

Online Procurement System

User Guide for Vendor Panel

(Version 1.0)



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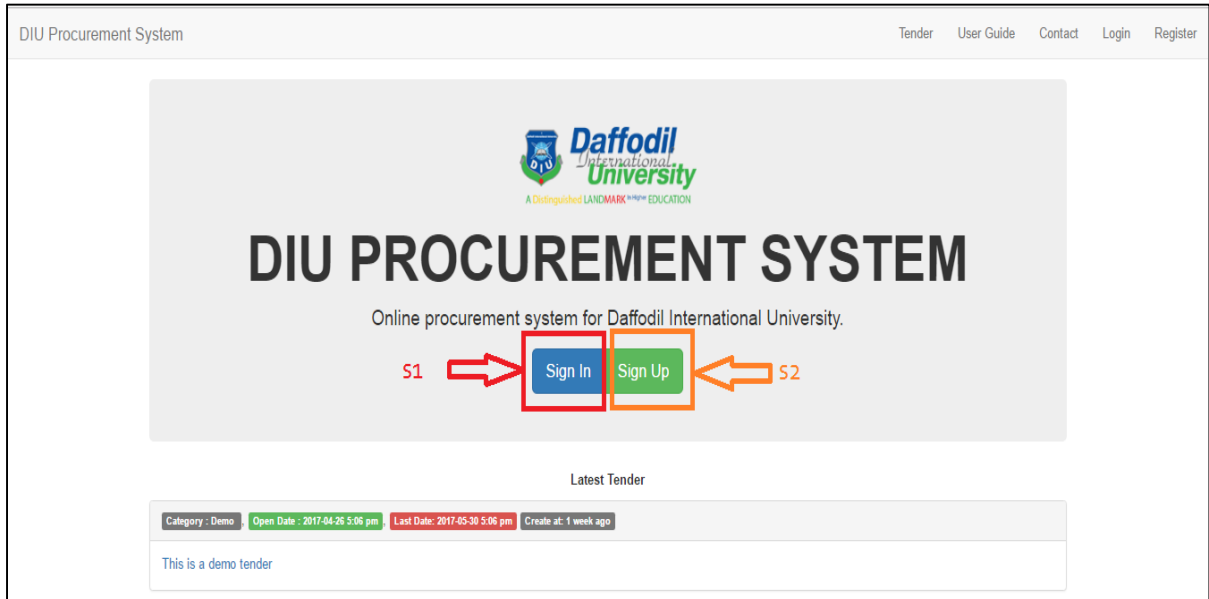
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1. Vendor Panel

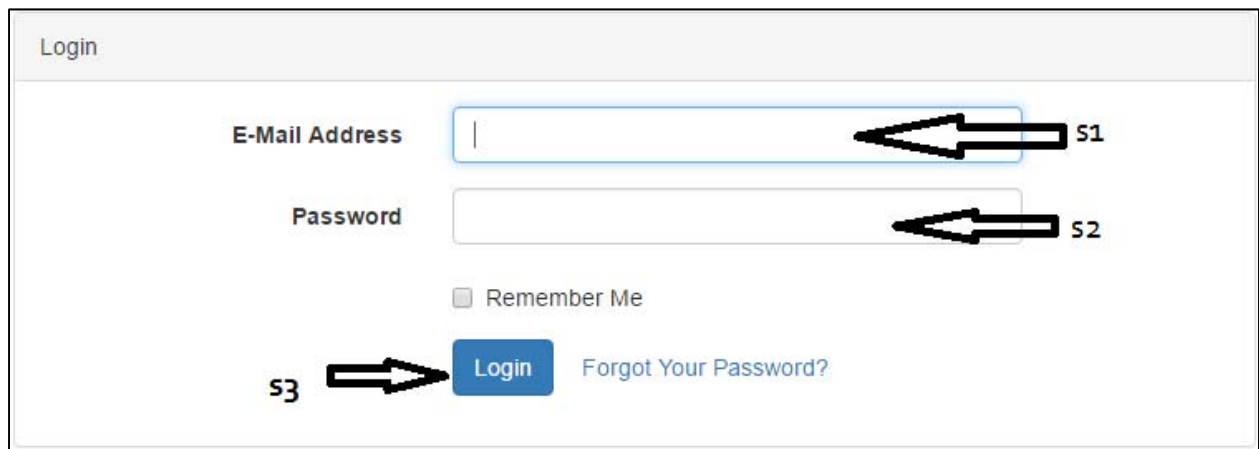
1.1 Home page of Online Procurement System

- Clicks on the **Signup (s2)** button for creating a new vendor account ,
- Then Clicks on the **Sign in (s1)** button.



