# DOCUMENT CONTROL

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**System Requirement Specifications for**

**GAIL**

Version 1.0

10-02-2023

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Version 1.0

|  |  |
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# CONTENTS

[DOCUMENT CONTROL 1](#_Toc127462582)

[CONTENTS 3](#_Toc127462583)

[1. Introduction 12](#_Toc127462584)

[1.1 Purpose 12](#_Toc127462585)

[1.2 Scope 12](#_Toc127462586)

[2. Bidder Registration 13](#_Toc127462587)

[2.1 High Level Use Case of Registration of the Main User [Registration by Officer] 13](#_Toc127462588)

[2.2 High Level Use Case of Registration Form 1st Step [Registration by Main user] 25](#_Toc127462589)

[2.3 High Level Use Case of Digital Certificate Mapping 2nd Step [Main user / Sub user] 32](#_Toc127462590)

[2.4 High Level Use Case of Document Upload 3rd Step [Registration by Main user] 36](#_Toc127462591)

[2.5 High Level Use Case of Register Bidder [Registration by Sub user] 44](#_Toc127462592)

[2.6 High Level Use Case of Manage Profile [Main user] 50](#_Toc127462593)

[3. Tender 58](#_Toc127462594)

[3.1 Notice and Document 58](#_Toc127462595)

[3.1.1 High Level Use Case of Create / Edit Tender Notice 58](#_Toc127462596)

[3.1.2 High Level Use Case of Tender Reference (Additional) Document Upload / Preparation 79](#_Toc127462597)

[3.1.3 Map Bidders 85](#_Toc127462598)

[3.1.3.1 High Level Use Case of Map Bidders 85](#_Toc127462599)

[3.1.3.2 High Level Use Case of Mapped Bidders 92](#_Toc127462600)

[3.1.4 High Level Use Case of Publish Tender 93](#_Toc127462601)

[3.1.5 High Level Use Case of Copy Tender 95](#_Toc127462602)

[3.1.6 High Level Use Case of Cancel Tender 97](#_Toc127462603)

[3.2 Bidding Form – Dynamic Forms Creation / Management / Dashboard 100](#_Toc127462604)

[3.2.1 High Level Use Case of Create Term Sheet 100](#_Toc127462605)

[3.2.2 High Level Use Case of Create Bidding Forms (Forms, Tables, Form Matrix) 118](#_Toc127462606)

[3.2.3 High Level Use Case of Formula Creation 137](#_Toc127462607)

[3.2.4 High Level Use Case of Bidding Form creation from Library 141](#_Toc127462608)

[3.2.5 High Level Use Case of Governing column / Price Summary Report 147](#_Toc127462609)

[3.2.6 High Level Use Case of View / Edit Form 154](#_Toc127462610)

[3.2.7 High Level Use Case of Preview / Test Form 162](#_Toc127462611)

[3.2.8 High Level Use Case of Copy Form 165](#_Toc127462612)

[3.2.9 High Level Use Case of Delete Form 166](#_Toc127462613)

[3.2.10 High Level Use Case of Organize Form / View 168](#_Toc127462614)

[3.2.11 High Level Use Case of Form Dashboard 172](#_Toc127462615)

[3.2.12 High Level Use Case of Upload Item Wise Documents 181](#_Toc127462616)

[3.3 Corrigendum 185](#_Toc127462617)

[3.3.1 High Level Use Case of Corrigendum / Addendum – Officer 185](#_Toc127462618)

[3.4 Tender Opening 200](#_Toc127462619)

[3.4.1 High Level Use Case of Create Tender Opening Committee (TOC) 200](#_Toc127462620)

[3.4.2 High Level Use Case of Edit / View Tender Opening Committee (TOC) 211](#_Toc127462621)

[3.4.3 High Level Use Case of Tender Opening Process (TOC) 216](#_Toc127462622)

[3.4.4 High Level Use Case of Proxy Parameters (Loading Factor) 232](#_Toc127462623)

[3.5 Negotiation 240](#_Toc127462624)

[3.5.1 High Level Use Case of Configuration of Negotiation – Officer 240](#_Toc127462625)

[3.5.2 High Level Use Case of Form Negotiation Committee – Officer 243](#_Toc127462626)

[3.5.3 High level Use Case of Negotiation Revision (Term Sheet / SOR) to be done by – Officer / Bidder 248](#_Toc127462627)

[3.5.4 High Level Use Case of Negotiation Committee Report (Left Accordion Menu) – Committee member 252](#_Toc127462628)

[3.5.5 High Level Use Case of Negotiation committee (Consent) – Committee member 255](#_Toc127462629)

[3.5.6 High Level Use Case of Negotiation Listing & Configure Invitation – Committee Member 258](#_Toc127462630)

[3.5.7 High Level Use Case of Revise Detail – Officer/Committee member 280](#_Toc127462631)

[3.5.8 High Level Use Case of Negotiation Listing – Bidder 291](#_Toc127462632)

[3.5.9 High Level Use Case of Revise Detail – Bidder 300](#_Toc127462633)

[3.5.10 High Level Use Case of Accept / Reject of Negotiation – Bidder 310](#_Toc127462634)

[3.5.11 High Level Use Case of Accept / Reject – Committee member 319](#_Toc127462635)

[3.5.12 High Level Use Case of Upload Document – Officer / Bidder 328](#_Toc127462636)

[3.5.13 High Level Use Case of Chat Functionality 332](#_Toc127462637)

[3.5.14 High Level Use Case of View Chat History – Committee member/Bidder 335](#_Toc127462638)

[3.5.15 High Level Use Case of View Revised Details – Bidder / Officer 339](#_Toc127462639)

[3.5.16 High Level Use Case of Close Negotiation Process – Committee member 344](#_Toc127462640)

[3.5.17 High Level Use Case of View History – Committee member/Bidder 348](#_Toc127462641)

[3.5.18 High Level Use Case of View Negotiation Summary – Committee member / Officer 352](#_Toc127462642)

[3.5.19 High Level Use Case of L1/H1 Report after Negotiation – Officer 358](#_Toc127462643)

[3.6 Tender Evaluation 364](#_Toc127462644)

[3.6.1 High Level Use Case of Creation of Tender Evaluation Committee – Officer 364](#_Toc127462645)

[3.6.2 High Level Use Case of Edit Tender Evaluation Committee – Officer 371](#_Toc127462646)

[3.6.3 High Level Use Case of Technical Bid Evaluation – Officer 374](#_Toc127462647)

[3.6.4 High Level Use Case of Price Bid Evaluation – Officer 380](#_Toc127462648)

[3.7 Bid Submission – Main user/Sub user/Bidder 384](#_Toc127462649)

[3.7.1 High Level Use Case of Declaration 384](#_Toc127462650)

[3.7.2 High Level Use Case of Bid Preparation 387](#_Toc127462651)

[3.7.3 High Level Use Case of Map Documents 402](#_Toc127462652)

[3.7.4 High Level Use Case of Item Wise Document Upload [Applicable on Term Sheet Envelope without Annexure] 407](#_Toc127462653)

[3.7.5 High Level Use Case of View Corrigendum Details 413](#_Toc127462654)

[3.7.6 High Level Use Case of Final Submission 417](#_Toc127462655)

[3.7.7 High Level Use Case of Bid Withdrawal and Bid Modification 422](#_Toc127462656)

[3.8 Tender Listing 428](#_Toc127462657)

[3.8.1 High Level Use Case of Tender Search and Listing - Officer 428](#_Toc127462658)

[3.8.2 High Level Use Case of Tender Search and Listing - Bidder 435](#_Toc127462659)

[3.9 Tender Dashboard 438](#_Toc127462660)

[3.9.1 High Level Use Case of Event Dashboard - Officer 438](#_Toc127462661)

[3.9.2 High Level Use Case of Event Dashboard - Bidder 440](#_Toc127462662)

[4. Process for Approval (Workflow) Module 447](#_Toc127462663)

[4.1 High Level Use Case of Add Member(s) configuration by Initiator 447](#_Toc127462664)

[4.2 High Level Use Case of “Process for Approval” (Pending and Processed tab) 452](#_Toc127462665)

[5. Auction 460](#_Toc127462666)

[5.1 Notice and Documents 460](#_Toc127462667)

[5.1.1 High Level Use Case of Auction Search and Listing - Officer 460](#_Toc127462668)

[5.1.2 High Level Use Case of Create Auction Notice 466](#_Toc127462669)

[5.1.3 High Level Use Case of Edit / View Auction 485](#_Toc127462670)

[5.1.4 High Level Use Case of Upload Document 488](#_Toc127462671)

[5.1.5 High Level Use Case of Approve Event 492](#_Toc127462672)

[5.1.6 High Level Use Case of Publish Marquee and Edit Marquee 496](#_Toc127462673)

[5.1.7 High Level Use Case of Cancel Auction 500](#_Toc127462674)

[5.1.8 High Level Use Case of Proxy Bid Column 503](#_Toc127462675)

[5.1.9 High Level Use Case of Configure Tender Bid 506](#_Toc127462676)

[5.1.10 High Level Use Case of Revive Auction 510](#_Toc127462677)

[5.2 Bidding Form 512](#_Toc127462678)

[5.2.1 High Level Use Case of New Bidding Form creation, Edit and View 512](#_Toc127462679)

[5.2.2 High Level Use Case of Bidding Form creation from Library 524](#_Toc127462680)

[5.2.3 High Level Use Case of Show / Hide column(s) (Common for all Bidders) 528](#_Toc127462681)

[5.2.4 High Level Use Case of Formula Creation 530](#_Toc127462682)

[5.2.5 High Level Use Case of Delete Form 536](#_Toc127462683)

[5.2.6 High Level Use Case of Preview / Test Form 537](#_Toc127462684)

[5.3 Configure Parameters 540](#_Toc127462685)

[5.3.1 High Level Use Case of Configure Parameters, Edit and View 540](#_Toc127462686)

[5.4 Map Bidders 545](#_Toc127462687)

[5.4.1 High Level Use Case of Map Bidders 545](#_Toc127462688)

[5.4.2 High Level Use Case of Bidder wise start price 551](#_Toc127462689)

[5.4.3 High Level Use Case of View Mapped Bidders 554](#_Toc127462690)

[5.5 Reports (View Report) 556](#_Toc127462691)

[5.5.1 High Level Use Case of Result 556](#_Toc127462692)

[5.5.2 High Level Use Case of “Acceptance of Terms & Conditions / Auction Login Report 561](#_Toc127462693)

[5.5.3 High Level Use Case of Map / Un Map Bidders History 563](#_Toc127462694)

[5.6 High Level Use Case of Auction Dashboard - Officer 565](#_Toc127462695)

[5.7 Auction - Bidder Side 573](#_Toc127462696)

[5.7.1 High Level Use Case of Search and Listing of Auction – Bidder Dashboard 573](#_Toc127462698)

[5.7.2 High Level Use Case of I Agree process 579](#_Toc127462699)

[5.7.3 High Level Use Case of Bid Submission 582](#_Toc127462700)

[5.7.4 High Level Use Case of Download document 589](#_Toc127462701)

[6. Administration 592](#_Toc127462702)

[6.1 High Level Use Case of Create and Edit Department 592](#_Toc127462703)

[6.2 High Level Use Case of Manage Departments 595](#_Toc127462704)

[6.3 High Level Use Case of Active / Inactive Department 597](#_Toc127462705)

[6.4 High Level Use Case of Create and Edit Designation 599](#_Toc127462706)

[6.5 High Level Use Case of Manage Designations 601](#_Toc127462707)

[6.6 High Level Use Case of Assign Rights to Designation 604](#_Toc127462708)

[6.7 High Level Use Case of View and Approve Designation 605](#_Toc127462709)

[6.8 High Level Use Case of Register User 606](#_Toc127462710)

[6.9 High Level Use Case of Edit Officers Profile 610](#_Toc127462711)

[6.10 High Level Use Case of Manage User 612](#_Toc127462712)

[6.11 High Level Use Case of Reset Password 617](#_Toc127462713)

[6.12 High Level Use Case of Un-Map Digital Certificate 619](#_Toc127462714)

[6.13 High Level Use Case of Enable / Disable User 621](#_Toc127462715)

[6.14 High Level Use Case of Manage Bidders 624](#_Toc127462716)

[6.15 High Level Use Case of Approve / Reject Bidder 630](#_Toc127462717)

[6.16 High Level Use Case of Edit Bidder’s Profile [By Officer] 633](#_Toc127462718)

[6.17 High Level Use Case of for User Login 641](#_Toc127462719)

[6.18 High Level Use Case of Forgot Password 645](#_Toc127462720)

[6.19 High Level Use Case of Attach / Map Digital Certificate 649](#_Toc127462721)

[6.20 High Level Use Case of Change Password 653](#_Toc127462722)

[6.21 High Level Use Case of Create Annexure 656](#_Toc127462723)

[6.22 High Level Use Case of Manage Annexure 663](#_Toc127462724)

[6.23 Manage Content 675](#_Toc127462725)

[6.23.1 High Level Use Case of Create Combo box 675](#_Toc127462726)

[6.23.2 High Level Use Case of Manage Combo Box 678](#_Toc127462727)

[6.23.3 High Level Use Case of Create Marquee 681](#_Toc127462728)

[6.23.4 High Level Use Case of Manage Marquee 684](#_Toc127462729)

[6.23.5 High Level Use Case of Manage CRL 687](#_Toc127462730)

[6.23.6 High Level Use Case of About Us 690](#_Toc127462731)

[6.23.7 High Level Use Case of Contact us 691](#_Toc127462732)

[6.23.8 High Level Use Case of Add issuer 694](#_Toc127462733)

[6.23.9 High Level Use Case of Manage Contacts 695](#_Toc127462734)

[6.23.10 High Level Use Case of Category & Sub Category Creation 699](#_Toc127462735)

[6.23.11 High Level Use Case of Manage Categories 702](#_Toc127462736)

[6.23.12 High Level use Case of Manage Type of Agreement 706](#_Toc127462737)

[6.23.13 High Level use Case of Manage Type of Annexure 712](#_Toc127462738)

[7. Reports 718](#_Toc127462739)

[7.1 Tender 718](#_Toc127462740)

[7.1.1 High Level Use Case of Audit Trail Report 718](#_Toc127462741)

[7.1.2 High Level Use Case of Login Report 726](#_Toc127462742)

[7.1.3 High Level Use Case of MIS Report 730](#_Toc127462743)

[7.1.4 High Level Use Case of Event audit trial report 736](#_Toc127462744)

[7.1.5 High Level Use Case of DC Management History 764](#_Toc127462745)

[7.1.6 High Level Use case of User Management History 769](#_Toc127462746)

[7.1.7 High Level Use Case of Individual Report 775](#_Toc127462747)

[7.1.8 High Level Use Case of Comparative Report 778](#_Toc127462748)

[7.1.9 High Level Use Case of Abstract Report 782](#_Toc127462749)

[7.1.10 High Level Use Case of Customized Report 784](#_Toc127462750)

[7.1.11 High Level Use Case of L1/H1 report 788](#_Toc127462751)

[7.1.12 High Level Use Case of Map / Un-Map Bidders History 793](#_Toc127462752)

[7.1.13 High Level Use Case of Mail acknowledgement report 797](#_Toc127462753)

[7.1.14 High Level Use Case of L1/H1 Report after Negotiation 802](#_Toc127462754)

[7.1.15 High Level Use Case of Item wise bid count report 809](#_Toc127462755)

[7.1.16 High Level Use Case of Dynamic Report 813](#_Toc127462756)

[7.2 Auction 823](#_Toc127462757)

[7.2.1 High Level Use Case of Audit Trail Report 823](#_Toc127462758)

[7.2.2 High Level Use Case of Procurement Analysis Report 831](#_Toc127462759)

[7.2.3 High Level Use Case of 1st Level Analysis Report 838](#_Toc127462760)

[7.2.4 High Level Use Case of Auction Management History 843](#_Toc127462761)

[7.2.5 High Level Use Case of Map / Un Map Bidders History 848](#_Toc127462762)

[7.2.6 High Level Use Case of Bidder Wise Items Mapping Report 851](#_Toc127462763)

[7.2.7 High Level Use Case of Revive History Report 854](#_Toc127462764)

[7.2.9 High Level Use Case of Acceptance of Terms & Conditions / Auction Login Report – Buyer 858](#_Toc127462765)

[7.2.10 High Level Use Case of Bid History Report – Bidder & Buyer 861](#_Toc127462766)

[7.2.11 High Level Use Case of Item Wise Break up of Bid Details – Buyer 870](#_Toc127462767)

[7.2.12 High Level Use Case of Highest / Lowest Bid Report 873](#_Toc127462768)

[7.2.13 High Level Use Case for Price Breakup Report 877](#_Toc127462769)

[7.2.14 High Level Use Case for Result graph - Buyer 878](#_Toc127462770)

[7.2.15 High Level Use Case of View Report (Result) – Buyer 885](#_Toc127462771)

# Introduction

## Purpose

The purpose of this document is to identify and map the business requirements with software requirements, which are further mapped with the Use Cases, process flow diagrams, and the high level user interface in order to meet the actual business requirements and scope of the project. The design and development of the system will be done on the basis of the approved SRS Document.

## Scope

This document defines the functional and non-functional requirements of the system. The functional requirements are elaborated with the help of High Level Use Cases. The software requirements are further mapped with High Level Use Case diagrams. The business rules and validations have been captured in the relevant Use Cases.

# Bidder Registration

## High Level Use Case of Registration of the Main User [Registration by Officer]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how main/parent user of bidder will get registered on portal by GAIL’s Officer User. |
| ***Pre-Conditions*** | * GAIL’s Officer User should be assigned with Register bidder rights. |
| ***Post Conditions*** | * System should trigger the system-generated email to main user of the bidder for registration link. * Main user record should be available in manage bidders under Incomplete tab. * System should redirect Officer to Manage bidder page under Incomplete tab. |
| ***Flow of Events*** | * Officer clicks on “Register bidder” menu in left accordion. * Officer clicks on “Submit” button after entering the details in registration form. * System generated email will be triggered to registered main user for “Registration link”. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Register bidder tab, system should redirect Officer to register bidder by officer page. * Under this page system should provide below fields to Officer to fill the registration form: * **User Type**   + Main user   + Sub user * **Main User**   + If officer select Main user from User type dropdown system should provide below fields;     - Email Id     - Registered Address     - Full Legal name of Company     - Type of Agreement       * MSPA       * MSCA       * SPA       * GSA       * Others         + On selecting others, system should render textbox to enter the detail.     - System should provide Upload Document provision to upload the reference document. This provision should be Non-Mandatory.       * System should provide “Upload Document” section.       * System should provide “Select a file to Upload” field for uploading the document.       * System should provide “Browse” link to choose file.       * System should provide “Document Brief” field to enter the document brief. Document brief is only mandatory when user has uploaded the document.       * System should provide “Upload” button to upload the document. System should validate on Upload button and display message as “Please select a file to Upload” in case where file is not selected. System should render validation message as “Please enter Document Brief” in case where document brief is not entered by the user.       * System should provide Instruction as “Any number of files can be uploaded. Maximum file size should not exceed 10 MB. Acceptable file types:(\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar)       * System should provide Uploaded Document section with below fields;         + Sr. No.         + Document Name         + Document Brief         + Size (in MB)         + Date and time         + Action   Download  Delete   * + - Date of Execution of Agreement     - Agreement With       * GAIL       * GGSPL     - KYC/Credentials date     - Point of Contact     - Business Category (Not Visible to the Bidder)       * MSPA Buy/Sell       * MSPA Buy       * MSPA Sell       * Ship Broker       * Ship Owner       * RLNG Buy       * RLNG Sell       * Others         + On selecting others, system should render textbox to enter the detail.     - Remarks   + System should provide “Submit” button to submit the page. On clicking Submit button, system should redirect officer to manage bidder page incomplete tab with message as “Registration link sent to Main user successfully”.     - System should display the bidder record in Incomplete Tab.   + On clicking “Submit”, system should trigger below system-generated email to main user email Id for Registration link.   **Mail Template for Registration Link**  **From - <Client email ID>**  **TO - <Bidder’s registered email ID>**  **Subject - <URL> Registration link for GAIL’s bidding portal**  Dear User,  Your profile has been registered on (domain URL with link) for participating in GAIL’s bidding portal. Kindly complete the registration.  Please click on this Registration Link.  Warm Regards,  GAIL LNG & Shipping Team   * **Sub User**   + If officer select sub user from User type dropdown system should provide below fields;     - Main user Email Id       * When officer enters the main user email id system should validate server side that the entered email Id is of main user or not.         + If yes, system should provide message as “Valid”.         + If not, system should provide validation message as “Please enter the valid main user email Id to register sub user”.     - Company name       * System should auto fetch the company name if the entered email Id of main user is valid.     - Sub user email Id     - Sub user name   + System should provide “Submit” button to submit the page. On clicking “Submit”, system should redirect officer to incomplete tab under Manage Bidders page with message “Registration link sent to Sub user successfully”.     - System should display the bidder record in Incomplete Tab.   + On clicking “Submit”, system should trigger below system-generated email to main user email Id for Registration link. * Refer use case 2.5 for registration by sub user process. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| User Type | Dropdown | M | Main user  Sub user | - | By default Main user option should be selected in the system |
| Email ID | Textbox | M | It is mandatory to enter valid Email ID  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please Enter Email ID  Please enter valid Email Id  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | System should validate Email Id from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Registered Address | Text area | M | It is mandatory to enter Registered Address  Allows Max. 1000 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Registered Address  Allows Max. 1000 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | - |
| Full Legal name of Company | Textbox | M | It is mandatory to enter Full Legal name of Company  Allows Min. 6 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter Full Legal name of Company | - |
| Type of Agreement | Checkbox | N | MSPA  MSCA  SPA  GSA  Others | - | - |
| Date of Execution of Agreement | Date picker | N | - | - | System should allow Officer to select the date. Default current date should be selected |
| Agreement With | Combo Box | N | GAIL  GGSPL | - | - |
| KYC/ Credentials date | Textbox | N | Allows Min. 6 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - | - |
| Point of Contact | Text box | N | Allows Min. 3 Max. 500 alphanumeric and Special Characters (@,.,-,\_) | - | - |
| Business Category | Checkbox | M | It is mandatory to select atleast 1 Business Category  MSPA Buy/Sell  MSPA Buy  MSPA Sell  Ship Broker  Ship Owner  RLNG Buy  RLNG Sell  Others | Please select atleast 1 Business Category | - |
| Remarks | Text box | N | Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - | - |
| Document Brief (Upload Document) | Text box | M | It is mandatory to enter the Document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - |
| Sr. No. (Uploaded Document section) | Label | M | - | - | System should render the Sr. No. as per the number of uploaded documents |
| Document Name (Uploaded Document section) | Label | M | - | - | System should render the uploaded document name |
| Document Brief (Uploaded Document section) | Label | M | - | - | System should render the document brief of the uploaded document |
| Size (in MB) (Uploaded Document section) | Label | M | - | - | System should render the document size |
| Date and time (Uploaded Document section) | Label | M | - | - | System should render the Date and time of uploading of uploaded document |

***Sub user fields:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Main user email Id | Text field | M | It is mandatory to enter the main user email Id  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please enter Main user email Id to register Sub user  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | System should validate Email Id from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets)  When officer enters the main user email id system should validate server side that the entered email Id is of main user or not. |
| Company name | Label | M | - | - | System should auto fetch the company name if the entered email Id of main user is valid. |
| Sub user email Id | Text field | M | It is mandatory to enter the sub user email Id  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please enter Sub user email Id  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | System should validate Email Id from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Contact Person name | Text field | N | Allows Max. 100 Characters and Special character (- , .) | Allows Max. 100 alphabets and Special character (- , .) | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Field should be validated on clicking Submit Button  System will submit the data on Server |
| Browse | Link | System should allow user to select the file |
| Upload | Button | System should upload the file |
| Download | Link | System should download the uploaded file |
| Delete | Link | System should delete the uploaded file |

## High Level Use Case of Registration Form 1st Step [Registration by Main user]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Main/Parent user of Bidder will get registered on portal by Main user. |
| ***Pre-Conditions*** | * Registration by Officer should be completed. * Main/Parent user of the bidder record should be available in Manage bidders under incomplete tab. * System generated email for Registration link should be delivered to Main/Parent user of the bidder’s registered email Id. |
| ***Post Conditions*** | * System should trigger the system-generated email to sub user for Registration link. * System should redirect Main/Parent user of the bidder to domain homepage. * System should update Main/Parent user of the bidder details in manage bidders under Incomplete tab. |
| ***Flow of Events*** | * Main/Parent user of the bidder clicks on “Registration link” from the received system generated email. * Main/Parent user of the bidder clicks on “Continue to Digital Certificate Mapping” button after entering the details in registration form. * System generated email will be triggered to registered sub user for Registration link. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Registration link, system should redirect Main/Parent user to bidder registration page. * Under this page system should provide below fields to main user to fill the registration form:   + 1st Section: Registration Details     - Email Id: Non-Editable     - Registered Address: Non-Editable     - Full Legal name of Company: Non-Editable     - Legal Entity Identifier     - Name     - Password     - Confirm Password     - Hint Question     - Hint Answer     - Mobile No.     - Phone No.     - Time Zone (Fixed to Indian Time Zone)   + 2nd Section: Sub-Bidder Details   + System should provide note in this section as: You can add your sub user details for registration of e-bidding process.   + System should provide “Add sub user” and “Remove sub user” button under this section.   + Add sub user provision is Non-Mandatory. System should allow Main/Parent user of the bidder to submit registration page if the sub user is not added.   + On clicking “Add sub user” button system should render below fields in a row:     - Email Id     - Sub-User Name   + System should allow Main/Parent user of the bidder to add multiple sub user records.   + System should provide checkbox selection against each added row to remove record.   + On selecting checkbox and clicking “Remove sub user” button, system should remove the row record.   + System should provide “Select All” option to select all rows to remove all records at once. * System should provide “Verification Code” field. * System should have check box to select terms and conditions. * System should provide “Continue to Digital Certificate Mapping” button to submit the page. On clicking this button, system should redirect Main user to certificate mapping page with message as “1st step of registration is completed. Please attach DSC for next step”. * System should provide “Continue to Document Upload” on certificate mapping page. * Once Signing Certificate is attached by Main user successfully and on clicking Continue to Document Upload button, system should redirect user to Document Upload page and display message as “Please upload KYC document to Complete Registration“. |
| ***Users/Actor*** | * Main User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Email ID | Label | M | - | - | System should render the Email Id of main user which is configured by officer, Non-editable |
| Registered Address | Label | M | - | - | System should render the Registered Address of main user which is configured by officer, Non-editable |
| Full Legal name of Company | Label | M | - | - | System should render the Full Legal Name of Company of Main/Parent user of the bidder which is configured by officer, Non-editable |
| Legal Entity Identifier | Textbox | M | It is mandatory to enter Legal Entity Identifier  Allows Min. 6 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - | - |
| Name | Textbox | M | It is mandatory to enter Name  Allows Max. 100 Characters and Special character (- , .) | Please enter Name  Allows Max. 100 alphabets and Special character (- , .) | - |
| Password | Text box | M | It is mandatory to enter Password  Allows Min. 8 and Max. 50 Characters and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Please enter Password.  Allows Min. 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Minimum 8 Characters required |
| Confirm Password | Text box | M | It is mandatory to enter Confirm Password  Must Match with the Original Password | Confirm Password does not match with Password | If password not matching with the original password:- Password not matching notification should be display |
| Hint Question | Dropdown List | M | It is mandatory to select Hint Question  Hint Question master should be configured | Please Select Hint Question | - |
| Hint Answer | Text box | M | It is mandatory to enter Hint Question  Allows Min. 3 Max. 20 alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please Enter Hint Answer  Allows Min. 3 Max. 20 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | It should be case sensitive  Hint Answer should be stored in Hash value |
| Mobile No. | Text box | M | It is mandatory to enter Mobile No.  Allows max 20 numbers and special characters (-, +) | Please enter Mobile No.  Allows max 20 numbers and special characters (-, +) | - |
| Phone No. | Text box | N | Allows Max. 20 numbers and Special Characters (-,+) | Allows Max. 20 numbers and Special Characters (-,+) | - |
| Time zone | Label | M | - | - | Default time zone (GMT+05:30) Bombay, Calcutta, Madras, New Delhi should be selected.  This field should be freeze with above time zone. |
| Email Id (Sub user section) | Textbox | M | It is mandatory to enter valid Email ID  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please Enter Email ID  Please enter valid Email Id  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | System should validate Email Id from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Contact Person Name (Sub user section) | Textbox | N | Allows Max. 100 Characters and Special character (- , .) | Allows Max. 100 alphabets and Special character (- , .) | - |
| Verification Code | Text Box | M | It is mandatory to enter Verification Code | Please enter Verification Code | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add Sub- Bidder | Button | System should add row for adding sub user record |
| Remove Sub- Bidder | Button | System should remove selected row for removing sub user record |
| Continue to Digital Certificate Mapping | Button | Field should be validated on clicking Continue to Digital Certificate Mapping Button  System will submit the data on Server |

## High Level Use Case of Digital Certificate Mapping 2nd Step [Main user / Sub user]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how Bidder attach their Digital Certificate with their Login Id for accessing the application. |
| ***Pre-Conditions*** | * Bidder should be available in Incomplete tab under manage bidder page. * Bidder 1st registration step should be completed. |
| ***Post Conditions*** | * System should verify Digital Certificate Details and DSC should be mapped with bidder login Id. * Main/Parent user of bidder: System should render message as “Please contact concern authority to get approval on your profile”. * Sub User: System should auto-approve bidder profile and redirect bidder to domain RFX listing page and render message as “Congratulations! Your profile is approved”. |
| ***Flow of Events*** | * Bidder selects Signing certificate. * Bidder selects Encryption certificate. * Clicks on Submit Button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should not allow to map DC with other Login ID. One certificate can only be mapped with 1 Login ID, even though the certificate has un-mapped with X Login ID, system should not allow that particular certificate with Y Login ID. On attaching the certificate, which is mapped with other Login ID, system should display a message as “Certificate already mapped with another Login ID”. * System should not allow Bidder to map Digital Certificate if the same has been expired. If user tries to map expire digital certificate then system should prompt message “Selected Digital Certificate is expired. Please select valid Digital Certificate”. * System should allow digital certificate from the authorized Certifying Authority (CA) only. If user tries to map digital certificate from unrecognized Issuer / CA then system should prompt message “Issuer / CA of selected Digital Certificate can’t be recognized by System. Please contact Support Team for assistance”. * System should automatically un-map DC if the same has been revoked. System should not allow revoked digital certificate to be mapped with e-mail ID. Message “Selected Digital Certificate is revoked. Please select valid Digital Certificate”. * Signing and Encryption certificate should not be mapped with any other login ID, system should display a message as “Certificate already mapped with other Email ID”. * System should automatically un-map DC if the same has been expired. On selecting Expired Certificate, system should display a message as “Selected certificate is expired, please select valid certificate”.   **Main user**   * System should provide “Continue to Document Upload” on certificate mapping page. * Once Signing Certificate is attached by Main user successfully and on clicking “Continue to Document Upload button”, system should redirect user to Document Upload page and display message as “Please upload KYC document to Complete Registration“.   **Sub user**   * System should provide “Submit” on certificate mapping page. * Once Signing Certificate is attached by Sub user successfully and on clicking “Submit” button, system should allow sub user to login successfully (if the main user is approved on portal) with message as “Your profile is approved”.   **Certificate mapping page**   * **Submit**: This button should be displayed for sub users only. System should keep a condition on email id of sub users under 1 Organization, accordingly system should render “Submit” button on this page. * **Continue to Document Upload:** This button should be displayed for main users only. System should keep a condition on email id of main user under 1 Organization, accordingly system should render “Continue to Document Upload” button on this page. |
| ***Users/Actor*** | * Main user/Sub user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Digital Certificate | Combo box | M | - | Please select Digital Certificate | - | - |
| Signing Certificate | Combo box | M | - | Please select Signing Certificate  Certificate already mapped | - | Certificate with key usage as Signing must be displayed here. |
| Encryption Certificate | Combo box | M | - | Please select Encryption Certificate | - | Certificate with key usage as Encryption must be displayed here. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit/Continue to Document Upload | Button | Field should be validated on clicking Submit Button  System should submit the data on server |
| Remove Certificate | Button | System should allow System Officer to delete selected Certificate |

## High Level Use Case of Document Upload 3rd Step [Registration by Main user]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Document Upload process will be done by main user. |
| ***Pre-Conditions*** | * 1st and 2nd Step of filling registration form and DSC mapping should be completed by main user. |
| ***Post Conditions*** | * Registration should be completed of Main user. * System should redirect Main/Parent user of the bidder to domain homepage. * System should update Main/Parent user of the bidder details in manage bidders under Incomplete tab. |
| ***Flow of Events*** | * Main/Parent user of the bidder clicks on “Continue to Document Upload” button. * Upload necessary document * Clicks on “Complete Registration” button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking “Continue to Document Upload” button, system should redirect user on Document Uploading page. * System should provide “KYC Documents” section in this page. * The KYC document uploading provision is Non-Mandatory. * System should provide below options to user to select and upload from “KYC Document” list. * Both documents are Non-mandatory, system should allow user to process registration event if the documents are not uploaded.   + Company KYC Document 1   + Company KYC Document 2 * System should provide “Select document to Upload” field to upload the document. * System should provide “Choose File” link to select the document. * System should provide “Document Brief” field to enter the document brief. * System should provide “Upload” button to upload the selected document.   + System should validate on file size and provide message as “File with 0 KB size is not allowed”.   + System should validate on document file types and provide message as “Acceptable file types ( \*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar ). * System should provide Instruction as “Any number of files can be uploaded. Maximum file size should not exceed 10 MB. Acceptable file types:(\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar) * System should provide “Document Summary” section where system should display the document details as follows;   + Total Documents     - System should display names of all documents in this column.   + Uploaded Documents     - System should display names of uploaded documents in this column.   + Pending Documents     - System should display names of pending documents in this column. * System should provide “Supporting Document” section for the uploaded documents with following fields;   + Sr. No.   + Document Name   + Document Brief   + Size (in MB)   + Date and time   + Action     - Download     - Delete * System should provide “Complete Registration” button to submit the page. * On clicking “Complete Registration” button, system should redirect user to domain homepage with message as “Registration completed. Your Profile is forwarded to GAIL for approval”. * If the Main/Parent user of the bidder attempts to login before the Approval from the Officer, then system should render message as ‘Your profile is pending for approval’. * Once the profile is approved from Officer, system should trigger system-generated email to main user.   **Mail Template for Profile Approval**  **From - <Client email ID>**  **TO - <Bidder’s registered email ID>**  **Subject - <Domain URL> Confirmation of registration on GAIL bidding portal**  **Body**  Dear User,  Thank you for registration!  Your user details have been created. You may login to (domain URL with link) using your Email ID ([Bidder](mailto:faisal.p@localmail.com) email Id) and Password.  Warm Regards  GAIL LNG & Shipping Team  **Main user (After profile expiry)**   * Once the profile of main user moved to Expired tab, on logging in system should redirect user to registration form page. System should display all fields in Non-editable mode to user. * User should click on “Continue to Document Upload” button, where user should be able to upload KYC document. * On this page, system should display the earlier uploaded KYC documents to bidder, he should only be able to “Download” those documents. * System should display “KYC document” list for bidder to select and upload the document. * Once the documents are uploaded successfully, system should display/sort the document list as per latest records by uploaded date and time in “Supporting Document” section. * System should allow bidder to “Delete and “Download” new documents until bidder clicks on “Update Profile” button. * System should provide “Update Profile” and “Skip” button, on clicking this button system should redirect bidder to domain Homepage with message as “Profile updated successfully. Your profile is forwarded to GAIL for approval”. * System generated email for expiry before 30 days, 15 days and 7 days to should be sent to all main and sub users of the concerned organization. Further, system should display the expiration alert as disclaimer under the respective concerned user dashboard, from 30 days till expiry date to this user.   + Disclaimer Message: Your company’s KYC period is expiring . Please upload the KYC documents.   **Mail content for Profile Expiration** |
| ***Users/Actor*** | * Main User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| KYC Document | Dropdown | Company KYC Document 1  Company KYC Document 2 | It is mandatory to upload both documents | Please select document | - |
| Total Document (Document summary section) | Label | M | - | - | Document names row wise should be displayed in this column |
| Uploaded Document (Document summary section) | Label | M | - | - | Uploaded document names should be displayed row wise in this column |
| Pending Document (Document summary section) | Label | M | - | - | Pending document name should be displayed row wise in this column. |
| Document Brief (KYC Documents section) | Text box | M | It is mandatory to enter the Document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - |
| Sr. No. (Supporting Documents section) | Label | M | - | - | System should render the Sr. No. as per the number of uploaded documents |
| Document Name (Supporting Documents section) | Label | M | - | - | System should render the uploaded document name |
| Document Brief (Supporting Documents section) | Label | M | - | - | System should render the document brief of the uploaded document |
| Size (in MB) (Supporting Documents section) | Label | M | - | - | System should render the document size |
| Date and time (Supporting Documents section) | Label | M | - | - | System should render the Date and time of uploading of uploaded document |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Choose file | Link | System should allow user to select the file |
| Upload | Button | System should upload the file |
| Download | Link | System should download the uploaded file |
| Delete | Link | System should delete the uploaded file |
| Complete Registration | Button | System should submit the data on server |
| Update Profile (After expiry login) | Button | System should update the data on server and move bidder profile to pending tab |
| Skip (After expiry login) | Button | System should update the data on server and move bidder profile to pending tab |

## High Level Use Case of Register Bidder [Registration by Sub user]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Sub user will get registered on portal by Sub user. |
| ***Pre-Conditions*** | * Registration by main user should be completed. * Sub user record should be updated in Main user record in Manage Bidders page under incomplete tab. * Sub user record should be added in Manage Bidders page under incomplete tab. * System generated email for Registration link should be delivered to sub user’s registered email Id. |
| ***Post Conditions*** | * System should redirect sub user to registration form page. * System should update sub user details under Main User of bidder record in manage bidders under Incomplete tab. * System should update sub user details in manage bidders under Incomplete tab. |
| ***Flow of Events*** | * Sub user clicks on “Registration link” from the received system generated email. * Sub user clicks on ““Continue to Digital Certificate Mapping” button after entering the details in registration form. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Registration link, system should redirect sub user to bidder registration page. * Under this page system should provide below fields to sub user to fill the registration form:   + Parent Company name: Non-Editable   + Email: Non-Editable   + Password   + Confirm Password   + Contact Person Name   + Hint Question   + Hint Answer   + Mobile Number   + Phone Number * System should provide “Verification Code” field. * System should have check box to select terms and conditions. * System should provide “Continue to Digital Certificate Mapping” button to submit the page. On clicking this button, system should redirect Main user to certificate mapping page with message as “1st step of registration is completed. Please attach DSC for next step”. * Once Signing Certificate is attached by sub user successfully and on clicking “Submit” button, system should allow sub user to login and redirect to RFX listing page. * System should not allow sub user to login in case if main user profile of bidder is not approved in the system.   + If sub user tries to login in this case system should display message as “Your Profile is pending for Approval. * System should auto approve sub user profile once valid Signing Certificate is attached and user clicks on “Submit” button. * System should provide message as “Profile Approved Successfully”. * System generated email of Profile Approval should be triggered to sub user.   **Mail Template for Profile Approval**  **From - <Client email ID>**  **TO - <Bidder’s registered email ID>**  **Subject - <Domain URL> Confirmation of registration on GAIL bidding portal**  **Body**  Dear User,  Thank you for registration!  Your user details have been created. You may login to (domain URL with link) using your Email ID ([Bidder](mailto:faisal.p@localmail.com) email Id) and Password.  Warm Regards  GAIL LNG & Shipping Team |
| ***Users/Actor*** | * Sub User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Parent User Name | Label | M | - | - | System should render the Full Legal Name of Company of main user which is configured by officer, Non-editable |
| Email ID | Label | M | - | - | System should render the Email Id of sub user which is configured by main user, Non-editable |
| Contact Person Name | Textbox | M | It is mandatory to enter Contact Person Name  Allows Max. 100 Characters and Special character (- , .) | Please enter Contact Person Name  Allows Max. 100 alphabets and Special character (- , .) | - |
| Password | Text box | M | It is mandatory to enter Password  Allows Min. 8 and Max. 50 Characters and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Please enter Password.  Allows Min. 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Minimum 8 Characters required |
| Confirm Password | Text box | M | It is mandatory to enter Confirm Password  Must Match with the Original Password | Confirm Password does not match with Password | If password not matching with the original password:- Password not matching notification should be display |
| Hint Question | Dropdown List | M | It is mandatory to select Hint Question  Hint Question master should be configured | Please Select Hint Question | - |
| Hint Answer | Text box | M | It is mandatory to enter Hint Question  It is Allows Min. 3 Max. 20 alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please Enter Hint Answer  Allows Min. 3 Max. 20 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | It should be case sensitive  Hint Answer should be stored in Hash value |
| Mobile No. | Text box | M | It is mandatory to enter Mobile No.  Allows max 20 numbers and special characters (-, +) | Please enter Mobile No.  Allows max 20 numbers and special characters (-, +) | - |
| Phone No. | Text box | N | Allows Max. 20 numbers and Special Characters (-,+) | Allows Max. 20 numbers and Special Characters (-,+) | - |
| Verification Code | Text Box | M | It is mandatory to enter Verification Code | Please enter Verification Code | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Complete Registration | Button | Field should be validated on clicking Complete Registration Button  System will submit the data on Server |

## High Level Use Case of Manage Profile [Main user]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Manage Profile feature will work in Main User/parent bidder system. |
| ***Pre-Conditions*** | * Main User/parent bidder should be available in Approved Tab under Manage Bidders page. * Main User/parent bidder should be logged in. |
| ***Post Conditions*** | * Main User/parent Bidder profile should get updated. * System should render the update details of main user in Approved tab for that respective bidder under Manage bidder page. |
| ***Flow of Events*** | * Bidder clicks on Settings. * Bidder clicks on Manage Profile. * Bidder clicks on “Update Profile” button. |
| ***Alternate Flow/Exceptional Flow*** | * Officer clicks on Manage/Edit profile in Approved tab for respective bidder under Manage Bidders page. * Officer clicks on “Update Profile” button. |
| ***Business Rule / Requirements*** | * On clicking “Manage Profile” from Settings, system should redirect main user to manage bidder profile page. * System should render below fields in manage bidder profile page:   + 1st Section: Registration Details     - Email Id: Non-Editable     - Hint Question: System should render the default question, which was selected by main user at the time of registration.     - Hint Answer     - Name     - Mobile No.     - Phone No.     - Time zone: Non-Editable   + 2nd Section: Sub- Bidder Details     - Email Id: Non-Editable     - Mobile No.     - Phone No.     - Contact Person Name     - System should also provide the “Add sub user” button. On clicking this button, system should add new row where main user can enter the sub user details.       * On adding new sub user details and clicking update profile button, system should trigger “Registration link” to newly added bidder.     - System should provide Enable Bidder/Disable Bidder link against each sub user under Action column.     - System should provide the Status column for status of sub users. Status should be as below:       * Incomplete       * Pending       * Approved       * Rejected     - System should render Enable Bidder/Disable Bidder link against only those sub users, which are approved/Rejected in system.       * Default “Disable Bidder” link should be available. On clicking this link system should render pop-up message “Are you sure you want to disable this bidder?” with option “Yes” and “Cancel”.         + On clicking “Yes”, system should disable this bidder and render message as “Bidder profile disabled”.         + On clicking “Cancel”, system should close the pop-up window.       * If disabled bidder tries to login system should render message as “Your Profile has been disabled” and should not allow bidder to login.       * System should provide “Enable Bidder” link against bidder that are disabled. On clicking this link system should render pop-up message “Are you sure you want to enable this bidder?” with option “Yes” and “Cancel”.         + On clicking “Yes”, system should enable this bidder and render message as “Bidder profile enabled”.         + On clicking “Cancel”, system should close the pop-up window.       * System should allow enabled bidder to login. * System should provide “Continue to Document Upload” and “Update Profile” * On clicking “Continue to Document Upload” button, system should redirect bidder to Document Upload page.   + On clicking this button, system should update and save the data of the form which is updated by the main user. * System should provide “KYC Documents” section in this page. * The KYC document uploading provision is Non-Mandatory. * System should provide below options to user to select and upload from “KYC Document” list. * Both documents are Non-mandatory, system should allow user to process registration event if the documents are not uploaded.   + Company KYC Document 1   + Company KYC Document 2 * System should provide “Select document to Upload” field to upload the document. * System should provide “Choose File” link to select the document. * System should provide “Document Brief” field to enter the document brief. * System should provide “Upload” button to upload the selected document. * System should provide “Document Summary” section where system should display the document details as follows;   + Total Documents     - System should display names of all documents in this column.   + Uploaded Documents     - System should display names of uploaded documents in this column.   + Pending Documents     - System should display names of pending documents in this column. * System should provide “Supporting Document” section for the uploaded documents with following fields;   + Sr. No.   + Document Name   + Document Brief   + Size (in MB)   + Date and time   + Action     - Download     - Delete * On clicking “Update Profile” button, system should redirect bidder to RFX listing page with message as “Profile update successfully”. * On clicking “Update Profile”, button system should trigger system-generated email to newly added sub user for Registration link. * Newly added sub user record should get updated in main user profile and sub user should get recorded separately in Manage Bidders page under incomplete tab. |
| ***Users/Actor*** | * Main user |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Email ID | Label | M | - | - | System should render the Email Id of main user which is configured by officer, Non-editable |
| Name | Textbox | M | It is mandatory to enter Name  Allows Max. 100 Characters and Special character (- , .) | Please enter Name  Allows Max. 100 alphabets and Special character (- , .) | System should default render the name which is configured by main user |
| Hint Question | Dropdown List | M | It is mandatory to select Hint Question  Hint Question master should be configured | Please Select Hint Question | Default hint question selected by main user should be selected in the list |
| Hint Answer | Text box | M | It is mandatory to enter Hint Question  It is Allows Min. 3 Max. 20 alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please Enter Hint Answer  Allows Min. 3 Max. 20 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | It should be case sensitive  Hint Answer should be stored in Hash value |
| Mobile No. | Text box | M | It is mandatory to enter Mobile No.  Allows max 20 numbers and special characters (-, +) | Please enter Mobile No.  Allows max 20 numbers and special characters (-, +) | Default Mobile No. configured by main user should be rendered |
| Phone No. | Text box | N | Allows Max. 20 numbers and Special Characters (-,+) | Allows Max. 20 numbers and Special Characters (-,+) | Default Phone No. configured by main user should be rendered |
| Time zone | Label | M | - | - | Time zone should be available, Non-editable |
| Email ID (Sub user section) | Label | M | - | - | System should render the Email Id of main user which is configured by main user, Non-editable |
| Contact Person Name (Sub user section), (Add new sub user fields) | Textbox | N | Allows Max. 100 Characters and Special character (- , .) | Allows Max. 100 alphabets and Special character (- , .) | System should default render the contact person name which is configured by sub user/main user |
| Email Id (Add new sub user fields) | Textbox | M | It is mandatory to enter valid Email ID  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please Enter Email ID  Please enter valid Email Id  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | System should validate Email Id from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Status (Sub user section) | Label | M | - | - | System should render the status of sub users as below;  Incomplete  Pending  Approved  Rejected |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update Profile | Button | Field should be validated on clicking Update Profile Button  System will submit the data on Server |
| Continue to Document Upload | Button | System should redirect user to Document Upload page |
| Add Sub user | Button | System should add row for adding sub user record |
| Disable bidder | Link | System should disable bidder and not allow sub user to login |
| Enable bidder | Link | System should enable bidder and allow sub user to login |

# Tender

## Notice and Document

### High Level Use Case of Create / Edit Tender Notice

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand how Tender Notice will be created. |
| ***Pre-Conditions*** | * Authorized user should be logged in * Tender module should be enabled at domain level. |
| ***Post Conditions*** | * On creation of <Event> Notice, system should display a message as “<Event> created successfully *(after configuration of basic information)* * On creation of <Event> Notice (Basic information), system should redirect authorized user to tender dashboard. |
| ***Flow of Events*** | * User Logs in. * Clicks on RFx/Tender menu * Clicks create RFx/Tender * Fill mandatory fields (as mentioned below) * Click on submit button |
| ***Alternate Flow/Exceptional Flow*** | * User Logs in. * Clicks on Search RFx/Tender menu. * Clicks on Create RFx link on Tender listing page. |
| ***Business Rule / Requirements*** | **Create Tender Notice – (NIT)**   * Create RFx/Tender link should be available after user logs in. * On clicking Create RFx/Tender link, system should redirect user to Tender create notice page. * In Notice, system should display a dropdown field ‘Display Officer Name’ with following values ‘Show / Hide’. Default value should be as per default configuration.   + On selection of show, system should display the officer as existing.   + On selection of ‘Hide’ in ‘Display officer name’, system should not display officer name field in ‘View Event page’, Event details section, publish event page and corrigendum details page. * “Display officer name” field should not be displayed in the view event page. * “Officer Name should not be displayed to Bidder on ‘View Notice Page’. * Authorized User should configure all mandatory the fields as per the requirement (fields are mentioned below; in field matrix) * System should only display fields, which are marked as ‘Show’ in default configuration. * System should display selected values as per the default configuration. * As per the Event type and Tendering method the fields’ caption should be displayed to the user to fill out the form. * If Stage is selected as ‘Single or Multiple’, system should allow officer to select multiple form type. * System should display ‘Item wise L1 / H1’ configuration only if ‘Price bid envelop is selected. * Document fees, Participation fees, EMD, Security & Registration fees are not applicable. Default value to set as ‘No’ & ‘Hide’. * System should allow user to edit notice till the same is not published. * System should allow user to edit only dates at the time of publishing notice. * Tender notice page should be available with the following sections and fields.   + Basic details:     - Department     - Department Officer     - Reference No.       * System should auto populate this field financial year wise in case of **stage** (Number of Envelopes) is selected as **Single** or **Two Stage (Together)** at the time of submitting. E.g. 2023-24/01         + This field should be non-editable in NIT in case of Single or Two stage (together).       * In case of **Two Stage (Separate)** stage and Type of Envelopes **Term Sheet (Technical)** selected, system should allow user to enter the text manually in this field which should be mandatory.       * In case of **Two Stage (Separate)** stage and Type of Envelopes **SOR (Price bid)** selected, system should allow user to enter the text manually in this field which should be mandatory.         + System should only allow to enter the same reference no. of published tender in this field.         + System should validate with a message that “Please enter same Reference No.” in case of user adds different reference no. in this field.     - Display Officer Name     - Enquiry Subject – (Brief scope of work)     - Type of Enquiry       * Please select – default selected       * FOB Sell       * DES Buy       * FOB Sell DES Buy       * DES Sell DES Buy       * Ship Chartering       * Destination Swap       * RLNG Buy       * RLNG Sell       * Time Swap       * FOB Buy       * DES Sell       * DES Sell FOB Buy       * FOB Sell FOB Buy       * Long Term Sell       * Long Term Buy       * Mid Term Buy       * Mid Term Sell       * Short Term Sell       * Short Term Buy     - Number of Envelopes – (Stage)       * Single       * Two Stage (Together)       * Two Stage (Separate)         + On selection of **Two stage (Se**para**te)**, system should not allow to select both type of envelopes together (Term Sheet / SOR).   Please validate with a message that “<Types of envelopes>, <Types of envelopes> cannot be selected together. Please select any one of them” in case of together selection.   * + - Bidding Access       * Open       * Limited - Default     - Business Category       * MSPA Buy/Sell       * MSPA Buy       * MSPA Sell       * Ship Broker       * Ship Owner       * RLNG Buy       * RLNG Sell       * Others         + On selecting others, system should render textbox to enter the detail.     - Co-ordinator 1     - Co-ordinator 2     - Type of Envelopes - (Envelope)       * Term Sheet – (Technical Bid)       * SOR - (Price Bid)     - Download document - (Hide)       * Before Login       * After Login – Default value and Hide   + Bid Evaluation Configuration     - Bid Evaluation       * Item wise – (Default)       * Grand total wise     - Bid Withdrawal       * Allow (Default & Hide)       * Don’t allow   + Dates Configuration:     - Bid submission start date and time       * This field should be non-editable and non-mandatory.       * System should add/fetch date & time of tender in this field once tender published. E.g. Date & Time of tender published.     - Bid submission end date and time     - Bid opening date and time * ‘Submit’ button should be available to submit all the details on the page. * On clicking submit button, system should provide message as “Tender notice created successfully” on success operation else, the system should display a message ‘Operation failed’. System should redirect user to interface of Tender Dashboard🡪Notice and Document Tab. On configuration of basic information, system should redirect user to event dashboard.   **Edit Notice - NIT (Before publishing)**   * Under Notice and Document Tab, system should provide Edit link for event notice editing. * System should allow user to edit the Tender notice fields through this Edit link. * System should provide this edit link till the Tender gets published. * System should allow editing of those fields, which are configured by the user at the time of Tender notice creation. * System should provide ‘Update’ button for submitting the updated details. * On clicking update button, system should provide message as “Tender notice updated successfully” on success operation else, the system should display a message ‘Operation failed’. System should redirect user to interface of Tender Dashboard🡪Notice and Document Tab.   **Edit Notice - NIT (After publishing)**   * System should allow officer to change configuration via corrigendum. * System should allow initiator / mapped officer to add a member once corrigendum is prepared. * System should display the changed field in view option irrespective of corrigendum publishing and corrigendum prepared. Field name, Old value and New value should be available under view corrigendum page. * System should validate field as Mandatory at the time of Tender Publishing.   **Server side validation:**   * In case of other envelopes, if user deletes all the forms of the envelope and try to publish, the system should validate user on delete form with message: “Please select at least 1 mandatory form in each envelop in Organize form” (Same validation as existing)   **Configure “Process for Approval” (Workflow) provision (In case of Workflow required is configured as yes)**   * System while creating notice should ask with workflow configuration as Workflow requires providing with Yes and No options * If configured as Yes, then only system should display Process in workflow (Process for Approval / Add Member) provision in Notice tab. * **Process for Approval** link should be displayed for event publishing (not for any other stage/sub-modules) only.   + Once event / NIT is published, the system should not provide any Process for Approval (Workflow) link in any stage. (Corrigendum, TOC, TEC, Negotiation)   **Notice (NIT) (Process for Approval – (Workflow))**   * System while creating notice should ask with workflow configuration as Workflow requires providing with Yes and No options * If configured as Yes, then only system should display Process in workflow (Process for Approval / Add Member) provision in Notice tab. * If workflow has been configured as yes and consent of any member received for workflow (approval) then system should not allow to update workflow require configuration in notice.   **Edit (Process for Approval (Workflow)):**   * User should be allowed to edit the event as per requirement.   + In case of consent of added member received and user would like to edit the event, the system should allow to edit the event (before publishing).   + On editing the event, the system should delete the consent which received (if any) from the members and system should allow to give a consent again by all the member(s). * On removal of Envelop, system should display a message as “On removing envelop, bidding form(s) and committee member(s) mapped in selected envelop will be removed. Are you sure you want to proceed further?” with Ok | Cancel option * On removing envelope, system should remove member mapped against that envelope. * Till the time the Event Notice is not published, user should be allowed to edit the event.   **View Notice Detail:**   * In View Notice from Bidder side, system should not display selected Type of forms to bidders. * At the time of viewing Event Notice, fields which are configured as ‘Allow’ should be displayed as “Allowed” and fields which are configured as “Don’t Allow” should be displayed as “Not Allowed”. * System should only display fields in view event notice if the same are marked as “Show” (in default configuration) * System should display Tender document table in view notice with following fields;   + Sr. No.   + Document Name   + Document Brief   + Size (In MB)   + Date and Time   + Status   + Action 🡪 Download * System should provide print and pdf facility in view notice page. * On exporting to pdf system should display.   + Header: Tender id, Tender Reference no and Tender Title.   + Notice   + Footer: Page no. * System should display separate view link of View Notice * Notice footer should be applicable in all Tender event types. * Contact Person should be retrieved dynamically as configured in Support Person information and Digital Certificate support person information (Admin >> Content >> Manage contact details) * System should 1st display Contact person information and then Digital certificate contact person information. * System should render website of particular domain * If contact person details are not configured, system should not display Contact person information. * If Support & DC person are same then it should not be repeated. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Notice and Document | Tab | M | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Bidding forms | Tab | M | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Corrigendum | Tab | M | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Bid Opening | Tab | M | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Bid Evaluation | Tab | N | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Reports | Tab | M | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Negotiation | Tab | N | - | - | - | System should render the links under this tab as per conditions mentioned in above use case in detail. |
| Reference No. | Text Box (1. In case of Two stage (Separate) + Type of Envelopes as Term Sheet.  **OR** (2. In case of Two stage (Separate) + Type of Envelopes as SOR (Price bid).  **Auto Populate** (In case of Single or Two stage (Together)) | M | It is mandatory to enter Reference No.  Max. 500 characters are allowed  System should allow alphanumeric and special character ((,),\_,:,&,+, /, -, .,',Comma, Space) | Please enter Reference No.  Allows Max. 500 characters, numbers and special characters ((,),\_,:,&,+, /, -, .,',Comma, Space).  “Please enter same Reference No.” in case of different reference no. added | TEST/abcProcure/App.V1.1-13.06.2012 | Continuous -- is not allowed  In case of Stage is selected **Single** or **Two Stage (Together),** the system should auto populated this field financial year wise as per below format: e.g. 2023-24/01, 2023-24/02, 2023-24/03 etc. System should consider financial year from April to March.  1. In case of Two Stage (Separate) stage and Type of Envelopes Term Sheet (Technical) selected, system should allow user to enter the text manually in this field which should be mandatory.  2. In case of Two Stage (Separate) stage and Type of Envelopes SOR (Price bid) selected, system should allow user to enter the text manually in this field which should be mandatory.  2.1 System should allow to enter the same reference no. only of published tender in this field.  2.2 System should validate with a message that “Please enter same Reference No.” in case of user adds different reference no. in this field. |
| Department | Combo Box | M | It is mandatory to select Department | Please select Department | - | Default value should be “Please select”.  Values should be in alphabetical order |
| Department Officer | Combo Box | M | Please select department officer | Please select department officer | - | System should display this field with the list of department officers |
| Enquiry Subject - (Brief Scope of Work) | Text Area | M | The length should be 10000 characters, special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Please enter Brief Scope of Work  Allows Max. 10000 alphabets, numbers and special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Test1 | Continuous -- is not allowed |
| ~~Details~~ | ~~Rich Text Area~~ | ~~M~~ | ~~The length should be 50000 characters, special characters including html tags~~ | ~~Please enter Details~~  ~~Allows Max. 50000 alphabets, numbers and special characters~~ | ~~Test2~~ |  |
| Event Type | Combo Box | M | - | - |  | System should display the values as per the default configuration (which is done by Admin)  Default selection should be as per configuration.  System should give following options;   * Tender |
| Number of Envelopes – (Stage) | Combo box and Drop down list | M | It is mandatory to select stage | - | Fields;  Single,  Two Stage (Together),  Two Stage (Separate) | Default selection should be as per the configuration |
| Type of Envelopes – (Envelope (s)) | List box | M | It is mandatory to select envelop | - | Fields;  Term Sheet (Technical Bid)  SOR (Price Bid) | Default selection should be Price Bid form |
| Bidding Access | Drop down list | M | - | - |  | System should display the values as per the default configuration   * Limited – Default * Open |
| Document Downloading Start Date and Time | Date Picker (Auto fetch) | N |  |  |  | Field should only be displayed if the same is configured as ‘Show’ in Default configuration   * System should add/consider the value of date & time of tender published in this field. * Default to be set as published date and time and hide |
| Document Downloading End Date and Time | Date Picker (Auto fetch) | N |  |  |  | Field should only be displayed if the same is configured as ‘Show’ in Default configuration  System should keep the same value as bid submission end date & time in this field (NIT / corrigendum publishing).  (Default to be set as bid submission end date & time and hide) |
| Bid Submission Start Date and Time | Date Picker (Auto fetch) | M |  |  |  | Field should only be displayed if the same is configured as ‘Show’ in Default configuration –  System should consider tender published date & time in this field.  (Default published date) |
| Bid Submission End Date and Time | Date Picker | M | It is mandatory to select Bid Submission End Date and Time  Bid Submission End Date and Time must be Greater than Bid Submission Start Date and Time | Please select Bid Submission End Date and Time  Bid Submission End Date and Time must be Greater than the bid submission Start Date and Time  ~~Bid Submission End Date and Time must be greater than the Document Downloading End Date and Time~~ | - | - |
| Bid Opening Date and Time | Date Picker | M | It is mandatory to select Bid Opening Date and Time  Bid Opening Date and Time must be Greater than Bid Submission End Date | Please select Bid Opening Date and Time  Bid Opening Date and Time must be Greater than the Bid Submission End Date and Time | images (1) |  |
| Download Document | Drop down list | M | - | - |  | Field should only be displayed if the same is configured as ‘Show’ in Default configuration  System should display the values as per the default configuration   * After Login – Default * Before Login |
| ~~Bidding Type~~ | ~~Combo box and Drop down list~~ | ~~M~~ | ~~-~~ | ~~-~~ |  | ~~System should display the values as per the default configuration~~   * ~~NCB/Domestic~~ |
| ~~Base Currency~~ | ~~Drop Down~~ | ~~M~~ | ~~It is mandatory to select Base currency~~ | ~~-~~ | ~~INR~~ | ~~System should display default selection, which configured at the time of Domain creation.~~  ~~System should display all currencies, which configured at domain level.~~ |
| Mode of bid Submission | Combo box and Drop down list | M | - | - |  | Field should only be displayed if the same is configured as ‘Show’ in Default configuration  System should display the values as per the default configuration   * Online - Hide |
| ~~Event value~~ | ~~Text Box~~ | ~~M~~ | ~~It is mandatory to enter Tender Event value (Estimated Cost)~~  ~~Allows <configured> digits after decimal~~  ~~Max. 15 Numbers are allowed~~ | ~~Please enter Event value~~  ~~Allows Max. 15 positive numbers~~  ~~Allows <configured> digits after decimal~~ |  | ~~Field should only be displayed if the same is configured as ‘Show’ in Default configuration~~  ~~System should display inserted amount in words~~ |
| (Business Category)  Product / service / work keywords | Combo box / Text box (for others) | M | For “Others” field,  The length should be 1000 characters, special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Please enter Business Category  Allows Max. 1000 alphabets, numbers and special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Values are;  MSPA Buy/Sell,  MSPA Buy,  MSPA Sell,  Ship Broker,  Ship Owner,  RLNG Buy,  RLNG Sell,  Others (On selecting others, system should render textbox to enter the detail) | Continuous -- is not allowed |
| ~~Bidding Variant~~ | ~~Drop down list~~ | ~~M~~ | ~~-~~ | ~~-~~ | ~~Values:~~  ~~Buy~~  ~~Sell~~ | ~~System should display default value as per the default configuration.~~ |
| Bid Withdrawal | Drop down list | M | - | - | Values:  Allow – Default selected (Hide)  Don’t Allow | Field should only be displayed if the same is configured as ‘Show’ in Default configuration  System should display default value as per the default configuration. |
| Bid Modify | Drop down list | M | - | - | Values:  Allow – Default selected (Hide)  Don’t Allow | Field should only be displayed if the same is configured as ‘Hide’ in Default configuration  System should display default value as per the default configuration. |
| ~~Evaluation Method~~ Type of Enquiry | Drop down list | M | - | Please select evaluation method | Values:  1. Please select – default  2. FOB Sell  3. DES Buy  4. FOB Sell DES Buy  5. DES Sell DES Buy  6. Ship Chartering  7. Destination Swap  8. RLNG Buy  9. RLNG Sell  10. Time Swap  11. FOB Buy  12. DES Sell  13. DES Sell FOB Buy  14. FOB Sell FOB Buy  15. Long Term Sell  16. Long Term Buy  17. Mid Term Buy  18. Mid Term Sell  19. Short Term Sell  20. Short Term Buy | Field should only be displayed if the same is configured as ‘Show’ in Default configuration.  System should display default value as per the default configuration. |
| Process for Approval (Workflow) requires | Combo box and Drop down list | M | - | - | Values:  Yes  No | Field should only be displayed if the same is configured as ‘Show’ in Default configuration  System should display default value as per the default configuration. |
| Workflow Type | Combo box and Drop down list | M | - | - | Values:  As selected on domain level (Any to any) | Field should only be displayed if the same is configured as ‘Show’ in Default configuration and workflow required selected as YES.  System should display default value as per the default configuration. |
| Co-ordinator 1 | Text box | N | The length should be 1000 characters, special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) |  |  | Continuous -- is not allowed  System should display this details in view notice, if configured. If not configured, system should display “-” value. |
| Co-ordinator 2 | Text box | N | The length should be 1000 characters, special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) |  |  | Continuous -- is not allowed  System should display this details in view notice, if configured. If not configured, system should display “-” value. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Dashboard | Button | System should redirect user to event dashboard page. |
| Submit | Button | System will submit the data on Server |
| Edit | Link | System will allow to Edit details |
| View | Link | System will allow to View Notice |
| Upload / Download | Icon | System will allow to Upload / Download Document |
| Process for Approval | Link | System should allow add members for consent before approve the event. |
| Add Member | Link | System should allow initiator to add members for giving a consent. |

### High Level Use Case of Tender Reference (Additional) Document Upload / Preparation

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to help user to prepare/upload Tender/NOTICE reference documents. * After NOTICE Preparation, user can upload, delete, approve and cancel Tender reference Document as per requirement. |
| ***Pre-Conditions*** | * Event is prepared. * Officer should have Upload reference document rights |
| ***Post Conditions*** | * Reference Document uploaded successfully |
| ***Flow of Events*** | * Authorized user login. * Create Event * Upload Reference document * Approve/Delete document   + Once the Tender Document is prepared/uploaded, sends it along with the NOTICE for approval through a workflow if workflow configured as yes   + Steps for processing and getting approval using workflow module is as same as those are mentioned in workflow module (Process for Approval) use case. |
| ***Alternate Flow/Exceptional Flow*** | * Authorized user login. * Click on RFx/Tender * Search RFx/Tender * Search the events in which document should be uploaded. * Click on dashboard of the event * Click on notice & document tab * Click on upload link under documents section |
| ***Business Rule / Requirements*** | **In Notice - NIT (Before publishing)**   * System should allow authorized officer to Upload the reference document in respective event at Notice & Document tab. * User should be allowed to upload reference following documents format (\*.txt, \*.zip, \*.pdf, \*.jpeg, \*.jpg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.doc, \*.xls, \*.ppt, \*.pps, \*.dxf, \*.docx, \*.xlsx, \*.eml. \*.rar) - configurable from property file. * Files types should be validated at the server side. * System should display label below Browse text box as “Acceptable File Types” (\*.txt, \*.zip, \*.pdf, \*.jpeg, \*.jpg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.doc, \*.xls, \*.ppt, \*.pps, \*.dxf, \*.docx, \*.xlsx, \*.eml, \*.rar )” * There can be more than 1 reference document uploaded. * At the time of uploading reference document, in action column, system should display 'Download' link. On approving document or publishing event, system should allow officer to cancel reference document. * When reference document description/brief is added without uploading the document, system should fire validation message when clicked on Upload button:   + - **"Please select file to upload"** * File size should not exceed 10MB (per file) – size of the documents as configured in the property file. On exceeding file size, system should display a message as “File size <configured file size> exceeded” * If file is uploaded and brief is not entered then, system should display message as “Please enter document brief” * On Uploading reference Document, system should display a message as “File Uploaded successfully” * Once file is uploaded, system should not allow to upload same file again, system should display a message as “File already exists” * On uploading empty file, system should display a message as “File with 0 KB size is not allowed”   **In Notice - NIT (After publishing)**   * After publishing notice, if officer wants to upload reference document, officer needs to upload reference document through corrigendum. * Approved reference document should not be allowed to delete, it can only be cancelled. Here, system should display Cancel link once corrigendum is prepared, clicking upon which, system should list all approved reference document. System should display “Cancel” link against each document. * On cancelling document, system should display a message as “Do you really want to cancel document” with option “Ok” and “Cancel” * On cancelling document, system should display the same to Bidder with status Cancelled. System should not allow to download cancelled document to the bidder. * System should display all reference documents (Approved, Cancelled) to Officer. * System should not allow officer to delete document from dashboard, here officer can delete document from Upload reference document functionality where system should display all documents and display delete link against pending document. * On deleting document, system should display a message as “Do you really want to delete document” with option “Ok” and “Cancel”   + - By selecting Ok, system should delete the document and should display a message that “Document Deleted Successfully.”     - By selecting Cancel, system should not delete the document and render on the same page.     - System should not display deleted document. * Following document details should come in a grid format;   + - Sr. No.     - Document Name     - Document Brief     - Size     - Date and time     - Status 🡪 Approved, Pending, Cancelled     - Action: download. * Only Pending document can be deleted. (The one which are not approved) * Approved document should not be allowed to be deleted. Approved documents can be cancelled. * Document should only be available to bidder if the same is approved by authorized user. * User should be allowed to upload and delete reference document in a section till the document is not published. * If officer wants to delete the reference Document after Tender has published, then the same can be done only cancelled by clicking cancel link. * System should not allow officer to Upload/Approve/Cancel reference document in notice & document tab after publishing the tender. * System should allow officer to Upload/Approve/Cancel reference document by floating a corrigendum. * Cancelled document should not be display and accessible to bidder. * Once event is published, system should not allow officer to upload reference document or cancel without floating a corrigendum. * After preparing corrigendum, system should allow officer to upload reference document and with publishing the corrigendum, system should approve the uploaded documents. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Document Brief | Text Box | M | It is mandatory to enter File description  Length should be min 1 to max 1000 characters.  Alphanumeric characters allowed special characters (/ , - , ., , Space) | Please enter Document Brief  Allows Max. 1000 characters, numbers, special characters (/ , - , ., , Space) |  | System should enter file description while uploading any document  Both “File” and ”File Description” fields are mandatory, if either one is missed, system should fire a validation message  Continuous -- is not allowed |
| Select a File to Upload Reference Document | Text Box + Browse button | M | File selection is mandatory | Please select a File to Upload |  |  |
| Size (In MB) | Label |  |  |  |  | System should display the size of uploaded documents. |
| Date and Time | Label |  |  |  |  | System should take date & time of uploaded documents. |
| Status | Label |  |  |  | Pending,  Approved/Published,  Cancelled, |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System will submit the data on Server |
| Cancel | Link | System should allow to cancel all approved documents |
| Upload Reference Document / Download | Icon | System will allow to Upload / Download Document. |
| Delete | Button | System should allow to delete pending documents |
| Upload Reference Document | Button | System should allow to upload selected documents. |
| Next Step | Button | Clicking upon this button, system should fire fields’ validations and should redirect to the select form from form library page |
| Process file in Workflow | Link | System will allow User to Process the File in Workflow for Approval |

### Map Bidders

#### **High Level Use Case of Map Bidders**

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of the Bidder Mapping in case of Limited Tender. |
| ***Pre-Conditions*** | * Officer should be logged into the system. * Tender notice should be created. * Tender bidding form should be created. |
| ***Post Conditions*** | * Once bidder mapped successfully, system should display message like “Bidder(s) mapped successfully” and page should redirect to the Bidder mapping page. * On removing bidder, system should display a confirmation message as “Are you sure you want to remove bidder” with Ok | Cancel option |
| ***Flow of Events*** | * Officer should be logged in the system. * Search for the Tender for which user wishes to map bidders. * Click on tender’s dashboard link. * On dashboard officer need to click on “Map Bidder” link under Notice and Document tab. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Map Bidder” link under Notice and Document tab. * System should allow mapping of bidders in all line items through Map bidders link.   + Accordingly, when officer maps any bidder, system should map that bidder in all line items for that particular tender. * If user is already mapped and officer maps or search the same user, system should display a message as “Bidder already mapped”. * Officer should be allowed to search bidders with below options by clicking “Search” button;   + Category (Default selected)   + Company/Organization * When the bidders are searched with above options system should display only Organization level records for that particular Category and Organization. * When the bidders are searched with “Category” option, system should display the categories which are selected in tender notice with check box. On selecting checkbox and clicking on “Search” button, system should render the bidder records linked with the selected categories.   + If officer does not select any category and clicks on Search button, system should display message as “Please select at least 1 category”. * Officer should be able to select the bidder from the search result and map the bidder by clicking on “Map bidder” button.   + On clicking Map bidder, system should Map Bidder. System should display a message as “Bidder(s) mapped successfully”.   + System should also allow officer to map multiple bidders simultaneously by selecting multiple bidders from the search result if rendered.   + System should provide select all option to select all and map bidders.   + If officer click on Map Bidder button without selecting any bidder, system should display a message as “Please select bidder”.   + On searching with Company/Organization name and Category if there are no bidders linked with the search criteria, system should display message as “No record Found”. * On searching bidder, system should display hyperlink on Company / Organization name, clicking upon which system should display company profile on separate tab/window in which officer can view the table of Main user details and sub user details. * When officer search the bidder, system should display the bidder details with below columns and details;   + Sr. No.   + Company / Organization name     - System should display company name   + Category     - System should display categories of main user   + Status     - Approved     - Pending     - Incomplete       * System should allow only approved bidders to be mapped in tender.       * If the searched bidder status is not approved system should not allow officer to map that bidder, system should display the status of that bidder “Pending, Incomplete”.       * System should only render bidders in the search result who are “Approved, Pending, and Incomplete”.       * System should not provide checkbox selection option for bidders who are “Pending and Incomplete” with status. * System should provide “Clear” button for provision of clear search. * System should display the mapped bidders in mapped bidders section with the above columns and details only.   + In case until no bidder is mapped, system should default display message as “No record found” in this section. * System should allow officer to remove mapped bidders until bidder has not accepted T&C of Tender.   + In this above case, if officer tries to remove bidder by selecting bidder and clicking “Remove bidder” button and if any user has accepted T&C from that organization, system should provide message as “This Company / Organization has already accepted T&C of the Tender. You are not allowed to remove this Organization”.   + System should provide select all option to select all and remove the mapped bidders.   + There should be validation if user clicks the Remove button without selecting at least one bidder or Item: “Please select at least one bidder”.   + System should allow to Remove Bidder until the bid submission end date and time is not lapsed.   + System should disable “Map bidders” link, once the bid submission end date and time is lapsed.   + On click of Remove bidder, system should remove Bidder. System should display a message as “Bidder(s) removed successfully”.     - If none of the users has accepted T&C from organization then only system should allow officer to remove mapped bidder from live Tender. * System should allow officer to map bidders until the bid submission end date and time is not lapsed.   + System should disable “Map bidders” link, once the bid submission end date and time is lapsed. * System should allow all users to participate in Tender from particular Organization / Company.   + Accordingly, if any sub user is registered and approved under Organization during Live tender, system should automatically map that sub user in Live Tender in which his Company / Organization is mapped.   + System should trigger system-generated email of event Publish separately to that particular user if the event is live in which his organization is mapped. * System should provide Print and convert to PDF facility in view mapped bidders. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Search | Text field | **M** | User should have to enter text for search  Company Name should be validated with min 3, max 200 characters | “Please enter search Value”  “Allows min. 3 and max. 200 characters and special character (- , ., and, (, ), space)” | Test | System should display the text field in case only if Company / Organization name is selected in Search with option. |
| Search With | Dropdown list | **-** | **-** | **-** | Search value selection should be:   * Category * Company / Organization name | Default should be “Category”.  “Checkbox to be provided for category selection and searching. |
| Select Bidder | Check Box | **M** | Use must have to select at least one Bidder. | “Please select at least one bidder” |  | All the items check box will automatically selected in front of the selected bidder. |
| Sr. No. | Label | **-** | **-** | **-** | **-** | - |
| Company / Organization name | Label | **-** | **-** | **-** | **-** | Hyperlink should be available to view bidder profile with table of main user details and sub user details |
| Category | Label | **-** | **-** | **-** | **-** | If there is more than 1 category in bidder profile, system should display the categories in comma separated manner |
| Status | Label | **-** | **-** | **-** | **-** | Approved  Pending  Incomplete |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Map Bidder | Button | It will map the selected bidder. |
| Search | Button | It will display result as per search criteria. |
| Clear Search | Button | It will clear all the prefilled values in search box. |
| Remove | Button | It will remove the selected bidder from the mapped bidder list. |

#### **High Level Use Case of Mapped Bidders**

|  |  |
| --- | --- |
| ***Objective*** | * To objective of this use case is to understand that how the bidders mapped can be viewed by officer. |
| ***Pre-Conditions*** | * Officer should be logged into the system. * Tender notice should be created. * Tender bidding form should be created. * Bidder should be mapped. |
| ***Post Conditions*** | * System should display the mapped bidders to officer by clicking on “Mapped bidder(s)” link. |
| ***Flow of Events*** | * Officer logs in. * Creates Tender. * Creates bidding form. * Map bidder * Clicks on Mapped bidders |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Mapped bidder(s)” link in Notice and Document tab.   + This link should only be available if 1 bidder is mapped in the tender. * On clicking this link, system should redirect officer to view mapped bidders page. * System should provide below columns under this page;   + Sr. No.   + Company Details     - System should provide Company name with hyperlink to his profile.   + <Column name> of column type Item name     - System should display the Item name details for all rows in this column. * System should provide PDF and Excel download provision for this page. * System should provide “Go back to Event Dashboard” link in the page header and footer. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Mapped bidder(s) | Link | System should redirect officer to view mapped bidder(s) page. |
| PDF | Link | System should download the view mapped bidder(s) page in PDF format. |
| Excel | Link | System should download the view mapped bidder(s) page in excel format. |
| Go back to event dashboard | Link | System should redirect officer to tender dashboard “Notice and Document” tab. |

### High Level Use Case of Publish Tender

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the publishing of the Tender |
| ***Pre-Conditions*** | * At least one mandatory form should have been selected in the Bidding form section. * At least one bidder should have been mapped in the event. * Bid opening committee should have been configured in the event. |
| ***Post Conditions*** | * Tender published successfully. |
| ***Flow of Events*** | * Officer configures Notice and Document parameters. * Selects the bidding form or creates a new one. * Sets the Opening and Evaluation committee. * Publish the event |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow to publish the Tender once the event parameters (Notice and documents, Bidding form, opening committee) are configured. * System should allow to Edit the Notice and Documents parameters till the event is published and also via Corrigendum (except for pre-pone the event). * System should allow to enter the Submission start, Submission end and Bid opening date while publishing the event. The dates should not be mandatory while creating or editing the Event notice. * System should not allow to publish an event if there is no mandatory form in bidding form. System should display the following message if officer tries to publish an event without adding a bidding form: “Please select at least 1 mandatory form in each envelop in Organize form”. * System should not allow to publish an event if the officer has not mapped at least one bidder in the event. System should display the message as: “Please map at least 1 bidder”. * System should not allow to publish an event if the officer has not created an Opening committee. System should display the message as: “It is mandatory to add Min. 1 member in committee”. * System should hide the ‘Edit’ link once the event is published. System should allow to edit the event by Corrigendum only, once the event is published. * System should display the published event in event listing in the Live tab. |
| ***Users/Actor*** | * Officer |

### High Level Use Case of Copy Tender

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand the flow of copy Tender process with content to create new Tender |
| ***Pre-Conditions*** | * Event notice is created * Copy Tender right should be assigned. |
| ***Post Conditions*** | * Tender created with same configuration |
| ***Flow of Events*** | * Click on copy Tender * Select the content which need to be copied |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Copy Tender**   * System should display a link ‘Copy Tender’ on Notice and Document dashboard. * Clicking on ‘Copy Tender’ link, system should display pop-up with following options:   + Do you want to copy all documents   + Do you want to copy all bidding forms with envelop   + Do you want to copy all important dates   + Do you want to copy all mapped bidders   + Do you want to copy Tender opening committee   + Do you want to copy Tender evaluation committee * Option “1” should be available while copying Tender from which opening committee is created. * Option “2” should be available while copying Tender from which evaluation committee is created. * System should ‘Copy Tender’ based on the selection of user   Do you want to copy all documents   * + On selecting above option all documents mapped in the Tenders should get mapped to the created Tender.   Do you want to copy all bidding forms with envelop   * + On selecting above option all envelopes with forms created in the Tenders should get mapped to the created Tender.   + Mandatory document checklist of form should also get copied as it is if prepared against the form.   Do you want to copy all important dates   * + On selecting above option all important dates of the Tenders should get mapped to the created Tender.   Do you want to copy all mapped bidders   * + On selecting above option, system should map all mapped bidder of the Tender with new created Tender   Do you want to copy Tender opening committee   * + On selecting above option, system should create opening committee with the same committee members with roles.   Do you want to copy Tender evaluation committee   * + On selecting above option, system should create evaluation committee with the same committee members with roles. * If user selects both forms & mapped bidders and create Tender, then system should map all the mapped bidders with forms as it is. * If user has selected only mapped bidders, system should map the bidders with the created Tender. * System should display ‘Copy Tender’ link against all created events. (Irrespective of the event status) |
| ***Users/Actor*** | * Officer |

### High Level Use Case of Cancel Tender

|  |  |
| --- | --- |
| ***Objective*** | * To understand the Business logic to cancel tender. |
| ***Pre-Conditions*** | * Officer should be logged in * Tender is not in cancelled state. * Tender should be Approved/Published |
| ***Post Conditions*** | * Tender should be in the Cancelled state and cannot be resumed now. |
| ***Flow of Events*** | * Officer logs in. * Search for the tender, which he/she needs to cancel. * Click on Dashboard. * Click on Cancel link. * Enter the remarks. * Click on Submit button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking ‘Cancel’ link, system should redirect officer to cancel tender page. * System should display event notice conf. details on this page in read only mode. * System should provide ‘Upload Document’ non-mandatory functionality on this page. * System should provide Upload Document section on this page.   + If not uploaded, system should display message as “No record Found”. * System should provide ‘Remarks for Cancel’ text area under this page. * System should provide ‘Submit’ button to cancel the tender.   + On clicking ‘Submit’ button, system should display message as “Tender cancelled successfully” and redirect officer on Notice and Document tab. * Under Tender Dashboard, system should display static message after cancellation as “Tender is cancelled” to both bidder and officer. * The tender once cancelled cannot be resumed. * If a user has submitted a Bid, it will be kept as it is. No new bids should be accepted in case of a cancelled tender. * Cancelled Tender should be displayed under Cancelled Tab.   **Bidder side**   * If Tender is cancelled, system should display “Cancellation Remarks” link for that particular tender in event listing on bidder side. * Clicking on this link, system should redirect bidder to ‘Cancelled Tender’ page. * System should display “Download” link for document if uploaded from officer side, else system should display “No record found”. * System should display Cancellation Remarks to bidder. |
| ***Users/Actor*** | * Authorized user/Bidder |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remark for Cancel | Text Area | M | Remark for Cancel should be of 2000 or less characters. | Please Enter Remarks for Cancellation of an Auction  Allows Max. 2000 characters | - | Continuous -- is not allowed |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Cancel | Link | System should redirect officer on Cancel tender page. |
| Submit | Button | System should cancel the tender. |

