Enterprise Support Service Centre

INTRANET
MODULE
GUESTS

Contents

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 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, enhancing their ability to participate actively and contribute to the industry's growth.

Audience

This manual is intended for all users of the ESSC platform. These includes suppliers, operators and other stakeholders.

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 centre, enabling suppliers to publish product and service catalogues 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.

Intranet Module – User Manual for Non-Regulatory Users

The **Intranet Portal** is a secure, internal collaboration space within the ESSC platform designed to foster effective communication, knowledge sharing, and teamwork among regulators, operators, and verified suppliers. It serves as a digital workspace that streamlines internal workflows, reduces silos, and enhances engagement across all stakeholders involved in the oil and gas value chain.

Key features of the Intranet Portal include:

- **Announcements and Communication**: Share updates, alerts, and news between the organization and its customers.
- **Discussion Forums and Knowledge Sharing**: Enable teams to raise questions, share insights, and document best practices.
- **Document Collaboration**: Upload, version, and co-edit documents in a secure environment.
- **Real-time Messaging and Notifications**: Chat, send instant messages, and receive alerts for time-sensitive updates.
- **Gallery**: View the publish photo gallery of events.
- **Surveys**: Participate in published Surveys on various subjects.

The portal supports seamless collaboration between ANP, oil operators, and suppliers—making it easier to align efforts, share knowledge, and drive project success from within a unified environment.

How to Access the Intranet Module

Login in the ESSC Portal using your valid login credentials and click on the Intranet Module via the accessible modules page.

To access this module please note that you must have a valid profile on the ESSC Portal as a regulator or you have been invited as a guest by the regulator.
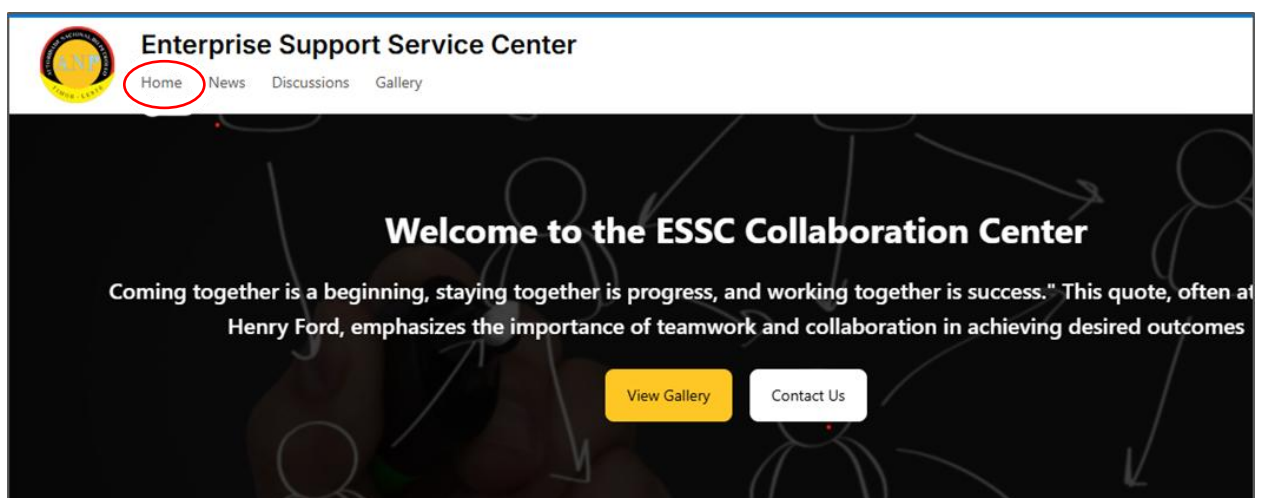
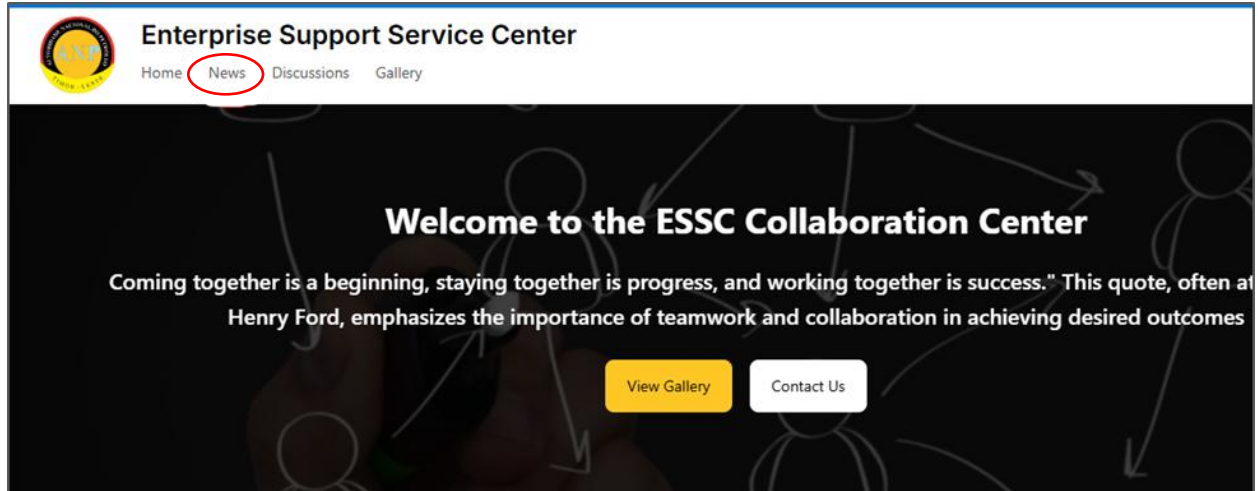### Navigating Through the Intranet Menus

