

Guidance note on the e-GP Audit and Anti-Corruption Commission Users

Ministry of Finance, November 2023

User Guideline for Audit/ACC users

The Audit Users are the third party users in the e-GP system who will view the Procuring Agency User or Authorized User's documents during the audit.

1. Role Assignment

PA admin will register the audit users and assign roles (Audit User/ACC User) in the system which will be time bound.

The Audit/ACC User should only be able to view the documents of all the tendering processes, starting from APP till the completion of work and should not be able to make changes in the PA/AU's tender documents.

Once the time is expired, the system will not give access for the audit users in the system.

1. Steps for Audit/ACC user Creation

- 1.1. Log in as PA Admin
- 1.2. Click on manage users
- 1.3. Click on Create Audit/Acc Users



Fig 1

- 1.4 Fill up the details in the space provided
- 1.5 Add procurement Role as appropriate
- 1.6 Click on appropriate time line/tender no to give permission to the audit/ACC user and click on the submit button

Create Audit/ACC User

Employee ID : *

10101010101

OK

CID No. :

1111111111

e-mail ID : *

audituser2022@gmail.com

Please enter Official and Designation specific e-mail ID i.e. ce@abcd.gov.bt

OK

Password : *

(Passwords must have minimum eight (8) characters in length and must contain alphanumeric characters. Special characters may be added)

Confirm Password : *

Full Name : *

Six Six Six

Mobile No. : *

12345678

(Mobile No. format should be e.g 12345678)

Contact Address :

Designation : *

Six

Valid From : *

Valid Till : *

Procurement Role : *

☐ Audit ☐ ACC

Permissions : *

Financial Year

2019-2020
2020-2021
2020-2021
2021-2022
2022-2023
2023-2024

Load Tenders
>>>

Available Tenders

2
40
42
43
47
48
61
1441
1442
1443
1450
1484
1486
1487

Add All
>>>
Remove All
Add >>
Remove

Permitted Tenders

Fig 2

✔ Audit/ACC User created successfully

View Audit/ACC Users

Save as PDF

To sort click on the relevant column header

+ Advanced Search

Search Result

Sl. No.	Full Name	Role	Email ID	Action
1	Dechen Wangmo	AUDIT	audituser2023@gmail.com	Edit View Reset Password
2	Six Six Six	AUDIT	audituser2022@gmail.com	Edit View Reset Password
3	Tandin Gyem	AUDIT	audituser1@gmail.com	Edit View Reset Password

Page 1 of 1

1 Go To Page 10

« First < Previous Next > Last »

Fig 3

2. Audit/ACC user

2.1 Log in using your credentials

2.2 Click on My Tender Tab to view the tenders assigned to you

Process flow of e-GP Audit/Acc User

