2020

MARCH

eGP System for Sri Lanka

User Guide for Liaison Officers of eGP System for Sri Lanka.

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

GOVERNMENT of SRI LANKA

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SRI LANKA

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1.0 GETTING STARTED

Open your favorite Web Browser and enter the following URL in the address bar.

https://www.promise.lk

Then, press the **Enter** key.

1.1 HOME PAGE

The user will then be directed to the home page of the system as shown in the *Figure 1*.

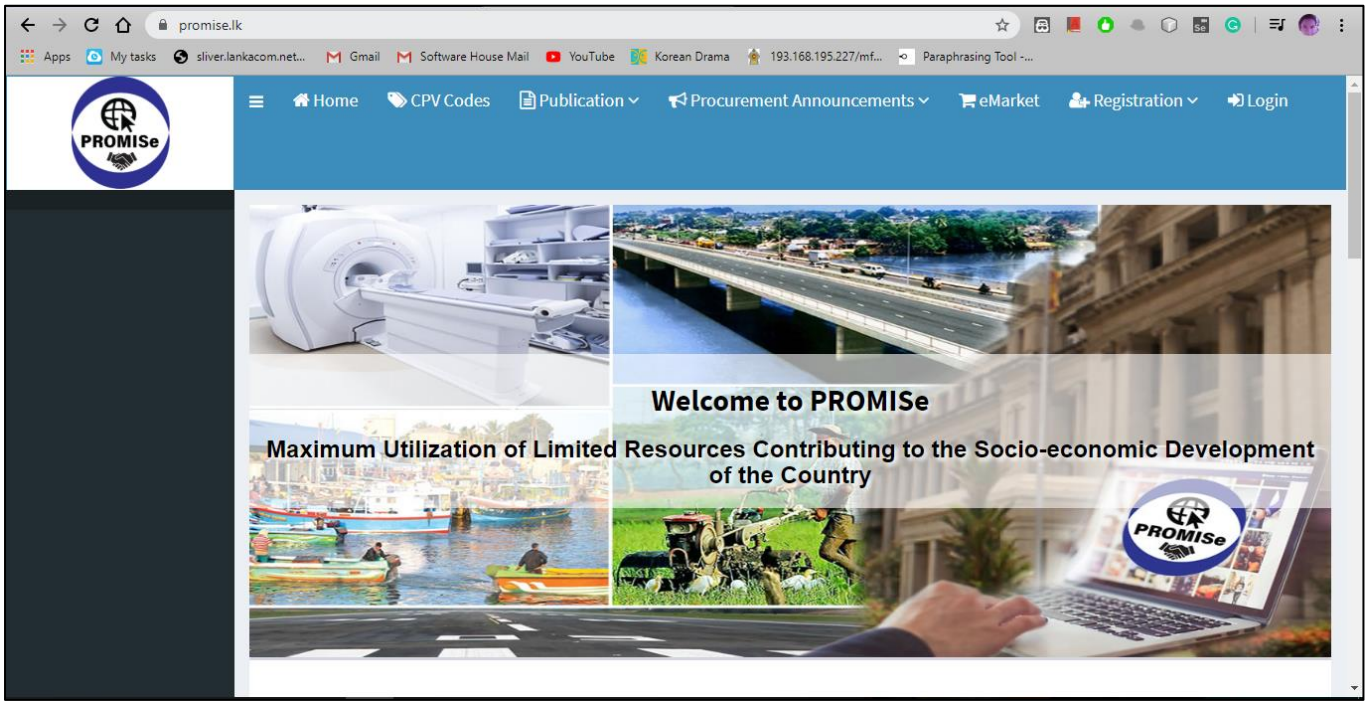


Figure 1: *Home Page of the System*

STEPS APPLICABLE FOR LIAISON OFFICER

2.0 PROCURING ENTITY REGISTRATION

2.1 REGISTRATION PAGE – PROCURING ENTITY

All the Procuring Entities that wish to use the e-GP system, will have to register with the system.

1. In the menu bar in *Figure 2*➔
2. Select Registration from the menu bar
3. Select Procuring Entity.

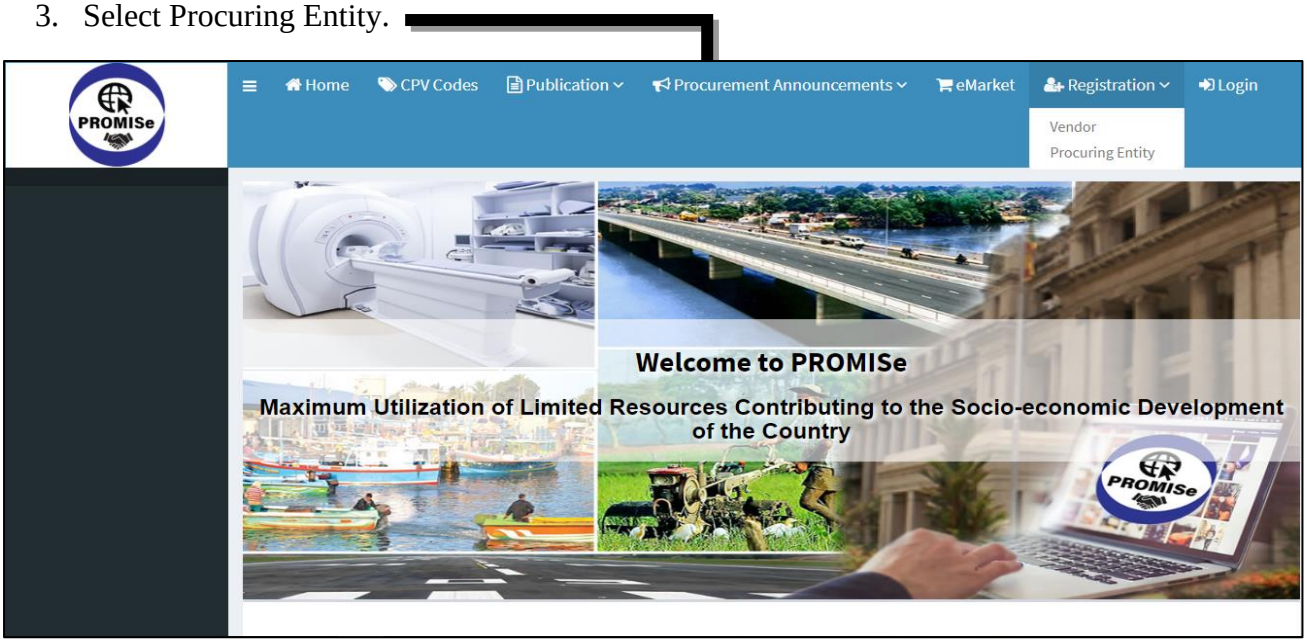


Figure 2: *Directing to the Procuring Entity Registration Page*

4. Now the Procuring Entity will be directed to the "**Procuring Entity Registration page**".
5. The Procuring Entity will have to fill in the form displayed as in *Figure 3 shown below*.

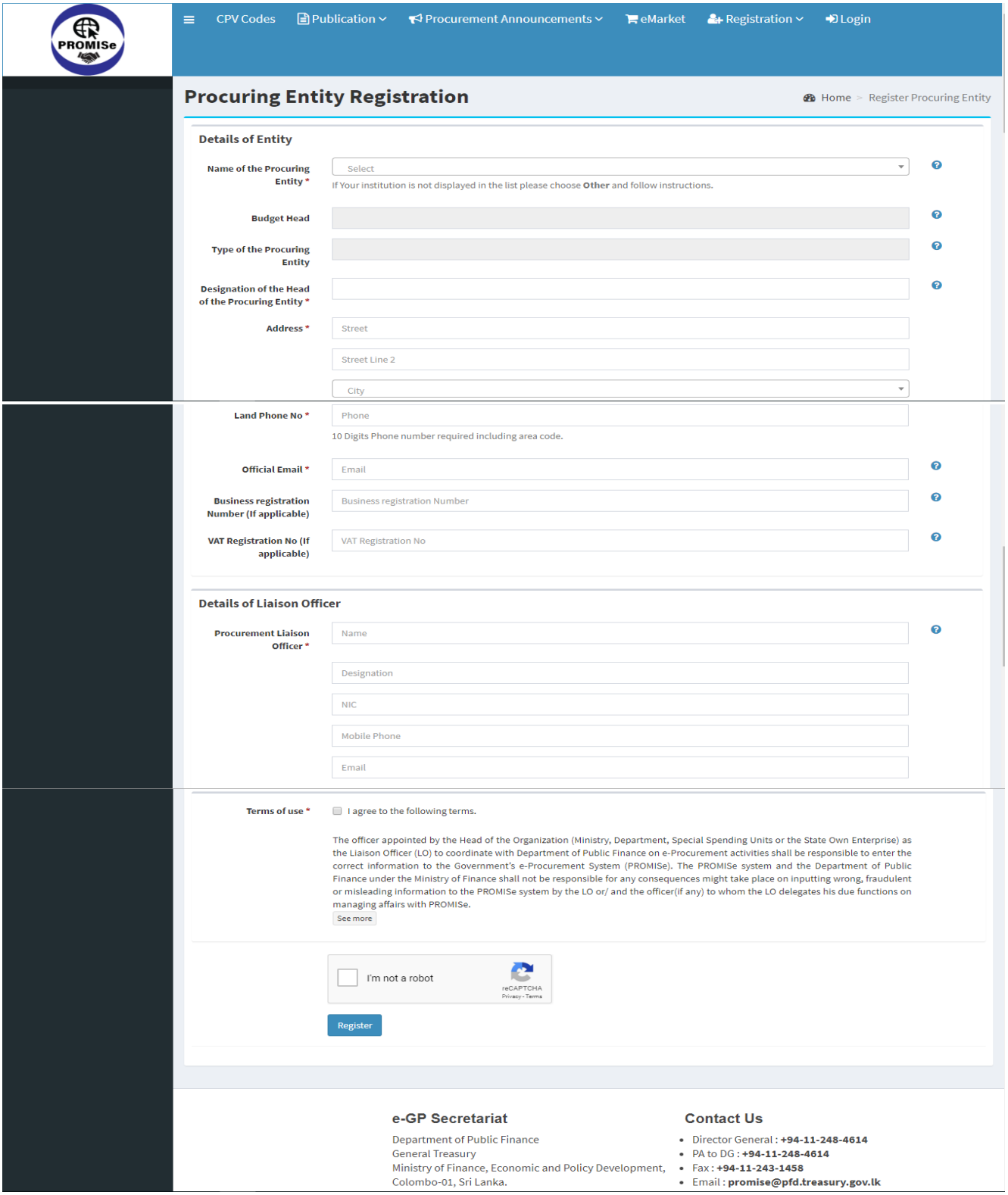


Figure 3: *Procuring Entity (PE) Registration Page*

FILL PROCURING ENTITYREGISTRATION FORM:

YOU ARE Here: REGISTRATION ➔ PROCURING ENTITY

Name of the Procuring Entity (PE)

- You are required to type the Name of the PE. Insert a part of the name of the PE, the drop-down will display a list of institutions containing the word.

  Example; If Provincial Health Department of Central Province wishes to register in the PROMISe, the Liaison Officer can type the word "Health" in the blank cage in order to view an existing list of institutions with the word "Health". If the name of the PE is not listed under the schedule, you should select "Other". (*Figure 4*).

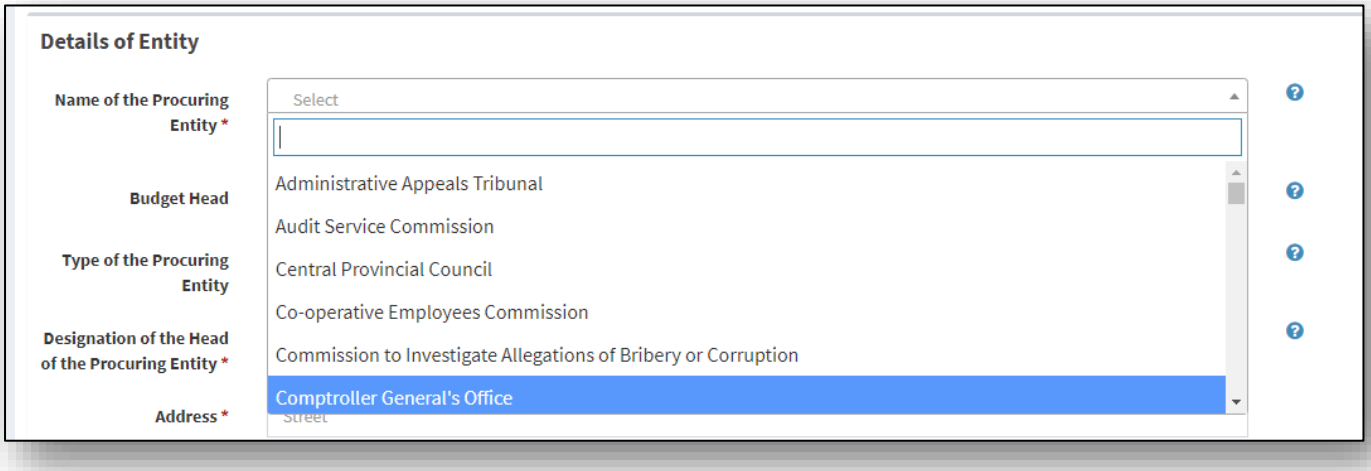


Figure 4:*Selecting the Name of the Procuring Entity in PE Registration form*

Budget Head and Type of the Procuring Entity

- Budget Head and Type of the Procuring Entity will be filled in automatically (*Figure 5*).

