

USER MANUAL: REPUBLIC OF SOUTH SUDAN PROCUREMENT SYSTEM

TARGET USER: ADMIN USER

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NEW WAVE TECHNOLOGIES LIMITED
128 OLD KIRA ROAD
P. O. BOX 24159 KAMPALA, UGANDA
INFO@NEWWAVETECH.CO.UG
WWW.NEWWAVETECH.CO.UG
+256 414 389220

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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. He or she is 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 Admin Navigation Section

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

2.1 Access to the Admin Dashboard

- 2.1.0) 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.

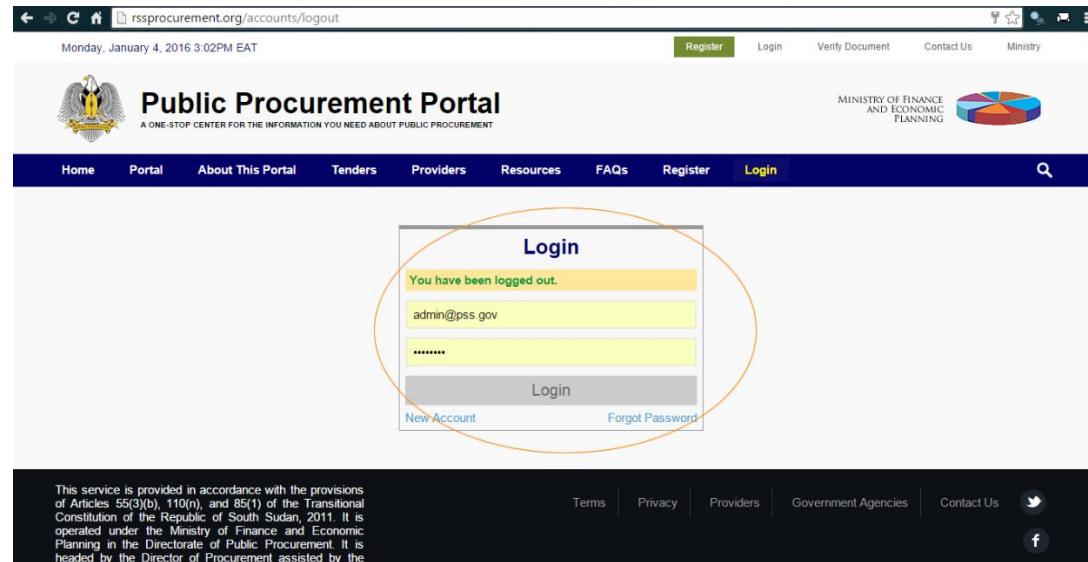
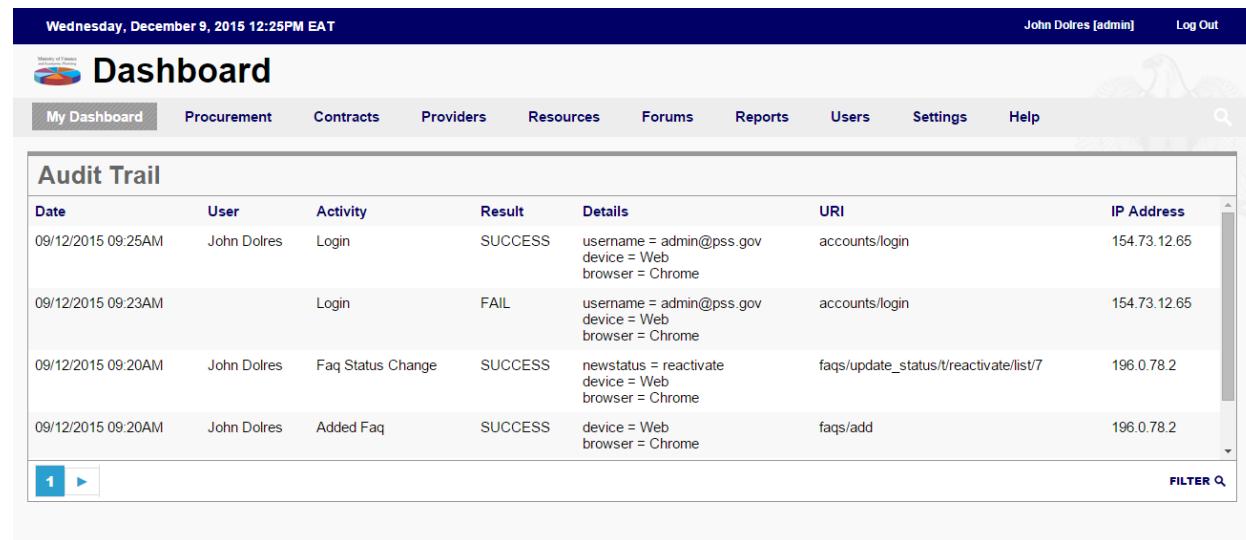


Figure 1

2.1.1) The system will load your dashboard if your credentials are valid



The screenshot shows a web-based dashboard with a dark blue header. The header includes the date and time "Wednesday, December 9, 2015 12:25PM EAT", the user "John Dolres [admin]", and a "Log Out" link. Below the header is a navigation menu with links: My Dashboard (which is highlighted in grey), Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. A search bar is located to the right of the menu. The main content area is titled "Audit Trail". It contains a table with the following data:

Date	User	Activity	Result	Details	URI	IP Address
09/12/2015 09:25AM	John Dolres	Login	SUCCESS	username = admin@pss.gov device = Web browser = Chrome	accounts/login	154.73.12.65
09/12/2015 09:23AM		Login	FAIL	username = admin@pss.gov device = Web browser = Chrome	accounts/login	154.73.12.65
09/12/2015 09:20AM	John Dolres	Faq Status Change	SUCCESS	newstatus = reactivate device = Web browser = Chrome	faqs/update_status/t/reactivate/list/7	196.0.78.2
09/12/2015 09:20AM	John Dolres	Added Faq	SUCCESS	device = Web browser = Chrome	faqs/add	196.0.78.2

At the bottom left of the table are navigation buttons for page 1 and a "next" button. At the bottom right are "FILTER" and a search icon.

Figure 2

It will show an error if details are not valid.

The screenshot shows the login page of the Public Procurement Portal. At the top, there is a navigation bar with links for Register, Login, Verify Document, Contact Us, and Ministry. Below the navigation bar is the portal's logo and name, "Public Procurement Portal". To the right of the logo is a pie chart representing the Ministry of Finance and Economic Planning. The main content area contains a login form with an error message: "The user name and password do not match a registered user. Please check and try again." The error message is highlighted with an orange oval. The login form includes fields for email and password, and buttons for "Login", "New Account", and "Forgot Password". At the bottom of the page, there is a footer with links for Terms, Privacy, Providers, Government Agencies, and Contact Us, along with social media icons for Twitter and Facebook.

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

admin@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

[Twitter](#) [Facebook](#)

Figure 3

2.2 Procurement

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

The screenshot shows a web-based procurement management system. At the top, there's a header bar with a back/forward button, a home icon, and a URL field showing 'rssprocurement.org/procurement_plans/manage'. The date 'Monday, January 4, 2016 3:10PM EAT' and user 'John Dores [admin]' are also in the header. Below the header is a navigation menu with tabs: My Dashboard, Procurement (which is selected and highlighted in grey), Providers, Contracts, Resources, Forums, Reports, Users, Settings, and Help. A search icon is on the far right of the menu.

Below the menu, there's a secondary navigation bar with links: Procurement Plans (highlighted with an orange oval), Invitation for Bids/Quotations, Bids Received, Best Evaluated Bidders, and Contract Awards.

The main content area is titled 'Procurement Plans List'. It contains a table with columns: PDE, Title, Financial Year, Status, Publish, and Deactivate. There are five rows of data:

PDE	Title	Financial Year	Status	Publish	Deactivate
<input checked="" type="checkbox"/> Ministry of Health	<input checked="" type="checkbox"/> Annual Procurement Plan - Ministry of Health	FY 2015-2016	PUBLISHED	Publish	Deactivate
<input type="checkbox"/> Ministry of Health	<input checked="" type="checkbox"/> Ministry of Health Procurement Plan FY 2016-2017	FY 2016-2017	SAVED	27/Dec/2015 08:43PM	
<input type="checkbox"/> Ministry of Education, Science and Technology	<input checked="" type="checkbox"/> Purchase of Science Syllabus Books	FY 2015-2016	ARCHIVED	01/Dec/2015 09:57PM	
<input type="checkbox"/> Ministry of Education, Science and Technology	<input checked="" type="checkbox"/> Annual Procurement Plan	FY 2015-2016	PUBLISHED	19/Nov/2015 09:23AM	
<input type="checkbox"/> Ministry of Education, Science and Technology	<input checked="" type="checkbox"/> This is a test plan	FY 2014-2015	PUBLISHED	13/Dec/2015 11:35AM	

At the bottom left of the table area, there are buttons for '1', '▶', and 'FILTER Q'.

Figure 4

Click on add new green button and fill out the form below; select the Procuring/Disposal Entity, enter the Plan name, financial Period, summary, attach documents choose the status and save.

The screenshot shows a user interface for a procurement management system. At the top, there is a navigation bar with tabs: My Dashboard, Procurement (which is selected), Contracts, Providers, Resources, Forums, and Reports. Below the navigation bar, there is a horizontal menu with links: Procurement Plans, Tender Notices, Bids, Best Evaluated Bidders, Contract Award, and Contract Management.

