



## Vendor Web Interface for Registration & submitting Quotations

This section describes how a vendor can register, review his received Requests for Quotation, derive Quotations from them and submit them to the contractor via ProjectVIEW. The entire process is completed through ProjectVIEW's web portal.

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## Introduction

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Each time a ***Request for Quotation*** is sent to a vendor, that particular vendor will receive an email advising that such a request has been received. The email will also contain a clickable link to ProjectVIEW's web portal.

The web portal can also be accessed using any browser using the following web address:

<http://eprocurement.asgcggroup.com/>

The web portal contains all the active Requests for Quotations sent to the vendor. The vendor can review them and submit his own Quotation back to the company.

## Step 1: Log in screen

The first screen that will welcome a vendor to ProjectVIEW's web portal is the Log in screen:

Figure 1 – Log in screen

To access his personalized area, the vendor has to:

1. Fill in his email (1)
2. Fill in his password (2)
3. Click the “LOG IN” button (4)

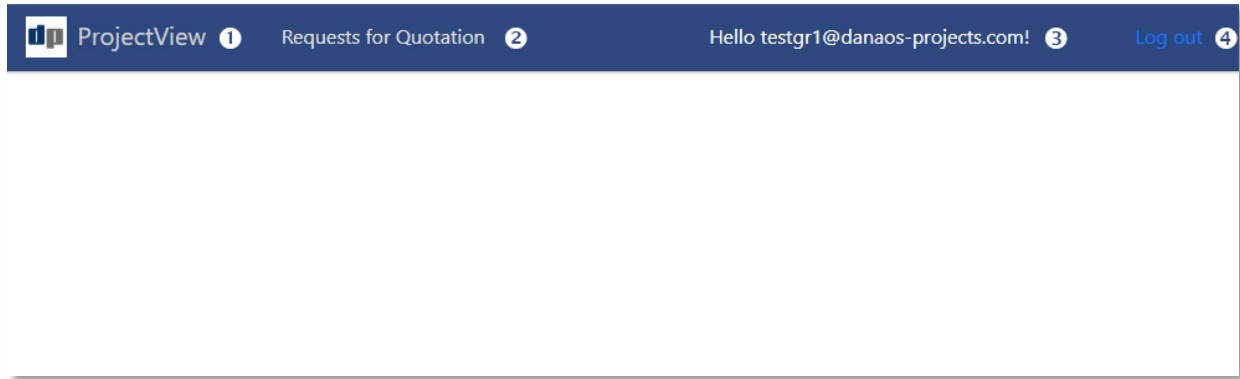
### Note

- ✓ By clicking on the “Remember Me” check box (3), the vendor can toggle whether he would like his information to be stored on this particular computer for future use.
- ✓ By clicking on “Forgot your password?” (5), the vendor can request to reset his old password. In the next screen, his email will be requested in order for the system to begin the reset procedure for this account.
- ✓ By clicking on “Register as a new user?” (6), a new vendor can provide his information to become a registered vendor. See.New User Registration

## Step 2: Main Screen

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Having successfully logged in, the vendor will be now presented with the web portal's main screen:



*Figure 2 – Main Screen*

- ✓ By clicking on “ProjectVIEW” (1) at any time and from any screen, the vendor can return to this screen.
- ✓ By clicking on “Requests for Quotation” (2), a list of Requests for Quotation will be loaded (see Step 3: Review Requests for Quotation).
- ✓ By clicking on “Hello ...” (3), a vendor can manage his account (e.g. to change his password etc).
- ✓ By clicking on “Log out” (4), the vendor is logged out and returned to the Log in screen (see Step 1: Log in screen)

## Step 3: Review Requests for Quotation

Having clicked on “Requests for Quotation” (**RFQ**) in the main screen, the vendor is presented with the following screen with a list of Requests for Quotation:

**ProjectVIEW** Requests for Quotation Hello testgr1@danaos-projects.com! Log out

Requests for Quotation

### Quotations

Drag a column header here to group by that column

Ready For Bid	Bid Position	Quotation No	Requisition No	TDate	Due Date	Net Amount	Total
(All)							
	0	QUT/18/207	REQ/18/476	18/12/2018	31/12/2018 00:00	2	
	0	QUT/18/220	REQ/18/485	19/12/2018	24/12/2018 00:00	0	
	0	QUT/18/224	REQ/18/491	19/12/2018	31/12/2018 00:00	2	





Count: 3

Figure 3 –Received Quotation Screen

1. Close button. By clicking the “X” in the upper right corner, the vendor can return to the main screen.
2. Edit Button. By clicking on the pencil **AFTER HAVING SELECTED** a quotation, the selected quotation is displayed on screen. Please see Step 4: Edit Quotation
3. Utility Bar. Contains a number of helpful options for managing the list of RFQs.
4. List Column Headers
5. List Column Filters
6. List of RFQs. Select row and press the Edit Button to display the selected quotation.
7. Save Column Configuration. Saves the list and state of visible columns.

