



The Department of the
Registrar of Companies
SRI LANKA



3.6.5 (a) USER MANUAL e-ROC SYSTEM

Tender

(Public Interface)

Version 1.0

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Revision History

#	Version No.	Date	Purpose	Author
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KPMG in Sri Lanka – Tender

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Document Approval

KPMG and Registrar of Companies have reviewed this document and hereby agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated in writing and signed off by both parties.

KPMG Document Approval

The following KPMG Team members have reviewed this document and agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated to all parties for agreement.

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Date	28/01/2019	

Development of Software for the e-Registration of Companies Project (e-ROC Project) for Department of Registrar of Companies

Deliverable Sign-off Form

Deliverable Name:

User Manual-Tenders

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1. Creation of Tender User (Publisher)

The publishers have to submit their below details to ROC officers to create logins for them.

- Title
- First name
- Last name
- Phone number
- Mobile number
- NIC
- E-mail
- Ministry
- Department

Upon the ROC officers creating user logins, an e-mail will be sent to the user's provided mail address as shown in the figure 1.1 with the subject of "Tender user creation".

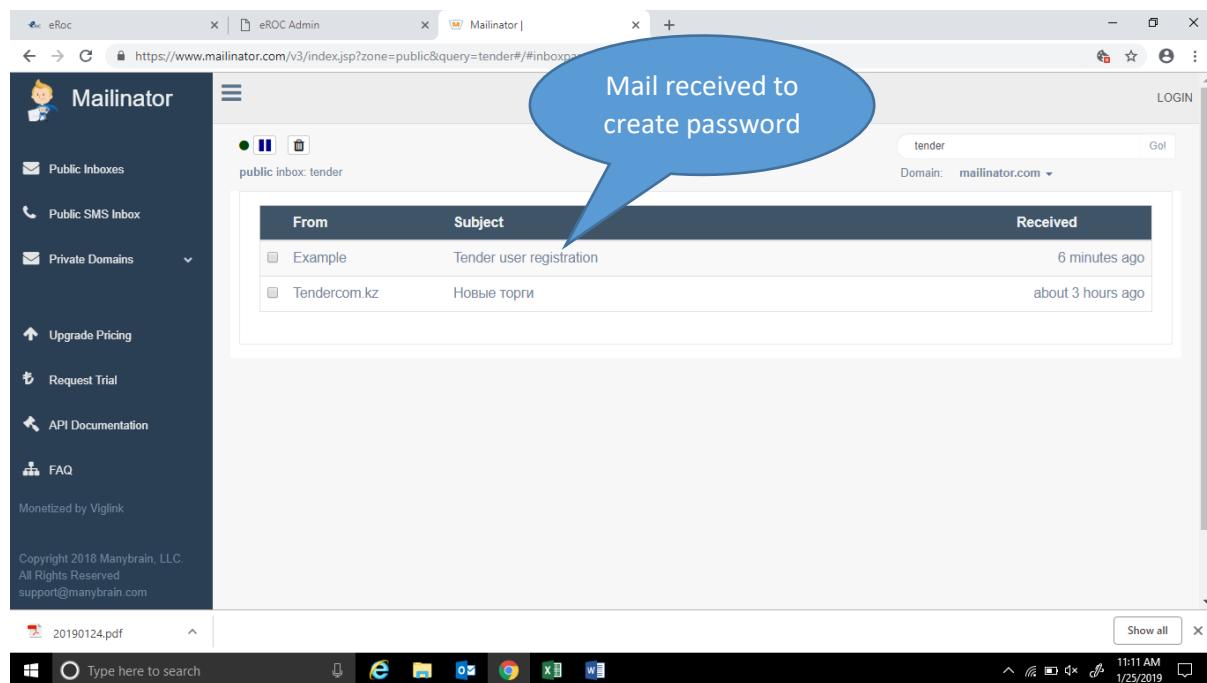


Figure 1.1

Upon clicking on the email link the user will be directed to the mail shown in figure 1.2. Click on the Login button to proceed further.

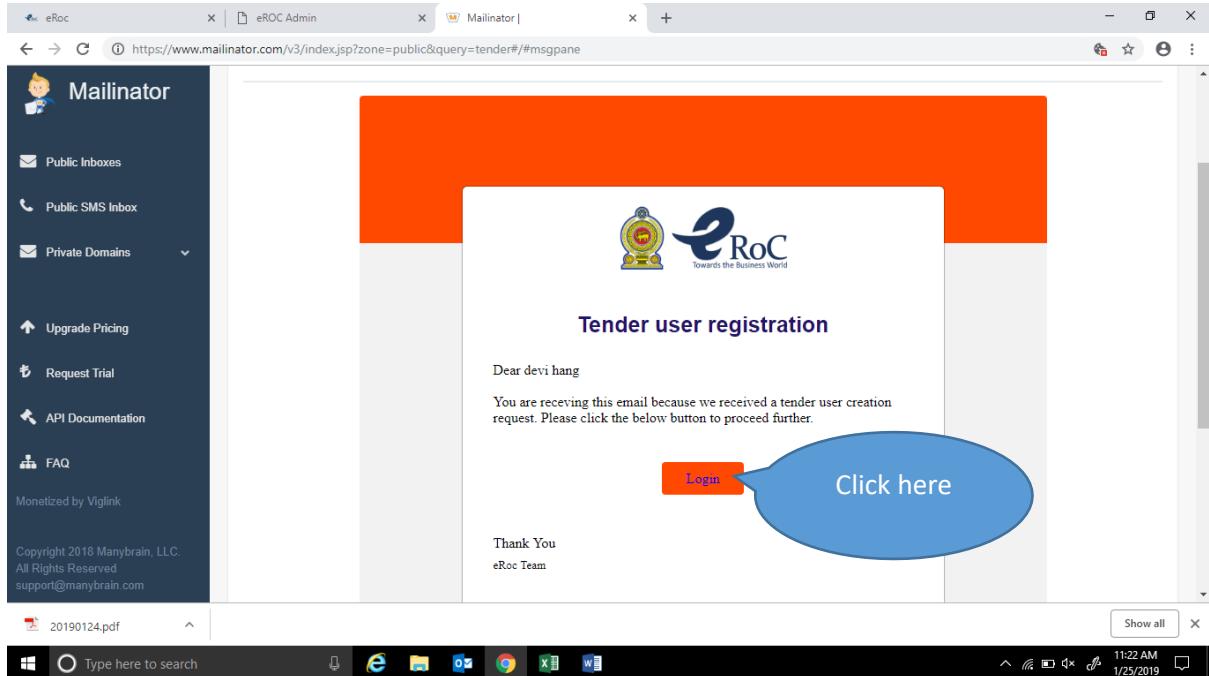


Figure 1.2

Upon clicking on the Login button the tender user will be prompted a message to create a new password as shown in the figure1.3.

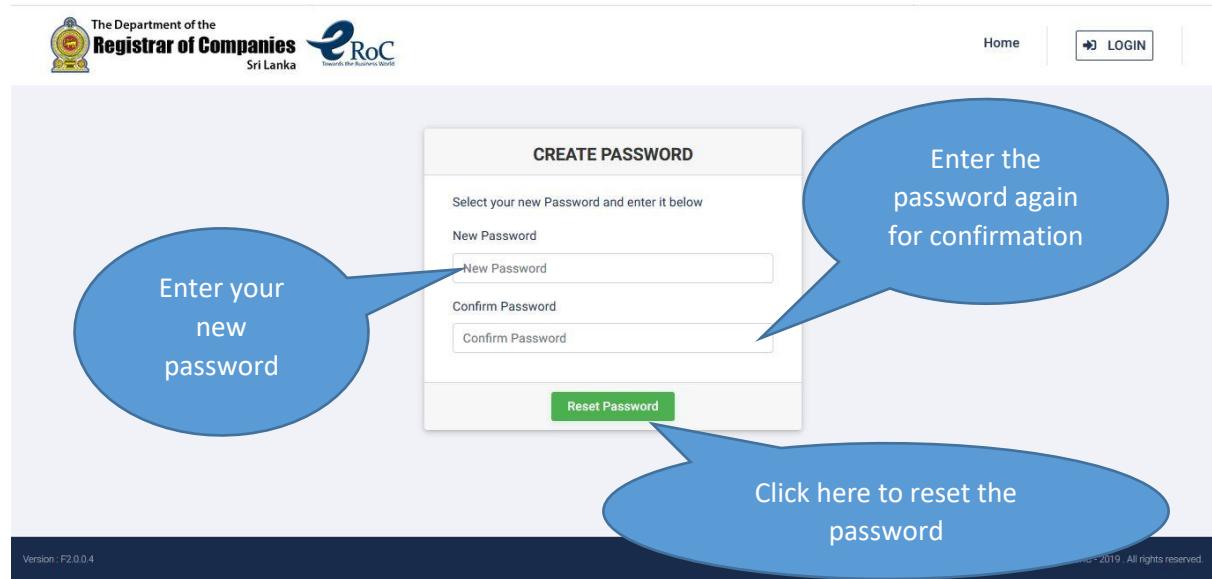


Figure 1.3

Upon creating a password, the successful message will be promoted to the user as shown in the figure 1.4.

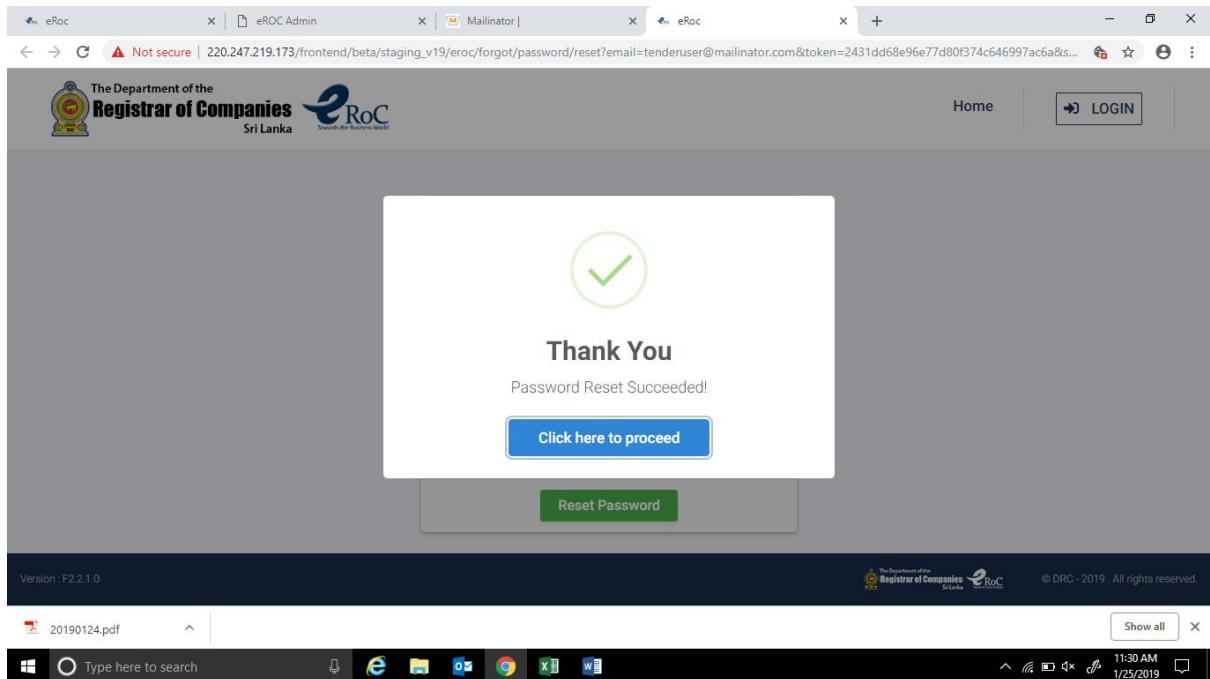


Figure 1.4

The users can click on the “Click here to proceed” button to log into their tender user creation login.

2. Tender Publication

The following guide depicts the steps required to publish tenders. The publication of a tender button can be found once the tender user logs in using their login credentials, created during the tender user registration process. Upon logging in, the user will be displayed with a screen as shown in Figure 2.1.

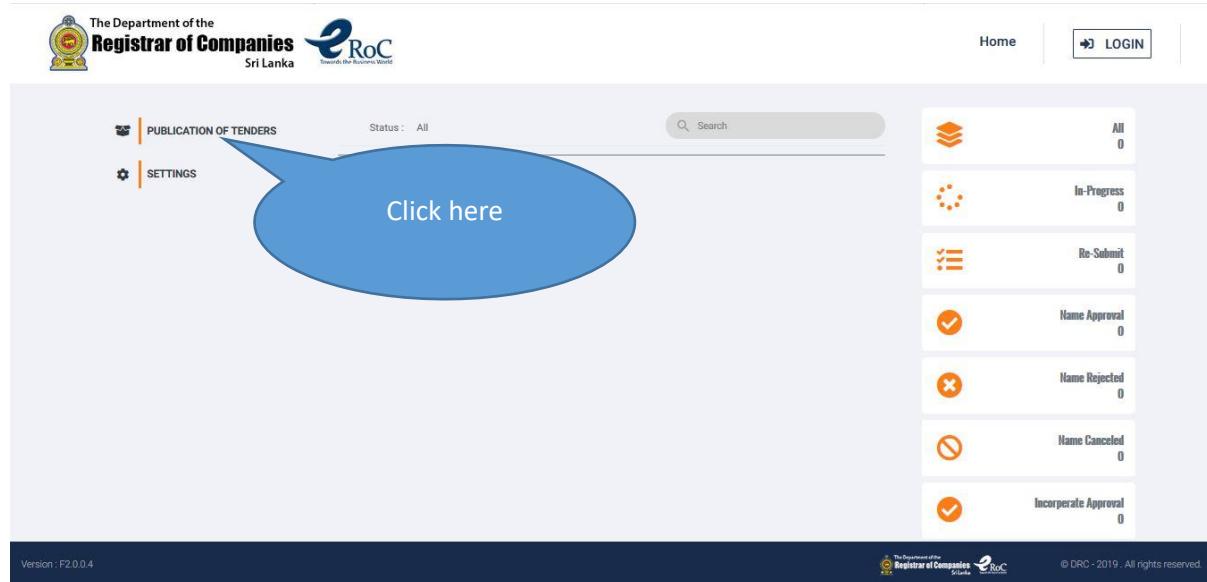


Figure 2.1

Upon clicking on the publication of the Tenders button, the user will be prompted to click on add a new tender as shown in Figure 2.2.

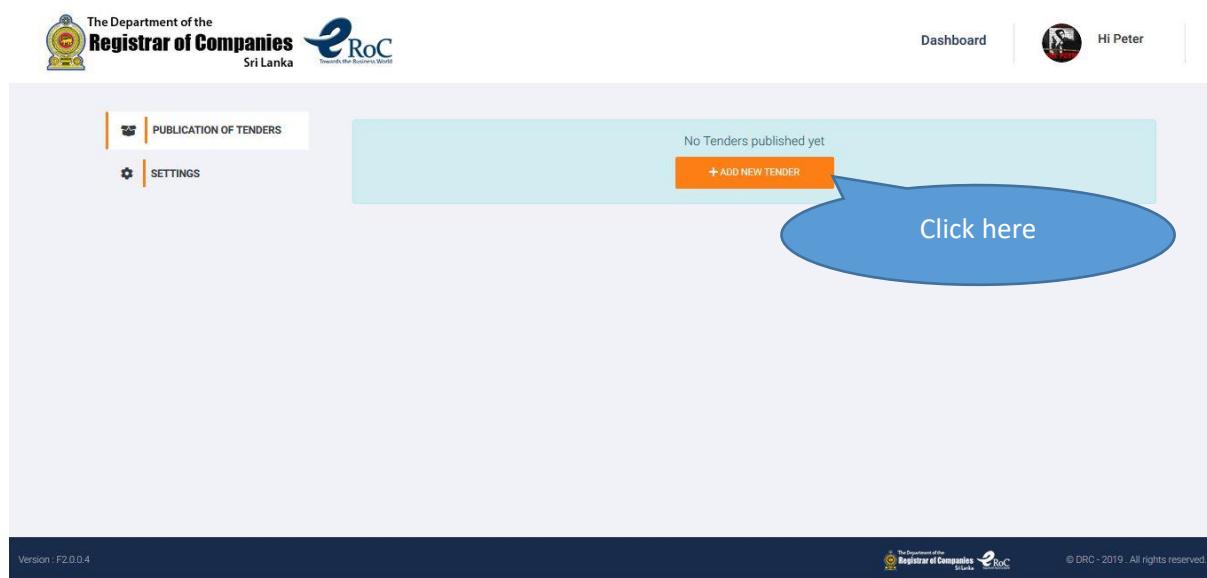


Figure 2.2

The user upon clicking on the Add New Tender button, he/she will be able to publish a new tender by entering the relevant fields displayed in the system. The user can either choose the already published publications from a drop down to publish a new tender or create a new publication as shown in Figure 2.3.

PUBLICATION OF TENDERS

PUBLICATION INFOMATION

Please provide the tender publication info. Then you can create tenders under this publication.

Please select your publication

Title of the Publication *

Choose..

Or create new publication

Title of the Publication *

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Figure 2.3

Then the user will be prompted to select the tender limit as Above 5 million or below 5 million as shown in Figure 2.4.

PUBLISH A TENDER

Fill in all steps for completing the process.

Or create new publication

Title of the Publication *

Biryani Foods

Please select the tender limit

Below 5 million

Above 5 million

Initiate/Tender Details

Tender Itself

Version : F2.0.0.4

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Figure 1.4

Upon clicking the option below 5 million, the user will be prompted with the message of " You are not required to publish the tender in e-ROC system" as shown in figure 2.5 because the only the tender limit of above 5 million are required to be published in the e-ROC system.