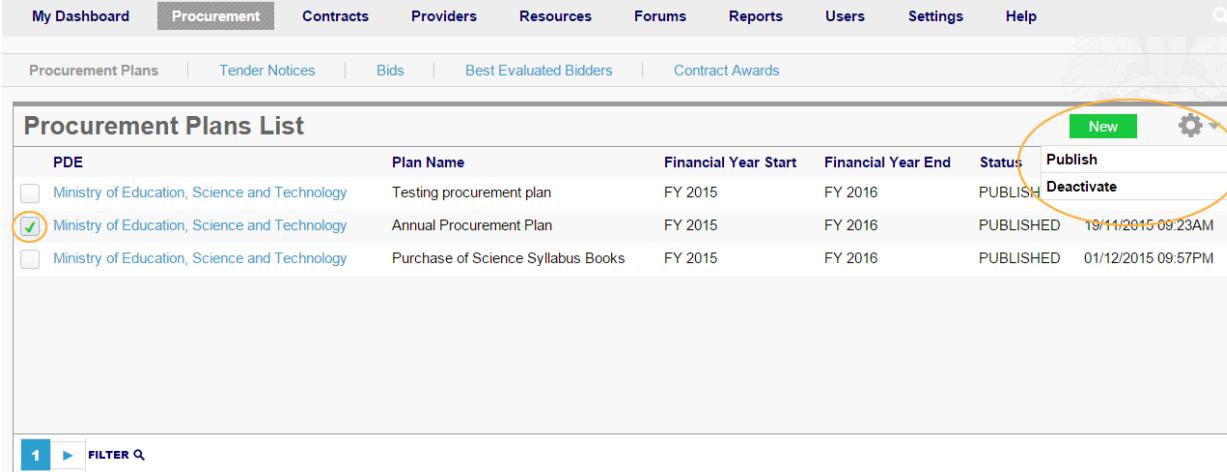
The main content area contains a form for creating a procurement plan. The form fields are:

- Procurement/Disposal Entity: A dropdown menu labeled "Search PDE Name".
- Plan Name: An input field labeled "Plan Name".
- Financial Period: Two dropdown menus labeled "From Year" and "To Year".
- Summary: A text area with the placeholder text "A brief description of the procurement plan (Max 500 characters)".
- Document: An input field labeled "Attach Plan Document (PDF, Word. Max 500MB)" with a file icon.
- Status: A dropdown menu labeled "Saved".

At the bottom of the form is a large green button labeled "Save".

Figure 5

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



PDE	Plan Name	Financial Year Start	Financial Year End	Status	Publish
<input type="checkbox"/> Ministry of Education, Science and Technology	Testing procurement plan	FY 2015	FY 2016	PUBLISH	Deactivate
<input checked="" type="checkbox"/> Ministry of Education, Science and Technology	Annual Procurement Plan	FY 2015	FY 2016	PUBLISHED	19/11/2015 09:23AM
<input type="checkbox"/> Ministry of Education, Science and Technology	Purchase of Science Syllabus Books	FY 2015	FY 2016	PUBLISHED	01/12/2015 09:57PM

Figure 6

The admin can apply the following actions to the Procurement Plan:

1. Publish: When the admin chooses this option, the plan is published to the public site or website so that the public can see view details and take the necessary actions.
2. Deactivate: When admin chooses this option, the plan is automatically removed from the front end (the public side) and the plan will no longer be active.
3. Edit: The admin chooses this, when there are changes to be made on the plan.

2.3 Adding Invitation for Bids

To access the tender section you click on the Tender Notices in the second menu which links you to the page shown in the image below

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]	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 7

Click on new button to add a new bid. A form will appear as shown below;

The screenshot shows a web-based procurement system interface. At the top, there's a navigation bar with links for 'My Dashboard', 'Procurement' (which is currently active), 'Providers', 'Resources', 'Forums', 'Reports', 'Users', 'Settings', and 'Help'. Below the navigation is a horizontal menu with tabs: 'Procurement Plans', 'Invitation for Bids/Quotations' (circled in orange), 'Bids Received', 'Best Evaluated Bidders', and 'Contract Awards'. The main content area is titled 'Procurement: Add Invitation for Bids/Quotations'. It contains several input fields and dropdown menus:

- 'Procurement Plan': A dropdown menu labeled 'Search Procurement Plan'.
- 'Subject of Procurement': A dropdown menu labeled 'Select or Search Subject'.
- 'Reference Number': An input field labeled 'Reference Number' with a question mark icon.
- 'Type of Procurement': A dropdown menu labeled 'Select Type of Procurement'.
- 'Summary': A text area with placeholder text 'A brief description of the tender notice (Max 500 characters)'.
- 'Add Documents': An input field labeled 'Select Tender Document (PDF, Word, Max 500MB)' with a file icon and a plus sign.
- 'Submission Deadline': An input field labeled 'Select Submission Deadline' with a calendar icon.

Figure 8

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

Viewing details of a Procurement Plan

The screenshot shows a web-based procurement application. At the top, a dark header bar displays the date "Wednesday, December 9, 2015 3:18PM EAT", the user "John Dolres [admin]", and a "Log Out" link. Below the header is a navigation menu with links: My Dashboard, Procurement (which is highlighted in blue), Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. A search icon is also present. The main content area has tabs for "Procurement Plans" and "Tender Notices". A modal window is open, titled "Ministry of Education, Science and Technology", showing a brief description: "We supply education materials." It lists various details about the organization, such as 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), and Last Updated By (Peter Mobior). To the right of the modal is a table titled "Procurement Plans List" with three entries, each with a "New" button and a gear icon:

Date End	Status	Added
	PUBLISHED	09/12/2015 07:55AM
	PUBLISHED	19/11/2015 09:23AM
	PUBLISHED	01/12/2015 09:57PM

Figure 9

Adding bids to a Procurement plan notice

The screenshot shows a web-based procurement management system. At the top, there's a header bar with navigation icons, the URL 'rssprocurement.org/tenders/manage', the date 'Monday, January 4, 2016 3:28PM EAT', the user 'John Dolres [admin]', and a 'Log Out' link. Below the header is a main menu with tabs: 'My Dashboard', 'Procurement' (which is selected and highlighted in grey), 'Providers', 'Contracts', 'Resources', 'Forums', 'Reports', 'Users', 'Settings', and 'Help'. A search icon is also present.

The main content area is titled 'Procurement' and contains a sub-menu with links: 'Procurement Plans', 'Invitation for Bids/Quotations' (which is selected and highlighted in blue), 'Bids Received', 'Best Evaluated Bidders', and 'Contract Awards'.

The central part of the screen is a table titled 'Invitation for Bids/Quotations List'. The table has columns: PDE, Subject, Procurement Plan, Bids, Procurement Type, Procurement Method, Deadline, Display Start, Display End, Status, and Added. There are four rows of data in the table:

PDE	Subject	Procurement Plan	Bids	Procurement Type	Procurement Method	Deadline	Display Start	Display End	Status	Added
<input type="checkbox"/> Ministry of Health	RFP for purchase of 2 Vehicles for Wau municipality (MOH/WORKS/2015/01/0022)	Annual Procurement Plan - Ministry of Health	None Add	WORKS	Open Competitive Tendering	31/Dec/2015 12:00PM	30/Dec/2015	31/Dec/2015	SAVED	30/Dec/2015 07:55AM
<input type="checkbox"/> Ministry of Health	Training all ministry officials - defensive driving (MOH/WORKS/2015/02/0001)	Annual Procurement Plan - Ministry of Health	None Add	SERVICES	Request For Quotations [0 invited] Invite	31/Dec/2015 12:00AM	30/Dec/2015	31/Dec/2015	PUBLISHED	30/Dec/2015 08:44AM
<input type="checkbox"/> Ministry of Health	Construction of Malakal Health Center IV (MOH/CONSTR/2015/02/0026)	Annual Procurement Plan - Ministry of Health	Bids Add	SERVICES	International Competitive Tendering	15/Jan/2016 12:00AM	30/Dec/2015	15/Jan/2016	PUBLISHED	30/Dec/2015 08:08AM
<input type="checkbox"/> Ministry of Health	RFQ for purchase of a bulldozer for Juba Town (MOH/WORKS/2015/01/0025)	Annual Procurement Plan - Ministry of Health	None Add	WORKS	International Competitive Tendering	08/Jan/2016 12:00AM	30/Dec/2015	08/Jan/2016	PUBLISHED	30/Dec/2015 08:04AM

At the bottom left of the table, there are navigation buttons: a blue '1' button, a right-pointing arrow, a 'FILTER' button, and a magnifying glass icon.

Figure 10

Click on add green button to add bids to the pde

The screenshot shows a web-based procurement system interface titled "Submit Bid". At the top, there's a navigation bar with links for "My Dashboard", "Procurement" (which is selected), "Providers", "Contracts", "Resources", "Forums", "Reports", "Users", "Settings", and "Help". Below the navigation is a horizontal menu with options: "Procurement Plans", "Invitation for Bids/Quotations", "Bids Received", "Best Evaluated Bidders", and "Contract Awards".

The main form area has several input fields:

- "Submitting a Bid On: (Bid Invitation)" dropdown: Ministry of Health, RFP for purchase of 2 Vehicles for Wau municipality.
- "Provider" dropdown: Select Provider, showing options like General Supply Ltd, Chiya Holdings Ltd, EMK Enterprise, and newprovider.
- "Add Documents" field: OPTIONAL: Select Bid Document (PDF, Word, Max 500MB) with a file icon and a plus sign icon.
- "Validity Period of Your Bid" field: OPTIONAL: From [calendar icon] and OPTIONAL: To [calendar icon].
- "Your Bid" field: OPTIONAL: Currency [dropdown] and OPTIONAL: Amount (to nearest unit).

At the bottom right of the form, there's a "Save" button.

Figure 11

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

Click the invite green button to invite a bidder as shown in the table below

The screenshot shows a web-based procurement management system. At the top, the URL is rssprocurement.org/tenders/manage. The date is Monday, January 4, 2016, 3:28PM EAT. The user is logged in as John Dolres [admin] and has the option to Log Out.

The main navigation bar includes links for My Dashboard, Procurement (which is selected), Providers, Contracts, Resources, Forums, Reports, Users, Settings, and Help. There is also a search icon.

