e-GP System User Manual
for
C&AG Admin

(http://eprocure.gov.bd)

Central Procurement Technical Unit (CPTU)

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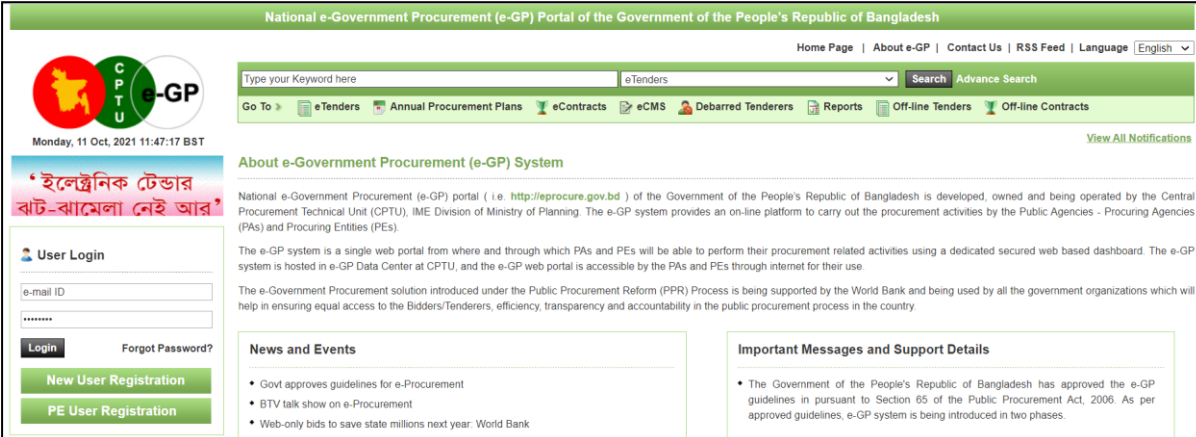
Date: December 5, 2022

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1. Login to e-GP Portal

In e-GP there are three types of C&AG User, e.g., C&AG Admin, DG Admin & Audit User. C&AG Admin account is created by e-GP Admin in the e-GP Portal. C&AG Admin will create DG Admin & Audit User. The moment user account is created on e-GP; They will get a system generated e-Mail message in his registered e-Mail ID which contains the necessary information pertaining to User Login details along with Username & Password. With the help of this Username & Password, user can start working on e-GP Portal.

Steps for Login to the system

1.1. C&AG Admin will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the "**Security & Integrity**" on e-GP Portal, system by default leads to "***Change Password***" screen will come wherein user has to give the details which are asked.

Screen–A1

1.2. In this Change Password page, all fields are mandatory. Therefore, C&AG Admin has to give a response on each & every field. If any of the field skipped by C&AG Admin, then system won't allow him to process further on the e-GP Portal.

1.3. Once all the inputs are given by the C&AG Admin after that, C&AG Admin has to click on ***"Submit"*** button which would be available at bottom of the page. (As shown in **Screen-A2**)

Screen-A2

1.4. Once details are given by C&AG Admin and clicking on "**Submit**" button, system will show message on User screen i.e., "**Password Changed successfully**" then C&AG Admin will be redirected to home page. (As shown in **Screen-A3)**

Screen-A3

1.5. Then enter the e-mail ID and the changed password in login box & finally click on "**Login**" button.

1.6. On successfully matched the credential, system will allow user to login to the system.

1.7. After logged in to the system, if email address and mobile number is already verified, then system will redirect you to the e-GP dashboard. Otherwise, a page will be displayed where you can verify your NID and Mobile Number. (As shown in **Screen-A4**).

Screen-A4

1.8. NID & Mobile No verification can be skipped by clicking on "**Update Later**" button. But the screen will be appeared again every time after login, until it is verified.

1.9. To verify NID, enter your National ID Number, Date of Birth & write the text in text box showed in captcha. You can change captcha text by clicking on reload icon beside the captcha image. After that click on "**Verify NID**" button. (As shown in **Screen-A4**).

1.10. A warning message is displayed in pop up showing that how many attempts you have left for NID verification. Generally, every user gets a total of 3 chances to verify his NID. If he fails to verify within this attempts, then the process will be locked by system.

1.11. Click on "**Yes**" to continue. (As shown in **Screen-A5**).
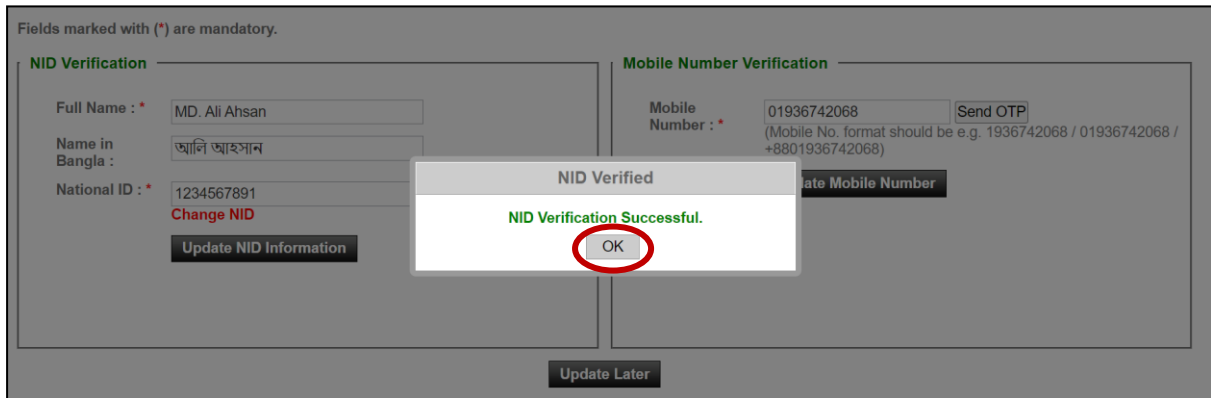
Screen-A5

1.12. After clicking on "Yes" button, system will verify the data to the NID server.
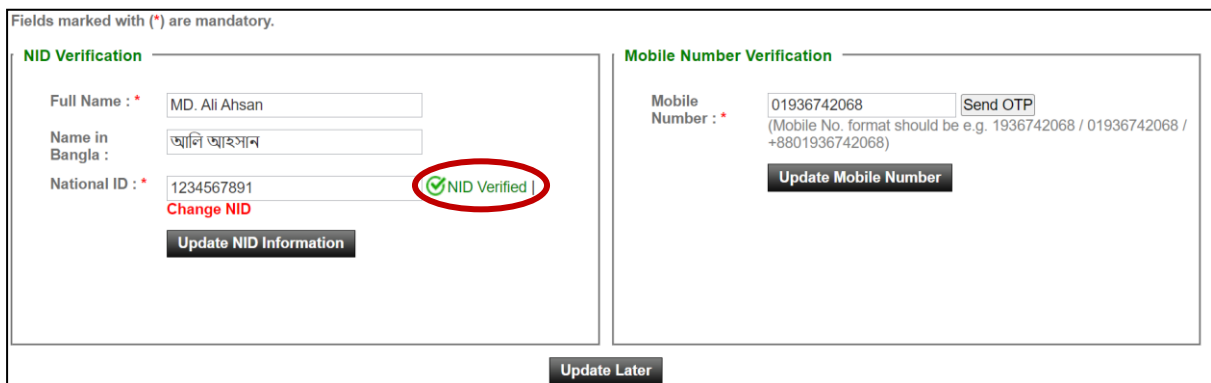
1.13. On successfully verification of NID, system will fetch name of the user and name in bangla from server. A success message is also displayed in pop-up that "**NID Verification Successful**." (As shown in **Screen-A6**).

1.14. Once NID is verified in NID server, "⊘NID Verified " status is showed beside the National ID that it is verified. (As shown in **Screen-A7**).

1.15. Click on "*Update NID Information*" button & then National Id Verification is done successfully. (As shown in **Screen-A8**). (As shown in **Screen-A8**).
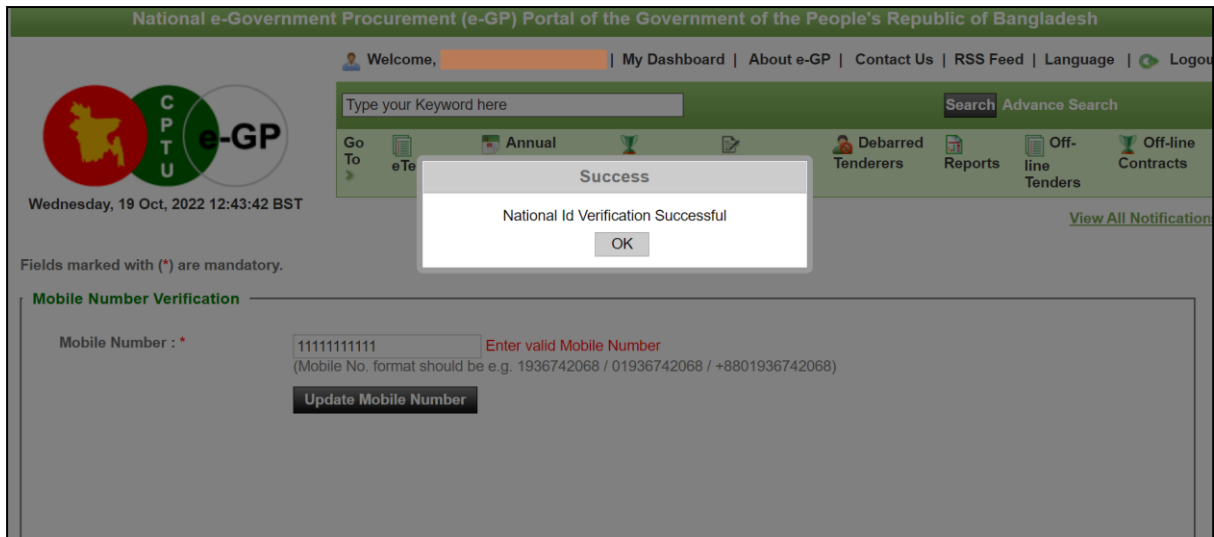
Screen-A8

1.16. After successfully verification of NID, in next time, after login to the system, NID verification screen is not displayed. If the mobile number is not verified yet, you will only get mobile number verification block. (As shown in **Screen-A9**).

1.17. To verify Mobile Number, enter your mobile phone number and then click "**Send OTP**" button. A onetime password will be sent to that mobile no. (As shown in **Screen-A9**).

Screen-A8

1.18. Enter the OTP before it is expired and then click on "**Verify OTP**" button. (As shown in **Screen-A10**).

Screen-A10

1.19. If the OTP is verified, then " ✅OTP Verified" status is showed by the system. (As shown in **Screen-A10**).

Screen-A10

1.20. Normally the validity of an OTP is 5minutes since it is sent. If the OTP gets expired then click on "*Try Again*" link for a new OTP. (As shown in **Screen-A11**).

Screen-A11

1.21. After OTP is verified, click on "*Update Mobile Number*" button.

1.22. Once mobile number is updated & verified, mobile number verification block will not be displayed after C&AG Admin logged in to the system.

