

MINDSPRINT

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

Contents

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1. Purchase Requisition

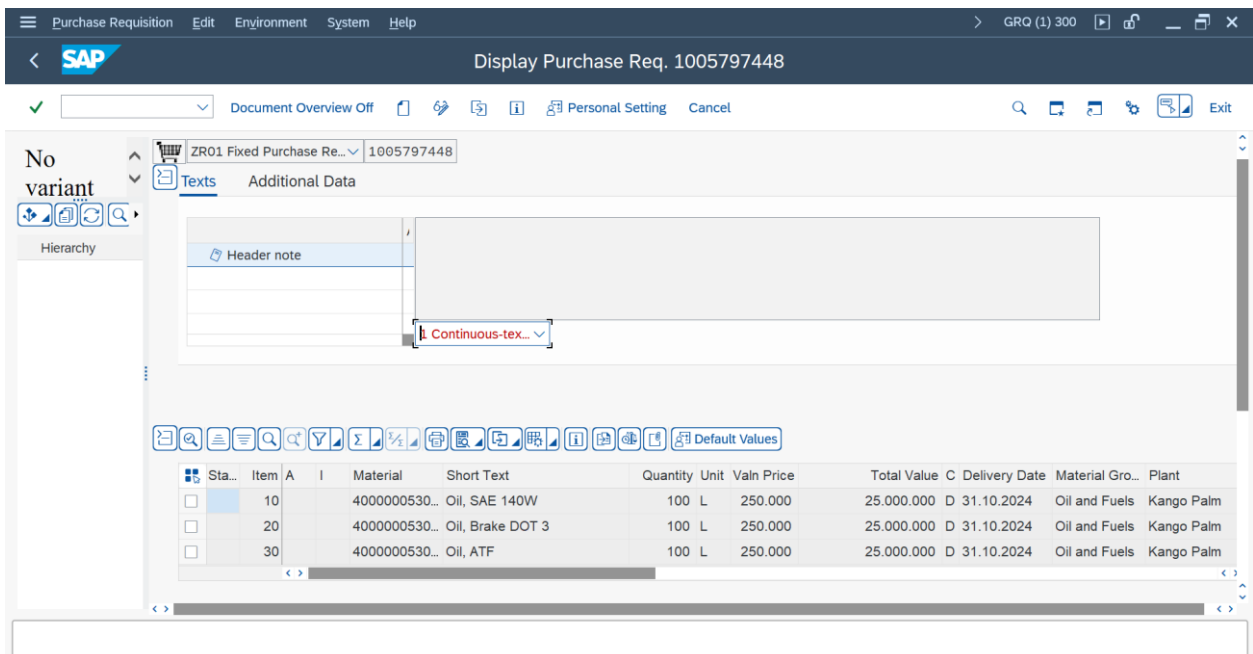
1.1 PR creation on SAP

Purchase Requisition 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
 - o Consumables Material PR
- Asset PR
- Service PR



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.



Username or Email

Password

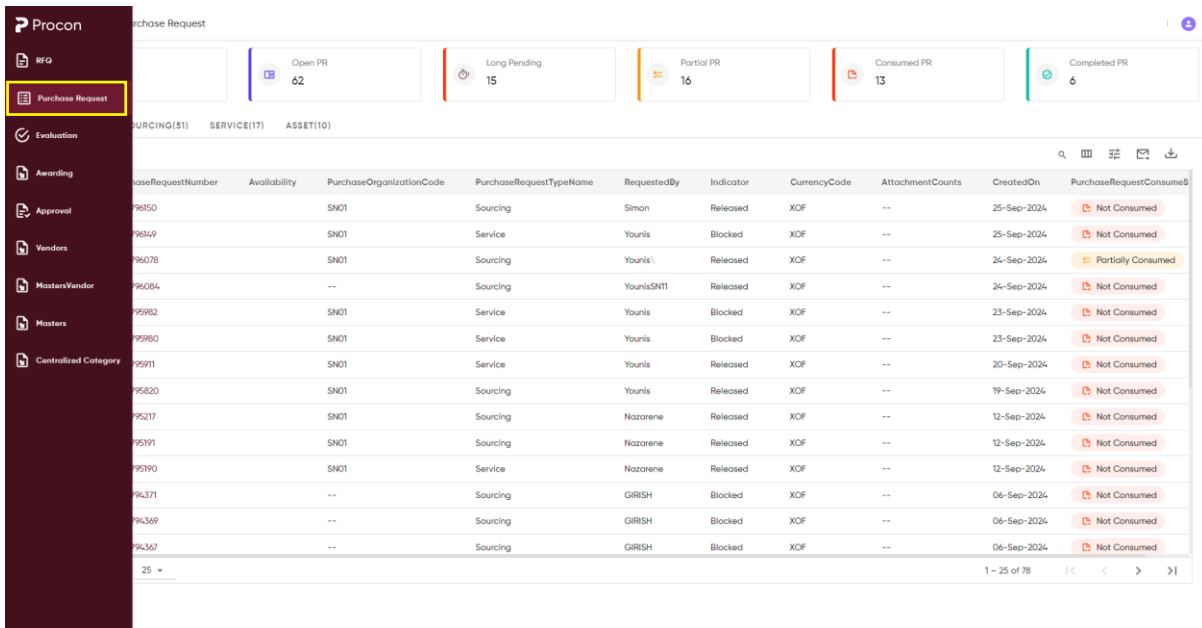
[Forgot Password?](#)

OR

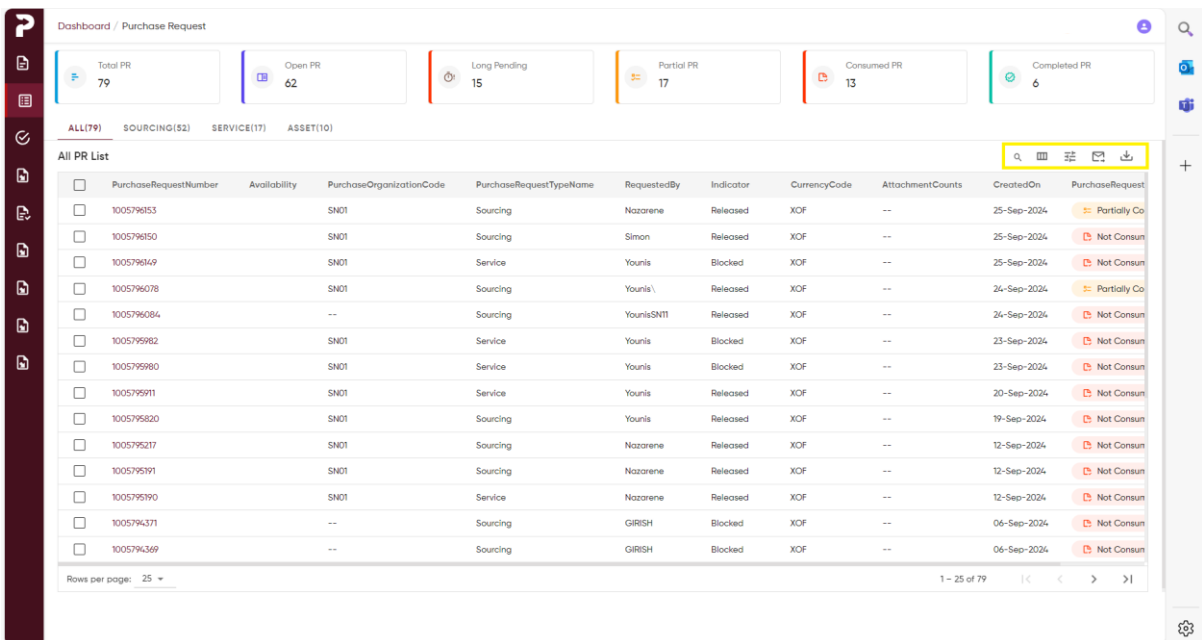
[Terms & Conditions](#) - [Privacy Policy](#)


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


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





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

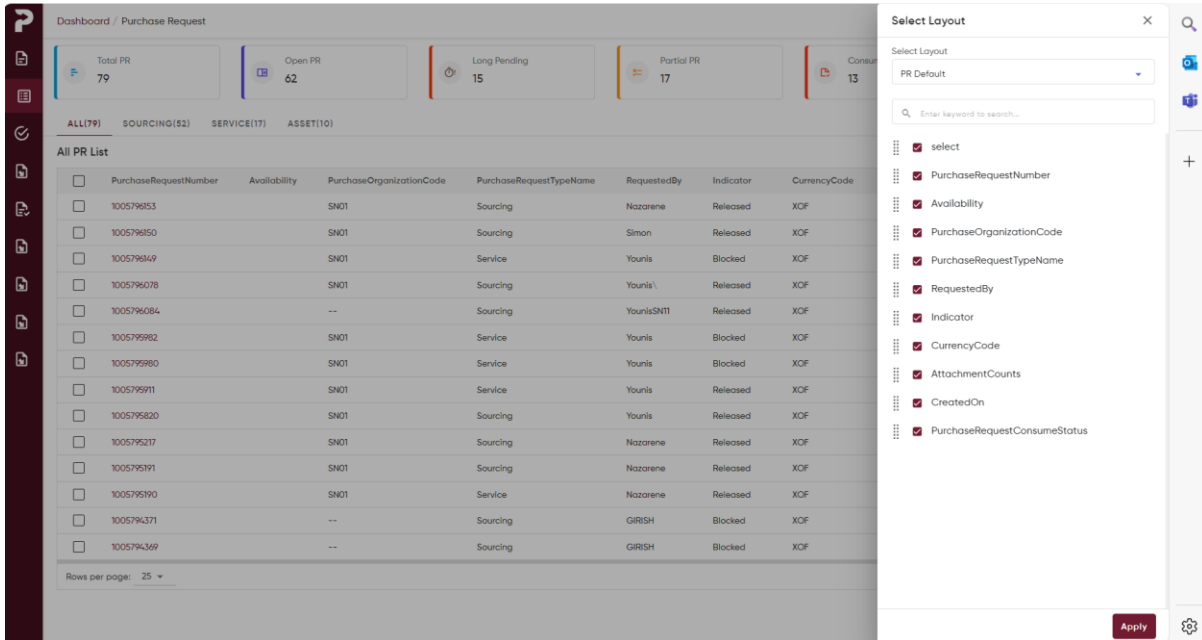


The **Layout**  button opens a window where the user can create & choose their default layout according to their choice.

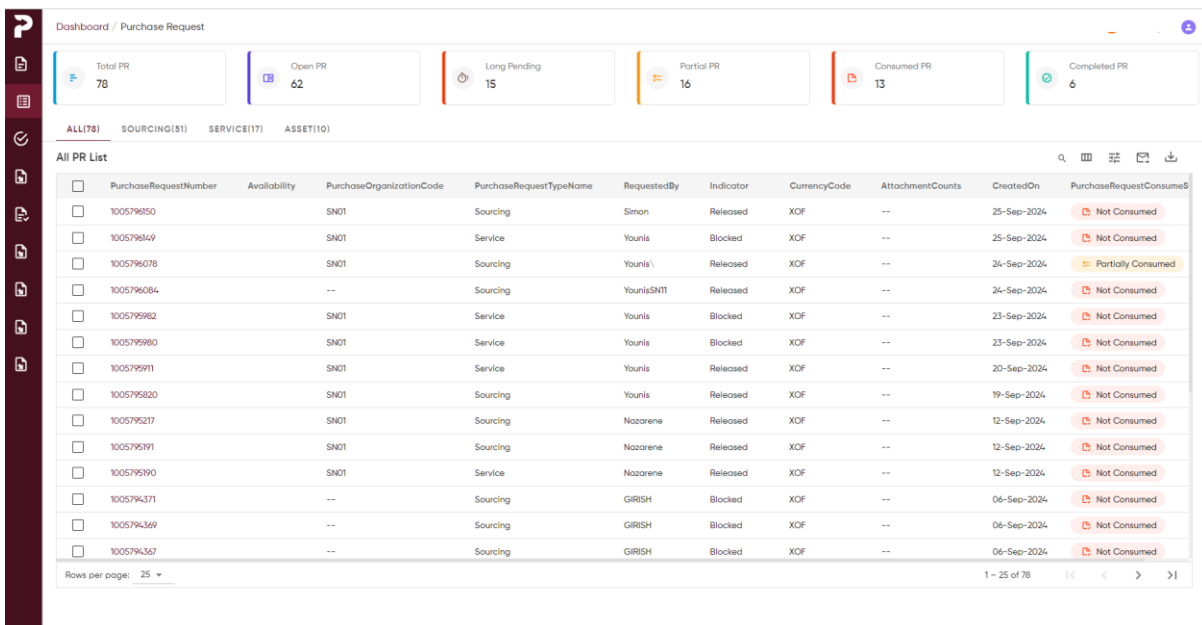
The **Filter**  button also opens a window which can be used to filter the PRs according to Plant, Purchase Org, Material Category, Material Group, Created On, Delivery Date.

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**  button can be used to download all the PR data in excel format.



The screenshot shows the 'Purchase Request' dashboard with a table of PRs and a 'Select Layout' pop-up window. The table has columns: PurchaseRequestNumber, Availability, PurchaseOrganizationCode, PurchaseRequestTypeName, RequestedBy, Indicator, and CurrencyCode. The 'Select Layout' window shows a list of fields to be displayed in the table, including PurchaseRequestNumber, Availability, PurchaseOrganizationCode, PurchaseRequestTypeName, RequestedBy, Indicator, CurrencyCode, AttachmentCounts, CreatedOn, and PurchaseRequestConsumeStatus.



The screenshot shows the 'Purchase Request' dashboard with a table of PRs. The table has columns: PurchaseRequestNumber, Availability, PurchaseOrganizationCode, PurchaseRequestTypeName, RequestedBy, Indicator, CurrencyCode, AttachmentCounts, CreatedOn, and PurchaseRequestConsumeStatus. The 'PurchaseRequestConsumeStatus' column shows values like 'Not Consumed' and 'Partially Consumed'.

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**.

Dashboard / Purchase Request / 1005796150

General Data

PR Type
Sourcing

Purchase Org
SND1 - Wheat Purch. Org.

PR Consumed

Created On
25-Sep-2024

Currency
XOF

Remarks

Material List Show Contract Availability

<input type="checkbox"/>	Item	MaterialCode	MaterialDescription	MaterialPoText	MaterialGroupName	MaterialCategory	Quantity	UnitC	StatusType
<input type="checkbox"/>	10	200000004593	Flour Bag - First Choice 50kg		Packing Materials	MRO	10000	EA	
<input type="checkbox"/>	20	200000004596	Bran Bag - 25kg		Packing Materials	MRO	10000	EA	Created

Rows per page: 25 1 - 2 of 2

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

MINDSPRINT

PROCON User Manual

Step by Step Guide for RFQ Creation

Document Revision

Document Version	Revision Date	Description or Reason for change
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**.

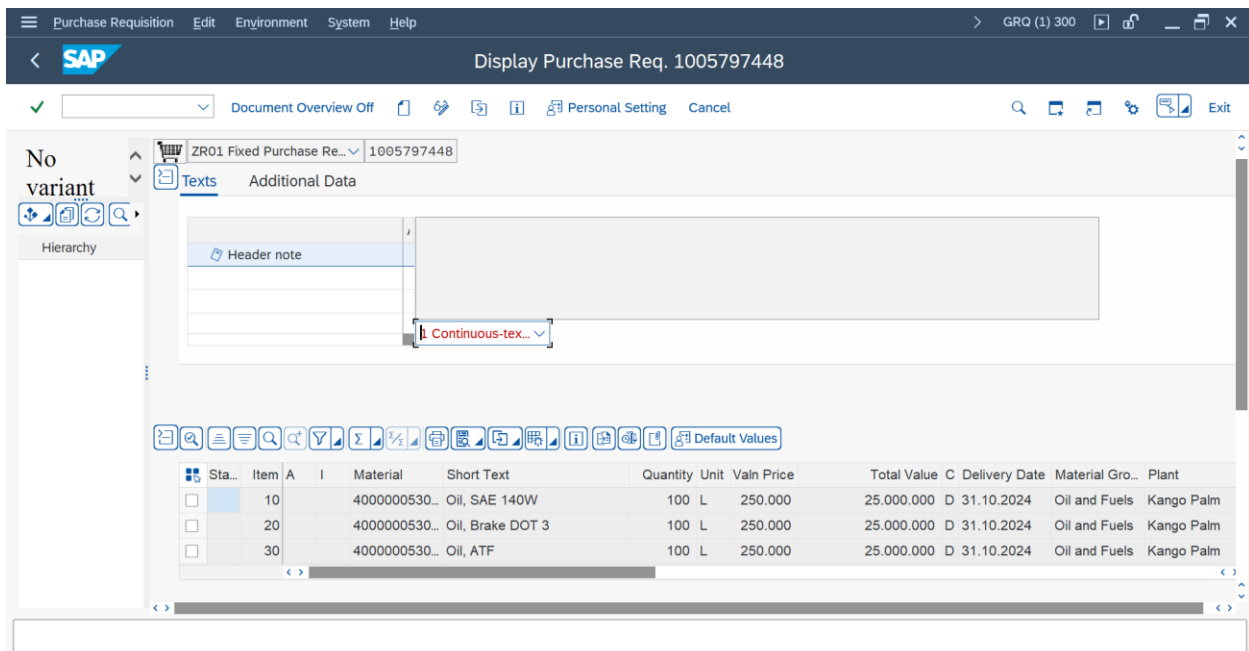
1.1 RFQ creation with reference to SAP PR for sourcing

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



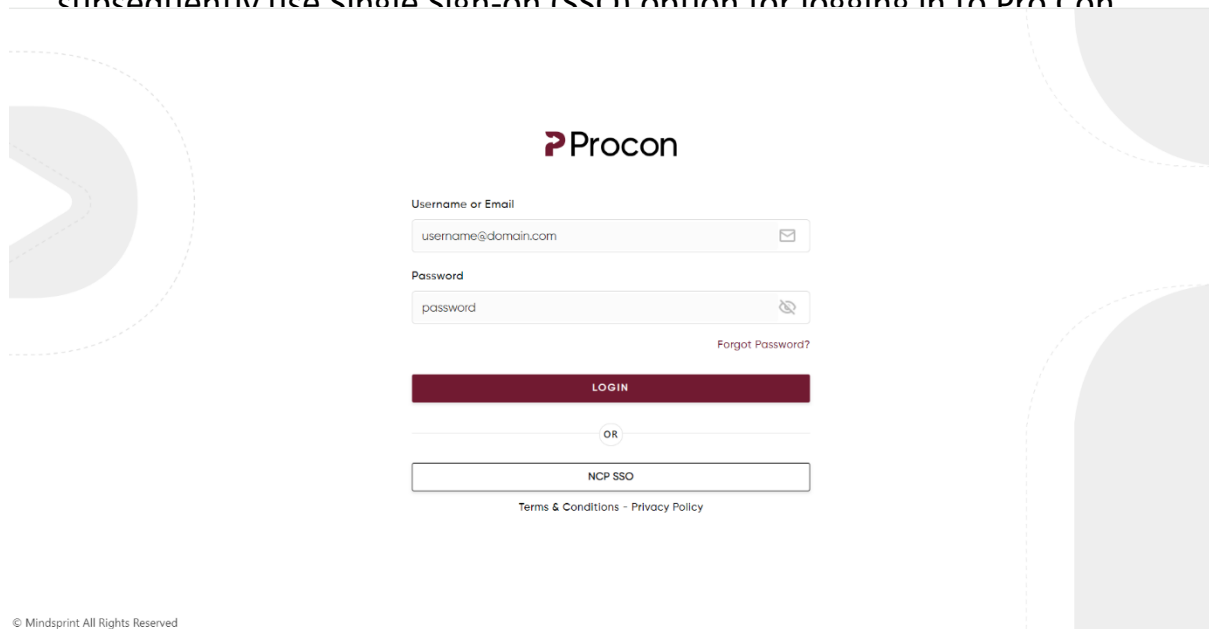
The screenshot displays the SAP 'Display Purchase Req.' interface for document 1005797448. The main content area shows a table with the following data:

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	Valn Price	Total Value	C	Delivery Date	Material Gro...	Plant
	10			4000000530...	Oil, SAE 140W	100	L	250.000	25.000.000	D	31.10.2024	Oil and Fuels	Kango Palm
	20			4000000530...	Oil, Brake DOT 3	100	L	250.000	25.000.000	D	31.10.2024	Oil and Fuels	Kango Palm
	30			4000000530...	Oil, ATF	100	L	250.000	25.000.000	D	31.10.2024	Oil and Fuels	Kango Palm

- 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

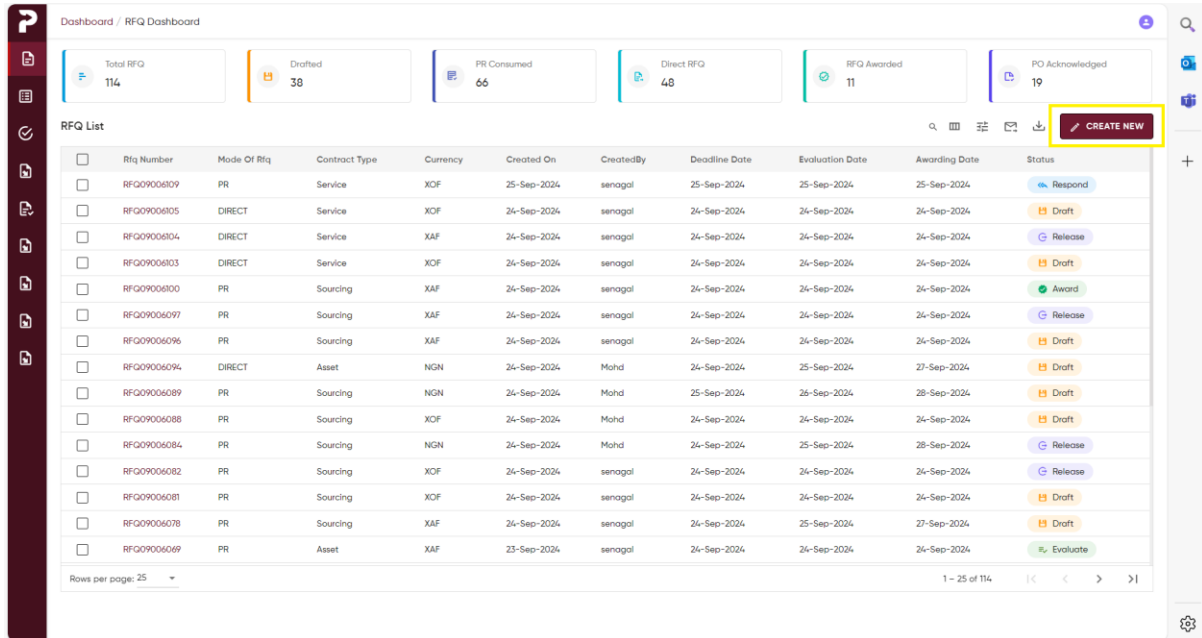


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Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status
00900609	PR	Service	XCF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	Respond
00900605	DIRECT	Service	XCF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
00900604	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
00900603	DIRECT	Service	XCF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
00900600	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Award
00900607	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
00900606	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
00900604	DIRECT	Asset	NGN	24-Sep-2024	Mahd	24-Sep-2024	25-Sep-2024	27-Sep-2024	Draft
00900609	PR	Sourcing	NGN	24-Sep-2024	Mahd	25-Sep-2024	26-Sep-2024	28-Sep-2024	Draft
00900608	PR	Sourcing	XCF	24-Sep-2024	Mahd	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
00900604	PR	Sourcing	NGN	24-Sep-2024	Mahd	24-Sep-2024	25-Sep-2024	28-Sep-2024	Release
00900602	PR	Sourcing	XCF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
00900601	PR	Sourcing	XCF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
00900607	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	25-Sep-2024	27-Sep-2024	Draft
00900609	PR	Asset	XAF	23-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Evaluate



Go-to **Task Bar** & Select **RFQ**. The tiles work the same way as the PR module. And the **function**      buttons also work the same way as the PR module.



The screenshot displays the 'RFQ Dashboard' with a summary section at the top and an 'RFQ List' table below. The summary tiles show: Total RFQ (114), Drafted (38), PR Consumed (66), Direct RFQ (48), RFQ Awarded (11), and PO Acknowledged (19). The 'RFQ List' table includes columns for RFQ Number, Mode Of Rfq, Contract Type, Currency, Created On, CreatedBy, Deadline Date, Evaluation Date, Awarding Date, and Status. A 'CREATE NEW' button is highlighted in yellow in the top right corner of the table area.

RFQ Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status
RFQ0900609	PR	Service	XOF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	Respond
RFQ0900605	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
RFQ0900604	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
RFQ0900603	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
RFQ0900600	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Award
RFQ09006097	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
RFQ09006096	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
RFQ09006094	DIRECT	Asset	NGN	24-Sep-2024	Mahd	24-Sep-2024	25-Sep-2024	27-Sep-2024	Draft
RFQ09006089	PR	Sourcing	NGN	24-Sep-2024	Mahd	25-Sep-2024	26-Sep-2024	28-Sep-2024	Draft
RFQ09006088	PR	Sourcing	XOF	24-Sep-2024	Mahd	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
RFQ09006084	PR	Sourcing	NGN	24-Sep-2024	Mahd	24-Sep-2024	25-Sep-2024	28-Sep-2024	Release
RFQ09006082	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	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

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

The screenshot shows the 'RFQ Creation' screen. On the left, the 'General Data' sidebar is active. The 'RFQ Mode' dropdown is open, and 'PR Reference RFQ' is highlighted. Other fields in the sidebar include: 'Purchase Organization' (SN01 - Wheat Purch. Org.), 'Purchase Group' (S01 - Senegal Wheat), 'Delivery Date', 'Deadline Date', 'Validity Period' (25-Sep-2024), and 'Evaluation Date'. The main area, titled 'Item List', is currently empty with the message 'No Data Found'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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)

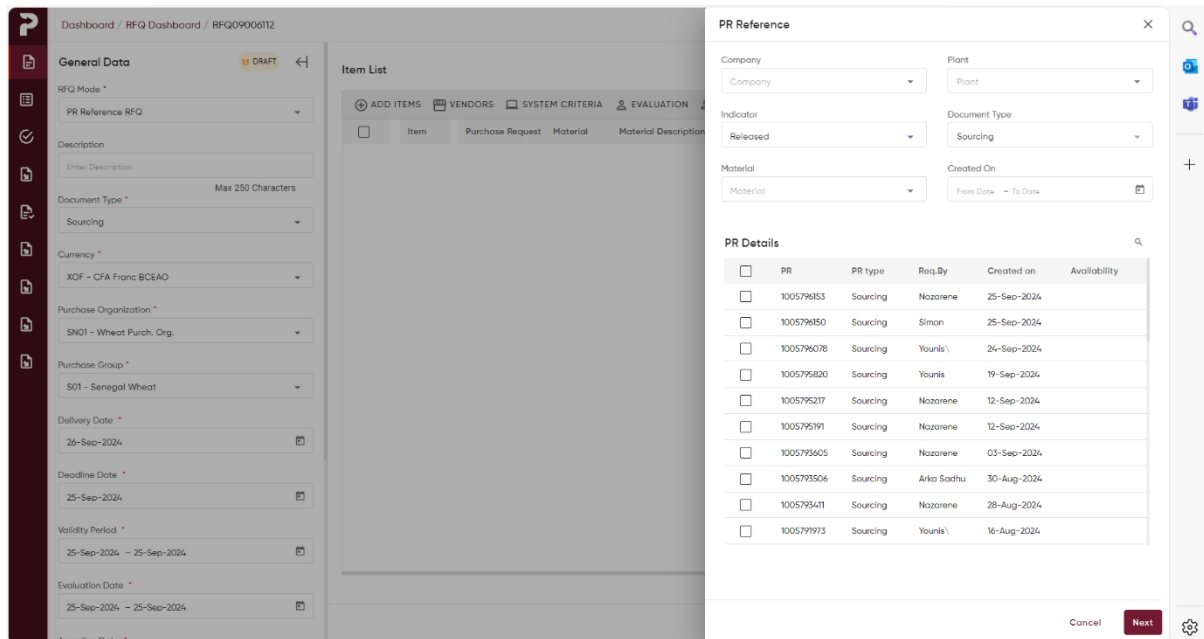
Payment terms- Standard SAP fields

INCO Terms- Standard SAP fields

Currency- The currency for payment

Document Type- Sourcing /Asset/ Service

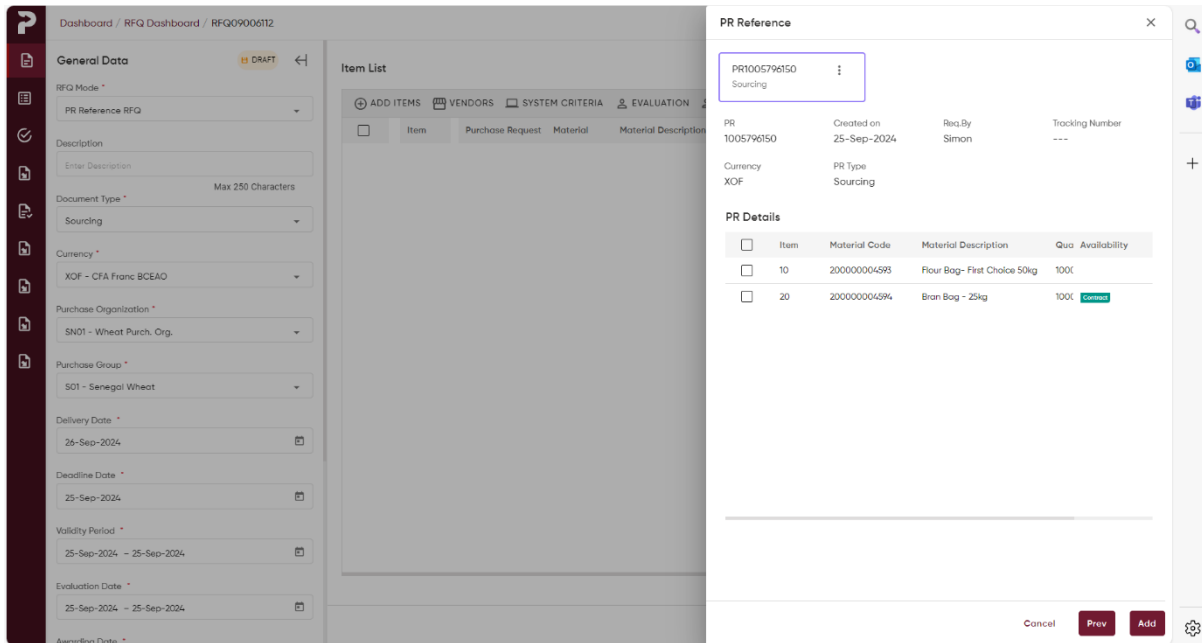
Then User must **save the General Data** by clicking the **save button** on the Right-hand corner(down). Once that is done the **RFQ number** will show on the **top left** of the screen.



