

User Guide

This is a user manual for our procurement system website, which explains each page, who can use it and how to use it.

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1- Home Page

When the users access the website of Best Procurement System, they will be able to see the following page:

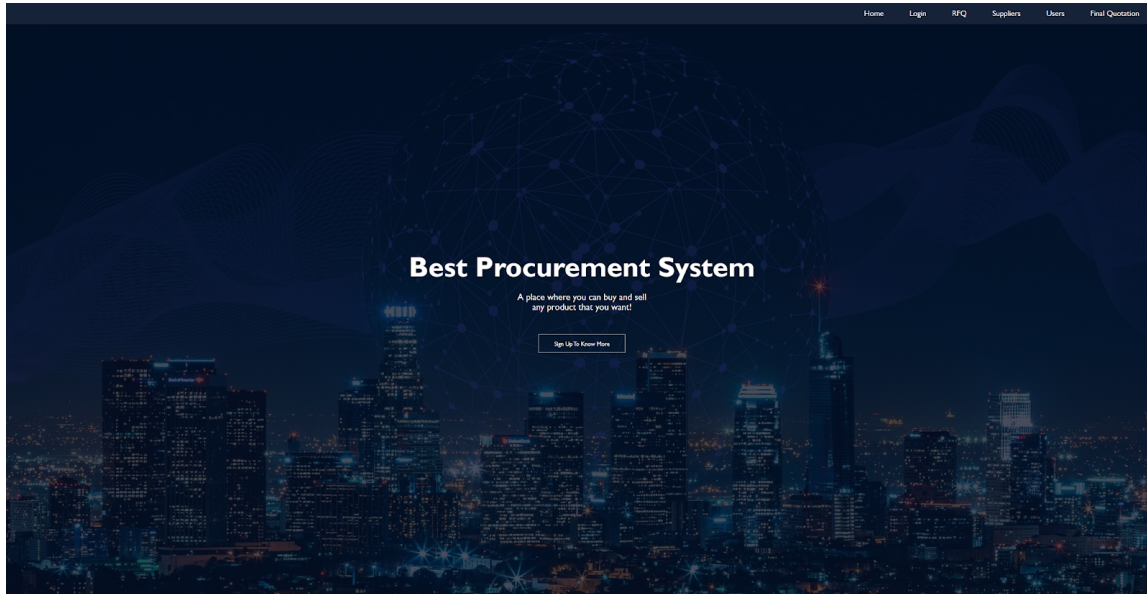


Figure 1: Home Page

In the home page, we can observe the following:

- The slogan of the Website

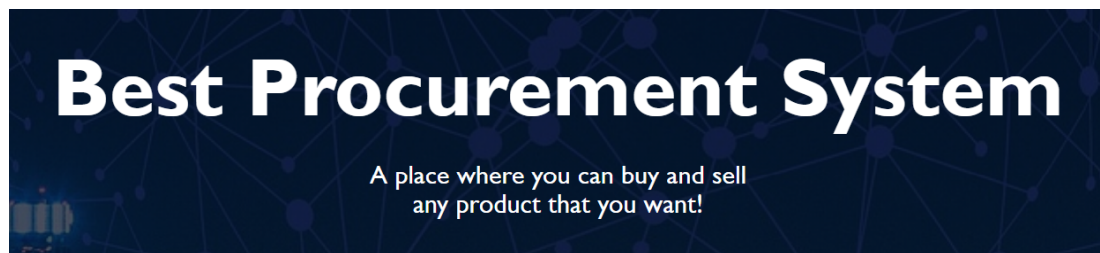


Figure 2: WebSite Slogan

- A link to the Sign Up page, this link will take the users to another page where they can create an account

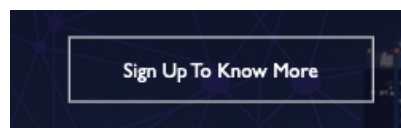


Figure 3: Sign Up Link

- A navigation bar is located at the top right corner of the home page, it contains all the different tabs available on the WebSite. The login button will direct the user to the login page where the user can sign in. The RFQ button is the Request For Quotation page where they create a new Quotation or can order products to an existing Quotation. The suppliers page is for the suppliers to add products or suppliers, and remove products or supplies from our procurement system. The Users page is the list of end user/customer accounts. The supervisors have access to the Procurement Requests submitted by the users. The Final Quotation is the page dedicated for the user to see the final version of their quotation, where all products that they want to order are listed. They can edit the quantity, or remove products that they've reconsidered, and then they submit the quotation.

