Nigeria States Framework Contract for SaaS e-Procurement Solution

End User Administrator Manual Issue 01 Version 1.0

EUROPEAN DYNAMICS S.A.





Modification History

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$U_1 U_2 Z_2 Z_1 = U_1 U_2 U_2 U_1 U_1 U_1 U_1 U_1 U_1 U_1 U_1 U_1 U_1$	1 uge

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Acronyms / Abbreviations

AO	Accounting Officer
API	Application Programming Interface
APDP	Annual Procurement and Disposal Plan
BEB	Best Evaluated Bidder
BPT	Bid Preparation Tool
RDPCM	Resident Due Process Committee Member (RDPCM)
RDPCS	Resident Due Process Committee Secretary (RDPCS)
CPMS	European Dynamics Contract Performance Management System
CQS	Consultants Qualification Selection
BECC	Bid Evaluation Committee Chairperson
BEC	Bid Evaluation Committee
ED	EUROPEAN DYNAMICS
EOI	Expression of Interest
ePPS	European Dynamics electronic Public Procurement System
FA	Framework Agreement
FBS	Fixed Budget Selection
FDR	Further Discount Rate
GUI	Graphical User Interface
HD	Head of Department
HEB	Highest Evaluated Bid
HF	Head of Finance
HPDU	Head of Procuring and Disposal Unit
HPM	Head of Performance Monitoring
LCS	Least Cost Selection
LO	Legal Officer
JSON	JavaScript Object Notation
NGN	Nigerian Naira
NUTS	Nomenclature of Territorial Units for Statistics (used in the EU)
OCDS	Open Contracting Data Standard
OP	Bid Opener
PDE	Procuring and Disposing Entity
PIN	Prior Information Notice
PO	Procurement Officer
PBS	Programme Budgeting System
PMIS	Procurement Management Information System
PMO	Performance Monitoring Officer
QBS	Quality Based Selection
QCBS	Quality and Cost Based Selection
RFP	Request for Proposal
RfPQ	Request for Post-Qualification
RGD	Registrar General Department
RN	Received Note (for all procurement categories)
SA	System Administrator
TCS	Technical Compliance Selection
UNSPSC	United Nations Standard Products and Services Code
URL	Uniform Resource Locator
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1 Minimum and Recommended System Requirements

Minimum requirements: Relatively recent Operating System (e.g. Windows XP or 7, or equivalent) Office tools (e.g. MS Office support MS Word, MS Excel, or equivalent) Email client (e.g. MS Outlook, or equivalent) with access to the end-user's mailbox Browser: Internet Explorer (11 or higher), or Firefox (40 or higher), or Opera / Chrome / Safari (latest) Session Cookies: enabled Window Resolution: 1024 x 768 PDF viewer (e.g. Adobe PDF Reader, or equivalent) Compression/decompression software (e.g. 7zip, winrar, or equivalent) JavaScript enabled, for full end-user experience Access to the Internet through HTTP/HTTPS A valid e-mail address Pop-up blockers disabled
Recommended requirements: Windows 7, or above MS Office 2003, or above Email client (e.g. MS Outlook, or equivalent) with access to the end-user's mailbox Browser: Internet Explorer (11 or higher), or Firefox (45.0.1 or higher) Session Cookies: enabled Window Resolution: 1024 x 768 PDF viewer (e.g. Adobe PDF Reader, or equivalent) JavaScript enabled, for full end-user experience Compression/decompression software (e.g. 7zip, winrar, or equivalent) Access to the Internet through HTTP/HTTPS A valid e-mail address Pop-up blockers disabled

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2 E-Bidding Functionality

2.1 General Usage Guidelines

The procurement modules of the e-GP system will provide the following common navigation behaviour/functionality:

Tabular display. Any data displayed in tabular format will have a header which helps the user to navigate.

#	Process No 💌	PE▲▼	Info	Bids Submission Deadline 🖛	Procedure **	Status 🛶	Notice PDF	Publication Date	Estimated Total Contract Value
1	0 🔻 Results per page	ay they be an							« < Page 1 - > »
SEAF	RCH RESULTS								

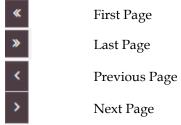
Figure 1: Example of a table header

The arrows ****** are used for sorting the results (in ascending/descending order) by the

corresponding field. The button is used to hide/ show a number of fields in the table.

Any search query or list, with more than a page of results, will include the following navigation buttons.

Table 1: Pagination options



The following buttons are also widely used within e-GP.

Table 2: Additional options

Calendar Button. Selecting this button opens a calendar enabling the user to select a
 Search Button. Selecting this button opens a searching window enabling the user to

Clear Button. This button clears the selection of the user

2.2 The Process Menu Functionality

During the creation and manipulation of a Process, the Process Menu contains all available choices to the user. The Process Menu is collapsed by default.

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茴



PROCESS:

🔳 Process Menu -

Figure 2: The Process Menu (collapsed)

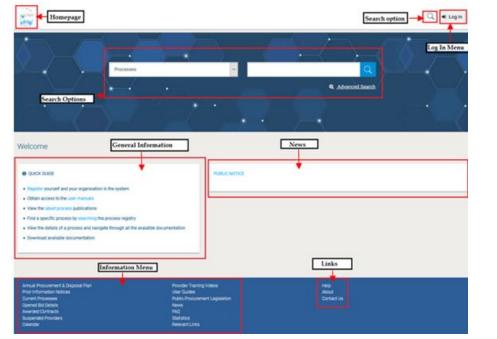
If the user selects the Process Menu, it will be expanded to show all available functionalities. The user can select any of the provided functionalities.

🗐 Process Menu 🕆	
View Process	
Create Complaint	
EC declaration responses	
Associated Officers	
Process Documents	
Interested Providers	
Clarifications	
Workflow	
Process Structure	

Figure 3: The Process Menu (expanded)

Selecting the Process Menu, again, will collapse it (Figure 2).

2.3 Main Page



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Figure 4: Main page

The main page of the e-GP system consists of the following elements:

- **Top column**, which contains the Login panel, Homepage Panel and Search option Panel.
- **Central column**, which contains general information regarding the system, the Providers and the users of the Procuring and Disposal Entity. Furthermore, it lists any uploaded news about the system usage.
- **Bottom column**, which contains the Information menu panel, helpful links and functionalities which are available within all pages of e-GP.

The following are the most important sections within the main page.

2.3.1 Login Section

	Login
1	Username:
	Password:
	LOGIN
	Porgot your password?
	For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Figure 5: Login panel

In this section, functionality is provided to enable all users (Procuring and Disposal Entity, Providers and Administrators) to login in the system providing that they use the correct credentials (username and password). Furthermore, functionality to recover a user's password is included.

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2.3.2 Search Section

Quick Search Options	Qui		Quick Search	
Select	~		<u> </u>	
Select				
Processes		Advanced Search		
Organisation			Current Processes	
Users		Advanced	1 🔶	
Contracts		Search		
APDP			Current	
			Processes	

Figure 6: Search panel

The users can use this section to search for Processes, Organizations, Users, Contracts and Annual Procurement and Disposal Plan entries. Advanced searching functionality,

(by selecting the button) is also provided (Figure 6). Finally, the users also can search for Current Processes.

2.4 Login to the System

All users of the e-GP module should have an appropriate user name and password. In order for a user to login to the system, he must provide his credentials in the login section of the main page:

EUROPEAN-DENAMICS	Nigeria States- Framework Contract for S Error! Unknown document property na	SaaS e-Procurement Solution
	Login	
Username:		
Password:		
	LOGIN	
Forgot your password?		
	se log out and exit your web browser when you ces that require authentication!	

Figure 7: User login

If the user provides incorrect credentials (either user name or password) an error message will be displayed, informing the user regarding the remaining failed attempts:

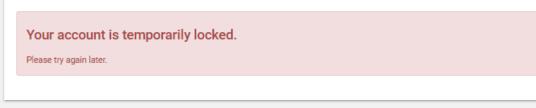
Login	
٢	
Invalid credentials. The total number of allowed failed attempts is	10
Username:	
Password:	
LOGIN	
• Forgot your password?	
For security reasons, please log out and exit your web browser when are done accessing services that require authentication!	you

Figure 8: Wrong credentials

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If the user provides an incorrect password for a username more than 10 times, his account will be temporally locked and a message will be displayed.



2.5 Login to the System for the First Time

The following steps are available, when the user logs in to access the e-GP services for the first time.

As a first step, the user will have to provide the transaction number (which is received by email after his successful registration on the platform):

You have successfully completed the Registration process on e-GP. A document confirming your registration details is attached.
Please ensure that you also keep a separate note of your e-GP password.
Once your Registration has been approved, you will receive another email telling you that the Registration Process has been successfully completed.
When you receive that email, please log in to e-GP from the link below to verify your account. You will require the username and transaction number shown below, along with your password. https://niger-demo.eurodyn.com/epps/home.do
Your username is: Your registration transaction number is:
Instructions for using e-GP can be found by clicking on the 'User Guides' link at the top of the homepage. Please ensure you read these instructions before downloading any tender documentation or submitting a bid.
If you require further assistance at any stage, click on the 'Contact Us' link at the top of the homepage.
DO NOT DELETE THIS
IMPORTANT: All actions within e-GP will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the e-GP manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.
Please do not reply to this mail.

Figure 9: Confirmation email received during registration.

After providing his user credentials, the user is requested to provide the transaction number received during the registration:

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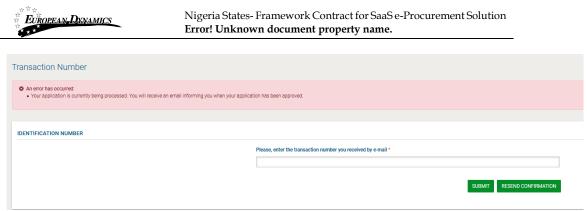


Figure 10: The transaction number

If the user has misplaced the e-mail with the transaction number, it can be resent to the

registered e-mail address by clicking on the

RESEND CONFIRMATION button.

Finally, the user is prompted to read and accept the System User Agreement:

Please read below User Agreement ("license") carefully before using the system. By using the system, you are agreeing to be bound by the terms of this license. If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement. Nigeria eGP Terms and Conditions	Accept Agreement			
		By using the system, you are agreeing to be bound by the terms of this license. If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement. Nigeria eGP Terms and Conditions	ACCEPT	REJECT

Figure 11: Confirmation of the user agreement

After the acceptance of the agreement, the user is requested to edit/change his password.

EUROPEAN DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	
Edit Account		
An error has occurred: Please change your password.		×
Username	User Role *	
First Name *	Last Name *	
Password	Re-enter Password	
Password Rules Email *	Phone Number 376 (AD)	
Country * Nigeria	→ → → → → → → → → → → → → → → → → → →	
Street Address	User designation/Position	
Mobile Phone Number 376 (AD)	Fax 376 (AD) 🗸	
Receive logon notifications		
Active	CANCEL SAVE	

Figure 12: Change the password functionality

2.6 Log Out from the Platform

The user can exit the e-GP services by selecting the "Log Out" functionality:

Å	Lodded in as:
	Last login on :
	✔ Edit Profile
	🕒 Log Out

Figure 13: Logout functionality

2.7 Password Recovery

The user can recover his password from the "Forgot your password" functionality (Figure 5) available from the login page.

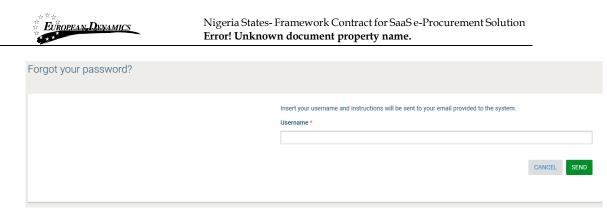


Figure 14: Password recovery/change

If the provided details are valid, the system sends an email to the associated address, containing a transaction number and a unique generated access link:

e-GP Platform - Password Reset Instructions New password for user: ____, with full name _____. Go to the following link and insert new password with transaction number. You can access the new password section through the following link: prepareResetPassword.do? and the second Your registration transaction number is: If you require further assistance, refer to the User Guides link or click on the Contact Us link at the top of the homepage IMPORTANT: All actions within e-GP will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the e-GP manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Please do not reply to this mail. *****************************

Figure 15: Email containing a registration transaction and unique access link

In order to reset the password, the user accesses the displayed link. To trigger the password reset functionality, the system requires the user to provide:

- Username
- New password
- Password confirmation
- Transaction Number
- Secret question response

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European Dynamics	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Reset password	
	Password: * 🖲
	Re-enter Password: * 🔁
	Please, enter the transaction number you received by e-mail: *
	Resend Confirmation Secret Question: *
	Secret Answer: *
	RESET FINISH
	* Fields with asterisk are mandatory

Figure 16: Resetting the password

2.8 Maintenance of User's Profile

After successful authentication the user can edit their profile by selecting the "Edit Profile" functionality accessible from the left menu.



