

Bandeyri Portal

Procurement Plan Module User Documentation

Procurement Officer, Finance Executive and Procurement HOD

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Module Access

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

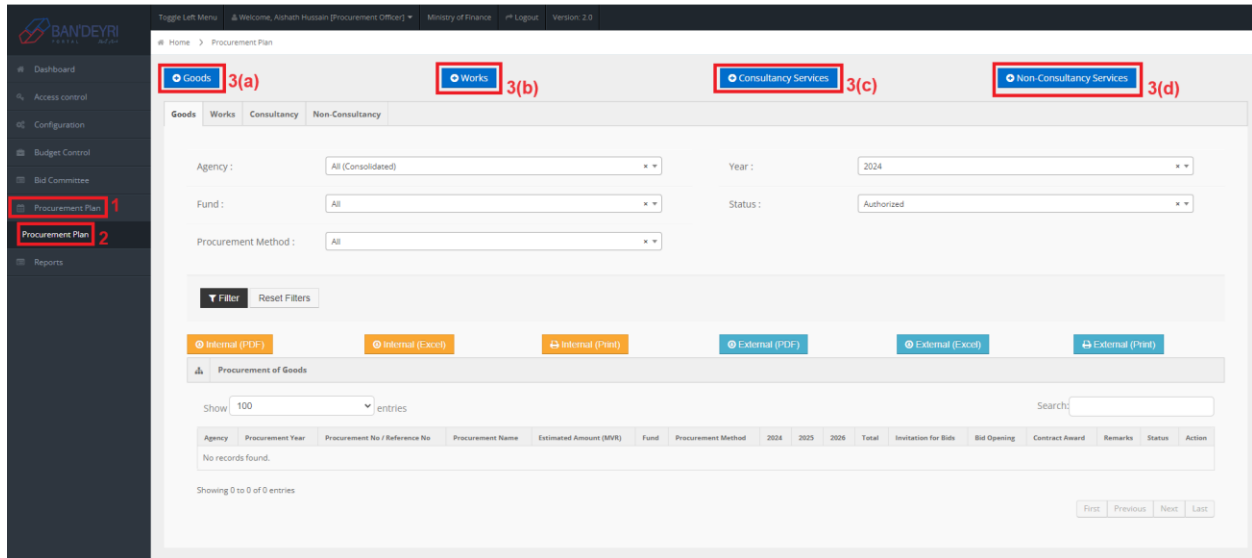
#	Role Name	Description
1	Procurement Officer	Permission to View and Create Procurement Plan
2	Finance Executive	Permission to View and Authorize Procurement Plan
3	Procurement HOD	Permission to View Procurement Plan

How to Add Procurement Plans

Required Role: **Procurement Officer**

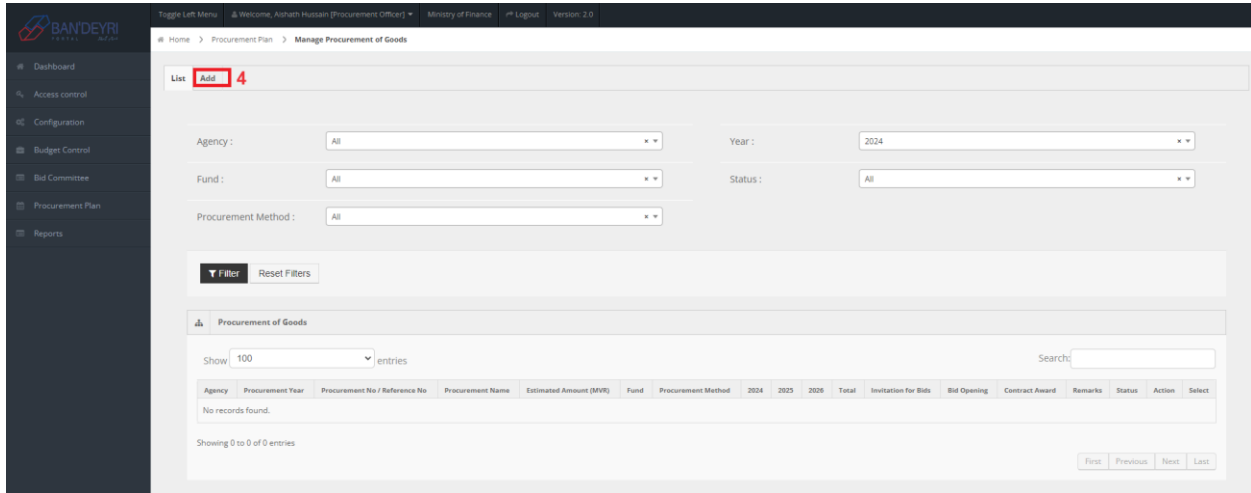
To add new items to plan, follow the steps below:

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



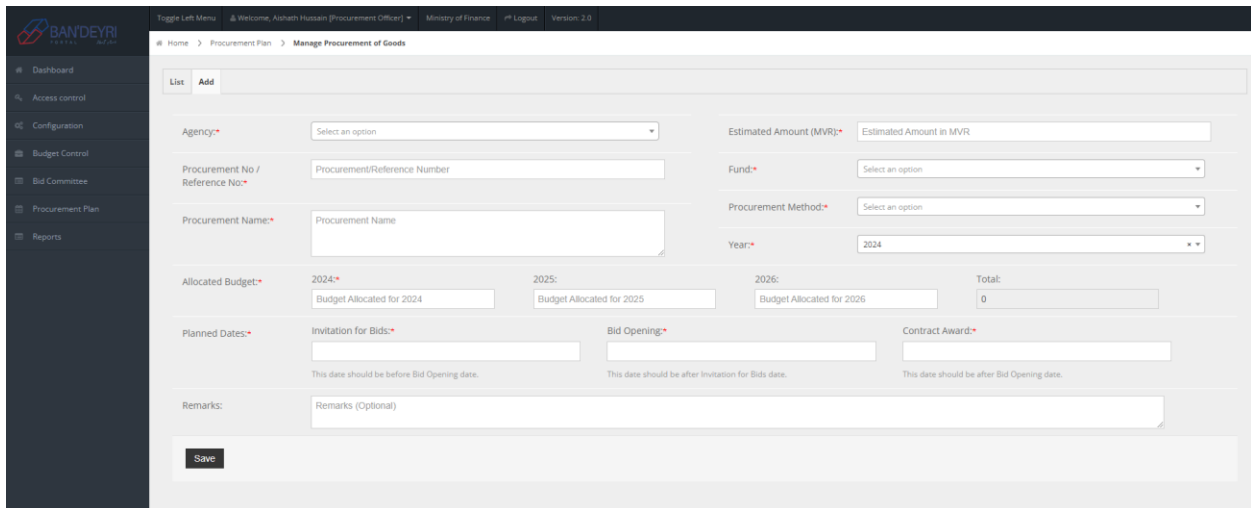
These screenshots are included for reference purposes only and serve merely as illustrative examples.