1.2 Log in To Online Procurement System

- Click on the '**Sign In**' button then UI will execute the log In Page.
- Set **Email Address (s1)** & **Password (s2)** then click on '**Login**' (s3) button.



1.3 Register To Online Procurement System

- Click on the 'Sign Up' button then UI will execute the **Register** Page for new Vendor account.
- User can also get access to the register page by clicking the '**Register**' from the log in page.
- Set **name (s1)** & **Email Address (s2)** & **Password (s3)** & **Confirm Password (s4)** then click on '**Register**' (**s5**) button.

Online Procurement System

Login Register

Register

Name S1

E-Mail Address S2

Password S3

Confirm Password S4

S5

1.4 View Dashboard of Online Procurement System

- This user interface guide to user navigates dashboard by which user create a profile in Online Procurement System.
- Also guides to use to view the recent **Tender** list.

Dashboard

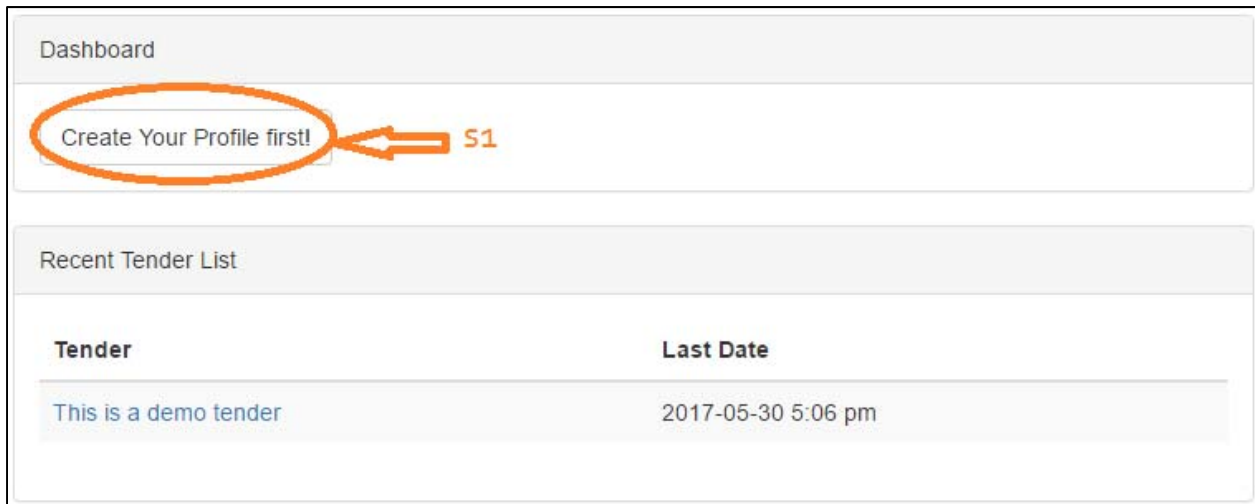
Create Your Profile first!

