

# **Supplier Portal and e-Tendering User Guide**

V2.0

## 1. Supplier Portal Registration

Suppliers can register at Supplier Portal registration page URL:

[https://\[site.domain.com\]/registration/](https://[site.domain.com]/registration/)

where [site.domain.com] is your hosted Procuman system’s domain name.



### Supplier Registration Form

Company Name*	<input type="text" value="Company Name"/>
First Name*	<input type="text" value="Firstname"/>
Last Name*	<input type="text" value="Lastname"/>
Email Address*	<input type="text" value="my-name@my-email.com"/>
Website	<input type="text" value="http://mycompany.com"/>
Street	<input type="text"/>
City	<input type="text"/>

After registration “Team Purchase Agents” members will receive a notification email. New registrations can be seen in Suppliers-menu under “Supplier Registrations”.

The screenshot shows the Procuman web interface. The top navigation bar includes the Procuman logo and menu items: Requisitions, Purchasing, Suppliers, Tenders, and Master Data. A search bar is on the right. The main content area is titled "Supplier Registrations" and features a dropdown menu with options: Suppliers, Products, Portal Contacts, and Supplier Registrations (highlighted). Below the menu is a table of registration records.

Name	Company Name	Email	Created At	Status
Reynold King	Woolworth	timo@procuman.com	21 Feb 15:36	Contact Created
Richard Wooler	Woolworth	info@procuman.com	21 Feb 15:16	Contact Created
John Smith	Wallmart	john@wallmart.com	03 Feb 10:03	Contact Created
John Smith	Wallmart	john@wallmart.com	03 Feb 09:59	New
test5 test6	testco	t@t.com	02 Feb 16:45	New
test5 test6	testco	t@t.com	02 Feb 16:39	New

If Supplier record already exists in the system, it can be selected in “Link to Supplier” field.

To create a new supplier record, press the button “Create Supplier”. New Supplier record will be created and automatically linked with the registration record. Note that

there is no check for duplicate Supplier records.

Procuman Requisitions Purchasing Search

Supplier Registrations > John Smith

Follow Convert **Create Supplier**

Edit

Overview

Company Name	Link to Supplier
Walmart	None
Name	
John Smith	
Email	Phone
john@wallmart.com	+87964726521 Mobile
Title	Website
None	walmart.com
Address	Status
oxfordstreet 1 las Vegas, NV 12356 USA	New

After linking of the supplier, you will see a new button “Create Contact and Send Portal User”. This will create a Contact-record and link it with the linked Supplier. Also a new portal user account will be created and logon credentials will be emailed to the Supplier email address. Portal users can be maintained in System Administration section. Portal user is linked with the Supplier’s contact record and this defines the row level access in Supplier Portal.

Procuman Requisitions Purchasing Search

Supplier Registrations > John Smith

Follow Convert **Create Contact and Send Portal User**

Edit

Overview

Company Name	Link to Supplier
Walmart	Walmart
Name	
John Smith	
Email	Phone
john@wallmart.com	+87964726521 Mobile
Title	Website
None	walmart.com
Address	Status
oxfordstreet 1 las Vegas, NV 12356 USA	New

