

USER MANUAL: REPUBLIC OF SOUTH SUDAN PROCUREMENT SYSTEM

TARGET USER: PDE USER

| DEC 2015



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1.0Summary

1.1 Introduction

The purpose of this document is to guide the reader on how to use the RSS PROCUREMENT SYSTEM, a web application accessed from <http://rssprocurement.org>. The document is organized in sections of user scenarios based on the possible user service needs. The reader is advised to review the table of contents to jump directly to the area of their interest.

You may also be interested in the drawings of the major system use cases attached to this document under APPENDIX 1.0 – Use Cases, which may be referenced in the system explanations. In case of any issues when following this manual, the reader is urged to contact the RSS system administrators

1.2 System User Roles

A number of user roles have been identified for the various stake holders in the system. The following is a breakdown of the default system user roles:

CODE	ROLE	DESCRIPTION
admin	Administrator	This is the system administrator. They are in charge of overseeing system operation, user management and maintenance of data validity.
Provider	Provider	These provide services to the different PDEs
PDE	Procuring /Disposal Entity	These are entities that procure and Dispose of Government assets

2.0) PDE Registration and Login

Using your browser, navigate to the RSS Procurement system from <http://rssprocurement.org>.

2.1) PDE Registration

Step 1. – Select Procurement or Disposal entity as the organization type as shown in figure 1

Monday, January 4, 2016 11:07AM EAT

Register Login Verify Document Contact Us Ministry

Public Procurement Portal
A ONE-STOP CENTER FOR THE INFORMATION YOU NEED ABOUT PUBLIC PROCUREMENT

MINISTRY OF FINANCE AND ECONOMIC PLANNING

Home Portal About This Portal Tenders Providers Resources FAQs **Register** Login

Register

1. Choose Account Type | 2. About Your Account | 3. Confirm Contact | 4. Login

To help us serve you better, fill out this form as completely as possible.

a) What is your organization type?

Procurement or Disposal Entity
Provider
Procurement or Disposal Entity

Next

NOTE:
Any saved applications will be deleted if not submitted within 30 days.
If you have questions on how to fill this form, see our help section or drop us a message.

This service is provided in accordance with the provisions

Figure 1

Click on the register button in the top right. The interface above will appear select Procurement or Disposal Entity click next. A second interface will appear as shown below.

Step 2. – Enter the required information about Your Account

Register

1. Choose Account Type
2. About Your Account
3. Confirm Contact
4. Login

To help us serve you better, fill out this form as completely as possible.

a) About Your Organization:

Ministry
Select a Category
Ministry
National Corporation
Commission or Authority

This Handles Sports

b) Your Organization Registration:

c) Your Account Details:

What was your childhood nickname?

d) Confirm and Proceed:

Answer this problem to prove you are human: $9 + 7$

By clicking the Next button, you agree to this website's [Terms](#) and [Privacy Policy](#).

Back
Next

Figure 2

Enter the organization name, select the category, then enter all your account details as shown above. Then click next or Back to edit any detail.

Step 3. – Confirm your account by entering the code sent to the email you provided in step 2 and the Contact address as shown in figure 3

The image shows a registration form titled "Register" with a progress bar at the top indicating four steps: 1. Choose Account Type, 2. About Your Account, 3. Confirm Contact, and 4. Login. Step 3 is currently active. Below the progress bar, a message states: "To help us serve you better, fill out this form as completely as possible." The form is divided into two sections: "a) Confirm Your Email:" and "b) Your Contact Address:". Section "a)" contains a single text input field labeled "Confirmation code sent to your email", which is circled in orange. Section "b)" contains several input fields: "First Name", "Last Name", "Address", "City", "Region/State", and "Zip Code". The "Region/State" field is a dropdown menu currently showing "Republic of South Sudan". A large orange oval encircles the entire "b) Your Contact Address:" section. At the bottom of the form, there are two buttons: a grey "Back" button on the left and a green "Next" button on the right.

Register

1. Choose Account Type | 2. About Your Account | 3. Confirm Contact | 4. Login

To help us serve you better, fill out this form as completely as possible.

a) Confirm Your Email:

Confirmation code sent to your email

b) Your Contact Address:

First Name Last Name

Address City

Region/State Zip Code

Republic of South Sudan ▼

Back Next

Figure 3

Enter the confirmation code sent to your email account you registered with. Add the contact Address, then click the next button to finish.

2.2) Access to the PDE dashboard

2.2.1) To login to the administrator go to <http://rssprocurement.org/> click on the login link you will get a login form, enter the provided username and password.

The screenshot displays the Public Procurement Portal's login interface. At the top, the browser address bar shows rssprocurement.org/accounts/logout. The page header includes the date and time (Monday, January 4, 2016 11:04AM EAT) and navigation links (Register, Login, Verify Document, Contact Us, Ministry). The main header features the portal's logo, the title "Public Procurement Portal", and the tagline "A ONE-STOP CENTER FOR THE INFORMATION YOU NEED ABOUT PUBLIC PROCUREMENT". The Ministry of Finance and Economic Planning logo is also visible. A dark blue navigation bar contains links for Home, Portal, About This Portal, Tenders, Providers, Resources, FAQs, Register, and Login. The central content area displays a login form titled "Login". The form includes a message "You have been logged out." and two input fields: one for the username "pde@pss.gov" and another for the password, which is masked with dots. A "Login" button is positioned below the password field. Links for "New Account" and "Forgot Password" are located at the bottom of the login form. The footer contains a legal disclaimer, navigation links (Terms, Privacy, Providers, Government Agencies, Contact Us), and social media icons for Twitter and Facebook.

Figure 4

The system will load your dashboard if your credentials are valid

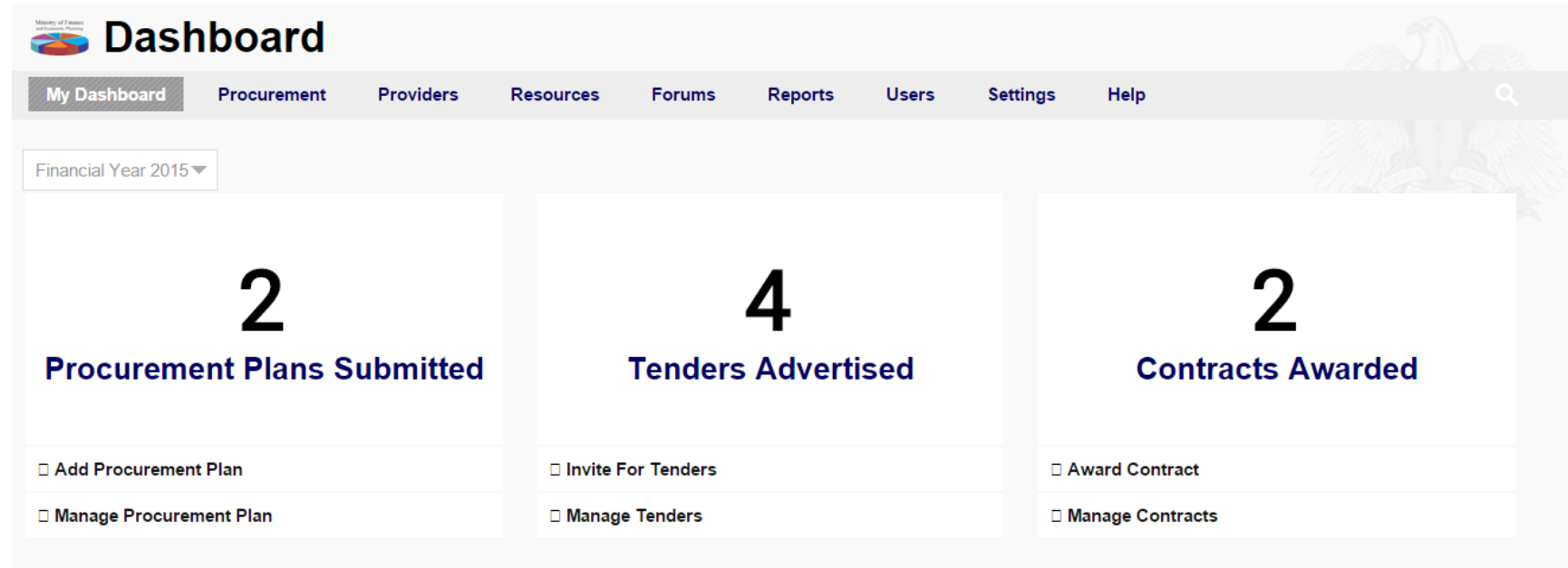



Figure 5


1.1) It will show an error if details are not valid.


The screenshot shows the Public Procurement Portal login page. The browser address bar displays `rssprocurement.org/accounts/login`. The page header includes the date and time "Monday, January 4, 2016 11:13AM EAT" and navigation links: "Register", "Login", "Verify Document", "Contact Us", and "Ministry". The main header features the portal's logo, the title "Public Procurement Portal", and the tagline "A ONE-STOP CENTER FOR THE INFORMATION YOU NEED ABOUT PUBLIC PROCUREMENT". To the right, it identifies the "MINISTRY OF FINANCE AND ECONOMIC PLANNING" with a pie chart icon. A dark blue navigation bar contains links: "Home", "Portal", "About This Portal", "Tenders", "Providers", "Resources", "FAQs", "Register", and "Login" (highlighted in yellow). A search icon is on the right. The central content area displays a "Login" form. An orange error message box with a red exclamation mark icon states: "The user name and password do not match a registered user. Please check and try again." The form fields show the email "pde@pss.gov" and a masked password "*****". Below the fields is a "Login" button. At the bottom of the form are links for "New Account" and "Forgot Password". The footer contains a disclaimer about the service's legal basis, followed by links for "Terms", "Privacy", "Providers", "Government Agencies", and "Contact Us", along with social media icons for Twitter and Facebook.

Monday, January 4, 2016 11:13AM EAT


Register Login Verify Document Contact Us Ministry

 **Public Procurement Portal**
A ONE-STOP CENTER FOR THE INFORMATION YOU NEED ABOUT PUBLIC PROCUREMENT

MINISTRY OF FINANCE AND ECONOMIC PLANNING 

Home Portal About This Portal Tenders Providers Resources FAQs Register **Login** 

Login

 The user name and password do not match a registered user. Please check and try again.

pde@pss.gov

Login

[New Account](#) [Forgot Password](#)

This service is provided in accordance with the provisions of Articles 55(3)(b), 110(n), and 85(1) of the Transitional Constitution of the Republic of South Sudan, 2011. It is operated under the Ministry of Finance and Economic Planning in the Directorate of Public Procurement. It is headed by the Director of Procurement assisted by the



[Terms](#) [Privacy](#) [Providers](#) [Government Agencies](#) [Contact Us](#)  

Figure 6

a) Procurement

To add a procurement plan while logged in the dashboard click on procurement as shown below

The screenshot displays the 'Procurement Plans List' page. The navigation bar includes 'My Dashboard', 'Procurement' (highlighted), 'Providers', 'Resources', ' Forums', 'Reports', 'Users', 'Settings', and 'Help'. Below the navigation bar, there are sub-tabs: 'Procurement Plans' (highlighted), 'Invitation for Bids/Quotations', 'Bids Received', 'Best Evaluated Bidders', and 'Contract Awards'. The main content area shows a table with the following data:

	Title	Financial Year	Status	Added	Publish
<input checked="" type="checkbox"/>	Purchase of Science Syllabus Books	FY 2015-2016	ARCHIVED	01/Dec/2015	Deactivate
<input type="checkbox"/>	Annual Procurement Plan	FY 2015-2016	PUBLISHED	19/Nov/2015 09:23AM	
<input type="checkbox"/>	This is a test plan	FY 2014-2015	PUBLISHED	13/Dec/2015 11:35AM	

At the bottom left of the table, there is a '1' in a blue box and a 'FILTER Q' button. At the top right of the table, there is a 'New' button (highlighted) and a gear icon.

