User Profile

Procurement Management System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | Dept | User | Area | Functions | PC | Printer | Scanner |
| 1 | Procurement | Chathurika | Overall | 1. Authorize to obtain bids 2. Switch purchasing officers as required 3. Authorize purchases (with this order can be raised for below LKR 10k purchases) 4. Track progress of PRs 5. Authorize new suppliers 6. Initiate negotiations 7. Authorize negotiations | Require | Available | Available |
| 2 | Procurement | Channa | Overall | 1. Authorize to obtain bids 2. Switch purchasing officers as required 3. Authorize purchases (with this order can be raised for below LKR 10k purchases) 4. Track progress of PRs 5. Authorize new suppliers 6. Initiate negotiations 7. Authorize negotiations | Available | Available | Available |
| 3 | Procurement | Palitha | Capex & Special | 1. Prepare bid documents 2. Deliver bid documents 3. Sample handling 4. Arrange bid openings 5. Obtain clarifications 6. Tabulate received bids 7. Upload bids 8. Negotiations 9. Arrange delivery 10. Bill settlement 11. Track progress of assigned PRs | Require | Available | Available |
| 4 | Procurement | Peris | Electrical & Welfare | 1. Prepare bid documents 2. Deliver bid documents 3. Sample handling 4. Arrange bid openings 5. Obtain clarifications 6. Tabulate received bids 7. Upload bids 8. Negotiations 9. Arrange delivery 10. Bill settlement 11. Track progress of assigned PRs | Pool | Pool | Pool |
| 5 |  | Karunaratna |  |  |  |  |  |
| 6 |  | Wasantha |  |  |  |  |  |
| 7 |  | Nadee |  |  |  |  |  |
| 8 |  | Narmada |  |  |  |  |  |
| 9 |  | Gayani |  |  |  |  |  |
| 10 |  | Sunil |  |  |  |  |  |
| 11 |  | Chathurya |  |  |  |  |  |
| 12 |  | Sujika |  |  |  |  |  |
| 13 |  | Udara |  |  |  |  |  |
| 14 | Wharf | Silva |  |  |  |  |  |
| 15 |  | Dunusinha |  |  |  |  |  |
| 16 | Stores | Nishantha |  |  |  |  |  |
| 17 |  | 1 |  |  |  |  |  |
| 18 |  | 2 |  |  |  |  |  |
| 19 |  | 3 |  |  |  |  |  |
| 20 |  | 4 |  |  |  |  |  |
| 21 |  | 5 |  |  |  |  |  |
| 22 |  | 6 |  |  |  |  |  |
| 23 |  | 7 |  |  |  |  |  |
| 24 |  | 8 |  |  |  |  |  |
| 25 |  | 9 |  |  |  |  |  |
| 26 |  | 10 |  |  |  |  |  |
| 27 |  | 11 |  |  |  |  |  |
| 28 | Maintenance | Wisenthi |  |  |  |  |  |
| 29 |  | Pradeep |  |  |  |  |  |
| 30 |  | Wijesinha |  |  |  |  |  |
| 31 |  | Danushika |  |  |  |  |  |
|  |  | Subudi |  |  |  |  |  |
| 32 |  | Gayani |  |  |  |  |  |
| 33 | Transport | Namal |  |  |  |  |  |
|  |  | Devappriya |  |  |  |  |  |
| 34 |  | Aruna |  |  |  |  |  |
| 35 | Printing | Kamal |  |  |  |  |  |
| 36 |  | Sujith |  |  |  |  |  |
| 37 |  | Ranasinha |  |  |  |  |  |
| 38 |  | Rajitha |  |  |  |  |  |
| 39 | Welfare | Premaratne |  |  |  |  |  |
| 40 |  | General |  |  |  |  |  |
| 41 | IT | Kapila |  |  |  |  |  |
| 42 |  | Sudath |  |  |  |  |  |
| 43 | Comittee | Bois |  |  |  |  |  |
| 44 |  | Danasena |  |  |  |  |  |
| 45 |  | Gayanthi |  |  |  |  |  |
| 46 |  | Eranda |  |  |  |  |  |
|  |  | Sanath |  |  |  |  |  |
| 47 | DGM | Sumith |  |  |  |  |  |
| 48 |  |  |  |  |  |  |  |
| 49 |  |  |  |  |  |  |  |
| 50 |  |  |  |  |  |  |  |