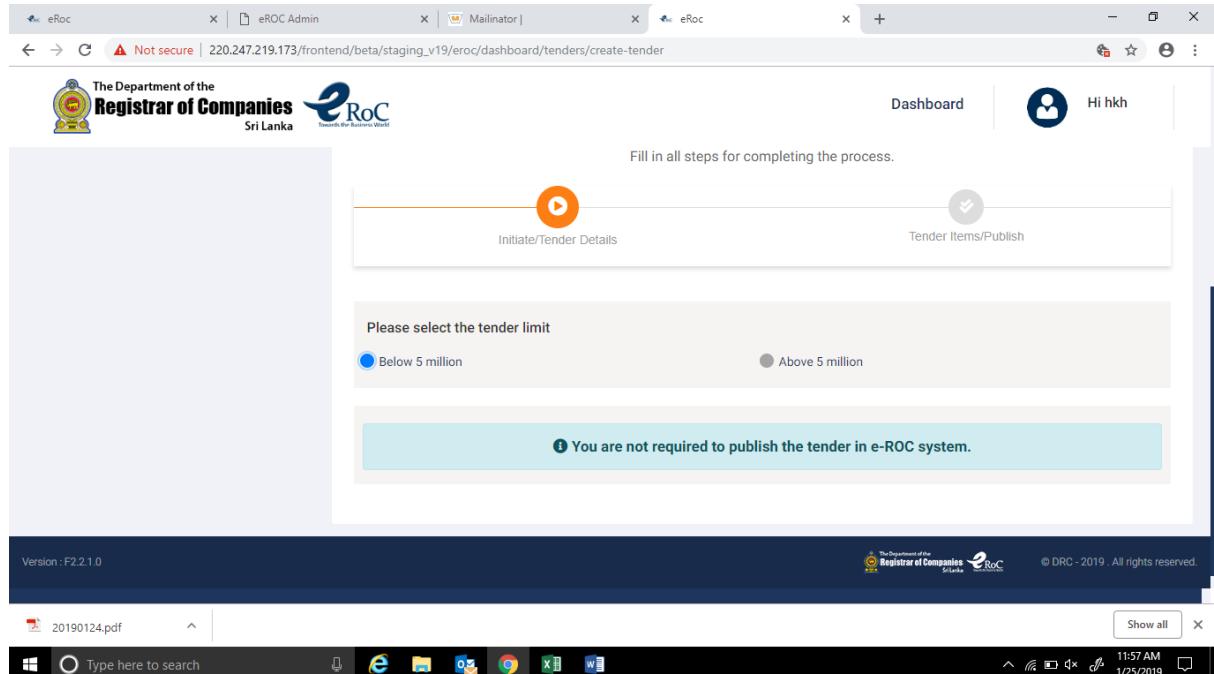


Figure 2.5

After selecting above 5 million, the user will be able to enter the tender amount and select whether the type of the tender as open or close as shown in Figure2.6.

The screenshot shows the same e-ROC system interface as Figure 2.5, but with a different selection. The 'Close Tender' option is now selected. The interface includes fields for 'Tender Number*', 'Tender Name*', and 'Location*'. Two large blue callout bubbles point to the 'Open Tender' and 'Close Tender' buttons. The footer remains the same with the DRC logo, version information, and copyright notice.

Figure 2.6

If the user selects the option of close tender, the user will be requested to add applicants as shown in figure 2.7.

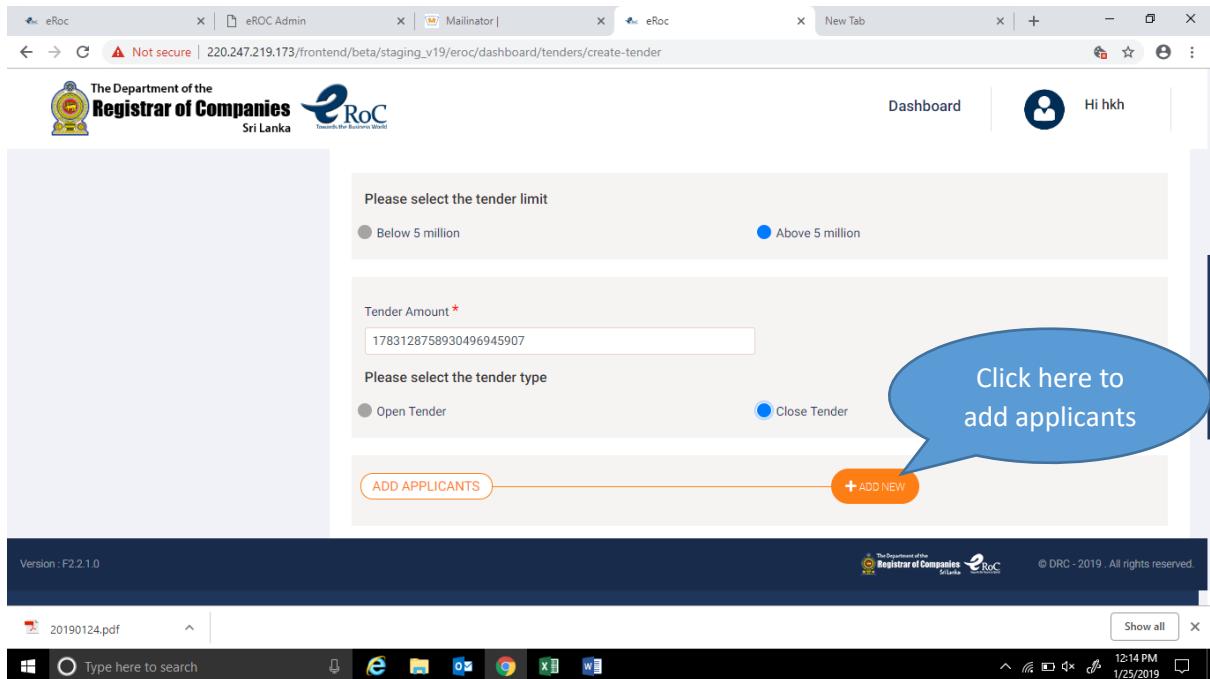


Figure 2.7

Upon clicking the “Add new” button, user will be allowed to enter the required details of the relevant applicants as shown in figure 2.8.

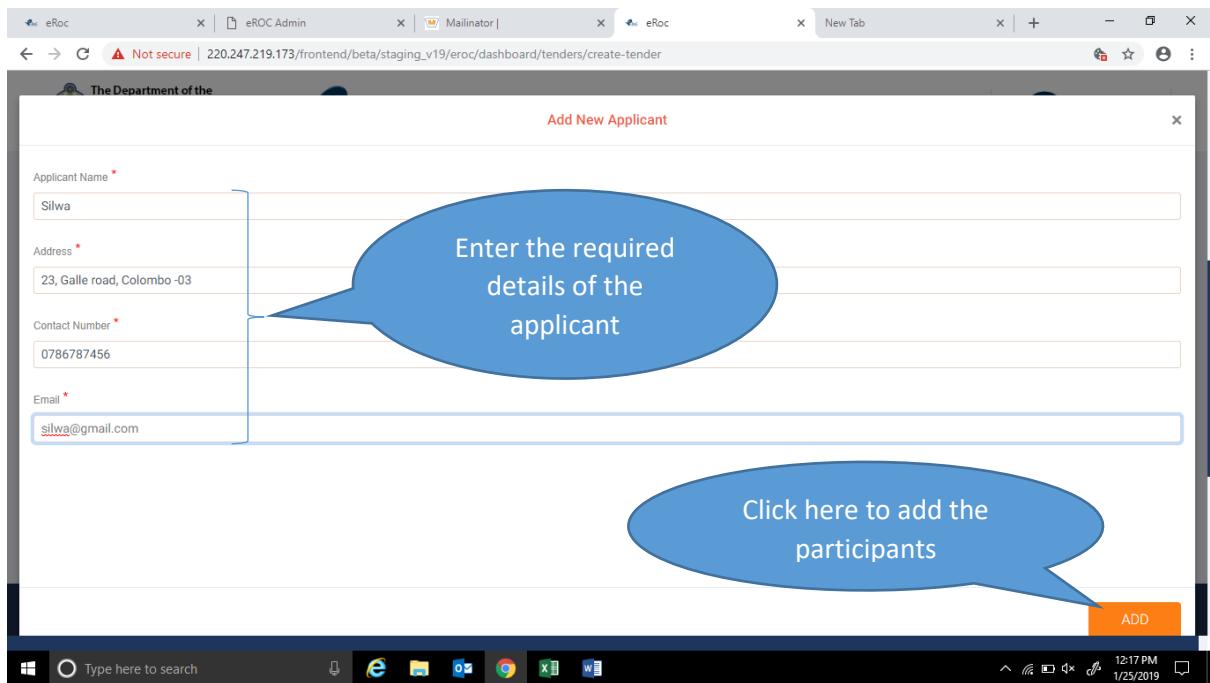


Figure 2.8

If the user selects an open tender, the user will be prompted to enter tender number, tender name, and tender description. If the user selects the option of open tender, the user will be requested to enter the details of the participants as shown in figure 2.9.

The screenshot shows a web browser window with the URL 220.247.219.173/frontend/beta/staging_v19/eroc/dashboard/tenders/create-tender. The page is titled 'Dashboard' and features the 'eROC' logo. The main content area contains fields for 'Tender Number *' (9987), 'Tender Name *' (Surgical Instruments), and 'Description *' (Description of Surgical Instruments). A large orange 'NEXT >' button is located at the bottom right. The status bar at the bottom indicates 'Version : F2.2.1.0' and the system date/time as '1/25/2019 12:22 PM'.

Figure 2.9

The user will also be allowed to upload paper advertisements and BID Data sheets as depicted in figures 2.10 and 2.11 respectively.

The screenshot shows a web browser window with the URL 220.247.219.173/frontend/beta/staging_v19/eroc/dashboard/tenders/edit-tender/1901255977. The page is titled 'Dashboard' and features the 'eROC' logo. A blue callout bubble in the center says 'Click here to upload paper advertisements' with an orange 'UPLOAD' button. Below it, a section titled 'TENDER INFOMATION' asks 'Fill in all steps for completing the process.' It shows a progress bar with two steps: 'Edit Tender Details' (orange circle) and 'Edit items and Finish' (grey circle). Underneath, a radio button group for 'Please select the tender limit' has 'Below 5 million' (grey) selected and 'Above 5 million' (blue) as an option. The status bar at the bottom indicates 'Version : F2.2.1.0' and the system date/time as '1/25/2019 12:25 PM'.

Figure 2.10

KPMG in Sri Lanka – Tender

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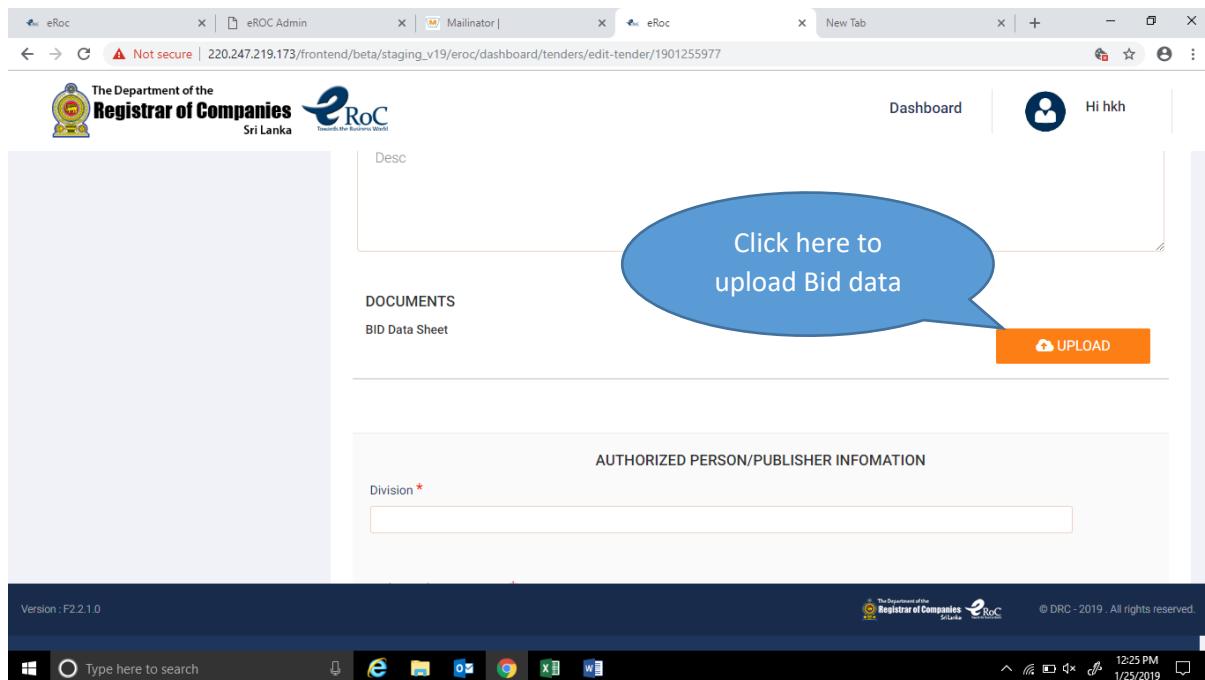


Figure 2.11

The user will be requested to enter details of the authorized person/ publisher, which will include the Division, Authorized Person Name, Authorized Person Designation, Authorized Person Address, Authorized Person Contact No and Authorized Person Email as shown in Figure2.12.

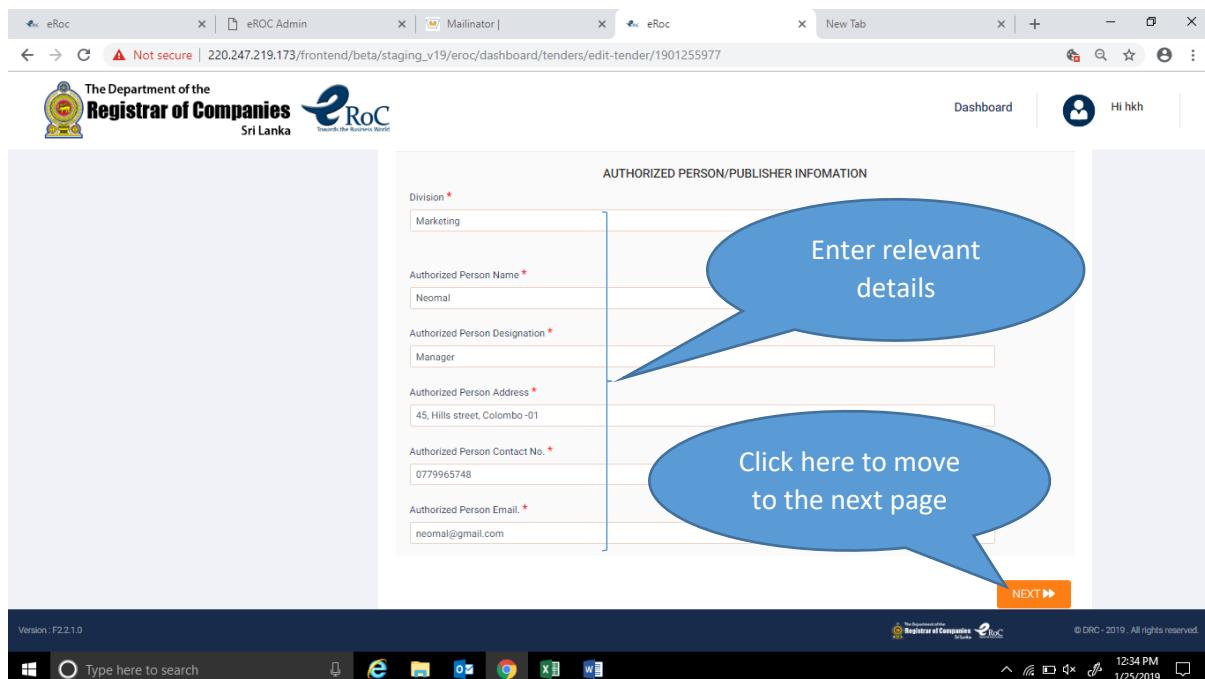


Figure 2.12

KPMG in Sri Lanka – Tender

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After clicking on the next button, the user will be prompted to the screen for adding a new tender items. Thereafter the user can enter the tender items by entering the fields such as Item Name, Item Number, Description, Item Quantity, Date From and Closing as shown in Figure 2.13.

The screenshot shows a web browser window with the URL https://220.247.219.173/frontend/beta/staging_v19/eroc/dashboard/tenders/edit-tender/1901255977. The page title is "eROC Admin". The header features the "The Department of the Registrar of Companies Sri Lanka" logo and the "eROC" logo. On the right, there is a "Dashboard" link and a user profile icon with the name "Hi hkh". Below the header, the main content area contains a form for adding a tender item. The form fields are: "Item Name*" (with value "Item 1"), "Item Number" (with value "001"), "Description*" (with value "Description of Item 1"), "Item qty" (with value "1200"), "Date From*" (with value "01/17/2019") and "Closing date*" (with value "03/30/2019"). At the bottom right of the form is an orange button labeled "+ ADD ITEM". A blue speech bubble with the text "Click here to add items" points to this button. The footer of the page includes the text "Version : F2.2.1.0", the "The Department of the Registrar of Companies Sri Lanka" logo, and "© DRC - 2019 . All rights reserved.". The system tray at the bottom shows the Windows taskbar with various icons and the date/time "12:37 PM 1/25/2019".

Figure 2.13

The added items will be listed in a table as shown in figure 2.14.

The screenshot shows the same web browser window as Figure 2.13, but now displaying the results of the addition. The main content area shows a table with one row of data. The table columns are: "Item Name*" (with value "Item 1"), "Item Number" (with value "001"), "Description*" (with value "Description of Item 1"), "Qty" (with value "1200"), "Date From*" (with value "01/17/2019"), and "Date To*" (with value "03/30/2019"). The footer of the page is identical to Figure 2.13, including the "Version : F2.2.1.0" text, the "The Department of the Registrar of Companies Sri Lanka" logo, and "© DRC - 2019 . All rights reserved.". The system tray at the bottom shows the Windows taskbar with various icons and the date/time "12:39 PM 1/25/2019".

Figure 2.14

KPMG in Sri Lanka – Tender

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After the completion of adding all the tender items the user can either click on saved draft button to save the tender items temporarily or the user could directly click on publish button to publish the tender as shown in Figure 2.15.

