



# Procurement & Supplier Information Management System (PSIMS)

## Suppliers User Manual

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### Project Owner

**Bangladesh Navy**

Naval Headquarter (NHQ),

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## A. Overview

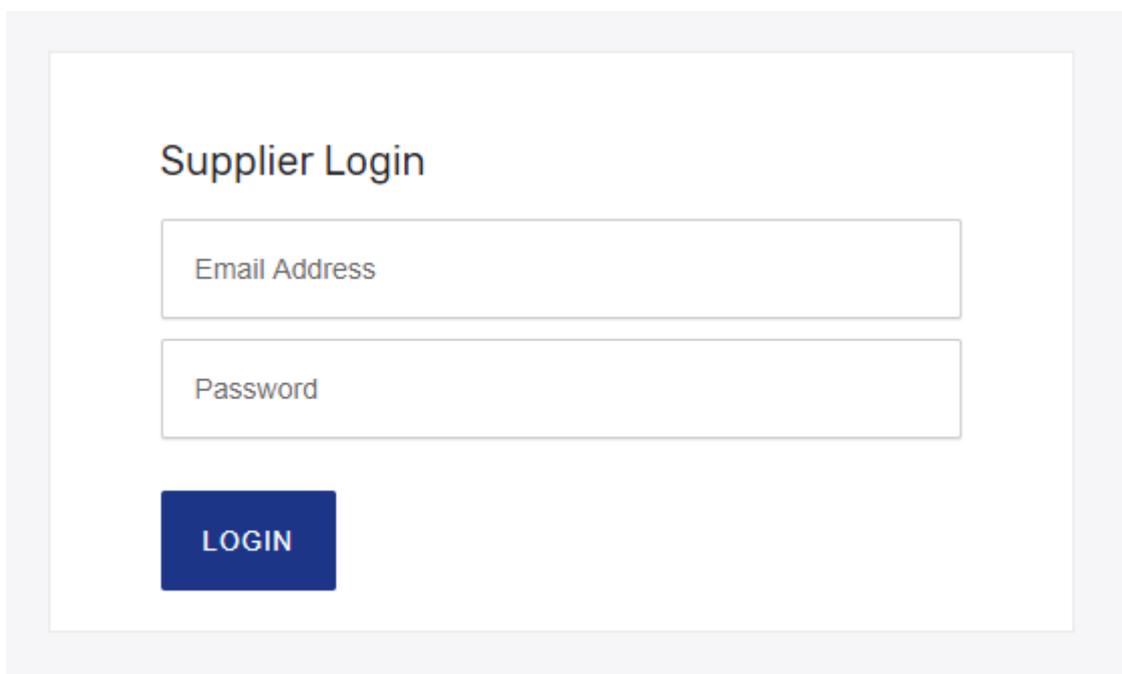
Bangladesh Navy, the most vibrant and advanced technology user in Bangladesh. This software will help all the enlisted supplier to know necessary and real-time information with easiest way.

## B. User Manual

### B.1. Start to Login

If you are an enlisted supplier or started process to be enlisted but you do not have any ID & Password, please contact with our one-stop service to collect that.

By collecting the ID and password, go to the login page and input your email and password to login.



The image shows a 'Supplier Login' form. It has a title 'Supplier Login' at the top. Below the title are two input fields: 'Email Address' and 'Password'. At the bottom of the form is a blue button labeled 'LOGIN'.

