Nigeria States
Framework Contract for SaaS e-Procurement Solution

End User Administrator Manual

Issue 01

Version 1.0

EUROPEAN DYNAMICS S.A.

Modification History

Date	Version	Author	Comments
01/02/2021	1.0	ED	Initial version

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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

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.

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

«	First Page
»	Last Page
‹	Previous Page
›	Next Page

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.

PROCESS: ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒   ☰ Process Menu ▾
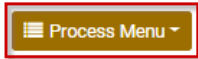
Figure 2: The Process Menu (collapsed)

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
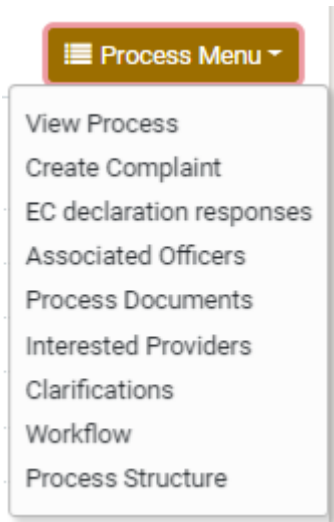
Figure 3: The Process Menu (expanded)

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

2.3   Main Page
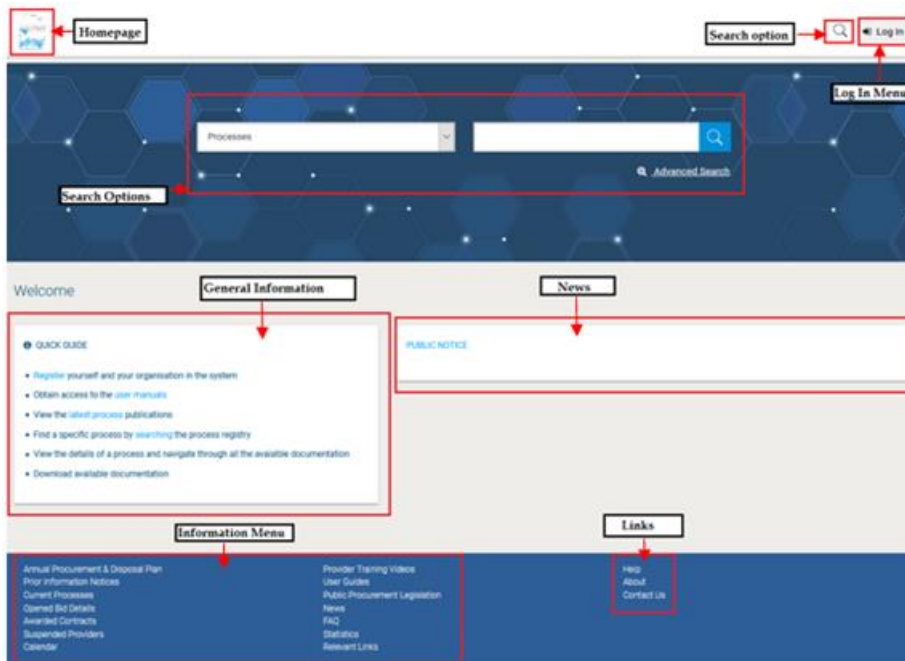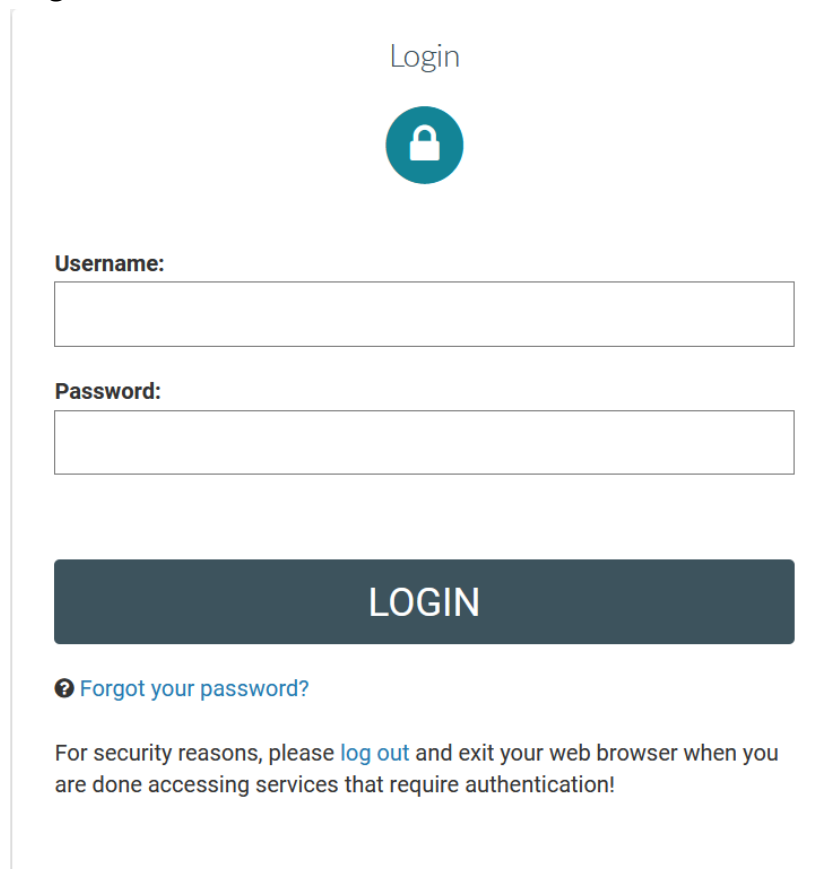
Figure 4: Main page

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

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.

2.3.2 Search Section
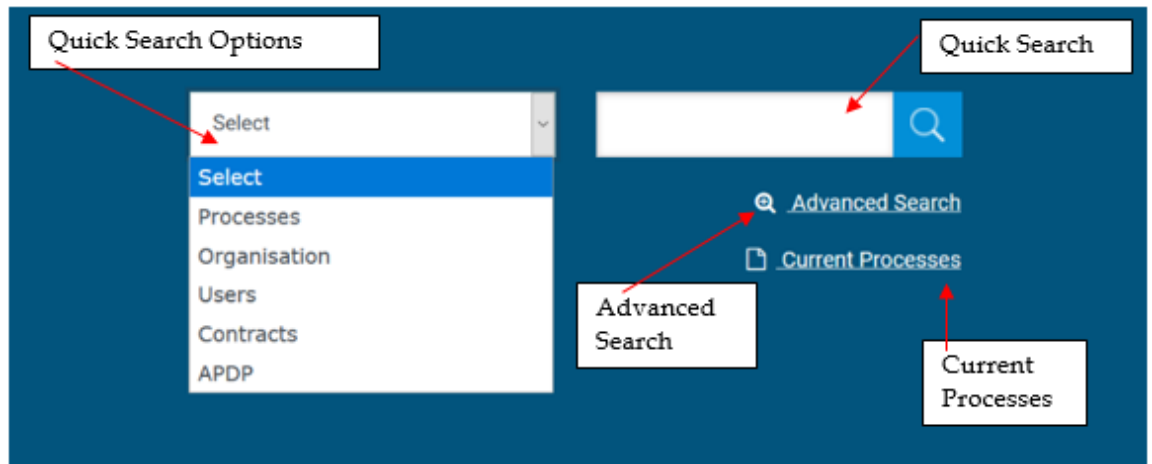
Figure 6: Search panel

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 [🔍 Advanced Search] 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:
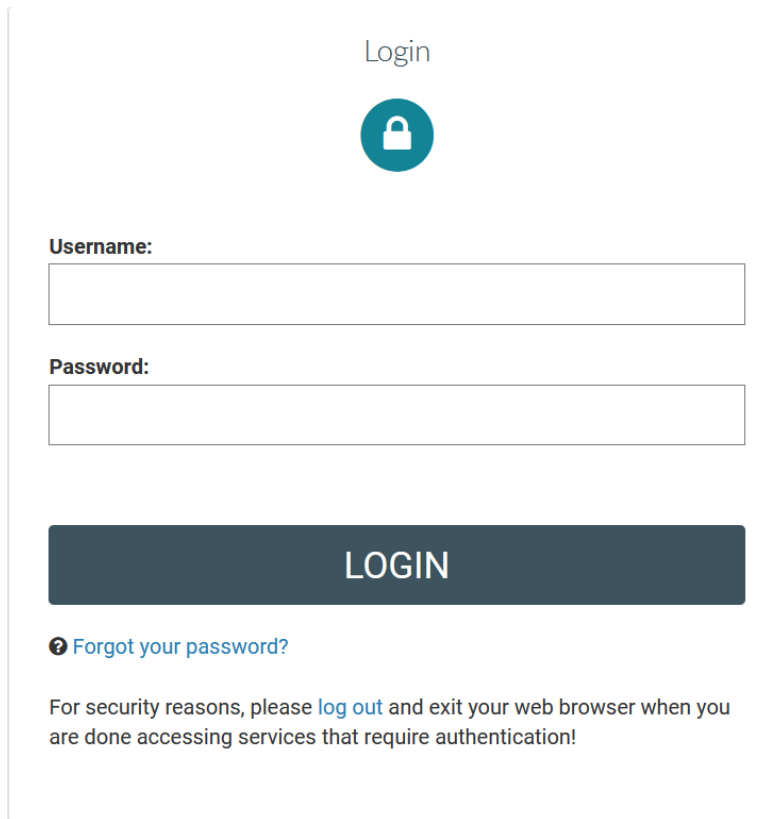
Figure 7: User login

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:
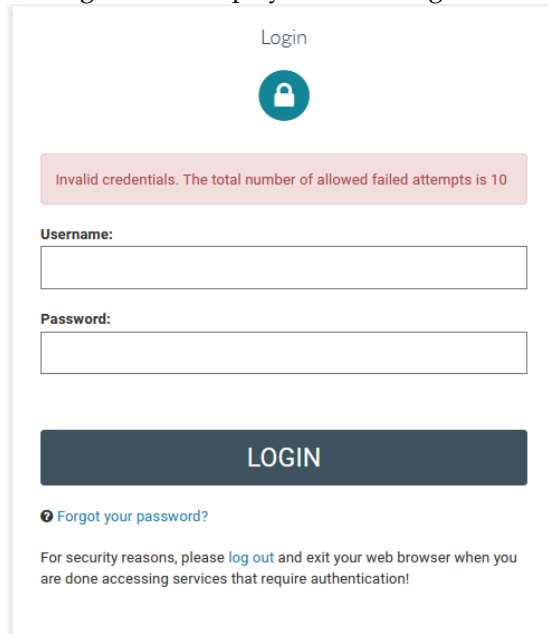
Figure 8: Wrong credentials

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.
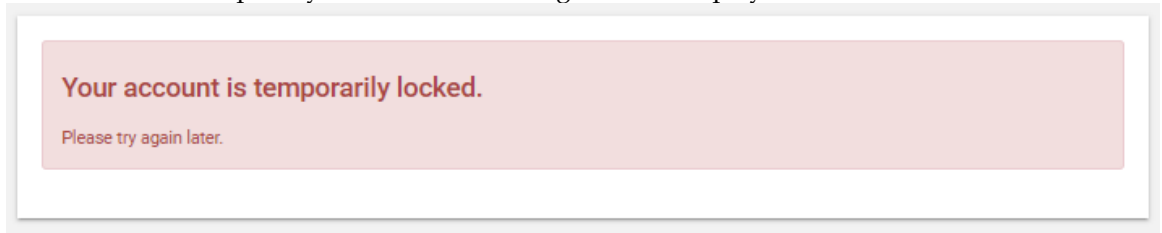
2.5 Login to the System for the First Time

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):
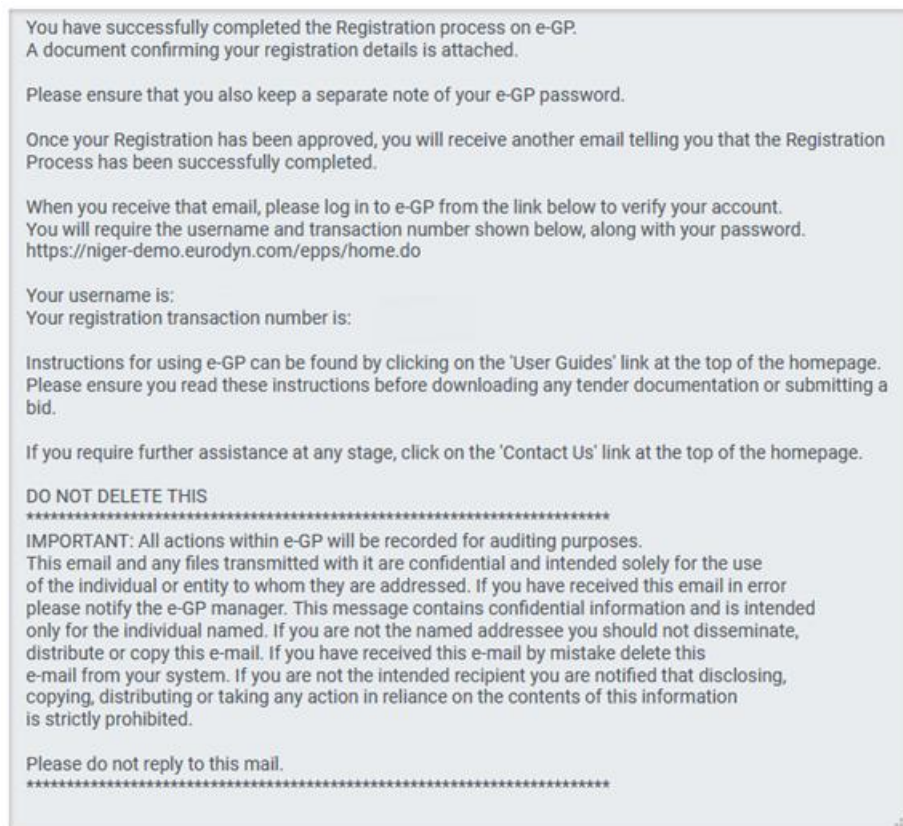
Figure 9: Confirmation email received during registration.

After providing his user credentials, the user is requested to provide the transaction number received during the registration:
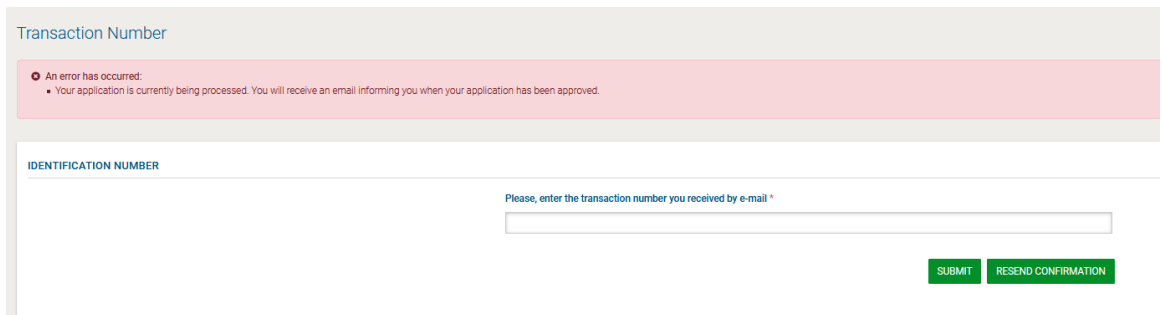
Figure 10: The transaction number

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:
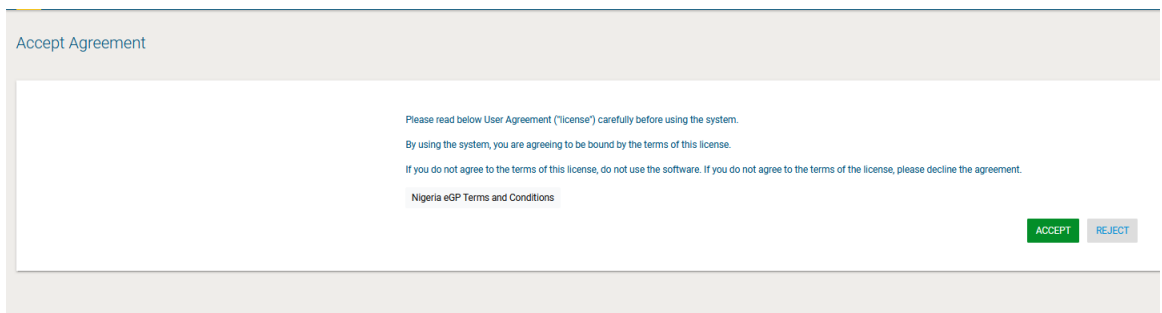
Figure 11: Confirmation of the user agreement

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

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:
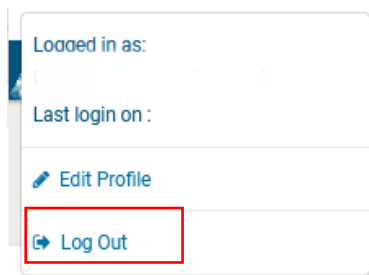
Figure 13: Logout functionality

2.7 Password Recovery

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

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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:

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

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.
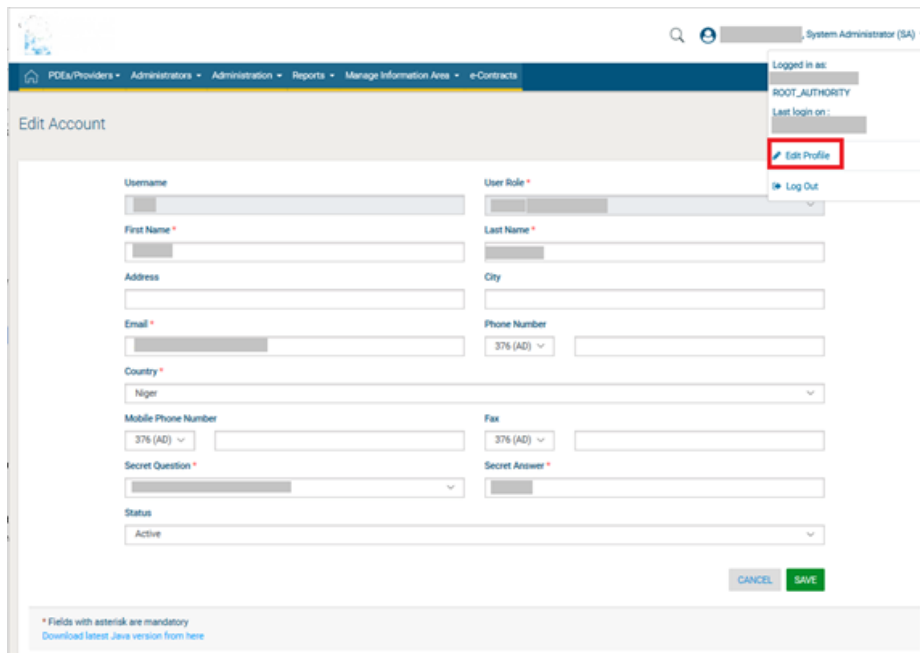
Figure 17: Edit User's Profile

