



Training Manual (For Admins)

Supplier Management Module

Public Procurement Regulatory Authority

Version 2.2



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ACRONYMS AND ABBREVIATIONS

Term	Description
2FA	Two Factor Authentication
ADP	Annual Development Programmed
AES	Advanced Encryption Standard
AGPR	Accountant General Pakistan Revenues
AJ&K PPRA	Azad Jammu & Kashmir Public Procurement Regulatory Authority
API	Application Programming Interface
BPPRA	Baluchistan Public Procurement Regulatory Authority
CI/CD	Continuous Integration / Continuous Delivery
CSRF	Cross-Site Request Forgery
DD	Deputy Director
DDOS	Distributed Denial of Service
DFD	Data Flow Diagram
DevOps	Development And Operations
DRAP	Drug Regulatory Authority of Pakistan
e-PADS	e-Pak Acquisition & Disposal System
FATA	Federally Administered Tribal Areas
FBR	Federal Board of Revenue
FPPRA	Federal Public Procurement Regulatory Authority
GIF	Graphics Interchange Format
GUI	Graphical User Interface
HEC	Higher Education Commission
HTTPS	Hypertext Transfer Protocol Secure
KP	Khyber Pakhtunkhwa
KPPRA	Khyber Pakhtunkhwa Public Procurement Regulatory Authority
JPG	Joint Photographic Experts Group
MIS	Management Information System
MOM	Minutes Of Meetings
MQ	Messaging Queue
NTP	Network Time Protocol
NTN	National Tax Number
NADRA	National Database and Registration Authority
OCR	Optical Character Recognition
OTP	One-Time Password
PDF	Portable Document Format
PHE	Public Health Engineering
P&DD	Planning And Development Department
PPT	PowerPoint presentation
PPRA	Public Procurement Regulatory Authority
QA	Quality Assurance
Rs.	Rupees
SBP	State Bank of Pakistan



Term	Description
SECP	Securities And Exchange Commission of Pakistan
SIEM	Security Information And Event Management
SPPRA	Sindh Public Procurement Regulatory Authority
SRS	Software Requirement Specification
STN	Switched Telephone Network
SSL	Secure Sockets Layer
SQL	Structured Query Language
TLS	Transport Layer Security
VM	Virtual Machine
WSO2	Web Services Oxygenated
WAF	Web Application Firewall
PA	Procurement Agency
SME	Escalation to subject Matter
IVR	Interactive Voice Response
ETS	Electronic Tendering Services
XSS	Cross-Site Scripting
OU	Organization unit is one component of organization hierarchy. Like FPPRA, MoIT, MoNHSR&C, PIMS are all Organization units.

AMENDMENT HISTORY

Version	Date	Update by	Remarks
1.0	July 7, 2022	Anib Aslam	Template Creation
2.0	Jul 20, 2022	Anib Aslam	Updated content
2.1	September 4, 2022	Muhammad Qasim	Technical Review

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Mr. Asif Ghouri	Solution Architect
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ASSOCIATED DOCUMENTS

Sr. No.	Document Name

Assumptions

This User Manual assumes that you already have e-Pak Acquisition and Disposal System (e-PADS) user accounts according to your Geographical/Ministerial/Departmental level and role. This user manual also assumes that you are familiar with basic computer skills and basic web-application operations.

User's Qualification Requirements

1. Public procurement domain expertise.
2. Must be BPS-17 or above official.
3. Good communication skills.
4. Good computer and software operation skills.

System Requirements

The e-PADS is accessible from any Personal Computer (Desktop, Laptop) with Internet access and a supported Web-browser.

Latest versions of the following browsers fully support e-PADS standard view:

1. Mozilla Firefox (Windows, Mac, Linux)
2. Google Chrome (Windows, Mac, Linux)
3. Netscape (Windows, Mac, Linux)
4. Safari (Mac)
5. Internet Explorer 9 and above (Windows)

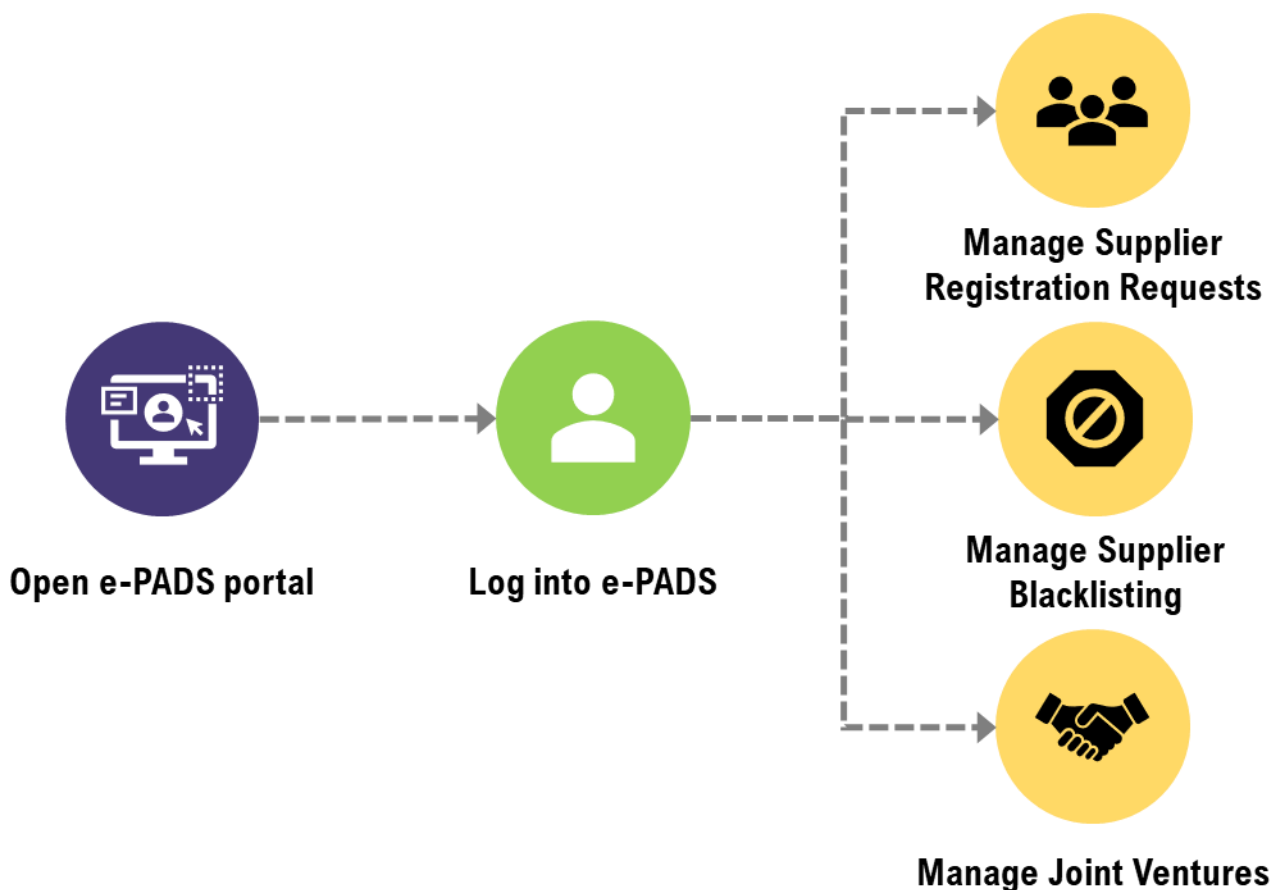
SUPPLIER MANAGEMENT

1

on e-Pak Acquisition and Disposal System

The Supplier Management module in the e-PADS is robust, comprehensive, and based on functionality that will allow Admins to manage registering/registered suppliers. The intended users of this document are the PPRA Admins.

This Section will provide step-by-step instructions to PPRA Admins on how to manage Suppliers in e-PADS. Below is a high-level process flow diagram for users to have an overview of the module.



Session Objectives

By the end of this session the user should be able to:

- Manage Supplier Registration Requests
- Manage Supplier Blacklisting
- Manage Joint Venture Registration Requests from Suppliers

USER LOGIN

This chapter delineates step-by-step instructions on getting started with the e-PADS. In this section, you will learn about:

1. Logging Into e-PADS.
2. Changing your account password.
3. Actions to perform if you forget your password.
4. Logging Out of the e-PADS.

The e-PADS has a separate landing page for Admin User and Suppliers in the system. Enter the URL <https://eprocare.gov.pk> to load the application homepage.

Once the user enters the URL <https://eprocare.gov.pk>, the application homepage will appear.



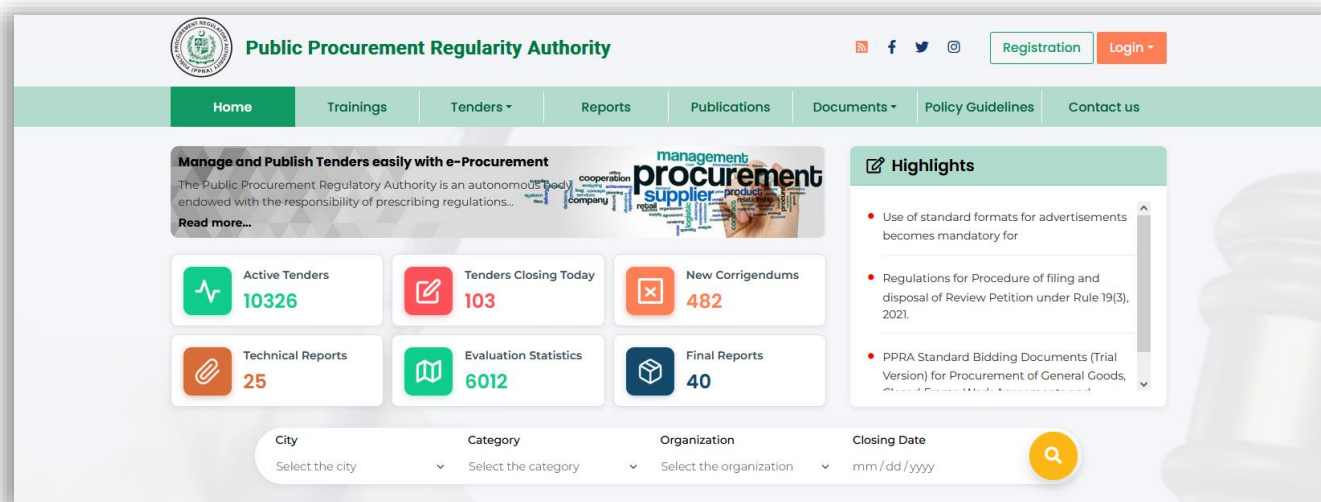
Before You Begin...

It is recommended to use the e-PADS with Google Chrome or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

1.1. Logging into e-PADS

The e-PADS is an e-procurement system that makes it simple for beginners and experienced users to perform end-to-end procurement activities from creating, publishing and, evaluating tenders, to contract award and post-contract award management etc.

Users can also access the e-PADS application directly by using <https://eprocure.gov.pk> URL or logging in from the PPRA website homepage. The homepage displays a basic introduction to the 'e-PADS' and a link for users to redirect to the application URL : <https://eprocure.gov.pk>.

