





Training Manual (For End Users)

User Management Module Public Procurement Regulatory Authority Version 2.5

September 2, 2022



TABLE OF CONTENTS

Overview	7
Introduction	7
Benefits	8
Modules	
Purpose of Training	9
Learning Outcomes	
Training Modules	
Training Module One: Understanding the Procurement Environment	
Principles of Public Sector Procurement	10
Training Module Two: User Management	
E-PADS LOGIN INSTRUCTIONS	15
Login Instructions	
User Management	24
PPRA Admin	24
Department Admin	63
TRAINING EVALUATION FORMS	92
Trainer's Pre-Test Evaluation Form	
Trainer's In-Programme Evaluation Form	
Trainer's Post-Test Evaluation Form	94
Training Evaluation Form	96
Course Effectiveness	96
Other Information	96
FREQUENTLY ASKED QUESTIONS (FAQS)	98



ACRONYMS AND ABBREVIATIONS

Term	Description
2FA	Two Factor Authentication
ADP	Annual Development Programmed
AES	Advanced Encryption Standard
AGPR	Accountant General Pakistan Revenues
AJ&K PPRA	Azad Jammu & Kashmir Public Procurement Regulatory Authority
API	Application Programming Interface
BPPRA	Baluchistan Public Procurement Regulatory Authority
CI/CD	Continuous Integration / Continuous Delivery
CSRF	Cross-Site Request Forgery
DD	Deputy Director
DDOS	Distributed Denial of Service
DFD	Data Flow Diagram
DevOps	Development And Operations
DRAP	Drug Regulatory Authority of Pakistan
e-PADS	e-Pak Acquisition & Disposal System
FATA	Federally Administered Tribal Areas
FBR	Federal Board of Revenue
FPPRA	Federal Public Procurement Regulatory Authority
GIF	Graphics Interchange Format
GUI	Graphical User Interface
HEC	Higher Education Commission
HTTPS	Hypertext Transfer Protocol Secure
KP	Khyber Pakhtunkhwa
KPPRA	Khyber Pakhtunkhwa Public Procurement Regulatory Authority
JPG	Joint Photographic Experts Group
MIS	Management Information System
МОМ	Minutes Of Meetings
MQ	Messaging Queue
NTP	Network Time Protocol
NTN	National Tax Number
NADRA	National Database and Registration Authority
OCR	Optical Character Recognition
OTP	One-Time Password
PDF	Portable Document Format
PHE	Public Health Engineering
Pⅅ	Planning And Development Department
PPT	PowerPoint presentation
PPRA	Public Procurement Regulatory Authority
QA	Quality Assurance
Rs.	Rupees
SBP	State Bank of Pakistan



Term	Description
SECP	Securities And Exchange Commission of Pakistan
SIEM	Security Information And Event Management
SPPRA	Sindh Public Procurement Regulatory Authority
SRS	Software Requirement Specification
STN	Switched Telephone Network
SSL	Secure Sockets Layer
SQL	Structured Query Language
TLS	Transport Layer Security
VM	Virtual Machine
WS02	Web Services Oxygenated
WAF	Web Application Firewall
PA	Procurement Agency
SME	Escalation to subject Matter
IVR	Interactive Voice Response
ETS	Electronic Tendering Services
XSS	Cross-Site Scripting
OU	Organization unit is one component of organization hierarchy. Like FPPRA, MoIT, MoNHSR&C, PIMS are all Organization units.



AMENDMENT HISTORY

Version	Date	Update by	Remarks
1.0	July 7, 2022	Anib Aslam	Template Creation
2.0	Jul 20, 2022	Anib Aslam	Updated content
2.1	Jul 22, 2022	Subhan Sheikh	Updated Snapshots and related information
2.2	Jul 25, 2022	ljaz Malik	Technical Review
2.3	July 26, 2022	Muhammad Qasim	Technical Review
2.4	August 23, 2022	Omer Naeem	Updated content
2.5	August 26, 2022	Muhammad Qasim	Technical Review

DISTRIBUTION

Name	Position
PPRA Team	
Mr. Maqbool Ahmad Gondal	Managing Director
Engr. Muhammad Zubair	Executive Director
Mr. Tariq Javed Khan	Project Manager
Mr. Rizwan Mehmood	Director MIS
Ms. Ayesha	Assistant PPRA
Abacus Team	
Mr. Naveed Hussain	Project Director
Mr. Ijaz Haider Malik	Project Manager
Mr. Asif Ghouri	Solution Architect
Mr. Abdul Mannan Nasir	Senior Technical Lead
Mr. Qasim Syed	Senior Business Analyst

ASSOCIATED DOCUMENTS

Sr. No.	Document Name



Assumptions

This User Manual assumes that you already have e-Pak Acquisition and Disposal System (e-PADS) user accounts according to your Geographical/Ministerial/Departmental level and role. This user manual also assumes that you are familiar with basic computer skills and basic web-application operations.

User's Qualification Requirements

- 1. Public procurement domain expertise.
- 2. Must be BPS-17 or above official.
- 3. Good communication skills.
- 4. Good computer and software operation skills.

System Requirements

The e-PADS is accessible from any Personal Computer (Desktop, Laptop) with Internet access and a supported Web-browser.

Latest versions of the following browsers fully support e-PADS standard view:

- 1. Mozilla Firefox (Windows, Mac, Linux)
- 2. Google Chrome (Windows, Mac, Linux)
- 3. Netscape (Windows, Mac, Linux)
- 4. Safari (Mac)
- 5. Internet Explorer 9 and above (Windows)



OVERVIEW



of e-Pak Acquisition and Disposal System (e-PADS)

This *User Manual* provides step-by-step instructions for getting started with the e-Pak Acquisition and Disposal System (e-PADS). It provides guidelines on application features and how to use the user management module. This user manual is organized according to the logical flow of e-PADS features and describes tasks in the same order users can perform while using the system.



Before You Begin...

It is recommended to have a stable working internet connection and web browser for web-access to the e-PADS web portal to view it alongside this manual.

INTRODUCTION

Governmental agencies all around the world have been using information technology (IT) and the internet to access and deliver government services electronically for several years. These activities are referred to as "e-government efforts." Delivering electronic procurement to increase transparency, provide an open market for procurement needs, and promote the adoption of procurement reforms to better manage and monitor public procurement activities is one of many governments' more effective and practical approaches. With the advent of computerized procurement systems, a variety of new alternatives and techniques for assisting the procurement procedures of governments for embracing the potential savings and efficiencies. The term "electronic government procurement (e-GP)" is frequently used to describe these electronic systems.

The Government along with World Bank envisaged and conceived revolutionary digitization of the public procurement processes. For this purpose, PPRA initiated "Designing, Development, Installation and Commissioning of e-Procurement System (e-Pak Acquisition and Disposal System)". Through the development of such an effective system, PPRA intends to fully automate the public procurement processes in Pakistan, by reducing human intervention to the maximum extent possible. The system will encompass a complete procurement cycle, from procurement planning to the close of the contract. The key features of the e-Procurement (e-Pak Acquisition and Disposal) System encompass e-Procurement Planning, e-Purchasing, Encrypted Tender Submission System, e-Evaluation Matrix System, Grievance Redressal System, e-Contract Award System, e-Catalogue Management, Supplier Relationship Management, and effective Contract Management System. One of the essential outcomes of the System will be effective Regulatory Monitoring & Evaluation, resulting in effective regulatory compliance and



helping to combat corrupt practices in public procurement. Abacus Consulting will implement and deploy the project in line with best practices and international standards and as per contractual obligations.

Following are the key objectives of this assignment:

- 1. To implement state-of-the-art customized solution as a key enabler to automate complete procurement cycle
- 2. To deploy a robust, advance, and futuristic e-Procurement System
- 3. To improve governance and institutional capacity of PPRA's and procuring agencies
- 4. To serve as ICT backbone and a driving force for e-governance initiatives in Pakistan
- 5. To automate and integrate procurement processes as well as to enhance transparent spending and cost-effectiveness along with efficiency in public procurement
- 6. To eliminate paperwork and repetitious administrative procedures through computerization
- 7. To adequately change organizational culture by encouraging technological vanguard
- 8. To strengthen, monitor and oversee capacity of procurement regulatory authorities
- 9. To set-up procurement data management and information system
- 10. To ensure robustness of internal and external procurement controls
- 11. To facilitate capacity building of procurement staff
- 12. To increase effectiveness of grievance redressal for a through automation
- 13. To harmonize, improve and update laws, rules and procedures and make use of technology facilitating transparency, efficiency, impartiality, and competition
- 14. To reduce costs by preventing duplicate spending through computerized standardized buying
- 15. To increase transaction speed by electronic handling of tasks that support and simplify the purchasing processes
- 16. To reduce errors and redundancy through electronically streamlined correspondence

All public procurement and disposal activities shall be processed through standard entries in e-PADS ensuring the compliance with the principles of public procurement and implementing PPRA regulatory framework.

BENEFITS

Governments and public sector agencies that have implemented e-GP systems have reported several key benefits, including

- i. enhanced transparency achieved from online publication of tender notices, contract award notices, and online bid submission.
- ii. increased bidder participation due to better awareness and access to opportunities.
- iii. savings on procurement spend from lower bid prices due to better and open competition.



- iv. enhanced reporting and procurement analytics to better monitor procurement activities.
- v. faster processing of procurement activities resulting from online workflow.
- vi. enhanced tools to address fraud and corruption.
- vii. reduction in printing, distribution, and storage of paper documents.

MODULES

The key modules of the e-PADS Wave-I encompass.

- 1. Web Portal
- 2. User Management
- 3. Supplier Registration
- 4. Procurement Planning and Activities
- 5. Committee Management
- 6. e-Tendering / Bidding
- 7. e-Evaluation
- 8. Contract Award
- 9. Workflow
- 10. Task Management
- 11. Configuration Management (CMS)
- 12. Reports & Dashboards
- 13. Alerts and Notifications

PURPOSE OF TRAINING

The purpose of this training is to provide participants with a clear understanding of effective public procurement and the generic procurement process. User Management module and its operations.

LEARNING OUTCOMES

By the end of the training session users will be able to:

- 1. Describe the principles of effective public procurement.
- 2. Create and Maintain Organization Entities like PPRA, Ministries, Departments, Sub Departments, etc.
- 3. Create and Maintain User Roles and Groups
- 4. Create and Maintain Users (Password Change, Password Reset, Approve User, etc.)
- 5. Merge and Split Ministries / Departments

TRAINING MODULES

- Module One: Understanding the Procurement Environment
- Module Two: User Management



TRAINING MODULE ONE: UNDERSTANDING THE PROCUREMENT ENVIRONMENT

Principles of Public Sector Procurement

1.1 Session Objectives

By the end of this session the users should be able to:

- Define Procurement
- Explain the objectives of procurement for Public Procurement.
- Identify various forms and categories of procurement.
- Identify recommended principles of procurement in Public Sector.
- Understand the roles and responsibilities of the various parties in procurement in Public Procurement.

1.2 Introduction



What is Procurement?

"Procurement is the acquisition of goods, services and works to cater the identified needs of and organization".

1.3 Procurements in Public Sector

The overall responsibility for the execution of the procurement process in the Public Sector solely relies on the Procuring Agency. The Procuring Agency is required to establish a Procurement Committee that will handle all matters concerning the procurement of goods, services and works. The Procurement Committee has powers to award contracts for procurement of goods, services and works.

1.4 Objectives of Procurement

The objectives of procurement are:

- To provide Procuring Agency with a constant flow of goods, services and works to cater its needs.
- To reduce cost through more efficient and effective purchasing by buying appropriately to obtain "Value of Money" without compromising the quality of goods, services and works.

1.5 <u>Categories of Procurement</u>

Procurement can be categorized into the following broad categories:

- Works: Construction, design, rehabilitation, maintenance and repair of buildings, bridges, roads, plant, etc.
- **Goods:** Include goods such as materials, drugs, food items, stationery, and office supplies, etc.



- Non-Consultancy Services: Such as cleaning services, revenue collection, security services and repair services.
- **Consultancy Services:** Studies for designs and provision of technical assistance, training, engineering design and supervision etc.

It must be noted that some of these terms have also been defined in the respective Public Procurement Rules as well. Please refer to the respective Rules for an exact definition.

