


Bandeyri Portal

Bid Committee Module User Documentation
Financial Executive

Authorize Bid Committee

1. Select “Bid Committee” from the side menu
2. Click the edit button of the “Pending” record.

The screenshot displays the BAN'DEYRI PORTAL interface. The left sidebar contains a menu with items: Dashboard, Bid Committee, Members, Meetings, Awarded Procurements, and Announcements. The 'Bid Committee' item is highlighted with a red box labeled '1'. The main content area shows the 'Bid Committee' management page. At the top, there is a header with 'Welcome, FinanceExecutive [Finance Executive]', 'Agency', 'Logout', and 'Version: 2.0'. Below this, the breadcrumb 'Home > Bid Committees' is visible. The main section is titled 'Bid Committee' and includes a 'Business Area : 1001' label. A table lists the committee records. The first record is 'Pending', created by 'ProcurementOfficer', with a status of '-'. The 'Action' column for this record contains an edit icon (pencil), which is highlighted with a red box labeled '2'. Below the main table, there are two sections: 'Members' and 'Meetings'. Both sections show 'No records found'.

Status	Created By	Authorized By	Authorized Date	Approved By	Approved Date	Action
Pending	ProcurementOfficer	-	-	-	-	

Name	NID Number	Agency	Designation	Email	Contact
No records found					

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					

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3. To authorize the request click the “Authorize” button.
4. “Reject” button will display a modal window where you can specify the reason for the rejection.

The screenshot shows the BANDEYRI PORTAL interface. The top navigation bar includes a welcome message for 'FinanceExecutive [Finance Executive]', a dropdown menu, 'Agency', 'Logout', and 'Version: 2.0'. The left sidebar contains a menu with 'Dashboard', 'Bid Committee', 'Members', 'Meetings', 'Awarded Procurements', and 'Announcements'. The main content area is titled 'Bid Committees' and contains two tables: 'Member Requests' and 'Members'. The 'Member Requests' table has columns for Request, Name, NID Number, Agency, Designation, Email, and Contact. It lists three requests with 'ADD' buttons next to them. The 'Members' table is currently empty, showing 'No records found'. Below the tables are two buttons: 'Authorize' and 'Reject'. A red box with the number '3' is placed over the 'Authorize' button, and a red box with the number '4' is placed over the 'Reject' button.

Request	Name	NID Number	Agency	Designation	Email	Contact
ADD	A12345	Ibrahim Rasheed	Presidents Office	Procurement Officer	ibrahim.rasheed@agency.gov.mv	7123456
ADD	A12346	Mohamed Naseem	Presidents Office	Director	mohamed.naseem@agency.gov.mv	7123457
ADD	A12347	Ahmed Firaag	Presidents Office	Assistant Executive Director	ahmed.firaag@agency.gov.mv	7123458

Name	NID Number	Agency	Designation	Email	Contact
No records found					

3 **4**

Authorize Reject

The screenshot shows the same BANDEYRI PORTAL interface as the previous one, but with a modal window titled 'Reject Bid Committee' open. The modal has a blue header bar with the title and a close button. Below the header is a section labeled 'Reason' with a large text input area. At the bottom of the modal are two buttons: 'Reject' and 'Cancel'. The background content is dimmed.

Reject Bid Committee

Reason

Reject Cancel

5. The status of the new bid committee changes to “Authorized”. Once the bid committee is approved meetings and procurement data can be added.
6. “Members” menu item lists all the bid committee members including previous members.
7. “Meetings” menu item displays all the bid meetings.
8. “Awarded Procurements” menu items lists all the awarded procurements.
9. “Announcements” lists all the announcements.


BAN'DEYRI PORTAL

Welcome, FinanceExecutive [Finance Executive] Agency Logout Version: 2.0

Home > Bid Committees

Bid Committee

Agency
Business Area : 1001

Status	Created By	Authorized By	Authorized Date	Approved By	Approved Date	Action
Authorized	ProcurementOfficer	FinanceExecutive	02/12/2020	-	-	

Members

Name	NID Number	Agency	Designation	Email	Contact
No records found					

Meetings

Meeting ID	Date	Minutes	Agenda	Decision	Action
No records found					