

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

V2.0

## 1. Supplier Portal Access

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. System will email you your password when your supplier portal account is created (check Spam folder) after your registration is processed.

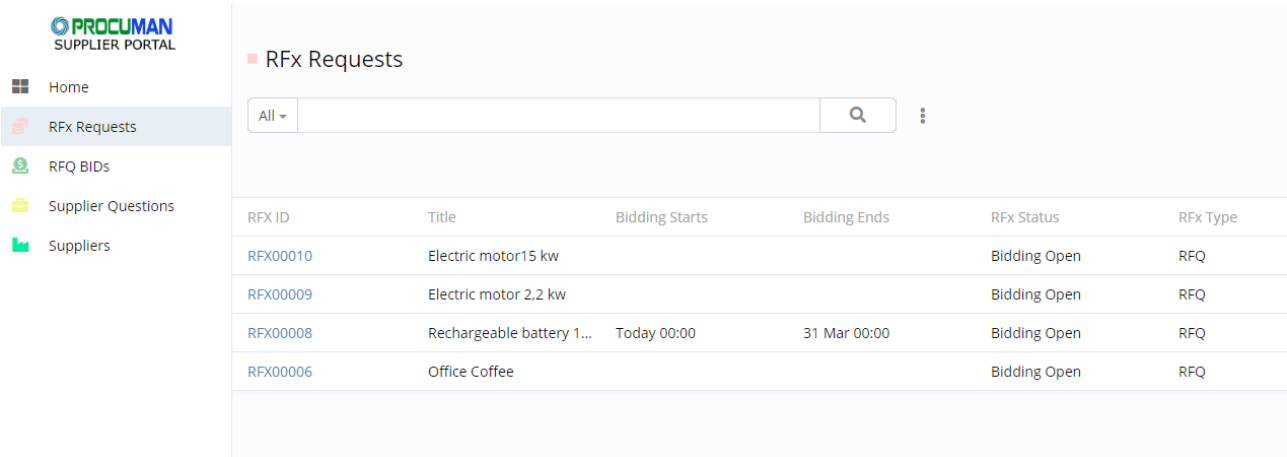
## 2. Onboarding

After logging in to Supplier Portal, fill out the prequalification questionnaire in Onboarding menu and submit for approval. Once your registration is approved, you can use all supplier portal features.

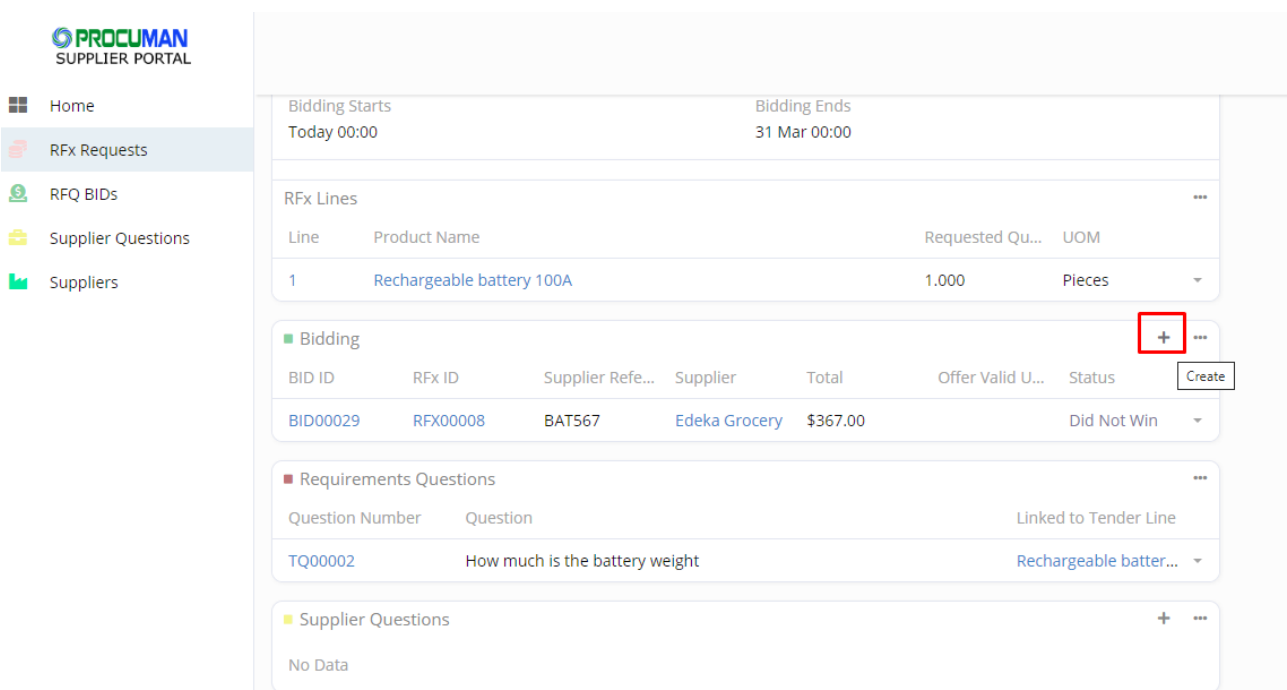
The screenshot displays the Procuman Supplier Portal interface. On the left is a sidebar menu with the following items: Home, Onboarding (highlighted), RFX Requests, RFQ Bids, Supplier Questions, Purchase Orders, Sent Invoices, Documents, Tasks, Supplier Profile, and User Manual. The main content area is titled "Onboarding > create" and features a "Prequalification Questionnaire" form. At the top of the form is a yellow banner with the text: "To activate your account fill out this Onboarding questionnaire and wait for your account approval". Below this, the form is organized into two columns. The left column contains fields for: Company Registered Name \*, Company Registration Date \*, Registered VAT Number, Company Website, Number of Employees, and Bank Account Certificate (with an upload icon). The right column contains fields for: Address \* (subdivided into Street, City, State, Postal Code, and Country), Business Register Number \*, Executive Director's Name \*, Legal Company Type, and Line Of Business. At the bottom right, there is a field for Upload Audited Accounts (with an upload icon). Above the form, there are "Save", "Cancel", and a menu icon (three dots) buttons.