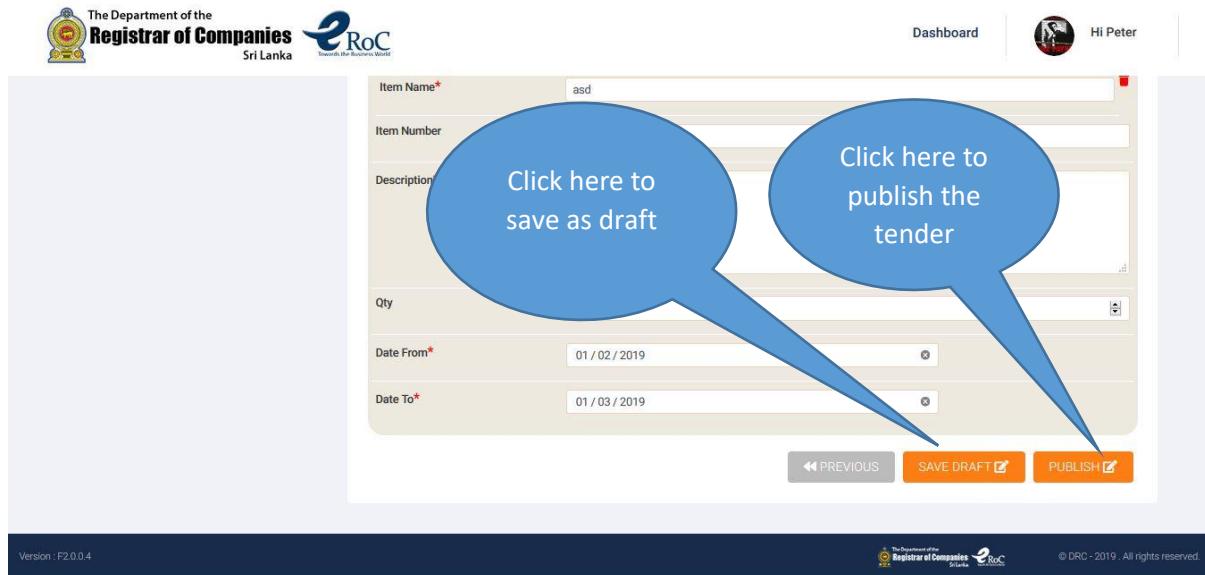


Figure 2.15

Upon clicking the publish button, the message as shown in figure 2.16 will be displayed to inform the publishers that the details of the published tenders cannot be changed except the field “Date extended to”.

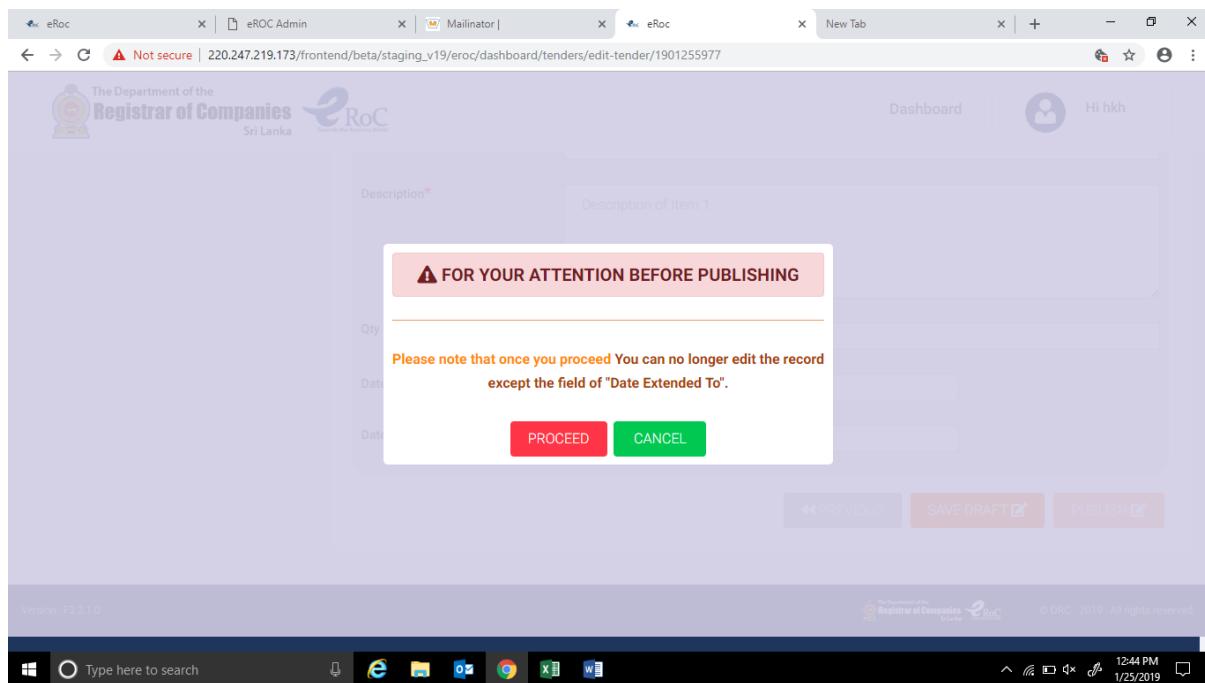


Figure 2.16

Upon clicking the proceed button, the successful message will be displayed as shown in the figure 2.17.

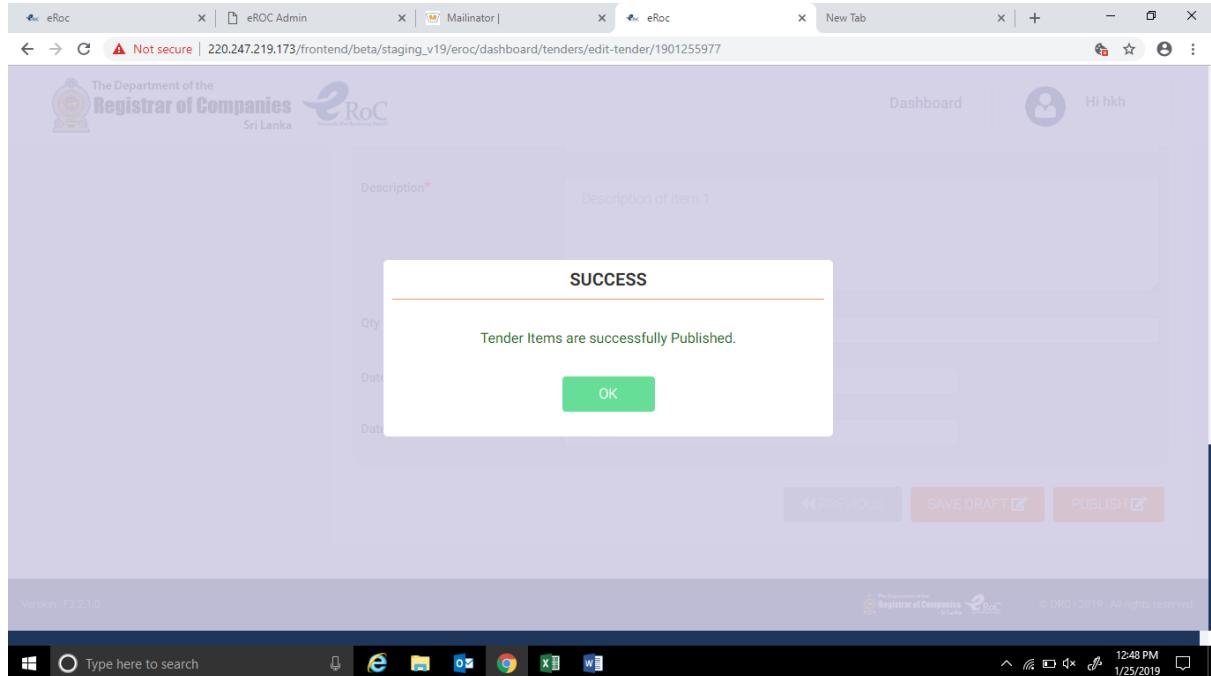


Figure 2.17

Upon clicking the OK button, the user will be promoted to the screen in which the users will be able to view all their published tenders as shown in figure 2.18.

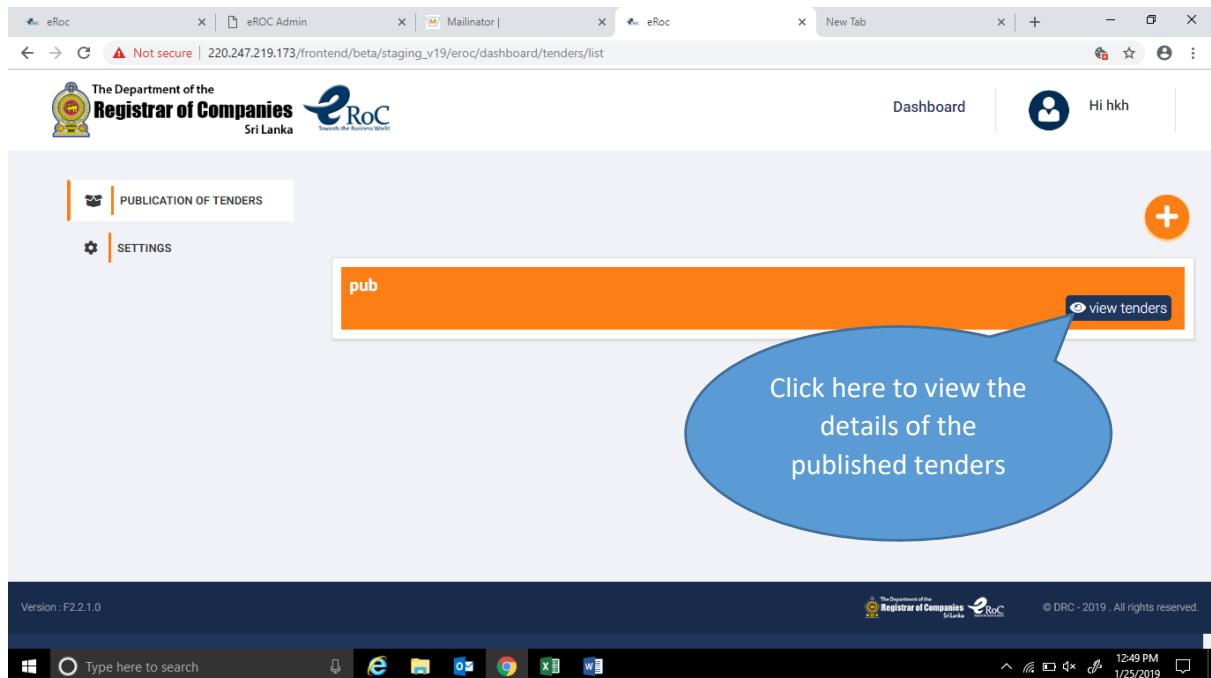


Figure 2.18

3. Application for a Tender

The following guide depicts the steps necessary to apply a tender in the e-ROC system. The applicants can go to the e-ROC system and can apply for the open tenders as all the published open tenders will be visible to the public so that they could apply for the published tenders. There will be mail sent to the provided mail address of the applicant so that the only the applicants listed out in the system can apply for the close tenders by clicking the link. The users have to click on the “Registration of tenders” tab in the main page of e-ROC system as shown in Figure 3.1.

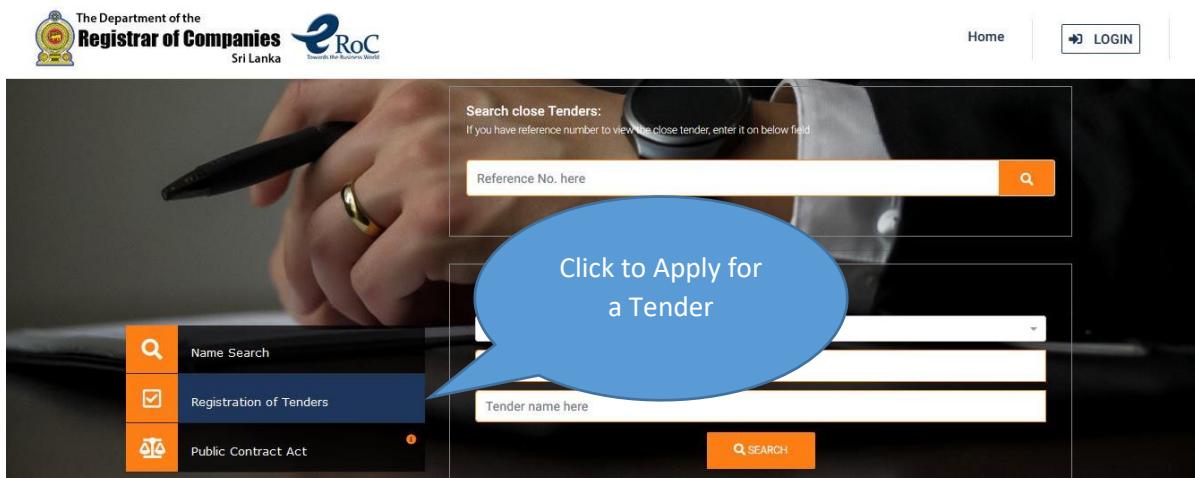


Figure 3.1

Upon clicking “Registration of tenders” tab, the user will be given several choices to search tender depending on the type of the tender. If the tender is an open tender, the user will be able to search the tender by the publisher’s details i.e. ministry, department and division, tender number and tender name as shown in Figure 3.2.

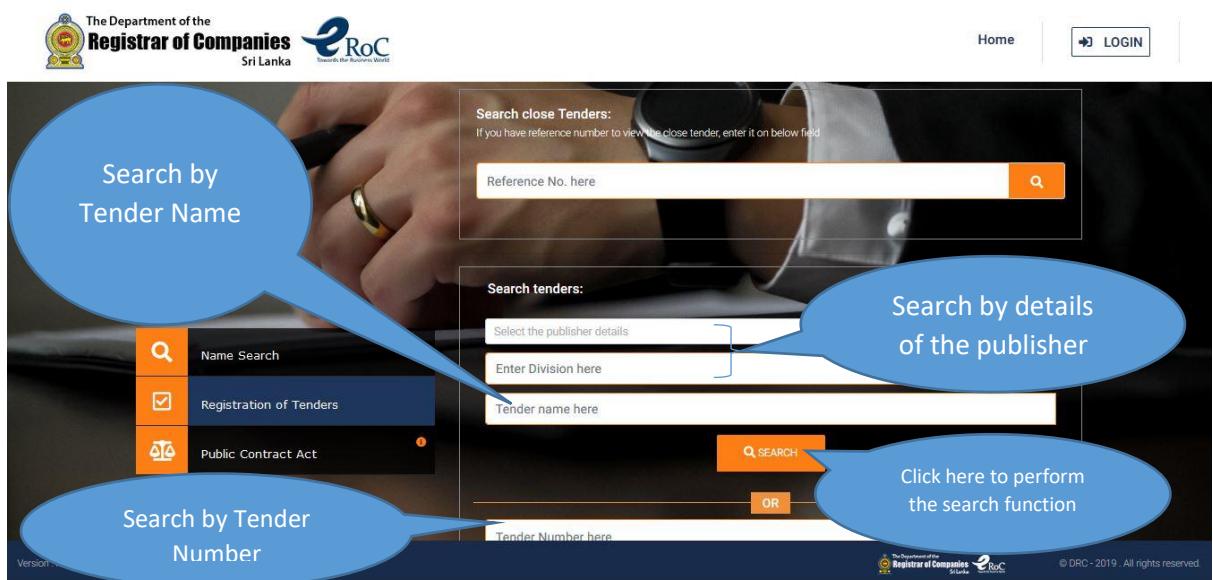


Figure 3.2

If the tender is a close tender, the users can search by the reference number which has been mailed to the specific applicants as shown in Figure 3.3.

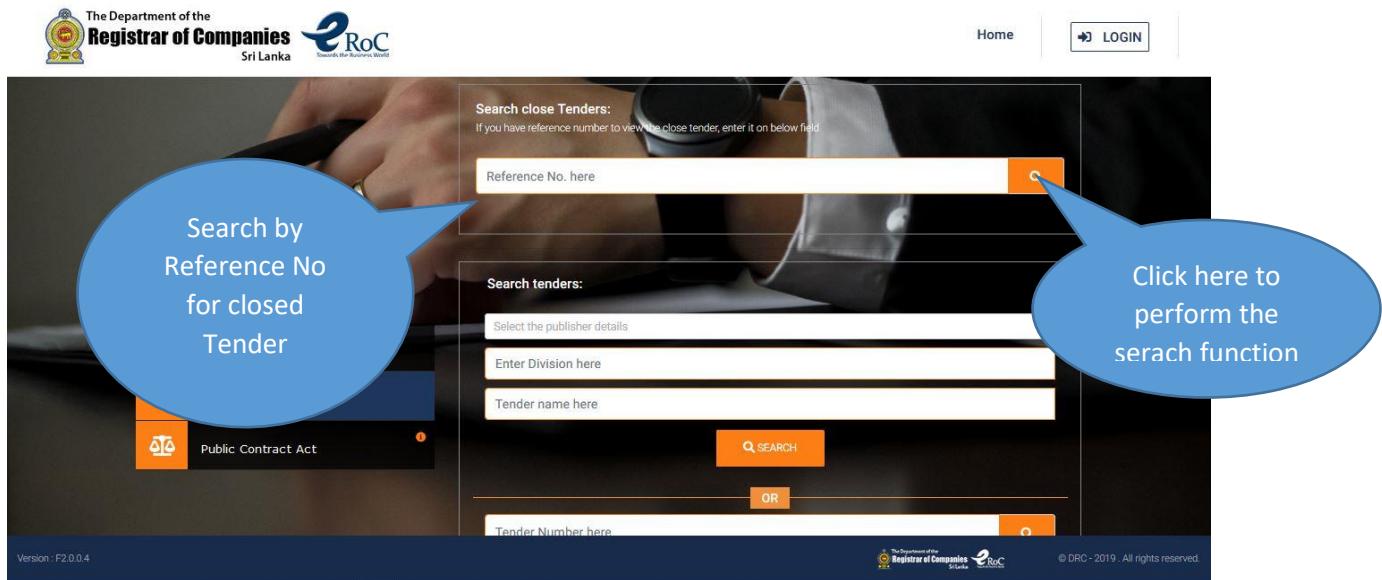


Figure 3.3

The tenders will be listed out based on the search criteria. The tenders can be applied by clicking on the Apply button as also shown in Figure 3.4.

