

e-GP System for Sri Lanka

User Guide for Vendors, Suppliers, Liaison Officers of the Procuring Entities and the Members of Procurement and Evaluation Committees

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



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INTRODUCTION

Welcome to the User Guide/Manual of the e - Procurement System of Sri Lanka. This user Guide is designed to provide as a guide for Vendor Community, Procurement Liaison officers including officials work on Procurement and Technical Evaluation Committees who will use this system on a day-to-day basis. This Guide is designed to be read by any user depending upon the level of access as most users will have access to the features documented here.

This User Guide (UG) provides the information necessary to effectively use the system and explains the many ways in which the system can be used. For all further questions, please get in touch with the TheekshanaTeam – the contact details are given at the end of this Guide. In addition, it is expected to be available online as a helpline which will guide you further if required within next couple of weeks.

1.1 PURPOSE

Several solutions have been suggested to overcome problems which have been outlined in the problem domain section of this paper. One of the most important solutions, which has been given is launching of eGP portal where it will provide a space for eGP system which includes payment gateway, public notices and announcement modules which are associated services of eGP System to carry out public procurement online.

The proposed online e-procurement system, which is broadly consistent with best public procurement practices, where it pave the way for a level playing field to increase competition among suppliers. In addition, by bringing processes online, it will make the procurement system more transparent, less bureaucratic discriminative and less chance for rent seeking behavior. After successfully implementation of the e-GP system in public procurement domain the system will help significantly minimize corruption risks and bring substantial savings to the Sri Lankan government and Sri Lankan citizens.

1.2 SCOPE

The scope of this project is to develop a general-purpose e-procurement system with the following modules.

- ✤ eGP System "Promise" Procurement Management Information System.
- Vendor Registration Module
- Procuring Entity Registration Module
- Goods and Services categorization Module,
- Procurement type, Procurement Plan and Procurement Activity Entering Module
- Preparation of (Bidding/Proposals) Documentation including Technical Specifications Module

- Bidding Process, Clarification and Procurement Announcement / Request for Bids Module
- Publication of Request for Bids (RFB)/Request for Quotations/Request for Expression of Interest Sub Module
- ✤ Issuance of Bid/Quotations/Proposal/EOI ?// Sub Module
- Clarification Process Sub Module
- Submission of Bid/Receipt of Bids/ Bid Opening Sub Module
- Evaluation of Bids Module (automatically and manually)
- Purchase Order Handling and Contract Awarding Module and e-catalog System
- Complaints and Appeal handling Module
- Payment Module,
- Contract Monitoring
- ✤ e-Learning Platform

1.0 GETTING STARTED

The logical arrangement of the information will enable the user to understand the sequence and flow of the system as a general walkthrough of the system from initiation through exit is provided.. Screen prints are used to depict text under each heading. All screen prints will have a caption and an associated tag providing appropriate alternative text for compliance.

1.1 HOME PAGE

1. Login to the Home Page using <u>https://promise.lk</u>



Figure 1: Home Page of the System

STEPS APPLICABLE FOR VENDORS

2.0 VENDOR REGISTRATION PROCESS

2.1 VENDOR REGISTRATION

All the vendors who wish to use the e-GP system have to register with the system.

- 1. In the menu bar in *Figure* $2 \rightarrow$
- 2. Select Registration from the menu bar
- 3. Select Vendor.



Figure 2: Directing to the Vendor Registration Page

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

A Home	CPV Codes E Publication · Procurement Announcements · Femarket E Registration	on ~
Degin		
Vendor Re	gistration	
Business Registrat Authorit	on Select y*	•
Business Registrati N	on o*	
Type of Organizatio	n* Select	*
Business Nam	e *	
Registered Addres	s* Street	
	Street Line 2	
	City	•
	Province	
	State	
	Sri Lanka	•
· · · · · · · · · · · · · · · · · · ·	IIC NIC	
Phone N	o* 94	
Ema	I * Email	

Figure 3: Vendor Registration Form

FILL VENDOR REGISTRATION FORM:

YOU ARE Here: REGISTRATION -> VENDOR

Business Registration Authority

• Select the Name of the institution (Company Registrar, Foreign, Government Affiliated, Local Government Body) that issued the Business Registration Certificate from the drop-down list (*Figure 4*).

PROMISe	≡ 者 Home	CPV Codes	Publication ~	Procurement Announcements ~	eMarket	♣ Registration ∽	+D Login		
	Vendor Re	egistratio	on					🖚 Home > Ve	ndor Registration
	Business	Registration Authority *	Select						0
	Business Regis	stration No *	Company Registrar						0
	Type of Or	ganization *	Foreign						0
	Busi	ness Name *	Local Government	bodies					0
	Registere	ed Address *	Street						0
			Street Line 2						
		(

Figure 4: Selecting the Business Registration Authority in the Vendor Registration form

Business Registration Number

• Enter Business Registration Number as stated in the Business Registration certificate (*Figure 5*).