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.



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

The screenshot displays the SAP RFQ Item List interface. On the left, the 'General Data' section is visible, containing fields for RFQ Mode, PR Reference RFQ, Description, Document Type, Currency, Purchase Organization, Purchase Group, Delivery Date, Deadline Date, Validity Period, and Evaluation Date. The main area shows the 'Item List' with a table of items. The table has columns for Item, Purchase Request, Material, Material Description, Plant, Purchase Org, Availability, and Actions. Two items are listed: Item 10 (Flour Bag - First Choice 50kg) and Item 20 (Bran Bag - 25kg). A 'Quick Edit' button is highlighted in yellow above the table. At the bottom, there are buttons for 'View Contract', 'Release', 'Cancel', and 'Save'.

Item	Purchase Request	Material	Material Description	Plant	Purchase Org	Availability	Actions
<input type="checkbox"/>	10	100579850	200000004593	Flour Bag - First Choice 50kg	4601 - Oiam Senegal Wheat	SN01 - Wheat Purch. Org.	
<input type="checkbox"/>	20	100579850	200000004596	Bran Bag - 25kg	4601 - Oiam Senegal Wheat	SN01 - Wheat Purch. Org.	Contract

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

Dashboard / RFQ Dashboard / RFQ10006653

General Data **DRAFT**

RFQ Mode *
Direct RFQ

Description
Enter Description
Max 250 Characters

Document Type *
Sourcing

Currency *
NGN - NGN

Purchase Organization *
NG01 - CFM Purchase Org

Purchase Group *
098 - NG Amber WHT Pur.G

Delivery Date *
25-Oct-2024

Deadline Date *
24-Oct-2024

Validity Period *
24-Oct-2024 - 24-Oct-2024

RFQ Evaluation Period *
24-Oct-2024 - 24-Oct-2024

Awarding Period *
24-Oct-2024 - 24-Oct-2024

Category *

Item List

Item #	Material Code	Material Description	Plant
10	200000000363	Empty Supreme Noodles Flour Bag(PT)-50kg	801 -

Rows per page: 25

Branding

Branding Details

Select Items

Edit

Cancel Save

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

Click save to proceed further

Vendor

Go-to Vendor Tab & Click on **Select Vendor**

Dashboard / RFQ Dashboard / RFQ090061T2

General Data **DRAFT**

RFQ Mode *
PR Reference RFQ

Description
Enter Description
Max 250 Characters

Document Type *
Sourcing

Currency *
XOF - CFA Franc BCEAO

Purchase Organization *
SN01 - Wheat Purch. Org.

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

Assessment Date *

Item List

Item	Purchase Request	Material
10	1005796150	200000000363
20	1005796150	200000000363

View Contract Release

Add Vendors

ALL ITEMS SPECIFIC ITEMS ITEM CATEGORY

All Matched

Vendor Details


PANASIA INTERNATIONAL FZC - 1049673

Search

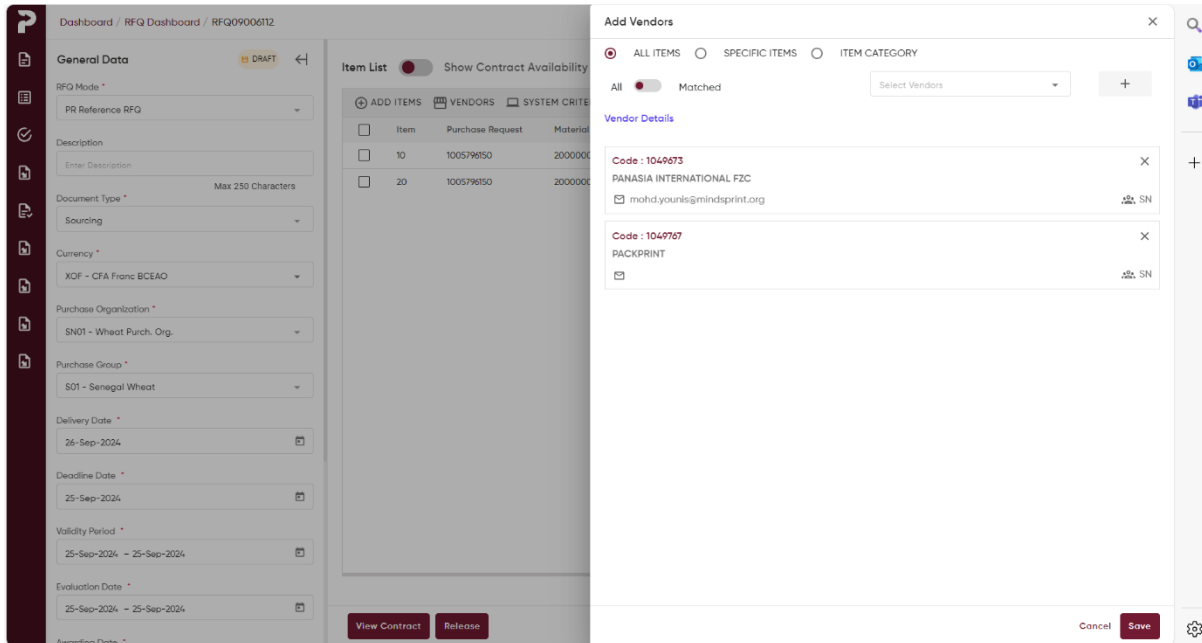
- PANASIA INTERNATIONAL FZC 1049673
- PACKPRINT 1049757
- DUMMY FREIGHT VENDOR FOR SALES 1049824
- NOUROU PUB 1049936

Cancel Save

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

Dashboard / RFQ Dashboard / RFQ09006112

General Data DRAFT

RFQ Mode *
PR Reference RFQ

Description
Enter Description
Max 250 Characters

Document Type *
Sourcing

Currency *
XOF - CFA Franc BCEAO

Purchase Organization *
SN01 - Wheat Purch. Org.

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

Item List Show Contract Availability

ADD ITEMS VENDORS **SYSTEM CRITERIA** EVALUATION

Item	Purchase Request	Material	Material Description
<input type="checkbox"/>	10	1005796150	200000004593 Flour Bag - First C
<input type="checkbox"/>	20	1005796150	200000004594 Bran Bag - 25kg

View Contract Release

System Criteria

Remaining Weightage: 100%

Choose Template ADD

System Criteria Name	Weightage	Actions
Price		<input type="button" value=""/>
Delivery Date		<input type="button" value=""/>
Quantity		<input type="button" value=""/>

Cancel Save

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

Add the evaluation **Criteria** by **Weightage**.

Dashboard / RFQ Dashboard / RFQ09006112

General Data DRAFT

RFQ Mode *
PR Reference RFQ

Description
Enter Description
Max 250 Characters

Document Type *
Sourcing

Currency *
XOF - CFA Franc BCEAO

Purchase Organization *
SN01 - Wheat Purch. Org.

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

Item List Show Contract Availability

ADD ITEMS VENDORS SYSTEM CRITERIA EVALUATION

Item	Purchase Request	Material	Material Description
<input type="checkbox"/>	10	1005796150	200000004593 Flour Bag - First C
<input type="checkbox"/>	20	1005796150	200000004594 Bran Bag - 25kg

View Contract Release

System Criteria

Remaining Weightage: 0%

Choose Template ADD

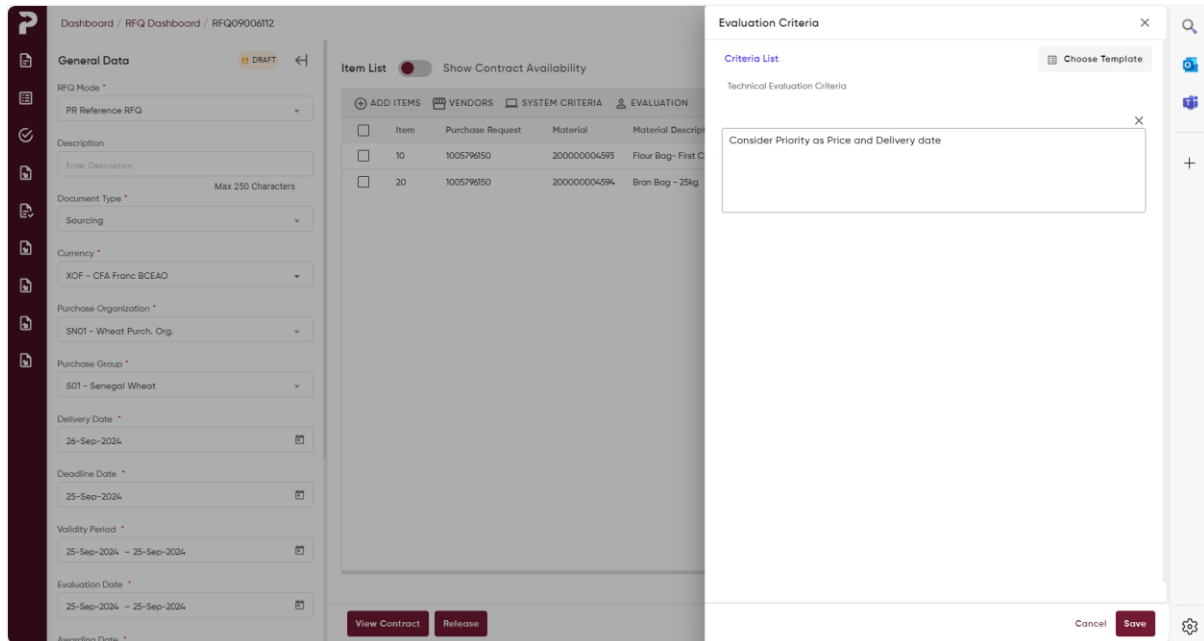
System Criteria Name	Weightage	Actions
Price	50	<input type="button" value=""/>
Delivery Date	50	<input type="button" value=""/>

Cancel Save

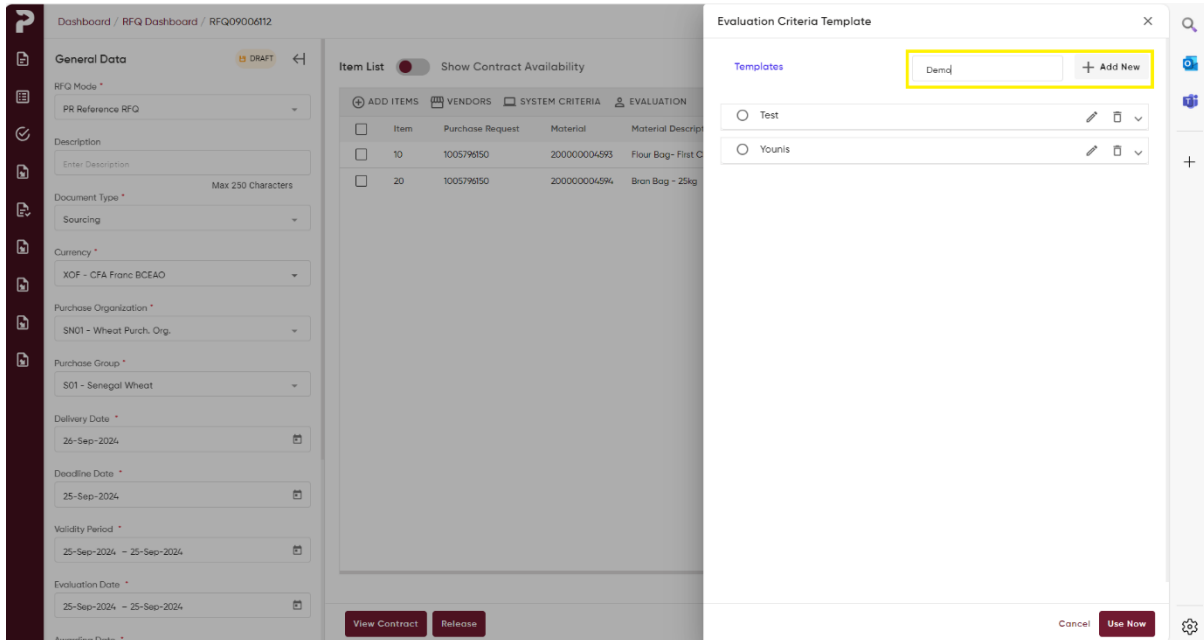
Click on **Save**.

Evaluation Criteria

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



Enter the Details in the add New Template



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

The screenshot shows the 'RFQ Dashboard' for RFQ09006112. On the left is the 'General Data' sidebar with fields like 'RFQ Mode', 'Description', 'Document Type', 'Currency', 'Purchase Organization', 'Purchase Group', 'Delivery Date', 'Deadline Date', 'Validity Period', and 'Evaluation Date'. The main area is the 'Item List' table with columns: Item, Purchase Request, Material, Material Description, Purchase Org, Availability, and Actions. A 'MORE' menu is open over the 'Partners' column, listing options: PARTNERS, DOCUMENTS, QUESTIONS, DELIVERY ADDRESS, BUYER T&C, and PREVIEW. The 'PARTNERS' option is highlighted. Below the table are 'View Contract' and 'Release' buttons. At the bottom right are 'Cancel' and 'Save' buttons.

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

The screenshot shows the 'Add New Partner' dialog box overlaid on the RFQ Dashboard. The dialog has a title bar with a close button. It contains two rows of input fields: 'Partner Type' (Awarder) and 'User Table' (senagaldemo@mindsprint.org) with a 'Level' of 1; and 'Partner Type' (Evaluator) and 'User Table' (Select User) with a 'Level' of 1. A dropdown menu is open for 'Select User', listing several email addresses. A yellow box highlights the '+ Add' button in the top right corner of the dialog. At the bottom right of the dialog are 'Cancel' and 'Add' buttons.

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, ...**

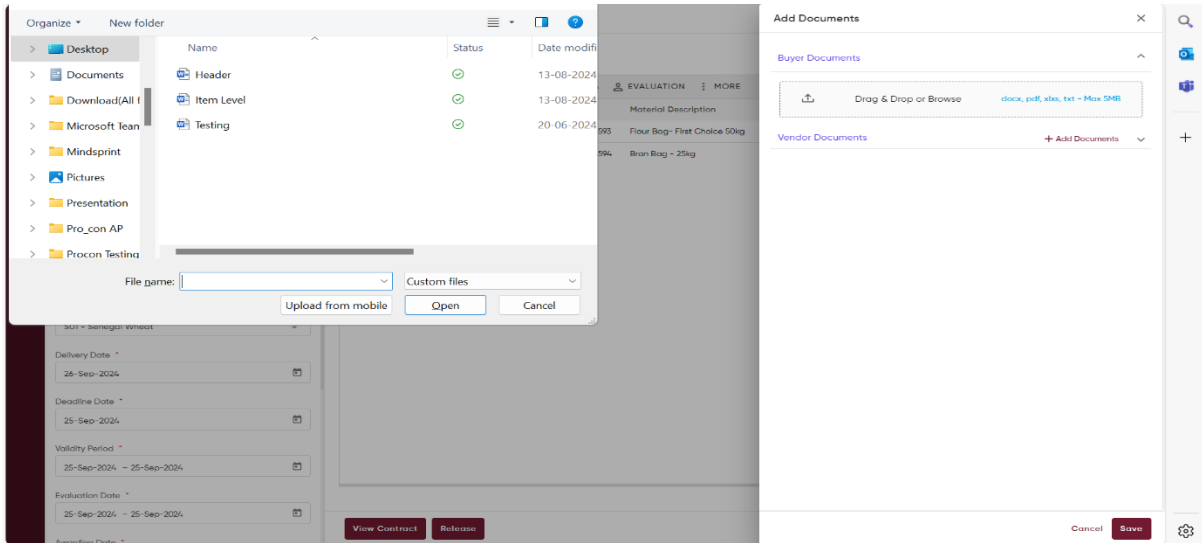
Awarder Selection- The Awarder will Award the evaluated RFQs at Item-level and have option to create Cumulative Purchase Orders.

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

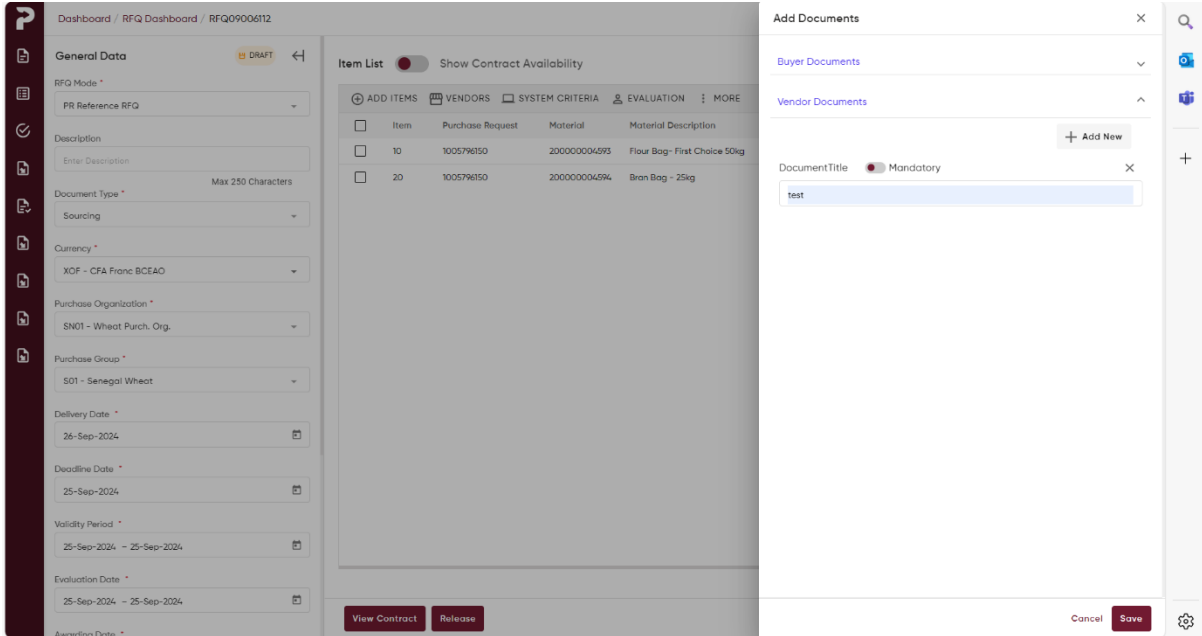
Document

The screenshot displays the 'Add Documents' modal in a software interface. The modal is titled 'Add Documents' and has a search icon in the top right corner. It features two tabs: 'Buyer Documents' (selected) and 'Vendor Documents'. The 'Buyer Documents' tab contains a 'Drag & Drop or Browse' area with a file upload icon and supported file types: 'docx, pdf, xlsx, txt - Max 5MB'. Below this, there is a '+ Add Documents' button. The 'Vendor Documents' tab is currently empty. The background shows the 'General Data' section of the RFQ0900612 dashboard, including fields for 'RFQ Mode', 'PR Reference RFQ', 'Description', 'Document Type', 'Sourcing', 'Currency', 'Purchase Organization', 'Purchase Group', 'Delivery Date', 'Deadline Date', 'Validity Period', and 'Evaluation Date'. The 'Item List' section is also visible, showing a table with columns for 'Item', 'Purchase Request', 'Material', and 'Material Description'. The table contains two rows of data. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

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



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.



Questions

The screenshot displays the RFQ system interface. On the left, the 'General Data' panel is visible, showing fields for RFQ Mode, PR Reference, Description, Document Type, Sourcing, Currency, Purchase Organization, Purchase Group, Delivery Date, Deadline Date, Validity Period, and Evaluation Date. The 'Item List' is shown in the center, with a table containing columns for Item, Purchase Request, Material, and Material Description. The table lists two items: Item 10 (Flour Bag - First Choice) and Item 20 (Bran Bag - 25kg). A 'Question' dialog box is open on the right, titled 'Question 1' with the text 'Is Mandatory?'. Below the text, there are radio buttons for 'YES/NO' and 'TEXT'. The dialog box has 'Cancel' and 'Save' buttons at the bottom right.

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.

The screenshot displays the RFQ system interface with the 'Buyer Terms & Conditions' dialog box open. The dialog box has a 'Remarks' section with a text area for 'Enter terms and conditions...' and a note '*Max characters limit 1000'. Below this is a 'Buyer Documents' section with a 'Drag & Drop or Browse' button and a note 'docx, pdf, xlsx, txt - Max 5MB'. The background shows the 'General Data' panel and the 'Item List' table, which is partially obscured by the dialog box. The 'Item List' table contains the same two items as in the previous screenshot.

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

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

Delivery Location

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

General Data

Made Of RFQ	Document Type	Currency	Delivery Date
PR Reference RFQ	Sourcing	XOF	26-Sep-2024
Deadline Date	Validity Start	Validity End	Evaluation Start
25-Sep-2024	25-Sep-2024	25-Sep-2024	25-Sep-2024
Evaluation End Date	Awarding Start	Awarding End Date	Category
25-Sep-2024	25-Sep-2024	25-Sep-2024	Request For Quotation
Collective Number	Payment Terms	INCO Terms	
SN1124063	2007 - 21 Days From Date Of Invoice	CFR - Costs And Freight	

Item List & Vendor Details (2)

PANASIA INTERNATIONAL FZC 1049673	PACKPRINT 1049787
--------------------------------------	----------------------

Vendor Details

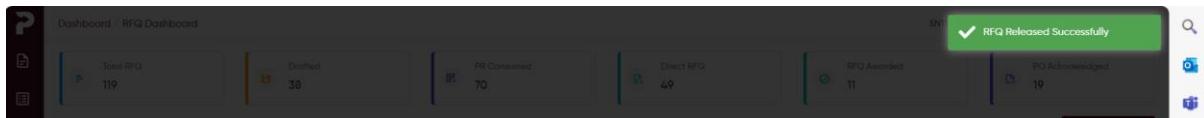
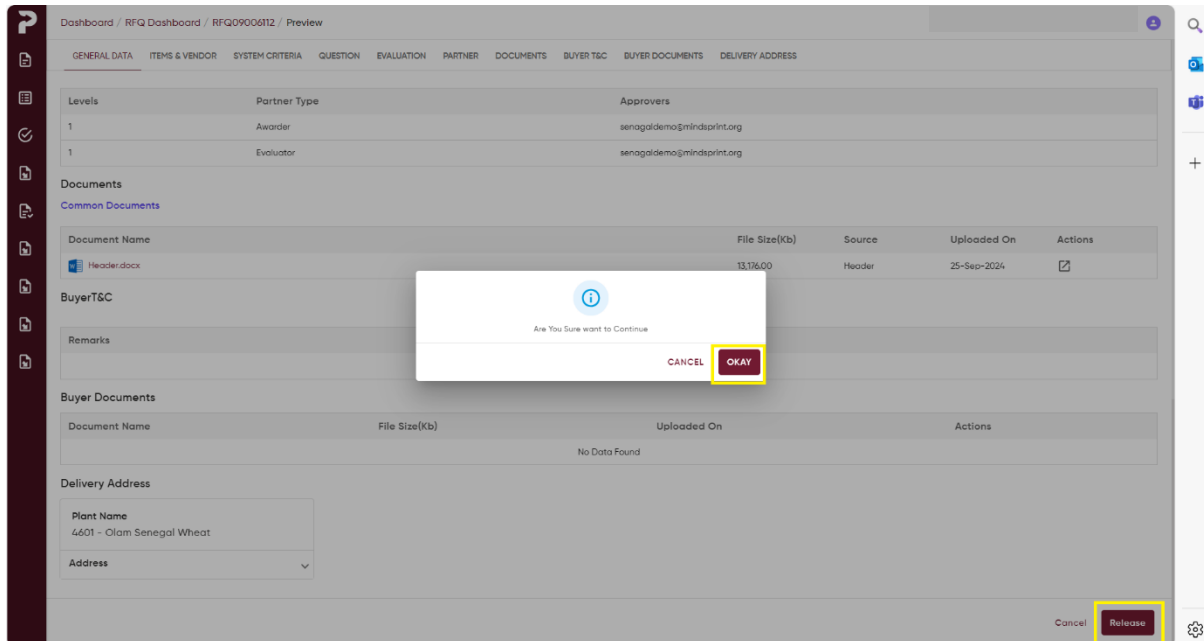
Vendor Code 1049673	Vendor Name PANASIA INTERNATIONAL FZC	MailId mohd.younis@mindsprint.org	Vendor Category
------------------------	--	--------------------------------------	-----------------

Item Details

Item #	Material	Material Description	Plant	Purchase Org	Material Category	Delivery Date	Order Qty	UOM
10	200000004593	Flour Bag - First Choice 50kg - Flour Bag - First Choice 50kg	4601 - Olam Senegal Wheat -	SN01 - Wheat Purch. Org. -	001 - MRO	01-Oct-2024	10,000.00	EA - each
20	200000004594	Bran Bag - 25kg - Bran Bag - 25kg	4601 - Olam Senegal Wheat -	SN01 - Wheat Purch. Org. -	001 - MRO	01-Oct-2024	10,000.00	EA - each



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



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.

