

The Next Generation eProcurement Solution

Supplier Portal User Manual

E-Procurement Supplier Portal

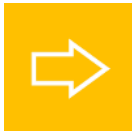
- E-Procurement is a collaborative application that links **K - CORP** Suppliers with internal functional departments.
- Supplier portal is a component of the **Safal's E-Procurement Solution** that enables business transactions between **K - CORP** Businesses and its Suppliers through internet.
- E-Procurement 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 **K - CORP** Suppliers to communicate with **K - CORP** 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 <https://kcorp.procuresens.com/> 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

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)

RFQ / Auction List

Show 10 entries

SR NO.	ACTION	EVENT NO	EVENT NAME	EVENT TYPE	EVENT STATUS	EVENT ROUND	REMAINING DAYS	BID CLOSING DATE/TIME	BUYER NAME
	Participate Regret View GoToEvent	R0024	WIP / AUCTION / PR-180723	RFQ	Published	1	2	27/10/2023 11:45:00	Test Buyer 1
	GoToEvent	R0004	TFAS / RFQ / BLR-2324-00005	RFQ	Extended	1	0	21/09/2023 09:33:00	Test Buyer 1
3	GoToEvent	R0022	TFAS / RFQ / TFSPL-2324-00107	RFQ	Closed	1	0	23/10/2023 12:18:00	Test Buyer 1
4	GoToEvent	R0013	TFAS / RFQ / TFSPL-2324-00088	RFQ	Closed	1	0	11/10/2023 03:48:00	Test Buyer 1
5	GoToEvent	R0009	TFAS / RFQ / TFSPL-2324-00063	Reverse Auction	Closed	2	0	03/10/2023 06:36:00	Test Buyer 1

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.

The screenshot displays the RFQ/Auction Participation interface. At the top right, it says "For Support Please Contact on : support.safal@k-corp.in" and "Welcome : SAFAL TEST01". The main header shows "RFQ / AUCTION PG" and "Event Number: R0024", "Round: 1", "Event Title: WIP / AUCTION / PR-180723". A blue box labeled "1" contains the status "Published" and a timer "1 Days 23 Hrs 50 Min 13 Sec". On the left, a sidebar menu labeled "2" includes "Technical", "T & C", "Price Bid", and "Event Communication". The main content area, labeled "Event Dashboard", is divided into three sections, each with a red box and a "3" indicating a highlighted row:

- Technical**:

Event Documents	1
Vendor Documents	0
Technical Parameters	2
Mandatory Parameters	1
Fill Mandatory Parameters	0
Non Mandatory Parameters	1
- T & C**:

Total Terms	3
Pending Terms	3
Accepted Terms	0
Deviated Terms	0
Deviated Accepted Terms	0
- Price Bid**:

Total Items	2
Items Grand Total	0.00
Lot Total	0.00
Price Bid Total	0.00
Quot Attachment	
Quot Validity	

RFQ & Auction - Technical Bid

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'

Technical Documents

Technical Parameters

Technical Documents

K Hospitality Corp Attachments Vendor Attachments

Show 5 entries Search:

SR NO	ACTION	DOCUMENT NAME	REMARKS	FROM	UPLOAD DATE	SUBMITTED DATE
1	Download	03112023174728196_Bangalore-T2-Wendy-s-Cameo-Sticker---BOQ.xlsx		Test Buyer 1	08/02/2024	08/02/2024
2	Download	03112023174736648_cameo-sticker---01.jpg		Test Buyer 1	08/02/2024	08/02/2024

Download All

RFQ & Auction - Technical Bid

1. Supplier can go to **Vendor 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'

The screenshot shows the 'Technical Documents' section of a procurement system. On the left is a navigation menu with icons for 'Technical', 'T & C', 'Price Bid', and 'Event Communication'. The main content area has a header 'Technical Documents' and a sub-header 'K Hospitality Corp Attachments'. A red box labeled '1' highlights the 'Vendor Attachments' link. To the right, a red box labeled '2' highlights the 'Upload New Document' button, with a 'Download All' button next to it. Below the buttons is a search bar. A table below shows a list of documents with columns: SR NO, ACTION, DOCUMENT NAME, REMARKS, USER TYPE, UPLOADED BY, and UPLOADED DATE. A red box labeled '3' highlights the 'Delete Download' link in the ACTION column for the first entry. A red box labeled '4' highlights the 'Upload New Document' button. The table shows one entry with SR NO 1, DOCUMENT NAME 'Tech Documnet', USER TYPE 'Vendor', UPLOADED BY 'SAFAL TEST01', and UPLOADED DATE '26/10/2023 16:48:28'. Below the table, it says 'Showing 1 to 1 of 1 entries'.

