#### **Purchase Order**

Page 1 of 2 29/04/2024 18:19:22

#### Order Number : BLR/PO/24-25/000011 Supplier Code : RV232418621 [ VEND0023 ]

Supplier Detail	Shipped Location	Invoice Location	Corporate Address
FRESH & HONEST CAFE LTD			BLR LOUNGE SERVICES PRIVATE LIMITED
7, Abdul Rasul Avenue,,,India Order Address Code :		GSTIN No :	1St Floor, Block A South Wing, Shiv Sagar Estate, Dr. Annie Besant Road, Worli, Mumbai Suburban, Maharashtra, 400018
			Comp GST No : 29AAICB4881B1ZM
PAN No : <b>AAACF1516H</b> Supplier GST No : <b>29AAACF1516H1ZW</b> Supplier Contact No : Contact Person Name : Supplier Email : <b>abc@gmail.com</b>	Cost Center Code : 91130001 Cost Center Name : Supply Chain and Procurement Project ID : PO Category : F&B Purchase	Payment Term :	PO Creation Date : 15/04/2024 PO Approval Date : 0 PO Currency : INR Buyer Name : Test Buyer 1
	them Description Pur Oty	Popio Poto Dial(	

,	SNo	Item Code	HSN\SAC Code	Item Name	Item Description	Pur. Grp.	Qty	UOM	Basic Rate	Dis%	Net Rate	Total Amount	GrossTotal Amount
	1	PULVERIZER J.		EACH	test	A01	1.00	Each	250.00	0	<mark>250</mark> .00	250.00	250.00
	2	CCTV Hard Disl		6TB CCTV Hard Disk	Western 6TB CCTV Hard Disk	C01	10.00	NOS	1,500.00	0	<mark>1,500</mark> .00	15,000.00	15,000.00

Total Qty : 11.00

Total Taxable Amount15,250.00Total Other Charges0.00GST Amount0.00Grand Total PO Amount15,250.00

Amount In Words : Rupees Fifteen Thousand Two Hundred Fifty Only

Remarks :

Standard Terms And Condition :

Completion / Delivery TimeLine :

Mobilization Date :

Defects Liability Period :

**Retention Percentage :** 0

	Escalation Buyer Detail					
Name Mobile No. Email - ID						

#### Disclaimer :

Point 1: Unless informed to us it is assumed that you are not registered as MSME with the respective government authority. If you have not yet provided the MSME details along with proof kindly provide the same at the earliest. Alternatively once you get registered then provide us relevant proof to update our records.

Point 2 : Supplier is requested to acknowledge or decline the order within 24 hours or else it would be considered as accepted.



# SIGNODE

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#### **ProcureSENS**

#### **The Next Generation eProcurement Solution**

**Supplier Portal Manual** 

## **E-Procurement Supplier Portal**

- E-Procurement is a collaborative application that links SIGNODE Suppliers with internal functional departments.
- Supplier portal is a component of the Safal's E-Procurement Solution that enables business transactions between SIGNODE Businesses and its Suppliers through internet.
- E-Procurement has to be the key tool to **"extend"** the company to Suppliers.
- This provides Suppliers with ability to use a standard web browser to directly access information and enter business transactions in a secure, self-service environment.
- This enables SIGNODE Suppliers to communicate with SIGNODE Buyers and collaborative departments for online sourcing process.