1.6 Principles of Public Procurement

The overall objective of the public procurement system is to provide value for money to Procuring Agency by ensuring that public funds are spent in a transparent, efficient, and fair manner. The procurement guidelines and procedures for Procuring Agency are designed to promote competition, fairness/equity, transparency, accountability and ethics, and value for money.

The basic principles for the procurement of goods, services and works, within the public sector are:

- **Transparency:** Procurement process should be conducted in such a way that there is openness and clarity on procurement policy, and all interested parties know and understand the actual procedures and processes by which contracts are awarded and managed. A transparent procurement system is the one that has clear regulations and procedures, standardized tender documents, standardized tender contracts and a fair process.
- Accountability: The public officials who are dealing with procurement activities have responsibilities and obligations for performance and stewardship. A good procurement system should have clear lines of responsibility in decision making and public officials responsible for procurement should be made accountable for their decisions.
- Equal Treatment / Fairness: An efficient public procurement system should give all participants an equal chance to compete and by avoiding discrimination among potential bidders. Potential suppliers should be treated equally and with utmost fairness throughout the contract award process.
- Value for Money: Procurement process should aim at acquiring the right items at the right time, and at the right price to support government actions.
- **Appeal Rights:** Potential suppliers should be provided with a mechanism for review of grievances and correct failures of the system.
- **Integrity:** The public officials responsible for procurement activities should not involve themselves in corruption or collusion with suppliers or others.
- **Competition:** Procurement should be carried out by competition unless there are convincing reasons to the contrary. Public procurement system should be able to attract high quality national and international suppliers and contractors capable of meeting government needs through competition.

1.7 Good Practice Standards

- Public entities involved in the procurement process should be held accountable and the process should be transparent.
- Avoid favoritism and corrupt practices in the procurement process; the process should be equitable, fair, and honest.
- The procurement procedure should ensure a high enough level of competition.
- The authorized procurement committee will ultimately decide on all procurement activities.



1.8 Roles and Responsibilities



Who are the key players in procurement and what are the roles and responsibilities of each Stakeholders?

The roles and responsibilities of various parties are summarized below:

Stakeholders		Responsibilities
Public Procurement Authority (PPRA)	Regulatory	 take such measures and exercise such powers as may be necessary for improving governance, management, transparency, accountability and quality of public procurement of goods, services and works in the public sector; monitor application of the laws, rules, regulations, policies and procedures in respect of, or relating to, procurement; monitor the implementation of and evaluate laws, rules, regulations, policies and procedures in respect of, or relating to, inspection or quality of goods, services and works and recommend reformulation thereof or revisions therein as it deems necessary; recommend to the Federal Government revisions in or formulation of new laws, rules and policies in respect of or related to public procurement; make regulations and lay down codes of ethics and procedures for public procurement, inspection or quality of goods, services and works; monitor public procurement practices and make recommendations to improve governance, transparency, accountability and quality of public procurement; monitor overall performance of procuring agencies and make recommendations for improvements in their institutional set up; provide and coordinate assistance to procuring agencies for developing and improving their institutional framework and public procurement activities; submit reports to the Government in respect of public procurement activities of procuring agencies; call any functionary of procuring agencies to provide assistance in its functions and call for any information from such agencies in pursuance of its objectives and functions;



TRAINING MODULE TWO: USER MANAGEMENT

The User Management module in the e-PADS is robust, comprehensive, and based on functionality that is contained within the commercially available, off the shelf enterprise technology. That will allow its administrators / users to manage roles/groups, registration of new users, manage profile/accounts information, assign logins, OTP verification and generate passwords etc. The intended Users of this module are all types of system administrators such as:

- 1. PPRA Admin
- 2. Department Admin

Session Objectives

By the end of this session the user should be able to:

PPRA Admin

- Create and approve logins for Procuring Agency (Ministries, Departments and Sub-Departments) Admins.
- Manage their account profile information.
- Assign roles and groups to users of their own organization and ministries and departments created by the specific PPRA Admin.
- Create a Procuring Agency (Ministries, Departments and Sub Departments) in the system.

Department Admin

- Create and approve logins for Department users including admins of their respective subdepartment users.
- Manage their account profile information.
- Assign roles and groups to their respective organization and sub-department admins.
- Create sub-departments of their respective organization in the system.

E-PADS LOGIN INSTRUCTIONS

on e-Pak Acquisition and Disposal System

2

Login Instructions

This chapter delineates step-by-step instructions on getting started with the e-PADS. In this section, you will learn about:

- 1. Logging Into e-PADS.
- 2. Changing your account password.
- 3. Actions to perform if you forget your password.
- 4. Logging Out of the e-PADS.

The e-PADS has a separate landing page for User Management and Supplier Registration in the system. Enter the URL <u>https://eprocure.gov.pk</u> to load the application homepage.

Once the user enters the URL <u>https://eprocure.gov.pk</u>, the application homepage will appear.

Welcome Please enter your credentials below	
User Name Password	
Password	
Forgot Password?	
Login	
Register as supplier?	Electronic Government Procurement (eGP)
uañarei as aribuei :	e-Pak Acquisition & Disposal System (EPADS)
	Version 1.01 Jul 5, 2022
	Powered by: Abacus Consulting





Before You Begin...

It is recommended to use the e-PADS with Google Chrome or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

2.1 Logging into e-PADS

The e-PADS is an e-procurement system that makes it simple for beginners and experienced users to perform end-to-end procurement activities from creating, publishing and, evaluating tenders, to contract award and post-contract award management etc.

Users can also access the e-PADS application directly by using <u>https://eprocure.gov.pk</u> URL or logging in from the PPRA website homepage. The homepage displays a basic introduction to the 'e-PADS' and a link for users to redirect to the application URL : <u>https://eprocure.gov.pk</u>.

Home Traini	ngs Tenders - Reports	Publications Do	cuments - Policy Guidelines Contact us
Manage and Publish Tenders	s easily with e-Procurement	procurement	C Highlights
	of prescribing regulations		Use of standard formats for advertisements becomes mandatory for
Active Tenders 10326	Tenders Closing Today 103	New Corrigendums	 Regulations for Procedure of filing and disposal of Review Petition under Rule 19(3), 2021.
	Evaluation Statistics		disposal of Review Petition under Rule 19(3),

Menus

The available menus can be found at the top in the homepage screen header.

Contact Us

Contact details, such as office addresses, telephone numbers and email addresses (where available), for key PPRA officials can be viewed by clicking on the Contact Us menu in the header.



Service	s & Information				
TENDER	Tenders	÷	٩	Auction	÷
(Procurement Planning	÷	Z.	Evaluation Results	÷
CONTR	Contracts	→		Registered Suppliers	÷
	Blacklisted Suppliers	÷		FAQs	÷
	Legal Documents	÷	RULES LAWS	Rules & Regulations	÷
	Downloads	÷		Petty Purchases/RFQ	÷

Frequently Asked Questions (FAQs)

The home page also contains an FAQs section to provide guidance on the most commonly asked queries.

For logging in to e-PADS application:

a. The user needs to specify a Username and Password set by himself / herself. These would be generated by the system



Users cannot log into the e-PADS without valid credentials



You can change the password initially set by you. Please refer to the section below for "*Changing Your Password*".



	Home Traini	ngs 1	Tenders -	Reports Public	cations Documents *		Supplier Login
	ge and Publish Tender blic Procurement Regulat			1	C + 10	lighlights	Super Admin Login
	ed with the responsibility					e of standard formats f comes mandatory for	or advertisements
-^	Active Tenders	C	Tenders Closing Tod 103	ay New Co 482		gulations for Procedure posal of Review Petitio 21.	
0	Active Tenders	0	Evaluation Statistics	(245) New C	Ver	RA Standard Bidding I sion) for Procurement sed Frame Work Agree	of General Goods,

- b. Click Login. The e-PADS application dashboard screen displays.
- c. Enter your valid **Username** and **Password** to Log into the application.
- 2.2 Changing Your Account Password
- a. To change your e-PADS account password, click on your username from top right of application and select Change Password from the dropdown.

Admin	✓ fppraadmin ✓ →	Please click on
		Password to set a new one.
	Change Password	

- b. A pop-up screen will appear. You will be asked to provide your old password, new password and confirm the new password. Once you confirm your new password click on change password to set your new password.
- c. You can view your password entry by clicking on the eye icon to the right side of the password field.



	Change your Passwo	rd
Please type in your old password	Please enter your new password	
	Old Password	Please type
k	Old Password	in your New password
se re-type our new	New Password	
word for rmation	New Password	
	Confirm Password	
L	Confirm Password	©
	Change Password	Cancel
	Click on "Change Password", System will logout the user and redirect to login page, and will require you to provide new set password.	To discard changes, Click Cancel.

d. If you run into any issue, you can send an email to <u>support@eprocure.gov.pk</u> for support.



Password Requirements

Your password must be at least 8 characters long and have a combination of alphabets, numeric and special character. The first character must be an alphabet, at least one character must be in lower case and at least one numeric and one special character.



Never give out your password to anyone for security purposes.

2.3 Forgot Password

a. In case you have forgotten your password, click on Forgot Password on login screen (as shown below).



Welcome
Please enter your Username and Password
Username
User Name
Password
Password 💿
Forgot Password?
Login

b. System will prompt for your username. Please enter you valid username and Click on Confirm username button to proceed.

	AND
	Forgot Password?
	Please enter your username below
	Username
Provide valid username to	-• aconsult2
proceed for password change	\leftarrow Go back to login page
	Confirm username

c. A pop-up screen will appear asking for your system registered email address. Enter your email address and click on Send Reset Link.





d. System will send a link to your email address registered within the e-PADS. Click on the link in your email.

[EXT	ERNAL] User Confirmation (For PPRA EPADS)	
E	egpsupport@ppra.org.pk To: Muhammad Anib Aslam	
	Dear User,	
	Your login creation request has been received. Please follow the link below to Login into system. prompt you for Email and SMS OTP. Please generate OTP for your registered Email address and N then confirm to activate your account.	
	To create your password, please follow the link below:	
	<u>Click here</u>	
	<u>This is an autogenerated email from the Public Procurement Regulatory Authority. Please on this.</u>	do not respond to
	Reply Forward	

- e. System will prompt for One-Time Password (OTP) codes. Click on Generate Email OTP and Generate SMS OTP.
- f. Please set and confirm the new password and click on the Create New Password after entering both the OTPs and click on Create New Password button to complete the process.



	Create New Password	
	Please enter your new password	Click on this button to Generate
	Email OTP	Email OTP
	Email OTP Generate Email OTP	
Insert New	SMS OTP Generate SMS OTP	Click on this button to
Password	New Password	Generate Email OTP
	Confirm Password	
Insert New Password	Confirm Password © Go back to login page	Click this button to Create New
	Create New Password	Password

g. After clicking on "Create New Password", a green pop-up notification would appear on the e-PADS login screen that your password has been created successfully.

Velcome Please enter your Username and Password Username User Name Password Password Password Forgot Password? Login	
	Electronic Government Procurement (eGP)
1	e-Pak Acquisition & Disposal System (EPADS)
	Password has been created Aug 27, 2022 Successfully. Powered by: Abacus Consulting

h. In case you run into any issue in creating a new password, please contact <u>support@eprocure.gov.pk</u>.The support team will guide you on how to reset the password.



2.4 Logging Out

a. To Sign Out of the e-PADS click on the red icon at the top right-corner of the application.





USER MANAGEMENT

3

for e-Pak Acquisition and Disposal System

This section provides step-by-step instructions for Administrators to perform the following actions within the e-PADS:

PPRA Admin

- 1. PPRA Admin Login
- 2. Create and Manage Users
- 3. Create and Manage Roles
- 4. Create and Manage Groups
- 5. Create and Manage Ministries/Departments
- 6. Manage Users' Authority Delegation



Manage Users' Authority Delegation



3.1 PPRA Admin Login

a. Enter <u>https://eprocure.gov.pk</u> in URL to access e-Pak Acquisition and Disposal System e-PADS login screen.

Verticities Verticities </th <th>Image: Section of the sectio</th> <th></th>	Image: Section of the sectio	
Click Login to Access e-PADS Homepage	Username fpraadmin Password Forgot Password?	Enter Username Enter the password

Before You Begin...



Fields with asterisk (*) are MANDATORY. Users are REQUIRED to fill these in before proceeding to the next step.

Fields with no asterisk are OPTIONAL Fields. Users may fill these in but they can proceed to the next step without filling them.

b. Enter valid username and password to log into the system.



