



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.



### **Table of Contents**

INTR	ODUCTION
1.1	PURPOSE
1.2	SCOPE
1.0	GETTING STARTED
1.1	HOME PAGE
2.0	VENDOR REGISTRATION PROCESS
2.1	VENDOR REGISTRATION7
2.2	REGISTRATION VENDOR PAYMENT13
2.3	PAYMENT TERMS
2.4	PROMISe PAYMENT14
2.5	ENTERING THE OTP15
2.6	EMAIL RECEIVED FROM THE BANK CARD CENTER WITH THE OTP (OPTIONAL)15
2.7	PAYMENT RECEIPT FOR THE VENDOR REGISTRATION16
2.8	PRINTING OF THE RECEIPT16
2.9	EMAIL RECEIVED AFTER SUCCESSFUL PAYMENT17
2.10	0 INITIAL LOGGING IN TO THE SYSTEM WITH UNSUCCESSFUL REGISTRATION 17
2.1	1 LOGGING IN TO THE SYSTEM AS A REGISTERED VENDOR
2.12	2 VENDOR PROFILE
2.13	3 CPV CODES SELECTION
2.14	4 VENDOR ENGAGEMENT IN PROCUREMENTS
2.1: PR	5 VIEWING OF ENGAGED PROCUREMENTS BY THE VENDOR UNDER MY OCUREMENRS
2.10 VE	6 VIEWING OF NEW PROCUREMENTS AVAILABLE FOR ENGAGEMENT BY THE NDOR
	7 SUBMITTING RESPONSES TO COMMERCIAL REQUIREMENTS PROCUREMENTS BY E VENDOR
2.18	8 SUBMISSION OF REQUIRED CERTIFICATESWHEN BIDDING
2.19 WI	9 SUBMITTINGRESPONSES TOTECHNICAL REQUIREMENTS OF AN ITEM ALONG TH THE UNIT PRICE
2.20	BID SUBMISSION OF ENGAGED NEW PROCUREMENTS BY THE VENDOR
2.2 PR	1 SUBMITTING THE OTP CODE AFTER BID SUBMISSION OF THE NEW OCUREMENT BY THE VENDOR
2.22	2 ENGAGEMENT OF A PROCUREMENT AFTER BID SUBMISSION
2.23	3 BID WITHDRAWAL OF A PROCUREMENT BY THE VENDOR

#### **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 Theekshana Team – 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 <u>https://promise.lk</u>

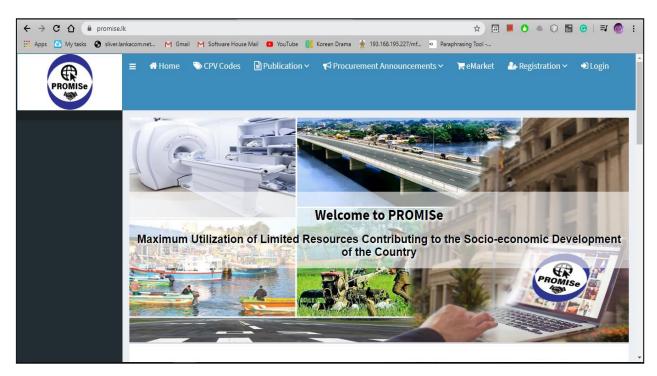


Figure 1: Home Page of the System

# 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*  $2 \rightarrow$
- 2. Select Registration from the menu bar
- 3. Select Vendor.

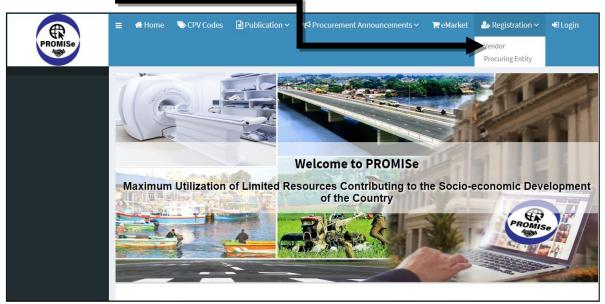


Figure 2: Directing to the Vendor Registration Page

- 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*.