# Major Benefits of E-Procurement Solution

- Supplier Profile Management
- Online RFQ process specifies the buyer's needs and guides potential suppliers to submit a proposal which proposes how and what they would deliver to match the buyer's requirements.
- Online Auction specifies the Live Bidding and Transparent Negotiations.
- View and Download Purchase Order
- Real time notifications for RFQ & Auction activities
- Single platform for overall communication



# **RFQ & Auction**

#### This document can help Suppliers to understand



Access the RFQ and Auction invitation



**Response to Technical Bid and T&C** 



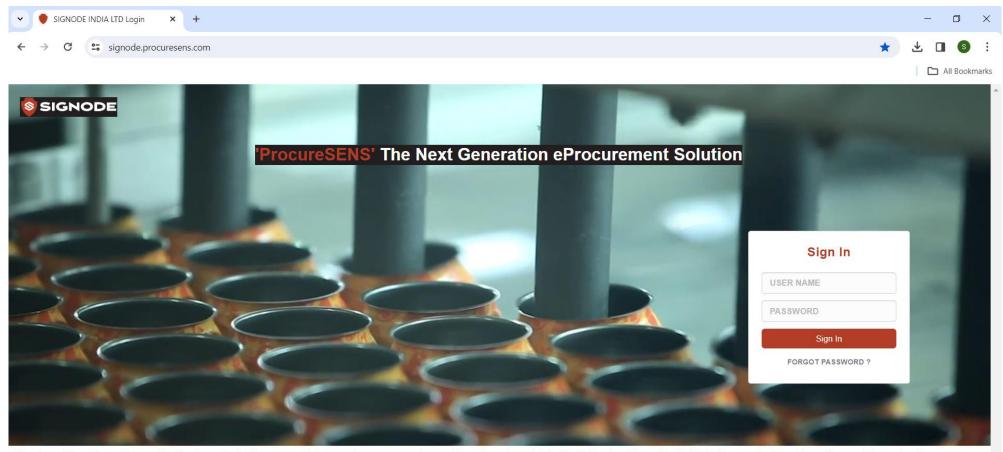
Place a bid in RFQ / Reverse Auction





#### **RFQ & Auction**

Supplier can access the link <u>https://signode.procuresens.com/</u>to participate in Online RFQ and Auction.



Warning : "The e-Sourcing application is protected by appropriate security measures. Access to and use is restricted to Authorized Users for Safal Softcom only. Any attempt to use this system in a manner not authorized or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this e-Sourcing system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes."

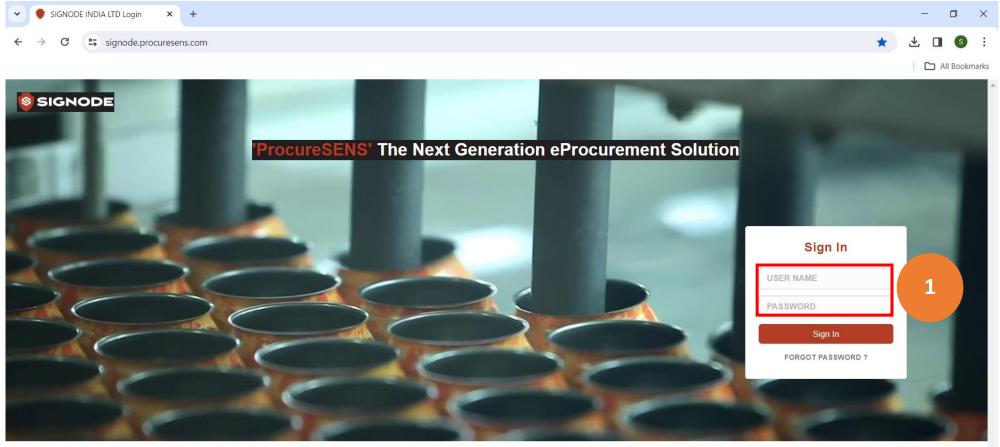
Support Request

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#### **RFQ & Auction**

Supplier will receive Supplier Code and Password on their Email ID from E-Procurement system.

1. Supplier can login to E-Procurement with Supplier User Name and Password.



Warning : "The e-Sourcing application is protected by appropriate security measures. Access to and use is restricted to Authorized Users for Safal Softcom only. Any attempt to use this system in a manner not authorized or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this e-Sourcing system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes."