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

Figure 5: Entering the Business Registration Number in the Vendor Registration form

- Select the Type of Organization from the drop-down displayed.
- If the Type of the Business is not listed →
- You can select "Other" from the List. (*Figure 6*).



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

Business Name

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

Type of Organization "	Other .		
Business Name *	ABC (PVT) Ltd	0	
Registered Address *	Street	0	

Figure 7: Entering the Business Name in the Vendor Registration form

Registered Address

• Enter the address of the Business as stated in the Business Registration Certificate (*Figure 8*).

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

Figure 8: Entering the Business Address in the Vendor Registration form

NIC

• Enter a 10 digit (ex.123456789V) or 12 digit (ex.199812345678) Valid National Identity Card Number (NIC).

Phone Number

• Enter a Valid Phone Number with 9 digits without "zero". Example: 9477xxxxxx ,9471xxxxxx

Email

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

Example: <u>aaa@xxxx.com</u> / <u>bbb@xxxxx.lk</u>

Website

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

Nature of the Business

• Select the nature of business from the drop-down displayed (*Figure 9*). You are allowed to select multiple natures from the drop-down.

Nature of the Business *	×Accommodation and food service activities	0	
Interacted Geographical	Accommodation and food service activities	0	
Business Areas	Activities of extraterritorial organizations and bodies		l
Value of Procurement	Activities of households as employers		1
for Email Notifications	Administrative and support service activities		
Millions) *	Agriculture, Forestry and Fishing		
	Arts, entertainment and recreation		

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

Interested Geographical Business Areas

- Select one or more geographical business areas according to the interest.
- Click on the "Update Business Area Button" (Figure 10)
- From the pop-up screen appears SELECT the areas (*Figure 11*).
- Click "SUBMIT" button.

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

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

ſ			ا	
l				
NIC	Select Cities			
nic l				
Phone No *	Selected Cities			
r i i i i i i i i i i i i i i i i i i i	and Districts			
Email*				
	Districts & Cities *	Saarch Search		
Website				
		□ ► Ampara		
Nature of the Business*		□ ► Anuradnapura		0
l		Eadulla		
		Eatticaloa		0
Interested Geographical business Areas		Colombo	poste business Areas	-
		Galle		
Value of Procurement for Email		🛛 🕨 Gampaha		
Notifications (in Sri Lankan Rupees		Hambantota		
Millionsy		Jattna		
		■► Kalutara		
		■ ► Kandy		
		■ ► Kegalle		
		Kilinochchi		
		■ ► Kurunegala		
Documents Attached (License / CIDA		Mannar		
Registration / Accreditation Documents If		■ ► Matale		
Any)*		🗆 🕨 Matara		
		🗈 🕨 Monaragala		
		■ ► Mullaitivu		
		🛛 🕨 Nuwara Eliya		
Terms of use *		Polonnaruwa		
		Puttalam		
1		Ratnapura	ission. The documents submitted with the registration are true and	
ء د		■ ► Trincomalee		
		🛛 🕨 Vavuniya	evelopment Bank, African Development Bank, European Bank for	
ſ		Submit		
	Deviden			
	incland.			

Figure 11: Selecting the Interested Geographical Business Areas from the pop-up screen

Value of Procurement for Email Notifications

- The vendor is required to enter the value of the procurement in Sri Lankan Rupees Millions.
- You can SELECT only ONE option:
 - Up To:
 - o Between
 - o Above
- According to the value entered the e-GP System will notify new procurements to the vendor through emails/SMS, according to the amount(s) entered. (*Figure 12*).

Value of Procurement for Email Notifications	e-GP System will notify new procurements to you through emails, according to the amount(s) you enter below.
(in Sri Lankan Rupees Millions) *	Up to
	Between &
	Above

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

Documents Attached

- You can attach any relevant document in Portable Document Format (PDF):
 - License / CIDA Registration / Accreditation Documents if there are any.
- By pressing the "Choose File" button you can browse and choose the document,
 - Give a Title to each document attached (*Figure 13*).

*The vendor can upload multiple documents if required.