4. Click “Add” tab.



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5. Fill in the Form and click the “Save” as shown below.
 When adding items to the plans, use reference numbers as follows:
 For Goods: Office No/2026/G-01
 For Works: Office No/2026/W-01
 For Consultancy: Office No/2026/C-01
 For Non-Consultancy: Office No/2026/NC-01



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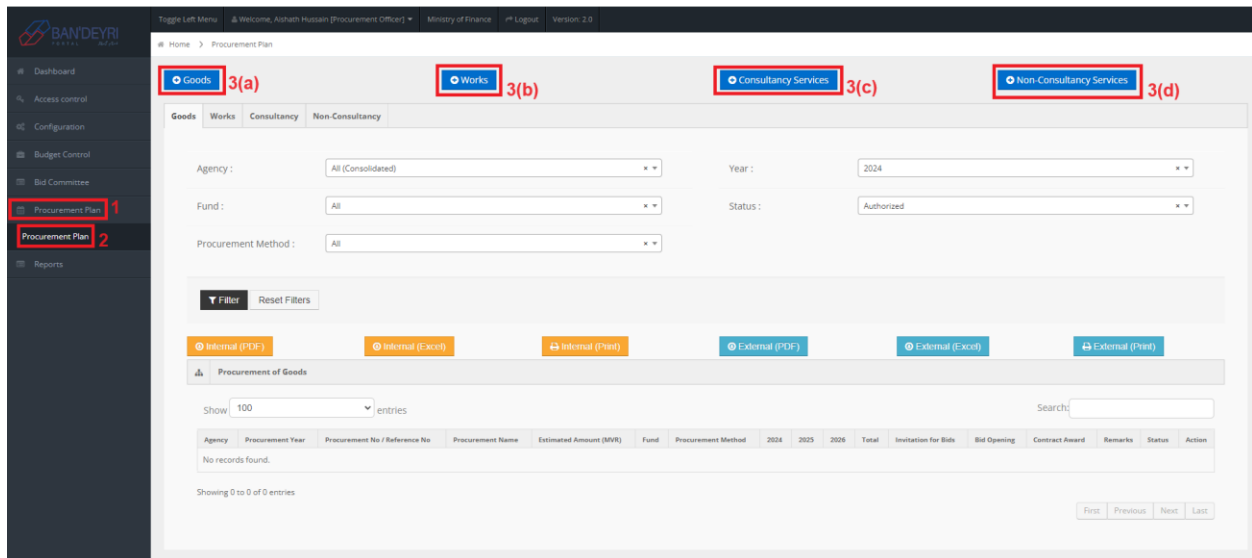
6. Multiple funds can be selected for a single procurement item.
7. The Procurement Officer can edit the items before the Finance Executive authorizes them.
8. Once the items are authorized by the Finance Executive, the Procurement Officer can no longer edit them.
9. Follow the above steps to add each item.

How to View Procurement Plans

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

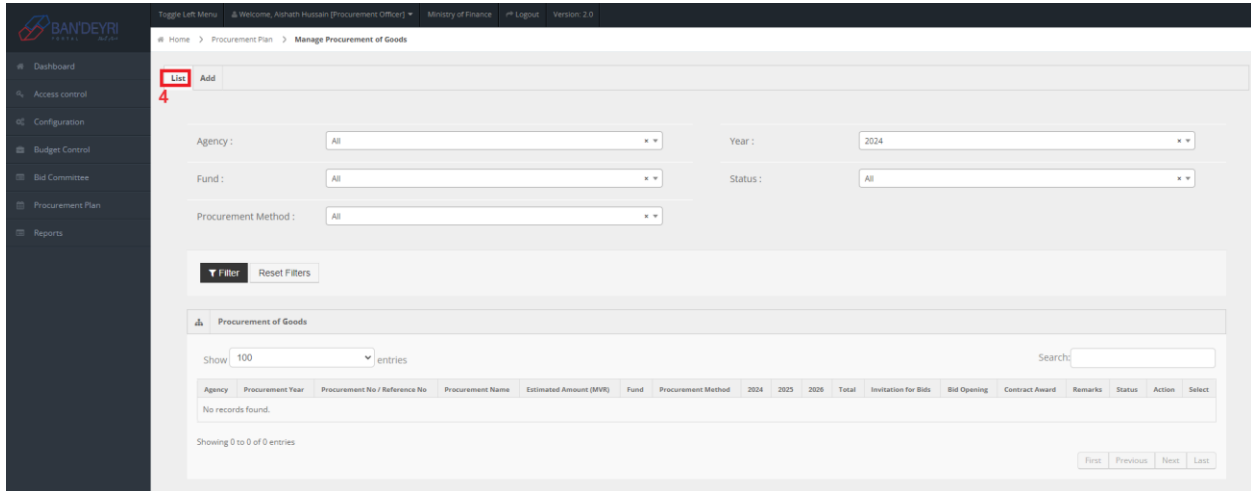
To view the plan, follow the steps below:

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



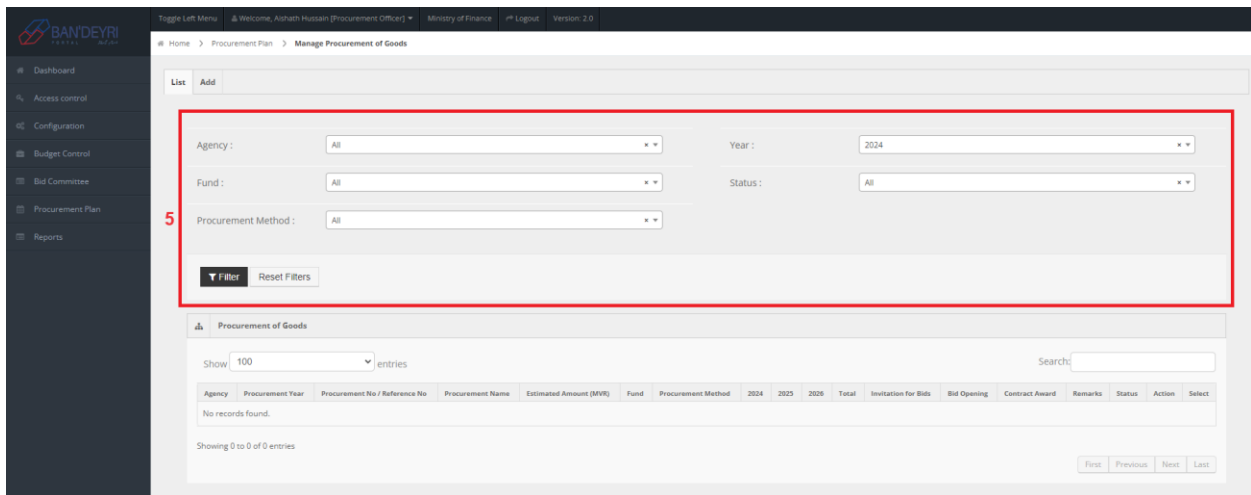
These screenshots are included for reference purposes only and serve merely as illustrative examples.

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



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



These screenshots are included for reference purposes only and serve merely as illustrative examples.

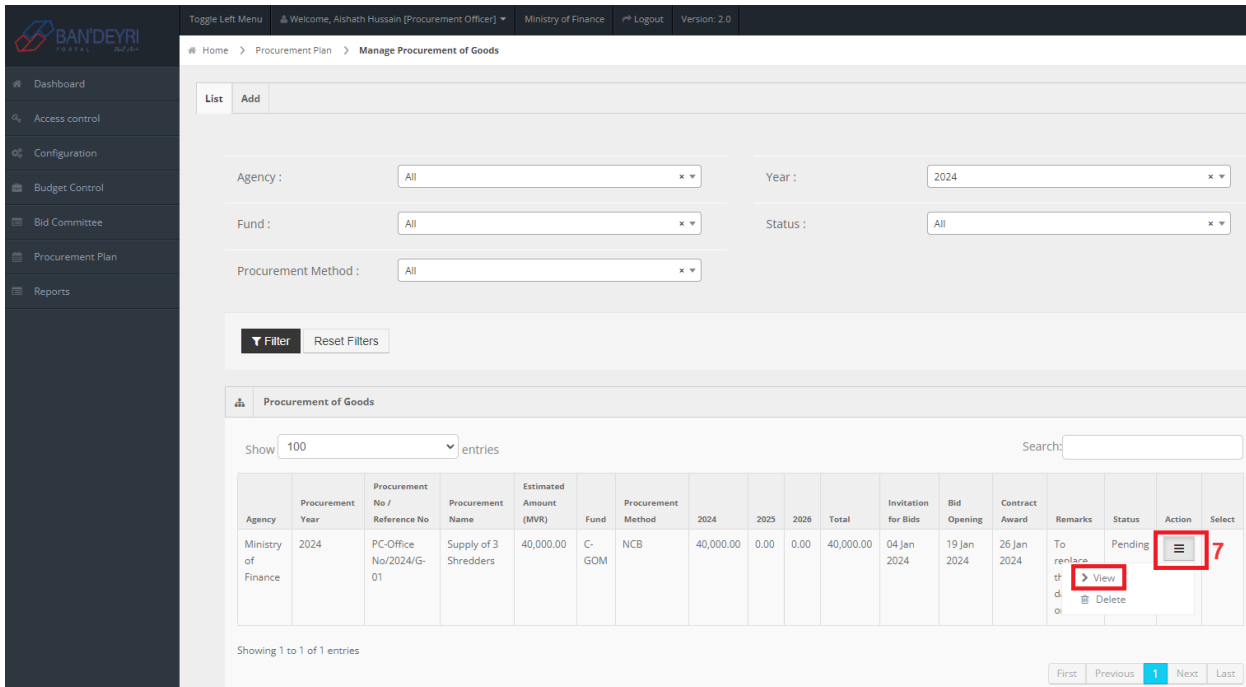
6. The table at the bottom shows the items in the procurement plan.

The screenshot displays the 'Manage Procurement of Goods' interface. At the top, there are navigation links and user information. Below the navigation, there are filter options for Agency, Year, Fund, Status, and Procurement Method. A 'Filter' button and 'Reset Filters' link are present. The main section is titled 'Procurement of Goods' and shows a table with one entry. The table has columns for Agency, Procurement Year, Reference No, Name, Estimated Amount (MVR), Fund, Procurement Method, and various dates (Invitation for Bids, Bid Opening, Contract Award). The entry is for 'Supply of 3 Shredders' with an estimated amount of 40,000.00 MVR and a status of 'Pending'. A red box highlights the table area.