Support Request

### **RFQ & Auction List**

- 1. Once Log in to E-Procurement system, Supplier will be able to see list of RFQ / Auctions.
- 2. Supplier can see RFQ / Auction Header titles like Action, Event No, Name, Type, Status, Closing Time, Buyer
- 3. Event Type RFQ or Auction
- 4. Event Status Published, Closed, Extended.

#### Action

- ✓ Participate : Supplier acceptance to Participate in the RFQ/Auction. Confirmation notification goes to the Buyer.
- ✓ Regret : Supplier is not accepting the participation. In case of regret, supplier must write the regret remarks.
- ✓ View: Supplier wants to only view the details of RFQ/Auction (e.g. Technical Documents, T&C, List of Items)

SIGNO	DE				PO			Weld	come : Test Supplier 2
	′ Auction List			3	4				
SR NO.	ACTION	EVENT STATUS	EVENT NO	EVENT NAME	EVENT TYPE	EVENT ROUND	REMAINING DAYS	BID CLOSING DATE/TIME	BUYER NAME
	Participate Regret View	Published	R0002	SIL / RFQ / PR000010	RFQ	1	9	02/02/2024 10:03:00	RAJA VENKATARAMAN
	GoToEvent	Closed	R0013	SIL / RFQ / PR000020	RFQ	1	0	22/01/2024 11:17:00	Test Buyer 1
3	GoToEvent	Closed	R0011	SIL / RFQ / PR000018	RFQ	1	0	20/01/2024 11:11:00	Test Buyer 1
4	GoToEvent	Closed	R0010	SIL / RFQ / PR000017	RFQ	1	0	20/01/2024 09:38:00	Test Buyer 1
5	GoToEvent	Closed	A0003	SIL / AUCTION / PR000009	Reverse Auction	1	0	20/01/2024 05:25:00	Test Buyer 1

#### **RFQ & Auction List**

#### Up On Click of Participate, Supplier will see this Page to Accept the T & C :

Standard Terms and Conditions

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by SAFAL, Procuresens. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids: If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract at its sole discretion, subject to point 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes: Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for any material data entry errors.

3. Procedures and Rules: Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality: Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only: Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Purchase under Purchase Order: In case the Sponsor accepts the bid placed by the Participant, the Participant agrees to supply the goods/ services in accordance with standard purchase order terms of the Sponsor..



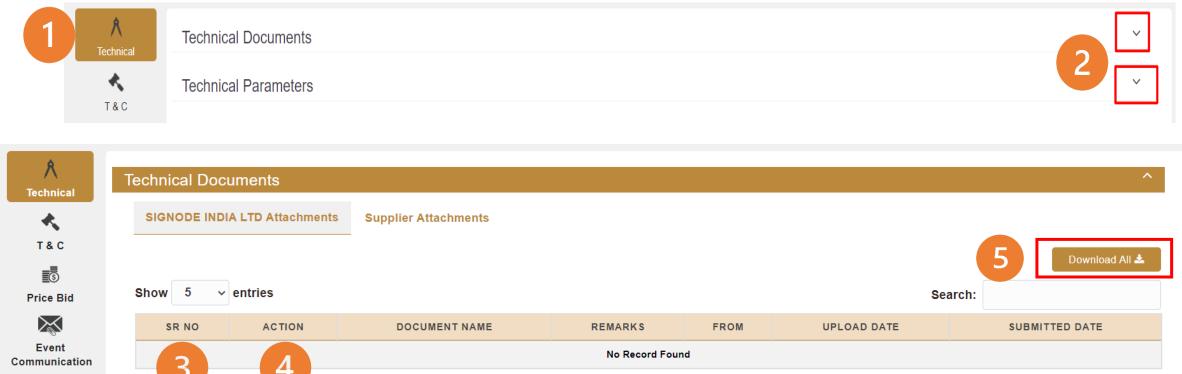
# **RFQ & Auction Participation**

#### On Click of Participation, Supplier will be able to see the RFQ/Auction details.

- 1. There will be a 'Timer' showing the pending duration to close the RFQ. Once time is over, supplier will not be able to submit the price. In this cases, supplier can be invited for the next round of RFQ and submit the price.
- 2. There will be three sections in RFQ/Auction
  - a) Technical : Details of technical documents uploaded by Buyer and Item Level technical parameters
  - b) T&C : Terms and conditions for the RFQ/Auction
  - c) Price Bid : List of Items with Item Code, Name, Qty
- 3. Supplier can view the details of technical documents, T&C count and number of line Items.

