

BAN'DEYRI PORTAL: PROCUREMENT PLAN MODULE

User Guideline for Procurement Officer & Finance Executive Role

Date: 26th December 2024



Ministry of Finance

Republic of Maldives

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Module Access

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

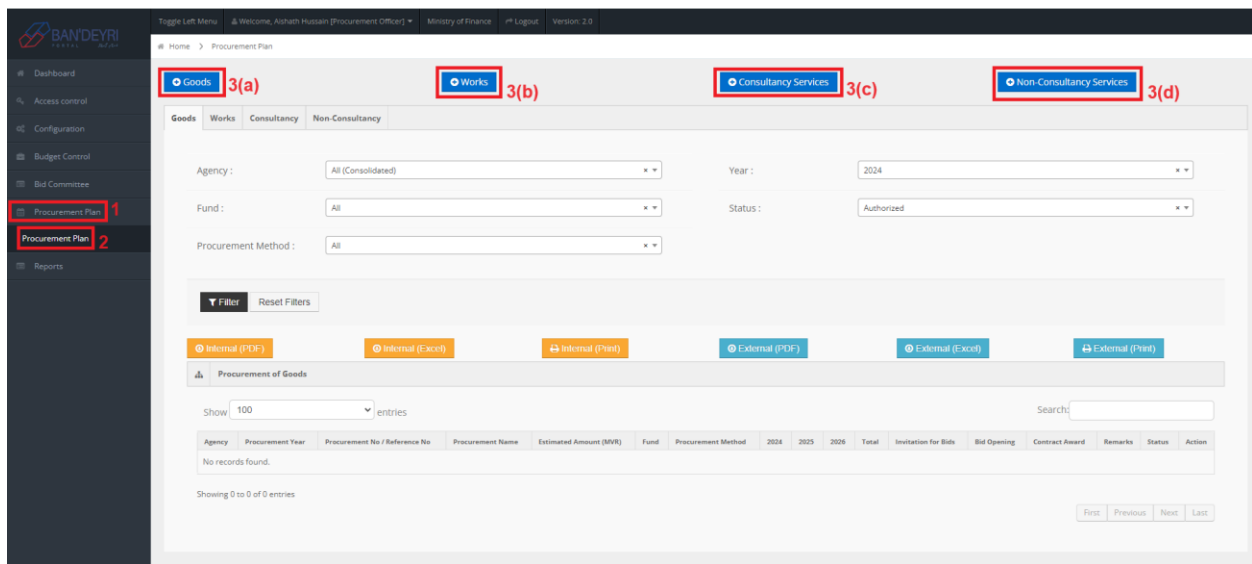
#	Role Name	Description
1	Procurement Officer	Permission to View and Create Procurement Plan
2	Finance Executive	Permission to View and Authorize Procurement Plan