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

Upper case letters		☑ Select All	Lower case letters
A		☑	a
B		☑	b
C		☑	c
D		☑	d
E		☑	e
F		☑	f
G		☑	g
H		☑	h
I		☑	i
J		☑	j
K		☑	k
L		☑	l
M		☑	m
N		☑	n
O		☑	o
P		☑	p
Q		☑	q
R		☑	r
S		☑	s
T		☑	t
U		☑	u
V		☑	v
W		☑	w
X		☑	x
Y		☑	y
Z		☑	z

Numbers	☑ Select All
0	☑
1	☑
2	☑
3	☑
4	☑
5	☑
6	☑
7	☑
8	☑
9	☑

Other characters	☑ Select All
!	☑
@	☑
#	☑
$	☑
		☑

Allowed login failures

10	▼

Password lifetime (in months)

Never	▼

Password Min length

6	▼

Password Max length

20	▼

Password history

○ Activate   ○ Deactivate

Password strength

weak	▼

Figure 18: Password Configuration Rules

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

❌ An error has occurred: X
  ▪ Password can not be less than 6 characters. Check Password Rules
  ▪ Password's strength must be at least weak. Check Password Rules
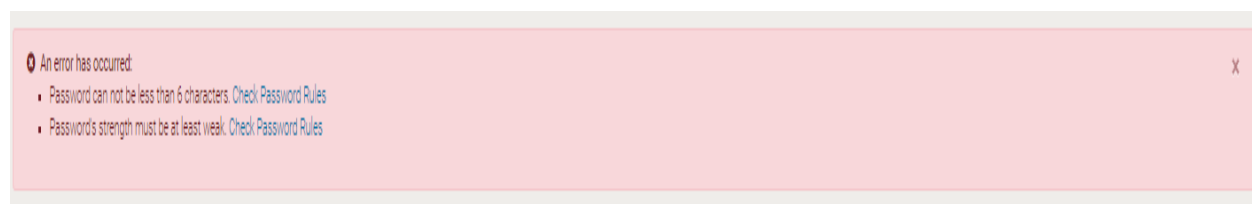
2.9   XLS File Format Support

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

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> 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.

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
The results, if any, will be presented in a tabular form.
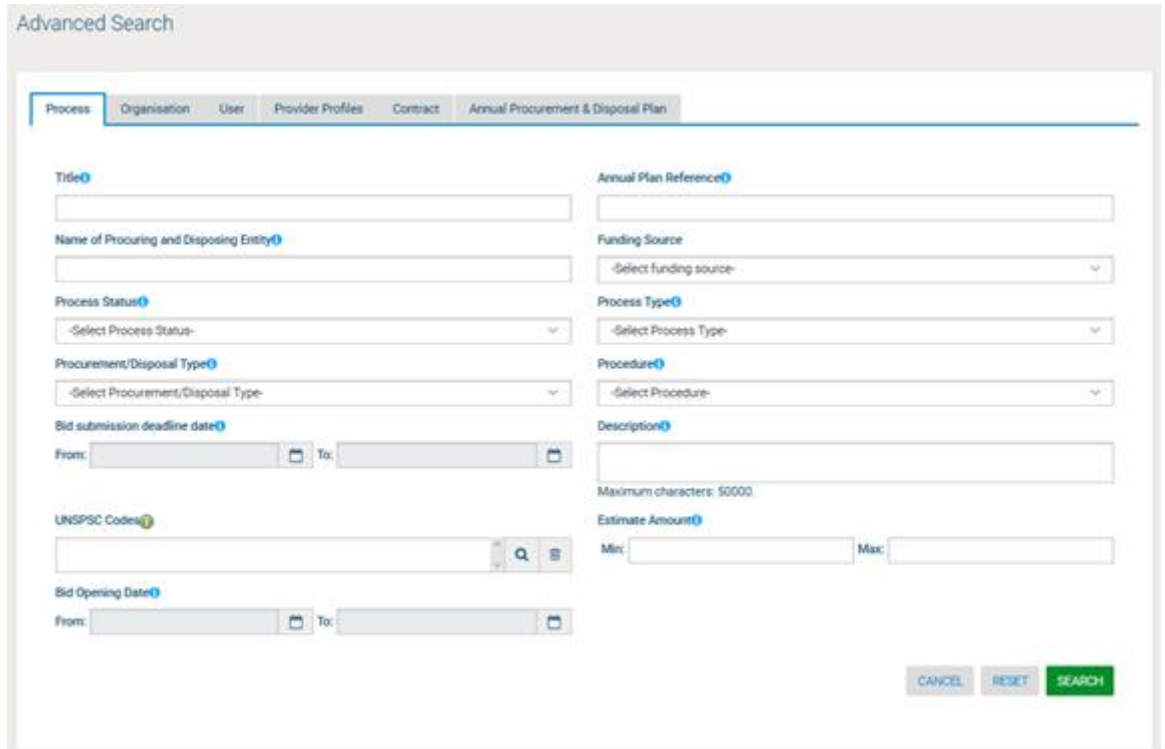
Figure 20: Advanced search for a Process

In order to search for an organisation, the user needs to first provide the organisation type (Procuring Entity/ Provider).
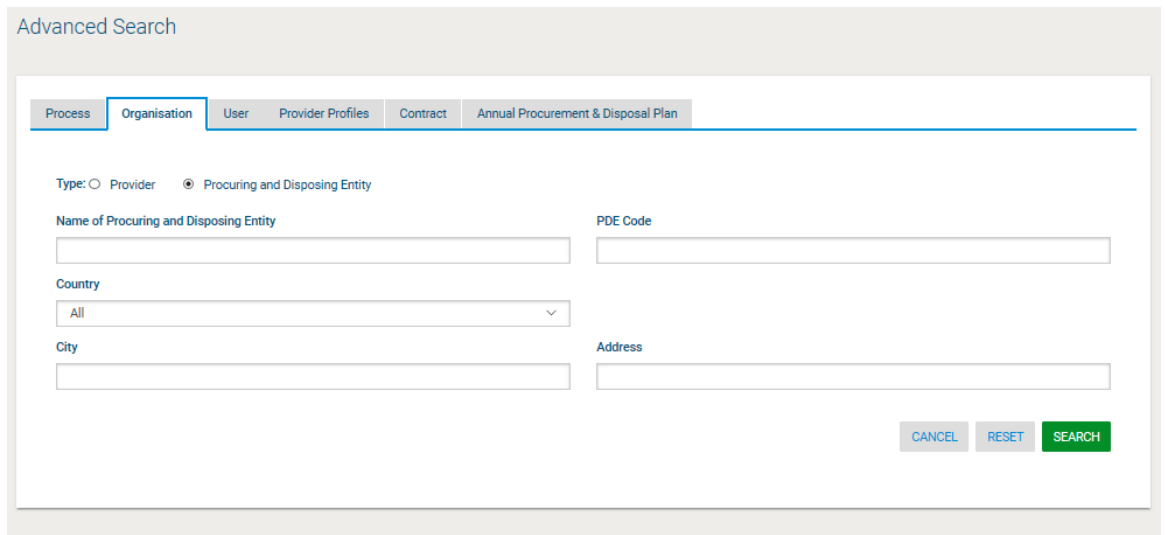
Figure 21: Advanced search for a Procuring and Disposal Entity
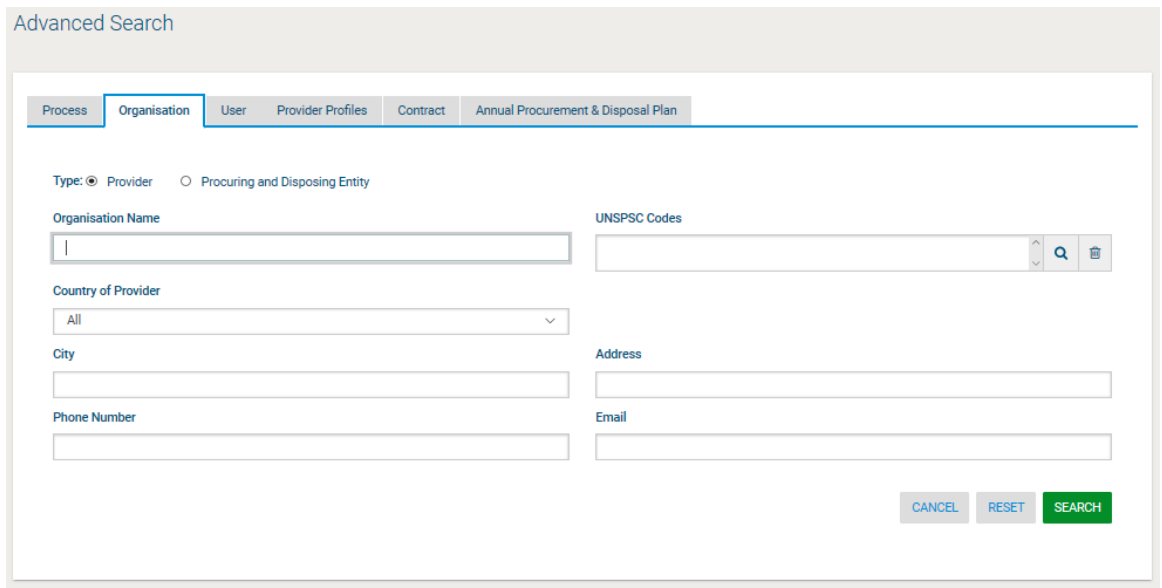
Figure 22: Advanced search for a Provider organisation

In order to search for a user, the organisation type (Procuring Entity or Provider) must also be selected.
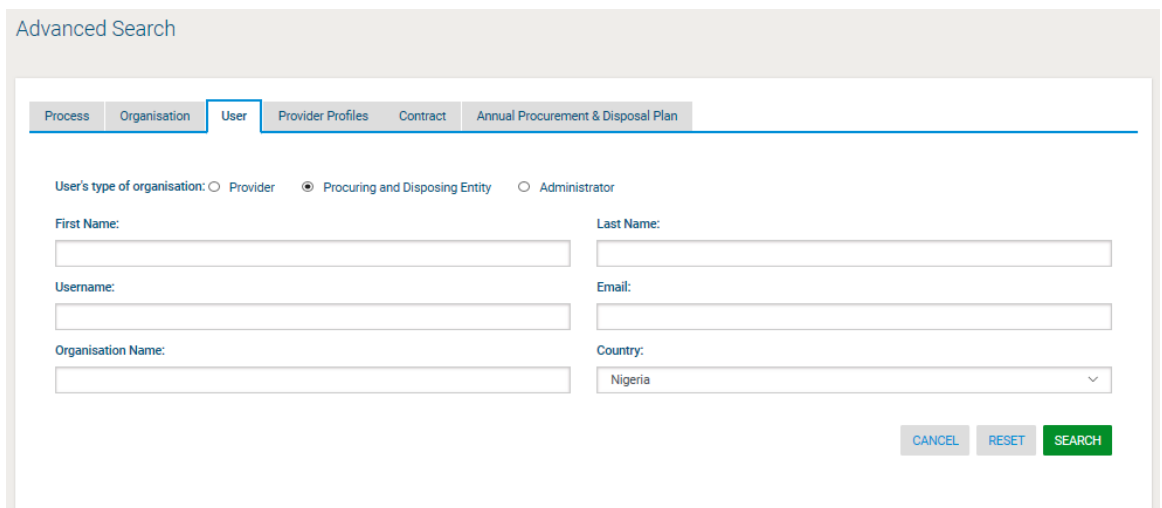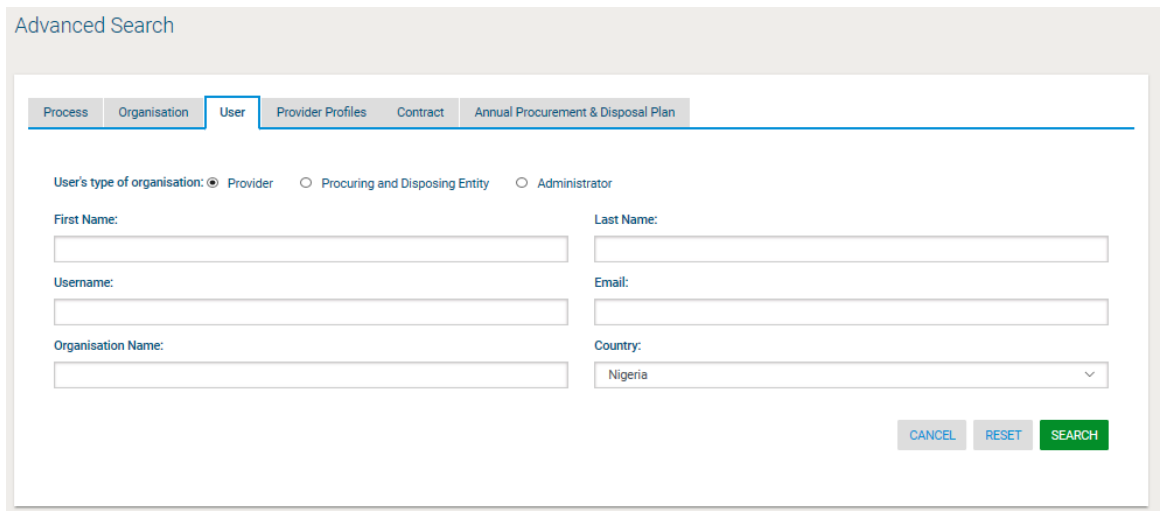
Figure 23: Advanced search for Procuring and Disposal Entity users

Figure 24: Advanced search for Provider users

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.

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

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

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.

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Figure 30: Register PDE - Step 1

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.

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.

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.

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:
- PDE Admin (PDEA): Such a user will be responsible to edit the PDE information as well as the PDE user management.
- Accounting Officer (AO): 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.).
- Head of Procurement & Disposal Unit (HPDU): Such a user has similar access rights to the AO and acts as the leader of the Procurement & Disposal Unit (PDU).
- Head of Department (HD): Such a user will be responsible to consolidate the APDP of his Department and approve the requisitions before being submitted to the Accounting Officer.
- User Department (UD): This is the Department User
- Procurement Officer (PO): 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.
- Head of Finance (HF): To confirm funds availability to procure during the initiation stage.
- Resident Due Process Committee Member (RDPCM): 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
- Resident Due Process Committee Secretary (RDPCS): 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
- Legal Officer (LO): Such a user can only be allocated the Contract Reviewer role for processes in his/her own Procuring & Disposal Entity.

- Internal Auditor (IA): 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:

- Head of Performance Monitoring (HPM): Such a user is responsible to associate PMO users on any process in the e-GP.
- Performance Monitoring Officer (PMO): 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.
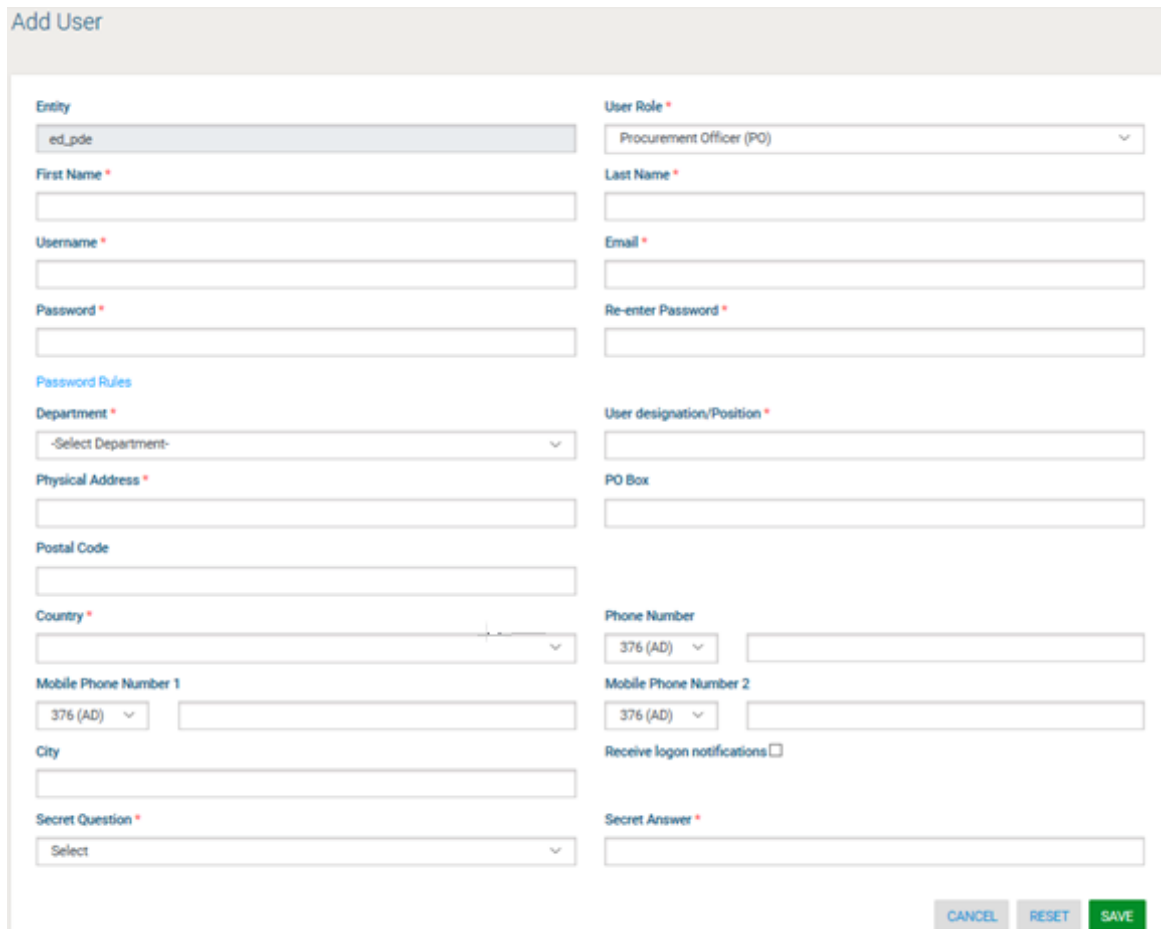
Figure 35: Insert a new user in a procuring and disposal entity

2.12.5 Edit User's Details

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

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.