SIGNOI 🔊	DE		RFQ / AUCTION PO		Welc	ome : Test Supplier 2
Summary	Event Number Round R0002 1	d Event Title SIL / RFQ / PR0	00010		P 8 Days 18 1	ublished Hrs 10 Min 29 Sec
ا Technical	Event Dashboard					Mail
<b>₹</b> T & C	Technical				Price Bid	
<b>ES</b>	Event Documents	0	Total Terms	4	Total Items	1
Price Bid	Supplier Documents	0	Pending Terms	4	Items Grand Total	0.00
Event Communication	Technical Parameters	1	Accepted Terms	0	Lot Total	0.00
	Mandatory Parameters	1	Deviated Terms	0	Price Bid Total	0.00
	Fill Mandatory Parameters	0	Deviated Accepted Terms	0	Quot Attachment	
2	Non Mandatory Parameters	0			Quot Validity	

- 1. Supplier can click on Technical Bid button.
- 2. There is option to view Technical Documents and Technical Parameters
- 3. There will be documents uploaded by Buyer with the Document Name and Remarks.
- 4. Supplier can download each document on click of 'Download'
- 5. To download all documents, Supplier can click on 'Download All'





Show. to 0 of 0 ent

< >

- 1. Supplier can go to Supplier Attachments to upload their documents.
- 2. On Click of Upload New Documents, the new window will open. Enter document name, document remarks and upload the file. Supplier can add Comments/Remarks in documents section which will be visible on Buyer side.
- 3. Supplier can delete the document if uploaded by mistake unless it is submitted to the Buyer.
- 4. If Supplier wants to upload the new document, click on 'Upload New Document'

A Technical	Technical Doc	uments				<i></i>	<b>b</b> .	^
*	SIGNODE IND	IA LTD Attachments	Supplier Attachments	1		4		
T&C						2 & Upload Net	w Document	Download All 🛓
Price Bid	Show 5 ~	entries				Search	:	
	SR NO	ACTION	DOCUMENT NAME	REMARKS	USER TYPE	UPLOADED BY	UPLOAD	DED DATE
Event Communication	4	3		No Record	Found			•
	Showing 0 to 0	of 0 entries						< >



- 1. Buyer can create number of Technical Parameters or Attributes for each item. This will be reflected in the 'Technical Parameters'
- 2. Supplier can view the remarks against every item
- 3. Supplier can click on Add Details button to see the technical parameters and submit the response.

Â Technical	Technical Docu	ments						<b>1</b> ~
*	Technical Parar	neters						<u>^</u>
T & C	Show 5 v e	ntries					S	earch:
Price Bid	SR NO	ITEM CODE	ITEM NAME	QUANTITY	UOM	TECHNICAL DETAILS		REMARKS
Event	1	MACHINE OIL	OIL	1.000	LTR	Add Details	REMARK	2
Communication	2		OIL PUMP	1.000	NOS	3	REMARK	
	Showing 1 to 2 of	2 entries						< 1 >



- 1. Supplier can enter the inputs against every item technical parameters.
- 2. Supplier can give response to each parameter as requested by Buyer and Click on Submit button.

