User Manual of Robi E-Sourcing

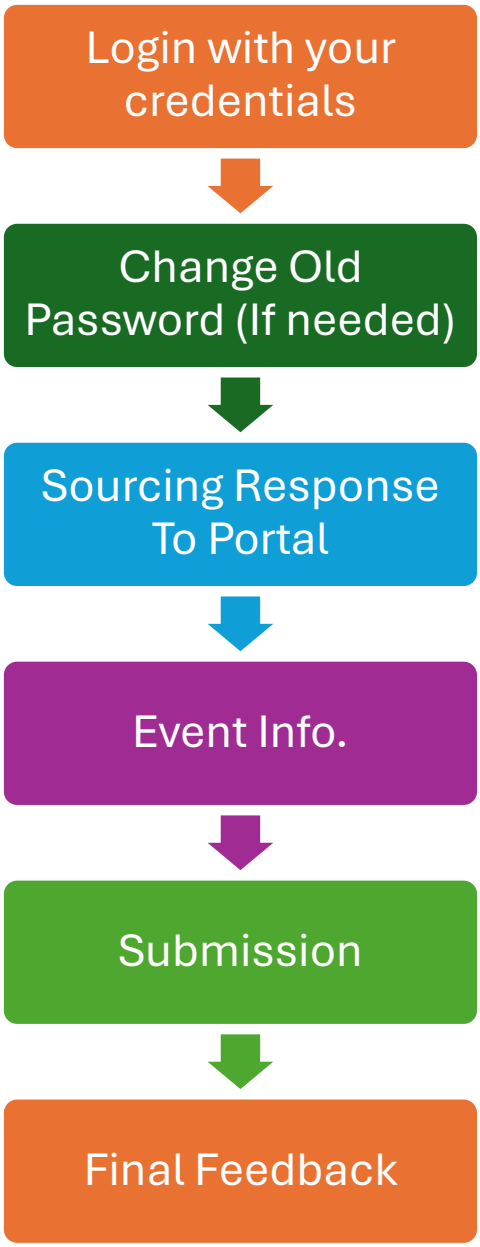
(Vendor Portal)

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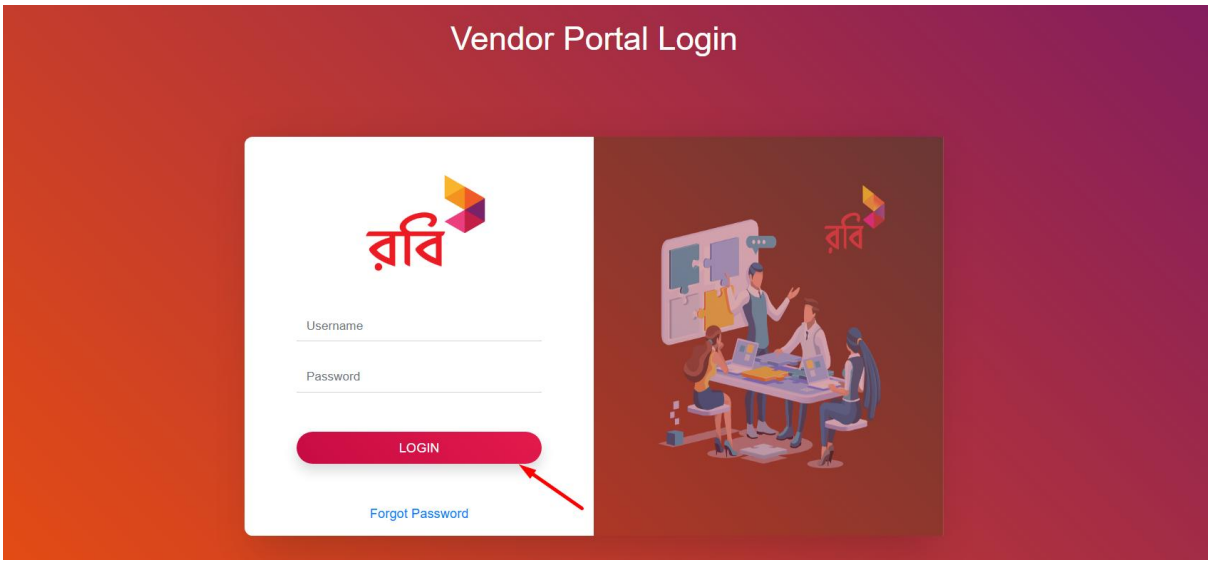
Flow Chart of Vendor Response