The central area displays a table titled "Invitation for Bids/Quotations". The table has two columns: PDE (Procurement Document Entity) and Subject. The subjects listed are:

- Ministry of Health - RFP for purchase of 2 Vehicles for Wau municipality (MOH/WORKS/2015/01/0022)
- Ministry of Health - Training all ministry officials - defensive driving (MOH/WORKS/2015/02/0001)
- Ministry of Health - Construction of Malakal Health Center IV (MOH/CONSTR/2015/02/0026)
- Ministry of Health - RFQ for purchase of a bulldozer for Juba Town (MOH/WORKS/2015/01/0025)

Below the table, there is a note: "Annual Procurement Plan - Ministry of Health".

A modal window is open for the first item in the list, titled "Training all ministry officials - defensive driving (Ministry of Health)". It contains the following fields:

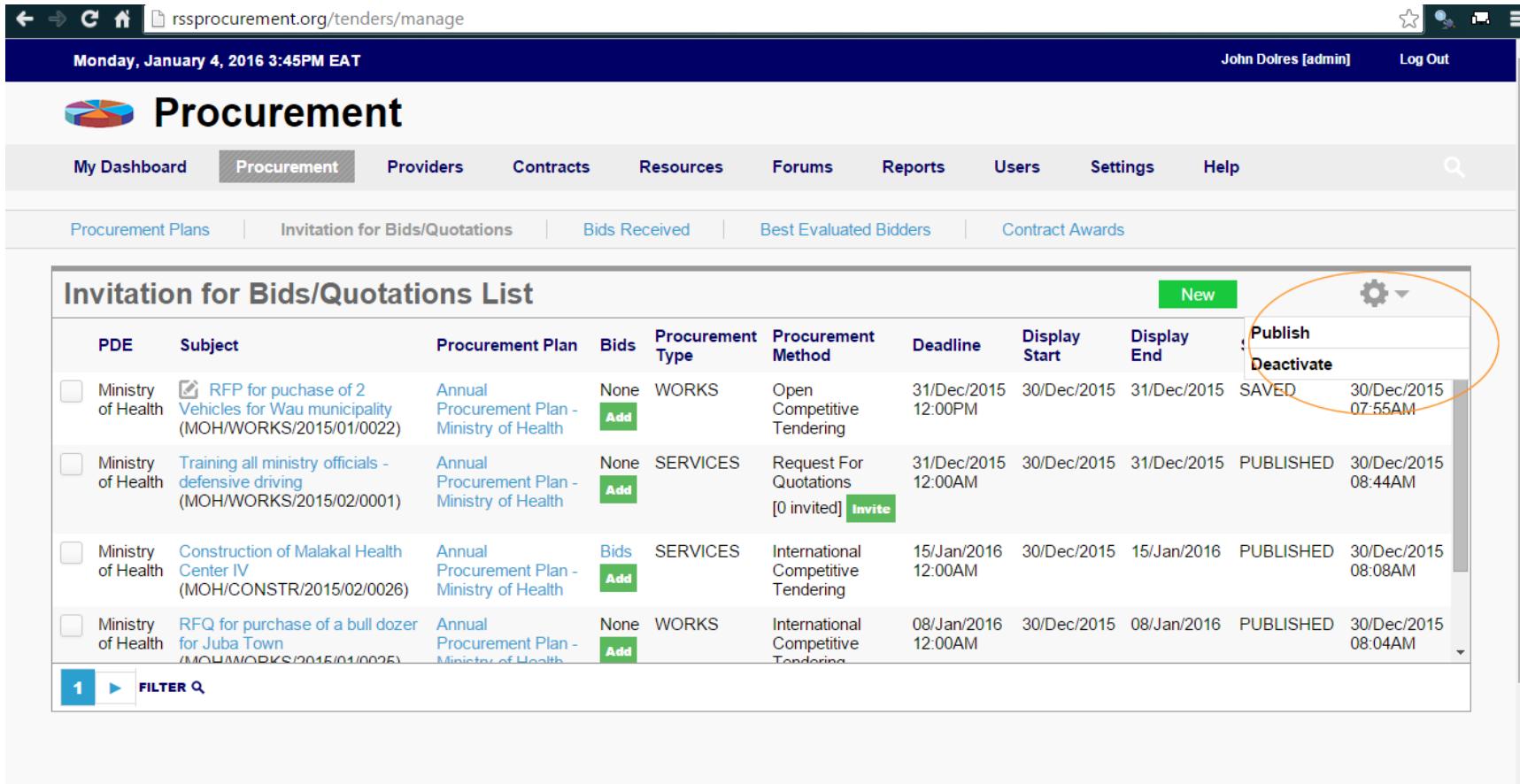
- Invitation For: (Bid Invitation)
- Invited So far: NONE
- Provider: Search or Select Provider
- Note: OPTIONAL: Any special instructions or bid expectations (Max 500 characters)

A large blue "Send Invite" button is located at the bottom of the modal.

To the right of the modal, a sidebar titled "Cards" lists tender cards with the following data:

Display End	Status	Added
31/Dec/2015	SAVED	30/Dec/2015 07:55AM
31/Dec/2015	PUBLISHED	30/Dec/2015 08:44AM
15/Jan/2016	PUBLISHED	30/Dec/2015 08:08AM

Publishing/De-activating Notices



The screenshot shows the Procurement software interface. At the top, there's a navigation bar with links for My Dashboard, Procurement (which is selected), Providers, Contracts, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar, there are five tabs: Procurement Plans, Invitation for Bids/Quotations (selected), Bids Received, Best Evaluated Bidders, and Contract Awards. The main content area is titled "Invitation for Bids/Quotations List". It displays a table with four rows of data. Each row represents a procurement notice. The columns include PDE, Subject, Procurement Plan, Bids, Procurement Type, Procurement Method, Deadline, Display Start, Display End, Publish (button), and Deactivate (button). The "Publish" button is highlighted with a green oval. The "Deactivate" button is also visible in the same row. The table has a "New" button in the top right corner.

PDE	Subject	Procurement Plan	Bids	Procurement Type	Procurement Method	Deadline	Display Start	Display End	Publish	Deactivate
<input type="checkbox"/> Ministry of Health	RFP for purchase of 2 Vehicles for Wau municipality (MOH/WORKS/2015/01/0022)	Annual Procurement Plan - Ministry of Health	None Add	WORKS	Open Competitive Tendering	31/Dec/2015 12:00PM	30/Dec/2015	31/Dec/2015	SAVED	30/Dec/2015 07:55AM
<input type="checkbox"/> Ministry of Health	Training all ministry officials - defensive driving (MOH/WORKS/2015/02/0001)	Annual Procurement Plan - Ministry of Health	None Add	SERVICES	Request For Quotations [0 invited] Invite	31/Dec/2015 12:00AM	30/Dec/2015	31/Dec/2015	PUBLISHED	30/Dec/2015 08:44AM
<input type="checkbox"/> Ministry of Health	Construction of Malakal Health Center IV (MOH/CONSTR/2015/02/0026)	Annual Procurement Plan - Ministry of Health	Bids Add	SERVICES	International Competitive Tendering	15/Jan/2016 12:00AM	30/Dec/2015	15/Jan/2016	PUBLISHED	30/Dec/2015 08:08AM
<input type="checkbox"/> Ministry of Health	RFQ for purchase of a bull dozer for Juba Town (MOH/WORKS/2015/01/0025)	Annual Procurement Plan - Ministry of Health	None Add	WORKS	International Competitive Tendering	08/Jan/2016 12:00AM	30/Dec/2015	08/Jan/2016	PUBLISHED	30/Dec/2015 08:04AM

1 ► FILTER Q

Figure 12

The admin can apply the following actions in the settings to the Procurement Plan

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'

Viewing details of a Tender Notice

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

The screenshot shows the Procurement software interface. On the left, there's a sidebar with 'Dashboard', 'Procurement', and 'Contracts' tabs, and 'Tender Notices' selected. Below this is a table titled 'Tender Notices List' with columns 'PDE' and 'Subject'. There are five entries in the list. To the right of the list is a detailed view of the first entry: 'Test - Purchase of furniture (desks, chairs, chalkboards)'. This view includes a summary, a table of procurement details, and a table of timeline information.

PDE	Subject
Ministry of Education, Science and Technology	Test - Purchase of furniture (desks, chairs, chalkboards) (MOEST/ADMIN/2015/01)
Ministry of Education, Science and Technology	Purchase of Volume 34 Studies 2016 (MOFEP/ADMIN/2015/02)
Ministry of Education, Science and Technology	Tender of New Mathematics Syllabus Books
Ministry of Education, Science and Technology	Purchase of Education 1

Test - Purchase of furniture (desks, chairs, chalkboards)			
Test - Purchase of furniture (desks, chairs, chalkboards) Test - Purchase of furniture (desks, chairs, chalkboards) Test - Purchase of furniture (desks, chairs, chalkboards)			
PDE	Ministry of Education, Science and Technology	Procurement Plan	Testing procurement plan
		Type	Goods
		Method	Selective Tendering
		Document	document_1449648072.doc
		Deadline	11/12/2015
		Display Start Date	10/12/2015
		Display End Date	11/12/2015
		Status	PUBLISHED
		Date Entered	09/12/2015 08:01AM
		Entered By	John Dolres
		Last Updated	09/12/2015 08:01AM
		Last Updated By	John Dolres

Display Start Date	Display End Date	Status	Added
2/2015	11/12/2015	PUBLISHED	09/12/2015 08:01AM
2/2015	31/12/2016	PUBLISHED	04/12/2015 10:11PM
1/2015	31/01/2016	PUBLISHED	28/11/2015 01:30PM
1/2015	31/12/2015	PUBLISHED	28/11/2015 01:21PM

Figure 13

2.4 Managing Bids Received

Click Bids to view bids

The screenshot shows the 'Procurement' software interface. At the top, there's a navigation bar with links for My Dashboard, Procurement (which is active), Providers, Contracts, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar, there are tabs for Procurement Plans, Invitation for Bids/Quotations, Bids Received (which is highlighted with a red circle), Best Evaluated Bidders, and Contract Awards. The main content area is titled 'Bidders List'. It displays a table with columns: Provider, Bid Details, PDE, Plan Name, Invitation for Bids/Quotations, Bid Amount, Valid From, Valid To, Submitted, Status, and Action (represented by a gear icon). Two rows of data are visible:

Provider	Bid Details	PDE	Plan Name	Invitation for Bids/Quotations	Bid Amount	Valid From	Valid To	Submitted	Status	Action
EMK Enterprise	Details	Ministry of Health	Annual Procurement Plan - Ministry of Health	Construction of Malakal Health Center IV	SSP1,000	NONE	NONE	30/Dec/2015 08:54AM	SU	Message Bidder
Chiya Holdings Ltd	Details	Ministry of Education, Science and Technology	This is a test plan	RFP For Maths Books real	0	NONE	NONE		SAVED	Under Review

At the bottom left of the table, there are buttons for '1' (page number), a right arrow, and 'FILTER' with a search icon.