PDEs/Provide	rs - Administrators - Administration - Reports - Manage Information Area -	e-Contracts	Logged in as:
			ROOT_AUTHORITY
Account			Last login on :
			Edit Profile
	Usemame	User Role *	le Log Out
			· · · ·
	First Name *	Last Name *	
	Address	City	
	Email *	Phone Number	
		376 (AD) 🗸	
	Country*		
	Niger		~
	Mobile Phone Number	Fax	
	376 (AD) v	376 (AD) 🗸	
	Secret Question *	Secret Answer*	
	×		
	Status		
	Active		~
			CANCEL SAVE

Figure 17: Edit User's Profile

The password should follow a specific configuration. To view the password rules the user should click on the link "Password Rules" (Figures Figure 17 and Figure 18).

The password configuration rules consist of:

- Letters (upper case/lower case) allowed to be used
- Numbers allowed to be used
- Characters allowed to be used
- Allowed login failures
- Password lifetime
- Password length (min/max)
- Password history

EUROPEAN DYNAMICS	Error! Unknown document prope	erty name.
Upper case letters	K Select All	Lower case letters
A	8	
В	8	٥
C D	*	e d
E	,	
F	8	f
s	8	٥
H	*	h
1	*	
ĸ	8	k
L	×	1
M	8	m
N D	*	n
0 P		0
ç	8	q
R	×	r i
5	8	8
T U	*	t
V	*	
W	8	w
x	×	x
Ŷ	8	у
Z	8	2
Numbers 0	* Select All	
1	8	
2	8	
3	2	
4 5	*	
6	8	
7	×	
8	8	
p	8	
Other characters	* Select All	
, 9	8	
:	×	
3	8	
	8	
Allowed login failures		v
10		Ŷ
Password lifetime (in months)		-
Never		Ŧ
Password Min length		-
6		Ŧ
Password Max length		-
20		Ŧ
Password history		
Activate		
Password strength		

Figure 18: Password Configuration Rules

In case the password does not follow the password configuration the following message appears.

)	A	n error has occurred:
	•	Password can not be less than 6 characters. Check Password Rules
	i	Password's strength must be at least weak. Check Password Rules

2.9 XLS File Format Support

All XLS files uploaded to the e-GP system must abide to the Microsoft Office Excel 2003 format.

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Page 22 of 104 All XLS files must abide to the Microsoft Office Excel 2003 format.

Users that have later versions should save their files in 2003 format (Save as type and select the option "Excel 97-2003 Workbook").

2.10 XLS File Upload Validation

Every time a new XLS file is uploaded onto the e-GP system, the system performs validation checks to ensure that the uploaded file abides to the pre-defined template for the upload. There are several different templates supported by the system, namely:

- Annual Procurement and Disposal Plan XLS
- Evaluation Report XLS

Whenever an invalid XLS file is uploaded onto e-GP, the system will either present to the end-user the reasons for not accepting it (e.g. invalid format), or will grant the end-user access to download an Error Report XLS, which details the precise reasons for rendering the XLS invalid.

2.11 Searching Functionality

The e-GP system provides both Simple and Advanced search mechanisms. Both functionalities allow searching for Processes, Organisations, Users, Contracts (available only to SA users) and Annual Procurement and Disposal Plan entries.

2.11.1 Simple Search

The simple search functionality covers searching for available Processes, registered Organisations, registered Users and published Annual Procurement and Disposal Plan entries.

Simple search queries are performed by:

- Selecting the type of searching (Processes, Organisations, Users, Contracts, and Plans) from the selection list.
- Providing the full name of the required record or part of it using the "*" wildcard.
- Selecting the button "Search", with the magnifying glass.

The results, if any, are then presented in a tabular form.

	an ,D yn		geria States- Fra r or! Unknown			for SaaS e-Procure y name.	ement Sol	ution	-
Simple se	earch								
	SEA	RCH RESILTS							
	10	10 • Results per page Displaying: 1-10 :	Did works in total					1	< Page1+ +
		Process No	PE	info	Bids Submission Deadline ++	Procedure	Status	Notice	Publication Dat
	1	responses families	JAJOH THEY		permanence door	fam (oranis tisking 1796	No. Talantaryor	1	10070011
	2	sump.	100.000	0	2012/01/01/01	numeroranity con	nauno	*	-0.000,0001 -0.000
	3	second second	Among		TERTAINING AVAI	THE RESIDENCE	Salation of the local division of the local	2	-0.01001
	4	Particular d'Accorded Tablence	Address for a	-0	1101001-12104	(per principality) (1998)	Conception (π.	16.07(011)
	5	Free Stadi Rossine for Stagle of Association Stationary	Addated Design	.0	120520704490	Predoktion (1911	Gentler	а.	1005009
	6	antarga.	50.141	0	10.001400000000000000000000000000000000	THE PROPERTY AND	nauto:	*	10210
	7	mentaneur meet jegen van	-dates and the set	.0	*******	THE RESIDENCE AND A	transfer.		TRACE OF

Figure 19: Simple search for Process

2.11.2 Advanced Search

The advanced search functionality enables searching for Processes, Organisations, Users and Provider Profiles, Contracts and Annual Procurement and Disposal Plan entries. In addition, the functionality supports searching Organisations that fulfil a specific provider profile. In order to perform an advanced search query, the user should:

- Select the type of the search by using the appropriate button
- Provide information in one or more fields (use of * wildcard is also enabled).
- Select the button "Search"

For further information on each criterion select the respective info icon ⁽¹⁾ The results, if any, will be presented in a tabular form.

vanced Search						
vanced Search						
Process Organisation	User Provider Profiles Cor	tract Annual Proce	vernént &	Disposal Plan		
TideO				Annual Plan Reference()		
0						
Name of Procuring and D	isposing Entity()			Funding Source		
				Gelect funding source v		
Process Status				Process Type0		
-Select Process Status			Ψ.	Gelect Process Type		
Procurement/Disposal Ty	pe0			Procedure()		
-Select Procurement/D	sposal Type-		Ψ.	-Select Procedure-		
Bid submission deadline	date()			Description()		
From:	To:					
				Maximum characters: \$2000.		
UNSPSC Codes				Estimate Amount()		
		a	8	Min: Max:		
Bid Opening Date()		71				
			•			

Figure 20: Advanced search for a Process

In order to search for an organisation, the user needs to first provide the organisation type (Procuring Entity/ Provider).

dvanced Search			
Process Organisation User Provider Pro	ofiles Contract Ann	ual Procurement & Disposal Plan	
Type: O Provider Procuring and Disposing	Entity		
Name of Procuring and Disposing Entity		PDE Code	
Country			
All		\sim	
City		Address	
			CANCEL RESET SEARCH

Figure 21: Advanced search for a Procuring and Disposal Entity

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lvanced Search					
Process Organisation User	Provider Profiles	Contract	Annual Procuremen	& Disposal Plan	
Type: Provider O Procuring	and Disposing Entity				
Organisation Name				UNSPSC Codes	
					ĵq t
					*
Country of Provider			~		
Country of Provider All			•		
			Ť	Address	
All				Address	
All				Address Email	

Figure 22: Advanced search for a Provider organisation

In order to search for a user, the organisation type (Procuring Entity or Provider) must also be selected.

Advanced Search						
Process Organisation User Provider Profiles Contract Annual Procureme	ent & Disposal Plan					
User's type of organisation: O Provider Procuring and Disposing Entity O Administrator						
First Name:	Last Name:					
Username:	Email:					
Organisation Name:	Country:					
	Nigeria ~					
	CANCEL RESET SEARCH					

Figure 23: Advanced search for Procuring and Disposal Entity users

vanced Search			
Process Organisation User	Provider Profiles Contract Annua	l Procurement & Disposal Plan	
Process Organisation Oser	Provider Profiles Contract Annua	i Procurement a Disposal Plan	
User's type of organisation: Provide	 Procuring and Disposing Entity 	O Administrator	
User's type of organisation: Provide	O Procuring and Disposing Entity	Administrator Last Name:	
	O Procuring and Disposing Entity		
	 Procuring and Disposing Entity 		
First Name:	 Procuring and Disposing Entity 	Last Name:	
First Name:	 Procuring and Disposing Entity 	Last Name:	

Figure 24: Advanced search for Provider users

Advanced Search					
Process Organisation User Provider Profiles Contract Annual Pr	rocurement & Disposal Plan				
User's type of organisation: O Provider O Procuring and Disposing Entity Administrator First Name: Last Name:					
Username:	Email:				
	CANCEL RESET SEARCH				

Figure 25: Advanced search for Administrator users

Annual procurement and disposal plan entries can be filtered by any combination of the publication date, the procurement type, the procurement method, the UNSPSC code or the procuring entity.



Process	Organisation	User	Provider Profiles	Contract	Annual P	rocurement & Disposal Pla	an				
From Public	ation Date										
				8	hh	00	~	mm	00	~	ť
lo Publicati	on Date										
				m	hh	00	\sim	mm	00	\sim	ť
rom Submi	ission Deadline/O	pening Dat	e								
				8	hh	00	~	mm	00	~	ť
To Submiss	ion Deadline/Ope	ning Date									
				—	hh	00	\sim	mm	00	~	ť
ubject:											
abjeet											
rocess Typ											
	ocess Type-										
	occos type										
Category:	ontract Type-										
	nt or Disposal Met	hod:									
-Select Pr	ocedure Type-										
ource of Fi	unds:										
-Select Fu	ind Type-										
	des:										
JNSPSC Co											^
INSPSC Co											Q
NSPSC Co											
	nd Disposing Enti	y:									

Figure 26: Advanced search for an annual procurement and disposal plan entry

Advanced Search Process Organisation User Provider Profiles Contract Annual Procurement & Disposal Plan Contract Title: Contract Number: Status:
Active O Expired CANCEL RESET SEARCH

Contracts can be filtered by Contract Title, Number or its status.

Figure 27: Advanced search for contracts

2.11.3 Current Processes Search

In order to view the latest processes published within the service, the user can click on the "Current Processes" link, as depicted in Figure 28. This will automatically present

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the list of the latest processes that are available to the user (depending on his/her access rights).



Figure 28: Current Processes search

2.12 Procuring and Disposal Entity Management

SA users can perform the following management activities for the procuring entities registered within the system:

- Register PDE
- Edit PDE details
- View the users registered within the procuring and disposal entity
- Add new users in the procuring entity
- Edit user's details

2.12.1 Register PDE

SA user clicks on the respective link under "PDEs/Providers" menu in order to proceed with the registration of a new procuring entity.



Figure 29: Register PDE

SA must fill in all mandatory information and click "Next". The SA will also need to create the first user of the PDE (i.e. the PDEA user). The SA user is in position to select the parent entity of a PDE during PDE registration.



Register	PD
Redister	FDI

STEP 1: ORGANISATION DETAILS	
PDE Name *	PDE Code *
PDE Type *	
-Select PDE Type-]
Has Parent 🗌	
Department *	Street Address *
-Select Department-	
PO Box	Postal Code *
City	1
Country *	Email
Nigeria ~	
Latitude	Longitude
Phone number 1 *	Phone number 2
376 (AD) 🗸	376 (AD) 🗸
Fax	Website
376 (AD) 🗸	
Can create FA? 🗹	Compliance Monitoring No
Initiate the APDP No	
	CANCEL RESET NEXT

Figure 30: Register PDE - Step 1

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EUROPEAN-DENAMICS	Nigeria States- Framewo Error! Unknown docun	ork Contract for SaaS e-Procurement Solution nent property name.
PDE Administrator Details		
PDE ADMINISTRATOR DETAILS		
First Name *		Last Name *
Username *		Email *
Password *		Re-enter Password *
Password Rules		
Department *		User designation/Position *
-Select Department-	~	
Physical Address *		PO Box
Postal Code		
City		Country *
		Nigeria ~
Phone Number		Mobile Phone Number 1
376 (AD) 🗸		376 (AD) 🗸
Mobile Phone Number 2		Receive logon notifications
376 (AD) 🗸		
Secret Question *		Secret Answer*
Select	~	
CANCEL		BACK RESET CREATE

Figure 31: Register PDE - Step 2

SA fills in all mandatory information and clicks "Create".