## Bidding Form – Dynamic Forms Creation / Management / Dashboard

### High Level Use Case of Create Term Sheet

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how term sheet/technical bid will get created from annexure. |
| ***Pre-Conditions*** | * Annexure should be in approved status. * Officer should be assigned with “Create Term sheet” rights. |
| ***Post Conditions*** | * Term sheet should get created under bidding form. |
| ***Flow of Events*** | * Officer clicks on “Create Term Sheet” link under bidding form tab in tender dashboard. * Enter the details. * Select Annexure. * Clicks on Submit. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should provide “Create Term Sheet” link under Bidding form tab in Tender Dashboard. On clicking this link, system should redirect user to “Create term sheet” page and render below fields to user. * System should allow user to create multiple term sheets.   + Term Sheet name   + Term Sheet header   + Term Sheet footer   + Requires bid supporting documents     - Yes     - No * System should provide ‘Select Annexure’ link. * Clicking on ‘Select Annexure’ link, system should redirect user to Annexure library page in another tab / window. * System should provide below search operators fields under annexure library section.   + Annexure name   + Type of annexure     - FOB Sell     - DES Sell     - DES Buy     - RLNG Sell     - RLNG Buy     - Ship Chartering     - Others: The added annexure types from master should get rendered   + Search button: If no record found by specified search criteria, system should display a message as “No Record found”.   + Clear button: System should provide clear search functionality. * System should display all Approved Annexures under annexure library section. * Annexure library listing should display below columns;   + Sr. No.   + Annexure name   + Type of Annexure   + View   + Action     - Select       * System should allow user to select multiple annexures. * System should provide Selected Annexure label in page footer under annexure library listing.   + System should render the selected annexures with “Annexure name” in this field.   + System should provide remove button on each selected annexure to remove that particular selected annexure.   Annexure Name   * + System should provide Deselect all button to remove all selected annexures.   + System should provide sorting of annexure provision in case of multiple annexures selected.     - The annexures should get dumped in single Term Sheet with the configured sorting only. * System should provide “Submit” button to submit the page. * On clicking submit after selecting required annexure system should redirect user to Bidding form tab under Tender Dashboard with message as “Term Sheet created successfully”.   + System should dump the selected annexure with annexure content values always.   + In case where no annexure is selected and user clicks on Submit button, system should display validation message as “Please select at least 1 annexure from library to create Term sheet”.   + System should render the record of Term Sheet when user clicks on “Submit” button in Bidding form tab under Tender Dashboard.   **Manage Term Sheet**   * System should provide Envelope label as default as per selection in event notice.   + System should provide “Edit” link to edit the envelope name. On clicking this link, system should redirect user to “Edit Envelope name” page.   + System should provide “Envelope name” field.   + System should provide “Submit” button to submit the page. On clicking submit button, system should redirect user to Bidding form tab under Tender Dashboard with message as “Envelop name updated successfully”. On updating the envelope, system should update the Envelope label name. * System should display below columns for Term Sheet envelope;   + Sr. No.   + Term Sheet Id: This should be system generated unique Id   + Term Sheet name     - System should display Term sheet name which was entered by the user at the time of creating term sheet under this column.     - System should display Term sheet status.       * Approval Pending   + Action     - View | Dashboard | Edit | Delete | Preview | Copy | Create mandatory documents | Edit mandatory documents | View mandatory documents   **Action (Manage Term Sheet)**   * **View**: On clicking this link, system should redirect user to “View Term Sheet” page. System should display all annexures details as per user selection and sorting configured at the time of creating term sheet. System should display Term sheet name, header and footer in this page.   + System should display “Bidder Response” column in this page. System should display labels as below on Clauses and Sub Clauses level;     - Negotiable by bidder     - Non-Negotiable * **Edit**: On clicking this link, system should redirect user to “Edit Term Sheet” page. System should display below fields in this page.   + Term Sheet name   + Term Sheet header   + Term Sheet footer   + Requires bid supporting documents     - Yes     - No   + System should provide “Update” button to submit the page. On clicking this button, system should display message as “Term Sheet updated successfully”. * **Dashboard**: On clicking this link, system should redirect user to “Term Sheet dashboard” page. System should display all selected annexures record separately row wise with below columns.   + Sr. No.   + Annexure name   + Action     - Edit: On clicking this link, system should redirect user to “Edit annexure page” for that particular annexure.       * System should provide below provisions under this page;         + Sr. No.         + Add Clause   Clause name   * + - * + Remove Clause         + Add Sub Clause         + Remove Sub Clause         + Is Negotiable by bidder?       * System should provide “Update” button to submit the page. On clicking this button, system should redirect user to “Term Sheet Dashboard” page with message as “Annexure updated successfully.         + The update in annexure should be considered for this particular event only, system should perform no changes/action in original annexure which is available in annexure library.     - Delete: On clicking this link, system should display confirmation message as “Are you sure you want to Delete this Annexure?” with options “Yes” and “Cancel”.       * On clicking “Yes” system should delete the Annexure record with message as <Annexure> deleted successfully and redirect user on same page.       * On clicking “Cancel” system should perform no action and redirect user on same page.         + If all annexures are deleted, system should not allow user to Update. On clicking “Update” button, system should display validation message as “Please select at least 1 annexure from library to update Term sheet”.     - View: On clicking this link, system should redirect user to “View annexure page” for that particular annexure. System should display full annexure details on this page with below details. System should display the changes/updates by user done in this particular event in this particular annexure.       * Annexure name       * Annexure type       * Clause/Sub clause       * Negotiable by Bidder   + Add Annexure: System should provide “Add annexure” link in this page. On clicking this link, system should redirect user to “Annexure library” page. On annexure selection and submission system should redirect user to “Term Sheet Dashboard” page with the added annexure record with message as “Annexure added successfully”.   + Sorting: System should provide sorting of annexure provision in case of multiple annexures selected.     - The annexures should get updated in single Term Sheet with the configured/updated sorting only.     - The system should update Annexure sort order on Adding / Remove annexure.   + Update: System should provide “Update” button to submit the Term sheet dashboard page. On clicking this button, system should update all the changes done in Term sheet dashboard in Term sheet. * **Delete:** On clicking this link, system should display confirmation message as “Are you sure you want to Delete this Term Sheet?” with options “Yes” and “Cancel”.   + On clicking “Yes” system should delete the Term Sheet with message as <Term Sheet> deleted successfully and redirect user on same page.   + On clicking “Cancel” system should perform no action and redirect user on same page. * **Preview:** On clicking this link, system should redirect user to “Preview Term sheet” page. System should display the full details with below values in this page;   + Term Sheet name   + Term Sheet header   + Term Sheet footer   + Clauses/Sub clauses as per selected annexures with sorting     - System should provide Collapsible/Expandable on Annexure level     - Default 1st annexure should be expanded.   + System should provide “Bidder Response” column in this page.     - System should fetch all details of Clauses/Sub Clauses in this column.     - Is Negotiable by bidder?       * The Clauses/Sub Clauses which are selected with this option should be highlighted as Yellow color in “Bidder Response” column. System should allow user to Enter in this Rich Text Editor field.         + Update by bidder to be captured in different color in Rich Text editor (to identify changes)       * The Clauses/Sub Clauses which are not selected with this option should be Non-Negotiable by user and system should display read-only mode for those clauses/sub clauses. * **Copy:** On clicking this link system should copy new term sheet with system generated unique term sheet Id with message as “Term Sheet copied successfully” and redirect user on same page. * **Create mandatory document:** On clicking this link, system should redirect user on “Create mandatory documents” page. * This link should only get enabled when user selects “Yes” in Requires bid supporting documents. * Mandatory document checklist should be deleted if User change the ‘Requires bid supporting document’ from Yes to No. * Mandatory document checklist should be deleted if Term Sheet got deleted. * System should provide below columns in this page;   + Select: System should provide this option on each added records to remove it   + Document name   + Mandatory     - Yes       * Bidder side: All documents which are selected as ‘Mandatory’, should be mandatory to upload while submitting the bid.       * Bidder side: Without uploading mandatory document, system should not allow bidder to do final submission.     - No       * Bidder side: System should allow bidder to do Final submission in case the document is “Non Mandatory” and bidder does not upload the document.   + System should provide below button to add/remove documents     - Add record     - Remove record   + System should provide “Submit” button to submit the page. On clicking this button, system should redirect user to “Bidding form” tab under Tender dashboard with message as “Mandatory document checklist prepared successfully”. * **Edit mandatory document:** On clicking this link, system should redirect user on “Edit mandatory documents” page. * This link should only get enabled when user successfully submits create mandatory document page. * System should allow user to edit the created documents list in this page. * System should provide below columns in this page;   + Select: System should provide this option on each added records to remove it   + Document name   + Mandatory: System should allow user to changes Yes/No for this column     - Yes     - No   + System should provide below button to add/remove documents     - Add record     - Remove record   + System should provide “Update” button to submit the page. On clicking this button, system should redirect user to “Bidding form” tab under Tender dashboard with message as “Mandatory document checklist updated successfully”. * **View mandatory document:** On clicking this link, system should redirect user on “View mandatory documents” page. * This link should only get enabled when user successfully submits create mandatory document page. * System should display user the created documents list in this page. * System should provide below columns in this page;   + Sr. No. - Increment by 1 as per the records available   + Document name - System should display the created documents name   + Mandatory - System should display Yes or No option against each created documents |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Term Sheet name | Text Area | M | It is mandatory to enter Term Sheet Name  Max. 500 characters are allowed  System should accept Alphanumeric and Special characters ( / , - , .) | Please enter Term Sheet Name  Allows Max. 500 alphabets, numbers and special characters ( / , - , .) | Continuous -- is not allowed |
| Term Sheet header | Rich Text Editor | N | Max. 10000 characters and numbers are allowed  System should accept Alphanumeric and Special characters | Allows Max. 10000 alphabets, numbers and special characters | - |
| Term Sheet footer | Rich Text Editor | N | Max. 10000 characters are allowed  System should accept Alphanumeric and Special characters | Allows Max.10000 alphabets, numbers and special characters | - |
| Requires bid supporting document | Combo Box | M | Yes  No | - | By default No option should be selected in the system |
| Envelope name (Envelope) | Text field | M | It is mandatory to enter Envelope Name  Allows max. 50 alphabets, numbers and special characters (dot, -, /, comma, space, &, \_) | Please enter Envelope Name  Allows max. 50 alphabets, numbers and special characters (dot, -, /, comma, space, &, \_) | - |
| Sr. No. (Envelope) | Label | M | - | - | System should display the rows number.  Increment by 1 |
| Term Sheet Id (Envelope) | Label | M | - | - | This should be system generated unique Id |
| Term Sheet name (Envelope) | Label | M | - | - | System should display Term sheet name which was entered by the user at the time of creating term sheet under this column. |
| Envelope status (Envelope) | Label | M | - | - | Approval Pending |

***Annexure Library Search Operators:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Annexure Name (Search Operator) | Text field | N | Allows max. 200 alphanumeric and special characters | No record found  Please enter at least 1 search criteria | System should render result as per details entered |
| Type of Annexure  (Search Operator) | Dropdown | N | FOB Sell  DES Sell  DES Buy  RLNG Sell  RLNG Buy  Ship Chartering  Others: Added annexure types should from master should get rendered | No record found  Please enter at least 1 search criteria | System should render result as per details entered |

***Annexure Library Listing:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Sr. No. | Label | M | - | - | System should display the rows number.  Increment by 1 |
| Annexure name | Label | M | - | - | System should display annexure name |
| Type of Annexure | Label | M | - | - | System should display type of annexure comma separated in case of more than 1 type is available for that particular annexure |

***Create mandatory document:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Document name | Text field | M | It is mandatory to enter the document name  Allows max. 200 alphanumeric and special characters | Please enter document name  Allows max. 200 alphanumeric and special characters | At the time of edit mandatory document system should display the document name entered at the time of creation of mandatory document |
| Mandatory | Combo Box | Yes  No | - | - | By default Yes option should be selected in the system  At the time of edit mandatory document system should render the selection which was selected at the time of creation of mandatory document |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Create Term sheet | Link | System should redirect user to create term sheet page |
| Search | Button | Validation should fire  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| Select (Annexure) | Button | System should select that particular annexure and move that annexure to selected annexures list |
| Remove (Annexure) | Button | System should remove that particular annexure from selected annexures list |
| Deselect All (Annexure) | Button | System should remove all annexure from selected annexures list |
| Sorting (Annexure) | Dropdown | System should render the data dumped from annexures to single term sheet with the configured sorting |
| Submit (Term sheet) | Button | Field should be validated on clicking Submit Button  System should submit the data on Server |
| Edit (Envelope name) | Link | System should redirect user to edit envelope name page |
| Submit (Envelope name) | Button | Field should be validated on clicking Submit Button  System should submit the data on Server |
| View (Term sheet action) | Link | System should redirect user to view term sheet page |
| Edit (Term sheet action) | Link | System should redirect user to edit term sheet page |
| Dashboard (Term sheet action) | Link | System should redirect user to term sheet dashboard page |
| Update (Dashboard page) | Button | Field should be validated on clicking Update Button  Updating of all changes in dashboard page for Term sheet should be validated on clicking Update Button  System should update the data on Server |
| Delete (Term sheet action) | Link | System should render confirmation message and on confirmation system should delete the term sheet |
| Preview (Term sheet action) | Link | System should redirect user to preview(test form) term sheet page |
| Copy (Term sheet action) | Link | System should copy the new term sheet and redirect user on same page |
| Create mandatory document (Term sheet action) | Link | System should redirect user on create mandatory document page |
| Edit mandatory document (Term sheet action) | Link | System should redirect user on edit mandatory document page |
| View mandatory document (Term sheet action) | Link | System should redirect user on view mandatory document page |
| Add record (Create, Edit mandatory document) | Button | System should add new record for document |
| Remove record Create, Edit mandatory document) | Button | System should remove record of selected document |

### High Level Use Case of Create Bidding Forms (Forms, Tables, Form Matrix)

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand the process to create new Bidding form, table, form matrix. |
| ***Pre-Conditions*** | * Event NIT should be created. * Office should have rights to prepare new form. |
| ***Post Conditions*** | * Form Prepared successfully. |
| ***Flow of Events*** | Preparation of New Form:   * User logs in * Search the event for which he needs to prepare bidding form(s) * Goes to the event dashboard * Clicks on ‘Bidding Forms’ tab * Clicks on a ‘Prepare New Form’ link * Enters form data * Clicks on ‘Submit’ button * Enters table data * Clicks on ‘Submit’ button * Create form matrix * Clicks on ‘Submit’ button |
| ***Alternate Flow/Exceptional Flow*** | * NA |

|  |  |
| --- | --- |
| ***Business Rule / Requirements*** | **STEP-1**   * On clicking Prepare new form, system should redirect user on Create form page. * Under create form page, below fields should be available for the configuration;   + SOR name   + SOR header   + SOR footer   + Envelope type (As per selection in event Notice)     - SOR     - Term Sheet   + Multiple filling (Default No) Yes | No (Hide in Default conf.)     - Applicable on Term Sheet envelope only, system should disable this field if SOR is selected as envelope type.   + Requires encryption (Default Yes) Yes | No   + Requires document encryption (Default Yes) Yes | No   + Required Bid supporting Documents (Default Yes) Yes | No   + Mandatory Form (Default Yes) Yes | No   + No. of tables (Default should be 1)   + Allow item wise document upload (Default No) Yes | No     - Applicable on Term Sheet envelope only, system should disable this field if SOR is selected as envelope type. * The system should allow user to select all forms as ‘Non Mandatory’. * On publish tender, the system should validate with a message as ‘At least 1 form should be mandatory for bid submission’.   + E.g. If all forms are marked as ‘Non mandatory’ and in organize form, if officer has configured as ‘Min. 1 form as mandatory for final submission’, the system should allow bidder to fill any 1 form out of total form to submit bid (final submission) * On submitting above details, system should save data with Success message: ‘Form details submitted successfully’. * System should render the Price bid form/SOR record under Bidding form tab in Tender dashboard on successful submission of this page. * After creating form system should redirect user on create table page. * Prepare Table in Form.   **STEP-2**   * Under create table page, below fields should be available for the configuration; * Add Table option should be available on Create Table page. * Remove table option should be available with checkbox selection on Create Table page.   + Table Name   + Table Header   + Table Footer   + No. of Columns   + No. of Rows   + Mandatory Table (Default Yes) Yes | No   + Multiple filling (Default No) Yes | No (Hide in Default conf.)     - Applicable on Term Sheet table only, system should disable this field if table is created under SOR envelope.   + Allow Partial filling (Default No) Yes | No     - Applicable on SOR envelope only, system should disable this field if Term sheet envelope is selected. * On submitting above details, system should save data with Success message: ‘Table created successfully’. * On submitting system should create table and redirect user to the ’Form Dashboard’ page.   **STEP-3**   * Created table should be available under Form dashboard 🡪 Form name section with options ‘Create’ and ‘Delete’ under action column. * Under form dashboard Add table option should be available. * On clicking create link, system should redirect user to create form matrix page. * Under form matrix page, system should provide below options to add/remove rows and columns;   + Add row   + Delete row   + Add column   + Delete column     - System should provide selection option for each columns and rows.     - System should allow user to select multiple columns and rows to delete.     - On selection and clicking delete button for rows/columns, system should delete the selected rows/columns.     - System should not allow user to delete all columns/rows from form matrix.       * System should validate user with message as “At least one column is required”.       * System should validate user with message as “At least one row is required“.   + System should allow user to add column details horizontally and item/row details vertically. * Under form matrix page below fields should be available for the configuration; * Following are the fields of Form Matrix: * **Select Filled by;** * System should display following options under Filled By; * ***Officer****:* This option should be selected if User/officer wants to specify their details over here. * ***Auto****:* This option should be selected for the column in which the formula is to be applied * System should allow user to configure filled by to be auto only in case of price bid envelope. System should not display this option in case of Technical Bid form matrix. * ***Bidder****:* if this option is selected then bidders need to fill out this column. * Once the form is prepared, the ‘No. of columns’ and ‘Rows’ field value can be modified till the time it is not published. * System should validate fields on Submit button. In case where Filled by Bidder is not selected for any column in the form matrix, system should provide validation message as “Filled by bidder should be at least one”. Applicable to both Price Bid and Technical Bid Envelope. * ***Proxy Bid Column:*** If this column type has been selected, officer need to fill this to differentiate values for the given column type (For Example Service Tax, can be different Bidder Wise. To configure the Proxy parameters columns, Fill by should be selected as Proxy bid. * System should not display Proxy Bid Column option if Bidding Access is selected as Open. * If any column Filled By is selected as Proxy Bid Column, it is mandatory for Authorized User to fill the data. * System should allow user to configure filled by to as proxy bid column only in case of price bid envelope. * Once the form is prepared, the ‘No. of columns’ and ‘Rows’ field value can be modified till the time it is not published. * System should provide proxy bid column configuration on table level where officer can configure bidder wise proxies for the columns which are selected as proxy bid column.   + System should allow the numbers with decimal values configured at the time of Business rule in these proxy bid columns.   + System should validate on “Publish” link, if officer has not configured/entered the data in proxy bid columns with message as “Please configure Proxy bid for bidders”. * **Data Type;** * System should display following options under Data Type;   + Small Text (Max. 300 characters)   + Long Text   + +No. with (.)   + +No. without (.)   + All Numbers   + Combo Box   + Date   + List box   + Auto Number * **Column Type;** * System should display following options under Column type;   + Sr. No.   + Item name   + Item Description   + Quantity   + Entered by Bidder   + Total   + Proxy Parameter   + Unit of measurement   + Others * It should be mandatory to select mandatory column type configured while creating domain. If configured mandatory column type has not been selected while creating bidding form, then system should validate with a message as “It is mandatory to select <Configured mandatory column type> in any 1 column”. * It should be mandatory to select Column Type as Item Name, Entered by Bidder or Total in any of the column. System should display a message as “It is mandatory to select Column Type as Item Name in any 1 column”, “It is mandatory to select Column Type as Entered by Bidder or Total in any 1 column”, if none of the column Type is selected as Item Name, Entered by Bidder or Total. * If mandatory column type has not been configured or the user try to map multiple columns of Entered by Bidder or Total, Quantity, Item Name, then system should validate with a message as “Column type <mandatory column type> should be at least and only one” on submitting the form matrix. * System should only allow selecting 1 column as Item name, Entered by Bidder and Total. * Following Column Type should be mandatory:   + Item Name   + Entered by Bidder * **Show/Hide;** * System should allow authorized user to select Show / Hide for each column. Column which is selected as ‘Hide’, should not be displayed to bidder. By default, system should display selected value as “Show”. * **Sort Order;** * By default, sort order should be given to columns. * System should allow User to manage the sort order of the column. * If user change the sort order and keep same sort order of two different columns, then system should validate the same on submitting the data with message: “Column Sort Order not in proper sequence”. * By default, sort order should be given to rows. * System should allow User to manage the sort order of the row. * If user change the sort order and keep same sort order of two different rows, then system should validate the same on submitting the data with message: “Row Sort Order not in proper sequence”. * On submitting above details, system should save data with Success message: ‘Form created successfully’. * On submitting system should create form and redirect user to the ’Create Formula’ page. * User should be allowed to create a new additional form in event as per the requirement (only before publishing event) * It should be mandatory to add “1” table in Price bid/SOR form type. * System should not allow to enter “0” in No. of Table, on entering “0”, system should display a message as “Zero value is not allowed”. * Table Header and Footer is only applicable if there are more than 1  Table in particular form. * At the time of preparation of New Form or Cancellation of existing form, if Final Submission is done by any bidder, system should prompt a message as “Final Submission is done by one of the bidder, Are you sure you want to proceed” Yes | No. * On changing Filled by as Officer or Auto (from bidder), system should delete particular column data. System should not delete column data which is selected as User or changed to User. * On changing Data Type, system should delete column data. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Form Name | Text Box | M | It is mandatory to enter Form Name  Max. 500 characters are allowed  System should accept Alphanumeric and Special characters( / , - , .) | Please enter Form Name  Allows Max. 500 alphabets, numbers, and special characters ( / , - , .) |  |  |
| Form Header | Rich Text Area | M | It is mandatory to enter Form Header  Max. 10000 characters and numbers are allowed  System should accept Alphanumeric and Special characters | Please Enter Form Header  Allows Max. 10000 alphabets numbers and special characters. |  | - |
| Form Footer | Rich Text Area | N | Max. 10000 characters are allowed  System should accept Alphanumeric and Special characters | Allows Max. 10000 alphabets, numbers and special characters. |  | - |
| Envelope Type | Combo Box | M | SOR  Term Sheet | - |  | System should display Envelope Type as selected at the time of Notice creation. |
| Requires Multiple filling? | Combo Box | M | - | - | Yes  No | By default system should select “No”  Applicable in case of envelope type as Term Sheet. |
| Requires bid supporting document? | Combo Box | M | - | - | Yes  No | By default system should select “Yes” |
| Requires encryption | Combo Box | M |  |  | Yes  No | Default value should be Yes. |
| Requires document encryption | Combo Box | M |  |  | Yes  No | Default value should be Yes. |
| Is Mandatory? | Combo Box | M | - | - | Yes  No | By default system should select “Yes” |
| No. of Tables | Text Box | M | It is mandatory to specify No. of Tables  Only Numeric values are allowed  Max. 2 numeric values are allowed  System should accept only positive whole numbers | Please enter No. of Tables  Allows Max. 2 positive whole numbers |  | - |
| Allow item wise document upload | Combo Box | M | - | - | Yes  No | By default system should select “No”  Applicable in case of envelope type as Term Sheet. |
| **Table and Form Matrix** | | | | | | |
| Table Name | Text Area | M | Max. 1000 characters are allowed  Max. 1000 characters are allowed  System should accept Alphanumeric and Special characters | Allows Max. 1000 alphabets, numbers and special characters (/,-,.,, and space) | Test | - |
| Table Header | Rich Text Area | N | Max. 10000 characters are allowed  Max. 10000 characters are allowed  System should accept Alphanumeric and Special characters( / , - , .) | Allows Max. 1000 alphabets, numbers and special characters |  | - |
| Table Footer | Rich Text Area | N | Max. 10000 characters are allowed  System should accept Alphanumeric and Special character | Allows Max. 10000 alphabets numbers and special characters |  | - |
| No. of Rows | Text Box | M | System should allow only positive numbers  Max. 3 digits are allowed | Please enter No. of Rows  Allows Max. 3 positive numbers | 123 | - |
| No. of Columns | Text Box | M | System should allow only positive numbers  Max. 2 digits are allowed | Please enter No. of Rows  Allows Max. 2 positive numbers | 12 | - |
| Requires Multiple filling? | Combo Box | M | - | - | Yes  No | By default system should select “No”  Applicable on Term Sheet envelope only. |
| Allow Partial filling | Combo Box | M | - | - | Yes  No | By default system should select “No”  Applicable on SOR envelope only. |
| Columns | Text Box | M | It is mandatory to specify No. of Columns  Only Numeric values are allowed  Max. 2 digits are allowed  System should accept only positive whole numbers | Please enter Columns  Allows Max. 2 positive whole numbers |  | - |
| Rows | Text Box | M | It is mandatory to specify No. of Rows  Only Numeric values are allowed  Max. 3 digits are allowed  System should accept only positive whole numbers | Please Enter Rows  Allows Max. 3 positive whole numbers |  | - |
| Column Header | Text Box | M | It is mandatory to enter Column Header  Max. 300 characters are allowed  System should accept Alphanumeric and Special characters | Please Enter Column Header  Allows Max. 300 alphabets, numbers and special characters |  | - |
| Filled By | Combo Box and Drop down list | M | It is mandatory to select any one | Please select Filled By field |  | By default system should select “Please Select”  System should display following option in Combo box;   * Officer * Bidder * Auto * Proxy Bid Column |
| Data Type | Combo Box and Drop down list | M | It is mandatory to select Data Type  For Small Text:  Allows Max. 2000 characters | Please select Data Type  For Small Text:  Allows Max. 2000 characters |  | By default system should select “Please Select”  System should display following option in Combo box;   * Small Text (Max. 300 characters) * Long Text * + No. with (.) * + No. without (.) * All Numbers * Date * Combo Box |
| Column Type | Combo Box and Drop down list | M | It is mandatory to select values from Column Type | Please select Column Type |  | By Default, system should display “Please select”  Following are the values of Drop down list;   * Item Description * Quantity * Entered by Bidder * Total * Others   As per the requirement |
| Sort Order | Text Box | N | Only Positive whole numbers are allowed  Max. 2 Digits are allowed | - |  | System should allow Authorized User to sort Column Order as per the requirement |
| Show / Hide | Combo Box and Drop down list | M | It is mandatory to select values from Show / Hide | - |  | By Default, system should Keep “Show” as selected value  Following are the values of Drop down list;   * Show * Hide |

***Controls:***

|  |  |  |
| --- | --- | --- |
| Control | Control Type | Behavior |
| Prepare New Form | Link | System should allow to create New Form |
| Add Table | Button | System should Add Table |
| Delete Table | Button | System should Delete selected Table |
| Add Row / Column | Button | System should add Row / Column in Form matrix |
| Delete Row / Column | Button | System should delete selected Row / Column in Form matrix |
| Submit | Button | System should save the data |

### High Level Use Case of Formula Creation

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how dynamic formula creation engine is useful to create formula for Bidding Form where Auto Column is applicable |
| ***Pre-Conditions*** | * Bidding form is created * Table is Created * At least one Auto Column Available in Table/Form for formula creation |
| ***Post Conditions*** | * On creating formula, system should display a message as ”Formula created successfully” and redirect user to formula creation page. * System should allow to Test Form in which formula is created |
| ***Flow of Events*** | * Officer Logs in * Search and selects the event for which he needs to prepare formula for Bidding form(s) * Clicks on Bidding Form Tab -> Dashboard * Clicks on “Create Formula” link against particular form * Selects the column Name for formula creation * Create required formula for particular column * Test Formula * Clicks on Save Button to save formula |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * Formula creation process should be applicable on SOR forms only. * System should allow user to select only those columns for which the filled by option is selected as ‘Auto’ for formula creation. * System should allow officer to create Grand Total formula (function) if no auto column is applicable. (Column type). * For Building formula, system should give mathematical operation (+, -, /, \*, (,),)) and numbers. * In formula, system should allow user to select the column having any of the following data type:   + + No. with (.)   + + No. without (.)   + All Numbers * Provision to create grand total formula should be available. This grand total formula can be created only to that column which has any of the following data type:   + + No. with (.)   + + No. without (.)   + All Numbers * Grand Total can be created on the column where filled By is selected as “Bidder / Auto”. * For creating Grand Total formula, need to select check box beside column name and then need to Save Formula * System should delete the formula if user edit the form with following option;   + Update Data Type, Filled by option   + Update form with Add Column operation   + Update form with Delete Column operation * On saving formula, system should also save Total column. * System should only allow officer to create Grand Total on column whose column type is Entered by Bidder or Total. * In case of user tries to test formula without creating formula then system should display message as “Please Create Formula” * It should be mandatory to test formula before saving the same. * System should allow to Delete required formula till Bidding Form is not approved. * On successful saving of a formula, system should prompt a message “Formula Created Successfully” * System should display list of created formula on the same page. * Once the formula is created for particular column, system should not display that column in selection of create formula. * It should be mandatory to enter appropriate values in particular cell to test the formula. * System should display all the created formula with delete link. * By clicking delete link, system should prompt a confirmatory message that "Are You sure you want to delete formula”, with Ok and Cancel option, on selection of “Ok”, system should delete the formula and display a message as “Formula Deleted Successfully” and on selection of Cancel, system should redirect authorized user on the same page (Create Formula). |
| ***Users/Actor*** | * Authorized user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Step 1 | Combo box and Dropdown list | - | - | - |  | System should display list of Column title which are selected as “Auto” |
| Step 2 (BOQ) | Fields | - | - | - | - | System should display Fields as Per Created Form |
| Text Area | Text Area | - | - | - | - | System should preview Formula as selection of BOQ |
| In Words | Check Box | N | - | - |  | To create a formula for words, Authorized User needs to select Column title, select the column which needs to converted into words and check “In Words” check box |
| Grand Total | Check Box | - | - | - | - | Column Checkbox is selected for Creating Grand Total Formula |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| \* | Button | Used for Multiplication |
| + | Button | Used for Addition |
| - | Button | Used for Subtraction |
| / | Button | Used for Division |
| ( | Button | Used for Round Bracket Starts |
| ) | Button | Used for Round Bracket Close |
| Number | Button | Used for Enter Numeric/Numbers |
| Clear | Link | System should clear column selection which has been selected for creation of formula. |
| Test Formula | Button | System should Test Created formula |
| Save Formula | Button | System should save the formula |
| Delete Formula | Link | System should delete selected formula |
| Undo | Button | System should undo last operated function. |

### High Level Use Case of Bidding Form creation from Library

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use Case is to understand that how Bidding Forms are created from Form Library |
| *Pre-Conditions* | * Officer has logged in * Tender notice is already created |
| *Post Conditions* | * Forms created Successfully * Publish forms * Attach it in envelope * Organize the Form |
| *Flow of Events* | * Officer logs in * Search and selects the event for which he needs to create Bidding form(s) from form library * Clicks on Bidding Form Tab * Clicks on “Form Library” link * Search the Bidding form by;   + Event ID   + Form ID   + Reference No.   + Form Name   + Envelope (Tech Bid/ Price Bid) * Enters the above mentioned search criteria * Clicks on Form Search button * System should display list of Form created in that particular event * Officer can View the form by clicking “View” link * Select the required forms * Clicks on “Submit” button |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | * It should be mandatory to select envelope   + If user selects Technical bid form from library and under envelope type user selects Price bid option, system should display validation message as “Selected form is not price bid form. Please select price bid form”.   + If user selects Price bid form from library and under envelope type user selects Technical bid option, system should display validation message as “Selected form is not technical bid form. Please select technical bid form”. * System should display 2 tabs in Form Library page, “Standard” and “Other” * System should allow user to select envelope at the time of form selection * By default system should add all created forms in “Other” Tab (category) * By default, standard Tab should be selected * System should display a link as “Add to Standard”, on adding form to Standard, system should display a message as “Form added to Standard Forms successfully” * System should display “Remove from Standard link in Standard Form page * System should display form in read-only mode before removing form from Standard form tab. On removing the form from Standard, system should display a message as “Form removed from Standard Forms successfully” * System should display selected form name on selection of form from form library * System should provide below search operators to search the form;   + Envelope Type     - Technical Bid     - Price Bid   + Event ID   + Form ID   + Reference No.   + Form Name * System should provide Clear Search functionality at the time of Search Form from Library * System should display Created Forms in ascending order of Event ID. * System should provide “View” link to view created form(s). * System should allow user to Edit, Copy, Delete, View, Test Form and Approve form once it is added in particular event. * Once the form has been added, system should prompt a message as “Form selected successfully” * System should only allow user to map multiple forms at a time * If there are multiple table in particular form, system should add all table on selection of particular form * System should always copy form with formula and values of bidding form line items and columns * System should allow to edit Bidding Forms and its respective tables till the Forms are not published * At the time of preparation of New Form or Cancellation of existing form, if Final Submission is done by any bidder, system should prompt a message as “Final Submission is done by one of the bidder, Are you sure you want to proceed” Yes | No |
| *Users/Actor* | * Authorized user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Form Type | Combo Box | M | - | | Values;  Price Bid  Technical Bid |  |
| Event ID | Text Box | N | Please Enter Search Criteria | |  | - |
| Reference Number | Text Box | N |  | - |
| Form ID | Text Box | N |  | - |
| Form Name | Text Box | N |  | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Form Library | Link | System should allow to select forms from Form Library |
| Form Search | Button | System should search Form as per Search Criteria |
| View | Link | System should display form in Read-only mode |
| Submit | Button | System should add the form in Particular Tender |
| Update | Button | System should update the information |
| Add Table | Button | System should add Table |
| Delete Table | Button | System should delete selected Table |
| Delete Form | Link | System should delete Form |
| Edit | Link | System should allow to edit form details |
| View | Link | System should display form in Read-only mode |
| Preview | Link | System should allow Authorized User to Test Form |

### High Level Use Case of Governing column / Price Summary Report

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the logic of governing column and Price summary creation |
| *Pre-Conditions* | * Formula and form should have created. (Applicable for Grand Total) * Formula and form should have created (Applicable for Item wise) |
| *Post Conditions* | * Governing Column should get selected. (Applicable on Item wise) * Price |
| *Flow of Events* | * Authorized User logs in * Creates bidding form * Create Price Summary report - (If Bid evaluation is grand total wise) * Select Governing column - (If Bid evaluation is Item wise) |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | **Case 1: Item wise**   * In case of Item wise result, it should be mandatory to configure governing column. * **Select Governing Column**: System should provide “Select Governing Column” link under Bidding form tab under Tender dashboard. * On clicking “Select Governing Column” link, system should redirect user to select governing column page and display list of price bid forms.   + If there are multiple tables under 1 form, system should allow user to select the governing column on table level. * System should display list of column name in combo box which is selected as “Entered by Bidder or Total” at the time of bidding form creation. By default Entered by Bidder should be selected for each form and each table. * System should provide “Submit” button to submit the page. On submission, system should provide message as “Governing column added successfully” and redirect user to Bidding form tab under Tender dashboard. * Once governing column is configured with successful message system should provide Edit Governing Column and View Governing Column Link under Bidding Form tab. * **Edit Governing Column:** On clicking this link, system should redirect user to edit governing column page.   + Update: At the time of editing, system should provide Update button to update the page with message as “Governing column edited successfully” and redirect user to Bidding form tab under Tender dashboard.   + System should allow user to edit governing till the Tender event is not published or final approval is not received in workflow. * **View Governing Column:** On clicking this link, system should redirect user view governing column page where user should be able to view the configured governing columns in read only mode. * Based on the governing column selection system should generate L1-H1 report. * **Publish event:** On clicking “Publish” link, system should provide validation message as “Please select Governing Column” if user has not selected the governing column.   **Case 2: Grand Total wise**   * In case of Grand Total wise result, it should be mandatory to configure price summary. * **Create price summary report:** System should provide “Create Price Summary report” link under Bidding form tab under Tender dashboard. * On clicking “Create Price Summary report” link, system should redirect user to create price summary report page and display list of price bid forms.   + If there are multiple tables under 1 form, system should allow user to select the evaluation column on table level. System should provide checkbox selection for evaluation column on table level.   + It is mandatory to have 1 grand total formula for the table, if grand total formula is not created for the table, system should not display that particular price bid form/table in price summary report page.   + If there are 2 grand total formulas created for Entered by Bidder and Total column under the price bid table, system should only allow user to select evaluation column for 1 column in price summary.     - If Total column is selected by the user, system should freeze the selection of Entered by Bidder column to user, If user tries to select Entered by Bidder column system should display validation message as “You are allowed to select only 1 grand total column for 1 Price Bid Table”. Vice Versa. * System should provide Report name field to prepare the report. This field should be mandatory. If user clicks on Submit button without entering details in this field then system should provide validation message as “Please enter Report name”. * System should provide “Submit” button to submit the page. On submission, system should provide message as “Price Summary form configured successfully” and redirect user to Bidding form tab under Tender dashboard. * Once price summary is configured with successful message system should provide Edit Price Summary report Column, Delete Price Summary Report and View Price Summary Report Link under Bidding form tab. * **Edit Price Summary Report**: On clicking this link, system should redirect user to edit price summary report page.   + Update: At the time of editing, system should provide Update button to update the page with message as “Price summary form edited successfully” and redirect user to Bidding form tab under Tender dashboard.   + System should allow user to edit price summary report till the Tender event is not published or final approval is not received in workflow. * **Delete Price Summary Report:** On clicking this link, system should display confirmation message as “Are you sure you want to delete price summary report?” with “Yes and No” option.   + On clicking “Yes”, system should delete the price summary report with message as “Price Summary Deleted Successfully” and redirect user on same page.   + On clicking “No”, system should close confirmation message and redirect user on same page. * **View Price Summary Report:** On clicking this link, system should redirect user view price summary page where user should be able to view the configured selected columns in read only mode. * Based on the column selection system should generate L1-H1 report. * **Publish event:** On clicking “Publish” link, system should provide validation message as “Please Create Price Summary Report” if user has not created the Price Summary Report. |
| *Users/Actor* | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Report name | Text Field | M | Allows max. 100 characters include special characters(-,Space,&,(,),+,\_) | Please enter Report name |  |  |
| Create Price summary report | Check Box | M | - | Please Select Column |  | In case of Grand Total wise event user need to select check box for price summary. |
| Governing Column | Combo Box | M |  | Please Select Governing column | Default should be Entered by Bidder | In case of Item wise events user need to select governing column from combo box. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Select Governing Colum | Link | System should redirect user to Select governing column page |
| Edit Governing column | Link | System should redirect user to Edit governing column page |
| View Governing column | Link | System should redirect user to View governing column page |
| Submit (Governing column) | Button | System should submit the selected governing column |
| Update (Governing column) | Button | System should update the governing column |
| Create Price Summary report | Link | System should redirect user to Create price summary page |
| Edit Price Summary report | Link | System should redirect user to Edit price summary page |
| Delete Price Summary report | Link | System should delete the created price summary |
| View Price Summary report | Link | System should redirect user to View price summary page |
| Submit (Price Summary report) | Button | System should submit the selected price summary report |
| Update (Price Summary report) | Button | System should update the price summary report |

### High Level Use Case of View / Edit Form

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the functionality of View Form and Edit Form |
| *Pre-Conditions* | * Authorized User/User/Department Officer has logged in * E-RFQ is created * Form is created * Edit form can be done before event gets published |
| *Post Conditions* | * View Form/ Form edited Successfully |
| *Flow of Events* | * Officer logs in * Event dashboard * Clicks on Bidding Form Tab * Click on View Form link/ Click on Edit link |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | **View Form**   * System should allow officer to view form in read-only mode * System should display following data on View Form page:   + Form header   + Form footer   + Table header   + Table footer   + Table Structure   + Data Type   + Column Type * Show hide Property of the column * Filled by details.   + System should display entered value in Filled by officer columns.   + System should display filled by bidder where filled by bidder is selected   + System should display Auto where filled by auto is selected * Table property should be displayed below each Table structure. Following fields of table property should be displayed.   + Mandatory (Table)   + Are all item mandatory * Formula Created   + Sr. No   + Formula for   + Formula * Form Property   + SOR form   + Multiple filling (Form)   + Requires bid supporting documents   + Mandatory (Form)   + Requires encryption   + Requires document encryption * Datatype   + Datatype: Selected datatype in form matrix list should be available.   + Example: Examples for each datatypes should be available. * System should provide functionality to export page in PDF and Print page.   **Edit Form:**  By clicking on the Edit link, system should allow officer to Edit following details.   * + Form name   + Form header   + Form footer   + Envelope type   + Multiple filling (Form)   + Requires bid supporting documents * Mandatory (Form) * Clicking on Update should update the details of form accordingly. |
| *Users/Actor* | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | | **Mandatory / Non Mandatory** | **Validation** | | **Validation Message** | | **Test Data** | | **Remarks** | |
| Form Header | Label | | M | - | | | | - | | System should showcase the form header entered | |
| Form footer | Label | | M | - | | | | - | | System should showcase the form footer entered | |
| Table header | Label | | M | - | | | | - | | System should showcase the table header entered | |
| Table footer | Label | | M | - | | | | - | | System should showcase the table footer entered | |
| Table structure | Label | | M | - | | | | - | | System should showcase the table structure created | |
| Data type | Label | | M | - | | | | - | | System should showcase the data type selected | |
| Column type | Label | | M | - | | | | - | | System should showcase the column type selected | |
| Show/Hide column property | Label | | M | - | | | | - | | System should showcase the show/hide column type selected | |
| Filled by details | Label | | M | - | | | | - | | System should showcase the filled by details selected | |
| Mandatory (Table) | Label | | M | - | | | | - | | System should showcase the property of selected table | |
| Created Formulas | | | | | | | | | | | |
| Sr. No. | Label | | M | - | | | | - | | As per the number of records, increment by 1. | |
| Formula for | Label | | M | - | | | | - | | Column name for which the formula is created should mentioned here | |
| Formula | Label | | M | - | | | | - | | Formula created should be mentioned here | |
| Form Property | | | | | | | | | | | |
| Form name | Label | | M | - | | | | - | | System should showcase the form name | |
| Multiple filling | Label | | M | - | | | | - | | System should showcase selected option | |
| Require bid submission documents | Label | | M | - | | | | - | | System should showcase selected option | |
| Mandatory (Form) | Label | | M | - | | | | - | | System should showcase the property of selected form | |
| Edit form | | | | | | | | | | | |
| Form Name | Text area | M | | | Allows Max. 500 characters, numbers and special characters ( / , - , . , : ) | | Please enter Form name | | test laptops | | - |
| Form header | Word Text | N | | | - | | - | | test laptops | | - |
| Form footer | Word Text | N | | | - | | - | | test laptops | | - |
| Envelope type | Combo box | M | | | Default Please select should be available | | Please select Envelope type | | Technical Bid | | Please select  Technical bid  Price bid  System should not allow to submit the page with Please select. |
| Multiple filling | Combo box | M | | | Default No should be available | | - | | No | | System should provide Yes and No option. |
| Requires bid supporting documents | Combo box | M | | | Default No should be available | | - | | No | | System should provide Yes and No option. |
| Mandatory | Combo box | M | | | Default Yes should be available | | - | | Yes | | System should provide Yes and No option. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update (Form) | Button | Should submit and update data |
| View | Link | System should redirect user to view form page |
| Edit (Form) | Link | System should redirect user edit form page |
| PDF | Link | System should download the view form page in PDF format |
| Print | Link | System should print the view form page |

### High Level Use Case of Preview / Test Form

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the functionality of Preview / Test form. |
| *Pre-Conditions* | * Event should be created * Form should be created * Formula should be created (For SOR forms) * Officer should be assigned with Preview/Test form rights. |
| *Post Conditions* | * Officer should be able to preview and test the created forms which is created. |
| *Flow of Events* | * Officer logs in * Clicks on Event dashboard * Clicks on Bidding Form Tab * Clicks on Preview link |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | * **Preview:** This provision is applicable on both Term Sheet and SOR. * On clicking this link, system should redirect user to “Preview” page of that particular form whether it is SOR or Term sheet. * System should display the below details in this page;   + Term sheet name/SOR name   + Term sheet/SOR Header   + Term Sheet/SOR Footer   + Table name   + Table header   + Table header   + Table columns   + Table rows   + Created formulas (Applicable on SOR forms only)     - System should display the grand total formula field if the grand total formula is created. * System should display filled by bidders highlighted with yellow color, where officer should be able to enter/input/test the details and formula which is created by officer.   + System should display the fields/UI under this page as per the data type selected in table matrix.   + System should display the standard system validations when the data entered by officer does not match with the data type selection of the columns.   + System should calculate the formula as per created formulas and generate the data in column which is selected filled by as “Auto”. * System should hide the columns under this page which are selected as ‘Hide’ in table matrix. * System should show the columns under this page which are selected as ‘Show’ in table matrix. * System should provide PDF | Print download provision under this page. Clicking on link, system should download the PDF format of this page. |
| *Users/Actor* | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Filled by Bidder | As per data type selected at the time of table matrix creation | M | As per standard validations, validation message should be provided when officer enters the data in filled by bidder. | | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Preview | Link | System should redirect officer to preview/test form page of that particular form |
| PDF | Link | System should download the preview form page in PDF format |
| Print | Link | System should print the preview form page |

### High Level Use Case of Copy Form

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use case is to understand that how Bidding Form is copied from existing one |
| ***Pre-Conditions*** | * Bidding form is created * Officer should be assigned with Copy form rights |
| ***Post Conditions*** | * System should allow to edit the same as per the requirement * System should display a message as “Form copied successfully” |
| ***Flow of Events*** | * Authorized User Logs in * Search and Selects the Event for which he wants to create Bidding form * Clicks on Bidding Form Tab * Clicks on Copy form against created form * Clicks on Edit link * Add / Edit required details * Submit the details |
| ***Alternate Flow/Exceptional Flow*** | * It is an additional feature other than Selection of form from Form library |
| ***Business Rule / Requirements*** | * On clicking “Copy Form”, system should copy entire form except existing form rows * System should allow to Copy the form multiple times * System should allow to edit all the form details and fields as per the requirement * System should also allow Authorized user to Edit / Delete the formula * System should display “Copy Form” link on Bidding Forms dashboard * System should not display “Copy Form” link once Bidding Forms are published * System should display “Copy Form” link once Corrigendum is prepared. * System on clicking “Copy form” link should ask with a message as “Do you want selected form with values?” with Yes and No options. * In case of Yes, system should copy form structure and rows * In case of No, system should only copy form structure but not rows * System should ask with the message in case of is price bid. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Copy Form | Link | System should copy the form |
| Submit | Button | System should submit the data on server |
| Edit | Link | System should allow Authorized User to edit form details |
| View | Link | System should display the page in Read-only mode |

### High Level Use Case of Delete Form

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use case is to understand that how Bidding form can be deleted. |
| ***Pre-Conditions*** | * Bidding form should be created * Delete link should be enabled until the event is not published * Officer should be assigned with the Delete form rights. |
| ***Post Conditions*** | * System should delete the Bidding Form |
| ***Flow of Events*** | * Authorized User Logs in * Search and Selects the Event for which he wants to delete the Bidding form * Clicks on Bidding Form Tab * Clicks on “Delete” link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking “Delete” link, system should display confirmation message as “Are you sure you want to Delete this Term Sheet/SOR?” with options “Yes” and “Cancel”.   + On clicking “Yes” system should delete the Term Sheet/SOR with message as <Term Sheet/SOR> deleted successfully and redirect user on same page.   + On clicking “Cancel” system should perform no action and redirect user on same page. * System should disable Delete link once the event gets published. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Delete | Link | System should delete the bidding form |

### High Level Use Case of Organize Form / View

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the process of Organizing the form |
| *Pre-Conditions* | * Form is created |
| *Post Conditions* | * Form organized successfully |
| *Flow of Events* | * Click on the Event dashboard * Click on the bidding form tab * Click on the organize form |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | **Organize Form**   * System should display organize form in Bidding from tab. * Clicking on it, system should redirect user to **organized form** page. * System should display the all the configured envelopes of the events. * System should display all the created forms envelope wise. * System should provide option to select the ‘Minimum form required for final submission’ against the envelope. * In dropdown of ‘Minimum form required for final submission’ value should start from the no. of minimum mandatory form created in the envelope and end to the no. of forms created in the envelope. * If no forms are mandatory, then system value of drop down should start from 1 (for final submission).   + In this case system should allow user to submit the bid in any form.   + In case of Multiple filling is applicable in Term sheet envelope, system should keep a check that 1 Table is filled completely by user when user clicks on “Save” button. This check should be taken in consideration when user clicks on “Save” button. System should provide validation message as “Please fill at least 1 table to save this form”.   + In case of Partial filling is applicable in SOR table, system should keep a check that 1 row should be filled by user then system should allow to save that Form. This check should be taken in consideration when user clicks on “Save” button. System should provide validation message as “Please fill at least 1 row to save this form”.   Against all the form system should display following fields:  **Sort Order**   * Officer should be allowed to select/change the sort order of the form from the sort order dropdown   **Minimum Mandatory Table**   * Officer should be allowed to set min. mandatory table to be filled by bidder of the form. Dropdown of Minimum mandatory table should start from the no. of mandatory table created in the form and should end to no. of table created in the form. * If Technical + Price bid envelope is configured, system should allow user to configure min. mandatory form separately for price bid forms and technical forms. i.e. * 1. Min. mandatory Technical forms * 2. Min. mandatory Price bid forms * Should be applicable only in case of Single part bidding where Technical + Price bid envelop is configured. * It should be mandatory to configure at least 1 price bid form as ‘Min. mandatory’ * If no price bid forms are marked as mandatory at the time of form creation, min. mandatory drop down in organize form should start from 1. * If 1 price bid form is marked as mandatory at the time of form creation, system should display default as 1 in ‘Min. mandatory form’ * If all added price bid forms are marked as non-mandatory by officer, then system should not allow officer to process the Event in workflow without configuring the min. mandatory price bid forms in organize form. System should validate the same with alert message “Please configure min. mandatory price bid form in organize form”. In organize page, drop down of Min. mandatory form should start with 1 * Same validation should be applicable if forms are added/cancelled after publishing the Event by floating corrigendum.   **Select Mandatory Forms**   * System should allow officer to make the form mandatory by selecting the check box of ‘Select mandatory Forms’. * If form is already mandatory to fill then check box should be selected and removing the checkbox form should be changed to non-mandatory.   **View Organized form**   * System should allow officer to view organize form at any point of time. * View organize form page should be opened in read-only mode. * System should all the forms of all the envelopes, system should display details of Minimum Mandatory Forms against the Envelope. * System should display selected sort order of the form, Minimum mandatory tables and Select Mandatory details against the all the created forms. |
| *Users/Actor* | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sort order | Drop Down |  | Same order of form should not be allowed in envelope | Please select proper sort order |  | Drop down of Sort Order should start from the no. Of form added in the envelope |
| Minimum Mandatory Form | Dropdown |  |  |  |  | Drop down of ‘Minimum Mandatory Form’ should start from the No. Of mandatory form added in the envelope To added forms of the envelope. |
| Minimum Mandatory Table | Dropdown |  |  |  |  | Drop down of ‘Minimum Mandatory Table’ should start from the No. Of mandatory Table added in the form To added Table of the form. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Organize | Link | System should redirect user to Organize form page |
| View | Link | System should display View Organize page |

### High Level Use Case of Form Dashboard

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand the functionality of managing form tables of particular event. |
| ***Pre-Conditions*** | * Bidding Form(s) should be created. |
| ***Post Conditions*** | * System should allow officer to manage the tables under bidding form. |
| ***Flow of Events*** | * Officer logs in * Search and selects event for which he wants to manage form tables * Clicks on Bidding Form tab * Clicks on Form dashboard link (against each created form) |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Form Dashboard**   * On clicking on Form Dashboard link system should redirect officer to form dashboard page and display following details:   + Form Name   + Sr. No   + Table name (Link to view the table)   + Action     - Edit     - Edit formula     - Delete     - Show Hide Column(s)     - Copy * Officer should be allowed to add new table from this page by clicking on ‘Add Table’ link.   **Edit Table**   * Clicking on Edit, system should redirect officer to edit table page and allow officer to edit the table details as mentioned below;   + Table Name   + Table Header   + Table Footer   + Mandatory (Table)     - Yes     - No   + Multiple Filling: (Applicable on Technical Bid Envelopes only)     - Yes     - No * System should allow officer to edit table from form dashboard link. In case of multiple table, system should display edit link against each table. * System should allow user to edit/update table matrix with following options;   + Update with **none of the below given operations**     - On selecting this option, and clicking on “Update” button, system should redirect user to form dashboard page with message as “Table updated successfully”.   + Update **column / row** description     - On selecting this option and clicking on “Update” button, system should redirect user to table matrix page with message as “Table updated successfully” and allow user to edit the columns and rows description only.   + Update **data type / filled by** option     - System should allow user to edit the data type, column type, filled by, column/rows description, sorting of column/rows and show/hide columns.     - Once the formula is created and if officer tries to update the table matrix with “Update **data type, filled by** option” then formula should be deleted by the system. (Applicable on SOR forms only)       * On selecting this option and clicking on “Update” button, system should prompt a confirmation message as “On editing form format, formula will be deleted. Do you want to proceed? Ok | Cancel”.         + On clicking Ok, system should redirect user to table matrix page with message as “Table updated successfully” and delete the formula from system.         + On clicking Cancel, system should close the confirmation message and redirect officer on same page.   + Update form with **add column** option     - System should allow user to add columns in table with this option, system should provide “Add Column” button in this page.     - System should allow user to edit the data type, column type, filled by, column/rows description, sorting of column/rows and show/hide columns.     - Once the formula is created or bidders are mapped in the event and if officer tries to update the table matrix with “Update form with **add column** option” then formula should be deleted by the system and all bidders should get unmapped from event. (Applicable on SOR forms only)       * On selecting this option and clicking on “Update” button, system should prompt a confirmation message as “All mapped bidders and formulas will get deleted on performing this operation. Are you sure you want to continue? Ok | Cancel”.         + On clicking Ok, system should redirect user to table matrix page with message as “Table updated successfully” and delete the formula from system and un-map the bidders from the event.         + On clicking Cancel, system should close the confirmation message and redirect officer on same page.   + Update form with **delete column** option     - System should allow user to delete columns in table with this option, system should provide “Delete Column” button with checkbox selection on columns in this page.     - System should allow user to edit the data type, column type, filled by, column/rows description, sorting of column/rows and show/hide columns.     - Once the formula is created or bidders are mapped in the event and if officer tries to update the table matrix with “Update form with **delete column** option” then formula should be deleted by the system and all bidders should get unmapped from event. (Applicable on SOR forms only)       * On selecting this option and clicking on “Update” button, system should prompt a confirmation message as “All mapped bidders and formulas will get deleted on performing this operation. Are you sure you want to continue? Ok | Cancel”.         + On clicking Ok, system should redirect user to table matrix page with message as “Table updated successfully” and delete the formula from system and un-map the bidders from the event.         + On clicking Cancel, system should close the confirmation message and redirect officer on same page.   + Update form with **add / delete row** option     - System should allow user to add/delete rows in table with this option, system should provide “Add row” and “Delete row” button in this page.     - System should allow user to edit the column/rows description and sorting of column/rows.     - On selecting this option and clicking on “Update” button, system should redirect user to table matrix page with message as “Table updated successfully”. * Once the event notice and document is approved in a workflow or published then no section detail should be allowed to be modified.   **Edit Formula**   * This link should be applicable on SOR forms only. * On clicking this link, system should redirect officer to create formula page where officer should be able to take below actions;   + Delete Formula with checkbox selection   + Create formula   + Test formula   + Save formula   **Delete Table**   * On clicking this link, system should prompt confirmation message as “Are you sure you want to delete table?” with option Ok | Cancel.   + On clicking Ok, system should delete the table with message as “Table deleted successfully” and redirect officer on same page.   + On clicking Cancel, system should close the confirmation message and redirect officer on same page.   **Show/Hide Columns**   * On clicking this link, system should redirect officer on show hide columns page. * System should display below field in this page;   + Form name   + Table name   + Sr. No.   + Column title   + Action     - Show     - Hide * System should display all columns of table with above fields and allow officer to Show | Hide columns as per requirement. * System should provide “Update” button to submit the page. On clicking this button, system should redirect officer on form dashboard page with message as “Column(s) shown / hidden configured successfully”.   **Copy Table**   * On clicking this link, system should copy the new record of table with same table details with message as “Table copied successfully” and redirect officer on same page. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Form Name | Label | - | - | - | - | - |
| Sr. No | Label | - | - | - | - | - |
| Table Name | Label  (hyperlink) | - | - | - | - | - |
| Action | Hyperlink | - | - | - | - | System should allow officer to perform following action;  - Edit table  - Edit formula  - Delete table  - Show/Hide columns  - Copy table |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add Table | Button | System should add new table |
| Delete Table | Link | System should delete table |
| Edit | Link | System should redirect officer on edit table page |
| Edit formula | Link | System should redirect officer on create formula page |
| Show / Hide column(s) | Link | System should redirect officer on show hide columns page |
| Show | Hide | Radio button | System should allow user to select any 1 for 1 column |
| Update (Show/Hide columns) | Button | System should update the configurations as per show/hide columns |
| Copy table | Link | System should copy table |

### High Level Use Case of Upload Item Wise Documents

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the functionality of Item wise document upload provision |
| *Pre-Conditions* | * Officer should be logged in * Event Notice should be created * Term sheet form should be created |
| *Post Conditions* | * Document gets uploaded item wise |
| *Flow of Events* | * Officer logs in * Click on Event dashboard * Clicks on Bidding Form Tab * Clicks on Upload documents link against Term sheet form where Item wise document upload is selected as YES * Uploads documents Item wise |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | * Upload document should be allowed only in case of the envelope except SOR.   **Item wise document upload:**   * This provision is Non-Mandatory for both user and officer. * System should display field as ‘Item wise document uploading’ with ‘Yes’ and ‘No’ values at the time of form creation. * ‘Item wise document uploading’ feature should not be applicable in SOR form. * If ‘Item wise document upload’ is selected as Yes, system should display ‘Upload documents’ link against that Term Sheet form in bidding form dashboard. * On clicking this link, system should redirect officer to item wise document upload page where system should display row wise details of all table in that particular Term sheet form. * System should display all line item level details with column ‘Upload documents’. System should provide ‘Upload’ link against each line item irrespective of multiple tables.   + On clicking ‘Upload’ link, system should allow officer to upload documents for each line item. (For more details refer Document Upload use case). * Once the documents are uploaded, system should provide ‘Download’ and ‘Remove’ link for that particular document until the event gets published. * All uploaded documents by user should be displayed in following reports (item wise)   + Individual Report   + Abstract Report * If document is not uploaded against particular item by user, system should display “­-“, in reports (Individual and Abstract) * If officer publish corrigendum and cancel the form for which item wise document uploading was applicable then user side for that respective form under item wise document uploading column system should display ‘-‘. * Once the event is published, system should display ‘Upload documents’ link to officer. On clicking this link after publishing of event system should display the item wise uploaded document to officer.   + System should provide ‘Download’ link to download those documents.   + System should not provide ‘Remove’ link after the event gets published. |
| *Users/Actor* | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Upload Document | Link | System should redirect officer to item wise document upload page |
| Upload | Button | System should open the Upload document screen |
| Download | Button | System should download the uploaded document |
| Remove | Button | System should remove the uploaded document |

## Corrigendum

### High Level Use Case of Corrigendum / Addendum – Officer

|  |  |
| --- | --- |
| ***Objective*** | * Tender Notice may need to be amended because of some omission, correction, addition. This can be done by way of issuing Tender Amendment/Corrigendum. * Tender submission date may have to be extended in unforeseen cases and the same can be done by way of Issuing Tender Amendment/Corrigendum Notice. |
| ***Pre-Conditions*** | * The Event Notice &Event Document has been published on the portal. * Officer needs to modify date, value, content of Tender Notice. * Tender/Envelope should not be opened. |
| ***Post Conditions*** | * Once Amendment is published, it will be made available to the bidders and officers. * Modification done cannot come into effect, unless amendment is approved and published. * On publishing Corrigendum, system should display a message as “Corrigendum published successfully” * System will alert all prospective Bidders/Suppliers who have downloaded document/completed declaration/mapped bidders on tender listing page. |
| ***Flow of Events*** | **Department Officer/Buyer side:**   * Department Officer/Buyer logs in * Searches a Tender * Clicks on the Dashboard icon to go to Tender Dashboard * Clicks on ‘Corrigendum’ tab * Clicks on ‘Create’ link available in front of Float Corrigendum * Enters Amendment/ Corrigendum Text * Edits the notice detail such as Key Date fields, Brief Description of Goods and Related Service, start date and end date, etc… * Clicks on ‘Submit’ button * Uploads Amendment/Corrigendum document if any * Initiator / Mapped Officer add the members * Consent to be given by all the added members * Publishes the amendment by the initiator / mapped officer   **Bidders/Suppliers side:**   * Clicks on ‘Tender 🡪 My Tenders’ menu * Searches a tender * Clicks on the dashboard icon to go to tender dashboard * Clicks on ‘Corrigendum’ tab * Click on link which display Corrigendum number there with update label * View Amendment / Corrigendum detail and downloads Amendment documents (if any) * After corrigendum published, system should prompt pop up of the corrigendum to the bidders on clicking on dashboard of the tender. * Pop up of corrigendum should be prompted which should have Corrigendum view with Old value and new Value with corrigendum text. * System should prompt popup for every corrigendum, which is published. System should not prompt popup again if corrigendum read by bidder for the same corrigendum. * System should not prompt popup once bid submission date & time is over for the tender. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Prepare Corrigendum:**   * + System should display “Prepare Corrigendum” link if event notice is published.   + System should allow ‘Tender Creator’ and Mapped Department officer while creating NIT to “Prepare corrigendum”.   + System should not display “Prepare corrigendum” and Publish link for the following cases:   Case 1: Opening and Evaluation by committee is applicable,   * + System should not allow authorized user to <Prepare/Publish> corrigendum once consent for bid opening has been given.   + Server side validation should be “**You cannot Prepare corrigendum as envelope is already opened”**   + If a consent is received from the officer for opening but minimum consent required is not received and user clicks submit for prepare corrigendum then system should provide server side validation as **“You cannot prepare corrigendum as consent for opening has already been received”.** * System should allow Authorized User to change all Event Notice fields except following mentioned fields;   + - Event Type     - Bid submission start date     - Reference No.     - Department     - Dept. Officer     - Number of Envelopes (Stage)     - Type of Envelopes     - Bidding Access * On publishing corrigendum, system should trigger corrigendum mail to the bidders. * System should allow authorized user to change status of Download document from After Login to Before Login (and vice versa) through Corrigendum. * The system should be able to track changes on the corrigendum. * System should display Old Values and New Values in View Corrigendum page along with uploaded document. * If bidding access is changed through corrigendum then mapped bidder (if any) should get deleted on event notice update. * System should validate user on Publish corrigendum (If Process for Approval (workflow) is configured) in case of consent of all members not received. * System should allow Authorized User to float (publish) ‘n’ No. of Corrigendum. * Dates cannot be pre-pone by way of issuing Amendment, it can only be postponed. * Once the Amendment / Corrigendum is floated, Authorized User should be allowed to cancel the existing form and should be allowed to create a new form. * System while preparing corrigendum and editing event notice, should not display field of new envelopes that lists envelope that has not been added while creating notice. * System should display existing envelops and other added details in read only mode. * If any Submission is done and Authorized User has clicked on Cancel Form, system should display a notification message that “Final Submission is done by Bidder” * If Form is cancelled or Added then it should be mandatory for Authorized User to create Grand Summary again (Formula for Grand Summary) * System should not allow user to create, Edit or Publish corrigendum once envelop is opened (1st envelop). System should validate the same with message, ‘You are not allowed to Create / Edit / Publish corrigendum after bid opening’.   **Add Member / Edit Member / View Member for consent**   * System should allow initiator or mapped officer only to add member link for consent in corrigendum.   + - System should display “Process for Approval” link to the added members. * System should allow user to add member on clicking Add Member link. * System should allow Dept. User to search the member(s) through;   + - Email ID   or   * + - Person Name   or   * + - Hierarchy     - Department * System should provide combo box for selection of search criteria, system should allow officer to search user through email ID or Person Name or Hierarchy. * System should allow to search user by entering email id or person name. * On selection of hierarchy, system should allow officer to search user through department, and user name. * System should render department, which are created under that domain. Render Person name / User, which are mapped with selected department. * System should allow “n” of members by using this link. * On submitting, system should display a message as “Selected members added successfully”. * System should display list of members added with following listing:   + - Officer       * System should display Name, Email id and Department of officer     - Status       * Pending       * Consent given on <Date & Time>     - Remove * System should validate with a message that “Same officer cannot be added, please select another officer” in case of user adds the same officer who are already added. * System should allow to remove the added members by using remove button. * System should not allow to remove the member who has already given consent. * System should display an **Edit Member** and **View Member** links once members are added.   **Edit Member**   * Edit member link should not be displayed once corrigendum is published. * By clicking on edit member link, system should display added members and allow to add/remove member as per the requirement.   + On submitting, system should display a message that “Selected members edited successfully”   **View Member**   * View member link should be displayed in all stages of the corrigendum. This should not be displayed to bidder(s). * This link should be displayed to initiator, mapped officer and added members. * By clicking on view member link, system should display following list with the members:   + - Event Summary       * Event ID, Enquiry Subject, Dept. etc...     - Process for Approval: Corrigendum No. <>       * Label     - Officer       * System should display Name, Email id and Department of officer     - Status       * Pending       * Consent given on <Date & Time>     - Remarks       * System should display remarks which entered by the member. * System should allow to export the page to pdf, word and print.   **Audit Trail Message**   * On clicking submit button on performing any action, system should display audit trail message in tender audit trail report and audit trail report for the action.   + “Add Member” as “Added members for consent in corrigendum”   + “Edit Member” as “Edited member for consent in corrigendum”.   + “View Member” as “Viewed members for consent in corrigendum”.   **Corrigendum Publish:**  **Process for Consent by Added Member**   * By clicking on Process for approval menu, system should display ‘Pending’, ‘Processed’ tab for processing and processed task as well as system should display search criteria accordingly. * Authorized user should be able to take appropriate action. * System should allow user to search the event by using the below search criteria:   + - Module     - Event ID     - Process Date     - Reference No. * By clicking on the search button, system should display list of events as per search input. * In case when there is no details according to search criteria, system should display message as “**No Record Found**” * By clicking on the ‘Clear’ button, system should remove all the added inputs for search. * All the events coming for processing should be come under the ‘**Pending**’ tab in which system should display ‘Process’ link under action with details as below:   + - Sr. No.     - Event     - Approval For     - Reference No.     - Event ID     - Action * By clicking on the ‘Process’ link under action, system should display redirect on corrigendum tab in event dashboard. * System should allow member to view the details of the corrigendum changes read only mode which made by initiator / mapped officer. (NIT and documents, forms) * System should display a link of “Process for Approval” to those users only who logged in and added a member. * By clicking on link, system should allow to option for entering the remarks for giving an approval. * Added members needs to enter remarks for giving consent. There should be text area where members can enter Max. 1000 Alphabets, numbers and Special Characters (/,-,.,, and space) * On giving consent, system should display a message as “Consent given successfully”. * After giving by consent by added member, status should be display as Consent given on <date> else, should display Pending. * Once consent given by a members, system should display same event under the ‘**Processed**’ tab. * System should display processed event details under the ‘Processed’ tab as below:   + - Sr. No.     - Event     - Approval For     - Reference no.     - Event ID     - Action * System should display ‘View’ link under action and by clicking on that, system should redirect to view members link of the event in corrigendum tab.   **After Giving Consent by Added Member(s)**   * System should not allow to edit the consent once it is submitted by member. * System should display a **Publish/Approve** link to the initiator/mapped officer only once consent received from all added members. * In case of any consent is pending, the system should display a message while clicking on Publish/Approve link in corrigendum:   + Consent is not received from all the member(s). * By default, minimum consent should be considered as per added members.   **Audit Trail Message**   * On clicking submit button on performing any action, system should display audit trail message in tender audit trail report and audit trail report for the action.   + “Consent given” as “Consent given for corrigendum approval by <Member name>” * System should display details of the status & remarks of member(s) in event audit trail report as per sub-module/tab section (NIT and corrigendum).   + Officer Name     - System should display Name, Email id and Department of officer   + Status     - Pending     - Consent given on <Date and Time>   + Remarks     - System should display remarks which entered by the member. * Corrigendum can only be approved if consent received from all the members. * Amendment can be published any time before tender closing date & time lapses. * Tenders where Amendment is available should be easily distinguished on website, compared to Tender notice where Amendment is not available. * System should display Number of Amendment / Corrigendum published against the particular on the Tender Dashboard (against particular Tender) * Tender document once published cannot be deleted, instead Amendment can be issued. * More than one Amendment can be published. In case more Amendment orders are available, they will be displayed in descending order. * On publishing Corrigendum, system should update against particular event on event listing page with additional column as “Corrigendum”. * Print and Save as PDF functionality should be available in view Corrigendum details page. * After publishing tender, if authorized user wants to upload new document (Notice and document tab) or wants to cancel any document, authorized user has to float corrigendum. * On publishing corrigendum, system should publish all changes, which are done. System should also auto approve newly added document and cancel cancelled document. * System should prompt confirmation at the time of Form Cancellation as “Are you sure, you want to cancel selected form” with Ok | Cancel option. * System should not allow officer to delete any created envelops. * System should not allow user to add new envelopes once tender has got published. * System should display pending corrigendum to officer and display published corrigendum to bidder. * If any 1 Decryptor (at each level if multilevel encryption is configured) of opening committee has valid Digital Certificate while publishing the corrigendum, system should allow to publish the committee/corrigendum. * All changes should be available once corrigendum is published. * On View Corrigendum, On exporting to pdf system should display. * Header : Tender id, Tender Reference no, Tender Title, Tender Documents * Footer: Support Contact details |
| ***Users/Actor*** | * Authorized User / Bidder / Initiator / Mapped Officer / Added Member |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Corrigendum text | Rich text area | M | Max. 10000 characters and numbers are allowed  System should allow Alphanumeric and Special characters | Allows Max. 10000 alphabets, numbers and special characters  Please enter corrigendum text |  |  |
| **Search** |  |  |  |  |  |  |
| Module | Text Box |  |  |  |  |  |
| Event ID | Text Box |  |  |  |  |  |
| Process Date | Drop-Down & Date picker |  |  |  |  | * System should display options as:   Equal  Less than  Greater than  Less than equal to  Greater than equal to  By default system should display “**Equal**” |
| Reference No. | Text Box |  |  |  |  |  |
| * **Listing of the event in “Process for Approval” (Workflow) menu – Pending and Processed tab** | | | | | | |
| Sr. No. | Label |  |  |  |  |  |
| Event | Label |  |  |  |  |  |
| Approval For | Label |  |  |  |  | Notice and Document,  Corrigendum |
| Reference No. | Label |  |  |  |  |  |
| Event ID | Label |  |  |  |  |  |
| Action | Link |  |  |  |  | System should display link with labeled as ‘Process’ and by clicking on that, system should redirect to another page.   * System should display link with labeled as “View” and by clicking on that, system should redirect to another page. |
|  |  |  |  |  |  |  |
| Remarks | Rich Text Area | M | Remarks cannot be left blank | Please enter Remarks  Max 1000 alphabets, numbers special characters | - | - |
| Dept. Officer Name | Label |  |  |  |  |  |
| Email ID | Label |  |  |  |  |  |
| Dept. | Label |  |  |  |  |  |
| Status | Label |  |  | Values;   * Pending * Consent given on <Date and time> |  |  |
| Remarks | Label |  |  |  |  | System should display the remarks which has been submitted by a member. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Prepare | Link | System should allow authorized user to create corrigendum |
| Submit | Button | System should submit the data on Server |
| Edit event notice | Link | System should allow officer to edit event notice |
| Publish | Link | System should publish Corrigendum |
| Edit | link | System should redirect user on create corrigendum page |
| Delete | link | System should provide message confirmation as pop-up “Are you sure you want to delete corrigendum?” with option Yes and Cancel. On clicking yes system should delete the RFQ and on clicking cancel system should close the pop-up window.  System should provide message as Corrigendum deleted successfully and redirect user to Corrigendum tab. |
| View | link | System should redirect user to corrigendum detail page |
| Upload | link | System should allow user to upload the document |
| Process for Approval | link | System should provide an access of Pending / Processed tab by clicking on this link (on left accordion - Menu)  System should allow added members to give a consent for event approval. This link should be available in corrigendum. |
| Pending | Tab/Link | System should redirect on pending tab |
| Processed | Tab/Link | System should redirect on processed tab |
| Approve / Publish | Link | System should allow to publish the corrigendum. |

## Tender Opening

### High Level Use Case of Create Tender Opening Committee (TOC)

|  |  |
| --- | --- |
| ***Objective*** | * Tender Opening Committee (TOC) are formed to open the Tender that have been received, to check if the mandatory document are in place, to verify integrity of bid is intact or not, to read out the price bids received & to share the same for concerned officers to Tender evaluation. * The objective of this use case is to know how TOC should be formed in a Tender. |
| ***Pre-Conditions*** | * Tender Notice is created * Bidding forms should have been created in each envelope configured |
| ***Post Conditions*** | * System should send a notification mail to Tender Opening Committee members for acceptance. * On creation of new opening committee, system should display a message as “Opening Committee created successfully” and redirect user to Opening Committee dashboard. |
| ***Flow of Events*** | * Dept. User Logs in * Search & Select the Tender for which he needs to form Tender Opening Committee * Clicks on Tender Opening Committee Tab * Clicks on “Create” Link * Clicks on Add Member. System should give a provision to search user by Email ID, Name, Department or Designation. * User selects the Members for Tender Opening Committee through search functionality. * Selects Opening Committee Member for envelop (e.g. Technical & Commercial) * System should provide functionality for the selection of decryptor, encryption level ~~(if applicable)~~ where system should display list of Opening Committee Members and Dept. User should check the members who can act as a decryptor.   + - Define ‘Level of encryption (1, 2, 3)’ * Selects Minimum members required. * Submits the detail |
| ***Alternate Flow/Exceptional Flow*** | * Dept. user logs in * Click on RFx/Tender menu * Click on Bid opening |
| ***Business Rule / Requirements*** | * System should only display “Tender Opening Tab” if Tender Opening by Committee is selected as “Yes”. * System should only allow tender creator or authorized user to create TOC if Tender Opening by Committee is selected as “Yes”. * If configured envelope contains no bidding forms being prepared then system on create link should validate with a message as “Please create at least one form in each envelope” * System should display an Instruction as:   + - “It is mandatory to map decryptor in event. Decryptor once mapped cannot be removed from any of the envelop after receiving bid.     - It is advisable to select TWO (2) decryptors on each level to avoid unforeseen situation.     - System shall allow to edit the Tender Opening Committee (TOC) member till minimum consent required is received. However, decryptor cannot be edited once bid is received.     - Please take note that same Digital Signature Certificate (DSC) should be attached in your system while decrypting a data of Price Bid in the tender which has been already mapped / used in the tender as a public key (Decryptor); you can map the alternate Decryptor in tender so that tender gets open in absence of one Decryptor (This activity should be done at the time of Tender / TOC publishing). If your DSC is getting expired or already expired and you have used this DSC as decryptor in any tender, then request you to keep it with you until Tender get opened because **price bid can be decrypted by the same key (DSC) only which has been used for the encryption in particular tender**. To decrypt the data in such type of tenders; you can login with new Digital Signature Certificate and old digital certificate should be attached along with. In absence of old DSC (already mapped decryptor); price bid data cannot be decrypted in any case. For more details, Pl. contact us.” * System should allow user to add member on clicking Add Member Link. * System should allow Dept. User to search the member(s) through;   + - Email ID   or   * + - Person Name   or   * + - Hierarchy     - Department     - ~~Designation~~ * System should provide combo box for selection of search criteria, system should allow officer to search user through email ID or Person Name or Hierarchy. * System should allow to search user by entering email id or person name. * On selection of hierarchy, system should allow officer to search user through department, ~~designation~~ and user name. * System should render department, which are created under that domain. ~~System should render designation created under selected department~~. Render Person name / User, which are mapped with selected ~~designation on selecting~~ department. * System should allow officer to add 1st level public key, 2nd Level public key and 3rd level public key mandatorily. * System should make it mandatory to map minimum 1 decryptor on each level else on submission validating with a message as “Please select at least 1 member on each level as decryptor”. * If more than 2 decryptor is selected on each level, system should display a message as “Max. 2 decryptor can be selected at each level”. * On un-mapping decryptor from any of the envelop after receiving a bid, system should display a message as “Decryptor cannot be unmapped from any of the envelop”. * On creation of tender opening committee, system should display a message as “Opening Committee created successfully”. * On adding committee member successfully, system should list members added with following listing:   + - Officer       * System should display Name, Email id, Designation and Department of officer     - Envelopes (i.e. Technical, price bid)       * System should display envelopes configured for the event.     - Decryptor     - Encryption level     - Status     - Remove       * System should display remove link in case any changes are to be made for TOC before publish of the event/committee. * **In case of multilevel encryption**   + - If multiple level encryption requires is selected as yes on domain level / event level, system should allow officer to add 1st level public key, 2nd level public key and 3rd level public key mandatorily.     - System should make it mandatory to map minimum 1 decryptor on each level else on submission validating with a message as “Please select at least 1 member on each level as decryptor”.     - System should allow to map max. 2 decryptor on each level in case if encryption level is selected as multiple. If more than 2 decryptor is selected on each level, system should display a message as “Max. 2 decryptor can be selected at each level”. In case of single level encryption, system should allow to select max. 2 decryptor, if more than 2 decryptor is selected, system should display a message as “Max. 2 decryptor can be selected”.     - In Three level encryption (multiple level), system should first encrypt data with 1st level decryptor’s public key, then encrypt that string with 2nd level decryptor’s public key, and then encrypt that string with 3rd level decryptor’s public key. * System should automatically map public key of officer who is selected as Decryptor. * If opening committee member public key is not found, system should not allow to add particular member as opening committee member, system should display a message as “Public key is not available of selected member, please select other member” * System should not allow to select member as opening committee member whose public key is about to expire before Tender Opening Date and Time (whichever is greater). * In case on tender revive/copy, system does not dump Bid opening committee thus to keep check that system should not allow to select member as opening committee member whose public key is about to expire, system should mandatory ask user to configure bid opening committee before creating opening committee by validating user through a message as “Bid opening committee configuration is pending”. * System should display notification if opening committee member certificate is expiring in 1 month; system should display a message as “Your certificate is expiring after <No. of Days> days. Are you sure you want to map selected member in Opening committee” with Yes | No options. * If selected opening committee member certificate is about to expire in month or before Tender Opening Date and Time, system should display a message as “Selected committee member <member name> certificate is expiring on <Expiry Date>, Please select other member” * System should not allow to map member in opening committee if his certificate is expired, system should display a message as “Selected member certificate is expired” * If selected opening committee member certificate is revoked, system should display a message as “Selected member certificate is revoked” * System should send a notification mail to Tender Opening Committee Members on click of “Publish” link * System should allow officer to map individual TOC member with envelop. * On doing the mapping of TOC member with envelop, system should only give access to open the particular envelop to particular TOC member. * System should only show “Decrypt” link to the members who are selected as Decryptor. * System should display a message as “It is mandatory to select opening committee member(s) in all envelops” if any opening member is not mapped with any envelop or any of the envelop is not having any opening committee member. * System should allow user to configure and submit Bid-opening committee for all envelops together. System should not allow user to submit envelop wise Bid opening committee. System should validate user with message ‘Please select at least 1 member on each level’. * Decryptor should be common for all forms.   **Check for Evaluation Committee:**   * System should allow officer to configure Evaluation committee same as opening committee. * System should provide check box as (TOC & TEC are same), clicking upon which, system should create evaluation committee same as opening committee.   **Configure Minimum member consent required:**   * System should allow officer to configure Min. Members required for opening. * System should not allow officer to configure min. members required less than configured Min. members for Committee formation. * In case of multilevel encryption, system should make it mandatory to have minimum three member consent required else on submission validating with a message as “It is mandatory to have minimum <number of approval> approval required”. * System should display Total No. of added members in drop down, and allow officer to select min. members for opening. * System while creating bid opening committee should provide with field configuration as “Minimum member’s consent requires” providing as per member added. * System should not allow to proceed further for bid opening process unless not receiving consent from any one of the member of opening committee notifying with a message as “Consent for opening is not received “ * On receiving consent, system should allow to proceed further for bid opening process.   **View tender opening committee:**   * Once tender opening committee has been created successfully, system should allow officer to view tender opening committee * System should provide with a link of View, clicking on which system should redirect officer to View opening committee page * View opening committee page should list the committee members mapped in read only mode * System in committee member listing should also display Email id of the committee member along with their name, department and designation * System should provide with Print provision on view opening committee page through which officer can take print of the opening committee being formed for their reference. * Opening committee member name should be hyperlink * If committee members for each envelope has not been defined and user view the committee then system should display members of the committee and columns of all the envelopes under which system should display ‘-‘. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Min. Members required | Label | - | - | - | - | System should display Min. count as per the configuration |
| Department | Label | - | - | - | - | System should display Department created under particular client |
| Designation | Label | - | - | - | - | System should display Designation created under selected department |
| Name | Label | - | - | - | - | System should display Name of member who are mapped with selected designation. |
| Status | Label |  |  | Values:  Successful  Unsuccessful |  |  |
| Decryptor | Checkbox | M | Please select at least 1 | It is mandatory to select Decryptor |  | System should display list of TOC member with Check Box where Dept. User will select the required member as decryptor |
| Encryption Level | Combo Box | M | Please select decryptor’s level | It is mandatory to select decryptor’s level | 1st Level  2nd Level  3rd Level | System should only display this option if multiple level encryption is selected as Yes on client & event level. |
| Select User | Label | - | - | - | - | - |
| Select Department | Combo Box | M | No Dept. found. | Please select dept. | - | User department should be default selected. |
| ~~Select Designation~~ | ~~Combo Box~~ | ~~M~~ | ~~No designation found under this selected department.~~ | ~~Please select designation~~ | ~~-~~ | ~~Designation should be renders as per selected dept.~~ |
| Select User | Combo Box | M | No user found | Please select dept. user. | - | User should be render as per selected designation. |
| Email id | Text field | M | - | - | - | System should allow user to search officer through email id |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add Member | link | System should allow to Add Opening Committee member |
| Remove | Button | System should remove selected Opening Committee member |
| Create New | Link | System should allow to create Tender Opening Committee |
| Submit | Button | System should submit the data |
| Publish | Link | System should publish Tender Opening Committee |
| View | Link | System should display TOC information |
| Update | Button | System should update TOC changes. |
| Successful / Unsuccessful | Link | System should display the expiry date and time of DC for selected committee member. |

### High Level Use Case of Edit / View Tender Opening Committee (TOC)

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how opening committee members can be removed or added as per the requirement. |
| ***Pre-Conditions*** | * Tender Opening Committee should be created * All envelops are not opened |
| ***Post Conditions*** | * On updating information, system should display a message as “Opening committee updated successfully” * System should redirect user to opening committee dashboard |
| ***Flow of Events*** | * Dept. user / Officer logs in * Search and selects the event for which he needs to edit opening committee * Clicks on Opening Committee Tab * Clicks on edit link |
| ***Alternate Flow/Exceptional Flow*** | * Dept. user logs in * Click on RFx/Tender menu * Click on Bid opening |
| ***Business Rule / Requirements*** | * System should display Opening committee members against each envelop; system should allow officer to edit the same as per the requirement. * System should display an Instruction as:   + - “It is mandatory to map decryptor in event. Decryptor once mapped cannot be removed from any of the envelop after receiving bid.     - It is advisable to select TWO (2) decryptors on each level to avoid unforeseen situation.     - System shall allow to edit the Tender Opening Committee (TOC) till minimum consent required is received. However, decryptor cannot be edited once bid is received.     - Please take note that same Digital Signature Certificate (DSC) should be attached in your system while decrypting a data of Price Bid in the tender which has been already mapped / used in the tender as a public key (Decryptor); you can map the alternate Decryptor in tender so that tender gets open in absence of one Decryptor (This activity should be done at the time of RFx / TOC publishing). If your DSC is getting expired or already expired and you have used this DSC as decryptor in any tender then request you to keep it with you until Tender get opened because **price bid can be decrypted by the same key (DSC) only which has been used for the encryption in particular tender**. To decrypt the data in such type of tenders; you can login with new Digital Signature Certificate and old digital certificate should be attached along with. In absence of old DSC (already mapped decryptor), price bid data cannot be decrypted in any case. For more details, Pl. contact us.” * System should allow to add members as per Max. configuration till opening of particular envelop is not done. On opening of particular envelop, system should not allow to edit opening committee configuration. * System should allow to edit decryptor and level till bid is not encrypted by decryptor’s public key. System should display a message as “Bid ~~submission~~ encrypted is done by bidder”.   + If any bidder has submitted the bid (Final submission) or encrypted the price bid (SOR if available) then on editing TOC, system should not allow user to change/remove the decryptor(s). * System should allow to add decryptor till bid has not been encrypted by decryptor’s public key. * System should allow user to edit TOC till minimum consent required is not received. * If minimum required consent is not received:   + System should allow the authorized user to edit the TOC.   + The TOC member from whom the consent is received should not be edited.   + The TOC member from whom the consent is yet to be received can be edited. * System should allow authorized user to remove opening committee members (other than decryptor) till particular envelop is not opened. * On editing committee, system should update all necessary reports;   + Event Audit trail report   + Audit Trail Report * It is mandatory to map decryptor in event. Selected decryptor would be mapped in all envelops. Decryptor once mapped cannot be removed from any of the envelope after opening bid from any committee member. * It should be mandatory to select 1 decryptors on each level. * It should be mandatory to define decryptor’s level if the same is applicable, system should display a message as “Please select decryptor’s level”. * System should allow to add members in Opening committee till particular envelop is not opened. (On opening particular envelop, system should disable envelop table) * On editing opening committee, system should send mail notification to concern members. * System should display a message as “It is mandatory to add <Min. Committee Members>” on clicking submit button if Min, configured members are not added. * System should allow to add only those officer which satisfy following condition:-   + Public key is available   + Respective member certificate is not expiring in one month   + Respective member certificate has not get expired   + Respective member certificate has not been revoked * If opening committee member (department officer) public key is not found, system should not allow to add particular member as opening committee member, system should display a message as **“Public key is not available of Opening committee member, please select other member”.** * System should display notification if opening committee member (department officer) certificate is expiring in 1 month; system should display a message as **“Opening committee member certificate is expiring after <No. of Days> days. Are you sure you want to map selected member in Opening committee”** with Yes | No options. * System should not allow to map member (department officer) in opening committee if his certificate is expired, system should display a message as **“ Opening committee member certificate is expired”** * If selected opening committee member (department officer) certificate is revoked, system should display a message as **“Opening committee member certificate is revoked”** * Alsosystem should displayexpiry date of respective committee member with a message as **“Opening committee member certificate expires on <Date of expiry>”** * User needs to go through the approve if edit of opening committee is done after notice is published. * System should check & display all the validations for adding new member in the committee (As mentioned above). * System should only display decryptor check if particular envelop is marked as “Encryption requires 🡪 Yes”.   **View Bid Opening**   * Once tender opening committee has been created successfully, system should allow officer to view tender opening committee * System should provide a link of View, clicking on which system should redirect officer to View opening committee page * View opening committee page should list the opening committee members mapped in read only mode. * View opening committee should display envelop wise column of Officer & department, Encryption Level, Decryptor.   + Officer Name, Department     - * + System should display Name, Email id and Department of officer   + Encryption level * System should display the details of “published by” and “published date & time”. * System should display Encryption level for each officer. |
| ***Users/Actor*** | * Authorized User / Opening Committee |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Published by | Label |  |  |  |  | System should display name of the dept. user who published TOC |
| Published Date | Label |  |  |  |  | System should display date & Time of TOC when it is published. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update | Button | System should update information. |
| Edit | Link | System should allow user to edit committee configuration. |
| View | Link | System should allow user to view opening committee. |

### High Level Use Case of Tender Opening Process (TOC)



**Bid opening process – Level 3 officer**

* In bid opening process, system allows officer to decrypt and view encrypted bid of bidder’s.
* System processes Enveloped data (Encrypted bid and Encrypted symmetric key) stored in database being encrypted through third level officer’s public key to get decrypted through third level officer’s private key thus allowing officer to view bidder’s bid with successful third level decryption.
* System during bid opening process passes Enveloped data (Encrypted bid and Encrypted symmetric key) through RSA asymmetric algorithm and Decryption 3DES Symmetric algorithm to generate decrypted enveloped data with Decrypted bid and decrypted symmetric key.
  + **Encrypted bid** 
    - System passes encrypted bid through decryption 3DES symmetric key algorithm in order to get decrypted bid of the respective envelope
  + **Encrypted symmetric key** 
    - System passes encrypted symmetric key to RSA asymmetric algorithm
    - Also level 3 officer’s private key is being passed through RSA Asymmetric algorithm out of which Random no is generated

Random no is then being processed through Decryption 3DES symmetric key algorithm through which Decrypted enveloped data that is Decrypted bid and Decrypted symmetric key is derived which is then further processed for second level of decryption.