Dashboard / RFQ Dashboard

Total RFQ: 114 | Drafted: 38 | PR Consumed: 66 | Direct RFQ: 48 | RFQ Awarded: 11 | PO Acknowledged: 19

RFQ List

<input type="checkbox"/>	Rfq Number	Mode Of Rfq	Contract Type	Currency	Created On	CreatedBy	Deadline Date	Evaluation Date	Awarding Date	Status
<input type="checkbox"/>	RFQ0900609	PR	Service	XOF	25-Sep-2024	senagal	25-Sep-2024	25-Sep-2024	25-Sep-2024	Respond
<input type="checkbox"/>	RFQ0900605	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
<input type="checkbox"/>	RFQ0900604	DIRECT	Service	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
<input type="checkbox"/>	RFQ0900603	DIRECT	Service	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
<input type="checkbox"/>	RFQ0900600	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Award
<input type="checkbox"/>	RFQ09006097	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
<input type="checkbox"/>	RFQ09006096	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
<input type="checkbox"/>	RFQ09006094	DIRECT	Asset	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	27-Sep-2024	Draft
<input type="checkbox"/>	RFQ09006089	PR	Sourcing	NGN	24-Sep-2024	Mohd	25-Sep-2024	26-Sep-2024	28-Sep-2024	Draft
<input type="checkbox"/>	RFQ09006088	PR	Sourcing	XOF	24-Sep-2024	Mohd	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
<input type="checkbox"/>	RFQ09006084	PR	Sourcing	NGN	24-Sep-2024	Mohd	24-Sep-2024	25-Sep-2024	28-Sep-2024	Release
<input type="checkbox"/>	RFQ09006082	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Release
<input type="checkbox"/>	RFQ09006081	PR	Sourcing	XOF	24-Sep-2024	senagal	24-Sep-2024	24-Sep-2024	24-Sep-2024	Draft
<input type="checkbox"/>	RFQ09006078	PR	Sourcing	XAF	24-Sep-2024	senagal	24-Sep-2024	25-Sep-2024	27-Sep-2024	Draft
<input type="checkbox"/>	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

Click on **Create RFQ** in the RFQ dashboard.

Dashboard / RFQ Dashboard / Creation

General Data

RFQ Mode *

- RFQ Mode
- Search
- Select
- Direct RFQ
- PR Reference RFQ
- Import Procurement

Currency *

Purchase Organization *

Purchase Group *

Delivery Date *

Deadline Date *

Validity Period *

Evaluation Date *

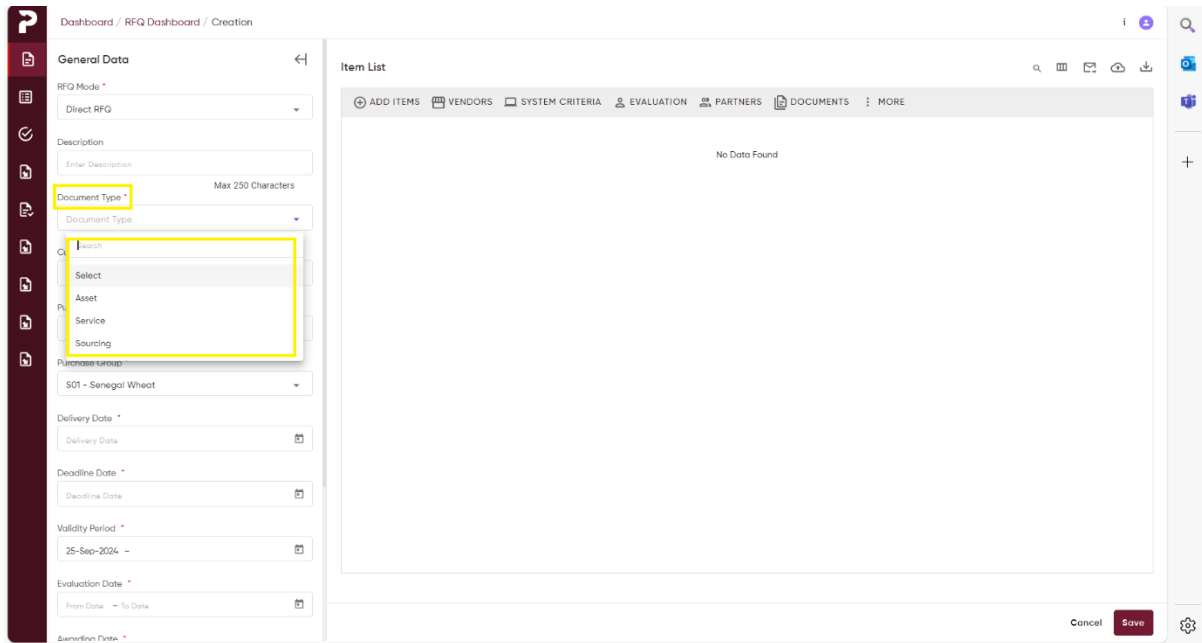
Item List

ADD ITEMS VENDORS SYSTEM CRITERIA EVALUATION PARTNERS DOCUMENTS MORE

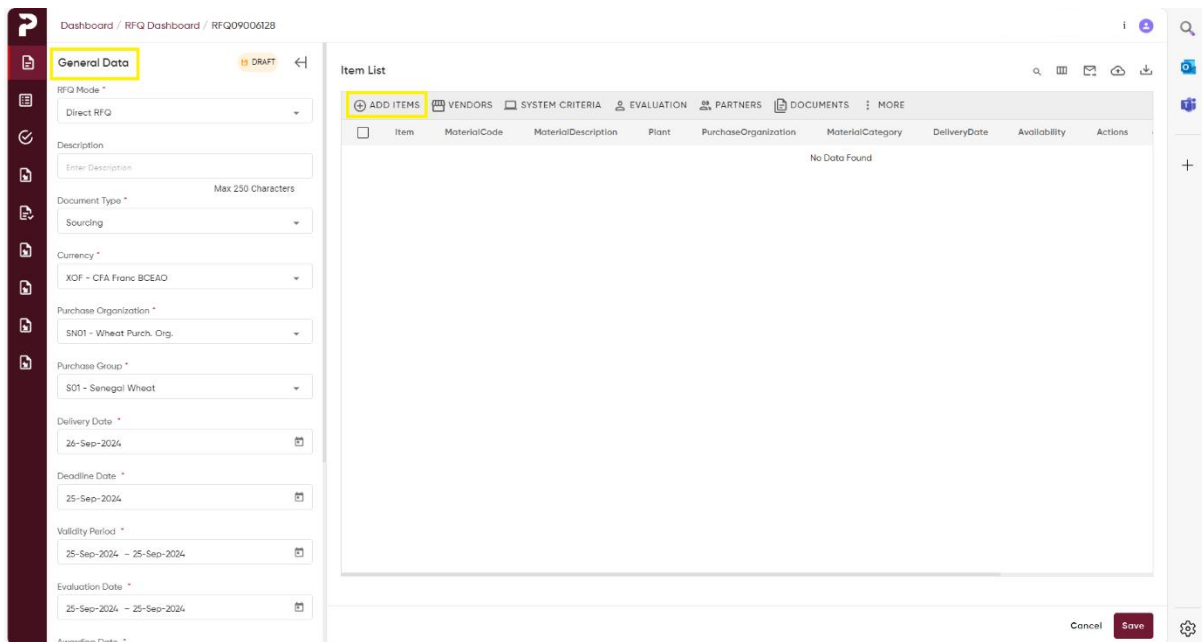
No Data Found

Cancel Save

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



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



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

Click on **Add Items**.

The screenshot shows the 'Add Items' form in SAP. The 'Short Text' field is highlighted with a yellow box. The form includes the following fields:

- Item Number: 10
- Plant: 4601 - Oiam Senegal Wheat
- Short Text: (highlighted)
- Material Category: (highlighted)
- Material: Material
- Material Description: Material Description
- Material Group: Material Group
- Order Quantity: Order Quantity
- Additional Fields:
 - Account Assignment: Account Assignment
 - Cost Centre: Cost Centre
 - Purchase Org: SN01 - Wheat Purch. Org.
 - GL Account: GL Account
 - Internal Order: Internal Order

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.

The screenshot displays the SAP RFQ Item List interface. On the left, the 'General Data' section is visible, containing various fields for RFQ configuration. The main area shows the 'Item List' with a table containing one item.

Item	MaterialCode	MaterialDescription	MaterialCategory	DeliveryDate	OrderQuantity	UnitOfMeasure	Availability	Actions
10	100000005167	Raw Wheat - French	X01 - MRO	26-Sep-2024	100.00	MT - Metric Ton		

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

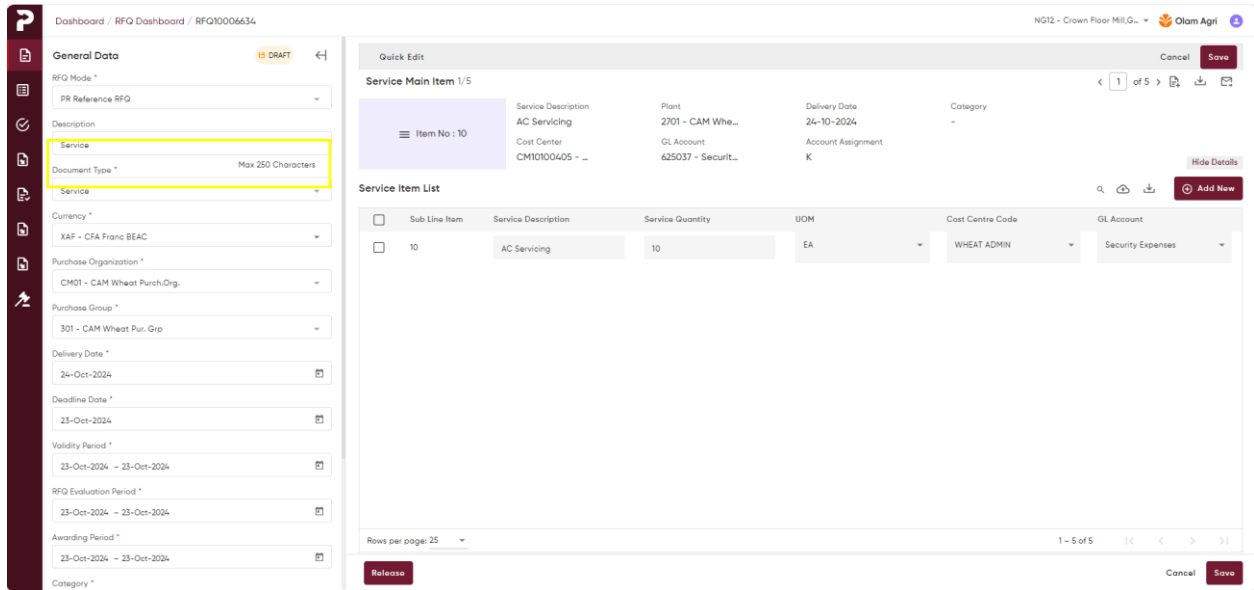
In the following sections-

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 type **select service**



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.**

MINDSPRINT

PROCON User Manual

Step by Step Guide for Vendor Response

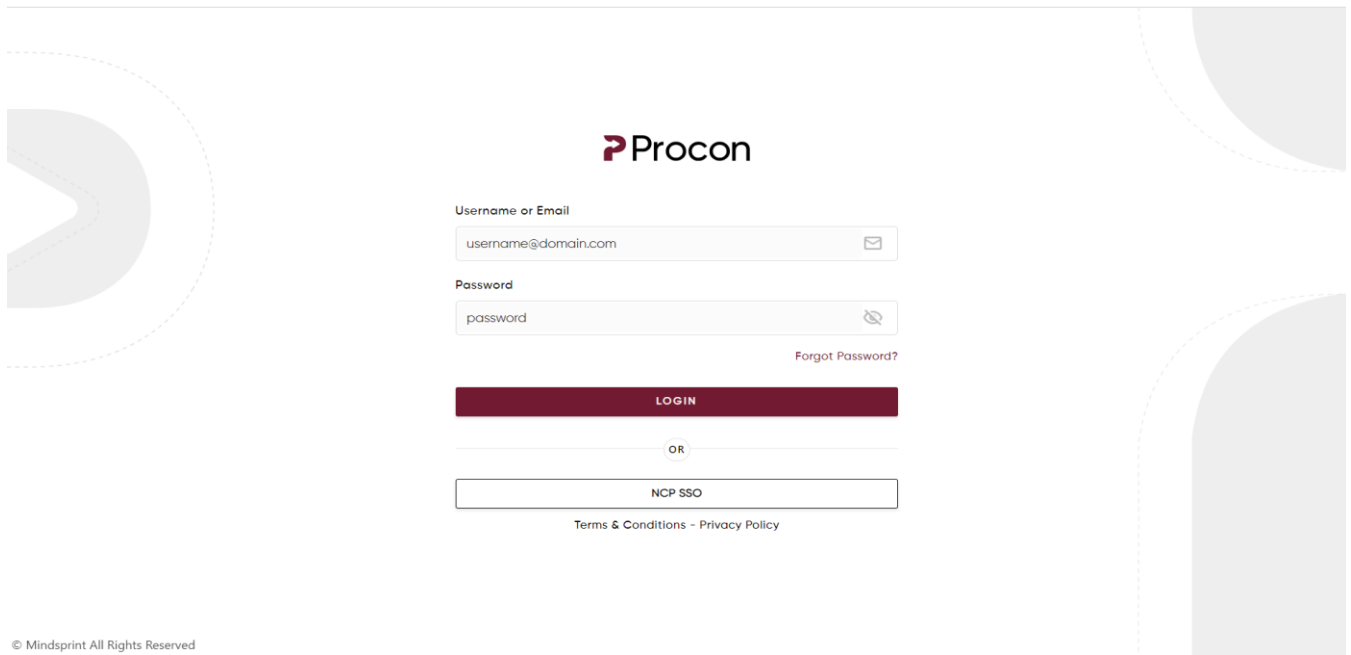
Document Revision

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

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1. RFQ VENDOR RESPONSE PROCESS



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Log-in to Pro Con through Vendor Credentials.

Dashboard / Vendor Dashboard

Total RFQ: 85 | Initiated: 32 | Responded: 8 | Near Expire: 2 | Re-Negotiated: 7 | Awarded: 26

RFQ Number	RFQ Description	Product Description	Type	GrossOrdervalue	Respond	ValidityPeriod End	Delivery Date	DeadLine Date	Status
RFQ09006162	Demo	--	SOURCING	\$0	0/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	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	Release
RFQ09006112	--	--	SOURCING	\$0	0/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	Release
RFQ09006120	test	--	SOURCING	\$0	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	Release
RFQ09006115	test	--	SOURCING	\$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	Respond
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	Respond
RFQ09006104	test	--	SERVICE	\$0	0/2	24-Sep-2024	25-Sep-2024	24-Sep-2024	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	Release
RFQ09005622	Vendor Response	--	SOURCING	\$6,000,000	5/5	04-Oct-2024	15-Oct-2024	24-Sep-2024	Evaluate
RFQ09006084	--	--	SOURCING	\$0	0/1	30-Sep-2024	30-Sep-2024	24-Sep-2024	Release
RFQ09006082	test	--	SOURCING	\$264	24/24	24-Sep-2024	25-Sep-2024	24-Sep-2024	Release
RFQ09006069	--	--	ASST	\$1,416	3/3	30-Sep-2024	30-Sep-2024	24-Sep-2024	Evaluate
RFQ09006064	--	--	SOURCING	\$1,398,000	2/2	---	24-Sep-2024	24-Sep-2024	Evaluate

Rows per page: 25 | 1 - 25 of 85

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

Click on the RFQ to respond.

General Data

Dashboard / Vendor Dashboard / RFQ09006142

General Data [RELEASE]

Type: Sourcing

Proposed Payment Terms: Z007 - 21 days from Date of Invoice

Ac Search

ZC Select

Pr Z007

Pr 21 days from Date of Invoice

Ac Z004

Cl 30 days from Date of Invoice

Pr Z003

Pr 7 days from date of Invoice

Z005

Currency: XOF - CFA Franc BCEAO

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 11,800.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant	xValue	PriceValidityEndDate	NetOrderPrice	GrossOrderValue	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	00.00	---	10,000.00	11,800.00	

Cancel 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.

Item

Dashboard / Vendor Dashboard / RFQ09006142

General Data [RELEASE]

Type: Sourcing

Proposed Payment Terms: -

Actual Payment Terms: Z007 - 21 days from Date of Invoice

Proposed Inco Terms: -

Actual Inco Terms: CFR - Costs and freight

Proposed Currency: -

Currency: XOF - CFA Franc BCEAO

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024	---	100.00	MT - Metric Ton	

Cancel Save as Draft Release

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.

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE

Type: Sourcing

Proposed Payment Terms: 2007 - 21 days from Date of Invoice

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C

ItemNo	Material Code	Material Description	Plant
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal

Documents

Buyer Documents*

Header.d... 26-Sep-2024

Requested Documents*

Test*

Drag & Drop or Browse [Labels.allowed_filesize](#)

Other Documents

Cancel Save

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

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE

Type: Sourcing

Proposed Payment Terms: 2007 - 21 days from Date of Invoice

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE

Quick Edit

ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024	---	100.00	MT - Metric Ton	

Cancel Save as Draft 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**)

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE

Type: Sourcing

Proposed Payment Terms: XOF - CFA Franc BCEAO

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024		100.00	MT	

Cancel Save as Draft Release

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

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE

Type: Sourcing

Proposed Payment Terms: XOF - CFA Franc BCEAO

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

Net Order Price: Item # : 10

QUOTATION QUESTIONS DOCUMENTS

Material Details

Material Code	Material Description	Delivery Date
100000011559	RUSSIAN MILLING WHEAT 12.5%	27-Sep-2024
Requested Quantity	UOM	Plant
100	MT - Metric Ton	4601 - Olam Senegal Wheat

Order Details

Deliverable Quantity *	Unit Price *
<input type="text"/>	<input type="text"/>
<input type="text"/>	MT
<input type="text"/>	XOF
Deliverable Date *	Price Validity
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tax XOF

Tax Code	Tax Amount
Please Select Tax	<input type="text"/>
	XOF

Conditions

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 the RFQ in excel format and then filling it and uploading it back to portal.

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE ←

Type: Sourcing

Proposed Payment Terms: -

Actual Payment Terms: Z007 - 21 days from Date of Invoice

Proposed Inco Terms: -

Actual Inco Terms: CFR - Costs and freight

Proposed Currency: -

Currency: XOF - CFA Franc BCEAO

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 0.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024	---	100.00	MT - Metric Ton	

Cancel Save as Draft Release

Questions

Dashboard / Vendor Dashboard / RFQ09006142

General Data RELEASE ←

Type: Sourcing

Proposed Payment Terms: -

Actual Payment Terms: Z007 - 21 days from Date of Invoice

Proposed Inco Terms: -

Actual Inco Terms: CFR - Costs and freight

Proposed Currency: -

Currency: XOF - CFA Franc BCEAO

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value XOF 23,600.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal

Questions ×

1) Is ISO certified?

2) Source Location of Product

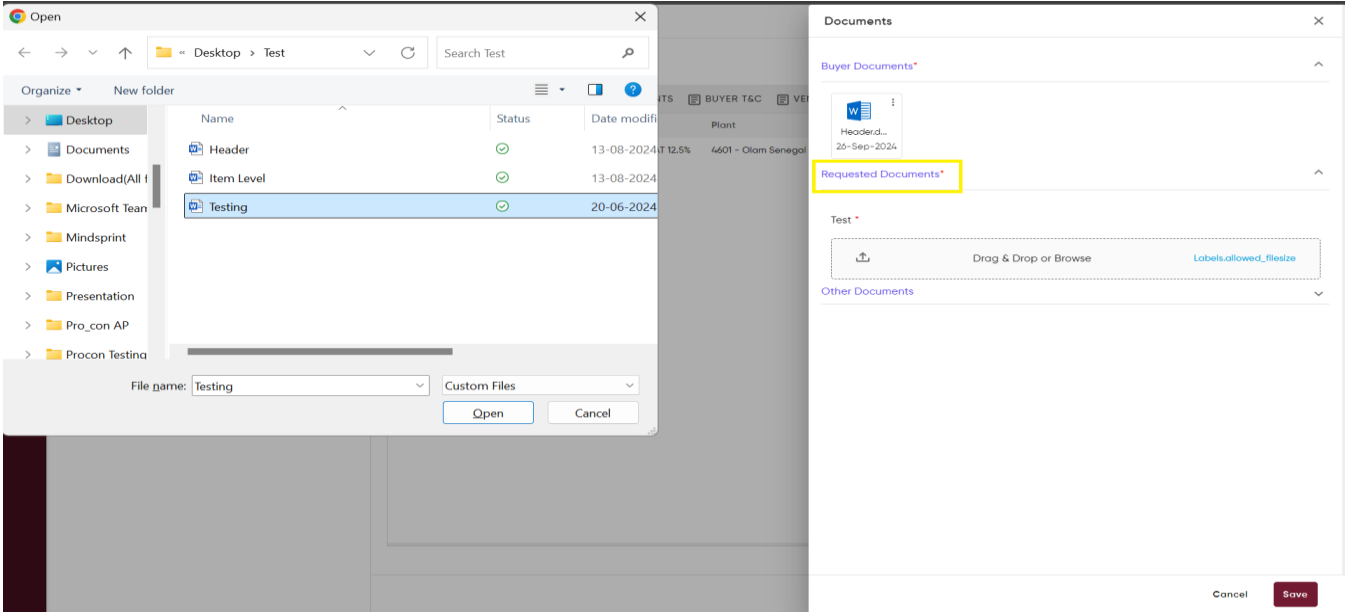
Enter source location..

*Max characters limit 400

Cancel Save

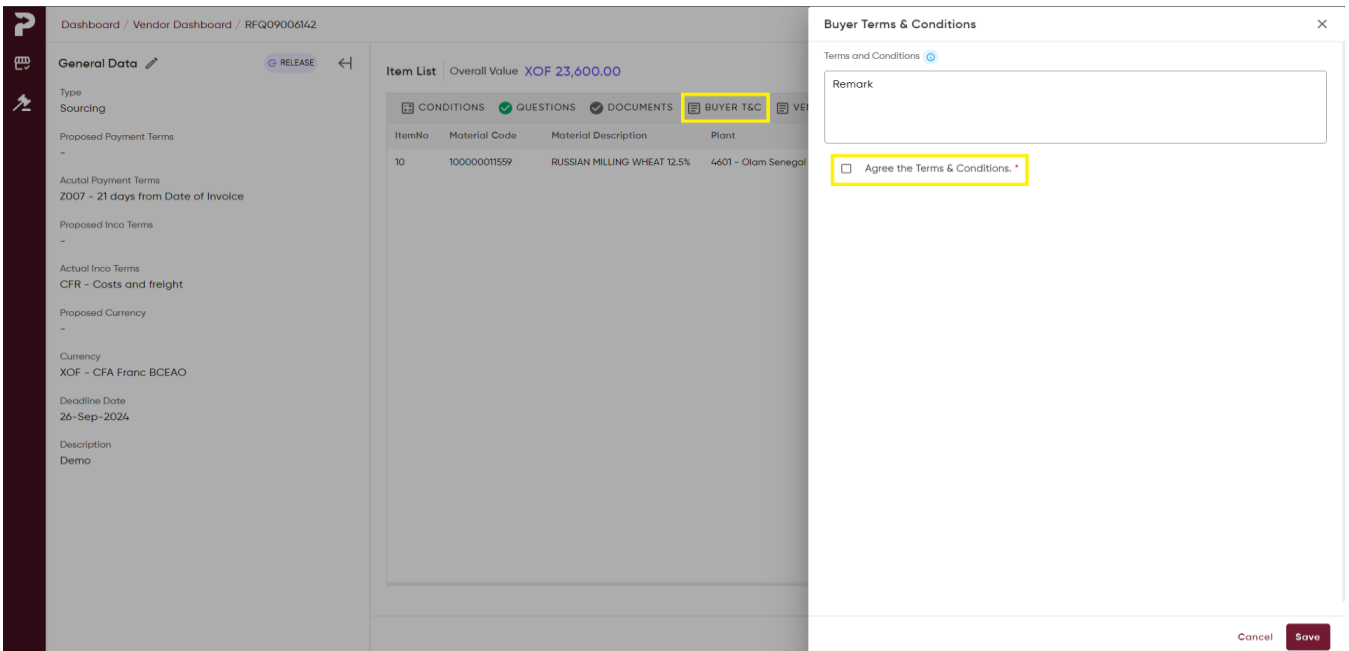
In the Question tab, questions posed by the Buyer will be displayed. The Vendor can answer these questions as desired. If Buyer mentioned the question as mandatory to be answered, if not answered it will throw an error message.

Requested Document



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



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

The screenshot shows the 'Vendor Terms & Conditions' modal window. The background interface includes a 'General Data' sidebar with fields like 'Type', 'Sourcing', 'Proposed Payment Terms', 'Actual Payment Terms', 'Proposed Inco Terms', 'Actual Inco Terms', 'Proposed Currency', 'Currency', 'Deadline Date', and 'Description'. The main 'Item List' shows an overall value of XOF 23,600.00 and a table with one item: ItemNo 10, Material Code 100000011559, Material Description RUSSIAN MILLING WHEAT 12.5%, and Plant 4601 - Olam Senegal. The modal window has a text input field for 'Enter terms and conditions...' with a 1000 character limit, a 'Drag & Drop or Browse' button, and a file type restriction of 'docx, pdf, xlsx, txt - Max 5MB'. 'Cancel' and 'Save' buttons are at the bottom right.

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

The screenshot shows the 'Vendor Terms & Conditions' modal window with the 'Delivery Address' dropdown menu open. The background interface is similar to the previous screenshot but with an overall value of XOF 11,800.00. The 'Item List' table has columns for ItemNo, Material Code, Material Description, Plant, xV, Date, NetOrderPrice, GrossOrderValue, and Actions. The dropdown menu shows 'Delivery Address' and 'Preview' options. The 'More' button in the table header is highlighted. 'Cancel', 'Save as Draft', and 'Release' buttons are at the bottom right.

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

Preview

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.

2. Renegotiated Vendor Response

Dashboard / Vendor Dashboard fam Agri

Total RFQ: 82 Initiated: 33 Responded: 8 Near Expire: 2 Re-Negotiated: 6 Awarded: 22

RFQ Details

RFQ Number	RFQ Description	Product Description	Type	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	--	SOURCING	\$330	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	Respond
RFQ09006134	test	--	SOURCING	\$3,209	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	Release
RFQ09006112	--	--	SOURCING	\$0	0/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	Release
RFQ09006120	test	--	SOURCING	\$0	0/1	25-Sep-2024	26-Sep-2024	25-Sep-2024	Release
RFQ09006115	test	--	SOURCING	\$6,000	5/5	25-Sep-2024	26-Sep-2024	25-Sep-2024	Evaluate
RFQ09006114	--	--	SOURCING	\$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	--	SOURCING	\$100	2/2	25-Sep-2024	26-Sep-2024	25-Sep-2024	Respond
RFQ09006104	test	--	SOURCING	\$0	0/2	24-Sep-2024	25-Sep-2024	24-Sep-2024	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	Release
RFQ09005422	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	Release
RFQ09006069	--	--	ASSET	\$14,160	3/3	30-Sep-2024	30-Sep-2024	24-Sep-2024	Evaluate
RFQ09006064	--	--	SOURCING	\$3,006,000	3/3	---	24-Sep-2024	24-Sep-2024	Evaluate

Rows per page: 25 1 - 25 of 82

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

Click on the Renegotiated RFQ.

Dashboard / Vendor Dashboard / RFQ09006142

General Data **RENEGOTIATION**

Type: Sourcing

Proposed Payment Terms: -

Acual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value: XOF 23,600.00 **Show Renegotiation**

ItemNo	Material Code	Material Description	Plant	Delivery Date	Deliverable Date	Requested Qty	UOM	Actions
10	10000011599	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	27-Sep-2024	27-Sep-2024	100.00	MT - Metric Ton	Quick Edit

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*.

Dashboard / Vendor Dashboard / RFQ09006142

General Data RENEGOTIATION

Type: Sourcing

Proposed Payment Terms: -

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value: XOF 23,600.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant	GrossOrdervalue	Expected Price	Previous Price	Remarks	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	23,600.00	90	200	Less Price	

Cancel Save as Draft Release

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**.

