

# 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
<b>V1.0</b>	Sep 21 <sup>th</sup> , 2018

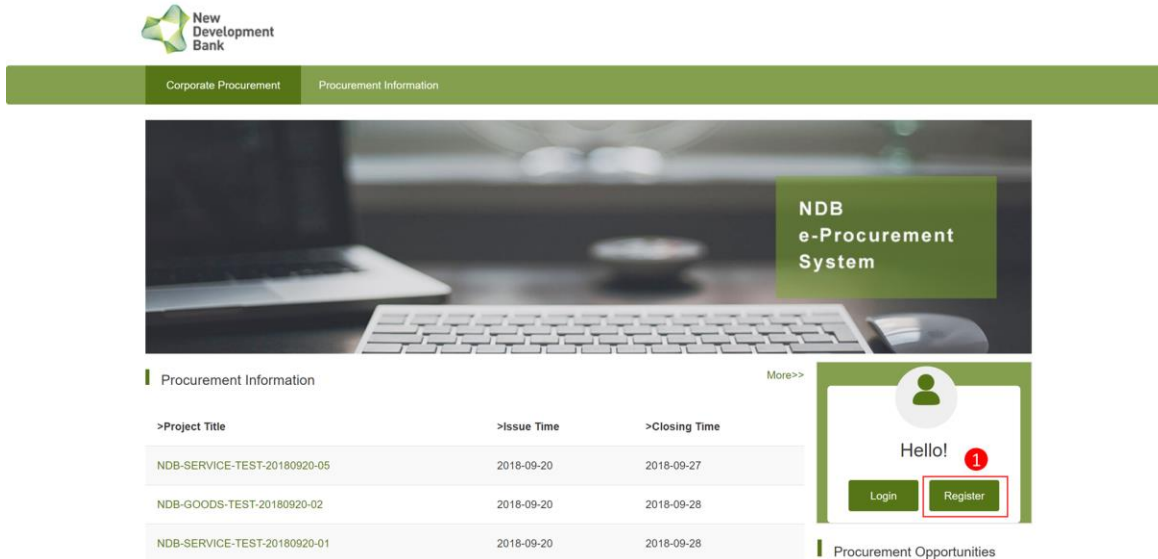
## TABLE OF CONTENT

<b>MANUAL DESCRIPTION .....</b>	<b>2</b>
<b>1. SUPPLIER REGISTRATION .....</b>	<b>1</b>
1.1. SIGN UP .....	1
1.2. READ THE TERMS AND CONDITIONS.....	1
1.3. CREATE ACCOUNT.....	2
<b>2. USER MANAGEMENT .....</b>	<b>3</b>
2.1. SIGN IN .....	3
2.2. COMPLETE REGISTRATION INFORMATION .....	3
2.3. INFORMATION MAINTENANCE .....	4
2.4. PASSWORD CHANGE.....	4
2.5. LOG OUT .....	5
<b>3. CORPORATE PROCUREMENT .....</b>	<b>6</b>
3.1. PROCUREMENT NOTICE.....	6
3.2. MY INVITATIONS.....	7
3.3. MY PROJECTS.....	8
3.4. NOTICE OF CHANGE.....	8
3.5. PROCUREMENT MANAGEMENT .....	9
<b>4. CONTRACT MANAGEMENT .....</b>	<b>11</b>
4.1. PAYMENT INFORMATION .....	11
4.2. MY CONTRACT .....	12

## 1. Supplier Registration

### 1.1. Sign up

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



The screenshot shows the NDB e-Procurement System interface. At the top, there is a navigation bar with "Corporate Procurement" and "Procurement Information". Below this is a banner image of a laptop and keyboard with the text "NDB e-Procurement System".

Under the banner, there is a section titled "Procurement Information" with a "More>>" link. It contains a table with the following data:


>Project Title	>Issue Time	>Closing Time
NDB-SERVICE-TEST-20180920-05	2018-09-20	2018-09-27
NDB-GOODS-TEST-20180920-02	2018-09-20	2018-09-28
NDB-SERVICE-TEST-20180920-01	2018-09-20	2018-09-28

To the right of the table is a user interface panel with a "Hello!" greeting, a notification icon (a red circle with the number 1), and two buttons: "Login" and "Register". The "Register" button is highlighted with a red box.

Below the user panel, there is a section titled "Procurement Opportunities".

### 1.2. Read the Terms and Conditions

① Accept Terms and Conditions by clicking the **Agree**.



1 Registration Instructions      2 Basic Information      3 Complete Registration and Log in

**Instructions:**

**Terms and Conditions**

The e-Procurement System (hereinafter referred to as EPS or Platform), hosted by New Development Bank, is a professional electronic commercial platform which provides service to suppliers and buyers. Please make sure that you have totally understood the following rules and regulations before beginning the registration procedure.

1. Users Eligibility and Privilege

1.1. EPS users are comprised of regular users and consortium users. Currently the EPS registration is only available for the afore-mentioned users.


1.2. The EPS only accepts registrations from companies and enterprises, which shall be legally registered and established under the supervision of the local government, and shall independently bear civil liabilities.

1.3. Besides viewing the regular pages of the EPS, the afore-mentioned users can also submit

Agree
Disagree
Back

## 1.3 Create Account

- 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 the dynamic code in your e-mail.
- ② Before clicking the **Complete**, please make sure all the information is correct.



1 Registration Instructions      2 Basic Information      3 Complete Registration and Log in

Please fill in the blank precisely with related corporate information and the blanks with asterisks are required fields.

