

in-tend

www.in-tend.com

+44 (0) 114 407 0056

# E-PROCUREMENT SOLUTIONS

Global  
e-Procurement  
Solution Provider

Asian Development Bank

Procurement  
Training &  
Consultancy

8th APPePN e-GP Conference

Seminars &  
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05-06 December 2022

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## ADB Sponsored APPEPN e-Tendering Platform

In-tend

 **Asia Pacific  
Public Electronic Procurement Network**

in-tend 

### In-tend Organiser

Sign in to start your session

User name

Password

[Reset Password](#) [Login](#)

For information about the latest version (v05.07.04.01 - 12/05/2022), please login and view the "Product Release Notes" under the "Help" options.

ORWEB1

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## Custom Home Screens – Help navigate users through the system

The screenshot displays the In-Tend Home Page. At the top, there is a navigation menu with the following items: In-tend, File, Project, Stage, Contracts, Messages, Administration, Reports, and Help. The main content area is titled 'In-Tend - Home Page' and includes a user profile 'in-community' with links for 'Report Writer', 'Help', and 'Site Map'. The interface features six main action cards: 'Live Projects' (orange icon) for displaying attached projects; 'New Project (Wizard)' (green icon) for creating projects using pre-defined templates; 'New Project (Standard Template)' (green icon) for creating projects using the system's standard template; 'Supplier Database' (blue icon) for viewing registered suppliers; and 'Reports' (blue icon) for creating or running custom reports. A bottom navigation bar contains icons for Home, Projects, Stages, Returns, Contracts, Correspondence, Suppliers, and Help. The footer includes the copyright notice '© In-tend Ltd (2006 - 2022)'.

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Project Values – Help guide users down the correct process

The screenshot shows a web interface titled "Project Wizard". At the top, there is a "Wizards" tab. Below it, a heading reads "Select a project value below, then select one of the available wizards". A "Project Value" dropdown menu is open, showing options: "(None)", "< \$30,000 Quotation only, HOM approval only", "< \$60,000 Procurement (Tender or Quote)", and "> \$60,000 Full Tender HOM & TC Approval". Below the dropdown, a section titled "Select the wizard you wish to use" contains a list of wizard options, each with a checkbox:

Name
<input type="checkbox"/> Auction RFQ
<input type="checkbox"/> Dynamic Purchasing Wizard
<input type="checkbox"/> Request for Quotation (Standard)
<input type="checkbox"/> Tender Wizard (Standard)
<input type="checkbox"/> Tender Wizard (Online Journal)
<input type="checkbox"/> Full Tender
<input type="checkbox"/> Invitation to Bid

At the bottom right of the interface, there are two buttons: "Next >>" and "Cancel".

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Project Values – After selecting a value users are guided to the appropriate wizard

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The screenshot shows a web interface titled "Project Wizard". At the top left, there is a folder icon and the text "Project Wizard". Below this is a tab labeled "Wizards". A horizontal line separates the header from the main content. The main content area has a heading "Select a project value below, then select one of the available wizards". Below this heading is a dropdown menu labeled "Project Value" with the selected option "< \$60,000 Procurement (Tender or Quote)". Another horizontal line follows. Below this is the heading "Select the wizard you wish to run:". Underneath is a table with a "Name" column and four rows of options, each with a checkbox:

Name
<input type="checkbox"/> Auction RFQ
<input type="checkbox"/> Tender Wizard (Standard)
<input type="checkbox"/> Full Tender
<input type="checkbox"/> Invitation to Bid

At the bottom right of the interface, there are two buttons: a blue "Next >>" button and a red "Cancel" button.

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Dynamic Wizards – Users will follow a step by step process, completing all mandatory fields

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The screenshot shows the 'Tender Wizard (Standard)' interface. At the top, there are tabs for 'Project', 'Classification', 'Information', 'Users', 'Suppliers', 'Stage', and 'Documents'. The 'Project' tab is active. Below the tabs, the 'Details' section contains the following fields:

- Title:** Asian Development Bank Presentation - Project Wizard
- Reference:** ADB/REF/001
- Project Value:** < \$60,000 Procurement (Tender or Quote)
- Description:** DETAILS OF OPPORTUNITY  
In order to participate in the tender process, you will need to register on the Asia Pacific Public Electronic Procurement Network e-GP Portal as a supplier. As part of registration, you will need to specify relevant "Business Classifications" for your business. This tender will be listed under the following classification: CATEGORY CODE  
Prospective tenderers should include this category when registering on the system.

Below the description is a 'Standard Text' button. The 'Main project department' section includes a dropdown menu with 'Asia Pacific Public Electronic Procurement Network' and a search icon, and two checkboxes: 'Attach additional departments' and 'Attach additional users'. The 'Main Contact' section has a text input field with 'Paul Featherstone'. The 'Directive' section has a dropdown menu with 'Works' and a search icon. At the bottom, there are four buttons: '<< Back', 'Next >>', 'Save', and 'Cancel'.

