

BAN'DEYRI PORTAL: PROCUREMENT PLAN MODULE

User Guideline for Procurement Officer & Finance Executive Role

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Ministry of Finance

Republic of Maldives

Table of Contents

Module Access	2
How to Add Procurement Plans.....	3
How to View Procurement Plans	5
How to Delete Item from Plan	8
How to Authorize/Reject Item from Plan	10
How to Download Procurement Plans.....	13

Module Access

You must be assigned one of the following Role to have access to this module.

#	Role Name	Description
1	Procurement Officer	Permission to View and Create Procurement Plan
2	Finance Executive	Permission to View and Authorize Procurement Plan

How to Add Procurement Plans

Required Role: **Procurement Officer**

To add new items to plan, follow the below steps:

- 1- Click “Procurement Plan” on the left sidebar menu.
- 2- Click “Procurement Plan” under “Procurement Plan”.
- 3- Click one of the following buttons:
 - a. “Goods” button to add items to Goods Plan.
 - b. “Works” button to add items to Works Plan.
 - c. “Consultancy” button to add items to Consultancy Plan.
 - d. “Non-Consultancy” button to add items to Non-Consultancy Plan.

- 4- Click “Add” tab.

5- Fill in the Form and click the “Save” button as shown below.

When adding items to the plans, use reference numbers as follows:

For Goods: Office No/2024/G-01

For Works: Office No/2024/W-01

For Consultancy: Office No/2024/C-01

For Non-Consultancy: Office No/2024/NC-01

The screenshot shows the 'Manage Procurement of Goods' form in the BANDERY system. The form is divided into several sections for data entry:

- Agency:** A dropdown menu with the text 'Select an option'.
- Estimated Amount (MVR):** A text input field with the placeholder 'Estimated Amount in MVR'.
- Procurement No / Reference No:** A text input field with the placeholder 'Procurement/Reference Number'.
- Fund:** A dropdown menu with the text 'Select an option'.
- Procurement Name:** A text input field with the placeholder 'Procurement Name'.
- Procurement Method:** A dropdown menu with the text 'Select an option'.
- Year:** A dropdown menu currently showing '2024'.
- Allocated Budget:** A section with four input fields for the years 2024, 2025, 2026, and a 'Total' field. The 2024 field contains 'Budget Allocated for 2024', the 2025 field contains 'Budget Allocated for 2025', the 2026 field contains 'Budget Allocated for 2026', and the 'Total' field contains '0'.
- Planned Dates:** A section with three input fields: 'Invitation for Bids', 'Bid Opening', and 'Contract Award'. Below each field is a small instruction: 'This date should be before Bid Opening date.', 'This date should be after Invitation for Bids date.', and 'This date should be after Bid Opening date.' respectively.
- Remarks:** A text input field with the placeholder 'Remarks (Optional)'.
- Save Button:** A black button with the text 'Save' in white.

6- Follow the above steps to add each item.

How to View Procurement Plans

Required Role: **Procurement Officer, Finance Executive**

To view the plan, follow the below steps:

- 1- Click “Procurement Plan” on the left sidebar menu.
- 2- Click “Procurement Plan” under “Procurement Plan”.
- 3- Click one of the following buttons:
 - a. “Goods” button to view Goods Plan.
 - b. “Works” button to view Works Plan.
 - c. “Consultancy” button to view Consultancy Plan.
 - d. “Non-Consultancy” button to view Non-Consultancy Plan.

The screenshot shows the Bandeyri system interface. On the left sidebar, the 'Procurement Plan' menu item is highlighted with a red box and labeled '1'. Below it, the 'Procurement Plan' sub-menu item is highlighted with a red box and labeled '2'. The main content area shows the 'Procurement Plan' view for 'Goods'. At the top, there are four buttons: 'Goods 3(a)', 'Works 3(b)', 'Consultancy Services 3(c)', and 'Non-Consultancy Services 3(d)'. The 'Goods' button is highlighted with a red box. Below the buttons, there are filters for Agency, Fund, Procurement Method, Year, and Status. The 'Agency' filter is set to 'All (Consolidated)', 'Fund' is 'All', 'Procurement Method' is 'All', 'Year' is '2024', and 'Status' is 'Authorized'. Below the filters, there are buttons for 'Internal (PDF)', 'Internal (Excel)', 'Internal (Print)', 'External (PDF)', 'External (Excel)', and 'External (Print)'. The 'Internal (PDF)' button is highlighted with a red box. Below the buttons, there is a table with columns: Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, 2024, 2025, 2026, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, and Action. The table shows 'No records found.' and 'Showing 0 to 0 of 0 entries'.

