

## 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://uatkcorp.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 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", and "Event Title: WIP / AUCTION / PR-180723". A blue box labeled "1" highlights the "Published" status with a timer: "1 Days 23 Hrs 50 Min 13 Sec". A sidebar on the left, labeled "2", contains navigation icons for "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'

The screenshot displays the 'Technical Documents' section of the RFQ & Auction interface. On the left, a sidebar contains navigation buttons: 'Technical' (highlighted with a red circle '1'), 'T & C', 'Price Bid', and 'Event Communication'. The main content area shows a dropdown menu for 'Technical Documents' (highlighted with a red circle '2') and a search bar. Below the search bar, there are tabs for 'Grand Cereals Attachments' and 'Vendor Attachments'. A 'Show 5 entries' dropdown (highlighted with a red circle '3') is visible. The main table lists technical documents with columns: SR NO, ACTION, DOCUMENT NAME, REMARKS, FROM, UPLOAD DATE, and SUBMITTED DATE. The first entry has a 'Download' button (highlighted with a red circle '4') and a 'Download All' button (highlighted with a red circle '5').

SR NO	ACTION	DOCUMENT NAME	REMARKS	FROM	UPLOAD DATE	SUBMITTED DATE
1	Download	57399SPEC.pdf	Please refer the technical document and upload your technical documents .	Ruhi Patel	31/08/2021	31/08/2021

# 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'. At the bottom left, 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. Three orange callout circles are present: '1' points to a dropdown arrow in the top right, '2' points to the search bar, and '3' points to the 'Add Details' button. The footer of the table shows 'Showing 1 to 2 of 2 entries' and a page number '1'.

SR NO	ITEM CODE	ITEM NAME	QUANTITY	UOM	TECHNICAL DETAILS	REMARKS
1	MACHINE OIL	OIL	1.000	LTR	<a href="#">Add Details</a>	REMARK
2		OIL PUMP	1.000	NOS		REMARK

# 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

1    MACHINE OIL    OIL    1,000    LTR    Add Details    01.00.00

Submit    Cancel

# 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 area shows a table with three entries. The 'ACTION' column for each entry contains a red-bordered box with the text 'Accept | Deviate'. A large orange circle with the number '2' is positioned to the right of these boxes. The 'TERM NAME' column contains three terms: 'Delivery in 30 days', '75% payment after delivery', and '25% Payment Advance'. A large orange circle with the number '1' is positioned to the right of the second 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 large orange circle with the number '3' is to the right of the text area. At the bottom of the modal, there is a 'Save' button (highlighted with a red box and a large orange circle with the number '4') and a 'Cancel' 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. Non-Pricing Title : This is available for supplier to give non-pricing information requested by the supplier.
6. Once all the information is submitted, Click on SAVE.

The screenshot shows a 'Price Bid' form with the following sections and callouts:

- 1**: Price Bid button in the left sidebar.
- 2**: 'Filled by Vendor' section containing a table for item pricing.
- 3**: The table for item pricing with columns for Item Bid Status, Unit Price, and Item Total Charges.
- 4**: 'Other Charges' section with input fields for Percentage and Amount, and an Upload button for the Document.
- 5**: 'Non Pricing Title' section with a text area for Non Pricing Remarks.
- 6**: Save button in the top right corner.

SR NO.	ITEM CODE	ITEM NAME	ITEM BID STATUS	UNIT PRICE	ITEM TOTAL CHARGES
1	10000091	BALLAST FOR 36 W TUBE LIGHT COPPER	Bidding	500.00	2500.00
2	10000090	BALLAST FOR 20 W 230V TUBE LIGHT	Bidding	750.00	3750.00
3	100000111	BEARING 6000 2RZ/VT 162A.Steel Cage	Bidding	1200.00	12000.00
Grand Total					18250.00

OTHER CHARGES	PERCENTAGE	AMOUNT	DOCUMENT
Packing & Forwarding Charges (In Amount)	0.00	0	Upload
Installation & Commissioning Charges (if any) (In Amount)	0.00	0	Upload

NON PRICING TITLE	NON PRICING REMARKS
Delivery Timeline	
Custom Clearance Time	

# RFQ & Auction – Price Bid

1. Supplier can also **download** the Price Bid format is excel template.
2. Fill all the information in the excel template and **Upload** the template with 'Upload Price Bid Format'
3. There will be option to Upload Quotation softcopy by
  1. Quotation Name – enter the name of quotation file for buyer reference
  2. Validity of Quotation select number of Days the quotation is valid for.
  3. Select and upload attachment
4. Submit to offer final quotation to Buyer. Supplier can make changes till the RFQ is Published.

**Price Bid** Quotation Validity Date : 15/12/2020 Quotation Attachment : Commercial Proposal Price Currency : INR **1** Save

Event Currency : INR

**Download Price Bid Format** **Upload Price Bid Format** **2**

Line Item Information			Filled By Vendor		
SR NO.	ITEM CODE	ITEM NAME	ITEM BID STATUS	UNIT PRICE	ITEM TOTAL CHARGES
1	100000091	BALLAST FOR 36 W TUBE LIGHT COPPER	bidding	500.00	2500.00
2	100000090	BALLAST FOR 20 W 230V TUBE LIGHT	bidding	750.00	3750.00