Username:  \*

Password:  \*

Confirm Password:  \*

Full Name:  \*

Company Name:  \*

Telephone:  \*

Email:  \*

Dynamic Code:  Obtain Dynamic Code ①

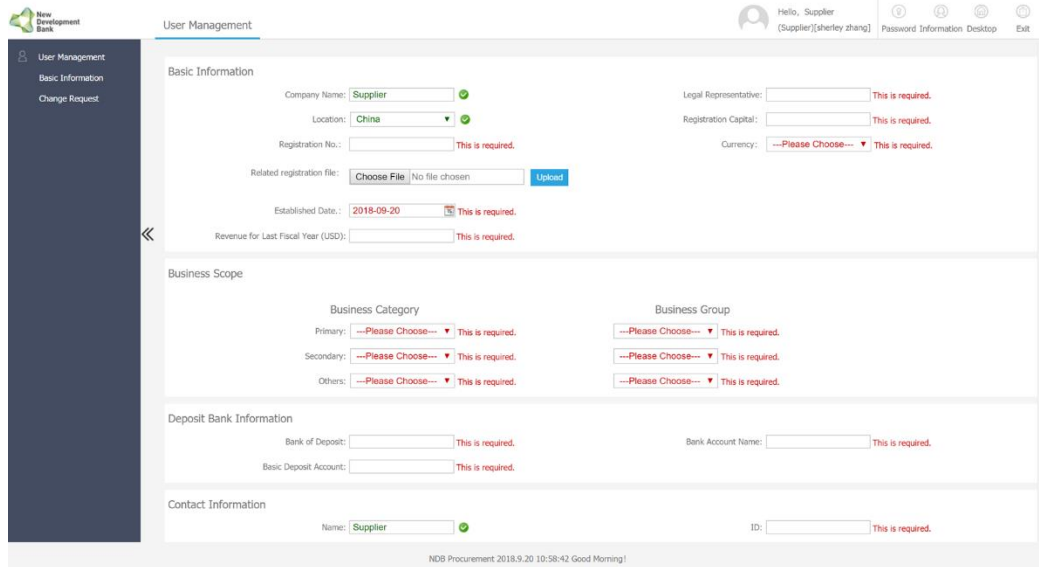
Location:  \*

Complete
Back

## 2. User Management

### 2.1. Sign in

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



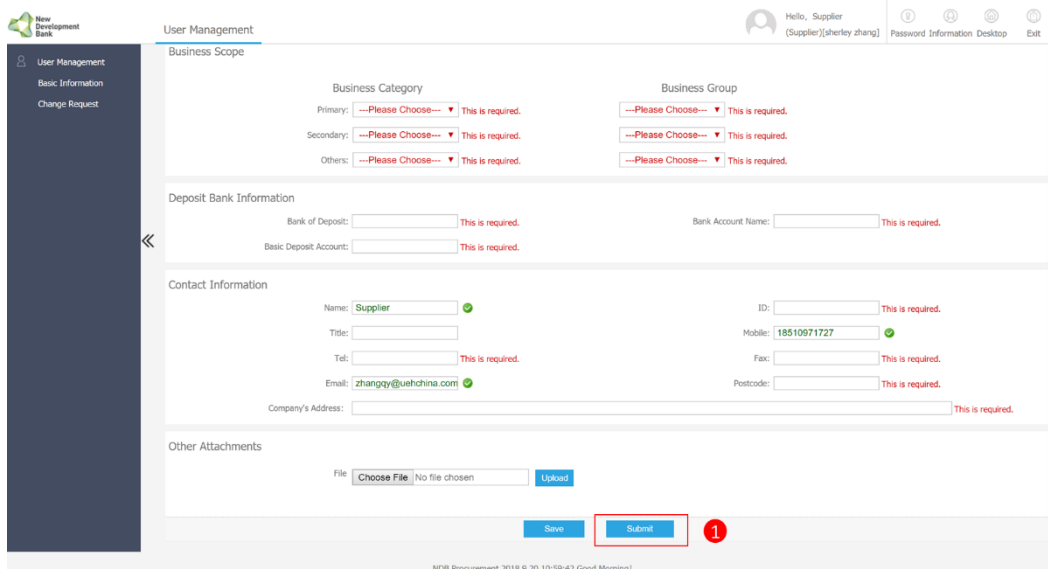
The screenshot shows the 'User Management' interface with the 'Basic Information' tab selected. The form contains the following sections and fields:

- Basic Information:**
  - Company Name:  (Valid)
  - Location:  (Valid)
  - Registration No.:  (Required)
  - Related registration file:  No file chosen
  - Established Date:  (Required)
  - Revenue for Last Fiscal Year (USD):  (Required)
  - Legal Representative:  (Required)
  - Registration Capital:  (Required)
  - Currency:  (Required)
- Business Scope:**
  - Business Category:
    - Primary:  (Required)
    - Secondary:  (Required)
    - Others:  (Required)
  - Business Group:
    - (Required)
    - (Required)
    - (Required)
- Deposit Bank Information:**
  - Bank of Deposit:  (Required)
  - Basic Deposit Account:  (Required)
  - Bank Account Name:  (Required)
- Contact Information:**
  - Name:  (Valid)
  - ID:  (Required)

### 2.2. Complete Registration Information

① Please enter all the required information marked with ‘\*’ and submit it for NDB’s approval by clicking the Button **Submit**.

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.



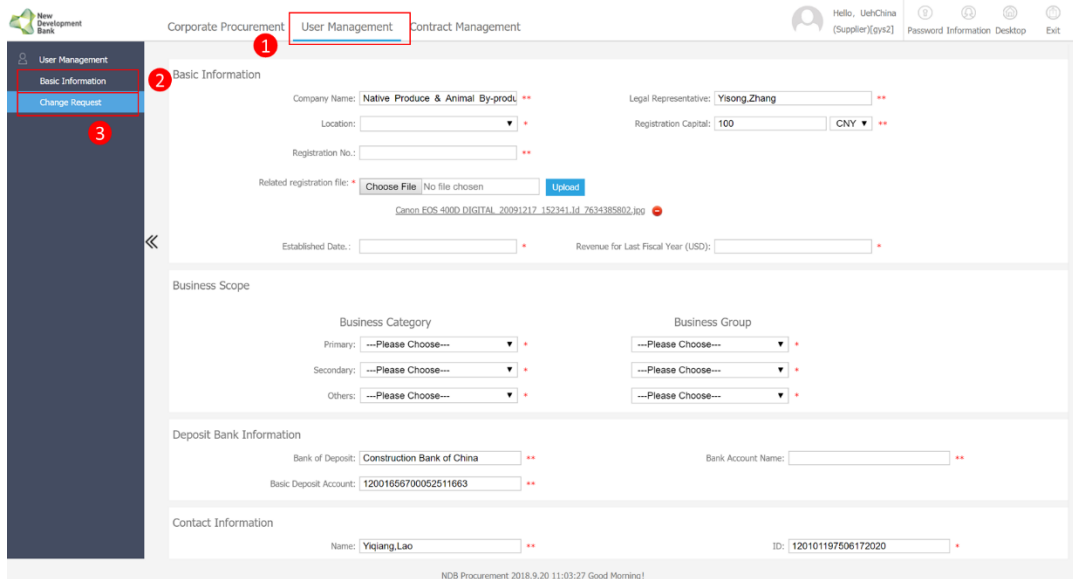
The screenshot shows the 'User Management' interface with the 'Business Scope' tab selected. The form contains the following sections and fields:

- Business Scope:**
  - Business Category:
    - Primary:  (Required)
    - Secondary:  (Required)
    - Others:  (Required)
  - Business Group:
    - (Required)
    - (Required)
    - (Required)
- Deposit Bank Information:**
  - Bank of Deposit:  (Required)
  - Basic Deposit Account:  (Required)
  - Bank Account Name:  (Required)
- Contact Information:**
  - Name:  (Valid)
  - Title:
  - Tel:  (Required)
  - Email:  (Valid)
  - Company's Address:  (Required)
  - ID:  (Required)
  - Mobile:  (Valid)
  - Fax:  (Required)
  - Postcode:  (Required)
- Other Attachments:**
  - File:  No file chosen

The 'Submit' button at the bottom is highlighted with a red circle and the number 1.

