User Manual for ESSC Project

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1. Introduction

Welcome to the ESSC Project User Manual. This manual is designed to guide users through the functionality and features of the ESSC platform. It provides step-by-step instructions for using each module effectively and troubleshooting common issues.

Purpose of the ESSC Platform

The ESSC platform will help foster collaboration among key stakeholders, including the Government of Timor-Leste (GoTL), oil and gas operators, and local and international suppliers/vendors, to efficiently seek and provide goods and services within the oil and gas industry.

For oil and gas operators, the platform streamlines identifying potential vendors or suppliers capable of meeting industry standards. It ensures thorough background screening and profiling to verify suitability and compliance.

For stakeholders, the platform offers a straightforward approach to identifying and assessing gaps in the technical and financial capabilities of local suppliers/vendors relative to industry requirements. It enables tracking and monitoring of development progress among participating suppliers while supporting capacity-building initiatives to help them meet industry standards. For local and international suppliers, the platform provides easy access to critical information about procurement opportunities in the oil and gas sector. It enhances their ability to participate actively and contribute to the industry's growth.

Audience

This manual is intended for all users of the ESSC platform, including administrators, suppliers, and other stakeholders.

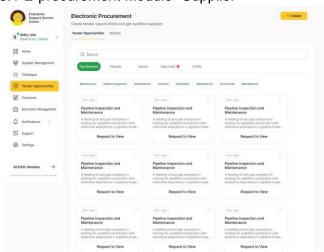
2. Overview of Modules

The ESSC platform is composed of the following modules:

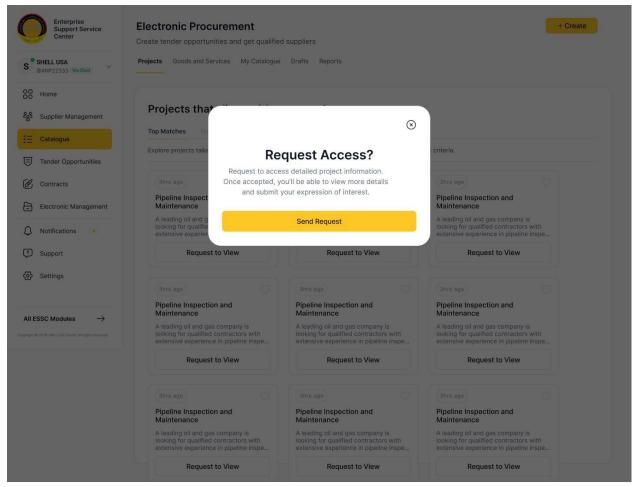
- **Supplier Management:** This module hosts the business registration system, facilitating local and international SMEs and corporate enterprises, including consultants, to register, become verified, and qualify for participation in oil and gas industry business opportunities.
- **Goods and Services:** This module serves as an e-commerce center, enabling suppliers to publish product and service catalogs for assessment by oil operators.
- E-procurement and Contract Management: This module will facilitate the bidding
 process, encompassing procurement planning, expressions of interest, announcements
 (requests for proposals, tenders), bid evaluation, and contract awarding. Additionally, it
 will enable contract management, allowing ANP and oil operators to track contract
 statuses, including those of subcontractors.
- **Information Center:** This module functions as a content management system, serving as an online information hub to deliver updates on news, activities, publications, marketing materials, photo galleries, posts, and advertisements.

3. Module Descriptions and User Guides

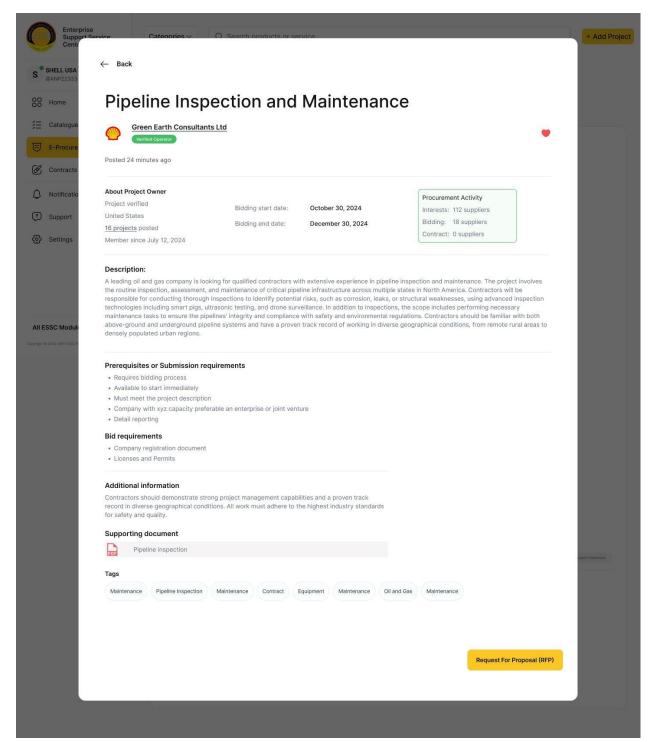
3.1 E-procurement Module- Supplier



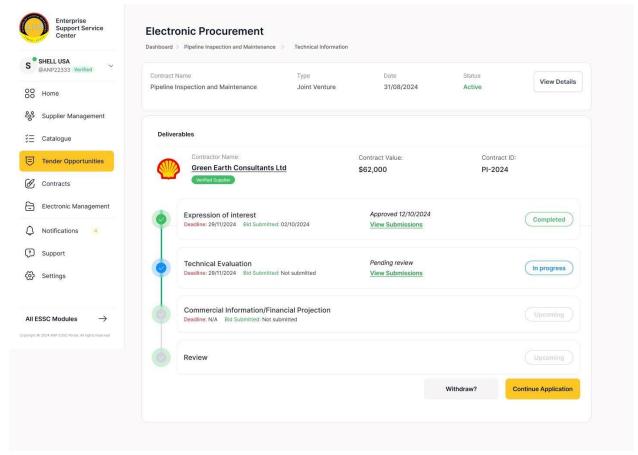
A supplier can view all the procurement opportunities.