Dashboard / Vendor Dashboard / RFQ09006142

General Data RENEGOTIATION

Type: Sourcing

Proposed Payment Terms: -

Actual 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

Deadline Date: 26-Sep-2024

Description: Demo

Item List Overall Value: XOF 14,160.00

CONDITIONS QUESTIONS DOCUMENTS BUYER T&C VENDOR T&C MORE Quick Edit

ItemNo	Material Code	Material Description	Plant	Percent	TaxValue	PriceValidityEndDate	NetOrderPrice	Gross	Actions
10	100000011559	RUSSIAN MILLING WHEAT 12.5%	4601 - Olam Senegal Wheat	0	2,160.00	---	12,000.00	14,160	

Vendor Responded Successfully

Are you sure want to Navigate to Dashboard

CANCEL OKAY

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-

Dashboard / Vendor Dashboard

Total RFQ: 100, Initiated: 41, Responded: 22, Near Expire: 1, Re-Negotiated: 9, Awarded: 10

RFQ Details

RFQ Number	RFQ Description	Product Description	Type	Gross Price	Respond	Validity Period End	Delivery Date	Dead Line Date	Status
RFQ0900629	Vendor Response	--	SOURCING	XAF 2000000.00	3/3	13-Oct-2024	31-Oct-2024	03-Oct-2024	Evaluate
RFQ0900631	Vendor Response	--	SOURCING	XAF 1793865.00	3/3	06-Oct-2024	31-Oct-2024	26-Sep-2024	Respond
RFQ0900645	Vendor Response	--	SOURCING	NGN 13117500.00	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	Release
RFQ09005925	Vendor Response	--	SOURCING	NGN 0.00	0/2	18-Sep-2024	19-Sep-2024	18-Sep-2024	Release
RFQ09005704	Vendor Response	--	SOURCING	XAF 4000000.00	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
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	12-Sep-2024	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	12-Sep-2024	Release
RFQ09005790	Vendor Response	--	XOF 0.00	0/2	12-Sep-2024	13-Sep-2024	12-Sep-2024	12-Sep-2024	Release
RFQ09005787	Vendor Response	--	XOF 0.00	0/1	12-Sep-2024	13-Sep-2024	12-Sep-2024	12-Sep-2024	Release
RFQ09005655	Vendor Response	--	SOURCING	XOF 0.00	0/1	10-Sep-2024	11-Sep-2024	10-Sep-2024	Release
RFQ09005707	Vendor Response	--	ASSET	XAF 6000000.00	6/6	20-Sep-2024	28-Sep-2024	10-Sep-2024	Respond
RFQ09005706	Vendor Response	--	SERVICE	XAF 1300000.00	8/8	20-Sep-2024	27-Sep-2024	10-Sep-2024	Respond
RFQ03003653	Vendor Response	--	SOURCING	XAF 2160000.00	3/3	29-Mar-2024	31-Mar-2024	19-Mar-2024	Award

Rows per page: 25, 1 - 25 of 100

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-

Dashboard / Vendor Dashboard

Total RFQ: 101, Initiated: 42, Responded: 22, Near Expire: 2, Re-Negotiated: 9, Awarded: 10

RFQ Details

RFQ Number	RFQ Description	Product Description	Type	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	Release
RFQ10006626	Sourcing / Material	--	SOURCING	XAF 1000000.00	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	Release
RFQ10006469	--	--	SOURCING	XAF 0.00	0/1	14-Oct-2024	15-Oct-2024	14-Oct-2024	Release
RFQ10006467	--	--	SOURCING	XAF 0.00	0/2	14-Oct-2024	15-Oct-2024	14-Oct-2024	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	Release
RFQ10006260	Vendor Response	--	SOURCING	XAF 2060000.00	3/3	13-Oct-2024	31-Oct-2024	03-Oct-2024	Evaluate
RFQ0900631	Vendor Response	--	SOURCING	XAF 1793865.00	3/3	06-Oct-2024	31-Oct-2024	26-Sep-2024	Respond
RFQ0900645	Vendor Response	--	SOURCING	NGN 13117500.00	1/1	26-Sep-2024	27-Sep-2024	26-Sep-2024	Release
RFQ09005925	Vendor Response	--	SOURCING	NGN 0.00	0/2	18-Sep-2024	19-Sep-2024	18-Sep-2024	Release
RFQ09005704	Vendor Response	--	SOURCING	XAF 4000000.00	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

Rows per page: 25, 1 - 25 of 101

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

Dashboard / Vendor Dashboard / RFQ10006655

General Data RELEASE CONDITIONS QUESTION DOCUMENTS MORE Quick Edit

Type: Service

Proposed Payment Terms: 2007 - 21 days from Date of Invoice

Actual Payment Terms: 2007 - 21 days from Date of Invoice

Proposed Inco Terms: CFR - Costs and freight

Actual Inco Terms: CFR - Costs and freight

Proposed Currency: XAF - CFA Franc BEAC

Currency: XAF - CFA Franc BEAC

Deadline Date: 2024-10-24T00:00:00+00:00

Description: Service

Service Main Item 1/2 < 1 of 2 > Show Details

Item No	Service Description	Gross Price	Plant	Delivery Date
10	US HARD RED WINTER W...	---	2701 - CAM Wheat Mil...	25-10-2024

Item List

Sub Line Item	Service Description	Service Quantity	UOM	Target Quantity	Unit Price	Net Order Price	Expected Price	Previous Price	Remarks
10	Service 1.1	100	EA				--	--	--
20	Service 1.2	100	EA				--	--	--

Rows per page: 25 1 - 2 of 2 Cancel Save as Draft Release

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

Service List Items Enter keyword to search...

- Item No : 10
US HARD RED WINTER WHEAT
- Item No : 20
RUSSIAN MILLING WHEAT 12.5%

Service Main Item 1/2 < 1 of 2 > Show Details

Item No	Service Description	Gross Price	Plant	Delivery Date
10	US HARD RED WINTER W...	---	2701 - CAM Wheat Mil...	25-10-2024

Item List

Sub Line Item	Service Description	Service Quantity	UOM	Target Quantity	Unit Price	Net Order Price	Expected Price	Previous Price	Remarks
10	Service 1.1	100	EA				--	--	--
20	Service 1.2	100	EA				--	--	--

Rows per page: 25 1 - 2 of 2 Cancel Save as Draft Release

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.

Dashboard / Vendor Dashboard / RFQ10006655

Service List Items

Enter keyword to search...

Item No : 10
US HARD RED WINTER WHEAT

Item No : 20
RUSSIAN MILLING WHEAT 12.5%

CONDITIONS QUESTION DOCUMENTS BUYER T&C VENDOR T&C MORE

Quick Edit

1 of 2

Service Main Item 1/2

Item No : 10

Service Description: US HARD RED WINTER W...
Gross Price: ---
Plant: 2701 - CAM Wheat Mil...
Delivery Date: 25-10-2024

Deliverable Date: ---
Tax Percentage: ---
Tax: ---

Hide Details

Item List

Sub Line Item	Service Description	Service Quantity	UOM	Target Quantity	Unit Price	Net Order Price	Expected Price	Previous Price	Remarks
10	Service 1.1	100	EA				--	--	--
20	Service 1.2	100	EA				--	--	--

Rows per page: 25

1 - 2 of 2

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

Dashboard / Vendor Dashboard

Total RFQ: 19

Initiated: 8

Responded: 4

Near Expire: 1

Re-Negotiated: 0

Awarded: 6

RFQ Details

RFQ Number	RFQ Description	Product Description	Type	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	Release
RFQ10006528		CFM Purchase Org	SOURCING IMPORT	NGN 3000.00	3/3	30-Oct-2024	30-Oct-2024	18-Oct-2024	Release
RFQ09006172		CFM Purchase Org	SOURCING IMPORT	USD 43000.00	2/2	28-Sep-2024	30-Sep-2024	28-Sep-2024	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 IMPORT	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	Respond
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	Release
RFQ06005104	Vendor Response	CFM Purchase Org	SOURCING IMPORT	NGN 0.00	0/1	08-Jul-2024	27-Jul-2024	28-Jun-2024	Release
RFQ06004698	Vendor Response	CFM Purchase Org	ASSET IMPORT	NGN 0.00	0/1	14-Jun-2024	15-Jun-2024	14-Jun-2024	Release
RFQ05004514	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 250.00	1/1	12-May-2024	22-May-2024	02-May-2024	Award
RFQ04004494	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 0.00	0/20	06-May-2024	16-May-2024	26-Apr-2024	Release
RFQ04004470	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 0.00	0/3	06-May-2024	16-May-2024	26-Apr-2024	Release
RFQ04004466	Vendor Response	CFM Purchase Org	SOURCING IMPORT	USD 420.00	3/3	05-May-2024	10-May-2024	25-Apr-2024	Award
RFQ04004465	Vendor Response	CFM Purchase Org	SOURCING IMPORT	NGN 668750.00	3/3	05-May-2024	08-May-2024	26-Apr-2024	Award

Rows per page: 25


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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.

The screenshot shows the Vendor Dashboard for RFQ10006654. The 'Item List' table has one row: Item No 10, Material Code 300000061363, Material Description GREASE LUBRICANT EP3. A yellow box highlights the 'CONDITIONS' button in the table header. An 'Overall Cost' pop-up window is open, showing a table of conditions with columns for Description, Enter Value, and Total Value. The table contains 'Gross Price' and 'Sub total 1', both with values of 0 and currency NGN. A dropdown menu is open under 'Sub total 1', listing 'Freight %', 'Freight (Value)', 'Freight/Quantity', and 'Air Freight (value)'. At the bottom, a summary row shows 'Schema Total 0.00 + Tax 0.00 = Gross Total 0.00'. Buttons for 'Cancel' and 'Save' are visible.

The screenshot shows the Vendor Dashboard for RFQ10006654. The 'Item List' table has one row: Item No 10, Material Code 300000061363, Material Description GREASE LUBRICANT EP3, Plant 6101 - TCA F. A yellow box highlights the 'CONDITIONS' button in the table header. A 'Net Order Price' pop-up window is open for Item # :10. It shows tabs for 'QUOTATION', 'QUESTIONS', and 'DOCUMENTS'. Under 'Conditions', there is a 'Scale Price' section with fields for 'Start Range *' (value 1), 'End Range *', and 'Unit Price *' (value Unit Price, currency NGN). A '+ Add Details' button is at the bottom. Buttons for 'Cancel' and 'Save' are visible.

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.**

MINDSPRINT

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

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2. Authentication.....	4
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4. Approver Summary.....	7
<i>Event info & Vendor rules</i>	7
<i>Content details</i>	8
<i>Vendor details</i>	8



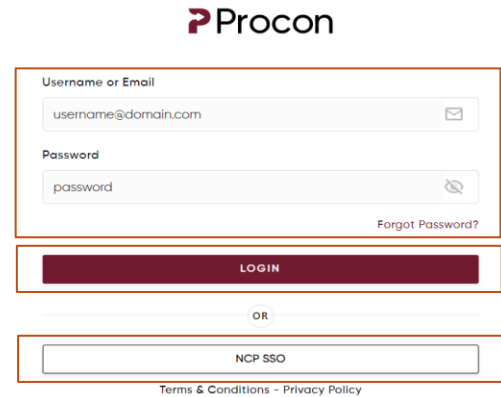
1. Introduction

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. Authentication

For existing user:

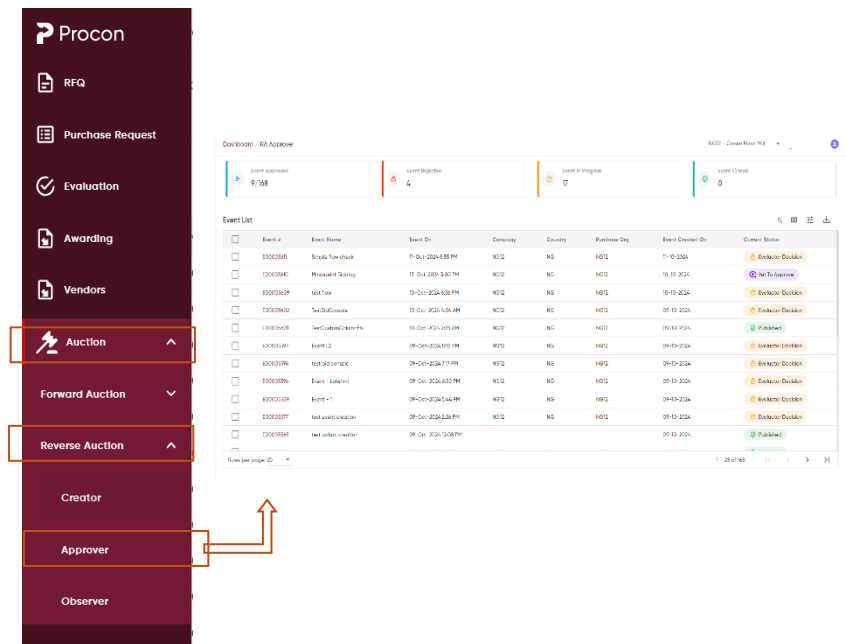
- Enter username and password
- Click on Login
- or
- Click on NCP SSO



The image shows the Procon login interface. At the top is the Procon logo. Below it is a form with two input fields: 'Username or Email' containing 'username@domain.com' and 'Password' containing 'password'. A 'Forgot Password?' link is located to the right of the password field. Below the form is a dark red 'LOGIN' button. Underneath the button is the text 'OR' and a light grey 'NCP SSO' button. At the bottom of the form area, there is a link for 'Terms & Conditions - Privacy Policy'.

Follow steps to reach on approver dashboard:

- Go to side bar
- Click on “Auction”
- Click on “Reverse Auction”
- Click on “Approver”



The image displays the Procon dashboard. On the left is a dark red sidebar with a vertical menu. The menu items are: RFQ, Purchase Request, Evaluation, Awarding, Vendors, Auction (highlighted with a red box and an upward arrow), Forward Auction (with a downward arrow), Reverse Auction (with an upward arrow), Creator, Approver (highlighted with a red box and an upward arrow), and Observer. The main content area shows the 'Approver' dashboard. At the top, there are four status indicators: 'Event Approved' (9/108), 'Event Bids' (4), 'Event in Progress' (17), and 'Event Closed' (0). Below this is an 'Event List' table with columns: Event ID, Event Name, Event On, Company, Country, Purchase Org, Event Created On, and Current Status. The table contains several rows of event data. At the bottom of the table, there is a pagination control showing 'Page 10' and '25 of 100'.

3. Approver dashboard

Dashboard / RA Approver

Business Unit: NG12 - Crown Floor Mill | Profile

Event Approved: 9/168 | Event Rejected: 4 | Event In Progress: 17 | Event Closed: 0

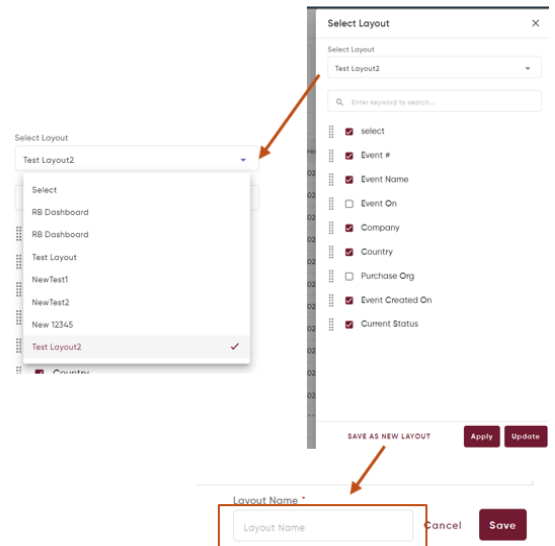
Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
E00005611	Simple flow check	11-Oct-2024 8:55 PM	NG12	NG	NG12	11-10-2024	Evaluator Decision
E00005610	Mindsprint Bidding	13-Oct-2024 3:00 PM	NG12	NG	NG12	10-10-2024	Yet To Approve
E00005609	test flow	10-Oct-2024 6:36 PM	NG12	NG	NG12	10-10-2024	Evaluator Decision
E00005602	TestBidConsole	10-Oct-2024 4:04 AM	NG12	NG	NG12	09-10-2024	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	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	Evaluator Decision
E00005589	Event - 1	09-Oct-2024 5:44 PM	NG12	NG	NG12	09-10-2024	Evaluator Decision
E00005577	test event creation	09-Oct-2024 2:26 PM	NG12	NG	NG12	09-10-2024	Evaluator Decision
E00005565	test adhoc creation	09-Oct-2024 12:08 PM	--	--	--	09-10-2024	Published

Rows per page: 25 | 1 - 25 of 168 | Pagination

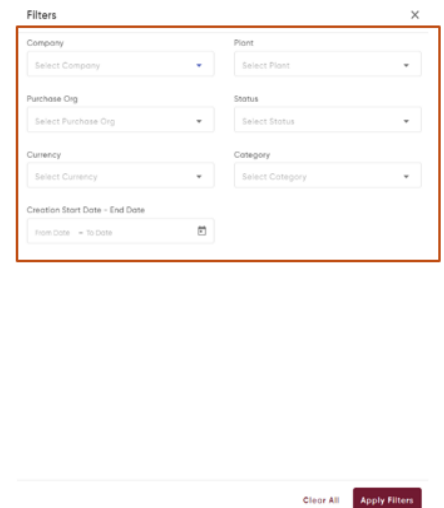
Approver dashboard features

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.

- Select the existing layout: Click on **drop down** under Select layout text and select any existing layout.
- Create new layout: 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”**.
- Update any existing layout: 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 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.



7. 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.

4. Approver summary

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,

The screenshot displays the RA Approver interface for event E00005610. The top navigation bar includes 'Dashboard / RA Approver / E00005610' and 'NG12 - Crown Floor Mill'. A 'Yet to Approve' button and pagination controls are visible. The main content is divided into two sections: 'Event Info & Vendor Rules' and 'Team Members'.

Event Info & Vendor Rules

Event Name	Event Currency	Event Type	Description	Baseline Spend	Target Savings
Mindsprint Bidding	NGN	Direct Reverse bidding	---	---	5.00
Event Duration	Evaluation Due Date	Awarding Due Date	Auction Extended For	Event Extension	Bid Decrement
13 Oct, 24 3:00PM - 03 Jan, 71 3:...	05 Jan, '96	05 Jan, '96	4	4	5
Price Deviation	Tie Bid Settings	VendorRank, Gap L2 Price to L1 ?	Payment Terms	INCO Term	
30	No tie bids	Enabled, Enabled	21 days from Date of Invoice	Costs and freight	

Team Members

Event Creator (1)

User Name	Email Id	Show Vendor Identity?	Show Vendor Response?
srivishnu.n@mindsprint.org	srivishnu.n@mindsprint.org	No	No

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 & VENDOR RULES **CONTENT DETAILS** VENDOR DETAILS

Content details

Material List (3)

Material #	Material Name	Category	Plant	Purchase Org	Company	Order Qty
30000002497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6286-DFM Workshop-IKORODU	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop-ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00

Question (3)

Question	Answer Type	Mandatory?	Attachment
Question 3	Date	No	
Question 2	Yes/No	No	
Question 1	Writeup	Yes	

Requirements (1)

Requirements	Attachment
Requirement 1	

Request Docs (2)

Required Documents	Mandatory?
Docs 2	No
Docs	Yes

Terms & Conditions

Vendor response.xlsx

Material details

Questions

Requirements

Requested documents

Terms & Conditions

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
2009738	Infinity Tyres	Koduna	suresh.krishna@mindsprint.org	Pending	
1415221	GANIRAY AND BROTHERS NIG CO	EJIGBO	suresh.krishna@mindsprint.org	Approved	
1160774	DIAMOND SUPER SACKS LIMITED	KANO	info@diamondsupersacks.com	Approved	
1415701	AY DYNAMIC ENT.	Ilorin	suresh.krishna@mindsprint.org	Approved	
1415335	IMPERIAL PRODUCTS LTD	APAPA	suresh.krishna@mindsprint.org	Rejected	
1415385	Tanzanite Ltd	ISOLO	suresh.krishna@mindsprint.org	Rejected	

Yet to Approve /Reject

Approved

Rejected

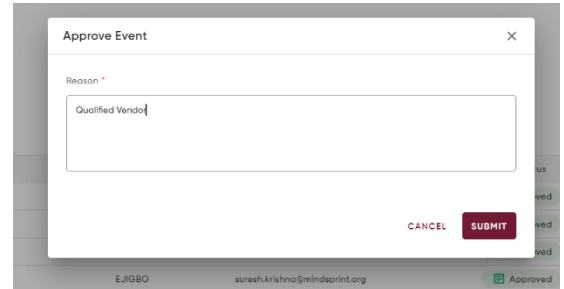
Vendor Details (6)

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

Auto Publish Enabled

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.



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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<i>Components of creator dashboard</i>	Error! Bookmark not defined.
4. Creator Dashboard	8
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5. PR reference	Error! Bookmark not defined.
6. Event summary.....	20
<i>Bid console</i>	21

1. Introduction

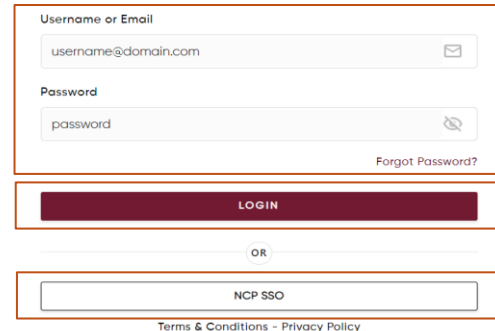
This user manual is to guide users on the process of performing reverse bidding – event creation activity on PROCON portal. Step by step procedure from Authentication portal to event creation include creator dashboard, creator info, content, member, summary dashboard.

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.

Procon



The login form contains the following elements:

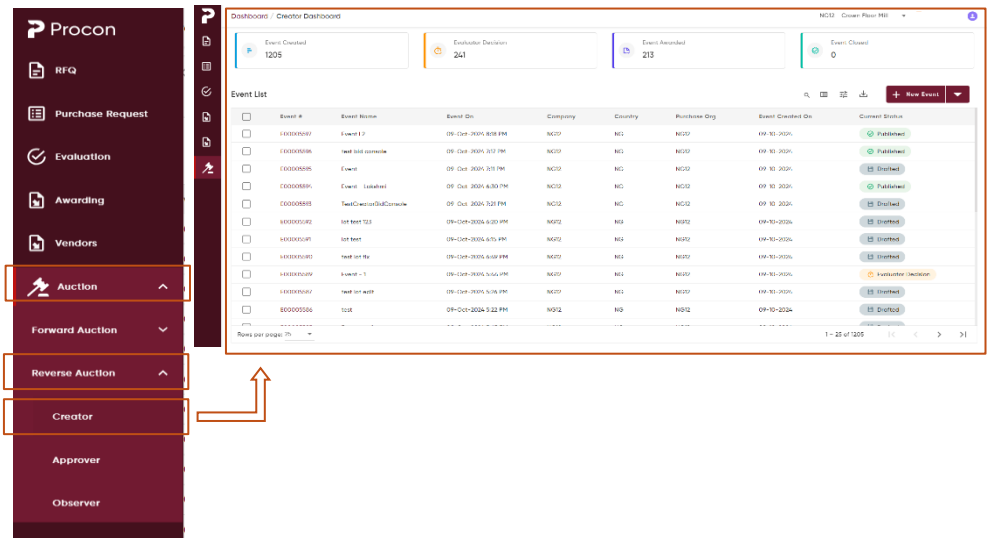
- Username or Email:** Input field with placeholder 'username@domain.com' and an email icon.
- Password:** Input field with placeholder 'password' and an eye icon for visibility toggle.
- Forgot Password?:** Link below the password field.
- LOGIN:** A prominent red button.
- OR:** A separator line with the text 'OR' in the center.
- NCP SSO:** A button for Single Sign-On authentication.
- Terms & Conditions - Privacy Policy:** A link at the bottom.

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”



The screenshot shows the Procon Creator Dashboard with a sidebar and a main content area.

Sidebar:

- Procon
- RFQ
- Purchase Request
- Evaluation
- Awarding
- Vendors
- Auction** (highlighted with a red box)
- Forward Auction
- Reverse Auction
- Creator
- Approver
- Observer

Main Content Area:

- Event Created: 1205
- Event Deleted: 241
- Event Succeeded: 213
- Event Closed: 0
- Event List table with columns: Event #, Event Name, Event On, Company, Country, Purchase Org, Event Created On, Current Status.

Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
1400000007	Event # 7	09-Dec-2024 6:58 PM	NCP2	NE1	NCP2	09-30-2024	Published
1400000006	Test test content	09-Dec-2024 5:57 PM	NCP2	NE1	NCP2	09-30-2024	Published
1400000005	Event	09-Dec-2024 5:55 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000004	Event - Labeled	09-Dec-2024 6:50 PM	NCP2	NE1	NCP2	09-30-2024	Published
1400000003	Test Content On Complete	09-Dec-2024 5:28 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000002	Test Item 123	09-Dec-2024 6:20 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000001	Test Item	09-Dec-2024 6:20 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000000	Test Item	09-Dec-2024 6:20 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000009	Event - 1	09-Dec-2024 5:44 PM	NCP2	NE1	NCP2	09-30-2024	Vendor Decision
1400000008	Test Item 4567	09-Dec-2024 5:26 PM	NCP2	NE1	NCP2	09-30-2024	Drafted
1400000006	Test	09-Dec-2024 5:22 PM	NCP2	NE1	NCP2	09-30-2024	Drafted

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 / Creator Dashboard

Company code: NG12 - Crown Floor Mill, G... | Search | Filters | Profile

Tile bar: Event Created (51), Evaluator Decision (19), Event Awarded (0), Event Closed (0)

Event List

Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
E00005679	PR based	23-Oct-2024 4:35 PM	NG12	NG	NG12	23-10-2024	Drafted
E00005678	Event	23-Oct-2024 4:15 PM	NG12	NG,GH	NG12	23-10-2024	Drafted
E00005676	DSMMP (I)	23-Oct-2024 2:44 PM	NG12	NG	NG12	23-10-2024	Published
E00005675	Direct SMMP (I)	23-Oct-2024 1:50 PM	NG12	NG	NG12	23-10-2024	Drafted
E00005674	Direct - SMM (I)	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	Evaluator Decision
E00005672	Event - New to Old	22-Oct-2024 6:12 PM	NG12	NG	NG12	22-10-2024	Published
E00005671	Event Vendor screen check	22-Oct-2024 2:44 PM	NG12	NG	NG12	22-10-2024	Published
E00005670	E2E Event	21-Oct-2024 7:25 PM	NG12	NG	NG12	21-10-2024	Evaluator Decision
E00005669	E2E Event		NG12	NG	NG12	21-10-2024	Drafted
E00005668	Formula	21-Oct-2024 6:37 PM	NG12	NG	NG12	21-10-2024	Evaluator Decision

Rows per page: 25 | 1 - 25 of 51 | Paginator

Components of creator dashboard

- Company and company code: Company and company code provides authority to event creator to get event related information under particular BU.
- Profile: Clicking on **Profile** provides the facility to Logout as well as language selection option.
- Tile Bar: Tile bar includes four tiles – Event Created, Evaluation Decision, Event Awarded, Event Closed which provides easy access to filter events based on event tiles.
- Search bar: 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.

- Layout: 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.

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

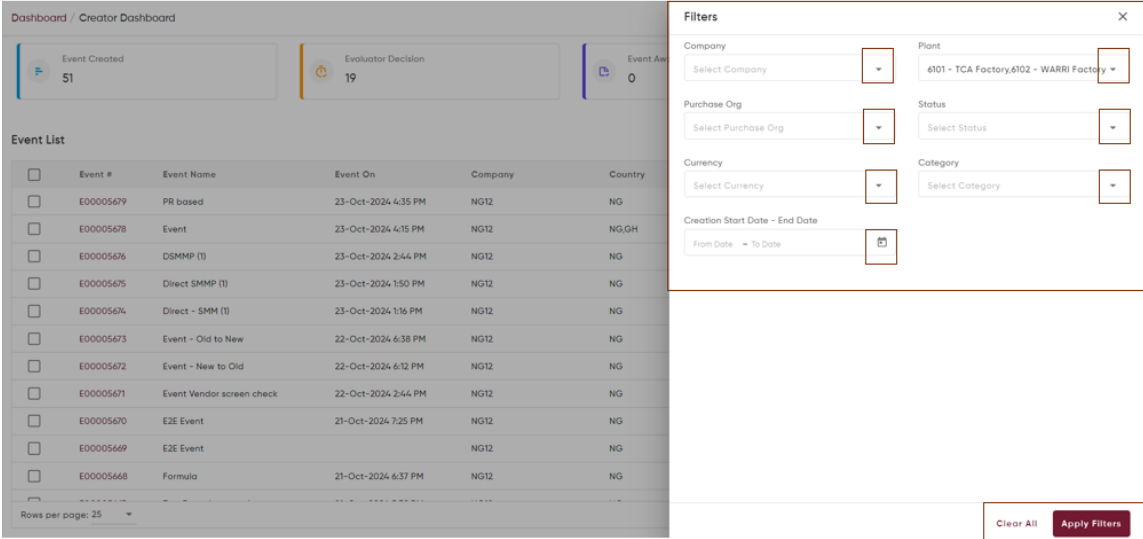
Create new layout: For creating new layout, Creator has to select or deselect any column by clicking check box. Click on “**SAVE AS NEW LAYOUT**” button and enter the layout name. To save it, click on “**Save**” Button. To cancel, click on “**Cancel**”.

