

**USER MANUAL**

**e-Award (Acceptance of Award by the Supplier)**

**Electronic Government Procurement System – eGP System**

***Provider:*** *Joint Venture of Tenece Professionals and Nextenders (India) Pvt. Ltd.*



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**Acronyms: -**

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| --- | --- |
| EC | Evaluation Committee |
| BOT | Bid Opening Team |
| QBS | Quality Based Selection |
| PMU | Procurement Management Unity |
| BEC | Bid Evaluation Committee |

**Note:** After Bid Evaluation, the user having award creation access level has to create the award to award the shortlisted/qualified supplier to get into a contract with the entity. The supplier user needs to accept the award notice sent by the entity.

**Getting Started**

This section will illustrate the step-by- step walkthrough of the system from initiation trough exit. The logical arrangement of the information shall enable the Procuring Entity to fully understand the flow and functionality of the system.

**Part I. System Log-In and Credentials**

Please refer **User Manual - Manage Profile for Procuring Entity**.

**Part II. Forgot Password and Change Password**

Please refer **User Manual - Manage Profile for Procuring Entity.**

**Part III. Supplier Accepting the Award Notice**

**Step 1: Supplier** Log in to the system by selecting user type as supplier, username and password. The system directs the user to the dashboard with the pending task.

**Step 2:** Click **Menu** at the top left corner of the dashboard, the system responds with the Submenus for the Supplier.



**Step 3:** The next step for the Supplier is to click **Even Management**, the system responds with the event management page with options Invitation to Bid, My Opportunities and My Award Notices.



**Step 4:** To proceed click **My Award Notices**, the system responds with the list of award notices for the Supplier to accept.

**Step 5:** From the list of award notices, select the award to be approved. To proceed click **Select** dropdown and under the dropdown there are two options View Award and View Comments. Click **View Award** the system responds with the Award Notice from



**Step 6:** The Supplier has to go through the Award Notice before Accepting. That is also the stage where Signed Contract Document uploaded. To accept the Award click **Accept Award** and the system responds with a confirmation message “Do you want to Accept Award?”

**Step 7:** If yes click YES and the system responds with the message confirming that the award accepted “Award accepted successfully”



**Step 8:** Click OK and the system redirects to the event management page with Award notice marked as Accepted.

**Step 9:** After accepting the Award, now the Supplier can Logout waiting for the contract.

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