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:
██████████████████████████████████████████████████

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.

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).

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).

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.

Figure 42: Administrators panel, Manage administrators

The administrators appear in a tabular form:

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

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.
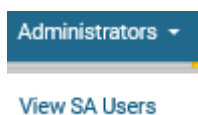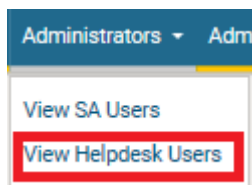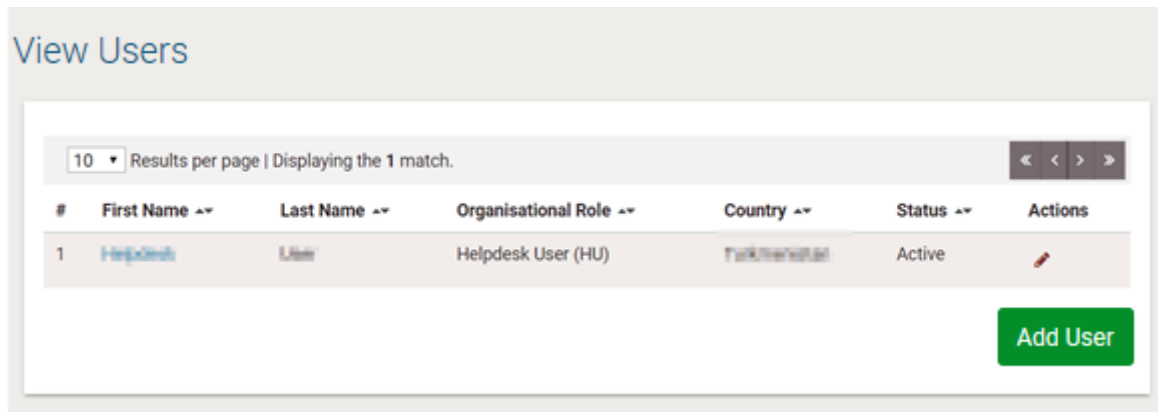

Figure 45: Administrators panel, Manage Helpdesk Users

The helpdesk users appear in a tabular form:

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

Add 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   SAVE

* Fields with asterisk are mandatory

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.

Figure 48: Edit helpdesk user's account

2.16 Provider Registration

SA users may also register Providers in e-GP.

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

Figure 50: Register Provider - Step 1

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.

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 ✖ is used to delete an already existing director.

Figure 52: Register Provider - Step 3
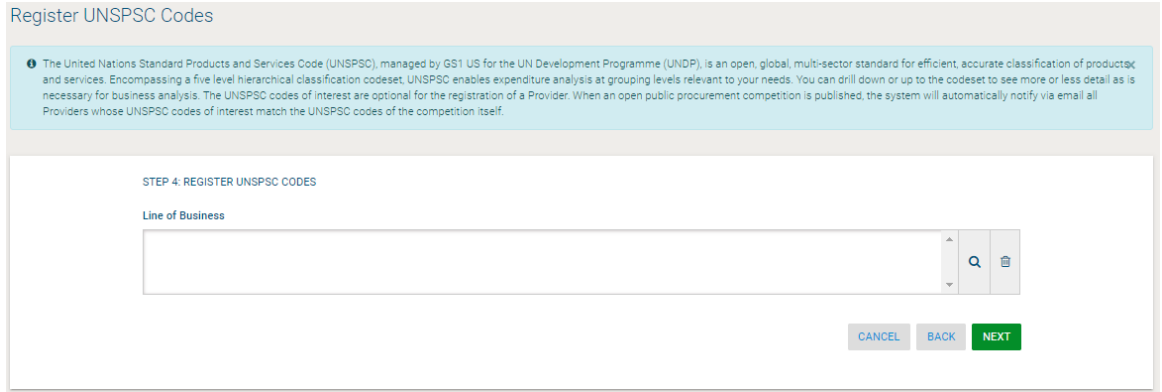
Figure 53: Register Provider - Step 4 (optional)

After clicking on the 🔍 button, the user is presented with a pop-up window to select UNSPSC codes (Figure 54).
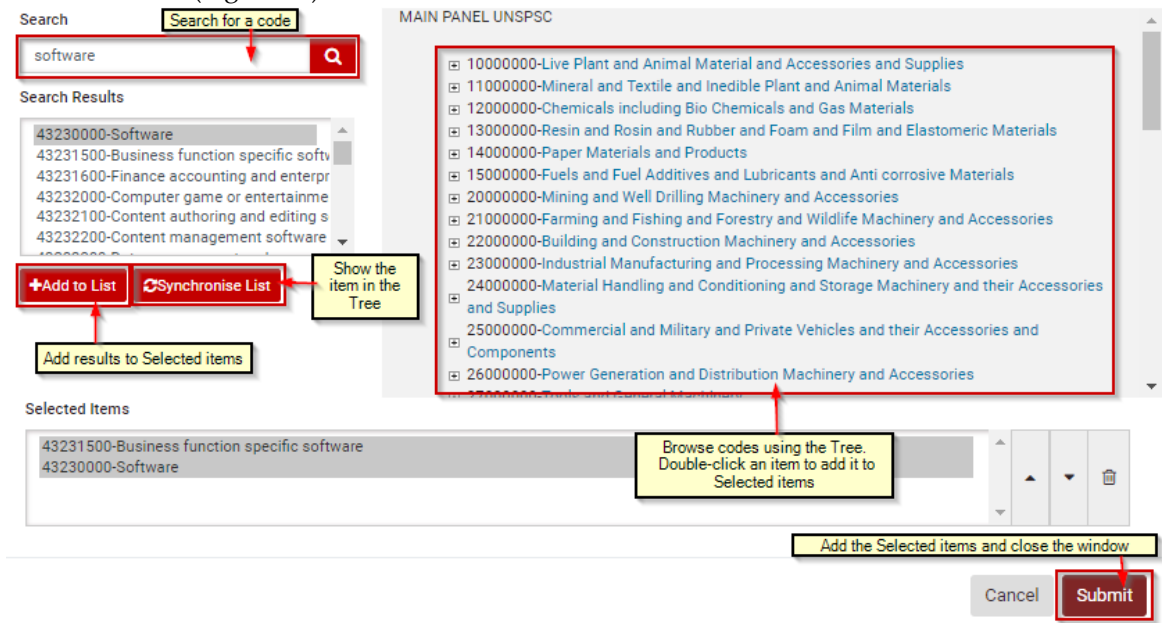
Figure 54: UNSPSC code selection

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.

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.

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.

Figure 57: Add Provider user

2.16.2 Edit Provider Organisation

SA may also proceed in updating the Provider organisation information.

Figure 58: Edit provider organisation link

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

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.
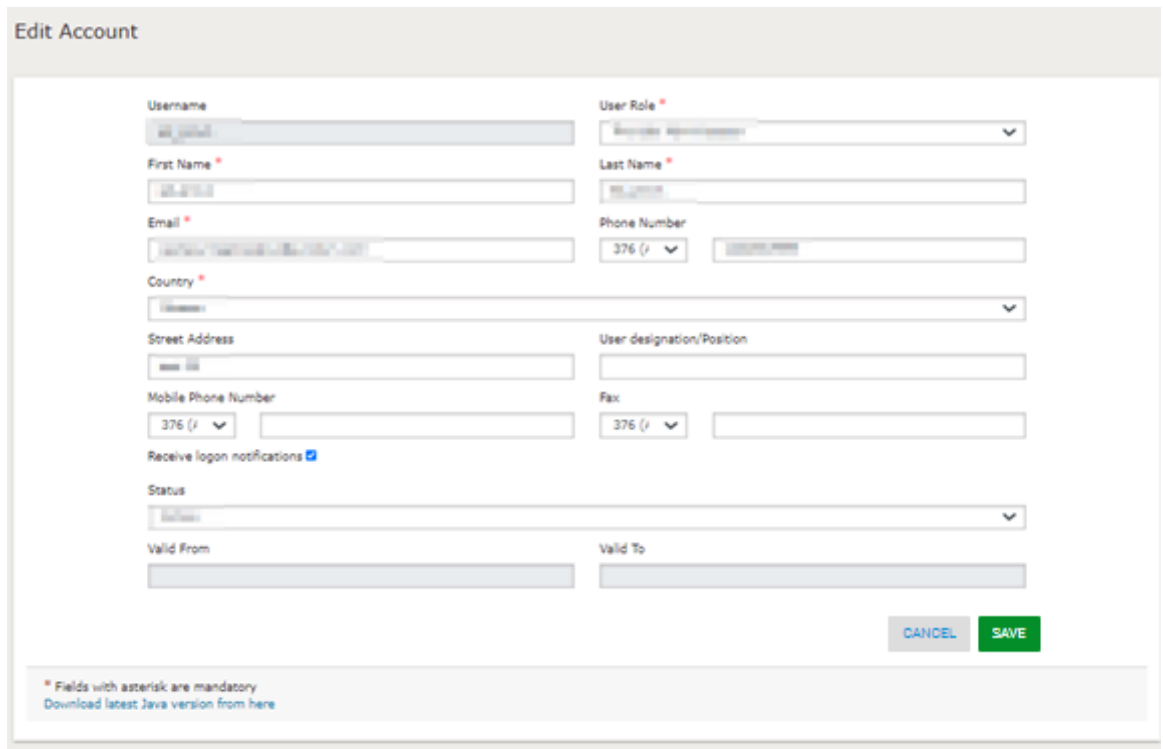
Figure 60: Edit provider user profile

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.

Figure 61: Oversight Body Authority menu selection

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.

Figure 62: View Oversight Body users' link

The organisation users are presented in a table layout.

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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Error! Unknown document property name.

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).

Figure 65: Appeals Tribunal Authority menu selection

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.
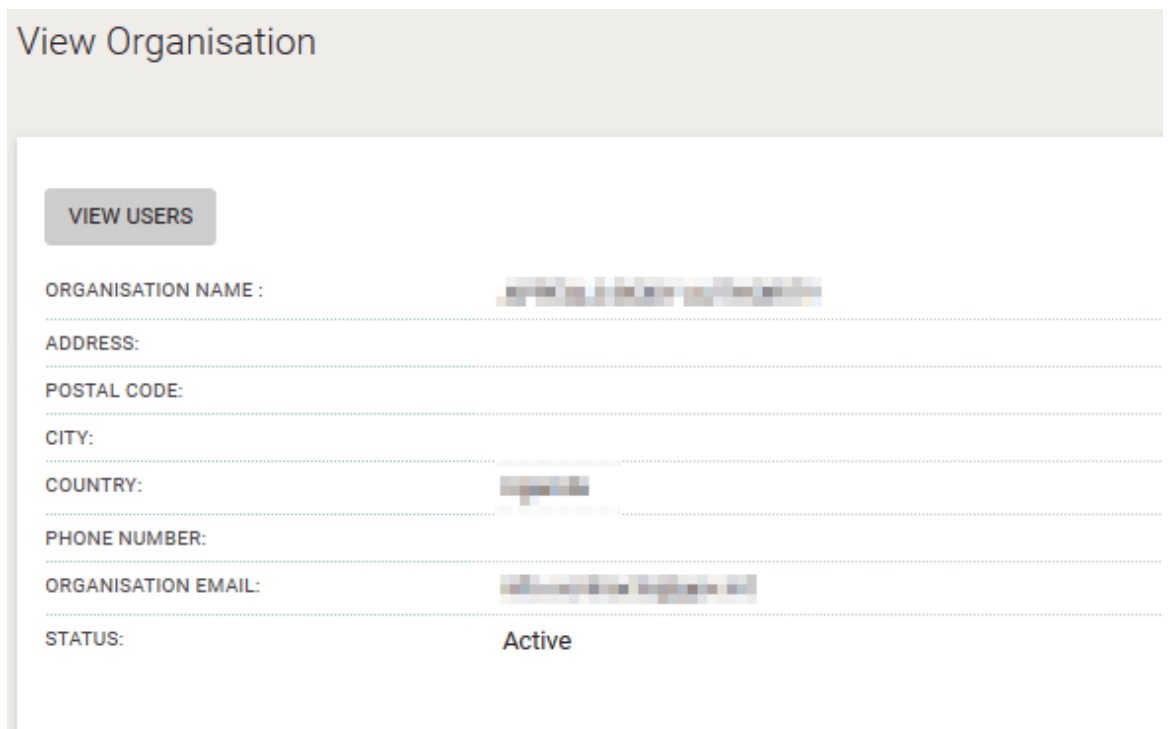
Figure 66: View Appeals Tribunal Body users' link

The organisation users are presented in a table layout.

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.

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).

Figure 69: Solicitor General Department menu selection

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.
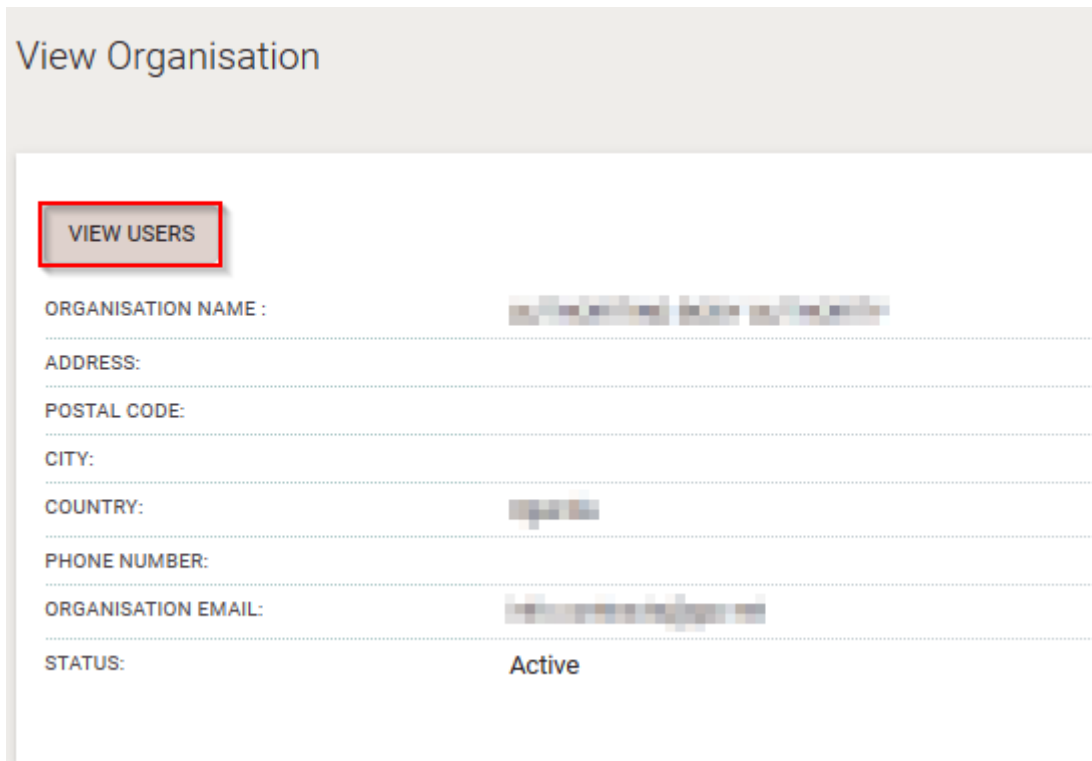
View Organisation

VIEW USERS

ORGANISATION NAME :

ADDRESS:

POSTAL CODE:

CITY:

COUNTRY:

PHONE NUMBER:

ORGANISATION EMAIL:

STATUS: Active

Figure 70: View Solicitor General Department users' link

The organisation users are presented in a table layout.

View Users

10 ⌄ Results per page | Displaying all **6** matches.				« ‹ › »
#	**First Name** ⁐	**Last Name** ⁐	**Organisational Role** ⁐	**Country** ⁐	**Status** ⁐
1			Solicitor General Admin		Active
2			Solicitor General		Active
3			Solicitor General		Active
4			Solicitor General Admin		Active
5			Solicitor General Admin		Active
6			Solicitor General		Inactive
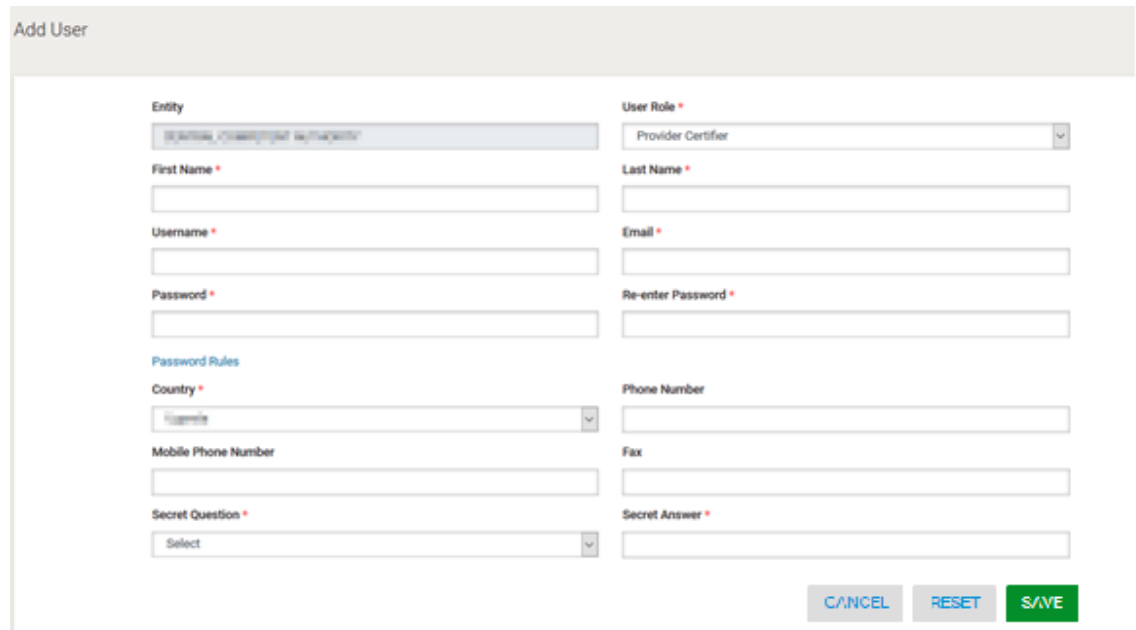
Add User

Figure 71: List of Attorney General Body Authority users

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

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.