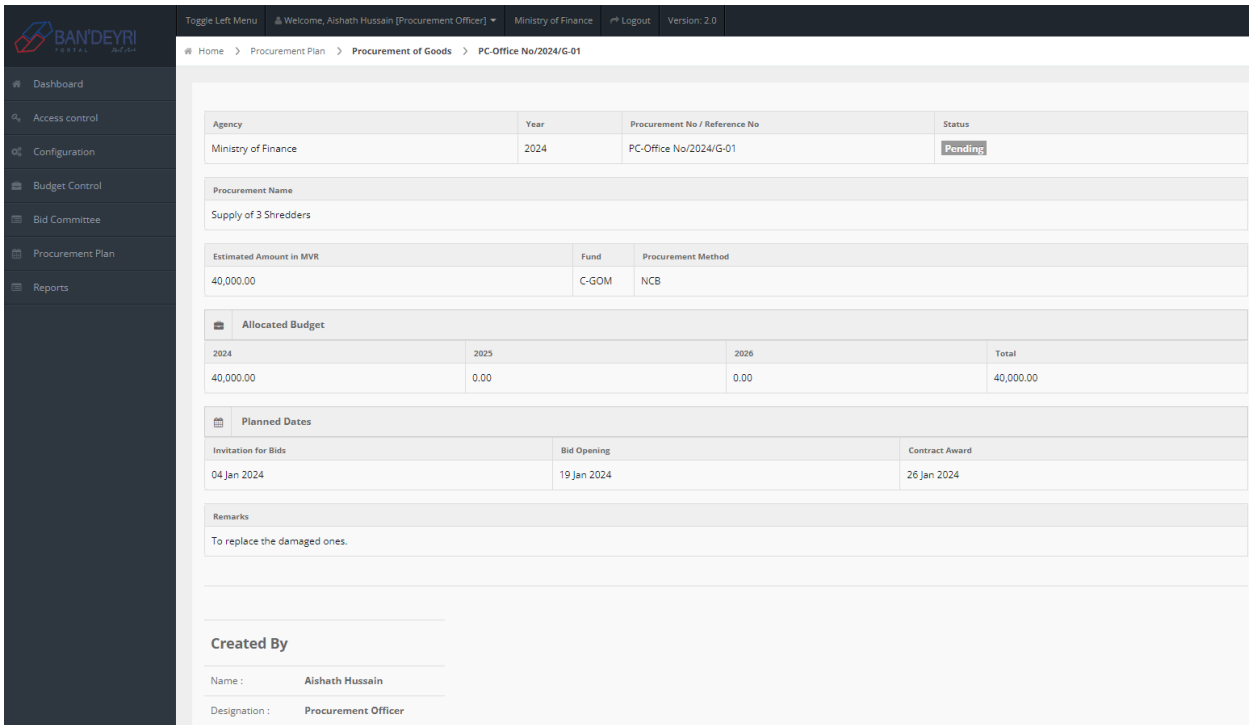
Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Finance	2024	PC-Office No/2024/G-01	Supply of 3 Shredders	40,000.00	C-GOM	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		

These screenshots are included for reference purposes only and serve merely as illustrative examples.

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



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How to Delete Items 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 steps below:

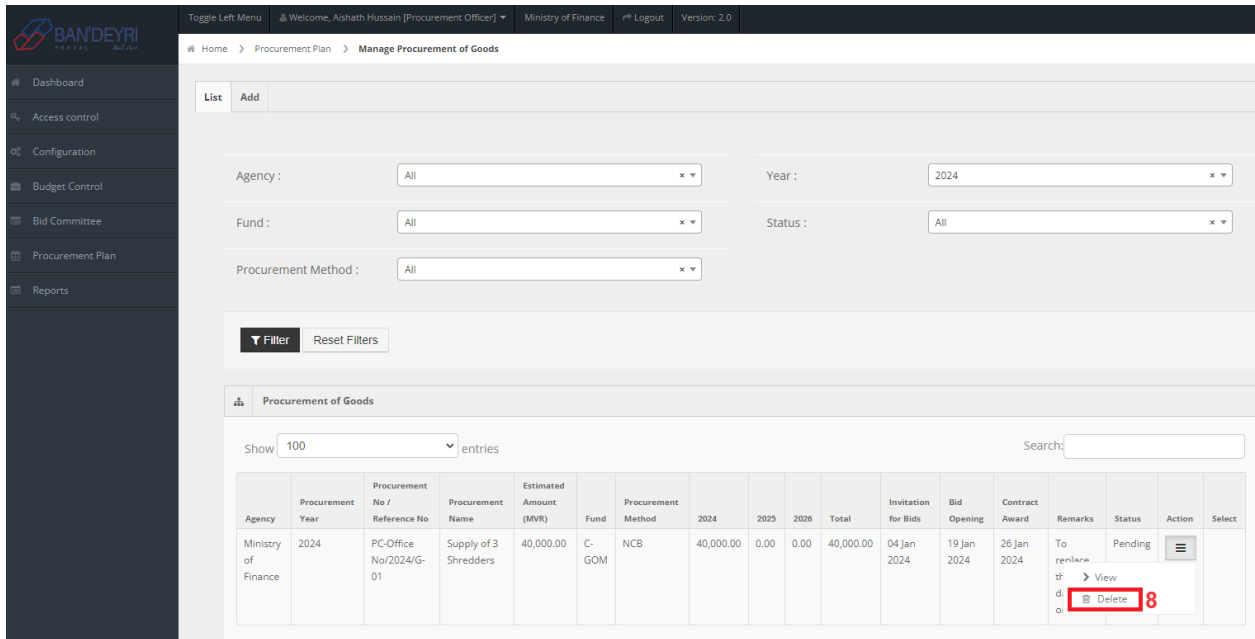
7. Click “Action” column.

