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e-GP System for Sri Lanka

User Guide for Vendors, Suppliers, Liaison Officers of the Procuring Entities and the Members of Procurement and Evaluation Committees

This is prepared as a guide for educating and training e-Procurement Officers, Liaison Officers, Vendors, Suppliers and the Members of Procurement and Evaluation Committees in the government of Sri Lanka. This is not the final edition of the Guide. This will undergo several revisions as the system runs based on the feedback from users.



GOVERNMENT of SRI LANKA

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MINISTRY of FINANCE SRI LANKA



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INTRODUCTION

Welcome to the User Guide/Manual of the e - Procurement System of Sri Lanka. This user Guide is designed to provide as a guide for Vendor Community, Procurement Liaison officers including officials work on Procurement and Technical Evaluation Committees who will use this system on a day-to-day basis. This Guide is designed to be read by any user depending upon the level of access as most users will have access to the features documented here.

This User Guide (UG) provides the information necessary to effectively use the system and explains the many ways in which the system can be used. For all further questions, please get in touch with the TheekshanaTeam – the contact details are given at the end of this Guide. In addition, it is expected to be available online as a helpline which will guide you further if required within next couple of weeks.

1.1 PURPOSE

Several solutions have been suggested to overcome problems which have been outlined in the problem domain section of this paper. One of the most important solutions, which has been given is launching of eGP portal where it will provide a space for eGP system which includes payment gateway, public notices and announcement modules which are associated services of eGP System to carry out public procurement online.

The proposed online e-procurement system, which is broadly consistent with best public procurement practices, where it pave the way for a level playing field to increase competition among suppliers. In addition, by bringing processes online, it will make the procurement system more transparent, less bureaucratic discriminative and less chance for rent seeking behavior. After successfully implementation of the e-GP system in public procurement domain the system will help significantly minimize corruption risks and bring substantial savings to the Sri Lankan government and Sri Lankan citizens.

1.2 SCOPE

The scope of this project is to develop a general-purpose e-procurement system with the following modules.

- ❖ eGP System “Promise” Procurement Management Information System.
- ❖ Vendor Registration Module
- ❖ Procuring Entity Registration Module
- ❖ Goods and Services categorization Module,
- ❖ Procurement type, Procurement Plan and Procurement Activity Entering Module
- ❖ Preparation of (Bidding/Proposals) Documentation including Technical Specifications Module

- ❖ Bidding Process, Clarification and Procurement Announcement / Request for Bids Module
- ❖ Publication of Request for Bids (RFB)/Request for Quotations/Request for Expression of Interest Sub Module
- ❖ Issuance of Bid/Quotations/Proposal/EOI ?// Sub Module
- ❖ Clarification Process Sub Module
- ❖ Submission of Bid/Receipt of Bids/ Bid Opening Sub Module
- ❖ Evaluation of Bids Module (automatically and manually)
- ❖ Purchase Order Handling and Contract Awarding Module and e-catalog System
- ❖ Complaints and Appeal handling Module
- ❖ Payment Module,
- ❖ Contract Monitoring
- ❖ e-Learning Platform

1.0 GETTING STARTED

The logical arrangement of the information will enable the user to understand the sequence and flow of the system as a general walkthrough of the system from initiation through exit is provided.. Screen prints are used to depict text under each heading. All screen prints will have a caption and an associated tag providing appropriate alternative text for compliance.

1.1 HOME PAGE

1. Login to the Home Page using <https://promise.lk>

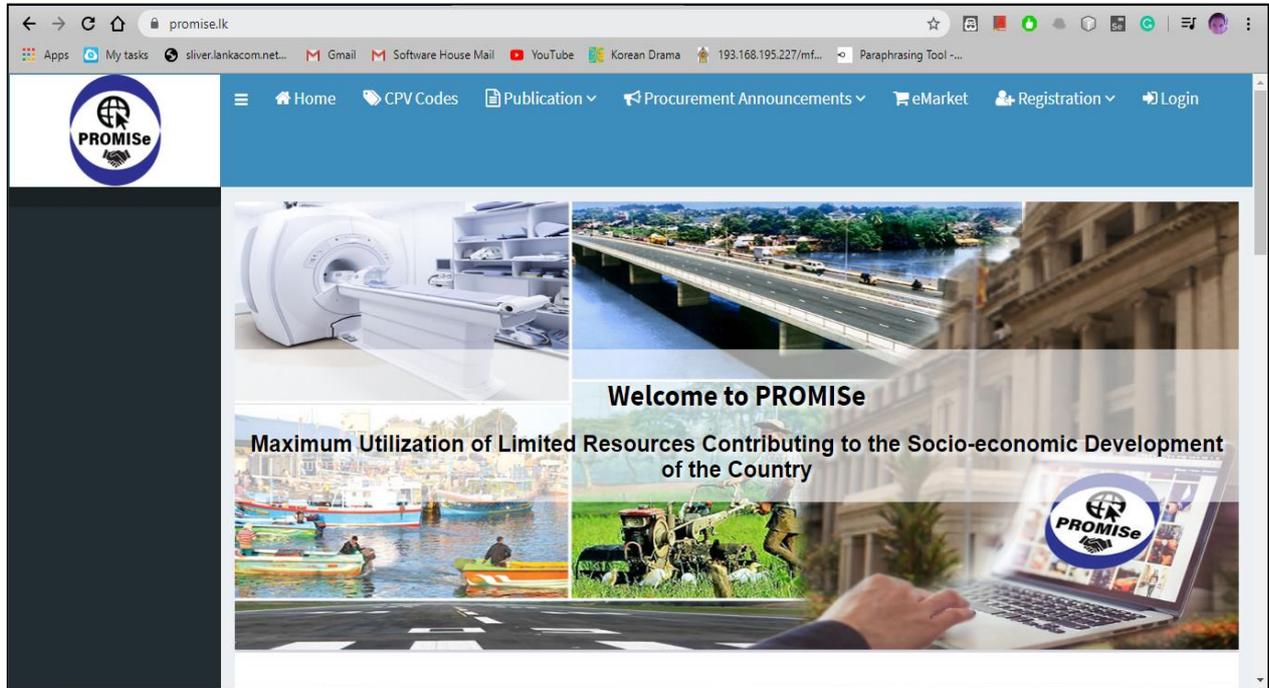


Figure 1: Home Page of the System

STEPS APPLICABLE FOR VENDORS

2.0 VENDOR REGISTRATION PROCESS

2.1 VENDOR REGISTRATION

All the vendors who wish to use the e-GP system have to register with the system.

1. In the menu bar in *Figure 2* →
2. Select Registration from the menu bar
3. Select Vendor.

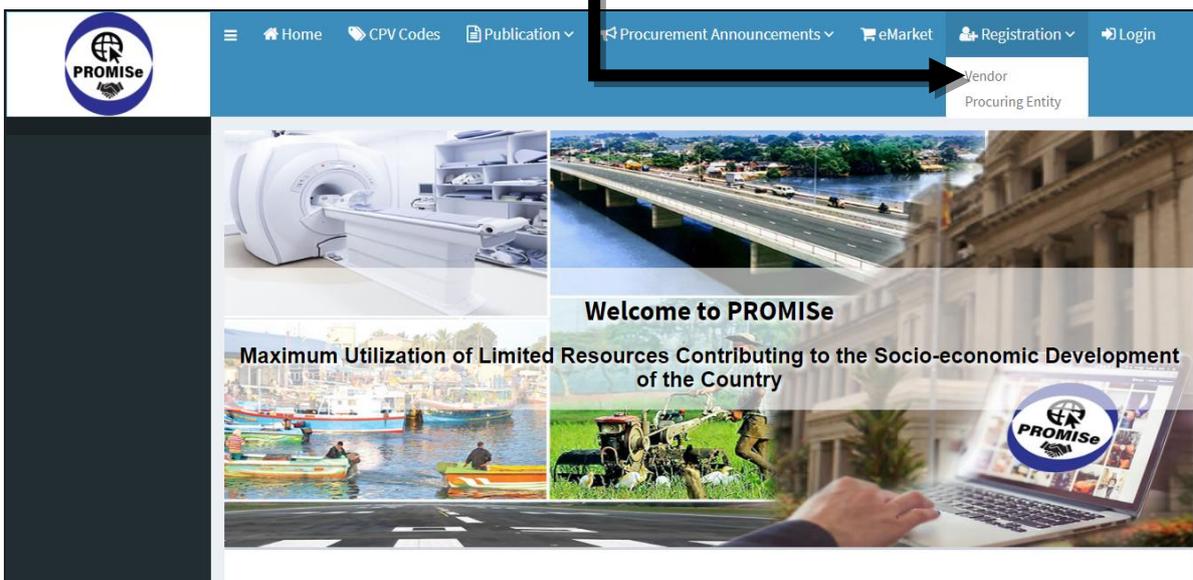


Figure 2: Directing to the Vendor Registration Page

4. Now the vendor will be directed to the “**Vendor Registration page**”.
5. The vendor will have to fill in the form displayed as in *Figure 3* shown below.

Business Registration Authority *	Select	?
Business Registration No *		?
Type of Organization *	Select	?
Business Name *		?
Registered Address *	Street	?
	Street Line 2	
	City	
	Province	
	State	
NIC	NIC	
Phone No *	94	
Email *	Email	
Website	https://www.yoursite.com/	

Figure 3: Vendor Registration Form

FILL VENDOR REGISTRATION FORM:**YOU ARE Here: REGISTRATION → VENDOR****Business Registration Authority**

- Select the Name of the institution (Company Registrar, Foreign, Government Affiliated, Local Government Body) that issued the Business Registration Certificate from the drop-down list (*Figure 4*).

The screenshot shows the Vendor Registration form with the following fields and options:

Field Label	Options
Business Registration Authority *	Select
Business Registration No *	Company Registrar
Type of Organization *	Foreign
Business Name *	Government Affiliated
Registered Address *	Local Government bodies
	Street
	Street Line 2

Figure 4: Selecting the Business Registration Authority in the Vendor Registration form

Business Registration Number

- Enter Business Registration Number as stated in the Business Registration certificate (*Figure 5*).

The screenshot shows the Vendor Registration form with the following fields and values:

Business Registration No *	12345
Type of Organization *	Select

Figure 5: Entering the Business Registration Number in the Vendor Registration form

Type of Organization

- Select the Type of Organization from the drop-down displayed.
- If the Type of the Business is not listed →
- You can select “**Other**” from the List. (Figure 6).

The screenshot shows a web form with three fields: 'Type of Organization *', 'Business Name *', and 'Registered Address *'. The 'Type of Organization *' dropdown menu is open, displaying a list of options: 'Franchise', 'International Consultant', 'Joint Venture', 'Local Consultant', and 'Other'. The 'Other' option is currently selected and highlighted in blue. To the right of the dropdown, there are three blue question mark icons.

Figure 6: Selecting the Type of Organization in the Vendor Registration form

Business Name

- Enter the Name of the Business as stated in the Business Registration Certificate. (Figure 7).

The screenshot shows the 'Business Name *' field containing the text 'ABC (PVT) Ltd' with a green checkmark on the right. The 'Type of Organization *' dropdown is set to 'Other'. The 'Registered Address *' field contains the text 'Street'. There are blue question mark icons to the right of the fields.