2. Message Box

2.1 C&AG Admin will login to e-GP Portal along with User name & Password.

2.2 After login into system, C&AG Admin will be able to see the Message box menu (As shown in **Screen-B1**)

2.3 C&AG Admin has to click on **Inbox** to view message. (As shown in **Screen-B1**)
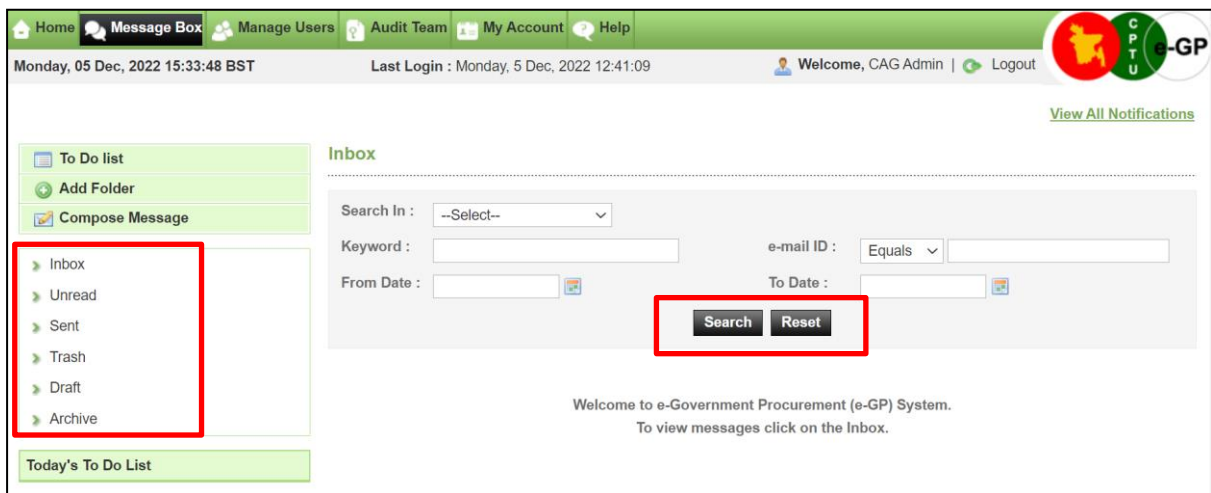
Screen-B1

2.3.1 Left Menu will show below mentioned links (As shown in **Screen-B2**)
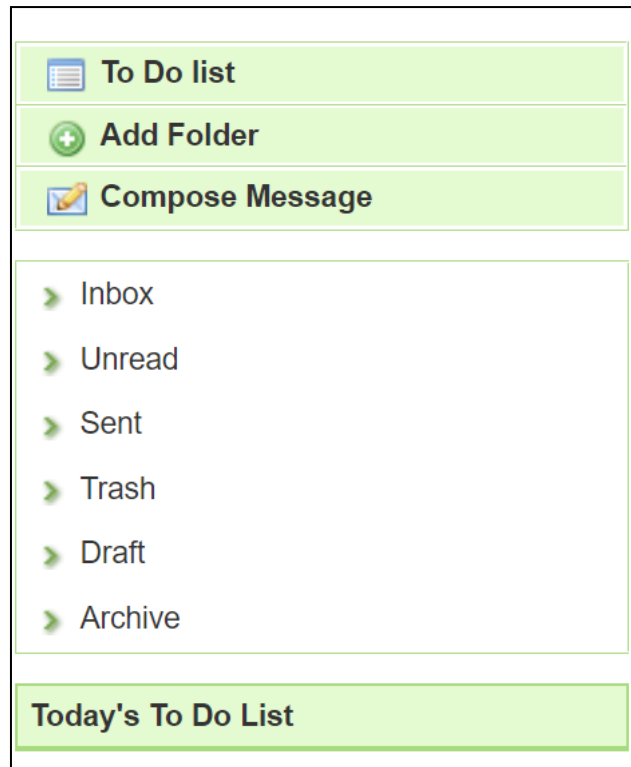
Screen-B2

2.3.2 "**To Do List**" →User can add new tasks, view existing tasks and can search for the task details.

2.3.3 "**Add Folder**" → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.

2.3.4 "**Compose Message**" → User can Compose messages using this functionality.

2.3.5 "**Inbox**" →All the mails which are received by user will be available in this folder.

2.3.6 "**Unread**" → Mail which are not read till now by the user will be available in this folder.

2.3.7 "**Sent**" → Mails which user sent through compose message will be available in this folder.

2.3.8 "**Trash**" → Deleted messages will be in this folder.

2.3.9 "**Draft**" → Saved messages will be in this folder.

2.3.10 "**Archive**" → User can archive selected mail from inbox and unread folder.

2.4 Message Box >> To Do List

2.4.1 To Do List functionality is used so that User can manage their tasks / activities on regular basis.

2.4.2 **View Task Details→** All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

Screen-B3

2.4.3 **Search Task→**User is given Search criteria, through which user can search by giving required parameters (i.e. From Date – To Date, Status) through which user can get quick result. (As shown in **Screen – B4**)

Screen-B4

2.4.4 **Add New Task→** User can create new task by click on the link (As shown in **Screen – B5**) and add in their respective To Do list. Once New Task page gets opened, it will list down the input values (Task Brief, Task Details, Priority of Task, Start Date and End Date) which user will fill and click on Submit button. (As shown in **Screen – B6**)

View Task Details

| Date From: | | | | Date To: | | |

Status : Pending

Search **Reset**

⊕ Add NewTask

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found

Screen-B5

Add New Task

Task Brief : * | Document Upload

Task Details : *

Source ✂ 📋 📋 📋 | 📑 📑 | 🖨 | ↩ ↪ | **B** *I* <u>U</u> | ▤ ▤ ▤ ▤ | 🌐

🖼 📊 ▭ | Format ▾ | Font ▾ | Size ▾ | A ▾ A ▾

Document Upload for Tender id : 105

1. Company Incorporation Certificate (in case of Company) OR Registration Document
2. Trade License
3. Valid Tax Identification Number (TIN) Certificate
4. Valid Value Added Tax (VAT) Certificate
5. Authorization letter from the Owner for the Firm/Company's Admin
6. National ID or Passport of Authorized Person (First 2 pages of passport)
7. e-GP Registration Fee Payment Slip
8. One Passport Size Photo of Authorized Person

Priority : | High ▾

Start Date : * | 10/07/2011

End Date : * | 14/07/2011

Submit

Screen-B6

2.5 Message Box >> Add Folder

2.5.1 "**Add Folder**" link will be shown in left panel (As shown in **Screen – B7**)→Add Folder page will be shown, once user enter the folder name and clicking on "*Submit*" button, system will display a validation message as "*Folder created successfully*" and the created folder name will be shown on the left panel.

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To Do list	**Add Folder**
Add Folder	Folder Name : *
Compose Message	Submit
Inbox	
Unread	
Sent	
Trash	
Draft	
Archive	
Today's To Do List	

Screen-B7

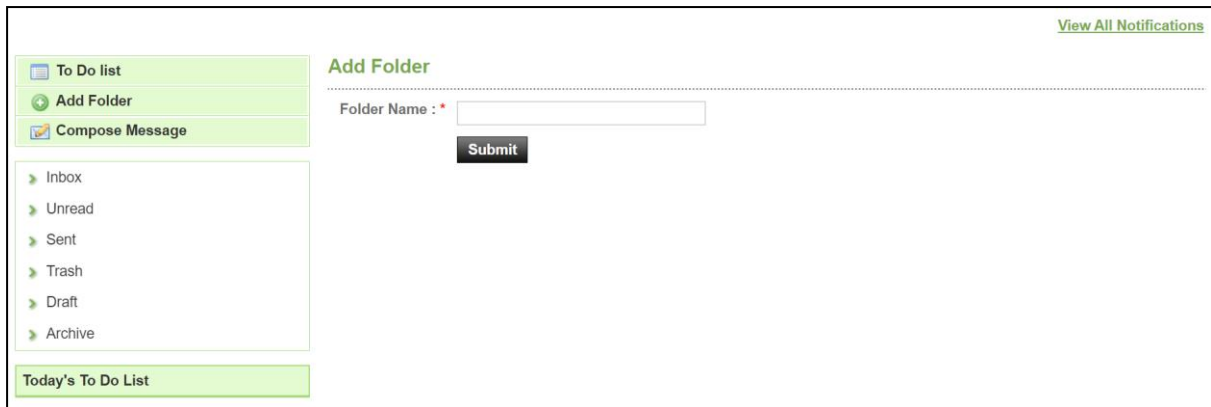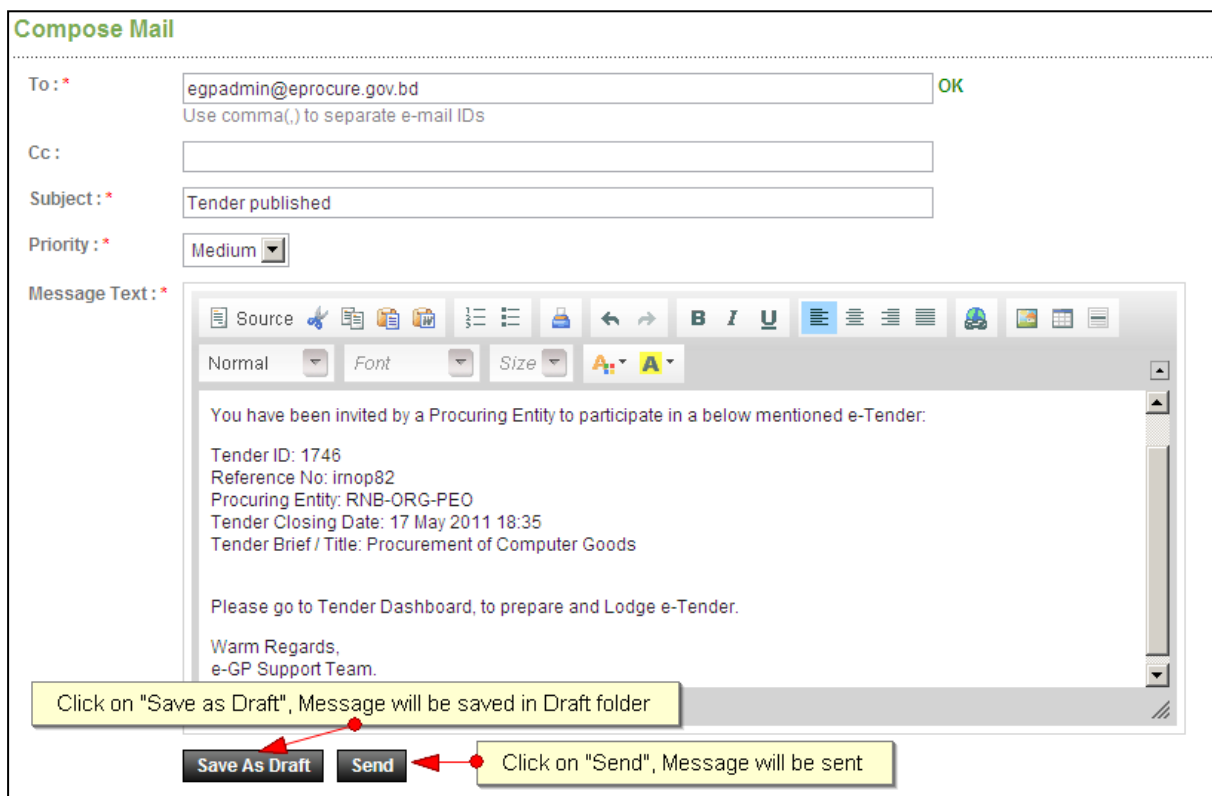2.6 **Message Box >> Compose Message**

2.6.1 **Compose Message**→User can compose message using this functionality (As shown in **Screen –B8**). Lots of features like font, colour, styles are available for better appeal. Set priority to your messages as well.

