**Enterprise Support Service Centre**

**ANP-ESSC PORTAL**
USER MANUAL

# INTRANET MODULE
# REGULATOR

# 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, including administrators, 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 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:

- **Internal Announcements and Communication**: Share updates, alerts, and internal news across teams and organizations.
- **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.
- **User Activity Stream**: View interactions, discussion highlights, and key updates in a personalized feed.
- **Gallery**: Upload and publish photos of the regulator's events as they occur.
- **Surveys**: Create and publish Surveys on various subjects for customers to participate.

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.*
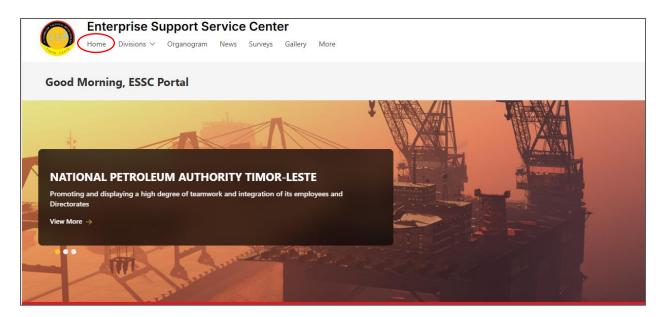
## Navigating Through the Intranet Menus

## Home Page Features

The Home Page serves as the central hub of the ESSC Portal and includes the following features:

Click on "Home" to view the dashboard, Division, Organogram, quick links, employee directory, polls, news, gallery, birthday celebrations and many more.

Click **"Home"**

## How to View/Edit My Profile Details

Click on Profile icon next to Language selector and select any of the available options to perform any specific task.



Click on the **Bio** edit button to view and edit profile as shown below.



Click on the "**Save**" button to save edited information once you are done editing your profile page.
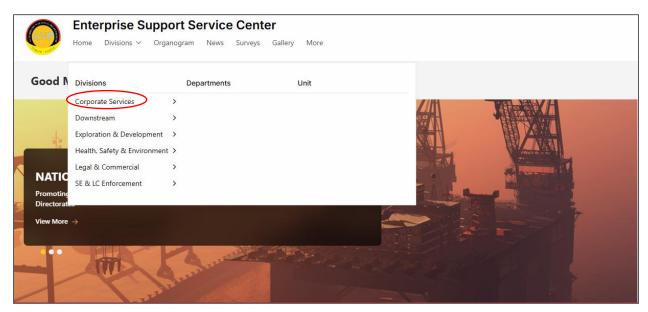
To view the list of the available divisions, click on the "**Division**" menu option to view/navigate through the departments and units available on the portal.



Click on the any of the available divisions from the list of available divisions to view details of any division

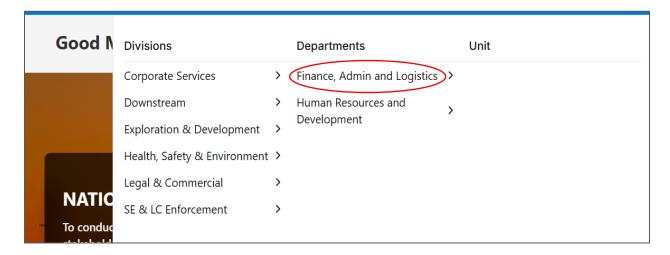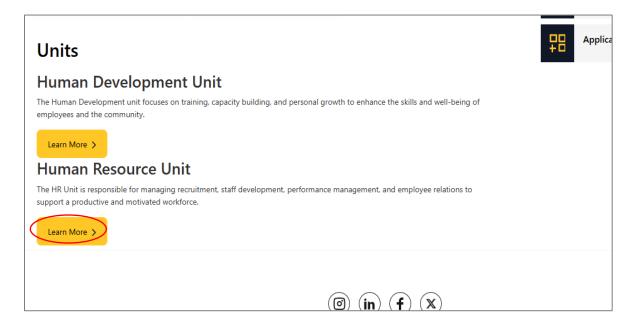Click the "**Learn More**" to know more about the division



Click on the "**Arrow**" button to show different departments under the current division