Recent Tender List

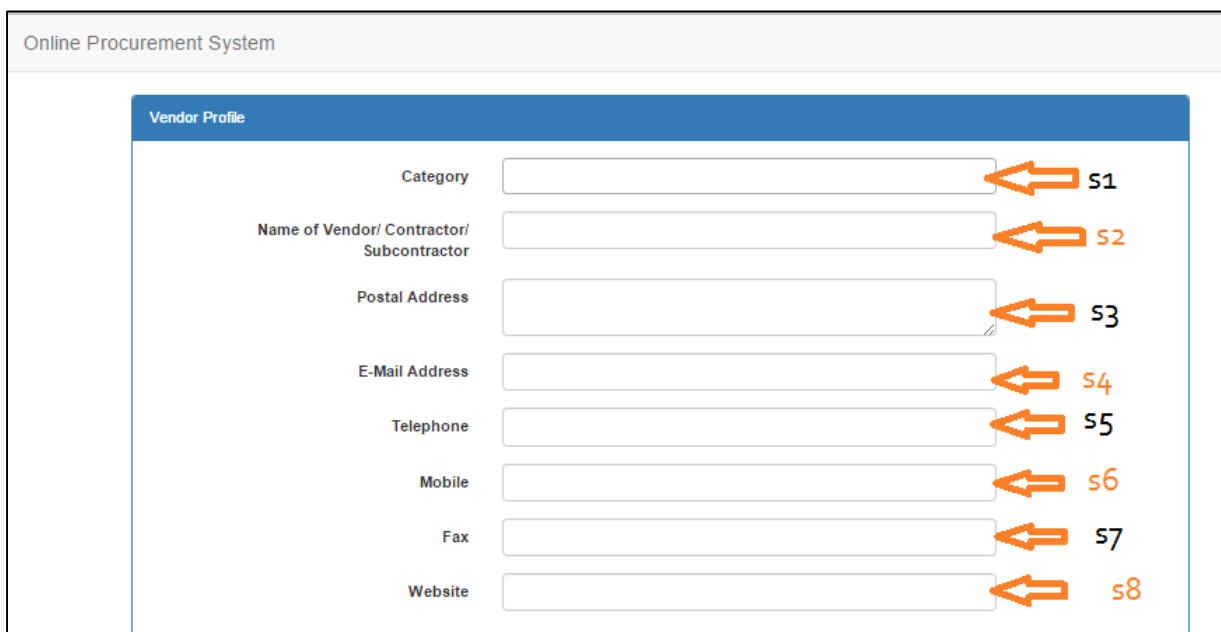
Tender	Last Date
This is a demo tender	2017-05-30 5:06 pm

1.5 Create User Profile of Online Procurement System

- Click on the **Create Your Profile List** for creating a Vendor Profile.



- Go to the **Category** (s1), select specific categories from the dropdown list,
- Go to the **Name of the Vendor** (s2), write down the vendor name/contractor/subcontractor,
- Go to the **Postal Address** (s3), write down the valid postal address of vender,
- Go to the **email address** (s4), write down the valid email address ('@' must be),
- Go to the **Telephone** (s5), write down vendor's telephone no.
- Go to the **mobile no** (s6), write down vendor's mobile no.
- Go to the **Fax** (s7), write down vendor's have any fax no.
- Go to the **websites** (s8), write down vendor's have any specific websites.



- Go to the **Nature of business** (s1), select a specific business from the dropdown list,
- Go to the **Contact Person Name** (s2), write down name of the contact person whom will vendor will contact,
- Go to the **Contact Person Designation** (s3), write down the designation of the contact person,
- Go to the **Contact Person mobile** (s4), write down the mobile no. of the contact person,
- Go to the **Contact Person NID** (s5), write down the NID no. of the contact person,
- Go to the **Contact Person Email** (s6), write down the valid Email address of the contact person,
- Go to the **Other Contact Person** (s7), write down if the vendor has other contact person,
- Go to the **Bank Information** (s8), write down the bank information of the vendor,
- Go to the **Payment Option** (s9), select specific payment option for vendor,
- Go to the **Trade License** (s10), write down the trade license of vendor,
- Go to the **TIN no** (s10), write down the TIN no of vendor,
- Go to the **VAT number** (s12), write down the VAT number of vendor,

The screenshot shows a form with 12 fields, each with an orange arrow pointing to it and a label (s1 to s12). The fields are: Nature of Business (dropdown, value: Manufacturer, s1), Contact Person Name (text, s2), Contact Person Designation (text, s3), Contact Person Mobile (text, s4), Contact Person NID (text, s5), Contact Person Email (text, s6), Other Contact Person (text, s7), Bank Information (text, s8), Payment Option (dropdown, value: Electrical Payment Via Cheque, s9), Trade License (text, s10), TIN Number (text, s11), and VAT Number (text, s12).