Update any existing layout: 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.

The screenshot displays the 'Creator Dashboard' interface. At the top, there are three summary cards: 'Event Created' (51), 'Evaluator Decision' (19), and 'Event Awarded' (0). Below these is the 'Event List' table. The table has the following columns: Event #, Event Name, Event On, Company, Country, Purchase Org, and Event Status. The table contains 15 rows of event data. A 'Select Layout' modal window is open on the right side of the screen. The modal has a title bar with a close button (X). Inside the modal, there is a 'Select Layout' dropdown menu currently showing 'RB Dashboard'. Below the dropdown is a 'Select' section with a list of columns and their corresponding checkboxes: Event # (checked), Event Name (checked), Event On (unchecked), Company (checked), Country (checked), Purchase Org (checked), Event Created On (unchecked), and Current Status (checked). At the bottom of the modal, there are three buttons: 'SAVE AS NEW LAYOUT', 'Apply', and 'Update'.

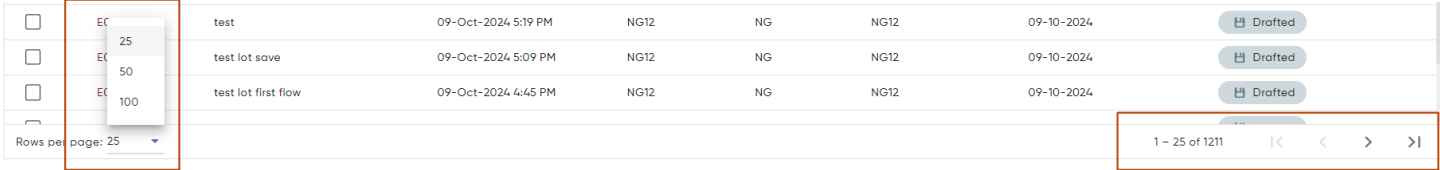
- **Filters:** Filters help to find events based on creator’s choice. Click on “**Filters**” icon. It



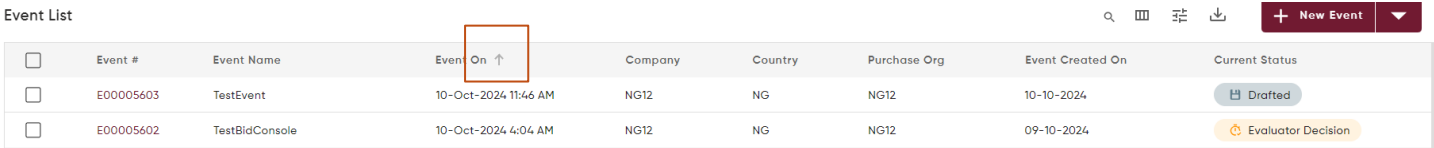
will provide access to the creator to filter based on Company, Plant, Purchase Org (Organization), Status, Currency, Category and Creation start to end date. After choosing inputs from drop-down box, creator has to click “**Apply Filters**” button. Applied filter will reflect on **Event list** in dashboard.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

- **Pagination segment:** Pagination segment allows creator to select the event number on a particular page, move to first page, next page, previous page or last page.



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



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

<input type="checkbox"/>	Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
<input type="checkbox"/>	E00005593	TestCreatorBidConsole	09-Oct-2024 7:21 PM	NG12	NG	NG12	09-10-2024	Drafted
<input type="checkbox"/>	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

The screenshot shows the 'Create Event' form with three segments highlighted by red boxes:

- Basic Data:** Includes fields for Event Name, Currency, Event Type, and Description. There is also a Target Savings field with a percentage dropdown.
- Timing Rules:** Includes fields for Event Start Date, Event Start time, Event Duration, Evaluation Due Date, and Awarding Due Date. It also has a section for auction extension rules with dropdowns for minutes and rank.
- Auction Rules and Terms:** Includes a radio button for Vendor Rank, a toggle for Gap L2 Price to L1, and fields for Bid Decrement, Price Deviation, and Tie Bid Settings.

At the bottom right, there are 'CANCEL' and 'SAVE & CONTINUE' buttons.

Basic data: 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

Target Savings %

Timing Rules

Event Start Date * Event Start time * Event Duration * Awarding Due Date *

Note: The Event Type dropdown menu is highlighted in the image, showing options: Direct Reverse Bidding, PR Reference, RFQ Reference, and Adhoc.

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

Basic Data

Event Name * Currency * Event Type * Description

Target Savings %

Timing Rules

Event Start Date * Event Start time * Evaluation Due Date * Awarding Due Date *

*Auction will be extended by Minutes

changes in the last minutes and repeated to Times

Note: The Currency dropdown menu is highlighted in the image, showing options: NGN, GHS, USD, US Dollars, EUR.

Timing rules: 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.

Timing Rules

Event Start Date * Event Start time * Event Duration * Evaluation Due Date * Awarding Due Date *

*Auction will be extended by Minutes

Auction Rules and Terms

Vendor Rank Bid Decrement * %

Tie Bid Settings *

changes in the last minutes and repeated to Times

Note: The Event Duration dropdown menu is highlighted in the image, showing options: 1 Hour, 2 Hours, 4 Hours, 24 Hours, Custom.

- 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”.

Auction Rules and Terms: 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 15 is required

Vendor Rank ⓘ Gap L2 Price to L1 ⓘ

Bid Decrement * %
 Price Deviation ⓘ %
 Tie Bid Settings *

Payment Terms *
 INCO Terms *

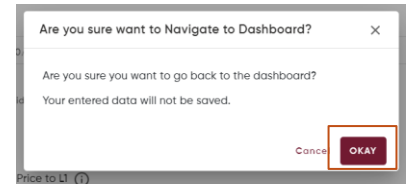
Bid Decrement *

%

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

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.”




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

Content

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

Dashboard / Creator Dashboard / Create Event NG12 - Crown Floor Mill ⓘ

Create Event
 Event Info **Content** Members



No Material List Found

Material list will appear here

BACK
CANCEL

- 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.

Material List

Material#	Material Name	Plant	Company	Category
<input type="checkbox"/>	300000027497	Engine oil 15W40	6286-DFM Workshop-IKORODU	NG12-Crown Floor Mill
<input type="checkbox"/>	300000027497	Engine oil 15W40	6287-DFM PLC Workshop-KANO	NG12-Crown Floor Mill
<input checked="" type="checkbox"/>	300000027497	Engine oil 15W40	6288-DFM Workshop-ILORIN	NG12-Crown Floor Mill
<input checked="" type="checkbox"/>	300000027497	Engine oil 15W40	6289-DFM Workshop-CALABAR	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	6286-DFM Workshop-IKORODU	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	6287-DFM PLC Workshop-KANO	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	6288-DFM Workshop-ILORIN	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	6289-DFM Workshop-CALABAR	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061363	GREASE LUBRICANT EP3	6101-TCA Factory	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061363	GREASE LUBRICANT EP3	6117-TCB Factory	NG12-Crown Floor Mill
<input type="checkbox"/>	300000061363	GREASE LUBRICANT EP3	6284-Ilorin Mfg	NG12-Crown Floor Mill

Rows per page: 25 | 1 - 25 of 15222

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.

Material List(3)

Baseline Spend : \$0.00 + ADD

Quick Edit

Material#	Material Name	Category	Plant	Company	Purchase Org	Purchase Group	Order Qty
<input type="checkbox"/>	300000027497	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG12 - Crown Floor Mill	-	--
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6286-DFM Workshop-IKORODU	NG12 - Crown Floor Mill	-	--
<input type="checkbox"/>	300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop-ILORIN	NG12 - Crown Floor Mill	-	--

Rows per page: 25 | 1 - 3 of 3

BACK CANCEL SAVE & CONTINUE

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.

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.

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,

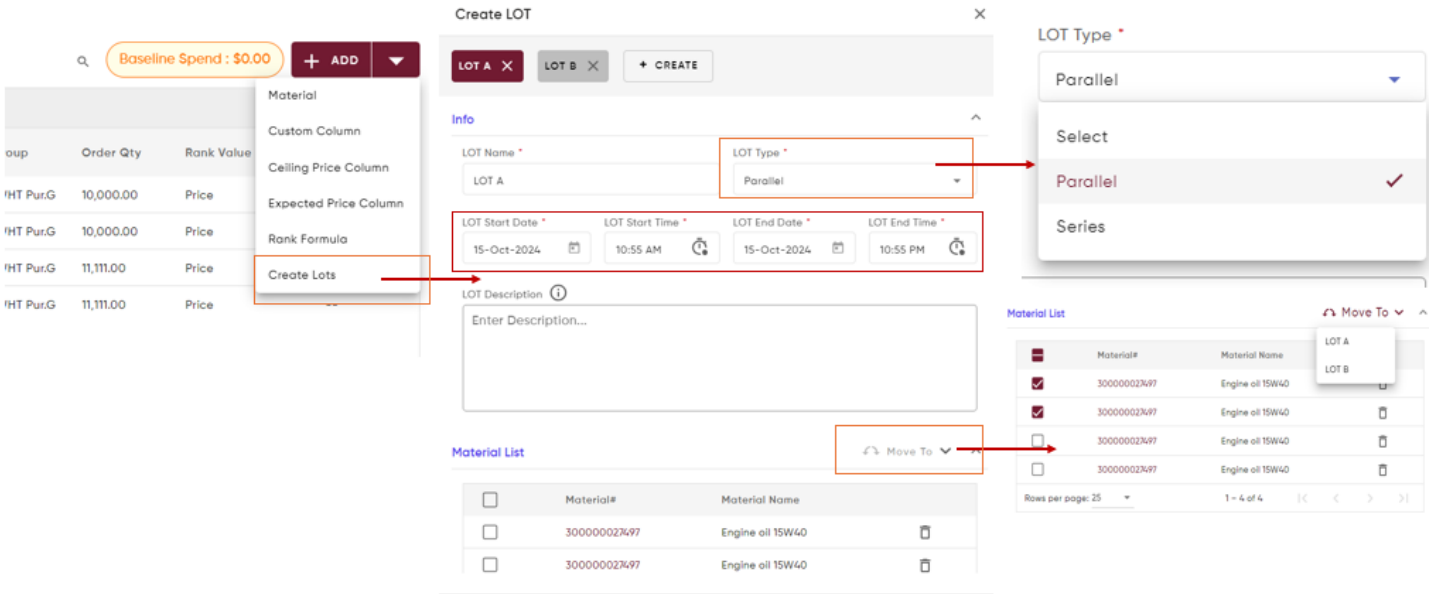
- Creator add “Price” as custom column. Then creator can use column name “Price” in Rank formula.
- If creator added “Price” and “SecondPrice” as custom column, creator could use rank formula as “Price+ SecondPrice” (For performing addition)

- 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.



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

The screenshot shows the 'Content Details' screen with two lots, LOT A and LOT B, each with a duration of 10:55AM - 10:55PM on Oct 15, 2024. A 'Baseline Spend: \$0.00' and '+ Create Lots' button are visible. Below is the 'Material List(2)' with a table of materials.

Material#	Material Name	Category	Plant	Company	Purchase Org	Purchase Group	Order C
300000023497	Engine oil 15W40	MRO: MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants	6287-CFM PLC Workshop-KANO	NG12 - Crown Floor Mill	NG01-CFM Purchase Org	NG Amber WHT Pur.G	10,000.C
300000023497	Engine oil 15W40	MRO: MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants	6286-CFM Workshop-IKORODU	NG12 - Crown Floor Mill	NG17-CFM Fleet Purch Org	NG Amber WHT Pur.G	10,000.C

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

The screenshot shows the 'Add Questions' dialog box overlaid on the 'Create Event' screen. The dialog has a '+ QUESTION' button and a table for adding questions.

Ask Questions	Answer Type	Mandatory?	Attachments	Actio
<input type="checkbox"/>	Enter here	Select	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.

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.

The screenshot shows the 'Create Event' interface on the left and a 'Terms & Conditions' modal on the right. The modal contains a large dashed box with the text 'Drag & Drop or Browse' and a list of supported file types: 'docx, pdf, xls, txt - Max 5MB'. Below this, it says 'No Files Attached'. At the bottom right of the modal, there are 'CANCEL' and 'SAVE' buttons.

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

The screenshot shows the 'Create Event' interface on the left and an 'Add Requirements' modal on the right. The modal has a search bar and a '+ Requirements' button. Below is a table with columns for 'Requirements', 'Attachments', and 'Actions'. The 'Requirements' column has a search input with the placeholder 'Enter here'. The 'Attachments' column shows a document icon with a red '0' and a close icon. The 'Actions' column shows a document icon and a close icon. At the bottom, it says '0 of 0' and has navigation arrows. At the bottom right of the modal, there are 'CANCEL' and 'SAVE' buttons.

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

The screenshot shows the 'Add Required Doc List' modal. The modal title is 'Add Required Doc List'. Below the title, it says 'Required Documents (0)'. There is a search icon and a '+ DOC REQUEST' button. The main area contains a table with the following columns: 'Documents', 'Mandatory?', and 'Actions'. The 'Mandatory?' column has a toggle switch set to 'No'. The 'Actions' column has a trash icon and a close icon. At the bottom of the modal, there is a 'Rows per page: 25' dropdown and pagination controls showing '0 of 0'. The background shows the 'Create Event' page with 'Content Details (2)' and 'Material List(1)'. The 'Material List(1)' table has columns: 'Material#', 'Material Name', 'Category', 'Plant', and 'Company'. The first row is: '30000084636', 'Zenjet Ink cartridge', 'MRO/ MRO Consumables', '2901-Grains Business', 'GH00 - OLAN'. There is a 'BACK' button at the bottom left and 'CANCEL' and 'SAVE' buttons at the bottom right.

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.

The screenshot shows the 'Add Vendor' modal. The modal title is 'Add Vendor'. Below the title, it says 'Vendor list'. There is a search icon. The main area contains a table with the following columns: 'Vendor #', 'Vendor Name', and 'Vendor Email Id'. The table lists several vendors, some of which are selected with checkmarks. The 'Add Vendor' button is highlighted in the bottom right corner. The background shows the 'Create Event' page with 'Event Info', 'Content', and 'Members' tabs. The 'Members' tab is active. There is a 'No Vendor List Found' message and an 'Add Vendor' button in the center of the page. The background also shows a 'BACK' button at the bottom left and 'CANCEL' and 'SAVE & CONTINUE' buttons at the bottom right.

Vendor #	Vendor Name	Vendor Email Id
<input type="checkbox"/>	145701 AY DYNAMIC ENT.	suresh.krishna@mindsprint.org
<input checked="" type="checkbox"/>	1160734 DIAMOND SUPER SACKS LIMITED	info@diamondsupersacks.com
<input checked="" type="checkbox"/>	1455221 GANIRAY AND BROTHERS NIG CO	suresh.krishna@mindsprint.org
<input checked="" type="checkbox"/>	145335 IMPERIAL PRODUCTS LTD	suresh.krishna@mindsprint.org
<input checked="" type="checkbox"/>	2009738 Infinity Tyres	suresh.krishna@mindsprint.org
<input type="checkbox"/>	1471401 LELA SACKS AGRO LIMITED	d.fawaz@lelasacks.com
<input type="checkbox"/>	1548049 SIRIBA SARL	hassabakarimhamamat@gmail.com
<input type="checkbox"/>	2063034 SOCIETE I B A	alissobechir78@gmail.com
<input type="checkbox"/>	2062972 SOCIETE SEDIGUI INTERNATIONAL	sedguiinternational@yahoo.fr
<input type="checkbox"/>	2063161 SOPETRANS	sopetrans@yahoo.fr
<input type="checkbox"/>	1772348 STAR OIL TCHAD SA	eurydice.tormal@staroilgroup.com

Team members:

The screenshot displays the 'Create Event' interface with a 'TEAM MEMBERS' section. It shows various roles like Event Creator, Approver, Evaluator, Awarder, and Observer, each with an '+ Add' button. A red arrow points from the 'Add From Template' button to a modal window titled 'Add From Template'. This modal lists existing templates such as 'BA Team', 'test local', and 'Koustav_Te...'. A red box highlights the '+ ADD' button in the modal, which opens a 'New Template' sub-modal. This sub-modal has a text input field for 'Enter Name of the Template', a 'Cancel' button, and a 'CREATE' button. Another red box highlights the 'New Member' button in the 'Add From Template' modal, which is linked to a table of team members.

Member Group	Member	Level	
Event Approver	srivishnu@mindsprint.org	1	
Observer	m.sahakumar@mindsprint.org	1	
Evaluator	kingaty.somraj@mindsprint.org	1	
Awarder	kingaty.somraj@mindsprint.org	1	

User Name	Email Id	Level	Actions
Koustav Das	koustavdas@mindsprint.org	1	

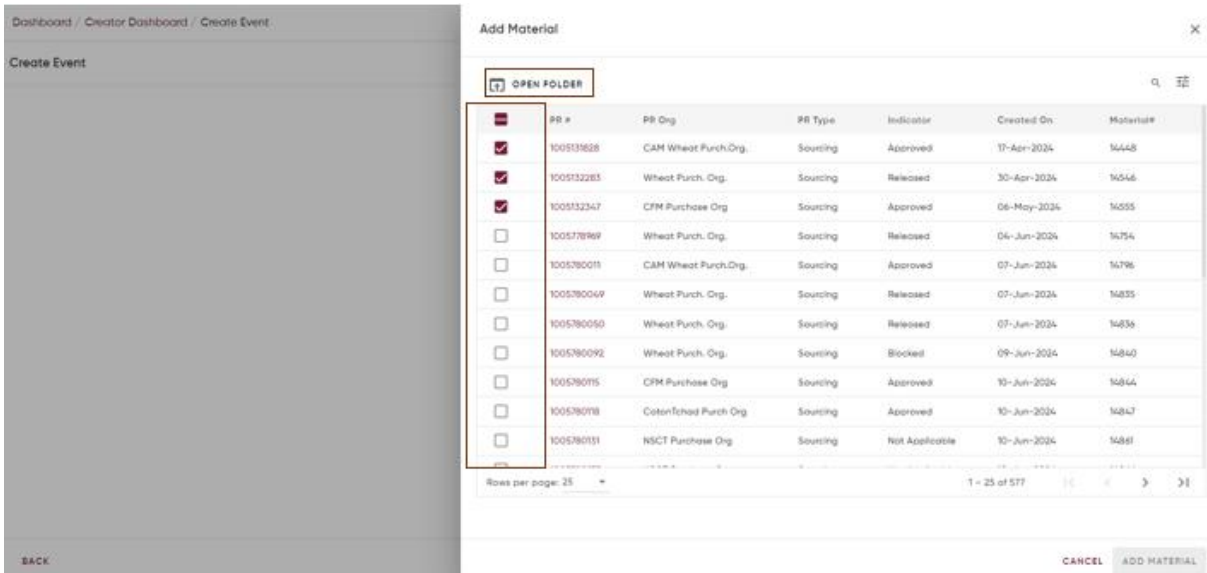
There are two ways to add team members,

1. 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.

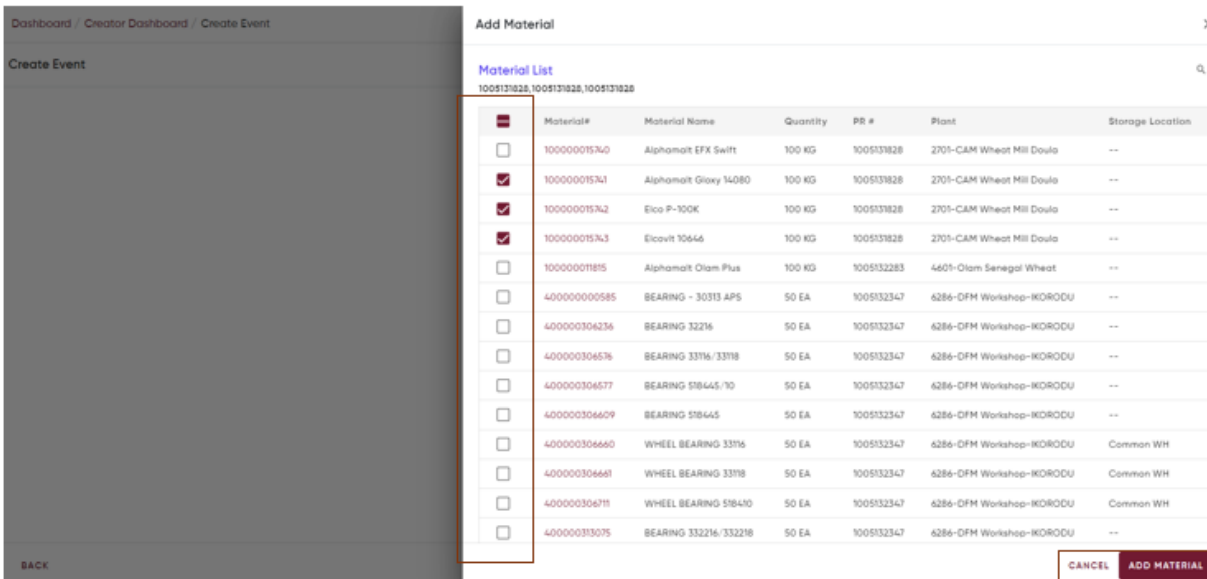
5. PR based Event

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.



4. Click “Add material” to add materials.



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)

The screenshot shows a summary view for RA - E00005476. The interface includes a top navigation bar with 'Published' status and a breadcrumb trail. Below the navigation, there are four main sections highlighted with red boxes and labeled on the right:

- Event info & vendor rule:** This section contains a table with columns: Event Name (DSMHP (1)), Event Currency (NGN), Event Type (Direct Reverse bidding), Description (---), Baseline Spend (---), Target Savings (---), Event Duration (23 Oct, 24 2:44PM - Oct 23, 2024), Evaluation Due Date (Oct 25, 2024), Awarding Due Date (Oct 25, 2024), Auction Extended For (5), Event Extension (5), Bid Decrement (5), Price Deduction (5), Tie Bid Settings (No tie bids), VendorRank, Over L2 Price to L1? (Enabled, Enabled), and Payment Terms (25 days from Date of Invoice).
- Team members:** This section lists roles and their counts: Event Creator (1), Approver (1), Evaluator (1), Awarder (1), and Observer (1).
- Lot details:** This section shows two lots: LOT A (Oct 23, 2024 2:44PM - 4:30PM Parallel) and LOT B (Oct 23, 2024 2:44PM - 4:30PM Parallel). Below is a table of Lot Material List (2) with columns: Material #, Material Name, Category, Plant, Purchase Org, Company, and Order Qty. Two items are listed: 300000027487 (Engine of 15W40) and 30000000364 (TRANSMISSION OIL 4T).
- Vendor details:** This section shows a table of Vendor Details (4) with columns: Vendor #, Vendor Name, Location, Vendor Email ID, Vendor Status, and Comments. Four vendors are listed: 140376 (DIAMOND SUPER SACKS LIMITED), 140320 (GARNEY AND BROTHERS NG CO), 2004738 (Infinity Types), and 147463 (SILA SACKS AGRO LIMITED).

At the bottom, there is an 'Approver Comments' section with 'Auto Publish Enabled' and a 'Done' button.

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:

1. Table view

Dashboard / Creator Dashboard / E00005612

RA - E00005612

Bidding In-Progress | 11 of 25

EVENT INFO & VENDOR RULES | CONTENT DETAILS | VENDOR DETAILS | BID CONSOLE

Extension Limit 0/3 Bid Decrement Value 5% | BIDDING ENDS IN 8398D : 7H : 0M : 15S

ADD TIME | PAUSE | STOP

Vendor	Material #	Material	Order Qty	Plant	Location	Rank	Rank Value	Rank	Rank Value	Rank	Rank Value	Rank	Rank Value
	300000027497	Engine oil 15W40	1000	DFM Workshop...	Ilorin	3	N10,000,000.00	-	-	1	N1,100.00	2	N1,200.00
	300000027497	Engine oil 15W40	1000	DFM Workshop...	Calabar	3	N10,000,000.00	-	-	2	N1,000.00	1	N900.00
	300000061361	GEAR OIL 85W1...	1000	DFM PLC Works...	Kano	2	N1,000.00	-	-	1	N760.00	3	N1,200.00
	300000061361	GEAR OIL 85W1...	1000	DFM Workshop...	Ilorin	2	N1,000.00	-	-	3	N1,100.00	1	N900.00
	300000061361	GEAR OIL 85W1...	1000	DFM Workshop...	Calabar	2	N1,100.00	-	-	1	N700.00	3	N1,200.00

Material details

2. Card View

Card View

View

Material details

Card

Vendors & vendor rank

300000027497
ENGINE OIL 15W40

Order Qty: 1000 | Ceiling Price: \$0.00 | Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
DIAMOND SUPER ...	1	1,100.00
GANIRAY AND BR...	2	1,300.00

300000027497
ENGINE OIL 15W40

Order Qty: 1000 | Ceiling Price: \$0.00 | Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
GANIRAY AND BR...	1	900.00
DIAMOND SUPER ...	2	1,000.00

300000061361
GEAR OIL 85W140

Order Qty: 1000 | Ceiling Price: \$0.00 | Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
DIAMOND SUPER ...	1	800.00
Infinity Tyres	2	1,000.00
GANIRAY AND BR...	3	1,200.00

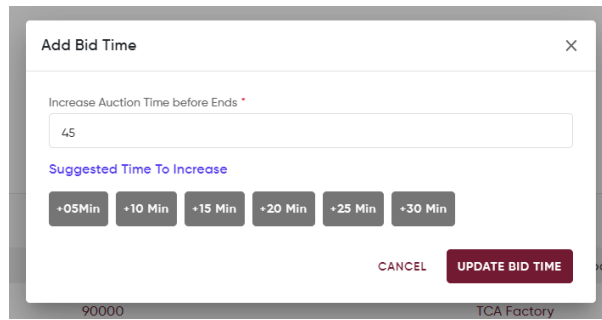
300000061361
GEAR OIL 85W140

Order Qty: 1000 | Ceiling Price: \$0.00 | Expected Price: \$0.00

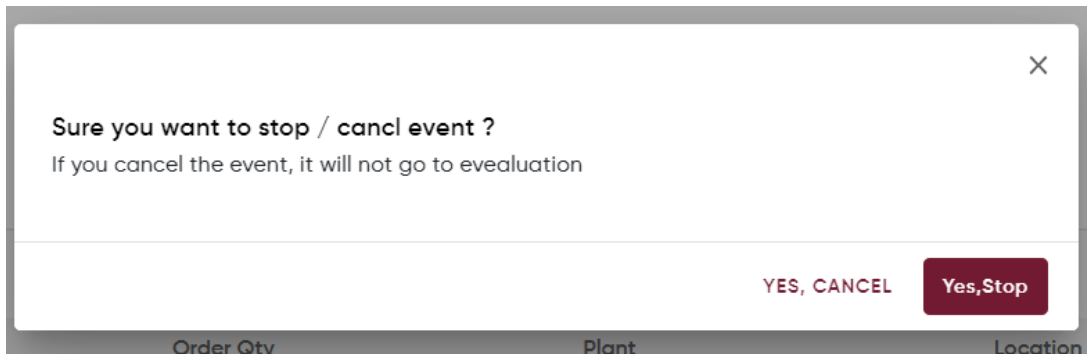
Vendor list

Vendor Name	Rank	Rank Value
GANIRAY AND BR...	1	900.00
Infinity Tyres	2	1,000.00
DIAMOND SUPER ...	3	1,100.00

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.



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.