PROMISe A Ho	me 🔊 CPV (	Codes	Publication ~	📢 Procurement Ani	nouncements ~	🎏 eMarket	🚑 Registration ~
D Log							
Vend	lor Regis	tratio	on				
Busine	ss Registration Authority *	Select					•
Busine	ss Registration No *						
Type of	Organization *	Select					•
B	usiness Name *						
Regist	ered Address *	Street					
		Street L	ine 2				
		City					•
		Province	ie				
		State					
		Sri Lar	nka				*
	NIC	NIC					
	Phone No *	94					
	Email *	Email					

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*).

PROMISe	😑 🏘 Home	CPV Codes	Publication ~	Procurement Announcements ~	eMarket	Aregistration 🗸	Đ Login		-
	Vendor Re	egistratio	on					🚯 Home > Ve	ndor Registration
	Business	Registration Authority *	Select						0
	Business Regi	stration No *	Company Registrar						0
	Type of Or	rganization *	Foreign						0
	Busi	ness Name*	Government Affiliat						0
			Local Government	bodies					~
	Register	ed Address *	Street						0
			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*).

Business Registration No *	12345	0
Type of Organization *	Select	0
		0

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  $\rightarrow$
- You can select "**Other**" from the List. (*Figure 6*).

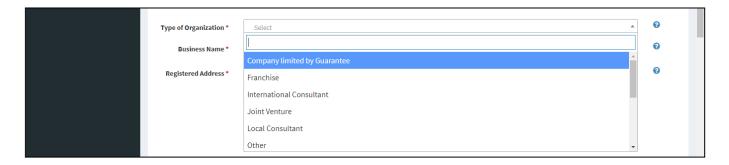


Figure 6: Selecting the Type of Organization in the Vendor Registration form

#### **Business Name**

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

Type of organization	other		
Business Name *	ABC (PVT ) Ltd	Ø	
Registered Address *	Street	0	

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).

Registered Address *	1st Lane	✓	0
	Temple Road		
	Colombo 07	*	
	Western		

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: 9477xxxxxx ,9471xxxxxx

#### Email

• Enter an Active email address. This email will be used by the e-GP system to send emails in the future.

Example: aaa@xxxx.com / bbb@xxxxx.lk

#### Website

• Enter the URL of the business website ONLY if there is a website for the organization. Example: <u>www.aaaa.lk</u>, <u>www.bbb.com</u>

#### 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.

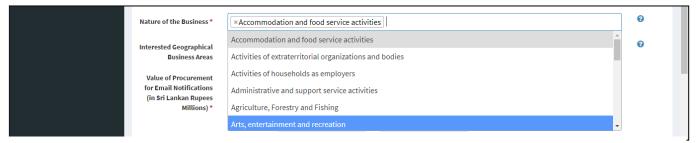


Figure 9: Selecting the Nature of the Business in the Vendor Registration form

#### **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.

Nature of the Business *	Accommodation and food service activities	0	
Interested Geographical Business Areas	Update Business Areas	0	I

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

 L.				
NIC	Select Cities			
L				
Phone No *				
 , none no	Selected Cities and Districts			
	and Districts			
 Email*	Districts & Cities *			
 -	Districts or cities	Search Sea	rch	
 Website		Ampara		
		<ul> <li>Ampara</li> <li>Anuradhapura</li> </ul>		
 Nature of the Business *		Andradnapura		0
 e e		Baduta		
 Interested Geographical Business Areas		Eatricatoa	Ipdate Business Areas	0
Interested Geographical Dosiness Areas			poste business Areas	
		■ ► Galle		
Value of Procurement for Email e- Notifications (in Sri Lankan Rupees		■ ► Gampaha		
Notifications (in Sri Lankan Rupees Millions) *		Hambantota		
P.R.O.		□ ► Jaffna		
		🛛 🕨 Kalutara		
4		■ ► Kandy		
		■ ► Kegalle		
4		Kilinochchi		
		🛛 🕨 Kurunegala		
Documents Attached (License / CIDA		🛛 🕨 Mannar		
Registration / Accreditation Documents If		■ ► Matale		
 Any) *		🛛 🕨 Matara		
		🗆 🕨 Monaragala		
		🛛 🕨 Mullaitivu		
		🛛 🕨 Nuwara Eliya		
 Terms of use *		Polonnaruwa		
		■► Puttalam		
 Le Contra de		Ratnapura	ission. The documents submitted with the registratio	on are true and
 c:		■ ► Trincomalee		
 1		🛛 🕨 Vavuniya	evelopment Bank, African Development Bank, Euro	pean Bank for
 R.				
 Γ				
		Submit		

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:
	0	Up To:
	0	Between
	0	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*).

