User Guide
07. Procurement Management-MA-120-
Full Process Ver 3.0.0

For

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager
11-09-2025	3.0.0	Enhancements for the manual	Project Manager

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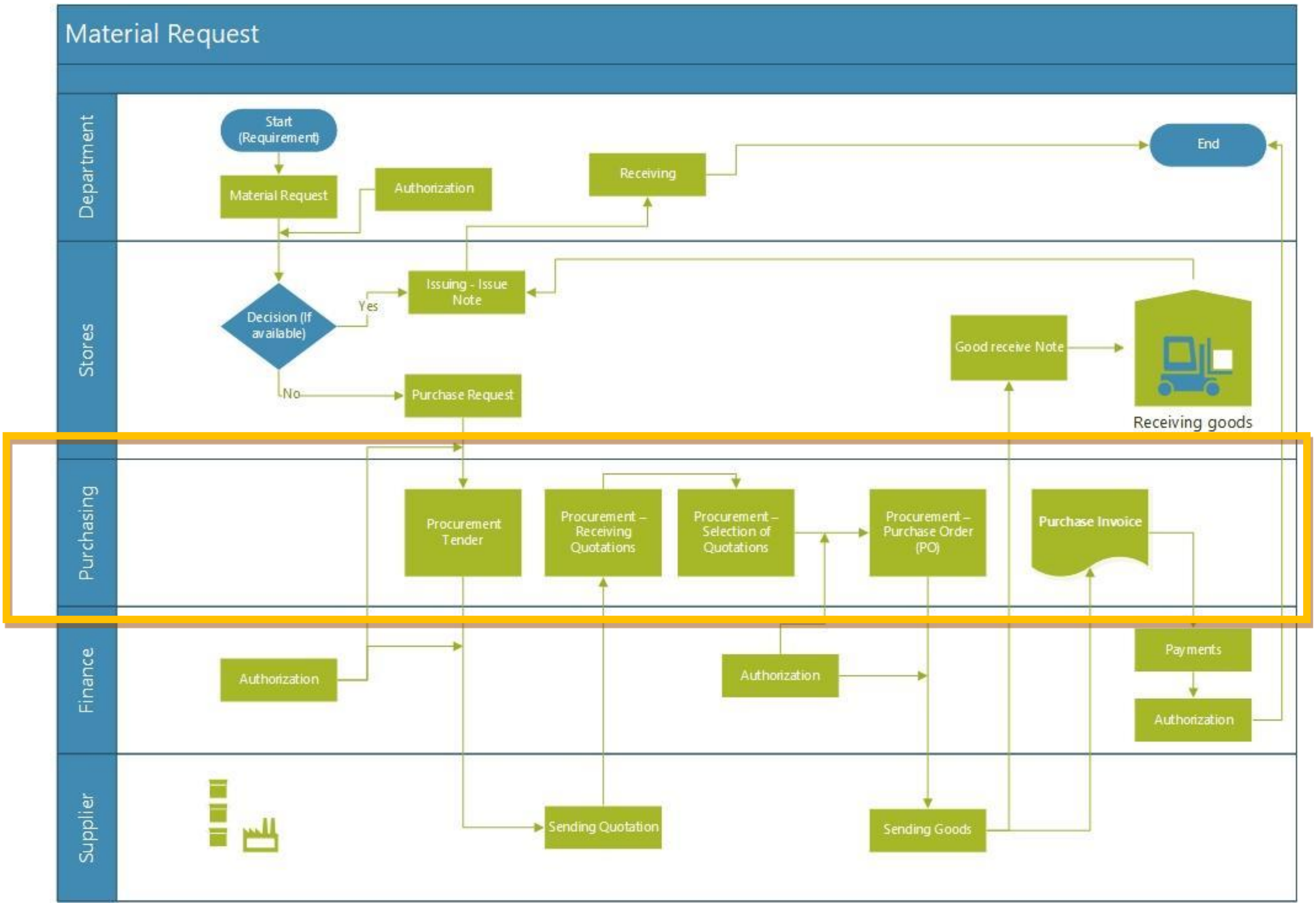
2. Procurement management

2.1. Overview

Procurement management module is reside in the purchasing horizontal lane of following workflow of the DMMC – ERP



2.2. *Login to the system*

Type the ERP URL in the address bar of any browser. Then you will get ERP Landing Page.

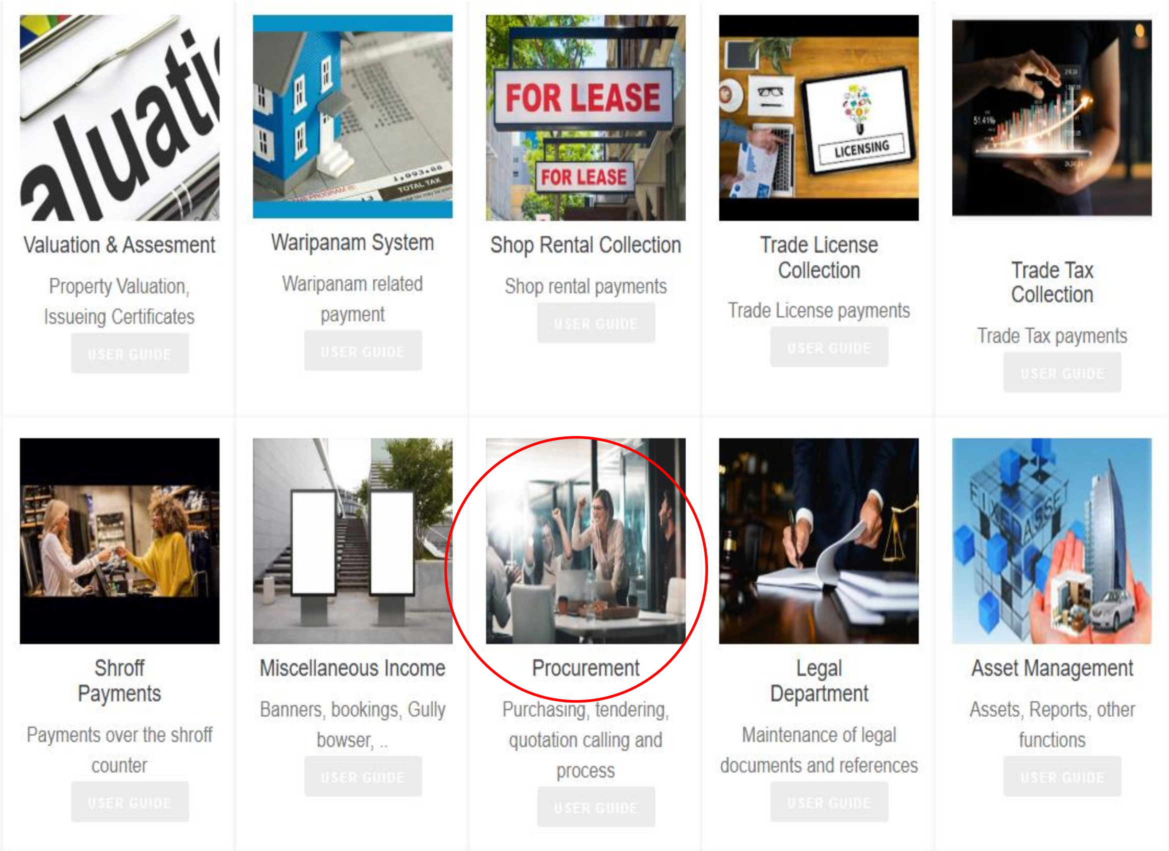
ENTERPRISE RESOURCE PLANNING (ERP)

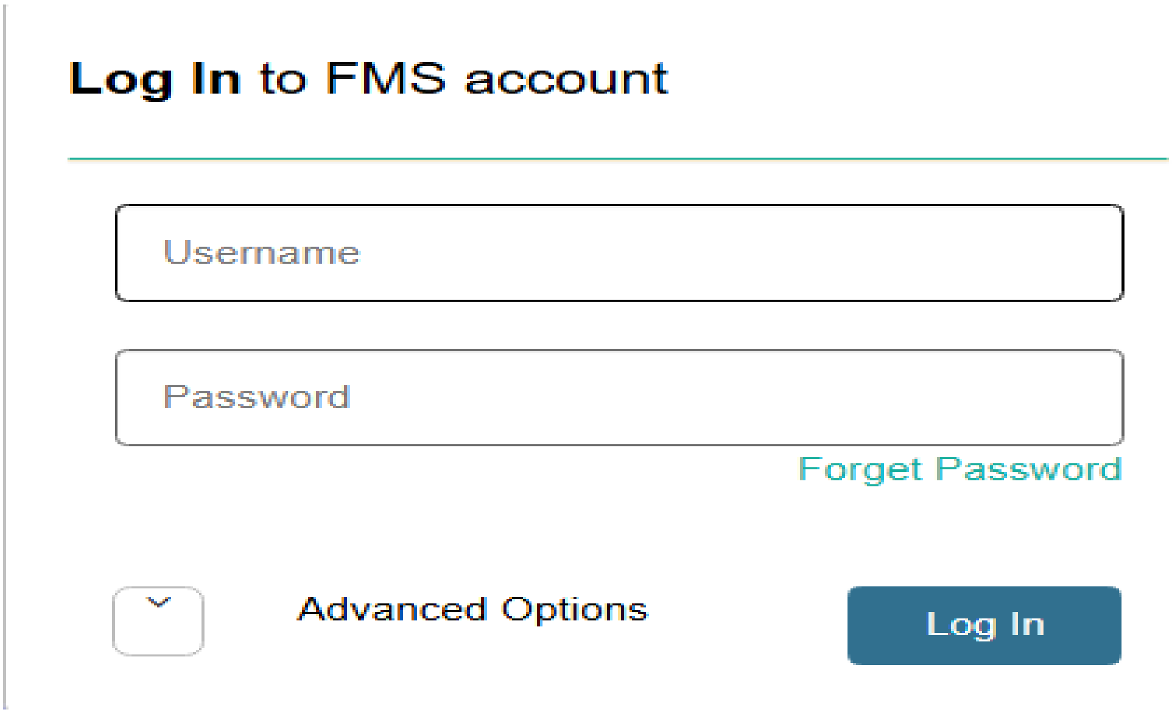
Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Good Evening!

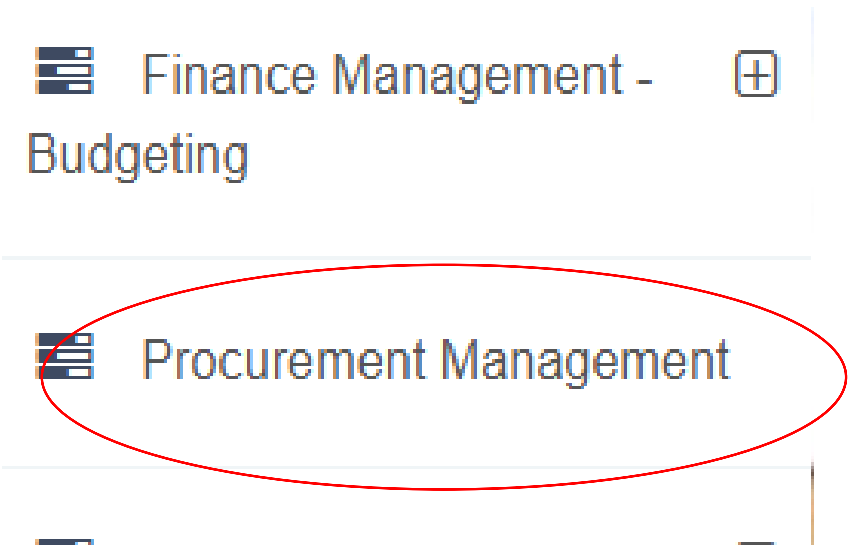
Scroll down to the module list and select procurement management module





1. Then user will see the above login page
2. Type the user name provided in the User Name box
3. Type the password given in the password box
4. Then click on the Login button

Then the user will land on the main menu of the system. Select Procurement Management menu.

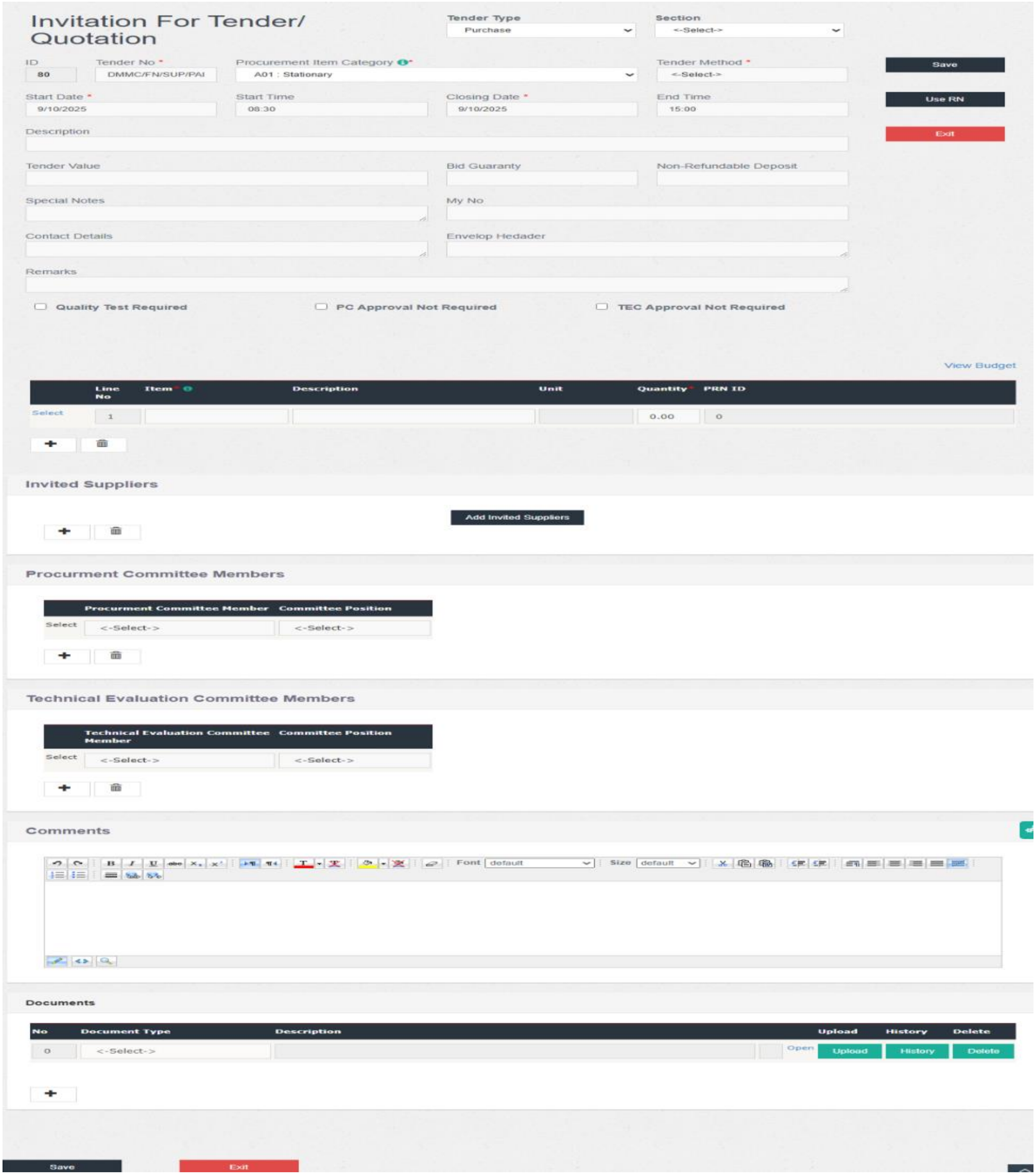


2.3. *Features of the Procurement Module*

User can navigate the features through the main menu in the left hand side or using the Icons