Compose Mail

To : * egpadmin@eprocure.gov.bd   OK
Use comma(,) to separate e-mail IDs

Cc :

Subject : * Tender published

Priority : * Medium

Message Text : *

Source | Normal | Font | Size | A | A

You have been invited by a Procuring Entity to participate in a below mentioned e-Tender:

Tender ID: 1746
Reference No: irnop82
Procuring Entity: RNB-ORG-PEO
Tender Closing Date: 17 May 2011 18:35
Tender Brief / Title: Procurement of Computer Goods

Please go to Tender Dashboard, to prepare and Lodge e-Tender.

Warm Regards,
e-GP Support Team.

Click on "Save as Draft", Message will be saved in Draft folder

Save As Draft   Send ← Click on "Send", Message will be sent

Screen–B8

2.6.2 Message can be created in "*Rich Text Area*" as shown. Prority of message can be set for the message by selecting "*Low, Medium, High*". After composing of message, User can either "*Send*" the message or "*Save as Draft*".

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2.6.3 Once the message is Sent, system will prompt message "*Message Sent Successfully*" and the mail will be available in "*Sent Folder*".

2.7 **Message Box >> Inbox**

2.7.1 Inbox basically is the storage of messages which User will receive from another User. User will be able to View, Open and Search messages.

2.7.2 **View Message**→ User can see all messages in Inbox in the grid table (From, Subject, Priority, Date and Time). (As shown in **Screen –B9**)

| S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.com	APP ID: 895 APP Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

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Screen–B9

2.7.3 **Open Message**→User can select & click on the link to open message and view the message with values (Subject, From, To, Cc, Priority, Message body) with some more functionality mentioned in below table (As shown in **Screen – B10**&**Screen - B11**)

S.No	From	Subject	Priority	Date and Time
1	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:40:56
2	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:40:56
3	noreply@eprocure.gov.bd	e-GP: Completion of Evaluation Process	Low	13-Feb-2017 13:34:55
4	egphopeuser12@gmail.com	Tender ID : 33054 File Approved by Approver	High	13-Feb-2017 13:34:12
5	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:33:04
6	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:26:16
7	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:26:16
8	noreply@eprocure.gov.bd	e-GP System: PE has sent TOR/POR Report to you	Low	13-Feb-2017 13:19:47
9	egppeuser@gmail.com	e-GP: TOR / POR is sent by Opening Committee Chairperson	Low	13-Feb-2017 13:08:33
10	noreply@eprocure.gov.bd	APP Code : App/123444 File to be processed in Workflow	Low	13-Feb-2017 13:02:01

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Screen–B10
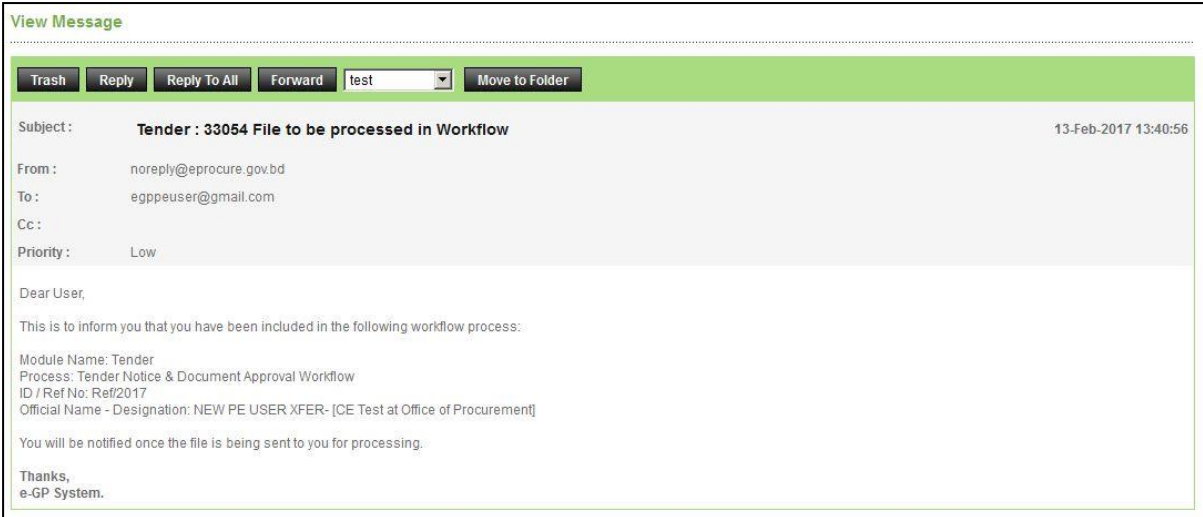
Screen–B11

Trash	When User View Message, on top User can click on "Trash", to remove the message from Inbox. Once message can then be found in Trash Folder.
Reply	When User View Message, on top User can click on "Reply", User can revert back to "From" eMail ID(s).
Reply To All	When User View Message, on top User can click on "Reply to All ", User can revert back to all i.e. "From" & "Cc" eMail ID(s).
Forward	When User View Message, on top User can click on "Forward", User can forward the message to other User and input the values "From" & "Cc" e-Mail ID(s).
Move To Folder	When User View Message, on top User can select from combo box folder and click on "Move to Folder", in return message will be moved to specific folder from Inbox.

2.7.4 **Search Message**→ User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.

Screen–B12

2.8 **Message Box >> Sent Folder**

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2.8.1 User when send messages to any other user, message will be saved in "*Sent*" folder (As shown in **Screen – B13**). User can select any specific message to view again message.

Screen–B13

2.9 **Message Box >> Trash Folder**

2.9.1 Message which are deleted / removed by the User are shown in "*Trash*" folder. (As shown in **Screen – B14**)

2.9.2 All Trash Messages gets displayed in grid table (From, Subject, Priority, Date and Time).

2.9.3 User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, e-Mail ID [Equals, Contains], From Date - To Date).

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2.10 Message Box >> Draft Folder

2.10.1 When User save the message, Message is moved to "*Draft*" folder. On Click on "*Draft*" link, message saved by user will be shown in the grid (As shown in **Screen - B15**). If User wants to send message from Draft, then User has to click on "**Edit**" link > Open **Message**> If any update in the message, user can update and Click on "**Send**" button.

Screen–B15

2.11 Message Box >> Archive

2.11.1 When User archive a message, Message is moved to "*Archive*" folder. User can archive selected mail from inbox and unread folder.

Screen–B16

3. Manage Users

3.1 Designation

3.1.1 Comptroller & Auditor General > Create Designations

3.1.2 C&AG Admin can create designation for comptroller & auditor general module in e-GP system.

3.1.3 To create designation, at first go to the "**Manager Users**" menu & then click on "*Designation > Create Designation*" link. (As shown in **Screen – C1**).

3.1.4 Once click on "**Create Designation**" link, **Screen – C1** will appear on screen.

Screen–C1

3.1.5 In the create designation form, select DG Office from dropdown list, enter designation and finally select Class - Grade. After all the required fields are filled up click on "*Submit*" button.

3.1.6 Designation will be created, and system will display message "Designation created successfully" and system will display the values entered.

Screen–C2

3.1.7 Click on "*OK*" button for successful completion of Designation. (As shown in **Screen – C2**).

3.1.8 If you want to modify the details entered, then click on "*Edit*" button. Page will be displayed in editing mode so that you can do required changes. (As shown in **Screen – C3**)

Screen–C3

3.1.9 **Comptroller & Auditor General > View Designations**

3.1.10 Click on "*View Designations*" link (As shown in **Screen – C1**) to view all the designations created by you. (As shown in **Screen – C4**)

View Designations

Screen–C4

3.1.11 You can "**Edit" | "View**" – Designations from action column.

3.1.12 If you click on "*View*" link, then the specific designation details will be displayed. (As shown in **Screen – C5**).

Screen–C5

3.1.13 If you click on "*Edit*" link, then designations will be displayed in editable mode and you can modify the designation if required. (As shown in **Screen – C6**)

Screen–C6

3.1.14 System will display message "*Designation updated successfully*" and system will update the record also. (As shown in **Screen – C7**).

Screen–C7

3.2 DG Office

3.2.1 *Comptroller & Auditor General* > *Create DG Office*

3.2.2 To create DG Office, click on "*Comptroller & Auditor General > Create DG Office*" link from sidebar. (As shown in **Screen – C1**)
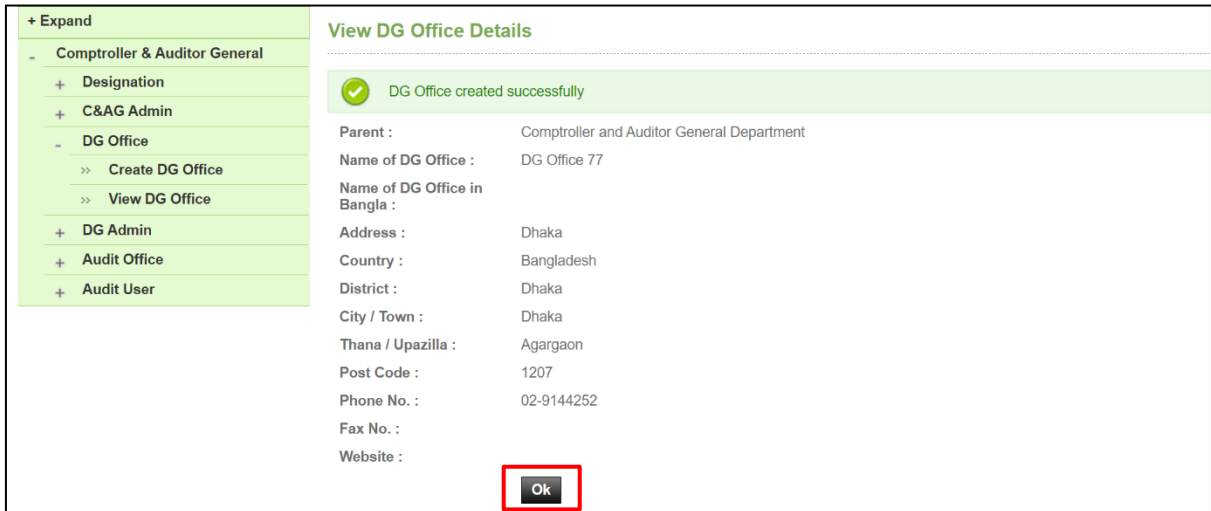
3.2.3 Once click on "*Create DG Office*", **Screen – C8** will appear on screen.

.Screen–C8

3.2.4 To create DG Office, fill up all the fields in create DG office form. Enter Name of DG Office, Name of DG Office in Bangla, Address, District, City/Town, Thana / Upazilla, Postcode, Phone No, Fax No & Website (As shown in **Screen – D8**). After filling up all the mandatory information click on "***Submit***" button.

3.2.5 DG Office will be created & system will display message "*DG Office created successfully*". (As shown in **Screen – C9**).