Figure 7

Click on add new green button and fill out the form below; select the Procuring/Disposal Entity, enter the Plan name, financial Period, uploads procurement entries in the excel document you downloaded, choose the status and save.

S

← → ↻ 🏠 📄 rssprocurement.org/procurement_plans/add

Friday, January 8, 2016 1:59PM EAT John Dolres [admin] Log Out

Procurement: Add Plan


My Dashboard | **Procurement** | Providers | Contracts | Resources | Forums | Reports | Users | Settings | Help

Procurement Plans | Invitation for Bids/Quotations | Bids Received | Best Evaluated Bidders | Contract Awards

Procurement/Disposal Entity: Search PDE Name

Title: Title

Financial Period: FY 2017-2018

Details: Attach Filled Plan Template  **Apply** [Download Template](#)

CAUTION: Clicking Apply overwrites the procurement plan for the PDE financial period.

Status: Saved

Save

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Figure 8

To publish any plan click on the check box of any plan and from the settings icon you can activate or deactivate it.

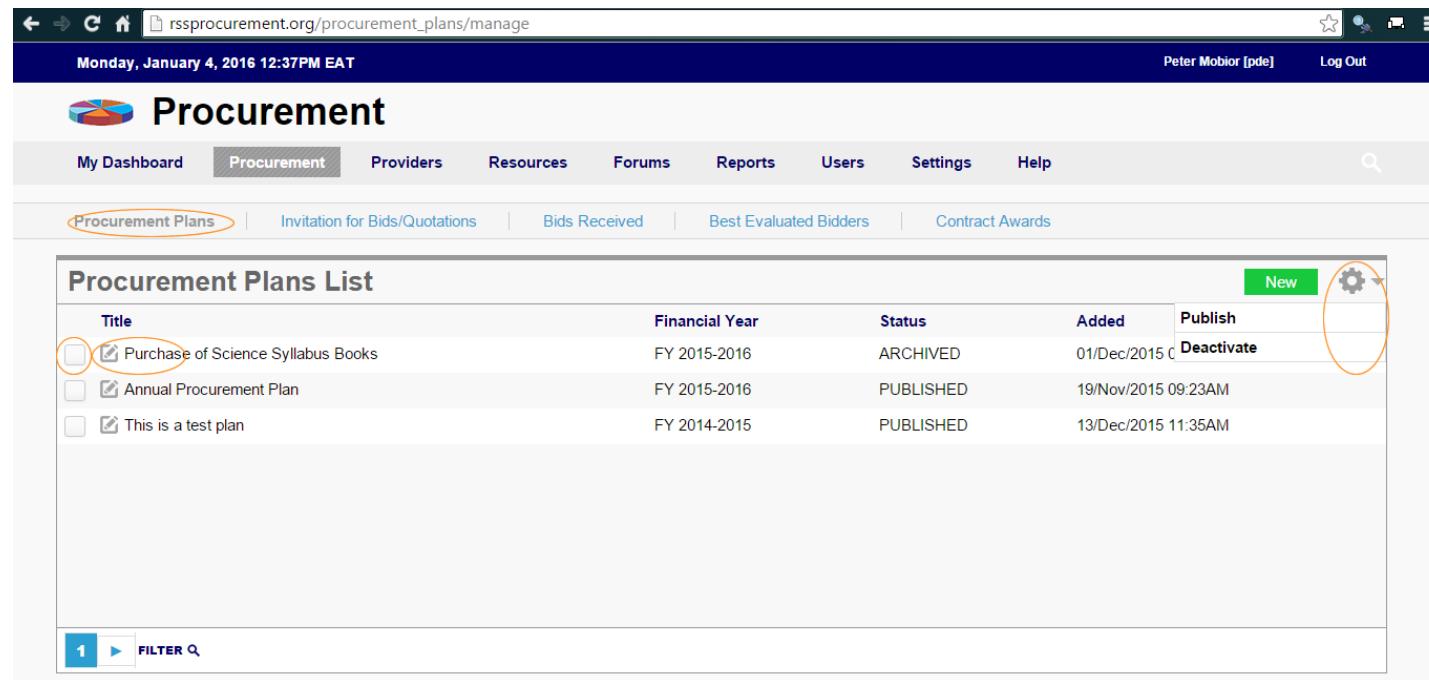


Figure 9

The following setting are applied to the plan:

1. Publish a plan: when admin chooses this option, the plan is automatically published to the website (<http://rssprocurement.org/tenders>) so that the public can view its details and prepare to bid on it
2. Deactivate a plan: when the admin chooses this action, the plan is automatically removed from the front end (from the public), bids can no longer be accepted, and the status changes to 'inactive'
3. Click on the pencil icon to edit the plan

2.3) Adding Invitation for Bids

To access the Invitation for Bids section you click on the Invitation for Bids menu and the list below will appear

The screenshot shows the 'Procurement' section of a web application. The 'Invitation for Bids/Quotations' menu item is highlighted. Below it, a table lists several procurement plans. The first row is circled, and a 'New' button is also circled. The table has columns for Subject, Procurement Plan, Bids, Procurement Type, Procurement Method, Deadline, Display Start, Display End, Publish, and Deactivate. The first row shows a test plan for 'RFP For Maths Books real (TEST)' with 'None' bids, 'GOODS' type, 'Single Sourcing' method, and a deadline of 30/Dec/2015. The 'Publish' status is 'SAVED' and the 'Deactivate' status is '29/Dec/2015 07:40AM'.

Subject	Procurement Plan	Bids	Procurement Type	Procurement Method	Deadline	Display Start	Display End	Publish	Deactivate
<input type="checkbox"/> RFP For Maths Books real (TEST)	This is a test plan	None Add	GOODS	Single Sourcing [0 invited] Invite	30/Dec/2015 12:00AM	29/Dec/2015	30/Dec/2015	SAVED	29/Dec/2015 07:40AM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0035)	This is a test plan	None Add	SERVICES	Single Sourcing [1 invited] Invite	31/Dec/2015 05:00PM	19/Dec/2015	31/Dec/2015	SAVED	18/Dec/2015 08:13AM
<input type="checkbox"/> Tender of New Mathematics Syllabus Books	Annual Procurement Plan	Bids Add	GOODS	Request For Quotations [0 invited] Invite	30/Nov/2016 12:00AM	30/Nov/2015	31/Jan/2016	PUBLISHED	28/Nov/2015 01:30PM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0034)	This is a test plan	Bids Add	WORKS	Single Sourcing [0 invited] Invite	31/Jan/2016 01:00PM	16/Dec/2015	30/Dec/2015	SAVED	15/Dec/2015 07:47AM

1 FILTER Q

Figure 10

Click on new button to add a new procurement plan to the Invitation for bids. A form will appear as shown below;

The screenshot shows a web browser at the URL `rssprocurement.org/tenders/add`. The page title is "Procurement: Add Invitation for Bids/Quotations". The navigation bar includes links for "My Dashboard", "Procurement", "Providers", "Resources", "Forums", "Reports", "Users", "Settings", and "Help". Below the navigation bar, there are tabs for "Procurement Plans", "Invitation for Bids/Quotations", "Bids Received", "Best Evaluated Bidders", and "Contract Awards". The "Invitation for Bids/Quotations" tab is selected and highlighted with an orange circle. The form fields are as follows:

- Procurement Plan:** A dropdown menu with the placeholder text "Search Procurement Plan". This field is highlighted with an orange circle.
- Subject of Procurement:** A dropdown menu with the placeholder text "Select or Search Subject".
- Reference Number:** A text input field with the placeholder text "Reference Number" and a help icon (?) to its right.
- Type of Procurement:** A dropdown menu with the placeholder text "Select Type of Procurement".
- Summary:** A text area with the placeholder text "A brief description of the tender notice (Max 500 characters)".
- Add Documents:** A button with the text "Select Tender Document (PDF, Word. Max 500MB)" and a document icon and a plus sign (+) to its right.
- Submission Deadline:** A button with the text "Select Submission Deadline" and a calendar icon to its right.

Figure 11

Select the procurement plan and fill all the other fields as shown above then save.

2.4) Viewing details of a Procurement Plan

The screenshot displays the 'Procurement' section of a web application. A modal window is open, showing details for the 'Ministry of Education, Science and Technology'. The modal includes a close button (X) in the top right corner. The details are as follows:

Ministry of Education, Science and Technology	
Description	We supply education materials.
Tax ID	
Registration Number	
Administrator	Peter Mobior
Date Registered	
Registration Country	Uganda
Category/Ministry	Education, Science and Technology
Address	34 Regan Str, Moroto, Moroto 256, Uganda
Status	ACTIVE
Date Entered	11/11/2015
Entered By	Peter Mobior
Last Updated	11/11/2015
Last Updated By	Peter Mobior

In the background, the 'Procurement Plans List' is visible, showing a table with columns for 'Year End', 'Status', and 'Added'. The table contains three rows of data, all with a status of 'PUBLISHED'.

Figure 12

2.5) Adding bids to a Procurement plan and inviting bids

The screenshot shows the 'Invitation for Bids/Quotations List' page. The table has the following columns: Subject, Procurement Plan, Bids, Procurement Type, Procurement Method, Deadline, Display Start, Display End, Status, and Added. The 'Bids' column contains 'None' for the first two rows and 'Bids' for the last two. Each 'None' or 'Bids' entry has a green 'Add' button below it. The 'Procurement Method' column contains 'Single Sourcing' for the first two rows and 'Request For Quotations' for the last two. Each 'Single Sourcing' entry has a green 'Invite' button below it. The 'Status' column contains 'SAVED' for the first three rows and 'PUBLISHED' for the last row. The 'Added' column shows the date and time of the last update. The 'Add' button for the first row is circled in orange.