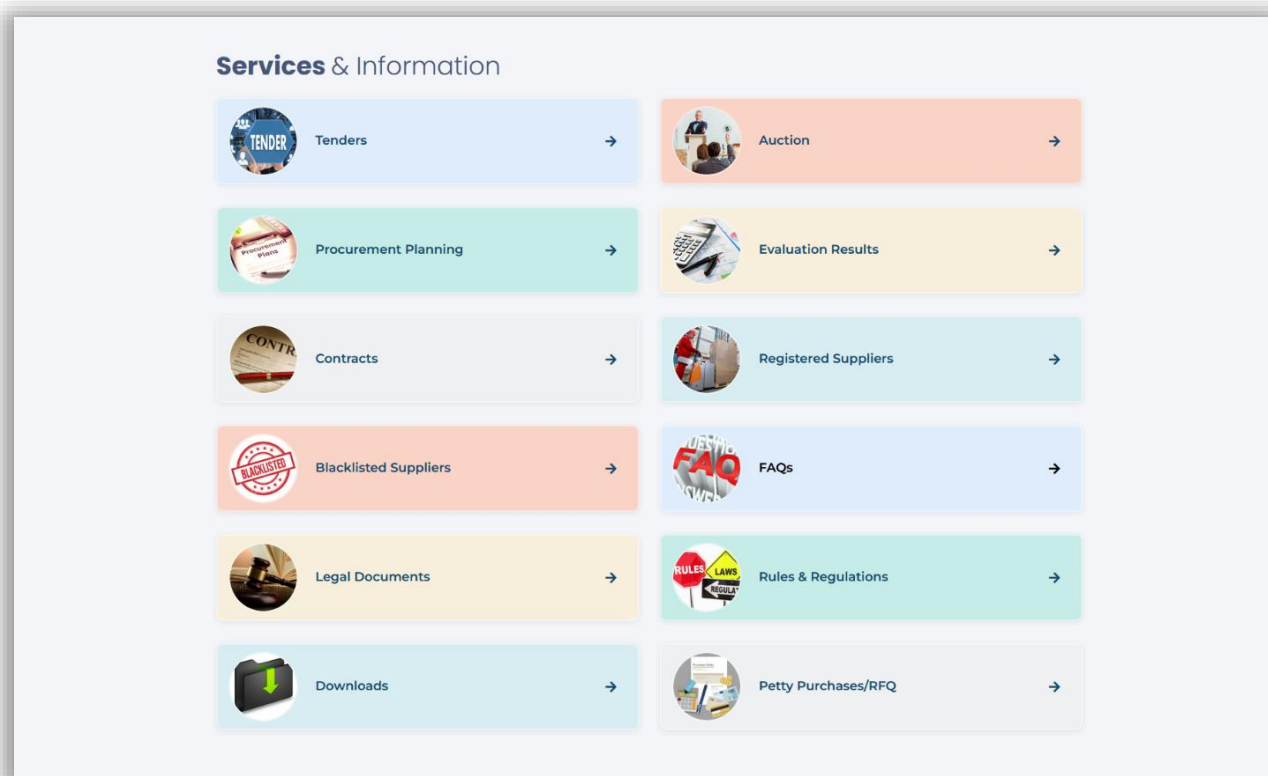


Menus

The available menus can be found at the top in the homepage screen header.

Contact Us

Contact details, such as office addresses, telephone numbers and email addresses (where available), for key PPRA officials can be viewed by clicking on the Contact Us menu in the header.




Frequently Asked Questions (FAQs)


The home page also contains an **FAQs** section to provide guidance on the most commonly asked queries.

For logging in to e-PADS application:

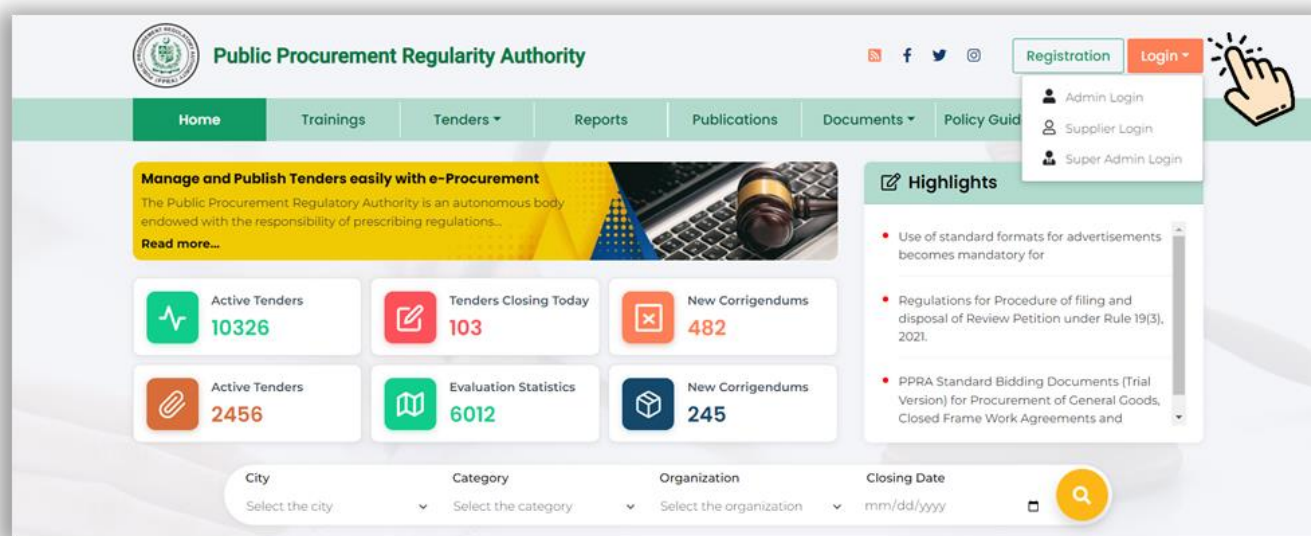
- a. The user needs to specify a Username and Password set by himself / herself. These would be generated by the system



Users cannot log into the e-PADS without valid credentials



You can change the password initially set by you. Please refer to the section below for “*Changing Your Password*”.

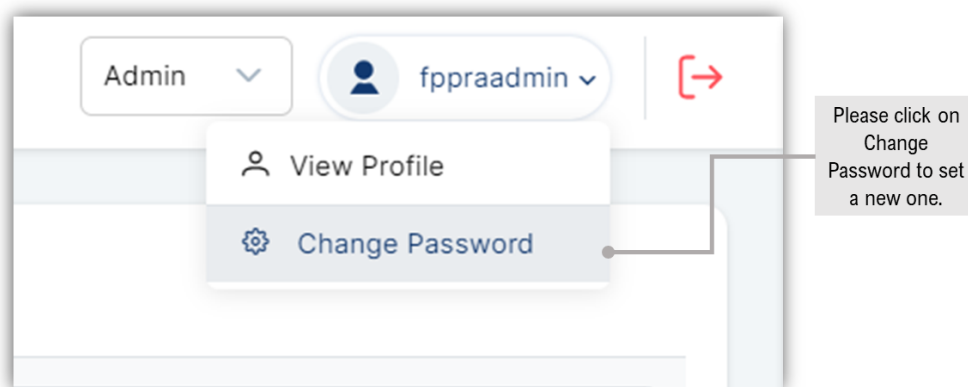


- b. Click **Login**. The e-PADS application dashboard screen displays.

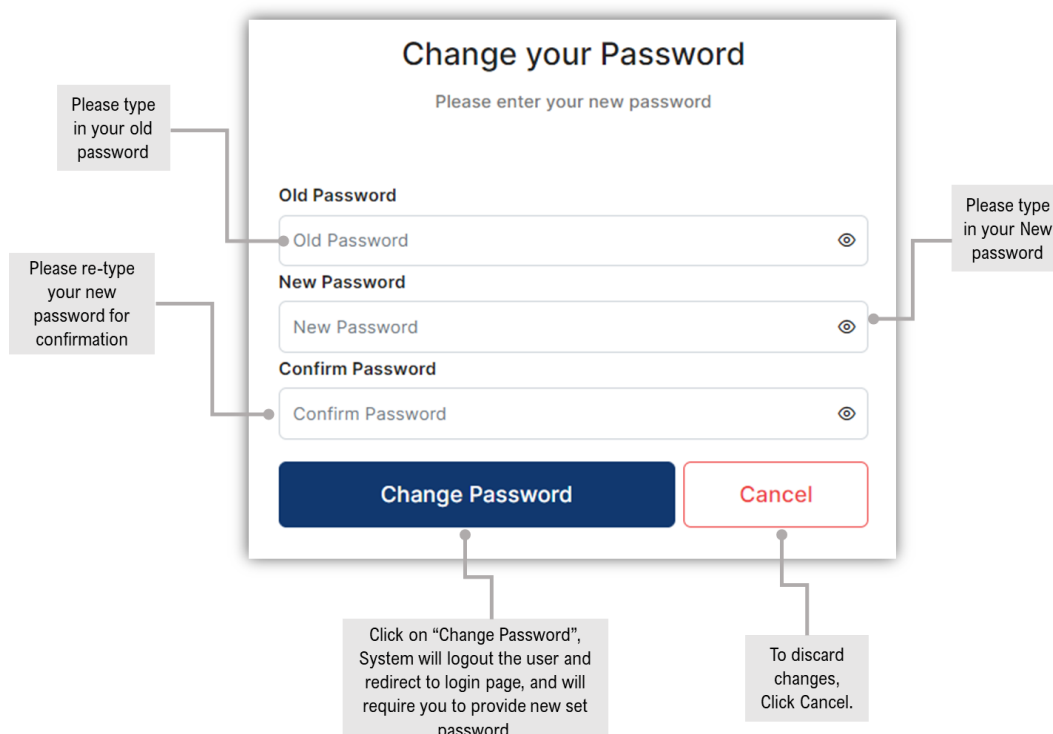
- c. Enter your valid **Username** and **Password** to Log into the application.

1.2. Changing Your Account Password

- a. To change your e-PADS account password, click on your username from top right of application and select Change Password from the dropdown.



- b. A pop-up screen will appear. You will be asked to provide your old password, new password and confirm the new password. Once you confirm your new password click on change password to set your new password.
- c. You can view your password entry by clicking on the eye icon to the right side of the password field.



- d. If you run into any issue, you can send an email to support@eprocure.gov.pk for support.



Password Requirements

Your password must be at least 8 characters long and have a combination of alphabets, numeric and special character. The first character must be an alphabet, at least one character must be in lower case and at least one numeric and one special character.

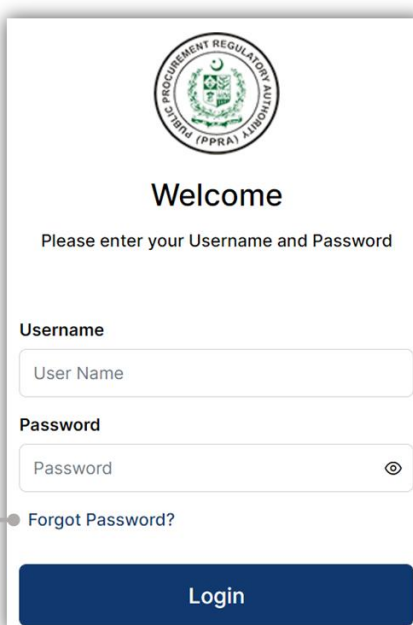


Never give out your password to anyone for security purposes.

1.3. Forgot Password

- a. In case you have forgotten your password, click on Forgot Password on login screen (as shown below).

Please click on Forgot Password, to reset your old password




Public Procurement Regulatory Authority (PPRA) Logo

Welcome

Please enter your Username and Password

Username

Password

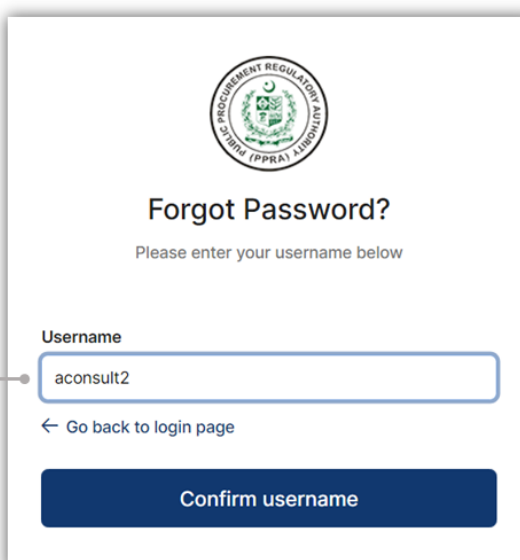
 

[Forgot Password?](#)

Login

- b. System will prompt for your username. Please enter your valid username and Click on Confirm username button to proceed.

Provide valid username to proceed for password change



Public Procurement Regulatory Authority (PPRA) Logo

Forgot Password?