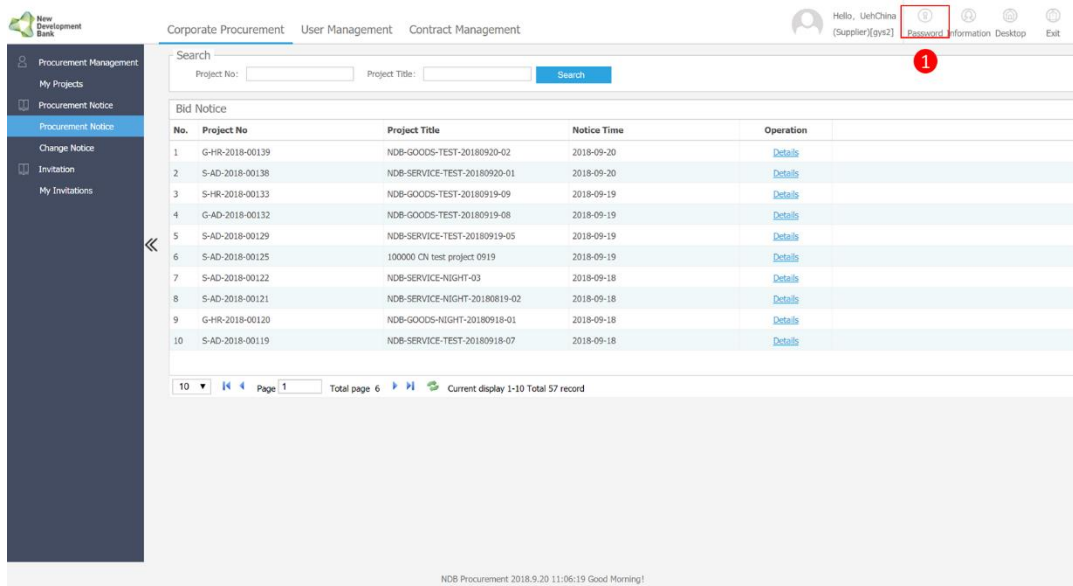
### 2.3. Information Maintenance

- ① Click the **User Management**.
- ② Click the **Basic Information** to view registration information.
- ③ Click the **Change Request** to update registration information. Information with '\*' could be directly updated and saved by supplier, and information with '\*\*' must be approved by NDB.

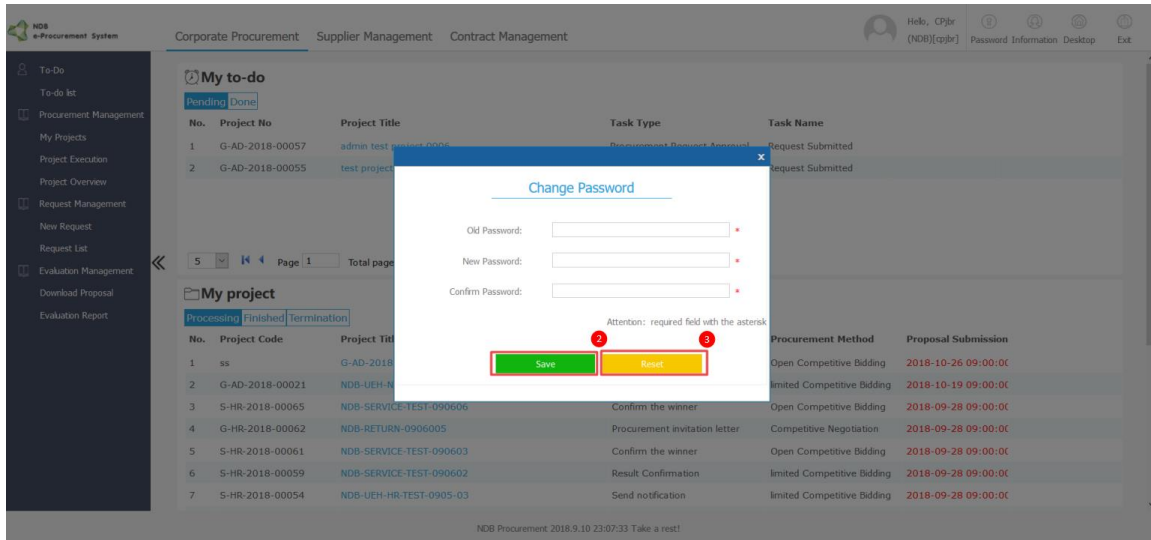


### 2.4. Password Change

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

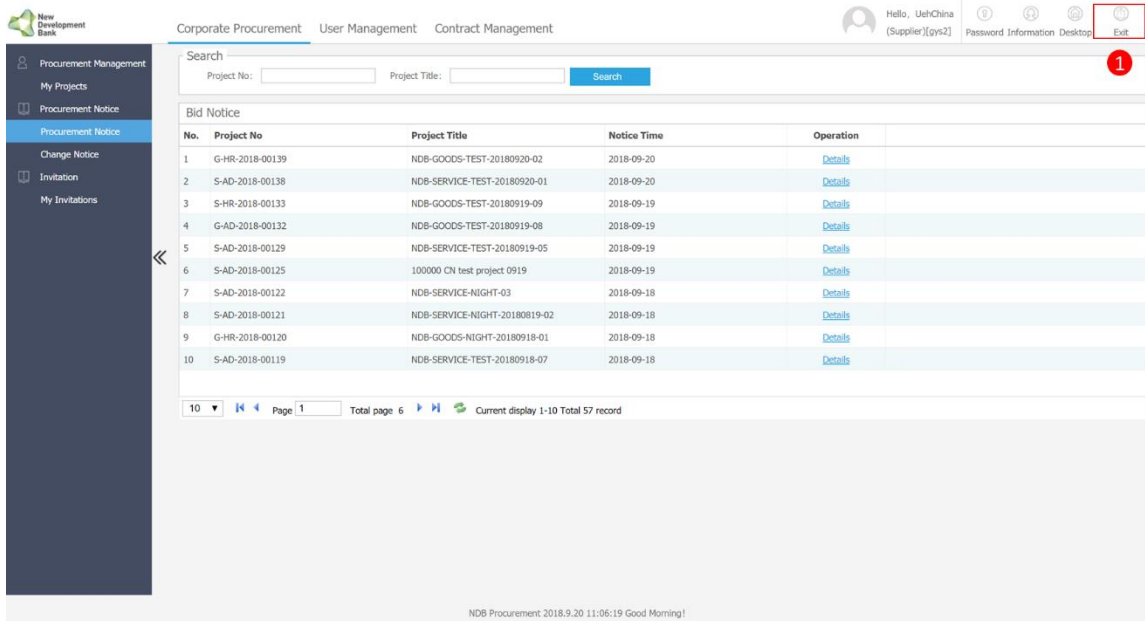


- ② Click the **Save** to change the password for the system.
- ③ Click the **Reset** to clear the entered password.



## 2.5. Log out

- ① The user can log out by clicking the **Exit**.