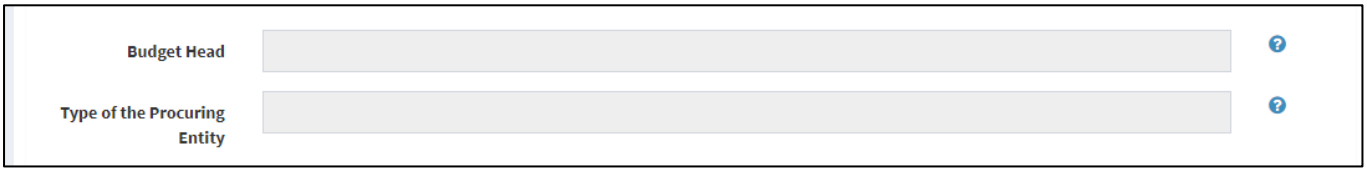


Figure 5:*Budget Head and Type of the Procuring Entity in the PE Registration Form*

Designation of the Head of the Procuring Entity

- Insert the designation of the Head of PE. This means the Head of the overall operation of the organization. For an example; Head of the Department, Chairman of a Corporation, Managing Director of a Company or CAO of a Ministry. (*Figure 6)*.

Figure 6: *Designation of the Head of the Procuring Entity in the PE Registration Form*

Registered Address

- Enter the relevant address as follows (*Figure 7)*.

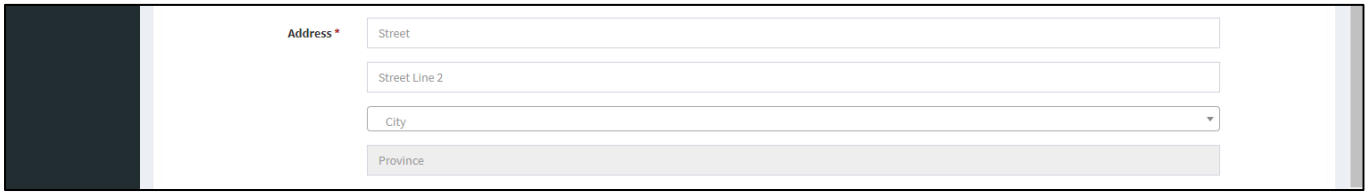


Figure 7: *Entering the Business Address in in the PE Registration Form*

Land Phone No

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

Official Email

- Enter an Active email addressof the Head of the Department shall be entered under this cage. This email will be used by the e-GP system to send emails in the future.
  Example: aaa@xxxx.com / bbb@xxxxx.lk

Business registration Number (If applicable)

- PE is required to include the Business Registration Number given by the Register of Companies or Provincial Authorities of Sri Lanka or any other institutions outside Sri Lanka, if applicable.

VAT Registration No (If applicable)

- PE required to include the VAT Registration Number given by the Department of Inland Revenue of SriLanka , if applicable

Procurement Liaison Officer

- PE is required to appoint an LO for coordinating eProcurement activities of the PE with the e-GP Secretariat. The LO will be given a user account to log in to PROMISe system. However, if LO needs to appoint any other supporting staff or different officer/s, he/she could do so using the secondary window given in his control panel. The LO shall be solely responsible for any consequence of such delegation and e-GP Secretariat shall not be responsible for any consequence of such secondary delegation. Include the mobile number in the cage 4 with the country code.

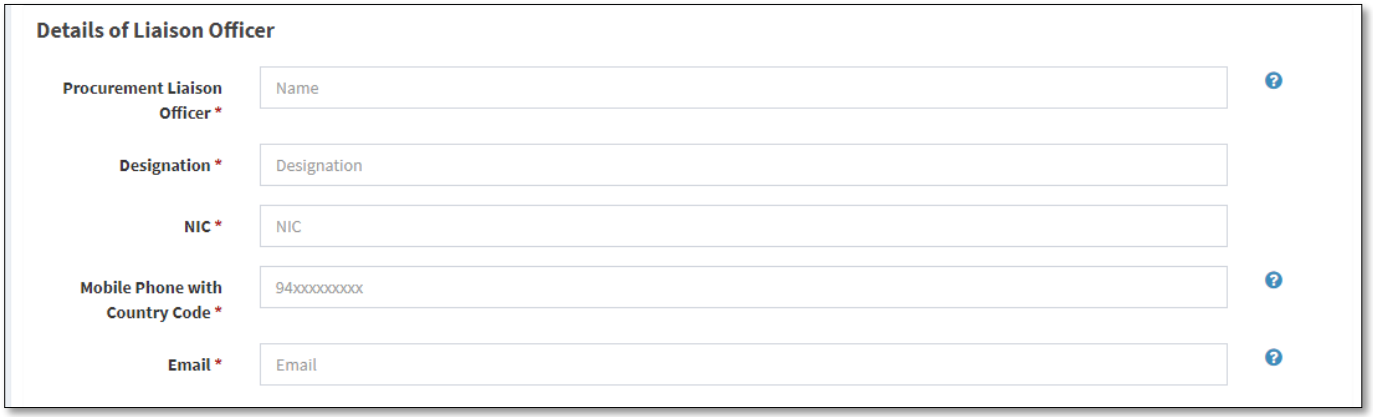


Figure 8: *Details of the Liaison Officer*

Terms of use

- You are required to tick the check box if you agree to the Terms of Use of the e-GP System *(Figure 9)* to continue with the registration.

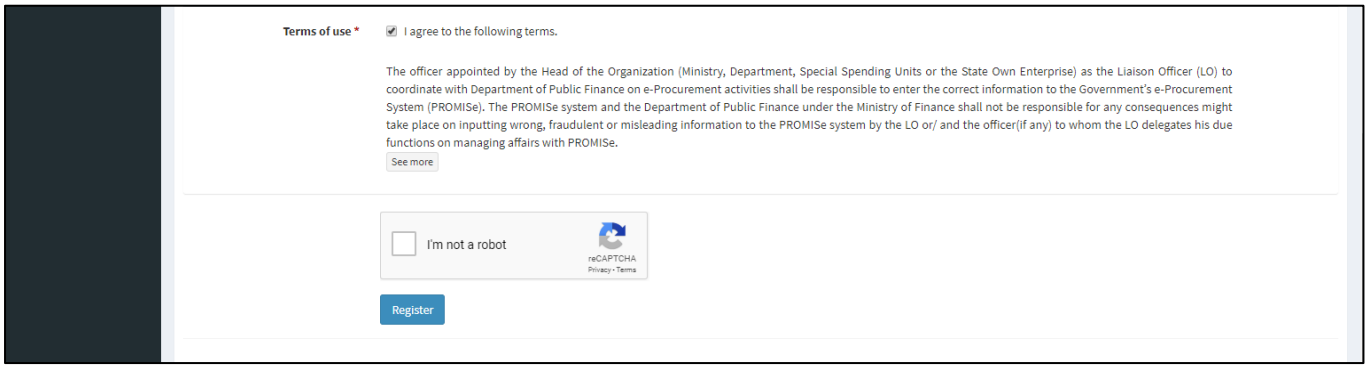


Figure 9: *Terms of use in the Registration Page*

Finally, after filling the registration form.

- Click the **"I'm not a robot"** box
- Click "**Register**" button. *(Figure 10).*

Figure 10: *CAPTCHA verification in the Registration Page*

1. Go to the promise.lk site and then in the top navigation bar go to Registration→ Procuring Entity.
2. Fill in the form with details related to the Procuring Entity registration.
3. After filling click the check box for the "Terms of use" and click the "I'm not a robot" box and click "Register".

2.2 EMAIL RECEIVED AFTER CLICKING THE REGISTRATION BUTTON

Once the procuring entity has registered, they will receive an email stating that they have registered with the system successfully (*Figure 11*).

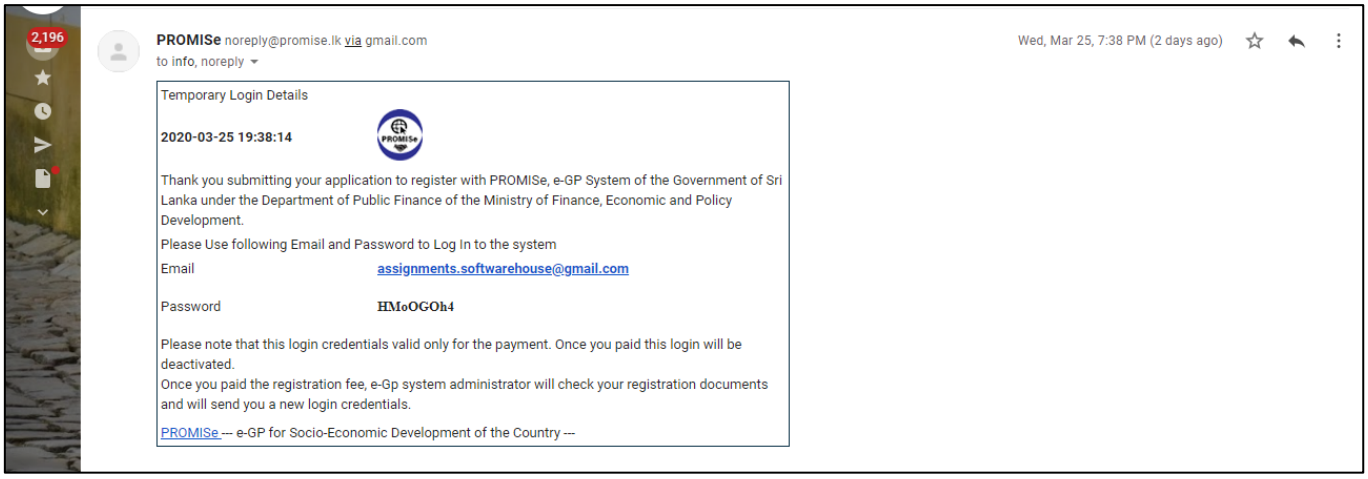


Figure 11: *Email Received soon after the procuring entity registration (Before admin approval)*

2.3 LOGIN AS ADMIN

Then the admin will approve their registrations.