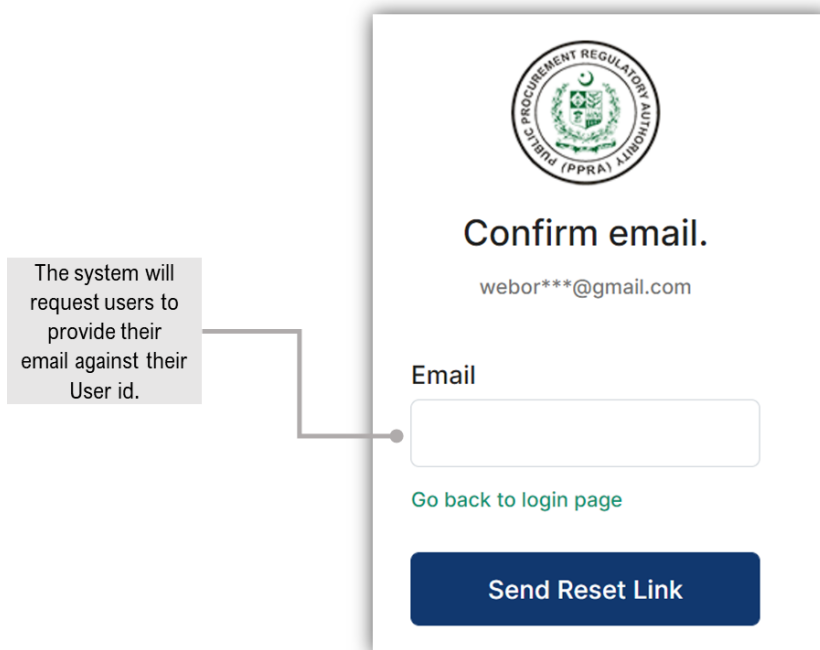
Please enter your username below

Username

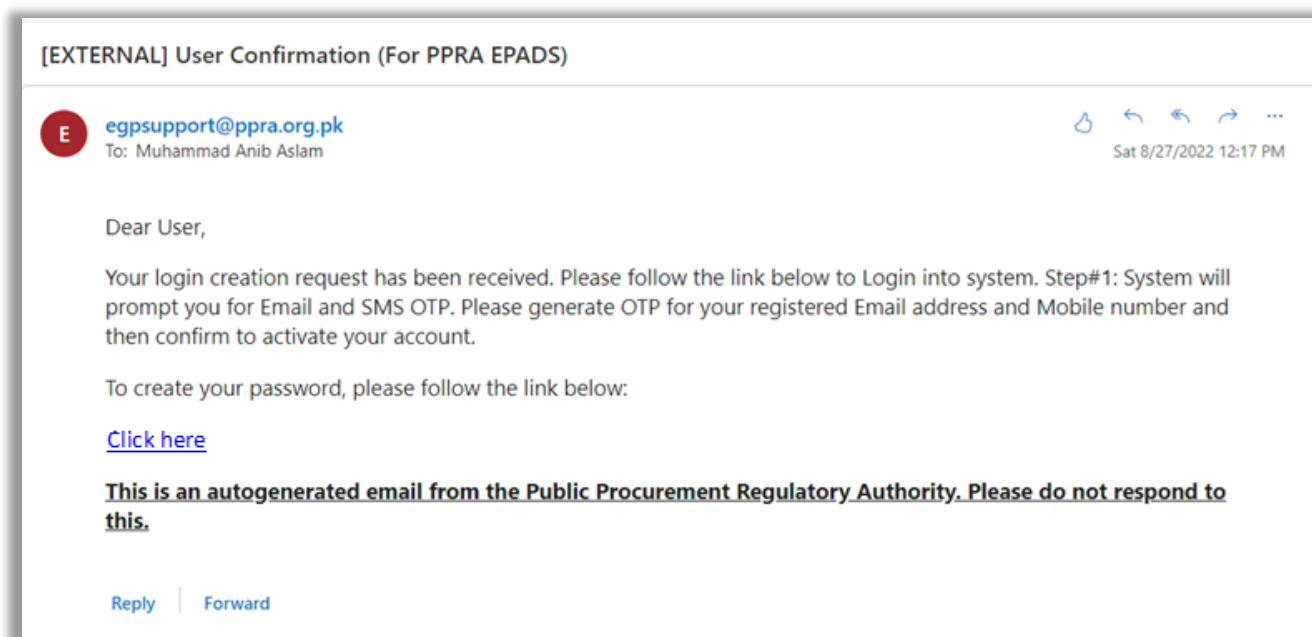
[← Go back to login page](#)

Confirm username

- c. A pop-up screen will appear asking for your system registered email address. Enter your email address and click on Send Reset Link.

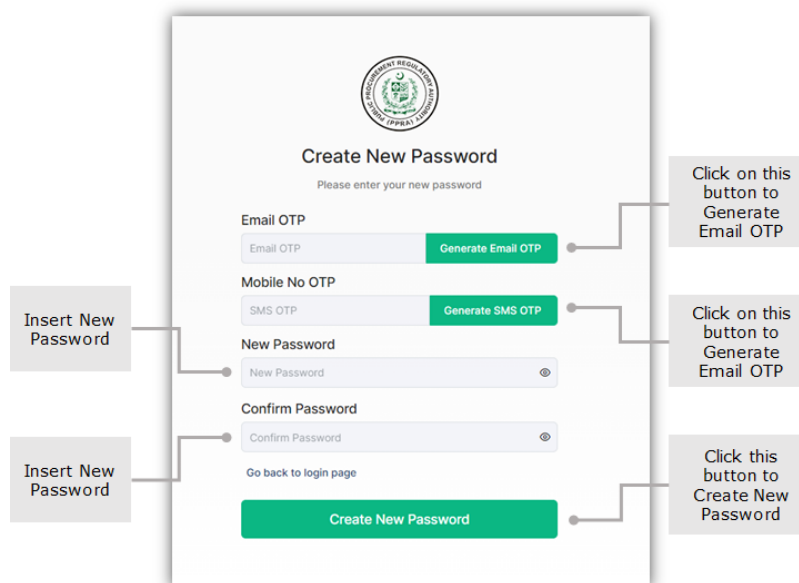


- d. System will send a link to your email address registered within the e-PADS. Click on the link in your email.



- e. System will prompt for One-Time Password (OTP) codes. Click on Generate Email OTP and Generate SMS OTP.

- f. Please set and confirm the new password and click on the Create New Password after entering both the OTPs and click on Create New Password button to complete the process.



Create New Password
Please enter your new password

Email OTP
Email OTP **Generate Email OTP**

Mobile No OTP
SMS OTP **Generate SMS OTP**

New Password
New Password

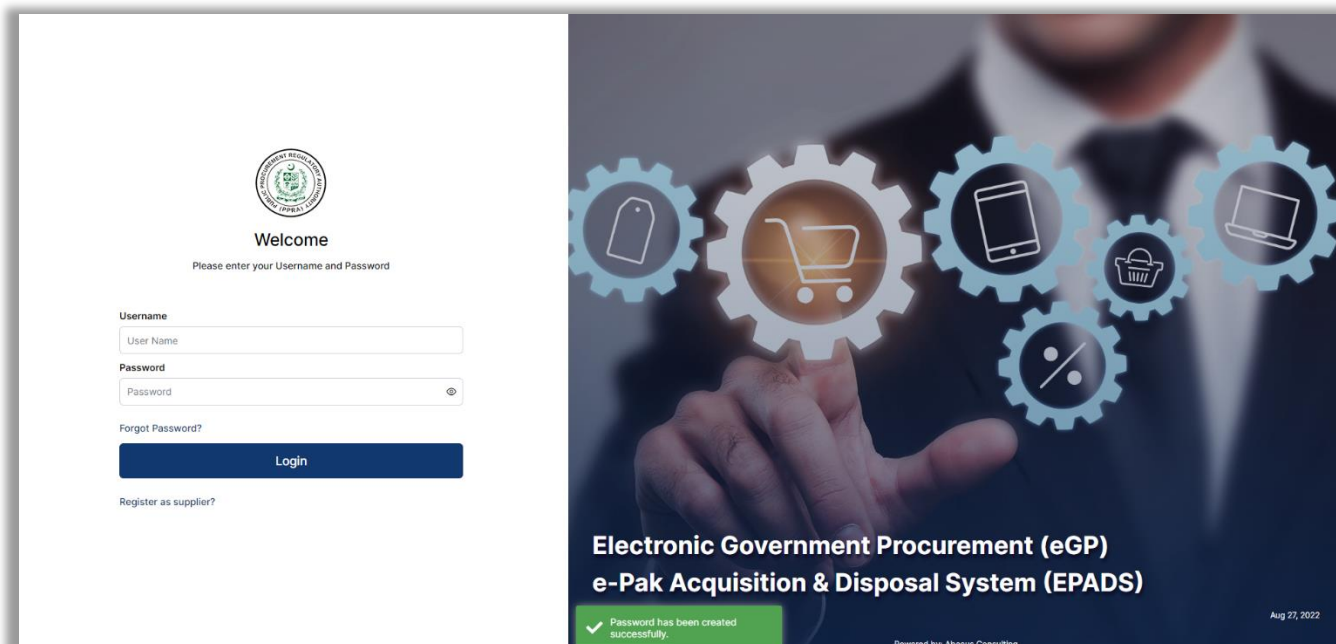
Confirm Password
Confirm Password

Go back to login page

Create New Password

Callouts:
 - Insert New Password (points to New Password field)
 - Insert New Password (points to Confirm Password field)
 - Click on this button to Generate Email OTP (points to Generate Email OTP button)
 - Click on this button to Generate Email OTP (points to Generate SMS OTP button)
 - Click this button to Create New Password (points to Create New Password button)

- g. After clicking on “Create New Password”, a green pop-up notification would appear on the e-PADS login screen that your password has been created successfully.



Welcome
Please enter your Username and Password

Username
User Name

Password
Password

Forgot Password?

Login

Register as supplier?

**Electronic Government Procurement (eGP)
e-Pak Acquisition & Disposal System (EPADS)**

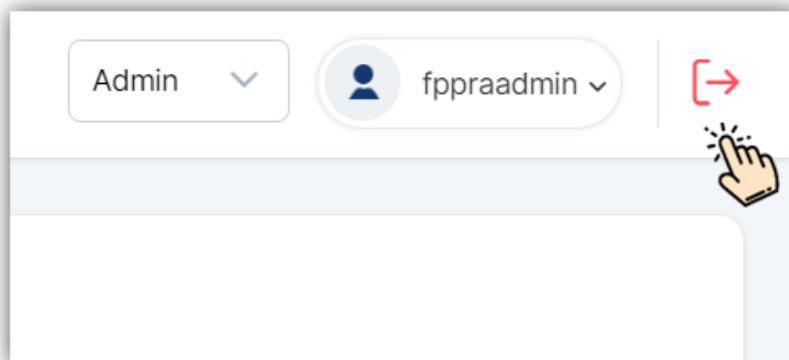
✓ Password has been created successfully.

Aug 27, 2022
Powered by: Abacus Consulting

- h. In case you run into any issue in creating a new password, please contact support@eprocure.gov.pk. The support team will guide you on how to reset the password.

1.4. Logging Out

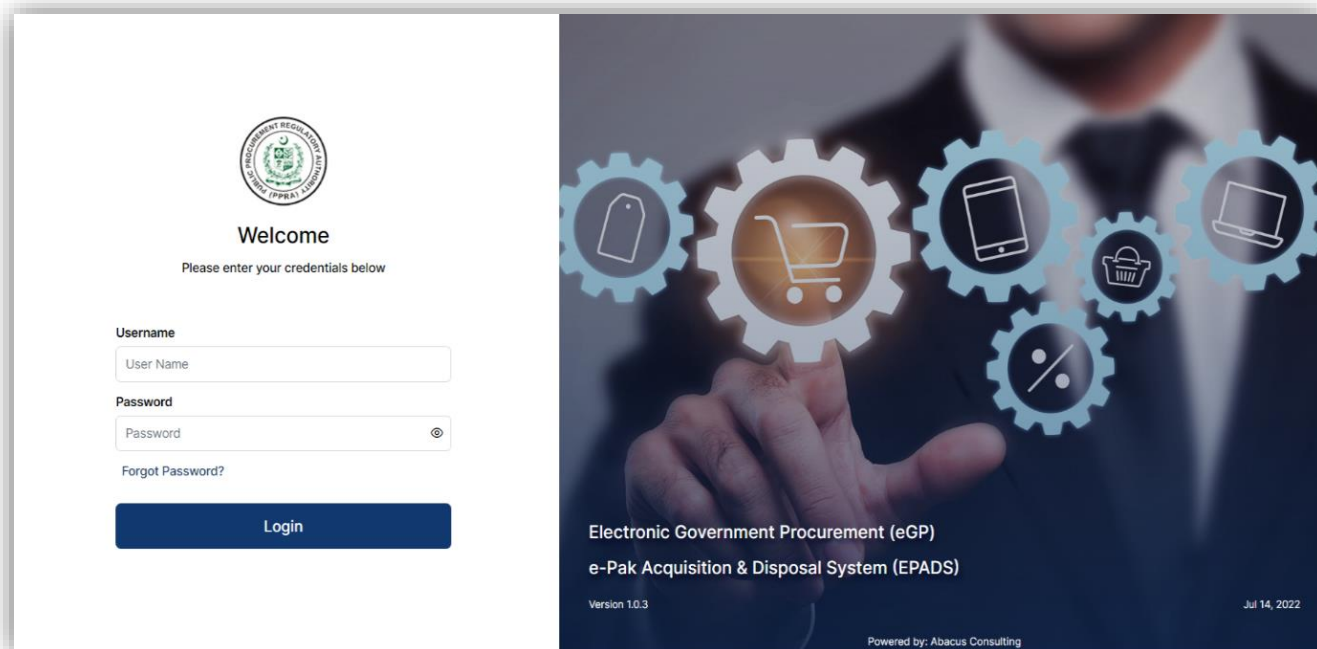
- a. To Log Out of the e-PADS click on the red icon at the top right-corner of the application.