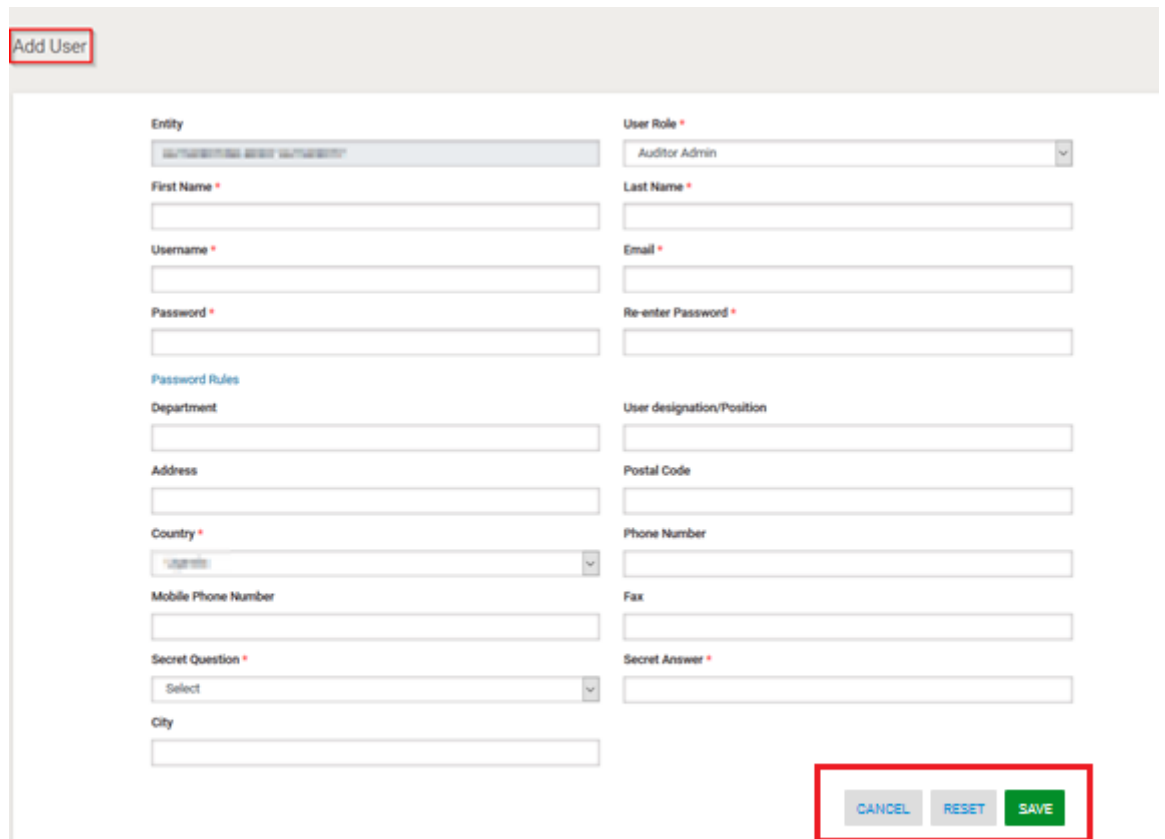**Figure 72: Add Solicitor General Body Authority user**

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).
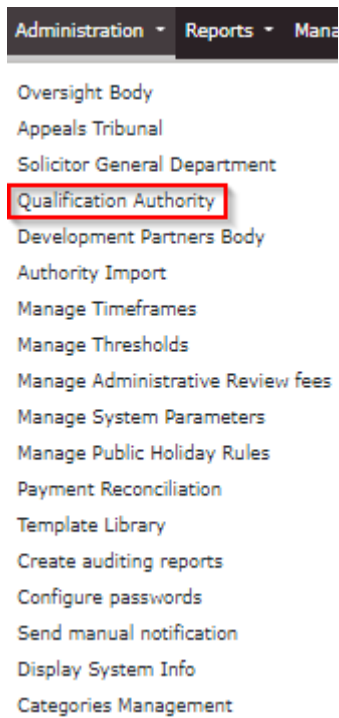
Figure 73: Qualification Authority menu selection

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.
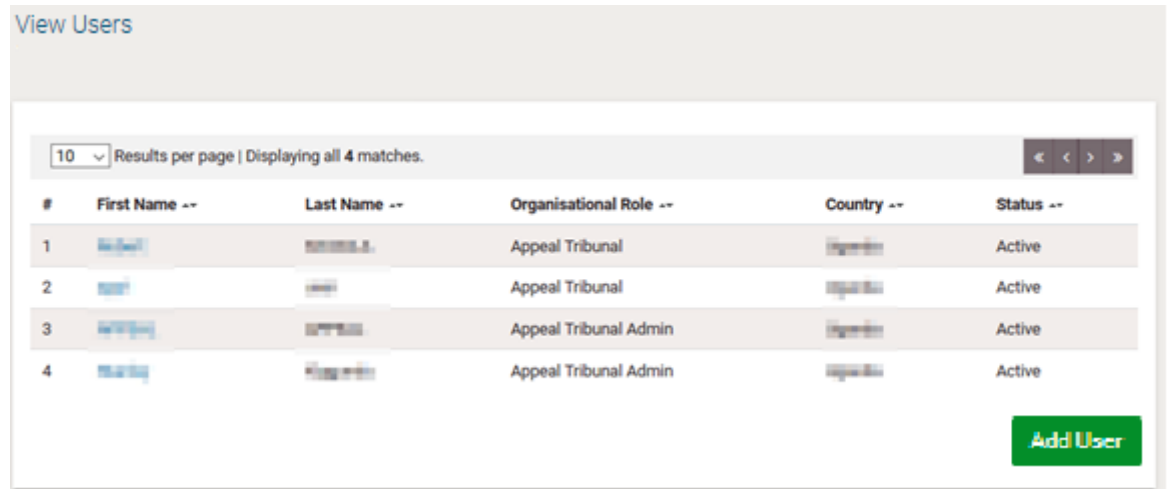
Figure 74: View Qualification Authority users' link

The organisation users are presented in a table layout.

Figure 75: List of Qualification Authority users

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

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.
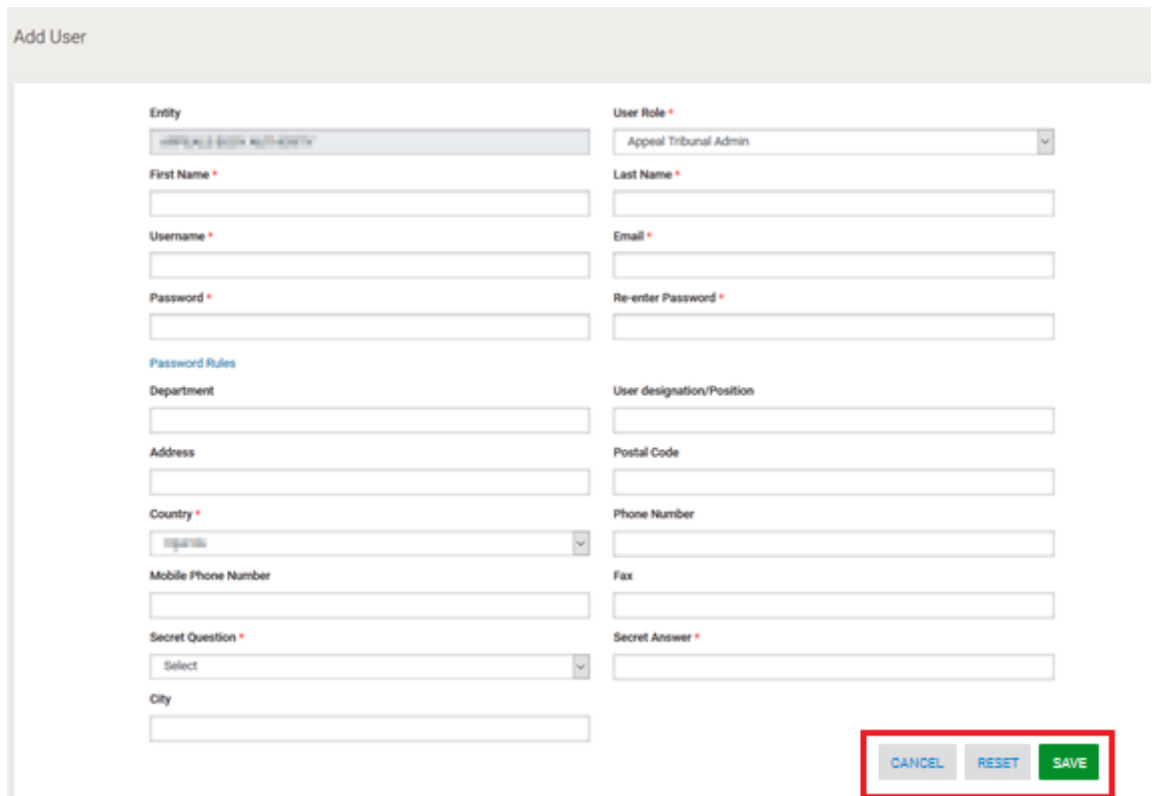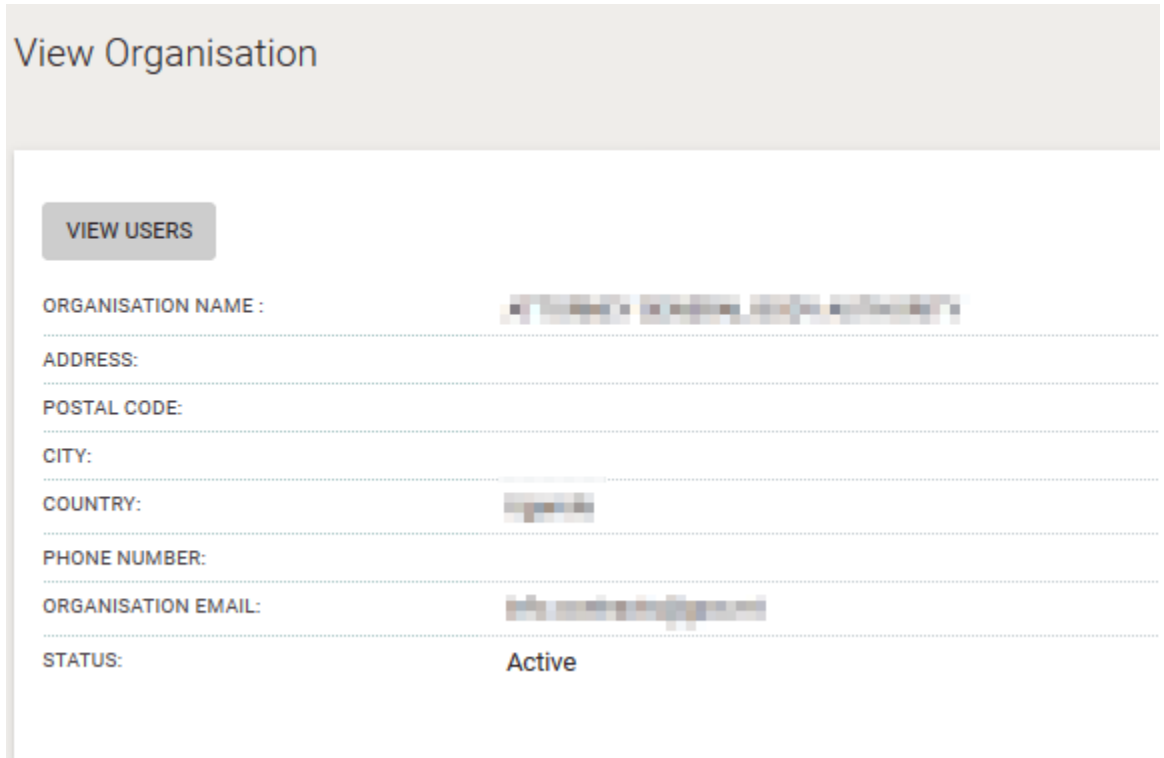

Figure 76: Add Provider Certifier User

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).

Figure 77: Development Partners Body menu selection

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.
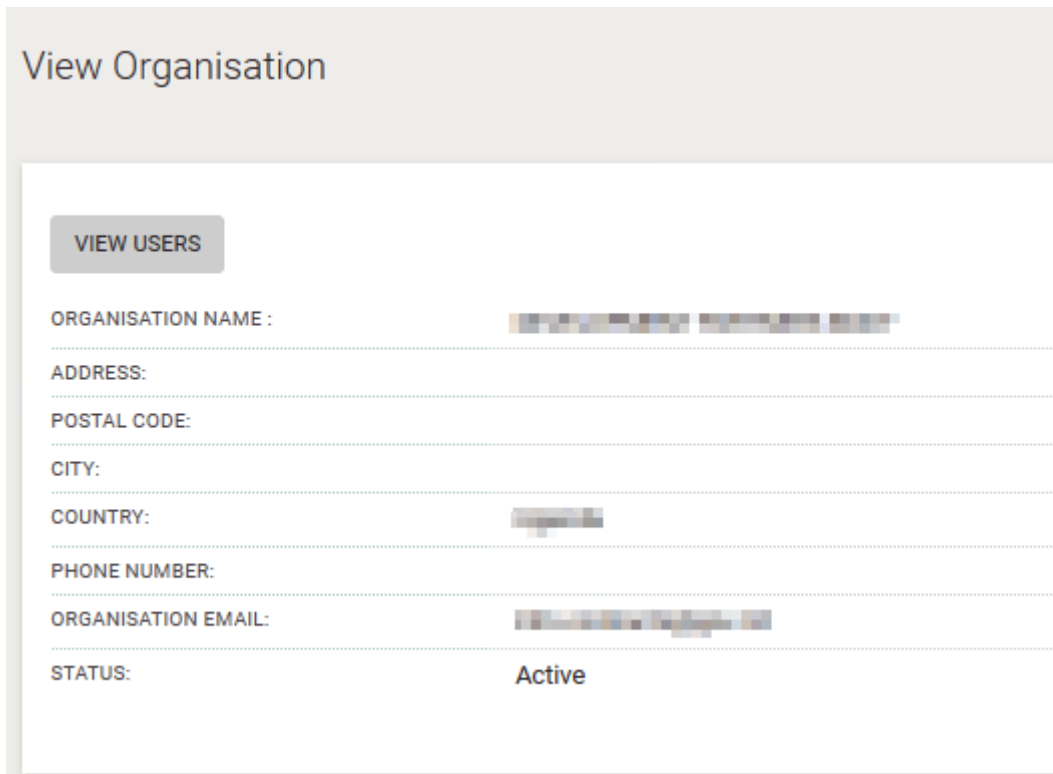
Figure 78: View Qualification Authority users' link