**Bid opening process – Level 2 officer**

* In bid opening process, system allows officer to decrypt and view encrypted bid of bidder’s.
* System processes Enveloped data (Encrypted bid and Encrypted symmetric key) stored in database being encrypted through second level officer’s public key to get decrypted through second level officer’s private key thus allowing officer to view bidder’s bid with successful second level decryption
* System during bid opening process passes Enveloped data (Encrypted bid and Encrypted symmetric key) through RSA asymmetric algorithm and Decryption 3DES Symmetric algorithm to generate decrypted enveloped data with Decrypted bid and decrypted symmetric key.
  + **Encrypted bid** 
    - System passes encrypted bid through decryption 3DES symmetric key algorithm in order to get decrypted bid of the respective envelope
  + **Encrypted symmetric key** 
    - System passes encrypted symmetric key to RSA asymmetric algorithm
    - Also level 2 officer’s private key is being passed through RSA Asymmetric algorithm out of which Random no is generated
    - Random no is then being processed through Decryption 3DES symmetric key algorithm through which Decrypted enveloped data that is Decrypted bid and Decrypted symmetric key is derived which is then further processed for first level of decryption

**Bid opening process – Level 1 officer**

* On successful decryption of enveloped data through second level officer’s private key, system then processes Enveloped data (Decrypted bid and Decrypted symmetric key) to get decrypted through first level officer’s private key thus allowing officer to view bidder’s bid with successful decryption
* System during bid opening process passes Enveloped data (With second level officer decryption) through RSA asymmetric algorithm and Decryption 3DES Symmetric algorithm to generate decrypted enveloped data with first level officer’s private key.
  + **Encrypted bid** 
    - System passes decrypted bid through decryption 3DES symmetric key algorithm in order to get bid decrypted through first level officer’s private key
  + **Encrypted symmetric key** 
    - System passes decrypted symmetric key to RSA asymmetric algorithm
    - Random no is then being processed through Decryption 3DES symmetric key algorithm through which Decrypted enveloped data that is Decrypted bid and Decrypted symmetric key is being generated through first level officer’s private key thus successfully completing bid opening process through multilevel decryption
    - Also level 1 officer’s private key is being passed through RSA Asymmetric algorithm out of which Random no is generated
    - Decrypted Enveloped data with both the level of successful decryption (Decrypted bid and decrypted symmetric key) is then stored in database

**Bidder/Supplier/Vendor**

* On successful bid submission system allows bidder to decrypt and verify their bid using Decrypt & verify provision available
* Clicking on Decrypt and verify button, system processes Enveloped data (Encrypted bid and Encrypted symmetric key) encrypted through bidder’s public key to get decrypted through bidders private key thus allowing bidder to verify their bid through successful decryption
* In order to get decrypted enveloped data, system passes encrypted Enveloped data (Encrypted bid and encrypted symmetric key) through RSA asymmetric algorithm and Decryption 3DES Symmetric algorithm to generate decrypted enveloped data with bidder’s private key.
  + **Encrypted bid**
* System passes encrypted bid through decryption 3DES symmetric key algorithm in order to get bid decrypted through bidder’s private key.
  + **Encrypted symmetric key**
* System passes encrypted symmetric key to RSA asymmetric algorithm
* Also bidder’s private key is being passed through RSA Asymmetric algorithm out of which Random no is generated.
* Random no is then being processed through Decryption 3DES symmetric key algorithm through which Decrypted enveloped data that is Decrypted bid and Decrypted symmetric key is being generated through bidder’s private key thus successfully completing bid opening process through multilevel decryption
* Decrypted Enveloped data (Decrypted bid and decrypted symmetric key) is then stored in database.

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to understand as how Tender is opened by Tender Opening Committee (TOC) |
| ***Pre-Conditions*** | * TOC has been formed * Tender is due for Opening |
| ***Post Conditions*** | * Tender Opening Reports are generated * Share TORs with Bidders/Suppliers if required * All members of TOC sign the TORs |
| ***Flow of Events*** | **Opening Process in case of Open and Limited Tender Method:**   * Opening committee members login * Searches a Tender from Tender listing * Select Tender which is to be opened, if Opening Date & Time has lapsed * Individual TOC members will log in to open the Tender * Once all the members (Minimum) give permission, the committee members should able to view Tender Submission detail. I.e. how many Bidders/ Suppliers have submitted Tender, who has submitted Tender etc. * Clicks on ‘Decrypt’ link to decrypt bids of bidders from each level. * Configure loading amount in price bid if applicable * System should generate TORs as Individual, Customized and Comparative Report for each Tender Form for envelope * System should allow user (Tender Creator/ Responsible officer and tender Openers) to configure date for each envelop after opening and evaluation of previous envelop. (Applicable for two part tender) * All committee members should sign the TOR * System should allow to enter Remarks * Opening committee can create new Customized Report * TOC can Edit the Customize Reports |
| ***Alternate Flow/Exceptional Flow*** | * Dept. user logs in * Click on RFx/Tender menu left accordion * Click on bid opening * Search the tender * Click on Process link.   Note:   * In case of single envelop, system should take Price Bid opening date and time same as Event opening date and time. * If there are multiple envelops in single envelop, system should take opening date and time same as event opening date and time. |
| ***Business Rule / Requirements*** | * Opening committee members should be allowed to search tender using search criteria. * Opening committee member can also search event from bid opening section provided in left accordion under RFX/Tender. * Following search options should be provided to user to search event.   + - Event ID     - Event Brief     - Event No. * System should display following columns in search of Tender opening committee:-   + - Sr. No.     - Event ID     - Reference No.     - Event Brief     - Action: - Action should have link name ‘Process’. On clicking process link, system should redirect user to Bid opening tab of particular event. * Opening committee members should be allowed to open the tenders only if opening date and time of a tender is lapsed. * Under bid opening tab System should display counts for :-   + - **Total No of bidders-** displaying count for successful final submission of bids from bidder.     - **Total No. of bid Withdrawal-** Displaying count of bidders who has withdrawn the bids after final submission and not have made final submission thereafter. * System should display link for View Withdrawn Bids. * On clicking on it system should display following details :-   + - Sr. No.     - Company Name     - Remarks     - Status     - Date & Time * On scheduled opening time, committee member should see a “Hyper Link” on his name under Envelop Details Column for giving approval for opening. * System should display following message / status in each envelop;   + - If No bidder had bidded = No bidder has submitted the bid     - If envelope not open=Envelop Not Open     - If no bidder has participated = No bidder has participated in tender * Bids should be opened in reverse order. Level 3 officer has to decrypt the bids followed by level 2 and 1 officer to decrypt the bids for opening price bid envelop. * On successful decryption of bids system should notify user with message ‘All forms decrypted successfully’. * Opening Committee members needs to enter remarks for giving approval. * After giving consent by committee member, status should be display as Consent given on <date> else, display Consent for opening is not received. * Opening Committee members needs to enter remarks for giving consent. There should be text area where TOC can enter Max. 1000 Alphabets, numbers and Special Characters (/,-,.,, and space) * On giving consent, system should display a message as “Consent given successfully”. * Tender can only be decrypt by the decryptor through his login. (who are selected as a decryptor at the time of formation of Tender Opening Committee) * On opening envelop, system should automatically generate Individual, customized and Comparative report. * In individual report, system should display the documents being mapped by Bidders/Suppliers by clicking on respective vendor’s name. * System should not allow any TOC member(s) to edit any details in Tender Form(s). * System should allow Authorized User to Upload Tender Opening Report. * As per requirement of officer, system should allow to auto and Manual sharing reports (Individual, Comparative and L1 Report (if created), uploaded documents of bidders) with bidders. * System should display a message to 2nd and 1st level decryptor’s on opening dashboard as “Third level of decyption is pending” if the same (3rd level) is not decrypted. * In case of third level decryption completed, system should display a message to 3rd & 1st level decryptor’s on opening dashboard as “Second level of decyption is pending” if the same (2nd level) is not decrypted. * In case of second level decryption completed, system should display a message to 3rd and 2nd level decryptor’s on opening dashboard as “First level of decryption is pending” if the same (1st level) is not decrypted. * On opening bid of all bidders, system should allow Opening committee members to sign Individual Report of each bidder. Here system should provide hyperlink on company name and clicking upon which system should allow committee members to sign all forms of that particular envelop of particular bidder. * System should allow TOC member to open the Bid as per the defined envelop order. * In case of multi Envelop, Opening of Envelop can only be done once Evaluation is done for previous envelop. * By default, system should share all system generated Report to Evaluation Committee. * It is mandatory to give approval for Opening by minimum required Opening Committee member (with their login) as defined by Authorized User. * System should allow Opening Committee Members to view Mapped Bidders at the time of Tender Opening (In case of Limited Tender) * For Opening of Price Bid, it is mandatory for Opening Committee to specify Opening Date. (Applicable in case of multiple envelop) * System should only allow to open Price Bid of Bidders who are successful in 1st Envelop Evaluation 🡪 Technical Bid (Only in case of 2 part bidding type) * Price Bid opening Date can be configured by any of the Committee Member. * Once Price Bid Opening Date is configured, it is mandatory for authorized User to publish the same. * Once Price Bid opening date is published, system should not allow to edit the same. * System should keep history of changes, which has been made by Tender Opening Committee. * Provision to save/export report (Individual, Comparative, Customized, L1 Report, Dynamic report and Abstract report) in HTML, PDF format, system should also provide Export to excel function along with print provision.   **Price Bid Opening Date Configuration**   * It is mandatory to Publish Price Bid Opening Date by Authorized User. * System should send a notification to all the Bidders who are qualified in Technical Bid. * Price Bid Opening Date and Time must be greater than current Data and Time. * System should display latest Price in Comparative, Individual and Customized Report. * Price bid opening date configuration should not be applicable in Single Envelop.   + If bid is opened sequentially and evaluation is done for the opened envelope first before opening second envelope then:   + On opening of next envelope, system should not display the bids of the rejected bidder who was rejected in previous envelope. * L1 report should be generated in following case.   + After opening of price bid envelope, system should generate the L1 report for only approved bidders. If evaluation is not done of any of the envelope till price bid envelope opening then system should generate L1 report for all the bidders who has done final submission. * System should provide a new column of “Sort” (drop down) for sorting the company item wise (Highest to Lowest or Lowest to Highest) in L1 report.   **View No. of Withdrawn Bid (Based on configuration done to Display Total no. of Bidders)**   * System should provide hyperlink to view list of bidders who have withdrawn their bid and have not done final submission after withdrawal of bids. * View ‘No. of Bid withdrawn’ link should be enabled (hyperlink) in Bid Opening tab once min. number of consent is received for any envelop configured in event, till then system should display withdrawal count where no click should be enabled and details should be displayed. * View ‘No. of Bid withdrawn’ link should be rights based. (One who has rights to view count can also view details). * System should display following details for view withdrawn bids (after min. consent):-  |  |  |  |  | | --- | --- | --- | --- | | Sr. No. | Company Name | Remarks | Date & Time | | 1 | <Bidder’s Company Name> | <Remarks submitted by bidder for withdrawal of bids> | Date & time should be captured- Bid withdrawal being submitted by bidder |  * Before Min. consent, system should display bid withdrawal count only (No. hyperlink to create). * System should allow user to download view withdrawn bidder list in Pdf and should provide provision to print details as per requirement. * System should capture and should display last updated status for bids by bidder. If Bid is withdrawn followed by final submission, then the same should not be considered in withdrawal count and records should not be displayed for bidder in view withdrawn bid. |
| ***Users/Actor*** | * Creator, Mapped officer, Opening Committee |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Bidder name | Hyperlink | - | - | - | - | Clicking on bidder name system should redirect user to individual report of respective bidder and envelope |
| Committee Member Name | Hyperlink | - | - | - | - | System should display the link to the particular opening committee members only by his/her login. While clicking on link, system should allow to give his/her consent to open the envelope/tender. |
| Remarks | Text box | M | Max. 1000 Alphabets, numbers and Special Characters (/,-,.,, and space). | Please enter remarks.  Max. 1000 Alphabets, numbers and Special Characters (/,-,.,, and space) | Please proceed. | Continuous “–“ is not allowed. |
| Sort | Drop down |  |  |  | Values;  Lowest to Highest (Default selected),  Highest to Lowest | On selection of Sorting value, system should display the company details of L1/H1 in the report. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Decrypt | Link | System should allow to Decrypt individual form |
| Process | Link | System should allow redirecting on particular tender opening page of tender. |
| Upload / Download | link | System should allow to Upload / download Document |
| View | Link | System should allow to View Opening Details |
| Verify | Button | System should Verify Details |
| Individual Report | Link | System should display Individual Report |
| Comparative Report | Link | System should display Comparative Report |
| Customized Report | Link | System should display Customized Report which has been Uploaded by TOC |
| Total No. of bidders | Label | Should display count of No. of bidders submitted bid with final submission |
| Total No. of Bid withdrawal | Label & link | Should display count for No. of bidder withdrawn their bids after final submission. |
| Upload Opening Report | Link | System should allow to Upload Document |
| View Mapped Bidders | Link | System should display Mapped Bidders / Participated Bidders |
| View TOC Details | Link | System should display Tender Opening Committee Details |
| Edit TOC | Link | System should allow Authorized User to edit Tender Opening Committee details |
| Configure Price bid Opening date | Link | System should allow configuring the date of price bid opening. |
| View Price bid Opening date | Link | System should allow to view the date of price bid opening. |

### High Level Use Case of Proxy Parameters (Loading Factor)

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic of Proxy Parameters and its impact. |
| ***Pre-Conditions*** | * Proxy Parameters column type should have been configured * Filled by should be proxy bid column * Price bid envelope or form should be opened |
| ***Post Conditions*** | * Based on Proxy Parameters, the system should recalculate formulated column data. * System should update the configured Proxy Parameters value in applicable reports |
| ***Flow of Events*** | * Open Price Bid envelop * User enter/configure Proxy Parameters against bidder * Save & Calculate bid form with Proxy Parameters for all the bidder |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Proxy Parameters configuration in SOR / Price Form**   * To configure Proxy Parameters, system should make it mandatory to have Proxy Parameters column type to be configured in price bid form. * Proxy Parameters column must be configured as;   + Column type: Proxy Parameters   + Filled by: Proxy Bid column * System should validate with a message “Filled by should be Proxy bid column for column having column type as “Proxy Parameters” on Publish Notice.   **Insert Proxy Parameters interface:**   * System should display “Configure Proxy Parameters” in price bid envelope against each bidder * By clicking on ‘Configure Proxy Parameters” link, system should display the bidding form which includes bidder’s bid. * System should display the tables of form in which Proxy Parameters is applicable. * System should render those items of table only in which bidder has submitted the bid. * Proxy Parameters to be inserted bidder wise & item wise. * Default value of Proxy Parameters on the page should be 1. * System should provide the checkbox on Proxy Parameters columns clicking on which, system should copy the value in all the fields of that columns. * Value of Proxy Parameters column should be in editable mode on insert Proxy Parameters page. * On entering Proxy Parameters value, columns with Proxy Parameters column type should be calculated as per the created formula. * System should not allow user to evaluate price bid envelop prior to configuration and calculation of Proxy Parameters. System should validate user with message ‘Proxy Parameters calculation is pending’. * Inserted values can be viewed by clicking on ‘View’ link against each form. * Export to excel, PDF and print functionality should be provided on this page.   **Save and calculate Proxy Parameters :**   * System should display the Save & Calculate link once configuration of Proxy Parameters has been completed, clicking on which calculated data should get saved with success message ‘Data saved successfully’ * System should perform calculation as per the formula created. * On successful completion of calculation of Proxy Parameters, system should enable View Proxy Parameters link displaying entire Proxy Parameters configuration in read only mode. * In addition, system should generate L1 report after Proxy Parameters (separate report) soon after Proxy Parameters is calculated. * The system should regenerate Comparative, Individual report post Proxy Parameters insertion. * System should provide feature to export the page into excel, word, HTML and PDF.   **Proxy Parameters during Negotiation**   * The system should allow to edit Proxy Parameters column data during negotiation by Negotiation / Opening committee. * During Negotiation, the system should allow ‘Filled by Bidder’ columns to edit by Negotiation committee.   **View Proxy Parameters**   * System should display entire Proxy Parameters configuration in read only mode * On successful completion of Proxy Parameters calculation, system should enable “View Proxy Parameters” link under Action column of each opening & evaluation committee member under opening & evaluation tab and should enable Evaluate bidder link if evaluation is pending * System should provide with Print and PDF options   **View result by officers**   * System should display entire form (along with hide columns) to officer / committee members (opening, evaluation and negotiation) with Proxy Parameters impact once Proxy Parameters is calculated. * System should display all columns to officer and all committee members with hidden columns and Proxy Parameters impact at the time of initiating negotiation.   **CASES: For Proxy Parameters configuration and calculation**  **Case 1 : Opening and Evaluation is applicable**  Case 1.1 : Two stage opening is applicable   * System should allow member of the opening committee, creator, mapped officer to Configure, Save and Calculate Proxy Parameters * Once any one of the member clicks on Configure Proxy Parameters, system should no more display Configure Proxy Parameters link to rest of the committee members and should display message as “Proxy Parameters calculation is in process” until Proxy Parameters is not calculated / configured. * System should display Configure Proxy Parameters link to opening committee member once price bid is opened / decrypted the data by the decryptor/committee member. * System should allow opening committee member to edit Proxy Parameters until evaluation of price bid is not completed. Once evaluation of price bid is completed, system should not allow editing Proxy Parameters factor.   Case 1.2 : Two stage evaluation is not applicable   * System for price bid envelope under Action column should enable link labeled as “Configure Proxy Parameters” against each bidder to all the committee members once respective envelope has got opened (Considering case of Single and Multiple) * Once any one of the member clicks on Configure Proxy Parameters, system should no more display Configure Proxy Parameters link to rest of the committee members and should display message as “Proxy Parameters calculation is in process”. * System should allow committee member to edit Proxy Parameters configuration. * System should allow Save and calculate of Proxy Parameters configured to the committee member who configuring of Proxy Parameters. * On successful completion of Proxy Parameters calculation, system should enable “View Proxy Parameters” link under Action column of each evaluation committee member under evaluation tab and should enable Evaluate bidder link if evaluation is pending   Case 1.3 : Two stage evaluation (Multilevel) is applicable   * System for price bid envelope should display/enable Configure Proxy Parameters link against each bidder once decryption of all levels are completed. System should allow opening committee member to configure or edit Proxy Parameters before evaluation of price bid. * System should also allow opening committee member to edit with Proxy Parameters configuration by displaying Edit link. Clicking on which should display and allow Proxy Parameters configured by opening committee member. * System should allow user to copy all feature for Proxy Parameters value. Clicking on which system should copy the data to the ‘Proxy Parameters’ column. * System should allow to evaluate once Proxy Parameters of all the bidders configured. * On successful configuration of Proxy Parameters, system should display View Proxy Parameters link under Action column. * L1 should be generated on the basis of price bid form (rendered after calculating Proxy Parameters) * System should capture each action in Audit Trail report. * Actions which should be captured in audit trail report should be:   + Configure Proxy Parameters – “Configured Proxy Parameters”.   + Edit Proxy Parameters– “Proxy Parameters edited”.   + View Proxy Parameters – “Viewed Proxy Parameters”   **Item wise L1 Report after Proxy Parameters:**   * This report should be generated only in case of Proxy Parameters is applicable. This report should be rights based and should be displayed in report section of event dashboard. * Report should be generated after Proxy Parameters is calculated of all the bidders for all forms. System should display a message to the authorized officer while clicking on the view link if Proxy Parameters of all bidders are not configured as “Please configure Proxy Parameters values for all the bidders to view report”. * System should allow authorized officers to select the Columns Name on which they want to “Generate the L1 report after Proxy Parameters”. Following Columns should provide for selection:   + Column with Column type of ‘Unit Rate After Proxy Parameters’   + Column with Column type of ‘Total Amount After Proxy Parameters’ * Report should be generated based on the selected column. * Report should contain all the columns, which are filled by the officer, company name for each item, value of selected column and Rank. * L1/H1 bidder should be highlighted. * Export to Excel, Word, PDF, HTML and print functionality should be provided.   Sample Report Structure:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Sort** | **Filled By Officer** | **Filled By Officer** | **Filled By Officer** | **Filled By Officer** | **Company Name** | **Selected Column** | **~~Rank~~** | | Highest to lowest  Lowest to highest | Item 1 |  |  |  | **ETL** | 10 | L1 | |  | **ABC** | 11 | L2 | | Highest to lowest  Lowest to highest | Item 2 |  |  |  | ABC | 15 | L1 | |  | ETL | 16 | L2 |   **Server Side validation**   * If Proxy Parameters is proceed & submitted and then another user tries to configure the Proxy Parameters (in case of screen is idle), then system should provide a server side validation as “Proxy Parameters already submitted”.   **Assumption:**   * A respective Tender opening committee (TOC) member will configure Proxy Parameters amount/value by taking mutually consent internally from individual TOC member because system will have a provision to configure & edit Proxy Parameters value by all TOC members, mapped dept. officer, creator as per requirement. |
| ***Users/Actor*** | * Creator, Mapped Dept. officer, Tender Opening Committee member, Negotiation committee member (for edit) |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Insert | Link | N |  |  |  | System should redirect user to the price bid form, where user can enter Proxy Parameters factor as per requirement. |
| Proxy Parameters Factor (Column type) | Text box | N | System should allow numbers (positive & negative) only (0 - 9) with decimals (if any). | Please enter the numbers |  | By default, system should consider Proxy Parameters value be 1. |
| Item wise L1 report after Proxy Parameters | Label |  |  |  |  |  |
| Sort | Drop down |  |  |  | **Values;**  **Lowest to Highest – default selected,**  **Highest to Lowest** | On selection of sorting, system should display the L1/H1 details of the bidder item wise. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add / Insert | link | System should render the page of bidding form with locating factor column type for submitting a Proxy Parameters value. |
| Configure | Link | System should open a price bid form for configuring the Proxy Parameters value against each bidder. |
| Edit | Button | System should allow user to edit the already inserted Proxy Parameters values. |
| Save & Calculate | Button | System should save & calculate Proxy Parameters values, which configured. |
| Copy | Check box | System should copy on Proxy Parameters factor columns clicking on which, system should copy the value in all the fields of that columns. |
| View | Link | System should display a report of item wise L1 report after Proxy Parameters. |
| View Proxy Parameters | Link | System should display a configured Proxy Parameters values in read only mode. |

## Negotiation

### High Level Use Case of Configuration of Negotiation – Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to configure negotiation for the event |
| ***Pre-Conditions*** | * Negotiation should be selected as Allow in a tender |
| ***Post Conditions*** | * Negotiation will be configured |
| ***Flow of Events*** | * Officer logs in * Search RFx and select for the event * Clicks on the Negotiation tab |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * Under default configuration🡪All RFX Types🡪 Opening and evaluation configuration details section 🡪Negotiation (Allow / don’t allow) 🡪Default will be “Allow” and “Show”. * On successful completion of event, if negotiation is allowed then system asks for negotiation configuration as to be conducted or not providing with Yes and No options. * System should only ask user to conduct negotiation if following conditions are getting satisfied: * **Case 1: Opening is applicable,**   + Envelope should be opened.   + If not, then system under negotiation tab should display static message as **“<Envelope name> envelope not opened yet”** * System should ask officer with a message as “Do you want negotiation?” with Yes |No option. Clicking on yes system should prompt with a message “Are you sure, you want to do negotiation?” with Ok | Cancel button. Clicking on ok system should redirect officer to create negotiation committee page, on clicking cancel system should redirect officer back to configure negotiation. * On clicking No, system should prompt user with a message “You are not allowed to do negotiation for this event. Are you sure, you don’t want to do negotiation?” with ok |cancel button. On clicking ok system should redirect officer to negotiation tab with a static message “You have decided not to do negotiation for this event.” On clicking cancel system should redirect officer back to configure negotiation. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Negotiation | Drop down |  |  |  | Values;  Allow – Default selected,  Don’t allow |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Yes | Button | System should prompt with a confirmation message |
| No | Button | System should prompt with a confirmation message |
| Ok | Button | System should redirect officer to respective page as per the condition |
| Cancel | Button | System should redirect officer to respective page as per the condition |

### High Level Use Case of Form Negotiation Committee – Officer

|  |  |
| --- | --- |
| ***Objective*** | * Negotiation Committee is formed to Invite Bidders for Negotiation on Price Bid or Technical form and to initiate process of Negotiation * The objective of this use case is to know how Negotiation committee should be formed for an event by the officer mapped as a committee member. |
| ***Pre-Conditions*** | * Negotiation event should be conducted / configured |
| ***Post Conditions*** | * On selection of Create Negotiation committee or Copy Opening Committee, system should display a message as “Negotiation Committee created successfully” and redirects user to Negotiation Committee dashboard. |
| ***Flow of Events*** | * Officer logs in * Search RFx and select for the event * Clicks on the Negotiation tab * Click on Yes on the confirmation for negotiation conducting. * Select Create Negotiation Committee or Copy Opening Committee |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Create Negotiation Committee:**   * System should allow officers assigned with the rights of “Create” for negotiation committee also to have the rights to Use existing committee. * System should allow user to add member on clicking Add Member Link. * System should allow Dept. User to search the member(s) through;   + - Email ID   + or     - Person Name   + or     - Hierarchy     - Department * System should provide combo box for selection of search criteria, system should allow officer to search user through email ID or Person Name or Hierarchy. * System should allow to search user by entering email id or person name. * On selection of hierarchy, system should allow officer to search user through department and user name. * System should render department, which are created under that domain. Render Person name, which are mapped with selected department. * As officer selects committee, system should allow officer to enter committee name with a message “Please enter committee name” if officer enters same committee name system should fire validation with a message “Committee name already exists. Please enter unique committee name” * If officer clicks on submit button without selecting committee system should validate while submitting “Please select committee” * If officer clicks on submit button without giving committee name system should validate while submitting “Please enter committee name” * System should keep check while submitting negotiation committee member at least to have minimum 1 member thus validating with a message as “It is mandatory to add Min. 1 member in committee”   **Copy Opening Committee:**   * On selection of Copy Opening Committee, system should copy all opening committee members and minimum consent required of particular event/tender in negotiation committee. * On clicking, copy opening committee, system should display list of committee members as follows:   + Officer, Department     - System in the listing should display name of officer, Email id, and Department   + Remove   + Minimum Consent Requires     - System should allow editing the same. * System should allow to enter Committee Name before submitting. * System should allow to edit minimum consent requires in copied negotiation committee. * System should allow adding or removing in negotiation committee before publishing. * System should display a message as “It is mandatory to add <Min. Committee Members>” on clicking submit button if Min, configured members are not added. * On successfully submitting, system should display Negotiation committee created successfully.   **Check for Negotiation Committee as Evaluation Committee:**   * System should allow officer to configure Negotiation committee same as Evaluation committee. * System should provide check box as (Negotiation Committee & Evaluation Committee are same), clicking upon which, system should create evaluation committee same as negotiation committee.   **Publish Committee:**   * System should allow negotiation committee to get published only by the officer who have been assigned the rights of “Publish” for negotiation committee.   **Edit Committee:**   * System should allow officer with rights of “Edit” negotiation committee also to have the rights to Edit published committee. * System should allow officer to edit published committee till min. consent received. * System should not allowed to remove the members from the published committee who has already given consent.   **View Committee:**   * System should allow to View negotiation committee only to those who have been assigned rights of “View” for negotiation committee. * Rest all functionalities should be same as other RFx committee with respect to create, edit, add / remove member and publish. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Selected committee | Label | - | - | - | **-** | - |
| Enter Committee Name | Text box | M | Enter committee name  Allows maximum 20 numbers and special characters(/,-,.,and,space)  Committee name should be unique | Please enter committee name  Allows maximum 20 numbers and special characters(/,-,.,and,space)  Committee name already exists. Please enter unique committee name |  | System should allow officer to enter committee name |
| Minimum member's consent requires | Text box | M | Enter Please enter Minimum member's consent requires.  Positive Numeric value should be allowed without decimal | Please enter Minimum member's consent requires  Only numeric 1 to 9 are allowed |  |  |
| Opening Committee Members | Label |  |  |  |  |  |
| Dept. Officer | Label |  |  |  |  |  |
| Department | Label |  |  |  |  |  |
| Negotiation Committee & Evaluation Committee are same | Checkbox | N |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add | Button | System should allow to Add Negotiation Committee member |
| Remove | Button | System should remove selected Negotiation Committee member |
| Create | Link | System should allow to create Negotiation Committee |
| Submit | Button | System should submit the data |
| Publish | Link | System should publish Negotiation Committee. |
| Copy Opening Committee | Link | System should open a page and display committee members of opening for particular event. |

### High level Use Case of Negotiation Revision (Term Sheet / SOR) to be done by – Officer / Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to configure the revision of Term Sheet / SOR to be done by Officer or bidder. |
| ***Pre-Conditions*** | * Negotiation should be conducted |
| ***Post Conditions*** | * System should allow to revise the details of the Term sheet / SOR by Officer or Bidder in negotiation as per configuration. |
| ***Flow of Events*** | * Negotiation Committee members Logs in. * Clicks on Negotiation tab in the left accordion * Click on “Configure” link against Revision to be done by * Configure the details * Submit |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Configuration (Create) of Revision:**   * System should provide a provision to configure the revision of Envelopes for negotiation which will be done by Dept. or Bidder. * Clicking on configure link, system should display the details of the envelopes (tender wise), GAIL, Bidder/Supplier for the configuration. E.g.  |  |  |  | | --- | --- | --- | | **Revision to be done by:** | **GAIL** | **Bidder / Supplier** | | <Envelope Name> | **Radio Button** | Radio Button | | <Envelope Name> | Radio Button | **Radio Button** |  * System should display envelope name as per tender configuration. * By default, system should selected radio button **Term Sheet (Technical Form)** to be revised by GAIL and **SOR (Price bid)** to be revised by Bidder. * System should display submit button to submit the same. * On submitting, system should display a confirmation message that “Revision of envelopes for Negotiation configured successfully”. * System should captured this entry in audit trail report with functionality label of “Revision of envelopes for Negotiation configured successfully” once configured. * System should not allow to invite the bidders for negotiation without configuring/submit negotiation revision.   + System should validate with a message that “Please configure Negotiation Revision” if member clicks on invite negotiation. * System should display **Edit** and **View** link once revision details are configured.   **Edit of Revision Configuration:**   * On clicking Edit link, system should allow to configuration as per the requirement. * System should allow to edit those envelopes only in which invitation negotiation is pending.   + For e.g. If any invitation configured in Term Sheet / SOR envelope, the system should not allow to edit the configuration. * In case of invitation cancelled by the member, the system should allow to edit the configuration in particular envelope. * On submitting, system should display a confirmation message that “Revision of envelopes for Negotiation edited successfully”. * System should captured this entry in audit trail report with functionality label of “Revision of envelopes for Negotiation edited successfully” once configured.   **View of Revision Configuration:**   * On clicking View link, system should allow to display the latest configuration in read only mode to the user. * This link should be available at any point of time. * System should display this configuration in event audit trail report under negotiation section. * System should allow to convert this page in pdf and print with event summary.   **Revision to be done by GAIL / Bidder (as per the configuration):**   * System should allow to revise the forms of particular envelope as per selection.   + If Term sheet (Envelope) configured by GAIL / Dept., the system should allow to revise the details of the Term sheet by GAIL users only and bidder should acknowledge for the same (vice-versa). |
| ***Users/Actor*** | * Committee member/Creator/Mapped officer |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Revision to be done by: | Label |  |  |  |  |  |
| GAIL | Label & Radio button |  |  |  |  | Default selected for SOR - Price Bid |
| Bidder / Supplier | Label & Radio button |  |  |  |  | Default selected for Term Sheet – Technical Form |
| <Envelope Name> | Label |  |  |  |  | System should display all envelopes, which are configured in tender. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit the data |
| Configure | Link | System should allow to configure the revision for negotiation. |
| Edit | Link | System should allow to edit the configuration of revision. |
| View | Link | System should allow to view the configuration of revision. |

### High Level Use Case of Negotiation Committee Report (Left Accordion Menu) – Committee member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to display list of events in which user is mapped as a committee member for negotiation |
| ***Pre-Conditions*** | * Negotiation should be conducted * User should be mapped as a member of committee for particular event |
| ***Post Conditions*** | * System should allow to give consent as a member of negotiation committee and initiate the negotiation process |
| ***Flow of Events*** | * Negotiation Committee members Logs in. * Clicks on Negotiation tab in the left accordion |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * Negotiation tab should only be applicable if Negotiation is selected on event level. * System should list all the events in descending order of the event id in which user is mapped as a committee member in report format as follows :   + Sr. No.   + Event ID   + Reference no.   + Event brief   + Action * Under Action system should display “Process” as a hyperlink, clicking on which system should redirect user to Negotiation committee page to give consent as a member for negotiation committee and thus initiate the negotiation process * System should also give provision of search, allowing user to search for committee based on search criteria as follows :   + Event ID   + Event / Reference no.   + Event brief   + Search - Button   + Clear - Button * On search, if user is not mapped as a committee member for negotiation as per the search criteria then system should display message as “No record found” * On clicking “Clear”, system should clear the search criteria |
| ***Users/Actor*** | * Committee member |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label |  |  |  |  |  |
| Event ID | Label |  |  |  |  |  |
| Reference No. | Label |  |  |  |  |  |
| Event Brief | Label |  |  |  |  |  |
| Event ID | Text box |  |  |  |  | For search criteria |
| Reference No. | Text box |  |  |  |  | For search criteria |
| Event Brief | Text box |  |  |  |  | For search criteria |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search the records |
| Clear | Button | System should clear the search. |

### High Level Use Case of Negotiation committee (Consent) – Committee member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to display list of committee member and their consent status to initiate further process of negotiation |
| ***Pre-Conditions*** | * Negotiation should be conducted * Negotiation committee should be created & published * Officer should be mapped as a member of committee for particular event |
| ***Post Conditions*** | * System should allow to give consent as a member of negotiation committee and initiate the negotiation process |
| ***Flow of Events*** | * Negotiation Committee members Logs in. * Clicks on Negotiation tab in the left accordion * Clicks on “Process” link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * Negotiation tab should only be applicable if Negotiation is selected on event level. * System should display label of Minimum member’s consent requires, that should notify that negotiation process cannot be initiated unless consent has not been received from minimum members. * System should list all the members mapped as a member of Negotiation committee as follows :   + Sr. No.   + Committee Member – System should display member name along with department to which member belongs and designation/Dept. System should display member name as a hyperlink clicking on which system should redirect to a page where member can submit their remarks as a consent for negotiation committee   + Status – System should display status of consent for negotiation committee, if consent has been given by respective member then system should display message as “Consent given on <date> and <time>”, If consent has not been given by respective member then system should display message as “(Pending)” * As member login, system should display member name as a hyperlink allowing to submit their consent. On submitting, system should display a message as “Consent given successfully” * System at the end of committee member listing should display link of “Invite negotiation”. * System should enable “Invite negotiation” link only if consent has been received from all the minimum members required, if consent has not been received from minimum members required then system should disable “Invite negotiation” link * On clicking “Invite negotiation” link, system should redirect committee member to negotiation listing page allowing to initiate negotiation process by inviting bidder for negotiation. |
| ***Users/Actor*** | * Committee member |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Committee Member | Label | - | - | **-** | XYZ  Procurement  Chair person | System should display member name as a hyperlink also system should display department name and designation of member |
| Status | Label |  | - | **-** | - | System should display status of consent given against each member |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Process | Link | System should redirect user to Negotiation committee page |
| <Member> | Link | System should redirect member to a page where they can submit their consent for negotiation committee |
| Invite negotiation | Link | System should redirect user to Negotiation listing page |

**On clicking Member name as hyperlink**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remarks | Text area | M | Please enter remarks  Allows Max. 1000 alphabets, numbers and special characters ((,),&,comma, -, +,/,.,%, Space)’ | Please enter remarks  Allows Max. 1000 alphabets, numbers and special characters ((,),&,comma, -, +,/,.,%, Space)’ |  | System should allow user to give remarks as a consent given to be a member of negotiation committee |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit with the remarks entered by the member as a consent given to be a part of negotiation committee |

### High Level Use Case of Negotiation Listing & Configure Invitation – Committee Member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to display list of Bidders to committee member and to invite them for Negotiation |
| ***Pre-Conditions*** | * Negotiation should be conducted * Negotiation Committee should be created * Committee members should be added * All the Committee members should give their consent and should be logged in * Evaluation of particular envelope should not be completed * Envelope (Term Sheet / SOR) should be opened   **In case of Proxy Parameters (Loading) is applicable in Single stage:**   * Proxy parameters should be completed in SOR.   **In case of Proxy Parameters (Loading) is applicable in Two Stage (together):**   * Proxy parameters should be completed in SOR in case of negotiate on SOR envelope, then system should allow to configure negotiation for SOR/Price bid. * Although, system should allow to select and negotiate on Term sheet if required. |
| ***Post Conditions*** | * System should allow Negotiation committee member to Invite bidder for Negotiation envelope wise. |
| ***Flow of Events*** | * Negotiation Committee members Logs in. * Search and Selects the event for which he needs to initiate Negotiation process * Clicks on Negotiation tab |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * Negotiation tab should only be applicable if Negotiation is selected on event level. * System should display message as “Event yet Pending” in the Negotiation tab, if the event has not been closed and not opened. * In case if Tender has been cancelled then system in Negotiation tab should display message as **“Event has been cancelled”** * Once the RFx opening process (Price bid) has been opened, system should automatically save “L1/H1” report based on which there should be negotiation listing. System should display L1/H1 report in following format : * Grand Total   + Company Name   + Rank   + Amount * Item wise   + Company Name   + Item description   + Rank   + Amount   **Negotiation listing:**   * System should display Negotiation listing page with the list of bidders (as per evaluation of the envelope) and a link of “Invite for negotiation” as an action clicking on which system should initiate the Negotiation process. * System should display name of the company for invitation who has submitted successful their bid (not evaluated) in the event. * In case of Two stage (together) stage, system should display name of the company for invitation who has approved in previous envelope.   + E.g. For negotiation initiation, all company names (who submitted their bid) should be displayed for technical form negotiation. Thereafter, system should display those companies in price bid negotiation who qualified in Technical forms. * System should display the following information under the Negotiation listing page (As per envelope wise): * <Envelope Name> * Sr. No. * Company name * Round No. – System should display current Round No.(number) of negotiation with the bidder * Start Date & Time * End Date & Time * Status – System should display status as “Invited”, if committee member has invited bidder for negotiation   System should display status as ‘Pending‘, if committee member has not invited bidder for negotiation.  System should display status as ‘Acceptance is pending’, if bidder has not accepted the negotiation request (revised detail).  System should display status as ‘Accepted by bidder’, if bidder accepts the negotiation request (revised detail).  System should display status as ‘Rejected by bidder’, if bidder rejects the negotiation request (revised detail).  System should display status as ‘Revision is pending’, if bidder has not revised the negotiation request.  System should display status as ‘Revision completed’, if bidder has revised the negotiation request. (revised details)  System should display status as ‘Accepted’, if committee member accepts bidder’s negotiation.  System should display status as ‘Rejected’, if committee member accepts bidder’s negotiation.   * Action   + Invite for negotiation   + Revise Details   + Cancel Invite   + View chat history   + View history   + Renegotiate   + Chat   + Accept / Reject   + View Invitation   + View Revised Detail   + Upload / Download * Close Negotiation (Envelope level) * Note: At Header / item level, element/fields/labels can be changed according to UI team recommendation * System should display “Envelope Name” (<Term Sheet> / <SOR>) on header of the negotiation listing in which envelope negotiation will be happened. * System on clicking “Invite for negotiation” link should redirect to Negotiation form allowing committee member to select envelopes <Name of Term sheet/Technical Envelope>, <Name of SOR/Price Bid Envelope>, Both on which member wishes to Negotiate with the bidder.   + System should display/select drop down/list box for selection which are opened and not evaluated in the tender:     - <Technical envelope name to be mentioned>     - <Price Bid envelope name to be mentioned>     - Both   **In case of Multiple forms :**   * In case of Grand total, system should display all the price bid forms and tables (by default all forms should be selected, system should allow user to select/deselect on form level) as selected in the price summary for inviting bidder for negotiation. Negotiation should be held on the forms and tables as per in the price summary report. * System should allow user to select the line items on which they want to negotiation in case of line item by checking on the checkbox against each price bid form also with the provision of submit button, clicking on which selected bidding forms will be submitted to be configured (revised) further to invite for negotiation. * System should allow user to select the technical form(s) entirely for invitation in case of technical form negotiation selected. In Technical form, system should not allow to select individual items for negotiation. * System should display bidding forms as follows :   + - Sr. No     - Bidding form name     - Action       * View – System should allow committee member to view the bidding form * On clicking, submit button, system should allow to configure further invite.   **In case of Line Item wise Negotiation, System should display with the following :**   * + Event Info Bar – System should display information related to event as Event ID, Event Type   + Company Information – System should display Company Name in a hyperlink, clicking on which committee member should get the detail information of Company   + Start Date & Time – System should allow Committee member to configure with Negotiation start date & time   + End Date & Time - System should allow Committee member to configure with Negotiation end date & time   + Negotiate on – System should ask committee member whether they want to negotiate with bidder on the basis of Technical or Price bid envelopes or both accordingly as per the configuration system should display it.   + <Form of technical envelope> – System should display technical forms only if configured to negotiate on, if configured system should allow committee member to revise the details.   + <Form of price bid envelope> – System should display with the bidding form only if configured to negotiate on and should allow Committee member to select with the line item clicking on the check box on which he wants to invite bidder for Negotiation.   + System should allow user to invite multiple bidders for negotiation for the same line item. System should not put any restrictions on not inviting multiple bidders to negotiate for the same line item.   + System should display under Bidding Form:     - Document grid – System should allow to upload the documents by members. System should display documents uploaded by the committee member allowing download/delete before submitting the invite.   + Remarks – System should allow to enter with Remarks on inviting bidder for negotiation.   + Submit – System should allow committee member to submit with the invite configured for Negotiation.   **In case of Grand Total wise Negotiation, System should display with the following :**   * + Event Info Bar – System should display information related to event as Event ID, Event Type   + Company Information – System should display Company Name in a hyperlink, clicking on which committee member should get the detail information of Company   + Start Date & Time – System should allow Committee member to configure with Negotiation start date & time   + End Date & Time - System should allow Committee member to configure with Negotiation end date & time   + Negotiate on – System should ask committee member whether they want to negotiate with bidder on the basis of Technical, Price bid or both accordingly as per the configuration system should display it.   + <Form of the technical envelope> – System should display forms of technical form only if configured to negotiate on, if configured system should allow committee member to revise the details.   + <Form of the price bid envelope> – System should display bidding form (selected) on which committee member wants to invite bidder for Negotiation.   + System should allow user to invite multiple bidder simultaneously to negotiate for the same line item.   + Document grid – System should allow to upload the documents by members. System should display documents uploaded by the committee member allowing download/delete before submitting the invite.   + Remarks – System should allow to enter with Remarks on inviting bidder for negotiation   + Submit - System should allow committee member to submit with the invite configured for Negotiation.   **In case of Proxy Parameters (Loading) is applicable in Single/Two Stage (Separate) stage:**   * System should allow to negotiate on Term Sheet. * System should not allow to negotiate on SOR in case of Proxy parameters are not configured. System should validate with a message that “Please configure Proxy Parameters”. * System should allow to do negotiation on both (Term sheet/ SOR) once SOR also configured.   **In case of Proxy Parameters (Loading) is applicable in Two Stage (together):**   * System should allow to negotiate on Term Sheet before evaluation. * System should not allow to negotiate on SOR in case of Proxy parameters are not configured. System should validate with a message that “Please configure Proxy Parameters”.   + System should allow to do negotiation on SOR once SOR configured.   **In case of Two Stage (together) stage:**   * System should allow to negotiate on those envelopes, which are not evaluated. * System should allow negotiating on 1st envelope once tender is opened but not evaluated. * System should allow to select entire technical form for negotiation. * System should allow to select companies for 2nd envelope negotiation on listing page who are approved in previous envelope. * System should display listing of negotiation envelope wise so that user can be able to understand/bifurcation for negotiation.   **In case of Single / Two stage (Separate) Stage:**   * System should allow to negotiate on the tender once tender/envelope is opened but not evaluated. * System should allow to select the form for negotiation as per requirement. * After invitation sent, system should allow committee member to upload document (item wise/Grand total). Clicking on Upload button and selecting Document by clicking on Browse button System should also keep track of documents uploaded displaying following information :   + Sr. No.   + Document Name   + Document Brief   + Size   + Date & Time   + Action     - Download | Delete – System should allow committee member to Download or Delete (before submit) his uploaded document before submitting the invitation. * Please refer document uploading functionality from Use case of “Upload Document”. * On submitting the invite, system should notify committee member with a message “Invitation sent successfully” * In case of Re-negotiation, system should display line items in selected mode in the bidding form on which negotiation has already been made. * System should send an email to the particular bidder once invitation of negotiation has been sent.   Draft as mentioned below:  From: <As per logo>  To: <All registered email ids of particular company>  CC: <Mail id(s) of committee member>  Subject: Invitation for Negotiation for Tender ID: <Event ID> - <Client Name>  Dear User,  This is to inform you that <Client Name> has invited you for Negotiation in the following event.  Tender ID : <Event ID>  Brief scope of work : <Brief scope of work>  To view the invitation for Negotiation, please follow below mentioned steps to view negotiation:   1. Login to <URL of client> 2. Click on RFX 3. Click on Search RFX 4. Enter Event Id in Search Box 5. Click on Dashboard 6. Click on Negotiation tab 7. Click on View Invitation 8. Click on Acknowledge / Accept Negotiation request 9. Click on Submit   Please contact us if any assistance required.  Regards,  GAIL ILNG Team  This is system-generated email; please do not reply to this email.  **Revised Detail**   * System should enable “Revise Detail” link to a member/bidder when invitation sent to the bidder by committee member for particular bidder. On clicking Revise Detail, system should render bidding forms (Technical / Price bid / both) for selection from the selected envelope for which member has invited for negotiation.   + “Revise Detail” link should be enabled as per the configuration of “Negotiation Revision to be done by”.   **Cancel Invite**   * System should display **“Cancel invite”** link against bidder to whom invite for negotiation has been sent thus in case if bidder is not responding to negotiation invite then officer can cancel the invite and can proceed further and can also close negotiation process. * System should display “Cancel invite” link until bidder’s response has yet not been acknowledged.   + If bidder accepts the Revise Detail, then system should no more display “Cancel invite” link. * Clicking on “Cancel invite” link, system should ask for the confirmation message as **“Are you sure you want to cancel the invited send for negotiation?”** providing with Ok and Cancel option * Clicking on Ok, system should redirect user to page labeled, as **“Cancel invite”** and system should ask for Remarks for the cancellation of invite. * System should provide with text area labeled as Remarks allowing user to specify Remarks * Checks and validations:   + System should make it mandatory for user to mention Remarks for the cancellation of invite else system should validate with a message as **“Please enter remarks”**   + **“Allows Max. 1000 alphabets, numbers and special characters“** * System should allow user to Submit the Remarks, on successful submit system should cancel the invite send for negotiation to the respective bidder and should redirect to negotiation dashboard notifying with a message as **“Negotiation invite cancelled successfully”.** * On successful cancellation, bidder side whose invite for negotiation cancelled, system should display message as “**Invite Cancelled”** under action column in the form of a hyperlink clicking on which system should display Remarks given by officer during cancellation of invite. * On Cancellation of Invitation, system should disable ‘Revise Detail’ link to officer/bidder. * On cancellation of invite, system should again display “Invite for negotiation” link against the bidder for whom negotiation invite was cancelled and should not display “View invitation” link.   **Close Negotiation (Envelope)**   * On clicking Close negotiation, link system should close the Negotiation Process for that envelope and should not ask against any bidder link to invite for Negotiation.   **Renegotiate**   * System should enable “Renegotiate” link only if bidder’s acknowledge / accept the negotiation or member rejected the revised details.   **Chat**   * System should enable “Chat” link once committee member sends negotiation invitation for particular bidder. “Chat” link should allow the Committee member/Bidder to start chat with each other.   **View Chat History**   * On clicking “View chat history” link, system should allow committee member to view the chat history made with bidder for previous Round No.s of negotiation. System should enable this link only when negotiation has been carried out before with the respective bidder.   **View History**   * On clicking “View history” link, system should allow committee member to View history of previous Round No.s of negotiation carried out with the bidder. System should enable this link only when negotiation has been carried out before with the respective bidder.   **View Invitation**   * System should display “View Invitation” link once the invite has been sent to the respective bidder. System should not display View invitation link if the invite has been cancelled and no other negotiation invite has yet been send to that respective bidder.   **View Revised Detail**   * System should display “View Revised detail” link once the details of bidding forms revised by committee member / bidder.   **Accept / Reject**   * System should allow committee member to view and Accept/Reject Negotiation revised by the bidder.   **Upload / Download:**   * System should display/enable Upload link to committee member against each bidder once invitation sent to bidder. * System should allow committee member to upload document. Clicking on Upload button and selecting Document by clicking on Browse button System should also keep track of documents uploaded displaying following information :   + Sr. No.   + Document Name   + Document Brief   + Size   + Date & Time   + Action     - Download | Delete – System should allow committee member to Download or Delete (before publishing) his uploaded document before publishing the uploaded documents. * System should display a **Publish** button to publish the uploaded documents for the particular bidder as per document grid. * System should display a confirmation message that “Uploaded document(s) published successfully” on member’s screen. * Once the documents published by a member, system should not allow to delete the document. System should also allow member to upload document again after publishing as per requirement. (Please refer use case of Upload document). System should allow bidder to download the uploaded documents.   + - System should have a provision to take an acknowledgment from the bidder before downloading the document which uploaded by a member. If a member uploaded document again after acknowledgment, system should take an acknowledgement again from the bidder for download the document. * System should capture the entries of individual activities in audit trail report. * System should provide with Print, Word, PDF and excel provision. |
| ***Users/Actor*** | * Committee member |

***Field Level Matrix***

**In case of item wise**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Company name, <Email ID of Parent/child user who submitted a tender> | Label | - | - | **-** | - | - |
| Round No. | Label |  | - | **-** | - | System should display current Round No.(number) of negotiation |
| Start Date & Time | Date Picker | M | Date must be greater than current date and time | Negotiation Start Date &Time must be greater than current date and time | **-** | System should allow committee member to configure with Date & Time on which Negotiation Process is going to be initiated |
| End Date & Time | Date Picker | M | Date must be greater than current date and time | Negotiation End Date & Time must be greater than Start date & time | **-** | System should allow committee member to configure with Date & Time on which Negotiation Process is going to be end |
| Negotiate on? | Combo box | M |  |  | <Name of technical envelope>,  <Name of price bid envelope>  Both | Systems should ask committee member with three options among which committee member has to select one on which they want to negotiate |
| Bidding Form (Only if configured) | Table | - | - | - | **-** | System should display list of line items, allowing committee member to select line item on which Negotiation has to be made |
| <Envelope Name> | Label | - | - | - | **-** |  |
| Document grid | Label | - | - | - | - | System should display documents uploaded by the committee member |
| Remarks | Text area | M | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | - | System should allow committee member to enter Remarks related to Negotiation |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should allow committee member to submit his configured invite for Negotiation to the respective bidder |
| Browse | Button | System should allow committee member to select document to be uploaded |
| Upload | Button | System should allow committee member to upload the document |
| Download | Button | System should allow committee member to download his uploaded document |
| Delete | Button | System should allow committee member to delete his uploaded document |
| Invite for negotiation | link | System should redirect user on Invite bidder for negotiation page |
| Edit | Link | System should redirect member to configure revised details in form for particular bidder. |
| Cancel | Link | System should allow member to cancel the invitation. |
| View chat history | Link | System should display the chat history. |
| View history | Link | System should display the details of negotiation round wise. |
| Renegotiate | Link | System should allow member to renegotiate with the bidder. |
| Close negotiation | Link | System should allow to close the negotiation |
| Chat | Link | System should allow to chat with the bidder/member. |
| View revised detail | Link | System should allow member to view the configured revised details |
| View invitation | Link | System should display the invitation for which bidder is invited. |
| Publish | Button | System should allow to publish the uploaded documents |
| Accept / Reject | Link | System should allow committee member to view and Accept/Reject Negotiation made by the bidder. |

**In case of Grand Total**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Information Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc… |
| Company Name,  <Email ID of Parent/child user who submitted the tender> | Label | - | - | - | **-** | - |
| Start Date & Time | Date Picker | M | Date must be greater than current date and time | Negotiation Start Date & Time must be greater than current date and time | **-** | System should allow committee member to configure with Date & Time on which Negotiation Process is going to be initiated |
| End Date & Time | Date Picker | M | Date must be greater than current date and time | Negotiation Start Date & Time must be greater than Start date & time | **-** | System should allow committee member to configure with Date & Time on which Negotiation Process is going to end |
| Negotiate on? | Combo Box | M |  |  | <Technical envelope>,  <Price Bid envelope>,  Both | Systems should ask committee member with three options among which committee member has to select one on which they want to negotiate |
| Bidding Form  (Selection) |  | - | - | - | **-** | System should display list of Bidding form, allowing committee member to select Bidding form for Negotiation with the respective bidder |
| <Envelope Name> | Label |  |  |  |  |  |
| Document grid | Label | - | - | - | - | System should display documents uploaded by the committee member |
| Remarks | Text area | M | Allows Max.1000Characters, Numeric and special characters (/,-, dot, comma and space) | Allows Max.1000 Characters, Numeric and special characters (/,-, dot, comma and space) | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View | Link | System should allow committee member to view the Bidding form |
| Submit | Button | System should submit an invite for Negotiation (Grand total wise) to the respective Bidder |
| Browse | Button | System should allow committee member to select document to be uploaded |
| Upload | Button | System should allow committee member to upload the document |
| Download | Button | System should allow committee member to download his uploaded document |
| Delete | Button | System should allow committee member to delete his uploaded document |
| Edit | Link | System should allow committee member to render the bidding forms for submit. |
| Cancel | Link | System should allow member to cancel the invitation. |
| View chat history | Link | System should display the chat history. |
| View history | Link | System should display the details of negotiation round wise. |
| Renegotiate | Link | System should allow member to renegotiate with the bidder. |
| Close negotiation | Link | System should allow to close the negotiation |
| Chat | Link | System should allow to chat with the bidder/member. |
| View revised detail | Link | System should allow member to view the configured revised details for particular bidder. |
| View invitation | Link | System should display the invitation for which bidder is invited. |
| Invite Cancelled | Link | System should open a page with entered remarks by member. |
| Publish | Button | System should allow to publish the uploaded documents |
| Accept / Reject | Link | System should allow committee member to view and Accept/Reject Negotiation made by the bidder. |

### High Level Use Case of Revise Detail – Officer/Committee member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to configure/Edit & send revised quotation for Negotiation acknowledge to the bidders. |
| ***Pre-Conditions*** | **For Officer / Member:**   * Negotiation should be conducted * Envelope configured by GAIL (Revision to be done by) * Invited for negotiation   **For Bidder:**   * Negotiation should be conducted * Invited for negotiation * Envelope configured by Bidder (Revision to be done by) |
| ***Post Conditions*** | **In case of “Revision to be done by” kept GAIL:**   * System should allow bidder to view and acknowledge for submitted revised details by committee member.   **In case of “Revision to be done by” kept Bidder:**   * System should allow bidder to revise the details. * Member should accept/reject the submitted revised details. * On revising detail, system should display a message ‘Detail revised successfully’ |
| ***Flow of Events*** | * Committee member Logs in. * Search and Selects the event for which he needs to Initiate Negotiation * Go to the event dashboard * Click on Negotiation tab * Give consent for committee * Select the Bidder * Click on “Invite for negotiation” link and submit * Click on Revise Detail link (envelope wise) against company name.   **Bidder**:   * Bidder Logs in. * Search and Selects the event for which he needs to Initiate Negotiation * Go to the event dashboard * Click on Negotiation tab * Click on Revise Detail link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * On clicking Revise link, system should redirect member / bidder to negotiation form as described above in read only mode.   **Revision to be done by GAIL:**   * Clicking on Revise Detail, system should render envelopes / bidding forms, which selected during invitation. (Negotiation on section with option: 1) Term Sheet 2) SOR or Both). * System should render the list under Negotiate On as per the configuration of Term Sheet / SOR in Tender; * If Negotiation has been configured to be made on Term sheet, then on clicking Revise link system should display entire bidding form of Term sheet in read only mode as configured by the committee member. * System should allow to revise the form(s) for the Technical negotiation. (In both Item wise and Grand Total Events).   + System should list all the technical bid forms (with Envelope- form- table- item bifurcation) to revise the form by a member. * System should allow authorized user (Negotiation Committee member) to change/revise the **Filled by bidder column** and **Proxy bid column (if any)** details of the selected form. **Filled by officer columns, Auto should be non-editable.** * System should display hidden columns of bidding form to the committee member. * If Negotiation has been configured to be made on Term sheet envelope, the system should display entire bidding form with the values of bidders to the member. * System should allow to revise the value in existing column, which is “Filled by bidder” & “Proxy bid column”. System should highlight the revised content/values of bidding form with Green color (It can be changed as per UI recommendation) which will be revised by committee member in the column. The revised content/value should be displayed in existing form while revising by member and after submitting the form. The same (changes/revised) should be displayed in view revised details (bidder and member) also. * System should allow to edit the filled by bidder columns & Proxy bid columns in each negotiation round. * System should allow officer to edit the clauses/sub clauses, which were selected as ‘Negotiable’ in Term Sheet. * System should not allow officer to edit the clauses/sub clauses, which were not selected as ‘Negotiable’ in Term Sheet. * System should provide a provision to **Save as Draft** in term sheet to the member. * Once a member saved as draft for form, the system should display Revised Detail as “Revised Details (In Draft Mode)”.   + - Once entire form submitted by a member, system should display link a name Revised Detail again.     - System should display saved records which made in the form and allow to update/edit the same while clicking on “Revised Details (In Draft Mode)”. * System should not allow bidder to acknowledge in case of member made save as a draft. * System should allow member to upload document before submitting revised details for the bidder. This should be non-mandatory.   + Sr. No.   + Document Name   + Document Brief   + Size   + Date & time   + Action   + Download / Delete * System should allow member to enter Remarks column before submitting revised details of the bidder. This should be non-mandatory. System should display entered remarks read only mode to the bidder once submitted by a member. * System should allow member to submit the selected form by submit button with updated details. * On revising technical/price form by authorized user, system should maintain history of form and value both. * System should allow member to revise the Negotiation made before acknowledge by the bidder. * After acknowledged by the bidder, system should not provide member with any option to revise the details. * System should allow user to view details of data revised clicking on View revised detail link. System should provide with Print, Word, and PDF & Excel provision. * After submitted revised detail by member, system should provide an option to acknowledge to the bidder and system should notify to the bidder by email which is mentioned below:   From: <As per logo>  To: <All registered email ids (parent/child) of particular company>  CC: <Mail id(s) of committee member>  Subject: Acknowledge of invitation for Negotiation for Tender ID: <Event ID> - <Client Name>  Dear User,  This is to inform you that <Client Name> has invited you for acknowledge of Negotiation in the following event.  Tender ID : <Event ID>  Brief scope of work : <Brief scope of work>  To acknowledge the invitation for Negotiation, please follow below mentioned steps to view negotiation:   * Login to <URL of client> * Click on RFx * Click on Search RFx * Enter Event Id in Search Box * Click on Dashboard * Click on Negotiation tab * Click on View Invitation (if required) * Click on Acknowledge / Accept Negotiation request * Click on Submit   Please contact us if any assistance required.  Regards,  GAIL ILNG Team  This is system-generated email; please do not reply to this email.   * On clicking submit button system should redirect member to **Negotiation dashboard page**. * System should allow member to view details of data revised clicking on **View Revised Detail** link. System should provide with Print, excel, word and PDF provision. * System should not provide Revise Detail (for doing any changes) link to member once bidder acknowledged the negotiation. * System should allow member to view previous Round No. negotiation history and chat history clicking on “View history” and “View chat history” link. * System should disable “View history” and “View chat history” link if there are no Round No.s of negotiation been made and bidder/member is negotiating for the first time. * On completion of acknowledgement by bidder, system should enable “View Revise Detail” link in the negotiation listing allowing bidder to view revised detail. System should not display hidden columns to the bidder. * Once Bidder does the acknowledgement of Negotiation, System should send Notification Mail to Committee Member which is mentioned below:   From: <As per configuration>  To: <Mail id(s) of committee member>  Subject: Acceptance of negotiation invitation for Tender ID: <Event ID> - <Client Name>  Dear Sir/Ma’am,  This is to inform you that <Company Name who acknowledged the negotiation> - <Mail ID of Parent/Child user acknowledged the negotiation> has accepted your invitation for negotiation in following event:  Tender ID : <Event ID>  Brief scope of work : <Brief scope of work>  Please contact us if any assistance required.  Regards,  GAIL ILNG Team  This is system-generated email; please do not reply to this email.   * System should display Updated Technical form – Updated details by officer and accepted by bidder for each round should be displayed. * Export to pdf, excel, word, print and html should be provided in report **Round wise Technical bidding form with revised details**. |
| ***Users/Actor*** | * Officer / Committee member / Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Info Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc... |
| Company Name - <Mail ID of parent/child user who submitted the tender> | Label | - | - | - | **-** | - |
| Start Date & Time | Label |  |  |  |  |  |
| End Date & Time | Label |  |  |  |  |  |
| Negotiate on? | Label |  |  |  |  |  |
| <Technical Envelope Name> (only if configured) | Label | - | - | - | - | System should display technical envelope name mentioned in the event. |
| <Price Bid envelope name> (only if configured) | Label | - | - | - | **-** |  |
| <Bidding Form Name> As per selection of technical and/or price bid envelope | Table |  |  |  |  |  |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by the committee member (During invitation). |
| Remarks | Label | - | - | - | - | System should display Remarks configured by the committee member. |
| Document grid | Label | - | - | - | - | System should display documents uploaded by the member while revising. |
| Remarks | Text area | N | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | - | System should allow member to enter remarks. |
| Remarks | Label | - |  |  |  | System should display entered remarks of a member to the bidder/member. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit revised data of technical or price bid forms. |
| Upload | Link | System should allow bidder/member to Upload Document |
| Download | Link | System should allow bidder/member to download his own uploaded document before submitting |
| Delete | Link | System should allow bidder/member to delete his own uploaded document before submitting. |
| View Revise Detail | Link | System allows member to view Revise detail for Negotiation, which he configured for bidder’s acknowledge in individual forms. |
| View Revise Detail | Link | System allows bidder to View Revise detail for Negotiation, which member configured for his acknowledge. |
| Revise Detail | Link | System should allow a member to revised the data of technical or price bid forms. |
| Acknowledge/Accept of Negotiation Request | Link | System should allow to display and accept the revised details to any bidder(s) of particular company which submitted by member. |
| Download | Link | System should allow bidder/member to download the document which uploaded by bidder/member in revised details. |
| Upload | Link | System should allow member to upload the document before submitting revised details.  System should allow bidder to upload the document before acknowledgment. |
| Delete | Link | System should allow member to delete the document before submitting revised details.  System should allow bidder to delete the document before acknowledgment. |
| Revised Detail (In Draft Mode) | Link | System should provide an option to edit the form as per the requirement. |

***Field Level Matrix***

**(Negotiation listing page – After submitting Revise Data)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | **-** | - |
| Round No. | Label | - | - | - | **-** | System should display current Round No. of negotiation (number) |
| Start Date & Time | Label | - | - | - | **-** | System should display date and time of negotiation as per configured by the committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date and time of negotiation as per configured by the committee member |

***Controls (After submitting Revised Data)***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View revised detail | Link | System should allow bidder/member to view the details of revised data |
| View chat history | Link | System should allow bidder to view the chat history of previous Round No.s |
| View history | Link | System should allow bidder to view negotiation made in previous Round No.s |
| Start Chat | Link | System should allow bidder to start chat with committee member |
| Acknowledge/Accept of Negotiation Request | Link | System should allow to display and accept the revised details to any bidder(s) of particular company which submitted by member. |
| Download | Link | System should allow bidder/member to download the document which uploaded by bidder/member in revised details. |
| Upload | Link | System should allow member to upload the document before submitting revised details.  System should allow bidder to upload the document before acknowledgment. |
| Delete | Link | System should allow member to delete the document before submitting revised details.  System should allow bidder to delete the document before acknowledgment. |

### High Level Use Case of Negotiation Listing – Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the Bidder view the Invites for Negotiation |
| ***Pre-Conditions*** | * Bidder should have received an invite for negotiation by the committee member |
| ***Post Conditions*** | * Bidder will be able to Accept Negotiation request / Revised detail for the current Round No. and can also view chat history and history of previous Round No.s (if performed with more than one Round No.s of negotiation) |
| ***Flow of Events*** | * Bidder logs in * Search and Selects the event. * Clicks on Negotiation tab |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * System should show negotiation tab to bidders (all Parent/child users of the same company) only if they have received an invite for negotiation from the committee member. * As soon as bidder receives an invite for Negotiation, Negotiation tab should get activated and should display negotiation listing allowing bidder (all Parent & child users of the same company) to process negotiation further. * System should display following information on listing page envelope wise:   + <Envelope Name>   + <Bidding Form Name>   + Sr. No   + Round No. – System should display current Round No. of negotiation   + Start date & time   + End Date & Time   + Status –   System should display status as ‘Acceptance is pending’, if bidder has not accepted the negotiation request (revised by GAIL).  System should display status as “Accepted’, if bidder accepts the negotiation request (revised by GAIL)  System should display status as “Rejected’, if bidder rejects the negotiation request (revised by GAIL)  System should display status as “Accepted by committee member’, if committee member accepts bidder’s negotiation.  System should display status as “Rejected by committee member’, if committee member rejects bidder’s negotiation.   * + Action * Acknowledgment / Accept Negotiation Request **or** Revised Detail * View chat history * View history * View Revised Detail * View Invitation * Upload / Download * Invite cancelled   + - If officer cancels the invite, then system should display message as **“Invite Cancelled”** under action column in the form of a hyperlink clicking on which system should display Remarks given by officer during cancellation of invite.     - System should not display Accept, View history or View chat history link if the invite has got cancelled. * System should display Start date & time and End Date and Time in read only mode for each negotiation Round No. as per configured by the Committee member * On clicking “View chat history” link, system should allow bidder to view the chat history made with committee member for previous Round No.s of negotiation * On clicking “View history” link, system should allow bidder to View history of previous Round No.s of negotiation carried out. * In case of “**Revision to be done by GAIL” in envelope**, system should provide with Accept (Acknowledgment / Accept Negotiation Request) link allowing the bidder (all Parent/child users of the same company) to Accept the request for negotiation received from the committee member for the current Round No. of negotiation. * On clicking Accept Negotiation request link, system should redirect bidder to view Negotiation invitation/revision in read only mode with Accept button allowing bidder to Accept the invite for Negotiation which revised by a committee member.   + - System should allow to submit the acknowledgement once a committee member has revised the details in the forms. If a member invited to bidder but member has not revised the details, the system should display a message that “Details are pending to revise by a member” before acceptance / submitting. * System should not allow bidder to edit/update the details in the form which revised by member. * If parent/child user of the same company acknowledged the invitation, the system should display the status to another user (parent/child) of the same company in read only mode. * On clicking View Revised Detail, system should redirect user to view details of technical form / price bid form which revised by a committee member. * On clicking View Invitation, system should redirect user to view invitation which configured by a member. * In case of “**Revision to be done by Bidder”** in envelope, system should enable **Revised Detail** link and allow bidder to edit the details of the form as per requirement.   **Upload / Download:**   * System should display/enable Upload link to bidder (parent & child) once invitation received. * System should allow bidder to upload document. Clicking on Upload button and selecting Document by clicking on Browse button System should also keep track of documents uploaded displaying following information :   + Sr. No.   + Document Name   + Document Brief   + Size   + Date & Time   + Action     - Download | Delete – System should allow bidder to Download or Delete (before publishing) his uploaded document before publishing the uploaded documents. * System should display a **Publish** button to publish the uploaded documents for the committee member as per document grid. * System should display a confirmation message that “Uploaded document(s) published successfully” on bidder’s screen. * Once the documents published by bidder, system should not allow to delete the document. System should also allow bidder to upload document again after publishing as per requirement. (Please refer use case of Upload document). System should allow member to download the uploaded documents by bidder. * On clicking download, system should allow bidder to download the document which uploaded by a committee member.   + - System should have a provision to take an acknowledgment from the bidder before downloading the document which uploaded by a member. If a member uploaded document again after acknowledgment, system should take an acknowledgement again from the bidder for download the document.     - If a bidder is already acknowledged for the document, then system should not ask for acknowledgement again to the bidder.     - System should display listing of uploaded document as per document grid. (As existing)     - These links should be enabled till closing of the negotiation. |
| ***Users/Actor*** | * Bidder |

***Field Level Matrix***

**In case of item wise**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Round No. | Label | - | - | - | **-** | System should display current Round No. of negotiation |
| Start Date & Time | Label | - | - | - | **-** | System should display Start date & time of current Round No. as per configured by the committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date and time of current Round No. as per configured by the committee member |
| Status | Label | - | - | - | **-** | System should display the status as per the negotiation process currently going on. |
| <Envelope Name> | Label |  |  |  |  |  |
| <Bidding Form Name> | Label |  |  |  |  |  |

**In case of Grand Total**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Round No. | Label | - | - | - | **-** | System should display current Round No. of negotiation |
| Start Date & Time | Label | - | - | - | **-** | System should display Start date & time of current Round No. as per configured by the committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date and time of current Round No. as per configured by the committee member |
| Status | Label | - | - | - | **-** | System should display the status as per the negotiation process currently going on |
| <Envelope Name> |  |  |  |  |  |  |
| <Bidding Form Name> |  |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Acknowledgement / Accept Negotiation Request | Link | System should allow the bidder (parent & child) to Accept invitation for Negotiation |
| View chat history | Link | System should allow bidder to view chat history made with committee members during previous Round No.s of negotiation |
| View history | Link | System should allow bidder to view history of previous Round No.s of negotiation being carried out |
| View Invitation | Link | System should allow bidder to view the invitation which configured by a member. |
| View Revised Details | Link | System should allow bidder (parent & child) to view the revised details of bidding forms which revised by a committee member. |
| Upload / Download | Link | System should allow bidder (parent & child) to upload the document for the members.  System should allow bidder (parent & child) to download the document which uploaded by a member. |
| Publish | Button | System should allow bidder to publish the document, which uploaded so that committee member can be able to download the same. |
| Revised Detail | Link | System should allow bidder to revise the details of the bidding form. |

### High Level Use Case of Revise Detail – Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to configure/Edit & send revised quotation for Negotiation to the committee member. |
| ***Pre-Conditions*** | **For Officer / Member:**   * Negotiation should be conducted * Envelope configured by GAIL (Revision to be done by) * Invited for negotiation   **For Bidder:**   * Negotiation should be conducted * Invited for negotiation * Envelope configured by Bidder (Revision to be done by) |
| ***Post Conditions*** | **In case of “Revision to be done by” kept GAIL:**   * System should allow bidder to view and acknowledge for submitted revised details by committee member.   **In case of “Revision to be done by” kept Bidder:**   * System should allow bidder to revise the details. * Member should accept/reject the submitted revised details. * On revising detail, system should display a message ‘Detail revised successfully’ |
| ***Flow of Events*** | * Committee member Logs in. * Search and Selects the event for which he needs to Initiate Negotiation * Go to the event dashboard * Click on Negotiation tab * Give consent for committee * Select the Bidder * Click on “Invite for negotiation” link and submit * Click on Revise Detail link (envelope wise) against company name.   **Bidder**:   * Bidder Logs in. * Search and Selects the event for which he needs to Initiate Negotiation * Go to the event dashboard * Click on Negotiation tab * Click on Revise Detail link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * On clicking Revise link, system should redirect bidder to negotiation form as described above in read only mode. * System should allow to revise (negotiate) the form by any (approved) parent / child user from the same company.   **Revision to be done by Bidder:**   * If Negotiation has been configured to be made on SOR, then system should display only bidding form such as, In case of Grand total, columns which are filled by bidder should be in editable mode for all the line items and In case of Item wise, columns which are filled by bidder should be in editable mode of only those line items selected by the committee member on which Negotiation has to be made and Rate should change dynamically as per the formula. * If Negotiation has been configured to be made on Term Sheet, then on clicking Revise link system should display entire bidding form with the values of bidders in read only mode.   + System should allow bidder to edit the clauses/sub clauses, which were selected as ‘Negotiable’ in Term Sheet.   + System should not allow bidder to edit the clauses/sub clauses, which were not selected as ‘Negotiable’ in Term Sheet. * System should allow bidder to change/revise the Filled by bidder column of the selected form. Filled by officer columns, Proxy columns and Auto should be non-editable. * If Negotiation has been configured to be made on Term sheet/SOR envelope, the system should display form with the values of bidders to the bidder. * System should allow to revise the value in existing column, which is “Filled by bidder”. System should highlight the revised content/values of bidding form with Green color (It can be changed as per UI recommendation) which will be revised by bidder in the column. The revised content/value should be displayed in existing form while revising by bidder and after submitting the form. The same (changes/revised) should be displayed in view revised details (bidder and member) also. * System should allow to edit the filled by bidder column in each negotiation round. * System should provide a provision to **Save as Draft** in form to the bidder. * Once a bidder saved as draft for form, the system should display a link of Revised Detail as “Revised Details (In Draft Mode)”.   + - Once entire form submitted by a bidder, system should display link a name “Revised Detail” again.     - System should display saved records which made in the form and allow to update/edit the same while clicking on “Revised Details (In Draft Mode)”. * System should not allow member to accept / reject in case of bidder made save as a draft. * System should allow bidder to upload document before submitting revised details for the bidder. This should be non-mandatory.   + Sr. No.   + Document Name   + Document Brief   + Size   + Date & time   + Action   + Download / Delete * System should allow bidder to enter Remarks column before submitting revised details. This should be non-mandatory. System should display entered remarks read only mode to the member once submitted by a bidder. * System should allow bidder to submit the selected form by submit button with updated details. * On revising technical/price form by bidder, system should maintain history of form and value both. * System should allow bidder to revise the Negotiation made before accept/reject by the member. * After accepted/rejected by the member, system should not provide bidder with any option to revise the details. * System should allow bidder to view details of data revised clicking on View revised detail link. System should provide with Print, Word, Excel and PDF provision. * After submitted revised detail by bidder, system should provide an option to accept/reject to the member and system should notify to the bidder by email which is mentioned below on acceptance / rejection:   From: <As per configuration>  To: <All registered mail ids of the company>  CC: < Mail id(s) of committee member>  Subject: Negotiation status for <event type> ID: <Event ID> - <Client Name>  Dear Sir/Ma’am,  This is to inform you that <Client Name> has <accepted/rejected> your revised detail in following event:  <Event type> ID: <Event ID>  Enquiry Subject: <Brief scope of work>  Please logon on <URL of client> for more details.  Regards,  GAIL ILNG Team  This is system-generated email; please do not reply to this email.   * On clicking submit button system should redirect bidder to **Negotiation dashboard page**: * System should allow bidder to view details of data revised clicking on **View Revised Detail** link. System should provide with Print, excel, word and PDF provision. * System should not provide Revise Detail (for doing any changes) link to bidder once member accepted/rejected the negotiation. Till then, system should allow bidder to revise the details. * On completion of revised by bidder, system should enable “View Revise Detail” link in the negotiation listing allowing bidder to view revised detail. System should not display hidden columns to the bidder.   + System should display Company Name & Mail id of Parent / Child user who revised the details along with company name in view revised detail. e.g. <Company Name> - <Mail ID> * System should allow bidder to view previous Round No. negotiation history and chat history clicking on “View history” and “View chat history” link. * System should disable “View history” and “View chat history” link if there are no Round No.s of negotiation been made and bidder/member is negotiating for the first time. * Export to pdf, excel, word, print and html should be provided in report **Round wise Term sheet / SOR with revised details**. |
| ***Users/Actor*** | * Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Info Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc... |
| Company Name - <Mail ID of parent/child user who submitted the tender> | Label | - | - | - | **-** | - |
| Start Date & Time | Label |  |  |  |  |  |
| End Date & Time | Label |  |  |  |  |  |
| Negotiate on? | Label |  |  |  |  |  |
| <Technical Envelope Name> (only if configured) | Label | - | - | - | - | System should display technical envelope name mentioned in the event. |
| <Price Bid envelope name> (only if configured) | Label | - | - | - | **-** |  |
| <Bidding Form Name> As per selection of technical and/or price bid envelope | Table | M |  |  |  |  |
| <Bidding Form Name> selection | Label |  |  |  |  |  |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by the committee member. |
| Remarks | Label | - | - | - | - | System should display Remarks configured by the committee member. |
| Document grid | Label | - | - | - | - | System should display documents uploaded by the bidder while revising. |
| Remarks | Text area | N | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | - | System should allow bidder to enter remarks. |
| Remarks | Label | - |  |  |  | System should display entered remarks of a member to the bidder. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit revised data of technical or price bid forms. |
| Upload | Link | System should allow bidder to Upload Document |
| Download | Link | System should allow bidder to download uploaded document before submitting. |
| Delete | Link | System should allow bidder to delete his own uploaded document before submitting. |
| View Revise Detail | Link | System allows bidder to view Revise detail for Negotiation, which revised. |
| Revise Detail | Link | System should allow a bidder to revised the data of technical or price bid forms. |
| Acknowledge/Accept of Negotiation Request | Link | System should allow to display and accept the revised details to any bidder(s) of particular company which submitted by member. |
| Download | Link | System should allow bidder/member to download the document which uploaded by bidder/member in revised details. |
| Revised Detail (In Draft Mode) | Link | System should provide an option to edit the form to the bidder as per the requirement. |

