

PROCON User Manual

Step by Step Guide for Purchase Requisition

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	24-Sep-2024	PR module user manual created
V1	23- Oct-2024	PR module user manual updated

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1. Purchase Requisition

<u>1.1 PR creation on SAP</u>

Purchase Requestion created in SAP: 1005797448

SAP PR may be created with the desired Material code, Plant, Purchase Group & Requisitioner.

Three types of PR will sync into the Pro Con Portal, i.e.,

- Sourcing PR
 - o Stock Material PR with SAP Material Code
 - Consumables Material PR
- Asset PR
- Service PR

<u>Purchase Requisition</u> <u>Edit</u> Environment System <u>H</u> elp		> GRQ (1) 3	∞ ► 🗗 🗕 🗖 ×
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10 400000530	Oil, SAE 140W 100 L 250.	.000 25.000.000 D 31.10.2024	Dil and Fuels Kango Palm
20 400000530	Oil, Brake DOT 3 100 L 250.	.000 25.000.000 D 31.10.2024	Dil and Fuels Kango Palm
30 400000530	Oil, ATF 100 L 250.0	.000 25.000.000 D 31.10.2024	Dil and Fuels Kango Palm
			()
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1.2 Exploring the PR Section on Procon

Log on to Pro Con Portal with Buyer credentials.

If logging in for the first time, users will get an email verification request on their registered Email IDs. The user needs to authenticate this log in and subsequently use Single Sign-on (SSO) option for logging in to Pro Con.

Procon					
Username or Email					
username@domain.com					
Password					
password	B				
	Forgot Password?				
LOGIN					
OR					
NCP SSO					

Terms & Conditions - Privacy Policy

The user can fill in their user Credentials or use the SSO (Single Sign On) function to Log on to the Procon portal

Procon	rchase Request										8
E RFQ	Open PR		Long Pending	Long Pending Partial PR			Consumed PR				
🗄 Purchase Request		02		15	10			15		0	
Evaluation	DURCING(51) SERVICE(1	7) ASSET(1	0)								
Awarding									٩		
	haseRequestNumber A	vailability	PurchaseOrganizationCode	PurchaseRequestTypeName	RequestedBy	Indicator	CurrencyCode	AttachmentCounts	CreatedOn	PurchaseRequestConsu	ameS
Approval	796150		SN01	Sourcing	Simon	Released	XOF		25-Sep-2024	Not Consumed	
D	196149		SN01	Service	Younis	Blocked	XOF		25-Sep-2024	🕒 Not Consumed	
Vendors	96078		SN01	Sourcing	Younis	Released	XOF		24-Sep-2024	5= Partially Consume	ed
MastersVendor	796084			Sourcing	YounisSN11	Released	XOF		24-Sep-2024	🕒 Not Consumed	
D Marton	195982		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	🕒 Not Consumed	
	795980		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	🕒 Not Consumed	
Centralized Category	795911		SN01	Service	Younis	Released	XOF		20-Sep-2024	🕒 Not Consumed	
	195820		SN01	Sourcing	Younis	Released	XOF		19-Sep-2024	🕒 Not Consumed	
	795217		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consumed	
	195191		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consumed	
	795190		SN01	Service	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consumed	
	194371			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	Not Consumed	
	194369			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	🕒 Not Consumed	
	194367			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	Not Consumed	
	25 👻								1 – 25 of 78	$\langle \rangle$	Я

After Log-in to Pro Con, Select *Purchase Requisition* in the *Task Bar* to the left.

The user can also use the **Search** \bigcirc icon to search for any particular PR.

F	Tot 79	tal PR	Open P 62	R Ōt	Long Pending 15	5= Partial P	2	Cons 13	umed PR	Comple 6	ted PR
ALL	(79)	SOURCING(52) SERV	ICE(17) ASSET	(10)							
ui pr	R List									۹ 🖽	# [2] 소
]	PurchaseRequestNumber	Availability	PurchaseOrganizationCode	PurchaseRequestTypeName	RequestedBy	Indicator	CurrencyCode	AttachmentCounts	CreatedOn	PurchaseReques
	1	1005796153		SN01	Sourcing	Nazarene	Released	XOF		25-Sep-2024	📁 Partially Co
]	1005796150		SN01	Sourcing	Simon	Released	XOF		25-Sep-2024	🕒 Not Consu
]	1005796149		SN01	Service	Younis	Blocked	XOF		25-Sep-2024	🕒 Not Consu
]	1005796078		SN01	Sourcing	Younis\	Released	XOF		24-Sep-2024	📁 Partially C
)	1005796084			Sourcing	YounisSN11	Released	XOF		24-Sep-2024	🕒 Not Consu
]	1005795982		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	Not Consu
)	1005795980		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	🕒 Not Consu
	1	1005795911		SN01	Service	Younis	Released	XOF		20-Sep-2024	🕒 Not Consu
]	1005795820		SN01	Sourcing	Younis	Released	XOF		19-Sep-2024	Not Consu
	1	1005795217		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consu
	1	1005795191		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consu
]	1005795190		SN01	Service	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consu
	1	1005794371			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	🕒 Not Consu
]	1005794369			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	🕒 Not Consu
Row	s per p	ooge: 25 +							1 – 25 o	f 79 < <	> >

The *Layout* button opens a window where the user can create & choose their default layout according to their choice.

The **Filter** ³ button also opens a window which can be used to filter the PRs according to Plant, Purchase Org, Material Category, Material Group, Created On, Delivery Date.

The *Mail* button also opens a pop up where the user can add single or multiple mail ids or even their own id to send the PR data to those mail ids in excel format.

The *Download* \checkmark button can be used to download all the PR data in excel format.

2	Dashboa	ard / Purchase Request						Select Layout × (2
Ð	(F)	Total PR 79	Open PR	Long Pending	Partial Pl	2	Consur B 13	Select Layout PR Default	2)
⊞									ij,
6	ALL(79)	SOURCING(52) SERVICE(17)	ASSET(10)						
	All PR Li	ist						select	+
6		PurchaseRequestNumber Availabi	ility PurchaseOrganizationCode	PurchaseRequestTypeName	RequestedBy	Indicator	CurrencyCode	PurchaseRequestNumber	
Ð,		1005796153	SN01	Sourcing	Nazarene	Released	XOF	🛛 🖉 Availability	
ß		1005796150	SN01	Sourcing	Simon	Released	XOF	PurchaseOrganizationCode	
œ		1005796149	SN01	Service	Younis	Blocked	XOF	PurchaseRequestTypeName	
G		1005796078	SN01	Sourcing	Younis\	Released	XOF	🛛 RequestedBy	
ធ		1005796084		Sourcing	YounisSN11	Released	XOF	🛛 🗹 Indicator	
		1005799982	SN01	Service	Younis	Blocked	XOF	CurrencyCode	
5		1005799980	SN01	Service	Younis	Blocked	XOF	AttachmentCounts	
		1005795911	SN01	Service	Younis	Released	XOF	🛛 🗾 🗹 CreatedOn	
		1005795820	SN01	Sourcing	Younis	Released	XOF	PurchaseRequestConsumeStatus	
		1005795217	SN01	Sourcing	Nazarene	Released	XOF		
		1005795191	SN01	Sourcing	Nazarene	Released	XOF		
		1005795190	SN01	Service	Nazarene	Released	XOF		
		1005794371		Sourcing	GIRISH	Blocked	XOF		
		1005794369		Sourcing	GIRISH	Blocked	XOF		
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								Apply 8	33

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ALL(78)	SOURCING(51) SERV	ICE(17) ASSET	Τ(10)							
II PR Lis	st								٩	
	PurchaseRequestNumber	Availability	PurchaseOrganizationCode	PurchaseRequestTypeName	RequestedBy	Indicator	CurrencyCode	AttachmentCounts	CreatedOn	PurchaseRequestCo
	1005796150		SN01	Sourcing	Simon	Released	XOF		25-Sep-2024	🕒 Not Consumer
	1005796149		SN01	Service	Younis	Blocked	XOF		25-Sep-2024	Not Consume
	1005796078		SN01	Sourcing	Younis	Released	XOF		24-Sep-2024	5= Partially Cons
	1005796084			Sourcing	YounisSN11	Released	XOF		24-Sep-2024	🕒 Not Consume
	1005795982		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	🕒 Not Consume
	1005795980		SN01	Service	Younis	Blocked	XOF		23-Sep-2024	🕒 Not Consume
	1005795911		SN01	Service	Younis	Released	XOF		20-Sep-2024	🕒 Not Consume
	1005795820		SN01	Sourcing	Younis	Released	XOF		19-Sep-2024	🕒 Not Consume
	1005795217		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consume
	1005795191		SN01	Sourcing	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consume
	1005795190		SN01	Service	Nazarene	Released	XOF		12-Sep-2024	🕒 Not Consume
	1005794371			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	🕒 Not Consume
	1005794369			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	🕒 Not Consume
	1005796367			Sourcing	GIRISH	Blocked	XOF		06-Sep-2024	Not Consume

PR 1005797448 created in SAP is directly synced in the Pro Con.

The user can view details about the created PR under the adjacent columns.



Release Indicator (SAP created/blocked/released/not applicable) is also shown for user reference. The SAP PRs without any release procedure, will show as **Created**, similarly the PRs with release procedure in SAP, will either show as **Blocked** or **Released**. If there is no other procedure to be followed then, it shows **not applicable**.

2	Dashboard / Purchase Request / 1005796150											8	Q
Ð	General Data 💿	↔	Materia	ll List 👅	Show Cont	ract Availability				٩	□ 3	# C. ±	•
	PR Type Sourcing			Item	MaterialCode	MaterialDescription	MaterialPoText	MaterialGroupName	MaterialCategory	Quantity	Unit	S tatus T ype	ų,
S	Purchase Org SN01 - Wheat Purch. Org.			10	20000004593	Flour Bag- First Choice 50kg		Packing Materials	MRO	10000	EA	_	
•	PR Consumed			20	20000004594	Bran Bag - 25kg		Packing Materials	MRO	10000	EA	Contract	+
e,	Created On 25-Sep-2024												
6	Currency XOF												
•	Remarks												
6													
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Clicking on the PR, further Item-level details are displayed

The next step involves utilizing this PR for RFQ creation on PROCON. This part will be covered in more detail in the RFQ with PR section



PROCON User Manual

Step by Step Guide for RFQ Creation

Document Revision

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V1	24-Oct-2024	RFQ module user manual created

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1. RFQ Creation

In the PROCON portal, RFQ can be created in two methods: **PR reference** and **Direct RFQ**.

1.1 RFQ creation with reference to SAP PR for sourcing

Purchase Requestion created in SAP: 1005797448

SAP PR may be created with the desired Material code, Plant, Purchase Group & Requisitioner.

Three types of PR will sync into the Pro Con Portal, i.e.,

- Sourcing PR
 - Stock Material PR with SAP Material Code
 - Consumables Material PR

<u>Purchase Requisition</u> <u>Edit</u> Environment System <u>H</u> elp) GRQ (1) 300 🗈 🗗 🗕 🗗 🗙
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No variant Hierarchy] ntinuous-tex >] التاريخ التاريخ Default Values	
Sta Item A I Material	Short Text Quantity Unit Valn Price To	tal Value C Delivery Date Material Gro Plant
10 400000530	Dil, SAE 140W 100 L 250.000 25.	000.000 D 31.10.2024 Oil and Fuels Kango Palm
20 400000530	Dil, Brake DOT 3 100 L 250.000 25.	000.000 D 31.10.2024 Oil and Fuels Kango Palm
30 400000530	Dil, ATF 100 L 250.000 25.	000.000 D 31.10.2024 Oil and Fuels Kango Palm
\odot		

- Asset PR
- Service PR

Log on to Pro Con Portal with Buyer credentials.

If logging in for the first time, users will get an email verification request on their registered Email IDs. The user needs to authenticate this log in and subsequently use Single Sign-on (SSO) option for logging in to Pro Con

Proce	on	
Username or Email		
username@domain.com		
Password		
password	R	
	Forgot Password?	
LOGIN		
OR		
NCP SSO		
Terms & Conditions - Priv	racy Policy	

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P Procon	Q Dashboard									i 🔒
F RFQ	Q		rafted	PR	Consumed		lirect RFQ	RFQ Award	led	PO Acknowledged
Purchase Request			0		2		ю			IÀ
S Evaluation									く 目 荘 (CREATE NEW
Awarding	Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status
J	209006109	PR	Service	XOF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	« Respond
Approval	209006105	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	🗄 Draft
Vendors	209006104	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release
	209006103	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft
MastersVendor	209006100	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	🤣 Award
Masters	209006097	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release
	209006096	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft
Centralized Category	209006094	DIRECT	Asset	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	27-Sep-2024	💾 Draft
	09006089	PR	Sourcing	NGN	24-Sep-2024	Mohd	25-Sep-2024	26-Sep-2024	28-Sep-2024	💾 Draft
	209006088	PR	Sourcing	XOF	24-Sep-2024	Mohd	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft
	209006084	PR	Sourcing	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	28-Sep-2024	G Release
	209006082	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release
	209006081	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft
	209006078	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	25-Sep-2024	27-Sep-2024	💾 Draft
	209006069	PR	Asset	XAF	23-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	≂, Evaluate
	25 👻								1 - 25 of 114	K < > >

Go-to **Task Bar** & Select **RFQ.** The tiles work the same way as the PR module. And the **function** $\stackrel{ ext{Q}}{=}$ $\stackrel{ ext{W}}{=}$ buttons also work the same way as the PR module.

2	Dashboard / RFQ Dashboard													
₽	■ 11	otal RFQ 14	B 38	ted	PR C4	onsumed	P Direct 48	ct RFQ	RFQ Awarded 11	e	PO Acknowledged 19	0 <u>.</u> 101		
ଁ	RFQ List									< ■ # ⊠	🕹 🧪 CREATE NEW	_		
ß		Rfq Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status	+		
Ľ		RFQ09006109	PR	Service	XOF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	« Respond			
E,		RFQ09006105	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft			
G		RFQ09006104	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release			
_		RFQ09006103	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft			
6		RFQ09006100	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Award			
٦		RFQ09006097	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release			
B		RFQ09006096	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft			
۳		RFQ09006094	DIRECT	Asset	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	27-Sep-2024	💾 Draft			
		RFQ09006089	PR	Sourcing	NGN	24-Sep-2024	Mohd	25-Sep-2024	26-Sep-2024	28-Sep-2024	💾 Draft			
		RFQ09006088	PR	Sourcing	XOF	24-Sep-2024	Mohd	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft			
		RFQ09006084	PR	Sourcing	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	28-Sep-2024	G Release			
		RFG09006082	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release			
		RFQ09006081	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft			
		RFQ09006078	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	25-Sep-2024	27-Sep-2024	💾 Draft			
		RFQ09006069	PR	Asset	XAF	23-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	≅, Evaluate			
	Rows per p	oage: 25 *								1 - 25 of 114	< < > >			
												द्धि		

In the RFQ Creation Dashboard, the user can view summary of RFQ to PO creation, under multiple headings like *RFQ Number, Mode, Status etc*.

Click on *Create NEW* as highlighted in Yellow.

General Data

2	Dashboard / RFQ Dashboard / Creation	e	Q
₽	General Data 🗧	ttem List ද ක ල් රා ප්	•
⊞	RFQ Mode *	🕀 ADD ITEMS 🥅 VENDORS 🗖 SYSTEM CRITERIA 🙎 EVALUATION 🔡 PARTNERS 🖹 DOCUMENTS 🕴 MORE	di
8	RHQ Mode		
្ព	Select	No Data Found	+
n.	Direct RFQ Dr		
E÷	Import Procurement		
ı ۱	Currency -		
ຍ -	Purchase Organization *		
G	SN01 - Wheat Purch. Org. 👻		
G	Purchase Group *		
	Delivery Drite		
	Delivery Date		
	Deadline Date *		
	Deadline Date		
	25-Sep-2024 -		
	Evaluation Date *		
	From Date - To Date	Cancel Sove	Ŕ
	Awarding Date *		

On clicking *Create NEW*, user will be taken to *RFQ creation* screen.

Click on the *RFQ Mode* and Select *PR Reference RFQ*.

Maintain all the mandatory fields as below:

Deadline Date- The Vendor will be required to respond to RFQ by this date.

Evaluation Start & End- This is the date window during which the Vendor Quotes will be Evaluated. The system will default these dates 7 days apart (also editable by user).

Awarding Start & End- This is the date window during which the evaluated RFQ will be Awarded. The system will default these dates 7 days apart (also editable by user).

Delivery Date- User defined date for Goods Delivery.

Category- RFQ (Request for Quotation) / *RFP* (Request for Proposal)/*RFQ* (Request for Quotation- OEM)

Payment terms- Standard SAP fields

INCO Terms- Standard SAP fields

Currency- The currency for payment

Document Type- Sourcing /Asset/ Service

Then User must *save the General Data* by clicking the *save button* on the Righthand corner(down). Once that is done the *RFQ number* will show on the *top left* of the screen.

2	Dashboard / RFQ Dashboard / RFQ	209006112					PR Refere	ence					×	Q
Ð	General Data		Item List				Company			1	Plant			0
ē	RFQ Mode *						Compan	У		*	Plant		*	
≞	PR Reference RFQ	*	(+) ADD		VENDORS	RIA & EVALUATION	Indicator				Document Type			ų,
	Description			Item	Purchase Request Material	Material Description	Released	1		•	Sourcing		*	
ធា	Enter Description						Material				Created On			+
_	Ma Document Type *	x 250 Characters					Material			•	From Date = To Date		Ē	
Ð	Sourcing	•												
6	Currency *						PR Deta	ils					٩	
ß	XOF - CFA Franc BCEAO	*						PR	PR type	Req.By	Created on	Availability		
۳	Purchase Organization *							1005796153	Sourcing	Nazarer	ne 25-Sep-2024		_	
Ð	SN01 - Wheat Purch. Org.	*						1005796150	Sourcing	Simon	25-Sep-2024		_	
ធ្វា	Purchase Group *							1005796078	Sourcing	Younis	24-Sep-2024			
	S01 - Senegal Wheat	-						1005795820	Sourcing	Younis	19-Sep-2024			
	Dollarny Date *							1005795217	Sourcing	Nazarer	ne 12-Sep-2024			
	26-Sep-2024							1005795191	Sourcing	Nazarer	ne 12-Sep-2024			
								1005793605	Sourcing	Nazarer	ne 03-Sep-2024			
	Deadline Date *							1005793506	Sourcing	Arka Sa	dhu 30-Aug-2024			
	25-Sep-2024							1005793411	Sourcing	Nazarer	ne 28-Aug-2024			
	Validity Period							1005791973	Sourcing	Younis	16-Aug-2024			
	25-Sep-2024 - 25-Sep-2024													
	Evaluation Date *													
	25-Sep-2024 - 25-Sep-2024											Connel	Mant	.0.
	Augustan Data •											Concer	Mext	53

PR Search window is opened, wherein the user can Select appropriate PR, based on *Company code, Plant, Indicator Purchase Organization, Material Type, Created On* and *Document Type* inputs given during PR creation.

Select the required *PR/PRs* from loaded list to perform RFQ.

Click *Next* to display the PR Item-level details.

2	Dashboard / RFQ Dashboard / RFQ09006112	PR Reference	×Q
	General Data B DRAFT ↔ RFQ Mode * PR Retremce RFQ • Description	Item List PFR005796150 : • ADD ITEMS • Purchase Request Material • PR 1005796150 25-Sep-2024 Simon 1005796150	0 .
6 6	Enter Description Max 250 Characters Document Type *	Currency PR Type XOF Sourcing PR Details	+
6	Currency * XOF - CFA Franc BCEAO *	Item Material Code Material Description Qua Availability 10 20000004993 Four Bag- First Choice Solig 100(
6	Purchase Organization * SN01 - Wheat Purch. Org.	20 20000004/94 Bran Bog - 25kg 1001 comm	
۵	Purchase Group * S01 - Senegal Wheat +		
	Delivery Date * 26-Sep-2024		
	Deadline Date * 25-Sep-2024		
	Validity Period * 25-Sep-2024 - 25-Sep-2024		
	25-Sep-2024 - 25-Sep-2024	Cancel Prov	Add 23

Selected PR item-level details will be displayed in the Pop-up screen.

Select the required line Items to proceed with creating RFQ.

In case multiple PRs had been selected in previous screen, all the line items will be displayed with PR reference. The user can selectively create RFQ for PR items.

Click *Add* button to only fetch the Items selected above, in the RFQ.

Item

2	Dashboard / RFQ Dashboard /	RFQ09006112											8	Q
Ð	General Data	B DRAFT	н	Item Li:	it 🔵	Show Contract A	vailability				٩	■ № ↔	≁	•
ē	RFQ Mode *												_	
•	PR Reference RFQ		Ŧ	(+) AI	DD ITEMS	VENDORS 🛄 SY	STEM CRITERIA	& EVALUATION # MORE				/ Quick Ed	lit	Q
8	Description				Item	Purchase Request	Material	Material Description	Plant	Purchase Org	Availabili	ity Actions		
ß	Enter Description				10	1005796150	20000004593	Flour Bag- First Choice 50kg	4601 - Olam Senegal Wheat	SN01 - Wheat Purch. Org.		₽.		+
	Document Type *	Max 250 Characte	ers		20	1005796150	20000004594	Bran Bag - 25kg	4601 - Olam Senegal Wheat	SN01 - Wheat Purch. Org.	Contract			
Ð	Sourcing		÷											
6	Currency *													
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	Purchase Organization *													
1	SN01 - Wheat Purch. Org.		*											
6	Purchase Group *													
	S01 - Senegal Wheat		*											
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	Evaluation Date													
	25-Sep-2024 - 25-Sep-2024		۲											-0
	Awardina Date *			View	Contract	Release						Cancel Sav	e	63

Select the *line item*, Use the *Quick Edit button* and specify the *Order Quantity* of Material for RFQ.

Other item-level details are also visible in this screen:

Material Code & description Material Group Request Tracking Number Cost Center G/L Account Plant Purchase Organization Unit of Measure

Branding

2	Dashboard / RFQ Dashboard / RFQ1000	06653					Branding		×		
₽	General Data		Item Li	ist					Branding Details	Select Items	🗸 🥒 Edit
œ	RFQ Mode *				-						
۳	Direct RFQ	*	(±)	ADD ITEMS	BRANDING	VENDORS	SYSTEM CRITERIA 😤 E	VALUATI			
\otimes	Description			ltem #	Material Code	Material Descr	iption	Plant			
_				10	20000000363	Empty Supreme	Noodles Flour Bag(PT)-50kg	6101 - 1			
5	Document Type *	Max 250 Characters									
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6	Purchase Organization *										
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	25-Oct-2024	•									
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	24+Oct-2024 - 24+Oct-2024	8									
	RFQ Evaluation Period *										
	24-Oct-2024 - 24-Oct-2024	Ē									
	Awarding Period *		Rows	per page: 25	*						
	24-Oct-2024 - 24-Oct-2024	E		_							_
	Category *		Rolo	920							Cancel Save

Select Branding, Use the edit button to add the branding items in the specific category provided.

Click save to procced further

Vendor

Go-to Vendor Tab & Click on Select Vendor



List of *Matched vendors* displayed on the screen, Select the Vendors by the Matched Vendors or All Vendors by using the tab button between All & matched.

After selection of vendor, Click **add button** + . These Selection of Vendors is allowed in Item-level and Item category too. The buyer can decide which vendors to be selected for RFQ at the item-level.



List of vendors are successfully added after using the *Save*.

System criteria

2	Dashboard / RFQ Dashboard / RFQ09006112	System Criteria	× c
₽	General Data B DRAFT 🗧	Item List O Show Contract Availability Remaining Weightage: 100%	Choose Template ADD
	RFQ Mode *	🛞 ADD ITEMS 🏧 VENDORS 🛄 SYSTEM CRITERIA 🙎 EVALUATION System Criteria Name Weightage	Actions
ø	Description	Item Purchase Request Material Material Descript	D -
6	Enter Description	10 100579450 20000004593 Flour Bag- First C Price	-
[-]	Max 250 Characters Document Type *	20 IUUS/Yeldu 20000000AW4 Bran Bag - 2kg Derivery Date Quantity	
D	Sourcing *		
9	Currency * XOF - CFA Franc BCEAO		
9	Purchase Organization *		
6	SN01 - Wheat Purch. Org. *		
G	Purchase Group *		
	S01 - Senegal Wheat 👻		
	26-Sep-2024		
	Deadline Date *		
	25-Sep-2024		
	Validity Period *		
	25-Sep-2024 - 25-Sep-2024		
	Evaluation Date *		
	Awarding Date *	View Contract Release	Cancel Save g

Select the system criteria either by *ADD* or *Choose from Template*.

Add the evaluation *Criteria* by *Weightage*.

2	Dashboard / RFQ Dashboard / RFQ09006112					System Criteria X						Q	
Ð	General Data B DRAFT (ltem List	•	Show Contract Av	ailability		Remai	Remaining Weightage: 0%			E Choose Templo	te 🕀 ADD	Q
=	RFQ Mode *	(+) ADD	ITEMS	WENDORS D SYS	TEM CRITERIA	EVALUATION	Syste	m Criteria Name		Weightage		Actions	4
8	Description		Item	Purchase Request	Material	Material Descript	Pric	ce	*	50		ō	
6			10	1005796150	20000004593	Flour Bag- First C	Del	livery Date	*	50		Ō	-
E.	Max 250 Characters		20	1005/96150	200000004994	Bran Bag - 25kg							
ev D	Sourcing *												
ß	Currency * XOF - CFA Franc BCEAO +												
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	25-Sep-2024 - 25-Sep-2024												
	Evaluation Date *												
	25-Sep-2024 - 25-Sep-2024	View C	ontract	Release								Cancel Save	E.

Click on Save.

Evaluation Criteria

Go-to Evaluation criteria and *Add* or *Choose from template* by description.



Enter the Details in the add New Template

2	Dashboard / RFQ Dashboard / RFQ09006112	Evaluation Criteria Template	×Q
Ð	General Data 🛛 🖁 DRAFT 🤘	Item List Demo	+ Add New
⊞	RFQ Mode * PR Reference RFQ *	⊕ ADD ITEMS	1
8		Item Purchase Request Material Material Descript Test	
•	Enter Description	10 1005796150 200000004593 Flour Bag- First C O Younis	/ ū ~ +
1	Max 250 Characters	20 1005796150 200000004594 Biran Birag - 25kg	
e,	Sourcing +		
۵	Currency *		
6	XOF - CFA Franc BCEAO 👻		
	Purchase Organization *		
1	SN01 - Wheat Purch. Org. 👻		
G	Purchase Group *		
	S01 - Senegal Wheat +		
	Delivery Date *		
	26-5ep-2024		
	Deadline Date *		
	25-Sep-2024 - 25-Sep-2024		
	Evaluation Date *		
	25-Sep-2024 - 25-Sep-2024		
	Awardina Data *	View Contract Release	Cancel Use Now

Evaluation Criteria is for information purpose only. The factors based on which the Evaluator will decide and rank the Vendors Quotation can be listed in this section. These criterions do not contain any weightage, as opposed to System Criteria that the system will use for ranking Vendor quotes.



When you click on *more* then, more numbers of Headers Open Up.

Partners

2	Dashboard / RFQ Dashboard /	RFQ09006112										e	Q
₽	General Data		Item List		Show Contra	ct Availability					م 🖽		. 💁
⊞	RFQ Mode *	Ţ	() ADI) ITEMS	WENDORS	SYSTEM CRITERIA	EVALUATION	MORE				/ Quick Edit	
8	Description			Item	Purchase Reque	st Material	Material Descr	PARTNERS		Purchase Org	Availability	Actions	
ß	Enter Description			10	1005796150	20000004593	Flour Bog- First	DOCUMENTS	Senegal Wheat	SN01 - Wheat Purch, Org.		E.	+
	Document Type *	Max 250 Characters		20	1005796150	20000004594	Bran Bag - 25k		Senegal Wheat	SN01 - Wheat Purch. Org.	Contract	₽.	
Ð	Sourcing	•						BUYER T&C					
G	Currency *							PREVIEW					
۵	XOF - CFA Franc BCEAO	*											
ß	Purchase Organization *												
	SN01 - Wheat Purch. Org.	Ŧ											
6	Purchase Group *												
	301 - Senegui Wrieuz	*											
	26-Sep-2024	Ē											
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	Evaluation Date *												
	25-Sep-2024 = 25-Sep-2024	Ē	View C	ontract	Release						c	Cancel Save	6
	Awarding Date												5

Select Partners by first clicking *Add New and then Add*.

2	Dashboard / RFQ Dashboard / RFQ09006112	Add New Partner	×	Q
Ð	General Data	Item List Show Contract Availability Approver Brates Tops Iber Table	+ Add	•
=	RFQ Mode *	ADD ITEMS VENDORS SYSTEM CRITERIA & EVALUATION Aworder Senagoldemo@mindsprint.org	1 0	ų;
8	Description	Item Purchase Request Material Material Descript Partner Type User Table	Level	
G		10 1005799350 200000000993 Flour Bage First C Evaluator Select User 20 1005799350 2000000004993 Flour Bage First C Evaluator Velk/agarwait[s/amagri.com	1 0	+
E\$	Max 250 Characters	2000000000 Bitlineby-saig yodunath@mindsprint.org		
G	Currency.*	santran.seiam.trugalanne hamadau yayājootontohad.		
G	XOF ~ CFA Franc BCEAO 👻	jessica.okabuoiijoiamagri.con moriba.komaraiiojamagri.co		
G	Purchase Organization *	julia thyagorajan ja la magni c		
G	Purchase Group *	revanth.palaniappon§mindu senagaldemo§mindspint.org		
	S01 - Senegal Wheat 👻			
	Delivery Date *			
	26-Sep-2024			
	Deadline Date *			
	Validity Redard *			
	25-Sep-2024 - 25-Sep-2024			
	Evaluation Date *			
	25-Sep-2024 - 25-Sep-2024	View Contract Release	Cancel Add	ŝ
	Awarding Date *			252

Evaluator Selection- The vendor responded RFQ will be evaluated by the Evaluated prior to Awarding stage. The Evaluator would rank vendor quotes based on their personal experiences and preferences. Evaluation is possible at Item-level also for particular RFQs.

Buyer can select multi-level Evaluation in this tab. If a particular RFQ needs to be evaluated by two or more people in the organization, their User IDs can be maintained in the desired sequence **Level 1, 2, ...**

Awarder Selection- The Awarder will Award the evaluated RFQs at Item-level and have option to create Cumulative Purchase Orders.