Figure 14

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
4. Reject Bid : when admin chooses this option, the Bidder checked will be rejected and will not be able to commence on this stage

Click on the green button labeled new to add a new Bid invitation which links you to the page shown below:

The screenshot shows the 'Submit Bid' page of a procurement software. At the top, the URL is rssprocurement.org/bids/add. The date is Monday, January 4, 2016, 3:54PM EAT. The user is John Dolres [admin]. The main title is 'Submit Bid'. Below it, there's a navigation bar with tabs: My Dashboard, Procurement (which is selected), Providers, Contracts, Resources, Forums, Reports, Users, Settings, and Help. A search icon is also present.

The main content area has several sections:

- Submitting a Bid On:** (Bid Invitation) dropdown menu showing:
 - Select Bid Invitation
 - RFP For Maths Books
 - Purchase of Education Vechicles
 - Tender of New Mathematics Syllabus Books
 - Purchase of Volume 34 Of Social Studies 2016
 - Training all ministry officials - defensive driving
- Provider**: A dropdown menu showing:
 - RFP For Maths Books
 - Purchase of Education Vechicles
 - Tender of New Mathematics Syllabus Books
 - Purchase of Volume 34 Of Social Studies 2016
 - Training all ministry officials - defensive driving
- Summary**: A dropdown menu showing:
 - Tender of New Mathematics Syllabus Books
 - Purchase of Volume 34 Of Social Studies 2016
 - Training all ministry officials - defensive driving
- Add Documents**: A field for optional bid documents (PDF, Word, Max 500MB) with a file icon and a plus sign.
- Validity Period of Your Bid**: Fields for 'From' and 'To' dates with calendar icons.
- Your Bid**: Fields for 'Currency' (dropdown) and 'Amount (to nearest unit)'.

Filtering Bids

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

The screenshot shows a web application interface for managing procurement contracts. At the top, there is a navigation bar with links: My Dashboard, Procurement (selected), Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar, there are several tabs: Procurement Plans, Tender Notices, Bids, Best Evaluated Bidders, and Contract Awards. The main content area is titled "Contract Award List". It displays a table with columns: Provider, Bid Details, PDE, Plan Name, Tender Notice, Contract Amount, and Last Updated. There are three rows of data. A yellow oval highlights the "FILTER" link at the bottom left of the table. A larger yellow oval encloses a modal window titled "Contract Award List Filter". This modal contains three search input fields: "Search PDE Name", "Search Provider Name", and "Name Search Phrase", each with a dropdown arrow icon. Below these fields is a blue "Apply Filter" button. The background of the main table area is dimmed to indicate it is inactive while the filter modal is open.

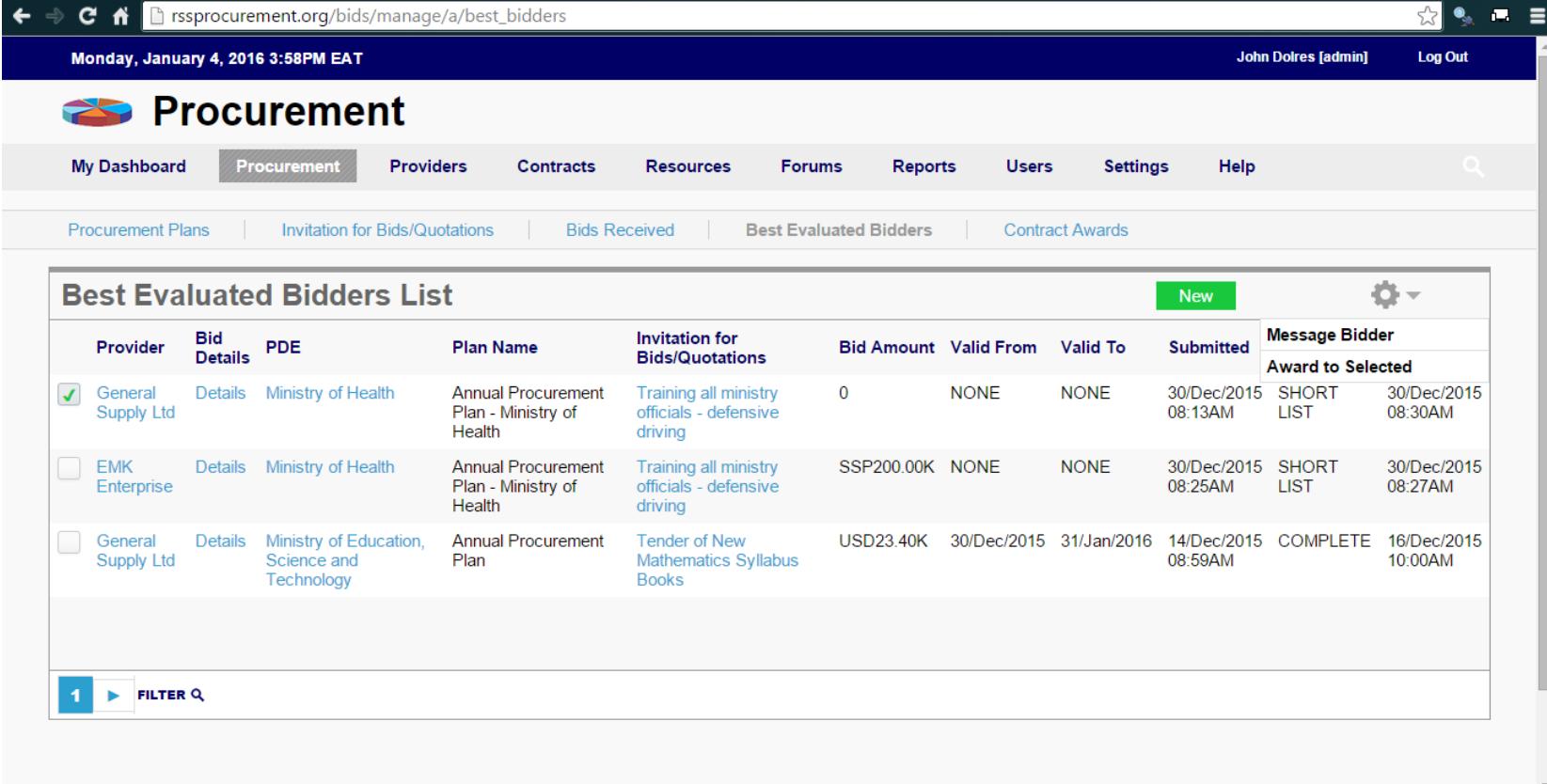
Provider	Bid Details	PDE	Plan Name	Tender Notice	Contract Amount	Last Updated
<input checked="" type="checkbox"/> General Supply Ltd	Details	Ministry of Education & Technology	Search PDE Name	Search Provider Name	SSP1.23M	09/12/2015 09:02AM
<input type="checkbox"/> Chiya Holdings Ltd	Details	Ministry of Education & Technology			SSP250.00K	07/12/2015 08:15AM
<input type="checkbox"/> General Supply Ltd	Details	Ministry of Education & Technology			SSP430.00K	22/11/2015 02:32PM

1 ► FILTER Q Filter link

Figure 15

2.5 Managing Best Evaluated Bidder

Click on Best Evaluated Bidder to manage best evaluated bidders



The screenshot shows a web-based procurement system. At the top, there's a header bar with a back/forward button, a search field containing 'rssprocurement.org/bids/manage/a/best_bidders', and user information 'Monday, January 4, 2016 3:58PM EAT' and 'John Dolres [admin] Log Out'. Below the header is a logo with three colored circles and the word 'Procurement'. A navigation menu includes 'My Dashboard', 'Procurement' (which is selected and highlighted in grey), 'Providers', 'Contracts', 'Resources', 'Forums', 'Reports', 'Users', 'Settings', and 'Help'. A search icon is also present. The main content area has tabs for 'Procurement Plans', 'Invitation for Bids/Quotations', 'Bids Received', 'Best Evaluated Bidders' (which is currently selected and highlighted in blue), and 'Contract Awards'. Below these tabs is a table titled 'Best Evaluated Bidders List'. The table has columns: Provider, Bid Details, PDE, Plan Name, Invitation for Bids/Quotations, Bid Amount, Valid From, Valid To, Submitted, Message Bidder, and Award to Selected. There are three rows of data. Row 1: General Supply Ltd (checked), Ministry of Health, Annual Procurement Plan - Ministry of Health, Training all ministry officials - defensive driving, 0, NONE, NONE, 30/Dec/2015 08:13AM, SHORT LIST, 30/Dec/2015 08:30AM. Row 2: EMK Enterprise (unchecked), Ministry of Health, Annual Procurement Plan - Ministry of Health, Training all ministry officials - defensive driving, SSP200.00K, NONE, NONE, 30/Dec/2015 08:25AM, SHORT LIST, 30/Dec/2015 08:27AM. Row 3: General Supply Ltd (unchecked), Ministry of Education, Science and Technology, Annual Procurement Plan, Tender of New Mathematics Syllabus Books, USD23.40K, 30/Dec/2015, 31/Jan/2016, 14/Dec/2015 08:59AM, COMPLETE, 16/Dec/2015 10:00AM. At the bottom left of the table are buttons for '1', 'FILTER', and a magnifying glass icon.

