USER MANUAL: REPUBLIC OF SOUTH SUDAN PROCUREMENT SYSTEM

TARGET USER: PDE USER

| DEC 2015

Contents

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

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

Figure 2

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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

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.

Figure 4

The system will load your dashboard if your credentials are valid
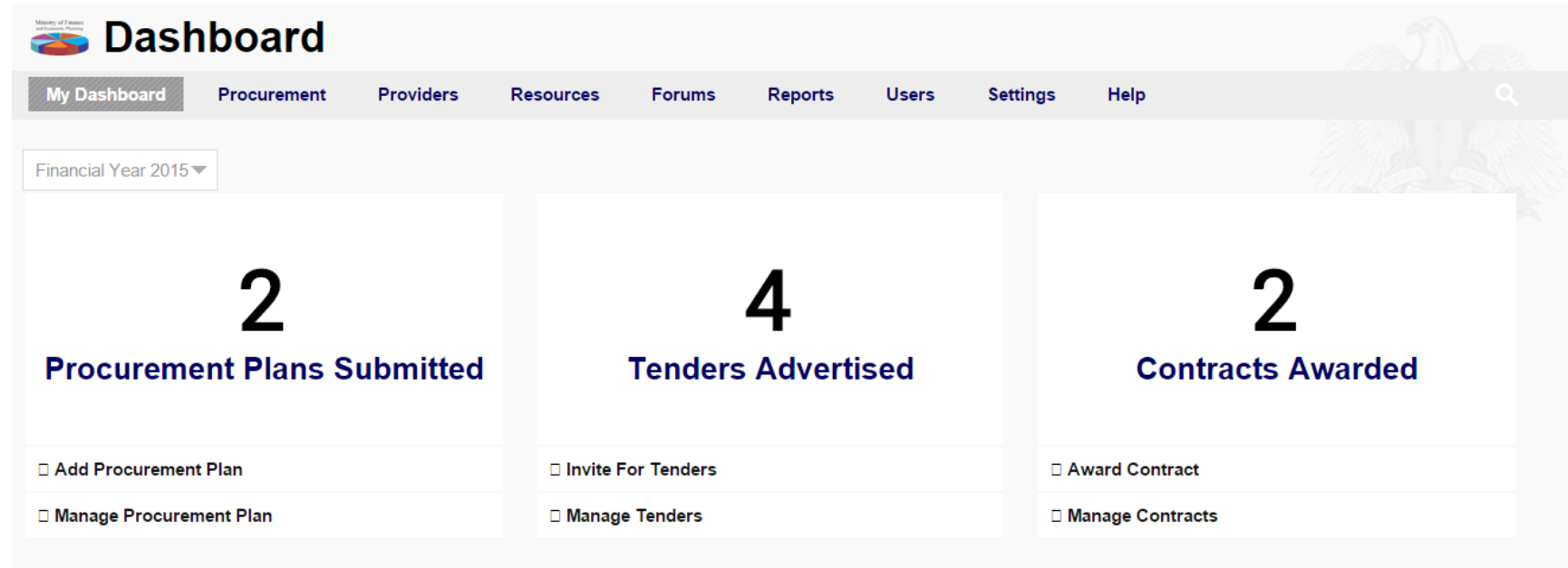
1.1) It will show an error if details are not valid.

Figure 6

a) Procurement

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

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 downloadeds, choose the status and save.

s

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.
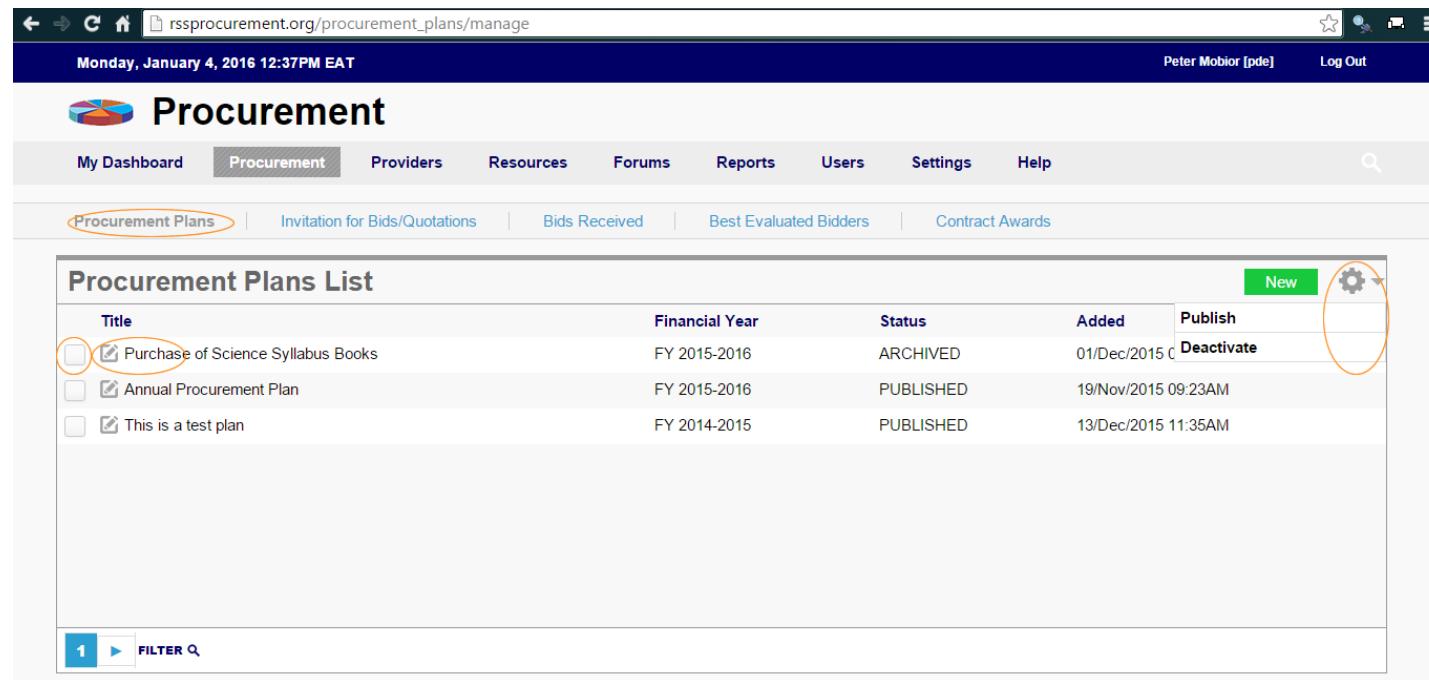
Figure 9