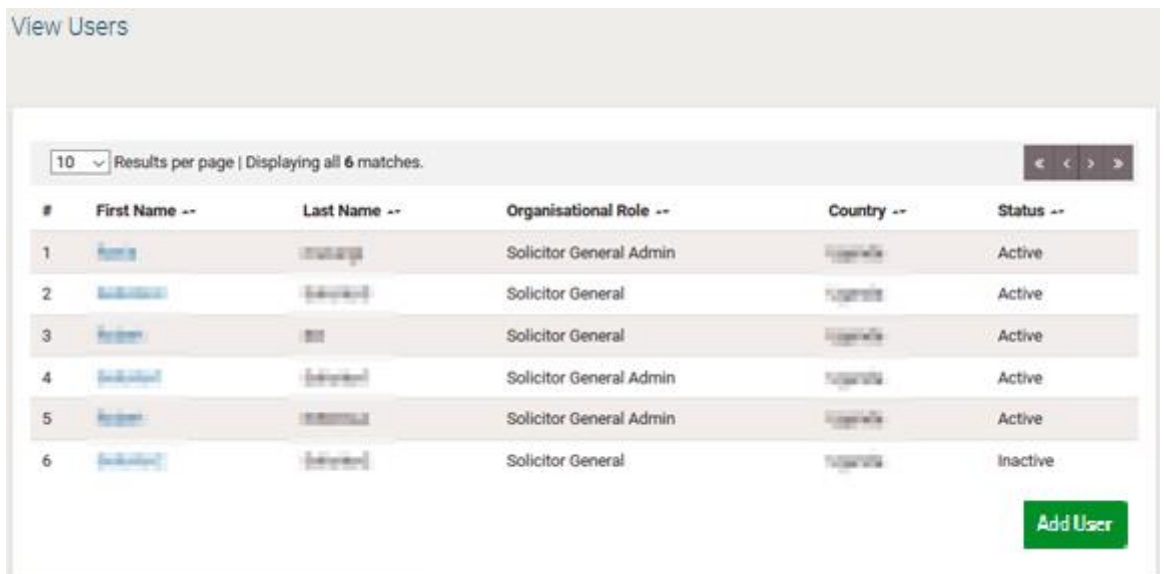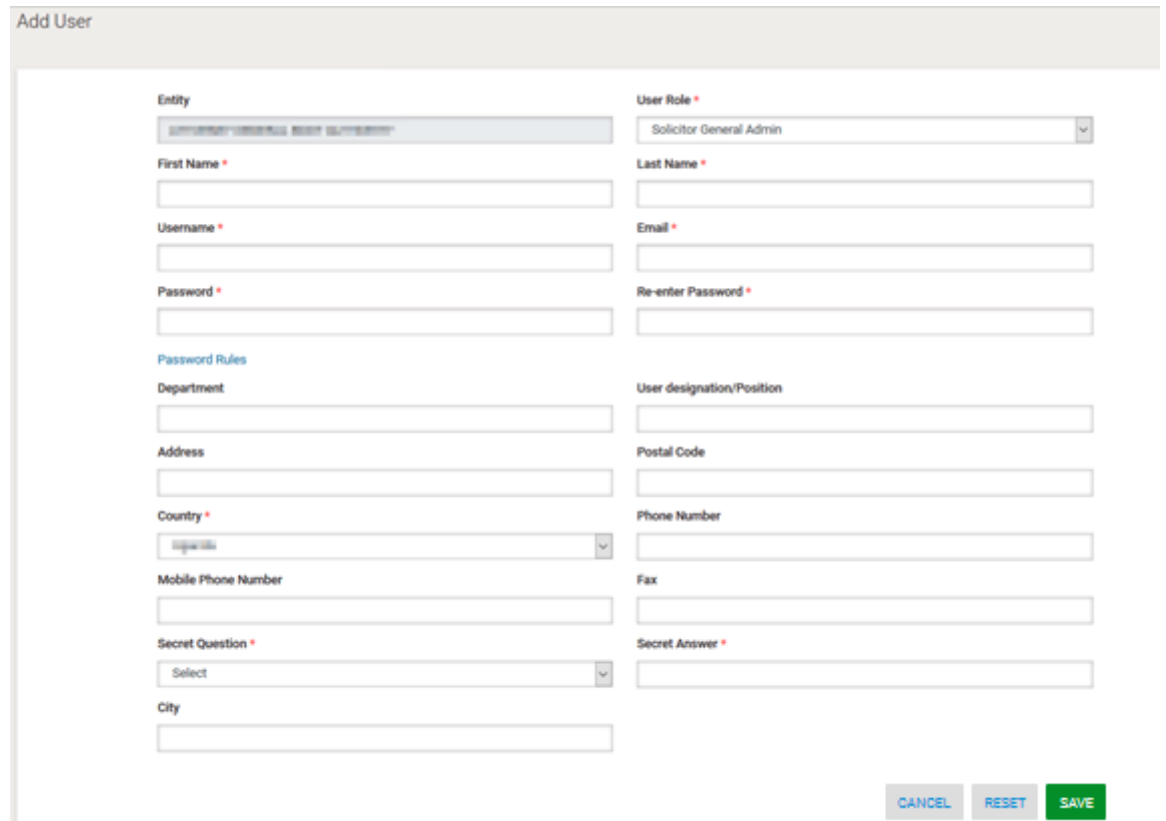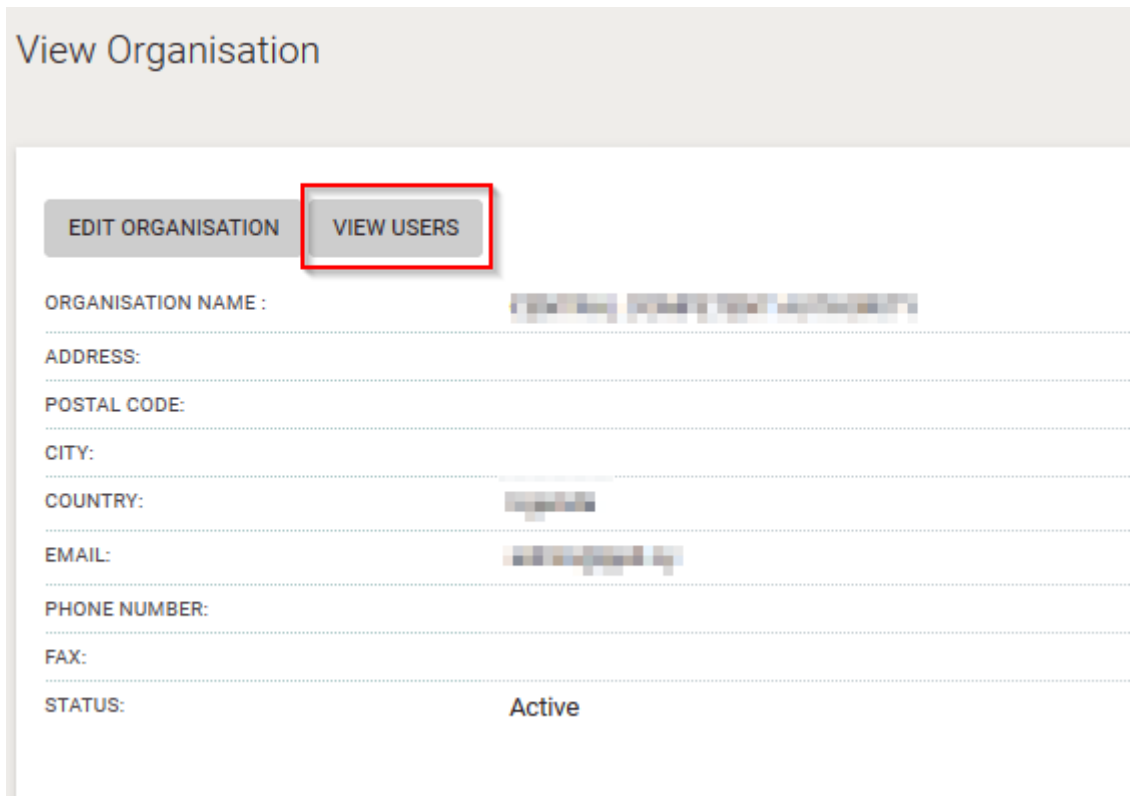The organisation users are presented in a table layout.
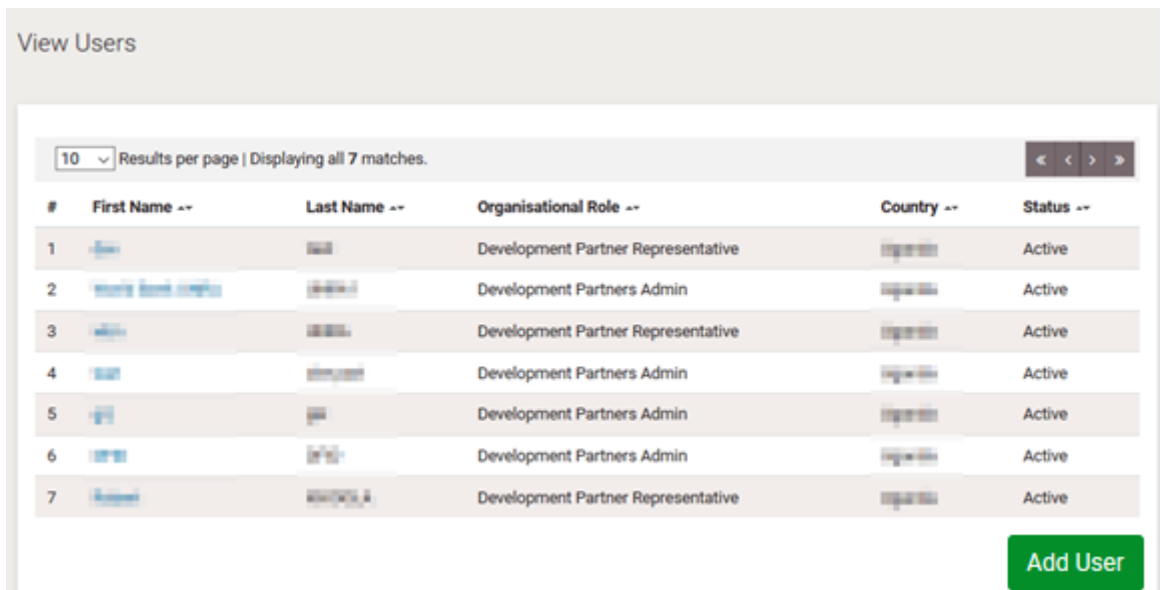
Figure 79: List of Qualification Authority users

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

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.
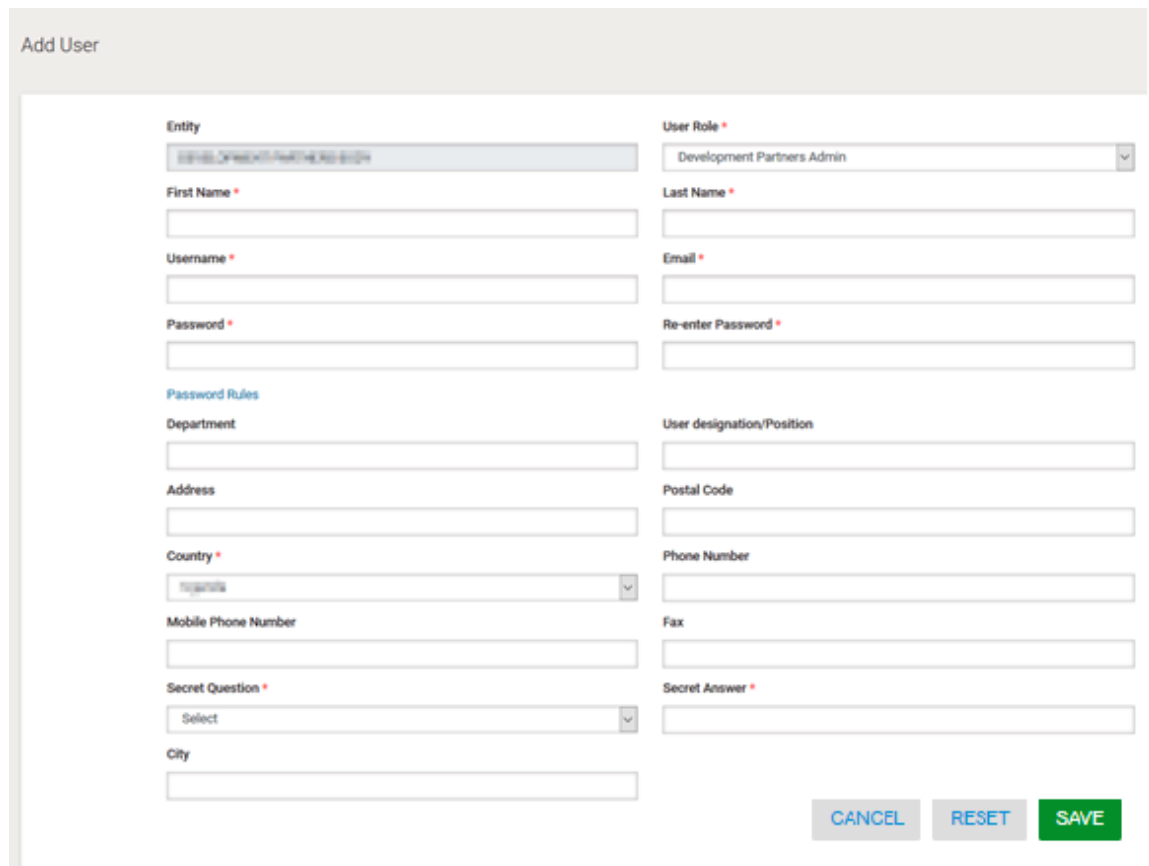
Figure 80: Add Development Partners Administrator User

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.

Figure 81: Manage timeframes menu option

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.

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).

Figure 83: Manage thresholds menu option

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.
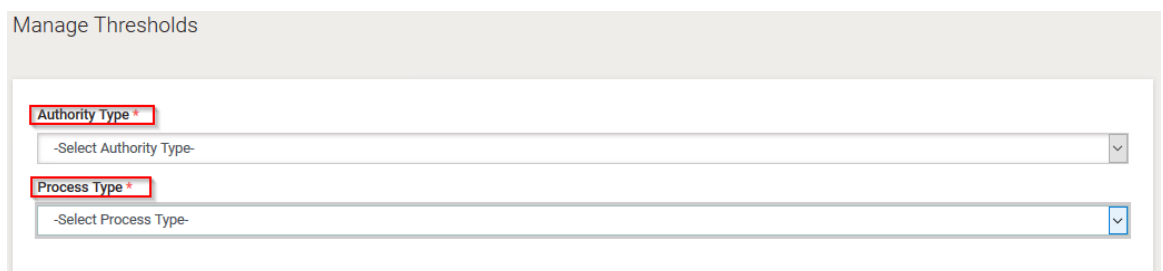
Figure 84: Authority Type and Process Type Selection

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

Figure 85: Select Contract Type

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.

Figure 87: Manage Administrative Review Fees menu option

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.
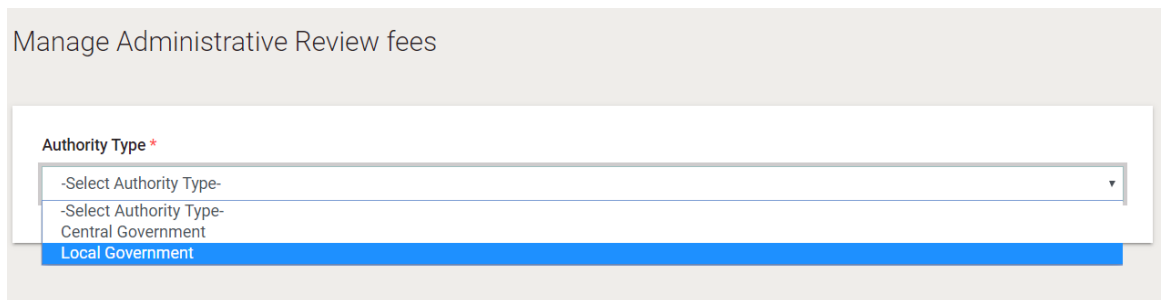
Figure 88: Select Authority type

Figure 89: Manage Administrative Review Fees for Local Government

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).

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.

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.

Figure 93: Manage Public Holiday Rules menu option
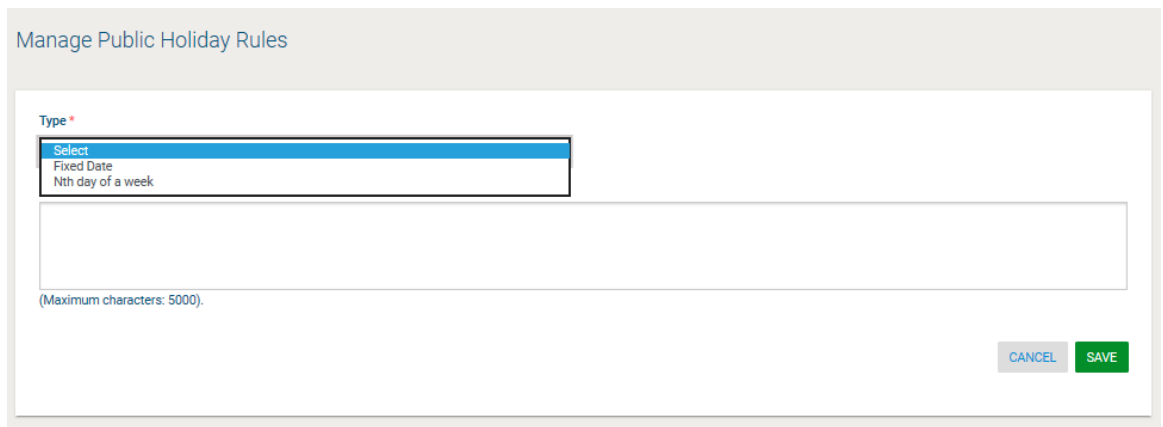
Figure 94: Create a new Public Holiday

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.

Figure 95: Payment reconciliation menu option

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.
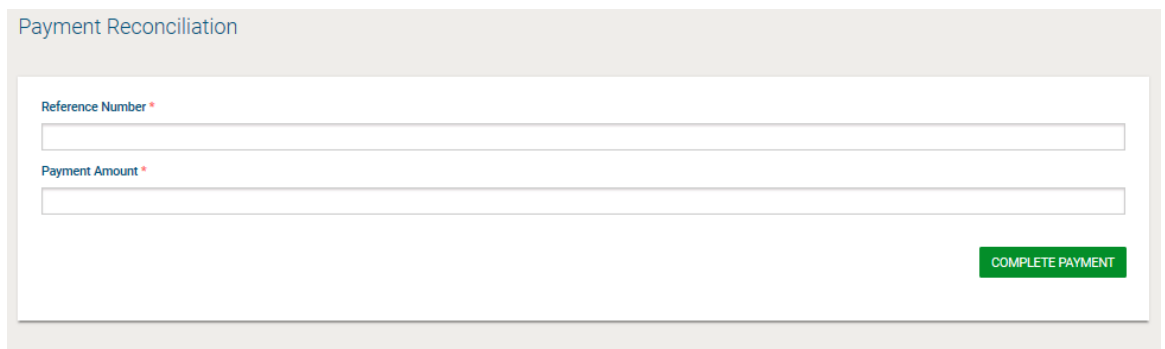
Figure 96: Update payment status

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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Error! Unknown document property name.
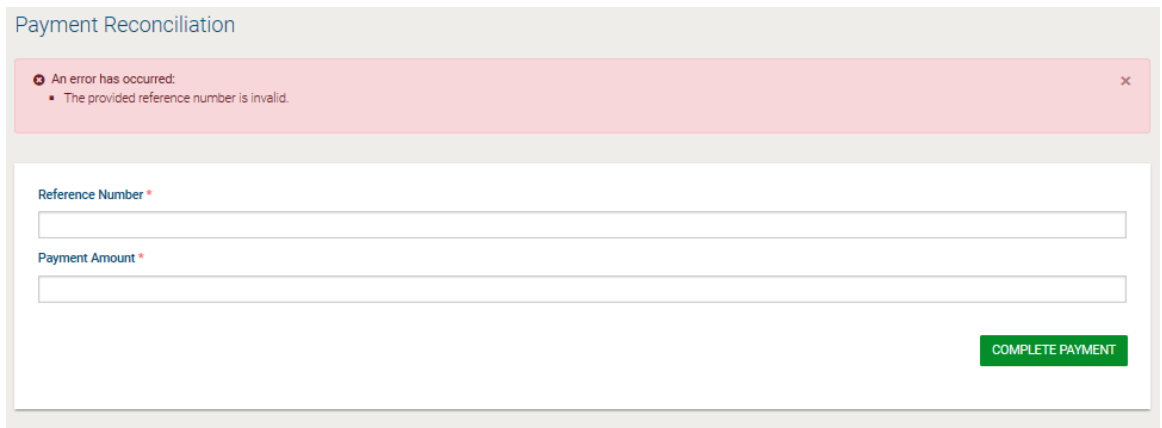
Figure 97: Payment reconciliation failure

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.

