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.

1- Home Page

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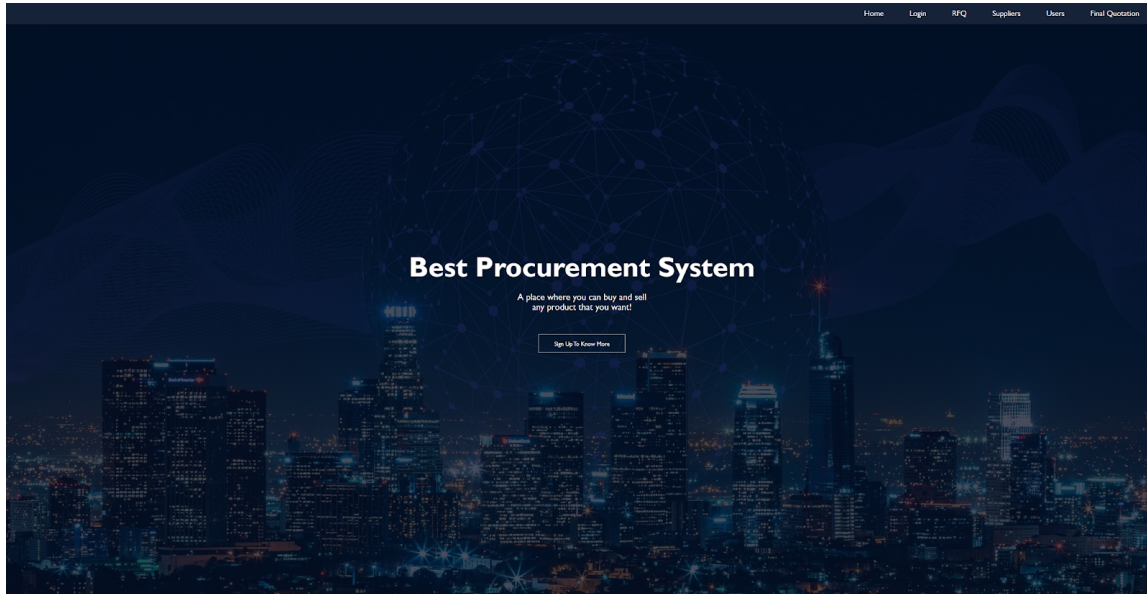

Figure 1: Home Page

In the home page, we can observe the following:

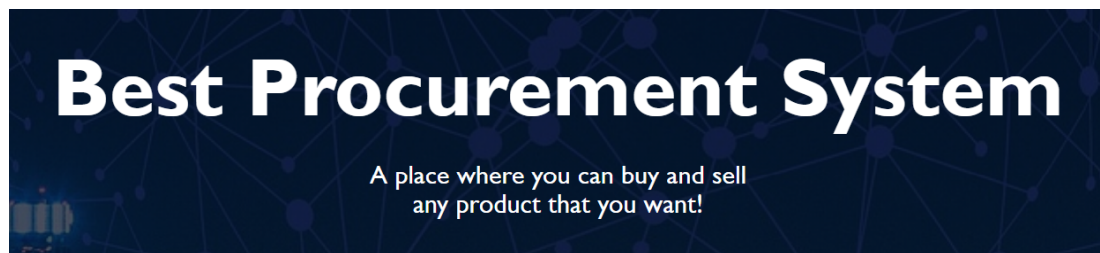- The slogan of the Website

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
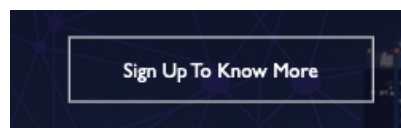

Figure 3: Sign Up Link

- 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.
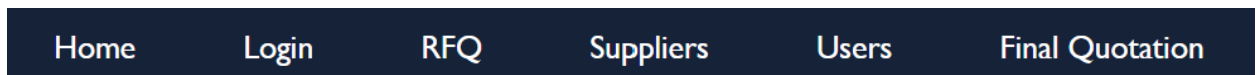