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Supplier Database – ADB users can review all current registered suppliers

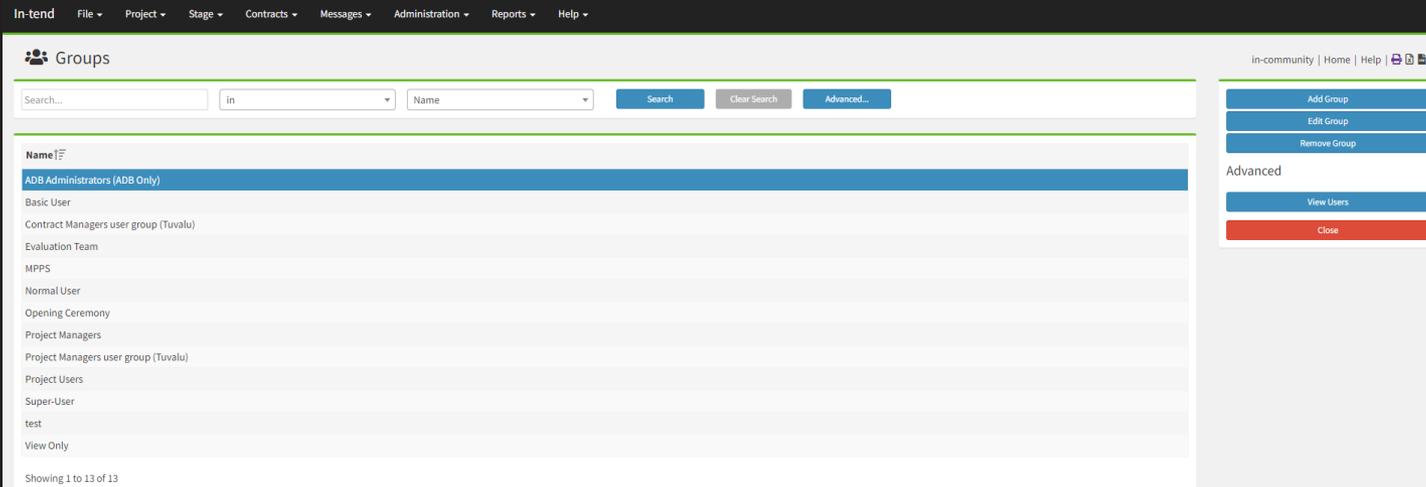


**Supplier Database**  
View the list of suppliers which have registered on the portal

Users Groups – ADB administrators can create groups and apply relevant rights and permissions

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The screenshot shows the 'Groups' management page. At the top, there is a navigation menu with items like 'File', 'Project', 'Stage', 'Contracts', 'Messages', 'Administration', 'Reports', and 'Help'. Below the menu, there is a search bar with a dropdown menu set to 'in' and a 'Name' dropdown. The main content area displays a list of user groups, with 'ADB Administrators (ADB Only)' highlighted. Other groups listed include 'Basic User', 'Contract Managers user group (Tuvalu)', 'Evaluation Team', 'MPPS', 'Normal User', 'Opening Ceremony', 'Project Managers', 'Project Managers user group (Tuvalu)', 'Project Users', 'Super-User', 'test', and 'View Only'. On the right side, there is a sidebar with buttons for 'Add Group', 'Edit Group', and 'Remove Group'. Below these, there is an 'Advanced' section with a 'View Users' button and a 'Close' button. The bottom of the page indicates 'Showing 1 to 13 of 13'.

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Users – Rights and Permissions can be applied to determine what

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**Edit User Details**

Personal | User Details | Advanced | Notes | Customers | **Rights** | Restrictions | Groups | Wizards | Customer Restrictions

**Rights**

Data Filter: Show All

Category	Right
<input checked="" type="checkbox"/> Actions	Add Action
<input checked="" type="checkbox"/> Actions	Add Message
<input checked="" type="checkbox"/> Actions	Delegate Action
<input checked="" type="checkbox"/> Actions	Edit Action/Message
<input checked="" type="checkbox"/> Actions	Modify Key Actions
<input checked="" type="checkbox"/> Actions	Remove Action/Message
<input checked="" type="checkbox"/> Actions	View Actions/Messages
<input checked="" type="checkbox"/> Actions	View All Actions/Messages
<input checked="" type="checkbox"/> Administration	Archive Information
<input checked="" type="checkbox"/> Administration	Manage Custom Home Screens
<input checked="" type="checkbox"/> Administration	Manage Custom Screens
<input checked="" type="checkbox"/> Administration	Set Auction Preference Settings
<input checked="" type="checkbox"/> Administration	Set Messages/Classification Preference Settings