<u>Username</u>

Possible Values:	Enter Username as Set and Shared by Your Administrator
S#2: Input field name:	Password
Possible Values:	Enter Password as Set and Shared by Your Administrator
S#3 Login	<u>Login</u>
Possible Values:	Scenario#1: Successfully logged in
	Scenario#2: Wrong Username or password

- c. In case of an incorrect password or where the user wishes to change credentials, user can change password by clicking on the forgot password link or request support by sending an email to support@eprocure.gov.pk.
- 3.2 Create and Manage Users

S#1: Input field name:

a. After logging in you the e-PADS home screen will appear.

🛞 🗏 Federal Public Procurement Regulatory Authority (PPRA)	Admin ∨ (⊉ fppraadmin √ [→
HOME	Section 1
Generation Generation	Thin
USER	
A Users V	
A Roles V	۵
ıR, Groups ✓	_
SUPPLIER MANAGEMENT	
JR, Supplers 🗸	
A Joint Venture V	
BID MANAGEMENT	
REGULATORIES MANAGEMENT	
셔. Regulatory Authority (PPRA)	
AR, Merge	
A Split	
SOURCING AND CONTRACT MANAGEMENT	
JA, Procurement Plan	
Section 2	

- 1. PPRA Admin can switch roles from Admin dropdown list.
- 2. PPRA Admin can edit profile and change password from the settings dropdown list.
- 3. PPRA Admin can logout by clicking this \mapsto button.





b. PPRA Admins can create and manage users by clicking on the Users menu in the left pane of the screen.

Following options are available for the PPRA Admin:

- 1. User List
- 2. Change Password

User List

a. To create and manage users click on User List





- After clicking on User List, a dashboard will appear. This dashboard shows a list of all added users. Using the dashboard, Admin can perform the following actions available to the left side of each user:
 - i. modify and update user information by clicking on the pencil icon
 - ii. view user information by clicking on the eye icon
 - iii. delete user by clicking on the X icon
 - iv. activate and de-activate any User by using the toggle switch under the status column

🌾 Clear			Q	Search keyword
Actions	Username 🗸 🍸	Name 🗸	cnic \sim T	Status 🗸
/ ⊚ ×	usman123	usman	15215-2415215-2	
⁄ ⊚ ×	mair12	Umair	18474-6513205-4	
0 💿 X	ahmed1234	ahmed	34343-4354545-5	
0 © X	CommitteeMembersExternal	qweqwe	89654-3132121-6	
0 💿 X	TestAgain27	Muzam32423	78789-5614321-3	

c. To add a new user the Admin must click on the Add User button on the right side of the dashboard.

Federal Public	n ∨ 🙎 fppraadmin v [→				
HOME	INTERNAL USER				+ ADD USER
USER 윤 Users 오	V Clear				Q Search keyword
终 Roles V	Actions	Username 🗸 🗑	Name ~	CNIC \checkmark \mathbb{T}	Status 🗸
终 Groups V SUPPLIER MANAGEMENT	0 © ×	usman123	usman	15215-2415215-2	
A Suppliers	0 © ×	umair12	Umair	18474-6513205-4	
冬 Joint Venture 🗸	0 © ×	ahmed1234	ahmed	34343-4354545-5	
BID MANAGEMENT	0 © ×	CommitteeMembersExternal	qweqwe	89654-3132121-6	
REGULATORIES MANAGEMENT	⊘ ⊚ ×	TestAgain27	Muzam32423	78789-5614321-3	
Regulatory Authority Organization		« < 1 2 3	4 5 6 ≯	» 5 v	
将 Merge					
将 Split					

d. After clicking on Add User a form will appear on the screen. All the mandatory fields must be filled.

• First Name 🛈 1	Last Name ① 2
e.g Usman	e.g Usman
• Username ① 3	• Email ①
e.g Usman	e.g someone@email.com
Designation ① 5	* Grade ① 6
Select Designation	 ✓ Select Grade ✓
Employee ID ① 🛛 💙	* Gender ① 8
Enter Employee ID	Male Female Transgender
• User Role / Group Role 🛈 🧕	User Group 💿 💶
Select Roles	 ✓ Select Groups
Date of Birth ① 11	* CNIC ① 12
DD-MM-YYYY	
• Mobile ① 13	
S +92 ✓ XXXXXXXXX	
	Click on Cancel Save

e. After filling out the form click on Save and internal user will be created.

The section below provides field-wise guidance on filling the form.

•	First Name O Only alphabets are allowed
	e.g Usman

f. Please enter the first name of the User.

S#1: Input Field Name: *First Name*

Possible Values Error Message Alphabets Only. First Name is Required

* Last Name () Only alphabets are allowed	
e.g Usman	

g. Please enter the last name of the User.

S#2: Input Field Name: Last Name

Possible Values

Alphabets Only.



Error Message

Last Name is Required

* Username 🛈	Only Alphanumeric are allowed	
e.g Usman		

h. Please add a unique username.

S#3: Input Field Name: Username

Possible Values Alphanumeric and (-) are only allowed between the text.

Error Message Scenario#1: Username is Required Scenario#2: Alphanumeric are allowed, first character must be an alphabet and min. Length is seven characters Scenario#3: Username must be unique.

* Email ① Enter a valid email	
e.g someone@email.com	

i. Please provide a valid email address for the user.

S#4: Input Field Name: Email

Possible Values	Alphanumeric and (@, $_$, - , .) are allowed.
Error Message	Email is Required.

Select Designation	~

j. User's designation can be selected from options available in the dropdown menu.

S#5: Input Field Name: <u>Designation</u>

Possible Values Listed in dropdown.

k. In case the required designation does not exist within the dropdown Admin can select 'Other Designation' from the menu and specify a new designation in the 'Other Designation' field.

* Designation ①	
Select Designation	~)
Joint Secretary	•
Managing Director	
Secretary	
Section Officer	
Other Designation	
	T
* Other O Alphanumeric and hyphen are allowed	
e.g Director	

I. Please enter desired user designation.

S#6: Input Field Name: Other

Possible Values Alphanumeric and (-) are only allowed between the text.

Error Message Scenario#1: Designation must be at least 2 characters. Scenario#2: Hyphen at start and end are not allowed. One digit is mandatory. First character must be alphabet if there is a combination of Alphanumeric.

Grade () Please select grade	
Select Grade	~

m. User's grade can be selected from options available in the dropdown menu.

S#7: Input Field Name: Grade

Possible Values

Listed in dropdown.

1	* Grade ①	
	Select Grade	~]
	SPS-7	•
	SPS-8	
l	SPS-9	
	SPS-10	
	Other Grade	



* Other () Alphanumeric and hyphen are allowed	
e.g BPS-18	

n. In case the required grade does not exist within the dropdown Admin can select 'Other Grade' from the menu and specify a new grade in the 'Other Grade' field.

Error Message Scenario#1: Grade must be at least 2 characters. Scenario#2: Hyphen at start and end are not allowed. One digit is mandatory. First character must be alphabet if there is a combination of Alphanumeric.

Employ	ee ID O Alphanumeric and hyphens are allowed
Enter	Employee ID
o. Please enter the Er	nployee ID. This is an optional field.
S#8: Input Field Name	: <u>Employee ID</u>
Possible Values	Alphanumeric and (-) are allowed.
_	
* Gend	ler ① Please select gender
Ma	ale Female Transgender
p. Please select user's	s gender.
S#9: Input Field Name	: <u>Gender</u>
Possible Values	Select from the radio buttons.
* User	Role / Group Role O Please select role
Selec	t Roles

q. Admin must select one or more Roles to be assigned to the User.

S#10: Input Name:	Field User Role and Group Role
Possible Values	Select Roles and Groups to be assigned to the user. Multiple roles / groups can be assigned to the user.
Error Message	User Role is required.



User Group () Please select	
Select Groups	~]

r. Admin may assign a group to the user by selecting from existing groups. Multiple Groups can be assigned to a user.

S#:11 Input Field Name User Groups

Possible Values

Select Roles to be assigned to the user. Multiple roles can be assigned to the user as well.



s. Admin must enter user's Date of Birth. This date may be entered manually or select from the calendar by clicking on the green calendar button on the right side of the field.

S#12 Input Field Name: <i>L</i>	Date	of Birth
---------------------------------	------	----------

Possible Values

Enter Numeric values in the format of (DD-MM-YYYY). Date of Birth must be between 18 to 80 years of age

* CNIC () Please enter 13 digits	

t. Admin must enter the user's CNIC number.

S#12 Input Field Name: CNIC

Possible Values

Numeric Values Only.

Error Message

13 Digits are required.

* Mobile 🛈		
C +92	~	XXXXXXXXX

u. Admin must select the country code for the user from the dropdown to the left. provide the user's Mobile Number. At least 10-digits are allowed.

S#13 Input Field Name: Mobile Number

Possible Values Country Code Drop down. Numeric Values Only.



Error Message Scenario#1: Mobile number is required. Scenario#2: Mobile number should not start with 0 Scenario#3: Mobile Number Should Be At Least 10 Digits.

Change Password

a. Admins can change their password by clicking on the Change Password option in the left pane of the screen.



b. Once the Admin clicks on the Change Password option the following screen appears prompting the Admin to enter the Old Password before setting and confirming the New Password.

Change your Password Please enter your new password			
Old Password	0		
New Password			
New Password	۲		
Confirm Password			
Confirm Password	۲		
Change Password Can	cel	Electronic Government Procurement (eGP) e-Pak Acquisition & Disposal System (EPADS)	
		Version 1.0.6	Aug 28, 2022
		Powered by: Abacus Consulting	



3.3 Create and Manage Roles

Admins can create and manage user roles by clicking on the Roles menu in the left pane of the screen.

Following options are available for the PPRA Admin:

Role List

a. To create and manage user role click on Role List



- b. After clicking on Role List, a dashboard will appear. This dashboard shows a list of defined user roles. Using the dashboard, Admin can perform the following actions available to the left side of each existing role:
 - i. modify a role by clicking on the pencil icon
 - ii. delete role by clicking on the X icon
 - iii. activate and de-activate any role using the toggle switch under the status column



Clear			Q Search keyword
Actions	Name 🗸 🏹	Description \checkmark \forall	Status 🗸
0 × .	Test Admin	Test Admin	•
0 × 5	A New Demo Role One	A New Demo Role	
0 ×	Admin	Description	
0 ×	TESTROLEone		
0 ×	Role On	Role One	

c. To Add new Roles, click on Add Roles and the following form will appear on the screen.

🕅 🕅 Clear			Q Search keyword
Actions	Name ∽ ∀	Description \checkmark \forall	Status 🗸
0 ×	Test Admin	Test Admin	
0 ×	A New Demo Role One	A New Demo Role	
0 ×	Admin	Description	
0 ×	TESTROLEone		
0 ×	Role On	Role One	
	~ ~ <	1 2 > » 5 v	

Role Name 🛈		Sr.	Permission Name	Action	
Role Name	-Otto	1	View Dashboard	×	
escription	The		view Dashboard	~	
Role Description					
	4				

d. Admin must assign a Role Name to the User for example: Document Creator, User Creator etc.


S#1 Input Field Name:

Possible Values Error Message

Role Name

Alphabets Only. Please enter Role Name

Role Name 🛈		Sr.	Permission Name	Action	
Role Name		1	View Dashboard	×	
escription					
Role Description					
	- Ching "				

e. Admin may add a Description for each role to add clarity about the role. This is an optional field.
 f.

S#2 Input Field Name:

Description

Possible Values

Open Text Field.

Role Name ①	Sr.	Permission Name	Action	
Role Name	1	View Dashboard	×	
escription		view basilboard		
Role Description	k			
ermissions				CANCEL
ermissions V Home				CANCEL SAVE
Vermissions Verme Home Home				CANCEL SAVE

- g. Admin can assign permissions by selecting from the options available under the Permissions section towards the bottom of the screen and clicking on the + icon on the right side of each permission.
- h. After assigning the appropriate permissions to the user role the Admin must click on the save button to create the role.



ADD ROLES				
Role Name 🛈	Sr.	Permission Name	Action	
Role Name	1	View Dashboard	×	
Description		View Dushboard		
Role Description			it.	
	h			
				CANCEL

- i. Each permission assigned can be viewed at the top section of the screen.
- j. In case a user permission needs to be revoked Admin can do so by clicking on the X icon under the Action column in front of the assigned permission.