Documents Attached (License / CIDA Registration / Accreditation Documents If Any) *	Choose File QS.pdf	Title of the document *	Registration Document	~	
	Choose File PMP.pdf + Add New Document	Title of the document *	Bid Document	~	Remove

Figure 13: Attaching Documents in the Vendor Registration form

Terms of use

• You are required to tick the check box if you agree to the Terms of Use of the e-GP System (*Figure 14*) to continue with the registration.

icinis of use	regree to the following terms. I certify that the information submitted by me are correct and that there are no mis-presentation of information or wrong information included in this submission. The documents submitted with the registration are true and correct.
	I certify that the name of the organization included in this registration application is not on the sanction lists of the Government of Sri Lanka, Asian Development Bank, African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank or the World Bank.
	I'm not a robot

Figure 14: Terms of use in the Vendor Registration Page

Finally, after filling the registration form

- Click the "I'm not a robot" box
- Click "**Register**" button. (Figure 15).

V I'm not a robot
Register

Figure 15: CAPTCHA verification in the Vendor Registration form

2.2 **REGISTRATION VENDOR PAYMENT**

- 1. Once you complete with the VENDOR REGISTRTION → you will be directed to the VENDOR REGISTRTION FEE PAYMENT page.
- 2. The Registration Fee will be displayed.
- 3. You will be provided with a transaction number for the payment process.
- 4. There are 3 Payment Methods (optional) as below, either you can select
 - a. By Cash
 - b. Deposit Directly to the bank and Upload the slip
 - c. By Credit Cards. **Currently you Can ONLY pay by Credit Cards.
- 5. Select the preferred Payment Method.
- 6. Click "Continue" Button.

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

Figure 16: Registration Fee Payment Method Selection

2.3 PAYMENT TERMS

- 1. You will next be directed to the "Payment Terms" page.
- 2. Click "Accept and Proceed" button.

PROMISe	≡	CPV Codes	Publication ~	r⊄ Procurement Announcements ~	🏲 eMarket	🚑 Registration 🗸	➡ Login	
	Pa	yment T	erms					🚳 Home > Payment
			IMPORTANT: Use	r must accept Terms and Conditions of the Bank.				

Figure 17: Payment Terms of the Bank

2.4 **PROMISe PAYMENT**

- 1. Then you can enter your Credit Card details.
 - a. Card Number Enter your 16-digit number of the Credit Card.
 - b. Expiry Month/Year Enter the expiry Month (MM) and the Year (YY) of the Credit Card as required format.
 - c. Cardholder Name Enter the Name as appears on the Credit Card.
 - d. Security Code Enter the '3 digit' number next to the Authorized Signature which is on the back of the Credit Card.

PROMISe Payment
Card number *
TO TAL LKR: Rs50.00
The next screen you see may be payment and verification through your card asser.

Figure 18: Entering the Credit Card details for the PROMISe payment

e. Click "Pay Now" and the screen will be displayed as in *Figure 19* where the payment is being processed.

	PR Your request is being processed. Secure **
	Card number *
	TO TAL LKR: Rs50.00
Connecting	The next screen you see may be payment card verification through your card issuer.

Figure 19: Processing of the payment

Once the request is processed:

2. Enter the One Time Password – OTP received to your mobile phone as an SMS. (This OTP is entered as an additional security layer to protect your online payments.)

****This OTP will be valid only for 5 minutes** and if you do not enter this OTP within 5 minutes the OTP will be cancelled, **and you will have to request a new OTP by clicking "OTP Resend" button**.

2.5 ENTERING THE OTP

You will get the One Time Password (OTP) either through:

- 1. SMS
- 2. Email
- 3. Web based

**This option may vary on different bank procedures.

Protecting your online payments One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9******2304 & e- mail sas***@g***.com. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode Submit OTP Resent Cancel	Protecting your online payments One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9******2304 & e- mail sas***@g**.com. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode Submit OTP Resend Cancel	Protecting your online payments One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9*****2304 & e- mail sas***@g**.com. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode
One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9*****2304 & e- mail sas***@g**.com. Merchant Department of Public Fina Amount LKK 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode	One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9*****2304 & e- mail sas***@g***. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode	One-Time Passcode is required for this purchase. This Passcode has been sent to your registered phone number 9******2304 & e- mail sas***@gr*.com. Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode
Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode	Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode	Merchant Department of Public Fina Amount LKR 50.00 Date 27/10/19 Card Number XXXX XXXX XXXX 5021 Enter One-Time Passcode
Enter One-Time Passcode (Submit OTP Resend Cancel	Enter One-Time Passcode (Enter One-Time Passcode

Figure 20: Entering the OTP

2.6 EMAIL RECEIVED FROM THE BANK CARD CENTER WITH THE OTP (OPTIONAL)

Sometimes the bank card center will send an email with an OTP in order to provide an additional layer of security to the payment process.