MINDSPRINT

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

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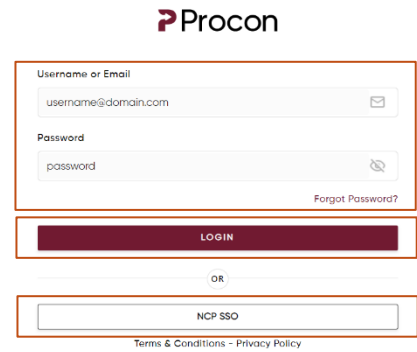
1. Introduction

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

2. Authentication

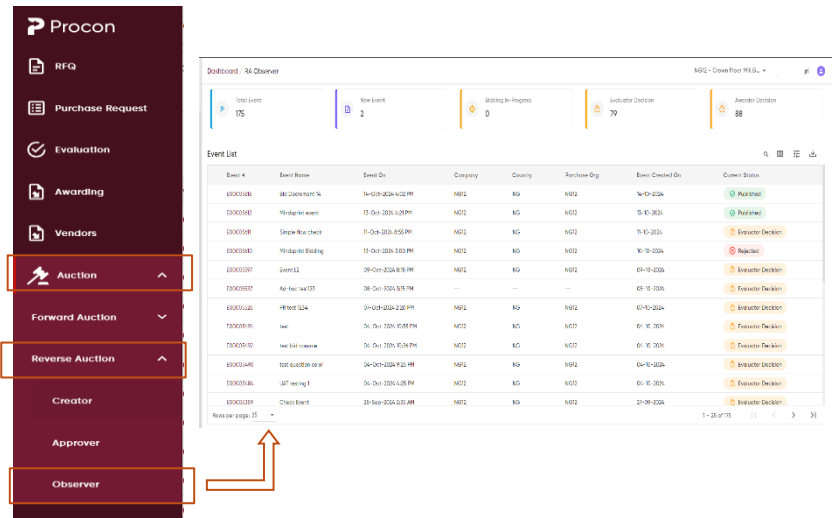
For existing user:

- Enter username and password
- Click on Login
- or
- Click on NCP SSO



Follow steps to reach on observer dashboard:

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



3. Observer dashboard

Dashboard / RA Observer

Business Unit: NG12 - Crown Floor Mill, G... Profile

Tile Bar:

- Total Event: 175
- New Event: 2
- Bidding In-Progress: 0
- Evaluator Decision: 79
- Awarder Decision: 88

Event List

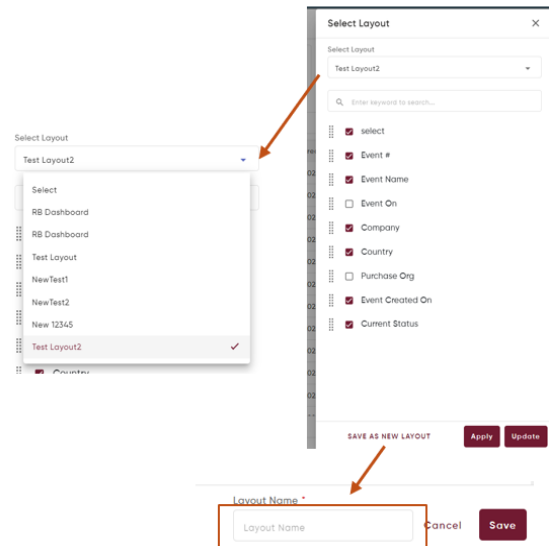
Event #	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
E00005616	Bid Decrement 14	14-Oct-2024 4:02 PM	NG12	NG	NG12	14-10-2024	Published
E00005612	Mindsprint event	13-Oct-2024 4:21 PM	NG12	NG	NG12	13-10-2024	Published
E00005611	Simple flow check	11-Oct-2024 8:55 PM	NG12	NG	NG12	11-10-2024	Evaluator Decision
E00005610	Mindsprint Bidding	13-Oct-2024 3:00 PM	NG12	NG	NG12	10-10-2024	Rejected
E00005597	Event L2	09-Oct-2024 8:18 PM	NG12	NG	NG12	09-10-2024	Evaluator Decision
E00005537	Ad-hoc test123	08-Oct-2024 3:15 PM	--	--	--	08-10-2024	Evaluator Decision
E00005526	PR test 1234	07-Oct-2024 2:20 PM	NG12	NG	NG12	07-10-2024	Evaluator Decision
E00005494	test	04-Oct-2024 10:55 PM	NG12	NG	NG12	04-10-2024	Evaluator Decision
E00005492	test bid console	04-Oct-2024 10:26 PM	NG12	NG	NG12	04-10-2024	Evaluator Decision
E00005490	test question color	04-Oct-2024 9:25 PM	NG12	NG	NG12	04-10-2024	Evaluator Decision
E00005484	UAT testing 1	04-Oct-2024 4:25 PM	NG12	NG	NG12	04-10-2024	Evaluator Decision
E00005389	Check Event	28-Sep-2024 2:35 AM	NG12	NG	NG12	27-09-2024	Evaluator Decision

Rows per page: 25 | 1 - 25 of 175 | < >

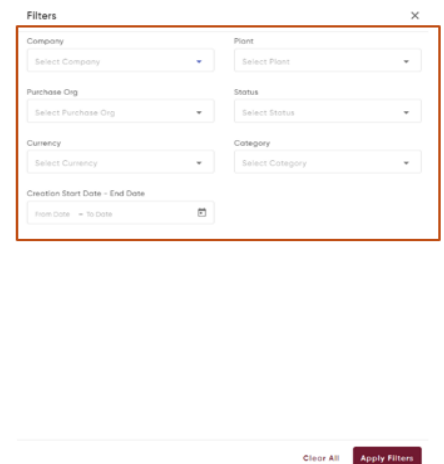
Observer dashboard features

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.

- Select the existing layout: Click on **drop down** under Select layout text and select any existing layout.
- Create new layout: 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”**.
- Update any existing layout: 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.

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 | 2 of 25

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 NG12 - Crown Floor MILG...

EVENT INFO & VENDOR RULES **CONTENT DETAILS** VENDOR DETAILS BID CONSOLE

Content details

Material List (7)

Material #	Material Name	Category	Plant	Purchase Org	Company	Order Qty
30000006361	GEAR OIL 85W160	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6287-DFM PLC Workshop-KANO	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000006361	GEAR OIL 85W160	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop-ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000006361	GEAR OIL 85W160	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000006363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6101-TCA Factory	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000006363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6107-TCB Factory	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000002367	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00
30000002367	Engine oil 15W40	MRO/MRO Equipment & Supplies Fleet-VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop-ILORIN	NG01-CFM Purchase Org	NG12 - Crown Floor Mill	1,000.00

Question (2)

Question	Answer Type	Mandatory?	Attachment
Question 2	Yes/No	No	
Question 1	Writeup	Yes	

Requirements (1)

Required Documents	Mandatory?
Req	---

Request Docs (2)

Required Documents	Mandatory?
Doc 2	No
Doc 1	Yes

Terms & Conditions

Vendor response.xlsx

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	Approved	--
1415701	AY DYNAMIC ENT.	Ilorin	suresh.krishna@mindsprint.org	Approved	--
1160774	DIAMOND SUPER SACKS LIMITED	KANO	info@diamondsupersacks.com	Approved	--
1415221	GANIRAY AND BROTHERS NIG CO	EJIGBO	suresh.krishna@mindsprint.org	Approved	--
1415335	IMPERIAL PRODUCTS LTD	APAPA	suresh.krishna@mindsprint.org	Approved	--
1415385	Tanzonite Ltd	ISOLO	suresh.krishna@mindsprint.org	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 Observer / E00005612

RA - E00005612 Published 1 of 25

EVENT INFO & VENDOR RULES CONTENT DETAILS VENDOR DETAILS **BID CONSOLE**

Extension Limit 0/3 Bid Decrement Value 5% BIDDING ENDS IN 6399D : 6H : 13M : 20S

Table View

Vendor	Material #	Material	Order Qty	Plant	Location	Rank	Rank Value
DIAMOND SUPE	300000027497	Engine oil 15W40	1000	DFM Works...	Ilorin	1	N1,100.00
GANIRAY AND BF	300000027497	Engine oil 15W40	1000	DFM Works...	Calabar	2	N1,000.00
IMPERIAL PRODL	300000061361	GEAR OIL 85W140	1000	DFM PLC W...	Kano	3	N1,200.00
	300000061361	GEAR OIL 85W140	1000	DFM Works...	Ilorin	1	N900.00
	300000061361	GEAR OIL 85W140	1000	DFM Works...	Calabar	2	N1,100.00
	300000061361	GEAR OIL 85W140	1000	DFM Works...	Calabar	3	N1,200.00

Done

Card view:

Dashboard / RA Observer / E00005612

RA - E00005612 Published 1 of 25

EVENT INFO & VENDOR RULES CONTENT DETAILS VENDOR DETAILS **BID CONSOLE**

Extension Limit 0/3 Bid Decrement Value 5% BIDDING ENDS IN 6399D : 5H : 55M : 34S

Card View

300000027497
ENGINE OIL 15W40

Order Qty: 1000, Ceiling Price: \$0.00, Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
DIAMOND SUPER ...	1	1,100.00
GANIRAY AND BR...	2	1,300.00

300000027497
ENGINE OIL 15W40

Order Qty: 1000, Ceiling Price: \$0.00, Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
GANIRAY AND BR...	1	900.00
DIAMOND SUPER ...	2	1,000.00

300000061361
GEAR OIL 85W140

Order Qty: 1000, Ceiling Price: \$0.00, Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
DIAMOND SUPER ...	1	900.00
Infinity Tyres	2	1,000.00
GANIRAY AND BR...	3	1,200.00

300000061361
GEAR OIL 85W140

Order Qty: 1000, Ceiling Price: \$0.00, Expected Price: \$0.00

Vendor list

Vendor Name	Rank	Rank Value
GANIRAY AND BR...	1	900.00
Infinity Tyres	2	1,000.00
DIAMOND SUPER ...	3	1,100.00

Done

MINDSPRINT

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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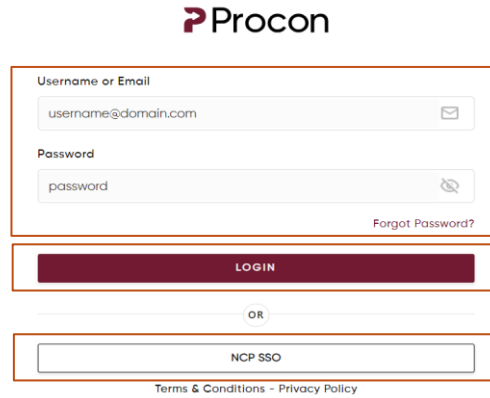
1. Introduction

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. Authentication

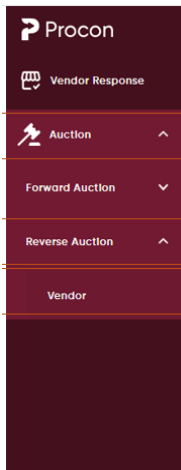
For existing user:

- Enter username and password
- Click on Login
- or
- Click on NCP SSO



How to reach Vendor dashboard:

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



Event#	Event Name	Event On	Company	Capacity	Purchase Qty	Event Closed On	Current Status
80000503	HEP 2024-2025	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Bidding in Progress
80000502	Aluminum waste	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Bidding in Progress
80000501	Aluminum waste	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000504	Iron Ore	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000503	Steel Coil	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000501	Steel Coil	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Bidding in Progress
80000501	Event 1	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000506	HEP 2024-2025	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000504	Event 1	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000508	Event 1	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000507	Event 1	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Event Closed
80000509	Event 1	15-Oct-2024 00:00:00	8000	800	400	15-Oct-2024	Bidding in Progress



3. Vendor Dashboard

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

Components of Vendor Dashboard

The screenshot shows the Vendor Dashboard interface. At the top right, there are dropdown menus for 'Business Unit' (selected: NG12 - Crown Floor Mill) and 'Profile'. Below these is a 'Tile bar' with five tiles: 'Event Participated' (1615 / 1615), 'New Event' (0), 'Bidding In-Progress' (5), 'Event Closed' (3), and 'Not Participated' (0). Below the tile bar is the 'Event List' table. The table has columns: Event#, Event Name, Event On, Company, Country, Purchase Org, Event Created On, and Current Status. The table contains 15 rows of event data. At the bottom of the table, there is a 'Rows per page: 25' dropdown and a pagination bar showing '1 - 25 of 1615' with navigation arrows. Annotations with arrows point to various UI elements: 'Tile bar', 'Search' (magnifying glass icon), 'Download' (download icon), 'Filters' (filter icon), 'Event list' (table), and 'Pagination' (bottom right).

Event#	Event Name	Event On	Company	Country	Purchase Org	Event Created On	Current Status
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	Evaluator Decision
E00005609	test flow	10-Oct-2024 6:36 PM	NG12	NG	NG12	10/10/2024	Evaluator Decision
E00005602	TestBidConsole	10-Oct-2024 4:04 AM	NG12	NG	NG12	09/10/2024	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	Evaluator Decision
E00005589	Event - 1	09-Oct-2024 5:44 PM	NG12	NG	NG12	09/10/2024	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

Business unit: Business unit provides authority to event vendor to get event information under particular BU.

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

Tile bar: 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.

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 vendor can search.

Filters: 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.



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

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

Pagination: 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,

The screenshot shows a web interface for a vendor bidding board. At the top, there is a breadcrumb trail: "Dashboard / Vendor / E00005612". On the right, there is a dropdown menu for "NG12 - Crown Floor Mill" and a user profile icon. Below this, the event identifier "RA - E00005612" is displayed. A status indicator shows "Bidding In-Progress" with a star icon. A pagination control shows "2 of 25" pages. The main content area is titled "Event Info & Vendor Rules" and contains a table with the following data:

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 / Vendor / E00005612 NG12 - Crown Floor Mill

EVENT INFO & VENDOR RULES **CONTENT DETAILS**

Content details

Material List (7)

Material #	Material Name	Category	Plant	Purchase Org	Order Qty
300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6287-DFM PLC Workshop-KANO	NG12 - Crown Floor Mill	1,000.00
300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6288-DFM Workshop-ILORIN	NG12 - Crown Floor Mill	1,000.00
300000061361	GEAR OIL 85W140	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6289-DFM Workshop-CALABAR	NG12 - Crown Floor Mill	1,000.00
300000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6101-TCA Factory	NG12 - Crown Floor Mill	1,000.00
300000061363	GREASE LUBRICANT EP3	MRO/MRO Equipment & Supplies Fleet/VEHICLE LUBRICANTS/Lubricants1	6117-TCB Factory	NG12 - Crown Floor Mill	1,000.00
300000023697	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 2	Yes/No	No	📎	🗑️
Question 1	Writeup	Yes	📎	🗑️

Requirements (1)

Requirements	Attachment
Rea	📎

Request Docs (2)

Required Documents	Mandatory?	Actions
Doc 2	No	📎
Doc 1	Yes	📎

Terms & Conditions

CANCEL **Reject** **Proceed To Agreement**

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

QUESTION **REQUEST DOCUMENTS**

QUESTION

1. Question 1 *

Answer

2. Question 2 Yes No

Done

Response

QUESTION **REQUEST DOCUMENTS**

Documents	Attachments	Size	Action
Doc 2	📎	0 Bytes	🗑️
Doc 1 *	📎	0 Bytes	🗑️

CANCEL **SAVE**

Terms & Conditions

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

Click on "Agree & Accept"

Terms & Conditions

Terms and Conditions:

- OLAM may supplement or amend the terms of this BIDDING at any time by notice in writing to all participating bidders.
- OLAM may terminate this BIDDING at any time by notice in writing to all participating bidders.
- OLAM may make offers to participate in this BIDDING to any number of suppliers at any time without prior notice.
- After reviewing the contents of this AUCTION, please provide your most competitive unit pricing for each SKU/ITEM.
- It is not required to bid on all items; however, all mandatory details should be filled in for the items you are bidding on.

I Agree with the above mentioned terms and conditions

Cancel **Agree & Accept**

Bid console

Dashboard / Vendor / E00005612 NG12 - Crown Floor Mill

RA - E00005612 Bidding In-Progress 1 of 25

EVENT INFO & VENDOR RULES CONTENT DETAILS **BID CONSOLE**

Extension Limit 0/3 Bid Decrement Value 5% BIDDING ENDS IN 6399D : 15H : 46M : 25

Material List (7) BID REBALANCE

Material#	Material	Plant	Location	Order Qty	Gap L1 to L2	Tax code	Rank	Rank Value	Price
30000006361	GEAR OIL 85W140	DFM PLC Workshop-KANO	Kano	1,000.00	N200.00	V0 - Nigeria 0% Input Tax	2	N1,200.00	1200
30000006361	GEAR OIL 85W140	DFM Workshop- ILORIN	Ilorin	1,000.00	N0.00	V0 - Nigeria 0% Input Tax	1	N900.00	900
30000006361	GEAR OIL 85W140	DFM Workshop-CALABAR	Calabar	1,000.00	N100.00	V1 - Nigeria 5 % Input Tax	2	N1,200.00	1200
30000006363	GREASE LUBRICANT EP3	TCA Factory	Tincan	1,000.00	N0.00	V1 - Nigeria 5 % Input Tax	1	N800.00	800

Annotations: Bidding Price, Rank value (Latest BID), Vendor Rank, Tax Code, Gap between Best bid against vendor

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 / Vendor / E00005683 NG12 - Crown Floor Mill

RA - E00005683 Bidding In-Progress 1 of 25

EVENT INFO & VENDOR RULES **LOT DETAILS** BID CONSOLE

Extension Limit 0/3 Bid Decrement Value 5% BIDDING ENDS IN 0H : 28M : 55S

LOT A P

Ends in 00:28:54

LOT B P

Ends in 00:28:54

Material List (2) BID REBALANCE

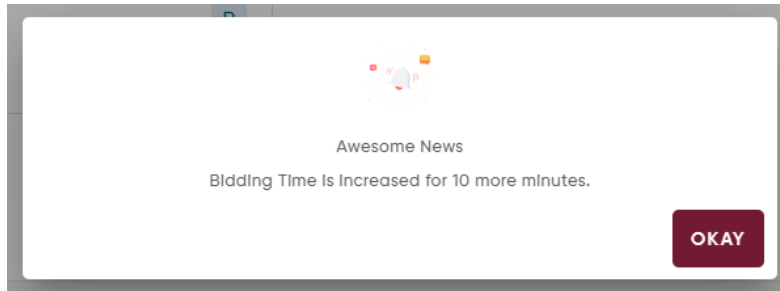
Material#	Material	Plant	Location	Order Qty	Gap L1 to L2	Tax code	Rank	Rank Value	Price
30000006363	GREASE LUBRICANT EP3	TCA Factory	Tincan	90,000.00	N0.00	V0 - Nigeria 0% Input Tax	1	N1,000.00	1000
30000006366	TRANSMISSION OIL ATF	Logos	Logos	90,000.00	N0.00	V0 - Tax Nil	1	N2,000.00	2000

Cancel UPDATE 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

RA - E00005683 Bidding In-Progress 1 of 25

EVENT INFO & VENDOR RULES LOT DETAILS **BID CONSOLE**

Extension Limit 0/3 Bid Decrement Value 5% BIDDING PAUSED 0H : 51M : 55S

LOT A
Event Paused

LOT B
Event Paused

Material List (2)

Material#	Material	Plant	Location	Order Qty	Gap L1 to L2	Tax code	Rank	Rank Value	Price
300000008363	GREASE LUBRICANT EP3	TCA Factory	Tincan	90,000.00	N0.00	V0 - Nigeria 0% Input Tax	1	N1,000.00	\$1,000
300000008366	TRANSMISSION OIL ATF	Logos	Logos	90,000.00	N0.00	V0 - Nigeria 0% Input Tax	1	N2,000.00	\$2,000

Done

MINDSPRINT

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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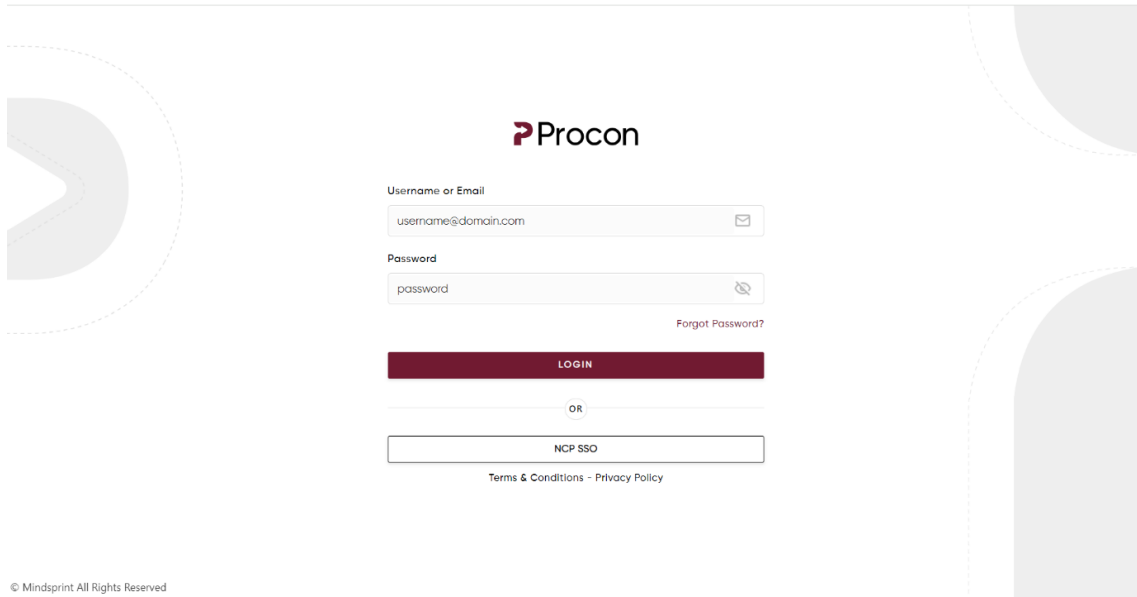


Evaluation

Materials:

Evaluator Login Screen

Log-in to PROCON through your Evaluator credentials.



Dashboard

Ref No	Rfq Type	Rfq Description	Created By	Currency	Evaluation End Date	Evaluated	Status	Actions
10006617	RE-NEGOTIATED MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	0/2	Responded	⋮
10006601	MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	1/1	Evaluated	⋮
10006577	MATERIALS	CFM Purchase Org	Kingsly	NGN	22-Oct-2024	1/1	Evaluated	⋮
10006558	MATERIALS	CFM Purchase Org	Kingsly	NGN	18-Oct-2024	10/10	Evaluated	⋮
10006493	ASSET	CFM Purchase Org	Kingsly	NGN	15-Oct-2024	0/5	Renegotiation	⋮
10006489	SERVICE	CFM Purchase Org	Kingsly	NGN	25-Oct-2024	2/2	Renegotiation	⋮
10006464	MATERIALS	CFM Purchase Org	Kingsly	USD	21-Oct-2024	0/2	Renegotiation	⋮
10006430	RE-NEGOTIATED SERVICE	CFM Purchase Org	Kingsly	NGN	10-Oct-2024	0/2	Responded	⋮
10006425	NEW ASSET	CFM Purchase Org	Kingsly	NGN	10-Oct-2024	0/4	Partially Responded	⋮
10006417	NEW SERVICE	CFM Purchase Org	Rahul	NGN	09-Oct-2024	0/2	Responded	⋮

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 Layout

Select Layout

New layout

Enter keyword to search...

- select
- Rfq Number
- Rfq Type
- Product Descriptions
- Created By
- Currency Code
- Evaluation End Date
- Evaluated
- Status
- Action

SAVE AS NEW LAYOUT Apply Update

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

Filters ×

Filters

Plant: 6101 - TCA Factory,6102 - WARRI F

Purchase Org: NG01 - CFM Purchase Org

Material: 300000027497 - Engine oil 15W4C

Delivery Date: From Date - To Date

Status: EVALUATED

RFQ Type: RFQ Type

[Clear All](#) [Apply Filters](#)

- **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 History ×

- Oct 10, 2024, 6:25:06 PM
Rfq Evaluation
Rfq Evaluated Successfully
mohammed
- Oct 10, 2024, 5:30:00 AM
Vendor Responded
Vendor Responded Successfully
- Oct 9, 2024, 7:45:32 PM
Rfq Creation
Rfq Created Successfully

RFQ Summary

The screenshot displays the RFQ Summary interface for RFQ10006601. It is divided into three main sections:

- Top Left (Yellow Highlight):** A summary dashboard with four key metrics:
 - Baseline Spend: NGN 101,500
 - All Suppliers: 2
 - Item Responded: 1/1
 - Vendor Response: 2/2
- Top Right (Red Highlight):** A **Scenario Table** with columns: Scenario, Suppliers, Items Covered, Spend, Savings, and Action.

Scenario	Suppliers	Items Covered	Spend	Savings	Action
Best Bid Price	1/2	100%	NGN 850,000	NGN -148,500	...
Company Guidelines	1/2	100%	NGN 107,500	NGN -8,000	...
Sim 1	1/2	100%	NGN 107,500	NGN -8,000	...
- Bottom:** A **Quote Comparison (Sim 1)** table comparing two vendors: GANRAY AND BROTHERS NIG CO and another vendor (ranked 2).

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.

Supplier Response Details (View details)

Supplier Response Details								
Supplier Infinity Tyres	INCO Terms CFR - Costs and freight	Payment Terms Z007 - 21 days from Date of Invoice		Partially Compliant				
Response Details								
Material Description	Plant Details	Requested Quantity	Least Price	Deliverable Quantity	Total Unit Price	Tax	Docx	Award Qty
Test	TCA Factory	100 KG	NGN 90	100 KG	NGN 100	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 80	100 KG	NGN 80	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 100	100 KG	NGN 100	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 80	100 KG	NGN 100	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 90	100 KG	NGN 90	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 80	100 KG	NGN 80	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 60	100 KG	NGN 60	7.5%		100 KG
Test	TCA Factory	100 KG	NGN 70	100 KG	NGN 70	7.5%		100 KG
SOB Net Total								
Tax								
Grand Total								

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 Invoice
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

Base Currency : NGN X

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.

Simulate

The screenshot displays the 'Simulate' interface. On the left, the 'Business Constraints' panel is highlighted with a red border. It includes sections for 'Scenario Level' (set to 'All'), 'Award On' (radio buttons for 'OVERALL BEST' and 'ITEM LEVEL BEST'), 'Vendors To Be Awarded' (with 'Equal To' set to 2), 'Share Of Business' (SOB 1: 70%, SOB 2: 30%), 'MOQ' (radio buttons for 'PERCENTAGE' and 'QUANTITY'), and 'Delivery Details' (checkboxes for 'FROM DATE OF DELIVERY' and 'ITEM COVRG'). At the bottom of this panel are 'RESET' and 'SIMULATE' buttons. The main area shows 'Simulated Results' for 'Wimamun Nigeria Ltd' and 'Infinity Tyres', both marked as 'Fully Compliant'. A table below lists 'Vendor Response' with columns for Material Description, Plant Details, Req Qty, Least Price, Total Unit Price, Rank, and Award Qty. The table includes rows for 'Engine Oil 15W40', 'GREASE LUBRICANT...', and 'SOB Nat. Total'. Summary rows at the bottom show 'SOB Grand Total' for both vendors.

Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty
Engine Oil 15W40	DFM Work...	100 L	NGN 900	NGN 900	1	65 L
GREASE LUBRICANT...	DFM Work...	100 KG	NGN 1,000	NGN 1,200	2	-
SOB Nat. Total			NGN 190,000			NGN 68,500 (36%)
Tax			0			NGN 4,3825
SOB Grand Total			NGN 190,000			NGN 142,125 (75%)

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.