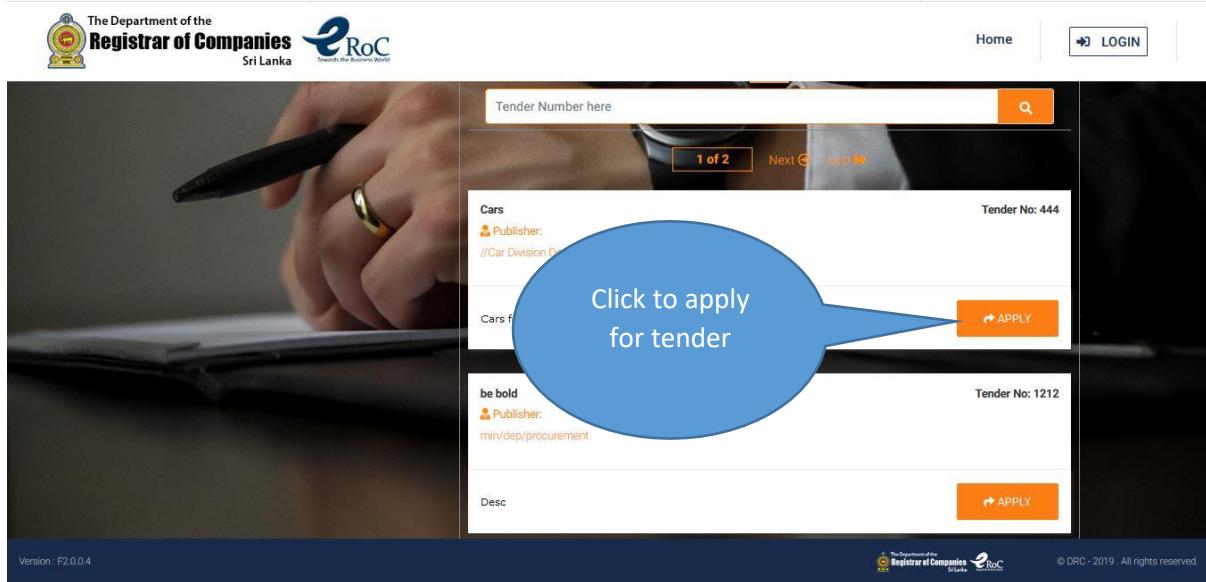


Figure 3.4

Upon clicking on the apply button the user will be prompted to the application screen as shown in Figure 3.5. The user has the option of downloading the paper advertisement or the BID Datasheet to view more information about the tender being applied.

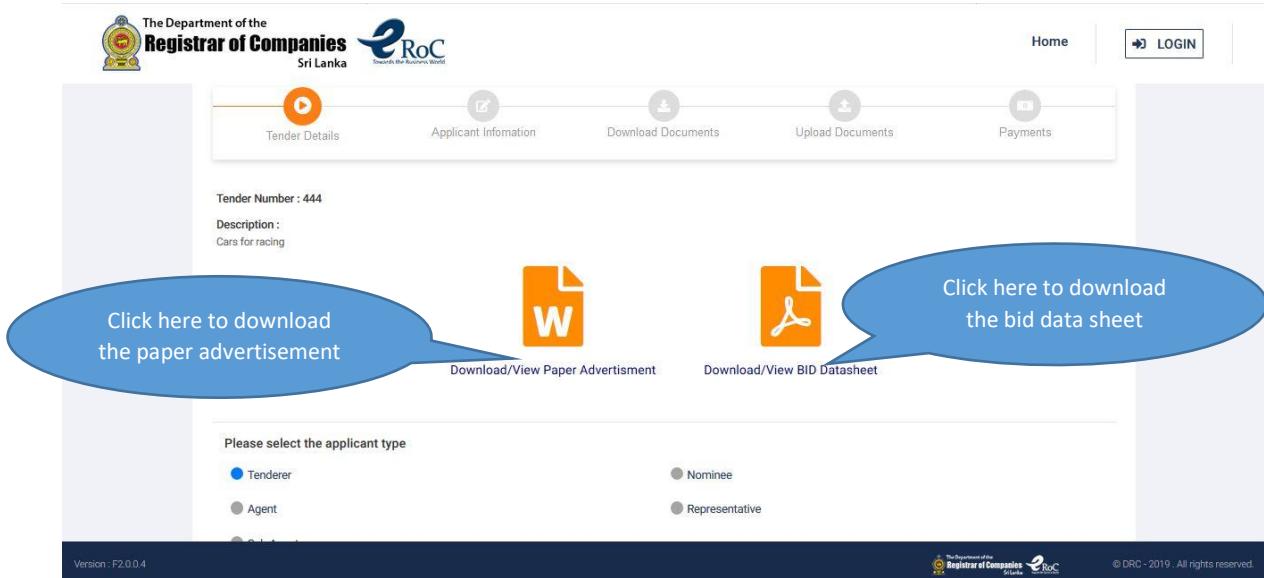


Figure 3.5

The user has to select the applicant type from the options of tenderer, agent, sub agent, nominee and representative as shown in Figure 3.6.

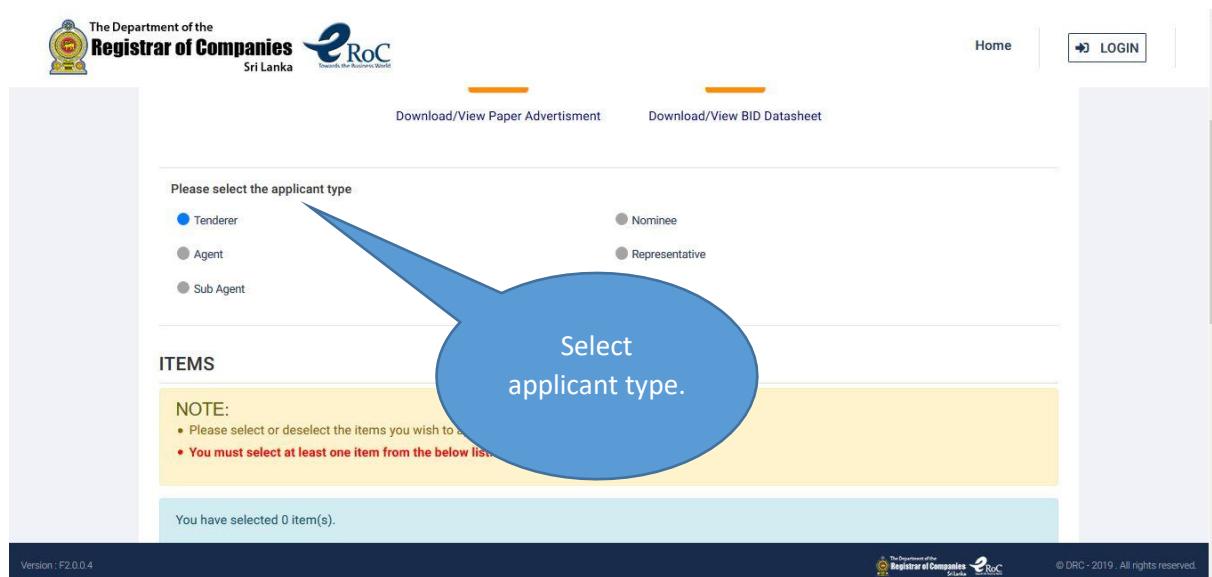
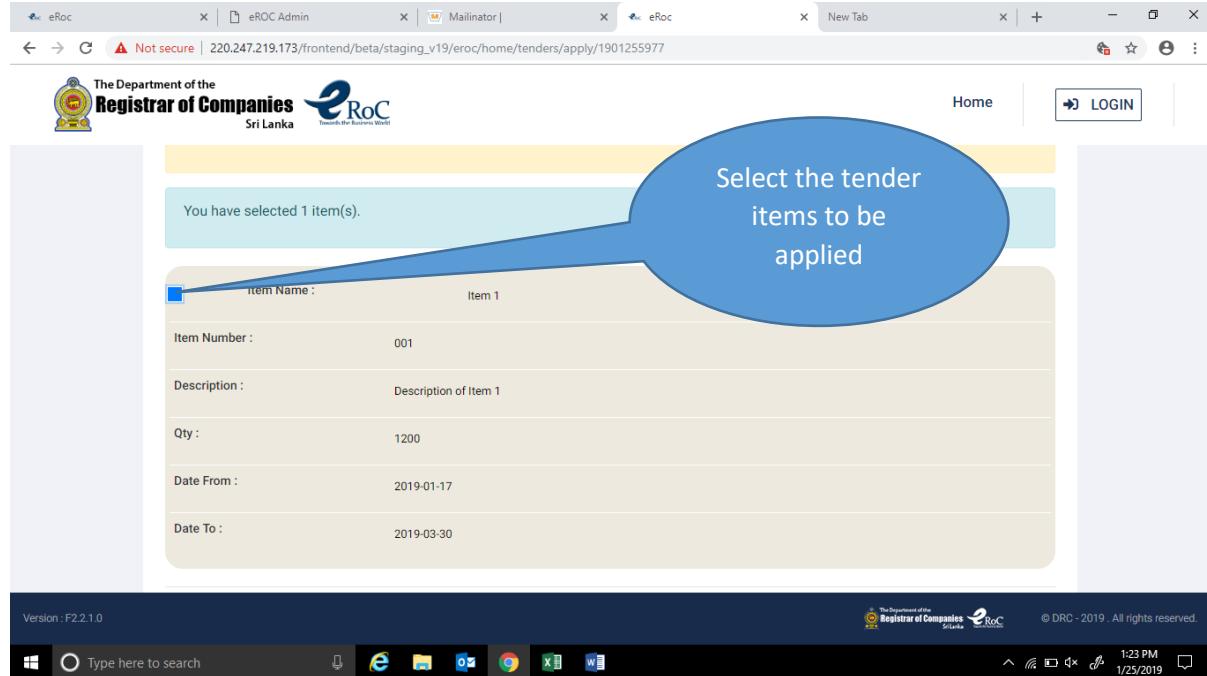


Figure 2.6

After selecting the applicant type, the user could proceed forward and select the tender items as shown in Figure 3.7.



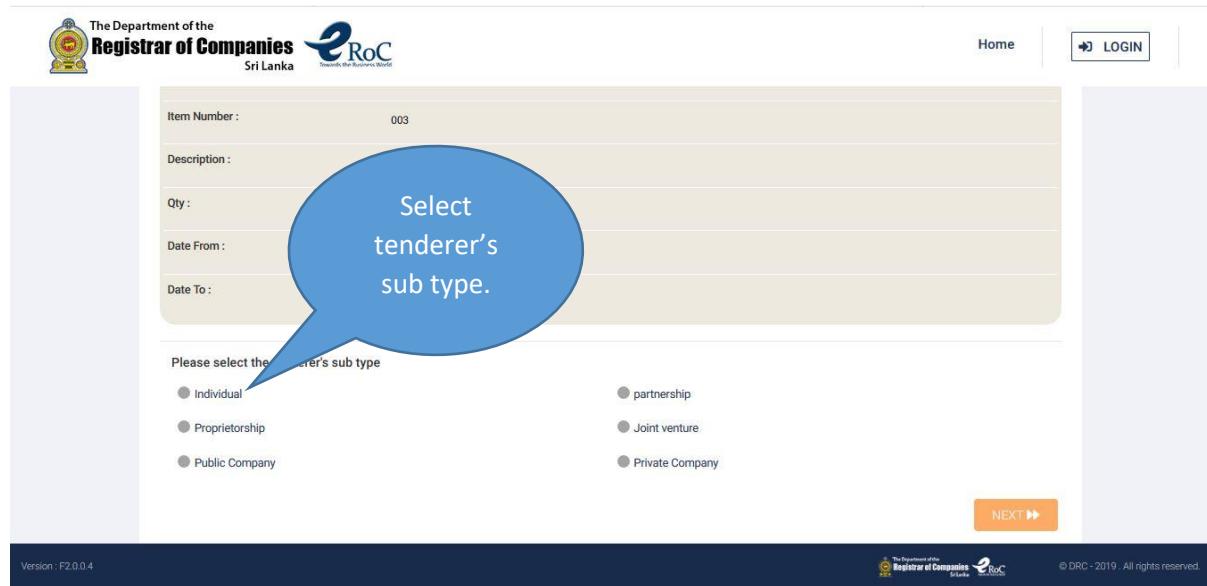
The screenshot shows a web browser window with multiple tabs open. The active tab displays the eROC Admin interface. At the top, there is a header with the Department of the Registrar of Companies Sri Lanka logo and a 'LOGIN' button. A message box in the center says 'You have selected 1 item(s.)'. Below it, a table lists the selected item details:

Item Name :	Item 1
Item Number :	001
Description :	Description of Item 1
Qty :	1200
Date From :	2019-01-17
Date To :	2019-03-30

A large blue callout bubble points to the 'Description' field with the text 'Select the tender items to be applied'.

Figure 3.7

After the selection of the tender items, the user has to select the tenderer's sub type from the options provided as shown in Figure 3.8.



The screenshot shows the continuation of the eROC Admin application. The header and logo are visible. The main content area contains a form with fields for 'Item Number' (003), 'Description', 'Qty', 'Date From', and 'Date To'. Below these fields, a large blue callout bubble points to the 'Please select the tenderer's sub type' section with the text 'Select tenderer's sub type.' A list of sub types is provided with radio buttons:

- Individual
- Proprietorship
- Public Company
- partnership
- Joint venture
- Private Company

An orange 'NEXT >' button is located at the bottom right of the form area.

Figure 3.8

After the selection of the tenderer's sub type, the user will be prompted to select whether the user is a Sri Lankan or a non Sri Lankan. If the user selects Sri Lankan then the user will be required to enter the user's NIC to proceed forward as shown in Figure 3.9.

The screenshot shows a web-based application interface for the Registrar of Companies (eROC) in Sri Lanka. At the top, there is a header with the logo of the Department of the Registrar of Companies, Sri Lanka, and the eROC logo. On the right side of the header are links for 'Home' and 'LOGIN'. Below the header, a message 'Please select the tenderer's sub type' is displayed. Three radio button options are listed: 'Individual' (selected), 'Proprietorship', and 'Public Company'. A large blue speech bubble points to the 'Individual' option with the text 'Select whether SL or Non SL'. Below this, another message 'Please choose whether the Tenderer is a Sri Lankan' is shown, with 'Yes' (selected) and 'No' as options. A second blue speech bubble points to the 'Yes' option with the text 'Enter NIC if SL'. A text input field for 'Tenderer NIC*' contains the value '900394271v'. At the bottom right is a large orange 'NEXT' button. The footer of the page includes the text 'Version : F2.0.0.4', the eROC logo, and a copyright notice: '© DRC - 2019 . All rights reserved.'

Figure 3.9.

If the user is non Sri Lankan, the user will be prompted to enter the user's passport number and select whether the tender is being applied from Sri Lanka or Abroad, as shown in Figure 3.10.

This screenshot shows the continuation of the tender application process for non-Sri Lankan users. The top section is identical to Figure 3.9, showing the selection of tenderer sub-type. Below this, a message 'Please choose whether the Tenderer is a Sri Lankan' is followed by 'Yes' (selected) and 'No'. A large blue speech bubble points to the 'Yes' option with the text 'Enter Passport Number'. A text input field for 'Tenderer Passport No.' contains the value '900394271v'. Below this, another message 'Tender is Applying From' is shown, with 'Sri Lanka' (selected) and 'Abroad' as options. A second blue speech bubble points to the 'Sri Lanka' option with the text 'Select from where tenderer is applying'. At the bottom right is an orange 'NEXT' button. The footer includes the text 'Version : F2.0.0.4', the eROC logo, and a copyright notice: '© DRC - 2019 . All rights reserved.'

Figure 3.10

Once the User clicks on the next button, the user will be prompted to enter the details of the applicant such as Full Name, Address, Nationality, e-mail and the details of the signing party such as name and designation as shown in figures 3.11 and 3.12.

Note: - Based on the selection criteria provided by the applicant, the information requested by the system will be varied.

The screenshot shows the eROC application interface for tendering. At the top, there are several browser tabs and a header with the eROC logo and navigation links. Below the header, there are five main action buttons: 'Tender Details' (orange), 'Applicant Infomation' (orange), 'Download Documents' (grey), 'Upload Documents' (grey), and 'Payments' (grey). A yellow message box in the center says 'Please fill all required fields.' Below these buttons, there are three input fields with placeholder text: 'Full Name of tenderer *' (Ganesh), 'Address of Tenderer *' (23, Malwittara Road, Piliyandale), and 'Nationality of Tenderer *' (Sri Lanka). The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 1:37 PM on 1/25/2019.

Figure 3.11

This screenshot shows the continuation of the application process. It features fields for 'Applicant Email *' (ganesh@gmail.com) and 'Signing Party Name *' (Trisha). Below these, there is a section for 'Signing Party Designation *' with two radio button options: 'Director' (selected) and 'Other'. At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons. The interface is consistent with Figure 3.11, including the eROC header, tabs, and taskbar.

Figure 3.12

If the signing party's designation is selected as other, the user will be requested to enter the designation and also upload the required documents under the document upload section as shown in Figure 3.13.

The screenshot shows the e-RoC application interface. At the top, there is the logo of The Department of the Registrar of Companies Sri Lanka and the e-RoC logo. On the right side, there are links for 'Home' and 'LOGIN'. Below the header, there are fields for 'Applicant Email*' and 'Signing Party Name*', both of which have been filled out. In the 'Signing Party Designation*' section, there are two options: 'Director' (selected) and 'Other'. A blue callout bubble points to the 'Other' option and the text 'Please specify the designation *'. Below this, a note says 'NOTE: You need to upload required letter under the doc upload section.' At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, and a copyright notice '© DRC - 2019. All rights reserved.'

Figure 3.13

After clicking on the next button the user will be able to download the PCA 01 form for the applied items, as shown in Figure 3.14.