Subject	Procurement Plan	Bids	Procurement Type	Procurement Method	Deadline	Display Start	Display End	Status	Added
<input type="checkbox"/> RFP For Maths Books real (TEST)	This is a test plan	None Add	GOODS	Single Sourcing [0 invited] Invite	30/Dec/2015 12:00AM	29/Dec/2015	30/Dec/2015	SAVED	29/Dec/2015 07:40AM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0035)	This is a test plan	None Add	SERVICES	Single Sourcing [1 invited] Invite	31/Dec/2015 05:00PM	19/Dec/2015	31/Dec/2015	SAVED	18/Dec/2015 08:13AM
<input type="checkbox"/> Tender of New Mathematics Syllabus Books	Annual Procurement Plan	Bids Add	GOODS	Request For Quotations [0 invited] Invite	30/Nov/2016 12:00AM	30/Nov/2015	31/Jan/2016	PUBLISHED	28/Nov/2015 01:30PM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0034)	This is a test plan	Bids Add	WORKS	Single Sourcing [0 invited] Invite	31/Jan/2016 01:00PM	16/Dec/2015	30/Dec/2015	SAVED	15/Dec/2015 07:47AM

1 [FILTER](#) [Q](#)

Figure 13

Click on add button which is below the Bids column for any notice

The screenshot shows a web browser at the URL `rssprocurement.org/bids/add/t/11`. The page title is "Submit Bid". The navigation bar includes links for "My Dashboard", "Procurement", "Providers", "Resources", "Forums", "Reports", "Users", "Settings", and "Help". Below the navigation bar, there are tabs for "Procurement Plans", "Invitation for Bids/Quotations", "Bids Received", "Best Evaluated Bidders", and "Contract Awards". The main form area contains the following fields:

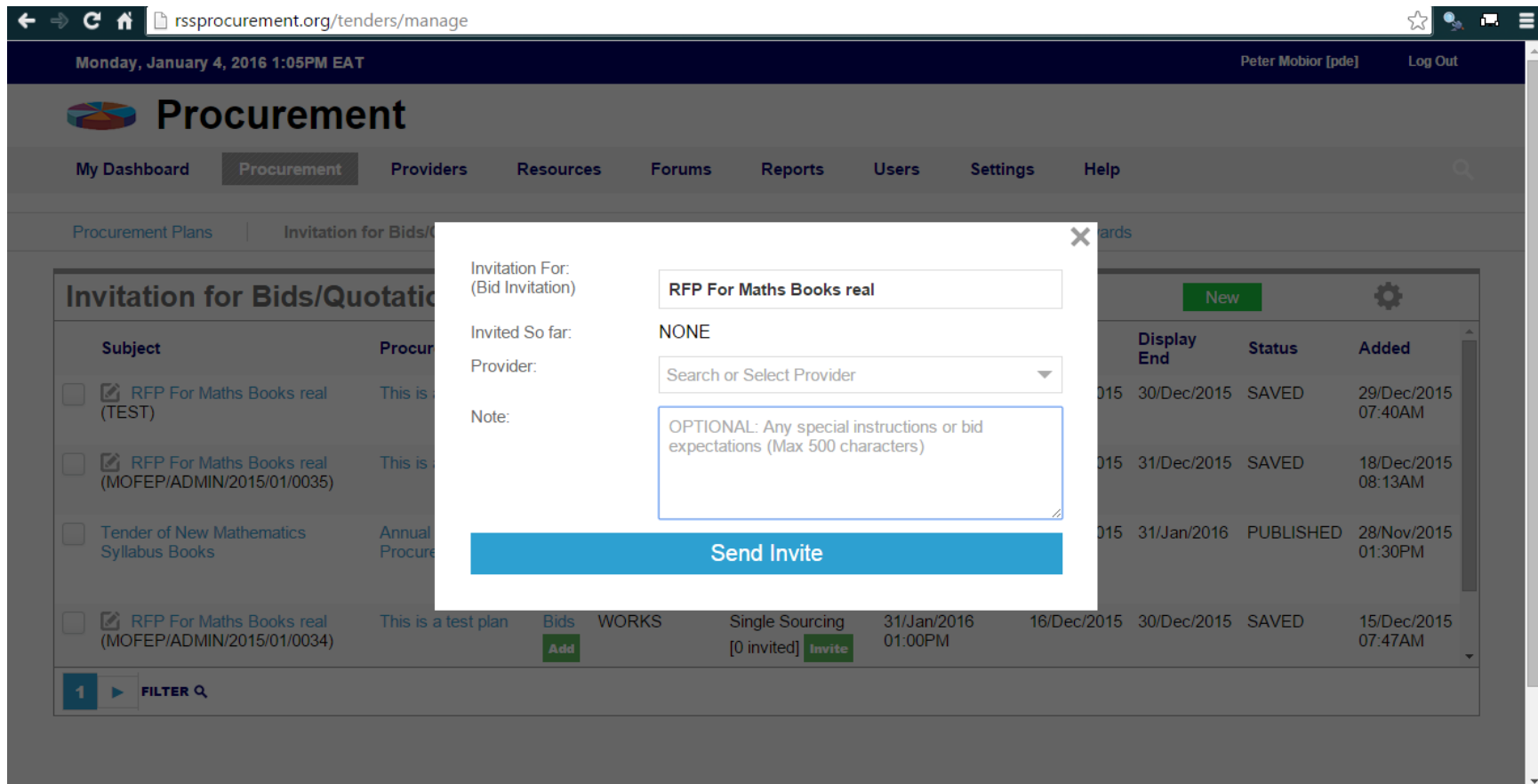
- Submitting a Bid On: (Bid Invitation)**: A text box containing "Ministry of Education, Science and Technology" and a link "RFP For Maths Books real".
- Provider**: A dropdown menu with "Select Provider" as the placeholder.
- Summary**: A text area with the placeholder text "E.g received one original and two copies. (Max 500 characters)".
- Add Documents**: A text box with the placeholder "OPTIONAL: Select Bid Document (PDF, Word. Max 500MB)" and a plus icon.
- Validity Period of Your Bid**: Two date pickers labeled "OPTIONAL: From" and "OPTIONAL: To".
- Your Bid**: Two dropdown menus labeled "OPTIONAL: Currency" and "OPTIONAL: Amount (to nearest unit)".

An orange circle is drawn around the "Provider", "Summary", "Add Documents", and "Validity Period of Your Bid" sections.

Figure 14

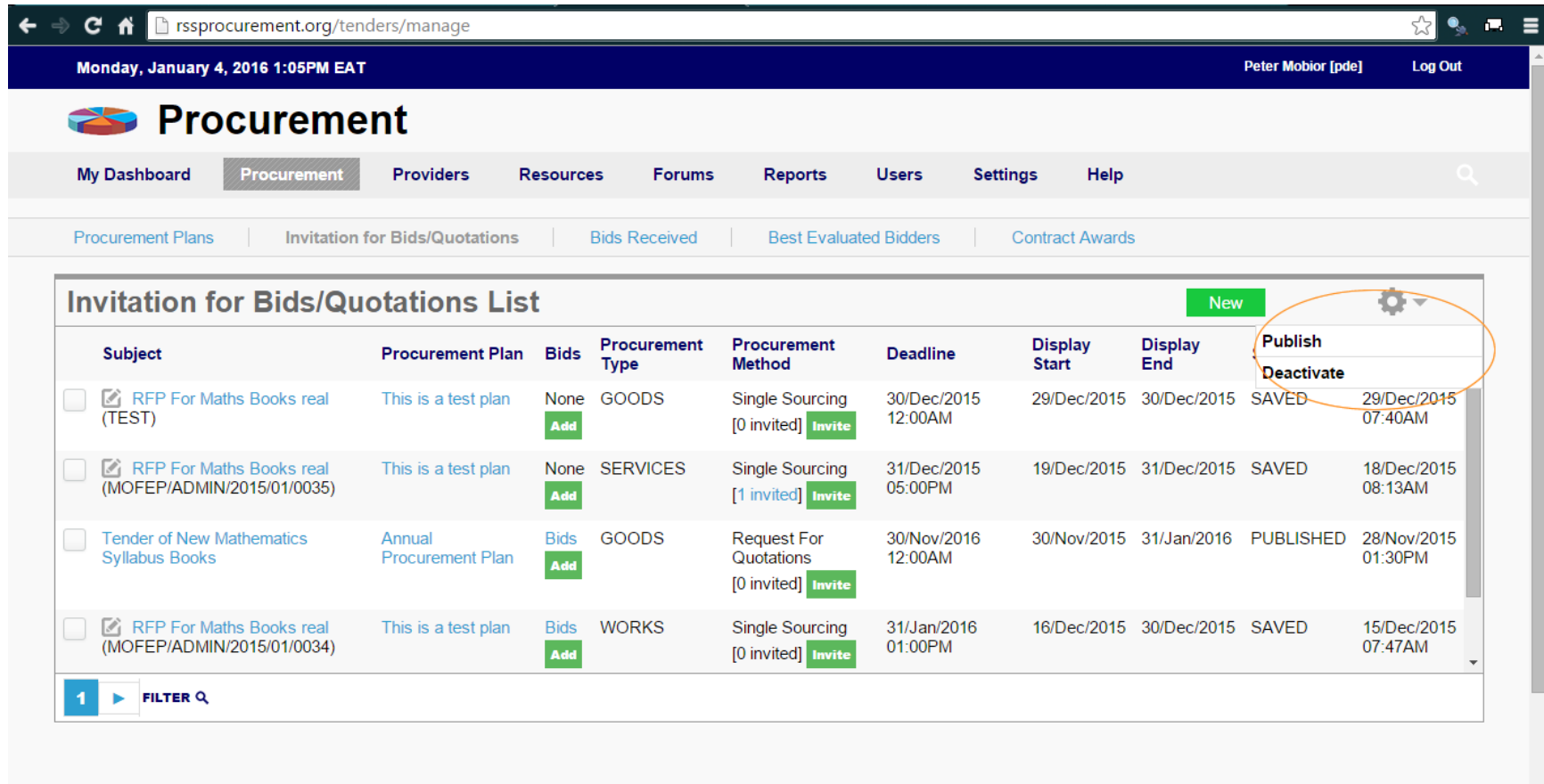
Select a provider, add a summary about the bid, you can attach multiple bids, choose the period of the bid, currency and save.

Click on the invite button shown in figure 13 to invite a bidder as shown on the image below



Publishing/De-activating a Bid

1. Publish a tender notice: when admin chooses this option, the tender notice is automatically published to the website (<http://rssprocurement.org/tenders>) so that the public can view its details and prepare to bid on it
2. Deactivate a tender notice: when the admin chooses this action, the tender notice is automatically removed from the front end (from the public), bids can no longer be accepted, and the status changes to 'inactive'



Monday, January 4, 2016 1:05PM EAT Peter Mobior [pde] Log Out

Procurement

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

Procurement Plans Invitation for Bids/Quotations Bids Received Best Evaluated Bidders Contract Awards

Invitation for Bids/Quotations List

New

Subject	Procurement Plan	Bids	Procurement Type	Procurement Method	Deadline	Display Start	Display End	Publish
<input type="checkbox"/> RFP For Maths Books real (TEST)	This is a test plan	None Add	GOODS	Single Sourcing [0 invited] Invite	30/Dec/2015 12:00AM	29/Dec/2015	30/Dec/2015	SAVED 29/Dec/2015 07:40AM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0035)	This is a test plan	None Add	SERVICES	Single Sourcing [1 invited] Invite	31/Dec/2015 05:00PM	19/Dec/2015	31/Dec/2015	SAVED 18/Dec/2015 08:13AM
<input type="checkbox"/> Tender of New Mathematics Syllabus Books	Annual Procurement Plan	Bids Add	GOODS	Request For Quotations [0 invited] Invite	30/Nov/2016 12:00AM	30/Nov/2015	31/Jan/2016	PUBLISHED 28/Nov/2015 01:30PM
<input type="checkbox"/> RFP For Maths Books real (MOFEP/ADMIN/2015/01/0034)	This is a test plan	Bids Add	WORKS	Single Sourcing [0 invited] Invite	31/Jan/2016 01:00PM	16/Dec/2015	30/Dec/2015	SAVED 15/Dec/2015 07:47AM

1 FILTER Q

Figure 15

Viewing details of a Bid Notice

Click on the subject title the details will appear as shown below.

