

The Next Generation eProcurement Solution



Buyer Portal User Manual

E-Procurement Supplier Portal

Purchase orders are used throughout the purchasing process to record information about the goods and services that a company buys from various vendors. Purchase orders can help people in various roles to update and keep track of order statuses. For example, the Purchasing Agent uses purchase orders to create a list of products that are to be purchased from a specific vendor. Information such as price, delivery information, and items are recorded into the purchase order. Additionally, the Purchasing Agent will generate a purchase order confirmation document. This is an external document that is sent to the vendor to notify them of the purchase.

The objectives are:

- Create and Analyze Online RFQ.
- Create and Analyze Online Auction.
- Review and Approve e CS Report.

RFQ & Auction

Buyer receive Username and Password on their Email ID from E-Procurement system or Buyer can click on below link <https://kcorp.procuresens.com/>.

1. Buyer can login to E-Procurement with 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](#)

BUYER SCREEN - PR

Buyer can view list of assigned or delegated Purchase Requisitions to **MY PR** page.

MY PR list have Three types of Status:-

Pending : PR Lines or Quantity is completely pending to convert to RFQ or PO. No action on PR is taken by Purchasing agent.

In Process : PR Lines or Quantity is converted to RFQ or PO. This can be completely or partially used.

Closed : PR Lines and Quantity are completely converted to Purchase Order.

Purchase Requisition RESET EXPORT TO EXCEL

MY PR MY PR LINE ITEM ALL PR ALL PR LINE ITEM

Select PR

Show entries

PR.NO	PR DATE	PR / PO CATEGORY	HEADER TEXT	ENTITY	BRANCH	OUTLET / COST CENTER	BUDGET	TOTAL VALUE	CREATED BY	ASSIGN TO	STATUS
TF SPL-2324-00160	09/11/2023	Capex NSO	PR for Auction training	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	Kitchen Stewarding	0.00	0.00	SSL.TECHNICAL	Test Buyer 1	Pending
TF SPL-2324-00070	05/10/2023	Capex-Refurbishment	PR	TRAVEL RETAIL SERVICES PRIVATE LIMITED	Hyderabad	General Management	0.00	0.00	SSL.TECHNICAL	Test Buyer 1	In Process
TF SCPL-2324-00031	20/09/2023	Maintenance	PR for Drain Trench tiles work	TRAVEL FOOD SERVICES CHENNAI PRIVATE LIMITED	INTERNATIONAL TERMINAL	Culinary	0.00	30,000.00	Sowri Raja. M	Test Buyer 1	In Process
BLR-2324-00005	14/09/2023	Consumables	PR For Test	BLR LOUNGE SERVICES PRIVATE LIMITED	BLR Lounge	INTL Lounge Bar	0.00	0.00	SSL.TECHNICAL	Test Buyer 1	Closed

Showing 1 to 4 of 4 entries < 1 >

BUYER SCREEN - PR

Buyer can convert Delegate PR to RFQ, Auction or PO. Following actions are available :-

RFQ : Convert complete or partial PR Lines and Qty for Online RFQ creation.

Auction : Convert complete or partial PR Lines and Qty for Online Auction creation.

Create PO: To Create Purchase Order of Purchase Request.

Reject: To Reject Purchase Request.

Lines: To view Line Item in Purchase Request.

PR.NO : To view whole details of PR

Purchase Requisition

RESET EXPORT TO EXCEL

MY PR MY PR LINE ITEM ALL PR ALL PR LINE ITEM

Select PR

Show 10 entries

SR NO	ACTION	ATT.	PR.NO	PR DATE	PR / PO CATEGORY	HEADER TEXT	ENTITY	BRANCH	OUTLET / COST CENTER	BUE
1	RFQ Auction Create PO Repeat QCS Reject Lines		TF5PL-2324-00160	09/11/2023	Capex NSO	PR for Auction training	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	Kitchen Stewarding	
2	Lines		TF5PL-2324-00070	05/10/2023	Capex-Refurbishment	PR	TRAVEL RETAIL SERVICES PRIVATE LIMITED	Hyderabad	General Management	
3	Lines		TF5CPL-2324-00031	20/09/2023	Maintenance	PR for Drain Trench tiles work	TRAVEL FOOD SERVICES CHENNAI PRIVATE LIMITED	INTERNATIONAL TERMINAL	Culinary	
4	Lines		BLR-2324-00005	14/09/2023	Consumables	PR For Test	BLR LOUNGE SERVICES PRIVATE LIMITED	BLR Lounge	INTL Lounge Bar	

Showing 1 to 4 of 4 entries

PR.NO PR DATE PR / PO Category HEADER TEXT Entity Branch Outlet / Cost Center Br

BUYER SCREEN - PR

Lines: To view Line Item in Purchase Request
Buyer can create event for single line item also
If there is Qty used from total Qty then refers **“Qty Used & Bal”**

Purchase Requisition RESET EXPORT TO EXCEL

MY PR MY PR LINE ITEM ALL PR ALL PR LINE ITEM

Select PR:

Show 10 entries

SR NO	ACTION	ATT.	PR.NO	PR DATE	PR / PO CATEGORY	HEADER TEXT	ENTITY	BRANCH	OUTLET / COST CENTER	BUD
1	RFQ Auction Create PO Repeat QCS Reject	Lines	TFSP-2324-00160	09/11/2023	Capex NSO	PR for Auction training	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	Kitchen Stewarding	
2		Lines	TFSP-2324-00070	05/10/2023	Capex-Refurbishment	PR	TRAVEL RETAIL SERVICES PRIVATE LIMITED	Hyderabad	General Management	

PR Line Item

Show 10 entries Search:

SR NO	ACTION	PR.NO	L.ITEM	MATERIAL	SHORT TEXT	UOM	QTY	QTY USED	BAL	PRICE	TOTAL	CURRENCY	PURCHASE GROUP	CATEGORY	SUB CATEGORY	DELIVERY DATE	ASSIGN TO	STATUS	RFQ STAT
1	RFQ Auction Review	TFSP-2324-00160	1		Item 1	EA	1.00	0.00	1.00	0.00	0.00	INR	B01	Interiors	Civil Work		Test Buyer 1	Pending	
2	RFQ Auction Review	TFSP-2324-00160	2		Item 2	EA	1.00	0.00	1.00	0.00	0.00	INR	B01	Interiors	Civil Work		Test Buyer 1	Pending	

Showing 1 to 2 of 2 entries < 1 >

BUYER SCREEN – RFQ / Auction

Click on “**Event No**” to go inside the event

Buyer can view list of created Events (RFQs & Online Auctions) under Event Screen. Following Statuses are available for Event :-

Unpublished : RFQ/Auction event has been drafted but not yet published to the Suppliers.

Published : RFQ/Auction has been created and published to Supplier.

Closed : Once event timers end it means event is closed.

Awarded : RFQ/Auction has closed and item awarded to Suppliers.

Terminated : Once RFQ/Auction has been published buyer can cancel/Terminate the event.

For Support Please Contact on : support.safal@k-corp.in

Test Buyer 1

RFQ / Auction List

Start Date: 22/10/2023 End Date: 22/11/2023 Technical Status: All

Show 10 entries

SR NO.	ACTION	PR NO.	EVENT NO.	EVENT NAME	EVENT TYPE	EVENT STATUS	EVENT ROUND	CREATED DATE	CREATED BY	BCD	TOTAL VALUE	VENDORS INVITED	VENDORS PARTICIPATED
1	Delete	TRS-2324-00003	R0057	TFAS RFQ TRS-2324-00003	Reverse Auction	Unpublished	4	21/11/2023 17:08:10	Test Buyer 1	22/11/2023 05:00:00 PM	0.00	5	4
2	NA	IRISH-2324-00057	R0066	TFAS RFQ IRISH-2324-00057	Reverse Auction	Awarded	2	20/11/2023 18:43:53	Binu Balachandran	21/11/2023 02:00:00 PM	0.00	5	3
3	NA	IRISH-2324-00056	R0065	TFAS RFQ IRISH-2324-00056	RFQ	Terminated	1	17/11/2023 19:35:21	Binu Balachandran	18/11/2023 03:56:00 PM	0.00	6	1
4	NA	TRS-2324-00003	R0053	TFAS RFQ TRS-2324-00003	Reverse Auction	Terminated	2	08/11/2023 11:35:31	Test Buyer 1	09/11/2023 11:35:00 AM	0.00	4	4
5	Terminate	TRS-2324-00001	R0047	TFAS RFQ TRS-2324-00001	RFQ	Published	4	07/11/2023 17:44:39	Test Buyer 1	22/11/2023 05:58:00 PM	0.00	5	5
6	Terminate	TF SPL-2324-00156	R0052	TFAS RFQ TF SPL-2324-00156	RFQ	Closed	1	06/11/2023 13:13:27	Test Buyer 1	16/11/2023 05:21:00 PM	0.00	2	2

BUYER SCREEN – RFQ / Auction

If there are multiple rounds created then buyer can view it from “**Event Round**” column.
Click on round No. to see all the Previous Rounds details.