2.4. *Tender Process*

a. Add a tender



📌 Step 1: Access Tender Creation Page

Module Path: **Procurement Dashboard > Tender > Add**

- **You'll be directed to the Tender Creation Form**

Step 2: Fill Basic Tender Details

Field	Description
Tender No	Unique reference number (e.g., DMMC/FN/SUP/PAINT/2077)
Procurement Item Category	Select from dropdown (e.g., A01: Stationary)
Tender Method	Choose method (e.g., Open, Limited)
Start Date/Time	Set tender opening date and time
Closing Date/Time	Set tender closing date and time
Description	Brief summary of the tender
Tender Value	Estimated value of the tender
Bid Guaranty / Deposit	Enter financial requirements if applicable
Special Notes	Add any specific instructions or conditions

👥 Step 3: Assign Committees

Procurement Committee

- Add members and assign their Committee Position

Technical Evaluation Committee (TEC)

- Add TEC members and assign their Committee Position

📦 Step 4: Add Tender Items

- Use the Line Item Table to input:
  - Item Description
  - Unit
  - Quantity
  - PRN ID (Purchase Request Note ID)

📤 Step 5: Upload Supporting Documents

- Select Document Type
- Add Description
- Click Upload
- Uploaded files will appear in the History Table

? Step 6: Quality Test & Approvals

- Check if Quality Test Required
- Toggle PC Approval and TEC Approval as needed

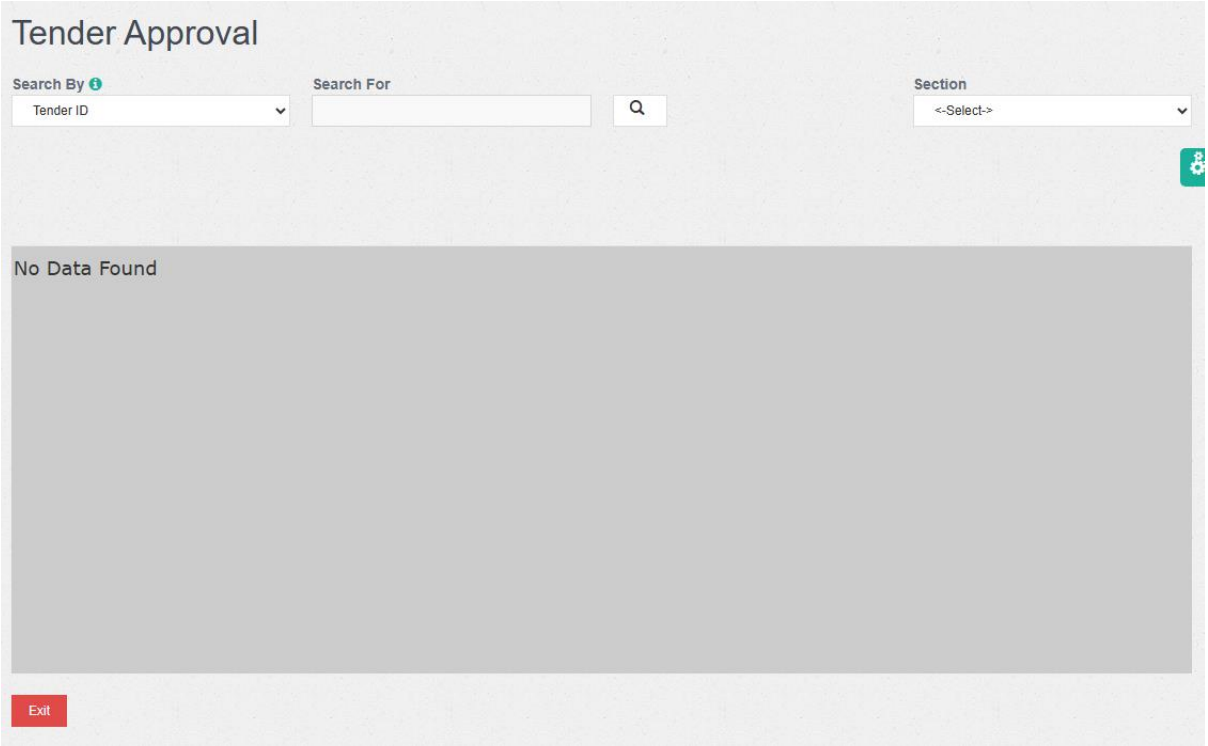
📨 Step 7: Invite Suppliers

- Add suppliers manually or via bulk upload
- Ensure supplier details are complete

☑ Step 8: Finalize and Save

- Review all entered data
- Click Save to submit the tender
- Use Exit to leave without saving
- Use View Budget to cross-check financial allocations

b. Edit a tender



The Edit function allows users to modify existing tender entries. It is accessible under:

Module Path: **Procurement Dashboard → Tender → Edit**

✨ Key Features:

- Modify tender details such as title, description, dates, and assigned committees.
- Update attached documents (e.g., technical reports, quotations).
- Reassign evaluation committees (TEC/PC).
- Extend tender deadlines if required.

🛠️ Steps to Use:

1. Navigate to the Tender Dashboard.
2. Select the tender you wish to modify.
3. Click Edit.
4. Make necessary changes in the form fields.
5. Click Save to apply changes.

The Tender Approval process includes several dropdowns that guide users through the approval workflow.

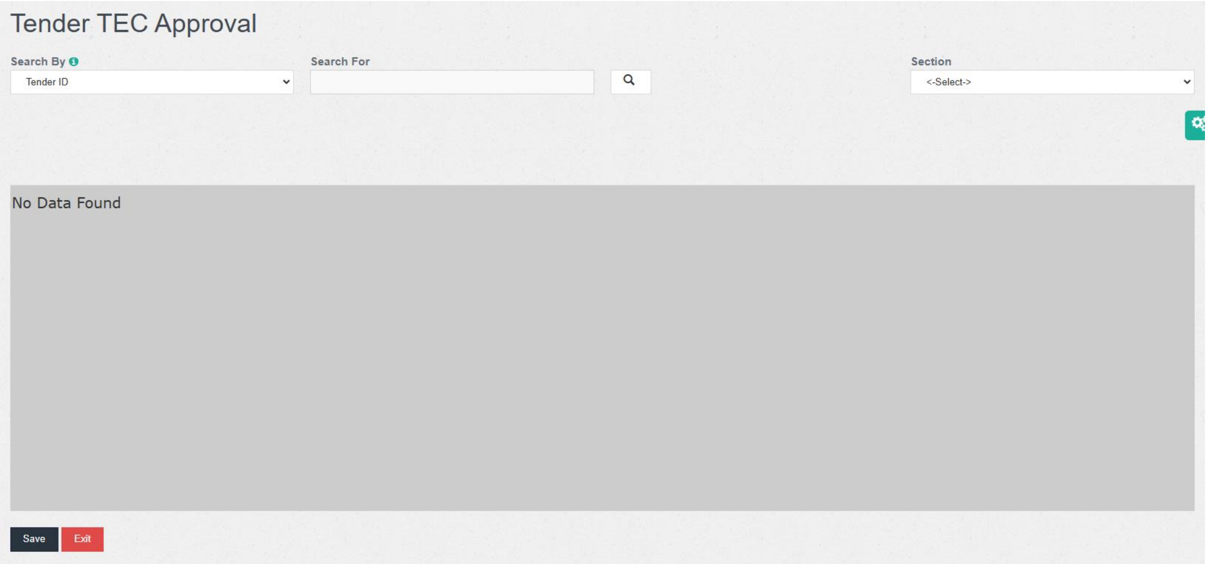
🔽 Dropdowns in Tender Approval:

Dropdown Label	Description
Search By Tender ID	Locate specific tenders using their unique ID.
Search For Section	Filter tenders by department or section

☑ Step-by-Step Approval Process:

1. **Search Tender:**
   - Use **Search By Tender ID** to locate the tender.
   - Use **Search For Section** to narrow down by department.
2. **Review Tender Details:**
   - Check uploaded documents (technical reports, quotations).
   - Confirm committee assignments (TEC/PC).
3. **Select Action:**
   - Choose from dropdown: **Approve**, **Cancel**, or **Extend**.
4. **Finalize Approval:**
   - Click **Approve** to authorize.
   - System updates status and logs the action.

C. TEC Approval Process



Path: Dashboard → Procurement → Tender → TEC Approval

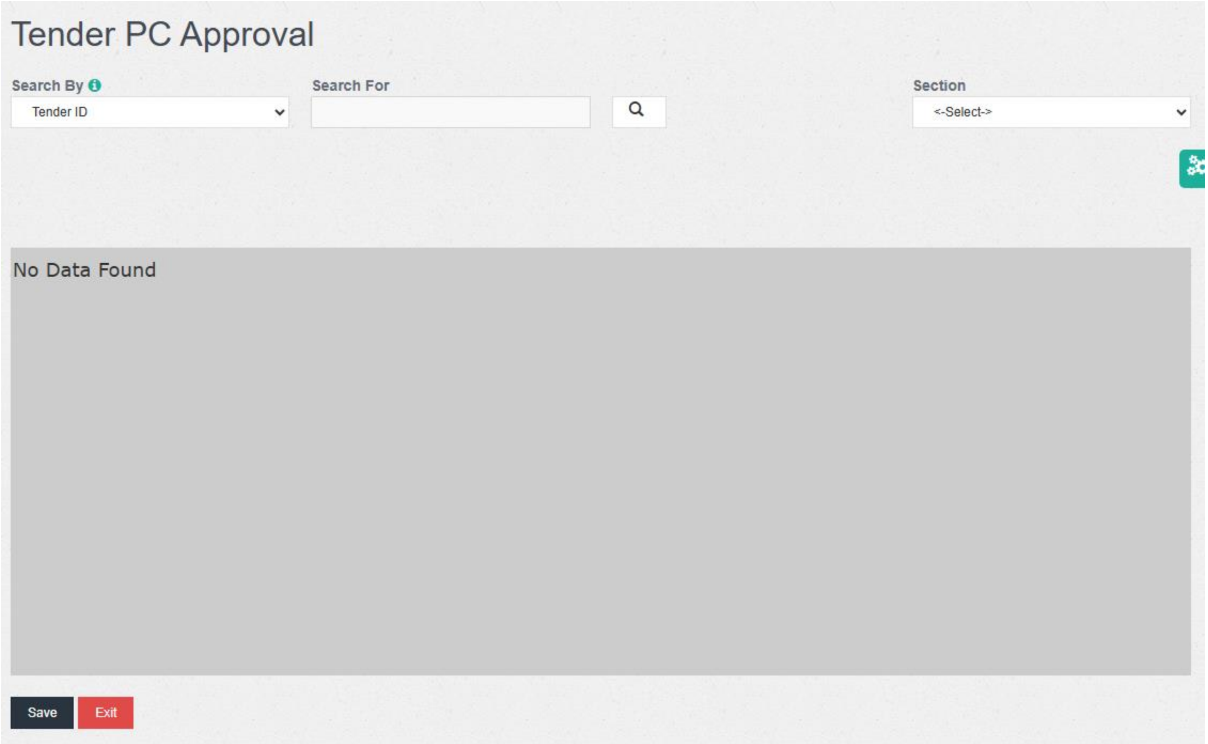
⍰ Dropdown Fields Explained

Dropdown Name	Purpose
Search By Tender ID	Locate a specific tender using its unique identifier.
Search For Section	Filter tenders by department or organizational section.
<-Select->	Default placeholder prompting user selection.

☑ Step-by-Step: TEC Approval Process

1. **Access TEC Approval Page**
    - From the Procurement Dashboard, click on Tender.
    - Select TEC Approval from the submenu.
2. **Search for Tender**
    - Use Search By Tender ID to locate the tender.
    - Optionally, use Search For Section to narrow results.
3. **Review Tender Details**
    - Examine uploaded Technical Reports and Quotations.
    - Confirm that the TEC Members have been assigned.
4. **Evaluate and Approve**
    - Review evaluation criteria and committee recommendations.
    - Select appropriate action from dropdown (e.g., Approve, Cancel, Extend).
5. **Save or Exit**
    - Click Save to finalize the approval.
    - Use Exit to leave without making changes.

D. PC Approval Process



Module Path

Dashboard → Procurement → Tender → PC Approval

Dropdown Fields Explained

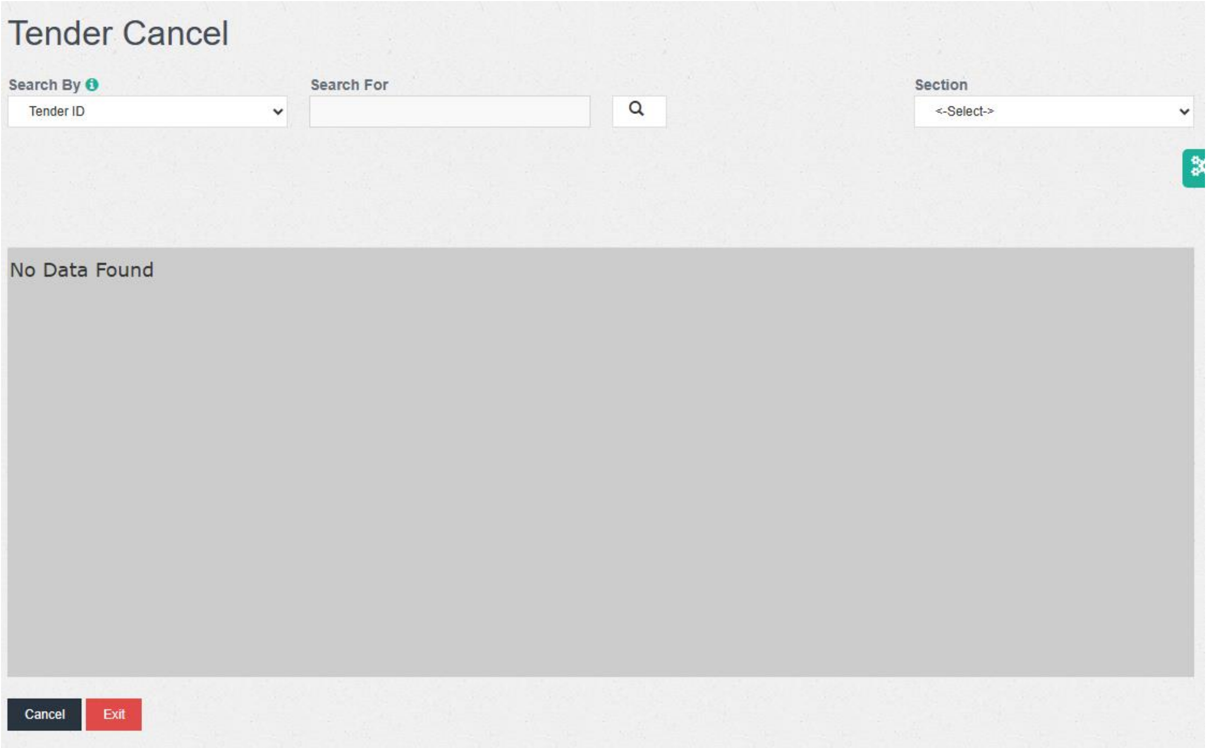
Dropdown Name	Purpose
Search By Tender ID	Locate a specific tender using its unique identifier.
Search For Section	Filter tenders by department or organizational section.
<-Select->	Default placeholder prompting user selection.