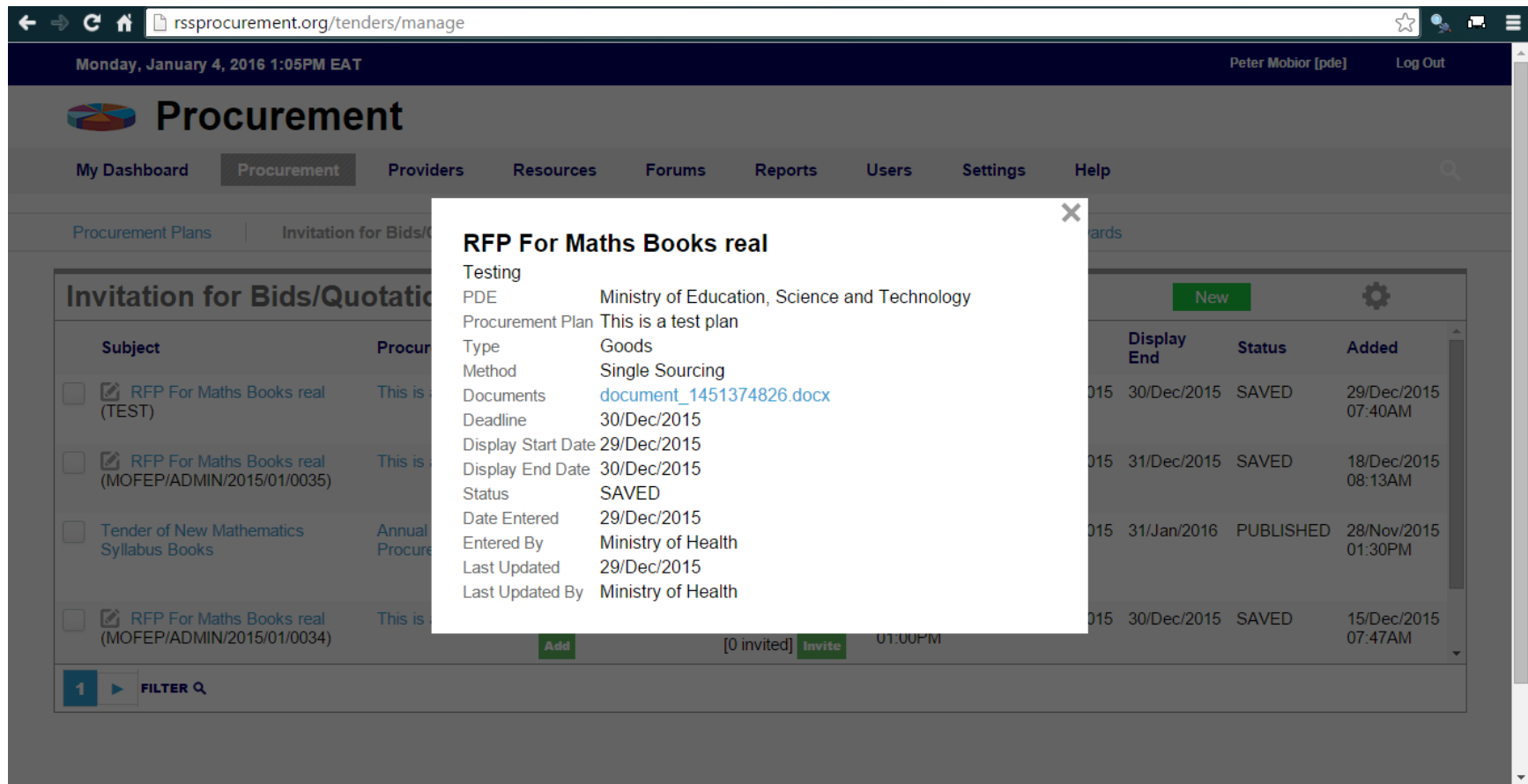


Figure 16

2.6) Managing Bids

Click on the Bids Received link a list below will appear.

Monday, January 4, 2016 11:37AM EAT Peter Mobior [pde] Log Out

Procurement

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

Procurement Plans Invitation for Bids/Quotations **Bids Received** Best Evaluated Bidders Contract Awards

Bidders List

[New](#)

Provider	Bid Details	Plan Name	Invitation for Bids/Quotations	Bid Amount	Valid From	Valid To	Submitted	Status	
Chiya Holdings Ltd	Details	This is a test plan	RFP For Maths Books real	0	NONE	NONE	NONE	SAVE	Message Bidder Under Review Short List Reject Bid

1 FILTER

Figure 17

To edit a bid, check it then on the settings icon click it as under review, short list it, reject it or mark it as complete.

1. Message Bidder : The admin chooses this option, if he wants to make a communication to the selected bidder in particular
2. Under review : when admin chooses this option, the Bidder checked will be under evaluation
3. Short list : when admin chooses this option, the Bidder checked will be put in the list of potential bidders and notified for upon selection
4. Reject Bid : when admin chooses this option, the Bidder checked will be rejected and will be sent a notification about the rejection
5. Click the pencil icon to edit the Bid details

Filtering Bids

Click the filter link, a pop up will appear; select the fields to filter as you would desire.

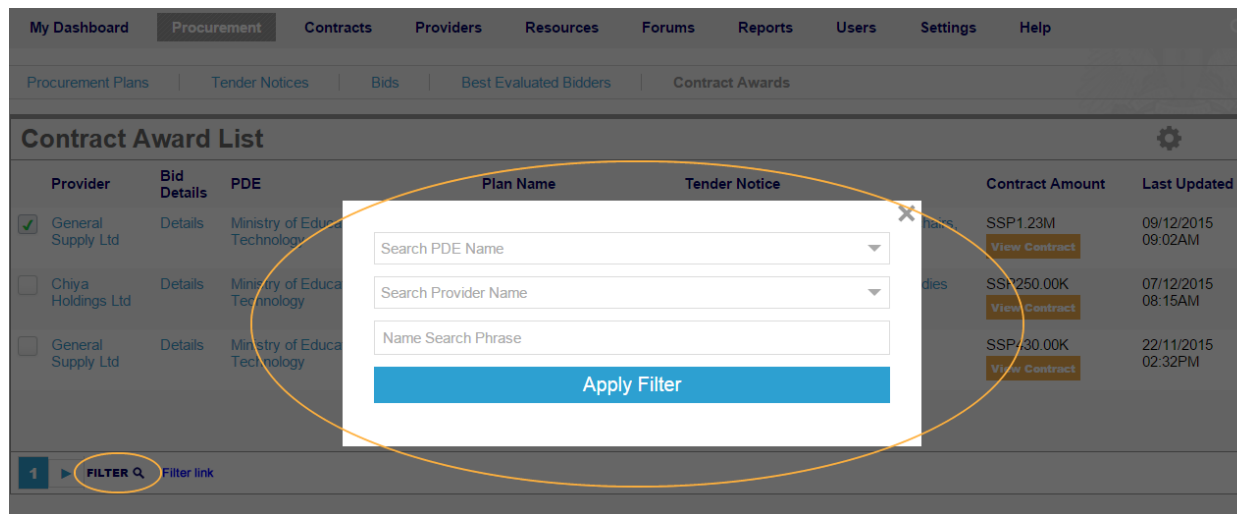


Figure 18

2.7 Managing Best Evaluated Bidder

You click on “Best Evaluated Bidder” link in the menu to manage Best Evaluated Bidders

Monday, January 4, 2016 11:40AM EAT Peter Mobior [pde] Log Out

Procurement

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

Procurement Plans Invitation for Bids/Quotations Bids Received **Best Evaluated Bidders** Contract Awards

Best Evaluated Bidders List

[New](#)

Provider	Bid Details	Plan Name	Invitation for Bids/Quotations	Bid Amount	Valid From	Valid To	Submitted	Message Bidder
<input checked="" type="checkbox"/> General Supply Ltd	Details	Annual Procurement Plan	Tender of New Mathematics Syllabus Books	USD23.40K	30/Dec/2015	31/Jan/2016	14/Dec/2015 08:59AM	Award to Selected COMPLETE 16/Dec/2015 10:00AM

1 FILTER Q

Figure 19

From the settings Icon after checking the specified best evaluated bidder mark him as won, retract Win, Mark as Awarded, Retract Award and Mark as Completed.

1. Message Bidder: The admin chooses this option, when there is a notification to be made to the checked best evaluated bidder.
2. Award to selected : The admin chooses this option, when the chosen Best Evaluated Bidder and PDE have signed the contract.

Filtering Best Evaluated Bidders

Click the filter link, a pop up will appear; select the fields to filter as you would desire.

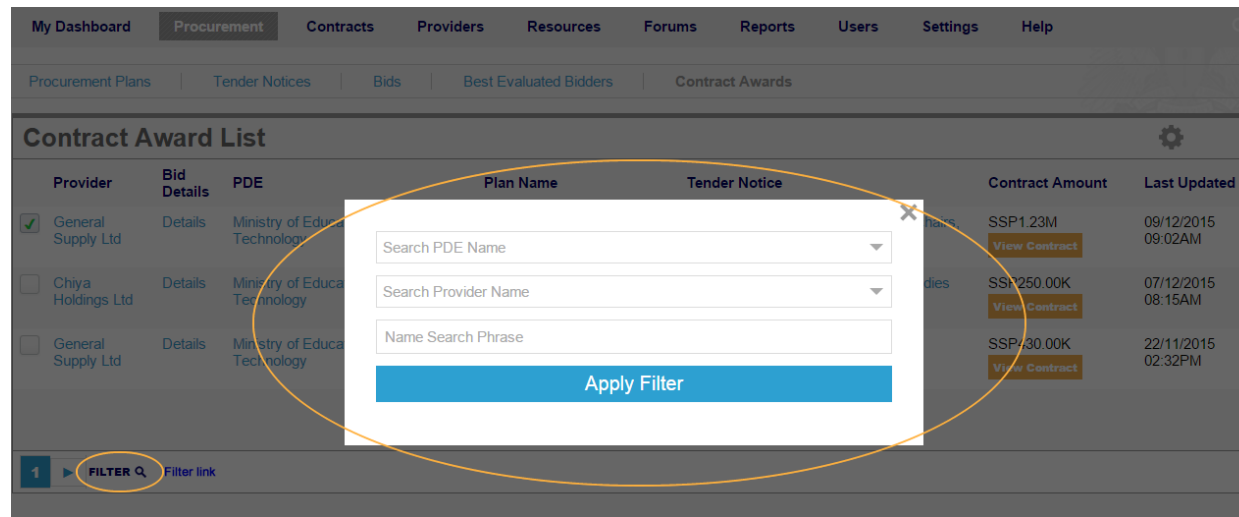


Figure 20

2.8 Managing Contracts

Click on Contract awards to manage contracts

Monday, January 4, 2016 11:48AM EAT Peter Mobior [pde] Log Out

Procurement

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

Procurement Plans Invitation for Bids/Quotations Bids Received Best Evaluated Bidders **Contract Awards**

Contract Award List

Provider	Bid Details	Plan Name	Invitation for Bids/Quotations	Contract Amount	Message Bidder
<input checked="" type="checkbox"/> Chiya Holdings Ltd	Details	Annual Procurement Plan	Tender of New Mathematics Syllabus Books	SSP123.00K View Contract	Retract Award
<input type="checkbox"/> General Supply Ltd	Details	Purchase of Science Syllabus Books	Purchase of Volume 34 Of Social Studies 2016	0 Generate Contract	10/Dec/2015 08:50PM
<input type="checkbox"/> Chiya Holdings Ltd	Details	Purchase of Science Syllabus Books	Purchase of Volume 34 Of Social Studies 2016	SSP250.00K View Contract	07/Dec/2015 08:15AM
<input type="checkbox"/> General Supply Ltd	Details	Annual Procurement Plan	RFP For Maths Books	SSP430.00K View Contract	22/Nov/2015 02:32PM

1 FILTER Q

Figure 21

Check any contract from the list and on the setting icon select the action to make.