Click on “**Event No**” to see all the details of particular round

RFQ / Auction List

Start Date: 22/10/2023 End Date: 22/11/2023 Technical Status: All

Show 10 entries

SR NO.	ACTION	PR NO.	EVENT NO.	EVENT NAME	EVENT TYPE	EVENT STATUS	EVENT ROUND	CREATED DATE	CREATED BY	BCD	TOTAL VALUE	VENDORS INVITED	VENDORS PARTICIPATED
1	Delete	TRS-2324-00003	R0057	TFAS / RFQ / TRS-2324-00003	Reverse Auction	Unpublished	4	21/11/2023 17:08:10	Test Buyer 1	22/11/2023 05:08:00 PM	0.00	5	4
2	NA	IRISH-2324-00057	R0066	TFAS / RFQ / IRISH-2324-00057	Reverse Auction	Awarded	2	20/11/2023 18:43:53	Binu Balachandran	21/11/2023 02:00:00 PM	0.00	5	3

Previous Event Round

Show 10 entries Search:

SR NO.	ACTION	PR NO.	EVENT NO.	EVENT NAME	EVENT TYPE	EVENT STATUS	EVENT ROUND	CREATED DATE	REM DAYS	BCD	TOTAL VALUE
1	NA	TRS-2324-00003	R0057	TFAS / RFQ / TRS-2324-00003	Reverse Auction	Extended	3	21/11/2023 17:00:10	0	NA	0.00
2	NA	TRS-2324-00003	R0057	TFAS / RFQ / TRS-2324-00003	Reverse Auction	Extended	2	16/11/2023 11:08:37	0	NA	0.00
3	NA	TRS-2324-00003	R0057	TFAS / RFQ / TRS-2324-00003	RFQ	Extended	1	16/11/2023 10:53:42	0	16/11/2023 11:06:00 AM	0.00

Showing 1 to 3 of 3 entries

BUYER SCREEN – RFQ / Auction

Buyer can view list of created Events (RFQs & Online Auctions) under Event Screen. Following Statuses are available for Event :-

Published : RFQ/Auction has been created and published to Supplier.

Unpublished : RFQ/Auction event has been drafted but not yet published to the Suppliers.

Awarded : RFQ/Auction has been created and published to Supplier.

Terminated : RFQ/Auction has been created and published to Supplier.

Closed : RFQ/Auction event has been published and responses received from the suppliers and event has been closed for further responses.

RFQ / Auction List

Start Date: 22/10/2023 End Date: 22/11/2023 Technical Status: All

Show 10 entries

SR NO.	ACTION	PR NO.	EVENT NO.	EVENT NAME	EVENT TYPE	EVENT STATUS	EVENT ROUND	CREATED DATE	CREATED BY	BCD	TOTAL VALUE	VENDORS INVITED	VENDORS PARTICIPATED
1	Delete	TRS-2324-00003	R0057	TFAS / RFQ / TRS-2324-00003	Reverse Auction	Unpublished	4	21/11/2023 17:08:10	Test Buyer 1	22/11/2023 05:00:00 PM	0.00	5	4
2	NA	IRISH-2324-00057	R0066	TFAS / RFQ / IRISH-2324-00057	Reverse Auction	Awarded	2	20/11/2023 18:43:53	Binu Balachandran	21/11/2023 02:00:00 PM	0.00	5	3
3	NA	IRISH-2324-00056	R0065	TFAS / RFQ / IRISH-2324-00056	RFQ	Terminated	1	17/11/2023 19:35:21	Binu Balachandran	18/11/2023 03:56:00 PM	0.00	6	1
4	NA	TRS-2324-00003	R0053	TFAS / RFQ / TRS-2324-00003	Reverse Auction	Terminated	2	08/11/2023 11:35:31	Test Buyer 1	09/11/2023 11:35:00 AM	0.00	4	4
5	Terminate	TRS-2324-00001	R0047	TFAS / RFQ / TRS-2324-00001	RFQ	Published	4	07/11/2023 17:44:39	Test Buyer 1	22/11/2023 05:58:00 PM	0.00	5	5
6	Terminate	TF SPL-2324-00156	R0052	TFAS / RFQ / TF SPL-2324-00156	RFQ	Closed	1	06/11/2023 13:13:27	Test Buyer 1	16/11/2023 05:21:00 PM	0.00	2	2

BUYER SCREEN – RFQ Dashboard

RFQ Dashboard shows Overall Summary of the drafting event.

Round – RFQ/Auction round. i.e., 1st round, 2nd round.

Event Number – System generated event number.

Event Title – Event name which Buyer has given while creating a new RFQ.

The screenshot displays the RFQ Dashboard interface. At the top left, there is a 'Summary' tab with a globe icon. To its right, a red-bordered box highlights the event details: Event Number (R0006), Round (1), and Event Title (SDCCL / RFQ / P000010). On the far right, a red 'Unpublished' status badge is visible. Below the event details, there are 'Print' and 'Copy Event' buttons. A vertical navigation menu on the left side, also highlighted with a red border, includes options: Technical, T & C, Price Bid, Vendors, Collaboration, Schedule, and Publish. The main content area is divided into several sections: 'Selected Vendors' (empty), 'Suggested Vendors' (with an 'Add Suggested Vendors' link), 'Selected PR Lines' (containing two items), and 'Collaborative User' (empty). A 'Mail' button is located in the top right of the main content area. A 'View All' link is positioned to the right of the 'Selected PR Lines' section.

Event Number	Round	Event Title
R0006	1	SDCCL / RFQ / P000010

Selected PR Lines	Item ID	Description	Amount	Event ID
1	102339	ThinkPad T450 Laptop	20.000	P000010
2	116808	Lenovo Thinkpad Professional 15.6" Laptop Backpack	20.000	P000010

BUYER SCREEN – RFQ

RFQ Dashboard shows following tabs to draft a RFQ in step-wise process –

Technical	Technical Documents/Parameters required from suppliers can be added into this tab.
Terms & Conditions	Commercial Terms & Conditions can be added into this tab.
Price Bid	Price Bid Charges and other information related to price can be added into this tab.
Vendors	List of Vendors to whom Buyer wants to send RFQ can be select from this tab.
Collaborative Users	Collaborative users from the other department – i.e., Technical, Finance, Q&A, can be selected from this tab. They can access the respective tab for which they have given the rights by Buyer. Price bid section cannot be accessible to this users.
Schedule	Price Bid Schedule date and time can be set under this tab.
Publish	Publish RFQ to the Suppliers can be done under this tab. It also contains Pre-drafted editable email template.

BUYER SCREEN – RFQ - Technical

If any PR document was attached with PR then it will automatically reflect under “**General Documents**”. (Various types of PR documents – Technical specifications, Auto-CAD files, drawings draft, etc.)

Buyer can Add any new document by clicking on “**Upload new Document**”.

Buyer can Delete / Download any document by clicking on “**Delete**”.

Summary | Event Number: R0006 | Round: 1 | Event Title: SDCCL / RFQ / P000010 | Unpublished

Technical Documents

Upload New Document | Download All

Show 5 entries | Search:

SR NO	ACTION	DOCUMENT NAME	REMARKS	USER TYPE	UPLOADED BY	UPLOADED DATE
1	Delete Download	Technical Documents	Technical Documents	Buyer	Test Buyer 1	13/08/2022 12:38:03

Showing 1 to 1 of 1 entries

BUYER SCREEN – RFQ - Technical

Buyer can add/select Technical Parameters required for selected items. This will help Buyers & Collaborative technical user for further evaluation and supplier finalization.

Summary Event Number: R0006 Round: 1 Event Title: SDCCL / RFQ / P000010 Unpublished

Technical

T & C

Price Bid

Vendors

Collaboration

Schedule

Technical Documents

Technical Parameters

Show 5 entries Search:

SR NO	ITEM CODE	ITEM NAME	QUANTITY	UOM	ACTION	REMARKS
1	102339	ThinkPad T450 Laptop	20.000		Add Details	REMARK
2	116808	Lenovo Thinkpad Professional 15.6" Laptop Backpack	20.000		Add Details	REMARK

Showing 1 to 2 of 2 entries < 1 >

BUYER SCREEN – RFQ - Technical

Buyer can select/add Technical parameters required from Suppliers. Buyer can also Download the format & Import parameters from Excel. These templates can be saved for later use also by clicking on “**Save Template**”.

Mandatory & Non-mandatory fields can be selected by Buyer.

Technical Parameters

Item Code : MS001

Item Name : Test Item 1

Download Template Upload Template Import From Template Save Template

+ADD	TFAS REQUIREMENT (PARAMETER)	REQUIRED
✘	Item 1	Non Mandatory
✘	Item 2	Mandatory

Submit Cancel

Vendors 1 MS001 Test Item 1 1,000 EA Add Details REMARK

BUYER SCREEN – RFQ –T & C

Buyer can select Commercial Terms & Conditions here. Can “**Add Template**” or can “**Add Terms**”.

Add Template – Buyer can add Template for T&C. This can be managed by the person who has “Admin rights”. Those selected templates can be visible here to Buyer.

Add Term – Buyer can add individual terms as per the Product Category requirement.

Edit/Delete– Buyer can Edit individual terms as per the Product Category requirement.