The screenshot shows the 'Manage Procurement of Goods' interface. At the top, there are filter options: Agency (All), Year (2024), Fund (All), Status (All), and Procurement Method (All). Below these are 'Filter' and 'Reset Filters' buttons. The main table, titled 'Procurement of Goods', displays one entry for the Ministry of Finance. The 'Action' column for this entry 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	7	

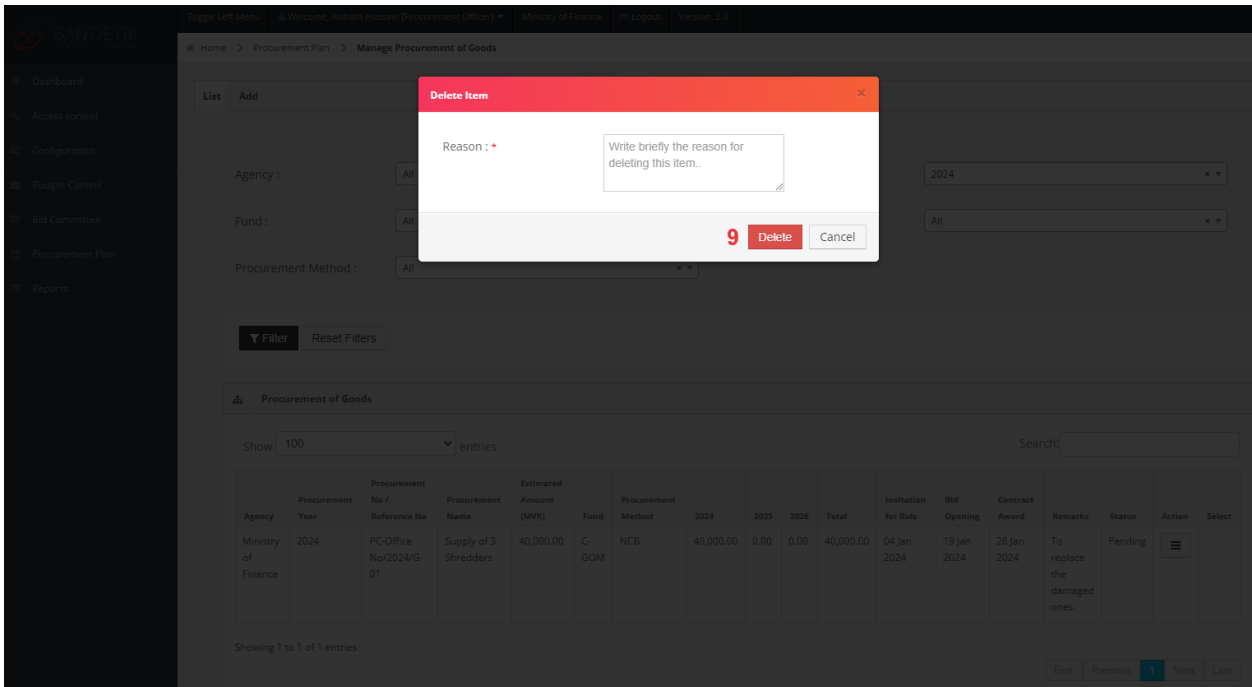
These screenshots are included for reference purposes only and serve merely as illustrative examples.

8. Click “Delete”. This will open a prompt asking for the reason for deletion.



These screenshots are included for reference purposes only and serve merely as illustrative examples.

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



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How to Authorize/ Reject Items from Plan

Required Role: **Finance Executive**

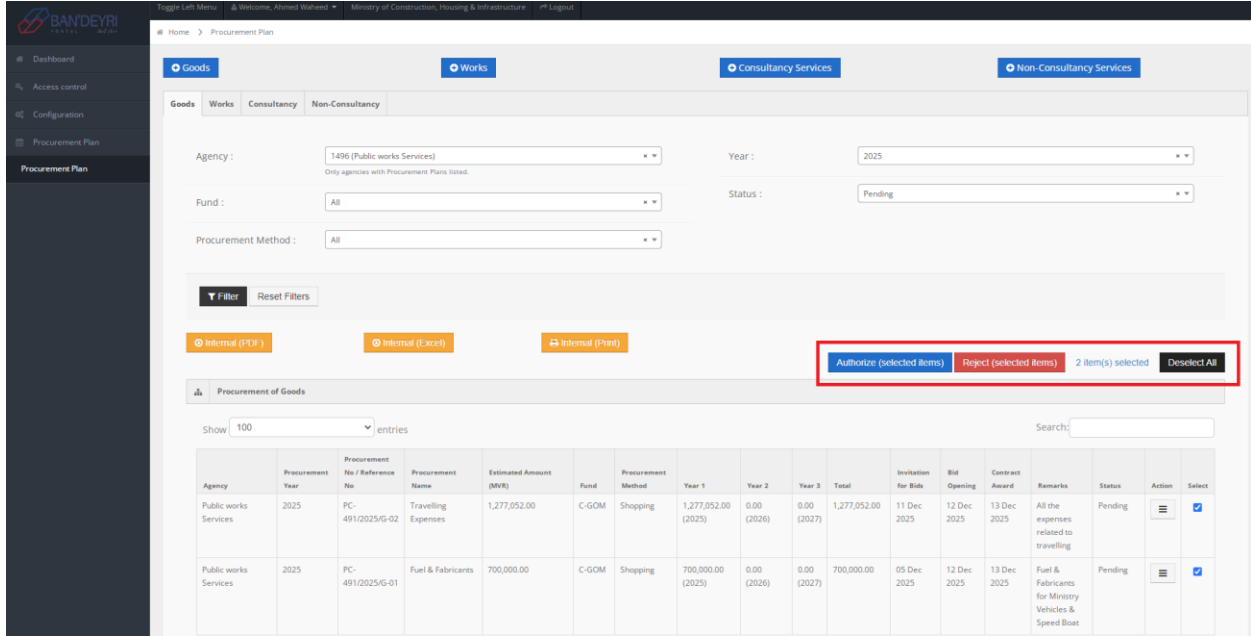
Items that are pending can be authorized. To authorize or reject an item, locate the item by following the instructions up to step 6 in How to View Procurement Plans. Then follow the steps below:

1. Click “Status” and select “Pending”, then click filter. Once you filter you will see all the items pending. Select items and click authorize to authorize them or click reject to reject them.