Upload vendor's all document scan copy by choose following files:

- Trade License copy
- VAT Certificate copy
- Tin Certificate copy
- Bank Certificate copy

Upload vendor's all others document scan copies as zip file choose following files:

- All other Support Doc
- Pay Order Scan Copy

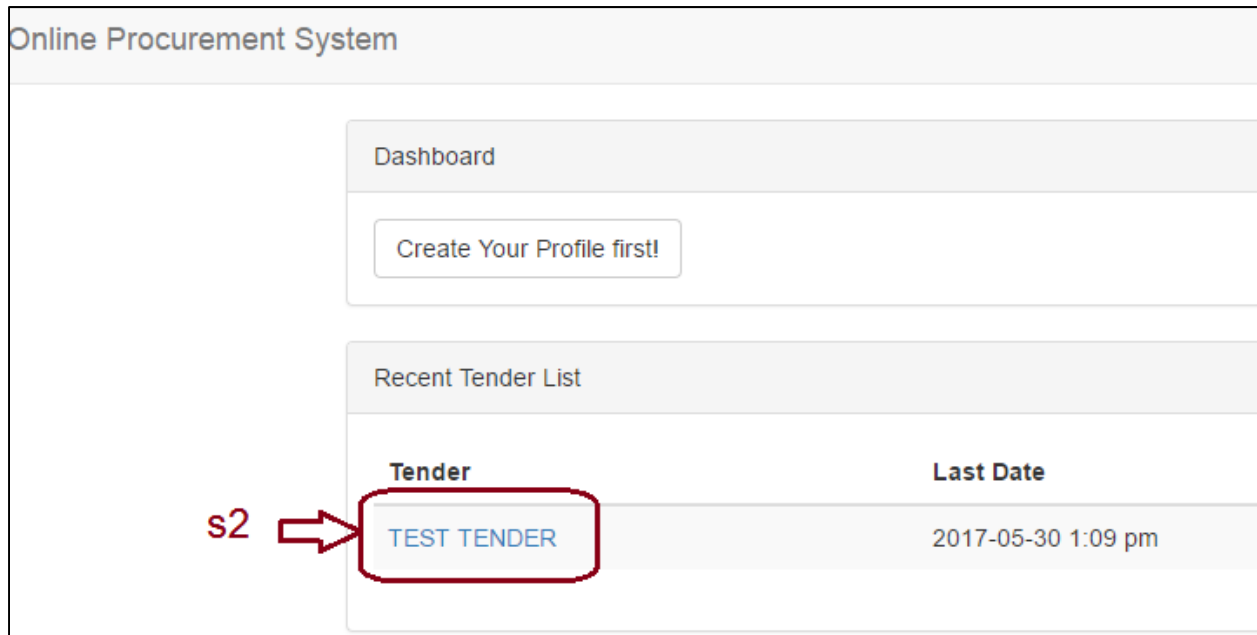
The screenshot shows a web interface for uploading documents. It is divided into two main sections, each with a yellow header. The first section is titled "Upload your all documents scan copy" and contains four rows of input fields. The second section is titled "Upload your all others document scan copy as zip file" and contains two rows of input fields. A blue "Register" button is located at the bottom left. Annotations include an orange box around the "Choose File" buttons in the first section, an orange arrow labeled "S1" pointing to the "Choose File" button for "Trade License Copy", and another orange arrow labeled "S2" pointing to the "Choose File" button for "All Other Support Doc".

Upload your all documents scan copy	
Trade License Copy	<input type="button" value="Choose File"/> No file chosen
VAT Certificate Copy	<input type="button" value="Choose File"/> No file chosen
TIN Certificate Copy	<input type="button" value="Choose File"/> No file chosen
Bank Certificate Copy	<input type="button" value="Choose File"/> No file chosen