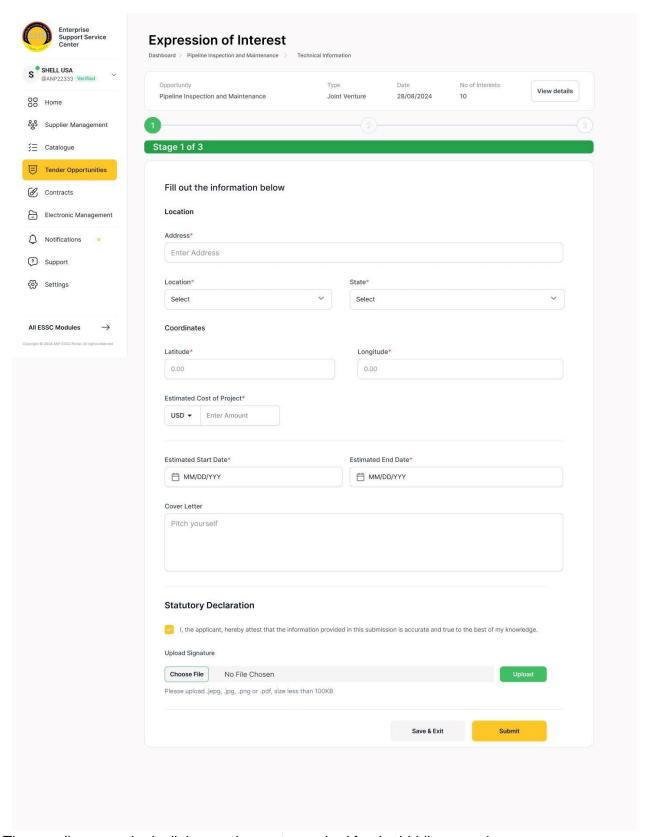
A supplier can request to access a procurement opportunity they are interested in.



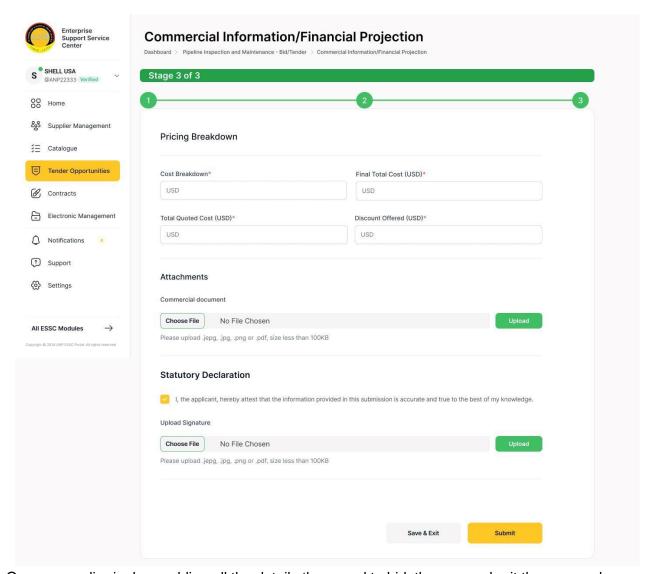
Access is granted, and a supplier can view all the procurement details.



Once a supplier has accessed the opportunity details, they can join the bidding exercise.

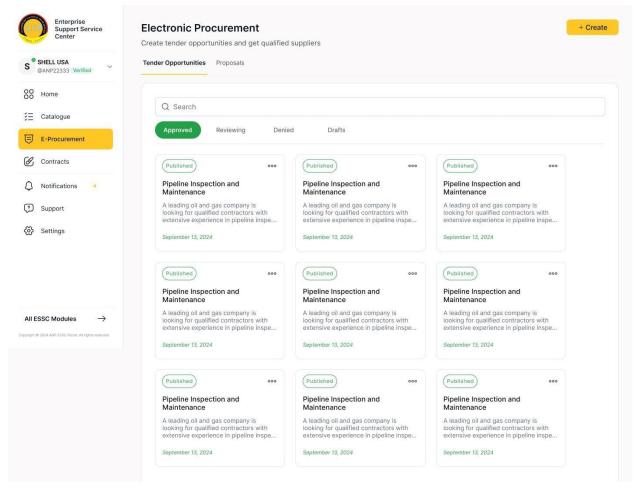


The supplier can submit all the requirements required for the bidding exercise.