3.4 Create and Manage Groups

Admins can create and manage groups by clicking on the Groups menu in the left pane of the screen.

Following options are available for the PPRA Admin:

Groups List

a. To create and manage groups click on Groups List



b. After clicking on Groups List, a dashboard will appear. This dashboard shows a list of existing user Groups. Using the dashboard, Admin can perform the following actions available to the left side of each existing groups:



- i. modify a group by clicking on the pencil icon
- ii. delete group by clicking on the X icon
- iii. activate and de-activate group using the toggle switch under the status column

🕅 Clear			Q Search keyword
Actions	Name ∽ ∀	Description \checkmark \forall	Status 🗸
0 ×	Testing Demo Group		•
<i>ℓ</i> ×	all roles		•
✓	Group July Subhan	Testing Purpose.	
<i>ℓ</i> ×	Group Role July		
0 ×	Group 19 July Subhan 8:04	Testing.	

c. To add a new Group, click on Add Groups and the following form will appear on the screen.

GROUPS MANA	GEMENT		+ ADD GROUPS
🕅 Clear			Q Search keyword
Actions	Name ∨ ∀ Desc	ription 🗸 🏹	Status 🗸
0 ×	Testing Demo Group		
0 ×	all roles		
0 ×	Group July Subhan Testin	ng Purpose.	
0 ×	Group Role July		
0 ×	Group 19 July Subhan 8:04 Testin	ng.	
	≪ < 1 2 3 4 >	» 5 v	



ADD GROUP	×
* Group Name () Only alphabets are allowed	
Group Name	
Description	
Group Description	
* User Role / Group Role 🛈	
Select Roles	~
	SAVE

d. Admin must specify a Group Name. An appropriate group name can be suggestive of the role of the group.

S#1 Input Field Name:

Possible Values Error Message <u>Role Name</u>

Alphabets Only. Please enter Role Name

ADD GROUP	×
* Group Name () Only alphabets are allowed	
Group Name	
Description	
Group Description	
	2 th
* User Role / Group Role 🛈	
Select Roles	~
	SAVE



e. Admin may add a Description for each Group to add clarity to the purpose of the group. This is an optional field.

S#2 Input Field Name:

<u>Description</u>

Possible Values

Open Text Field.

ADD GROUP	×
• Group Name ①	
Group Name	
Description	
Group Description	
* User Role / Group Role ①	
Select Roles	~
	Q ×
Test Admin	<u>^</u>
A New Demo Role One	10
Admin	Tim
TESTROLEone	
	*

f. Admin must select one or more User or Group Roles to the Group from a list of existing roles.

S#3 Input Field Name:

Possible Values

Error Message

User Role / Group Role

Select value(s) from the dropdown list. User/Group Role is Required.

Group Name ① Testing Demo Group escription Group Description User Role / Group Role ①	
escription Group Description	
Group Description	
User Role / Group Role ①	
User Role / Group Role ①	
User Role / Group Role 🛈	
\otimes	\sim



g. After filling out all the required field, please click on the Save button to create the group. The following notification shall appear at the bottom of the screen upon successful creation of the group.



- 3.5 Create and Manage Ministries/Departments
- a. PPRA Admins can create and manage Ministries/Departments under the Regulatories Management section in the left pane of the screen.

Following options are available for the PPRA Admin:

- 1. Regulatory Authority Organization
- 2. Merge
- 3. Split
- b. To create and manage users click on User List

HOME		
 Home		
USER		
終 Users	~	
A Roles	~	
終 Groups	~	
SUPPLIER MANAGEMENT		
終 Suppliers	~	
※ Joint Venture	~	
BID MANAGEMENT		
REGULATORIES MANAGEMENT	Ϋ́	'n
Regulatory Authority Organization	S	
res Merge		
終 Split		

Regulatory Authority Organization

a. After clicking on Regulatory Authority Organization, a dashboard will appear. This dashboard shows a list of existing Ministries/Departments.



- b. Using the dashboard, Admin can perform the following actions available to the right side of each ministry/department:
 - i. Search ministries/departments from the search bar
 - ii. add ministry/department by clicking on the +Add button
 - iii. update a ministry/department by clicking on the pencil icon
 - iv. activate and de-activate ministry/department using the toggle switch
 - v. delete a ministry/department by clicking on the X icon
 - vi. add users to ministry/department

Vinistries/Departments				
Q Search				
Name				
✓ Federal Public Procurement Regulatory Authority	+ Add			
> Ministry of Information	+ Add	🖉 Update	X Delete	⇔Users
> Ministry of Agriculture Tech	+ Add	Update	X Delete	A Users
Ministry of Science and Tech	+ Add	Update	× Delete	A Users
> Information and Telecommunication	+ Add	🖉 Update	× Delete	A Users
> Ministry of National Health Services Regulation and Coordination	+ Add	🖉 Update	X Delete	A Users
> Ministry of Parliamentary Affair	+ Add	0 Update	× Delete	A Users

c. To search for an existing ministry/department user must specify the words in the search bar at the top of the screen. The system allows for both full or partial word searches and filters out results as the user types in the alphabets.

Ministries/Departments				
Q Information				
Name V Federal Public Procurement Regulatory Authority	+ Add			
> Ministry of Information	+ Add	🖉 Update	X Delete	쓰 Users
> Information and Telecommunication	+ Add	🖉 Update	X Delete	쓰 Users



Ministries/Departments					
Q Sci					
✓ Federal Public Procurement Regulatory Authority	+ Add				
Ministry of Science and Tech	+ Add	🖉 Update	X Delete	A Users	

d. To add a new Ministry, click on + Add icon in front of the relevant Procurement Regulatory Authority.

Please note that for Provincial PPRA Admin users, respective provincial departments would appear instead of Ministries.

Q	Search				
lame					
✓ F	Federal Public Procurement Regulatory Authority	+ Add child			
>	Ministry of Information	+ Add	Update	× Delete	A Users
>	Ministry of Agriculture Tech	+ Add	0 Update	× Delete	A Users
	Ministry of Science and Tech	+ Add	🖉 Update	X Delete	A Users
>	Information and Telecommunication	+ Add	0 Update	× Delete	A Users
>	Ministry of National Health Services Regulation and Coordination	+ Add	O Update	X Delete	은 Users
>	Ministry of Parliamentary Affair	+ Add	0 Update	× Delete	⇔Users

e. The following scrollable form will appear on the screen.

LIC PROCUS	SHEN SAME		1 Standard	AN AUTHO
1	na l	PRA	1110	/

* Name 🛈		
Name		
Office Level 🛈		
Ministry	~	
Address (i)		
Address		
* City-Tehsil-District 🛈		
18 Hazari-18 Hazari-Jhang	\sim	
 District : Jhang Tehsil : 18 Hazari City : 18 Hazari 		

The section below provides field-wise guidance on filling the form.

Federal Public Procu Authority (Add)	rement Regulatory
* Name ① Only alphabets an	re allowed
Name	This
* Office Level 🛈	
Ministry	\checkmark
Address 🛈	
Address	
* City-Tehsil-District ①	
18 Hazari-18 Hazari-Jhar	ng 🗸 🗸
 District : Jhang Tehsil : 18 Hazari City : 18 Hazari 	
	Cancel

f. Admin must specify the name of the Ministry/Department they wish to create, for example, Ministry of Commerce, Ministry of Defense Production etc.

S#1: Input field name: Possible Values: Error Message:

<u>Name</u>

Alphabets Only. Minimum Length is 4 Characters. Maximum Length is 500 Characters.

PROCUPE	A CONTRACTOR	ORY NUTHON
1	Py (PPRA) A	/

Authority (Add)		×
Name (i)		ĺ
Name		
Goffice Level () Please select value		
Ministry		~
Ministry		i the
City-Tehsil-District		
		~
 District : Jhang Tehsil : 18 Hazari City : 18 Hazari 		
	Cancel	Save

g. Admin must select the appropriate Office Level. In this case it will be Ministry.
 For Provincial PPRA this would be Department/Sub-department.

Office Level

S#2: Input field name: Possible Values:

Select Value from Dropdown List.

Federal Authorit	Public Procurement Regulatory ty (Add)	
* Name 🛈)	
Ministry	of Fisheries	
* Office Le	evel 🛈	
Ministry		~
Address (Please enter address	
Address		÷\\fi
* City-Teh	nsil-District 🛈	Ç
		\sim
Tehs	rict : Jhang sil : 18 Hazari : 18 Hazari	
	Cancel	Sav

h. Admin may enter the address of their respective Ministry/Department.

S#3: Input field name:

<u>Address</u>

Possible Values

Open text field.

AUC PROCURE	MENT REGUL	TORY AUTHOR
	(PPRA)	

* Name 🛈			
Ministry of Fish	neries		
* Office Level 🛈)		
Ministry			~
Address 🛈			
Address			
* City-Tehsil-Dis	trict () Please sel	ect city	
			×. Úm
			Q 2

i. Admin must search for or directly select the City-Tehsil-District from the dropdown list of the respective Ministry/Department.

S#4: Input field name:

Possible Values

District-Tehsil-City

Select Value from Dropdown List District, Tehsil and City will be auto populated on selection from drop down values.

Telephone No. ① City (xxx)- number(xxxxxx). Min 11 and Max 14 digits including hyphen XXX-XXXXXX
Mobile ① XXXXXXXXX Image: state
Fax ①
Department Head Name 🛈
Department Head Name Department Head Telephone No. ①
XXX-XXXXXXX
Department Head Designation ()

j. Admin is required to enter the telephone number for the respective Ministry.



S#5: Input field name:

Possible Values

Error Message

Telephone Number

Numeric Values Only. City Code (XXX) Mandatory Field. Scenario#1: Telephone Number is required. Scenario#2: Minimum length is 11 digits and Maximum 14 digits including hyphen

 Telepho 	ne No. 🛈		^
XXX-XXXX Mobile () C +92	Country code (select), Minimum length is 10 digits, Mobile number must not start with 0		
			Q
o Afg	hanistan (افغانستان) +93		
Alba	ania (Shqipëri) +355		
Alge	eria (الجزائر) +213	Thin	
< Ame	erican Samoa +1		
And	orra +376		
		Cancel	Save

k. Admin may provide the Mobile Number of the point of contact of their respective Ministry.

S#6: Input field name: Possible Values

Error Message

Mobile Number

Country Code Drop down. Numeric Values Only. Minimum length is 10 Digits.

Federal Public Procurement I Authority (Add)	Regulatory $ imes$
* Telephone No. 🛈	•
xxx-xxxxxxx	
Mobile ① V +92 V XXXXXXXXX Fax ① hyphen	
xxx-xxxxxx Department Head Name ① Department Head Name	- Contraction of the second se
Department Head Telephone No. 🛈	
xxx-xxxxxxx	
Department Head Designation $\widehat{\mathbb{O}}$	Cancel Save



I. Admin may provide the Fax Number of the respective Ministry. This is an optional field.

S#7: Input field name: Possible Values Error Message

Fax Numeric Values Only. City(XXX) Minimum length is 10 digits.

Telephone No. 🛈			^

obile 🛈			
C +92 V XXXXXXXX			
() x			
xxx-xxxxxx			
epartment Head Name () Only alph	abets are allowed		
Department Head Name		Thin	
epartment Head Telephone No. 🛈			1

epartment Head Designation (i)			-
epartment Head Designation (i)	Cancel	Save	Ŧ

m. Admin may specify the name of the respective Ministry's Department Head.

S#8: Input field name:

Possible Values Error Message

Department Head Name

Alphabets Only. Minimum length is 2 characters. Maximum length is 250 characters.

* Telephone No. 🛈	
XXX-XXXXXXX	
Mobile (i)	
C +92 V	XXXXXXXXXX
Fax 🛈	
xxx-xxxxxxx	
Department Head Na	ame 🛈
Department Head	
Department Head Te	city (xxx)- number(xxxxxxx). Min 11 and Max 14 digits including
xxx-xxxxxxx	hyphen
Department Head De	acimation and



n. Admin has the option to enter the telephone number of the respective Ministry's Department Head.

S#9: Input field name: Possible Values Error Message Department Head Telephone No. Numeric Values Only. Minimum length is 11 digits and Maximum 14 digits including hyphen

XXX-XXXXXXX			*
Department Head Name 🛈			
Department Head Name			
Department Head Telephone	e No. ①		
xxx-xxxxxxx			
Department Head Designation	on () Alphanumeric and hyphen are allowed		
Designation	-		
Description (i)			
Description			
		h	

o. Admin may enter the Department Head Designation for the respective ministry.