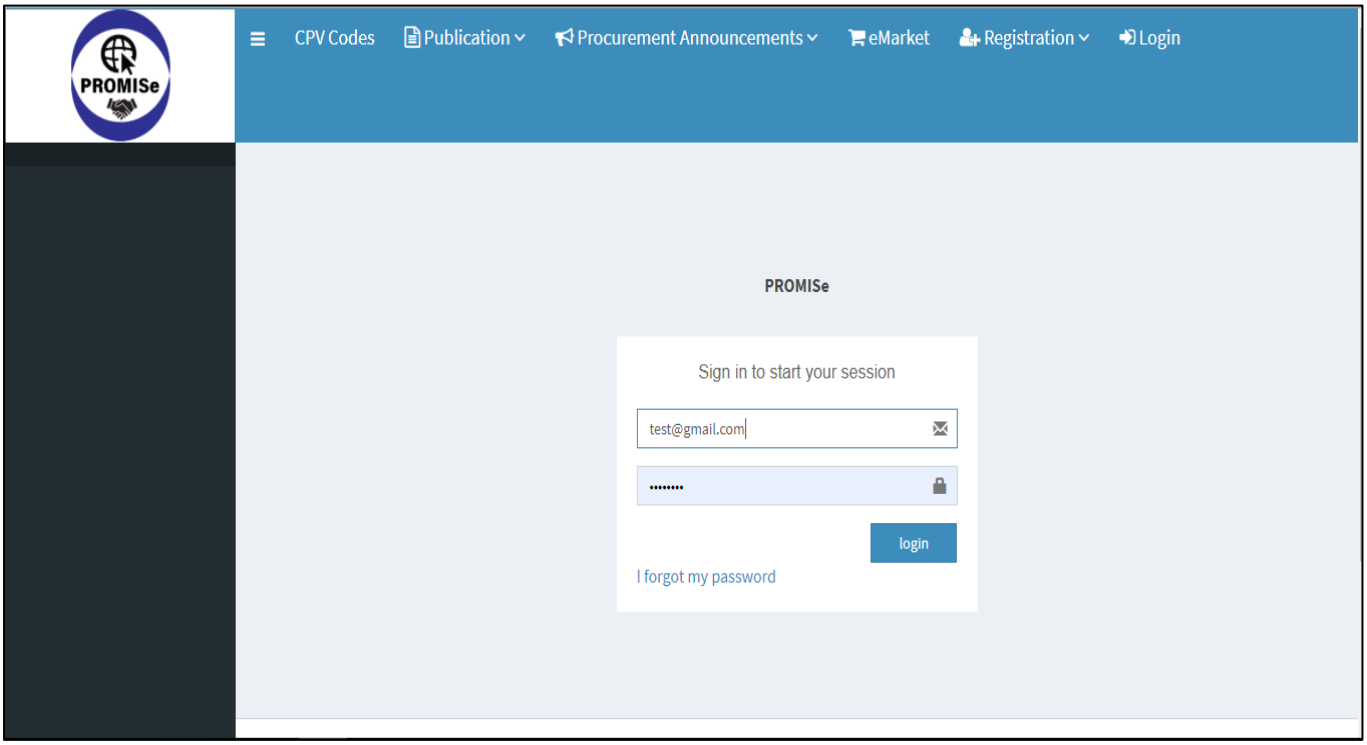


Figure 12: *Admin Approval for the PE Registration*

2.5 EMAIL RECEIVED AFTER APPROVING THE PROFILE

The procuring entity will receive an email with login credentials.

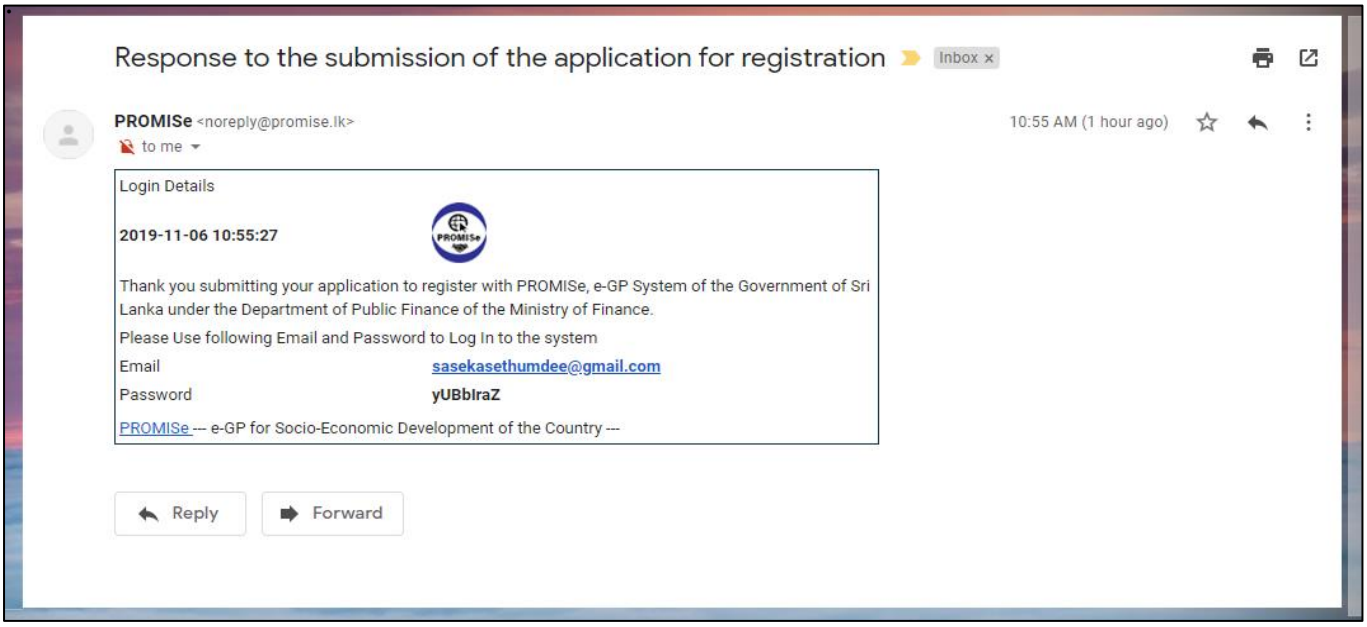


Figure 13: *Email Received after the admin approval of the procuring entity registration*

3.0 LIAISON OFFICER

3.1 LOGGING IN TO THE SYSTEM AS A LIAISON OFFICER

After the successful registration on the liaison officer's part, when the Administrator enables the liaison officer account, an email will be sent to the address associated to the account, containing the login credentials (username and the password) (*Figure 14)*

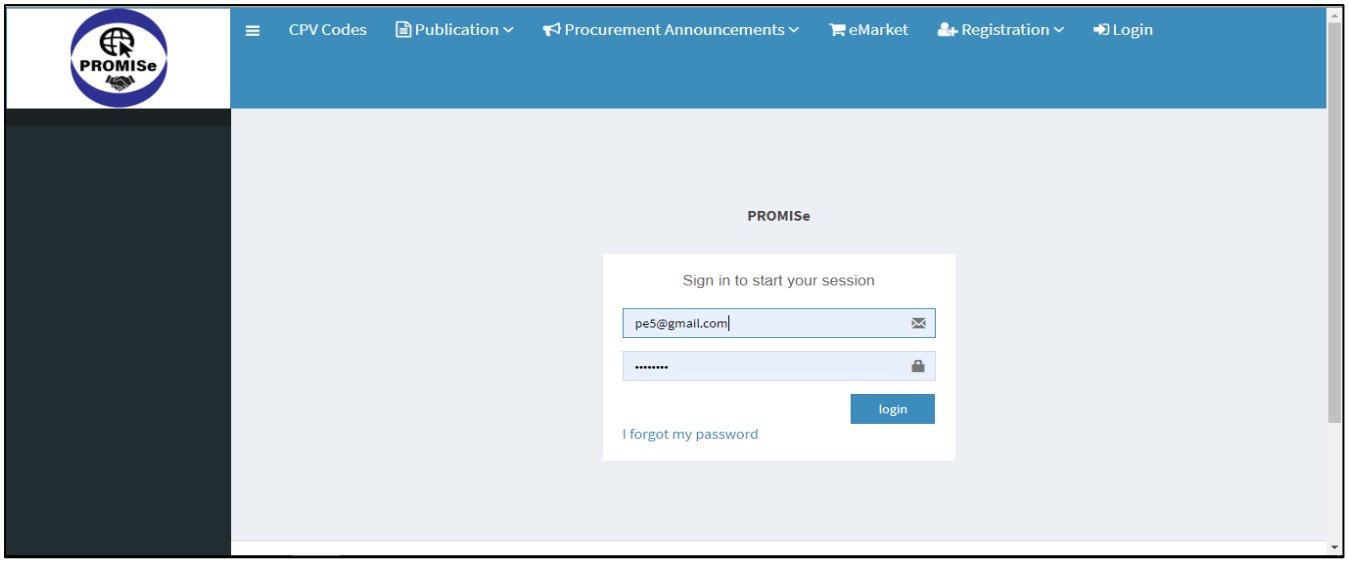


Figure 14: *Login Screen*

After logging in to the system as a liaison officer you will see the following dashboard in *Figure 15*.

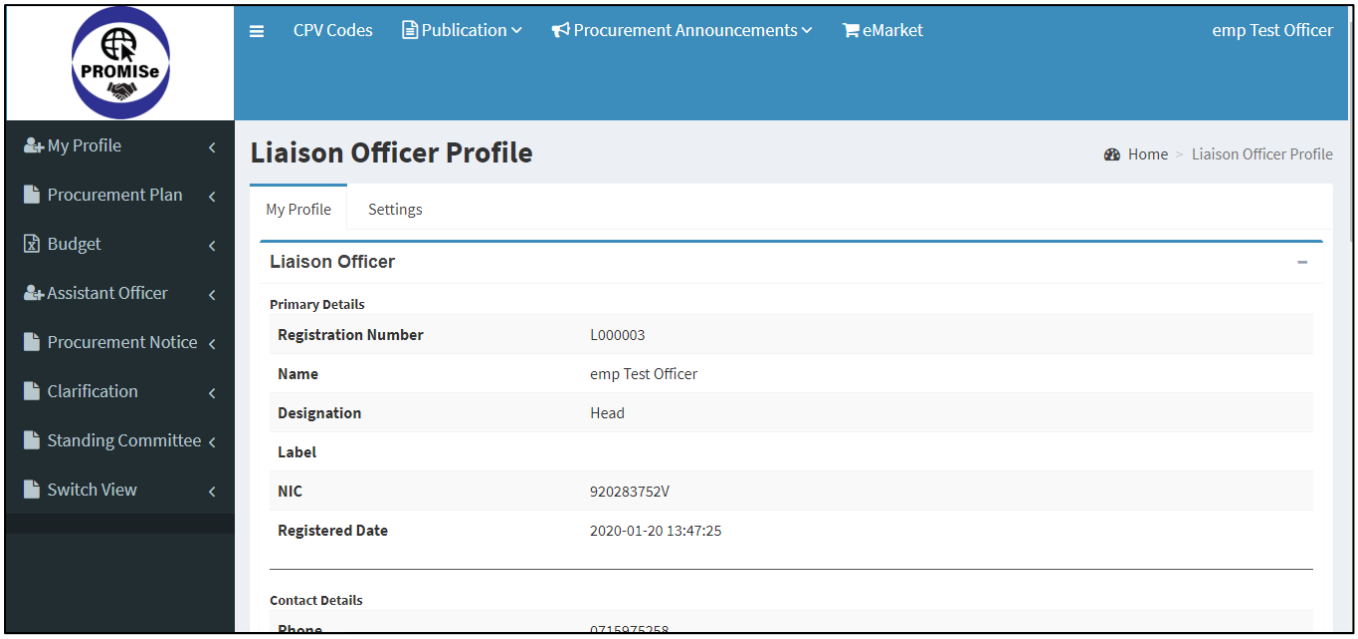


Figure 15: *Liaison Officer Profile*

3.2 CHANGE YOUR LOGIN PASSWORD

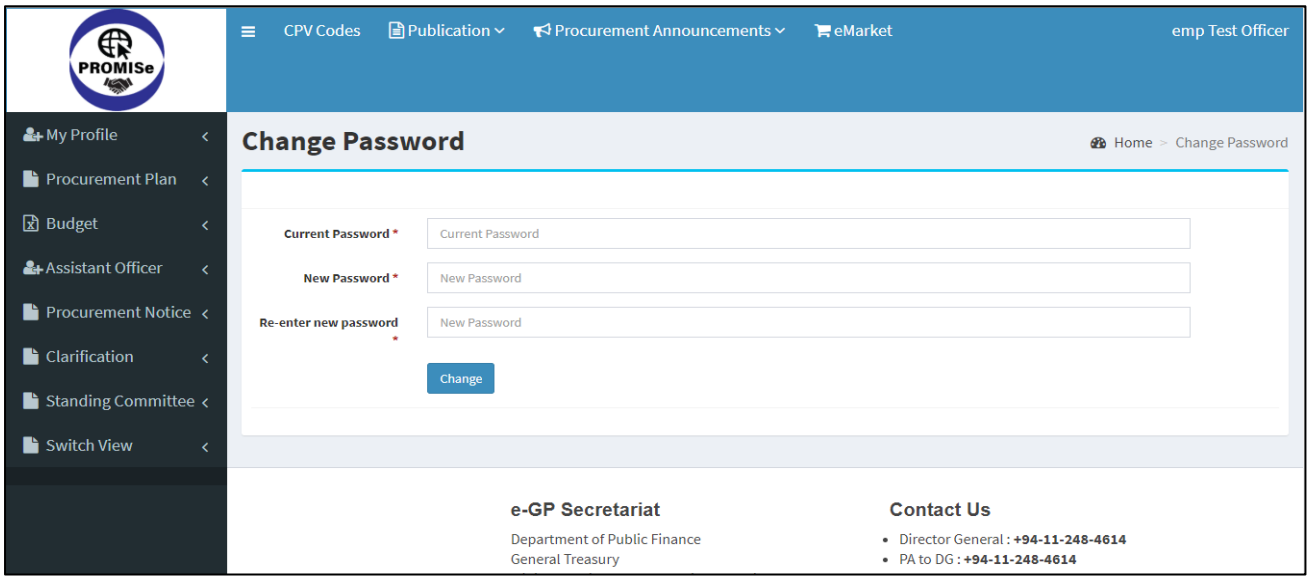


***Figure 16**: Change Password of the Liaison Officer*

1. Soon after you receive the login credentials via the email, log in using the password sent to the email.
2. Then you will be directed to a screen where you get the opportunity to change your password.
3. Enter the password you received via email as the current password and enter the new password in the other two fields.