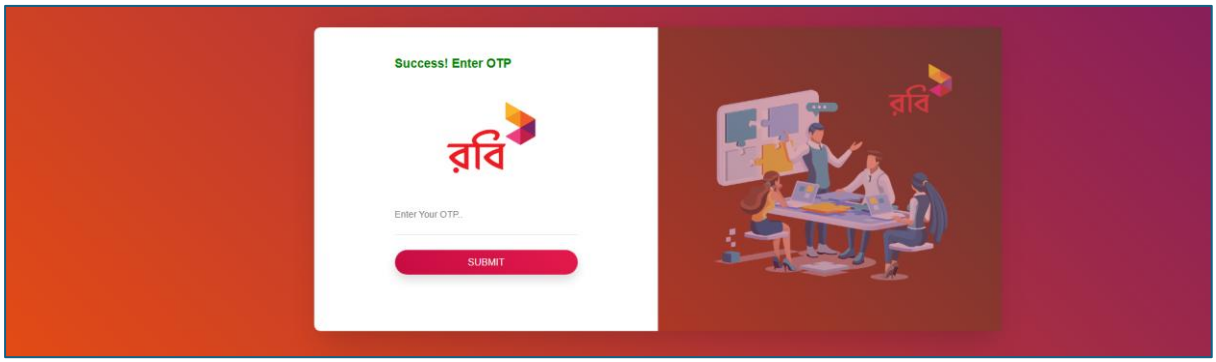
1. How do you login to your account?

To login to your account, follow these steps:

1. Click the link you got through your e-mail. *(For the 1st time only. Which validity is only 3 days.)*
2. Set **Username & Password** here. ***(Your email is used as username.*** This *username and password will be used for future logging in to the system. So, keep it safe.)*
3. Click on the **SUBMIT** button now. You'll be auto logged into the system.
4. For further login, go to: *https://esourcing.mhafuz.com/esourcing/app/views/auth/vendor/*
5. Input credentials properly and now, click on the **Login** button.



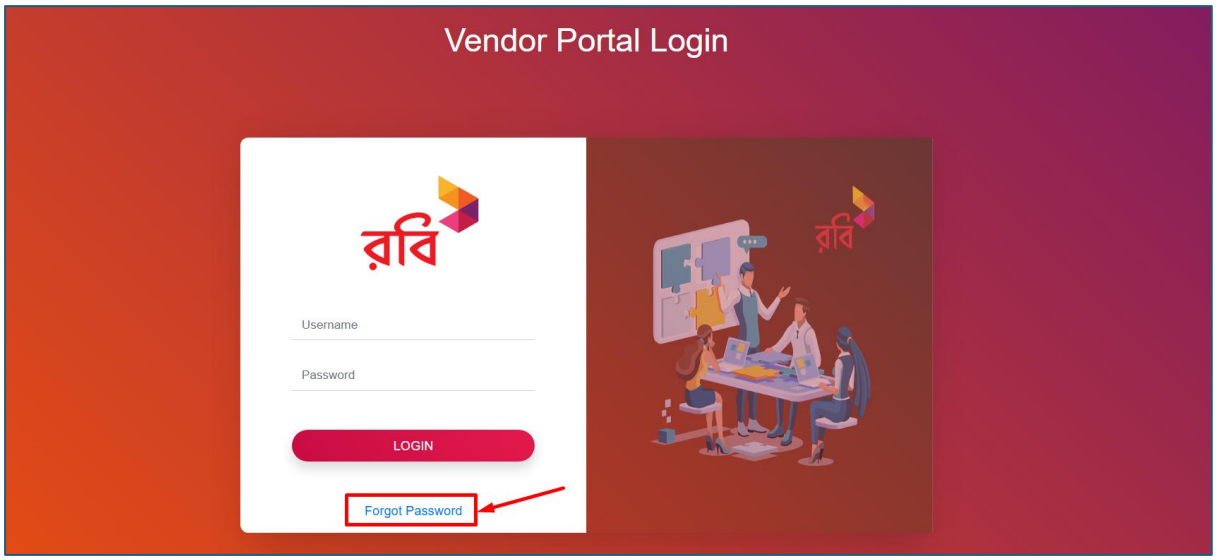
6. Now, input OTP (you will get OTP through your email) and then click on the **Submit** button.



