



***[eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org)***

# ***User Manual for Suppliers for Registration on the e-Procurement System of Government of Mauritius***



**PROCUREMENT  
POLICY  
OFFICE**

*"A world class procurement system for Mauritius"*

### **Introduction:**

All organizations intending to do business with any of the Public Bodies of Government of Mauritius are required to register on the e-Procurement System. The Authorized Person from the organization is required to initiate the process of registration of the organization on the e-Procurement System.

The process of registration requires providing information as specified in the forms on the e-Procurement System. The e-Procurement System is available on [eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org). The System can be accessed using standard browsers such as Google Chrome, Internet Explorer and Mozilla Firefox. It is recommended that before you start working on the e-Procurement System, you should ensure that you have the latest version of the browser installed on your computer system. The system also requires installation of latest version of **JAVA**. To be able to view the system generated documents which are in PDF formats, you are recommended to install **PDF Reader** software.

The registration of the organization initiated on the e-Procurement System by the Authorized Person represents the identity of the organization on the e-Procurement System and any transaction executed through the use of User Name / Password chosen during the process of registration shall be binding on the organization and its owners and the management.

***Note: You are informed to create only one single registration for an organization on the e-Procurement System. But a new feature of the application now allows an organization to create multiple users.***

**Disclaimer:**

Please note that this User Manual is created for the purpose of providing guidance to the Users intending to use the process that is referred in the User Manual. It has been an endeavour to prepare this User Manual by capturing the process flows as well as the mock screens to resemble the process flows and the screens as they appear on the e-Procurement System of Government of Mauritius to the extent possible.

However, it may be possible that the process flows and the mock screens may differ from as what they appear on the e-Procurement System. It shall be the responsibility of the Users to acquaint themselves with the process thoroughly and carry out the transactions on the e-Procurement System as expected. The Users shall ensure that the transactions that are executed on the System are carried out with integrity.

## Contents

Section A: Supplier registration on the system.....	5
Section B: Providing clarification / additional information .....	27
Section C: Application Status/ Additional Categories .....	39
Section D: Preview the comments from CRB.....	41
Section E: Creation of Secondary User Accounts.....	44

## Section A: Supplier registration on the system

### Step 1:

On entering the URL ([eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org)) of the e-Procurement System portal in the browser, the Home Page of the e-Procurement System will be displayed (as shown in the screen below). You may initiate the process of registration on the System by clicking on **Sign up** appearing on the top of the Home Page.

The screenshot shows the e-Procurement System Home Page. At the top, there is a header with the Government of Mauritius logo, the text "e-PROCUREMENT SYSTEM OF GOVERNMENT OF MAURITIUS", and navigation links for "Login" and "Sign up". A help desk contact is also provided: "Help Desk +230 201 1530 Email: [eprocdesk@govmu.org](mailto:eprocdesk@govmu.org)". The date and time are displayed as "04/09/2018 11:32 AM MUT". Below the header is a navigation bar with links: "Home", "About e-Procurement", "Prerequisites", "How to..?", "Digital Certificates", "FAQ", and "Help Desk". The main content area is divided into three sections. The left section is a search bar with the text "Search below in order to find relevant IFB opportunities for your business." and fields for "IFB Ref.No.", "All Categories", and "All Public Bodies", along with "Q Search" and "+ Advanced" buttons. The middle section is titled "Invitation for Bids" and contains a table with columns "IFB Reference No.", "Procurement Description", and "Closing date". The right section is titled "Portal Statistics" and shows "Number of IFBs" as 511 and "Number of Suppliers" as 1015, with a "More..." link. Below the statistics is a section for "Notices and Announcements". The footer contains copyright information: "Copyright © 2018 Nextenders (India) Pvt. Ltd.", a link to "Terms of Use", and "Powered by NexProcure".

**e-PROCUREMENT**  
SYSTEM OF GOVERNMENT OF MAURITIUS

Help Desk +230 201 1530  
Email: [eprocdesk@govmu.org](mailto:eprocdesk@govmu.org)  
04/09/2018 11:32 AM MUT

[Home](#) [About e-Procurement](#) [Prerequisites](#) [How to..?](#) [Digital Certificates](#) [FAQ](#) [Help Desk](#)

Search below in order to find relevant IFB opportunities for your business.

IFB Ref.No. All Categories All Public Bodies Q Search + Advanced

**Invitation for Bids**

IFB Reference No.	Procurement Description	Closing date
NDU/IFB/2018/2	Extension of Existing GINS Network for ARMS Project LIGHTING OF FOOTBALL GROUND, MORCELLEMENT RAFFRAY, PAILLES	19/09/2018
CWA/IFB/2018/169	Procurement of 50,000 Cold Potable Water Meters (Diameter 15mm)	18/09/2018
CEB/IFB/2018/19	Procurement of Single Phase Smart Energy Meters	17/09/2018
POLICE/IFB/2018/107	Procurement of Readymade Trousers	04/09/2018
POLICE/IFB/2018/111	Procurement of Ready Made Shirts	04/09/2018

**Portal Statistics**  
Number of IFBs 511  
Number of Suppliers 1015  
[More...](#)

**Notices and Announcements**  
[More...](#)

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## Step 2:

You will see the screen as shown below. As a part of initiating the process of registration of your organization on the System, you are required to fill in the information for all the mandatory boxes (fields) marked with ‘\*’ sign as shown in the screen.

Before you are allowed to proceed with the process of creating the **User Account**, you are required to enable the check box next to the link – ***I have read and accept the Terms of Use***. This is mandatory. The enabling of the check box next to the link – ***I have read and accept the Terms of Use*** implies your acceptance to the **Terms of Use** as set out by Ministry of Finance and Economic Development for the use of e-Procurement System. You are advised to go through the **Terms of Use** thoroughly and understand your responsibilities arising out of acceptance of **Terms of Use** before you provide your acceptance.

Click on **SIGN ME UP** button after enabling the check box. This will create the **User Account** of your organization on the e-Procurement System.

Should you choose to not to enable the check box next to the link – ***I have read and accept the Terms of Use*** for any reason implying your non – acceptance of the **Terms of Use**, your **User Account** will not be created.

**e-PROCUREMENT**  
SYSTEM OF GOVERNMENT OF MAURITIUS

Home About e-Procurement Prerequisites How to...? Digital Certificates FAQ Help Desk

Sign up

Help Desk +230 201 1530  
Email: [eprodesk@govmu.org](mailto:eprodesk@govmu.org)  
04/05/2019 11:50 AM MUT

### SIGN UP

First Name:\*  
Last Name:\*  
Company Name:\*  
User Name:\*  
Password:\*  
Re-type Password:\*  
My Security question:\*  
Enter Security answer:\*  
Primary Email:\*  
Secondary Email:

Example: What is my pet's name ?

2CY8MY  
CAPTCHA (insert text exactly as appearing in the image):\*

☒ I have read and accept the Terms of Use

**SIGN ME UP**

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### Step 3:

You will see the screen as shown below. You will also be sent a System generated email to the Primary Email (and Secondary Email, if provided in the **SIGN ME UP** form) confirming the creation of your User Account along with a website link. Please click on the website link provided in the email to activate your **User Account** on the System.