Figure 16

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 selected: when the admin chooses this option, the selected Best Evaluated Bidder and PDE will 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.

The screenshot shows a web application interface for managing procurement contracts. At the top, there is a navigation bar with links: My Dashboard, Procurement (which is selected), Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar, there are several tabs: Procurement Plans, Tender Notices, Bids, Best Evaluated Bidders (which is selected), and Contract Awards. The main content area is titled "Contract Award List". It displays a table of contracts with columns: Provider, Bid Details, PDE, Plan Name, Tender Notice, Contract Amount, and Last Updated. The first row shows a checked checkbox for "General Supply Ltd", followed by "Details", "Ministry of Education Technology", "Search PDE Name" input field, "SSP1.23M", and "09/12/2015 09:02AM". The second row shows an unchecked checkbox for "Chiya Holdings Ltd", followed by "Details", "Ministry of Education Technology", "Search Provider Name" input field, "SSP1.250.00K", and "07/12/2015 08:15AM". The third row shows an unchecked checkbox for "General Supply Ltd", followed by "Details", "Ministry of Education Technology", "Name Search Phrase" input field, "SSP1.30.00K", and "22/11/2015 02:32PM". At the bottom left of the table, there is a "FILTER" button with a magnifying glass icon and the text "Filter link". A yellow oval highlights this button. A yellow curved arrow points from this button to a modal window that has just been triggered. The modal window has three input fields: "Search PDE Name", "Search Provider Name", and "Name Search Phrase", each with a dropdown arrow icon. At the bottom of the modal is a blue "Apply Filter" button. The background of the main table area is dimmed.

Figure 17

2.6 Managing Contracts

Click on contract Awards to manage contracts

Contract Award List						
Provider	Bid Details	Plan Name	Invitation for Bids/Quotations	Contract Amount		
<input checked="" type="checkbox"/> Chiya Holdings Ltd	Details	Annual Procurement Plan	Tender of New Mathematics Syllabus Books	SSP123.00K	View Contract	Message Bidder 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

Figure 18

The following settings can be applied to the selected provider

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 Bidder: The admin chooses this option, when bidder has to be notified

Generate a contract:

Click on the green button labeled “generate contract” to view the page shown below and click on view contract to see contract details

The screenshot shows the 'Contracts: Add New' page from a procurement system. At the top, there's a navigation bar with links for My Dashboard, Procurement, Providers, Contracts (which is the active tab), Resources, Forums, Reports, Users, Settings, and Help. The date 'Monday, January 4, 2016 4:06PM EAT' and user 'John Dolres [admin]' are also at the top.

The main form has several fields:

- Creating a Contract For (Winner):** A dropdown menu showing 'Purchase of Volume 34 Of Social Studies 2016 (Ministry of Education, Science and Technology)' and 'General Supply Ltd'.
- Contract Documents:** A field labeled 'Select Contract Document (PDF, Word, Max 500MB)' with a file icon and a '+' button.
- Contract Budget Amount:** Fields for 'Currency' (dropdown) and 'Amount (to nearest unit)'.
- Source of Funds:** A dropdown menu.
- Official Start Date:** A field with a calendar icon.
- Status:** A dropdown menu showing 'Active'.

A large orange circle highlights the green 'Save' button at the bottom of the form.

At the bottom of the page, there are copyright notices: '©2016 Ministry of Finance and Economic Planning (Directorate of Public Procurement)' and 'Developed By New Wave Technologies Ltd'.

2.7 Filtering Contracts Awards

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

The screenshot shows a web-based application interface for managing contracts. At the top, there is a navigation bar with links: My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar, there is a secondary navigation bar with links: Procurement Plans, Tender Notices, Bids, Best Evaluated Bidders, and Contract Awards. The main content area is titled "Contract Award List". It displays a table with columns: Provider, Bid Details, PDE, Plan Name, Tender Notice, Contract Amount, and Last Updated. There are three rows of data in the table. A yellow oval highlights a "FILTER" link at the bottom left of the table. A modal dialog box is overlaid on the table, containing three input fields: "Search PDE Name", "Search Provider Name", and "Name Search Phrase", followed by a blue "Apply Filter" button. The entire dialog box is also highlighted with a yellow oval.

Provider	Bid Details	PDE	Plan Name	Tender Notice	Contract Amount	Last Updated
<input checked="" type="checkbox"/> General Supply Ltd	Details	Ministry of Education & Technology			SSP1.23M	09/12/2015 09:02AM
<input type="checkbox"/> Chiya Holdings Ltd	Details	Ministry of Education & Technology			SSP1250.00K	07/12/2015 08:15AM
<input type="checkbox"/> General Supply Ltd	Details	Ministry of Education & Technology			SSP430.00K	22/11/2015 02:32PM

1 ► FILTER Filter link

Figure 19

3.0 Contracts

Click on Contracts on the Top menu to view all contracts

The screenshot shows a web-based application interface for managing contracts. At the top, there's a navigation bar with links for My Dashboard, Procurement, Providers, Contracts (which is highlighted with an orange circle), Resources, Forums, Reports, Users, Settings, and Help. Below the navigation is a date header 'Monday, January 4, 2016 4:16PM EAT' and a user info bar for 'John Dolres [admin]' with a 'Log Out' link.

The main content area is titled 'Contracts' and displays a 'Contracts List'. It features a table with columns: PDE, Name, Amount, Progress, Date Started, Status, and Last Updated. There are three rows of data:

- Row 1:** Ministry of Education, Science and Technology, Purchase of Volume 34 Of Social Studies 2016, SSP250.00K, 0% Notes, Add Note, 31/Dec/2015, TERMINATED, 21/Dec/2015 06:24PM. This row has a checked checkbox in the PDE column.
- Row 2:** Ministry of Education, Science and Technology, Tender of New Mathematics Syllabus Books, SSP123.00K, 0% Notes, Add Note, 31/Dec/2015, TERMINATED, 21/Dec/2015 06:24PM. This row has an unchecked checkbox in the PDE column.
- Row 3:** Ministry of Education, Science and Technology, RFP For Maths Books, SSP10.00K, 70% Notes, Add Note, 30/Nov/2015, ACTIVE, 07/Dec/2015 09:58PM. This row has an unchecked checkbox in the PDE column.

A context menu is open over the first row (Ministry of Education). The menu is triggered by a gear icon in the top right corner of the table row. The menu items are:

- Message Provider
- Mark as Cancelled
- Mark as Endorsed by Moj
- Mark as Complete
- Terminate
- Archive

Below the table, there are navigation buttons for '1', '▶', 'FILTER', and a search bar.

Figure 20

To apply changes to the PDE settings you select the PDE on the right button and click settings which will show you a selection of different settings shown below:

1. Message provider: The admin chooses this option to send a notification to the provider
2. Mark as complete: The Admin chooses this option when the contract process has been finalized
3. Mark as cancelled: The admin chooses this option when the contract is to be terminated.
4. Mark as endorsed by Moj:
5. Terminate: The admin chooses this option when the contract has to be terminated for one reason or the other.
6. Archive: The admin chooses this option to put the contract in the archived list

Add additional notes to the PDE by clicking on the Add notes green button as shown above which will link you the page shown below

The screenshot shows a web-based application for managing contracts. At the top, there's a navigation bar with links for My Dashboard, Procurement, Contracts (which is the active tab), Providers, Resources, Forums, Reports, Users, Settings, and Help. Below the navigation is a search bar.

The main area displays a "Contracts List" with two items:

- PDE: Ministry of Education, Science and Technology
- PDE: Ministry of Education, Science and Technology

For the first item, a modal window is open titled "The Maths Books Purchase". The modal contains the following details:

- PDE: Ministry of Education, Science and Technology
- Provider: General Supply Ltd
- Status: Active (selected from a dropdown menu)
- Progress: 0%
- Amount Paid (in SSP): [Input field]
- File attachments: [List of allowed file types: Word, JPEG, JPG, TIFF. Max 500M] [Upload button]
- Note Details (Max 500 characters): [Text input area]
- Add Note button: A large blue button at the bottom of the modal.

On the right side of the screen, there's a sidebar with a gear icon and a table showing contract details:

Date Started	Status	Last Updated	Last Updated By
30/11/2015	ACTIVE	07/12/2015 09:58PM	John Dolres
31/12/2015	ACTIVE	07/12/2015 08:15AM	Peter Mobior

At the bottom of the page, there are copyright notices: "©2015 Ministry of Finance and Economic Planning (Directorate of Public Procurement)" and "Developed By New Wave Technologies Ltd".

Figure 21

4.0 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

The screenshot shows a web-based application interface for managing providers. At the top, there's a navigation bar with links for My Dashboard, Procurement, Contracts, Providers (which is highlighted), Resources, Forums, Reports, Users, Settings, and Help. Below the navigation bar is a sub-navigation bar for the 'Providers' section, featuring links for Provider List, Add New, Edit, and Delete.

The main content area is titled 'Providers List'. It displays a table with two rows of provider information:

Name	Contact	TAX ID	Category/Ministry	ROP #	Country	Address
General Supply Ltd	Almond Great	T9098032423	Home and garden	SSA000000005102	Republic of South Sudan	Plot 345 Tinga Str , Moto, South Moto 234, Republic of South Sudan
Chiya Holdings Ltd	Gary Mathews	T89089234234	Health and personal care	SSC000000005102	Ethiopia	43 Regan Rd , Kuma, Abok 8011, Republic of South Sudan

For each provider row, there is a green 'Generate' button next to the ROP # column. To the right of the table, there's a 'Stat Message' dropdown menu with options: ACT, Activate, Deactivate, and Suspend. The 'Activate' option is currently selected. The entire 'Stat Message' menu is circled in orange.

Figure 22

The following setting are applied to the provider

- 1 Activate: The admin chooses this option when the provider is to be published or unpublished from the public site and the website after approval.
- 2 Deactivate: The admin chooses this option when the provider has to be unpublished from the public site
- 3 Suspend: The admin choose this option when provider has to be deregistered from the system.