Figure 7: Entering the Business Name in the Vendor Registration form

Registered Address

- Enter the address of the Business as stated in the Business Registration Certificate (Figure 8).

The screenshot shows the 'Registered Address *' field containing '1st Lane' with a green checkmark. Below it are three more input fields: 'Temple Road', 'Colombo 07' (with a dropdown arrow), and 'Western'. There is a blue question mark icon to the right of the first field.

Figure 8: Entering the Business Address in the Vendor Registration form

NIC

- Enter a 10 digit (ex.123456789V) or 12 digit (ex.199812345678) Valid National Identity Card Number (NIC).

Phone Number

- Enter a Valid Phone Number with 9 digits without “zero”. Example: 9477xxxxxxx,9471xxxxxxx

Email

- Enter an Active email address. This email will be used by the e-GP system to send emails in the future.
Example: aaa@xxx.com / bbb@xxxx.lk

Website

- Enter the URL of the business website ONLY if there is a website for the organization.
Example: www.aaa.lk, www.bbb.com

Nature of the Business

- Select the nature of business from the drop-down displayed (*Figure 9*). You are allowed to select multiple natures from the drop-down.

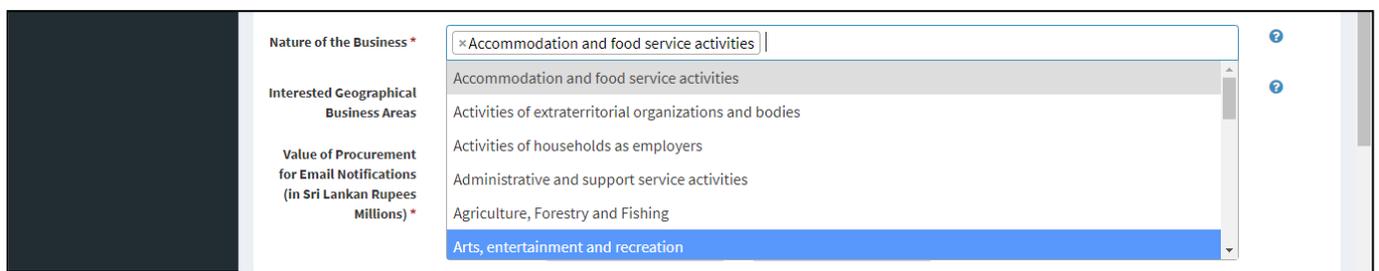


Figure 9: Selecting the Nature of the Business in the Vendor Registration form

Interested Geographical Business Areas

- Select one or more geographical business areas according to the interest.
- Click on the “**Update Business Area Button**” (*Figure 10*)
- From the pop-up screen appears SELECT the areas (*Figure 11*).
- Click “**SUBMIT**” button.



Figure 10: Selecting the Interested Geographical Business Areas in the Vendor Registration form

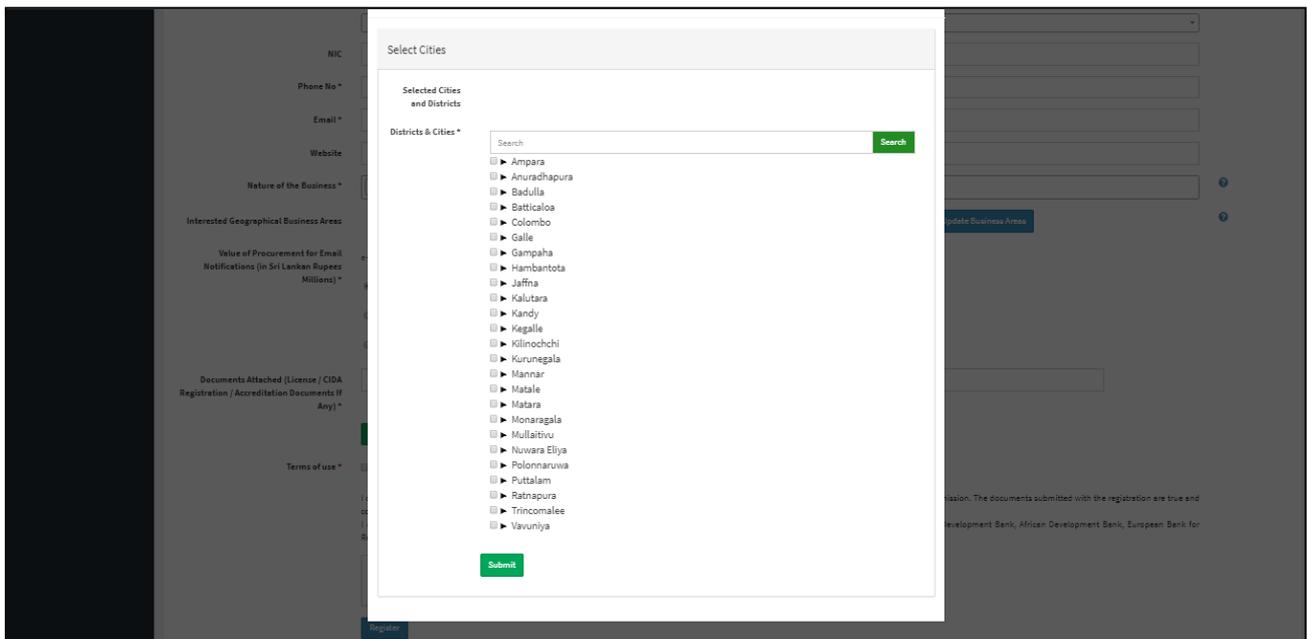


Figure 11: Selecting the Interested Geographical Business Areas from the pop-up screen

Value of Procurement for Email Notifications

- The vendor is required to enter the value of the procurement in Sri Lankan Rupees Millions.
- You can SELECT only ONE option:
 - Up To:
 - Between
 - Above
- According to the value entered the e-GP System will notify new procurements to the vendor through emails/SMS, according to the amount(s) entered. (Figure 12).

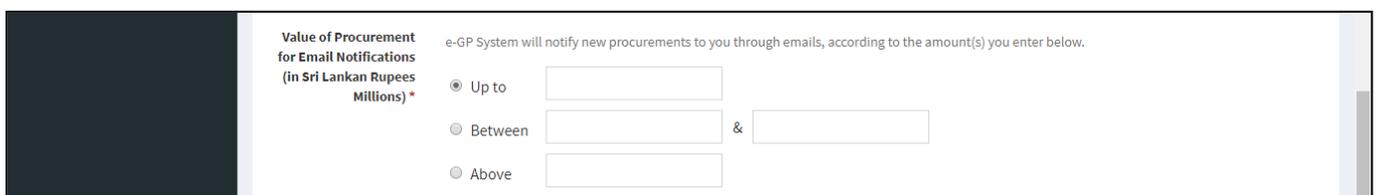


Figure 12: Selecting the Value of Procurement in the Vendor Registration form

Documents Attached

- You can attach any relevant document in Portable Document Format (PDF):
 - License / CIDA Registration / Accreditation Documents if there are any.
 - By pressing the “**Choose File**” button you can browse and choose the document,
 - Give a Title to each document attached (*Figure 13*).
- *The vendor can upload multiple documents if required.

Figure 13: Attaching Documents in the Vendor Registration form

Terms of use

- You are required to tick the check box if you agree to the Terms of Use of the e-GP System (*Figure 14*) to continue with the registration.

Figure 14: Terms of use in the Vendor Registration Page

Finally, after filling the registration form

- Click the “**I’m not a robot**” box
- Click “**Register**” button. (*Figure 15*).

Figure 15: CAPTCHA verification in the Vendor Registration form

2.2 REGISTRATION VENDOR PAYMENT

1. Once you complete with the VENDOR REGISTRTRION → you will be directed to the VENDOR REGISTRTRION FEE PAYMENT page.
2. The Registration Fee will be displayed.
3. You will be provided with a transaction number for the payment process.
4. There are 3 Payment Methods (optional) as below, either you can select
 - a. By Cash
 - b. Deposit Directly to the bank and Upload the slip
 - c. By Credit Cards. ****Currently you Can ONLY pay by Credit Cards.**
5. Select the preferred Payment Method.
6. Click **“Continue”** Button.

The screenshot displays the 'Pay Vendor Registration Fee' interface. At the top, there is a breadcrumb trail: Home > Register Vendor > Pay Vendor Registration Fee. The main form contains the following elements:

- Amount ***: A text input field containing '5,000.00'.
- Payment Method ***: Three radio button options:
 - Pay by Cash
 - Bank Slips
 - Credit Card (selected), with VISA and Mastercard logos displayed next to it.
- Your Transaction No**: A text input field containing 'VR211'.
- Continue**: A blue button located below the transaction number field.

Figure 16: Registration Fee Payment Method Selection

2.3 PAYMENT TERMS

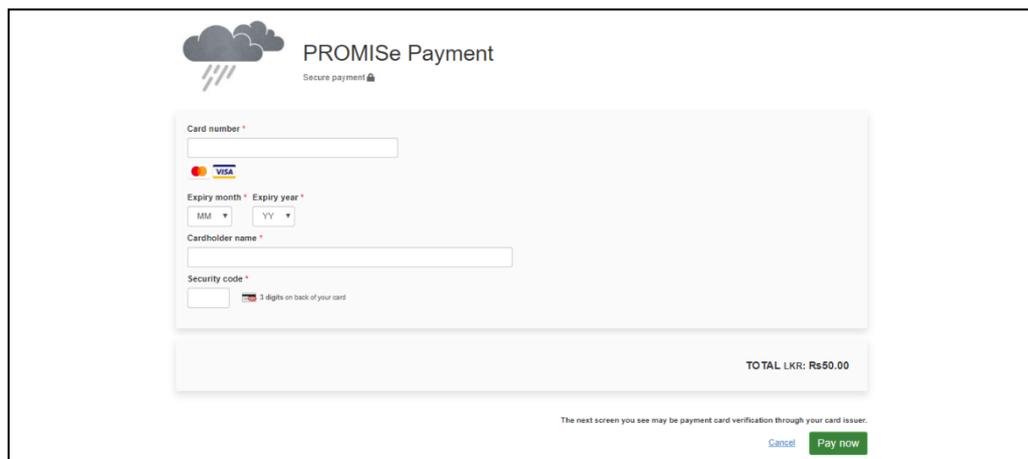
1. You will next be directed to the **“Payment Terms”** page.
2. Click **“Accept and Proceed”** button.

The screenshot shows the 'Payment Terms' page. The top navigation bar includes the following links: CPV Codes, Publication, Procurement Announcements, eMarket, Registration, and Login. The main content area features a message: 'IMPORTANT: User must accept Terms and Conditions of the Bank.' Below this message is a blue button labeled 'Accept and Proceed'. The breadcrumb trail at the top right reads: Home > Payment.