In order to manage the details of a Procuring and Disposal Entity, the SA needs to use the searching functionality to find the Procuring and Disposal Entity of interest.



View Organisation

EDIT ORGANISATION	DEPARTMENT MANAGEME	NT VIEW USERS	ADD USER
PDE NAME:			
PDE CODE:			
PDE TYPE:			
HAS PARENT:			
PARENT ENTITY:			
DEPARTMENT:			
STREET ADDRESS:			
PO BOX:			
POSTAL CODE:			
CITY:			
COUNTRY:			
LATITUDE:			
LONGITUDE:			
EMAIL:			
PHONE NUMBER 1:			
PHONE NUMBER 2:			
FAX:			
WEBSITE:			
STATUS:			
CAN CREATE FA?: COMPLIANCE MONITORING			
INITIATE THE APDP:	-		
REQUISITION THRESHOLD:			
REQUISITION TRICEBIOLD.			
VIEW ALL PUBLISHED N	IOTICES		

Figure 32: Management of Procuring and Disposal Entity details

2.12.2 Edit Organisation Details

Selecting "Edit Organisation" allows the SA to edit the organisation's details.

* R * D	
EUROPEAN DYNAMICS	

Edit	Organ	isation	Profile
COR	organ	isation	FIONE

ADD USER VIEW USERS	
PDE Name *	PDE Code *
POE Type *	
· · · · · · · · · · · · · · · · · · ·	
Has Parent	
Department *	Street Address *
×	
P0 Box	Postal Code
City	
Country*	Email
×	
Latitude	Longitude
Phone number 1 *	Phone number 2
376 (AD) 🗸	376 (AD) ~
Fax	Website
376 (AD) 🗸	
Can create FA7 🖸	
Compliance Monitoring 🖸	Initiate the APDP 🖸
Requisition Threshold (NGN):	
Status	
Active	×
	CANCEL RESET SAVE

Figure 33: Editing Organisation details

2.12.3 View the Users Belonging to the Procuring and Disposal Entity

Selecting "**View Users**" functionality allows the listing of all the users registered within the selected procuring entity.

iew Users					
10 V Results per page	Displaying all 4 matches.				« < >
# First Name +*	Last Name +*	Organisational Role	Country	Status 🛶	Actions
1				Active	1
2				Active	1
3				Active	1
4				Active	

Figure 34: Display of users belonging to the procuring and disposal entity.

The name, the role and the current status (active, inactive, deactivated, etc) of each user are displayed.

The following user roles are supported:

- <u>PDE Admin (PDEA)</u>: Such a user will be responsible to edit the PDE information as well as the PDE user management.
- <u>Accounting Officer (AO)</u>: Assigned to leading officers of a PDE. Such a user has access rights to manage the PDE and its users and has increased visibility on process details (i.e. evaluation reports and award etc.).
- <u>Head of Procurement & Disposal Unit (HPDU)</u>: Such a user has similar access rights to the AO and acts as the leader of the Procurement & Disposal Unit (PDU).
- <u>Head of Department (HD)</u>: Such a user will be responsible to consolidate the APDP of his Department and approve the requisitions before being submitted to the Accounting Officer.
- <u>User Department (UD):</u> This is the Department User
- <u>Procurement Officer (PO)</u>: Assigned to officers that do not require the highest level of access. These form a "pool" of officials that may be associated with a specific procurement for performing specific activities. Such users can only be located in the Procurement & Disposal Unit.
- <u>Head of Finance (HF)</u>: To confirm funds availability to procure during the initiation stage.
- <u>Resident Due Process Committee Member (RDPCM)</u>: Assigned to current members of the Contracts Committee. Such a user will be responsible to announce his decision within the system in case of online Contracts Committee Approval. The RDPCM users will have view only access to the processes of their PDE
- <u>Resident Due Process Committee Secretary (RDPCS)</u>: This user will upload CC minutes and decisions on behalf of the Contracts Committee in case of offline Contracts Committee Approval. The RDPCS user will have view access only to the processes of his/her PDE
- <u>Legal Officer (LO)</u>: Such a user can only be allocated the Contract Reviewer role for processes in his/her own Procuring & Disposal Entity.



• <u>Internal Auditor (IA)</u>: Such a user can only be allocated the Auditor role for processes in his/her own Procuring Entity.

The following roles are only available when the "Performance Monitoring" flag is set for the Procuring & Disposal Entity:

- <u>Head of Performance Monitoring (HPM)</u>: Such a user is responsible to associate PMO users on any process in the e-GP.
- <u>Performance Monitoring Officer (PMO)</u>: Such a user can be allocated the Auditor role on any process in the e-GP.

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2.12.4 Add a New User in a Procuring and Disposal Entity

The SA can insert a new user in a particular procuring entity by providing all of the following details.

Add User	
Entity ed_pde	User Role * Procurement Officer (PO)
First Name *	Last Name *
Username *	Email *
Password *	Re-enter Password *
Password Rules Department *	User designation/Position *
-Select Department-	uses designations notations -
Physical Address *	PO Box
Postal Code	
Country *	Phone Number 376 (AD) ~
Mobile Phone Number 1	Mobile Phone Number 2
376 (AD) 🗸	376 (AD) V
City	Receive logon notifications
Secret Question *	Secret Answer *
Select v	
	CANCEL RESET SAVE

Figure 35: Insert a new user in a procuring and disposal entity

2.12.5 Edit User's Details

The SA can edit the details of a specific user except the username.

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it Account		
Username	User Role *	
		×
First Name *	Last Name *	
Department *	User designation/Position *	
	×	
Email *	Phone Number	
	376 (AD) 🗸	
Country *		
		Ý
Physical Address *	PO Box	
Postal Code		
Mobile Phone Number 1	Mobile Phone Number 2	
376 (AD) 🗸	376 (AD) 🗸	
City	Receive logon notifications	
Status		
Active		~
Valid From	Valid To	
	CANCEL SA	VE

Figure 36: Editing user details

2.12.6 Logon Notifications

The SA can modify a user account to enable the user to be notified by e-mail whenever their credentials are used to login to the e-GP system. This is accomplished on the Edit Profile page by selecting the checkbox to enable login notifications.

12	EUROPEAN-DYNAMICS
官官	EUROPEAN DENAMICS
1	

	12.00					
Ec	IT.	cc	\cap		nı	r
LU	ΠĽ			u		

an Account	
Username	User Role *
	×
First Name *	Last Name *
Department *	User designation/Position *
×	
Email *	Phone Number
	376 (AD) 🗸
Country *	
	~
Physical Address *	PO Box
Postal Code	
Mobile Phone Number 1	Mobile Phone Number 2
376 (AD) 🗸	376 (AD) 🗸
City	Receive logon notifications 🗹
Status	
Active	~
Valid From	Valid To
	CANCEL SAVE
* Fields with asterisk are mandatory Download latest Java version from here	

Figure 37: Logon notifications

When the SA enables/disables the flag for a particular user, the user receives an e-mail notification that their profile has been modified.



Your account on e-GP has been modified by the administrator to enable/disable logon notifications. You can view your profile by clicking on the link below: Mayner Technology, App., pp., applicages, for involvements. And Solid Will. If you require further assistance, click on the "Contact Us" link at the top of the homepage. IMPORTANT: All actions within e-GP will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the e-GP manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

Figure 38: Logon notifications administrator action confirmation e-mail

2.13 Unlocking User Accounts

When a user attempts to login to the system using wrong credentials for more than 10 times, the user account is automatically temporarily blocked, although his status remains active.

The first step in the activation procedure is to search for the de-activated user (Figure 39). The column "**Status**" will display the status of the user.

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View	Users					
10) 🗸 Results per page	Displaying all 6 matche	5.			« < > »
#	First Name	Last Name +*	Organisational Role	Country ++	Status 🖛	Actions
1					Active	1
2					Active	1
3					De-activated	1
4					Active	1
5	-				Active	1
6					Active	
						Add User

Figure 39: Account activation for a user

The SA should select the link in the column "First Name" to preview the user's details (Figure 40).

View Account	
USERNAME:	
USER ROLE:	
FIRST NAME:	
LAST NAME:	
DEPARTMENT:	
USER DESIGNATION/POSITION:	
EMAIL:	
PHYSICAL ADDRESS:	
PO BOX:	
POSTAL CODE:	
CITY:	
COUNTRY:	
PHONE NUMBER: MOBILE PHONE NUMBER 1:	
MOBILE PHONE NUMBER 1: MOBILE PHONE NUMBER 2:	
VALID FROM:	
VALID TO:	
	EDIT ACCOUNT
Download latest Java version from here	

Figure 40: Account activation, preview user details

In order to activate the user account, the SA needs to select the "Edit Account" button (Figure 40). The system displays a page which allows the SA to change the details of the user. Moreover, the SA can change the "Status" of the user from "De-activated" to "Active' (Figure 41).

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EUROPEAN DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Edit Account	
Username	User Role *
spread.	Projekty Administrator 🔻
First Name *	Last Name *
101100	
Email *	Phone Number
control for the second design of the	376 (AD 💌
Country *	
Nymen and Mapulater	۲
Street Address	User designation/Position
Mobile Phone Number	Fax
376 (AC 🔻	376 (AD 🔻
Receive logon notifications	Receive SMS notifications
Status	
Active	٣
Select Active	
De-activated	
Select to Activate	

Figure 41: Account activation

2.14 Manage Administrators

SA users can perform the following management activities for the administrators registered within the system:

- View the users registered as system administrators
- Add new system administrator users
- Edit user's details

The SA is able to manage all the users registered as SA users through the "**View SA Users**" option in the Administrators panel.

Administrators -

View SA Users

Figure 42: Administrators panel, Manage administrators

The administrators appear in a tabular form:

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CANCEL BAVE

iew Users					
10 V Results per page	Displaying all 4 matches.				« < >
# First Name +*	Last Name	Organisational Role	Country **	Status 🛶	Actions
1				Active	1
2				Active	1
3				Active	1
4				Active	1

Figure 43: System administrators list

In order to create a new administrator the system administrator clicks on the "Add User" button and fills in the details of the new user (Figure 44). The following information should be provided:

- First Name
- Last Name
- Username
- Password
- Email
- Address
- City
- Country
- Phone Number
- Mobile phone
- Fax
- Secret Question
- Secret Answer

d User		
Entity	User Role *	
ROOT_AUTHORITY	System Administrat	tor (SA)
First Name *	Last Name *	
Username *	Email *	
Password *	Re-enter Password *	
Password Rules		
Address	City	
Country *	Phone Number	
	✓ 376 (AD) ✓	
Mobile Phone Number	Fax	
376 (AD) 🗸	376 (AD) 🗸 🗸	
Secret Question *	Secret Answer *	
Select	~	

Figure 44: Registration of a system administrator

To edit the details of an existing user the administrator clicks the "Edit Account" button

for that user (Figure 43). To view the details of a user the administrator clicks on the user's first name.

2.15 Manage Helpdesk Users

SA users can perform the following management activities for the helpdesk users registered within the system:

- View the users registered as helpdesk users
- Add new helpdesk users
- Edit user's details

The SA is able to manage all the users registered as Helpdesk users through the "**View Helpdesk Users**" option in the Administrators panel.