Figure 4: Home Page Header

- "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.
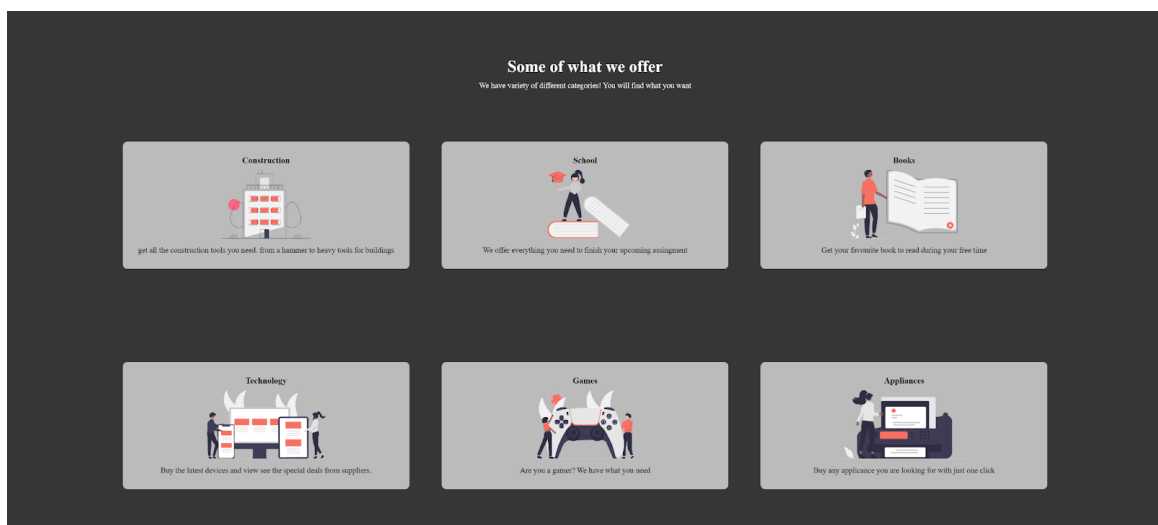

Figure 5: Some of what we offer section in the home page

- 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.
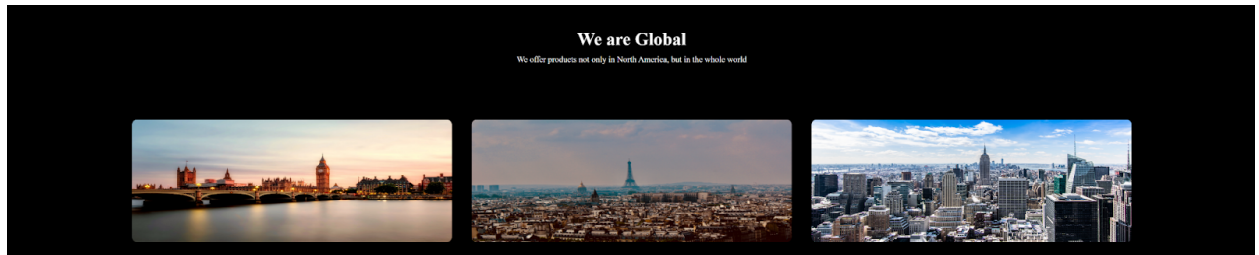

Figure 6: We are Global section

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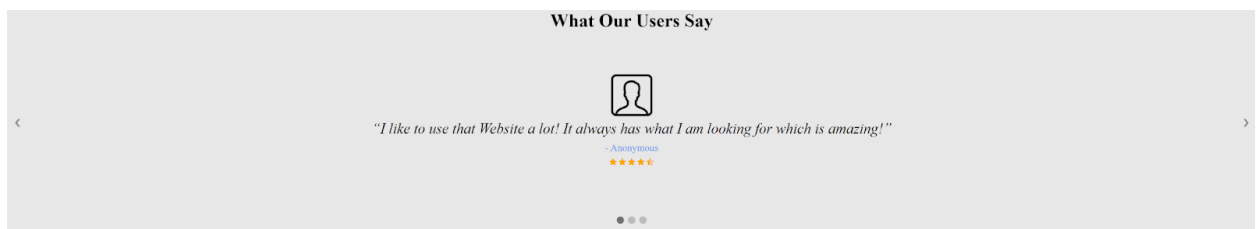

Figure 7: Testimonials

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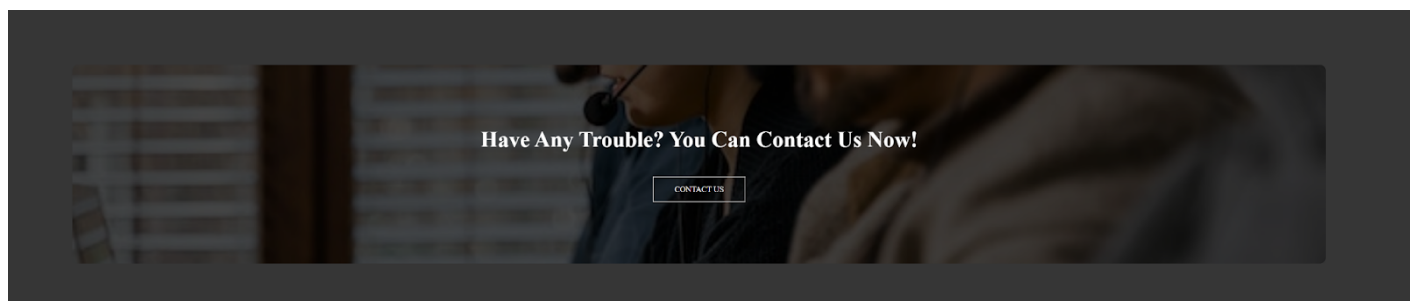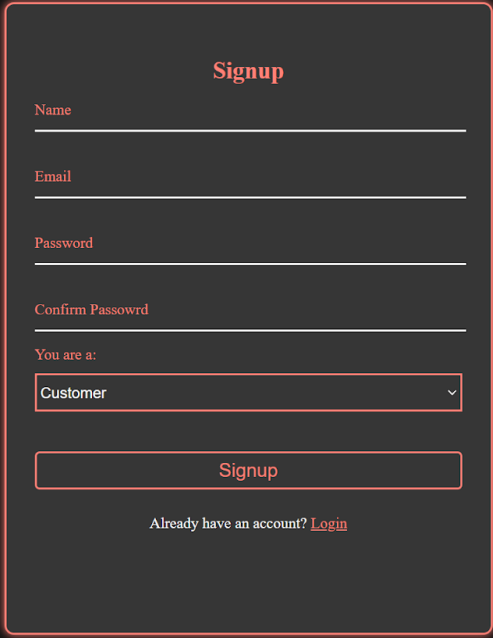

