

USER MANUAL

Online Bidding System



Contents

1. COMPANY SIGN IN	05
1.1 Measurement	
1.1.1 Add Measurement	06
1.2 User Creation	
1.2.1 Create User.....	07
1.2.2 View/Update User	08
1.2.3 Define User Access	09
1.3 Supplier	
1.3.1 Approve Supplier Request	10
1.3.2 Create Supplier.....	11
1.3.3 View/Edit Suppliers	12
1.4 Item Category	
1.4.1 Add Main Category	13
1.4.2 Add Sub Category.....	14
1.4.3 Add Items.....	15

1.5 Purchase Request

1.5.1 Create PR	16
1.5.2 Edit PR	17
1.5.3 Approve PR.....	18
1.5.4 Clone Rejected PR	19

1.6 Purchasing

1.6.1 Submit For Bid Listing	20
1.6.2 Approve For Bid Opening.....	21
1.6.3 In - Progress Bids.....	22
1.6.4 Closed Bids	23
1.6.5 Bid Comparison and Create PO.....	24
1.6.6 Raise PO	25
1.6.7 Approve PO	26
1.6.8 View PO	27
1.6.9 Generate GRN	28
1.6.10 GRN Approval	29
1.6.11 View GRN	30

1.7 Bids

1.7.1 Pending Manual Bids	31
1.7.2 Closed Manual Bids	32
1.7.3 Manual Supplier Bids	33

1.8 General Settings

1.8.1 Settings.....	34
---------------------	----

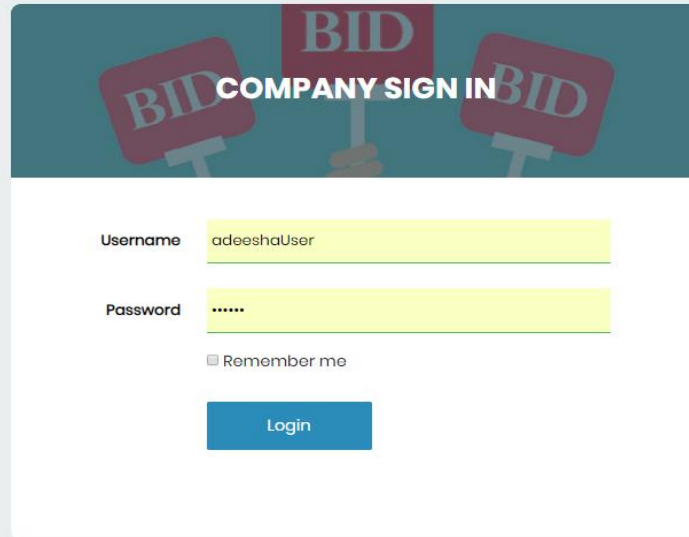
2. SUPPLIER LOGIN PAGE	35
2.1 Supplier Home Page	
2.1.1 Home	36
2.1.2 Pending Bids	37
2.1.3 Request Companies	38
2.1.4 Received Purchase Orders	39
2.1.5 Update Profile	40
 System Process Flow	 41

1. COMPANY SIGN IN

Steps

1. Enter user Name
2. Enter password
3. Click the login button

If user name and password match with the system information user will allow accessing the System. Else the user will be asked to enter the correct user name or the password. If login successful, user can execute the other operations with the system



The image shows a web form titled "COMPANY SIGN IN" with a decorative header featuring three red "BID" signs. The form contains two input fields: "Username" with the value "adeeshaUser" and "Password" with masked characters ".....". Below the password field is a checkbox labeled "Remember me" which is currently unchecked. At the bottom of the form is a blue "Login" button.

Field	Value
Username	adeeshaUser
Password
Remember me	<input type="checkbox"/>
Login Button	Login

1.1 Measurement

1.1.1 Add Measurement

Path: Company Sign In -> Measurement

In this Module User can Add Measurements

- User Can Edit Or Delete Measurements

Bidding Portal

ADMIN

Online

Search...

MAIN NAVIGATION

Home

Measurement

Add Measurement

User Creation

Supplier

Item Category

Purchase Requests

Purchasing

Bids

Add Measurement

Home > Add Measurement

Measurement Details

Measurement Name

Measurement Short Code

Is Active

☒

Save

Clear

Measurement Code	Measurement Name	Created Date	Created By	Updated Date	Updated By	Active	Edit	Delete
Unit	Unit	21/10/2018	Madmin	29/10/2018	Hishantha	Yes		
m	length	25/10/2018	Hishantha	25/10/2018	Hishantha	Yes		
Kg	kilogram	29/10/2018	Hishantha	29/10/2018	Hishantha	Yes		
W	Watt	30/10/2018	Hishantha	30/10/2018	Hishantha	Yes		
test	test	31/10/2018	Hishantha	31/10/2018	Hishantha	Yes		

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.2 User Creation

1.2.1 Create User

Path: Company Sign In -> User Creation -> Create User

This Module can be used to Create User

- User Enters the User Registration Form and Submit

Bidding Portal ADMIN Online

Search...

MAIN NAVIGATION

- Home
- User Creation
 - Create User**
 - View/update user
 - Define User Access
- Supplier
- Item Category
- Purchase Requests
- Purchasing
- General Settings

Create User

Home > Create User

User Registration

Name	Is Active
<input type="text"/>	<input type="checkbox"/>
Email Address	Password
<input type="text"/>	<input type="text"/>
User name	Confirm Password
<input type="text"/>	<input type="text"/>

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved. Powered by Bellvantage (pvt) Ltd. 7


1.2.2 View/Update User

Path: Company Sign In -> User Creation -> View/Update User

In this Module User can View ,Update and Delete User details

- Active Users display as yes and Deleted (Inactive) Users display as No
- User can Edit and Update User Details
- User have a Delete Option

Bidding Portal

ADMIN
Online

Search...









MAIN NAVIGATION

- Home
- Measurement
- User Creation
 - Create User
 - View/update user
 - Define User Access
- Supplier
- Item Category
- Purchase Requests

Update User

Home > Update User

User Details

Name	Email address	Created Date	Active		
adeesha	adeeshablade@gmail.com	October 26, 2018	Yes		
Melsta Admin	melstaAdmin@gmail.com	October 21, 2018	Yes		
Melsta Super Admin	melstaSuper@gmail.com	October 21, 2018	Yes		
Salman	Salman@gmail.com	October 30, 2018	Yes		

Edit User

Name

Email Address

User name

Password

Is Active

☐

Update

Cancel

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.2.3 Define User Access

Path: Company Sign In -> User Creation -> define User Access

In this module User can Assign Child nodes to the Parent Nodes of the User

- User select from the dropdown and assign the user role select from the User Role Dropdown
- User can View or Delete Existing Assigned User roles from the table
- In custom User Action Section User can select from the User dropdown -> then User Role selected from User Role Dropdown -> after Select the Parent Node which User wants to add the child nodes
- After Select the Child nodes then User Click on Add button to save the Data.

Bidding Portal

ADMIN
Online

Search...