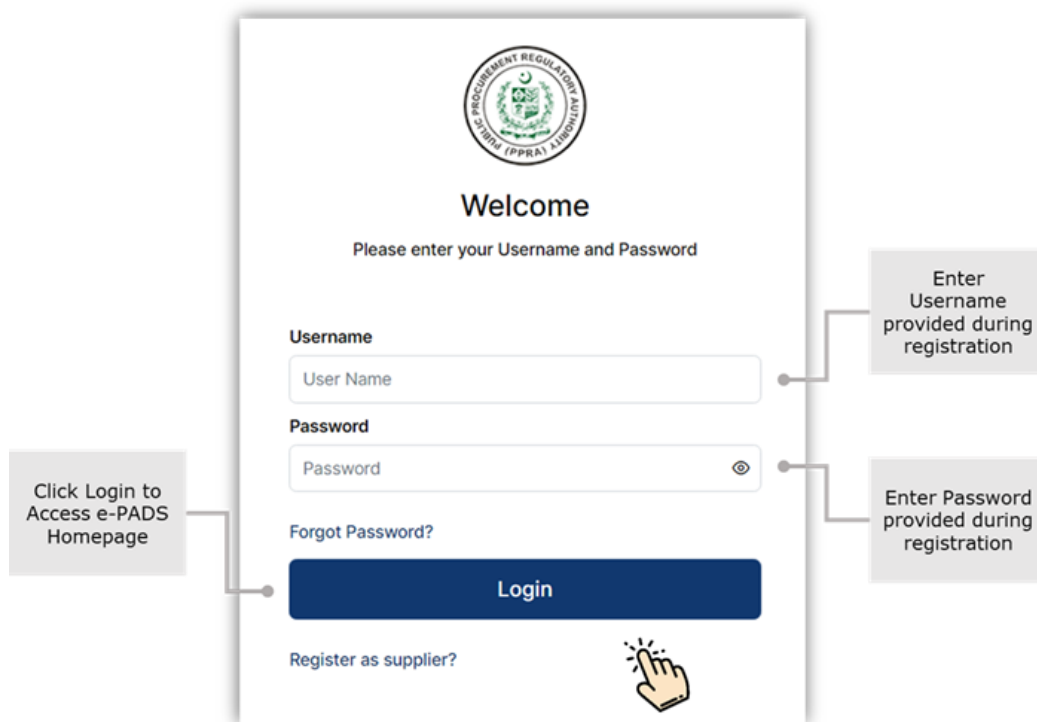
SUPPLIER MANAGEMENT

1.5. Supplier Registration Request

The e-PADS provides functionality to its admin users to manage suppliers' registration request. To manage suppliers' registration request in e-PADS please refer to the following steps:



- a. Enter <https://eprocure.gov.pk> in URL to access E-Pak Acquisition and Disposal System e-PADS login screen.
- b. Please provide your valid Ministry / Department username and password to log-in to the system.



S#1: Input field name:

Possible Values:

[Username](#)

Alphanumeric and Special characters.

Enter Username set at the time of registration.

S#2: Input field name:

Possible Values:

[Password](#)

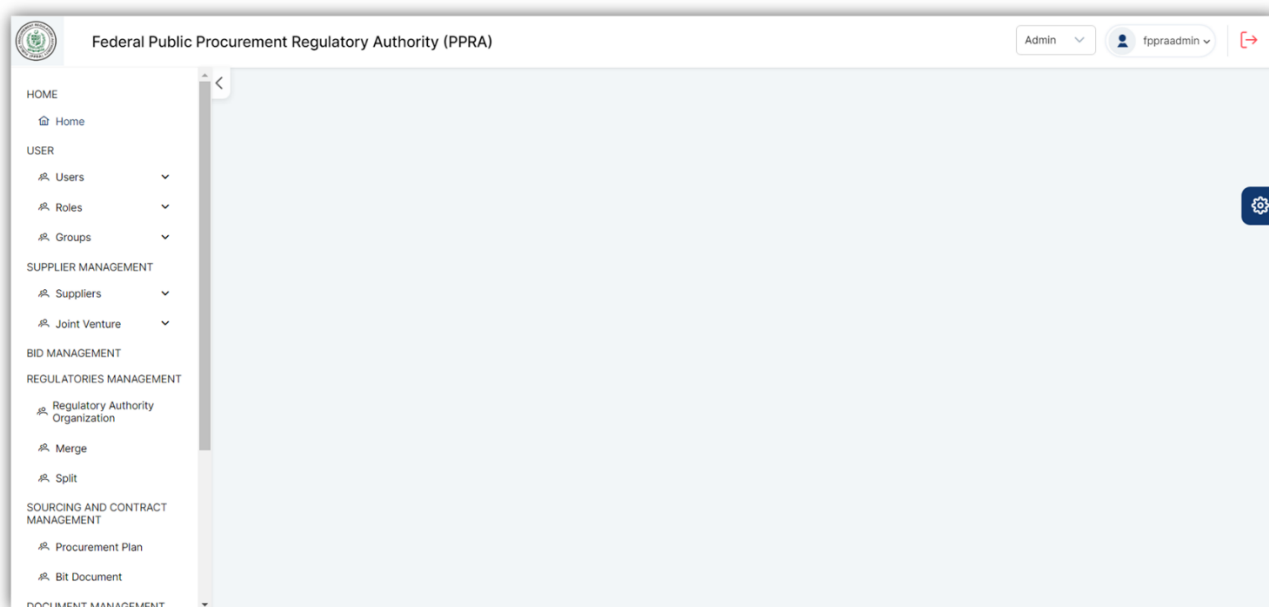
Alphanumeric and Special characters.

Enter Password set at the time of registration.

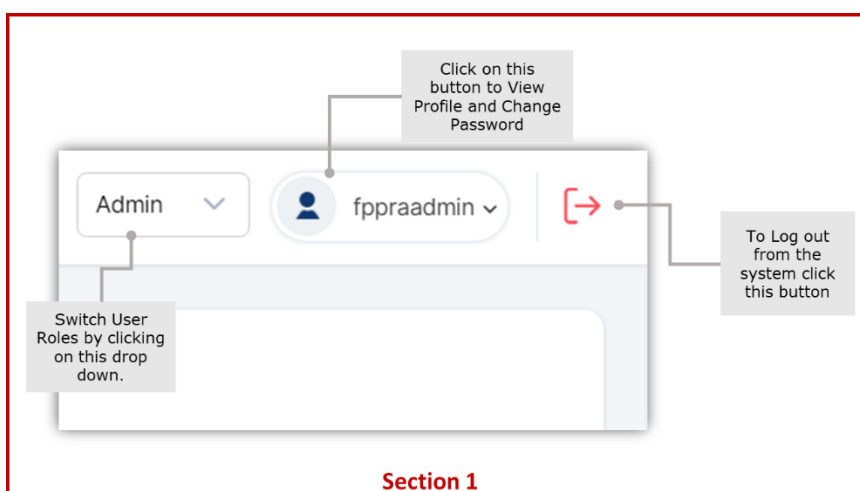
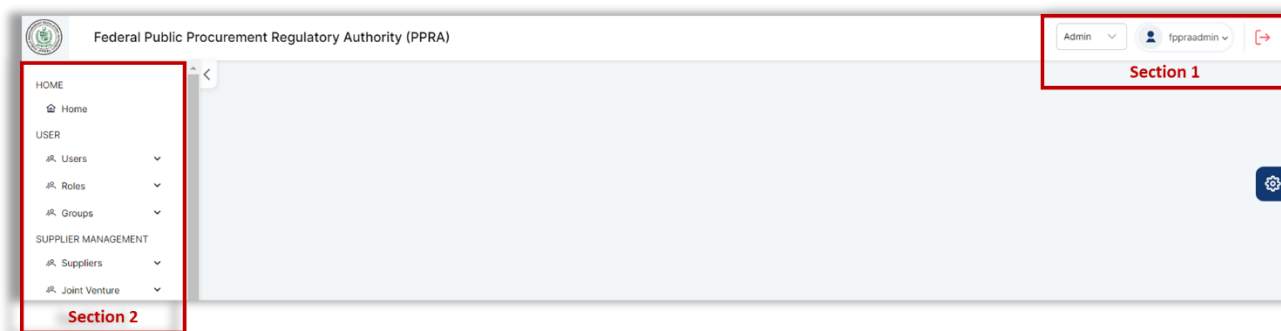
Error Message:


Password is required.

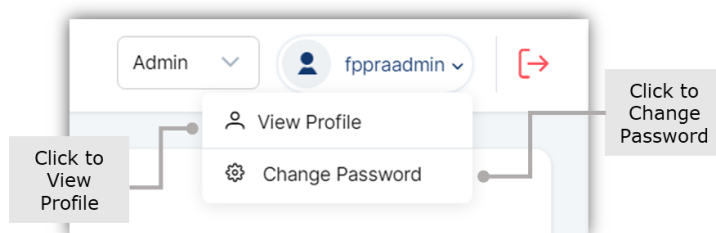
c. After clicking on Login button, you will be successfully directed to E-PADS home page.



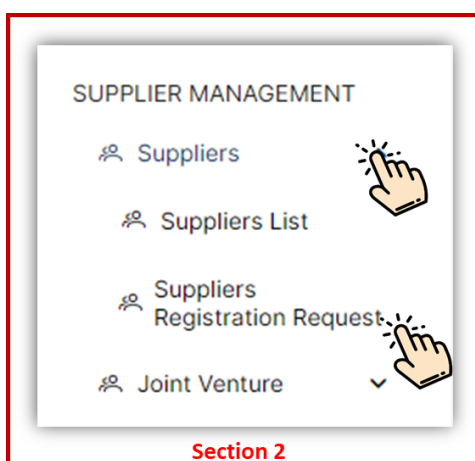
d. For better understanding, the home page is divided into three sections:



1. Users can switch roles from Admin Role dropdown list.
2. Users can edit profile and change password by setting dropdown list.
3. Users can log out by clicking this  button.



- e. Click on Suppliers given in the left pane of the dashboard menu.



f. Click on Suppliers Registration Request, the following screen will appear on the right side of the screen:

Name	Supplier Code	Approve / Reject	View Profile
farrukh company	2022-00076	Approve / Reject	View Profile
Skechers	2022-00137	Approve / Reject	View Profile
Supplier2266	2022-00138	Approve / Reject	View Profile
Meezan	2022-00127	Approve / Reject	View Profile
supplier2255@gmail.com	2022-00124	Approve / Reject	View Profile

g. To Approve/Reject supplier's registration request click on Approve/Reject button given on the left side of the screen:

Name	Supplier Code	Approve / Reject	View Profile
farrukh company	2022-00076	Approve / Reject	View Profile
Skechers	2022-00137	Approve / Reject	View Profile
Supplier2266	2022-00138	Approve / Reject	View Profile
Meezan	2022-00127	Approve / Reject	View Profile
supplier2255@gmail.com	2022-00124	Approve / Reject	View Profile

h. After clicking on Approve/Reject button the following form will appear to the users:

Users are required to select approval status for supplier's registration request.

S#1: Input field name: [Approval Status](#)

Possible Values: Select Value from the dropdown list.

Error Message: This field is required.

Users may provide their remarks regarding approval status

S#2: Input field name: [Approval Status Remarks](#)

Possible Values: Alphanumeric and Special characters.

Approve Supplier ✕

***Approval Status**

Approve ✕ ▾

Approval Status Remarks

Supplier Qualified on the basis of technical and financial capacity.

✓ Save
✕ Reset

✓ Action performed successfully.

