

New Development Bank e-Procurement System

Operation Manual

Manual Description

NDB e-procurement system is designed for NDB's corporate procurement. The system provides a unified management of procurement request and execution, supplier management and contract management, realizing a whole procurement process management online. The system mainly contains procurement request, procurement execution (open competitive bidding, limited competitive bidding, competitive negotiation, single source and shopping), contract generation, payment management, supplier registration, supplier bidding, supplier assessment etc.

This manual mainly provides users with each specific operation process of the system, including the operation details of each function, providing step by step guide for each function of the system. After reading this manual, users can:

- Be familiar with the function of each module and button
- Understand the overall design of the system
- Quickly master the basic use of the system

The system client uses the Google Chrome, Firefox, Internet Explorer browser to operate directly.

Due to the different versions of IE, your screen may not be the same as the illustrations in this manual, but the steps and results should be the same.

Current version	Date
V1.0	Sep 21 th , 2018
V2.0	Dec 4 th , 2024

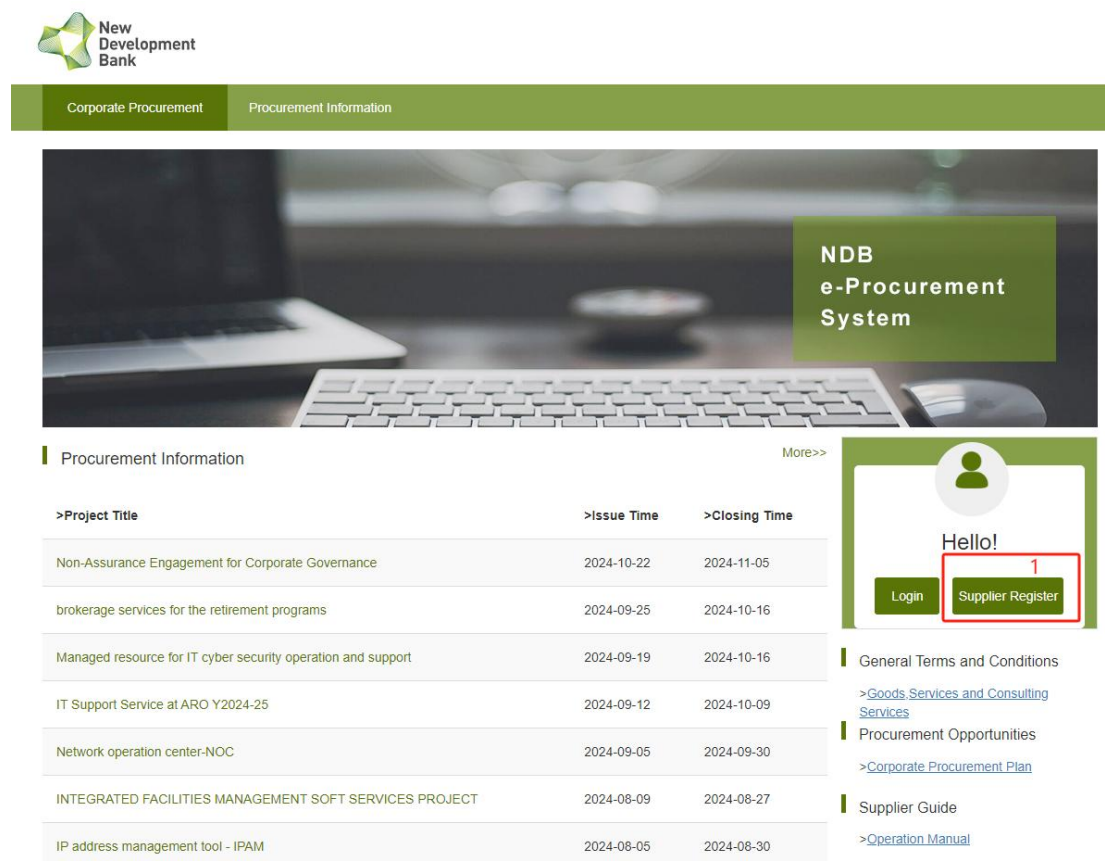
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1. Supplier Registration

1.1. Sign up

- 1 Sign up by clicking the **Supplier Register**.



Procurement Information

>Project Title	>Issue Time	>Closing Time
Non-Assurance Engagement for Corporate Governance	2024-10-22	2024-11-05
brokerage services for the retirement programs	2024-09-25	2024-10-16
Managed resource for IT cyber security operation and support	2024-09-19	2024-10-16
IT Support Service at ARO Y2024-25	2024-09-12	2024-10-09
Network operation center-NOC	2024-09-05	2024-09-30
INTEGRATED FACILITIES MANAGEMENT SOFT SERVICES PROJECT	2024-08-09	2024-08-27
IP address management tool - IPAM	2024-08-05	2024-08-30

More>>

Hello!