SR NO	ACTION	DOCUMENT NAME	REMARKS	USER TYPE	UPLOADED BY	UPLOADED DATE
1	Delete Download	Tech Documnet		Vendor	SAFAL TEST01	26/10/2023 16:48:28

RFQ & Auction - Technical Bid

1. Buyer can create number of Technical terms or Attributes for each item. This will be reflected in the 'Item Technical Terms'
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.

The screenshot displays the 'Technical Documents' section of a procurement system. On the left is a navigation sidebar with icons for 'Technical', 'T & C', 'Price Bid', and 'Event Communication'. The main content area is titled 'Technical Documents' and contains a 'Technical Parameters' section. This section includes a 'Show 5 entries' dropdown, a search bar, and a table with two columns: 'TECHNICAL DETAILS' and 'REMARKS'. The table lists two items: 'MACHINE OIL' and 'OIL PUMP'. The 'Add Details' button for the first item is highlighted with a red box and a circled '3'. A circled '1' points to a dropdown arrow in the top right, and a circled '2' points to the search bar.

SR NO	ITEM CODE	ITEM NAME	QUANTITY	UOM	TECHNICAL DETAILS	REMARKS
1	MACHINE OIL	OIL	1.000	LTR	Add Details	REMARK
2		OIL PUMP	1.000	NOS		REMARK

Showing 1 to 2 of 2 entries

RFQ & Auction - Technical Bid

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

Item Code : MACHINE OIL
Item Name : OIL

TFAS REQUIREMENT (PARAMETER)	VENDOR OFFER DETAILS
Premium Quality	TECHNICAL REMARKS
Hasco Machine Oil	TECHNICAL REMARKS

Submit Cancel

1 MACHINE OIL OIL 1,000 LTR Add Details

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.

Accept : If supplier agrees to the term then click on Accept. If the term is Accepted, supplier can deviate if required.

Deviated : If supplier don't agree then click on Deviate, enter Deviation details. Once the term is deviated, supplier can accept if agreed.

The screenshot displays the 'Terms & Conditions' section of a procurement system. On the left, a sidebar contains navigation icons for 'Technical', 'T & C', 'Price Bid', and 'Event Communication'. The main content area shows a table with three entries. The 'ACTION' column for each entry contains a red-bordered box with the text 'Accept | Deviate'. A red circle with the number '2' is placed over these boxes. The 'TERM NAME' column contains the text 'Delivery in 30 days', '75% payment after delivery', and '25% Payment Advance'. A red circle with the number '1' is placed over the '75% payment after delivery' term. Below the table, a modal window titled 'Add New Deviation' is open. It has a 'Clause Information' field containing '75% payment after delivery' and a 'Deviation' text area. A red circle with the number '3' is placed over the 'Deviation' text area. At the bottom of the modal, there are 'Save' and 'Cancel' buttons. A red circle with the number '4' is placed over the 'Save' button.

SR NO.	ACTION	TERM NAME
1	Accept Deviate	Delivery in 30 days
2	Accept Deviate	75% payment after delivery
3	Accept Deviate	25% Payment Advance

Add New Deviation

Clause Information: 75% payment after delivery

Deviation: [REVIATION]

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. Once all the information is submitted, Click on SAVE.

PriceBid

Event Currency: INR Price bid Currency: INR **6** Save

Line Item Information

Show 10 entries Search:

SR NO.	ITEM CODE	ITEM NAME	QUANTITY	UOM	CURRENCY	REMARKS	HSN CODE*	ITEM BID STATUS*	BASIC PRICE	UNIT PRICE*	DISCOUNT(%)	DISCOUNT AMOUNT	GST (%)
1	MK001	HP Laptop 16 GB	1.000	EA	INR		5623	Bidding	15000.00	3000.00	0.00	0.00	12.50

Showing 1 to 1 of 1 entries

Basic Total 3,000.00 Discount 0.00 0.00 Grand Total 3,360.00

OTHER CHARGES	PERCENTAGE	AMOUNT	GST AMOUNT	DOCUMENT
Transportation	0.00	0.00	18.00%	0.00 Upload
Packaging & Forwarding	0.00	0.00	18.00%	0.00 Upload