The screenshot shows the e-RoC application interface after proceeding to the next step. At the top, there is the logo of The Department of the Registrar of Companies Sri Lanka and the e-RoC logo. On the right side, there are links for 'Home' and 'LOGIN'. Below the header, there are five navigation buttons: 'Tender Details', 'Applicant Information', 'Download Documents' (highlighted in orange), 'Upload Documents', and 'Payments'. In the 'DOCUMENT LIST' section, there is a list of documents with the first item being 'PCA 01 for Audi A8'. To the right of this item is a blue 'DOWNLOAD' button with a cloud icon. A blue callout bubble points to this button with the text 'Click here to download the PCA-01 form'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, and a copyright notice '© DRC - 2019. All rights reserved.'

Figure 3.14

After downloading the form relevant for the applied tender items and clicking on the next button, the user will be prompted to upload the completed PCA01 form with the required signatures along with the supporting documents such as tenderer's NIC copy and the Authorization letter when signing party is not a director as shown in Figure 3.15.

Note: - The supporting documents will be varied depending on the selection criteria provided by the applicant.

The screenshot shows the eROC (e-Registrar of Companies) website. At the top, there is a header with the logo of the Registrar of Companies Sri Lanka and the eROC logo. Below the header, there is a navigation bar with five items: 'Tender Details', 'Applicant Information', 'Download Documents', 'Upload Documents' (which is highlighted in orange), and 'Payments'. The main content area is titled 'PCA 1 FOR AUDI A8 *'. It contains three input fields with orange 'UPLOAD' buttons: 'TENDERER'S COPY OF NIC *' (Description: Tenderer's Copy of NIC), 'AUTHORIZATION LETTER (WHEN SIGNING PARTY IS NOT A DIRECTOR) *', and another unnamed field. At the bottom right of the content area, there are 'PREVIOUS' and 'NEXT' buttons. A large blue speech bubble points to the 'Upload Documents' button with the text 'Click here to upload the necessary documents'. The footer of the page includes the eROC logo, the text 'Version : F2.0.4', and a copyright notice '© DRC - 2019 . All rights reserved.'

Figure 3.15

The uploaded documents can be deleted and viewed by the users as shown in figure 3.16.

This screenshot shows the same eROC website as Figure 3.15, but it displays the results of a previous upload. The main content area is titled 'PCA 1 FOR ITEM 1 *'. It shows a list of uploaded files: 'pca1 (43).pdf' and 'name.pdf'. Each file entry has two buttons: 'View' (blue) and 'Delete' (red). A blue speech bubble points to the 'View' button for the first file with the text 'Click here to view the uploaded document'. Another blue speech bubble points to the 'Delete' button for the same file with the text 'Click here to delete the uploaded document'. The footer of the page includes the eROC logo, the text 'Version : F2.2.1.0', and a copyright notice '© DRC - 2019 . All rights reserved.'

Figure 3.16

KPMG in Sri Lanka – Tender

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Once the user clicks on the next button after successfully uploading the necessary documents, the user will be directed to the payment screen showing payment cost as shown in Figure 3.17. User can make the payment by clicking on the Complete/Pay button for applying for a tender.

The screenshot shows the payment section of the eROC application. At the top, there are five navigation icons: Tender Details, Applicant Information, Download Documents, Upload Documents, and Payments. Below these, a table displays the payment details:

Payment Description	No of Copies	Unit Price (LKR)	Sub Total (LKR)
PCA 01 Form	1	1,500.00	1,500.00
TOTAL FEE in LKR (Without VAT and Taxes) :			1,500.00
Other Taxes in LKR (0%) :			0.00
VAT in LKR (15%) :			225.00
Convenience fee (2%) :			34.50
TOTAL FEE in LKR :			1,759.50

At the bottom, there are two buttons: "PREVIOUS" and "COMPLETE/PAY".

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Figure 3.17

Upon clicking the Complete/Pay button, applicant will be directed to the confirmation message as shown in figure 3.18. Applicant can proceed to pay by clicking the “confirm and continue payment” button.

The screenshot shows the payment confirmation screen. It features a large green button in the center with the text "CONFIRM AND CONTINUE PAYMENT". Above the button, a message reads: "Please confirm your payment by clicking below button." The rest of the page is dimmed, focusing attention on the confirmation button.

Version: F2.0.4 © DRC - 2019. All rights reserved.

Figure 3.18

Applicant can accept the declaration message and select the credit card type as shown in figure 3.19.

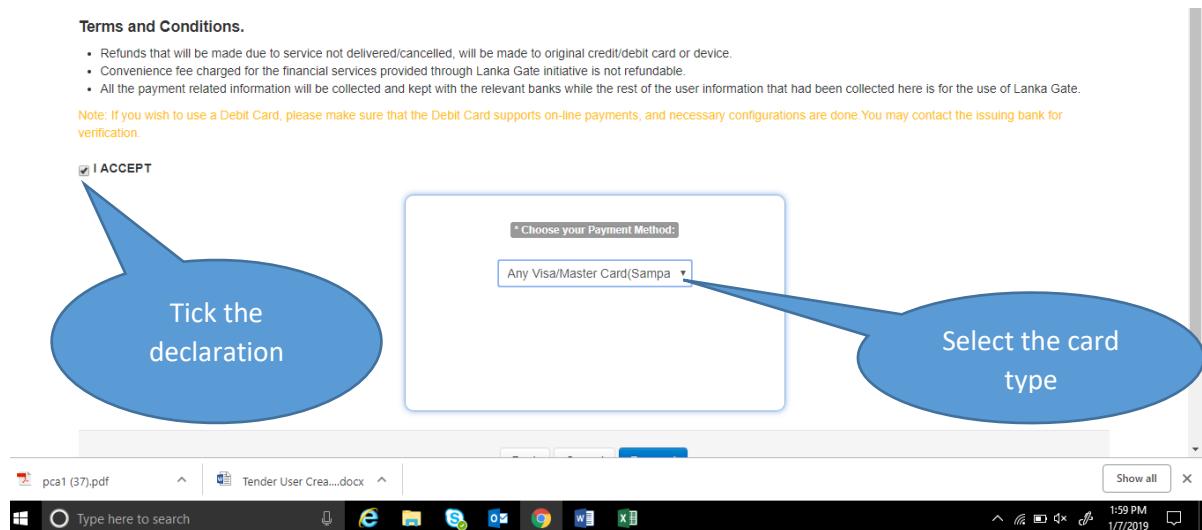


Figure 3.19

Applicant is requested to enter the card details in-order to complete the payment as shown in figure 3.20.

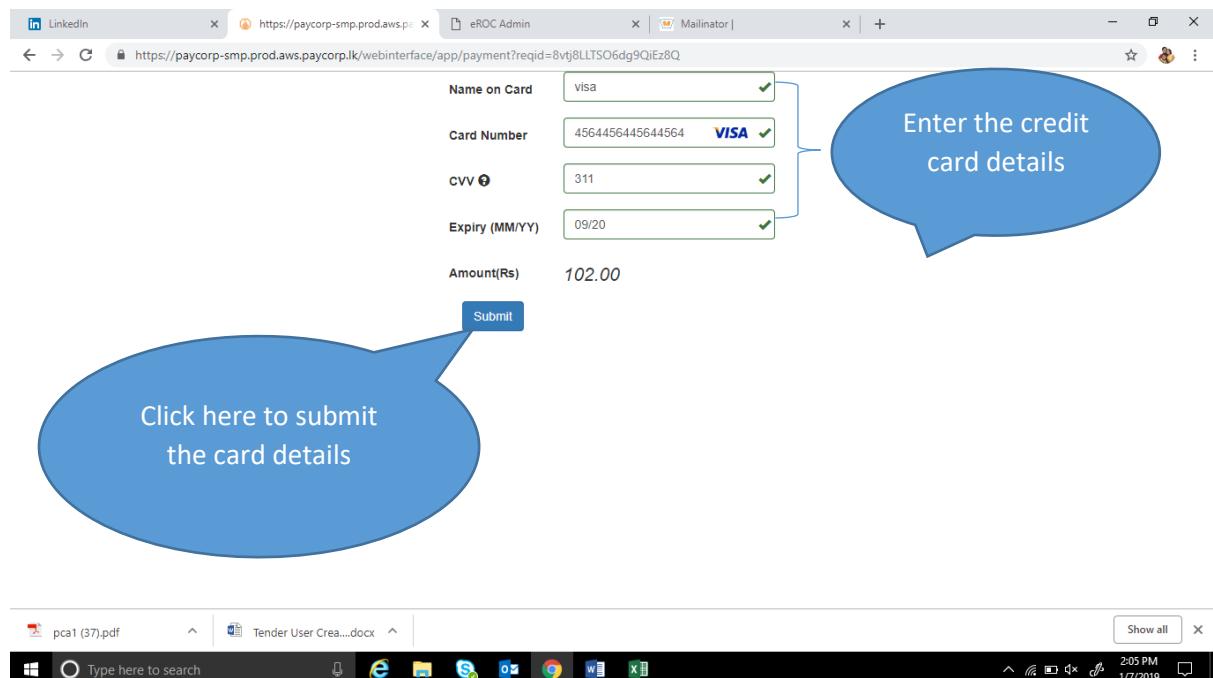


Figure 3.2

Upon clicking on the submit button, the payment success message will be displayed to the applicant as shown in figure 3.21. Payment receipt can be printed by clicking the print receipt button.

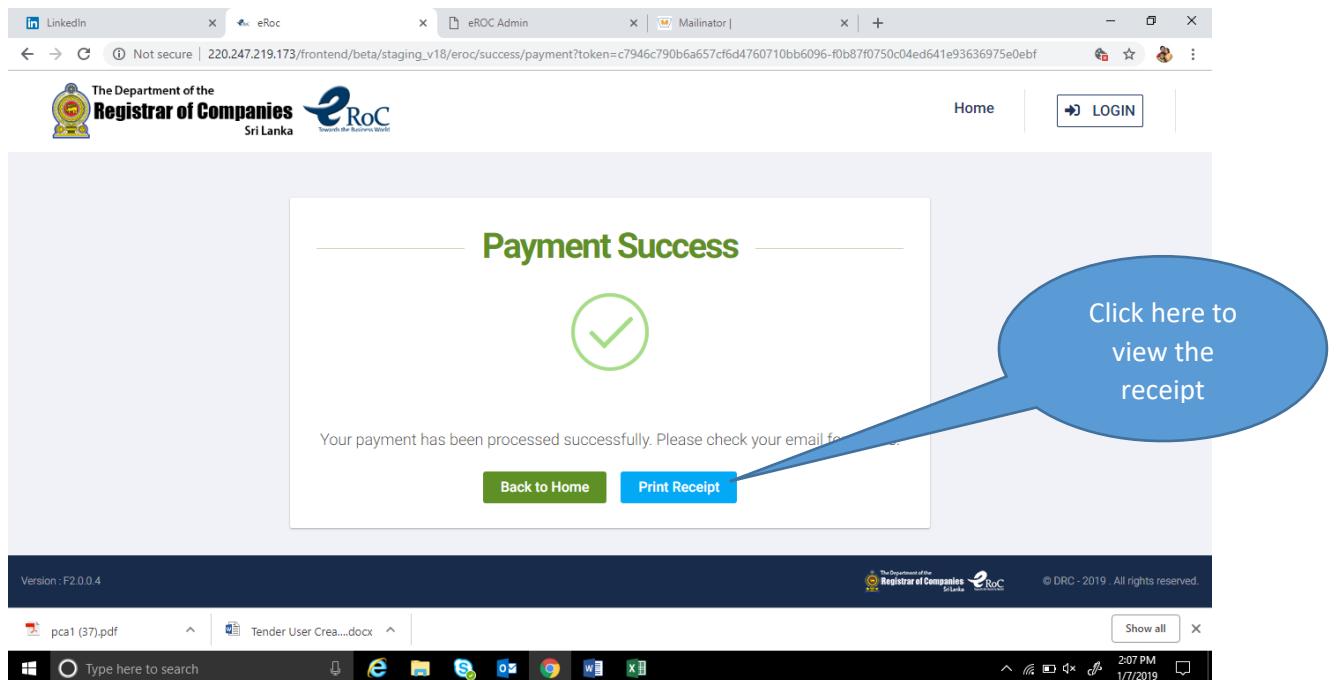


Figure 3.21

4. Tender Application Re-submission

The following guide depicts the steps for the resubmission of a tender application. Once the ROC officer requests to re-submit the tender application, there will be a mail sent to the provided mail address. When the user clicks on the re-submission link, the user will be prompted to the same process as applying for the tender with a comment on top as request for resubmission as shown in Figure 4.1.

The screenshot shows the eRoC website interface. At the top, there is a navigation bar with the logo of The Department of the Registrar of Companies Sri Lanka, a search bar, and links for Home and LOGIN. Below the navigation bar, there are four main menu items: Tender Details, Applicant Information, Download Documents, and Upload Documents/Resubmit. A large blue speech bubble on the right side contains the text "Request to resubmit". The main content area displays a tender application form with fields for Tender Number (444), Description (Cars for racing), and Applicant type (Tenderer, Agent, Sub Agent, Nominee, Representative). At the bottom, there is a section titled "ITEMS" and a footer with version information (Version : F2.0.4) and copyright details (© DRC - 2019 . All rights reserved).

Figure 4.1

The resubmission process restricts the user from entering certain fields and allows the user to proceed except for few fields such as Full name of tenderer, Address of tender, Applicant email and details of signing party to be entered as shown in Figure 4.2 and 4.3 respectively.

The screenshot shows the eRoC website interface. At the top, there is a navigation bar with the logo of The Department of the Registrar of Companies Sri Lanka, a search bar, and links for Home and LOGIN. A yellow banner at the top of the main content area says "Please fill all required fields." Below this, there are several input fields marked with red asterisks indicating they are required: "Full Name of tenderer *", "Address of Tenderer *", "Nationality of Tenderer *", "Applicant Email *", and "Signing Party Name *". Each field has a placeholder text: Omega for the first, 234 Piliyandala for the second, Sri Lanka for the third, shamil201905@mailinator.com for the fourth, and No party for the fifth. At the bottom, there is a footer with version information (Version : F2.0.4) and copyright details (© DRC - 2019 . All rights reserved).

Figure 4.2

KPMG in Sri Lanka – Tender

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The screenshot shows the eROC application form for tender submission. It includes fields for Applicant Email, Signing Party Name, Signing Party Designation, and a note to upload a required letter. Buttons for PREVIOUS and NEXT are visible at the bottom.

Figure 4.3

The user can then move into the documents download section and download the edited details and view them as shown in figure 4.4.

The screenshot shows the eROC document download section. It includes a 'Request to Resubmit' button, a 'DOCUMENT LIST' with a download button for 'PCA 01 for item name 3', and navigation buttons for PREVIOUS and NEXT.

Figure 4.4

The documents upload section as illustrated in figure 4.5 shows the documents uploaded during the application process along with the comments of the ROC officers highlighted in red

colour so that the user knows what documents to re-submit. The users can view the approved documents by clicking on the view button.

Note: - No payment is required for the re-submission.

The screenshot shows a web-based application interface for the Registrar of Companies (Sri Lanka). At the top, there is a logo for 'The Department of the Registrar of Companies Sri Lanka' and a 'RoC' logo with the tagline 'RoC - Towards the Business World'. On the right side, there are 'Home' and 'LOGIN' buttons. The main content area has a pink header bar with the text 'Request to Resubmit'. Below this, there are two sections for documents. The first section is for 'PCA 1 FOR AUDI A8 *' and contains a file named 'sample.pdf'. To its right, there is a green checkmark icon followed by the word 'APPROVED' and a 'View' button. A blue speech bubble points to this area with the text 'Comments shown as to resubmit'. The second section is for 'TENDERER'S COPY OF NIC *' and contains a file named 'sample.pdf'. It includes a 'Description:Tenderer's Copy of NIC' field, an 'UPLOAD' button, and a 'View' button. A blue speech bubble points to this area with the text 'Comments: Resubmit'. Below these sections, there is another for 'AUTHORIZATION LETTER (WHEN SIGNING PARTY IS NOT A DIRECTOR) *' which also contains a 'sample.pdf' file, an 'APPROVED' status with a green checkmark, and a 'View' button. A blue speech bubble points to this area with the text 'Comment shown as "approved"'. At the bottom of the page, there are navigation buttons for 'PREVIOUS' and 'NEXT', and a footer with the text 'Version : F2.0.0.4' and '© DRC - 2019. All rights reserved.'

Figure 4.5

The user can then upload the relevant document and click on the next button to re-submit the application to the ROC. The successful message as shown in figure 4.6 is displayed to the users.

This screenshot shows the same web-based application interface as Figure 4.5. A modal window is open in the center with a light purple background. The title of the modal is 'RESUBMIT STATUS'. Inside the modal, the text 'Successfully Resubmitted your Tender Application' is displayed in green. At the bottom of the modal is a green rectangular button with the word 'YES' in white. The background of the main application interface is visible, showing the 'Request to Resubmit' screen with various document sections and their statuses. The footer of the application includes the text 'Version : F2.0.0.4' and '© DRC - 2019. All rights reserved.'

Figure 4.6

The user has to click the yes button to proceed further.

5. Awarding of a Tender Application

Upon the approval of applications by the ROC officers, the publisher can view the applications as shown in figures 5.1, 5.2 and 5.3 respectively.