Generate a certificate by clicking on the green button labeled Generate a window shown below will popup where you add the amount and the expiry date. You will be able to download and view the certificate generated by clicking on the ROP numbers shown in the image above

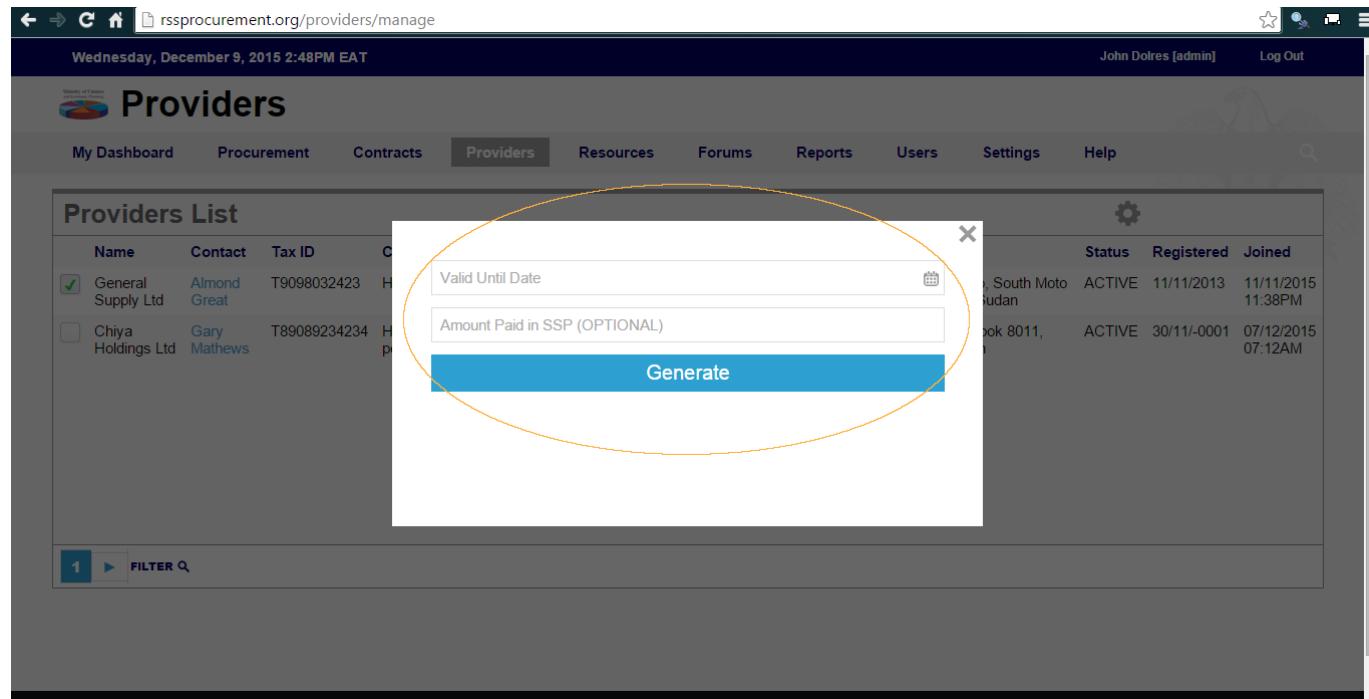


Figure 23

Apply setting to a PDE by selecting the PDE using the button which turns to a green tick after which you click on the settings icon on your right to apply a new the different settings given in the dropdown.

Suspend provider

To suspend a provider you check the provider and select “suspend” in the settings menu the popup window below will popup where you give the Date and the reason

The screenshot shows a web application interface for managing providers. At the top, the URL is <rssprocurement.org/providers/manage>. The date is Tuesday, December 15, 2015, 10:35AM EAT. The user is John Dolres [admin] and has the option to Log Out.

The main navigation bar includes My Dashboard, Procurement, Contracts, Providers (selected), Resources, Forums, Reports, Users, Settings, and Help. A search icon is also present.

The title "Providers" is displayed above the list. The "Providers List" table has columns: Name, Contact, Tax ID, and Status (partially visible). The first row, "General Supply Ltd", has a checked checkbox and is selected. A modal window is open over the table, titled "Suspend". It contains fields for "Select Date the Suspension Expires" (with a calendar icon) and "Reason (Max 500 characters)". A large blue "Suspend" button is at the bottom of the modal. In the background, other provider rows are visible, such as "Chiya Holdings Ltd" and "Tinga Ltd".

Name	Contact	Tax ID	Status	Registered	Joined
General Supply Ltd	Almond Great	T9098032423	ACTIVE	11/11/2013	11/11/2015 11:38PM
Chiya Holdings Ltd	Gary Mathews	T89089234234	ACTIVE	30/11/-0001	07/12/2015 07:12AM
Tinga Ltd	Almond Zious	T687234234	ACTIVE	30/11/-0001	10/12/2015 06:11PM

Figure 24

5.0) Adding Resources

4.1 Resource 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.

The screenshot shows a web application interface for managing resources. At the top, there's a header bar with a back/forward button, a search field containing 'rssprocurement.org/documents/manage', and user information 'John Dolres [admin] Log Out'. Below the header is a dark blue navigation bar with the date 'Monday, January 4, 2016 4:38PM EAT'. The main content area has a title 'Resources' with a pie chart icon. A navigation menu below the title includes 'My Dashboard', 'Procurement', 'Providers', 'Contracts', 'Resources' (which is highlighted in grey), 'Forums', 'Reports', 'Users', 'Settings', and 'Help'. A search icon is also present. Below the menu, there are four tabs: 'Documents' (circled in orange), 'Important Links', 'Standards', and 'Training Activities'. The main area is titled 'Document List' and contains a table with two rows of data. The columns are 'Name', 'Type', 'Size', 'Description', 'Entered By', and 'From Organization'. The first row shows 'Test Document' (checked), 'Case Studies', '9.91KB', 'NONE', 'John Dolres', and 'South Sudan Procurement'. The second row shows 'Another Test Doc', 'Letters', '465.15KB', 'View Description', 'John Dolres', and 'South Sudan Procurement'. To the right of the table is a context menu with options: 'Archive', 'Re-Activate', and 'Delete'. The 'Delete' option is partially cut off. At the bottom of the table are buttons for '1', 'FILTER', and a magnifying glass icon.

Figure 25

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

The screenshot shows a web-based application interface for managing documents. At the top, the URL is rssprocurement.org/documents/manage, and the date and time are Wednesday, December 9, 2015 12:43PM EAT. The user is logged in as John Dolres [admin] and has the option to Log Out.

The main title is "Resources". Below it is a navigation bar with links: My Dashboard, Procurement, Contracts, Providers, Resources (which is highlighted), Forums, Reports, Users, Settings, and Help. There is also a search icon.

The main content area is titled "Document List". It displays a table with the following columns: Name, Type, Size, Description, Entered By, From Organization, Status, and Posted. The table contains two rows of data:

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	Leters	465.15KB	View Description	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015

At the bottom of the table, there is a blue button labeled "1" and a "FILTER" button with a magnifying glass icon. The entire table is circled in orange.

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
- 2 Re-activate: The admin chooses this option when the Resource document is to be published or unpublished from the public site.
- 3 Delete: The admin chooses this option when the document has to be deleted from the system

To add a new document you select the new green button which will take to page below where you create modify and then archive the required Document in the format specified format.

The screenshot shows a web-based application interface for adding a new document. At the top, the URL is rssprocurement.org/documents/add/a/system, and the date and time are Wednesday, December 9, 2015 12:47PM EAT. The user is logged in as John Dolres [admin] and has the option to Log Out. The main title is "Resources: Add Document". Below the title, there are navigation links: My Dashboard, Procurement, Contracts, Providers, Resources (which is highlighted in blue), Forums, Reports, Users, Settings, and Help. A search icon is also present. The main content area has tabs for Documents, Important Links, Standards, and Training Activities. There are four input fields: "Name" (text input with placeholder "Enter Name"), "Document" (file input with placeholder "Select Document (PDF, Word, Max 500MB)"), "Comment" (text area with placeholder "Briefly describe the document (OPTIONAL, Max 500 characters)"), and "Type" (dropdown menu with placeholder "Select Document Type"). A large orange circle highlights the green "Save" button at the bottom of the form.

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

Name	Open Type	Entered By	From Organization	Status	Posted
Sing Along Link	Same Window	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015
Example	New Window	John Dolres	South Sudan Procurement	ACTIVE	25/11/2015

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
- 2 Re-activate: The admin chooses this option when the important link is to be published or unpublished from the public site.
- 3 Delete: The admin chooses this option when the link has to be deleted from the system

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 application interface for adding a link. At the top, there is a header bar with various icons and the URL "rssprocurement.org/links/add". Below the header, the date and time are displayed as "Wednesday, December 9, 2015 1:13PM EAT". On the right side of the header, there is a user profile with the name "John Dolres [admin]" and a "Log Out" link. The main title of the page is "Resources: Add Link". Below the title, there is a navigation menu with tabs: "My Dashboard", "Procurement", "Contracts", "Providers", "Resources" (which is currently selected), "Forums", "Reports", "Users", "Settings", and "Help". A search icon is also present on the right of the menu. The main content area has four tabs at the top: "Documents", "Important Links" (which is highlighted in orange), "Standards", and "Training Activities". Below these tabs, there are three input fields: "Name" (with placeholder "Enter Name"), "Link URL" (with placeholder "Enter or Paste URL"), and "Open Type" (a dropdown menu with placeholder "Select Open Type"). At the bottom of the form is a large green "Save" button. A yellow oval highlights the "Important Links" tab and the "Save" button.