S#10: Input field name:

Possible Values Error Message

Department Head Designation.

Alphabets and Hyphens Only.

Alphanumeric and hyphen are allowed. Hyphen at start and end are not allowed.

xxx-xxxxxxx		
Department He	ead Name 🛈	
Department H	Head Name	
Department He	ad Telephone No. 🛈	
xxx-xxxxxxx		
Department He	ad Designation ①	
Designation		
Description 🛈	Please provide description. Maximum length is 255 characters	
Description	itin	4
Description	Thin	1.



p. Admin may also add a brief description about the department being added.

S#11: Input field name: Possible Values Description Open text field.

q. After filling out all the required field, please click on the Save button to create the group. The following notification shall appear at the bottom of the screen upon successful creation of the group.



Merge Ministries

a. To merge two or more ministries/departments Admin must click on Merge option available under the Regulatories Management section in the left pane of the e-PADS.

REGULATORIES MANAGEMENT
Regulatory Authority Organization
Merge
A Split

b. A Merger Ministry screen will appear. The screen provides options for the admin to select ministries/departments to merge and also specify the ministry/department the selected ministries are required to be merged into.

Please add ministry first, if it does not exists before			Add Ministry
Select Ministries ①		* Merge into Ministries ①	
Select Ministry	~	Select Ministry	~

- c. Admin can perform the following actions:
 - i. add ministry/department by clicking on the Add Ministry button
 - ii. select ministries required to be merged from a dropdown list of existing ministries/departments
 - iii. select ministry/department to merge into from a dropdown list of existing ministries/departments

Please add ministry first, if it does not exists before			Add Ministry
Select Ministries 🛈		* Merge into Ministries ①	``````````````````````````````````````
Select Ministry	~	Select Ministry	~

d. In cases where merging two ministries/departments would result in creation of a new Ministry/Department, Admin would have to create a new Ministry/Department by clicking on Add Ministry/Department button on the right side of the screen.

The system will take the Admin to create ministry/department screen. Please refer to the Regulatories Authority Organization section to create a ministry/department.

Please add ministry first, if it does not exists before		Add Ministry
Select Ministries O Ministries are required	 Merge into Ministries ① 	
Ministry of National Health Services Regulation and Coo	rdination 🛞	~
National	a × 💭	

e. Admin must select one or more ministries from the dropdown list by checking the box to the left side of the ministry/department name. The system allows search functionality within the dropdown.

S#1: Input Field Name:

Possible Values Error Message

Select Ministries

Select value from the dropdown list. Ministry is Required.

Please add ministry first, if it does not exists before	Add Ministry
• Select Ministries ①	Merge into Ministries ① Select Ministry to Merge
Ministry of National Health Services Regulation and Coordination \otimes	Select Ministry
	Ministry of Agriculture Tech
Merge	Information and Telecommunication
	Ministry of National Health Services Regulation and Coordination
	Ministry of Parliamentary Affair
	ministry of Parilamentary Affair

f. Users are required to select the Ministry they want the selected ministries/departments to merge into.

S#2: Input Field Name:	<u>Merge into Ministries</u>
Possible Values	Select value from the dropdown list.
Error Message	Select the Required Ministry.

Please add ministry first, if it does not exists before		Add Mir	nistry
 Select Ministries ① 		* Merge into Ministries \odot	
Ministry of Science and Tech \otimes	~	Ministry of National Health Services Regulation and Coordination	\sim
Merge			

- g. Once both the required fields are specified, the Admin may proceed with merging the ministries/departments by clicking on the Merge button.
- h. The system will prompt by asking "Are you sure you want to Merge Ministries/Departments?". To proceed with merging the ministries/departments please click on the "Yes" button, otherwise click on "No" to revert.



Split Ministries

a. To split a ministry/department the Admin must click on Split option available under the Regulatories Management section in the left pane of the e-PADS.



b. A Split Ministry screen will appear. The screen provides options for the admin to select ministry/department to split and also specify the departments/sub-departments for the new ministries being created.

Please add ministry first, if it does not exists before			Add Ministry
Select Ministry to Split ①			
Select Ministry	~		
Departments for New Ministry #1①		* New Ministry #1 🛈	
Select Department	~	Select Ministry	~
Departments for New Ministry # 2 🛈		* New Ministry # 2 🛈	
Select Department	~	Select Ministry	~

c. Admin also has the option to create new ministries/departments, because of splitting, by clicking on the Add Ministry/Department button at the top-right section of the screen.

The system will take the admin to create ministry/department screen. Please refer to the Regulatories Authority Organization section to create a ministry/department.

- d. Admin can perform the following actions:
 - i. add ministry/department by clicking on the Add Ministry/Department button
 - ii. select the ministry that needs to be split from a dropdown list of existing ministries/departments



iii. select, from a dropdown list of existing ministries/departments, the respective ministries/departments to move under the new ministries.

Please add ministry first, if it does not exists before		Add Ministry
Select Ministry to Split O		
Select Ministry	- Thin	
Ministry of Agriculture Tech	* New Ministry # 1 ①	
Ministry of Science and Tech	Select Ministry	
Information and Telecommunication	* New Ministry # 2 🛈	
Ministry of National Health Services Regulation and Coordination		
Ministry of Parliamentary Affair		

e. Admin must select the Ministry that needs to be Split into Ministry #1 and Ministry #2.

S#1 Input Field Name:

Possible Values Error Message <u>Select Ministries</u>

Select value from the dropdown list. Ministry is Required.

Please add ministry first, if it does not exists before			Add Ministry
Select Ministry to Split 🛈			
Ministry of Agriculture Tech	~		
Departments for New Ministry # 1 Kew Ministry # 1	ents for	* New Ministry #1	
Irrigation Department 🛞 Agri Research 🛞	×.	Select Ministry	~
	a × Sur	* New Ministry # 2 ①	
0.000	*	Select Ministry	~
WARSA			
✓ Irrigation Department			
PAEC			

f. Admin is required to select Department(s) to be assigned to Ministry #1. This can be done by selecting from a drop down of existing departments. The system allows for search within the dropdown. Admin can select department(s) by clicking on the check box available to the left of the relevant department name.



S#2 Input Field Name:

Possible Values Error Message

Select Ministries

Select value from the dropdown list. Department(s) are Required.

Please add ministry first, if it does not exists before		Add Ministry
• Select Ministry to Split ①		
Ministry of Agriculture Tech	~	
Departments for New Ministry #1①	* New Ministry #1①	
Irrigation Department 🛞 Agri Research 🛞	✓ Select Ministry	~
Departments for New Ministry # 2 Select Departments for New Ministry # 2	* New Ministry # 2 ①	
PAEC 🛞 WARSA 🛞 DPTQ 🛞	Select Ministry	\checkmark
2 thing	a ×	
WARSA		
V PAEC		

g. Admin must select Department(s) to be assigned to Ministry #2. This can be done by selecting from a drop down of existing departments. The system allows for search within the dropdown. Admin can select department(s) by clicking on the check box available to the left of the relevant department name.

The dropdown list automatically displays the remaining Departments for New Ministry #2 after excluding the departments already assigned to Ministry #1.

S#3 Input Field Name:

Possible Values Error Message

Select Ministries

Select value from the dropdown list. Department(s) are Required.

Please add ministry first, if it does not exists before		Add Ministry
* Select Ministry to Split ①		
Ministry of Agriculture Tech	~	
* Departments for New Ministry #1①		* New Ministry # 1 (New Ministry # 1
Irrigation Department 🛞 Agri Research 🛞	~	minstry
* Departments for New Ministry # 2 🛈		Ministry of Science and Tech
PAEC 🛞 WARSA 🛞 DPTQ 🛞	~	Information and Telecommunication
		Ministry of National Health Services Regulation and Coordination

h. Admin must select the name for New Ministry #1 from the dropdown list.

S#4 Input Field Name:

Select Ministries

Possible Values	Select value from the dropdown list.
Error Message	Split Ministry is Required.

Please add ministry first, if it does not exists before			Add Ministry
 Select Ministry to Split ① Ministry of Agriculture Tech 	~		
Departments for New Ministry # 1	•	• New Ministry # 1 ①	
Irrigation Department 🛞 Agri Research 🛞	~	internal external	~
\bullet Departments for New Ministry # 2 $\textcircled{0}$		* New Ministry # 2 ①	
WARSA 🛞 PAEC 🛞 DPTQ 🛞	~	Ministry of Science and Tech	~
		Ministry of Science and Tech	tin
Split		Information and Telecommunication	
		Ministry of National Health Services Regulation and Coordinat	ion

i. Admin must select the name for New Ministry #2 from the dropdown list.

S#5 Input Field Name:

Possible Values Error Message

Select Ministries

Select value from the dropdown list. Split Ministry is Required.

* Select Ministry to Split 🛈			
Ministry of Agriculture Tech	~		
* Departments for New Ministry #1①		* New Ministry #1①	
Irrigation Department 🛞 Agri Research 🛞	~	internal external	~
Departments for New Ministry # 2 ①		• New Ministry # 2 ①	
WARSA 🛞 PAEC 🏵 DPTQ 🛞	~	Ministry of Science and Tech	~
Split			

- i. Once all the fields are specified, the Admin may proceed with splitting the ministries/departments by clicking on the Split button at the bottom left side of the screen.
- j. The system will prompt by asking "Are you sure you want to Split?". To proceed with splitting the ministry/department please click on the "Yes" button, otherwise click on "No" to revert.

3.6 Authority Delegation

a. PPRA Admins can delegate their authority to other personnel in the same organization / department. If for some reason the person is not available to come to the office for a certain time, the delegated personnel will take charge of the person's duties in his/her absence.

Following options are available to PPRA Admins for authority delegation:

- 1. Specify dates of leave / absence.
- 2. Select personnel to whom you want to delegate authority.
- 3. Provide comments regarding authority delegation.
- b. To delegate authority click on Authority Delegation.



HOME	
命 Home	
USER	
ペ Users	~
Roles	~
将 Groups	~
Authority Delegation	ŝ
Request Authority Delegation	(h)
SUPPLIER MANAGEMENT	
終 Suppliers	~
冬 Joint Venture	~

Request Authority Delegation

- a. After clicking on Request Authority Delegation, a dashboard will appear. This dashboard shows a list of existing authorities delegated to PPRA personnel by PPRA Admin or vice versa.
- b. Using the dashboard, Admin can perform the following actions available:
 - i. Search the requested personnel from the search bar
 - ii. add new request for authority delegation by clicking on the +Add button
 - iii. PPRA Admins and users can view requested authority delegation information for their reference by clicking the eye button on the screen.
 - iv. PPRA Admin or user can Accept, Reject and Revoke authority delegation request they receive or the user who has received the request will have the right to accept or reject.
 - v. Requests that are not being responded at the moment will be given a Pending status.
 - vi. Users can delete request that have been completed/ canceled/ reject/ revoked.
 - vii. Users cannot further delegate the authority to another user. However, he/she can delegate his/her authority to another user.

UTHOR	IORITY DELEGATION(S)		DELEGATION(S)			Add	
🕅 🕅 Clear	·]		ar			Q Search ke	eyword
Actions	Requested To $\lor \mathbb{Y}$	Requested From ${\checkmark}$	Start Date 🗸 🍸	End Date 🗸 🍸	Comments 🗸 🍸	Status 🗸 🍸	
~ X	FPPRA Admin	Ashir Hafeez	Sep 15, 2022	Sep 15, 2022	1	Pending	
団	retert ererr	FPPRA Admin	May 3, 2023	May 8, 2024	.123!@###########sdsgfhgdshfgdsm	Pending	
0	FPPRA Admin	mohsin ali	Aug 31, 2022	Aug 31, 2022	!	Accepted	
			« < 1 2	> >> 5 ~			

🕅 Clear		Admin can preforn actions against th request with this column	e			Q Search keyword	
Actions	Requested To \checkmark \forall	Requested From \checkmark \forall	Start Date 🗸 🍸	End Date 🐱 🍸	Comments \checkmark \forall	St	atus ∽ 🏹
~ X	FPPRA Admin	Ashir Hafeez	Sep 15, 2022	Sep 15, 2022	1	Pe	ending
D	retert ererr	FPPRA Admin	May 3, 2023	May 8, 2024	.123!@###########sdsgfhg	dshfgdsm Pe	ending
0	FPPRA Admin	mohsin ali	Aug 31, 2022	Aug 31, 2022	1	Ac	ccepted
			« < 1 2	> >> 5 V			

- c. To perform actions on request the PPRA Admin can Accept or Reject delegation request by clicking on Tick or Cross button. PPRA Admin can Delete Authority Delegation that have been performed. PPRA Admin can also view Request Authority Delegation form by clicking the eye icon.
- d. To add new Authority Delegation, click on ADD button given on top right side of the screen and the following form will appear to the users:

Add Authority Delegation
* Start Date 🛈
DD-MM-YYYY
* End Date ①
DD-MM-YYYY
* Requested To ①
Please Select
* Comments ①
Comments
Click on Cancel to Solution Click cancel to Solution Cancel to Solutio
Click on Cancel to

Please select the start date for authority delegation.