Technical

T & C

Price Bid

Vendors

Collaboration

Schedule

Event T & C Vendor Deviation

Term List

Show 10 entries

SR NO.	ACTION	TERM NAME
1	Edit Delete	30 days
2	Edit Delete	90 days
3	Edit Delete	Payment Terms

Term Name

Showing 1 to 3 of 3 entries

< 1 >

Add Term Import from Template

BUYER SCREEN – RFQ –Price Bid

This tab shows selected Line item information from the PR.

Event Currency – Buyer can Change event currency according to him.

Club Multiple PR - Buyer can add additional Line item from other PRs by clicking on “Add Item”.

Qty – Buyer can split the quantity of the line item.

Lot Level Charges – Buyer can Add lot level charges also.

Non Pricing Title – Buyer can add lot level remarks.

The screenshot displays the 'Price Bid' interface. On the left is a navigation sidebar with icons for Technical, T & C, Price Bid (highlighted), Vendors, Collaboration, Schedule, Publish, and Event Communication. The main content area shows a 'PriceBid' header with a dropdown menu set to 'Indeginious'. To the right, there is a field for 'Event Currency' set to 'INR' and a 'Save' button. Below this are buttons for 'Download Temp.', 'Upload Temp.', 'Settings', 'Price Bid Charges', 'Other Remarks', 'Add Price Bid Charges', and 'Add Item'. A table with one entry is shown, with columns for ACTION, SR NO., ITEM CODE, ITEM NAME, QUANTITY, UOM, and REMARKS. The 'QUANTITY' field is highlighted with a red box. Below the table is a 'Showing 1 to 1 of 1 entries' indicator. The 'Lot Level Charges' section has a '+ADD' button, a dropdown menu, and an 'AMOUNT' input field. The 'Sub Total' and 'Total' sections have 'SUB TOTAL' and 'TOTAL' input fields respectively. At the bottom, there is a 'NON PRICING TITLE' section with a '+ADD' button and a 'NON PRICING REMARKS' input field.

ACTION	SR NO.	ITEM CODE	ITEM NAME	QUANTITY	UOM	REMARKS
X	1		sdgtownws	1,000	EA	REMARKS

BUYER SCREEN – RFQ – Price Bid – BOQ/SERVICE

Note : This Section is only for BOQ/Service

If there is a service PR with BOQ attached then it have “+” button **Click** on that button and review BOQ/Sub Items.

The screenshot shows the 'PriceBid' interface. At the top, there is a 'Service' dropdown menu highlighted with a red box. Below it, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The main table has the following columns: SR NO., ITEM CODE, ITEM NAME, QUANTITY, UOM, BASIC PRICE, REMARKS, PACKAGING, and BRAND NAME. The first row has a '+' button in the first column, which is highlighted with a red box. The table contains three rows of data:

SR NO.	ITEM CODE	ITEM NAME	QUANTITY	UOM	BASIC PRICE	REMARKS	PACKAGING	BRAND NAME
1		Glass Top Chest Freezer 50 Ltr Blue Star for Faluda Kuffi	12,000		100000.0	REMARKS		
2	MK - 23	Two Burner Range	2,000	EA	100000.0	REMARKS		
3	MK - 23	Two Burner Range	1,000	EA	100000.0	REMARKS		

The 'Add Sub Items' dialog box is shown, displaying the following information:

Item Code : MK - 23
Item Name : Two Burner Range

ITEM CODE	ITEM NAME	UOM	QUANTITY	UNIT PRICE	REMARKS
	Item1		0	0.00	
	Item2		0	0.00	
	Item3		0	0.00	
	Item4		0	0.00	
	Item5		0	0.00	

BUYER SCREEN – RFQ –Price Bid

Buyer can add Charges at line item level.

1. Click on “Add Price Bid Charges” and add Charges name and GST(%).
2. Click on “Price Bid Charges” and select charges which you have created.

Supplier will be able to give response to **Unit Price** and **other Charges** at item level.
This is help Buyer to get Item level price bifurcation

The screenshot displays the 'PriceBid' interface for 'Indeginious'. The 'Event Currency' is set to 'INR'. The main interface includes buttons for 'Download Temp.', 'Upload Temp.', 'Settings', 'Price Bid Charges', 'Other Remarks', and 'Add Price Bid Charges'. The 'Price Bid Charges' and 'Add Price Bid Charges' buttons are highlighted with red boxes and numbered 2 and 1 respectively. Below the main interface, two modal windows are shown: 'Enter Price Bid Charges' and 'Select Price Bid Charges'. The 'Enter Price Bid Charges' modal has fields for 'Charges Name' (with 'PRICE BID CHARGES' entered) and 'GST %' (with 'GST %' entered), and 'ADD' and 'Cancel' buttons. The 'Select Price Bid Charges' modal has a dropdown menu with '—Please Select—' and 'ADD' and 'Cancel' buttons.

BUYER SCREEN – RFQ –Price Bid

Click on “Settings” to view further settings.

1. “Is Discount ?” Buyer can open discount field by checking it.
2. “Is GST Compulsory ?” Buyer can mandatory GST field for vendors
3. “Propose QTY ?” By checking this field vendor can decrease the Qty according to him.
4. “Is Basic Price ?” Buyer can add basic price for each line item.
5. “Is Basic Price Validation Req. ?” By checking this field vendor can fill unit price less than or equal to basic price.

Click on “Save” to complete price bid section.

PriceBid Indeginious Event Currency : INR Save

Download Temp. Upload Temp. Settings Price Bid Charges Other Remarks Add Price Bid Charges Add Item

Show 10 entries Search:

Pricebid Settings

Is Discount ? Is GST Compulsory ? Proposed Qty ?

Is Basic Price ? Is BasicPrice Validation Req. ?

Cancel

Sub Total SUB TOTAL

Total TOTAL

+ADD NON PRICING TITLE NON PRICING REMARKS

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BUYER SCREEN – RFQ – Vendor

Buyer can select vendors by **click on “Add more Vendors”**. Buyer can select Approved as well as Temporary Vendors and invite them in RFQ.

If historical purchase data is available, system will show **“Suggested Vendors list”** to Buyer while selecting suppliers.

Buyer can add vendor category wise by clicking on **“Add Vendors Category Wise”**.

Green highlighted defines that the vendor is **“disable”**. Buyer can add disable for RFQ / Auction but not able to award item.

Vendor List

Show 5 entries

Add More Vendors Add Suggested Vendors Add Vendors Category Wise

SR. NO.	ACTION	VIEW DETAILS	SUPPLIER CODE	NAME OF COMPANY	COUNTRY	CONTACT PERSON NAME	STATUS	EMAIL	
No Record Found									
SUPPLIER CODE	NAME OF SUPPLIER	NAME OF CONTACT PERSON	STATUS	BLOCKSTATUS	PAN NO	CITY	COUNTRY	EMAIL ADDRESS	MOBILE NO
<input type="checkbox"/>	RV232402019	Pine Labs Pvt Ltd	Regular	Active	AACCPT457K			calvin.rajappa@pinelabs.com; payment@pinelabs.com	
<input type="checkbox"/>	RV232402021	Stan Professional Appliances Pvt. Ltd.	Regular	Active	AACCE1F48C			mahesh@stanps.net	
<input type="checkbox"/>	RV232402022	Jubilant Foodworks Ltd	Regular	Active	AABC01827C			nan@kshar14@jfood.com	
<input type="checkbox"/>	RV232402023	PCI Food Control Private Limited	Regular	Active	AABC00089F			nk@retco@pci.com	
<input type="checkbox"/>	RV232402024	SAPPHIRE FOODS INDIA LIMITED	Regular	Active	AARC55325A			mish.patel@sapphirefoods.in	
<input type="checkbox"/>	RV232402026	Arrow Electronics	Regular	Disabled	AASOP40799A			shakesantosh10@gmail.com	
<input type="checkbox"/>	RV232402029	Design Source	Regular	Disabled	AMHP51541H			designsource.pvt.ltd@gmail.com	
<input type="checkbox"/>	RV232402034	Retention Account	Regular	Disabled					
<input type="checkbox"/>	RV232402032	Sanner Hotel Supplies	Regular	Active	AACPEST11G			ncbi@sannerrates.net	
<input type="checkbox"/>	RV232402037	Atharva India Solutions	Regular	Disabled				anil.r.singh@outlook.com	

Showing 0 to 0 of 0 entries

Showing 1 to 10 of 1,539 entries

Submit Cancel

BUYER SCREEN – RFQ – Vendor

Selected Vendors shows associated Person name, email and contact details.

SR. NO.	ACTION	VIEW DETAILS	SUPPLIER CODE	NAME OF SUPPLIER	COUNTRY	NAME OF CONTACT PERSON	STATUS	EMAIL
1	Delete	View	RV232402042	BRANDGALLI		S S BHATTACHARJEE	Regular	YES
2	Delete	View	RV232402043	CEASEFIRE INDUSTRIES PRIVATE LIMITED		Rakesh Gupta/Girish R	Regular	YES
3	Delete	View	RV232402019	Pine Labs Pvt Ltd			Regular	NO
4	Delete	View	RV232402021	Elan Professional Appliances Pvt. Ltd.		Maheh Singh	Regular	NO
5	Delete	View	RV232402022	Jubilant Foodworks Ltd			Regular	NO

<

Showing 1 to 5 of 7 entries

< 1 2 >

Selected Suppliers with Contact

Show 5 entries

SR. NO.	ACTION	SUPPLIER CODE	NAME OF SUPPLIER	NAME OF CONTACT PERSON	CONTACT DETAIL	EMAIL
1	Delete	RV232402042	BRANDGALLI	S S BHATTACHARJEE		surve@brandgalli.com
2	Delete	RV232402043	CEASEFIRE INDUSTRIES PRIVATE LIMITED	Rakesh Gupta/Girish R		dinesh.hub@ceasefire.in
3	Delete	RV232402019	Pine Labs Pvt Ltd			
4	Delete	RV232402021	Elan Professional Appliances Pvt. Ltd.	Maheh Singh		
5	Delete	RV232402022	Jubilant Foodworks Ltd			

BUYER SCREEN – RFQ – Collaboration

Buyer can invite Collaborative users to participate in an RFQ and give access for Techno-Commercial evaluation and scoring.