Awarder can view System ranks and Evaluator ranks against each vendor quotes.

Document

2	Dashboard / RFQ Dashboard / RFQ09006112	Add Documents	×	Q
Ð	General Data	Item List O Show Contract Availability Buyer Documents	^	•
⊞	RFQ Mode *	↔ ADD ITEMS		ų,
\otimes	Description	Item Purchase Request Material Material Description tube Content of the content	J	
G	Enter Description	10 100579850 200000004598 Flour Bag- First Choice 50kg Vendor Documents + Add Documents	~	+
P.	Max 250 Characters	20 1005/M6b0 20000000/394 Bran Bag - 25kg		
e~	Sourcing *			
	Currency * XOF - CFA Franc BCEAO +			
•	Purchase Organization *			
6	SN01 - Wheat Purch. Org. +			
G	Purchase Group *			
	Dalkany Dota *			
	26-Sep-2024			
	Deadline Date *			
	25-Sep-2024			
	Validity Period * 25-Sep-2024 - 25-Sep-2024			
	Evaluation Date *			
	25-Sep-2024 - 25-Sep-2024	View Contract Release Concel Say	ve	6
	Awarding Date			5

Two types of documents can be attached in separate tabs, *Buyer documents* & *Vendor documents*.

Organize * New folder		≣ •	•		Add Documents	×	Q
Organize • New folder Desktop Download(All I Microsoft lean Mindsprint Presentation Pro_con AP	Name	E • Status © ©	Date modifi 13-08-2024 13-08-2024 20-06-2024 395	EVALUATION : MORE Moterial Description Flour Bag- First Chalce Solg Bran Bag - 25kg	Buyer Documents £ Drog & Drop or Browse doos, pdf, star, tot - Max 548 Vendor Documents + Add Documents		S∕ 3 ₩ +
Procon Testing File gam Sut* = senegor veneot Delivery Date = 2e-see-2024 Decidition Date = 25-see-2024 Volidity Pariod = 25-see-2024 Volidity Pariod = 25-see-2024 Volidity Pariod = 25-see-2024 Volidity Pariod = 25-see-2024	e: Cus Upload from mobile	tom files	Cancel				
Awarding Date *	View Contract	Release			Cancel	lave	6 3

Drag and drop or *select the Document* to add it to the portal as a Buyer documents. In Vendor Documents tab, Give *Title* & Choose the Document is *Mandatory* or *Optional* & *Save* It.

7	Dashboard / RFQ Dashboard / RFQ09006112	Add Documents	×	Q
Ð	General Data 🙂 DRAFT 🕂	Item List Show Contract Availability Buyer Documents	~	•
≣	RFQ Mode * PR Reference RFQ	ADD ITEMS VENDORS SYSTEM CRITERIA EVALUATION MORE Vendor Documents	^	ŵ
\otimes	Description	Item Purchase Request Material Material Description	+ Add New	
ß	Enter Description Max 250 Characters	ID IDUS/NEISO 200000004695 Ploar Bag - Mart Chalce Soling 20 100579650 200000004594 Bran Bag - 25kg	×	+
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Ð	XOF - CFA Franc BCEAO +			
Ð	Purchase Organization * SN01 - Wheat Purch. Org. *			
ß	Purchase Group *			
	S01 - Senegal Wheat +			
	Delivery Date * 26-Sep-2024			
	Deadline Date *			
	25-Sep-2024			
	Validity Period * 25-Sep-2024 - 25-Sep-2024			
	Evaluation Date *			
	25-Sep-2024 - 25-Sep-2024	View Contract Release	Cancel Save	ŝ

Questions

Dashboard / RFQ Dashboard / RFQ09006112	Question	×	Q
General Data B DRAFT	H Item List Show Contract Availability Question List	ADD	•
RFQ Mode * PR Reference RFQ	↔ ADD ITEMS WENDORS SYSTEM CRITERIA E EVALUATION Guestion 1 Is Mandatory?	×	ų,
Description	Item Purchase Request Material Material Descript 10 100579850 2000000-4593 Flow Bog-Flist C		
Enter Description Max 250 Character Document Type *	20 100579950 20000004594 Biran Bag - 25kg		+
Sourcing	O YES/NO O TEXT		
Currency * XOF - CFA Franc BCEAO			
Purchase Organization *			
Purchase Group *			
S01 - Senegal Wheat			
26-Sep-2024	5		
Deadline Date * 25-Sep-2024	5		
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zs-sep-zuz4 - zs-sep-züz4			
25-Sep-2024 - 25-Sep-2024	2 View Contract Ralease Cancel	Save	ŝ
	Dashboard / RFQ Dashboard / RFQ000012 General Data 12 DMAP RFO Mode * 12 PR Reference RFQ 12 Description 12 Enter Description 12 Document Type * Max 250 Characters Document Type * 12 Sourcing 12 XDF - CFA France BCEAD 12 Parchase Organization * 12 S01 - Strengel Wheat 12 Dashery Date * 12 22-Sep-2026 12 Vaidity Period * 12 22-Sep-2026 12 Soution Otate * 12 22-Sep-2026 12 Decidere Date * 12 22-Sep-2026 12 Souting Period * 12 22-Sep-2026 12 Souting Date * 12 22-Sep-2026 12 Souting Date * 12 22-Sep-2026 12 Souting Period * 12 22-Sep-2026 12 Souting Date * 12 22-Sep-2026 12 Souting Date * 12 22-Sep-2026 12 23-Sep-2026 12	Databased / MrQ Domboord / MrQQ0000EX General Data Mile IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Debtoord / BTQ Doublood / ATQCOVOMID Control Data Bit double Bit double </th

Select the questions either by **ADD** or **Choose from Template**.

Select the Question by *Mandatory* or *Optional,* Select answer type as *Yes/no* or *Text* & Save it.

Buyer T&C.

Dashboard / RFQ Dashboard	/ RFQ09006112			Buyer Terms & Conditions X	Q
General Data		Item List O Show Contract /	Availability	Remarks	o,
RFQ Mode *					
PR Reference RFQ	*	ADD ITEMS WENDORS S	STEM CRITERIA & EVALUATION : MORE	Remark	U
Description		Item Purchase Request	Material Material Description	Enter terms and conditions	
Enter Description		10 1005796150	200000004593 Flour Bag- First Choice 50kg		+
	Max 250 Characters	20 1005796150	200000004594 Bran Bag - 25kg	"Max characters limit 1000	
Document Type *					
Sourcing	*				
Currency *				Buyer Documents	
XOF - CFA Franc BCEAO	-				
Purchase Organization *				Drag & Drop or Browse docx, pdf, xbxs, txt - Max SMB	
SN01 - Wheat Purch. Org.				· · · · · · · · · · · · · · · · · · ·	
Purchase Group *					
S01 - Senegal Wheat	-				
Delivery Date *					
26-Sep-2024					
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25-Sep-2024	6				
Validity Period					
25-Sep-2024 - 25-Sep-2024					
Evaluation Date					
25-Sep-2024 - 25-Sep-2024					_
Awarding Date *		View Contract Release		Cancel Save	\$
				Page	18

The Buyer can Add *Remarks/Comments* for Vendor notice.

Also, *Additional Document* scan be attached in this Tab.

Delivery Location

2	Dashboard / RFQ Dashboard / RFQ09006	112						Delivery Address ×	Q
Ð	General Data B DR	RAFT H	Itom List		Show Contract Av	ailability		ALL ITEMS PLANT WISE ITEM WISE	0.
œ	RFQ Mode *		Item List			andonity		Plant & Delivery Address	
	PR Reference RFQ	*	⊕ AD	D ITEMS	WENDORS 🛄 SYS	TEM CRITERIA	EVALUATION : MORE	Plant Name	1
\otimes	Description			Item	Purchase Request	Material	Material Description	Address	
G	Enter Description			20	1005796150	20000004595	Prop Bog - 25kg	Item: 10,20	+
ß	Max 250 Ch Document Type *	haracters					tranting Long	OLAM Senegal SA Usines & Bureaux : Diamniadio	
E~	Sourcing	*						Senegal, SN - 45762	
6	Currency *								
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ធា	Purchase Organization *								
•	SNUT - Wheat Purch. Org.	¥							
	Purchase Group *	•							
	26-Sep-2024	Ē							
	Deadline Date *								
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	Evaluation Date *								
	25-Sep-2024 - 25-Sep-2024	ē	Manu	-	Datama				
	Awardina Date *		VIGW C	ontract	Release				छ

Similar to all previous windows, even Delivery Location can be individually selected for Items of the RFQ. It can be seen for *All Items/Plant Wise/Item Wise*. Default Delivery Location will be auto populated from Plant-specific Master Data.

Preview

Preview: RFQ09006112								0
GENERAL DATA ITEMS & VENDOR SYSTEM CRITERIA	IA QUESTION EVALUATION PARTNER DOCU	JMENTS BUYER T&C BUYER I	DOCUMENTS DELIVERY ADDRE	SS				ri
eneral Data								
1ode Of RFQ	Document Type	Curren	су		Delivery Date			
PR Reference RFQ	Sourcing	XOF			26-Sep-2024			+
Deadline Date	Validity Start	Validity	y End		Evaluation Start			
25-Sep-2024	25-Sep-2024	25-Se	p-2024		25-Sep-2024			
valuation End Date	Awarding Start	Awardi	ing End Date		Category			
25-Sep-2024	25-Sep-2024	25-Se	ep-2024		Request For Quotation			
Collective Number	Payment Terms	INCO T	Terms					
iollective Number SN1124063 em List & Vendor Details (2)	Payment Terms 2007 - 21 Days From Date Of Invoice	INCO T CFR -	Terms Costs And Freight					
SNI124045 em List & Vendor Details (2) PANASIA INTERNATIONAL FZC 104096 sndor Details Vendor Code 1040973 am Details	Payment Terms 2007 - 21 Days From Date Of Invoice CPRINT 67 Vendor Name PANASIA INTERNATIONAL FZC	INCO T CFR -	Ferms - Costs And Freight Mollid mohd younis@mindspri	int.org	Ven	dor Category		
endlective Number SNT124003 m List & Vendor Details (2) PANASIA INTERNATIONAL FZC 1049073 m Details Item # Material Material	Poyment Terms 2007 - 21 Days From Date Of Invoice CPRINT 57 Vendor Name PANASIA INTERNATIONAL F2C al Description	INCO T CFR -	Ferms -Costs And Freight Mollid Mollid mohdyounis@mindspri Purchase Org	nt.org Material Category	Ven Delivery Date	dor Category Order Qty	UOM	
Incluctive Number SNT124003 Text List & Vendor Details (2) PANASIA INTERNATIONAL F2C 10/49/3 PANASIA INTERN	Payment Terms 2007 - 21 Days From Date Of Invoice	Plant Left of Senegal Wheat -	Ferms -Costs And Freight Mollid mohdyounis@mindspri Purchase Org SN01 - Wheet Purch. Org. =	nt.org Material Category 001 - MRO	Ven Delivery Date 01-Oct-2024	dor Category Order Qty 10,000.00	UOM EA - eoch	

In the Final page of Preview in RFQ Creation, check all the details that are maintained is OK & Finally Click **Release** to create RFQ.

2	Dashboard / RF	Q Dashboard / R	FQ09006112 / Previ	iew										Θ	Q
Ð	GENERAL DATA	ITEMS & VENDOR	SYSTEM CRITERIA	QUESTION	EVALUATION	PARTNER	DOCUMENTS	BUYER T&C	BUYER DOCUMENTS	DELIVERY ADDRESS					o.
⊞	Levels		Partner Ty	pe					Approvers						10
a	1		Awarder						senagaldemo@minds;	print.org					
S	1		Evaluator						senagaldemo⊚minds;	print.org					+
G	Documents														
e,	Common Docum	ents													
ធ	Document Nar	ne								File Size(Kb)	Source	Uploaded On	Actions		
	Header.docs				100					13,176.00	Header	25-Sep-2024			
1	BuyerT&C							(i)							
G	Damanda						Are	You Sure want to	Continue						
េ	Remarks								CANCEL	OKAY					
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	Document Nar	ne			File Size(KI	ь)			Uploaded (On		Actions			
								No Data	Found						
	Delivery Addre	ss													
	Plant Name														
	4601 - Olam S	ienegal Wheat													
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													Cancel	Release	6
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2	Dashboord RFC	Dashboard										SNI	10		Q

2			5N1	V RFQ Released Successfully	٩
₽		PR Contained		PO followindged Di 10	0
					ų,

RFQ approval Process initiated.

The Business can maintain customized RFQ Approval Criteria based on **Plant**, **Purchase Organization**, Material Category, and RFQ Value.

The RFQ Approver will receive and email detailing the RFQ item level information and Mail CC marked to the RFQ creator.

1.2 Direct RFQ creation

Pro Con also offers a provision to create Direct RFQ without the need for an SAP PR. The RFQ creator can enter Account Assignment details at Item level

and generate the RFQ.

2	Dashboard	I / RFQ Dashboard									Θ	Q
E	F Totol RFO Diratted		fted	PR C 66	onsumed	Direction 10 Particular 10	Direct RFQ 48		B	PO Acknowledged	0 <u>.</u>	
ତ	RFQ List									<	🛃 🧪 CREATE NEW	_
េ		Rfq Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status	+
		RFQ09006109	PR	Service	XOF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	« Respond	
E,		RFQ09006105	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft	
G		RFQ09006104	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release	
		RFQ09006103	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	H Draft	
6		RFQ09006100	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	🧔 Award	
G		RFQ09006097	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release	
n.		RFQ09006096	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	H Draft	
		RFQ09006094	DIRECT	Asset	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	27-Sep-2024	💾 Draft	
		RFQ09006089	PR	Sourcing	NGN	24-Sep-2024	Mohd	25-Sep-2024	26-Sep-2024	28-Sep-2024	E Draft	
		RFQ09006088	PR	Sourcing	XOF	24-Sep-2024	Mohd	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft	
		RFQ09006084	PR	Sourcing	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	28-Sep-2024	G Release	
		RFQ09006082	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	G Release	
		RFQ09006081	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	💾 Draft	
		RFQ09006078	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	25-Sep-2024	27-Sep-2024	H Draft	
		RFQ09006069	PR	Asset	XAF	23-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	≡, Evaluate	
	Rows per	page: 25 +								1 – 25 of 114	< > >	
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Click on *Create RFQ* in the RFQ dashboard.

2	Dashboard / RFQ Dashboard / Creation				8	Q
₽	General Data	\leftrightarrow	Item List Q III	M 🛈	≁	•
	RFQ Mode *	_	🕀 ADD ITEMS 🖷 VENDORS 🗖 SYSTEM CRITERIA 🙎 EVALUATION 🚆 PARTNERS 📔 DOCUMENTS 🕴 MORE			-
ଁ	Search					
G	Select		No Data Found			+
E.	Dr Dr PR Reference RFQ					
ີ. ເລ	Import Procurement					
B	Currency	•				
	Purchase Organization *					
•	SN01 - Wheat Purch. Org.	*				
۵	Purchase Group *					
	S01 - Senegal Wheat	*				
	Delivery Date *					
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	25-Sep-2024 -	۲				
	Evaluation Date					
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	Awarding Date			Cancel Sa	ve	र्छ्उ

Select *Direct PR* under *Mode of RFQ*.

2	Dashboard / RFQ Dashboard / Creation		i	8	Q
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	RFQ Mode *	↔ add items 🏧 vendors 🗖 system criteria 🔮 evaluation 🗮 partners 🚼 documents 🗄 more			1
ø	Direct RFG				_
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	Deadline Date *				
	Deadline Date				
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	25-Sep-2024 -				
	Evaluation Date *				
	From Date - To Date				
	Awardina Date *		Cancel	ave	63

Select *RFQ* document type as per requirement. Corresponding to SAP PRs, Direct RFQ can also be created for *Asset, Service* and *Sourcing* procurements.

Dashboara / RFQ Dashboara /	RFQ09006128			1 😝	a
General Data		Item List	0. III 🗠	· • *	
RFQ Mode *					
Direct RFQ	-	🕑 ADD ITEMS 🥅 VENDORS 🛄 SYSTEM CRITERIA 🙎 EVALUATION 🖹 PARTNERS 📄 DOCUMENTS 🚦 MORE			R.
Description		Item MaterialCade MaterialDescription Plant PurchaseOrganization MaterialCategory DeliveryDate	Availability	Actions	
Enter Description		No Data Found			+
Document Type *	Max 250 Characters				
Sourcing	*				
Currency *					
XOF - CFA Franc BCEAO	*				
Purchase Organization *					
SN01 - Wheat Purch. Org.	*				
Purchase Group *					
S01 - Senegal Wheat					
Delivery Date *					
26-Sep-2024	5				
Deadline Date *					
25-Sep-2024	۲				
Validity Period *					
25-Sep-2024 - 25-Sep-2024	۲				
Evaluation Date *			£		
0.0 0 0001 00 0 0001	1				

Enter all the mandatory fields indicated with asterisk symbol (*) and Go to NEXT tab.

Click on **Add Items**.



2	Dashboard / RFQ Dashboard / RFQ09006128		Add Items				
Ð	General Data B DRAFT (Item List	Item Number	Plant *		0	
= () () () () () () () () () () () () ()	HTG Mode * Direct RFG Description Enter Description Document Type * Sourchg Cumency *	ADD ITEMS To VENDORS SYSTEM CRITERIA & EVA MaterialCade MaterialDescription	10 Short Text * Short Text * Moterial * Moterial Group * Material Group *	4601 - Olan Senegal Wheat • Material Category • Material Category • Material Category • Material Description Material Description Order Quantity • Order Quantity •		i	
e e	XOF - CFA France SCEAO + Purchase Organization * SN01 - Wheat Purch. Org. + Purchase Group * S01 - Senegal Wheat + Delivery Date * 26-Sep-2024		Additional Fields Account Assignment Account Assignment Purchase Org * SN01 - Wheat Purch, Org. Internal Order	Cast Centre Cost Centre Cost Centre Cl. Account Cl. Account	^		
	Deadline Date * 25-Sep-2024 Validity Period * 25-Sep-2024 Evaluation Date * 25-Sep-2024 Averation Date *		Internal Order -	Concel Ad	Id	\$\$ \$	

Maintain all the mandatory fields as below:

Short Text - This field is required for manual entry in case a Consumables item (without SAP material code) is to be selected for RFQ. Alternatively, if the Buyer Selects Material code from the drop down under **Material Code** field, the Material Short text can be left blank.

Plant Code – Drop down field.

Material Category – Drop down field.

Material Code – Drop down field.

Material Description – Auto populated based on Material Code selection.

Material Group – Drop down field / Auto populated based on Material Code selection.

Order Quantity – Manual Entry field.

Unit of measure – Drop down field / Auto populated based on Material Code selection.

Account Assignment – K: Cost Center. F: Internal Order



Cost Center Code – Drop down field for Consumables material / NO Entry Field in case SAP Stock Material code is previously selected.

GL Account – Drop down field for Consumables material / NO Entry Field in case SAP Stock Material code is previously selected.

2	Dashboard / RFQ Dashboard / RFQ	209006128										8	Q
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ø	Description			Item 10	MaterialCode	MaterialDescription	MaterialCategory	DeliveryDate	OrderQuantity	UnitOfMeasure MT - Metric Ton	Availability	Actions	_
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	Evaluation Date												
	25-Sep-2024 - 25-Sep-2024		Relea	e							c	ancel Save	ŝ

The entered item-level information is saved under Item tab. The Buyer can similarly add multiple line items to the RFQ.

In the following sections-

Vendors > System Criteria > Evaluation > Partners > Document > Questions > Delivery Location > Buyer T&C > Preview

Follow the same steps to fill in the following Tabs as detailed under Error! Reference source not found.

1.3 RFQ for Service

The Initial steps are similar to create RFQ section, In general data, document ype **select service**

7	Dashboard / RFQ Dashboard / RFQ10006	6634							NG12 - Crown Floor Mill,G 👻 👋	Olam Agri 🙁
₽	General Data		Quic	k Edit					Car	ncel Save
ē	RFQ Mode *		Service	e Main Item 1/5					< 1 of 5 > [1 4 12
	PR Reference RFQ	×			Service Description	Plant	Delivery Date	Category		
\otimes	Description			≡ Item No:10	AC Servicing	2701 - CAM Whe	24-10-2024	-		
ß	Service			_	Cost Center CM10100405	GL Account 625037 - Securit	Account Assignment K			
	Document Type *	Max 250 Characters								hide Details
Ð	Service	Ť	Service	Item List					< ⊕ ±	⊕ Add New
ß	Currency *			Sub Line Item	Service Description	Service Quantity	UOM	Cost Centre	Code GL Account	
	XAF - CFA Franc BEAC	×		10	AC Servicing	10	EA	✓ WHEAT AD	MIN 👻 Security Expenses	
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1	Purchase Group *									
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	23-Oct-2024 - 23-Oct-2024		Hows pe	r page: 25 *					1-5015 < <	2 21
	Category *		Releas						C	ancel Save

Similarly, In the following sections-

Vendors > System Criteria > Evaluation > Partners > Document > Questions > Delivery Location > Buyer T&C > Preview

Follow the same steps to fill in the following Tabs as detailed under **Error! Reference source not found.**

1.4 RFQ for Asset

RFQ for asset remains the same as RFQ for sourcing.

Follow the same steps to fill in the following Tabs as detailed under **Error! Reference source not found.**



PROCON User Manual

Step by Step Guide for Vendor Response

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	22-Sep-2024	VR module user manual created
V2	24-Oct-2024	New functionalities added

Contents

1.	RFQ VENDOR RESPONSE PROCESS	4
	General Data	5
1	ltem	5
	Questions	8
	Requested Document	9
	Buyer T&C	9
	Vendor T&C	10
	Delivery Address	10
	Preview	11
2.	Renegotiated Vendor Response	13
3.	Asset Case Vendor Response	15
4.	Service Case Vendor Response	15
5.	Import Case Vendor Response	17
1. RFQ VENDOR RESPONSE PROCESS

	Proce	n	
	Username or Email		
	username@domain.com		
	Password		
	password	<i>B</i>	
		Forgot Password?	
	LOGIN		
	OR		
	NCP SSO		
	Terms & Conditions - Prive	icy Policy	
lindsprint All Rights Reserved			

Log-in to Pro Con through Vendor Credentials.

2	Dashboa	rd / Vendor Dashb	oard								8
e	₽	F Total RFQ 85 Initiated 32			Responded 8 2 2			(7	Re-Negotlated 7 Awarded 26		
1	RFQ Det	tails								a	
		Rfq Number	RFQ Description	Product Description	Туре	GrossOrdervalue	Respond	ValidityPeriod End	Delivery Date	DeadLine Date	Status
		RFQ09006142	Demo		SOURCING	\$0	0/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	G Release
		RFQ09006134	test		SERVICE	\$3,520	64/64	26-Sep-2024	27-Sep-2024	26-Sep-2024	« Respond
		RFQ09006128			SOURCING	\$0	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
		RFQ09006112			SOURCING	\$0	0/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
		RFQ09006120	test		SOURCING	\$0	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
		RFQ09006115	test		SOURCENG	\$5,500	5/5	25-Sep-2024	26-Sep-2024	25-Sep-2024	≂, Evaluate
		RFQ09006114			SERVICE	\$15,812	2/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	Kespond
		RFQ09006110	test		SOURCING RE-NEGOTIATED	\$72	8/8		26-Sep-2024	25-Sep-2024	=, Evaluate
		RFQ09006109	test		SERVICE	\$110	2/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	Kespond
		RFQ09006104	test		SERVICE	\$0	0/2	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
		RFQ09006100	Deliver on time		SOURCING	\$944,000	3/3	29-Oct-2024	31-Oct-2024	24-Sep-2024	Award
		RFQ09006097	Please Deliver on time		SOURCING	\$0	0/12	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
		RFQ09005622	Vendor Response		SOURCING	\$6,000,000	5/5	04-Oct-2024	15-Oct-2024	24-Sep-2024	≕, Evaluate
		RFQ09006084			SOURCENO	\$0	0/1	30-Sep-2024	30-Sep-2024	24-Sep-2024	G Release
		RFQ09006082	test		SOURCENG	\$264	24/24	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
		RFQ09006069			ASSET	\$1,416	3/3	30-Sep-2024	30-Sep-2024	24-Sep-2024	R↓ Evaluate
	Rows pe	pE000006066				\$1 208 000	9/9		9/.=\$ <u>on=</u> 909/.	27-500-2027. 1 - 25 of 85	< > > > > > > > > > > > > > > > > > > >

The RFQs awaiting Vendor response will be listed under this Vendor dashboard.

Click on the RFQ to respond.

<u>General Data</u>

2	Dashboard / Vendor Dashboard / RFQ09006142			8
臣 한	General Data G RELEASE	Item List Overall Value XOF 11,800.00	a 🗉 🖸 🕁	٩
≁	Type Sourcing	📰 CONDITIONS 🥥 QUESTIONS 🔮 DOCUMENTS 📄 BUYER T&C 📄 VENDOR T&C 🚦 MORE	/ Qu	lick Edit
	Proposed Payment Terms	ItemNo Material Code Material Description Plant xValue PriceValidityEndDate NetOrderPrice	GrossOrdervalue Act	dons
	Z007 - 21 days from Date of Invoice Control C	10 100000011559 RUSSIAN MILLING WHEAT 12.5% 4601 - Olam Senegal Wheat 00.00 10,000.00	11,800.00	2
	Select Pri 2007 21 days from Date of Involce			
	A 2006 A 30 days from Date of Invoice 2003 Pri 7 days from date of Invoice 2005 Currency XOF - CFA Franc BCEAO Deadline Date 26-Sep-2024			
	Description Demo			
		Co	incel Save as Draft	Release

In this tab, the Vendor can propose **Payment terms, Inco terms & Currency** as desired, from a drop-down menu. The Buyer set inputs will be auto populated in these fields and changeable by the Vendor.

Ite	<u>m</u>										
2	Dashboard / Vendor Dashboard / RFG	209006142									9
	General Data 🧳		Item List	Overall Value 🗙	DF 0.00					a 🗉 🖸	± ↔
<u>≯</u>	Type Sourcing		📰 conditions 🥥 questions 🥥 documents 📳 buyer tac 📄 vendor tac 🗄 More								🖉 Quick Edit
	Proposed Payment Terms		ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
	- Acutal Poyment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms - Actual Inco Terms CFR - Costs and freight Proposed Currency - Currency XOF - CFA Franc BCEAO Deadine Date 26-Sep-2024 Description Demo		10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4401 - Olam Senegal Wheat	27-Sep-2024		100.00	MT - Metric Ton	
									Cancel	Save as Draf	Release
									Cancer	Save as brai	Karadse

Item-level information is displayed in this tab.

Documents attached by the Buyer can be viewed by clicking on the **Document** icon as highlighted above in yellow.



Click *Quick Edit* button to quote the price for each item.

2	Dashboard / Vendor Dashboard / RF	FQ09006142									Θ
<table-cell></table-cell>	General Data 🧪		Item List	Overall Value XC	DF 0.00					a III 🖻	i 🕆 👁
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	Proposed Payment Terms		ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
	- Acutal Payment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms - Actual Inco Terms CFR - Costs and freight Proposed Currency - Currency XOF - CFA Franc BCEAO Description Demo		10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4401 - Olam Senegal Wheat	27-Sep-2024		100.00	MT - Metric Tor	
									Cancel	Save as Dra	ft Release

Enter the mandatory fields i.e., **Deliverable Date, Unit Price, Deliverable Quantity & Price validity**, and click on *Save*. If you do not want to change the deliverable date, or deliverable quantity or Tax Code for each item then you can use the tick boxes in the top to add it every item level. (*Highlighted in Yellow*)

2	Dashboard / Vendor Dashboard / RF	Q09006142										8
ŝ	General Data 🧪		ltem List	Overall Value XC	PF 0.00					۹ 🖽		↓ ④
⋟	Type Sourcing		Quick	Edit	Deliverable Date (Requested Quantity	Ταχ	*			Cancel	Save
	Proposed Payment Terms -		ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	()	Requested Qty	A 10U	ctions
	Acutal Payment Terms 2007 - 21 days from Date of Involce Proposed Inco Terms - Actual Inco Terms CFR - Costs and freight Proposed Currency - Currency XOF - CFA Franc BCEAO Deadline Date 26-Sep-2024 Description Demo		10	1000001559	RUSSIAN PILLING WHEAT 1258	4601 - Olam Senegal Wheat	27-Sep-2004			100.00	MI	EF.
										Cancel Save o	s Draft	Release

You can also use the **Action button** \blacksquare (Highlighted in red) to add everything differently on the Item Levels.

2	Dashboard / Vendor Dashboard / RFQ09006142			Net Order Price:			×
<table-cell></table-cell>	General Data 🧳 🛛 🕞 RELEASE	Item List Overall Value	XOE 0.00	Item # : 10			I< < 1 of 1 > >I
₽ ▶	General Data	Item List Overall Value Quick Edit ItemNo ItemNo Material Code 10 100000011559	XOF 0.00 Deliverable Date Rec Material Description Plant RUSSIAN MILLING WHEAT 12.5% 4601-	Item # : 10 QUOTATION QUESTIONS Material Details Material Details Material Code 100000011559 Recuested Quantity 100 Order Details Deliverable Quantity Deliverable Quantity Deliverable Date * Deliverable Date Tax Tax Code Places Select Tax Conditions	DOCUMENTS Material Description RUSSIAN MILLING UGM MT - Metric Ton MT MT	Unit Price * Unit Price * Price Validity Price Validity Dice Validity Tax Amount Tax Amount	IC C 1 of 1 > >I
				Scale Price			+ Add Details ^
							Cancel Save

Item-level Quote is displayed as above. The *Overall Quotation price* gets calculated based on Item wise inputs by Vendor.

You can also add all the details in a excel format by downloading \checkmark	the RFQ in excel
format and then filling it and uploading 🌰 it back to portal.	