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

Figure 10

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

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

Figure 12

2.5)   Adding bids to a Procurement plan and inviting bids

Figure 13

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

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
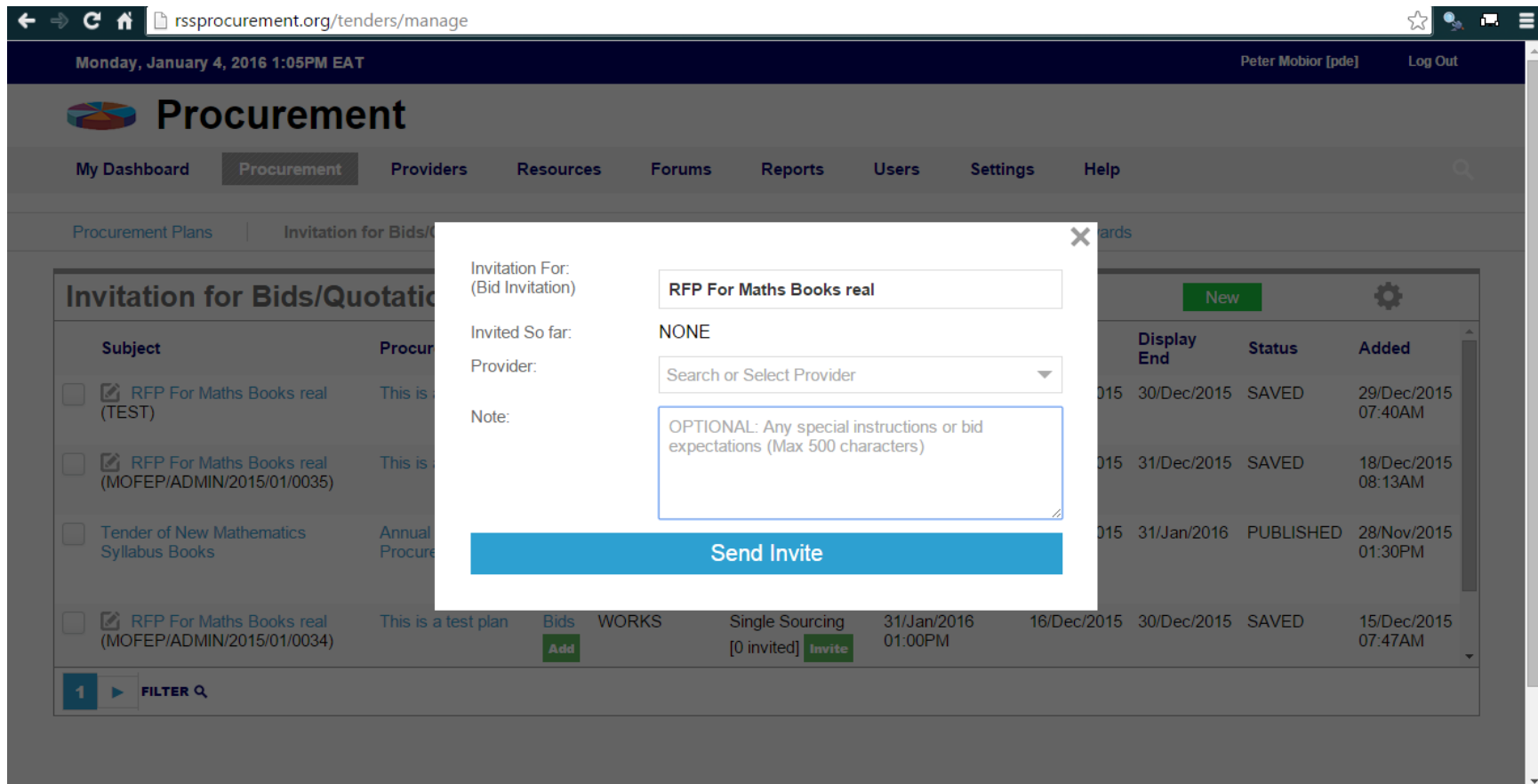
Publishing/De-activating a Bid

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'