These dropdowns help users narrow down and locate the correct tender for PC review.

☑ Step-by-Step: PC Approval Process

1. **Access PC Approval Page**
   - From the Procurement Dashboard, click on Tender.
   - Select PC Approval from the submenu.
2. **Search for Tender**
   - Use Search By Tender ID to locate the tender.
   - Optionally, use Search For Section to filter by department.
3. **Review Tender Details**
   - Examine uploaded Technical Reports and Quotations.
   - Confirm that TEC Approval has been completed.
   - Review committee recommendations and attached documents.
4. **Select Action**
   - Choose from available options (e.g., Approve, Cancel, Extend) using dropdowns or buttons.
5. **Finalize Approval**
   - Click Save to confirm the PC decision.
   - Use Exit to leave without saving changes.

E. Tender Cancel



Module Path

Dashboard → Procurement → Tender → Cancel

🔽 Dropdown Fields Explained

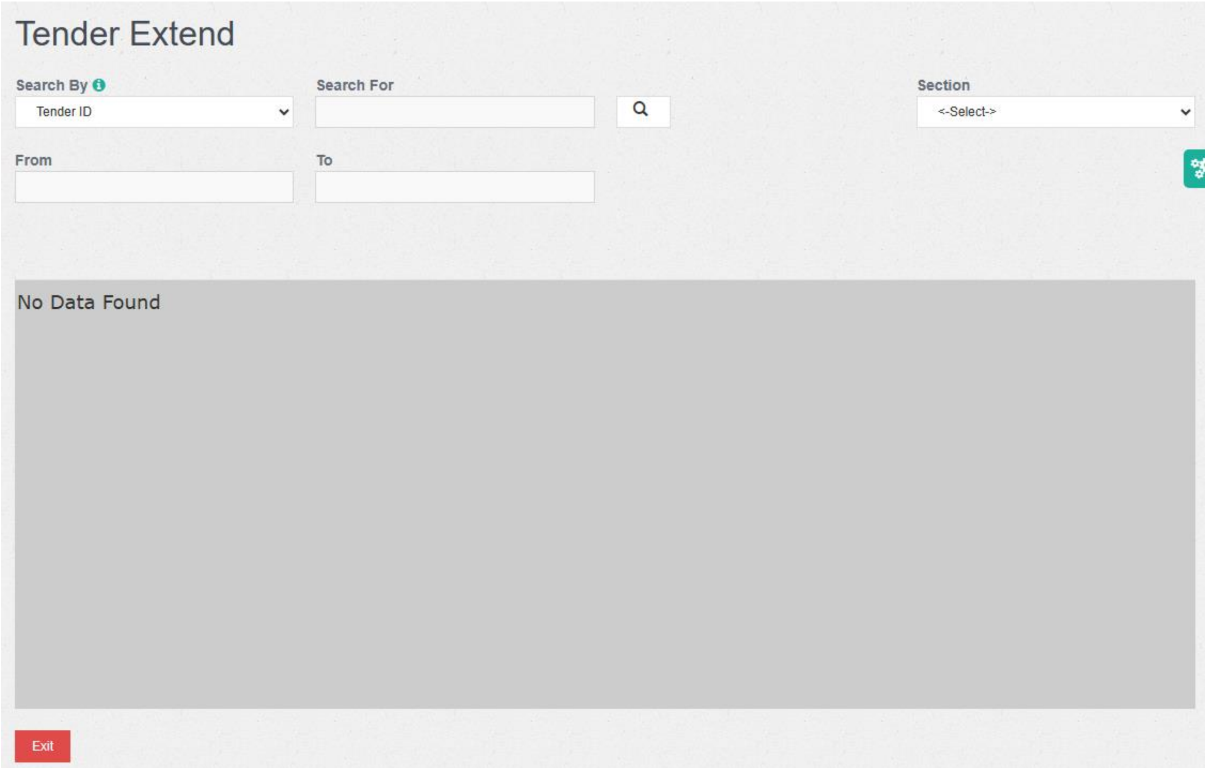
Dropdown Name	Purpose
Search By Tender ID	Locate a specific tender using its unique identifier.
Search For Section	Filter tenders by department or organizational section.
<-Select->	Default placeholder prompting user selection.

These dropdowns help users narrow down and locate the correct tender for cancellation.

☑ Step-by-Step: Tender Cancellation Process

1. **Access Cancel Page**
    - From the Procurement Dashboard, click on Tender.
    - Select Cancel from the submenu.
2. **Search for Tender**
    - Use Search By Tender ID to locate the tender.
    - Optionally, use Search For Section to filter by department.
3. **Review Tender Details**
    - Confirm that the tender is eligible for cancellation.
    - Ensure no active purchase orders or invoices are linked.
4. **Initiate Cancellation**
    - Select the tender from the list.
    - Click Cancel to initiate the termination process.
5. **Confirm Action**
    - A confirmation prompt may appear.
    - Confirm to finalize cancellation.
6. **Exit**
    - Click Exit to leave the page without making changes.

F. Tender Extend



Module Path

Dashboard → Procurement → Tender → Extend

🔽 Dropdown Fields Explained

Dropdown Name	Purpose
Search By Tender ID	Locate a specific tender using its unique identifier.
Search For Section	Filter tenders by department or organizational section.
<-Select->	Default placeholder prompting user selection.
From / To Date Fields	Specify the new extended date range for the tender.

These dropdowns and fields help users locate and update the correct tender with new deadlines.

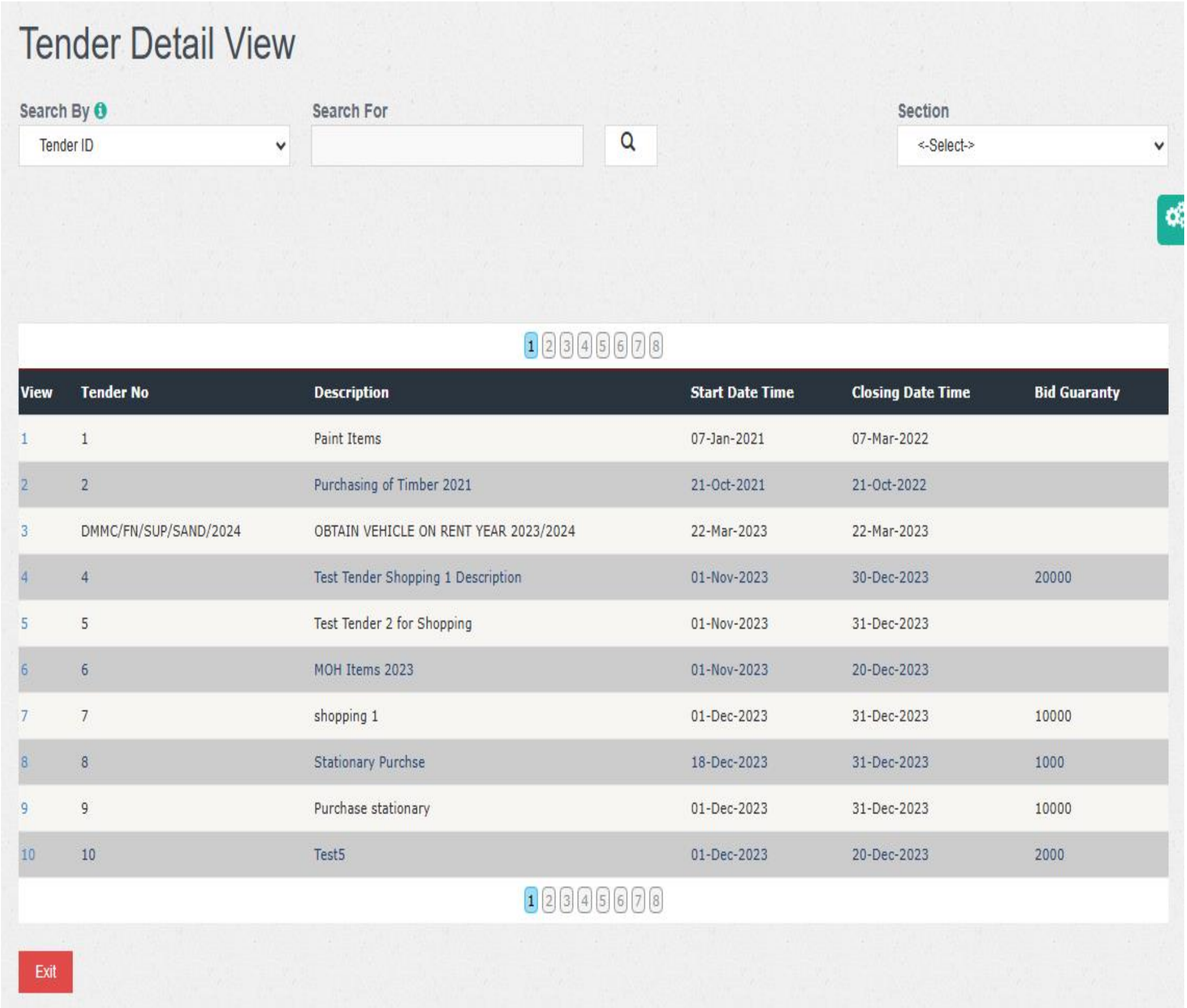
☑ Step-by-Step: Tender Extension Process

1. **Access Extend Page**
   - From the Procurement Dashboard, click on Tender.
   - Select Extend from the submenu.
2. **Search for Tender**
   - Use Search By Tender ID to locate the tender.
   - Optionally, use Search For Section to filter by department.

3. **Review Tender Details**
   - Confirm the current deadline and status.
   - Ensure no conflicting approvals or cancellations exist.

4. **Set New Dates**
    - Use the From and To date fields to define the new tender period.
    - Ensure the new dates comply with internal procurement timelines.
5. **Save Changes**
    - Click Save to apply the extension.
    - A confirmation message may appear to verify the update.
6. **Exit**
    - Click Exit to leave the page without saving.

G. Tender Detail View



View	Tender No	Description	Start Date Time	Closing Date Time	Bid Guaranty
1	1	Paint Items	07-Jan-2021	07-Mar-2022	
2	2	Purchasing of Timber 2021	21-Oct-2021	21-Oct-2022	
3	DMMC/FN/SUP/SAND/2024	OBTAIN VEHICLE ON RENT YEAR 2023/2024	22-Mar-2023	22-Mar-2023	
4	4	Test Tender Shopping 1 Description	01-Nov-2023	30-Dec-2023	20000
5	5	Test Tender 2 for Shopping	01-Nov-2023	31-Dec-2023	
6	6	MOH Items 2023	01-Nov-2023	20-Dec-2023	
7	7	shopping 1	01-Dec-2023	31-Dec-2023	10000
8	8	Stationary Purchse	18-Dec-2023	31-Dec-2023	1000
9	9	Purchase stationary	01-Dec-2023	31-Dec-2023	10000
10	10	Test5	01-Dec-2023	20-Dec-2023	2000

⍰ Module Path

Dashboard → Procurement → Tender → View

Dropdown Fields Explained

Dropdown Name	Purpose
Search By Tender ID	Locate a specific tender using its unique identifier.
Search For Section	Filter tenders by department or organizational section.
<-Select->	Default placeholder prompting user selection.

These dropdowns help users narrow down the tender list for efficient viewing.

Step-by-Step: Tender Viewing Process

1. **Access Tender View Page**
   - From the Procurement Dashboard, click on Tender.
   - Select View from the submenu.
2. **Search for Tender**
   - Use Search By Tender ID to locate a specific tender.
   - Optionally, use Search For Section to filter by department.
3. **Select Tender**
   - Click on the tender entry from the list to view its details.
4. **Review Tender Information**
   - Fields displayed include:
     - Tender No
     - Description
     - Start Date / Time
     - Closing Date / Time
     - Bid Guarantee Amount
   - Review all attached documents and committee assignments.

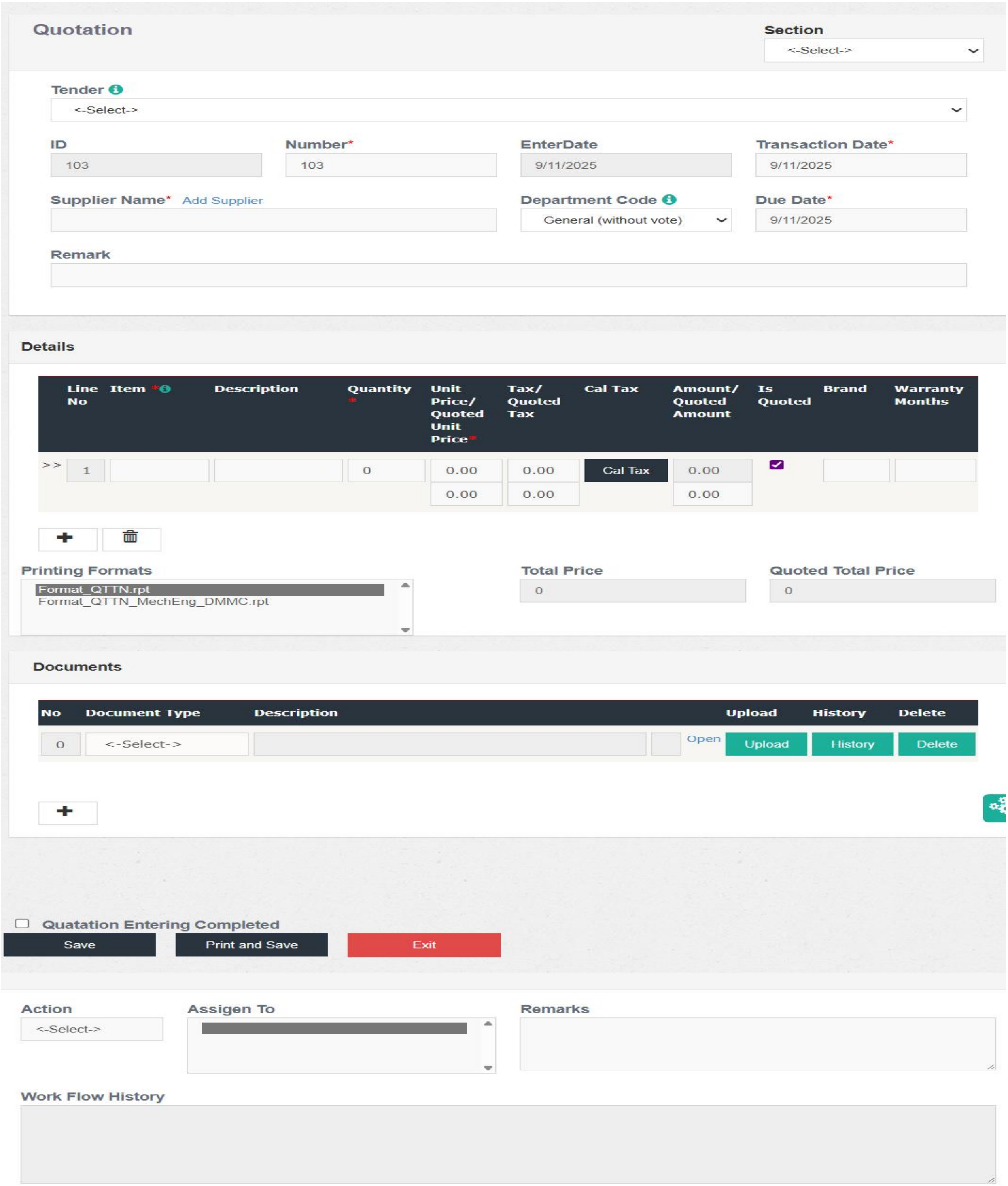
5. Exit

- Click Exit to return to the dashboard or previous menu.

