e-GP System User Manual
for
Organization 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

Organization 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 his 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 has to give the details which are asked.

Screen – A1

    1.2. In this Change Password all fields are mandatory. Therefore, Users has 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 has to click on *"Submit"* button which would be available at bottom of the page. (As shown in **Screen – A2**)

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

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**)
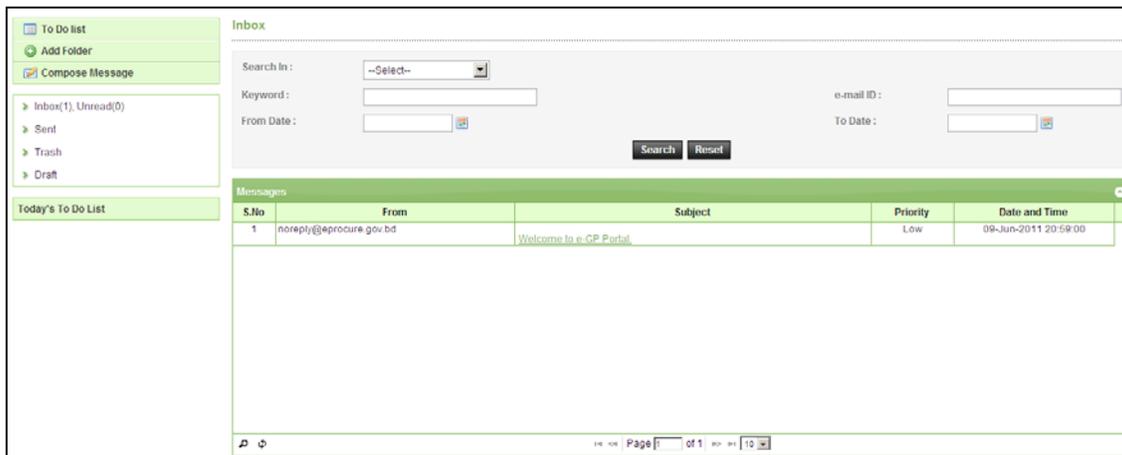
<p align="center">**Screen-B1**</p>

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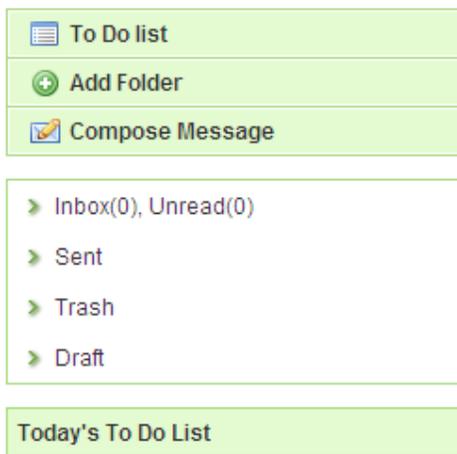
<p align="center">**Screen-B2**</p>

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**)

Search Functionality

View Task Details

View All Notifications

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data
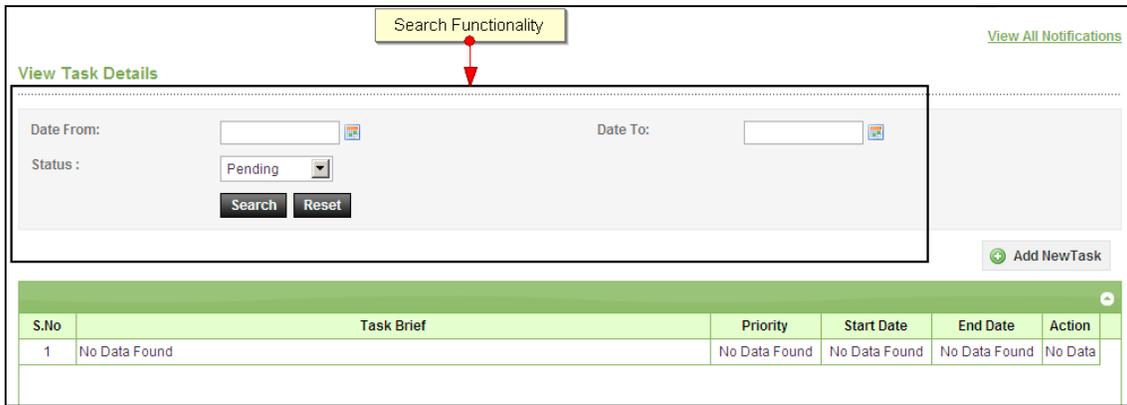
Screen-B4

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**)

View Task Details

Click here to "Add New Task"