Figure 17: Payment Terms of the Bank

2.4 PROMISe PAYMENT

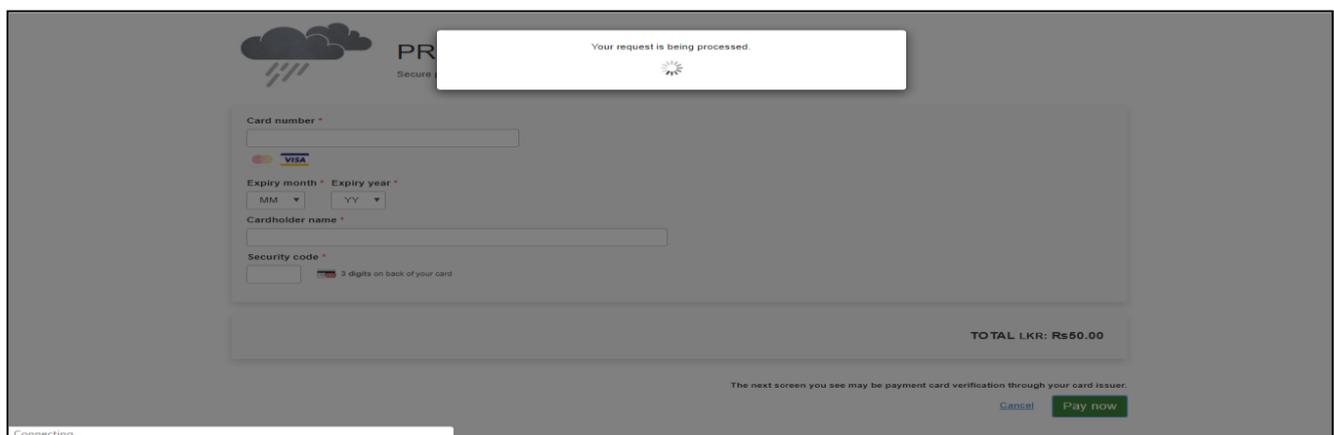
1. Then you can enter your Credit Card details.
 - a. Card Number – Enter your 16-digit number of the Credit Card.
 - b. Expiry Month/Year – Enter the expiry Month (MM) and the Year (YY) of the Credit Card as required format.
 - c. Cardholder Name – Enter the Name as appears on the Credit Card.
 - d. Security Code – Enter the ‘3 digit’ number next to the Authorized Signature which is on the back of the Credit Card.



The screenshot shows the 'PROMISe Payment' interface. At the top left is a cloud icon with rain. The title 'PROMISe Payment' is followed by 'Secure payment' and a lock icon. Below this is a form with the following fields: 'Card number *' (text input), 'Expiry month *' (dropdown menu with 'MM' selected), 'Expiry year *' (dropdown menu with 'YY' selected), 'Cardholder name *' (text input), and 'Security code *' (text input with a note '3 digits on back of your card'). A 'TOTAL LKR: Rs50.00' is displayed at the bottom right of the form. At the bottom of the screen, there is a message: 'The next screen you see may be payment card verification through your card issuer.' and two buttons: 'Cancel' and 'Pay now'.

Figure 18: Entering the Credit Card details for the PROMISe payment

- e. Click “Pay Now” and the screen will be displayed as in *Figure 19* where the payment is being processed.



The screenshot shows the 'PROMISe Payment' interface during processing. A white modal box is centered on the screen with the text 'Your request is being processed.' and a loading spinner. The background form is dimmed but the fields for 'Card number', 'Expiry month/year', 'Cardholder name', and 'Security code' are still visible. The 'TOTAL LKR: Rs50.00' is also visible. At the bottom, the 'Pay now' button is highlighted in green. A 'Connecting...' status bar is visible at the bottom left.

Figure 19: Processing of the payment

Once the request is processed:

2. Enter the One Time Password – OTP received to your mobile phone as an SMS. (This OTP is entered as an additional security layer to protect your online payments.)

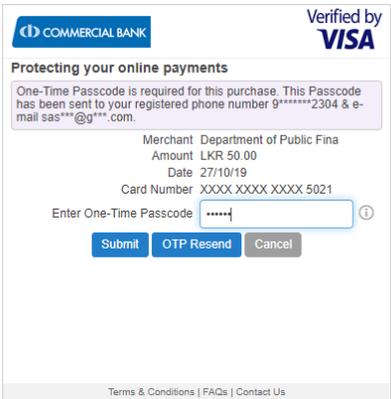
****This OTP will be valid only for 5 minutes and if you do not enter this OTP within 5 minutes the OTP will be cancelled, and you will have to request a new OTP by clicking “OTP Resend” button.**

2.5 ENTERING THE OTP

You will get the One Time Password (OTP) either through:

1. SMS
2. Email
3. Web based

****This option may vary on different bank procedures.**



The screenshot displays a payment verification interface for Commercial Bank. At the top left is the Commercial Bank logo, and at the top right is the 'Verified by VISA' logo. The main heading is 'Protecting your online payments'. Below this, a message states: 'One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9*****2304 & e-mail sas**@g**.com.' The transaction details are listed: Merchant: Department of Public Fina, Amount: LKR 50.00, Date: 27/10/19, and Card Number: XXXX XXXX XXXX 5021. There is a text input field labeled 'Enter One-Time Passcode' with a masked password '*****' and a small information icon to its right. Below the input field are three buttons: 'Submit', 'OTP Resend', and 'Cancel'. At the bottom of the page, there are links for 'Terms & Conditions', 'FAQs', and 'Contact Us'.

Figure 20: Entering the OTP

2.6 EMAIL RECEIVED FROM THE BANK CARD CENTER WITH THE OTP (OPTIONAL)

Sometimes the bank card center will send an email with an OTP in order to provide an additional layer of security to the payment process.