Collaborative users cannot have rights for Price bid information.

Summary | Event Number: R0006 | Round: 1 | Event Title: SDCCL / RFQ / P000010 | Unpublished

Collaboration

Collaborative Users | Assign Additional Buyer | Transfer Buyer

Technical User:



Show 10 entries | Search:








SR NO.	ACTION	USERTYPE	COLLABORATIVE USERNAME	REPORTING TO	TECHNICAL ACCESS	EVENT T&C ACCESS	TECHNICAL RECOMMENDATION	ALTERNATIVE APPR
1	Remove	Technical	SSL.TECHNICAL	SSL.HOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	---SELECT---

Showing 1 to 1 of 1 entries | < 1 >

BUYER SCREEN – RFQ – Schedule

Buyer can schedule RFQ by selecting Event Start and Event Closing Date.

 Summary	Event Number R0046	Round 1	Event Title  TFAS / RFQ / TRS-2324-00002	Unpublished
--	-----------------------	------------	--	--------------------

 Technical	Schedule		
 T & C			
 Price Bid			
 Vendors			
 Collaboration			
 Schedule			
 Publish			

Event Time Zone*	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
Event Start Date*	SELECT EVENT START DATE
Event Closing Date*	SELECT EVENT CLOSING DATE
	Save

BUYER SCREEN – RFQ – Publish

In-built templates are available for Publishing the RFQ to suppliers. Buyer can also edit this templates.

Publish Event Show Pending Items

Technical **T & C** **Price Bid** **Vendors** **Schedule**

Event Message

To: Test Vendor 1 Test Vendor 2 Test Vendor 3 Test Vendor 4

CC: SSL TECHNICAL Test Buyer 1

Subject: Event No:R0004/ Event Name: NFIC / RFQ / PR00005 (Round -1)

Message

Font - Formatting - Font size - B I U A [Icons]

Kind Attention:
Dear Sir / Madam ,

We delighted to inform that National Food Industries Company Limited has introduced the E-Sourcing system for Digital Sourcing Process. The bidding process for the invited RFQ/RFP/Auction will be done through E-Sourcing system only.

Event No : R0004
Event Name : NFIC / RFQ / PR00005
Event Date & Time :
Bid Closing Date & Time :

BUYER SCREEN – RFQ – DASHBOARD - AFTER RFQ PUBLISHED

Buyer can view detailed dashboard with live tracking of supplier's activities/responses.

Timer – Event timer.

Tracking – **Green highlighted** shows Supplier's Response. **Blue highlighted** shows supplier's Acceptance of terms with some Delegation. **Red Highlighted** shows supplier's Pending terms.

Summary | Event Number: R0006 | Round: 1 | Event Title: SDCCL / RFQ / P000010

Published
0 Days 2 Hrs 31 Min 8 Sec

Selected Vendors

CODE	NAME	PERSON NAME	EMAIL	STATUS	TRACKING	ACTION
T000001	Test Vendor 1	Aakash Patel	nrsoni95@gmail.com	Participated		
T000002	Test Vendor 2	Vipul Patel	vipul@gmail.com	Participated		
T000003	Test Vendor 3	Vipul Patel	aashish@gmail.com	Participated		
T000004	Test Vendor 4	Vipul Patel	ravi@gmail.com	Regreted		

Selected PR Lines

Item	Code	Description	Quantity	Unit Price
1	102339	ThinkPad T450 Laptop	20.000	P000010
2	116808	Lenovo Thinkpad Professional 15.6" Laptop Backpack	20.000	P000010

Collaborative User

User	Role
1	Technical SSL.TECHNICAL

BUYER SCREEN – RFQ – DASHBOARD - AFTER RFQ PUBLISHED

If a Buyer received early bids from vendor then buyer is able to short close the event.

The screenshot displays the RFQ dashboard interface. On the left, a sidebar contains navigation icons for Technical, T & C, Price Bid, Vendors, Collaboration, and View QCS. The 'Change Schedule' button is highlighted with a red box. The main content area shows the 'Schedule' form with the following details:

- RFQ Closing Date : 25/11/2023 18:00:00
- Event Time Zone* : (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
- Event Start Date* : 23/11/2023 11:07
- Event Closing Date* : 25/11/2023 18:00
- New Event Closing Date* : SELECT NEW EVENT CLOSING DATE
- Reason* : [Empty field]
- Save button

The top navigation bar includes: DASHBOARD, PR, PR APPROVAL, RFQ / AUCTION, EVENT APPROVAL, QCS, PO, SUPPLIER, OTHER, VENDOR REGISTRATION, MASTER. The event summary shows: Event Number R0076, Round 1, Event Title TFA5 / RFQ / TFSPL-2324-00160. A 'Next Round / Auction' button and a red 'Closed' button are visible. The 'Selected Vendors' table is as follows:

CODE	NAME	PERSON NAME	EMAIL	STATUS	TRACKING	ACTION
T800001	SAFAL TEST01	Ab Hoda	mohdthoda@gmail.com	Participated		
T800002	SAFAL	MAHARSHI	vyaamaharshid@gmail.com	Not Participate		

BUYER SCREEN – RFQ – VIEW QCS PUBLISHED/CLOSED

Comparison Sheet can be viewed in “**View QCS**” tab.

Surrogate Bidding – Buyer can bid on behalf of supplier if he is unable to submit his bid online. Approval has been required by Purchase head/CPO to allow Buyer to bid. In this case, supplier submits price bid, technical specs and T&C with Buyer through email. **Note: Buyer can access Surrogate bidding only when the event is closed**


Document/Lot level attachment/Price bid attachment – documents which were attached during live event can be viewed here.


The screenshot displays the 'View QCS' interface. On the left is a sidebar with navigation icons for Technical, T & C, Price Bid, Vendors, and Collaboration. The main content area features a 'View QCS' title, a 'Download All' button (highlighted with a red box), and a search bar. Below this is a table with columns: SR NO., VENDOR CODE, VENDOR NAME, STATUS, PARTICIPATION, T & C, TECHNICAL, SURROGATE BIDDING, TECHNICAL STATUS, PRICEBID ATTACHMENT, and L. The table contains four rows of data. The 'PARTICIPATION' column is highlighted with a red box. Below the table, it says 'Showing 1 to 4 of 4 entries' and a pagination control shows '1'.

SR NO.	VENDOR CODE	VENDOR NAME	STATUS	PARTICIPATION	T & C	TECHNICAL	SURROGATE BIDDING	TECHNICAL STATUS	PRICEBID ATTACHMENT	L
1	T000001	Test Vendor 1	Regular	Participated	Accepted	Not Submitted		Pending		
2	T000002	Test Vendor 2	Regular	Participated	Deviated Accepted	Not Submitted		Pending		
3	T000003	Test Vendor 3	Regular	Participated	Deviated	Not Submitted		Pending		
4	T000004	Test Vendor 4	Regular	Regreted		Not Submitted		Pending		

BUYER SCREEN – RFQ – VIEW QCS PUBLISHED/CLOSED

To download QCS report, select all vendors and click on “Download Comparison”.