2.5. *Quotation Process*

The **Quotation Entry Tab** is part of the Procurement Management module in Emet FMS. It allows users to input, manage, and approve supplier quotations for procurement purposes. This tab supports detailed item entries, supplier information, pricing, and workflow actions.

a. Add a quotation



🛠 Step-by-Step Instructions

Step 1: Select Quotation Type

- Use the **Quotation Section** drop-down to choose between "Quotation" or "Tender."

Step 2: Enter Basic Details

- Fill in the **ID**, **Enter Date**, **Transaction Date**, and **Due Date**.
- Click **Add Supplier** to select or register a supplier.
- Choose the **Department Code** from the drop-down.

Step 3: Add Item Details

- For each item line:
  - Select **Item** from the drop-down.
  - Enter **Description**, **Quantity**, **Unit Price**, and **Tax**.
  - Specify **Brand** and **Warranty Months** if applicable.
- The system will auto-calculate **Tax Amount** and **Quoted Amount**.

Step 4: Choose Printing Format

- Select a format from the **Printing Formats** drop-down (e.g., Format_QTTN.rpt).

Step 5: Upload Documents

- Use the **Documents Section** to upload relevant files.
- Manage uploads using **History** and **Delete** options.

Step 6: Finalize Quotation

- Use the **Action** drop-down to:
  - Mark as "Open Quotation"
  - Confirm "Entering Completed"
  - Or "Exit" the tab

Step 7: Assign & Track Workflow

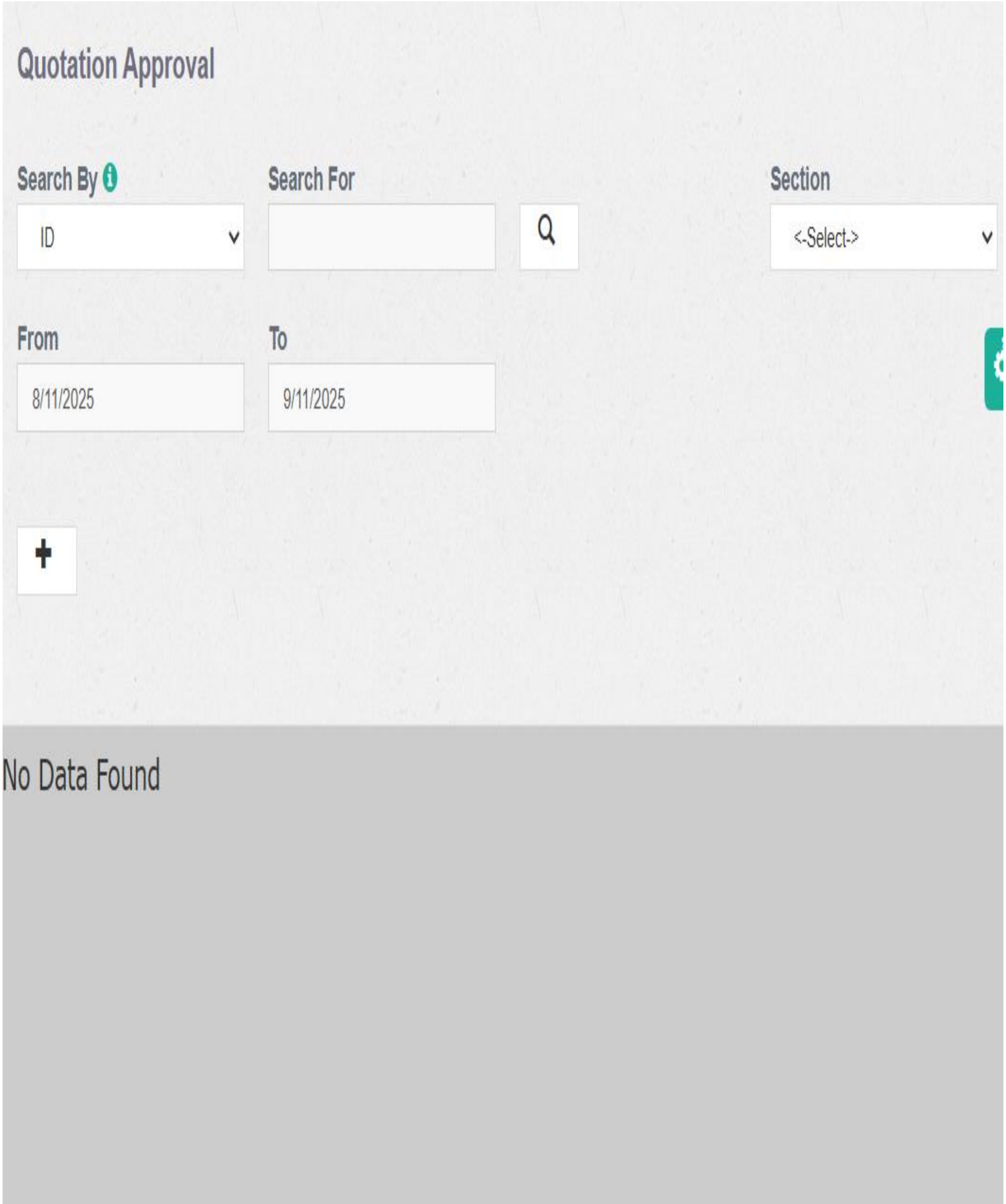
- Use **Assign To** to delegate responsibility.
- Review **Workflow History** for tracking approvals and changes.

🗁 Tab Sections & Drop-Down Descriptions

Section	Description
Quotation Section	Choose between “Quotation” or “Tender” to define the source type.
ID / Number	Auto-generated or manually entered quotation ID.
Enter Date / Transaction Date / Due Date	Select relevant dates using the calendar picker.
Supplier Name	Use the “Add Supplier” button to select or register a supplier.
Department Code	Choose the department responsible for the quotation.
Remark Details	Add any notes or comments related to the quotation.
Line Item Entry	Input item details including description, quantity, unit price, tax, brand, and warranty.
Printing Formats	Select from available report formats (e.g., Format_QTTN.rpt).
Documents Section	Upload supporting documents and manage history.
Action Drop-Down	Choose actions like “Open Quotation,” “Entering Completed,” or “Exit.”

Assign To	Allocate the quotation to a responsible person.
Workflow History	View the approval and action history of the quotation.

b. Edit a quotation



? Navigation Path

Dashboard → Procurement Management → Quotation → Edit

? Opened Tab Layout Description

When you open the **Quotation Edit** tab, the interface is divided into several key sections:

1. 🔍 Search Panel

- **Search by ID**: Enter the quotation ID to locate a specific record.
- **Search for Section**: Dropdown to filter quotations by department or section.
- **Date Range**: Select “From” and “To” dates to narrow down quotations submitted within a specific period.

2. 📋 Quotation Details Grid

Displays a list of quotations matching the search criteria. Each row includes:

- Quotation ID
- Supplier Name
- Submission Date
- Status (e.g., Pending, Approved)
- Action buttons (Edit, View)

🔽 Dropdown Descriptions

Dropdown Name	Description
Search for Section	Filters quotations by department or section (e.g., Engineering, Finance).
Date Range	Allows selection of a time window to view quotations submitted in that span.

Status Filter	(If available) Filters quotations by their current status.

🛠️ Step-by-Step Instructions

Step 1: Access the Tab

- Go to **Procurement Dashboard**
- Click on **Quotation → Edit**

Step 2: Search for a Quotation

- Use **Search by ID** if you know the exact quotation number.
- Or use **Search for Section** and **Date Range** to filter results.
- Click **Search** to populate the grid.

Step 3: Edit Quotation

- In the grid, locate the quotation you want to edit.
- Click the **Edit** button next to the quotation.
- The quotation form will open with editable fields.

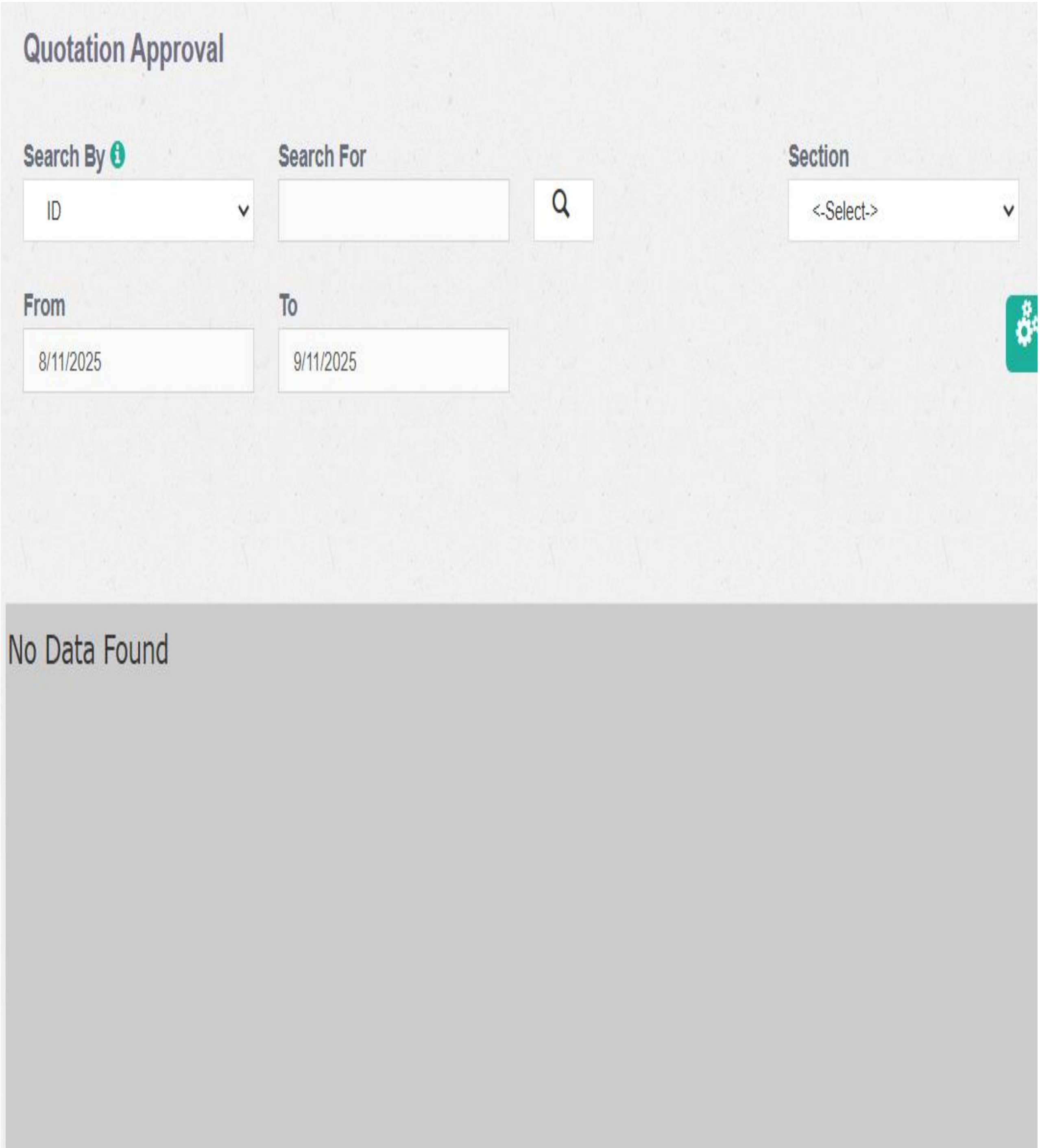
Step 4: Modify Details

- Update fields such as item description, quantity, unit price, or supplier remarks.
- Ensure all mandatory fields are filled.

Step 5: Save Changes

- Click **Save** to update the quotation.
- A confirmation message will appear upon successful update.

C .Test Report Upload



? Navigation Path

To access the Test Report Upload tab:

1. Log in to the Emet FMS system.
2. Navigate to: **Procurement Dashboard → Quotation → Test Report Upload**

Dropdown Descriptions

Inside the **Test Report Upload** tab, you'll find several dropdowns that help filter and organize your upload:

Dropdown Label	Description
Search By ID	Allows you to search for a specific quotation using its unique ID.
Search For Section	Filters quotations based on department or section.
Date Range (From–To)	Selects the time period for which quotations are displayed.
Quotation Selection	Lets you choose the quotation to which the test report will be attached.

Step-by-Step Guide to Upload a Test Report

Step 1: Open the Tab

- Go to **Procurement Dashboard**
- Click on **Quotation**
- Select **Test Report Upload**

Step 2: Filter the Quotation

- Use **Search By ID** or **Search For Section** to locate the relevant quotation.
- Set the **From** and **To** dates to narrow down the list.
- Click **Search** or wait for the list to populate.

Step 3: Select the Quotation

- From the populated list, choose the quotation you want to upload the report for.
- Click on the quotation row to activate the upload section.