Questions

2	Dashboard / Vendor Dashboard / RFQ09006142	Questions	×
ண்	General Data 🧨 🛛 😋 RELEASE	1) Is It ISO certified?	•
≁	Type Sourcing	2) Source Location of Product	
	Proposed Payment Terms =	ItemNo Material Code Material Description Plant	
	Acutol Payment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms - CRF - Costs and freight Proposed Currency - Currency XOF - CFA Franc BCEAO Deadline Date 26-Sep-2024 Description Demo	10 10000001599 RUSSIAN MILLING WHEAT 12.5% 4601 - Olem Senegel	charecters limit 400
		Con	;el Save

In the Question tab, questions posed by the Buyer will be displayed. The Vendor can answer these questions as desired. If Buyer mentioned the question as mandatory to be answered, if not answered it will throw an error message.

Requested Document

💿 Open		×	Documents	×
\leftarrow \rightarrow \checkmark \uparrow \frown \land Desktop \rightarrow Test	✓ C Search Test	م	Buyer Documents*	^
Organize • New folder	≣ •			
> Desktop Name	Status	Date modifi Plant	Headerd	
> 📑 Documents 🔯 Header	\odot	13-08-2024 T 12.5% 4601 - Olam Senegal	26-Sep-2024	
> 📜 Download(All f 🔤 Item Level	\odot	13-08-2024	Requested Documents*	^
> 🔛 Microsoft Tean	\odot	20-06-2024	Test *	
> 🔁 Mindsprint				
> 🔀 Pictures			Drag & Drop or Browse Labels.all	lowed_filesize
> Presentation			Other Documents	~
> 🔁 Pro_con AP				
> 📁 Procon Testing				
File <u>n</u> ame: Testing	~ Custom Files	~		
	Qpen	Cancel		
			Can	cel Save

In this screen Vendor can view what documents Buyer has asked for and can upload the same. If it is mandatory, then it will show it as an asterisk (*).

Buyer T&C 2 Dashboard / Vendor Dashboard / RFQ09006142 Buyer Terms & Conditions × General Data 🖉 G RELEASE 🕂 Item List Overall Value XOF 23,600.00 Terms and Conditions 👩 Remark Type Sourcing ≁ CONDITIONS OUESTIONS ODCUMENTS BUYER T&C VE ItemNo Material Code Material Description Plant 10 100000011559 RUSSIAN MILLING WHEAT 12.5% 4601 - Olam Senegal Proposed Payment Terms Agree the Terms & Conditions. * Acutal Payment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms Actual Inco Terms CFR - Costs and freight XOF - CFA Franc BCEAO Deadline Date 26-Sep-2024 Demo Cancel Save

Under Buyer T&C Tab, the Vendor can view the Buyer *Remarks* and *T&C* documents attached by the buyer during RFQ creation.

Vendor T&C

2	Dashboard / Vendor Dashboard / RFQ09006142	Vendor Terms & Conditions	×
臣	General Data 🥒 🛛 🕞 RELEASE 🤘	Item List Overall Value XOF 23,600.00	
≁	Type Sourcing	CONDITIONS OUESTIONS ODCUMENTS BUYER TAC	
	Proposed Payment Terms -	ItemNo Material Code Material Description Plant 10 100000011559 RUSSIAN MILLING WHEAT 12.5% 4601 - Olom Senegal	"Max charecters limit 1000
	Acutal Payment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms -	▲ Drag & Drop or Browse	docx, pdf, xixs, txt - Max 5MB
	Actual Inco Terms CFR - Costs and freight		
	Proposed Currency -		
	Currency XOF - CFA Franc BCEAO		
	Deadline Date 26-Sep-2024		
	Description Demo		
			Cancel Save

In this tab, the Vendor can mention their remarks against each item. Also, upload relevant **Vendor T&C** documents to support their quotation.

Delivery Address

2	Dashboard / Vendor Dashboard / RF	FQ09006142											8
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⊁ ∠	Sourcing				DITIONS 🕑 QUE	STIONS 🥑 DOCUMENTS 🔳	BUYER T&C	тас	. MORE			Ĩ	Quick Edit
	Proposed Payment Terms		Item	No	Material Code	Material Description	Plant	×V	🖽 Delivery Address 🔢 Date	NetOrderPrice	Gross	Ordervalue	Actions
	Z007 - 21 days from Date of Invoice	-	10		100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	00.	• Preview	10,000.00	11,800.	00	₽.
	Acutal Payment Terms Z007 - 21 days from Date of Invoice												
	Proposed Inco Terms												
	CFR - Costs and freight	*											
	Actual Inco Terms CFR - Costs and freight												
	Proposed Currency												
	XOF - CFA Franc BCEAO	*											
	Currency XOF - CFA Franc BCEAO												
	Deadline Date												
	26-Sep-2024												
	Description Demo												
										Car	ncel	Save as Draft	Release

P	Dashboard / Vendor Dashboard / RFQ09006142					Delivery Address	×
ŵ	General Data G RELEASE	Item Li	t Overall Value)	(OF 11,800.00		ALL ITEMS PLANT WISE ITEM WISE	
*	Type Sourcing	-# C	ONDITIONS 🥑 QU	JESTIONS 🥑 DOCUMENTS 🔳	BUYER T&C	Plant & Delivery Address	
	Proposed Payment Terms	ItemNo	Material Code	Material Description	Plant	4601 - Olam Senegal Wheat	
	Z007 - 21 days from Date of Invoice	10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal	Address	
	2007 - 21 days from Date of Invoice Proposed Inco Terms					CLAM senegal SA Utilnes & Bureaux : Diamiladio Senegal, SN - 45762	
	CFR - Costs and freight -						
	Actual Inco Terms CFR - Costs and freight						
	Proposed Currency						
	XOF - CFA Franc BCEAO 👻						
	Currency XOF - CFA Franc BCEAO						
	Deadline Date 26-Sep-2024						
	Description Demo						

Item-wise/Plant-wise/All Items delivery locations will be displayed in this tab for Vendor to note.

<u>Pre</u>	view							
2	Dashboard / Vendor Dashboard / RFQ09006142 / Preview							8
	ITEMS CONDITIONS QUESTION BUYERS DOCUMENT VI	ENDOR DOCUMENT BUYERS T&C	VENDOR T&C DELIVERY ADDRESS					
•	Is It ISO certified?			Header	Yes/No		Yes	
~	Source Location of Product			Header	Text		Bengaluru, India	
	Buyers Document							
	Document Name				Source	File Size(Kb)	Uploaded On	Actions
	W Header.docx				Header	13176	26-Sep-2024	
	Vendor Document							
	Document Name				Source	File Size(Kb)	Uploaded On	Actions
	Testing.docx				Header	13179	26-Sep-2024	
	Buyer Terms & Conditions							
	Terms and Conditions							
	Remark							
	Vendor Terms & Conditions							
	There are no vendor terms and conditions.							
	Delivery Address							
	Plant Name 4601 - Olam Senegal Wheat							
	Address 🗸							
							Cano	el Release

When you got more and Choose Preview then in this screen, the Vendor will see the preview of all previously entered item-level information. The quoted details will be displayed for Vendor's review.

Click on *Release*.



After Vendor quoted, success message will be displayed.

After Vendor response, Email gets triggered to the Evaluator & Vendor with CC marked to the RFQ creator.

Dashboar	rd / Vendor Dashb	oard								Iam Agri
₽ ¹ 8	iotal RFQ 32	Initiate	id	Responded 8	Ō	Near Expire 2	7	Re-Negotiated Ó		Awarded
RFQ Det	ails								Q	
	Rfq Number	RFQ Description	Product Description	Туре	GrossOrdervalue	Respond	ValidityPeriod End	Delivery Date	DeadLine Date	Status
	RFQ09006142	Demo		SOURCING RE-NEGOTIATED	\$23,600	1/1		27-Sep-2024	26-Sep-2024	←* Renegotiation
	RFQ09006146	test		SERVICE	\$330	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	« Respond
	RFQ09006134	test		SERVICE	\$3,209	64/64	26-Sep-2024	27-Sep-2024	26-Sep-2024	M Respond
	RFQ09006128			SOURCING	\$O	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
	RFQ09006112			SOURCING	\$O	0/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
	RFQ09006120	test		SOURCING	\$O	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	G Release
	RFQ09006115	test		SOURCING	\$6,000	5/5	25-Sep-2024	26-Sep-2024	25-Sep-2024	≂, Evaluate
	RFQ09006114			SERVICE	\$17,110	2/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	« Respond
	RFQ09006110	test		SOURCING	\$80	8/8		26-Sep-2024	25-Sep-2024	≂, Evaluate
	RFQ09006109	test		SERVICE	\$100	2/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	« Respond
	RFQ09006104	test		SERVICE	\$0	0/2	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
	RFQ09006100	Deliver on time		SOURCING	\$3,776,000	3/3	29-Oct-2024	31-Oct-2024	24-Sep-2024	Award
	RFQ09006097	Please Deliver on time		SOURCING	\$98,789.6	12/12	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
	RFQ09005622	Vendor Response		SOURCING	\$5,880,000	5/5	04-Oct-2024	15-Oct-2024	24-Sep-2024	≂, Evaluate
	RFQ09006082	test		SOURCING	\$34,309.68	24/24	24-Sep-2024	25-Sep-2024	24-Sep-2024	G Release
	RFQ09006069			ASSET	\$14,160	3/3	30-Sep-2024	30-Sep-2024	24-Sep-2024	≂, Evaluate
	A4040000030			councied of accountry	\$2.004.000	7/7		2/-500-202/	27-500-202/	E. Evaluato

2. Renegotiated Vendor Response

The renegotiated RFQs will have a *re-negotiate* chip as indicated above.

Click on the Renegotiated RFQ.

2	Dashboard / Vendor Dashboard / RFQ09006142										8
<table-cell></table-cell>	General Data 🧳 RENEGOTIATION	\leftrightarrow	Item List	Overall Value X	DF 23,600.00				Show Ret	negotiation Q	
⋟	Type Sourcing		E COM	iditions 🕑 que	STIONS 🥑 DOCUMENTS 🗐	BUYER T&C E VENDOR T	&C I MORE			~ /	Quick Edit
	Proposed Payment Terms		ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
	Acutal Payment Terms 2007 - 21 days from Date of Involce Peoposed Inco Terms - CRF - Costs and freight Proposed Currency - Currency XOF - CFA Franc BCEAO Deadline Date 26-Sep - 2024 Description Demo		10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024	27-Sep-2024	100.00	MT - Metric Ton	R
											_
									Cancel	Save as Draft	Release

Only the Item selected for Renegotiation by the Buyer will be open for quoting can be seen as *Show Renegotiation*.



The *Previous Quoted price* and Buyer's *Expected price* are displayed as highlighted in Yellow with remarks from the buyer.

Enter the revised **Base price** quote and **Deliverable Date.** The **Deliverable Quantity** can also be revised by Vendor, if needed. Click on **Release.**

2	Dashboard / Vendor Dashboard / RFQ09006142								Vendor Response	ed Succe	essfully
臣	General Data 🧳 RENEGOTIATION 🔶	Item List	Overall Value 🗙	DF 14,160.00					Show Renegotiation	٩	
≁	Type Sourcing	CON	IDITIONS 🕑 QUE	STIONS 🥑 DOCUMENTS 🗐	BUYER T&C 🗐 VENDOR	атас ; ма	DRE			1	Quick Edit
	Proposed Payment Terms	ItemNo	Material Code	Material Description	Plant	Percent	TaxValue	PriceValidityEndDate	NetOrderPrice	Gross	Actions
	- Acutal Payment Terms 2007 - 21 days from Date of Invoice Proposed Inco Terms	10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Whea	at ®	2,160.00		12,000.00	14,16(R
	- Actual Inco Terms CFR - Costs and freight Proposed Currency - Currency XOF - CFA France BCEAO Deadline Date 26-Sep-2024 Description		Ę	Are you sure want to Novigat	e to Dashboard CANCEL	окач					
									Cancel Save as	Draft	Release

The fulfilment status shows as *vendor responded Successfully* in the Vendor screen.

The RFQ Evaluator gets an email update on the renegotiated quotes.

3. Asset Case Vendor Response

In case of an Asset type RFQ the changes in VR are as follows-

₹ 10	otal RFQ DO	F 41	**	Responded 22		Near Expire		Re-Negotiated ♀	0 1 1	warded 0
RFQ Deto	ails								Q	
	RFQ Number	RFQ Description	Product Description	Туре	Gross Price	Respond	Validity Period End	Delivery Date	Dead Line Date	Status
	REGIUUU626U	venaor kesponse		SOURCING	XAF 2060000.00	3/3	13-UCT-2U24	31-UCT-2U24	U3-UCT-2U24	=v Evaluate
	RFQ09006131	Vendor Response		SOURCING	XAF 1793865.00	3/3	06-Oct-2024	31-Oct-2024	26-Sep-2024	🦔 Respond
	RFQ09006145	Vendor Response		SOURCING	NGN 13117500.00	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	G Release
	RFQ09005925	Vendor Response		SOURCING	NGN 0.00	0/2	18-Sep-2024	19-Sep-2024	18-Sep-2024	G Release
	RFQ09005704	Vendor Response		SOURCING	XAF 400000.00	4/4	20-Sep-2024	30-Sep-2024	10-Sep-2024	K Respond
	RFQ09005827	Vendor Response		ASSET	XOF 35775.00	1/1	13-Sep-2024	14-Sep-2024	13-Sep-2024	« Respond
	RFQ09005825	Vendor Response		SERVICE	XOF 23850.00	1/1	13-Sep-2024	14-Sep-2024	13-Sep-2024	« Respond
	RFQ09005820	Vendor Response		SOURCING	XOF 38160.00	2/2	13-Sep-2024	14-Sep-2024	13-Sep-2024	« Respond
	RFQ09005792	Vendor Response			NGN 0.00	0/1	12-Sep-2024	13-Sep-2024	12-Sep-2024	G Release
	RFQ09005530	Vendor Response		ASSET	XAF 218325.00	2/2	12-Sep-2024	28-Sep-2024	02-Sep-2024	≂, Evaluate
	RFQ09005789	Vendor Response			XAF 0.00	0/1	12-Sep-2024	13-Sep-2024	12-Sep-2024	G Release
	RFQ09005790	Vendor Response			XOF 0.00	0/2	12-Sep-2024	13-Sep-2024	12-Sep-2024	G Release
	RFQ09005787	Vendor Response			XOF 0.00	0/1	12-Sep-2024	13-Sep-2024	12-Sep-2024	G Release
	RFQ09005655	Vendor Response		SOURCING	XOF 0.00	0/1	10-Sep-2024	11-Sep-2024	10-Sep-2024	G Release
	RFQ09005707	Vendor Response		ASSET	XAF 600000.00	6/6	20-Sep-2024	28-Sep-2024	10-Sep-2024	Kespond
	RFQ09005706	Vendor Response		SERVICE	XAF 130000.00	8/8	20-Sep-2024	27-Sep-2024	10-Sep-2024	Kespond
	RFQ03003653	Vendor Response		SOURCING	XAF 216000.00	3/3	29-Mar-2024	31-Mar-2024	19-Mar-2024	Award

The Chip for asset RFQ will be showing *Asset (highlighted in Yellow)*.

The rest of the vendor response process is the same as Material. Follow the same steps to fill in the following Tabs as detailed under **RFQ VENDOR RESPONSE PROCESS** (Material/Sourcing Case) & Renegotiated Vendor Response.

4. Service Case Vendor Response

In case of a Service type RFQ the changes in VR are as follows-

Dashboar	rd / Vendor Dashboa	rd								
F 10	Total RFQ 101	Initiated 42		Responded 22		Near Expire	(Re-Negotiated	Ø 10	varded
RFQ Det	ails								Q	
	RFQ Number	RFQ Description	Product Description	Туре	Gross Price	Respond	Validity Period End	Delivery Date	Dead Line Date	Status
	RFQ10006655	Service		SERVICE	XAF 0.00	0/2	24-Oct-2024	25-Oct-2024	24-Oct-2024	G Release
	RFQ10006626	Sourcing / Material		SOURCING	XAF 100000.00	10/10	24-Oct-2024	25-Oct-2024	24-Oct-2024	≂, Evaluate
	RFQ10006614	test		SOURCING	XAF 10900.00	2/2	22-Oct-2024	23-Oct-2024	22-Oct-2024	=> Evaluate
	RFQ10006471	Quality should be Good		SOURCING	XAF 465075.00	3/3	26-Oct-2024	31-Oct-2024	16-Oct-2024	≂, Evaluate
	RFQ10006496			SERVICE	XAF 2000.00	1/1	25-Oct-2024	25-Oct-2024	15-Oct-2024	G Release
	RFQ10006469			SOURCING	XAF 0.00	0/1	14-Oct-2024	15-Oct-2024	14-Oct-2024	G Release
	RFQ10006467			SOURCING	XAF 0.00	0/2	14-Oct-2024	15-Oct-2024	14-Oct-2024	G Release
	RFQ10006466	Direct - Sourcing		SOURCING	NGN 1900000.00	2/2	14-Oct-2024	15-Oct-2024	14-Oct-2024	« Respond
	RFQ10006263			SOURCING	XAF 0.00	0/1	03-Oct-2024	05-Oct-2024	03-Oct-2024	G Release
	RFQ10006260	Vendor Response		SOURCING	XAF 2060000.00	3/3	13-Oct-2024	31-Oct-2024	03-Oct-2024	≂, Evaluate
	RFQ09006131	Vendor Response		SOURCING	XAF 1793865.00	3/3	06-Oct-2024	31-Oct-2024	26-Sep-2024	🦇 Respond
	RFQ09006145	Vendor Response		SOURCING	NGN 13117500.00	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	G Release
	RFQ09005925	Vendor Response		SOURCING	NGN 0.00	0/2	18-Sep-2024	19-Sep-2024	18-Sep-2024	G Release
	RFQ09005704	Vendor Response		SOURCING	XAF 400000.00	4/4	20-Sep-2024	30-Sep-2024	10-Sep-2024	🦇 Respond
	RFQ09005827	Vendor Response		ASSET	XOF 35775.00	1/1	13-Sep-2024	14-Sep-2024	13-Sep-2024	« Respond
	RFQ09005825	Vendor Response		SERVICE	XOF 23850.00	1/1	13-Sep-2024	14-Sep-2024	13-Sep-2024	« Respond
_	DECOGOOSROO	Vondor Decoorco		CONTRACTOR NO.	YOF 38160 00	3/3	17-500-2027	1/.=\$00=202/.	17_Son_202/.	M Despand



2	Dashboard / Vendor Dashboard / Rf	Q10006655												В <u>В</u>
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e,	Type Service			Service Main	ltem 1/2								< 1 of 2 > 🗄	1 ⊻ ⊠
*	Proposed Payment Terms 2007 - 21 days from Date of Invoice			≡ Item	No : 10	Service US HAR	Description RD RED WINTER W	Gross Pric	e -	Plant 2701 - CAM V	Vheat Mil	Delivery Date 25-10-2024		Show Details
	Acutal Payment Terms Z007 - 21 days from Date of Invoice			Item List									م	
	Proposed Inco Terms CER - Costs and freight			Sub Line Item	Service Desci	iption	Service Quantity	UOM	Target Quantity	Unit Price	Net Order Price	e Expected Price	Previous Price	Remarks
	Actual Inco Terms CER - Costs and freight			10 20	Service 1.1 Service 1.2		100	EA						
	Proposed Currency													
	Currency													
	Deadline Date													
	Description													
	Service													
				Rows per page:	25 👻							1 – 2 of 2		
												Cance	I Save as Draft	Release

The chip will be showing *Service* for the Service Type RFQs.

The Item Level details are shown in a table format for *each Service Main Line item* with its own sub service line items in the down. *(Highlighted in Yellow)*

Also, the action button is only shown in the main item level. (Highlighted in Red)

Dashboard / Vendor Dashboard / RFQ10006655											8
Service List Items	×	CONDITI	ONS 🔮 QUE	STION 🔮 DOCUM	ENTS 🗐 BUYER T	&C 🗐 VENDOR T	SC : MORE			0	Quick Edit
Enter keyword to search	۹	Service Main I	tem 1/2							< 1 of 2 >	1 4 12
Item No : 10 US HARD RED WINTER WHEAT		Eltem	No : 10	Service Description US HARD RED WIN	Gross Pri TER W	Ce	Plant 2701 - CAM V	Wheat Mil	Delivery Date 25-10-2024		Show Details
Item No : 20 RUSSIAN MILLING WHEAT 12.5%		Item List								م	
		Sub Line Item	Service Descrip	ption Service Q	uantity UOM	Target Quantity	Unit Price	Net Order Price	e Expected Price	Previous Price	Remarks
		20	Service 1.1	100	EA						
		20	0011100 1.2	100							
		Rows per page:	25 👻						1 – 2 of 2	I< <	> >
									Cancel	Save as Draft	Release
	Dashboard / Vendor Dashboard / RFQ10006655 Service List Items Enter kayword to search Item No : 10 US HARO RED WINTER WHEAT Item No : 20 RUSSIAN MILLING WHEAT 12.5%	Dashboard / Vendor Dashboard / RFQ10006655 Service List Items	Service List Items Image: Condition of the sector of t	Service List Items Enter keyword to search Utem No: 10 USSIAN MILLING WHEAT 12.5% Russian MILLING WHEAT 12.5% Sub Line Item Service 12 Rows per page: 25	Service List Items Current list items Current list item No: 10 US HARD RED WINTER WHEAT Item No: 20 RUSSIAN MILLING WHEAT 12.5% Service Main Item No: 10 Service Description Service Quite 11 100 20 Service 1.2 100 Rows per page: 25 Current list list list list list list list lis	Service List Items Inter kaywed to search Us HARD RED WINTER WHEAT Us SIAN MILLING WHEAT 12.5% Service Description Rows per poge: 25	Service List Items C Entre leyward to sanch C US HARD RED WINTER WHEAT US HARD RED WINTER WHEAT TERN 0: 20 RUSSAM MILLING WHEAT 12.5% Sub Line Item Service Description Service 1.1 100 Service 1.2 100 EA 20 Service 1.2 100 Russam Milling with an 12 Service Description Service Description Service Description Service 1.1 100 EA Service 1.2 100 EA Service 1.2 100 EA	Service List Items	Service List Items Enter layend to search With NO RED WITTER WHEAT Burster 12	Deshboord / PFG10000055	Service List Items CONDITIONS © DOCUMENTS I BUYER TEC I VINDO TEC I MORE Service List Item II: Image: Conditions © DOCUMENTS I BUYER TEC I VINDO TEC I MORE Item No: 10 US MARD RED WIFER WIFER Service Addition II: Image: Conditions I ise Vindo Red Winter III: Image: Conditions I ise Vindo Red Winter III:

If the user clicks on the 3bars (*Highlighted in Red*), then the full list of Main line items is also shown in the left (*Highlighted in Yellow*). Users can also use the Arrow buttons (*Highlighted in Green*) to toggle between main line items.



2	Dashboard / Vendor Dashboard / RFQ10006655												8
년 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문	Service List Items	×	TR CONDITIO	DNS 🕑 QUES	stion 🥑 d	DCUMENTS 🗐	BUYER T&	C 🗐 VENDOR T&C	MORE			4	🖉 Quick Edit
e,	Enter keyword to search	Q	Service Main I	tem 1/2								< 1 of 2 > [à ≁ ¤
*	Item No : 10 US HARD RED WINTER WHEAT		≡ Item	No : 10	Service Descrip US HARD REI Deliverable Do	otion D WINTER W te	Gross Pric	ntage	Plant 2701 - CAM W Tax	liheat Mil	Delivery Date 25-10-2024	ſ	
	RUSSIAN MILLING WHEAT 12.5%		ltem List									م	
			Sub Line Item	Service Descrip	otion Ser	vice Quantity	UOM	Target Quantity	Unit Price	Net Order Price	Expected Price	Previous Price	Remarks
			10	Service 1.1	100		EA						
			Rows per page:	25 -							1 – 2 of 2		\rightarrow \rightarrow
											Cancel	Save as Draft	Release

The *show details/hide details* buttons *(highlighted in Yellow)* can be used to see the deliverable date, tax percentage & tax code, all of which can be edited via Quick edit button.

The rest of the vendor response process is the same as Material. Follow the same steps to fill in the following Tabs as detailed under RFQ VENDOR RESPONSE PROCESS (Material/Sourcing Case) & Renegotiated Vendor Response.

5. Import Case Vendor Response

2	Dashboar	d / Vendor Dashboa	rd								8
ee E	. ₽ 15	otal RFQ ?	Initiat 8	ed	Responded 4		C Near Expire			O Awa	ırded
4	RFQ Deto	ails								Q	
1		RFQ Number	RFQ Description	Product Description	Туре	Gross Price	Respond	Validity Period End	Delivery Date	Dead Line Date	Status
		RFQ10006654	Import	CFM Purchase Org	SOURCING IMPORT	NGN 0.00	0/1	24-Oct-2024	25-Oct-2024	24-Oct-2024	G Release
		RFQ10006528		CFM Purchase Org	SOURCING IMPORT	NGN 3000.00	3/3	30-Oct-2024	30-Oct-2024	18-Oct-2024	G Release
		RFQ09006172		CFM Purchase Org	SOURCING IMPORT	USD 43000.00	2/2	28-Sep-2024	30-Sep-2024	28-Sep-2024	K Respond
		RFQ04004495	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 680.00	5/5	06-May-2024	28-Sep-2024	26-Apr-2024	Award
		RFQ07005134	Vendor Response	CFM Purchase Org	SOURCING INPORT	USD 300.00	3/3	14-Jul-2024	25-Jul-2024	04-Jul-2024	Award
		RFQ09006102		CFM Purchase Org	SOURCING IMPORT	NGN 28975.00	3/3	24-Sep-2024	26-Sep-2024	24-Sep-2024	« Respond
		RFQ09005968		CFM Purchase Org	SOURCING IMPORT	USD 1470.00	3/3	20-Sep-2024	21-Sep-2024	20-Sep-2024	Kespond
		RFQ09005643	Vendor Response	CFM Purchase Org	SOURCING IMPORT	EUR 11999775.00	2/2	21-Sep-2024	28-Sep-2024	11-Sep-2024	« Respond
		RFQ07005135	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 300.00	3/3	15-Jul-2024	26-Jul-2024	05-Jul-2024	Award
		RFQ07005132	Vendor Response	CFM Purchase Org	SOURCING IMPORT	NGN 0.00	0/3	14-Jul-2024	31-Jul-2024	04-Jul-2024	G Release
		RFQ06005104	Vendor Response	CFM Purchase Org	SOURCING IMPORT	NGN 0.00	0/1	08-Jul-2024	27-Jul-2024	28-Jun-2024	G Release
		RFQ06004698	Vendor Response	CFM Purchase Org	ASSET	NGN 0.00	0/1	14-Jun-2024	15-Jun-2024	14-Jun-2024	G Release
		RFQ05004514	Vendor Response	CFM Purchase Org	SOURCING INPORT	USD 250.00	1/1	12-May-2024	22-May-2024	02-May-2024	Award
		REQ04004494	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 0.00	0/20	06-May-2024	16-May-2024	26-Apr-2024	G Release
		REQ04004470	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD (20.00	0/3	05 May 2024	16-May-2024	26-Apr-2024	C Release
		REGU4004466	Vendor Response	Crim Purchase Org	SOURCING IMPORT	USD 420.00	3/3	05-May-2024	10-May-2024	25-Apr-2024	Award
	Rows per	page: 25 👻		- Jackstepare L 178					100-000-010	1 – 19 of 19 I <	< > >

In the case of Import RFQ the chip will show *import as well as sourcing/asset/service*.

The only change comes in the *condition part* (both in header level as well as in the item level) of the Vendor response.

7	Dashboard / Vendor Dashboard / RFQ	10006654		Overall Cost				×
	General Data <section-header></section-header>	© RELEASE ←	Item List Overall Value NGN 0.00	Conditions Description Gross Price Description Sub totol 1 Freight % Freight (Volue) Freight (Volue) Air Freight (volue)	Enter Volue 0 Enter Volue 0 O	*	O.OO M Totol Volue O NGN O NGN	GN A
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In the item level when the user clicks on *action button* a pop up opens where the user can add item level conditions as well as Scale price.



Scale price is nothing, but vendors can give different prices for different number of items ordered.

The rest of the vendor response process is the same as Material. Follow the same steps to fill in the following Tabs as detailed under **RFQ VENDOR RESPONSE PROCESS** (Material/Sourcing Case) & Renegotiated Vendor Response.



PROCON User Manual

Step by Step Guide for Approver (Reverse Bidding)

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	23-Oct-2024	Event Approver user manual

Contents

1.	Introduction	.4
2.	Authenication	.4
3.	Approver Dashboard	5
A	pprover dashboard features	.5
4.	Approver Summary	.7
E	vent info & Vendor rules	.7
С	ontent details	.8
V	endor details	.8

1. Introduction

Approver dashboard allows approver to get all data related to existing bidding events before creating event which includes – Event id, Event name, Event on (On which date and time event was started), Company, Purchase organization, Event created on (On which date event was created), Current status of the event.

2. <u>Authentication</u>

For existing user:

- Enter username and password
- Click on Login

or

Click on NCP SSO

	Forgot Password?
LOGIN	
OR	
NCB SSO	

Follow steps to reach on approver dashboard:

- Go to side bar
- Click on "Auction"
- Click on "Reverse Auction"
- Click on "Approver"

RFQ (
E Purchase Request	Doshbo	rd / RA Approver						NGO	- Coven Rose Mil - +
🖉 Evaluation	F	isent Approved 9/168		(a) ivent liejoctes		e vert	Progress	0	ent Closed
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		500605577	test event creation	09-0ct-2024 2:36 PM	N5/2	NŐ	N012	09-10-2024	C Evolucior Ducklos
Reverse Auction		00005565	had other confirm	09 Cer 2024 (208 PM				09 10 2024	8 Published
	flows p	e pogec 25 🔹							25 ul 168 < <
Creator	_	Î							
Approver	<u>_</u>								

Procon

 \square

Username or Email

Password

3. Approver dashboard

Dashboar	d / RA Approver						Busine	Crown Floor Mill	Output Ser
F	Event Approved 9/168		Event Rejected		C Event In 17	Progress	⊘ 0	nt Closed	Download
Event Lis	t								5
	Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status	
	E00005611	Simple flow check	11-Oct-2024 8:55 PM	NG12	NG	NG12	11-10-2024	C Evaluator Decision	Filters
	E00005610	Mindsprint Bidding	13-Oct-2024 3:00 PM	NG12	NG	NG12	10-10-2024	Yet To Approve	
	E00005609	test flow	10-Oct-2024 6:36 PM	NG12	NG	NG12	10-10-2024	C Evaluator Decision	Search
	E00005602	TestBidConsole	10-Oct-2024 4:04 AM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	
	E00005601	TestCustomColumnFix	10-Oct-2024 2:23 AM	NG12	NG	NG12	09-10-2024	Published	
	E00005597	Event L2	09-Oct-2024 8:18 PM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	
	E00005596	test bid console	09-Oct-2024 7:17 PM	NG12	NG	NG12	09-10-2024	Evaluator Decision	
	E00005594	Event - Lakshmi	09-Oct-2024 6:30 PM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	→ Event List
	E00005589	Event - 1	09-Oct-2024 5:44 PM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	
	E00005577	test event creation	09-Oct-2024 2:26 PM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	
	E00005565	test adhoc creation	09-Oct-2024 12:08 PM				09-10-2024	Ø Published	
Rows per	page: 25 👻						1-1	15 of 168 < < > >	Paginatior

Approver dashboard features

- 1. Business unit: Business unit provides authority to event approver to get event information under particular BU.
- 2. Profile: Clicking on **Profile** provides the facility to Logout as well as language selection option
- 3. Tile bar: Tile bar includes four tiles Event Approved, Evaluation rejected, Event in progress, Event Closed which provides easy access to filter events based on event tiles.
- 4. Search: Search bar helps to find event using keywords which are based on Event id, Event name, on which date and time event was started, company, purchase organization or the date event was created. Click on "Search" icon, it will expand, and approver can search.
- 5. Layout: Layout helps to select the columns approver wants to get in event list. Click on "Layout" button. It will provide access to approver to add new layout by selecting and deselecting column name and select existing layout.