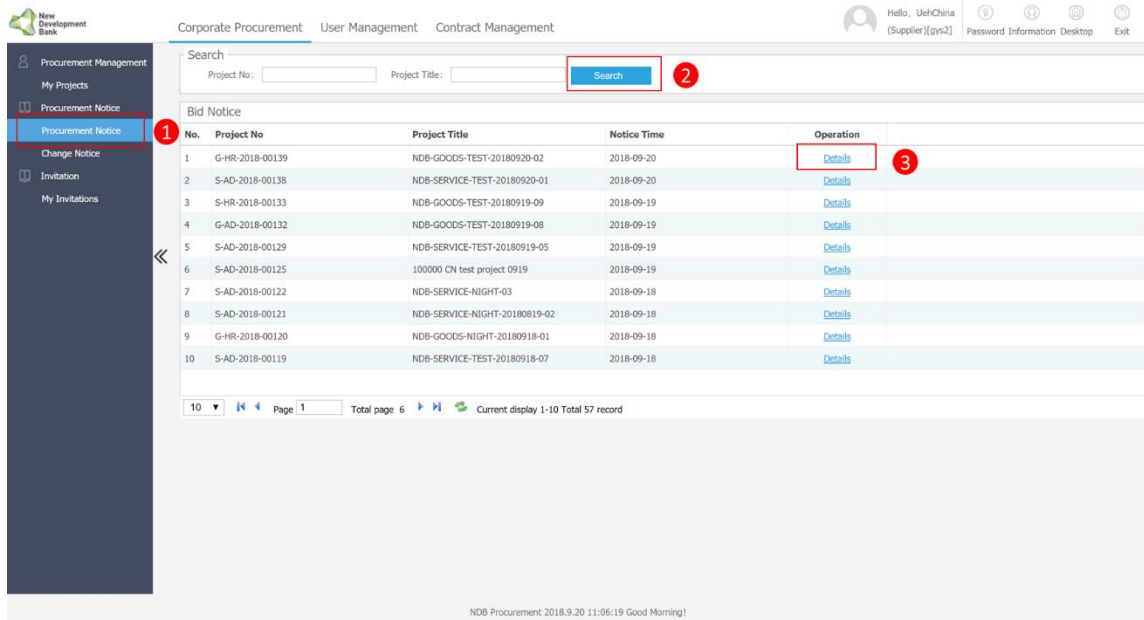




## 3. Corporate Procurement

### 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 by project no. and project title.
- ③ Click the **Details** helps to view the details of procurement notice and enroll in the procurement.



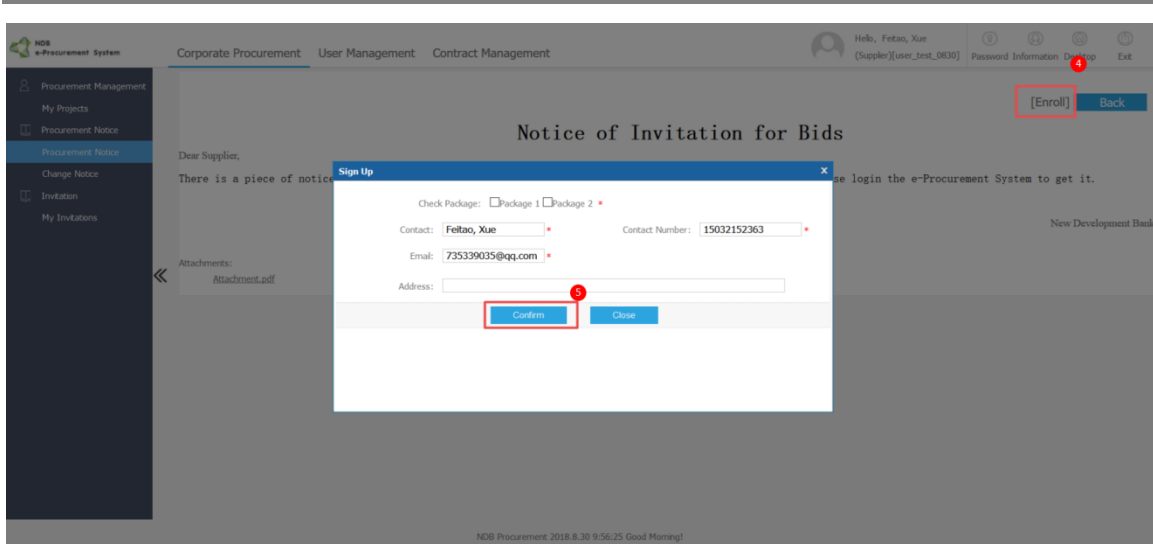
The screenshot shows the 'Corporate Procurement' section of the NDB system. The left sidebar has 'Procurement Notice' highlighted with a red circle 1. The search bar at the top has a 'Search' button highlighted with a red circle 2. The main table lists bid notices with columns for No., Project No., Project Title, Notice Time, and Operation. The 'Details' link in the Operation column of the first row is highlighted with a red circle 3. The footer of the page reads 'NDB Procurement: 2018.9.20 11:06:19 Good Morning!'.

No.	Project No	Project Title	Notice Time	Operation
1	G-HR-2018-00139	NDB-GOODS-TEST-20180920-02	2018-09-20	<a href="#">Details</a>
2	S-AD-2018-00138	NDB-SERVICE-TEST-20180920-01	2018-09-20	<a href="#">Details</a>
3	S-HR-2018-00133	NDB-GOODS-TEST-20180919-09	2018-09-19	<a href="#">Details</a>
4	G-AD-2018-00132	NDB-GOODS-TEST-20180919-08	2018-09-19	<a href="#">Details</a>
5	S-AD-2018-00129	NDB-SERVICE-TEST-20180919-05	2018-09-19	<a href="#">Details</a>
6	S-AD-2018-00125	100000 CN test project 0919	2018-09-19	<a href="#">Details</a>
7	S-AD-2018-00122	NDB-SERVICE-NIGHT-03	2018-09-18	<a href="#">Details</a>
8	S-AD-2018-00121	NDB-SERVICE-NIGHT-20180819-02	2018-09-18	<a href="#">Details</a>
9	G-HR-2018-00120	NDB-GOODS-NIGHT-20180918-01	2018-09-18	<a href="#">Details</a>
10	S-AD-2018-00119	NDB-SERVICE-TEST-20180918-07	2018-09-18	<a href="#">Details</a>

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

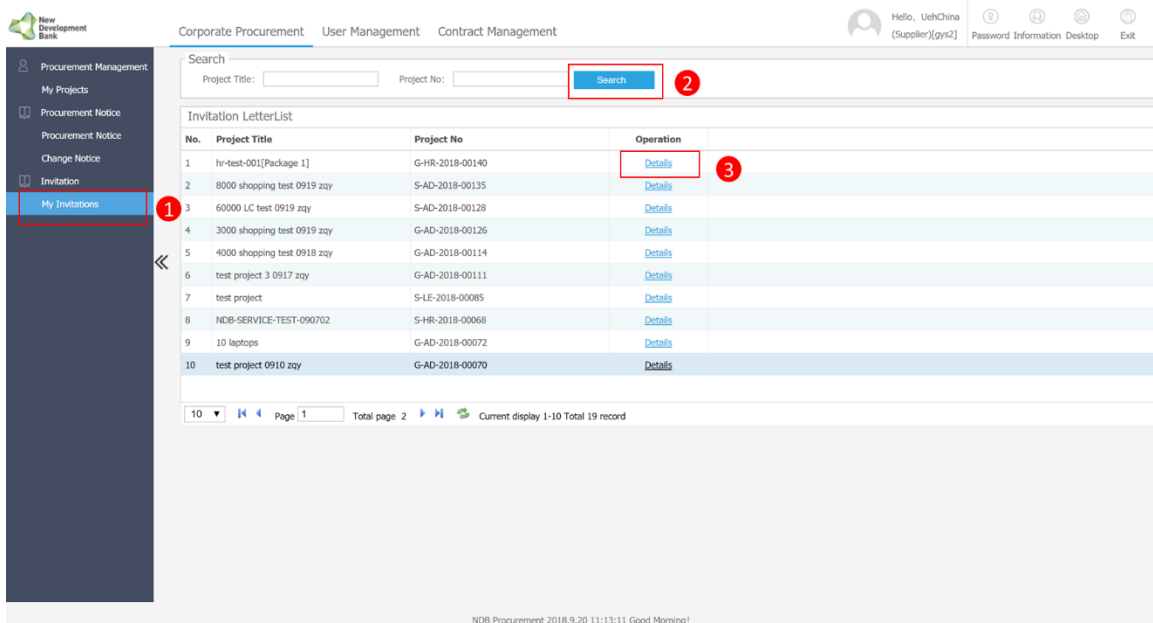
**Note: You can not participate any procurement without clicking the *Enroll*.**