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

The screenshot shows a web application interface for managing standards. At the top, there's a header bar with a back arrow, forward arrow, refresh button, a home icon, and a search bar containing the URL 'rssprocurement.org/documents/manage/a/standard'. To the right of the search bar are icons for star, print, and other navigation. Below the header is a dark blue banner displaying the date 'Wednesday, December 9, 2015 1:21PM EAT' and the user 'John Dolres [admin] Log Out'. The main title 'Resources' is centered above a navigation bar with links: My Dashboard, Procurement, Contracts, Providers, Resources (which is highlighted in grey), Forums, Reports, Users, Settings, and Help. A magnifying glass icon is also on the navigation bar. Below the navigation is a secondary navigation bar with links: Documents, Important Links, Standards (which is highlighted with a yellow circle), and Training Activities. The main content area is titled 'Standard List' and contains a table with the following data:

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

At the bottom of the table, there are buttons for '1' (highlighted with an orange circle), a blue 'FILTER' button with a magnifying glass icon, and a 'New' button in a green box. To the right of the table, there's a gear icon with an orange circle around it. The background features a faint watermark of a plant or leaf pattern.

Figure 30

Select the starndards document to apply setting by clicking on the Button on the right which changes to the green tick after which you apply the settings by selecting the settings icon where a dropdown popup and you select the setting you want to apply to the starndard document.

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.
- 2 Re-activate: The admin chooses this option when the important link is to be published or unpublished from the public site.
- 3 Delete: The admin chooses this option when the link has to be deleted from the system

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

The screenshot shows a web application interface for adding a document. At the top, there's a navigation bar with links for My Dashboard, Procurement, Contracts, Providers, Resources (which is the active tab), Forums, Reports, Users, Settings, and Help. Below the navigation is a sub-menu with options: Documents, Important Links, Standards, and Training Activities. The main content area is titled "Resources: Add Document". It contains four input fields: "Name" (with placeholder "Enter Name"), "Document" (with placeholder "Select Document (PDF, Word. Max 500MB)" and a file icon), "Comment" (with placeholder "Briefly describe the document (OPTIONAL, Max 500 characters)"), and "Type" (a dropdown menu with placeholder "Select Document Type"). A large yellow circle highlights the "Name", "Document", and "Comment" fields. At the bottom is a green "Save" button.

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. At the top, there's a header with the URL 'rssprocurement.org/training/manage', the date 'Thursday, December 10, 2015 4:05PM EAT', and user information 'John Dolres [admin] Log Out'. Below the header is a navigation bar with tabs: My Dashboard, Procurement, Contracts, Providers, Resources (which is selected), Forums, Reports, Users, Settings, and Help. A search icon is also present. Under the navigation bar, there are links for Documents, Important Links, Standards, and Training Activities, with 'Training Activities' highlighted by a yellow oval. The main content area is titled 'Training List' and displays a table with one row of data. The columns are: Subject, Category, Event Date, Time, Duration, Entered By, From Organization, Status, and Posted. The data row shows: 'Training For First Time PDEs', 'Government Procedures', '26/11/2015 08:08AM', '2 hrs', 'John Dolres', 'South Sudan Procurement', 'ACTIVE', and '26/11/2015'. To the left of the first column is a checkbox with a yellow oval around it. To the right of the last two columns are a green 'New' button and a gear icon, both enclosed in yellow ovals. At the bottom of the table, there are buttons for '1', 'FILTER', and a magnifying glass icon.

Figure 32

You apply the different setting to the Document by selecting the document to which you want to apply the settings a green tick will be shown then you can apply a particular setting by selecting the setting Icon on the left where you find a dropdown with different settings

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
- 2 Re-activate: The admin chooses this option when the training activity is to be published or unpublished from the public site.
- 3 Delete: The admin chooses this option when the training activity has to be deleted from the system

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

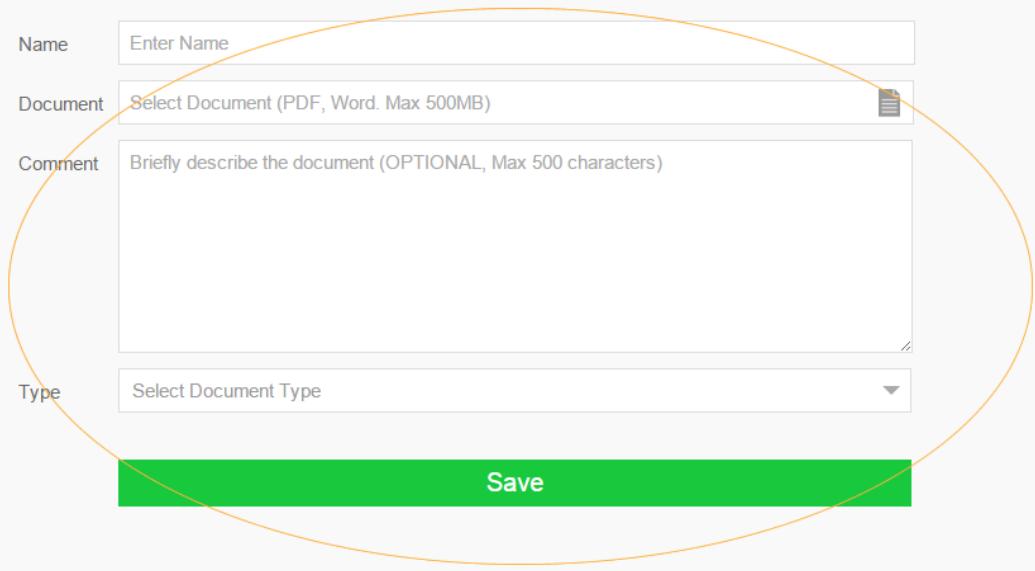


Figure 33

6.0 Forums

5.1 Manage Forums

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

Topic	Category	Is Public	Views #	Contributors #	Moderator	Entered By	From Organization	Status	Date Started
<input type="checkbox"/> How to Do Procuring	Procurement	Y	3	Comments (1) Comment	John Dolres	John Dolres	South Sudan Procurement	ACTIVE	27/11/2015
<input type="checkbox"/> Test PDE Forum Activity	Procurement	Y	0	Comments (2) Comment	Peter Mobior	Peter Mobior	Ministry of Education, Science and Technology	ACTIVE	08/12/2015
<input type="checkbox"/> Testing public private forums	Financial	Y	1	Comments (1) Comment	John Dolres	John Dolres	South Sudan Procurement	ACTIVE	08/12/2015

Figure 34

You click on the buttons on the right to apply the setting which are accessed by clicking the settings icon a dropdown window with settings is shown

The following setting are applied to the forums

- 1 Archive: The admin chooses this option when the forum is to be put in the archived list
- 2 Re-activate: The admin chooses this option when the forum is to be published or unpublished to the public site.
- 3 Delete: The admin chooses this option when the forum has to be deleted from the system

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

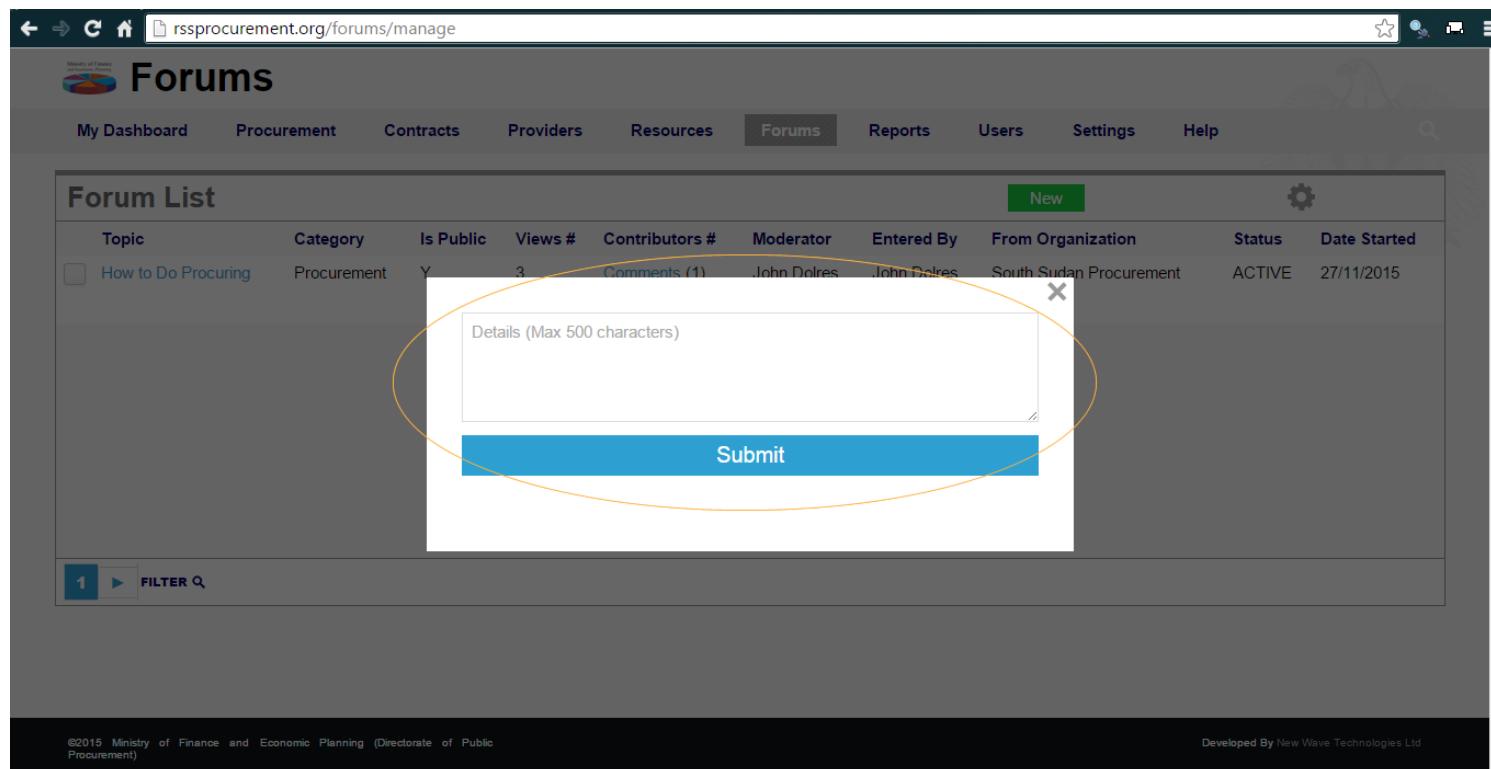


Figure 35

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 for the 'Forums' section of the 'rssprocurement.org' website. The URL in the address bar is 'rssprocurement.org/forums/add'. The top navigation bar includes links for 'My Dashboard', 'Procurement', 'Contracts', 'Providers', 'Resources', 'Forums' (which is highlighted in grey), 'Reports', 'Users', 'Settings', and 'Help'. The date and time 'Wednesday, December 9, 2015 2:39PM EAT' are displayed above the navigation. On the right, there is a user profile for 'John Dolres [admin]' with a 'Log Out' link. A large orange circle highlights the form area for creating a new topic. The form fields include:

- Topic:** An 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 file input field labeled 'Attach (OPTIONAL: PDF, Word, JPEG, JPG, PNG, TIFF. Max 500MB)' with a small document icon.
- Category:** A dropdown menu labeled 'Select Category'.
- Access:** A dropdown menu labeled 'Select Access'.
- Moderator:** A dropdown menu labeled 'John Dolres'.