- <u>Select the existing layout</u>: Click on drop down under Select layout text and select any existing layout.
- <u>Create new layout</u>: For creating new layout, Approver has to select or deselect any column by clicking check box. Click on "SAVE AS NEW LAYOUT" button and enter the layout name. To save it, click on "Save" Button. To cancel, click on "Cancel".
- <u>Update any existing layout</u>: Select any existing layout, select/ deselect column by clicking on checkbox and click on "**Update**" Button.
- <u>Apply any layout without adding new or updating existing layout</u>: Select/ deselect column by clicking on checkbox and click on "**Apply**" Button.
- 6. Filters: Filters help to find events based on approver's choice. Click on "Filters" icon. It will provide access to the approver to filter based on Company, Plant, Purchase Org (Organization), Status, Currency, Category and Creation start to end date. After choosing inputs from drop-down box, approver has to click "Apply Filters" button. Applied filter will reflect on Event list in dashboard. To clear all filters, approver can click on "Clear All" button.
- Download: Download button allows approver to download all events available on the dashboard in excel format.
- 8. Event list: Event list allows approver to get the event details. Event can be sorted by ascending or descending order by clicking column name
- 9. Pagination: Pagination segment allows approver to select the event number on a particular page, move to first page, next page, previous page or last page.

Company		Piont	
Select Company		Select Plant	
Purchase Org		Status	
Select Purchase Org	*	Select Status	
Currency		Category	
Select Currency	*	Select Cotegory	
Creation Start Date - End Date			
From Date = To Date			





4. <u>Approver summary</u>

Event info & Vendor rules

Event info and vendor rules allows Approver to get basic details related to events like event name, currency, type of event, description (if provided by creator), Event duration, Evaluation & Awarding due date, Auction extension related details, Bidding related rules for vendors,

Dashboard / RA Approver / E00	005610				NG12 - Crown Floor Mill 🛛 👻	Θ	
RA - E00005610				•	Yet to Approve	of 25 > >1	
EVENT INFO & VENDOR RULES	CONTENT DETAILS VENDOR I	DETAILS					-> Event Info
Event Info & Vendor Rules							
Event Name Mindsprint Bidding	Event Currency NGN	Event Type Direct Reverse bidding	Description	Baseline Spend	Target Savings 5.00		
Event Duration 13 Oct, 24 3:00PM - 03 Jan, 71 3:	Evaluation Due Date 05 Jan, 96	Awarding Due Date 05 Jan, 96	Auction Extended For 4	Event Extension 4	Bid Decrement 5		
Price Deviation 30	Tie Bid Settings No tie bids	VendorRank, Gap L2 Price to L1 ? Enabled, Enabled	Payment Terms 21 days from Date of Invoice	INCO Term Costs and freight			
Team Members							
 Event Creator (1) 							
User Name	Email Id		Show Vendor Identity?	Show Vendor F	Response?		Toom Mombors
srivishnu.n@mindsprint.org	srivishnu.n	§mindsprint.org	No	No			- reallinembers
 Approver (1) 							
 Evaluator (1) 							
 Awarder (1) 							
 Observer (1) 							

Payment and Incoterms. Besides that, Approver also able to get information related to team members.

Content details

Approver can see entire **Content details**, which include:

- 1. Material list Material # (Material Id), Material name, Category, Plant, Purchase Org (Purchase Organization), Company, Order Qty (Order Quantity)
- 2. Questions Question details, answer type Text, Yes/No, Date, mandatory or not, added attachment
- 3. Requirements Requirement details, added attachments
- 4. Request Docs Document details, Mandatory or not
- 5. Terms & Conditions

EVENT INFO & V	CO	NTENT DETAILS VENDOR DETAILS						
Content details	1							
Material List (3)								
						-		Material
Material #	Material Name	Category		Plant	Purchase Org	Company	Order Qty	details
30000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricant	s1	6289-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00	
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricant	51	6286-DFM Workshop-IKORODU	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00	
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricant	s1	6288-DFM Workshop- ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00	
Quantiza (7)								
Question (3)								
Question		Answer Type	Mandat	ory?	Attochmen	t		Ouestions
Question 3		Date	No		Ţ			Quotiono
Guestion 2		Yes/No	No		Ţ			
Question 1		Writeup	Yes		0			
Requirements (1)								Bequiremen
Requirements			Atta	chment				Requirement
Requirement 1			_	1				
Request Docs (2)								
Required Docume	nts			Mandatory?				Requested
Dece 2				No				documents
0				No				
Docs				Tes				
Terms & Condition	ns							
								Terms &
-							Γ	Conditions
Vendor response.x	lax.							
L								

Vendor Details

Approver can be able to get the details regarding all the vendor and get the authority to approve or reject any vendor.

Vendor Details (6)

Vendor #	Vendor Name	Location	Vendor Email ID	Vendor Status	Actions	Yet to
2009738	Infinity Tyres	Kaduna	suresh.krishna@mindsprint.org	Pending	B. B.	
1415221	GANIRAY AND BROTHERS NIG CO	EJIGBO	suresh.krishna@mindsprint.org	Approved	Ex D	/Reject
1160774	DIAMOND SUPER SACKS LIMITED	KANO	info@diamondsupersacks.com	Approved	ex e	
1415701	AY DYNAMIC ENT.	llorin	suresh.krishnai§mindsprint.org	Approved	₽. ₽	Approved
1415335	IMPERIAL PRODUCTS LTD	АРАРА	suresh.krishna@mindsprint.org	🛞 Rejected	🔒 🗈	
1415385	Tanzanite Ltd	ISOLO	suresh.krishna@mindsprint.org	Rejected	B	Rejected

Vendor Details (6)

Vendor #	Vendor Name	Location	Vendor Email ID	Vendor Status	Comments	Actions
2009738	Infinity Tyres	Kaduna	suresh.krishna&mindsprint.org	E Approved		E. D
1415701	AY DYNAMIC ENT.	llorin	suresh.krishna@mindsprint.org	E Approved		Ex D
1160774	DIAMOND SUPER SACKS LIMITED	KANO	info@diamondsupersacks.com	E Approved		Ex 🗈
1415221	GANIRAY AND BROTHERS NIG CO	EJIGBO	suresh.krishna@mindsprint.org	E Approved		e, e
1415335	IMPERIAL PRODUCTS LTD	APAPA	suresh.krishna@mindsprint.org	E Approved		e, e
1415385	Tanzanite Ltd	ISOLO	suresh.krishna@mindsprint.org	E Approved		E. D
Auto Publish	Enabled				CANCE	L REJECT APPROV

If Approver reject any vendor, then the event can't be approved. Once rejected, the event will move to creator dashboard.

If Approver approves all vendor, then click on "Approve" and get the pop-up for approving the event. Then click on "Submit" to approve the event.

Approve Event			×	<
Reason *				
Qualified Vendor				
				- sue
				NO
		CANCEL	SUBMIT	~
				~
EJIGBO	suresh.krishna@mindsprint.org			pprove

MINDSPRINT

PROCON User Manual

Step by Step Guide for Creator (Reverse Bidding)

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	23-Oct-2024	Reverse bidding creator user manual created

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C	Components of creator dashboard	Error! Bookmark not defined.
4.	Creator Dashboard	8
E	vent info	8
C	Content	11
٨	Nembers	17
5.	PR reference	Error! Bookmark not defined.
6.	Event summary	20
B	Bid console	21

1. Introduction

This user manual is to guide users on the process of performing reverse bidding – event creation activity on PROCON portal. Step by step procedure from Authentication portal to event creation include creator dashboard, creator info, content, member, summary dashboard.

2. Authentication portal

For the first time users:

- Register using Email ID.
- Email verification request will be received on registered mail id.
- Once verification is completed, user needs to authenticate this log in portal.

Username or Email
Username@domain.com
Password
password
password

COGIN

COGIN

COGIN

Terms & Conditions - Privacy Policy

PProcon

For existing user:

- Enter username and password.
- Click on Login

or

Click on NCP SSO

Follow steps to reach on creator dashboard:

- Go to side bar.
- Click on "Auction"
- Click on "Reverse Auction"
- Click on "Creator"

	P Doshbo	ard / Creator Dashb	oard					NOL	2 Crown Flaor Mill +
Procon	8	Event Created		Evolucion Decision		E Erert	t Amendaed		Event Closed
		1205		241		213			0
	S Event I	List						۰. 🖿	辞出 🕂 New Event 🔻
E Purchase Request	6	Event #	Event Nome	Event On	Company	Country	Purchase Org	Event Created On	Current Stotus
	B	F00005597	Event12	09-0et-2024 8:08 FM	NGD	NG	NEDD	09-10-2025	Published
Evaluation		EDODOSSIIS	reat laid cornele	09-0vit-2024 212 PM	NG12	NG	ND12	09-10-2026	 Published
	72 U	00005595	Event	09-Oct 2004 211 PM	NG12	NG	NC12	09.10.2024	E Drofted
		CODOMAN.	Lower Looker	00 Cut 2004 2010 PM	NC12	NO NO	NOD	09 10 2025	W Pathenier
		ADDDDV/82	lat test 225	OF COMPOSE AND IM	NGT2	NG	NOT	09-30-2026	H Dratted
		E000050#1	lot test	09-041-2024-6-15 PM	NGI2	NG	N912	09-10-2024	E Drotted
vendors		F00005540	test lot fix	OF-Oct-2005 6x8FFM	NG212	NG4	NEPTZ	09-10-2026	E Drotted
		FDGDG5589	Exect - 1	09-0et-2024 5555 PM	NGRO	NG4	NE#22	09-81-2026	Evolutor Decision
Auction ^		F00005887	test int adit	09-041-2024 5:26 PM	NG2D	NG	N019	09-30-2026	E Droffed
		E00005586	test	09-Oct-2024 5:22 PM	N912	NG	NS12	09-10-2024	El Drofted
Forward Auction 🛛 🗸	Rows p	par pagai 25 📼						1-	25 of 1205
Reverse Auction		^							
	ן ו	1							
Creator									
Approver	•								
Observer									
Obaritar									

3. Creator Dashboard

Creator dashboard allows creator to get all data related to existing bidding events before creating event which includes – Event id, Event name, Event on (On which date and time event was started), Company, Purchase organization, Event created on (On which date event was created), Current status of the event.

Dashboard	d / Creator Dash	board				(Company code	Search	Filters	Profile
F	Event Created 51		Evaluator Decision 19		Event Awar 0	ded	() System	Closed		Tile bar
Event List	t							+ New	Event 🔻	
	Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current States		
	E00005679	PR based	23-Oct-2024 4:35 PM	NG12	NG	NG12	23-10-2024	H Defted]
	E00005678	Event	23-Oct-2024 4:15 PM	NG12	NG,GH	NG12	23-10-2024	🗄 Drafted		
	E00005676	DSMMP (1)	23-Oct-2024 2:44 PM	NG12	NG	NG12	23-10-2024	Published		 Download
	E00005675	Direct SMMP (1)	23-Oct-2024 1:50 PM	NG12	NG	NG12	23-10-2024	🗄 Drafted		Layout
	E00005674	Direct - SMM (1)	23-Oct-2024 1:16 PM	NG12	NG	NG12	23-10-2024	🗄 Drafted		
	E00005673	Event - Old to New	22-Oct-2024 6:38 PM	NG12	NG	NG12	22-10-2024	C Evaluator D	ecision	
	E00005672	Event - New to Old	22-Oct-2024 6:12 PM	NG12	NG	NG12	22-10-2024	O Published		
	E00005671	Event Vendor screen check	22-Oct-2024 2:44 PM	NG12	NG	NG12	22-10-2024			Event list
	E00005670	E2E Event	21-Oct-2024 7:25 PM	NG12	NG	NG12	21-10-2024	C Evaluator D	ecision	
	E00005669	E2E Event		NG12	NG	NG12	21-10-2024	🗄 Drafted		
	E00005668	Formula	21-Oct-2024 6:37 PM	NG12	NG	NG12	21-10-2024	O Evaluator D	ecision	
_										
Rows per	page: 25 👻						1 - 25	of 51 < <	> >	Pagination

Components of creator dashboard

- <u>Company and company code</u>: Company and company code provides authority to event creator to get event related information under particular BU.
- <u>Profile</u>: Clicking on **Profile** provides the facility to Logout as well as language selection option.
- <u>Tile Bar</u>: Tile bar includes four tiles Event Created, Evaluation Decision, Event Awarded, Event Closed which provides easy access to filter events based on event tiles.
- <u>Search bar</u>: Search bar helps to find event using keywords which are based on Event id, Event name, on which date and time event was started, company, purchase organization or the date event was created. Click on "**Search**" icon, it will expand, and creator can search.

 <u>Layout</u>: Layout helps to select the columns creator wants to get in event list. Click on "Layout" button. It will provide access to creator to add new layout by selecting and deselecting column name and select existing layout.

<u>Select the existing layout</u>: Click on **drop down** under Select layout text and select any existing layout.

<u>Create new layout</u>: For creating new layout, Creator has to select or deselect any column by clicking check box. Click on **"SAVE AS NEW LAYOUT"** button and enter the layout name. To save it, click on **"Save"** Button. To cancel, click on **"Cancel"**.

<u>Update any existing layout</u>: Select any existing layout, select/ deselect column by clicking on checkbox and click on "**Update**" Button.

<u>Apply any layout without adding new or updating existing layout</u>: Select/ deselect column by clicking on checkbox and click on "**Apply**" Button.

Dashboar	d / Creator Dash	board						Sele	et Layout		×
P	Event Created		Evaluator Decision 19		Event Award O	led		Select RB (Layout Dashboard		•
Event Lis	t							R	ilect 3 Dashboard 2 select	_	~
	Event #	Event Name	Event On	Company	Country	Purchase Org	Eve		Event #		
	E00005679	PR based	23-Oct-2024 4:35 PM	NG12	NG	NG12	23-1		Event Name		
	E00005678	Event	23-Oct-2024 4:15 PM	NG12	NG,GH	NG12	23-1	н Ш	Event On		
	E00005676	DSMMP (1)	23-Oct-2024 2:44 PM	NG12	NG	NG12	23-		Company		
	E00005675	Direct SMMP (1)	23-Oct-2024 1:50 PM	NG12	NG	NG12	23-1		Company		
	E00005674	Direct - SMM (1)	23-Oct-2024 1:16 PM	NG12	NG	NG12	23-1		Country		
	E00005673	Event - Old to New	22-Oct-2024 6:38 PM	NG12	NG	NG12	22-1		Purchase Org		
	E00005672	Event - New to Old	22-Oct-2024 6:12 PM	NG12	NG	NG12	22-1	10] Event Created On		
	E00005671	Event Vendor screen check	22-Oct-2024 2:44 PM	NG12	NG	NG12	22-1		Current Status		
	E00005670	E2E Event	21-Oct-2024 7:25 PM	NG12	NG	NG12	21-1				
	E00005669	E2E Event		NG12	NG	NG12	21-1				
	E00005668	Formula	21-Oct-2024 6:37 PM	NG12	NG	NG12	21-1				
		· ·						Г			
Rows per	page: 25 👻								AVE AS NEW LAYOUT		Apply Update

o <u>Filters</u>: Filters help to find events based on creator's choice. Click on "Filters" icon. It

Dashboard	/ Creator Dash	board				Filters	×
.	ivent Created		Evaluator Decision 19		Event Awa	Company Plant Select Company + 6101 - TCA	Factory,6102 - WARRI Factory 👻
Event List						Purchase Org Status Select Purchase Org	us 👻
	Event #	Event Name	Event On	Company	Country	Currency Category	e
	E00005679	PR based	23-Oct-2024 4:35 PM	NG12	NG		
	E00005678	Event	23-Oct-2024 4:15 PM	NG12	NG,GH	Creation Start Date - End Date	
	E00005676	DSMMP (1)	23-Oct-2024 2:44 PM	NG12	NG	From Date - To Date	
	E00005675	Direct SMMP (1)	23-Oct-2024 1:50 PM	NG12	NG		
	E00005674	Direct - SMM (1)	23-Oct-2024 1:16 PM	NG12	NG		
	E00005673	Event - Old to New	22-Oct-2024 6:38 PM	NG12	NG		
	E00005672	Event - New to Old	22-Oct-2024 6:12 PM	NG12	NG		
	E00005671	Event Vendor screen check	22-Oct-2024 2:44 PM	NG12	NG		
	E00005670	E2E Event	21-Oct-2024 7:25 PM	NG12	NG		
	E00005669	E2E Event		NG12	NG		
	E00005668	Formula	21-Oct-2024 6:37 PM	NG12	NG		
Rows per p	ooge: 25 👻						Clear All Apply Filters

will provide access to the creator to filter based on Company, Plant, Purchase Org (Organization), Status, Currency, Category and Creation start to end date. After choosing inputs from drop-down box, creator has to click "**Apply Filters**" button. Applied filter will reflect on **Event list** in dashboard. To clear all filters, creator can click on "**Clear All**" button.

- Event download: Download button allows creator to download all events available in the dashboard in excel format.
- <u>Pagination segment</u>: Pagination segment allows creator to select the event number on a particular page, move to first page, next page, previous page or last page.

	EC	test	09-Oct-2024 5:19 PM	NG12	NG	NG12	09-10-2024	💾 Drafted
	EC 50	test lot save	09-Oct-2024 5:09 PM	NG12	NG	NG12	09-10-2024	💾 Drafted
	E(100	test lot first flow	09-Oct-2024 4:45 PM	NG12	NG	NG12	09-10-2024	💾 Drafted
Rows per	page: 25 🔻							1 – 25 of 1211 < < > >

<u>Sort events</u>: PROCON Dashboard offers creator to sort events ascending or descending orders by clicking Up or down arrow beside any column name.

Event List							< Ⅲ 幸	🛃 🕂 New Event 🔻
	Event #	Event Name	Event On 个	Company	Country	Purchase Org	Event Created On	Current Status
	E00005603	TestEvent	10-Oct-2024 11:46 AM	NG12	NG	NG12	10-10-2024	💾 Drafted
	E00005602	TestBidConsole	10-Oct-2024 4:04 AM	NG12	NG	NG12	09-10-2024	C Evaluator Decision

4. New Event Creation

First step for reverse bidding starts with creating a new event by the creator. During this creation, Creator has the authority to note basic details related to event (Event name, Event type, Timing rules, bid related rules, Payment terms, Incoterms etc.), select required materials, vendors, team members and publish event after approval. Click on "New Event" to create a new event.

Event List							० Ⅲ ⊉	+ New Event -
	Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
	E00005593	TestCreatorBidConsole	09-Oct-2024 7:21 PM	NG12	NG	NG12	09-10-2024	💾 Drafted
	E00005592	lot test 123	09-Oct-2024 6:20 PM	NG12	NG	NG12	09-10-2024	💾 Drafted

Event info

After clicking on "**New event**" button, "**Event info**" page will open. The page will look like following:

Here creator will be able to find 3 segments:

- 1. Basic data
- 2. Timing Rules
- 3. Auction Rules and Terms

Dashboard / Creator Dashboard / Create Event				NG12 - Crown Floor Mill 👻	8
Create Event		1 Event	Info	2 Content	3 Members
Basic Data					
Event Name *	Currency *	Event Type *		Description	
Enter Name	Select Currency 👻	Select	Ŧ	Enter Here	
Target Savings Select Percentage % •					
Event Start Date * Event Start time *	Event Duration *	Evaluation Due Date *		Awarding Due Date *	
mm/dd/yyyy	Event Duration 👻	mm/dd/yyyy		mm/dd/yyyy	Ē
*Auction will be extended by Minutes	minutes, if the bid rank up to $$Rank$$	changes in the last Minutes		minutes and repeated to	Times
Auction Rules and Terms Vendor Rank	Gap L2 Price to L1 (
Bid Decrement *	Price Deviation 🛈	Tie Bid Settings *			
Enter Percentage %	Enter Percentage % 👻	Select Bid Margin	-		
				CANCEL	SAVE & CONTINUE

<u>Basic data</u>: It allows creator enter details related to event where Event name, Currency, Event type are mandatory field.

- Event type: Direct reverse bidding, PR reference reverse bidding, RFQ reference reverse bidding, ADHOC

Basic Data			
Event Name *	Currency *	Event Type *	Description
Event 1	NGN - NGN 👻	Select	Enter Here
Target Savings		Search	
Select Percentage %		Select	
		Direct Reverse Bidding	
Timing Rules		PR Reference	
Event Start Date * Event Start time *	Event Duration *	Ev RFQ Reference	Awarding Due Date *
mm/dd/yyyy 💼 00:00	Event Duration -	Adoc	mm/dd/yyyy

- Currency can be selected from the drop-down menu.

Basic Data			
Event Name *	Currency *	Event Type *	Description
Event 1	NGN - NGN	Direct Reverse Bidding 👻	Enter Here
Target Savings	Search		
Select Percentage % -	Select		
Timing Rules	NGN 🗸		
Event Start Date * Event Start time *	Ev GHS	Evaluation Due Date *	Awarding Due Date *
mm/dd/yyyy 🖆 00:00 Ğ	GHS	mm/dd/yyyy	mm/dd/yyyy
	US Dollars		
Auction will be extended by Minutes	EUR	changes in the last Minutes	minutes and repeated to Times

<u>Timing rules</u>: It allows creator to set event start time and end time, evaluation due date, awarding due date. Besides that it also allows auction extensions process. All details are mandatory for timing rules.

- Event start time should be minimum 15 minutes post from the current time.
- Event duration cannot be less than 15 minutes from event start time (Select from drop-down)
- Evaluation due date should be after event end time.
- Awarding due date should be same or more than evaluation due date.

Event Start Date *	Event Start time *	Event Duration *	Evaluation Due Date		Awarding Due Date *	
10-Oct-2024	3:10 РМ 🐻	Event Duration -	10-Oct-2024	⋵	10-Oct-2024	
*Auction will be extended by	Minutes	1 Hour 10/10/2024 04:10PM 2 Hours	changes in the last	Minutes	minutes and repeated to	Times
Auction Rules and Terms Vendor Rank () Bid Decrement * Enter Percentage	×. •	10/10/2024 05:10PM 4 Hours 10/10/2024 07:10PM 24 Hours 10/11/2024 03:10PM Custom	Tie Bid Settings * Select Bid Margin	×		
		10/10/2024 03:25PM			CANCEL	SAVE & CONTINUE
	l	0 🖬 🗅 🗖 🗖	. 🛛 🚾 🛋 📭	≥∕	^ G	2:55 PM

- By Clicking clock symbol, creator can set time for event.
- For custom in event duration, creator can set customize event start date and time
 & event end date and time. And click "Apply".



<u>Auction Rules and Terms</u>: In this field, Creator can add bid decrement (in percentage (%) or whole number (#)), Tie bid settings, Payment term and incoterms as mandatory. Beside that Price deviation also can be added as optional and enable-disable options available for Vendor rank (initially enabled) and Gap L2 price to L1 (initially disabled)

- Enabling Vendor rank allows creator to show that rank of particular vendor in the bidding event.
- Gap L2 Price to L1 allows vendor to get difference between bidding price and best bid price.
- Bid decrement allows vendor to bid the percentage gap for next bid.
- Price deviation limit prevents vendor from entering erroneous value by showing a warning message who attempt to submit a bid that is significantly lower than previous bid.

- Tie bid settings help creator to get same or different bid from multiple vendors for a single material.

Auction Rules and Terms	up to it	, required		
Vendor Rank (j	Gap L2 Price to L1 (j)			
Bid Decrement *	Price Deviation 🛈		Tie Bid Settings *	
Enter Percentage %	Enter Percentage	% •	Select Bid Margin	
Payment Terms *	ement *	•	Select Allow tie bids for all ranks No tie bids No tie bids for Rank 1 No tie bids for Rank 1 and Rank 2 No tie bids for Rank 1,2 & 3 Select Bid Margin	CANCEL SAVE & CONTINUE

After filling all details, Creator can click "Save & continue" button to go for the next "Content" section. One clicking on the button Event id will generate and status for event will be "Drafted."

Γ	Are you sure want to Navigate to Dashboard?	×
D) Id	Are you sure you want to go back to the dashboard? Your entered data will not be saved.	
	Cano	окау

If Creator click "Cancel", will get a pop-up and in the following pop-up, if creator clicks "Okay" will move to creator dashboard.

<u>Content</u>

Content allows creator to add materials, create lots, set celling price of the material etc.


- Click on "+ New Material" to open right-side bar with material list details.
- Select materials by clicking on checkbox.
- Click "Add Material" button to add the material.

Dashboard / Creator Dashboard / Create Event	Add Mo	aterial				×
Create Event	Materia	l List				4 菲
Content Details (2)	=	Material#	Material Name	Plant	Company	Category
		30000027497	Engine oil 15W40	6286-DFM Workshop-IKORODU	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		30000027497	Engine oil 15W40	6287-DFM PLC Workshop-KANO	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		30000027497	Engine oil 15W40	6288-DFM Workshop- ILORIN	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		300000027497	Engine oil 15W40	6289-DFM Workshop-CALABAR	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		30000061361	GEAR OIL 85W140	6286-DFM Workshop-IKORODU	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
Material List(1)		30000061361	GEAR OIL 85W140	6287-DFM PLC Workshop-KANO	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
🕐 QUESTIONS 📳 REQUIREMENTS 📄 REQUEST DOCS 🌘 TERMS & CONDI		30000061361	GEAR OIL 85W140	6288-DFM Workshop- ILORIN	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
Material# Material Name Category Plant		30000061361	GEAR OIL 85W140	6289-DFM Workshop-CALABAR	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
300000084636 Zeniet Ink cartridae MRO/MRO Consumables 2901-Grain		30000061363	GREASE LUBRICANT EP3	6101-TCA Foctory	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		30000061363	GREASE LUBRICANT EP3	6117-TCB Factory	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
		30000061363	GREASE LUBRICANT EP3	6284-Ilorin Mfg	NG12-Crown Floor Mill	MRO/MRO Equipment & Supp
	Rows pr	er page: 25 💌			1 - 25 of 15222	K ()
Kows bei boller to						
BACK						CANCEL ADD MATERIAL

- Creator can search material using search box (After clicking search icon)
- Creator also can click "Filters" to open Filters portal and filter materials based on Company, material category or plant. Then click "Apply Filters" to execute.

After adding materials, creator will be able to see the material details into the dashboard.

Materia	ıl List(3)					Q Baseli	ne Spend : \$0.00	+ ADD -
? QU	JESTIONS 🔝 RE	QUIREMENTS	REQUEST DOCS 🚯 TERMS & CONDITIONS					🖉 Quick Edit
	Material#	Material Name	Category	Plant	Company	Purchase Org	Purchase Group	Order Qty
	30000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG12 - Crown Floor Mill	-		
	30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6286-DFM Workshop-IKORODU	NG12 - Crown Floor Mill	-		
	30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop- ILORIN	NG12 - Crown Floor Mill	-		
Rows pe	er page: 25 🔹					1 -	3 of 3 < <	
BACK							CANCEL	

By clicking "Quick Edit" button, creator can edit – Purchase Org (Purchase organization), Purchase group and Order Qty (Order Quantity). After updating all details, click on "Save" to save the details.

		Cancel Save
Purchase Org	Purchase Group	Order Qty
•	*	Enter
NG01 - CFM Purchase Org	*	Enter
NG17 - DFM Fleet Purch Org	Ψ	Enter
NG03 - Nigeria Animal Feed		
NG18 - CFM		
NG23 - UAT For Testing		

Add Custom column & Rank value formula:

Custom column helps creator to set an input box for all added items on which vendor can place bids in vendor response screen.

	a Basell	ine Spend ; \$		New Column	
		-	Material	Enter Name of the Column *	Type of input *
	Development Over		Custom Column	Price Description	Type of input
- Crown Floor Mill	Purchase Org	Purchase	Ceiling Price Column	Enter Description	Number Format
Crown Floor Mill	-		Expected Price Column		Formula
- Crown Floor Mill	-		Rank Formula		
- Crown Floor Mill	-		Create Lots		CANCEL CREAT
			Rank Formula		×
			Price		~

Rank value formula helps to update bids, show rank of vendors, compare vendors on the portal.

For Rank formula, it is suggested to use column name on which creator wants to allow vendor to bid.

For example,

- Creator add "Price" as custom column. Then creator can use column name "Price" in Rank formula.
- If creator added "Price" and "SecondPrice" as custom column, creator could use rank formula as "Price+ SecondPrice" (For performing addition)

• If creator added "Price", "SecondPrice" as number input type & Added "NewPrice" as formula input type in custom column. In "NewPrice" column creator is able to perform "Price+ SecondPrice" for addition and can set "NewPrice" for Rank formula.

Add Lots:

Lot creation is allowed if number of materials are more than one. Creator can follow the following process to create LOT:

- 1. Click on "Create Lots"
- 2. Enter Lot name, Lot type (Series/ Parallel)
 - a. If Lot type is Series then Lot start time can be changed (Except 1st LOT), Lot End time can be changed.
 - b. If Lot type is Parallel then Lot start time and end time should be same as Event start & end time
- 3. Lot Description is optional.
- 4. Materials can be moved by clicking on "Move to" button.
- 5. Every lot should contain at least one material.
- 6. If more lots are needed to be added, creator can click on "+ Create" button.