MAIN NAVIGATION

[Home](#)

[Measurement](#)

[User Creation](#)

[Create User](#)

[View/update user](#)

[Define User Access](#)

[Supplier](#)

[Item Category](#)

[Purchase Requests](#)

Define User Access

Home -> Define User Access

Default User Access

User

Select User

User Role

Select User Role

Save

clear

Active	user Id	User Name	User Role	Delete
1006	1006	adeesha	Melsta Admin	Delete
1002	1002	Melsta Admin	Melsta Admin	Delete

Custom User Access

User

Select User

User Role

Select User Role

Parent Node

Choose Child Node

Add

clear

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

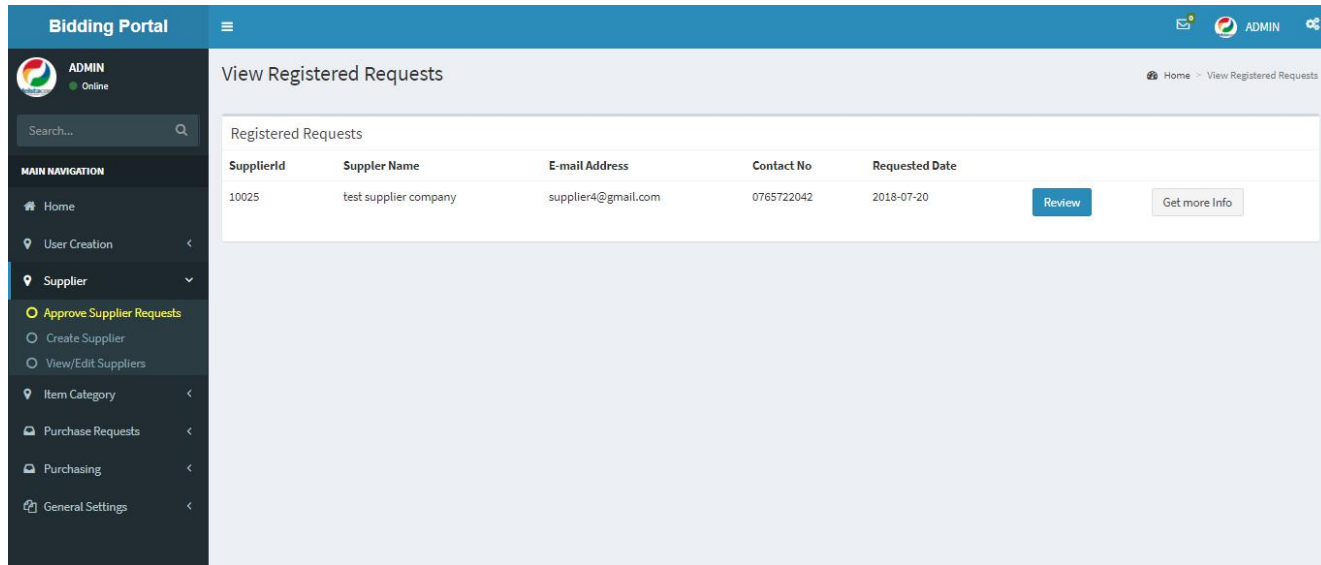
1.3 Supplier

1.3.1 Approve Supplier Request

path: Company Sign In -> Supplier -> Approve Supplier request

In this Module User Can View Registered Requests

- When Supplier registered from supplier portal then supplier request display to the this page(Supplier request is display only If the Supplier selected Our Company from their Supplier portal)
- User can view the requested Supplier details and Approve or Reject the Supplier request from the Review option
- If User wants to get more details about the Supplier ,User can send an Email to the Supplier from the get more info option



The screenshot displays the 'Bidding Portal' interface. On the left is a dark sidebar with a 'MAIN NAVIGATION' menu. The top of the sidebar shows a user profile for 'ADMIN' who is 'Online'. The navigation menu includes: Home, User Creation, Supplier (expanded), Approve Supplier Requests (highlighted with a yellow circle), Create Supplier, View/Edit Suppliers, Item Category, Purchase Requests, Purchasing, and General Settings. The main content area is titled 'View Registered Requests' and features a breadcrumb trail: Home > View Registered Requests. Below the title is a section for 'Registered Requests' containing a table with the following data:

SupplierId	Supplier Name	E-mail Address	Contact No	Requested Date	
10025	test supplier company	supplier4@gmail.com	0765722042	2018-07-20	Review Get more Info

1.3.2 Create Supplier

Path: Company Sign In -> Supplier -> Create Supplier

In this Module User Can Create Supplier

- User fill the Supplier Details forms and click on submit button to Create the Supplier
- User can select their Company Products Categories From Category Drop Down
- User Can add their Company Logo from Supplier Logo Option

The screenshot shows the 'Create Supplier' page in the Bidding Portal. The page has a dark blue header with the 'Bidding Portal' logo and user information (ADMIN, Online). A left sidebar contains a 'MAIN NAVIGATION' menu with options like Home, User Creation, Supplier (selected), Approve Supplier Requests, Create Supplier (highlighted), View/Edit Suppliers, Item Category, Purchase Requests, Purchasing, and General Settings. The main content area is titled 'Create Supplier' and contains a 'Supplier Details' form. The form is divided into two columns. The left column includes fields for Name, Address1, Address2, Email Address, Office Contact No, Mobile No, Category (a dropdown menu currently showing 'None selected'), and Business Registration No. The right column includes fields for Vat Registration No., Company Type (a dropdown menu), Nature Of Business (a dropdown menu), and Supplier Logo (a file upload button labeled 'Choose File' with 'No file chosen' and a 'Clear' button). Below the logo field is a large circular placeholder for a profile picture. At the bottom of the form is another 'Uploaded Files(Multiple Files can Upload)' section with a 'Choose Files' button, 'No file chosen' text, and a 'Clear' button. At the very bottom right of the form are 'Submit' and 'Clear' buttons. The footer of the page contains copyright information: 'Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.' and 'Powered by Bellvantage (pvt) Ltd.'

Bidding Portal ADMIN Online

Search...


MAIN NAVIGATION

- Home
- User Creation
- Supplier**
 - Approve Supplier Requests
 - Create Supplier**
 - View/Edit Suppliers
- Item Category
- Purchase Requests
- Purchasing
- General Settings

Create Supplier

Home - Create Supplier

Supplier Details

Name	<input type="text"/>	Vat Registration No.	<input type="text"/>
Address1	<input type="text"/>	Company Type	<input type="text" value="Select Company Type"/>
Address2	<input type="text"/>	Nature Of Business	<input type="text" value="Select Business Category"/>
Email Address	<input type="text"/>	Supplier Logo (Jpg, Jpeg, Png, Gif)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>
Office Contact No	<input type="text"/>		
Mobile No	<input type="text"/>		
Category	<input type="text" value="None selected"/>	Uploaded Files(Multiple Files can Upload)	
Business Registration No.	<input type="text"/>	<input type="button" value="Choose Files"/> No file chosen <input type="button" value="Clear"/>	

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved. Powered by Bellvantage (pvt) Ltd.

1.4.3 View/Edit Suppliers

Path: Company Sign In -> Supplier -> View/Edit Suppliers

In this module User Can View and Edit Existing Supplier details and can Rating The Supplier

- In Status Column shows the Supplier Request Status as Approve ,Pending Or Rejected
- Is Follow Column shows that the Supplier is following or not the Our Company
- If User want to Backlist the Supplier there is a Black List Option for that
- In the Rating option User can Rate The Supplier

Bidding Portal

ADMIN

Home

Measurement

User Creation

Supplier

Approve Supplier Requests

Create Supplier

View/Edit Suppliers

Item Category

Purchase Requests

Update and Rating Supplier

Home -> Update and Rating Supplier

Search by name

Id	Name	Email address	Contact No	Status	Is Follow
10008	Cargits Food City	contact@cargit82.com	3123456780	Approved	Yes
10002	singerpic	anand@gmail.com	078472010	Approved	Yes
10003	nissan	adeeshabade@gmail.com	0765722042	Approved	Yes

Supplier Details

Supplier ID

10008

Email Address

adeeshabade@gmail.com

Name

nissan

Address1

colombo

Address2

colombo

Office Contact No

0115654787

Mobile No

0765722042

Category Type

Books

Business Registration No.

