e-GP System User Manual
for
Procuring Entity (PE) Admin

(www.eprocure.gov.bd)

Central Procurement Technical Unit (CPTU)

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Contents

1. Login to e-GP Portal along with User Name & Password

Procuring Entity (PE) Admin will be created by e-GP Admin in the e-GP Portal. The moment Admin is created on e-GP; Users will get a system generated e-Mail message in their registered e-Mail ID which contains the necessary information pertaining to Users Login details along with User name & Password. With the help of this User name & Password, Users can start working on e-GP Portal (As shown in **Screen – A1)**

Steps for Login to the system

1.1. Users will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the "**Security & Integrity**" on e-GP Portal, system by default leads to "*Change Password*" screen will come where-in user needs to give the details which were asked.

Screen – A1

1.2. In this Change Password all fields are mandatory. Therefore, Users needs to give an input on each & every field. If any of the field skipped by Users, then, system won't allow Users to process further on the e-GP Portal.

1.3. Once all the inputs are given by the Users after that, Users needs to click on *"Submit"* button which would be available at bottom of the page. (As shown in **Screen – A2**)

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Change Password

Fields marked with (*) are mandatory.

Current Password : *   ••••••••   Valid password

New Password : *   ••••••••

(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *   ••••••••

Hint Question : *   What is your favourite color ?

Hint Answer : *   blue

Submit

Screen-A2

1.4. Once details are given by User and clicking on *"Submit"*, system will show message on Users screen i.e. *"Password Changed successfully"* then User will be redirected to home page where the Users has to enter the e-mail ID and the changed password. **(As shown in Screen-A3)**

Screen-A3

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2. Message Box

2.1 User will login to e-GP Portal along with User name & Password.

2.2 After login into system, User will be able to see the Message box menu (As shown in **Screen-B1**)
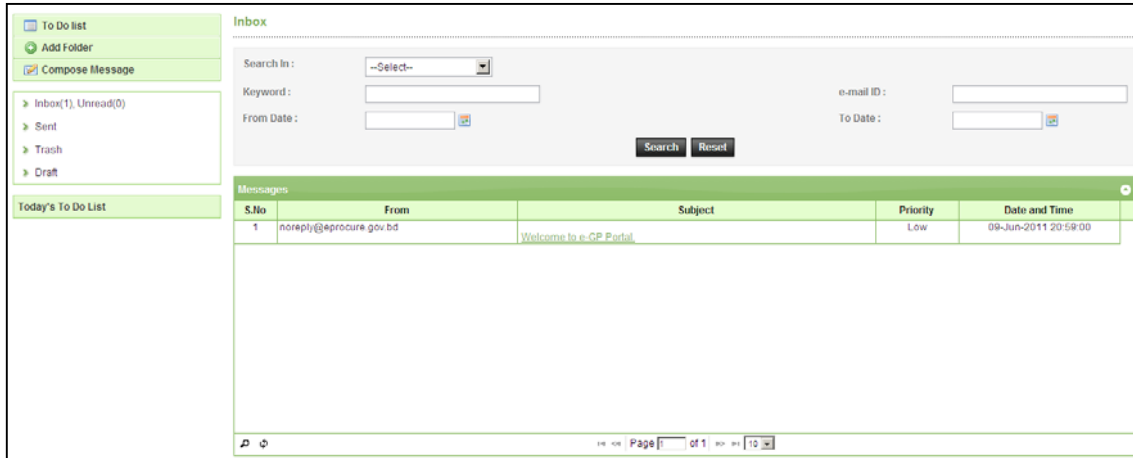
<p align="center">**Screen-B1**</p>

2.2.1 Left Menu will show below mentioned links (As shown in **Screen-B2**)
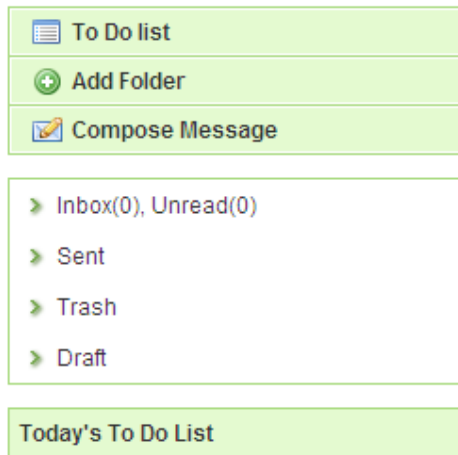
<p align="center">**Screen-B2**</p>

2.2.2 "**To Do List**" → User can add new tasks, view existing tasks and can search for the task details.

2.2.3 "**Add Folder**" → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.

2.2.4 "**Compose Message**" → User can Compose messages using this functionality.

2.2.5 "**Inbox**" → All the mails which are received by user will be available in this folder.

2.2.6 "**Sent**" → Mails which user sent through compose message will be available in this folder.

2.2.7 "**Trash**" → Deleted messages will be in this folder.

2.2.8 "**Draft**" → Saved messages will be in this folder.