				Create LOT						×		T Type		
	q Baselin	ne Spend : \$0.0	>>> + ADD -		отв 🗙	+ CRE	ATE					Parallel		-
000	Order Oty	Rook Value	Material Custom Column	Info			[LOT Type *		^		Select		
INT Pur C	10,000,00	Price	Ceiling Price Column	LOT A				Parallel		*		Parallel		~
HT Pur.G	10,000.00	Price	Expected Price Column Rank Formula	LOT Start Date *	LOT	Start Time	Ō	LOT End Date *	LOT End Tim	e.		Series		
'HT Pur.G	11,111.00	Price	Create Lots	10 Oct 1014				15 001 2024						
/HT Pur.G	11,111.00	Price		Enter Description	tion						Material L	ist		A Move To 👻 🛆
												Material#	Material Name	LOT A
												30000022497	Engine oil 15W40	
				Material List					チチ Move To	· •	,	30000027497	Engine oil 15W40	ō
					Material#			faterial Name			Rows p	300000027497 er page: 25 *	Engine oil 15W40	
					30000027	497		ingine oil 15W40	0					
					300000027	497	i.	ingine oil 15W40	Ô					

Post creating lots, content screen is expected to look like following:

Conten	t Details (2)						Baseline Sper	nd : \$0.00 + Cre	ote Lots
LOT A Oct 15	2024 10:55AM- 10:55	LOT B Oct 15, 202	P :					0 + 400	-
? •	UESTIONS I RE	QUIREMENTS 🕞 R	REQUEST DOCS () TER	RMS & CONDITIONS				/ 9.	ick Edit
	Material#	Moterial Name	Category		Plant	Company	Purchase Org	Purchase Group	Order C
	300000023497	Engine oil 15W40	MRO/MRO Equipment 6	Supplies Fleet/VEHICLE LUBRICANTS/Lubriconts1	6287-DFM PLC Workshop-KANO	NG12 - Crown Floor Mill	NG01-CFM Purchase Org	NG Amber WHT Pur.G	10,000.0
	300000027497	Engine oil 15W40	MRO/MRO Equipment &	Supplies Fleet/VEHICLE LUBRICANTS/Lubricontal	6286-DFM Workshop-IKORODU	NG12 - Crown Floor MII	NG17-DFM Fleet Purch Org	NG Amber WHT PutG	10,000.0

Add Questions, Requirements, Request documents, Terms and Conditions

- To add questions, creator have to click "Questions" button.
- Click on "+Question" Button.
- Add Question, Answer type, Mandatory or not, attachment & click "Save" icon.
- Click on "Save" to save the question (Below of the right-side bar)
- To edit question, creator can click on edit icon.
- To delete question, creator can click on "delete" icon.
- To add new questions, creator can click "+Question" Button

Dashboard / 0	Creator Dashbo	ard / Create Even	t		Add Ques	tions							×
Create Event					Questic	ins (0)					۹ +	QUES	TION
Content Dete	ails (2)					Ask Questions	Answer Type		Mandatory?		Attoch	nents	Actio
						Enter here	Select	*	No		@ <mark>0</mark>		•
LOT A	Pi	LOT B	P I		Rows p	er poge: 25 👻				0 of 0			>1
Oct 23, 2024 4	4(15PM- 4)45PM	Oct 23, 2024 4	k/ISPM- 4/4SPM										
Material List	:(1)												
2 QUESTI	IONS I REQU	HREMENTS P	EQUEST DOCS	MS & CONDI									
Mo	aterial# M	laterial Name	Category	Plant									
300	0000084636 Z	enjet ink cartridge	MRO/MRO Consumables	2901-Grain									
Rows per pog	pe: 25 *												
BACK											CA	NCEL	SAVE

For adding requirements, requested docs, Terms & Conditions, creator has to click on respective buttons on the same bar.

- Terms & Conditions: One documents can be added by creator.

Dashboard / Creator Dashboard / Create Event	Terms & Conditions X
Create Event	
Content Details (2)	ت Drag & Drop or Browse docx, pdf, xlxs, bxt - Max SMB
LOT A P : Oct 23, 2024 4:15PM- 4:45PM Oct 23, 2024 4:15PM- 4:45PM	No Files Attached
Material List(1)	
👔 QUESTIONS 🧮 REQUIREMENTS 🎼 REQUEST DOCS 🌘 TERMS & CONDITI	
Material# Material Name Category Plant Company	
300000084636 Zenjet Ink cartridge MRO/MRO Consumables 2901-Grains Business GH00 - OLAN	
Rows per page: 25 👻	
BACK	CANCEL SAVE

- Requirements: Requirement name – creator can add description and documents

Dashboord / Creator Dashboard / Create Event	Add Requirements	×
Create Event	Requirements (0)	+ Requirements
Content Details (2)	Requirements Attachments Enter here Image: Comparison of the second sec	Actions • >>
Material List(1) OUESTIONS REQUIREMENTS REQUEST DOCS O TERMS & CONDITI		
Material# Material Name Category Plant Company 300000084636 Zenjet ink cortridge MRD/MRO Consumables 2901-Grains Business GH00 - OLA+		
Rows per page: 25 *		
BACK		CANCEL SAVE

Requested docs – Creator can ask documents as mandatory or optional from vendor.

Dashboard / Creator Dashboard / Create Event	Add Required Doc List	×
Create Event	Required Documents (0)	
Content Details (2)	Documents Mandatory?	Actions
LOT A P : Oct 23, 2024 4:15PM- 4:45PM Material List(1) Material List(1) Material Material Mame Category Plant Company Material# Material Name Category Plant Company 300000084636 Zenjet Ink cartridge MRO/MRO Consumables 2901-Grains Business GH00 - OLAM Rows per page: 25	Rows per poge: 25 • 0 of 0	
BACK		CANCEL SAVE

Members

Vendors:

- 1. Click on "+ Add Vendor."
- 2. The bar on the right side will open. Select vendors by checking check boxes.
- 3. Click on "Add Vendor" button.



Team members:

				Ac	dd From Template			×		
Daviboard / Oxotor Daviboard / Oxoto Event Oxeane Event		Not2 - 1	Content O Montoes	BJ Dy	A Team : y Sri Vishnu	test local : By Sri Vishnu	Kaustav_Te By Kaustav D	i by Sri Vishe	New Templote	×
VENDOR (L) TEAM HEMBERS			Add From Templote	BA	Team		م	+ ADD 🔻	Enter Nome of the Templote *	
v Event Creator			+ 400		fember Group	Member	Level	New Templote		Concel Callers
- Approver			+ 411	6	vent Approver	arivishnun@mindsprint.org	1	New Member		
~ Evaluator			+ A01	0	Observer	m.selvakumar@mindsprint.org	1	/ 0	1	
- Awarder			+ A14	E	valuator	kingsly.samraj@mindsprint.org	1	/ 0		
- Otserver			+ 400		lworder	kingslysamraj@mindsprint.org	1	/ 0		
BACK			CANCEL BARY & SUBMY							
 Event Creator 				+ 444						
 Approver 				+ 400			_			
User Name	Enal M	Level	Actions				Cancel	IMPORT TEMPLATE		
Koustov Dos 👻	kavatav.dos@mindsprint.org	1 · · · · ·	Ξ×							
- Evaluator				+ 411						
- Awarder				+ Add						
Utserver				+ Add						

There are two ways to add team members,

- Import templates: To import a template, creator can click on "Import template" and select any existing template to import already created template. To create a new template, creator can click on "+add" button then new template (Please refer image). After creating template, creator can add new member by clicking "New Member" button. To import click on "Import template".
- 2. Creator can add event manually by clicking on "+add" button.

5. PR based Event

PR based Event can be created if event type is "PR reference". Creator has to fill all data in event information same as direct reverse bidding in event info page. While adding material, creator has to select material as following steps:

- 1. Select PRs (which contain materials)
- 2. Click on "Open folder" to get the materials.
- 3. Select materials from the material list.

Dashboard / Creater Dashboard / Create Event	Add Mo	terial					×			
Create Event	(T) **	T OPEN POLDER								
		PR #	PR Drg	PE Type	Indicator	Created On	Material#			
	•	1005131628	CAM Wheat Purch Org.	Sourcing	Approved	17-Apr-2024	94448			
	2	1005132283	Wheat Purch. Org.	Sourcing	Released	30-Apr-2024	14546			
		1005/32347	CFM Purchase Org	Sourcing	Approved	06-May-2026	N-555			
		1005778969	Wheat Purch. Org.	Sourcing	Heleosed	04-Jun-2026	36754			
		1005780011	CAM Wheat Purch Drg.	Sourcing	Approved	07-Jun-2026	16796			
		1005780069	Wheat Purch. Org.	Sourcing	Released	07-Jun-2024	14835			
		1005780050	Wheat Purch, Org.	Sourcing	Relevand	07-Jun-2024	14636			
		1005780092	Wheat Purch, Org.	Sourcing	Blocked	09- <i>Jun</i> -2024	14840			
		1005780715	CFM Purchase Org	Sourcing	Approved	10-Jun-2024	14844			
		1005780118	CotonTchad Purch Org	Sourcing	Approved	10-Jun-2024	14847			
	0	1005780131	NSCT Purchase Org	Soutting	Not Applicable	92- <i>Jun</i> -2024	14861			
	Rows pe	r poge: 25 +				1 - 25 at 577	$\leftarrow \rightarrow \rightarrow$			
BACK						CAN	ICEL ADD MATERIAL			

4. Click "Add material" to add materials.

Dashboard / Creator Dashboard / Create Event	Add Mate	erial					×
Create Event	Material 1005131828,	List 1005131828,1005131828	0				Q.
		Material#	Material Name	Quantity	PR #	Plant	Storage Location
		100000015740	Alphomolt EFX Swift	100 KG	1005131828	2701-CAM Wheat Mill Doulo	
		100000015741	Alphamait Gloxy 14080	100 KG	1005131828	2701-CAM Wheat Mill Doulo	
		100000015742	Elco P-100K	100 KG	1005131828	2701-CAM Wheat Mill Doulo	
		10000015743	Elcovit 10646	100 KG	1005131828	2701-CAM Wheat Mill Doulo	
		100000011815	Alphamolt Olam Plus	100 KG	1005132283	4601-Olam Senegal Wheat	
		40000000585	BEARING - 30313 APS	SO EA	1005132347	6286-DFM Workshop-IKORODU	
		400000306236	BEARING 32216	SO EA	1005132347	6286-DFM Workshop-IKORODU	
		400000306576	BEARING 33/16/33/18	SO EA	1005132347	6286-DFM Workshop-IKORODU	
		400000306577	BEARING \$18445/10	SO EA	1005132347	6286-DFM Workshop-IKORODU	
		400000306609	BEARING 518445	50 EA	1005132347	6286-DFM Workshop-IKORODU	
		400000306660	WHEEL BEARING 33116	50 EA	1005132347	6286-DFM Workshop-IKORODU	Common WH
		400000306661	WHEEL BEARING 33/18	SO EA	1005132347	6286-DFM Workshop-IKORODU	Common WH
		400000306711	WHEEL BEARING 518410	50 EA	1005132347	6286-DFM Workshop-IKORODU	Common WH
		400000313075	BEARING 332216/332218	50 EA	1005132347	6286-DFM Workshop-IKORODU	
BACK]				CANC	EL ADD MATERIAL

6. Creator Summary

In summary view, creator is able to get the following details:

- a. Event info & Vendor rules
- b. Lot details
- c. Vendor details
- d. Bid summary (Available once event starts)

Doshboard / Cree	ator Dashboard / E00005676						NG12 - Crown Floor M	1.G., *	6	0
RA - E000056	76						Published	IC - C 3	of 25 >	м
EVENT INFO & V	INDOR RULES LOT DETAIL	S VENDOR DETAILS BID I	UMMARY						0	1
Event Info & Ver	ndor Rules									7
Event Name DSMMP (1)		Event Currency NGN			Event Type Direct Reverse Ibidding		Description			
Boseline Spend		Target Sovings			Event Duration 23 Oct, 26 2:64PM - Oct 23, 2026		Voluction Due Date Dct 25, 2024			
Awarding Due Date Oct 25, 2024		Auction Extended Fo 5	,		Event Extension 5		Bid Decrement S			Event info & vendor r
Price Deviation 5		Tie Bid Settings No tie bids			Vendorfilanik, Gop L2 Price to L1 ? Enabled, Enabled		Payment Terms 21 days from Date of Invoice			
INCO Term Costs and freight	ł									
Team Members										
V Event Crea	ator (1)									
- Approver ((1)									
v Evaluator ((1)							_		→
- Anarder (1	1)									Team members
 ✓ Observer ((1)									
Lot Details										_
LOT A Oct 25, 2024 2:44Pt Porolial	I LOT 8 N-62MPH Oct 23 Ponte	1 2024-2:64291-4:264291								
LOT Moterial List ((2)									
Moterial #	Material Name	Cotegory			Plant	Purchose Org	Company	Order	Qty	Lot details
300000023487	Engine oil 15W40	MRO, MRO Equipment & Supples P	wet/VEHICLE LUBRICANTS (Lu	briconts1	6256-DPH Workshop-IKORODU	NG01-OPM Purchase	Org NG12 - Crown Floor M	1,000.0	10	
300000067366	TRANSMISSION OIL ATF	MRO, MRO Equipment & Supples P	leet/VDHCLE LUBRICANTS 'Lu	briconts1	6282-Logos	NG01-OPM Purchase	Org NG12 - Crown Floor M	1,000.0	10	
vendor Details ((4)									7
Vendor #	Wendor Nome		Location	Vendor Email	ID .	Vendor Stotus	Comments			
760776	DAMOND SUPER SACKS LIP	ATED		infogaliamon	Supersocks.com	E Approved				
14/5221	GANERICY AND BROTHERS N	16 CO	1599967	suresh, kolah na	sprindaprint.org	E Approved				
2009738	Infinity Tyres		520710	suresh.krishno	alj mindaprint.org	Approved				Vendor details
1671601	LELA SACKS AGRO LIMITED			d.fowazijiela	socks.com	Approved				
Approver Comm	nents									
ok opproved										_
Auto Publish	Enabled								Dom	

Other than these details, questions, requested documents, requirements & Terms and conditions will be visible in this summary screen if the creator adds it.

Bid Console

When bidding starts, creator will be able to see bid console. Here creator can perform the following actions:

- 1. Add time: Creator has authority to add time for event. The same will reflect into vendor's account.
- 2. Pause time: Creator has authority to pause/resume time for event. The same will reflect into vendor's account.
- 3. Stop time: Creator can stop event by clicking Stop button.

Besides that, there are also different options available:

NG12 - Crown Floor Mill - Rogo image Dashboard / Creator Dashboard / E00005612 RA - E00005612 🔅 Bidding In-Progress I< < 11 of 25 > >I Add time EVENT INFO & VENDOR RULES CONTENT DETAILS VENDOR DETAILS BID CONSOLE BIDDING ENDS IN 8398D : 7H : 0M : 155 C ADD TIME II PAUSE = 370 Pause event Q Table View -Stop event Vendor AY DYNAMI... ··· DIAMOND S.... GANIRAY A Infinity Tyres Rank Value Rank Value Material # Order Qt Rank Pank Bidding 300000027497 Engine oil 15W40 1000 DFM Workshop-. llorin N10.000.000.00 rank Bidding 300000027497 Engine oil 15W40 1000 DFM Workshop-... Calaba N10.000.000.00 2 N1000.00 amount 3000006136 GEAR OIL 85W1... DFM PLC Works.. N1,000.00 N760.00 N1,200.00 1000 2 0 Kano 3 30000061361 GEAR OIL 85W1... 1000 DFM Workshop-... llorin 2 N1.000.00 N1,100.00 1 N900.00 GEAR OIL 85W1... N1,100.00 0 N1,200.00 3000006136 1000 DFM Workshop Calaba N700.00 Material details 2. Card View View Cord View 00000027497 0000027497 1421400000 13213000000 è ENGINE OIL 15W40 ENGINE OIL 15W60 GEAR OIL 85W140 GEAR OIL 85W140 Material er Qty er Qty er Qty Qty details \$0.00 1000 \$0.00 \$0.00 1000 \$0.00 \$0.00 1000 \$0.00 \$0.00 000 \$0.00 Vendor list ndor list dor list endor list Card Rank Value Rank Value dor Name Rank Value DIAMOND SUPER -1.100.00 GANIRAY AND BR 900.00 DIAMOND SUPER 000.00 GANIRAY AND BR 900.00 GANIRAY AND BR. 1,300.00 AMOND SUPER 1,000.00 ity Tyres 1,000.00 ofinity Tyr 1,000.00 Vendors & GANIRAY AND BR. 1,200.00 AMOND SUPER . з 1,100.00 ¢ vendor rank

1. Table view

Add time: If creator wants to extend event time, by clicking "Add time" button creator can do. Once clicking Add time button, creator will get the pop-up to update bid time.

Add Bid Time	×
Increase Auction Time before Ends *	
45	
Suggested Time To Increase	
+05Min +10 Min +15 Min +20 Min +25 Min +30 Min	
CANCEL	UPDATE BID TIME
90000	TCA Factory

Stop time: If creator clicks on "STOP" button, creator will get a pop-up as following.

If creator clicks on "Yes, stop", then event will be stopped and the event will move to evaluator.

If Creator clicks on "Yes, cancel", then entire event will get cancelled.

			×
Sure you want to stop / cancl eve	ent ?		
If you cancel the event, it will not go to	evealuation		
		YES, CANCEL	Yes,Stop
Order Qtv	Plant		Location



PROCON User Manual

Step by Step Guide for Observer (Reverse Bidding)

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	23-Oct-24	Event Observer (Reverse bidding) user manual created

Contents

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4.	Observer Summary	7
	Event info & Vendor rules	7
	Content details	7
	Vendor details	8
	Bid console	9

1. Introduction

Observer User manual provides understanding on endto-end flow for observers PROCON portal.

2. Authentication

For existing user:

- Enter username and password
- Click on Login

or

• Click on NCP SSO

Procon

Username or Email	
username@domain.com	
Password	
password	B
	Format Deserved
	Porgot Password
LOGIN	Porgot Password
LOGIN	Forgot Password
	Porgot Password

Follow steps to reach on observer dashboard:

- Go to side bar
- Click on "Auction"
- Click on "Reverse Auction"
- Click on "Observer"

RFQ	Dashboard / R4 Obse	ner						NGI2 - Crown Floor MILG *
🗄 Purchase Request	Intel Event		B 2	() 0	cing In-Progress	د 79	luator Decision	Aworder Decision 88
S Evaluation	Event List							0. Ⅲ 蒜,
_	Erent 4	Event Nome	Event On	Corpory	Country	Parchase Org	Event Created On	Current Stotus
Awarding	EDOCUSENS	Bid Occrement %	16-015-2026 (e02 PM	N012	NS	N012	N-10-2026	Pustaned
	0000560	Mindsprint event	13-Oct-2026 4/21PM	NGI2	85	8612	12-10-2024	O Published
Vendors	EDOCOSEN	Simple flow check	11-0:st-2024-8:55 PM	NGI2	85	NG12	11-10-2024	👌 Evaluator Decision
	EDOCOSED	Minduprint Bloding	12-Oct-2024-3.00 PM	N012	NS	NG12	¥0-10-2004	Rejected
Auction A	600005997	Event 12	09-Oct-2004 818 PM	NG12	NG	NG12	09-10-2005	Svaluctor Decision
	E00005537	Ad-tec tax123	08-Cet-2004 3/15 PM				08-10-2004	👌 Evaluator Decision
1	600003526	PR text 1234	07-Oct-2024-2:20 PM	N612	85	NG12	07-10-2024	👌 Evaluctor Decision
orward Auction 🗸 🗸	TOOLOGIUS.	heat	05 Doi 200 10/55 PM	NO12	85	NC17	01-10-2024	👌 Evaluator Decision
	100005432	test bid constrie	05-041-2005-10-06 PM	NO12	80	8012	05-10-2026	Ö Evaluetar Decision
everse Auction 🔷 🔨	E00005490	test question color	04-0ct-2004 # 25 FM	M912	M5	NGI2	04-10-2024	Evaluator Decision
	E00C05484	UNT testing 1	04-0c1-2024-4-25 PM	NGI2	85	NG12	01-10-2024	👌 Evaluator Decision
Creator	100001319	Creck Event	21-5ep-2004 2:31 AM	NG12.	NG	N012	27-09-2004	👌 Evaluator Decision
	Revisiper page: 25							1 - 25 of 175 👘 🖂 🤇 👘 🔪
Approver	໌ 1	4						
	1 I							

3. Observer dashboard

						Bus	siness Unit	Profile
Dashboard / F	RA Observer						NG12 - Crown Floor Mill,G	
F Total	Event	New Event	•	Bidding In-Progress	٥	Evaluator Decision 79	Awarder Decision 88	Tile Bar Layout
Event List								ま と
Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status	
E000056	Bid Decrement 14	14-Oct-2024 4:02 PM	NG12	NG	NG12	14-10-2024	Published	Filters
E000056	Mindsprint event	13-Oct-2024 4:21 PM	NG12	NG	NG12	13-10-2024	Published	
E000056	Simple flow check	11-Oct-2024 8:55 PM	NG12	NG	NG12	11-10-2024	C Evaluator Decision	Search
E000056	Mindsprint Bidding	13-Oct-2024 3:00 PM	NG12	NG	NG12	10-10-2024	🙁 Rejected	
E000055	97 Event L2	09-Oct-2024 8:18 PM	NG12	NG	NG12	09-10-2024	C Evaluator Decision	
E000055	Ad-hoc test123	08-Oct-2024 3:15 PM				08-10-2024	C Evaluator Decision	
E000055	26 PR test 1234	07-Oct-2024 2:20 PM	NG12	NG	NG12	07-10-2024	👌 Evaluator Decision	
E000054	.94 test	04-Oct-2024 10:55 PM	NG12	NG	NG12	04-10-2024	C Evaluator Decision	Event List
E000054	.92 test bid console	04-Oct-2024 10:26 PM	NG12	NG	NG12	04-10-2024	C Evaluator Decision	
E000054	90 test question color	04-Oct-2024 9:25 PM	NG12	NG	NG12	04-10-2024	C Evaluator Decision	
E000054	-84 UAT testing 1	04-Oct-2024 4:25 PM	NG12	NG	NG12	04-10-2024	C Evaluator Decision	
E000053	89 Check Event	28-Sep-2024 2:35 AM	NG12	NG	NG12	27-09-2024	C Evaluator Decision	
Rows per page	e: 25 👻						1 – 25 of 175 🧹 <	Pagination

Observer dashboard features

- 1. Business unit: Business unit provides authority to event observer to get event information under particular BU.
- 2. Profile: Clicking on **Profile** provides the facility to Logout as well as language selection option
- 3. Tile bar: Tile bar includes five tiles Total Event, New Event, Bidding in progress, Evaluator decision which provides easy access to filter events based on event tiles.
- 4. Search: Search bar helps to find event using keywords which are based on Event id, Event name, on which date and time event was started, company, purchase organization or the date event was created. Click on "Search" icon, it will expand, and observer can search.
- 5. Layout: Layout helps to select the columns observer wants to get in event list. Click on "Layout" button. It will provide access to observer to add new layout by selecting and deselecting column name and select existing layout.

- <u>Select the existing layout</u>: Click on drop down under Select layout text and select any existing layout.
- <u>Create new layout</u>: For creating new layout, observer has to select or deselect any column by clicking check box. Click on "SAVE AS NEW LAYOUT" button and enter the layout name. To save it, click on "Save" Button. To cancel, click on "Cancel".
- <u>Update any existing layout</u>: Select any existing layout, select/ deselect column by clicking on checkbox and click on "**Update**" Button.
- Apply any layout without adding new or updating existing layout: Select/ deselect column by clicking on checkbox and click on "**Apply**" Button.
- 6. Filters: Filters help to find events based on observer's choice. Click on "Filters" icon. It will provide access to the observer to filter based on Company, Plant, purchase org (Organization), Status, Currency, Category and Creation start to end date. After choosing inputs from drop-down box, observer has to click "Apply Filters" button. Applied filter will reflect on Event list in dashboard. To clear all filters, observer can click on "Clear All" button.
- 7. Download: Download button allows observer to download all events available on the dashboard in excel format.
- 8. Event list: Event list allows observer to get the event details. Event can be sorted by ascending or descending order by clicking column name
- 9. Pagination: Pagination segment allows observer to select the event number on a particular page, move to first page, next page, previous page or last page.

liters			×
Company		Piont	
Select Company	-	Select Plant	*
urchase Org		Status	
Select Purchase Org	*	Select Status	*
Surrency		Category	
Select Currency	*	Select Cotegory	*
Creation Start Date - End Date			
From Date - To Date	•		



elect Layou

4. Observer Summary

Event info & Vendor rules:

Event info and vendor rules allows Observer to get basic details related to events like event name, currency, type of event, description (if provided by creator), Event duration, Trigger over time, Auction extension related details, Bidding related rules for vendors, Payment and Incoterms. Besides that, Observer is also able to get information related to team members.

Dashboard / RA Observer / E00005612			NG12 - Crown Floor Mill,G 👻
RA - E00005612			Published K < 2 of 25 > >I
EVENT INFO & VENDOR RULES CONTENT DETAILS	VENDOR DETAILS BID CONSOLE		
Event Info & Vendor Rules			
Event Name Mindsprint event	Event Currency NGN	Event Type Direct Reverse Bidding	Description
Event Duration Oct 13, 24 4:21PM - October 15, 47	Trigger Overtime	Bid Decrement 5	Price Deviation 30
Tie Bid Settings No tie bids	Payment Terms 21 days from Date of Invoice	INCO Term Costs and freight	
Team Members			
✓ Event Creator (1)			
✓ Approver (1)			
✓ Evaluator (1)			
✓ Awarder (1)			
 Observer (1) 			

Content details:

Observer can see entire **Content details**, which include:

- 1. Material list Material # (Material Id), Material name, Category, Plant, Purchase Org (Purchase Organization), Company, Order Qty (Order Quantity)
- 2. Questions Question details, answer type Text, Yes/No, Date, mandatory or not, added attachment
- 3. Requirements Requirement details, added attachments
- 4. Request Docs Document details, Mandatory or not
- 5. Terms & Conditions

Dashboard / RA	Observer / E00005612				Ν	612 - Crown Floor MII,G +		Θ	
EVENT INFO &	VENDOR RULES CONTER	T DETAILS VENDOR DETAILS DID CONSOLE							
Content detail	ls								
Material List (7)									
Material #	Material Name	Category		Plant	Purchase Org	Company	Order Qty	_	→ Material list
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6287-DFM PLC Workshop-KANO	NG01-CFM Purchase Org	NG12 - Crown Floor MII	1,000.00		
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6288-DFM Workshop- ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor MII	1,000.00		
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6289-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00		
300000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	sī	6101-TCA Foctory	NG01-CFM Purchase Org	NG12 - Crown Floor MII	1,000.00		
300000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6117-TCB Factory	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00		
30000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6209-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor MII	1,000.00		
30000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricont	s1	6288-DFM Workshop- ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor MII	1,000.00		
Question (2)									
Question		Answer Type b	fandatory?		Attochment				
Question 2		Yes/No N	40		90		_		Question
Guestion 1		Writeup Y	Ses		an c				Question
					_				
Requirements	: (1)								
Required Docum	venits			Mandatory?					b Danuinananta
Req									Requirements
Request Docs (2)	5								
Required Docum	vents			Mandatory?					
Doc 2				No					b Deguaat daaa
Doc 1				Yes					- Request docs
Terms & Conditio	ons								
			-						
		Vendo	or response.	elsos			-		Terms & Conditions

Vendor details:

Vendor details allow observer to get the details – vendor code, name, location, email and vendor status (approved or reject)

Vendor Details (6)

Vendor #	Vendor Name	Location	Vendor Email ID	Vendor Status	Comments
2009738	Infinity Tyres	Kaduna	suresh.krishna@mindsprint.org	E Approved	
1415701	AY DYNAMIC ENT.	llorin	suresh.krishna@mindsprint.org	E Approved	
1160774	DIAMOND SUPER SACKS LIMITED	KANO	info@diamondsupersacks.com	E Approved	
1415221	GANIRAY AND BROTHERS NIG CO	EJIGBO	suresh.krishna@mindsprint.org	E Approved	
1415335	IMPERIAL PRODUCTS LTD	APAPA	suresh.krishna@mindsprint.org	E Approved	
1415385	Tanzanite Ltd	ISOLO	suresh.krishna@mindsprint.org	E Approved	

Bid console:

Bid console allows observer to observe bidding time, how many vendors placed bid, if creator allows to show vendor identity then they are able to get vendor details in bid console.

Table view:

Dashboard / RA Obs	ierver / E00005612									NG12 - Crow	in Floor	MII		9	
RA - E00005612				ecrement va	lue					Ø Put	blished) IK K 1 0	(25 > >)	I.	
EVENT INFO & VEN	DOR RULES CONTENT D	ETAILS VENDO	OR DETAILS BID C	ONSOLE										Bidding remaining time Bidding View	
Extension Limit 0/3	Bid Decrement Value 5%				BIDDING D	NDS IN 8399D : 6F	1 : 13M :	205							
									To	ble View 👻	٩	Enter keyword to sear	2h	Black Signal (Not yet participate	ed)
Vendor					• 4	Y DYNAMIC ENT	•	DIAMOND SUPER	٩	GANIRAY AND BF	6	IMPERIAL PRODU	• Tar	ar	
Material #	Material	Order Qty	Plant	Location	Rank	Rank Value	Rank	Rank Value	Rank	Rank Value	Rank	Rank Value	Rank		
30000027497	Engine oll 15W40	1000	DFM Works_	llorin	-	-	0	N1,100.00	2	11,000.00				 Red Signal (participated) 	
30000027497	Engine oil 15W40	1000	DFM Works	Calabar	-	-	2	N1,000.00	0	N900.00	-	-	-		
30000061361	GEAR OIL 85W1	1000	DFM PLC W	Kano	-	-	0	N800.00	3	N1,200.00	-		-	 Bidding rank & latest bid 	
30000061361	GEAR OIL 85W1	1000	DFM Works	llorin	-	-	8	N1,100.00	0	N900.00	-	-	-		
30000061361	GEAR OIL 85W1	1000	DFM Works	Calabar			0	N700.00	8	N1,200.00	-		-		
									•						
													Done		

Card view:





PROCON User Manual

Step by Step Guide for Vendor Response (Reverse Bidding)

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	23-Oct-24	Event Vendor (Reverse bidding) user manual created

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1. Introduction

This user manual is to guide users on the process of performing reverse bidding – event creation activity on PROCON portal. Step by step procedure from Authentication portal to event creation include creator dashboard, creator info, content, member, summary dashboard.