Figure 21: Email containing the OTP

2.7 PAYMENT RECEIPT FOR THE VENDOR REGISTRATION

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

Payment Receipt		
	✓Your Pay	yment was successful!
	2019-10-27 14:13:22	PROMISE
	Receipt no	2019102715
	Paid Amount	50.00
	Paid Currency	LKR
	Payment Category	Vendor Registration Fee
	Transaction No	VR213
	Payment Type	Credit Card
	Thank you for the Payment	
		🕀 Print Receipt
	Thank you very much for regi GP System of the Governmen Administrator will check your you new login credentials.	stration as a Vendors with PROMISe e- t of Sri Lanka. e-Gp System registration documents and will send
	Go to Login Page	

Figure 22: Payment Receipt

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

2.8 PRINTING OF THE RECEIPT

🗰 Apps M Gmail 🖸 Y	10/27/2019	Promise		Drint	1 about of paper	
	2019-10-27 14:13:22			Fint	r sneet of paper	
	Receipt no	2019102715		Destination	🖶 Microsoft Print to PDF 👻	ndor > Payment Receipt
	Paid Amount	50.00			-	
	Paid Currency	LKR		Pages	All -	
	Payment Category	Vendor Registration Fee		rayes	All	
	Transaction No	VR213				
	Payment Type	Credit Card		Layout	Portrait 💌	
	Thank you for the Payment					
				Color	Color 👻	
				More settings	~	
+						
e						
	https://promise.lki??p=payment_cont&a=payment_recipt&resultindicator=aaeba	12a8e174c5e8aession/Version=8726824408 1/1			Print Cancel	
		Go to Login Page	_			
		OU TO LOGIN LAGE				

Figure 23: Printing the Payment Receipt

2.9 EMAIL RECEIVED AFTER SUCCESSFUL PAYMENT

After the payment is successful the vendor will receive an email which contains details of the registration. This will be an automated email and you **cannot reply to this email.**



Figure 24: Email received for Successful Payment

2.10 INITIAL LOGGING IN TO THE SYSTEM WITH UNSUCCESSFUL REGISTRATION

If the registration was unsuccessful the vendor will receive an email containing temporary login credentials where the vendor will have to login to the system with the temporary credentials and perform the registration payment (*Figure 16*).

2.11 LOGGING IN TO THE SYSTEM AS A REGISTERED VENDOR

After the successful registration on the vendor's part, if the Administrator enables the vendor account, an email will be sent to the address associated to the account, containing the login credentials (username and the password) (*Figure 25*).

PROMISe	≡	希 Home	SPV Codes 🏷	Publication •	✓ ♥ Procurement Anno	ouncements ~	🏲 eMarket	♣ Registration ∽	➡) Login
					PROMISe				
					Sign in to start your	session			
					cmbven@gmail.com	×			
						۵			
					l forgot my password	login			

Figure 25: Login Screen

2.12 VENDOR PROFILE

After logging in to the system as a vendor you will see the following dashboard in Figure 26.

PROMISe		≡ # H	ome	SPV Codes	■ Publication ~	¶ Procure	ement Annou	ncements 🗸	🏹 eMarket	CMB ven private	e limited
🛃 My Profile	<	Vendo	or Pr	ofile						🚯 Home > Vend	or Profile
Procurements	<	Profile	Servi	ces and Goods(CPV)	Certificates	e-Catalog	Payments	Settings			
		Primary I	Details								
		Registration No			V000139	V000139					
		Business Name			CMB ven	CMB ven private limited					
		Type of Organization			Compan	Company limited by Guarantee					
		NIC									
		Address			No 116 Main Roa Colombo Western	ad o 05					
		State									
		Countr	у		Sri Lanka	а					
		Durations		and the set Manual and	DD100						

Figure 26: Vendor Profile

2.13 CPV CODES SELECTION

- CPV (Common Procurement Vocabulary) codes are a European Union Standard of categorizing Goods, Services etc. This is used in sending notifications of newly floated Tenders and will determine to which Tenders the Vendor can submit bids.
- 2. It is mandatory to select at least one CPV code.
- 3. Go to the vendor profile and select Services and Goods (CPV) tab (Figure 27).

PROMISe	≡ 🖷 Home 🌑 CPV Codes 📄 Publication ∽ 📢 Procurement Announcements ~ 🐂 eMarket	CMB ven private limited						
🖴 My Profile 💦 <	Vendor Profile	Home > Vendor Profile						
Procurements <	Profile Services and Goods(CPV) Certificates e-Catalog Payments Settings							
		Add new CPV to your profile						
	03000000-1 - Agricultural, farming, fishing, forestry and related products							
	0900000-3 - Petroleum products, fuel, electricity and other sources of energy							
	14000000-1 - Mining, basic metals and related products							
	15000000-8 - Food, beverages, tobacco and related products	Delete						
	1600000-5 - Agricultural machinery	Delete						
	18000000-9 - Clothing, footwear, luggage articles and accessories	Delete						
	1900000-6 - Leather and textile fabrics, plastic and rubber materials	Delete						
	22000000-0 - Printed matter and related products	Dolato						