Please note that it may take up to 60 minutes to receive the email. It may also be possible that the email that is sent by the System is received in the **Junk** or **Spam** folders of the email service instead of **Inbox** folder. This is dependent on the policies imposed by the email service providers. You are recommended to add the email address (eproc@govmu.org) to the address book / contact list of your email service to avoid System generated emails being received in **Junk** or **Spam** folders of the email service.

Despite all attempts, if you still do not receive the System generated email, you may please contact the Helpdesk Support Team of Procurement Policy Office.





#### Step 4:

You are now required to login to the System using your User Name and password (as entered by you at the time of initiating the process of registration on the System).

The screenshot displays the e-PROCUREMENT SYSTEM OF GOVERNMENT OF MAURITIUS interface. A modal window titled "User Login" is centered on the screen, featuring input fields for "User Name" and "Password", a blue "Login" button, and a link for "Forgot Password? Click here". The background website includes a header with the system name, a navigation bar with "Home" and "About e-Procurement", a search bar, and several content sections: "Invitation for Bids" with a table of IFB references, "Portal Statistics" showing 511 IFBs and 1015 suppliers, and "Notices and Announcements" listing various procurement plans. The footer contains copyright information for Nextenders (India) Pvt. Ltd. and mentions the system is powered by NexProcure.

IFB Reference No.	Procurement
CEB/IFB/2018/119	Procurement of Single
POLICE/IFB/2018/107	Procurement of Ready
POLICE/IFB/2018/111	Procurement of Ready

Portal Statistics	
Number of IFBs	511
Number of Suppliers	1015

Notices and Announcements

- Annual Procurement Plan No.MYS-APP-2016-2017
- Annual Procurement Plan No.MYS\_APP\_2016\_1
- Annual Procurement Plan No.POLICE\_APP\_2016\_1(1)

### Step 5:

You will be directed to your organization's dashboard that is linked to your User Account (as shown in the screen below). Please note that from now on every time you login with your User Name on the System, you will be directed to your organization's dashboard (except in case where your account is disabled for any reasons by the Central Registration Body). The dashboard allows you to view the information related to your organization, allows you to initiate transactions, view your pending tasks, view available Invitation to Bids / Expression of Interests and view your system generated alerts. For more information on the available categories of registration, please see the information published in the link **FREQUENTLY ASKED QUESTIONS** on the **Home Page** of the System.

To initiate the process of registration of your organization on the System, please click on link – **My Registration**.

The screenshot displays the dashboard of the Government of Mauritius e-Procurement System. The header includes the system name, user ID (NP:13-400-15), date and time (04/09/2018 01:44 PM MUT), and the user name 'supplier twelve'. The dashboard is divided into several sections:

- MY INFORMATION:** Displays user details for 'COMPANY12', including Registration No: 12, supplier name, phone number, email, and language (English). It also provides links for My Registration Details, Digital Certificate Details, Prerequisite, My Application Status, Last Logged in Details, and Refresh. A Portal List dropdown is also present.
- MY PENDING TASKS:** Shows a table with columns for STATUS and NO. The table is currently empty, displaying 'No Record(s) Found..'. A 'View All Documents' link is available.
- LATEST INVITATION FOR BIDS:** Features a dropdown menu set to 'Invitation for Bid' and a table with columns for IFB REFERENCE NO., DESCRIPTION, and CLOSING DATE. The table is empty, showing 'No Record(s) Found..'. There are icons for document viewing.
- MY ALERTS:** Includes a toggle for 'Un-Read' and 'Read' status. It shows a table with columns for MESSAGES and PUBLISHED DATE. The messages listed are 'Bid Opened' and 'Bid Round Closed', both dated 04/09/2018.

### Step 6:

You will be shown a screen as below wherein you will see the list of forms (Step 1, Step 2 and Step 3) for which you are expected to provide your organization information. You will be required to provide the necessary information and upload documents as relevant to your organisation in the forms. It is mandatory to provide information in the fields that are marked with (\*) sign. The (i) mark symbol next to each field provides guidance in form of suggestions on the information that is expected to be filled in the information fields.

In cases where the information that is provided in the field is as per format that is expected, you will see a (green) check mark appearing next to the field or, else, you will see a (red) check mark appearing next to the field. In case of a (red) check mark appearing, you will need to review the information that has been provided and make sure it is in the right format.

After completion of filling in information of each form step wise, you are advised to click on the **Save** button. This will prevent you from losing your information due to disruption of internet connectivity or electricity and also allow you to leave the process of completing your application for registration midway (should you choose to come back at a later time to complete it). You may continue with the preparation of your application for registration at any time later by again logging into the System and proceeding through the **My Registration Details** link appearing in the dashboard.

The screenshot displays the 'Open Registration No.52' web application interface. The top navigation bar includes 'Dashboard', 'Documents', and 'My Briefcase'. The main header shows 'Open Registration No.52' and 'You Are Here : Supplier Registration > Supplier Registration'. A progress bar indicates three steps: 'Step - 1 Provide Organization Information' (selected), 'Step - 2 Upload Organization Documents', and 'Step - 3 Select Business Interests'. The 'Provide Organization Information' section contains a warning: 'The fields that are marked with \* cannot be left blank.' Below this, there are five form fields, each with a red asterisk (\*) and an information icon (i):

- \* Organization Name: AAALtd
- \* Organization Type: Individual
- \* Are you Registered with Mauritian Registrar of Companies?: Yes
- \* Are you SME organization?: No
- \* Mauritian Business Registration Number: p1255

At the top right of the form area, there are four buttons: INFO, SAVE, SUBMIT, and EXIT.

Government of Mauritius e-Procurement System

NP.13.308.2502/06/2015 03:10 PM MUTSheila Ramsurrun

DashboardDocumentsMy Briefcase

Open Registration No.52

You Are Here : Supplier Registration > Supplier Registration

INFOSAVESUBMITEXIT

Step - 1 Provide Organization Information

Step - 2 Upload Organization Documents

Step - 3 Select Business Interests

Authorized Person Details

First Name:

Sheila

Last Name:

Ramsurrun

Mobile Number:

25004000

\*Primary Email Address:

aaa@yahoo.com

Secondary Email Address:

ppofinance@gmail.com

Website:

Click on Save button after providing the information in this template and proceed to step 2

### Step 7:

After completing **Step 1 – Provide Organization Information**, click on the **Save** button and go to **Step 2 – Upload Organization Documents**. You may upload the documents as required.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, user ID (NP: 13,308.25), date and time (02/06/2015 03:11 PM MUT), and the user's name (Sheila Ramsurrun). The left sidebar contains icons for Dashboard, Documents, and My Briefcase. The main content area is titled 'Open Registration No.52' and shows the user's current location: 'You Are Here : Supplier Registration > Supplier Registration'. The interface is divided into three steps: 'Step - 1 Provide Organization Information', 'Step - 2 Upload Organization Documents' (the current step), and 'Step - 3 Select Business Interests'. The current step contains two sections for document uploads. The first section, '\*Organization Background and Business Profile:', has an 'UPLOAD FILES' button and a file list table. The second section, '\*Organization Registration Certificate:', also has an 'UPLOAD FILES' button. A red warning message at the top of the form states: 'The fields that are marked with \* cannot be left blank.'

Open Registration No.52  
You Are Here : Supplier Registration > Supplier Registration

INFO SAVE SUBMIT EXIT



Step - 1 Provide Organization Information Step - 2 Upload Organization Documents Step - 3 Select Business Interests

The fields that are marked with \* cannot be left blank.