2. <u>Authentication</u>

For existing user:

- Enter username and password
- Click on Login
 or

ונ

Click on NCP SSO

Username or Email	
username@domain.com	
Password	
password	Ø
	Forgot Password
LOGIN	
OR	

How to reach Vendor dashboard:

- 1. Click on "Auctions"
- 2. Click on "Reverse Auctions"
- 3. Click on "Vendor"

Procon	
Vendor Respons	e
Auction	^
Forward Auction	~
Reverse Auction	^
Vendor	

Dashboard / Vendor						,	C12 Crewn Haler MII
 Lives Porces 1615 / 1615 	ected P	New Level.	 s 	g in Program	 Low 3 	nt Choused	Net Perbelooied 0
Event List							9. 7 <u>2</u>
Even04	Event Name	Event On	Company	Country	Purchase Org	Event Greated On	Current Sighas
E00005/23	test inline bid console	13-Dzt-2024 9:02 PM	8.6712	NG	1612	75 (10) (2024)	O Eldding in Progress
000006872	Mindaprint event	13-Det-2024 /c21FM	8/0712	NG	NC72	13/10/2024	O Elding in Progress
#0000541	Simple few check	11-011-2026-0.55 PM	84512	85	800	11/30/2026	C Fanisator Decision
800000408	torr flow	10+Oct+2026-6.05 PM	845412	805	8002	10/10/2026	C Panis and Devision
800000402	TextReConsele	10+0/F+2026 6306 aN	83513	835	8002	69/10/2026	C Funitation Deviction
#00005501	TestCommColomeTic	10+0/F+3034.3.03.6M	83513	865	8002	69/10/2026	O Risking in Progress.
E00005397	Punct 12	09-001-3235 8:00 FM	8,6513	865	1002	09/10/2026	👌 Publicator Decision
FOROCESS.	nest bid console	09-061-3034/219 PH	8,6712	865	4572	09/10/2025	👌 Publicator Decision
E00005394	Event - Lokskini	09-0ct-2024-6/30 PM	84512	849	1012	09/10/2024	C Evolustor Decision
E00005589	Event - 1	09-001-2024 5444 PM	84512	80	1012	09/10/2024	C Evolution Decision
R00005377	tost event exection	09-001-20262.05 PM	84512	805	40/2	09/10/2024	O Evolution Decision
RODOCOSTR	totr enis toon member	00+0rr+2026.0.21 PM	84512	805	1012	00/20/2026	 Rickling in Progress

Procon

3. Vendor Dashboard

Vendor dashboard allows vendor to get all event where vendor can take participant in bidding.

							Business Unit Profile	
Dashboard / Vendor							NG12 - Crown Floor Mill	8
Event Particip 1615 / 1615	ated	New Event	Image: Bidd Image: Bidd	ing In-Progress	O Eve	ant Closed	Not Participated	→ Tile bar
Event List) Download
Event#	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status	Filters
E00005613	test inline bid console	13-Oct-2024 9:02 PM	NG12	NG	NG12	13/10/2024	Bidding In Progress	
E00005612	Mindsprint event	13-Oct-2024 4:21 PM	NG12	NG	NG12	13/10/2024	Bidding In Progress	
E00005611	Simple flow check	11-Oct-2024 8:55 PM	NG12	NG	NG12	11/10/2024	C Evaluator Decision	
E00005609	test flow	10-Oct-2024 6:36 PM	NG12	NG	NG12	10/10/2024	O Evaluator Decision	
E00005602	TestBidConsole	10-Oct-2024 4:04 AM	NG12	NG	NG12	09/10/2024	O Evaluator Decision	
E00005601	TestCustomColumnFix	10-Oct-2024 2:23 AM	NG12	NG	NG12	09/10/2024	Bidding In Progress	
E00005597	Event L2	09-Oct-2024 8:18 PM	NG12	NG	NG12	09/10/2024	🔅 Evaluator Decision	
E00005596	test bid console	09-Oct-2024 7:17 PM	NG12	NG	NG12	09/10/2024	🔅 Evaluator Decision	
E00005594	Event - Lakshmi	09-Oct-2024 6:30 PM	NG12	NG	NG12	09/10/2024	O Evaluator Decision	
E00005589	Event - 1	09-Oct-2024 5:44 PM	NG12	NG	NG12	09/10/2024	C Evaluator Decision	
E00005577	test event creation	09-Oct-2024 2:26 PM	NG12	NG	NG12	09/10/2024	Evaluator Decision	
E00005559	test emi- team member	08-Oct-2024 8:21 PM	NG12	NG	NG12	08/10/2024	Bidding In Progress	년 신
Rows per page: 25	*						1 - 25 of 1615 < > >	Pagination

Components of Vendor Dashboard

<u>Business unit</u>: Business unit provides authority to event vendor to get event information under particular BU.

<u>Profile</u>: Clicking on **Profile** provides the facility to Logout as well as language selection option.

<u>Tile bar</u>: Tile bar includes five tiles – event participated, new event, bidding in-progress, event closed, not participated which provides easy access to filter events based on event tiles.

<u>Search</u>: Search bar helps to find event using keywords which are based on Event id, Event name, on which date and time event was started, company, purchase organization or the date event was created. Click on "**Search**" icon, it will expand, and vendor can search.

<u>Filters</u>: Filters help to find events based on vendor's choice. Click on "**Filters**" icon. It will provide access to the vendor to filter based on Company, Plant, Purchase Org (Organization), Status, Currency, Category and Creation start to end date. After choosing inputs from drop-down box, vendor has to click "**Apply Filters**" button. Applied filter will reflect on **Event list** in dashboard. To clear all filters, vendor can click on "**Clear All**" button.

<u>Download</u>: Download button allows vendor to download all events available on the dashboard in excel format.

<u>Event list</u>: Event list allows vendor to get the event details. Event can be sorted by ascending or descending order by clicking column name.

<u>Pagination</u>: Pagination segment allows vendor to select the event number on a particular page, move to first page, next page, previous page or last page.

4. Vendor bidding board

Event Info & Vendor Rules

Event info and vendor rules allow Vendor to get basic details related to events like event name, currency, type of event, description (if provided by creator), Event duration, Trigger overtime,

Dashboard / Vendor / E00005612			NG12 - Crown Floor Mill 👻 😫
RA - E00005612			♦* Bidding In-Progress I < 2 of 25
EVENT INFO & VENDOR RULES C	ONTENT DETAILS		
Event Info & Vendor Rules			
Event Name	Event Currency	Event Type	Description
Mindsprint event	NGN	Direct Reverse Bidding	
Event Duration	Trigger Overtime	Bid Decrement	Price Deviation
13 Oct, 24 4:21PM - 13 Oct, 47 4:	4	5	30
Tie Bid Settings	Payment Terms	INCO Term	
No tie bids	21 days from Date of Invoice	Costs and freight	

Bidding related rules for vendors, Payment and Incoterms.

Content Details

Approver can see entire **Content details**, which include:

- 1. Material list Material # (Material Id), Material name, Category, Plant, Purchase Org (Purchase Organization), Order Qty (Order Quantity)
- 2. Questions Question details, answer type Text, Yes/No, Date, mandatory or not, added attachment
- 3. Requirements Requirement details, added attachments
- 4. Request Docs Document details, Mandatory or not
- 5. Terms & Conditions

Dashboard / Vendo	r / E00005612			NG12 - Crown Floor Mill	*	0	
EVENT INFO & VEN	IDOR RULES CONTENT DETA	ILS					
Content details							
Material List (7)							
Material #	Material Name	Category	Plant	Purchase Org	Order Qty		
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6287-DFM PLC Workshop-KANO	NG12 - Crown Floor Mill	1,000.00		
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop- ILORIN	NG12 - Crown Floor Mill	1,000.00		
30000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG12 - Crown Floor Mill	1,000.00		
30000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6101-TCA Factory	NG12 - Crown Floor Mill	1,000.00	-+++	→ Material list
30000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6117-TCB Factory	NG12 - Crown Floor Mill	1,000.00		
30000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG12 - Crown Floor Mill	1,000.00		
Question (2)							
Question	Answer Type	Mandatory?	Attachment	Actions			Question
Guestion 2	Yes/No	No	¢	Ð			
Question 1	Writeup	Yes	œ,	Ð			
Requirements (1)							
Requirements		Attoche	nent			-++	> Requirements
Req		ڡ۪					
Request Docs (2)		~				-1	
Required Decuments		Mondotou/?		Actions			
Doc 2		No		P		-++-	
Doc 1		Yes		R.		- 1	
Terms & Conditions				50 T			
				CANCEL Reject	Proceed To Agreeme	nt	
				L			

Questions & Request documents

Vendor have to answer questions & attach requested documents which are mandatory and can provide input for other questions or documents if vendor wants as these are optional.

Response X	Response			×
A QUESTION REQUEST DOCUMENTS	QUESTION	REQUEST DOCUMENTS		
QUESTION 1. Question 1*	Documents	Attachments	Size	Action
Answer	Doc 2	e,	0 Bytes	Ô
2. Question 2 O Yes O No	Doc 1 •	e,	0 Bytes	Ō
Done	_			CANCEL SAVE

Terms & Conditions

Vendor has to agree to the terms and conditions by checking terms and conditions.

Click on "Agree & Accept"

Terms and Conditions:	
 OLAM may supplement or amend the terms of this BIDDING at a writing to all participating bidders. 	any time by notice in
 OLAM may terminate this BIDDING at any time by notice in writi bidders. 	ng to all participating
 OLAM may make offers to participate in this BIDDING to any nur any time without prior notice. 	mber of suppliers at
 After reviewing the contents of this AUCTION, please provide yo unit pricing for each SKU/ITEM. 	ur most competitive
 It is not required to bid on all items; however, all mandatory dete for the items you are bidding on. 	ails should be filled in
Agree with the above mentioned terms and conditions	

Bid console

-	· 0	wn Floor Mill	NG12 - Crow							ndor / E00005612	Dashboard / Ver
	I< < 2 of 25 > >I	n-Progress	Bidding Ir							612	RA - E000056
-								•	DETAILS BID CONSOLE	VENDOR RULES CONTEN	EVENT INFO &
					NDS IN 8399D : 15H : 46M : 2S	BIDDING E				0/3 Bid Decrement Value 59	Extension Limit (
									_	7)	Material List (7
		Price	Rank Value	Rank	Tax code	Gap L1 to L2	Order Qty	Location	Plant	Material	Material#
> Bidding Price		1200	N1,200.00	2	V0 - Nigeria 0% Input Tax	₩200.00	1,000.00	Kano	DFM PLC Workshop-KANO	GEAR OIL 85W140	30000061361
→ Rank value (Latest BID)		900	N900.00	0	VO - Nigeria 0% Input Tax	N0.00	1,000.00	llorin	DFM Workshop- ILORIN	GEAR OIL 85W140	300000061361
→ Vendor Rank		1200	N1,200.00	2	V1 - Nigeria 5 % Input Tax	N100.00	1,000.00	Calabar	DFM Workshop-CALABAR	GEAR OIL 85W140	30000061361
→ Tax Code		800	N800.00	0	V1 - Nigeria 5 % Input Tax	N0.00	1,000.00	Tincon	TCA Factory	GREASE LUBRICANT EP3	30000061363
gainst vendor	o between Best bid aş	🔶 Gap									
	Cancel UPDATE BID	[

In vendor bid console, vendor can select tax code, bid price, can see the latest bid price, can check vendor rank & gap among level best bid and vendor's bid (if creator provides permission). Vendor also can see the duration of bidding, bid decrement rules on the header.

If Lots are present then, Vendor will be able to see LOTS with its time duration as follows:

Dashboard / Ven	dor / E00005683								NG12	- Crown Floor I	MIII ¥		0
RA - E000056	83								Bidding I	n-Progress	K	< 1 of 2	25 > >
EVENT INFO & V	ENDOR RULES LOT DETAIL	S BID CONSO	LE .										
Extension Limit 0	/3 Bid Decrement Value 5%					BIDDING ENDS IN OH : 28M : 55	is						
LOT A Ends in 00:28:54	P	LOT B Ends in 00	28:54	P									
Material List (2)											B 00	D REBALANCE	٩
Material#	Material	Plant	Location	Order Qty	Gop L1 to L2	Tax code		Rank	Rank Value	Price			
30000061363	GREASE LUBRICANT EP3	TCA Factory	Tincon	90,000.00	N0.00	VO - Nigeria 0% Input Tax	•	0	N1,000.00	1000			
300000061366	TRANSMISSION OIL ATF	Logos	Logos	90,000.00	N0.00	VD - Tax Nil	•	0	N2,000.00	2000			
										[Cancel	UPDAT	TE BID

Vendor can select LOTs and place bid during LOT time duration. If one LOT gets expired, vendor will not be able to place bid for that particular LOT.

If Event creator extends the time, vendor will get the following pop-up:



If event paused by creator, vendor will not be able to bid during that time.

Dashboard / Vendor	/ E00005683						NG12 -	Crown Floor Mill 🛛 👻	Θ
RA - E00005683							Ridding In	-Progress IK	$\langle 1 \text{ of } 25 \rightarrow \rangle I$
EVENT INFO & VENI	DOR RULES LOT DETAILS	BID CONSOLE .							
Extension Limit 0/3	Bid Decrement Value 5%				II BIDDING PAUSED OH	: 31M : 55S			
LOT A Event Paused	Ρ	LOT B Event Paused	Ρ						
Material List (2)									Q
Material#	Material	Plant	Location	Order Qty	Gap L1 to L2	Tax code	Rank	Rank Value	Price
300000061363	GREASE LUBRICANT EP3	TCA Factory	Tincan	90,000.00	N0.00	VO - Nigeria 0% Input Tax	0	N1,000.00	\$1,000
30000061366	TRANSMISSION OIL ATF	Logos	Logos	90,000.00	N 0.00	V0 - Nigeria 0% Input Tax	0	₩2,000.00	\$2,000
									Done



PROCON User Manual

Step by Step Guide for Evaluation

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	24-Oct-2024	Evaluation module user manual created

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Evaluation

Materials:

Evaluator Login Screen

Log-in to PROCON through your Evaluator credentials.

Procon		
Username or Email		
username@domain.com		
Password		
password	<i>©</i>	
	Forgot Password?	
LOGIN		
OR		
NCP SSO		
Terms & Conditions - Privacy Pol	licy	

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Dashboard

Procon	aluator Dashl	board							8
RFQ	EVENT LIST								
Purchase Request		Evaluated 31	Č Renego	tiated	Pendi 37	ng	Near to Expire		Expired 37
Evaluation									
Awarding	Ref No	Rfq Type	RFQ Description	Created By	Currency	Evaluation End Date	Evaluated	Status	् Ш ±≓ थ Actions
Contract	10006617	RE-NEGOTIATED MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	0/2	Č Responded	ł©
D	10006601	MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	1/1	Scaluated	ł©
E\$ Approval	10006577	MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	1/1	Scaluated	ł©
Vendors	10006558	MATERIALS	CFM Purchase Org	Kingsly	NGN	18-Oct-2024	10/10	Sevaluated	i@
	10006493	ASSET	CFM Purchase Org	Kingsly	NGN	15-Oct-2024	0/5	C Renegotiation	i@
	10006489	SERVICE	CFM Purchase Org	Kingsly	NGN	25-Oct-2024	2/2	C Renegotiation	i@
Masters	10006464	MATERIALS	CFM Purchase Org	Kingsly	USD	21-Oct-2024	0/2	C Renegotiation	ł©
Centralized Category	10006430	RE-NEGOTIATED SERVICE	CFM Purchase Org	Kingsly	NGN	10-Oct-2024	0/2	C Responded	i@
	10006425	NEW ASSET	CFM Purchase Org	Kingsly	NGN	10-Oct-2024	0/4	Partially Responde	o io
Auction Y	10006417	NEW SERVICE	CFM Purchase Org	Rahul	NGN	09-Oct-2024	0/2	C Responded	ł©
	25 👻							1 – 25 of 131	< < > >I

In the left tool bar, Select Evaluation. (Highlighted in yellow)

The tile section (highlighted in red) helps the evaluator to view the number of RFQ's in each stage namely evaluated, renegotiated, Pending, Near to expire and Expired.

The orange highlighted area consists of the search, column selector (layout), filter, email and download icons. The Action icon shows the RFQ history of the RFQ which starts from the RFQ creation and ends once the PO is created.

Clicking on the RFQ number takes the evaluator to the Summary screen for that RFQ.

- **Search** here is a universal search and helps the evaluator to search for the required RFQ.
- Column Selector allows the evaluator to edit the layout of the dashboard. Click on apply to apply the changes made to the layout by selecting only the needed columns. The evaluator will also be able to add a new template for the dashboard screen using save as a new layout option.

Select	t Layout X
Select L	ayout
New I	layout 👻
Q, E	Enter keyword to search
	select
	Rfq Number
	Rfq Type
	Product Descriptions
🗹	Created By
🜌	Currency Code
🗹	Evaluation End Date
	Evaluated
🗹	Status
🗹	Action
_	
S	AVE AS NEW LAYOUT Apply Update

• **Filter** helps the evaluator to filter the contents of the dashboard.



Clear All	Apply Filters	
Ciedi Ali	Apply mens	

- **Send email** helps the evaluator to send an email where an excel attachment of the dashboard will be sent.
- **Download** option helps the evaluator to download the information available on the dashboard.
- Action This icon allows the evaluator to view the history of the RFQ.



RFQ Summary

Dashboard / Evaluator Dashboard / S	Summary View								e
RFQ Summary (RFQ10006601) Names								+ SIMULAT
Baseline Spend	ß	All Suppliers (2)		Scenario	Suppliers	Items Covered	Spend () Sc	wings (j)	Action
NGN 101,500		C		Best Bid Price	B	1004	NGN 850,000	NGN	-748,500 ••••
Item Responded 1/1	Θ	Vendor Response () 2/2	Θ	Company Guidelines		1004	; NGN 107,500	NG	N-6,000 •••
RFG Floated	Responded 25-15-223-	Evaluated 2240-2024	Awarded 3×10×204	acoverno Sim 1 🗃	60	1003	NGN 107,500	NG	N-5,000 •••
Quote Comparison (Sim 1)							ζⅢ蒜平	Documents	Sim 1
Supplier					Infinity Tyres		GANIRAY A	ND BROTHERS NIG C	0
Compliance					 Fully Complia 	nt.	•	ully Compliant	
Overall Rank					0			2	
Vendor Response					View Details			view Details	
Material Description	Plant Details	Req Gty	Least Pric	e Total Unit Price	Rank	Award Gty	Total Unit Price	Rank	Award Gty
Engine oil 15W40	DFM Work	100 L	NGN 1,00	0 NGN 1,000	1	100 L	NGN 1,030	2	-
SOB Net Total			NGN 100,00	0		NGN 100,000 (100%)			NGN 0 (0
Ταχ			7,50	D		NGN 7,500			NGN
SOB Grand Total			NGN 107,50	0		NGN 107,500 (100%)			NGN 0 (01
							MANUAL ALLOCATION RENE	GOTIATE	BMIT VIEW SUBMISSIC

The **RFQ Summary** consists of three sections.

The top left (highlighted in yellow), consists of Timeline, Baseline Spend, Suppliers, Items responded, and Vendors responded. Whereas the right top (highlighted in red), is the **Scenario table.** The scenario table will have 2 default scenarios – Best Bid and Company Guidelines. The evaluator will be able to add new scenarios using manual allocation and simulate options.

- Best Bid Scenario In this scenario, the system allocates fully quantity to the vendor with the lowest quoted price. This scenario can only be used for information and cannot be submitted.
- **Company Guidelines** In this scenario, the system awards the vendors according to the system rank and company guidelines set in the masters.

Below these, the **Quote Comparison** table is available, and the evaluator will be able to compare and evaluate the vendors for all the items. In the quote comparison, the Material Description, Plant details, Requested Quantity (Req Qty), Least price (Lowest price quoted by any vendor for the item) are available as default under common columns and Total Unit Price, Rank and Award Qty are default under the vendor columns.
Total Unit Price – The total unit price is the addition of conditions (discount, freight and insurance etc.), tax and the unit price of the items.

The evaluator will be able to change the layout, filter the table, download templates, send email and search using the icon on the right top of the table. The evaluator will also be able to toggle between the scenarios.

Documents – The documents button helps the user to view the documents during RFQ creation, Vendor Response and Evaluation.

Details							×		
INCO CFR	Terms - Costs and freight		Payment Terms Z007 - 21 days from Do	Payment Terms Z007 - 21 days from Date of Invoice					
Plant Details	Requested Quantity	Least Price	Deliverable Quantity	Total Unit Price	Tax	Docx	Award Qty		
TCA Factory	100 KG	NGN 90	100 KG	NGN 100	7.5%	Ę	100 KG		
TCA Factory	100 KG	NGN 80	100 KG	NGN 80	7.5%	¢	100 KG		
TCA Factory	100 KG	NGN 100	100 KG	NGN 100	7.5%	¢	100 KG		
TCA Factory	100 KG	NGN 80	100 KG	NGN 100	7.5%	¢,	100 KG		
TCA Factory	100 KG	NGN 90	100 KG	NGN 90	7.5%	Ę	100 KG		
TCA Factory	100 KG	NGN 80	100 KG	NGN 80	7.5%	¢	100 KG		
TCA Factory	100 KG	NGN 60	100 KG	NGN 60	7.5%	Ę	100 KG		
TCA Factory	100 KG	NGN 70	100 KG	NGN 70	7.5%	¢	100 KG		
	Details INCO CFR INCO CFR INCO CFR INCO IN INCO IN INCO IN	INCC Erms CR INCC Erms CR CR CR 0 CA <	INCO Terms CFR - Costs and freight Inco Terms CFR - Costs and freight Plant Details Requested Quantity Least Price TCA Factory 100 KG NGN 90 TCA Factory 100 KG NGN 100 TCA Factory 100 KG NGN 80 TCA Factory 100 KG NGN 70 TCA Factory 100 KG NGN 70 <	Participation NCC Terms CFR - Costs and freight Payment Terms 2007 - 21 days from Detection Plant Details Requested Quantity Least Price Deliverable Quantity TCA Factory 100 KG NGN 90 100 KG TCA Factory 100 KG NGN 100 100 KG TCA Factory 100 KG NGN 80 100 KG TCA Factory 100 KG NGN 70 100 KG TCA Factory 100 KG NGN 70 100 KG	Partails INCO Terms CFR - Costs and freight Payment Terms 2007 - 21 days from Date of Invoice Plant Details Requested Quantity Least Price Deliverable Quantity Total Unit Price TCA Factory 100 KG NGN 90 100 KG NGN 100 TCA Factory 100 KG NGN 100 100 KG NGN 100 TCA Factory 100 KG NGN 90 100 KG NGN 100 TCA Factory 100 KG NGN 90 100 KG NGN 100 TCA Factory 100 KG NGN 90 100 KG NGN 100 TCA Factory 100 KG NGN 90 100 KG NGN 90 TCA Factory 100 KG NGN 90 100 KG NGN 90 TCA Factory 100 KG NGN 90 100 KG NGN 90 TCA Factory 100 KG NGN 70 100 KG NGN 70 TCA Factory 100 KG NGN 70 100 KG NGN 70 TCA Factory 100 KG NGN 70 100 KG NGN 70 TCA Factory 100 KG NGN 70 100 KG NGN 70	Parails Poyment Terms CD7 - 21 days from Durotes Pont Details Requested Quantity Ceast Price Deliverable Quantity Total Unit Price Total TCA Factory 100 KG NGN 90 100 KG NGN 100 75% TCA Factory 100 KG NGN 100 100 KG NGN 100 75% TCA Factory 100 KG NGN 100 100 KG NGN 100 75% TCA Factory 100 KG NGN 100 100 KG NGN 100 75% TCA Factory 100 KG NGN 80 100 KG NGN 100 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 100 KG NGN 80 100 KG NGN 80 75% TCA Factory 10	NCO Terms CRR - Costs and freight Payment Terms 2007 - 21 days from Date of Invoice Image: Cost of Cost o		

Supplier Response Details (View details)

The **View Details** will be available for each vendor in the quote comparison table. Clicking in the view details will show a pop up which shows a detailed view of the inputs given by the vendor for this RFQ.

Compliance Screen

Compliance Details				×
Supplier Infinity Tyres				Partially Compliant
Main Terms Details				
Terms	Requested		Vendor Response	
Payment Terms	Z007 - 21 days from Date of Invoice		Z007 - 21 days from Date of Invoi	ce
Inco Terms	CFR - Costs and freight		CFR - Costs and freight	
Material Level Terms Details				
Material Description	Requested Quantity	Deliverable Quantity	Delivery Date	Deliverable Date
Test	100 KG	100 KG	19-10-2024	30-10-2024
Test	100 KG	100 KG	19-10-2024	26-10-2024
Test	100 KG	100 KG	19-10-2024	22-10-2024
Test	100 KG	100 KG	19-10-2024	27-10-2024
Test	100 KG	100 KG	19-10-2024	24-10-2024
Test	100 KG	100 KG	19-10-2024	28-10-2024
Test	100 KG	100 KG	19-10-2024	24-10-2024
Test	100 KG	100 KG	19-10-2024	24-10-2024
Test	100 KG	100 KG	19-10-2024	26-10-2024
Test	100 KG	100 KG	19-10-2024	21-10-2024

The **Compliance Screen** is like the view details where the evaluator will be able to see the compliance of each vendor for all the items.

Baseline Spend

Edit Baseline					Bo	ise Currency : NGN 🗙
Enter keyword to search						UPLOAD EXCEL
Material Description	Req Qty	Baseline Type	Unit Price	Ex.Rate	Price (NGN)	Baseline Amount
BEARING 332216/332218	1000 EA	BQP 🔻	104.5 EA	1	NGN 104.5	NGN 104,500
WHEEL BEARING 518410	1000 EA	BQP 👻	110 EA	1	NGN 110	NGN 110,000
BEARING 332216/332218	1000 EA	BQP 👻	190 EA	1	NGN 190	NGN 190,000
WHEEL BEARING 518410	1000 EA	BQP 👻	150 EA	1	NGN 150	NGN 150,000
BEARING 332216/332218	1000 EA	BQP 🔻	105 EA	1	NGN 105	NGN 105,000

CANCEL	UPDATE
--------	--------

The **Baseline Spend** can be viewed by clicking on the edit button on the Baseline spend tile in the left top of the RFQ summary screen. Baseline spend helps the evaluator to have a benchmark for the purchase. For each item, the evaluator can set Baseline Type (Best Quoted Price, Last Purchase Price or the Manual Price) to calculate the baseline spend. By clicking on the upload excel, the evaluator will be able to download the excel template for this screen and upload the excel file once they have filled the details in the template.

<u>Simulate</u>

Dashboard / Evaluator Da	shiboard / Summar	y View / S	imulate										8
Business Constraints		\leftrightarrow	Simulated Results										
Scenario Level			Supplier					Viramsun Niger	io Ltd		Infinity Ty	ves .	
All		*	Compliance				Fully Compliant			Fully Compliant			
Award On			Overall Rank					2			0		
OVERALL BEST	ITEM LEVEL BEST		Vendor Response					View Detoi	ls		View Detc	ils	
Vendors To Be Awarded Condition	No Of Vendor		Material Description	Plant Detalls	Req Gty	Least Price	Total Unit Price	Rank	Award Gty	Total Unit Price	Rank	Award Gty	
Equal To	2		Engine oil 15W40	DFM Work	100 L	NGN 900	NGN 900	1	65 L	R NGN 1,000	2	35 L	
Share Of Business			GREASE LUBRICANT	DFM Work	100 KG	NGN 1,000	NGN 1,200	2		NGN 1,000	1	100 KG	
SOB 1	SOB 2		SOB Net Total			NGN 190,000			NGN 58,500 (30%)				NGN 135,000 (70%
70 %	30	- 5	Tax			0			NGN 4,387.5				NGN 10,125
MOQ			SOB Grand Total			NGN 190,000			NGN 62,887.5 (30%)				NGN 145,125 (70%)
Items (Hou MOG = 301) Periods Select + Add Details Items All hems Delivery Details FROM DATE OF DELIN hem Details I TEM COVRO	MOG In 1												
F		NTE										[CANCEL SA

Evaluators can start the simulation by clicking the **Simulate** button on the top of the scenario table. Simulate helps the evaluator simulate multiple scenarios by changing the constraints (Highlighted in red). Once the evaluator chooses the constraints and click simulate, the sourcing optimizer then gives the optimal solution on the right side of the constraints.

The evaluator is asked to choose Scenario level at first and it consists of options like All, Company, Plant and Material category. Except for all, the other options have one more level. For e.g.) If Company is chosen, then the next step would be to select the desired companies.

Now the evaluator must choose if the simulation should be on Overall Level or Item Level.

Overall Level:

In **Overall Level**, the sourcing optimizer would split the final share of business for the vendors adhering to the other constraints.

- After choosing the overall level, the evaluator must select the number of vendors and assign the share of business for the vendors.
- Minimum Order Quantity is required to ensure that a minimum quantity is assigned to the vendors. The maximum allowable percentage is 30%.

- The evaluator can set different MOQ for items. Once the item is chosen, the MOQ should be entered in percentage or quantity. And then the add details should be clicked to add the constraint.
- The date of delivery and the item coverage constraints are optional for the simulation.

<u>Item Level:</u>

However, **Item Level** allows the evaluator to split the quantity for each item among the vendors.

- After choosing the overall level, the evaluator must select the number of vendors and assign the share of business for the vendors.
- Here the evaluator can choose different number of vendors and assign different share of business for the items individually. Click on add details to add the constraints.
- The date of delivery and the item coverage constraints are optional for the simulation.

Once the constraints are filled, the evaluator can use the simulate button to run the sourcing optimizer and get the optimal result. Save can be clicked to save the scenario in the scenario table. The evaluator is allowed to name the scenario and give comments. A maximum of only 2 scenarios is allowed to be saved in the scenario table.