How to Add Procurement Plans

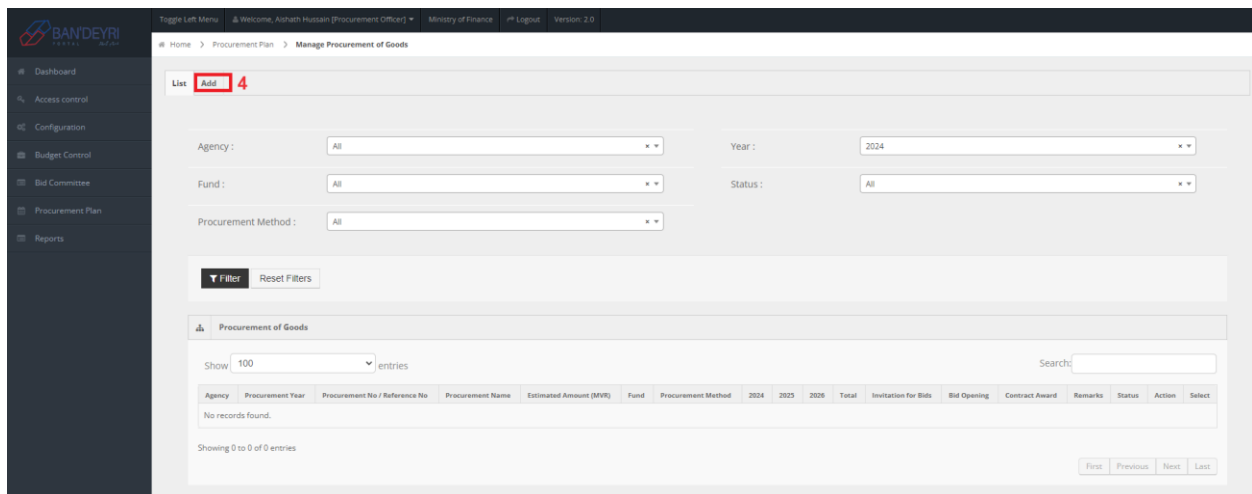
Required Role: **Procurement Officer**

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 a web application interface for managing procurement. The header includes the logo 'BANDEVRI' and user information: 'Welcome, Ashish Hussain (Procurement Officer)', 'Ministry of Finance', and 'Version 2.0'. The breadcrumb trail is 'Home > Procurement Plan > Manage Procurement of Goods'. The form is titled 'Manage Procurement of Goods' and has two tabs: 'List' and 'Add'. The form fields are as follows:

- Agency: Select an option (dropdown)
- Estimated Amount (MVR): Estimated Amount in MVR (text input)
- Procurement No / Reference No: Procurement/Reference Number (text input)
- Fund: Select an option (dropdown)
- Procurement Name: Procurement Name (text input)
- Procurement Method: Select an option (dropdown)
- Year: 2024 (dropdown)
- Allocated Budget: 2024: Budget Allocated for 2024 (text input), 2025: Budget Allocated for 2025 (text input), 2026: Budget Allocated for 2026 (text input), Total: 0 (text input)
- Planned Dates: Invitation for Bids: (text input, note: This date should be before Bid Opening date.), Bid Opening: (text input, note: This date should be after Invitation for Bids date.), Contract Award: (text input, note: This date should be after Bid Opening date.)
- Remarks: Remarks (Optional) (text input)

A 'Save' button is located at the bottom left of the form.

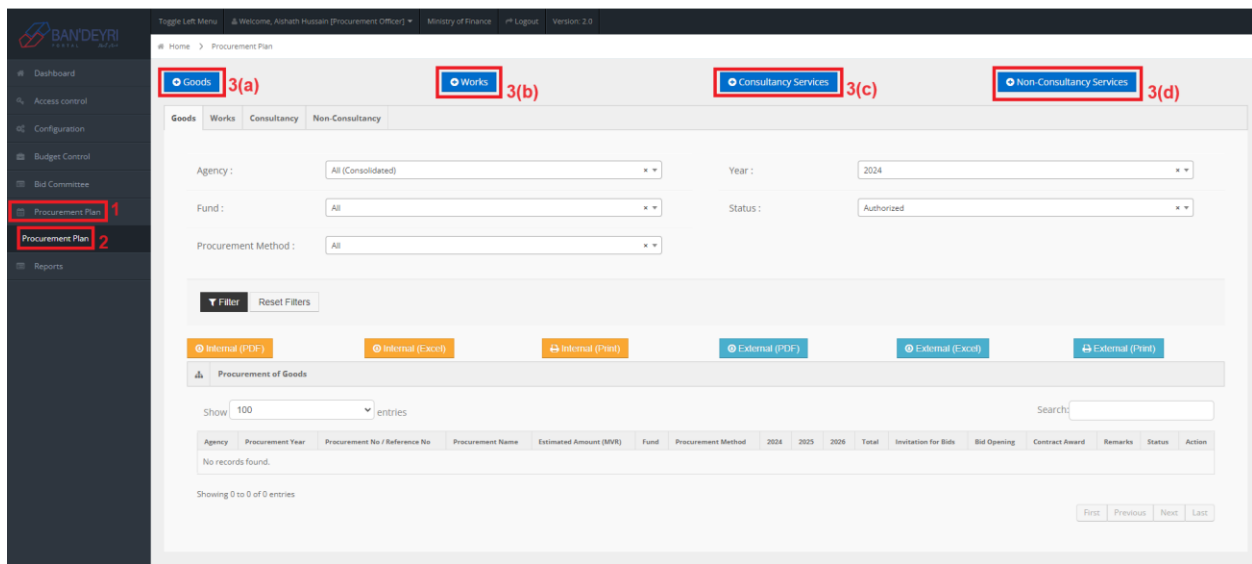
6- Follow the above steps to add each item.