Login Supplier Register

General Terms and Conditions

>Goods Services and Consulting Services

Procurement Opportunities

>Corporate Procurement Plan

Supplier Guide

>Operation Manual

1.2. Read the Terms and Condition.

- 1 Carefully read Terms and Conditions and click **Agree** to confirm.

1

Registration Instrutions

2

Basic Informaiton

3

Complete Registriton and Log in

Supplier Instructions:

Thank you for your interest in registering in EPS and becoming a registered supplier for New Development Bank. It is important that you read the Supplier Instructions. Before registration, we also recommend you review General Terms and Conditions, Supplier Guide, and Corporate Procurement Plan.

1.General registration process

In order to be a registered supplier, the applicant need to complete the following process:

- a. Create system username and complete an account registration process with basic information.
- b. Login to the e-procurement system, complete the online registration information and upload the required documents.
- c. NDB evaluates suppliers' registration information and qualifications, and decides either approve or reject

1

Agree

Disagree

Back

1.3. Create Account

1 2 3

Registration Instructions Basic Information Complete Registration and Log in

Please fill in the blank precisely with related corporate information and the blanks with asterisks are required fields.
 Please set your browser language into English for registration.
 Supplier Guide: [Operation Manual](#)

Username: *

Password: This is required. *

Confirm Password: This is required. *

Full Name: *

Company Name: *

Telephone: *

Email: This is required. *

Note: This only support corporate email.

Dynamic Code: Obtain Dynamic Code 1

Location: *

Customer Service : + 86 400-616-8636 | Tech Support : ndb-eps-support@ndb.int

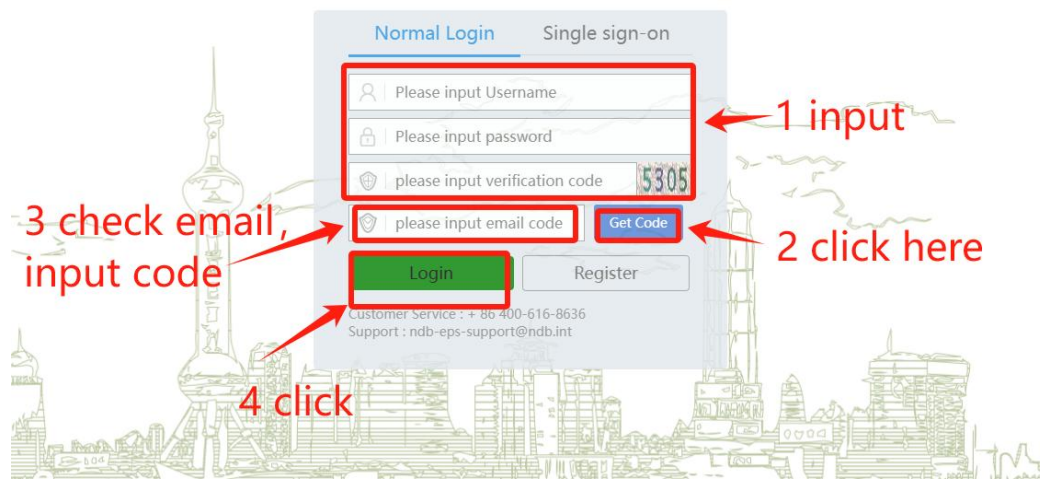
2 Complete Back

- 1 Enter the required information with '*' and get the dynamic code by clicking the **Obtain Dynamic Code**. You will receive an e-mail from e-procurement system, please check your mailbox and fill-in the dynamic code you received.
- 2 Before clicking the **Complete**, please make sure all the information is correct.
- 3 Please check '**2.2. Complete Registration**' to fully complete your registration.

2. User Management

2.1. Sign in (Multi-Factor Authentication)

User required to fill in four sections to login.



The screenshot shows the 'Normal Login' section of the New Development Bank login page. It features four input fields and two buttons, with red annotations indicating the login steps:

- 1 input:** Points to the 'Please input Username' field.
- 2 click here:** Points to the 'Get Code' button.
- 3 check email, input code:** Points to the 'please input email code' field.
- 4 click:** Points to the 'Login' button.

The verification code '5305' is displayed in the 'please input verification code' field. The 'Login' button is highlighted in green. Below the input fields, the text 'Customer Service : + 86 400-616-8636' and 'Support : ndb-eps-support@ndb.int' is visible.