\*Organization Background and Business Profile:

UPLOAD FILES

Try simple uploader...

FILE NAME	SIZE	UPLOAD DATE	ACTION
url.docx	11 KB	10/04/2015	 

1-1 of 1

\*Organization Registration Certificate:

UPLOAD FILES

### Step 8:

After completing **Step 2 – Upload Organization Documents**, click on the **Save** button and go to **Step 3 – Select Business Interests**. You may select the relevant **Business Interests** from the options available. If you do not see the Business Interests that fit your organization, kindly contact the e-Procurement Help Desk for advice (contact details are available on the home page of the e-Procurement System [eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org)).

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes 'Dashboard', 'Documents', and 'My Brieftcase'. The main content area is titled 'Open Registration No.52' and shows the user's current location: 'You Are Here : Supplier Registration > Supplier Registration'. The interface is divided into three steps: 'Step - 1 Provide Organization Information', 'Step - 2 Upload Organization Documents', and 'Step - 3 Select Business Interests'. The 'Select Business Interests' step is active, showing a search bar with 'goo' entered. Below the search bar, there is a 'Selected Items' section with 'Goods - Gas network equipment' and a 'Matched Items' section with two options: 'Goods - Agricultural and forestry machinery for soil preparation or cultivation' and 'Goods - Agricultural and horticultural products'. A red warning message is displayed at the top of the step, stating: 'You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your search for relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type 'OTH' to search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.'

On completing the process of providing the required information, uploading the necessary documents and selecting the options in Business Interests (in Step 1, Step 2 and Step 3), you are required to click on **Submit** button. After clicking on the **Submit** button, your registration will be auto-approved in the **OPEN** category and you will be sent a confirmatory email by the System.

After you have completed the process of registration in the **OPEN** category, i.e. for **Open Advertised Bidding** (OAB), you will also be provided access to the '**Briefcase**' functionality. The briefcase allows you to store your documents / files online to be used to upload your documents, during the process of registration as well as during the online bidding process.

**15 | Page**      *This document is the property of Ministry of Finance and Economic Development*

### Step 10:

You are now recommended to register your organization in **RESTRICTED** category. Your registration in **RESTRICTED** category allows you as a Supplier to participate in **Restricted Bidding** exercises and **Request for Seal Quotation**. In order to proceed for registration in **RESTRICTED** category, you may click on **Initiate Restricted Registration** link appearing on the organization dashboard. For understanding the benefits of empanelling your organization with the **Central Registration Body**, you may kindly refer to the **FREQUENTLY ASKED QUESTIONS** published on the Home Page of the e-Procurement System.

Government of Mauritius e-Procurement System

NP:13.308.25 02/06/2015 02:47 PM MUT luvkishan persand

Dashboard

Documents

My Briefcase

Edit

MY INFORMATION

LOLLTDQWEWQ

Registration No : 7108

luvkishan persand

0

AFAF@gmail.com

English

Portal List

Select

My Registration Details

Digital Certificate Details

Initiate Restricted Registration

Last Logged in Details

Refresh

MY PENDING TASKS

Show : Invitation for Bid

STATUS

NO.

No Record(s) Found..

View All Documents

LATEST INVITATION FOR BIDS

Show : Invitation for Bid

1-6 of 94

IFB REFERENCE NO.

DESCRIPTION

CLOSING DATE

MLG/IFB/2015/206

procure for Agro Chemical Prc

30/05/2015

MY ALERTS

Un-Read

Read

1-2 of 2

MESSAGES

PUBLISHED DATE

Supplier Registration Approval eMail Alert

02/06/2015 02:46 PM



### Step 11:

You will see the screen as below along with several forms. You will be required to provide the necessary information and upload documents as relevant to your organisation in the forms. It is mandatory to provide information in the fields that are marked with (\*) sign. The (i) mark symbol next to each field provides guidance in form of guidance on the information that is expected to be filled in the information fields.

After completion of filling in information of each form, you are advised to click on the **Save** button. This will prevent you from losing your information due to disruption of internet connectivity or electricity and also allow you to leave the process of completing your application for registration midway (should you choose to come back at a later time to complete it). You may continue with the preparation of your application for registration in **RESTRICTED** category at any time later through the **My Document- → Select Restricted → Click on Proceed**.

After completing the information for all the forms (templates) in **Step 1 – Fill Forms for Restricted**, click on **Step 2 – Apply for Restricted**.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, a user ID 'NP.13.310.04', a timestamp '17/06/2015 03:21 PM MUT', and a user profile 'lurkishan persand'. Below this, a secondary navigation bar shows 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No.RRT/104' and 'You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration'. It features two tabs: 'Step 1 - Fill Forms for Restricted Registration' and 'Step 2 - Apply for Restricted Registration'. The 'Step 2' tab is active, showing a form titled 'Owners / Shareholders\*'. A red warning message states: 'The fields that are marked with \* cannot be left blank.' Below this, a section titled '\*Owners / Shareholders Details:' contains 'ADD ROWS' and 'IMPORT' buttons. A table with five columns is visible: '\*First Name', '\*Last Name', '\*Email Address', '\*Country of Origin', and '\*Ident'. The first three columns have input fields, and the fourth has a dropdown menu labeled '----Select----'. A red instruction at the bottom reads: 'Click the \'Save\' button after inserting information in each of the forms / templates.'



Dashboard



Documents



My Briefcase

Restricted Registration No.RRT/90  
You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration

INFO SAVE NEXT EXIT

Step 1 - Fill Forms for Restricted Registration

Step 2 - Apply for Restricted Registration

#### TEMPLATES

Owners / Shareholders\*  
Directors (applicable in case of companies)  
Key Employees\*  
Annual Turnover\*  
Previous Experience\*  
Additional Documents

#### Owners / Shareholders\*

The fields that are marked with \* cannot be left blank.

\*Owners / Shareholders Details:

ADD ROWS

IMPORT

*First Name	*Last Name	*Email Address	*Country of Origin	*Identification Number
s	Persand	luv@gmail.com	Mauritius	P2.

Click the 'Save' button after inserting information in each of the forms / templates.

### Step 12:

You will see the screen as below. You are required to choose the list of categories that you would like your organization to be empaneled for with the Central Registration Body. If you do not see the category that fits your organization, kindly contact the e-Procurement Help Desk for advice (contact details are available on the home page of the e-Procurement System [eproc.publicprocurement.govmu.org](http://eproc.publicprocurement.govmu.org)).

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, user information (NP: 13.308.25, 02/06/2015 03:00 PM MUT, luvkishan persand), and navigation links (Dashboard, Documents, My Briefcase). The main content area is titled 'Restricted Registration No.RRT/90' and shows the user's current location: 'You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration'. The process is divided into two steps: 'Step 1 - Fill Forms for Restricted Registration' (active) and 'Step 2 - Apply for Restricted Registration'. A detailed instruction explains the requirement to select business categories and provides search tips (WOR for works, GOO for goods, CON for consultancy). Below this, a 'Select Categories' dropdown is set to 'works', and a list of categories is displayed with checkboxes. The categories include: Goods - Sewerage works equipment, Works - Alarm system and antenna installation work, Works - Ancillary works for pipelines and cables, Works - Building construction work, Works - Cable-supported transport systems, Works - Carpentry installation work, Works - Coastal-defence works, Works - Construction work for airfields, runways and manoeuvring surfaces, Works - Construction work for bridges, Works - Construction work for chemical-processing plant, and Works - Construction work for dams, canals, irrigation channels and aqueducts. 'ADD' and 'CLOSE' buttons are at the bottom of the list. On the right, a table with the header 'ATUS' is partially visible.