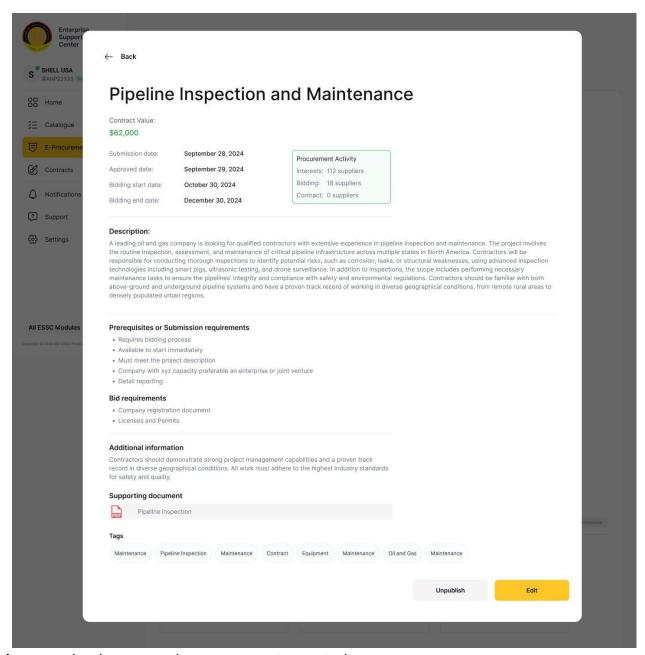


Once a supplier is done adding all the details they need to bid, they can submit the proposal

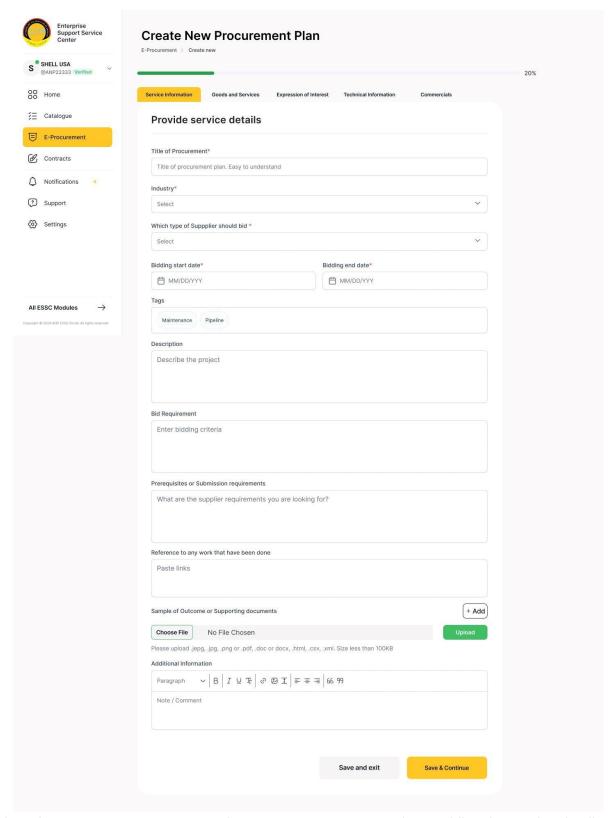
3.2 E-procurement Module- Operator



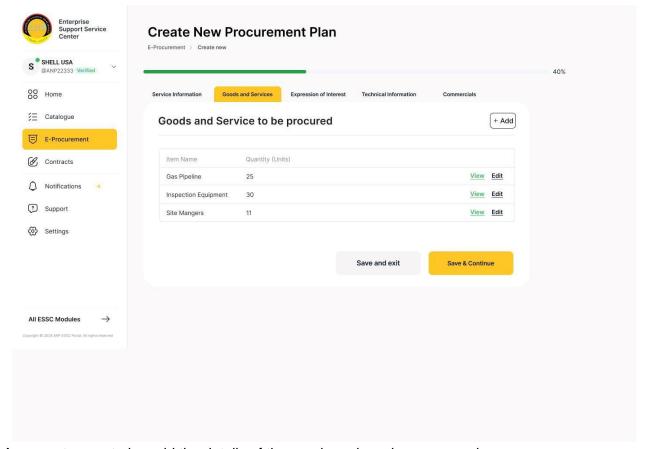
An operator can view all approved, in-review, denied and drafted procurements



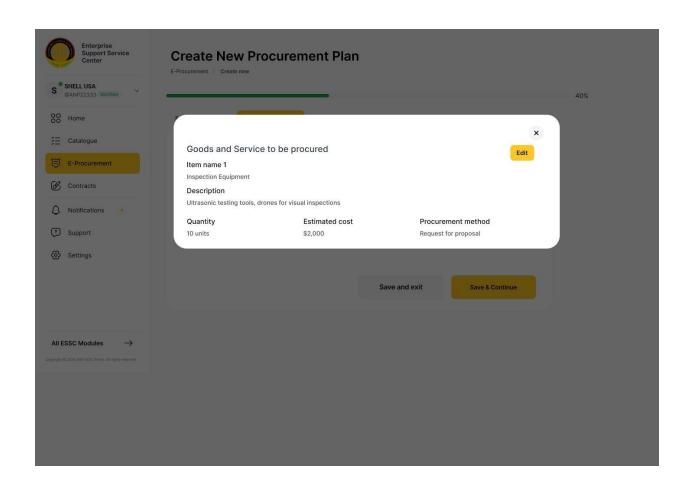
A screen showing an ongoing procurement opportunity