- 4- Click “List” tab if not already selected.

The screenshot shows the Bandeyri system interface. On the left sidebar, the 'Procurement Plan' menu item is highlighted with a red box and labeled '1'. Below it, the 'Procurement Plan' sub-menu item is highlighted with a red box and labeled '2'. The main content area shows the 'Manage Procurement of Goods' view. At the top, there are two buttons: 'List' and 'Add'. The 'List' button is highlighted with a red box and labeled '4'. Below the buttons, there are filters for Agency, Fund, Procurement Method, Year, and Status. The 'Agency' filter is set to 'All', 'Fund' is 'All', 'Procurement Method' is 'All', 'Year' is '2024', and 'Status' is 'All'. Below the filters, there are buttons for 'Filter' and 'Reset Filters'. The 'Filter' button is highlighted with a red box. Below the buttons, there is a table with columns: Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, 2024, 2025, 2026, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, Action, and Select. The table shows 'No records found.' and 'Showing 0 to 0 of 0 entries'.

- 5- You may use the available filter options to narrow the displayed items in the plan and then click the “Filter” button. Click the “Reset Filter” button to clear your selections.

The screenshot shows the 'Manage Procurement of Goods' interface. A red box highlights the filter section, which includes the following fields:

- Agency: All
- Year: 2024
- Fund: All
- Status: All
- Procurement Method: All

Below the filters are buttons for 'Filter' and 'Reset Filters'. The table below the filters shows 'No records found'.

- 6- The table at the bottom shows the items in the procurement plan.

The screenshot shows the 'Manage Procurement of Goods' interface with the filter section expanded. A red box highlights the table, which contains one entry. The table has the following columns:

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C-GOM	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan 2024	19 Jan 2024	26 Jan 2024	To replace the damaged ones.	Pending		

The table shows 'Showing 1 to 1 of 1 entries'.

- 7- To view more information about the item, click the button in the “Action” column and then click “View”. This will open the item in a new tab as shown in the second image below.

The screenshot shows the 'Manage Procurement of Goods' interface. It features a sidebar with navigation options like Dashboard, Access control, Configuration, Budget Control, Bid Committee, Procurement Plan, and Reports. The main area has filters for Agency (All), Year (2024), Fund (All), Status (All), and Procurement Method (All). Below these are 'Filter' and 'Reset Filters' buttons. A table titled 'Procurement of Goods' displays a list of items. The first item is from the Ministry of Finance, for the year 2024, with a procurement reference of PC-Office No/2024/G-01, for 'Supply of 3 Shredders'. The table includes columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and various dates. The 'Action' column for the first item contains a 'View' button, which is highlighted with a red circle and a red '7'.

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C-GOM	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan 2024	19 Jan 2024	26 Jan 2024	To replace the damaged ones.	Pending	View	

The screenshot shows the detailed view of the procurement item 'PC-Office No/2024/G-01'. The page displays details for the Agency (Ministry of Finance), Year (2024), Procurement Name (Supply of 3 Shredders), Estimated Amount (40,000.00 MVR), Fund (C-GOM), and Procurement Method (NCB). It also shows the Allocated Budget, Planned Dates (Invitation for Bids, Bid Opening, Contract Award), and Remarks.

Agency	Year	Procurement No / Reference No	Status
Ministry of Finance	2024	PC-Office No/2024/G-01	Pending

Procurement Name
Supply of 3 Shredders

Estimated Amount in MVR	Fund	Procurement Method
40,000.00	C-GOM	NCB

Allocated Budget

2024	2025	2026	Total
40,000.00	0.00	0.00	40,000.00

Planned Dates

Invitation for Bids	Bid Opening	Contract Award
04 Jan 2024	19 Jan 2024	26 Jan 2024

Remarks
To replace the damaged ones.