Value of Procurement for Email Notifications	e-or system without ynew procurements to you unough emails, according to the amount(s) you enter below.	
(in Sri Lankan Rupees Millions) *	Up to	
	Between     &	
	Above	

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

#### **Documents Attached**

0

- 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.

(L 1 1	ents Attached icense / CIDA Registration / Accreditation tents If Any) *	Title of the document *	Registration Document	
	Add New Document	Title of the document *	Bid Document 🗸 🧹	Ø Remove

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.

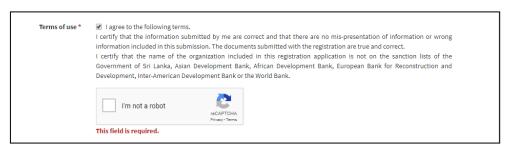


Figure 14: Terms of use in the Vendor Registration Page

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 REGISTRTION → you will be directed to the VENDOR REGISTRTION 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.

Pay Vendor Re	gistration Fee	Home > Register Vendor > Pay Vendor Registration Fee
Amount *	5,000.00	
Payment Method *	Pay by Cash Bank Slips Credit Card VISA	
Your Transaction No	VR211 Continue	

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.

PROMISE	=	CPV Codes	Publication ~	✔ Procurement Announcements ~	🏹 eMarket	🚑 Registration 🗸	+D Login
	Pa	yment 1	Terms				🊯 Home > Payment
			IMPORTANT: Use	r must accept Terms and Conditions of the Bank.			

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.

PROMISe Payment	
Card number *	
	TOTAL LKR: Rs50.00 The next screen you see may be payment and verification through your card issue. Const

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.



Figure 19: Processing of the payment

Once the request is processed:

 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.

Protecting your online payments 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. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX 5021 Enter One-Time Passcode
mail sas***@g***.com. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode
Amount LKR 50.00 Date 27/10/19 Card Number XXXXX XXXX 5021 Enter One-Time Passcode

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.

	Your One-Time F	Password Request 🔉 Inbox ×			Ð	Ø
•	cards@combank.net to me ▼		2:11 PM (0 minutes ago)	☆	•	:
		Dear Card Holder, Your One-Time Password Request Thank you for helping us make your Combank card more secure. Your request has a successfully. Your One Time Password is 584612. Please use this password within next 05 minutes to complete your online purchase or card ending with 5021. For more Information Please contact our 24 hour Call Centre through +94 (0) 11 2353353. Thank you for using Combank Card This email is automatically generated by the COMBANK Card Centre. Please do not reply	n your Combank			

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

Payment Receipt			Home > Register Vendor > Payment Rece
	🛛 Your Pa	yment was successful!	
	2019-10-27 14:13:22		
	Receipt no	2019102715	
	Paid Amount	50.00	
	Paid Currency	LKR	
	Payment Category	Vendor Registration Fee	
	Transaction No	VR213	
	Payment Type	Credit Card	
	Thank you for the Payment		
		🖨 Print Receipt	
	GP System of the Governmen	stration as a Vendors with PROMISe e- t of Sri Lanka. e-Gp System registration documents and will send	
	Go to Login Page		
	Figure 22: Payme	nt Receipt	

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

#### 2.8 PRINTING OF THE RECEIPT

🗰 Apps M Gmail 🔹 Y	10/27/2019	Promise		Print	1 sheet of paper	
	2019-10-27 14:13:22				i oncer or puper	
	Receipt no	2019102715		Destination	🖶 Microsoft Print to PDF 📼	ndor > Payment Receipt
	Paid Amount	50.00				
	Paid Currency	LKR		Dama	All	
	Payment Category	Vendor Registration Fee		Pages	All	
	Transaction No	VR213				
	Payment Type	Credit Card		Layout	Portrait 💌	
	Thank you for the Payment					
				Color	Color 👻	
				More settings	*	
				More settings	*	
e e e e e e e e e e e e e e e e e e e						
<u> </u>						
(						
G	,					
	7					
	https://promise.lki/?p=payment_cont&a=payment_recipt&resultIndicator=aaeb	a62a8e174c5e&session/Version=8726824408	51		Print Cancel	
		Go to Login Page				