1. Retract Award: when the admin chooses this action, the tender notice is automatically removed from the front end (from the public site), the process will not commence until the contract is activated.
2. Message: When the admin chooses, a message is sent to the bidder selected

2.9 Filtering Contracts Awards

Click the filter link, a pop up will appear; select the fields to filter as you would desire.

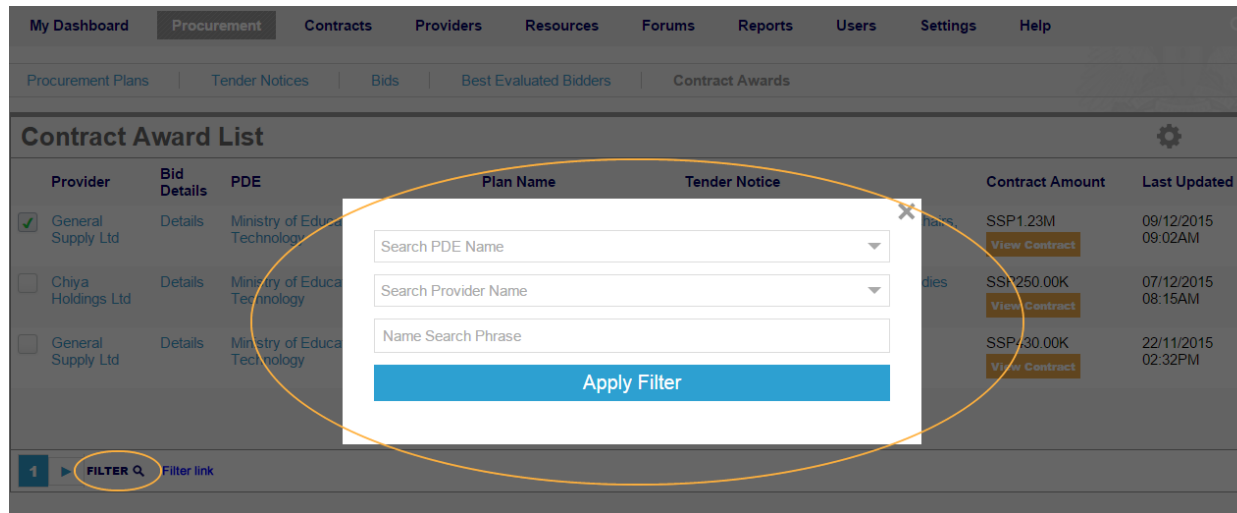


Figure 22

3.0 Providers

You can verify, generate certificates for providers or create a message, deactivate or activate accounts as shown below

You access the Providers page by clicking on providers in the main menu as shown below

← → ↻ 🏠 📄 rssprocurement.org/providers/manage

Monday, January 4, 2016 11:53AM EAT Peter Mobior [pde] Log Out

Providers

My Dashboard Procurement **Providers** Resources Forums Reports Users Settings Help

Providers List

	Name	Contact	Tax ID	Category/Ministry	ROP #	Country	Address	Status	Regist	Message
<input checked="" type="checkbox"/>	General Supply Ltd	Almond Great	T9098032423	Home and garden	SSA00000005102	Republic of South Sudan	Plot 345 Tinga Str , Moto, South Moto 234, Republic of South Sudan	ACTIVE	11/Nov/2013	11/Nov/2015 11:38PM 30/Dec/2016 12:00AM
<input type="checkbox"/>	EMK Enterprise	EMK EMK	123	Arts, crafts, and collectibles	SSD00000005102	Uganda	1 , Kampala, Kampala 12, Uganda	ACTIVE	UNKNOWN	27/Dec/2015 07:33PM 31/Dec/2015 12:00AM
<input type="checkbox"/>	newprovider	Bakyenga Michael	123new	Computers, accessories, and services		Republic of South Sudan	Newwave , Juba, Central Region 256, Republic of South Sudan	INACTIVE	UNKNOWN	04/Jan/2016 07:13AM UNKNOWN
<input type="checkbox"/>	Chiya Holdings Ltd	Gary Mathews	T89089234234	Health and personal care	SSC00000005102	Ethiopia	43 Regan Rd , Kuma, Abok 8011, Republic of South Sudan	SUSPENDED	UNKNOWN	07/Dec/2015 07:12AM 21/Dec/2015 12:00AM

1 FILTER 🔍

Figure 23

4.0) Adding Resources

4.1) Documents

To access Resources Page you select Resources in the main menu which takes you to the page shown below however in this section we find other sections that is Documents Important links Standards and Training Activities. So you click on each Resource type to access it as shown next

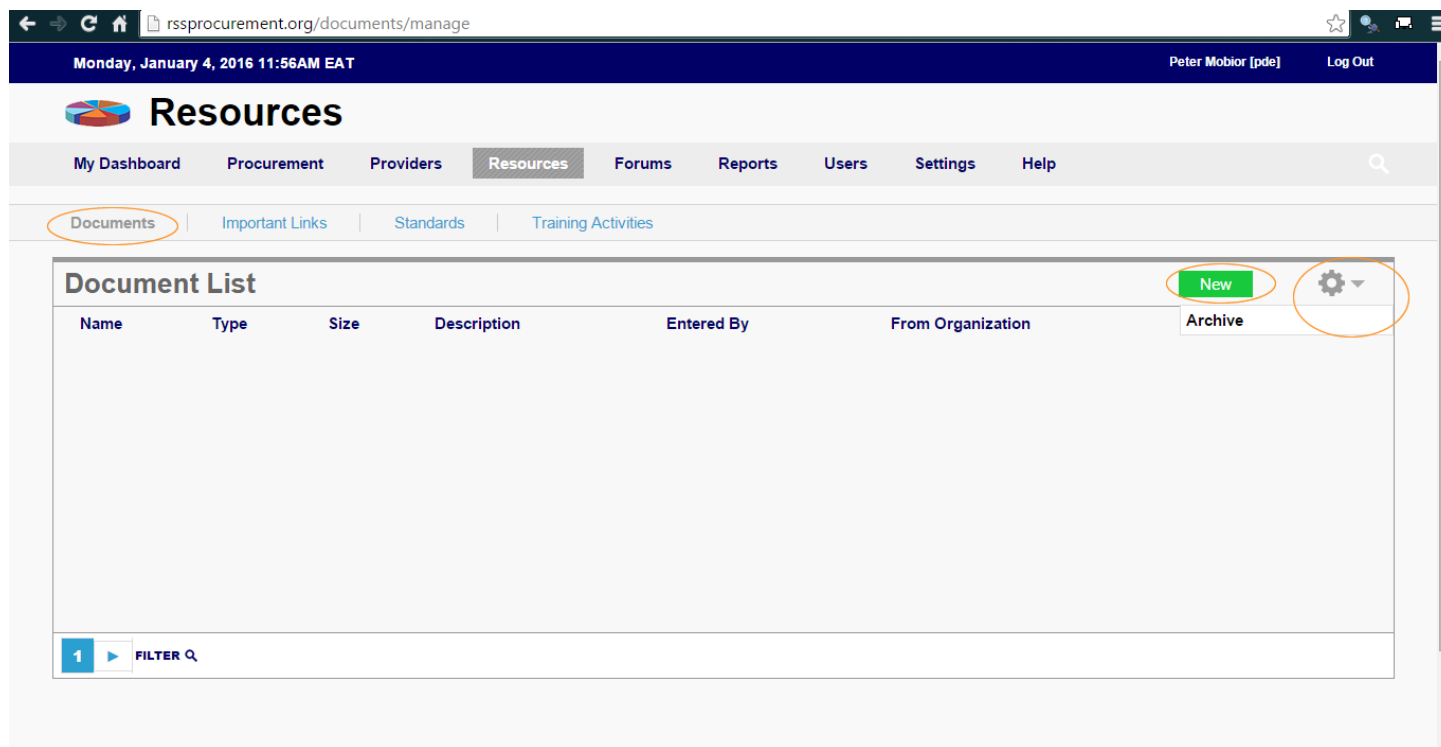


Figure 24

To access Documents you click on Documents in the second menu below the First menu

The screenshot shows a web application interface for managing documents. The top navigation bar includes a date and time stamp, the user name 'John Dolres [admin]', and a 'Log Out' button. Below this is a 'Resources' section with a main menu and a secondary menu. The 'Documents' link in the secondary menu is highlighted with an orange circle. The main content area displays a 'Document List' table with columns for Name, Type, Size, Description, Entered By, From Organization, Status, and Posted. A single document is listed: 'Another Test Doc' (Type: Letters, Size: 465.15KB, Status: ACTIVE, Posted: 25/11/2015). A 'New' button and a settings gear icon are located at the top right of the table. At the bottom left, there is a pagination control showing '1' and a 'FILTER' button.

Name	Type	Size	Description	Entered By	From Organization	Status	Posted
<input type="checkbox"/> Another Test Doc	Letters	465.15KB	View Description	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015

Figure 25

To edit , download and apply settings to the document you tick the button before document on the on the Right side to apply the settings on the settings button on your left and you can further download the Document by Clicking on the Document Name

The screenshot shows the 'Resources' section of the 'rssprocurement.org/documents/manage' interface. The page has a dark blue header with the date 'Wednesday, December 9, 2015 12:43PM EAT' and the user 'John Dolres [admin]' with a 'Log Out' link. Below the header is a navigation bar with tabs: 'My Dashboard', 'Procurement', 'Contracts', 'Providers', 'Resources' (selected), 'Forums', 'Reports', 'Users', 'Settings', and 'Help'. Under the 'Resources' tab, there are sub-links: 'Documents', 'Important Links', 'Standards', and 'Training Activities'. The main content area is titled 'Document List' and contains a table with the following columns: 'Name', 'Type', 'Size', 'Description', 'Entered By', 'From Organization', 'Status', and 'Posted'. There are two rows of documents: 'Testing Document Uploads' (Type: Other, Size: 249.16KB, Description: NONE, Entered By: John Dolres, From Organization: South Sudan Procurement, Status: ACTIVE, Posted: 08/12/2015) and 'Another Test Doc' (Type: Letters, Size: 465.15KB, Description: View Description, Entered By: John Dolres, From Organization: South Sudan Procurement, Status: ACTIVE, Posted: 25/11/2015). Each row has a checkbox in the 'Name' column. The first checkbox is checked, and the second is unchecked. A 'New' button is located at the top right of the table. A settings gear icon is circled in orange in the top right corner of the table area. At the bottom left of the table, there is a '1' button and a 'FILTER' button with a magnifying glass icon.

Name	Type	Size	Description	Entered By	From Organization	Status	Posted
<input checked="" type="checkbox"/> Testing Document Uploads	Other	249.16KB	NONE	John Dolres	South Sudan Procurement	ACTIVE	08/12/2015
<input type="checkbox"/> Another Test Doc	Letters	465.15KB	View Description	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015 Edit the documnt

Figure 26

The following setting are applied to the resource document

- 1 Archive: The admin chooses this option when the resource document is to be archived

To add a new document you select the new green button which will take to page below where you name, comment and upload the required Document in the format specified format.