Technical Parameters		For Support Please Contact on -
Item Code : Item Name :	MACHINE OIL OIL	
	TFAS REQUIREMENT ( PARAMETER )	VENDOR OFFER DETAILS
Premium Quality	1	TECHNICAL REMARKS
Hasco Machine Oil		TECHNICAL REMARKS
		Submit Cancel
1	MACHINE OIL 1.000 LTR	Add Details REMARK 2



#### RFQ & Auction – Terms & Condition

- 1. Supplier can view the list of Terms & Conditions of the RFQ/Auction uploaded by the Buyer.
- 2. Supplier can take action to Accept or Deviate.

DDOCI IDEMENT DEDEODMANC

Accept : If supplier agrees to the term then click on Accept.

Deviated : If supplier don't agree then click on Deviate, enter Deviation details. Once the term is deviated, supplier can also accept it further up on chat discussion with Buyer.

A Technical	Terms & Conditions			
<b>₹</b> T&C	Show 10 v entries			
	SR NO.	ACTION		TERM NAME
Price Bid	1	Accept   Deviate		Delivery in 30 days
	2	Accept   Deviate	2	75% payment after delivery
Event Communication	3	Accept   Deviate		25% Payment Advance
		Add New Deviation Clause Information Deviation	75% payment after delivery	Y 3
SAFA	L	Accent   Daviate	75% navment (	Save Cancel

### RFQ & Auction – Price Bid

- 1. On Click of Price Bid, supplier can see the list of Items requested for the Price Offer.
- 2. In the Title 'Filled by Vendor' Supplier can give the 'Unit Price' for each item'.
- 3. There is option to select Bidding, Included, Regret. In case of Regret, the supplier confirm he is not bidding for the same item.
- 4. Supplier can submit Lot Level (Other Charges) either in % or Value, Upload the necessary document for Buyer reference if required
- 5. Non-Pricing Title : This is available for supplier to give non-pricing information.
- 6. Once all the information is submitted, Click on SAVE.

<b>Å</b> Technical	Price Bid				Ev	vent Currency		Price bid Currency : INR V Save	
<b>₹</b> T&C	Line Item	Information		3	ed By Vendor			Download Price Bid Format Upload Price Bid Format	
Price Bid	SR NO.	ITEM CODE	ITEM NAME		ITEM BID STATUS	UNIT PRICE	ITEM TOTAL CHARGES		
Event	1	10000091	BALLAST FOR 36 W TUBE LIGHT COPPER		Bidding	500.00	2500.00		
Communication	2	10000090	BALLAST FOR 20 W 230V TUBE LIGHT	[	Bidding	750.00	3750.00		
	з	100000111	BEARING 6000 2RZ/VT 162A,Steel Cage	[	Bidding	1200.00	12000.00		
						Grand Total	18250.00		
	OTHER CHA	rwarding Charges (In Amo		4	PERCENTAGE			Upload	
	Sub Total	k Commissioning Charges (i	if any) (In Amount)		0.00			Upload	
	TOTAL					0.00			
						18250.00			
	Delivery Tim	NON PRICING TITLE			NON PRICING REMARKS				
	Deavery Tim			5					

#### RFQ & Auction – Price Bid

- 1. Supplier can also download the Price Bid format in excel template.
- 2. Fill all the information in the excel template and Upload the template with 'Upload Price Bid Format'

Price Bi	d	Quotatic	on Validity Date : 15/12/2020	Quatation Attachment : ( Event Currency : INR	Commercial Proposal. Price b	ency : INR - Save
Line Ite	m Informatior		Filled By Vendor		Download Price Bid Format	Upload Price Bid Format
SR NO.	ITEM CODE	ITEM NAME	ITEM BID STATUS	UNIT PRICE	ITEM TOTAL CHARGES	2
1	10000091	BALLAST FOR 36 W TUBE LIGHT COPPER	lding	500.00	2500.00	
2	10000090	BALLAST FOR 20 W 230V TUBE LIGHT	Jding	750.00	3750.00	



#### RFQ & Auction – Summary

Supplier will be able to track the Technical Bid, T&C, Price Bid status.