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found
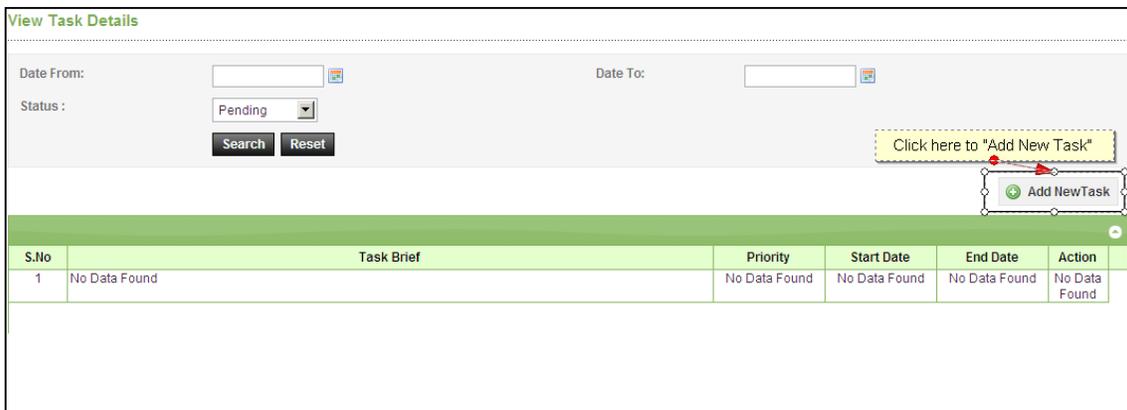
Screen-B5

Add New Task

Task Brief : *   Document Upload

Task Details : *

Document Upload for Tender id : 105

1. Company Incorporation Certificate (in case of Company) OR Registration Document
2. Trade License
3. Valid Tax Identification Number (TIN) Certificate
4. Valid Value Added Tax (VAT) Certificate
5. Authorization letter from the Owner for the Firm/Company's Admin
6. National ID or Passport of Authorized Person (First 2 pages of passport)
7. e-GP Registration Fee Payment Slip
8. One Passport Size Photo of Authorized Person

Priority :   High

Start Date : *   10/07/2011

End Date : *   14/07/2011

Submit

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.

Click on Add Folder link

To Do list

Add Folder

Compose Message

Inbox(0), Unread(0)

Sent

Trash

Draft

Today's To Do List

Add Folder

Folder Name : *

Submit

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. Set priority to your messages as well.

Compose Mail

To : *   egpadmin@eprocure.gov.bd   OK
          Use comma(,) to separate e-mail IDs

Cc :

Subject : *   Tender published

Priority : *   Medium

Message Text : *

You have been invited by a Procuring Entity to participate in a below mentioned e-Tender:

Tender ID: 1746
Reference No: irnop82
Procuring Entity: RNB-ORG-PEO
Tender Closing Date: 17 May 2011 18:35
Tender Brief / Title: Procurement of Computer Goods

Please go to Tender Dashboard, to prepare and Lodge e-Tender.

Warm Regards,
e-GP Support Team.

Click on "Save as Draft", Message will be saved in Draft folder

Save As Draft   **Send**   Click on "Send", Message will be sent

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.co	Select Message & Click on link pproval 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

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

Search   Reset

Messages

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

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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 has to click on "**Edit**" link > Open **Message** > If any update in the message, user can update and Click on "**Send**" button.

Draft

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

Search   Reset

Messages

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

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Screen – B15

3. Content

3.1 Content >> Programme Information >> Create Programme

3.1.1 PE admin needs to click on "**Create Programme**" link; **Screen – C1** will appear on screen.

Screen – C1

3.1.2 PE Admin needs to fill up the required fields of Programme Code, Programme Name and Programme Owner – As shown in **Screen – C2**) PE Admin will click on "**Submit**" button.

Screen – C2

3.1.3 Programme will be created and system will display message "*Programme Information added successfully*". (As shown in **Screen – C3**)

Programme Information

✔ Programme Information added successfully

S.No	Programme Code	Programme Name	Programme Owner	Action
1	PE-001	Purchase Programme	PE Admin	Edit | View
2	001HNSp-program	Health Program	Ministry Of Health	Edit | View
3	1808111	Test Programm 1808	Manish Ashar	Edit | View
4	DBS ORG Prog	DBS ORG Prog 001	DBS ORG	Edit | View
5	O170811	from Org Admin	Org Admin	Edit | View
6	DP HNSP	Development Partner & Health Nutrition	Ministry of Aviation	Edit | View
7	HNSP	Health & Nutrition Sector Program	Ministry of Aviation	Edit | View
8	4gh	dfh	gh	Edit | View
9	ID-123	Procurement	XEN	Edit | View
10	BD-2011-2012-PMP	Periodic Maintenance Program 2011-2012	Ministry of communications	Edit | View