2.3 Message Box >> To Do List

2.3.1 To Do List functionality, is used so that users can manage their tasks / activities on regular basis.

2.3.2 **View Task Details** → All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)
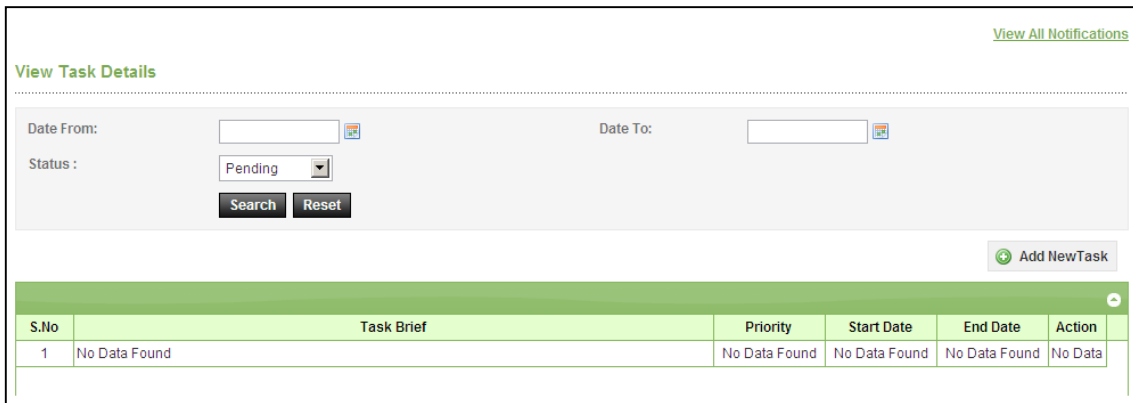
Screen-B3

2.3.3 **Search Task** → User is given Search criteria, through which user can search by giving required parameters (i.e. From Date – To Date, Status) through which user can get quick result. (As shown in **Screen – B4**)

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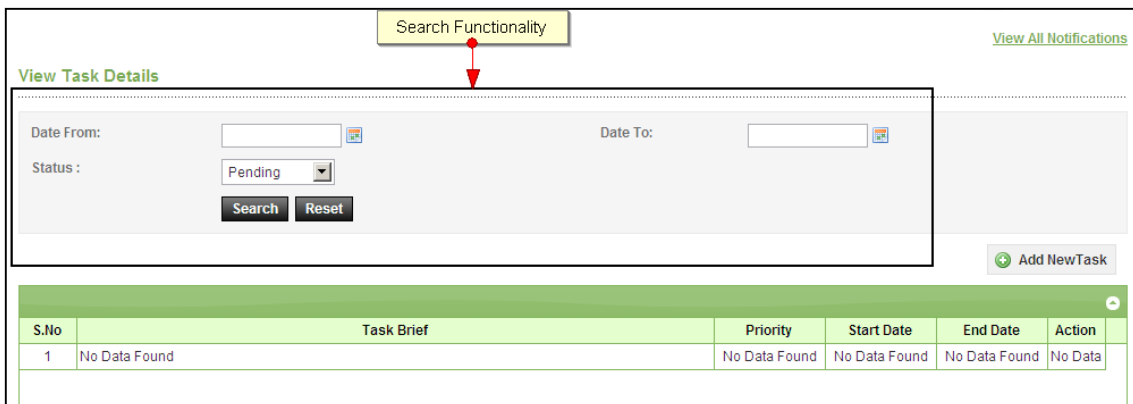
Screen-B4

2.3.4 **Add New Task** → User can create new task by click on the link (As shown in **Screen – B5**) and add in their respective To Do list. Once New Task page gets opened, it will list down the input values (Task Brief, Task Details, Priority of Task, Start Date and End Date) which user will fill and click on Submit button. (As shown in **Screen – B6**)

Screen-B5

Screen-B6

2.4 **Message Box >> Add Folder**

2.4.1 "**Add Folder**" link will be shown in left panel (As shown in **Screen – B7**)→ Add Folder page will be shown, Once user enter the folder name and clicking on submit button, system will display a validation message as "*Folder created successfully*" and the created folder name will be shown on the left panel.
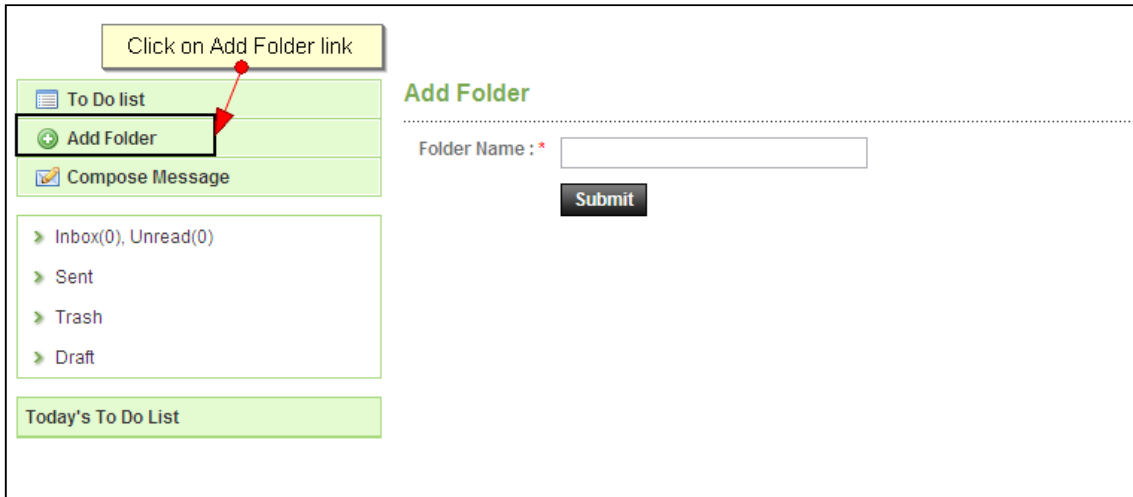
Screen-B7

