Tender
Web Portal Vendor User Guide

Revision History

Owner	Date	Version
Astics	1-03-2022	1.0
TeroTAM	01-08-2024	2.0

Contents
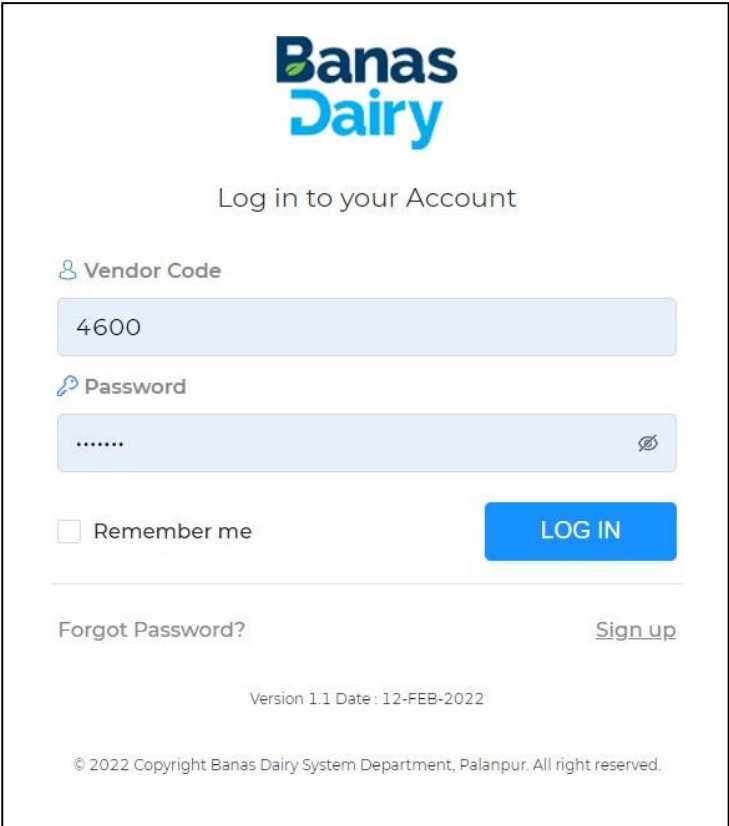
1. Vendor will apply for Tender

1.1 Login to E-Procurement Vendor Web Portal

To login in E-Procurement Vendor Web Portal:

1. Open web browser and type the following E-Procurement Vendor Web Portal URL in the address bar and press **Enter** key.
   https://evendor.banasdairy.coop/user/login
2. E-Procurement Vendor Web Portal Log in screen appears. On this screen, enter the login credentials to log in.
3. Enter a valid username and password.
4. Click **Log in** to login to the E-Procurement Vendor Web Portal.
5. Dashboard screen appears.

1.2 Access Menu

Once the user logged in to the E-Procurement Web Portal, then Analytics screen appears. At the left is the Access Menu (displayed as a sidebar) to provide quick access to all the modules available in the app. You can expand the Access Menu to view a list of all modules and then click on the modules to manage them. You can also collapse the menu to save the working space.

To view Access Menu:

1. Login to the E-Procurement Vendor Web Portal.
2. Analytics screen appears.
3. On the Analytics screen, click '**Access Menu**' icon to view a list of all modules
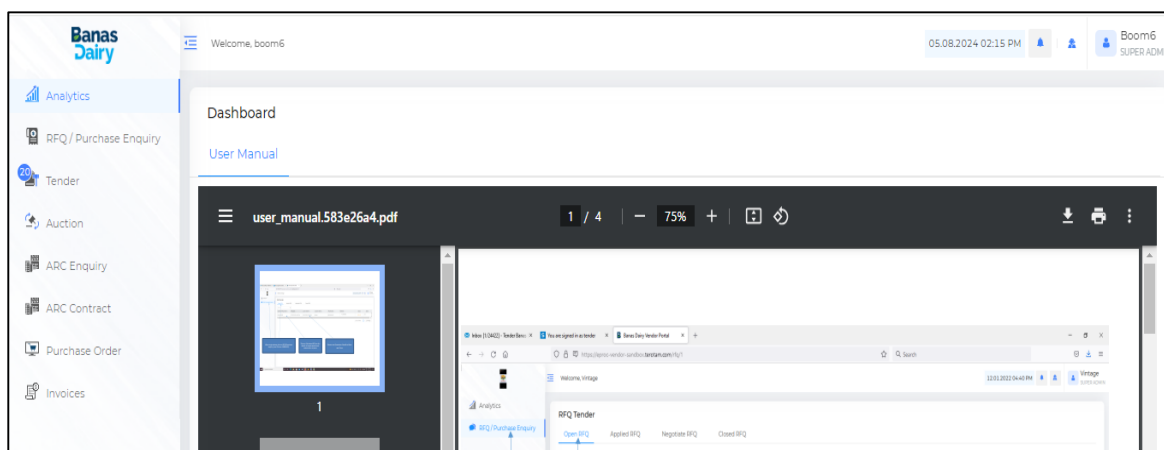
4. As you click the Access Menu icon, Access Menu is expanded. This expandable view allows you to access and manage modules available in the Vendor Web Portal. To close the Access Menu, click anywhere on the home screen.

1.3 How to apply for Tender

To apply for Tender:

1. Go to the side menu and click **Tender**
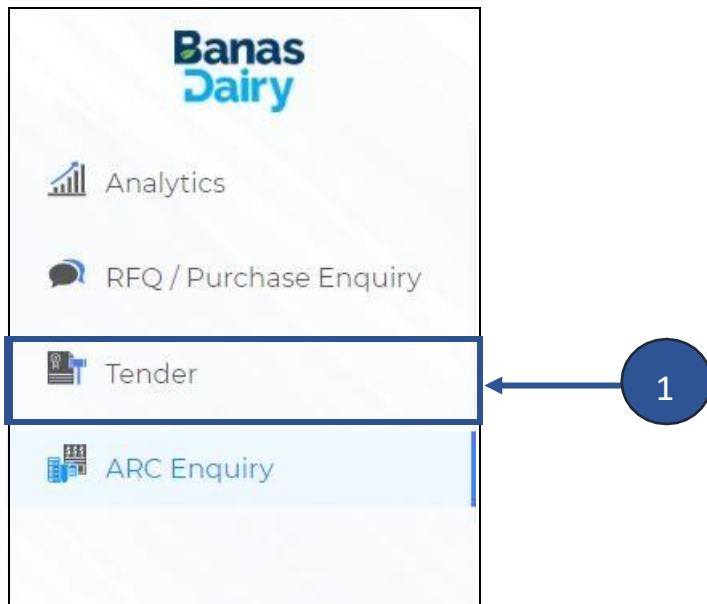
2. On this screen, you can view the following:

   <u>**Tender Management**</u>

   *   **Publish Tender –** When the tender is publish from customer side then vendor can see it in publish tender tab

   *   **Open Tender –** Once the Vendor's submitted UTR details are approved from creator it will show in Open ARC to assigned vendors

   *   **Applied Tender -** Once vendor will apply for tender it will show in **Applied Tender**

   *   **Negotiate Tender -** Once vendor applied the negotiated amount & submit the quotation, that Tender will show in **Negotiate Tender**

   *   **Closed Tender -** The particular tender is deleted once after it is in published state then it will show in **Closed Tender**