Figure 15

Viewing details of a Bid Notice

Click on the subject title the details will appear as shown below.
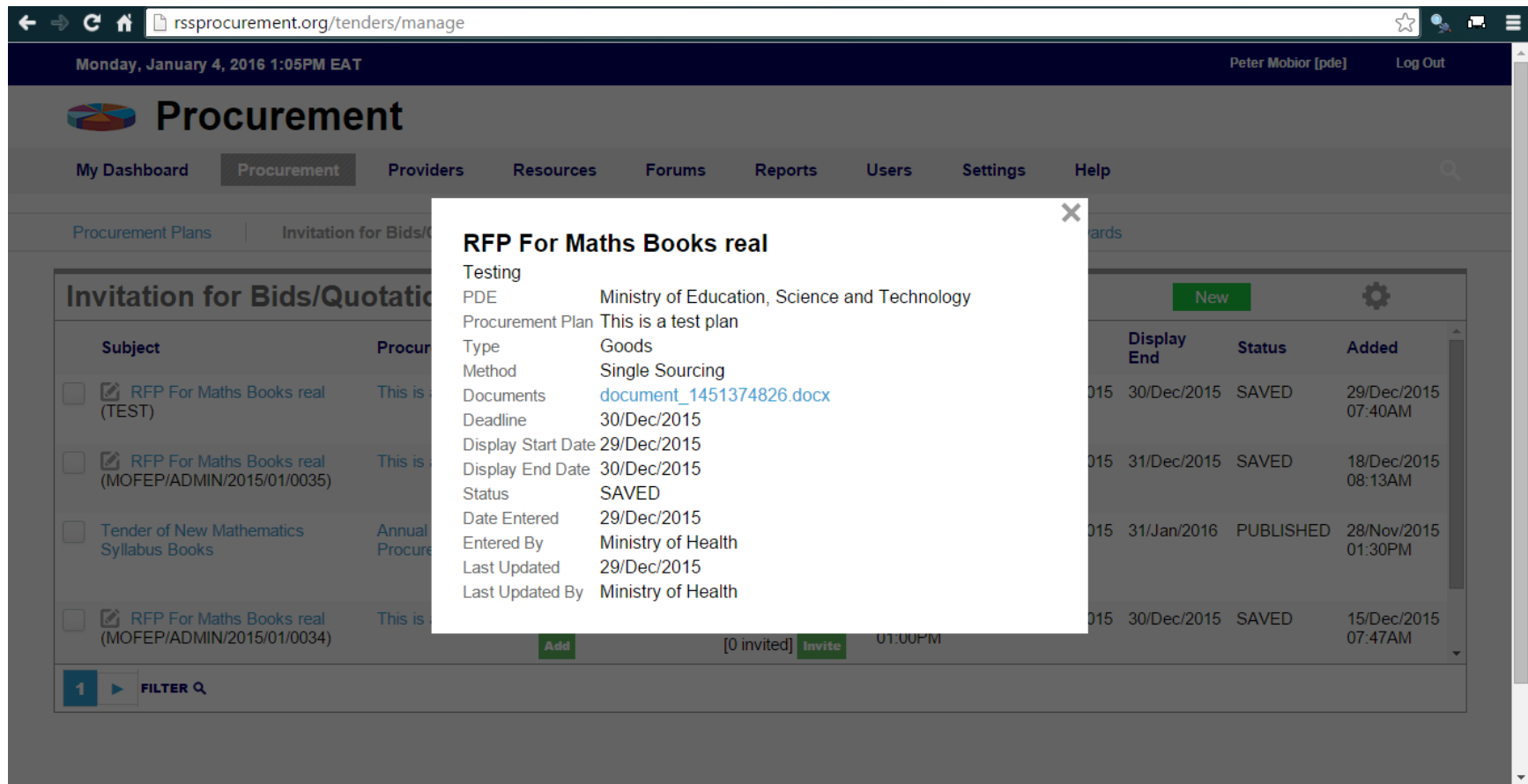
Figure 16

2.6) Managing Bids

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

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

Figure 19

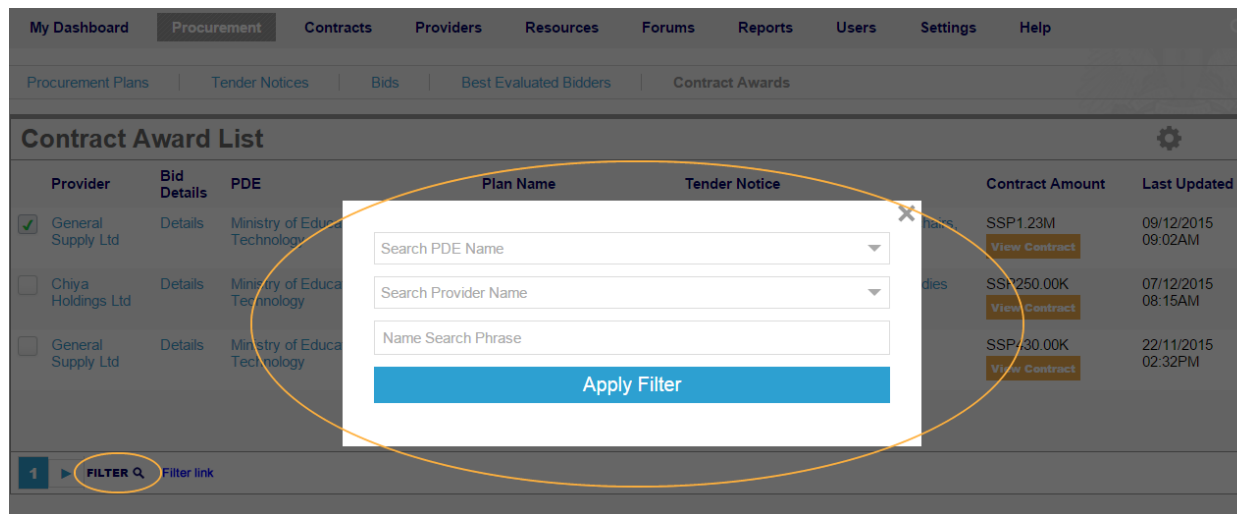From the settings Icon after checking the specified best evaluated bidder mark him as won, retract Win, Mark as Awarded, Retract Award and Mark as Completed.