2.5 *Message Box >> Compose Message*

2.5.1 **Compose Message** → Users can compose message using this functionality (As shown in **Screen – B8**). Lots of features like font, colour, styles are available for better appeal. User can set priorities to the messages as well.
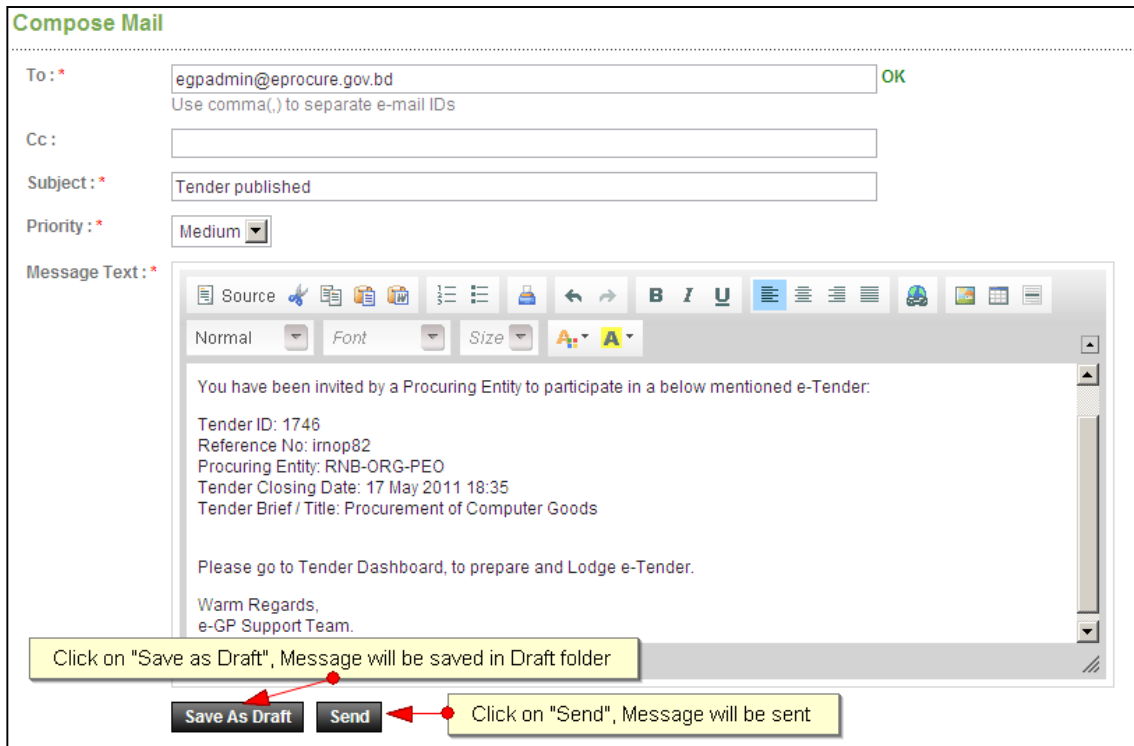
Screen – B8

2.5.2 Message can be created in "**Rich Text Area**" as shown. Prority of message can be set for the message by selecting "**Low, Medium, High**". After composing of message, User can either "**Send**" the message or "**Save as Draft**".

2.5.3 Once the message is Sent, system will prompt message "*Message Sent Successfully*" and the mail will be available in "**Sent Folder**".

2.6 **Message Box >> Inbox**

2.6.1 Inbox basically is the storage of messages which users will receive from other users. User will be able to View, Open and Search messages.

2.6.2 **View Message** → User can see all messages in Inbox in the grid table (From, Subject, Priority, Date and Time). (As shown in **Screen – B9**)

Messages				
S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.com	APP ID: 895 APP Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

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Screen – B9

2.6.3 **Open Message** → User can select & click on the link to open message and view the message with values (Subject, From, To, Cc, Priority, Message body) with some more functionality mentioned in below table (As shown in **Screen – B10** & **Screen - B11**)

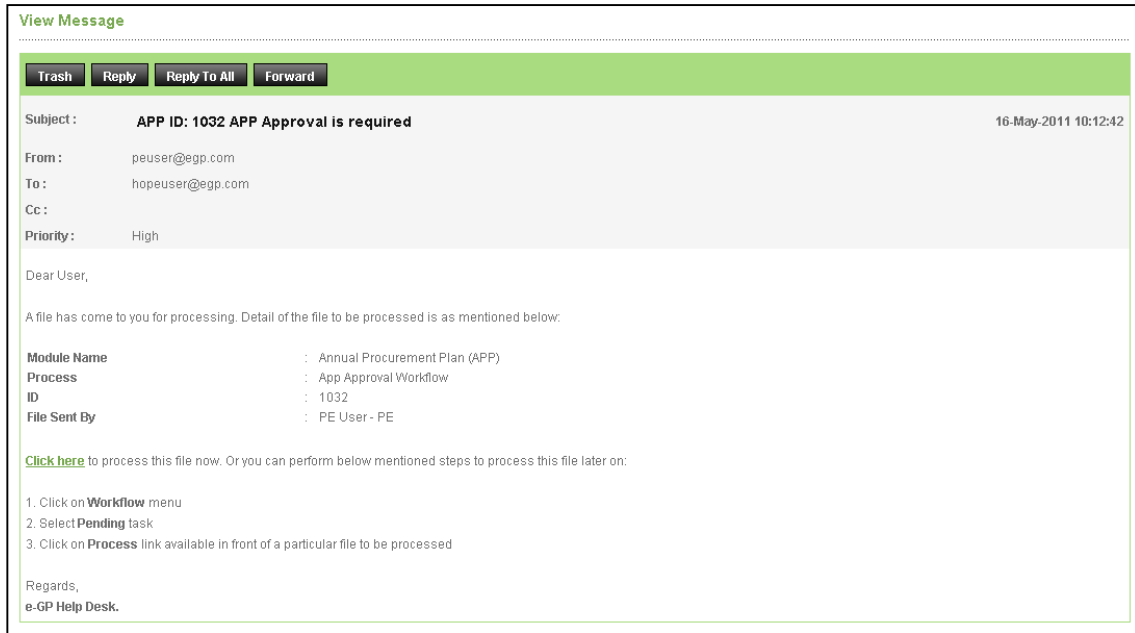| Messages				
S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.com	Select Message & Click on link Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

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Screen – B10

View Message

Trash   Reply   Reply To All   Forward

Subject :   APP ID: 1032 APP Approval is required   16-May-2011 10:12:42

From :   peuser@egp.com
To :   hopeuser@egp.com
Cc :
Priority :   High

Dear User,

A file has come to you for processing. Detail of the file to be processed is as mentioned below:

Module Name   :   Annual Procurement Plan (APP)
Process   :   App Approval Workflow
ID   :   1032
File Sent By   :   PE User - PE

Click here to process this file now. Or you can perform below mentioned steps to process this file later on:

1. Click on **Workflow** menu
2. Select **Pending** task
3. Click on **Process** link available in front of a particular file to be processed

Regards,
e-GP Help Desk.