Item Level:

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 Dashboard / Summary View / Simulate

Business Constraints

Scenario Level: All

Award On: OVERALL BEST ITEM LEVEL BEST

Select Items: All Items

Vendors To Be Awarded: Condition: No Of Vendor: 2

Share Of Business: SOB 1: 60% SOB 2: 40%

Delivery Details: FROM DATE OF DELIVERY

Item Details: VOLUME COVRG: 0

Simulated Results

Supplier: Womsun Nigeria Ltd

Compliance: Fully Compliant

Infrity Types: Fully Compliant

Overall Rate: 1

Vendor Response: View Details

Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty
Engine of 15VAG	DFM WORK...	100 L	NGN 900	NGN 900	1	60 L	NGN 1,000	2	40 L
GREASE LUBRICANT...	DFM WORK...	100 KG	NGN 1,000	NGN 1,200	2	40 KG	NGN 1,000	1	60 KG
SOB Net Total			NGN 190,000				NGN 102,000 (50%)		NGN 100,000 (50%)
Tax			0				NGN 7,650		NGN 7,500
SOB Grand Total			NGN 190,000				NGN 109,650 (50%)		NGN 107,500 (50%)

RESET SIMULATE CANCEL SAVE



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.
- A maximum of 2 manual allocations can only be saved in the scenario table.

Dashboard / Evaluator Dashboard / Summary View

Manual Allocation (Simulation 1)

OverAll Level Line Item Level

[Drag & Drop or Browse](#) [DOWNLOAD TEMPLATE](#)

Supplier				Viramsun Nigeria Ltd				Infinity Tyres			
Compliance				Fully Compliant				Fully Compliant			
Overall Rank				1				2			
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	L	
GREASE LUBRICANT EP3	DFM Worksh...	100 KG	NGN 1,000	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 7,500			
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.

Manual Allocation (Simulation 1)

Drag & Drop or Browse

DOWNLOAD TEMPLATE

OverAll Level Line Item Level

Supplier				Viramsun Nigeria Ltd			Infinity Tyres		
Compliance				Fully Compliant			Fully Compliant		
Overall Rank				1			2		
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	60 L	NGN 1,000	2	40 L
GREASE LUBRICANT EP3	DFM Worksh...	100 KG	NGN 1,000	NGN 1,200	2	40 KG	NGN 1,000	1	60 KG
SOB Net Total			NGN 190,000	NGN 102,000 (50%)			NGN 100,000 (50%)		
Tax			14,250	NGN 7,650			NGN 7,500		
SOB Grand Total			NGN 204,250	NGN 109,650 (50%)			NGN 107,500 (50%)		

CANCEL SAVE AS SAVE

Renegotiation

Quote Comparison (Best Bid Price)

Supplier				Viramsun Nigeria Ltd			Infinity Tyres		
Compliance				Fully Compliant			Fully Compliant		
Overall Rank				2			1		
Vendor Response				View Details			View Details		
Material Description	Plant Details	Req Qty	Least Price	<input type="checkbox"/> Total Unit Price	Rank	Award Qty	<input type="checkbox"/> Total Unit Price	Rank	Award Qty
<input type="checkbox"/> Engine oil 15W40	DFM Worksh...	100 L	NGN 900	<input type="checkbox"/> NGN 900	1	100 L	<input checked="" type="checkbox"/> NGN 1,000	2	-
<input type="checkbox"/> GREASE LUBRICANT EP3	DFM Worksh...	100 KG	NGN 1,000	<input checked="" type="checkbox"/> NGN 1,200	2	-	<input type="checkbox"/> NGN 1,000	1	100 KG
SOB Net Total			NGN 190,000	NGN 90,000 (47%)			NGN 100,000 (53%)		
Tax			14,250	NGN 6,750			NGN 7,500		
SOB Grand Total			NGN 204,250	NGN 96,750 (47%)			NGN 107,500 (53%)		

CANCEL PROCEED RENEGOTIATION

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).

Dashboard / Evaluator Dashboard / Summary View / Renegotiate

Vendor Level **INFINITY TYRES** VIRAMSUN NIGERIA LTD

Supplier: 2009738 - Infinity Tyres Overall Quotation: NGN 107500 SOB Amount: NGN 40,000 Delivery Date: 26-10-2024 Fully Compliant

Renegotiation Material Details

Material Description	Plant Details	Requested Quantity	Least Price	Tax	Rank	Unit Price	Counter Offer	Comments *	Gross Price	Deliverable Quantity	Deliverable Date
Engine oil 15W40	DFM Workshop-IKORODU	100 L	NGN 900	75%	2	NGN 1,000	Offer Price..	Comments..	NGN 107,500	100	26-10-2024

Reason For Renegotiation

Enter Overall Comments..

CANCEL SUBMIT

Dashboard / Evaluator Dashboard / Summary View / Renegotiate

Material Level **ENGINE OIL 15W40** GREASE LUBRICANT EP3

Material Details: Engine oil 15W40 Plant: DFM Workshop-IKORODU Least Price: NGN 900 INCO Terms: Costs and freight Payment Terms: 21 days from Date of Invoice Delivery Date: 26-10-2024

Renegotiation Terms Details






Vendor Name	Rank	Unit Price	Counter Offer	Comments *	Tax	Gross Price	Deliverable Quantity	Deliverable Date	Res Inco Term	Res Payment Term
Infinity Tyres	2	NGN 1,000	Offer Price..	Comments..	75%	NGN 107,500	100	26-10-2024	Costs and freight	21 days from Date of Invoice

CANCEL SUBMIT

- 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.
- 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.

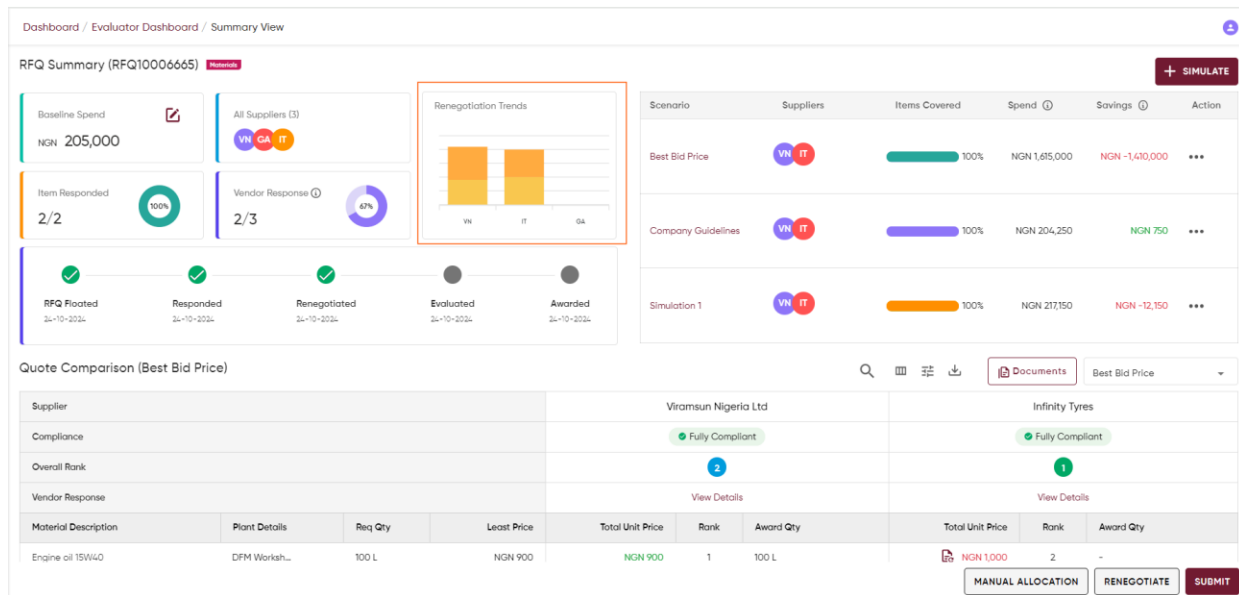
Submit Renegotiation×

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

SUBMIT

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.



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.

Submit Evaluation

Supplier				Viramsun Nigeria Ltd					Infinity Tyres				
Compliance				Partially Compliant					Partially Compliant				
Overall Rank				1					2				
Vendor Response				View 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		NGN 750	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		NGN 800.75	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		NGN 580.35	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%)				
Tax				328,704.375					NGN 367,470				
SOB Grand Total				NGN 4,711,429.375					NGN 5,267,070 (61%)				
									NGN 3,110,880 (39%)				
									NGN 233,316				
									NGN 3,344,196 (39%)				

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 Split ×

Assets list < 1 of 1 >

GREASE LUBRICANT EP3	+ ADD
Old Asset Code	Req Qty
12345	100

OIL - TRANSMISSION	+ ADD
Old Asset Code	Req Qty
78579	100

Cancel Save

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 Dashboard / Summary View

RFQ Summary (RFQ10006668) Report + SIMULATE

Baseline Spend
USD 5,454,966

Item Responded
3/3 100%

Vendor Response 100%
2/2

RFQ Floated 24-10-2024 100% Responded 24-10-2024 100% Evaluated 24-10-2024 0% Awarded 25-10-2024 0%

Scenario	Suppliers	Items Covered	Spend	Savings	Action
Best Bid Price	VC SF	100%	USD 3,300	USD 5,451,666	...
Company Guidelines	VC SF	100%	USD 3,300	USD 5,451,666	...

Quote Comparison (Best Bid Price)

VEGA CONVEYOR & AUTOMATION LTD Report | SKF FRANCE SAS Report

Compliance: Fully Compliant | Partially Compliant

Overall Rank: 1 | 2

Material Description	Plant Details	Req Qty	Least Price	Total Unit Price	Rank	Award Qty	Total Unit Price	Rank	Award Qty
BEARING 3316/ 3318	DFM Worksh...	200 EA	USD 5.5	USD 5.5	1	200 EA	USD 5.8	2	-

MANUAL ALLOCATION | RENEGOTIATE | 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 I

Items

BEARING 33116/33118,WHEEL BEA

Condition Type

Same Condition Different

APPLY

CLEAR

All Vendors				
All Items + Conditions				
Material Description	Insurance Charge %	Customs %	LEVY %	Ecowas Trade LibSch%
BEARING 33116/33118	2	3		
WHEEL BEARING 518410	2	3		
BEARING BS150212K	2	3		

CLOSE

SUBMIT

Supplier Response Details



Supplier

VEGA CONVEYOR & AUTOMATION LTD

INCO Terms

CFR - Costs and freight

Payment Terms

Z007 - 21 days from Date of Invoice

Fully Compliant

Response Details

VENDOR CONDITIONS

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							
Tax							
Grand Total							

CLOSE

SUBMIT

Currency Conversion

The screenshot shows a software interface for an RFQ Summary (RFQ10006668). The dashboard includes a 'Baseline Spend' of USD 5,454,966, 'All Suppliers (2)', 'Item Responded' (3/3), and 'Vendor Response' (2/2). A 'Currency Conversion' pop-up window is open, showing 'Base Currency: USD' and a dropdown menu with options: Select, EUR (checked), NGN, SGD, XAF, and USD. The rate is 1.0989010989010988. Below the pop-up, a 'Quote Comparison (Best Bid Price)' table is visible, comparing suppliers like 'VEYOR & AUTOMATION LTD' and 'SKF FRANCE SAS'. The table includes columns for Material Description, Plant Details, Req Qty, Least Price, Total Unit Price, Rank, and Award Qty.

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.

Supplier	Womsun Nigeria Ltd	Infinity Types											
Compliance	Partially Compliant	Partially Compliant											
Overall Rank	1	2											
Vendor Response		View Details											
Service Description	Plant Details	Req Qty	Least Gross Price	Unit Price	Del Qty	Gross Price	Rank	Award %	Unit Price	Del Qty	Gross Price	Rank	Award %
service 1	DFM Work...	1 AU	NGN 21,715	NGN 1,010	1 EA	1,010	1	100 %	NGN 5,000	1 EA	5,000	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					

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 / Summary View / Simulate

Business Constraints

Scenario Level: All

Award On
 OVERALL BEST

Vendors To Be Awarded
 Condition: No Of Vendor: 1

Share Of Business
 SOB 1: 100%

Delivery Details
 FROM DATE OF DELIVERY

Item Details
 ITEM COVRG: 0

Simulated Results

Supplier		Infinity Tyres							Viramsun Nigeria Ltd		
Compliance		Partially Compliant							Partially Compliant		
Overall Rank		1							2		
Vendor Response		View Details							View Details		
Service Description	Plant Details	Req Qty	Least Gross Price	Unit Price	Del Qty	Gross Price	Rank	Award %	Unit Price	Del Qty	Gross Price
TCA Facto...		1 AU	NGN 4,300,000			₦ 4,300,000	1	100 %			₦ 5,000,000
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 Grand Total			NGN 4,300,000					NGN 4,300,000			

Renegotiation:

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

Dashboard / Evaluator Dashboard / Summary View / Renegotiate

Vendor Level: **INFINITY TYRES** | **VIRAMSUN NIGERIA LTD**

Supplier: 2009738 - Infinity Tyres | Overall Quotation: NGN 8,600,000 | SOB Amount: NGN 434,000,000 | Delivery Date: 26-10-2024 | **Partially Compliant**

Renegotiation Terms Details

Terms	Buyer Requested	Supplier Responded
Inco Terms	Costs and freight	Costs and freight
Payment Terms	21 days from Date of Invoice	21 days from Date of Invoice

Renegotiation Material Details

Service Description	Plant Details	Requested Quantity	Least Gross Price	Tax	Rank	Unit Price	Deliverable Quantity	Counter Offer	Comments *	Gross Price	Deliverable Date
TCA Factory			NGN 4,300,000	75%	1					NGN 4,300,000	23-10-2024
test 10		10000 A	NGN 400			NGN 400	10000	Offer Price:	Comments:		

Reason For Renegotiation

Enter Overall Comments:

Manual Allocation:

Dashboard / Evaluator Dashboard / Summary View

Manual Allocation (Simulation)

Overall Level Line Item Level

Supplier	<input checked="" type="radio"/> Infinity Tyres					<input type="radio"/> Viramsun Nigeria Ltd							
Compliance	Partially Compliant					Partially Compliant							
Overall Rank	1					2							
Vendor Response	View Details					View Details							
Service Description	Plant Details	Req Qty	Least Gross Price	Unit Price	Del Qty	Gross Price	Rank	Award %	Unit Price	Del Qty	Gross Price	Rank	Award %
	TCA Facto...	1 AU	NGN 4,300,000			₦ 4,300,000	1	100 %			₦ 5,000,000	2	-
test 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				-	-	100 %			-	-	-
SOB Grand Total			NGN NaN					NGN NaN					0

CANCEL SAVE AS SAVE

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.

Dashboard / Evaluator Dashboard / Summary View

Quote Comparison (Best Bid Price)

Documents Best Bid Price

Supplier	Prodisk Pvt Ltd					Onigbanko Pvt Ltd				
Compliance	Partially Compliant					Partially Compliant				
Overall Rank	1					2				
Vendor Response	View Details					View Details				
Material Description	Plant Details	Req Qty	Least Price	Unit Price	Rank	Award Qty	Unit Price	Rank	Award Qty	
Oil, SAE 50W	Kango Palm	100 L								
Tyre Alpha1.2			XAF 400	XAF 400	2	-	XAF 400	1	-	
Tyre Alpha1.3			XAF 420	-	-	-	XAF 420	1	-	
Tyres Alpha1.1			XAF 400	XAF 400	1	80 L	XAF 500	2	-	
SOB Net Total			XAF 162,000			XAF 32,000 (100%)			XAF 0 (0%)	
Tax			4,000			XAF 3,200			XAF 0	
SOB Grand Total			XAF 166,000			XAF 35,200 (100%)			XAF 0 (0%)	

MANUAL ALLOCATION RENEGOTIATE SUBMIT

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 preferable brands before a simulation.

Renegotiation

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

MINDSPRINT

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.

Steps To Award

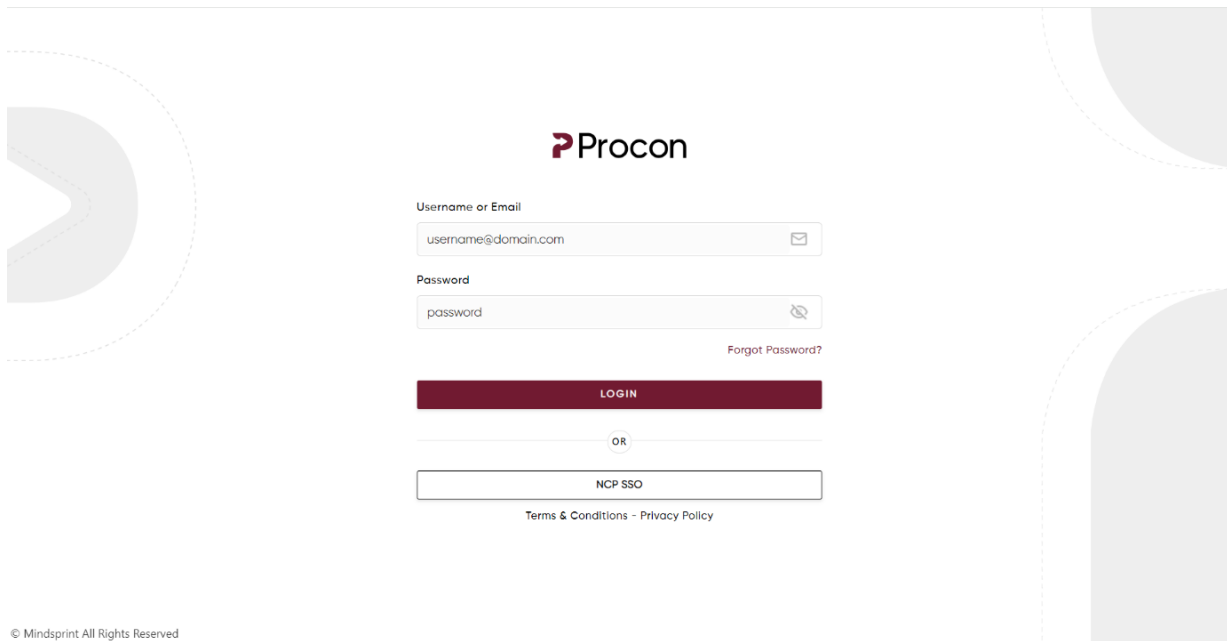


Image: Log-in to Pro Con through the awarder credentials

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

Case 1: Materials (non-import)

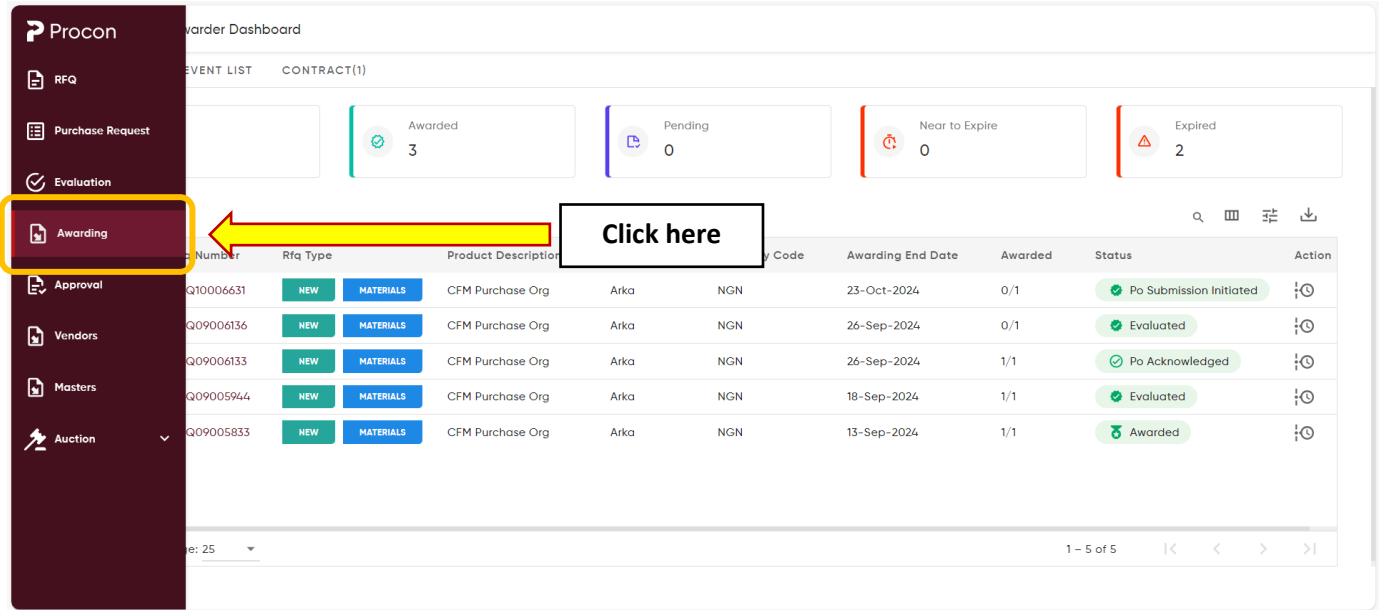


Image: Procon Home Page

Click on **Awarding** in the left Task bar.

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

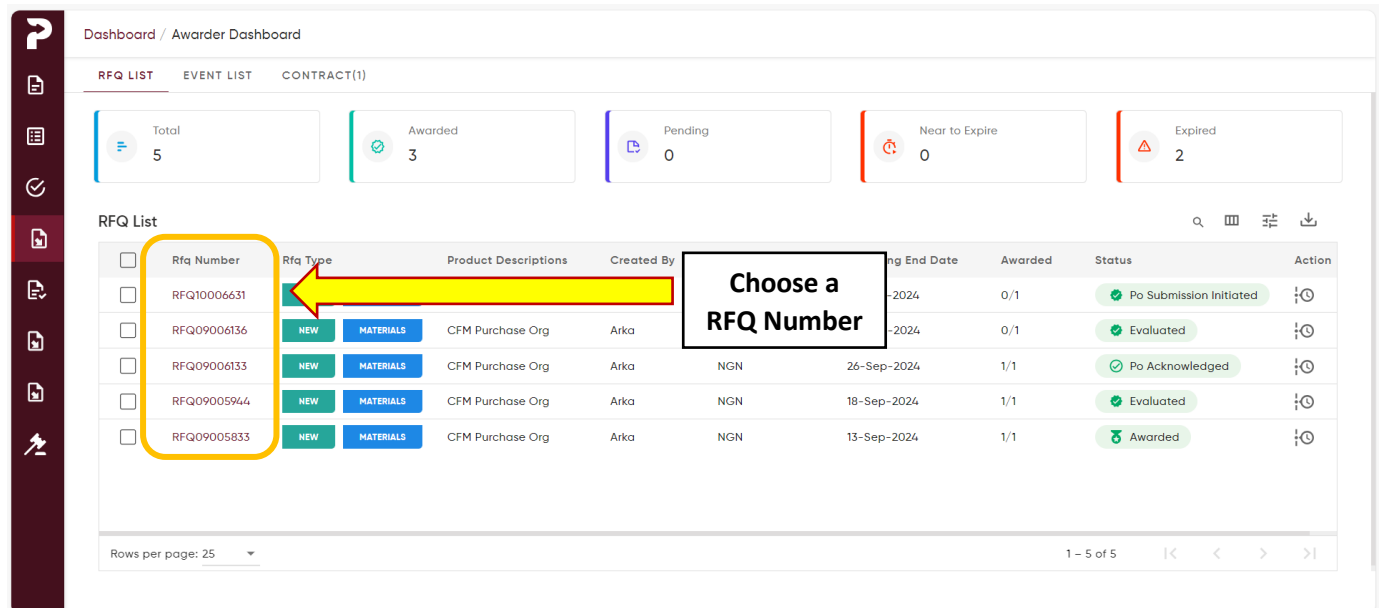


Image: Awarder Dashboard

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.

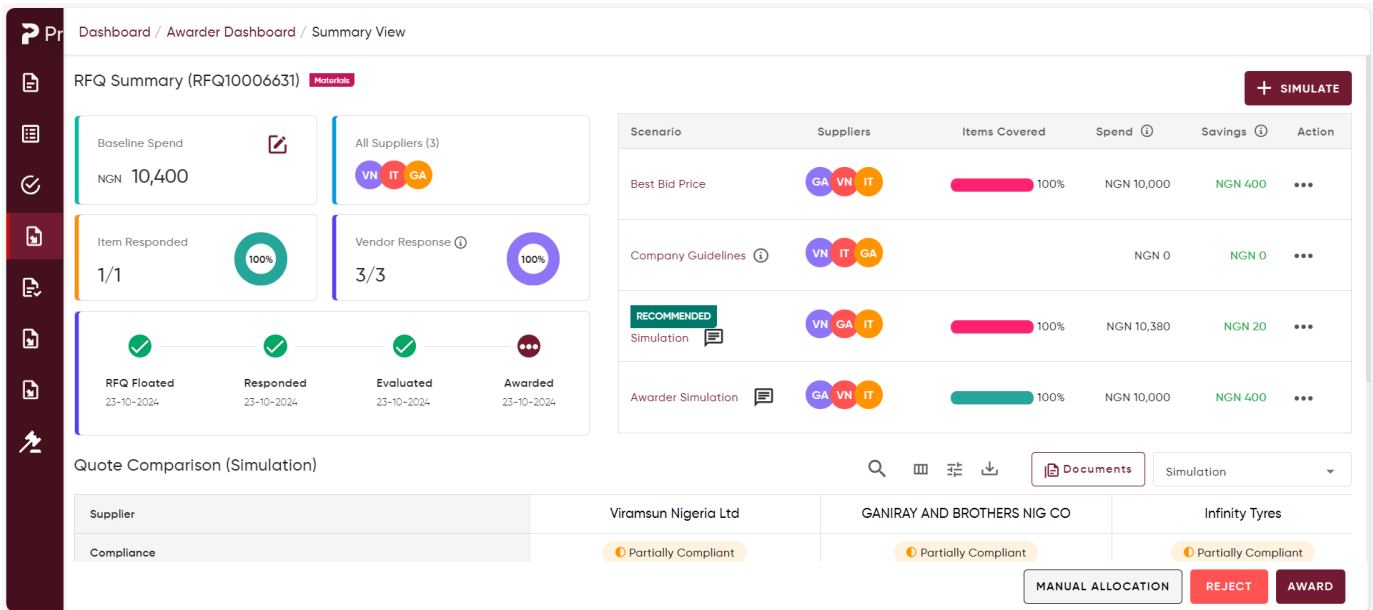


Image: Awarder Dashboard>RFQ Evaluation Details

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 re-evaluation.
- **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.

Dashboard / Awarder Dashboard / Summary View

RFQ Summary (RFQ10006631) Materials + SIMULATE

Baseline Spend: NGN 10,400

All Suppliers (3): VN IT GA

Item Responded: 1/1 (100%)

Vendor Response: 3/3 (100%)

RFQ Floated: 23-10-2024 (✓)

Responded: 23-10-2024 (✓)

Evaluated: 23-10-2024 (✓)

Awarded: 23-10-2024 (⋯)

Scenario	Suppliers	Items Covered	Spend	Savings	Action
Best Bid Price	GA VN IT	100%	NGN 10,000	NGN 400	⋯
Company Guidelines	VN IT GA		NGN 0	NGN 0	⋯
RECOMMENDED Simulation	VN GA IT	100%	NGN 10,380		⋮
Awarder Simulation	GA VN IT	100%	NGN 10,000		⋮

Quote Comparison (Simulation)

Supplier	Viramsun Nigeria Ltd	GANIRAY AND BROTHERS NIG CO	Infinity Tyres
Compliance	Partially Compliant	Partially Compliant	Partially Compliant

MANUAL ALLOCATION REJECT AWARD

Dropdown menu options: Best Bid Price, Company Guidelines, Simulation (checked), Awarder Simulation, Simulation

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.