Row 1: Fill-in your registered username (not your email address)

Row 2: Fill-in your password

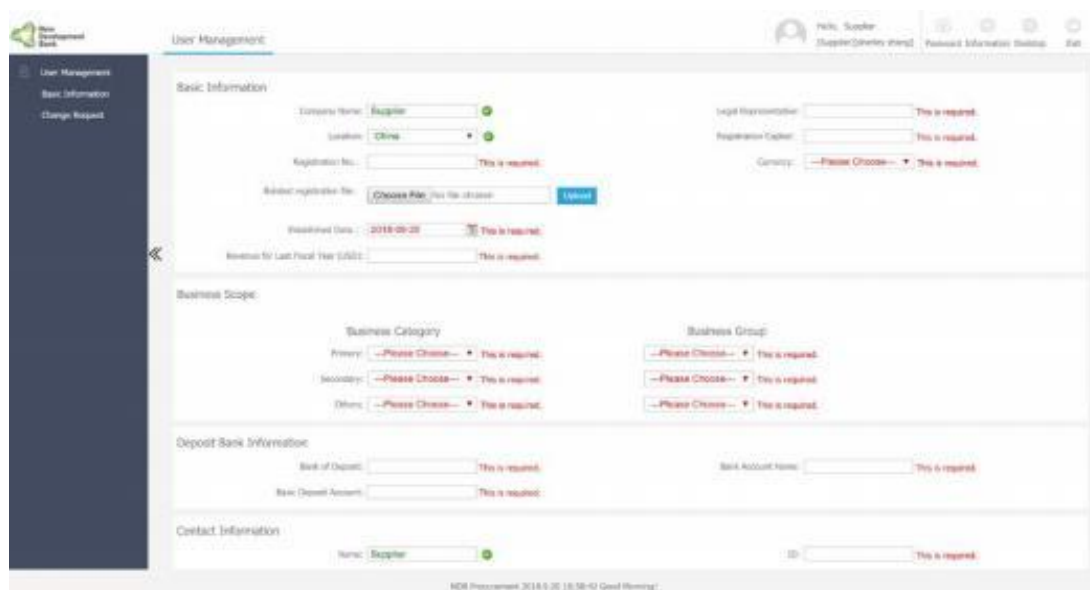
Row 3: Fill-in the verification code appeared digit on your right.

Row 4: Press "Get Code" and fill-in the code you receive from your email (the mail bond with your username)

Press Login for logging in.

2.2. Complete Registration/Information Maintenance

After potential suppliers creating the account, the homepage will be shown as following.

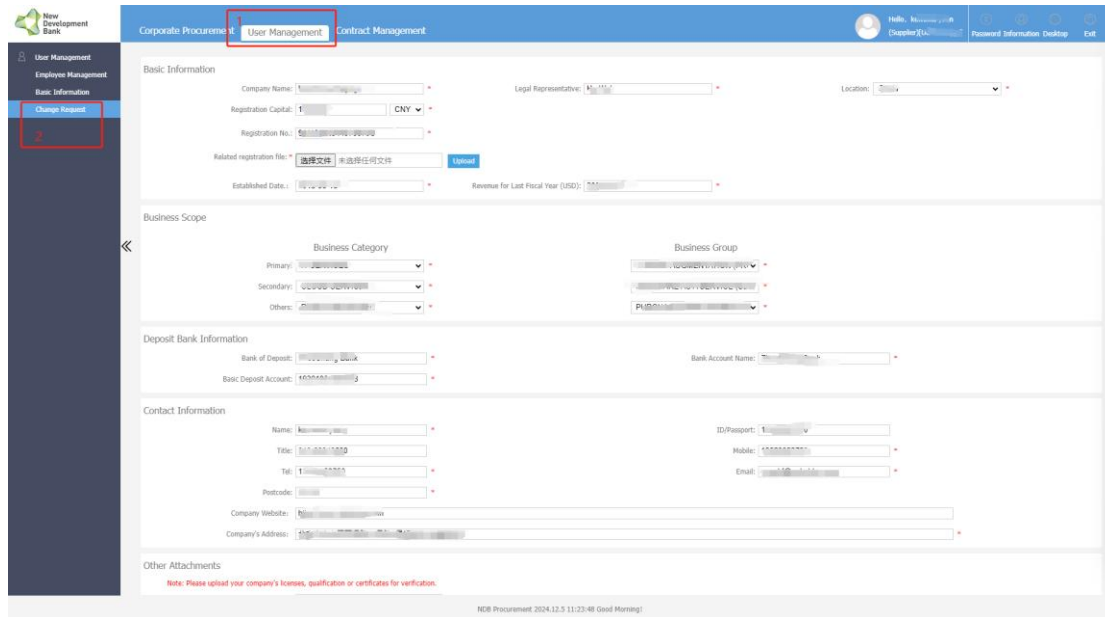


After pre-registration, user should login and fill in detailed information for NDB Procurement department verification.

- 1 Click the **User Management**. Fill in all the information and submit for verification. Information with '*' could be directly updated and saved by supplier, and information with '**' must be approved by NDB.

Notes: It will take 1-3 working days for NDB's approval. You will receive an e-mail after the approval. All functions are available to suppliers only after information is approved by NDB.

- 2 For users that would like to update/renew their information, press **Change Request** and repeat Step 1 to submit.