## Utility Bar

The utility bar contains the following buttons:

-  Refreshes the list of RFQs
-  Exports a single or multiple rows from the list
-  Brings the “Column Chooser” widget which allows the vendor to select which columns will be visible in the list
-  Searches the list for a specific value

Further to the aforementioned buttons, a vendor can drag and drop a header from the RFQ list to any location on the Utility Bar in order to group or filter the list by that column. To remove the grouping or filter, the user has to simply drag and drop the Header back to the RFQ list.

## Column Headers

The Column Headers in this screen (as well as in any other screen in the web portal) are similar in functionality to those found in any datasheet management software. Specifically:

- ✓ Clicking on a Header sorts the RFQ list by that column in ascending or descending order. Please note that if a column is used for sorting, an arrow will be shown on its Header next to its text.
- ✓ Clicking on a Header’s filter symbol (≡) displays a new selection box which the vendor can use to filter the RFQ list. Please note that if a filter is applied in this fashion, the aforementioned symbol turns blue. To remove the filter, the vendor simply has to click on the symbol and remove the filter conditions.
- ✓ A vendor can drag and drop a Column Header before or after another Column Header to move that specific column.
- ✓ A vendor can also resize a column by placing the mouse pointer just between two consecutive Column Headers. The mouse pointer will turn into a double arrow allowing the resize of the column by dragging the mouse sideways.

Furthermore, as described in the previous section of this manual, a Header can be used to group or filter the RFQ list (See. Utility Bar).

## Column Filters

Just below each column Header, a magnifying glass can be found. A vendor can click next to it to the filter icon and type some text in to filter the RFQ list. By clicking on the icon itself, a vendor can select a number of filtering options (Contains, Starts with, Equals etc.). These options are used in conjunction with the text a vendor enters next to the icon in order to filter the RFQ list.

## Step 4: Edit Quotation

After selecting a RFQ from the list and pressing the Edit button, that particular RFQ will be displayed. Each RFQ screen comprises of the following tabs:

- ✓ Basic Data
- ✓ Quotation Detail
- ✓ Evaluation Criteria
- ✓ Contractor Documents
- ✓ Supplier Documents

### Edit Basic Data

In this screen, the basic information for a RFQ are displayed including quotation dates etc.

ProjectView Requests for Quotation Hello testgr1@danaos-projects.com! Log out

Requests for Quotation Edit Quotation QUT/18/207

### Edit Quotation QUT/18/207

Basic Data Quotation Detail Evaluation Criteria Contractor Documents Supplier Documents

SAVE Submit Quotation

ReadyForBid ☐

Currency Select...

BidPosition 0

Payment Way Select...

QuotationNo QUT/18/207

Delivery Way Select...

RequisitionNo REQ/18/476

Comments

TDate 18/12/2018

DueDate 31/12/2018 00:00

NetAmount 2

TotalAmount 0

Figure 4 –Basic Data Tab



The following options are available to a vendor:

1. Close button. By clicking the “X” in the upper right corner, the vendor can return to the main screen.
2. Save button. Saves any changes made by a vendor.
3. Submit Quotation button. Sends all the information entered by a vendor in all screens relevant to this quotation.
4. Currency drop-down menu. Allows a vendor to change (not mandatory) the currency for this quotation.
5. Payment Way drop-down menu. Allows a vendor to select a payment method.
6. Delivery Way drop-sown menu. Allows a vendor to select a delivery method for the items quoted in this quotation.
7. Comments. Allows a vendor to add comments relevant to the entire quotation.