Screen–C9

3.2.6 **Comptroller & Auditor General >> View DG Office**

3.2.7 Click on "***View DG Office***" link (As shown in **Screen – D1**) to view all the DG Offices created by you. (As shown in **Screen – C10**).

Screen–C10

3.2.8 Under action column there will be three option "**Edit**" | "**View**" | "**Map Ministries.**" Using these link, you can be able to Edit, View or Map DG Office into ministries.

3.2.9 Clicks on "*View*" link to see DG Office details. (As shown in **Screen – C11**)

Screen–C11

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3.2.10 If you click on "*Edit*" link, then fields will be displayed in editable mode and you can do required changes. Click on "*Update*" button after information are modified. (As shown in **Screen – C12**).

Fields marked with (*) are mandatory	
Parent Office :	Comptroller and Auditor General
Name of DG Office : *	Test Audit Department TDW-2
	OK
Name of DG in Bangla :	
Address : *	Dhaka
Country :	Bangladesh
District : *	Dhaka
City / Town : *	Dhaka
Thana / Upazilla : *	Adabar
Post Code : *	1207
Phone No. :	STD-Phone No. i.e. 02-9144252
Fax No. :	STD-Fax No. i.e. 02-9144252
Website :	
	(Enter the Website name without 'http://' e.g. eprocure.gov.bd)
	Update

Screen–C12

3.2.11 After the changes has been made, system will display "*DG Office updated successfully*" message.

3.2.12 Click on "*Ok*" button to go back to DG Office page (As shown in **Screen – C13**).

View DG Office Details

✅ DG Office updated successfully

Parent :	Comptroller and Auditor General
Name of DG Office :	Test Audit Department TDW-2
Name of DG Office in Bangla :	
Address :	Dhaka
Country :	Bangladesh
District :	Dhaka
City / Town :	Dhaka
Thana / Upazilla :	Adabar
Post Code :	1207
Phone No. :	
Fax No. :	
Website :	

Ok

Screen–C13

3.2.13 Map DG Office

3.2.14 To Map DG Office into Ministries, click on "**Map Ministries**" link (As shown in **Screen-C14**).

3.2.15 After clicking on "**Map Ministries"** link, all ministries will be displayed in a table with "**Add"** link in action column. (As shown in **Screen-C14**)

Map DG Office to Ministries

DG Office Information	
Name of DG Office :	Test Audit Department TDW-2
Name of DG Office in Bangla :	
Address :	Dhaka

Mapped Ministries	Action

Other Ministries	Action
Agriculture Ministry	Add
Planning Ministry	Add
Ministry of Public Administration	Add
LGED	Add
BWDB	Add
Department of Telecommunication	Add
Department of Testing	Add
GSS TESTING	Add
GSS_Ministry	Add
Local Government Engineering Division	Add
MH Ministry of Planning	Add
Min. of R & B	Add
Ministry of A	Add
Ministry of B	Add

Screen–C14

3.2.16 Click on "*Add*" link to map a DG office into ministry. You can map multiple ministry into one DG Office. After a ministry is mapped, mapped ministry is shown in Mapped Ministries Table as shown in **Screen-C15**.

Note: When ministries are mapped into DG office, DG admin of that office will find the mapped ministries in the dropdown while mapping tender to Audit Team. This will be discussed below.

Map DG Office to Ministries

DG Office Information	
Name of DG Office :	Test Audit Department TDW-2
Name of DG Office in Bangla :	
Address :	Dhaka

Mapped Ministries	Action
Ministry of Commerce	Remove
Local Government Engineering Division	Remove

Other Ministries	Action
A1 Ministry	Add
A1 Ministry	Add
AERO TEST	Add
AERO TEST	Add
AP IT Ministry	Add
AP Ministry	Add
CPTU	Add
Department of Telecommunication	Add

Screen–C15

3.2.17 To remove a mapped ministry, click on "*Remove*" link from action column. (As shown in **Screen-C15**)

3.3 DG Admin

3.3.1 Create DG Admin

3.3.2 To create DG Admin, click on "*Comptroller & Auditor General > Create DG Admin*" link.

3.3.3 Once click on "*Create DG Admin*", **Screen – C16** will appear on screen.

3.3.4 At first enter a unique email ID. The email ID must be official and make sure that the user has access on it. Then click on "*Submit*" button. (As shown in **Screen – C16**).

Screen–C16

3.3.5 If your entered e-Mail ID is already exists, then try with another email ID. Until your entered email ID is unique, system will not allow you to proceed. (As shown in **Screen – C17**).

Screen–C17

3.3.6 After entering a unique email ID click on "***Submit***" button & then NID verification section will be displayed. As shown in **Screen – C18**.

3.3.7 Next, enter National ID, Date of Birth and text shown in captcha in the NID verification block. If the captcha text is fuzzy then click " ⟳ " icon for a new captcha text.

3.3.8 Finally, click on "***Verify NID***" button. As shown in **Screen – C18**.

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Screen–C18

3.3.9 A pop-up will be displayed informing that, how many attempts you have left. You will get total three attempts to verify a NID. Click "*Yes*" to proceed.

Screen–C19

3.3.10 If the NID is verified from the NID server, then a successful message "***NID Verification Successful***" is displayed. Click "***Ok***" button.

Create DG Admin

Fields marked with (*) are mandatory.

Personal Information

Select Audit
Department : *

e-mail ID

Full Name

NID Verified

National

NID Verification Successful.

OK

NID Verified | **Change NID**

Phone No. : *   (Area Code - Phone No. e.g. 02-9144252)

Mobile No. : *   (Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Submit

Screen–C20

3.3.11 On successful verification, system fetch full name of user from server & "☑ NID Verified" icon will be shown beside National ID. You can change NID also by clicking on "***Change NID***". As shown in **Screen – C21.**

3.3.12 After NID is verified, you will get the options to enter personal information. Select DG Office, Full Name, National ID, Phone No & Mobile No in the personal information form. Full name option is non-editable as it is fetched from NID server. As shown in **Screen – C21.**

3.3.13 After entering all the required information click on "***Submit***" button. As shown in **Screen – C21.**

Create DG Admin

Fields marked with (*) are mandatory.

Personal Information

Select Audit Department : *	-- Select DG Office -- ⌄
e-mail ID: *	tdw-audit-user2@yopmail.com
Full Name : *	MD. Ali Ahsan
National ID : *	1234567891 ⊘ NID Verified | **Change NID**
Phone No. : *	(Area Code - Phone No. e.g. 02-9144252)
Mobile No. : *	(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Submit

Screen–C21

3.3.14 DG Admin will be created and system will display a success message as shown in **Screen – C22.**

⊘ DG Admin User created successfully. Password has been sent to created user's registered email.

View DG Admin

Department Name :	DG Office - Security
e-mail ID :	tdw-audit-user2@yopmail.com
Full Name :	MD. Ali Ahsan
National ID :	1234567891
Phone No. :	02-9144252
Mobile No. :	01674871096

OK

Screen–C22

3.3.15 Click on "*OK*" button, for successful completion of creating DG Admin.

3.3.16 **View DG Admin**

3.3.17 Click on "*View DG* **Admin**" link to view the list of DG Admin.

Screen–C23

3.3.18 C&AG Admin can see Action links "**Edit**" | "**View**". (As shown in **Screen – C23**).

3.3.19 If C&AG Admin clicks on "*View*" link, then DG Admin details will be displayed by the system in a new page. (As shown in **Screen – C24**).

View DG Admin

Department Name :	TDW DG OFFICE 24-11
e-mail ID :	tdw-dg-admin@yopmail.com
Full Name :	MD. Ali Ahsan
National ID :	1234567891
Phone No. :	02-9144252
Mobile No. :	1936742068

Screen–C24

3.3.20 If C&AG Admin clicks on "*Edit*" link, then fields will be displayed in editable mode and C&AG Admin can do required changes and clicks on "*Update*" button (As shown in **Screen – C25**).

DG Office Name :	Comptroller and Auditor General
e-mail ID:	AuditN210@yopmail.com
Full Name : *	Audit N2 10
National ID :	
Phone Number : *	02-9144252 STD-Phone No. i.e. 02-9144252
Mobile Number : *	+8801936742068

(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Update

Screen–C25

3.3.21 After the changes has been made, system will display "*Audit Admin updated successfully*" message. (As shown in **Screen – C26**).

✓ Profile updated successfully

View DG Admin

Department Name :	TDW DG OFFICE 24-11
e-mail ID :	tdw-dg-admin@yopmail.com
Full Name :	MD. Ali Ahsan
National ID :	1234567891
Phone No. :	02-9144252
Mobile No. :	1936742068

Screen–C26

3.4 Audit Office

3.4.1 Create Audit Office

3.4.2 To create audit office, click on "Comptroller & Auditor General > Audit Office > **Create Audit Office**" from sidebar.

3.4.3 Once click on "*Create Audit Office*", **Screen – C27** will appear on screen.

Screen–C27

3.4.4 At first you have to select DG Office from the dropdown. As shown in **Screen – C28**.

Screen–C28

3.4.5 After selecting DG office, enter Audit Office Name, Office Name in Bangla, Address, Country, District, City / Town, Thana / Upazilla, Postcode, Phone No & Fax No (As shown in **Screen – C27**). After filling up all the mandatory information, click on "*Submit*" button.

3.4.6 Audit Office will be created & system will display message "*Audit Office created successfully*".

3.4.7 View Audit Offices

3.4.8 Click on "*View* **Audit Offices**" link to view the audit offices. (As shown in **Screen – C29**).

Screen–C29

3.4.9 You can edit and view an audit office from "**Edit" | "View**" links in action column. (As shown in **Screen – C29**)

3.4.10 Click on "*View*" link to view Audit Office details. (As shown in **Screen – C30**).

Screen–C30

3.4.11 By clicking on "*Edit*" link from action column, audit office information will be displayed in editable mode. Click on "*Update*" button after modifying the fields. (As shown in **Screen – C31**).

Screen–C31

3.4.12 System will display message "*Audit Office updated successfully*" and system will update the record also.

3.5 Audit User

In e-GP system, Audit User is a completely new type of user who can perform the audit operation. Audit team is formed with these audit users.

3.5.1 Create Audit User

3.5.2 To create audit user, click on "Comptroller & Auditor General > Audit User > **Create Audit User**" link from sidebar.

3.5.3 Once click on "*Create Audit User*" link, **Screen – C32** will appear on screen.

3.5.4 At first enter a unique email ID. The email ID must be official and make sure that the user has access on it. Then click on "*Submit*" button. (As shown in **Screen – C32**).

3.5.5 If your entered e-Mail ID is already exists, then try with another email ID. Until your entered email ID is unique, system will not allow you to proceed. (As shown in **Screen – C33**.

