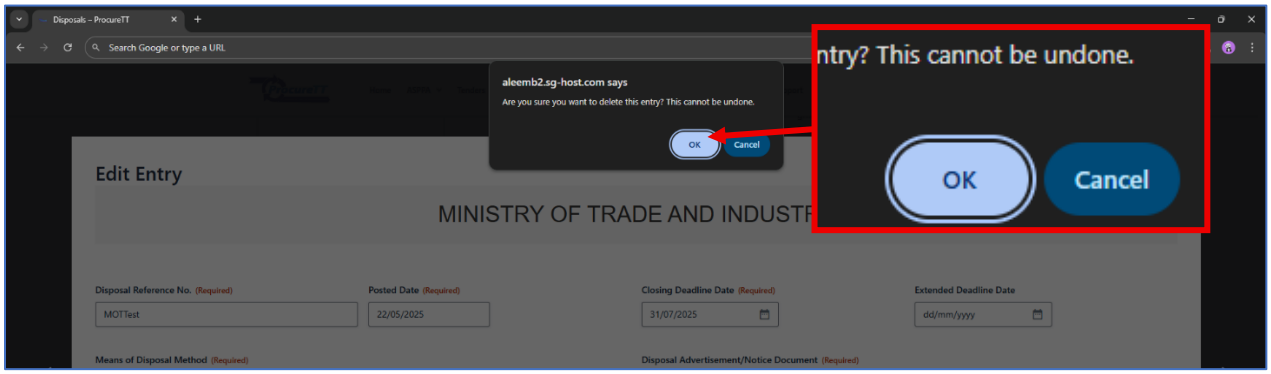


Figure 5.20 Prompt to Delete a Disposal

6.0 Frequently Asked Questions

1. *What is ProcureTT?*

   ProcureTT is an online platform, developed and supported by The Office of Procurement Regulation (OPR), that provides a centralised repository for Public Bodies of Trinidad and Tobago to post notices relating to their Annual Schedule of Planned Procurement Activities (ASPPA), Tenders, Pre-qualifications, and Disposals.

2. *How do I use ProcureTT?*

   If you are a Public Body of Trinidad and Tobago and you wish to use ProcureTT to post notices, you will require an account to do so. Please email support@opr.org.tt with your interest in using ProcureTT, stating which Public Body you represent. You will then be provided with login credentials for an account, which can be used to post your notices.

3. *Who updates the information on ProcureTT?*

   Information is updated and managed by the respective Public Bodies of Trinidad and Tobago.

4. *What role does The Office of Procurement Regulation (OPR) play in ProcureTT?*

   The OPR supports ProcureTT from a technical perspective to ensure the website is accessible to all. The OPR also uses ProcureTT to post its notices, however, the OPR does not verify or approve any notices posted on this website other than its own.

Additional FAQs can be found at: https://procurett.oprtt.org/about-us/.

7.0 Support

For any technical support or questions, please contact the Office via email at support@opr.org.tt.

The Office can also be reached by telephone at 226-4OPR (4677) or 627-4OPR (4677), where the following extensions can provide assistance: 1554,1555,1556,1557,1558.