User Management

Basic Information

Company Name: Legal Representative: Location:

Registration Capital: CNY

Registration No.:

Related registration file:

Established Date: Revenue for Last Fiscal Year (USD):

Business Scope

Business Category

Primary: Business Group:

Secondary:

Others:

Deposit Bank Information

Bank of Deposit: Bank Account Name:

Bank Deposit Account:

Contact Information

Name: ID/Passport:

Title: Mobile:

Tel: Email:

Postcode:

Company Website:

Company's Address:

Other Attachments

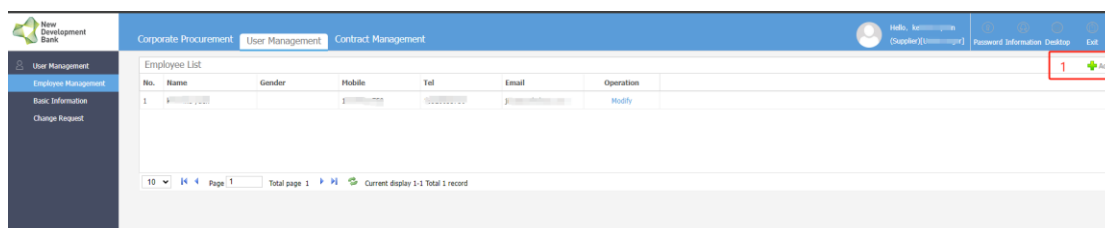
Note: Please upload your company's licenses, qualification or certificates for verification.

2.3. Employee Management

For users with multiple user login requirement, Head Users can add subaccount for company's other users.

***Please note that login dynamic code will be sent to email that bound with account. If you are using sub account to log in, dynamic code will be sent to sub account email.**

1 Press **Employee Management** and Press **Add**



Employee Management

Employee List

No.	Name	Gender	Mobile	Tel	Email	Operation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Modify"/>

10 Page: 1 Total page: 1 Current display: 1-1 Total: 1 record

2 Fill in information required to create a subaccount.

Add
✕

Name: *

Gender: ☐ Female ☐ Male *

Mobile: *

Tel: *

Email: *

Username: *

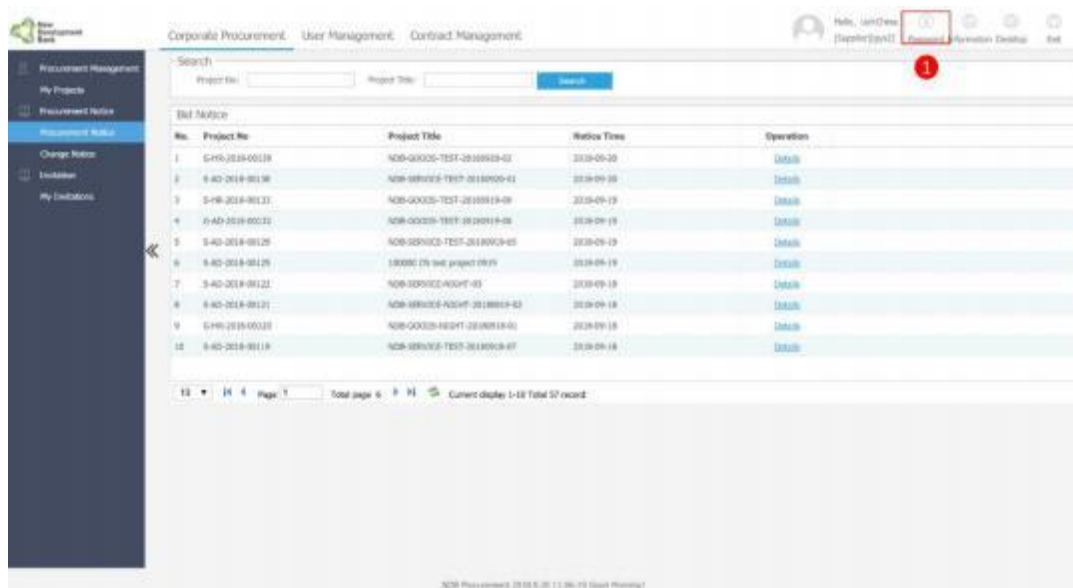
Password: *

Confirm Password: *

Save
Close

2.4. Password change

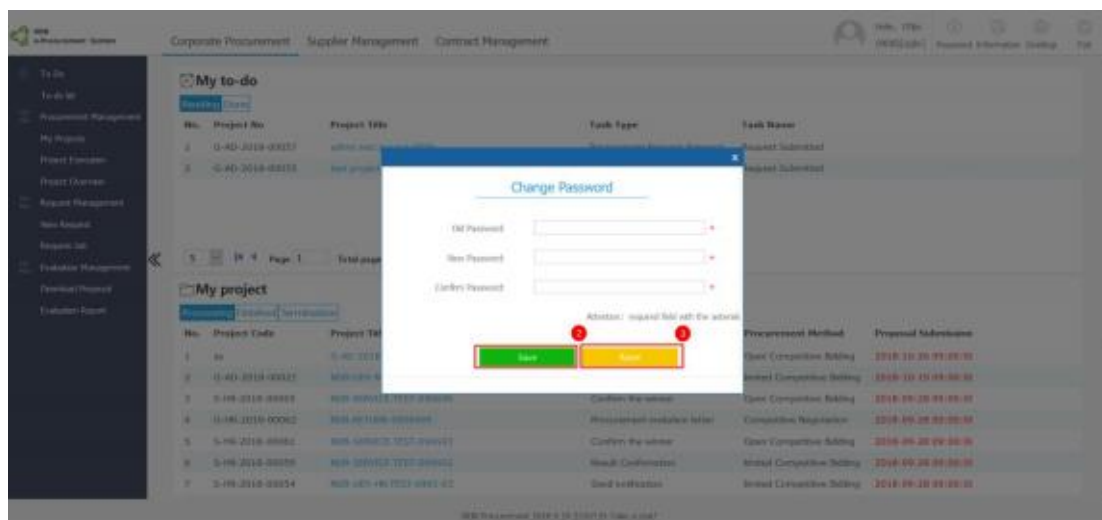
- 1 Click **Password** to go to the page to change password.