- 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.



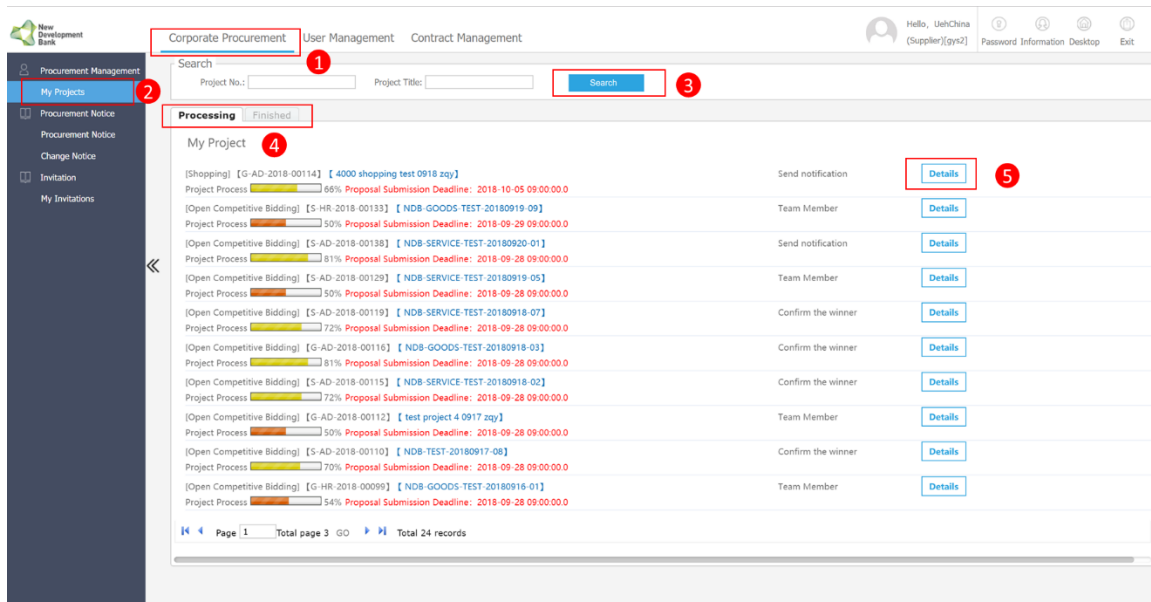
### 3.2. My Invitations

- ① Click **My Invitations** to view procurement invitation sent from NDB. NDB will invite qualified suppliers to attend the procurement, and the invitation letter will sent to the specific supplier.
- ② Click the **Search** to search the project by project no. and project title.
- ③ Click the **Details** helps to view the details of procurement invitation letter and enroll in the procurement.



### 3.3. My Projects

- ① Click the **Corporate Procurement**.
- ② Click the **My Projects**.
- ③ Click the **Search** to search the project by project no. and project title.
- ④ Click the **Processing** to view the projects that you have participated. Click the **Finished** to view the finished projects.
- ⑤ Click the **Details** to check the procurement notice and award notice, download RFP, and upload proposals.

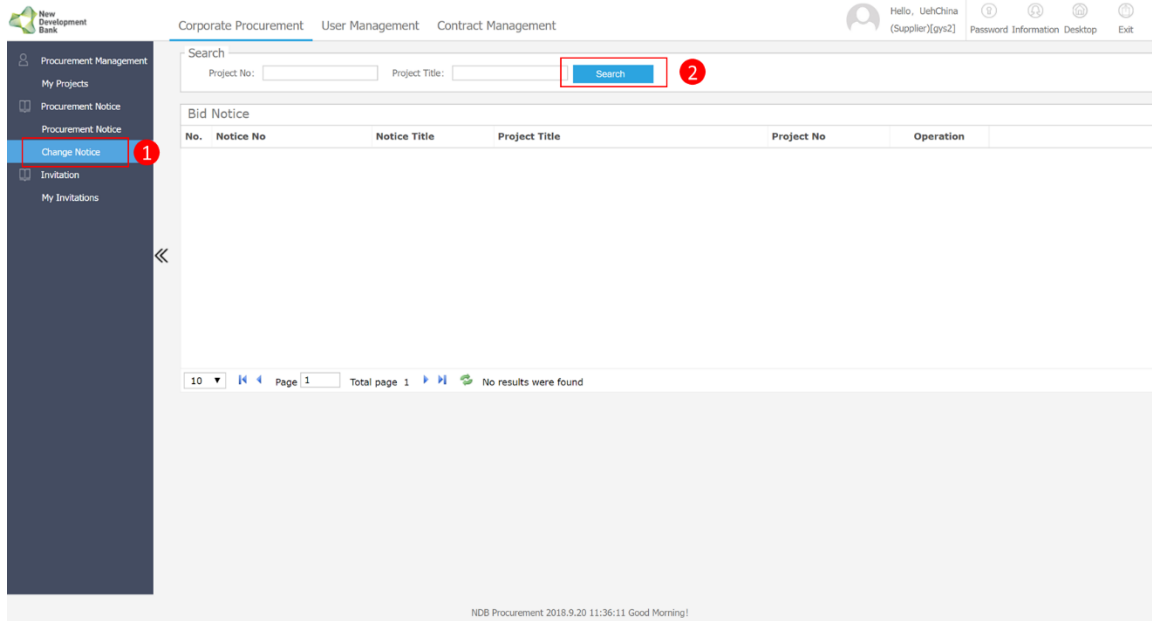


The screenshot displays the 'My Projects' interface. At the top, there are navigation tabs for 'Corporate Procurement', 'User Management', and 'Contract Management'. A search bar is located below these tabs, with a 'Search' button. The left sidebar contains a menu with 'My Projects' selected. The main content area shows a list of projects under the 'Processing' filter. Each project row includes a progress bar, project details, and a 'Details' button. Red annotations (circles and boxes) indicate the steps: 1. 'Corporate Procurement' menu, 2. 'My Projects' menu, 3. 'Search' button, 4. 'Processing' filter, and 5. 'Details' button for a project.