Screen – B11

Trash	When User View Message, on top User can click on "Trash", to remove the message from Inbox. Once message can then be found in Trash Folder.
Reply	When User View Message, on top User can click on "Reply", User can revert back to "From" e-mail ID(s).
Reply To All	When User View Message, on top User can click on "Reply", User can revert back to all i.e. "From" & "Cc" e-mail ID(s).
Forward	When User View Message, on top User can click on "Forward", User can forward the message to other users and input the values "From" & "Cc" e-mail ID(s).
Move To Folder	When User View Message, on top User can select from combo box folder and click on "Move To Folder", in return message will be moved to specific folder from Inbox.

2.6.4   **Search Message** → User can use search condition as input values (Search in [Subject, Message], Keyword, e-mail ID, From Date, To Date – As shown in **Screen – B12**) and result will be displayed in grid table.

Inbox

Search In :	--Select--		
Keyword :		e-mail ID :	
From Date :		To Date :	

Search   Reset

Screen – B12

2.7 **Message Box >> Sent Folder**

2.7.1   Users when send messages to any other user, message will be saved in "*Sent*" folder (As shown in **Screen – B13**). User can select any specific message to view again message.

Sent

Search In :	--Select--		
Keyword :		e-mail ID :	
From Date :		To Date :	

Search   Reset

Messages

S.No	To	Subject	Priority	Date and Time
1	au.l@egp.com	APP ID: 1032 File Approved by Approver	High	16-May-2011 10:37:06
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:37:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:03:00
4	au.l@egp.com	APP ID: 895 File to be processed in Workflow	High	22-Apr-2011 13:16:00
5	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
6	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:25:00
7	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:54:00
8	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:37:00
9	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:28:00
10	au.l@egp.com	APP ID: 845 File to be processed in Workflow	High	31-Mar-2011 16:28:00

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Screen – B13

2.8 **Message Box >> Trash Folder**

2.8.1   Message which are deleted / removed by the Users are shown in "*Trash*" folder. (As shown in **Screen – B14**)

2.8.2   All Trash Messages gets displayed in grid table (From, Subject, Priority, Date and Time).

2.8.3   User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, e-mail ID, From Date - To Date).

Trash

S.No	From	Subject	Priority	Date and Time
1	hopeuser@egp.com	Welcome to e-GP Portal.	Low	17-May-2011 17:09:13

Screen – B14

2.9 **Message Box >> Draft Folder**

2.9.1   When users save the message, Message is moved to "*Draft*" folder. On Click on "*Draft*" link, message saved by user will be shown in the grid (As shown in **Screen - B15**). If User wants to send message from Draft then User needs to click on "**Edit**" link > Open **Message** > If any update in the message, user can update and Click on "**Send**" button.

Draft

S.No	From/To	Subject	Priority	Date and Time	Action
1	peuser@egp.com	APP ID: 1032 APP Approval is required	Medium	17-May-2011 17:20:53	Edit

Screen – B15

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3. Manage Users (Available to PE Admin Only)

3.1 Manage Users >> Government Users >> Create User

3.1.1 To create government user in Organization, PE admin needs to click on "**Create User**" link. Once click on "**Create User**", **Screen – D1** will appear on screen.

Screen – D1

3.1.2 PE Admin needs to fill up the required fields of Employee Information (e-mail ID, Password, Confirm Password, Full Name, Name in Bangla, National ID, and Mobile No. – As shown in **Screen – D1**) PE Admin will click on "**Submit**" button.

3.1.3 PE admin needs to fill up the required fields of Employee Office Information (select office, select designation and select procurement role) and then click on "**Add Procurement Role**" (As shown in **Screen – D2**)

Screen – D2

3.1.4   Government User will be created with assign roles. PE admin has to click on "**Complete Registration**" to complete profile registration of official (As shown in **Screen – D3**)

Screen – D3

3.1.5   Government User will be created and system will display message "*Government User created successfully*". (As shown in **Screen – D4**)

Screen – D4

3.2 **Manage Users >> Government Users >> View Users**

3.2.1   Click on "**View Users**" to view all the government users created by PE Admin. (As shown in **Screen – D5**)

View Government Users

To sort click on the relevant column header

Government User Details						○
S. No.	Full Name	Organization Name	Role	e-mail ID	Date	Status	Action
1	Govt. PE User 3	Organization of Procurement	PE	egppeuser2@gmail.com	13-Jun-2011	Complete	Edit	View	Transfer	Activate
2	Govt. PE User 2	Organization of Procurement	PE	egppeuser1@gmail.com	13-Jun-2011	Complete	Edit	View	Transfer	Deactivate
3	Hope User	Organization of Procurement	HOPE	egphopeuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
4	PE User	Organization of Procurement	BOD	egpboduser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
5	TEC User	Organization of Procurement	TEC/PEC	egptecuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
6	TOC User	Organization of Procurement	TOC/POC	egptocuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
7	AU User	Organization of Procurement	AO	egpaouser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
8	AU User	Organization of Procurement	AU	egpauuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate

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Screen – D5

3.2.2   PE Admin can see Action links "**Edit**" | "**View**" **|** "**Transfer**" **|** "**Deactivate**" **|** "**Activate**".