The screenshot shows the main dashboard of the New Development Bank system. The top navigation bar includes 'Corporate Procurement', 'User Management', and 'Contract Management'. The 'User Management' section is active, and the 'Password' tab is highlighted with a red circle and the number 1. The left sidebar contains navigation links for 'Procurement Management', 'My Projects', 'Procurement Notice', 'Change Notice', 'Inclusion', and 'My Exclusions'. The main content area displays a table of procurement notices with columns for 'No.', 'Project No.', 'Project Title', 'Notice Time', and 'Operation'. The table contains 12 rows of data. At the bottom, there is a pagination bar showing 'Page: 1', 'Total page: 6', and 'Current display: 1-12 Total 57 record'.

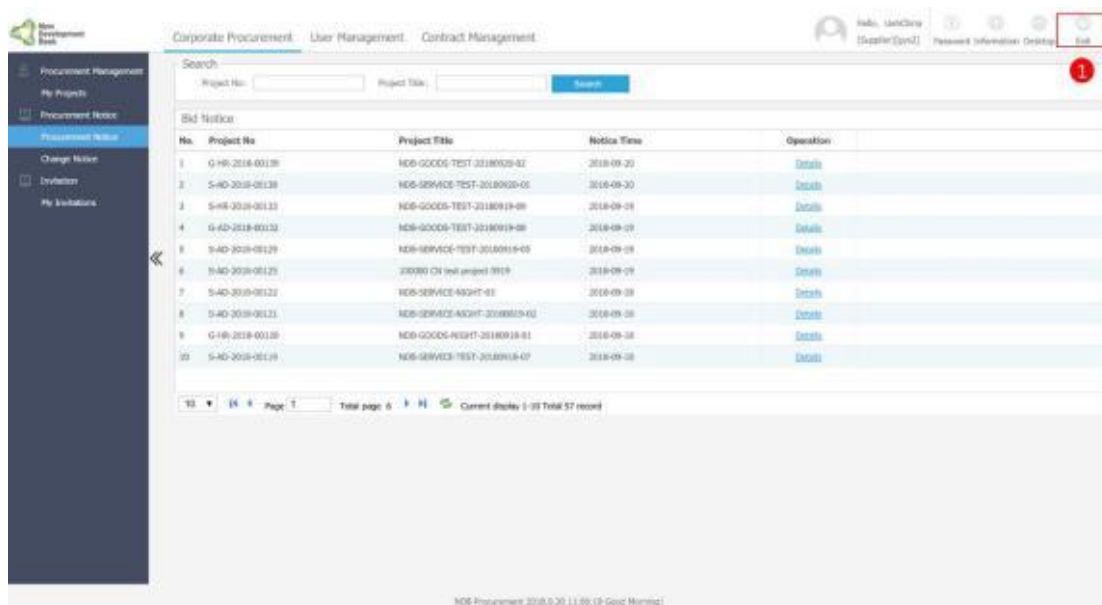
- 2 Click the **Save** to change the password for the system.

- Click the **Reset** to clear the entered password.