 Change Schedule

 Event Communication

Select Vendor

Show entries Search:

<input checked="" type="checkbox"/>	VENDOR CODE	VENDOR NAME	TOTAL PRICE	RANK
<input checked="" type="checkbox"/>	T000002	Test Vendor 2	36,000.00	L1
<input checked="" type="checkbox"/>	T000001	Test Vendor 1	38,000.00	L2
<input checked="" type="checkbox"/>	T000003	Test Vendor 3	40,000.00	L3

Showing 1 to 3 of 3 entries < 1 >

Select Report Layout

***In following dropdown, 0 is for not applicable that section in excel export**

PriceBid Details Technical Parameters Details T & C Details

Select Round

Show entries Search:

<input type="checkbox"/>	EVENT NO.	EVENT NAME	EVENT STATUS	CREATED DATE	BID CLOSING DATE	EVENT TYPE	EVENT ROUND	CREATED BY PERSON
<input checked="" type="checkbox"/>	R0006	SDCCL / RFQ / P000010	Published	13/08/2022 12:28:26	13/08/2022 02:14:00 PM	RFQ	1	SSL.BUYER1

Showing 1 to 1 of 1 entries < 1 >

BUYER SCREEN – RFQ – QCS REPORT



RFQ No: R0066 COST COMPARISON REPORT

Comp. Date : 22/11/2023

RFQ #: R0066

RFQ Date : 18/11/2023 17:00:50

BCD Date : 20/11/2023 18:30:00

Vendor Name : Arrow Electrical (T006121)

Contact Name : Santosh Khake

Vendor City : MUMBAI

Telephone # :

Mobile # : 8779666807

Email : project.arowelectricals@gmail.com

Vendor Name : Electech Enterprises (T006120)

Contact Name : S Alam Khan

Vendor City :

Telephone # :

Mobile # :

Email : alam@electechenterprises.net

PR Number : IRISH-2324-00057

Package / RFQ Name : TFAS / RFQ / IRISH-2324-00057

Buyer : Binu Balachandran / Technical : / Approver :

Comp. # : 1

Currency :

BUDGET PRICE : .00

Buyer Remark : RA Bill up to 95% upon work completion & submission of invoice. Retention 5% to

Quote Currency : INR

Buyer Remark :

Quote Currency : INR

Quotation Date :

Quotation Validity Date :

Quotation Date :

Quotation Validity Date :

Round # : 2 (Auction)

Round # : 2 (Auction)

#	Item Code	Item Description	Unit	Qty	Last PO Details	Lowest Unit Rate	Lowest Vendor	First Bid	Disc %	GST %	Technical	Unit Price	Total	Converted Total ()	First Bid	Disc %	GST %	Technical	Unit Price	Total	Converted Total ()	
1		Electrical BOQ	EA	1.00		1350000.00	Arrow Electrical 1	1350000.00	0.00	0.00		1,349,000.00	1,349,000.00	1,349,000.00	1695622.00	0.00	0.00		1,437,242.00	1,437,242.00	1,437,242.00	
Item Total									.00	.00		1,349,000.00	1,349,000.00		.00	.00			1,437,242.00	1,437,242.00		
Discount Total Value								Grand Dis.	.00			.00	.00	Grand Dis.	.00					.00	.00	
Packaging & Forwarding												0.00 %	.00	.00					0.00 %	.00	.00	
Transportation												0.00 %	.00	.00						0.00 %	.00	.00
Total Lot Charges												.00	.00							.00	.00	
GST Total Amount												.00	.00								.00	.00
Net Landed Cost												INR	1,349,000.00	1,349,000.00					INR	1,437,242.00	1,437,242.00	

Vendor Status

Round # : 2 (Auction)

Sr No.	Vendor Code	Vendor Name	Status	Remarks
1	T006139	Chirag Electrical	Not Participate	
2	T006121	Arrow Electrical	Participate	
3	T006120	Electech Enterprises	Participate	
4	T006146	Mohammad ilyas	Not Participate	
5	T006084	Safal Test Vendor	Participate	

BUYER SCREEN – RFQ – DASHBOARD – NEXT ROUND

Buyer can Extend event to Next Round or Auction if required by clicking on “Next Round/Auction” Button.

Spend Report Dashboard PR **RFQ / Auction** QCS Approval QCS PO Vendor Other

Summary Event Number **R0006** Round **1** Event Title **SDCCL / RFQ / P000010** **Next Round / Auction** **Closed**

Print Mail

Selected Vendors

CODE	NAME	PERSON NAME	EMAIL	STATUS	TRACKING	ACTION
T000001	Test Vendor 1	Aakash Patel	nrsoni95@gmail.com	Participated		
T000002	Test Vendor 2	Vipul Patel	vipul@gmail.com	Participated		
T000003	Test Vendor 3	Vipul Patel	aashish@gmail.com	Participated		
T000004	Test Vendor 4	Vipul Patel	ravi@gmail.com	Regreted		

Selected PR Lines [View All](#)

1	102339	ThinkPad T450 Laptop	20.000	P000010
2	116808	Lenovo Thinkpad Professional 15.6" Laptop Backpack	20.000	P000010

Collaborative User

1	Technical	SSL.TECHNICAL
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BUYER SCREEN – RFQ – DASHBOARD – NEXT ROUND

1. If Buyer want to go with the previous details then check all the given check box (✓).
2. Select Previous Round vendors by tick(✓) check box.
3. If Buyer want next round is auction then click on “**Extend To Auction**”.
4. If Buyer want to go with same or with RFQ then click on “**Extend To Next Round**”

Summary

Event Number: R0076 Round: 1 Event Title: TFAS / RFQ / TFSPL-2324-00160

Next Round / Auction Closed

Extend Event

Is Copy Technical Details? Is Copy T & C Details? Is Technical Modify? Is Send Mail to Vendor?

Show 10 entries Search:

SR NO.	SELECT	VENDOR CODE	VENDOR NAME	EMAIL	STATUS
1	<input checked="" type="checkbox"/>	T000001	SAFAL TEST01	mohdholda@gmail.com	Regular
2	<input checked="" type="checkbox"/>	T000002	SAFAL	vyasmaharshid@gmail.com	Regular
3	<input checked="" type="checkbox"/>	T000003	SAFAL SOFTCOM	nicksoni95@gmail.com	Regular

Showing 1 to 3 of 3 entries

Extend to Next Round Extend to Auction

BUYER SCREEN – RFQ – QCS APPROVAL

Buyer can view/approve Vendor under “QCS Approval” tab.
Buyer can award item according to him by clicking on “Award Item”.

Summary Event Number: **R0052** Round: **1** Event Title: **TFAS / RFQ / TFSPL-2324-00156**

Next Round / Auction **Closed**

QCS Approval QCS Status Event Approval

Show **10** entries Search:

SR NO.	ACTION	VENDOR CODE	VENDOR NAME	TOTAL PRICE
1	Award Item	T000001	SAFAL TEST01	11,800.00
2	Award Item	T000002	SAFAL	33,360.00

Showing 1 to 2 of 2 entries < 1 >

Technical

T & C

Price Bid

Collaboration

View QCS

QCS Approval

BUYER SCREEN – RFQ – QCS APPROVAL

Buyer can approve Vendor by clicking on “**QCS Approval**”. This Approved Vendor will go under further approval workflow as defined by the Administrator.

Buyer can split Qty between vendors

Event Communication

Show 10 entries Search:

SR NO.	ACTION	LEVEL	TECHNICAL STATUS	ITEM CODE	ITEM DESCRIPTION	ITEM TEXT	UOM	EVENT QTY	REMAIN QTY	QTY	PROPOSED QTY	UNIT PRICE	DISCOUNT (%)	GST (%)	OTHER CHARGES	TOTAL PI
1	<input type="checkbox"/>	L1			Item 1		EA	10.00	10.00	10.00	0.00	1000.00	0.00	18.00	0.00	1000

Showing 1 to 1 of 1 entries

Show 10 entries Search:

SR NO.	OTHER CHARGES	PERCENTAGE	AMOUNT	GST AMOUNT	
1	Packaging & Forwarding	0.00	0.00	18.00%	0.00
2	Transportation	0.00	0.00	18.00%	0.00

Showing 1 to 2 of 2 entries

Item Total	0.00	Payment Terms	-SELECT-
Total Discount	0.00	Payment Terms Remarks	PAYMENT TERMS REMARKS
Total GST	0.00	Other Term	-SELECT-
Total Lot Level Other Charges	0.00	Other Term Remarks	OTHER TERM REMARKS
Total QCS Value	0.00	Remarks*	REMARKS

Add Mail Attachment

SR NO.	ACTION	MAIL ATTACHMENT
--------	--------	-----------------

QCS Approval

BUYER SCREEN – RFQ – QCS APPROVAL

Buyer have to go on QCS status. It shows detailed information about Vendor Name, Vendor Code, Total Value, etc. Click on **“Submit for QCS Approval”** to Send this QCS for approval to respected Approver.

QCS Approval **QCS Status** Event Approval

Show entries Search:

SR NO	QCS NO	QCS STATUS	EVENT NO	EVENT NAME	QCS SUBMITION DATE	EVENT DATE	VENDOR CODE	VENDOR NAME	PR NO	TOTAL VALUE
1	0246	Pending	R0052	TFAS / RFQ / TFSPL-2324-00156	24/11/2023	06/11/2023	T000001	SAFAL TEST01	TFSPL-2324-00156	11800.00

Showing 1 to 1 of 1 entries < 1 >

Submit For QCS Approval

BUYER SCREEN – QCS – UNDER APPROVAL

Buyer Can track QCS approval status by clicking on “Review”.