Dashboard / Evaluator D	ashiboard / Summa	ry View / S	imulote										0	
Business Constraints		↔	Simulated Results											
Scenario Level			Supplier					Viromsun Nige	ria Ltd		Infinity Ty	res		
All		*	Compliance					Fully Compliant			Fully Compliant			
Award On			Overall Rank					0			0			
OVERALL BEST (Select Items	ITEM LEVEL BEST		Vendor Response					View Deto	ls .		View Deta	ails		
All Items			Material Description	Plant Details	Req Gty	Least Price	Total Unit Price	Rank	Award Gty	Total Unit Price	Rank	Award Gty		
Venderr To Be Awarded			Engine oil 15//40	DFM Work	100 L	NGN 900	NGN 900	1	60 L	🕞 NGN 1,000	2	40 L		
Condition	No Of Vendor		GREASE LUBRICANT	DFM Work	100 KG	NGN 1,000	🗟 NGN 1,200	2	40 KG	NGN 1,000	1	60 KG		
Equal To	2	*	SOB Net Total			NGN 190,000			NGN 102,000 (50%)				NGN 100,000 (50%)	
Share Of Business			Тах			0			NGN 7,650				NGN 7,500	
SOB 1	SOB 2		SOB Grand Total			NGN 190,000			NGN 109,650 (50%)) NGN				
Verlvery Details	VERY	0												
Г	RESET SIMUL	ATE											CANCEL SAV	

Manual Allocation

Manual Allocation helps the evaluator to manually edit the Company guidelines or simulated scenarios and save it as a new scenario using the save button.

- The evaluator is allowed to download the template using the download template button. And upload the edited template.
- If the evaluator tries to Manually allocate a scenario which was a manual allocation itself, the evaluator can either click save to save it as the same scenario or click on save as to create it as a new scenario.
- Dashboard / Evaluator Dashboard / Summary View 8
- A maximum of 2 manual allocations can only be saved in the scenario table.

Manual Allocation (Simulation 1)							1 Drag & Drop or Brows	e 🛓	DOWNLOAD TEMPLATE	
OverAll Level 🔘 Line Item Level										
Supplier				Viramsu	un Nigeria Ltd		Infi	nity Tyres		
Compliance				S Ful	ly Compliant		Fully Compliant			
Overall Rank		1			2					
Vendor Response	Vie	ew Details		Vie	w Details					
Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty	
Engine oil 15W40	DFM Worksh	100 L	NGN 900	NGN 900	1	100 L	B NGN 1,000	2	L	
GREASE LUBRICANT EP3	DFM Worksh	100 KG	NGN 1,000	R NGN 1,200	2	100 KG	NGN 1,000	1	KG	
SOB Net Total			NGN 190,000			NGN 102,000 (50%)			NGN 100,000 (50%)	
Tax			14,250			NGN 7,650	NGN 7			
SOB Grand Total			NGN 204,250			NGN 109,650 (100%)			NGN 107,500 (0%)	
								CANCEL	SAVE AS SAVE	

Line-Item Level Manual Allocation:

In this Manual Allocation (Screenshot above), the evaluator can edit the Award Quantity given for each item, for all the vendors. Then Proceed to save the allocation.

Overall Manual Allocation:

In this Manual Allocation (Screenshot below), the evaluator is given an option to choose any vendor of their choice and give award them the entire RFQ items. The chosen vendor will be awarded for all the items and if the required quantity is not met. Then the other vendor fields will become editable, and they can be allocated the remaining quantity for those items. There is no template upload option for **Overall Manual Allocation.**

Dashboard / Evaluator Dashboard / Sum	mary View										8
Manual Allocation (Simulation 1) OverAll Level O Line Item Level									•	OWNLOAD T	MPLATE
Supplier				Viramsu	un Nigeria Ltd			Infi	nity Tyres		
Compliance				S Ful	ly Compliant			S Ful	ly Compliant		
Overall Rank					1				2		
Vendor Response				Vie	ew Details			Vie	w Details		
Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty		Total Unit Price	Rank	Award Qty	
Engine oil 15W40	DFM Worksh	100 L	NGN 900	NGN 900	1	60	L	R NGN 1,000	2	40	L
GREASE LUBRICANT EP3	DFM Worksh	100 KG	NGN 1,000	Re NGN 1,200	2	40	KG	NGN 1,000	1	60	KG
SOB Net Total			NGN 190,000			NGN 102,0	00 (50%)			NGN 100,0	00 (50%)
Tax			14,250			N	GN 7,650			N	3N 7,500
SOB Grand Total			NGN 204,250			NGN 109,6	50 (50%)			NGN 107,5	00 (50%)
									CANCEL	SAVE AS	SAVE

Renegotiation

Dashboard / Evaluator Dashboard / Summary View												
Quote Comparison (Best Bid Price)												
Supplier				Vira	msun Nigeria	Ltd	Infinity Tyres					
Compliance	Compliance					nt	Fully Compliant					
Overall Rank		2			1							
Vendor Response					View Details			View Details				
Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty			
Engine oil 15W40	DFM Worksh	100 L	NGN 900	🗌 NGN 900	1	100 L	NGN 1,000	2	-			
GREASE LUBRICANT EP3	DFM Worksh	100 KG	NGN 1,000	NGN 1,200	2	-	NGN 1,000	1	100 KG			
SOB Net Total			NGN 190,000			NGN 90,000 (47%)			NGN 100,000	0 (53%)		
Tax			14,250			NGN 6,750			NGM	N 7,500		
SOB Grand Total			NGN 204,250			NGN 96,750 (47%)			NGN 107,500	0 (53%)		

To initiate the renegotiation, click on the **Renegotiate Button** in the RFQ summary screen. The system automatically selects (highlighted in yellow) the vendors who are awarded and are not the least priced vendors. The remaining vendors can also be selected manually by the evaluator. For all the auto selected checkboxes, there will be a *renegotiation opportunity icon* showing the scope for the renegotiation.

Click on proceed to continue the renegotiation. Now the evaluator can use 2 views to perform the renegotiation, they are **Material Level** (first screenshot) and **Vendor Level** renegotiation (second screenshot).

CANCEL PROCEED RENEGOTIATION



ndor Level	-		ITY TYRES UVIRAMS	UN NIGERIA LTI	0									
Supplier 2009738 - Infinity Tyr	es		Overall G NGN 107,50	auotation			SO	3 Amount 1 40,000		Delivery Date 26-10-2024			٠	Fully Compliant
negotiation	Materi	ial Details												
aterial Description	Plant D	Details	Requested Quantity	Least Price	Tax	Rank	Unit Price	Counter Offer	Comments *		Gross Price	Deliverable Qu	uantity	Deliverable Dat
ngine oil 15W40	DFM W	/orkshop-IKOROD	U 100 L	NGN 900	7.5%	2	NGN 1,000	Offer Price	Comments.		NGN 107,500	100		26-10-2024
ason For Por	ogotic	ation												
Enter Overall Commen	egotic	ation												
													CAN	NCEL
													CAN	NCEL
ishboard / Evalua	tor Dashi	iboard / Summ	an View / Renegations										CAN	NCEL
ishboard / Evalua	tor Dasht	iboard / Summ	ary View / Renegotiate										CAN	NCEL
ishboard / Evalua aterial Level	tor Dasht	iboard / Summ	ary View / Renegotlate	ASE LUBRICAN	r ep3								CAN	NCEL SUE
ushboard / Evalua aterial Level Material Details Engine all 1994/0	tor Dasht	iboard / Summi	ary View / Renegotiate NE OIL 15W40 ① GRE Plant DEM Werkshors-KORODU	ASE LUBRICAN	r EP3	Least Price		INCO Tr	erms	Paymer 21 date 5	nt Terms		CAN	Delivery Dc
ishboard / Evalua aterial Level Material Details Engine oil 15W40	tor Dashi	iboard / Summi	ary View / Renegatiate NE OIL 15W40 ① GRE Plant DFM Workshop-IKORODU	ASE LUBRICAN	r EP3	Least Price NGN 900		INCO Te Costs an	erms di freight	Paymer 21 days f	nt Terms rom Date of Invo	lice	CAN	Delivery Dc 26-10-2024
sshboard / Evalua aterial Level Material Details Engine oil 151440 negotiation	tor Dasht	board / Summi ENGI Details	ary View / Renegotiate NE OIL 15W40 @ GRE Plant DFM Workshop-KORODU	ASE LUBRICAN	L Eb3	Least Price NGN 900		INCO Te Costs an	erms Id freight	Paymer 21 days f	nt Terms rom Date of Invo	vice	CAN	Delivery Dc 26-10-2024
Ishboard / Evalua Iterial Level Material Details Engine oil 15W40 negotiation Indor Name R	tor Dashi Terms	Details	Ary View / Renegotiate NE OIL 15W40 CRE Plant DFM Workshop-KORODU	ASE LUBRICANT	r EP3 nents *	Least Price NGN 900	Ταχ	INCO Tr Costs or Gross Price	erms d freight Deliverable Quantity	Paymer 21 days f Deliverable Date	nt Terms rom Date of Invo	olce to Term	CAN Res Payment	Delivery Da 26-10-2024
Ishboard / Evalua Iterial Level Material Details Engine all ISW60 Inder Name R finity Tyres 2	tor Dashi Terms	Details	Ary View / Renegotiate NE OIL 15W40 C CRE Plant DFM Workshop-IKORODU Counter Offer Offer Pres.	Com	nents *	Least Price NGN 900	Tax 25%	INCO Tr Costs or Gross Price NGN 107500	erms di freight Delliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	nt Terms room Date of Inva e Res Inco	oice to Term and freight	CAN Res Payment 21 days from 1	Delivery Da 26-10-2024
shboard / Evalua Iterial Level Material Details Engine oil 15W40 negotiation ndor Name R Inity Tyres 2	tor Dashi Terms	board / Summi Enci Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 ① CRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	ASE LUBRICANT	r EP3	Least Price NGN 900	Tax 25%	INCO To Costs or Gross Price NGN 107500	erms d freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Incc	ice to Term and freight	CAN Res Payment 21 days from I	Delivery Dr 26-10-2024
shboard / Evalua terial Level Material Details Engine oil 15W40 negotiation ndor Name R inity Tyres 2	tor Dashi Terms	board / Summ Enci Details Unit Price NGN 1,000	ary View / Renegotiate NE OIL 15W40 ① CRE Plant DFM Workshop-IKORODU Counter Offer Offer Price.	Com	nents *	Least Price NGN 900	Tax 7.5%	INCO To Costs or Gross Price NGN 107,500	erms d freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inco	ice to Term	CAN Res Payment 21 days from 1	Delivery Dr 26-10-2024
shboard / Evalua iterial Level Material Details Engine oil 15W40 negotiation ndor Name R inity Tyres 2	tor Dasht Terms	Details Unit Price NGN 1,000	ary View / Renegotiate NE OLI 15W40 ① GRE Plant DFM Workshop-IKORODU Counter Offer Offer Price.	Comr	nents *	Least Price NGN 900	Tax 75%	INCO Tr Costs or Gross Price NGN 107,500	erms d freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	ice to Term and freight	CAN Res Payment 21 days from I	NCEL SU Delivery Dr 26-10-2024 Term Date of Invoice
shboard / Evalua Iterial Level Material Details Engine oil 15W40 negotiation ndor Name R Inity Tyres 2	Terms	Details Unit Price NGN 1.000	ary View / Renegotiate NE OIL 15W40 ① CRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	Comr	nents *	Least Price NGN 900	Tax 25%	Gross Price	erms d freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc Costs c	o Term and freight	CAN Res Payment 21 days from I	Delivery D 26-10-2024
shiboard / Evalua tterial Level Material Details Engine all 15W40 negotiation ndor Name R Inity Tyres 2	Terms	Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 ① CRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	ASE LUBRICAN	nents *	Least Price NGN 900	Тах 25%	Cross Price	erms Ind freight Deliverable Quantity 100	Paymer 21 days f Deliverable Datu 26-10-2024	e Res Inc	ice to Term and freight	CAN Res Payment 21 days from 1	NCEL EL EL
shboard / Evalua terial Level Material Details Engine oil 15W40 ndor Name R Inity Tynes 2	Terms	board / Summ ENGI Details Unit Price NGN 1,000	ary View / Renegotiate NE OIL 15W40 ① GRB Plant DFM Workshop-IKORODU Counter Offer Offer Pres.	Comr	r EP3	Least Price NGN 900	Tax 25%	INCO Tr Costs or Gross Price NGN 107,500	erms di freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	nt Terms rom Date of Invo e Res Inc Costs c	ice to Term	CAN Res Payment 21 doys from 1	Delivery D 2s-10-2026
shboord / Evalua terial Level Material Details ingine oil 15W40 negotiation ndor Name R inity Tyres 2	Terms	board / Summi ENGI Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 Conter Offer Counter Offer Offer Pros.	Com Con	nents *	Least Price NGN 900	Tax 7.5%	INCO Tr Costs or Gross Price NGN 107500	erms dd freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	tt Terms rom Date of Invo e Res Inc Costs c	lice	CAN Res Payment 21 days from I	Delivery D 26-10-2020
shboard / Evalua Iterial Level Material Details Engine oil 15W40 negotlation Indor Name R Inity Tynes 2	Terms	Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 C CE Plant DFM Workshop-KORODU Counter Offer Offer Price.	Comr	r EP3	Least Price NGN 900	Tax 7.5%	INCO Tr Costs or Gross Price NGN 107500	erms di freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	lice	CAN Res Payment 21 doys from I	Delivery D 26-10-2020
shboard / Evalua iterial Level Material Details Engine oil 15W40 negotiation ndor Name R Inity Tynes 2	Terms	Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 C GRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	Com	r EP3	Least Price NGN 900	Tax 7.5%	Gross Price NGN 107500	erms dd freight Dellverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	lice	CAN Res Payment 21 days from I	Delivery D 26-10-2024
ashboard / Evalua aterial Level Material Details Engine oil 15W40 rnegotiation finity Tyres 2	Terms	Details Unit Price NGN 1,000	ary View / Renegotiate NE OIL 15W40 ① CRE Plant DFM Workshop-IKORODU Counter Offer Offer Price.	Com	r EP3	Least Price NGN 900	Tax 25%	INCO To Costs or Gross Price NGN 107500	erms dd freight Dellverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	lice to Term and freight	CAN Res Payment 21 days from 1	Delivery D 26-10-2024 Term
ashboard / Evalua aterial Level Material Details Engine all 15WL0 enegotiation finity Tyres 2	Terms	Details Unit Price NGN 1,000	ary View / Renegotiate NE OIL 15W40 ① GRE Plant DFM Workshop-IKORODU Counter Offer Offer Price.	Come	nents * onments.	Least Price NGN 900	7ax 25%	INCO To Costs or Gross Price NGN 107500	erms Id fielght Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	ice o Term Index of Term	CAN Res Payment 21 days from 1	Delivery D 26-10-2024 Term Date of Invoice
ashboard / Evalua aterial Level Material Details Engine all ISW40 megotiation endor Name R finity Tyres 2	Terms	Details Unit Price NGN 1.000	ary View / Renegotiate NE OLI 15W40 ① GRE Plant DFM Workshop-IKORODU Counter Offer Offer Price.	Come	nents * oments.	Least Price NGN 900	7ax 25%	Gross Price NGN 107,500	erms Ind freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	ice	CAN Res Payment 21 days from I	NCEL SU Delivery Dc 26-10-2024 Term Term
ashboard / Evalua oterial Level Material Details Engine all 15W60 rnegotiation andor Name R finity Tyres 2	Terms	Details Unit Price NGN 1,000	ary View / Renegotiate NE OIL 15W40 C GRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	Com	nents*	Least Price NGN 900	Tax 7.5%	Gross Price NGN 107500	erms d freight Deliverable Quantity 100	Paymer 21 days f Deliverable Date 26-10-2024	e Res Inc	lice to Term and freight	CAN Res Poyment 21 doys from I	Delivery Do 26-10-2024
shboard / Evalua terial Level Material Details ingine oil 15W40 negotlation ndor Name R Inity Tynes 2	Terms	Details Unit Price NGN 1,000	Ary View / Renegotiate NE OIL 15W40 C GRE Plant DFM Workshop-KORODU Counter Offer Offer Price.	Com	nents*	Least Price NGN 900	Tax 75%	Gross Price NGN 107500	erms d freight Deliverable Quantity 100	Paymer 21 days f 26-10-2024	e Res Inc	lice	CAN Res Payment 21 days from I	NCEL ST

- If the number of items is higher than the number of vendors, then it is advisable to use the vendor level renegotiation and vice versa.
- $\circ~$ The view can be changed by clicking the drop down highlighted in red.
- The details entered in one view will be available in the other, in case the evaluator wants to switch the view.
- The Counteroffer and comments (highlighted in yellow) can be filled in by the evaluator. Comments is a mandatory field.
- The reason for renegotiation is applicable only in the vendor level renegotiation.

Click on submit button to submit the renegotiation to submit the renegotiation. Once it is clicked, the evaluator will get a pop up to set the renegotiation deadline date and revise the other dates.

Submit Renegotiation			×
Terms Details	Current Date	Updated Date	
Delivery Date	26-Oct-2024		
Renegotiation Deadline Date	24-Oct-2024	24-Oct-2024	Ē
Evaluation Start Date	24-Oct-2024	25-Oct-2024	Ē
Evaluation End Date	24-Oct-2024	25-Oct-2024	-
Awarding Start Date	24-Oct-2024	25-Oct-2024	1
Awarding End Date	24-Oct-2024	25-Oct-2024	-

Click on Submit, once the evaluator has completed revising the dates. The renegotiation will be sent to the respective vendors.

- During this renegotiation period, the evaluator is not allowed to submit the evaluation, perform manual allocation and run a simulation. This is only till the deadline, or all the vendors respond for renegotiation.
- It is advisable to create new simulations and manual allocation using the newly renegotiated unit prices to get better results.
- The evaluator will not be allowed to proceed with the old simulations and manual allocations.
- After the renegotiation, the timeline will be updated.
- The renegotiation trend will be shown in a chart near the scenario table. (highlighted in red)
- There will be quote history available in the renegotiation opportunity icon or i icon. Which shows the trend in the renegotiation for a particular item.

Dashboard / Evaluator Dash	board / Sur	mmary View										8
RFQ Summary (RFQ1000	6665) Mater	ricala	F								+	SIMULATE
Baseline Spend	z	All Suppliers (3)		Renegotiation Trends		Scenario	Suppliers	Items Covered	Spe	nd	Savings	Action
NGN 205,000	[VN GA IT				Best Bid Price	VNIT	, 1	00% NG	N 1,615,000	NGN -1,410,000	•••
Item Responded		Vendor Response ③ 2/3	675	VN IT	G4	Company Guidelines		 ,	D0% NG	GN 204,250	NGN 750	•••
RFQ Floated 24-10-2024	Responded 24-10-2024	Renegotiat 24-10-2024	ted	Evaluated 24-10-2024	Awarded 24-10-2024	Simulation 1		 ,	D0% N	IGN 217,150	NGN -12,150	•••
Quote Comparison (Best	Bid Price))					Q	日本上	Do	cuments	Best Bid Price	•
Supplier						Viramsun Nigeri	a Ltd			Infinity Tyre	5	
Compliance						 Fully Complia 	ant			Fully Compli	iant	
Overall Rank						2				0		
Vendor Response						View Details				View Details		
Material Description		Plant Details	Req Qty	Least Price	Total Unit Pr	rice Rank	Award Qty	Total	Unit Price	Rank	Award Qty	
Engine oil 15W40		DFM Worksh	100 L	NGN 900	NGN 9	800 1	100 L	B N	IGN 1,000 MANUAL AI		RENEGOTIATE	SUBMIT

Submit Evaluation:

Once the evaluator has completed his evaluation and decided on a scenario. The evaluator can select the scenario and click Submit to go to the submit screen. In the submit screen, the comments are mandatory for items which have deviations from the company guidelines.

Click on Submit to submit the evaluation and a pop-up confirmation will be visible saying "Submit Successful". This scenario will be shown with a submitted tag in the scenario table and can viewed later along with the comments by clicking the view submission which will be available on the bottom of the RFQ Summary screen.

Supplier						Virams	sun Nigeria Ltd				Infinity Tyres	
Compliance						Par	tially Compliant			() P	artially Compliar	nt
Overall Rank							0				2	
Vendor Response						v	ïew Details				View Details	
Material Description	Plant Details	Req Qty	Docx	Least Price	Total Unit Price	Rank	Award Qty	Comments	Total Unit Price	Rank	Award Qty	Comments
SUPER GLUE	DFM Worksh	1,000 EA	0	NGN 750	B NGN 1,999	2	300 EA	Enter Comments	NGN 750	1	700 EA	Enter Comments
PLATE MS 2500 X 1250 X	DFM Worksh	2,000 EA	e	NGN 800.75	R NGN 2,750.75	2	800 EA	Enter Comments	NGN 800.75	1	1,200 EA	Enter Comments
DISC CUTTING 230 x 3 x	DFM Worksh	3,500 EA	e	NGN 580.35	R NGN 2,999	2	700 EA	Enter Comments	NGN 580.35	1	2,800 EA	Enter Comments
SOB Net Total				NGN 4,382,725				NGN 4,899,600 (61%)				NGN 3,110,880 (39
ľax				328,704.375				NGN 367,470				NGN 233,31
SOB Grand Total				NGN 4,711,429.375				NGN 5,267,070 (61%)				NGN 3,344,196 (399

Asset

Asset type RFQ follows the same process as the Materials case. The differences in Asset cases are

- There is no "Simulate" available for asset case.
- At the end of the evaluation, the evaluator is asked to assign asset codes for the items.

Assign Asset Code

Add Asset Code S	plit	>
Assets list		< 1 of1 >
GREASE LUBRICAN	TEP3	+ ADD
Old Asset Code 12345	Req Qty 100	
OIL - TRANSMISSIO	Ν	+ ADD
Old Asset Code	Req Qty	
78579	100	



Click on the **Update Asset Code** on the left top of the submit evaluation screen. The Asset Code Split pop will appear. The evaluator can split the asset and assign new asset codes for the items. Click Save to save the details added and the evaluator can proceed to submit the evaluation.

Import

The Import RFQ also follows the same process as the Materials RFQ. However, the import case has 2 new features.

• Conditions (Highlighted in red)

• Currency Conversion (Highlighted in yellow)

Both these buttons will be available below the scenario table for Import procurement.

Dashboard / Evaluator Da	ashboard / Summo	ary View									
RFQ Summary (RFQ100	006668) Materials									+ SIMULATE	
Baseline Spend	R	All Suppliers (2)			Scenario	Suppliers	Items Covered	Spend (Savings	Action	
USD 5,454,966		VCSF									
Item Responded		Vendor Response	0		Best Bid Price	VC SF	100	USD 3,300	USD 5,451,666	•••	
3/3	100%	2/2		1005							
RFQ Floated	Responded	Evaluate	i i	Awarded	Company Guidelines	VC SF	100	0% USD 3,300	USD 5,451,666	•••	
24-10-2024	24-10-2024	24-10-2024		29-10-2024							
Quote Comparison (Be	est Bid Price)				Q	□ # ±	Currency Conversion	nditions	s Best Bid Price	•	
Supplier					VEGA CON	VEYOR & AUTOM	ATION LTD Import	SKF FRANCE SAS			
Compliance						 Fully Complia 	ant	Partially Compliant			
Overall Rank						0			2		
Vendor Response						View Details		V	lew Details		
Material Description	5	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank Awa	ard Qty	
BEARING 33116/33118	0	DFM Worksh	200 EA	USD 5.5	USD 5.5	1	200 EA	USD 5.8	2 -		
								MANUAL ALLOCATI	ON RENEGOTIA	TE SUBMIT	

Conditions

The conditions are set from the schema master available in the Masters. Only the conditions that are enabled for the vendor will be available with the vendor. And the other conditions will be available for the evaluator.

The evaluator can select the conditions required for evaluation. This can be done in two ways. The first way is to use the conditions below scenario table (First Screenshot). Click on the conditions, choose the vendors and the items. After that select same or different, according to the selection, the table will appear. The evaluator can enter the details for evaluation here.

The second way is to click on the view details and then click on the conditions available in the screen (Second Screenshot – highlighted in red). Choose the conditions needed from the list and enter values. The total unit price is updated once the conditions are added by the evaluator.

Vendor Conditions				×
Vendors VEGA CONVEYOR & AUTOMATION	Items L 👻 BEARING 33116	0/33118,WHEEL BEA 💌	-	
Condition Type Same Condition Dia APPLY CLEAR	fferent			
All Vendors				
All Items Material Description In	surance Charge %	Customs %	LEVY %	+ Conditions Ecowas Trade LibSch%
BEARING 33116/33118 2		3		

3

3

					CLOSE	SUBMIT	
Supplier Response Det	ails						×
Supplier VEGA CONVEYOR & AUTC	ING MATION LTD CF	CO Terms R - Costs and freight	Paymen Z007 -	t Terms 21 days i	from Date of In	voice Sru	lly Compliant
Response Details						VENDOR CON	
Material Description	Plant Details	Requested Quantity	Least Price	Rank	Unit Price	Deliverable Quantity	Freight
BEARING 33116/33118	DFM Workshop-IKORODU	200 EA	USD 5.5	1	USD 5	200 EA	USD 50
WHEEL BEARING 518410	DFM Workshop-IKORODU	200 EA	USD 5.5	1	USD 5	200 EA	USD 50
BEARING BS150212K	DFM Workshop-IKORODU	200 EA	USD 5.5	1	USD 5	200 EA	USD 50
SOB Net Total							
Ταχ							
Grand Total							



WHEEL BEARING 518410

BEARING BS150212K

2

2

Currency Conversion

Dashboard / Evaluator Dashboard / Sur	mmary View									Θ
RFQ Summary (RFQ10006668)	viata									+ SIMULATE
Baseline Spend	All Suppliers (2)			Scenario		Suppliers	Items Covered	Spend (Savings 🕢	Action
usd 5,454,966	VCSF									
Item Responded	Vendor Respons	se 🛈		Best Bid Price		VC SF		100% USD 3,300	USD 5,451	,666 •••
3/3	2/2		100%							
		Currency Con	version							
RFQ Floated Responde	ed Evaluate	Base Currency: USD	E	UR	•	Rate : 1.098901	10989010988	100% USD 3,300	USD 5,451	.666 •••
24-10-2024 24-10-2024	. 24-10-20.			Select		CANC	SUBMIT			
Quote Comparison (Best Bid Price))		_	EUR	· ·	ت عرد ه	Currency Conversion	Conditions	s Best Bid P	rice 👻
Supplier				SGD	VVE	YOR & AUTOMA		SKF FRA	NCE SAS	3
Compliance				XAF		Fully Complia	nt	O Par	tially Compliant	
Overall Rank				USD	_	0			2	
Vendor Response						View Details		v	iew Details	
Material Description	Plant Details	Req Qty	Least Price	Toto	al Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty
BEARING 33116/33118	DFM Worksh	200 EA	USD 5.5		USD 5.5	1	200 EA	USD 5.8	2	-
								MANUAL ALLOCATI	ON RENEG	OTIATE

The currency conversion helps the evaluator to convert the price related details to a preferred currency. For example) If the RFQ currency is USD but the evaluator would like to see the quote comparison in XAF. The evaluator can choose the desired currency in the drop down in the pop up (Screenshot above) and then click submit. All the currency-related information will be changed to the chosen currency.

Service

The entire process remains the same for the services case. But in Services RFQ, we have a main service item which will have one or more subitems. Therefore, the screens look a little different from the other cases.

Dashboard / Evaluator Dashboard / Summe	ry View													0
RFQ Summary (RFQ10006555)														+ SIMULATE
Romaina Shand	R	All Survolines (2)			Scenarlo		Si	uppliers	Items Covered	Spend ()		Savings 🕡		Action
NGN 60,100	Ľ				Best Bid Price		•	0		100%	NGN 21,715		NGN 38,385	
Service Item Responded 1/1	\odot	Vendor Response (1) 2/2	(Company Guidel	ines	C	0		100%	NGN 23,715		NGN 38,385	
RFG Flooted 19-15-2024	Responded 2-10-2024	Evoluate 21-10-2024	d Awr 25-1	D arded >3034	SUBHITED Company Guidel	ines 3	G	•		100%	NGN 2,334,362.5	ь	IGN -2,274,262.5	
Quote Comparison (Company Gu	idelines 3)									c	入四蒜子	Docume	ents Com	pany Guideline 👻
Supplier						Viron	nsun Nigeria Ltd				Infr	nity Tyres		
Compliance						O Pa	rtially Compliant				C Partio	lly Compliant		
Overall Rank							0					2		
Vendor Response							View Details				Vie	v Detoils		
Service Description	Plant Details	Req Gity	Least Gross Price		Unit Price	Del Gty	Gross Price ()	Rank	Award %	Unit Price	Del Gty	Gross Price @	Rank	Award %
service 1	DFM Work	1 AU	NGN 21,715				¥ 21,715	1	100 %			¥. 107,500	2	0%
Machine service		10 EA	NGN 10,100		🕞 NGN 1,010	1 EA	1,010			🗟 NGN 5,000	1 EA.	5,000		
electric service		10 EA	NGN 10,100		🕞 NGN 1,010	1 EA	1,010			🗟 NGN 5,000	1 EA	5,000		
SOB Grand Total			NGN 21,715						NGN 21,715					NGN 0
										MANUAL	ALLOCATION	RENEGOTIATE	SUBMIT	

The above screenshot shows the quote comparison screen for the services RFQ. The area highlighted here are the main variables for the comparison screen. The vendors are ranked using the Gross Price.

Gross Price = Sum of net price of all sub service items + Tax + Conditions

The awarded vendor will be shown 100% award in the main service level and the unawarded vendors will be shown 0%. The vendor who is awarded 100% will be allocated full quantity for the sub items of the respective main service item (Note: In services case, a main service cannot be split among 2 vendors). The conditions, tax and compliances are given on a main service item level.

Simulation

Simulation in services only have overall best where the number of vendors and Share of Business is fixed as 1 & 100% respectively. The evaluator can change the delivery date and item coverage constraints to get an optimal result.