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Screen – C3

3.2 **Content >> Programme Information >> View Programmes**

3.2.1 Click on "**View Programmes**" to view all the Projects created by PE Admin. (As shown in **Screen – C4**)

Programme Information

S.No	Programme Code	Programme Name	Programme Owner	Action
1	PE-001	Purchase Programme	PE Admin	Edit | View
2	001HNSp-program	Health Program	Ministry Of Health	Edit | View
3	1808111	Test Programm 1808	Manish Ashar	Edit | View
4	DBS ORG Prog	DBS ORG Prog 001	DBS ORG	Edit | View
5	O170811	from Org Admin	Org Admin	Edit | View
6	DP HNSP	Development Partner & Health Nutrition	Ministry of Aviation	Edit | View
7	HNSP	Health & Nutrition Sector Program	Ministry of Aviation	Edit | View
8	4gh	dfh	gh	Edit | View
9	ID-123	Procurement	XEN	Edit | View
10	BD-2011-2012-PMP	Periodic Maintenance Program 2011-2012	Ministry of communications	Edit | View

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Screen – C4

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

3.2.3 If PE Admin clicks on "**View**", then all programmes created information will be displayed. (As shown in **Screen – C5**)

View Programme Information

Programme Code   : PE-001

Programme Name   : Purchase Programme

Programme Owner : PE Admin

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Screen – C5

3.2.4 If PE Admin clicks on "**Edit**", then programmes will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – C6**)

Programme Information

Programme Code : *   PE-001

Programme Name : *   Purchase Programme

Programme Owner : *   PE Admin

Update   Cancel

Screen – C6

3.2.5 System will display message "*Programme Master Modified*" and system will update the record also. (As shown in **Screen – C7**)

Programme Information

✅ Programme Master Modified

Programme Information

S.No	Programme Code	Programme Name	Programme Owner	Action
1	PE-001	Purchase Programme	PE Admin	Edit | View
2	001HNSp-program	Health Program	Ministry Of Health	Edit | View
3	1808111	Test Programm 1808	Manish Ashar	Edit | View
4	DBS ORG Prog	DBS ORG Prog 001	DBS ORG	Edit | View
5	O170811	from Org Admin	Org Admin	Edit | View
6	DP HNSP	Development Partner & Health Nutrition	Ministry of Aviation	Edit | View
7	HNSP	Health & Nutrition Sector Program	Ministry of Aviation	Edit | View
8	4gh	dfh	gh	Edit | View
9	ID-123	Procurement	XEN	Edit | View
10	BD-2011-2012-PMP	Periodic Maintenance Program 2011-2012	Ministry of communications	Edit | View

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Screen – C7

3.3 Content >> Project Information >> Create Project

3.3.1 PE admin needs to click on "**Create Project**" link; **Screen – C8** will appear on screen.

Screen – C8

3.3.2 PE Admin needs to fill up the required fields of Project Information (Select Programme, Project Code, Project Name, Project Cost, Project Start Date, Project End Date and Source of Fund – As shown in **Screen – C9**) PE Admin will click on "**Submit**" button.

3.3.3 **Source of Fund**

Government	Projects belongs to Revenue budget type
Aid or Grant	Projects in which development partners are involved
Own Fund	Projects which belong to own organization fund

Screen – C9

3.3.4 Project Information will be created and PE Admin will then need to add users for that Project. PE Admin needs to select Procurement Role and click on "**Add Users**"

button. (As shown in **Screen – C10**) – User will be added in the table and on "**Submit**". Project will be added and will be shown in "**View Projects > Pending Tab**"

Screen – C10

3.4 Content >> Project Information >> View Projects

3.4.1 Click on "**View Projects**" to view all the Projects created by PE Admin. (As shown in **Screen – C11**)

Screen – C11

3.4.2 PE Admin can view the action links - "**Edit**" | "**View**" | "**Approve**". (As shown in **Screen – C11**)

3.4.3 If PE Admin selects projects and clicks on "**View**", then PE Admin will be able to view the Project details. (As shown in **Screen – C12**)

Screen – C12

3.4.4 If PE Admin selects projects and clicks on "**Edit**", then Project Key Field Information will be displayed in edit mode and PE Admin can do required changes in key fields (Project Cost, Project Start Date, Project End Date and Source of Fund) and click on "**Update**" (As shown in **Screen – C13**)

Screen – C13

3.4.5 Required modification will be updated and PE Admin will be redirected to "**Add Users**", further for doing any modifications in the project users and click on "**Submit**". (As shown in **Screen – C14**)

Project Details: Add Users

Key Fields Information   >> Add Users

Fields marked with (*) are mandatory

Project Code :   Prj - 002
Procurement Role : *   PD ☐

                            AU ☐
Project Office :   Office Under Organization

[Add User] [Reset]

S No.	User Name	Procurement Role	Office	Remove User Roles
1	PE User - Procurement Entity	PE	Office Under Organization	✖
2	AU User - Authorized User	AU	Office Under Organization	✖

[Submit]

Screen – C14

3.4.6   If PE Admin selects project and click on "**Approve**", then Project details will be displayed with "**Approve**" button and on click Project will be approved from PE Admin. (As shown in **Screen – C15**)