The screenshot displays the 'Procurement Plan' module interface. At the top, there are navigation tabs for 'Goods', 'Works', 'Consultancy Services', and 'Non-Consultancy Services'. Below these are filter options for Agency, Fund, and Procurement Method. A 'Filter' button is highlighted with a red box. To the right, a 'Status' dropdown menu is also highlighted with a red box, showing 'Pending' as the selected option. Below the filters, there are buttons for 'Internal (PDF)', 'Internal (Excel)', and 'Internal (Print)'. The main content area shows a table titled 'Procurement of Goods' with columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MYR), Fund, Procurement Method, Year 1, Year 2, Year 3, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, Action, and Select. Two rows of data are visible, both with a 'Pending' status.

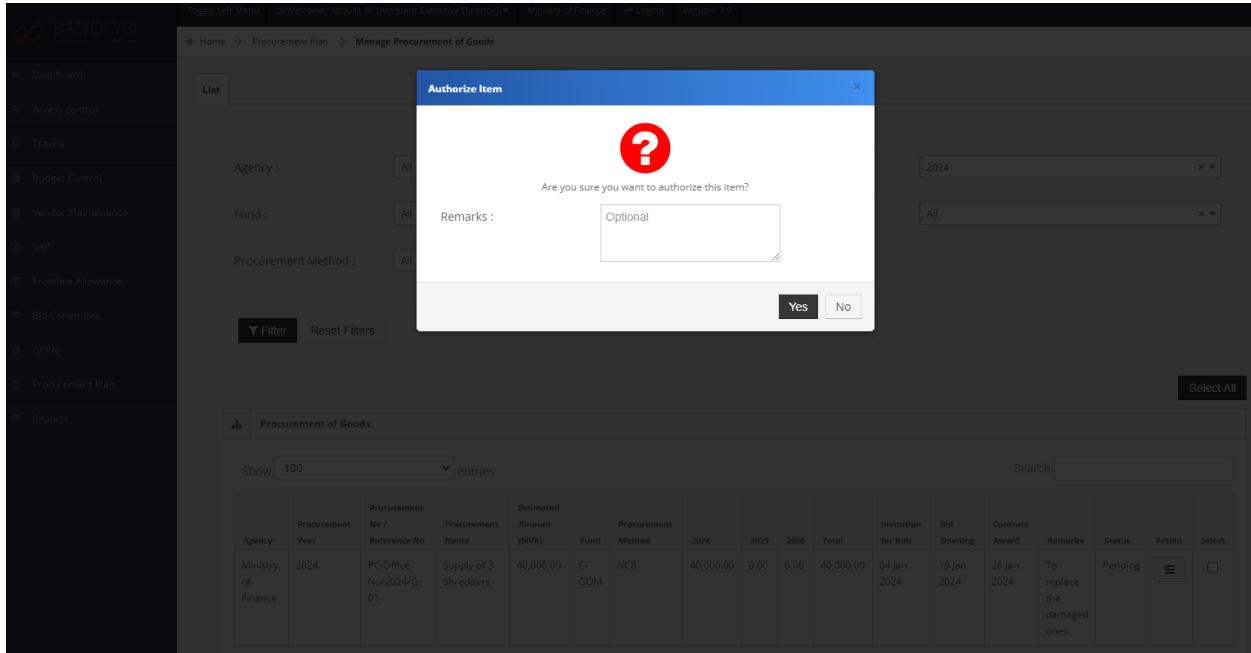
Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MYR)	Fund	Procurement Method	Year 1	Year 2	Year 3	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Public works Services	2025	PC-491/2025/G-02	Travelling Expenses	1,277,052.00	C-GOM	Shopping	1,277,052.00 (2025)	0.00 (2026)	0.00 (2027)	1,277,052.00	11 Dec 2025	12 Dec 2025	13 Dec 2025	All the expenses related to travelling	Pending	[Menu]	<input type="checkbox"/>
Public works Services	2025	PC-491/2025/G-01	Fuel & Fabricants	700,000.00	C-GOM	Shopping	700,000.00 (2025)	0.00 (2026)	0.00 (2027)	700,000.00	05 Dec 2025	12 Dec 2025	13 Dec 2025	Fuel & Fabricants for Ministry Vehicles & Speed Boat	Pending	[Menu]	<input type="checkbox"/>

These screenshots are included for reference purposes only and serve merely as illustrative examples.