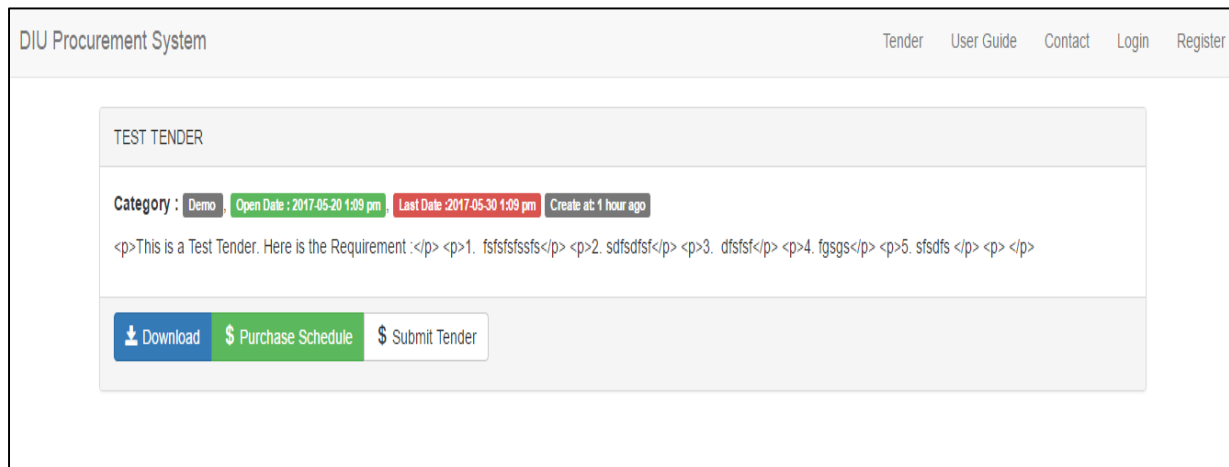
Upload your all others document scan copy as zip file	
All Other Support Doc	<input type="button" value="Choose File"/> No file chosen
Pay Order Scan Copy	<input type="button" value="Choose File"/> No file chosen

1.6 Create Vendor Profile of Online Procurement System

- Click on the **Test Tender (S2)** for download/purchase/submit a Tender as A vendor.



- This is the user interface of **Tender List** for View all information of **Tender**.

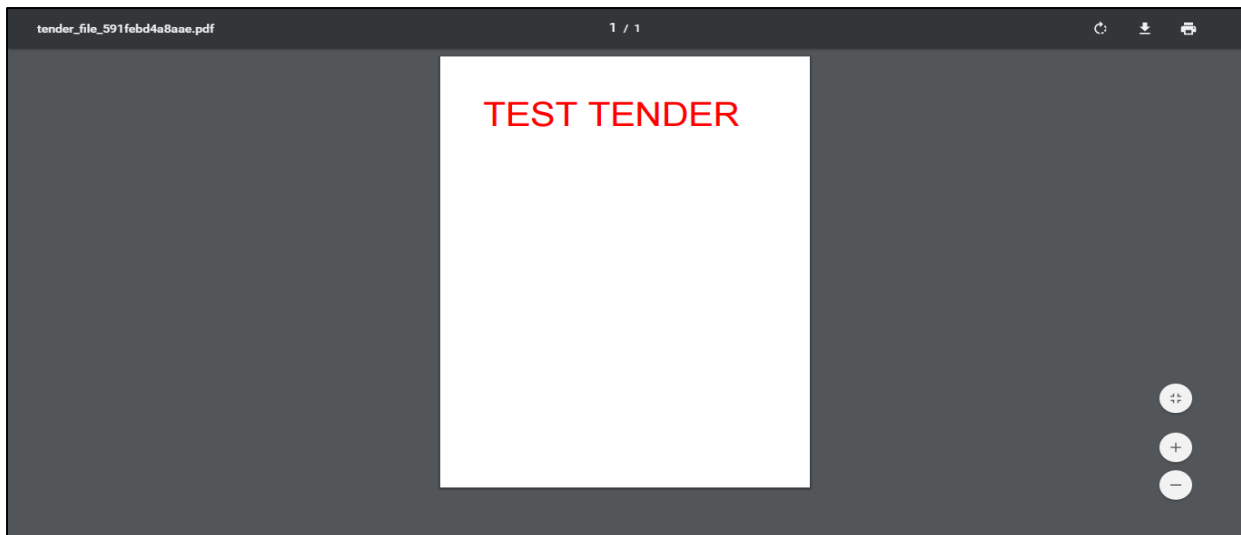


1.6.1 Download the specific Tender

- Clicks on the “**Download**” (s0) button a user can easily download the specific **Tender (s2)**



- After clicking the download button a new user interface will arrived, then user can get the download **Tender** file