3.2.3   If PE Admin clicks on "**View**", then selected designation details will be displayed. (As shown in **Screen – D6**)

View Government User

Employee Name	Department Name	Office	Designation	Procurement Role
Govt. PE User 1	Organization of Procurement	Information Technology Purchase Officer	Procuring Entity User	PE

e-mail ID :	egppeuser1@gmail.com
Full Name :	Govt. PE User 1
Name in Bangla :	Govt. PE User 1
National ID :	654321987654654
Mobile No :	1936742068

Screen – D6

3.2.4   If PE Admin clicks on "**Edit**", then required fields will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – D7**). Further, if admin wants to "**Edit**" the Employee Office Information then admin will click on "**Next**" button (As shown in **Screen – D8**) and click on "**Edit**" link to update the office information.

Edit Profile

Employee Infomation   >>   **Employee Office Information**

Fields marked with (*) are mandatory.

e-mail ID :	egppeuser1@gmail.com
Full Name : *	Govt. PE User 1
Name in Bangla :	Govt. PE User 1
National ID :	654321987654654
Mobile No :	1936742068 (Mobile No. format should be e.g 1936742068)

Update   **Next**

Screen – D7

Assign Procurement Roles

Employee Information   >>   **Employee Office Information**

Employee Name	e-mail ID	Ministry/ Division/ Organization	Office	Designation	Procurement Role	Office
Govt. PE User 1	egppeuser1@gmail.com	Organization of Procurement	Information Technology Purchase Officer	Procuring Entity User	PE	Edit

Screen – D8

3.2.5   If PE Admin clicks on "**Transfer**", then selected user details will be transferred to another user profile. PE Admin needs to "**Retrieve**" the information of another user through e-mail ID. (As shown in **Screen – D9**)

Transfer User :

Existing User :

e-mail ID :	egppeuser1@gmail.com		
Full Name :	Govt. PE User 1	Name in Bangla :	Govt. PE User 1
National ID :	654321987654654	Mobile No. :	1936742068
Ministry / Division / Organization :	Organization of Procurement		
PE Office Name :	Information Technology Purchase Officer		
Designation :	Procuring Entity User	Procurement Role :	PE

New User :

e-mail ID :	Mindeepa@gmail.com **Retrieve**
Full Name : *	Govt. PE User 2
Name in Bangla :	Govt. PE User 2
National ID :	02505050505050
Mobile No. :	9825041225
Comments : *	Transfer of PE User

Transfer

Screen – D9

3.2.6 On successful Transfer, System will display message "*User replaced successfully*". (As shown in **Screen – D10**)

Screen – D10

3.2.7 After Transfer, PE Admin will select the profile and click on "**View**" to view the details of Government User transferred (As shown in **Screen – D11**)

Screen – D11

3.2.8 To view transfer history of that user, click on "**View Transfer History**", details of Transfer will be shown (As shown in **Screen – D12**)

Screen – D12

3.2.9 If PE Admin wants to deactivate government user, click on "**Deactivate**" link. System will open the page as shown in **Screen – D13**

Screen – D13

3.2.10 Admin will mention comments and click on "**Deactivate**" button. On click, it will ask for conformation and on click "**Yes**". User will be deactivated from the system. (As shown in **Screen – D14**)

Screen – D14

3.2.11 User will be deactivated from the system and system will display message "*User's account Deactivated successfully*". Also in future, if PE Admin wants to again activate the government user then they will click on "**Activate**" link and follow the same process. (As shown in **Screen – D15**)

View Government Users

✅ User's account Deactivated Successfully.

To sort click on the relevant column header

Government User Details

S. No.	Full Name	Organization Name	Role	e-mail ID	Date	Status	Action
1	Govt. PE User 3	Organization of Procurement	PE	egppeuser2@gmail.com	13-Jun-2011	Complete	Edit | View | Transfer | Activate
2	Govt. PE User 2	Organization of Procurement	PE	egppeuser1@gmail.com	13-Jun-2011	Complete	Edit | View | Transfer | Deactivate
3	Hope User	Organization of Procurement	HOPE	egphopeuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
4	PE User	Organization of Procurement	BOD	egpboduser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
5	TEC User	Organization of Procurement	TEC/PEC	egptecuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
6	TOC User	Organization of Procurement	TOC/POC	egptocuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
7	AU User	Organization of Procurement	AO	egpaouser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
8	AU User	Organization of Procurement	AU	egpauuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate

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Screen – D15

3.2.12 If Deactivated user again logs in to system, then system will display message "*Your account is deactivated. Please contact your Admin user*". (As shown in **Screen – D16**)

❌ Your account is deactivated. Please contact your Admin user

👤 **User Login**

....

e-mail ID

••••••••

Login   **Forgot Password?**

Screen – D16

3.3 Manage Users >> External Evaluation Committee Member >> Create User

3.3.1 To create External Evaluation Committee Member User in Organization, PE Admin needs to click on "**Create User**" link. Once click on "**Create User**", below mentioned **Screen – D17** will appear on screen. To create External Evaluation Committee Member User in Organization, PE Admin needs to click on "**Create User**" link. Once click on "**Create User**", below mentioned **Screen – D17** will appear on screen.

Create External Evaluation Committee Member

Fields marked with (*) are mandatory

e-mail ID: *

Password :*

(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *

Full Name : *

Name in Bangla :

National ID :

Phone No. :   (Area Code - Phone No. e.g. 02-9144252)

Mobile No. :   (Mobile No. format should be e.g 1936742068)

Submit

Screen – D17

3.3.2 PE Admin need to fill up the required fields e-mail ID, Password, Confirm Password, Full Name, Name in Bangla, National ID, Phone No. and Mobile No. PE Admin will click on "**Submit**" button.