3.3 ADDING ASSISSTANT OFFICERS (SUB LIASION OFFICER) TO THE SYSTEM

1. Log in to the system as a liaison officer.
2. Then click on Assistant L. Officers →Add user.
3. Fill in the relevant details and click 'Register'.

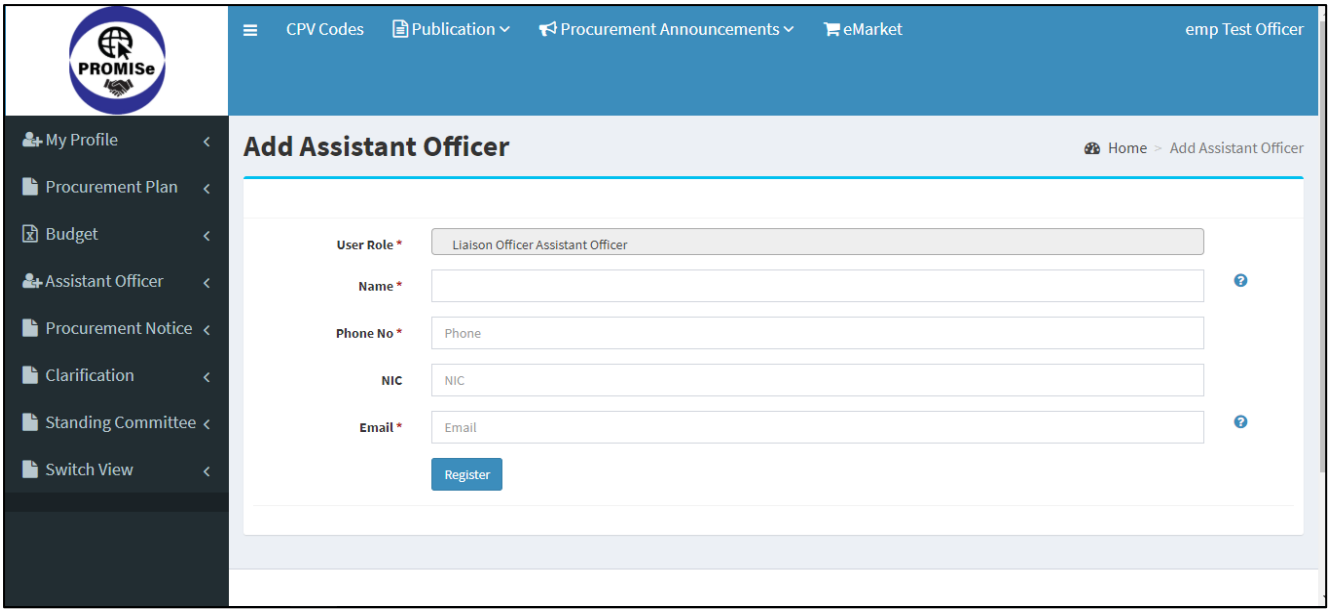


Figure 17: *Adding Assistant Officers (Sub Liaison Officers) to the System*

3.4 APPROVE ASSISTANT LIAISON OFFICERS

1. Log in to the system as a liaison officer.
2. Then click on Assistant L. Officers →View Pending Officers.
3. If the details are ok, click on the slider.
4. It will pop up an alert asking whether to confirm or cancel. Click either one of the buttons.

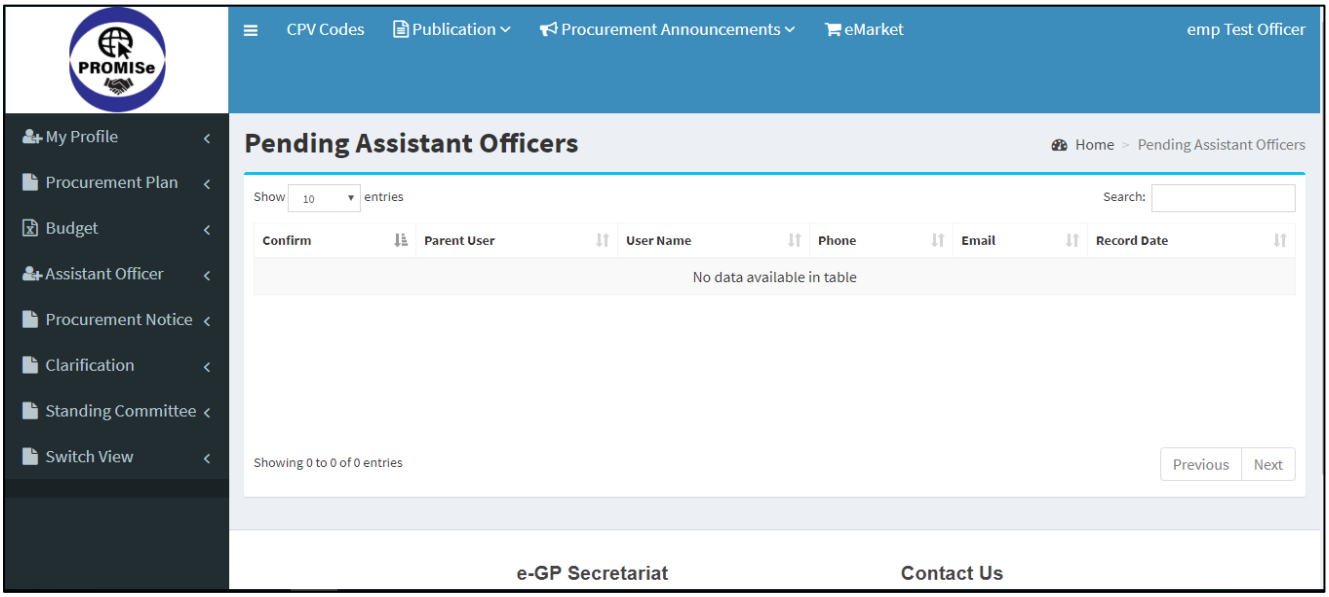


Figure 18: *Approving Sub Liaison Officers*

3.5 EMAIL RECEIVED AFTER APPROVING THE PROFILE OF THE SUB LIAISON OFFICER

The sub liaison officer will receive an email with a password for him/her to log in.

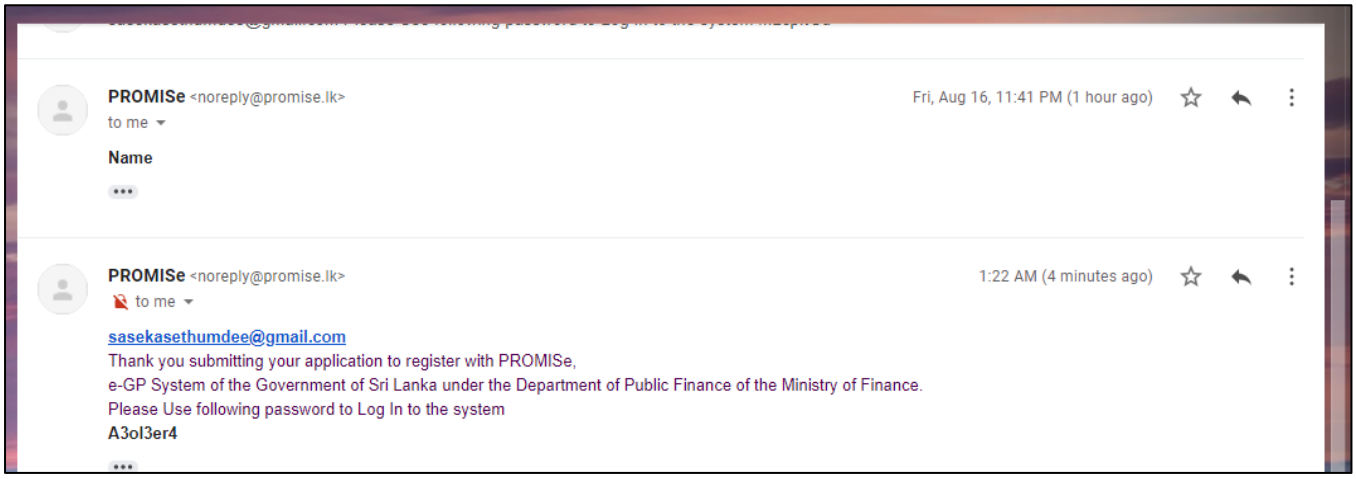


Figure 19: *Email received by sub liaison officer after approval his profile*

3.6 ADDING BUDGETS

1. Log in to the system as a liaison officer.
2. In the left navigation bar select Budget->Add budget
3. You can download the sample Excel document.
4. Fill that sheet and upload it.

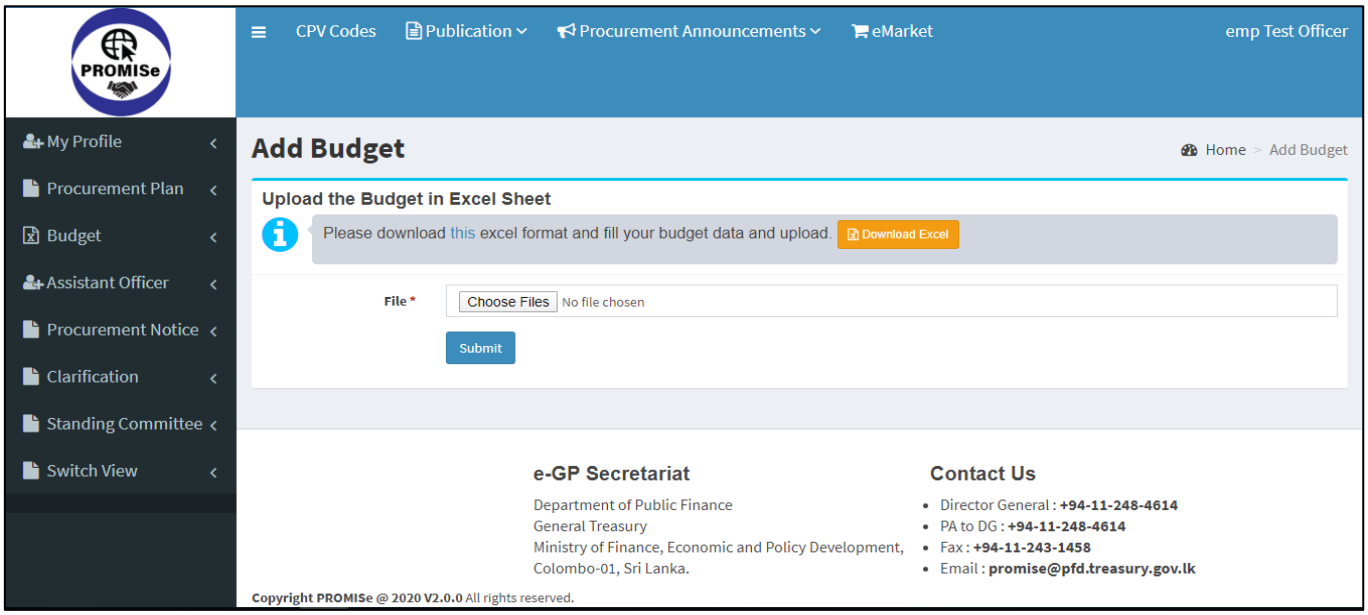


Figure 20: *Adding Budgets*

5. You can confirm this by clicking on the "Confirm and Commit All Uploads" button under the action column.
6. Once you confirm the row will be committed.