- i. After clicking Save, your supplier will be listed in the Approved Supplier.
- j. To view Business Profile of Suppliers please click on View Profile button:

SUPPLIERS REGISTRATION REQUEST

Clear
Rejected Supplier
Approved Supplier

Name ▾ ▾	Supplier Code ▾ ▾	
farrukh company	2022-00076	Approve / Reject View Profile
Skechers	2022-00137	Approve / Reject View Profile
Supplier2266	2022-00138	Approve / Reject View Profile
Meezan	2022-00127	Approve / Reject View Profile
supplier2255@gmail.com	2022-00124	Approve / Reject View Profile

« < 1 2 > »
5 ▾

- k. After clicking on View Profile button, the following screen will appear to the users, the screen is only for user's reference and no changes can be made:

l. To view list of Approved Suppliers please refer to the screen given below:

Name	Supplier Code	Approve / Reject	View Profile
farrukh company	2022-00076	Approve / Reject	View Profile
Skechers	2022-00137	Approve / Reject	View Profile
Supplier2266	2022-00138	Approve / Reject	View Profile
Meezan	2022-00127	Approve / Reject	View Profile
supplier2255@gmail.com	2022-00124	Approve / Reject	View Profile

m. After clicking on Approved Supplier, the following screen will appear to the users:

Approved Suppliers

Search directly by entering supplier name

Search keyword

Name	Supplier Code
QA	2022-00111
Final	2022-00043
Benson Pharma	2022-00070
xing	2022-00105
Abacus Consulting ISL	2022-00152

« < 1 2 3 4 > » 5

n. To view list of Rejected Suppliers please click on Rejected Supplier:

SUPPLIERS REGISTRATION REQUEST

Clear Rejected Supplier Approved Supplier

Search keyword

Name	Supplier Code	Actions
farrukh company	2022-00076	Approve / Reject View Profile
Skechers	2022-00137	Approve / Reject View Profile
Supplier2266	2022-00138	Approve / Reject View Profile
Meezan	2022-00127	Approve / Reject View Profile
supplier2255@gmail.com	2022-00124	Approve / Reject View Profile

« < 1 2 > » 5

o. After clicking on Rejected Supplier, the following screen will appear to the users:

Rejected Suppliers

Search directly by entering supplier name

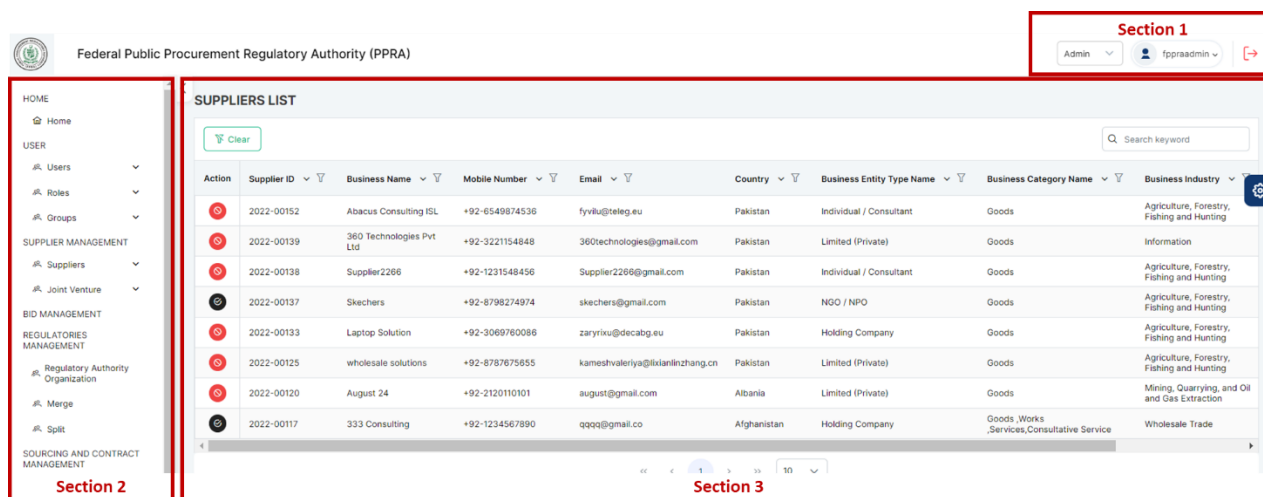
Search keyword

Name	Supplier Code
abc007	2022-00109
abacus96	2022-00103
xing	2022-00105
xing	2022-00105
xing	2022-00105

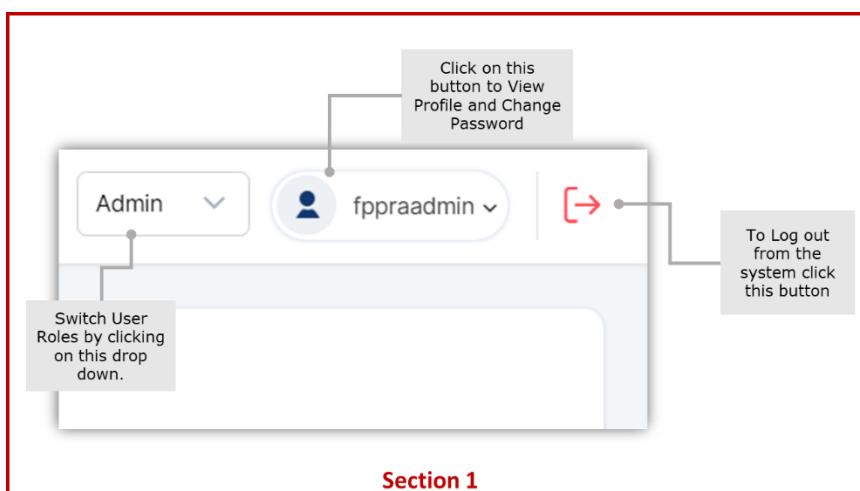
« < 1 2 > » 5


1.6. Supplier Backlisting

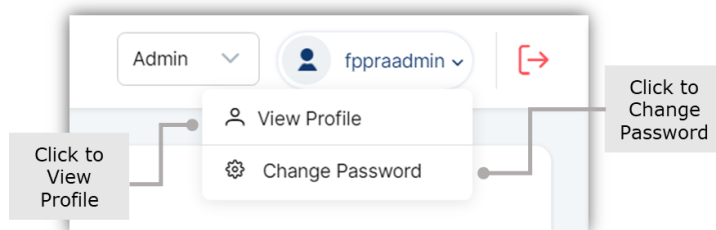
The e-PADS provides functionality to its admin users to blacklist suppliers based on their performance. For better understanding, the home page is divided into three sections:



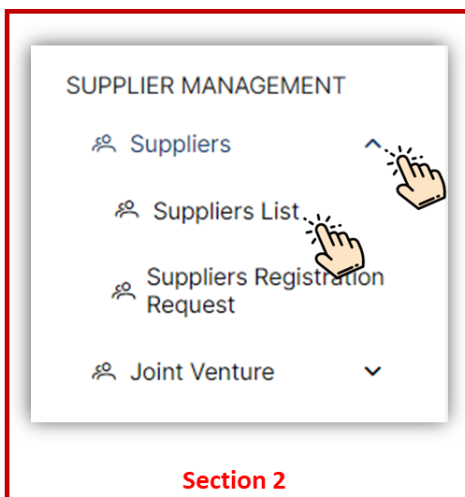
Action	Supplier ID	Business Name	Mobile Number	Email	Country	Business Entity Type Name	Business Category Name	Business Industry
🛑	2022-00152	Abacus Consulting ISL	+92-6549874536	fyvlu@teleg.eu	Pakistan	Individual / Consultant	Goods	Agriculture, Forestry, Fishing and Hunting
🛑	2022-00139	360 Technologies Pvt Ltd	+92-3221154848	360technologies@gmail.com	Pakistan	Limited (Private)	Goods	Information
🛑	2022-00138	Supplier2266	+92-1231548456	Supplier2266@gmail.com	Pakistan	Individual / Consultant	Goods	Agriculture, Forestry, Fishing and Hunting
🛑	2022-00137	Skechers	+92-8798274974	skechers@gmail.com	Pakistan	NGO / NPO	Goods	Agriculture, Forestry, Fishing and Hunting
🛑	2022-00133	Laptop Solution	+92-3089780086	zaryyru@decabg.eu	Pakistan	Holding Company	Goods	Agriculture, Forestry, Fishing and Hunting
🛑	2022-00125	wholesale solutions	+92-8787675655	kameshvaleriya@likianlinzhang.cn	Pakistan	Limited (Private)	Goods	Agriculture, Forestry, Fishing and Hunting
🛑	2022-00120	August 24	+92-2120110101	august@gmail.com	Albania	Limited (Private)	Goods	Mining, Quarrying, and Oil and Gas Extraction
🛑	2022-00117	333 Consulting	+92-1234567890	qqqq@gmail.co	Afghanistan	Holding Company	Goods ,Works ,Services,Consultative Service	Wholesale Trade



1. Users can switch roles from Admin Role dropdown list.
2. Users can edit profile and change password by setting dropdown list.
3. Users can log out by clicking this  button.



e. Click on Suppliers on the dashboard menu.



f. After clicking on Supplier List the following screen will appear on the right side.

SUPPLIERS LIST

Clear Search keyword

Action	Supplier ID	Business Name	Mobile Number	Email	Country	Business Entity Type Name	Business C
	2022-00152	Abacus Consulting ISL	+92-6549874536	fyvilu@teleg.eu	Pakistan	Individual / Consultant	Goods
	2022-00139	360 Technologies Pvt Ltd	+92-3221154848	360technologies@gmail.com	Pakistan	Limited (Private)	Goods
	2022-00138	Supplier2266	+92-1231548456	Supplier2266@gmail.com	Pakistan	Individual / Consultant	Goods
	2022-00137	Skechers	+92-8798274974	skechers@gmail.com	Pakistan	NGO / NPO	Goods
	2022-00133	Laptop Solution	+92-3069760086	zaryrixu@decabg.eu	Pakistan	Holding Company	Goods
	2022-00125	wholesale solutions	+92-8787675655	kameshvaleriya@lixianlinzhang.cn	Pakistan	Limited (Private)	Goods
	2022-00120	August 24	+92-2120110101	august@gmail.com	Albania	Limited (Private)	Goods
	2022-00117	333 Consulting	+92-1234567890	qqqq@gmail.co	Afghanistan	Holding Company	Goods ,Works ,Services,Cons

1 10

Before You Begin...











Fields with asterisk (*) are MANDATORY. Users are REQUIRED to fill these in before proceeding to the next step.

Fields with no asterisk are OPTIONAL Fields. Users may fill these in but they can proceed to the next step without filling them.

g. To Blacklist a supplier please click on red Stop icon given on the right side of the screen.

SUPPLIERS LIST

Clear

Action	Supplier ID	Business Name	Mobile Number	Email	Country	Business Entity Type Name	Business C
	2022-00152	Abacus Consulting ISL	+92-6549874536	fyvilu@teleg.eu	Pakistan	Individual / Consultant	Goods
	2022-00139	360 Technologies Pvt Ltd	+92-3221154848	360technologies@gmail.com	Pakistan	Limited (Private)	Goods
	2022-00138	Supplier2266	+92-1231548456	Supplier2266@gmail.com	Pakistan	Individual / Consultant	Goods
	2022-00137	Skechers	+92-8798274974	skechers@gmail.com	Pakistan	NGO / NPO	Goods
	22-00133	Laptop Solution	+92-3069760086	zaryrixu@decabg.eu	Pakistan	Holding Company	Goods
	2022-00125	wholesale solutions	+92-8787675655	kameshvaleriya@lixianlinzhang.cn	Pakistan	Limited (Private)	Goods
	2022-00120	August 24	+92-2120110101	august@gmail.com	Albania	Limited (Private)	Goods
	2022-00117	333 Consulting	+92-1234567890	qqqq@gmail.co	Afghanistan	Holding Company	Goods , Works , Services, Cons

1 10

h. After clicking on the Blacklisting icon  , the following form will appear to the users:

BLACKLIST SUPPLIER ✕

***Blacklist Type** ⓘ

Please select ▾

***Requested By (PA)** ⓘ

Please select ▾

***Requested Date** ⓘ ***Letter Number** ⓘ

DD-MM-YYYY XXXXXXXXXXXXXXXX

Supporting Document ⓘ

No file chosen

Reason ⓘ **Status** ⓘ

Please select ▾ Please select ▾

Procurement Category ⓘ **Cross Debarment** ⓘ

Please select ▾ No

*** From Date** ⓘ ***To Date** ⓘ

DD-MM-YYYY DD-MM-YYYY

Close
Save & Submit

Click on Cancel to discard task

Click on Save & Submit to Add to Blacklist.

***Blacklist Type** ⓘ

Please select ▾

Temporary

Permanent

The Admin must select they type of blacklist.

S#1: Input field name:

[Blacklist Type](#)

Possible Value:

Select value from the dropdown list.

Error Message:

Please select blacklist type.

Tool Tip:

Please select from the list.

Users are required to select the procuring agency that requested the blacklist.

- S#2: Input field name:** [Requested By \(PA\)](#)
- Possible Value: Select value from the dropdown list.
- Error Message: Please select requested by (PA)
- Tool Tip: Please select from the list.

Users are required to provide requested date for blacklisting.

- S#3: Input field name:** [Requested Date](#)
- Possible Value: Select date from the calendar or enter manually.
- Error Message: Please select requested date.
- Tool Tip: Please enter date in DD-MM-YY format.

Users are required to enter letter number issued for blacklisting.

- S#4: Input field name:** [Letter Number](#)
- Possible Value: Alphanumeric and Special Characters only.
- Error: Letter number is required.
- Tool Tip: Alphanumeric and Hyphen are allowed.

Users may upload supporting document as an attachment.

- S#5: Input field name:** [Supporting Document](#)
- Possible Value: Upload an attachment.
- Tool Tip: Only Jpeg, Jpg or png file is allowed.