A large green 'Save' button is located at the bottom of the form area.

Figure 36

7.0 REPORTS

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

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

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 a web application interface for managing reports. At the top, there is a navigation bar with links: My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports (which is highlighted in grey), Users, Settings, and Help. Below the navigation bar, there are dropdown menus for 'Procurements In Progress' (set to 'FY 2015 - First Quarter'), 'Ministry of Education, Science and Technology', and a 'Generate' button. The main content area is titled 'Report' and displays a table of procurement data. A modal dialog box is overlaid on the page, titled 'Download File Info'. It contains fields for '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). It also includes 'Download Later', 'Start Download' (which is highlighted in blue), and 'Cancel' buttons. The background table data is partially visible, showing categories like 'Furniture, Supplies, Tools & Materials' and 'Procurement of Vehicles and other Transport equipment', along with various procurement details and status columns (e.g., Contract Awarded, Commencement of Contract, etc.).

Figure 38

8.0 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

Name	Email	Telephone	Organization	Type	Status	Permissions	Message
John Dolres	admin@pss.gov	2324234233	South Sudan Procurement	ADMIN	ACTIVE	Default A Default D Default P Default T Default Provider	Activate Deactivate Update Type Update Permission Group
Peter Mobior	pde@pss.gov	3452342343	Ministry of Education, Science and Technology	PDE	ACTIVE		
Almond Great	provider@pss.gov	1231231233	General Supply Ltd	PROVIDER	ACTIVE		
Gary Mathews	chiya@gmail.com	0773567456	Chiya Holdings Ltd	PROVIDER	ACTIVE		
		0414389220			PENDING		
							08/12/2015 11:51AM

Figure 39

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.

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

1. Activate a user: The admin chooses this option to deactivate the user account and it will no longer be used until its activated
2. Deactivate a user: The admin chooses this option when the user account is going to be reinstated in case it was deactivated
3. Update permission group: The admin chooses this option when the user accounts group has to be changed

9.0 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 shows a web application interface for adding a permission group. At the top, there is a navigation bar with links for My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings (which is highlighted in grey), and Help. The date and time (Wednesday, December 9, 2015 5:40PM EAT) and user information (John Dolres [admin] and Log Out) are also displayed. Below the navigation bar, the main title is "Settings: Add Group". There are three tabs: "User Settings" (highlighted with an orange oval), "Organization Settings", and "Permission Groups". The "User Settings" tab is active. The form fields include: "Name" (input field with placeholder "Enter Name"), "Description" (text area with placeholder "Briefly describe the purpose of this permission group (Max 200 characters)"), "Type" (dropdown menu with placeholder "Select Group Type"), and "Permissions" (table showing categories and names). A large orange circle highlights the "User Settings" tab and the entire input area. A green "Save" button is at the bottom of the form.

Category	Name
Bids	Can Submit Bids
Messages	Can Send Email
Tenders	Can Submit Tenders
Users	Can Edit Users

Figure 40

Click on the Organization Settings to View and edit organization settings

The screenshot shows a web browser window for the URL rssprocurement.org/organizations/settings/view/Y. The page is titled "Organization Settings". The navigation bar includes links for My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings (which is highlighted in grey), and Help. Below the navigation bar, there are three tabs: User Settings, Organization Settings (which is circled in orange), and Permission Groups. The main content area is divided into two sections:

a) Organization Account Details:

Organization Name: South Sudan Procurement	Admin Name: John Dolres
Description: The government of the republic of South Sudan.	
Tax ID: T9098032423	Registration Number: 89R08982344
Registration Country: Republic of South Sudan	Registration Date: 30/11/2010

b) Organization Contact Address:

Address: Plot 345 Wau Rd	City: Juba
Region/State: Central	Zip Code: 81111
Country: Republic of South Sudan	

Edit

Figure 41

Create and change all Settings for permission groups

The screenshot shows a web application interface for managing permissions. At the top, there's a navigation bar with links for My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings (which is highlighted with an orange oval), and Help. Below the navigation bar, there are three tabs: User Settings, Organization Settings, and Permission Groups (also highlighted with an orange oval). The main content area is titled "Permission Group List". It displays a table with the following data:

Name	Description	Permissions	Type	Users	Date Created
Default Admin	The default administrator group	Permissions (2)	ADMIN	1	04/11/2015 12:00AM
Default Provider	The default Provider group	Permissions (1)	PROVIDER	2	11/11/2015 12:00AM
Default PDE	Default PDE permission group	Permissions (1)	PDE	1	11/11/2015 12:00AM

At the bottom left of the table, there are buttons for "1", a blue arrow, and "FILTER Q". To the right of the table, there are three buttons: a green "New" button, a blue "Edit" button, and a grey "Delete" button (highlighted with an orange oval). The entire screenshot is framed by a light gray border.

Figure 42

To delete the account the admin chooses the delete settings under settings

You create a group permission by clicking on the green button shown in the image above which links you to the page below where you name, describe , select the group and click on the save button to save the changes .

The screenshot shows a web application interface for adding a new permission group. At the top, the URL is rssprocurement.org/permissions/add, the date is Monday, December 14, 2015 6:55PM EAT, and the user is John Dolos [admin] with a Log Out link. The main title is "Settings: Add Group". Below the title, there are tabs for My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings (which is selected), and Help. A search icon is also present. On the right side, there is a watermark of the U.S. Great Seal.

The form fields are as follows:

- Name: Enter Name
- Description: Briefly describe the purpose of this permission group (Max 200 characters)
- Type: Select Group Type
- Permissions: A table showing categories and names:

Category	Name
Bids	Can Submit Bids
Messages	Can Send Email
Tenders	Can Submit Tenders
Users	Can Edit Users

A large orange circle highlights the "Save" button at the bottom of the form.

Figure 43

10.0 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

The screenshot shows a web application interface for managing FAQs. At the top, there's a header bar with a back arrow, forward arrow, refresh, and home icons. The URL is 'rssprocurement.org/faqs/manage'. The date and time 'Monday, January 4, 2016 4:56PM EAT' are displayed, along with a user 'John Dolres [admin]' and a 'Log Out' link. Below the header is a navigation bar with links: 'My Dashboard', 'Procurement', 'Providers', 'Contracts', 'Resources', 'Forums', 'Reports', 'Users', 'Settings', 'Help', and a search icon. A 'FAQs' link is also present.

The main content area is titled 'FAQ List'. It displays a table with columns: 'Question' (checkbox), 'Answer', and 'Status' (ACTIVE/INACTIVE). The first row shows a question about procurement number format, with its checkbox checked (indicated by a green tick) and a 'Details' button highlighted with an orange circle. To the right of the table is a context menu with options: 'New' (green button), 'Archive', 'Re-Activate', and 'Delete'. The entire context menu is circled in orange.

Question	Answer	Status
<input checked="" type="checkbox"/> What is the format of a procurement number?	The basic Procurement Number consists of five parts as follows: ▪ The Procuring Entity - Up to five letters being the Details	ACTIVE 27/Nov/2015 04.00PM
<input type="checkbox"/> FAQ Question 4	Another test of FAQ order	ACTIVE 27/Nov/2015 03:04PM
<input type="checkbox"/> What is Sale to Public Officers?	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec scelerisque blandit nulla non bibendum.	ACTIVE 27/Nov/2015 03:14PM
<input type="checkbox"/> What is Lorem Ipsum?	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam in consectetur elit, sit amet tristique lacus. Proin vestibulum bibendum lobortis... Details	ACTIVE 27/Nov/2015 03:14PM
<input type="checkbox"/> Test 123	Test 123	ACTIVE 27/Dec/2015

At the bottom left of the table area, there are buttons for '1' and a blue 'FILTER Q' button.

Figure 44

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 archived list for future reference
2. Reactivate FAQ: when the admin chooses this action, The FAQ will be automatically reinstated and published to the website
3. Delete: when the admin chooses this option the FAQ is deleted from the system

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

The screenshot shows a web browser window for the URL rssprocurement.org/faqs/add. The page title is "Help: Add FAQ". The top navigation bar includes links for My Dashboard, Procurement, Contracts, Providers, Resources, Forums, Reports, Users, Settings, and Help. The user is logged in as "John Dolres [admin]" and has the option to Log Out. A search bar is also present. The main content area is titled "FAQs" and contains a "Contact Us" link. Below it is a form for adding a new FAQ. The form fields are: "Question" (text input field with placeholder "Enter Question"), "Answer" (text area with placeholder "The answer to the above question (Max 500 characters)"), and "Show After" (dropdown menu with placeholder "Search FAQ Question"). At the bottom of the form is a large green "Save" button. An orange circle highlights the "Save" button, and an orange arrow points from the "Show After" dropdown towards the "Save" button, indicating the flow of data entry.

Figure 45