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

PROMISE		≡ #8 H	lome 🛛 📎 CPV Codes	Publication ~	Procure	eme. Agnour	ncements ~	🏹 eMarket	CMB ven private limited
🚑 My Profile	<	Vendo	or Profile						Home > Vendor Profile
Procurements	<	Profile	Services and Goods(CPV) Certificates	e-Catalog	Payments	Settings		
									Add new CPV to your profile
		0300000	0-1 - Agricultural, farming, f	shing, forestry and r	elated products				Delete
		0900000	0-3 - Petroleum products, fu	el, electricity and ot	her sources of e	nergy			Delete
		1400000	0-1 - Mining, basic metals ar	d related products					Delete
		1500000	0-8 - Food, beverages, toba	co and related prod	ucts				Delete
		1600000	0-5 - Agricultural machinery						Delete
		1800000	0-9 - Clothing, footwear, lug	gage articles and acc	essories				Delete
		1900000	0-6 - Leather and textile fab	ics, plastic and rubb	er materials				Delete
		2200000	0-0 - Printed matter and rela	ited products					Delate

Figure 28: Add new CPV to the Vendor Profile

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

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

Figure 29: Select Goods and Services

6. Select the CPV codes and Click **"Submit"** Button.

2.14 VENDOR ENGAGEMENT IN PROCUREMENTS

The vendor can engage in procurements. The procurements are categorized into two parts for ease.

- 1. My Procurements Procurements that are available for engagement of the currently logged in vendor.
- 2. All Procurements All the procurements that are available at the moment.

PROMISe	≡ # Home SCP codes	■ Publication ~ ♥ Procurement Announcements ~	ि eMarket CMB ven private limited
🛃 My Profile <	Vendo Profile		Home > Vendor Profile
Procurements	Dente Services and Goods(CP	V) Certificates e-Catalog Payments Settings	
O All Procurements	Primary Details	V000120	
	Registration No	4000123	
	Business Name	CMB ven private limited	
	Type of Organization	Company limited by Guarantee	
	NIC		
	Address	No 116 Main Road Colombo 05 Western	
	State		
	Country	Sri Lanka	
	Business vesistastica Number	DD100	

Figure 30: Procurements

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

- Engaged Procurements Procurements which were engaged (vendor has bid for at least one item) by the vendor (currently logged in user).
- 2. New Procurements Procurements which are not yet closed for bidding and not more than two days old.
- 3. Active Procurements Procurements which have not closed bidding.
- 4. Emergency Procurements Procurements which have been notified as Emergency by the procuring entities.
- 5. Expired Procurements Procurements which have closed the bidding.

*The number in each of the tab depicts the number of procurements under each tab.

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

Figure 31: Division of Procurements under different tabs

2.15 VIEWING OF ENGAGED PROCUREMENTS BY THE VENDOR UNDER MY PROCUREMENRS

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

PROMISE	😑 👫 Home	CPV Codes Pub	olication	Procurement Ann	nouncements v	 ✓ eMarket 			Sheild Mo	edical (Pvt
My Profile <	Procurem	ents							🙆 Home	Procurem
Procurements ~										
ly Procurements Il Procurements	Engaged Procu	rements 3 New	Procurements	1 Active Pro	curements 💶	Emergency	y Procurements 🧧	Expired	Procurements 🧧	2
	Show 10	√ entries						Sear	ch:	
	Status	追 Action 』	Procuring Entity 11	Title of the Procurement 1	Reference No	Bid Closing Date & Time	Procurement Method It	Funding	Geographic Location	Lot Wise 11
	Expired Engaged Observing by T	Action -	Ministry of Health, Nutrition and Indigenous Medicine	Disposal Intravenous solution giving sets for single use	202001246	2020-01-24 11:30:00	Shopping (RFQ)	Local	Colombo 06	No
	Expired	Action -	Ministry of Health	Buy Medicine	2020020713	2020-02-28	Shopping (RFQ)	Local	Colombo 02	No

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

PROMISe		∮ Procurement Announcements ∽	🛱 eMarket	Abcdefgh
🚑 My Profile 🛛 🔾	Engagement			🚯 Home > Engagements
	Primary Details			-
	Procurement Entity	Administrative Appeals Tribunal		
	Program	Operational Activities		
	Project	SSD Project 000222		
	Procurement Title	SSD Procurement Test 001		
	Bid No	001		
	Drug/equipment requisition no	001		
	Procurement Category	Works		
	Procurement Method	Shopping (RFQ)		
	Bidding Process start Date & Time	2020-01-27 09:28:00		
	Bid Opening Date & Time	2020-01-27 09:25:00		