Administrators - Adr	n
View SA Users	
View Helpdesk Users	

Figure 45: Administrators panel, Manage Helpdesk Users

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The helpdesk users appear in a tabular form:

1	0 • Results per pag	ge Displaying the 1 ma	atch.			« < >
	First Name 🛶	Last Name 🛶	Organisational Role	Country +*	Status +*	Actions
1	Heparat	User:	Helpdesk User (HU)	Turkmenisten	Active	1

Figure 46: Helpdesk Users list

In order to create a new helpdesk user in the system, the administrator clicks on the "Add User" button and fills in the details of the new user. All mandatory fields should be populated and then click on the save button:

- First Name
- Last Name
- Username
- Password
- Email
- Address
- City
- Country
- Phone Number
- Mobile phone
- Fax
- Secret Question
- Secret Answer

**	Error! Unknown docu	ment property name.
d User		
Entity		User Role *
ROOT_AUTHORITY		Helpdesk User (HU)
First Name *		Last Name *
Username *		Email *
Password *		Re-enter Password *
Password Rules		
Address		City
Country *		Phone Number
Select	~	376 (AD) 🗸
Mobile Phone Number		Fax
376 (AD) 🗸		376 (AD) 🗸
Secret Question *		Secret Answer *
Select	~	
		CANCEL RESET
		CANCEL RESET

Figure 47: Registration of a helpdesk user

To edit the details of an existing user the administrator clicks the "Edit Account" button

for that user, which is under the tabular form, after the modifications the administrator clicks on the "Save" button. To view the details of a user the administrator clicks on the user's first name.



Edit Account

Username	User Role *
had	Helpdesk User (HU)
First Name *	Last Name *
Prejulera	line
Address	City
Email *	Phone Number
-producing and constrained	376 (AD) 🔻
Coulty	
Tanananana.	
Mobile Phone Number	Fax
376 (AD) 🔻	376 (AD) 🔻
Status	
Active	•

Figure 48: Edit helpdesk user's account

2.16 Provider Registration

SA users may also register Providers in e-GP.

PDEs/Providers -	A
Register PDE	
Register Provider]

Figure 49: Register Provider link

The system presents the user with the Provider registration form. SA needs to correctly fill in all mandatory information of all registration steps.

In the first phase of the registration procedure the SA user registers the Provider organisation by providing the following information (Figure 51):

• Provider Type

Register Provider			
STEP 1: PROVIDER TYPE Provider type *			
-Select Provider type- Provider Organisation Individual Provider			
			NEXT

Figure 50: Register Provider - Step 1

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Page 46 of 104 Then the SA user registers the Provider organisation by providing the following information (Figure 51):

- "Date of incorporation / Registration" (date-picker)
- "Country of incorporation/ Registration" (drop-down list)
- "Provider Registration Number" (text)
- "Provider Registered Name" (text)
- "Organisation Type" (drop-down list)
- "Tax Identification Number (TIN)" (text)
- "Street Address" (text)
- "PO Box" (text)
- "Postal Code" (text)
- "City" (text)
- "Country" (drop-down list)
- "Latitude" (text)
- "Longitude" (text)
- "Phone number 1" (text)
- "Phone number 2" (text)
- "Business sector" (drop-down list)
- "Subsector" (drop-down list)
- "Certificate of Incorporation/Registration" (file)
- "Trading License/Business Operating License" (file)
- "Proof of Tax Registration" (file)
- "Small scale enterprise" (Checkbox)
- "Proof of small-scale enterprise" (file)
- "Other Attachments" (file)
- "Website address" (text)
- "Email address" (text)
- "CAPTCHA" (text)

The SA user will have to populate all the mandatory fields and click on "Validate & Continue", in order to proceed to the next step.



Register	Provide

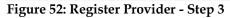
Full Name *		Tax Identification Number (TIN) *
National Identification Number/Passport Number *		Street Address *
PO Box		Postal Code
Country *		City
Nigeria	~	
Latitude		Longitude
Phone number 1 *		Phone number 2
376 (AD) 🗸		376 (AD) 🗸
Business sector *		Subsector *
-Select Business Sector-	~	-Select Subsector-
Copy of National Id/Passport		
Choose File No file chosen		
Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xls/x		
Small Scale Enterprise 🗆		
Other Attachment		Website address
Choose File No file chosen		
Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xls/x		
Email address		Type of Activity
		\Box Goods \Box Works \Box Consulting Services \Box Non Consultancy Services
Please type the code shown below *		
81l4ic	c	

Figure 51: Register Provider - Step 2

When the SA user is in the "Register Director Details" page, will have to populate at least all the mandatory fields and click on the "Next" button, in order to proceed.

The user can add up to 10 directors by the use of the + button. The button \times is used to delete an already existing director.

Register Director Details		
STEP 3: DIRECTOR DETAILS		
Director(1) Name "	Position *	
E-Mail Address	Telephone	
		+ BACK NEXT



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EUROPEAN, DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Register UNSPSC Codes	
and services. Encompassing a five level hierarchica	s Code (UNSPSC), managed by GS1 US for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of productage al classification codeset. UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is es of interest are optional for the registration of a Provider. When an open public procurement competition is published, the system will automatically notify via email all the UNSPSC codes of the competition itself.
STEP 4: REGISTER UNSPSC C	ODES
Line of Business	
	CANCEL BACK NEXT

Figure 53: Register Provider - Step 4 (optional)

After clicking on the sutton, the user is presented with a pop-up window to select UNSPSC codes (Figure 54).

Search Search for a code
Search Results
Dispersion Of the second of the se

43230000-Software	Add the Selected items and close the window
43230000-Software	
45251500-business function specific software	Double-click an item to add it to Selected items
Selected Items 43231500-Business function specific software	Browse codes using the Tree.
Add results to Selected items	and Supplies 25000000-Commercial and Military and Private Vehicles and their Accessories and Components 26000000-Power Generation and Distribution Machinery and Accessories
+Add to List OSynchronise List	23000000-Industrial Manufacturing and Processing Machinery and Accessories 24000000-Material Handling and Conditioning and Storage Machinery and their Accessories
43232100-Content authoring and editing s 43232200-Content management software	21000000-Farming and Fishing and Forestry and Wildlife Machinery and Accessories 22000000-Building and Construction Machinery and Accessories
43232000-Computer game or entertainme	 2000000-Mining and Well Drilling Machinery and Accessories
	= 15000000-Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
43230000-Software 43231500-Business function specific softv 43231600-Finance accounting and enterpr	■ 14000000-Paper Materials and Products

Figure 54: UNSPSC code selection

Finally, the administrator will have to populate at least all the mandatory fields and click on the "Save" button, in order to register the Provider Administrator.

EUROPEAN, DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Register Administrator	
STEP 5: REGISTER PROVIDER ADMIN	
First Name *	Last Name *
Username *	Email *
Password *	Re-enter Password *
Password Rules	
Street Address	Country * Nigeria
Phone Number	Mobile Phone Number
376 (AD) 🗸	376 (AD) 🗸
Fax 376 (AD) 🗸	User designation/Position
376 (AD) ✓ Receive logon notifications □	
Secret Question *	Secret Answer *
Select	v
ВАСК	CANCEL FINISH

Figure 55: Register Provider - Step 5

2.16.1 Add Provider User

When viewing the details of a Provider organisation the user has the proper rights that enable him/her to add new users to the organisation.



EDIT ORGANISATION	EDIT UNSPSC CODES	VIEW DIRECTORS	VIEW USERS	ADD USER
DATE OF INCORPORATION/RE	GISTRATION:			
COMPANY REGISTRATION NUI	MBER:			
TAX IDENTIFICATION NUMBER	(TIN):			
PROVIDER REGISTERED NAME	:	- Contraction		
ORGANISATION TYPE:		CONTRACTOR OF STREET,		
STREET ADDRESS:				
PO BOX:				
POSTAL CODE:				
DISTRICT:				
CITY:				
COUNTRY:				
COUNTRY OF INCORPORATION/REGISTRATI	ON:			
LATITUDE:				
LONGITUDE:				
PHONE NUMBER 1:	- 15em			
PHONE NUMBER 2:				
BUSINESS SECTOR:		and the second second		
SUBSECTOR:		ter property at		
NSSF NUMBER:				
NSSF STATUS:				
URSB STATUS:				
CERTIFICATE OF INCORPORATION/REGISTRATI	ON:			
TRADING LICENSE/BUSINESS LICENSE:				
PROOF OF TAX REGISTRATION	l: 1999	-		
SMALL SCALE ENTERPRISE:				
WEBSITE ADDRESS:				
EMAIL ADDRESS:				

Figure 56: Add Provider user link

SA fills in all mandatory information and submits the form. The user will receive the respective activation information through email in order to activate the user account.

		ument property name.
dd User		
	Organisation	User Role *
	All for the later	Provider User 🗸
	First Name *	Last Name *
	Username *	Email *
	Password *	Re-enter Password *
	Password Rules	
	Country *	Phone Number
	Ngeria V	
	Street Address	User designation/Position
	Mobile Phone Number	
	376 (/ V	Fax 376 (/ 🗸
	Receive logon notifications	
	Secret Question *	Secret Answer *
	Select V	
		CANCEL RESET SAVE

Figure 57: Add Provider user



2.16.2 Edit Provider Organisation

SA may also proceed in updating the Provider organisation information.

View Organisation

EDIT ORGANISATION	EDIT UNSPSC	CODES	VIEW DIRECTORS	VIEW USERS	ADD USER
DATE OF INCORPORATION/RE	GISTRATION:		-		
COMPANY REGISTRATION NU	MBER:				
TAX IDENTIFICATION NUMBER	R (TIN):	1000			
PROVIDER REGISTERED NAME	E:	1.000	in and a		
ORGANISATION TYPE:		1000	1.000		
STREET ADDRESS:		100			
PO BOX:					
POSTAL CODE:					
DISTRICT:					
CITY:					
COUNTRY:					
COUNTRY OF INCORPORATION/REGISTRAT	ION:	-			
LATITUDE:					
LONGITUDE:					
PHONE NUMBER 1:		1000			
PHONE NUMBER 2:					
BUSINESS SECTOR:		0.000	and shall be		
SUBSECTOR:		1110	and the second second		
NSSF NUMBER:					
NSSF STATUS:					
URSB STATUS:					
CERTIFICATE OF INCORPORATION/REGISTRATI	ION:	-			
TRADING LICENSE/BUSINESS LICENSE:	OPERATING				
PROOF OF TAX REGISTRATION	N:	Download	d		

Figure 58: Edit provider organisation link

The SA user modifies any of the editable information and re-submits the form.



Edit Organisation Profile

Date of incorporation/Registration *		Country of incorporation/Registration *
and the second sec	0	The second se
Company Registration Number *		Tax Identification Number (TIN)
ALC: NO.		here and a second
Provider Registered Name *		Organisation Type *
WITH WI		Street Treet Street
Street Address *		PO Bax
1 mm 10		
Postal Code		
City		Country *
		Topola .
Latitude		Longitude
Phone number 1 *		Phone number 2
376 (, 🗸		376 (. 🗸
Business sector *		Subsector *
The Statistical and a second second second second	~	The strategiest services
Certificate of Incorporation/Registration		
Choose File No file chosen		
Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xls/x		
Trading License/Business Operating License		Proof of Tax Registration
Choose File No file chosen		Choose File No file chosen
Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xls/x		Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xla/x
Proof of Small Scale Enterprise * 🗆		
Other Attachment		Email address
Choose File No file chosen		
Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, tif, xls/x		
Website address		Type of Activity
		the second se
Approval Date		Approved By
Republication of the second se	-	10.00
Status		

Figure 59: Edit provider organisation

2.16.3 Edit Provider User

SA user may view a specific Provider user and proceed in amending his/her profile. In case the SA amends the user's password, the System will automatically dispatch a notification to the Provider's email to notify him/her of the change. In case the Provider's email address is modified, for security purposes, the System will dispatch an email to the old email address to notify the owner of the previous address that the user profile has been amended.