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.
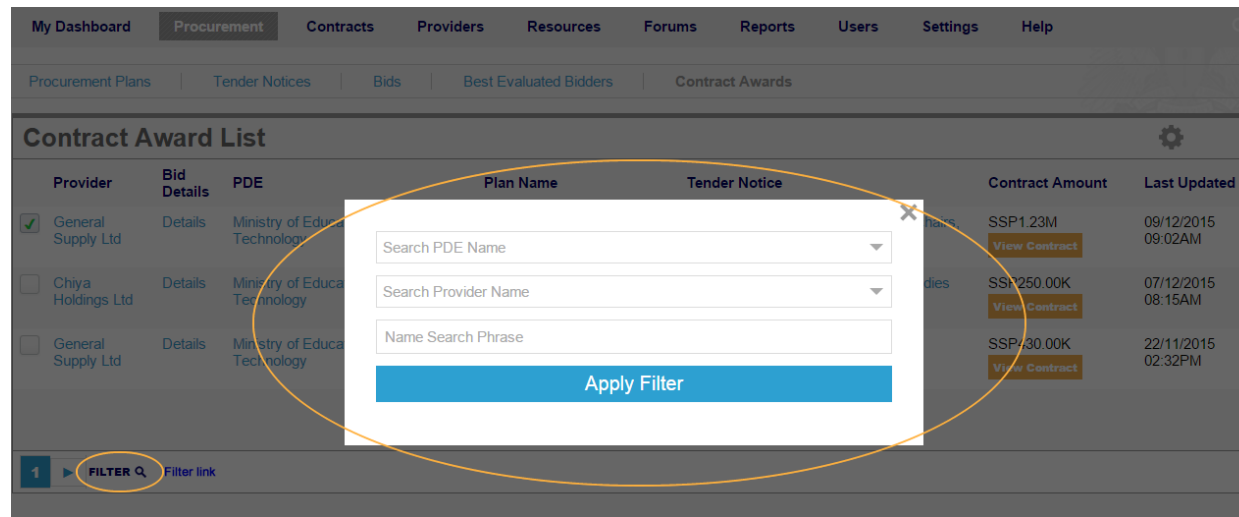
Figure 20

2.8 Managing Contracts

Click on Contract awards to manage contracts

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.
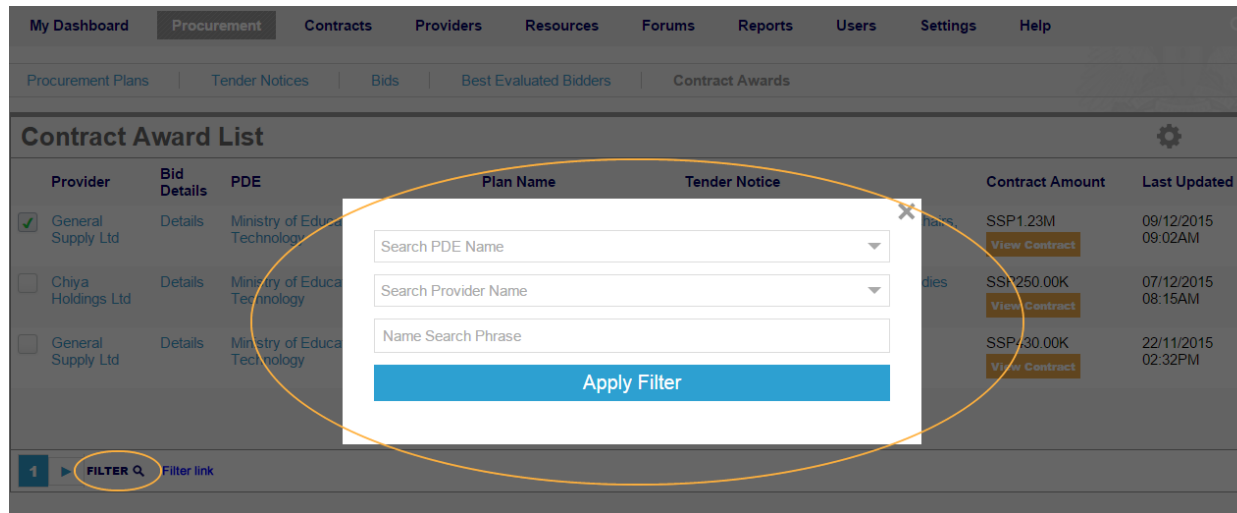