Government of Mauritius e-Procurement System

NP: 13.308.25 02/06/2015 03:00 PM MUT luvkishan persand

Dashboard Documents My Briefcase

Restricted Registration No.RRT/90

You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration

INFO NEXT EXIT

Step 1 - Fill Forms for Restricted Registration Step 2 - Apply for Restricted Registration

You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your search for relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.

Select Categories: works

Selected Categories

- ☐ Goods - Sewerage works equipment
- ☐ Works - Alarm system and antenna installation work
- ☐ Works - Ancillary works for pipelines and cables
- ☐ Works - Building construction work
- ☐ Works - Cable-supported transport systems
- ☐ Works - Carpentry installation work
- ☐ Works - Coastal-defence works
- ☐ Works - Construction work for airfields, runways and manoeuvring surfaces
- ☐ Works - Construction work for bridges
- ☐ Works - Construction work for chemical-processing plant
- ☐ Works - Construction work for dams, canals, irrigation channels and aqueducts

ADD CLOSE

ATUS

### Step 13:

The categories, in which you have applied for Restricted, will appear as shown in the screen below.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, a user ID 'NP:13.308.25', a timestamp '02/06/2015 03:01 PM MUT', and a user profile 'luykshan persand'. Below this, a secondary navigation bar contains links for 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No.RRT/90' and shows the user's current location: 'You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration'. It features two steps: 'Step 1 - Fill Forms for Restricted Registration' (active) and 'Step 2 - Apply for Restricted Registration'. A text block explains the requirement to select business categories and provides search tips. Below this is a 'Select Categories' dropdown menu. A table titled 'Selected Categories' lists two categories: 'Works - Alarm system and antenna installation work' and 'Works - Coastal-defence works', both with a status of 'Applied'.

Government of Mauritius e-Procurement System

NP:13.308.25 02/06/2015 03:01 PM MUT luykshan persand

Dashboard Documents My Briefcase

Restricted Registration No.RRT/90

You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration

INFO NEXT EXIT

Step 1 - Fill Forms for Restricted Registration Step 2 - Apply for Restricted Registration

You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your search for relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.

Select Categories: [Dropdown]

Selected Categories

CATEGORY	STATUS
Works - Alarm system and antenna installation work	Applied
Works - Coastal-defence works	Applied

#### Step 14:

After you have chosen all the relevant categories for Restricted, you are required to click on the check box – I/We certify that all information provided in the application for Restricted Registration is correct and understand that any misrepresentation may lead to deactivation of registration. This is mandatory. After enabling the check mark, you may click on the **Next** button. In case you have missed on providing information for a field that is mandatory, you will be alerted by the System.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, user ID 'NP 13 308 25', date '02/06/2015 03:02 PM MUT', and user name 'luvkishan persand'. Below this, a sidebar contains 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No.RRT/90' and shows the user's current location: 'You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration'. It features two steps: 'Step 1 - Fill Forms for Restricted Registration' and 'Step 2 - Apply for Restricted Registration'. The 'Step 2' section shows a table with one row: 'Works - Coastal-defence works' under the 'Applied' column. Below the table, there is a pagination control showing '1-2 of 2'. A checkbox is checked, with the text: 'I / We certify that all information provided in the application for Restricted Registration is correct and understand that any misrepresentation may lead to deactivation of registration.' A 'SAVE' button is located at the bottom left of the form area.

### Step 15:

After clicking on the Next button, you will see the screen as below along with the information provided in all the forms. You may review the information provided by you. Should you need to update any information, you may do so by pressing the **Previous** button.

**Government of Mauritius e-Procurement System** NP:13.308.25 02/06/2015 03:03 PM MUT luvkishan persand

**Dashboard** Documents My Briefcase

**Restricted Registration No.RRT/90**  
You Are Here : Restricted Registration With Centralised Registration Body > View Restricted Registration Forms

**Preview Restricted Registration details before submission**

☐ Select All Click to generate and download PDF

**Contractor Registration Application for loltdqewwq**

**Template(s)**

- ☐ Owners / Shareholders\*
- ☐ Directors (applicable in case of companies)
- ☐ Key Employees\*
- ☐ Annual Turnover\*
- ☐ Previous Experience\*
- ☐ Additional Documents

**Company: loltdqewwq**

**Owners / Shareholders\***

The fields that are marked with \* cannot be left blank. :

Owners / Shareholders Details							
First Name	Last Name	Email Address	Country of Origin	Identification Number	Date of Birth	Percentage of Ownership	Upload Identification Documents
s	Persand	luv@gmail.com	Mauritius	P24111510	12/06/91	100	Scan1.pdf

Click the 'Save' button after inserting information in each of the forms / templates. :

### Step 16:

In case you would like to save a copy of the Restricted information provided, you may do so by selecting the list of templates and clicking the link – **Click to generate and download PDF**.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No.RRT/90' and 'You Are Here : Restricted Registration With Centralised Registration Body > View Restricted Registration Forms'. A 'Download Pdf' dialog box is open, allowing users to select page size (A4) and page layout (Portrait or Landscape). The background shows a 'Preview Restricted Registration details before submission' section with a list of templates and a table of shareholders.

**Download Pdf**

Page size: A4

Page layout: ☐ Portrait ☒ Landscape

Note: If the page size / layout in the downloaded documentare not appropriate, please choose a different page size / page layout and try downloading the document again

**DOWNLOAD** **CANCEL**

**Contractor Registration Application for lolltdqweew**

**Template(s)**

- ☒ Owners / Shareholders\*
- ☒ Directors (applicable in case of companies)
- ☒ Key Employees\*
- ☒ Annual Turnover\*
- ☒ Previous Experience\*
- ☒ Additional Documents

Date of Birth	Percentage of Ownership	Upload Identification Documents
06/91	100	Scan1.pdf