View Project

Programme :   P Name
Project Code :   Prj - 002
Project Name :   Finance Project-II
Project Cost (In BD Tk.) 25000.00
:
Project Start Date :   01-Oct-2013
Project End Date :   30-Sep-2014
Source of Fund :   Government

Project Users

S.No.	Name of Officer - Designation	Procurement Role	Office
1	PE User - Procurement Entity	PE	Office Under Organization
2	AU User - Authorized User	AU	Office Under Organization

[Approve]

Screen – C15

3.4.7   On Approval of Project by PE Admin, System will display message "*Project approved successfully*" and system will show that project in "**Approved**" tab. (As shown in **Screen – C16**)

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Projects Information

✓ Project approved successfully

⊕ Add New Project

Pending | **Approved**

S. No	Project Code	Project Name	Cost (in BD Taka)	Start Date	End Date	Action
1	Prj - 002	Finance Project-II	25000.00	01-Oct-2013	30-Sep-2014	Edit	View
2	Prj-00001	Finance Project	25000.00	03-Jun-2012	28-Nov-2013	Edit	View
3	300	hardik test project	500000.00	01-Jul-2010	30-Jun-2011	Edit	View

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Screen – C16

4. Manage Users

4.1 **Create PE Office**

4.1.1   To create Procurement entity Office, Organization Admin has to click on "**Create PE Office"** link. Once click on "**Create PE Office**", **Screen – C1** will appear on screen.

<div align="center">

Screen – C1

</div>

4.1.2   Organization Admin has to fill up the required fields Office Name, Office Name In Bangla, PE Code, Address, District, City/Town, Thana / Upazilla, Postcode, Phone No, Fax No. Organization Admin will click on "**Submit**" button.

4.1.3   Organization PE Office will be created and System will display message "*PE Office created successfully*" and system will display the values entered. (As shown in **Screen – C2**)

Screen – C2

4.1.4 Organization Admin has to click on "**OK**", for successful completion of PE Office

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

4.2 View PE Office

4.2.1 Click on "**View PE Office**" to view all the PE Office created by Organization Admin. (As shown in **Screen – C3**)

Screen – C3

4.2.2   Organization Admin can "**Edit**" | "**View**" – PE Office details.

4.2.3   If Organization Admin clicks on "**View**", then selected PE Office details will be displayed. (As shown in **Screen – C4**)

PE Office Details
....

Organization Name :   Organization of Procurement

Office Name :   Information Technology Purchase Officer

Office Name in Bangla :

PE Code :   003

Address :   Dhaka

Country :   Bangladesh

District :   Dhaka

City / Town :   Dhaka

Thana / Upazilla :   Dhaka

Post Code :   1215

Phone No. :   02-9144252

Fax No. :   02-9144252

[Ok]   [Edit]

Screen – C4

4.2.4   If Organization Admin clicks on "**Edit**", then PE Office will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – C5**)

Edit PE Office Details

Fields marked with (*) are mandatory

Organization Name :	Organization of Procurement
Office Name : *	Information Technology Purchase Officer
Office Name in Bangla :	
PE Code :	003
Address : *	Dhaka
Country :	Bangladesh
District : *	Dhaka
City / Town : *	Dhaka
Thana / Upazilla : *	Dhaka
Post Code : *	1215
Phone No. : *	02-9144252 STD-Phone No. i.e. 02-9144252
Fax No. :	02-9144252 STD-Fax No. i.e. 02-9144252

Update

Screen – C5

4.2.5   System will display message "*PE Office updated successfully*" and system will update the record also. (As shown in **Screen – C6**)

Screen – C6

4.3 **Create PE Admin**

4.3.1   To create PE admin, Organization Admin has to click on "**Create PE Admin**" link. Once click on "**Create PE Admin**", **Screen – C7** will appear on screen.

Screen – C7

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IME Division, Ministry of Planning

4.3.2   Organization Admin has to fill up the required fields Select District, Select Office, Office e-mail ID, Password, Confirm Password, Full Name, National ID, Phone No, Mobile No. Organization Admin will click on "**Submit**" button.

4.3.3   Organization PE Admin will be created and system will display message "*PE Admin created successfully*" and system will display the values entered. (As shown in **Screen – C8**)

<div align="center">

Screen – C8

</div>

4.3.4   Organization Admin has to click on "**OK**", for successful completion of PE Admin.

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

4.4 **View PE Admin**

4.4.1   Click on "**View PE Admin**" to view all the PE Admin created by Organization Admin. (As shown in **Screen – C9**)

Screen – C9

4.4.2 Organization Admin can "**Edit**" | "**View**" – PE Admin details.

4.4.3 If Organization Admin clicks on "**View**", then selected PE Admin details will be displayed. (As shown in **Screen – C10**)

Screen – C10

4.4.4 If Organization Admin clicks on "**Edit**", then PE Admin details will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – C11**)