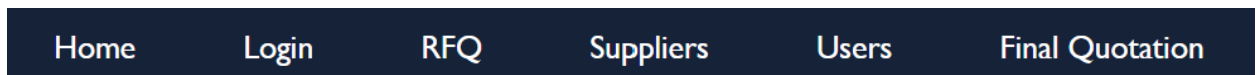


Figure 4: Home Page Header

- “some of what we offer” section is where the user can browse different categories of the products that are offered. The user can click on them, then purchase items according to their own specifications in the category they clicked in. It is similar to the Request for Quotation (which will be discussed later) but it is more specific.

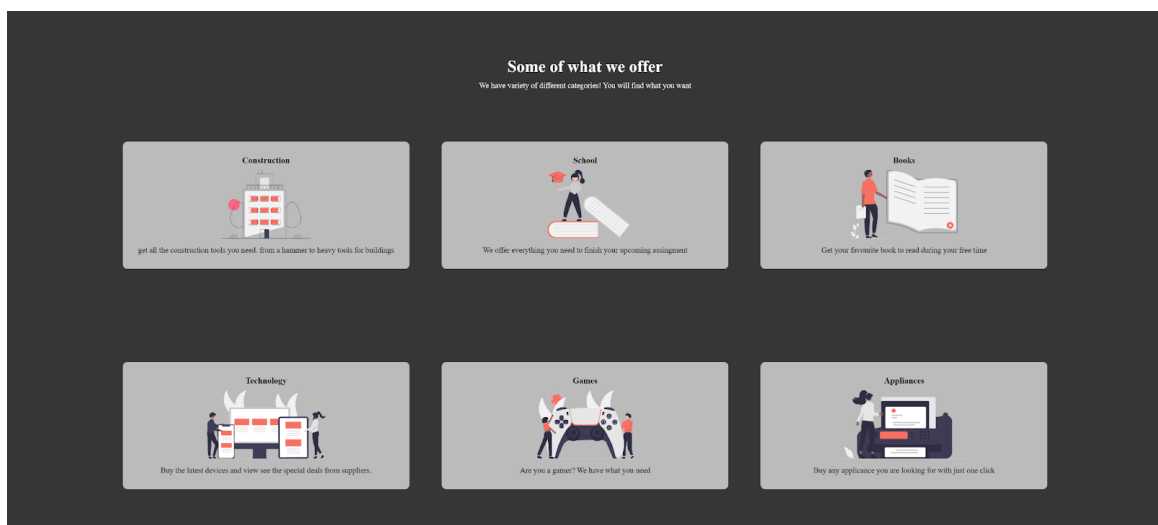


Figure 5: Some of what we offer section in the home page

- An extra information of places where we operate, called We are Global. putting the mouse cursor on any of them will display the name of the city.

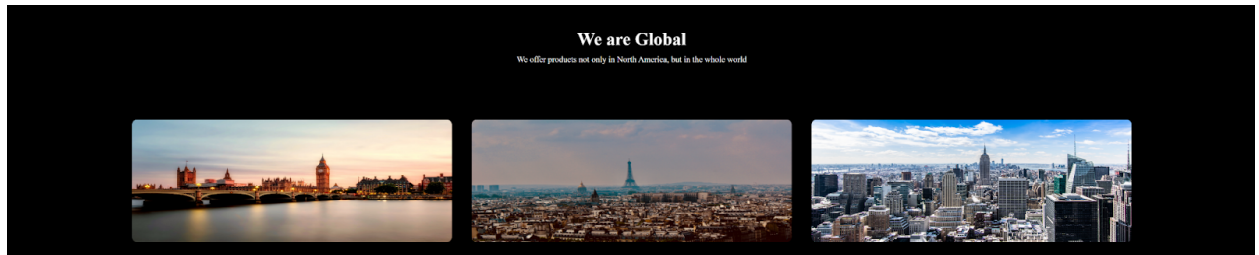


Figure 6: We are Global section

- Some testimonials of our users. You can click on the right or left arrow to view different views