Users are required to select the reason for blacklisting.

S#6: Input field name:

[Reason](#)

Possible Value:

Select value from the dropdown list.

Tool Tip:

Please select from the list.

Users are required to select the status of blacklisting.

S#7: Input field name:

[Status](#)

Possible Value:

Select value from the dropdown list.

Tool Tip:

Please select from the list.

Users are required to select the procurement category.

S#8: Input field name:

[Procurement Category](#)

Possible Value:

Select value from the dropdown list.

Tool Tip:

Please select from the list.

Users are required to cross debarment.

S#9: Input field name:

[Cross Debarment](#)

Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.

Users are required to select date for the commencement period of blacklisting.

S#10: Input field name:

[From Date](#)

Possible Value:

Select date from the calendar or enter manually.

Error Message:

Please select FROM date.

Tool Tip: Please enter date in DD-MM-YY format.

Users are required to select date for the ending period of blacklisting.

S#11: Input field name: *As a Whole or Package*

Possible Value: Select date from the calendar or enter manually.

Error Message: Please select TO date.

Tool Tip: Please enter date in DD-MM-YY format.

- i. After the users have filled out Blacklist Supplier form, click on Save and Submit button given on the bottom right of the screen and a black icon will appear to the left side of the supplier's name, confirming that the supplier has been blacklisted. Please refer to the screen below:

SUPPLIERS LIST

Clear Search keyword

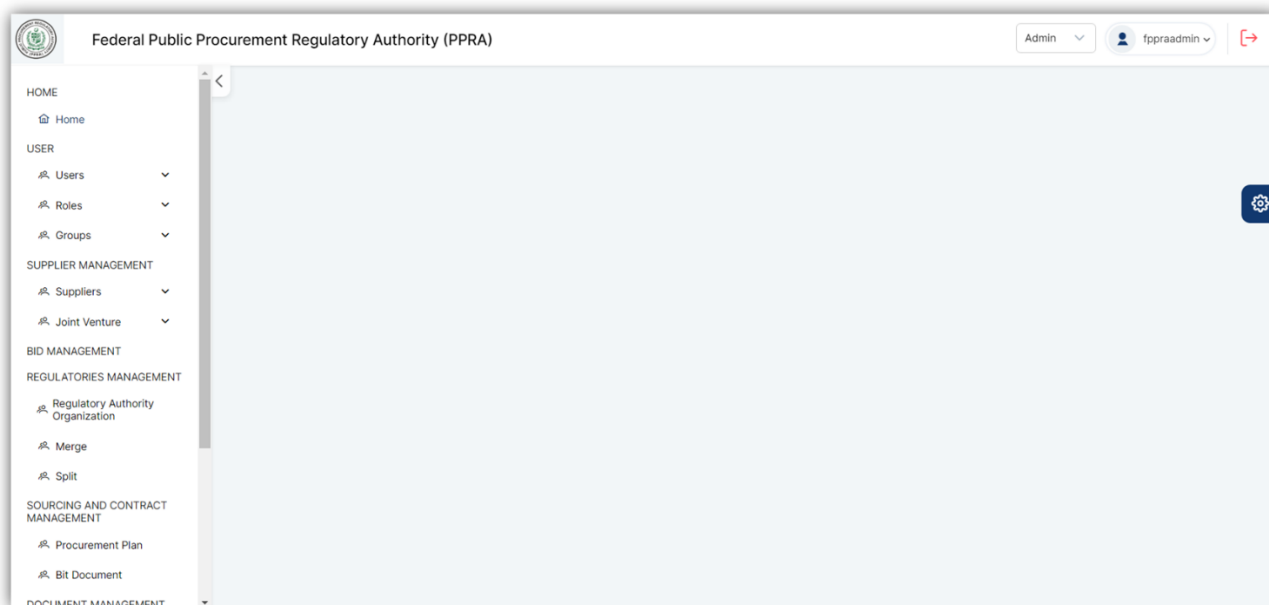
Action	Supplier ID	Business Name	Mobile Number	Email	Country	Business Entity Type Name	Business Category Name	Business
	2022-00152	Abacus Consulting ISL	+92-6549874536	fyvitu@teleg.eu	Pakistan	Individual / Consultant	Goods	Agriculture, Fishing & Forestry
	2022-00139	360 Technologies Pvt Ltd	+92-3221154848	360technologies@gmail.com	Pakistan	Limited (Private)	Goods	Information & Communication
	2022-00138	Supplier2266	+92-1231548456	Supplier2266@gmail.com	Pakistan	Individual / Consultant	Goods	Agriculture, Fishing & Forestry
	2022-00137	Skechers	+92-8798274974	skechers@gmail.com	Pakistan	NGO / NPO	Goods	Agriculture, Fishing & Forestry
	2022-00133	Laptop Solution	+92-3069760086	zaryrixu@decabg.eu	Pakistan	Holding Company	Goods	Agriculture, Fishing & Forestry
	2022-00125	wholesale solutions	+92-8787675655	kameshvaleriya@lixianlinzhang.cn	Pakistan	Limited (Private)	Goods	Agriculture, Fishing & Forestry
	2022-00120	August 24	+92-2120110101	august@gmail.com	Albania	Limited (Private)	Goods	Mining, Quarrying & Gas Extraction
	2022-00117	333 Consulting	+92-1234567890	qqqq@gmail.co	Afghanistan	Holding Company	Goods, Works, Services, Consultative Service	Wholesale & Retail Trade

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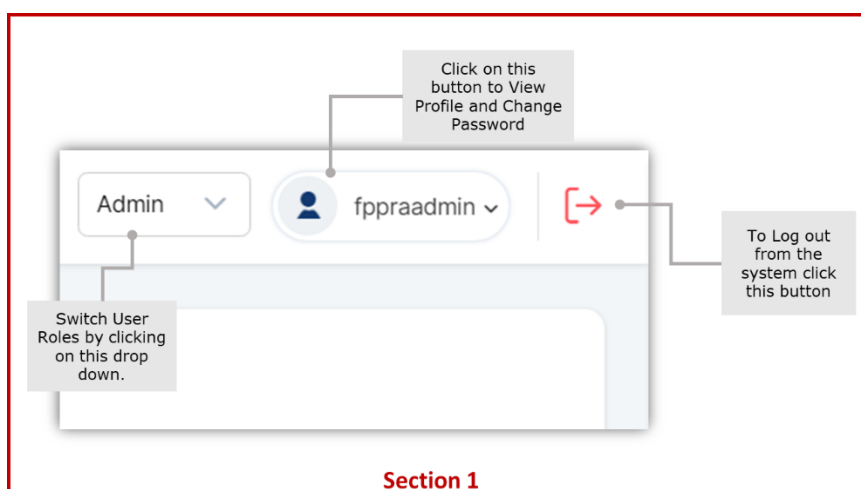
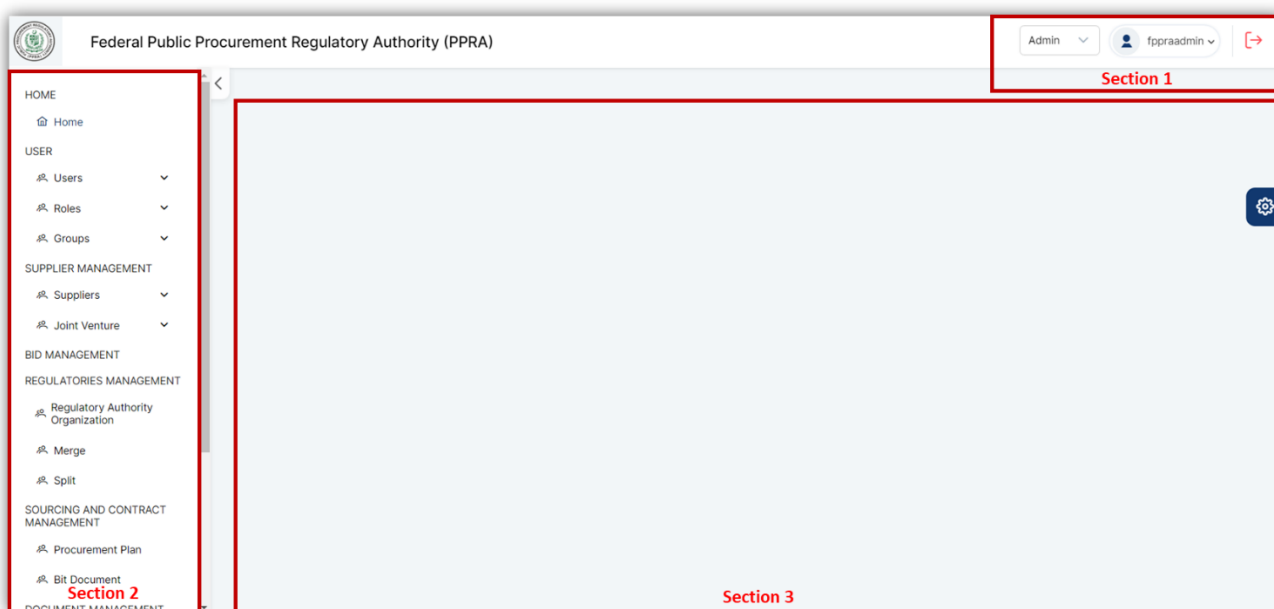
1.7. Joint Ventures Registration Request


The e-PADS provides functionality to its admin users to manage suppliers joint venture registration request. To manage suppliers joint venture registration request in e-PADS please refer to the following steps:

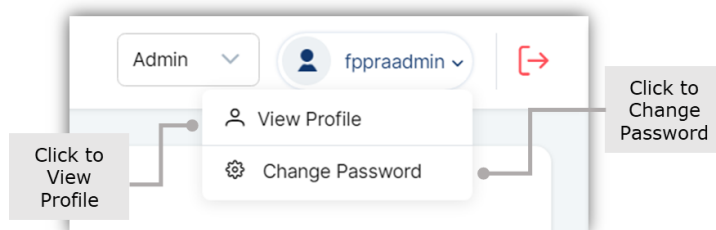
- a. After clicking on Login button, you will be successfully directed to E-PADS home page.

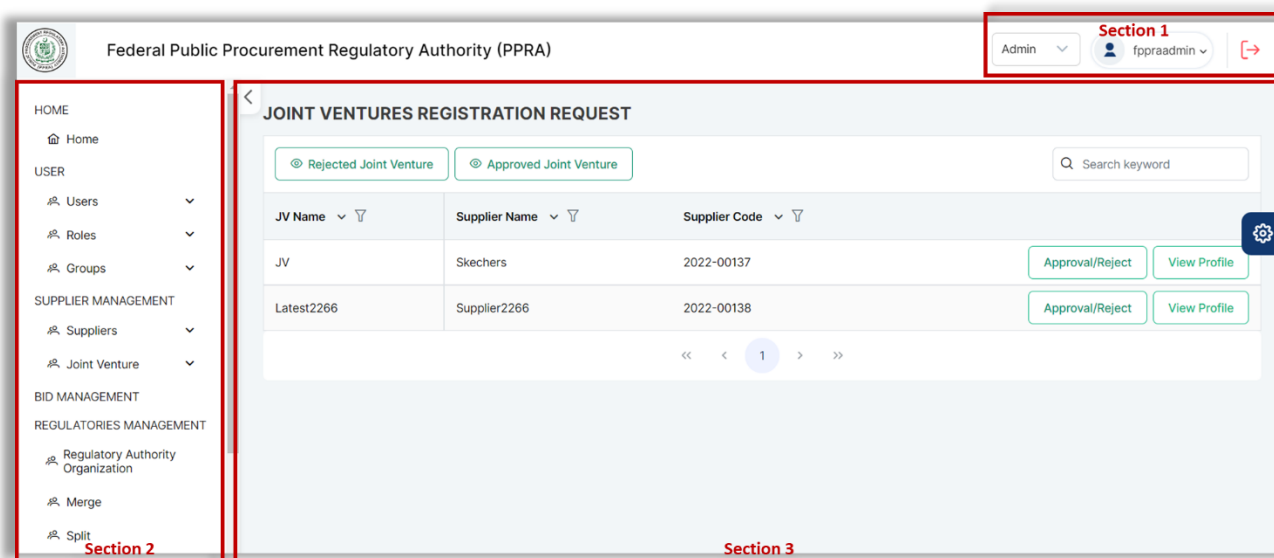


- d. For better understanding, the home page is divided into three sections:

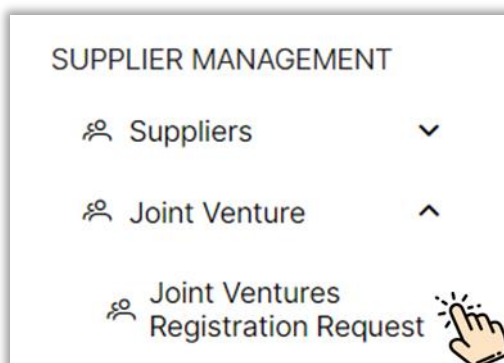


1. Users can switch roles from Admin Role dropdown list.
2. Users can edit profile and change password by setting dropdown list.
3. Users can log out by clicking this  button.