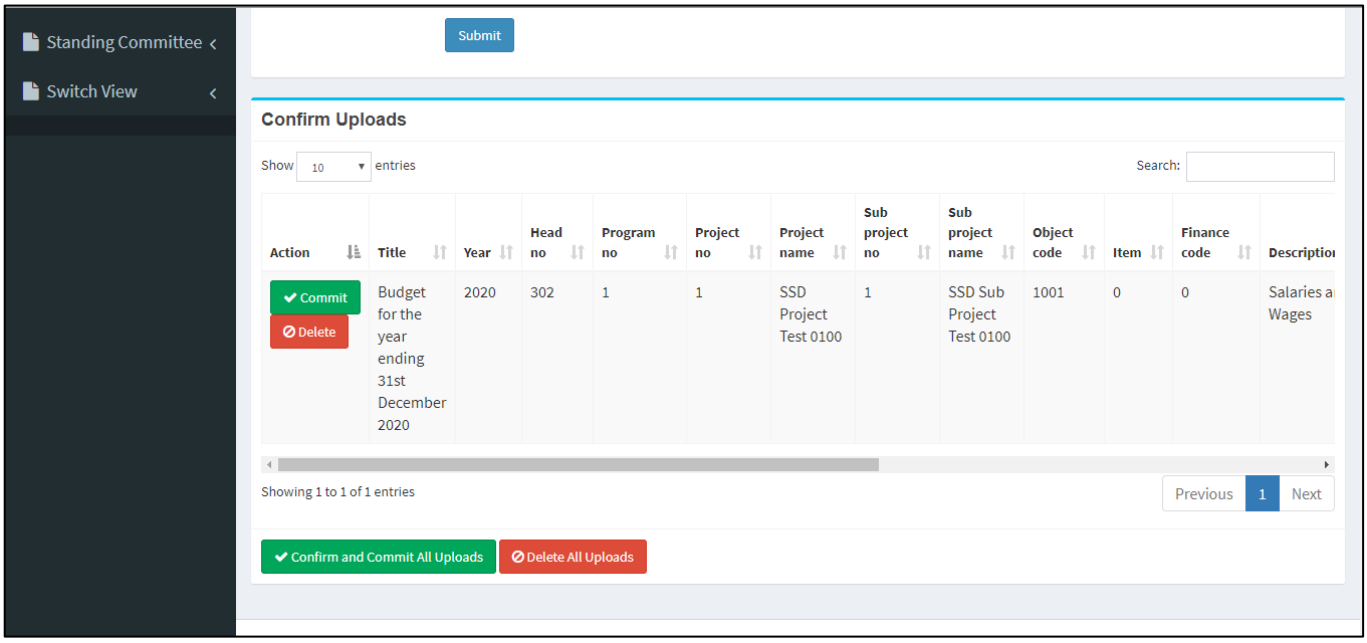


Figure 21: *Confirming and committing all budget uploads*

7. Those will be displayed in Budget→View my budget.

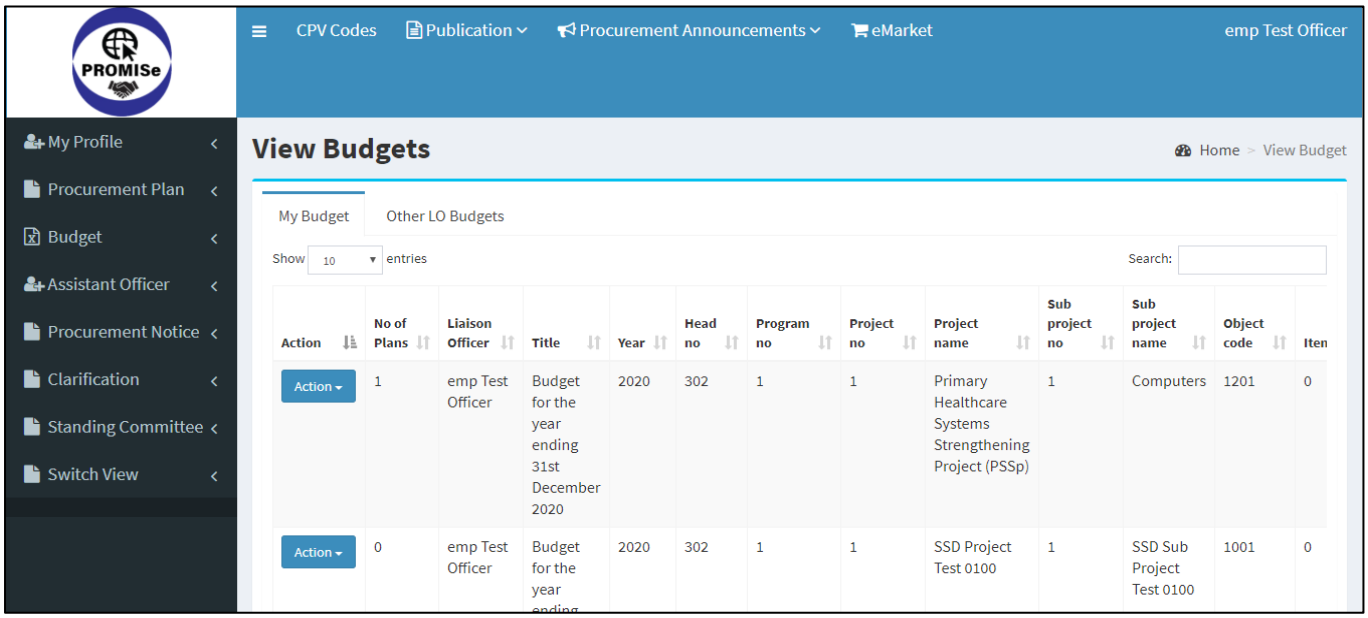


Figure 22: *Viewing of Budgets*

8. Click on the "Create Procurement Plan" under Action and now you will be directed to page to create the procurement plan (*Figure 23)*.

3.7 ADDING PROCUREMENT PLANS

After adding the budgets, the liaison officer is able to create a Procurement Plan for the budgets added. Each PE can add procurement plans according to their needs (ex. Based on type of procurement, type of goods, etc.). Each Procurement Plan can have multiple Tenders/Procurements under it.

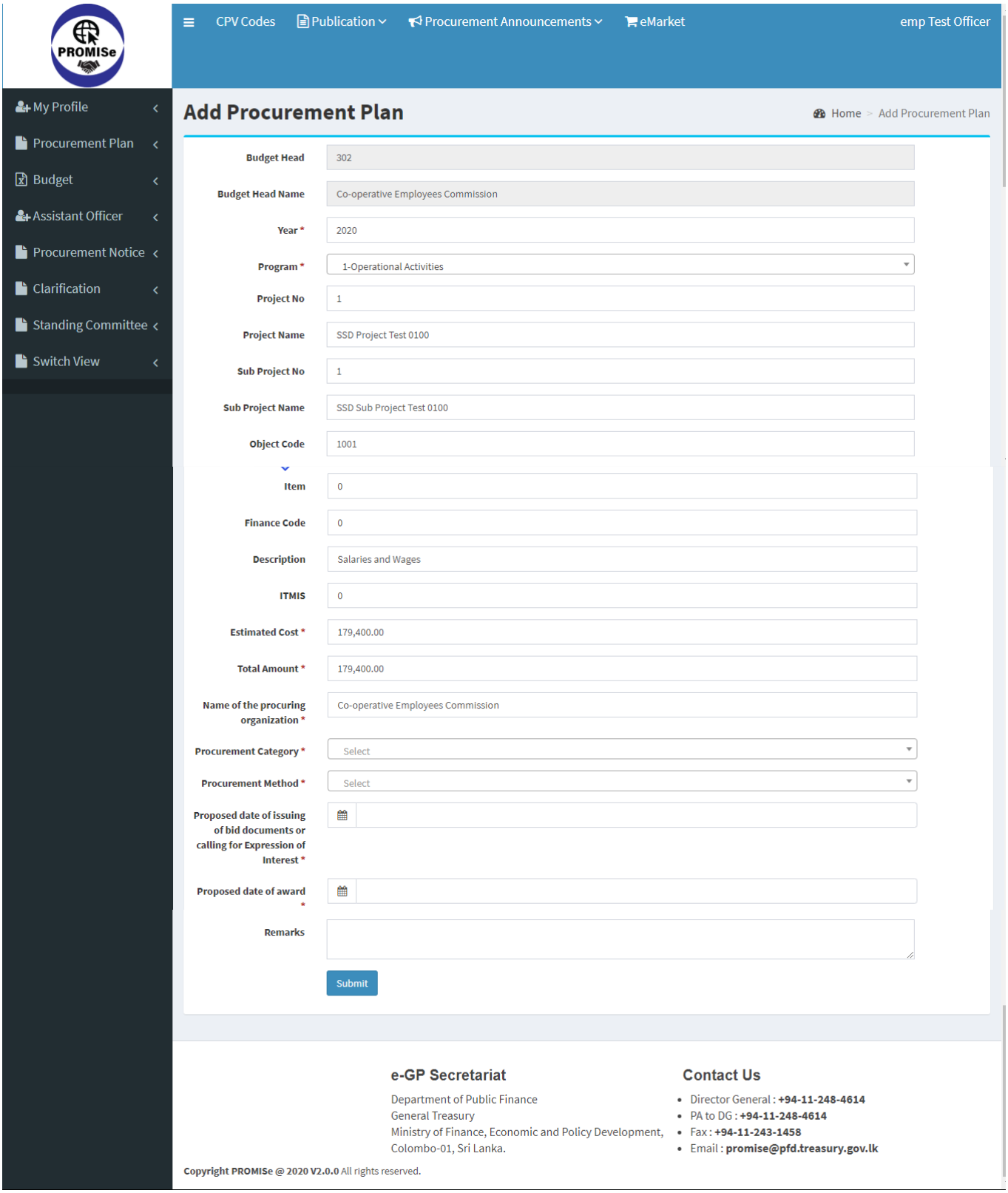
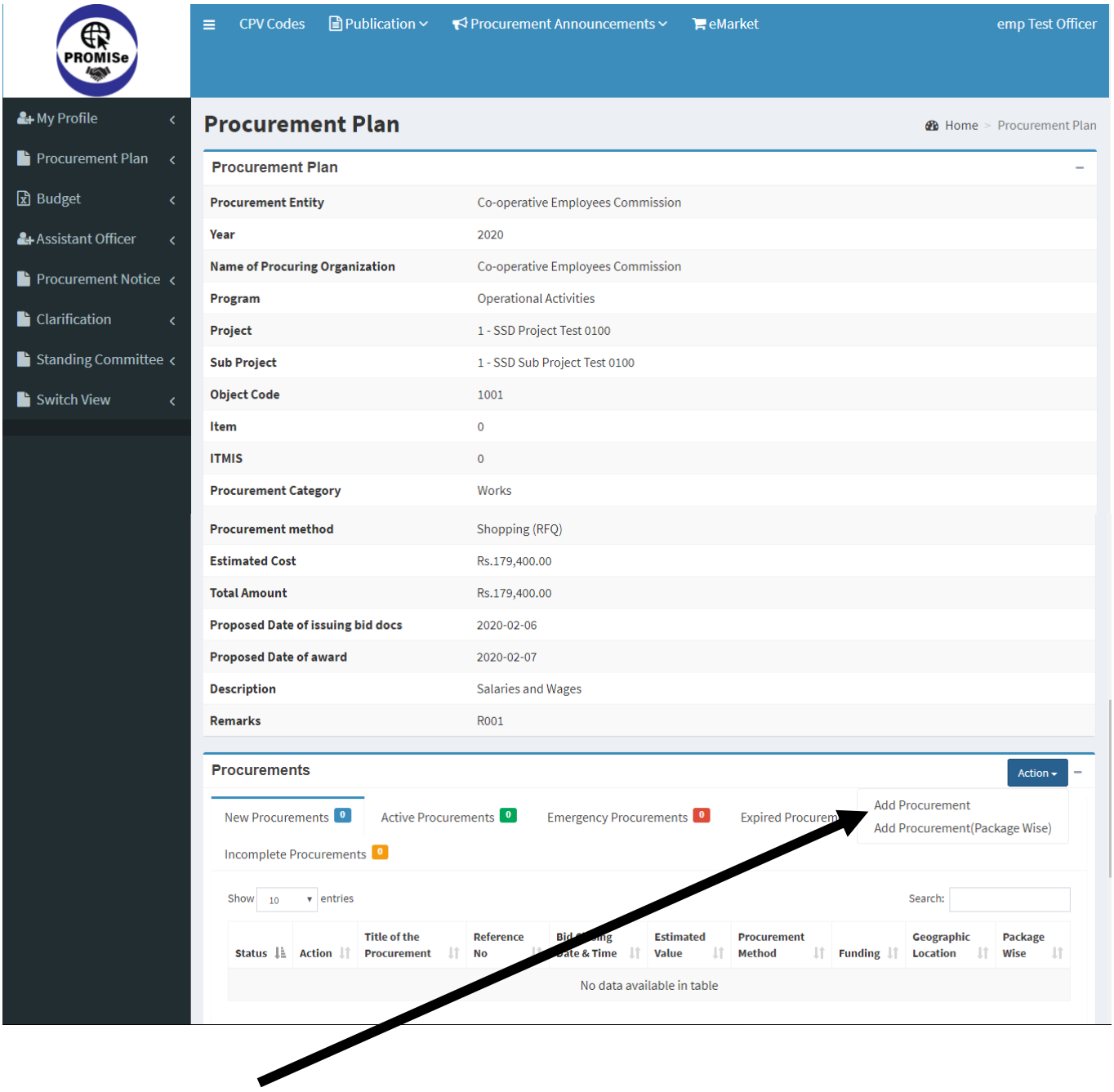


