TEN E DER

Welcome to the virtual world where contracts becomesmart contracts and bids becomes blocks.

Smart Contract-Based Tender Management System User Manual

Table of Contents

1. Introduction

Welcome to the Smart Contract-Based Tender Management System, a platform designed to streamline and secure the tendering process using blockchain technology. This user manual provides comprehensive instructions for both the organization and bidders to effectively use the system.

2. Getting Started

● System Requirements

- A computer or mobile device with internet access
- A modern web browser (Google Chrome, Mozilla Firefox, Safari, etc.)
- Basic knowledge of using web applications

● Creating an Account

i. Visit the Website: Navigate to the Smart Contract-Based Tender Management System website.

ii. Sign Up: Click on the "Sign Up" button and fill in the required details, including name, email, and password.

Iii. Verification: Verify your email address through the link sent to your registered email.

3. Organization Guide

● Logging In

i. Visit the Login Page: Navigate to the login page of the website.

ii. Enter Credentials: Enter your registered email and password.

iii. Submit: Click on the "Login" button to access your dashboard.

● Dashboard Overview

- Upon logging in, you will be directed to the organization dashboard, where you can view and manage all your tenders.

● Creating a Tender

i. Navigate to Create Tender: Click on the "Create Tender" option in the dashboard.

ii. Fill Tender Details: Enter all required details such as tender title, description, deadline, and requirements.

iii. Submit: Click on the "Submit" button to publish the tender.

● Managing Tenders

i. View Tenders: Access the "Manage Tenders" section to view all active tenders.

ii. Edit Tender: Click on a tender to edit its details if necessary.

iii. Close Tender: You can close the tender once the deadline has passed or a suitable bidder is selected.

● Tender Evaluation

i. Evaluate Bids: Go to the "Evaluate Bids" section to review all received bids.

ii. Select Bidder: Choose the most suitable bidder based on your evaluation criteria.

iii. Notify Bidder: Send a notification to the selected bidder through the platform.

● Cancelling a Tender

i. Select Tender: Navigate to the tender you wish to cancel.

ii. Cancel Tender: Click on the "Cancel Tender" button and provide a reason for cancellation.

iii. Confirm Cancellation: Confirm the cancellation to notify all bidders.

4. Bidder Guide

● Logging In

i. Visit the Login Page: Navigate to the login page of the website.

ii. Enter Credentials: Enter your registered email and password.

iii. Submit: Click on the "Login" button to access your dashboard.

● Dashboard Overview

After logging in, you will be taken to the bidder dashboard where you can view available tenders and manage your bids.

● Viewing Tenders

i. Browse Tenders: Go to the "View Tenders" section to see all open tenders.

ii. Tender Details: Click on a tender to view detailed information.

● Bidding on a Tender

i. Select Tender: Choose a tender from the list of open tenders.

ii. Submit Bid: Enter your bid details including the bid amount and any required documents.

iii. Confirm Bid: Click on the "Submit Bid" button to finalize your bid.

● Managing Bids

i. View Bids: Navigate to the "My Bids" section to view all submitted bids.

ii. Edit Bid: Click on a bid to make any necessary changes before the tender deadline.

iii. Withdraw Bid: You can withdraw your bid if needed.

● Payment and Electronic Wallet

i. Electronic Wallet: Use the integrated electronic wallet to manage your funds.

ii. Make Payments: Pay any required fees directly through the wallet.

iii. Receive Payments: Receive payments from successful bids into your wallet.

5. Security Features

- Blockchain Technology: Ensures data integrity and transparency.
- Smart Contracts: Automate and enforce tender agreements.
- Encryption: Protects all sensitive data and transactions.

6. Troubleshooting and Support

- FAQ Section: Refer to the FAQ section on the website for common issues.
- Customer Support: Contact customer support through the website for any assistance.
- User Feedback: Provide feedback to help us improve the system.