**Step 17:**

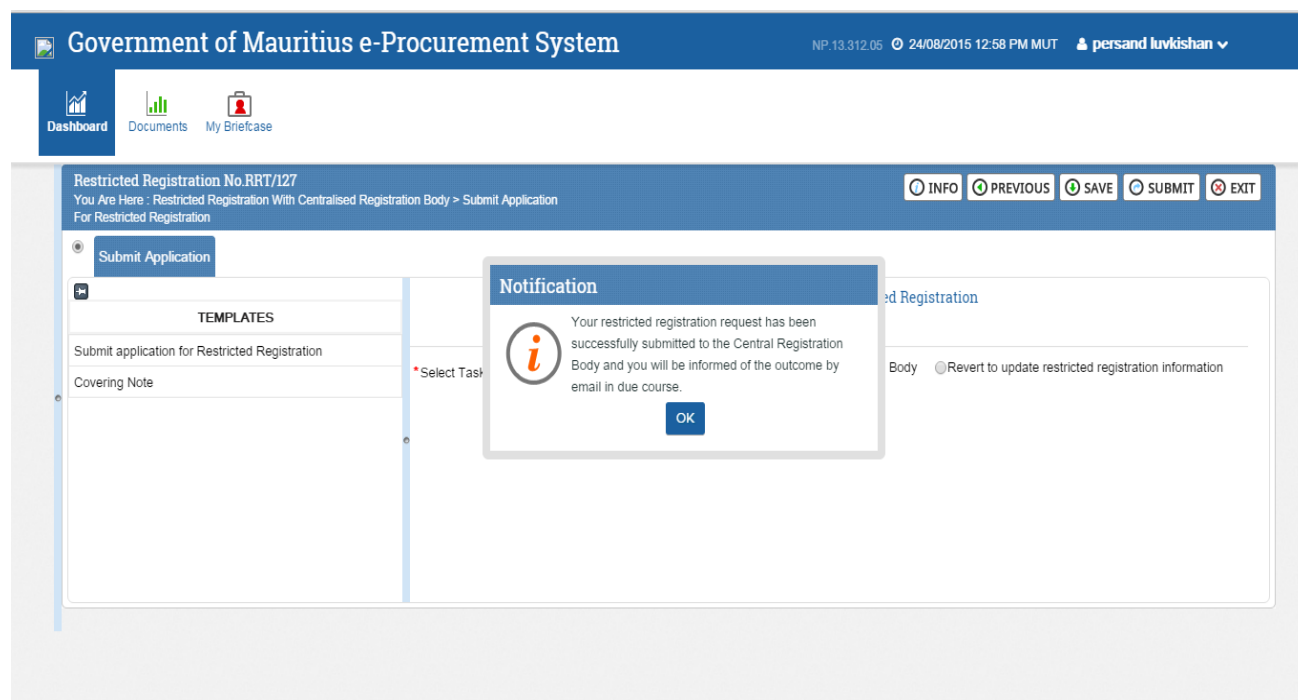
You will see the screen as below. You may choose the option – **Submit application to Centralised Registration Body** to submit your Restricted application to Central Registration Body. Should you want to modify the Restricted information, you may choose the option – **Revert to update restricted registration information**.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, user ID 'NP-13.312.05', date '24/08/2015 12:57 PM MUT', and user name 'persand luvkishan'. Below this, a secondary bar contains 'Dashboard', 'Documents', and 'My Briefcase' links. The main content area is titled 'Restricted Registration No.RRT/127' and shows the breadcrumb 'You Are Here : Restricted Registration With Centralised Registration Body > Submit Application For Restricted Registration'. Action buttons at the top right include 'INFO', 'PREVIOUS', 'SAVE', 'SUBMIT', and 'EXIT'. A left sidebar lists 'Submit Application' and 'TEMPLATES' (with sub-items 'Submit application for Restricted Registration' and 'Covering Note'). The main panel, titled 'Submit Application For Restricted Registration', contains a 'Select Task:' section with two radio button options: 'Submit application to Centralised Registration Body' (selected) and 'Revert to update restricted registration information'.



### Step 18:

On completing the process of providing the required information and uploading the necessary documents, you are required to click on **Submit** button. After clicking on the **Submit** button, you will see a notification message on your screen. You may click on the **OK** button. Your application for Restricted has now been forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.



**Step 19:**

After the assessment of your application for Restricted and approval, your organization status would change to registered in **RESTRICTED** category on the System.

After the approval of Restricted by Central Registration Body, in case there is any change in the information submitted by you during the process of application for Restricted, you may update the information by going under the **Documents** section of the dashboard, select **Restricted** option appearing under dropdown menu. You may click on the **Proceed** link next to the Restricted document reference under **Actions** column. After modifying the information (as and where applicable) and submission, the updated information will be required to be assessed by the Central Registration Body.

## Section B: Providing clarification / additional information

**Step 1:**

During the process of assessment of your application for Restricted, Central Registration Body may seek clarification or additional information, in case if required. In such a case, Central Registration Body will send the application for Restricted back to you and you will be sent a System generated email which will be sent to your Primary Email Address (and Secondary email address, if provided at the time of initiation of registration).

## Step 2:

In case where you have received an alert wherein the Central Registration Body requires any clarification / additional information from your side, you may login to the System. After login, you will be directed to your organization's dashboard. On your dashboard, click on **Documents** icon.

Government of Mauritius e-Procurement System

NP 13,310.04 04/06/2015 10:47 AM MUT luvkishan persand

Dashboard

















































Documents

My Briefcase

Invitation for Bid

Search:  SEARCH Invitation for Bid CLEAR ADVANCED SEARCH

1-10 of 150

IFB REFERENCE NUMBER	BID NO.	DESCRIPTION	PUBLIC BODY	STATUS	IFB PUBLISHING DATE	CLOSING DATE	ACTIONS
285/HEALTH	<a href="#">307.23</a>		HEALTH	Invitation for Bid Status:IFB opening completed			       
282/HEALTH	<a href="#">100 Million</a>		HEALTH	Invitation for Bid Status:Released			       
278/HEALTH	<a href="#">307.18 testing</a>		HEALTH	Invitation for Bid Status:IFB opening completed			       
277/HEALTH	<a href="#">Goods Final</a>		HEALTH	Invitation for Bid Status:Released			       
274/HEALTH	<a href="#">100 Million New</a>		HEALTH	Invitation for Bid Status:Released			       
271/HEALTH	<a href="#">100 MILLION</a>		HEALTH	Invitation for Bid Status:Released			       

### Step 3:

After clicking on **Documents** icon, **View All Documents** page will be displayed. You are required to select **Restricted Registration** option from the dropdown menu to view the application for Restricted sent back by Central Registration Body.

Government of Mauritius e-Procurement System

NP.13.310.04 04/06/2015 10:46 AM MUT luvkishan persand

Dashboard

Documents

My Briefcase

Restricted Registration

Search:  SEARCH Restricted Registration CLEAR ADVANCED SEARCH

1-1 of 1

RESTRICTED REGISTRATION NO.	DESCRIPTION	PUBLIC BODY	COMPANY NAME	STATUS	DATE OF APPROVAL	DATE OF APPLICATION	ACTIONS
RRT/90	<a href="#">Contractor Registration Application for lolitdg...</a>	CRB	lolitdqewwq	<b>Restricted Registration</b> Status:RESTRICTED REG APP - REQUIRES ADDITIONAL INFORMATION / CLARIFICATION User Status:Active			

#### Step 4:

After your application for Restricted is displayed, you may click on **Proceed** link appearing in the **ACTIONS** column.

Government of Mauritius e-Procurement System

NP:13:310.04 04/06/2015 10:49 AM MUT lukishan persand

Dashboard

Documents

My Briefcase

Restricted Registration


Search:  SEARCH Restricted Registration CLEAR ADVANCED SEARCH

1-1 of 1


RESTRICTED REGISTRATION NO.	DESCRIPTION	PUBLIC BODY	COMPANY NAME	STATUS	DATE OF APPROVAL	DATE OF APPLICATION	ACTIONS
RRT/90	<a href="#">Contractor Registration Application for lolldq...</a>	CRB	lolldqewewq	<b>Restricted Registration</b> Status:RESTRICTED REG APP - REQUIRES ADDITIONAL INFORMATION / CLARIFICATION User Status:Active			


### Step 5:


After clicking on the **Proceed** link, you will be shown list of Restricted forms filled and submitted by you to Central Registration Body.



