**Ahmedabad University Procurement Portal Documentation**

**Prepared by: AURIS Team and Procurement Team**

**Document Control**

| **Version:** 1.0 |
| --- |
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**1. Introduction**

**1.1 Purpose**

This document provides a comprehensive overview of the **Procurement Portal** designed and developed by the AURIS team of Ahmedabad University. It outlines the features, technical architecture, user roles, and portal workflow to ensure effective usage and maintenance.

**1.2 Scope**

The Procurement Portal is intended to facilitate transparent, efficient, and streamlined procurement processes for all university departments, ensuring compliance with institutional policies and procurement regulations.

**1.3 Target Audience**

* University Procurement Officers
* AURIS Admin
* University Management mainly to view reports
* External stakeholders (Vendors)

**2. System Overview**

Provide a high-level description:

* **Portal Name**: Procurement Portal
* **Platform**: Web-based
* **Modules**:
  + Vendor Management
  + Quotation Management
  + Circulation of RFI(Request for Information) /RFQ (Request for Quotation) to vendors
  + E-tendering
  + Negotiation History
  + Comparison (L1, L2, L3)
  + Preparing & Sharing Purchase Order
  + Receipt of Invoice and pushing to our Tally system
  + Contracts Management
  + Budget & Approval Workflow
  + Inventory Management
  + Reporting & Analytics

**3. Key Features**

| **Feature** | **Description** |
| --- | --- |
| Vendor Registration & Approval | Vendors can register; the AURIS Admin/Procurement Office approves vendors based on criteria. |
| Quotation Management | Option to upload multiple vendor quotations, enabling comparison and selection. |
| Purchase Order Generation | Automatic PO generation after approval, integrated with finance and inventory systems. |
| Notifications & Alerts | Email alerts at each approval stage, PO issuance, and vendor communication. |
| Budget Control | Real-time budget checks against Procurement allocations. |
| Reporting & Analytics | Comprehensive reporting on requests, orders, vendors, and analytical reports. |

**4. User Roles & Permissions**

| **Role** | **Permissions** |
| --- | --- |
| Admin | Full access to manage vendors, users, system settings. |
| Procurement Officer | Manage procurement requests, quotations, and approve/reject submissions, PO generation, invoice management, inventory and contract management, and e-tendering. |
| Vendor | Submit quotations, view purchase orders, receive notifications and upload invoices. |

**5. Technical Architecture**

* **Frontend**: HTML, TailwindCSS, Javascript, React Native
* **Backend**: PHP & MySQL (Database)
* **Security**: Role-based access control, SSL, data encryption, audit logs.

**6. Interoperability**

* Integration with University’s **Finance Module**.
* Support for **LDAP/Active Directory authentication**.
* Export/import options in **CSV, PDF, XML** formats.

**7. Compliance & Security**

* Secure Authentication Protocols (OAuth2)

**8. Support & Maintenance**

| **Support Area** | **Details** |
| --- | --- |
| Helpdesk | Procurement Team, procurement@ahduni.edu.in, phone] |
| System Maintenance | Scheduled maintenance windows & updates policy |
| User Training | Periodic training sessions and user manuals provided |

**9. Future Enhancements**

List planned future updates, e.g.:

* Reverse-Auction

**10. Annexures**

* User Manuals
* Workflow Diagrams
* Compliance Checklists
* Glossary of Terms