How to View Procurement Plans

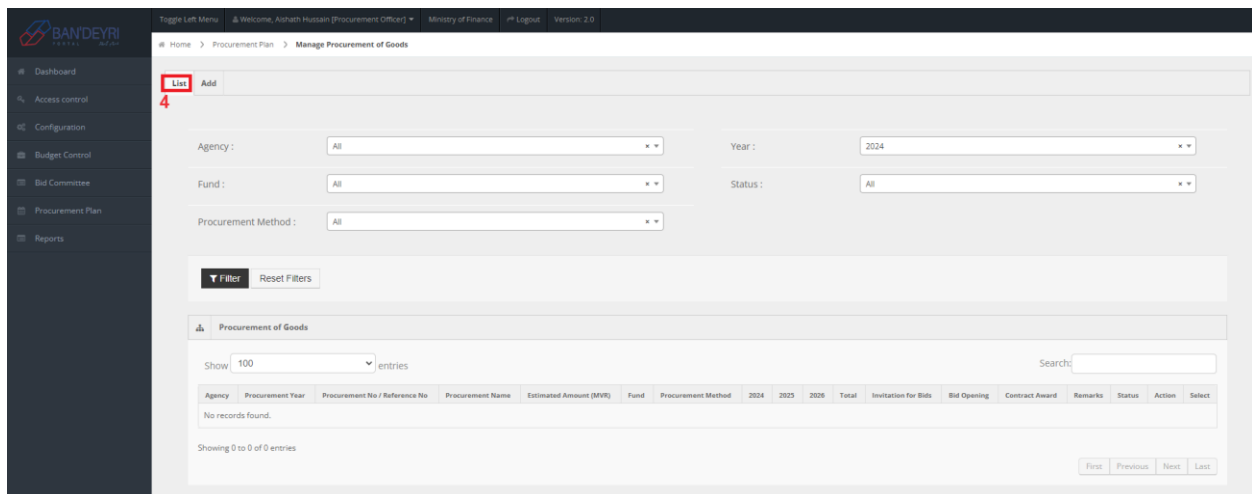
Required Role: **Procurement Officer, Finance Executive**

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.



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



- 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.

5

Agency : All Year : 2024

Fund : All Status : All

Procurement Method : All

Filter Reset Filters

Procurement of Goods

Show 100 entries

No records found.

Showing 0 to 0 of 0 entries

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

6

Agency : All Year : 2024

Fund : All Status : All

Procurement Method : All

Filter Reset Filters

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		

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 includes 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, Year, Fund, Status, and Procurement Method. Below the filters is a table of Procurement of Goods entries. The first entry is for the Ministry of Finance, 2024, with a procurement reference number PC-Office No/2024/G-01 and a name 'Supply of 3 Shredders'. The 'Action' column for this entry contains a menu with 'View' and 'Delete' options, which is highlighted with a red box and a red number '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 Delete	

The screenshot shows the detailed view of the procurement item 'Supply of 3 Shredders'. It displays various details in a structured layout:

- Agency:** Ministry of Finance
- Year:** 2024
- Procurement No / Reference No:** PC-Office No/2024/G-01
- Status:** Pending
- Procurement Name:** Supply of 3 Shredders
- Estimated Amount in MVR:** 40,000.00
- Fund:** C-GOM
- Procurement Method:** NCB
- Allocated Budget:**

Year	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.