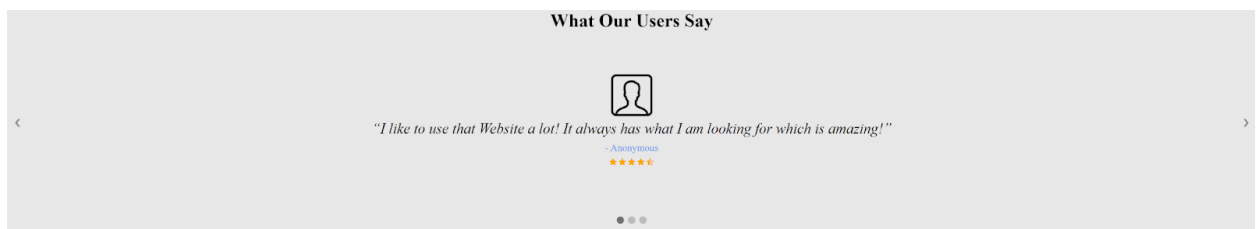


Figure 7: Testimonials

- The final section is the “Contact Us” section where you can click on the “CONTACT US” to send an email about any concern.

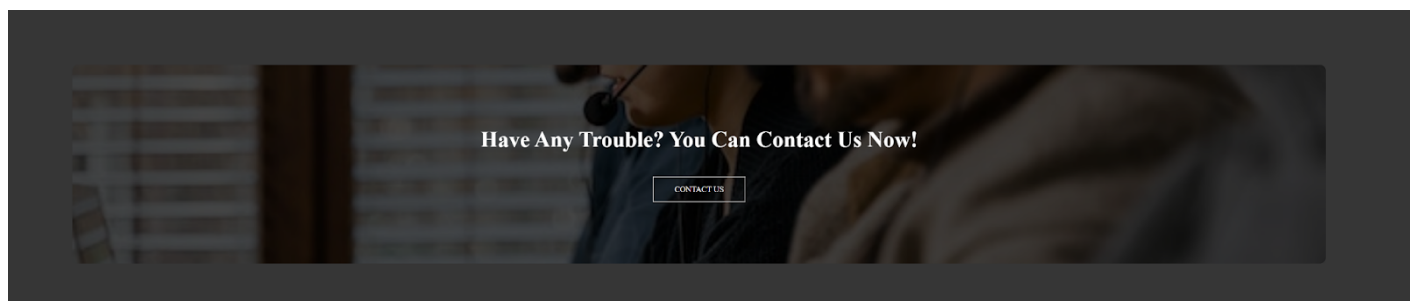
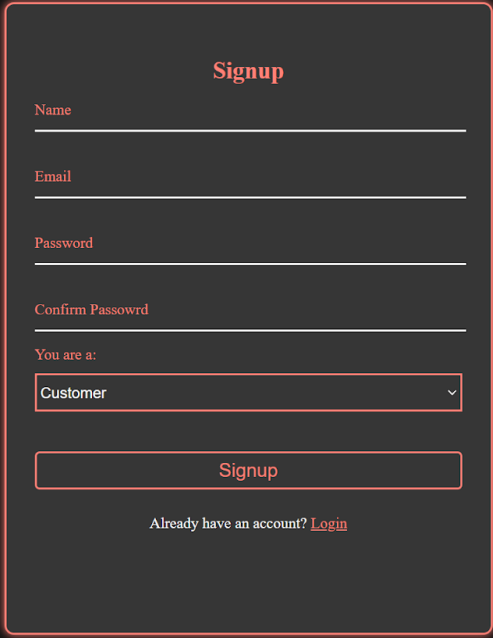


Figure 8: Contact Us page

2- Sign Up Page

The sign up page is a form with personal information to fill in. Note that this form must only be filled if the user doesn't already have an account. This form will be used by the company to create an account for the users and suppliers, such that they can either buy or sell on our website. The sign up page can either be accessed by the link provided in the middle of the Home Page (refer to figure 4) or by the Home Page Header (refer to figure 5). Once the users access the page, they will see the following form:



Signup

Name

Email

Password

Confirm Password

You are a:

Customer

Signup

Already have an account? [Login](#)

Figure 9: SignUp Page

This form allows for the users to create their new account. In order to do so, the users will have to provide their full name, E-mail, password (newly created with at least 8 characters), and choose what type of account they want to create. The users can decide to create a customer account with the goal of buying or a supplier account with the goal of selling.