#### Note

- ✓ The “Submit Quotation” button should **ONLY** be pressed **AFTER** the vendor has finalized his quotation and filled in all prices, quantities, documents etc.
- ✓ The comments entered in this screen refer to the **ENTIRE** quotation. Comments regarding specific items within the quotation can be added later. Please see Step 5: Fill in Quotation Details

## Fill in Quotation Details

In this screen, a vendor can find all the BOQ items contained in this quotation. The list's functionality is the same as the one found in the main screen. Please refer to Step 3: Review Requests for Quotation, Utility Bar, Column Headers and Column Filters for further information.

ProjectView Requests for Quotation Hello testgr1@danaos-projects.com! Log out

Requests for Quotation Edit Quotation QUT/18/229

### Edit Quotation QUT/18/229

Basic Data Quotation Detail Evaluation Criteria Contractor Documents Supplier Documents

1 2 3 + [Save] [Undo] 5 Advanced Edit

Drag a column header here to group by that column

Item Code	Item Analytical Description
01	Podium
01.01	BILL NO. 3 - PODIUM & TOWNHOUSES
01.01.01	ACCESSORIES AND SPECIAL CONSTRUCTION
01.01.01.01	Furniture to public areas
01.01.01.01.01	Supply and fix of furniture to public ID areas as per the drawing and specification
01.01.01.01.01.01	CH-01 / CH-07, Sectional Sofa: 7400mmL x 960mmW x 720mm high (L-Shaped), incl. 500mm x 500mm throw Pillow (7nos/n
01.01.01.01.01.02	CH-02 / CH-08, Lounge Chair: 610mmL x 690mmW x 710mm high, incl 500mm x 500mm throw Pillow (1no/no)

Figure 5 - Quotation Detail Tab

1. A vendor can also add additional items by clicking on the “+” button (1) on the top left corner of the list. A new first row will appear in the list where a vendor can add all necessary fields.
2. The save button (2) has to be clicked in order to save **ANY** changes made to the list.
3. In case of an error, the undo button (3) can be clicked to revert **ALL** changes.
4. After an additional item has been saved, it can be deleted with this button (4).
5. To show further columns, the “Advanced Edit” (5) toggle can be enabled.

### Note

- ✓ Most of the cells in the list can be edited and filled-in with values and prices. Please note that some cells are locked as they contain the contractor's original values.

## Check Evaluation Criteria

In this screen, a vendor can find all the Evaluation Criteria set by the contractor for this quotation. The list's functionality is the same as the one found in the main screen. Please refer to Step 3: Review Requests for Quotation, Utility Bar, Column Headers and Column Filters for further information.

ProjectVIEW Requests for Quotation Hello testgr1@danaos-projects.com! Log out

Requests for Quotation Edit Quotation QUT/18/229

Edit Quotation QUT/18/229

Basic Data Quotation Detail Evaluation Criteria Contractor Documents Supplier Documents

1 2 3

Drag a column header here to group by that column

Eval Quality Type Code	Eval Quality Type	Has	Mandatory	Comments
03	Certified Engineers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure 6 - Evaluation Criteria Tab

1. In order for a vendor to edit (check/uncheck) an evaluation criteria, the vendor has to first select the evaluation criteria in question, and to consequently click on the edit button (1) on the top left corner of the list.
2. Having finished editing the evaluation criterion, the save button (2) has to be clicked in order to save **ANY** changes made to the list.
3. In case of an error, the undo button (3) can be clicked to revert changes.

## Access Contractor Documents

In this screen, a vendor can find links to all the documents attached by the contractor for review by the vendor. The list's functionality is the same as the one found in the main screen. Please refer to Step 3: Review Requests for Quotation, Utility Bar, Column Headers and Column Filters for further information.

ProjectView

Requests for Quotation

Hello testgr1@danaos-projects.com!

Log out

Requests for Quotation

Edit Quotation QUT/18/229

Edit Quotation QUT/18/229

Basic Data

Quotation Detail

Evaluation Criteria

Contractor Documents

Supplier Documents

Drag a column header here to group by that column

↺

↻

📄

🔍 Search...

Document Description	Document Analytical Description	Connected Document Type	Document Path	Document Date
🔍	🔍	(All) ▼	🔍	🔍
	doc.1		doc.1@doc.com	

Count: 1

Figure 7 - Contractor Documents Tab

## Provide Additional Documentation

In this screen, a vendor can attach one or more documents which he deemed necessary for review by the contractor. The list's functionality is the same as the one found in the main screen. Please refer to Step 3: Review Requests for Quotation, Utility Bar, Column Headers and Column Filters for further information.