***Field Level Matrix***

**(Negotiation listing page – After submitting Revise Data)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | **-** | - |
| Round No. | Label | - | - | - | **-** | System should display current Round No. of negotiation (number) |
| Start Date & Time | Label | - | - | - | **-** | System should display date and time of negotiation as per configured by the committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date and time of negotiation as per configured by the committee member |
| <Company Name> - <Email ID of the bidder who submitted the revised details> | Label |  |  |  |  |  |

***Controls (After submitting Revised Data)***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View revised detail | Link | System should allow bidder to view the details of revised data |
| View chat history | Link | System should allow bidder to view the chat history of previous Round No.s |
| View history | Link | System should allow bidder to view negotiation made in previous Round No.s |
| Start Chat | Link | System should allow bidder to start chat with committee member |
| Acknowledge/Accept of Negotiation Request | Link | System should allow to display and accept the revised details to any bidder(s) of particular company which submitted by member. |
| Download | Link | System should allow bidder/member to download the document which uploaded by bidder/member in revised details. |
| Upload | Link | System should allow member to upload the document before submitting revised details.  System should allow bidder to upload the document before acknowledgment. |
| Delete | Link | System should allow member to delete the document before submitting revised details.  System should allow bidder to delete the document before submitting revised details. |
| <Company Name> - <Email ID of the bidder who submitted the revised details> | Link | System should redirect on view profile page of the bidder. |

### High Level Use Case of Accept / Reject of Negotiation – Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the Bidder (parent / child - anyone) Accept/Reject the negotiation request from committee member |
| ***Pre-Conditions*** | * Bidder should receive Request for Negotiation from Committee member * Invitation should not be cancelled * Envelope configured “Revision to be done by” as GAIL |
| ***Post Conditions*** | * Bidder (parent / child - anyone) will Accept/Reject the Request for Negotiation received from committee member * On accepting/rejecting request, system should display a message ‘Acknowledgement of negotiation completed’ |
| ***Flow of Events*** | * Bidder Logs in. * Search and Selects the event for which he needs to Accept/Reject the negotiation request * Click on Negotiation tab * Click on “Accept/Reject link” |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should allow bidder to Accept/Reject Negotiation made by the officer. * On clicking Accept/Reject link, System should display Negotiation form in Read only Mode with Accept and Reject Button. * System should display the following: * **In case of Line Item wise, Negotiation form should get displayed as follows :**   + Event Info Bar – System should show all the event related information for reference to bidder as Event ID, Event Type, Bidding Type etc…   + Company Information – System should display Company Name in a hyperlink, clicking on which Bidder should get the detail information of its own Company   + Start date & time – System should display Negotiation Start date & time as configured by the committee member   + End date &time - System display Negotiation end date & time as configured by the committee member   + <Name of technical envelope (only if configured)> - <Bidding Form> – System should display entire technical forms only if configured to negotiate on, if configured system should allow bidder to display the revised details (entire bidding form) which revised by a member.   + <Name of price bid envelope (only if configured)> - <Bidding Form> – System should display with the bidding form only if configured to negotiate on and should allow bidder to display selected the line item(s) which revised by a member.   + System should not display columns to bidders that are configured as hidden.   + Document grid – System should allow bidder to view document uploaded by committee member   + Remarks – System should show the remarks given by the committee member   + Remarks – System should allow bidder to enter remarks if action is selected as ‘Rejected’ * System should also allow bidder to upload the Documents with a track in Document grid as follows * Sr. No. * Document Name * Document Brief * Size * Date & time * Action   + Download | Delete * **In case of Grand Total Negotiation form should display with the following :**   + Event Info Bar – System should show all the event related information for reference to bidder as Event ID, Event Type, Bidding Type etc…   + Company Information – System should display Company Name in a hyperlink, clicking on which Bidder should get the detail information of its own Company   + Start date & time – System should display Negotiation Start date & time as configured by the committee member   + End date &time - System display Negotiation end date & time as configured by the committee member   + <Name of technical envelope (only if configured) > - <Bidding Form> – System should display technical forms only if configured to negotiate on, if configured system should allow bidder to display the revised details (entire bidding form) which edited by a member.   + <Name of price bid envelope (only if configured)> - <Bidding Form> – System should list Bidding forms as per selected and revised by committee member on which bidder will review the revised details and accept it.   + System should not display columns to bidders that are configured as hidden.   + Document grid – System should allow bidder to view document uploaded by committee member   + Remarks – System should show the remarks given by the committee member for Negotiation   + Remarks – System should allow bidder to enter remarks if action is selected as ‘Rejected’. * System should also allow committee member to upload the Documents with a track in Document grid as follows * Sr. No. * Document Name * Document Brief * Size * Date & time * Action   + Download | Delete * System should display old and revised (New) value to the bidder while accepting/rejecting the request. * System should display revised value with highlighted color which revised by a member so that bidder should be able to identify / distinguish which column / value is revised. (Color/Font can be changed as per UI Team recommendation)   **Accept / Reject**   * On selecting on Accept/Reject, system should notify bidder with a message as “Acknowledgement of negotiation completed’ and redirect Bidder to Negotiation listing page allowing bidder with a View Revise detail link to view the revised details. * On Rejecting Negotiation, System should allow committee member to send an Invite for Negotiation for the same line item or for all the line items or for the same bidding form (in case of grand total) to the bidder. * Once the negotiation made for the line item has been accepted by the bidder, system should allow committee member to negotiate for the same line item for all the line items or for the same bidding form (in case of grand total) with other bidders. * System should display remarks & uploaded document in view revised detail, which has been entered by bidder at the time of accepting/rejecting negotiation.   **Server side validation of Accept/Reject Bidder’s negotiation request**.   * If officer’s request is accepted by the bidder and other bidder of the same company click on Accept/Reject or Click on Accept/Reject button on Accept/Reject page, * System should validate bidder with message “Bidder’s negotiation request is already accepted”. * In same way, if officer’s request is rejected first by bidder then, other bidder should be validated with message “Bidder’s negotiation request is already Rejected”. * On clicking on Accept/Reject link, system should redirect to Negotiation listing page with following listing :   + Sr. No.   + Company Name   + Round No.   + Start Date & Time   + End Date & Time   + Status (Hyperlink in case of rejection)   + Action     - View chat History     - View history     - Chat     - Upload / Download * System should send an email to committee member once bidder ack. the revised details/invitation. * System should highlight negotiated value in accept / reject page. * System should display negotiation history to bidder (Technical and price both as per configuration) * System should allow bidder to convert print, word, excel & pdf view revised details. |
| ***Users/Actor*** | * Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Info Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc… |
| Company Name | Label | - | - | - | **-** | - |
| Round No. | Label | - | - | - | **-** | System should display round no. in which price is changed (negotiated) |
| Start Date & Time | Label | - | - | - | **-** | - |
| End Date & Time | Label | - | - | - | **-** | - |
| <Name of technical envelope> - <Name of bidding form> (only if configured) | Label | - | - | - | - | System should display bidding forms of technical envelope which configured by the committee member |
| <Name of Price bid envelope> - <Name of bidding form> (only if configured) | Label |  | - | - | **-** | System should display only those Bidding Forms selected for Negotiation in case of Grand total.  System should display Bidding Form listing only those line items selected by the committee member for negotiation. |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by committee member |
| Remarks | Label | - | - | - | - | - |
| Remarks | Text area | N | Allows Max.1000Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)  ) | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma) | - | System should allow bidder to give remarks. |
| Action | Drop down | M | It is mandatory to select an ack. before submitting details. | Please acknowledge negotiation request. | Values;  Please select – Default selected,  Accept  Reject |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit data |
| Upload / Download | button | System should allow bidder to upload and download the documents. |

**Negotiation listing after Accept/Reject**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Round No. | Label | - | - | - | **-** | System should display current Round No.(number) of negotiation |
| Start Date & Time | Label | - | - | - | **-** | System should display start date & time of negotiation as per configured by committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date & time of negotiation as per configured by committee |
| Status | Label | - | - | - | **-** | System should display status of negotiation request as “Accepted” by the bidder. |
| <Company Name>, <Mail id of the parent/child user who accepted the revised details> | Label |  |  |  |  |  |

**Negotiation listing after Accept/Reject Bidder’s Negotiation**

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View Revise detail | Link | System allows bidder to view the revised details of Negotiation |
| View chat history | Link | System should allow bidder to view the chat history of previous Round No.s |
| View history | Link | System should allow bidder to view negotiation made in previous Round No.s |
| Start Chat | Link | System should allow bidder to start chat with committee member |
| Upload / Download | button | System should allow bidder to upload and download the documents. |

### High Level Use Case of Accept / Reject – Committee member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the committee Member Accept/Reject Negotiation made by the Bidder |
| ***Pre-Conditions*** | * Bidder should receive Request for Negotiation from Committee member * Bidder should revised the details. * Envelope configured “Revision to be done by” as Bidder |
| ***Post Conditions*** | * Committee member will Accept/Reject Bidder’s Negotiation * Negotiation detail processed successfully |
| ***Flow of Events*** | * Committee Member logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “Accept/Reject “ link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should allow committee member to Accept/Reject Negotiation made by the bidder * On clicking Accept/Reject link, System should display Negotiation form in Read only Mode with Accept and Reject Button as follows :   + Event Info Bar – System should show all the event related information for reference to bidder as Event ID, Event Type, Bidding Type etc…   + Company Information: System should display who submitted the revised details. E.g. <Company name> , <Email id of parent/child user>   + Start date & time – System should display Negotiation Start date &time as configured by the committee member   + End Date & Time - System display Negotiation end date & time as configured by the committee member   + <Envelope Name (Term Sheet / SOR)> - <Name of bidding form> – System should show the entire Bidding form as configured with only those line items on which negotiation has been made (in case of item wise) and all the line items (in case of grand total). System should display bidding form with Revised Rate column notifying the Negotiation made by the Bidder on Unit Rate/Total Rate/Other/etc... of line items.   + Documents Uploaded by Bidder (Document grid) – System should display document uploaded by the bidder and should allow committee member to Download those documents   + Remarks – System should show the remarks given by the bidder   + Remarks – System should allow committee member to enter remarks if action is selected as ‘Rejected’ * System should also allow committee member to upload the Documents with a track in Document grid as follows * Sr. No. * Document Name * Document Brief * Size * Date & time * Action   + Download | Delete * System should provide with Accept and Reject button to Accept or Reject Negotiation made by the bidder * On Rejecting Bidder’s Negotiation, System should allow committee member to send an Invite for Negotiation for the same line item or for all the line items or for the same bidding form (in case of grand total) to other Bidder. * Once the negotiation made for the line item has been accepted by the committee member, system should allow committee member to negotiate for the same line item with other bidders. ~~notifying with a message ““You have already Invited Bidder to Negotiate for the same line item. Select other line items to Initiate Negotiation Process with this Bidder”.~~   **Server side validation of Accept/Reject Bidder’s negotiation request**.   * If bidder’s request is accepted by the officer and other officer click on Accept/Reject or Click on Accept/Reject button on Accept/Reject page, * System should validate officer with message “Bidder’s negotiation request is already accepted”. * In same way, if bidder’s request is rejected first then, Officer should be validated with message “Bidder’s negotiation request is already Rejected”. * On clicking on Accept/Reject link, system should redirect to Negotiation listing page with following listing :   + Sr. No.   + Company Name   + Round No.   + Start Date & Time   + End Date & Time   + Status (Hyperlink in case of rejection)   + Action     - View chat History     - View history     - Chat     - Renegotiate     - Upload / Download     - Close Negotiation Process * System should allow committee member to view negotiation made in previous Round No.s and chat history of previous Round No. clicking on “View history” and “View chat history” link * System should allow committee member to start chat with the bidder clicking on “Start chat” link * System should allow committee member to renegotiate with the Bidder. On clicking Renegotiate link, System should redirect committee member back to Negotiation listing where committee member should be allowed to send an Invite for Negotiation to perform negotiation process again. * Committee member can Renegotiate as many times as he wants with the bidder * System in Negotiation listing page should provide with column of “Round No.” that keeps track of how many times Negotiation has been performed with the respective bidder. System should display Numbers in Round No. column as 1, 2,.. * On clicking Close Negotiation Process, System should end Negotiation Process with all the bidders for that envelope/event redirecting to Negotiation Listing Page allowing to View Negotiation summary. * System should highlight negotiated value in accept / reject page. * System should send an email to bidder once member accepted/rejected the revised details. * System should allow member to convert print, word, excel & pdf view revised details. |
| ***Users/Actor*** | * Committee member |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Information Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc.. |
| Start Date & Time | Label | - | - | - | **-** | - |
| End Date & Time | Label | - | - | - | **-** | - |
| Company Information <Company Name>, <Email ID of the parent/child user who submitted revised details> | Label | - | - | - | **-** | System should display Company Name as an hyperlink clicking on which should give the details of the company |
| Round No. | Label | - | - | - | **-** | System should display round no. in which price is changed (negotiated) |
| <Name of technical envelope> - <Name of bidding form> (only if configured) | Label | - | - | - | - | System should display bidding forms of technical envelope which configured by the committee member |
| <Name of Price bid envelope> - <Name of bidding form> (only if configured) | Table |  | - | - | **-** | System should display only those Bidding Forms selected for Negotiation in case of Grand total.  System should display Bidding Form listing only those line items selected by the committee member for negotiation. |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by bidder allowing committee member to download. |
| Remarks | Label | - | - | - | - | - |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by the committee member while accepting/rejecting bidder’s negotiation |
| Remarks | Text area | M | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | Allows Max.1000 Characters, Alphanumeric and special characters ((,), -, +,/,., Space and comma)) | - | System should allow committee member to enter Remarks related to Negotiation.  Applicable in case of rejection |
| Action | Combo Box | - | - | - | Values;  Accept  Reject | Default value should be ‘Accept’ |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Renegotiate | Link | System should allow committee member to renegotiate on accept/reject of bidder’s negotiation |
| View chat history | Link | System should allow committee member to view the chat history of previous Round No.s |
| View history | Link | System should allow committee member to view negotiation made in previous Round No.s |
| Chat | Link | System should allow committee member to start chat with bidder |

**Negotiation listing after Accept/Reject’s bidder negotiation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | **-** | - |
| Round No. | Label | - | - | - | **-** | System should display current Round No. of negotiation(number) |
| Start Date & Time | Label | - | - | - | **-** | System should display date and time of negotiation as per configured by the committee member |
| End Date & Time | Label | - | - | - | **-** | System should display end date and time of negotiation as per configured by the committee member |
| Status | Label | - | - | - | **-** | System should display status of negotiation request as “Accepted” or “Rejected” by the bidder |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Renegotiate | Link | System should allow committee member to renegotiate on accept/reject of bidder’s negotiation |
| View chat history | Link | System should allow committee member to view the chat history of previous Round No.s |
| View history | Link | System should allow committee member to view negotiation made in previous Round No.s |
| Chat | Link | System should allow committee member to start chat with bidder |

### High Level Use Case of Upload Document – Officer / Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand how reference documents are uploaded. |
| ***Pre-Conditions*** | * Committee member should send an Invite for Negotiation to respective bidder |
| ***Post Conditions*** | * System should display a message, Document uploaded successfully |
| ***Flow of Events*** | **Committee Member:**   * Committee member Logs in. * Search and Selects the event for which he needs to approach for Negotiation * Go to the event dashboard * Click on Negotiation tab * Select the Bidder * Click on “Invite for Negotiation” link * Click on “Upload Document”   **Bidder**   * Bidder Logs in. * Search and Selects the event for which he needs to approach for Negotiation * Go to the event dashboard * Click on Negotiation tab * Click on “Acknowledgment/Accept Request” link * Click on “Upload Document” |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * Committee member/bidder should be allowed to upload following documents format (\*.txt, \*.zip, \*.pdf, \*.jpeg, \*.jpg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.doc, \*.xls, \*.ppt, \*.pps, \*.dxf, \*.docx, \*.xlsx, \*.eml) - configurable from property file. * Files types should be validated at the server side. * System should display label below Browse text box in red font as **“Acknowledgeable File Types**   **(\*.txt, \*.zip, \*.pdf, \*.jpeg, \*.jpg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.doc, \*.xls, \*.ppt, \*.pps, \*.dxf, \*.docx, \*.xlsx, \*.eml )”**   * There can be more than 1 document uploaded. * At the time of uploading document, in action column, system should display 'Download' link. * When description is added without uploading the document, system should fire validation message when clicked on Upload button:   **"Please select file to upload"**   * File size should not exceed 10MB (per file) – size of the documents as configured in the property file. On exceeding file size, system should display a message as “File size <configured file size> exceeded” * If file is uploaded and brief is not entered then, system should display message as “Please enter document brief” * On Uploading Document, system should display a message as **“File Uploaded successfully”** * System should allow user to upload same file again * On uploading empty file, system should display a message as **“File with 0 KB size is not allowed”** * System should display following information under document grid: * Sr. No. * Document Name * Document Brief * Size * Date & time * Action   + Download / Delete   + System should allow to download the document.   + System should allow to delete the document before submitting a page. * System should allow a bidder to download the document which uploaded by a member. * System should allow a member to download the document which uploaded by a bidder. |
| ***Users/Actor*** | * Authorized user / committee member / bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | label | - | - | - | **-** | - |
| Select file to upload | Browse button | M |  | Please select file to upload.  This file type is not allowed |  | **Acceptable File Types** (\*.pdf,\*.zip,\*.rar,\*.jpeg, \*.jpg, \*.gif, \*.doc, \*.xls, \*.xlsx, \*.docx, \*.dwg, \*.dwt, \*.dxf, \*.rar ) |
| Document Name | Label | - | - | - | **-** | - |
| Document Brief | Text Box | M | Allows Max. 1000 alphanumeric and Special character ( +&()\_/,-,.,, and space) | Allows Max. 1000 alphanumeric and Special character ( +&()\_/,-,.,, and space) |  |  |
| Document brief | Label | - | - | - | **-** | - |
| Size | Label | - | - | - | **-** | - |
| Date & time | Label | - | - | - | **-** | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Upload | Button | System should allow committee member to upload document while inviting bidder for Negotiation |
| Browse | Button | System should allow committee member to select document to get uploaded |
| Download | button | System should allow to download uploaded documents. |
| Delete | Link | System should allow to delete the uploaded document before publishing/approving. |
| Submit | Button | System will submit the data on Server |

### High Level Use Case of Chat Functionality

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to Start Chat with the Bidder |
| ***Pre-Conditions*** | * Invitation for Negotiation should be sent for particular bidder by the committee member |
| ***Post Conditions*** | * Committee member and Bidder will be able to make conversation with each other |
| ***Flow of Events*** | **Committee member**   * Committee member logs in * Search and Selects the event. * Clicks on Negotiation tab * Send an Invite for Negotiation * Clicks on “Chat” link   **Bidder**   * Bidder logs in * Go to Negotiation Tab * Click on Start Chat link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should enable “Chat” link once negotiation invitation is sent by member. “Chat” link should allow the Committee member/Bidder to start chat with each other. * On clicking Start Chat, system should redirect committee member to Chat Screen allowing committee member to chat with the respective Bidder. * System should disable start chat link till once negotiation closed by a member. * System in negotiation chat box should display event brief listing with following fields:   + Event id   + Reference no   + Enquiry Subject (Brief scope of work) * System should provide with the Text Area allowing user to enter the Text and Send. * System in the Chat screen should display Company name, Person Name of supplier, email ID of parent/child user with whom committee member is making conversation. * System should also display Current Date & Time in the Chat screen. * In case of bidder, system should enable Start chat link till closing of the negotiation. * System should allow to chat with the member by any vendor (Parent/child user) from the same company. The same chat details should be viewed by any vendor from the same company. * In case of committee member, system should enable Start chat link till committee member close negotiation process * System should allow to convert this page in pdf, word, html, print. |
| ***Users/Actor*** | * Committee member/Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Company Name,  <Email ID of parent /child use who does discussion>, <Person Name of the email id with whom chat is making / made> | Label | - | - | - | **-** | - |
| Date and Time | Label | - | - | - | **-** | System should display Date and Time during which the chat took place or is taking place |
| Enter Text here…. | Text box | Text box | M | Allows Max.10000 Characters, Numeric and Special Characters | Allows Max.1000 Characters, Numeric and Special Characters | Test |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Send | Button | System should allow committee member to send the text written in chat text area |

### High Level Use Case of View Chat History – Committee member/Bidder

|  |  |
| --- | --- |
| ***Objective*** | * Committee member should have made conversation with the bidder in previous Round No.s of negotiation |
| ***Pre-Conditions*** | * Committee member and Bidder will be able to view conversation made with each other |
| ***Post Conditions*** |  |
| ***Flow of Events*** | * Committee member/Bidder logs in * Search and Selects the event. * Clicks on Negotiation tab * Clicks on “View Chat History” link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * On clicking View chat history, System should allow committee member/Bidder (parent & child users) to view their conversations made through Chat * Chat History should be in read only mode * System should also display Date and Time during which conversation has been made and should display negotiation Round No.no during which chat has been made. * System in negotiation chat history should display event brief with following fields:   + Event id   + Reference no   + Enquiry Subject (Brief scope of work) * System in the Chat history should display Company name, Person Name of supplier, email ID of parent/child user with whom committee member is making/made conversation. * System should also display Current Date & Time in the Chat screen. * System should provide a provision to export in print, pdf. |
| ***Users/Actor*** | * Committee member/Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Company Name,  <Email id of parent / child user who made the discussion>, <Person name of Email ID with whom negotiation made> | Label | - | - | - | **-** | - |
| Date &Time | Label | - | - | - | **-** | System should display Date and Time during which the chat took place or is taking place |
| Chat Area | Label | - | - | - | **-** | System should display chat conversation made with the Bidder displaying Round No. label |
| Member name | label |  |  |  |  |  |
| Event ID | Label |  |  |  |  |  |
| Reference No. | Label |  |  |  |  |  |
| Enquiry Subject | Label |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View Chat History | Link | System should open a page of chat history in read only mode. |

### High Level Use Case of View Revised Details – Bidder / Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the bidder (parent & child)/officer/committee member to view the revised details |
| ***Pre-Conditions*** | * Negotiation should be conducted * Committee member should give their Consent * Invitation should be sent to any bidder. * Committee member should be submitted the revised details for the bidder * Bidder should be submitted the revised details for the committee |
| ***Post Conditions*** | * System should display View Revised details of Technical / Price bid form in read only mode. |
| ***Flow of Events*** | * Committee Member logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “View Revised Details”   **Bidder:**   * Bidder logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “View Revised Details” |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * On clicking on View Revised details, system should display all the details of Technical Form & Price Bid form which revised by a member for negotiation. System should allow user to view details of data revised clicking on View revised detail link. System should provide with Print, excel, word and PDF provision. * System should display following details envelope wise in view revised details:   + - Event Info bar     - Round No.     - <Envelope Name>     - Company Name, Email ID     - Start date and time     - End date and time     - Revised values of       * <Technical Form>       * <Price Bid Form>     - Remarks of Committee     - Remarks of Bidder     - Ref. documents for Inviting Bidders     - Ref. documents for revision of detail * System should display details of revised details of technical / price bid as per envelope wise. * On clicking “View revised detail” link, system should redirect to view revised detail page allowing to view the detail revised for last round of negotiation. * System should not display those columns to the bidder in view revised details, which are hidden in bidding form. |
| ***Users/Actor*** | * Committee member / Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Info Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc... |
| Company Name,  <Email ID of Parent / Child User who accepted or revised the negotiation> | Label | - | - | - | **-** | - |
| Start Date & Time | Label |  |  |  |  |  |
| End Date & Time | Label |  |  |  |  |  |
| Negotiate on? | Label |  |  |  |  |  |
| <Technical Envelope Name> (only if configured) | Label | - | - | - | - | System should display technical envelope name mentioned in the event. |
| <Price Bid envelope name> (only if configured) | Label | - | - | - | **-** |  |
| <Bidding Form Name> | Table |  |  |  |  |  |
| Document Grid | Label | - | - | - | - | System should display documents uploaded by the committee member. |
| Remarks | Label | - | - | - | - | System should display Remarks configured by the committee member. |
| Remarks | Label | - | - | - | - | System should display Remarks configured by the bidder. |
| Document grid | Label | - | - | - | - | System should display documents uploaded by the bidder while acknowledging. |
| Action | Label |  |  |  | Accepted. | System should display “-” value in case ack. is pending by the bidder. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View Revised Details | Link | System should allow to view revised data of technical or price bid forms. |
| Download | Button | System should allow to download the document which uploaded by member & bidder. |

### High Level Use Case of Close Negotiation Process – Committee member

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the committee member Close Negotiation Process initiated with all the Bidders (envelope wise) |
| ***Pre-Conditions*** | * Negotiation should be conducted * Committee member should give their Consent * Invitation should be sent to any bidder. |
| ***Post Conditions*** | * On closing negotiation, system should display a label as “Negotiation closed successfully” and should not allow to negotiate with any bidder for that envelope. |
| ***Flow of Events*** | * Committee Member logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “Close Negotiation” process |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should enable “Close negotiation” link in Negotiation listing page against envelope only when invitation sent to any bidder. * If invitation sent to bidder but bidder has not accepted /revised invitation, then on click of Close negotiation process link, system should ask with confirmation message as **“Are you sure you want to close negotiation process although bidder has not acknowledged the invitation?” with Ok and Cancel button**   + - Clicking on Cancel, system should redirect user back to Negotiation tab.     - Clicking on Ok system should successfully close negotiation process notifying with a success message as **“Negotiation closed successfully”** and should redirect to negotiation listing page. * If invitation sent to bidder and bidder has accepted invitation, then on click of Close negotiation process link, system should ask with confirmation message as **“Are you sure you want to close negotiation process?” with Ok and Cancel button**   + - Clicking on Cancel, system should redirect user back to Negotiation tab.     - Clicking on Ok system should successfully close negotiation process notifying with a success message as **“Negotiation closed successfully”** and should redirect to negotiation listing page. * System should allow to close the negotiation at any point of time. * System should not allow to do invitation with bidder in particular envelope once member closed the negotiation for particular envelope. * System should display following under negotiation tab Action against each envelope   + - System should display label as “Negotiation process closed” once negotiation process has been closed.     - View negotiation summary in case of SOR envelope * System should allow to do negotiation with those bidders only for next envelope who approved for particular envelope in the tender. **E.g.** In case of Two Stage (Together) (Multiple) envelope, 5 bidders are eligible in Term Sheet and negotiation closed with the 5 bidders. Now, THREE vendors are eligible for SOR (Price bid) in tender, the system should allow to do negotiation with these THREE bidders only. * On clicking “View negotiation summary” link, system should redirect committee member to View Negotiation Summary page where officer/committee member should view summary of negotiation accepted by all the Bidders. * On clicking “View history” link against each bidder, system should allow committee member to view the history of negotiation made in previous Rounds. * On clicking “View chat history”, link system should allow committee member to view chat made in previous Rounds of negotiation. * On clicking “View invitation” link, system should redirect user to view the invitation received for negotiation (last round). * On clicking “View revised detail” link, system should redirect to view revised detail page allowing to view the detail revised for last round of negotiation. * System should not allow to upload any document once negotiation closed. System should allow to download the document only which uploaded by a committee member & bidder. |
| ***Users/Actor*** | * Committee member |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | **-** |  |
| Company Name, <Email id of parent/child user who accepted or revised details> | Label | - | - | - | **-** | - |
| Round No. | Label | - | - | - | **-** |  |
| Start Date &Time | Label | - | - | - | **-** | - |
| End Date &Time | Label | - | - | - | **-** | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View Chat History | Link | System should allow committee member to view Negotiation History with respective bidder |
| View history | Link | System should allow committee member to view negotiation made in previous Rounds with respective bidder |
| View negotiation Summary | Link | System should allow committee member to View Negotiation Summary of final Round No. of negotiation made with all the bidders for a particular event after closing Negotiation Process |
| View Invitation | Link | System should redirect to view invitation of negotiation request |
| View revised detail | Link | System should redirect to view revised detail page |
| Download | Button | System should allow to download the document which uploaded by a member or bidder. |
| Closed Negotiation Process | Link | System should allow member to close the negotiation in envelope. |

### High Level Use Case of View History – Committee member/Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the Committee Member/Bidder view the history of previous rounds of negotiation being made |
| ***Pre-Conditions*** | * The bidder should acknowledge the revised details of negotiation. |
| ***Post Conditions*** | * Committee member/Bidder will be able to view history of previous rounds of negotiation being made. |
| ***Flow of Events*** | * Committee Member/Bidder logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “View history” link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should allow committee member/bidder to view history of negotiation being made by clicking on “View history” link in the negotiation listing * System should enable “View history” link only if negotiation has been accepted / acknowledged earlier by the respective bidder. * On clicking “View history” link, system should redirect committee member/bidder to page where system should display negotiation history in read only mode as follows : * System should provide “View history” link for each bidder with whom the negotiation has been done and completed.   + Event Info bar   + Negotiation history (Bidding form)     - Technical Forms (If configured)     - Bidding form (Price Bid) columns as configured     - Unit rate – System should display unit rate as per Round Nos. with label as R1. In case if negotiation has not been made system should display ‘Initial value‘ and should display original rate in unit rate column.     - Total rate – Systems should display total rate as per the unit rate of each round with label of round as R1 and quantity being configured. In case negotiation has not been made system should display total rate based on the original unit rate with label as Initial value     - In case of grand total at the end of the bidding form, System should display grand total of all the line items including grand total on initial value and grand total value for each round of negotiation   + Negotiation history (Round wise in ascending order) with Round No. as label that should include:     - Start date and time     - End date and time     - Bidding Forms     - Remarks     - Bidder remarks     - Status – System should display status of the round as per the process of negotiation going on.     - Document grid * System should not display those columns to the bidder, which are hidden in bidding form. * System should provide with Print, word, excel and PDF provision.   **Horizontal View of the Negotiation History:**   * System should display link of Horizontal View, clicking on which system should display negotiation history details in horizontal view as mentioned below. * System should display bid of Bidder and their negotiated rates of each negotiation rounds against the Item. * System should display original bid of the bidder followed by the negotiated prices of each round if available. * In Grand Total events, system should display total of selected columns of table * In Item wise events, system should not display total. * System should have horizontal scroll bar in horizontal view. * Round details such as: (Round Start Date & Time, Remarks of bidder and Buyer, Bidding Forms and Status of the negotiated rates) should be display as existing. * Export to Excel, Word, pdf and print functionality should be provided |
| ***Users/Actor*** | * Committee member / Bidder |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Information Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc... |
| Bidding form | Label | - | - | - | **-** | System should display bidding form as configured with Round nos. , unit rate and total rate (In price bid form.)  System should display technical bidding form with revised details in highlighted color if configured. |
| Start date & time | Label | - | - | - | **-** | - |
| End date & time | Label | - | - | - | **-** | - |
| Remarks | Label | - | - | - | **-** | - |
| Bidder remarks | Label | - | - | - | **-** | - |
| Status | Label | - | - | - | **-** | Accepted by bidder. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View history (View Negotiation History) | Link | System should display redirect user to view history of negotiation being made earlier |
| Horizontal view / Vertical View | Link | System should display details in horizontal / vertical view. |
| Company Name, <Email id of parent/child user> | Link | System should display company’s profile in view mode. |

### High Level Use Case of View Negotiation Summary – Committee member / Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to let the committee member View negotiation summary |
| ***Pre-Conditions*** | * Negotiation should be closed by the Committee member * Applicable for Price Bid |
| ***Post Conditions*** | * Committee Member can keep track of Negotiation made with all the bidders. |
| ***Flow of Events*** | * Committee Member logs in * Search and Selects the event * Clicks on Negotiation tab * Clicks on “Close negotiation” process * Clicks on “ View negotiation summary” link |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * System should redirect committee member to View Negotiation Summary after Close Negotiation Process. * System should display Negotiation Summary page in Read only Mode with the following :   + Event Info Bar   + Negotiation Summary * Event Info Bar should be in read only mode displaying information about event. * System should display Negotiation Summary table with label as Price revision including the bidding form as configured in read only mode that states with the following both in case of grand total and item wise :   **In case of item wise system should display negotiation summary report as follows:**   * + **Item name**      - System should display item name   + **Sr. No.**   + **Company Name**     - System should display only those bidders (Company Name) who negotiation proposal has been accepted.     - System should display No bid under company name if bid has not been received for that line item.   + **Quantity (If configured)** – System should display quantity of items filled by the auctioneer   + **Unit rate/Total rate** – System should display unit/total rate as per bid submitted by the bidder   + **First revision Unit rate/First revision Total rate**     - System should display negotiated rate submitted (revised details) by the officer/bidder during first Round No. of negotiation.     - If for a line item negotiation has not been made then system should display ‘-‘   + **Second revision Unit rate / Second revision Total rate**      - System should display renegotiated unit rate and total rate of the respective round.     - If for a line item negotiation has not been made then system should display ‘-‘     - System should display “No bid” if bid has not been received for that line item.   + System should display round wise negotiation amount. First revision, second revision till the last round of negotiation based on the total number of rounds for negotiation initiated by the user.   + **Negotiation end date** – System should display End date & time on which Negotiation has been closed with the respective bidder.   + **Sorting** (Highest to Lowest / Lowest to Highest)     - System should have a provision to sorting **Highest to Lowest** and **Lowest to Highest** for each item in case of item wise. In case of Grand total, system should provide sorting company wise.     - This allowing user to define L1/H1 bidder for each item and submitting/selecting to generate L1/H1 report after negotiation. L1/H1 bidder should be highlighted. Default selected should be Lowest to Highest.     - Report should be generated based on the selected sorting (L1/H1). * System should display ‘-‘ under the line items on which negotiation has not been made under following columns   + Negotiation end date * System on View negotiation summary page should provide with following provision   + Print – Allowing officer to take the print of negotiation summary   + Save as PDF – Allowing officer to save the negotiation summary in PDF format   + Save as Excel – Allowing officer to save the negotiation summary in Excel format * System should display icons of the above mentioned provision at the bottom of View negotiation summary page * System should also display tooltip on mouse over of each provision indicating their functionality. |
| ***Users/Actor*** | * Authorize User |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item Name** | |  |  |  |  |  |  |
| **Sr.No** | **Sorting** | | **Company Name** | **Qty** | **Unit Rate/Total Rate** | **First revision Unit rate/ First revision Total Rate** | **Second revision Unit rate/ Second revision Total Rate** | **End Date & time of negotiation** |
| 1 | Lowest to Highest  Highest to Lowest | | ABC Procure | 20 | 15/300 | 13/260 | - | 6/7/2015 16:46 |
| 2 | Lowest to Highest  Highest to Lowest | | N-Procure | 20 | 18/360 | 14/280 | 13.5/270 | 6/7/2015 16:46 |
| 3 | Lowest to Highest  Highest to Lowest | | Patel Infrastructure | 20 | 15/300 | 12/240 | - | 6/7/2015 16:46 |
|  |  | |  |  |  |  |  |  |
|  | | **Item PQR** | | | |  |  |  |
| 4 | Lowest to Highest  Highest to Lowest | | ABC Procure | 15 | 100/1500 | 90/1350 | 80/1200 | 7/7/2015 16:46 |
| 5 | Lowest to Highest  Highest to Lowest | | Patel Infrastructure | 10 | 1000/10000 | 950/9500 | 920/9200 | 7/7/2015 16:46 |

**Negotiation summary report view (As mentioned above)**

**Negotiation summary report in case of grand total:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Company** | **Sorting** | **Price summary** | **Bidded Price** | **Initial Revision** | **Latest Revision** | **End date & time of negotiation** |
| Mr. ABC, <Email id> | Lowest to Highest  Highest to Lowest | Revised Prices | 100 | 90 | 90 | 03-Aug-15 |
| Mr. PQR | Lowest to Highest  Highest to Lowest | Revised Prices | 150 | 121 | 121 | 03-Aug-15 |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event Information Bar | Label | - | - | - | **-** | System should display all the information related to event such as Event ID, Event Type etc… |
| Negotiation Summary  (Item wise & grand total) | Label (table) | - | - | - | **-** | System should display negotiation summary table including entire bidding form summary with all the line items in an event on which negotiation has been made or not with their total rates including total of unit rate and total of first Round No. and last Round No. of negotiation which should get reflected in the report later. |
| Sorting | Drop down / List | M |  |  | **Values;**  Lowest to Highest – Default selected  Highest to Lowest |  |
| <Company Name>, <Email ID of the parent/child user who revised the SOR> | Label |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Revised Prices | Link | System should display view-revised details. |

### High Level Use Case of L1/H1 Report after Negotiation – Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand how system should generate L1 report after negotiation |
| ***Pre-Conditions*** | * Negotiation should be configured as allowed * Negotiation process should be closed * L1/H1 bidders should be submitted through negotiation summary report |
| ***Post Conditions*** | * System should generate L1/H1 report based on negotiation summary report |
| ***Flow of Events*** | * Authorized user logs in * Go to negotiation tab * Click on L1/H1 report after negotiation |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * System should display L1 report after negotiation under reports tab. This report can be viewed for event in which negotiation is applicable. * Report should generated once user submits/selects required L1/H1 (sorting) from negotiation summary report for particular bidder. * Authorized user should only have the provision to view the report. * Report should be printable, can be exported to excel, word and PDF. * System should display L1/H1 based on the negotiated value for items for item wise. * System should display following columns in the report * Sr. No. * Item Description :- Should display Items for negotiation * Company :- Bidder Name should be displayed * Unit rate :- Original Unit rate quoted * Total Rate: Original Total rate quoted * Negotiated Unit Rate: - Negotiated unit rate should be the final rate, which officer/bidder has revised for particular item, should be displayed. * Negotiated Total Rate: Negotiated unit rate should be the final rate, which officer/bidder has revised for particular item, should be displayed. * L1/H1 report after negotiation should be generated which should include all the bidders whether they are invited for negotiation or not. (All bidders should be displayed here who has submitted the bid irrespective that bidder is who are invited for negotiation or not). * For bidders who are not invited, system should display ‘-’ in Negotiated column(s) for those bidders. * Font of L1/H1 bidder should be highlighted. * Report View should be:-   **For item wise L1/H1**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Price Bid Form** | | | | | | | **Price Bid table Name** | | | | | | | **Item Description** | **Company Name** | **Unit Rate** | **Total Rate** | **Negotiated Unit Rate** | **Negotiated Amount** | | Item 1 | ABC procure | 200 | 2000 | 150 | 1500 | | Item 2 | N- Procure | 150 | 1500 | 100 | 1000 | | Item 3 | Patel Engineering | 140 | 1200 | 110 | 1100 |   **For grand total wise:**   * L1/H1 report after negotiation should contain   + Sr. No.   + Name of bidder   + Rank   + Initial Quotation   + Negotiated Quotation   + Final Quotation * Values should be shorted in ascending order (as per selection Lowest to Highest or Highest to lowest). * All bidders should be displayed who are invited for negotiation. * Font of L1/H1 bidder should be highlighted. * This report should be right based. * Report Structure:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sr. No** | **Name of Bidder** | **Initial Quotation** | **Negotiated Quotation** | **Final Quotation** | **Rank** | | **1** | Mr. ABC | 100 | 90 | 90 | L1 | | **2** | Mr. XYZ | 120 | - | 120 | L2 | | **3** | Mr. PQR | 150 | 121 | 121 | L3 |  * Here bidder Mr. XYZ was not invited for the negotiation. * Bidders who are not invited for the negotiation, ‘-’ should be displayed in Negotiated Total. * Bidders who are not invited, should be highlighted.   **Horizontal View of the L1/H1 after Negotiation:**   * System should display link of Horizontal View, clicking on which system should display L1/H1 report after negotiation in horizontal view as mentioned in attached excel sheet. * System should display bid of Bidder and their negotiated rates of each negotiation rounds against the Item (In case of Item wise event). * System should display original bid (Unit Rate & Total Rate) of the bidder followed by the followed by the negotiated Unit Rate & Negotiated Total Rate. (Refer attached sheet for the detailed view) * In Grand Total events, system should display Bidder, Initial Total, negotiated total, Final Total and Rank of the bidder. * In Item wise events, system should not display total. * Format of the report is as attached. * Export to Excel, pdf and print functionality should be provided. |
| ***Users/Actor*** | * Authorized user |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label |  |  |  |  |  |
| Item Description | Label |  |  |  |  |  |
| Company Name | Label |  |  |  |  |  |
| Unit Rate | Label |  |  |  |  |  |
| Total Rate | Label |  |  |  |  |  |
| Negotiated Unit Rate | Label |  |  |  |  |  |
| Negotiated Amount | Label |  |  |  |  |  |
| Initial Total | Label |  |  |  |  |  |
| Final Total | Label |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| L1/H1 Report after Negotiation | Link | System should allow to display L1/H1 report after negotiation. |

## Tender Evaluation

### High Level Use Case of Creation of Tender Evaluation Committee – Officer

|  |  |
| --- | --- |
| ***Objective*** | * Tender Evaluation Committee (TEC) are formed to Evaluate Tender which has been Opened by Tender Opening Committee (TOC) * The objective of this use case is to know how TEC should be formed in a Tender. |
| ***Pre-Conditions*** | * Tender Opening Committee is created. * Bidding form should have been created in each envelope. |
| ***Post Conditions*** | * On creation of new evaluation committee or selecting existing evaluation committee, system should display a message as “Evaluation Committee created successfully” and redirect user to Evaluation Committee dashboard. * System should send a notification mail to Tender Evaluation Committee members for acceptance. |
| ***Flow of Events*** | * Dept. User Logs in * Search & Select the Tender for which he needs to form Tender Evaluation Committee * Clicks on Tender Evaluation Tab * Clicks on “Create” Link   **Evaluation Committee Creation:**   * Clicks on Add Member * System should give a provision to search user by Email ID, Name, Department or Designation. * User selects the Members for Tender Evaluation Committee through search functionality * Selects Evaluation Committee Member for envelop (e.g. Technical & Commercial) * Submits the detail |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Creation of TEC:**   * System should only display “Tender Evaluation Tab” if Tender Evaluation by Committee is selected as “Yes”. * System should only allow officer to create TEC if Tender Evaluation by Committee is selected as “Yes”. * If configured envelope contains no bidding forms being prepared then system on create link should validate with a message as “Please create at least one form in each envelope” * System should provide an option to add a member for creation of committee. * By clicking on add member, system should allow Dept. User to search the member(s) through;   + - Email ID   or   * + - Person Name   or   * + - Hierarchy     - Department     - Name * System should provide drop down for selection of search criteria, system should allow officer to search user through email ID or Person Name or Hierarchy. * On selection of hierarchy, system should allow officer to search user through department and user name. * On selecting department, system should render department, which are created under that domain, system should render Person name, which are mapped with selected dept. * On selection of email id or person name, system should allow to search the member. * System should allow officer to map individual TEC member with envelop. * On doing the mapping of TEC member with envelop, system should only give access to open the particular envelop to particular TEC member. * System should send a notification mail to Tender Evaluation Committee Members on click of “Publish” link. * On adding committee members successfully system should list committee members as follows:   + Officer, Department     - System in the listing should display name of officer, Email id, and Department   + Envelopes     - System should list all the envelopes configured thus allowing user to map committee members against envelopes   + Remove     - System should allow user to remove committee members   **Minimum TEC member’s**   * + System should make it mandatory to have minimum 1 committee member else system on Submit/Update of committee should check and validate with a message.   + **Revive committee -** In case committee has been dumped from tender has been used then system on Publish/Workflow of Notice/Committee should check and validate.   + **Corrigendum –** If corrigendum has been prepared then system should also perform checks and validations on corrigendum workflow/publish if committee has been published once.   + Validation message should be **“It is mandatory to add Min. 1 member in committee”**   + System should display a message as “It is mandatory to select evaluation committee member(s) in all envelops” if any evaluation member is not mapped with any envelop or any of the envelop is not having any evaluation committee member.   + System should display a message as “It is mandatory to add <Min. Committee Members>” on clicking submit button if Min, configured members are not added.   + System should allow officer to change TEC members till evaluation of particular envelop is not evaluated.   **Configure Minimum member consent require**   * + System should allow officer to configure Min. Members required for evaluation.   + System should not allow officer to configure min. members required less than configured Min. members for Committee formation.   + System should display Total No. of added members in drop down, and allow officer to select min. members for evaluation.   + System while creating bid evaluation committee should provide with field configuration as “Minimum member’s consent requires” providing with options starting from 0   + By default system should set value as 0   + If while creating bid evaluation committee, minimum member consent is configured to be 1 for bid evaluation,   + System should not allow to proceed further for bid evaluation process unless not receiving consent from minimum one member of evaluation committee notifying with a message as **“Consent for evaluation is not received”.**   **View tender evaluation committee:**   * + Once tender evaluation committee has been created successfully, system should allow officer to view tender evaluation committee   + System should provide with a link of View, clicking on which system should redirect officer to View evaluation committee page   + View evaluation committee page should list the committee members mapped in read only mode   + System in committee member listing should also display Email id of the committee member along with their name, department and designation   + System should provide with Print provision on view evaluation committee page through which officer can take print of the evaluation committee being formed for their reference.   + If committee members for each envelope has not been defined and user view the committee then system should display members of the committee and columns of all the envelopes under which system should display message as “-” |
| ***Users/Actor*** | * Initiator/Officer mapped in an event/Officer in the hierarchy above the officer mapped in an event. |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Min. approval required | Label | - | - | - | - | System should display Minimum approval required as per the configuration. |
| Email ID | Text Box | M | It is mandatory to enter valid Email ID  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please Enter Email ID  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_)  Invalid Email ID |  | System should validate email ID from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Person Name | Text box | M | Mandatory to enter Person Name  Allows Max. 100 Characters and Special character (- , .) | Please enter Person Name  Allows Max. 100 Characters and Special character (- , .) | Rajiv N Chavda  Rajiv NavinChavda  Mohammad Aziz Mirza | - |
| Department | Combo Box | N | It is mandatory to select Department | Please select Department | - | System should display Department created under particular domain |
| Person Name | Combo Box | N | It is mandatory to select Person Name | Please select Person Name | - | System should display Name of member who are mapped with selected designation |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add Member | Link | System should allow to Add Evaluation Committee member |
| Remove | link | System should remove selected Evaluation Committee member |
| Create New | Link | System should allow to create Tender Evaluation Committee |
| Submit | Button | System should submit the data |
| Process in Workflow | Link | System should process for Approval through workflow |
| Publish | Link | System should publish Tender Evaluation Committee on receiving the approval through Workflow |
| View | Link | System should display TEC information |

### High Level Use Case of Edit Tender Evaluation Committee – Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how evaluation committee members can be removed or added as per the requirement |
| ***Pre-Conditions*** | * Tender evaluation Committee is created * Bidding forms should have been created in each envelope * All envelops are not evaluated |
| ***Post Conditions*** | * On updating information, system should display a message as “Evaluation committee updated successfully” * System should redirect user to evaluation committee dashboard |
| ***Flow of Events*** | * Officer logs in * Search and selects the event for which he needs to edit evaluation committee * Clicks on Evaluation Committee Tab * Clicks on edit link against envelop |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should provide a provision to edit TEC till the minimum consent required is received. * System should allow authorized user to add/remove evaluators as per the requirement on editing the tender evaluation committee. * If minimum required consent is not received:   + - System should allow the authorized user to edit the TEC.     - The TEC member from whom the consent is received should not be edited.     - The TEC member from whom the consent is yet to be received can be edited. * All validations of create tender evaluation committee should be applicable on Edit tender evaluation committee page. * On editing committee, Add / Remove members, system should send mail to newly added members or deleted members (as existing). * On editing committee, system should update all necessary reports;   + - Event Audit trail report     - Audit Trail Report * System should display note on TEC edit page as:   + - “System should allow to edit the TEC till minimum consent required is received”     - “System should allow to remove the committee member till consent is received from the same”. * System should display Evaluation committee members against each envelop; system should allow officer to edit the same as per the requirement. * If configured envelope contains no bidding forms being prepared then system on edit link should validate with a message as “Please create at least one form in each envelope” * System in the listing of committee members should also display Email id of the committee member along with their Name, Department. * System should provide provision to edit TEC officers until the same is not processed by any of the concerned officer for particular envelop. System should allow department officer to remove the existing user through remove link followed by adding the required user for committee followed by updating the committee. * Once required changes has been done in the evaluation committee, user has to click on publish link / process in workflow to publish/processed updated evaluation committee. * Once the evaluation is processed, system should not allow to edit/remove the officer who has processed the evaluation. * System should allow authorized user to remove evaluation committee members till particular envelop is not evaluated. * System should display a message as “It is mandatory to add <Min. Committee Members>” on clicking submit button if Min, configured members are not added. * System should maintain history of edition in TEC. System should display following information in TEC history;   + - Old Values (Members Name)     - New Values (Members Name)     - Published by     - Published Date and Time * System should not allow TEC to add additional committee member if min consent has been received by TEC members, system should display a message as “Min. consent has been received by TEC, you cannot add TEC member in <envelop>” |
| ***Users/Actor*** | * Initiator/Officer mapped in an event/Officer in the hierarchy above the officer mapped in an event |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Published by | Label |  |  |  |  | System should display name of the dept. user who published TEC |
| Published Date | Label |  |  |  |  | System should display date & Time of TEC when it is published. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update | Button | System should update information |
| Edit | Link | System should allow user to edit committee configuration |
| View | Link | System should allow user to view evaluation committee. |

### High Level Use Case of Technical Bid Evaluation – Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how Evaluation of Technical Bid is done by Evaluation Committee |
| ***Pre-Conditions*** | * Opening of Technical Bid is done by Opening Committee |
| ***Post Conditions*** | * On evaluation of bidder, system should display a message as “Bidders evaluated successfully” * System should allow to Open Price Bid. |
| ***Flow of Events*** | * Evaluation Committee Members Logs in * Search and selects the Tender for which they needs to do Evaluation * Clicks on Evaluate Bid Tab * Give their concern by clicking on their “Name” (should be hyperlink) * Clicks on “Evaluate bidder” link * Approves or Rejects each Bidder * Clicks on Submit Button * System should display following Reports * Comparative Report * Individual Report * Customize Report * L1 Report (if created in case of price bid) * Dynamic Report (if created in case of price bid) |
| ***Alternate Flow/Exceptional Flow*** | * In case of Single Envelop, system should allow Committee Members to Evaluate all the forms (Technical Bid and Price Bid forms) |
| ***Business Rule / Requirements*** | * System should only display link to Evaluate Technical Bid once Opening is done by Opening Committee. * Provision to download all documents (uploaded by bidder) on single click should be available. * If Encryption is not applicable, system should display verify link against each technical form. * System should display reports to TEC as shared by TOC. * If Documents is shared with TEC, System should give a provision to download all the documents of individual Bidder with a single click, which has been uploaded at the time of Bid Preparation. * System should not allow any TEC member(s) to edit any details in Tender Form(s) * System should download Zip file of all the document of individual Bidder for particular envelop. (if the same is shared with TEC by TOC) * System should display bid evaluated Date & time once the bid is evaluated by any particular officer for Bid evaluated. System should display status against each officer for bids evaluated. * It should be mandatory for committee to add remarks and Accept / Reject bidder during evaluation. * System should display the status of bid evaluation in the form of hyperlink, clicking on which system should display the remarks given by the committee member. * If minimum member consent is pending then system should display static message as “Min. member’s consent is pending”. Evaluation Committee members needs to enter remarks for giving consent. There should be text area where TEC can enter Max. 1000 Alphabets, numbers and all Special Characters. Default text should be ‘Please Proceed’ in editable mode. * Once minimum consent is given, system should display form name, Reports and bid evaluation status.   **Evaluate bidder link**   * + In case Two stage opening process is applicable then, system should not display evaluate bidder link until remarks/consent of opening committee member has not been received for particular envelope.   + In case two stage opening process is not applicable then, system should display Evaluate bidder link as soon as envelope gets opened.   + System should display Evaluate bidder link common against all the bidders envelope wise.  |  |  |  | | --- | --- | --- | | **Bidder name** | **Bid evaluation status** | **Action** | | ETL | Pending | Evaluate bidder | | ABC | Pending |   **Evaluate bidder interface**   * + Clicking on Evaluate tab, system should redirect committee member (Evaluator) to ‘Evaluate bidder’ page   + Evaluate bidder listing should be as follows:     - Bidder name       * System should display name of bidder who have done successful final submission.       * In case of multi stage, system should display those bidders who approved in previous envelope.     - Remarks       * System should allow logged in committee member to give their remarks against each bidder.       * Committee member officer should have provision to insert remarks for each bidder. Bidder wise remarks should be mandatory to enter.     - Action       * System should provide with Radio button of Approve / Reject thus allowing user to approve and Reject bidder.   + Save and Submit     - System should provide with Save and submit button clicking on which system should save the remarks given by the respective member.     - On successful submission, system should notify with a message as “Bidders evaluated successfully” and should redirect user to bid opening tab.   **Bid evaluation status**   * System in bid evaluation status should display message as “Pending” until member has not completed evaluation. * If bidder is approved then status should be **Eligible**. * If bidder is rejected, then status should be **Not eligible**. * System should also display the Date & Time of the bidder approval by a member. * System should capture the Date & Time of the bidder evaluation by the member and displayed with the status.   **Reject Status:**  Pre-condition: Event is Single Stage   * System should display bidders’ evaluation status as “Rejected” in all the envelopes if bidder is rejected in the first envelope. |
| ***Users/Actor*** | * Evaluation committee |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Company / Individual Name | Label | - | - | - | - | System should display Name of Bidders who has submitted Tender |
| Envelope Name | Label |  |  |  |  |  |
| Remarks | Text Area | M | Max. 500 characters are allowed  System should accept Alphanumeric and special characters (/,-,.,, and space) | Please enter remarks  Allows Max. 500 alphabets, numbers and special characters (/,-,.,, and space) |  |  |
| Bid Evaluation Date and Time | Label |  |  |  |  |  |
| Approve / Reject | Radio Button | M | - | - | Approve  Reject | By Default system should select “Approve”  System should display 2 Radio Button;   * Approve * Reject |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Save and Submit | Button | System should submit the data on Server |
| Customized report | Link | System should allow to customize Report as per the requirement |
| Comparative Report | Link | System should display Comparative Report |
| Individual Report | Link | System should display Individual Report |
| Process File in Workflow | Link | System should process file in Workflow for Approval |
| Evaluate bidder | Link | System should allow Committee Member to evaluate Bidder(s) |
| Mapped bidders | Link | System should display Mapped Bidders |
| PDF | Icon | System should download file in PDF format |
| Export to Excel | Link | System should Export file into Excel |
| Print | Icon | System should Print page |

### High Level Use Case of Price Bid Evaluation – Officer

|  |  |
| --- | --- |
| ***Objective*** | * The Objective of this Use Case is to understand that how Price Bid is been evaluated by Evaluation Committee |
| ***Pre-Conditions*** | * Price Bid has been opened by Opening Committee |
| ***Post Conditions*** | * Evaluation Committee Member can share/see all the required Reports * System generates L1 / H1 Report. |
| ***Flow of Events*** | * Evaluation Committee Logs in * Search and selects the Tender for which they needs to carry Price Bid Evaluation Process * Clicks on Evaluate Tab * Give their consent by clicking on their “Name” (should be hyperlink) * Enter Remarks * Approves or Rejects each Bidder * Clicks on Submit Button   System should auto generate following Reports   * Comparative Report * Individual Report * Customize Report * L1/H1 Report |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should only allow Evaluation Committee to Evaluate Price Bid once Price Bid opening is done by Opening Committee * System should allow to evaluate those bidders only in price bid who approved in first envelope (in case of multiple / multiple enquiries stage) * Please refer use case of technical evaluation for evaluation interface as mentioned. * System should display reports to TEC as shared by TOC. * If documents is shared with TEC, system should give a provision to download all the documents of individual Bidder with a single click, which has been uploaded at the time of Bid Preparation. * System should not allow any TEC member(s) to edit any details in Tender Form(s) * System should download Zip file of all the document of individual Bidder for particular envelop. (if the same is shared with TEC by TOC) * In all reports *(L1 / H1 and Evaluation Report),* ‘Save as HTML’, Generate PDF, Export to Word, Export to Excel ‘print’ functionality should be available. |
| ***Users/Actor*** | * Evaluation committee |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Bidder Name | Label | - | - | - | - | System should display Name of Bidders who has submitted Tender |
| Envelope Name | Label |  |  |  |  |  |
| Remarks | Text Area | M | Max. 500 characters are allowed  System should accept Alphanumeric and special characters (/,-,.,, and space) | Please enter remarks  Allows Max. 500 alphabets, numbers and special characters (/,-,.,, and space) |  | - |
| Approve / Reject | Radio Button | M | - | - | Approve,  Reject | By Default system should select “Approve”  System should display 2 Radio Button;   * Approve * Reject |
| Bid Evaluation Date and Time | Label |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Approve | Radio button | System should approve the bidder for the respective item |
| Reject | Radio button | System should reject the bidder for the respective item |
| Save and Submit | Button | System should submit the evaluation made by committee member |
| Customized report | Link | System should allow to customize Report as per the requirement |
| Comparative Report | Link | System should display Comparative Report |
| Individual Report | Link | System should display Individual Report |
| L1 / H1 Report | Link | System should display L1 Report (As per the configuration) |
| Evaluate bidder | Link | System should allow Committee Member to evaluate Bidder(s) |
| PDF | Icon | System should download file in PDF format |
| Export to Excel | Link | System should Export file into Excel |
| Print | Icon | System should Print page |

## Bid Submission – Main user/Sub user/Bidder

### High Level Use Case of Declaration

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to take concern from users on their participation in an event. |
| ***Pre-Conditions*** | * User should be logged in the system. * Tender should be LIVE. * User Company should be mapped in the event. |
| ***Post Conditions*** | * Clicking on “I agree” button, system should allow respective user to participate in an event. |
| ***Flow of Events*** | * User logs in * Clicks on Dashboard link from live tender. * Clicks on “I agree” button for an event to participate in the event. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Declaration**   * System should allow user to participate for an event only if the event has been published. * On clicking on “Dashboard” link, system should redirect user on bidding tender dashboard page in Declaration tab. * When user comes first time to bid on any LIVE Tender then system should show “I agree” provision to every bidder on dashboard who are authorized for the particular event. * User should provide document read confirmation to proceed further for tender preparation and submission. * On this tab, Below mentioned declaration text needs to be displayed to the user on Declaration page;   “We, hereby declare that,  We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same. We offer to execute the works in conformity with the tender Documents. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us. We understand that you are not bound to accept the lowest/highest evaluated bid or any other bid that you may receive“.   * When user comes after accepting the Terms and Conditions to tender again, system should display message as “Agreed to terms and conditions of this event” to user. System should display “I agree” button to user if he/she has not accepted the Terms and Conditions. * System should display this particular event to all users (Main user and Sub user) under single organization.   + System should trigger event publish mail to all users whose organization/company is mapped in Tender. * Once user clicks on “I agree” button, system should display message as “Agreed to terms and conditions of this event” and disable I agree button. * System should allow user to access the ‘Prepare Bid’ tab only if the terms are accepted. * If user clicks on any ‘Prepare bid and Final Submission tab’ without clicking “I agree” button, system should display validation message as “Please accept Terms and Conditions”. * If user clicks on ‘Results tab’ without clicking “I agree” button, system should display validation message as “Bid is yet to open, bid opening date and time is [DD/MM/YYYY HH:MM:SS]”. * System should allow to fill the bidding form/s only after accepting the terms of the event at Declaration tab by I agree button. * System should display the entry in Audit trail as “Accessed declaration tab from dashboard” when the bidder accesses the Declaration tab. * System should display the entry in “Login Report” of that particular Tender of all users (Includes Main user and Sub user) in single organization who accepts the Terms and Conditions. * If submission end date and time has got lapsed then system should not display I agree button and should display message as “Bidding Time over” on Declaration tab. * If Bid submission end date has not arrived yet then system should display the message on Declaration tab: “Bid submission start date has not yet come”. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| I agree | Button | System should provide confirmation for agreeing T&C |

### High Level Use Case of Bid Preparation

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to understand that how users will submit the bid for the Tender. |
| ***Pre-Conditions*** | * Bid submission end date and time is not lapsed. * User has completed “Declaration” step. |
| ***Post Conditions*** | * System should save the bid submission of users in the system for the respective forms. |
| ***Flow of Events*** | * Authorized user logs into the system. * Clicks on RFX/Tender🡪Search RFX/Tender or My RFX/Tender. * User searches a Tender based on the search criteria. * User views Tender Notice and downloads Tender Document (if any). * User goes to the Tender Bidding dashboard of a tender. * User clicks on Prepare Bid Tab available on Tender Bidding Dashboard.   + Prepare Bid, where system should allow user to fill the columns which are marked as “Filled by Bidder” by Officer.   + Fill, Add and Edit, View Bidding Forms.   + Clicks on “Save or Save as Draft” button.   + Clicks on “Sign and Encrypt”. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Prepare Bid**   * On clicking Prepare Bid tab, system should display the forms available in a respective Envelop, users should be allowed to fill the Tender/ Bidding form. * System should allow all users in single organization/company to bid in particular tender. * System should provide below Envelope section and columns as per the event configuration from officer; * Sections;   + Term Sheet (Min. Mandatory Forms : 1)   + SOR (Min. Mandatory Forms : 1) * Columns;   + Form Name   + Action   + Reference Documents (If supporting documents is configured as “Yes”)   + Item wise document uploading (If item wise document is configured as “Yes”, applicable in TS envelope only) * Form name: System should display the form names as label * System should provide below links to all users in single organization/company under Action column;   + Fill   + Map Documents (If supporting documents at the time of form configuration is selected as “Yes”)     - System should allow user to map documents only when the form is saved or saved in draft mode.     - If user clicks on this link without filling the form system should provide validation message as “You are allowed to upload document after filling the forms.   **Fill**   * System should provide “Fill” link against each form to all users under single organization/company to fill the form. On clicking this link, system should redirect user to bidding form page. * Under bidding form, system should display the form which is created by the officer with respective rows and columns. * System should allow user to enter the data in line with the datatypes selection for the columns which is configured as “Filled by Bidder”. * System should provide below fields, links and buttons under bidding form page;   + Save as Draft   + Sign and Encrypt   + Add table (Applicable in TS envelope if Multiple filling for table is selected as “Yes”)   + Remove table with checkbox selection (Applicable in TS envelope if Multiple filling for table is selected as “Yes”)     - System should not allow user to remove all tables from the form. System should provide validation message as “At least 1 record is required”.   + Documents link (If Item wise documents are uploaded from officer side in case of TS envelope)   + Digital Signature   + Encryption   **Save as Draft**   * System should provide “Save as Draft” button to save the form in draft mode. * System should allow all users under single organization/company to edit the bid which is saved in draft mode. * System should not encrypt the bid while saving the bid in draft mode. * System should display validation message if user try to save as draft without filling any row “Save as draft not allowed with incomplete row”. * Once the bid is saved in draft mode, system should provide success message as “Data saved successfully” and display below links to all users under bidding form dashboard;   + View: All users of single organization/company should be able to view the bid which is saved in draft mode.   + Edit: All users of single organization/company should be able to edit the bid which is saved in draft mode.   + Delete: All users of single organization/company should be able to delete the bid which is saved in draft mode.     - On clicking this link, system should prompt confirmation message as “Are you sure you want to Delete bid?” with option Ok | Cancel.       * On clicking “Ok” system should delete the bid and all documents mapped for that form and provide “Fill” link again to users with message as “Bid and supporting documents deleted successfully”       * On clicking “Cancel”, system should close the confirmation message and redirect user on same page   + Map Documents (If supporting documents at the time of form configuration is selected as “Yes”) [Refer Use case Map Documents]   + Upload Documents (Applicable in TS envelope only ,If item wise document upload at the time of form configuration is selected as “Yes”)   + Fill Again (Applicable in TS envelope only)     - If multiple filling is selected as “Yes” in Term sheet Envelope, system should allow user to fill the same form again in case if user has saved the form or saved the form in drafted mode, system should provide “Fill again” link to user.     - This link should be enabled only in case of TS envelope.   **Sign and Encrypt**   * System should provide “Sign and Encrypt” button to user when user gets redirected to bidding form page via “Fill” link.   + If there is no data entered in bidding table by user and user clicks on “Sign and Encrypt” button, system should provide validation message as “Please fill all rows”. If the table is mandatory, then system should provide message as “Please fill mandatory table”.   + If there is no data entered in all rows by user and partial filling is allowed for that form/table (Applicable in SOR envelope only), system should check whether the data is entered in 1 row or not, If not system should provide validation message as “Please fill at least one row”. If the data is entered in 1 row system should allow user to “Sign and Encrypt”. * When user clicks on “Sign and Encrypt” button, system should prompt confirmation message to user that “Are you sure you want to Sign and Encrypt this Bid? After signing and encrypting this bid other users from your organization/company will not be able to change this bid or you may save this bid in Draft mode. Please confirm.” with options Confirmed | No, I want to save bid in Draft mode.   + On clicking “Confirmed”, system should perform followings conditions;     - System should generate e-Signature/Hash of the form.     - System should encrypt the bid.     - System should encrypt data with opening committee (Decryptor) and user’s key.     - System should redirect user on bidding form dashboard page with message as “Bidding form saved successfully”.   + On clicking “No, I want to save bid in Draft mode”, system should close the confirmation message and redirect user on same page and bidding form should remain as it is. * Once the particular form gets signed and encrypted successfully, system should disable “Fill” link for all users of organization/company for that particular form.   + System should provide below links under action column to the only user who has signed and encrypted particular form;     - Fill Again (Applicable in TS envelope, if configuration for Multiple filling is selected as “Yes” for form)     - View     - Edit     - Delete     - Map Documents (If configuration for supporting document is selected as “Yes” for form)     - Upload Documents (Applicable in TS envelope, if configuration for item wise document upload is selected as “Yes” for form) * In case of multiple forms, system should display Fill link for all users under single organization/company. * System should allow to “Sign and Encrypt” all forms for all envelopes to only 1 user who has signed and encrypted the 1st form.   + System should not provide “Sign and Encrypt” button to other users of the company who fills other forms, after the 1st form gets signed and encrypted. * System should provide “Decrypt and verify” button to “View” and “Edit” the form to the user who has signed and encrypted all forms.   + System should provide instruction in View form page as: To view the data please Decrypt and Verify data by clicking upon "Decrypt and verify" button. On clicking this button, system should provide message as “Data decrypted and verified successfully. * System should allow all users to “View” and “Edit” if the form is saved in draft mode. System should not provide “Decrypt and verify” button in this case. * System should allow user to edit the bid “n” number of times before the Final Submission whether the bid is saved in draft mode or it is signed and encrypted.   + As mentioned, editing after sign and encryption should be only done by the user who has signed and encrypted the bidding form. * Once the form is signed and encrypted, system should only allow the user to delete the bid who has signed and encrypted the bid for a particular form.   **Other users**   * Once the bid is signed and encrypted by the 1st user from the company/organization, system should display the other forms if they are pending to be “Filled” to Other Users. * If there is no pending form, system should display static message to all other users as “Your Organization/Company has processed the bidding process. Please contact GAIL for any further assistance/clarifications”. * If the Final submission is completed, system should display static message as “Your Organization/Company has completed the Final Submission”. * System should provide this message in “Prepare Bid and Final Submission Tab” respectively.   **Bid Submission end date and time**   * System should not allow user to Edit, Delete and Upload document once the bid submission end date and time is lapsed.   **Term Sheet with Annexures filling by User**   * In case where the term sheet is created with annexures by officer, system should follow below process; * On clicking Fill, system should redirect user to Fill Term sheet page, where system should display the annexures in Collapsible/Expandable view. Default 1st annexure should be expanded. * System should display below columns to user;   + Sr. No.   + Clause name   + Clause description   + User Response     - System should display all details of Clause description column to User response column in all Clauses/Sub Clauses by Default.     - As per the configuration from officer for Negotiable by bidder on Clauses and Sub Clauses level, system should allow those fields to be editable by user.       * System should provide Rich Text Editor field to user to update the details in Clauses and Sub Clauses.       * All updates and edits which are done by the user should be default captured in RED font.     - The fields which are not configured by officer as Negotiable by bidder should be froze and should be displayed to user in Read-Only mode. * System should provide “Save as Draft” button to user to save the response in draft mode. On clicking this button, system should provide message as “Data saved successfully” and redirect user to Bidding form dashboard page. * Once the bid is saved in draft mode, system should provide success message as “Data saved successfully” and display below links to all users under bidding form dashboard;   + View: All users of single organization/company should be able to view the bid which is saved in draft mode.   + Edit: All users of single organization/company should be able to edit the bid which is saved in draft mode.   + Delete: All users of single organization/company should be able to delete the bid which is saved in draft mode.     - On clicking this link, system should prompt confirmation message as “Are you sure you want to Delete bid?” with option Ok | Cancel.       * On clicking “Ok” system should delete the bid and all documents mapped for that form and provide “Fill” link again to users with message as “Bid and supporting documents deleted successfully”       * On clicking “Cancel”, system should close the confirmation message and redirect user on same page   + Fill Again (Applicable in TS envelope only)     - If multiple filling is selected as “Yes” in Term sheet Envelope, system should allow user to fill the same form again in case if user has saved the form or saved the form in drafted mode, system should provide “Fill again” link to user.     - This link should be enabled only in case of TS envelope.   + Map Documents (If supporting documents at the time of form configuration is selected as “Yes”) [Refer Use case Map Documents] * System should provide “Sign and Encrypt” button, when user clicks on “Sign and Encrypt” button, system should prompt confirmation message to user that “Are you sure you want to Sign and Encrypt this Bid? After signing and encrypting this bid other users from your organization/company will not be able to change this bid or you may save this bid in Draft mode. Please confirm.” with options Confirmed | No, I want to save in Draft mode.   + On clicking “Confirmed”, system should perform followings conditions;     - System should generate e-Signature/Hash of the form.     - System should encrypt the bid.     - System should encrypt data with opening committee (Decryptor) and user’s key.     - System should redirect user on bidding form dashboard page with message as “Bidding form saved successfully”.   + On clicking “No, I want to save in Draft mode”, system should close the confirmation message and redirect user on same page and bidding form should remain as it is. * Once the particular form gets signed and encrypted successfully, system should disable “Fill” link for all users of organization/company for that particular form.   + System should provide below links under action column to the only user who has signed and encrypted particular form;     - Fill Again (Applicable in TS envelope, if configuration for Multiple filling is selected as “Yes” for form)     - View     - Edit     - Delete     - Map Documents (If configuration for supporting document is selected as “Yes” for form) * In case of multiple term sheets, system should display Fill link for all users under single organization/company. * System should allow to “Sign and Encrypt” all forms for all envelopes to only 1 user who has signed and encrypted the 1st term sheet.   + System should not provide “Sign and Encrypt” button to other users of the company who fills other term sheets, after the 1st term sheet gets signed and encrypted. * System should provide “Decrypt and verify” button to “View” and “Edit” the term sheet to the user who has signed and encrypted all term sheets.   + System should provide instruction in View form page as: To view the data please Decrypt and Verify data by clicking upon "Decrypt and verify" button. On clicking this button, system should provide message as “Data decrypted and verified successfully. * System should allow all users to “View” and “Edit” if the term sheet is saved in draft mode. System should not provide “Decrypt and verify” button in this case. * System should allow user to edit the bid “n” number of times before the Final Submission whether the bid is saved in draft mode or it is signed and encrypted.   + As mentioned, editing after sign and encryption should be only done by the user who has signed and encrypted the term sheet. * Once the term sheet is signed and encrypted, system should only allow the user to delete the bid who has signed and encrypted the bid for a particular form.   **Tender Closing Mechanism**   * The System should close the bid submission automatically in accordance with scheduled closing date and time specified for a tender. * The System should not allow users to submit any bids where a tender is closed.   **Tender Storage Mechanism**   * The System should close and securely store the bid submission automatically in accordance with scheduled closing date and time specified for a tender.   **Tender Acceptance**   * Facility to receive online tender receipt at the e-Procurement system, digitally signed and electronically sealed (i.e. encrypted) bids in Time Stamped Locked Electronic Tender Boxes with High Security. Online receipts to be given by the e-tender Application for bids which are received on date and specified time. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| User Response [Term sheet with annexures] | Rich Text Editor | N | Allows max. 10000 characters | Allows max. 10000 characters | System should also allow images to get paste from word in this field. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Fill | Link | System should allow user to fill the Data |
| Fill Again | Link | System should allow user to fill the same TS form again |
| View | Link | System should allow user to View the Data |
| Edit | Link | System should allow user to Edit the Data |
| Delete | Link | System should delete the bid and all documents against that particular form |
| Verify and Decrypt | Button | System should verify and decrypt the data with User’s Private Key |
| Sign and Encrypt | Button | System should sign and encrypt the data with User’s Public Key |
| Save as Draft | Button | System should save the data in Draft Mode |
| Add Table | Button | System should add table |
| Delete Table | Button | System should delete table |

### High Level Use Case of Map Documents

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how users will upload/map reference documents against the bid. |
| ***Pre-Conditions*** | * Bid should be saved in draft mode. * Bid should be saved with Sign and Encryption. |
| ***Post Conditions*** | * System should allow user to map/upload reference documents for that particular Tender. |
| ***Flow of Events*** | * User logs in. * Clicks on “Search RFX/My RFX”. * Enters the search criteria to search the Tender. * Goes to the Tender Dashboard.   + Clicks on “Prepare Bid” Tab.   + Fill the bidding form.   + Clicks on “Map Documents” Link.   + Browse and select the document to be mapped/uploaded.   + Clicks on “Upload” button.   + To un-map the document, user selects the documents and click on “Un-Map” button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking “Map Documents” link, system should redirect user to upload document page. * System should allow user to map documents if the form is saved in draft mode or it is signed and encrypted by user. * If user clicks on Map Documents link without filling the form, system should provide validation message as “You are allowed to upload document after filling the form”. * System should provide “Upload Documents” section in this page. * System should provide below fields to user under upload documents page;   + Select a File to Upload     - Browse link should be available to choose the file   + Document brief   + Mandatory document list     - This field should be only available if mandatory document list is created by officer.     - List of documents which is created by officer should be available. * System should provide “Upload” button to upload the selected document. On clicking this button, system should provide message as “File Uploaded successfully.   + System should validate on file size and provide message as “File with 0 KB size is not allowed”.   + System should validate on document file types and provide message as “Acceptable file types (\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar). * System should provide instructions to Upload documents as below;   + Any number of files can be uploaded. Maximum file size should not exceed 10 MB. Acceptable file types: (\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar) * Once the file gets uploaded, system should display the file in mapped section in the page footer. * System should provide below fields in Mapped documents section;   + Select checkbox   + Sr. No.   + Document name   + Document brief   + Mandatory document name (This should be only available if created by officer)   + Action     - Download * System should provide Select file provision and “Un-map” button to remove the uploaded file from Mapped section. On un-mapping the file, system should provide message as “Document unmapped successfully”. * System should display the documents link uploaded by user in Reference documents column with document brief name in Bidding form dashboard.   + On clicking this link, system should download the document. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Document Brief | Text box | M | It is mandatory to enter the Document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - |
| Mandatory document list | Dropdown | M | It is mandatory to select the document | Please select mandatory document | Default – Please select should be available |
| Sr. No. | Label | M | - | - | Auto, Increment by 1. |
| Document name | Label | M | - | - | File name which is uploaded by user should be available. |
| Document brief | Label | M | - | - | Document brief entered by user should be available. |
| Mandatory document name | Label | M | - | - | Document name in the mandatory document list should be available.  Applicable only if it is created from officer side. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Map Documents | Link | System should redirect user to Upload documents page |
| Browse | Link | System should allow user to select the file |
| Upload | Button | System should upload the file |
| Download [Reference Document column] | Link | System should download the uploaded document |
| Un-map | Button | System should remove the uploaded document from mapped documents list |
| Download [Mapped document section] | Link | System should download the uploaded document |

### High Level Use Case of Item Wise Document Upload [Applicable on Term Sheet Envelope without Annexure]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how users will upload/map item wise document against each row/line item. |
| ***Pre-Conditions*** | * Bid should be saved in draft mode. * Bid should be saved with Sign and Encryption. * Applicable in Term sheet Envelope only. [Without Annexures] * Item wise document upload should be selected as “Yes” from officer side at the time of form creation. |
| ***Post Conditions*** | * System should allow user to map/upload reference documents item wise for that particular Tender. |
| ***Flow of Events*** | * User logs in. * Clicks on “Search RFX/My RFX”. * Enters the search criteria to search the Tender. * Goes to the Tender Dashboard.   + Clicks on “Prepare Bid” Tab.   + Fill the bidding form.   + Clicks on “Upload Documents” Link.   + Clicks on “Upload/Remove Documents” Link.   + Browse and select the document to be mapped/uploaded.   + Clicks on “Upload” button.   + To un-map the document, user selects the documents and click on “Un-Map” button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow user to upload the documents item wise in case of Term Sheet envelope only. * System should allow only user to upload documents item wise who has signed and encrypted the particular form. * System should allow user to upload the documents item wise in case only when the configuration at the time of form creation is selected as “Yes” by officer. * Once the bid is signed and encrypted, system should enable this link of “Upload Documents”. * On clicking this link, system should redirect user to item wise document upload page. * System should display TS envelope form with table as per the structure created from officer, system should disable Filled by bidder details/data from the form.   + System should provide “Decrypt and verify” button to make the data enable. * System should provide the bidding form table structure with below 2 additional columns;   + Action     - System should provide “Upload/Remove Document” link to user, on clicking this link, system should redirect user to Upload document page and allow user to map/upload documents item wise.       * System should provide “Upload Documents” section in this page.       * System should provide below fields to user under upload documents page;         + Select a File to Upload   Browse link should be available to choose the file   * + - * + Document brief       * System should provide “Upload” button to upload the selected document. On clicking this button, system should provide message as “File Uploaded successfully.         + System should validate on file size and provide message as “File with 0 KB size is not allowed”.         + System should validate on document file types and provide message as “Acceptable file types (\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar).       * System should provide instructions to Upload documents as below;         + Any number of files can be uploaded. Maximum file size should not exceed 10 MB. Acceptable file types: (\*.txt,\*.zip,\*.pdf,\*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.png,\*.tif,\*.tiff,\*.doc,\*.xls,\*.ppt,\*.pps,\*.dxf,\*.docx,\*.xlsx,\*.eml,\*.rar)     - Once the file gets uploaded, system should display the file in mapped section in the page footer.     - System should provide below fields in Mapped documents section;       * Select checkbox       * Sr. No.       * Document name       * Document brief       * Action         + Download     - System should provide Select file provision and “Un-map” button to remove the uploaded file from Mapped section. On un-mapping the file, system should provide message as “Document unmapped successfully”.   + Download link     - The documents which are uploaded/mapped from user should allowed to be downloaded by user.     - System should provide this link with Document brief name for each row. Clicking on this link, system should download the document uploaded. * System should also allow user to Upload/Remove/Download the document without decrypting the data. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Document Brief | Text box | M | It is mandatory to enter the Document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter document brief  Allows Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - |
| Sr. No. | Label | M | - | - | Auto, Increment by 1. |
| Document name | Label | M | - | - | File name which is uploaded by user should be available. |
| Document brief | Label | M | - | - | Document brief entered by user should be available. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Upload documents | Link | System should redirect user to Upload documents page |
| Browse | Link | System should allow user to select the file |
| Upload | Button | System should upload the file |
| Download Item wise doc upload page] | Link | System should download the uploaded document |
| Un-map | Button | System should remove the uploaded document from mapped documents list |
| Download [Mapped document section] | Link | System should download the uploaded document |

