

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 shows the BANDEYRI PORTAL interface. The top navigation bar includes the logo, user information (Welcome, FinanceExecutive [Finance Executive]), Agency, Logout, and Version: 2.0. The sidebar menu on the left contains: Dashboard, Bid Committee, Bid Committee (selected), Members, Meetings, Awarded Procurements, and Announcements. The main content area is titled 'Bid Committee' and shows 'Business Area : 1001'. It contains three tables: a main table with columns Status, Created By, Authorized By, Authorized Date, Approved By, Approved Date, and Action; a 'Members' table with columns Name, NID Number, Agency, Designation, Email, and Contact; and a 'Meetings' table with columns Meeting ID, Date, Minutes, Agenda, Decision, and Action. The main table has one record with Status 'Pending', Created By 'ProcurementOfficer', and an edit button (pencil icon) in the Action column. Red boxes with numbers '1' and '2' highlight the 'Bid Committee' menu item and the edit button, respectively.

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 the logo, user information (Welcome, FinanceExecutive [Finance Executive]), Agency, Logout, and Version: 2.0. The left sidebar contains navigation options: Dashboard, Bid Committee, Bid Committee, Members, Meetings, Awarded Procurements, and Announcements. The main content area is titled "Bid Committee" and contains two tables. The first table, "Member Requests", has columns for Request, Name, NID Number, Agency, Designation, Email, and Contact. It lists three requests with "ADD" buttons next to them. The second table, "Members", has columns for Name, NID Number, Agency, Designation, Email, and Contact, and displays "No records found". Below the tables are "Authorize" and "Reject" buttons. A red circle labeled "3" points to the "Authorize" button, and a red circle labeled "4" points to 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 Firaq	Presidents Office	Assistant Executive Director	ahmed.firaq@agency.gov.mv	7123458

Name	NID Number	Agency	Designation	Email	Contact
No records found					

The screenshot shows the BANDEYRI PORTAL interface with a modal window titled "Reject Bid Committee" open. The modal has a blue header with a close button (X) and a text area labeled "Reason". At the bottom of the modal are "Reject" and "Cancel" buttons. The background shows the same "Member Requests" table as in the previous screenshot, but it is dimmed.

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.

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					