3. Once the created tender is approved from all the levels of customer, tender will show in Publish Tender.

4. Click on download under Actions column.

5. Once you click on view below screen will appear.

Fill the Mandatory supplier and UTR details, click on **Save.**

6. Once UTR details are submitted you will receive a confirmation email.
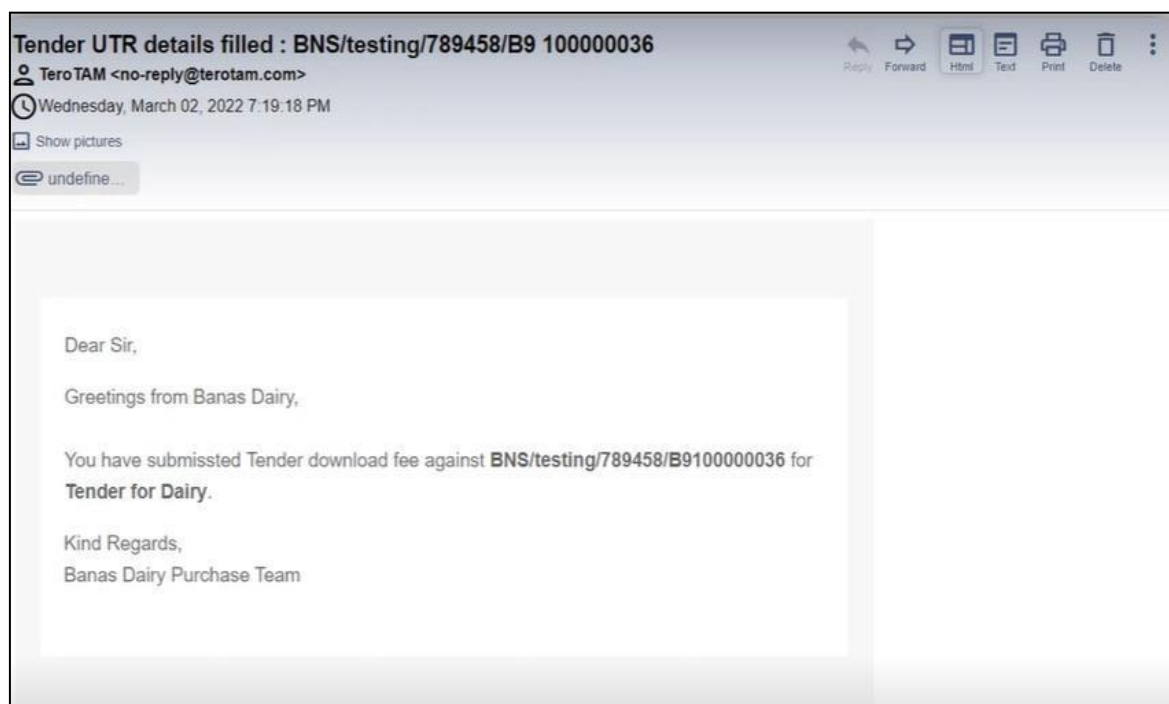
7. Once UTR details are filled the request will go under **Tender Approval** for customer.

8. If you want to show interest for that Tender request, click on View from **Publish Tender Tab**

9. Once click on View **Show Interest In Tender** screen will appear

10. Fill all the details and click on Show Interest.
11. Once clicked on Show Interest Status will be updated of that tender request as **'Interest Shown'**

12. Once the tender request is approved from customer then only it will show in Open Tender tab.

13. Apply for tender screen will appear, fill all the required details & click on **Save Tender button or submit tender button.**

14. Once click on Save Tender, Confirmation message will appear

15. Once applied the same tender request will be found in **Applied Tender tab** Until the deadline complete vendor can edit the tender form.

1.4 How to apply for Negotiate Tender

1. Once Customer has selected the vendor and send the tender request again for negotiation vendor can see the same under **Negotiated Tender** tab

2. To apply for negotiation, click on that request below screen will appear.
    To update the negotiated price vendor, have to fill only the commercial Bid section and click on **Submit**.