The screenshot displays the 'Edit Quotation QUT/18/229' interface. At the top, there's a navigation bar with 'ProjectView Requests for Quotation' and a user greeting 'Hello testgr1@danaos-projects.com!'. Below this, a tabbed interface shows 'Requests for Quotation' and 'Edit Quotation QUT/18/229'. The 'Supplier Documents' tab is active, showing a table with the following columns: 'Document Description', 'Document Analytical Description', 'Connected Document Type', and 'Document Path'. Above the table, there are three numbered red circles (1, 2, 3) and a plus sign (+) button. The table is currently empty, displaying 'No data'.

Figure 8 - Supplier Documents Tab

1. In order for a vendor to add a document, the vendor has to first add a new row in the list by clicking on the “+” button (1) on the top left corner of the list.
2. Having finished adding the document, the vendor has to click on the save button (2) to save **ANY** changes made to the list.
3. In case of an error, the undo button (3) can be clicked to revert changes.

### Note

- ✓ Any document added by a vendor have to be on a cloud location (e.g. Google Drive, Dropbox etc.). The vendor can copy and paste the document’s location in the column “Document Path” inside the list.

## New User Registration

### Step 1 – Initial Registration

To register as a new vendor, please fill in all the necessary information and press the “Register Button” (1).

Vendor Registration

Create a new account.

Basic

Company Name \*

Supplier/SubContractor \* Select...

Services \* Select...

VAT Number \*

VAT Registration Status \* Select...

Bank \*

Bank Branch \*

Bank Account Name \*

Bank Account \*

IBAN \*

Swift Code

Other

Currency Select...

Comments

Contact Person

Contact Name

Contact Phone

Contact Mobile

Contact Email

Login Credentials

Email \*

Password \*

Confirm password \*

Company Info

Country \* Select...

REGISTER 1

Figure 9 - New Vendor Registration

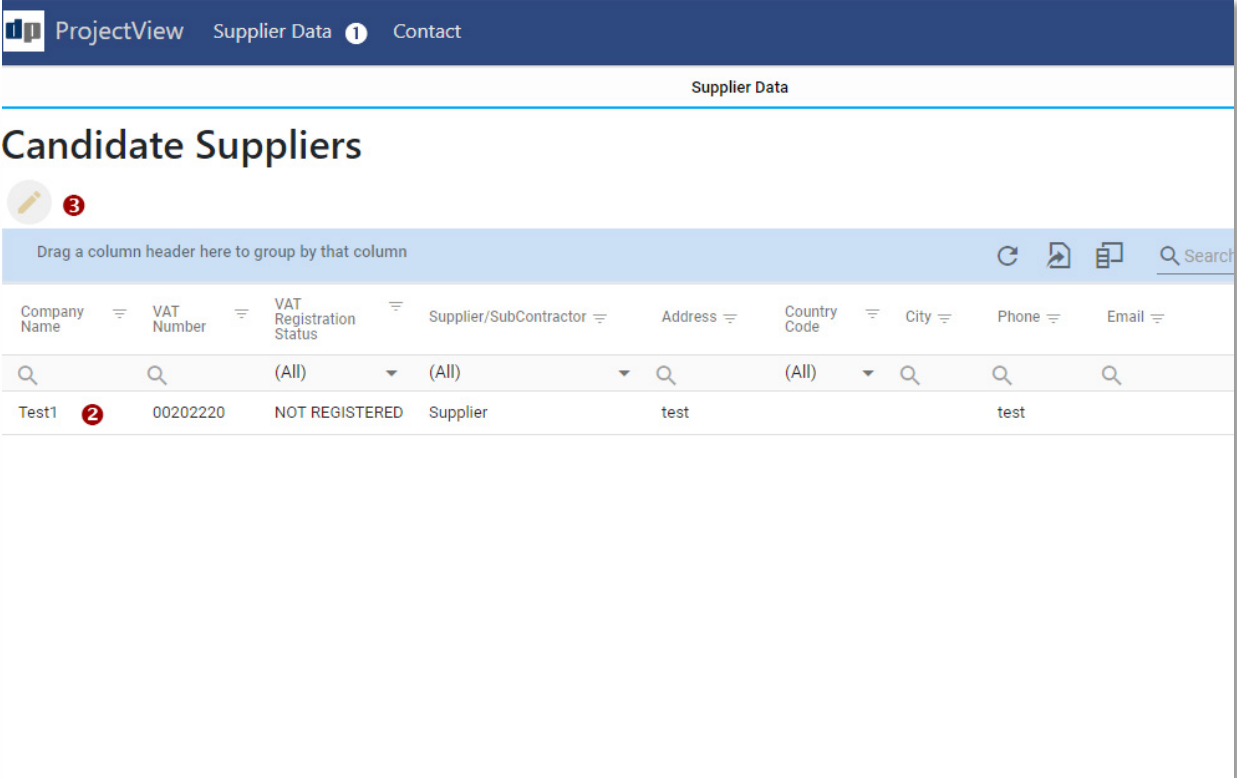
Having completed the registration process, you will be transferred to your personal area within the web portal. Please see. Step 2 – Additional details for further details. You will also receive an email requesting you to verify your email address.