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.** 

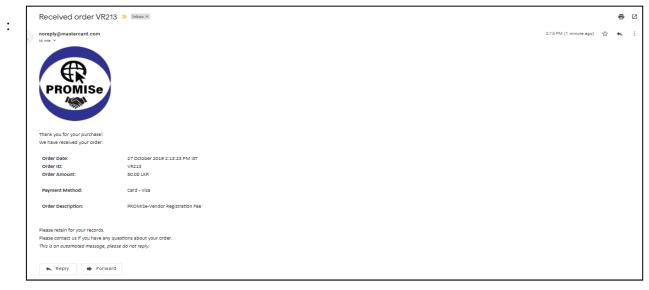


Figure 24: Email received for Successful Payment

#### 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*).

PROMISE	≡	希 Home	SPV Codes ⊃	Publication	✓ ♥ Procurement Anno	ouncements ~	🏹 eMarket	♣ Registration ∨	➡ Login
					PROMISe				
					Sign in to start your	session			
					cmbven@gmail.com	×			
						<b>a</b>			
					l forgot my password	login			

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.

PROMISe	≡ ♣H	lome	🏷 CPV Codes	Publication ~	r Procur	ement Annou	ncements 🗸	🃜 eMarket	CMB ven private lin	nited
🚑 My Profile	Vendo	or Pr	ofile						Home > Vendor P	rofile
🖒 Procurements	Profile	Serv	ices and Goods(CPV	) Certificates	e-Catalog	Payments	Settings			
	Primary	Details								
	Regist	ration N	0	V000139	)					
	Busine	ss Nam	e	CMB ver	n private limited	I				
	Туре о	f Organ	ization	Compar	ny limited by Gu	arantee				
	NIC									
	Addres	s		No 116 Main Ro Colomb Western	o 05					
	State									
	Count	у		Sri Lank	a					

Figure 26: Vendor Profile

#### 2.13 CPV CODES SELECTION

- 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).

PROMISe	≡ # Home SCPV Codes 🖹 Publication ~ 📢 Procurement Announcements ~ 🍞 eMarket	CMB ven private limited
🛃 My Profile	Vendor Profile	🚯 Home > Vendor Profile
🖒 Procurements	Profile Services and Goods(CPV) Certificates e-Catalog Payments Settings	
		Add new CPV to your profile
	03000000-1 - Agricultural, farming, fishing, forestry and related products	Delete
	09000000-3 - Petroleum products, fuel, electricity and other sources of energy	Delete
	14000000-1 - Mining, basic metals and related products	Delete
	15000000-8 - Food, beverages, tobacco and related products	Delete
	1600000-5 - Agricultural machinery	Delete
	18000000-9 - Clothing, footwear, luggage articles and accessories	Delete
	1900000-6 - Leather and textile fabrics, plastic and rubber materials	Delete
	22000000-0 - Printed matter and related products	Doloto

Figure 27: Selection of CPV Codes

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

PROMISe	≡ # Home 🌑 CPV Codes 🗈 Publication ∽ 📢 Procurement Announcements ∽ 🐂 eMarket	CMB ven private limited
🚑 My Profile 🛛 🗸	Vendor Profile	🚳 Home > Vendor Profile
🖒 Procurements 🗸	Profile Services and Goods(CPV) Certificates e-Catalog Payments Settings	
		Add new CPV to your profile
	03000000-1 - Agricultural, farming, fishing, forestry and related products	Delete
	09000000-3 - Petroleum products, fuel, electricity and other sources of energy	Delete
	14000000-1 - Mining, basic metals and related products	Delete
	15000000-8 - Food, beverages, tobacco and related products	Delete
	16000000-5 - Agricultural machinery	Delete
	18000000-9 - Clothing, footwear, luggage articles and accessories	Delete
	19000000-6 - Leather and textile fabrics, plastic and rubber materials	Delete
	22000000-0 - Printed matter and related products	Delete