5. Once the vendor has submitted the negotiated price customer can view that in the comparison report.

6. Vendor can see the Tender PDF with all the details from applied tab
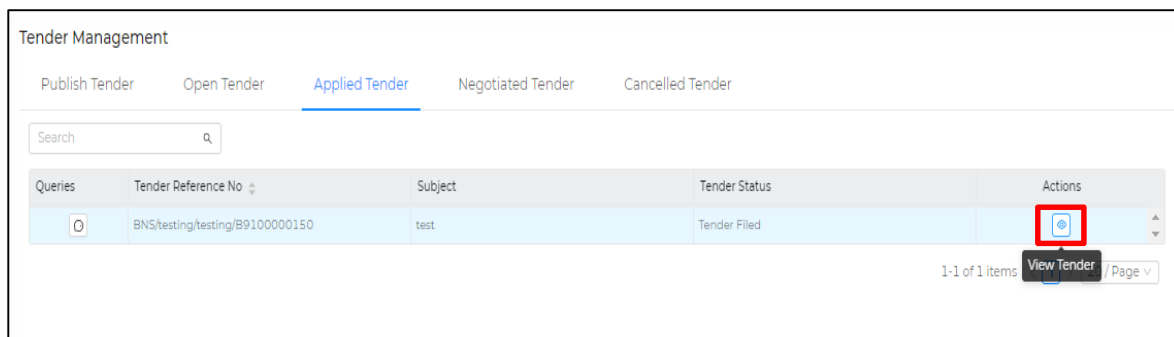
4. Vendor Queries

At any point if vendor needs any help with something or have doubts vendor can ask the same by sending the queries to customer and customer will be sending the clarification for the same.
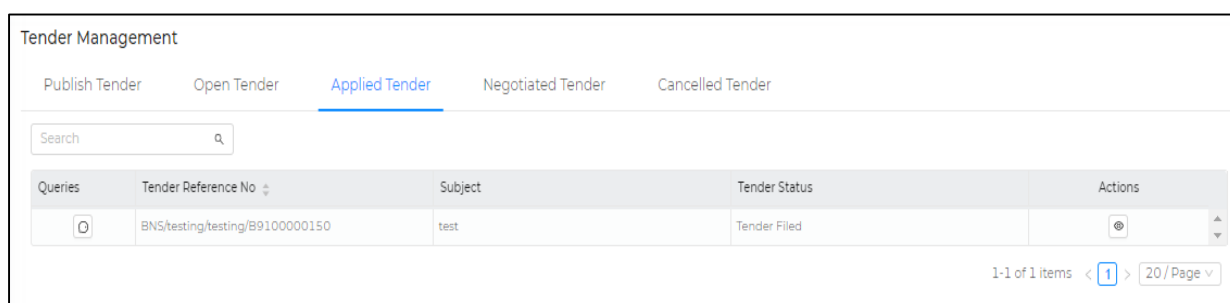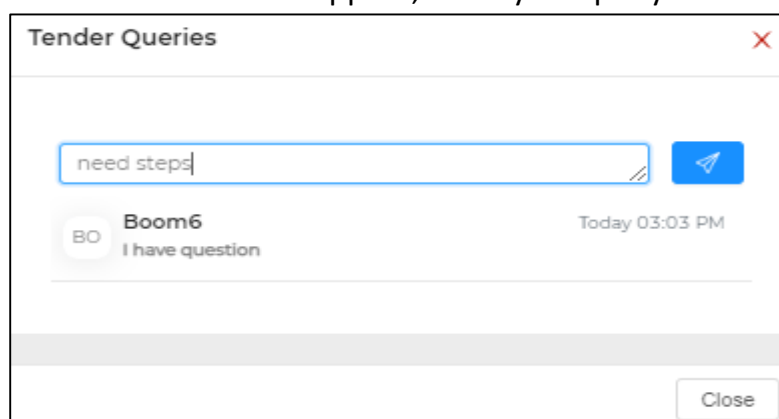
To send queries do the following:

1. Click on Query icon present in the 1st column.

2. Below screen will appear, enter your query and click on send.

3. Once query sent by vendor customer can view the query and send the clarification for that query.
4. Clarification sent by customer can be check under same Query column

5. Below screen will appear

5. Technical Support

You can contact E-Procurement Customer Web Portal Technical Support team by calling or sending email to our help desk facilities.

Banaskantha Dist. Co-Op. Milk Producers' Union Ltd.

Banas Dairy, Post Box no. 20, Palanpur - 385001, Banaskantha (Gujarat)

Telephone: 91-2742-253881 TO 253885 (Ext 366/543/217/316/216)

Email: support@banasdairy.coop