QCS

Under Approval Pending PO Created PO / Terminated

Show 5 entries

SR NO	ATTACHMENT	REVIEW	EVENT AWARDED NO	EVENT NO	EVENT NAME	EVENT ROUND	BUYER NAME	EVENT APPROVER STATUS	SUBMISSION DATE	ASSIGN DATE	LEVEL	EVENT APPROVAL TYPE
1		Review	002				Test Buyer 1	InReview	04/08/2023			Default
2		Review	0019	R0076	TFAS / RFQ / TFSPL-2324-00160	1	Test Buyer 1	Manish Thakkar	25/11/2023	25/11/2023	1	Default

Event Awarded No Event No Event Name Event Round Buyer Name Event Approver Status Submission Date Assign Date LEVEL Event Approval Type

QCS Status List

EVENT CODE : R0076 EVENT NAME : TFAS / RFQ / TFSPL-2324-00160

Show 10 entries Search:

SRNO	EVENT APPROVAL NO	EVENT APPROVAL DATE	LEVEL	APPROVAL REQUIRED BY	ASSIGNED DATE	ACTION TAKEN BY	ACTION TAKEN DATE	STATUS	REMARKS
1	0019	25/11/2023	1	Manish Thakkar	25/11/2023 10:58:55				

Showing 1 to 1 of 1 entries

Close

BUYER SCREEN – QCS – PENDING PO

Once approver approves the QCS, a QCS is come under “**Pending PO**” section.
Buyer can “**Create PO / Terminate QCS**”

QCS

Under Approval **Pending PO** Created PO / Terminated

Show 10 entries

SR NO.	EXPORT	ACTION	QCS NO	EVENT AWARDED NO	EVENT NO	EVENT NAME	QCS SUBMISSION DATE	VENDOR NAME	PR NO	TOTAL VALUE	BUYER NAME	BUYER REMARKS	REFERENCE NO
1	Download	Create PO Terminate	0247	0019	R0076	TFAS / RFQ / TFSPL-2324-00160	23/11/2023	SAFAL TEST01	TFSPL-2324-00160	230,596.78	Test Buyer 1	View	

Showing 1 to 1 of 1 entries

BUYER SCREEN – QCS – PENDING PO

Click on “Create PO” and “Submit” QCS item list.

QCS Item List Test Buyer 1

Vendor Code: T000001 Vendor Name: SAFAL TEST01

Default Address: 101.A, Sachet-4, Nr Prernatirth Derasar, Setellite Order Address: 101.A, Sachet-4, Nr Prernatirth Derasar, Setellite

PO Type: Normal PR / PO Category: Capex NSO

Entity: TRAVEL FOOD SERVICES PRIVATE LIMITED Branch: Mumbai HO

Cost Center: Kitchen Stewarding Project Id: General

Ship To: Mumbai HO Bill To: Mumbai HO

PO Header Text: RFQ No : R0076 Quotation Date : 23/11/2023 10:48:26

Show 5 entries Search:

SR NO	ITEM CODE	ITEM NAME	ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	OTHER CHARGES	DISCOUNT (%)	GST (%)	AMOUNT	DELIVERY DATE
1		Item 1		1.00	EA	91,901.00	0.00	0.00	18.00	91,901.00	26-11-2023
2		Item 2		1.00	EA	103,520.00	0.00	0.00	18.00	103,520.00	26-11-2023

Showing 1 to 2 of 2 entries < 1 >

SRNO	OTHER CHARGES	PERCENTAGE	AMOUNT	GST AMOUNT
1	Packaging & Forwarding		0.00	0.00 18.00%
2	Transportation		0.00	0.00 18.00%

Submit Close

BUYER SCREEN – QCS – PENDING PO

Buyer can view Header level and Line Item by clicking on “Header & Line Item” Respectively
The Red(*) star describes that this field is mandatory.

Purchase Order

Save

Back

Header Line Item

PO Details


PO Category*	Capex NSO	Category Description	All Capex Items & Services for NSO Project
PO No	TFSP/PO/23-24/000004	PO Date*	18/12/2023
Total Quantity	10.00	Currency	INR
Basic Value	1,000,000.00	GST Amount	180,000.00
Total PO Value	1,180,000.00	StandardTerms And Contition	GCC Condition
PO Value	Rupees Eleven Lakh Eighty Thousand Only		
Type of Spend*	Unit		
Project Id	Project Test	Entity*	GMR - GMR HOSPITALITY LIMITED
Branch*	HYD	Outlet/Cost Center*	HYD
Ship To*	HYD - HYD	Bill To*	HYD - HYD
Completion / Delivery Timeline	Completion / Delivery Timeline	Mobilization Date	Mobilization Date
Defects Liability Period	Defects Liability Period	Retention Details	<input type="checkbox"/>
PO Advance Payment Required ?*	No		

BUYER SCREEN – QCS – PENDING PO

Buyer can Upload documents by clicking on **“Upload Document”**
Select the supplier by clicking on **“Search icon”**

ACTION	FILE NAME	Upload Document
✘	Safal Home Page wallpaper.jpg	
✘	LOI for Philips Menu display screen 22-23_ccd00006-b912-45c7-b590-ccfefa83eee0.docx	

Supplier

Supplier Code*	RV232411824		Supplier Name	Pine Labs Pvt Ltd
Default Address	Unitech Infospace, 2nd & 3rd Floor, Building 2, Plot no. B2, Sector 62,		Order Address	Unitech Infospace, 2nd & 3rd F - 09AACCP745

Escalation1-Supplier

Name*	ABC	Email	EMAIL
Mobile No*	9985741236		

Escalation2-Supplier

Name*	XYZ	Email	EMAIL
Mobile No*	7485961236		

BUYER SCREEN – QCS – PENDING PO

Buyer cannot select green highlighted vendors because the vendor status is disabled (Details is missing like Bank AC No, IFSC Code, GST, CIN No, Email ID).

Clicked on supplier on which buyer want to select.

Select Supplier


Show 10 entries


SR NO	SUPPLIER CODE	NAVISION CODE	SUPPLIER NAME	OFFICE ADDRESS
1	RV232409857	V0000160	Niki Arts	H N 5348, BUWAPADA, GANESH CHOWK, KALYAN,BADLAPUR ROAD, AMBERNATH WEST,India (V0000160)
2	RV232409889	V0000065	Fresh and Honest Cafe Limited	A-40,Block A,Naraina Industrial Area,Phase-II New delhi,India (V0000065)
3	RV232409925	V0000103	Rahul Mens Wear	R.C.Barrack No.25,Shop No.3,Bhaji Market,Chembur Colony ,India (V0000103)
4	RV232409955	V0000152	Valuepoint techsol Private Limited	GROUND FLOOR, LEVEL 02/03 B WING, ART GUILD,HOUSE, LBS MARG, PHOENIX MARKET CITY,MUMBAI,India (V0000152)
5	RV232409973	V0000051	ACE Technologies	224 Blue rose Industrial Estate, western express ,highway, opp. Magathane Depot, Borivali east, ,India (V0000051)
6	RV232410007	V0000053	Kamalakshi Marketing Pvt Ltd	1/16, Kamal Mansion, 1st Floor, Near Radio ,Club Arthur Bunder Road, Colaba,,India (V0000053)
7	RV232410021	V0000078	Threaded Bolts Industries	41, Giri Chaya Iyalka Compound, Chowpatty ,Band Stand, Mumbai,India (V0000078)
8	RV232410029	V0000024	AVID CONSUMABLES	OFF 15, SHAH ROYAL CHS, SEC 2, KHARGHAR,Navl Mumbai,India (V0000024)
9	RV232410046	V0000116	ALTITUDE MARKETING LLP	FLAT NO C-3, B-63A, PANCHSHEEL VIHAR, ,South Delhi,India (V0000116)
10	RV232410052	V0000156	ORCHID	PLOT NO. 495, PHASE-IV, SECTOR-57, ,HSIIDC,KUNDLI,TEHSLI RAI, SONIPAT, HARYANA,,India (V0000156)

Showing 1 to 10 of 158 entries

BUYER SCREEN – QCS – PENDING PO

Add some other fields like Payment terms by clicking on “**Search Icon**”, Escalation1, Escalation2 of Buyer Name, Mobile number, and Email

Payment Details			
Payment Term*	0001		Payment Description* Payable immediately Due net

Other Details			
Remarks	REMARKS		
Other Term Name	OTHER TERM NAME		Other Term Description OTHER TERM DESCRIPTION

Escalation1-Buyer			
Name*	MNO	Email	EMAIL
Mobile No*	7485963214		

Escalation2-Buyer			
Name*	PQR	Email	EMAIL
Mobile No*	8574969485		

BUYER SCREEN – QCS – PENDING PO

Click on **“Line Item”** to see/add item in PO

Buyer can add item in PO by clicking on **“Add Line”**

Buyer can edit or delete the item also

Purchase Order Save Back

Header **Line Item**

PO No : TFSPL/PO/23-24/000004 PO Date : 18/12/2023 Supplier Name : Pine Labs Pvt Ltd Add Line

Show 10 entries Search:

ACTION	ITEM CODE	ITEM NAME	UOM	PURCHASE GROUP	CATEGORY	SUB CATEGORY	QUANTITY	RATE	DISCOUNT %	DISCOUNT AMOUNT	NET RATE	TAXABLE AMOUNT	GST %	VAT %	GST/VAT AM
		BOQ for BARRICATION at 080 Domestic lounge phase II		B01	Interiors	Barricade	10.00	100,000.00	0.00	0.00	100,000.00	1,000,000.00	18.00	0.00	180

Showing 1 to 1 of 1 entries < 1 >

Lot Level Charges

+ADD	OTHER CHARGES NAME	PERCENTAGE (%)	OTHER CHARGES AMOUNT	GST PER	GST AMOUNT
------	--------------------	----------------	----------------------	---------	------------

BUYER SCREEN – QCS – PENDING PO

Add Purchase Group, Category and Sub Category and other item details.

Red(*) Is highlighted for Mandatory fields.

Click on **“Save”** to save the item.