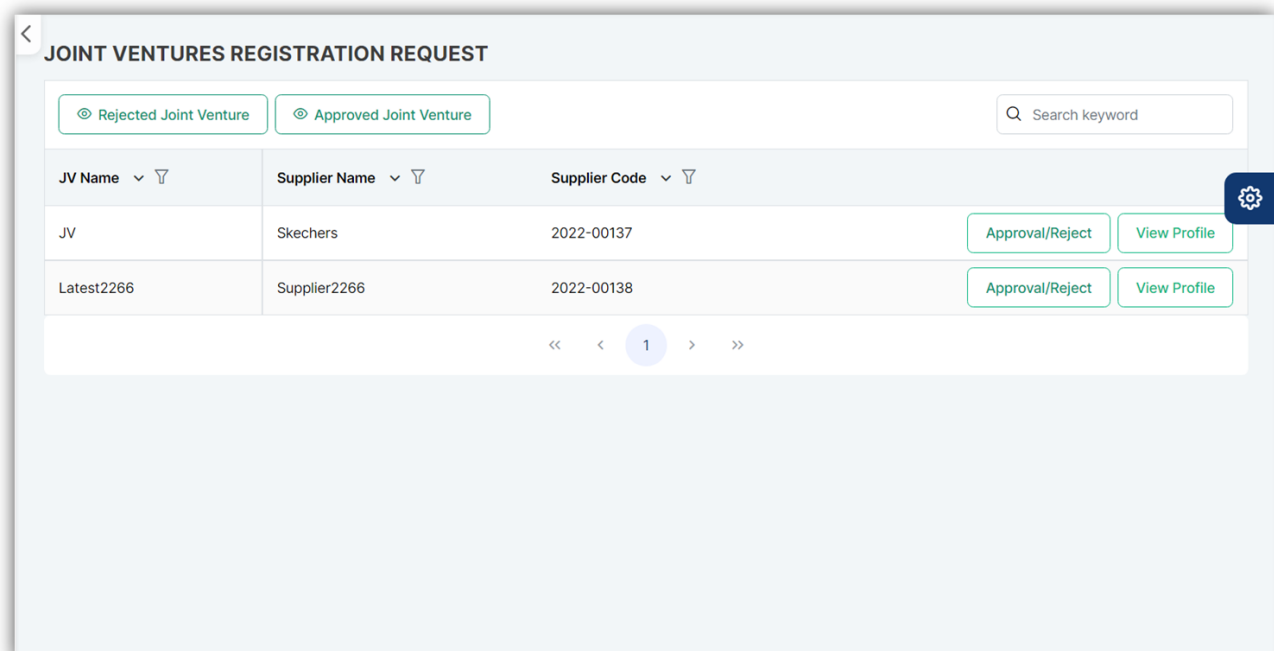




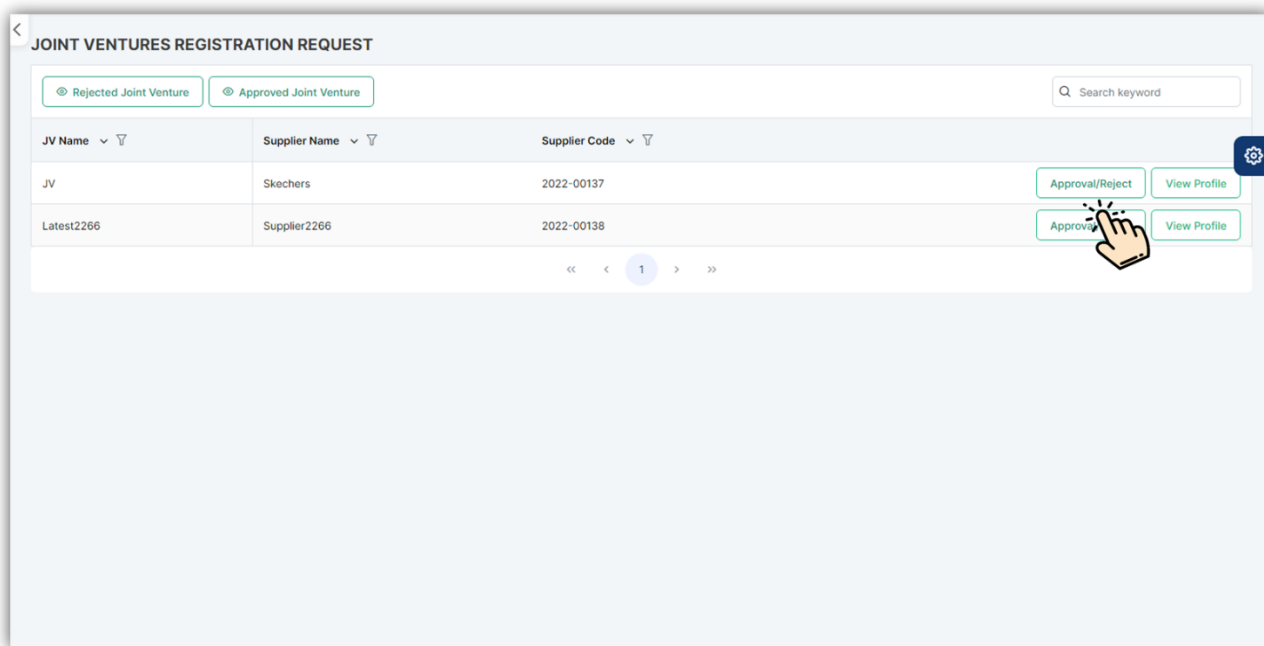
e. Click on Joint Venture menu in the left pane dashboard.



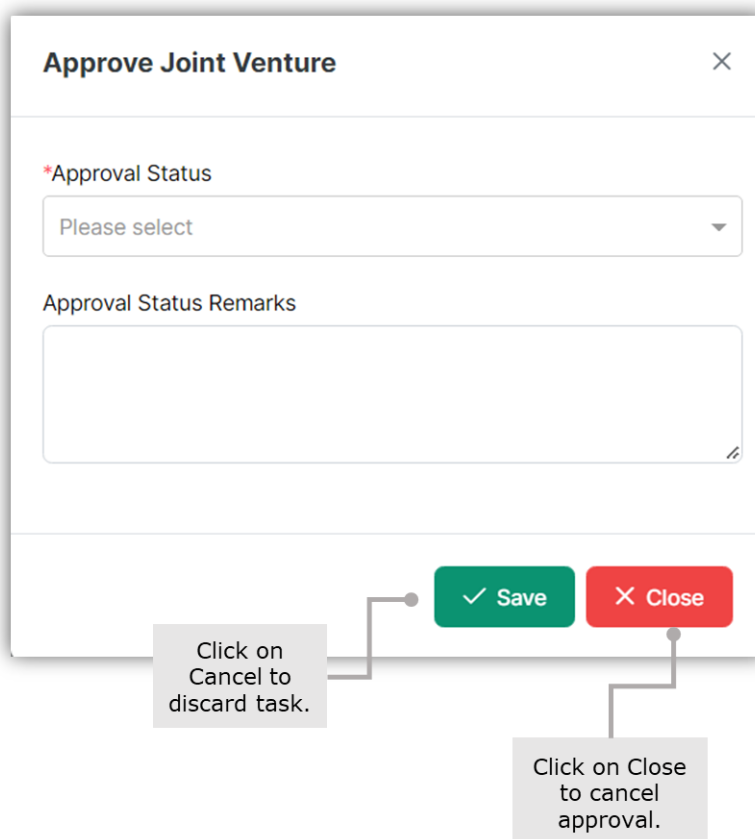
f. Click on Joint Ventures Registration Request, the following screen will appear on the right side of the screen:

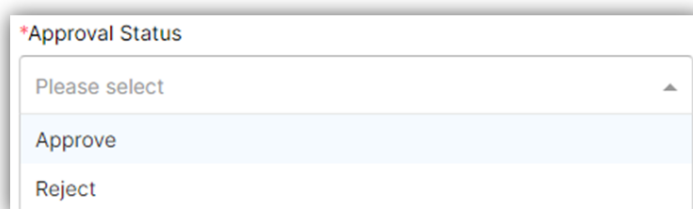


g. To Approve/Reject joint ventures registration request click on Approve/Reject button given on the left side of the screen:



h. After clicking on Approve/Reject button the following form will appear to the users:





*Approval Status

Please select

Approve

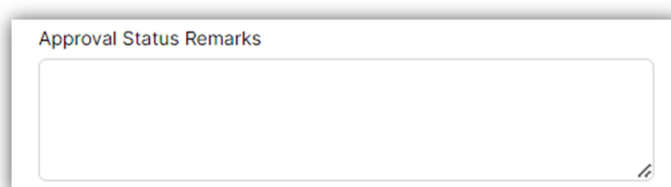
Reject

Users are required to select approval status for joint venture registration request.

S#1: Input field name: Approval Status

Possible Values: Select Value from the dropdown list.

Error Message: This field is required.

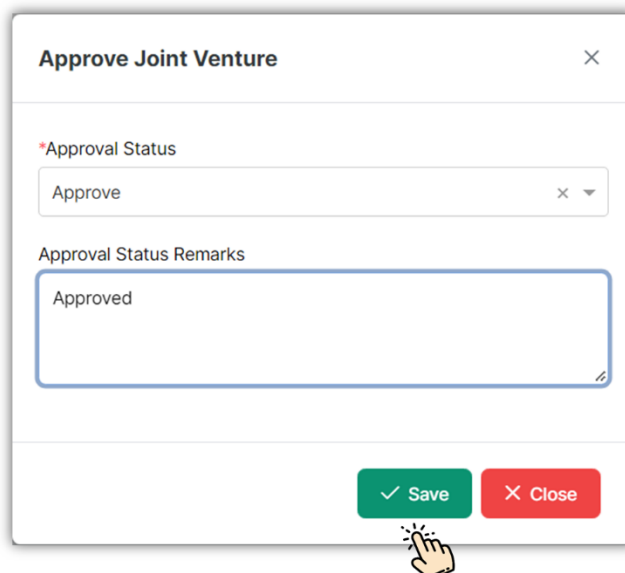


Approval Status Remarks

Users may provide their remarks regarding approval status

S#2: Input field name: Approval Status Remarks

Possible Values: Alphanumeric and Special characters.



Approve Joint Venture [Close]

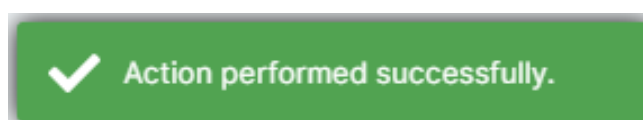
*Approval Status

Approve [Close]

Approval Status Remarks

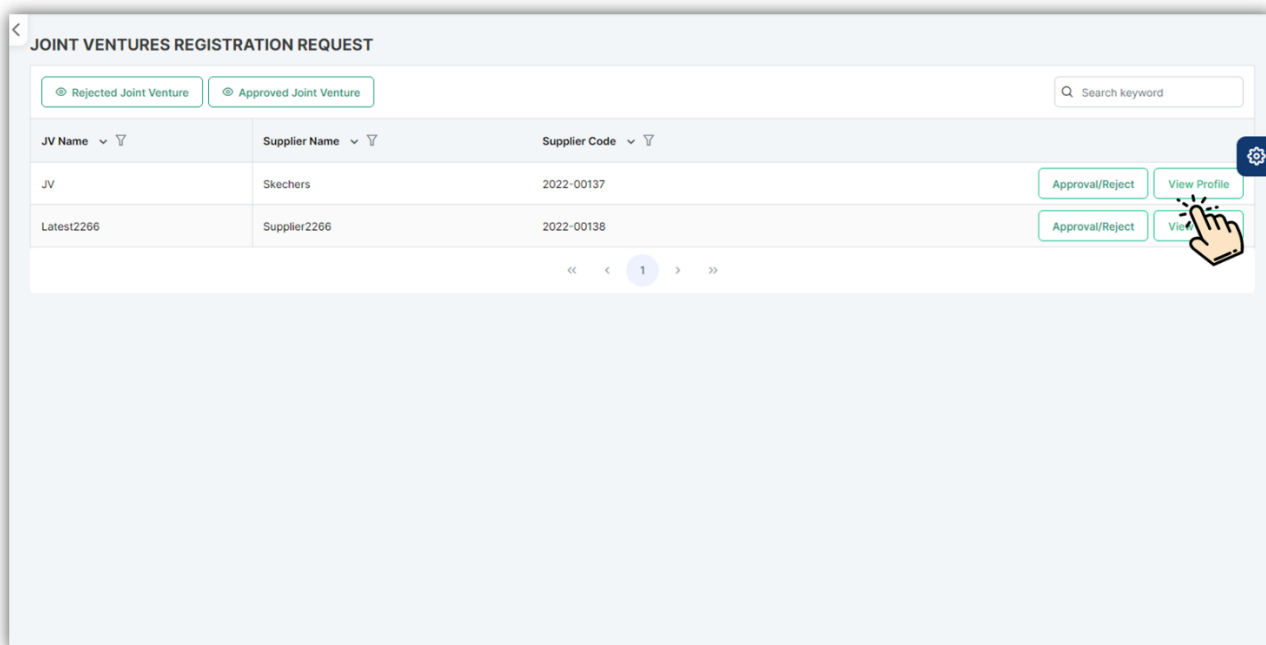
Approved

[Save] [Close]