BR001

Vat Registration No.

Vat 002


Company Type

Select Company Type

Nature Of Business

Books and Magazines

Supplier Logo



Supplier Documents

No Documents Found

Supplier Rating

Rating :

☆

☆

☆

☆

☆

Remarks

Remark

Black List

Yes

No

Active

Yes

No

Update

Cancel

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.4 Item Category

1.4.1 Add Main Category

Path: Company Sign In -> Item Category -> Add Main Category

In this Module User Can add Main Category for the Items

- User can Add Category name and save
- User can Deactivate the Category Name
- Active Column shows the active state as yes or No
- User Can Add Main Category From Item Master (User Search Main Category From Item Master and Select It, Then It Added to the Company Main Category List)

Bidding Portal

ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- Measurement
- User Creation
- Supplier
- Item Category
 - Add Main Category
 - Add Sub Category
 - Add Items
- Purchase Requests

Add Main Category

Home Add Main Category

Search Category

Category Name

Search

Category details

Category Name

Is Active☒

SaveClear

Category Name	Active	
Books	Yes	Deactivate
Bottles	Yes	Deactivate
Electronics	Yes	Deactivate
Food	Yes	Deactivate
Furniture	Yes	Deactivate
Plastic	Yes	Deactivate

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.4.2 Add Sub Category

path: Company Sign In -> Item Category -> Add Sub Category

In this Module User add Sub Category to The Main Category

- User select Main Category from Main Category Drop Down -> then Type Sub Category name and save
- User can Deactivate Sub Category
- Active Column shows the active state as yes or No
- User Can Add Sub Category From Item Master (User Search Sub Category From Item Master and Select It, Then It Added to the Company Sub Category List)

Bidding Portal

ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- Measurement
- User Creation
- Supplier
- Item Category
 - Add Main Category
 - Add Sub Category
 - Add Items
- Purchase Requests

Add Sub Category

Home > Add Sub Category

Search From Master Sub Category

Select Category

Select Master Main Category

Sub Category Name

Search

Company Hold Sub Category details

Select Main Category

Select Main Category

Sub Category Name

Is Active

☒

Save

Clear

Sub Category Name	Category Name	Active	Delete
Laptop	Electronics	Yes	Deactivate
Desktop	Electronics	Yes	Deactivate
Table	Furniture	Yes	Deactivate
Magazines	Books	Yes	Deactivate
Magazine 2	Books	Yes	Deactivate
Plastic	Bottles	Yes	Deactivate

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.4.3 Add Items

Path: Company Sign In -> Item Category -> Add Items

In this module User can add Items

- User fill the Item Details form and add Item
- User can Edit or Delete the Items
- Active Column shows the active state as yes or No
- User Can Add Items From Item Master (User Search Item From Item Master and Select It ,Then It Added to the Company Item List)

Bidding Portal

ADMIN
Online

Search...

MAIN NAVIGATION

[Home](#)

[Measurement](#)

[User Creation](#)

[Supplier](#)

[Item Category](#)

[Add Main Category](#)

[Add Sub Category](#)

[Add Items](#)

[Purchase Requests](#)

Add Items

Home > Add Items

Search From Master Items

Select Category

Bottles

Select Sub Category

Plastic

Item Name

Search

Item Details

Main Category

Select Main Category

Sub Category

Item Name

Reference No.

Is Active


☒

Item Image Upload (Jpg, Jpeg, Png, Gif)

Choose File

No file chosen

Clear



Save

Clear

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.5 Purchase Request

1.5.1 Create PR

Path: Company Sign In ->Purchase Request -> Create PR

In this Module User can Create a Purchase Request

- User Enter Basic Informations and Items Details ,then add Item
- After User Created Item ,User can Create Purchase Request
- When creating Purchase Request Requisition Number add Automatically
- In BOM(Bill of Material) User can add Item Description
- If User wants to Replace the Item ,There is an option for upload the Replacement Item Image
- Other Fields are Loaded According To The Selected PR Type

Bidding Portal ADMIN Online

Purchase Request Home - Purchase Request

Basic Information

Department Name: Melta Logistics Pvt Ltd

Requisition No.: PR26

Date Of Request: 11/7/2018 4:12:56 PM

Requested By:

Quotation For:

Expense Type: Select Expense Type

PR Type: Consumer Parts

Add Items

Main Category: Select Main Category

Sub Category:

Item Name:

Item Quantity: Select Measurement

Item Description:

Remarks:

Estimated Amount:

Item Specifications: Add Item Description

Replacement: Yes No

Upload Replacement Images (jpg, jpeg, png, gif): Choose Files No file chosen

Upload Standard Images (jpg, jpeg, png, gif): Choose Files No file chosen

Upload Supportive Documents: Choose Files No file chosen

Item Details

Create Purchase Request

1.5.2 Edit PR

Path: Company Sign In ->Purchase Request -> Edit PR

In this Module User can Edit the PR

- User Enter "P" in the Enter PR Code field ,then all the Available PRs Display
- Then Click on Edit Button ,It loads all the fields of Basic Information Form
- Click on Item Details Edit Option , Then all the Add Items fields be loaded
- User Can Update Item Details
- After Finish Editing User Click on Update and Proceed PR button , Then PR go to the Approve Purchase Page

The screenshot displays the 'Edit Purchase Requisition' interface within the Bidding Portal. The page is divided into a left sidebar and a main content area. The sidebar, titled 'Bidding Portal' and 'ADMIN', contains a search bar and a 'MAIN NAVIGATION' menu with options: Home, Measurement, User Creation, Supplier, Item Category, Purchase Requests (selected), Create PR, and Edit PR. The main content area is titled 'Edit Purchase Requisition' and includes a breadcrumb trail: Home > Edit Purchase Requisition. It features a 'View Purchase Requests' section with an 'Enter PR Code' field and a 'Submit' button. Below this is the 'Basic Information' section, which includes fields for Department Name, Requisition No., Date Of Request, Requested By, Quotation For, Expense Type (a dropdown menu), and PR Type (a dropdown menu with 'Consumer Parts' selected). The 'Job No.', 'Vehicle No.', 'Make', and 'Model' fields are also present. The 'Item Details' section, which is highlighted with a red border, contains an 'Add Items' form. This form includes fields for Main Category, Sub Category, Item Name, Item Quantity, Item Description, and Remarks. To the right of these fields are sections for 'Estimated Amount', 'Item Specifications' (with an 'Add Item Description' button), 'Replacement' (with radio buttons for 'Yes' and 'No'), and three upload sections: 'Upload Replacement Images (jpg,jpeg,png,gif)', 'Upload Standard Images (jpg,jpeg,png,gif)', and 'Upload Supportive Documents'. Each upload section has a 'Choose Files' button and a 'No file chosen' message. At the bottom right of the form, there are 'Add Item' and 'Clear' buttons, and a green 'Update and Proceed PR' button.


1.5.3 Approve PR

Path: Company Sign In ->Purchase Request -> Approve PR

In this Module User Approve the PR

- User Can View PR details by Clicking on View option
- After Clicking on View Option User can Approve or Reject the PR

Bidding Portal

 ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
 - Create PR
 - Edit PR
 - Approve PR
 - Clone Rejected PR
- Purchasing
- General Settings

Approve Purchase

Home > Approve Purchase

View Purchase Requests

PR Code	Date Of Request	Quotation For	PR Created Date	
PR18	19/05/2018 12:00 AM		10/07/2018 12:00 AM	View
PR46	02/08/2018 10:23 AM	test	02/08/2018 10:24 AM	View

1.5.4 Clone Rejected PR

Path: Company Sign In -> Purchase Request -> Clone Rejected PR

In this Module User can Clone Rejected PR

- When User Clone a PR ,New PR Creates with Same Details but Different PR Code
- Cloned PR goes to Edit PR Page ,Then It can Edit as a New PR

Bidding Portal

 ADMIN
Online

Search...