3.3.3 External Evaluation committee member user will be created and system will display message "*External Committee Member created successfully*" and system will display the values entered. (As shown in **Screen – D18**)

✓ External Committee Member created successfully

View External Committee Member

e-mail ID :   egpecm@gmail.com
Full Name :   eGP ECM User
Name in Bangla :   eGP ECM User
National ID :   0020025254125
Phone No. :   02-9144252
Mobile No. :   1936742068

Ok   Edit

Screen – D18

3.3.4 PE Admin needs to click on "**OK**", for successful completion of creation of external committee member user.

3.3.5 If PE Admin needs to modify the details entered, then user needs to click on "**Edit**" button. Page will be displayed in editing mode so that user can do required modification in the fields.

3.4 **Manage Users >> External Evaluation Committee Member >> View Users**

3.4.1   Click on "**View Users**" to view all the External Evaluation Committee Member Users created by PE Admin. (As shown in **Screen – D19**)

S. No.	e-mail ID	Full Name	Registration Date	Action
1	man_ecm@in.com	ext usr	31-Aug-2011 17:09	Edit | View
2	Test-OU-REB@YAHOO.COM	Amzad Hossain	27-Jul-2011 11:42	Edit | View
3	eecm@localmail.com	Nazmul Islam (EECM)	24-Jul-2011 14:24	Edit | View
4	surajextmem2@localmail.com	Suraj External Member - 2	05-Jul-2011 18:02	Edit | View
5	surajextmem1@localmail.com	Suraj External Member - 1	05-Jul-2011 18:01	Edit | View
6	suraj.radhakrishnan@gmail.com	Suraj Radhakrishnan	28-Jun-2011 15:17	Edit | View
7	manishashar888@gmail.com	Manish Ashar External Member	28-Jun-2011 14:59	Edit | View
8	salim@egp.com	Salim Khan	19-May-2011 17:17	Edit | View

View External Evaluation Committee Members

To sort click on the relevant column header

External Evaluation Committee Members Details

Screen – D19

3.4.2   PE Admin can view the action links - "**Edit**" | "**View**".

3.4.3   If PE Admin clicks on "**View**", then selected external evaluation committee member user details will be displayed. (As shown in **Screen – D20**)

View External Committee Member

e-mail ID :   egpecm@gmail.com

Full Name :   eGP ECM User

Name in Bangla :   eGP ECM User

National ID :   0020025254125

Phone No. :   02-9144252

Mobile No. :   1936742068

[Ok]   [Edit]

Screen – D20

3.4.4   If PE Admin clicks on "**Edit**", then external evaluation committee user will be displayed in edit mode and user can modify required changes and click on "**Update**" (As shown in **Screen – D21**)

Update External Evaluation Committee Member

Fields marked with (*) are mandatory

e-mail ID :   egpecm@gmail.com

Full Name : *   eGP ECM

Name in Bangla :   eGP ECM

National ID :   0020025254125

Phone No. :   02-9144252   (Area Code - Phone No. e.g. 02-9144252)

Mobile No. :   1936742068   (Mobile No. format should be e.g 1936742068)

Update

Screen – D21

3.4.5 System will display message "*External Committee Member updated successfully*" and system will update the record also. (As shown in **Screen – D22**)

✅ External Committee Member updated successfully

View External Committee Member

e-mail ID :   egpecm@gmail.com

Full Name :   eGP ECM

Name in Bangla :   eGP ECM

National ID :   0020025254125

Phone No. :   02-9144252

Mobile No. :   1936742068

Ok   **Edit**

Screen – D22

4. Reports

4.1 Reports >> Procurement Statistics

4.1.1 If PE Admin wants to see the MIS Report: Procurement Statistics then will go to "**Report Menu > Procurement Statistics sub menu**" link and click on it. (As shown in **Screen – E1**)

MIS: Procurement Statistics	
PE Office : Office Under Organization	
Click on Count to view Package detail	
Annual Procurement Plan Tenders Awarded Contracts	
Total No. of APP prepared	Total No. of APP approved
6	19

<div align="center">**Screen – E1**</div>

4.1.2 PE Admin will be able to see the Annual Procurement Plan Report, Tenders Report and Awarded Contract Report.

4.1.3 System will display in "**Annual Procurement Plan"** tab Report → Total Nos. of APP prepared, Total Nos. of APP approved. PE Admin will find link in count shown. On click of Total Nos. of APP prepared → Total Nos. of APP prepared & Total Amount of prepared Packages (in case of Goods, Works, Services and Total). (As shown in **Screen – E2**)

MIS: Procurement Statistics	
PE Office : Office Under Organization	
Click on Count to view Package detail	
Annual Procurement Plan Tenders Awarded Contracts	
Total No. of APP prepared	Total No. of APP approved
6	19

<div align="center">**Screen – E2**</div>

4.1.4 PE admin will click on count link of "**Total Nos. of APP prepared**", system will display Total Nos. of prepared packages and Total Amount of prepared packages of (Goods, Works, Services and Total). (As shown in **Screen – E3)**

MIS: Procurement Statistics				
PE Office : Office Under Organization				
Click on Count to view Package detail				
Annual Procurement Plan Tenders Awarded Contracts				
Description	Goods	Works	Services	Total
Total No. of prepared Packages	2	0	0	2
Total Amount of prepared Packages	2100.00	0.00	0.00	2100.00

<div align="center">**Screen – E3**</div>

4.1.5   PE admin will click on count link of "**Total Nos. of APP approved**", system will display Total Nos. of approved packages and Total Amount of approved packages of (Goods, Works, Services and Total). (As shown in **Screen – E4)**