- 1. How many documents uploaded by Supplier
- 2. Details of Terms and Conditions accepted or deviated by supplier
- 3. Price Bid information. Total of Items, Lot Total charges, Total Value, Validity

mary	Event Number Round R0036 1	Event Tit Demo E	tle vent for Supplier Training		1 Days	Published 13 Hrs 10 Min 13 Sec
<b>A</b> hnical	Event Dashboard 🔒 Print					Mail
& C	Technical		т&с		Price Bid	3
0	Event Documents	1	Total Terms	4	Total Items	4
e Bid	Vendor Documents	1	Pending Terms	0	Items Grand Total	72524400.00
ent nication	Technical Parameters	20	Accepted Terms	2	Lot Total	20000.00
meation	Mandatory Parameters	0	Deviated Terms	2	Price Bid Total	72544400.00
	Fill Mandatory Parameters	0	Deviated Accepted Terms	0	Quot Attachment	Download
	Non Mandatory Parameters	20			Quot Validity	10/09/2021 23:59:5



#### RFQ & Auction – Communication

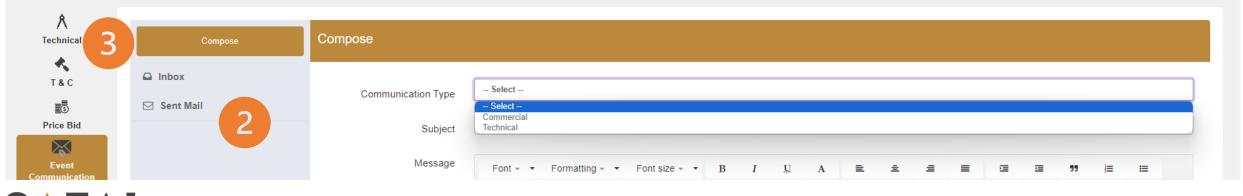
There is option for the Event Communication where Supplier and Buyer can exchange the messages.

1. Inbox : Supplier can view the messages of Buyer

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- 2. Sent : Supplier can view the messages sent by him to the Buyer
- 3. Compose : To compose new message for the Buyer. During Compose message, Supplier can select from the drop down technical or commercial query.





#### RFQ & Auction – Go to Auction

If the Event Type is Auction, there will be AUCTION button active on the event screen.

Supplier to click on AUCTION button to participate in the live bidding.

In the Live Auction, Price bidding system helps supplier to know their current position with respect to other suppliers bidding in the same event.

<b>A</b> Technical	Event Dashboard 🕒 Print					
<b>≮</b> Г&С	Technical		T & C		Price Bid	
5	Event Documents	0	Total Terms	0	Total Items	5
ce Bid	Vendor Documents	0	Pending Terms	0	Items Grand Total	0.00
Event nmunication	Technical Parameters	0	Accepted Terms	0	Lot Total	0.00
	Mandatory Parameters	0	Deviated Terms	0	Price Bid Total	0.00
	Fill Mandatory Parameters	0	Deviated Accepted Terms	0	Quot Attachment	
	Non Mandatory Parameters	0			Quot Validity	



## **RFQ & Auction – Live Auction**

In the Live Auction, supplier will be able to see the below details

1. Current Lot Bid : Total Value of all items

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- 2. Auction Rank : Rank of supplier at Lot Level w.r.t to other suppliers. This will be keep on changing based on other suppliers price reduction at total lot level.
- 3. Item Level Rank : Rank of supplier at Item Level w.r.t to other suppliers. This will be keep on changing based on other suppliers price reduction at Item level.
- 4. To reduce the price, supplier can change the price in the CURRENT Bid
- 5. Click on submit button to confirm revised price in Auction.



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#### **RFQ & Auction – Live Auction**

Supplier can take decision to reduce further price till the auction is Live. Once Auction is OVER (Closed), supplier cannot reduce further price.

There is Extension of Time in the Auction which can be decided by the Buyer.