Create Audit User

Audit User Infomation   >>   Employee Office Information
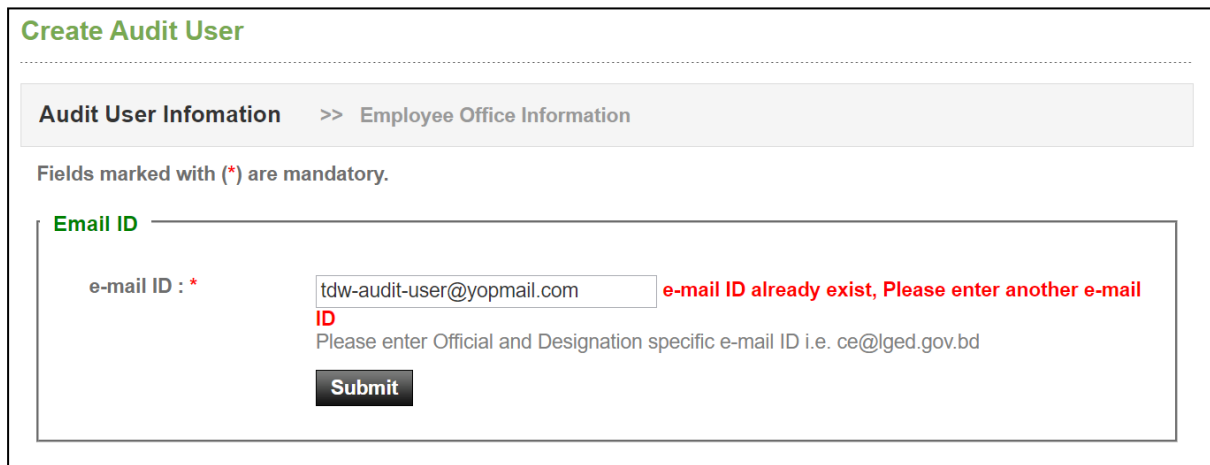
Fields marked with (*) are mandatory.

Email ID

e-mail ID : * | tdw-audit-user@yopmail.com | **e-mail ID already exist, Please enter another e-mail ID**

Please enter Official and Designation specific e-mail ID i.e. ce@lged.gov.bd

Submit

Screen–C33

3.5.6 After entering a unique email ID click on "*Submit*" button & then NID verification section will be displayed. As shown in **Screen – C33**.

3.5.7 Next, enter National ID, Date of Birth and text shown in captcha in the NID verification block. If the captcha text is fuzzy then click "🔁" icon for a new captcha text.

3.5.8 Finally, click on "*Verify NID*" button. As shown in **Screen – C33.**

Screen–C34

3.5.9 A pop-up will be displayed informing that, how many attempts you have left. You will get total three attempts to verify a NID. Click "**Yes**" to proceed.

3.5.10 If the NID is verified from the NID server, then a successful message "***NID Verification Successful***" is displayed. Click "***Ok***" button.

Create Audit User

Audit User Infomation   >> Employee Office Information

Fields marked with (*) are mandatory.

Personal Information

e-ma	
Full	**NID Verified**
	NID Verification Successful.
Nam	OK

National ID : * | 1234567894 | ✅NID Verified | **Change NID**

Mobile No : *

(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Submit

Screen–C36

3.5.11 On successful verification, system fetch full name of user from server & "✅ NID Verified" icon will be shown beside National ID. You can change NID also by clicking on "***Change NID***". As shown in **Screen – C37.**

3.5.12 After NID is verified, you will get the options to enter personal information. Full name option is non-editable as it is fetched from NID server. As shown in **Screen – C37.**

3.5.13 Enter phone no & click on "***Submit***" button. As shown in **Screen – C37.**

Screen–C37

3.5.14 After NID is verified, you can be able to enter audit office information of the user.

3.5.15 In the audit office information section select audit department, its sub-ordinate office and designation. As shown in **Screen – C38.**

Screen–C38

3.5.16 After all the required field are filled up, click on "**Add Audit Office**" button.

3.5.17 Next, confirm the registration by clicking on "**Complete Registration**" button. (As shown in **Screen – C39**).

View Profile

Audit User Name	Audit Department Name	Audit Office	Designation
MD. Masud Rahman	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Manager

e-mail ID : tdw-audit-user3@yopmail.com

Full Name : MD. Masud Rahman

Name in Bangla : মাসুদ রহমান

National ID : 1234567894

Mobile No : 01674871091

Complete Registration

Screen–C39

3.5.18 Audit User will be created and system will display message "*Audit User created successfully*". (As shown in **Screen – C40**).

View Audit Users   📄 Save as PDF

✅ Audit User created successfully. Password has been sent to created user's registered email.

To sort click on the relevant column header

Audit User Details

S. No.	Full Name	DG Office Name	e-mail ID	Date	Status	Action
1	MD. Masud Rahman	TDW DG OFFICE 24-11	tdw-audit-user3@yopmail.com	01-Dec-2022	Complete	Edit | View | Deactiv
2	MD. Fahim Faysal	DG Office Test	egppeuser711@gmail.com	24-Nov-2022	Incomplete	Edit | View | Compl
3	Subrata Sarkar		tdw-audit-user2@yopmail.com	24-Nov-2022	Incomplete	Edit | View | Compl

Screen–C40

3.5.19 Once a user is registered, an auto generated password will be sent to the created user's registered email. (As shown in **Screen – C41**).

3.5.20 In the first-time login, user will use this password. Then after logged in, system will force user to change his password.
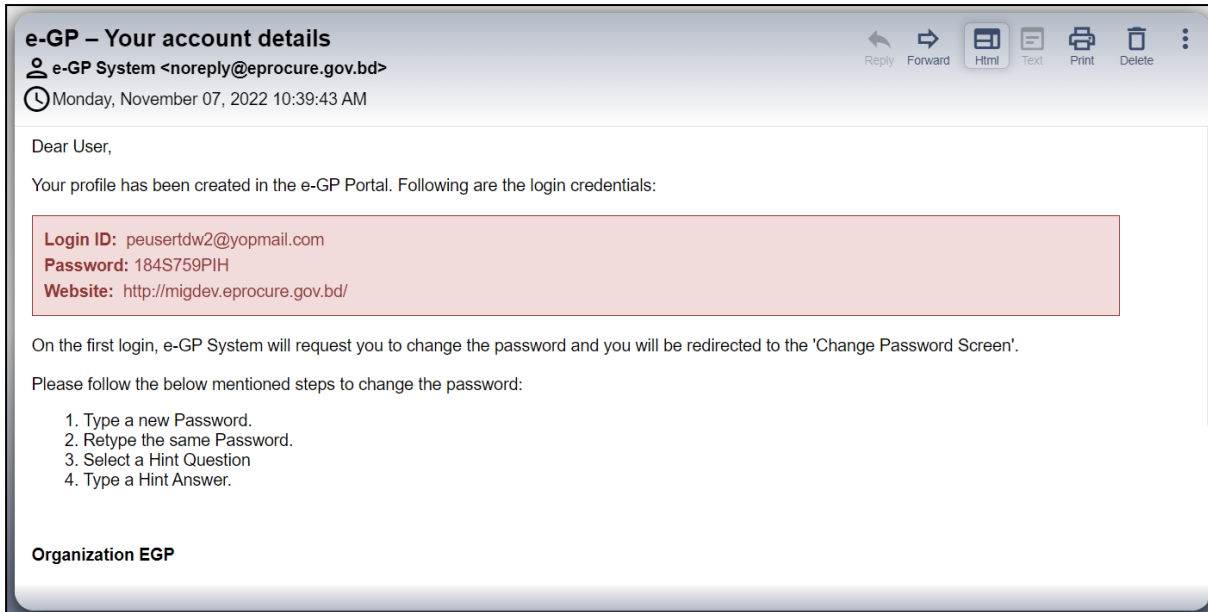
Screen–C41

3.5.21 View Audit User

3.5.22 To view audit user list, click on "*View Audit Users*" link. (As shown in **Screen – C42**).
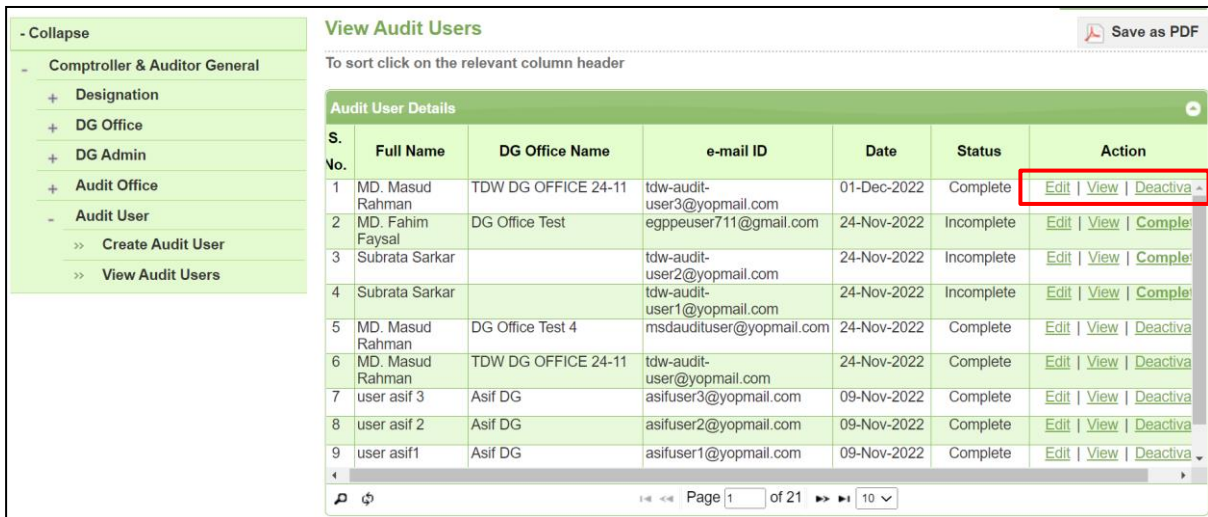
Screen–C42

3.5.23 You can see action links "**Edit" | "View**" **| "Deactivate / Activate"**.

3.5.24 If you click on "*View*" link, then audit user details will be displayed in a new page. (As shown in **Screen – C43**).

View Profile

Audit User Name	Audit Department Name	Audit Office	Designation
MD. Masud Rahman	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Manager

e-mail ID :   tdw-audit-user3@yopmail.com

Full Name :   MD. Masud Rahman

Name in Bangla :   মাসুদ রহমান

National ID :   1234567894

Mobile No :   01674871091

Screen–C43

3.5.25 To modify the details of an audit user, click on "*Edit*" link. Page will be displayed in editing mode so that you can be able to do required modification in the fields. Click on "*Update*" button to submit the changes. (As shown in **Screen – C44**).

Audit User Infomation

Fields marked with (*) are mandatory.

Personal Information

e-mail ID : *   tdw-audit-user3@yopmail.com

Full Name : *   MD. Masud Rahman

Name in Bangla :   মাসুদ রহমান

National ID : *   1234567894   ✅ NID Verified

Mobile No : *   01674871091

(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Update

Screen–C44

3.5.26 System will display message "*Audit User updated successfully*" and system will update the record also.

3.5.27 If you want to deactivate an audit user, click on "*Deactivate*" link.

3.5.28 After clicking on deactivate link, mention comments and click on "*Deactivate*" button. System will ask for confirmation, click "*Yes*". As shown in **Screen – H14**.

43

Screen–C45

3.5.29 Selected audit user will be deactivated in e-GP system and can't be able to login until the account is activated.

3.5.30 In future, if you want to activate the audit user again, then click on "**Activate**" link and follow the same process.