MAIN NAVIGATION

Home

User Creation

Supplier

Item Category

Purchase Requests








- Create PR
- Edit PR
- Approve PR
- Clone Rejected PR

Purchasing

General Settings

Rejected Bids

Clone Rejected PR

	PR CODE	RequestedBy	DateOfRequest	QuotationFor	RejectedReason	Clone PR
	PR1		6/24/2018 1:30:00 AM		testing	
	PR26	chamika gursinghe	7/20/2018 3:21:33 PM	test	re	
	PR34	chamika gursinghe	7/20/2018 3:21:33 PM	test	testing	
	PR45	Chamika Gursinghe	8/2/2018 10:23:07 AM	test	test	

1.6 Purchasing

1.6.1 Submit For Bid Listing

Path: Company Sign In -> Purchasing -> Submit For Bid Listing

In this Module User can View Purchase Requests and Submit for Bid Listing

- In Submit For Bid Listing Page User can Select the Bid Opening Period
- When User Submitted the PR for Bid Listing then it is at Pending Approval state

Bidding Portal

ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
- General Settings

Submit for Bid Listing

Home > Submit for Bid Listing

PR PURCHASE REQUISITION (PR) Date: 03-08-2018

Department

User Department: Bellvantage
Our Ref: PR/OR/001
PR No: PR46
Date: 02/08/2018 10:23 AM

Requester

Name: Chamika Gurusinghe

Item Name	Item Description	Purpose	Quantity	Replacement	Images	BOM
Asus Laptop	test	test	4	Yes	View Photos	View BOM

Bid Terms / Condition

Bid Term / Condition

Bid Term / Condition

Bid opening period(Dates)

2018/08/03 02:47

Default Bid opening period(days)

2

Can override

☐ Yes ☒ No

Bid only submitted by registered supplier

☐ Yes ☒ No

View bids online upon PR creation

☒ Yes ☐ No

[Submit for Bid Listing](#) [Cancel](#)

Already Submitted For Bid Listing

No records found.

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.

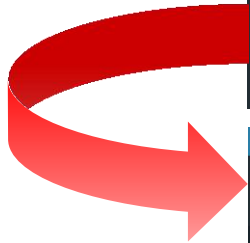
Powered by Bellvantage (pvt) Ltd.

1.6.2 Approve For Bid Opening

Path: Company Sign In -> Purchasing -> Approve For Bid Opening

In this Module User Approve PR for Bid Opening

- User Click on View Option ,then it goes to Approve for Bid Opening Page
- Then User Approve or Reject The PR From Bid Opening



The image displays two screenshots of the Bidding Portal interface. The top screenshot shows the 'Approve for Bid Opening' page with a table of PRs. The bottom screenshot shows the 'Approval to View in Supplier Bidding Portal' page for a specific PR.

Top Screenshot: Approve for Bid Opening

Open For Bid

PR Code	Date Of Request	Quotation For	PR Created Date	Approve for Bid
PR3	24/06/2018 01:30 AM		11/07/2018 12:00 AM	View
PR4	24/06/2018 01:30 AM		11/07/2018 12:00 AM	View
PR5	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View
PR6	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View
PR7	12/07/2018 10:51 AM	Quotation For test	12/07/2018 12:00 AM	View
PR8	13/07/2018 04:53 PM	test	13/07/2018 12:00 AM	View
PR9	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View
PR10	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View
PR12	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View
PR13	24/06/2018 01:30 AM		10/07/2018 12:00 AM	View

Bottom Screenshot: Approval to View in Supplier Bidding Portal

Approval to View in Supplier Bidding Portal

Date: 03-08-2018

Department: User Department : Bellavantage
Our Ref : PRS/08/2013
PR No : PR86
Date : 02/08/2018 10:23 AM

Requester Name: Chamika Gurusinghe

Item Name	Item Description	Purpose	Quantity	Bidding Order Id	Replacement	Images	BOB	Settings
Asus Laptop	test	test	4	B36	Yes	View Photos	View BOB	View Settings

[Approve](#) [Reject PR](#)


1.6.3 In - Progress Bids

Path: Company Sign In -> Purchasing -> In - Progress Bids

In this Module User can View In - Progress Bids and Send Reminder SMS

- User can view the Count of Participants and the Pending Bids Of the each BID
- User Can Send Reminder SMS

Bidding Portal

 ADMIN
Online

Search...













MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
 - Submit for Bid Listing
 - Approve for Bid Opening
 - In-Progress Bids
 - Closed Bids
 - Bid Comparison & Create PO
 - Approve PO

Monitor Bids

Home > Monitor Bids

In-Progress Bids

PR Code	Bid Start Date	Bid End Date	Item Name	Participants	Pending Bids	Send Reminder SMS
PR3	26/06/2018 07:19 PM	28/06/2018 07:19 PM	165 95 14	1	0	
PR4	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Asus Laptop	3	0	
PR4	03/08/2018 02:52 PM	05/08/2018 02:52 PM	Asus Laptop	0	0	
PR5	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Lenovo Laptop	12	4	
PR5	02/08/2018 12:44 PM	04/08/2018 12:44 PM	Lenovo Laptop	0	0	
PR6	02/08/2018 12:44 PM	04/08/2018 12:44 PM	Lenovo Laptop	0	0	
PR6	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Lenovo Laptop	12	4	
PR7	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Dell XPS15	1	1	
PR8	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Data Cables	0	0	
PR9	26/06/2018 07:19 PM	28/06/2018 07:19 PM	Lenovo Laptop	12	4	
PR9	02/08/2018 12:44 PM	04/08/2018 12:44 PM	Lenovo Laptop	0	0	
PR10	02/08/2018 12:44 PM	04/08/2018 12:44 PM	Lenovo Laptop	0	0	


1.6.4 Closed Bids

Path: Company Sign In -> Purchasing -> Closed Bids

In this Module User Can View the Summary of Closed Bids

- User can View the Participant and Bid Submitted Count

Bidding Portal

 ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
 - Submit for Bid Listing
 - Approve for Bid Opening
 - In-Progress Bids
 - Closed Bids**
 - Bid Comparison & Create PO
 - Approve PO