2.5. Log out

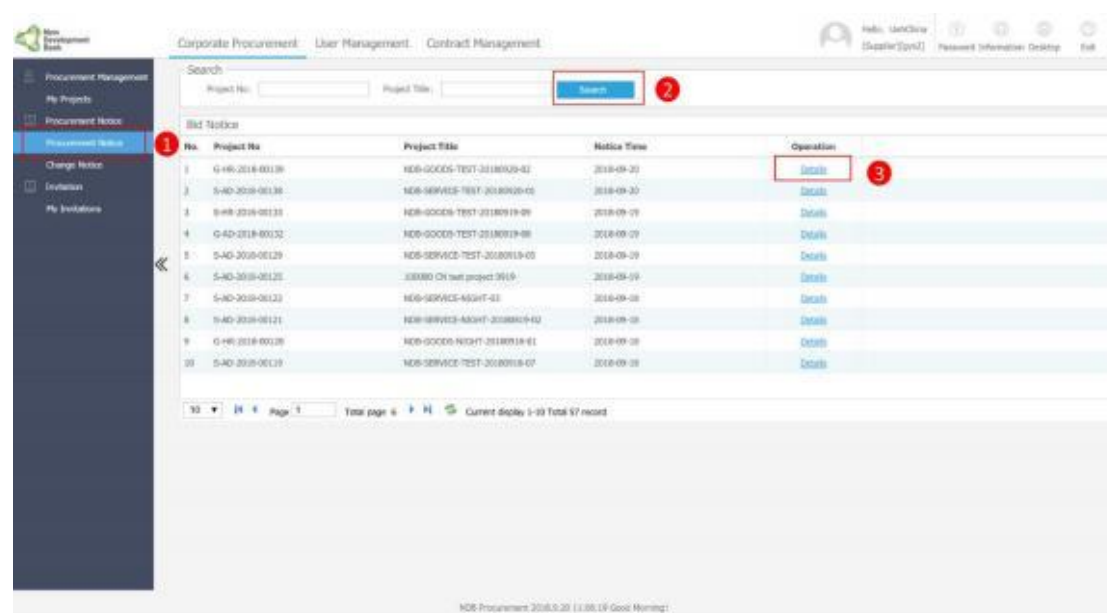
- The user can log out by clicking the **Exit**.



3. Corporate Procurement

3.1. Procurement Notice

- 1 Click the **Procurement Notice** to check all procurement notices announced by NDB.
- 2 Click the **Search** to search the project information by project no. and project title.
- 3 Click the **Details** helps to view the details of procurement notice and enroll in the procurement.

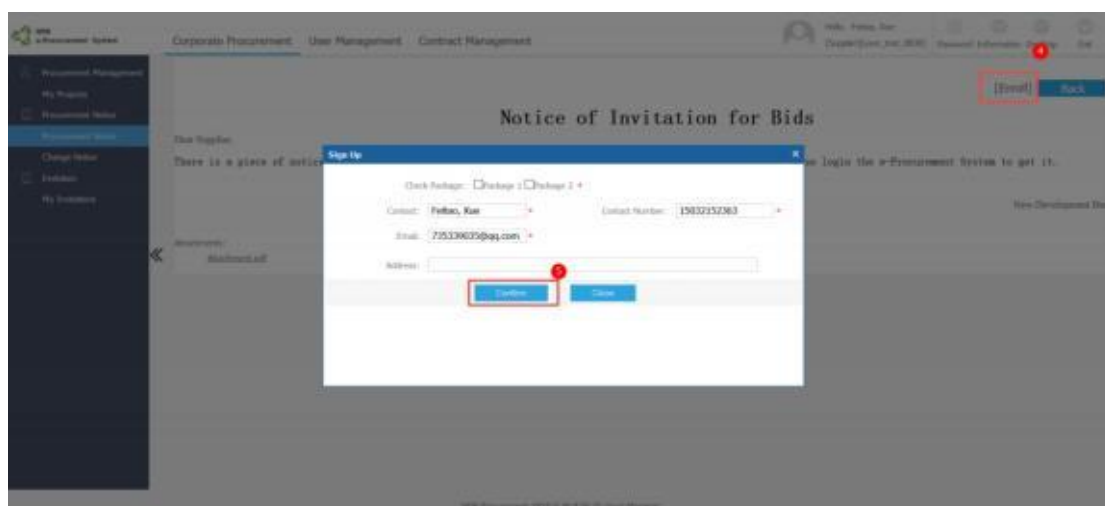


No.	Project No.	Project Title	Notice Time	Operation
1	G-49-2018-00136	NDB-GOODS-TEST-20180909-02	2018-09-20	Details
2	S-40-2018-00136	NDB-SERVICES-TEST-20180909-05	2018-09-20	Details
3	S-40-2018-00136	NDB-GOODS-TEST-20180919-09	2018-09-19	Details
4	G-40-2018-00132	NDB-GOODS-TEST-20180919-08	2018-09-19	Details
5	S-40-2018-00129	NDB-SERVICES-TEST-20180919-05	2018-09-19	Details
6	S-40-2018-00120	ESBRO CH test project 2018	2018-09-19	Details
7	S-40-2018-00123	NDB-SERVICES-ASGHT-01	2018-09-18	Details
8	S-40-2018-00121	NDB-SERVICES-ASGHT-20180918-02	2018-09-18	Details
9	G-49-2018-00138	NDB-GOODS-TEST-20180918-01	2018-09-18	Details
10	S-40-2018-00119	NDB-SERVICES-TEST-20180918-07	2018-09-18	Details

- 4 If you want to participate in this project, click the **Enroll**.