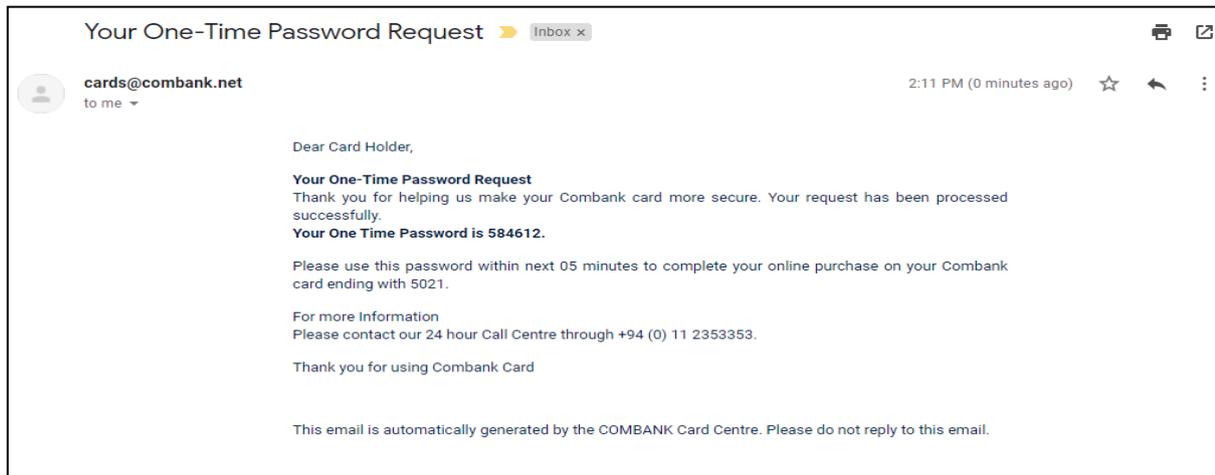


Figure 21: Email containing the OTP

2.7 PAYMENT RECEIPT FOR THE VENDOR REGISTRATION

1. If OTP is correct you will be directed to →Payment Receipt for “SUCCESSFUL VENDOR REGISTRATION”

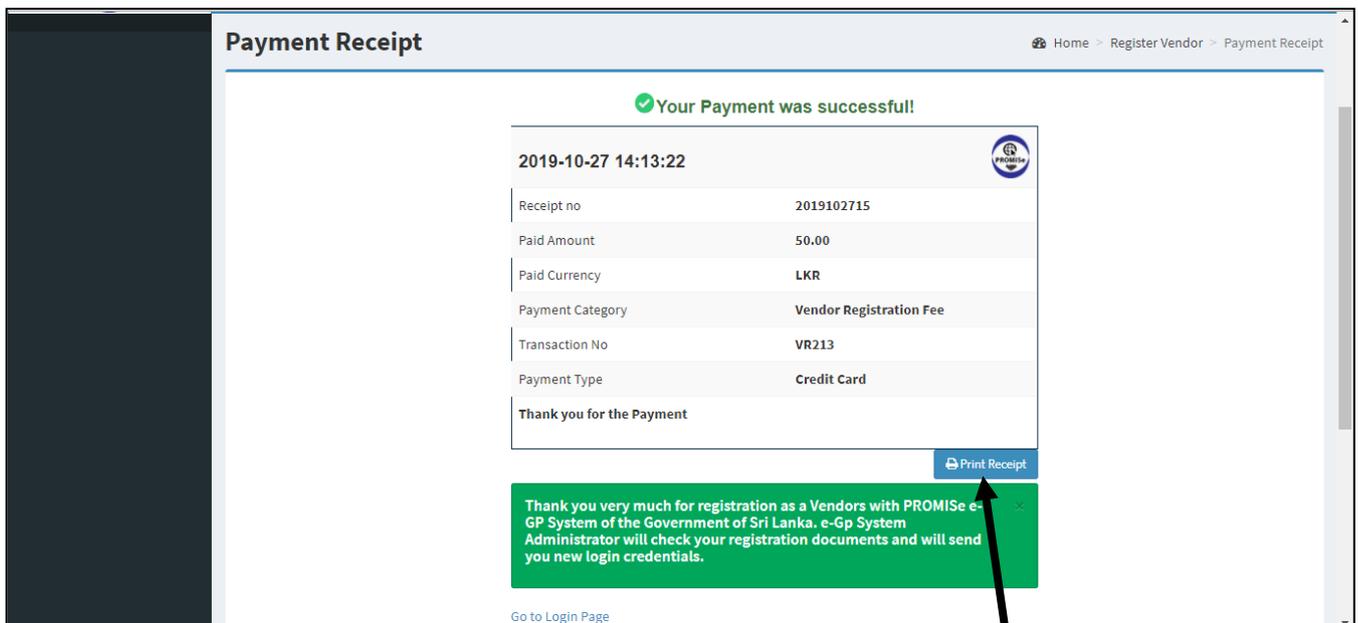


Figure 22: Payment Receipt

2. You can print the receipt received after clicking the “Print Receipt” button.

2.8 PRINTING OF THE RECEIPT

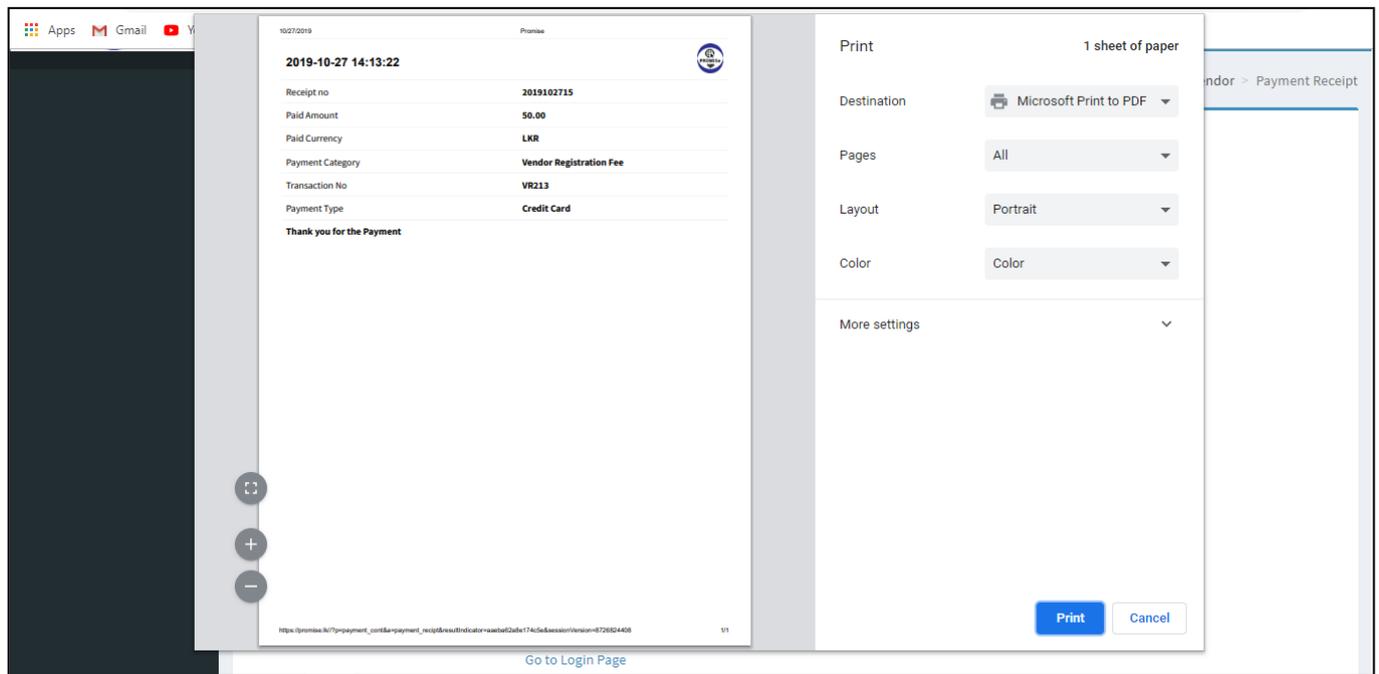


Figure 23: Printing the Payment Receipt

2.9 EMAIL RECEIVED AFTER SUCCESSFUL PAYMENT

After the payment is successful the vendor will receive an email which contains details of the registration. This will be an automated email and you **cannot reply to this email**.



Figure 24: Email received for Successful Payment

2.10 INITIAL LOGGING IN TO THE SYSTEM WITH UNSUCCESSFUL REGISTRATION

If the registration was unsuccessful the vendor will receive an email containing temporary login credentials where the vendor will have to login to the system with the temporary credentials and perform the registration payment (*Figure 16*).

2.11 LOGGING IN TO THE SYSTEM AS A REGISTERED VENDOR

After the successful registration on the vendor's part, if the Administrator enables the vendor account, an email will be sent to the address associated to the account, containing the login credentials (username and the password) (*Figure 25*).

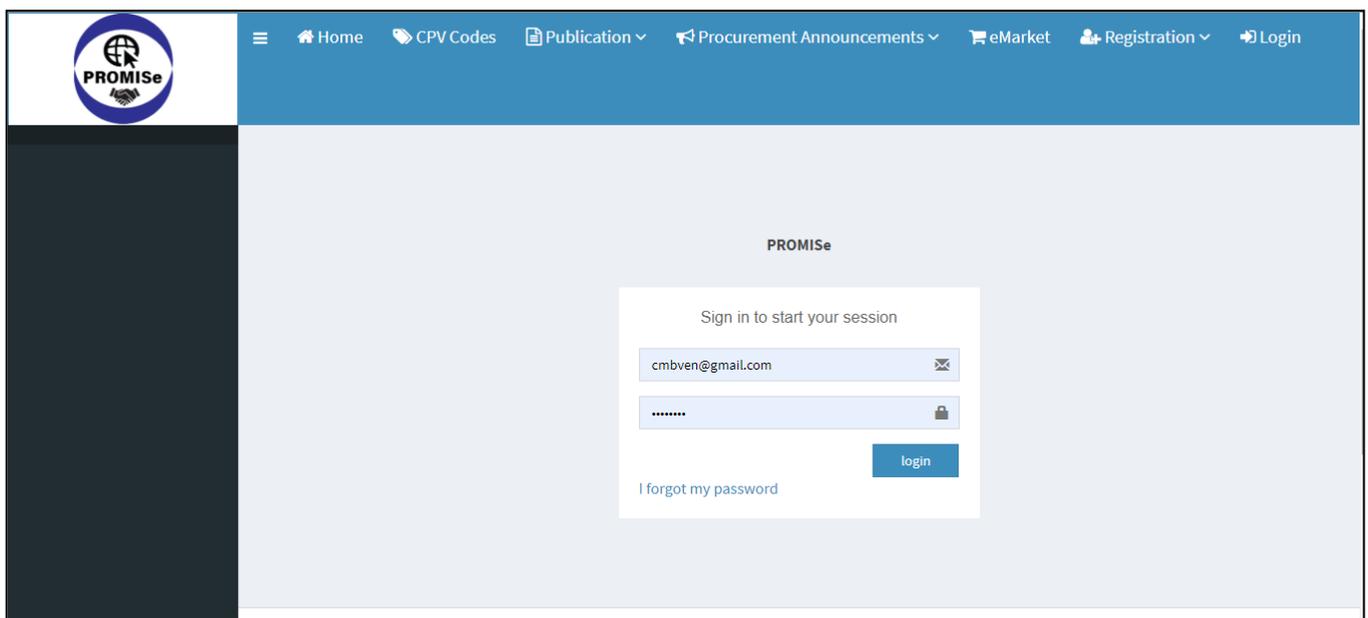


Figure 25: Login Screen

2.12 VENDOR PROFILE

After logging in to the system as a vendor you will see the following dashboard in *Figure 26*.

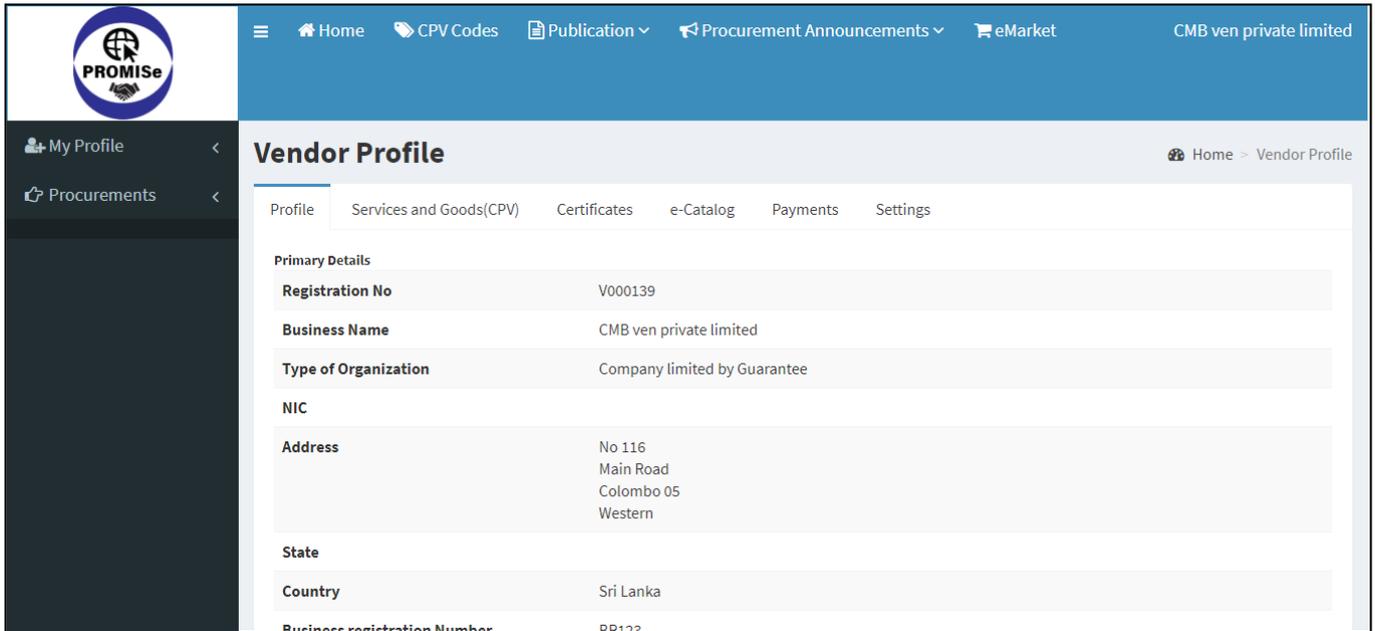


Figure 26: Vendor Profile

2.13 CPV CODES SELECTION

1. CPV (Common Procurement Vocabulary) codes are a European Union Standard of categorizing Goods, Services etc. This is used in sending notifications of newly floated Tenders and will determine to which Tenders the Vendor can submit bids.
2. It is mandatory to select at least one CPV code.
3. Go to the vendor profile and select Services and Goods (CPV) tab (Figure 27).