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lit Aco	count		
	Username	User Role "	
	a part of	· · · · · · · · · · · · · · · · · · ·	
	First Name *	Last Name *	
	45-4110	M. Josef	
	Email *	Phone Number	
	and the stand and the state of the	376 (/ 🗸	
	Country *		
	The second se	×	
	Street Address	User designation/Position	
	Mobile Phone Number	Fax	
	376 (i 🗸	376 (i 🗸	
	Receive logon notifications		
	Status		
	and an	~	
	Valid From	Valid To	
		CANCEL SAVE	

Figure 60: Edit provider user profile

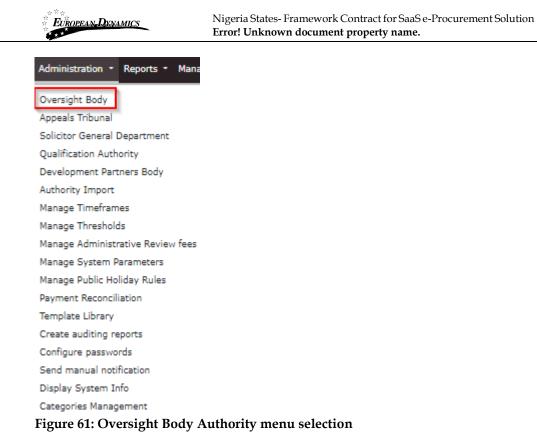
2.17 Regulatory, Administrative Review and Attorney General Users Oversight Body, Appeals Tribunal, Solicitor General Department, Qualification Authority and Development Partners Body Users

The SA can register users into five special organisations in e-GP:

- Oversight Body
- Appeals Tribunal Body
- Solicitor General Department
- Qualification Authority
- Development Partners Body

2.17.1 Add Oversight Body Admin User

Auditor users in the Oversight Body can be allocated to the Auditor role for any Process in e-GP by the Process co-ordinator of that Process. These users have read access to the Process information, documents and its audit trails in order to be able to complete their auditing tasks. The Auditor admin can view the details of the Oversight Body Authority by selecting the "Oversight Body Authority" link in the "Administration" menu.



When viewing the details of the Oversight Body organisation the SA user has the proper rights that enable him/her to add new Auditor admin users to the organisation. The list of users can be accessed by clicking on the "View Users" button.



View Organisation

VIEW USERS	
ORGANISATION NAME :	automities access/technic
ADDRESS:	
POSTAL CODE:	
CITY:	
COUNTRY:	ripertie
PHONE NUMBER:	
ORGANISATION EMAIL:	heli constante de jugar sed
STATUS:	Active

Figure 62: View Oversight Body users' link

The organisation users are presented in a table layout.

View l	Jsers				
10	✓ Results per page D	isplaying all 3 matches.			« < > »
	First Name **	Last Name	Organisational Role	Country	Status
1	and the second s	and the second s	Auditor	Service 1	Active
2	Changed .	8007	Auditor Admin	report for	Active
3	Sec.	No. Con	Auditor Admin	Service .	Active

Figure 63: List of Regulatory Body Authority users

A new Auditor admin user can be added by clicking on the "Add User" button.

SA fills in all mandatory information and submits the form. The user will receive the respective activation information through email in order to activate the user account.

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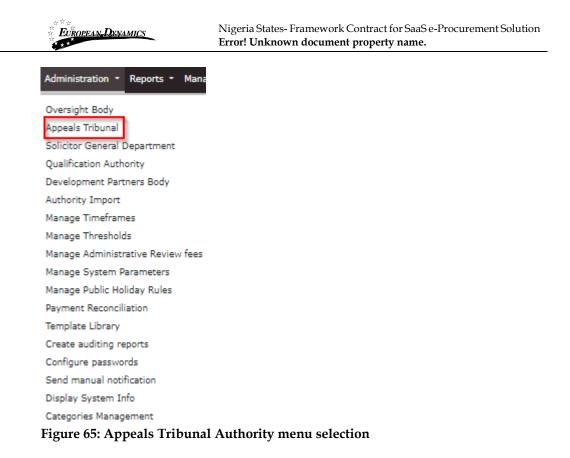
Add User

		Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	
l User			
	Entity		User Role *
	ACCESSION AND ACCESSION		Auditor Admin
	First Name *		Last Name *
	Username *		Email *
	Password *		Re-enter Password *
	Password Rules		
	Department		User designation/Position
	Address		Postal Code
	Country *		Phone Number
	Separate .		v
	Mobile Phone Number		Fax
	Secret Question *		Secret Answer *
	Select		v
	City		

Figure 64: Add Oversight Body Admin User

2.17.2 Add Appeals Tribunal Admin User

Users in the Appeals Tribunal Body can be allocated to the Appeal Tribunal Administrator role for any process in e-GP by the Process Co-ordinator of that process. The SA user can view the details of the Appeals Tribunal Body by selecting the "Appeals Tribunal" link in the "Administration" menu (Figure 65).



When viewing the details of the Administrative Review Body organisation the SA user has the proper rights that enable him/her to add new users to the organisation. The list of users can be accessed by clicking on the "VIEW USERS" button.

VIEW USERS		
RGANISATION NAME :	4703.100010/100071	
DDRESS:		
OSTAL CODE:		
ITY:		
OUNTRY:	Traperinte .	
HONE NUMBER:		
RGANISATION EMAIL:	and the second	
TATUS:	Active	



Figure 66: View Appeals Tribunal Body users' link

The organisation users are presented in a table layout.

ew l	Jsers				
10	✓ Results per page Displa	aying all 4 matches.			« <> »
	First Name **	Last Name	Organisational Role	Country	Status
1	ALC: NO PARTY	NUMBER OF STREET, STRE	Appeal Tribunal	ignite .	Active
2	next .	100	Appeal Tribunal	open des	Active
3	APRIL 1	1773.0	Appeal Tribunal Admin	No. 10	Active
4	market	Kap with	Appeal Tribunal Admin	appendix.	Active
					Add User

Figure 67: List of Appeals Tribunal Body users

A new user can be added by clicking on the "Add User" button.

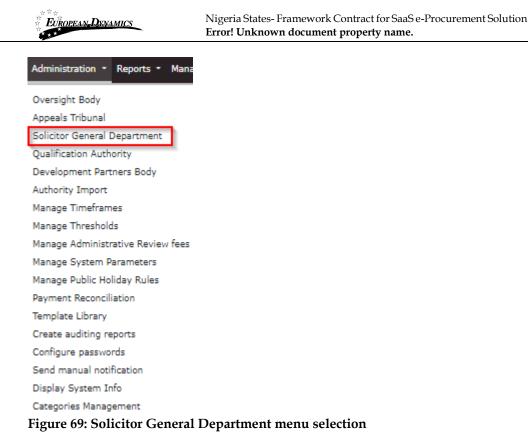
SA fills in all mandatory information and submits the form. The user will receive the respective activation information through email in order to activate the user account.

EUROP	ean Denamics	work Contract for SaaS e-Procurement Solution ument property name.
ld User		
	Entity	User Role *
	WEATHER POLY	Appeal Tribunal Admin ~
	First Name *	Last Name *
	Username *	Email *
	Password •	Re-enter Password *
	Password Rules	
	Department	User designation/Position
	Address	Postal Code
	Country *	Phone Number
	Mobile Phone Number	Fax
	Mobile Phone Number	Fax
	Secret Question *	Secret Answer *
	Select	v
	City	
		CANCEL RESET S

Figure 68: Add Administrative Review Body Authority user

2.17.3 Add Solicitor General Admin User

Users in the Solicitor General Body can be allocated to the Solicitor General Admin for any process in e-GP by the Process Co-ordinator of that Process. The SA can view the details of the Solicitor General Department by selecting the "Solicitor General Department" link in the "Administration" menu (Figure 69).



When viewing the details of the Solicitor General Department organisation the SA user has the proper rights that enable him/her to add new users to the organisation. The list of users can be accessed by clicking on the "VIEW USERS" button.



View Organisation

VIEW USERS	
ORGANISATION NAME :	ATTORN DOGRAPHICATION AND A
ADDRESS:	
POSTAL CODE:	
CITY:	
COUNTRY:	Tiper de
PHONE NUMBER:	
ORGANISATION EMAIL:	the contracting (pp and
STATUS:	Active

Figure 70: View Solicitor General Department users' link

The organisation users are presented in a table layout.

10	Results per page	Displaying all 6 matches.			e ()
	First Name	Last Name	Organisational Role	Country	Status
í.	Annia	mananja	Solicitor General Admin	Toprofit	Active
2	Ballion of Control of	0.0101	Solicitor General	Name	Active
3	Robert.	-	Solicitor General	1 particle	Active
i.	percent	determed	Solicitor General Admin	reports	Active
5	Accent.	internal line	Solicitor General Admin	1000 Miles	Active
5	personal li	(Arrest)	Solicitor General	10000	Inactive

Figure 71: List of Attorney General Body Authority users

A new user can be added by clicking on the "Add User" button.

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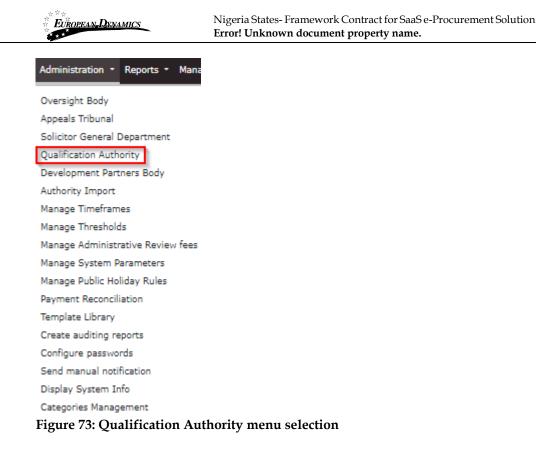
SA fills in all mandatory information and submits the form by clicking on the "Save" button. The user will receive the respective activation information through email in order to activate the user account.

Entity		User Role *	
LOUGHLY CONTRACTORY AND A		Solicitor General Admin	~
First Name *		Last Name *	
Username *		Email *	
Password *		Re-enter Password *	
Password Rules			
Department		User designation/Position	
Address		Postal Code	
Address		Postal Code	
Country *		Phone Number	
1 per lla	*		
Mobile Phone Number		Fax	
Secret Question *		Secret Answer *	
Select	>		
City			

Figure 72: Add Solicitor General Body Authority user

2.17.4 Add Qualification Authority Body User

Users in the Qualification Authority can be allocated to Provider Certifier role, for any process in e-GP by the Process Co-ordinator of that Process. The SA can view the details of the Qualification Authority Body by selecting the "Qualification Authority" link in the "Administration" menu (Figure 69).



When viewing the details of the Qualification Authority the SA user has the proper rights that enable him/her to add new Auditor admin users to the organisation. The list of users can be accessed by clicking on the "VIEW USERS" button.

European Dynamics	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
View Organisation	
EDIT ORGANISATION	IEW USERS
ADDRESS:	
POSTAL CODE:	
CITY:	
COUNTRY:	linger late
EMAIL:	with the paper by
PHONE NUMBER:	
FAX:	
STATUS:	Active

Figure 74: View Qualification Authority users' link

The organisation users are presented in a table layout.

,	First Name	Last Name	Organisational Role	Country	Status	Actions
1	-	1998	Provider Certifier	lipmin	Active	1
2	10.00	annes	Provider Certifier	Egenia	Active	1
3	Peru	Majkaj	Provider Certifier	iamir.	Active	1
4	Pere	mpana	Provider Certifier	Same	Active	
5	iyat 👘	stinia.	Provider Certifier	1010	Active	1
6	Market1	AMOUNT.	Provider Certifier	TOP IN CO.	Active	1

Figure 75: List of Qualification Authority users

A new Provider Certifier user can be added by clicking on the "Add User" button.

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Add User



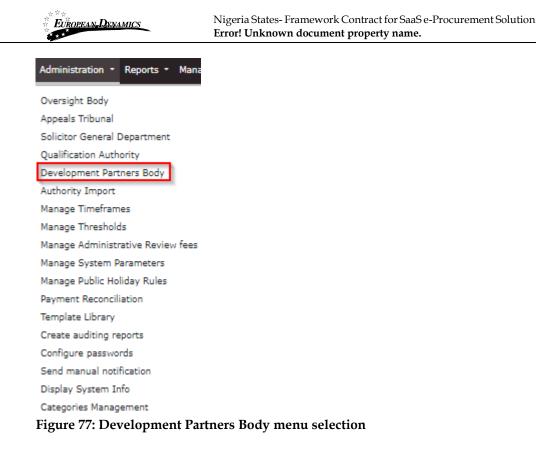
SA fills in all mandatory information and submits the form by clicking on the "Save" button. The user will receive the respective activation information through email in order to activate the user account.