Created By
Name : Aishath Hussain
Designation : Procurement Officer

How to Delete Item from Plan

Required Role: **Procurement Officer**

Items that have not been authorized or rejected can be deleted. To delete an item, locate the item by following the instructions up to step 6 in How to View Procurement Plans. Then follow the below steps:

7- Click the button in the “Action” column.

The screenshot displays the BANDEYRI PORTAL interface for a Procurement Officer. The top navigation bar includes a toggle for the left menu, a welcome message, the user's role (Procurement Officer), the current ministry (Ministry of Finance), a logout button, and the version number (2.0). The breadcrumb trail indicates the user is in the 'Home' > 'Procurement Plan' > 'Manage Procurement of Goods' section.

The main content area features a sidebar with navigation links: Dashboard, Access control, Configuration, Budget Control, Bid Committee, Procurement Plan, and Reports. The central panel contains filter controls for Agency (All), Year (2024), Fund (All), Status (All), and Procurement Method (All). Below these filters are buttons for 'Filter' and 'Reset Filters'.

The 'Procurement of Goods' table is displayed with the following columns: Agency, Procurement No / Year, Procurement Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, 2024, 2025, 2026, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, Action, and Select. The first entry shows a procurement item for the Ministry of Finance, 2024, with a reference number PC-Office No/2024/G-01, for the supply of 3 shredders, with an estimated amount of 40,000.00 MVR, funded by C-GOM, and a procurement method of NCB. The status is 'Pending', and the 'Action' column contains a button with a trash icon, which is highlighted with a red box and a red number 7.

The table footer indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls: First, Previous, 1, Next, Last.

- 8- Click the “Delete” button. This will open a prompt asking to enter the reason for deleting.

The screenshot shows the BAN'DEYRI PORTAL interface. The top navigation bar includes a Toggle Left Menu, a Welcome message for Aishath Hussain (Procurement Officer), the Ministry of Finance, a Logout button, and the Version (2.0). The sidebar on the left contains links to Dashboard, Access control, Configuration, Budget Control, Bid Committee, Procurement Plan, and Reports. The main content area is titled 'Manage Procurement of Goods' and includes filters for Agency, Fund, Procurement Method, Year, and Status. Below the filters is a table titled 'Procurement of Goods' with columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and various dates. A red box highlights the 'Delete' button in the 'Action' column of the first row.

- 9- Enter the reason for deleting and click the “Delete” button.

The screenshot shows the BAN'DEYRI PORTAL interface with a 'Delete Item' dialog box open. The dialog box has a title bar 'Delete Item' and a text area for 'Reason :'. Below the text area are buttons for 'Delete' and 'Cancel'. The background shows the same 'Manage Procurement of Goods' page as the previous screenshot, but it is dimmed.


How to Authorize/Reject Item from Plan

Required Role: **Finance Executive**

Items that are pending can be authorized. Items that are authorized or pending can be rejected.
To authorize or reject an item, locate the item by following the instructions up to step 6 in [How to View Procurement Plans](#). Then follow the below steps:

7- Click the button in the “Action” column.

The screenshot shows the BAN'DEYRI PORTAL interface. The top navigation bar includes a toggle left menu, a welcome message for Aishath Hussain (Procurement Officer), the Ministry of Finance, a logout button, and the version number 2.0. The sidebar on the left contains links to Dashboard, Access control, Configuration, Budget Control, Bid Committee, Procurement Plan, and Reports. The main content area is titled 'Manage Procurement of Goods' and features a list of procurement items. The list is filtered by Agency (All), Year (2024), Fund (All), Status (All), and Procurement Method (All). A 'Filter' button and a 'Reset Filters' button are present. The table below shows one entry for the Ministry of Finance, 2024, with a procurement number of PC-Office No/2024/G-01. The item is for the supply of 3 shredders, with an estimated amount of 40,000.00 MVR. The procurement method is NCB, and the status is Pending. The 'Action' column for this entry is highlighted with a red box and a red '7'.