Log on to the publisher login>>>Publication of tenders>>>view tenders>>> 3 applicants applied>>>

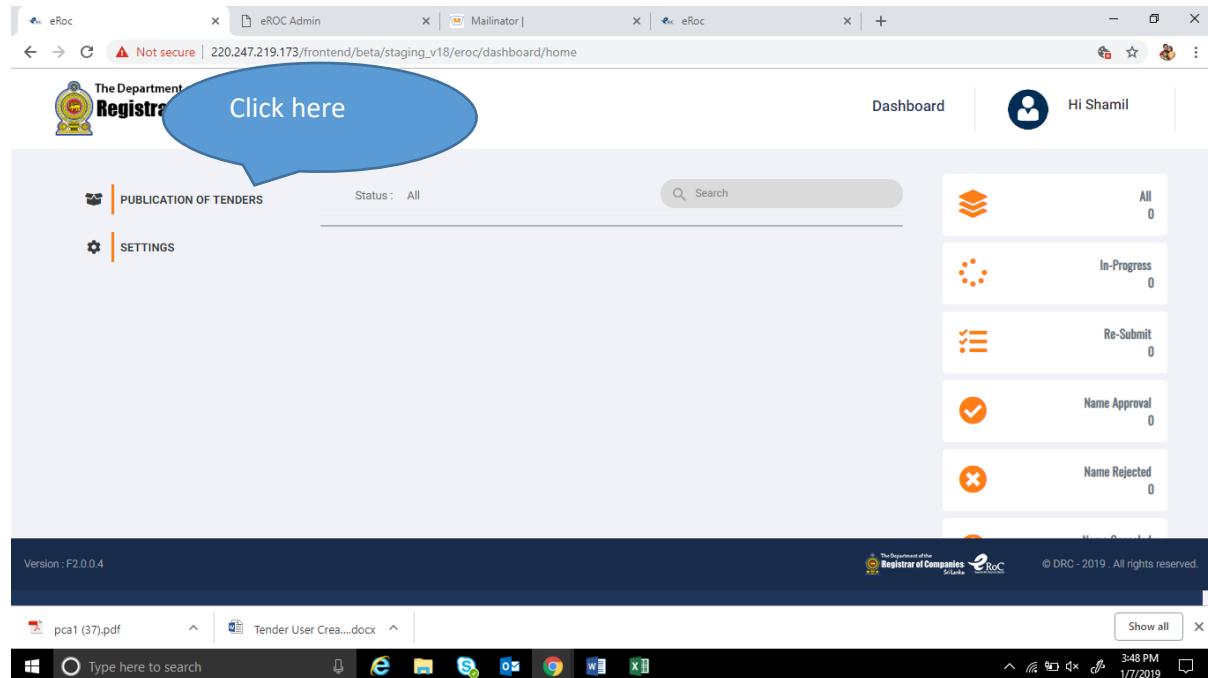


Figure 4.1

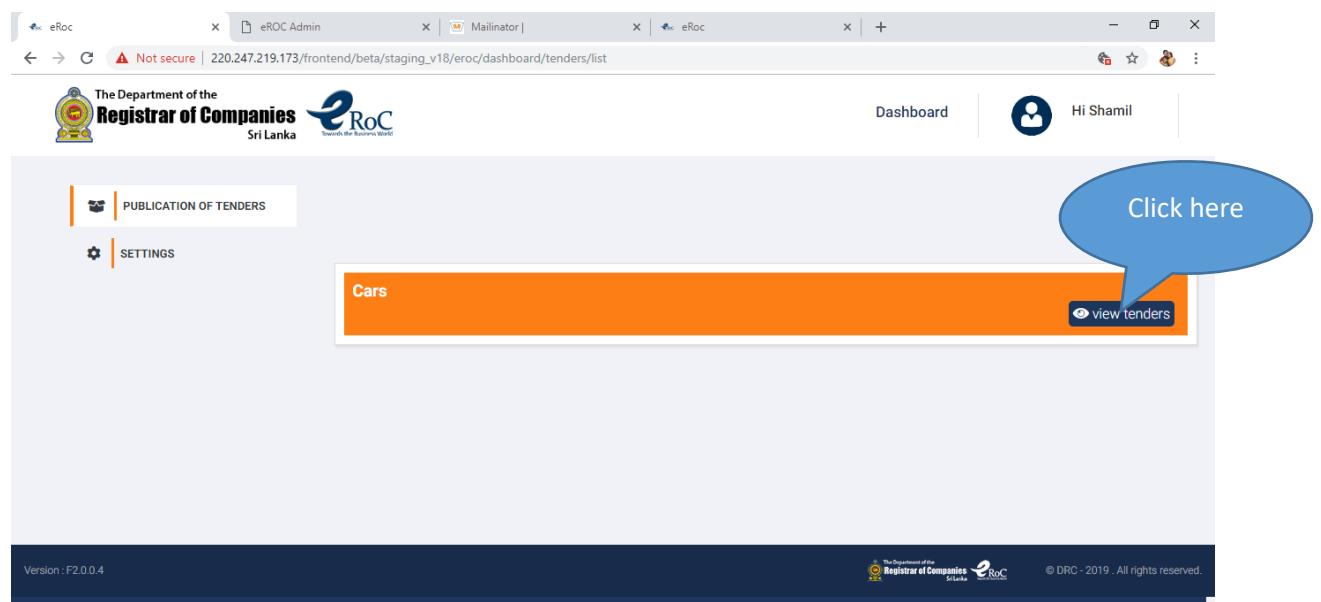


Figure 5.2

The number of applicants who have applied to the tender will be displayed as shown in the figure 5.3.

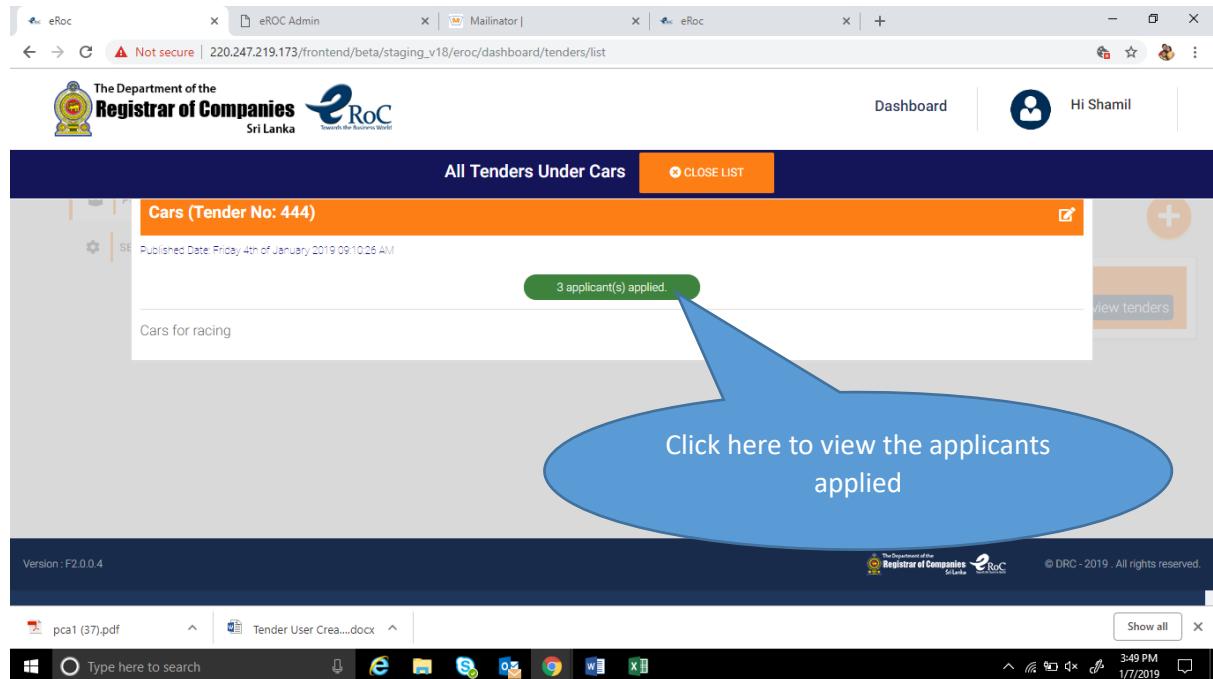


Figure 5.3

Publisher can view the details of the published tenders as shown in figure 5.4, 5.5, and 5.6. 5.7 Respectively.

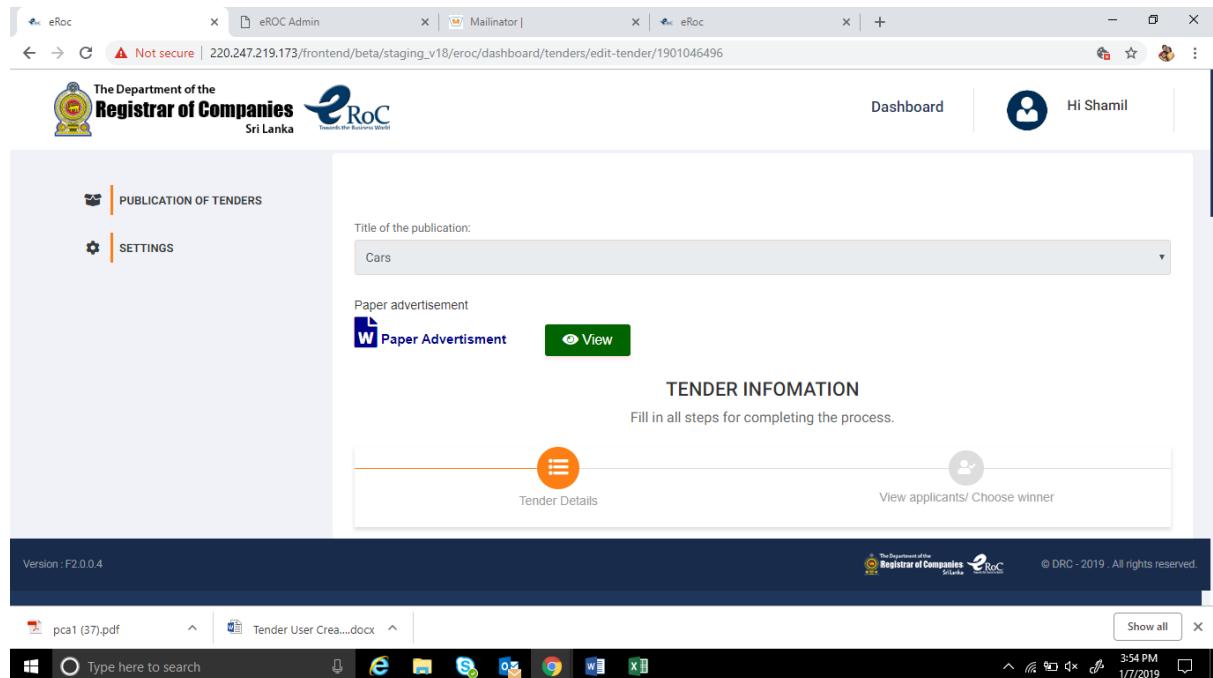


Figure 5.4

The Department of the
Registrar of Companies
Sri Lanka 

Tender Amount *
450000000000000

Tender Number *
444

Tender Name *
Cars

Description *
Cars for racing

DOCUMENTS

BID Data Sheet  

Version: F2.0.0.4 © DRC - 2019 . All rights reserved.

pca1 (37).pdf Tender User Crea...docx Show all

Figure 5.5

The Department of the
Registrar of Companies
Sri Lanka 

AUTHORIZED PERSON/PUBLISHER INFORMATION

Division *
Car Division Dept

Authorized Person Name *
Shamil Hashan

Authorized Person Designation *
Manager

Authorized Person Address *
104, Dehiwala Road, Pagoda Nugegoda

Authorized Person Contact No. *

0771425369

Authorized Person Email. *

shamil2019@mailinator.com

Version: F2.0.0.4 © DRC - 2019 . All rights reserved.

pca1 (37).pdf Tender User Crea...docx Show all

Figure 5.5

KPMG in Sri Lanka – Tender

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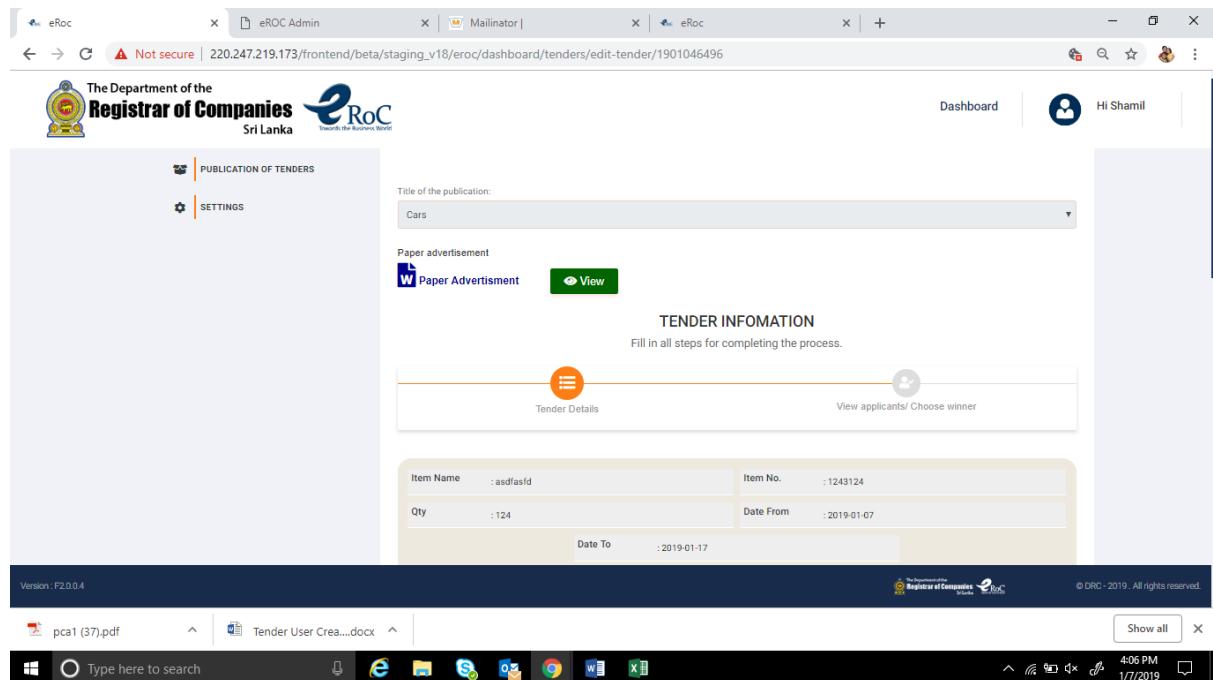


Figure 5.7

The publisher can view the name of the applicants who have applied for the specific tender along with their PCA-3 certificates as shown in figure 5.8. Publisher has to click on the award button to select the applicant to award the tender.

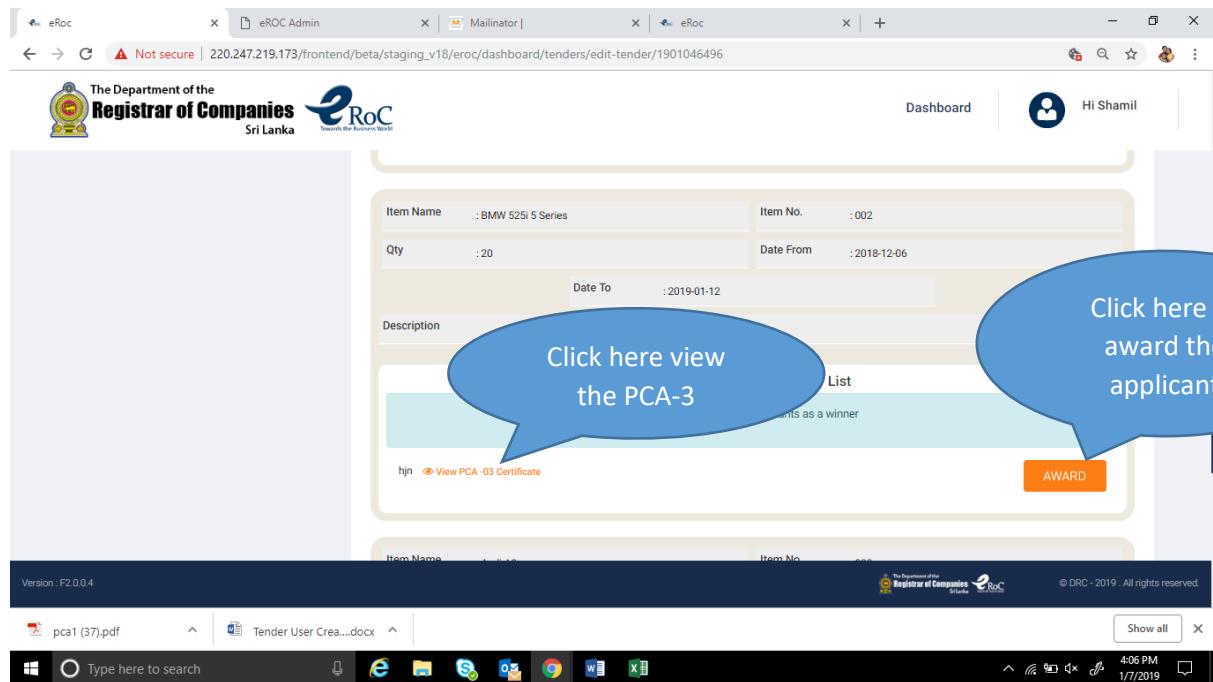


Figure 5.8

The publisher can click on the cancel award button to cancel the selected applicant and to award the tender to another applicant as shown in figure 5.9.

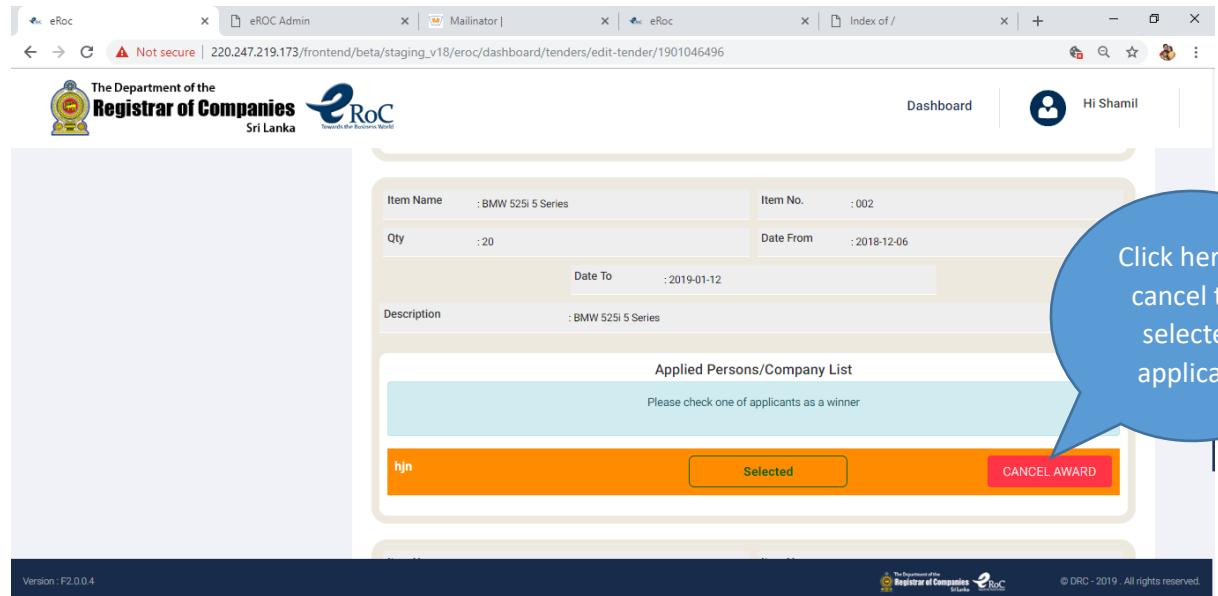


Figure 5.9

Upon clicking the award button, the publisher has to click on the “Award for selected candidate” to award the tender as shown in figure 5.10.