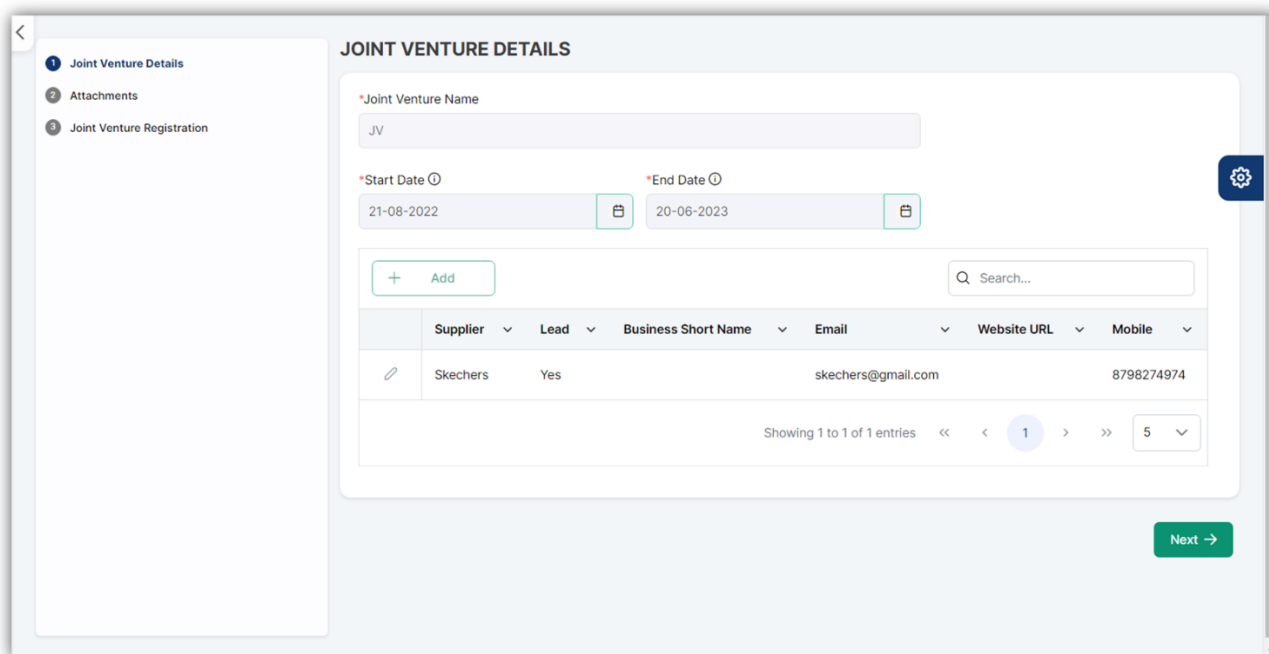


✓ Action performed successfully.

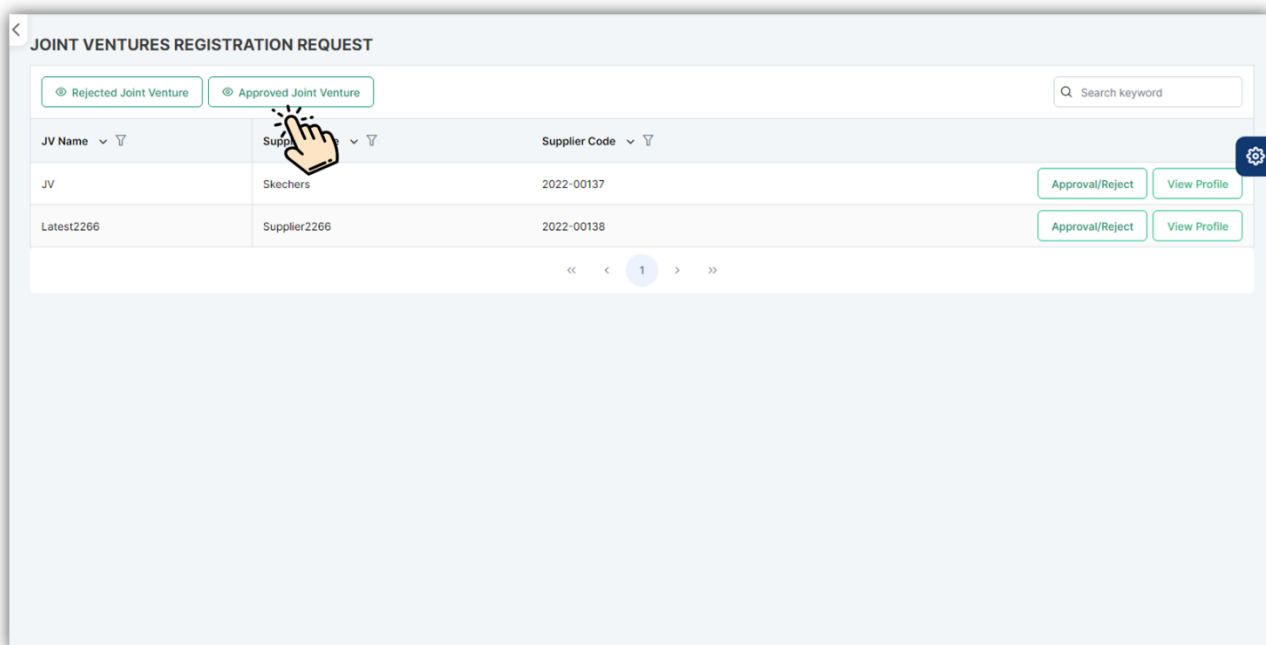
- i. After clicking Save, the supplier's joint venture will listed in Approved Joint Venure.
- j. To view Business Profile of Joint Venture please click on View Profile button:



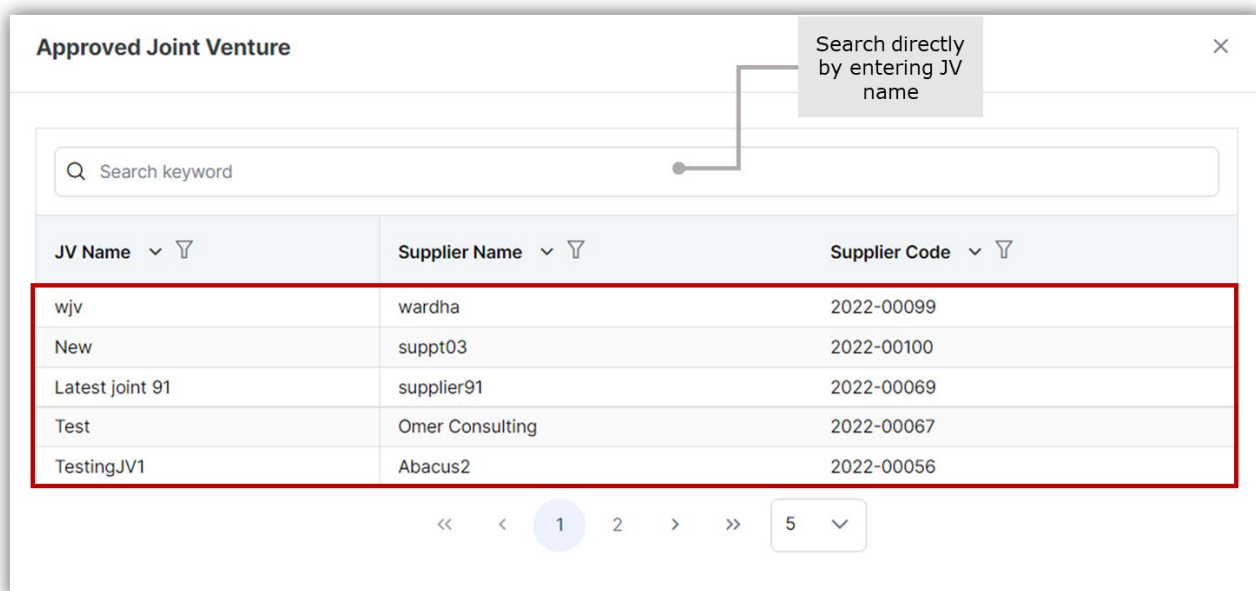
k. After clicking on View Profile button, the following screen will appear to the users, the screen is only for user's reference and no changes can be made:



l. To view list of Approved Joint Ventures please refer to the screen given below:



m. After clicking on Approved Joint Ventures, the following screen will appear to the users:



n. To view list of Rejected Joint Ventures please click on Rejected Joint Ventures button:

JOINT VENTURES REGISTRATION REQUEST

Rejected Joint Venture
 Approved Joint Venture

JV Name	Supplier Name	Supplier Code	
JV	Skechers	2022-00137	<input type="button" value="Approval/Reject"/> <input type="button" value="View Profile"/>
Latest2266	Supplier2266	2022-00138	<input type="button" value="Approval/Reject"/> <input type="button" value="View Profile"/>

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o. After clicking on Rejected Joint Venture, the following screen will appear to the users:

Rejected Joint Venture ×

Search directly by entering JV name

JV Name	Supplier Name	Supplier Code
Latest	abacus96	2022-00103
hjpgjv	Final	2022-00043
Danish	supplier91	2022-00069
New JV	Alfiah	2022-00128

« < 1 > »

TRAINING EVALUATION FORMS

2

for e-Pak Acquisition and Disposal System

TRAINER'S POST-TEST EVALUATION FORM

Name: _____	Date: _____	Time: _____
Course Provider: _____		
Course Title: _____		
Trainer: _____	Venue: _____	

1. Did you:		
Find the objectives relevant?	Yes	No
Find the content generally appropriate?	Yes	No
Find the conduct of the facilitators appropriate?	Yes	No
Find that your expectations had been met?	Yes	No
Consider any part of the training particularly not relevant/not useful?	Yes	No
Think that some topics should be added to the course?	Yes	No
Enjoy any specific training methods?	Yes	No
Like the composition of the group?	Yes	No
Consider the facilities adequate?	Yes	No
Consider the administrative support adequate?	Yes	No
2. What important changes do you recommend to any of the elements noted above?		



TRAINING EVALUATION FORM

Name: _____	Date: _____	Time: _____
Course Provider: _____		
Course Title: _____		
Trainer: _____		Venue: _____

2.1. Course Effectiveness

Given below are rankings for course content, performance of facilitators and relevance of the session to your job. By referring to the learning objectives which were given at the beginning of each session, please rate the degree to which the session subject matter helped you to understand the subject (circle).

Note:

1 = Poor

2 = Fair

3 = Good

4 = Very Good

5 = Excellent

Sr. No.	Subject	Content	Performance	Relevance
1.	Supplier Management	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

2.2. Other Information

1.	Training method Used	1 2 3 4 5
2.	Participants' involvement	1 2 3 4 5
3.	Handouts/Training materials	1 2 3 4 5
4.	Time Allocations	1 2 3 4 5
5.	Sequencing of sessions	1 2 3 4 5
6.	Meeting of your expectations	1 2 3 4 5
7.	Selection/composition of participants	1 2 3 4 5
8.	Length/duration of the course	1 2 3 4 5
9.	Facilities/seating arrangements	1 2 3 4 5
10.	What changes would you recommend to any of the elements noted in B(1-10) above?	

2.3. Quiz

1.	What are the essential elements of Supplier Management Process? a. Supplier Registration Request b. Supplier Blacklisting c. JV Registration Request d. All of the above e. None of the Above
2.	Who can approve Supplier Registration? a. PPRA Admin b. Department Admin c. Both PPRA and Department Admins
3.	Does the system allow for Blacklisting Suppliers? a. Yes b. No
4.	Can the system admins view Supplier Profiles? a. Yes b. No
5.	Can the system admin edit Supplier Profiles? a. Yes b. No

e-Pak Acquisition and Disposal System (e-PADS)