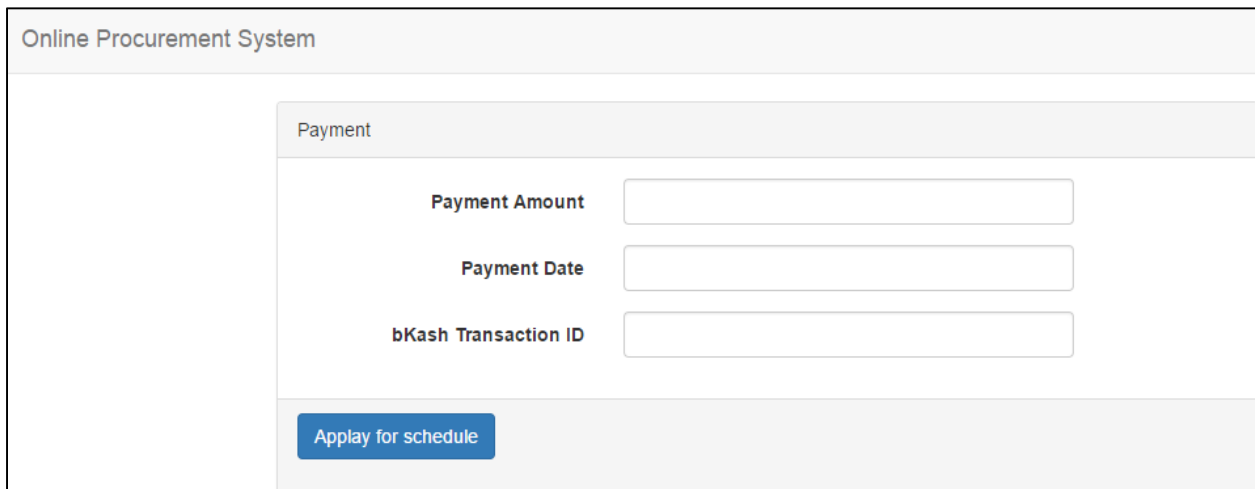


1.6.2 Purchase Schedule of specific Tender

- To **Purchase Schedule** (s0) vendor—click on **purchase schedule (S0)**. Then there will be open a new page for **Payment** Tender info.



- This is the user interface of Payment for View all information of Purchase Schedule.



1.6.3 Apply for Schedule of specific Tender

- To Apply for the schedule user have to add the below fields:
 - Add “**Payment Amount**” (s1)
 - Write down the “**Payment Date**” (s2)
 - Add user’s “**bkash Transaction ID**” (s3)
- After fill up all the fields by related data and click on ‘**Apply for schedule**’ (s4) button.

Online Procurement System

Payment

Payment Amount ← s1

Payment Date ← s2

bKash Transaction ID ← s3

← s4

- After adding all the field for payment, System will perform a **successful message (s5)** on the right hand corner.

Online Procurement System afun ▾

Dashboard

Create Your Profile first!