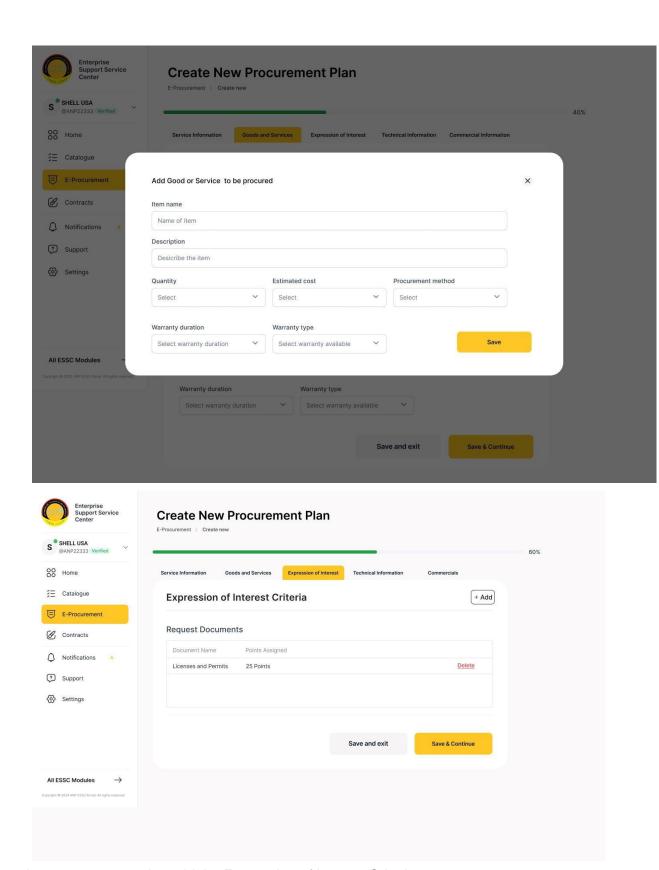


In order to create a procurement plan, an operator must start by providing the service details

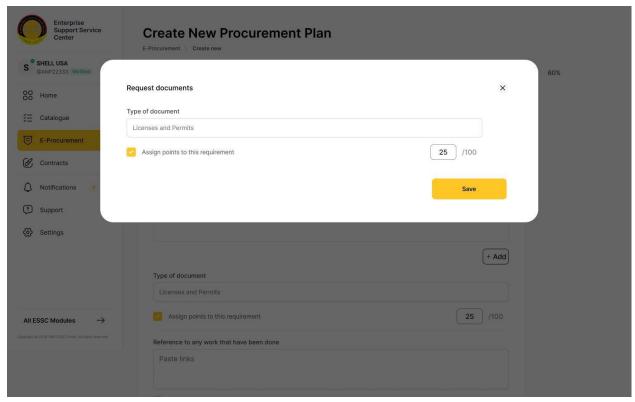


An operator must also add the details of the goods and services procured.

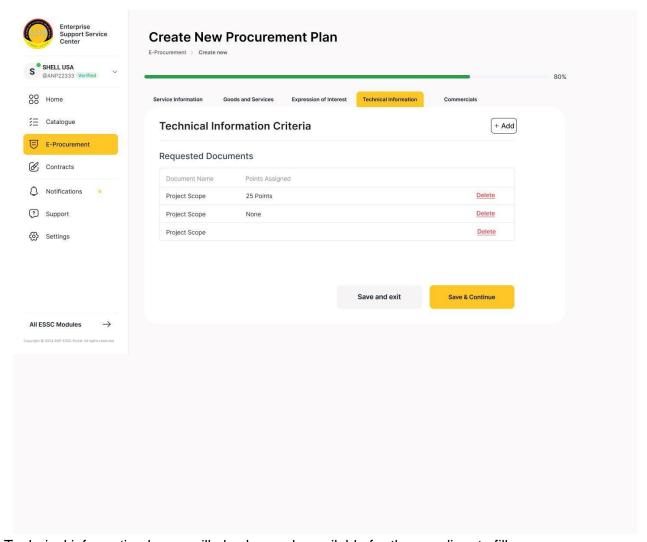




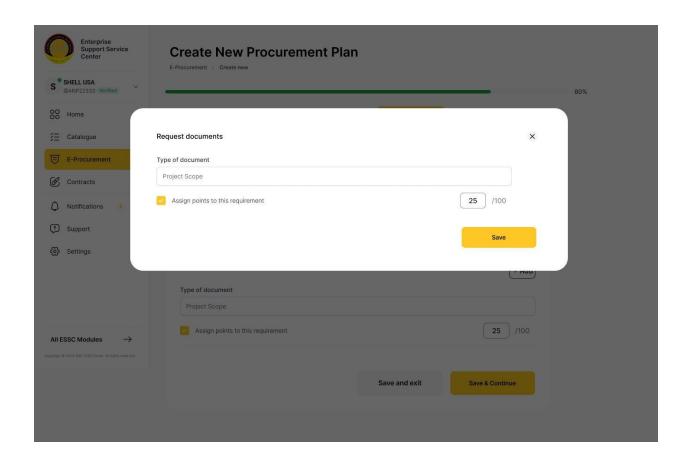
An operator must also add the Expression of interest Criteria.

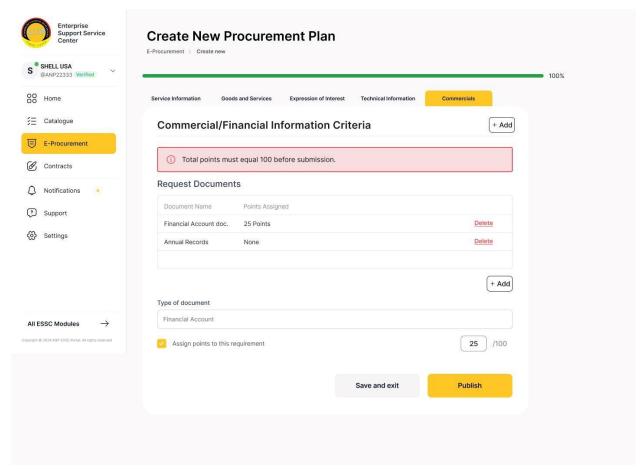


A list of documents to be submitted will also be provided

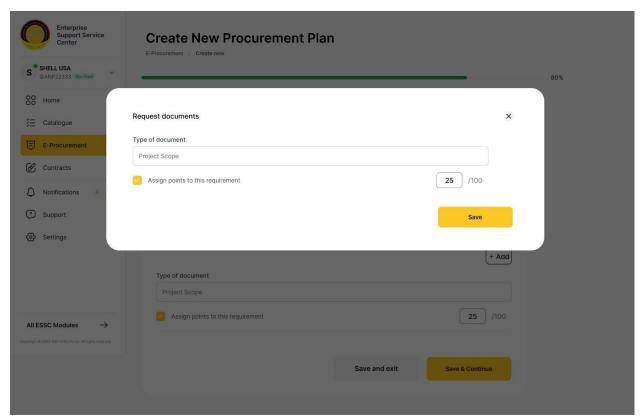


Technical information boxes will also be made available for the suppliers to fill.