Dashboard / Evaluator Dashboard / Surr	nmary Vlew / S	Simulate											9	
Business Constraints	\leftrightarrow	Simulated Results												
Scenario Level		Supplier						Infinity Tyres				Virar	nsun Nigeria Ltd	
All	×	Compliance					•	Partially Complian	it			• Pa	rtially Compliant	
Award On		Overall Rank						0					2	
OVERALL BEST		Vendor Response						View Details				1	/iew Details	
Vendors To Be Awarded Condition No Of Vendor		Service Description	Plant Details	Req Qty	Least Gross Price	Unit Price	Del Qty	Gross Price (i)	Rank	Award %	Unit Price	Del Qty	Gross Price (i)	
Equal To 1		0	TCA Facto_	1 AU	NGN 4,300,000			<u>Σ</u> 4,300,000	1	100 %			<u>Σ</u> 5,000,000	
Share Of Business		test 10		10,000 A	NGN 4,300,000	🕞 NGN 400	10000 A	4,000,000		10000 A	🕞 NGN 500	10000 A	5,000,000	
SOB 1		SOB Grand Total			NGN 4,300,000					NGN 4,300,000				
Delivery Details FROM DATE OF DELIVERY	%													
Item Details	0													
RESET	MULATE											c	ANCEL	

Renegotiation:

In services case, the **Counter Offer** and the **Comments** are given in sub service item level.

Dashboard / Evaluato	r Dashboard / Summ	ary View / Reneg	otiate									3
Vendor Level	~ () INFIN	ITY TYRES	VIRAMSU	IN NIGERIA LTD								
Supplier 2009738 - Infinity Tyres			Overall Qu NGN 8,600,	uotation ,000			SOB Amou NGN 434,00	int 00,000	Delivery Do 26-10-2024	ite	0	Partially Compliant
Renegotiation Ter	ms Details											
Terms			Buyer Req	uested					Supplier Responded			
Inco Terms			Costs and	freight					Costs and freight			
Poyment Terms 21 days from Date of Invoice 21 days from Date of Invoice										•		
Renegotiation Ma	terial Details											
Service Description	Plant Details	Requested Qu	uantity	Least Gross Price	Tax	Rank	Unit Price	Deliverable Quantity	Counter Offer	Comments *	Gross Price	Deliverable Date
0	TCA Factory			NGN 4,300,000	7.5%	1					NGN 4,300,000	23-10-2024
test 10		10000 A		NGN 400			NGN 400	10000	Offer Price	Comments		
Reason For Reneg	otiation										1	
Enter Overall Comments												
											CA	SUBMI

Manual Allocation:

OverAll Level Line Item	Level													
Supplier						Infinity Tyres					0	/iramsun Nigeria Lta	d	
Compliance					•	Partially Compliant					Pa	rtially Compliant		
Overall Rank						0						2		
/endor Response						View Details						View Details		
Service Description	Plant Details	Req Qty	Least Gross Price	Unit Price	Del Qty	Gross Price ①	Rank	Award %		Unit Price	Del Qty	Gross Price ()	Rank	Award %
٥	TCA Facto	1 AU	NGN 4,300,000			Σ 4,300,000	1	100	%			Σ 5,000,000	2	-
est 10		10,000 A	NGN 400	🔀 NGN 400	10000 A	4,000,000				🔓 NGN 500	10000 A	5,000,000		
Service Non branding 💙	TCA Facto	1 AU				Σ	-	100	%			Σ -	-	-
OB Grand Total			NGN NaN					NGN N	laN					

In item level manual allocation, the evaluator changes the award % of the main service item to 0% or 100%. 100% to award one vendor and 0% for the rest of the vendors. And in overall manual allocation, a single vendor is given 100% for all the main service items.

Branding

Branding follows the same process of materials RFQ. However, like the services case the screens are different in this case as well.

2	Dashboard / Evaluator Dashboard	d / Summary View								9
Ē	Quote Comparison (Best Bid Price	.)					へ目ដ国に	Documents	Best Bid	Price 👻
	Supplier					Prodisk	Pvt Ltd	Or	igbanko Pvt	Ltd
	Compliance					Partially	Compliant	•	Partially Comp	liant
\otimes	Overall Rank					1			2	
ß	Vendor Response					View D	etails		View Details	
1	Material Description	Plant Details	Req Qty	Least Price	Unit Price	Rank	Award Qty	Unit Price	Rank	Award Qty
P	Oil, SAE 50W	Kango Palm	100 L							
ß	Tyre Alpha1.2			XAF 400	XAF 440	2	-	XAF 400	1	-
E\$	Tyre Alpha1.3			XAF 420	-	-	-	XAF 420	1	
•	Tyres Alpha1.1			XAF 400	XAF 400	1	80 L	XAF 500	2	
ß	SOB Net Total			XAF 162,000			XAF 32,000 (100%)			XAF 0 (0%)
٣	Tax			4,000			XAF 3,200			XAF 0
5	SOB Grand Total			XAF 166,000			XAF 35,200 (100%)			XAF 0 (0%)
ធា										
*∠										
								MANUAL ALLOCATIO	RENE	GOTIATE

The brands get awarded with respect to the requested quantity. The award can also be split amongst the brands and vendors.

Simulation

In Simulation, one new constraint is added only for branding. The evaluator can choose only the preferrable brands before a simulation.

2	Dashboard / Evaluator Dashboard / Summary View	v / Simulate									8
Ð	OVERALL BEST ITEM LEVEL BEST Select Items	Simulated Results									
_	All Items 👻	Supplier					Prodisk P	rt Ltd	Oni	gbanko Pv	t Ltd
≞	Vieles T. D. Annului	Compliance				•	Partially Co	ompliant	• P	artially Com	pliant
\otimes	Condition No Of Vendor	Overall Rank					0			2	
D.	Equal To Please Select 👻	Vendor Response					View Det	alls		View Detail	5
	Branding Details	Material Description	Plant Details	Req Qty	Least Price	Unit Price	Rank	Award Qty	Unit Price	Rank	Award Qty
P	Item Details Brand Details	Oil, SAE 50W	Kango Palm	100 L							
P.	Items Items	Tyre Alpha1.2			XAF 400	XAF 440 🔒	2	20 L	XAF 400	1	-
	Product Product Product Product	Tyre Alpha1.3			XAF 420	-	-	-	XAF 420	1	-
G	+ Add Details	Tyres Alpha1.1			XAF 400	XAF 400	1	80 L	XAF 500	2	-
ß	Delivery Details	SOB Net Total			XAF 162,000			XAF 32,000 (100%)			XAF 0 (0%)
	FROM DATE OF DELIVERY	Tax			40,000			XAF 3,200			XAF 0
G	Item Details	SOB Grand Total			XAF 202,000			XAF 35,200 (100%)			XAF 0 (0%)
D	VOLUME COVRG										
*	RESET									CA	NCEL

Renegotiation

The counter offer and comments are given for the brands under the main item. Comments are mandatory for renegotiation.

	•										
2	Dashboard / Evaluat	tor Dashboard	/ Summary View / Rene	gotiate							8
~	Vendor Level	- 0	ONIGBANKO PVT LTD	PRODISK PV	T LTD						
▣	Supplier 1867371 - Prodisk Pvt I	Ltd	Over XAF 6	all Quotation 8,400		SOB XAF 7	Amount 2,800	Delivery Date 18-10-2024		Part	tially Compliant
\otimes	Renegotiation T	ſerms Detai	ls								
	Terms		Buyer Red	quested				Supplier Responded			
L	Inco Terms		Costs and	l freight				Costs and freight			
ē	Payment Terms		21 days fre	om Date of Invoice				21 days from Date of Invoice			
<u>د</u>	Renegotiation N	Material De	tails								
E\$	Material Description	Plant Details	Requested Quantity	Least Price	Tax Rank	Unit Price	Counter Offer	Comments *	Gross Price	Deliverable Quantity	Deliverable Date
G	Oil, SAE 50W	Kango Palm		1	0%				XAF 35,200		10-10-2024
	Tyre Alpha1.2		100 L	XAF 400	2	XAF 440	Offer Price	Comments	XAF 33,880	70	
G	Tyres Alpha1.1		100 L	XAF 400	1	XAF 400	Offer Price	Comments	XAF 35,200	80	
Ð	Reason For Ren	egotiation									
G	Enter Overall Comment	ts									
*										CAN	CEL



PROCON User Manual

Step by Step Guide for Awarding

Document Revision

Document Version	Revision Date	Description or Reason for change
V1	22-Sep-2024	Awarding module user manual created
V2	24-Oct-2024	New functionalities added

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Awarding

1. Introduction

The **Awarding** page is a critical component of **Procon**, used for granting **Purchase Orders (POs)** to vendors. This module becomes essential after the 'Evaluation' phase, where the final decision-making process takes place. Here, procurement officers and managers can award POs to the selected suppliers, ensuring a streamlined and efficient procurement process.

	Proce	on	
	Username or Email		
	username@domain.com		
	Password		
	password	Ø	
		Forgot Password?	
	LOGIN		
	OR		
	NCP SSO		
	Terms & Conditions - Pri	vacy Policy	
© Mindsprint All Rights Reserved			

Steps To Award

Image: Log-in to Pro Con through the awarder credentials

Fill in you log-in credentials to access the awarder dashboard

Case 1: Materials (non-import)

EVENT LIST CONTRACT(1) Purchase Request Image: Purchase Request <td< th=""><th></th></td<>	
Image: Purchase Request Image: Purchase Request <th></th>	
Awarding Numer Rfq Type Product Description Click here r Code Awarding End Date Awarded Status Approval Q10006631 NEW MATERIALS CFM Purchase Org Arka NGN 23-Oct-2024 0/1 Posubmission Initiated Vendors Q09006136 NEW MATERIALS CFM Purchase Org Arka NGN 26-Sep-2024 0/1 Po Acknowledged	
Approval Q10006631 NEW MATERIALS CFM Purchase Org Arka NGN 23-Oct-2024 0/1 @ Po Submission Initiated Vendors Q09006136 NEW MATERIALS CFM Purchase Org Arka NGN 26-Sep-2024 0/1 @ Po Submission Initiated Q09006133 NEW MATERIALS CFM Purchase Org Arka NGN 26-Sep-2024 0/1 @ Po Acknowledged	∰ ⊥ Action
Vendors Q09006136 NEW MATERIALS CFM Purchase Org Arka NGN 26-Sep-2024 0/1 @ Evaluated Q09006133 NEW MATERIALS CFM Purchase Org Arka NGN 26-Sep-2024 0/1 @ Evaluated	ł©
Q09006133 NEW MATERIALS CEM Purchase Ora Arka NGN 26-Sen-2024 1/1 @ Po Acknowledged	ł©
	ł©
Mosters Q09005944 NEW MATERIALS CFM Purchase Org Arka NGN 18-Sep-2024 1/1 Sevaluated	ł©
Auction Q09005833 NEW MATERIALS CFM Purchase Org Arka NGN 13-Sep-2024 1/1 To Awarded	ł©
e: 25 💌 1 – 5 of 5 < <	

Image: Procon Home Page

Click on *Awarding* in the left Task bar.

The Awarder Dashboard will be displayed, listing all the RFQs awaiting Awarder action.

Dashk RFG	Doard	/ Awarder Dasht	CONTRACT	.(1)								
Total Awarded 5 3					ırded	Pending 0			Near to Exp 0	bire	A Expired 2	
RFC	Q List	Rfq Number	Rfq Type		Product Descriptions	Created By		1	ng End Date	Awarded	Q 🛄	로 소 Action
		RFQ10006631					Choo	se a	-2024	0/1	🔮 Po Submission Initiat	ed Ю
		RFQ09006136	NEW	MATERIALS	CFM Purchase Org	Arka	RFQ Nu	mber	-2024	0/1	Several Evaluated	ł©
		RFQ09006133	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep	-2024	1/1	Po Acknowledged	ł©
		RFQ09005944	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep	-2024	1/1	Sevaluated	ł©
		RFQ09005833	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-	-2024	1/1	3 Awarded	¹ O
R	owe no	x page: 25										

Image: Awarder Dashboard

In the **Awarding Dashboard** the awarder selects the RFQ number which they want to move forward with for the awarding process.

To proceed with the awarding process, please select the RFQ number you wish to move forward with.

P Pr		Dashboard / Awarder	Dashboard / Su	mmary View								
Ð	R	RFQ Summary (RFQ	10006631) Mat	erials							+	SIMULATE
⊞	ſ	Baseline Spend	F i	All Suppliers (3)		Scenario	Suppliers	Items Cover	ed S	pend i	Savings (j)	Action
ତ		NGN 10,400		VN IT GA		Best Bid Price	GA VN IT		100%	NGN 10,000	NGN 400	•••
•		Item Responded	100%	Vendor Response () 3/3	100%	Company Guidelines 🤅	VN IT GA			NGN 0	NGN 0	•••
e F		• • • • • • • • • • • • • • • • • • •		Ø	- •	RECOMMENDED Simulation	VN GA IT	_	100%	NGN 10,380	NGN 20	•••
		RFQ Floated 23-10-2024	Responded 23-10-2024	Evaluated 23-10-2024	Awarded 23-10-2024	Awarder Simulation	GA VN IT		100%	NGN 10,000	NGN 400	
*	G	Quote Comparison	(Simulation)				Q	計 🕹	Docum	nents Sim	ulation	•
		Supplier				Viramsun Nigeria Ltd	GANIRAY AN	D BROTHERS N	IIG CO		Infinity Tyres	
		Compliance				Partially Compliant	Par	Partially Compliant			Partially Compliant	
									MANUAL AL		REJECT	AWARD

Image: Awarder Dashboard>RFQ Evaluation Details

RFQ Selection:

• After selecting the RFQ, the evaluation details will be displayed on the screen.

Vendor Quotes and Evaluation Data:

- Item-wise vendor quotes and evaluated data are shown for the awarder's information in a table matrix format.
- Each vendor's quote is displayed for comparison.

Quote Information:

- **Unit Price:** Price quoted by the vendor.
- **Quantity:** Deliverable quantity quoted by the vendor.
- **Deliverable Date:** Deliverable date quoted by the vendor.
- Vendor Payment Terms, Vendor Inco Terms, Documents, and
 Questionnaire: These details are also listed in the evaluation screen.

Evaluation Results:

- **Evaluator Rank, Evaluator Reason, Evaluator Quantity:** Evaluation results are displayed.
- If multiple evaluators are involved, the evaluation data from each evaluator will be shown in sequence.
- Recommended simulation is provided.

Awarder Choices:

- Separate Simulation: The awarder has the option to run a separate simulation based on the requirements similar to Evaluator Simulations
- Manual Allocation: If the awarder is not satisfied with the evaluator's decision, they can manually allocate the items. The awarder can also perform a simulation as the evaluator and choose that option. Alternatively, they can reject the evaluation, sending the RFQ back to the evaluator for reevaluation.
- Agreement with Evaluator: If the awarder agrees with the evaluator's decision, they can proceed to award the scenario as a Purchase Order (PO) to the vendor.

2	Dashboard / Awarde	r Dashboard / Su	mmary View							
₽	RFQ Summary (RF	Q10006631) Mat	erials						(+ si	IMULATE
⊞	Baseline Spend	ß	All Suppliers (3)		Scenario	Suppliers	Items Covered	Spend 🛈	Savings 🛈	Action
\otimes	NGN 10,400		VN IT GA		Best Bid Price	GA VN IT	100%	NGN 10,000	NGN 400	•••
	Item Responded	100%	Vendor Response ()	100%	Company Guidelines 🧿	VN IT GA		NGN 0	NGN 0	•••
Ð	1/1		5/5		RECOMMENDED					
G	Ø		⊘	•	Simulation	VN GA IT	100%	NGN 1(,38(Best Bid Price	
G	RFQ Floated 23-10-2024	Responded 23-10-2024	Evaluated 23-10-2024	Awarded 23-10-2024	Awarder Simulation	GA VN IT	100%	NGN 10 00(Company Guidelines	s ~
*	Quote Compariso	n (Simulation)				Q III		cuments Si	Awarder Simulation	
	Supplier				Viramsun Nigeria Ltd	GANIRAY AN	D BROTHERS NIG CO		Infinity Tyres	
	Compliance				Partially Compliant	Par	tially Compliant		Partially Complia	int
							MANUA	L ALLOCATION	REJECT	AWARD

Image: Awarder Dashboard>RFQ Evaluation Details>New Simulation Added

Once the Awarder is done with the new simulation it will reflect on the Awarder Dashboard. Post Simulation, any one of the Simulations or Company Guidelines can be opted for Awarding.

2	Dashboard / Awarder Do	shboard / Summo	ary View										
₽	Quote Comparison (B	est Bid Price)						Q, III I I I I Docu			Best Bi	ments Best Bid Price 💌	
⊞	Supplier				GANIRAY A	AND BROT	THERS NIG CO	Virams	un Nigeric	Ltd	Infinity Tyres		
a	Compliance				Partially Compliant			Parti	ally Compl	iant	Partially Compliant		
Ś	Overall Rank	Overall Rank				0			3		2		
ß	Vendor Response				View Details			View Details			View Details		
Ð	Material Description Plant Details Req Qty Least Price				Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty
D	Test	TCA Factory	100 KG	NGN 100	NGN 100	1	100 KG	NGN 110	3	-	NGN 102	2	
	SOB Net Total			NGN 10,000			NGN 10,000 (100%)			NGN 0 (0%)			0 (0%)
	Ταχ			0			NGN 0			NGN 0			IGN 0
×	SOB Grand Total			NGN 10,000			NGN 10,000 (100%)			NGN 0 (0%)) (0%)
												РО	
												Co	ntract
										MANUAL	ALLOCATION	REJECT	AWARD

Image: Awarder Dashboard>PO Details >Award

Post-Simulation and Manual Checks:

After completing the simulation and manual checks, the awarder has the following options based on the RFQ requirements:

- Create a Purchase Order (PO): Proceed to issue a PO to the selected vendor.
- **Create a Contract:** Establish a contract with the vendor as per the RFQ specifications.

On Clicking on 'PO', the PO details will be generated on the next screen

2	Dashboard / Awarder Dash	nboard / PO Submit	:						
Ð	PLANT WISE VENDOR	WISE ITEM WISE	:						Documents
≣	Material Details Materia	3							
8	6101-TCA Factory								< < 1 of1 > >
D	Vendor				GANIRAY AND BE	ROTHERS NIG CO Terms			
e,	Material Description	Req Qty	Purchase Org	Document	Unit Price	Award Qty	Тах	Net Amount	Remarks
	Test	100	CFM Purchase Org	e	NGN 100	100 KG	0 %	NGN 10,000	Comments
1	SOB Net Total							NGN 10,000	
G	Ταχ							NGN 0	
*	Grand Total							NGN 10,000	
<u>/-</u>									
									CANCEL

Image: Awarder Dashboard>PO Details >Award>Add remarks

Once you select PO it will guide you to the 'Preview' of the PO Details



7	Dashboard / Awarder Dash	board / PO Submit	:						
₽	PLANT WISE VENDOR	WISE ITEM WISE	:						Documents
≣	Material Details Materia	1							
\otimes	6101-TCA Factory								< < 1 of1 > >
G	Vendor				GANIRAY AND BE				
e,	Material Description	Reg Qty	Purchase Org	Document	Unit Price	Award Qty	Ταχ	Net Amount	Remarks
•	Test	100	CFM Purchase Org	e	NGN 100	100 KG	0 %	NGN 10,000	User Manual Test
Ľ	SOB Net Total							NGN 10,000	
Ð	Ταχ							NGN 0	
*	Grand Total							NGN 10,000	
~									
					_				
						Click on	-		
						Submit			

Image: Awarder Dashboard>PO Details >Award>Submit

Check entered Remarks and *Submit*

2	RFQ LIST	EVENT LIST	CONTRAC	т(1)						
∎	Ð	Total 5		O 3	arded	Pending 0	Near to Exp	bire	Expired 2	
3	PEOLIa	.+								
6		Rfq Number	Rfq Type		Preduc	\checkmark	3 Ene Date	Awarded	Status	Action
.		RFQ10006631	NEW	MATERIALS	CF 1 Pu	Submit Successful!	.024	0/1	Po Submission Initiated	ł©
እ		RFQ09006136	NEW	MATERIALS	CF 1 Pu	PO creation in progress, kindly check RFQ history after 2-3 minu	utes 1024	0/1	Evaluated	ł©
		RFQ09006133	NEW	MATERIALS	CF 1 Pu			1/1	Po Acknowledged	ł©
)		RFQ09005944	NEW	MATERIALS	CF 1 Pu		.024	1/1	Sevaluated	ł©
Ł		RFQ09005833	NEW	MATERIALS	CFM Purch	rchase Org Arka NGN	ep-2024	1/1	ð Awarded	ł©
						Cli	ck on			
	Rows p	er page: 25 🔹				ťD	one'	1	- 5 of 5 < < >	

Image: Successful submission of the PO

Success message pops, "Submit Successful".

Approval Process is initiated for Item-wise PO Awarding if configured before.

PO Awarding Approval Criteria is customizable based on the *Share of Business* preferred by the Origin.

Das	shboar	d / Awarder Dashl	board								
R	RFQ LIS	T EVENT LIST	CONTRAC	т(1)							
	F	Total 5		Awa 3	rded	Pendi 0	ng	Image: Near to Exp Image: Original content	ire	Expired 2	
F	RFQ Lis	St Rfg Number	Rfa Type		Product Descriptions	Created By	Currency Code	Awarding End Date	Awarded	Q. III. ∃≓	Action
		RFQ10006631	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	23-Oct-2024	0/1	Po Submission Initiated	łO
		RFQ09006136	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	0/1	Second Evaluated	ł©
		RFQ09006133	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	1/1	Po Acknowledged	ŀ©
		RFQ09005944	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep-2024	1/1	Sevaluated	ŀ©
		RFQ09005833	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-2024	1/1	To Awarded	\$C
	Rows p	per page: 25 🔹								1 – 5 of 5 < < >	>1

Image: Successful submission of the PO reflected on Awarder Page

Case 2: Service

Procon	varder Dash	board								
RFQ	EVENT LIST	CONTRAC	Т(1)							
📰 Purchase Request			Ø 3	arded	Per 0	nding	© Near to Ex	kpire	Expired 2	
Evaluation					L					
Awarding	Number	Rfq Type		Product Description	Click h	ere y Code	Awarding End Date	Awarded	Q III I	Action
P Approval	Q10006631	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	23-Oct-2024	0/1	Po Submission Initiated	ł©
Vendors	Q09006136	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	0/1	Sevaluated	ł©
<u>_</u>	Q09006133	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	1/1	Po Acknowledged	ł©
Masters	Q09005944	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep-2024	1/1	Evaluated	ł©
≁ Auction ✓	Q09005833	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-2024	1/1	8 Awarded	ŀO
	ie: 25 💌							1	1 – 5 of 5 < < >	>1

Image: Procon Home Page

Click on *Awarding* in the left Task bar.

The Awarder Dashboard will be displayed, listing all the RFQs awaiting Awarder action.

 RFQ LIS	ST EVENT LIST	CONTRAC	T(2)								
F	Total ó		2 Awa	arded	Pence 1	ling		© Near to Exp	pire	Expired 3	
rfq L	ist									۹ 🖽	計 🕹
	Rfq Number	Rfq Type		Product Descriptions	Created By	Currency Code	Awar	ding End Date	Awarded	Status	Action
	RFQ10006663	NEW	SERVICE	CFM Purchase Org	Arka			-2024	0/1	🔮 Evaluated	ŀ©
	RFQ10006631					Choose	а	-2024	0/1	🔮 Evaluated	¹ O
	RFQ09006136	NEW	MATERIALS	CFM Purchase Org	Arka	RFQ Num	ber	-2024	0/1	Evaluated	ł©
	RFQ09006133	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Se	ep-2024	1/1	Po Acknowledged	ł©
	RFQ09005944	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	18-Se	ep-2024	1/1	🔮 Evaluated	ł©
	RFQ09005833	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	13-Se	ep-2024	1/1	S Awarded	ł©

Image: Awarder Dashboard

In the **Awarding Dashboard** the awarder selects the RFQ number which they want to move forward with for the awarding process.

To proceed with the awarding process, please select the RFQ number you wish to move forward with.

7	Dashboard / Awarder Dashboard / Summary Vi	iew						
Ð	RFQ Summary (RFQ10006663)						+ •	SIMULATE
⊞	Baseline Spend 🚺 All Sug	ppliers (2)	Scenario	Suppliers	Items Covered	Spend (j)	Savings (j)	Action
\otimes	NGN 950	Π						
G	Service Item Responded	or Response 🕃	Best Bid Price	IT VN	100%	NGN 900	NGN 50	•••
e,	1/1 2/2	10%						
G	o	Ø — — •	RECOMMENDED		100%	NGN 900	NGN 50	•••
G	RFQ Floated Responded Ev 24-10-2024 24-10-2024 24-10-2024 24-10-2024	Aluated Awarded						
≁_	Quote Comparison (Best Bid Price)			Q III	≝ v	ocuments Best	Bid Price	•
	Supplier		Infinity	Tyres		Viramsun Nig	geria Ltd	
	Compliance		Partially	Compliant		Partially Co	ompliant	
					MANU	AL ALLOCATION	REJECT	AWARD

Image: Awarder Dashboard>RFQ Evaluation Details

RFQ Selection:

• After selecting the RFQ, the evaluation details will be displayed on the screen.

Vendor Quotes and Evaluation Data:

- Item-wise vendor quotes and evaluated data are shown for the awarder's information in a table matrix format.
- Each vendor's quote is displayed for comparison.

Quote Information:

- **Unit Price:** Price quoted by the vendor.
- **Quantity:** Deliverable quantity quoted by the vendor.
- **Deliverable Date:** Deliverable date quoted by the vendor.
- Vendor Payment Terms, Vendor Inco Terms, Documents, and Questionnaire: These details are also listed in the evaluation screen.

Evaluation Results:

- **Evaluator Rank, Evaluator Reason, Evaluator Quantity:** Evaluation results are displayed.
- If multiple evaluators are involved, the evaluation data from each evaluator will be shown in sequence.
- Recommended simulation is provided.

Awarder Choices:

- Separate Simulation: The awarder has the option to run a separate simulation based on the requirements similar to Evaluator Simulations
- Manual Allocation: If the awarder is not satisfied with the evaluator's decision, they can manually allocate the items. The awarder can also perform a simulation as the evaluator and choose that option. Alternatively, they can reject the evaluation, sending the RFQ back to the evaluator for reevaluation.
- Agreement with Evaluator: If the awarder agrees with the evaluator's decision, they can proceed to award the scenario as a Purchase Order (PO) to the vendor.

2	Dashboard / Awarder Dashboard / Summary View				
Ð	RFQ Summary (RFQ10006663)				+ SIMULATE
⊞	Baseline Spend 🚺 All Suppliers (2)	Scenario	Suppliers	Items Covered Spend 🛈	Savings 🛈 Action
\otimes	NGN 950	Best Bid Price		100% NGN 9	00 NGN 50 •••
۵	Service Item Responded Vendor Response 🛈				
₽	1/1 2/2	RECOMMENDED Company Guidelines		100% NGN 9	00 NGN 50 •••
G	Ø Ø Ø)			
G	RFQ Floated Responded Evaluated Awar 24-10-2024 24-10-2024 24-10-2024 24-10-2024 24-10-2024	led Awarder's Simulation		100% NGN 9	00 NGN 50 •••
*	Quote Comparison (Best Bid Price)		Q m #	↓ Documents	Best Bid Price 💌
	Supplier	Inf	inity Tyres	Virams	un Nigeria Ltd
	Compliance	Parti	ally Compliant	O Parti	ally Compliant
				MANUAL ALLOCATIC	ON REJECT AWARD

Image: Awarder Dashboard>RFQ Evaluation Details>New Simulation Added

Once the Awarder is done with the new simulation it will reflect on the Awarder Dashboard. Post Simulation, any one of the Simulations or Company Guidelines can be opted for Awarding.

7	Dashboard / Awarder Dashboard / Summary View	
₽	RFQ Summary (RFQ10006663)	+ SIMULATE
⊞	Baseline Spend 🚺 All Suppliers (2)	Scenario Suppliers Items Covered Spend () Savings () Action
\otimes	NGN 950	Best Bid Price IT VN 100% NGN 900 NGN 50 •••
G	Service Item Responded	
E,		Company Guidelines
G	Ø Ø Ø Ø	
G	RFQ Floated Responded Evaluated Awarded 24-10-2024 24-10-2024 24-10-2024 24-10-2024	Awarder's Simulation 🗐 🔳 🗤 VN 👘 100% NGN 900 NGN 50 🔸
≁	Quote Comparison (Company Guidelines)	Q 때 : 관 🕒 Documents Company Guidelin
	Supplier	Infinity Tyres Viramsun Nige a Ltc _{PO}
	Compliance	Partially Compliant Partially Contract
		MANUAL ALLOCATION

Image: Awarder Dashboard>PO Details >Award

Post-Simulation and Manual Checks:

After completing the simulation and manual checks, the awarder has the following options based on the RFQ requirements:

- Create a Purchase Order (PO): Proceed to issue a PO to the selected vendor.
- **Create a Contract:** Establish a contract with the vendor as per the RFQ specifications.

On Clicking on 'PO', the PO details will be generated on the next screen

2	Dashboard / Awarde	r Dashboard / PO S	ubmit							
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Image: Awarder Dashboard>PO Details >Award>Add remarks

Once you select PO it will guide you to the 'Preview' of the PO Details

Enter the Remarks



2	Dashboard / Awarde	er Dashboard / PO S	ubmit									
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Image: Awarder Dashboard>PO Details >Award>Submit

Check entered Remarks and *Submit*

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Image: Successful submission of the PO

Success message pops, "Submit Successful".

Approval Process is initiated for Item-wise PO Awarding if configured before.

PO Awarding Approval Criteria is customizable based on the *Share of Business* preferred by the Origin.

RFQ LIST	EVENT LIST	CONTRAC	T(2)							
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	RFQ10006663	NEW	SERVICE	CFM Purchase Org	Arka	NGN	24-Oct-2024	0/1	Evaluated	ŀ©
	RFQ10006631	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	23-Oct-2024	0/1	Sevaluated	ŀ©
	RFQ09006136	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	0/1	Several Evaluated	ł©
	RFQ09006133	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	1/1	Po Acknowledged	ł©
	RFQ09005944	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep-2024	1/1	Several Evaluated	ŀ©
	RFQ09005833	NEW	MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-2024	1/1	8 Awarded	-0
Rows p	er page: 25 🔻							1	- 6 of 6 🛛 🕹 🔍	

Image: Successful submission of the PO reflected on Awarder Page