**E-Procurement portal - Scope**

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| **MODULE** | **NOTES** | **AREAS** | **COMMENTS** |
| **ACCOUNT CREATION** |  | * Vendor Account Creation | * The system should restrict vendor account creation to emails with a company domain. Portal to reject Yahoo, Gmail, Hotmail emails accounts. |
| **REGISTRATION** | Restricted to Vendor target groups such as AGPO, PWD. | * Registration | * The system should allow suppliers to apply for registration. * The system should allow attachment of preliminary evaluation documents/Statutory documents e.g. certificate of registration. |
| **PREQUALIFICATION** | Open to all groups.  Should be available for application only when advertised.  Prequalification is done after every 2 years. | * Supplier Category | * The supplier should be able to view vendor categories advertised for prequalification. |
| * Apply for prequalification | * The supplier should be able to submit their application for prequalification. * The supplier should be able to attach statutory documents such as Pin Certificate, Registration Certificate. * The system should allow the supplier to apply for more than one Supplier category. |
| * Categories applied | * The supplier should be able to view categories applied for prequalification. |
| * Prequalified categories | * The supplier should be able to view categories prequalified. |
| **REQUEST FOR QUOTATION** | The system should filter the quotations per vendor. | * Open RFQ | * The supplier should be able to view open request for quotations. * The email sent to the vendor email address should have a link to the specific request for quotation. * The system should allow attachment of documents. |
| * Applied Quotations | * The supplier should be able to view quotations submitted. |
| * Awarded Quotations | * The supplier should be able to view the awarded quotations. |
| **VENDOR STATEMENT** |  |  | * The supplier should be able to view vendor statements. |