Edit PE Admin Details

Department :	Organization of Procurement
District :	Dhaka
PE Office :	Information Technology Purchas
e-mail ID:	egporgpeadmin@gmail.com
Full Name : *	Org. PE Admin ITPO
National ID :	8525252522221
Phone No. : *	02-9144252 STD-Phone No. i.e. 02-9144252
Mobile No. :	1936742068 (Mobile No. format should be e.g 1936742068)

Update

Screen – C11

4.4.5   System will display message "*Profile updated successfully*" and system will update the record also. (As shown in **Screen – C12**)

✓ Profile updated successfully

PE Admin Details

Organization :	Organization of Procurement
District :	Dhaka
Office :	Information Technology Purchase Officer
e-mail ID :	egporgpeadmin@gmail.com
Full Name :	Org. PE Admin ITPO
National ID :	8525252522221
Phone No. :	02-9144252
Mobile No. :	1936742068

OK   Edit

Screen – C12

4.5 Create Designation

4.5.1   To create designation in Organization, Organization admin has to click on "**Create Designation**" link. Once click on "**Create Designation**", **Screen – C13** will appear on screen.

Create Designation

Fields marked with (*) are mandatory.

Ministry/Division/Organization :   Organization of Procurement

Designation : *

Class - Grade : *   -- Select Grade --

Submit   Reset

Screen – C13

4.5.2   Organization Admin has to fill up the required fields Designation, select Class - Grade. Organization Admin will click on "**Submit**" button.

4.5.3   Designation will be created and system will display message "*Designation created successfully*" and system will display the values entered. (As shown in **Screen – C14**)

View Designation Details

✅   Designation created successfully

Organization :   Organization of Procurement

Designation :   Procuring Entity User

Class - Grade :   Class 1-1

Ok   Edit

Screen – C14

4.5.4   Organization Admin has to click on "**OK**", for successful completion of Designation.

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

4.6 **View Designations**

4.6.1   Click on "**View Designations**" to view all the designations created by Organization Admin. (As shown in **Screen – C15**)

View Designations

To sort click on the relevant column header

Manage Designation Data				
S. No.	Designation	Department	Grade	Action
1	Procuring Entity User	Organization of Procurement	Class 1 - 1	Edit	View
2	Hope User	Organization of Procurement	Class 1 - 1	Edit	View
3	Evaluation Commitee	Organization of Procurement	Class 1 - 2	Edit	View
4	Board of Directors	Organization of Procurement	Class 1 - 1	Edit	View
5	Opening Commitee Member	Organization of Procurement	Class 1 - 4	Edit	View
6	Authorized Ofifcer	Organization of Procurement	Class 1 - 3	Edit	View
7	Authorized User	Organization of Procurement	Class 1 - 2	Edit	View
8	Procurement Entity	Organization of Procurement	Class - 1 - 1	Edit	View

|◄ ◄◄ Page [1] of 1 ►► ►| [10 ▼]

Screen – C15

4.6.2   Organization Admin can "**Edit**" | "**View**" – Designations.

4.6.3   If Organization Admin clicks on "**View**", then selected designation details will be displayed. (As shown in **Screen – C16**)

View Designation Details

Organization :	Organization of Procurement
Designation :	Procuring Entity User
Class - Grade :	Class 1-1

[Ok] [Edit]

Screen – C16

4.6.4   If Organization Admin clicks on "**Edit**", then designations will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – C17**)

Edit Designation Details

Fields marked with (*) are mandatory.

Organization :	Organization of Procurement
Designation : *	Procuring Entity User
Class-Grade : *	Class 1-1 ▼

[Update]

Screen – C17

4.6.5   System will display message "*Designation updated successfully*" and system will update the record also. (As shown in **Screen – C18**)

View Designation Details

✓ Designation updated successfully

Organization :   Organization of Procurement
Designation :   Procuring Entity User
Class - Grade :   Class 1-2

[Ok] [Edit]

Screen – C18

4.7 **Government Users >> Create User**

4.7.1   To create government user in Organization, Organization admin has to click on "**Create User**" link. Once click on "**Create User**", **Screen – C19** will appear on screen.

Create Government User

Employee Information   >>   Employee Office Information

Fields marked with (*) are mandatory.

e-mail ID :*   egppeuser1@gmail.com   **OK**
                   Please enter Official and Designation specific e-mail ID i.e. ce@lged.gov.bd

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 : *   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)

[Submit]

Screen – C19

4.7.2   Organization Admin has 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 – C19**) Organization Admin will click on "**Submit**" button.

4.7.3   Organization admin has 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 – C20**)

Assign Procurement Roles

Employee Information >> **Employee Office Information**

Fields marked with (*) are mandatory.