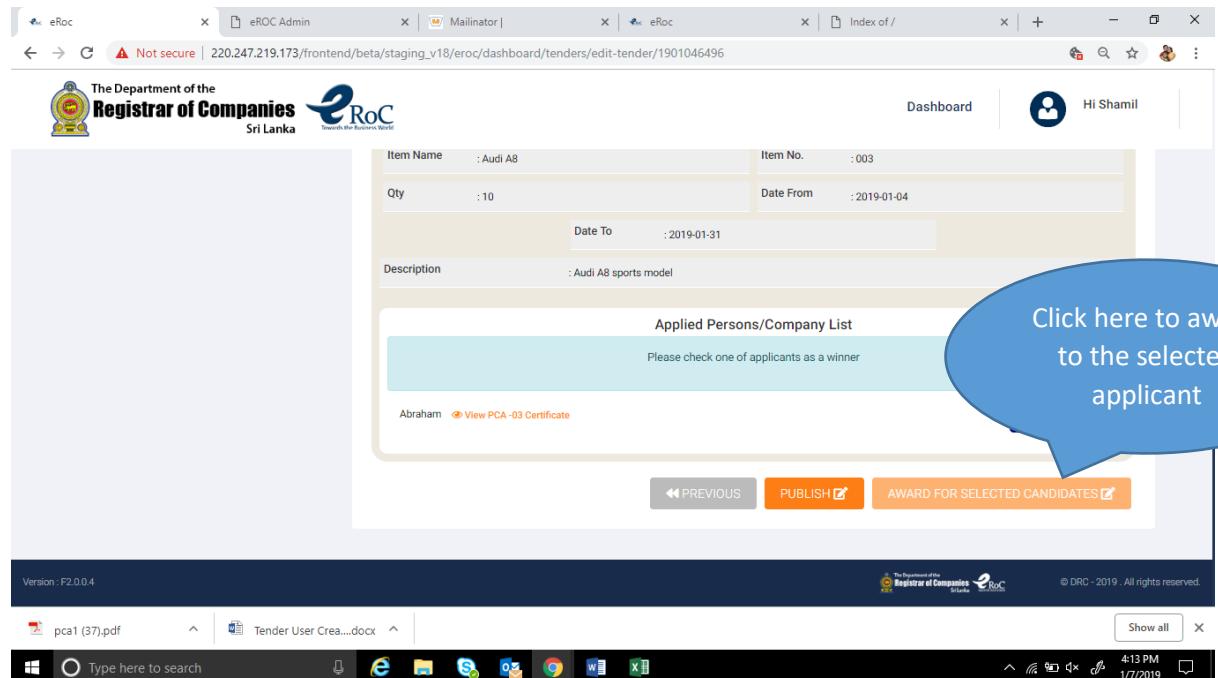


Figure 5.10

Upon awarding the tender, successful award message will be prompted to the user as shown in figure 5.11.

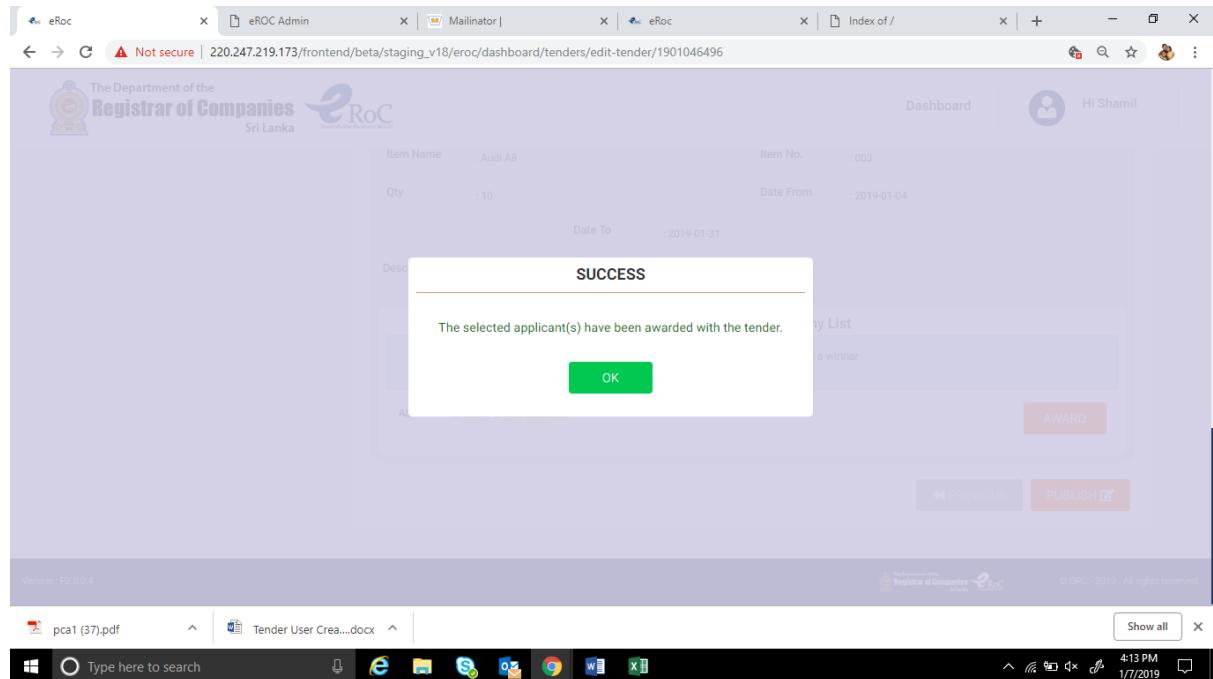


Figure 5.11

The user has to click on the “OK” button to proceed further and the status will change as “Awarded” as shown in figure 5.12.

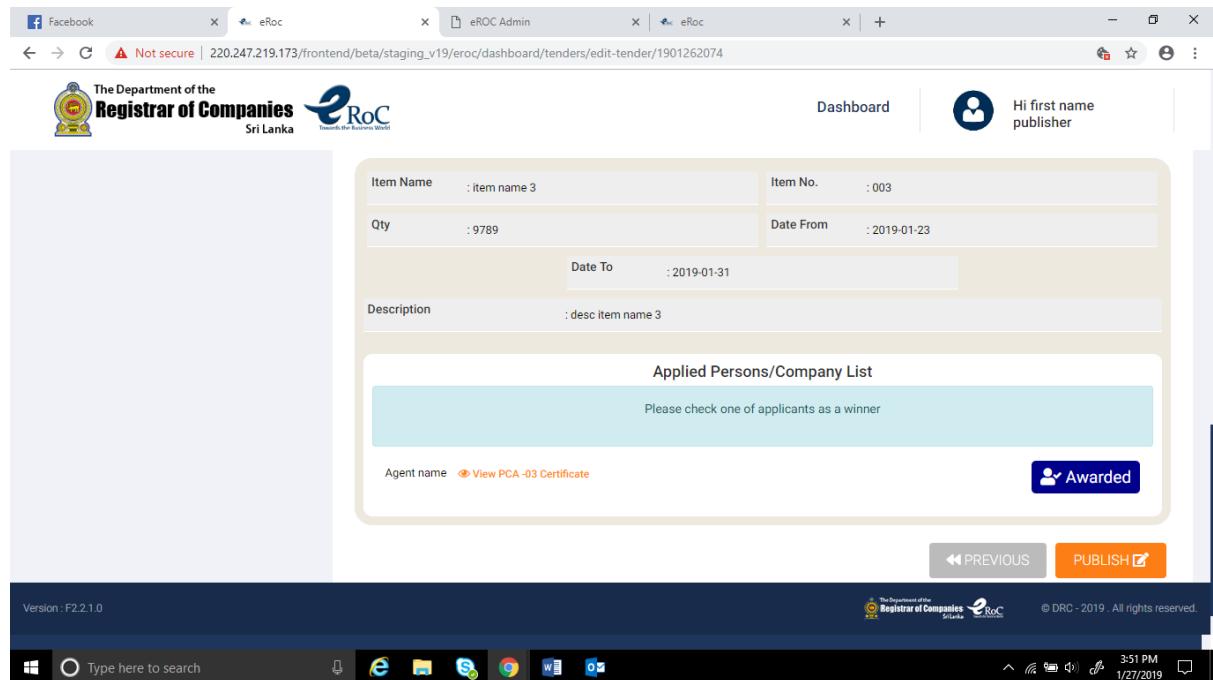
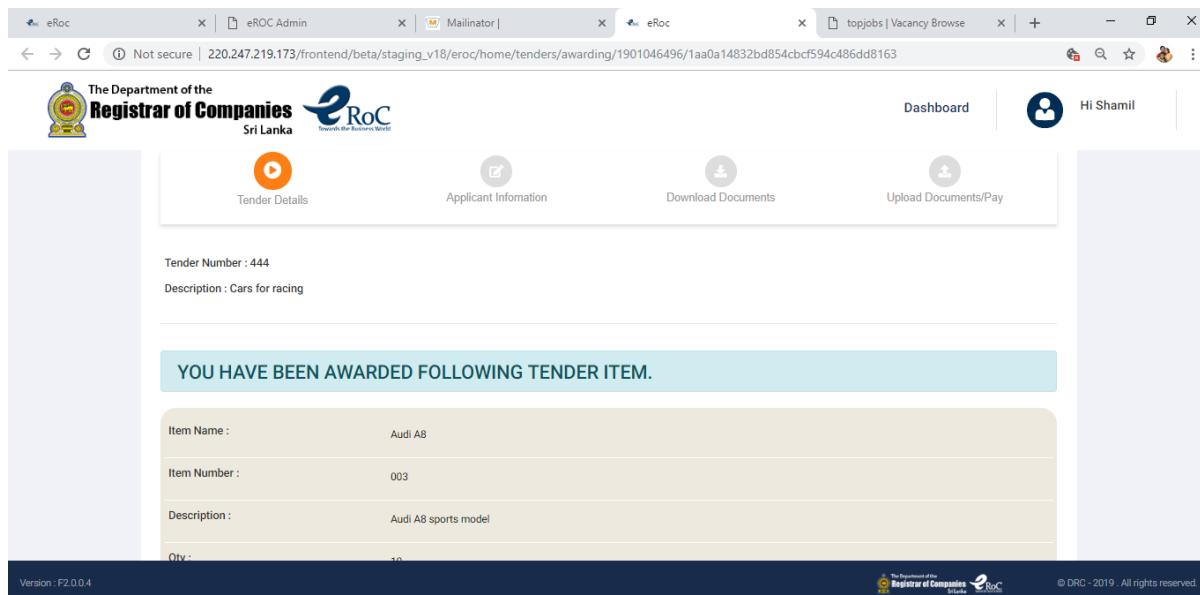


Figure 5.12

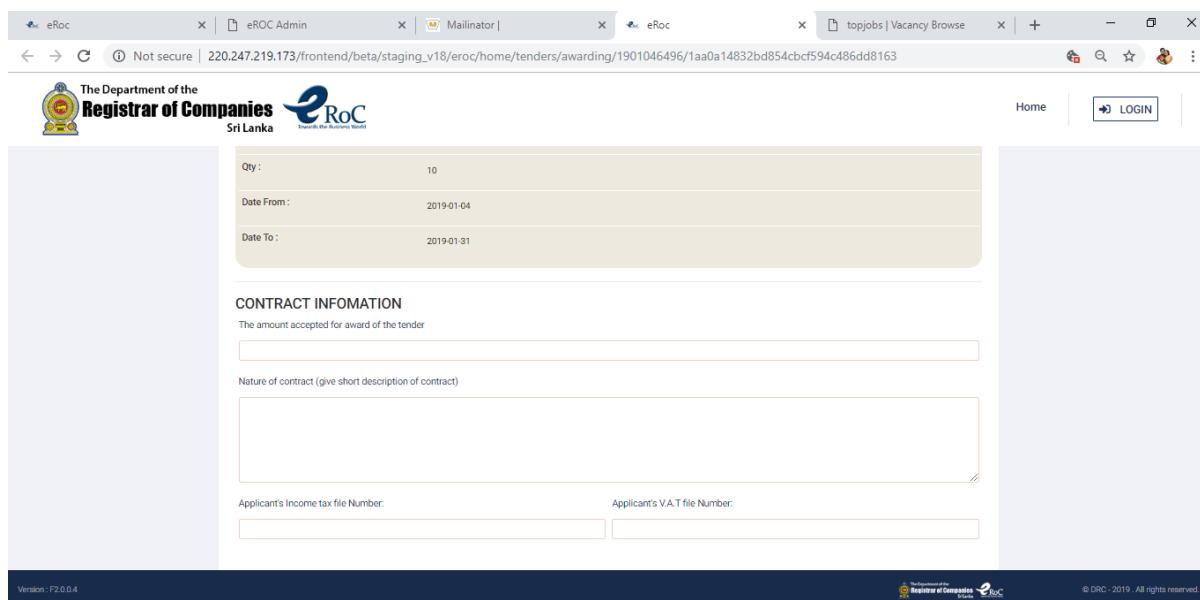
6. Applying for PCA-04

Once the publisher awards the tender item to the applicant, there will be a link sent to the applicant's mail address stating the award of the tender and requesting the applicant to apply for PCA-04 certificate. The user will be directed towards the screen shown in figure 6.1 upon clicking the link. The applicant has to fill the information requested by the system as shown in figure 6.1, 6.2 and 6.3 respectively.



The screenshot shows a web browser window with multiple tabs open. The active tab displays the eROC (Electronic Registrar of Companies) application. The header includes the Department of the Registrar of Companies Sri Lanka logo and the eROC logo. The top navigation bar has links for Dashboard, Tender Details, Applicant Information, Download Documents, and Upload Documents/Pay. A user profile for 'Hi Shamil' is visible on the right. The main content area shows a tender item details section with a tender number (444) and description ('Cars for racing'). Below this, a blue banner states 'YOU HAVE BEEN AWARDED FOLLOWING TENDER ITEM.' followed by the awarded item details: Item Name: Audi A8, Item Number: 003, Description: Audi A8 sports model, and Qty: 10. At the bottom left, it says 'Version : F2.0.0.4'. The footer contains the DRC logo and the text '© DRC - 2019. All rights reserved.'

Figure 6.1



This screenshot shows the continuation of the eROC application interface. The header and navigation bar are identical to Figure 6.1. The main content area now focuses on 'CONTRACT INFORMATION'. It includes fields for 'Qty' (10), 'Date From' (2019-01-04), and 'Date To' (2019-01-31). Below this is a section titled 'CONTRACT INFORMATION' with a note about the amount accepted for award of the tender. There are two large text input fields for 'Nature of contract (give short description of contract)'. At the bottom, there are two more input fields: 'Applicant's Income tax file Number:' and 'Applicant's V.A.T file Number:'. The footer includes the 'Version : F2.0.0.4' and '© DRC - 2019. All rights reserved.' notices.

Figure 6.2

The screenshot shows a web browser window with multiple tabs open. The active tab displays the 'eROC' system interface. At the top, there is a header with the 'The Department of the Registrar of Companies Sri Lanka' logo and a 'RoC' logo. On the right side of the header are 'Home' and 'LOGIN' buttons. Below the header, the main content area has a title 'CONTRACT INFORMATION'. It contains several input fields: one for the amount accepted (2742793859389584586), another for the nature of contract (Chairs and tables), and two for applicant numbers (1234 and 6578). There are also four sets of tax-related fields for three years: Income Tax (Year 3) 5678, Income Tax (Year 2) 6543, Income Tax (Year 1) 98765; VAT (Year 3) 98765, VAT (Year 2) 65432, VAT (Year 1) 678999. At the bottom right of the form is an orange 'NEXT' button. The bottom of the screen shows the Windows taskbar with various pinned icons and the date/time (1/7/2019, 4:48 PM).

Figure 6.3

The below information shown in figures 6.4 and 6.5 will be displayed to the user as they are fed by the user during the previous processes. The details of the signing party i.e. name and designation can be entered by the user at this point.

This screenshot shows the same web browser window as Figure 6.3, but the main content area now displays the 'Applicant Information' section. It features several input fields with placeholder text: 'Full Name of Applicant' (Abraham), 'Address of Applicant' (30, Galle Road, Colombo-03), 'Nationality of Applicant' (Sri Lanka), 'Full Name of tenderer' (Lincoln), 'Address of Tenderer' (23, Martin tower, Hampden lane, Colombo-04), and 'Applicant Email' (not specified). Above these fields is a horizontal bar with four icons: 'Tender Details' (orange circle), 'Applicant Information' (blue square with a checkmark), 'Download Documents' (grey circle with a downward arrow), and 'Upload Documents/Pay' (grey circle with a plus sign). The bottom of the screen shows the Windows taskbar with pinned icons and the date/time (1/7/2019, 4:48 PM).

Figure 6.4

The screenshot shows a web-based application for tender submission. At the top, there are multiple browser tabs open. The active tab displays the eROC platform with the URL: https://220.247.219.173/frontend/beta/staging_v18/eroc/home/tenders/awarding/1901046496/1aa0a14832bd854cbcf594c486dd8163. The page header features the Registrar of Companies Sri Lanka logo and the eROC brand. The main content area contains several input fields for user information: 'Full Name of tenderer' (Lincoln), 'Address of Tenderer' (23, Martin tower, Hampden lane, Colombo-04), 'Applicant Email' (abraham@mailinator.com), 'Signing Party Name*' (Devini), and 'Signing Party Designation' (Designation Type : Director). Navigation buttons 'PREVIOUS' and 'NEXT' are located at the bottom right. The status bar at the bottom indicates the version as F2.0.0.4 and the date as 1/7/2019.