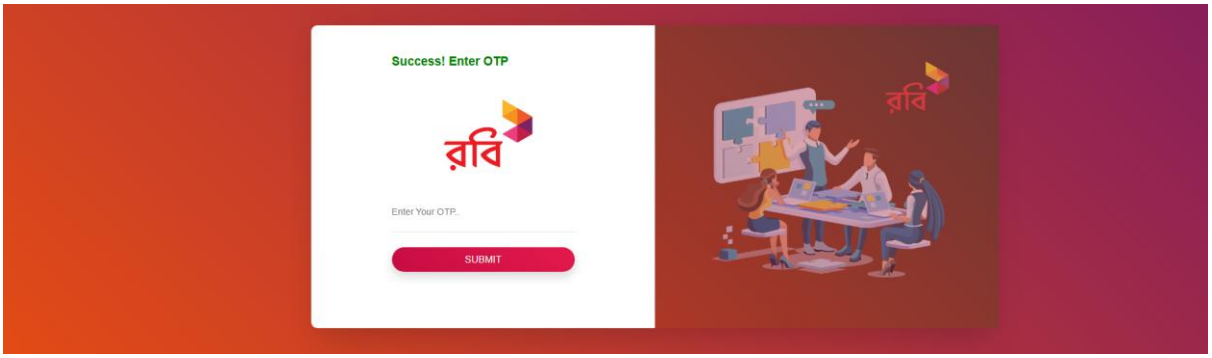
2. How to change/reset password.

To change your password, follow these steps:

1. Click on the **Forgot Password** button.
2. Input your email.



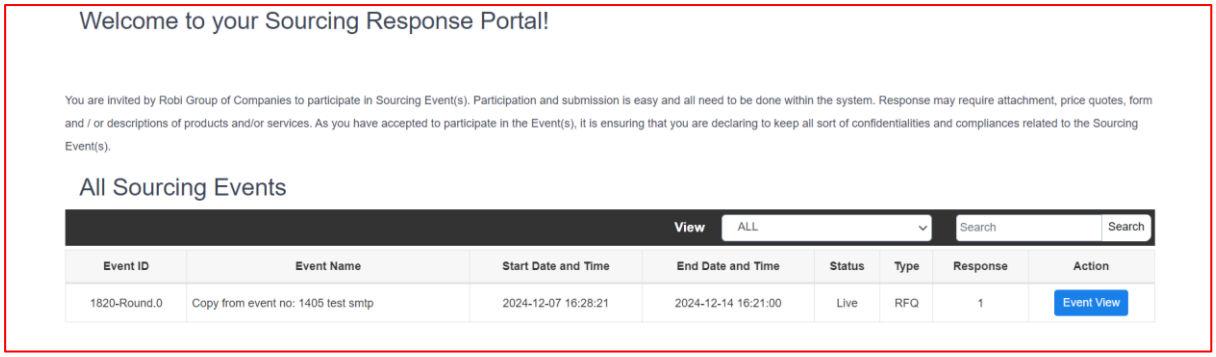
3. You'll get an OTP through your email. Input OTP and then click on the **Submit** button.