### High Level Use Case of View Corrigendum Details

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how corrigendum details/pop-up/notification will viewed to user. |
| ***Pre-Conditions*** | * Corrigendum should be published by Officer. |
| ***Post Conditions*** | * System should display the corrigendum changes to user. |
| ***Flow of Events*** | * User logs in. * Clicks on “Search RFX/My RFX”. * Enters the search criteria to search the Tender. * Goes to the Tender Dashboard. * Clicks on Corrigendum no. from Event listing or performs any activity under that particular event when corrigendum gets published. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should provide corrigendum details to user once the corrigendum gets published by officer. This notification should be displayed to all users of authorized company/organization. * System should display corrigendum details to user when user clicks on Corrigendum No. from event listing. * System should display View Corrigendum details page when user clicks on Dashboard button for particular event.   + In case if the user is already on Tender Dashboard, system should display View Corrigendum details page, when user performs/clicks on particular button/activity. * System should display the no. of corrigendum with Published Status to all users. * System should display the corrigendum sections as per the latest published corrigendum. * System should display corrigendum text for each section, system should display the text which is entered by officer at the time of corrigendum preparation. * System should display below columns for corrigendum sections in case if the fields are updated in Event Notice;   + Field name   + Old Value   + New Value * System should display below columns for corrigendum sections in case if the form is cancelled, added;   + Tender forms     - System should display the form name which is cancelled, added by officer.   + Action     - System should display “Cancel” and “New” status in this column. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Corrigendum Text | Word Text | M | It is mandatory to enter Corrigendum Text | Please enter Corrigendum Text | Corrigendum | - |
| **View corrigendum** | | | | | | |
| Corrigendum no. with status | Label | M | - | - | 1 (published) | - |
| Corrigendum text | Label | M | - | - | - | System should showcase the text entered at the time of preparing the corrigendum |
| Field name | Label | M | - | - | - | Name of the field in which changes has been done |
| Old value | Label | M | - | - | - | The details of notice before corrigendum |
| New value | Label | M | - | - | - | The details of notice after corrigendum |
| Tender form | Label | M | - | - |  | Form name should be mentioned here |
| Action | Label | M | - | - | - | Cancel and New status should be available based upon forms in this column |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View Corrigendum | Link | System should display the corrigendum details page |

### High Level Use Case of Final Submission

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Final Submission can be done by the user. |
| ***Pre-Conditions*** | * All mandatory forms/table are prepared. * All mandatory bidding forms are saved with “Sign and Encrypt button. |
| ***Post Conditions*** | * System should display the corrigendum changes to user. |
| ***Flow of Events*** | * User logs in. * Clicks on “Search RFX/My RFX”. * Enters the search criteria to search the Tender. * Goes to the Tender Dashboard.   + Clicks on Prepare Bid tab.   + Fill all mandatory forms.   + Map required documents. (If any)   + Clicks on Final Submission button from Prepare Bid or Final Submission Tab. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow to do “Final Submission” to the only user who has completed the Final submission and who has signed and encrypted all bidding forms from the Organization/Company. * System should enable “Final Submission” button, once all mandatory forms/tables are filled, signed and encrypted by the user. * If the user who has signed and encrypted the mandatory forms deletes the bid after the “Final Submission” button gets enabled then system should disable “Final Submission” button. * If the mandatory forms/table are not filled and user clicks on Final Submission Tab, system should display validation message as “Please fill mandatory tables for final submission”. * If any of the available forms are saved in draft mode and user clicks on Final Submission Tab, system should display validation message as “One of the forms is saved in draft mode, please complete or delete that form first”. * If min Mandatory form is selected as 1 from officer side in Organize form for a particular envelope and there are multiple forms for a particular envelope, system should allow user to Complete Final Submission with any 1 form from the available forms for that envelope. (Applicable on both SOR and Term Sheet envelopes) * On final submission, system should send confirmation mail to user. This email should get triggered to all users under single organization/company. * Users should not be allowed to make final submission after the last date & time of bid submission. System should display a message as “Bidding time over if Bidder Try to Final Submission after Time lapsed. * After the final submission, users should not be allowed to edit his bid but should be able to view his bid. System should ensure official time-stamping facility to determine exact submission date and time of a Tender, guaranteeing there are no misconceptions about the submission time of a Tender. * System should display user to confirm the date, time, IP Address, and mandatory forms and documents checklist of his final submission as a receipt of bid submission. * User should be allowed to do final submission till last date and time of bid submission. * On final submission, system should display following information on user screen;   + Envelope Name   + Form name   + Mandatory/Non Mandatory   + Submitted   + Attached Document List * On clicking “Final Submission” system should prompt confirmation message as “Please note that Final Submission is the last step and once completed, bid can be withdrawn / modified on clicking ‘Bid Withdraw’ or ‘Bid Modify’ link. Are you sure you want to Complete the Final Submission?” with options Ok | Cancel.   + If user clicks on “Ok” then only his e-Tender/bid would be submitted and system would display ‘You have successfully completed Final submission from IP Address <display IP address from where user has completed final submission>by date and time <Date and Time of final submission>   + If user clicks on “Cancel”, system should close the confirmation message. * User should be allowed to save final submission receipt page and should also be allowed to take a print of this page. * Once the final submission is completed then users should not be allowed to edit or delete any of the tender form. * There should be a ‘Save as PDF’ and Print Option available to the officer, this should be always available(Before and after final submission is done)   **View Bid [After Final Submission]**   * System should allow user to view bid after Final submission via “Decrypt and Verify” button. * This provision should be only available to user who has completed the Final Submission and has signed and encrypted all mandatory bidding forms from Organization/Company. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Final Submission | Button | System should save the date on server |
| Save as PDF | Link | System should download the PDF copy of Final Submission receipt page to user |

### High Level Use Case of Bid Withdrawal and Bid Modification

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how functionality to withdraw or modify the bid works in case of inflation, mistake in Bid Preparation or any other reason. |
| ***Pre-Conditions*** | System should display Bid withdrawal and Modification link to the only user who has completed the Final submission and who has Signed and Encrypted all bidding forms from the Organization/Company.  **Bid Withdrawal:**   * Bid Withdraw should be allowed in the event. * Final Submission has been done by User * Date and Time of Last Date of Bid Submission has not lapsed.   **Bid Modification:**   * Bid Modification should be allowed in the event. * Final Submission has been done by User. * Date and Time of Last Date of Bid Submission has not lapsed. |
| ***Post Conditions*** | * In case of Bid Withdrawal, system should allow Bidder to withdraw his bid. * On withdrawal of bid, system should display a message as “Bid withdrawn successfully” and redirect user to Bid submission page.   + After withdrawal of bid, user can update bid and submit Final Submission again till end time of bid submission. * In case of Bid Modification, system should allow Bidder to modify his bid as per the requirement.   + Clicking on “Final submission” button, system should over-write previously submitted bid till the tender due date. |
| ***Flow of Events*** | * User Logs in * Search and selects the tender for which he needs to withdraw or modify the Bid data. * Clicks on Tender Dashboard Icon / link * Clicks on Bid Final Submission Tab * Clicks on Bid Withdrawal or Bid Modification link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * This should be only possible if Officer has configured Bid withdrawal and Bid Modification at the time of Tender Creation / publishing. * After the Final Submission is made & a receipt is generated, system should provide option for the Users to Modify or Withdraw his bid. * System should only allow that user to Withdraw/Modify the bid who has completed the Final submission and Signed and Encrypted all bidding forms from the Organization/Company. * System should display Bid Withdrawal & Bid Modify link (under final submission tab) once final submission is done by user. * A text to be displayed below the Generated Receipt as “If you want to Modify or withdraw the submitted tender, click the button below”. * If user has completed final bid submission then he should be allowed to withdraw / modify his bid till last date and time of bid submission. * It should be mandatory to enter remarks before bid withdrawal / bid modification. * Users should be displayed ‘Bid Withdraw’ / “Bid Modify” link. * Users should be asked to mention the reason for Tender Bid withdrawal / Bid Modification. There should be text area where User can enter Max. 1000 Characters, system should display message as “Allows max. 1000 alphabets, numbers and Special Characters (/,-,.,, and space)”. * Once Bid is withdrawn / modified, system should allow User to Edit/modify the Bid till bid submission last date and time. * If New Form is added or any form is cancelled, system should display “Fill” link against new added form.   + In this case, system should display “Fill” link to all users under single organization/company.   + Sign and Encrypt can be done by the user who has completed Final Submission and Signed and Encrypted all bidding forms. * System should display “Edit” link against the form, which are not changed by officer. * System should delete old data of Bidding Form if Bidder clicks on Delete link.   + On deleting the data, system should display “Fill” link against deleted form.     - In this case, system should display “Fill” link to all users under single organization/company.     - Sign and Encrypt can be done by the user who has completed Final Submission and Signed and Encrypted all bidding forms. * Bid Modification / Bid Withdraw can be done “n” No. of times. * System should display latest forms available to User if Bid withdrawal / modification is done. * System should generate sign on bid withdrawal/modification. * In case of Bid Withdrawal, system should allow User to withdraw his bid.   + On withdrawal of bid, system should display a message as “Bid withdrawn successfully” and redirect user to Bid submission page.     - After withdrawal of bid, user can update/edit bid and submit Final Submission again till end time of bid submission.     - System should not consider his bid in Tender in case of bidder has not completed final submission after bid withdrawn.     - System should display following details for view withdrawn bids:-  |  |  |  |  | | --- | --- | --- | --- | | Sr. No. | Company Name | Remarks | Date & Time | | 1 | <Bidder’s Company Name>  <Email ID of User> | <Remarks submitted by user for withdrawal of bids> | Date & time should be captured- Bid withdrawal being submitted by user |  * In case of Bid Modification, system should allow User to modify his bid as per the requirement.   + Clicking on “Final submission” button, system should over-write previously submitted bid till the tender due date.   + System should consider his last bid in tender opening if user did not completed final submission in the tender. * System should display ‘No. of Bid Modification” (label) in bid opening. System should consider those counts, which are modified by user but not completed final submission in the tender. System should display count only. * System should display updated details of the users in the tender once he successfully submitted bid withdrawn or bid modification. * System should add the entries of bid modification & bid withdrawn in audit trail report. |
| ***Users/Actor*** | * Main user/Sub user/Bidder |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remarks | Text box | M | It is mandatory to enter remarks  The length should be 10000 characters, special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Please enter remarks  Allows Max. 10000 alphabets, numbers and special characters ((,),\_,:,&,+, /, -, .,’, Comma, Space) | Test 1 | Continuous -- is not allowed |
| No. of Bid Modification | Label |  |  |  |  | System should display count of bid modification which done by the bidder. |
| Email ID | Label |  |  |  |  | System should display mail id of parent/child user who completed final submission. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Bid Withdrawal | Button | System should withdraw the Bid |
| Bid Modify | Button | System should modify the Bid |
| Submit | Button | System should submit the data |

## Tender Listing

### High Level Use Case of Tender Search and Listing - Officer

|  |  |
| --- | --- |
| ***Objective*** | * To understand how user can search the events and how the events will be displayed after search. |
| ***Pre-Conditions*** | * Authorized User has logged in * Enter Search Criteria Or Enter Advance Search Criteria (+) * Click Search |
| ***Post Conditions*** | * System should display event as per the search criteria |
| ***Flow of Events*** | * Authorized User Logs in * By clicking on (+), Advance Search (+) Tender by following mentioned criteria; * Event ID * Reference No. * Event Type (Tender) * Status (Live | Pending | Archive | Cancelled) * Keyword * Bidding Type (NCB) * Submission Date * Opening Date * Department * Bidding Access (Open | Limited) * Mode of Bid submission * Clicks on Search button |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * It is mandatory to search the Tender with at least 1 search criteria * System should display a message as “No Records found” if there is no data available as per the defined search criteria. * System should provide keyword search. Keyword search should be based upon the following fields of the event:   + Event ID   + Reference No.   + Department Name   + Keyword   + Event Brief * By clicking on (+), System Provide Advance Search(+) Option by following mentioned criteria; * Event ID * Reference No. * Event Type (Tender) * Status (Live | Pending | Future | Archive | Cancelled | Opened | Completed | All) * Keyword * Bidding Type (NCB) * Submission Date * Opening Date * Department * Bidding Access (Open | Limited) * Mode of Bid submission * By default, system should display events which are configured by officer at the time of Client creation. * System should display only those events which are being floated from his department and all child departments. * System should display all events (open + limited) to this user as per the configuration set on client level. * The default status for bidding access should be as per the configuration.   **Status**   * Live: These are the approved events for which bid submission End Date and Time has not been lapsed. * Pending: The events which needs to be approved. * Opened: The events which are opened. * Completed: The events which are opened and evaluated. * Archive: The approved events for which bid submission End Date and Time has been lapsed. * Cancelled: The events which have been canceled. * Future: The approved events which bid submission Start Date and Time has not yet come. * All: System should display all events (Live, Pending, Archive, Cancelled, Future) * In event listing, below mentioned fields are to be displayed as per the listing view option is selected for a particular client (tabular view ornormal view)   + Sr. No.   + Event ID   + Reference No.   + Department   + Event Brief   + Due Date   + Corrigendum (Count\_hyperlink)   + Event Type   + Event status (In All tab)   + Action     - Download Documents     - Dashboard * Clicking upon ‘Download Documents’ link, system should redirect user to the download document page. * Clicking upon ‘Dashboard’ link, system should redirect user to the view event dashboard page. * ‘Create Event’ link should be available on this page and clicking upon which user should be redirected to the create event page. |
| ***Users/Actor*** | * Officer |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event ID |  |  |  |  |  |  |
| Reference No. | Text Box | M | It is mandatory to enter Reference Number  Max. 500 characters are allowed  System should allow alphanumeric and special character (@,\*, (,), -, +,/,., Space) | Please enter Reference Number  Allows Max. 500 alphabets, numbers and special characters (@,\*, (,), -, +,/,., Space) | TEST/abcProcure/App.V1.1-13.06.2012 |  |
| Event Status | Combo box and Drop down list | N | - | - |  | System should give following options;   * Live * Future * Pending * Archived * Cancelled * Opened * Completed * All   By default system should display “All” as selected Tender Type |
| Keyword | Text Box | N | System should accept Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space)  Max. 500 characters are allowed | Allows Max. 500 alphabets, numbers and special characters (@,\*, (,), -, +,/,., Space) |  | - |
| Department | Combo Box | N | - | - | Combo Box | - |
| Bidding Access | Combo box and Drop down list | N | - | - |  | System should give following options;   * Open * Limited   By default system should display “Please select” as selected Access Type |
| Bidding Type | Combo box and Drop down list | N | - | - |  | System should display following fields for selection   * NCB   By default system should display “NCB” |
| Due Date | Date picker | N | - | - | **Date operators;**  equal  not equal  less  less or equal  greater  greater or equal  between | - |
| Opening Date | Date picker | N | - | - | **Date operators;**  equal  not equal  less  less or equal  greater  greater or equal  between | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search the data based on the submitted searching criteria. |
| Advanced Search | Link | System should display some provisions in advanced search to get more accurate result. |
| Clear Search | Button | System should clear the entered search criteria. |
| Create Event | Link | System should redirect the user to event Notice creation page.(Please refer event creation use case) |
| Dashboard | Link | System should redirect to event Dashboard |
| Download Document | Link | System should allow bidder to download document from this link. |

### High Level Use Case of Tender Search and Listing - Bidder

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic for Search and listing of Event for bidder. |
| ***Pre-Conditions*** | * Bidder Logged in the System. |
| ***Post Conditions*** | * System should allow bidder to access dashboard, view corrigendum, view event details and download document. |
| ***Flow of Events*** | * Bidder Logs in the system. * Enters search criteria. * Search Tender by following mentioned criteria; * Event ID * Reference No. * Event Type * Status (Live | Future | Archive | Cancelled) * Keyword * Department * Access Type (Open | Limited) * Bidding Type (NCB) * Due Date * Opening Date * Clicks on Search button * Submits the details. * On submission of search criteria system should display search result in search listing space under the search option. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * By default, system should display Configured event Status of a particular client to the user. * System should provide keyword search. Keyword search should be based upon the following fields of the event:   + Event ID   + Reference No.   + Department Name   + Keyword   + Event Brief * System should only display Live, Archive, Cancelled, Future, Opened, Completed, All Tabs events. * Events which are published should be displayed under live tab. * Events whose bid submission end date is lapsed should be displayed under Archive tab. * Events whose bid submission start date is yet to come should be displayed under future tab. * Events which are cancelled should be displayed under cancelled tab. * Events which are Future tab should display list of published Events whose time is not yet Started * Events which are Opened tab should be display list of events whose Status/Envelope is Opened * Events which are Completed should be display List of Completed events(Opening and Evaluation of the event are completed) * Events which are All should be display List of All Events * System should provide a facility of Advance search Option.   + Event ID   + Reference No.   + Event Type   + Department   + Keyword   + Bidding access   + Bidding Type   + Due date   + Status   + Opening Date * In event listing, below mentioned fields are to be displayed as per the listing view option is selected for a particular client   + Sr. No.   + Event ID   + Reference No.   + Department   + Event Brief   + Due Date   + Corrigendum (Count hyperlink)   + Event Type   + Action     - Download Documents (Only if same is configured as “Before Login”)     - Dashboard * More details should be the hyperlink and clicking upon which user should be redirected to view Event notice page. * Clicking upon ‘Download Documents’ link, system should redirect user to the download document page. * Clicking upon ‘Dashboard’ link, system should redirect user to the view event dashboard page. |
| ***Users/Actor*** | * Bidder |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search the data based on the submitted searching criteria. |
| Clear Search | Button | System should clear the entered search criteria. |
| Brief | Link | System should present the event brief in the Non Editable mode, |
| Download Document | Link | System should allow bidder to download document from this link. |
| Dashboard | Link | System should redirect bidder to event dashboard |

## Tender Dashboard

### High Level Use Case of Event Dashboard - Officer

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand the how entire event is been managed from officer’s dashboard and when and till what time particular link should be displayed. |
| ***Pre-Conditions*** | * Event is created |
| ***Post Conditions*** | * System should display appropriate Tabs. |
| ***Flow of Events*** | * Officer logs in * Search and selects event for which he needs to view dashboard * Clicks on event dashboard link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * In Event Dashboard page Fields are Displayed  1. Event ID 2. Reference Number 3. Brief Scope of Work  * System should display Links Show More Details, Document Download. * System should display Tabs :  1. Notice and Document 2. Bidding Forms 3. Corrigendum 4. Bid Opening 5. Negotiation 6. Bid Evaluation 7. Reports   **Corrigendum :**   * System should display Corrigendum Tab After Tender is Published By Officer/Authorized User |
| ***Users/Actor*** | * Officer |

### High Level Use Case of Event Dashboard - Bidder

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic of Tender Dashboard. |
| ***Pre-Conditions*** | * Bidder must be logged in the system |
| ***Post Conditions*** | * System should redirect bidder to related page or display success / failure message as per the operation. |
| ***Flow of Events*** | * Bidder Logs in the System * Search for the tender for which he wish to see the dashboard * Clicks on the provided dashboard link. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display following document information to bidder; * Sr. No. * Document Name * Document Brief * Size * Date and time * Status 🡪 Approved, Cancelled   Action: download.  System should display Tabs on Event Dashboard According to the Event Configuration, Tabs are as Follows :   * Declaration Tab * Prepare Bid Tab * Final Submission Tab * Result Tab   **For Information :**  **Declaration**   * It should be mandatory for bidder to give acceptance / declaration on set terms and conditions before preparing bid or performing any event activity (except Post Query) * In case of ICB event, system should allow bidder to select currencies which are configured in particular event. * There should be a proper Declaration Text provided to the bidder; for example:  |  | | --- | | * We, hereby declare that,  We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same, We offer to execute the works in conformity with the tender Documents. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive | |  | |  |  * **Prepare Bid** * Prepare Bid tab should be available on publishing event. * If Lead partner has not finished consortium process and if secondary partner clicks on Prepare Bid tab, system should display a message as “Consortium process is pending” System should enable Fill, Fill again, Edit, Delete, View, Map, Download links till event is under live status, once bid submission last date and time is laps, system should only display View link. * System should display following information under Prepare Bid Tab; * Envelop Name * Form Name * There should be a Action column in which bidder should be provided the following links; * Fill * Fill again (in case if multiple filling is allowed) * Edit * Delete * View * Map documents * Download (if doc. is uploaded) * System should allow bidder to delete bid till final submission is not done. * Once final submission is done, system should display View | Download document link. * If bid has been withdrawn by bidder, system should display following links; * Delete * Edit * Map * View * Download * There should be a download link available to the bidder, from where the bidder can be able to download the attached document.(This should be form wise as attached by the Department Officer) * System should display selected forms to secondary partner. (applicable in case of consortium) * If form is cancelled by officer, system should display “”Cancelled” text against particular form. * If Rebate form is created, system should display rebate link to bidder. * If all mandatory forms are not filled by bidder, system should display following message under rebate table “Please submit all mandatory price bid form(s) to configure rebate” * Rebate link should be displayed till final submission is note done and /or Due date and time is not lapsed. (Applicable in case of ICB tender) * System should allow bidder to edit rebate till final submission is not done and/or due date and time is not lapsed. (Applicable in case of ICB tender)   **View Price summary form:**   * System should display “View Price summary” link once event is published. * View price summary link should be available to bidders * System should display a message as “Please fill all mandatory price bid form(s) to view Price summary form”   **Final submission**   * System should only display Final Submission Tab to lead partner. * Before Final submission, system should display following information; * Envelop Name * Form Name * Mandatory / Optional * Submitted * Attached Document List * Final Submission button * System should display following details under final submission tab (after final Submission); * Envelop Name * Form Name * Mandatory / Optional * Submitted * Attached Document List * Receipt link * If forms are not encrypted, system should display a message as “Required forms are not encrypted” * If Bidder Submits all the required mandatory forms then on clicking of this tab there should be a tabular representation of the filled forms. * If bidder has not mapped mandatory document(s), system should display a message as “Mandatory documents are not mapped” * If secondary partner has not submitted forms, system should display a message as “Required form(s) are not submitted by secondary partner” * If required documents are not mapped by secondary partner, system should display a message as “Mandatory documents are not mapped by secondary partner”   **Bid Withdrawal**   * This tab should come if the Department officer has configured the same as yes. * System should only display Bid Withdrawal Tab to lead partner. * This should come only after bidder has done with the final submission process. * This tab should not come if the tender opening time has lapsed. * There should be a Text box to accept the remarks for the reason to bid withdrawal. * After successfully bid withdrawal the links to Add / Edit / Map / Delete the form should be come * (Please refer Bid Withdrawal use case for details)   **Result**   * System should allow bidder to mark his presence by entering remarks (Remarks validation is same as mentioned above). Remarks should only be captured once (first time on clicking result tab). System should display message as “Allows max. 1000 alphabets, numbers and Special Characters (/,-,.,, and Space)” * System should capture presence event in audit trial regarding certificates. * System should display Bidders status (Eligible / Not eligible) along with remarks posted by officer in Result tab. * If bidder clicks on Result tab before Tender Opening Date and time, system should display a message as “Tender is yet to open, Tender Opening Date and Time is <Display Tender Opening Date and Time>” * Bidder should be allowed to view tender opening process as it progress. (Which includes, Individual Report, Comparative Report, bidder wise abstract report (along with uploaded documents) and Provisional L1 Report (Applicable in case of Indigenous tender) for opened bidding forms. |
| ***Users/Actor*** | * Bidder |

# Process for Approval (Workflow) Module

## High Level Use Case of Add Member(s) configuration by Initiator

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case to understand the logic and process of any to any workflow (consent) for tender publishing. |
| ***Pre-Conditions*** | * Event should be in pending * Workflow requires should be selected as Yes |
| ***Post Conditions*** | * System should enable the link of Publish/Approve once consent of all members are received in the tender. * System should display a message as “Consent given successfully” |
| ***Flow of Events*** | * Initiator Logs in * Click on Search Tender * Selects the Event for which he needs to add the User for consent * Clicks on Add Member link * Search the User * Submits the detail. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | **Configuration for taking (Process for Approval) Consent in a Tender**   * User should configure workflow requires as **Yes** in the tender.   **Add Member / Edit Member / View Member for consent**   * System should allow Initiator or mapped officer only to add member link for consent in notice.   + System should display “Process for Approval” link to the added members. * System should allow user to add member on clicking Add Member link. * System should allow Dept. User to search the member(s) through;   + - Email ID   or   * + - Person Name   or   * + - Hierarchy     - Department * System should provide combo box for selection of search criteria, system should allow officer to search user through email ID or Person Name or Hierarchy. * System should allow to search user by entering email id or person name. * On selection of hierarchy, system should allow officer to search user through department, and user name. * System should render department, which are created under that domain. Render Person name / User, which are mapped with selected department. * System should allow “n” of members by using this link. * On submitting, system should display a message as “Selected members added successfully”. * System should display list of members added with following listing:   + - Officer       * System should display Name, Email id and Department of officer     - Status       * Pending       * Consent given on <Date & Time>     - Remove * System should validate with a message that “Same officer cannot be added, please select another officer” in case of user adds the same officer who are already added. * System should allow to remove the added members by using remove button. * System should not allow to remove the member who has already given consent. * System should display an **Edit Member** and **View Member** links once members are added.   **Edit Member**   * Edit member link should not be displayed once tender is published. * By clicking on edit member link, system should display added members and allow to add/remove member as per the requirement.   + On submitting, system should display a message that “Selected members edited successfully”   **View Member**   * View member link should be displayed in all stages of the tender. * This link should be displayed to initiator, mapped officer and added members. * By clicking on view member link, system should display following list with the members:   + - Officer       * System should display Name, Email id and Department of officer     - Status       * Pending       * Consent given on <Date & Time>     - Remarks       * System should display remarks which entered by the member. * System should allow to export the page to pdf, word and print.   **Audit Trail Message**   * On clicking submit button on performing any action, system should display audit trail message in tender audit trail report and audit trail report for the action.   + “Add Member” as “Added members for consent in tender”   + “Edit Member” as “Edited member for consent in tender”.   + “View Member” as “Viewed members for consent in tender”. |
| ***Users/Actor*** | * Initiator of Tender/Mapped Officer |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email id | Text field | M | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please Enter Email ID  Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | [test@testdata.com](mailto:test@testdata.com) | System should allow user to search officer through email id |
| Person Name | Text field | M | Mandatory to enter Person Name  Allows Max. 100 Characters and Special character (- , .) | Please enter Person Name  Allows Max. 100 alphabets and Special character (- , .) | Rajiv N Chavda  Rajiv NavinChavda  Mohammad Aziz Mirza | Continuous -- is not allowed |
| Department | Label | - | - | - | - | System should display Department created under particular client |
| Name | Label | - | - | - | - | System should display Name of member who are mapped with selected designation. |
| Email ID | Label | - | - | - | - | System should display email id of member who are added. |
| Status | Label |  |  | Values:  Pending  Consent given on <Date & Time> |  |  |
| Select User | Label | - | - | - | - | - |
| Select Department | Combo Box | M | No Dept. found. | Please select dept. | - | User department should be default selected. |
| Select User | Combo Box | M | No user found | Please select dept. user. | - | User should be render as per selected designation. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System will submit the data on Server |
| Add Member | Link | System should allow to add members for consent in tender |
| Edit Member | Link | System should allow to edit members for consent in tender |
| View Member | Link | System should allow to view members in read only mode |
| Remove | Button | System should allow to remove the added members. |

## High Level Use Case of “Process for Approval” (Pending and Processed tab)

|  |  |
| --- | --- |
| ***Objective*** | * The main objective is to understand the logic of Process for approval. |
| ***Pre-Conditions*** | * Member should be added for consent in tender |
| ***Post Conditions*** | * On processing task, system should display a message as “Consent given successfully” and redirect user to listing page. |
| ***Flow of Events*** | * User (Added Member) Logs in * Clicks on “Process for Approval” (Workflow) menu |
| ***Alternate Flow/Exceptional Flow*** | * User (Added Member) Logs in * Click on Search / Tender * Search the event * Clicks on dashboard * Clicks on “Process for Approval” (Workflow) in notice & document tab |
| ***Business Rule / Requirements*** | **Process for Consent by Added Member**   * By clicking on Process for approval menu, system should display ‘Pending’, ‘Processed’ tab for processing and processed task as well as system should display search criteria accordingly. * Authorized user should be able to take appropriate action. * System should allow user to search the event by using the below search criteria:   + Module   + Event ID   + Process Date   + Reference No. * By clicking on the search button, system should display list of events as per search input. * In case when there is no details according to search criteria, system should display message as “**No Record Found**” * By clicking on the ‘Clear’ button, system should remove all the added inputs for search. * All the events coming for processing should be come under the ‘**Pending**’ tab in which system should display ‘Process’ link under action with details as below:   + Sr. No.   + Event   + Approval For   + Reference No.   + Event ID   + Action * By clicking on the ‘Process’ link under action, system should display redirect on notice and document tab in event dashboard. * System should allow member to view the details of the event read only mode. (NIT and documents, forms, created committee) * System should display a link of “Process for Approval” to those users only who logged in and added a member. * By clicking on link, system should allow to option for entering the remarks for giving an approval. * Added members needs to enter remarks for giving consent. There should be text area where members can enter Max. 1000 Alphabets, numbers and Special Characters (/,-,.,, and space) * On giving consent, system should display a message as “Consent given successfully”. * After giving by consent by added member, status should be display as Consent given on <date> else, should display Pending. * Once consent given by a members, system should display same event under the ‘**Processed**’ tab. * System should display processed event details under the ‘Processed’ tab as below:   + Sr. No.   + Event   + Approval For   + Reference no.   + Event ID   + Action * System should display ‘View’ link under action and by clicking on that, system should redirect to view members link of the event in notice & document tab.   **After Giving Consent by Added Member(s)**   * System should not allow to edit the consent once it is submitted by member. * System should display a **Publish/Approve** link to the initiator/mapped officer only once consent received from all added members. * In case of any consent is pending, the system should display a message while clicking on Publish/Approve link:   + Consent is not received from all the member(s). * By default, minimum consent should be considered as per added members.   **Audit Trail Message**   * On clicking submit button on performing any action, system should display audit trail message in tender audit trail report and audit trail report for the action.   + “Consent given” as “Consent given for <Event type> approval by <Member name>” * System should display details of the status & remarks of member(s) in event audit trail report.   + Officer Name     - System should display Name, Email id and Department of officer   + Status     - Pending     - Consent given on <Date and Time>   + Remarks     - System should display remarks which entered by the member. |
| ***Users/Actor*** | * Initiator / Mapped Officer / Added Members |

***Field Level Matrix***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| **Search** | | | | | | |
| Module | Text Box |  |  |  |  |  |
| Event ID | Text Box |  |  |  |  |  |
| Process Date | Drop-Down & Date picker |  |  |  |  | * System should display options as:   Equal  Less than  Greater than  Less than equal to  Greater than equal to  By default system should display “**Equal**” |
| Reference No. | Text Box |  |  |  |  |  |
| **Listing of the event in Process for Approval (Workflow) menu – Pending and Processed tab** | | | | | | |
| Sr. No. | Label |  |  |  |  |  |
| Event | Label |  |  |  |  |  |
| Approval For | Label |  |  |  |  |  |
| Reference No. | Label |  |  |  |  |  |
| Event ID | Label |  |  |  |  |  |
| Action | Link |  |  |  |  | System should display link with labeled as ‘Process’ and by clicking on that, system should redirect to another page.  System should display link with labeled as “View” and by clicking on that, system should redirect to another page. |
|  |  |  |  |  |  |  |
| Remarks | Rich Text Area | M | Remarks cannot be left blank | Please enter Remarks  Max 1000 alphabets, numbers special characters | - | - |
| Dept. Officer Name | Label |  |  |  |  |  |
| Email ID | Label |  |  |  |  |  |
| Dept. | Label |  |  |  |  |  |
| Status | Label |  |  | Values;   * Pending * Consent given on <Date and time> |  |  |
| Remarks | Label |  |  |  |  | System should display the remarks which has been submitted by a member. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Process for Approval | link | System should provide an access of Pending / Processed tab by clicking on this link (on left accordion - Menu)  System should allow added members to give a consent for event approval. This link should be available in event dashboard. |
| Submit | Button | System should submit the data |
| Pending | Tab/Link | System should redirect on pending tab |
| Processed | Tab/Link | System should redirect on processes tab |
| Approve / Publish | Link | System should allow to publish the event. |

# Auction

## Notice and Documents

### High Level Use Case of Auction Search and Listing - Officer

|  |  |
| --- | --- |
| ***Objective*** | * To understand how Officer can search the Auctions and how the Auctions will be displayed after search. |
| ***Pre-Conditions*** | * Officer should be logged in the System. |
| ***Post Conditions*** | * Option for search auction & different tabs for auction should be displayed. * On submission of search criteria system should display search result. |
| ***Flow of Events*** | * Authorized user logged in * Select the Auction from below mentioned tabs.   + Pending   + Live   + Archive   + Future   + Cancelled * Enter the search criteria details * Clicks on search button. * The search result should reflect in the listing space. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * By default, system should display Auction, which is configured by Officer at the time of Sub Domain creation. * System should display only those auctions, which are being floated from his department and all child departments. * System should provide keyword search. Keyword search should be based upon the following fields of the Auction:   + Auction ID   + Auction No.   + Department Name   + Keyword   + Location   + Brief scope of work   + Auction Details * System should display all auctions (open + limited) to this officer. * Advance Search provision should also be provided. User should be allowed to search Auctions using following criteria:   + Auction ID   + Auction No.   + Department Name   + Start Date   + End Date   + Access (Limited)   + Auction Status : Pending, Live, Archive, Future, Cancelled   + Auction for   + Keyword * The default status for bidding access should be as per the configuration. * Status * Live: These are the approved Auctions for which bid submission End Date and Time has not been lapsed. * Pending: The Auction which needs to be approved. * Archive: The approved Auctions for which bid submission End Date and Time has been lapsed. * Cancelled: The Auctions which have been cancelled. * Future: The approved Auction which bid submission Start Date and Time has not yet come. * System should provide a facility of clear search. * In Auction listing, below mentioned fields are to be displayed as per the listing view option is selected for a particular sub domain (tabular view or normal view)   + Sr. No.   + Auction ID   + Auction No.   + Department   + Auction brief(hyperlink)   + Start Date and Time   + End Date and Time   + Action     - Download Documents     - View Report     - Dashboard * In case if no record found then system should display message as ‘No Record Found’. * Pagination functionality should be available and Maximum 10 records should be shown in each page. * System should also provide the number of Found records. * ‘Create Auction’ link should be available on this page and clicking upon which user should be redirected to the create Auction page. |
| ***Users/Actor*** | * Authorized user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Auction ID | Text Box | N | Only Numeric value with 15 characters allowed. | Only numeric are allowed | **-** | **-** |
| Start Date and Time | Date Picker | N | Start Date and Time must be greater than current date and time | Start Date and Time must be greater than current date and time | **-** | **-** |
| End Date andTime | Date picker | N | End date must be greater than start date | End date must be greater than start date | **-** | **-** |
| Department | Combo Box | N | **-** | **-** | **-** | **-** |
| Auction No | Text Box | N | **-** | **-** | **-** | **-** |
| Bidding Access | Combo Box | N | **-** | **-** | Values should be ;   * Limited | - |
| Auction variant | Combo Box | N | **-** | **-** | Values should be;   * All * Live * Pending * Archive * Future * Cancelled | Default should be All |
| Keyword | Text Box | N | Allows Alphanumeric and Special Characters (Space) | Allows Alphanumeric and Special Characters (Space) | - |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search the data based on the submitted searching criteria. |
| Clear Search | Button | System should clear the entered search criteria. |
| Create Auction | Link | System should redirect the user to Auction Notice creation page. (Please refer Auction creation use case) |
| View Report | Link | System should redirect user to report page. |
| Dashboard | Link | System should redirect to Auction Dashboard (Please refer Auction Dashboard use case) |
| Advanced Search | Link | System should display some provisions in advanced search to get more accurate result. |
| More Details | Link | System should present the Auction details in the Non Editable mode,  (Please refer Auction dashboard use case for further detail ) |
| Download Document | Link | System should allow officer to download document from this link. |

### High Level Use Case of Create Auction Notice

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic for preparation of auction notice. |
| ***Pre-Conditions*** | * Officer should be logged in to the system. |
| ***Post Conditions*** | * On submission of auction notice system should display message like: “Auction created successfully” and page should be redirected to document upload page. On updating Auction Notice, system should display a message as “Auction updated successfully” |
| ***Flow of Events*** | * Officer Logs in * Click on Create auction link * Submit Auction details. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * Bid Submission start date and time should be greater than current date and time. * Bid submission end date and time should be greater than Bid submission start Date and Time. * All the default selection should be according to the field level description defined in this use case. * Business logic and labels should be changed according to Auction method selection, if the Reverse auction is selected, need to consider decrement values and decrement price. * Extension of the above point, if forward auction is selected then all the business logic and labels should be according to the forward auction e.g. increment values need to be considered. * System should allow Max. 2 digits after decimal. On supersede of rule, system should display a message as “Allows Max. 2 digits after decimal”. * Start Price, Decrement /increment value should depend on Bid Submission for; If Bid Submission for selected as Grand Total then only the above mentioned fields are applicable in auction notice. * System should not accept "0" (Zero) value in increment / decrement field (Figure). System should display a message, as "Zero value is not allowed". * System should allow Officer to enter Increment / Decrement Amount in auction notice if Bid Submission for is selected as “Grand total wise”. * In case of Grand total wise and Item wise Bid Submission for, if start price is not defined then system should take first bid as start price. In case of rank auction, start price of each bidder will be zero. * With extension of above point, In case of Rank Auction, the bid submitted by bidder will be considered as their own start price. * If Bid Submission for is selected as Item Wise, Item wise start price, Decrement/increment price and Increment / Decrement during Extension needs to be entered after bidding form creation. (As per the configuration) * System should redirect officer to upload document page on submission of Notice details. * Officer should have option to use existing form using form library or to create fresh form. * If Auction is selected as Item wise, system should allow Officer to configure following fields after form creation;   + Increment / Decrement During Extension   + Increment / Decrement Values   + Start Price * Auto Extension Mode is only applicable if Allows auto extension? is selected as Yes. * Extend when bid received in X minutes (In Minutes) and Extend By is only applicable if “Allows auto extension?” is selected as “Yes”. * Extend by should be >= to Extend when bid received in X mins field. System should validate the same be “’Extend by cannot be less than ‘Extend when bid received in X mins’”. (Applicable only in case of Unlimited Extension”). * On selection of Unlimited Extension, system should not allow Officer to configure No. of Extension requires (Item wise and Grand total wise) * System should display alert message if Authorized user edits Bidding Access data or Bid submission for data as, On editing “Bidding Access” and “Bid submission for” data, system will delete all related configuration, Are you sure, you want to edit required data? With option OK & Cancel. * The following fields should be displayed in auction notice;   + Department: Department name should be auto captured of officer which is logged in.   + Officer: Officer name should be auto captured of officer which is logged in.   + Auction Reference No: Auto generated as per format provided by GAIL.   + Display officer name - Hide in Default configuration     - Show (Default)     - Hide   + Brief Scope of Work   + Auction details   + Type of Enquiry     - Please select (Default)     - FOB Sell     - DES Buy     - FOB Sell DES Buy     - DES Sell DES Buy     - Ship Chartering     - Destination Swap     - RLNG Buy     - RLNG Sell     - Time Swap     - FOB Buy     - DES Sell     - DES Sell FOB Buy     - FOB Sell FOB Buy     - Long Term Sell     - Long Term Buy     - Mid Term Buy     - Mid Term Sell     - Short Term Sell     - Short Term Buy   + Business Category     - MSPA Buy/Sell     - MSPA Buy     - MSPA Sell     - Ship Broker     - Ship Owner     - RLNG Buy     - RLNG Sell   + Bidding access - Hide in Default configuration     - Limited (Default)   + Auction currency     - INR (Default)     - USD     - EUR   + Bidding type - Hide in Default configuration     - NCB   + Auction variant     - Reverse Auction (Default)     - Forward Auction   + Auction type - Hide in Default configuration     - Rank   + Bidding price decrement / Increment in - Hide in Default configuration     - Figure   + Decrement / Increment in multiples - Hide in Default configuration     - Yes     - No (Default)   + Bid submission for     - Grand Total       * In case of Grand Total auction system should display below fields;         + Start Price         + Increment / Decrement Values         + Increment / Decrement During Extension     - Each line item (Default)   + Start date and time   + End date and time   + Display rank to bidders after (T) minutes - System should display their own rank to bidders only after the minutes entered by the officer in this field arrives in live auction. Please refer field matrix for validations.   + Allowed auto extension     - Yes (Default)       * Limited extension (Default)         + No. of extension         + Extend time when valid bid received in last(in minutes)         + Extend time by(in minutes)       * Unlimited extension         + Extend time when valid bid received in last(in minutes)         + Extend time by(in minutes)     - No   + First bid acceptance condition - Hide in Default configuration     - Accept start price - decrement value (Reverse auction) / Accept start price + Increment value (Forward auction)     - Accept start price (Default)   + Display last accepted bid to bidder - Hide in Default configuration     - Yes (Default)     - No   + Bidder wise start price require - This parameter should not be applicable if “Grand Total” is selected in “Bid submission for” field.     - Yes (Default)     - No   + Display IP address during Live auction - Hide in Default configuration     - Yes (Default)     - No   + Display price bid break up link - Hide in Default configuration     - Yes (Default)     - No   + Hide live bidding to department user - Hide in Default configuration     - Yes (Default)     - No   + Rank Logic - Hide in Default configuration     - Accept same amount (Default)     - Don’t accept same amount * Auction variant is selected as “forward”. If officer alters the auction variant from forward to reverse then system should hide relevant fields and configurations associated with forward auction variant.   View notice   * In case of grand total, if Increment/Decrement during extension amount is configured while creating auction notice then system should display Increment/Decrement during extension amount in View auction notice. * System should provide Print and convert to PDF facility on view notice page. |
| ***Users/Actor*** | * Authorized user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department | Label | M | - | - | GAIL | Department name should be auto captured of officer which is logged in. |
| Officer | Label | M | - | - | Mayank Soni | Officer name should be auto captured of officer which is logged in. |
| Auction Reference No. | Text field | M | - | - | Auction 01-02-03 | Auto generated as per format provided by GAIL.  Non-Editable |
| Brief Scope Of Work | Text Area | M | The length should be 10000 alphabets, numbers, special characters | Please enter Brief Scope of Work  Allows Max. 10000 alphabets, numbers, special characters |  | Continuous -- is not allowed |
| Auction Details | Rich Text area | M | The length should be 20000 characters | Please enter Auction Details.  Allows Max. 20000 characters, numbers, special characters |  | - |
| Type Of Enquiry | Combo Box | M | - | Please select Type of Enquiry | Values should be ;   * Please select (Default) * FOB Sell * DES Buy * FOB Sell DES Buy * DES Sell DES Buy * Ship Chartering * Destination Swap * RLNG Buy * RLNG Sell * Time Swap * FOB Buy * DES Sell * DES Sell FOB Buy * FOB Sell FOB Buy * Long Term Sell * Long Term Buy * Mid Term Buy * Mid Term Sell * Short Term Sell * Short Term Buy | - |
| Business Category | Checkbox | M | - | Please select Business Category | Values should be ;   * MSPA Buy/Sell * MSPA Buy * MSPA Sell * Ship Broker * Ship Owner * RLNG Buy * RLNG Sell | Default no value should be selected |
| Bidding access | Radio button | - | - | - | Limited | Default selection “Limited” and hidden in auction notice. |
| Auction currency | Combo Box | - | - | - | As per currency master. | Default selection should be as per create client selection (Localization section). |
| Bidding Type | Radio Button | - | - | - | Values should be ;   * National competitive bidding (NCB) | Default selection should be ” National competitive bidding” and hidden in auction notice. |
| Auction Variant | Dropdown list | - | - | - | Values should be ;   * Forward Auction. * Reverse Auction. | Default selection should be ” Reverse Auction”. |
| Auction Type | Radio Button | - | - | - | Value should be ;   * Rank | Default selection should be ”Rank” and hidden in auction notice. |
| Bidding price decrement / Increment in | Radio button | - | - | - | Value should be ;   * Figure | Default selection should be ”Figure” and hidden in auction notice. |
| Decrement / Increment in multiples | Radio button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”No” and hidden in auction notice. |
| Bid Submission for | Radio Button | - | - | - | Values should be ;   * Grand Total * Each line item | Default selection should be “Each line item”. |
| Start Price | Text field | N | The length should be 15 characters (excluding decimal places)  Decimals upto 2 digits allowed  Only numerics are allowed | Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point |  | It should come only when Submission for Bid is selected as grand total wise. |
| Increment / Decrement | Text field | M | Increment / Decrement in should be greater than 0  The length should be 15 characters (excluding decimal values)  Decimals upto 2 digits allowed  Only numerics are allowed  Zero value is not allowed | Please enter Increment / Decrement  Allows max. 15 numbers  Allows max. 2 digits after decimal  Only numerics are allowed  Zero value is not allowed |  | It should come only when Submission for Bid is selected as grand total wise.  If Bid Submission for is selected as Item wise, Start price, Decrement price & Reserve price needs to be entered after bidding form creation/selection  System should not accept "0" (Zero) value in increment / decrement field.  If Auction variant is Selected as “Forward Auction” then Increment field is Displayed  If Auction variant is Selected as “Reverse Auction” then Decrement field is Displayed |
| Auction Start Date and Time | Date picker | M | Should be greater than current date | Please enter Auction Start Date and Time  Auction Start date cannot be a past date | - | - |
| Auction End Date and Time | Date picker | M | Auction End date and time should be greater than Auction Start Date and time | Please enter Auction End Date and Time  Auction End Date and Time cannot be less than Auction Start Date and Time | - | - |
| Display rank to bidders after (T) minutes | Text field | M | Minutes entered should be in between 1 to 60.  Only numerics are allowed | Please enter minutes value for displaying rank to bidders  Please enter the value between numbers 1 to 60 | - | System should display their own rank to bidders only after the minutes entered by the officer in this field arrives in live auction.  System should validate that the minutes entered should not be greater than total auction time. In this case, system should provide validation message for this field as “The minutes entered should be lesser than Total time of auction”. |
| Allows auto extension? | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be “No”. |
| Auto Extension Mode | Radio Button | - | - | - | Values should be ;   * Limited extensions * Unlimited extensions | Default selection should be “Limited extensions”.  Auto Extension Mode is only applicable if Allows auto extension? is selected as Yes |
| No. Of Extension | Text field | M | The Length of No. Of Extension should be 5 characters. | Allows Max. 5 numbers  Please Enter No. Of Extension  Zero value is not allowed | - | This should come in case of “Allows auto extension?” is selected as “Yes” and “Auto Extension Mode” is selected as “Limited extensions ”  On selection of Unlimited Extension, system should not allow Authorized user to configure No. of Extension requires (Item wise and Grand total wise) |
| Extend Time When Valid Bid Received in Last(In Minutes) | Text field | M | The Length should be 5 characters. | Allows Max. 5 numbers  “Please enter extend time when valid bid received in last(in minutes)”  Zero value is not allowed | - | This should come in case of “Allows auto extension?” is selected as “Yes” |
| Extend Time By (In Minutes) | Text field | M | The Length should be 5 characters. | Allows Max. 5 numbers  “Please enter extend time by(in minutes)"  Extend time by cannot be less than extend time when valid bid received in last(in minutes)  Zero value is not allowed | - | This should come in case of “Allows auto extension?” is selected as “Yes”  Extend By should be >= to Extend when bid received in X mins |
| First bid acceptance condition | Radio Button | - | - | - | Values should be ;   * Accept start price - decrement value (Reverse auction) / Accept start price + Increment value (Forward auction) * Accept start price (Default) | Default should be Accept start price  If Auction variant is Selected as “Forward Auction” then Accept start price + Increment field is Displayed |
| Accept decimal value upto | Dropdown list | - | - | - | Values should be ;   * 1 * 2 * 3 * 4 * 5 | Default selection should be ”2” and hidden in auction notice. |
| Display last accepted bid to bidder | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”Yes” and hidden in auction notice. |
| Bidder wise start price require | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”Yes”.  This parameter should not be applicable in case if Bid submission for is selected as “Grand Total” |
| Display IP address during Live auction | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”Yes” and hidden in auction notice. |
| Display price bid break up link | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”Yes” and hidden in auction notice. |
| Hide live bidding to department user? | Radio Button | - | - | - | Values should be ;   * Yes * No | Default selection should be ”Yes” and hidden in auction notice. |
| Rank Logic | Dropdown list | - | - | - | Values should be ;   * Accept same amount * Don’t accept same amount | Default selection should be ”Accept same amount” and hidden in auction notice. |

***Controls:***

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| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit the data. |

### High Level Use Case of Edit / View Auction

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| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that what fields can be updated by Officer before/after approving auction. |
| ***Pre-Conditions*** | * Auction is created by officer * Auction is approved by officer |
| ***Post Conditions*** | * On updating auction notice fields, system should display a message as “Auction notice updated successfully” and redirect officer to dashboard * On updating form formula, system should display a message as “Formula updated successfully” and redirect user to dashboard * On mapping bidder, system should display a message as “Bidder mapped successfully” * On removing bidder, system should display a message as “Selected Bidder removed successfully” |
| ***Flow of Events*** | * Officer logs in * Search and selects auction in which he needs to update information * Clicks on dashboard link * Selects tab in which he needs to update information * Clicks in edit link * Update require data * Clicks on Update button |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Auction Notice & Document:**   * System should allow officer to edit all fields and configurations till the time auction is not approved. * On approving auction, system should not allow officer to edit auction notice once it is live. * System should allow officer to view notice at any point of time once it is created.   **Bidding Forms:**   * System should allow officer to edit all fields and configurations till the time auction is not approved. * On approving auction, system should not allow officer to edit form details, formula, show/hide of columns and form matrix details. * System should allow officer to View | Test the bidding form once the auction is created.   **Configure Parameters:**   * System should allow officer to edit all fields and configurations till the time auction is not approved. * On approving auction, system should not allow officer to edit configured parameters. * System should allow officer to view configured parameters at any point of time once it is created.   **Map Bidders:**   * System should System should allow officer to edit all fields and configurations till the time auction is not approved. * System should allow officer to map bidders after auction approval only in case if bidder wise start price is not applicable or proxy bid column is not available as filled by in bidding form.   + If bidder wise start price or Proxy bid column is applicable, system should not display map bidders link in auction after auction approval. * System should allow officer to remove particular bidder if bidder has not completed declaration step. System should display a message as <Company / Individual name> has completed Declaration step.   + In this case, system should check that none of the users from the organization/company has accepted the T&C. If any user has accepted T&C, system should display message as “<Company name> has completed Declaration step. |
| ***Users/Actor*** | * Authorized user |

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| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Edit | Link | System should allow user to edit data |
| Map Bidder | Link | System should allow user to map bidder |
| Remove | Link | System should allow user to remove selected bidder |
| Submit / Update | Button | System should update information |

***Controls:***

### High Level Use Case of Upload Document

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Objective*** | | | * System allows Officer to upload Reference Document in Auction Notice. | | | |
| ***Pre-Conditions*** | | | * Auction Notice is prepared. | | | |
| ***Post Conditions*** | | | * After uploading document, system should display a message as “File uploaded successfully” and page should be redirected to the auction dashboard. | | | |
| ***Flow of Events*** | | | * Officer Logs in * Selects the Auction for which he needs to Upload Auction Document * System should display “Upload Document” link under Auction Summary page * Officer browses the Document. * User needs to enter the File Description of each Document * To download the documents, clicks on ‘Download’ link. | | | |
| ***Alternate Flow/Exceptional Flow*** | | | * NA | | | |
| ***Business Rule / Requirements*** | | | * Officer should be allowed to upload following documents format (\*.zip,\*.pdf,\*.txt,\*.xls,\*.xlsx,\*.jpeg,\*.png,\*.doc,\*.docx,\*.jpg,\*.gif,\*.rar) - configurable from property file. * Files types should be validated at the server side. * If selected file is not supported by application, system should display a message as “File Format is not supported” * System should display label below Browse text box in red font as “Acceptable File Types (\*.zip,\*.pdf,\*.txt,\*.xls,\*.xlsx,\*.jpeg,\*.png,\*.doc,\*.docx,\*.jpg,\*.gif,\*.rar. As configured in the property file. * System should allow multiple documents to be uploaded. * At the time of uploading document, in action column, system should display 'Delete' and 'Download' link. * When description is added without uploading the document, system should fire validation message when clicked on Upload button: **"Please select file to upload".** * File size cannot exceed 10MB (per file) – size of the documents as configured in the property file. On exceeding file size, system should display a message as “File size<configured file size> exceeded”. * If file is uploaded and brief is not entered then, system should display message as “Please enter brief” * On Uploading Document, system should display a message as “File Uploaded successfully” * Once file is uploaded, system should not allow to upload same file again, system should display a message as “File already exists”. * On uploading empty file, system should display a message as “File with 0 KB size is not allowed” * System should auto approve the document when the auction is approved. * Approved document should not be allowed to be removed, it can be cancelled only. * On cancelling document, system should display the document to bidder with status ‘Cancelled’, else “Approved”. * System should display all documents (Approved, Cancelled, Pending) to Officer. * Pending document should not be displayed to bidder. * Cancelled document should not be displayed to bidder. * Approved document should be displayed to bidder. * On cancelling document, system should display a message as “Do you really want to cancel document” with option “Ok” and “Cancel” * On deleting document, system should display a message as “Do you really want to delete document” with option “Ok” and “Cancel” * The following document details should come in a grid format;   + Sr. No.   + Document Name   + Document Brief   + Size   + Date and time   + Status     - Pending     - Cancelled     - Approved   + Action: Cancel and Download * Only Pending status document can be deleted. * System should not allow officer to upload any new document once the auction is approved. | | | |
| ***Users/Actor*** | | | * Authorized User | | | |
| ***Field Name*** | ***Field Type*** | ***Mandatory / Non Mandatory*** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Select a File to Upload | Text Box + Browse button | M | File selection is mandatory | Please select a File to Upload |  |  |
| Document Brief | Text Box | M | It is mandatory to enter File description  Length should be min 1 to max 1000 characters.  Alphanumeric characters allowed special characters (/ , - , ., , Space) | Please enter Document Brief  Allows Max. 1000 characters, numbers, special characters (/ , - , ., , Space) |  | System should enter file description while uploading any document  Both “File” and ”File Description” fields are mandatory, if either one is missed, system should fire a validation message  Continuous -- is not allowed |

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| **Control** | **Control Type** | **Behavior** |
| Upload | Button | System should allow to Upload Document |
| Next Step | Button | Clicking upon this button, system should fire fields’ validations and should redirect to the select form from form library page |

### High Level Use Case of Approve Event

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| --- | --- |
| ***Objective*** | * To understand the business logic for Approve. |
| ***Pre-Conditions*** | * Officer should be logged in to the system. * Auction notice should be created. * Bidding form should be created. * Officer should have rights of “Approve” auction. |
| ***Post Conditions*** | * By approving any of the event, system should display message like “Auction Approved Successfully” and page should be redirected to auction dashboard. |
| ***Flow of Events*** | * Officer Logs in. * Create Auction notice. * Create bidding form. * Create formula. * Configure Parameters (if applicable). * Approve auction. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * If create auction rights has been given to officer, system should allow officer to modify following things before auction approval;   + Notice   + Bidding Form   + Configure Parameter   + Bidder Mapping * If create auction rights has not been given to officer, system should allow officer to do following activities;( before and after auction approval)   + View notice   + Test form * Approver needs to sign with his Digital Certificate and approve. * System should display following links on Approve Page (Notice and Document page); * System should provide “Sign” and “Approve” button on Approve page. * System should allow user to click on Approve button once user sign is generated. * View Form – System should display created form in other window * View Auction Parameter – System should display all configured parameter in other window * View Mapped Bidder – System should display Mapped Bidder in other window * If officer cancels or upload document after Notice approval, system should display approve link against that document and approves that document only. * System should generate sign in facility at the time of approve event. * System should * At the time of approval of Auction, system should display following messages if below mentioned events are not configured;   + If Auction End Date is lapsed and Authorized user clicks on Approve link, system should display a message as “Auction End Date and Time cannot be less than the current Date and Time”   + Form not created: Form creation is pending.   + Formula not created: Formula creation is pending.   + Governing Column not defined: Please define Governing Column.   + Configure parameter: Please configure auction parameters. (Applicable in case where Bid submission for is selected as “Item wise”.   + Create formula for grand total: Grand Total formula creation is pending. (Applicable if bid submission is selected as “Grand Total”. * System should provide with a provision to approve auction without mapping bidder.   + Once auction is approved, system should allow bidder mapping in case if bidder wise start price or proxy bid column is not applicable.   + If bidder wise start price is applicable, system should display message as “Please map at least 1 bidder” if bidder is not mapped and “Bidder wise start price is pending” if bidder wise start price is not configured.   + If Proxy Bid column is applicable, system should display message as “Proxy bid column configuration is pending”. * On Approving Auction, system should not display below mentioned link under following tabs;   + Notice & documents Tab     - Links should be disabled for events mentioned below :-       * Edit Auction       * Proxy bid column   + Bidding Form Tab     - Links should be disabled for events mentioned below :-       * Formula & Governing Column       * Show/Hide       * Edit Form       * Edit Formula   + Configure Price Tab     - Links should be disabled for events mentioned below :-       * Edit Price   + Map Bidders Tab     - Links should be enabled for events mentioned below :-       * Map Bidders (if bidder wise start price / proxy bid column is not applicable)     - If bidder wise start price / proxy bid column is applicable, system should disable Map bidder link. * System should trigger system-generated email to all users, which are mapped in that particular auction on auction approval. * System should trigger email to all users under single company/organization for approved auction;   + Main user   + Sub user |
| ***Users/Actor*** | * Authorized user |

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| **Control** | **Control Type** | **Behavior** |
| Approve | Link | System should approve the event. |
| Sign | Button | System should sign the data with Officer’s Signing Certificate (Private Key) |

### High Level Use Case of Publish Marquee and Edit Marquee

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| ***Objective*** | | | | * To understand the business logic for floating marquee. | | | |
| ***Pre-Conditions*** | | | | * Officer should be logged in the system. * Auction should be in the live status. | | | |
| ***Post Conditions*** | | | | * On submission of marquee system should prompt a message like: “Marquee updated successfully” and page should be redirect to auction dashboard. * Marquee should be floated at the provided place. | | | |
| ***Flow of Events*** | | | | * Officer logs in the system. * Search the Auction for which Officer needs to float marquee. * Click on publish marquee link * Submit Start Date and Time. * Submit End Date and Time. * Submit Marquee Text. * Clicks on Publish button. | | | |
| ***Alternate Flow/Exceptional Flow*** | | | | * NA | | | |
| ***Business Rule / Requirements*** | | | | * Marquee Start Date should be greater than the Current Date and Time, this should be validate by a proper validation message; “**Marquee Start Date and Time should be greater than Current Date and Time**” * Marquee End Date and Time should be greater than the Marquee Start Date and Time. Message; “**Marquee End Date and Time should be greater than Marquee Start Date and Time**” * In View Marquee, system should display following details; * Sr. No. * Marquee Text * Marquee Created Date * Marquee Start Date and Time * Marquee End Date and Time * System should display all the fields in Auction Summary (as per Show / hide configuration) in Create and Edit Marquee page. * Authorized user needs to submit Marquee Start Date and Time , Marquee End Date and Time and Marquee Text. * Once the Officer published marquee then there should be link to edit marquee. System should allow officer to select Start Date and Time less than current date during edit marquee. * System should allow officer to edit marquee till event is not closed. * Once event is closed / cancelled, system should display ‘View’ link | | | |
| ***Users/Actor*** | | | | * Authorized user | | | |
| ***Field Name*** | ***Field Type*** | ***Mandatory / Non Mandatory*** | ***Validation*** | | **Validation Message** | **Test Data** | **Remarks** |
| *Start Date and Time* | *Date Picker* | *M* | *Start Date and Time should be greater than current date and time.* | | Please Enter Start Date and Time  Marquee Start Date and Time must be greater than Current Date and Time |  | System should allow officer to select Start Date and Time less than current date during edit marquee |
| *End Date and Time* | *Date Picker* | *M* | *Marquee end Date and time must be greater than start date and time* | | Please Enter End Date and Time  Marquee End Date and Time must be greater than Marquee Start Date and Time  “Marquee Start Date and Time should be greater than Current Date and Time” | **-** | - |
| *Marquee Text* | *Text Area* | *M* | *Allows Max 5000 characters, Special Characters , and / or numbers* | | Please Enter Marquee Text  Allows Max. 5000 characters, number and special characters (\*,+,-,/,@,Space, dot) |  | Continuous -- is not allowed |

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| **Control** | **Control Type** | **Behavior** |
| Publish marquee | Link | System should publish marquee as per configuration and page should be redirected to auction dashboard. |
| Go Back to auction dashboard | Link | System should redirect page to auction dashboard. |
| Edit Marquee | Link | System should redirect page to marquee page and user should be able to edit marquee details. |
| Update | Link | System should update the details and page should be redirect to auction dashboard. |
| View | Link | System should display marquee details in read-only mode |

### High Level Use Case of Cancel Auction

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| --- | --- |
| ***Objective*** | * To understand the Business logic to cancel an auction. |
| ***Pre-Conditions*** | * Officer should be logged in * Auction is not in cancelled state. * Auction should be Approved |
| ***Post Conditions*** | * Auction should be in the Cancelled state and cannot be resumed now. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction, which he/she needs to cancel. * Need to click on View result link. * Click on Cancel link. * Enter the remarks. * Click on Submit button. |
| ***Alternate Flow/Exceptional Flow*** | * Officer logs in. * Search for the auction, which he/she needs to cancel. * Click on Dashboard. * Click on Cancel link. * Enter the remarks. * Click on Submit button. |
| ***Business Rule / Requirements*** | * On clicking ‘Cancel’ link, system should redirect officer to cancel auction page. * System should display event notice conf. details on this page in read only mode. * System should provide ‘Remarks for Cancel’ text area under this page. * System should provide ‘Submit’ button to cancel the auction. * On clicking ‘Submit’ button, system should display message as “Auction cancelled successfully” and redirect officer on Notice and Document tab. * The auction once cancelled cannot be resumed. * If a user has submitted a Bid, it will be kept as it is. No new bids should be accepted in case of a cancelled auction. * Cancelled Auction should be displayed under Cancelled Tab. * If Auction is cancelled, system should automatically float a marquee with a text as “Auction has been cancelled because of <Display Reason> to both bidder and officer in bidding hall. * On cancelling Auction, system should not display below mentioned links under following Tabs;   + **Notice & documents Tab**     - *Links should be disabled for events mentioned below :-*       * *Edit Auction.*       * *Upload & Approve document.*       * *Publish/ Edit marquee.*     - *Links shouldn’t be visible for events mentioned below:-*       * *Approve Auction.*   + **Bidding Form Tab**     - *Links should be disabled for events mentioned below :-*       * *Formula & Governing Column*       * *Edit Form*   + **Configure Price Tab**     - *Links should be Not displayed for events mentioned below:-*       * *Edit Price*       * *Add Price*   + **Map Bidders Tab**     - *Links should be disabled for events mentioned below :-*       * *Map Bidders* |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remark for Cancel | Text Area | M | Remark for Cancel should be of 2000 or less characters. | Please Enter Remarks for Cancellation of an Auction  Allows Max. 2000 characters | - | Continuous -- is not allowed |

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| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Cancel | Link | System should redirect officer on Cancel auction page. |
| Submit | Button | System should cancel the auction. |

### High Level Use Case of Proxy Bid Column

|  |  |
| --- | --- |
| ***Objective*** | * To objective of this use case is to understand that how proxy bid column configuration will be done in auction. |
| ***Pre-Conditions*** | * Officer should be logged in. * Auction notice should be created. * Auction bidding form should be created with configuration in Filled by as “Proxy Bid column”. * Bidders should be mapped. * Auction should be in “Pending” tab. |
| ***Post Conditions*** | * On configuration of proxy bid column, system should display message as “Proxy bid column configured successfully”. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which he/she needs to configure proxy bid column. * Clicks on Proxy bid column link. * Clicks on Enter bid.   + Configure values for all bidders. * Clicks on Submit button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Proxy bid column” link in Notice and Document tab under auction dashboard. * On clicking this link, system should redirect officer to Proxy bid column page. * On clicking this link, if no bidders are mapped in auction, system should display message as “No record Found”. * System should display all mapped bidders row wise in this page with below columns;   + Sr. No.   + Company name     - Bidder company should be available over here   + Proxy Bid     - System should provide “Enter bid” link in this column.     - On clicking this link, system should redirect officer to bidder form for proxy page.     - System should display below details and columns in this page;       * Company / Organization name (Table header)       * <Item name column header>         + System should display the line Item names of bidding form available in all cells of this column.       * <Proxy bid column name header>         + System should display multiple columns as per “Filled by proxy bid column” selection in bidding forms.         + System should provide text field to enter the values in all rows for respective line items.     - System should provide “Submit” button to submit the page, on clicking this button, system should display message as “Proxy bid column configured successfully” and redirect officer on Proxy bid column page.     - System should provide “Edit bid” link against that bidder whose configuration of proxy bid is completed. * Once the auction is approved, system should display “View bid” link for all mapped bidders. On clicking this link, system should redirect officer to view bidder proxy page. * System should not allow officer to approve auction, until the configuration of proxy bid value is completed for all mapped bidders. System should display message as “Proxy bid column configuration is pending” when officer clicks on “Approve” link in Notice and document tab. * On un-mapping of bidder from the auction, system should delete all configurations of proxy bid column with respect to that bidder from the system. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Proxy bid | Text field | M | The length should be 15 characters (excluding decimal places)  Decimals upto 2 digits allowed  Only numerics are allowed | Please enter value  Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point | - | - |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Proxy bid column | Link | System should redirect officer to proxy bid column page. |
| Enter bid | Link | System should redirect officer to bidder form for proxy page. |
| Edit bid | Link | System should redirect officer to bidder form for proxy page. |
| View bid | Link | System should redirect officer to view bidder proxy page. |

### High Level Use Case of Configure Tender Bid

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| --- | --- |
| ***Objective*** | * To objective of this use case is to understand that how proxy bid configuration will be done in auction by officer for the 1st bid of bidder. |
| ***Pre-Conditions*** | * Officer should be logged in. * Auction notice should be created. * Auction bidding form should be created. * Bidders should be mapped. * Auction should be in “Future” tab only. |
| ***Post Conditions*** | * System should allow officer configure the tender bid or 1st bid of bidders for the auction. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which he/she needs to configure tender/1st bid. * Clicks on Configure Tender Bid link. * Clicks on I agree link. * Submit the bid. * Delete the confirmation. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Configure Tender Bid” link in Notice and Document tab under auction dashboard. * If the auction is not approved and officer clicks on “Configure Tender Bid” link, system should display message as “Tender bid can be entered in future auction only”. * System should disable “Configure Tender Bid” link once the auction moves to “Live” tab. * If officer is configuring the tender/1st bid for bidders and simultaneously auction live time arrives, system should display message as “Auction is Live now, you cannot configure the Tender bid in Live auction”, system should display this message on performing any activity or on clicking any link under Configure Tender bid process. * On clicking “Configure Tender Bid” link, system should redirect officer to Mapped bidders for tender bid page. * System should display all mapped bidders row wise in this page with below columns;   + Sr. No.   + Company name     - Bidder company name should be available over here   + Tender Bid     - System should provide “I agree” link in this column.     - On clicking this link, system should redirect officer to agree T&C page.     - System should allow officer to agree the T&C on behalf of that particular bidder. * On agreeing T&C, system should redirect officer to bid submission page. * System should allow officer to enter and submit the bid in all line items for that particular bidder. * Clicking on “Bid” button, system should ask for bid confirmation message twice. * All validations should be displayed on clicking Bid button as per the auction configuration if the bidding criteria is not fulfilled. * System should provide “Remarks” field on this page. System should default display the message in Remarks field as “Tender Bid of Bidder” in editable mode. * System should provide “Go back” button on this page. * Once the tender/1st bid is configured for any bidder, system should display “Tender bid” link under Tender bid column. * System should provide “Delete all confirmation” link for deleting the agreement step on behalf of bidders. On clicking this link, system should display message as “Do you want to delete all confirmation(s) of auction ID (auction id system generated number)?” with options “Yes and No”.   + On clicking “Yes”, system should delete agreement step and remove bid record from view auction result page, and display message as “All confirmation(s) deleted successfully”.   + On clicking “No”, system should redirect officer on same page. * Once the confirmations are deleted, system should display “I agree” link in Tender bid column for all bidders again to officer. * If Delete all confirmation is not done, system should not display T&C page to bidder and should directly redirect to bidding hall and also system should display “Manual Bid” link in auction listing to bidder instead of “Click here to bid” link. * System should provide PDF download provision under bidding hall submission page. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remarks | Text Area | M | It is mandatory to enter the Remarks.  Allows Max 1000 characters, Special Characters , and / or numbers | Please enter Remarks  Allows Max 1000 characters, Special Characters , and / or numbers | Tender Bid of Bidder | Default message: Tender Bid of Bidder. |

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| **Control** | **Control Type** | **Behavior** |
| Configure Tender Bid (Notice and Document) | Link | System should redirect officer to mapped bidder for tender bid page. |
| I agree | Link | System should allow officer to accept T&C on behalf of bidder. |
| Tender bid | Link | System should redirect officer to bidding submission hall and allow configuration of Tender/1st bid of bidders. |
| Delete all confirmation | Link | System should delete the agreement step by officer on behalf of bidders and remove the bid record from view auction result. |
| PDF | Hyperlink | System should download the PDF format of bidding hall submission page. |

### High Level Use Case of Revive Auction

|  |  |
| --- | --- |
| ***Objective*** | * To objective of this use case to understand the functionality of Revive/Copy auction. |
| ***Pre-Conditions*** | * Event notice is created * Revive right should be assigned. |
| ***Post Conditions*** | * Auction created with same configuration |
| ***Flow of Events*** | * Click on Revive link and confirm. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Revive” link under Auction Notice and Document tab. * On clicking this link, system should seek confirmation message as “Are you sure you want to revive auction?” with options Yes \ No. * On clicking “Yes”, system should create a new auction with new event Id with the same configuration of current auction. * On clicking “No”, system should close confirmation message. * System should provide “Revive” link in all state of auction.   + Pending   + Live   + Future   + Cancelled   + Archive |
| ***Users/Actor*** | * Authorized user |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Revive | Link | System should create a new auction with new auction Id with the same conf. of current auction. |

## Bidding Form

### High Level Use Case of New Bidding Form creation, Edit and View

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Objective*** | | | | * The objective of this use case is to understand that how bidding form for auction will get created. | | | | | |
| ***Pre-Conditions*** | | | | * Office should be logged in. * Auction notice should be created. | | | | | |
| ***Post Conditions*** | | | | * On submission of form, System should display message “Form created successfully “and Page should be redirected to formula creation page. * On creation of Form, system should display form in read-only mode. * If Auction is selected as Item wise, system should allow Officer to enter Item wise start price, Increment/ Decrement during extension, decrement / increment value. (As per the configuration done in Notice) | | | | | |
| ***Flow of Events*** | | | | **Preparation of New Form:**  **STEP-1**   * Officer logs in * Search the Auction for which he needs to prepare Bidding Form(s) * Goes to the Auction dashboard * Clicks on Bidding Form Tab * Clicks on a ‘Create Form’ link * Enters data for following fields; * Form Name * Form Header * Form Footer * Enters No. of Rows and Columns * Clicks on ‘Submit’ button   **STEP-2**   * Enters data for following fields; * Officer enters Column header * Selects ‘Filled by’ option for each column * Selects ‘Data Type’ option for each column * Selects ‘Column Type’ for each column * Select ‘Show/hide’ option for each column * Clicks on ‘Submit’ button | | | | | |
| ***Alternate Flow/Exceptional Flow*** | | | | * NA | | | | | |
| ***Business Rule / Requirements*** | | | | **Create Bidding Form**   * System should allow only 1 form to be created for 1 auction. * System should not display “Create form | Form library” once the form record is rendered in Bidding form tab. * Once the form record is created system should display below links for that form;   + View   + Edit   + Delete   + Formula and Governing column   + Preview   + Show/Hide Column(s)   **STEP-1**   * Officer should be allowed to create Bidding forms. * Facility of Text Area should be given for Form Name, Form Header and Form Footer. Once mandatory details entered by user after that system should display message like “Form name, Form header and form footer added successfully” and page should be redirected to form creation page. * Form creation module should be dynamic, where officer can add ‘n’ no. of Rows and Columns as per the requirement.   **STEP-2**  **Filled by**   * “Filled by” column should have below mentioned options:   + ***Officer:*** This option should be selected if Officer wants to specify their details over here.   + ***Auto:*** This option should be selected for the column in which the value would come through formula.   + ***Bidder:*** if this option is selected then bidders need to fill out this column.   + ***Proxy Bid Column:*** If this column type has been selected, officer need to fill this to differentiate values for the given column type (For Example Service Tax, can be different Bidder Wise. To configure the Loading factor columns, Fill by should be selected as Proxy bid.     - If any column Filled By is selected as Proxy Bid Column, it is mandatory for Officer to fill the data. * On changing Filled by as Officer from Auto or bidder, system should delete particular column data.   **Data type**   * “Data type” column should have below mentioned options:   + Small Text (Max. 300 characters)   + Long Text   + +No. with (.)   + +No. without (.)   + All Numbers * On changing Data Type, system should delete column data.   **Column type**   * System should display following options under Column type;   + Sr. No.   + Item name   + Item Description   + Quantity   + Entered by Bidder   + Total   + Loading Factor   + Unit of measurement   + Others * It should be mandatory to select mandatory column type configured while creating domain. If configured mandatory column type has not been selected while creating bidding form, then system should validate with a message as “It is mandatory to select <Configured mandatory column type> in any 1 column”. * It should be mandatory to select Column Type as Item Name, Entered by Bidder in any of the column. System should display a message as “It is mandatory to select Column Type as Item Name in any 1 column”, “It is mandatory to select Column Type as Entered by Bidder in any 1 column”, if none of the column Type is selected as Item Name, Entered by Bidder. * If column type has not been configured or the user try to map multiple columns of Entered by Bidder, Total, Quantity, Item Name, then system should validate with a message as “Column type < column type> should be at least and only one” on submitting the form matrix. * For column types which should be only one system should validate user with a message as **“Column type <column name> should be at most one”.** * Following Column Type should be mandatory:   + Item Name   + Entered by bidder   **Show/Hide**   * System should provide Show / hide column(s) functionality at the time of form creation, on selection of Hide, system should not display selected column to user at the time of Bidding. By default, system should display selected value as “Show”. * System should also provide Show / Hide link after form creation.   **Sort Order**   * By default, sort order should be given to columns. * System should allow User to manage the sort order of the column. * If user change the sort order and keep same sort order of two different columns, then system should validate the same on submitting the data with message: “Column Sort Order not in proper sequence”. * By default, sort order should be given to rows. * System should allow User to manage the sort order of the row. * If user change the sort order and keep same sort order of two different rows, then system should validate the same on submitting the data with message: “Row Sort Order not in proper sequence”. * On submitting above details, system should save data with Success message: ‘Form created successfully’. * On submitting system should create form and redirect user to the ’Create Formula’ page.   **Edit Bidding Form**   * System should allow user to edit form with following options; * Update with none of the below given operations * Update column/row description * Update data type, filled by option * Update form with add column operation * Update form with delete column operation * Update form with add row/delete row operation * Edit Form Format functionality needs to be provided. * Formulas can be managed through ‘Formula and governing column’ link. Formulas created can be deleted and new can be created. * System should allow Officer to edit form and formula till auction is not approved. * System should prompt a confirmation message as “On editing form format, formula will be deleted”. Do you want to proceed? Ok | Cancel the user when user tries to edit the form and if user gives confirmation then only system should delete the formula. * System should prompt with confirmation message as “On editing form format, formula needs to be tested or re-create if not working properly. Do you want to proceed? With OK | Cancel options if user tries to edit form with add row/delete row operation if user clicks on Cancel redirect to the same page if clicks on Ok redirect to form matrix page * System should delete the formula if Officer edit the form with following option;   + Update column/row description   + Update data type, filled by option(Only if data type changed from number to text of field which is used in formula)   + Update form with add column operation(Only if Bid Submission For is Grand Total)   + Update form with delete column operation * If Auction is selected as “Grand Total” and Officer “Add / Delete Row Operation” after formula and selection of governing cell, System should recalculate Governing cell value (Refer: Use case for Governing Cell). * Using the edit column header link, user should be able to edit the header of columns. * System should allow Officer to Add / delete Rows / columns as per the requirement. * Once the auction is approved, system should not “Edit” link in bidding form.   **View Bidding form**   * Once bidding form has been created, system should allow officer to view all the configuration details of bidding form * System on view form should list the following:   + Form name   + Bidding form – System should display entire bidding form matrix and its configuration   + Created formulas – System should display formulas created for the bidding form listing the following fields     - Sr. No.     - Formula for – System should display name of the column for which formula has been created     - Formula – System should display formula created   + Governing column – System should display name of the governing column being configured   + Data type example – System should display data type with their examples listing the following fields     - Data type – System should display name of the data type * Example – System should display examples * System should allow officer to view form at any point of time. | | | | | |
| ***Users/Actor*** | | | | * Authorized user | | | | | |
| Field Name | Field Type | | Mandatory / Non Mandatory | | **Validation** | | **Validation Message** | **Test Data** | **Remarks** |
| Form Name | Text Box | | M | | It is mandatory to enter Form Name  Max. 1000 characters are allowed  System should accept Alphanumeric and Special characters ((,),\_,:,&,+, /, -, ., Comma, Space) | | Please enter Form Name  Allows 1000 characters, numbers and special characters ((,),\_,:,&,+, /, -, ., Comma, Space) |  | - |
| Form Header | Rich Text Area | | N | | Max. 10000 characters are allowed  System should accept Alphanumeric and Special characters (/, - , .) | | Allows 10000 characters, numbers and special characters |  | Continuous -- is not allowed |
| Form Footer | Rich Text Area | | N | | Max. 10000 characters are allowed  System should accept Alphanumeric and Special characters | | Allows Max.10000 characters numbers and special characters |  | Continuous -- is not allowed |
| Columns | Text Box | | M | | It is mandatory to specify No. of Columns  Only Numeric values are allowed  Max. 2 digits are allowed  System should accept only positive whole numbers | | Please enter No. of Columns  Allows Max. 2 positive whole numbers |  | - |
| Rows | Text Box | | M | | It is mandatory to specify No. of Rows  Only Numeric values are allowed  Max. 4 digits are allowed  System should accept only positive whole numbers | | Please Enter No. of Rows  Allows Max. 4 positive whole numbers |  | - |
| Column Header | Text Box | | M | | It is mandatory to enter Column Header  Max. 300 characters are allowed  System should accept Alphanumeric and Special characters | | Please Enter Column Header  Allows max. 300 characters |  | Continuous -- is not allowed |
| Filled By | Combo Box and Drop down list | | M | | It is mandatory to select Filled By field | | Please select Filled By |  | By default system should display “Please Select”  System should display following option in Combo box;   * Officer * Bidder * Auto |
| Data Type | Combo Box and Drop down list | | M | | It is mandatory to select Data Type  For Small Text:  Allows Max. 300 characters  For Long Text:  Allows Max. 10000 characters | | Please select Data Type  For Small Text and Long Text:  Allows Max. 300 characters (for small text)  Allows Max. 10000 characters (for long text) |  | By default system should display “Please Select”  System should display following option in Combo box;   * Small Text * Long Text * +No. without (.) * +No. with (.) * All numbers |
| Column Type | Combo Box and Drop down list | | M | | It is mandatory to select values from Column Type | | Please Select Column Type |  | By Default, system should display “Please select”  Following are the values of Drop down list;   * Item Name * Quantity * Unit Rate * Total Rate * Others   As per the requirement system should allow to add Column Type |
| **Control** | | **Control Type** | | | | **Behavior** | | | |
| Add Row | | Button | | | | System should add Row | | | |
| Delete Row | | Button | | | | System should delete selected Row | | | |
| Add Column | | Button | | | | System should add column | | | |
| Delete Column | | Button | | | | System should delete selected column | | | |
| Submit | | Button | | | | System should save the data | | | |

### High Level Use Case of Bidding Form creation from Library

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Objective*** | | | | | * The objective of this Use Case is to understand that how Bidding Forms are created from Form Library. | | | |
| ***Pre-Conditions*** | | | | | * Officer should be logged in * Auction Notice is already created | | | |
| ***Post Conditions*** | | | | | * On submission of form system should display message like “Form selected successfully“ and page should be redirected to the auction dashboard. | | | |
| ***Flow of Events*** | | | | | * Officer logs in. * Search and Selects the Auction for which he needs to create Bidding form(s) from Form Library. * Clicks on Bidding Form Tab. * Clicks on “Form Library” link. * Search the Bidding form by; (System should display the same in Form Library listing) * Event Type   + - Auction (Default)     - Tender * Event ID * Form ID * Reference No. * Enters the above-mentioned search criteria. * Clicks on Form Search button. * System should display list of Form created in different auctions and tenders. * Officer can View the form by clicking “View” link. * System should allow officer to select the form to Officer. * Officer needs to click on “Submit” link. | | | |
| ***Alternate Flow/Exceptional Flow*** | | | | | * NA | | | |
| ***Business Rule / Requirements*** | | | | | * System should display 2 tabs in Form Library page, “Standard” and “Other”. * By default all forms should be added in “Other” tab. * The dynamic search mechanism should also be made available to search the formats pertaining to various criteria such as;   + Event Type     - Auction (Default)       * System should default render the auction bidding forms in form library     - Tender       * On selection of Tender, system should render the tender bidding forms in form library   + Event ID     - If “Tender” is selected in event type, system should render the tender bidding forms by searching through Event ID.   + Form ID     - If “Tender” is selected in event type, system should render the tender bidding forms by searching through Form ID.   + Reference No.     - If “Tender” is selected in event type, system should render the tender bidding forms by searching through Reference No. * System should not display forms of pending events of Tender/Auction. * By default, standard Tab should be selected. * System should display form in read-only mode before moving form to standard forms from other page. * System should display a link as “Add to Standard form”, on adding form to Standard, system should display a message as “Form added to Standard Forms library successfully”. * System should display “Remove from Standard form” link in Standard Form page. * System should display form in read-only mode before removing form from Standard form tab. On removing the form from Standard, system should display a message as “Form removed from Standard Forms library successfully”. * System should display selected form name on selection of form from form library. * System should display following columns in Form Library Grid   + Event ID   + Form ID   + Reference No.   + Form Name   + Action     - Select * It is mandatory to search Form by any one search criteria. * System should provide Clear Search functionality at the time of Search Form from Library. * System should display Created Forms in ascending order of Event Id. * System should provide “View” link to view created form(s). * Once the form has been added then System should prompt a message for the same; “Form selected successfully”. * System should not allow officer to create / map multiple form in single Auction. * If Bid submission for is selected as “Grand Total”, system should only display Grand Total wise form in form library (same condition is applicable for Item wise case)   + System should display the tender bidding forms with above condition only.   **Tender bidding forms**   * System should only render the price bid/SOR envelope forms of Tender in auction form library. * System should only render the tender bidding forms with 1 table. The form which consist with more than 1 table should be not rendered in form library. * If there are multiple forms in Tender, system should render each form separately in auction bidding form library. * System should allow officer to select and submit tender bidding form with 1 table.   On submission, system should dump full form details from price bid/SOR form to auction form with values with a new auction form record under bidding form tab in auction dashboard. | | | |
| ***Users/Actor*** | | | | | * Authorized user | | | |
| ***Field Name*** | | ***Field Type*** | ***Mandatory / Non Mandatory*** | ***Validation*** | | **Validation Message** | **Test Data** | **Remarks** |
| ***Event ID*** | ***Text field*** | | ***N*** |  | | Please enter valid search criteria |  |  |
| ***Reference No.*** | ***Text field*** | | ***N*** |  | | Please enter valid search criteria |  |  |
| ***Form ID*** | ***Text field*** | | ***N*** |  | | Please enter valid search criteria |  |  |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search Form as per Search Criteria. |
| Clear Search | Button | System should clear entered search criteria. |
| View | Link | System should display form in Read-only mode. |
| Submit | Button | System should submit information. |
| Select | Link | System should select form |