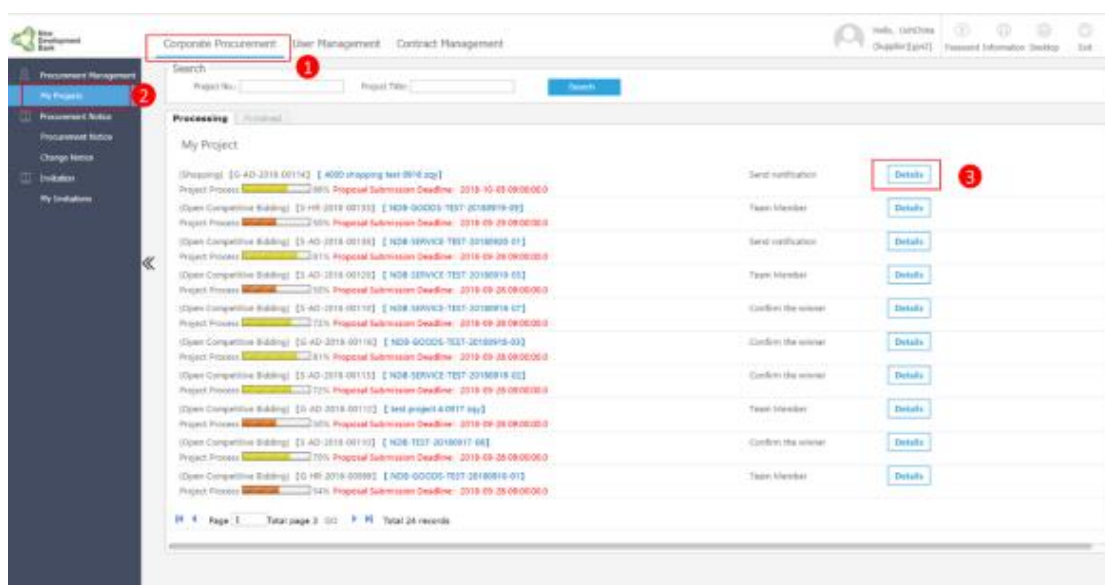
Note: You cannot participate any procurement without clicking the **Enroll**.

- 5 Check and update the enrollment information and confirm it to complete the enrollment progress. Your enrollment information and record will be saved and transferred to NDB's corporate procurement.