3. Sourcing Response Portal

To view event information, follow these steps:

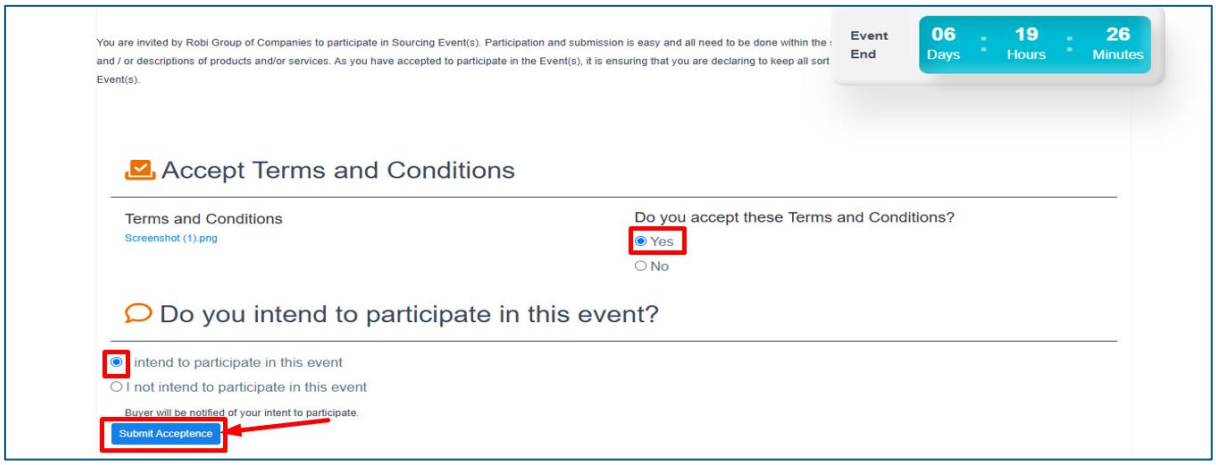
1. After logging in, you will see this window.
2. Click on **Event View** button to view current events.



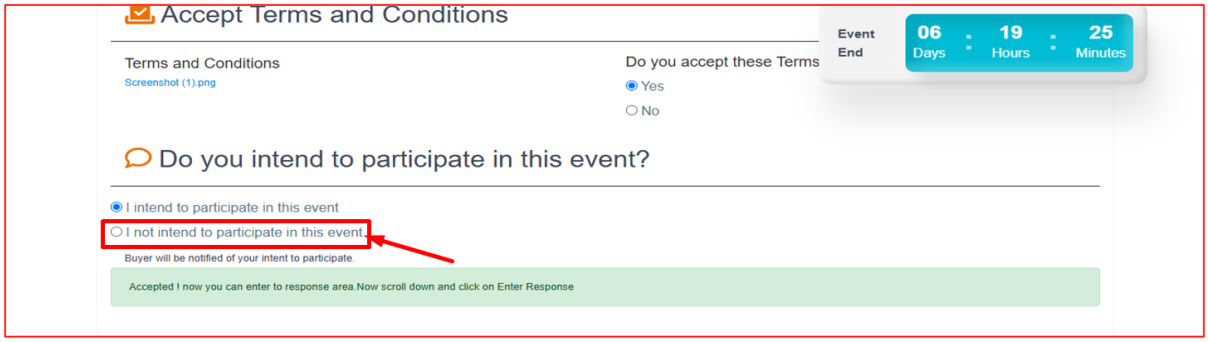
4. Event Info.