Employee Name : Govt. PE User 1

Select Office : * [Information Technology Purchase Officer ▼]

Select Designation : * [Procuring Entity User ▼]

Procurement Role :*
  ⦿ PE ○ Authorized User
  ○ TOC/POC
  ○ TEC/PEC/TSC

[Add Procurement Role] [Reset]

Screen – C20

4.7.4 Government User will be created with assign roles. Organization admin has to click on "**Complete Registration**" to activate the profile of official (As shown in **Screen – C21**)

Assign Procurement Roles

Employee Information >> **Employee Office Information**

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

[Complete Registration]

Screen – C21

4.7.5 Government User will be created and system will display message "*Government User created successfully*". (As shown in **Screen – C22**)

View Government Users

✓ Government User created 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 1	Organization of Procurement	PE	egppeuser1@gmail.com	13-Jun-2011	Complete	Edit	View	Transfer	Deactivate
2	Hope User	Organization of Procurement	HOPE	egphopeuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
3	PE User	Organization of Procurement	BOD	egpboduser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
4	TEC User	Organization of Procurement	TEC/PEC	egptecuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
5	TOC User	Organization of Procurement	TOC/POC	egptocuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
6	AU User	Organization of Procurement	AO	egpaouser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
7	AU User	Organization of Procurement	AU	egpauuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate
8	PE User	Organization of Procurement	PE	egppeuser@gmail.com	17-May-2011	Complete	Edit	View	Transfer	Deactivate

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Screen – C22

4.8 **Government Users >> View Users**

4.8.1 Click on "**View Users**" to view all the government users created by Organization Admin. (As shown in **Screen – C23**)

View Government Users
To sort click on the relevant column header

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 – C23

4.8.2 Organization Admin can see Action links "**Edit**" | "**View | Transfer | Deactivate / Activate**".

4.8.3 If Organization Admin clicks on "**View**", then selected designation details will be displayed. (As shown in **Screen – C24**)

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 – C24

4.8.4 If Organization 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 – C25**). Further, if admin wants to "**Edit**" the Employee Office Information then admin will click on "**Next**" button (As shown in **Screen – C26**) and click on "**Edit**" link to update the office information.

Screen – C25

Screen – C26

4.8.5 If Organization Admin clicks on "**Transfer**", then selected user details will be transferred to another user profile. Organization Admin has to "**Retrieve**" the information of another user through e-mail ID. (As shown in **Screen – C27**)

Screen – C27

4.8.6 On successful Transfer, System will display message "*User replaced successfully*". (As shown in **Screen – C28**)

Central Procurement Technical Unit (CPTU)
IME Division, Ministry of Planning

View Government Users

✓ User replaced 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 2	Organization of Procurement	PE	egppeuser1@gmail.com	13-Jun-2011	Complete	Edit | View | Transfer | Deactivate
2	Hope User	Organization of Procurement	HOPE	egphopeuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
3	PE User	Organization of Procurement	BOD	egpboduser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
4	TEC User	Organization of Procurement	TEC/PEC	egptecuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
5	TOC User	Organization of Procurement	TOC/POC	egptocuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
6	AU User	Organization of Procurement	AO	egpaouser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
7	AU User	Organization of Procurement	AU	egpauuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate
8	PE User	Organization of Procurement	PE	egppeuser@gmail.com	17-May-2011	Complete	Edit | View | Transfer | Deactivate

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Screen – C28

4.8.7   After Transfer, Organization Admin will select the profile and click on "**View**" to view the details of Government User transferred (As shown in **Screen – C29**)

View Government User

Employee Name	Department Name	Office	Designation	Procurement Role
Govt. PE User 2	Organization of Procurement	Information Technology Purchase Officer	Procuring Entity User	PE

e-mail ID :   egppeuser1@gmail.com
Full Name :   Govt. PE User 2
Name in Bangla :   Govt. PE User 2
National ID :   02505050505050
Mobile No :   9825041225

[View Transfer History]

Screen – C29

4.8.8   To view transfer history of that user, click on "**View Transfer History**", details of Transfer will be shown (As shown in **Screen – C30**)

User Transfer History   ⬅ Go Back

e-mail ID :   egppeuser1@gmail.com
Name in Bangla :   Govt. PE User 2
National ID :   02505050505050
Mobile No :   9825041225

S. No.	Full Name	Last Working Date	Replacement Date and Time	Replaced By	Comments
1	Govt. PE User 2	13-Jun-2011 16:37:51	13-Jun-2011 16:37:51	Govt. PE User 1	Transfer of PE User

Screen – C30

4.8.9   If Organization Admin wants to deactivate government user, click on "**Deactivate**" link. System will open the page as shown in **Screen – C31**

<div align="center">**Screen – C31**</div>

4.8.10 Admin will mention comments and click on "**Deactivate**" button. On click, it will ask for confirmation and on click "**Yes**". User will be deactivated from the system. (As shown in **Screen – C32**)

<div align="center">**Screen – C32**</div>

4.8.11 User will be deactivated from the system and system will display message "*User's account Deactivated successfully*". Also in future, if Organization Admin wants to again activate the government user then they will click on "**Activate**" link and follow the same process. (As shown in **Screen – C33**)

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 – C33

4.8.12 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 – C34**)

❌ Your account is deactivated. Please contact your Admin user

👤 **User Login**

e-mail ID

••••••••

Login   Forgot Password?