Wednesday, December 9, 2015 12:47PM EAT John Dolres [admin] Log Out

Resources: Add Document

My Dashboard Procurement Contracts Providers **Resources** Forums Reports Users Settings Help

Documents | Important Links | Standards | Training Activities

Name

Document

Comment

Type

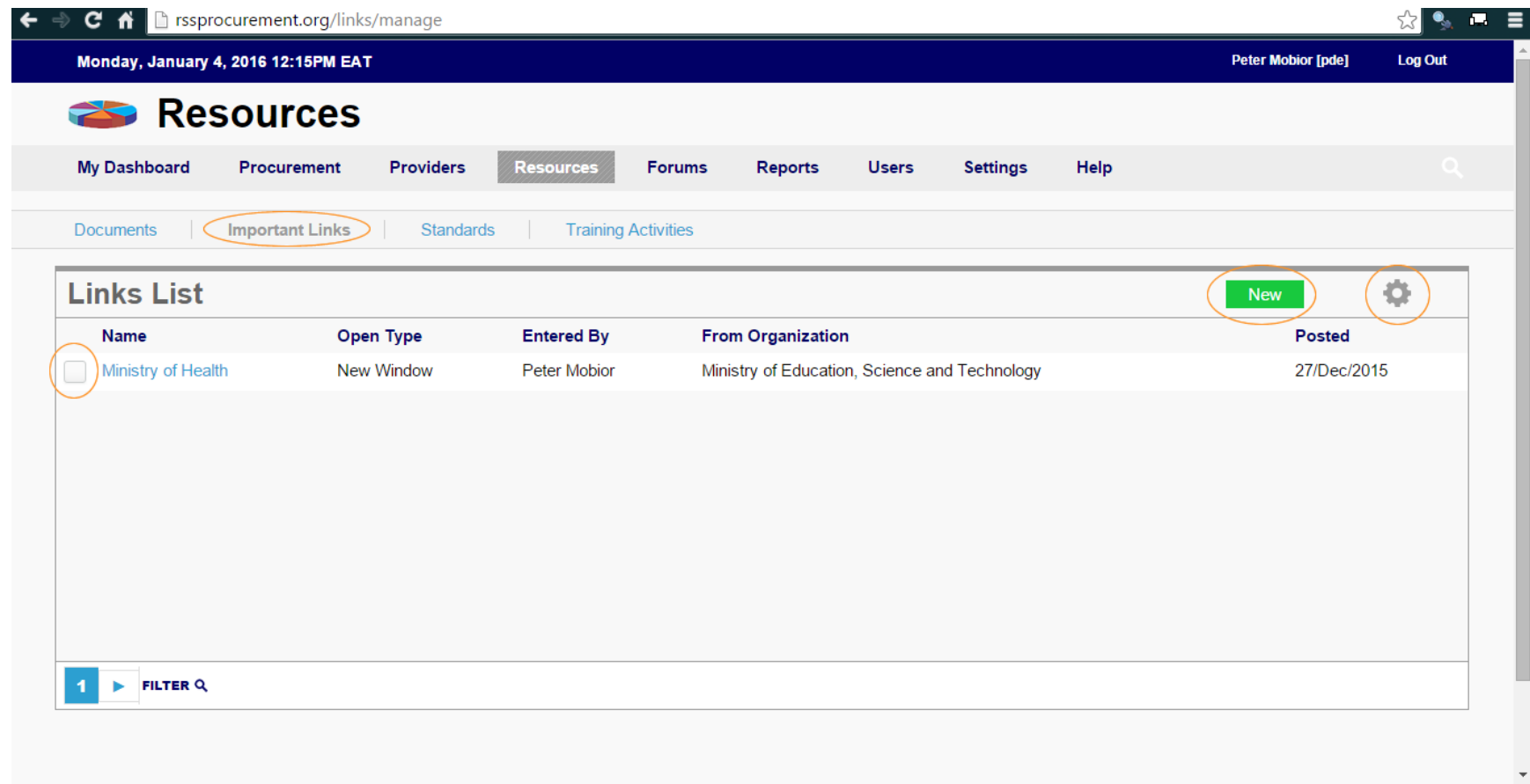
Save

Figure 27

4.2 Adding Important Links

You select the important links section to access important links section where you will be able to activate deactivate delete or create new important links as show in the following steps.

click on important links in the menu



The screenshot shows a web application interface for managing links. The browser address bar displays `rssprocurement.org/links/manage`. The page header includes the date and time "Monday, January 4, 2016 12:15PM EAT" and the user name "Peter Mobior [pde]" with a "Log Out" link. The main navigation menu includes "My Dashboard", "Procurement", "Providers", "Resources", "Forums", "Reports", "Users", "Settings", and "Help". The "Resources" menu is active, and the "Important Links" sub-menu is selected. The "Links List" section contains a table with the following data:

Name	Open Type	Entered By	From Organization	Posted
<input type="checkbox"/> Ministry of Health	New Window	Peter Mobior	Ministry of Education, Science and Technology	27/Dec/2015

At the top right of the "Links List" section, there is a green "New" button and a gear icon. At the bottom left, there is a "1" button and a "FILTER" button with a magnifying glass icon.

Figure 28

To apply the setting shown on the right side you select the document first by clicking on the button which will be checked green and select the a particular setting by clicking on settings icon which brings a dropdown of different setting to apply to a particular link

The following setting are applied to the important links

- 1 Archive: The admin chooses this option when the important link is to be archived

To create a new document you click on the green button marked “new” which links you to the page show below where you add the name of the link the URL type of opening you want to apply to a particular link after which you save the link.

The screenshot shows a web browser window with the URL `rssprocurement.org/links/add`. The page title is "Resources: Add Link". The navigation bar includes "My Dashboard", "Procurement", "Contracts", "Providers", "Resources" (selected), "Forums", "Reports", "Users", "Settings", and "Help". Below the navigation bar, there are tabs for "Documents", "Important Links" (selected), "Standards", and "Training Activities". The form for adding a link is displayed, with fields for "Name", "Link URL", and "Open Type". A green "Save" button is at the bottom of the form. The form is circled in orange.

Figure 29

4.3 Viewing, Adding and editing standard documents

In this section you Standards in the second menu where you are linked to a page shown below.

Click standards to access the standards section

Wednesday, December 9, 2015 1:21PM EAT John Dolres [admin] Log Out

Resources

My Dashboard Procurement Contracts Providers **Resources** Forums Reports Users Settings Help

Documents Important Links **Standards** Training Activities

Standard List

View all standard reports [New](#)

Name	Type	Size	Description	Entered By	From Organization	Status	Posted
<input type="checkbox"/> Test standard	Reports	249.16KB	View Description	John Dolres	South Sudan Procurement	ACTIVE	08/12/2015
<input type="checkbox"/> Standard Doc 1	Legal	1.84MB	NONE	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015

1 [FILTER](#)

Figure 30

The following setting are applied to the important links

- 1 Archive: The admin chooses this option when the important link is to be put in the archived list.

To add a standards document you click on the green button labled New shown above which links you to the page shown below
Where you will be able to upload a new standard document and assign it a name and comments

Wednesday, December 9, 2015 1:29PM EAT John Dolres [admin] Log Out

Resources: Add Document

My Dashboard Procurement Contracts Providers **Resources** Forums Reports Users Settings Help

Documents | Important Links | Standards | Training Activities

Name

Document

Comment

Type

Save

Figure 31

4.4 Manage Training activities

To access the training activities section you click on Training activities in the second menu

To access the Training activities page you click on “ Training activities” in the second menu which links to the page below

The screenshot shows a web application interface for managing training activities. The browser address bar displays `rssprocurement.org/training/manage`. The page header includes the date and time "Thursday, December 10, 2015 4:05PM EAT" and the user "John Dolres [admin]" with a "Log Out" link. The main navigation menu includes "My Dashboard", "Procurement", "Contracts", "Providers", "Resources" (highlighted), "Forums", "Reports", "Users", "Settings", and "Help". Below this, a sub-menu contains "Documents", "Important Links", "Standards", and "Training Activities" (circled in orange). The "Training List" section features a table with the following data:

Subject	Category	Event Date,Time	Duration	Entered By	From Organization	Status	Posted
<input type="checkbox"/> Training For First Time PDEs	Government Procedures	26/11/2015 08:08AM	2 hrs	John Dolres	South Sudan Procurement	ACTIVE	26/11/2015

At the bottom left of the table, there is a "1" in a blue box and a "FILTER" button. At the top right of the table, there is a green "New" button (circled in orange) and a gear icon (circled in orange).

Figure 32

The following setting are applied to the training activities

- 1 Archive: The admin chooses this option when the training activity is to be put in the archived lists

Create a new training activity by clicking on the green button shown in the image shown above a new widow will popup there you will be able name , comment and upload a new Training activity document

Wednesday, December 9, 2015 2:14PM EAT John Dolres [admin] Log Out

Ministry of Finance and Economic Development

Resources: Add Document

My Dashboard Procurement Contracts Providers Resources Forums Reports Users Settings Help

Documents | Important Links | Standards | Training Activities

Name

Document

Comment

Type

Save

Figure 33

5.0 Forums

5.1 Manage Forums

Click on the Forum in the main menu to view, create and edit Forums

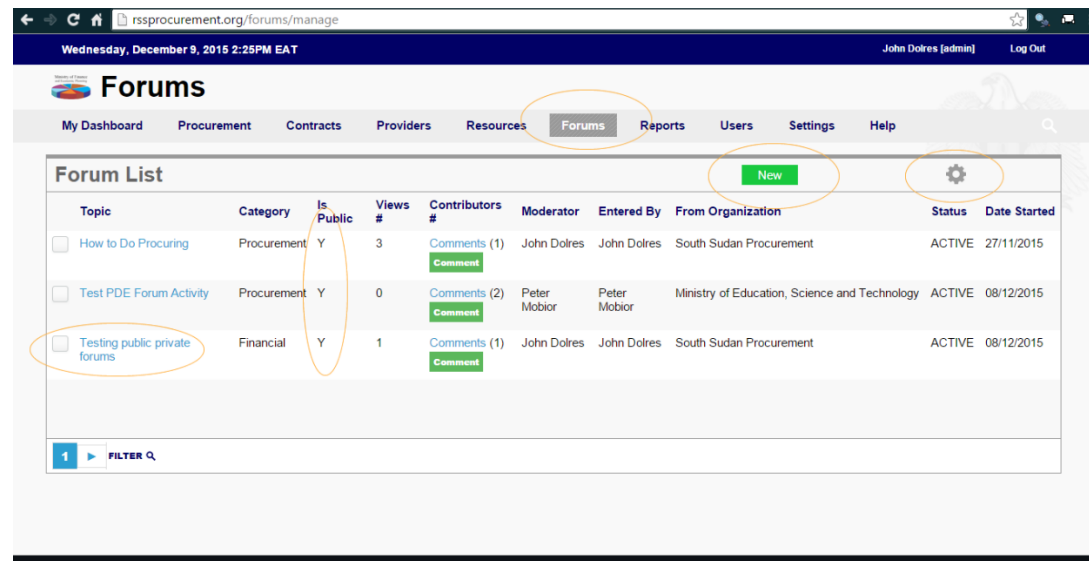


Figure 34

The following settings are applied to the forums

- 1 Archive: The admin chooses this option when the forum is to be put in the archived list

You can add comments to the topic by clicking on the green button labeled “comment” a popup window will be shown where you add and save the comments