### High Level Use Case of Show / Hide column(s) (Common for all Bidders)

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| ***Objective*** | * Officer can Configure Bidding form columns as per the requirement. |
| ***Pre-Conditions*** | * Bidding form is created |
| ***Post Conditions*** | * System should display a message as “Column(s) shown / hidden successfully” * System should redirect Officer to Auction Dashboard |
| ***Flow of Events*** | * Officer logs in * Search and selects the auction for which he needs to configure column * Clicks on Auction Dashboard link * Clicks on Bidding form Tab * Clicks on Show / Hide column(s) link * Clicks on Submit Button |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Show / Hide Column(s) link from bidding form dashboard, system should redirect officer to bidding form show/hide column page. * System should display Column Name as per the Bidding form creation * System should allow Officer to configure Column Show / Hide as per the requirement before the auction gets approved. * System should not display Column(s) where Filled By is selected as ‘Bidder’. Default value in such columns should be passed as ‘Show’. * By Default, system should select Show against each Column name. * System should display Form Name and Header under that page. * System should consider show/hide column configuration to be applicable for Bidder in bidding hall, bid history page * If any column has configured to be hidden then system should hide that respective column from bidding hall, bid history page. * System should not display “Show / Hide Columns” link, once the auction is approved. |
| ***Users/Actor*** | * Authorized user |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Column Name | Label | | - | - | - | - | As per the Bidding Form |
| Show / Hide column(s) | Radio Button | | - | - | - | - | Default selection should be “Show” |

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| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Show / Hide Column(s) | Link | System should redirect officer to bidding form show/hide column page. |
| Submit | Button | System should submit the data. |

### High Level Use Case of Formula Creation

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| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how dynamic formula creation engine is useful to create formula for Bidding Form where Auto Column is applicable. |
| ***Pre-Conditions*** | * Bidding form is created. * Auto Column is applicable in particular form. |
| ***Post Conditions*** | * Formula gets created. * Once all the details are enter properly & user clicks on the save formula button, system should prompt a message like “Formula created successfully” and redirect user to formula creation page. * If Bid Submission for is selected as Item Wise, Item wise start price, Decrement/increment price & Decrement/Increment during extension needs to be entered after bidding form creation. |
| ***Flow of Events*** | * Officer Logs in. * Search and Selects the Auction for which he needs to prepare formula for Bidding form(s). * Clicks on “Create” link against particular form. * Selects the column Name for formula creation. * Create required formula for particular column. * Test Formula. * Select Governing Column * Select Governing Cell (Applicable only if Auction is selected as Grand Total) * Clicks on Save Button to save formula. |
| ***Alternate Flow/Exceptional Flow*** | * In auction, if none of the column field type is selected as “Auto” system should only allow user to select Governing Column. |
| ***Business Rule / Requirements*** | * System should allow officer to select only those columns for which the filled by option is selected as ‘Auto’ for formula creation. * System should allow officer to create Grand Total formula (function) if no auto column is applicable. (Column type). Applicable in grand total events. * System should allow officer to select governing columns as Entered by bidder and Total” in case if no auto column is applicable. * For Building formula, system should give mathematical operation (+, -, /, \*, (,),)) and numbers. * In formula, system should allow user to select the column having any of the following data type:   + + No. with (.)   + + No. without (.)   + All Numbers * Provision to create grand total formula should be available. This grand total formula can be created only to that column which has any of the following data type:   + + No. with (.)   + + No. without (.)   + All Numbers * Grand Total can be created on the column where filled By is selected as “Bidder / Auto”. * For creating Grand Total formula, need to select check box beside column name and then need to “Save Formula”.   + If the grand total column is not selected and officer clicks on “Save formula”, system should display message as “Please select a grand total column”. * System should delete the formula if user edit the form with following option;   + Update Data Type, Filled by option   + Update form with Add Column operation   + Update form with Delete Column operation * On saving formula, system should also save Grand Total formula. * System should only allow officer to create Grand Total on column whose column type is “Entered by Bidder or Total”. * In case if officer tries to test formula without creating formula then system should display message as “Please Create Formula”. * System should display Governing Column dropdown list. * System should provide below values under governing column dropdown;   + Please select (Default)   + Entered by Bidder   + Total * In case of grand total formula is selected then, system should allow only that column to be selected as governing column which is selected as Grand total. * In case if governing column is not selected and officer clicks on Save formula, system should display message as “Please select Governing Column. * Once the governing column is selected, system should display <Column name is Governing Column>. System should provide [remove governing column] link to remove the governing column selection and allow officer to re-select governing column. * It should be mandatory to test formula before saving the same. * ***The price configuration of start price and decrement/increment for auction to be configured by auction creator by considering the governing column selection.*** * System should allow to Edit and Delete required formula till auction is not approved. * On successful saving of a formula, system should prompt message as “Formula Created Successfully”. * System should display list of created formula on the same page. * Once the formula is created for particular column which is selected as Filled by “Auto”, system should not display that column in selection of create formula. * It should be mandatory to enter appropriate values in particular cell to test the formula. * System should display all the created formula with delete link. * By clicking delete link, system should prompt a confirmatory message that "Are You sure you want to delete formula”, with Ok and Cancel option, on selection of “Ok”, system should delete the formula and display a message as “Formula Deleted Successfully” and on selection of Cancel, system should redirect authorized user on the same page (Create Formula). * System should not display “Formula and governing column” link, once the auction is approved. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Column Name | Combo box | M |  |  |  | There should not be any warning messages should be triggered as this is the Basic thing for creating a formula, and if without selecting this user clicks on Test Formula then system should fire a message; “Please create a formula” |
| Mathematical Operations | Buttons | M | Please build formula by selecting required operation | Please build formula by selecting required operation | +, /, \*, (, ), Number | System should display following mentioned operation at the time of Formula creation |
| Formula for | Combo box and Dropdown list | M | It is mandatory to select Column title for creation of formula | Please select Column title |  | System should display list of Column title which are selected as “Auto” |
| In Words | Check Box | N | - | - |  | To create a formula for words, Authorized user needs to select Column title, select the column which needs to converted into words and check “In Words” check box |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Clear | Link | System should clear column selection, which has been selected for creation of formula. |
| Test Formula | Button | System should Test Created formula |
| Save Formula | Button | System should save the formula |
| Delete | Link | System should delete selected formula |
| Undo | Button | System should undo last operated function. |
| Grand total | Check Box | System should generate Total of selected column |
| Governing Column | Combo Box | System should generate L1/H1 based on column which is selected as Governing Column. |
| Remove (Governing Column) | Link | System should remove Governing Column and allow officer to select other governing column |

### High Level Use Case of Delete Form

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| ***Objective*** | * The objective of this Use case is to understand that how Bidding form can be deleted. |
| ***Pre-Conditions*** | * Bidding form should be created * Delete link should be enabled until the auction is not approved * Officer should be assigned with the Delete form rights. |
| ***Post Conditions*** | * System should delete the Bidding Form |
| ***Flow of Events*** | * Officer Logs in * Search and Selects the Event for which he wants to delete the Bidding form * Clicks on Bidding Form Tab * Clicks on “Delete” link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking “Delete” link, system should display confirmation message as “Are you sure you want to Delete this Form?” with options “Yes” and “Cancel”.   + On clicking “Yes” system should delete the Term Sheet/SOR with message as <Form> deleted successfully and redirect user on same page.   + On clicking “Cancel” system should perform no action and redirect user on same page. * System should not display Delete link once the auction is approved. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Delete | Link | System should delete the bidding form |

### High Level Use Case of Preview / Test Form

|  |  |
| --- | --- |
| *Objective* | * The objective of this Use case is to understand the functionality of Preview / Test form. |
| *Pre-Conditions* | * Event should be created * Form should be created * Formula should be created * Officer should be assigned with Preview/Test form rights. |
| *Post Conditions* | * Officer should be able to preview and test the created form which is created. |
| *Flow of Events* | * Officer logs in * Clicks on Event dashboard * Clicks on Bidding Form Tab * Clicks on Preview link |
| *Alternate Flow/Exceptional Flow* | * NA |
| *Business Rule / Requirements* | * On clicking “Preview” link, system should redirect user to “Preview” page of that particular form. * System should display the below details in this page;   + Form name   + Form Header   + Form Footer   + Columns   + Rows   + Created formulas     - System should display the grand total formula field if the grand total formula is created. * System should display filled by bidders highlighted with yellow color, where officer should be able to enter/input/test the details and formula which is created by officer.   + System should display the fields/UI under this page as per the data type selected in table matrix.   + System should display the standard system validations when the data entered by officer does not match with the data type selection of the columns.   + System should calculate the formula as per created formulas and generate the data in column which is selected filled by as “Auto”. * System should hide the columns under this page which are selected as ‘Hide’ in form matrix. * System should show the columns under this page which are selected as ‘Show’ in table matrix. * System should provide PDF | Print download provision under this page. Clicking on link, system should download the PDF format of this page. * System should allow officer to Preview form at any point of time. |
| *Users/Actor* | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Filled by Bidder | As per data type selected at the time of table matrix creation | M | As per standard validations, validation message should be provided when officer enters the data in filled by bidder. | | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Preview | Link | System should redirect officer to preview/test form page of that particular form |
| PDF | Link | System should download the preview form page in PDF format |
| Print | Link | System should print the preview form page |

## Configure Parameters

### High Level Use Case of Configure Parameters, Edit and View

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Objective*** | | | | * Here, system should allow Officer to configure Item wise Start Price (if bidder wise start price not applicable, Increment / Decrement Value and Increment / Decrement during Extension. | | | |
| ***Pre-Conditions*** | | | | * Auction form and formula is created. | | | |
| ***Post Conditions*** | | | | * System should redirect user to Auction Dashboard * On submitting data, system should display message as “Auction parameters configured successfully” and on updating information, system should display a message as “Auction parameters updated successfully” | | | |
| ***Flow of Events*** | | | | * Officer logs in * Search and selects the Auction for which he needs to configure Item wise price or increment/decrement values in case of bidder wise start price. * Clicks on Auction dashboard * Clicks on Configure Price Tab * Clicks on Add link * Enters necessary details * Clicks on Submit button | | | |
| ***Alternate Flow/Exceptional Flow*** | | | | * NA | | | |
| ***Business Rule / Requirements*** | | | | * System should display Configure Price Tab only if Bid Submission for is selected as Item wise. * System should allow officer to configure priced related parameters through configure parameters tab. * System should allow Officer to add data as per the requirement. * Start date and time / End date and time should come in case of Bid submission is set of Item wise. * There should be a check box provided to officer above all parameters except Sr. No. and Item description to select same values in all rows. * System should not allow officer to Approve Auction if auction parameters has not been configured by validating with a message **“Please configure auction parameters**” on clicking “Approve” link in Notice and Document tab. * System should provide functionality of check box in first row, clicking upon which, system should set values in all rows as configured in first rows. * System should display following information under the page;   **In case of item wise**   * Sr. No. * Item * Start Price (if bidder wise start price is not applicable) * Increment / Decrement Price * Increment / Decrement Price during Extension   + Applicable only if Extension requires is selected as “Yes” in auction notice. * On submitting data, system should display message as “Auction parameters configured successfully” and on updating information, system should display a message as “Auction parameters updated successfully”.   **Edit and View**   * System should provide “Edit” and “View” link once the parameters are configured. * System should allow officer to Edit the configured parameters until the auction is not approved. * System should allow Officer to View the configuration at any point of time. | | | |
| ***Users/Actor*** | | | | * Authorized user | | | |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | | - | **-** | - |
| Item name <Column type in which Item name column type is selected> | Label | - | - | | - | **-** | - |
| Start Price | Text field | N | The length should be 15 characters (excluding decimal places)  Decimals upto 2 digits allowed  Only numerics are allowed | | Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point | 12.23 | - |
| Increment / Decrement Value | Text Box | M | Allows Max. 15  Character (excluding decimal) | | Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point  Please enter Increment / decrement | 12.23 | - |
| Increment / Decrement Value during Extension | Text Box | M | Allows Max. 15  Character (excluding decimal)  If is mandatory to enter | | Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point  Please enter Increment/decrement during extension | 12.23 | Applicable if Extension required is selected as “Yes” in auction notice. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should save the entire configuration. |
| Update | Button | System should update Data. |

## Map Bidders

### High Level Use Case of Map Bidders

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of the Bidder Mapping in case of Limited Auction. |
| ***Pre-Conditions*** | * Officer should be logged into the system. * Auction notice should be created. * Auction bidding form should be created. |
| ***Post Conditions*** | * Once bidder mapped successfully, system should display message like “Bidder(s) mapped successfully” and page should redirect to the Bidder mapping page. * On removing bidder, system should display a confirmation message as “Are you sure you want to remove bidder” with Ok | Cancel option |
| ***Flow of Events*** | * Officer should be logged in the system. * Search for the Auction for which user wishes to map bidders. * Click on auction’s dashboard link. * On dashboard user have to select the “Map Bidders” tab and click on the “Map Bidder” link. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Map Bidder” link under Map Bidder tab. * System should allow mapping of bidders in all line items through Map bidders link.   + Accordingly, when officer maps any bidder, system should map that bidder in all line items for that particular auction. * If user is already mapped and officer maps or search the same user, system should display a message as “Bidder already mapped”. * Officer should be allowed to search bidders with below options by clicking “Search” button;   + Category (Default selected)   + Company/Organization * When the bidders are searched with above options system should display only Organization level records for that particular Category and Organization. * When the bidders are searched with “Category” option, system should display the categories which are selected in auction notice with check box. On selecting checkbox and clicking on “Search” button, system should render the bidder records linked with the selected categories.   + If officer does not select any category and clicks on Search button, system should display message as “Please select at least 1 category”. * Officer should be able to select the bidder from the search result and map the bidder by clicking on “Map bidder” button.   + On clicking Map bidder, system should Map Bidder. System should display a message as “Bidder(s) mapped successfully”.   + System should also allow officer to map multiple bidders simultaneously by selecting multiple bidders from the search result if rendered.   + System should provide select all option to select all and map bidders.   + If officer click on Map Bidder button without selecting any bidder, system should display a message as “Please select bidder”.   + On searching with Company/Organization name and Category if there are no bidders linked with the search criteria, system should display message as “No record Found”. * On searching bidder, system should display hyperlink on Company / Organization name, clicking upon which system should display company profile on separate tab/window in which officer can view the table of Main user details and sub user details. * When officer search the bidder, system should display the bidder details with below columns and details;   + Sr. No.   + Company / Organization name     - System should display company name   + Category     - System should display categories of main user   + Status     - Approved     - Pending     - Incomplete       * System should allow only approved bidders to be mapped in auction       * If the searched bidder status is not approved system should not allow officer to map that bidder, system should display the status of that bidder “Pending, Incomplete”.       * System should only render bidders in the search result who are “Approved, Pending, and Incomplete”.       * System should not provide checkbox selection option for bidders who are “Pending and Incomplete” with status. * System should provide “Clear” button for provision of clear search. * System should display the mapped bidders in mapped bidders section with the above columns and details only.   + In case until no bidder is mapped, system should default display message as “No record found” in this section. * System should allow officer to remove bidder from mapped section by clicking “Remove Bidder” button until bidder does not accept the T&C of auction or clicks on “I agree” button for the particular auction.   + In this above case, if officer tries to remove bidder by selecting bidder and clicking “Remove bidder” button and if any user has accepted T&C from that organization, system should provide message as “This Company / Organization has already accepted T&C of the Auction. You are not allowed to remove this Organization”.   + System should provide select all option to select all and remove the mapped bidders.   + There should be validation if user clicks the Remove button without selecting at least one bidder or Item: “Please select at least one bidder”.   + System should disable “Map bidders” link once the auction is closed. Mapping of bidders is allowed until the auction is Live.   + On click of Remove bidder, system should remove Bidder. System should display a message as “Bidder(s) removed successfully”.     - If none of the user has accepted T&C from organization then only system should allow officer to remove mapped bidder from live Auction. * System should allow Officer to Map bidder at any point of time in case of bidder wise start price require is selected as “No” or in Filled by “Proxy bid column” is not available. * System should not allow Officer to Map bidder after the auction gets approved in case of bidder wise start price require is selected as “Yes” or Proxy bid column as filled by is available in bidding form.   + In case if bidder wise start price is entered for bidder which is removed, system should remove all configurations with respect to that particular bidder. Applicable before auction approval.   + In case of proxy bid column is applicable for bidder which is removed, system should remove all configuration with respect to that bidder. Applicable before auction approval. * System should allow all users to participate in auction from particular Organization / Company.   + Accordingly, if any sub user is registered and approved under Organization during Live auction, system should automatically map that sub user in Live Auction in which his Company / Organization is mapped.   + System should trigger system-generated email of event Publish separately to that particular user if the event is live in which his organization is mapped.   + The condition should remain as it is that if any 1 user has accepted T&C of auction, system should not allow other users to participate in that auction for that particular organization. * System should provide Print and convert to PDF facility in view mapped bidders. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Search | Text field | **M** | User should have to enter text for search  Company Name should be validated with min 3, max 200 characters | “Please enter search Value”  “Allows min. 3 and max. 200 characters and special character (- , ., and, (, ), space)” | Test | System should display the text field in case only if Company / Organization name is selected in Search with option. |
| Search With | Dropdown list | **-** | **-** | **-** | Search value selection should be:   * Category * Company / Organization name | Default should be “Category”.  “Checkbox to be provided for category selection and searching. |
| Select Bidder | Check Box | **M** | Use must have to select at least one Bidder. | “Please select at least one bidder” |  | All the items check box will automatically selected in front of the selected bidder. |
| Sr. No. | Label | **-** | **-** | **-** | **-** | - |
| Company / Organization name | Label | **-** | **-** | **-** | **-** | - |
| Category | Label | **-** | **-** | **-** | **-** | If there is more than 1 category in bidder profile, system should display the categories in comma separated manner |
| Status | Label | **-** | **-** | **-** | **-** | Approved  Pending  Incomplete |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Map Bidder | Button | It will map the selected bidder. |
| Search | Button | It will display result as per search criteria. |
| Clear Search | Button | It will clear all the prefilled values in search box. |
| Remove | Button | It will remove the selected bidder from the mapped bidder list. |

### High Level Use Case of Bidder wise start price

|  |  |
| --- | --- |
| ***Objective*** | * To objective of this use case is to understand that how bidder wise start price will be configured in the auction. |
| ***Pre-Conditions*** | * Officer should be logged into the system. * Auction notice should be created. * Auction bidding form should be created. * Bidder should be mapped. * Bidder wise start price require should be selected as “Yes” in auction notice. |
| ***Post Conditions*** | * On successful configuration of bidder wise start price, system should display message as “Bidder wise start price configured successfully”. * On removing bidder, system should remove price configuration of that respective bidder. |
| ***Flow of Events*** | * Officer logs in. * Creates auction. * Creates bidding form. * Configure increment / decrement parameter * Map bidder * Configures start price for the mapped the bidders. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “Bidder wise start price” link under Map Bidder tab. * On clicking this link, system should redirect officer to bidder wise start price page. * If “0” bidder is mapped in the auction, then system should display “No record Found” message in this page. * If “0” bidder is mapped in the auction and officer clicks on “Bidder wise start price” link, system should display message as “Please create Bidding Form, formula and Map Bidder to insert Bidder wise Start Price”. * If bidders are mapped, system should provide below columns under this page;   + Sr. No.   + <Column name> of column type Item name     - System should display the item name details for all rows in this column.   + Bidder wise start price: System should provide below 2 columns under this column;     - Company Details       * System should provide Company name and Login Id of Main user in this column.       * System should provide company details of all mapped bidders in this column.     - Start price       * System should provide field to enter the start price for the bidder.       * System should provide this field against all mapped bidders. * System should provide “Submit” button to submit the page. On submission, system should display message as “Bidder wise start price configured” successfully” and redirect officer on Map bidder tab. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Start price | Text field | M | The length should be 15 characters (excluding decimal places)  Decimals upto 2 digits allowed  Only numerics are allowed | Please enter start price  Please enter numeric value with 15 digits only  Allowed only numbers with 15 digits and 2 digits after decimal point | - | - |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Bidder wise start price | link | System should redirect officer to bidder wise start price page. |
| Submit | Button | System should submit the data. |
| Clear Search | Button | It will clear all the prefilled values in search box. |
| Remove | Button | It will remove the selected bidder from the mapped bidder list. |

### High Level Use Case of View Mapped Bidders

|  |  |
| --- | --- |
| ***Objective*** | * To objective of this use case is to understand that how the bidders mapped can be viewed by officer. |
| ***Pre-Conditions*** | * Officer should be logged into the system. * Auction notice should be created. * Auction bidding form should be created. * Bidder should be mapped. |
| ***Post Conditions*** | * System should display the mapped bidders to officer by clicking on “View mapped bidder(s)” link. |
| ***Flow of Events*** | * Officer logs in. * Creates auction. * Creates bidding form. * Configure increment / decrement parameter * Map bidder * Clicks on view mapped bidders |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display “View mapped bidder(s)” link in Map bidders tab.   + This link should only be available if 1 bidder is mapped in the auction. * On clicking this link, system should redirect officer to view mapped bidders page. * System should provide below columns under this page;   + Sr. No.   + Company Details     - System should provide Company name with hyperlink to his profile.   + <Column name> of column type Item name     - System should display the Item name details for all rows in this column. * System should provide PDF and Excel download provision for this page. * System should provide “Go back to Event Dashboard” link in the page header and footer. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View mapped bidder(s) | Link | System should redirect officer to view mapped bidder(s) page. |
| PDF | Link | System should download the view mapped bidder(s) page in PDF format. |
| Excel | Link | System should download the view mapped bidder(s) page in excel format. |
| Go back to event dashboard | Link | System should redirect officer to auction dashboard “Map Bidders” tab. |

## Reports (View Report)

### High Level Use Case of Result

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Various reports. |
| ***Pre-Conditions*** | * Officer should be logged in. * Auction is Live or Archive. |
| ***Post Conditions*** | * By clicking on the view report link, page should be redirected to report page. * Officer can view the report. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which wish to view reports. * Clicks on the view report link. * Summarized reports and various links are available to the Officer. |
| ***Alternate Flow/Exceptional Flow*** | * Officer logged in the system. * Search for the auction for which wish to view reports. * Clicks on Dashboard * Clicks on Reports tab * Clicks on Result link. |
| ***Business Rule / Requirements*** | * There should be a block for showing the remaining time, current time, and auction start and end date & time, Current Extension in no. (If applicable). * There should be a block where user should have various important links in Live auction. * The following links should come;   + Auction Notice and Document   + Publish Marquee   + Cancel Auction   + View form   + Preview form   + Login report * System should display the block for showing the details of bid of bidders in Live auction.   + Start Price (if common start price for items)   + Decrement / Increment Price (for items) * In case if the configuration of “Hide live bidding to department user” is selected as “Yes”, system should not display bid details of bidders to officer.   + System should display play static message as “Event is Live” in all line items.   + System should not display any bid details of bidders to officer in Live auction. * System should display the block for showing the details of bid of bidders after the auction is over.   + Rank   + Company/Organization name (with hyperlink of Bid history report of that bidder).   + Bid amount (with hyperlink of price bid breakup submitted of that bidder).   + Start price (bidder wise start price of that item of that respective bidder)   + Bid Date and Time * If auction closed then following links should come under Bid Submission for block.   + Item wise break up of bid   + Lowest/Highest bid report   + Bid History   + Auction Login Report * System should provide print, export to excel and convert to PDF facility of view auction result page.   **Tender Bid Configuration**   * In case of Tender bid configuration if officer does not complete “Delete all confirmation” process, system should display the bid record in result page of auction. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remaining Time | Label | - | - | - | **-** | The Auction remaining time for the auction should come |
| Current Date and time | Label | - | **-** | **-** | **-** | The Current time should come. |
| Start Date and Time | Label | - | **-** | **-** | **-** | The Auction should start time should come here |
| End Date and Time | Label | - | **-** | **-** | **-** | The Auction end time should come here |
| Total Extension(s) in No | Auto | - | **-** | **-** | **-** | - |
| Completed Extension(s) in No | Auto | - | **-** | **-** | **-** | - |
| Start Price | Label | - | **-** | **-** | **-** | Start price for the respective item or start price of bidder for that particular item. |
| Decrement / Increment Price | Label | - | **-** | **-** | - | The increment / Decrement values set for the item should come here. |
| Company / Individual name / Company / Organization name | Label | - | **-** | **-** | **-** | The respective bidder company name should come here. This should come in the order of Rank for the item. |
| Bid amount | Label | - | **-** | **-** | **-** |  |
| Rank | Label | - | **-** | **-** | **-** | As per the price the rank should be displayed in this column. |
| Bid Date and time | Label | - | **-** | **-** | **-** | The Bid submission time should come here. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Auction Notice and Document | Link | System should redirect user to auction notice page, with information in the non-editable mode. |
| Publish marquee | Link | System should redirect user to Manage marquee use case |
| Cancel Auction | Link | System should redirect user to the Cancel Auction page (Please refer cancel auction) |
| View Form | Link | System should redirect to the Form page, (Please refer Auction Form Creation) |
| Bid History | Link | System should show the Bid history report(Please refer Bid History use case) |
| Auction Login Report | Link | System should show the Login report (Please refer Login report use case ) |

### High Level Use Case of “Acceptance of Terms & Conditions / Auction Login Report

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Login Report. |
| ***Pre-Conditions*** | * Officer should be logged in. |
| ***Post Conditions*** | * Auction Login report should be shown to Officer. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which he wishes to view Login report. * Need to click on Login report. * The report should be shown to officer. |
| ***Alternate Flow/Exceptional Flow*** | * The same report should be shown from Auction Dashboard with the same link. |
| ***Business Rule / Requirements*** | * Auction Summary block should come. * The following information should be shown in the report;   + Sr. No.   + Company     - Email id - system should display bidder’s Email id, along with the company name     - System should not display any details in this column during Live auction, system should display (-) in Live auction.   + Encoded company name   + Status   + Date and Time * There should be an auction summary block same as auction dashboard. * There should be a PDF facility available for this report. * The date and time at which bidder submit the acceptance condition should be reflect in the Auction login report for the respective bidder. * In case of configuration of Tender bid, if officer does not complete “Delete all confirmation” process, system should display the login date and time of agreement step done by officer with status as “Agreed”. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | - | Increment by 1. |
| Company | Label | - | - | - | - | Bidder Company should come here  system should display bidder’s Email id, along with the company name |
| Encoded company name | Label | - | - | - | - |  |
| Status | Label | - | - | - | Agreed  Pending | Respective Login Status should come here. |
| Date and Time | Label | - | - | - | - | Login Date and time should come here. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| PDF | Link | System should download the report in PDF format. |

### High Level Use Case of Map / Un Map Bidders History

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Map/ Un Map bidders history. |
| ***Pre-Conditions*** | * Officer should be logged in. * Bidding Access must be configured as a “Limited” |
| ***Post Conditions*** | * Officer can view this report. |
| ***Flow of Events*** | * Officer logs in the system. * Search for the auction for which he wish to view Map/Un map bidders history. * User has to select the auction and click on that auction dashboard link. * User has to select the report tab, under that tab user can see the link for “Map/Un Map Bidders History” * In case of Item wise result, system should display following information; * Sr. No * Company / Individual name * View link * On clicking View link, system should display Map / Unmap history |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * In case of Item wise auction, system should display following information on clicking Map / Unmap Bidder History link; * Sr. No * Company name * View link under Mapping history * On clicking view link, system should display following information; * Sr. No. * <Item name> column header of column type item name should be available over here * Action * Action Taken By * Date & time * In case of Grand Total wise, system should display following information on clicking Map / Unmap Bidder History link; * Sr. No. * Company name * Action * Action Taken By * Date & Time * Paging functionality should be available. * For bidding access this report user must have pre configuration in auction notice as “Limited” access. * System should provide Export to Excel and convert to PDF facility. |
| ***Users/Actor*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | Increment by 1. |
| Company / name | Label | - | - | - | - | Bidder Company name should come here |
| Action Taken By | Label | - | - | - | - | - |
| Action | Label | - | - | - | - | Action Status should be there. “Map” or “Unmap” |
| Date and Time | Label | - | - | - | - | Login Date and time should come here. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| PDF | Link | System should download the report in PDF format. |
| Excel | Link | System should download the report in Excel format. |

## High Level Use Case of Auction Dashboard - Officer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for the Auction Dashboard. |
| ***Pre-Conditions*** | * Auction notice should be created. |
| ***Post Conditions*** | * All the links should available to Officer in all respective tabs under auction dashboard. |
| ***Flow of Events*** | * Officer logs into the system. * Search for the Auction for which user wish to see Dashboard. * Click on the ‘Dashboard’ link. |
| ***Alternate Flow/Exceptional Flow*** | * Officer logs into the system. * Create Auction. * Create Form and Formula. * Clicks on next / Map (Map is applicable in case of limited auction) button. |
| ***Business Rule / Requirements*** | * All the information related to the auction should be shown in the Auction Summary table. * Under the auction summary table, system should display list of tabs to manage auction details and under all the tabs there should be some important links, below is list of tabs and links under that tab. * Notice and Document * View * Edit * Approve * Cancel * Upload document (Pending and Approved both) * Publish Marquee * Proxy bid column * Select start price & decrement applicable on   + System should provide “Entered by Bidder” column selection and submission over here.   + On selection and submission of this feature, system should display message as “Auction parameter for start price and Decrement/Increment added successfully”.   + System should enable this link in “Notice and Document” tab of Auction only if the governing column is selected as “Total” column under formula creation page.   + System should display this field in Item wise and Grand total events both.   + As per this configuration, system should consider the start price and decrement with “Entered by bidder” column but generate the ranking on “Total” column. * Bidding Form * If form is not created * Create Form * From Library * If form is created * Form Id * Form Name * View * Edit * Delete * Show / Hide column(s) * Test Form * Formula and governing column * Configure Price (Applicable only if Bid Submission for is selected as “Item wise”) * Create and Edit * Start Price (if bidder wise start price is not applicable) * Increment / Decrement Price * Increment / Decrement Price during Extension * View * Map Bidders * Map Bidders * Bidder wise start price (If bidder wise start price is applicable) * View Mapped Bidders * System should allow Authorized user to edit Configure Price functionality till auction is not approved by the system. * Reports * Result * All fields should come as a Non Editable Elements (As per Show / Hide configuration (In Auction Summary and View Auction Notice Page). * ‘Cancel’ option should come in case of auction is in ‘approved’ state. * For Approval of the Auction, Form and Formula should be created. * Once Auction is approved then bid cannot be edited. * In Document tab/block Approve and Upload links should be available. * Once the document is approved then only the details of that document will be shown in the Auction Dashboard. * Sr. No. * File * Size (In kb.) * Date * Description * Download * Action * The document can be canceled any time of the auction. * Officer can remove and add document during and before the auction. * Officer need to submit following elements to approve the auction. * Start Price (if bidder wise start price is not applicable) * Decrement/Increment Price * Decrement/Increment Price during Extension * ‘Decrement/Increment Price during Extension’ should come only in case of extension is configured as YES. * System should display Result link under Report Tab once the auction is approved. * Officer can see the following reports any time during the auction or after auction. * Acceptance of terms & conditions by bidders report/Auction Login Report * The Following reports are available to Officer only after completion of particular auction; * Map / Unmap bidders : User should be able to see this report only when bidding access configured as “Limited” |
| ***Users/Actor*** | * Authorized user |

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| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Auction ID | Label | **-** | **-** | **-** | **-** | **-** |
| Brief scope of work | Label | **-** | **-** | **-** | **-** | **-** |
| Department | Label | **-** | **-** | **-** | **-** | **-** |
| Auction variant | Label | **-** | **-** | **-** | **-** | **-** |
| Bidding Type | Label | **-** | **-** | **-** | **-** | **-** |
| Bid Submission for | Label | **-** | **-** | **-** | **-** | **-** |
| Allows auto extension? | Label | **-** | **-** | **-** | **-** | **-** |
| Auction No./ | Label | **-** | **-** | **-** | **-** | **-** |
| Sr. No. | Label | **-** | **-** | **-** | **-** | This will come in the Document Tab/Block |
| File Size (In kb.) | Label | **-** | **-** | **-** | **-** | **-** |
| Date | Label | **-** | **-** | **-** | **-** | **-** |
| Description | Label | **-** | **-** | **-** | **-** | **-** |
| Download | Label | **-** | **-** | **-** | **-** | **-** |
| Action | Label | **-** | **-** | **-** | **-** | **-** |
| Form ID | Label | **-** | **-** | **-** | **-** | This will come in the Bidding Form Tab/Block |
| Form Title | Label | **-** | **-** | **-** | **-** | - |
| Formula | Label | **-** | **-** | **-** | **-** | - |
| Action | Label | **-** | **-** | **-** | **-** | - |

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| **Control** | **Control Type** | **Behavior** |
| View | Link | System should redirect user to Auction Details, with Non-Editable mode. |
| Edit | Link | System should redirect user to Auction Details, with Editable mode. |
| Approved | Link | System should redirect to Auction Approval use case. |
| Cancel | Link | System should fire a confirmation message, and if Authorized user confirms the same then the Auction should be cancelled. |
| Publish Marquee | Link | System should redirect to publish marquee use case. |
| Upload | Link | The document upload facility should come. |
| Download | Link | The document download facility should come. |
| Cancel | Link | The documents which are approved will be cancelled from this link; this operation should be performed after confirmation message. |
| Proxy bid column | Link | System should redirect officer to proxy bid column use case. |
| Configure Tender bid | Link | System should redirect officer to Configure tender bid use case. |
| Select start price and decrement applicable on | Link | System should allow officer to select and submit the “Entered by bidder” column with this link. |
| Create | Link | The Bidding form creation use case should be evoked. |
| From Library | Link | The Bidding Form creation from Library use case should be evoked. |
| Create | Link | This link should come in the ‘Formula’ Element, in the Bedding Form Tab/Block. This will facilitate user to create formula for the given Form. |
| Edit Formula | Link | For Editing the Created formula for a respective Form this link should be used. |
| View | Link | This facility should come in the Action element of the Bidding Form. The form should be open in Non- Editable mode from this Link. |
| Edit | Link | This facility should come in the Action element of the Bidding Form. The form should be open in Editable mode from this Link. |
| Delete | Link | This facility will allow user to delete the Form. |
| Preview | Link | After form creation if Authorized user wishes to test the functionality of the form then this Link should facilitate the same |
| Add | Link | This Link should come in the Start Price, Decrement Price etc adding tab/block; From this facility Authorized user can Add the various price associate with the defined items in the Form. |
| Result | Link | This link should come in the Auction Hall tab/block. This will redirect to the Bid Submission for use case. |
| Map Bidders | Link | System should allow officer to map bidders |
| Bidder wise start price | Link | System should allow officer to configure bidder wise start price |
| Show / Hide column(s) | Link | System should allow Authorized user to configure whether to display particular column to Bidder, Show, else Hide |

## Auction - Bidder Side



### High Level Use Case of Search and Listing of Auction – Bidder Dashboard

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic for Search and listing of Auction |
| ***Pre-Conditions*** | * Bidder Logged in the System. |
| ***Post Conditions*** | * Bidder will be able to view Auction and there should be a Link for bidding or edit the bid. |
| ***Flow of Events*** | * Bidder Logs in the system. * Enters search criteria. * Submits the details. * On submission of search criteria system should display search result in search listing space under the search option. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * By default, system should display Configured Auction Status of a particular sub domain to the user. * System should provide keyword search. Keyword search should be based upon the following fields of the Auction:   + Auction ID   + Auction No.   + Department Name   + Brief scope of work   + Auction Detail   + Auction Status (Live, Archive, Cancelled and All) * By default system should display Limited Auction in which the bidder is mapped. * Advance Search provision should also be provided. User should be allowed to search Auctions using following criteria:   + Auction ID   + Auction No.   + Department   + Start Date   + Start Price Criteria   + Start Price   + End Date   + Location   + Bidding Access (Limited)   + Auction Status : Live, Archive, Future, Canceled, My Auction * **Status** * **Live:** These are the approved Auctions for which bid submission End Date and Time has not been lapsed. * **Archive:** The approved Auctions for which bid submission End Date and Time has been lapsed. * **Cancelled:** The Auctions which have been canceled. * **Future:** The approved Auction which bid submission Start Date and Time has not yet come. * System should provide a facility to clear search criteria. * In Auction listing, below mentioned fields are to be displayed as per the listing view option is selected for a particular sub domain (tabular view or normal view)   + Sr. No.   + Auction ID   + Auction No.   + Department   + Brief (hyperlink)   + Start Date and Time   + End Date and Time   + Keyword   + Action     - Download Documents     - Bidding Dashboard * Bidding Dashboard link display and redirection conditions:  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Actions ->** | **I agree Page** | **Submit Bid Page** | **Manual Bid Page** | **View Result Page** | | **Status** | | Live | Y | Y | Y | N | | Archive | N | N | N | Y\* | | Future | N | N | N | N | | Cancelled | N | N | N | Y\* |   \* Provided Bid has been submitted   * Brief should be the hyperlink and clicking upon which user should be redirected to view Auction notice page. * Clicking upon ‘Download Documents’ link, system should redirect user to the download document page. * System should only display Approved document. * In case if no record found then system should display ‘No Auction Found’ * Clear search functionality is to be provided. * System should show the result in listing page in the descending order of the Auction ID. Sorting (ascending and descending) options should be available. Sorting by below mentioned fields are to be provided:   + Auction ID   + Start Date & Time   + End Date & Time * Pagination functionality should be available and Maximum 10 records should be shown in each page. * System should also provide the number of Found records. |
| ***Users/Actor*** | * Bidder/Main user/Sub User |

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| **Field Name** | **Field Type** | | **Mandatory / Non Mandatory** | **Validation** | | **Validation Message** | **Test Data** | **Remarks** |
| Auction ID | Text Box | | N | Only Numeric value with 15 characters allowed. | | Please enter a numeric value with 15 digits only. | **-** | **-** |
| Start Date | Date Picker | | - | **-** | | **-** | **-** | **-** |
| End Date | Date picker | | - | **-** | | **-** | **-** | **-** |
| Keyword | Text Box | | N | Max. 100 characters are allowed | | Allows Max. 100 characters numbers and special characters (/ , - , ., ,, Space) | Goods Service etc. | Continuous -- is not allowed |
| Department | Text Box  Selection Tree | | N | **-** | | **-** | **-** | **-** |
| Auction No | Text Box | | N | **-** | | **-** | **-** | **-** |
| Bidding Access | Combo Box | | N | **-** | | **-** | Values should be ;   * Limited | - |
| Auction variant | Combo Box | | N | **-** | | **-** | Values should be;   * All * Live * Archive * Future * Cancelled | Default should be Live |
|  |  | |  |  | |  |  |  |
| **Control** | | **Control Type** | | | **Behavior** | | | |
| Search | | Button | | | System should search the data based on the submitted searching criteria. | | | |
| Clear Search | | Button | | | System should clear the entered search criteria. | | | |
| Brief | | Link | | | System should present the Auction details in the Non Editable mode,  (Please refer Auction dashboard use case for further detail ) | | | |
| I agree | | Button | | | System should open the Document terms and condition page from where the bidder can make his bid. | | | |
| Click here to bid | | Link | | | System should redirect bidder to bidding hall page | | | |
| View bid | | Link | | | System should redirect other users of organization to bidding hall where they can only view the live bidding for their own organization. | | | |
| Manual Bid | | Link | | | System should allow Bidder to submit Manual Bid | | | |
| Download Document | | Link | | | System should allow bidder to download document from this link. | | | |

### High Level Use Case of I Agree process

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| --- | --- |
| ***Objective*** | * To understand the process of “I Agree” from bidder. |
| ***Pre-Conditions*** | * Bidder should be logged in the system. * Auction should be LIVE. * Bidder should be mapped if bidding access type selected as “LIMITED” |
| ***Post Conditions*** | * By clicking on “I agree”, page should be redirect to bidding hall. * Bidder can bid in the auction. |
| ***Flow of Events*** | * Bidder logs in. * Search the auction in which he/she is invited. * Clicks on “Click here to bid” link. * Clicks on “I agree” button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * In the auction listing page, system should display “Click here to Bid” to bidder who is invited for the particular auction. On clicking this link, system should redirect bidder to “Agree to terms and conditions” page. * When bidder comes first time for bid on any LIVE auction then system should show “I agree” check box selection with “Agree” button to every bidder on listing page. * System should display below T&C in auction.   **We, hereby declare that,**  **We have read, examined and understood the Auction documents pertaining to this auction notice and have no reservations to the same.**  **We offer to execute the works in conformity with the Auction Documents.**  **Our bid shall be valid for a period as mentioned in the Auction document and it shall remain binding upon us.**  **We understand that you are not bound to accept the lowest bid in case of reverse auction and highest bid in case of forward auction or any other bid that you may receive.**   * User has to click on “Click here to Bid” to bid on particular auction. When user clicks on that link and system should show the terms and conditions of that auction, when user agree with that and submit that, at that time three conditions should apply:   + System should automatically generate sign on Agreeing Terms and Conditions by bidder (system will get signing certificate information of bidder when he has logged in by attaching certificate)   + If Bidder clicks on “I Agree’ button without checking Terms and Condition check Box (I agree), system should display a message as “Please accept Terms and Conditions”.   + If Bidder has already completed I Agree step then system should display ‘Manual bid’ link on listing page. * If Bid end date and time laps system should not show ‘Click here to Bid” link. * System should generate sign in facility at the time of I Agree Process. * System should allow only 1 user from 1 organization to bid in auction. * Once 1 user clicks on “Agree” button from 1 organization, system should not allow other users from that organization to bid or agree the T&C in that particular auction. * If the other users comes after 1 user has accepted the T&C for a particular auction, system should display “View Bid” link in auction listing. * On clicking “View bid”, system should redirect other users to bidding hall where they can only view the live bidding for their own organization. * System should not provide any “Bid” button under bidding hall page for the other users of organization who has not accepted the T&C first. Other users can only **“VIEW”** the live bidding of their own. * All other information of bidding hall for other users of organization except “Bid” button should be same as per user who is bidding in the auction from their organization. |
| ***Users/Actor*** | * Bidder/Main user/Sub user |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Click here to Bid | Link | System should redirect Bidder to T& C Page. |
| View bid | Link | System should redirect other users of organization to bidding hall where they can only view the live bidding for their own organization. |
| I agree | Check Box |  |
| Agree | Button | User should agree with the T&C |

### High Level Use Case of Bid Submission

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of the Bid submission from Bidder. |
| ***Pre-Conditions*** | * Bidder should be logged in to the system. * Bidder should accept the Terms and Conditions to submit the bid (Refer: user case for “I Agree”). |
| ***Post Conditions*** | * On submission of Bid, system should redirect bidder to Bidding Hall. * On submission of Bid, system should display a message as “Please Confirm Your Bidding Amount<Display Amount><In words… Only.> with “Ok | Cancel” option. * On confirmation of above message, system should display reconfirm message as “PLEASE RE-CONFIRM YOUR BIDDING AMOUNT <DISPLAY AMOUNT><IN WORDS…Only> with “Ok | Cancel” option. * On successfully submission of Bid, system should display a message as “Your Bid is accepted”. |
| ***Flow of Events*** | * Bidder logs in the system. * Search for the Auction for which he wishes to submit bid. * Click on I agree Check box and clicks on “Agree” button. * Redirected to bidding hall * Enter the values in “Filled by Bidder” columns” * Clicks on “Bid” button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * Bidder can see the remaining & current time of auction and also able to see start date & time and end date & time * The form should be as per the Form Created, and only those columns should be allowed to fill by bidder, which has configured as to be filled by bidder. * System should only display column which are configured as “Show”. * If bidding time is over for an auction then bidder should not be allowed to submit the bid. “Bid” button should not be displayed to the bidder. In case if bid is submitted after bid submission end date & time, system should display a message ‘Bidding time over’ and should redirect him back on the bid submission page. * Bidder should be presented the Auction notice details. * In “Limited” Auction variant, if bidder is mapped by Officer then he can be able to bid on particular auction and if not mapped then he can’t be able to see that auction. * In case of Bid Submission for configured as “Item-wise” then system should display list of item & bidder have to bid item wise. * System should display marquee in bidding hall if any marquee is configured by Officer. * System should display Auction Summary in Bidding Hall. (Please refer Auction Notice Use Case 🡪 System should display all the fields which are configured by Officer.) * System should display notice on bidding page: * You are advised not to wait till the last minute or last few seconds to submit your bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc. Neither Department nor ETL are responsible for these unforeseen circumstances. * If Auto extension is selected as “Yes” the system should allow bidder to do bid with extension time and also system should show total completed extension. (Extension as per configuration) * System should trigger Extension as per the configuration of ‘Extend when bid received in X mins’ field. * System should extend Auction as per the configuration of Limited / Unlimited Extension; system should trigger extension only when bid has been received in ‘Extended when’ duration. * System should display Auction Remaining Time in HH:MM:SS format. * System should display current Date and Time in <Configured Format> format followed by Time in HH:MM:SS format. * System should display Auction Start Date and Time and End Date and Time in <Configured Format > format and HH:MM:SS format. * In case of Rank Auction, system should display Bidders own rank (default) * System should display following information under Bidding Hall Table;   + Form Header   + Form Matrix (As created by Officer)   + Form Footer * On completion of Bidding Time, system should display a message as “Bidding Time Over” * If case of Limited Extension, Increment / Decrement during Extension should be applicable after Auction Actual End Date and time lapse. * In case of Unlimited Extension, Increment / Decrement during Extension should be applicable when Bidder submits the bid in ‘Extend when bid received in X mins’ time, auction should go into extension mode on receiving the bid from bidder (in Extend when bid received in X mins time). 🡪As per current application * If Auction is cancelled, system should automatically float a marquee with a text as “Auction has been cancelled because of <Display Reason> * If Bidder enters ‘0’ value , system should validate as per the datatype configured. Datatype other then ‘+no. with (.)’ and ‘+no. without (.)’ will accept 0 value. * In case of failure of Bid submission, system should display a message as **“Bid could not be submitted. Please try again.”** * In case of reverse auction, system should not allow bidder to submit the bid greater than configured Start Price, system should also not allow bidder to submit the bid if decrement is less than configured auction decrement amount. (vice versa for forward auction) * It is mandatory for Bidder to submit the bid by specified decrement value (auction decrement 🡪 at the time of notice) (vice versa for forward auction).   **In-case of Auction type selected as “Rank”**   * In case of ‘rank auction, if start price is not defined for an item/auction, then system should accept any non- zero value for a respective bidder. I.e. for each bidder, his first bid would become start price for him for a particular item/auction. * In case of bidder wise start price is “Yes”, system should display their own start prices to bidders which is configured by the officer for the respective bidders. * System should display rank to all bidders after the decided time configured by the officer in auction notice. This field should not be displayed in view notice or any auction link to bidders. Till that time, system should not display anything about their Rank. * If the bidder has not submitted the bid, after the time arrives for rank visibility to bidders, system should display “Your Rank: Not Bidded”, in case if tender bid is not configured. * In Rank Auction, system should not display L1/H1 Amount. System should allow particular bidder to enter amount which has been entered by bidders who are above him. * In Rank auction, user can enter the same amount or greater amount that last bidder have bidded. In case of same bid amount from more than 2 bidders, system should check bidder’s date & time of bid to display first rank. * If Auction type is configured as a “Rank” then system should display details as below:   + Start price   + Decrement / Increment   + Your Rank   + Next possible bid   + Last accepted bid   + Bid date * System should generate sign at the time of bid submission. * System should have submit button for submitting the bid, the same functionality should work on enter (When bidder presses enter key bid should be submitted) * There should be a PDF facility available to the bidder to download the bid submission.   **Tender Bid/1st Bid of Bidder**   * If officer configures tender/1st bid in the auction, system should auto bid the 1st bid of the bidder in the auction. * When bidder goes to auction bidding hall, system should display his 1st bid as bidded in the auction. * System should generate the rank of bidder as per the bid in the auction. * If display rank after (T) minutes in configured by the officer in auction notice, system should display the rank to all bidders after the configured time arrived in the particular auction. * System should display “Manual bid” link to bidder in auction listing if officer does not complete “Delete all confirmation” process before auction gets live. * On clicking “Manual Bid”, system should redirect bidder to bidding hall page. |
| ***Users/Actor*** | * Bidder/Main user/Sub user |

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| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| I Agree | Check Box | M |  | Please accept terms and conditions |  | System should not allow Bidder to submit bid, not even redirect Bidder to bid submission page unless Bidder accepts terms and conditions for the Auction. |
| Bid Date and Time | Label | **-** | **-** | **-** | **-** | System should display Bidders Bid date and Time. |
| Form Header | Label | **-** | **-** | **-** | **-** | Should be as per form creation for the Auction. |
| Form  Footer | Label | **-** | **-** | **-** | **-** | Should be as per form creation for the Auction. |
| Form Element | Label | **-** | **-** | **-** | **-** | Should be as per form creation for the auction form.  The name of the columns should come according to the defined name at the time of form creation. |
| Bid Amount | Label | **-** | **-** | **-** | **-** | It should show the bid amount. |
| Your Rank | Label | **-** | **-** | **-** | **-** | It should show bidders current rank. |
| Sr. No. | Label | **-** | **-** | **-** | **-** | - |
| Item Description | Label | **-** | **-** | **-** | **-** | - |
| Quantity | Label | **-** | **-** | **-** | **-** | - |
| Unit Rate | Label | **-** | **-** | **-** | **-** | - |
| Total Amount | Label | **-** | **-** | **-** | **-** | - |
| Start Date and Time | Label | **-** | **-** | **-** | **-** | It should show auction start date & time. |
| End Date and Time | Label | **-** | **-** | **-** | **-** | It should show auction end date & time |
| Remaining Time | Label | **-** | **-** | **-** | **-** | It should show remaining time to complete auction. |
| Current Date and Time | Label | **-** | **-** | **-** | **-** | It should show current date & time. |

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| **Control** | **Control Type** | **Behavior** |
| Bid | Button | Validations should fire from this point.  System should submit bid details to database server. |
| PDF | Button | System should download the PDF file for bidding hall report. |

### High Level Use Case of Download document

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| --- | --- |
| ***Objective*** | * To understand the process of “Download Document” from bidder. |
| ***Pre-Conditions*** | * Bidder should be logged in the system. * Auction should be LIVE. * Bidder should be mapped if bidding access type selected as “LIMITED” |
| ***Post Conditions*** | * By clicking on “Download document” link, system should redirect bidder to Download auction document page. * Bidder should be able to download the uploaded documents from officer. |
| ***Flow of Events*** | * Bidder logs in. * Search the auction for which he/she needs to download the documents * Clicks on “Download document” link. * Clicks on “Download” link. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * In auction listing, system should provide “Download document” link to bidder. * On clicking this link, system should redirect bidder to download auction document page. * System should display below table for document grid;   + Sr. No.   + Document name   + Document brief   + Size (in MB)   + Date and Time   + Status     - Approved     - Cancelled       * System should not provide “Download” link towards Cancelled document to bidder.   + Action     - Download       * On clicking this link, system should download the document uploaded by officer. |
| ***Users/Actor*** | * Bidder/Main user/Sub user |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Download document | Link | System should redirect bidder to download auction documents page. |
| Download | Link | System should download the document. |

# Administration

## High Level Use Case of Create and Edit Department

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| --- | --- |
| ***Objective*** | * To understand the flow of create and edit Department(s) of a particular client |
| ***Pre-Conditions*** | * Officer has logged in * Client domain should be created. |
| ***Post Conditions*** | * The Department should be created and should reflect in Department Combo Box. * On creation of Department, system should display a message as “Department created successfully” * On creation of Department, system should redirect user to Manage Department grid. * On editing department, system should display a message as “Department updated successfully” * On editing Department, system should redirect user to Manage Department grid. |
| ***Flow of Events*** | * Officer logs into the system. * Clicks on “Admin” tab. * Clicks on ‘Create Department’ link. * Enters necessary details. * Submits the detail. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should not allow creating duplicate Department within a Client and Department Hierarchy. * Department can only be created from particular Client. * System should allow only Authorized User to create Department. * System should allow Authorized User to create multiple and multilevel Department under particular Client. * System should allow Authorized User to edit Department Details as per requirement. |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Select Parent Department | Department Combo Box | M | It is mandatory to select Parent Department | Please select Parent Department | abcProcure | - |
| Department Name | Text Box | M | Allows Max. 200 Characters and Special Characters (@,\*, (,), -, +,/,.,&, Space) .  System should not allow Duplicate Name | Please enter Department Name  Allows Max. 200 Characters and Special Characters (@,\*, (,), -, +,/,.,&, Space) .  Department Name already exists | TEST Dept. – abcProcure/A’bad |  |
| Address | Text Area | N | Allows Max. 1000 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Allows Max. 1000 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | A - 201 / 208, Wall Street - II, Opp. Orient Club; Nr. Gujarat College, Ellis Bridge |  |
| Country | Drop down and Combo box | M | - | - | INDIA  CANADA  USA | Default selection should be as selected during Client creation |
| State | Drop down and Combo box | M | It is mandatory to select State | Please select State | GUJARAT  ALBERTA  TEXAS | System should display list of States on the basis of Country selection.  Default selection should be as selected during Client creation |
| City | Text Box | M | It is mandatory to enter City  Allows Max. 50 Characters and Special character (Space) | Please enter City  Allows Max. 50 alphabets and Special character (Space) | ADI  AHMEDABAD |  |
| Phone No. | Text Box | N | Allows Max. 20 numbers and Special Characters (-,+) | Allows Max. 20 numbers and Special Characters (-,+) |  | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System will submit the data on Server |
| Update | Button | System will update data on server |

## High Level Use Case of Manage Departments

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functionalities for Manage Department. |
| ***Pre-Conditions*** | * Authorized User has logged in. * Authorized User wants to search Created Department. |
| ***Post Conditions*** | * Search result should search the result as per the entered search criteria. |
| ***Flow of Events*** | * Authorized User logs into the system. * Clicks on “Admin” tab. * Clicks on ‘Manage Department link. * Enters Search Criteria. * Submits the detail. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow Authorized User to search Department by Status (Active / Inactive) * System should provide two different Tab as Active and Inactive * On clicking Search button, system should hide Active / Inactive Tab and add Status Column in Department listing Grid (search result) * System should provide Clear Search criteria. * System should display “Edit” provision under active tab against each Department. * System should display following information in Department Listing table; * Sr. No * Department Name * Parent Department Name * Action * System should display message as ***“No Result Found”*** if criteria does not matches with data. * System should also provide Clear Search provision |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department Name | Text Box | N | - | - | abcProcure | - |
| Status | Combo box | N | - | - | Values;  Active  Inactive | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search Department | Button | System should search the file as per the input |
| Clear Search | Button | System should clear Search Criteria |
| Create Department | Link | System should redirect user to create department facility. |
| Department Name | Hyperlink | The Department Name should come as a hyperlink, on clicking the same system should redirect user to Department detail information in non-editable mode. |
| Edit | Hyperlink | System should open the particular department in editable mode. |

## High Level Use Case of Active / Inactive Department

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of activating / deactivating department. |
| ***Pre-Conditions*** | * Department is been created by Authorized User |
| ***Post Conditions*** | * System should not display department which is deactivated by Authorized User. * System should display particular department in Department tree / Combo box which is activated by Authorized User. * On deactivating particular department, system should display a message as “Department deactivated successfully” * On activating department, system should display a message as “Department activated successfully”. * System should redirect Authorized User to Manage Department page. |
| ***Flow of Events*** | * Authorized User Logs in * Clicks on Admin Tab * Clicks on Manage Department Tab * Clicks on Activate / Deactivate link (under action column) |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * By default all department should be under active status. * System should provide Activate / Deactivate functionality under Manage Department Tab. * On clicking Activate / Inactivate link, system should display confirmation message as “Are you sure, you want to Activate / Deactivate department” with Ok \ Cancel option. On selection of Ok option, system should submit the information, on selection of Cancel option, system should redirect authorized user to Manage Department page. * Authorized User can Activate / Deactivate department at any point of time (as per the requirement) * On deactivating department, system should display a message as “Department deactivated successfully”. On activating department, system should display a message as “Department activated successfully”. * System should not delete any records of the Department which is deactivated. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Activate / Inactivate | Hyperlink | System should activate / inactivate department |

## High Level Use Case of Create and Edit Designation

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of creation and modification of designation |
| ***Pre-Conditions*** | * Authorized user has logged in |
| ***Post Conditions*** | * On creating Designation, system should display a message as “Designation created successfully”. * On creation of Designation, system should redirect user to Assign Rights to Designation page. * On editing Designation, system should redirect user to Assign Rights to Designation page. |
| ***Flow of Events*** | * Officer logs in * Clicks on Admin tab * Clicks in create designation link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * For creation of a designation, proper department and its designation should be selected. * In parent designation, system should display all the approved designations of a selected department. If no approved designation is created then system should hide this field. * Designation name must be unique within a department. * It is mandatory to generate Authorized User Sign at the time of Designation Approval. |
| ***Users/Actor*** | * Authorized User |

***Create Designation***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department | Department Combo Box | M |  | Please select Department |  | In department Combo Box, system should display all the departments being created under that client |
| Parent Designation | Combo | N |  |  |  | Approved designation of a selected department should be displayed in this combo |
| Designation | Text field | M | Allows Max. 50 Alphanumeric and Special Characters (@,\*, (), -, +,/, Space) | Please enter Designation  Allows Max. 50 alphabets, numbers and Special Characters (@,\*, (), -, +,/, Space) |  | Designation name must be unique within a selected department |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on clicking Update Button  System should update information |
| Update | Button | Fields should be validated on clicking Update Button  System should update information |

## High Level Use Case of Manage Designations

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of search and listing of designations |
| ***Pre-Conditions*** | * Authorized user must be logged in the system |
| ***Post Conditions*** | * As per the entered search criteria system should search and display the records if found. |
| ***Flow of Events*** | * Officer logs in * Clicks on Admin Tab * Clicks on Manage Designation link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display following fields in a tabular format on this page; * Sr. No. * Designation * Parent Designation * Department Name * Action   + - Assign Rights ( If Not Assigned Rights )     - Edit ( If Not Assigned Rights )     - Edit Rights (Displayed if Assign Rights are given)     - Approve (if Approval is Pending) * System should display 2 tabs under Manage Designation; * Pending * Approved * If no records are found then system should display a message ‘No record found’ |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department | Department Combo Box |  | At least one of the criteria should be selected. | Please enter Search criteria |  | Default value should be “Please select” |
| Designation | Text field |  | At least one of the criteria should be selected. | Please enter Search criteria | Manager  Senior Manager  CEO  Director  GM  DGM |  |
| Status | Combo box | - | At least one of the criteria should be selected. | - | Values;  Pending Approved | Default values should “Select” |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Assign Rights | Hyperlink | System will allow Officer to Assign Rights to particular designation |
| Search | Button | Fields should be validated on clicking Submit Button  System will submit the data to the database |
| Clear Search | Button | System should clear the search criteria |
| Designation name | Hyperlink | System should display the assigned rights to officer in read-only mode |
| Edit | Hyperlink | System should allow to edit the designation |
| Approve | Hyperlink | System should redirect to approve Designation facility. |

## High Level Use Case of Assign Rights to Designation

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of assigning rights to designation. |
| ***Pre-Conditions*** | * Authorized user has logged in |
| ***Post Conditions*** | * On assign Rights to Designation, system should display a message as “Rights assigned successfully” * On assign of Rights to Designation, system should redirect user to Manage Designation grid. * On editing Rights, system should display a message as “Rights updated successfully’” |
| ***Flow of Events*** | * Officer logs in * Clicks on Admin Tab * Clicks on Manage designation link * Clicks on Assign Rights link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * Select all rights option are to be provided for selection of all the rights of On successful rights selection, system should redirect user to the manage designations page and should display a message ‘Rights assigned to designation successfully’ * On successful rights update, should display a message ‘Rights updated successfully’ * View and edit functionality are to be provided. * Authorized User can assign rights to other user from his set of Rights. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | System should submit the records to the database server |

## High Level Use Case of View and Approve Designation

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of viewing and approval of designation |
| ***Pre-Conditions*** | * Authorized user has logged in |
| ***Post Conditions*** | * On approval of Designation, system should display a message as “Designation Approved successfully” * On approval of Designation, system should redirect user to Manage Designation grid. |
| ***Flow of Events*** | * Officer creates designation. * Assign rights to designation. * Approve designation. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * All the fields should be displayed in the read only mode * In case of approval of a designation, remarks field should be displayed to the user. * On assigning rights to designation, system should allow authorized user to approve designation. |
| ***Users/Actor*** | * Authorized User |

***View and Approve Designation***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remarks | Text area | M | Allows Max. 1000 alphanumeric and Special Characters (/,-,.,, and space) | Please enter Remarks  Allows Max. 1000 alphabets, numbers and Special Characters (/,-,.,, and space) |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Approve | Button | Fields should be validated on clicking Update Button  System should update information |

## High Level Use Case of Register User

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functional logic for Creation of Department User. |
| ***Pre-Conditions*** | * Designation should be created under department. |
| ***Post Conditions*** | * System will give application access to User * On successful registration of Dept. Officer, system should display a message as “User registered successfully”. * On registration of User, system should redirect user to Manage User grid. |
| ***Flow of Events*** | * Officer Logs in * Click Administration * Click Register User |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should give provision to select Department at the time of Department User Creation. * System should not allow Authorized User to create duplicate User (Email ID should be unique). * If Email ID is already registered as department user on same client then the message should be: Email ID already registered as department user on this client, else, “Valid” message should be displayed. * After registration of the Officer, system should redirect user to the approved users’ listing page. * System should display Tool-tip against Email ID where following content should be displayed in Tool-Tip ***“Email ID should be valid Email ID as all future correspondence will be done through Email ID only”*** |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Select Department | Department Combo Box | M | It is mandatory to select Department for User | Please select Department | abcProcure/Marketing/A’bad | System should display list of department created under particular client |
| Email ID | Text box | M | It is mandatory to enter valid Email ID  System should accept alphanumeric and Special Characters (@,.,-,\_)  System should not accept more than 50 characters | Please Enter Email ID  Please Enter valid Email ID  Allows Min 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | [test@testdata.com](mailto:test@testdata.com) | System should validate email ID from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| Password | Text box | M | Allows Min 8 and Max. 50 Characters and Special Characters (@,!,\*, (), -, +,/)  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Please enter Password.  ~~Email ID and Password does not match~~  Allows Min. 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | test#123$ | Minimum 8 Characters required. |
| Confirm Password | Text box | M | Must Match with the Original Password | Confirm Password does not match with Password | test#123$ | If password not matching with the original password:- Password not matching notification should be display. |
| Designation | Drop down and Combo box | M | It is mandatory to select Designation from drop down list | Please select Designation |  | System will display list of designation which has been created by Officer.  First and default value should be “Please Select”. |
| Person Name | Text field | M | System should accept alphabets and special characters(’,- , .)  Max 50 characters are allowed | Please enter Person Name  Allows Max. 100 alphabets and Special character (- , .) | Peter DSouza  Md. Abdulla Khan | - |
| Mobile No. | Text field | M | Allows max 15 number (0 – 9) | Please enter Mobile No.  Allows max 15 number (0 – 9) | 00919723822331 | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Field should be validated on clicking Submit Button  System will submit the data |

## High Level Use Case of Edit Officers Profile

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how system allows Officer to edit his own profile |
| ***Pre-Conditions*** | * Profile has been created by Authorized User * Officer has verified his profile (if applicable) |
| ***Post Conditions*** | * System should update information * On editing profile, system should redirect officer to event listing grid/page. |
| ***Flow of Events*** | * Officer logs in * Clicks on Setting Link (Right top corner) * Clicks on Edit Profile link * Edit necessary information * Clicks on Update Button |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow only officer to edit his own profile if the profile is verified. * On updating the profile, system should display a notification as “Profile Updated Successfully”. * System should allow officer to update his profile multiple time. * System should allow officer to edit his profile with following mentioned fields. (Refer matrix below) |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Person Name | Text box | M | Mandatory to enter Person Name  Allows Max. 100 Characters and Special character (’,- , .) | Please enter Person Name  Allows Max. 100 alphabets and Special character (’,- , .) | Rajiv N Chavda  Rajiv NavinChavda  Mohammad Aziz Mirza |  |
| Mobile No. | Text box | M | Allows max 15 number (0 – 9) | Please enter Mobile No.  Allows max 15 number (0 – 9) |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update | Button | Fields should be validated on clicking Update Button  System should update profile information |

## High Level Use Case of Manage User

|  |  |
| --- | --- |
| ***Objective*** | * Logic of search elements and presentation logic for Department User. |
| ***Pre-Conditions*** | * Authorized user must be logged in the system. * Should be on Manage Department User page. |
| ***Post Conditions*** | * System will give application access to User. |
| ***Flow of Events*** | * Authorized User logs into the system. * Clicks ‘Manage Department User menu.   **For Search department User**   * Enter Searching criteria. * Submit details**.** |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * There should be the following searching criteria available for System Authorized user; * Email ID / Login ID * Department * Designation * Person Name * Status (Status column should be displayed at the time of searching data) * System should allow User to search Department User by User Status; Approved | Pending | Disable | Locked | All * System should display following Tabs under Manage Dept. User page; * Approved * Disabled * All * There should be following details available in Department User Listing; * Sr. No. * Email ID * User details * Registration Date * Action * User name should be hyperlink and clicking upon which the user should be redirected to the view profile page. * In approved tab, system should display following links; * Edit * Unmap DC * Reset Password * Disable * In disable tab, system should display following links; * Unmap DC * Enable * System should automatically unmap DC if the same has been expired. On un-mapping DC (automatically), system should send a mail on registered email ID (of particular user) * System should provide Disable functionality, where Authorized User can disable particular User Login ID. * If Login ID is enable, system should display “Disable” link against that Login ID. If particular Login ID is Disabled, system should display “Enable” link against that Login ID. * System should display Department Users list on Create Department User page (In tabular format). * System should provide a proper message if there are no records found for the entered matching criteria; “**No Records Found**”. * There should be a link to disable the department user. From the same a new page will open to enable the user. * If a User is already disabled then in such case there should be a enable link |
| ***Users/Actor*** | * Authorized User |

***Search Department User***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Text field | N | Maximum 50 characters are allowed as a Email ID / Login ID  Allow special character @,.,-,\_) | Allows Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | [Test@tesr.com](mailto:Test@tesr.com) | Email format should not be checked, as we have searching option for exact and contain. |
| Department | Department Combo Box | N | - | - | DOT  ETL | Default and first value should be “Please Select” |
| Designation | Text field | N | - | - | - | - |
| Status | Combo box | N | - | - | Values;  Approved  Disabled  All | Default selection should be “Select” |

***Listing of Department User***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | - | Should be a numeric value with increments by 1. |
| User Name | Label | - | - | - | - |  |
| Department Name | Label | - | - | - | - | - |
| Designation | Label | - | - | - | - | - |
| Email ID | Label | - | - | - | - | - |
| Action | Label | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | Validation should fire.  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| User Name | Hyperlink | The hyperlink should come for particular Department User, if a user clicks on that detailed profile for that user should open in not editable mode. |
| Edit | Hyperlink | System should open the detailed profile in Editable mode. |
| Unmap DC | Hyperlink | System should open the Un-map DC facility. |
| View | Hyperlink | System should redirect user to view the registered users profile |
| Disable User /Enable User | Hyperlink | System should redirect to disable User facility. |
| Unmap DC | Hyperlink | System should update the records in database server. |

## High Level Use Case of Reset Password

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how Authorized User can Reset Password if User has forgotten his Hint Answer and Password |
| ***Pre-Conditions*** | * Authorized user must be logged in the System. * Users has registered on Portal (Company Profile or with company profile and attach certificate step) |
| ***Post Conditions*** | * System should allow User to Login with New Password * On Password Reset of Dept. Officer, system should redirect user to Manage User grid. * On Password Reset of Bidder, system should redirect user to Manage Bidder grid. * On reset password, system should display a message as “Password Reset Successfully.” |
| ***Flow of Events*** | * Authorized User Logs in * Clicks on Manage Department User tab * Search Department User * Clicks on “Reset Password” link |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On click of “Reset Password” button, system should generate a new password having following password pattern:   + 4 random characters (a-z)@4 random numbers (0-9) * System should send a mail on respective Bidder registered email ID System should redirect User to Change Password Page on his successful login after Password is reset by Authorized User and allow User to select Hint Question and Answer * It is mandatory to generate Authorized User Sign on Reset Password. * On reset password, system should display a message as “Password Reset Successfully.” |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Reset | Hyperlink | System should Reset Password |

## High Level Use Case of Un-Map Digital Certificate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective** | | | | * To understand the process flow of Un- Map Digital certificate by authorized user. | | | |
| **Pre-Conditions** | | | | * Authorized user must be logged in the system. * Officer has clicked on Manage User Tab | | | |
| **Post Conditions** | | | | * Digital certificate should be un-mapped for the selected user. * On un-mapping Digital certificate, system should display a message as “Digital Certificate un-mapped successfully” * On un-mapping Digital Certificate of Dept. Officer, system should redirect user to Manage User grid. * On un-mapping Digital Certificate of Bidder, system should redirect user to Manage Bidder grid. | | | |
| **Flow of Events** | | | | * Officer logs into the system. * Clicks on ‘Manage Department User’ Tab. * Clicks on ‘Un-Map Digital Certificate’ link. * Clicks on Un-map link. * Enter Remarks / Comments. * Submit detail. | | | |
| **Alternate Flow/Exceptional Flow** | | | | * NA | | | |
| **Business Rule / Requirements** | | | | * On Un-Mapping Digital Certificate of Particular User by Authorized User, system should ask Department User to map Digital Certificate in his first login (After un-mapping Digital Certificate by Officer) * System should send notification mail to particular User on Un-Mapping Digital Certificate * System should un-Map both Signing and Encryption Certificate * System should prompt confirmation message ‘Do you really want to un map Digital Certificates?’ on clicking upon Un-Map Digital Certificate Button with OK and Cancel option, on click of OK button, system should un-map Digital Certificate * System should display User Information which are displayed under Manage Bidder / Dept. Officer grid. | | | |
| **Users/Actor** | | | | * Authorized User | | | |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | | **Validation Message** | **Test Data** | **Remarks** |
| User Profile | Label | - | - | | - | - | - |
| Digital Certificate Information | Label | - | - | | - | - | -Signing as well Encryption digital certificate information should be displayed |
| Remarks | Text Area | M | Allows Max. 1000 Characters, Numbers and Special Characters (/,-,.,, and space) | | Please enter Remarks  Allows Max. 1000 alphabets, Numbersand Special Characters (/,-,.,, and space) | Test |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Un-Map | Button | System should Un-Map Digital Certificate |

## High Level Use Case of Enable / Disable User

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Objective*** | | | | * To understand the functionalities of Disable User’s Login ID. | | | |
| ***Pre-Conditions*** | | | | * User must have registered on portal. | | | |
| ***Post Conditions*** | | | | * User’s Login ID gets disabled and notification mail gets forwarded to register e-mail ID of the user who is being disabled. * On Disable of Users Login ID, system should display a message as “Department User Disabled Successfully” * On enabling Users Login ID, system should display a message as “Department User Enabled Successfully” * On enable / Disable of Dept. Officer Login ID, system should redirect user to Manage User grid. | | | |
| ***Flow of Events*** | | | | * Officer logs into the system. * Clicks on ‘Manage Department User’ Tab. * Search User * Clicks on ‘Disable’ link. * Enter Remarks / Comments. * Submit detail. | | | |
| ***Alternate Flow/Exceptional Flow*** | | | | * NA | | | |
| ***Business Rule / Requirements*** | | | | * Disable user functionality is applicable for approved Dept. User only. * System should not allow User to login into the system if his login access is disabled. * System should reflect the changes on submitting the data. * System should allow Authorized User to edit block User detail(Enable) as per the requirement. * On enable / disable of User’s Login ID by Authorized User, system should send an email to Registered email ID with specified Remarks. | | | |
| ***Users/Actor*** | | | | * Authorized User | | | |
| ***Field Name*** | ***Field Type*** | ***Mandatory / Non Mandatory*** | ***Validation*** | | **Validation Message** | **Test Data** | **Remarks** |
| *Name* | *Label* | *-* | *-* | | - | - | - |
| *Designation* | *Label* | *-* | *-* | | - | - | - |
| *Remarks* | *Text Area* | *M* | *It is mandatory to enter remarks*  *Max. 1000 characters are allowed*  *Special Characters (/,-,.,, and space)* | | Please enter Remarks  Allows Max. 1000 alphabets, Numbers and Special Characters (/,-,.,, and space) | test |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Disable User /Enable User | Link | Fields should be validated on clicking Button (Remarks Validation) |
| Disable User /Enable User | Button | Fields should be validated on clicking Button (Remarks Validation) |

## High Level Use Case of Manage Bidders

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how Officer User Manage Bidders Profile. |
| ***Pre-Conditions*** | * Bidder should be registered on domain. |
| ***Post Conditions*** | * System should allow Authorized User to Approve / Reject, |
| ***Flow of Events*** | * Authorized User Logs in * Clicks on Manage Bidder Tab * Search Bidder |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow Authorized User to search Bidder with following search criteria;   + Person Name   + Registration Date   + Mobile No.   + Email ID   + Company Name   + Business Category   + Bidder type     - Main user     - Sub user   + Status (tabs):     - Incomplete     - Pending     - Approved     - Rejected     - Expired     - All   + Profile Expiry: System should render the main users/sub users on selecting below options from current date to expiry date.     - 30 days: On selecting this option, system should render the main users/sub users whose profile is being expired in 30 days from current date.     - 15 days: On selecting this option, system should render the main users/sub users whose profile is being expired in 15 days from current date.     - 7 days: On selecting this option, system should render the main users/sub users whose profile is being expired in 7 days from current date. * System should display following information of Bidder in Manage Bidder Page   + Sr.no   + Registration Date   + Mobile No.   + Email ID   + Company Details   + Address   + Business category   + Action   + Sign   + Encryption * Bidder’s name should be hyperlink and clicking upon which the user should be redirected to the view profile page * If no record found by specified search criteria, system should display a message as “No Record found” * System should provide clear search functionality * On completion of Registration, system should display particular user under Pending Tab until his profile is not approved by Authorized User. * System should display following link against Incomplete Bidder;   + Resend Registration link     - On clicking this link, system should resend system generated email of Registration link to bidder * System should display following link against Pending Bidder;   + Approve   + Un-map DC (If DC is attached)   + Reset Password   + Edit * System should display following link against each approved Bidder;   + Un-map DC (If DC is attached)   + Reset Password   + Edit   + Reject * System should display following link against Rejected Bidder;   + Approve   + Un-map DC (If DC is attached)   + Edit * System should automatically un-map DC if the same has been expired. On un-mapping DC (automatically), system should send a mail on registered email ID (of particular user) * System should allow authorized user to reset password if bidders profile is incomplete. * Approve link should only be displayed once Registration is completed in all aspects * System should allow Authorized User to reject the profile. * If Profile is rejected, system should allow Authorized User to Approve Profile where system should display “Approve” link.   **Pending Tab**   * Once KYC documents are submitted by main user system should move that user from expired tab to pending tab. * Officer has to approve user again from here.   **Expired Tab**   * System should render the bidders whose KYC documents dates are expired in this tab. * System should not allow mapping of this bidder/child bidder in any e-bidding process. System should display message as “Bidder KYC is expired” at the time of mapping in any e-bidding process. |
| ***Users/Actor*** | * Authorized User |

***Search Bidder***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| E-mail ID | Text box | N | It is mandatory to search Bidder by at least 1 search criteria | Please enter at least 1 search criteria | [test@testdata.com](mailto:test@testdata.com) | - |
| Company Name | Text box | N | Test & Test Pvt. Ltd. |  |
| Keyword | Text box | N |  |  |
| Mobile No. | Text Box | N |  |  |  |  |
| Person Name | Text Box | N | Allows Max. 100 Characters and Special character (- , .) | Allows Max. 100 alphabets and Special character (- , .) | Rajiv N Chavda  Rajiv NavinChavda  Mohammad Aziz Mirza |  |
| Bidder Type | Combo Box | N | - | - | System should display following options;  Main user  Sub user | Default all bidders records should be available |
| Status | Combo Box | N | - | - | System should display following options;  Pending  Approved  Disabled  All | Default selection should Select |
| Profile Expiry | Dropdown | N | - | - | System should display following options;  30 Days  15 Days  7 Days | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | Validation should fire.  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| Full legal name of Company | Hyperlink | The hyperlink should come for particular Department User, if a user clicks on that detailed profile for that user should open in not editable mode. |
| Edit | Hyperlink | System should open the detailed profile in Editable mode. |
| Un-map DC | Hyperlink | System should open the Un-map DC facility. |
| Approve /Reject | Hyperlink | System should redirect to Approve / Reject facility. |
| Reject | Hyperlink | System should redirect user to reject bidder facility. |

## High Level Use Case of Approve / Reject Bidder

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how Authorized User search and Approve Bidder Registration Application. |
| ***Pre-Conditions*** | * Bidder should be registered on domain. |
| ***Post Conditions*** | * System should allow Authorized User to Approve / Reject the profile. * On Approval / Rejection of Profile, system should redirect Authorized User to Manage Bidder Grid * On approval of Bidders Profile, system should display a message as “Profile Approved successfully” * On Rejection of Bidders Profile, system should display a message as “Profile Rejected” |
| ***Flow of Events*** | * Authorized User Logs in * Clicks on Manage Bidder Tab * Search Bidder * Clicks on Approve link * System should display Registration Application in Read only mode * Clicks on Approve / Reject Button |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | **Main user**   * System should display approve link against Pending Bidder; * Approve link should only be displayed once Registration is completed in all aspects. * System should allow Authorized User to reject the profile. * If Profile is rejected, system should allow Authorized User to Approve Profile where system should display “Approve” link. * It is mandatory to generate Authorized User Sign on Approval or Rejection of Bidders profile. * On approval of Bidders profile, system should move that bidder into Approved Tab. * On Rejection of Bidders profile, system should move that bidder under Rejected Tab. * The bidder should add when the last KYC of the bidder was done.   **Expiry Date**   * On approve bidder page, system should provide Expiry date picker for bidder profile to officer. * System should move bidder profile in “Expired tab” in Manage bidder once the expiry date entered by officer is appeared.   **Sub user**   * System should auto-approve sub users profile once the signing certification is attached by sub users and they click on Submit button on certificate mapping page. * System should not allow sub user to login in case if the profile of Main user of that respective sub user is not approved. * On Rejection of main user profile, system should auto-reject the sub user profile and move sub user under Rejected Tab. |
| ***Users/Actor*** | * Authorized User/System |

***Approve/Reject Bidder***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| KYC Date | Date Picker | M |  |  |  |  |
| Expiry Date | Date Picker | M | It is mandatory to select Expiry Date | Please select profile Expiry Date | - | System should default display the current date in this date picker. |
| Remarks | Text Area | M | Allows Max. 1000 Alphanumeric and Special Characters (/,-,.,, and space) | Please enter Remarks  Allows Max. 1000 alphabets, numbers and Special Characters (/,-,.,, and space) | Approved |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Approve | Button | System should approve Bidders profile |
| Reject | Button | System should reject Bidders Profile |

## High Level Use Case of Edit Bidder’s Profile [By Officer]

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how system allows Officer to Edit Bidder’s profile. |
| ***Pre-Conditions*** | * Profile has been approved by Authorized User. |
| ***Post Conditions*** | * System should update information. * On editing Bidders profile by Authorized User, system should redirect user to Manage Bidder grid. |
| ***Flow of Events*** | * User logs in. * Search respective bidder under Manage Bidders page. * Clicks on Edit profile link. * Edit the details. * Clicks on Update Profile button. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should provide Edit profile link against each main user. * On clicking Edit profile link, system should redirect user to edit bidder profile page. * System should render below fields in this page to officer which he can edit;   + Email ID: Non-Editable   + Registered Address   + Full Legal name of Company   + Type of Agreement     - MSPA     - MSCA     - SPA     - GSA     - Others       * On selecting others, system should render textbox to enter the detail.   + Date of Execution of Agreement   + Agreement With     - GAIL     - GGSPL   + KYC/ Credentials date   + Point of Contact   + Business Category     - MSPA Buy/Sell     - MSPA Buy     - MSPA Sell     - Ship Broker     - Ship Owner     - RLNG Buy     - RLNG Sell     - Others       * On selecting others, system should render textbox to enter the detail. * System should render the bidders section with combination of main user and sub user. * System should provide default selected radio button of main user against main user record. * System should provide radio button of “Change this user to main user” against each sub user, which are in approved status.   + On selecting radio button, system should render pop-up message as “Are you sure you want to make this user Main user? Please confirm.” with options “Yes” and “Cancel”.     - On clicking “Yes”, system should change the main user and render messaged as “Main user changed successfully”.     - On clicking “Cancel”, system should close the pop-up. * System should provide “Update Profile” button. On clicking this button, system should redirect user to Manage Bidders grid and render message as “Profile updated successfully. * On updating profile, system should check the main user condition. If the selection is changed to another user, system should change all the use cases of main user to that respective bidder. * System should only allow one main user under one Organization. * System should render Enable Bidder/Disable Bidder link against only those sub users, which are approved/Rejected in system.   + Default “Disable Bidder” link should be available. On clicking this link system should render pop-up message “Are you sure you want to disable this bidder?” with option “Yes” and “Cancel”.     - On clicking “Yes”, system should disable this bidder and render message as “Bidder profile disabled”.     - On clicking “Cancel”, system should close the pop-up window.   + If disabled bidder tries to login system should render message as “Your Profile has been disabled” and should not allow bidder to login.   + System should provide “Enable Bidder” link against bidder, which are disabled. On clicking this link system should render pop-up message “Are you sure you want to enable this bidder?” with option “Yes” and “Cancel”.     - * On clicking “Yes” system should enable this bidder and render message as “Bidder profile enabled”.       * On clicking “Cancel”, system should close the pop-up window.   + System should allow enabled bidder to login. * System should not provide add new sub user link to officer. * System should not allow editing of sub user details provision to officer. * System should only allow disable/enable sub user provision to officer. |
| ***Users/Actor*** | * Authorized user |