To setup primary response, follow these steps:

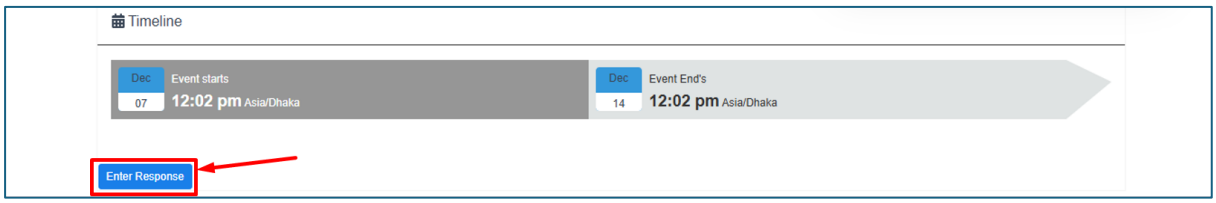
1. After clicking on the **View Event** button, this window will be shown.
2. Mark, **Yes** on terms & conditions.
3. Mark, **I intend to participate in this event.**
4. Click on **Submit Acceptance** button.



Note: *If you do select,* **I do not intend to participate** *in this event, you'll not be able to submit your proposal.*



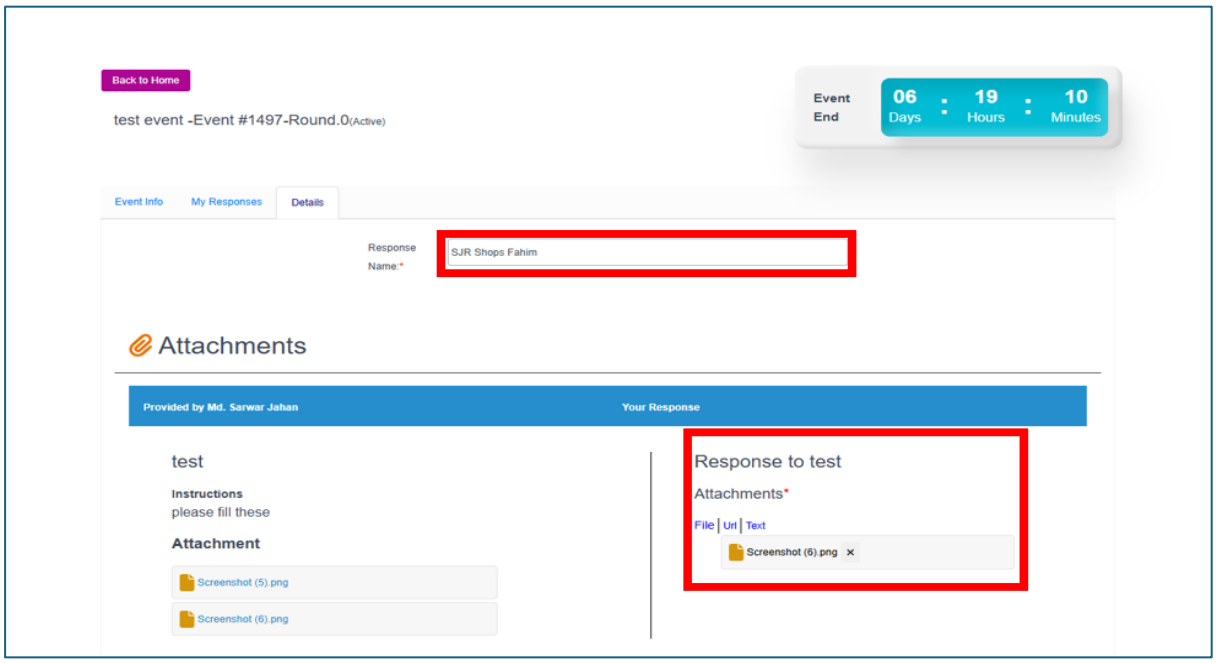
5. Now, scroll down to bottom of the page.
6. Click on **Enter Response** button.