Figure 8: Contact Us page

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:

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:
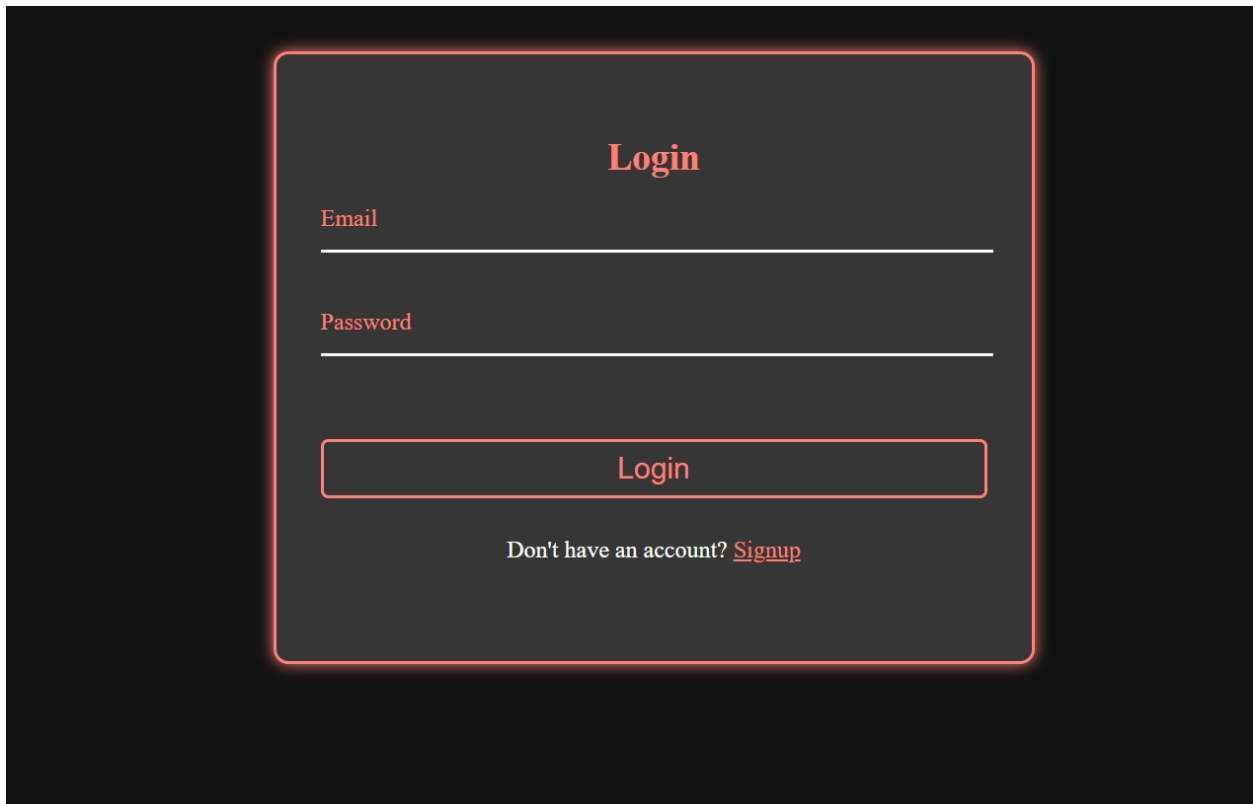