S#1: Input field name:

Start Date



Possible Value:

Error Message: Tool Tip: Select the start date from the calendar or type manually. Start Date is required. Please enter date in DD-MM-YY format.



Please select the end date for authority delegation.

S#2: Input field name:

Possible Value: Error Message: Tool Tip: End Date

Select the end date from the calendar or type manually. End Date is required. Please enter date in DD-MM-YY format.

* Requested To 🛈	
Please Select	~

Please select personnel to whom you want to delegate authority.

S#3: Input Field Name: Possible Values:

Error Message: Tool Tip: <u>Business Industry</u>

Users are required to select the personnel from the dropdown list. Please Select from the list. Please Select from the list.

Г	* Comments 🛈	
L	Comments	
Ŀ		1

Users are required to provide comments regarding authority delegation.

S#4: Input Field Name:

Possible Value: Error Message: Tool Tip: <u>Comments</u>

Alphanumeric and Special characters. Comments are required. Max length is 255 characters.

c. After filling out all the required field, please click on the Save button to request authority delegation. The following notification shall appear at the bottom of the screen upon successful creation of the group.



Action performed successfully.



Department Admin

- 1. Department Admin Login
- 2. Create and Manage Users
- 3. Create and Manage Roles
- 4. Create and Manage Groups
- 5. Create and Manage Departments/Sub-departments



3.7 Department Admin Login

a. Enter https://eprocure.gov.pk in URL to access e-Pak Acquisition and Disposal System e-PADS login screen.



Username User Name Password Password Forgot Password?		rement Procurement (eDP) to ba Disposal System (EPADS)	Jult 222
	Weicc Please enter your cr		Enter Username
Click Login to Access e-PADS	ar_ppra_dpt Password	•	Enter

Before You Begin...

Homepage

Forgot Password?



Fields with asterisk (*) are MANDATORY. Users are REQUIRED to fill these in before proceeding to the next step.

Login

Fields with no asterisk are OPTIONAL Fields. Users may fill these in but they can proceed to the next step without filling them.

b. Enter valid username and password to log into the system.

Password



S#1: Input field name:	<u>Username</u>
Possible Values:	Enter Username as Set and Shared by Your Administrator
S#2: Input field name:	Password
Possible Values:	Enter Password as Set and Shared by Your Administrator
S#3 Login	<u>Login</u>
Possible Values:	Scenario#1: Successfully logged in Scenario#2: Wrong Username or password

c. In case of an incorrect password or where the user wishes to change credentials, user can change password by clicking on the forgot password link or request support by sending an email to support@eprocure.gov.pk.

3.8 Create and Manage Users

a. After successfully logging in you the e-PADS home screen will appear.

j ≡ Ministry o	of Health (De	rtment (Ministry))	Admin V 👤 mohadmin V
HOME			2 m
奋 Home			
USER			
冬 Users	~		
AR Roles	~		£
终 Groups	~		
REGULATORIES MANAGEM	IENT		
Regulatory Authority Organization			

b. The top right section of the screen allows for user preferences.



- 1. Department Admin can switch roles from Admin dropdown list.
- 2. Department Admin can view profile and change password by setting dropdown list.
- 3. Department Admin can logout by clicking this [▷] button.
- c. PPRA Admins can create and manage users by clicking on the Users menu in the left pane of the screen.

Following options are available for the Department Admin:

1. User List

User List

a. To create and manage users click on User List



HOME		
命 Home		
USER		
終 Users	^	
A User List		
Roles	~	
終 Groups	~	
REGULATORIES MANAGEMENT		
Regulatory Authority Organization		

- c. After clicking on User List, a dashboard will appear. This dashboard shows a list of all added users. Using the dashboard, Admin can perform the following actions available to the left side of each user:
 - i. modify and update user information by clicking on the pencil icon
 - ii. view user information by clicking on the eye icon
 - iii. delete user by clicking on the X icon
 - iv. activate and de-activate any User by using the toggle switch under the status column

			Q	Search keyword
Actions	Username 🗸 🕅	Name ~ 7	cnic \checkmark \mathbb{T}	Status 🗸
0 © X	usman123	usman	15215-2415215-2	
/ © X	th mair12	Umair	18474-6513205-4	
0 © ×	ahmed1234	ahmed	34343-4354545-5	
0 💿 X	CommitteeMembersExternal	qweqwe	89654-3132121-6	
0 💿 X	TestAgain27	Muzam32423	78789-5614321-3	

d. To add a new user the Admin must click on the Add User button on the right side of the dashboard.

IOME	^					
iOME 企 Home		INTERNAL USER				+ ADD USER
JSER						lin
冬 Users	~	🌾 Clear			Qs	Search keyword
ዶ Roles	~	Actions	Username 🗸 🏹	Name 🗸 🕅	CNIC ~ T	Status 🗸
将 Groups	~	2 © ×	usman123	usman	15215-2415215-2	
UPPLIER MANAGEMENT						
冬 Suppliers	~	0 © ×	umair12	Umair	18474-6513205-4	
A Joint Venture	~	0 © ×	ahmed1234	ahmed	34343-4354545-5	
ID MANAGEMENT		0 © ×	CommitteeMembersExternal	qweqwe	89654-3132121-6	
EGULATORIES MANAGEME	NT	0 © ×	TestAgain27	Muzam32423	78789-5614321-3	
Regulatory Authority Organization			« < <u>1</u> 2	3 4 5 6 >	» > 5 ×	

e. After clicking on Add User a form will appear on the screen. All the mandatory fields must be filled.

Please provide your personal information	
• First Name ① 1	• Last Name ① 2
e.g Usman	e.g Usman
• Username ① 3	• Email ① 4
e.g Usman	e.g someone@email.com
Designation ① 5	* Grade ① 6
Select Designation	✓ Select Grade ✓
Employee ID ① 7	• Gender ① 8
Enter Employee ID	Male Female Transgender
• User Role / Group Role 🛈 🧐	User Group ① 10
Select Roles	 ✓ Select Groups
Date of Birth ③ 11	• CNIC ① 12
DD-MM-YYYY	
* Mobile ① 13	
≤ +92 ∨ XXXXXXXXX	
	Click on Cancel Save
	Click on Cancel to Discard.

f. After filling out the form click on Save and internal user will be created.

The section below provides field-wise guidance on filling the form.



*	irst Name ① Only alphabets are allowed	
	.g Usman]

Please enter the first name of the User.

S#1: Input Field Name: *First Name*

Possible Values	Alphabets Only.
Error Message	First Name is Required

* Last Name () Only alphabets are allowed	
e.g Usman	

Please enter the last name of the User.

S#2: Input Field Name: Last Name

Possible Values Error Message Alphabets Only. Last Name is Required

Please add a unique username.

S#3: Input Field Name:	<u>Username</u>
Possible Values	Alphanumeric and (-) are only allowed between the text.
Error Message	Scenario#1: Username is Required Scenario#2: Alphanumeric are allowed, first character must be an alphabet and min. Length is seven characters Scenario#3: Username must be unique.
	Enter a valid email one@email.com

Please provide a valid email address for the user.

S#4: Input Field Name: Email

Possible Values	Alphanumeric and (@, $_$, - , .) are allowed.
Error Message	Email is Required.



Select Designation

User's designation can be selected from options available in the dropdown menu.

S#5: Input Field Name: Designation

Possible Values Listed in dropdown.

In case the required designation does not exist within the dropdown Admin can select 'Other Designation' from the menu and specify a new designation in the 'Other Designation' field.

Designation 🛈	
Select Designation	~
Joint Secretary	•
Managing Director	
Secretary	
Section Officer	
Other Designation	
	×
Other () Alphanumeric and hyphen are allowed	
e.g Director	
-	

Please enter desired user designation.

S#6: Input Field Name:	<u>Other</u>
Possible Values	Alphanumeric and (-) are only allowed between the text.
Error Message	Scenario#1: Designation must be at least 2 characters. Scenario#2: Hyphen at start and end are not allowed. One digit is mandatory. First character must be alphabet if there is a combination of Alphanumeric.
* Grade 🛈	Please select grade

User's grade can be selected from options available in the dropdown menu.

S#7: Input Field Name: Grade

Possible Values Listed in dropdown.

Select Grade



* Grade 🛈	
Select Grade	~)
SPS-7	•
SPS-8	
SPS-9	
SPS-10	
Other Grade	
* Other (i) Alphanumeric and hyphen are allowed	
e.g BPS-18	

In case the required grade does not exist within the dropdown Admin can select 'Other Grade' from the menu and specify a new grade in the 'Other Grade' field.

Error Message

Scenario#1: Grade must be at least 2 characters.

Scenario#2: Hyphen at start and end are not allowed. One digit is mandatory. First character must be alphabet if there is a combination of Alphanumeric.

mployee ID 🛈	Alphanumeric and hyphens are allowed	
Enter Employ		

Please enter the Employee ID. This is an optional field.

S#8: Input Field Name: Employee ID

Possible Values

Alphanumeric and (-) are allowed.

* Gender 🛈	Please select gender
Male	Female Transgender

Please select user's gender.

S#9 Input Field Name: <u>Gender</u>

Possible Values

Select from the radio buttons.



* User Role / Group Role () Please select role	
Select Roles	~

Admin must select one or more Roles to be assigned to the User.

S#10 Input Field Name: <u>User Role and Group Role</u>

Possible Values Select Roles and Groups to be assigned to the user. Multiple roles / groups can be assigned to the user.

Error Message

User Role is required.

User Group () Please select	
Select Groups	~

Admin may assign a group to the user by selecting from existing groups. Multiple Groups can be assigned to a user.

S#:11 Input Field Name User Groups

Possible Values

Select Roles to be assigned to the user. Multiple roles can be assigned to the user as well.

* Date of Birth (DD-MM-YYYY)		
DD-MM-YYYY		e

Admin must enter user's Date of Birth. This date may be entered manually or select from the calendar by clicking on the green calendar button on the right side of the field.

S#12 Input Field Name: Date of Birth

Possible Values

Enter Numeric values in the format of (DD-MM-YYYY). Date of Birth must be between 18 to 80 years of age

* CNIC () Please enter 13 digits	

Admin must enter the user's CNIC number.

S#12 Input Field Name: <u>CN/C</u>

Possible Values	Numeric Values Only.
Error Message	13 Digits are required.



* Mobile 🛈			
C +92	~	XXXXXXXXXX	
C +92	~	*****	

Admin must select the country code for the user from the dropdown to the left. provide the user's Mobile Number. At least 10-digits are allowed.

S#13 Input Field Name:	Mobile Number
------------------------	---------------

Possible Values Country Code Drop down. Numeric Values Only.

Error Message	Scenario#1: Mobile number is required.
	Scenario#2: Mobile number should not start with 0
	Scenario#3: Mobile Number Should Be At Least 10 Digits.

3.9 Create and Manage Roles

Admins can create and manage user roles by clicking on the Roles menu in the left pane of the screen.

Following options are available for the Department Admin:

1. Role List

Role List

a. To create and manage user role click on Role List

HOME	
命 Home	
USER	
終 Users	~
A Roles	^
Role List	
🤗 Groups	~
REGULATORIES MANAGEMENT	
Regulatory Authority Organization	


- b. After clicking on Role List, a dashboard will appear. This dashboard shows a list of defined user roles. Using the dashboard, Admin can perform the following actions available to the left side of each existing role:
 - i. modify a role by clicking on the pencil icon
 - ii. delete role by clicking on the X icon
 - iii. activate and de-activate any role using the toggle switch under the status column

🕅 Clear			Q Search keyword
Actions	Name 🗸 🕅	Description \checkmark	Status 🗸
0 ×	Test Admin	Test Admin	•
0 × 2	A New Demo Role One	A New Demo Role	
0 ×	Admin	Description	
0 ×	TESTROLEone		
0 ×	Role On	Role One	

c. To Add new Roles, click on Add Roles and the following form will appear on the screen.