Figure 22

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

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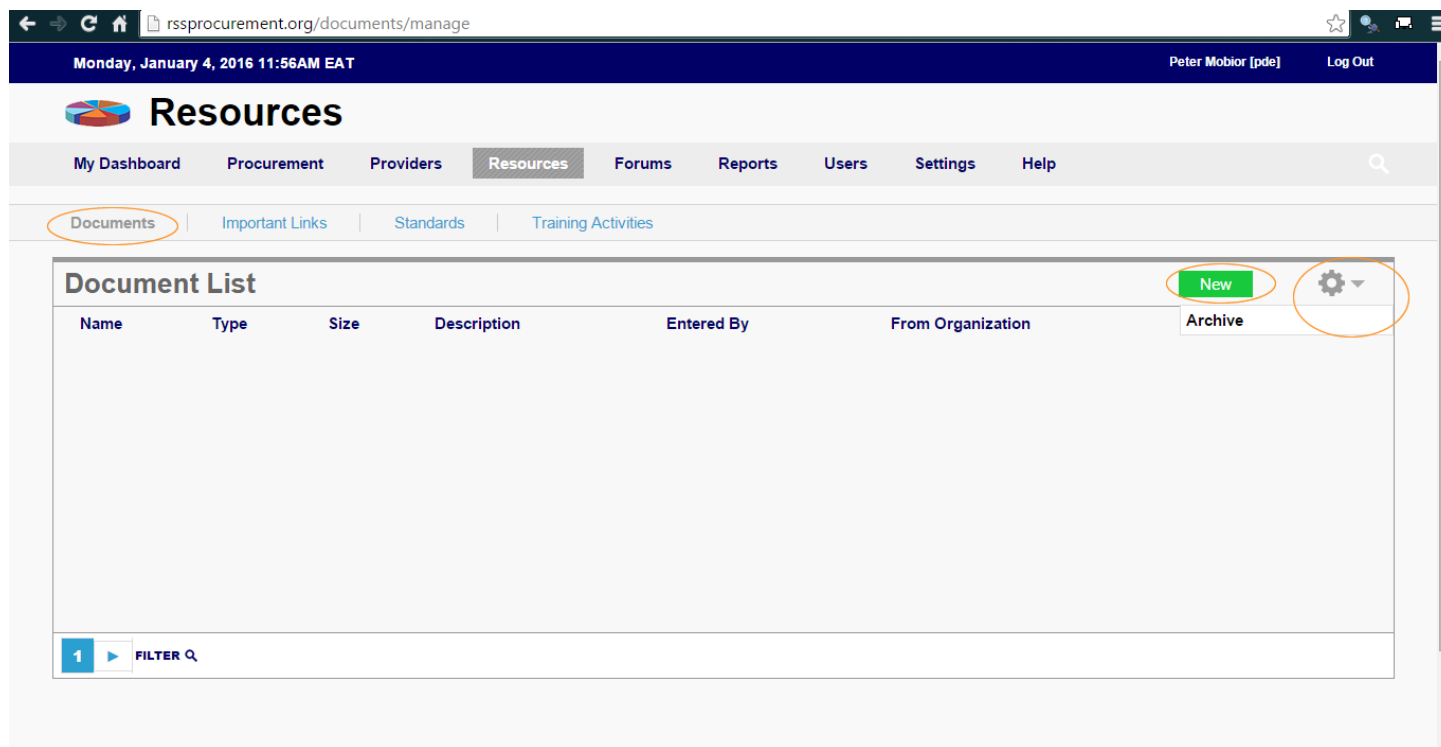
To access Documents you click on Documents in the second menu below the First menu

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 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.
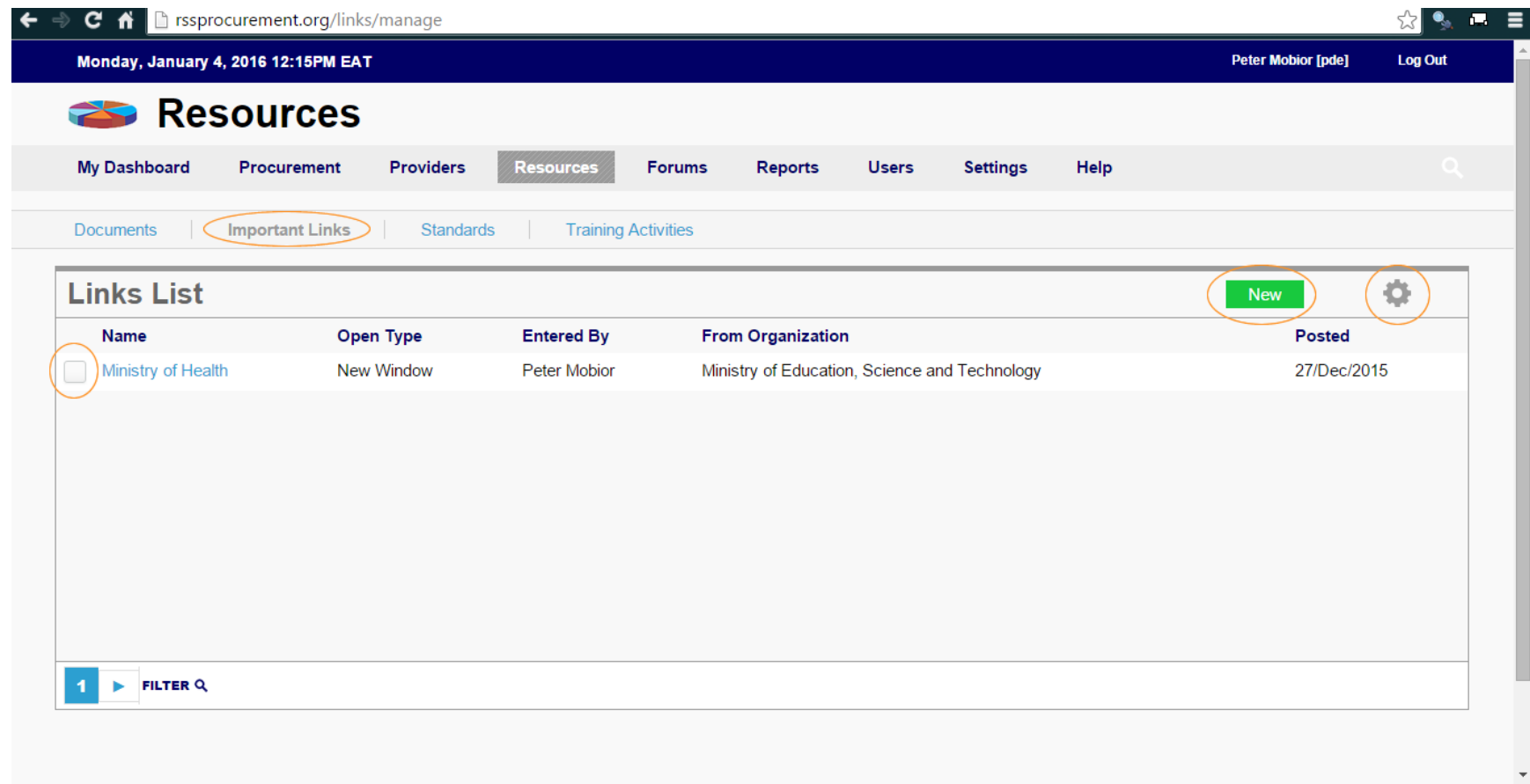

Figure 27

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

Figure 28

To apply the setting shown on the right side you select the document first by clicking on the button which will be cheched 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.