Figure 23: *Creating Procurement Plans*



Adding Procurement

Figure 24: *Adding Procurement*

1. Click Action → Add Procurement.

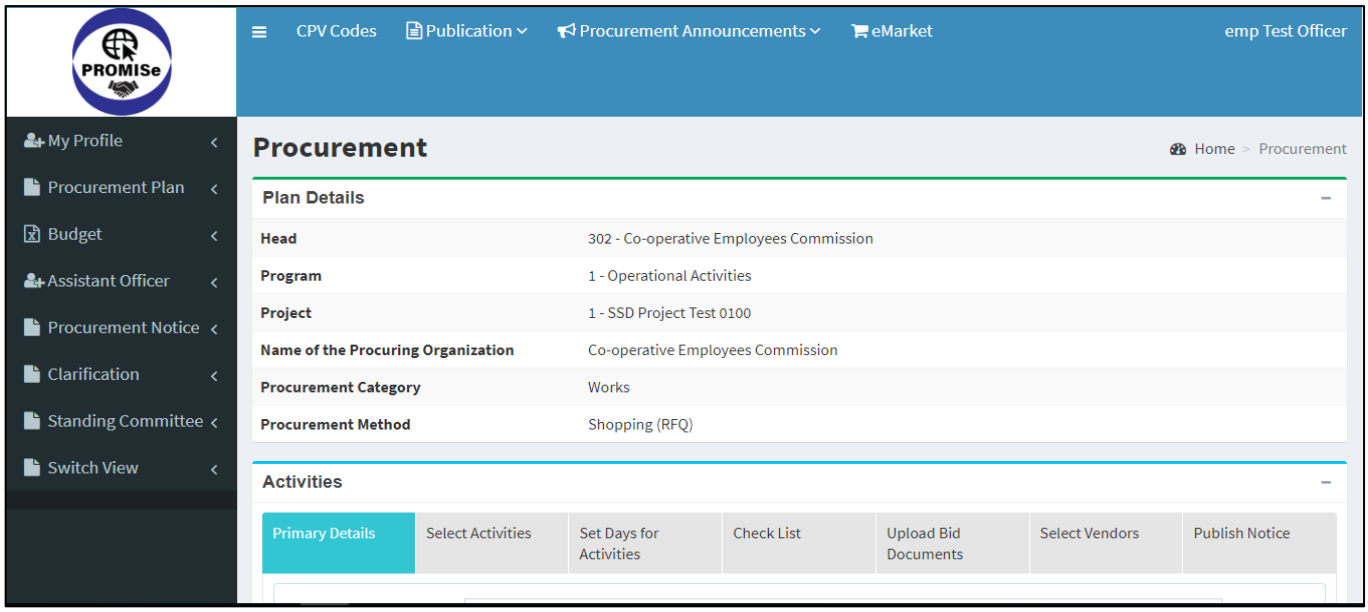


Figure 25: *Procurement Activities*

1. Now you will be directed to a screen as above (*Figure 25*).
2. Fill in all the forms in the tabs under activities.

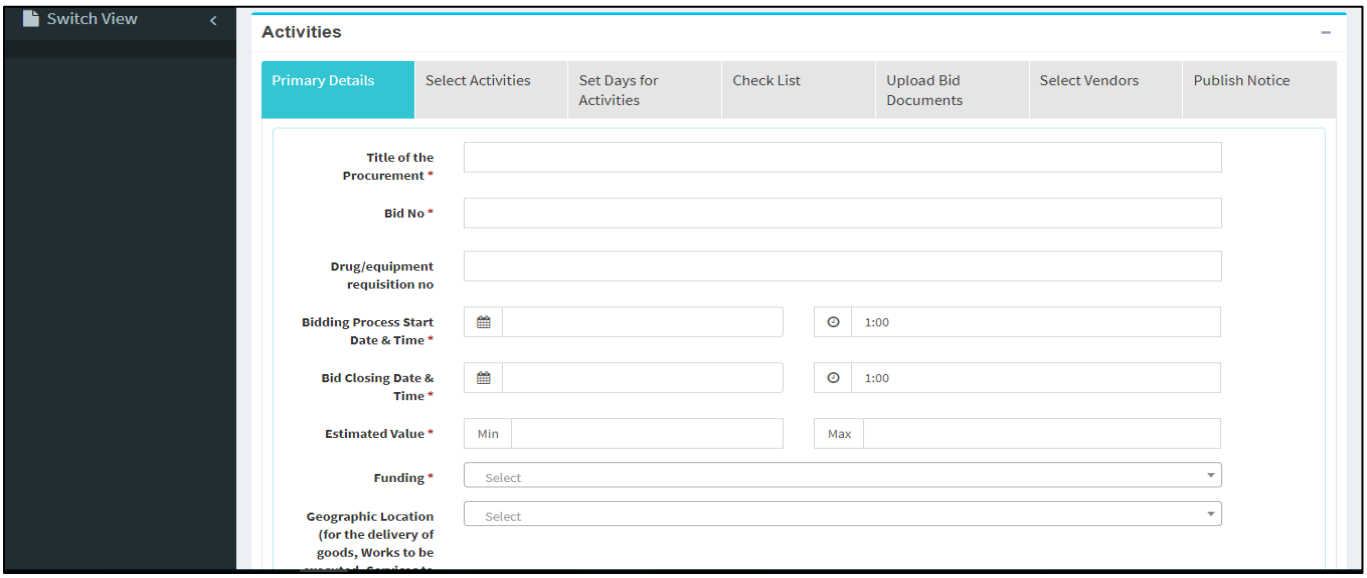


Figure 26: *Activities tabs of the Procurement*

Tab 1 - Primary Details of the procurement

Tab 2 - Which activities should be included in the procurement

Tab 3 - Set Days for selected activities. You can submit with default dates shown in text boxes

Tab 4 - Check list of selected activities with actual dates. Appoint the relevant PC members and TEC members to proceed. PC members and TEC members can be selected from the existing list or can be appointed new members as required. *(Figure 31, Figure 32)*

Tab 5 - Upload bid document/Specifications

Here, upload any bid documents/instructions.

Tab 6 – Select Vendors. Here will show vendors list which have same CPV codes as the current procurement.