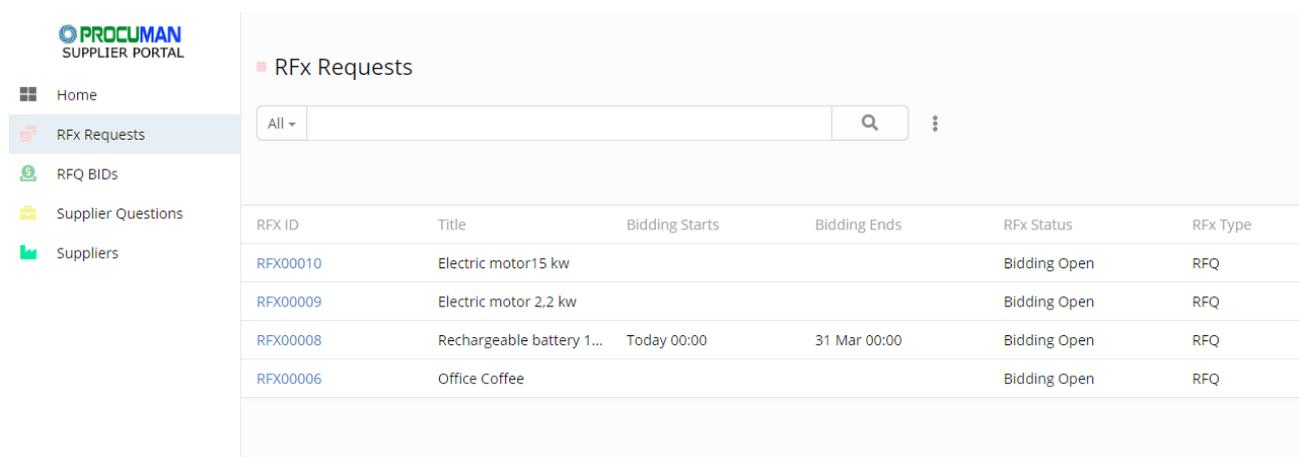
## 2. Supplier Portal

Supplier Portal is available at URL:  
[https://\[site.domain.com\]/portal/](https://[site.domain.com]/portal/)

Supplier contact email address is the username for login.

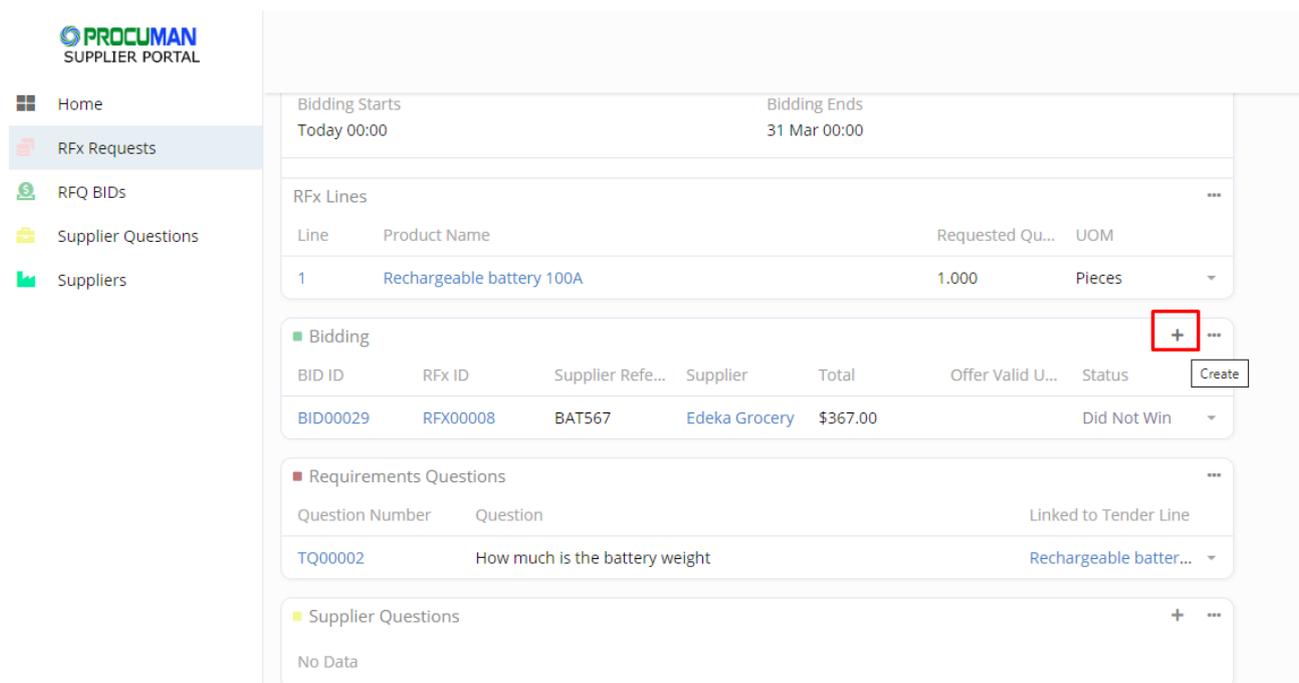
### 2.1 Open Tenders and Submitting Bids

In the “RFx Requests” section, Supplier will see all the open Tenders that it has been invited for.



RFX ID	Title	Bidding Starts	Bidding Ends	RFX Status	RFX Type
RFX00010	Electric motor15 kw			Bidding Open	RFQ
RFX00009	Electric motor 2.2 kw			Bidding Open	RFQ
RFX00008	Rechargeable battery 1...	Today 00:00	31 Mar 00:00	Bidding Open	RFQ
RFX00006	Office Coffee			Bidding Open	RFQ

Supplier can enter their Bid by clicking the “+” sign on the Bidding subpanel.