### 3.4. Notice of Change

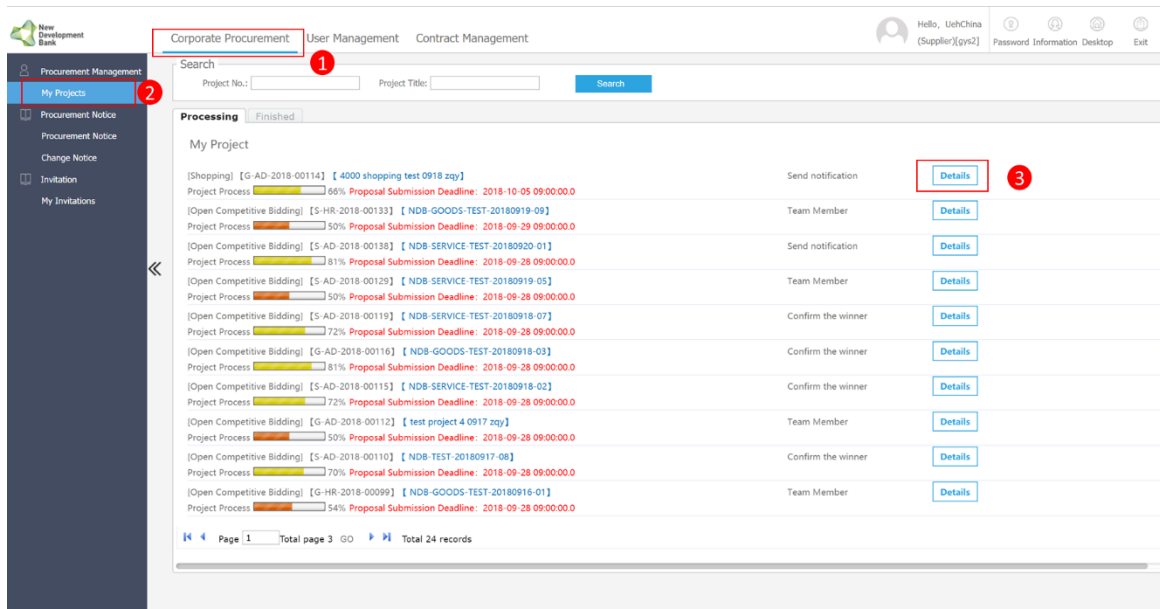
If there is any change in the procurement, NDB will issue a notice of change. You can check the notice in the list.

- ① All the notice of change list for the projects can be found by clicking the **Change Notice**.
- ② Click the **Search** to search the project by project no. and project title.

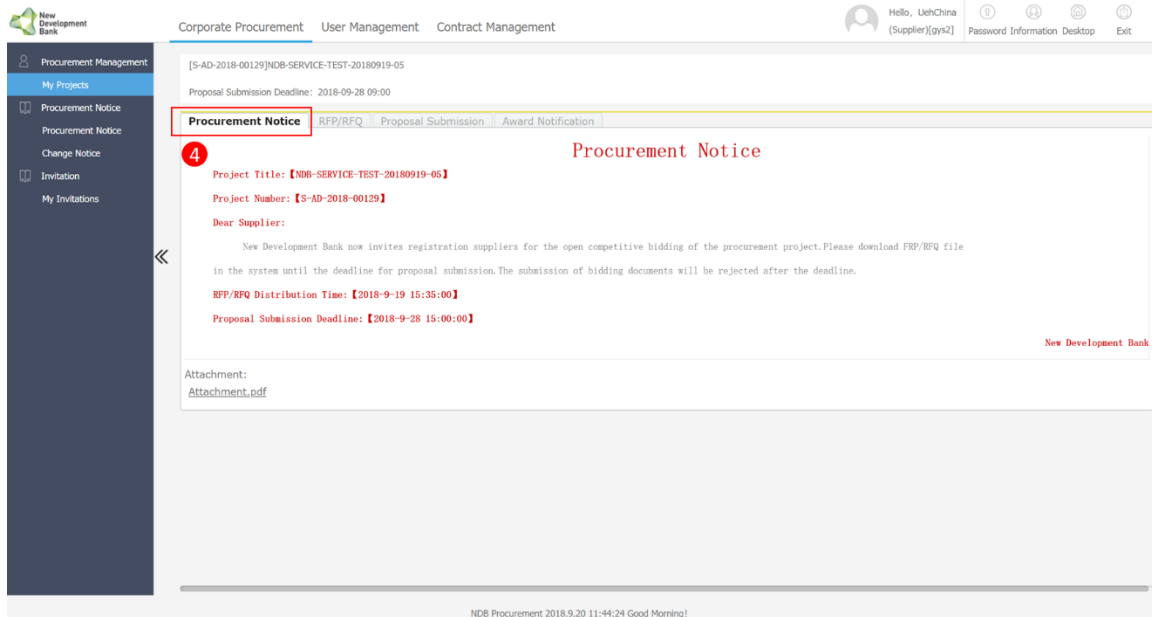


### 3.5. Procurement Management

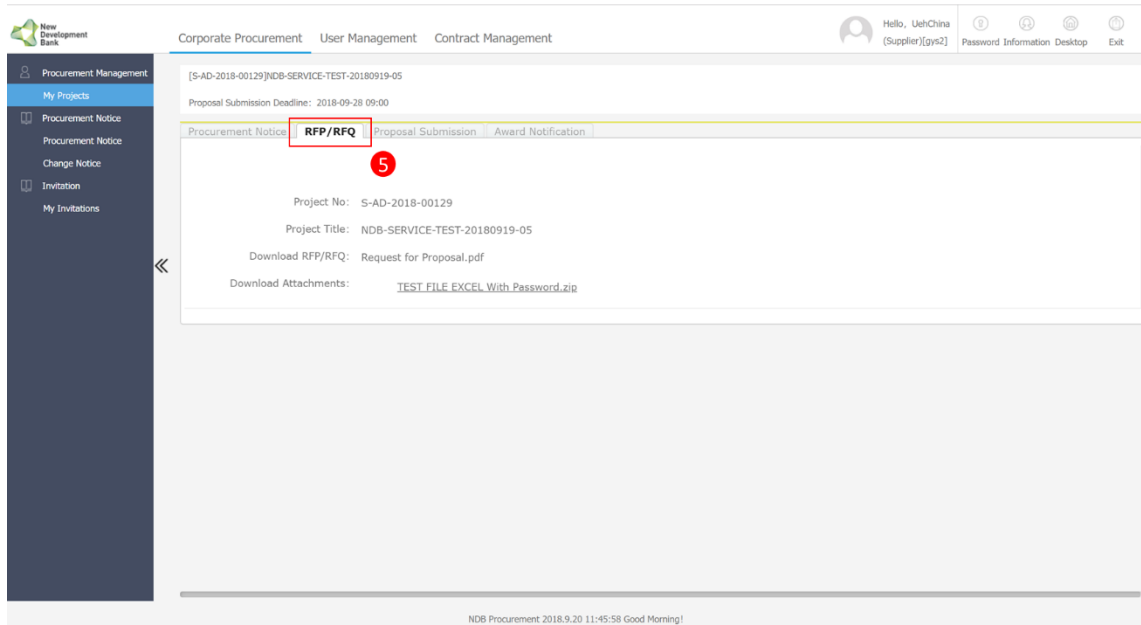
- ① Click the **Corporate Procurement**.
- ② Click the **Search** to search the project by project no. and project title.
- ③ Click the **Details**.