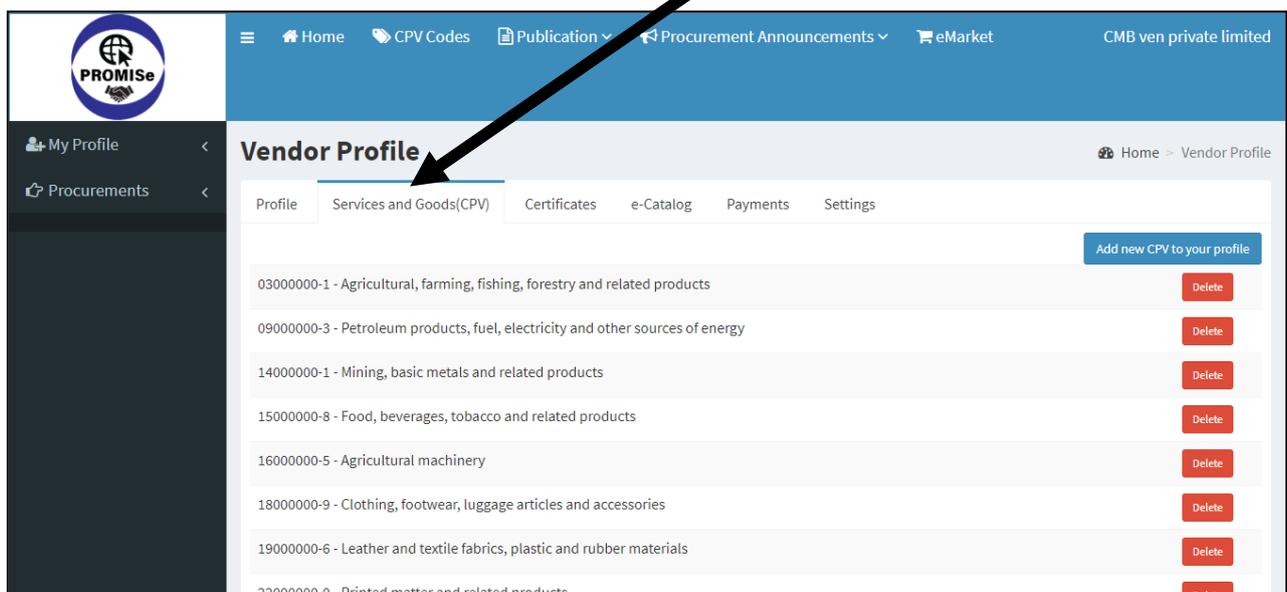


Figure 27: Selection of CPV Codes

4. Click “Add new CPV to your profile” button to add CPV codes. (Figure 28)

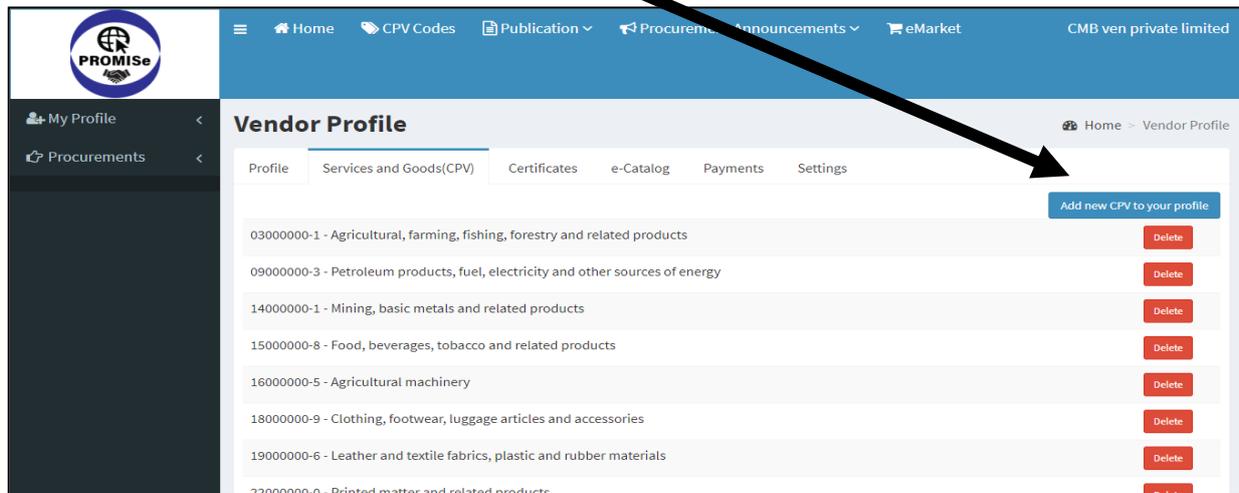


Figure 28: Add new CPV to the Vendor Profile

5. The vendor will be directed to page as in Figure 29.

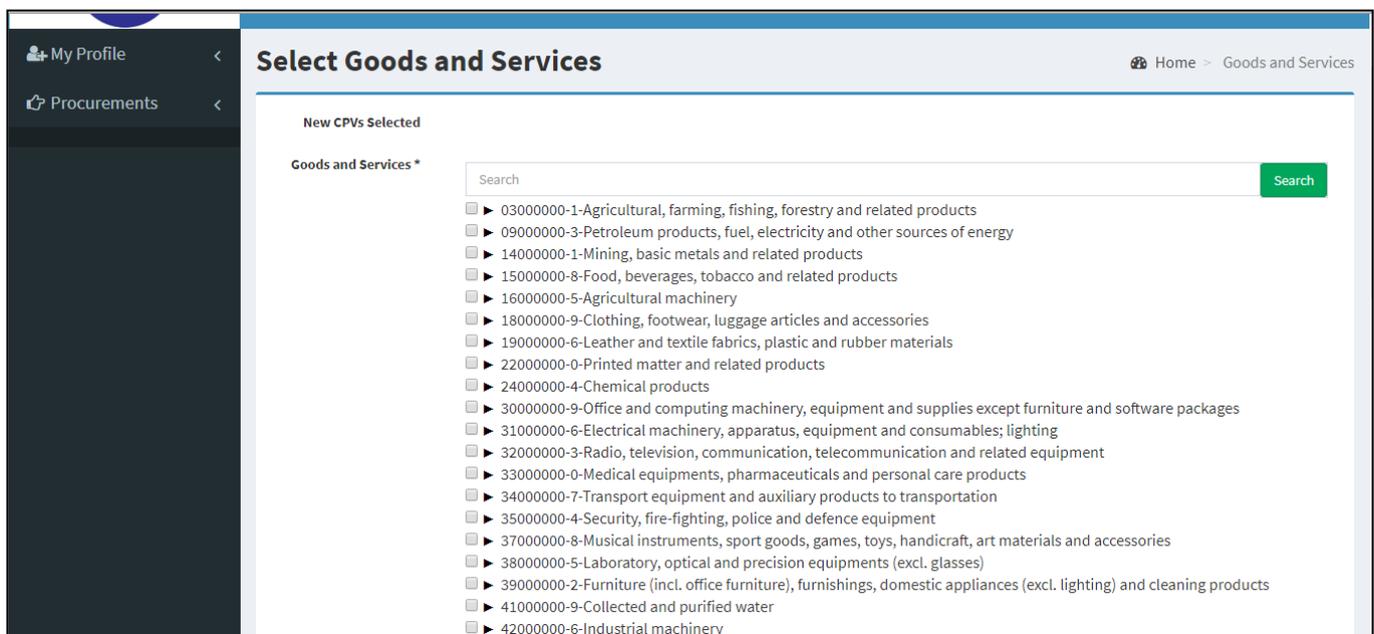


Figure 29: Select Goods and Services

6. Select the CPV codes and Click “Submit” Button.

2.14 VENDOR ENGAGEMENT IN PROCUREMENTS

The vendor can engage in procurements. The procurements are categorized into two parts for ease.

1. My Procurements – Procurements that are available for engagement of the currently logged in vendor.
2. All Procurements – All the procurements that are available at the moment.

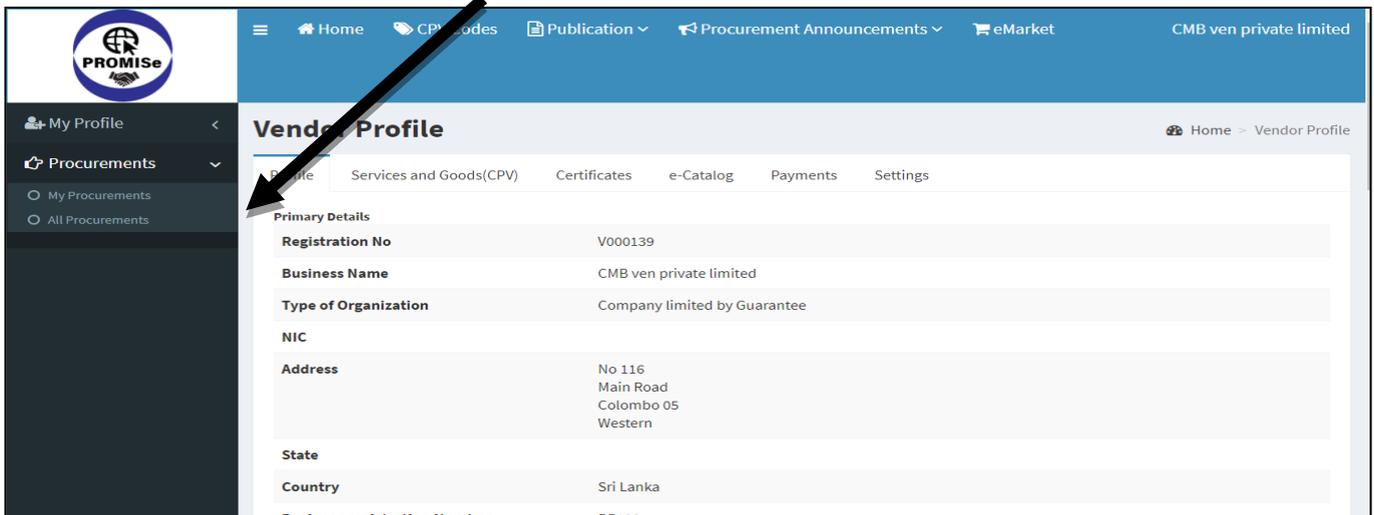


Figure 30: Procurements

The procurements will be divided and be shown under five tabs (*Figure 31*).

1. Engaged Procurements – Procurements which were engaged (vendor has bid for at least one item) by the vendor (currently logged in user).
2. New Procurements – Procurements which are not yet closed for bidding and not more than two days old.
3. Active Procurements - Procurements which have not closed bidding.
4. Emergency Procurements – Procurements which have been notified as Emergency by the procuring entities.
5. Expired Procurements – Procurements which have closed the bidding.

*The number in each of the tab depicts the number of procurements under each tab.

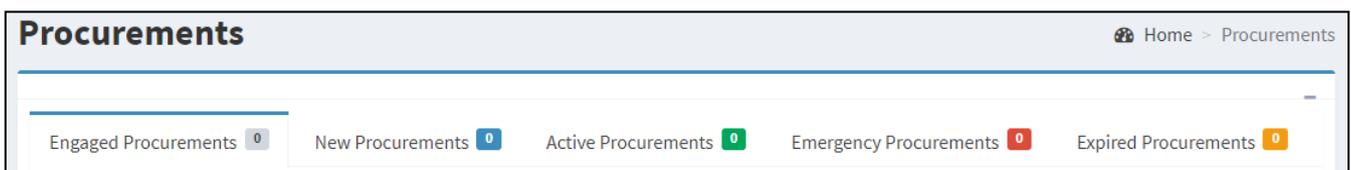


Figure 31: Division of Procurements under different tabs

2.15 VIEWING OF ENGAGED PROCUREMENTS BY THE VENDOR UNDER MY PROCUREMENTS

In the dashboard go to the left navigation bar and click Procurements → My Procurements. The vendor can view all the procurements (for which vendor has bid/ or can bid) (Figure 32).

Status	Action	Procuring Entity	Title of the Procurement	Reference No	Bid Closing Date & Time	Procurement Method	Funding	Geographic Location	Lot Wise
Expired Engaged Observing by TEC & PC	Action	Ministry of Health, Nutrition and Indigenous Medicine	Disposal Intravenous solution giving sets for single use	202001246	2020-01-24 11:30:00	Shopping (RFQ)	Local	Colombo 06	No
Expired Engaged	Action	Ministry of Health,	Buy Medicine	2020020713	2020-02-28 12:30:00	Shopping (RFQ)	Local	Colombo 02	No

Figure 32: Viewing of all the procurements the vendor has placed bids

Click Action → Click View and the vendor can view the procurement in detail (Figure 33).

Primary Details	
Procurement Entity	Administrative Appeals Tribunal
Program	Operational Activities
Project	SSD Project 000222
Procurement Title	SSD Procurement Test 001
Bid No	001
Drug/equipment requisition no	001
Procurement Category	Works
Procurement Method	Shopping (RFQ)
Bidding Process start Date & Time	2020-01-27 09:28:00
Bid Opening Date & Time	2020-01-27 09:25:00

Figure 33: Viewing of the engaged procurement in detail

2.16 VIEWING OF NEW PROCUREMENTS AVAILABLE FOR ENGAGEMENT BY THE VENDOR

1. In the dashboard go to the left navigation bar and click Procurements → My Procurements.
2. Click the second tab “New Procurements”. The vendor can view all the new procurements available (*Figure 34*).