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 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

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

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 Doires [admin]   Log Out

Resources: Add Document

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

Documents | Important Links | Standards | Training Activities

Name   Enter Name

Document   Select Document (PDF, Word. Max 500MB)

Comment   Briefly describe the document (OPTIONAL, Max 500 characters)

Type   Select Document Type

Save

Figure 33

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5.0 Forums

5.1   Manage Forums

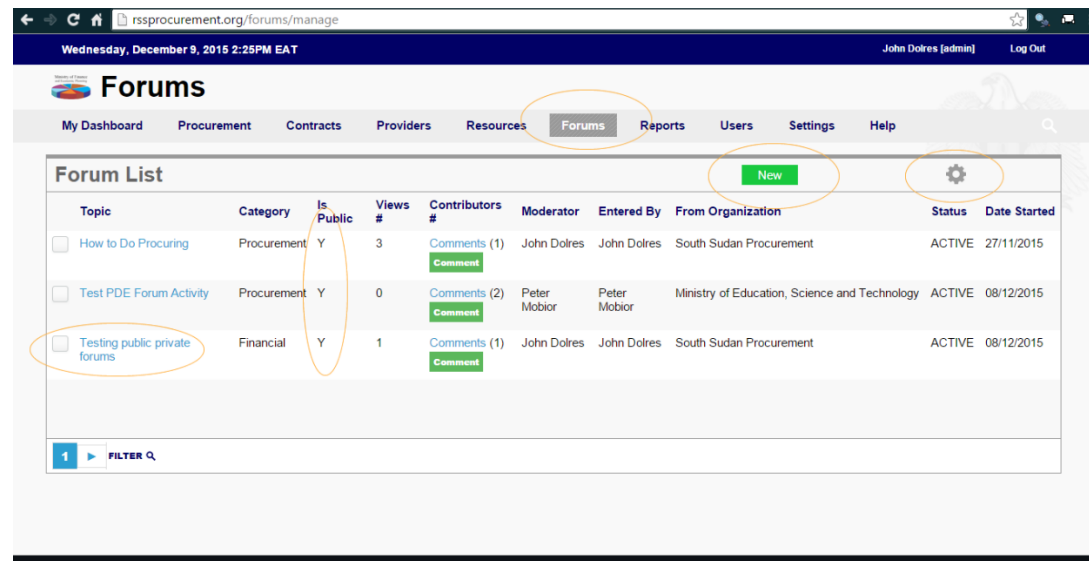Click on the Forum in the main menu to view, create and edit Forums

Figure 34

The following setting 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
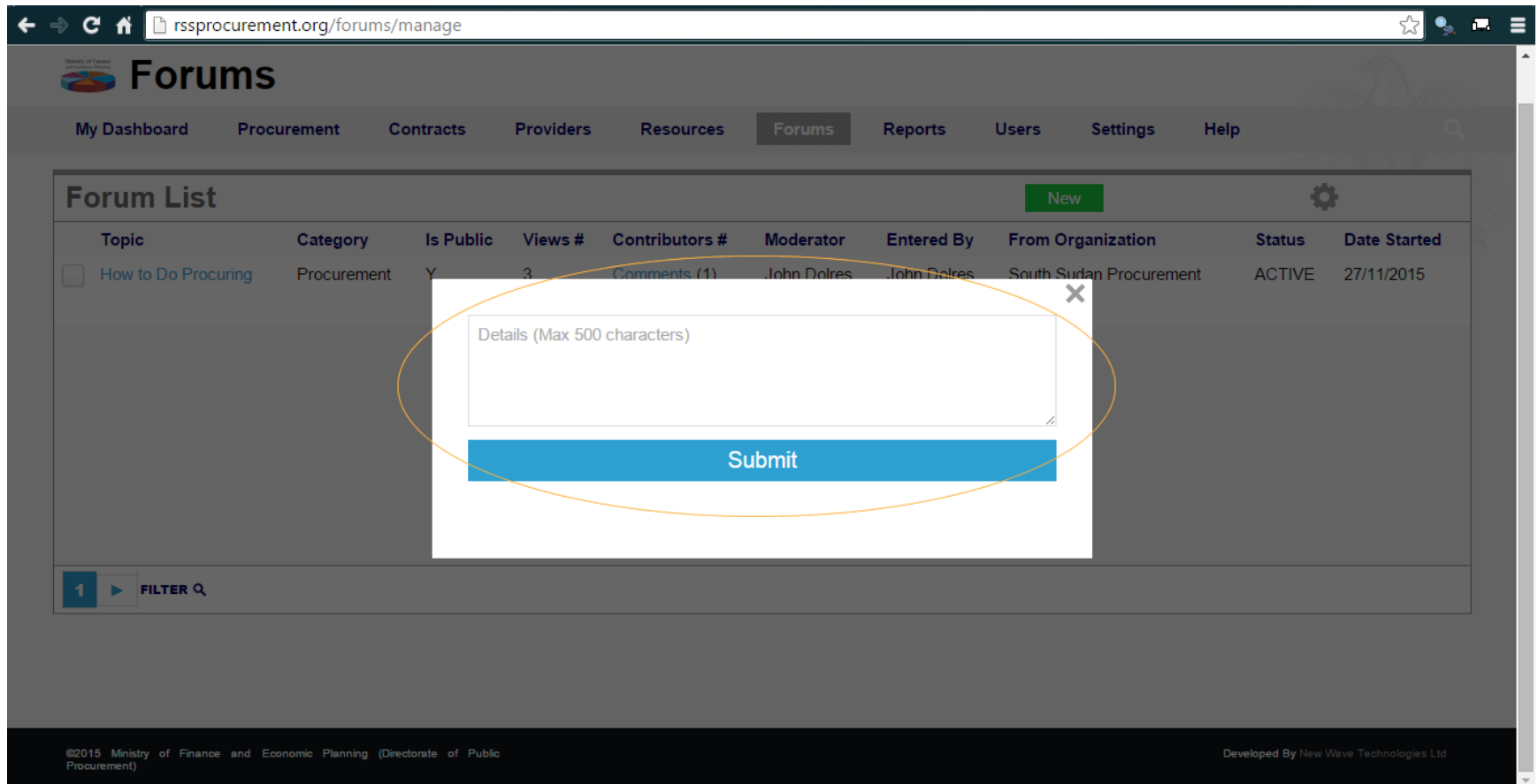

Figure 35

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.

