Events Dashboard

User opens Events Dashboard

Events Dashboard:

Events are split in 3 tabs (Drafts, Ongoing, Complete), and there is also an "All" tab.

Within each tab, we display one event per row:
Event ID
Event Name
Event Type (RFQ, Auction, etc)
Items (Number of distinct items, hover to see item names)
Avg Vendors per Item
Created By User
Status

Review "Approval Pending" or "Ready to Begin" event

Create New Event →

View/Edit draft (details pre-loaded) →

New Event:
- Event ID (prepopulated, non-editable)
- Event Name
- Event Type (dropdown - RFQ, Auction)

RFQ / Auction

Event End Date & TIme (Deadline for quotes)

Auction Start Date & TIme **Auction End Date & TIme**

Event-wide details (same page):

Event-wide details:
- Event ID (prepopulated, non-editable)
- Event Type (dropdown - RFQ, Auction)
- Event Name
- Delivery Address
- Delivery Date
- Payment Terms

Add New Item

Item level details:
- Item Code
- Item Name
- Description/Specs (on hover)
- Manufacturer
- Quantity (Number + measurement unit)
- Desired Price
- # Vendors
- Open to marketplace? (globe logo next to # of vendors)

Edit Item

Details Prefilled →

Item Page:

(Can find item by searching for code/name)
Item Code
Item Name
Item Attributes (choose existing attributes and desired values, or add new)
Manufacturer
Item Description
Desired Quantity (number + unit)
Delivery Date

Add Attachments

RFQ / Auction

Desired Price (optional; show statistics about past prices here)

Allow bids for close substitutes? (checkbox)

Maximum Qualifying Bid / Opening Bid (optional)

(User enters either rate/unit or total amount and the other gets autocalculated)
(Specify that this is inclusive of taxes, delivery and everything)

Add Vendors for this item

Invite Vendors:

For each vendor, display vendor name, primary contact, and location.

All Vendors Tab: Show relevant vendors first

My Current Vendors: Show all vendors that I have already bought items from; show relevant vendors for this item first.
Also include vendors who were added for other items in this event, and also sell the current item (indicate these by a special icon)

FW Recommended: Show a few vendors who are not already my vendors, but who sell this item. Add a logo to indicate if this vendor has already sold this item on factwise to someone.

Search bar: Search by vendor name

Intelligently sort results (vendors who have sold this item before get priority)

+ button next to each result to add vendor

Invite new vendor "XYZ" to factwise

Invite New Vendor to Factwise

Vendor Name (pencil button - any attempt to edit takes you back to search screen)
Email ID
First Name Last Name

Add vendor "XYZ" to event and send invite

Email ID or domain found in our database →

No match found using email →

Matching Vendor found:
Based on the email you entered, we found the following vendor(s) in our records:

Vendor Name (click to open Vendor page in a new tab)
Primary contact info
Address

Add this vendor to my event

Add this vendor to my event but send notification to a different person

I did not find the vendor I wanted to add; please add new vendor "XYZ" and send invitation to email abc@def.com

Vendor added to event. Notification goes to primary user.

Vendor added to event. Notification goes to specified email, admin also notified that new user may need to be added

New vendor added and invitation email sent.

Finalize

Save as draft

Review and approve

Event saved as draft (only visible to creator). Details stored in a NoSQL doc →

All details displayed in a non-editable way.

Approve

Reject / Request Changes

Edit

If enough approvals were gathered, go straight here →

RFQ:
If end time is < 48 hours away, warn user. If end time is in the past, then do not allow the user to approve without editing timings.

Auction:
If the start time is in the past show a warning, and ask user if he wants to change timings. If end time is in the past, then do not allow the user to approve without editing timings.

1. User can add comments to send back to creator. Event goes back to draft mode

2. User can also outright reject

Show a warning that the event will become a draft again and all approvals will be removed if he chooses to edit.

Current user is recorded as the "last modified by" user. Approvals are removed but the creator retains access to view the event and start the event once approval is complete

Approval Added:

If more approvals are required, this screen notifies the user that an approval request was sent to his leader (show name and email)

If enough approvals were gathered, then the user is shows the message "All approvals for this event are complete".

RFQ:
Vendor Invitations Pending

Invite your chosen vendors this RFQ Event now
The now can be changed to a specific time to schedule the event opening in advance.
Till this button is pressed, the RFQ hasn't really started and vendors do not know about it

Auction:
Vendor Invitations Pending

Invite your chosen vendors this auction Event now
The now can be changed to a specific time to schedule the event opening in advance.
Till this button is pressed, vendors do not know about it

Vendor Invitations sent!
"Your Event is now live"

OR **Vendor Invitations scheduled!**
Your event will be live at XXX

Vendor Invitations sent!

Your auction event is scheduled to begin at XXX