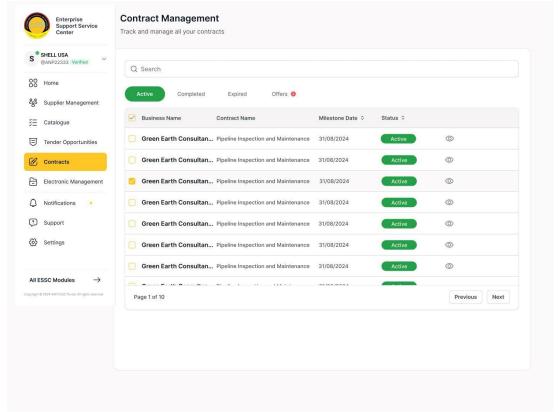


The commercial/financial details will also be provided for the bid.

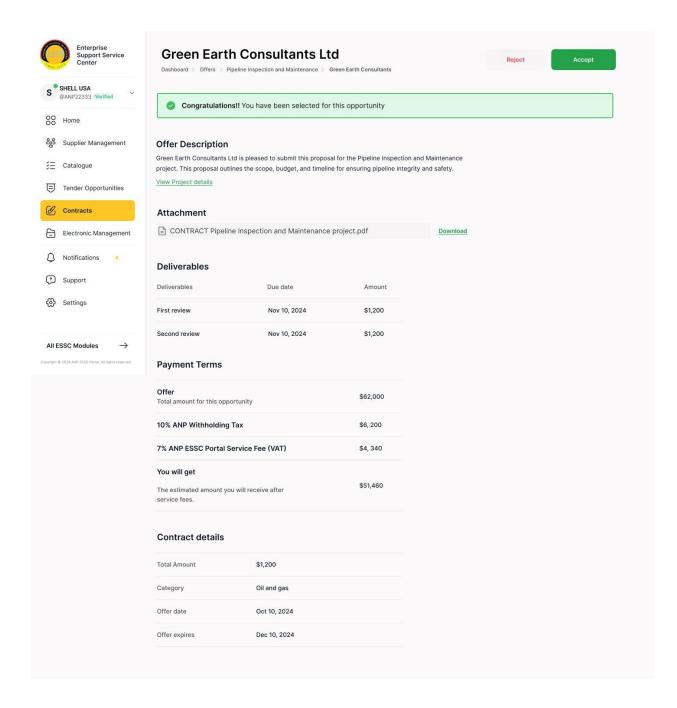


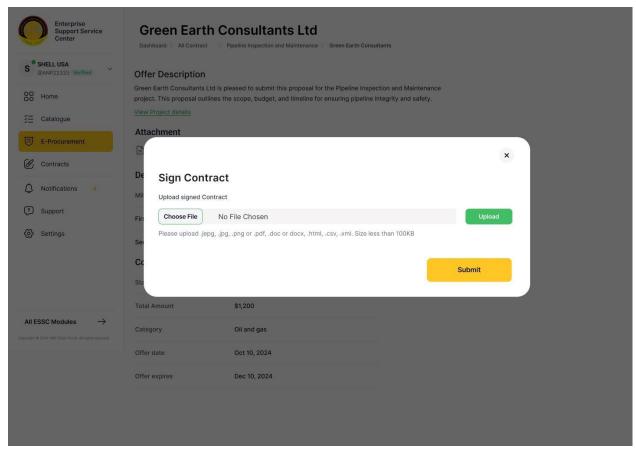
Once these are provided, the operator can save and go to the regulator for approval before displaying it on the portal.

3.3 Contract Management- Supplier

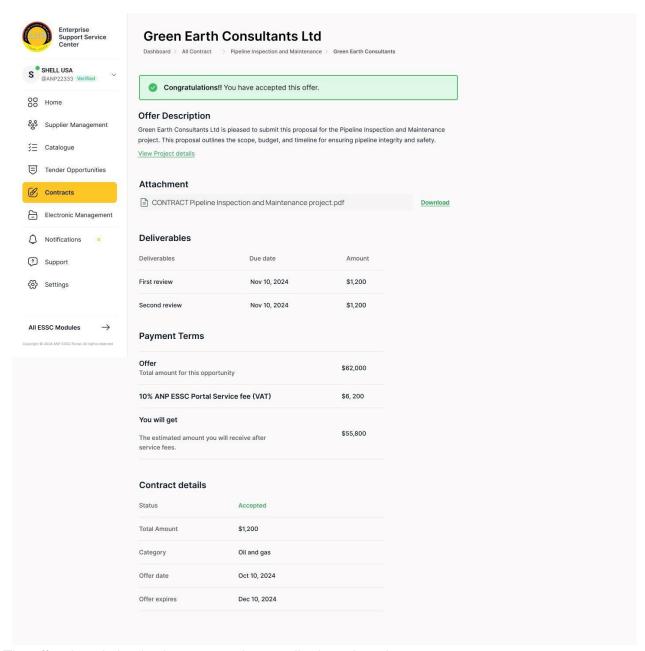


A supplier can view all contract information on his dashboard.