3.5.31 If Deactivated user again logs in to system, then system will display message "*Your account is deactivated. Please contact your Admin user*".
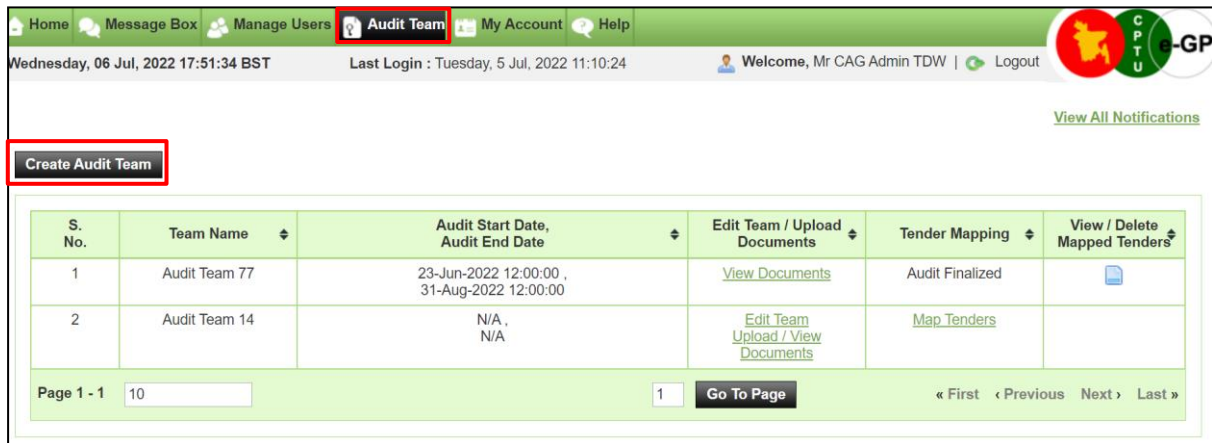
Screen–C46

4. Audit Team

4.1.1 Click on "*Audit Team*" from the menu to manage audit team. (As shown in **Screen – C47**)**.**
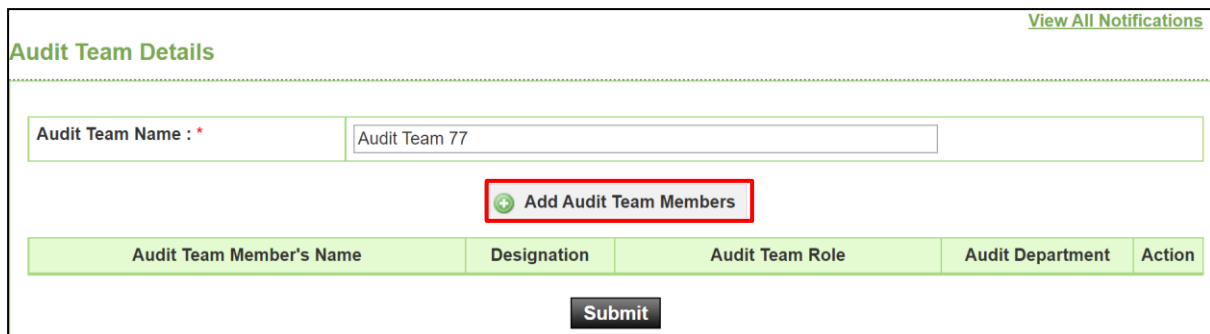
Screen–C47

4.1.2 You can see all the formed audit team in the table. (As shown in **Screen – C47**)

4.1.3 To create audit team, click on "*Create Audit Team*" button. (As shown in **Screen – C47**).

4.1.4 Then enter audit team name & add members in the team by clicking on "*Add Audit Team Members*" button. (As shown in **Screen – C48**).

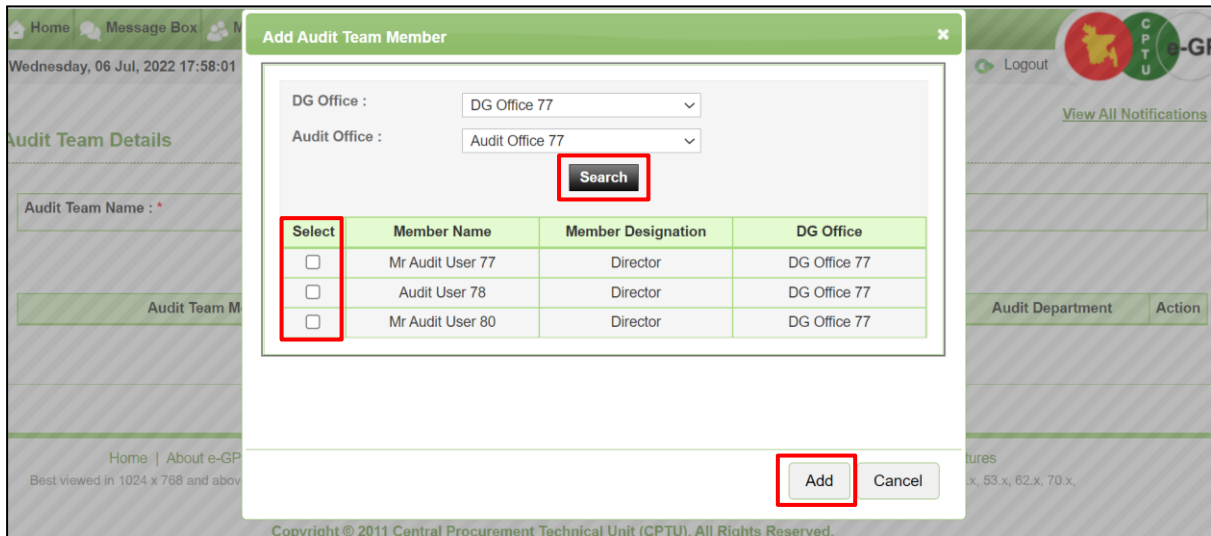**Screen–C48**

4.1.5 After clicking on "*Add Audit Team Members*" button, a pop-up will be displayed from where you have to select DG Office and its sub-ordinates Audit Office.

4.1.6 After selecting DG office and Audit office, click on "*Search*" button. As shown in **Screen – C49.**

4.1.7 Then audit users of the selected office will be shown in list. Select the members from the list and then click on "**Add**" button to add members in team. (As shown in **Screen – C49**).

Screen–C49

4.1.8 After members are added in audit team, you have to assign team member role. As shown in **Screen – C50**.

4.1.9 Audit team role can be Head, Supervisor & Member. Each audit team must have at least one member. No team can be formed without the head role where the head role can be given to only one member. Any two members in a team also can't be given the supervisor role.
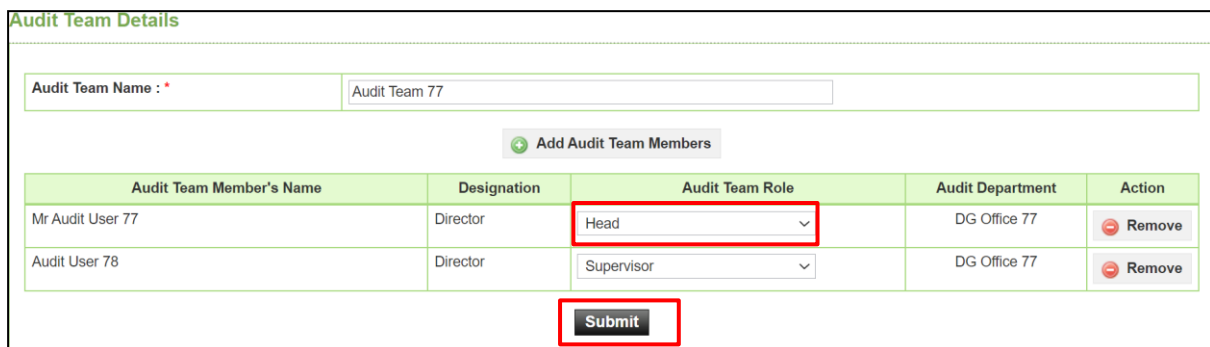
Screen–C50

4.1.10 After assigning the role of team, click on "**Submit**" button.

4.1.11 You can edit a team by clicking on "**Edit Team**" link. This action can only be done before finalize mapping. (As shown in **Screen – C51**).

Screen–C51

4.2 Map Tender

4.2.1 C&AG admin can be able to map tenders into audit team for auditing purpose. To map tender into audit team, click on "**Map Tenders**" link of a specific tender. (As shown in **Screen – C52**).

Screen–C52

4.2.2 On click of "**Map Tenders**" link, system will redirect you in a page where you can map tender in team and able to set the time limit for team to access those mapped tender for audit purpose. (As shown in **Screen – C53**).

4.2.3 Before mapping tender, you have to filter the tender first. You can filter tender by several parameter present in the search section, such as auditee department, its sub-ordinate auditee office, procurement nature, procurement type, method, tender ID, reference no and contract sign date. (As shown in **Screen – C53**).

4.2.4 Use the department tree "⚏" icon to select auditee department. If you want to map all the tender of an auditee office, then only select department and office from the search box. (As shown in **Screen – C53**).

Audit Team Name :	ATM		

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

- Collapse

Select Auditee Department :*	[ ] ⚏	Select Auditee Office :	-- Select Auditee Office -- ▼
Procurement Nature :	-- Select Nature -- ▼	Procurement Type :	-- Select Type -- ▼
Procurement Method :	- Select Procurement Method - ▼	Reference No :	[ ]
Tender/Proposal ID :	[ ]	Financial Year :	-- Select Financial Year -- ▼
Contract Signing Date On or After :	[ ] 📅	Contract Signing Date Before or On :	[ ] 📅

Search   **Reset**

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date

Page 1 - 10	10		1	Go To Page	« First ‹ Previous Next › Last »

Audit Name : *	[ ]		
Audit Start Date : *	[ ] 📅	Audit End Date : * [ ] 📅	

Map Tenders

Screen–C53

4.2.5 After selecting the search criteria click on "**Search**" button and search result will be shown in table. (As shown in **Screen – C54**).

Screen–C54

4.2.6 After that, enter audit name, audit start & end date. Finally click on "*Map Tenders*" button. (As shown in **Screen – C55**).

Screen–C55

4.2.7 On successfully submitted, tenders will be mapped in team & system will show all the mapped tender in list.

4.2.8 Mapped tender can be removed by clicking on remove "✖" icon, as shown in **Screen – C56**.

Note: Mapped tender can only be removed if you have not finalized the mapping.

Screen–C56

4.2.9 After clicking on remove icon, a pop-up is displayed for confirmation of removal of tender from mapped list. Click "*Yes*" & tender will be removed from the mapped list. (As shown in **Screen – C57**).

Screen–C57

4.2.10 Once mapped you can map more tenders if you want but before finalizing. To do this, click on "*Map More Tenders*" link. (As shown in **Screen – C58**).