3- Login Page

Once an account has been successfully created, the users will then be allowed to log in and either sell a product or request for a quote. The login page can be accessed by either the link provided under the sign up page (refer to Figure 6) or by the navigation bar (refer to Figure 5). The login page will display the following form:

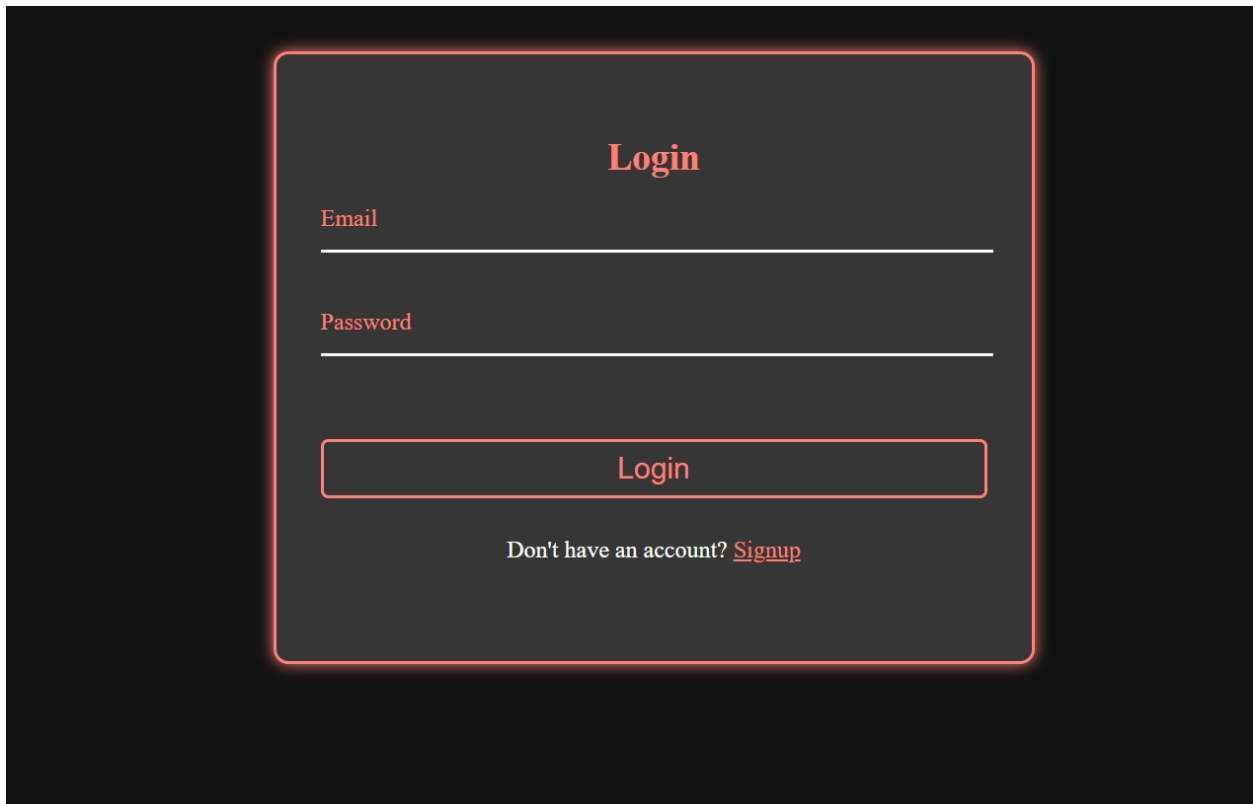
The image shows a login form centered on a dark background. The form is enclosed in a rounded rectangle with a thin red border. At the top of the form, the word "Login" is written in a bold, red, sans-serif font. Below this, there are two input fields. The first is labeled "Email" in a red font, followed by a white horizontal line for text entry. The second is labeled "Password" in a red font, followed by a white horizontal line. Below these fields is a red rectangular button with the word "Login" in white text. At the bottom of the form, the text "Don't have an account? [Signup](#)" is displayed, with "Signup" being a red, underlined link.

Figure 10: Login Page

The users will have to enter the email and password related to the account. If the user is an end user, that is a buyer, the WebSite will redirect them to the Home Page. On the other hand, if the user is a supervisor, the website will redirect the user to the request for quotation page.

4- RFQ Page

The RFQ page is the request for quotation page. In this page, the user will be able to fill in a form where he will have to provide: a category, a supplier, a description of the item, the quantity of the item they desire, a brief description of the condition and lastly the date of their request.