MIS: Procurement Statistics

| PE Office : | Office Under Organization | | | |

Click on Count to view Package detail

Annual Procurement Plan   Tenders   Awarded Contracts

Description	Goods	Works	Services	Total
Total No. of approved Packages	21	7	5	33
Total Amount of approved Packages	1455460.00	1034211.00	1912000.00	4401671.00

Screen – E4

4.1.6   PE admin click on "**Tenders**" tab, system will display Total Nos. of Tenders invited, Total Nos. of Re-Tendered and Total Amount of Tenders Invited for Goods, Works, Services and Final Total. (As shown in **Screen – E5**)

MIS: Procurement Statistics

| PE Office : | Office Under Organization | | | |

Click on Count to view Package detail

Annual Procurement Plan   **Tenders**   Awarded Contracts

Description	Goods	Works	Services	Total
Total No. of Tenders invited	4	3	1	8
Total No. of Re-Tendered	0	0	0	0
Total Amount of Tenders invited	450000.00	452000.00	10000.00	912000.00

Screen – E5

4.1.7   PE admin click on "**Awarded Contracts**" tab, system will display Total Nos. of Contracts Awarded and Total Amount of Contracts Awarded for Goods, Works, Services and Final Total. (As shown in **Screen – E6**)

MIS: Procurement Statistics

| PE Office : | Office Under Organization | | | |

Click on Count to view Package detail

Annual Procurement Plan   Tenders   **Awarded Contracts**

Description	Goods	Works	Services	Total
Total No. of Contracts Awarded	0	0	0	0
Total Amount of Contracts Awarded	0.00	0.00	0.00	0.00

Screen – E6

4.2 **Reports >> Annual Procurement Plan**

4.2.1   PE Admin clicks on **Annual Procurement Plan** link and system will display Consolidated Annual Procurement Plan page. (As shown in **Screen – E7**)

Consolidated Annual Procurement Plan   🖨 Print   📄 Save As PDF

Ministry / Division / Organization :	Organisation of ETL	Financial Year :	--Select Financial Year--
PE Office :	office1	Budget Type :	--Select Budget Type--
Project Name :	--Select Project Name--	Procurement Nature :	--Select Procurement Nature--

Search   Reset

Ministry :	Ministry of ETL
Division :	N/A
Organization :	Organisation of ETL

CONSOLIDATED ANNUAL PROCUREMENT PLAN

Package No.	Description of Procurement Package Goods	Procurement Method and Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lakhs (In BD Tk)	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Procuring Entity Name and Code :	office1 -
Budget Type :	Revenue Project / Programme Name and Code : Not Available

PKG/APP-001

Lot No.	Lot Description	Qty.	Unit
1	Procurement of Computer Goods	100.00	Dhaka

OTM (NCT) | HOPE | Government | 15000.00

	7	8	9	10	11	12	13	14	15
Planned Dates		24-Jul-2011	28-Jul-2011	18-Aug-2011	01-Sep-2011	08-Sep-2011	11-Sep-2011	-	14-Sep-2011
Planned Days	0	4	21	14	7	3	49	3
Actual Dates	-	-	-	-	-	-	-	-

PKG-23072011/002

Lot No.	Lot Description	Qty.	Unit
1	Procurement of Computer Goods	110.00	Nos.
2	Procurement of Stationery Items	100.00	Nos.

OTM (NCT) | HOPE | Government | 15000.00

	7	8	9	10	11	12	13	14	15
Planned Dates		24-Jul-2011	26-Jul-2011	16-Aug-2011	30-Aug-2011	06-Sep-2011	08-Sep-2011	-	12-Sep-2011
Planned Days	0	2	21	14	7	2	46	4
Actual Dates	-	-	-	-	-	-	-	-

PKG/27072011/001

Lot No.	Lot Description	Qty.	Unit
1	Procurement of Computer Goods	100.00	Nos.
2	Procurement of Stationery Items	100.00	Nos.

OTM (NCT) | HOPE | Government | 30000.00

	7	8	9	10	11	12	13	14	15
Planned Dates		28-Jul-2011	04-Aug-2011	25-Aug-2011	08-Sep-2011	15-Sep-2011	18-Sep-2011	-	21-Sep-2011
Planned Days	0	7	21	14	7	3	52	3
Actual Dates	-	-	-	-	-	-	-	-

Screen – E7

4.2.2 System will show Consolidated Report on the basis of – (As shown in **Screen – E7**)

4.2.2.1 All APP's displayed are of all the PE Office listed in that Organization.

4.2.2.2 All APP's displayed will be shown on the basis of Procurement Nature (Goods, Works and Services) for all the Budget Type (Development, Revenue and Own Fund)

4.2.3 System will also show the Search Parameters like (Project Name, Financial Year, Budget Type and Procurement Nature) and on the basis of search parameters required result will be displayed. (As shown in **Screen – E7**)

4.2.4 System will also display "**Print**" and "**Save as PDF**" buttons, on click of "**Print**" button, Print-out of Report can be taken into paper and on click of "**Save as PDF**" button, PDF file is generated and option to Open or Save file is given in which same report is generated.