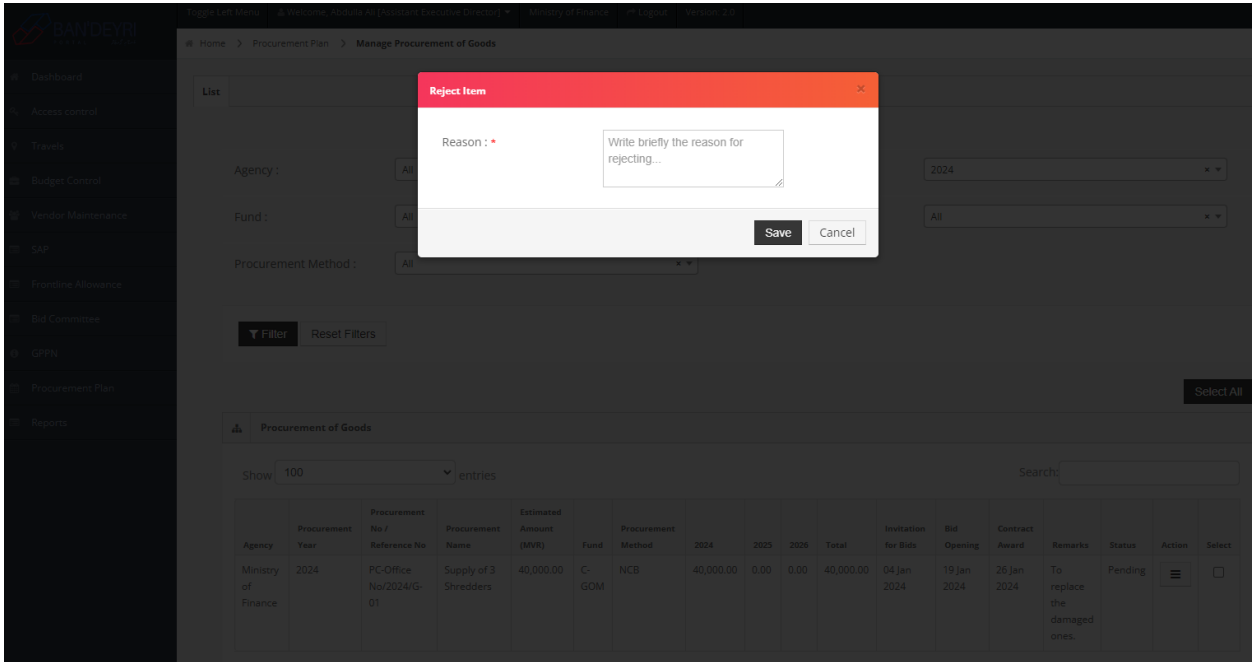
These screenshots are included for reference purposes only and serve merely as illustrative examples.

- When you click “Authorize” a prompt will open asking to enter remarks. This is optional. Click “Yes” to authorize.



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- When you click “Reject” a prompt will open asking to enter the reason for rejection. Enter the reason and click “Save”.



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How to Download Procurement Plan

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 for 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 steps below:

1. Click “Procurement Plan” on the left sidebar to view the 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 left sidebar has 'Procurement Plan' highlighted with a red box and a '1' next to it. Below it, another 'Procurement Plan' link is highlighted with a red box and a '2' next to it. The main content area shows a 'Procurement Plan' page with tabs for 'Goods', 'Works', 'Consultancy Services', and 'Non-Consultancy Services'. Under the 'Goods' tab, there are sub-tabs for 'Goods', 'Works', 'Consultancy', and 'Non-Consultancy', with 'Goods' and 'Non-Consultancy' highlighted with red boxes and '3(a)' and '3(d)' respectively. The 'Agency' dropdown is set to 'All (Consolidated)', 'Year' to '2024', 'Fund' to 'All', and 'Status' to 'Authorized'. The 'Procurement Method' is set to 'All'. Below the filters, there is a 'Filter' button and a 'Reset Filters' button. A red box highlights the download format options: 'Internal (PDF)', 'Internal (Excel)', 'Internal (Print)', 'External (PDF)', 'External (Excel)', and 'External (Print)', with a '4' above them. The table below shows procurement items with columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, and years 2024, 2025, 2026, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, and Status.

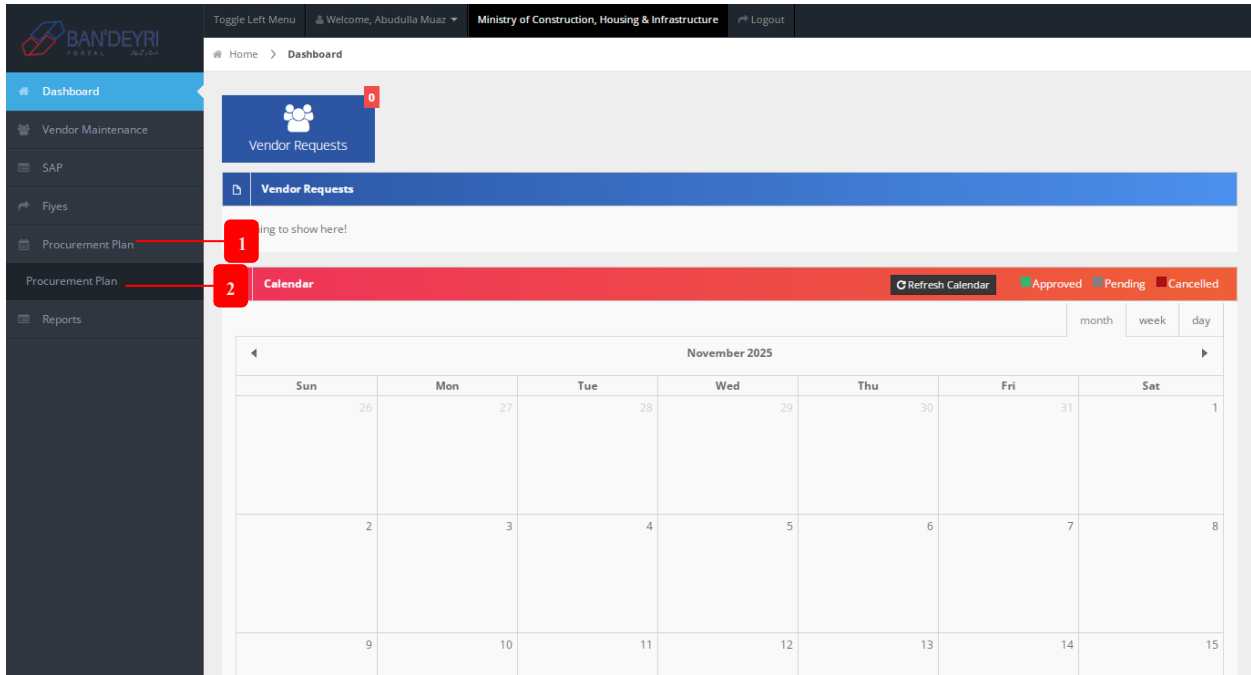
Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	2024	2025	2026	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status
Ministry of Finance	2024	PC-Office No/2024/G-02	Supply of Multipurpose Printers	60,000.00	C-GOM	NCB	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