Figure 6.5

Upon clicking on the next button, the applicant will be directed to the document download section as shown in figure 6.6. The applicant can download PCA-02.

The screenshot shows the same eROC application interface as Figure 6.5, but the content has changed to focus on document download. The main area is titled 'DOCUMENT LIST' and shows a single item: 'PCA 02'. To the right of this item is a large orange 'DOWNLOAD' button with a cloud icon. A large blue callout bubble with the text 'Click on the download button download PCA-02' points to this 'DOWNLOAD' button. The top navigation bar remains the same, showing tabs for 'Tender Details', 'Applicant Information', 'Download Documents', and 'Upload Documents/Pay'. Navigation buttons 'PREVIOUS' and 'NEXT' are also present. The status bar at the bottom indicates the version as F2.0.0.4 and the date as 1/7/2019.

Figure 6.6

Upon clicking the next button, user can upload downloaded PCA-02 with the relevant signatures. The user will be displayed with the payment details as shown in figure 6.7.

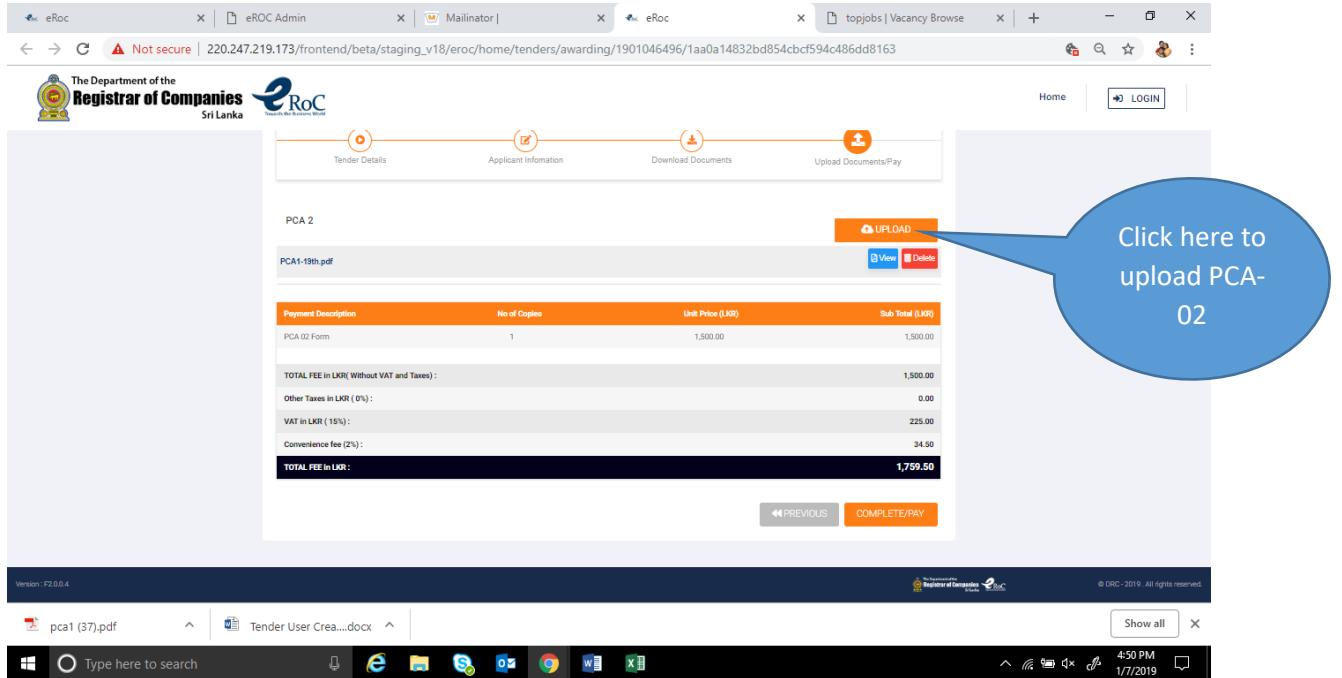


Figure 6.6

Upon clicking the Complete/Pay button, applicant will be directed to the confirmation message as shown in figure 6.8. Applicant can proceed to pay by clicking the “confirm and continue payment” button.

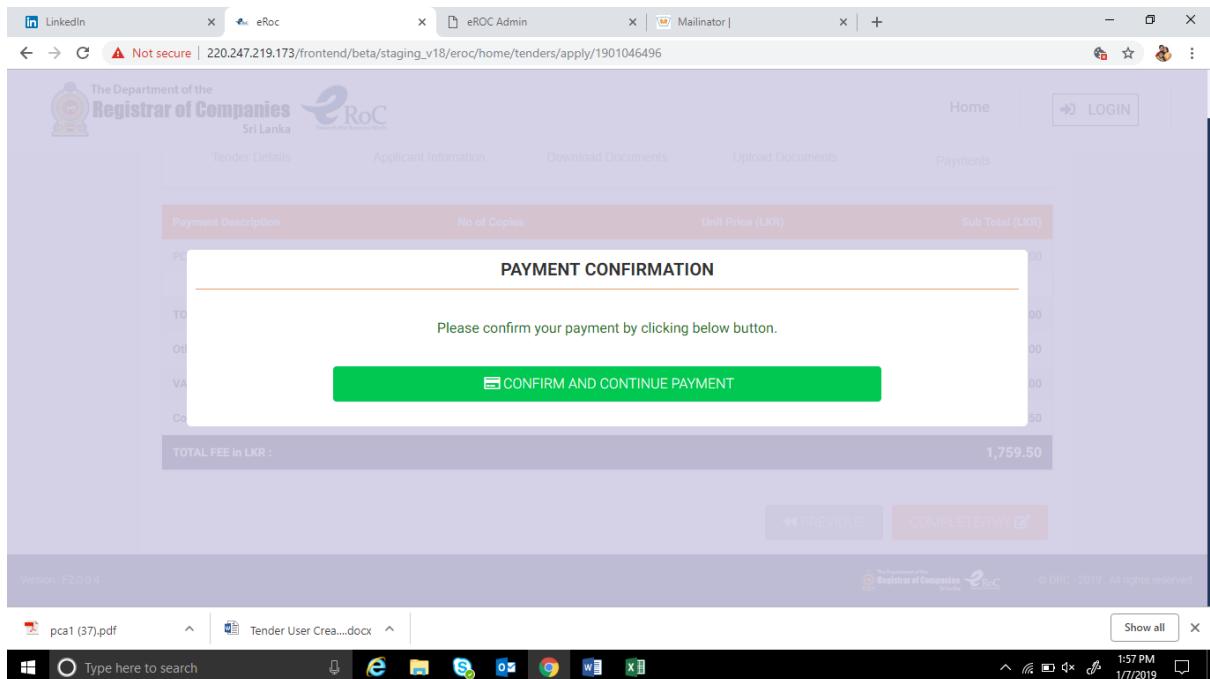


Figure 6.7

Applicant can accept the declaration message and select the credit card type as shown in figure 6.9.

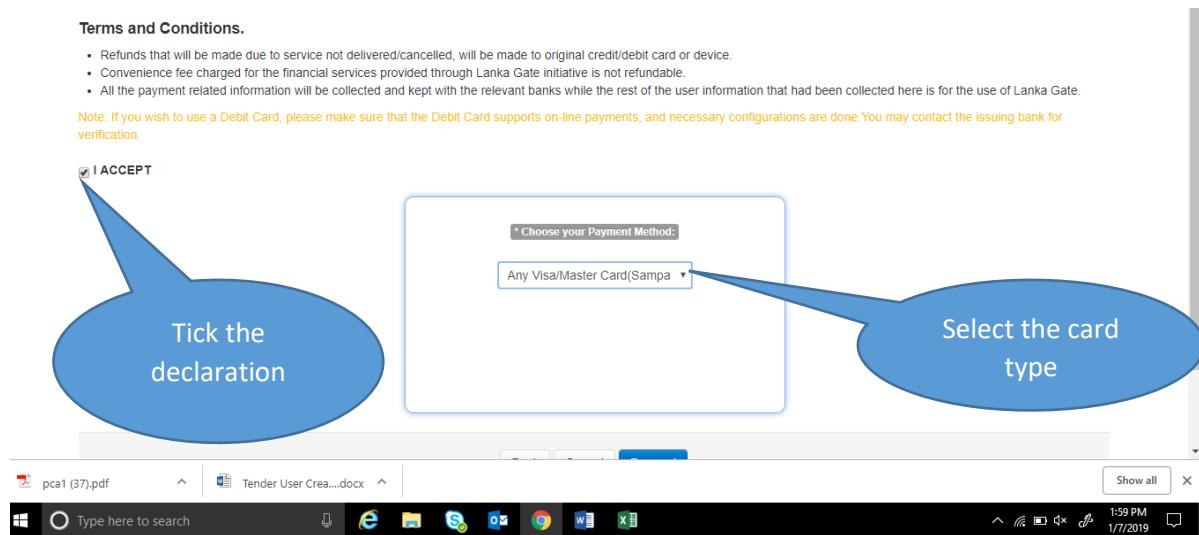


Figure 6.8

Applicant is requested to enter the card details in-order to complete the payment as shown in figure 6.10.

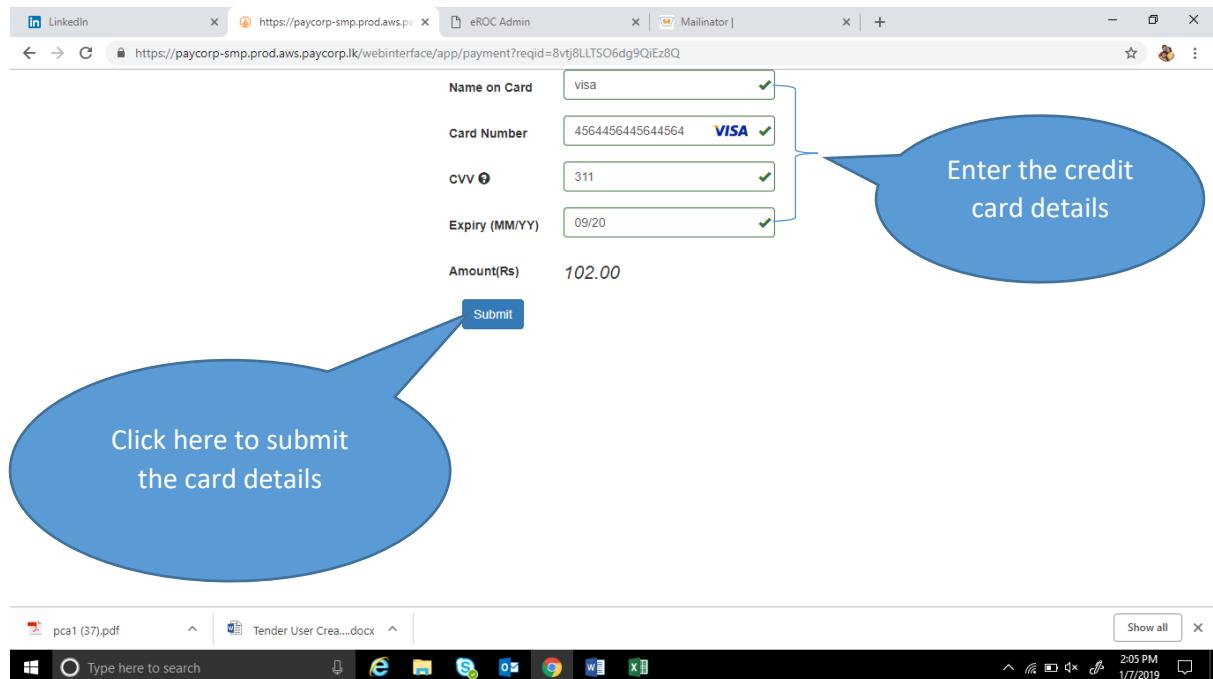


Figure 6.9

Upon clicking on the submit button, the payment success message will be displayed to the applicant as shown in figure 3.21. Payment receipt can be printed by clicking the print receipt button.

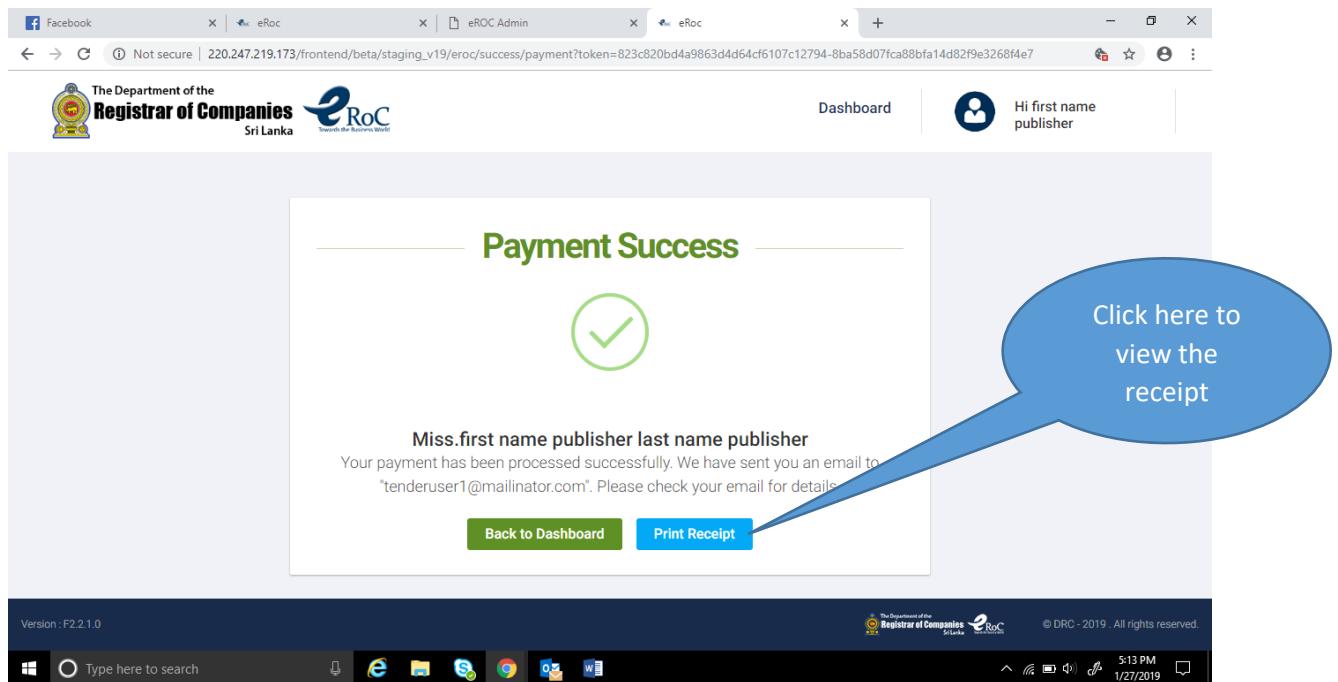


Figure 6. 10

7. Certificates

The certificates such as PCA-3 and 4 shall be mailed to the applicant upon the approval of the ROC officers.

Publishers can view the PCA-3 and 4 certificates as shown in figure 7.1.

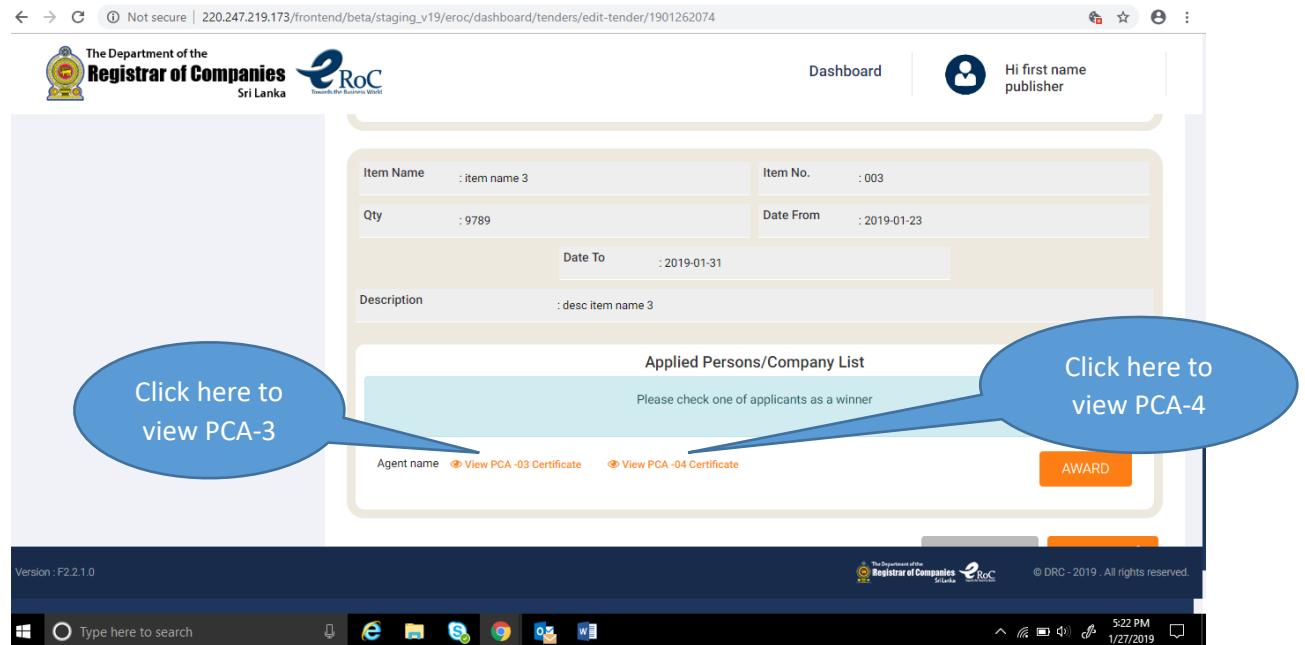


Figure 7.1