Figure 28: Add new CPV to the Vendor Profile

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

🛃 My Profile	<	Select Goods a	nd Services &	Home > Goods and Services
🖒 Procurements	<			
		New CPVs Selected		
		Goods and Services *		
			Search	Search
			■ ► 03000000-1-Agricultural, farming, fishing, forestry and related products	
			■ ► 09000000-3-Petroleum products, fuel, electricity and other sources of energy	
			■ ► 14000000-1-Mining, basic metals and related products	
			■ ► 15000000-8-Food, beverages, tobacco and related products	
			■ ► 16000000-5-Agricultural machinery	
			■ ► 18000000-9-Clothing, footwear, luggage articles and accessories	
			■ ► 19000000-6-Leather and textile fabrics, plastic and rubber materials	
			E 22000000-0-Printed matter and related products	
			> 24000000-4-Chemical products	
			■ ► 30000000-9-Office and computing machinery, equipment and supplies except furniture and softw	vare packages
			■ ► 31000000-6-Electrical machinery, apparatus, equipment and consumables; lighting	
			■ ► 32000000-3-Radio, television, communication, telecommunication and related equipment	
			33000000-0-Medical equipments, pharmaceuticals and personal care products	
			34000000-7-Transport equipment and auxiliary products to transportation	
			> 35000000-4-Security, fire-fighting, police and defence equipment	
			■ ► 37000000-8-Musical instruments, sport goods, games, toys, handicraft, art materials and accessor	ries
			■ ► 38000000-5-Laboratory, optical and precision equipments (excl. glasses)	
			■ ► 39000000-2-Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and	cleaning products
			41000000-9-Collected and purified water	
			■ ► 42000000-6-Industrial machinery	

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.

PROMISe	≡ <b>#</b> H	Home SCP code	s 📄 Publication ∽	r Procur	ement Annou	incements ~	🏲 eMarket	CMB ven private limited
🛃 My Profile	Vende	Profile						🍘 Home > Vendor Profile
Procurements     My Procurements	Ponte	Services and Goods(	CPV) Certificates	e-Catalog	Payments	Settings		
O All Procurements	Primary	Details						
	Regist	ration No	V000139	9				
	Busine	ess Name	CMB ve	n private limite	t i			
	Туре о	of Organization	Compa	ny limited by Gu	iarantee			
	NIC							
	Addres	\$\$	No 116 Main Ro Colomb Westerr	0 05				
	State							
	Count	ry	Sri Lank	a				
	Busins	e e vezietretien Norek er	DD100					

#### Figure 30: Procurements

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

- Engaged Procurements Procurements which were engaged (vendor has bid for at least one item) by the vendor (currently logged in user).
- 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.

Procurements				Home > Procurements
Engaged Procurements	New Procurements 0	Active Procurements	Emergency Procurements	– Expired Procurements

Figure 31: Division of Procurements under different tabs

## 2.15 VIEWING OF ENGAGED PROCUREMENTS BY THE VENDOR UNDER MY PROCUREMENRS

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

	😑 👫 Home	CPV Codes Put	olication >	Procurement Ann	nouncements	<ul> <li>✓ eMarket</li> </ul>			Sheild M	edical (Pvt)
My Profile <	Procurem	ents							🙆 Home	> Procurem
Procurements ~ My Procurements All Procurements	Engaged Procu	rements 3 New	Procurements	1 Active Proc	curements 1	Emergenc	y Procurements 🧕	Expired Searc	Procurements	2
	Show 10	Action	Procuring Entity It	Title of the Procurement	Reference No II	Bid Closing Date & Time	Procurement Method	Funding	Geographic Location	Lot Wise 11
	Expired Engaged Observing by T	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 Expr d	Action -	Ministry of Health,	Buy Medicine	2020020713	2020-02-28 12:30:00	Shopping (RFQ)	Local	Colombo 02	No

Click Action  $\rightarrow$  Click View and the vendor can view the procurement in detail (*Figure 33*).

PROMISe			Publication ~	♥ Procurement Announcements >>	🏋 eMarket	Abcdefgh
🚑 My Profile	<	Engageme	nt			🚯 Home > Engagements
Procurements		Primary Details	5			-
		Procurement Entit	ty	Administrative Appeals Tribunal		
		Program		Operational Activities		
		Project		SSD Project 000222		
		Procurement Title		SSD Procurement Test 001		
		Bid No		001		
		Drug/equipment r	equisition no	001		
		Procurement Cate	gory	Works		
		Procurement Meth	nod	Shopping (RFQ)		
		Bidding Process st	art 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  $\rightarrow$  My Procurements.
- 2. Click the second tab "New Procurements". The vendor can view all the new procurements available (*Figure 34*).