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



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

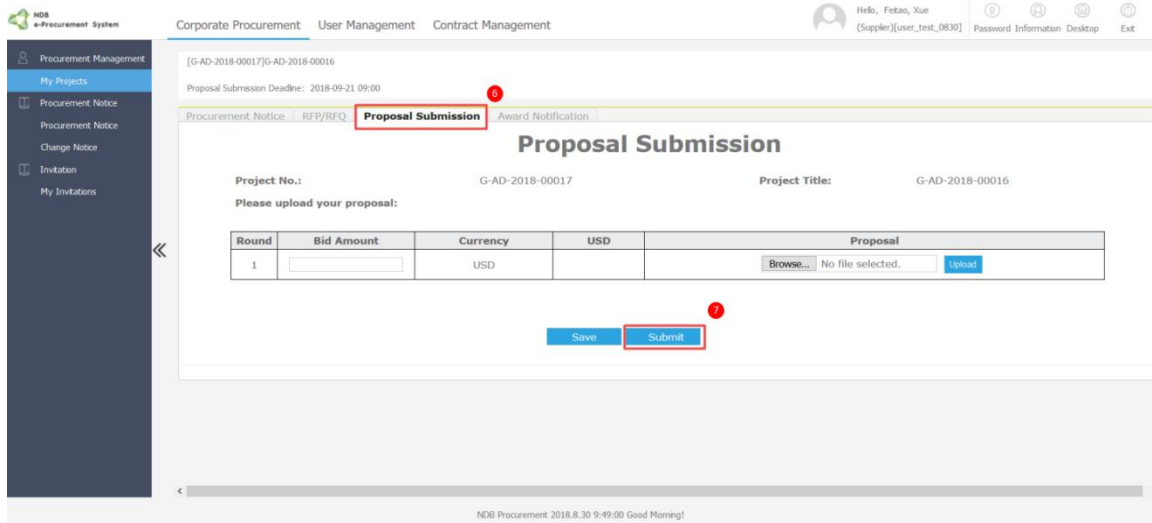


⑥ Click Proposal Submission to enter bid amount/quotation and upload proposal files.

**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 the proposal, after submitting the request, the information cannot be changed.**



Corporate Procurement User Management Contract Management

Hello, Fetao, Xue (Supplier)[user\_test\_0830] Password Information Desktop Exit

Procurement Management

My Projects

Procurement Notice

Procurement Notice

Change Notice

Invitation

My Invitations

[G-AD-2018-00017]G-AD-2018-00016

Proposal Submission Deadline: 2018-09-21 09:00

Procurement Notice RFP/RFQ **Proposal Submission** Award Notification

### Proposal Submission

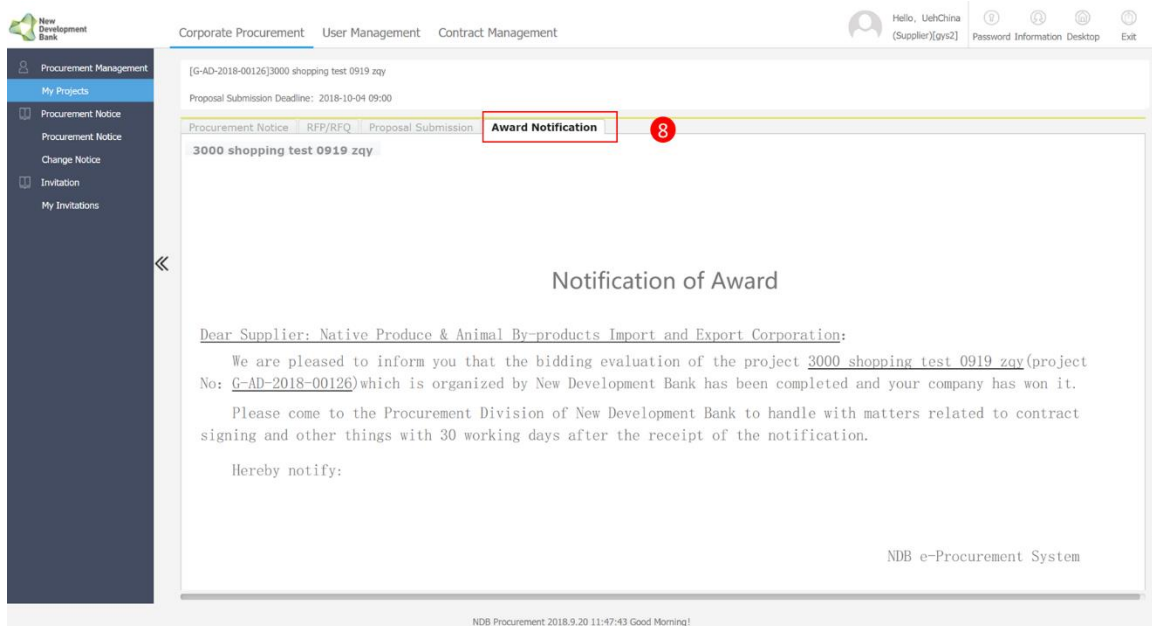
Project No.: G-AD-2018-00017 Project Title: G-AD-2018-00016

Please upload your proposal:

Round	Bid Amount	Currency	USD	Proposal
1	<input type="text"/>	USD	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

NDB Procurement 2018.8.30 9:49:00 Good Morning!

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



Corporate Procurement User Management Contract Management

Hello, UiehChina (Supplier)[gys2] Password Information Desktop Exit

Procurement Management

My Projects

Procurement Notice

Procurement Notice

Change Notice

Invitation

My Invitations

[G-AD-2018-00126]3000 shopping test 0919 zqy

Proposal Submission Deadline: 2018-10-04 09:00

Procurement Notice RFP/RFQ Proposal Submission **Award Notification** 8

### Notification of Award

Dear Supplier: Native Produce & Animal By-products Import and Export Corporation:

We are pleased to inform you that the bidding evaluation of the project 3000 shopping test 0919 zqy (project No: G-AD-2018-00126) which is organized by New Development Bank has been completed and your company has won it.

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.

Hereby notify:

NDB e-Procurement System

NDB Procurement 2018.9.20 11:47:43 Good Morning!

## 4. Contract Management

### 4.1. Payment Information

- ① Click the **Contract Management**.
- ② Click the **Payment Info**.
- ③ Click the **Search** to search the project by project no. and project title.

④ Click the **Details** to view the details of one payment information.