Screen – C34

4.9 **External Evaluation Committee Member >> Create User**

4.9.1 To create External Evaluation Committee Member User in Organization, Organization Admin has to click on "**Create User**" link. Once click on "**Create User**", below mentioned **Screen – C35** will appear on screen. To create External Evaluation Committee Member User in Organization, Organization Admin has to click on "**Create User**" link. Once click on "**Create User**", below mentioned **Screen – C35** 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 – C35

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

4.9.3   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 – C36**)

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 – C36

4.9.4   Organization Admin has to click on "**OK**", for successful completion of creation of external committee member user.

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

4.10 **External Evaluation Committee Member >> View Users**

4.10.1 Click on "**View Users**" to view all the designations created by Organization Admin. (As shown in **Screen – C37**)

S. No.	e-mail ID	Full Name	Registration Date	Action
	View External Evaluation Committee Members			
	To sort click on the relevant column header			
	External Evaluation Committee Members Details			
1	egpecm@gmail.com	eGP ECM User	13-Jun-2011 19:04	Edit | View
2	egpecmuser@rediffmail.com	External Commitee Member	10-Jun-2011 16:35	Edit | View
3	urmilm@gmail.com.com	qwerty	09-Jun-2011 17:40	Edit | View
4	OrgECM@gmail.com	OrgECMDeepa,l	08-Jun-2011 15:32	Edit | View
5	ashwinecm@test.com	AshwinECM	08-Jun-2011 12:33	Edit | View
6	deepa1234@gmail.com	deepa	31-May-2011 15:44	Edit | View
7	ECM@gmail.com	ecm	16-May-2011 17:29	Edit | View
8	exteval@uvm.com	Urmil Mehta	23-Apr-2011 11:09	Edit | View
9	raileecm@localmail.com	a	22-Apr-2011 13:26	Edit | View
10	extmem@egp.com	Ext User	22-Mar-2011 13:50	Edit | View

Page 1 of 2   10

Screen – C37

4.10.2 Organization Admin can view the action links - "**Edit**" | "**View**".

4.10.3 If Organization Admin clicks on "**View**", then selected external evaluation committee member user details will be displayed. (As shown in **Screen – C38**)

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 – C38

4.10.4 If Organization Admin clicks on "**Edit**", then designations will be displayed in edit mode and user can do required changes and click on "**Update**" (As shown in **Screen – C39**)

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 – C39

4.10.5 System will display message "*External Committee Member updated successfully*" and system will update the record also. (As shown in **Screen – C40**)

✓ 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 – C40

5. Reports

5.1 **Reports >> MIS: Procurement Statistics**

5.1.1 If Organization 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 – D1**)

<p align="center">Screen – D1</p>

5.1.2 System will display page in which Organization Admin has to select "**PE Office**" and click on "**Generate**" to get the Report.

5.1.3 On click of "**Generate**", Organization Admin will be able to see the Annual Procurement Plan Report, Tenders Report and Awarded Contract Report.

5.1.4 System will display in "**Annual Procurement Plan**" tab Report → Total Nos. of APP prepared, Total Nos. of APP approved. Organization 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 – D2**)

<p align="center">Screen – D2</p>

5.1.5 Organization 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 – D3)**

<p align="center">Screen – D3</p>

<p align="center">Central Procurement Technical Unit (CPTU)
IME Division, Ministry of Planning</p>

5.1.6 Organization 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 – D4)**

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

5.1.7 Organization 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 – D5**)

MIS: Procurement Statistics

Ministry / Division / Organization :   Organization of Procurement
PE Office :   Office Under Organization

Generate   Clear

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 – D5

5.1.8 Organization 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 – D6**)

MIS: Procurement Statistics

Ministry / Division / Organization :   Organization of Procurement
PE Office :   Office Under Organization

Generate   Clear

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 – D6

5.2 **Reports >> Annual Procurement Plan**

5.2.1 Organization Admin clicks on **Annual Procurement Plan** link and system will display Consolidated Annual Procurement Plan page. (As shown in **Screen – D7**)

Screen – D7

5.2.2   System will show Consolidated Report on the basis of – (As shown in **Screen – D7**)

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

5.2.2.2 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)

5.2.3   System will also show the Search Parameters like (PE Office, 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 – D7**)

5.2.4   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. (As shown in **Screen – D7**)

6. My Account

6.1 My Account >> View Profile

6.1.1 "**View Profile**" sub-menu → System will display the profile of Organization Admin with specified Organization, e-mail ID, Full Name, National ID, Phone No. and Mobile No. (As shown in **Screen – E1**)