Screen–C58

4.2.11 After clicking on "*Map More Tenders*" link, you can be able also to remove previously mapped tender and map new tender. There are search option to filter tender. Follow the same process described previously for mapping tender. (As shown in **Screen – C59**)**.**

Audit Team Name :	ATM			

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

Mapped Tenders:

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00	✖

Page 1 - 1   10   [1]   **Go To Page**   « First ‹ Previous   Next ›   Last »

Map More Tenders:

- Collapse

Select Auditee Department :*	[ ] 🔺	Select Auditee Office :	-- Select Auditee Office -- ⌄
Procurement Nature :	-- Select Nature -- ⌄	Procurement Type :	-- Select Type -- ⌄
Procurement Method :	- Select Procurement Method - ⌄	Reference No :	[ ]
Tender/Proposal ID :	[ ]	Financial Year :	-- Select Financial Year -- ⌄
Contract Signing Date On or After :	[ ] 📅	Contract Signing Date Before or On :	[ ] 📅

Search   **Reset**

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date

Page 1 - 10   10   [1]   **Go To Page**   « First ‹ Previous   Next ›   Last »

Audit Name : *	TDW Audit		
Audit Start Date : *	04/12/2022 📅	Audit End Date : *	04/12/2023 📅

Map Tenders

Screen–C59

4.2.12 By clicking on "🗎" icon you can view the mapped tender. (As shown in **Screen – C60 & C61**).

S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
5	ATM	04-Dec-2022 12:00:00 , 04-Dec-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	🗎

Screen–C60

Audit Team to Tender Mapping　　　　　　　　　　　　　　　🔙 Go Back

Audit Team Name :	ATM

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

S. No.	Tender/Proposal ID, Reference No≑ Tender/Proposal Status	Procurement Nature, Title ⇕	Ministry, Division, Organization, PE ⇕	Type, Method ⇕	Publishing Date⇕ Closing Date ⇕	Dashboard
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00	✖

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Screen–C61

4.2.13 You can also be able to upload and view uploaded document by clicking on "*Upload/View Documents*" link of a specific audit team. (As shown in **Screen – C60**).

4.2.14 After clicking on "*Upload/View Documents*", click on "*Choose File*" options to select document from your device and enter description. Finally click on "*Upload*" button. (As shown in **Screen – C61**).

Audit Team's Document Upload/View/Remove　　　　　　　　　　🔙 Go Back

Fields marked with (*) are mandatory.

Document : *　[Choose File] No file chosen

Description : *　[＿＿＿＿＿＿＿＿]

[Upload]

Audit Team's Document(s)

Instructions
Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.
Acceptable File Types jpeg, jpg, png, bmp, gif, xls, xlsx, doc, docx, zip, rar, pdf
A file path may contain any below given special characters: (Space, -, _, \)

S. No.	File Name	File Description	Uploaded By	File Size (in KB)	Action
		No records found.			

Screen–C61

4.2.15 On successfully uploaded the reference document, system will display message "*File Uploaded Successfully*" and uploaded file will be shown in list. (As shown in **Screen – C62**).

Screen–C62

4.2.16 Click on "✖" icon to remove a document and "⬇" icon to download the document. (As shown in **Screen – C62**).

4.2.17 After document is uploaded, click on "*Go Back*" button to go back the audit team page. (As shown in **Screen – C62**).

4.3 Finalize Mapping

4.3.1 Once tender mapping is done, you can be able to finalize the mapping by clicking on "*Finalize Mapping*" link. Before finalizing the mapping, audit team member cannot be able to access the mapped tenders for audit purpose. (As shown in **Screen – C63**).

Note: After the mapping is finalized, you cannot be able to remove or map any more tender from team. Audit team edit option is also available before mapping is finalized.

Screen–C63

4.3.2 After clicking on "*Finalize Mapping*" link, you can see audit team members, mapped tenders in a new page. You can also remove a tender from this page before finalize mapping by clicking on "✖" icon. (As shown in **Screen – C64**).

54

4.3.3 Click on "*Finalize Mapping*" button ss shown in **Screen – C64.**

Audit Team Name :	Audit Team 14

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Audit 39	Test - 6132022	Head	DG Office Test
Audit 40	Designation 07	Supervisor	DG Office Test
Audit User 01	Designation 08	Member	DG Office Test

S. No.	Tender/Proposal ID, Reference No.⇕ Tender/Proposal Status	Procurement Nature, Title ⇕	Ministry, Division, Organization, PE ⇕	Type, Method ⇕	Publishing Date, Closing Date ⇕	Dashboard
1	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✖
2	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✖
3	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✖

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Finalize Mapping

Screen–C64

4.3.4 Once successfully finalized, an SMS/email will be sent to the PE of mapped tenders informing them about auditing. Status is also changed as "Audit Finalized" as shown in **Screen – C65.**

Create Audit Team

S. No.	Team Name ⇕	Audit Start Date, Audit End Date ⇕	Team Configuration⇕	Tender Mapping ⇕	View / Delete Mapped Tenders ⇕
1	Audit Team 98	26-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	📄
2	Audit Team 19th July	19-Jul-2022 12:00:00 , 26-Jul-2022 00:00:00	View Documents Time Extension	Audit Finalized	📄
3	Audit Team 78	07-Jul-2022 12:00:00 , 29-Sep-2022 12:00:00	View Documents Time Extension	Audit Finalized	📄
4	Audit Team 77	23-Jun-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	📄
5	Audit Team 14	03-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	📄

Page 1 - 1 10 | 1 Go To Page « First ‹ Previous Next › Last »

Screen–C65

4.4 **Time Extension**

4.4.1 C&AG Admin can be able to extend audit end date if the audit is not completed within the stipulated time. Audit Team don't get accesses in the mapped tender until the time is extended if the audit time lapses. Time Extension link is generated only for the teams who have finalized their mapping.

4.4.2 To extend time click on, "*Time Extension*" link. (As shown in **Screen – C66**).

Screen–C66

4.4.3 After clicking on "*Time Extension*" link, enter the audit end date & remarks. Then click on "*Extend Time*" button & on successfully submitted audit time will be extended. (As shown in **Screen – C67**).

Screen–C67

5. My Account

 5.1 **My Account >> View Profile**

5.1.1 If user would like to see his profile, then user has to click on "**My Account >> View Profile**" (As shown in **Screen – D1**)
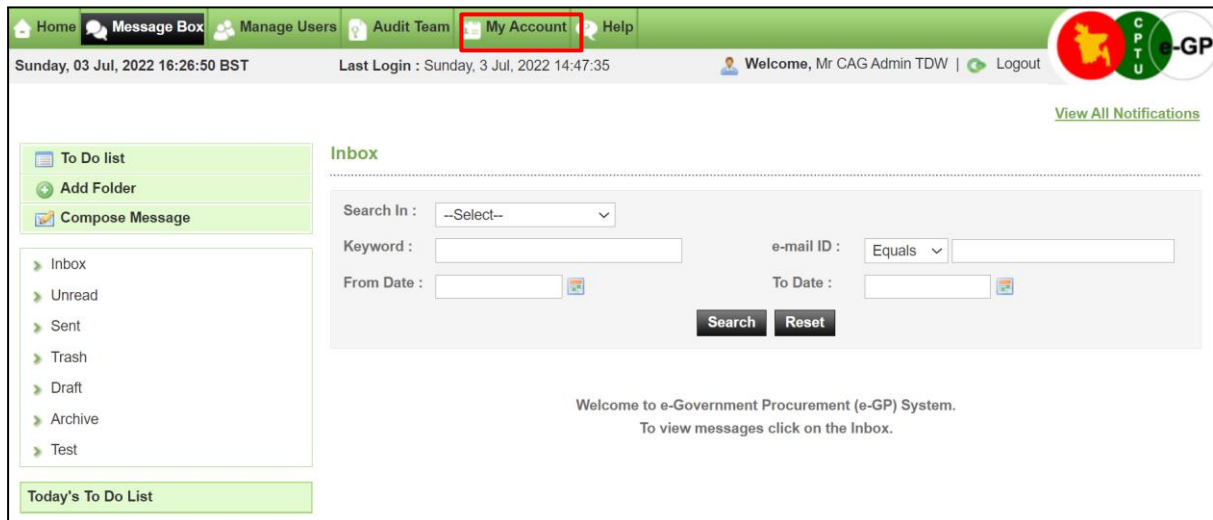
Screen – D1

5.1.2 The moment user clicks on "*View Profile*" sub menu, the system will display the Profile of the respective user. (As shown in **Screen – D2**)

Screen –D2

13.2 **My Account >> Edit Profile**

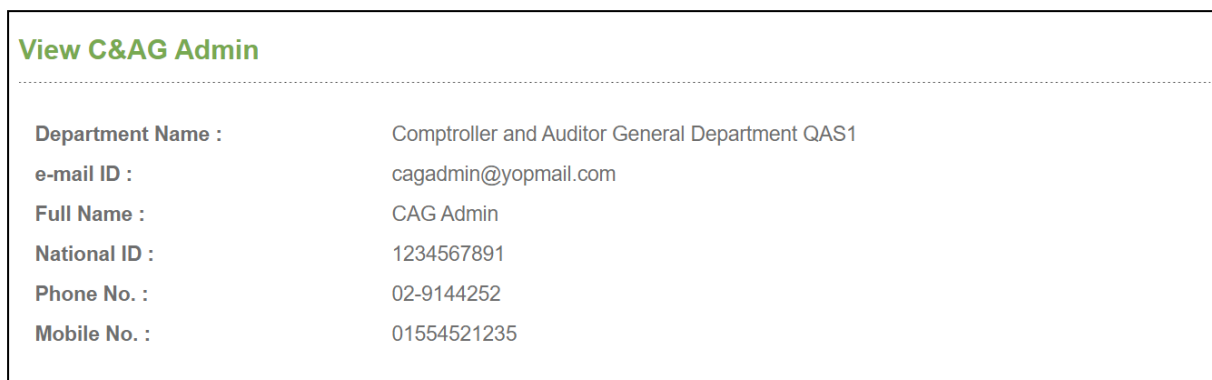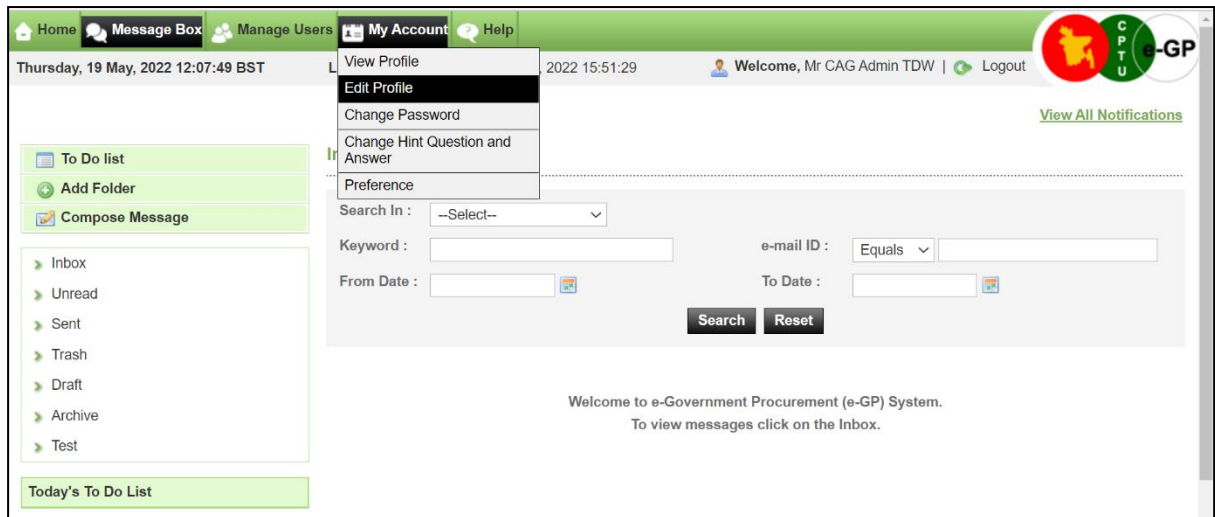13.2.1 If user would like to "**Edit**" his profile, then user has to click on "**My Account >> Edit Profile**" (As shown in **Screen – D3**)