Available Features

The Home Page serves as the central hub of the ESSC Collaboration center and includes the following menu options:

Click on "**Home**" to view the dashboard, quick links, news, gallery, and many more.
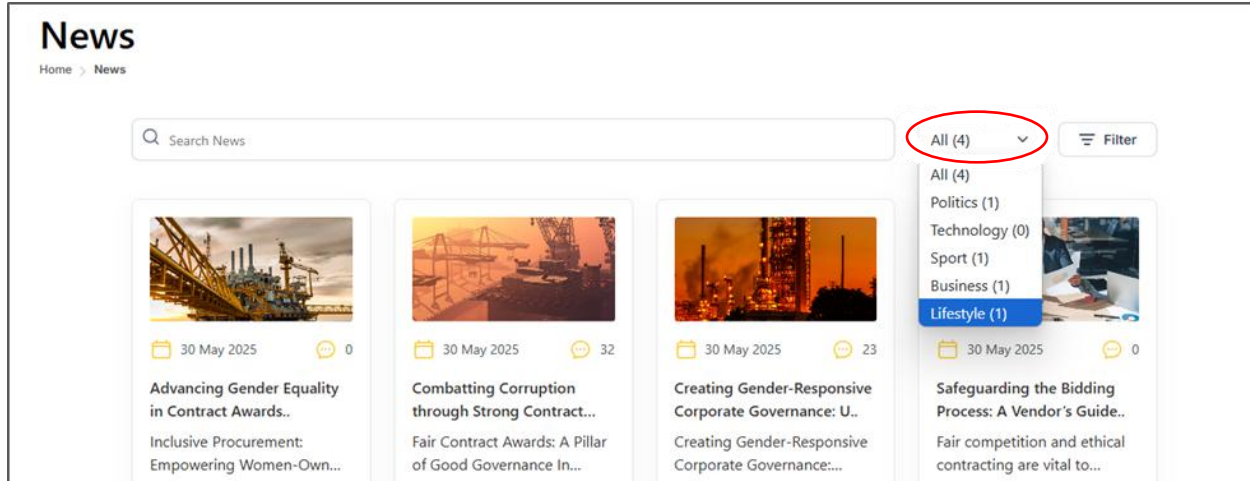
Click **"Home"**