### Note

Some of the fields are mandatory. These fields are denoted by an “\*”. If you do not fill in the information required in these fields you will not be able to register as a new vendor.

## Step 2 – Additional details

Following your successful initial registration, you will become a “Candidate Vendor”. Your registration can only be completed once you provide the additional information described in this section. Once this information is submitted, your application will be reviewed from ASGC and you will be notified on the status of your application.



The screenshot shows the 'Supplier Data' section of the ProjectVIEW ERP interface. At the top, there's a navigation bar with 'ProjectView', 'Supplier Data' (highlighted with a red circle 1), and 'Contact'. Below this, the title 'Candidate Suppliers' is displayed with an edit icon (pencil) and a red circle 3. A toolbar contains icons for refresh, export, print, and search. The table has columns: Company Name, VAT Number, VAT Registration Status, Supplier/SubContractor, Address, Country Code, City, Phone, and Email. Each column has a search icon. The first row of data is: Test1 (with a red circle 2), 00202220, NOT REGISTERED, Supplier, test, test. Below the table is a large empty white space.

Company Name	VAT Number	VAT Registration Status	Supplier/SubContractor	Address	Country Code	City	Phone	Email
Test1	00202220	NOT REGISTERED	Supplier	test			test	

Figure 10 - Vendor Data

To enter the additional data:

1. Click on the “Supplier Data” (1) button which will display your saved data.
2. Select your data by clicking on it (2).
3. Click on the “Edit” button (3).

A new screen will be displayed, composed of 4 new tabs:

1. Basic Data
2. Services or Categories
3. Past Projects
4. Connected Documents

## Step 2a – Basic Data

This tab displays all the information already entered during registration.

**ProjectView** Supplier Data Contact

**Supplier Data** Edit Supplier Company

**Edit Supplier Company** 1 **Save** **Submit Application** 2

**Basic Data** Services Past Projects Co

**Basic**

Company Name \* .Test1

Supplier/SubContractor \* Supplier

VAT Number \* 00202220

VAT Registration Status \* NOT REGISTERED

Bank \* Test

Bank Branch \* Test1

Bank Account Name \*

Bank Account \* 000000

IBAN \* 0000000

**Company Info**

Country Code \*

City

Address \* test

PO Box \* test

Phone \* test

Fax

WebSite

Year of Establishment

**Contact Person**

Figure 11 - Vendor Basic Data

1. To save any changes, the vendor can click on the “Save” button (1) at any time.
2. To submit the changes and begin the process of evaluation of the application by ASGC, the vendor can click on the “Submit Application” button (2).

### Note

If any of the mandatory fields from this or any other tab are missing, a message will be displayed. The submission of the application cannot proceed if these fields are not complete.



## Step 2b – Services/Categories

This tab displays the services a subcontractor can provide or the categories of materials a supplier can provide.

The screenshot shows the 'Edit Supplier Company' interface in ProjectVIEW ERP. The 'Services' tab is active, displaying a table of services. The table has two columns: 'Service Type' and an action column. The 'Service Type' column has a dropdown menu set to '(All)'. The table lists three services: 'Access Hatch', 'Acoustic Louvers', and 'Acoustic Underlay'. The 'Access Hatch' row has a red circle with the number 1 next to it, and the 'Access Hatch' row has a blue trash icon with a red circle with the number 2 next to it. The 'Acoustic Louvers' and 'Acoustic Underlay' rows also have blue trash icons. The interface includes a 'Save' button and a 'Submit Application' button. The 'Basic Data' tab is also visible, with a red circle with the number 3 next to it. The 'Past Projects' and 'Connected Documents' tabs are also visible. The 'Services' tab has a red circle with the number 4 next to it. The 'Basic Data' tab has a red circle with the number 5 next to it. The 'Services' tab has a red circle with the number 1 next to it. The 'Basic Data' tab has a red circle with the number 3 next to it.