Figure 33: Viewing of the engaged procurement in detail

2.16 VIEWING OF NEW PROCUREMENTS AVAILABLE FOR ENGAGEMENT BY THE VENDOR

- 1. In the dashboard go to the left navigation bar and click Procurements \rightarrow My Procurements.
- 2. Click the second tab "New Procurements". The vendor can view all the new procurements available (*Figure 34*).

ofile <	Р	rocure	me	nts								🚯 Ho	me > Procuren
rements <					_		_						
		Engaged Pro	ocurem	ients 5	Ne	w Procurements 🚺	Active Procurer	nents 💶 🛛 Eme	ergency Procureme	ents 🧕 Expired F	Procurements 16		
		Show 10	~ e	ntries								Search:	
		Status	ţ£	Action	11	Procuring Entity	Title of the Procurement	Reference No	Bid Closing Date & Time	Procurement Method	Funding 1	Geographic Location	Lot Wise
		New Not Engage Open to Bio	ed	View		Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES B	2020040553	2020-04-05 16:45:00	Shopping (RFQ)	Local	Panadura	No
		Showing	1 of 1 e	ntries								Previou	is 1 Next

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

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

PROMISE		BN NAME @ TEST ONE
• My Profile	Engagement	Home > Engagements
Procurements	Primary Details	+
	Service and Goods	+
	Bidding Documents	+
	Specifications	0 +
	Procurement Clarification	+
	Bid to Procurement	
	Bid	



2.17 SUBMITTING RESPONSES TO COMMERCIAL REQUIREMENTS PROCUREMENTS BY THE VENDOR

- 1. The vendor must respond positively to all the Commercial Requirements in order to proceed.
- 2. Click "Submit" button after completing the check list. (*Figure 36*).

PROMISe		rocurement Announcements ~ eMarket	BN NAME @ TEST ONE
🛃 My Profile 🛛 🗸	Engagement		Home > Engagements
C Procurements <	Primary Details		+
	Service and Goods		+
	Bidding Documents		-
	Bid Document A	≛ Download	
	Commercial Requirement		-
	Requirement Check List		-
	Rule One	○ No Yes	
	Rule Two	○ No	
	Rule Three	O No @ Yes	
		Submit	

Submit Button

Figure 36: Requirements check list of new procurements

2.18 SUBMISSION OF REQUIRED CERTIFICATESWHEN BIDDING

- 1. If the relevant certificates do not appear in the drop-down list in (Figure 37), then
- 2. Click "**My Profile**"→View and then select the "**Certificates**" tab. You can upload the new certificates here by selecting the certificate type from the drop-down and upload the certificate.
- 3. Now come back to the screen shown in (*Figure 37*). Here, you can select and submit multiple certificates from the repository of certificates in your Vendor Profile Page.
- 4. If the vendor wants to upload another certificate click the "Add New Certificate" button (*Figure 37*).

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

Figure 37: Certificate submission of new procurements

Once the vendor has added all the relevant certificates,

- 1. Then click "Submit". Button.
- 2. The uploaded certificates will now appear under "Submitted Certificates" section.
- If the vendor decides that any of the uploaded certificates are unnecessary, those certificates can be removed by clicking the "Delete" button (*Figure 38*).

Certificate Submis	ssion						
Submit New Certificat	e						
Select Certif	icates which you upload	ed earlier. You can upload a	new certificate via your	r profile page under Ce	ertificates Tab		
	Certificate*	lect				•]	
	+ Add	I New Certificate					
	Subm	īt					
Submitted Certificates							
Description	CPV	Certificate Type	Download	Valid From	Valid To	Submitted on	
		NMRA certificate	📥 Download	2020-01-28	2019-01-21	2020-03-28 10:01:28	Ø Delete
Specifications							0
> Aspirin Enteric c	oated tablet 75mg crist	the title to Expand the Spec					
> Bosentan Tab.12	5mg Crick the title to Expend the S	spec					
> Bimatrost Ophth	almic suspension 300	mcg/ml, 3ml click the title to Exp	and the Spec				

Figure 38: Viewing Submitted Certificates

2.19 SUBMITTINGRESPONSES TOTECHNICAL REQUIREMENTS OF AN ITEM ALONG WITH THE UNIT PRICE

The vendor is allowed to view the specifications and give their preferred values and the unit price for the items specified in the specifications list of the particular procurement.



Figure 39: Submitting responses to technical specification

By sending the specifications of the items the vendor can vividly see the financial responsiveness of the particular procurement engaged.