**Price Bid Submit**

Attachment Name: Commercial Proposal

Validity In Days: 20 **3**

Please Attach Document: Change BAL BFT EN Manual.pdf x

**4** **Submit** Cancel

# 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

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

Communication Type  
Subject  
Message

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

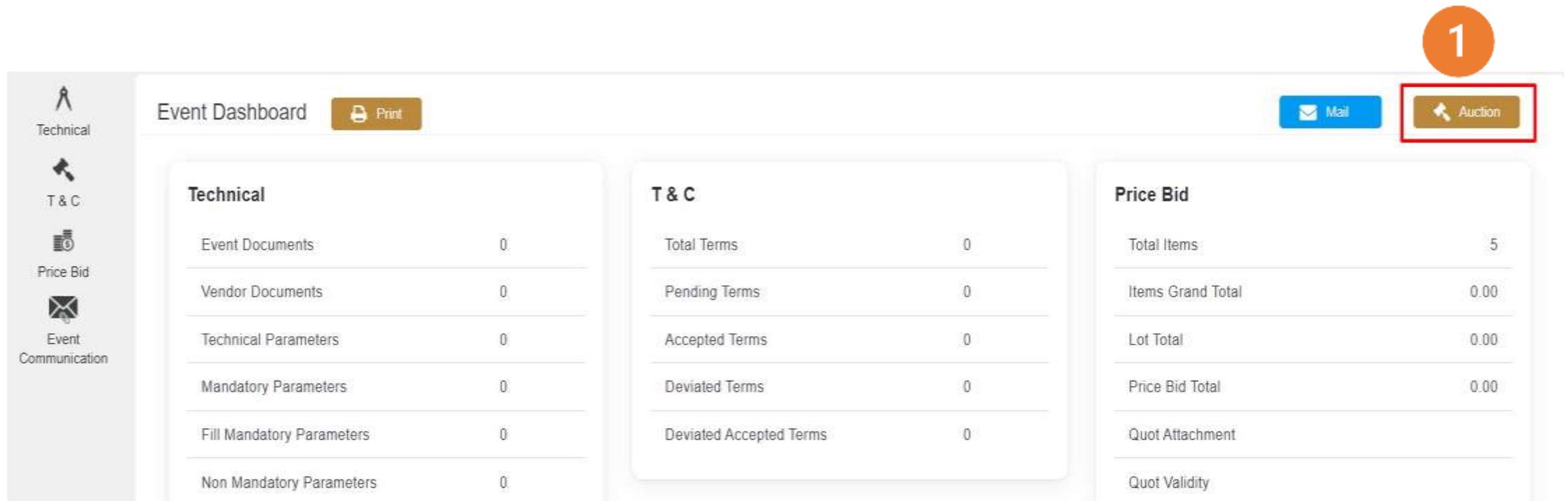
Font Formatting Font size B I U A [List Icons]

# RFQ & Auction – Go to Auction

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

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

There is the button for **'GO TO AUCTION'** and participate in the live bidding.



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 divided into three columns: 'Technical', 'T & C', and 'Price Bid'. The 'Technical' column lists 'Event Documents', 'Vendor Documents', 'Technical Parameters', 'Mandatory Parameters', 'Fill Mandatory Parameters', and 'Non Mandatory Parameters', all with a count of 0. The 'T & C' column lists 'Total Terms', 'Pending Terms', 'Accepted Terms', 'Deviated Terms', and 'Deviated Accepted Terms', all with a count of 0. The 'Price Bid' column lists 'Total Items' (5), '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 is a 'Mail' button and a 'Auction' button, which is highlighted with a red box and a '1' in an orange circle.

Category	Item	Count/Value
Technical	Event Documents	0
	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	5
	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 submit button to confirm revised price in Auction.

**Live Auction**  
 Current Lot Bid 126,440.00    Auction Rank : 2

**Refresh Auction**  
 Current Status

COLOR	STATUS
Green	Near to the lowest Bid.
Yellow	Middel of the lowest & far Bid.
Red	Far from the lowest Bid.

ITEM NO	ITEM NAME	UOM	QTY	CURRENCY	STARTING BID	CURRENT BID	ITEM TOTAL PRICE	RANK
100011165	WEIGH BRIDGE - PHOTO CELL TRANSMITTER	NOS	8	INR	180.00	<input type="text" value="170.00"/>	1360.00	1
50000207	ELECTRICIAN	NOS	268	INR	120.00	<input type="text" value="100.00"/>	26800.00	1
50000283	MACHINE OPERATOR	NOS	546	INR	230.00	<input type="text" value="180.00"/>	98280.00	2

**Lot Total : 126,440.00**

# 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.

- Technical
- T & C
- Price Bid
- Event Communication

### Live Auction

Current Lot Bid 120,980.00    Auction Rank : 2

**Action details**

DATE	LOT PRICE
24/11/2020...	160,000
24/11/2020...	160,000
24/11/2020...	160,000
24/11/2020...	138,000
24/11/2020...	138,000
24/11/2020...	138,000
24/11/2020...	128,000
24/11/2020...	128,000
24/11/2020...	128,000
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00
24/11/2020...	120,980.00

Refresh Auction

Current Status

COLOR	STATUS
Green	Near to the lowest Bid.
Yellow	Middel of the lowest & far Bid.
Red	Far from the lowest Bid.

ITEM NO	ITEM NAME	UOM	QTY	CURRENCY	STARTING BID	CURRENT BID	ITEM TOTAL PRICE	RANK
100011165	WEIGH BRIDGE - PHOTO CELL TRANSMITTER	NOS	8	INR	180.00	<input type="text" value="170.00"/>	1360.00	1
50000207	ELECTRICIAN	NOS	268	INR	120.00	<input type="text" value="100.00"/>	26800.00	1
50000283	MACHINE OPERATOR	NOS	546	INR	230.00	<input type="text" value="170.00"/>	92820.00	2

**Lot Total : 120,980.00**

THANK YOU