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C- GOM	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan 2024	19 Jan 2024	26 Jan 2024	To replace the damaged ones.	Pending		

- 8- Click the “Authorize” button to authorize it. This will open a prompt asking to enter “Remarks”. This is optional. Click the “Yes” button to authorize it.

Toggle Left Menu | Welcome, Abdulla Ali [Assistant Executive Director] | Ministry of Finance | Logout | Version: 2.0

Home > Procurement Plan > Manage Procurement of Goods

List

Agency : All Year : 2024

Fund : All Status : All

Procurement Method : All

Filter Reset Filters

Select All

Procurement of Goods

Show 100 entries

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C- GOM	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan 2024	19 Jan 2024	26 Jan 2024	To replace the damaged ones.	Pending	View Authorize 8 Reject	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Authorize Item

Are you sure you want to authorize this item?

Remarks : Optional

Yes No

- 9- Click the “Reject” button to reject it. This will open a prompt asking to enter the reason for rejection. Enter the reason and click “Save”.

Agency : All Year : 2024

Fund : All Status : All

Procurement Method : All

Filter Reset Filters

Select All

Procurement of Goods

Show 100 entries

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C-GOM	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan 2024	19 Jan 2024	26 Jan 2024	To replace the damaged ones.	Pending	View Authorize Reject	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Reject Item

Reason : *

Write briefly the reason for rejecting...

Save Cancel

How to Download Procurement Plans

Required Role: **Procurement Officer, Finance Executive**

You can download procurement plans for internal (office) use and external (public) use. Download options include PDF, Excel and printable page within the browser.

The plan can be of an individual agency, or all the agencies combined (consolidated). If your role is Procurement Officer or Finance Executive, a consolidated plan will include the procurement plan of your agency and sub-agencies (agencies under your agency).

To download procurement plan, follow the below steps:

- 1- Click "Procurement Plan" on the left sidebar menu.
- 2- Click "Procurement Plan" under "Procurement Plan".
- 3- Click one of the following tabs:
 - a. "Goods" tabs to download Goods Plan.
 - b. "Works" tabs to download Works Plan.
 - c. "Consultancy" tabs to download Consultancy Plan.
 - d. "Non-Consultancy" tabs to download Non-Consultancy Plan.
- 4- Click the preferred format from the available options.

The screenshot shows the BANDEYRI PORTAL interface. The sidebar menu on the left has 'Procurement Plan' highlighted with a red box and a red circle labeled '1'. Below it, 'Procurement Plan' is highlighted with a red box and a red circle labeled '2'. The main content area has tabs for 'Goods', 'Works', 'Consultancy', and 'Non-Consultancy'. The 'Goods' tab is selected, and its sub-tabs 'Goods', 'Works', 'Consultancy', and 'Non-Consultancy' are shown. The 'Goods' sub-tab is highlighted with a red box and a red circle labeled '3(a)', '3(b)', '3(c)', and '3(d)'. Below the sub-tabs, there are filters for Agency, Fund, Procurement Method, and Year. Below the filters, there are buttons for 'Filter' and 'Reset Filters'. Below the buttons, there are buttons for 'Internal (PDF)', 'Internal (Excel)', 'Internal (Print)', 'External (PDF)', 'External (Excel)', and 'External (Print)'. The 'Internal (PDF)' button is highlighted with a red box and a red circle labeled '4'. Below the buttons, there is a table titled 'Procurement of Goods' with columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and a table with columns for 2024, 2025, 2026, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, and Status.

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status
Ministry of Finance	2024	PC-Office No/2024/G-02	Supply of Multipurpose Printers	60,000.00	C-GOM	NCB	60,000.00	0.00	0.00	60,000.00	01 Feb 2024	08 Feb 2024	15 Feb 2024		Authorized
Ministry	2024	PC-Office	Supply of 3	40,000.00	C-	NCB	40,000.00	0.00	0.00	40,000.00	04 Jan	19 Jan	26 Jan	To	Authorized