***Field Level Matrix:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Label | M | - | - | [test@testdata.com](mailto:test@testdata.com) | System should render the Email Id of main user which is configured by officer, Non-editable |
| Registered Address | Text area | M | It is mandatory to enter Registered Address  Allows Max. 1000 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Registered Address  Allows Max. 1000 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | - | System should render registered address entered by officer at the time of registration, Editable |
| Full Legal name of Company | Textbox | M | It is mandatory to enter Full Legal name of Company  Allows Min. 6 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | Please enter Full Legal name of Company | - | System should render full legal name of company entered by officer at the time of registration, Editable |
| Type of Agreement | Checkbox | N | MSPA  MSCA  SPA  GSA  Others | - | - | System should render type of agreement selected by officer at the time of registration, Editable |
| Date of Execution of Agreement | Date picker | N | - | - | System should allow user to select the date. Default current date should be selected | System should render date of execution of agreement selected by officer at the time of registration, Editable |
| Agreement with | Combo Box | N | GAIL  GGSPL | - | - | System should render agreement with selected by main user at the time of registration, Editable |
| KYC/ Credential date | Textbox | N | Allows Min. 6 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - | - | System should render KYC/ Credentials / Check entered by officer at the time of registration, Editable |
| Point of Contact | Text box | N | Allows Min. 3 Max. 100 alphanumeric and Special Characters (@,.,-,\_) | - | - | System should render point of contact entered by officer at the time of registration, Editable |
| Business Category | Checkbox | M | It is mandatory to select atleast 1 Business Category  MSPA Buy/Sell  MSPA Buy  MSPA Sell  Ship Broker  Ship Owner  RLNG Buy  RLNG Sell  Others | Please select atleast 1 Business Category | - | System should default select the category which was selected by Officer at the time of registration, Editable |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update Profile | Button | Fields should be validated on clicking Update Profile Button  System should update profile information |
| Disable bidder | Link | System should disable bidder and not allow sub user to login |
| Enable bidder | Link | System should enable bidder and allow sub user to login |
| Change this user to main user | Radio button | System should change the main user |

## High Level Use Case of for User Login

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of Login |
| ***Pre-Conditions*** | * User should be registered on portal * Bidder should be approved on portal |
| ***Post Conditions*** | * User/Bidder successfully logs in the system |
| ***Flow of Events*** | **Bidder**   * Enters the Login ID * Enters the Password * Clicks on the Login button * Select Signing Certificate * Clicks on Submit   **Officer**   * Enters the Login ID * Enters the Password * Clicks on the Login button * Attach Digital Certificate * Enters New Password and Confirm Password (at 1st Login) * Hint Question (at 1st Login) * Hint Answer (at 1st Login) * Clicks on Submit |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * If bidder’s profile is not approved then system should display a message as “Your Profile is pending for Approval”. * If bidder profile is rejected, system should display a message as “Your Profile has been rejected”. * In case of wrong Login ID or Password, system should display a message as “Invalid Email ID or Password”. * If main user profile is not approved and sub user tries to login, system should display message as “Your Profile is pending for Approval”. * **Officer**: System should make it mandatory to change password and to enter hint question and answer detail on 1st time login. |
| ***Users/Actor*** | * All Users |

***Normal Login***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Text Box | M | Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please enter Email ID  Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | - | - |
| Password | Text Box | M | Allows Max. 50 alphanumeric and Special Characters | Please enter Email ID  Allows Min. 8 Max. 50 alphabets, numbers and Special Characters | - | - |

***1st Time Login - Officer***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Old Password | Text Box | M | It is mandatory to enter Old Password | Please enter Old Password  Please enter correct Password | \*\*\*\*\*\*\*\* | - |
| New Password | Text Box | M | It is mandatory to enter Password  Allows Min 8 and Max. 50 alphanumeric and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Please enter New Password  Allows Min 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | \*\*\*\*\*\*\*\* | - |
| Confirm Password | Text Box | M | New Password and Confirm Password should be same | Confirm password does not match with Password | \*\*\*\*\*\*\*\* | - |
| Hint Question | Combo Box and Drop down list | M | It is mandatory to select Hint Question | Please select Hint Question | What is your favorite color | By default system should display “Please Select” |
| Hint Answer | Text Box | M | It is mandatory to specify Hint Answer  Allows Min. 3 Max. 20 alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Hint Answer  Allows Min. 3 Max. 20 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | Blue | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Login | Button | Fields should be validated on Login Button  System should allow User to Login (If Login ID and Password is correct) |
| Submit | Button | Fields should be validated on Submit Button  System should submit details (Attach Certificate) |

## High Level Use Case of Forgot Password

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that User can change their Password through forgot password functionality |
| ***Pre-Conditions*** | * User/Bidder Registration is completed in all aspects |
| ***Post Conditions*** | * System should allow User to change Password * On changing Password, system should display a message as “Password changed successfully” * On submission of details, system should redirect user to Home page. |
| ***Flow of Events*** | * User clicks on “Forgot Password” link. * User gets redirect to Forgot Password page. * Enter the details. * Select Signing Certificate. * Clicks on Submit. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * Auto fill should be disabled (off) for e-mail ID field * If Login/e-mail ID is wrongly entered, system should display a message as “Invalid email ID” * On clicking Check Login ID button, without entering Login ID, system should display a message “Please enter E-mail ID” * System should validate Hint Answer with the one which has been entered at the time of Registration * System should only allow to change password if Login ID, Signing Certificate & Hint Answer matches with Original one (At the time of Registration) * On configuring new password, system should redirect User to Login Page * On updating the password, system should display a message as “Password Changed successfully” * System should not allow to paste the password in confirm Password field * If Use enters wrong Hint Answer then system should display a message as “Incorrect Hint Answer” * If User is not selecting proper certificate which is mapped by System Officer then system should display a message as “Please select valid Digital Certificate” |
| ***Users/Actor*** | * All Users |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Text Box | M | It is mandatory to enter Email ID  Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please enter Email ID  Please enter valid email ID  Allows Min 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) |  | System should validate Email ID |
| Hint Question | Label | - | - | - | - | - |
| Hint Answer | Text Box | M | It is mandatory to enter Hint Answer  Allows Min. 3 Max. 20 alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Hint Answer  Allows Min. 3 Max. 20 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space)  Incorrect Hint Answer |  | System should validate Hint Answer |
| New Password | Text Box | M | It is mandatory to enter Password  Allows Min 8 and Max. 50 alphanumeric and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) | Please enter New Password  Allows Min 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) |  | - |
| Confirm Password | Text Box | M | Retype password should match above specified password | Please enter Confirm Password  Confirm password does not match with Password |  | System should verify with New Password |
|  | | | | | | |
| Select Signing Certificate | Combo Box and Drop Down List | M | It is mandatory to select Signing Certificate  System should only display certificates which are installed in machine | Please select Signing Certificate  Please select valid Digital Certificate  Certificate already mapped |  | This field should be displayed only if the Digital certificate is required for a client.  On the basis of the type of digital certificate (Single or Dual), the certificate should come for selection |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on clicking Submit button  System should submit the data on server |
| Check Email ID | Button | System should check Email ID (Registered User or not) |

## High Level Use Case of Attach / Map Digital Certificate

|  |  |
| --- | --- |
| ***Objective*** | * To understand the process of attaching Digital Certificate |
| ***Pre-Conditions*** | * All user should be registered on portal |
| ***Post Conditions*** | * User successfully logs in * User gets redirected to the mapping of Digital Certificate on 1st Login or In case of Certificate is unmapped by Officer |
| ***Flow of Events*** | * NA |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * In case if Digital Certificate is revoked, then system should display a message as “Your Digital Certificate has been revoked. Please use valid Digital Certificate” * Signing and Encryption certificate should not be mapped with any other login ID. If user tries to map digital certificate which are already mapped with other e-mail ID then system should display a message as “Digital Certificate already mapped with other Email ID” * System should redirect User on select Certificate page if Login ID and Password is correct / valid. * System should check CRL at the time of attaching Certificate * In case of Bidder and System Officer, system will ask for both ‘Signing’ and ‘Encryption’ certificate * Once logged in, the user should be directed to Certificate Mapping page. * The system should check the validity of the certificate * System should also check that the certificate should be issued by Authorized CA (Check Certificate Root) * If Signing and encryption certificate do not match, then system should display a message as “Please select Signing & Encryption Certificate which are mapped into the system” * If proper signing certificate is not selected then system should display a message as “Please select Signing certificate” * If proper Encryption certificate is not selected then system should display a message as “Please select Encryption certificate” * System should automatically un-map DC if the same has been expired. On selecting Expired Certificate, system should display a message as “Selected certificate is expired, please select valid certificate” * If user selects wrong certificate (other than mapped certificate), system should display a message as “Please select valid certificate” |
| ***Users/Actor*** | * All Users |

***Login***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Select Signing Certificate | Combo Box and Drop Down List | M | It is mandatory to select Signing Certificate  System should not allow to attach certificate if the same has been expired or revoked  System should only display certificates which are installed in machine  System should not allow to Attach certificate if the same has already mapped other Login ID | Please select Signing Certificate  Selected digital certificate is expired. Please select valid digital certificate  Selected digital certificate is revoked. Please select valid digital certificate  Certificate already mapped with other Email ID  Issuer / CA of selected digital certificate can’t be recognized by system. Please contact support team member |  | - |
| Select Encryption Certificate | Combo Box and Drop Down list | M | It is mandatory to select Signing Certificate  System should not allow to attach certificate if the same has been expired or revoked  System should only display certificates which are installed in machine  System should not allow to Attach certificate if the same has already mapped other Login ID | Please select Signing Certificate  Selected digital certificate is expired. Please select valid digital certificate  Selected digital certificate is revoked. Please select valid digital certificate  Certificate already mapped with other Email ID  Issuer / CA of selected digital certificate can’t be recognized by system. Please contact support team member |  | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on Submit Button  System should submit details (Attach Certificate) |

## High Level Use Case of Change Password

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how user can change or update Password |
| ***Pre-Conditions*** | * Users has registered on Portal * User logged in the system |
| ***Post Conditions*** | * System should allow User to Login with New Password * On changing password, system should display a message as “Password changed successfully” and redirect user to Home Page. |
| ***Flow of Events*** | * User Logs in * Clicks on Settings tab * Clicks on Change Password Tab * Enters necessary details * Clicks on Submit Button |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On click of “Change Password” link, system should allow user to update his password * System should ask for entering Old Password, New Password and Confirm Password * If the Old password field entered is not valid or left blank, then on clicking ‘Update’ button, system should display a message “Please enter Old Password” * System should display a message “Please enter New Password”, if New password box is left blank * System should display a message “Please enter confirm Password”, if Confirm password box is left blank * If Confirm Password is wrongly entered, system should display a message as “Confirm password does not match with Password”” * On successful updating the password, system should display a message as “Password changed successfully” * System should not allow to paste the password in confirm Password field |
| ***Users/Actor*** | * All Users |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Old Password | Text Box | M | It is mandatory to enter Old Password | Please enter Old Password |  | - |
| New Password | Text Box | M | It is mandatory to enter Password  System should accept Alphanumeric and Special characters  Min. 8 characters are required  Max. 25 characters are allowed  System should accept following special characters in password (!,@,#,$,\_,.,(,)) | Allows Min 8 and Max. 50 alphabets, numbers and Special Characters (!,@,#,$,\_,.,(,))  Password must comprise of at least one alphanumeric and Special Character (!,@,#,$,\_,.,(,)) |  | - |
| Confirm Password | Text Box | M | Retype password should match above specified password  Password changed successfully | Please enter Confirm Password  Confirm password does not match with Password |  | System should verify with New Password |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Update | Button | Fields should be validated on clicking Update button  System should Update the Password and allows user to login with new password |

## High Level Use Case of Create Annexure

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Annexures ~~template~~ will get created for Technical Bid/Term sheet. |
| ***Pre-Conditions*** | * Officer should be assigned with the Create Annexure rights. |
| ***Post Conditions*** | * Annexure should get created in Manage Annexure library. |
| ***Flow of Events*** | * Officer clicks on “Create Annexure” grid in left accordion menu under Administration. * Officer enter Annexure details. * Officer create Clauses/Sub - clauses. * Mark them Negotiable/ Non Negotiable * Officer approves the created annexure. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Create Annexure tab, system should redirect user to create annexure page. * System should provide page header label as “Create Annexure”. * Under create annexure page, system should render below fields;   + Annexure Name     - Annexure name entered by the user should be unique.     - If same Annexure name is entered by any user again, system should display message as “Annexure name already exists”.   + Type of Annexure: System should allow user to select multiple types at a time.     - FOB Sell     - DES Sell     - DES Buy     - RLNG Sell     - RLNG Buy     - Ship Chartering     - Others: The added annexure types from master should get rendered * System should provide “Submit” button to submit the page. On clicking Submit, system should redirect user to Manage Annexure dashboard page with message as “<Annexure> created successfully”.   + On submission of this page, system should generate the record of this Annexure in “Pending tab” under Manage Annexure page. * Under Manage Annexure Dashboard, system should render below fields as label;   + Annexure name   + Type of Annexure * System should provide ‘Create Clause’ link under this page. On clicking this link, system should redirect user to Create Clause page.   + Under this page, system should render below fields as label;     - Annexure name     - Type of Annexure   + System should provide “+” Add Clause & “-“ Remove Clause provision to add/remove the Clauses and Sub Clauses.     - System should remove sub clauses of that particular clause if user removes main clause.   + System should provide Clause name field for user to enter the Clause name.   + System should provide the auto number for Sr. No. by following below format for clauses and sub clauses.     - 1. Clause       * 1.1 Sub Clause       * 1.2 Sub Clause     - System should provide this Sr. No. as editable.       * If user removes any clause or sub clause, system should not auto update Sr. No. and should be in editable mode.   + System should provide Rich Text Editor field for user to enter the description in Clauses and Sub Clauses.   + System should provide check box on Clause and Sub Clause level for selection and removal of Clause and Sub Clause.     - System should provide + Add Sub Clause provision for each clause.       * The system should allow user to add multiple sub clauses     - On clicking + Add sub clause option, system should render the Rich Text editor field in tree format to maintain the relation of Clause and its Sub Clause.   + System should provide checkbox option of “Is Negotiable by Bidder?” on each Clause and Sub Clause level.   + On selection of Clause / Sub clause as ‘Negotiable’, the system should allow User (bidder) to edit text in term sheet.   + Non Negotiable clause / Sub clause to be displayed in ‘Read-only’ mode to bidder in term sheet during bidding.   + System should provide “Save as Draft” button to submit the page.   + On clicking “Save as Draft” button, system should redirect user to Manage Annexure Dashboard page and render message “<Clauses> created successfully”.     - In case where there is no clause available and user clicks on “Save as Draft” button, system should display validation message as “Please enter at least 1 clause details to create Annexure”. * System should provide “Delete” link for deleting the Annexure. On clicking Delete, system should display message as “Are you sure you want to Delete this Annexure?” with options “Yes” and “Cancel”.   + On clicking “Yes” system should delete the Annexure record and render message as <Annexure> deleted successfully and redirect user on same page.   + On clicking “Cancel” system should perform no action and redirect user on same page.   + Once the Annexure is deleted from Annexure dashboard, system should display the “Create Clause” link to officer to create the Clause again. * System should provide “Edit Clause link” for editing the clauses / sub clauses of Annexure. On clicking this link system should redirect user on edit clause page where system should allow user to edit the details in all clauses/sub clauses.   + On edit clause page, system should provide “Save as Draft” button to submit the details. On clicking “Save as Draft” button, system should display message as “Clauses updated successfully”.     - In case where there is no clause available and user clicks on “Save as Draft” button, system should display validation message as “Please enter at least 1 clause details to update Annexure”. * System should provide “Approve” button to approve the Annexure. On clicking Approve button, system should redirect user to “Approve tab” under Manage Annexure page and render message as “Annexure approved successfully”. * System should provide “View Clause” link once the Annexure document gets approved. On clicking this link system should redirect user on view full annexure page where user can view all clauses / sub clauses created by user in single Annexure. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Annexure Name | Text field | M | It is mandatory to enter Annexure name  Allows max. 200 alphanumeric and special characters | Please Enter Annexure name  Allows max. 200 alphanumeric and special characters | - |
| Type of Annexure | Checkbox | M | It is mandatory to select atleast 1 Template type  FOB Sell  DES Sell  DES Buy  RLNG Sell  RLNG Buy  Ship Chartering  Others | Please select atleast 1 template | - |
| Sr. No. | Text Box | M | It is mandatory to enter the Sr. No. for clauses and sub clauses  Allows positive numerical values with decimals up to number 100 | Please enter Sr. No. for clauses and sub clauses  Allows positive numerical values with decimals up to number 100 | By default auto Sr. No. Editable mode  If user removes any clause or sub clause, system should not auto update Sr. No. and should be in editable mode. |
| Clause Name | Text field | M | It is mandatory to enter Clause name  Allows max. 200 alphanumeric and special characters | Please Enter Clause name  Allows max. 200 alphanumeric and special characters | - |
| Clause Description | Rich Text Editor | M | It is mandatory to enter Clause description  Allows max. 10000 characters | Please enter Clause description  Allows max. 10000 characters | System should also allow images to get paste from word in this field. |
| Sub Clause Description | Rich Text Editor | M | It is mandatory to enter Sub Clause description  Allows max. 10000 characters | Please enter Sub Clause description  Allows max. 10000 characters | System should also allow images to get paste from word in this field. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Create Annexure | Link | System should redirect user to create annexure page |
| Create Clause | Link | System should redirect user to create clause page |
| Edit Clause | Link | System should redirect user to edit clause page |
| View Clause | Link | System should redirect user to view clause page |
| Add Clause | Link | System should add the new clause field |
| Remove Clause | Link | System should remove the selected clause field |
| Add Sub Clause | Link | System should add the new clause field in tree format |
| Is Negotiable by bidder? | Checkbox | On selection and submission, system shall save the flag |
| Delete | Link | System should render confirmation message and on confirmation system should delete the annexure |
| Submit | Button | Field should be validated on clicking Submit Button  System should submit the data on Server |
| Approve | Button | System should redirect user to Approved tab under Manage Annexure page |

## High Level Use Case of Manage Annexure

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how Manage Annexure process will work and how the created annexures will get listed and managed. |
| ***Pre-Conditions*** | * Officer should be assigned with the Manage Annexure rights. |
| ***Post Conditions*** | * Officer should be able to take multiple actions as;   + Search Annexure   + Approve Annexure   + Delete Annexure   + Disable Annexure   + Copy Annexure |
| ***Flow of Events*** | * Officer clicks on “Manage Annexure” grid in left accordion menu under Administration. * Officer gets redirect to Manage Annexure page and listing should be available to manage annexures. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Manage Annexure tab, system should redirect user to manage annexure page in Pending Tab. * System should provide page header label as “Manage Annexure”. * System should provide below search operators to search the Annexures;   + Annexure name   + Type of Annexure: System should provide dropdown list to search with type of annexures. On selecting a particular type system should render all annexures create with that type irrespective of any status in the search result.     - FOB Sell     - DES Sell     - DES Buy     - RLNG Sell     - RLNG Buy     - Ship Chartering     - Others: The added annexure types from master should get rendered   + Search button: If no record found by specified search criteria, system should display a message as “No Record found”.   + Clear button: System should provide clear search functionality. * System should provide “Create Annexure” link under Manage Annexure page. On clicking this link, system should redirect user to “Create Annexure” page. * System should provide below tabs under Manage Annexure page;   + Pending   + Approve   + Disable   + Delete   **Pending Tab**   * System should provide below columns under Pending tab for each annexure record;   + Sr. No.   + Annexure Name   + Type of Annexure   + Action     - Edit: On clicking this link, system should redirect user to edit annexure page.     - Manage Annexure Dashboard: On clicking this link, system should redirect user to that particular annexure dashboard.     - Approve: On clicking this link, system should redirect user to “Approve tab” with message as “Annexure approved successfully”. System should move that particular annexure to approve tab.     - Delete: On clicking this link, system should redirect user to “Delete tab” with message as “Annexure deleted successfully”. System should move that particular annexure to delete tab.     - View: On clicking this link, system should redirect user to “View full annexure” page.     - Copy: On clicking this link, system should copy the same new annexure with message as “Annexure copied successfully” and redirect to pending tab.       * The system should allow user to Enter Annexure Name on clicking ‘Copy’ link         + Annexure name should be unique. To be validate on client side and server side.       * On clicking “Submit” button on create annexure page, system should render record of this copied annexure in “Pending tab” under Manage Annexure page and redirect user to “Manage Annexure Dashboard” page.   **Approve Tab**   * System should provide below columns under Approve tab for each annexure record;   + Sr. No.   + Annexure Name   + Type of Annexure   + Action     - View: On clicking this link, system should redirect user to “View full annexure” page.     - Edit: On clicking this link, system should redirect user to edit annexure page.       * Once user clicks on “Submit” button after editing, system should move this annexure to pending tab and redirect user to Pending tab with message “Annexure updated successfully”.       * If this particular annexure is used in any “Live Tender” system should consider no impact in that Live tender in execution of that tender. The Live Tender should get completed with existing annexure only.       * If this particular annexure is used in any “Pending Tender” system should validate user on “Publish” link. On clicking Publish link, system should display validation message as “The Annexure you have used is not approved. Please select another Annexure from Annexure library”.     - Manage Annexure Dashboard: On clicking this link, system should redirect user to that particular annexure dashboard.       * Once user clicks on “Save as draft” button after editing, system should move this annexure to pending tab and redirect user to Pending tab with message “Clauses updated successfully”.       * If this particular annexure is used in any “Live Tender” system should consider no impact in that Live tender in execution of that tender. The Live Tender should get completed with existing annexure only.       * If this particular annexure is used in any “Pending Tender” system should validate user on “Publish” link. On clicking Publish link, system should display validation message as “The Annexure you have used is not approved. Please select another Annexure from Annexure library”.     - Condition of Edit and Manage Annexure dashboard from Approve Tab: If the annexures/clauses are updated in any case from Approve Tab whether it is getting updated individually/simultaneously from Edit link or Manage Annexure Dashboard link by clicking Submit button or Save as Draft button respectively, system should move this annexure to Pending tab only.[Server side validation]     - Disable: On clicking this link, system should display message as “Are you sure you want to Disable this Annexure?” with options “Yes” and “Cancel”.       * On clicking “Yes” system should disable the Annexure record and render message as <Annexure> disabled successfully and redirect user to disable tab. System should move that particular annexure to disable tab.         + On clicking “Yes” system should remove this annexure from Annexure list at the time of creating Term sheet in Tender.         + If this particular annexure is used in any “Live Tender” system should consider no impact in that Live tender in execution of that tender. The Live Tender should get completed with existing annexure only.         + If this particular annexure is used in any “Pending Tender” system should validate user on “Publish” link. On clicking Publish link, system should display validation message as “The Annexure you have used is disabled. Please select another Annexure from Annexure library”.       * On clicking “Cancel” system should perform no action and redirect on same page.     - Copy: On clicking this link, system should copy the same new annexure with message as “Annexure copied successfully” and redirect to pending tab.       * The system should allow user to Enter Annexure Name on clicking ‘Copy’ link         + Annexure name should be unique. To be validate on client side and server side.       * On clicking “Submit” button on create annexure page, system should render record of this copied annexure in “Pending tab” under Manage Annexure page and redirect user to “Manage Annexure Dashboard” page.   **Disable Tab**   * System should provide below columns under Disable tab for each annexure record;   + Sr. No.   + Annexure Name   + Type of Annexure   + Action     - View: On clicking this link, system should redirect user to “View full annexure” page.     - Approve: On clicking this link, system should redirect user to “Approve tab” with message as “Annexure approved successfully”. System should move that particular annexure to approve tab.     - Copy: On clicking this link, system should copy the same new annexure with message as “Annexure copied successfully” and redirect to pending tab.       * The system should allow user to Enter Annexure Name on clicking ‘Copy’ link         + Annexure name should be unique. To be validate on client side and server side.       * On clicking “Submit” button on create annexure page, system should render record of this copied annexure in “Pending tab” under Manage Annexure page and redirect user to “Manage Annexure Dashboard” page.   **Delete Tab**   * System should provide below columns under Delete tab for each annexure record;   + Sr. No.   + Annexure Name   + Type of Annexure   + Action     - View: On clicking this link, system should redirect user to “View full annexure” page.     - Copy: On clicking this link, system should copy the same new annexure with message as “Annexure copied successfully” and redirect to pending tab.       * The system should allow user to Enter Annexure Name on clicking ‘Copy’ link         + Annexure name should be unique. To be validate on client side and server side.       * On clicking “Submit” button on create annexure page, system should render record of this copied annexure in “Pending tab” under Manage Annexure page and redirect user to “Manage Annexure Dashboard” page. * System should display <10> annexure records under all tabs in listing. * System should provide pagination functionality for the number of annexure records. * System should provide Go to button to search the page number. On clicking this button, system should redirect user to that respective page number.   + If the page number entered by the user is not available, system should display message as “No record found”.   + System should provide textbox to enter the page number. * System should provide navigation links as below for pagination;   + First   + Prev   + Next   + Last * System should make the navigation links clickable / un-clickable upon user activities. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Annexure Name (Search Operator) | Text field | N | Allows max. 200 alphanumeric and special characters | No record found  Please enter at least 1 search criteria | System should render result as per details entered |
| Type of Annexure  (Search Operator) | Dropdown | N | FOB Sell  DES Sell  DES Buy  RLNG Sell  RLNG Buy  Ship Chartering  Others: Added types should get rendered in dropdown | No record found  Please enter at least 1 search criteria | System should render result as per details entered |
| Sr. No. | Label | M | - | - | System should display the rows number.  Increment by 1 |
| Annexure name | Label | M | - | - | System should display annexure name |
| Type of Annexure | Label | M | - | - | System should display type of annexure comma separated in case of more than 1 type is available for that particular annexure |
| Page number | Text box | N | Allows only numeric values | Please enter numbers only  No record found | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Manage Annexure | Link | System should redirect user to manage annexure page |
| Create Annexure | Link | System should redirect user to create annexure page |
| Search | Button | Validation should fire  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| Edit | Link | System should redirect user to edit annexure page |
| Manage Annexure Dashboard | Link | System should redirect user to manage annexure dashboard page |
| Approve | Link | System should redirect user to approve tab |
| Delete | Link | System should redirect user to delete tab |
| View | Link | System should redirect user to view full annexure page |
| Copy | Link | System should redirect user to create annexure page |
| Disable | Link | System should redirect user to disable tab |
| Go To | Button | System should redirect user to the entered page number |
| First | Link | System should redirect user to the first page of annexure library |
| Prev | Link | System should redirect user to the previous page |
| Next | Link | System should redirect user to the next page |
| Last | Link | System should redirect user to the last page of annexure library |

## Manage Content

### High Level Use Case of Create Combo box

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functional requirement for creating and editing combo box |
| ***Pre-Conditions*** | * Authorized user must be logged in the System * Authorized user has clicked on Manage Content Tab |
| ***Post Conditions*** | * On creation of Combo Box, system should display a message as Combo created successfully and redirect user to Manage Combo grid. |
| ***Flow of Events*** |  |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * System should not allow to create duplicate Combo. On creating duplicate combo, system should display a message as “Combo box name already exists” * On entering duplicate values in same combo, system should display a message as “Duplicate values are not allowed” * System should allow Authorized User to Add and remove Combo options before Submission of Data. * On successful combo creation, system should display a message ‘Combo created successfully’ and should redirect user to the combo box listing. * If user clicks on remove button without selecting any combo box, system should display a message as “Please select at least one row” * On selecting rows and clicking on remove button, system should display a message as “All rows cannot be deleted” * On creating combo, system should automatically approve that particular combo, Approved Combo should be displayed under Approved tab and Cancelled combo should be displayed under cancelled tab. |
| ***Users/Actor*** | * Authorized User |

***Create Combo Box***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Combo Box Name | Text Box | M | Allows Max. 100 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Combo Box Name  Allows Max. 100 alphabets, numbers and Special Characters (@,\*, (,), -, +,/,., Space) | Yes / No  Applicable / Not Applicable  Position Assigned  Product Description |  |
| Calculation requires | Combo box | M |  | Please select Calculation Requires | Options:  Yes,  No | Default value should be ‘No’ |
| Options | Text Box | M | It is mandatory to specify Item Label  Allows Max. 100 Alphanumeric and Special Characters (Space) | Please enter Options  Allows Max. 100 alphabets, numbers and Special Characters (Space) | Yes  No  Applicable  Not Applicable |  |
| Value | Text Box | M | It is mandatory to specify Item value  Allows Max. 100 Alphanumeric ,Special Characters (Space) and decimal values | Please enter Value  Allows Max. 100 alphabets, numbers ,Special Characters (Space) and decimal values | Yes  No  Applicable  Not Applicable |  |
| Default Selected | Check box | M |  | Please select Default Select |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add New | Button | System will add Row |
| Remove | Button | System will delete selected Row |
| Save | Button | Fields should be validated on clicking Submit button  System will submit the data on database Server |
| Update | Button | System will allow Officer to change Default value selection |

### High Level Use Case of Manage Combo Box

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functional requirement for searching the created combo box |
| ***Pre-Conditions*** | * Authorized user must have logged into the System |
| ***Post Conditions*** |  |
| ***Flow of Events*** |  |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * System should provide search functionality by Combo Name. * System should allow Authorized User to cancel any created Combo. * System should allow Authorized User to Add Combo(s) as per the requirement. * System should allow User to search Combo by Combo Status; Approved | Cancelled and Combo Box Name. * System should display following details at the bottom of the page; * Sr. No. * Combo Box Name * Preview * Creation Date * Status (Status column should be displayed at the time of searching data) * Approved * Cancelled * Calculation Requires * Action>> Edit | Cancel * System should display Combo values in Preview column (Combo Box) * On clicking delete button without selecting combo (row), system should display a message as “Please select at least one row” * System should not allow to retrieve or edit combo once it is cancelled. |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | Fields should be validated on clicking Submit button  System will submit the data on Server |
| Clear Search | Button | System should clear search criteria |
| Edit | Hyperlink | System should redirect user to Edit Combo facility. |
| View | Hyperlink | System should redirect user to View the combo facility, all the records should |
| Cancel | Hyperlink | System should cancel the selected combo element and after the confirmation the same should not come in the combo list. |
| Create Combo | Button | Systems should redirect user to Create combo facility. |

### High Level Use Case of Create Marquee

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functional logic of Manage / add marquee. |
| ***Pre-Conditions*** | * Authorized User must be logged in the System. * Authorized User has clicked on Master Entry List Tab * Should be in the Marquee facility |
| ***Post Conditions*** | * The marquee should be added removed from the specified place. * On creation of Marquee, system should display a message as Marquee created successfully and redirect user to Manage Marquee grid. |
| ***Flow of Events*** |  |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should not allow Authorized User to delete any created Marquee * System should allow Authorized User to configure Start Date and End Date of Marquee * System should allow Authorized User to configure Marquee to be displayed after login or before login * System should allow Authorized User to Add Marquee as per the requirement * System should validate data on input * System should display Marquee after Login only if Type is selected as “After Login” * System should display Marquee before login only if Type is selected as “Before Login” * System should display Marquee on Homepage * System should apply the changes on submitting the data * System should display following details at the bottom of the page; * Marquee Text * Marquee Created Date * Marquee Start Date and Time * Marquee End Date and Time * System should only display multiple Client to Admin Users |
| ***Users/Actor*** | * Authorized User * AbcProcure User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Marquee Text | Text Area | M | Allows Max. 500 Alphanumeric and Special Characters (\*,+,-,/Space) | Please enter Marquee Text  Allows Max. 5000 alphabets, numbers and Special Characters (\*,+,-,/Space) | Test Marquee | System should allow to enter max 500 characters |
| Start Date& Time | Date & Time Picker | M | It is mandatory to specify Start Date & Time  Start Date and Time should be greater than Current Date and Time | Please select Start Date  Start Date and Time should be greater than Current Date and Time | 17/05/2012 | Past Date should not be allowed |
| End Date& Time | Date & Time Picker | M | End Date & Time should be greater than Start Date and Time | Please select End Date and Time  End Date and Time should be greater than Start Date and Time | 28/05/2012 | Past Date and Current Date should not be allowed |
| Display Location | Radio Button | M |  |  | Home Page, | Default Value should be ‘After Login’ |
| Display On |  |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Create | Button | Fields should be validated on clicking Submit Button  System will submit the data |
| Update | Button | Fields should be validated on clicking Update Button  System should update information |

### High Level Use Case of Manage Marquee

|  |  |
| --- | --- |
| ***Objective*** | * To understand the functional for marquee management |
| ***Pre-Conditions*** | * Authorized User must have logged into the System. |
| ***Post Conditions*** |  |
| ***Flow of Events*** |  |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should not allow Authorized User to deleteany created Marquee. * On cancellation of Marquee, system should display a message as “Marquee cancelled successfully” * System should display Marquee after Login only if Type is selected as “After Login” * System should display Marquee before login only if Type is selected as “Before Login” * System should display Marquee on Homepage * System should display 2 separate tab under Manage Marquee; * Approved * Cancelled * System should allow User to search Marquee by Marquee Status; Approved | Cancelled * System should display following details in the tabular format: * Sr. No. * Marquee Text * Display Location * Status (Status column should be displayed at the time of searching data) * Start Date and Time * End Date and Time * Action>> Edit | Cancel * On Submitting the Data, system should allow Authorized User to Edit Start Date, End Date, Marquee Text and After Login / Before Login configuration as per the requirement * System should display latest marquee on the top of the list. * Marquee name should be hyperlinked and clicking upon which user should be redirected to the view Marquee detail page |
| ***Users/Actor*** | * Authorized User * AbcProcure User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Edit | Hyperlink | System should redirect user to Edit Marquee facility. |
| Cancel | Hyperlink | System should cancel the marquee and after confirmation the same should not be display on the selected Subclient. |
| Search | Button | System should search data |
| Clear Search | Button | System should clear search criteria |
| Create Marquee | Button | System should allow User to create Marquee |

### High Level Use Case of Manage CRL

|  |  |
| --- | --- |
| ***Objective*** | To understand the process flow for Managing CRL files. |
| ***Pre-Conditions*** | Authorized User must be Login.  CRL file must be downloaded to the System. |
| ***Post Conditions*** | CRL Files submitted to System.  On successfully uploading file, system should display a message as “Document Uploaded Successfully”.  On uploading file, system should redirect user to Manage CRL grid. |
| ***Flow of Events*** | * Authorized User Log- In * Clicks on Manage Content Tab * Click on “Manage CRL” menu * Browse File from the System * System validates the uploaded file. * Successfully Uploaded message will be displayed. |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * Extension of file must be “**.crl**“.System should display a message as “Invalid file type”, if user uploads file other than crl extension. (Server side validation message) * System should display a message as “Please select CRL file” if user selects file other than CRL file. (client side) * The files should be imported from the authenticated CA site. (If any normal file changed to .crl extension should not be imported)On uploading file successfully, system should display a message as **“File Uploaded successfully”** * If Document file exceeds Max. File size, system should display a message as**“Max. File size <(File Size)> exceeded”** * On uploading empty file, system should display a message as **“File with 0 KB size is not allowed”** * File type should be check at server side also * The following fields should be shown in the table (CRL Listing); * Sr. No. * Certifying Authority * Last Updated * The report should come in the descending order of the ‘Last Updated’ date and time. * The file should be over-written and the latest file should always be shown. |
| ***Users/Actor*** | * Authorized User |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | | **Mandatory / Non Mandatory** | **Validation** | | **Validation Message** | **Test Data** | **Remarks** |
| Select CRL file | File selector | | M | System Officer cannot enter in this text box.  The entered file extension must be .crl | | Please select a .crl file only  Please select CRL file |  |  |
|  |  | |  |  | |  |  |  |
| **Control** | | | **Control Type** | | | **Behavior** | | | |
| Upload | | | Button | | | System should upload file | | | |
| Browse | | | Button | | | File Selection must be opened, and user should be able to Select a file from this. | | | |
| Submit | | | Button | | | Fields should be validated on clicking Submit Button  System should submit details | | | |

### High Level Use Case of About Us

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic of Content Management ‘About Us’. |
| ***Pre-Conditions*** | * Authorized User should be logged in. |
| ***Post Conditions*** | * The added content in the ‘About Us’ facility should be shown in the about us page in the respective client. * On adding About Us details / content, system should display a message as Content added successfully and redirect user to same page. |
| ***Flow of Events*** | * Authorized user logged in * Clicks on Manage content tab * Clicks on About Us. * Enter Content for About Us. * Click on update. |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * There should only one content for about us. * About us content can be update at any moment. |
| ***Users/Actor*** | Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| About Us | Rich Text Area | M | Length of contact us should be 5000 or Less character | Please enter About Us content.  Allows Max. 5000 alphabets, numbers and Special Characters |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on clicking Submit Button  System should submit details |
| Update | Button | Fields should be validated on clicking Submit Button  System should update the contact us details and the same should be reflect in the About Us page of the respective client. |

### High Level Use Case of Contact us

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic of Content Management ‘Contact us’. |
| ***Pre-Conditions*** | * Authorized User should be logged in. |
| ***Post Conditions*** | * The added content in the ‘Contact us’ facility should be shown in the contact us page in the respective client. * On adding Contact Us content, system should display a message as “Content added successfully and redirect user to same page. |
| ***Flow of Events*** | * Authorized user logged in * Clicks on Manage content tab * Clicks on Contact us. * Enter Content for Contact us. * Click on update. |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * There should only one content for contact us. * Contact us content can be update at any moment. |
| ***Users/Actor*** | Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Contact Us | Rich Text Area | M | Length of contact us should be 5000 combo or Less character. | Please enter Contact Us content  Allows Max. 5000 alphabets and Special Characters |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on clicking Submit Button  System should submit details |
| Update | Button | Fields should be validated on clicking Submit Button  System should update the contact us details and the same should be reflect in the Contact us page of the respective client. |

### High Level Use Case of Add issuer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic of Add issuer |
| ***Pre-Conditions*** | * Authorized User should be logged in. |
| ***Post Conditions*** | * On adding issuer details, system should redirect user to add issuer listing page. |
| ***Flow of Events*** |  |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * The given data should be added to the respective client.System should allow authorized user to delete issuer as per the requirement. |
| ***Users/Actor*** | Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Issuer | Text Area | Y | The length of title should be 250 characters (/,,,.,(,),-,&,Space) | Please enter Issuer  Allows Max. 250 alphabets, numbers and special characters (/,,,.,(,),-,&) | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Delete | Link | System should delete issuer. |
| Submit | Button | Fields should be validated on clicking Submit Button.  System should submit details. |
| Update | Button | Fields should be validated on clicking Update Button.  System should update add issuer data. |

### High Level Use Case of Manage Contacts

|  |  |
| --- | --- |
| ***Objective*** | * To understand the business logic of Adding the Contact for digital certificate. |
| ***Pre-Conditions*** | * Authorized User should be logged in. |
| ***Post Conditions*** | * The Contact detail should be shown in the provided place. * On adding Certificate Contacts, system should display a message as Certificate Contacts added successfully and redirect user to Manage Content grid. |
| ***Flow of Events*** | * Authorized user logged in * Clicks on Manage content tab * Clicks on Manage Certificate contact * Clicks on Add Contact List. * Enter Contact details. |
| ***Alternate Flow/Exceptional Flow*** | NA |
| ***Business Rule / Requirements*** | * There can be more than one contact person for a given client. * If the contact details are being added in any Client by a Department Officer then the contact details should only been shown in particular Client. * There should be an option for removing the contact information. * Following information should be displayed in a tabular format:   + Sr. No.   + Contact Person Name   + Action     - Edit * This should be in the order of Contact Person Name. * The contact information can be edited at any moment of time. * The Latest Added contact details should be shown, for example there are 4 contacts provided to a particular client, then chronologically latest added contact should be shown in the respective clients home page on the provided space. * There should be a link for to Add new contact details; * System should display same contact details on selected client. * The following information need to be capture. * Person Name * Mobile No. * Phone No. * Email * Alternate Email * Fax No. * Address |
| ***Users/Actor*** | Authorized User |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Person Name | Text box | M | Allows Max. 100 Characters and Special character (’,- , .,Space) | Please enter Person Name  Allows Max. 100 alphabets and Special character (’,- , .,Space) | - | - |
| Mobile No. | Text box | M | Allows  Max. 20 numbers | Please enter Mobile No  Allows  Max. 20 numbers | - | - |
| Phone No. | Text Box | M | Allows Max. 50 numbers and Special Characters (-,+,/,,) | Please enter Phone No  Allows Max. 50numbers and Special Characters (-,+) | - | - |
| Email ID | Text Box | M | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Please enter Email ID  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_) | - | - |
| Alternate Email ID | Text Box | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_,,) | Please enter Email ID  Allows Min. 6 Max. 50 alphabets, numbers and Special Characters (@,.,-,\_,,) |  |  |
| Fax No. | Text Box | N | Allows  Max. 15 numbers  Special Characters (-,+) | Allows  Max. 15 numbers and Special Characters (-,+) | - | - |
| Address | Text Area | N | Allows Max. 1000 characters | Allows Max. 1000 alphabets, numbers and special characters. | - | - |
| Contact Type | Combo Box | N | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Add New Contact | Link | System should redirect Authorized User to submit contact details page |
| Edit | Link | System should redirect Authorized user to contact details page with details showing in the editable mode. |
| Submit | Button | Fields should be validated on clicking Submit Button  The entered details should be submitted to the database server. |
| Update | Button | Fields should be validated on clicking Update Button  The details should be updated |

### High Level Use Case of Category & Sub Category Creation

|  |  |
| --- | --- |
| ***Objective*** | * To understand the function and logic of Category & Sub Category creation. |
| ***Pre-Conditions*** | * Officer should be assigned with create category rights. |
| ***Post Conditions*** | * System should create the category and display the record in Business category list in applicable modules. |
| ***Flow of Events*** | * Officer logs into the system * Clicks Manage Content menu * Click on Create Category link * Submit detail |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking “Create Category” link, system should redirect officer on create category page. * System should provide below fields under this page;   + Select Parent Category   + Category name * System should provide “Submit” button to submit the details. * On clicking Submit button, system should redirect officer on Manage category page with message as “Category / sub category created successfully”. |
| ***Users*** | * Authorized user |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Select Parent Category | Combo Box | N |  | Please select valid Parent Category | - | - |
| Category Name | Text Area | M | It is mandatory to define Category Name  Allows Max. 500 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | Please enter Category Name  Category Name already exists. Please enter category name.  Allows Max. 500 Alphanumeric and Special Characters (@,\*, (,), -, +,/,., Space) | - | Category name must be unique  Continuous -- is not allowed |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Submit | Button | Fields should be validated on clicking Submit button  System should submit the data on Server |

### High Level Use Case of Manage Categories

|  |  |
| --- | --- |
| ***Objective*** | * To understand the requirement of search and listing of categories / sub categories. |
| ***Pre-Conditions*** | * Officer should be assigned with manage categories rights |
| ***Post Conditions*** | * On updating category / sub category, system should display a message as “Category / sub category updated successfully”. |
| ***Flow of Events*** | * Officer clicks on the ‘Manage Content’ link in left accordion * Officer clicks on the ‘Manage Categories’ link * Officer searches the listing by Category/ Parent Category * Officer clicks on the ‘Edit’ link against the category |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should display Category & Sub Category functionality only if Manual Category is selected on domain level. * Category should be displayed in alphabetically ascending order. * System should display following information in Manage Category grid;   + Sr. No.   + Category Name   + Parent Category   + Action     - Edit * System should allow Officer to search Category by;   + Category Name   + Parent Category * If no result found as per search criteria, system should display a message as “No record found” * Provision of Clear search should be available. * System should allow Officer to edit category at any point of time.   + System should provide “Update” button to submit the page. * System should provide “Create Category” link on this page. * System should provide the details with Pagination, providing 10 records at a time. |
| ***Users*** | * Authorized User |

***Search Category***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Category Name | Text box | - | It is mandatory to search category by at least 1 search criteria | Please search Category by at least 1 search criteria |  | - |
| Parent Category | Combo Box | - | It is mandatory to search category by at least 1 search criteria | Please search Category by at least 1 search criteria |  | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search the categories as per the search criteria specified. |
| Clear Search | Button | System should clear the entered search criteria. |
| Edit | Hyperlink | System should redirect to the Edit Categories facility. |
| Update | Button | Fields should be validated on clicking Update button  System should submit the data on Server |

### High Level use Case of Manage Type of Agreement

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this case is to understand that how Type of agreement master will get managed in GAIL’s portal. |
| ***Pre-Conditions*** | * Officer should be assigned with Manage Master rights. |
| ***Post Conditions*** | * System should update the Type of agreement master list available in applicable modules. |
| ***Flow of Events*** | * Officer logs in and clicks on ‘Administration’ menu. * Clicks on ‘Manage Content’ sub menu. * Clicks on ‘Manage Master’ sub menu. * Clicks on ‘Manage Type of agreement’ link. * Update the master and clicks on Submit. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Manage Master sub menu, system should display the ‘Manage Type of Agreement’ link. On clicking this link, system should redirect user to manage agreement type page. * System should provide below search operator field to search type of agreement;   + Type of Agreement Name * Search button: If no record found by specified search criteria, system should display a message as “No Record found”. * Clear button: System should provide clear search functionality. * System should provide below columns under this page;   + Sr. No.   + Type of Agreement Name   + Type of Agreement Status     - Enabled     - Disabled   + Action     - Enable       * System should provide enable link against the record whose status is disabled. On clicking this link, system should display message as “Type of Agreement Enabled successfully”.     - Disable       * System should provide disable link against the record whose status is enabled. On clicking this link, system should display message as “Type of Agreement Disabled successfully”. * System should display <10> records under listing. * System should provide pagination functionality for the number of records. * System should provide Go to button to search the page number. On clicking this button, system should redirect user to that respective page number.   + System should provide textbox to enter the page number.   + If the page number entered by the user is not available, system should display message as “No record found”. * System should provide navigation links as below for pagination;   + First   + Prev   + Next   + Last * System should make the navigation links clickable / un-clickable upon user activities. * System should provide ‘Create Type of Agreement’ link. On clicking this link, system should redirect user to create agreement type page. * System should provide below fields under this page;   + Type of Agreement Name     - Agreement name entered by the user should be unique.     - If same Agreement name is entered by any user again, system should display message as “Agreement name already exists”. * System should provide ‘Submit’ button to submit the page. On clicking submit button, system should redirect user to manage agreement type page with message as “Type of agreement created successfully”.   + System should mark the default status of type as “Enabled”. * System should display all records whose status is “Enabled”, in all applicable modules where “Type of Agreement” list is available. * System should not display any record whose status is “Disabled”, in all applicable modules where “Type of Agreement” list is available. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Type of Agreement Name (Search Operator) | Text field | N | Allows max. 200 alphanumeric and special characters | No record found  Please enter at least 1 search criteria | System should render result as per details entered |
| Sr. No. | Label | M | - | - | System should display the rows number  Increment by 1 |
| Type of Agreement Name | Label | M | - | - | System should display the created agreement names |
| Type to Agreement Status | Label | M | - | - | Enabled  or  Disabled |
| Page number | Text box | N | Allows only numeric values | Please enter numbers only  No record found | - |
| Type of Agreement Name (Create page) | Text field | M | It is mandatory to enter Agreement name  Allows max. 200 alphanumeric and special characters | Please Enter Agreement name  Allows max. 200 alphanumeric and special characters | If same Agreement name is entered by any user again, system should display message as “Agreement name already exists”. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Manage Type of Agreement | Link | System should redirect user to manage agreement type page |
| Search | Button | Validation should fire  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| Enable | Link | System should change status of that particular record to “Enabled” |
| Disable | Link | System should change status of that particular record to “Disabled” |
| Go To | Button | System should redirect user to the entered page number |
| First | Link | System should redirect user to the first page of records listing |
| Prev | Link | System should redirect user to the previous page |
| Next | Link | System should redirect user to the next page |
| Last | Link | System should redirect user to the last page of records listing |
| Create Type of Agreement | Link | System should redirect user to create agreement type page |
| Submit | Button | Field should be validated on clicking Submit Button  System should submit the data on Server |

### High Level use Case of Manage Type of Annexure

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this case is to understand that how Type of annexure master will get managed in GAIL’s portal. |
| ***Pre-Conditions*** | * Officer should be assigned with Manage Master rights. |
| ***Post Conditions*** | * System should update the Type of agreement master list available in applicable modules. |
| ***Flow of Events*** | * Officer logs in and clicks on ‘Administration’ menu. * Clicks on ‘Manage Content’ sub menu. * Clicks on ‘Manage Masters’ sub menu. * Clicks on ‘Manage Type of annexure’ link. * Update the master and clicks on Submit. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * On clicking Manage Master sub menu, system should display the ‘Manage Type of Annexure’ link. On clicking this link, system should redirect user to manage annexure type page. * System should provide below search operator field to search type of annexures;   + Type of Annexure Name * Search button: If no record found by specified search criteria, system should display a message as “No Record found”. * Clear button: System should provide clear search functionality. * System should provide below columns under this page;   + Sr. No.   + Type of Annexure Name   + Type of Annexure Status     - Enabled     - Disabled   + Action     - Enable       * System should provide enable link against the record whose status is disabled. On clicking this link, system should display message as “Type of Annexure Enabled successfully”.     - Disable       * System should provide disable link against the record whose status is enabled. On clicking this link, system should display message as “Type of Annexure Disabled successfully”. * System should display <10> records under listing. * System should provide pagination functionality for the number of records. * System should provide Go to button to search the page number. On clicking this button, system should redirect user to that respective page number.   + System should provide textbox to enter the page number.   + If the page number entered by the user is not available, system should display message as “No record found”. * System should provide navigation links as below for pagination;   + First   + Prev   + Next   + Last * System should make the navigation links clickable / un-clickable upon user activities. * System should provide ‘Create Type of Annexure’ link. On clicking this link, system should redirect user to create annexure type page. * System should provide below fields under this page;   + Type of Annexure Name     - Annexure name entered by the user should be unique.     - If same Annexure name is entered by any user again, system should display message as “Annexure name already exists”. * System should provide ‘Submit’ button to submit the page. On clicking submit button, system should redirect user to manage annexure type page with message as “Type of annexure created successfully”.   + System should mark the default status of type as “Enabled”. * System should display all records whose status is “Enabled”, in all applicable modules where “Type of Annexure” list is available. * System should not display any record whose status is “Disabled”, in all applicable modules where “Type of Annexure” list is available. |
| ***Users/Actor*** | * Authorized User |

***Field Level Matrix:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field name** | **Field type** | **Mandatory / Non Mandatory** | **Validation** | **Validation message** | **Remarks** |
| Type of Annexure Name (Search Operator) | Text field | N | Allows max. 200 alphanumeric and special characters | No record found  Please enter at least 1 search criteria | System should render result as per details entered |
| Sr. No. | Label | M | - | - | System should display the rows number  Increment by 1 |
| Type of Annexure Name | Label | M | - | - | System should display the created annexure names |
| Type to Annexure Status | Label | M | - | - | Enabled  or  Disabled |
| Page number | Text box | N | Allows only numeric values | Please enter numbers only  No record found | - |
| Type of Annexure Name (Create page) | Text field | M | It is mandatory to enter Annexure name  Allows max. 200 alphanumeric and special characters | Please Enter Annexure name  Allows max. 200 alphanumeric and special characters | If same Annexure name is entered by any user again, system should display message as “Annexure name already exists”. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Manage Type of Annexure | Link | System should redirect user to manage annexure type page |
| Search | Button | Validation should fire  System should search as per the provided searching criteria |
| Clear | Button | System should clear the fields |
| Enable | Link | System should change status of that particular record to “Enabled” |
| Disable | Link | System should change status of that particular record to “Disabled” |
| Go To | Button | System should redirect user to the entered page number |
| First | Link | System should redirect user to the first page of records listing |
| Prev | Link | System should redirect user to the previous page |
| Next | Link | System should redirect user to the next page |
| Last | Link | System should redirect user to the last page of records listing |
| Create Type of Annexure | Link | System should redirect user to create annexure type page |
| Submit | Button | Field should be validated on clicking Submit Button  System should submit the data on Server |

# Reports

## Tender

### High Level Use Case of Audit Trail Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to track all changes made to a database (customers, products, prices, etc.), a network parameter, a network traffic, a security table(s), an operating system(s) and undesired events. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User / Bidder logs in * Clicks on Report (left accordion menu) * Clicks on Audit Trail Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** | * If no records is found, system should display a message as “No records found” |
| ***Business Rule / Requirements*** | * System should capture each and every activity of user starting from Login process till Logout process. * System should allow **authorized user** to search data through following search criteria; * Email ID * User Type (Bidder | Officer) * Event ID * Date and Time * Module (Selected Modules + All) * IP Address * System should include Admin, Department User and abc user in Officer (as a user) * System should only render records or data on clicking search button. * It should be mandatory to search result by at least 1 search criteria. * System should provide clear search functionality. * System should display following mentioned data on the basis of search criteria; * Sr. No. * Email ID * Event ID * Module * Functionality * Date and Time * IP Address * System should provide, Print, export to excel and convert to PDF facility. * System should consider following cases and the messages to be displayed in ‘functionality’ column of Audit Trail report for ‘Tender’ as selected module: * Example:-   + - * Accessed Auction Home Page       * Accesses searching and Listing page       * Accessed result tab page from bidding dashboard       * accessed tender dashboard result tab       * Insert answer for negotiation require or not       * Bidder(s) evaluated successfully       * Accessed evaluate bidder(s) page       * Accessed comparative report page       * Accessed Regretted items page       * Evaluation committee consent remarks added successfully       * Accessed add remarks for consent by member Tender notice page       * Accessed add remarks for consent by member corrigendum page       * Accessed add remarks for consent by evaluation committee page       * Accessed tender opening tab page from event dashboard       * Opening committee consent remarks added successfully       * Accessed add remarks for consent by opening committee page       * Opening date of Price bid published successfully       * Access publish opening date of Price bid configuration page       * Access view opening date of Price bid configuration page       * Opening date of configured successfully       * Access create opening date of Price bid configuration page       * Item wise bid submission count       * Accessed final submission tab page from bidding dashboard       * Final submission completed successfully       * Accessed prepare bid tab page from bidding dashboard       * Bid submitted successfully       * Accessed bidding form page       * I agree Form Submitted       * Event published successfully       * Accessed publish event page       * Accessed bidder mapping page       * Bidder mapped successfully       * Accessed search bidder page       * Bidder removed successfully       * Accessed edit business rule page       * Opening committee created successfully       * Accessed create opening committee page       * Governing column added successfully       * Access create governing column page       * Accessed test bidding form page       * Mandatory document checklist prepared successfully       * Accessed create mandatory document checklist page       * Accessed bidding form dashboard page       * Accessed formula creation page       * Formula created successfully       * Form matrix created successfully       * Accessed form matrix creation page       * Table(s) added successfully       * Accessed create table page       * Form created successfully       * Accessed create form page       * Accessed master form library page       * Accessed bidding form library page       * Accessed view mapped bidder(s) page       * Document uploaded successfully       * Accessed upload documents page       * Accessed “Revision to be done by” page configured for negotiation       * Edited “Revision to be done by” page for negotiation |
| ***Users/Actor*** | * Authorized User |

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Text Box | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) |  |  |
| User Type | Combo box | N | - | - | Values;  Bidder  Officer | Default should be “Bidder” |
| Event ID | Text Box | N | Allows Max. 50 characters and special characters (/, - , .) | Allows Max. 50 characters and special characters (/, - , .) | 45684 | - |
| Date and Time | Date picker | N | - | - | **Date operators;**  equal  not equal  less  less or equal  greater  greater or equal  between | - |
| Module | Combo Box | N | - | - | Values;  Selected Modules  All\* | Default selection should be “All” or particular Module. |
| IP Address | Text Box | N | System should allow numbers and special character (.) | Please enter valid IP Address  Allows 20 numbers are allowed including (.) | 192.168.101.198 | - |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Email ID | Label | - | - | - | - | - |
| Event ID | Label | - | - | - | - | - |
| Module | Label | - | - | - | - | - |
| Functionality | Label | - | - | - | - | - |
| Date and Time | Label | - | - | - | - | - |
| IP Address | Label | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Login Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to track login and logout records of particular user. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User / Bidder logs in * Clicks on Report menu * Clicks on Login Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * It is mandatory to search Login Data with at least 1 search criteria. * Login Report should be accessible to officer and bidder both. * System should allow bidder to search login report through date and time. * In case of PKI, system should display 2 separate entry of Login for particular user. * System should display separate entry of Login ID and Password success / Failure attempt and Certificate attach success / failure entry. * System should display remarks in case of Un-successful login with specific reason. * In case of login failure with Login ID and Password, system should display remarks as “Incorrect Email ID or Password” * In case of login failure with Digital Certificate, system should display remarks as “Login failed due to <reason>” (Please refer Attach DC Use Case for reasons) * System should provide, Print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Authorized User |

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| User’s Email ID | Text Box | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | [test@test.com](mailto:test@test.com) | - |
| For | Combo Box | N | - | - | Values;  Officer  Bidder | Default selection should be Bidder |
| Date and Time | Date Picker | N | - | - | **Date operators;**  equal  not equal  less  less or equal  greater  greater or equal  between | - |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Email ID | Label | - | - | - | - | - |
| Date & Time | Label | - | - | - | - | - |
| IP Address | Label | - | - | - | - | - |
| Remarks | Label | - | - | - | Values;  Logout  Login success with DC  Login success without DC  Login failure  Login failed due to DC expire  Login failed due to DC revoke  Login failed due to Wrong DC selection  Use of improper signing digital certificate | Remarks should be system generated (In defined format)  Login success with DC should only come in PKI and event specific event. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print login Report |
| PDF | Link | System should convert login Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of MIS Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the use of MIS report. |
| ***Pre-Conditions*** | * Authorized User should be logged in. |
| ***Post Conditions*** | * User can see report as per selected criteria. |
| ***Flow of Events*** | * Authorized User Logs in. * Clicks on ‘Report’ menu. * Clicks on ‘MIS’ report link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should display check box against each field except Sr. No. System should display only those fields data which has been selected by user at the time of generating report. * By default system should select all check box. * If user uncheck all check box, system should display a message as “Please select at least 1 field to generate report” * System should allow user to view management information like tender related details etc. using this report. * Report access should be on rights basis. * System should allow user to view ‘MIS’ report as per selected criteria. * System should allow user to select below criteria: * Event ID * Reference No. * Type of Enquiry * Event Published Date (along with operator combo box) * Bid Submission Date (along with operator combo box) * Bidding Access * Status * Department * System should allow user to search Event published date, Bid submission date with following operators; * equal * not equal * less * less or equal * greater * greater or equal * between (from and to) * If user tries to search without entering any criteria, system should display details of all records. * In case of if no record available for selected criteria, system should display message as “**No record Found**” * Page navigation should be there. * User should be able to go any of the pages by entering page number & clicking on ‘Go To’ button. * If entered page number is not available then system should display message as “**Please Enter the Valid Page no from ‘to’ & ‘From’**” * User should be able to export report in ‘Word’ & ‘Excel’ format. * System should provide, Print and convert to PDF, excel facility. * User should be able to clear search criteria by clicking on ‘Clear Search’ button. * System should allow officer to check require column(s) for generating report. * System should display following fields in report; * Sr. No. * Department * Officer Name * Officer Email ID * Event ID * Reference No. * Type of Enquiry * Bidding access * Bid submission end date and time * Event publish date * Bid opening date * No. of bidders mapped (applicable in case of limited) * No. of bidders who has done final submission * Term Sheet (Technical) envelop opened on (if applicable) * No. of qualified bidder in Technical envelop (if applicable) * SOR (Price bid) envelop opened on * No. of qualified bidder in Price bid envelop * Event Stage (Number of Envelopes) * Event Status |
| ***Users/Actor*** | * Authorized User |

**Search Criteria**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Event ID | Text box | - | - | Max. 10 numbers are allowed | - | - |
| Reference No. | Text box | - | - | Max. 500 characters, numbers and special characters ((,),\_,:,&,+, /, -, .,',Comma, Space) | Allows Max. 500 characters , numbers and special characters ((,),\_,:,&,+, /, -, .,',Comma, Space) | - |
| Type of Enquiry | Drop down | - | - |  | Values are;  Please select – default selected  FOB Sell,  DES Buy,  FOB Sell DES Buy,  DES Sell DES Buy,  Ship Chartering,  Destination Swap,  RLNG Buy,  RLNG Sell,  Time Swap,  FOB Buy,  DES Sell,  DES Sell FOB Buy,  FOB Sell FOB Buy,  Long Term Sell,  Long Term Buy,  Mid Term Buy,  Mid Term Sell,  Short Term Sell,  Short Term Buy,  All |  |
| Event Published Date | Date picker |  | In case between operator is selected it is mandatory to select both from date and to date  In case of between operator, From date should be less than to date  In case of between operator, To date should be greater than from date | Please select from date  Please select to date  Please enter valid range  Please enter valid range | Date operators:  (combo box)  equal  not equal  less  less or equal  greater  greater or equal  between | In case “between” operator has been selected, then system should render from date picker and to date picker |
| Bid submission Date | Date picker |  | In case between operator is selected it is mandatory to select both from date and to date  From date should be less than to date  To date should be greater than from date | Please select from date  Please select to date  Please enter valid range  Please enter valid range | Date operators:  (combo box)  equal  not equal  less  less or equal  greater  greater or equal  between | In case “between” operator has been selected, then system should render from date picker and to date picker |
| Bidding Access | Drop Down | - | - | - | - | System should display option as below:   * Limited * Open |
| Status | Drop Down | - | - | - | - | System should display options as below:   * All * Live * Pending * Archive * Cancelled Tenders   By default, system should display ‘All’ |
| Department | Combo Box | - | - | - | - | System should display List of departments & Parent departments.  By default, system should display ‘All’ |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should display search result. |
| Clear Search | Button | System should clear search criteria. |

### High Level Use Case of Event audit trial report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand that how system generates different types of Reports for Particular tender and how it is useful for Department Officers |
| ***Pre-Conditions*** | * Authorized user logs in * Tender notice is created |
| ***Post Conditions*** | * System should allow Authorized Use to Save Report in below mentioned formats. * Systems should allow authorized user to print the report. |
| ***Flow of Events*** | * Authorized User Logs in * Search and selects the Event for which he needs to view or save Event Audit Trail Report * Clicks on Report Tab * Clicks on “View” link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should open Report in New Tab or window * System should allow Authorized User to Save Report in following formats; * PDF * Word * Excel * HTML * System should provide print functionality for all the Reports * System should allow Authorized User to access Report at any point of time * Tender Audit Trail should be auto generated. * All Workflow transactions should be progressive. System should display current file progress/history in event audit trail report. * System should add Sr. No. column against each rows in the report. |
| ***Users/Actor*** | * Authorized User |

**EVENT AUDIT TRAIL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| **EVENT DETAILS**  **(Tender Details table should be displayed any point of time)** | | | | | | |
| Event Type | Label | - | - | - | Tender |  |
| Event ID | Label | - | - | - | - | - |
| Reference No. | Label | - | - | - | - | - |
| Brief scope of work (Enquiry Subject) | Label | - | - | - | - | - |
| Bid Submission Start Date and Time | Label | - | - | - | - | Applicable only if configured |
| Bid Submission end Date and Time | Label | - | - | - | - | - |
| Bid Opening Date and Time | Label | - | - | - | - | - |
| Bidding Access | Label | - | - | - | - | - |
| **NOTICE APPROVAL HISTORY**  **(NOTICE Approval history table should be displayed any point of time, if NOTICE is not sent for approval, NOTICE approval is pending and workflow is not applicable, system should not display this table)** | | | | | | |
| Member Added by - System should display following information who added the member;  Officer Name  Designation,  Dept. | | | | | | |
| Sr. No. | Label | - | - | - | - | - |
| Added member | Label | - | - | - | - | System should display following information whose details are added;  Officer Name  Designation  Dept.  Email id |
| Status | Label | - | - | - | - | - |
| Date and Time | Label | - | - | - | - |  |
| Remarks | Label | - | - | - | - | - |
| NIT Published by | Label | - |  |  |  | System should display name of officer, dept., email id who published the NIT. |
| **DOCUMENTS**  **(Documents table should be displayed any point of time, if document is not uploaded or not published, system should not display this table)** | | | | | | |
| Sr. No | Auto | - | - | - | - | - |
| File Name | Label | - | - | - | - | System should display Name of File which has been uploaded at the time of Tender publishing |
| File Description | Label | - | - | - | - | - |
| File Size (In MB) | Label | - | - | - | - | System should display File Size |
| Date and Time | Label | - | - | - | - | System should display File publishing / Cancellation Date and Time |
| Status | Label | - | - | - | - | System should display File status as;   * Approved * Cancelled |
| Document | Label | - | - | - | - | Download link should be displayed under ‘Document’. Uploaded documents should get displayed. |
| **Delegate rights History**  **(Table should only be displayed if Notice cancellation is processed)** | | | | | | |
| Sr. No. | Label | - | - | - | - | - |
| Rights assigned by | Label | - | - | - | - | System should display following information;  Officer Name  Designation  Role |
| Rights assigned to | Label | - | - | - | - | System should display following information;  Officer Name  Designation  Role |
| Date and Time | Label | - | - | - | - | - |
| IP Address | Label | - | - | - | - | IP Address from where rights where delegated should be displayed |
| Remarks | Label | - | - | - | - | Entered remarks should be displayed |
| **Cancel Event Detail**  **(Once Event is Cancelled)** | | | | | | |
| **Cancelled By** | Label | - | - | - | - | <Name/Email Address of the user>  <Designation & Department of user> |
| **Cancelled On** | Label | - | - | - | - | <Date & time of Event cancellation> |
| **IP Address** | Label | - | - | - | - | <IP Address of the system from where Event is cancelled> |
| **Cancellation Remarks** | Label | - | - | - | - | <Cancellation Remarks> |
| **Document** | Hyperlink | - | - | - | - | Uploaded document should be displayed in the Document grid where user can download document |
|  | | | | | | |
| **BIDDING FORMS**  **(Bidding Forms table should be displayed any point of time, if bidding form are not published, system should not display this table)** | | | | | | |
| Sr. No | Auto | - | - | - | - | - |
| Envelop | Label | - | - | - | Price Bid  Technical Bid  Techno Commercial | - |
| Form Name | Label | - | - | - | - | System should display list of Forms which are created for particular Tender |
| Multiple filling | Label | - | - | - | Values;  Yes  No | System should display the status as per the configuration done by Authorized User at the time of Form creation |
| Encryption | Label | - | - | - | Values  Yes  No | System should display the status as per the configuration done by Authorized User at the time of Form creation |
| Mandatory | Label | - | - | - | Yes  No | System should display the status as per the configuration done by Authorized User at the time of Form creation |
| Activity | Label | - | - | - | - | System should display Activity status as   * Published * Cancelled |
| Date and Time | Label | - | - | - | - | System should display Date and time when Form is published - - - - System should display the status as per the configuration done by Authorized User at the time of Form creation |
| Officer | Label | - | - | - | - | System should display Name, Department and Designation of Officer who has published the form(s) |
|  | | | | | | |
| **CORRIGENDUM**  **(Corrigendum table should be displayed any point of time, if no corrigendum is published, system should not display this table)** | | | | | | |
| Corrigendum | Auto | - | - | - | - | - |
| Date and Time | Label | - | - | - | - | System should display Date and Time of Published |
| Officer | Label | - | - | - | - | System should display Officer Name and Designation who has published Corrigendum |
| Remarks | Label | - | - | - | - | System should display Remarks which has been entered at the time of Publishing Corrigendum |
| Corrigendum ID | Auto | - | - | - | - | Corrigendum ID should be system generated |
| Corrigendum Text | Label | - | - | - | - | System should display Text which has been entered at the time of preparing Corrigendum |
| Field Name | Label | - | - | - | - | System should display Name of Field which has been updated / edited by Authorized User |
| Old Value | Label | - | - | - | - | System should display Old Value of particular field |
| New Value | Label | - | - | - | - | System should display updated / edited value of particular field |
| Item type | Label | - | - | - | Values;  Envelop  Currency  Form | System should display this table only if changes are done in following values;  Envelop  Currency  Form |
| Item name | Label | - | - | - | Name of;  Currency  Form  Envelop | System should display this table only if changes are done in following values;  Envelop  Currency  Form |
| Action | Label | - | - | - | Values;  Cancelled  Approved | System should display this table only if changes are done in following values;  Envelop  Currency  Form |
| **DOCUMENT UPLOADED AT THE TIME OF PUBLISHING CORRIGENDUM**  **(Table should be displayed any point of time, if no document is published, system should not display this table)** | | | | | | |
| Sr. No | Auto | - | - | - | - | - |
| File Name | Label | - | - | - | - | System should display Name of File which has been uploaded at the time of Publishing Corrigendum |
| File Description | Label | - | - | - | - | - |
| File Size (In MB) | Label | - | - | - | - | System should display File Size |
| Date and Time | Label | - | - | - | - | System should display File publishing Date and Time |
| Status | Label | - | - | - | - | System should display File status as;   * Approved * Cancelled |
| Document | Label | - | - | - | - | Download link should be displayed under Document Column. Clicking on which documents should get downloaded. |
| **Corrigendum approval history**  **(Corrigendum Approval history table should be displayed any point of time, if Corrigendum is not sent for approval, Corrigendum approval is pending and workflow is not applicable, system should not display this table)** | | | | | | |
| **Member Added by** - System should display following information who added the member;  Officer Name,  Designation,  Dept. | | | | | | |
| Sr. No. | Label | - | - | - | - | - |
| Added member | Label | - | - | - | - | System should display following information whose details are added;  Officer Name  Designation  Dept.  Email id |
| Status | Label | - | - | - | - | - |
| Date and Time | Label | - | - | - | - | - |
| Remarks | Label | - | - | - | - | - |
| Document | Label | - | - | - | - | Download link should be displayed under ‘Document’. Uploaded documents should get displayed. |
| Corrigendum Published by | Label |  |  |  |  | System should display name of officer, dept., email id who published the corrigendum. |
| **ONLINE BID SUBMISSION**  **(Online bid submission table should be displayed after Tender opening)** | | | | | | |
| Sr. No. | Auto | - | - | - | - | - |
| Company / Individual Name,  <Email ID of parent/child user who completed final submission> | Label | - | - | - | - | System should display list of Company’s Name who has done Bid Submission  If encoded bidder is configured as Yes, system should display encoded bidder name till the same is not decoded |
| Date and Time | Label | - | - | - | - | System should display Date and Time of Final Submission done by each Company |
| IP Address | Label | - | - | - | - | - |
| **OPENING COMMITTEE AND STATUS**  **(TOC and Opening Status table should be displayed after Tender opening)** | | | | | | |
| TOC Process Information | | | | | | |
| Envelop Name (Min. member’s consent requires) | Label | - | - | - | - | System should display Envelops which are created by Authorized User  System should display Min. members consent requires |
| Members | Label | - | - | - | - | Table Name: **TOC Members and Opening Status**  System should display list of Members which are selected in Opening Committee for each Envelop |
| Decryptor | Label | - | - | - | Values;  Yes  No | System should display Yes against member who is selected as decryptor else display No.  If encryption is not required, system should display “No encryption requires” |
| Decryptor Level | Label | - | - | - | - | If particular member is not selected as decryptor, system should display “-“ else display decryptor level |
| Consent given | Label | - | - | - | Values;  Yes  No | - |
| Date and Time | Label | - | - | - | - | System should display Envelop Opening Date and Time |
| Company / Individual Name,  <Email id of Parent/child user who completed final submission> | Label | - | - | - | - | System should display Company’s Name who has participated in particular Tender  If encoded bidder is configured as Yes, system should display encoded bidder name till the same is not decoded |
| **PUBLISHED OPENING COMMITTEE**  **(Published TOC table should be displayed at any point of time, if TOC is not published, system should not display this table)** | | | | | | |
| Date and time | Label | - | - | - | - | System should display TOC publish Date and Time |
| Officer | Label | - | - | - | - | System should display Name and Designation of Officer who has published TOC |
| Remarks | Label | - | - | - | - | System should display Remarks which has been entered at the time of publishing TOC |
|  | | | | | | |
| **OPENING DATE CONFIGURATION**  **(Tender opening date configuration table should be displayed after configuration of next envelop date)** | | | | | | |
| Envelop Name | Label | - | - | - | - | System should display name of Last Envelop for which opening date and time has been configured by Opening Committee Member |
| Date and Time | Label | - | - | - | - | System should display Date and Time of Price Bid Opening |
| **BID WITHDRAWAL / MODIFICATION STATUS**  **(Table should be displayed only if Bid withdrawal / Modification is applicable, system should display this table after tender Opening)** | | | | | | |
| Sr. No. | Label | - | - | - | - | - |
| Company / Individual Name  (Email ID of parent/child user) | Label | - | - | - | - | Email id should be mentioned who completed bid withdrawal or bid modification. |
| Date and time | Label | - | - | - | - | System should display date and time when bidder has clicked on Withdrawal / modification button |
| IP Address | Label | - | - | - | - | - |
| **PUBLISHED Negotiation COMMITTEE**  **(Table should be displayed at any point of time, if Negotiation committee is not published, system should not display this table)** | | | | | | |
| Date and Time |  |  |  |  |  |  |
| Officer |  |  |  |  |  | System should display Officer Name and Designation |
| Remarks |  |  |  |  |  |  |
|  | | | | | | |
| **Configuration of “Revision to be done by” :** <Officer name, Dept., Email ID who configured the revision>  **Date & Time: <**Configured / Edited date time**>** | | | | | | |
| Sr. No. | Label |  |  |  |  |  |
| Envelope Name | Label |  |  |  |  |  |
| Envelope Name | Label | - | - | - | - | - |
| GAIL | Label |  |  |  |  |  |
| Bidder / Supplier | Label |  |  |  |  |  |
| **NEGOTIATION COMMITTEE AND STATUS**  **(Table should be displayed after publishing Negotiation committee)** | | | | | | |
| Envelop (Min. member consent requires) | Label | - | - | - | - | - |
| Member | Label | - | - | - | - | System should display member names |
| Consent given | Label | - | - | - | Values;  Yes  No | Here system should display consent status |
| Date and Time | Label | - | - | - | - | - |
| Remarks | Label | - | - | - | - | - |
| **PRICE BID / Technical Bid REVISION DATE CONFIGURATION**  **(Table should be displayed if Technical Bid / Price bid revision is applicable, system should display the table on configuration of Technical / Price Bid revision end date and time)** | | | | | | |
| Envelop | Label | - | - | - | - | - |
| TOC Member Name and Designation | Label | - | - | - | - | System should display officer name who has configured price bid /technical revision end date and time |
| Price bid / Technical Bid revision End date and Time | Label | - | - | - | - | - |
| **EVALUATION COMMITTEE AND STATUS**  **(Table should be displayed after publishing Evaluation committee)** | | | | | | |
| Envelop (Min. member consent requires) | Label | - | - | - | - | - |
| Member | Label | - | - | - | - | Table Name: **TEC Member and Opening Status**  System should display TEC member name |
| Consent given | Label | - | - | - | Values;  Yes  No | Here system should display consent status |
| Date and Time | Label | - | - | - | - | - |
| Company / Individual Name  (Email id of parent / child user) | Label | - | - | - | - | Table Name: **Company Name and their Evaluation Status**  If encoded bidder is configured as Yes, system should display encoded bidder name till the same is not decoded  System should display Lead Company name and Secondary Company Name in case of Consortium |
| Status | Label | - | - | - | Values;  Pending  Approved  Rejected | If evaluation is not done, system should display status as pending. |
| Remarks | Label | - | - | - | - | - |
| **PUBLISHED EVALUATION COMMITTEE**  **(Table should be displayed at any point of time, if TEC is not published, system should not display this table)** | | | | | | |
| Date and Time |  |  |  |  |  |  |
| Officer |  |  |  |  |  | System should display Officer Name and Designation |
| Remarks |  |  |  |  |  |  |
|  | | | | | | |
| **L1 / H1 REPORT DETAILS**  **(Report should be displayed on opening of price bid form)** | | | | | | |
| Rank | Auto | - | - | - | - | - |
| Company / Individual Name, <Email id of parent/child user>  (Original Company should be displayed on decoding Company Name) | Auto | - | - | - | - | - |
| Price | Auto | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View | Link | System should display the page in Read-only mode |
| PDF | Icon | System should download Report in PDF format |
| Save as HTML | Icon | System should save Report in HTML format |
| Export to Excel | Icon | System should Export Report in Excel file |
| Export to Word | Icon | System should Export Report in Word file |

### High Level Use Case of DC Management History

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to track which user has mapped / unmapped DC of particular use along with map / un-map date, time and reasons. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report menu * Clicks on DC Management Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should allow authorized user to search digital certificate details with following search criteria; * Serial No. * Action taken by * DC Detail * User’s Email ID * On clicking search button without entering any search criteria, system should display a message as “Please enter at least 1 search criteria” * System should display following information in DC Management history report; * Sr. No. * Serial No. * DC detail * User’s Email ID * Action * Date and time * Action taken by * DC type (Dual) * Domain Name * Remarks * If No result found by search parameter, system should display a message as “No Record found” * System should provide Search and Clear Search functionality. * By default system should load all certificate information on page. * If there are more than 1 DC’s mapped with particular Email ID, in such case, system should display multiple Serial No. against that Email ID. * Date and Time format should be as per domain level configuration. * System should provide, Print, export to excel and convert to PDF facility. System should display tool tip on move over on DC Management Report link. |
| ***Users/Actor*** | * Authorized User |

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Serial No. | Text box. | N | Allows Max. 100 characters | Allows Max. 100 characters | 2018FF6400000000003E | - |
| Action taken by | Text box. | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_)  Please Enter valid Email ID | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_)  Please Enter valid Email ID | test@test.com | System should validate email ID from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |
| DC Detail | Text box. | N | Allows Max. 200 characters | Allows Max. 200 characters | E=test2@localmail.com, CN=Test-2, OU=Software Testing Team, O=abcprocure, L=Ahmedabad, S=Gujarat, C=IN | System should display DC details. |
| User’s Login ID | Text box. | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_)  Please Enter valid Email ID | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_)  Please Enter valid Email ID | test@test.com | System should validate email ID from standard Email Validation (combination of Alphabets + Special Character + numeric values @ combination of combination of Alphabets. Combination of Alphabets) |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Serial No. | Label | - | - | - | - | - |
| DC Detail | Label | - | - | - | - | - |
| User's Email ID | Label | - | - | - | - | - |
| Action | Label | - | - | - | - | - |
| Date and time | Label | - | - | - | - | - |
| Remarks | Label | - | - | - | - | System should display remarks which has been entered by officer at the time of unmapping DC |
| Action taken by | Label | - | - | - | - | - |
| DC type | Label | - | - | - | - |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use case of User Management History

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to track activity of Department User performed for managing bidder and officer profile. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report Tab * Clicks on User Management History link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should allow authorized user to search user activity with following search criteria; * User’s Email ID * Client Name * Action * All * Create * Edit * Approve * Disable * Blacklist * Removed from blacklist * Enable * Unlock * Reject * Reset Password * Send registration details * Action taken by * Date and Time * Date and Time format should be as per domain level configuration. * System should display following operators under data combo; * equal * not equal * less * less or equal * greater * greater or equal * between * On selection of between in date operator, system should display another date picker. * System should display following information under User Management Report; * Sr. No. * User’s Email ID * Client Name * Action taken by * Action * Date and Time * System should provide clear search functionality. * System should provide, Print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Authorized User |

**Search Criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| User’s Email ID | Text box | * N | * Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | * Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | * - |
| Client Name | Text box | * N | * Allows Max. 200 Characters and Special Characters (Space, /, -, ) | * Allows Max. 50 Characters, numbers and Special characters (., - ) | * - |
| Action | Combo Box | * N | * - | * - | * Default selection should be “All” |
| Action taken by | Text box | * N | * Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | * Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | * - |
| Date and Time | Date picker | * M | * It is mandatory to select Date From | * Please select Date From | * - |

**Result Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Sr. No. | Label | - | - | - | - |
| Email ID of end user | Label | - | - | - | - |
| Department Name / Company Name | Label | - | - | - | - |
| Email ID of Action taken By | Label | - | - | - | - |
| Action | Label | - | - | - | - |
| Date and Time | Label | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Individual Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the individual report at the time of Tender opening. |
| ***Pre-Conditions*** | * User should be logged in. * Get bids from the suppliers. * TOC created. * Tender has been opened. |
| ***Post Conditions*** | * User can see individual report of all suppliers. |
| ***Flow of Events*** | * Authorized User Logs in. * Clicks on ‘Bid Opening’ tab. * Clicks on ‘individual’ report link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should display individual report only after completion of RFQ opening. * System should display document uploaded by bidder (per form) in Individual Report. System should allow bidder to download document as per the requirement. * BY clicking on the ‘Individual’ report link, systems should display individual report chart of all suppliers. * System should display ‘Individual’ chart report link in front of every forms where system should display individual report for every supplier. * System should display encoded company name (In price bid forms) if encode bidder name is applicable (till bidder name is not decoded) * System should provide, Print, export to excel and convert to PDF facility. System should allow user to save report in ‘HTML’ format. * System should not display columns to bidder that are hidden. * In case if ‘Partial filling’ is applicable, system should display row which are filled by bidder. * If item selection function is enabled, system should only display rows which are submitted by bidder. * For Grand Total wise Event, System should highlight the cell displaying the governing column total in Individual report. It should be applicable for column Type ‘Total Rate’ only. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Form Name | Label | - | - | - | As per Form Creation |
| Header | Label | - | **-** | **-** | As per Form Creation |
| Footer | Label | - | **-** | **-** | As per Form Creation |
| Material Name | Label | - | **-** | **-** | As per Form Creation, the column name can be different and as per defined |
| <Company Name>,  <Email ID of parent/child user who completed final submission> | Label | - | **-** | **-** | This should come and Repeat as per Item.  This should be follow the masking rule, if it is enabled then company name & mail id should be masked and vice versa. |
| Governing Column | Label | - | **-** | **-** | Column Name should be as per defined at the time of Form Creation. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print individual Report |
| PDF | Link | System should convert individual Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Word | Icon | System should convert individual Report word format |
| HTML | Icon | System should convert individual Report HTML format |
| <Company Name, Email ID of parent/child user> | Link | System should display profile of the company |