Line	Product Name	Requested Qu...	UOM
1	Rechargeable battery 100A	1.000	Pieces

BID ID	RFX ID	Supplier Refe...	Supplier	Total	Offer Valid U...	Status
BID00029	RFX00008	BAT567	Edeka Grocery	\$367.00		Did Not Win

First, a Bid header will be created and saved as Draft. Also any Bidding documents can be attached here.

■ Create RFQ BID

Save Full Form Cancel

BID ID	Total Offer Value
-	-
Submit Action ⓘ	Status
Keep As Draft	Draft, Not Submitted
Supplier Reference	Offer Valid Until
<input type="text" value="SPL6826"/>	<input type="text" value="29.02.2024"/>
Bid Currency	
-	
Description	
<input type="text" value="Offer for laptops"/>	
Bid Documents	
BID Lines ⓘ	
No Data	

After saving the Bid header, the Bid line items will be copied from the RFX lines and the offered quantity and price can be entered. Additional product details fields can be found the Bid line item edit page.

**BID Header**

BID ID: BID00022  
 Submit Action: Keep As Draft  
 Status: Draft, Not Submitted

Supplier: Amazon Online  
 Supplier Reference: Jeff bid 1  
 RFX Requests: Company PC Tender

Offer Valid Until:   
 Payment Terms:   
 Description: test

Total Offer Value: \$0.00  
 Bid Currency: USD  
 Created By: Jeff Bezos

Bid Documents:

Created At: 09 Feb 13:51

**BID Lines**

Req. Product Name	Req. Qty	Qty	Offer Price	Total	UOM	Description
Lenovo Screen	20.000	<input type="text"/>	12,342,152.00 USD	None	Pieces	This is very good product with very long description text that fills this space
docking stations	20.000	<input type="text"/>	USD	None	Pieces	
X1 Lenovo Laptop	20.000	<input type="text"/>	USD	None	Pieces	

Additional fields are visible (Item number, Product docs, Product URL) if line item is edited.

**Edit · BID Line**

Save Full Form Cancel

**BID Header**

BID ID: BID00022  
 Supplier: Amazon Online

Offer Valid Until:

Total Offer Value: \$0.00

Bid Documents:

**BID Lines**

Req. Product Name: Lenovo Screen  
 Req. Qty: 20.000

Item Number:   
 Product Name: Lenovo Screen

Qty:   
 Offer Price: 12,342,152.00 USD

UOM: Pieces  
 Description: This is very good product with very long description text that fills this space

BID Product Docs:   
 Total: None

Product URL:

RFX Lines: [Lenovo Screen](#)

RFX can contain questions about the provided solution and supplier will need to answer these in the “Requirements Q&A” subpanel.

**BID Header**

BID ID BID00033	Submit Action ⓘ Submit to Customer	Status Did Not Win
Supplier ■ Amazon Online	Supplier Reference ZZZ	RFx Requests ■ Electric motor 2,2 kw
Offer Valid Until Today	Payment Terms None	Description None
Total Offer Value \$500.00	Bid Currency USD	Created By Jeff Bezos
Bid Documents None	Created At 23 Feb 16:44	

**BID Lines** ...

Req. Product Name	Re...	Qty	Offer ...	Total	UOM
Electric motor 2,2 kw	5....	5.000	\$100.00	\$500.00	Pieces

**Requirements Q&A** ...

Answ...	Question	Answer	Link t...
AQ0...	Can you send us the technical characteristics?		

**Notes**

[View](#)  
[Edit](#)

Additional Notes can be added to the Bid at any time, even after the closing of the Bidding time.

### 3. Supplier questions and answers

Supplier can ask clarification questions for RFQs in the „Supplier Questions“-page.

Supplier questions are saved in Procuman Tenders-> „Supplier Questions“-module and an email notifications are sent when any information is added to the questions.

#### 4. Document Share

Documents can be shared with the supplier on the Suppliers section in the “Shared Documents” subpanel. Same subpanel is available in the e-Procurement side in Suppliers module.

Name	File	Type	Status	Created At ^	Created By
PO_246.pdf		None	Active	12 Feb 13:23	Admin
procuman.pdf		None	Active	10 Feb 10:54	Admin
PO_252 (5).pdf		None	Active	09 Feb 16:15	Jeff Bezos
TEST PO DOC		None	Active	09 Feb 16:02	Jeff Bezos