Figure 98: Template library link
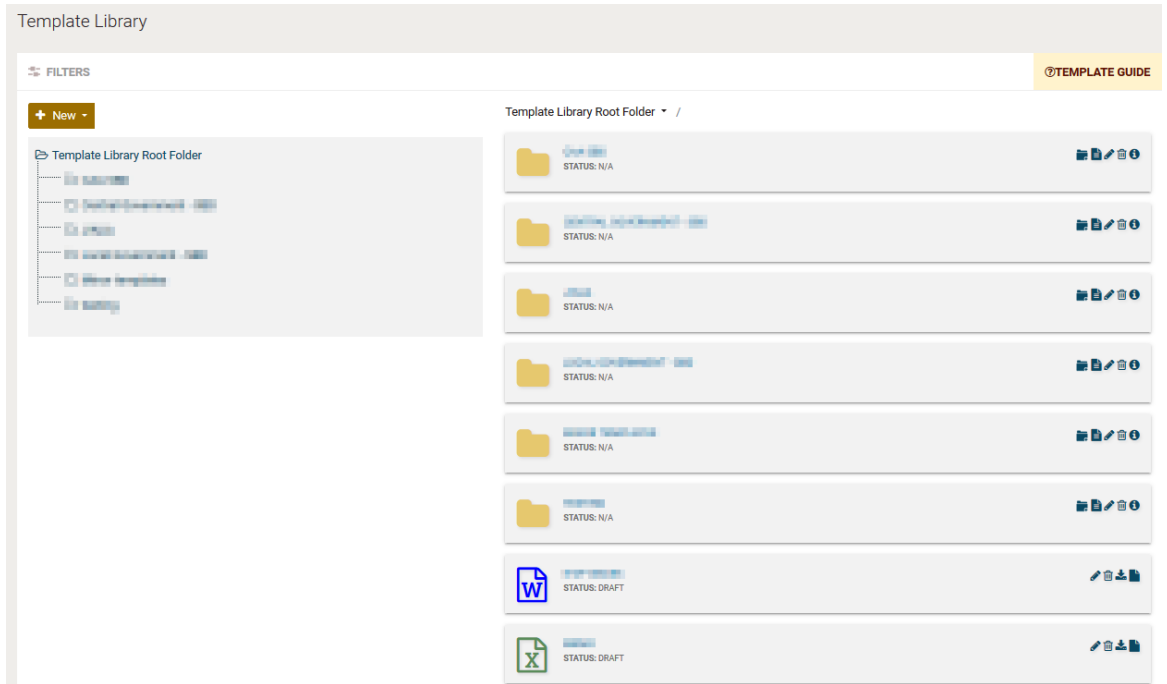
Figure 99: View template library root folder

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.
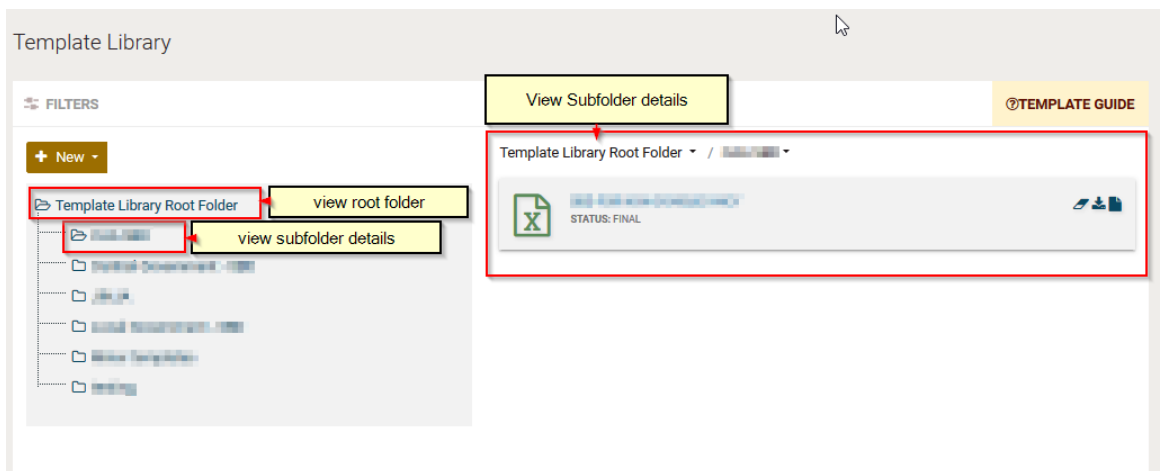
Figure 100: View folder / subfolder links

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Error! Unknown document property name.

Template Library Root Folder ▾ /

Create Subfolder

Create Document
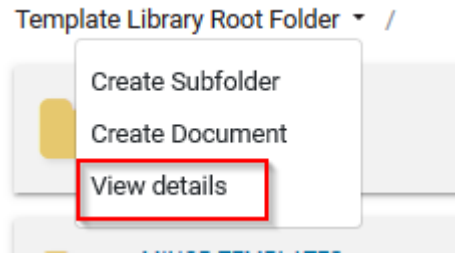
View details

Figure 101: View Root folder details (1)

Template Library Root Folder   ✕

TITLE: Template Library Root Folder

DESCRIPTION:

DATE CREATED:

PARENT FOLDER:
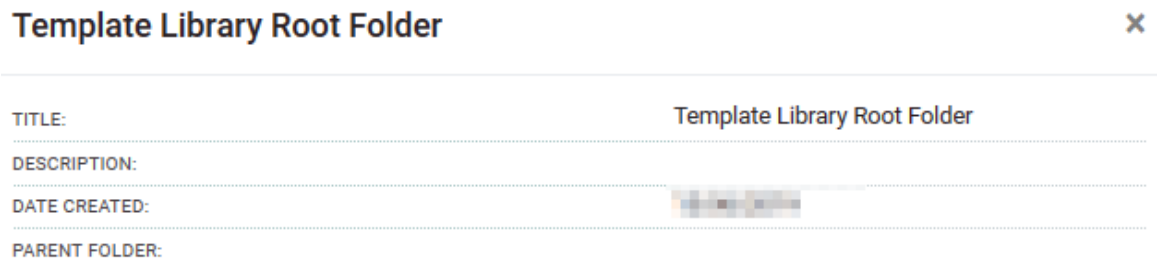
Figure 102: View Root Folder details (2)

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

Template Library Root Folder ▾ /
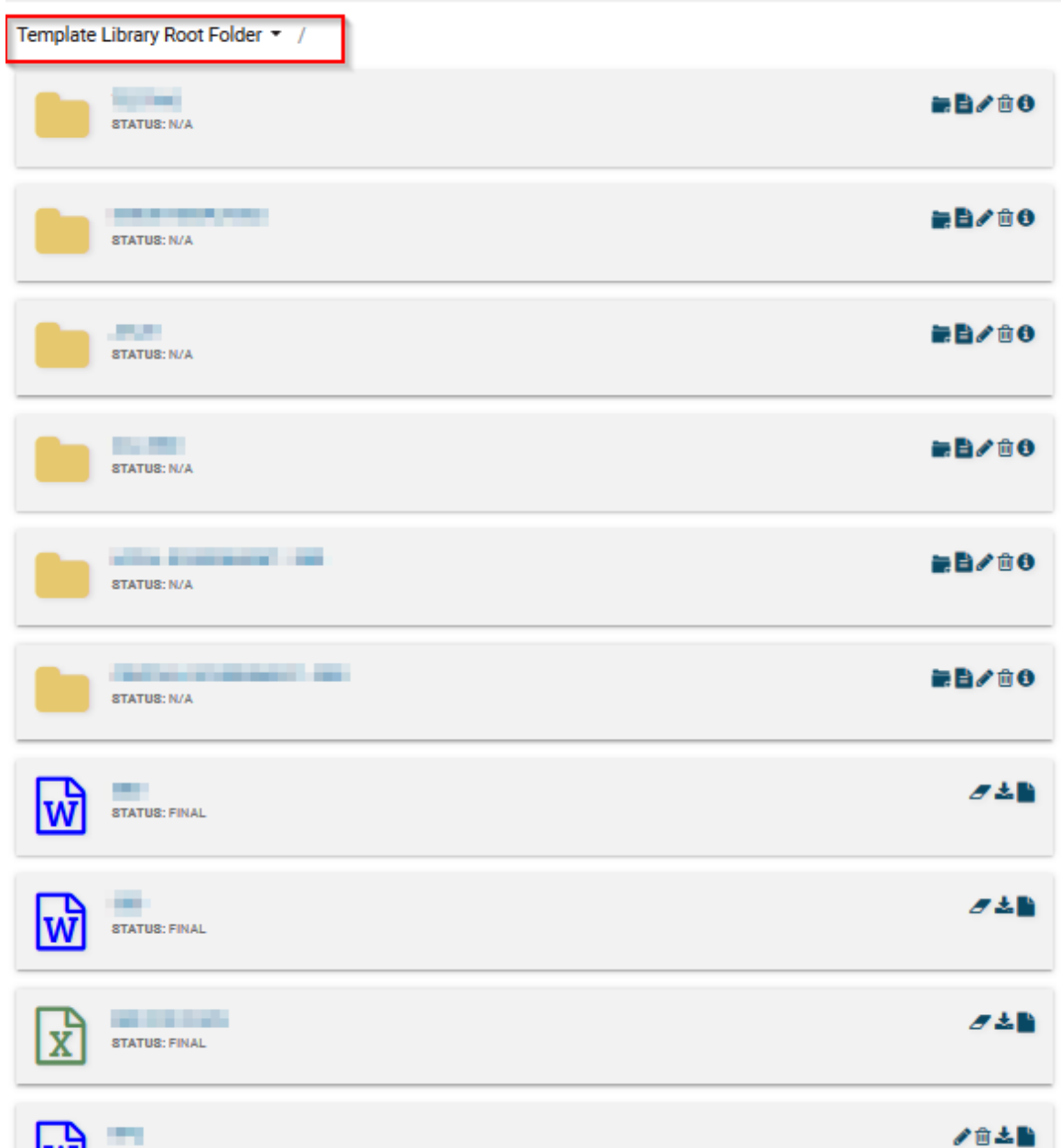
Figure 103: View Folder Contents Link

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Error! Unknown document property name.
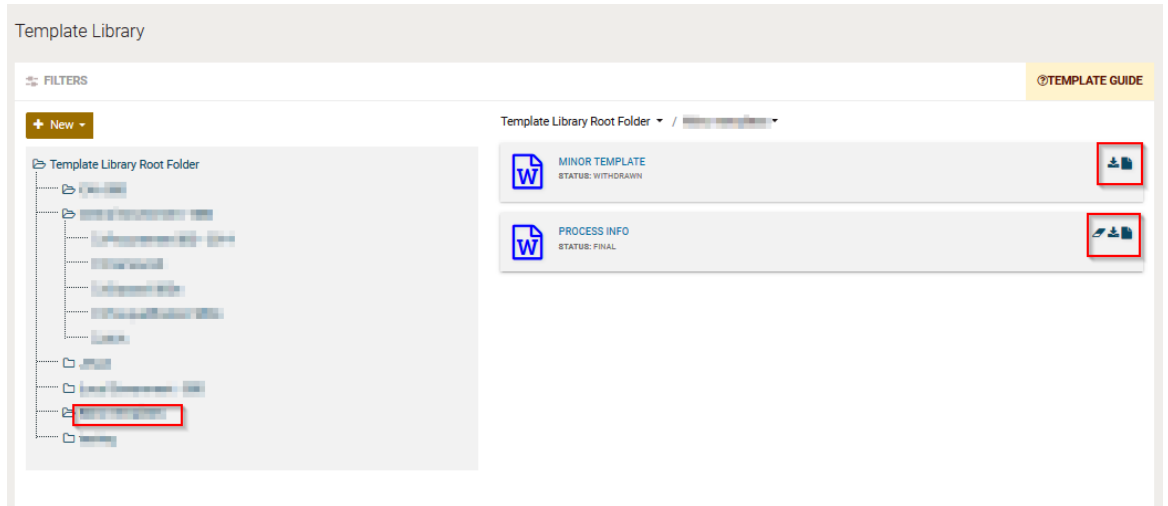
Figure 104: View Folder Contents

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.
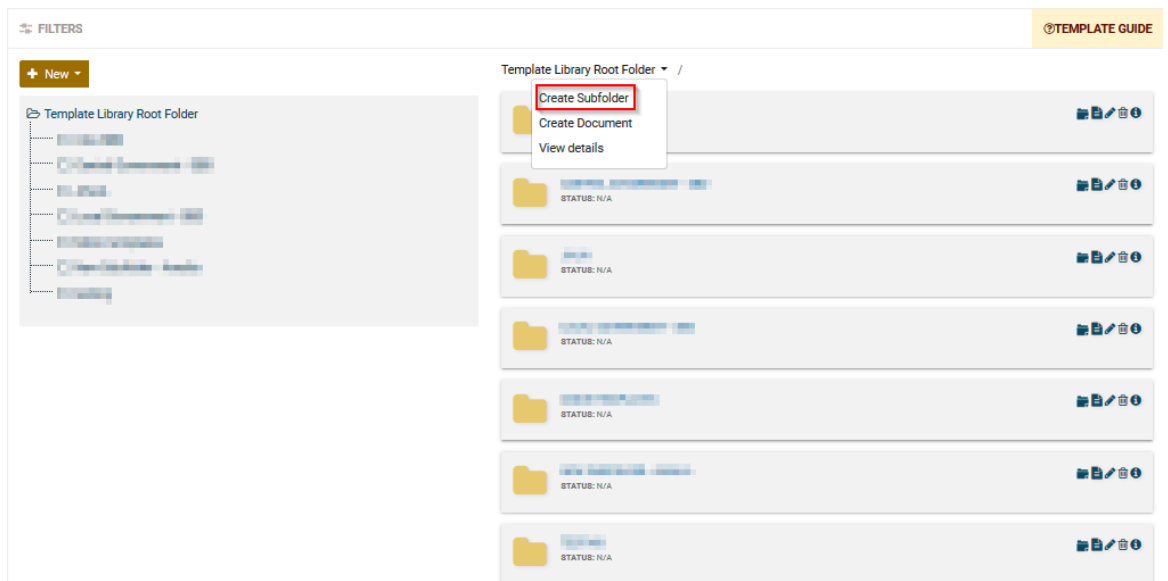
Figure 105: Create subfolder under the root folder
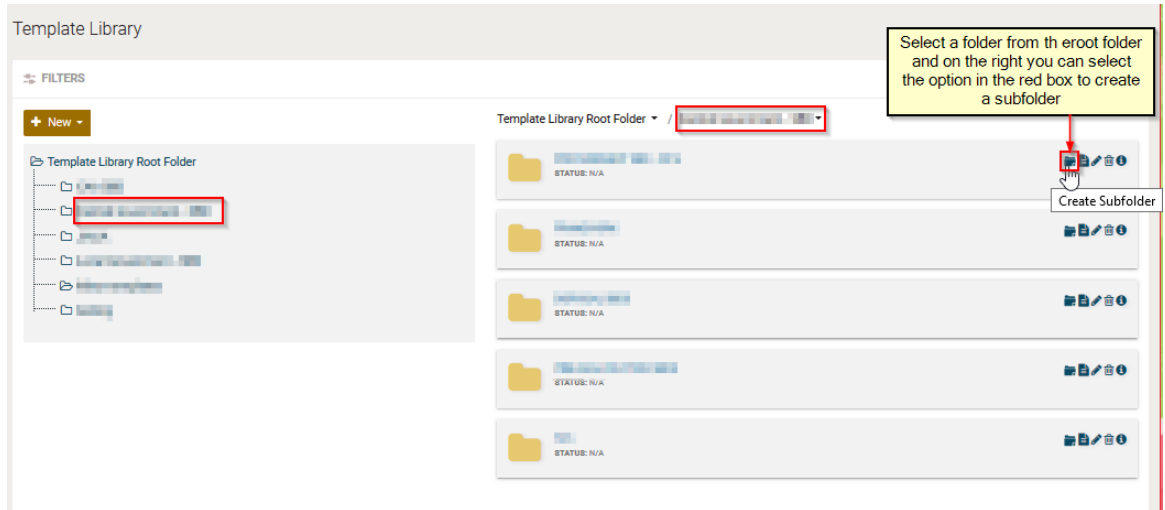
Figure 106: Create Subfolder link

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.
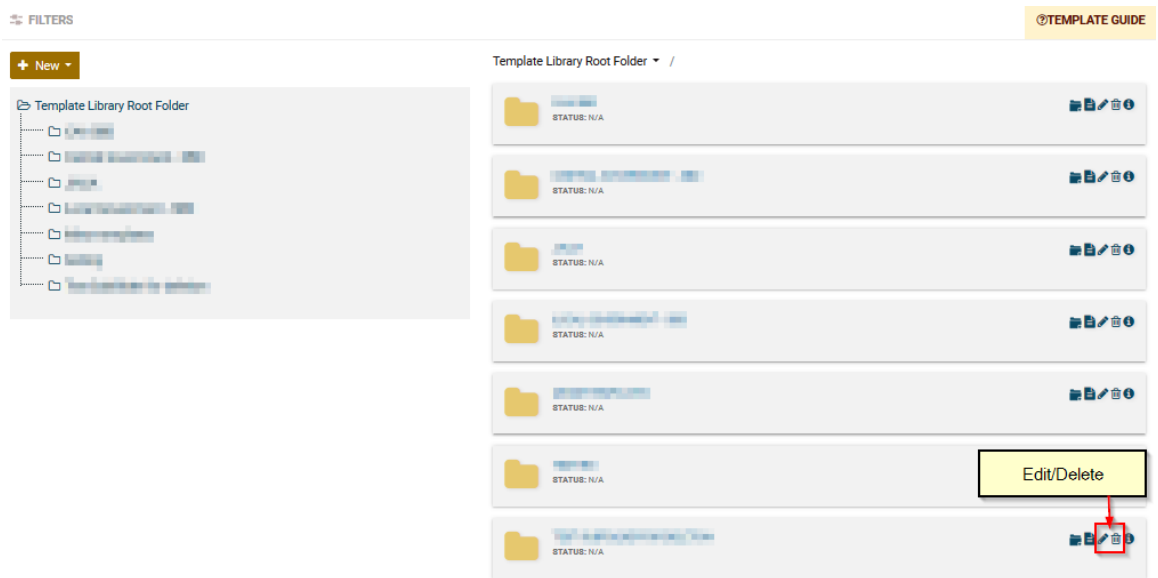
Figure 107: Edit/delete Subfolder link

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.