# Government of Mauritius e-Procurement System

 Dashboard

 Documents

 My Briefcase

NP.13.312.05

24/08/2015 01:50 PM MUT

persand luvkishan

Restricted Registration No.RRT/126

You Are Here : Restricted Registration With Centralised Registration Body > View Restricted Registration Forms


INFO

PREVIOUS

NEXT

EXIT

Preview Restricted Registration details before submission

☐ Select All  Click to generate and download PDF

Contractor Registration Application for persand ltd

Template(s)

☐ Owners / Shareholders\*

☐ Directors (applicable in case of companies)

☐ Key Employees\*

☐ Annual Turnover\*

☐ Previous Experience\*

☐ Additional Documents

☐ Covering Note

Company: persand ltd

Owners / Shareholders\*

The fields that are marked with \* cannot be left blank :

Owners / Shareholders Details

First Name	Last Name	Email Address	Country of Origin	Identification Number	Date of Birth	Percentage of Ownership	Upload Identification Documents
testasfd	test	test@gmail.com	Mauritius	89448	08/08/69	100	<a href="#">Daisy-master_thesis (1).pdf</a>

Click the 'Save' button after inserting information in each of the forms / templates. :



### Step 6:

You may provide your response on the **Covering Note** by responding to the comments of the Central Registration Body. Your response must be provided on the field **Comments from Supplier**. Click on **Save**.

Government of Mauritius e-Procurement System

NP 13.312.05 24/08/2015 02:18 PM MUT persand luvkishan

Dashboard Documents My Briefcase

Restricted Registration No.RRT/126  
You Are Here : Restricted Registration With Centralised Registration Body > Submit Application  
For Restricted Registration

INFO PREVIOUS SAVE SUBMIT EXIT

Submit Application

TEMPLATES  
Submit application for Restricted Registration  
Covering Note

Covering Note

Comments from CRB: Dear Supplier, please make the changes :

Upload any document by CRB if any: 

UPLOAD FILES

 Try simple uploader...

FILE NAME	SIZE	UPLOAD DATE	ACTION
Daisy-master_thesis (1).pdf	1 MB	24/08/2015	

**Step 7:** On completing the process of providing the required information / clarification and uploading the necessary documents, you are required to follow the same process as required to submit a new application for Restricted by clicking on the **Submit application to Centralised Registration Body** and choose **Revert to update registration information**. After clicking on the **Submit** button, your application for Restricted will be forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.

The screenshot shows the 'Submit Application' page for Restricted Registration. The header includes the system name, user ID (NP.13.312.05), date (24/08/2015 04:16 PM MUT), and user name (persand luvkishan). The navigation bar has 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No.RRT/126' and 'You Are Here : Restricted Registration With Centralised Registration Body > Submit Application For Restricted Registration'. It features a 'Submit Application' button and a 'Select Task' section with two radio buttons: 'Submit application to Centralised Registration Body' (selected) and 'Revert to update restricted registration information'. A 'TEMPLATES' sidebar on the left lists 'Submit application for Restricted Registration' and 'Covering Note'.

### Step 8:

Refill the forms as per the amendments required by CRB.

The screenshot shows the 'Apply for Restricted Registration' page. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Restricted Registration No.RRT/126' and 'You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration'. It features a 'Step 1 - Fill Forms for Restricted Registration' button and a 'Step 2 - Apply for Restricted Registration' button. The 'OWNERS / Shareholders\*' section contains a table with columns: 'First Name', 'Last Name', 'Email Address', 'Country of Origin', and 'Id'. The table has one row with the following data: 'testasfd', 'test', 'test@gmail.com', 'Mauritius', and '894'. A red warning message states: 'The fields that are marked with \* cannot be left blank.' and 'Click the 'Save' button after inserting information in each of the forms / templates.'

### Step 9:

On this page, you can preview and download your document. Click on **NEXT** after viewing the documents.

Government of Mauritius e-Procurement System

NP 13.312.05 24/08/2015 04:21 PM MUT persand luvkishan

Dashboard Documents My Briefcase

Restricted Registration No.RRT/126

You Are Here : Restricted Registration With Centralised Registration Body > View Restricted Registration Forms

INFO PREVIOUS NEXT EXIT

Preview Restricted Registration details before submission

Select All Click to generate and download PDF

Contractor Registration Application for persand ltd

Template(s)

Owners / Shareholders\*

Directors (applicable in case of companies)

Key Employees\*

Annual Turnover\*

Previous Experience\*

Additional Documents

Covering Note

Company: persand ltd

Owners / Shareholders\*

The fields that are marked with \* cannot be left blank :

Owners / Shareholders Details

First Name	Last Name	Email Address	Country of Origin	Identification Number	Date of Birth	Percentage of Ownership	Upload Identification Documents
testasfd	test	test@gmail.com	Mauritius	89448	08/08/69	100	Daisy-master_thesis (1).pdf

Click the 'Save' button after inserting information in each of the forms / templates. :

35 | Page

This document is the property of Ministry of Finance and Economic Development

**Step 10:**

Select the template '**Covering Note**'. Write your comments and upload any document if needed.

Government of Mauritius e-Procurement System

NP.13.312.05 24/08/2015 02:18 PM MUT persand luvkishan

Dashboard Documents My Briefcase

Restricted Registration No.RRT/126

You Are Here : Restricted Registration With Centralised Registration Body > Submit Application For Restricted Registration

INFO PREVIOUS SAVE SUBMIT EXIT

Submit Application

TEMPLATES

Submit application for Restricted Registration

Covering Note

FILE NAME	SIZE	UPLOAD DATE	ACTION
Daisy-master_thesis (1).pdf	1 MB	24/08/2015	

<< 1-1 of 1 >>

Comments from Supplier:

all changes will be done as per request

Upload any document by Supplier if any:

UPLOAD FILES

Try simple uploader...

### Step 11:

On completing the process of providing the required information / clarification and uploading the necessary documents, you are required to follow the same process as required to submit a new application for Restricted by clicking on the **Submit application for Restricted Registration** and choose **Submit application to Centralised Registration Body**. After clicking on the **Submit** button, your application for Restricted will be forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, version (NP.13.312.06), date/time (24/08/2015 02:29 PM MUT), and user profile (persand luvkishan). Below this, a secondary navigation bar shows 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Restricted Registration No RRT/126' and shows the breadcrumb 'You Are Here : Restricted Registration With Centralised Registration Body > Submit Application For Restricted Registration'. Action buttons (INFO, PREVIOUS, SAVE, SUBMIT, EXIT) are visible. A left sidebar contains a 'Submit Application' button and a 'TEMPLATES' section with 'Submit application for Restricted Registration' and 'Covering Note'. The main form area is titled 'Submit Application For Restricted Registration' and includes a 'Select Task:' section with two radio button options: 'Submit application to Centralised Registration Body' (selected) and 'Revert to update restricted registration information'.

### Step 12:

Only after the approval of your application for Restricted, your organization's registration status would change as registered to be Restricted on the System. At any time, should you wish to check the status of your application for Restricted, under the **Documents** section of the dashboard, you may select **Restricted Registration** option.