Entity	User Role *
Station, coantribut withouts	Provider Certifier
First Name *	Last Name *
Usemame *	Email *
Password *	Re-enter Password *
Password Rules	
Country *	Phone Number
Tarris .	v
Mobile Phone Number	Fex
Secret Question *	Secret Answer *
Select	v

Figure 76: Add Provider Certifier User

2.17.5 Add Development Partners Body User

Users in the Development Partners Body can be allocated to Development Partners Admin role, for any process in e-GP by the Process Co-ordinator of that Process. The SA can view the details of the Development Partners Body by selecting the "Development Partners Body" link in the "Administration" menu (Figure 69).



When viewing the details of the Development Partners Body, the SA user has the proper rights that enable him/her to add new Development Partner admin users to the organisation. The list of users can be accessed by clicking on the "VIEW USERS" button.

EUROPEAN DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
View Organisation	
VIEW USERS	
ADDRESS:	and the second sec
POSTAL CODE:	
CITY:	
COUNTRY:	
PHONE NUMBER:	
ORGANISATION EMAIL:	Contraction Contraction Cont
STATUS:	Active

Figure 78: View Qualification Authority users' link

ew	Users				
10	0 → Results per page Dis	splaying all 7 matches.			< < > >
•	First Name	Last Name	Organisational Role	Country	Status
1	44	144	Development Partner Representative	ingen tite	Active
2	World Bank (1995)	10-01-1	Development Partners Admin	openio.	Active
3	100	1000	Development Partner Representative	inger tilte	Active
4	100	timped.	Development Partners Admin	top with	Active
5	41		Development Partners Admin	i gantin	Active
6	20 C	197901	Development Partners Admin	toportion.	Active
7	Report	KINDO, A	Development Partner Representative	reporting.	Active
					Add User

The organisation users are presented in a table layout.

Figure 79: List of Qualification Authority users

A new Development Partner Admin can be added by clicking on the "Add User" button.

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SA fills in all mandatory information and submits the form by clicking on the "Save" button. The user will receive the respective activation information through email in order to activate the user account.

Add User		
	Entity	User Role *
	THE PROPERTY CONTRACTOR	Development Partners Admin v
	First Name *	Last Name *
	Username *	Email *
	Password *	Re-enter Password *
	Password Rules	
	Department	User designation/Position
	Address	Postal Code
	Country *	Phone Number
	ngania 💌	
	Mobile Phone Number	Fax
	Secret Question *	Secret Answer *
	Select v	
	City	
		CANCEL RESET SAVE

Figure 80: Add Development Partners Administrator User

2.18 System Properties

The SA user has the rights to configure certain properties in the system that determine value limits for procurement procedures, the approval threshold for TC users in relation to the Procurement Committee as well as the amounts that Providers must pay for initial registration, renewal of registration and the Administrative review fee.

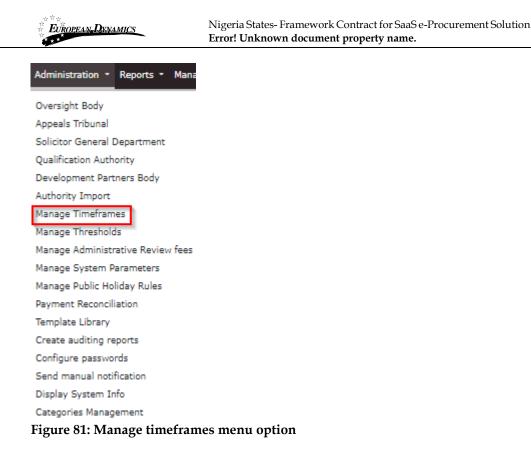
2.18.1 Manage Timeframes

To define the Bidding Period, Evaluation Period and Display Period of the BEB Notice timeframes for the various procedures the SA user selects the "Manage Timeframes" option in the "Administration" menu.

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The SA user first selects the Authority Type (Central, Local Government) and then the Process and Contract Type. Then the SA user will provide the needed timeframes regarding the Procurement or Disposals Methods.

uthority Type *				
Local Government				
Process Type *				
Disposal				
contract Type: *				
Disposals				
	Bidding Period	Evaluation Period	Standstill Period	
isposal by Public Bidding (DPB)				
isposal by Public Auction (DPA)				

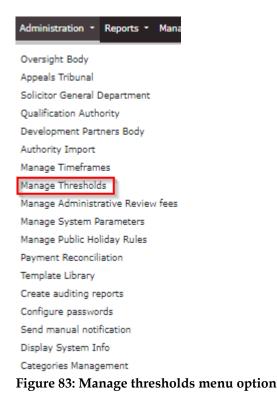
Figure 82: Manage Timeframes

2.18.2 Manage Thresholds

To define the upper and lower limits for the various procurement procedures the SA user selects the "Manage thresholds" option in the "Administration" menu (Figure 83).

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The SA user completes all required values and submits the form. A value can be provided for the upper and lower limit for each property that can be configured. These values are used by the system when validating Annual Procurement Plan entries as well as when validating the details of a new process. The corresponding procurement method may only be selected if the budgeted amount for the bid falls between the upper and lower limits as defined by the SA for that procurement method. Where no value has been captured, no validation takes place.

Manage Thresholds	
Authority Type *	
-Select Authority Type-	~
Process Type *	
-Select Process Type-	

Figure 84: Authority Type and Process Type Selection

Once these two drop-down menus are completed, then the system has one more field added:



Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.

Manage Thresholds

Authority Type *	
Central Government	·
Process Type *	
Procurement	~
Contract Type: *	
-Select Contract Type-	
-Select Contract Type-	
Works	
Goods Non Consultancy Services	
Consulting Services	

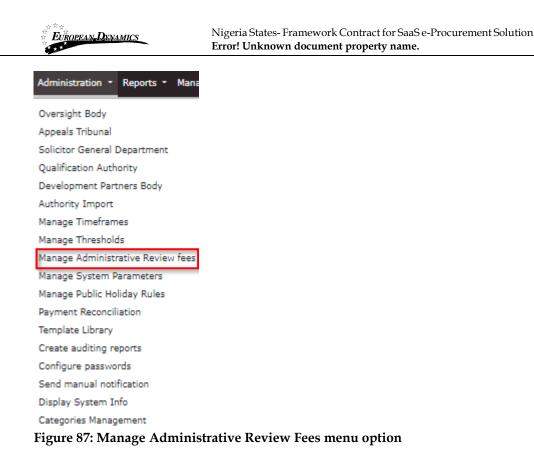
Figure 85: Select Contract Type

authority Type *			
Central Government			
Process Type *			
Procurement			
Contract Type: *			
Goods			
	Bidding Period	Evaluation Period	Standstill Period
Restricted International Bidding (RIB)			
Restricted Domestic Bidding (RDB)			
Open International Bidding (OIB)			
Open Domestic Bidding (ODB)			
Quotations/Proposals (QUOT)			
Direct Procurement (DP)			
Direct Method (DM)			
Shopping Method (SM)			

Figure 86: Manage values for system parameters, depending on previously selected options

2.18.3 Manage Administrative Review fees

To identify the administrative Review fees based on the Authority and the Process Type.



The SA user first selects the Authority Type (Central, Local Government) and then the Process and Contract Type, in case of Local Government, in order to set the fees for the Administrative Review. For Central Governments the SA user sets the Administrative Review fees without any further selection.

Manage Administrative Review fees

 Authority Type *

 -Select Authority Type

 -Select Authority Type

 Central Government

 Local Government

Figure 88: Select Authority type



Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.

Manage Administrative Review fees

Authority Type *		
Local Government		~
Process Type *		
Procurement		~
Contract Type: *		
Works		~
Value of procurement	Amount	
Selective International Bidding (SIB)		
Selective Domestic Bidding (SDB)		
Open International Bidding (OIB)		
Open Domestic Bidding (ODB)		
Community Purchase (CP)		
Direct Procurement (DP)		
Direct Method (DM)		
Shopping Method (SM)		
		SAVE

Figure 89: Manage Administrative Review Fees for Local Government

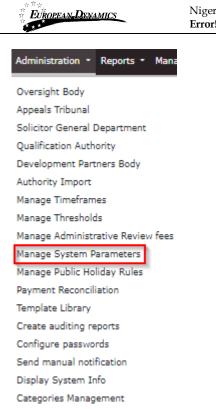
Manage Administrative Review fees

Central Government		~
rocedure Type	Amount	
p to 100,000,000		
00,000,000 to 500,000,000		
00,000,000 to 1,000,000,000		
.000.000.000 to \$0.000.000.000		
0.000.000.000 to 100.000.000.000		
lore than 100.000.000.000		

Figure 90: Manage Administrative Review Fees for Central Government

2.18.4 Manage System Parameters

In order for the SA to set the payment amounts for initial Provider registration, registration renewal as well as the fee to be paid when an Administrative review is lodged the "Manage System Parameters" option must be selected in the "Administration" menu (Figure 91).



Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.

Figure 91: Manage system parameters menu option

The SA user completes all required values and updates the form. Where no value has been saved, the System will not request a payment for that particular event.

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Nigeria States- Framework Contract for SaaS e-Procurement Solution **Error! Unknown document property name.**

Manage System Parameters		
Main System Parameters		
Solicitor General approval (NGN)		
MUMORIAL MARK		
Manually end the Standstill period		
14		~
Providers Registration Initiation:		
122210	🗂 hh 🖷	▼ mm 🖽 🗸 ❤
Initial provider registration fees (NGN)		
Procurement/Disposal Type	Small Scale	Other
Works	1. MIL 11	- men me
Services	1. mar. m	· 100.00
Goods		1 20.0
Annual renewal of provider registration fees	(NGN)	
Procurement/Disposal Type	Small Scale	
One category	1,000.00	
Two categories	1	
Three categories	in one of	
Small Scale Enterprises	No. 10	
Number of members per role		
Role	Min	Мах
PC		
OP		
ECC		
EC .	8	
Auditor		
Appeal Tribunal		
Solicitor General		

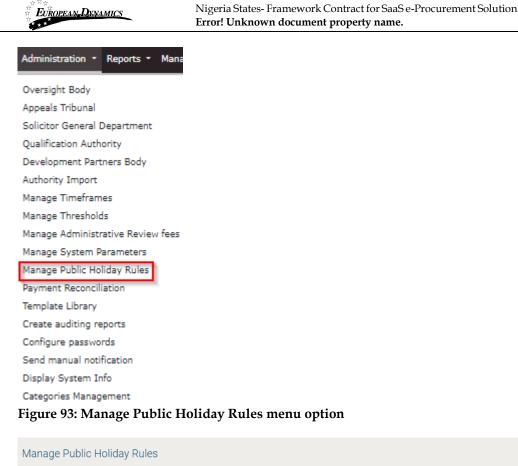
Figure 92: Example of the Manage system parameters section

2.18.5 Manage Public Holiday Rules

SA may use this menu option to define the public holiday that the system will take into account during the validation of the time frames.

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UPDATE



уре *	 	
Select Fixed Date Nth day of a week		
faximum characters: 5000).		

Figure 94: Create a new Public Holiday

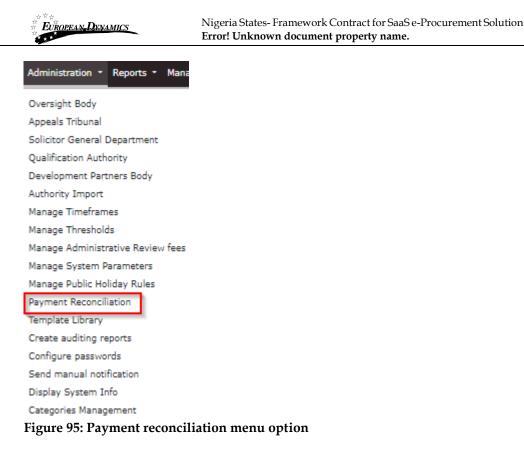
2.18.6 Payment Reconciliation

In the unlikely event that the e-GP system is not notified by the banking provider that a particular payment has been processed, the SA user has the right to confirm that a particular payment has been received (Figure 95). The receipt of the payment should be verified by the finance department before any action is taken in the e-GP system.

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The SA user must provide the amount that has been paid as well as the reference number. There is no indication of the type of payment e.g. registration fee, bid fee or Administrative review fee nor who the Provider is.