The image shows a 'Request For Quotation Form' on a dark background. The form is enclosed in a rounded rectangle with a red border. It contains the following fields and buttons:

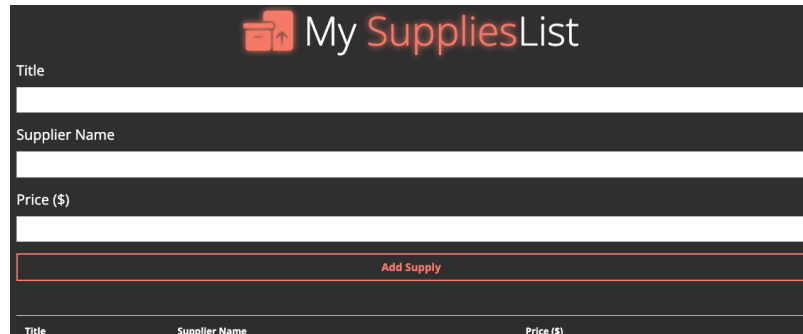
- Request For Quotation Form** (Title)
- Select Catagory: *** (Dropdown menu with a downward arrow icon)
- Describe the Item: *** (Text input field)
- Quantity: *** (Text input field)
- Describe the Condition:** (Text input field)
- Date: *** (Text input field with placeholder 'mm/dd/yyyy' and a calendar icon)
- Generate RFQ** (Button)
- Reset RFQ** (Button)

Figure 11: RFQ Page

After the completion of the form, the users can either press the button “Generate RFQ” where their request will be posted and a provider will contact them ASAP. The other button “Reset RFQ” is to erase all the fields in form for another RFQ. The RFQ page can be accessed through the Navigation Bar.

5- Suppliers Page

The Supplier's page is where the suppliers can provide their supply list. In fact, they have to provide a title for what they provide, the name of the supplier and a price for every item they add.



The image shows a web form titled "My SuppliesList" with a red icon of a box and an upward arrow. The form has three input fields: "Title", "Supplier Name", and "Price (\$)". Below these fields is a red "Add Supply" button. At the bottom, there is a table header with three columns: "Title", "Supplier Name", and "Price (\$)".

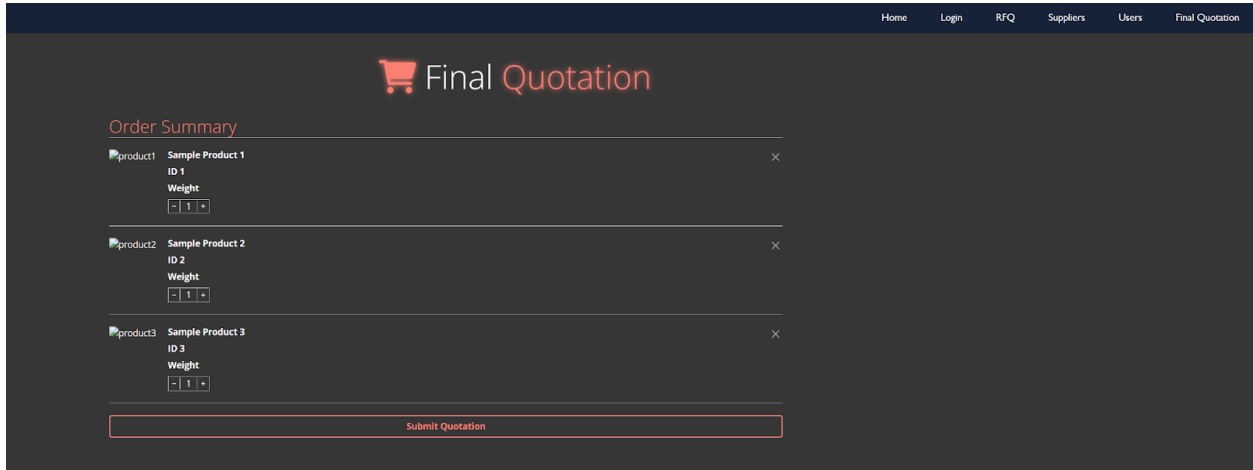
Title	Supplier Name	Price (\$)
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Figure 12: Suppliers Page

Note that only suppliers will be able to add items there. If a seller decides to start selling, they must create a different account to sell items.

6- Final Quotation Page

The Final Quotation Page is the page used to submit a quotation. In this page, many important information are displayed such as the Order Summary, the products that are being ordered, the quantity of products and their weight. The user then can click on “Submit Quotation” to send it to the supervisor to be approved.