### High Level Use Case of Comparative Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the comparative report at the time of Tender opening. |
| ***Pre-Conditions*** | * User should be logged in. * Get bids from the suppliers. * TOC & TEC created. * Tender has been opened. |
| ***Post Conditions*** | * User can see comparative report of all suppliers. |
| ***Flow of Events*** | * Authorized User Logs in. * Clicks on ‘RFQ Opening’ tab. * Clicks on ‘Comparative’ report link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should display Comparative report only after completion of RFQ opening. * Provision to view comparative report in horizontal view or vertical view should be available. System should default display horizontal view * By clicking on the ‘Comparative’ report link, systems should display Comparative report chart of all suppliers where user can compare price against every supplier. * System should display ‘Comparative’ chart report link in front of every forms where system should display Comparative report for every forms. * System should display provision to compare price by items. * By clicking on “Compare price by items” link, system should display item wise price comparison of all supplier. * System should allow user to export report in ‘Word’ & ‘Excel’ format. * System should provide, Print and convert to PDF facility. * Functionality to save report in HTML format should be available. * In case if ‘Partial filling’ is applicable, system should display ‘No bid’ against item where bidder has not submitted his bid in following reports. * For grand Total wise events, System should highlight the cell displaying the governing column total in comparative report for each table. It should be applicable for column Type ‘Total Rate’ only. * On exporting to pdf system should export file in PDF format. * Header : Tender id, Tender Reference no & Tender Title * Footer: Page no. (Format: 1 of 14 pages) |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Form Name | Label | - | - | - | As per Form Creation |
| Header | Label | - | **-** | **-** | As per Form Creation |
| Footer | Label | - | **-** | **-** | As per Form Creation |
| Material Name | Label | - | **-** | **-** | As per Form Creation, the column name can be different and as per defined |
| <Company Name>, <Email ID of parent/child user who completed final submisison> | Label | - | **-** | **-** | This should come and Repeat as per Item.  This should be follow the masking rule, if it is enabled then company name & mail id should be masked and vice versa. |
| Governing Column | Label | - | **-** | **-** | Column Name should be as per defined at the time of Form Creation. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print individual Report |
| PDF | Link | System should convert individual Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Word | Icon | System should convert individual Report word format |
| HTML | Icon | System should convert individual Report HTML format |
| <Company Name, Email ID of parent/child user> | Link | System should display profile of the company |

### High Level Use Case of Abstract Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the process of Abstract report. |
| ***Pre-Conditions*** | * User should be logged in. * Bidding forms created. * Tender has been published * TOC & TEC Created. * Tender has been opened. |
| ***Post Conditions*** | * User can see supplier-wise abstract report. |
| ***Flow of Events*** | * Authorized User Logs in. * Select Tender & Go to Tender Dashboard. * Clicks on ‘Tender Opening’ tab. * Clicks on link of supplier name to see ‘Abstract Report’ |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * At the time of Tender opening, system should display abstract report of different supplier. * System should display envelope-wise abstract report of different supplier. * Provision to download all documents (uploaded by bidder) on single click should be available * By clicking on supplier name in front of every envelope, system should display list of filled forms/tables with attached document. * System should allow user to download attached document. * If encoded bidder name is applicable & same is not decoded, system should display encoded bidder name in front of price bid envelope. * System should provide, Print, export to excel and convert to PDF facility. System should allow user to save report in HTML format. * In case if ‘Partial filling’ is applicable, system should display row which are filled by bidder * If item selection function is enabled, system should only display rows which are submitted by bidder * On exporting to pdf system should display * Header : Tender id, Tender Reference no & Tender Title * Footer : Page no. (Format: 1 of 14 pages) |
| ***Users/Actor*** | * Authorized User |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Download | Link | System will allow user to download attached document. |
| Export to Word | Link | System will allow user to export report in Word. |
| Export to Excel | Link | System will allow user to export report in Excel. |
| Print Preview | Link | System will allow user to view print preview & then able to take print. |
| Save as HTML | Link | System should save report in HTML format |
| <Company Name, Email ID of parent/child user> | Link | System should display profile of the company |

### High Level Use Case of Customized Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this Use Case is to understand the customized report at the time of RFQ opening. |
| ***Pre-Conditions*** | * User should be logged in. * Get bids from the suppliers. * TOC & TEC created. * RFQ has been opened. |
| ***Post Conditions*** | * User can create customized report of all suppliers. |
| ***Flow of Events*** | * Authorized User Logs in. * Clicks on ‘RFQ Opening’ tab. * Clicks on ‘Customized’ report link. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * There should be provision available in the system to create customized report. * System should display ‘customized’ report link in front of every forms. * By clicking on the customized report link, System should display list of suppliers with checkbox selection option. * Below the list of suppliers, System should display list of columns & rows name according to that form with check box selection. * System should display grand total of selected rows only. * System should provide provision to select all rows and columns by clicking on ‘Select All Rows’ & ‘Select All Columns’ checkbox. * System should display comparative result of selected suppliers and selected rows & columns. * If user tries to view data without selecting any bidder, system should display message as “Please Select at least one Bidder”. * If user tries to view data without selecting any row or column, system should display message as “Please Select Rows & Columns to Generate Report”. * System should provide, Print, export to excel and convert to PDF facility. * Functionality to save report in HTML format should be available. * In case if ‘Partial filling’ is applicable, system should display ‘No bid’ against item where bidder has not submitted his bid in following reports. * If item selection function is enabled, system should display ‘No bid’ against item where bidder has not submitted his bid in following reports. * On exporting to pdf system should download the file in PFD form. * Header : RFQ id, RFQ Reference no & RFQ Title * Footer: Page no. (Format: 1 of 14 pages) |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Form Name | Label | - | - | - | As per Form Creation |
| Header | Label | - | **-** | **-** | As per Form Creation |
| Footer | Label | - | **-** | **-** | As per Form Creation |
| Material Name | Label | - | **-** | **-** | As per Form Creation, the column name can be different and as per defined |
| Company Name,  Email ID of parent/child user who completed final submission. | Label | - | **-** | **-** | This should come and Repeat as per Item.  This should be follow the masking rule, if it is enabled then Bidder name should be masked and vice versa. |
| Governing Column | Label | - | **-** | **-** | Column Name should be as per defined at the time of Form Creation. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print individual Report |
| PDF | Link | System should convert individual Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Word | Icon | System should convert individual Report word format |
| HTML | Icon | System should convert individual Report HTML format |

### High Level Use Case of L1/H1 report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to know the final price which has been given by bidder on mandatory price bid forms |
| ***Pre-Conditions*** | * Price bid form should be opened |
| ***Post Conditions*** | * System should display predefined report |
| ***Flow of Events*** | * Officer logs in * Search and selects the tender for which he needs to view L1/H1 report * Clicks on View L1/H1 Report link |
| ***Alternate Flow/Exceptional Flow*** | * If bidder has entered 0 price, then the same should not be displayed in the item wise lowest bid & L1 report |
| ***Business Rule / Requirements*** | * System should display following information in L1/H1 Report;   1. Form Name   2. Sort   3. Company Name   4. Rank   5. Amount * Grand Total of all price bid form (bidder wise). * System should display comparison of all bidders, if any bidder has not configured rebate, system should display “-“in rebate column and Grand Total and Total amount after rebate should be same. * After opening of price bid envelope, system should generate the L1/H1 report for only approved bidders. If evaluation is not done of any of the envelope till price bid envelope opening then system should generate L1/H1 report for all the bidders who has done final submission. * System should default provide the view of Display all bidders selected, in which system should render the prices of L1,L2,L3 etc. for each item. * System should provide a new column of “Sort” (drop down) for sorting the company item wise (Highest to Lowest or Lowest to Highest) in L1 report.  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Procurement of laptops |  |  |  | | **Sort** | **Company Name** | **Rank** | **Unit Rate** | **Amount** | |  | Item Description : Laptop 1 |  |  |  | | Lowest to Highest,  Highest to Lowest | Faisal & Company | L1 | 10 | 1,000.00 | | Lowest to Highest,  Highest to Lowest | Priyanka & Company | L2 | 12 | 1200.00 |  * On selecting Highest to lowest, system should display price and rank (H1, H2, etc…) highest to lowest order on real time (vice-versa). * System should provide print, pdf, HTML and export to excel functionality.   1. Header : Tender id, Tender Reference no & Tender Title   2. Footer: Page no. (Format: 1 of 14 pages) * System should allow to generate the L1/H1 report even when bidder names are not decoded. * Once bidder name are decoded and user generate L1 report then L1 report should get generated with decoded bidder names. * L1/H1 report after negotiation should also be generated on real time. * L1/H1 report should get generated real time basis in all the cases. * System should also allow to download this report to officer in excel, pdf. * System should also provide the same functionality in Negotiated L1 Report in case of line item wise event for Displaying of L1 Bidders only. |
| ***Users/Actor*** | * Officer |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Sr. No. | Label | - | **-** | **-** | - |
| Form Name | Label | - | **-** | **-** | System should display all price bid forms which are selected for Rebate or Grand summary form. |
| Sort | Drop down |  |  | **Values;**  Lowest to Highest – default selected,  Highest to Lowest | System should display the report L1 or H1 as per requirement.  In case of item wise, system should provide drop down item wise for selection.  In case of Grand total, system should provide drop down company wise for selection. |
| Company Name, <Email id of parent/child user> | Label | - | **-** | **-** | - |
| Rank | Label | - | **-** | **-** | - |
| Quoted Amount | Label | - | **-** | **-** | System should display total amount of each price bid form (As quoted by each bidder) |
| Grand total (bidder wise) | Label | - | **-** | **-** | System should display Total of all Price bid forms (Bidder specific) |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in an external .xls file. |
| Save as HTML | Link | System should save report in HTML format |

### High Level Use Case of Map / Un-Map Bidders History

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Map/ Un-Map bidders history. |
| ***Pre-Conditions*** | * Officer must be logged in. * Bidding Access must be configured as a “Limited” |
| ***Post Conditions*** | * Officer can view this report. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which he wish to view Map/Un map bidders’ history. * User has to select the tender and click on that tender dashboard link. * User has to select the report tab, under that tab user can see the link for “Map/Un Map Bidders History”. * In case of Item wise result, system should display following information; * Sr. No * Company Name * Email ID * View link * On clicking View link, system should display Map / Unmap history |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should display this report once event is published. * In case of Item wise tender, system should display following information on clicking Map / Unmap Bidder History link; * Sr. No * Company Name   + - Parent / Child user * View link * On clicking view link, system should display following information; * Sr. No. * Item Description * Action * Action Taken By * Date & time * In case of Grand Total wise, system should display following information on clicking Map / Unmap Bidder History link; * Sr. No. * Company Name * Action * Action Taken By * Date & Time * Paging functionality should be available. * For bidding access this report user must have pre configuration in tender notice as “Limited” access. * System should provide Print and convert to PDF facility. |
| ***Users/Actor*** | * Auctioneer |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Sr No | Label | - | - | - | Increment by 1. |
| Company Name | Label | - | - | - | Bidder company name should come here |
| Action Taken By | Label | - | - | - | - |
| Action | Label | - | - | - | Action Status should be there. “Map” or “Unmap” |
| Date and Time | Label | - | - | - | Login Date and time should come here. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Map / UnMap Bidders History | Link | System should display records in read-only mode |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in an external .xls file. |
| Save as HTML | Link | System should save report in HTML format |

### High Level Use Case of Mail acknowledgement report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand mail acknowledgement report |
| ***Pre-Conditions*** | * Report rights has been assigned to concern officer |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report menu * Clicks on Mail acknowledgement report |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * System should generate one report labeled as **Mail acknowledgement report** to be available in reports section * Mail acknowledgement report should track mail/SMS notifications sent from system on processing of events to officers/bidders/committee members * System in report should consider only those mail notifications that has been configured in default configuration * System should list the details as follows:   + Sr. No.   + Mail for     - System should specify link name and event name on the processing of which system notifies through mail like Publish (Evaluation committee)   + Mail from     - System should specify email id through which system notifies   + Mail to     - System should specify email id on which mail notification has been sent   + Subject     - System should specify Subject of mail notification being sent   + Send date     - System should specify date and time on which mail notification was sent * System should also give Search provision with below mentioned search criteria’s   + Mail for   + Mail Type   + Mail To   + Subject   + Send date     - System should provide with operators and date picker * System should also provide paginations facility with 50 records on each page * System should provide a provision of pdf, excel, and print for records. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| **Search Criteria** | | | | | |
| Mail for | Dropdown |  |  |  | In dropdown, System should all events where mail is triggering. |
| Mail type | Dropdown |  |  |  | System should display the following value in the dropdown.   * Please Select * All * Mail * SMS * Message Box |
| Mail To | Text Box | - | - | - | - |
| Subject | Text Box |  |  |  |  |
| Send Date | Date Picker |  |  |  |  |
| **Result Matrix** | | | | | |
| Sr No | Label | - | - | - | Increment by 1. |
| Mail for |  |  |  |  | System should specify link name and event name on the processing of which system notifies through mail like Publish (Evaluation committee) |
| Mail From |  |  |  |  | System should specify email id through which system notifies |
| Mail To |  |  |  |  | System should specify email id on which mail notification has been sent |
| Subject |  |  |  |  | System should specify Subject of mail notification being sent |
| Send Date |  |  |  |  | System should specify date and time on which mail notification was sent |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search data as per defined parameters |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Clear Search | Button | System should clear search criteria |
| Export To excel | Link | System should write the records in a external .xls file. |
| Save as HTML | Link | System should save report in HTML format |

### High Level Use Case of L1/H1 Report after Negotiation

|  |  |
| --- | --- |
| ***Objective*** | * The objective is to get system generated L1 report after negotiation in grand total / Item wise evaluation tender |
| ***Pre-Conditions*** | * Event must be successfully completed * Negotiation must have been configured * Negotiation got closed |
| ***Post Conditions*** | * System should display L1/H1 report as per the requirement. |
| ***Flow of Events*** | * Authorized user login * Search the event * Go to dashboard * Click on Report tab |
| ***Alternate Flow/Exceptional Flow*** | * System should display L1 report after negotiation under reports tab. This report can be viewed for event in which negotiation is applicable. * Report should generated once user submits/selects required L1/H1 (sorting) from negotiation summary report for particular bidder. * Authorized user should only have the provision to view the report. * Report should be printable, can be exported to excel, word and PDF. * System should display L1/H1 based on the negotiated value for items for item wise. * System should display following columns in the report * Sr. No. * Item Description :- Should display Items for negotiation * Company :- Bidder Name should be displayed * Unit rate :- Original Unit rate quoted * Total Rate: Original Total rate quoted * Negotiated Unit Rate: - Negotiated unit rate should be the final rate, which officer/bidder has revised for particular item, should be displayed. * Negotiated Total Rate: Negotiated unit rate should be the final rate, which officer/bidder has revised for particular item, should be displayed. * L1/H1 report after negotiation should be generated which should include all the bidders whether they are invited for negotiation or not. (All bidders should be displayed here who has submitted the bid irrespective that bidder is who are invited for negotiation or not). * For bidders who are not invited, system should display ‘-’ in Negotiated column(s) for those bidders. * Font of L1/H1 bidder should be highlighted. * Report View should be:-   **For item wise L1/H1**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Price Bid Form** | | | | | | | **Price Bid table Name** | | | | | | | **Item Description** | **Company Name** | **Unit Rate** | **Total Rate** | **Negotiated Unit Rate** | **Negotiated Amount** | | Item 1 | ABC procure | 200 | 2000 | 150 | 1500 | | Item 2 | N- Procure | 150 | 1500 | 100 | 1000 | | Item 3 | Patel Engineering | 140 | 1200 | 110 | 1100 |   **For grand total wise:**   * L1/H1 report after negotiation should contain   + Sr. No.   + Name of bidder   + Rank   + Initial Quotation   + Negotiated Quotation   + Final Quotation * Values should be shorted in ascending order (as per selection Lowest to Highest or Highest to lowest). * All bidders should be displayed who are invited for negotiation. * Font of L1/H1 bidder should be highlighted. * This report should be right based. * Report Structure:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sr. No** | **Name of Bidder** | **Initial Quotation** | **Negotiated Quotation** | **Final Quotation** | **Rank** | | **1** | Mr. ABC | 100 | 90 | 90 | L1 | | **2** | Mr. XYZ | 120 | - | 120 | L2 | | **3** | Mr. PQR | 150 | 121 | 121 | L3 |  * Here bidder Mr. XYZ was not invited for the negotiation. * Bidders who are not invited for the negotiation, ‘-’ should be displayed in Negotiated Total. * Bidders who are not invited, should be highlighted.   **Horizontal View of the L1/H1 after Negotiation:**   * System should display link of Horizontal View, clicking on which system should display L1/H1 report after negotiation in horizontal view as mentioned in attached excel sheet. * System should display bid of Bidder and their negotiated rates of each negotiation rounds against the Item (In case of Item wise event). * System should display original bid (Unit Rate & Total Rate) of the bidder followed by the followed by the negotiated Unit Rate & Negotiated Total Rate. (Refer attached sheet for the detailed view) * In Grand Total events, system should display Bidder, Initial Total, negotiated total, Final Total and Rank of the bidder. * In Item wise events, system should not display total. * Format of the report is as attached. * Export to Excel, pdf and print functionality should be provided. |
| ***Business Rule / Requirements*** |  |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | **-** | **-** |  | - |
| Form Name | Label | - | **-** | **-** |  | System should display name of bid forms |
| Item Description | Label |  |  |  |  |  |
| Company Name | Label | - | **-** | **-** |  | - |
| Rank | Label | - | **-** | **-** |  | - |
| Quoted Amount | Label | - | **-** | **-** |  | System should display total amount of each price bid form (As quoted by each bidder) |
| Grand total (bidder wise) | Label | - | **-** | **-** |  | System should display Total of all Price bid forms (Bidder specific) |
| Unit Rate | Label |  |  |  |  |  |
| Total Rate | Label |  |  |  |  |  |
| Negotiated Amount | Label |  |  |  |  |  |
| Initial Quotation | Label |  |  |  |  |  |
| Negotiated Quotation | Label |  |  |  |  |  |
| Final Quotation | Label |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in a external .xls file. |
| Save as HTML | Link | System should save report in HTML format |
| Horizontal View / Vertical View | Link | System should allow to view the report in horizontal or vertical view. |
| L1/H1 Report after Negotiation | Link | System should allow to display L1/H1 report after negotiation. |

### High Level Use Case of Item wise bid count report

|  |  |
| --- | --- |
| ***Objective*** | * Objective of this use case is to understand the item wise bid count report |
| ***Pre-Conditions*** | * Bid opening by committee is configured as ‘Required’. * Event is configured as item wise. * Display total no. of bidders is configured as before bid opening/between submission date and opening date/after bid submission date. |
| ***Post Conditions*** |  |
| ***Flow of Events*** | * Authorized user logged in the system. * Search RFQ. * Click on Bid Opening Tab * Click on Item Wise bid count Report Link, |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * For an item wise event, system should display a link of ‘Item wise bid submission count’ on bid opening page along with Total No. of Bidder. * Link of ‘Item wise bid submission count’ should be displayed as per the configuration of ‘Display total no. of bidder’. * Clicking on ‘Item wise bid submission count’ link, system should display a page named as Item wise bid submission count. * Item wise bid submission count page should display the column of item description and bidder count who has submitted bid for the item and done the final submission. * Number of bidders place the bid for an item should be displayed in bidder count column.   **<RFQ detail>**   |  |  |  | | --- | --- | --- | | Sr. No | Item description  <Material Name column type> | Bid submission count | | 1 | Material description 1 | 5 | | 2 | Material description 2 | 4 | | 3 | Material description 3 | 2 |  * System should provide the functionality of export to excel & pdf. * System should provide the functionality of print. * RFQ details should be displayed at the top of the page. * On bid withdrawal, system should remove the count from ‘Bid submission count’ * System should display a link of ‘Item wise bidder count’ on the bid opening page. * On bid withdrawal, system should remove the count from ‘Bid submission count’ * If 1 bidder has done final submission multiple times (bid withdrawal), system should consider unique count in bid submission count report (latest status >> Can either be Bid withdrawal or Bid submission) * System should allow officer to extend RFQ end date and time through corrigendum on viewing Bid submission count report.   **Assumptions/Exceptions(if any)**   * If same item exists in multiple tables, then system should display multiple entry of the item in the ‘Item wise bid submission report’. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| S. No | - | - | - | - | - |
| Material Name | Label |  |  |  | System should display the material name for the respective RFQ. |
| Bid submission count | Label |  |  |  | System should display the count of all bidder who submit the bid for the respective item. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in a external .xls file. |
| Save as HTML | Link | System should save report in HTML format |

### High Level Use Case of Dynamic Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand that how dynamic report can be created as per the requirement of concern officer for particular tender. |
| ***Pre-Conditions*** | * Event should be published |
| ***Post Conditions*** | * System should allow officer to create the report as per the requirement and allow to save report in PDF format, allows officer to export report to excel and also Notice is allow to print report. |
| ***Flow of Events*** | * Officer logs in * Search and selects event for which he needs to prepare dynamic L1 report * Clicks on event dashboard link * Clicks on Report tab * Clicks on Dynamic L1 Report link * Enters necessary details * Create formula |
| ***Alternate Flow/Exceptional Flow*** | * If dynamic report is created by officer and if any of the price bid form is cancelled by officer, system should delete dynamic L1/H1 report and allow officer to create again |
| ***Business Rule / Requirements*** | * System should allow officer to create multiple dynamic L1/H1 Report till bidder evaluation is not done. On completion of evaluation process, system should not display “Prepare” link. * If Price bid form is selected as ‘Multiple filling’ Yes, system should not display that form in form selection page. System should display a message as ‘Dynamic Report cannot be created on price bid form where multiple form / table filling is applicable’ * If report matrix or formula is not created, system should validate the same on clicking ‘View’ link with a message “Report formula is not created”.   **Grand Total**  **STEP-1**   * Dynamic L1 report should be non-mandatory * System should allow officer to configure following fields to create dynamic report; * Report Name * Report Header * Report Footer * Report for (L1 | H1) * Report on (Grand Total | Item wise) * No. of columns   **STEP-2**   * System should allow officer to create report form (matrix) as per the requirement * System should add columns as per the configuration (No. of columns) * System should allow officer to add additional column(s) at the time of form matrix creation. * System should allow officer to delete column(s) as per the requirement. * System should display following column type in form matrix; * Auto Rank * Company Name * Rebate * SOR * Auto * It should be mandatory to select column type as “Auto”, “Auto Rank” and “Company Name”. If user has not selected column type as mentioned above, system should display a message as “Please select at least 1 column type as “Auto”, “Please select at least 1 column type as “Auto Rank”, “Please select at least 1 column type as “Company Name” * System should only allow officer to select “auto” column type multiple times. * If officer has selected “Auto Rank / SOR / Rebate / Company name” in multiple column as column type, system should display a message as “Column type as < Auto Rank / SOR / Rebate / Company name> can only be selected in 1 column.” * System should display column type as ”Rebate” only if rebate is configured by officer. * System should display column type as “SOR” only if SOR is configured by officer. * System should allow officer to select governing column at the time of form matrix creation * System should display “Governing column” radio button the column whose column type is selected as “Auto” * If column type is selected as “Rebate”, system should display rebate amount in that column which has been quoted by respective bidder. If particular bidder has entered “0” system should display “-“ in that column against that bidder. * If column type is selected as “SOR”, system should display SOR amount in that column which has been entered by officer. * System should display Grand total “SOR” amount in SOR column. * If column type is selected as “Auto column”, system should display bidders rank in that column. * If column type is selected as “Auto”, system should allow officer to create formula on that column. * If column type is selected as “Company Name”, system should display Company Name in that column. In case of consortium, system should display Lead partner company name.   **STEP-3**   * On creation of form matrix and selection of governing column, system should allow officer to select price bid form for which he needs to create dynamic report. * System should display following form information on this page; * Sr. No. * Select (Check box) * Form Name * If Rebate column is selected at the time of form matrix creation, system should display price bid forms which has been selected at the time of Rebate form creation. Here, system should not allow officer to uncheck price bid form, system should default all price bid form. * If Rebate column is not selected, system should list all price bid form and allow officer to select price bid form(s) for which he needs to generate report.   **STEP-4**   * On selecting price bid form(s), system should allow officer to create formula on column whose column type is selected as “Auto” * System should provide text box in “Auto,” “Rebate” and “SOR” column for formula creation. * System should display all price bid forms which are selected in form selection page (Step-3) * System should only allow officer to select “Grand Total” cell of multiple price bid forms using available operators (if more than 1 price bid form is available) * System should also display dynamic form matrix which officer has created (Step-2) * System should allow offer to create formula using selected price bid form(s) and dynamic form.   **Item wise**  **Step-1**   * Same as mentioned above (Refer Grand Total (Step-1))   **Step-2**   * System should display addition column type as “Item description” in case of Item wise. * System should not display “Rebate” column at the time of creating form matrix, rest of the step are same (Refer Grand Total (Step-2)) * If officer has selected “Item description / Auto Rank / SOR / Rebate / Company name” in multiple column as column type, system should display a message as “Column type as < Item description / Auto Rank / SOR / Rebate / Company name> can only be selected in 1 column.”   **Step-3**   * On creation of form matrix and selection of governing column, system should allow officer to select table for which he needs to create dynamic report. * System should display created tables under each price bid form with radio button allow officer to select single table at a time * System should display following form information on this page; * Sr. No. * Select (Radio button) * Form Name * Table Name * System should display all price bid forms and tables.   **STEP-4**   * On selecting table, system should allow officer to create formula on column whose column type is selected as “Auto” * System should display selected table which is selected in form selection page (Step-3) * System should only allow officer to select column which are selected as filled by “Auto” or “Bidder” column whose data type is “All number, +No. without (.) or +No. with (.)” of selected price bid forms using available operators . * System should also display dynamic form matrix which officer has created (Step-2) * System should allow offer to create formula using selected table and dynamic form.   **EDIT / DELETE:**   * System should allow officer to edit dynamic L1/H1 report till price bid form opening is not done. Once price bid form is opened, system should not allow officer to edit report format, in such case, system should display a message as “Bid opening is done by committee members, you are not allowed to edit form data” * If officer changes report for “Item wise” to “Grand total” (or vice versa), system should delete formula, system should display a message as “On changing “Report for” all formulas will be deleted” with Ok | Cancel option. * If officer clicks on delete link after bid opening, system should display a message as “Bid opening is done by committee members, you are not allowed to delete form data” * If bid is not opened, system should allow officer to edit dynamic L1/H1 report format and data as per his requirement. * System should allow officer to delete report as per the requirement before price bid opening. * System should allow officer to edit / delete formula before price bid opening. * On deleting dynamic report, system should ask confirmation message as “Are you sure you want to delete selected report” with Ok | Cancel option”   **VIEW:**   * System should allow officer to view dynamic L1/H1 report as per the requirement. * System should display report in read-only mode.   System should provide print; convert to pdf and export to excel provision. |
| ***Users/Actor*** | * Authorized User |

**Field level matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Report Name | Text box | M | It is mandatory to enter report name | Please enter report name  Allows Max. 100 alphabets, numbers and special characters ((,), -, +,/,.,  Space) | Test Report | - |
| Report Header | Text Area | N | - | Allows Max. 500 alphabets, numbers and special characters ((,), -, +,/,., Space) | TEST | - |
| Report Footer | Text Area | N | **-** | Allows Max. 500 alphabets, numbers and special characters ((,), -, +,/,.,  Space) | TEST 1 | - |
| Report for | Radio button | M | - | - | Values;  L1  H1 | Default selection should be L1 |
| Report on | Radio button | M | - | **-** | Values;  Grand Total, Item wise | Default selection should be Grand Total |
| No. of columns | Text box | M | It is mandatory to enter No. of columns | Please enter No. of columns  Allows Max. 2numbers  Zero value is not allowed | 12 | System should allow positive numbers |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Prepare | Link | System should allow officer to prepare report |
| Add | Button | System should allow office to add column |
| Delete | Button | System should delete selected column |
| Submit | Button | System should submit information |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in an external .xls file. |

## Auction

### High Level Use Case of Audit Trail Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to track all changes made to a database (customers, products, prices, etc.), a network parameter, a network traffic, a security table(s), an operating system(s) and undesired events. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report Tab (left accordion) * Clicks on Audit Trail Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** | * If no records is found, system should display a message as “No records found” |
| ***Business Rule / Requirements*** | * System should capture each and every activity of user starting from Login process till Logout process. * System should allow authorized user to search data through following search criteria;   + Email ID   + User Type (Bidder | Officer)   + Event ID   + Date and Time   + Module (Selected Modules + All) * System should include Admin, Department User and abc user in Officer (as a user) * System should only render records or data on clicking search button. * It should be mandatory to search result by at least 1 search criteria. * System should provide clear search functionality. * System should display following mentioned data on the basis of search criteria;   + Sr. No.   + Email ID   + Event ID   + Module   + Functionality   + Date and Time * System should provide Print, export to excel and convert to PDF facility. * System should consider following cases and the messages to be displayed in ‘functionality’ column of Audit Trail report for ‘Auction’ as selected module:   + When bidding time is over and a bid is tried to be processed: “Bid not processed. Bidding time over”   + When a bidder is blocked: “Bid not processed. Bidder blocked”   + When an auction is in paused state and a bid is tried to be processed: “Bid not processed. Auction paused”   + When an auction is in stopped state and a bid is tried to be processed: “Bid not processed. Auction stopped”   + When an auction is in cancelled state and a bid is tried to be processed: “Bid not processed. Auction cancelled”   + When auto bid is configured for the auction event and bidder clicks on ‘submit’ button: “Manual bid not processed. Auto bid enabled”. * Example:-   + - * Accessed Auction Home Page       * Accesses searching and Listing page       * Accessed result tab page from bidding dashboard       * accessed tender dashboard result tab       * Insert answer for negotiation require or not       * Bidder(s) evaluated successfully       * Accessed evaluate bidder(s) page       * Accessed comparative report page       * Accessed Regretted items page       * Evaluation committee consent remarks added successfully       * Accessed add remarks for consent by member Tender notice page       * Accessed add remarks for consent by member corrigendum page       * Accessed add remarks for consent by evaluation committee page       * Accessed tender opening tab page from event dashboard       * Opening committee consent remarks added successfully       * Accessed add remarks for consent by opening committee page       * Opening date of Price bid published successfully       * Access publish opening date of Price bid configuration page       * Access view opening date of Price bid configuration page       * Opening date of configured successfully       * Access create opening date of Price bid configuration page       * Item wise bid submission count       * Accessed final submission tab page from bidding dashboard       * Final submission completed successfully       * Accessed prepare bid tab page from bidding dashboard       * Bid submitted successfully       * Accessed bidding form page       * I agree Form Submitted       * Event published successfully       * Accessed publish event page       * Accessed bidder mapping page       * Bidder mapped successfully       * Accessed search bidder page       * Bidder removed successfully       * Accessed edit business rule page       * Opening committee created successfully       * Accessed create opening committee page       * Governing column added successfully       * Access create governing column page       * Accessed test bidding form page       * Mandatory document checklist prepared successfully       * Accessed create mandatory document checklist page       * Accessed bidding form dashboard page       * Accessed formula creation page       * Formula created successfully       * Form matrix created successfully       * Accessed form matrix creation page       * Table(s) added successfully       * Accessed create table page       * Form created successfully       * Accessed create form page       * Accessed master form library page       * Accessed bidding form library page       * Accessed view mapped bidder(s) page       * Document uploaded successfully       * Accessed upload documents page       * Accessed “Revision to be done by” page configured for negotiation       * Edited “Revision to be done by” page for negotiation |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Email ID | Text Box | N | Allows Min 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) | Allows Min. 6 Max. 50 alphanumeric and Special Characters (@,.,-,\_) |  |  |
| User Type | Combo box | N | - | - | Values;  Bidder  Officer | Default should be “Bidder” |
| Event ID | Text Box | N | Allows Max. 50 characters and special characters (/, - , .) | Allows Max. 50 characters and special characters (/, - , .) | 45684 | - |
| Date and Time | Date picker | N | - | - | **Date operators;**  equal  not equal  less  less or equal  greater  greater or equal  between | - |
| Module | Combo Box | N | - | - | Values;  Selected Modules  All\* | Default selection should be “All” or particular Module. |
| IP Address | Text Box | N | System should allow numbers and special character (.) | Please enter valid IP Address  Allows 20 numbers are allowed including (.) | 192.168.101.198 | - |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Email ID | Label | - | - | - | - | - |
| Event ID | Label | - | - | - | - | - |
| Module | Label | - | - | - | - | - |
| Functionality | Label | - | - | - | - | - |
| Date and Time | Label | - | - | - | - | - |
| IP Address | Label | - | - | - | - |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Export To excel | Link | System should write the records in a external .xls file. |
| Save as HTML | Link | System should save report in HTML format |

### High Level Use Case of Procurement Analysis Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to detail description including total saving / gain for each event. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * System should display result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report Tab * Clicks on Procurement Analysis Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** | * System should display full department tree (of all created domain) to super admin. |
| ***Business Rule / Requirements*** | * System should display department combo of particular domain only. * If no department is selected and use search report, then system should display all domains auctions to Abc Admin User. * If user is Department Admin and If no department is selected and user search report, then it should display auctions of department in which officer is created and the child department of that department. * System should allow authorized user to search data on the basis of following mentioned search criteria;   + Department Name   + Event Variant (RA / FA / Both)   + Date From   + Date To   + Access Type (Open | Limited)   + Auction Status (Approved, Stopped, Cancelled) * System should provide column header selection provision to authorized user. System should render data of selected columns. * Following are the columns which authorized user can check or un check;   + Event ID   + Event No.   + Event Keyword   + Event Brief / Brief Scope of Work   + Sub Department   + Official Name   + Bidding Variant (Buy / Sell)   + Description / Details   + Start Date and Time   + End Date and Time   + Remarks * System should provide Clear Search functionality. * If Department is not selected, system should generate Report of all department. * System should display following data for Procurement Analysis Report;   + Sr. No.   + Event ID   + Event No.   + Keywords   + Event Brief / Brief Scope of Work   + Sub Department   + Official Name   + Bidding Variant (Buy / Sell)   + Event information   + Sr. No.   + Item   + Qty.   + Start Price     - In case start price has not been not configured then system should consider proxy bid of L1 bidder for reverse/forward auction   + Increment / Decrement   + H1 Bidder / L1 Bidder (Company Name, Email ID of the bidder who quoted)   + H1 Price / L1 Price   + Gains in Amount / Savings in Amount     - Savings in Amount – In case of reverse auction system should calculate Savings in Amount using **(Start price – L1 bid)** formula     - Gain in Amount – In case of forward auction system should calculate Gains in Amount using (**H1 bid – Start price)** formula   + Gains in % / Savings in %     - In case of reverse auction, system should display savings in % calculating with a formula **(Start price – L1 bid) \* 100 / Start Price**     - In case of forward auction, system should display Gains in % calculating with a formula **(H1 bid – Start price)** **\* 100 / Start Price**     - If start price is 0, then system should display the Savings / Gain (in %) as 0.   + No. of Bidders   + No. of Bids   + Start Date and Time   + End Date and Time   + Remarks * System should display Form Name and Header and Footer of each event. * System should display L1 / H1 generated on Grand Total or Item wise information for each event. * If No bid has been received in particular event, system should display “No Bid” in L1 / H1 Amount, H1 / L1 Bidder, Gains in Amount / savings in Amount and Gains in % / Savings in % columns. * Data should be displayed in Descending order. * On clicking Generate Report button without selecting date, system should display a message as “Please select Date”. * In case of no records found, system should display a message as “No Records Found”. * System should display the same report by ‘Comparative Savings Report’ link in Key link section for the particular. * Records should be sorted by auction end date & time. Latest should come first. * System should provide Print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department Name | Combo box | N | - | - | - | - |
| Event Type | Combo Box | N | - | - | Values;  Reverse Auction  Forward Auction  All | Default selection should be “All” |
| Date From | Date picker | M | It is mandatory to select Date From | Please select Date From | - | - |
| Date To | Date picker | M | It is mandatory to select Date To  Date To should be greater than or equals to Date From | Please select Date to  Date To must be greater than or equals to Date From | - | - |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Event ID | Label | - | - | - | - | - |
| Event No. | Label | - | - | - | - | - |
| Keywords | Label | - | - | - | - | - |
| Brief | Label | - | - | - | - | - |
| Sub Department | Label | - | - | - | - | - |
| Official Name | Label | - | - | - | - | - |
| Bidding Variant  (Buy / Sell) | Label | - | - | - | - | - |
| Event Information | **Please refer Event Information fields mentioned in Business Rules** | | | | | |
| Start Date and Time | Label | - | - | - | - | - |
| End Date and Time | Label | - | - | - | - | - |
| Event Value | Label | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of 1st Level Analysis Report

|  |  |
| --- | --- |
| ***Objective*** | * The objective of this use case is to understand how to track auction events being conducted with their details and bids received for each event. |
| ***Pre-Conditions*** | * Authorized User has logged in |
| ***Post Conditions*** | * The system should display the result or logs as per the search criteria |
| ***Flow of Events*** | * Authorized User logs in * Clicks on Report Tab * Clicks on 1st Level Analysis Report link * Enters search criteria |
| ***Alternate Flow/Exceptional Flow*** | * The system should display full department tree (of all created domains) to super admin. |
| ***Business Rule / Requirements*** | * The system should display department combo of particular domain only. * The system should allow authorized user to search data on the basis of following mentioned search criteria; * Department Name * Event Variant (Reverse Auction / Forward Auction / Both) * Date From * Date To * The system should provide a column header selection function for authorized user. System should render data of selected columns. * Following are the columns which authorized user can check or uncheck; * Department * Sub Department * Event ID * Event No. * Auctioneer(s) * Description / Details * Start Date and Time * End Date and Time * No. of Bidders * No. of Bids * The system should provide Clear Search functionality. * If the Department is not selected, the system should generate a report of all departments. * The system should display following data for 1st Level Procurement Analysis Report; * Sr. No. * Department * Sub Department * Event ID * Event No. * Description / Details * Auctioneer(s) * Start Date and Time * End Date and Time * No. of Bidders * No. of Bids * Data should be displayed in Descending order. * In case of no records found, system should display a message as “No Records Found” * On clicking Generate Report button without selecting date, the system should display a message as “Please select Date” * The system should provide Print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

**Search Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Department Name | Combo box | N | - | - | - | - |
| Event Type | Combo Box | N | - | - | Values;  Reverse Auction  Forward Auction  All | Default selection should be “All” |
| Date From | Date picker | M | It is mandatory to select Date From | Please select Date From | - | - |
| Date To | Date picker | M | It is mandatory to select Date To  Date To should be greater than or equals to Date From | Please select Date to  Date To must be greater than or equals to Date From | - | - |

**Result Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No. | Label | - | - | - | - | - |
| Department | Label | - | - | - | - | - |
| Sub Department | Label | - | - | - | - | - |
| Event ID | Label | - | - | - | - | - |
| Event No. | Label | - | - | - | - | - |
| Description / Details | Label | - | - | - | - | - |
| Auctioneer(s) | Label | - | - | - | - | - |
| Start Date and Time | Label | - | - | - | - | - |
| End Date and Time | Label | - | - | - | - | - |
| No. of Bidders | Label | - | - | - | - | - |
| No. of Bids | Label | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Auction Management History

|  |  |
| --- | --- |
| ***Objective*** | * To understand business logic and presentation logic for Auction Management History. |
| ***Pre-Conditions*** | * Authorized Buyer should be logged in to the System. * Auction notice should be created. |
| ***Post Conditions*** | * Buyer can be able to view the report. |
| ***Flow of Events*** | * Buyer logged in the system. * Select the Auction for which Buyer wishes to View Auction Management History Report. * Click on Auction Management Report Link, given in the Auction Report tab. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * This report is useful for Buyer to view the action performed for e-Auction such as; * Approve Auction * Approve Document * Approve Form * Bidder wise show /hide * Cancel Auction * Cancel Document * Cancel Form * Create Auction * Create Form * Create Formula * Define Governing Column * Delete Document * Delete Form * Delete Formula * Delete Governing Cell * Edit Auction * Edit Column Header * Edit Form * Form Column Show/Hide * Publish Marquee * Resume Auction * Stop Auction * Upload Document * Configure Price * Map Bidder * Unmap Bidder * For keeping track of all the mentioned actions this report is useful. * System should allow to search the records which are mentioned below:   + Action taken by (Text Box, ‘like’ search)   + Action Date   + Action (Drop down)   + IP Address * The following details should come; * Sr. No * Action Taken By * Action * Date & Time * Date and Time * IP Address * By default the report should come in the descending order of Date and Time (that means latest done entry should come first and so on.). The sorting can be changed from descending to ascending (and vice versa) from clicking the column name. * There should be maximum 10 entries come in this report in a single, with the paging facility, and also First, Previous, Next and Last page facility links. * System should only display activities of Officer. (Bidder activity should not be displayed in Auction Management History Report) * System should provide print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Buyer |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | - | Should be numeric values incremental by 1. |
| Action Taken By | Label | - | **-** | **-** | **-** | Here the Login ID of the Buyer should come, who has performed the respective action. |
| Action | Label | - | **-** | **-** | **-** | Should come as defined in the Business Rules. |
| Date & Time | Label | - | **-** | **-** | **-** | Should be System captured time for the respective action. |
| IP Address | Label | - | **-** | **-** | **-** | - |
| Action taken by | Text box |  |  |  |  |  |
| Action Date | Date picker |  |  |  |  |  |
| Action | Drop down list |  |  |  |  |  |
| IP Address | Text box |  |  |  |  |  |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Map / Un Map Bidders History

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Map/ Un Map bidders history. |
| ***Pre-Conditions*** | * Buyer must be logged in. * Bidding Access must be configured as a “Limited”. |
| ***Post Conditions*** | * Buyer can view this report. |
| ***Flow of Events*** | * Buyer logged in the system. * Search for the auction for which he wish to view Map/Un map bidder’s history. * User has to select the auction and click on that auction dashboard link. * User has to select the report tab, under that tab user can see the link for “Map/Un Map Bidders History” * In case of Item wise result, system should display following information; * Sr. No * Company name * View link * On clicking View link, system should display Map / Un-map history |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * In case of Item wise auction, system should display following information on clicking Map / Un-map Bidder History link; * Sr. No * Company Name * Mapping History – View link * On clicking view link, system should display following information; * Sr. No. * Item Description * Action * Action Taken By * Date & time * In case of Grand Total wise, system should display following information on clicking Map / Un-map Bidder History link; * Sr. No. * Company Name * Action * Action Taken By * Date & Time * Paging functionality should be available. * For bidding access this report user must have pre configuration in auction notice as “Limited” access. * System should provide Print, Export to Excel and convert to PDF facility. |
| ***Users/Actor*** | * Buyer |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr No | Label | - | - | - | - | Increment by 1. |
| Company name | Label | - | - | - | - | Bidder name should come here |
| Action Taken By | Label | - | - | - | - | - |
| Action | Label | - | - | - | - | Action Status should be there. “Map” or “Unmap” |
| Date and Time | Label | - | - | - | - | Login Date and time should come here. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Export to Excel | Link | System should export data to excel |
| Search | Button | System should search data as per defined criteria |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Bidder Wise Items Mapping Report

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for bidders wise item mapping report. |
| ***Pre-Conditions*** | * Officer must be logged in. * Bidder has mapped with Item(s). * Bidding Access must be configured as a “Limited” and Bid Submission for configured as “Item-wise” |
| ***Post Conditions*** | * System should redirected page to the auction dashboard where map bidder tab is available. * Officer can view this report. |
| ***Flow of Events*** | * Officer logged in the system. * Search for the auction for which he wishes to view bidder wise item mapping report. * User has to select the auction and click on that auction dashboard link. * User has to select the “Map Bidders” tab, under that tab user can see the link for “Bidder Wise Items Mapping Report”. |
| ***Alternate Flow/Exceptional Flow*** | - |
| ***Business Rule / Requirements*** | * System should display this report once bidder is mapped. * If bidder is not mapped and authorized user click on report link, system should display a message ‘No record found’. * User can see the report of bidder wise item mapping. In that user can see the details as below: * Sr. No. * Company Name * Email ID * View Link * By clicking on the view link of particular bidder, user can see bidder wise items mapping details of related bidder. In that user can see details as below: * Sr. No. * Company Name * Email ID * Item Description * On searching bidder, system should display hyperlink on Company Name, clicking upon which system should display company profile on separate tab/window. * For bidding access this report user must have pre configuration in auction notice as “Limited” access and Bid Submission for configured as “Item-wise”. |
| ***Users/Actor*** | * Officer |

**Field Level Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Remarks** |
| Sr No | Label | - | - | - | Increment by 1. |
| Company Name | Label | - | - | - | Bidder company name should come here |
| Login Id | Label | - | - | - | Bidder Login Id should come here |
| Item | Label | - | - | - | Mapped Item for that bidder should come here. |
| Quantity | Label | - | - | - | Item quantity should come here. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| View | Link | It will show the details of selected bidder. |

### High Level Use Case of Revive History Report

|  |  |
| --- | --- |
| ***Objective*** | * System should display event revived history. |
| ***Pre-Conditions*** | * Event is revived |
| ***Post Conditions*** | * System should generate report on the basis of search criteria. |
| ***Flow of Events*** | * Authorized user logs in * Clicks on Report tab * Clicks on Revive history Report link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should allow user to search with following parameters; * Revived from event ID * Revived to event ID * Revived from event No. * Revived to event No. * Revived by (email ID) * Date and Time (with standard operators) * If no record is found, system should display message as ‘no Record found’ * System should provide clear search facility. * System should display following fields in Revive history report; * Sr. No. * Revived from event ID * Revived to event ID * Revived from event No. * Revived to event No. * Revived by (email ID) * Revived on * IP address * System should provide Print and convert to PDF facility. |
| ***Users/Actor*** | * Authorized User |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr No | Label | - | - | - | - | Increment by 1. |
| Revived from event ID | Label | - | - | - | - | - |
| Revived to event ID | Label | - | - | - | - | - |
| Revived from event No. | Label | - | - | - | - | - |
| Revived to event No. | Label | - | - | - | - | - |
| Revived by (email ID) | Label | - | - | - | - | - |
| Revived on | Label | - | - | - | - | - |
| IP address | Label | - | - | - | - | - |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Search | Button | System should search data as per defined parameters |
| Print | Link | System should provide the Print Preview Page for the same. |
| PDF | Link | System should convert that report into pdf format |
| Clear Search | Button | System should clear search criteria |

### High Level Use Case of Acceptance of Terms & Conditions / Auction Login Report – Buyer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Login Report. |
| ***Pre-Conditions*** | * Authorized Auctioneer must be logged in. |
| ***Post Conditions*** | * Auction Login report should be shown to Auctioneer. |
| ***Flow of Events*** | * Auctioneer logged in the system. * Search for the auction for which he wishes to view Login report. * Need to click on Login report. * The report should be shown to user. |
| ***Alternate Flow/Exceptional Flow*** | * The same report should be shown from Auction Dashboard with the same link. |
| ***Business Rule / Requirements*** | * Auction Summary block should come. * The following information should be shown in the report; * Sr. No. * Company / Individual name   + Email id - Once the company name has been decoded, system should display bidder’s Email id, along with the company name   + Encoded Company / Individual name   + Status   + Date and Time * There should be an auction summary block same as auction dashboard. * There should be a print, pdf, excel, facility available for this report. * The date and time at which bidder submit the acceptance condition should be reflect in the Auction login report for the respective bidder. * System should display the Terms & Conditions as accepted by the bidder in the “Acceptance of terms & conditions by bidders report” / “Login report” to the officer for every event as displayed:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Terms & Condition | |  |  |  |  | | We, hereby declare that •We understand that you are not bound to accept the lowest bid in case of Seal Bid and highest bid in case of Seal Bid or any other bid that you may receive. | | | | | | |  |  |  |  |  |  | | Sr. No. | Company name | Encoded Company name | Status | Date and time | IP address | | 1 | M.SRINIVAS & BROTHERS (nipun@localmail.com) |  | Pending |  | 192.168.100.251 | | 2 | M.SRINIVAS & BROTHERS (nipun@localmail.com) |  | Agreed |  | 192.168.100.251 | | 3 | M.SRINIVAS & BROTHERS (nipun@localmail.com) |  | Agreed |  | 192.168.100.251 |  * If event level Terms & conditions are defined, then system should display event level T&C in the report instead of domain level T&C * Terms & Conditions should be displayed below the event details in the “Acceptance of terms & conditions by bidders report”/”Login Report”. * System should display Terms & Conditions in the language selected as default at the time of client creation, in “Acceptance of terms & conditions by bidders report”/ “login Report”. * Export to excel should be provided. Exported file should contain event information bar. * If event level Terms & conditions are defined, then system should display event level T&C in the report instead of domain level T&C (Same is applicable if T&C are defined on domain level). |
| ***Users/Actor*** | * Buyer |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | - | Increment by 1. |
| Company / Individual name, Email id | Label | - | - | - | - | Bidder Company / Individual name should come here |
| Encoded Company / Individual name  Email id | Label | - | - | - | - | Should only display this field if Encoded Company / Individual name is selected as Yes.  Once the company name has been decoded, system should display bidder’s Email id, along with the company name |
| Status | Label | - | - | - | Agreed  Pending | Respective Login Status should come here. |
| Date and Time | Label | - | - | - | - | Login Date and time should come here. |
| IP Address | Label | - | - | - |  | Display IP address through which bidder is logged in |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Button | System should redirect user to print format screen from where user can print the report. |

### High Level Use Case of Bid History Report – Bidder & Buyer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Bid history report. |
| ***Pre-Conditions*** | * Buyer/bidder should be logged in. |
| ***Post Conditions*** | * Bid History report should be shown to Buyer / bidder. |
| ***Flow of Events*** | * Buyer/bidder logged in the system. * Search for the auction for which wish to view auction Bid History report. * Need to click on Bid History Link. * The report should be shown to user. |
| ***Alternate Flow/Exceptional Flow*** | * The same report should be shown from Auction Dashboard with the same link. |
| ***Business Rule / Requirements*** | **Actor as Buyer**   * There should be 3 tabs available as per the type of bid which are   + All   + Accepted Bids   + Rejected Bids * System should display the Bid data of all bidders. * This report should be in the order of Material name and then Bid Date and Time. * The following information should be shown in this report by default;   + Sr. No.   + Material   + Material Name   + Supplier name (As per configuration)     - Email id - System should display bidder’s Email id, along with the supplier name (who has submitted a bid)     - System should also display currency symbol besides the total rate amount indicating in which currency bidder has submitted the bid     - In case if for any currency, symbol is not available then system should display currency name besides total rate amount indicating in which currency bidder has submitted the bid e.g. INR, USD, UAE etc..   + Bid Amount     - System in bid history report should display bid amount (hyperlink), clicking on the bid amount system should display break up details.     - Break up detail should include entire bidding form that is columns to be filled by buyer and bidder in case of break up detail of buyer.     - In case of item wise, system should display break up of bid submitted by bidders for respective item.     - In case of grand total and each line item and grand total, system should display break up of bid submitted by bidders for the items as well as sum total of bid of all the items for the respective bidding form.     - System should give provision of Pint, PDF and Export to excel.   + Bid Date & Time   + IP Address   + Bid Status * System should not display IP Address if the same is selected as ‘No’ in ‘Display IP address’ configuration * Provision to generate customize report should be available where clicking upon ‘Customize Report’ link, system should display pop-up with columns where fill by is selected as ‘Buyer’. System should generate report with selected columns as following fix values on clicking generate report button;   + Company / Individual name, Email ID   + Bid Amount   + Bid Date & time   + IP Address   + Bid Status * System should display all the fields (as per Show / hide configuration) in Auction Summary on the same page; * System should not display following fields to bidder in auction summary block;   + Greater Rank   + Price Break – up   + Display Last Accepted Bid to bidder   + Accept Decimal Value up-to   + Display winning bidder name to other bidders (For Bidder)   + Bidding form (Standard / New)   + Display Rank;   + Bidder wise form display * In case of no bid received a proper message should come; “No record found”. * There should a print, pdf, excel functionality available. * There should be a block for auction timing status, which shows auction start time, end time, remaining time, current time, Total Extension and Completed Extension. * Auction summary same as auction dashboard should be shown. * System should display remarks of rejected bid under “Rejected by Auctioneer” status * IP address is to be displayed in the bid history report. In case if IP address is same for more than 1 bidder then it should be highlighted with Red color. * System should display following details below bid history report if more than 1 bidder has same IP Address; * Company Name, Email ID * IP Address * If bidder is H1 in 1 item (IF Restrict bidder with H1 configuration is applicable), system should display following message in Bid history report ‘Bid Rejected due to H1 in 1 item’   **Actor as Bidder**   * The following information should be shown in this report:   + Sr. No.   + Item Name   + Rate   + Bid Amount     - In bid history report system should display bid amount (hyperlink), clicking on the bid amount system should display break up details.     - In Break up details of bidder should include entire bidding form except columns that are hidden.     - In case of item wise, system should display break up of bid submitted by bidders for respective item.     - In case of grand total and each line item and grand total, system should display break up of bid submitted by bidders for the items as well as sum total of bid of all the items for the respective bidding form.     - System should give provision of Pint, PDF and Export to excel.   + Bid Date & Time   + IP Address   + Bid Status     - System should display the bid data of particular bidder only. * System should display all the bids (Accepted / Rejected) in the same report (there should be separate tab of All/ Accepted / Rejected). * System should display all the fields (as per Show / hide configuration) in Auction Summary block to buyer; * System should not display following fields to bidder in Auction summary block and view auction notice page;   + Greater Rank   + Price Break – up   + Display Last Accepted Bid to bidder   + Accept Decimal Value up to   + Display winning bidder name to other bidders (For Bidder)   + Bidding form (Standard / New)   + Display Rank;   + Bidder wise form display * IP address is to be displayed in the bid history report. In case if IP address is same for more than 1 bidder then it should be highlighted with Red color. * System should not display IP Address if the same is selected as ‘No’ in ‘Display IP address’ configuration. * In bidder report system should not display the graph symbol. * System should provide Print, Export to excel and convert to PDF facility.   **If governing column is hidden from the bidder**   * System should not display any hidden column in the bid history report to the bidder. * System should display the bid made by the bidder as a hyperlink. Clicking on that link system should display break-up bid detail report. * System should not display details of governing column if hidden from bidder or any other hidden column in the break-up bid detail report. * If governing column is hidden then system should not display the governing column data in Bid amount column in bid history report. * If ‘Total rate’ is configured as governing column and is hidden from bidder, then system should display ‘Unit rate’ in bid amount column of bid history report & if ‘Unit rate’ is configured as governing column then system should display ‘Total rate’ in bid amount column of bid history report. |
| ***Users/Actor*** | * Buyer / Bidder |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Item Name | Label | - | - | - | - | System should display Material name as a Label here. |
| Sr. No | Label | - | - | - | - | Auto increment by 1. |
| Supplier  Name,  Email id of parent/child user who quoted | Label | - | - | - | - | System should display Bidder name here.  System should display bidder’s Email id, along with the Supplier name |
| Bid Amount | Link | - | - | - | - | System should display Total Amount here.  On clicking Total Amount, system should redirect User to View Price Bid Details page.  This column should be used for Ordering. |
| Bid Date and Time | Label | - | - | - | - | System should display Bid Date and time here. |
| IP Address | Label | - | - | - | - | System should display the IP address from where the Bid has been submitted. |
| Bid Status | Label | - | - | - | - | The respective status should come here;   * Accepted * Rejected |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |
| Export to Excel | Link | System should export data to excel |

### High Level Use Case of Item Wise Break up of Bid Details – Buyer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Item Wise Price Break Up report |
| ***Pre-Conditions*** | * Auction End date and Time is lapsed. |
| ***Post Conditions*** | * System should allow buyer to Print the Report |
| ***Flow of Events*** | * Auctioneer Logs in * Search and selects the auction for which he needs to view / print Item wise Price break up report. * Clicks on Dashboard link * Clicks in Report tab * Clicks on Result link * Click on Item wise Price Break Up Report link * Clicks in Print Button |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | Auction Summery should be shown with following data;   * Auction ID * Auction No. * Brief scope of work * Department * Officer * The name of form, header, and footer should come as per the defined format at the time of Form Creation. * The columns should come as per the defined Name and Data types at the time of form creation and should be shown in the non-editable format only. * The Item should be displayed only once and for that particular item the Bidders (Who has participated for Bidding) details should come in the comparative (Highest first) order. * System should display details of base currency in case of ICB. * Bidder currency symbol should only be displayed in the governing column ion case of ICB. * In case of ICB, label of governing column should be as, Column name (In bidder currency) * In case of ICB, label of the columns displaying the rate/amount in base currency should be as, column name (in base currency). * The following details comes in the bidding detail with every item;   + Company / Individual name     - Email id - Once the company name has been decoded, system should display bidder’s Email id, along with the company name.   + Unit rate     - In case of ICB event, system should display currency symbol as per the currency selected by the respective bidder for bid submission if the column is governing column otherwise the unit rate displayed should be in base currency.   + Total rate(in bidder currency)     - In case of ICB event, system should display currency symbol as per the currency selected by the respective bidder for bid submission   + Total rate(in base currency)     - In case of ICB event, system should display the total rate in base currency.   + Rank   + Bid Date and Time * System should provide Print, Export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Buyer |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Item Details |  |  |  |  |  | As per the defined at the time of Form creation. |
| Company Name,  Email id | Label | - | - | - | - | The participating bidder name |
| Price | Label | - | - | - | - | The bidded price the particular item. |
| Total rate (in bidder currency) | Label | - | - | - | - | - |
| Total price | Label | - | - | - | - | - |
| Rank | Label | - | - | - | - | Highest Rank should shown and so on. |
| Bid Date and Time | Label | - | - | - | - | Server Date and Time |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Button | System should print the report. |

### High Level Use Case of Highest / Lowest Bid Report

|  |  |
| --- | --- |
| ***Objective*** | * To understand presentation logic of H1/ L1 Report |
| ***Pre-Conditions*** | * Auction End Date and Time is lapsed * Buyer should have rights |
| ***Post Conditions*** | * System should allow Buyer to Print, pdf or excel the Report |
| ***Flow of Events*** | * Buyer Logs in * Search and Selects the Auction in which he needs to view / print highest / lowest bid report * Clicks on Dashboard Link * Clicks on Report Tab * Clicks on Result link against Auction Hall label * Clicks on Highest / Lowest Bid report link |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * System should display Highest / Lowest Bid report under Result page. * System should display Highest / Lowest Bid report link only when Auction End Date and Time is lapsed. * System should display following information under Highest / Lowest Bid report;   + Sr. No.   + Item Description   + Quantity   + Start Price   + H1/L1 bidder/Successful bidder, Email ID   + L1 / H1 Price   + Bid in bidder currency   + Savings in Amount   + Savings in %     - If start price is 0, then system should display the savings in % as 0.   + No. of bidders (Total Bidders who has submitted the bid)   + No. of Bids (Total Bids which individual bidder has submitted) * In No. of bids, system should display only accepted bids. Bids which are rejected should not get displayed. * If no bid received in any item, system should display message as ‘No bid received’ against particular item. * System should display all the fields (as per Show / hide configuration) in Auction Summary block * System should provide print, export to excel and convert to PDF facility. |
| ***Users/Actor*** | * Buyer |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Sr. No | Label | - | - | - | - | - |
| Item Name | Label | - | - | - | - | - |
| Quantity | Label | - | - | - | - | - |
| Start Price | Label | - | - | - | - | - |
| L1 / H1 Bidder, Email ID of the parent/child user who quoted the bid | Label | - | - | - | - | - |
| L1 / H1 Price | Label | - | - | - | - | - |
| Savings in Amount | Label | - | - | - | - | In case of Reverse Auction;  (Start Price - L1 Price)  In case of Forward Auction  (H1 Price – Start Price) |
| Savings in % | Label | - | - | - | - | (H1 Amount – Start Price \* 100 / Start Price)  (Start Price – L1 \* 100/Start Price) |
| No. of Bidder | Label | - | - | - | - | Total No. of bidder who has submitted the Bid |
| No. of Bids | Label | - | - | - | - | Bid count of individual bidder. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Button | System should print the report |

### High Level Use Case for Price Breakup Report

|  |  |
| --- | --- |
| ***Objective*** | * To understand the Business and presentation logic for Bid Details |
| ***Pre-Conditions*** | * Buyer must be logged in. * Auction Notice Must be created and Bid Submission for configured as “Item-wise or Grand Total” * Bidders must be submitted their respective bids. |
| ***Post Conditions*** | * Authorized bidder can able to view Bid Details Reports. |
| ***Flow of Events*** | * Buyer Logged in the system. * Search for the Auction. * Click on the Dashboard link * Click on Report Tab * Clicks on Bid Amount. |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * The report should come as per the Bid submitted by the Bidder. * The column and the rows should be as defined at the time of form creation. * In case of ICB, system should also display Currency Name, Conversion Rate and Base Currency. * In case of Live Auction, system should display Encoded Company / Individual name and in case of Archive Auction, system should display original Company / Individual name (as per the configuration) * System should show Form Name, Header and Footer information also. * System should provide Print, Export to Excel and convert to PDF facility. |
| ***Users/Actor*** | * Buyer |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Form | Label |  |  |  |  | - |
| Bid Date & Time | Label | - | **-** | **-** | **-** | - |

**Controls**

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Button | System should provide the Print Preview Page for the same. |

### High Level Use Case for Result graph - Buyer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the data equipment’s, to represent the result of an auction in a graphical format. |
| ***Pre-Conditions*** | * Auction should be published |
| ***Post Conditions*** | * NA |
| ***Flow of Events*** | * Authorized user logs in the system * Search the auction for which he wish to view the result graphs * Click on auction dash board * Click on result tab (for buyer) * Click on ‘View Graph’ link / Icon |
| ***Alternate Flow/Exceptional Flow*** | * NA |
| ***Business Rule / Requirements*** | * The below is the list of graph comes for different cases. * This should be auto updated after every 30 minutes.   **Line Chart for Bid Comparison**   * System should represent bidders bid comparison with line chart. * This should come for Item wise and Grand total wise items. * For Items wise this graph should be plotted for each item. System should show a link for each item. * In case or grant total wise auction there should be a one graph plotted; system should show one link for the same.   + X- axis should show the bid amount intervals   + Y- axis should show the Time intervals, * The legends should show the bidders bidding amount at the particular time interval. * Please refer the below shown graph. * The data for the same  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | Date and Time | | | | | | |  |  | 10 | 11 | 12 | 13 | 14 | 15 | | Bidder Name | Bidder 1 | 10 | 12 | 12 | 13 | 14 | 15 | | Bidder 2 | 11 | 13 | 13 | 13 | 15 | 15 | | Bidder 3 | 12 | 12 | 12 | 14 | 14 | 14 | | Bidder 4 | 9 | 10 | 14 | 14 | 14 | 16 | | Bidder 5 | 13 | 13 | 13 | 13 | 16 | 17 |   **Bar Chart for comparing L1 /H1**   * The first bar should be Start Price then from second bar onwards lowest L1/H1 Bidder to the highest L1/H1 bidder from left to right. * This is also come in case of item wise and grand total wise. * For Item wise auctions there should be 1 link available for each item. * Same way in case of grant total wise auction, there should be only one link available for this graph * Please refer the below given example   Data for the example   |  |  | | --- | --- | | Start Price | 100 | | Bidder 1 | 105 | | Bidder 2 | 115 | | Bidder 7 | 125 | | Bidder 4 | 135 | | Bidder 3 | 145 | | Bidder 6 | 155 | | Bidder 5 | 165 |   **Graph in case of Grand total wise Item wise auction**   * This should be a bar chart having the values of L1/H1 amount for each item and for each bidder. * One bar should consist grand total value also * This should show the records of all the bidders who have submitted the bid. * Please refer below given example for the same;   C:\Users\alankar\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png   * The data for the same is  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Bidder 1 | Bidder 2 | Bidder 3 | Bidder 4 | Bidder 5 | | Item 1 | 12 | 13 | 15 | 15 | 15 | | Item 2 | 13 | 13 | 16 | 16 | 18 | | Item 3 | 15 | 15 | 17 | 18 | 19 | | Item 4 | 26 | 26 | 29 | 30 | 16 | | GT | 66 | 67 | 77 | 79 | 68 | |
| ***Users/Actor*** | * Buyer |

**Field Level Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Company Name | Label |  |  |  |  | System should display the company name for respective |
| Item Name | Label |  |  |  |  | System should display the item name. |
| Price | Label |  |  |  |  | System should display the price of item which enters that particular bidder. |

***Controls:***

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Print | Icon / Link | System should print Audit Trail Report |
| PDF | Link | System should convert Audit Trail Report into /pdf format |

### High Level Use Case of View Report (Result) – Buyer

|  |  |
| --- | --- |
| ***Objective*** | * To understand the presentation logic for Various reports |
| ***Pre-Conditions*** | * Auctioneer must be logged in. |
| ***Post Conditions*** | * By clicking on the view report link, page should be redirected to report page. * Auctioneer can view the report. |
| ***Flow of Events*** | * Auctioneer logged in the system. * Search for the auction for which wish to view reports. * Clicks on the view report link. * Summarized reports and various links are available to the Auctioneer. |
| ***Alternate Flow/Exceptional Flow*** |  |
| ***Business Rule / Requirements*** | * From the auction dashboard the same reports are available, with different links. * There should be a block where user should have various important links. * The following links should come;   + Auction Notice and Document   + Publish Marquee   + Stop Auction   + Cancel Auction   + Decode bidder name (if applicable)   + If Auction is configured as Item wise and Grand Total and Item wise, system should display a link as view Item wise report which will have the following information;   + Category(Only in case of Item wise form)   + Start Price   + Decrement / Increment Value   + <Increment/Decrement> in times (if applicable)     - System should display <Increment/Decrement> in times as configured by officer on Result page with label **as “<Increment/Decrement> in times” : <No of increment/decrement in times>**   + Reserve Price     - System should display reserve price on result page only if reserve price check is configured as Yes   + Sr. No.     - System should display Sr. No. column on result page only if Sr. No. column has been configured while creating bidding form matrix     - System should display Sr. No. column as configured in the bidding form   + Bidder Name (if Auction closed or Encode bidder name is ‘No’ in auction notice)   + Encoded Bidder Name (If encoded bidder name is ‘Yes’ and during auction running)   + Bid amount (In bidder currency)     - In case of ICB event configuration, system under **“Bid amount (In bidder currency)”** column should display total rate quoted by bidder in the currency selected during Agree to terms and conditions     - System should also display currency symbol besides the total rate amount indicating in which currency bidder has submitted the bid     - In case if for any currency, symbol is not available then system should display currency name besides total rate amount indicating in which currency bidder has submitted the bid e.g. INR, USD, UAE etc..   + Bid Amount   + Rank   + Bid Date and Time * If any bidder have not submit the bid yet for a particular item then in such case there should be a message for the same should come; “**No Bid Received”** * There should a block for Auction Summary (Please refer auction dashboard)   **In case of Hide live bidding to department user is applicable,**   * **In case of grand total and item wise where line item wise time submission is not applicable**   + In Result page system should only display Auction clock and in the result table system should display message as **“Event is live”**   + If event has been stopped then system should display message as **“Event is stopped”**   + Auction clock should be as existing, that includes Remaining time, Start date and time, End date and time, Current extension, Total extension, Remaining extension etc..   + System should not display bids to bidder until end date and time has not been lapsed along with the extension * **In case of item wise where line item wise time submission is applicable**   + In result page, system should display Auction clock for each item and under Result table system should display message as **“Event is live”**   + If event has been stopped then system should display message as **“Event is stopped”**   + **In case of parallel and serial auction**, system should not display result to department user until end date and time of last item has been lapsed along with extension * System should display bids to department user once the event has got cancelled * System should also not allow department user to view live bids if the auction event has been paused. * **Key links:**    + System should only display following links in the key links panels during auction is live:     - Notice & documents     - View form     - Test form     - Stop auction     - Cancel auction * **Reports**    + System should disable following link under reports tab if auction is live     - Acceptance of terms and conditions by bidder’s report     - Auto bid break up detail   + On hover of links, system should display message as “**Event is live” or “Event is stopped”** as per the condition of the event * Following links should come under Bid Submission for block;   + View Form   + Bid History   + Auction Login Report * If auction closed then following links should come under Bid Submission for block   + Item wise break up of bid   + Lowest/Highest bid report * System should add ‘Auction Summary Report’ & ‘Procurement Analysis report’ (Existing reports) in Key links section on bidding hall page of auction. * System should rename both the reports as display ‘Auction Savings Report’ & ‘Comparative Savings Report’ respectively in key link section of auction * Both the reports ‘Auction Savings Report’ & ‘Comparative Savings Report’ should be for the particular auction only. * Both the reports should be rights base (Under result section of auction in Manage designation page) and should be displayed only after auction get archived * If Evaluation required is configured as Yes and bid has been received then following link should come   + Bid evaluation * System should display “view Graph’ link / Icon from where auctioneer can view Line chart and Bar chart. * System should display Category column on Result page (to auctioneer only), on hover of this category item description should pop up it this column is present * System should provide Print, export to excel and convert to PDF facility. * If ‘decode bidder name’ feature is applicable, system should display ‘Stop Auction’ link in Result page * ‘decode bidder name’ link should only appear once auction is completed in entire * On clicking ‘decode bidder name’ link, system should decode company name * In case of Item wise auction, system should display ‘decode bidder name’ link once auction is completed * In case of item wise auction where item wise time requires is applicable, system should encode bidder name till late item end date and time laps. On completion of entire auction, system should display ‘decode bidder name’ link. * ‘Decode bidder name’ link should only be displayed to mapped officer. * Once company name is decoded, it cannot be encoded again. * If company name is decoded and if auction gets extended, system should automatically encode company name and should automatically decode company name once auction gets completed in entire. In such case, system should not display ‘decode bidder name’ link again. * If ‘View decoded name’ rights is given to any officer, system should display decoded name to that particular user from the beginning of auction. Above mentioned logic will not be applicable in such case * **Bid evaluation**   + **In case of item wise**     - System should display each line item, Item no, Item name, Quantity, Unit rate (as per bidding form configured)     - System should display L1/H1 bidder’s company name     - System against each line item should display Action column under Action column should provide with Radio button controls labeled as “Accept” and “Reject” allowing the officer to Accept or reject the L1/H1 bid submitted by the bidder.   + **In case of Grand total & Grand total & item wise**     - System should display bidding form name followed by Rank, Company name, Bid amount, Bid date and time and Action column (form as created)     - System under Action column system should provide with two radio button controls labeled as “Accept” or “Reject”     - System should display grand total of the governing column selected under bid amount   + **Remarks**     - System at the bottom of bid evaluation page should provide text area labeled as Remarks, allowing authorized user to mention remarks on the evaluation of L1/H1 bidder’s bid.     - It should be mandatory for authorized user to enter remarks     - If authorized user does not enter remarks, then system should validate user with a message as “Please enter remarks”     - Allows Max. 2000 characters, numbers and special characters ((,),\_,:,&,+, /, -,.,',Comma, Space)     - Continuous -- is not allowed   + **Submit bid evaluated**     - On evaluating bids of L1/H1 bidder, system should allow authorized user to submit bid evaluated.     - System at the bottom of bid evaluation page, should provide with Submit button control     - Clicking on submit button, system should ask for a confirmation message as “**Are you sure you want to submit evaluated bid?”** with yes|no option on clicking yes system should submit bid evaluated notifying with a message notifying as **“Bid evaluated successfully.”** On clicking ‘no’ system should redirect officer back to Result page allowing bidder to evaluate the bid     - If user clicks on submit button without evaluating bid of L1/H1 bidder then system should validate user with a message as **“Bid evaluation is pending”**     - Once the bidder has successfully submitted bid evaluation, system on bid evaluation page should display the bid evaluated in read only mode   + **Print/PDF/Excel**     - Once bid has been evaluated, system at the bottom of the result page should provide with Print/PDF/Excel provision allowing authorized user to have the reference of evaluation report * **Bid evaluation notification to bidders**   + System on clicking Submit button, should send auto generated mails to L1/H1 bidders whose bids has been either accepted or rejected on their registered email id.   + System should also send message in the message box notifying L1/H1 bidder their bid evaluation status   + In case of item wise, system should also notify L1/H1 bidder their bid evaluation status on Result page by displaying label as “ Bid accepted” or “ Bid rejected” under Bid column   + If bid evaluation is pending, then on Result page system should display bid column as “Evaluation is Pending”   + In case of grand total, system should notify L1/H1 bidder their bid evaluation status with a label being displayed as Evaluation status   + System in evaluation status should display label as ‘Evaluation is pending’ if the evaluation is pending.   + System in Evaluation status should display label as ‘Bid accepted’ if the bid has been accepted.   + System in Evaluation status should display label as ‘ Bid rejected’ if the bid has been rejected.   **Note:** Decode bidder name functionality will be implemented if configured.  **Comparative report**   * When auction got archived, system should display the comparative report link to the officer. * System should display comparative report link in key links section. * System should display Comparative report link when the event got archived. * Clicking on comparative report link will generate the report. * Comparative report should display all the columns of bidding form and should repeat the columns ‘filled by bidder’ in the report bidder wise. * If an archived event is moved to live by admin user, then system should regenerate the comparative report by clicking the link on archival of the same auction. * Provision to view comparative report in horizontal view, vertical view and customized view should be available. System should by default display vertical view. * By clicking on the ‘Comparative’ report link, systems should display Comparative report chart of all suppliers where user can compare price against every supplier. * On comparative report page, system should display the event details and links as vertical view, horizontal view & horizontal view column wise. * Clicking on the links should display the report in respective view. * **Vertical view (Grand total)**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | SR. No | Item Name | Qty. | Bidder’s Name | Unit Rate | Total | | 1 | Monitor | 10 | Bidder 1 | 30 | 300 | | Bidder 2 | 40 | 400 | | 2 | C.P.U | 10 | Bidder 1 | 20 | 200 | | Bidder 2 | 15 | 150 | |  |  | Grand Total | Bidder 1 | - | 500 | |  |  |  | Bidder 2 | - | 550 |  * **Horizontal view (Grand total)**  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | SR. No | Item Name | Qty. | Bidder 1 | | Bidder 2 | | | Unit Rate | Total | Unit rate | Total | | 1 | Monitor | 10 | 30 | 300 | 40 | 400 | | 2 | C.P.U | 10 | 20 | 200 | 15 | 150 | |  |  | Grand Total | - | 500 | - | 550 |  * **Horizontal view column wise (Grand total)**  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | SR. No | Item Name | Qty. | Unit rate | | Total | | | Bidder 1 | Bidder 2 | Bidder 1 | Bidder 2 | | 1 | Monitor | 10 | 30 | 40 | 300 | 400 | | 2 | C.P.U | 10 | 20 | 15 | 200 | 150 | |  |  | Grand Total | - | - | 500 | 550 |  * **Vertical view (Item wise)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item Name | Qty | Bidder's name | Unit Rate | Total | | Mouse | 10 | Bidder 1 | 101 | 1010 | | Bidder 2 | 112 | 1120 | | Bidder 3 | 201 | 2010 | | Keyboard | 10 | Bidder 1 | 102 | 1020 | | Bidder 2 | 113 | 1130 | | Bidder 3 | 202 | 2020 |  * **Horizontal view (Item wise)**  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Item Name | Qty | Bidder 1 | | Bidder 2 | | Bidder 3 | | |  |  | Unit Rate | Total | Unit Rate | Total | Unit Rate | Total | | Mouse | 10 | 101 | 1010 | 112 | 1120 | 201 | 2010 | | Keyboard | 10 | 102 | 1020 | 113 | 1130 | 202 | 2020 |  * **Horizontal view column wise (Item wise)**  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | SR. No | Item Name | Qty. | Unit rate | | Total | | | Bidder 1 | Bidder 2 | Bidder 1 | Bidder 2 | | 1 | Monitor | 10 | 30 | 40 | 300 | 400 | | 2 | C.P.U | 10 | 20 | 15 | 200 | 150 |  * In case of Item wise & grand total, system should display comparative report same as displayed in Grand total. * System should allow user to export report in ‘Word’ & ‘Excel’ format. * System should provide, Print and convert to PDF facility. * Functionality to save report in HTML format should be available * In case of item wise, system should display “-” against item where bidder has not submitted the bid. * In case of ICB, system should append bidding currency and base currency columns in the report. * Bidding currency column should display bidding currency configured by the respective bidder for bid submission. * Base currency should display Base currency configured while creating the Auction notice. * System should also display Total rate with respect to the conversion rate of the respective bidding currency appending one more column labeled as Total rate(In bidder’s currency) * On exporting & printing the report, system should display the event details on it. * Clicking on customized view, system should display a customize report page with a ‘Submit’ button and allow user to select from-:   + Report type from a combo having values Vertical & Horizontal. By default vertical should be selected.   + Vertical/Horizontal view should be as mentioned above for grand total and item wise in customized report.   + Bidder name, list of all the bidder who has submitted the bid should be displayed with a checkbox against them.  |  |  |  | | --- | --- | --- | | Sr. No | Bidder name | ☐ | | 1 | Bidder 1 | ☐ |   Clicking on top checkbox, system should select all the bidders.   * + System should display the bidding form and checkboxes against every row & column. System should not display the hidden columns.  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | Sr. No | Item name | Quantity | Unit rate | Total rate | | ☐ | 1 | Item 1 | 10 | - | - | | ☐ | 2 | Item 2 | 20 | - | - |  * + Clicking on ‘Submit’ button. System should display the customized report as per the details selected. * **Validations for customized view**   + If no bidder is selected, then on clicking submit button system should validate as ‘Please select at least one bidder’.   + If none of the rows & columns are selected or either one is not selected, then on clicking submit button system should validate as ‘Please select rows & columns to generate report’. * **Server side validation**   + If auction is edited and moved to live stage from archive by admin, then system should validate user on clicking comparative report link as ‘Comparative report is not generated for live auctions’. * **Display Encoded Bidder’s Name to ABC User**   + From ‘**Manage** **Designation**’ need to remove ‘**Show decoded name to officer**’ rights from Auction Module.   + While assigning rights through ‘**Manage Designation**’ system should not display ‘**Show decoded name to officer**’ for ‘**Auction**’ Module.   + During live Auction system should not display Bidder’s actual Name to **Abc user** at Auction Bidding Hall or at ‘Bid History’ page.   + System should display bidder’s actual Name to **Abc user** at Auction ‘**Result page**’ and ‘**Bid History**’ page only once Auction bidding time is completed.   + During Live auction system should display bidder’s **Encoded** Name to Abc user even if ‘**Display bidder name encoding to officer**’ is selected as ‘**No**’.   + If ‘**Display bidder name encoding to officer**’ is selected as ‘**Yes**’ then during live Auction event system should display bidder’s Encoded Name to both ‘**Department User**’ and ‘**Abc User**’.   + If ‘**Display bidder name encoding to officer**’ is selected as ‘**No**’ then during live auction event, system should display bidder’s ‘**Encoded**’ Name to ‘**Abc User**’ and should display bidder’s ‘**Decoded**’ Name to ‘**Department User**’.   + If event has been stopped then at Auction bidding hall system should not display bidder’s ‘**Decoded Name’** to ‘**Abc User**’ system should display bidder’s Decoded Name to ‘**Abc User**’ only once Auction is completed.   + **In case of parallel and serial auction**, system should not display bidder’s ‘**Decoded Name’** to Abc user until end date and time of last item has been lapsed along with extension.   + In case of ‘**Cancelled**’ auction, system should display Bidder’s ‘**Encoded Name**’ to Abc User.   + System should also not display bidder’s ‘**Decoded Name**’ to ‘**Abc User’** if the auction event has been ‘**Paused**’.   + After auction completion, if authorized user again extend auction time and make it live then, Again until auction end date and time completes, system should display bidder’s ‘**Encoded Name**’ to Abc user and should display bidder’s ‘**Decoded Name**’ to ‘**Abc User**’ only once Auction bidding time is completed.   All other functionality of Auction module should be same as existing. |
| ***Users/Actor*** | * Buyer |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **Field Type** | **Mandatory / Non Mandatory** | **Validation** | **Validation Message** | **Test Data** | **Remarks** |
| Remaining Time | Label | - | - | - | **-** | The Auction remaining time for the auction should come |
| Current Date and time | Label | - | **-** | **-** | **-** | The Current time should come. |
| Start Date and Time | Label | - | **-** | **-** | **-** | The Auction should start time should come here |
| End Date and Time | Label | - | **-** | **-** | **-** | The Auction end time should come here |
| Total Extension(s) in No | Auto | - | **-** | **-** | **-** | - |
| Completed Extension(s) in No | Auto | - | **-** | **-** | **-** | - |
| Category Name | Label | - | **-** | **-** | **-** | This should come as a Title  On hover, system should display full Item description which has been entered by Auctioneer at the time of form creation. |
| Start Price | Label | - | **-** | **-** | **-** | Start price for the respective auction. |
| Decrement / Increment Price | Label | - | **-** | **-** | - | The increment / Decrement values set for the item should come here. |
| Sr. No. | Label | - | **-** | **-** | - | System should display Sr. No. column on result page only if Sr. No. column has been configured while creating bidding form matrix  System should display Sr. No. column as configured in bidding form matrix |
| Company / Individual name / Encoded Company / Individual name, Email id of parent/child who quoted the bid. | Label | - | **-** | **-** | **-** | The respective bidder name should come here. This should come in the order of Rank for the item. |
| Encoded Bidder Name | Label | - | **-** | **-** | **-** | - |
| Bid amount  (In bidder currency) | Label | - | **-** | **-** | **-** | In case of ICB event, system should display Bid amount quoted by bidder while agreeing to terms and conditions |
| Total Amount | Label | - | **-** | **-** | **-** | The Bid amount should come in this column. |
| Rank | Label | - | **-** | **-** | **-** | As per the total price the rank should be displayed in this column. |
| Bid Date and time | Label | - | **-** | **-** | **-** | The Bid submission time should come here. |

|  |  |  |
| --- | --- | --- |
| **Control** | **Control Type** | **Behavior** |
| Auction Notice and Document | Link | System should redirect user to auction notice page, with information in the non-editable mode. |
| Publish marquee | Link | System should redirect user to Manage marquee use case |
| Stop Auction | Link | System should redirect user to Stop auction page (Please refer Stop Auction) |
| Cancel Auction | Link | System should redirect user to the Cancel Auction page (Please refer cancel auction) |
| View Form | Link | System should redirect to the Form page, (Please refer Auction Form Creation) |
| Bid History | Link | System should show the Bid history report(Please refer Bid History use case) |
| Auction Login Report | Link | System should show the Login report (Please refer Login report use case ) |