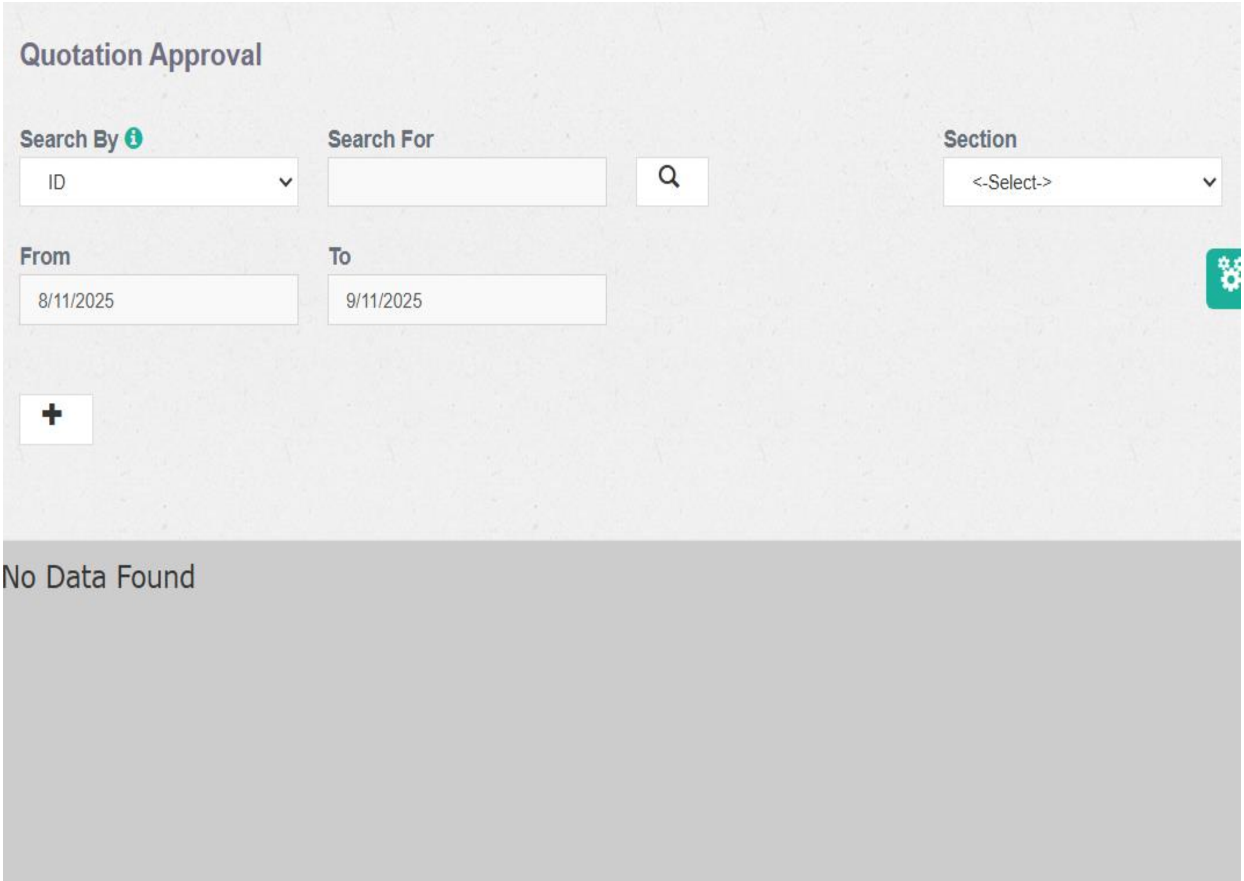
Step 4: Upload the Test Report

- Click the **Upload** button or icon.
- Browse your local files and select the test report document (PDF, DOCX, etc.).
- Confirm the upload by clicking **Submit** or **Save**.

Step 5: Verify Upload

- Ensure the uploaded file appears in the document list.
- You may also see a status indicator (e.g., “Uploaded”, “Pending Approval”).

D.Approval



Navigation Overview

To access the tab:

1. Go to **Procurement Dashboard**.
2. Select **Quotation > Approval**.
3. The **Open Tab** will appear with filters and dropdowns to search for quotations.

Dropdown Descriptions

Dropdown Name	Description
Search By ID	Allows users to input a specific quotation ID for direct lookup.
Search For Section	Filters quotations based on the department or section responsible.
Date Range (From - To)	Filters quotations submitted within a specific time frame.
Status Dropdown	Displays current status of quotations (e.g., Pending, Approved, Cancelled).

Step-by-Step Guide to Use the Tab

Step 1: Open the Tab

- Navigate to **Procurement Dashboard > Quotation > Approval**.
- The **Open Tab** will load with filter options.

Step 2: Apply Filters

- **Search By ID**: Enter the quotation ID if known.
- **Search For Section**: Use the dropdown to select the relevant department.
- **Date Range**: Choose the start and end dates to narrow down results.
- **Status**: Select the status to view quotations in that category.

Step 3: View Results

- After applying filters, the system will display matching quotations.
- If no data is found, adjust filters and try again.

Step 4: Review Quotation Details

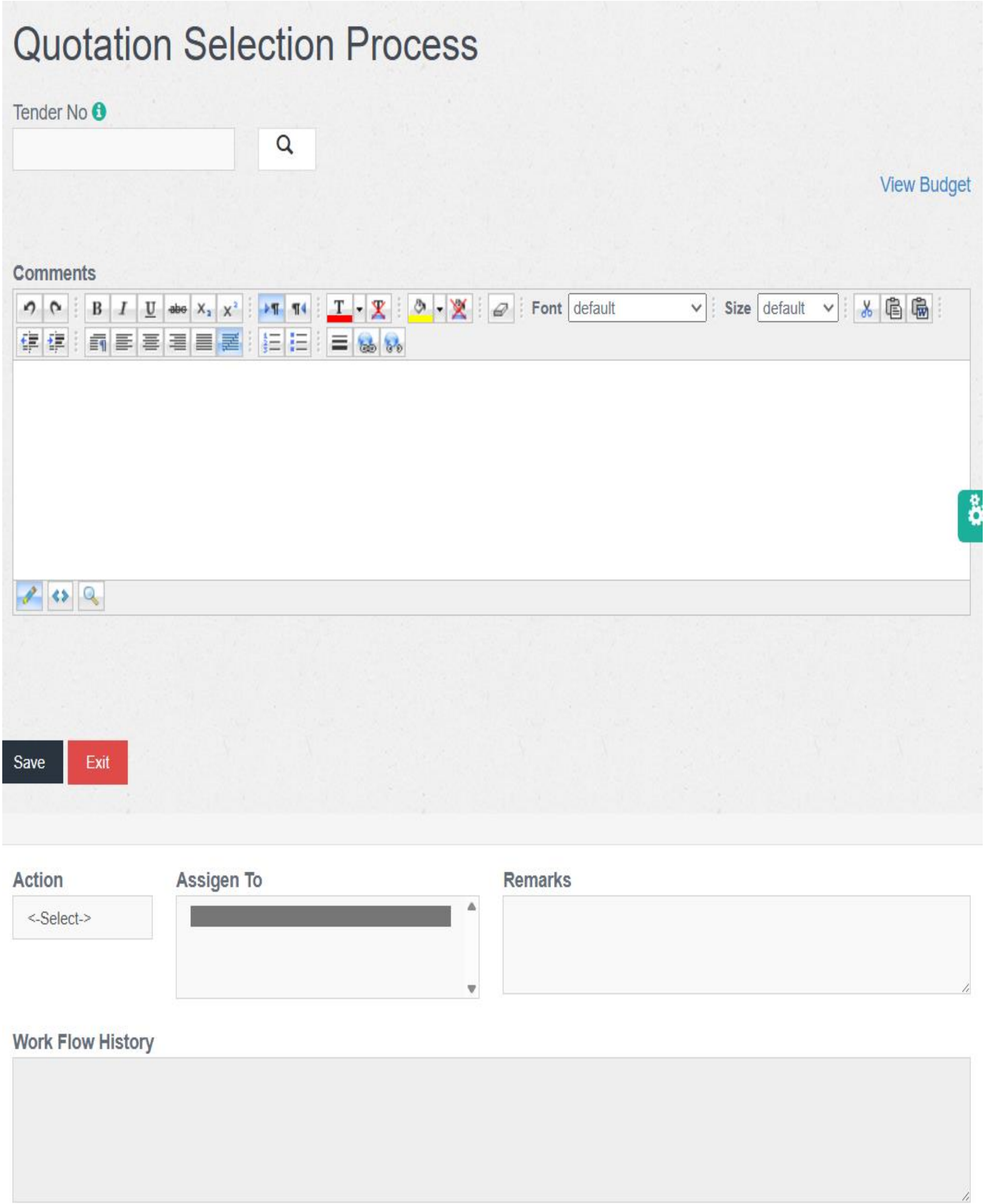
- Click on a quotation entry to view full details including supplier info, item list, and pricing.

Step 5: Approve or Reject

- Use the **Approve** button to authorize the quotation.
- Use the **Cancel** button to reject or remove the quotation from consideration.

3.6 *Quotation Selection Process*

a. Quotation Selection – Add



? Navigation Path

Dashboard → Procurement Management → Quotation Selection → Add Opened Tab

Tab Overview

When you open the **Add Opened Tab**, you'll see the following key components:

Dropdowns & Fields

Field Name	Description
Tender No	Select the tender number from the list of available tenders.
View Budget	Displays budget details linked to the selected tender.
Comments	Enter any relevant comments or notes regarding the quotation.
Font / Size	Customize the appearance of your comments.
Action	Choose an action such as Assign, Save, or Exit.
Assign To	Select the responsible person or department to assign the quotation.
Remarks	Add additional remarks for internal tracking.
Workflow History	View the history of actions taken on this quotation.

Step-by-Step Instructions

Step 1: Access the Tab

- Log in to the Emet FMS system.
- Navigate to **Procurement Management → Quotation Selection**.
- Click on **Add** to open the "Add Opened Tab".

Step 2: Select Tender

- Use the **Tender No** dropdown to choose the relevant tender.
- The system will auto-populate related budget and quotation details.

Step 3: Add Comments

- Type your comments in the **Comments** field.
- Adjust **Font** and **Size** if needed for readability.

Step 4: Choose Action

- In the **Action** dropdown, select:
  - **Assign** – to delegate the quotation.
  - **Save** – to save progress.
  - **Exit** – to leave the tab without saving.

Step 5: Assign Responsibility

- Use the **Assign To** dropdown to select the person or department.
- Add **Remarks** for context or instructions.

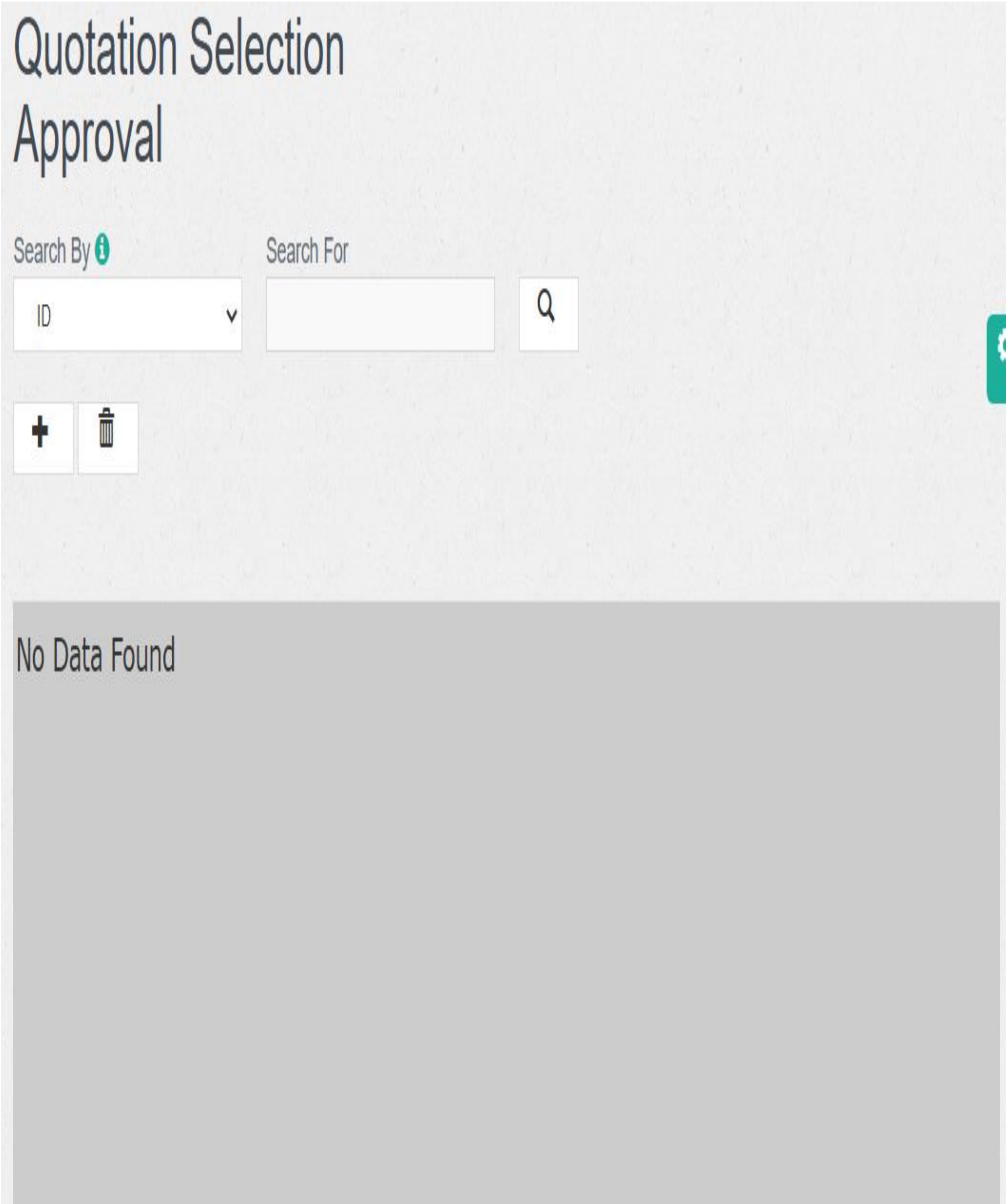
Step 6: Review Workflow History

- Scroll to the **Workflow History** section to see previous actions.
- Confirm that all entries are accurate before finalizing.

Step 7: Finalize

- Click **Save** to commit your entries.
- Use **Exit** to close the tab.

b.**Quotation Selection – Edit**



⍰ Navigation Path

Dashboard → Procurement Management → Quotation Selection → Edit

🖥 Interface Description

When you open the **Edit Tab**, the page is divided into several key sections:

1. 🔍 Search Panel

- **Search by ID**: Enter the quotation selection ID to retrieve records.
- **Search for No**: Search using quotation number.

2. 📋 Quotation Details Section

- Displays selected quotation details including:
  - Quotation Number
  - Supplier Name
  - Item Description
  - Quantity
  - Unit Price
  - Total Amount

3. 🗁 Dropdown Menus

Each dropdown allows specific selections:

Dropdown Name	Description
Supplier Name	Choose from registered suppliers.
Item Category	Select the category of the item being quoted.
Quotation Status	Options: Pending, Approved, Rejected.
Department	Assign the quotation to a relevant department.
Evaluation Committee	Select members responsible for technical evaluation.

🛠 Step-by-Step Instructions

Step 1: Access the Edit Tab

- Navigate to **Procurement Management → Quotation Selection → Edit**.
- Use the **Search Panel** to locate the quotation you want to edit.

Step 2: Modify Quotation Details

- Click on the **Edit** button next to the quotation record.
- Update fields such as:
  - **Supplier Name**
  - **Item Description**
  - **Quantity**
  - **Unit Price**

Step 3: Use Dropdowns

- Select appropriate values from dropdowns:
  - Choose the correct **Item Category**.
  - Assign the **Department**.
  - Set the **Quotation Status**.

Step 4: Assign Evaluation Committee

- Use the **Evaluation Committee** dropdown to assign members.
- Ensure all required roles are filled.