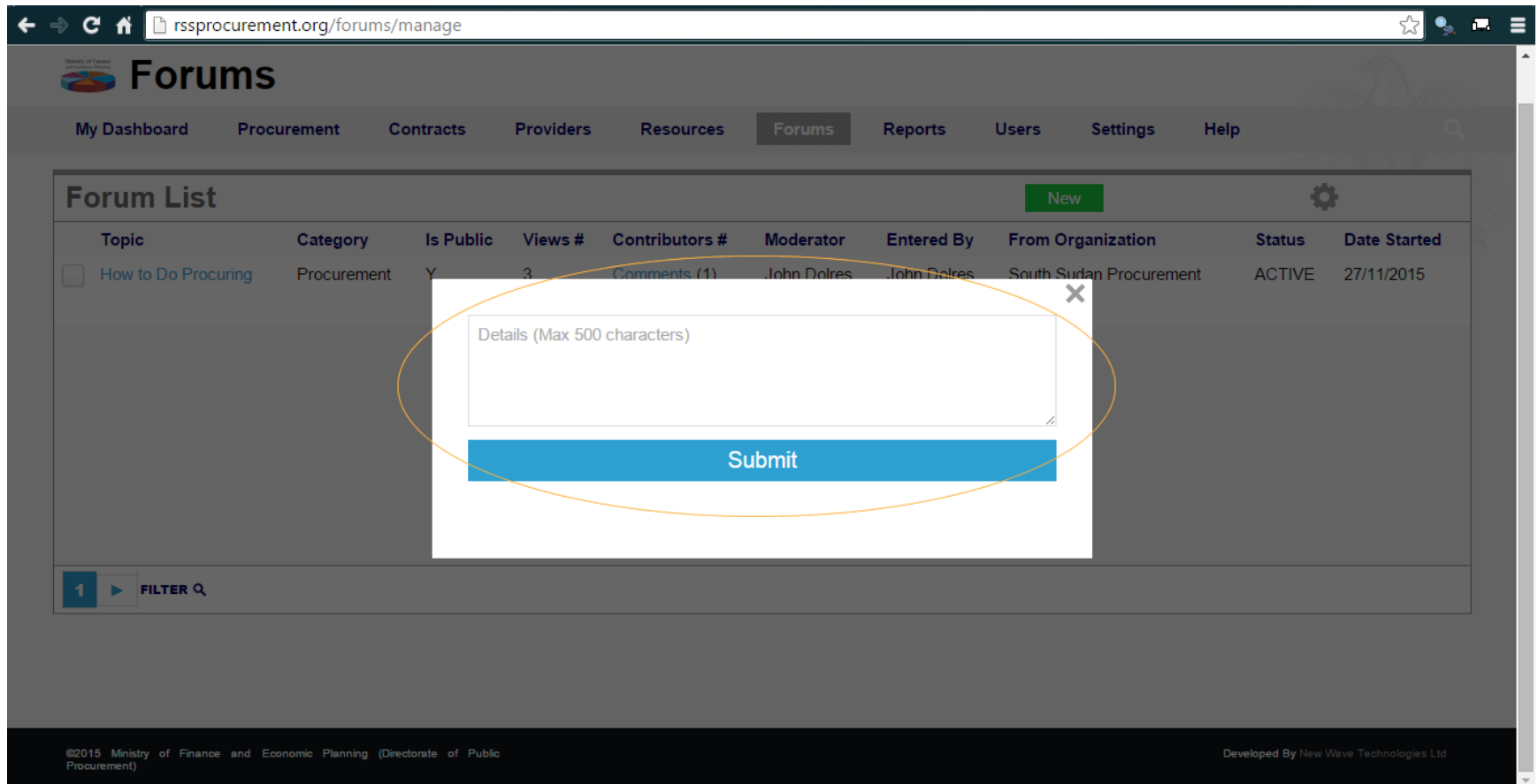


Figure 35

You can create a new forum by clicking on the green button labeled “new” anew window will be shown where you will be able to create a topic and any other information about it as show in the image below.

The screenshot shows a web browser window with the address bar displaying `rssprocurement.org/forums/add`. The page header includes the date and time "Wednesday, December 9, 2015 2:39PM EAT" and the user "John Dolres [admin]" with a "Log Out" link. The main navigation bar contains links for "My Dashboard", "Procurement", "Contracts", "Providers", "Resources", "Forums" (which is highlighted), "Reports", "Users", "Settings", and "Help". The "Forums" section is titled "Forums" and features a large orange oval highlighting the form fields. The form fields include: "Topic" (a text input field with the placeholder "Enter Topic"), "Details" (a text area with the placeholder "Briefly explain details about this topic to your intended audience (Max 1,000 characters)"), "Attachment (Optional)" (a text input field with the placeholder "Attach (OPTIONAL: PDF, Word, JPEG, JPG, PNG, TIFF. Max 500MB)" and a document icon), "Category" (a dropdown menu with the placeholder "Select Category"), "Access" (a dropdown menu with the placeholder "Select Access"), and "Moderator" (a dropdown menu with the placeholder "John Dolres"). A green "Save" button is located at the bottom of the form.

Figure 36

6.0 REPORTS

6.1 Generate different reports according to the PDE category and Time frame

Click on the Reports on the main menu to access reports.

Monday, January 4, 2016 12:22PM EAT Peter Mobior [pde] Log Out

Reports

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

Procurement Plan Tracking FY 2015-2016 Third Quarter Generate

Report

Name of Spending Agency: Ministry of Education, Science and Technology Quarter: FY 2015-2016 Third

Brief Description	Procurement Method	Estimate in SSP	Plan/Actual	Tender Document/RFP	Bid/EOI Invitation & Open	Bid/EOI Evaluation/Short List	Issuance of RFP (Services)	Receipt of RFP (Service)	Evaluation /Negotiate	Contract Approval MoFEP	Contract Endorsement MoJ	Contract Award	Commencement of Contract	Contract Completion
Total Cost of Goods/Works/Services			Plan	SSP0										
			Actual	SSP0										

Notes:
 RFQ - Request for Quotation
 IC - Individual Consultancy
 EOI - Expressions of Interest
 RFP - Request for Proposal
 LCS - Least Cost Selection
 HPE - Head of Procuring Entity
 MoFEP - Ministry of Finance and Economic Planning
 MoJ - Ministry of Justice

Figure 37

Select the category, time and PDE name for which you want to generate the report and click blue button called Generate which will generate a report according to the selection you have done .you can download the report by clicking on the settings icon where you will select the format which you want to have after which a widow similar to this will be shown.

The screenshot shows the 'Reports' section of the RSS Procurement portal. The breadcrumb navigation is 'My Dashboard > Procurement > Contracts > Providers > Resources > Forums > Reports > Users > Settings > Help'. The main content area has three filters: 'Procurements In Progress', 'FY 2015 - First Quarter', and 'Ministry of Education, Science and Technology'. A 'Generate' button is on the right. Below the filters is a 'Report' section with a settings icon. The report table has columns: 'Name of Spending Agency: Ministry of Education, Science and Technology', 'Quarter: Fourth 2015', 'Brief Description', 'Procurement Method', 'Estimate in SSP', 'Plan/A', 'Contract Endorsement MoJ', 'Contract Award', 'Commencement of Contract', and 'Co Co'. The table contains two main categories: '1 Furniture, Supplies, Tools & Materials' and '2 Procurement of Vehicles and other Transport equipment'. A 'Download File Info' dialog is open, showing the URL 'http://rssprocurement.org/reports/download/t/download_pdf', Category 'Documents', Save As 'C:\Users\kyengs4\Downloads\Documents\file_1449757290.pdf', and Description 'Procurement Portal: Reports'. The dialog has buttons for 'Download Later', 'Start Download', and 'Cancel'.

Name of Spending Agency: Ministry of Education, Science and Technology						Quarter: Fourth 2015					
	Brief Description	Procurement Method	Estimate in SSP	Plan/A		Contract Endorsement MoJ	Contract Award	Commencement of Contract	Co Co		
1	Furniture, Supplies, Tools & Materials										
1.1	RFP For Maths Books	Open Competitive Tendering	SSP10,000	Plan		DONE	DONE	DONE	PE		
	RFP For Maths Books	Open Competitive Tendering	SSP1,675,004	Actual		PENDING	DONE	PENDING	PE		
2	Procurement of Vehicles and other Transport equipment										
2.1	Purchase of Education Vehicles	Two Stage Tendering	SSP0	Plan	DONE	PENDING	PENDING	DONE	PENDING		
					PENDING	PENDING	PENDING	PENDING	PE		

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Figure 38

7.0 USERS

Here you create view create edit and delete user accounts and their User Groups

You click on Users in the main menu to access the user's window

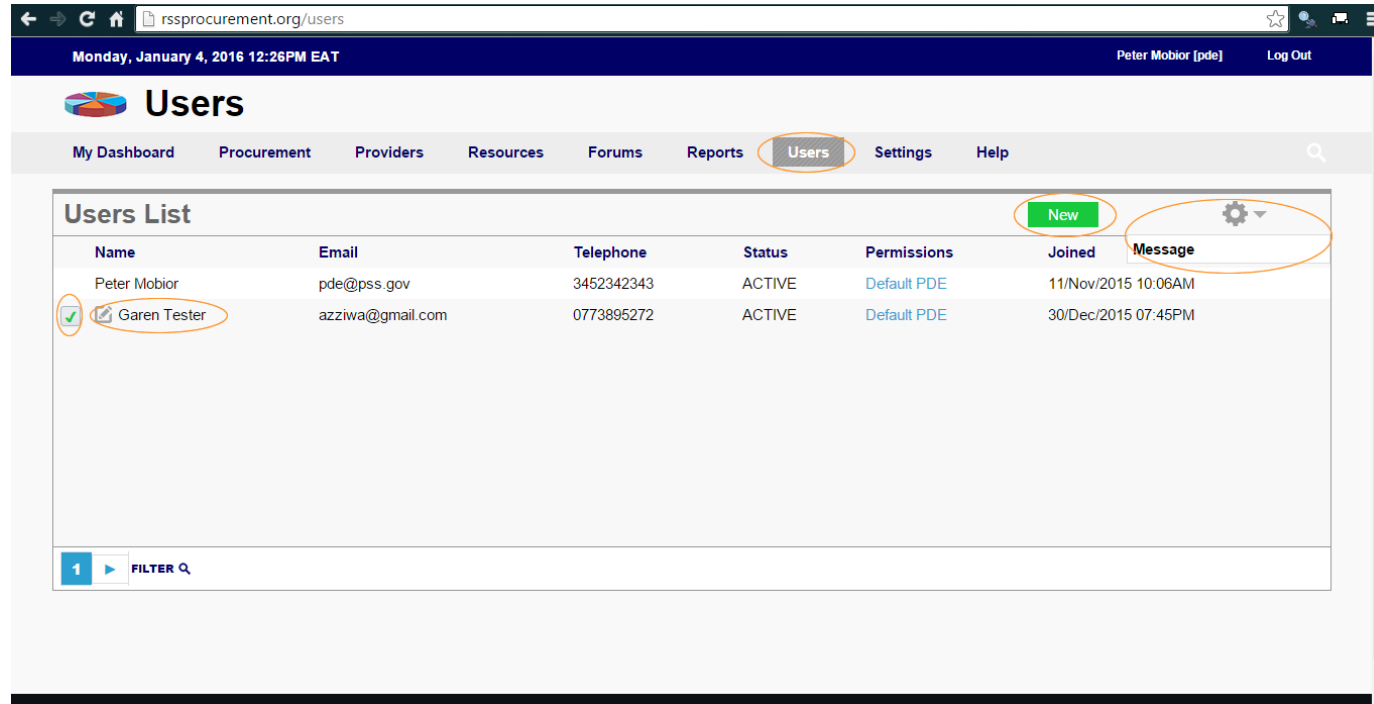


Figure 39

The admin chooses these settings to be applied to the user:

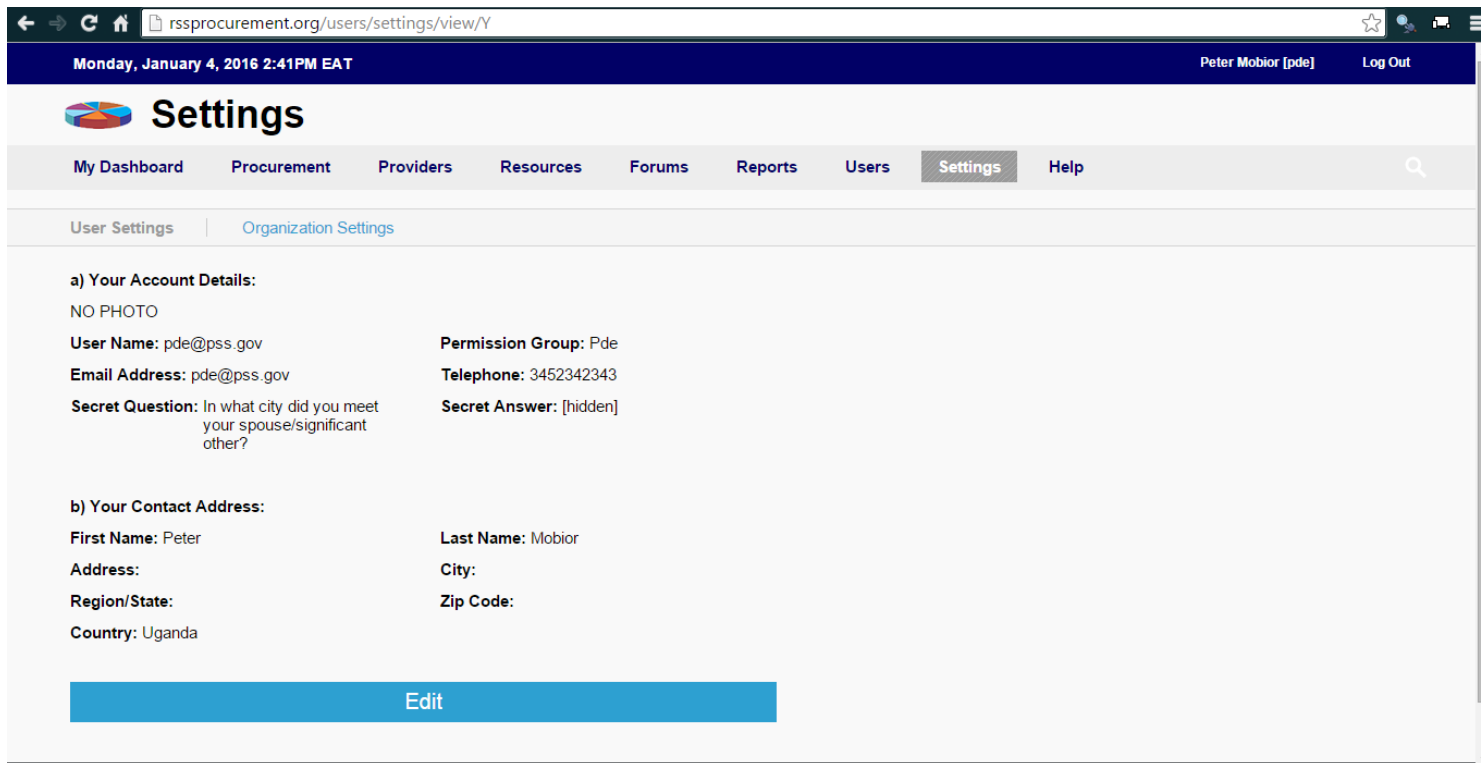
1. Message: when the admin chooses this option a message is sent to the user selected

You select one of the users by clicking on button which is before the user's name which turns to a green tick to apply the settings shown on the right by clicking the settings icon as shown the image above.

8.0 Settings

Under settings you are able to view and edit all your personal account setting as well as your organization. Edit and create a group or user permissions

Click on user settings to View and Edit user settings.



The screenshot displays the 'Users Settings' page in a web browser. The address bar shows 'rssprocurement.org/users/settings/view/Y'. The page header includes the date 'Monday, January 4, 2016 2:41PM EAT' and the user 'Peter Mobior [pde]' with a 'Log Out' link. The main navigation bar has links for 'My Dashboard', 'Procurement', 'Providers', 'Resources', 'Forums', 'Reports', 'Users', 'Settings' (highlighted), and 'Help'. Below the navigation bar, there are tabs for 'User Settings' and 'Organization Settings'. The 'User Settings' section is divided into two parts: 'a) Your Account Details' and 'b) Your Contact Address'. Under 'a) Your Account Details', there is a 'NO PHOTO' placeholder, 'User Name: pde@pss.gov', 'Email Address: pde@pss.gov', 'Secret Question: In what city did you meet your spouse/significant other?', 'Permission Group: Pde', 'Telephone: 3452342343', and 'Secret Answer: [hidden]'. Under 'b) Your Contact Address', there is 'First Name: Peter', 'Last Name: Mobior', 'Address:', 'City:', 'Region/State:', 'Zip Code:', and 'Country: Uganda'. At the bottom of the form, there is a large blue 'Edit' button.

a) Your Account Details:	
NO PHOTO	
User Name: pde@pss.gov	Permission Group: Pde
Email Address: pde@pss.gov	Telephone: 3452342343
Secret Question: In what city did you meet your spouse/significant other?	Secret Answer: [hidden]
b) Your Contact Address:	
First Name: Peter	Last Name: Mobior
Address:	City:
Region/State:	Zip Code:
Country: Uganda	

Edit

Figure 40

Click on the Organization Settings to View and edit organization settings

The screenshot shows a web browser at the URL `rssprocurement.org/organizations/settings/view/Y`. The page header includes the date and time "Monday, January 4, 2016 2:38PM EAT" and the user "Peter Mobior [pde]" with a "Log Out" link. The main navigation bar contains links for "My Dashboard", "Procurement", "Providers", "Resources", "Forums", "Reports", "Users", "Settings" (which is highlighted), and "Help". Below this, there are tabs for "User Settings" and "Organization Settings". The "Organization Settings" section is divided into two parts: "a) Organization Account Details:" and "b) Organization Contact Address:". Under "a)", fields include "Organization Name" (Ministry of Education, Science and Technology), "Description" (We supply education materials.), "Tax ID", "Registration Country" (Uganda), "Registrar of Providers ID" (NOT ISSUED), "Registration Number", "Registration Date", and "Registrar of Providers Certificate" (NONE). Under "b)", fields include "Address" (34 Regan Str), "City" (Moroto), "Region/State" (Moroto), "Zip Code" (256), and "Country" (Uganda). At the bottom of the settings section is a blue "Edit" button.

Monday, January 4, 2016 2:38PM EAT Peter Mobior [pde] Log Out

Settings

My Dashboard Procurement Providers Resources Forums Reports Users **Settings** Help

User Settings | Organization Settings

a) Organization Account Details:

NO LOGO

Organization Name: Ministry of Education, Science and Technology **Admin Name:** Peter Mobior

Description:
We supply education materials.

Tax ID:

Registration Country: Uganda

Registrar of Providers ID: NOT ISSUED

Registration Number:

Registration Date:

Registrar of Providers Certificate: NONE

b) Organization Contact Address:

Address: 34 Regan Str

City: Moroto

Region/State: Moroto

Zip Code: 256

Country: Uganda

Edit

Figure 41

11.0) HELP

In this section we find all FAQs and contact us details where you Create, Delete, Archive and Re-Activate FAQs

Apply settings to the FAQs by first selecting the button before FAQ which turns to a green tick and select the settings in the dropdown under the settings icon on the right as shown in the image below

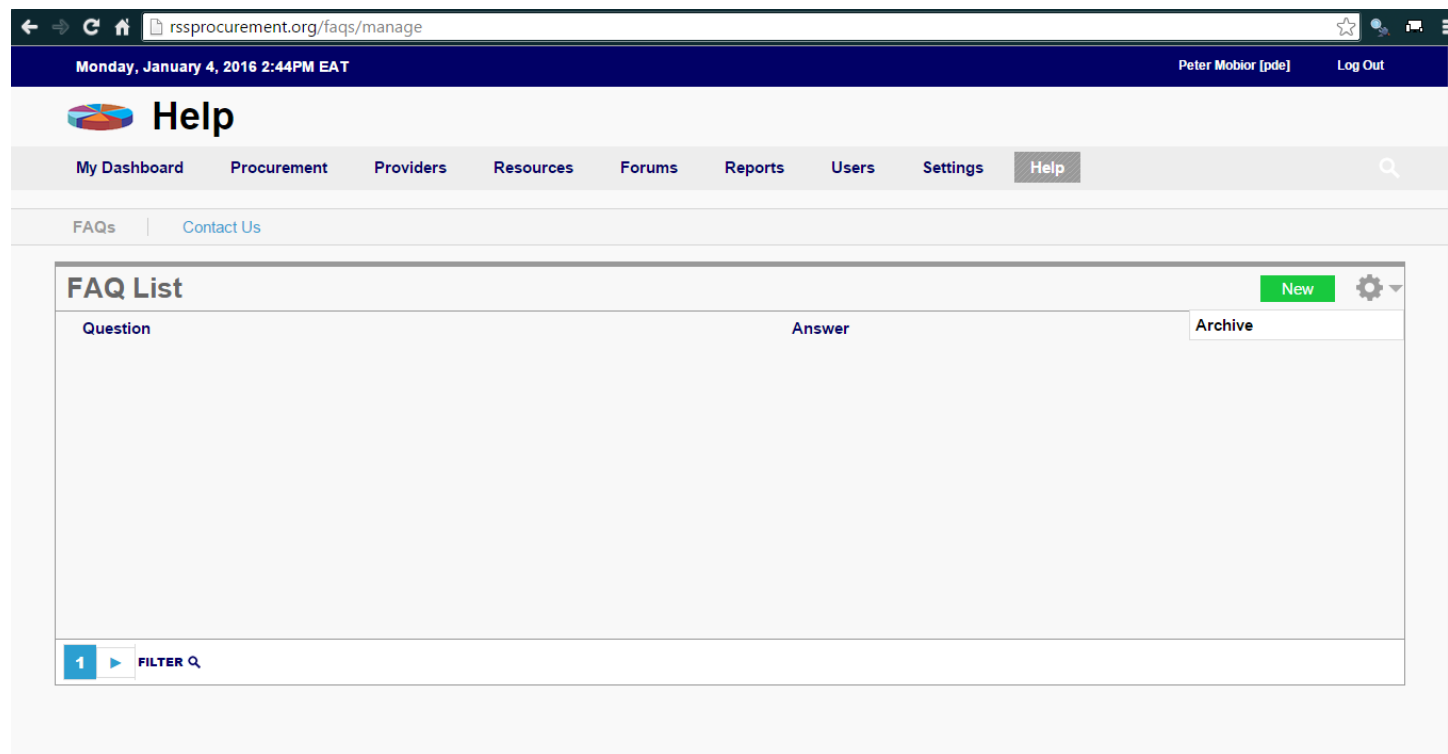


Figure 42

The following settings are applied to the FAQs

1. Archive the FAQs: The admin chooses this option when the question is going to be put in archive list for future reference

Create a new FAQ by clicking the green button labeled New , a new window similar to the one shown below will be shown you will be able add a question and its answer then save to save your entries.

Monday, January 4, 2016 2:47PM EAT Peter Mobior [pde] Log Out

Help: Add FAQ

My Dashboard Procurement Providers Resources Forums Reports Users Settings Help

FAQs | Contact Us

Question Enter Question

Answer The answer to the above question (Max 500 characters)

Show After Search FAQ Question

Save

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Figure 43