Profile	< P	Procure	ments		1						🍘 Hor	me > Procureme
curements	<			_		_						
		Engaged Pro	curements	5 N	ew Procurements 1	Active Procurem	nents 💶 Eme	rgency Procureme	nts 🧕 Expired P	Procurements 16		
		Show 10	✓ entries								Search:	
		Status	.↓≞ Actio	n .!!	Procuring Entity	Title of the Procurement	Reference No 👫	Bid Closing Date & Time 1	Procurement Method	Funding 🕸	Geographic Location	Lot Wise 📲
		New Not Engaged Open to Bid		w	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES B	2020040553	2020-04-05 16:45:00	Shopping (RFQ)	Local	Panadura	No
		Showing 1	1 of 1 entries								Previou	s 1 Next

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

- 1. Click Action  $\rightarrow$  Click View and the vendor can view the procurement in detail (*Figure 35*).
- 2. To Start bidding click the "Bid" Button.

My Profile       Engagement       Image: Biggement       Image: Bigg	TEST ONE
Service and Goods         Bidding Documents         Specifications         Procurement Clarification	igagements
Bidding Documents         Specifications         Procurement Clarification	+
Specifications           Procurement Clarification	+
Procurement Clarification	+
	0+
Bid to Procurement	+
Bid	

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*).

PROMISe		Procurement Announcements ~ eMarket	BN NAME @ TEST ONE
🖴 My Profile 💦 🗸	Engagement		֎ Home ≥ Engagements
C Procurements	Primary Details		+
	Service and Goods		+
	Bidding Documents		-
	Bid Document A	<b>≛</b> Download	
	Commercial Requirement		-
	Requirement Check List		-
	Rule One	⊖ No ® Yes	
	Rule Two	⊂ No ® Yes	
	Rule Three		
		Submit	

Submit Button

Figure 36: Requirements check list of new procurements

#### 2.18 SUBMISSION OF REQUIRED CERTIFICATESWHEN BIDDING

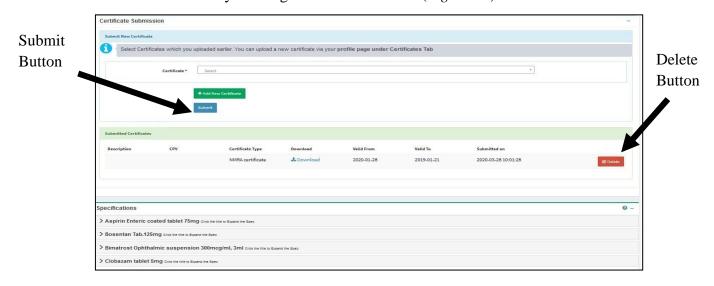
- 1. If the relevant certificates do not appear in the drop-down list in (Figure 37), then
- 2. Click "**My Profile**"→View and then select the "**Certificates**" tab. You can upload the new certificates here by selecting the certificate type from the drop-down and upload the certificate.
- 3. Now come 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*).

Certificate Submission	
Select Certificates which you	uploaded earlier. You can upload a new certificate via your profile page under Certificates T
Certificate *	Select
	NMRA certificate-
	Submit
Submitted Certificates	

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 SUBMITTINGRESPONSES TOTECHNICAL 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 75	mg Clok the the to Repard the Spec							
	✓ Bosentan Tab.125mg cick raman g	Digand the Spec							
	Item Name		Bosentan Tab.125mg						
	Item Code								
	CPV Code		33600000-6-Pharmace	eutical products					
	Quantity		123900						
	Required Delivery Date		48 hours from the tim	e of releasing the PO to supplier					
	Spec	Min Value	Preferred Value	Max Value	Mandatory/Non Mandatory		What You Offer	Commenta	
	S.R. No	00202101			@ Mandattary		Whatyou offer?	Comment Here	
	Chemical Entity	Bosenten			@ Mandabary		What you offer?	Comment Here	
	Unit of Measure (U.O.M)	Teb			@ Nandatory		What you offer?	Comment Here	
	U.O.M. Description	123mg			@ Mandattory		What you offer?	Comment Here	
	Shelflife	24 Months			@ Mandatory	$\checkmark$	Whatyou offer?	Comment Here	
	Minimum Pack	Vendor should specify			@ Marriatory		£X10	Comment Here	
	Minimum pack price	Vendor should specify			@Mandaltary	$\checkmark$	What you offer?	Commant Here	
Jnit	Manufacturer Name	Vendor should specify			@ Maccialory		Drug Manufacturer	Comment Here	
rice	Country of origin	Vendor should specify			@ Manufatory	$\square$	Whatyou offer?	Comment Here	
lice	Samples	Vendor should specify			@ Nemistory		What you offer?	Comment Here	
	Comment								
	Unit Price								al.
			12.0008						
	Total Price		Rs1,486,899.12						
	> Bimatrost Ophthalmic susper	on 300mog/ml, 3ml classes and signal the spec	ê.						
	> Clobazam tablet 5mg clok rama	çard ha İças							
	Financial Responsiveness								_
	Total Price		Rs.0.0000						
	Bid Security		Ra.0.0000						
end	Bid Submission						Activ	ate Windows	
ulu									



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.