Summary of Closed Bids

Home > Summary of Closed Bids

Closed Bids

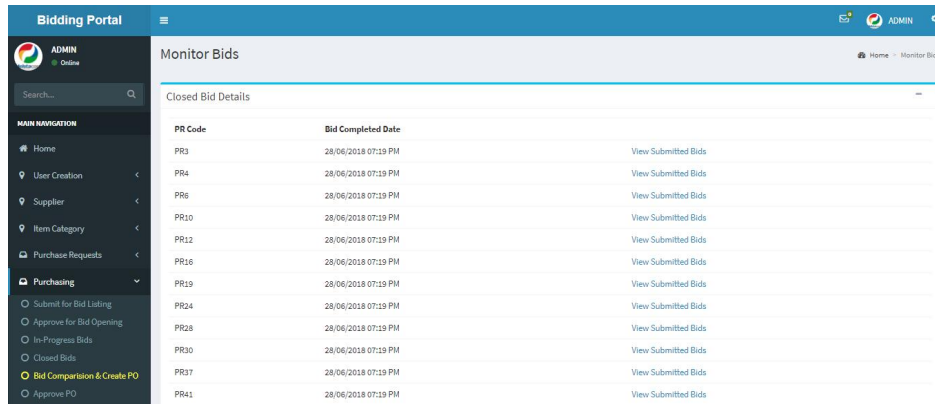
PR Code	Bid End Date	Item Name	Participants	Bid Submitted
PR3	28/06/2018 19:19 PM	165 95 14	1	1
PR4	28/06/2018 19:19 PM	Asus Laptop	1	1
PR6	28/06/2018 19:19 PM	Lenovo Laptop	1	1
PR7	28/06/2018 19:19 PM	Dell XPS15	1	0
PR9	28/06/2018 19:19 PM	Lenovo Laptop	1	0
PR10	28/06/2018 19:19 PM	Lenovo Laptop	2	1
PR12	28/06/2018 19:19 PM	Lenovo Laptop	2	2
PR14	28/06/2018 19:19 PM	Lenovo Laptop	1	0
PR16	28/06/2018 19:19 PM	Lenovo Laptop	1	1
PR19	28/06/2018 19:19 PM	Lenovo Laptop	1	1
PR24	28/06/2018 19:19 PM	Lenovo Laptop	1	1
PR28	28/06/2018 19:19 PM	HP Laptop	2	1

1.6.5 Bid Comparison and Create PO

Path: Company Sign In -> Purchasing -> Bid Comparison and Create PO

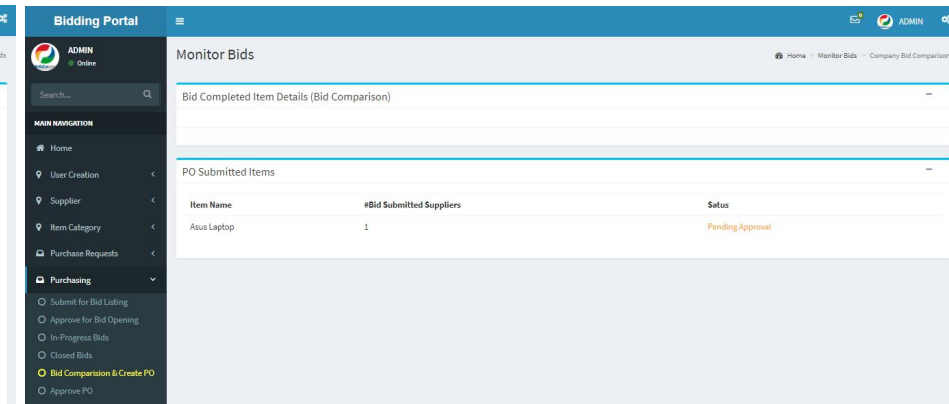
In this Module User can View the Bid Completed Item Details and Submitted for PO or Reject the PO

- User Clicks On View Submitted Bids Option -> Goes to Monitor Bids Page
- User Can View Bid Completed Item Details and PO Submitted Item details
- User Select a Supplier and Proceed to PO
- User Select a Supplier by Clicking On View Supplier Bids
- If User Reject a Supplier then Next Supplier display
- User Can Reset Supplier by Clicking On Reset Supplier Option



The screenshot shows the 'Monitor Bids' page in the Bidding Portal. The page title is 'Monitor Bids' and the breadcrumb is 'Home > Monitor Bids'. The main content area is titled 'Closed Bid Details' and contains a table with the following data:

PR Code	Bid Completed Date	
PR3	28/06/2018 07:19 PM	View Submitted Bids
PR4	28/06/2018 07:19 PM	View Submitted Bids
PR6	28/06/2018 07:19 PM	View Submitted Bids
PR10	28/06/2018 07:19 PM	View Submitted Bids
PR12	28/06/2018 07:19 PM	View Submitted Bids
PR16	28/06/2018 07:19 PM	View Submitted Bids
PR19	28/06/2018 07:19 PM	View Submitted Bids
PR24	28/06/2018 07:19 PM	View Submitted Bids
PR28	28/06/2018 07:19 PM	View Submitted Bids
PR30	28/06/2018 07:19 PM	View Submitted Bids
PR37	28/06/2018 07:19 PM	View Submitted Bids
PR41	28/06/2018 07:19 PM	View Submitted Bids



The screenshot shows the 'Monitor Bids' page in the Bidding Portal. The page title is 'Monitor Bids' and the breadcrumb is 'Home > Monitor Bids > Company Bid Comparison'. The main content area is titled 'Bid Completed Item Details (Bid Comparison)' and contains a table with the following data:

Item Name	#Bid Submitted Suppliers	Status
Asus Laptop	1	Pending Approval

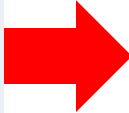


1.6.6 Raise PO

Path: Company Sign In -> Purchasing -> Raise PO

In this Module User Create PO and Proceed to Approve PO

- User Raise Purchase Order



The image shows two screenshots of the Bidding Portal interface, connected by a red arrow indicating a workflow transition.

Left Screenshot: Raise Purchase Order

The interface shows the 'Raise PO' screen. The sidebar menu includes 'Item Category', 'Purchase Requests', and 'Purchasing'. The main content area displays a table with the following data:

Based Pr Code	Supplier Name	Item Count
PR24	nissan	1

Below the table, there is a link labeled 'Raise Purchase Order'.

Right Screenshot: PURCHASE ORDER (PO)

The interface shows the 'PURCHASE ORDER (PO)' screen. The sidebar menu includes 'Item Category', 'Purchase Requests', and 'Purchasing'. The main content area displays the following information:

Date : 07-11-2018
Your Ref : V095676
Based PR : PR24

Company : Mekha Logistics Pvt Ltd
Vat No : 0115223300
Telephone : 0115223322
Fax : 0115223322

Supplier Name : nissan
Address : columbo,columbo

PO Id	Item No	Description	Unit Price	Quantity	Vat Amount	NET Amount	Total Amount
7	8	Water Bottle	6000.00	3.00	2755.10	367.35	21122.00

Below the table, there is a 'Remarks' section with a text area.

At the bottom right, there is a button labeled 'Proceed PO'.

Copyright © 2018 BellVentage (pvt) Ltd.. All rights reserved. Powered by BellVentage (pvt) Ltd.


1.6.7 Approve PO

Path: Company Sign In -> Purchasing -> Approve PO

In this Module User Review the PO and then Approve or Reject

- User Clicks On Review PO Option Goes to Approve PO Page
- User Review the PO and Reject or Approve it

Bidding Portal

 ADMIN
Online

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
 - Submit for Bid Listing
 - Approve for Bid Opening
 - In-Progress Bids
 - Closed Bids
 - Bid Comparision & Create PO
 - Approve PO**

Approve Purchase Order

Home > Approve Purchase Order

Give Approval For PO

Based Pr Code	Supplier Name	Item Count	
PR37	Abans Colombo	1	Review PO
PR41	Abans Colombo	1	Review PO

1.6.8 View PO

Path: Company Sign In -> Purchasing -> View PO

In this Module User can View and Print the PO

- User Review the Purchase Orders
- User Clicks On View Option -> Goes to Purchase Order Page
- User Can Print PO details In Purchase Order Page by Clicking On Print button