🕅 Clear			Q Search keyword
Actions	Name ~ 7	Description \vee γ	Status 🗸
0 ×	Test Admin	Test Admin	
	A New Demo Role One	A New Demo Role	
0 ×	Admin	Description	
0 ×	TESTROLEone		
0 ×	Role On	Role One	



ADD ROLES					
* Role Name 🛈		Sr.	Permission Name	Action	
Role Name	The	1	View Dashboard	×	
Description	C				
Role Description	ĥ				£
					CANCEL

d. Admin must assign a Role Name to the User for example: Document Creator, User Creator etc.

S#1 Input Field Name:

<u>Role Name</u>

Possible Values Error Message Alphabets Only. Please enter Role Name

Role Name 🛈		Sr.	Permission Name	Action	
Role Name		1	View Dashboard	×	
escription					
Role Description					
	2 th				

e. Admin may add a Description for each role to add clarity about the role. This is an optional field.

S#2 Input Field Name:

<u>Description</u>

Possible Values

Decemption

Open Text Field.

Role Name ①	Sr.	Permission Name	Action	
Role Name	1	View Dashboard	×	
escription		The Babibbara		
Role Description	4			
ermissions				CANCEL
ermissions V Home				CANCEL
				CANCEL



- f. Admin can assign permissions by selecting from the options available under the Permissions section towards the bottom of the screen and clicking on the + icon on the right side of each permission.
- g. After assigning the appropriate permissions to the user role the Admin must click on the save button to create the role.

Role Name 🛈	Sr.	Permission Name	Action	
Role Name	1	View Dashboard	×	
escription				
Role Description			2th	
	le			

- h. Each permission assigned can be viewed at the top section of the screen.
- i. In case a user permission needs to be revoked Admin can do so by clicking on the X icon under the Action column in front of the assigned permission.

3.10 Create and Manage Groups

Admins can create and manage groups by clicking on the Groups menu in the left pane of the screen.

Following options are available for the Department Admin:

1. Groups List

Groups List

a. To create and manage groups click on Groups List

HOME	
命 Home	
USER	
糸 Users	~
冬 Roles	~
終 Groups	^
A Groups List	
REGULATORIES MANAGEMENT	
Regulatory Authority Organization	
	☆ Home USER ※ Users ※ Roles ※ Groups ※ Groups List REGULATORIES MANAGEMENT



- b. After clicking on Groups List, a dashboard will appear. This dashboard shows a list of existing user Groups. Using the dashboard, Admin can perform the following actions available to the left side of each existing groups:
 - i. modify a group by clicking on the pencil icon
 - ii. delete group by clicking on the X icon
 - iii. activate and de-activate group using the toggle switch under the status column

ROUPS MANA	GEMENT		+ ADD GROUPS
🕅 Clear			Q Search keyword
Actions	Name ~	Description 🗸 🏹	Status 🗸
0 × .	Testing Demo Group		•
	all roles		•••
0 ×	Group July Subhan	Testing Purpose.	
0 ×	Group Role July		
<i>ℓ</i> ×	Group 19 July Subhan 8:04	Testing.	
	~	< 1 2 3 4 > » 5 v	

c. To add a new Group, click on Add Groups and the following form will appear on the screen.

GROUPS MANA	GEMENT		+ ADD GROUPS
			Q Search keyword
Actions	Name 🗸 🏹	Description 🗸 🍸	Status ∽
<i>ℓ</i> ×	Testing Demo Group		
0 ×	all roles		
0 ×	Group July Subhan	Testing Purpose.	
0 ×	Group Role July		
0 ×	Group 19 July Subhan 8:04	Testing.	
	~ ~ ~	1 2 3 4 > » 5 v	



ADD GROUP	×
* Group Name () Only alphabets are allowed	
Group Name	
Description	
Group Description	
* User Role / Group Role ①	ĥ
Select Roles	~
	SAVE

d. Admin must specify a Group Name. An appropriate group name can be suggestive of the role of the group.

S#1: Input Field Name:

Possible Values Error Message Role Name

Alphabets Only. Please enter Role Name

ADD GROUP	×
* Group Name () Only alphabets are allowed	
Group Name	
Description	
Group Description	
	2th
* User Role / Group Role ①	
Select Roles	\sim
	SAVE



e. Admin may add a Description for each Group to add clarity to the purpose of the group. This is an optional field.

S#2: Input Field Name:

<u>Description</u>

Possible Values

Open Text Field.

ADD GROUP	×
• Group Name ①	
Group Name	
Description	
Group Description	
* User Role / Group Role ①	
Select Roles	~
	Q ×
Test Admin	<u>^</u>
A New Demo Role One	10
Admin	Tim
TESTROLEone	
	*

f. Admin must select one or more User or Group Roles to the Group from a list of existing roles.

S#3: Input Field Name:

Possible Values

Error Message

User Role / Group Role

Select value(s) from the dropdown list. User/Group Role is Required.

ADD GROUP	×
• Group Name ①	
Testing Demo Group	
Description	
Group Description	
	li
* User Role / Group Role 🛈	
\otimes	\sim
	 SAVE A



g. After filling out all the required field, please click on the Save button to create the group. The following notification shall appear at the bottom of the screen upon successful creation of the group.



3.11 Create and Manage Departments/Sub-departments

a. Department Admins can create and manage Departments/Sub-departments under the Regulatories Management section in the left pane of the screen.

Following options are available for the Department Admin:

- 1. Regulatory Authority Organization
- b. Click on Regulatory Authority Organization to create a Department.

HOME	
奋 Home	
USER	
ዶ Users	~
冬 Roles	~
ዶ Groups	~
REGULATORIES MANAGEME	INT
Regulatory Authority Organization	The
	☆ Home USER 終 Users 終 Roles 終 Groups REGULATORIES MANAGEME

- c. After clicking on Regulatory Authority Organization, a dashboard will appear. This dashboard shows a list of existing Department/Sub-departments.
- d. Using the dashboard, Admin can perform the following actions available to the right side of each department/sub-department:
 - i. Search for sub-departments from the search bar
 - ii. add departments/sub-departments
 - iii. update a department/sub-department by clicking on the pencil icon
 - iv. activate and de-activate department/sub-department using the toggle switch
 - v. delete a department/sub-department by clicking on the X icon
 - vi. add users to a department/Sub-department

Q Search			
Name			
✓ Ministry of Health	+ Add		
PIMS	🖉 Update	× Delete	A Users
Poly Clinic	🖉 Update	X Delete	수 Users
Children Health	🖉 Update	× Delete	A Users
hospitals	🖉 Update	X Delete	A Users

e. To search for an existing ministry/department user must specify the words in the search bar at the top of the screen. The system allows for both full or partial word searches and filters out results as the user types in the alphabets.

Q Pi			
Name Ministry of Health 	+ Add		
PIMS	🖉 Update	× Delete	A Users
hospitals	🖉 Update	X Delete	烇 Users

f. To add a new Department or Sub-department, click on + Add icon in front of the Ministry/Department.

Please note that for Provincial Department Admin users, respective provincial departments/subdepartments would appear instead of Ministries.

Q Search			
Name			
✓ Ministry of Health	+ Add		
PIMS	🖉 Update	× Delete	A Users
Poly Clinic	🖉 Update	× Delete	A Users
Children Health	🖉 Update	× Delete	A Users
hospitals	🖉 Update	× Delete	A Users



r. The following scrollable form will appear on the screen.

Ministry of Health (Add)		×	
* Name 🛈			
Name			
* Office Level 🛈			
Department		~]	
Address 🛈			
Address			r
* City-Tehsil-District			
Islamabad-Islamabad-Islamabad		~	
 District : Islamabad Tehsil : Islamabad City : Islamabad 			
* Telenhone No. (i)			
	Cancel	Save	

The section below provides field-wise guidance on filling the form.

Ministry of Health (Add)	
* Name ① Only alphabets are allowed	
Name	
* Office Level ①	
Department	~
Address 🛈	
Address	
* City-Tehsil-District ①	
Islamabad-Islamabad-Islamabad	\sim
 District : Islamabad Tehsil : Islamabad City : Islamabad 	
* Telenhone No (i)	
Cano	cel Save

s. Please enter the Name of the respective Department/Program/Division for example, Livestock and Dairy Development Board, Directorate of Workers Education, etc.

S#1: Input field name:

<u>Name</u>

Possible Values: Error Message: Alphabets Only. Minimum Length is 4 Characters. Maximum Length is 500 Characters.

A DE LA DE L
(PPRA)

/inistry of Health (Add)		×	
Name ①			*
Name			
Office Level () Please select value			
Department		~	
Department		Thin	1
Program			
Division			
 District : Islamabad Tehsil : Islamabad City : Islamabad 			
Telephone No (i)			*
	Cancel	Save	

t. Admin is required to select the appropriate Office Level. In this case it will be Department/Program/Division.

S#2: Input field name:

Office Level

Possible Values:

Select Value from Dropdown List.

Ministry of Health (Add)		×
* Name ①		
Name		
* Office Level ①		
Department		~
Address () Please enter address		
Address		- Čím
* City-Tehsil-District ①		2
Islamabad-Islamabad-Islamabad		~
 District : Islamabad Tehsil : Islamabad City : Islamabad 		
* Telenhone No. (i)		
	Cancel	Save

u. Admin may enter the address of their respective Department/Sub-department.

S#3: Input field name:

<u>Address</u>

Possible Values

Open text field.



linistry of Health (Add)	×		
Name ①		^	
Name		d	
Office Level ①		date	
Department	~	udic	
ddress 🛈		date	
Address			
City-Tehsil-District O Please select city			
Islamabad-Islamabad	~		
			٩
Hussain Bux Mari-Hussain Bux Mari-Mirpur Khas			-
Hyderabad-Hyderabad-Hyderabad			
Hyderabad City-Hyderabad City-Hyderabad			
Isakhel-Isakhel-Mianwali			
Islamabad-Islamabad	h		

v. Admin must search for or directly select the City-Tehsil-District from the dropdown list of the respective Department/Sub-department.

S#4: Input field name:

Possible Values

District-Tehsil-City

Select Value from Dropdown List District, Tehsil and City will be auto populated on selection from drop down values.

* Telephone No. 🛈	City (xxx)- number(xxxxxx). Min 11 and Max 14 digits including hyphen
Mobile ①	Sup
C +92 V	xxxxxxxxx
Fax 🛈	
xxx-xxxxxxx	
Department Head N	lame 🛈
Department Head	Name
Department Head T	elephone No. 🛈
xxx-xxxxxx	
Department Head D	Designation ①

w. Admin is required to enter the telephone number for the respective Department.

S#5: Input field name:

Telephone Number



Possible Values

Error Message

Numeric Values Only. City Code (XXX) Mandatory Field. Scenario#1: Telephone Number is required. Scenario#2: Minimum length is 11 digits and Maximum 14 digits including hyphen

* Telepho	ne No. 🛈		•
XXX-XXXX Mobile () (C +92	Country code (select), Minimum length is 10 digits, Mobile number must not start with 0		
1			٩
S Afg	hanistan (افغانستان) +93		<u>^</u>
Alb:	ania (Shqipëri) +355		1
Alg	eria (الجزائر) +213	Thin	
< Am	erican Samoa +1		
Anc	lorra +376		_1

x. Admin may provide the Mobile Number of the point of contact of their respective Department/sub-department.

S#6: Input field name:

Possible Values Error Message

Mobile Number

Country Code Drop down. Numeric Values Only. Minimum length is 10 Digits.

* Telephone No. 🛈	
XXX-XXXXXXX	
Mobile ①	
C +92 V XXXXXX	(XXX
Fax (1) Fax (1	
XXX-XXXXXXX	- Číňo
Department Head Name 🛈	
Department Head Name	
Department Head Telephone N	lo. 🛈
xxx-xxxxxxx	
Department Head Designation	Û



y. Admin may provide the Fax Number of the respective Department. This is an optional field.