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.

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.

Figure 38

7.0 USERS

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

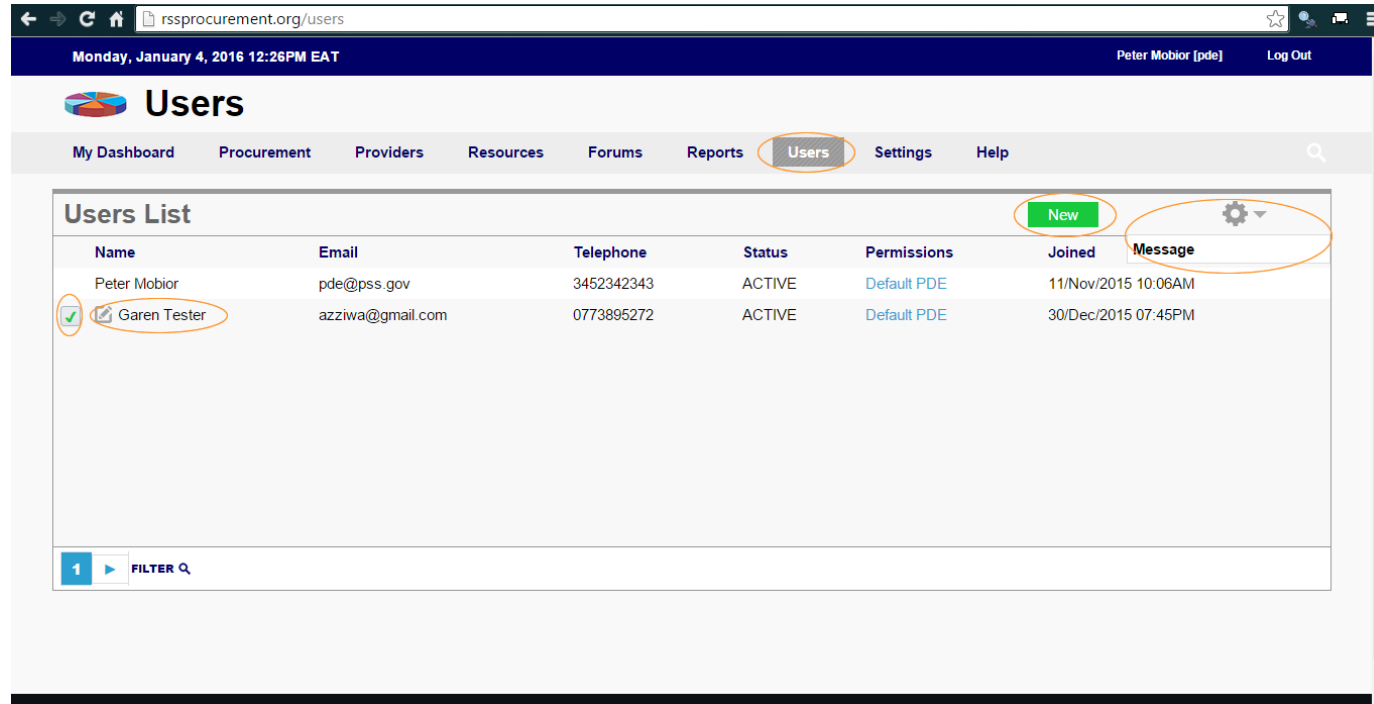You click on Users in the main menu to access the user's window