Bidding Portal ADMIN Online

Purchase Order Summary

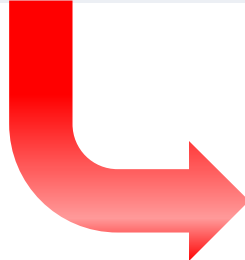
Home > View Purchase Orders

View Purchase Orders

PO Code	Supplier Name	Created Date	Base PR Code	
PO2	Singer Mega Gampaha	11-07-2018	PR3	View
PO4	Singer Mega Gampaha	12-07-2018	PR6	View
PO6	Abans Colombo	17-07-2018	PR10	View
PO8	Singer Mega Gampaha	20-07-2018	PR12	View
PO10	Singer Mega Gampaha	26-07-2018	PR30	View
PO11	Singer Mega Gampaha	26-07-2018	PR28	View
PO13	Singer Mega Gampaha	26-07-2018	PR4	View

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
 - Submit for Bid Listing
 - Approve for Bid Opening
 - In-Progress Bids
 - Closed Bids
 - Bid Comparison & Create PO
 - Approve PO



Bidding Portal ADMIN Online

Purchase Order

Home > View Purchase Order

PURCHASE ORDER (PO)

Date : 03/08/2018
PO No : PO13
Your Ref :

Company : Bellvantage
VAT No : Vat 004
Telephone : 1234567894
Fax : yjKuku

Supplier Name : Singer Mega Gampaha
Address : Colombo Road, Gampaha

Item No	Description	Unit Price	Quantity	Vat Amount	NBT Amount	Total Amount
4	Asus Laptop	65000.00	2	19897.96	2653.06	152551.02

Amount Details

Subtotal:	130,000.00
Vat Total	19,897.96
NBT Total:	2,653.06
Total:	152,551.02

[Print](#)

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved. Powered by Bellvantage (pvt) Ltd.

1.6.9 Generate GRN

Path: Company Sign In -> Purchasing ->Generate GRN

In This Module User Creates GRNs

- User Views Purchase Orders -> Clicks on Generate GRN
- Generated GRNs Goes to GRN Approval Page

Bidding Portal ADMIN Online

Approved Purchase Orders (PO)

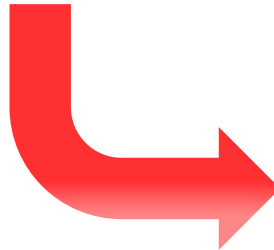
Home Purchase Orders

View Purchase Orders

PO Code	Supplier Name	
PO8	Singer Mega Gampaha	Generate Grn
PO11	Singer Mega Gampaha	Generate Grn

Rejected GRNs

PO Code	Supplier Name	Vat Amount	NBT Amount	Good Received Date	Total Amount	Status
PO11	Singer Mega Gampaha	9,948.98	1,326.53	27/07/2018 11:57 AM	76,275.51	Rejected
PO8	Singer Mega Gampaha	0.00	0.00	26/07/2018 11:56 AM	20,000.00	Rejected
PO8	Singer Mega Gampaha	0.00	0.00	26/07/2018 11:55 AM	20,000.00	Rejected
PO11	Singer Mega Gampaha	9,948.98	1,326.53	02/08/2018 12:32 PM	76,275.51	Rejected



Bidding Portal ADMIN Online

Generate GRN

Home Approved Purchase Orders (PO) Generate Grn

Good Received Note

Date : 08/08/2018
PO No : PO11
Your Ref : REF567567

Company : Bellvantage
Address : address1,
city 1,
srilanka.
VAT No : Vat 004
Telephone : 1234567894
Fax : yfkkuku

Supplier Name : Singer Mega Gampaha
Address : Colombo Road, Gampaha

Category Name	Sub Category Name	Item Name	Unit Price	Quantity	Received Qty	Vat Amount	NBT Amount	Total Amount
Electronic	Laptop	HP Laptop	65000.00	0	0	208928.58	27857.13	1601785.71

Amount Details

Subtotal: 1601785.71
Vat Total: 208928.58
NBT Total: 27857.13
Total: 1838571.42

Received Date

Remarks

Cancel Generate GRN

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.6.10 GRN Approval

Path: Company Sign In -> Purchasing -> GRN Approval

In this Module User can Approve or Reject GRN

- GRN status show the state of GRN Approval
- User Select the Items In the Check box and Approve or Reject
- User Can View Rejected GRNs

Bidding Portal ADMIN Online

View GRNs

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
- Submit for Bid Listing
- Approve for Bid Opening
- In-Progress Bids
- Closed Bids
- Bid Comparison & Create PO
- Approve PO

For Approval

GRN ID	PO Code	Based PR Code	Supplier Name	Good Received Date	GRN Status	Action
13	PO8	PR12	Singer Mega Gampaha	26/07/2018 11:55 AM	Pending Approval	Approval

Rejected GRN

No records Found

Bidding Portal ADMIN Online

GRN Approval

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
- General Settings

Good Received Note (GRN)

Date : 03/08/2018
PO No : PO8
Your Ref : PO8

Company : Bellvantage
Address : address,
city is,
srilanka.

Supplier Name : Singer Mega Gampaha
Address : Colombo Road, Gampaha

Item Name	Unit Price	Quantity	Vat Amount	NBT Amount	Total Amount
Lenovo Laptop	10,000.00	10	15,306.12	2,040.82	117,346.94

Amount Details

Subtotal: 100,000.00
Vat Total: 15,306.12
NBT Total: 2,040.82
Total: 117,346.94

Received Date : 2018-07-26

Remarks : PR

Reject Approve

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved. Powered by Bellvantage (pvt) Ltd.

1.6.11 View GRN

Path: Company Sign In -> Purchasing -> View GRN

In this Module User can View GRN Details and Print It

- User Click on View Option
- Then the View GRN Report Appear
- User Click On Print Button to Print GRN Report

Bidding Portal ADMIN Online

View GRNs

Home View GRNs

View GRN

GRN ID	GRN Code	PO Code	Based PR Code	Supplier Name	Good Received Date	Grm Status	GRN Status	Action
3	GRN2	PO2	PR3	Singer Mega Gampaha	12/07/2018 12:00 AM	1	GRN Approved	View
6	GRN5	PO4	PR6	Singer Mega Gampaha	12/07/2018 12:00 AM	1	GRN Approved	View
12	GRN11	PO6	PR10	Abans Colombo	17/07/2018 12:00 AM	1	GRN Approved	View
17	GRN16	PO10	PR30	Singer Mega Gampaha	26/07/2018 12:18 PM	1	GRN Approved	View

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
 - Submit for Bid Listing
 - Approve for Bid Opening
 - In-Progress Bids
 - Closed Bids
 - Bid Comparison & Create PO
 - Approve PO

Bidding Portal ADMIN Online

View GRN Report

Home GRN View GRN Detailed View

Good Received Note (GRN)

Date : 03/08/2018
PO No : PO10
Your Ref : REF547567

Company : Bellvantage
Address : address1,
city 1,
srilanka.

Supplier Name : Singer Mega Gampaha
Address : Colombo Road,,Gampaha

Item Name	Unit Price	Quantity	Val Amount	NBT Amount	Total Amount
Lenovo Laptop	85,000.00	4	0.00	0.00	340,000.00

Amount Details

Subtotal: 340,000.00
Vat Total: 0.00
NET Total: 0.00
Totals: 340,000.00

Received Date : 2018-07-26

Remarks : er

[Print](#)

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved. Powered by Bellvantage (pvt) Ltd.