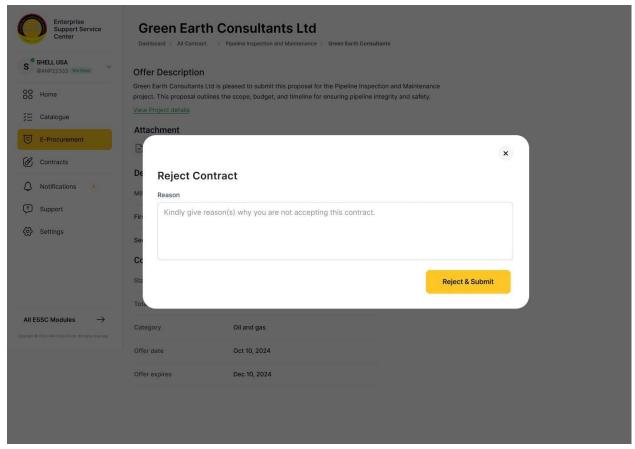




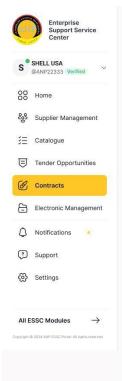
Once the contract has been awarded, a supplier will have to sign that contract before they can start the project.

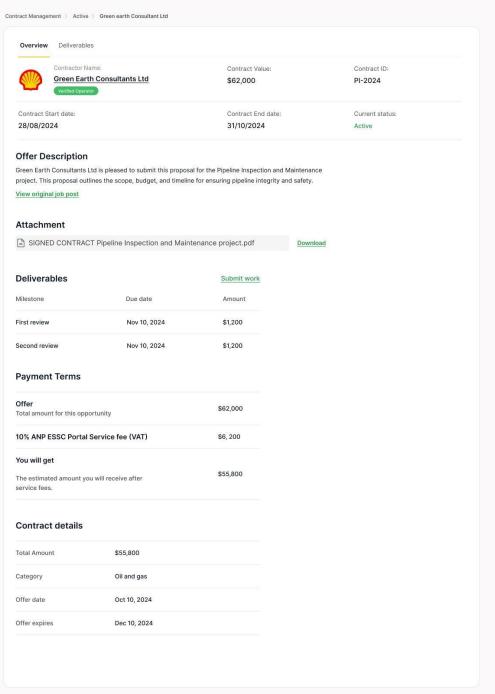


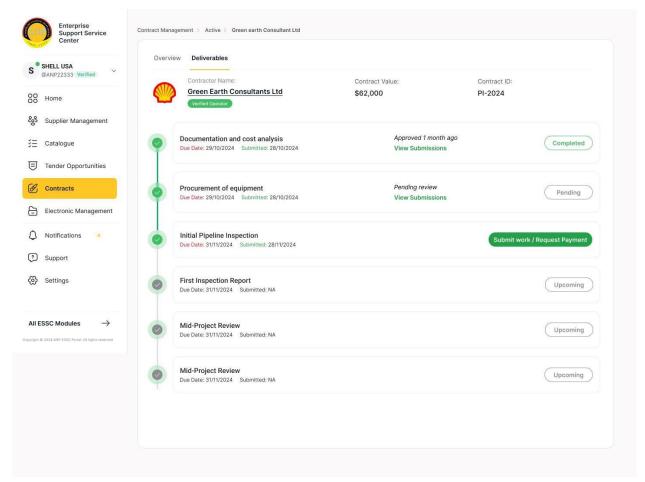
The offer description is shown once the supplier has signed.



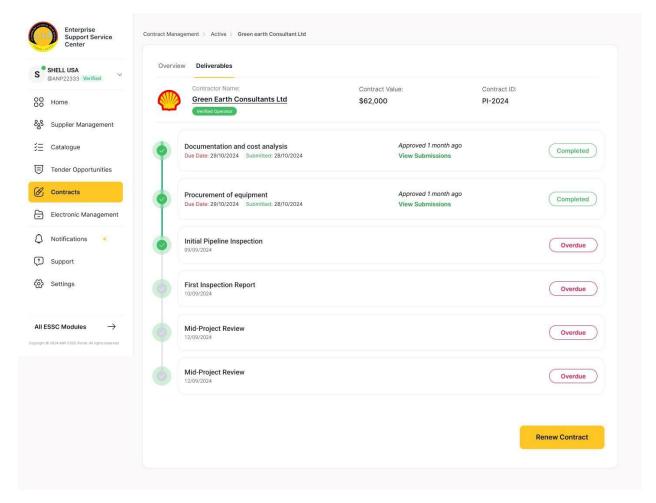
After reviewing the offer description, the supplier can accept or reject the offer.



