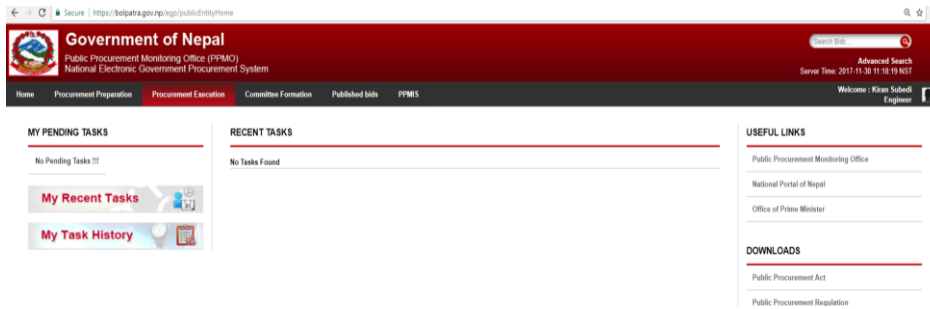
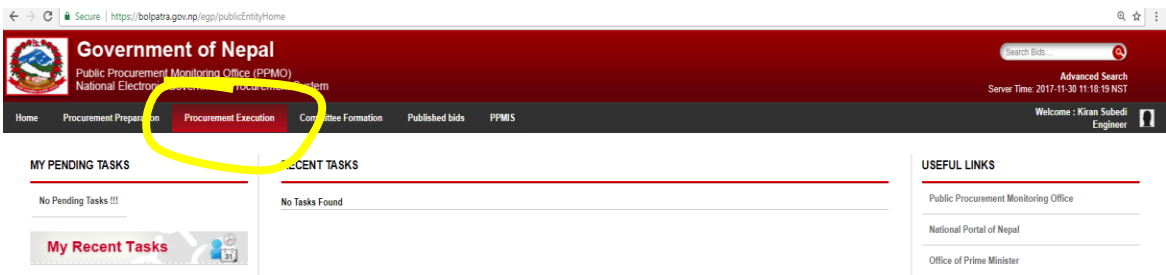


## Manual for uploading addendum documents

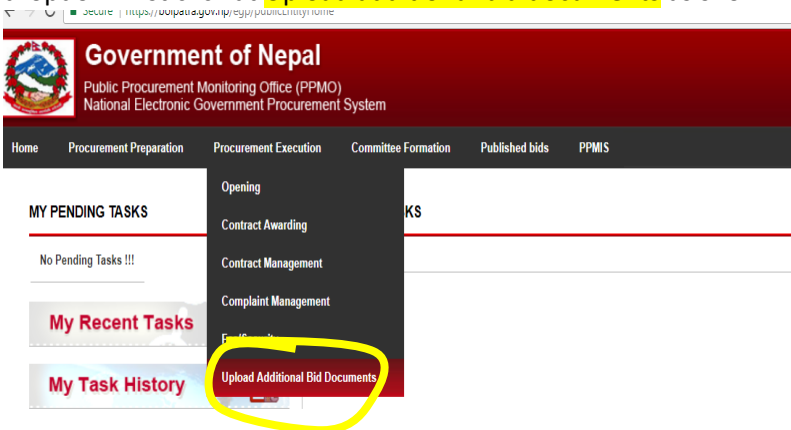
1. Step 1: login using **creator login credentials** and the following dashboard displays as:



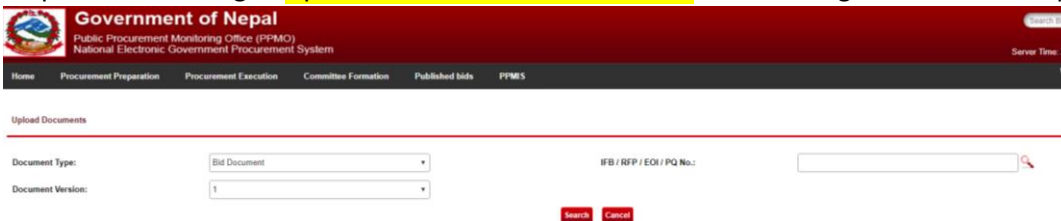
2. Step 2 : click at **Procurement Execution** as shown in Dashboard below:



3. Step 3 : After clicking at Procurement Execution the dropdown list is displayed and from the dropdown list click at **Upload additional bid documents** as shown in Dashboard below:



4. Step 4: After clicking at **Upload additional bid documents** the following dash board is displayed as :



5. Step 5 : Select **Addendum document** instead of Bid Document . .

The screenshot shows the 'Upload Documents' section of a web application. The 'Document Type' dropdown menu is open, and 'Addendum Document' is selected. The 'Document Version' dropdown is set to '1'. The 'IFB / RFP / EO / PQ No.' field is empty. There are 'Search' and 'Cancel' buttons at the bottom.

6. Step 6 : Click on **the magnifying glass icon** as shown in fig below:

This screenshot is identical to the previous one, but the magnifying glass icon in the search field is highlighted with a yellow circle.

7. Step 7 : After clicking on **the magnifying glass icon** the published tenders as listed below as:

The 'Search IFB' dialog box is open, showing search filters and a table of results. The 'IFB/RFP/EO/PQ No.' column in the table is highlighted with a yellow circle.

Selection	Public Entity Name	IFB/RFP/EO/PQ No.	Project Title	Bid Publication Date
<input type="radio"/>	504 Division Road Office Mahendranagar	DROMNR-01-074/75-04	Improvement and Rehab of Mahakali Highway (Ch.15+700 to 50+000)	23-11-2017 12:00
<input type="radio"/>	504 Division Road Office Mahendranagar	DROMNR-01-074/75	Recurrent Maintenance on East West Highway, Chisapani Attariya Section(Ch.901+000 to 980+000)	23-11-2017 08:00

8. Step 8 : Then select the tender to amend from the list . in the above figure , the tender no DROMNR-01-074/75-04 is selected. ( **Note : Only one tender at a time.**)

9. Step 9 : Then click at **select** as shown in figure below.

This screenshot is identical to the previous one, but the 'Select' button at the bottom right of the dialog box is highlighted with a yellow circle.

10. Step 10 : Then click **search** button.

Government of Nepal  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Preparation Procurement Execution Committee Formation Published bids PPMIS

Upload Documents

Document Type: Addendum Document IFB / RFP / EOI / PQ No.:  
Document Version: 1

Search Cancel

Uploaded Document Details

Sl. No.	File Name
No Results Found	

11. Step 11 : After clicking search button the Document upload options is displayed as shown in figure below:

Government of Nepal  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Preparation Procurement Execution Committee Formation Published bids PPMIS

Upload Documents

Document Type: Addendum Document IFB / RFP / EOI / PQ No.: DROMNR-01-074/75-04  
Document Version: 1

Search Cancel

Uploaded Document Details

Sl. No.	File Name
No Results Found	

Document Upload: Choose File No file chosen Submit

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12. Step 12 : Then click the **choose file button** and upload the file. After clicking on choose file button upload file. After uploading file click **submit**.