2020

Rosenten Teh 175mg enne						
Dopping the reading carry	e the to Expand the Spec					
Ham Name		Rocenten Tab 11	-			
Item Kame		Boyentan (BD.13	Bing			
CRV Code		**************************************	rmaceutical products			
Quantity		*72800				
Required Delivery Date		48 hours from th	e time of releasing the PO to supplier			
			-			
Spec	Min Value	Preferred Value	Max Value	Nandatory/Nex Mandatory		What You Offer
S.R. No	00202101			@ Man datary	м	
Chemical Entity	Bosentan			(2) Mandatory	1	
Unit of Measure (U.O.M)	Teb			@ Man datory	8	
U.O.M. Description	123mg			@ Mandatory	×	
Shelf life	24 Months			@ Mandatory	8	
Minimum Pack	Vendor should specify			(i) Manufatory	5	\$2550
Minimum pack price	Vendor should specify			(2) Man datary	8	
Manufacturer Name	Vendor should specify			Mass clastery	1	Drug Manufacturer
Country of origin	Vendor should specify			@ Mandatary	R	
Samples	Vendor should specify			@ Man clattury	8	
Comment						
Unit Price			Rs.12.0008			
Bimatrost Ophthalmic sus Clobazam tablet Sing case	pension 300mcg/mi, 3ml clock here to be a	nd the Spec				
nancial Responsivene	55					
tal Price		Ro 1 486 899 12	00			
d Security		Ra.0.0000				
d Submission						

of Total Price

2.20 BID SUBMISSION OF ENGAGED NEW PROCUREMENTS BY THE VENDOR

The vendor should review the particular procurement. The vendor is allowed to view the bid documents uploaded. The vendor can download the bid document and view it.

- 1. The vendor is allowed to view the specifications provided by clicking the toggling the accordion.
- 2. If the vendor is willing to bid for the procurement, upload the bid documents, click the terms and conditions check box and click the "**Bid**" button.
- 3. Clicking the Bid button will allow the vendor to place the bid for the particular procurement.

Minimum pack						
price	Vendor should specify		@ Mandatory	R		
Manufacturer Name	Vendor should specify		@ Mandatory	🗹 Drug Man	ufacturer	
Country of origin	Vendor should specify		@ Mandatory	S		
Samples	Vendor should specify		@ Mandatory	ſ.		
Comment						
Unit Price		Rs.12.0008				
Total Price		Rs.1,486,899.1200				~
Bimatrost Ophth	almic suspension 300mcg/ml, 3ml care	e the to Excerd the Spec				
Clobazam tablet	5mg Click the title to Excerci the Spec					
ancial Responsiv	reness					-
otal Price		Rs.1,486,899.1200				
id Security		Rs.0.0000				
a Submission						-
Jpload New						
	File* Browse sample.pdf		Title of the document * Final E	id Document Summary-Letter o	FBid *	
	+ Add New Document					
	Terms * I accept Terms and conditions					
	Submit					

Bid Submit Button

2.21 SUBMITTING THE OTP CODE AFTER BID SUBMISSION OF THE NEW PROCUREMENT BY THE VENDOR

- 4. After the submission of the bid a SMS with a code will be sent to the vendor's mobile phone in order to verify the bid document encryption.
- 5. Enter the OTP Code sent to the mobile phone and click submit to continue the bid submission.

Enter the OTP Code

e ercial Requirement	OTP Verification
Requirement control list	We just sent you a SMS with a code to \$4772613695, Folse it to continue
Certificate Submission	OTP Code * 259224 Submit
Specifications	
> Aspirin Enteric coated tablet 75mg	The the 10 Example Fe Even
> Bosentan Tab.125mg Cristmetrie to Biosto	re Sant
> Bimatrost Ophthalmic suspension	00mcg/ml, 3ml cruz ne sse to accent ne boec
> Clobazam tablet 5mg onderse the to Rose	The Epice
Financial Responsiveness Total Price	Ph. 1,858,300.0000
Bid Security	Rs.0.0000
Bid Submission	
Upload New	
File*	Title of the document = Pinal Bid Document SummaryLatter of Bid *
	And New Bosument

Figure 42: Submitting the OTP code after bid submission

- 6. If the OTP verification is successful, the vendor will have a screen as in Figure 43
- 7. A pop-up message displays that the OTP verification was successful.
- 8. Vendor agrees to encrypt the bid documents until the bid opening date (even the prices in the database are encrypted during this period).
- 9. The Vendor can view his own bid documents anytime.

bid doc	al townore
Commercial Requirement	
Requirement Check List	
Certificate Submission	
Specifications	
> Aspirin Enteric coated tablet 75	TIG Crick the title to Buyens the Boes
> Bosentan Tab.125mg Click the table to a	Joand The Bonc
> Bimatrost Ophthalmic suspens	ion 300mcg/ml, 3ml circs we take to Bissaws the Basic
> Clobazam tablet 5mg clox me the to	Spend the Boes
Financial Responsiveness Total Price Bid Security Bid Submission Upleed New File*	i OTP Verification Success These documents will be encrypted until bid opening date. Only bid submitted vendor can view this before that date Confirm Cancel
Terms*	Add New Decument I secept Terms and conditions Submit:

Figure 43: OTP Verification Success

10. The uploaded bid documents will be viewed as shown in *Figure 44* displaying the message that the bid document is encrypted until the bid opening date.