Bosentan Tab. 125mg ckkner						
	Ne to Expand the Spec					
tem Name		Bosentan Tab.1	125mg			
tem Code						
CPV Code		33600000-6-Ph	armaceutical products			
Quantity		123900				
Required Delivery Date		48 hours from t	the time of releasing the PO to supplier			
Spec	Min Value	Preferred Value	Max Value	Nandatory/Non Mandatory		What You Offer
i.R. No	00202101			@ Man datary	8	
Chemical Entity	Bosentan			10 Mandatory	1 M	
Init of Measure (U.O.M)	тар			@ Mandatory	8	
J.O.M. Description	123mg			@ Mandatory	8	
ihelf life	24 Months			@ Mandatory	8	
tinimum Pack	Vendor should specify			(i) Handatory	5	\$2(\$0
tinimum pack price	Vendor should specify			@ Man datary	8	
Aanufacturer Name	Vendor should specify			(i) Han datory	12	Drug Manufacturer
Country of origin	Vendor should specify			@ Mandatory	Ŀ <b>⊻</b>	
iamples	Vendor should specify			@ Mandatory	ы	
omment						
Juit Price			Rs.12.0008			
Total Price			Rs.1,486,899.1200			
Bimatrost Ophthalmic susp Clobazam tablet 5mg cickes	pension 300mcg/ml, 3ml clos heres by Mais Broard he bac	and the light				
ancial Responsivenes	5					
al Price		Rs.1,486,899.1	200			
I Security		Ra.0.0000				
Submission						

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.

price	Vendor should specify			@ Mandatory	ß		
Manufacturer Name	Vendor should specify			@ Mandatory	ß	Drug Manufacturer	
Country of origin	Vendor should specify			<i>⊗</i> Mandatory	×		
Samples	Vendor should specify			@ Mandatory	S		
Comment							
Unit Price			Rs.12.0008				
Total Price			Rs.1,486,899.1200				
Bimatrost Ophth	almic suspension 300mcg/m	, 3ml Click the title to Expand the Spe	ю.				
Clobazam tablet	5mg Olick the title to Expand the Spec						
in the second							
ancial Responsi	veness						-
ancial Responsi tal Price	veness	Rs.1,486,899.12	00				-
	veness	Rs.1,486,899.120 Rs.0.0000	00				-
tal Price d Security	veness		00				-
tal Price	veness		00				-
tal Price d Security	veness		00	_			-
tal Price d Security Submission	Veness File* Browse	Rs.0.0000		e of the document * Finel	lid Document Summe	ny-Letter of Bid	-
tal Price d Security Submission	File* Browse	Rs.0.0000		e of the document*	lid Decument Summe	ny-Letter of Bid	-
tal Price d Security Submission	File* Bowse *Add New Docu	Rs.0.000		e of the document * Final	lid Document Summa	ny-Letter of Bid *	-
tal Price d Security Submission	File* Browse	Rs.0.000		e of the document * <u>Final</u>	iid Document Summa	ny-Letter of Bid *	-
tal Price d Security Submission	File* Bowse *Add New Docu	Rs.0.000		e of the document * <u>Final</u>	lid Document Summe	ny-Letter of Bid	-

**Bid Submit Button** 

Figure 41: Bid Submission of a Procurement

### 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.

Did doc	
concercial Requirement	OTP Verification ×
Requirement c	We just sent you # SMS with a code to 94772613699. Enter it to continue X
Certificate Submission	OTP Cede * 200224 Submit
Specifications	
> Aspirin Enteric coated tablet 75	IT G Crox the to Bloom the Spec
> Bosentan Tab.125mg crisk the title to	Econo tre Econ
> Bimatrost Ophthalmic suspens	sion 300mcg/ml, 3ml croxine stero Board ine Boes
> Clobazam tablet 5mg crox the state to	Roand the Spec
Financial Responsiveness Total Price	Ra1,858,500.0000
Bid Security	Rs.0.0000
Bid Submission	
Upload New	
File*	EDUISE. sample pel     This of the decimient *     Place Bid Decimient SummaryLetter of Bid     *
	Add for Decement