## 3. Open Tenders and Submitting Bids

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



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



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: Keep As Draft Status: Draft, Not Submitted

Supplier Reference: SPL6826 Offer Valid Until: 29.02.2024

Bid Currency: -

Description: 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:

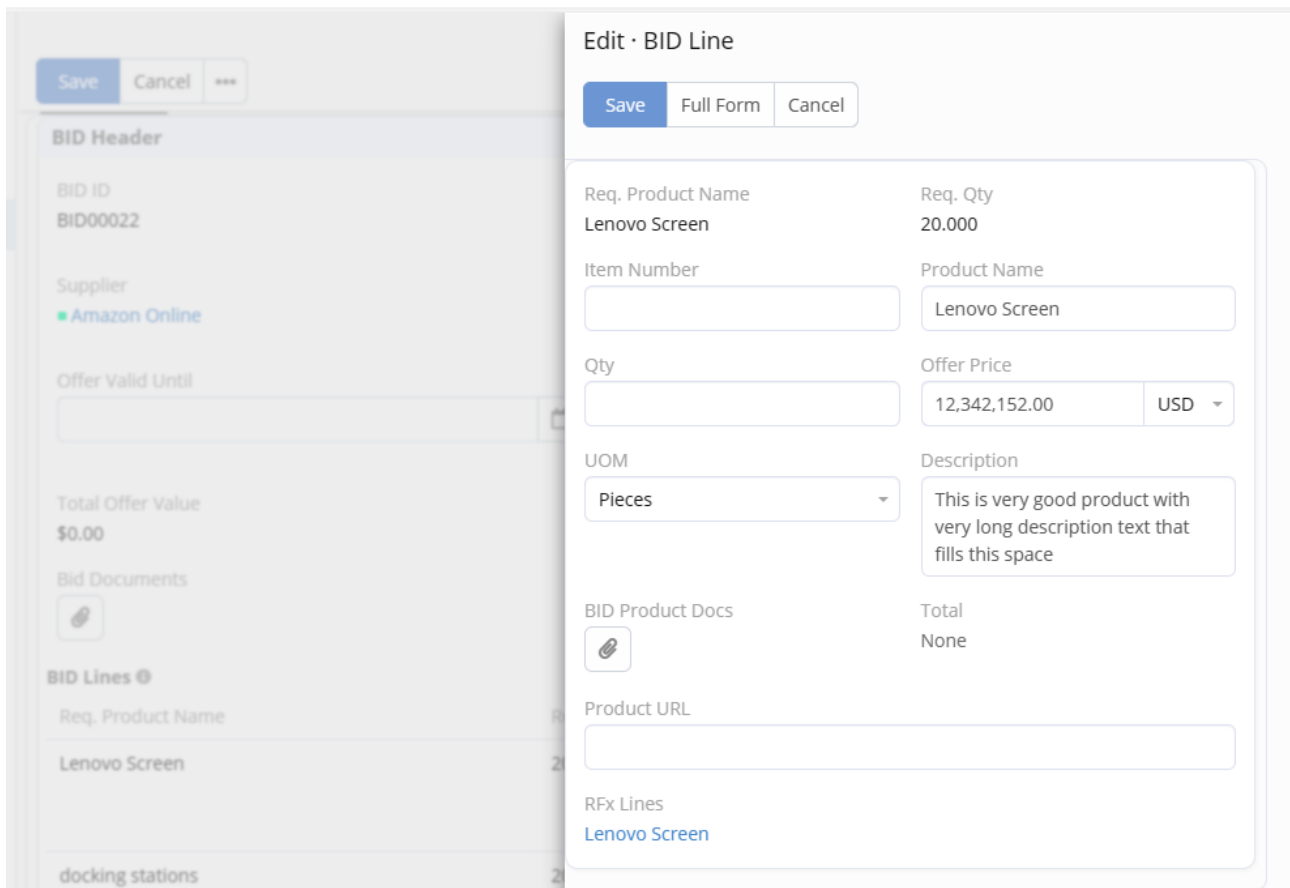
Created At: 09 Feb 13:51

**BID Lines**

Req. Product Name	Req. Qty	Qty	Offer Price	Total	UOM	Description
Lenovo Screen	20.000		12,342,152.00 USD	None	Pieces	This is very good product with very long desc fills this space
docking stations	20.000		USD	None	Pieces	
X1 Lenovo Laptop	20.000		USD	None	Pieces	

**View**  
**Edit**

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



**Edit · BID Line**

Save Full Form Cancel

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

Item Number:  Product Name:

Qty:  Offer Price:

UOM:  Description:

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.

#### 4. 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.

## 5. 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.

## 6. Purchase Orders

You can see all Purchase Order issued for your company. In PO line items, you can edit the line and enter the Status, Delivery Date and Remarks information.

The screenshot shows the Procuman Supplier Portal interface. On the left is a navigation menu with options like Home, Onboarding, RFx Requests, RFQ Bids, Supplier Questions, Purchase Orders (highlighted), Sent Invoices, Documents, Tasks, Supplier Profile, and User Manual. The main content area displays a Purchase Order header with details such as PO Number (PO000076), Title (New employee PC and screens), PO Status (Ordered Manually), Supplier Reference (None), Required Date (None), Our Contact (None), Branch (Procuman Software), Payment Terms (Cash On Delivery), BID (None), Inco Terms (EXW), Shipping Method (Ground), Ship Carrier (None), PO Type (Local PO), Project (None), Grand Total (\$2,408.00), and Notes to Supplier (None). Below the header is a table of Purchase Order Lines with columns for Row, Product Name, Order QTY, Delivered QTY, Purchase Price, and Total. The table contains three rows: PO000076-3 (TEST PRODUCT, 22.000, \$22.00, \$484.00), PO000076-2 (Screens, 2.000, \$345.00, \$690.00), and PO000076-1 (PC or laptop, 1.000, \$1,234.00, \$1,234.00). A red arrow points to the 'Edit' button in the context menu for the third row.