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Screen – D3

13.2.2 The moment user clicks on "*Edit Profile*" sub menu, system will allow the user to make the necessary changes in his/her profile e.g., **Full Name, National ID and Mobile No.** (As shown in **Screen – D4**)

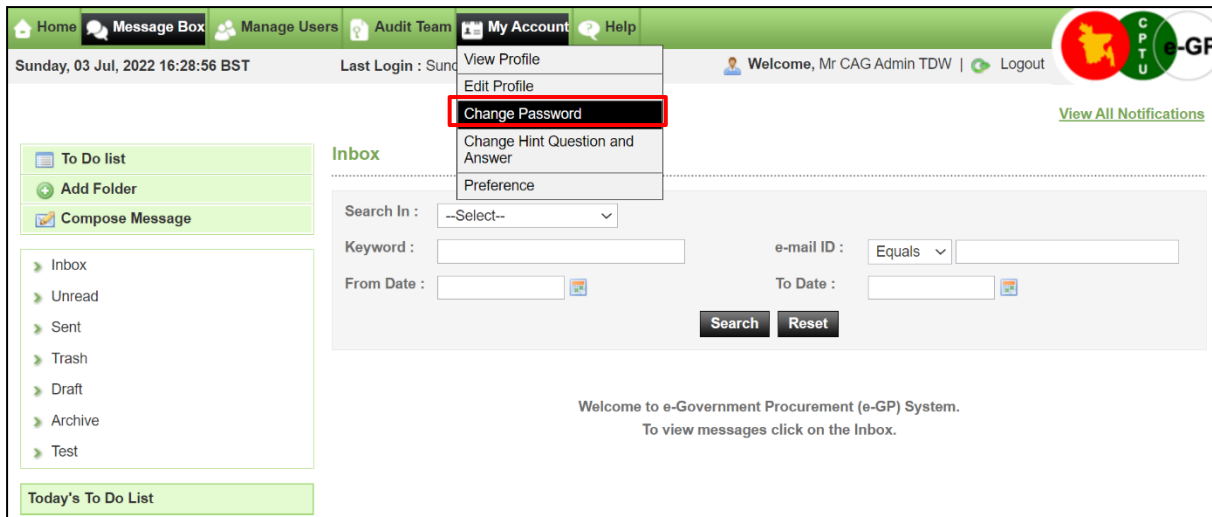**Screen – D4**

13.2.3 Once the update is made then user has to click on "*Update*" button, on click on "*Update*" revised/changed information would be updated on the system. (As shown in **Screen – D4**)

13.3 My Account >> Change Password

13.3.1 If user would like to Change his password, then user has to click on "**My Account >> Change Password**" (As shown in **Screen – D5**)

Screen – D5

13.3.2 The moment user clicks on "*Change Password*" sub menu, system will allow user to modify/change his/her current password. System will ask the current password of the user and if the current password is matched then only system will allow the user to change his/her current password. User needs to provide the **Current Password >>New Password >> Confirmed Password.** (As shown in **Screen – D6**)

13.3.3 On click on "*Submit*" button, revised/changed password would be updated on the system. (As shown in **Screen – D6**)

Screen – D6

13.4 My Account >> Change Hint Question and Answer

13.4.1 If user would like to Change his/her "**Hint Question and Answer**" then user has to click on "**My Account >> Change Hint Question and Answer**" sub menu (As shown in **Screen – D7**)
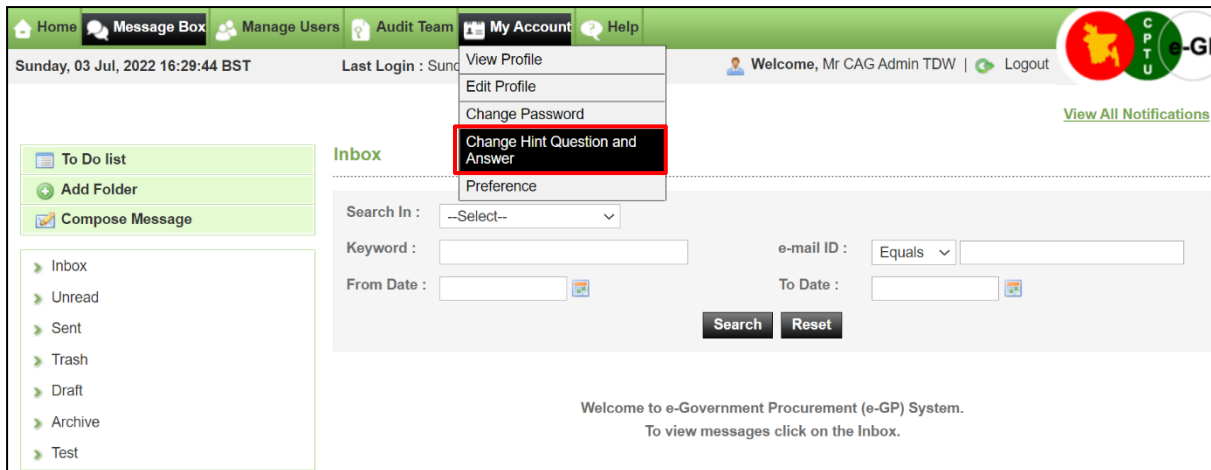
Screen – D7

13.4.2 The moment user clicks on "***Change Hint Question and Answer***" sub menu , system will allow user to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field. (As shown in **Screen – D8**)

13.4.3 On click on "***Submit***" button, revised/changed password would be updated on the system. (As shown in **Screen – D8**)

Screen – D8

13.5   My Account >> Preference

13.5.1 If user would like to Change his "**Preference**", then user has to click on "**My Account >> Preference**" (As shown in **Screen – D9**)
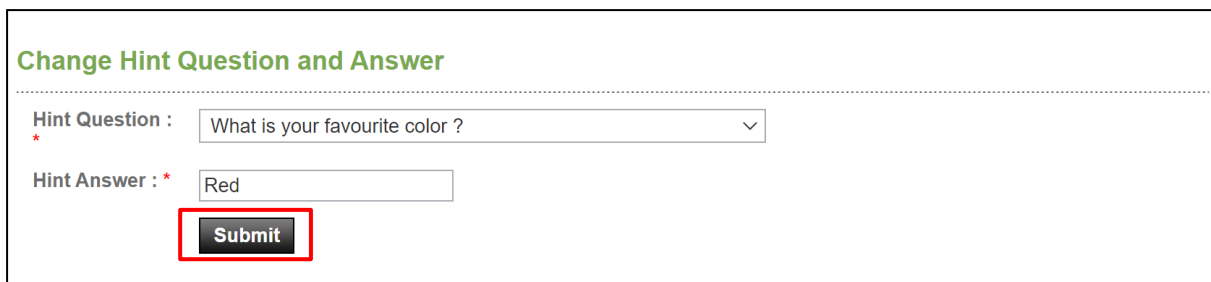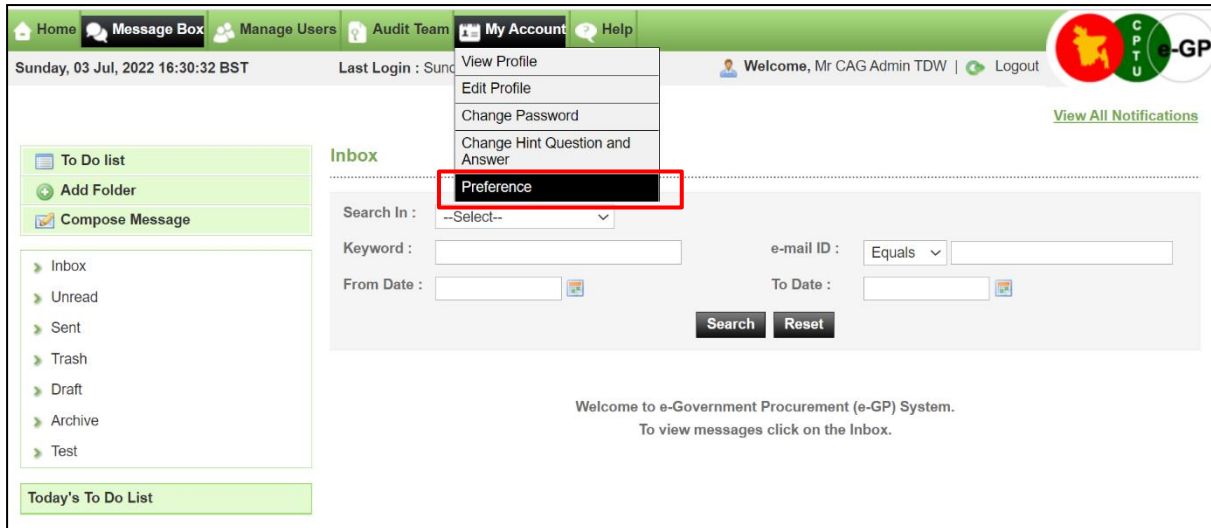
Screen – D9

13.5.2 The moment user clicks on "***Preference***" sub menu, system will allow user to modify/change his/her Preference. (As shown in **Screen – D10**)

13.5.3 If the user needs the Email Alert and SMS alert, then user has to opt for the **YES** and if not then **NO.** (As shown in **Screen – D10**)

13.5.4 On click on "***Submit***" button, information gets saved on the system. (As shown in **Screen – D10**)

User Preference

Email Alerts : ☑   All

☑   Complaint management

☑   Repeat order

☑   Compensation of performance security or New Performance Security

☑   Performance security release

☑   Contract termination

☑   Work completion certificate

☑   Account officer

☑   Invoice generation

☑   work plan

☑   Variation order

☑   Attendance sheet

☑   Opening committee

☑   Evaluation committee

☑   Pre tender meeting

☑   Workflow

☑   NOA

☑   Negotiation

☑   Tender/Proposal and Security Validity Extension

☑   Evaluation process(Debriefing on Tender)

Screen – D10(a)

13.5.5 User can also Update/Remove/Remove the preferences.(As shown in **Screen-D11**)

Email Alerts : ☐ All

☑ Complaint management

☐ Repeat order

☐ Compensation of performance security or New Performance Security

☐ Performance security release

☐ Contract termination

☑ Work completion certificate

☑ Account officer

☐ Invoice generation

☐ work plan

☐ Variation order

☐ Attendance sheet

☐ Opening committee

☐ Evaluation committee

☐ Pre tender meeting

☐ Workflow

☐ NOA

☐ Negotiation

☐ Tender/Proposal and Security Validity Extension

☐ Evaluation process(Debriefing on Tender)

Sms Alerts : ☐ All

Screen – D11

☑ Complaint management

☑ Compensation of performance security or New Performance Security

☐ Performance security release

☑ Contract termination

☐ Work completion certificate

☐ Account officer

☐ Invoice generation

☐ work plan

☑ Variation order

☑ Attendance sheet

☐ Opening committee

☐ Evaluation committee

☐ Pre tender meeting

☐ Workflow

Update

Screen-D11(b)