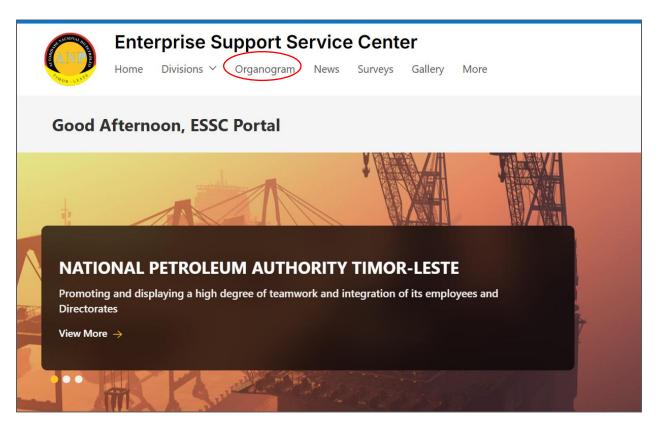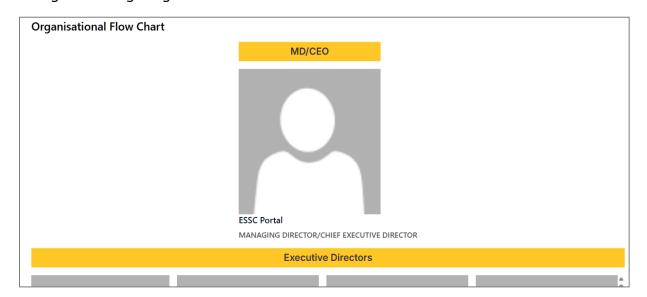Click on the "**Department**" section to see different units under each department





Click on the "**Learn More**" button to know more about any of the displayed units.

Click on the "**Organogram**" button to view the organized structure of the company that includes the members of board.
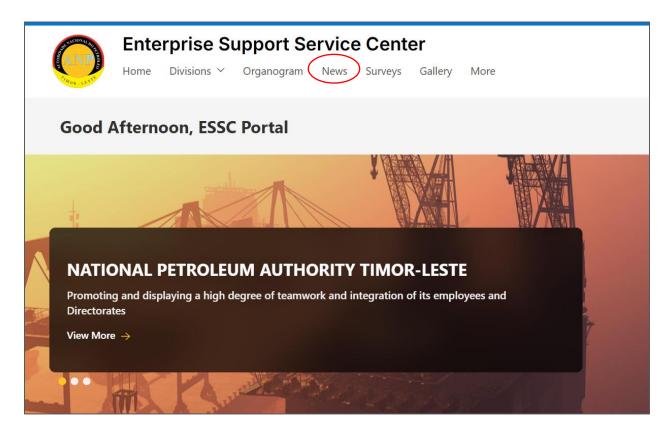


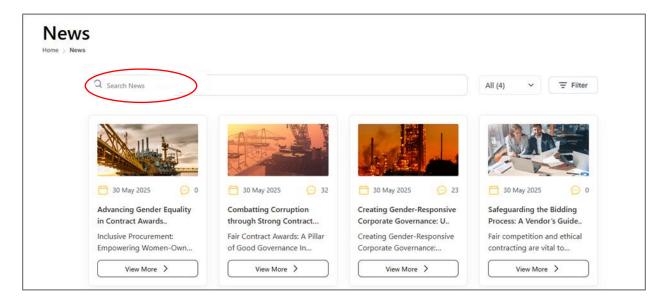Navigate to Organogram menu to view the Executive flow chart

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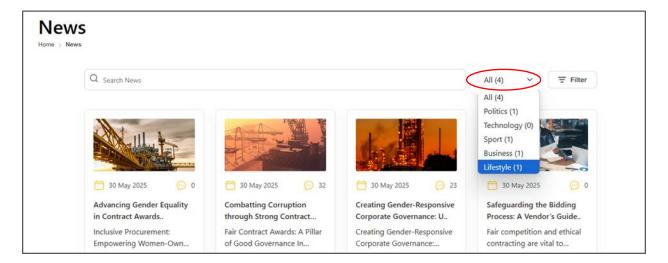


Type in to the search box to search for different news update published by the regulator on the new page of the Intranet module.
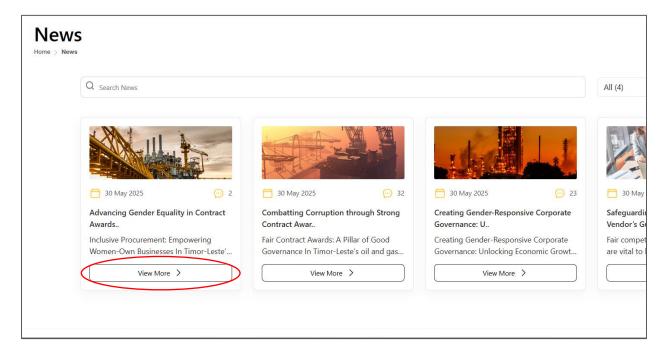
Click the highlighted area to view different category of news.