Line Item PO No : TFSPL/PO/23-24/000004 PO Date : 18/12/2023 Vendor Name : Pine Labs Pvt Ltd

Item Details

Purchase Group*	-SELECT-	Sub Category*	SUB CATEGORY
Category*	CATEGORY	UOM	-SELECT-
Item Code	ITEM CODE	Item Name*	ITEM NAME
Item Description	ITEM DESCRIPTION		
Quantity*	0.00	Rate*	0.00
Discount %	0.00	Discount Amount	0
Net Rate	0	Taxable Amount	0
GST %	-SELECT-	VAT %	-SELECT-
GST / VAT Amount	0	PO Total Value	0
HSN Code*	HSN CODE	Currency	INR
PR No	PR NO	PR Date	PR DATE
PR Item No	PR ITEM NO		

Save Close

BUYER SCREEN – QCS – PENDING PO

Click on “+ ADD” to add the other lot level charges.
Buyer can select the charges and Add value In Percentage or Amount.
Click on “Save” to save the PO.

Purchase Order

Header Line Item

PO No : TFSPL/PO/23-24/000004 PO Date : 18/12/2023 Supplier Name : Pine Labs Pvt Ltd

Show entries Search:

ACTION	ITEM CODE	ITEM NAME	UOM	PURCHASE GROUP	CATEGORY	SUB CATEGORY	QUANTITY	RATE	DISCOUNT %	DISCOUNT AMOUNT	NET RATE	TAXABLE AMOUNT	GST %	VAT %	GST/VAT AM
		BOQ for BARRICATION at 080 Domestic lounge phase II		B01	Interiors	Barricade	10.00	100,000.00	0.00	0.00	100,000.00	1,000,000.00	18.00	0.00	180

Showing 1 to 1 of 1 entries < 1 >

Lot Level Charges

+ADD	OTHER CHARGES NAME	PERCENTAGE (%)	OTHER CHARGES AMOUNT	GST PER	GST AMOUNT
	Transportation with 18% GST	10	100000.00	18.00	18000.00

BUYER SCREEN – PO – MY PO

Buyer can create direct PO without PR by clicking on **“Create PO”**

Buyer can view PO items in by clicking on **“PO NO.”**

Buyer have multiple options in **“action column”**

1. Click on **“Terminate”** to terminate PO.

2. Buyer can **“Edit”** PO.

3. Once buyer create PO then he/ she have to send PO for Approval by clicking **“Submit For Approval”**

5. Once it is approve from all the level then **“Pending to Release”** Option will open for buyer to release it to the vendor.

6. After releasing the PO towards the vendor. The vendor will acknowledged the PO and status will change from approval to **“Acknowledgement By Supplier”**

4. Buyer can also make a **“Print”** of PO

Purchase Order

Export To Excel

Create PO

My PO

All PO

My APR

Approval Status

All

Entity

All

Buyer Name

All

Show 10 entries

ACTION	ADVANCE TERMS APPLICABLE	PO ATTACH.	PR NO	PO NO	PO DATE	SUPPLIER CODE	SUPPLIER NAME	PO CATEGORY	APPROVAL STATUS
Recall Review View Print				TF SPL/PO/23-24/000038	25 - Jan - 2024	RV232402022	Jubilant Foodworks Ltd	F&B Purchase	InReview
Recall Review View Print				TF SPL/PO/23-24/000037	25 - Jan - 2024	RV232402021	Elan Professional Appliances Pvt. Ltd.	Maintenance	InReview
Recall Review View Print				TF SPL/PO/23-24/000036	25 - Jan - 2024	RV232402019	Pine Labs Pvt Ltd	Capex NSO	InReview
Review View Print Pending to Release Cancel			TF SPL-2324-00248	TF SPL/PO/23-24/000035	24 - Jan - 2024	RV232402022	Jubilant Foodworks Ltd	Capex NSO	Approved
Review View Print Acknowledgement By Supplier			TF SPL-2324-00246	TF SPL/PO/23-24/000034	23 - Jan - 2024	RV232402023	PCI Pest Control Private Limited	Capex NSO	Acknowledgement By Suppl
Terminate Edit Submit for Approval Print Review View			TF SPL-2324-00245	TF SPL/PO/23-24/000033	22 - Jan - 2024	RV232402021	Elan Professional Appliances Pvt. Ltd.	Maintenance	Draft
Recall Review View Print			TF SPL-2324-00234	TF SPL/PO/23-24/000032	20 - Jan - 2024	RV232402019	Pine Labs Pvt Ltd	Services	InReview

BUYER SCREEN – PO – MY PO

This PO has draft status which means it is not fully approve from all level. Once it will approve the DRAFT watermark will removed

Purchase Order

Order Number : TFSPL/PO/23-24/000036
Supplier Code : RV232402019 [V0000001]

Page 1 of 2
07/02/2024 14:29:01

Supplier Detail Pine Labs Pvt Ltd	Shipped Location Mumbai HO	Invoice Location Mumbai HO	Corporate Address TRAVEL FOOD SERVICES PRIVATE LIMITED
Unitech Infospace, 2nd & 3rd Floor, Building 2, Plot no. B2, Sector 62, India Order Address Code :	1st Floor, Block A South Wing, Shiv Sagar Estate, Dr. Annie Besant Road, Worli, Mumbai Suburban, Maharashtra, 400018	1st Floor, Block A South Wing, Shiv Sagar Estate, Dr. Annie Besant Road, Worli, Mumbai Suburban, Maharashtra, 400018 GSTIN No : 27AADC82762L1ZJ	1st Floor, Block A South Wing, Shiv Sagar Estate, Dr. Annie Besant Road, Worli, Mumbai Suburban, Maharashtra, 400018 Comp GST No : 21AADC82762L1ZJ
PAN No : AACCP7457K Supplier GST No : 09AACCP7457K1ZV Supplier Contact No : Contact Person Name : Supplier Email :	Cost Center Code : 90160003 Cost Center Name : Mumbai Head Office Project ID : PO Category : Capex NSO	Payment Term : Payable Immediately Due net	PO Creation Date : 25/01/2024 PO Approval Date : 0 PO Currency : INR Buyer Name : Test Buyer 1

Sr.No	Item Code	HSN/SAC Code	Item Name	Item Description	Par. Grp.	Qty	UOM	Basic Rate	Dis%	Net Rate	Total Amount	IGST %	Gross Total Amount
1		12345	cctv	cctv for office	C01	3.00	EA	3,000.00	0.00	3,000.00	9,000.00	12	10,080.00
Total Qty : 3.00													
Total Basic PO Amount											9,000.00		
Total Other Charges											900.00		
IGST Amount											1,242.00		
Grand Total PO Amount											11,142.00		

Amount In Words : Rupees Eleven Thousand One Hundred Forty Two Only

Remarks :
Standard Terms And Condition : ok
Completion / Delivery TimeLine :
Mobilization Date :
Defects Liability Period :
Retention Percentage : 0

Escalation Buyer Detail		
Name	Mobile No.	Email - ID
sohil	2589641235	sohil@gmail.com
sohil	2589641235	sohil@gmail.com

BUYER SCREEN – PO – PO

After submitting PO for approval.

Buyer can “Review” PO status.

If a buyer want to recall the PO for edit or terminate he/ she can “Recall” PO.

The screenshot displays the Buyer PO interface. At the top, there is a navigation menu with options: DASHBOARD, SUPPLIER, PR, PR APPROVAL, RFQ / AUCTION, EVENT APPROVAL, QCS, PO, OTHER, and SUPPORT. A contact email, support.safal@k-corp.in, is also visible. The main section is titled 'Purchase Order' and includes filters for 'My PO', 'All PO', and 'My APR'. A table lists purchase orders with columns for SR NO., ACTION, ADVANCE TERMS APPLICABLE, ATTACHED PO, PO NO., PO DATE, PO TYPE, VENDOR CODE, VENDOR NAME, PO CATEGORY, and APPROVAL STATUS. The second entry in the table is highlighted with a red box, showing 'Recall | Review | View | Print' as available actions. Below this, a 'PO Status' modal window is open, showing a detailed view of the selected PO with columns for SR NO., ROUND, PO NO., VENDOR CODE, VENDOR NAME, LEVEL, APPROVAL REQUIRED BY, ASSIGNED DATE, ACTION TAKEN BY, ACTION TAKEN DATE, STATUS, and REMARKS. The status of the PO is shown as 'Draft'.

SR NO.	ACTION	ADVANCE TERMS APPLICABLE	ATTACHED PO	PO NO.	PO DATE	PO TYPE	VENDOR CODE	VENDOR NAME	PO CATEGORY	APPROVAL STATUS	
1	Terminate Edit Submit for Approval Print View			TFSP/PO/23-24/000012	25/11/2023	Normal	T000001	SAFAL TEST01	Capex NSO	Draft	TRAVEL FOOD
2	Recall Review View Print			TFSP/PO/23-24/000011	24/11/2023	Normal	T000001	SAFAL TEST01	Capex NSO	InReview	TRAVEL FOOD
3	Terminate Edit Submit for Approval Print View			DCPL/PO/23-24/000020	24/11/2023	Normal	T000001	SAFAL TEST01	Services	Draft	Del
4	Terminate Edit Submit for Approval Print View			TFSP/PO/23-24/000002	24/11/2023	Normal	T000002	SAFAL	Maintenance	Draft	TRAVEL FOOD SE

SR NO.	ROUND	PO NO.	VENDOR CODE	VENDOR NAME	LEVEL	APPROVAL REQUIRED BY	ASSIGNED DATE	ACTION TAKEN BY	ACTION TAKEN DATE	STATUS	REMARKS
1	1	IRISH/PO/23-24/000001	T000001	SAFAL TEST01	1	Jogeswar Sahu , Jogeswar Sahu	03/11/2023 12:58:41				

BUYER SCREEN – E-AUCTION

A reverse auction is a type of auction in which sellers bid for the prices at which they are willing to sell their goods and services. This will allow transparent way of negotiations between Buyer and all suppliers.