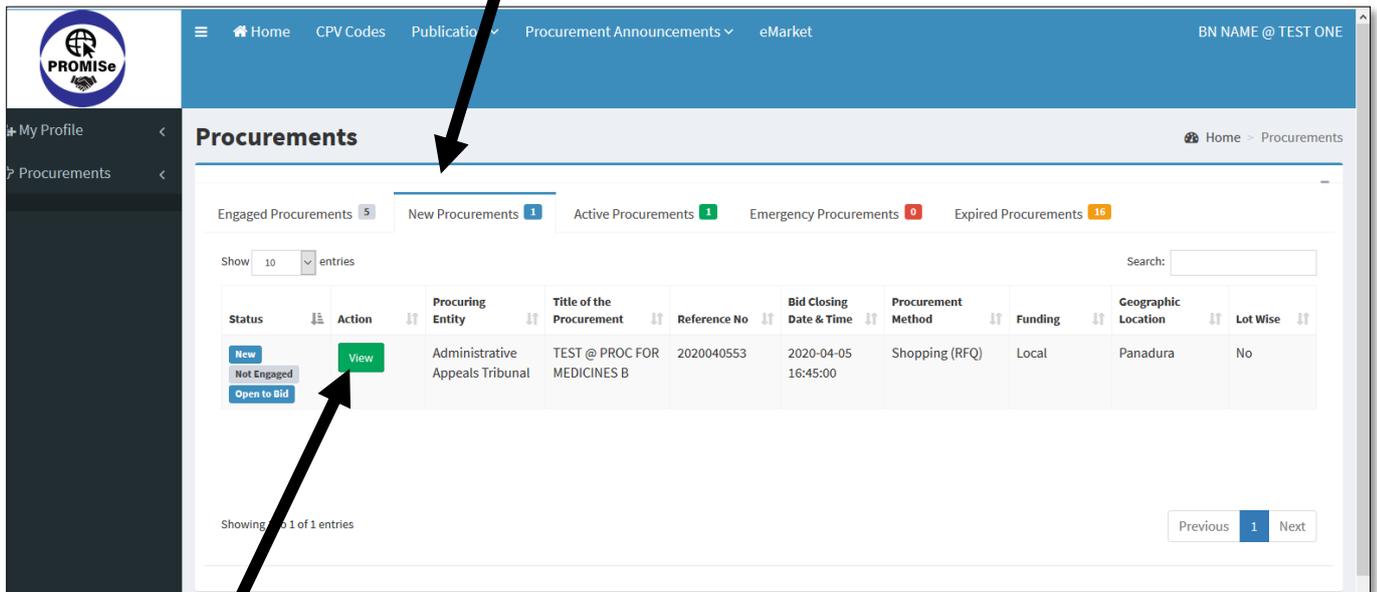


Figure 34: Viewing of all the new procurements the vendor can place bids

1. Click Action → Click View and the vendor can view the procurement in detail (*Figure 35*).
2. To Start bidding click the “**Bid**” Button.

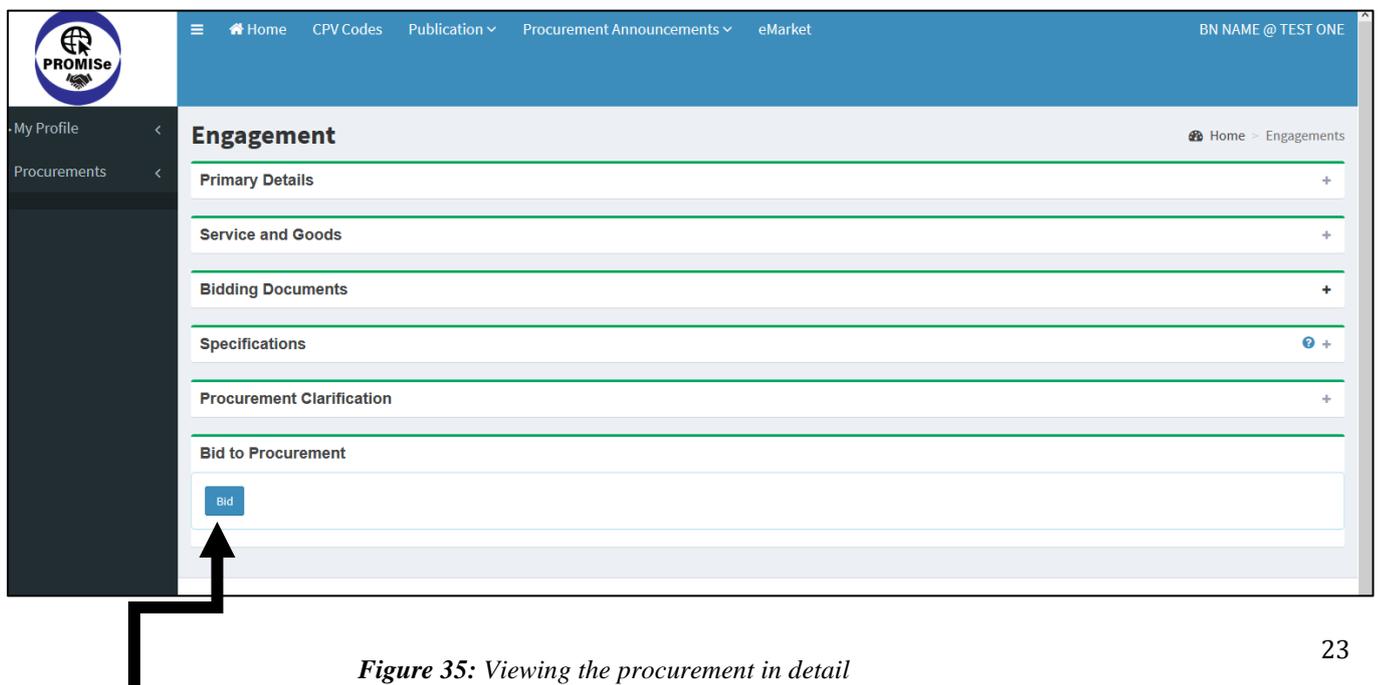


Figure 35: Viewing the procurement in detail

2.17 SUBMITTING RESPONSES TO COMMERCIAL REQUIREMENTS PROCUREMENTS BY THE VENDOR

1. The vendor must respond positively to all the Commercial Requirements in order to proceed.
2. Click “**Submit**” button after completing the check list. (Figure 36).

The screenshot displays the 'Engagement' page in the PROMISe system. The page is divided into several sections: 'Primary Details', 'Service and Goods', 'Bidding Documents', and 'Commercial Requirement'. The 'Commercial Requirement' section is expanded to show a 'Requirement Check List' with three rules. Each rule has two radio buttons: 'No' and 'Yes'. The 'Yes' radio button for each rule is selected. A blue 'Submit' button is located at the bottom right of the check list. A black arrow points from the text 'Submit Button' below the screenshot to this button.

Submit Button

Figure 36: Requirements check list of new procurements

2.18 SUBMISSION OF REQUIRED CERTIFICATES WHEN BIDDING

1. If the relevant certificates do not appear in the drop-down list in (Figure 37), then
2. Click “**My Profile**” → View and then select the “**Certificates**” tab. You can upload the new certificates here by selecting the certificate type from the drop-down and upload the certificate.
3. Now come back to the screen shown in (Figure 37). Here, you can select and submit multiple certificates from the repository of certificates in your Vendor Profile Page.
4. If the vendor wants to upload another certificate click the “**Add New Certificate**” button (Figure 37).

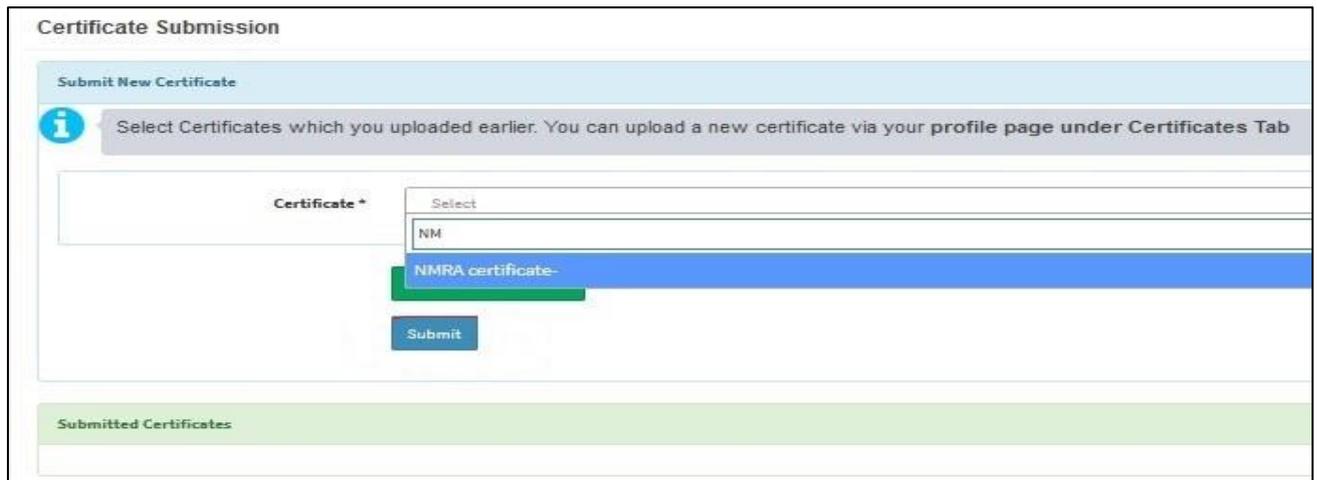


Figure 37: Certificate submission of new procurements

Once the vendor has added all the relevant certificates,

1. Then click “**Submit**”. Button.
2. The uploaded certificates will now appear under “**Submitted Certificates**” section.
3. If the vendor decides that any of the uploaded certificates are unnecessary, those certificates can be removed by clicking the “**Delete**” button (Figure 38).