View Organization Admin

Organization :   Organization of Procurement
e-mail ID :   egporgauser@rediffmail.com
Full Name :   ORG Admin
National ID :   8525252522221
Phone No. :   02-11111
Mobile No. :   1234654987

Screen – E1

6.2 My Account >> Edit Profile

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

6.2.2 After editing the required Profile Information / details, Organization Admin has to click on '**Update'** Button. (As shown in **Screen – D3**)

Edit Profile

Organization :   Organization of Procurement
e-mail ID: egporgauser@rediffmail.com
Full Name : *   ORG Admin
National ID :   8525252522221
Phone Number : *   02-11111   STD-Phone No. i.e. 02-9144252
Mobile Number :   1234654987   (Mobile No. format should be e.g 1936742068)
[Update]

Screen – E2

6.2.3 On updating the profile, System will display notification, "*Profile updated successfully*" (As shown in **Screen – E3**)

Screen – E3

6.3 **My Account >> Change Password**

6.3.1 "**Change Password**" sub menu → System will allow Organization Admin to change Password. User has 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 – E4**)

Screen – E4

6.3.2 User then has to enter the "**New Password**". If Password doesn't contain 8 characters or alphabets & numbers then system will display a message as "*Password requires minimum 8 characters and must contain both alphabets and numbers. You can also add special characters and space*". If user enters password as mentioned in the tool tip, then user will be moved to "**Confirm Password**" field. (As shown in **Screen – E5**)

Screen – E5

6.3.3 User has to confirm the Password by entering the same again in '**Confirm Password**' text box. User has 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 – E6**)

Screen – E6

6.4 **My Account >> Change Hint Question and Answer**

6.4.1 "**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 has to select "**Create your own Hint Question**" from options given. (As shown in **Screen – E7**)

6.4.2 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 – E8**)
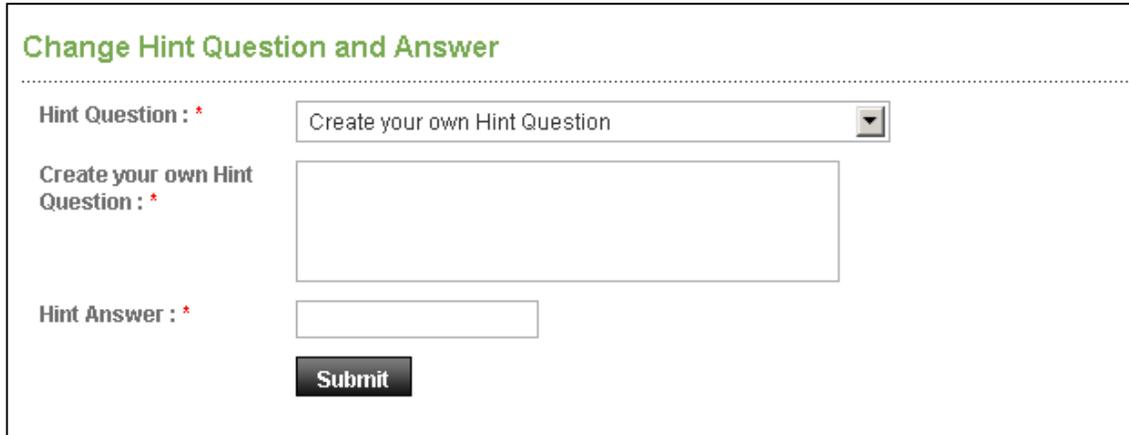
Screen – E8

6.4.3 After selecting the Hint Question from the Drop-down list, User has to enter his Hint Answer. User then has to click on Submit Button. On submitting the same, system will update the information. (As shown in **Screen – E9**)

Screen – E9

6.5 **My Account >> Preference**

6.5.1 If User wants to change the **Notification Preference**, User can change the same by selecting "**Preference**" option. Here user has to select, whether he wants system to send notification by Email Alert or by SMS Alert. On selecting the same, user has 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 – E10**)

Screen – E10

6.6 **My Account >> Ask Procurement Expert**

6.6.1   If User wants to post any queries to **Procurement Expert**, User has 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 – E11**)

Screen – E11

6.6.2   To post query, User has to click on "**Post Query**" button. System will display the category for which user can post the queries, User has to select **Procurement Category** from the drop-down list. After selecting the category, User has to write the Description of Query and clicks on "**Submit**" button. (As shown in **Screen – E12**)

Screen – E12

6.6.3   On submitting the same, System will send the details to Procurement Expert and display message "*Query posted successfully*". (As shown in **Screen – E3**)

✔ Query posted successfully

⊕ Post Query

Question

S.No.	Category	Query	Replied	Action
1	Tender Advertisement	What for Tender Advertisement is used ?	No	Posted
2	Tender Advertisement	test	No	Posted

Screen – E13