Step 5: Save Changes

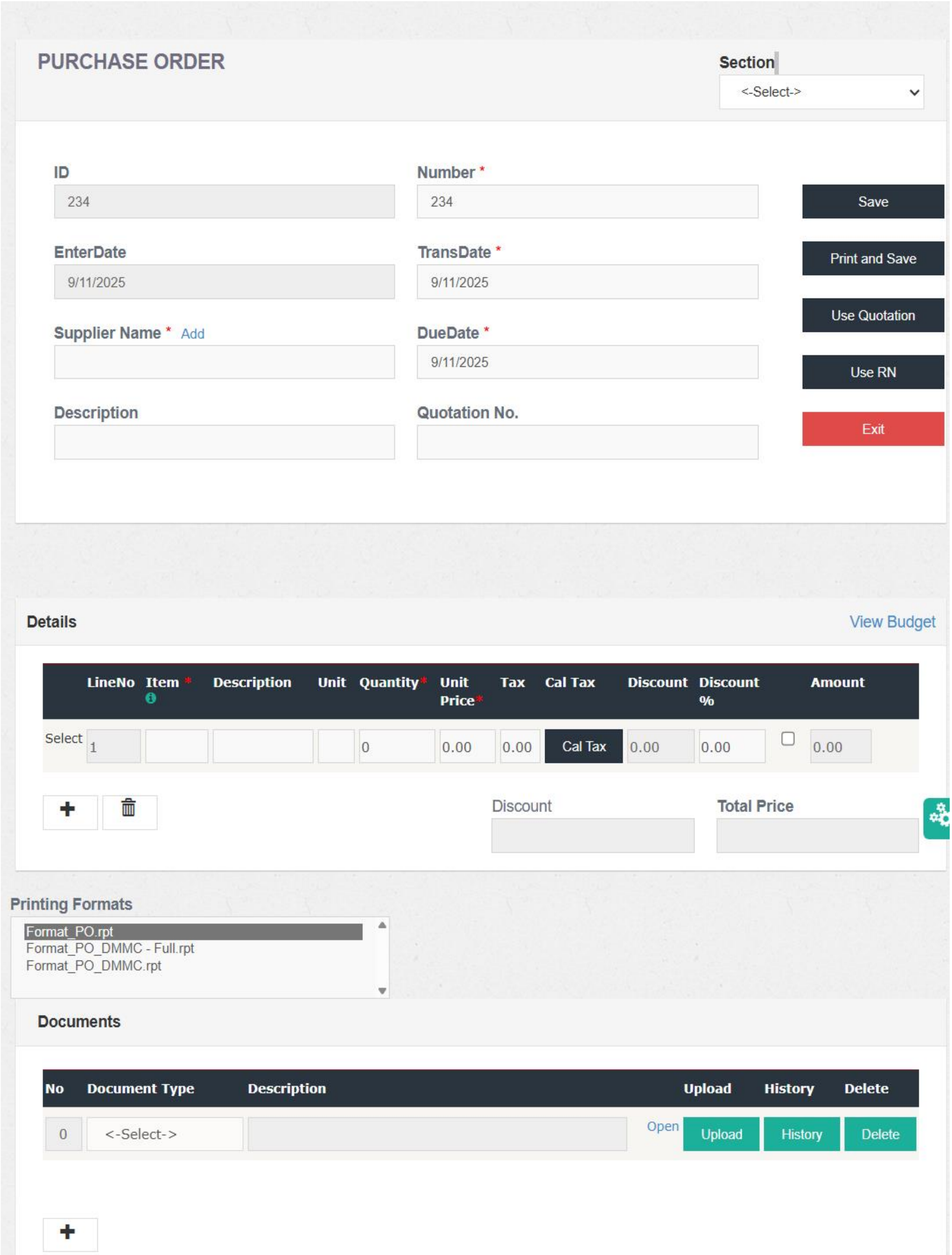
- Click **Save** or **Update** to apply changes.
- System will confirm successful update.

Permissions Required

Only users with **Edit Authorization** under Procurement Management can access and modify this tab.

3.7 *Purchase Order*

a. Purchase Order - Add



▯ Interface Overview

The Open Tab includes the following key sections:

◇ Header Section

- ID / Number: Auto-generated or manually entered PO number.
- Enter Date / Trans Date: Date of entry and transaction.
- Supplier Name: Dropdown to select registered supplier.
- Due Date: Expected delivery or payment date.
- Description: Optional field to describe the PO.
- Quotation No.: Reference to related quotation.

◇ Line Item Section

Each row represents an item being ordered.

Field	Description
Line No	Auto-generated line number.
Item	Dropdown to select item from inventory.
Description	Auto-filled or manually entered item description.
Unit	Unit of measurement (e.g., pcs, kg).
Quantity	Number of units ordered.
Unit Price	Price per unit.
Tax	Applicable tax amount.
Cal Tax	Checkbox to auto-calculate tax.
Discount / Discount %	Manual or percentage-based discount.
Amount	Total amount after tax and discount.

◇ Printing Formats

Dropdown to select PO print layout:

- **Format_PO.rpt**
- **Format_PO_DMMC.rpt**
- **Format_PO_DMMC - Full.rpt**

◇ Document Upload

Upload supporting documents:

- Document Type: Dropdown to select type (e.g., quotation, invoice).
- Description: Short description of the document.
- Upload / Delete: Manage attachments.

☑ Step-by-Step Guide to Create a Purchase Order

Step 1: Access the Purchase Order Tab

Navigate to: **Procurement Dashboard → Purchase Order → Add**

Step 2: Fill Header Information

- Select or enter PO Number.
- Choose Enter Date and Transaction Date.
- Select Supplier Name from dropdown.
- Enter Due Date and optional Description.
- Add Quotation No. if applicable.

Step 3: Add Line Items

- Click on the line to activate input fields.
- Select Item from dropdown.
- Confirm or edit Description and Unit.
- Enter Quantity and Unit Price.
- Enable Cal Tax if auto-calculation is needed.
- Enter Discount or Discount %.
- Review Amount field for accuracy.

Step 4: Select Printing Format

- Choose desired layout from Printing Formats dropdown.

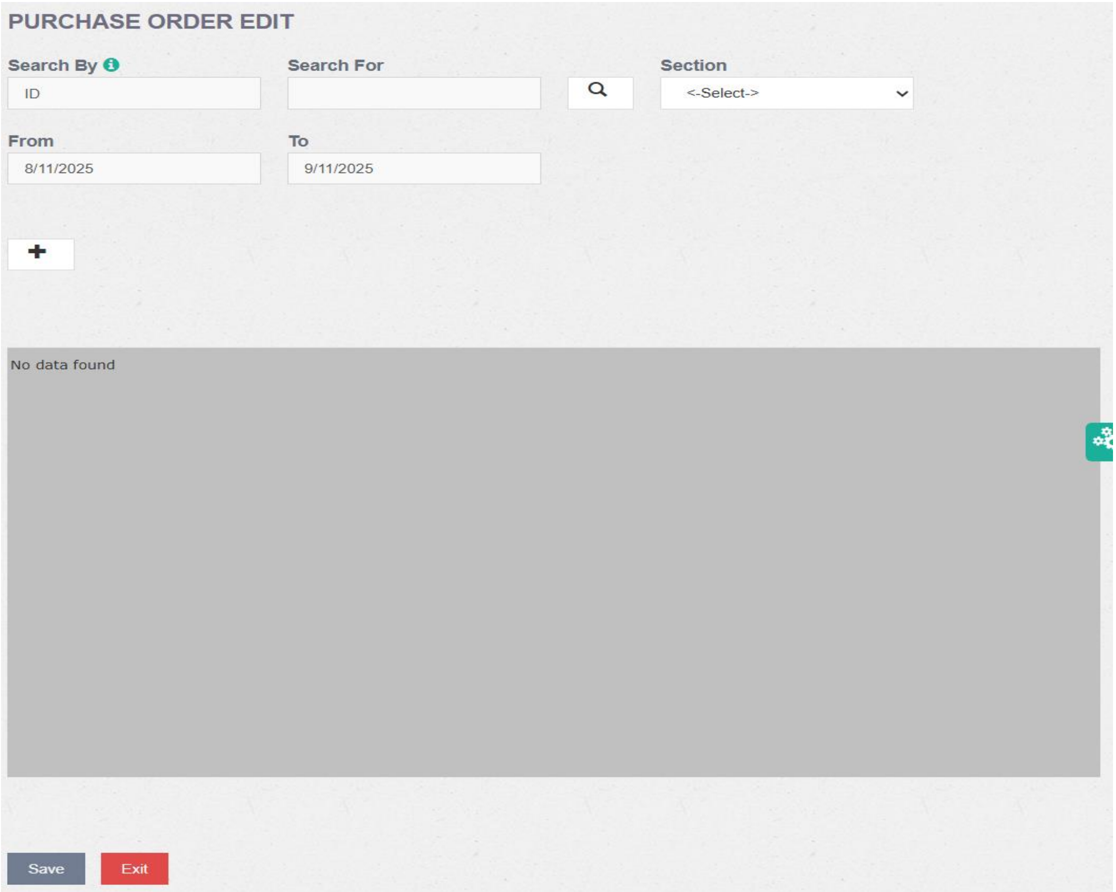
Step 5: Upload Documents

- Select Document Type.
- Enter Description.
- Click Upload to attach files.
- Use Delete to remove unwanted files.

Step 6: Finalize

- Review all fields.
- Click Open to save and proceed.
- Use Exit to cancel or return.

b . Purchase Order - Edit



Dropdown Descriptions

Dropdown Name	Description
Search For Section	Allows users to filter purchase orders by department or section. Options include predefined departments.
From Date / To Date	Filters purchase orders within a specific date range. Format: DD/MM/YYYY.

Step-by-Step Guide to Edit a Purchase Order

Step 1: Access the Tab

- Navigate to: **Procurement Dashboard > Purchase Order > Edit**

Step 2: Search for the Purchase Order

- Use the **Search For Section** dropdown to select the relevant department.
- Set the **From** and **To** dates to define the search range.
- Click the **Search** button.

Step 3: Select the Purchase Order

- From the results grid, locate the purchase order you wish to edit.
- Click the **Edit** icon next to the desired entry.

Step 4: Modify Purchase Order Details

- Update fields such as:
    - Supplier Name
    - Item Description
    - Quantity
    - Unit Price
    - Delivery Date

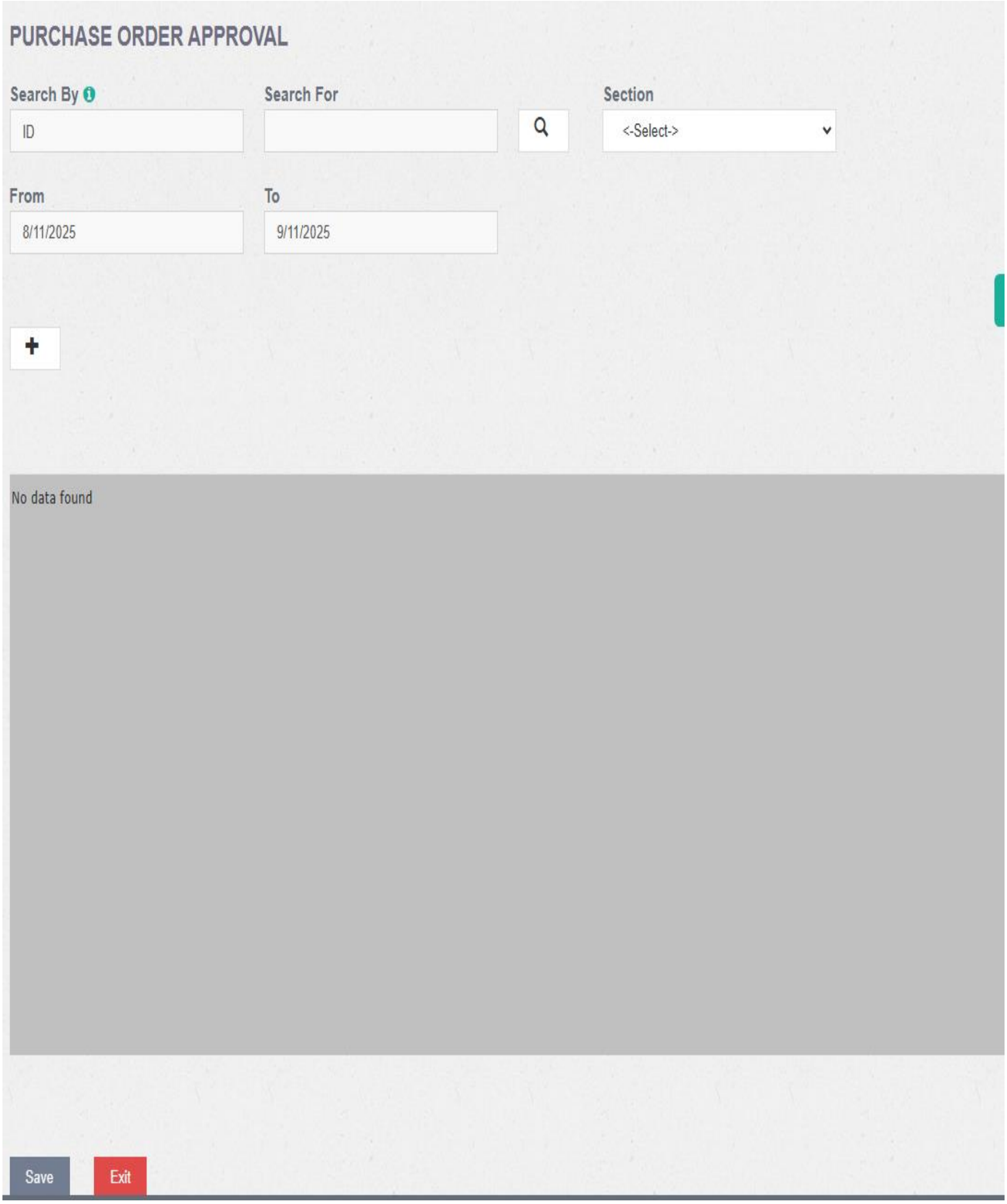
Step 5: Save Changes

- After making necessary edits, click **Save** to update the purchase order.
- A confirmation message will appear upon successful update.

Step 6: Cancel or Exit

- To discard changes, click **Cancel**.
- To exit the tab, use the navigation menu or close the tab.

c. Purchase Order Approval



💻 Interface Overview

When you open the **Purchase Order Approval tab**, you'll see the following key components:

🔍 Search Filters

These dropdowns and fields help you narrow down the list of purchase orders:

Field Name	Description
Search By ID	Enter a specific Purchase Order ID to locate a single record.
Search For Section	Dropdown to filter by department or section responsible for the PO.
Date Range (From - To)	Select the date range to view POs submitted within a specific period.

🗂 Dropdown Descriptions

1. Search For Section

- **Purpose**: Filters POs by department or section.
- **Options**: Includes department names like Finance, Procurement, Inventory, etc.
- **Usage**: Select the relevant department to view its pending POs.

2. Date Range

- **Purpose**: Limits results to a specific timeframe.
- **Usage**: Use calendar picker to choose start and end dates.

☑ Step-by-Step Process

Step 1: Open the Tab

- Navigate to: **Procurement Dashboard > Purchase Order > Approval**
- The tab will load with search filters at the top.

Step 2: Apply Filters

- Use **Search By ID** if you know the PO number.

- Or select a **Section** from the dropdown.
- Choose a **Date Range** to narrow results.

Step 3: View Results

- After applying filters, the system displays matching POs.
- If no data is found, adjust filters or check submission status.