Dashboard / Awarder Dashboard / Summary View

Quote Comparison (Best Bid Price)

Supplier	GANIRAY AND BROTHERS NIG CO			Viramsun Nigeria Ltd			Infinity Tyres					
Compliance	Partially Compliant			Partially Compliant			Partially Compliant					
Overall Rank	1			3			2					
Vendor Response	View Details			View Details			View Details					
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
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%)			NGN 0 (0%)		
Tax			0	NGN 0			NGN 0			NGN 0		
SOB Grand Total			NGN 10,000	NGN 10,000 (100%)			NGN 0 (0%)			NGN 0 (0%)		

MANUAL ALLOCATION REJECT AWARD

PO Contract

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

Dashboard / Awarder Dashboard / PO Submit

PLANT WISE VENDOR WISE ITEM WISE

Material Details Material

6101-TCA Factory < 1 of 1 >

Vendor				GANIRAY AND BROTHERS NIG CO Terms				Remarks
Material Description	Req Qty	Purchase Org	Document	Unit Price	Award Qty	Tax	Net Amount	Remarks
Test	100	CFM Purchase Org		NGN 100	100 KG	0 %	NGN 10,000	Comments..
SOB Net Total							NGN 10,000	
Tax							NGN 0	
Grand Total							NGN 10,000	

CANCEL SUBMIT

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



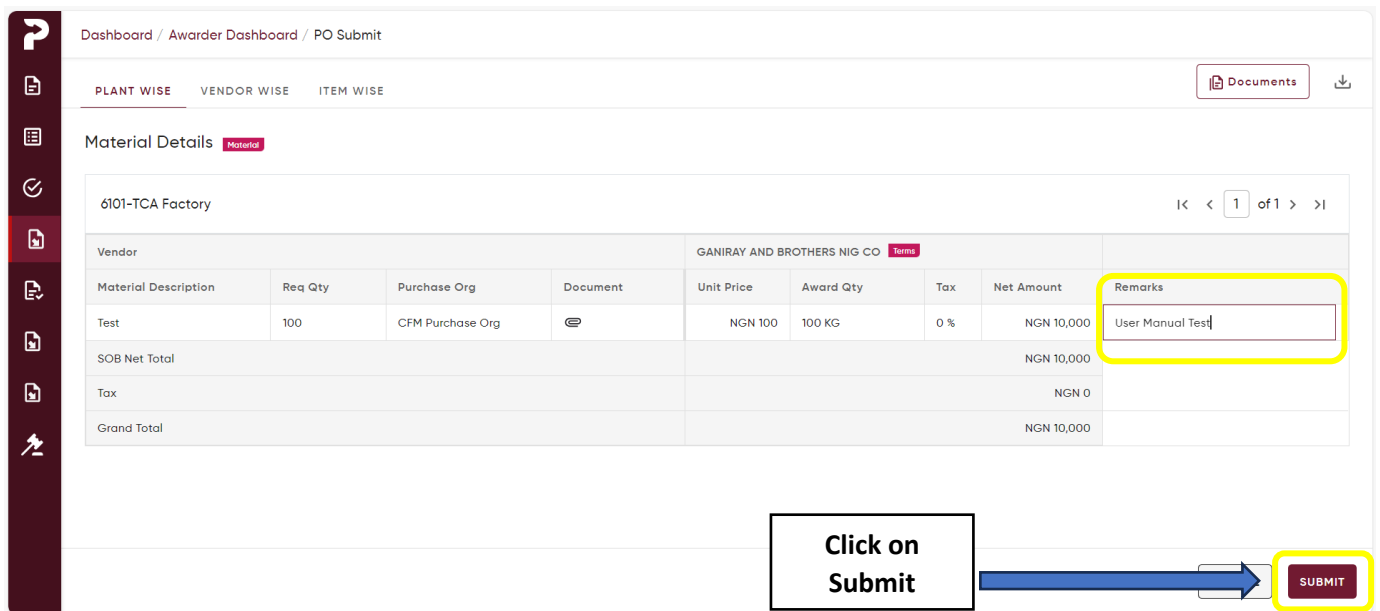


Image: Awarder Dashboard>PO Details >Award>Submit

Check entered Remarks and **Submit**

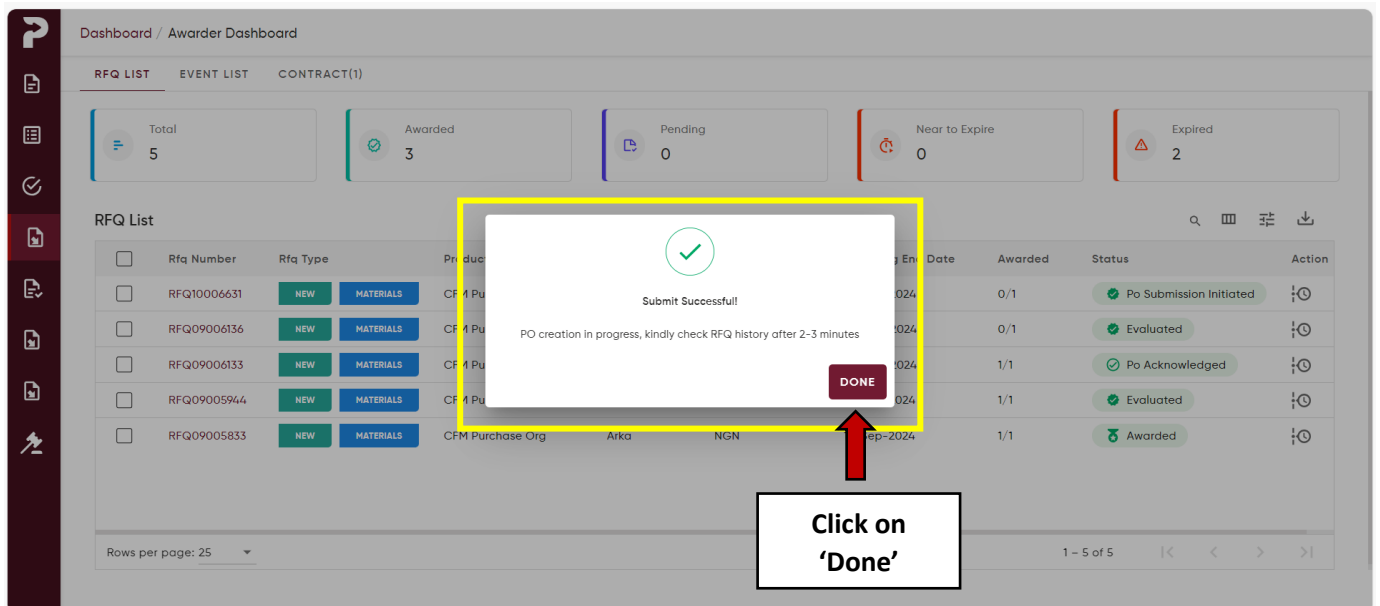


Image: Successful submission of the PO

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.

Dashboard / Awarder Dashboard

RFQ LIST EVENT LIST CONTRACT(1)

Total 5 Awarded 3 Pending 0 Near to Expire 0 Expired 2

RFQ List

<input type="checkbox"/>	Rfq Number	Rfq Type	Product Descriptions	Created By	Currency Code	Awarding End Date	Awarded	Status	Action
<input type="checkbox"/>	RFQ10006631	NEW MATERIALS	CFM Purchase Org	Arka	NGN	23-Oct-2024	0/1	Po Submission Initiated	
<input type="checkbox"/>	RFQ09006136	NEW MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	0/1	Evaluated	
<input type="checkbox"/>	RFQ09006133	NEW MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	1/1	Po Acknowledged	
<input type="checkbox"/>	RFQ09005944	NEW MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep-2024	1/1	Evaluated	
<input type="checkbox"/>	RFQ09005833	NEW MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-2024	1/1	Awarded	

Rows per page: 25 1 - 5 of 5

Image: Successful submission of the PO reflected on Awarder Page

Case 2: Service

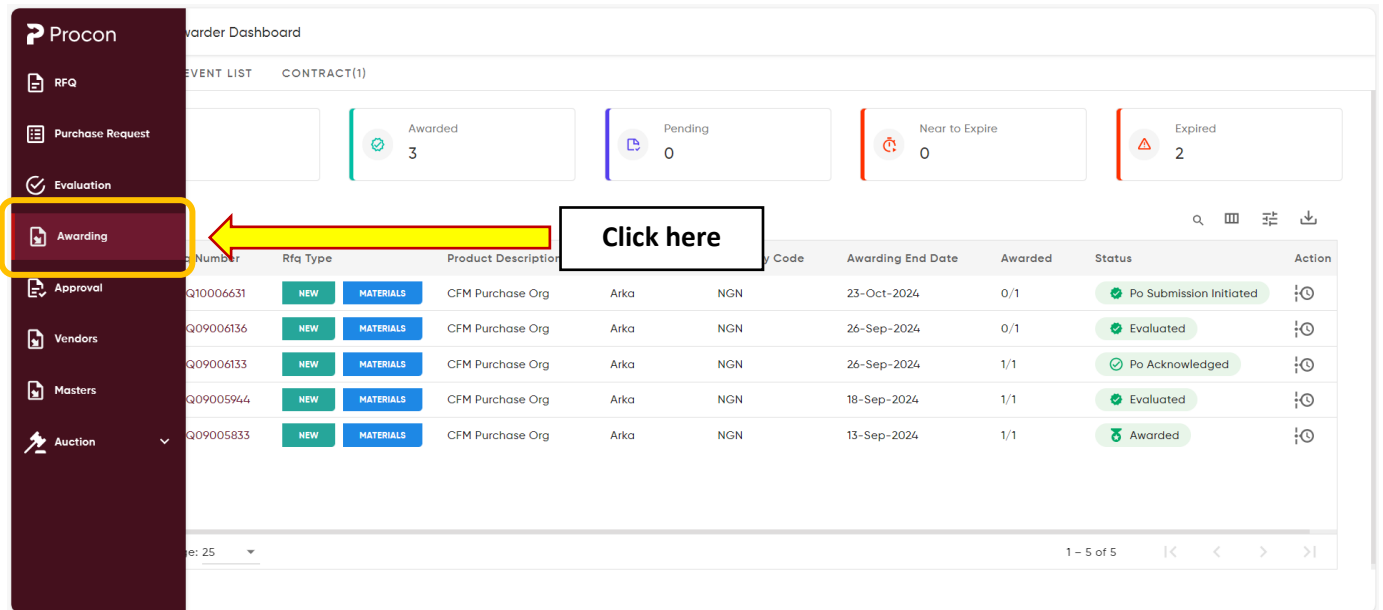


Image: Procon Home Page

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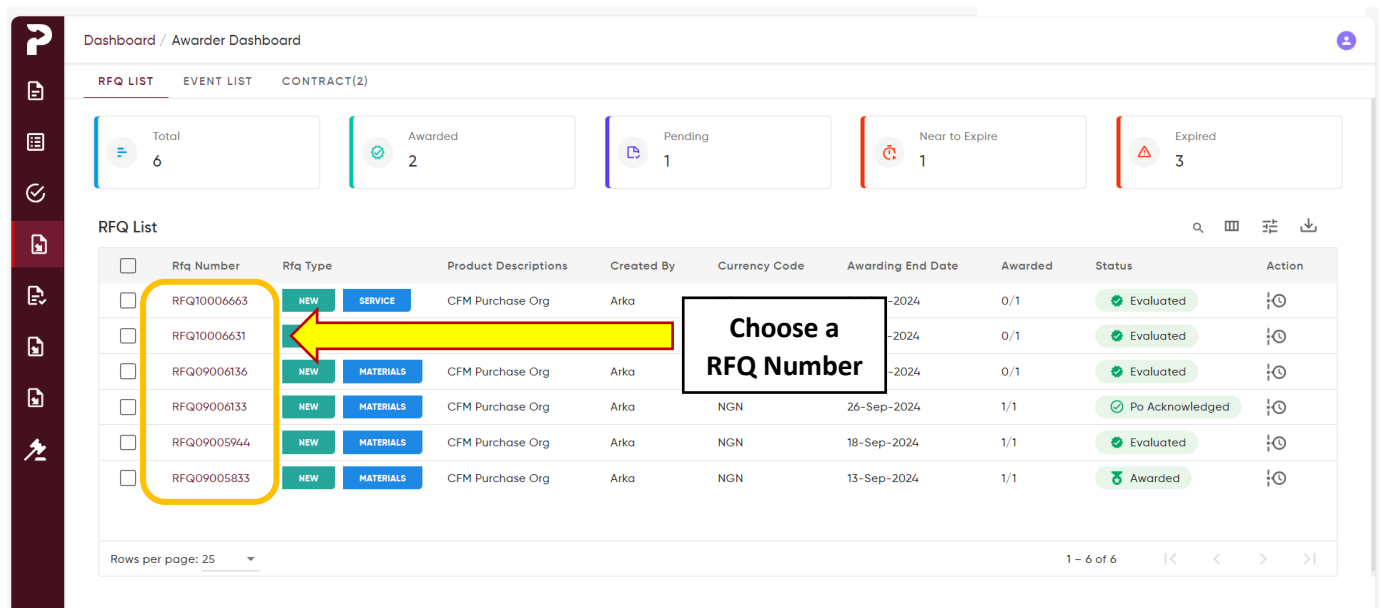


Image: Awarder Dashboard

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

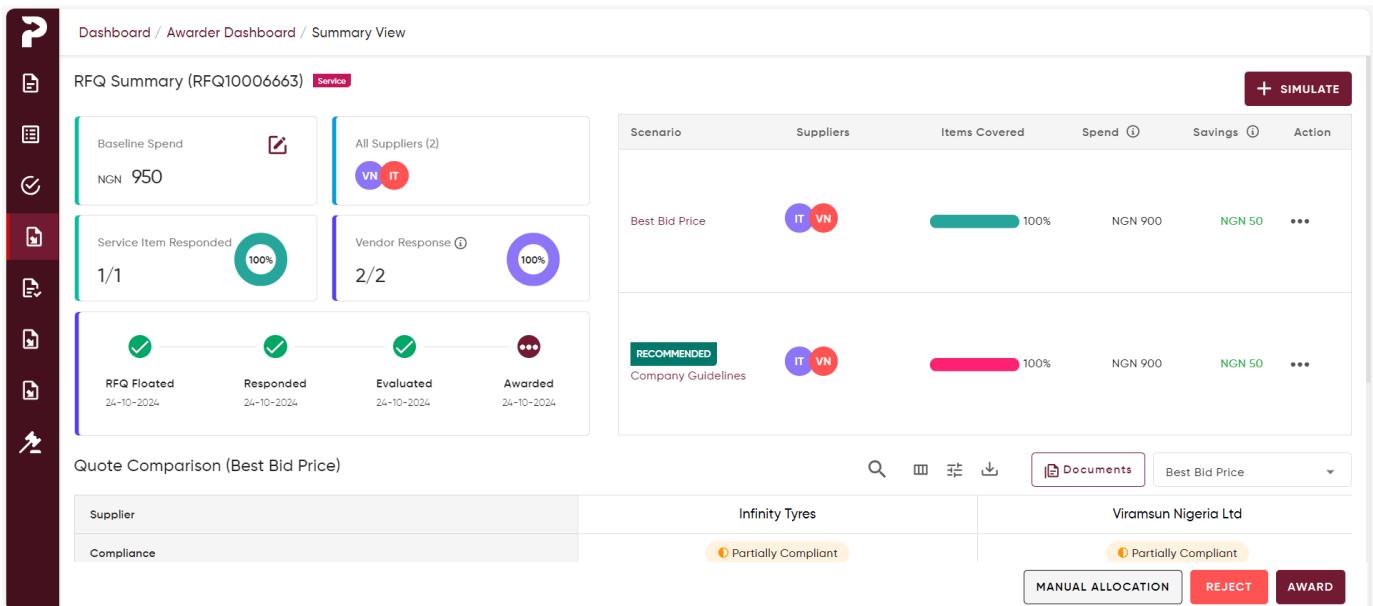


Image: Awardee Dashboard>RFQ Evaluation Details

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 awardee'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.
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- Recommended simulation is provided.

Awarder Choices:

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- **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.

Dashboard / Awarder Dashboard / Summary View

RFQ Summary (RFQ10006663) Cancel + SIMULATE

Baseline Spend: NGN 950

All Suppliers (2): VN IT

Service Item Responded: 1/1 (100%)

Vendor Response: 2/2 (100%)

RFQ Floated: 24-10-2024

Responded: 24-10-2024

Evaluated: 24-10-2024

Awarded: 24-10-2024

Scenario	Suppliers	Items Covered	Spend	Savings	Action
Best Bid Price	IT VN	100%	NGN 900	NGN 50	...
RECOMMENDED Company Guidelines	IT VN	100%	NGN 900	NGN 50	...
Awarder's Simulation	IT VN	100%	NGN 900	NGN 50	...

Quote Comparison (Best Bid Price)

Supplier	Compliance
Infinity Tyres	Partially Compliant
Viramsun Nigeria Ltd	Partially Compliant

Documents: Best Bid Price

MANUAL 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.

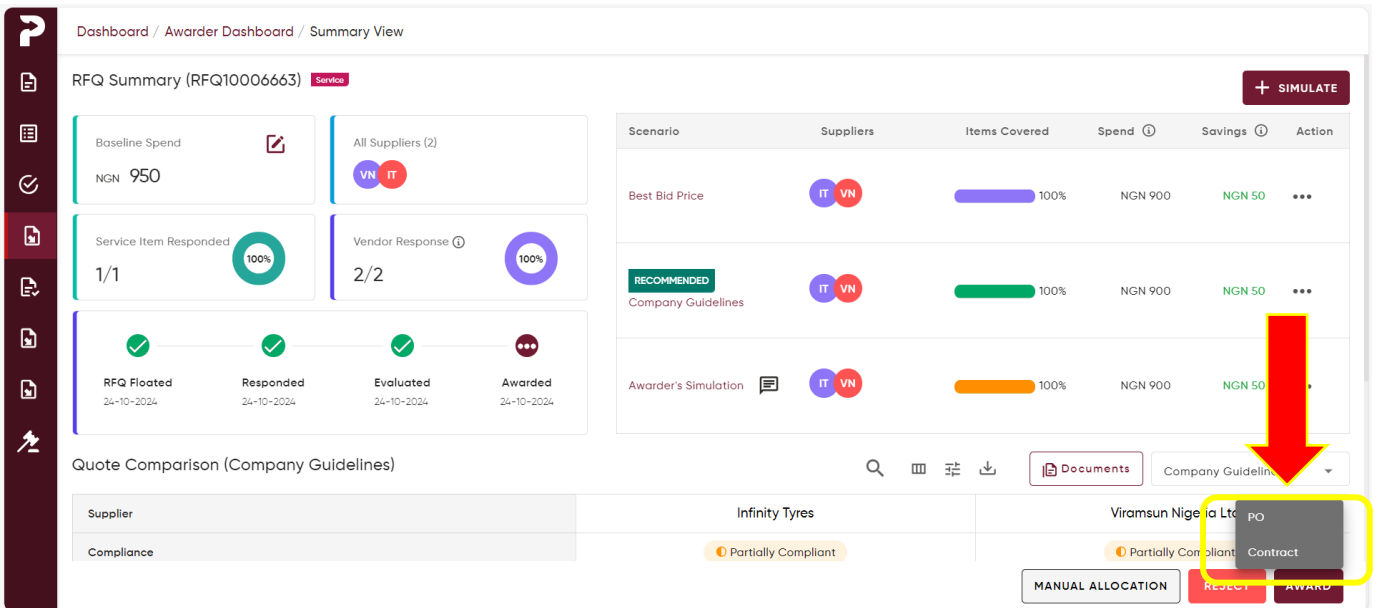


Image: Awarder Dashboard>PO Details >Award

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

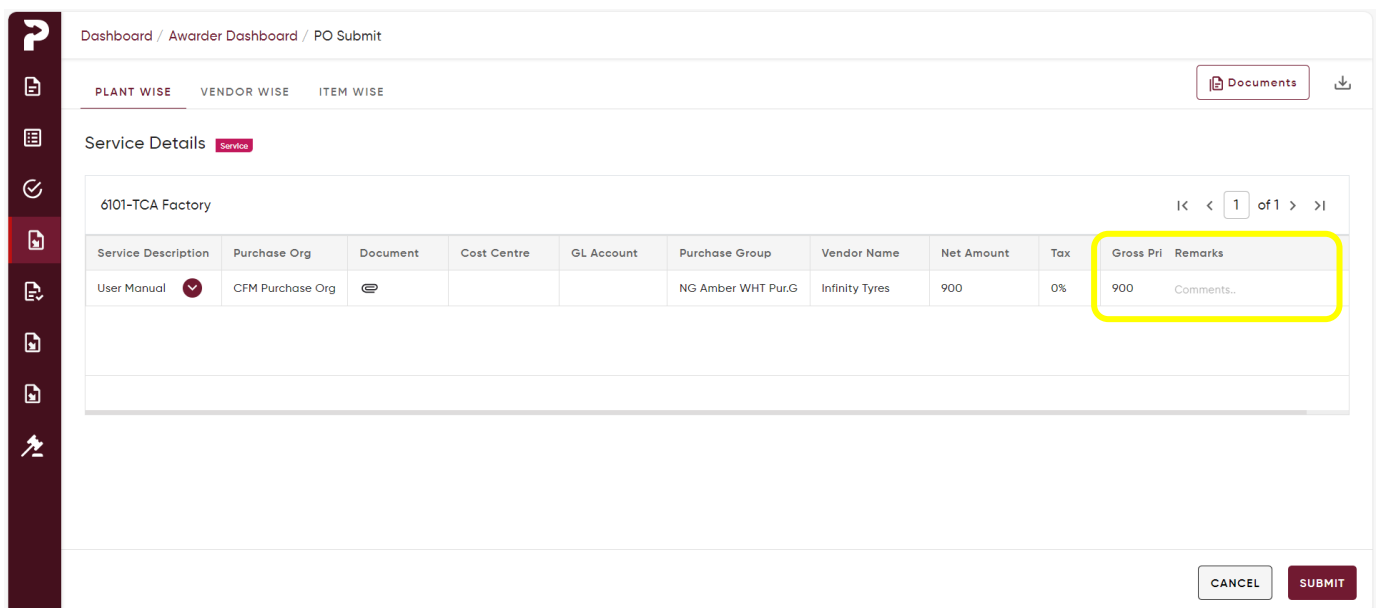


Image: Awarder Dashboard>PO Details >Award>Add remarks

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

Enter the Remarks

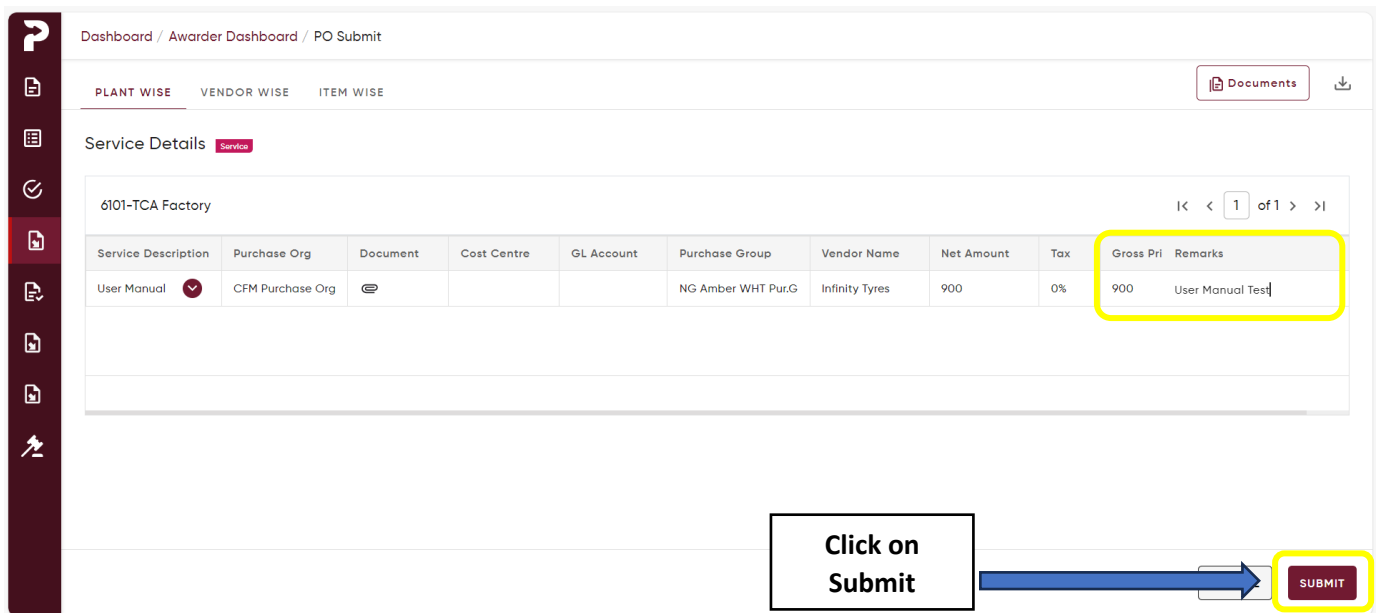


Image: Awarder Dashboard>PO Details >Award>Submit

Check entered Remarks and **Submit**

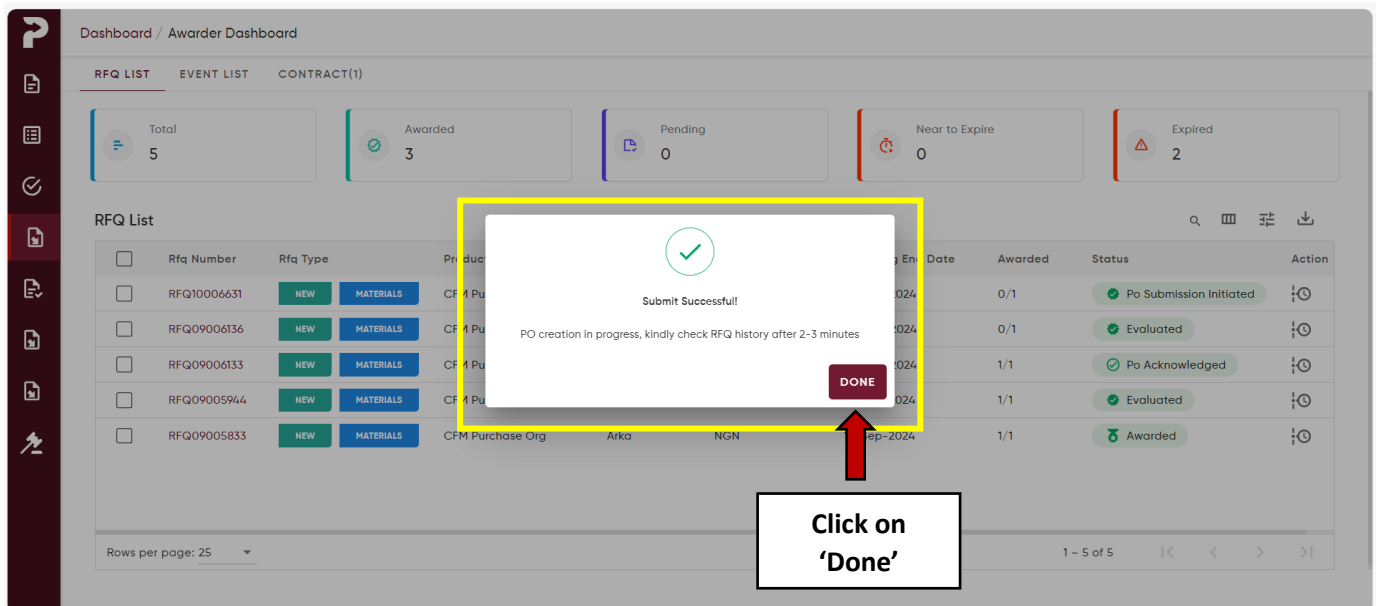


Image: Successful submission of the PO

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.

Dashboard / Awardee Dashboard

RFQ LIST EVENT LIST CONTRACT(2)

Total
6

Awarded
2

Pending
1

Near to Expire
1

Expired
3

RFQ List

<input type="checkbox"/>	Rfq Number	Rfq Type	Product Descriptions	Created By	Currency Code	Awarding End Date	Awarded	Status	Action
<input type="checkbox"/>	RFQ10006663	NEW SERVICE	CFM Purchase Org	Arka	NGN	24-Oct-2024	0/1	Evaluated	
<input type="checkbox"/>	RFQ10006631	NEW MATERIALS	CFM Purchase Org	Arka	NGN	23-Oct-2024	0/1	Evaluated	
<input type="checkbox"/>	RFQ09006136	NEW MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	0/1	Evaluated	
<input type="checkbox"/>	RFQ09006133	NEW MATERIALS	CFM Purchase Org	Arka	NGN	26-Sep-2024	1/1	Po Acknowledged	
<input type="checkbox"/>	RFQ09005944	NEW MATERIALS	CFM Purchase Org	Arka	NGN	18-Sep-2024	1/1	Evaluated	
<input type="checkbox"/>	RFQ09005833	NEW MATERIALS	CFM Purchase Org	Arka	NGN	13-Sep-2024	1/1	Awarded	

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Image: Successful submission of the PO reflected on Awardee Page