# Government of Mauritius e-Procurement System

NP.13.312.05 24/08/2015 02:30 PM MUT persand luvkishan

 Dashboard  Documents  My Briefcase

## Restricted Registration

Restricted Registration

1-4 of 4

RESTRICTED REGISTRATION NO.	DESCRIPTION	PUBLIC BODY	COMPANY NAME	STATUS	DATE OF APPROVAL	DATE OF APPLICATION	ACTIONS
RRT/127	<a href="#">Contractor Registration Application for persa...</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - ASSESSED User Status:Active	24/08/2015		 
RRT/126	<a href="#">Contractor Registration Application for persa...</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - UNDER REVIEW User Status:Active		24/08/2015	 
RRT/125	<a href="#">Contractor Registration Application for persa...</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - UNDER PREP User Status:Active		24/08/2015	  
RRT/122	<a href="#">Contractor Registration Application for persa...</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - ASSESSED User Status:Active	19/08/2015	19/08/2015	 

## Section C: Application Status/ Additional Categories

### Step 1:

In order to apply make new application for additional categories, Click on **My Application Status** on the dashboard located in the **MY INFORMATION**.

The screenshot displays the Government of Mauritius e-Procurement System dashboard. The top navigation bar includes the system name, user ID (NP.13.312.05), date and time (24/08/2015 12:50 PM MUT), and user name (persand luvkishan). The main content area is divided into four sections:

- MY INFORMATION:** Displays user details for PERSAND LTD, including Registration No: 7794, user name, phone number, email, language (English), and a portal list dropdown.
- MY PENDING TASKS:** Shows a table with columns STATUS and NO. The table is currently empty, displaying "No Record(s) Found..".
- LATEST INVITATION FOR BIDS:** Displays a table with columns IFB REFERENCE NO., DESCRIPTION, and CLOSING DATE. The table is currently empty, displaying "1-6 of 129".
- MY ALERTS:** Displays a table with columns MESSAGES and PUBLISHED DATE. The table is currently empty, displaying "1-6 of 10".

### Step 2:

Click on 'APPLY FOR ADDITIONAL CATEGORIES' to apply for additional categories (Follow 'Step 11' of **Section A**). The **STATUS** and **APPLICATION STATUS** allows you to know the Status of your application made to CRB.



Government of Mauritius e-Procurement System

NP 13.312.05
24/08/2015 12:52 PM MUT
persand luvkishan

Dashboard
Documents
My Briefcase

View Restricted Registration Status

APPLY FOR ADDITIONAL CATEGORIES

SHOW ALL

Applied Categories

	CATEGORY	STATUS	APPROVED CATEGORY / SUB-CATEGORY	EXPIRY DATE	APPLICATION STATUS
<input type="checkbox"/>	Works - Alarm system and antenna installation work	Approved	[ Works - Alarm system and antenna installation work ]	14/05/2018	RESTRICTED REG APP - ASSESSED
<input type="checkbox"/>	Works - Construction work for bridges	Approved	[ Works - Construction work for bridges ]	14/05/2018	RESTRICTED REG APP - ASSESSED

1-2 of 2

## Section D: Preview the comments from CRB

### Step 1:

Click on the **preview** icon in order to view the comments from the CRB.

Government of Mauritius e-Procurement System

NP 13.312.05 24/08/2015 02:32 PM MUT persand luvkishan

Dashboard

Documents

My Briefcase

Restricted Registration

1-4 of 4

Search:

SEARCH

Restricted Registration

CLEAR

ADVANCED SEARCH

RESTRICTED REGISTRATION NO.	DESCRIPTION	PUBLIC BODY	COMPANY NAME	STATUS	DATE OF APPROVAL	DATE OF APPLICATION	ACTIONS
RRT/127	<a href="#">Contractor Registration Application for persand luvkishan</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - ASSESSED User Status:Active	24/08/2015		
RRT/126	<a href="#">Contractor Registration Application for persand luvkishan</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - UNDER REVIEW User Status:Active		24/08/2015	
RRT/125	<a href="#">Contractor Registration Application for persand luvkishan</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - UNDER PREP User Status:Active		24/08/2015	
RRT/122	<a href="#">Contractor Registration Application for persand luvkishan</a>	CRB	persand ltd	<b>Restricted Registration</b> Status:RESTRICTED REG APP - ASSESSED User Status:Active	19/08/2015	19/08/2015	

## Step 2:


Click on Approval or Rejection comments. This template will include the Approval or Rejection comments as per the different categories that were applied.

Government of Mauritius e-Procurement System

NP 12/312/05 @ 24/08/2015 02:33 PM MULT persand Indrisha

### Restricted Registration Preview (Restricted Registration No.: RRT/127)

☐ Select All

 Click to generate and download PDF

Contractor Registration Application for persand ltd

Template(s)

☐ Business Interests

☐ Organization Documents

☐ Directors (applicable in case of companies)

☐ Covering Note

☐ Organization Details

☐ Owners / Shareholders\*

☐ Key Employees\*

☐ Annual Turnover\*

☐ Previous Experience\*

☐ Additional Documents

☐ Approval or Rejection Comments

Company: persand ltd

Approval or Rejection Comments

Approval or Rejection Comments

List of Applied Categories:

Applied Category	Current Status	Expiry Date
Goods - Agricultural and horticultural products	Approved	19/05/2018 01:33 PM
Details of Comment(s) given:		
Commented By: S Pentayah (Manager - Procurement and Supply - 1) Commented On: 24/08/2015 01:33 PM		
Comment: All good		
Goods - Agro-chemical products	Rejected	
Details of Comment(s) given:		
Commented By: S Pentayah (Manager - Procurement and Supply - 1) Commented On: 24/08/2015 01:34 PM		
Comment: not good		

Approve or Reject Comment

CLOSE

ASSESSED  
User Status:Active

## Section E: Creation of Secondary User Accounts

The new feature of creating secondary users is available on the e-Procurement System as from version NP.13.400.15 onwards. This feature is useful for organizations where multiple users are individually bidding in different Invitation for Bids (IFB) for the same company. Secondary users can be created by the Primary user of the company (the Primary user refers to the user account created from instructions in Section A). Only one user from the company/organization will be allowed to respond to an Invitation for Bid. Once a user responds to the IFB, that IFB gets assigned with that user and cannot be reassigned to another user. Users are advised to be consult internally within the company/organization prior to clicking on Respond icon.

### Step 1:

To create secondary user, login as a **primary user**. After login you will see the **Dashboard**.

The screenshot shows the dashboard of the Government of Mauritius e-Procurement System. The header includes the system name, version (NP.13.400.15), date and time (14/08/2018 11:32 AM MUT), and the user's role (supplier fifteen). The dashboard is divided into several sections:

- MY INFORMATION:** Displays company details for 'COMPANY15', including registration number, supplier name, contact information, and a portal list. It also provides links for registration details, digital certificate details, prerequisites, last logged in details, and a refresh button.
- MY PENDING TASKS:** Shows a table of pending tasks with columns for status and number. The tasks listed are 'Bid preparation completed' (2) and 'Bid Under Preparation' (4).
- LATEST INVITATION FOR BIDS:** Displays a table of the latest invitations for bids, including IFB reference numbers, descriptions, and closing dates.
- MY ALERTS:** Shows a table of alerts with columns for messages and published dates.

IFB REFERENCE NO.	DESCRIPTION	CLOSING DATE
DEMO2/IFB/2018/204	Works testing-CPB(anjulle)	11/08/2018
DEMO2/IFB/2018/217	OAB Work test 30/07	30/07/2018
DEMO2/IFB/2018/205	Testing -Nas	26/07/2018
DEMO2/IFB/2018/191	Shabneez Multiple Users Test	20/07/2018

MESSAGES	PUBLISHED DATE
Bid Opened	10/08/2018 10:52 AM
Bid Opened	10/08/2018 10:46 AM
Bid Round Closed	10/08/2018 10:16 AM
Bid Round Closed	10/08/2018 10:16 AM

## Step 2:

Click on **Manage** icon and then click on **Manage Seller**.