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How to View Procurement Plans

Required Role: **Procurement HOD**

1. Select the “Procurement Plan” on the left sidebar to view the menu.
2. Select the “Procurement Plan” under “Procurement Plan”



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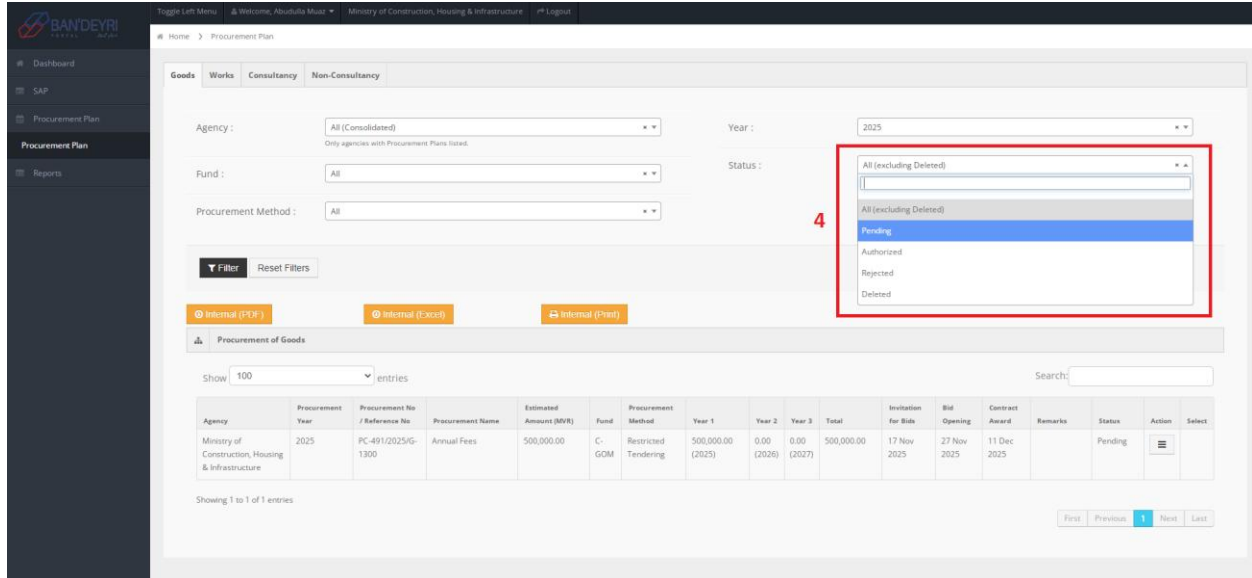
3. Select one of the following tabs to view:
 - a) “Goods” tab to view Goods Plan.
 - b) “Works” tab to view Works Plan.
 - c) “Consultancy” tabs to view Consultancy Plan.
 - d) “Non – Consultancy” tab to view Non – Consultancy Plan.

The screenshot shows the BANDEYRI system interface. At the top, there is a navigation bar with the logo and user information. Below it is a sidebar menu with options like Dashboard, Vendor Maintenance, SAP, Files, Procurement Plan, and Reports. The main content area is titled 'Procurement Plan' and features four tabs: Goods, Works, Consultancy, and Non-Consultancy. The 'Goods' tab is selected and highlighted with a red box, with a red circle and the letter '(a)' next to it. The other tabs are labeled with red circles and letters: '(b)' for Works, '(c)' for Consultancy, and '(d)' for Non-Consultancy. Below the tabs are filter fields for Agency (set to 'All (Consolidated)'), Fund (set to 'All'), Procurement Method (set to 'All'), and Year (set to '2025'). There are also buttons for 'Filter' and 'Reset Filters'. Below the filters are buttons for generating reports: 'Internal (PDF)', 'Internal (Excel)', 'Internal (Print)', 'External (PDF)', 'External (Excel)', and 'External (Print)'. The main data area is titled 'Procurement of Goods' and shows a table with 100 entries. The table has columns for Agency, Procurement Year, Procurement No / Reference No, Procurement Name, Estimated Amount (MVR), Fund, Procurement Method, Year 1, Year 2, Year 3, Total, Invitation for Bids, Bid Opening, Contract Award, Remarks, Status, Action, and Select. Three rows of data are visible in the table.

Agency	Procurement Year	Procurement No / Reference No	Procurement Name	Estimated Amount (MVR)	Fund	Procurement Method	Year 1	Year 2	Year 3	Total	Invitation for Bids	Bid Opening	Contract Award	Remarks	Status	Action	Select
Ministry of Construction, Housing & Infrastructure	2025	PC-491/2025-G-13	Annual Fees	500,000.00	C-GOM	Shopping	500,000.00 (2025)	0.00 (2026)	0.00 (2027)	500,000.00	04 May 2025	15 May 2025	22 May 2025	All Fees including vehicle & vessels	Authorized		
Ministry of Construction, Housing & Infrastructure	2025	PC-491/2025-G-12	Water & Electricity	8,000,000.00	C-GOM	Shopping	8,000,000.00 (2025)	0.00 (2026)	0.00 (2027)	8,000,000.00	26 Jan 2025	30 Jan 2025	06 Feb 2025	Ministry - Water & Electricity	Authorized		
Ministry of Construction, Housing & Infrastructure	2025	PC-491/2025-G-11	Repair - Non residential buildings	3,200,000.00	C-GOM	Shopping	3,200,000.00 (2025)	0.00 (2026)	0.00 (2027)	3,200,000.00	23 Feb 2025	06 Mar 2025	01 Apr 2025	Repair office building and other budlings under ministry	Authorized		

These screenshots are included for reference purposes only and serve merely as illustrative examples.

4. Procurement HOD can use the available filter option to narrow down the displayed items in the view and check the status of the added plans using status options. After selecting the criteria, click “Filter”.
5. Click “Reset Filter” to clear the selection.



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