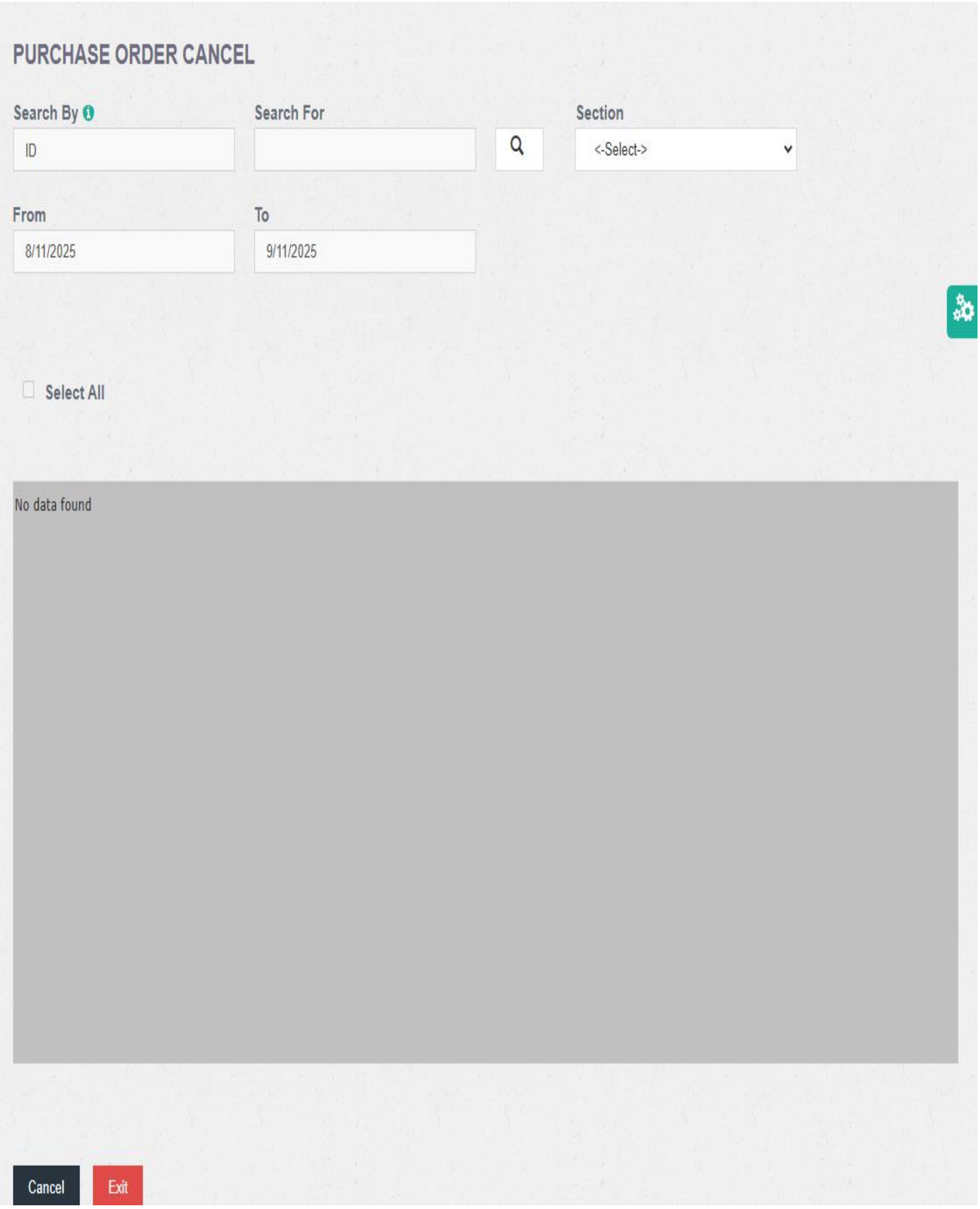
Step 4: Review Purchase Order

- Click on a PO entry to open its details.
- Review item descriptions, quantities, supplier info, and pricing.

Step 5: Approve or Reject

- Use the **Approve** button to authorize the PO.
- Use the **Reject** or **Cancel** button if the PO needs revision.

D . Purchase Order Cancel



? Navigation Path

Dashboard → Procurement Management → Purchase Order → Cancel

Interface Overview

Dropdowns and Filters

Dropdown / Field	Description
Search By ID	Allows users to search for a specific PO using its unique identifier.
Search For Section	Filters POs based on the department or section responsible.
<-Select->	A placeholder dropdown to choose specific criteria (e.g., PO status).
From / To Date	Date range filter to narrow down POs created within a specific timeframe.
Select All	Checkbox to select all filtered results for bulk cancellation.

? Step-by-Step Instructions

Step 1: Access the Interface

1. Log in to the Emet FMS system.
2. Navigate to **Procurement Dashboard**.
3. Click on **Purchase Order → Cancel**.

Step 2: Filter Purchase Orders

1. Use **Search By ID** to enter a specific PO number.
2. Select a department from **Search For Section**.
3. Choose a status or type from the **<-Select->** dropdown.

4. Set the **From** and **To** dates to define your search window.
5. Click **Search**.

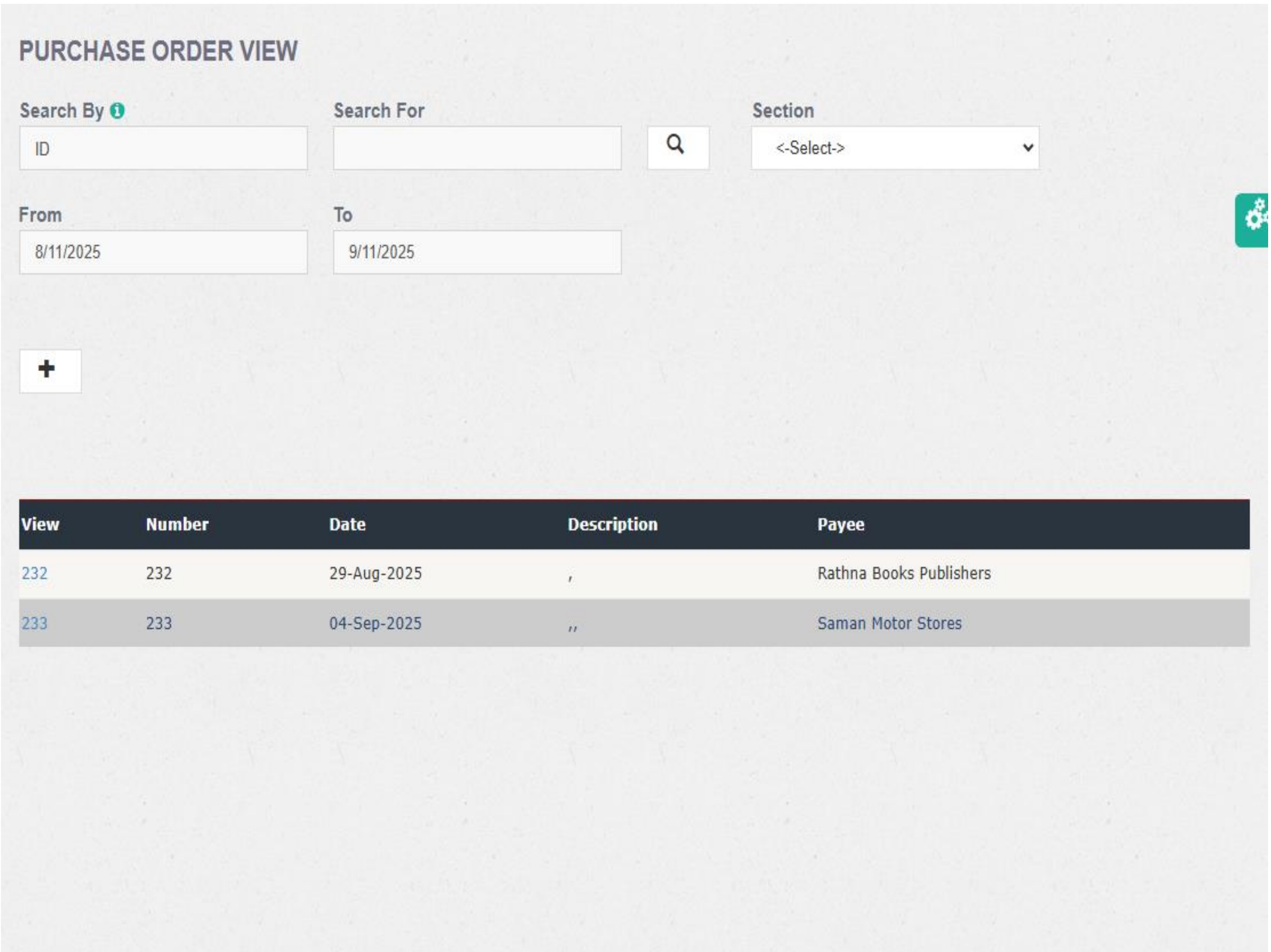
📋 Step 3: Review Results

- The system will display matching POs.
- If no data is found, adjust your filters and try again.

🗑 Step 4: Cancel Purchase Orders

1. Use **Select All** to choose all listed POs or manually tick individual ones.
2. Click the **Cancel** button.
3. Confirm cancellation in the pop-up dialog.

E . Purchase Order View



▯ Navigation Steps

1. Accessing the Interface

- Open the Emet FMS system.
- Navigate to: **Procurement Dashboard > Purchase Order > View**

🔽 Dropdowns and Filters

2. Search By ID

- Purpose: Directly locate a purchase order using its unique ID.
- How to Use: Enter the numeric ID and press Enter or click "Search."

3. Search For Section

- Dropdown Options:
  - **<–Select–>** (default)
  - Department names or procurement sections (e.g., Stores, Finance, etc.)
- Purpose: Filter purchase orders by department or section.
- How to Use: Click the dropdown and select the relevant section.

4. Date Range Filters

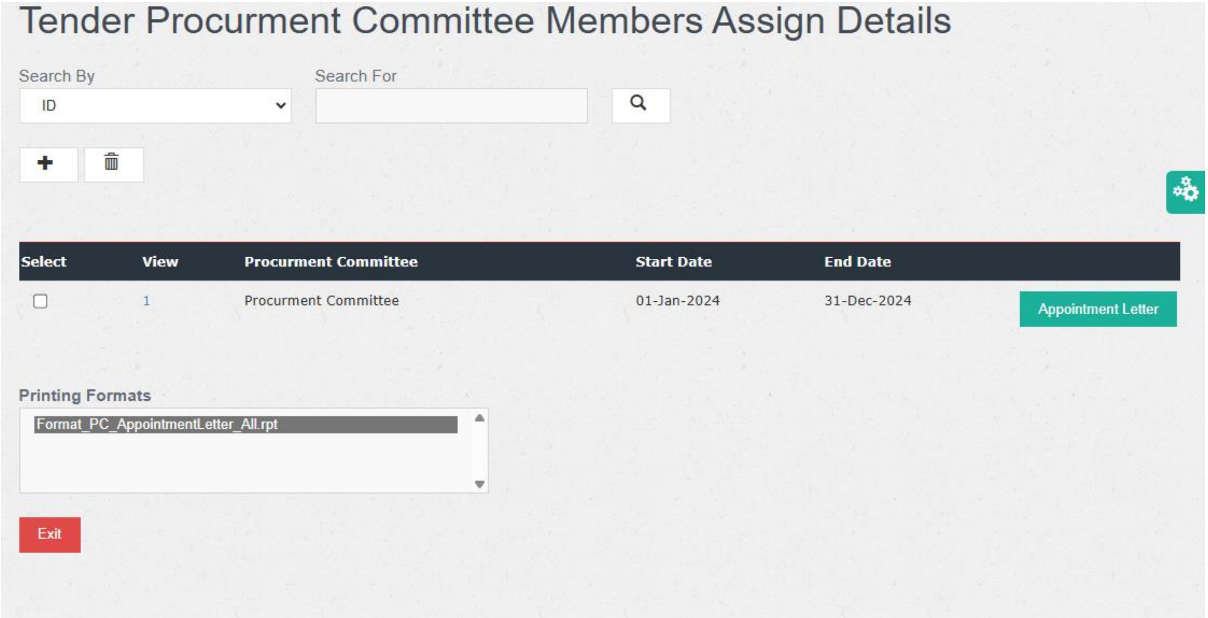
- Fields:
  - From: Start date of the search range
  - To: End date of the search range
- Purpose: Narrow down purchase orders within a specific time frame.
- How to Use: Click the calendar icon and select dates.

Viewing Results

5. Results Table Columns

Column	Description
Number	Purchase Order ID
Date	Date of the Purchase Order
Description	Brief description of the order
Payee	Vendor or supplier name

3.8 .*PC Members Assign*



⍰ Navigation Path

1. Log in to the Emet FMS system.
2. Go to Procurement Dashboard.
3. Select PC Members Assign under Procurement Management.
4. Open the page titled Tender Procurement Committee Members Assign.

Interface Overview

The page allows users to assign members to a Procurement Committee for a specific tender. It includes:

- Search Panel
- Dropdown Filters
- Committee Details Table
- Printing Options

Dropdown Details & Usage

1. Search By ID

- Purpose: Filter tenders by unique ID.
- Usage: Enter or select the tender ID from the dropdown list.

2. Search For

- Purpose: General search across tenders.
- Usage: Type keywords or select from predefined options.

3. Select View

- Purpose: Choose how to display tender details.
- Options:
  - Summary View
  - Detailed View

4. Procurement Committee

- Purpose: Assign or view committee members.
- Usage: Select from existing committees or create a new one.

5. Start Date / End Date

- Purpose: Define the active period of the committee.
- Usage: Use calendar picker to select dates.

Step-by-Step Instructions

Step 1: Search for Tender

- Use Search By ID or Search For to locate the tender.
- Click Select View to choose how the data is displayed.

Step 2: Assign Committee Members

- Select the Procurement Committee from the dropdown.
- Enter Start Date and End Date for the committee's term.