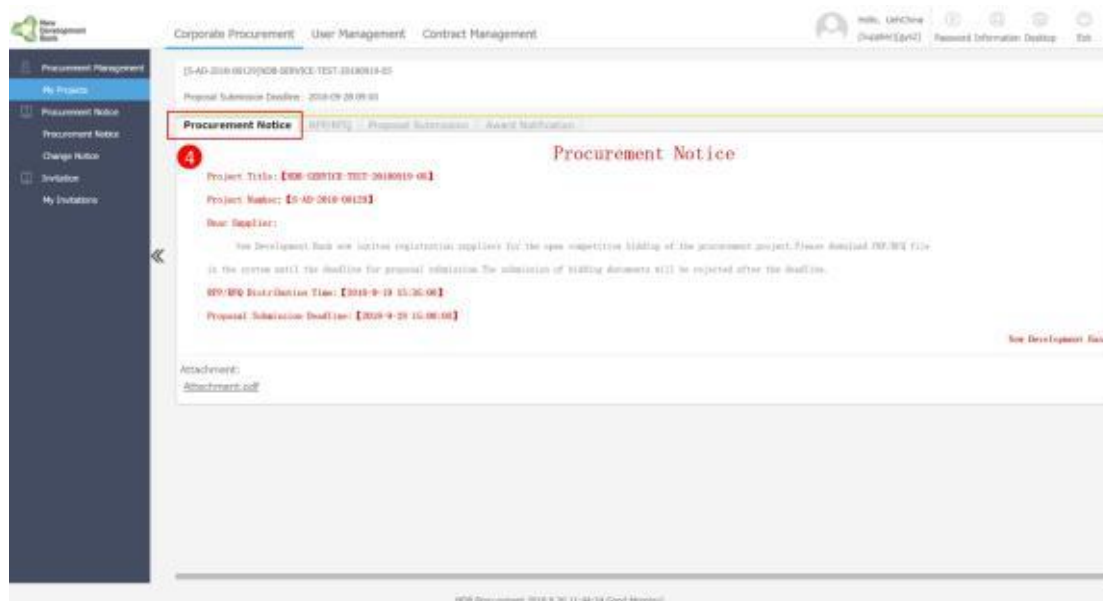


3.2. My Invitations

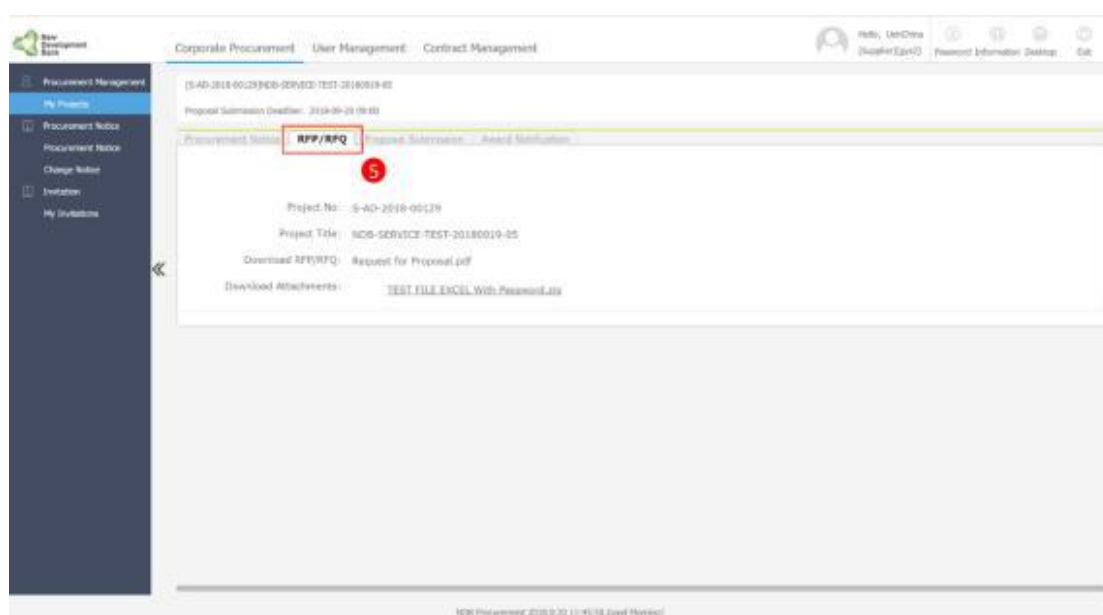
- 1 Click the **Corporate Procurement**.
- 2 Click the **Search** to search the project information by project no. and project title.
- 3 Click the **Details**.



- 4 Click the **Procurement Notice** to view contents of the procurement notice.



- 5 Click the **RFP/RFQ** to check and download bidding document.

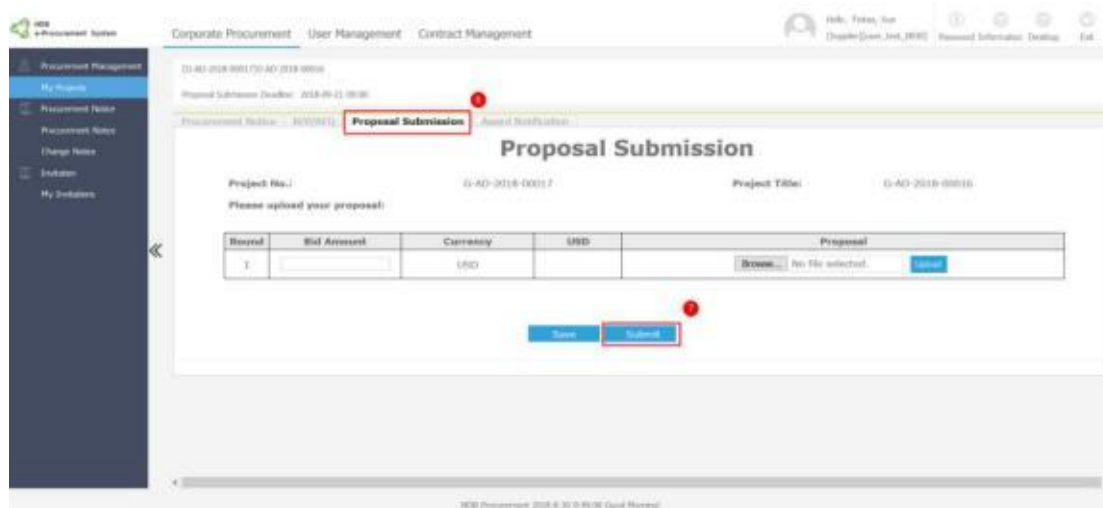


- 6 Click Proposal Submission to enter bid amount/quotation and upload proposal files.

Note: Your submission must be before proposal submission deadline.

- 7 Before submitting the proposal, please check all the information again.

Note: There is only one chance to upload and submit the proposal, after submitting the request, the information cannot be changed.



8 Click Award Notification to view contents of award notice. Only the winner could receive Award Notification.

Notification of Award

Dear Supplier: [REDACTED]

We are pleased to inform you that the evaluation of bids for the project [REDACTED], organized by New Development Bank ("NDB"), has been completed, and your company has been selected as the successful bidder.

Please come to the Procurement Division of New Development Bank to handle with matters related to contract signing and other things with 30 working days after the receipt of the notification.

Please contact the Corporate Procurement Division of NDB within 30 working days from the issuing date of this Notification to initiate matters related to contract signing.

Please note that this Notification serves solely to initiate the onboarding process and does not constitute a binding commitment to engage your company. The final outcome is subject to the successful completion of the contract negotiations and the execution of the contract.

NDB will not be liable for any costs, expenses (or any commitments you may undertake) as a result of your taking part in this bidding process prior to the execution of the contract.

Hereby notify:

NDB e-Procurement System