S#7: Input field name: Possible Values Error Message

Fax Numeric Values Only. City(XXX) Minimum length is 10 digits.

* Telephone No. 🛈			•
xxx-xxxxxx			
Mobile 🛈			
C +92 V	xxxxxxxxx		
Fax 🛈			
xxx-xxxxxx			
Department Head N	ame () Only alphabets	are allowed	
Department Head	Name		Thin
Department Head T	elephone No. 🛈		
xxx-xxxxxxx			
Department Head D	esianation 🛈		•

z. Admin may specify the name of the respective Department's Head.

S#8: Input field name:

Possible Values Error Message

Department Head Name

Alphabets Only. Minimum length is 2 characters. Maximum length is 250 characters.

* Telephone No.)
xxx-xxxxxxx	
Mobile ()	
€ +92 V	XXXXXXXXXX
Fax 🛈	
xxx-xxxxxxx	
Department Head	Name 🛈
Department Hea	
Department Head	Telephone No. () and Max 14 digits including hyphen
xxx-xxxxxxx	- Tippinen



aa. Admin has the option to enter the telephone number of the respective Department's Head.

S#9: Input field name: Possible Values Error Message *Department Head Telephone No.* Numeric Values Only. Minimum length is 11 digits and Maximum 14 digits including hyphen

XXX-XXXXXX		
Department Head Name 🛈		
Department Head Name		
Department Head Telephone No.	0	
xxx-xxxxxx		
Department Head Designation 🛈	Alphanumeric and hyphen are allowed	
Designation	The	
Description (i)		
Description		

bb. Admin may enter the Department Head Designation.

S#10: Input field name:

Possible Values

Error Message

Department Head Designation.

Alphabets and Hyphens Only.

Alphanumeric and hyphen are allowed. Hyphen at start and end are not allowed.

xxx-xxxxxxx		
Department He	ead Name 🛈	
Department I	Head Name	
Department He	ead Telephone No. 🛈	
xxx-xxxxxxx		
Department He	ead Designation 🛈	
Designation		
Description ①	Please provide description. Maximum length is 255 characters	
Description	tin	



cc. Admin may also add a brief description about the department being added.

S#11: Input field name: Possible Values *Description* Open text field.

dd. After filling out all the required field, please click on the Save button to add Department/Subdepartment. The following notification shall appear at the bottom of the screen upon successful creation of the Department/Sub-department.

xxx-xxxxxxx	
Department Head Name	D
Department Head Name	
Department Head Telepho	one No. 🛈
XXX-XXXXXXX	
Department Head Designa	ation ①
Designation	
Description (i)	
Description	
	Cancel

3.12 Authority Delegation

a. Admins can delegate their authority to other personnel in the same organization / department. If for some reason the person is not available to come to the office for a certain time, the delegated personnel will take charge of the person's duties in his/her absence.

Following options are available to Department Admins for authority delegation:

- 1. Specify dates of leave / absence.
- 2. Select personnel to whom you want to delegate authority.
- 3. Provide comments regarding authority delegation.
- b. To delegate authority click on Authority Delegation.





Request Authority Delegation

- a. After clicking on Request Authority Delegation, a dashboard will appear. This dashboard shows a list of existing authorities delegated to Department personnel by Department Admin or vice versa.
- b. Using the dashboard, Admin can perform the following actions available:
 - i. Search the requested personnel from the search bar
 - ii. add new request for authority delegation by clicking on the +Add button
 - iii. Department Admins and users can view requested authority delegation information for their reference by clicking the eye button on the screen.
 - iv. Department Admin or user can Accept, Reject and Revoke authority delegation request they receive or the user who has received the request will have the right to accept or reject.
 - v. Requests that are not being responded at the moment will be given a Pending status.
 - vi. Users can delete request that have been completed/ canceled/ reject/ revoked.
 - vii. Users cannot further delegate the authority to another user. However, he/she can delegate his/her authority to another user.

🕅 🕅 Clea					Q Search	h keyword
Actions	Requested To 🗸 🍸	Requested From 🗸 🏹	Start Date 🗸 🍸	End Date 🗸 🏹	Comments 🗸 🍸	Status 🗸 🍸
✓ ×						
✓ ×	FPPRA Admin	Ashir Hafeez FPPRA Admin	Sep 15, 2022	Sep 15, 2022	1001@##################################	Pending
₩	retert ererr FPPRA Admin	mohsin ali	May 3, 2023 Aug 31, 2022	May 8, 2024 Aug 31, 2022	.123!@###########sdsgfhgdshfgdsm !	Pending Accepted
			« < 1 2	> >> 5 ~		
UTHOR	ITY DELEGATION(S	actions against th	m			Add
UTHOR		Admin can prefor	m		Q Search	Add
		actions against th request with this	m	End Date V		
🕅 Clear		actions against th request with this column	m he s		Q Search	keyword
Clear Actions	Requested To 🗸 🏹	Admin can prefor actions against th request with this column Requested From ~ 7	Tm he s Start Date ~ 7	End Date v V	Q Search Comments ~ 7	keyword Status ∽ ♡

- c. To perform actions on request the Department Admin can Accept or Reject delegation request by clicking on Tick or Cross button. Department Admin can Delete Authority Delegation that have been performed. Department Admin can also view Request Authority Delegation form by clicking the eye icon.
- d. To add new Authority Delegation, click on ADD button given on top right side of the screen and the following form will appear to the users:



	Add Authority Delegation	n ×		
	* Start Date 🛈			
	DD-MM-YYYY	#		
	* End Date 🛈	_		
	DD-MM-YYYY	8		
	* Requested To ①			
	Please Select	~		
	* Comments 🛈			
	Comments			
l		SAVE		
l		SAVE		
l	Click on Cancel to discard task.	Click c Save t procee	:0	
	Click on Cancel to	Click c Save t	:0	
* Start	Click on Cancel to	Click c Save t	:0	

Please select the start date for authority delegation.

S#1: Input field name: Possible Value:	Start Date Select the start date from the calendar or type manually.
Error Message:	Start Date is required.
Tool Tip:	Please enter date in DD-MM-YY format.
	* End Date 🛈
	DD-MM-YYYY

Please select the end date for authority delegation.

S#2: Input field name:

End Date

Possible Value: Error Message: Tool Tip: Select the end date from the calendar or type manually. End Date is required. Please enter date in DD-MM-YY format.

LIC PROCUS	SHEN SAME		1 Standard	ANY AUTHO
1	na l	PRA	1110	/

Requested To 🛈	
Please Select	\sim

Please select personnel to whom you want to delegate authority.

S#3: Input Field Name: Possible Values:

Error Message: Tool Tip:

Business Industry

Users are required to select the personnel from the dropdown list. Please Select from the list. Please Select from the list.

Comments 🛈	
Comments	
	1

Users are required to provide comments regarding authority delegation.

S#4: Input Field Name: Possible Value: Error Message: Tool Tip:

<u>Comments</u>

Alphanumeric and Special characters. Comments are required. Max length is 255 characters.

c. After filling out all the required field, please click on the Save button to request authority delegation. The following notification shall appear at the bottom of the screen upon successful creation of the group.

Action performed successfully.



TRAINING EVALUATION Forms

for e-Pak Acquisition and Disposal System

TRAINER'S PRE-TEST EVALUATION FORM

Name:	Date:	Time:
Course Provider:		
Course Title:		
Trainer:	Venue:	

Prior to your nomination were you consulted by your PA about this training?	Yes	No
Are the training aims and objectives relevant to the identified need?	Yes	No
Is the design of the training suited to your role in the procurement process?	Yes	No
Is the training venue appropriate?	Yes	No
Were the training materials shared with you before the commencement of this training?	Yes	No
Are you satisfied with the nominated facilitator for this training?	Yes	No
Do the selected facilitators have the right knowledge and skills?	Yes	No
Did the facilitator cater to your needs timely?	Yes	No
Are all the facilities (including equipment, visual aids, discussion rooms, etc.) available?	Yes	No
Are the facilities, training methods, etc. appropriate for the objectives of the training?	Yes	No
Have all the administrative procedures been set up?	Yes	No
Did the training start on time?	Yes	No
Are you satisfied with the duration of the training?	Yes	No



TRAINER'S IN-PROGRAMME EVALUATION FORM

_

Name:	Date:	Time:	
Course Provider:			
Course Title:			
Trainer:	Venue:		

Are you enjoying the training?	Yes	No
Did you notice any dissatisfaction with the training by other participants?	Yes	No
Do you find this training insightful so far?	Yes	No
Are the desired objectives of the training being met?	Yes	No
Do you find the topics relevant?	Yes	No
Do you find the training methods relevant, effective, and enjoyable?	Yes	No
Are you satisfied with the training equipment, facilities and administrative arrangements?	Yes	No
Was the tea/coffee, refreshments and food served appropriately?	Yes	No
Did the facilitators show up at the right time?	Yes	No
Did every participant take part in discussions or did the trainer do all the talking?	Yes	No
Are you satisfied with the trainers?	Yes	No
Are you satisfied with the facilitators?	Yes	No
Are the assessment tasks helpful in achieving the learning outcomes?	Yes	No
Do you have any suggestions for improvement of the training? (Please share below if, Yes)	Yes	No



TRAINER'S POST-TEST EVALUATION FORM

Г

Name: Time:			
Course Provider:			
Course Title:			
Trainer: Venue:			
4 Diduum			
1. Did you:		1	
Find the objectives relevant?	Yes	No	
Find the content generally appropriate?	Yes	No	
Find the conduct of the facilitators appropriate?	Yes	No	
Find that your expectations had been met?	Yes	No	
Consider any part of the training particularly not relevant/not useful?	Yes	No	
Think that some topics should be added to the course?	Yes	No	
Enjoy any specific training methods?	Yes	No	
Like the composition of the group?	Yes	No	
Consider the facilities adequate?	Yes	No	
Consider the administrative support adequate?	Yes	No	
2. What important changes do you recommend to any of the elements noted above?			
3. What changes would you as a trainer recommend to the organizing, running, and subject material states and subject	atter of the co	ourse?	
4. Job Performance			
Do you think your supervisor would consider this training would lead to better performance of your job functions? recognized any improvement in the performance of the participants?	Yes	No	
E-PADS I	JSER MANU	AL 94	



What parts of the training would you put in practice?		
	[
Would you find the course helpful when you returned back to your job?	Yes	No
Have you been given feedback on your performance?	Yes	No
Do you require further training?		



TRAINING EVALUATION FORM

Name:	_ Date:	_ Time:
Course Provider:		
Course Title:		
Trainer:	Venue:	

Course Effectiveness

Given below are rankings for course content, performance of facilitators and relevance of the session to your job. By referring to the learning objectives which were given at the beginning of each session, please rate the degree to which the session subject matter helped you to understand the subject (circle).

Note:

1 = Poor	2 = Fair
3 = Good	4 = Very Good
5 = Excellent	

Sr. No.	Subject	Content	Performance	Relevance
1.	Principles of Public Sector Procurement	1 2 3 4 5	12345	1 2 3 4 5
2.	User Management	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Other Information

1.	Training method Used	1 2 3 4 5
2.	Participants' involvement	1 2 3 4 5
3.	Handouts/Training materials	1 2 3 4 5
4.	Time Allocations	1 2 3 4 5
5.	Sequencing of sessions	1 2 3 4 5
6.	Meeting of your expectations	1 2 3 4 5
7.	Selection/composition of participants	1 2 3 4 5
8.	Length/duration of the course	1 2 3 4 5
9.	Meals and refreshments	1 2 3 4 5



10.	Facilities/seating arrangements	1 2 3 4 5
11.	What topics should be added?	
12.	What topics should be removed?	
13.	Did you dislike any of the training methods (state)?	
14.	What parts of the course and training methods did you consider particu	larly useful (state)?
15.	What changes would you recommend to any of the elements noted in E	(1-10) above?
16.	General comments	
10.		



FREQUENTLY ASKED QUESTIONS (FAQS)

7

for e-Pak Acquisition and Disposal System

- How to get application support?
- How to get user?
- How to Reset Password?
- How to create admin user?

How to get application support?

To get the necessary support, you can either call at 051-920XXXX or send an email to support@ppra.org.pk. System auto generates the ticket number which can be tracked using the following link: <u>https://eprocure.gov.pk</u>

Return to Top

e-Pak Acquisition and Disposal System (e-PADS)