Click "**News**" to check and know the latest update and always be informed.
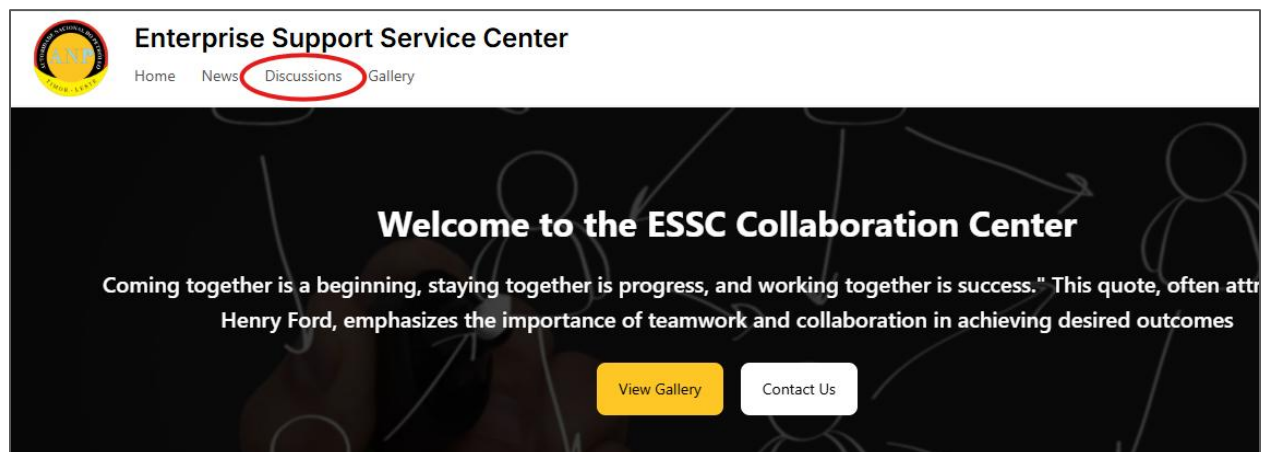