Tab 7 - Publish the notice

3.7.1 ACTIVITIES → PRIMARY DETAILS

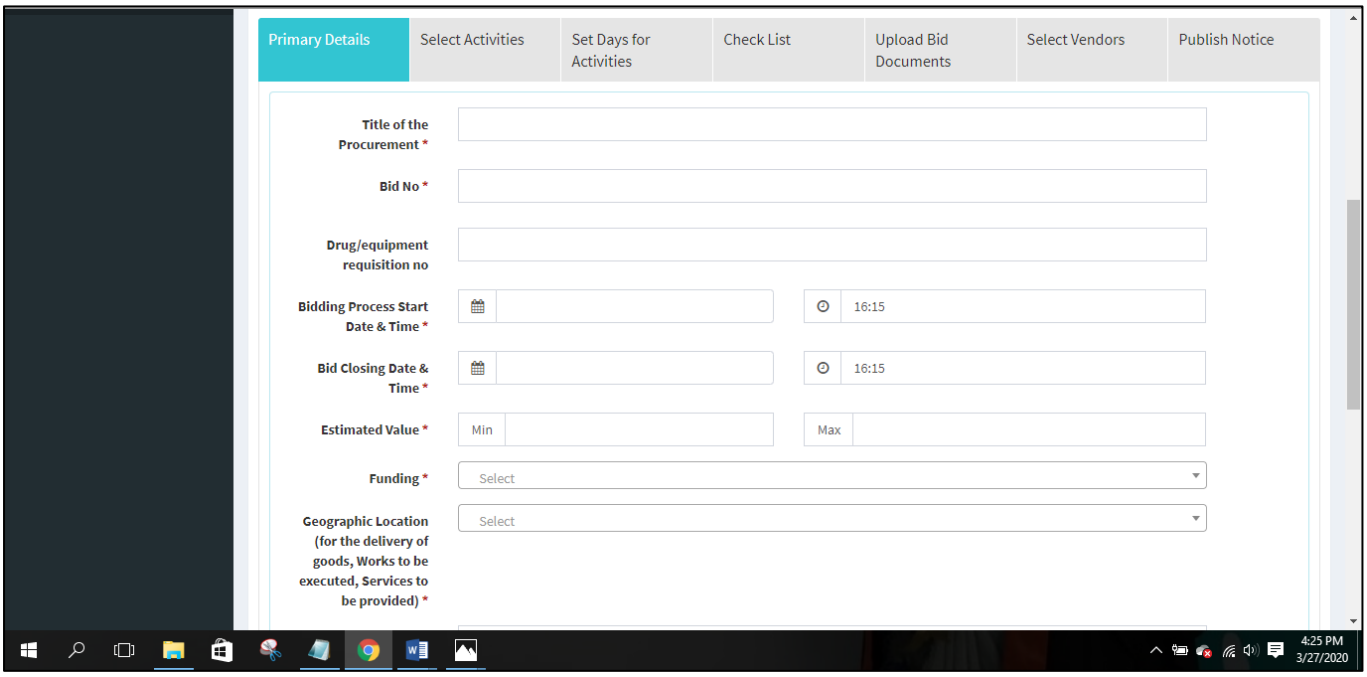


Figure 27: *Primary Details of the Activities*

3.7.2 ACTIVITIES → SELECT ACTIVITIES

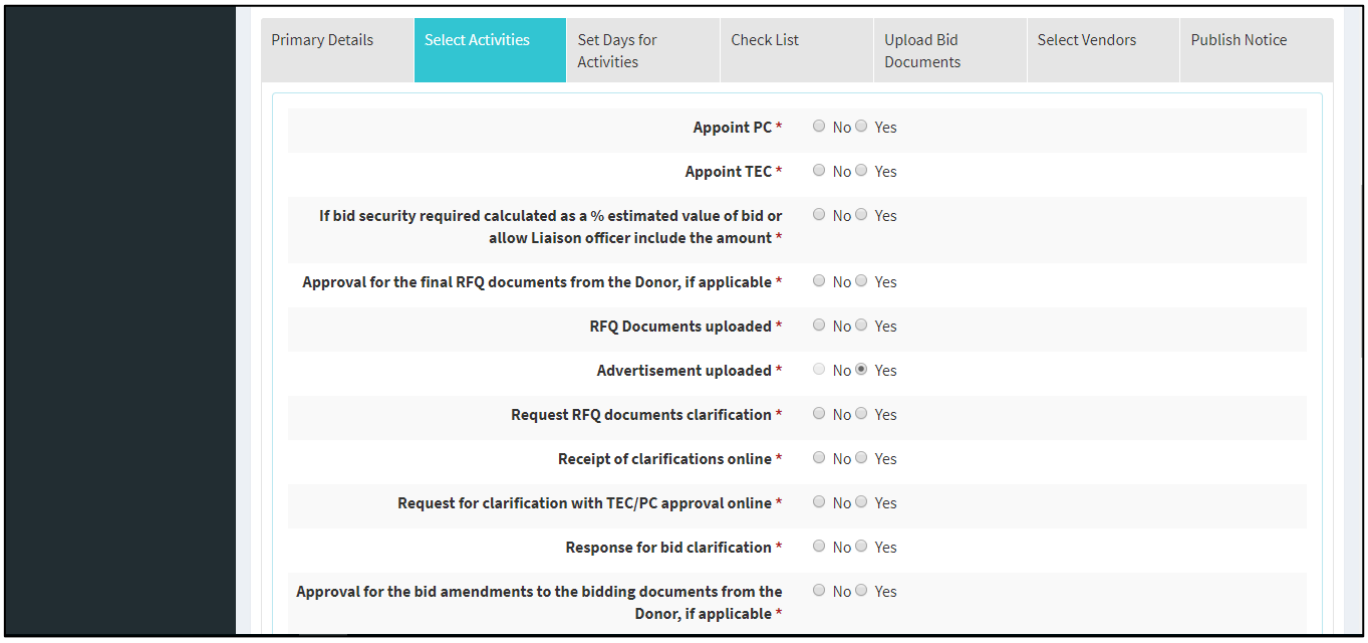


Figure 28: *Select Activities of the Activities*

3.7.3 ACTIVITIES → SET DAYS FOR ACTIVITIES

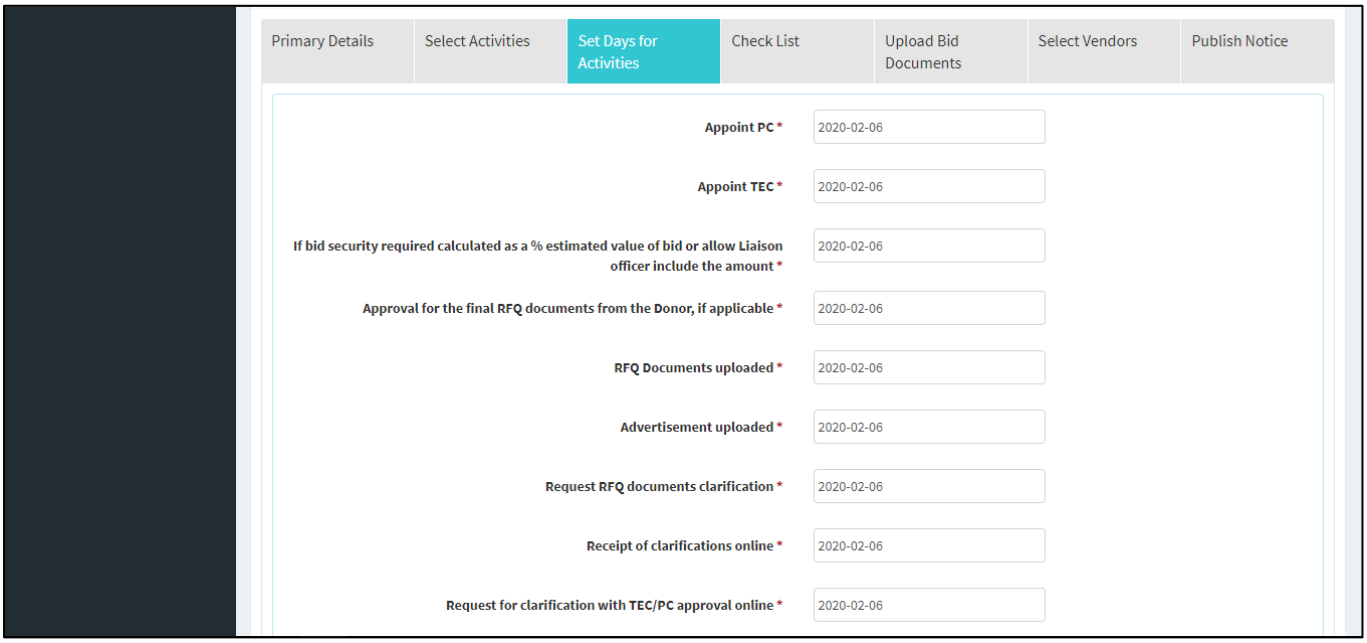


Figure 29: *Setting dates for the selected Activities*

3.7.4 ACTIVITIES → CHECK LIST

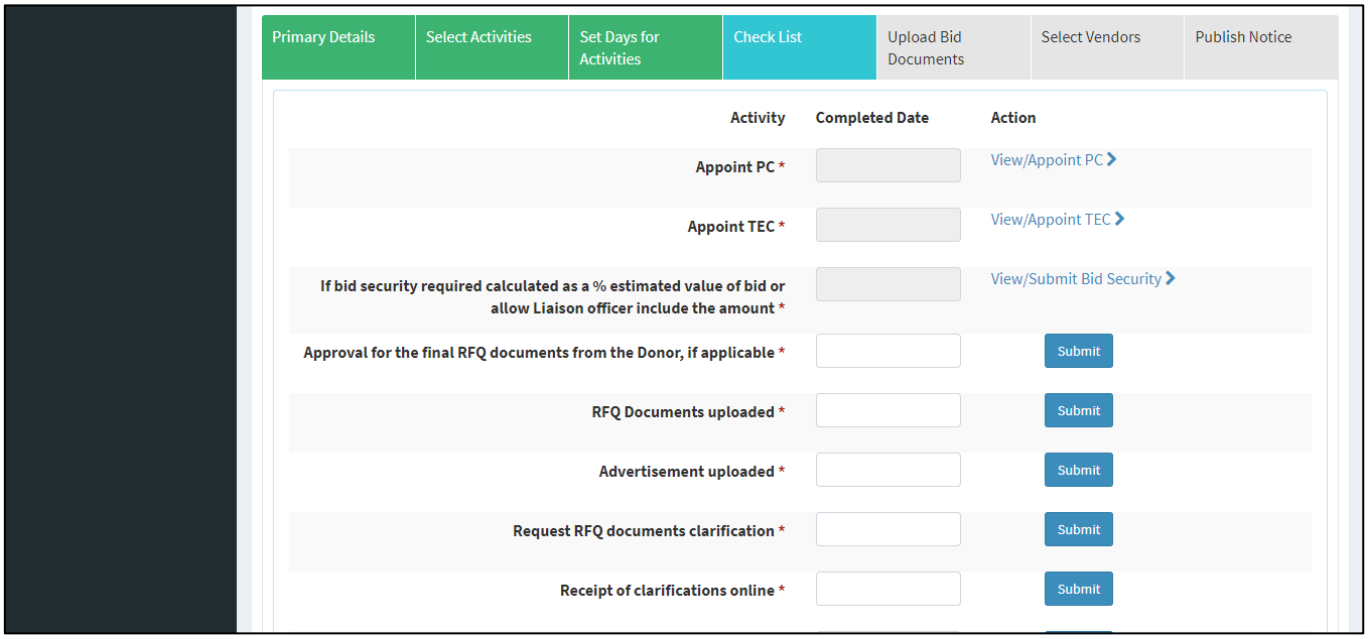


Figure 30: *Checklist of the Activities*

Select a PC member from the existing list

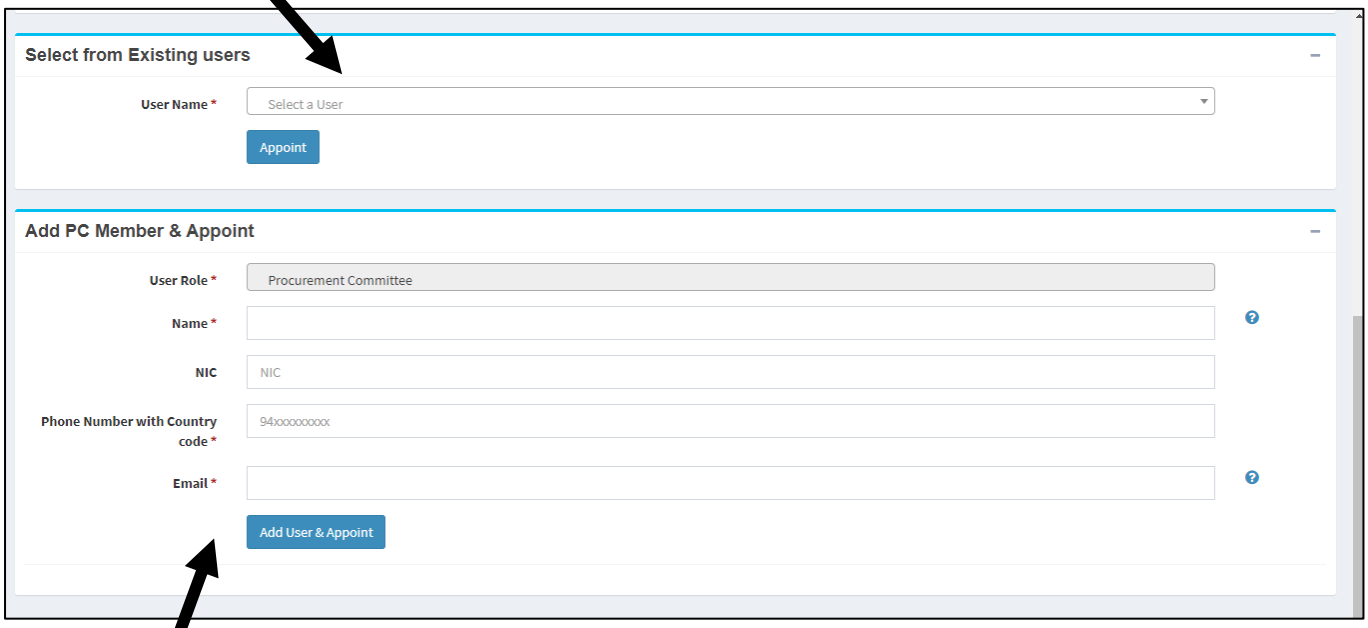


Figure 31: *Select a PC Member*

Add a new PC member

Select a TEC officer from the existing list

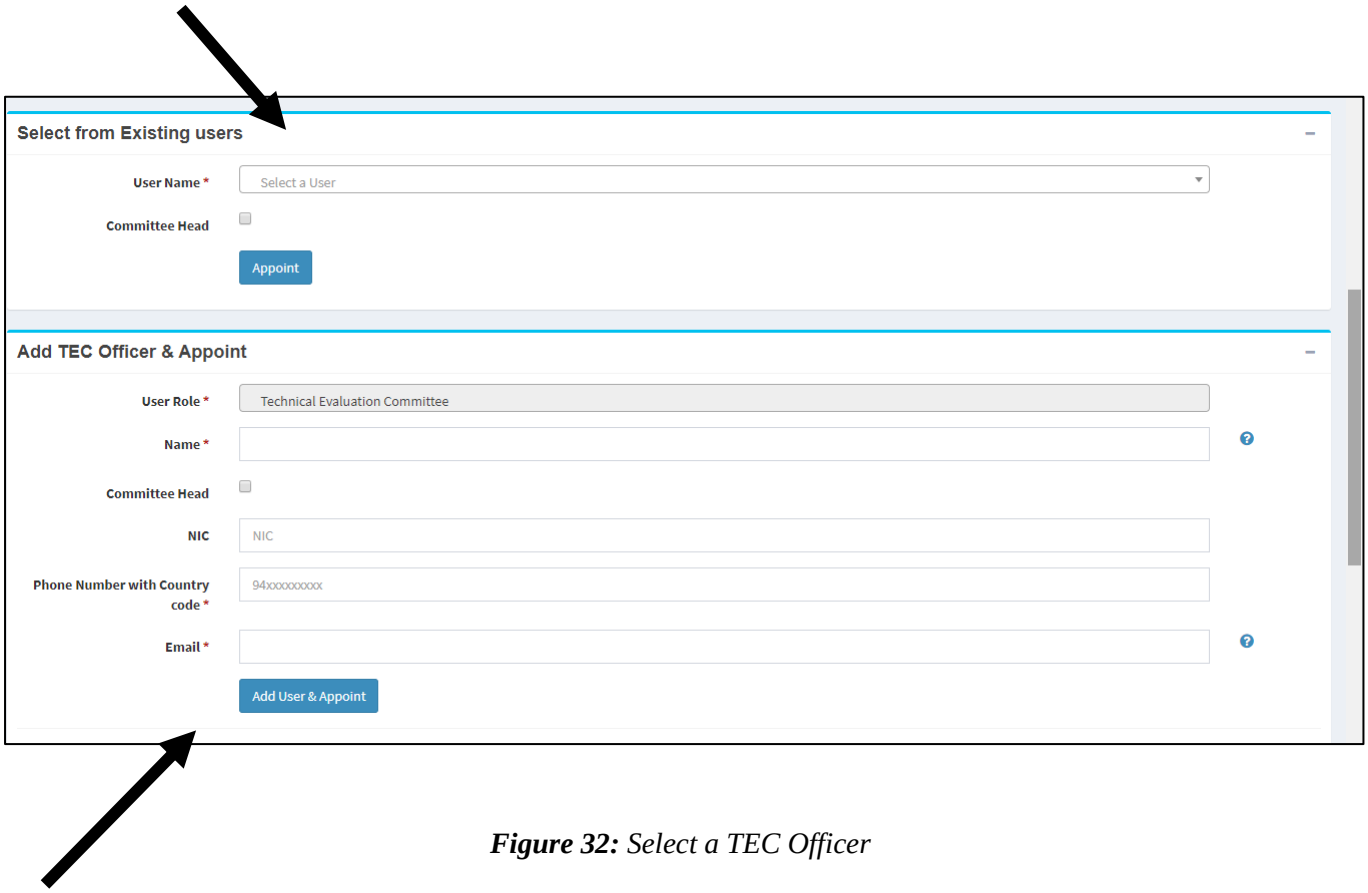


Figure 32: *Select a TEC Officer*

Add a new TEC officer

3.7.5 ACTIVITIES → UPLOAD BID DOCUMENTS