Payment Reconciliation		
Reference Number *		
Payment Amount *		
		COMPLETE PAYMENT

Figure 96: Update payment status

Only outstanding payments can be updated through this mechanism. If the payment has already been processed by the system or if the amount does not match that expected for the supplied reference number, the SA user will be provided with an error message indicating that the transaction number is invalid.

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×
MENT
ИЕЛ

Figure 97: Payment reconciliation failure

2.19 Template Library

The SA user may visit the Template Library section and manage the Standard Process Documents. The user is able to upload, create and edit simple or dynamic documents and organise them into subfolders.

Administration •	Reports	•	Mana
Oversight Body			
Appeals Tribunal			
Solicitor General D	Departme	nt	
Qualification Auth	ority		
Development Part	ners Body	7	
Authority Import			
Manage Timefram	es		
Manage Threshold	s		
Manage Administr	ative Revi	iew	fees
Manage System P	arameters	5	
Manage Public Hol	liday Rule	s	
Payment Reconcili	ation		
Template Library			
Create auditing re	ports		
Configure passwor	rds		
Send manual notif	fication		
Display System In	fo		
Categories Manag	ement		
Figure 98: Ten	nplate l	ib	rary lin

E E E E E E E E E E E E E E E E E E E	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	
Template Library		
		©TEMPLATE GUIDE
+ New -	Template Library Root Folder 👻 /	
Template Library Root Folder	STATUS: N/A	₽₽∕®9
D Subar Swannon - Hill D 2400	STATUE: N/A	₩ 🖥 🖉 🗑 🖯
- D Here implifies - D maning	STATUS: N/A	₽₽∕≈₽
	STATUE N/A	
	STATUE N/A	. . / . 9
	STATUS: N/A	₽₽∕≈₽
	STATUS: DRAFT	/ î 🕹 🖿
	STATUS: DRAFT	∕≈± ∎

Figure 99: View template library root folder

2.19.1 View Folder / Subfolder / Content

The user has access to the folder details by selecting the "View folder" link for the details of the current folder or the "Title" link of any other subfolder or document, in order to see the details.

Template Library	\Box	
S FILTERS	View Subfolder details	©TEMPLATE GUIDE
+ New -	Template Library Root Folder 🔹 /	
	STATUS: FINAL	<i></i>

Figure 100: View folder / subfolder links

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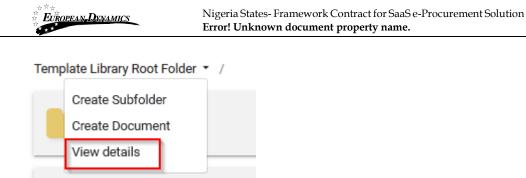


Figure 101: View Root folder details (1)

Template Library Root Folder

TITLE: Template Library Root Folder
DESCRIPTION:
DATE CREATED: DATE CREATED: Template Library Root Folder
PARENT FOLDER:

Figure 102: View Root Folder details (2)

The user can see the folder content (subfolders or documents) under the Template Library Root Folder Section on the right.

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×

	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	-
Template Library Root Folder 👻 /]	
STATUS: N/A		* 2 /00
STATUS: N/A		₽₿∕₿0
STATUS: N/A		2 /00
STATUS: N/A		B /80
STATUS: N/A		2 2/20
STATUS: N/A	-	B /#0
STATUS: FINAL		8±1
STATUS: FINAL		8 ± 1
STATUS: FINAL		8±1
		∕ê±∎

Figure 103: View Folder Contents Link

EUROPEAN DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	
Template Library		
S FILTERS		@TEMPLATE GUIDE
+ New -	Template Library Root Folder 👻 /	
C Template Library Root Folder	INING TEMPLATE RTATUE: WITHGRAUM PROCESS INFO RTATUE: FRAAL	24 748

Figure 104: View Folder Contents

2.19.2 Create Subfolder

The user can create a new subfolder under an already existing folder by selecting the "Create Subfolder" option or a subfolder under another subfolder by selecting the option in the red box.

t Filters		@TEMPLATE GUIDE
New - Template Library Root Folder	Template Library Root Folder / Create Subfolder Create Document	₽₿₽₿
- Clashi Demani 199 - D. Pol - Classi Demani 199	View details	₽₽∕≈0
Cherolitation	STATUE: N/A	₽₽∕≋ө
	BTATUE IVA	₽₿∕₿0
	BTATUE: IVA	₽₽∕≋ө
	BTATUE: N/A	₽₽∕≋ө
	STATUE: IVA	₽₽∕≋ө

Figure 105: Create subfolder under the root folder

EUROPEAN DYNAMICS	Nigeria States- Framework Contract for SaaS e-Procur Error! Unknown document property name.	ement Solution
Template Library	Templete Library Root Folder 👻 /	Select a folder from th eroot folder and on the right you can select the option in the red box to create a subfolder
E> Template Library Root Folder	BTATUE IN/A	Create Subfolder
	TATUE N/A	
	STATUE N/A	≥ B/80
	BTATUE N/A	₽₿∕ڨ0

Figure 106: Create Subfolder link

The user provides a title and description of the new subfolder through the respective page and selects "Save".

2.19.3 Edit/Delete Subfolder

The user may edit or delete a subfolder by selecting the respective buttons. Folders that contain documents cannot be deleted.

.#₂ FILTERS		@TEMPLATE GUIDE
+ New -	Template Library Root Folder 👻 /	
C> Template Library Root Folder	STATUS: N/A	₽₽₽€
	ETATUE-N/A	₽₿₽ڨ9
	ETATUE: N/A	₽₿∕₿₿
	ETATUE: N/A	
	ETATUE: N/A	
	ETATUE N/A	Edit/Delete
	ETATUE: N/A	B D D

Figure 107: Edit/delete Subfolder link

2.19.4 Create Document

The user can create a new document within a folder by selecting the respective button. He will have to populate all the mandatory fields and click on the "Save Draft" button.

EUROPEAN, DXNAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name .	-
Template Library Root Folder / Create Subfolder		
Create Subfolder Create Document View details		₽₽∕₿0
STATUS: N/A	-	B/ 80
STATUS: N/A		
STATUS: N/A		2 /10
STATUS: N/A		2 100
STATUS: N/A		
STATUS: N/A		₽₿∕₿0

Figure 108: Create document link

EUROPEAN, DXNAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.	
Create Document		×
Parent Folder: Template Library Re	pot Folder	
Title: *		
Description: *		
		11
Attachment: * Choose File No file chosen		
	CANCEL SA	VE DRAFT

Figure 109: Create Document Page / The Title, Description and Attachment are mandatory fields.

2.19.5 Edit / Delete Document

The SA user may edit or delete a competition document, as long as it is in "Draft" status, by selecting the respective buttons.

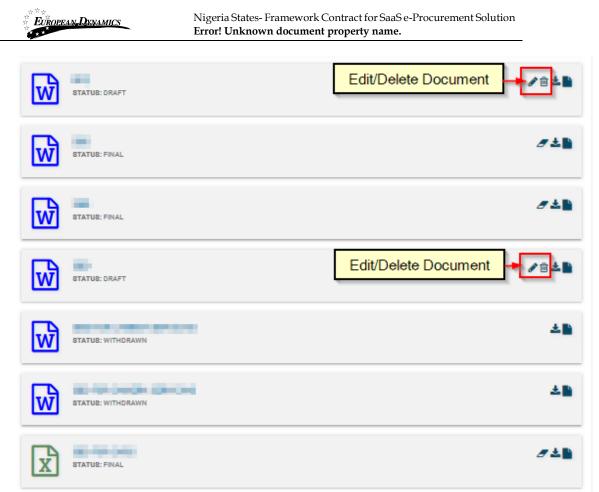


Figure 110: Edit / Delete document links

2.19.6 Create Dynamic Document

The SA user can create process documents using the parameters shown in Figure 111, by adding the keywords under the "Name" column among the text, where necessary. These fields will be fed from the process details and be auto-populated with the respective values of the bid, whenever a procurement officer selects to add a dynamic Process document to the contract documents of a process.



Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.

Template Guide		×
1.DYNAMIC TEMPLATE DOCUMENT		
ALLOWED FILE TYPES:	XLS, DOC	
Parameters		
Name 😄	Description ¢	Test Value 😄
{cft.title}	tative factors from	Teachada (Sec.
{cft.description}	tative fields fearinging	Tel: Tel: No.
		Carrynne.
{cft.id}	Carlo Hanna Parana	
{cft.procedure}	tally loss freedom	Tradition (10)
{cft.creatorId}	where we are shown as	
	Carlot Terry series	
{cft.tendersOpeningDate}	Table Team Still pring Sale	100000000000000000000000000000000000000
{cft.numberOfLots}	terror factor factor shares	
{cft.closingDate}	Taller Tester, Senter sharing the	100000-0000
{cft.contractType}	terror terror type in control	Transform (
{cft.unspsc}	Taller Telev (HOTO Code	NOTICE AND A
{cft.estimatedValue}	NAME AND ADDRESS ADDRESS OF	
{cft.openingDate}	Table Tests Strending for	100000-0000
{cft.questionsAnswersDateEnd}	safe fails for information	10.00.000
{cft.status}	Tables Tester, States	Cost.
{cft.upload}	tative factor fields are also in advant and taxing a statistical particular	-

Figure 111: Dynamic Document Parameters

The user can access the aforementioned parameters page by selecting the "Template Guide" button.

2.19.7 Search Template Library

The SA user may search through the template library for a folder or document by inserting specific criteria.

EUROPEAN-DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Template Library	
S FILTERS	
+ New -	
C Template Library Root Fold	der

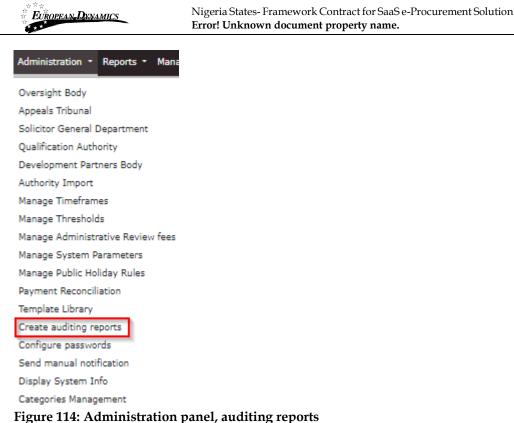
Figure 112: Search Template Library Link

Template Library option on the	ess the "Filters" left part of the jibrary" page
S FLTERS Close	©TEMPLATE GUDE
+ New -	Template Library Root Folder * /
C3 Template Library Root Fo	der D/80
Deception	
Tempidta Status Salect V	
RESET SEARCH	-D/80

Figure 113: Search Template Library parameters

2.20 Auditing

In order to preview all user actions, the SA selects the option "**Create auditing reports**" in the Administration panel.



specified search criteria (Figure 116).

Figure 114: Administration panel, auditing reports The system displays a page which allows the SA user to create queries regarding user actions (Figure 115). The user can narrow the range of the results by defining the from/to date period, the type of activity, the process as well as the Procuring Entity for which user actions would be retrieved (Figure 115). At selection of the "**View**" button, the system will generate an auditing report listing all user actions which fulfil the

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European, Denamics	Nig Err	geria States- Fr or! Unknown	amework Cont document pro	ract for Saa perty name	S e-Procuremen e.	t Solution		
ting Reports		_						
ting Reports								
IT ACTIVITIES								
rom Date: (DD/MM/YYYY)								
		hh 00		~	mm 00			
intil Date: (DD/MM/YYYY)								
		hh 00		~	mm 00			
select One			Usemame:					
Seech Dire							٩	
ype Of Activity:								
						*	۹	
						-		
elect Process:								
						*		
							۹	

Figure 115: Auditing activities

The auditing report can be saved in CSV format by selecting the button "**Export Results as CSV**" (Figure 116).