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.

bid doc	we Download
Commercial Requirement	
Requirement Check List	
Certificate Submission	
Specifications	
> Aspirin Enteric coated tablet 75m	g Cricis me tale to Bloams the Bases
> Bosentan Tab.125mg click the title to But	ver the Spec
> Bimatrost Ophthalmic suspensio	n 300mcg/ml, 3ml citics the to Expand the Spec
> Clobazam tablet 5mg click the site to Ex	and the Spec
Financial Responsiveness Total Price Bid Security Bid Submission Upland New File File Terms*	

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.

		Specifications				0 -
		> Aspirin Enteric coated tablet 7	5mg Click the title to Expend the Spec			
		> Bosentan Tab.125mg circle the state to	Expand the Spec			
		> Bimatrost Ophthalmic suspen	sion 300mcg/ml, 3ml crick the title to Exp	aand the Spec		
		> Clobazam tablet 5mg click the title t	o Expand the Spec			
		Financial Responsiveness				-
		Total Price	Rs.22,6	539,500.0000		
		Bid Security	Rs.0.00	000		
		Bid Submission				-
Unloaded	Bid	File*	Browse No file selected.	Title of the document *	×	
Uploaded Documents	Diu	Terms*	Add New Document      I scoept Terms and conditions      Submit			
		Uploaded Documents				
		Document Type		Download	Uplonded On	
		Final Bid Document Summary-Letter	of Bid	Lownload (This document was encrypted until bid opening date. Only bid submitted vendor can view this before that date.)	2020-03-28 10:51:20	
		- L.				

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.

Minimum pack: price	Vandor should specify		12 1
Manufacturer Name	Vendorshould specify	OTP Verification *	8 Drug Manufacturer
Country of origin		We just sent you a SMS with a code to 94715975258. Enter it to continue	8
Samples		OTP Code * 1224 Submit	2
Comment			
Unit Price		in La constante de	
Total Price			
	Imic suspension 300mcg/m	N., 3mil course to base the land	
> Clobazam tablet 5			
Total Price		81.4	
Bid Security		NLO.O.	
		Cancelled OTP Verification failed	
		OK	

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.

rocurements <	-									
	Engaged Procuremen	nts 🖻 New Pr	ocurements 1	Active Procurements	1 Emergen	cy Procurements	Expired Pro	curements 15		
	Show 10 v ent	ries							Search:	
	Status	L Action	Procuring Entity II	Title of the Procurement	Reference No 💵	Bid Closing Date & Time 💵	Procurement Method	Funding 1	Geographic Location	Lot Wise 💷
	Engaged Intention Awarded	Action -	Administrative Appeals Tribunal	TEST @ PROC TITLE 232020	2020030329	2020-03-03 10:45:00	Shopping (RFQ)	Local	Panadura	No
	Engaged Intention Awarded	Action -	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES ABCDE	2020040146	2020-04-01 23:15:00	Shopping (RFQ)	Local	Panadura	No
	Expired Engaged Intention Awarded	Action +	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES CDEFG	2020040247	2020-04-02 13:30:00	Shopping (RFQ)	Local	Panadura	No
	Engaged Observing by TEC & PC	Action -	Administrative Appeals Tribunal	TITLE OF PROC @ EXAMPLE APRIL 3 4th	2020040351	2020-04-03 19:30:00	Shopping (RFQ)	Local	Panadura	No
	New Engaged Open to Bid	Action -	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES A	2020040552	2020-04-05 15:00:00	Shopping (RFQ)	Local	Panadura	No

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
Bid	Withdrawal	Button

	BN @ PROMISE TES
Ingagement	֎ Home ≻ Procureme Modificatio
	Bid withdrawal
Primary Details	+
Service and Goods	-
3360000-6 Pharmaceutical products	
Bidding Documents	-
bid doc &Download	
Commercial Responsiveness	+
Specifications	0 ÷
Financial Responsiveness	
Bid Submission	-
Upload New	
- All upliceded documenta will be encrypted until bid opening date. No other users can view these documenta except you.	

Figure 47: Bid withdrawal of a procurement by the vendor