### B.2. After Login

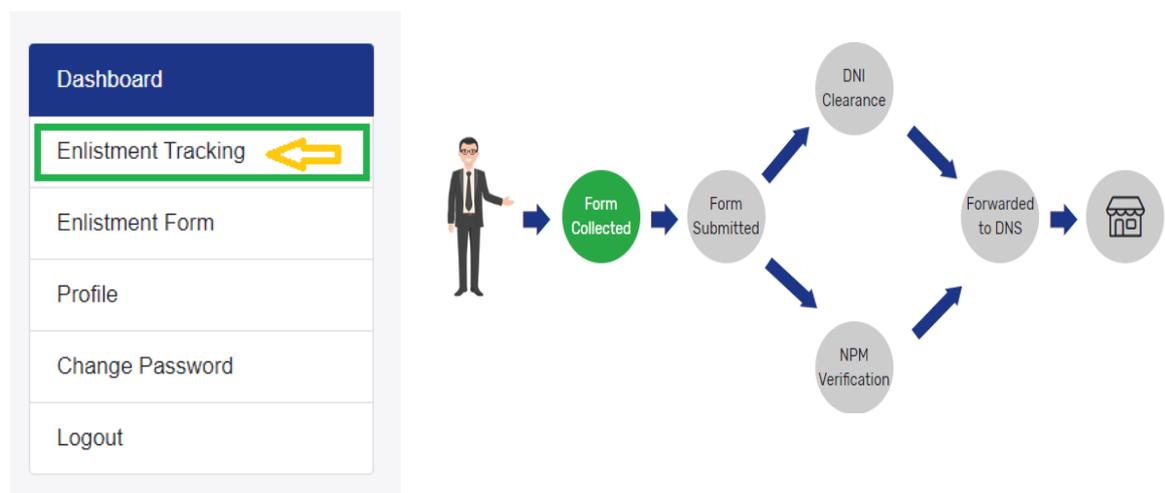
After login, user will see the dashboard looks like as bellow. And Left Menu will be like if you are a new enlistment process.



The image shows a user dashboard. On the left is a vertical menu with the following items: Dashboard, Enlistment Tracking, Enlistment Form, Profile, Change Password, and Logout. The main content area shows the user's name 'abc' and email 'abc@gmail.com'. Below this are two cards: 'Tender Participation' with a value of '0' and 'PO Awarded' with a value of '0'.

### B.3. Enlistment Tracking

The supplier is in enlistment process, then supplier will be able to see the enlistment status.



### B.4. Enlistment Form Submission

To submit the enlistment form, user has to click on the **Enlistment Form** menu. Then, the user will get a form and he have to fill all the fields of the form with valid information in 30 days. The form has three tabs. All the tab's input fields have to fill properly. The arrow sign indicated the tabs in bellow images. After submitting the form, Enlistment Tracking information will be change as the form status.

Company Information	Introductory Information	Owner/Authorized Person Information
Company Name (English) <input type="text" value="abc"/>	Company Name (Bengali) <input type="text" value="Company Name (Bengali)"/>	
Head Office: <input type="text" value="01960139091"/>	Fax <input type="text"/>	
<input type="text" value="abc@gmail.com"/>	Select Some Options <input type="text"/>	
Address <input type="text"/>	Branch Office (if any) <input type="text"/>	

After DNS Approval, the enlistment will be done, and supplier will get the other menus for tender related activity.

## B.5. Tender Participants Status

From the menu, Tender participant status, Supplier will be able to check the status of Submitted tender. Supplier will be able to know, who the win of a particular tender.

If supplier win the tender as own, he will be able to download the soft copy of PO an after supply the particular product, supplier will know the billing status.

## B.6. Evaluation Report

From the menu of Evaluation Report, Supplier will be able to know how perform in the particular tender and how the marking is getting in any particular evaluation category.

## B.7. Inbox

In the inbox menu, Supplier will receive any query or clarifications message. Here supplier will be able to reply the message of query and clarification.

## B.8. Profile

From the profile menu, supplier will be able to check own profile and update few basic things.

## B.9. Change Password

Every use has a password, that was set from the admin, Here the supplier can change own password for personal security. Please do not forget the password and keep it in a safe place.

## B.10. Logout

Finally, user may logout from the interface. To logout from the interface, user has to click the log out menu.

## C. Conclusion

With this panel, Bangladesh Navy's Suppliers will be more benefited by meeting their basic needs. In spite of this, if you face any kind of problem, feel free to communicate with our one-stop service.

-- End --