OK Cancel

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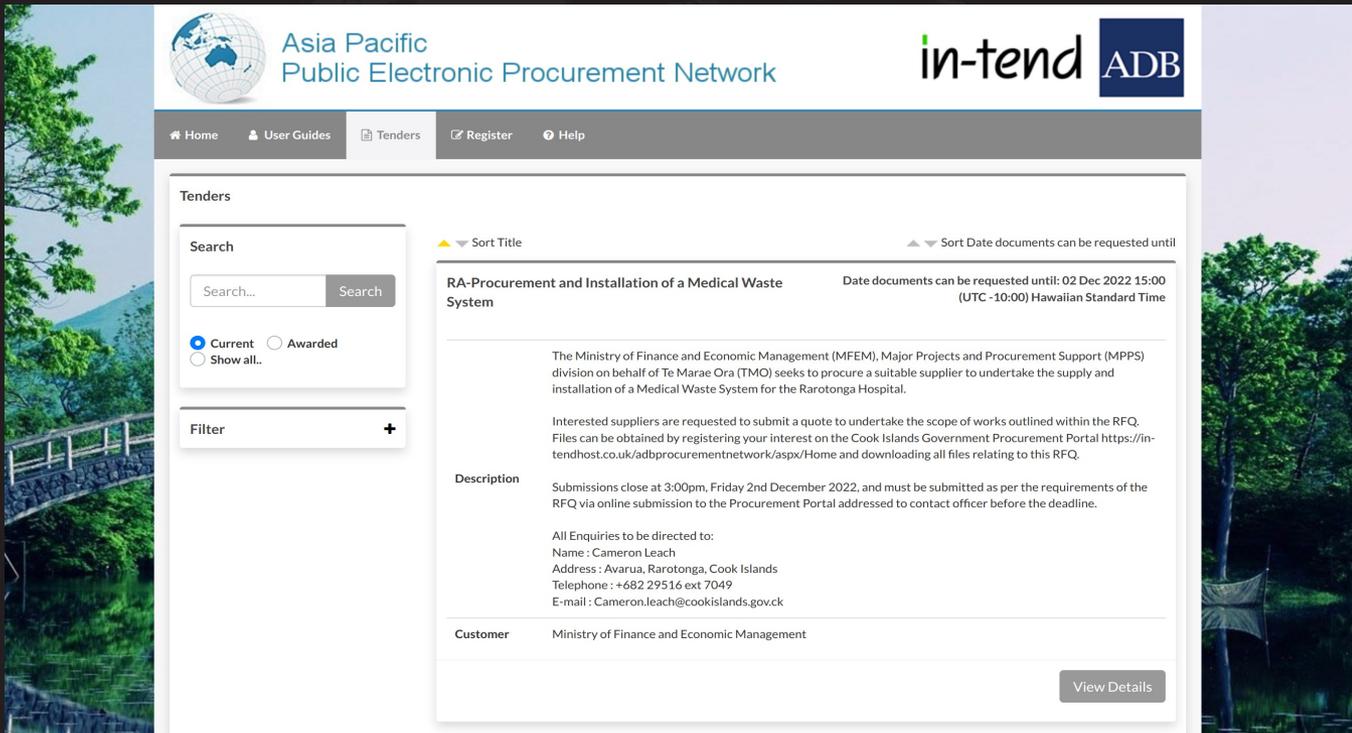
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Supplier Portal – Suppliers register as a provider,  
Search, view and manage Tenders

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Forthcoming Developments – Due for release in Q3 2023

## In-tend HUB

Ensuring the benefits of a shared e-Procurement system are blended with the advantages of a stand alone platform to drive efficiency and best practice through

Ability to share Frameworks

Allow users from other organisations to work on your tender  
example – evaluator or subject matter expert to build specification

Approved Supplier Lists, Document sets and contracts, can be used across user systems to streamline procurement activities.

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Recent Developments – Due for release in Q1 2023

## Automated Procurement Tool

Allow a streamlined management of commodity purchases.

Preferred providers within a specified area can be notified of a requirement and given the opportunity to provide first.

Input requirement details manually, or automate via an API.

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Recent Developments – Due for release in Q1 2023

## Market Engagement Tool

This new functionality allows the procurement team to request Expressions of Interest for both a Market Engage Stage and Procurement stage.

### Key Benefits

Retaining all historical data in one place to include, Communications, Documentation and Audit.

Function automatically prompts (User) for reopening the procurement, following the closure of the Market Engagement phase.

Allows New suppliers joining the process afterwards, to 'Bypass' the initial Market Engagement and go directly to the Procurement part of the process

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Recent Developments – Due for release in Q1 2023

## e-Catalogues

### Main Features and benefits of e-Catalogues

Improved processing times generate large process efficiencies.

Devolve procurement for lower value products can be sourced easily.

Accuracy & Consistency in purchasing of consumables.

Capture more of the low value spend within the system.

Integration capabilities can drive further efficiencies.

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Thank You

Dave South – Chief Technical Officer

Paul Featherstone – Sales Director

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