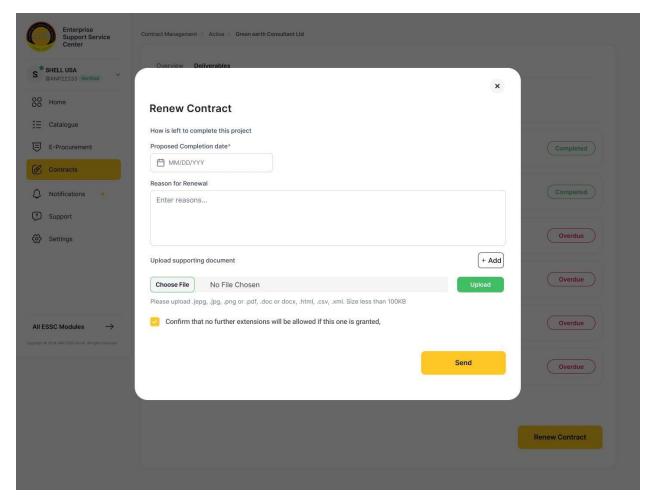




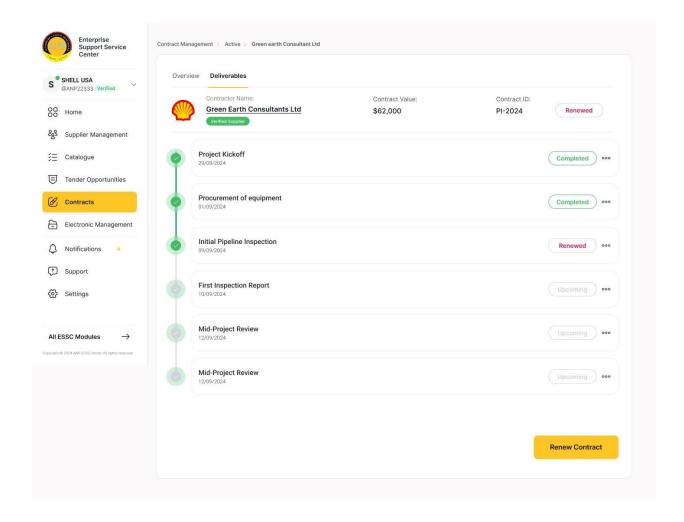
If the supplier accepts the offer, there are deliverables to be carried out, and this is timeline-based

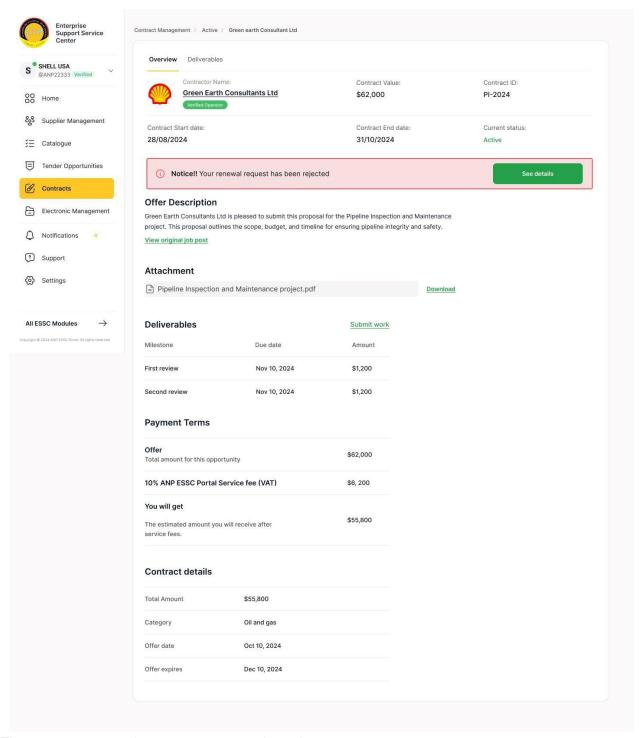


In case the timelines are impacted, the supplier can request a renewal of the contract.

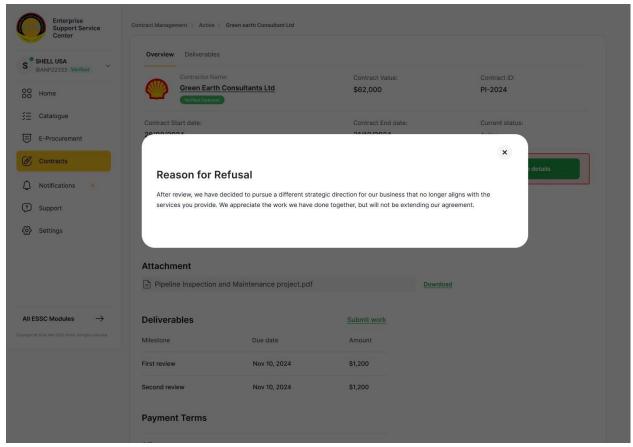


The supplier must provide reasons for contract renewal.

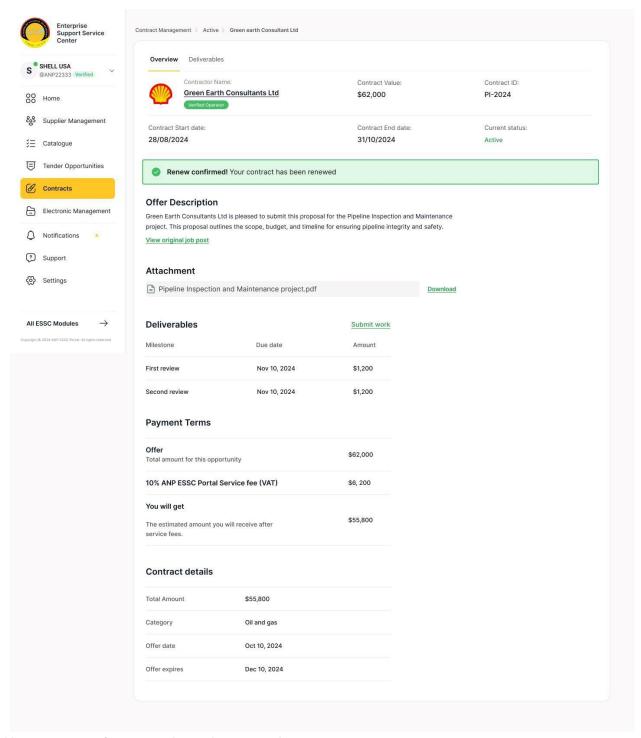




The contract renewal request may get rejected.