Toggle Left Menu | Welcome, Alshath Hussain (Procurement Officer) | Ministry of Finance | Logout | Version: 2.0

Home > Procurement Plan > Manage Procurement of Goods

List Add

Agency: All Year: 2024


Fund: All Status: All

Procurement Method: All

Filter Reset Filters

Procurement of Goods

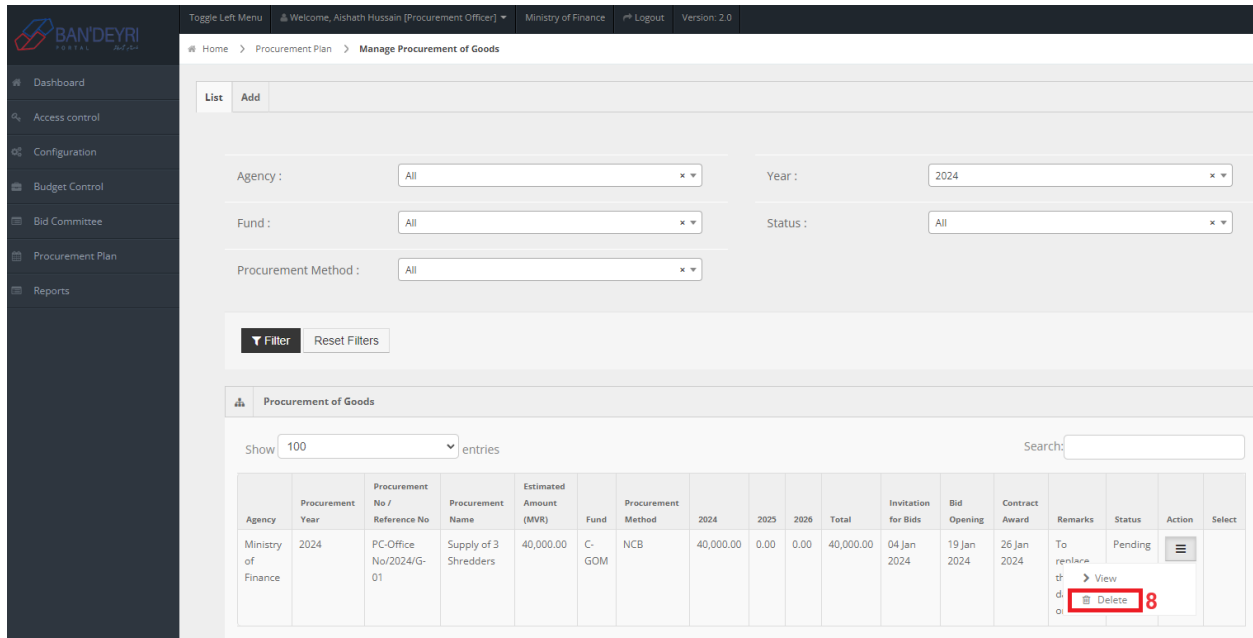
Show 100 entries Search:

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		

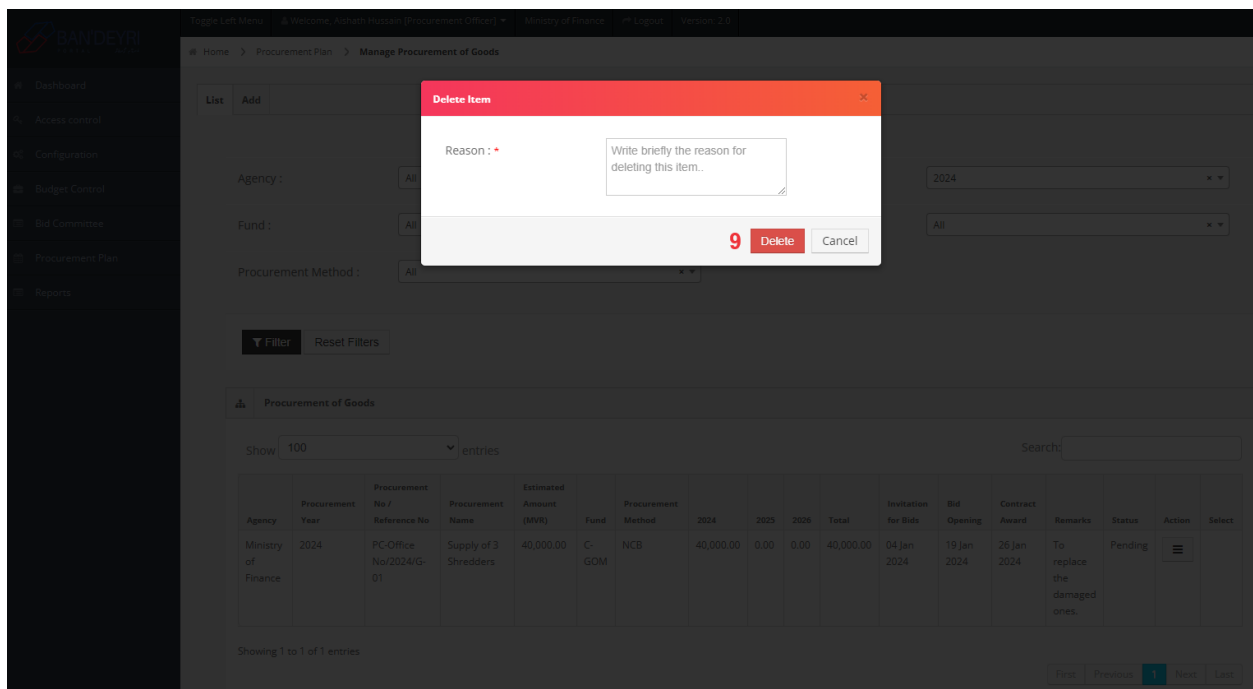
Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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



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




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 'Manage Procurement of Goods' interface. At the top, there are navigation links and user information. Below that, there are filter options for Agency, Year, Fund, Status, and Procurement Method. A 'Filter' button and 'Reset Filters' link are also present. The main content area displays a table of procurement items. The table has columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and a summary of years (2024, 2025, 2026, Total). It also includes columns for Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, Action, and Select. The first row shows a procurement item for 'Supply of 3 Shredders' with an estimated amount of 40,000.00 MVR. The 'Action' column for this item contains a menu icon, which is highlighted with a red box and the number 7. The 'Status' column for this item is 'Pending'. The table also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

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		

- 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.

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

Authorize Item

Are you sure you want to authorize this item?

Remarks : Optional

Yes No

- 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”.

The screenshot shows the 'Manage Procurement of Goods' page. At the top, there are filter fields for Agency (All), Year (2024), Fund (All), Status (All), and Procurement Method (All). Below these is a 'Filter' button and a 'Reset Filters' button. A 'Select All' button is in the top right. The main table shows one entry for 'Ministry of Finance' with a status of 'Pending'. The 'Action' column for this entry has a dropdown menu open, showing options: 'View', 'Authorize', and 'Reject'. The 'Reject' option is highlighted in red, and a red '9' is next to it. Below the table, it says 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

The screenshot shows the same 'Manage Procurement of Goods' page, but with a modal dialog box open. The dialog is titled 'Reject Item' and has a red header. It contains a 'Reason : *' label, a text input field with the placeholder text 'Write briefly the reason for rejecting...', and 'Save' and 'Cancel' buttons at the bottom. The background page is dimmed.

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 BAN DEYRI portal interface. The sidebar menu on the left has "Procurement Plan" highlighted with a red box and labeled "1". Below it, another "Procurement Plan" link is highlighted with a red box and labeled "2". The main content area has a top navigation bar with "Goods", "Works", "Consultancy Services", and "Non-Consultancy Services" tabs. Below these are sub-tabs for "Goods", "Works", "Consultancy", and "Non-Consultancy", with "Goods" and "Works" highlighted with red boxes and labeled "3(a)" and "3(b)" respectively. The "Consultancy" and "Non-Consultancy" tabs are also highlighted with red boxes and labeled "3(c)" and "3(d)". The main content area has a filter section with "Filter" and "Reset Filters" buttons. Below the filter section, there are download options: "Internal (PDF)", "Internal (Excel)", "Internal (Print)", "External (PDF)", "External (Excel)", and "External (Print)". These options are highlighted with a red box and labeled "4". The main content area also has a table with columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and various dates 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