Figure 10: Login Page

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.
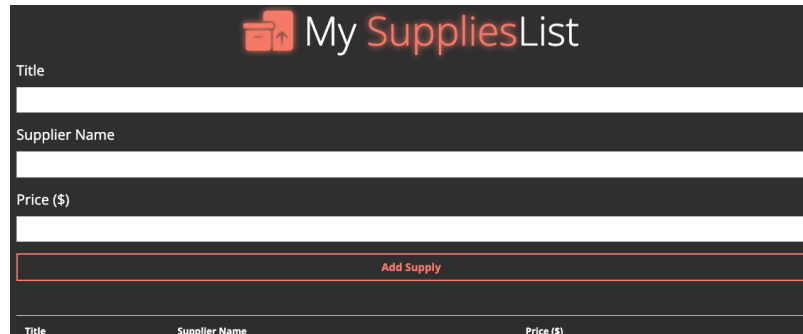
Figure 11: RFQ Page

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.
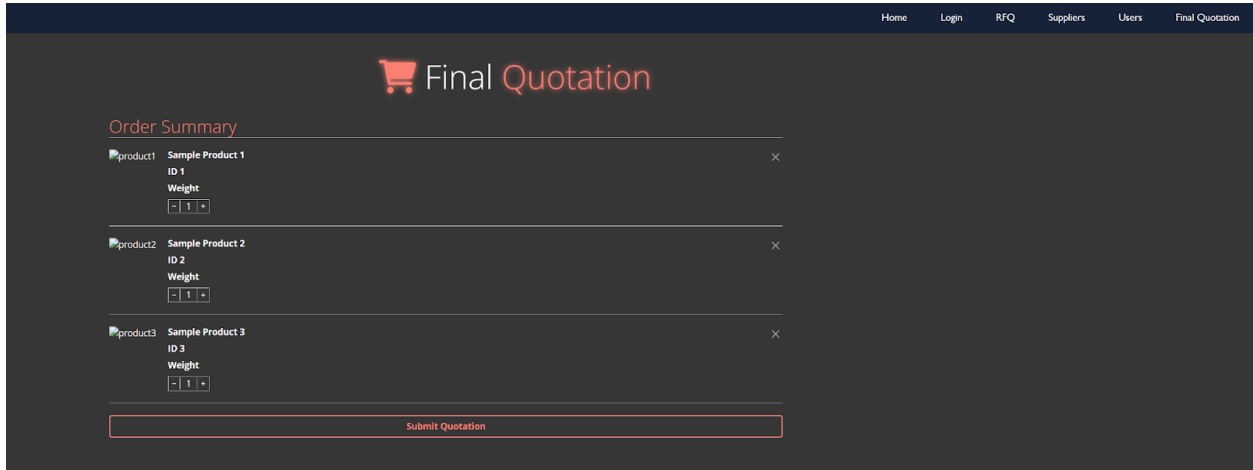
Figure 12: Suppliers Page

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.

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.
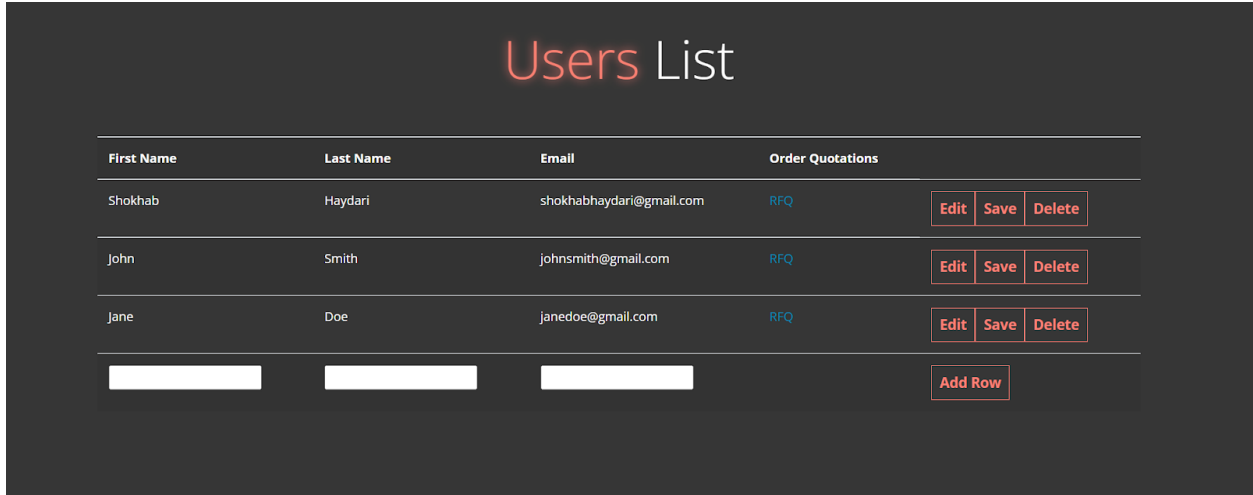
Figure 14: Procurement Request page

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.

Figure 15: User List page