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Error! Unknown document property name.

Figure 108: Create document link

Create Document   ×

Parent Folder: Template Library Root Folder

Title: *

[   ]

Description: *

[   ]

Attachment: *

[Choose File | No file chosen   ]

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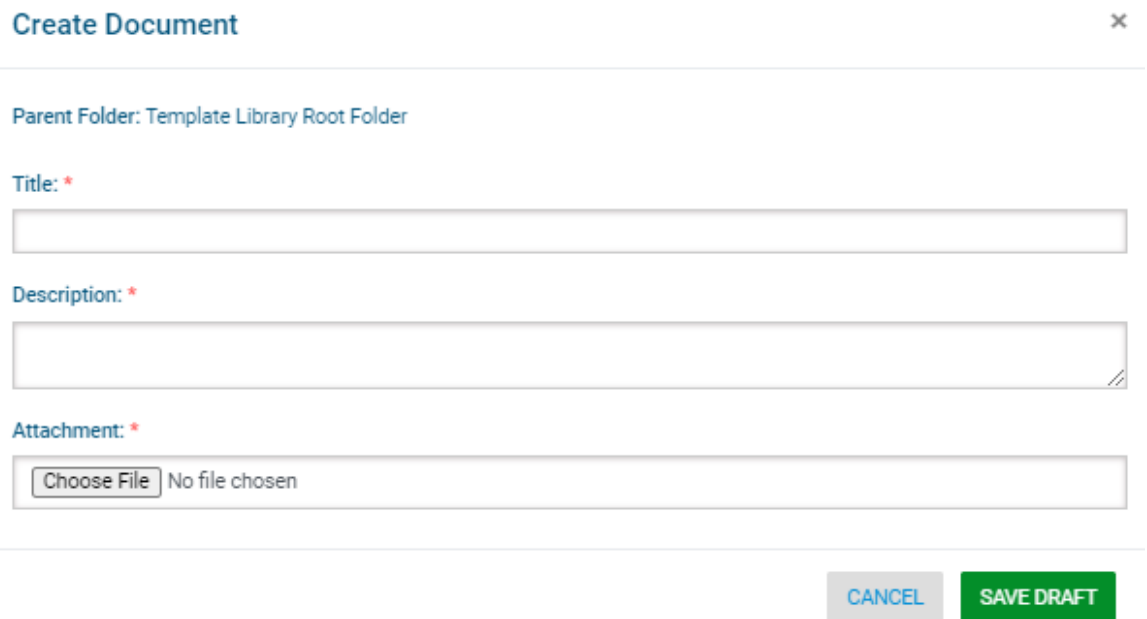
Figure 109: Create Document Page / The Title, Description and Attachment are mandatory fields.

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.
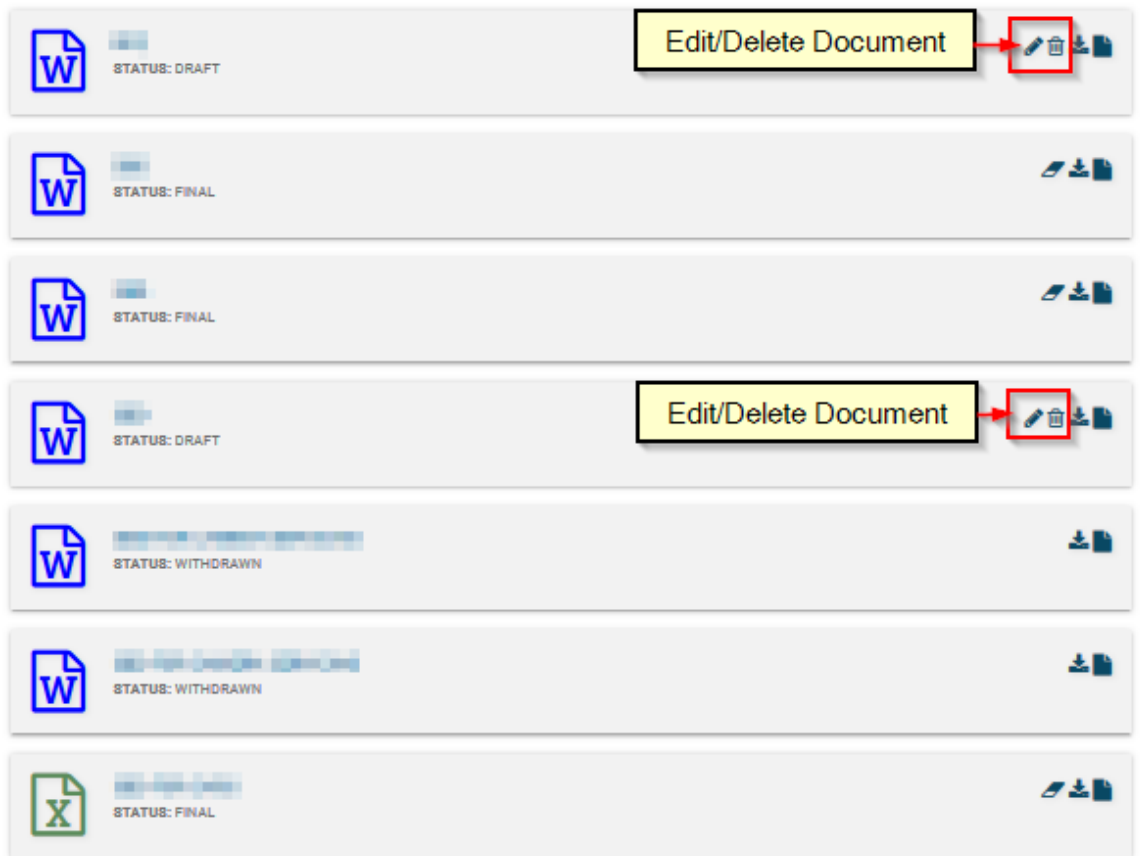
Figure 110: Edit / Delete document links

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 necessar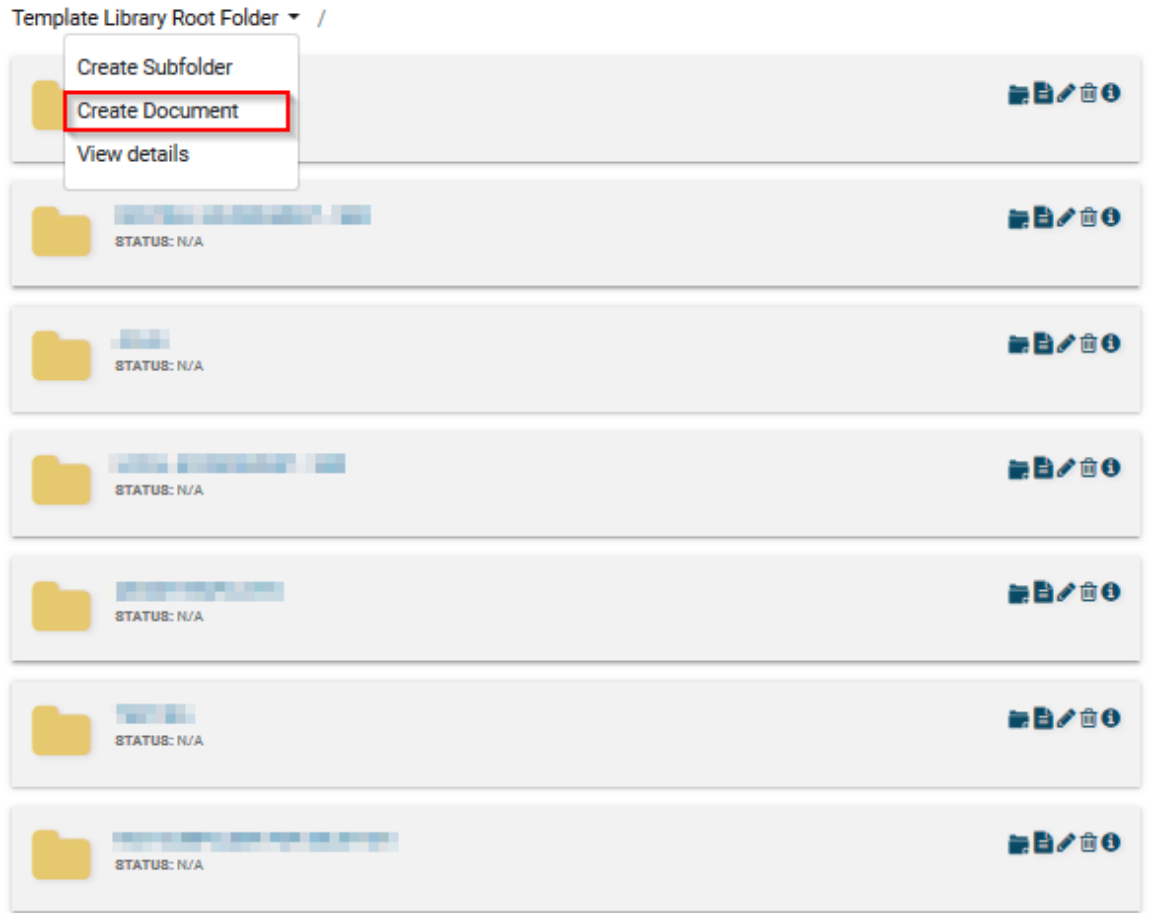y. These fields will be fed from the process details and be auto-populated with the respective values of the bid, whenever a procurement officer selects to add a dynamic Process document to the contract documents of a process.
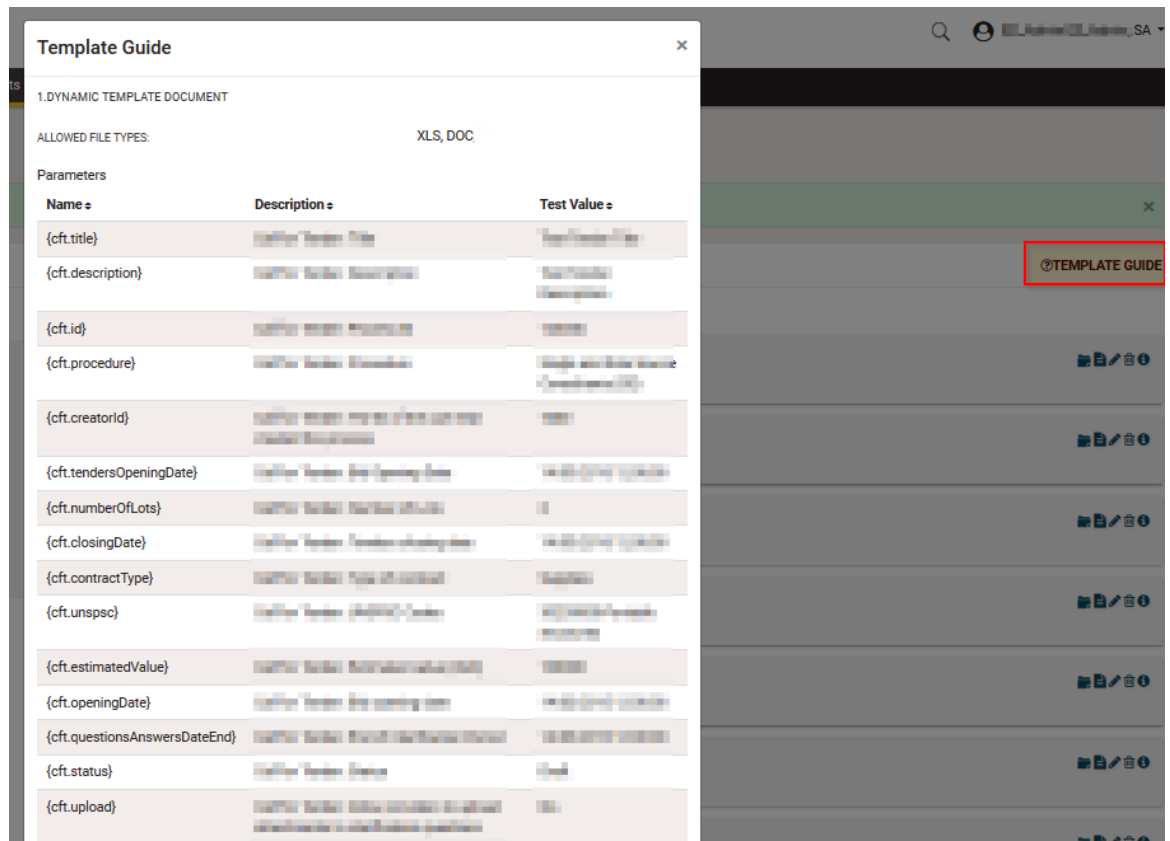
Figure 111: Dynamic Document Parameters

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 DYNAMICS

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

Figure 112: Search Template Library Link

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.

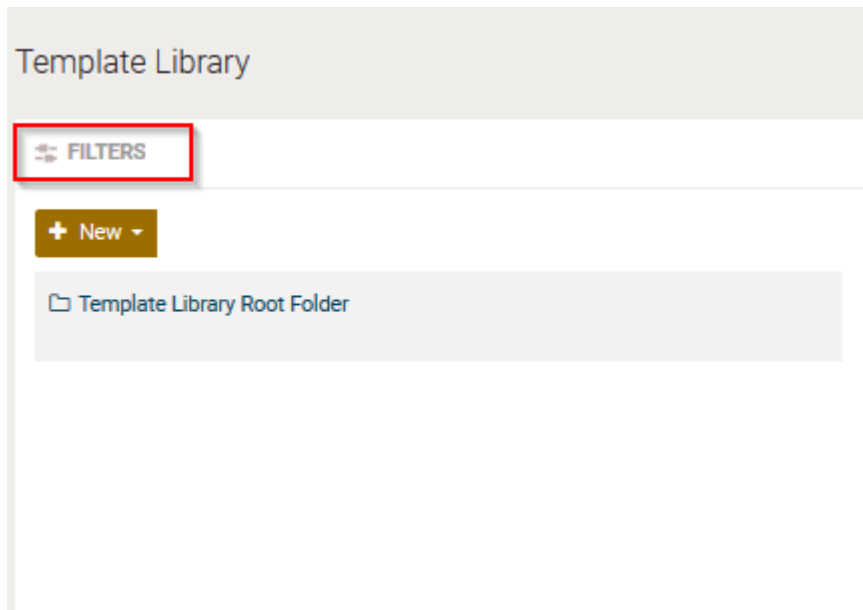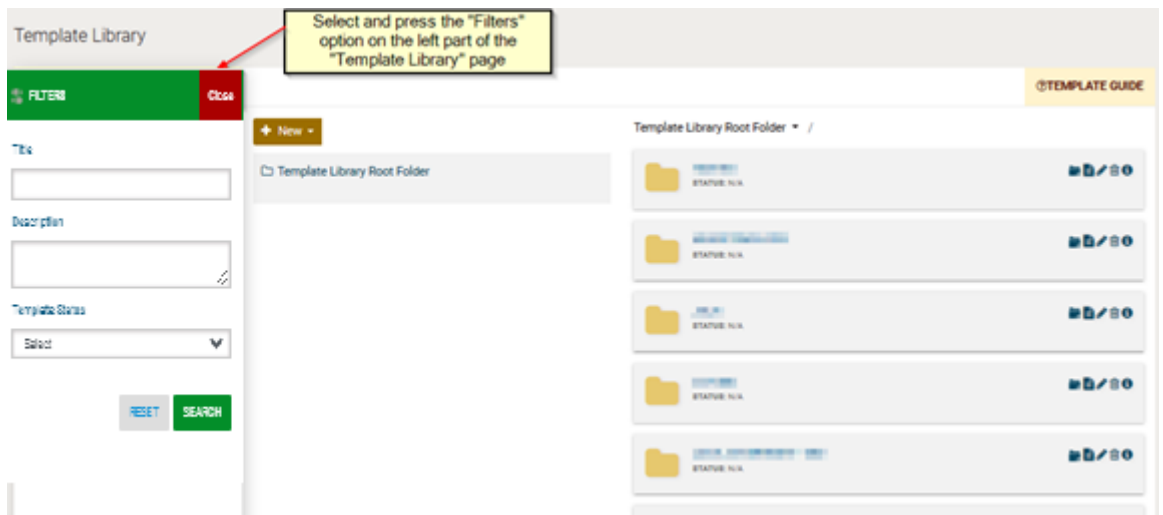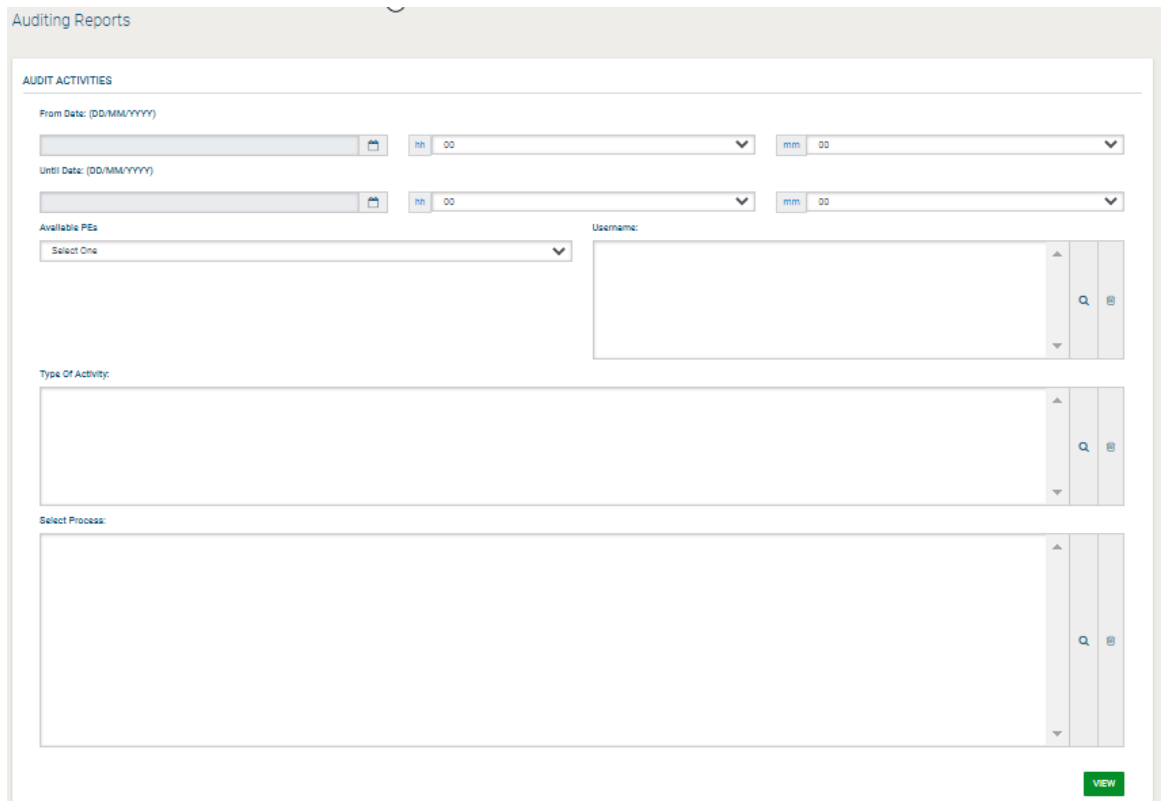**Figure 114: Administration panel, auditing reports**

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 specified search criteria (Figure 116).