		Specifications							
		> Aspirin Enteric coated tablet 75mg Crick the tip Buend the Baec							
		> Bosentan Tab.125mg circa the title to Boomd the Spec							
		> Bimatrost Ophthalmic suspension 300mcg/ml, 3ml crick the to Biperio the Spec							
		> Clobazam tablet 5mg clux me the to Bipert the Spec							
		Financial Responsiveness							
		Total Price Rs. 22,639,500.0000							
		Bid Security Rs.0.0000							
	Bid Submission	-							
		Upload New							
TTula da d	D:1	File* Browse_ No file selected. Title of the document* Select *							
Documents	Bia								
		Upleaded Documents							
		Document Type Download Uplanded On							
		Final Bid Document Summary-Letter of Bid de Document Summary-Letter of Bid (This document was enzymed uns) bid submitted vendor 2020-03-28 10:51-20 conview this before that dots.)							
		· · · · · · · · · · · · · · · · · · ·							

Figure 44: Encrypted Bid Documents

- 11. If the OTP verification was unsuccessful the vendor will have a screen as in *Figure 45*, depicting a pop-up message that displays the message that the OTP verification failed.
- 12. This will result in cancelling the encryption of the bid documents. In order to proceed further the vendor will have to re-submit the OTP and verify a successful OTP verification.

Minimum pack	Vendor should specify	(Tanking C
Manufacturer Name	Vendor should specify	OTP Verification × Brug Manufacturer
Country of origin		We just sent you # SMS with a code to 94715975258. Enter it to continue 🛛 🖉
Samples	Vendor should specify	0TP Code * 1234 Submit
Comment		
Unit Price		
Total Price		
> Bimatrost Ophtha	lmic suspension 300mcg/n	
	img crosses toes toes been	
Total Price		Ril4
Bid Security		Rido
		Cancelled

Figure 45: Failed OTP Verification

2.22 ENGAGEMENT OF A PROCUREMENT AFTER BID SUBMISSION

- 1. After the vendor submits a bid for a particular procurement successfully
- 2. The particular procurement will be transferred to the engaged procurements tab from the new procurements tab.

🚑 My Profile 🛛 🗸	Procurements								🙆 Hom	e > Procurement
௴ Procurements <	Engaged Procurements 5	New Proce	urements 1 A	active Procurements	1 Emergene	cy Procurements	Expired Prov	curements 15		-
	Show 10 v entries					Search:				
	Status 🖺 Ac	tion It	Procuring Entity	Title of the Procurement	Reference No 👫	Bid Closing Date & Time 1	Procurement Method	Funding	Geographic Location	Lot Wise 🕼
	Expired Engaged Intention Awarded	Action -	Administrative Appeals Tribunal	TEST @ PROC TITLE 232020	2020030329	2020-03-03 10:45:00	Shopping (RFQ)	Local	Panadura	No
	Expired Engaged Intention Awarded	Action 🚽	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES ABCDE	2020040146	2020-04-01 23:15:00	Shopping (RFQ)	Local	Panadura	No
	Engaged Intention Awarded	Action 🗸	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES CDEFG	2020040247	2020-04-02 13:30:00	Shopping (RFQ)	Local	Panadura	No
	Engaged Observing by TEC & PC	Action -	Administrative Appeals Tribunal	TITLE OF PROC @ EXAMPLE APRIL 3 4th	2020040351	2020-04-03 19:30:00	Shopping (RFQ)	Local	Panadura	No
	New Engaged Open to Bid	Action -	Administrative Appeals Tribunal	TEST @ PROC FOR MEDICINES A	2020040552	2020-04-05 15:00:00	Shopping (RFQ)	Local	Panadura	No
	Showing 1 to 5 of 5 entries								Previous	1 Next

Figure 46: Engagement of a procurement after bid submission

2.23 BID WITHDRAWAL OF A PROCUREMENT BY THE VENDOR

If the vendor decides that the submitted bid for a particular procurement should be withdrawn,

1. Go to the particular engaged procurement. Click on the "Bid Withdrawal" button (Figure 47).

Bid Withdrawal Button

BN @ PROMISE TEST
Bid withdrawal
+
-
-
+
0 +
*

Figure 47: Bid withdrawal of a procurement by the vendor