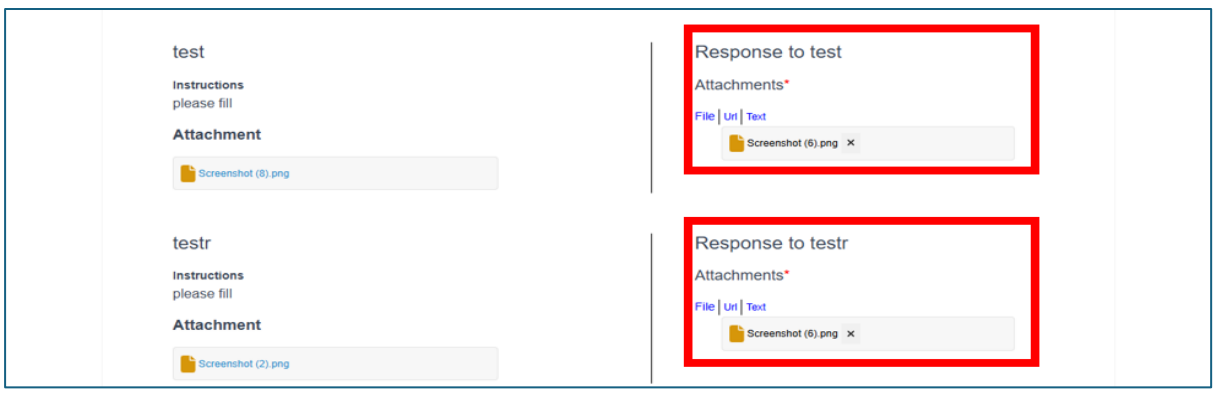


5. Submission

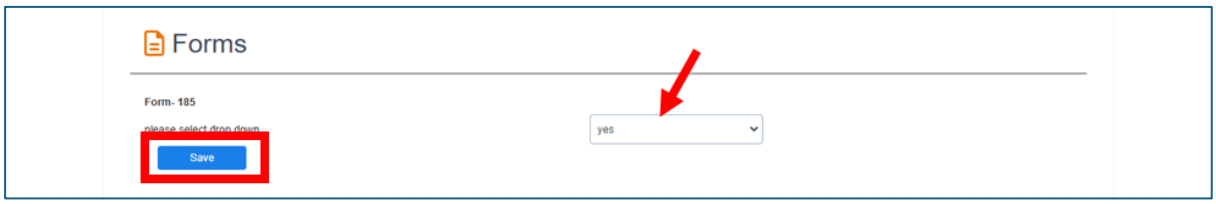
To do response in an event, follow these steps:

1. After clicking enter response button, you will see this window.
2. Give a **Response Name.**
3. Open all files from left side of **Attachment** Section & Read Carefully. Upload your documents on the right side of attachment section.

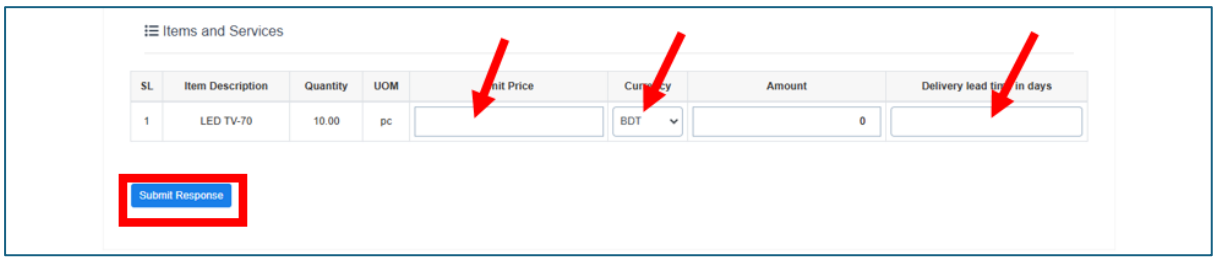




4. Scroll down to go **Form** section & give credentials.
5. Click on the Save button now.



6. Go to **Items & Service** Portion.
7. Enter your amount, currency type & timeline.
8. Click on **Submit Response** button to submit your proposal.



6. Final Feedback

After submit your response, you'll see this bar: **Response Submitted successfully.**