The screenshot displays the 'Final Quotation' page of a web application. At the top, a dark blue navigation bar contains links for 'Home', 'Login', 'RFQ', 'Suppliers', 'Users', and 'Final Quotation'. Below the navigation bar, the page title 'Final Quotation' is shown in a large, orange font, preceded by a shopping cart icon. The main content area is titled 'Order Summary' in orange. It features a list of three items, each with a small product icon, a name, an ID, and a weight field with a minus button, a quantity input field (currently showing '1'), and a plus button. The items are 'Sample Product 1' (ID 1), 'Sample Product 2' (ID 2), and 'Sample Product 3' (ID 3). At the bottom of the list, there is a red-bordered button labeled 'Submit Quotation'.

Figure 13: Final Quotation Page

7- Procurement Request page

This page can only be accessed by the supervisor or an admin user to approve or reject an order request made by the end user. the product name, ID, weight, supplier name, price and quantity are displayed on the left side. The supervisor can change the supplier they want and they can accept or reject order requests. When the order is either approved or rejected, the end user will receive a notification of the status.

The screenshot displays the 'Procurement Request' page with a dark background. The title 'Procurement Request' is centered at the top in a light blue font. Below the title, there are two main sections: 'Order Summary' on the left and 'Cart Summary' on the right.

Order Summary:

- product1 Sample Product 1
- ID 1
- Weight
- HP (selected from a dropdown menu)
- \$ 35.99 Quantity: 1

Cart Summary:

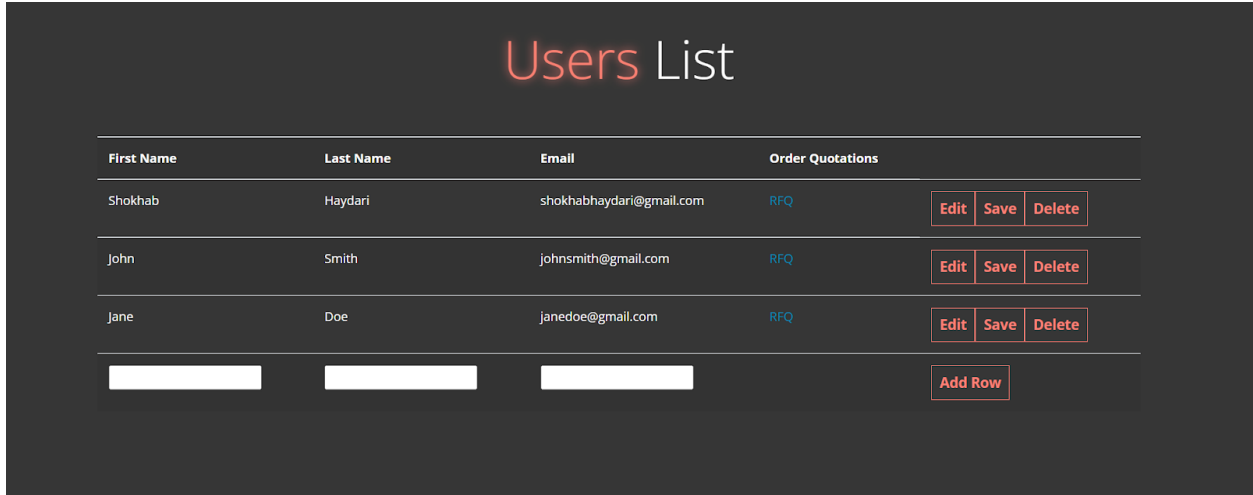
Subtotal	\$ 35.99
Number of Items	1
Tax	\$ 5.40
Shipping	\$ 0.00
Total	\$ 41.39

At the bottom of the 'Cart Summary' section, there are two buttons: 'Approve Request' and 'Reject Request'.

Figure 14: Procurement Request page

8- User List page

This page is ONLY accessible by the admin user who can edit and access the accounts information such as username and email. The admin user can edit/save/delete an existing account and even add a new account.



First Name	Last Name	Email	Order Quotations	
Shokhab	Haydari	shokhabhaydari@gmail.com	RFQ	Edit Save Delete
John	Smith	johnsmith@gmail.com	RFQ	Edit Save Delete
Jane	Doe	janedoe@gmail.com	RFQ	Edit Save Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>		Add Row

Figure 15: User List page