Note that the filter feature listed above is automatically used to fetch the matching records that meet the data entered in the search field.

For instance, if the user enters "Contract" in the search news area, only news that contains the key word "Contract" will be displayed in the result page.

The "**View More"** button under News, is used to read comprehensively any of the published news.

To write a comment under a news post, write it inside the comment box. "You may leave a comment" Field. Click on the "**Send**" button to submit your comment

investments in education, health, and social services, benefiting the community Tip for Organizations: Use procurement policies to not only drive economic growth but also foster social inclusion and equality. Promoting gender equality in contract awards is crucial for building more inclusive and sustainable communities that thrive on diversity and equal opportunities. Organizations can empower women and create a more competitive and equitable economy by reserving contracts for women-owned businesses and supporting their development through capacity-building initiatives. Through these efforts, businesses and communities will benefit from a fairer distribution of wealth and opportunities.
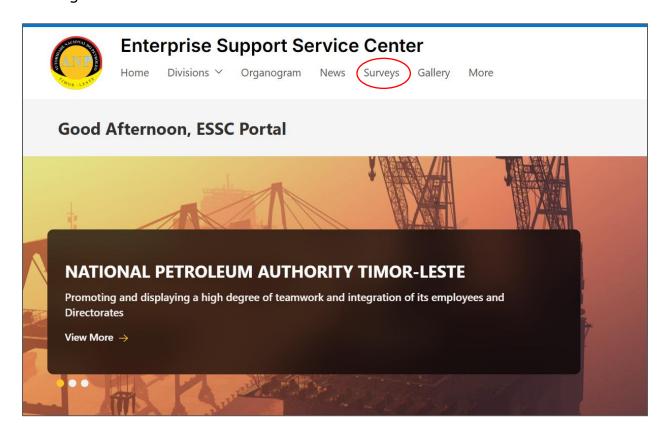
**Comment**

You may leave a comment.

Send

## Comments

Click on the "**Surveys**" menu to participate in any Survey(s) published by the regulator.



## How to Participate in a Survey

Click on a survey answer to participate in the survey.
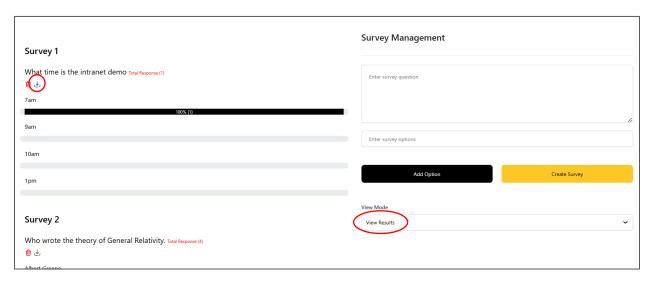Your selection shows when an answer is picked.

## Viewing/Exporting Survey Results

To view/export the results of any survey, navigate to the Survey menu section on the main navigation area of the portal.

Click on the **Survey** menu option.



To view the Survey result, click on the View Mode drop-down menu option.
Select **View Results** to view all the results of any published Survey.

To export any of the results, click on the drop-down arrow button next to the delete button.

This action will export the results to an excel file format.
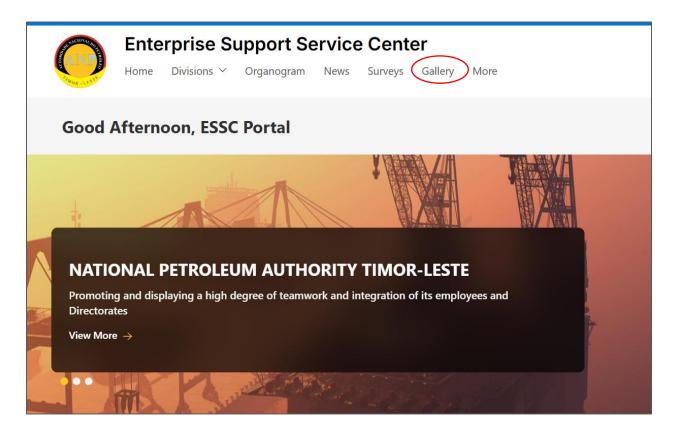The file is usually exported to your download folder in your disk drive.