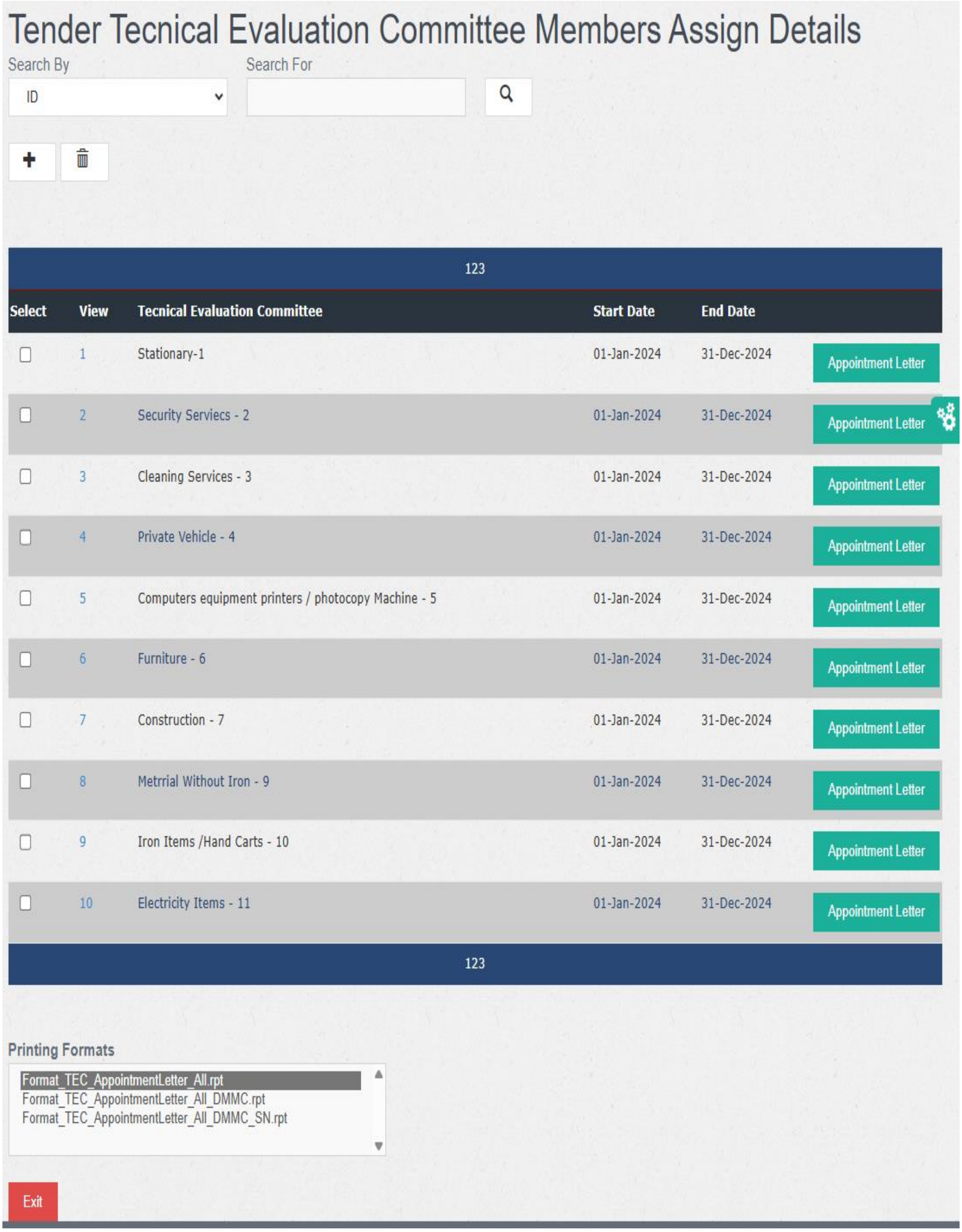
🖨 Step 3: Print Appointment Letter

- Click on Printing Formats.
- Select **Format_PC_AppointmentLetter_All.rpt** to generate the report.
- Use browser print or export options to print/save.

🚪 Step 4: Exit

- Click Exit to leave the page safely.

3.9 *TEC Members Assign*



? Interface Overview

This page allows users to assign members to the Technical Evaluation Committee (TEC) for various tenders. It includes:

- Tender listings with ID, name, and date range
- Dropdowns for selecting committee members
- Action buttons for viewing, assigning, and printing

🔽 Dropdowns and Their Functions

Each tender row includes dropdowns for:

Dropdown	Description
Search By ID	Allows filtering tenders by their unique ID
Search For	Enables keyword-based search across tenders
Select	Used to choose a specific tender for viewing or assigning TEC members
View	Displays detailed information about the selected tender
Start Date / End Date	Filters tenders by their active date range

📝 Step-by-Step Instructions

1. Access the Page

- Navigate to: **Procurement Management > TEC Members Assign**
- Open: **Tender Technical Evaluation Committee Members Assign Detail**

2. Search for a Tender

- Use Search By ID or Search For to locate the tender.
- You can also filter by Start Date and End Date.

3. Select a Tender

- Click the Select dropdown next to the desired tender.
- Choose the tender name (e.g., "Stationary-1" or "Furniture - 6").

4. View Tender Details

- Click the View button to open full tender details.

5. Assign TEC Members

- **Once the tender is selected:**
    - A list of available committee members will appear.
    - Use dropdowns to assign members to roles (e.g., Chairperson, Evaluator).
    - Confirm selections.

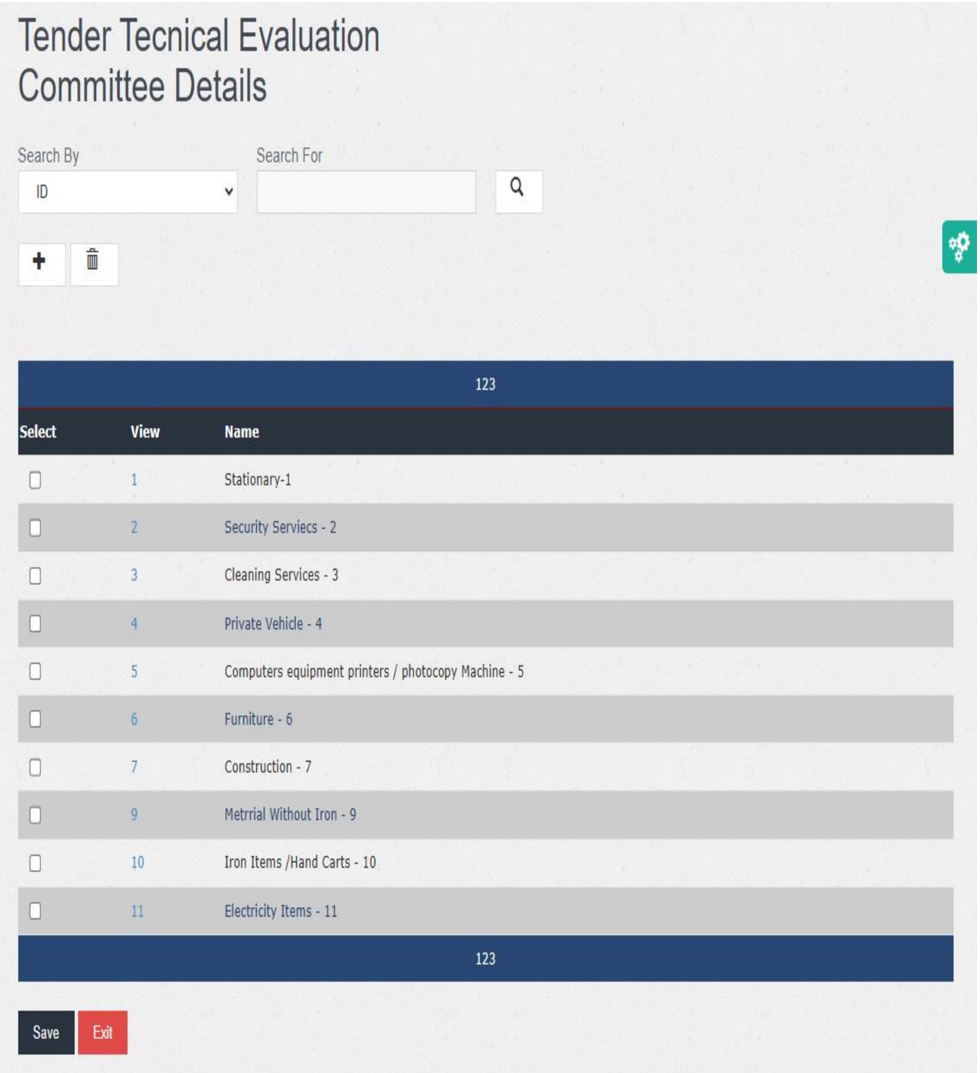
6. Print Appointment Letter

- **Choose from available formats:**
    - **Format_TEC_AppointmentLetter_All.rpt**
    - **Format_TEC_AppointmentLetter_All_DMMC.rpt**
    - **Format_TEC_AppointmentLetter_All_DMMC_SN.rpt**
- **Click Print to generate the letter.**

7. Exit

- **Use the Exit button to leave the page safely.**

3.10 *Technical Evaluation Committee*


Tender Tecnical Evaluation Committee Details

Search By: ID

Search For

123		
Select	View	Name
☐	1	Stationary-1
☐	2	Security Servics - 2
☐	3	Cleaning Services - 3
☐	4	Private Vehicle - 4
☐	5	Computers equipment printers / photocopy Machine - 5
☐	6	Furniture - 6
☐	7	Construction - 7
☐	9	Metrial Without Iron - 9
☐	10	Iron Items /Hand Carts - 10
☐	11	Electricity Items - 11
123		

Save Exit

? Interface Overview

Main Functional Areas:

- Search Panel: Allows filtering by ID or Name
- Dropdowns: Used to select tender categories and committee members
- Action Buttons: Save, Exit

🔽 Dropdown Details

1. Search By ID

- Options: Numeric values (e.g., 1, 2, 3)
- Purpose: Select a specific tender evaluation record by ID

2. Search For

- Options: 1, 2, 3
- Purpose: Additional filtering layer for narrowing down tender entries

3. Select View Name

- **Options:**
    - Stationary-1
    - Security Services - 2
    - Cleaning Services - 3
    - Private Vehicle - 4
    - Computers equipment printers / photocopy Machine - 5
    - Furniture - 6
    - Construction - 7
    - Material Without Iron - 9
    - Iron Items / Hand Carts - 10
    - Electricity Items - 11
- **Purpose: Choose the tender category for evaluation**

🧑‍💼 Committee Member Assignment

Dropdowns:

- Assign TEC Members: Select from registered users
- Committee Members: Add/remove members for the evaluation committee

☑ **Step-by-Step Instructions**

Step 1: Open the Interface

- Navigate to the Tender Technical Evaluation Committee Detail page via the Procurement Dashboard.

Step 2: Filter Tender

- Use Search By ID and Search For dropdowns to locate the relevant tender.

Step 3: Select Tender Category

- Use Select View Name to choose the appropriate tender type.

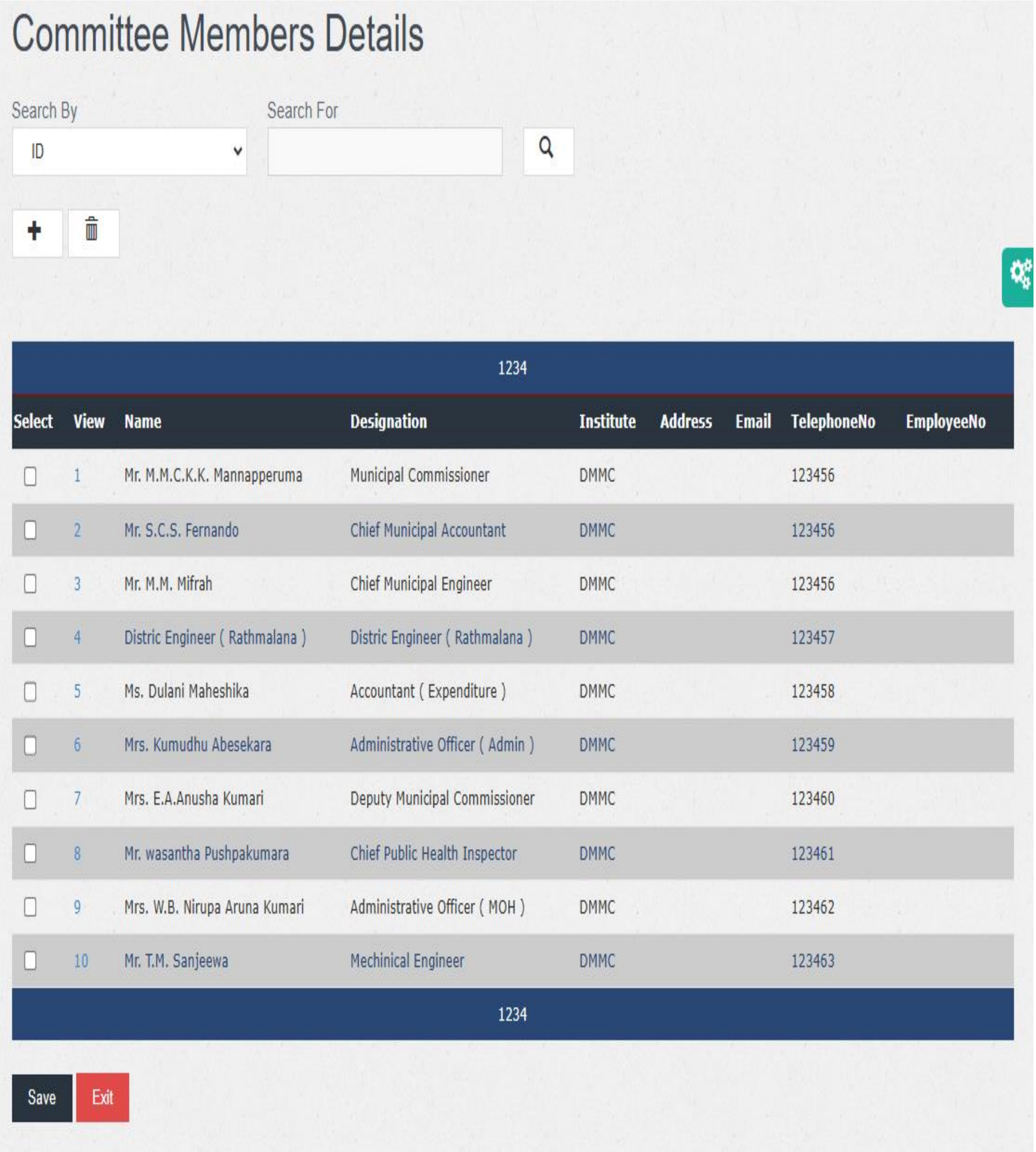
Step 4: Assign Committee Members

- Use Assign TEC Members and Committee Members dropdowns to build your evaluation team.

Step 5: Save or Exit

- Click Save to confirm your selections.
- Click Exit to leave the interface.

3.11 *Committee Members*



Select	View	Name	Designation	Institute	Address	Email	TelephoneNo	EmployeeNo
	1	Mr. M.M.C.K.K. Mannapperuma	Municipal Commissioner	DMMC			123456	
	2	Mr. S.C.S. Fernando	Chief Municipal Accountant	DMMC			123456	
	3	Mr. M.M. Mifrah	Chief Municipal Engineer	DMMC			123456	
	4	Distric Engineer (Rathmalana)	Distric Engineer (Rathmalana)	DMMC			123457	
	5	Ms. Dulani Maheshika	Accountant (Expenditure)	DMMC			123458	
	6	Mrs. Kumudhu Abesekara	Administrative Officer (Admin)	DMMC			123459	
	7	Mrs. E.A.Anusha Kumari	Deputy Municipal Commissioner	DMMC			123460	
	8	Mr. wasantha Pushpakumara	Chief Public Health Inspector	DMMC			123461	
	9	Mrs. W.B. Nirupa Aruna Kumari	Administrative Officer (MOH)	DMMC			123462	
	10	Mr. T.M. Sanjeewa	Mechinical Engineer	DMMC			123463	

? Navigation Steps

1. Accessing the Page

- Open the Emet FMS system.
- Navigate to: **Committee Members > Committee Members Detail.**

2. Search Panel

- Search By ID: Dropdown to select a member by their unique ID.
- Search For: Dropdown with numeric options (1 to 4) to filter specific member categories or batches.

3. Member Selection

- Below the search panel, a list of members appears with the following columns:
  - Name
  - Designation
  - Institute
  - Address
  - Email
  - Telephone No
  - Employee No

4. Dropdown Details

Each row in the member list may include dropdowns or selectors for:

- Designation: Choose from predefined roles like Municipal Commissioner, Accountant, Engineer, etc.
- Institute: Typically pre-filled with "DMMC" (Dehiwala-Mount Lavinia Municipal Council).
- Address: Editable field or dropdown if multiple office locations are available.
- Telephone No: May include dropdown for selecting office or mobile contact types.

5. Action Buttons

- Select: Highlights the chosen member for viewing or editing.
- View: Opens detailed profile of the selected member.
- Save: Commits any changes made to the member details.
- Exit: Closes the interface and returns to the previous dashboard.