The screenshot displays the 'Government of Mauritius e-Procurement System' dashboard. The header includes the system name, user ID 'NP: 13.400.15', date '14/08/2018 11:32 AM MUT', and a dropdown menu for 'supplier fifteen'. The main navigation bar contains 'Dashboard', 'Documents', and 'My Briefcase'. A 'Manage' icon is visible in the top right, with a dropdown menu showing 'manageSeller' and 'View All Documents'.

**MY INFORMATION**

**COMPANY15**

Registration No : 15  
supplier fifteen  
0  
test@test.com1818  
English

My Registration Details  
Digital Certificate Details  
Prerequisite  
Last Logged in Details  
Refresh

Portal List  
Select

**MY PENDING TASKS**

Show : Invitation for Bid

STATUS	NO.
Bid preparation completed	2
Bid Under Preparation	4

**LATEST INVITATION FOR BIDS**

Show : Invitation for Bid

IFB REFERENCE NO.	DESCRIPTION	CLOSING DATE
DEMO2/IFB/2018/204	Works testing-CPB(anjolie)	11/08/2018
DEMO2/IFB/2018/217	OAB Work test 30/07	30/07/2018
DEMO2/IFB/2018/205	Testing -Nas	26/07/2018
DEMO2/IFB/2018/191	Shabneez Multiple Users Test	20/07/2018

**MY ALERTS**

Un-Read Read

1-6 of 270

MESSAGES	PUBLISHED DATE
Bid Opened	10/08/2018 10:52 AM
Bid Opened	10/08/2018 10:46 AM
Bid Round Closed	10/08/2018 10:16 AM
Bid Round Closed	10/08/2018 10:16 AM

## Step 3:

You will see **Define Seller Users**. Click on the **Create and Invite Secondary Users**.

The screenshot shows the 'Define Seller Users' page. The header is identical to the previous screenshot. The main navigation bar includes 'Dashboard', 'Documents', and 'My Briefcase'. The 'Define Seller Users' section is active, showing a sidebar with 'Seller Users List' and 'Create And Invite Secondary Users'. The main content area is empty, and an 'EXIT' button is visible in the top right corner.



#### Step 4:

Here you will get to add details of secondary users. Fields marked in \* are **mandatory**.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, a user ID 'NP: 13.400.16', a date '14/08/2018 11:32 AM MUT', and a user profile 'supplier fifteen'. Below this, there are icons for 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Define Seller Users' and contains a sidebar with 'Seller Users List' and 'Create And Invite Secondary Users'. The 'Create And Invite Secondary Users' section is active, showing a form titled 'ORGANIZATION > CREATE AND INVITE SECONDARY USERS'. The form includes a note: 'Fill all the fields for the secondary seller creation and assign roles along with it. Fields marked with \* are mandatory.' The form fields are: First Name (\*), Middle Name, Last Name (\*), Email Id (\*), onMobileNumber (\*), User Name (\*), Password (\*), and Confirm Password (\*). There are 'SAVE' and 'CANCEL' buttons at the bottom of the form.

#### Step 5:

After filling the details, click on **SAVE** button.



Government of Mauritius e-Procurement System

NP: 13.400.15 14/08/2018 11:33 AM MUT supplier fifteen

Dashboard

Documents

My Briefcase

Define Seller Users

Seller Users List

Create And Invite Secondary Users

ORGANIZATION > CREATE AND INVITE SECONDARY USERS

EXIT

Fill all the fields for the secondary seller creation and assign roles along with it. Fields marked with \* are mandatory.

First Name : \*

Alan

Middle Name :

Last Name : \*

Chang

Email Id : \*

alanchang@gmail.com

onMobileNumber \*

59715713

User Name : \*

alanchang

Password : \*

\*\*\*\*\*

Confirm Password : \*

\*\*\*\*\*

SAVE

CANCEL

### Step 6:

Click on **OK** button.

The screenshot shows the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, a user ID 'NP: 13.400.15', a date '14/08/2018 11:33 AM MUT', and a user profile 'supplier fifteen'. Below the navigation bar are icons for 'Dashboard', 'Documents', and 'My Briefcase'. The main content area is titled 'Define Seller Users' and contains two links: 'Seller Users List' and 'Create And Invite Secondary Users'. The 'Create And Invite Secondary Users' link is selected, leading to a form titled 'ORGANIZATION > CREATE AND INVITE SECONDARY USERS'. The form includes a note: 'Fill all the fields for the secondary seller creation and assign roles along with it. Fields marked with \* are mandatory.' The form fields are: 'First Name : \*', 'Middle Name :', 'Last Name : \*', 'Email Id : \*', 'onMobileNumber \*', and 'Password : \*'. There are 'SAVE' and 'CANCEL' buttons at the bottom left of the form. A modal dialog box titled 'Information' is displayed over the form, containing the message 'You have created 'User' successfully.' and an 'OK' button.

### Step 7:

Click on the link ***Seller Users List*** to see the list of secondary user(s).

Government of Mauritius e-Procurement System

NP: 13.400.15 14/08/2018 11:34 AM MUT supplier fifteen

Dashboard

Documents

My Briefcase

Define Seller Users

Seller Users List

Create And Invite Secondary Users

ORGANIZATION > CREATE AND INVITE SECONDARY USERS

EXIT

Fill all the fields for the secondary seller creation and assign roles along with it. Fields marked with \* are mandatory.

First Name : \*

Middle Name :

Last Name : \*

Email Id : \*

onMobileNumber \*

User Name : \*

Password : \*

Confirm Password : \*

SAVE

CANCEL

## Step 8:

Here you will see the list of secondary user(s) created by you along with the current status of the secondary user(s). Secondary users with status **ACTIVE** will be able to respond on the IFB. You have the option to inactivate the secondary user if the secondary user is not in use. Select the secondary supplier and click on **INACTIVE** button to inactivate and click on **ACTIVE** button to activate the user. To change the **PASSWORD** click on **EDIT** icon.

The screenshot displays the 'Government of Mauritius e-Procurement System' interface. The top navigation bar includes the system name, a user ID (NP: 13.400.15), a timestamp (14/09/2018 11:34 AM MUT), and a user profile (supplier fifteen). Below the navigation bar are icons for Dashboard, Documents, and My Briefcase. The main content area is titled 'ORGANIZATION > SELLER USERS LIST' and features an 'EXIT' button. A search bar with a 'GO' button is present. The users list is displayed below the search bar. The list contains four entries, each with a checkbox, a user name, a contact person, a status, and an edit icon. The status of the users is: Inactive, Active, Active, and Active. Below the list, there are pagination controls showing '1-4 of 4' and two buttons: 'ACTIVE' and 'INACTIVE'.

	USER NAME	CONTACT PERSON	STATUS	EDIT
<input type="checkbox"/>	ppo715amit	Amit KumarOne	Inactive	
<input type="checkbox"/>	ppo715amit2	Amit KumarTwo	Active	
<input type="checkbox"/>	alex715	Alex Robert	Active	
<input type="checkbox"/>	alanchang	Alan Chang	Active	