Sub Total 0.00 Total 3,360.00

Total GST 360.00 **5**

1 Price Bid **2** **3** **4** **6**

RFQ & Auction – Price Bid - BOQ

1. In case of BOQ upload vendor have to click on (+) Icon
2. A sub line item Modal will open.
3. Add Price under “Supplier Rate” Column

PLEASE CLICK ON + (ACTION) TO FILL UP SUB ITEMS	SR NO.	ITEM CODE	ITEM NAME	QUANTITY	UOM	CURRENCY	REMARKS	HSN CODE *	ITEM BID STATUS	UNIT PRICE *	DISCOUNT(%)	DISCOUNT AMOUNT	GST (%) *	ITEM TOTAL
1 +	1		Pannel	1.000	EA	INR		HSN CODE	Bidding	0.00	0.00	0.00	SELECT	
+	2		Cable	1.000	EA	INR		HSN CODE	Bidding	0.00	0.00	0.00	SELECT	

Add Sub Items

Item Code **2**

Item Name Pannel

Upload Excel Export To Excel

ITEM CODE	ITEM NAME	UOM	QTY	REMARKS	SUPPLIER UNIT-RATE
	MAIN LT PANEL (INDOOR) Basement Floor Electrical Room	set	1.00	MAHAVEER FAB\$ TESLA CONTROL S OHM	100000
	EB Incomer 1		0.00		3 0
	2 Nos. - 630A 36KA FP MCCB (Motorised) MP based with O C, 5 C, E F ,D V U V (L SIG) protection.		0.00		0

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

Event Number: R0036, Round: 1, Event Title: Demo Event for Supplier Training

Published: 1 Days 13 Hrs 10 Min 13 Sec

Event Dashboard

Print

Mail

Technical

Event Documents	1
Vendor Documents	1
Technical Parameters	20
Mandatory Parameters	0
Fill Mandatory Parameters	0
Non Mandatory Parameters	20

T & C

Total Terms	4
Pending Terms	0
Accepted Terms	2
Deviated Terms	2
Deviated Accepted Terms	0

Price Bid

Total Items	4
Items Grand Total	72524400.00
Lot Total	20000.00
Price Bid Total	72544400.00
Quot Attachment	Download
Quot Validity	10/09/2021 23:59:59

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
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.

Technical
T & C
Price Bid
Event Communication

Compose
Inbox
Sent Mail

Inbox

Show 10 entries Search:

FROM	TO	COMMUNICATION TYPE	SUBJECT	DATE
No Record Found				

Showing 0 to 0 of 0 entries

Technical
T & C
Price Bid
Event Communication

Compose
Inbox
Sent Mail

Compose

Communication Type
Subject
Message

-- Select --
-- Select --
Commercial
Technical

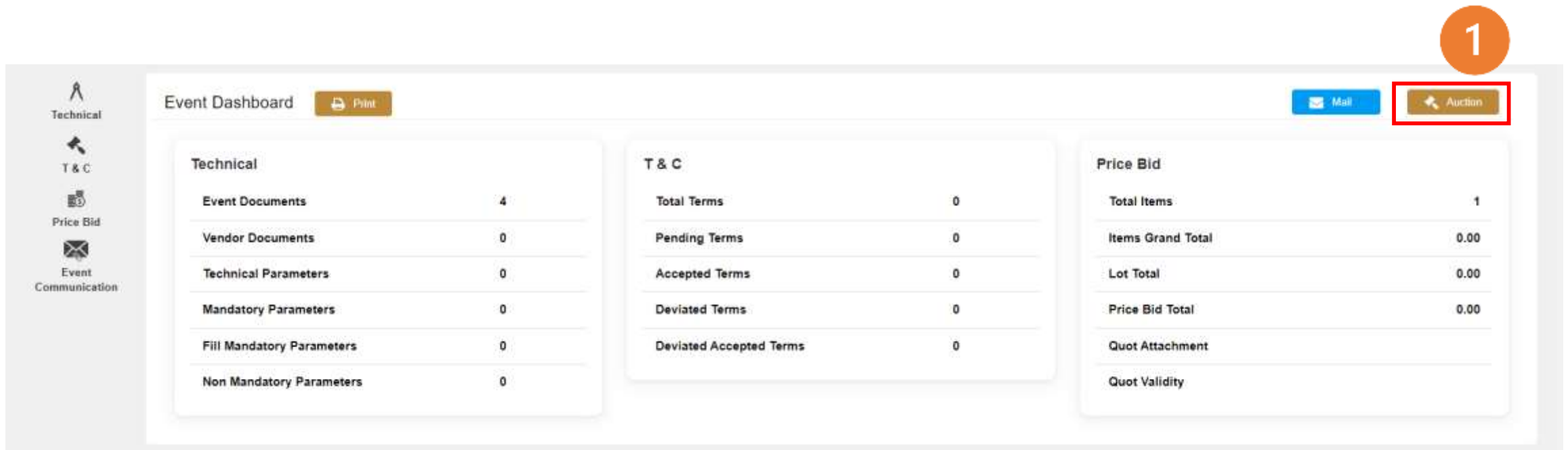
Font Formatting Font size B I U A

RFQ & Auction – Go to Auction

Auction is live price bidding system helps supplier to know their current position with respect to other suppliers bidding in the same event.

First vendor fill the unit rate in Price Bid section. Once he click on save he/she will redirect on auction page .

1. If a vendor already fill the Price Bid rate in that case vendor will directly go to the auction page



The screenshot displays the 'Event Dashboard' interface. On the left, there is a vertical navigation menu with icons for 'Technical', 'T & C', 'Price Bid', and 'Event Communication'. The main content area is titled 'Event Dashboard' and includes a 'Print' button. The dashboard is divided into three columns: 'Technical', 'T & C', and 'Price Bid'. The 'Technical' column shows counts for Event Documents (4), Vendor Documents (0), Technical Parameters (0), Mandatory Parameters (0), Fill Mandatory Parameters (0), and Non Mandatory Parameters (0). The 'T & C' column shows counts for Total Terms (0), Pending Terms (0), Accepted Terms (0), Deviated Terms (0), and Deviated Accepted Terms (0). The 'Price Bid' column shows counts for Total Items (1), Items Grand Total (0.00), Lot Total (0.00), Price Bid Total (0.00), Quot Attachment, and Quot Validity. In the top right corner, there are 'Mail' and 'Auction' buttons. The 'Auction' button is highlighted with a red box, and a large orange circle with the number '1' is positioned above it.

Technical	
Event Documents	4
Vendor Documents	0
Technical Parameters	0
Mandatory Parameters	0
Fill Mandatory Parameters	0
Non Mandatory Parameters	0

T & C	
Total Terms	0
Pending Terms	0
Accepted Terms	0
Deviated Terms	0
Deviated Accepted Terms	0

Price Bid	
Total Items	1
Items Grand Total	0.00
Lot Total	0.00
Price Bid Total	0.00
Quot Attachment	
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
2. Auction Rank : Rank of supplier at Lot Level w.r.t to other suppliers. This keep changing based on other supplier price reduction at total lot level.
3. Item Level Rank : Rank of supplier at Item Level w.r.t to other suppliers. This keep changing based on other supplier price reduction at Item level.
4. To reduce the price, supplier can change the price in the “**Current Bid**”
5. Click on “**Save**” button to confirm revised price in Auction.

The screenshot shows the 'Live Auction' interface. On the left is a navigation menu with icons for 'Technical', 'T & C', 'Price Bid', and 'Event Communication'. The main area displays 'Live Auction' with buttons for 'Auction Setting', 'View History', and 'Save'. Below this, it shows 'Current Lot Bid : 4120000.00', 'Auction Rank : 1', 'Event Currency : INR', and 'Vendor Currency : INR'. There are two chart options: 'Lot wise chart' and 'Item wise chart'. A line chart titled 'Auction Details' shows a horizontal line at 4,120,000.00. Below the chart is a table with columns: SR NO., ITEM CODE, ITEM NAME, QUANTITY, UOM, CURRENCY, RANK, CURRENT BID, ITEM TOTAL PRICE, BID RANGE, ITEM BID STATUS, START BID, and GST (%). The first row shows '1', 'CAMEO STICKER', '4.000', 'NOS', 'INR', '1', '1030000.00', '4,120,000.00', '0.00 - 0.00', 'Bidding', '1,030,000.00', and a 'SELECT' button. A search bar is located at the bottom right.

1

2

3

4

5

SR NO.	ITEM CODE	ITEM NAME	QUANTITY	UOM	CURRENCY	RANK	CURRENT BID	ITEM TOTAL PRICE	BID RANGE	ITEM BID STATUS	START BID	GST (%)
1		CAMEO STICKER	4.000	NOS	INR	1	1030000.00	4,120,000.00	0.00 - 0.00	Bidding	1,030,000.00	

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.

Note : For BOQ item vendor can reduce the rate on item level only(There is no option to reduce rate on BOQ level)



THANK YOU