The delete button can be used to delete any Survey at any time, depending on the reasons for such action.

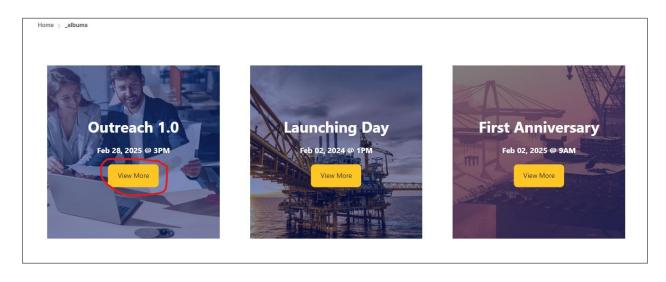Please note that deleted Surveys cannot be accessed any longer by any user.

**Please note that this option is only available to the ANP Admin**

Click the "**Gallery**" menu option to view pictures of events and have access to videos as well



Click the "**View More**" button to view pictures

## How to Change Language

To change the language at any time on the portal, click on the Language button and select the desired language from the drop down list of languages to change the language.
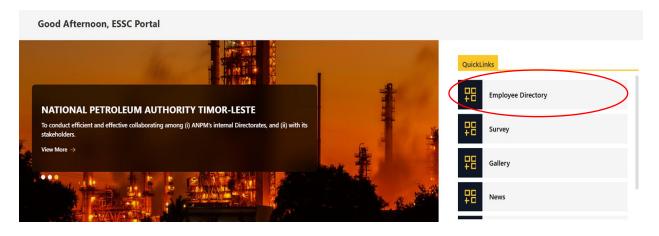
# How to Navigate Through the Quick Links

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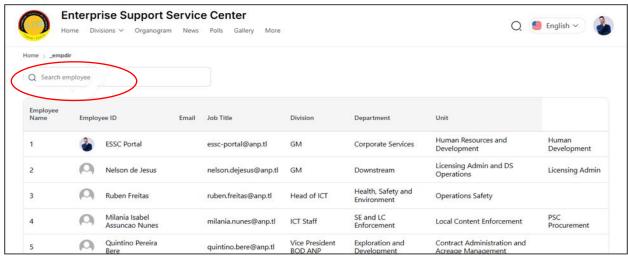


Click on the **Employee Directory** link to view and get necessary details about different employees in the organization.
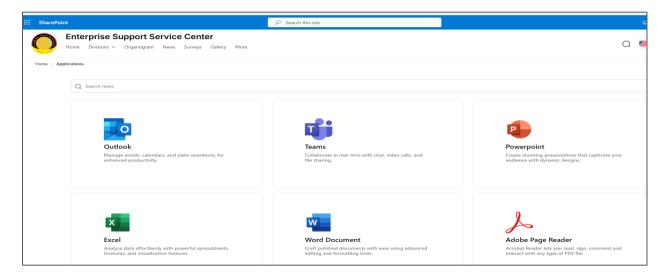


Use the **Search Employee** to search names of employees

Click the "**Application"** to access various applications (MS related Applications)
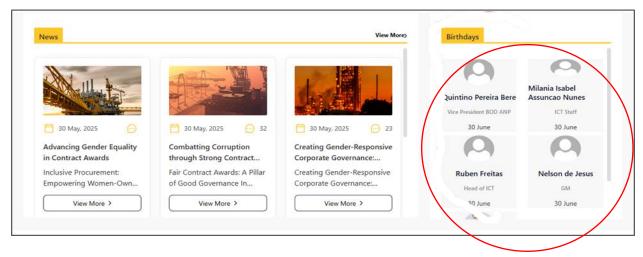




List of available MS related applications on the system.

To view the **Birthdays** of employees happening in a month, return to the home page of the Intranet and scroll to the birthday section under the quick links section.

Please note that these birthdates are gotten from the ANP's active directory information. Meaning if there are no records in the database, this list of birthdays will be empty.



Click the "**View More**" to view events coming up