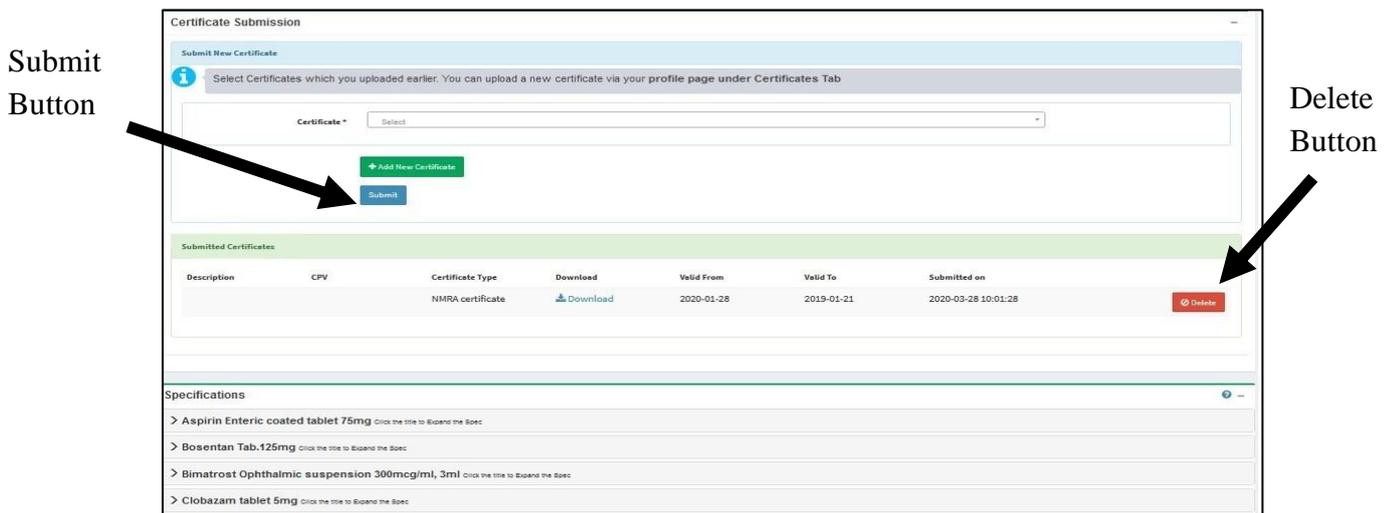


Figure 38: Viewing Submitted Certificates

2.19 SUBMITTING RESPONSES TO TECHNICAL REQUIREMENTS OF AN ITEM ALONG WITH THE UNIT PRICE

The vendor is allowed to view the specifications and give their preferred values and the unit price for the items specified in the specifications list of the particular procurement.

Specifications

> Aspirin Enteric coated tablet 75mg Click the link to Expand the Spec.

▼ Bosentan Tab. 125mg Click the link to Expand the Spec.

Item Name: Bosentan Tab. 125mg
 Item Code:
 CPV Code: 33600000-6-Pharmaceutical products
 Quantity: 123900
 Required Delivery Date: 48 hours from the time of releasing the PO to supplier

Spec	Min Value	Preferred Value	Max Value	Mandatory/Non Mandatory	What You Offer	Comments
S.R. No	00202101			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Chemical Entity	Bosentan			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Unit of Measure (U.O.M)	Tab			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
U.O.M. Description	125mg			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Shelf life	24 Months			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Minimum Pack	Vendor should specify			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="X10"/>	<input type="text" value="Comment Here"/>
Minimum pack price	Vendor should specify			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Manufacturer Name	Vendor should specify			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="Drug Manufacturer"/>	<input type="text" value="Comment Here"/>
Country of origin	Vendor should specify			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>
Samples	Vendor should specify			<input checked="" type="checkbox"/> Mandatory	<input type="text" value="What you offer?"/>	<input type="text" value="Comment Here"/>

Comment:

Unit Price:

Total Price: **Rs.1,486,889.12**

> Bimatropst Ophthalmic suspension 300mcg/ml, 5ml Click the link to Expand the Spec.

> Clobazam tablet 5mg Click the link to Expand the Spec.

Financial Responsiveness

Total Price: **Rs.0.0000**

Bid Security: **Rs.0.0000**

Bid Submission Activate Windows

Figure 39: Submitting responses to technical specification

By sending the specifications of the items the vendor can vividly see the financial responsiveness of the particular procurement engaged.

Spec	Min Value	Preferred Value	Max Value	Mandatory/Non Mandatory	What You Offer
S.R. No	00202101			<input type="checkbox"/> Mandatory	bf
Chemical Entity	Bosentan			<input type="checkbox"/> Mandatory	bf
Unit of Measure (U.O.M)	Tab			<input type="checkbox"/> Mandatory	
U.O.M. Description	125mg			<input type="checkbox"/> Mandatory	
Shelf Life	24 Months			<input type="checkbox"/> Mandatory	
Minimum Pack	Vendor should specify			<input type="checkbox"/> Mandatory	1X10
Minimum pack price	Vendor should specify			<input type="checkbox"/> Mandatory	
Manufacturer Name	Vendor should specify			<input type="checkbox"/> Mandatory	
Country of origin	Vendor should specify			<input type="checkbox"/> Mandatory	Drug Manufacturer
Samples	Vendor should specify			<input type="checkbox"/> Mandatory	

Financial Responsiveness	
Total Price	Rs.1,486,899.1200
Bid Security	Rs.0.0000

Bid Submission	
Upload New	

Figure 40: Financial responsiveness of the particular procurement engaged

Display the Summary of Total Price

2.20 BID SUBMISSION OF ENGAGED NEW PROCUREMENTS BY THE VENDOR

The vendor should review the particular procurement. The vendor is allowed to view the bid documents uploaded. The vendor can download the bid document and view it.

1. The vendor is allowed to view the specifications provided by clicking the toggling the accordion.
2. If the vendor is willing to bid for the procurement, upload the bid documents, click the terms and conditions check box and click the “**Bid**” button.
3. Clicking the Bid button will allow the vendor to place the bid for the particular procurement.

Minimum pack price	Vendor should specify		<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/>
Manufacturer Name	Vendor should specify		<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Drug Manufacturer
Country of origin	Vendor should specify		<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/>
Samples	Vendor should specify		<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/>
Comment				
Unit Price		Rs.12.0008		
Total Price		Rs.1,486,899.1200		

> Bimatrost Ophthalmic suspension 300mcg/ml, 3ml Click the title to Expand the Spec.

> Clobazam tablet 5mg Click the title to Expand the Spec.

Financial Responsiveness

Total Price	Rs.1,486,899.1200
Bid Security	Rs.0.0000

Bid Submission

Upload New

File * Title of the document *

Terms * I accept Terms and conditions

Figure 41: Bid Submission of a Procurement

Bid Submit Button

2.21 SUBMITTING THE OTP CODE AFTER BID SUBMISSION OF THE NEW PROCUREMENT BY THE VENDOR

4. After the submission of the bid a SMS with a code will be sent to the vendor's mobile phone in order to verify the bid document encryption.
5. Enter the OTP Code sent to the mobile phone and click submit to continue the bid submission.

Enter the OTP Code

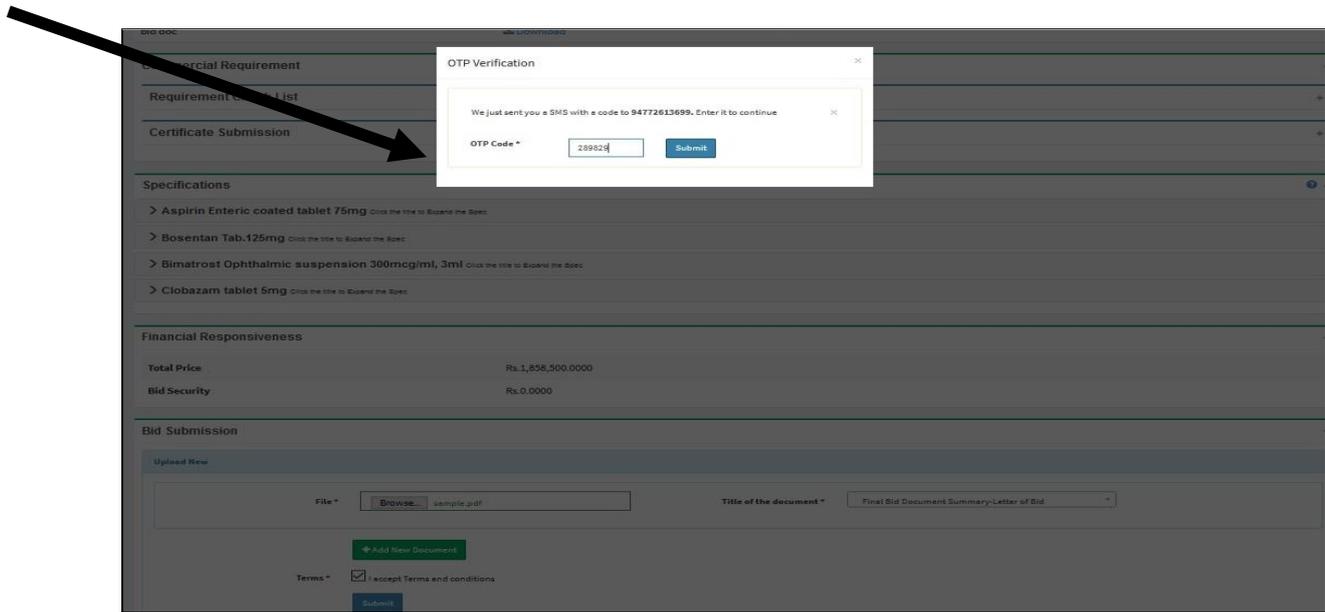


Figure 42: Submitting the OTP code after bid submission

6. If the OTP verification is successful, the vendor will have a screen as in *Figure 43*
7. A pop-up message displays that the OTP verification was successful.
8. Vendor agrees to encrypt the bid documents until the bid opening date (even the prices in the database are encrypted during this period).
9. The Vendor can view his own bid documents anytime.

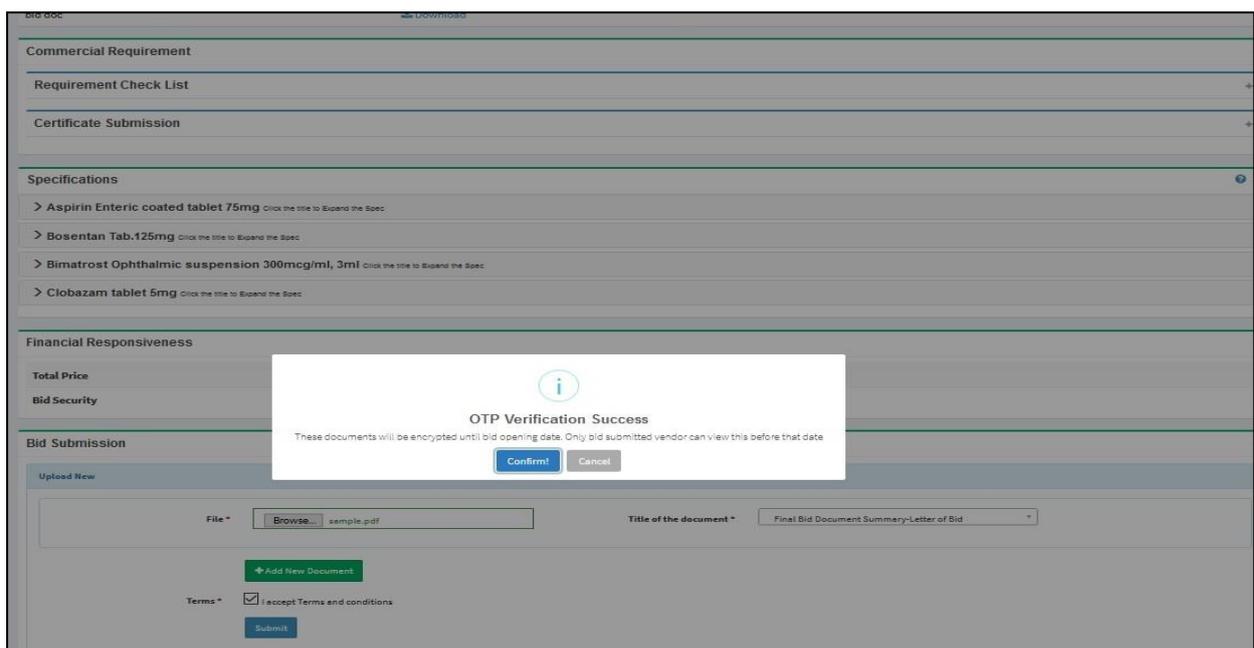


Figure 43: OTP Verification Success

10. The uploaded bid documents will be viewed as shown in *Figure 44* displaying the message that the bid document is encrypted until the bid opening date.