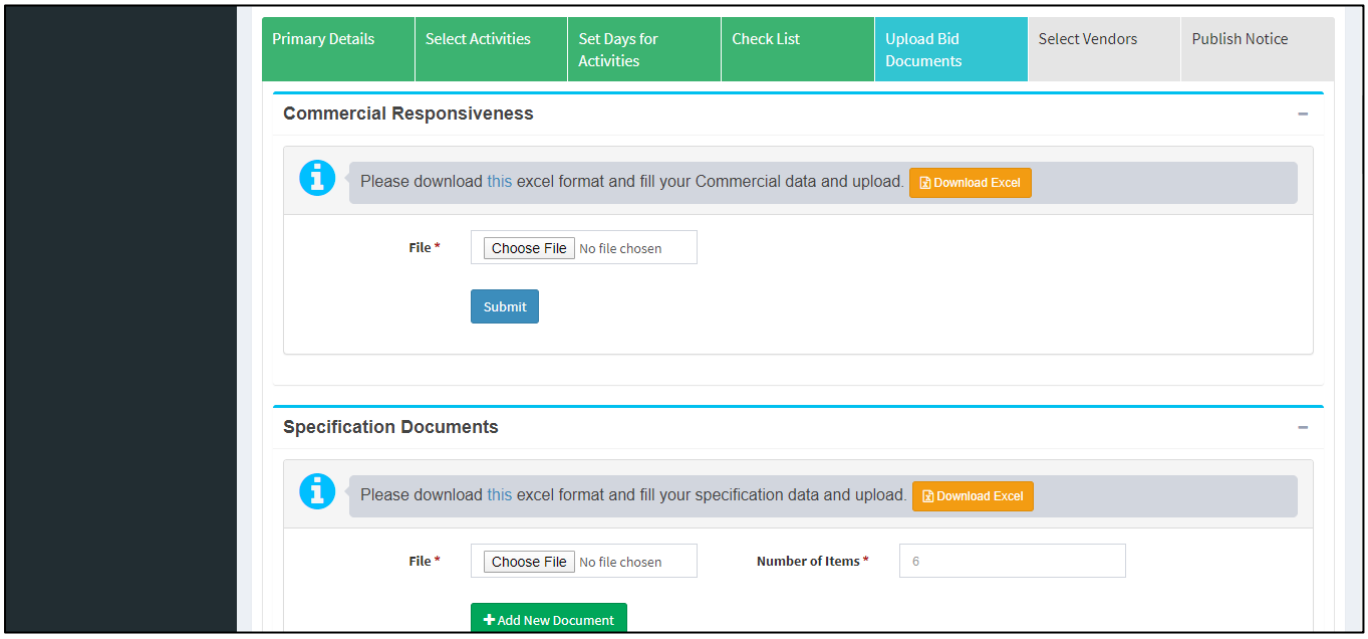


Figure 33: *Upload Bid Documents*

3.7.6 ACTIVITIES → SELECT VENDORS

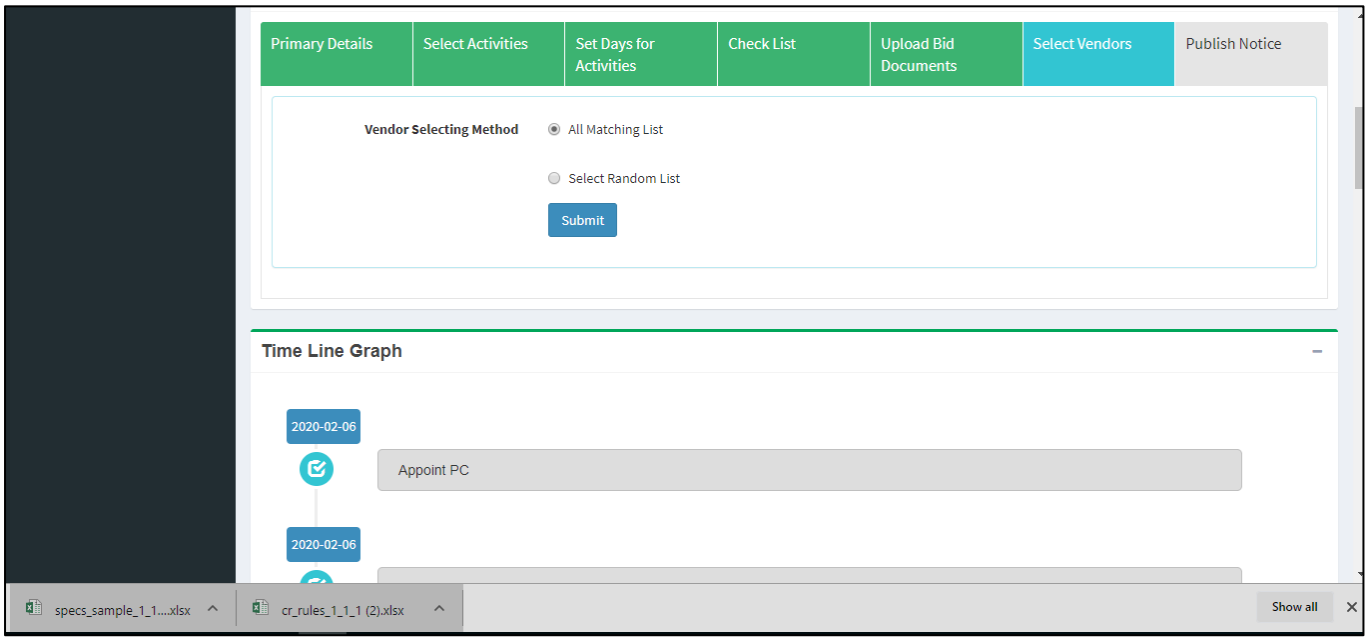


Figure 34: *Select Vendors for Procurement Notice*

3.7.7 ACTIVITIES → PUBLISH NOTICE

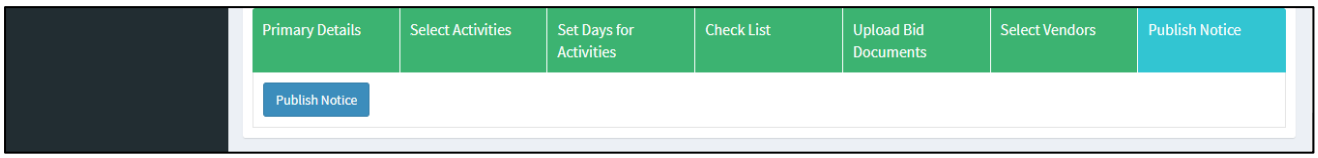


Figure 35: *Publishing the Notice*

3.8 OPEN BID

Once the Bid Opening time is arrived, LO can open the bid as follows *(Figure 36)*

Click on Open Bid button

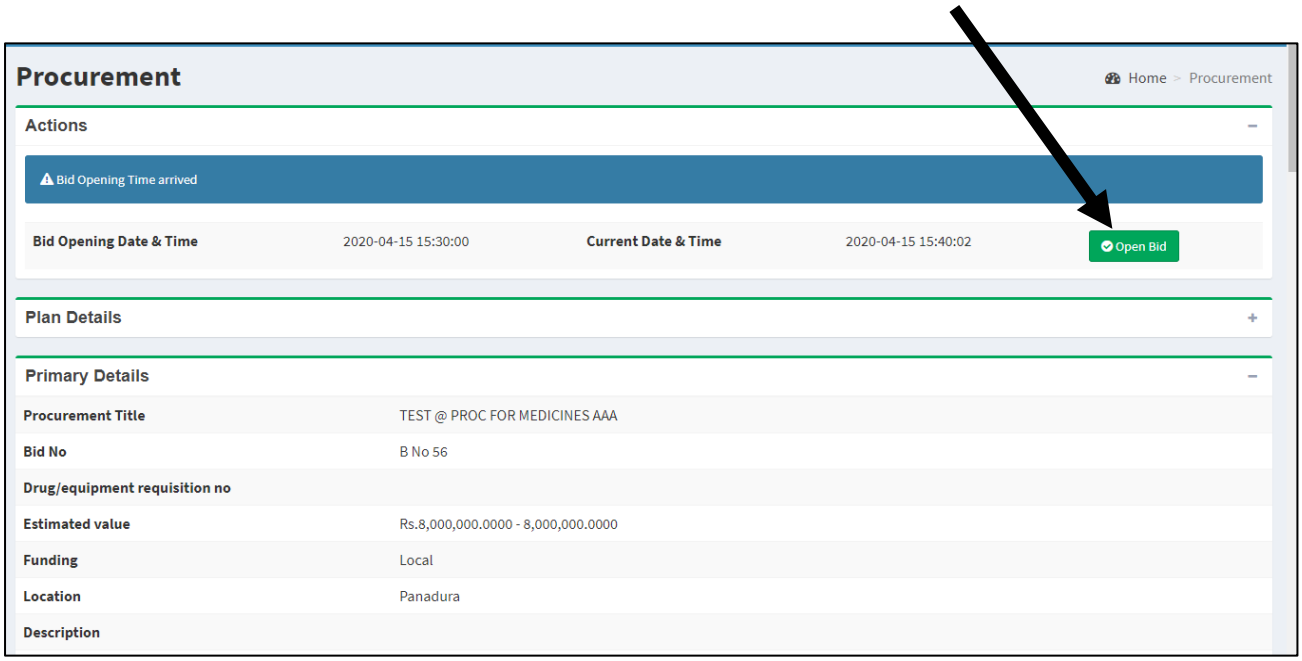


Figure 36: *Open Bid*

4.0 AWARDING

1. When the Awarding day of the procurement the PC informs LO that it had approved to award and LO clicks the button.

2. Click “Intention to Award”.

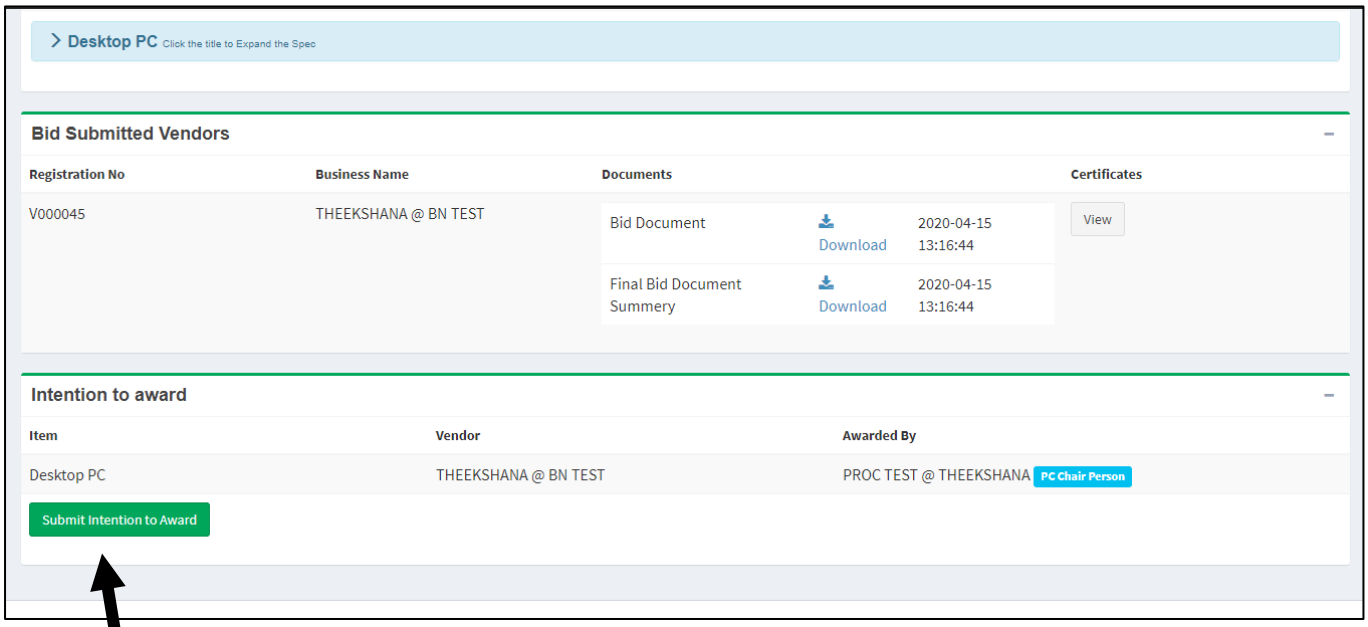


Figure 37: *Awarding of the procurement*

Click on Submit Intention to Award button

3. After the awarding the details of the Intention Award will be displayed to the PC Member.