Service Type	
(All)	
Access Hatch 1	2
Acoustic Louvers	
Acoustic Underlay	

Figure 12 - Vendor Services/Categories

The vendor can:

1. Edit a service/category (1)
2. Delete a service/category (2)
3. Add a new service/category (3)
4. Save any changes (4)
5. Undo any changes (5)

### Note

If a vendor is both a supplier and a subcontractor, 2 tabs will appear instead of 1; one for the services and one for the categories

## Step 2c – Past Projects

This tab allows the addition of any projects completed by the vendor in the past. These are provided as a reference and are extremely important for the evaluation process

The screenshot displays the 'Edit Supplier Company' interface in ProjectVIEW ERP. The 'Supplier Data' tab is active, and the 'Past Projects' sub-tab is selected. The interface includes a table with the following columns: Customer Name, Project Name, Consultant, Main Contractor, Year of Project, Scope of Work, Value of Work, Area of Project, and Contract Amount. Each column header has a search icon. The table is currently empty. The top navigation bar shows 'ProjectView', 'Supplier Data', and 'Contact'. The 'Supplier Data' tab is active, and the 'Edit Supplier Company' sub-tab is selected. There are 'Save' and 'Submit Application' buttons at the top of the form area.

Figure 13 - Vendor past projects

Similarly to the Services/Categories tab, the vendor can:

1. Edit a project
2. Delete a project
3. Add a new project
4. Save any changes
5. Undo any changes

## Step 2d – Connected Documents

This tab allows upload of the documents required for the successful completion of the registration progress.

**ProjectVIEW** Supplier Data Contact

**Supplier Data** Edit Supplier Company

Basic Data Services Past Projects **Connected Documents**

Please ensure that the following documents are uploaded:  
(Declare them in Connected Document Type)

- Company Pre-Qualification
- Trade License
- Vat Certificate
- Bank Account Details

1 2 3  
+ [Save] [Undo]

Drag a column header here to group by that column

Document Description	Document Analytical Description	Connected Document Type	Document Path	Document Date	Comments
ContractInfo.pdf	application/pdf	(All)	csup/csup00003/ContractInfo.pdf		
		Trade L			

4 5

Figure 14 - Vendor documents

1. In order for a vendor to add a document, the vendor has to first add a new row in the list by clicking on the “+” button (1) on the top left corner of the list.
2. Having finished adding the document, the vendor has to click on the save button (2) to save **ANY** changes made to the list.
3. In case of an error, the undo button (3) can be clicked to revert changes.
4. **VERY IMPORTANT!** After uploading a document, the vendor must select a “Document Type”
5. The vendor can delete the uploaded document by clicking on the bin (5).

### Note

- ✓ Any document added by a vendor have to be on a cloud location (e.g. Google Drive, Dropbox etc.). The vendor can copy and paste the document’s location in the column “Document Path” inside the list.
- ✓ At least 1 document of each document type has to be submitted.

## Step 3 – Data Submission

Having filled all necessary information in and uploaded all necessary documents, the vendor must submit his application.

ProjectView

Supplier Data

Contact

Supplier Data

Edit Supplier Company

Edit Supplier Company

1

Save

Submit Application

2

Basic Data

Services

Past Projects

Co

Basic

Company Info

Company Name \*

Test1

Supplier/SubContractor \*

Supplier

VAT Number \*

00202220

VAT Registration Status \*

NOT REGISTERED

Bank \*

Test

Bank Branch \*

Test1

Bank Account Name \*

Bank Account \*

000000

IBAN \*

0000000

Country Code \*

City

Address \*

test

PO Box \*

test

Phone \*

test

Fax

WebSite

Year of Establishment

Contact Person

Figure 15 - Vendor Basic Data

1. To save any changes, the vendor can click on the “Save” button (1) at any time.
2. To submit the changes and begin the process of evaluation of the application by ASGC, the vendor can click on the “Submit Application” button (2).



In case of any queries or support issues, please  
contact us:

[eprocurement.support@asgcgroup.com](mailto:eprocurement.support@asgcgroup.com)