E-Auction can be created from :

- 1) From RFQ
- 2) Direct from PR

Summary

Event Number: R0005, Round: 2, Event Title: SDCCL / RFQ / GMES03

Next Round / Auction

Closed

Print, Auction, Mail

Selected Vendors

CODE	NAME	PERSON NAME	EMAIL	STATUS	TRACKING	ACTION
T000001	Test Vendor 1	Aakash Patel	nrsoni95@gmail.com	Participated		
T000003	Test Vendor 3	Vipul Patel	aashish@gmail.com	Participated		

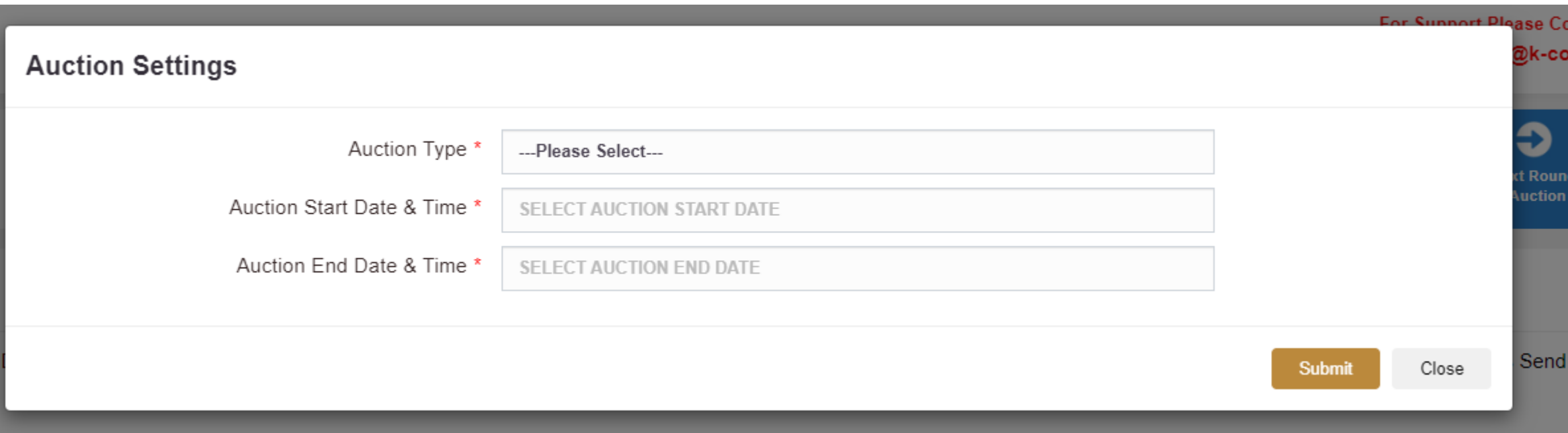
Selected PR Lines

1 102339 ThinkPad T450 Laptop 10.000 GMES03

View All Collaborative User

BUYER SCREEN – E-AUCTION

Buyer can extend RFQ to Auction by Clicking on the 'Extend to Auction'



The screenshot shows a modal dialog box titled "Auction Settings" with the following fields and controls:

- Auction Type ***: A dropdown menu with the text "--Please Select--".
- Auction Start Date & Time ***: A date and time selection field with the text "SELECT AUCTION START DATE".
- Auction End Date & Time ***: A date and time selection field with the text "SELECT AUCTION END DATE".

At the bottom right of the dialog, there are two buttons: a blue "Submit" button and a grey "Close" button.

BUYER SCREEN – E-AUCTION – PUBLISH

New Round of Same Event will be created.
Round Name will be changed to 'Reverse Auction'
Click on Publish to float Auction Round to Suppliers.

Summary Event Number Round Event Title

R0005 3 SDCCL / RFQ / GMES03

Unpublished

Technical
T & C
Price Bid
Vendors
Collaboration
Schedule
Publish

Publish Event

Show Pending Items

Technical T & C Price Bid Vendors Schedule

Event Message

To: Test Vendor 1 Test Vendor 3

CC: Test Buyer 1

Subject: **Event No:R0005/ Event Name: SDCCL / RFQ / GMES03 (Round -3)**

Message

Font Formatting Font size **B** *I* U **A**

BUYER SCREEN – E-AUCTION – DASHBOARD

After Published the auction you can find “**Auction**” Button.

The screenshot displays the Buyer Screen E-Auction Dashboard. At the top, there is a summary bar with the following information:

Event Number	Round	Event Title
R0057	4	TFAS / RFQ / TRS-2324-00003

Below the summary bar, there are three buttons: **Print**, **Auction** (highlighted with a red box), and **Copy Event**. The **Auction** button is the focus of the instruction.

On the left side, there is a navigation menu with the following items:

- Summary
- Technical
- T & C
- Price Bid
- Vendors
- Collaboration

Below the buttons, there is a section for **Selected Vendors** with the following list:

ID	Name
T006135	ABCD
T000001	SAFAL TEST01
T000002	SAFAL
T000003	SAFAL SOFTCOM
T000004	Test Company 1

Below the vendors list, there is a section for **Selected PR Lines** with a **View All** link.

On the right side, there is a section for **Suggested Vendors** and a **Collaborative User** section.

BUYER SCREEN – E-AUCTION – DASHBOARD

After going into Auction section find “Auction Setting” button.



BUYER SCREEN – E-AUCTION – AUCTION SETTINGS

Auction Settings :

- 1) Auction Type : Select Reverse or Forward Auction.
- 2) Auction Mode : Color, Rank or Both.
- 3) Min Bid : Enter Min Bid decrement in Value/Percentage.
- 4) Max Bid : Enter Max Bid decrement in Value/Percentage.
- 5) Tie Prevention at Lot Level and Item Level : Option to allow no two suppliers can bid for same price if marked 'YES';
- 6) Auto Extension of auction time.
- 7) Target Price for each item can be enter by Buyer to get notification if value of line item is reduced below target price.
- 8) Check lowest bid to show the lowest unit rate to every vendor.
- 9) Want to show the rank of Item level / lot level

Auction Settings

Auction Type	<input type="text" value="Reverse Auction"/>	Auction Mode	<input type="text" value="Rank"/>
Is Lot Level Rank Show ?	<input type="checkbox"/>	Is Item Level Rank Show ?	<input type="checkbox"/>
Auction Start Date & Time	<input type="text" value="13/08/2022 02:30:00 PM"/>	Tie Prevention Lot Level	<input type="text"/>
Auction Close Date & Time	<input type="text" value="15/08/2022 02:31:00 PM"/>	Tie Prevention Item Level	<input type="text"/>
Is Auto Extended Enable ?	<input type="checkbox"/>	Extend Auction (In Minutes)	<input type="text" value="Enter Minutes only"/>
Is Lowest Bid Show ?	<input type="checkbox"/>		
Target Price Applicable	<input type="checkbox"/>	Min-Max Bid Applicable	<input type="checkbox"/>

save

Close

BUYER SCREEN – E-AUCTION – AUCTION

Auction Chart : Shows suppliers Lot Level Bid value against time
Buyer can also change Auction settings during live auction



BUYER SCREEN – E-AUCTION – AUCTION

Buyer can view Auction details by scrolling down

Table showing Lot Level Suppliers Price including Starting Bid for Auction, Current Bid and Saving (Difference of Starting & Current Bid).

Action : To view Suppliers screen in read only and Reject Suppliers Bid in case of mistake by suppliers.

Item Level Supplier information

Red Notification on Item Level shows the Suppliers price is below target set price.

Vendor Wise Detail

Show entries Search:

ACTION	RANK	VENDOR CODE	VENDOR NAME	STARTING BID	CURRENT BID	SAVING
View Reject Last Bid	1	T000004	Test Vendor 4	1,995.00	1,650.00	345.00
View Reject Last Bid	2	T000001	Test Vendor 1	2,100.00	1,790.00	310.00
View Reject Last Bid	3	T000002	Test Vendor 2	2,205.00	1,850.00	355.00

Showing 1 to 3 of 3 entries < 1 >

Item Wise Detail

Show entries Search:

SR NO.	ACTION	ITEM CODE	ITEM NAME	QUANTITY	CURRENCY	VENDOR CODE	VENDOR NAME	STARTING BID	CURRENT BID	VAT (%)	ITEM TOTAL	CONVERTED
1	More Detail	100001	Side Table	10.000	AUD	T000004	Test Vendor 4	190.00	165.00	0.00	1,650.00	

Showing 1 to 1 of 1 entries < 1 >

THANK YOU