Uploaded Documents

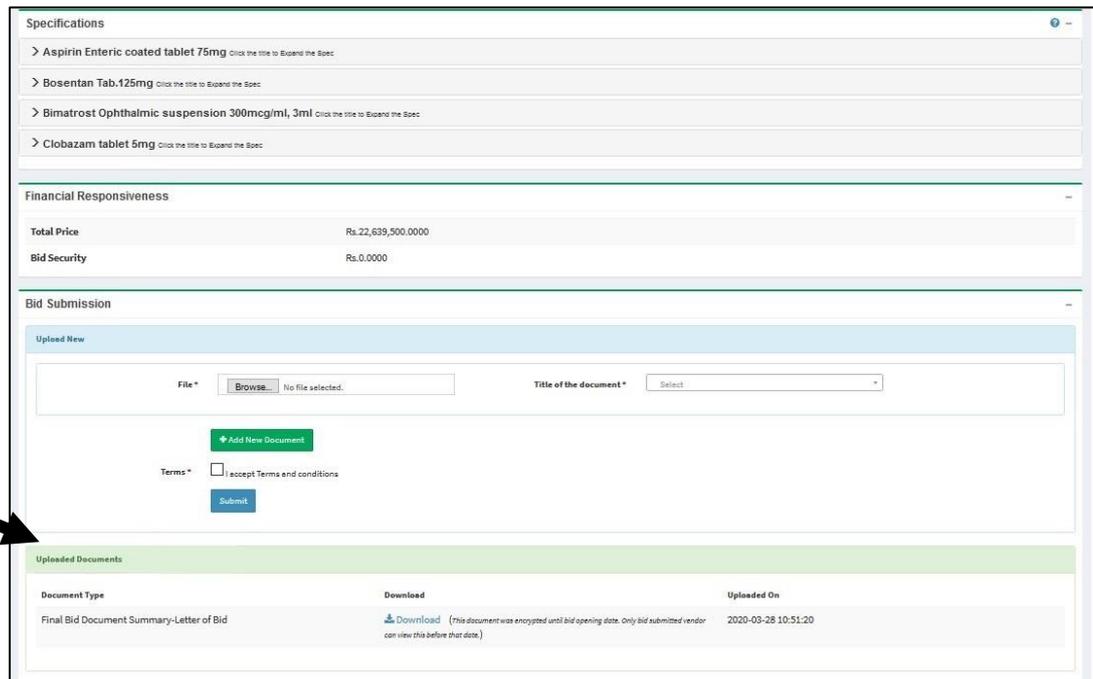


Figure 44: Encrypted Bid Documents

11. If the OTP verification was unsuccessful the vendor will have a screen as in *Figure 45*, depicting a pop-up message that displays the message that the OTP verification failed.

12. This will result in cancelling the encryption of the bid documents. In order to proceed further the vendor will have to re-submit the OTP and verify a successful OTP verification.

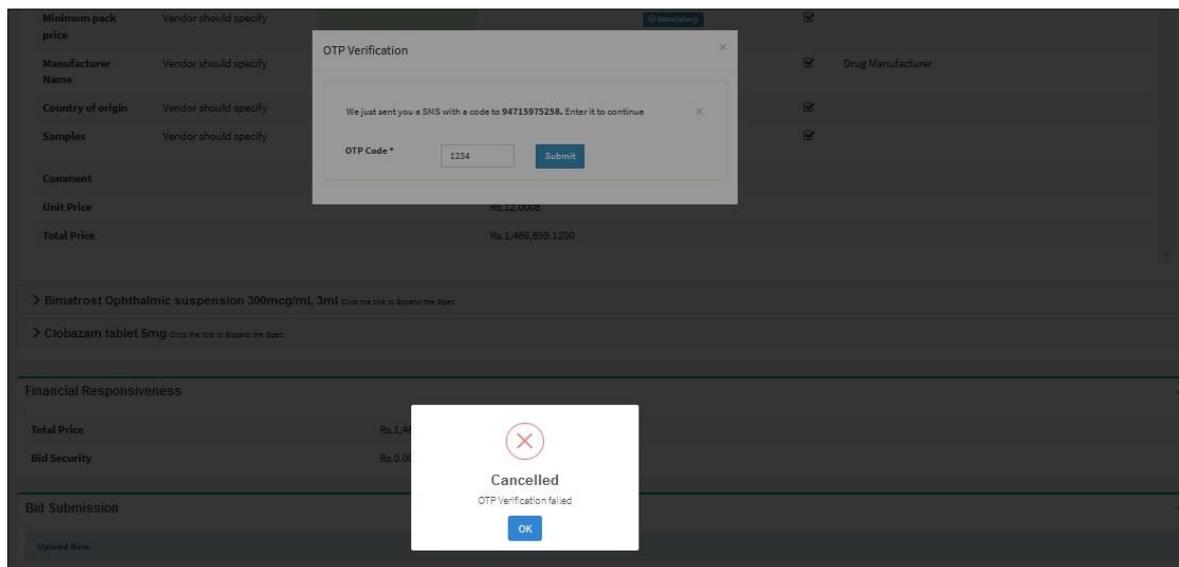


Figure 45: Failed OTP Verification

2.22 ENGAGEMENT OF A PROCUREMENT AFTER BID SUBMISSION

1. After the vendor submits a bid for a particular procurement successfully
2. The particular procurement will be transferred to the engaged procurements tab from the new procurements tab.

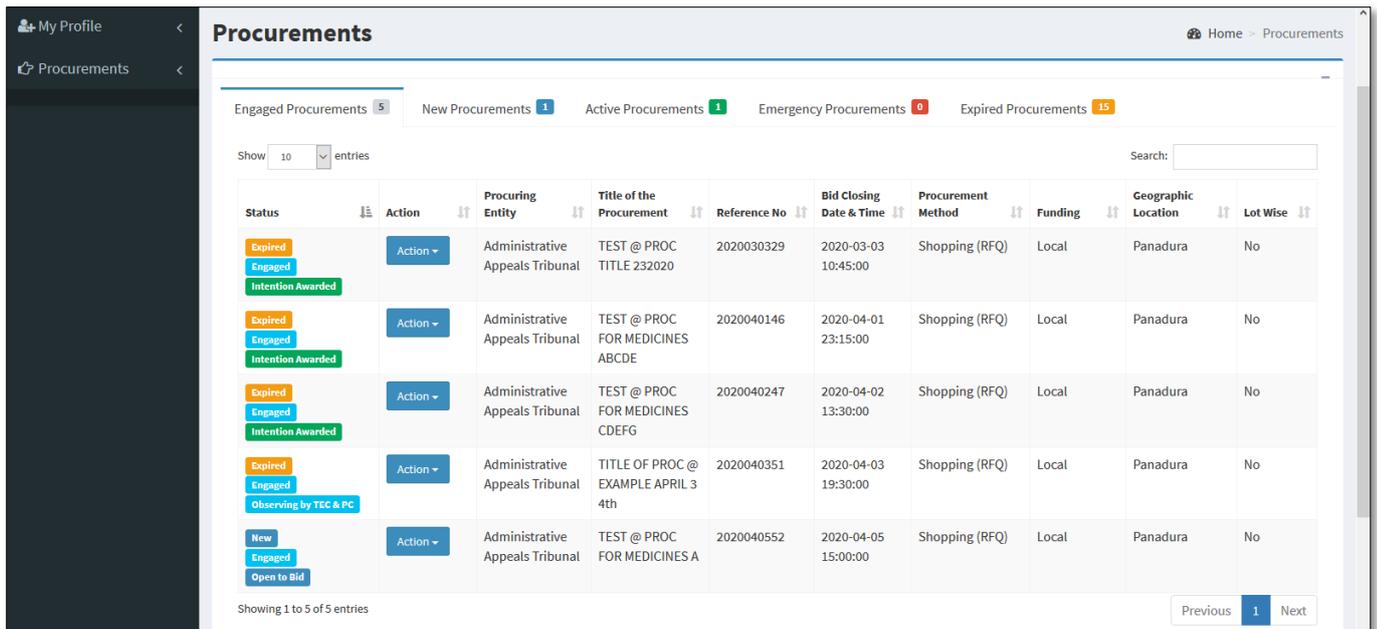


Figure 46: Engagement of a procurement after bid submission

2.23 BID WITHDRAWAL OF A PROCUREMENT BY THE VENDOR

If the vendor decides that the submitted bid for a particular procurement should be withdrawn,

1. Go to the particular engaged procurement. Click on the “**Bid Withdrawal**” button (Figure 47).

Bid Withdrawal Button

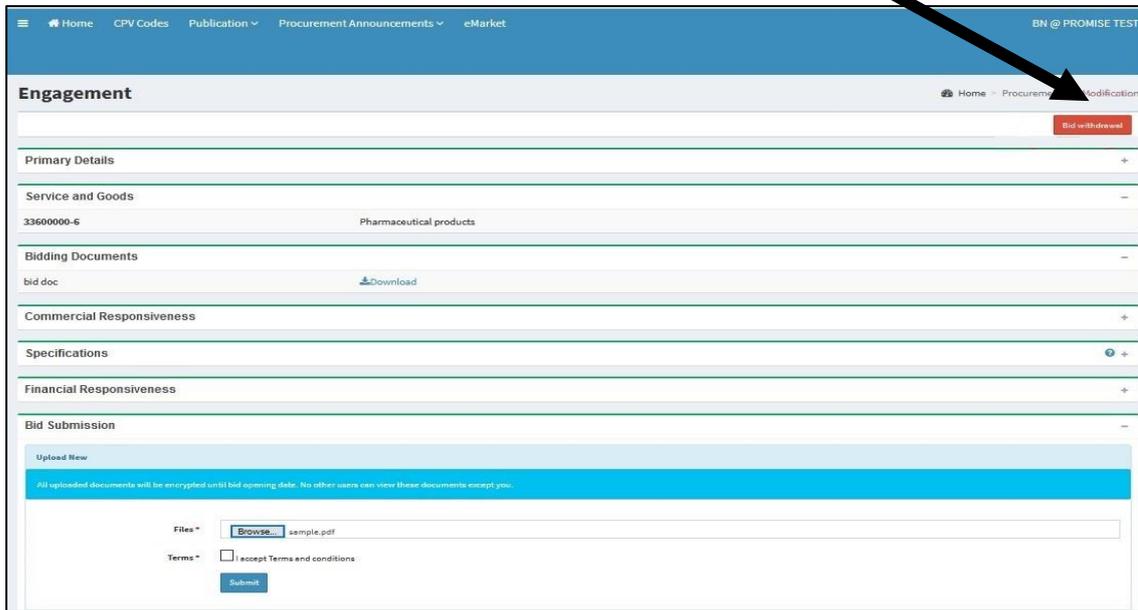


Figure 47: Bid withdrawal of a procurement by the vendor