1.7 Bids

1.7.1 Pending Manual Bids

Path: Company Sign In -> Bids -> Pending Manual Bids

In this Module User Can Monitor In-Progress Manual-Bids

- User Can Send Reminder SMS To The Supplier
- User Can View Participant and Pending Bids Count

Bidding Portal

Home

Measurement

User Creation

Supplier

Item Category

Purchase Requests

Purchasing

Bids

Pending Manual Bids

Closed Manual Bids

Manual Supplier Bids

Reports

General Settings

Monitor Manual Bids

Home > Monitor Manual Bids

In-Progress Manual-Bids

PR Code	Bid Start Date	Bid End Date	Item Name	Participants	Pending Bids	Send Reminder SMS
PR9	07/11/2018 04:52 AM	10/11/2018 04:52 AM	Water Bottel	0	0	
PR10	07/11/2018 04:52 AM	10/11/2018 04:52 AM	Water Bottel	0	0	
PR12	07/11/2018 04:52 AM	10/11/2018 04:52 AM	Water Bottel	0	0	
PR22	07/11/2018 04:52 AM	10/11/2018 04:52 AM	Water Bottel	0	0	
PR27	07/11/2018 04:52 AM	10/11/2018 04:52 AM	Water Bottel	0	0	

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.7.2 Closed Manual Bids

Path: Company Sign In -> Bids -> Closed Manual Bids

In this Module User Can View Closed Manual Bids

- User Can View Participants and Bid Submitted Count

Bidding Portal

Home

Measurement

User Creation

Supplier

Item Category

Purchase Requests

Purchasing

Bids

Pending Manual Bids

Closed Manual Bids

Manual Supplier Bids

Reports

General Settings

Summary of Closed Manual Bids

Home > Summary of Closed Manual Bids

Closed Manual Bids

PR Code	Bid End Date	Item Name	Participants	Bid Submitted
PR6	07/11/2018 04:34 PM	Hp laptop	2	2
PR10	07/11/2018 04:34 PM	Water Bottel	1	1

Copyright © 2018 Bellvantage (pvt) Ltd.. All rights reserved.

Powered by Bellvantage (pvt) Ltd.

1.7.3 Manual Supplier Bids

Path: Company Sign In -> Bids -> Manual Supplier Bids

In this Module Admin can Manually Apply for available Bids

- Admin Select the Supplier -> Select PR from Dropdown -> Select Item

The screenshot shows the 'Customize Bids' interface within the Bidding Portal. The left sidebar contains a 'MAIN NAVIGATION' menu with options: Home, User Creation, Supplier, Item Category, Purchase Requests, Purchasing, Bids, Manual Supplier Bids (highlighted), Reports, and General Settings. The top header shows 'Bidding Portal' and 'ADMIN' with a profile icon. The main content area is titled 'Customize Bids' and includes a search bar. The form contains several sections: 'Select Supplier' with a dropdown menu showing 'Singer Mega Gampaha'; 'Progress PR' with a dropdown menu showing 'PR44'; 'PR Item' with a dropdown menu showing 'Lenovo Laptop'; 'Quantity' with a text input field containing '4'; 'Expired On' with a red text field showing 'Expired On : 1d 3h 30m 31s'; 'Unit Price' with a text input field; 'Sub Total' with a text input field and a checkbox for 'VAT/NBT Inclusive'; 'NBT' with a text input field; 'VAT' with a text input field; 'Total Price' with a text input field; 'BOM (Bill Of Material)' with a text input field; and 'Supplier terms and conditions' with a large text area. At the bottom right, there are 'Submit Bid' and 'clear' buttons. The footer contains copyright information: 'Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved.' and 'Powered by Bellvantage (pvt) Ltd.'

Bidding Portal ADMIN Online

Search...

MAIN NAVIGATION

- Home
- User Creation
- Supplier
- Item Category
- Purchase Requests
- Purchasing
- Bids
- Manual Supplier Bids**
- Reports
- General Settings

Customize Bids

Select Supplier: Singer Mega Gampaha

Progress PR: PR44

PR Item: Lenovo Laptop

Quantity: 4

Expired On: Expired On : 1d 3h 30m 31s

Unit Price:

Sub Total: VAT/NBT Inclusive

NBT:

VAT:

Total Price:

BOM (Bill Of Material)

Supplier terms and conditions

Submit Bid clear

Copyright © 2018 Bellvantage (pvt) Ltd., All rights reserved. Powered by Bellvantage (pvt) Ltd.

1.8 General Settings

1.8.1 Settings

Path: Company Sign In -> General Settings


In this Module User can Change General Settings


- User can change Bid Opening Period in days (Default 2 Day)
- User Can Change The Bids Can override or Not
- User Can Select Bid only submitted by registered supplier or Not
- User Can Select View bids online upon PR creation or Not

Bidding Portal

≡

0

 ADMIN



MAIN NAVIGATION

Home

Measurement

User Creation

Supplier

Item Category

Purchase Requests

Purchasing

Bids

Reports

General Settings

Settings

General Settings

Home > General Settings

Settings

Bid opening period(days)	<input type="text" value="3"/>	
Can override	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Bid only submitted by registered supplier	<input type="radio"/> Yes	<input checked="" type="radio"/> No
View bids online upon PR creation	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Manual bid allows only selected item/s	<input checked="" type="radio"/> Yes	<input type="radio"/> No
		<div>Update</div>

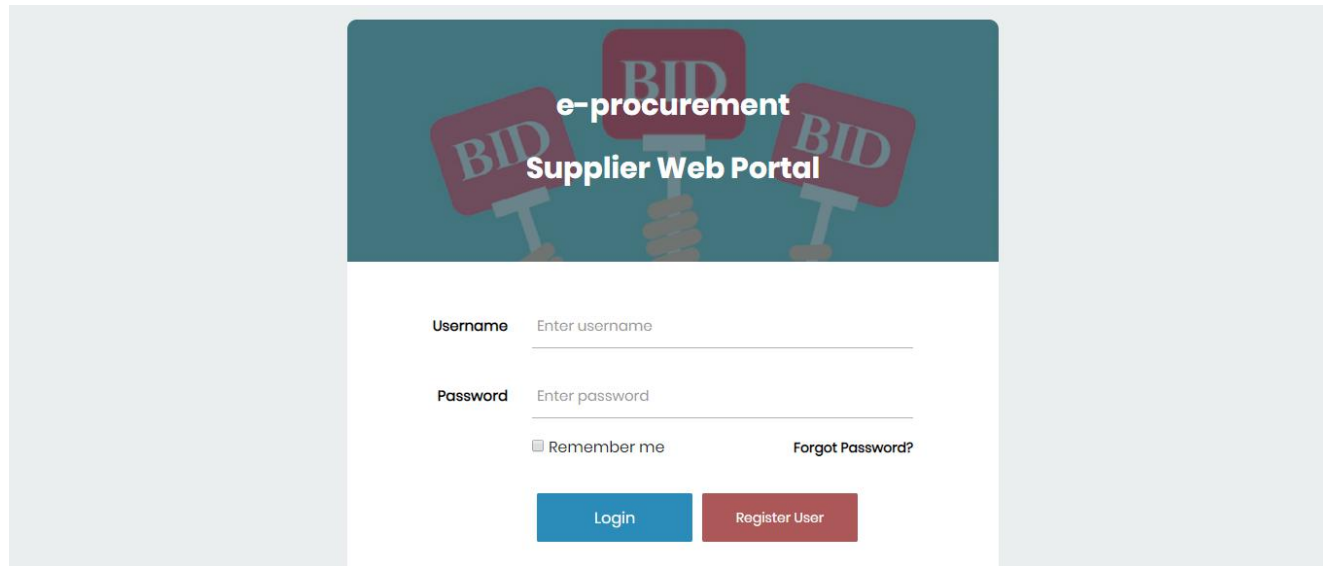
2. SUPPLIER LOGIN PAGE

Steps

1. Enter user Name
2. Enter password
3. Click the login button

If user name and password match with the system information user will allow accessing the System. Else the user will be asked to enter the correct user name or the password.If login successful, user can execute the other operations with the system

- *If User Forget the Password -> User Click on Forget Password Option -> Then it goes to Reset Password Page -> Then User Verify Their Email address -> Reset the Password*
- *If User Not Registered Yet ,User Clicks on Register User Button -> Then Supplier Registration Pop Up will Displays -> User Manually Enter the form and Click on Register Button -> Supplier Registered*



The image shows a web portal interface for suppliers. At the top, there is a header banner with a dark teal background. It features three red signs with the word 'BID' in white, held by hands. Overlaid on this banner is the text 'e-procurement' in white, and below it, 'Supplier Web Portal' in a larger white font. Below the banner is a white login form. The form contains two input fields: 'Username' with the placeholder text 'Enter username' and 'Password' with the placeholder text 'Enter password'. Below these fields are two links: 'Remember me' with a checkbox icon and 'Forgot Password?'. At the bottom of the form are two buttons: a blue 'Login' button and a red 'Register User' button.

