



PPDA/RGF/005

12<sup>th</sup> August 2025

All Accounting Officers  
Central and Local Government Procuring and Disposing Entities

**ELECTRONIC SUBMISSION OF PROCUREMENT PLANS, DISPOSAL PLANS AND MONTHLY REPORTS - CIRCULAR NO. 5 OF 2025**

Reference is made to the above subject.

In accordance with Section 58(4) of the PPDA Act, Cap. 205 which permits standard forms and documents to be in electronic or manual form, the Authority has issued electronic procurement plan, disposal plan and monthly report templates accessible at <https://ereports.ppda.go.ug/download-templates>.

In efforts to streamline data capture and management, this is to advise Procuring and Disposing Entities to electronically submit procurement plans, disposal plans and monthly reports using the following steps:

1. Download the templates from <https://ereports.ppda.go.ug/download-templates>;
2. Populate the respective fields of the plans or monthly reports in the excel format provided;
3. Upload completed procurement or disposal plans together with a cover letter from the Accounting Officer (in pdf format) at <https://ereports.ppda.go.ug/upload-plans>; and
4. Upload completed monthly reports together with a cover letter from the Accounting Officer and Contracts Committee minutes (in pdf format) at <https://ereports.ppda.go.ug/upload-monthly-reports>.

The Authority shall review and give feedback on the submissions made and an Entity can track the status of uploaded plans and reports at <https://ereports.ppda.go.ug/view-statuses>. Any plan or report that is not in the issued format shall be rejected.

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