Recent Tender List

Tender	Last Date
TEST TENDER	2017-05-30 1:09 pm

✓ You are already Schedule has been submitted

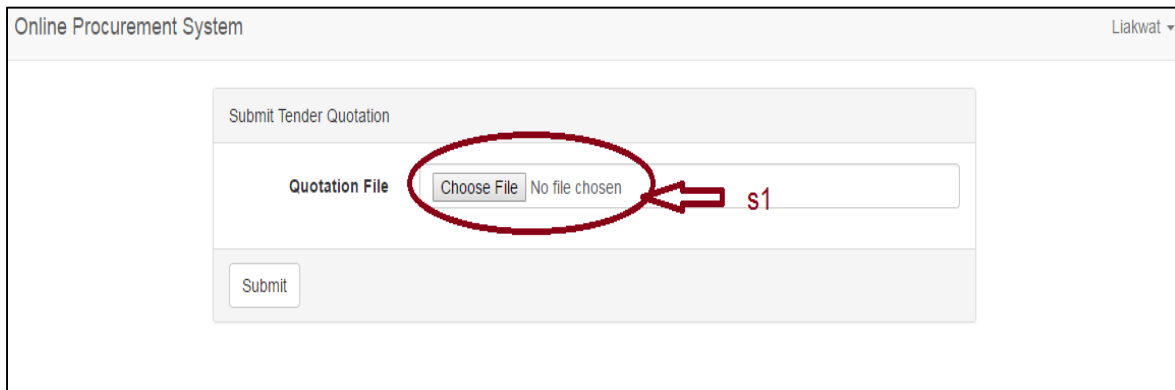
↑ s5

1.6.4 Submit Tender

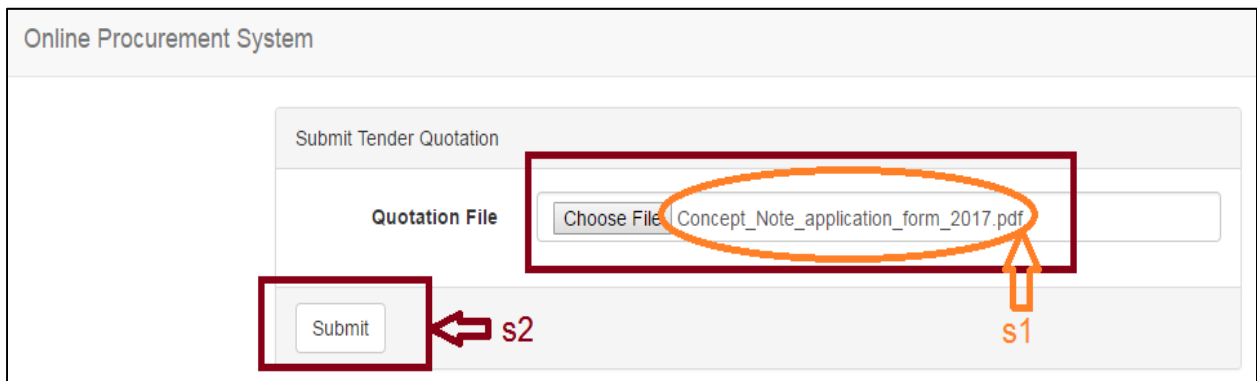
- To **Submit the Tender** (s0) vendor–click on **Submit Tender (S0)**. Then there will be open a new page for Tender Quotation info.



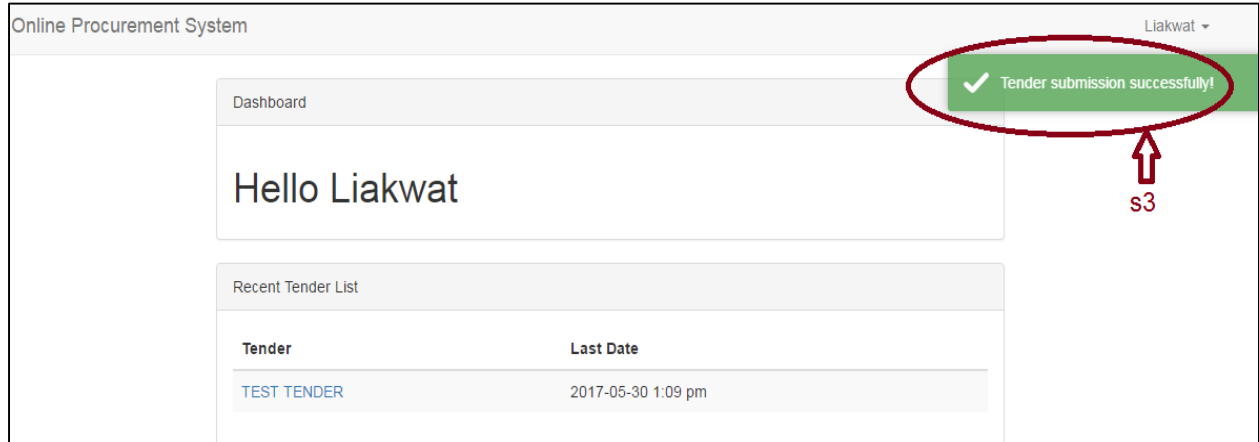
- To upload a tender clicks on the “choose file” (s1) from your desktop.



- This is the user interface of Tender submission for View the uploaded file
- Clicks on the “**Submit**” (s2) button for upload the tender file.



- After upload the tender file, System will perform a **successful message (s3)** on the right hand corner.



1.7 Create User Profile of Online Procurement System

- Select/upload file “all other doc” and “pay order scan copy”
- Click on ‘Register’ (S3) button.