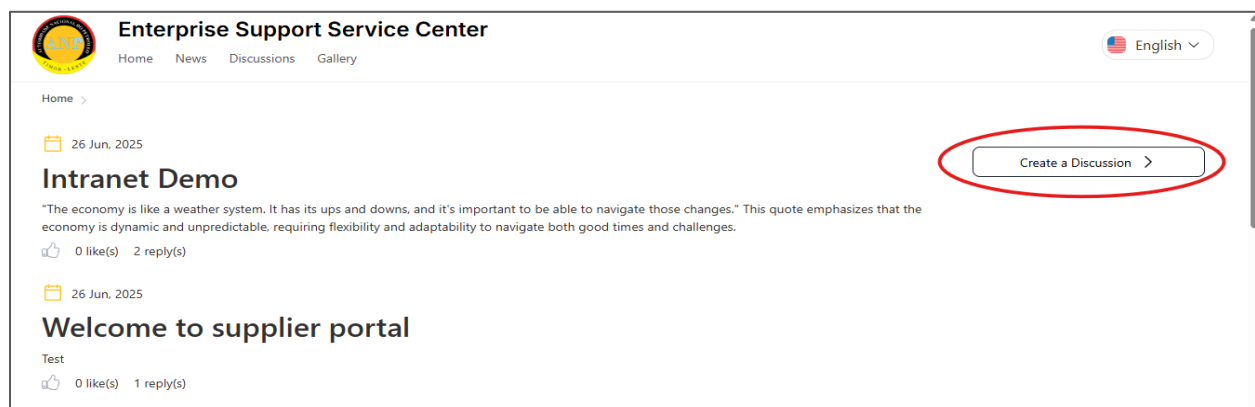Type in to the search box to search for different news update
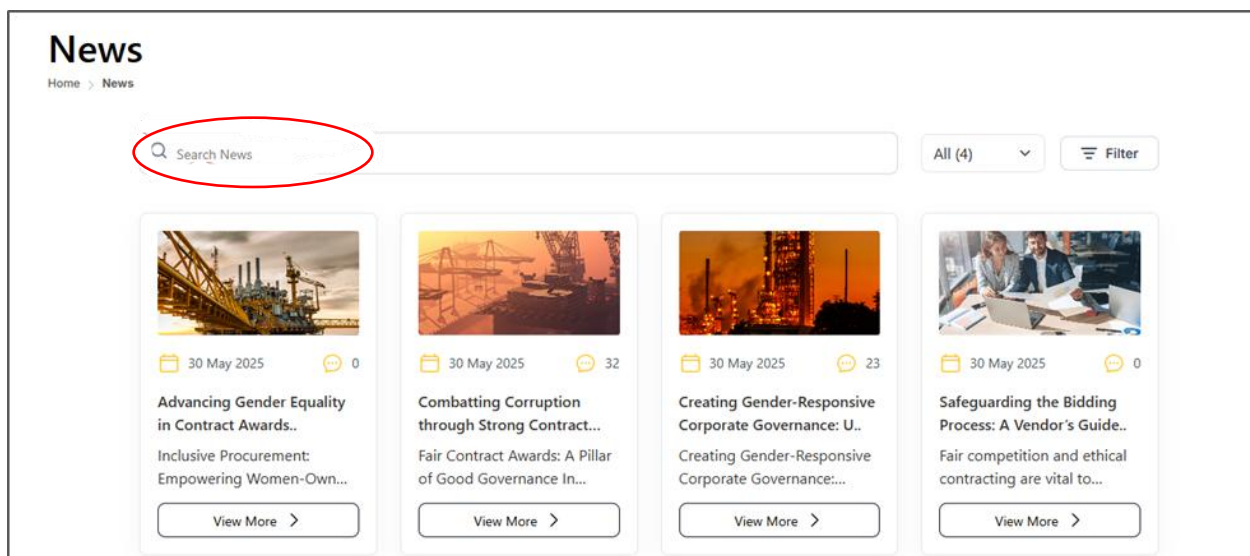
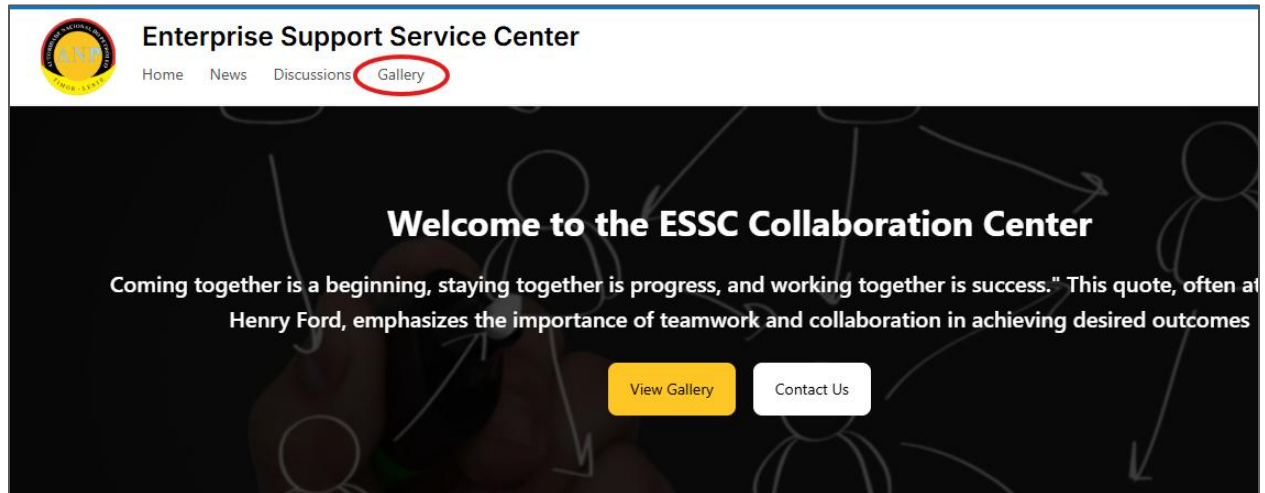Click the highlighted area to view different category of news