Figure 39

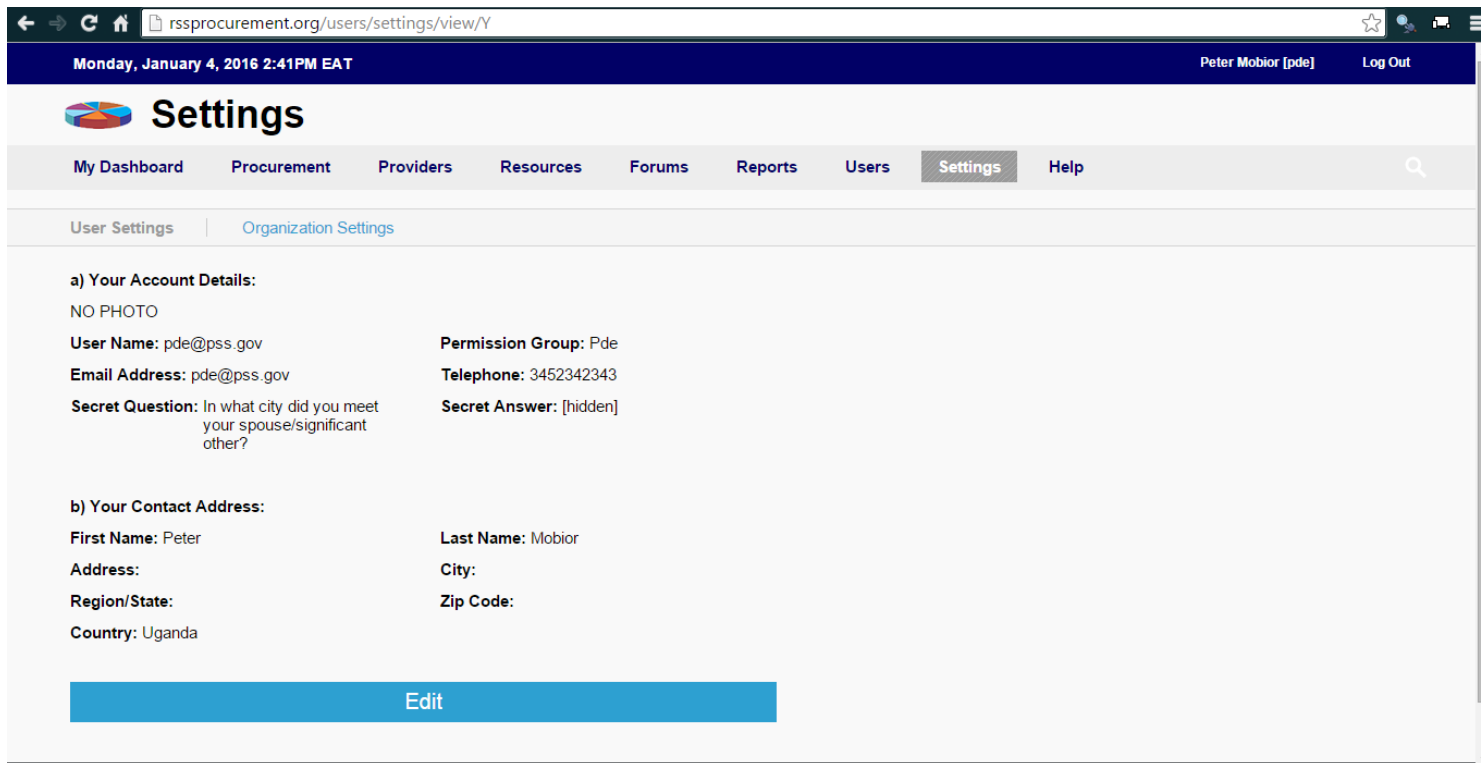The admin chooses these settings to be applied to the user:

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.

Figure 40

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Click on the Organization Settings to View and edit organization settings

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 urns to a green tick and select the settings in the dropdown under the settings icon on the right as shown in the image below
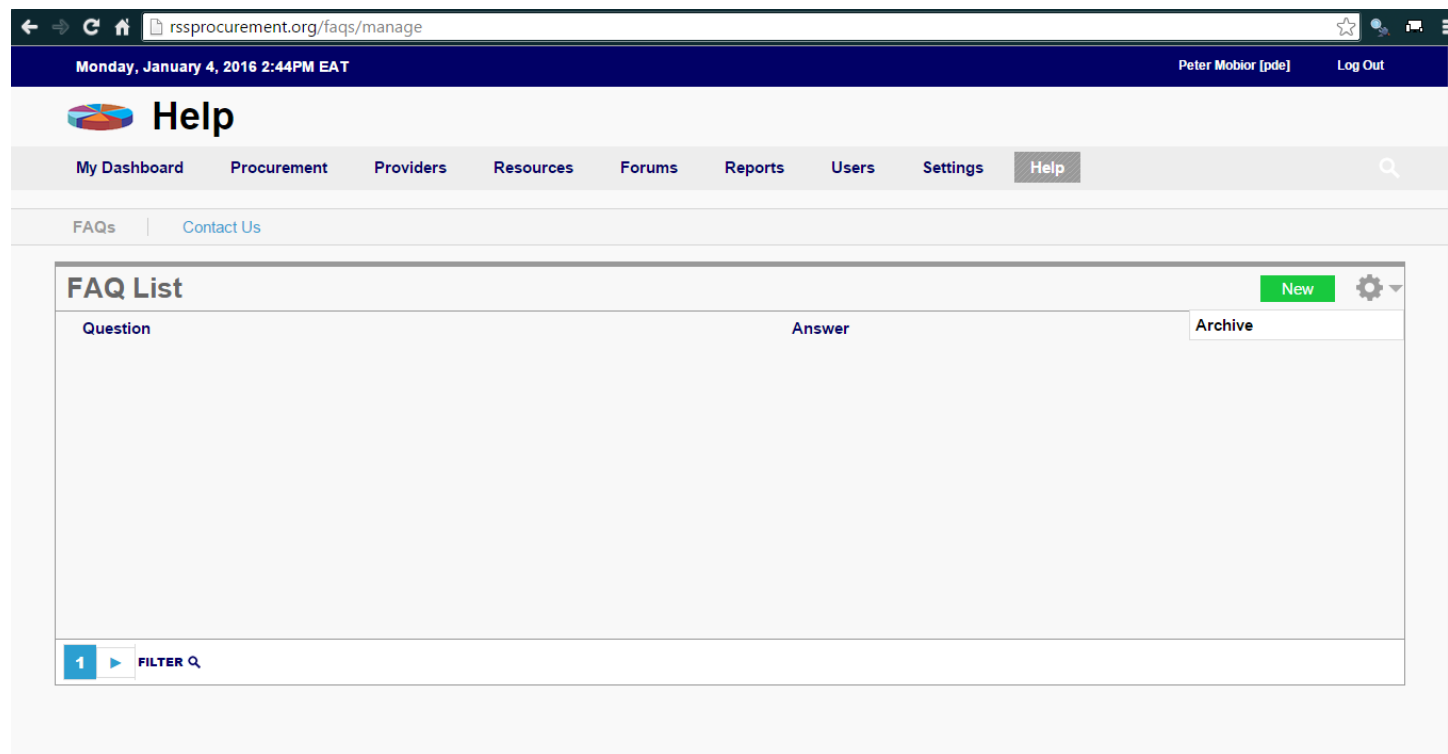

Figure 42

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 labled 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.

Figure 43