Figure 115: Auditing activities

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

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.

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.

Figure 118: Configure passwords, uppercase/lowercase letters configuration

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Numbers   ☑ Select All
0   ☑
1   ☑
2   ☑
3   ☑
4   ☑
5   ☑
6   ☑
7   ☑
8   ☑
9   ☑

Other characters   ☐ Select All
!   ☐
@   ☑
#   ☑
$ ☑
| ☑

Allowed login failures

| 10 | ∨ |

Password lifetime (in months)

| 12 | ∨ |

Password Min length

| 6 | ∨ |

Password Max length

| 20 | ∨ |

Password history

○ Activate   ● Deactivate

Password strength

| weak | ∨ |

CANCEL   SAVE

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

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.

Figure 121: Send Manual Notification page

2.23 Categories Management

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.
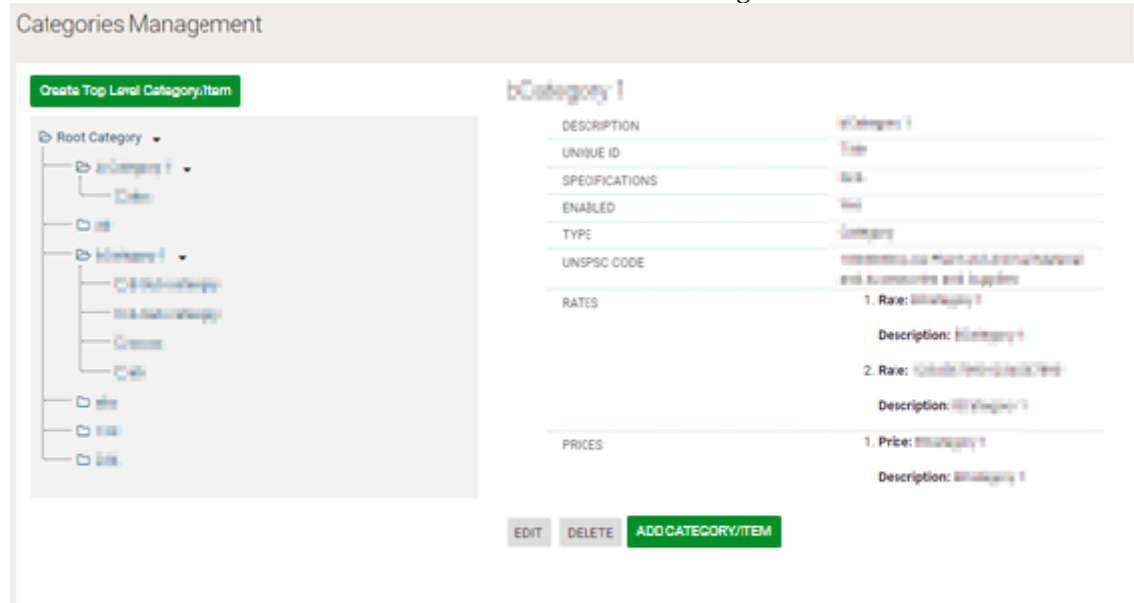
Figure 123: View Categories Management root folder

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)
  - o Price value
  - o 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
  - o Description
- Specifications

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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
    - o Category Level 2: Two-door vehicle
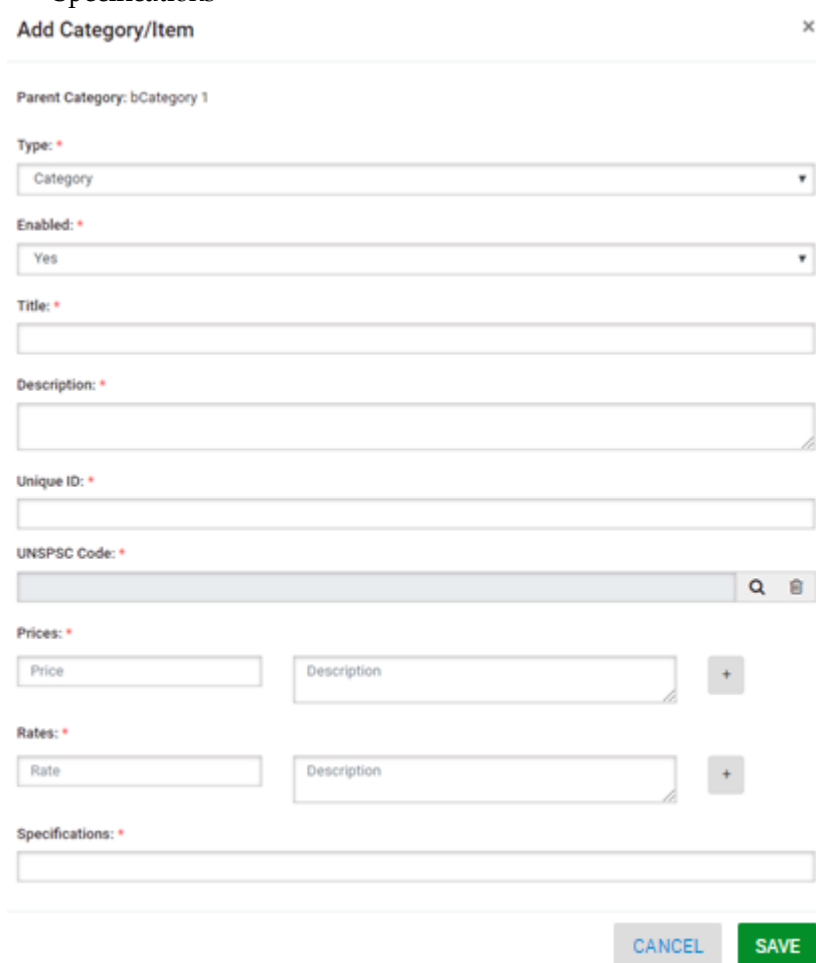   - o Category Level 2: Four-door vehicle
    - o Category Level 2: Five-door vehicle

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

- Enabled (YES/NO option)
- Title

- 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
  - o 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
  - o Description
  - o
  - Specifications

Add Category/Item ×

Parent Category: bCategory 1

Type: *

| Category | ▾ |

Enabled: *

| Yes | ▾ |

Title: *

Description: *

Unique ID: *

UNSPSC Code: *

Prices: *

| Price | Description | + |

Rates: *

| Rate | Description | + |

Specifications: *

CANCEL SAVE

Figure 125: Add new Sub-Category

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

Example:
- Category Level 1: Vehicles
  - Category Level 2: Two-wheel vehicle
    - Bicycle
    - Motorcycle
  - Category Level 2: Four-door vehicle
  - 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)
  - 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
- Specifications

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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:
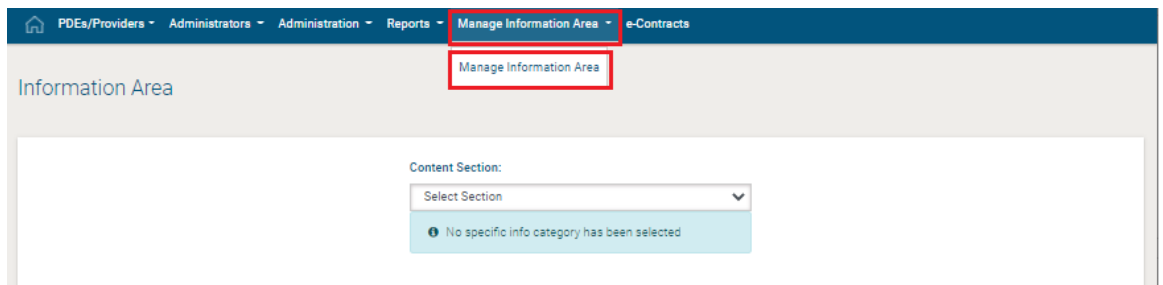
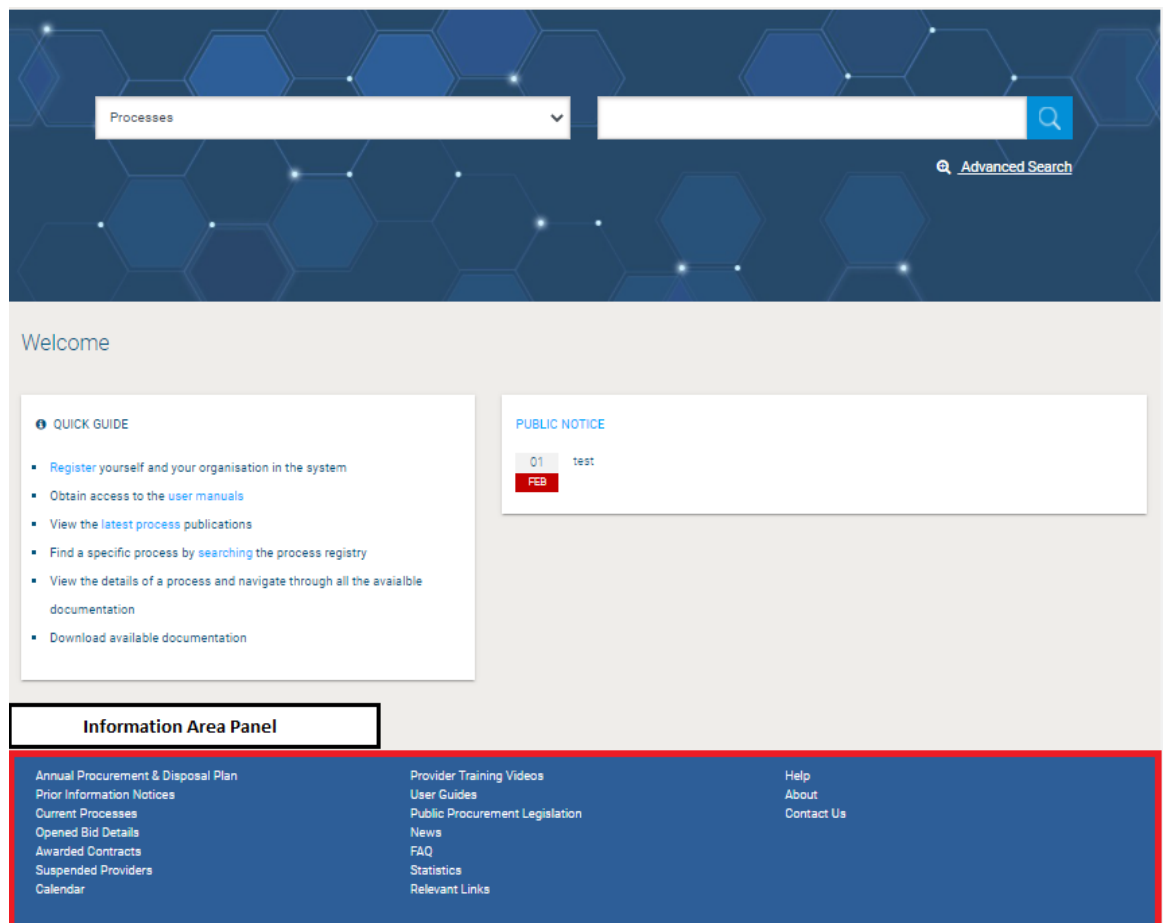**Figure 127: Information panel, Manage Information Area**

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
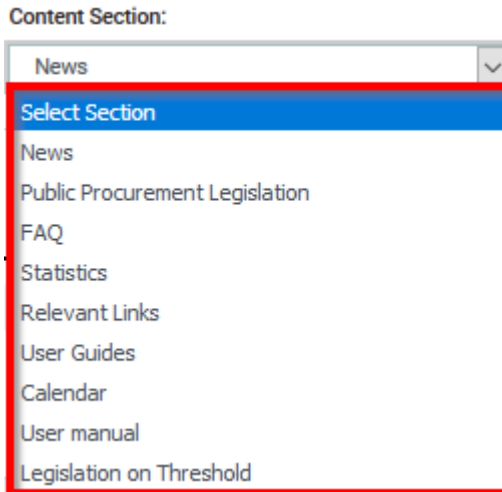- User Manual
- Legislation on Threshold

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.
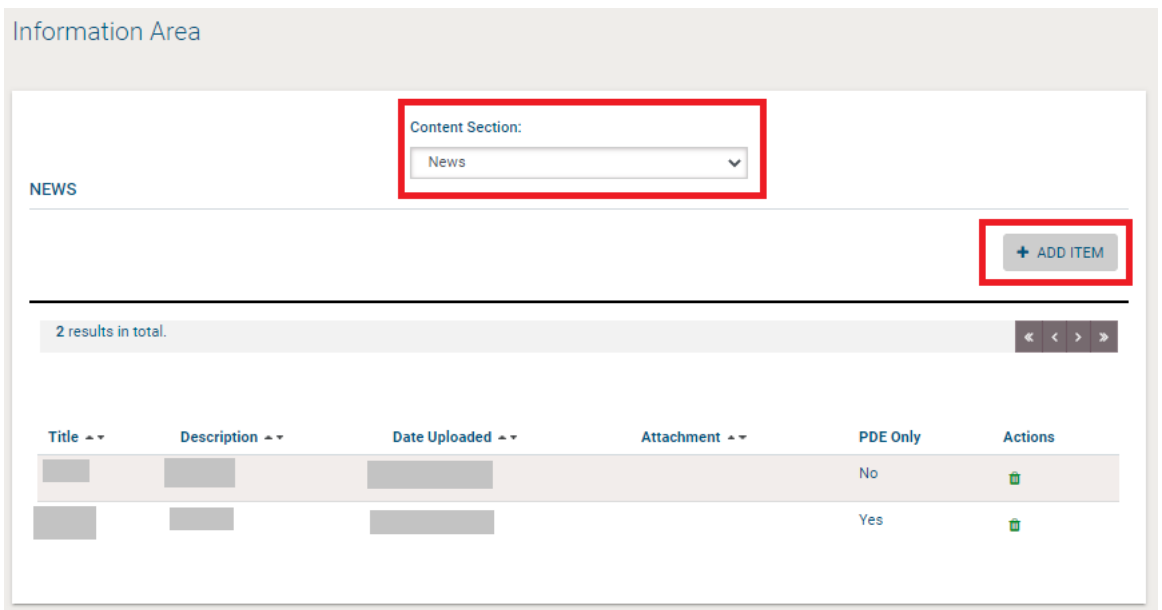

Figure 130: Upload a News item

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).
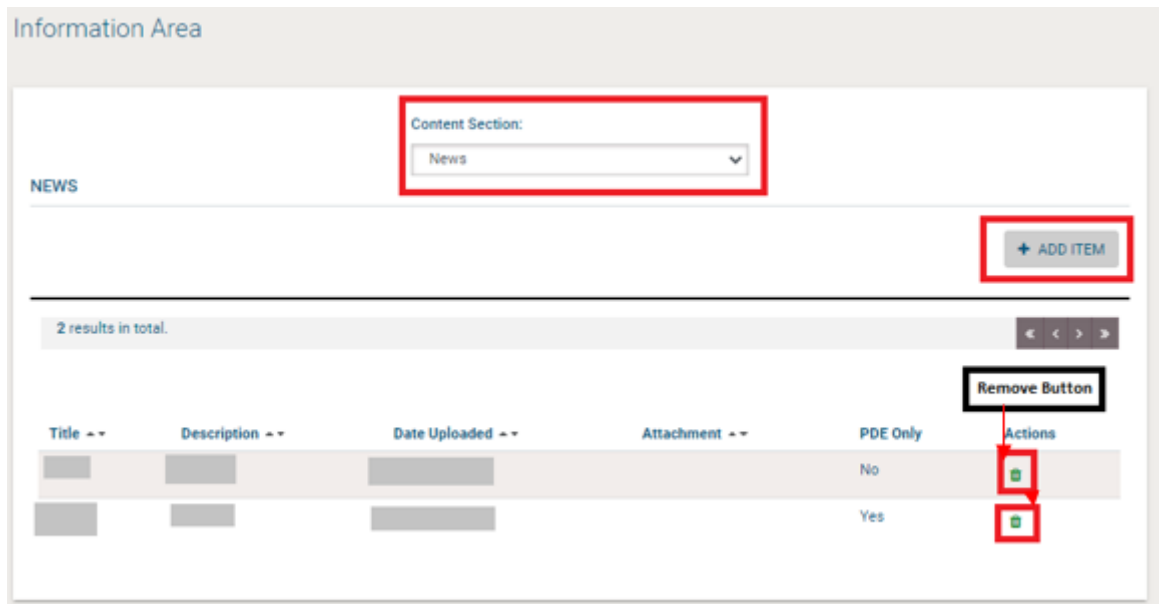
Figure 131: Information area, list of news items