5. My Account

5.1 **My Account >> View Profile**

5.1.1 "**View Profile**" sub-menu → System will display the profile of PE Admin with specified Organization, District, Office, e-mail ID, Full Name, National ID, Phone No. and Mobile No. (As shown in **Screen – F1**)
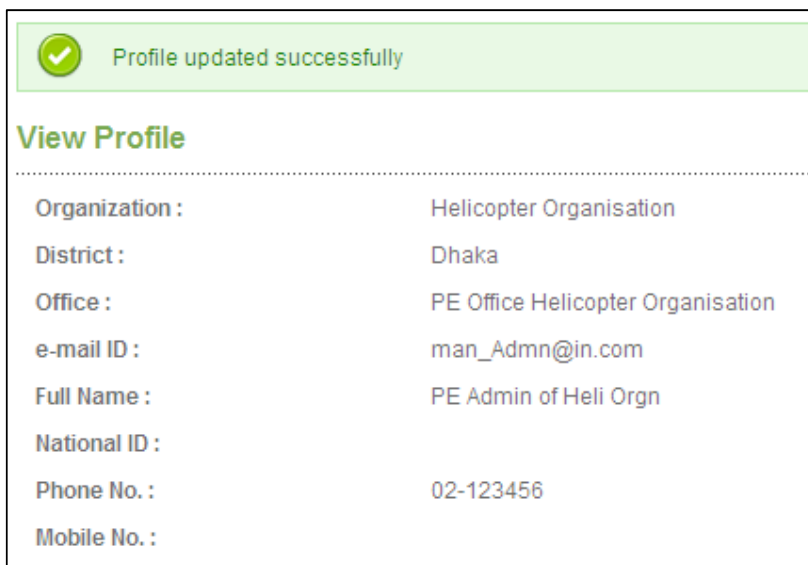

Screen – F1

5.2 **My Account >> Edit Profile**

5.2.1 "**Edit Profile**" sub menu → System will allow PE admin to Edit Profile Information like: Full Name, National ID, Phone No. and Mobile No.

5.2.2 After editing the required Profile Information / details, PE Admin needs to click on '**Update**' Button. (As shown in **Screen – F2**)

Screen – F2

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IME Division, Ministry of Planning

5.2.3   On updating the profile, System will display notification, "*Profile updated successfully*" (As shown in **Screen – F3**)

Screen – F3

5.3 **My Account >> Change Password**

5.3.1   "**Change Password**" sub menu → System will allow PE Admin to change Password. User needs to enter his Current Password. System will verify the Current Password, whether the User has entered the same is correct or not. On entering the wrong Password, system will display a message as "*Invalid password*". On entering the correct password, system will display message as "*Valid Password*". (As shown in **Screen – F4**)

Screen – F4

5.3.2   User then needs to enter the "**New Password**". If Password doesn't contain 8 character or alphabets & numbers then system will display a message as "*Password requires minimum 8 characters and must contain both alphabets and numbers*". As mentioned in the informative text, If User enters correct password then user is allowed to move to "**Confirm Password**" field. (As shown in **Screen – F5**)

Change Password

Fields marked with (*) are mandatory.

Current Password : *   ●●●●●●●   **Valid password**

New Password : *   ●●●●●●●●
(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *   ●●●●●●●●

[Submit]

Screen – F5

5.3.3   User needs to confirm the Password by entering the same again in '**Confirm Password**' text box. User needs to click on "**Submit**" button. On submitting the same, System will update the New Password and System will redirect the user to Homepage so that User will be able to Login the system with New Password and System will display message "*Password changed successfully*". (As shown in **Screen – F6**)

Screen – F6

5.4 My Account >> Change Hint Question and Answer

5.4.1   **"Change Hint Question and Answer"** sub menu → System will allow User to change Hint Question and Answer. System will allow User to select Hint Question from Drop-down list If User wants to create his own Hint Question, User needs to select "**Create your own Hint Question**" from options given. (As shown in **Screen – E7**)

Change Hint Question and Answer

Hint Question : *   What is your favourite color ?

What is your favourite color ?
Hint Answer : *   Which is your favourite song ?
What is your mother's maiden name ?
What is your father's middle name ?
What is the name of your favourite childhood friend ?
What was the name of your elementary/primary school ?
What is the name of your favourite childhood teacher ?   tact Us | RSS Feed | Terms and Conditions | Disclaimer and Privacy Policy
What was your dream job as a child ?   Browsers Tested & Certified by CPTU: Internet Explorer 8.x, Internet Explorer 9.x, Mozila Firefox 3.6x
What is the name of the company of your first job ?
Create your own Hint Question

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Screen – F7

5.4.2   After selecting "**Create your own Hint Question**", system will allow User to create
new Own Hint Question. User will also enter Hint Answer and click on "**Submit**".
(As shown in **Screen – F8**)

Change Hint Question and Answer

Hint Question : *   Create your own Hint Question

Create your own Hint
Question : *

Hint Answer : *

Submit

Screen – F8

5.4.3   After selecting the Hint Question from the Drop-down list, User needs to enter his
Hint Answer. User then needs to click on Submit Button. On submitting the same,
system will update the information. (As shown in **Screen – F9**)

Change Hint Question and Answer

Hint Question : *   What is your favourite color ?

Hint Answer : *   blue

Submit

Screen – F9

5.5 **My Account >> Preference**

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IME Division, Ministry of Planning

5.5.1   If User wants to change the **Notification Preference**, User can change the same by selecting "**Preference**" option. Here user needs to select, whether he needs system to send notification by Email Alert or by SMS Alert. On selecting the same, user needs to click on Submit button. On submitting the same, system will update the preferences and display the message "*Your preference submitted successfully*". (As shown in **Screen – F10**)

Screen – F10

5.6 My Account >> Ask Procurement Expert

5.6.1   If User wants to post any queries to **Procurement Expert**, User needs to select "**Ask Procurement Expert**" option from sub menu. User can also see the details of queries in Question Table, where System will display the Category of Query, Query description, Replied by and Action. (As shown in **Screen – F11**)

Screen – F11

5.6.2   To post query, User needs to click on "**Post Query**" button. System will display the category for which user can post the queries, User needs to select **Procurement Category** from the drop-down list. After selecting the category, User needs to write the Description of Query and clicks on "**Submit**" button. (As shown in **Screen – F12**)

Screen – F12

5.6.3   On submitting the same, System will send the details to Procurement Expert and display message "*Query posted successfully*". (As shown in **Screen – F13**)

Screen – F13