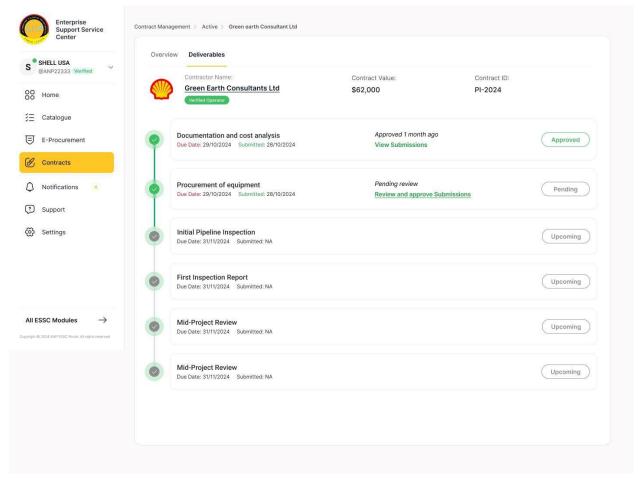


And a reason for refusal is provided.

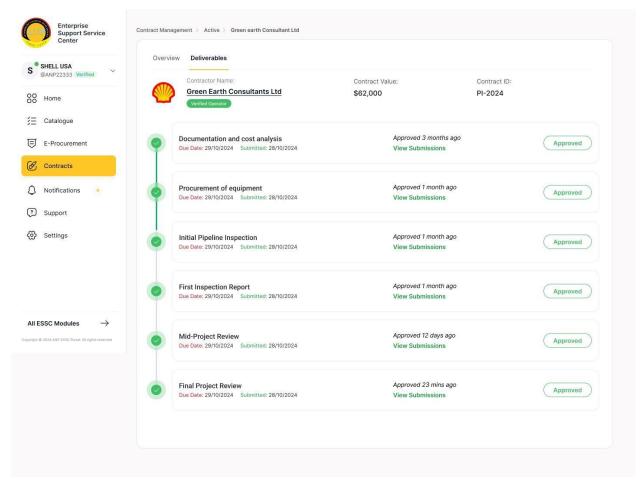


Also, a request for renewal may be granted.

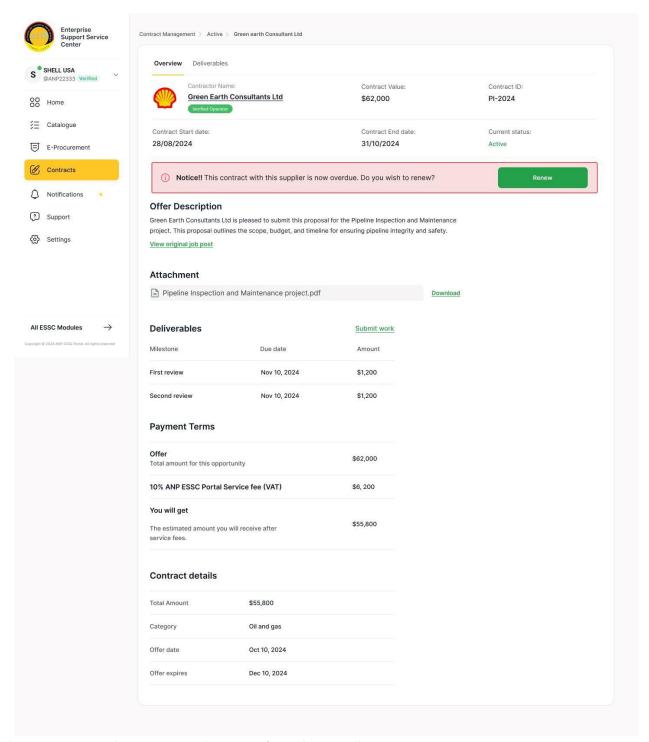
3.4 Contract Management- Operator



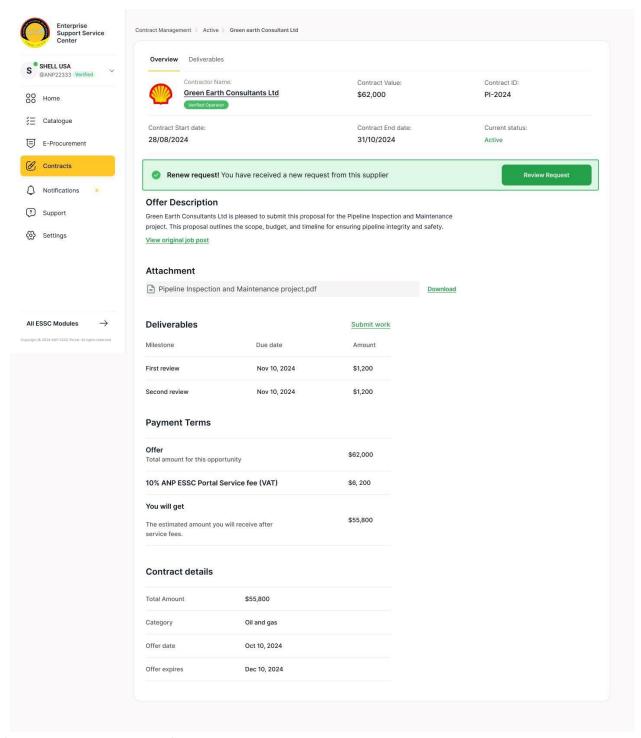
An operator can view a supplier's submissions and deliverables.



He can approve once it is vetted accurately



An operator receives a renewal request from the supplier.



An operator can approve the request.

