

I. IMARI N'IPIGANWA RY'AMASOKO

a) Guhabwa ibitabo by'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo ushaka gupiganirwa isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	- Isoko rigomba kuba ryaratangajwe ku mugaragaro - Kwishyura amafaranga y'igitabo cy'isoko yatangajwe mu itangazo rihamagara abashaka gupiganwa.
4) Inzira binyuramo	Wishyura amafaranga asabwa mu itangazo rihamagara abashaka gupiganirwa isoko, ukazana impapuro wishyuriyeho kuri banki uhabwa igitabo cy'iryo soko. Impapuro z'amasoko zisuzumwa n'abashinzwe amasoko gusa. Igihe DAO yishyurwe, ishobora koherezwa kuri imeri(E-mail)
5) Izindi unyuramo nzego	Ntazo
6) Amafaranga yishyurwa	Amafaraanga y'igitabo cy'isoko avugwa mu itangazo rihamagara abashaka gupiganwa
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

b) Guhabwa ubufasha n'inama ku mitangire y'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinze amasoko uhabwa inama n'ubufasha wifuzwa. Ushobora kandi guhamagara cyangwa ukohereza SMS.
5) Izindi unyuramo nzego	Ntayo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) Igihe ntarengwa	Uwo muni

c) Kwakira inyandiko z'ipiganwa

1) Uhabwa iyi serivise	Rwiyemezamirimo
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Ntabwo
4) Inzira binyuramo	Uzana inyandiko z'ipiganwa mu ibahasha ifunze neza mbere y'igihe ntarengwa kuri mu gitabo cy'isoko.

5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00 uhereye ku munsu isoko ryatangarijwe kugeza ku isaha ntarengwa wo gutanga inyandiko z'ipiganwa.
8) Igihe ntarengwa	Uwo munsu

d) Kumenyesha abapiganwe ibyavuye mu isesengura ry'ipiganwa ry'amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watanze inyandiko y'ipiganwa ku gihe (Ku karere)
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Kuba waratanze inyandiko ipiganirwa isoko ku gihe ikacyirwa n'Akarere
4) Inzira binyuramo	Iyi serivise itangwa nyuma y'iminsi 21 isoko rimaze gufungurwa (kumenyesha by'agateganyo). Inzandiko zimenyesha ibyavuye mu ipiganwa bya burundu zitangwa nyuma y'iminsi 7 nyuma yo kumenshwa by'agateganyo. Iyo bidashobotse, akarere kandikira ba rwiyemezamirimo kabamenyesha ko gahunda itakibaye n'impamvu yabyo
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu masaha y'akazi kuva ku munsu byatangarijwe kugeza ku munsu wanyuma
8) Igihe ntarengwa	Iminsi 21 nyuma yo gufungura isoko

e) Gusinyisha amasezerano ku batsindiye amasoko

1) Uhabwa iyi serivise	Rwiyemezamirimo watsindiye isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Kuba waratsindiye isoko kandi uhabwa urwandiko ruguhamagarira kuza gusinya amasezerano, kandi ugatanga garanti iyo isabwa.
4) Inzira binyuramo	Ujya ku biro by'umukozi ushinze amasoko ku itariki iri mu nyandiko igutumira ugasinya amasezerano y'isoko. Amasezerano asinywa mu minsi 15 nyuma y'imenyeshwa ry'uwatsinze
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo

7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsiku itariki yemejwe

f) Gutanga icyangombwa cyo kurangiza imirimo neza

1) Uhabwa iyi serivise	Rwiyemezamirimo wasinyiye isoko
2) Umukozi ubishinzwe	Umukozi ushinze amasoko
3) Ibisabwa	Kuba warangije imirimo yose iri mu masezerano y'isoko kandi warubahirije ibisabwa byose.
4) Inzira binyuramo	Wandikira Akarere usaba icyemezo cy'uko warangije imirimo yose iri mu masezerano y'isoko kandi wubahirije ibyasabwaga. Wubahirije amasezerano, kwemererwa ko wakoze neza bakaguha icyemezo cy'uko washoje neza imirimo.
5) Izindi nzego unyuramo	Ntazo
6) Amafaranga yishyurwa	Ntayo
7) Igihe itangirwa	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) Igihe ntarengwa	Uwo munsu