

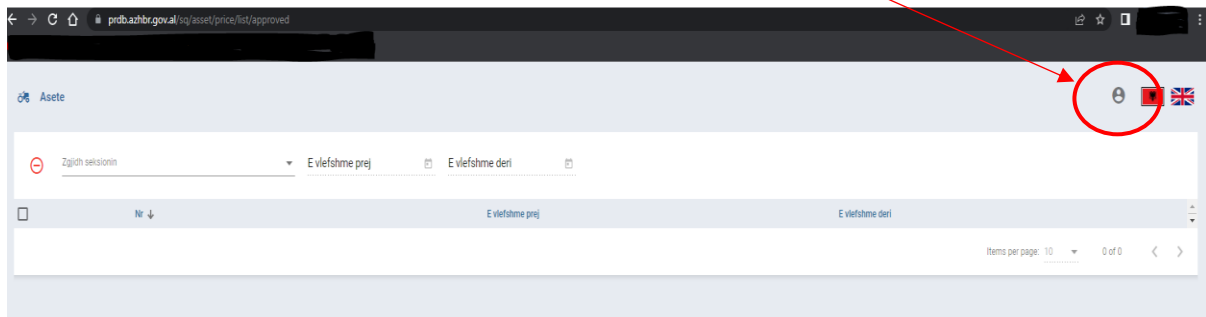
## GUIDELINES FOR USING THE REFERENCE PRICE DATABASE SYSTEM (PRDB) BY SUBJECTS

### 1. Use of PRDB

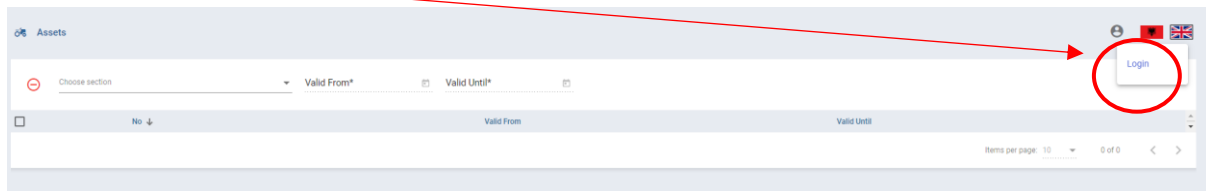
#### 1.1 Identification

To use the Reference Price Database System (PRDB) the user logs into the site <https://prdb.azhbr.gov.al>

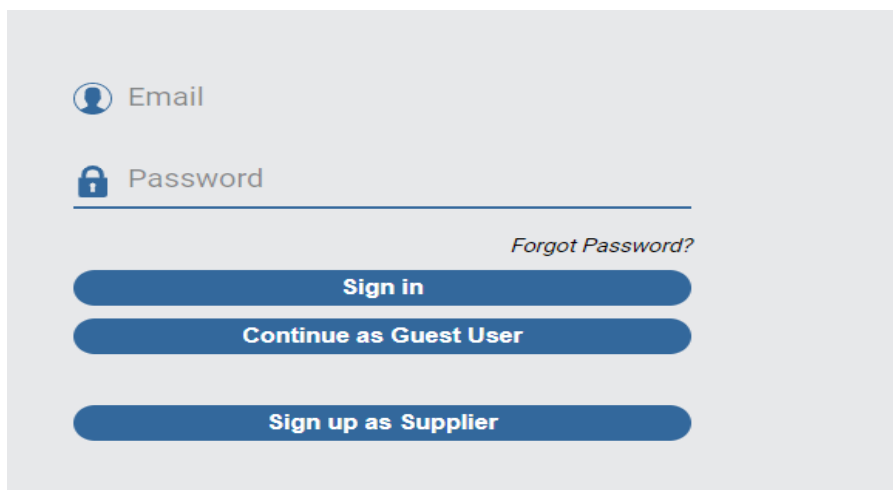
The following image is displayed to the user, click on the icon



The "Login" icon appears and is clicked



The user is identified by completing the credentials (e-mail, password) which he creates himself.



Email

Password

[Forgot Password?](#)

**Sign in**

**Continue as Guest User**

**Sign up as Supplier**

## 1.2 Register as a supplier (entity)

The user can register as a supplier by filling in the following fields: Name, Identification Code type of supplier, section where it operates, e-mail and password, as well as attach the necessary documents.

The screenshot shows a registration form titled "Regjistroni furnitor". It contains the following fields and elements:

- Text input field: "Emri \*" (Name)
- Text input field: "Nipt \*" (Identification Code)
- Dropdown menu: "Tipi \*" (Type)
- Dropdown menu: "Seksionet \*" (Sections)
- Button: "Shto Dokument" (Add Document)
- Text input field: "Dokume..." (Documents)
- Text input field: "Email \*" (Email)
- Text input field: "Fjalëkalimi \*" (Password)
- Text input field: "Fjalëkalimi (përsëri) \*" (Repeat Password)

Below the fields, there is a confirmation message: "Pasi të klikoni **Regjistrohu** ju lutem prisni të konfirmohet llogaria nga administratori. Ju do të njoftoheni me email." (After you click **Regjistrohu**, please wait for the account to be confirmed by the administrator. You will be notified by email.)

At the bottom, there is a blue button labeled "Regjistrohu" and a link: "Ke një llogari? **Identifikohu**" (Do you have an account? **Identifikohu**)

All fields marked with (\*) are required.

After completing the above fields, the user must wait for a confirmation sent by the administrator (ARDA), after verifying the documents by the responsible persons, their account has become active.