The screenshot shows the 'Contract Management' section of the system. A search bar at the top allows filtering by Contract No., Contract Title, Contract Type, and Payment Status. Below the search bar is a table titled 'Payment Info List' with columns for No., Contract Title, Contract No., Contract Type, Payment Period, Estimated Payment Date, Estimated Payment Amount, Currency, Payment Status, and Operation. The first row is highlighted, and the 'Details' link in the 'Operation' column is circled in red. A sidebar on the left contains 'Contract Management', 'Payment Info', and 'My Contract' options.

No.	Contract Title	Contract No.	Contract Type	Payment Period	Estimated Payment Date	Estimated Payment Amc	Currency	Payment Status	Operation
1	3000 shopping test	G-AD-2018-00126	Goods Contract	2	2018-09-29	2,577.00	CNY	Paid	Details
2	3000 shopping test	G-AD-2018-00126	Goods Contract	1	2018-10-03	311.00	CNY	Paid	Details
3	NDB-GOODS-NIGHT	G-HR-2018-00120-C	Service Contract	1	2018-09-11	2,000.00	USD	Paid	Details
4	NDB-SERVICE-2018	S-AD-2018-00093	Goods Contract	3	2018-09-20	100.00	USD	Paid	Details
5	NDB-SERVICE-2018	S-AD-2018-00093	Goods Contract	1	2018-09-18	100.00	USD	Paid	Details
6	G-AD-2018-00008-C	G-AD-2018-00008-C	Goods Contract	1	2018-09-04	1,000.00	USD	Paid	Details

The details of one payment information:

The screenshot displays the 'Payment Application' details page. It is divided into several sections: General Information, Package Info, Procurement Method, Purchaser, and Supplier. Each section contains key details such as Project Title, Contract No., Package No., and various contact information.

General Information			
Project Title	NDB-UEH-SERVICE-0829	Project No.	G-AD-2018-00015
Contract Title	service contract for 0829	Contract No.	2222
Package Info		Package No.	Package Name
		1	Package 1
		2	Package 2
Procurement Method	Competitive Bidding	Division	HumanResources
Contract Type	Service Contract	Contract Status	Finished
Total Amount	2500.000000	Currency	Finished
Purchaser			
Company Name	NDB	Representative	Xiaoding,Shang
Contacts	Changli,Liu	Contact Number	63093309
Address			
VAT No.			
Supplier			
Company Name	Chemicals Import and Export Corporation	Legal Representative	GIANLUCA PETTITI
Contacts	Genggao,Chang	Contact Number	18842667059
Address	Room 402,Unit 4,Building 3,No.34,Luoyang Road,sifang District,Qi		Bank Account Name
Bank Account	110922465910501	Bank of Deposit	China Min Sheng Bank

## 4.2. My Contract

- ① Click the **Contract Management**.
- ② Click the **Payment Info**.
- ③ Click the **Search** to search the project by project no. and project title.
- ④ Click the **Details** to view the details of one payment information.

Corporate Procurement User Management **Contract Management** 1

Hello, UehChina (Supplier)[gys2] Password Information Desktop Exit

Contract Management  
Payment Info  
**My Contract** 2

Search  
Project No.: Project Title: Contract No.: Contract Title: Contract Type: Please Choose  
**Search** 3

No.	Project Title	Project No.	Contract Title	Contract No.	Contract Type	Supplier	Total Amount	Signing Date	Status	Operation
1	NDB-GOODS-NIGHT	G-HR-2018-00120	NDB-GOODS-NIGHT-2018091	G-HR-2018-00120-C	Service Contract	Native Produce & /	6000.00	2018-09-18	Signed	<b>Details</b> 4
2	3000 shopping test	G-AD-2018-00126	3000 shopping test 0919 zzy	G-AD-2018-00126	Goods Contract	Native Produce & /	2888.00	2018-10-26	Finished	Details
3	NDB-SERVICE-TEST	S-AD-2018-00074	NDB-SERVICE-C-0910-C-01	S-AD-C-01	Goods Contract	Native Produce & /	409.00	2018-09-12	Signed	Details
4	NDB-SERVICE-2018	S-AD-2018-00093	NDB-SERVICE-20180913-006	S-AD-2018-00093	Goods Contract	Native Produce & /	680.00	2018-09-28	Signed	Details
5	NDB-GOODS-TEST-	G-AD-2018-00101	NDB-GOODS-TEST-20180917	G-AD-2018-00101	Goods Contract	Native Produce & /	106.00	2018-09-18	Signed	Details
6	NDB-HR-GOODS-20	G-HR-2018-00077	NDB-HR-GOODS-20180911-0	G-HR-2018-00077	Service Contract	Native Produce & /	20001.00	2018-09-17	Signed	Details
7	NDB-GOODS-TEST-	G-HR-2018-00079	NDB-GOODS-TEST-20180812	G-HR-2018-00079	Goods Contract	Native Produce & /	305.00	2018-09-12	Signed	Details
8	G-AD-2018-00008	G-AD-2018-00008	G-AD-2018-00008-C	G-AD-2018-00008-C	Goods Contract	Native Produce & /	3434.00	2018-09-03	Signed	Details
9	NDB-Limited-0904-C	G-HR-2018-00042	NDB-Limited-0904-001	G-HR-2018-00042	Service Contract	Native Produce & /	77.00	2018-09-29	Signed	Details
10	2nd round test 090	G-AD-2018-00064	2nd round test 0906	G-AD-2018-00064	Goods Contract	Native Produce & /	30000.00	2018-10-01	Signed	Details

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

This module is mainly used to query contract information. The status of the Payment is divided into two types: Processing (already submitted), Paid (paid for completion).

https://47.89.8.17/LoginController/Coiv.do?viewName=loginListViewCoiv# NDB Procurement 2018.9.20 12:03:45 Good Morning!

The details of one contract:

e-Procurement System Corporate Procurement User Management **Contract Management**

Hello, UehChina (Supplier)[gys3] Password Information Desktop Exit

Contract Management  
Payment Info  
**My Contract**

### Contract Information

General Information			
Project Title	NDB-UEH-SERVICE-0829	Project No.	G-AD-2018-00015
Contract Title	NDB-UEH-SERVICE-0829	Contract No.	G-AD-2018-00015
Package Info	Package No.	Package Name	Package Content
	1	Package 1	This is an editable area for the user to enter the related information.
	2	Package 2	This is an editable area for the user to enter the related information.
Procurement Method	Competitive Bidding	Division	HumanResources
Contract Type	Goods Contract	Contract Status	Signed
Final Bid Price	3400.000000	Currency	CNY
Purchaser			
Company Name	NDB	Representative	Xiaoding,Shang
Address		VAT No.	
Supplier			
Company Name	Chemicals Import and Export Corporation	Legal Representative	GIANLUCA PETITTI
Contacts	Genggao,Chang	Contact Number	18842667059
Address	Room 402,Unit 4,Building 3,No.34.Luoyang Road,sifang District,Qi	Bank Account Name	Bank of China
Bank Account	110922465910501	Bank of Deposit	China Min Sheng Bank
Item Information			

47.89.8.17/ECP/LoginController/CgJly.do?viewName=loginListViewCgJly# NDB Procurement 2018.8.30 10:04:38 Good Morning!