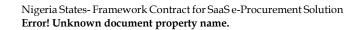


Type Of Activity	Usemame	User IP	Protocol	Server Name	Date created	Process Name	Description	Secondary CE Name	Secondary Account Name
User - Email Notifications	1000	NA. AMERICA	Not Available	10,000	1014-1	Not Available	Not Available	or managements	lamet:
User - Activate Account	feed too	4.0112	HTTP/1.1	10.00.00.0	101001	Not Available	Not Available	Not Available	Not Available
User & Orgs Mgt - Edit User	Notes:	10.10.00 (0.10.10.000)	HTTP/1.1		10100	Not Available	Not Available	Not Available	Nation 1
User & Orgs Mgt - Edit PE	10.010	ALC: NAME OF TAXABLE	HTTP/1.1	11.10.00	10.4-5 140.00	Not Available	Not Available	Not Available	Not Available
User & Orgs Mgt - Edit PE		10.00 m.m. 10.10 M. Schutzenson	HTTP/1.1	NO. MARK	1014-11 1240-02	Not Available	Not Available	Not Available	Not Available
User & Orgs Mgt - Edit PE	1000	412753	HTTP/1.1	10.08.00.00	10.000	Not Available	Not Available	Not Available	Not Available
User & Orgs Mgt - Edit PE	-	ALCO MAL. THE NEW POTTER AND	HTTP/1.1		-	Not Available	Not Available	Not Available	Not Available
User & Orgs Mgt - Edit User		4.017.00. 19.19.0.10.10.10.10.10.10.10.10.10.10.10.10.1	HTTP/1.1	10.00.00	ana.e. wasan	Not Available	Not Available	Not Available	
User - Logout	-	407.00	HTTP/1.1	10.00.00.00	10-00-00 10-00-00	Not Available	Not Available	Not Available	Salarian and the second
User - Login	No. of Concession, Name	And Personal Property and Personal Person Name	HTTP/1.1	10,000,00,00	212/2	Not Available	Not Available	Not Available	service and service and services.

Figure 116: Auditing report

2.21 Configure Passwords

The system administrator is entitled to define the configuration of passwords used by each user category (PE, EO, Administrator users). The password configuration functionality is accessible through the "Configure passwords" option in the Administration panel.





EUROPEAN DYNAMICS

Oversight Body Appeals Tribunal Solicitor General Department Qualification Authority Development Partners Body Authority Import Manage Timeframes Manage Thresholds Manage Administrative Review fees Manage System Parameters Manage Public Holiday Rules Payment Reconciliation Template Library Create auditing reports Configure passwords Send manual notification Display System Info

Categories Management

Figure 117: Administration panel, Configure passwords

The system displays a page which allows the SA user to perform the following configurations on the passwords:

- Specify which letters (uppercase/lowercase), numbers or characters will be used in passwords.
- Allowed login failures: determines the maximum login failures. When the maximum number exists, the account is deactivated.
- Password lifetime (in months): determines the validity period of a password. At the end of this period the password expires, and new password should be defined.
- Password min length: determines the minimum size of a password.
- Password max length: determines the maximum size of a password.
- Password history: enables/disables the password history functionality. In the case that the functionality is enabled, once a password has expired for a specific user account then the user must provide a new password that has never been used for the respective user account. Password history mechanism automatically stores the date and time of any changes that are performed for a user's password, which is also used for checking the date of expiration of the password.



In case the administrator performs any changes to the password configuration, all user passwords will expire and all users will need to change their passwords upon their next login.

EUROPEAN DXNAMICS	Nigeria States- Error! Unknow	Framework Contract for Saa n document property nam	S e-Procurement Solution e.	
Configure passwords				
Upper case lette	ers 🗹 Select All	Lower case letters	Select All	
A		a		
В		b		
c		c		
D		d		
E			S S S	
F		e f		
G		g		
н		h		
I. I.	N	i		
J	\checkmark	i	\checkmark	
к	\checkmark	k		
L		1	\checkmark	
м		m		
N	\checkmark	n		
0	\checkmark	0		
Р		p		
Q		q		
R		T T		
s		s		
т		t		
U				
v	V	u		
Ŵ		v		
		w		
x		×		
Y		У	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
Z	\bowtie	z	\bowtie	
Numbers	Select All			
0				
1				
2				
3				
4				
5				
6				
7				
8				
9	\checkmark			

Figure 118: Configure passwords, uppercase/lowercase letters configuration

** European-Dxnamics **	MICS Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.		
Numbers	Select All		
0			
1	2		
2			
3			
4			
5			
6			
7			
8	N N N N N N N N N N N N N N N N N N N		
9			
Other characters	Select All		
1			
¢			
*			
\$			
1			
Allowed login failures			
10	v		
Password lifetime (in months)			
12	v		
Password Min length			
6	v		
Password Max length			
20	>		
Password history			
Activate Operativate			
Password strength			
weak	v		
		CANCEL	

Figure 119: Configure passwords, numbers, other characters and parameters configuration

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2.22 Send Manual Notification



Figure 120: Send manual notification menu option

The SA user can send manual notifications to specific users, to provider users, to PDE users and to all provider administrators. Furthermore, the SA user can send a manual notification to a combination of the aforementioned categories of users, by populating at least all the mandatory fields and clicking on the "SEND NOTIFICATION" button.

EUROPEAN DENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.
Manual Notifications	
Subject: *	
Body: *	
Maximum characters: 2000. Attachment:	
Choose File No file chosen	
	A @
GROUP OF USERS	▼
All Provider Users	
All PE users	
All Provider Administrators	
* Fields marked with an asterisk are mandatory.	CANCEL SEND NOTIFICATION

Figure 121: Send Manual Notification page

2.23 Categories Management

Administration * Reports * Mana Oversight Body Appeals Tribunal Solicitor General Department Qualification Authority Development Partners Body Authority Import Manage Timeframes Manage Thresholds Manage Administrative Review fees Manage System Parameters Manage Public Holiday Rules Payment Reconciliation Template Library Create auditing reports Configure passwords Send manual notification Display System Info Categories Management

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Figure 122: Categories Management menu option

SA will be able to view the list (tree-format) of existing Categories, sub-categories and items, create a new one, edit, de-activate or activate an existing one. Categories Management

Root Category 🖌	DESCRIPTION	Wintergroup 7		
	UNIQUE ID	Tee		
B and amplicing if the	SPECIFICATIONS	10.1		
Dates	ENABLED	14		
- 0 11	TYPE	Gaingarg		
D klinkary I -	UNSPSC CODE	and Associate and Association		
The first of the party of the p	RATES	1. Rate:		
Comm		Description:		
		2. Rate:		
- C <u>in</u>		Description:		
-0	PRICES	1. Price:		
		Description:		

Figure 123: View Categories Management root folder

For creating a new category, the SA will need to insert the following information

- Enabled (YES/NO option)
- Title
- Description
- Unique ID
- Associated UN/SPSC codes
- Prices (The user will be able to add additional "Prices" by clicking the "+" button and completing the required fields. Existing prices details can be removed by clicking the "-" button)
 - Price value
 - Description
- Rates (The user will be able to add additional "Rates" by clicking the "+" button and completing the required fields. Existing rates details can be removed by clicking the "-" button)
 - o Rate value
 - Description
 - Specifications



Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.

Add Category/Item				×
Parent Category: test				
Type: *				
Category				~
Enabled: *				
Yes				~
Title: *				
Description: *				
				/
Unique ID: *				
UNSPSC Code: *				
			Qť	Ì
				_
Prices: *				
Price	Description	+		
Rates: *				
Rate	Description	+		
Specifications: *				
		CANCEL	SAVE	

Figure 124: Add new Category

User will be able to create sub-categories that are associated with a top-level category. Example:

- Category Level 1: Vehicles
 - Category Level 2: Two-door vehicle
 - Category Level 2: Four-door vehicle
 - Category Level 2: Five-door vehicle

For creating a new sub-category, the SA will need to insert the following information: Enabled (YES/NO option)

• Title

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- Description
- Unique ID
- Associated UN/SPSC codes
- Prices (The user will be able to add additional "Prices" by clicking the "+" button and completing the required fields. Existing prices details can be removed by clicking the "-" button)
 - o Price value
 - Description
- Rates (The user will be able to add additional "Rates" by clicking the "+" button and completing the required fields. Existing rates details can be removed by clicking the "-" button)
 - Rate value
 - Description
 - 0

.

Parent Category: bCategory 1						
Type: * Category						
Calegory						
Enabled: *						
Yes						٠
Title: *						
Description: *						
Unique ID: •						
UNSPSC Code: •						
					Q	Ê
Prices: *						
Price		Description	_			
1100	-	beaupton .	1			
Rates: •						
Rate		Description		+		
			10			
Specifications: *						

Figure 125: Add new Sub-Category

User will be able to create items that are associated with a category.

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Example:

- Category Level 1: Vehicles •
 - Category Level 2: Two-wheel vehicle 0
 - Bicycle
 - Motorcycle
 - Category Level 2: Four-door vehicle 0 0
 - Category Level 2: Five-door vehicle

For creating a new item, the SA will need to insert the following information:

- Enabled (YES/NO option) •
- Title •
- Description
- Unique ID
- Associated UN/SPSC codes
- Prices (The user will be able to add additional "Prices" by clicking the "+" button and . completing the required fields. Existing prices details can be removed by clicking the "-" button)
 - 0 Price value
 - Description 0
- Rates (The user will be able to add additional "Rates" by clicking the "+" button and completing the required fields. Existing rates details can be removed by clicking the "-" button)
 - Rate value 0
 - Description 0
 - Specifications

EUROPEAN-DYNAMICS	Nigeria States- Framew Error! Unknown docu	vork Contract for SaaS e-Procurement Solution ment property name.
Add Category/Item		×
Parent Category: bCategory 1		
Type: *		
Item		٣
Enabled: *		
Yes		*
Title: *		
Description: *		
Unique ID: *		
UNSPSC Code: *		
		QÊ
Prices: *		
Price	Description	+
Rates: *		
Rate	Description	+
Specifications: *		
		CANCEL SAVE

Figure 126: Add new Item for a Category

2.24 Manage Information Area

The SA can manage the content displayed in the information area of the system (Figure 128). In order to manage content of information which is displayed in the system the SA selects the option "**Manage Information Area**" in the "**Information**" section:

DEs/Providers - Administ	ators - Administration - Reports - Manage Information Area - e-Contracts
Information Area	Manage Information Area
	Content Section:
	Select Section V No specific info category has been selected
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Figure 127: Information panel, Manage Information Area

Processes		Q Advanced Search
QUICK GUIDE Register yourself and your organisation in the system Obtain access to the user manuals View the latest process publications Find a specific process by searching the process registry View the details of a process and navigate through all the available documentation Download available documentation Information Area Panel	aiaIble	
Annual Procurement & Disposal Plan Prior Information Notices Current Processes Opened Bid Details Awarded Contracts Suspended Providers Calendar	Provider Training Videos User Guides Public Procurement Legislation News FAQ Statistics Relevant Links	Help About Contact Us

Figure 128: Displayed information

New items in the information area are introduced by selecting the section of their content and, then, the button "Add Item" (Figure 129). New items can be added in the following sections:

- News
- Public Procurement Legislation
- FAQ
- Statistics
- Relevant Links
- User Guides
- Calendar
- User Manual
- Legislation on Threshold



Content Section:

News
Select Section
News
Public Procurement Legislation
FAQ
Statistics
Relevant Links
User Guides
Calendar
User manual
Legislation on Threshold

Figure 129: Management of information area

In order to add a new item (e.g. "**News**") the SA user provides its title and a description. Furthermore, an optional attachment can be also provided. Selecting the button "**Upload**" stores the new item in the system (Figure 130). The user may select whether the added item will be visible to all users or only the PE users of the system.

Information	Area				
NEWS		Content Section: News	~		
					+ ADD ITEM
2 results in to	tal.				« <
Title 🛶	Description 🖛	Date Uploaded 🗢 🛪	Attachment **	PDE Only	Actions
	-			Yes	0

Figure 130: Upload a News item

After successful upload, the system lists all uploaded "**News**" items. The SA can add new items by selecting the "**Add Item**" button and delete a selected item by using the "**Remove**" button (Figure 131).

EUROPEAN L	ENAMICS	Nigeria States- Framework Contract for SaaS e-Procurement Solution Error! Unknown document property name.				
Information	Area					
NEWS		Content Section: News	~			
					+ ADD ITEM	
2 results in to	otal.				« < > »	
					Remove Button	
Title ++	Description ++	Date Uploaded ++	Attachment ++	PDE Only	Actions	
				No	•	
				Yes	0	

Figure 131: Information area, list of news items

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