The screenshot shows the 'Edit - Purchase Order Line' form. At the top, there are buttons for 'Save', 'Full Form', and 'Cancel'. Below this, the form displays details for the selected line (Row: PO000076-3). The details include: Products (None), Order QTY (22.000), Product Name (TEST PRODUCT), Supplier Item (None), Required Date (None), Purchase Price (\$22.00), Total (\$484.00), and UOM (Pieces). A red box highlights the 'Supplier Status' dropdown menu (set to 'Open'), the 'Supplier Delivery Date' field with a calendar icon, and the 'Supplier Remarks' text area.

## 7. Invoices

You can submit your invoices to customer in the “Sent Invoices” menu. Select the linked purchase order and enter the Invoice Total Value and upload the invoice PDF document and click Save.



**Invoices > create**

Save Cancel

**Invoice Header**

Invoice ID: - Invoice Status: **Received**

Purchase Orders \*: Select PO Number: -

Invoice Type: Final Due Date: [calendar icon]

Supplier Invoice Number: [input field] Invoice Total: [input field] USD

Invoice File \*: [upload icon] Description: [input field]

The Invoice Status will indicate when the invoice has been paid.

## 8. Tasks

In Tasks section, you can create tasks for your customer, for example a Goods Inspection Task. Also your customer may create tasks for you, for example, request for a Document Upload.

**Tasks**

All [search icon] [filter icon]

+ Create Task

1-14 [left arrow] [right arrow]

Name	Status	Priority	Date Due	Assign Supplier Contacts	Assigned User	Task Type
Help me with the bid do...	Not Started	Normal		Jeff Bezos		Document Upload Task
Jeff to do this task	Not Started	High		Jeff Bezos	Admin	Document Upload Task
Jeff upload PDF file	Not Started	Normal		Jeff Bezos		Document Upload Task
Jeff upload bank certific...	Not Started	Normal		Jeff Bezos		Document Upload Task
Jeff upload product cata...	Not Started	Normal		Jeff Bezos		Document Upload Task
Upload document	Not Started	Normal		Jeff Bezos		Other
Upload RFI docs	Not Started	Normal		Jeff Bezos		Document Upload Task
inspect goods	Not Started	Normal				Inspection Request