2.1 Supplier Home Page

2.1.1 Home

Path: SUPPLIER LOGIN PAGE -> Home

In this Module User Can Bid Latest Bids

- User Click on BID button -> Click on Participate -> Click on Apply Now -> Fill the Form and Submit
- If User Select Bid Later Option it goes to Pending Bids Page
- User Can Search Bids ,Company Wise or Item Wise
- User Can View Pending Bids Count,Total Bids Count and Approved Bids
- User can Sort the Latest Bids from Sort By Option

The screenshot displays the Melstacorp Supplier Home Page. At the top, there is a navigation bar with the Melstacorp logo and links for Home, Pending Bids, and Update Profile. A 'Logout' button is also present. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with three summary cards: 'Pending Bid Count', 'Total Bid Count', and 'Approved Bids', each with a plus icon. Below these is a search section with a 'Search' button and two input fields: 'COMPANY WISE' and 'ITEM TYPE'. The main content area features a 'Sort By' dropdown menu and a 'Latest Bids' section. This section contains three cards, each representing a Lenovo Laptop bid. Each card includes the product name, specifications (e.g., 1d 23h 58m 57s), the supplier name (Belvantage), the order ID (B44, B45, B43), and a 'BID' button. Below the 'Latest Bids' section, there is an 'All Items Enable' section with three more Lenovo Laptop cards, each with a 'Bid' button. The footer of the page contains the copyright notice: 'Copyright © 2018 Belvantage (pvt) Ltd...'.


2.1.2 Pending Bids

Path: SUPPLIER LOGIN PAGE -> Pending Bids

In This Module User Can Views Their Pending Bids Submittings Details

- If User Forget to Apply Their Pending Bids -> User will be Received Auto Generated Reminder SMS From the System
- User Views The Pending Bids and Apply

Log out

Melstacorp

Home Pending Bids Update Profile

Pending Bid Count1

Total Bid Count0

Approved Bids0

Furniture

> test sub category 2

> test sub category 1

> Chair

> Computer Table

> Office Sofa set

> Sofa set

Electronic

> Data Cables

> Laptop

Stationary

Search


COMPANY WISE

ITEM TYPE

Search

Home / Pending Bid Submission

PENDING BID SUBMISSION [1 item(s)]

Product	Item Name	Expired On	Company		
	Lenovo Laptop	1d 23h 42m 10s	Bellvantage	View	Apply Now!

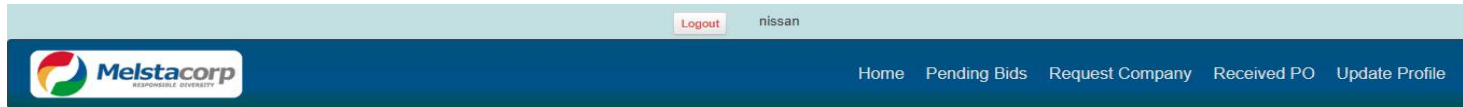
Copyright © 2018 Bellvantage (pvt) Ltd..

2.1.3 Request Companies

Path: SUPPLIER LOGIN PAGE -> Request Companies

In This Module User Can Send Request to the Companies

- User Select the Company -> Agree Company Terms & Conditions -> Send Request
- User Can See Approval Status
- User Can View Company Terms & Conditions
- If User Want To Unfollow A Company , He Have an Unfollow Option For That



Home / Request companies

Request Companies

	Department Name	Terms & Conditions	Follow Status	Approval Status	
<input checked="" type="checkbox"/>	Bellvantage pvt ltd	view	Follow	Pending	unfollow
<input checked="" type="checkbox"/>	Melsta Logistics Pvt Ltd	view	Follow	Approved	unfollow
<input type="checkbox"/>	SLIC pvt ltd	view	unfollow	Pending	

☐ I agree with all checked company's Terms and Conditions


[Save Request](#)

2.1.4 Received Purchase Orders

Path: SUPPLIER LOGIN PAGE -> Recieved PO

In This Module User Can View Received Purchase Orders

- User Can View The Recieved PO Details By Clicking On View Button
- User Can View PO Created Date

Melstacorp
RESPONSIBLE COUNTRY

Home Pending Bids Request Company Received PO Update Profile

Home / Received Purchase Orders

Received Purchase Orders [0]

PO Id	PO Code	Created Date	
2	P02	10/31/2018 12:06:42 PM	View
5	P05	11/5/2018 11:25:07 AM	View


Copyright © 2018 Bellvantage (pvt) Ltd..

2.1.5 Update Profile

Path: *SUPPLIER LOGIN PAGE -> Update Profile*

In this Module User Can Update their Supplier Profile Details

- User Views Selected Company Bids Only , All the Available Companies Display In the "Select Companies" DropDown -> User Select The Companies by Selecting The Check Box*

 Home Pending Bids Update Profile

Home / Update Profile

Supplier Profile

User Name
AbansColombo

Email Address
abansColombo08@abans.com

Name
Abans Colombo

Address1
Town Hall

Address2
Colombo 08

Select Companies
Belvantage, DCSL

Mobile No
0715446135

Office Contact No
0112286547

Category
Electronic, Furniture, Stationary

Business Registration No
BR002

Vat Registration No.
Var002

Company Type
Electrics

Nature Of Business
Office Material

Supplier Logo (Jpg, Jpeg, Png, Gif)
Choose File No file chosen

Multiple Files (One time 10 files can be uploaded)
Choose Files No file chosen

File Name
FireShot Capture 179 - I Bidding Portal -
http___10.2.5.74_9085_CustomerPOView.aspx.png
1 2 3

Update Cancel

Copyright © 2018 Belvantage (pvt) Ltd.

40

System Process Flow

- ***Admin -> Create Company -> Create Company Admin -> Create Business Category -> Define Parent Nodes -> Define User Role***

- ***Company Admin(Finance Manager) -> Create Company Users -> Assign Access to the Company Users -> Create Company Items -> Create PR(Stores Executive/Stores Assistant/Executive - Operation) -> Approve PR(General Manager/Workshop Manager) -> Create Supplier Or Approve Supplier Request -> Submit the PR for Bid Listing(Purchasing Assistant/Operation Assistant - Purchasing & Stores) -> Approve Submitted PR For Bid Opening(General Manager/Finance Manager) -> Bid Comparison(Finance Manager/Executive - Finance) -> Create PO For Closed/Expired ,Suppliers Applied Bids(Data Entry Operator/Purchasing Assistant) -> PO Approval(General Manager/Finance Manager) -> Generate GRN(Stores Executive/Stores Assistant) -> Generated GRN Approval(Workshop Engineer)***

- ***Supplier -> Register From Supplier Login -> Waiting For Approval -> Apply For Bids***

END