Click on the "**Discussions**" menu option to view and access the discussion page.
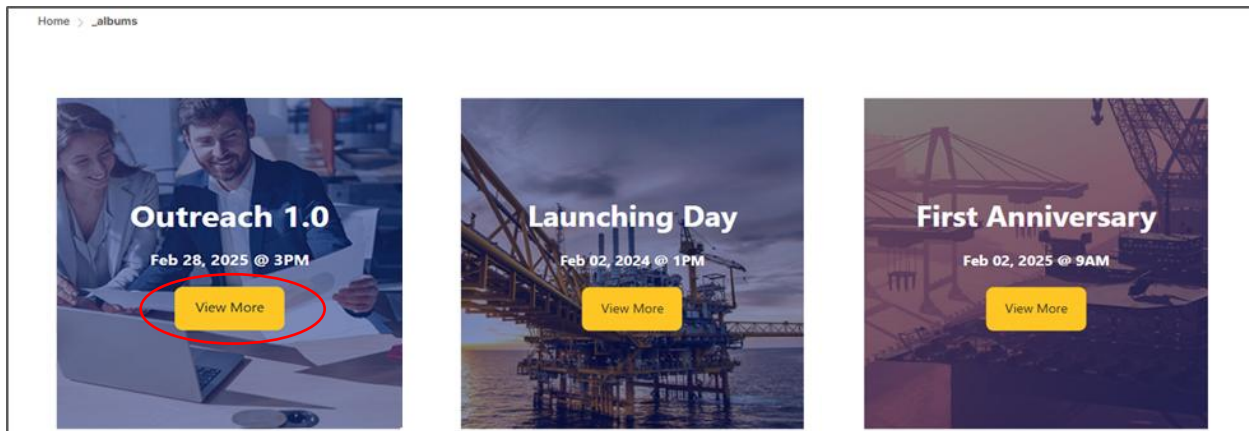

Click on the **"Create Discussion"** button to start a discussion on the portal.

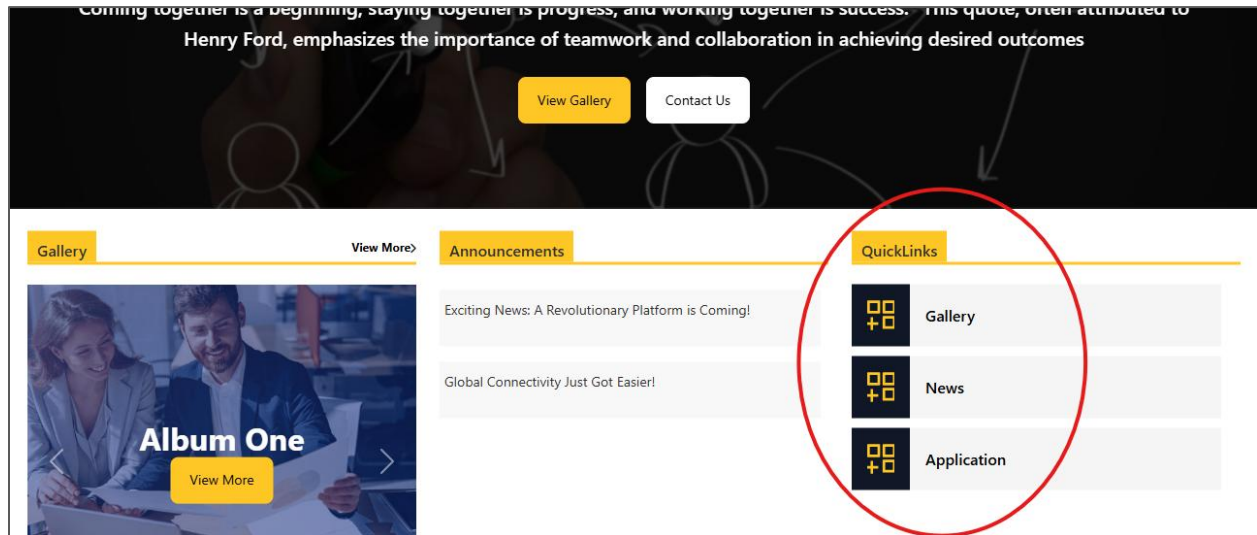Click on the **Gallery** menu option to view photo gallery.

Click the "**View More**" button to view pictures in that photo album available on the portal.

How to Navigate Through the Quick Links

Quick links are **shortcuts or easily accessible hyperlinks** that allow users to navigate quickly to specific sections or pages of a website or application.

Please note that, you can only view/access links that have been configured by the Regulator's Admin.