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 :									
	101010	1010101		ок					
CID No.	: 1111111	1111							
e-mail ID :	*	00000							
o mai ib i	audituse	er2022@gmail.com							
	Please (enter Official and	Design	ation specific e-mail ID i.e. ce@abcd.gov.bt					
Password :	*								
		ords must have r characters may b		」 m eight (8) characters in length and must contain alphanumeric characters. rd)					
Confirm Password :		onaraotoro may i	be adde	1					
Full Name :	* Six Six	Six Six Six 12345678							
Mobile No :	* 123456			(Mobile No. format should be e.g 12345678)					
Contact Address	:								
Designation :	* Six								
Valid From :	*								
Valid Till :	*								
Procurement Role :									
Permissions :	* 51	nancial Year		Available Tenders Add All Permitted Tenders					
	2020- 2020-	2021	>	nders 2 >>> 40 42 <<< 43 Remove					
	2020-	2021 2021 2022 2023		40 42 43 Remove 47 All 48 Add >> 1441 Add >> 1442 < 1443 1450 Remove 1484					
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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



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, Save as PDF

My Tenders + Advanced Search

Tender Search Result

Under Preparation Live Processing Archived Canceled

SI. No.	Tender ID, Reference No., ¢ Tender Status	Procurement Category (SBD), Title	Hierarchy Node 🔶 🕈	Type, Method ◆	Publishing Date Closing Date	Dashboard
1	1874, hj57 Contract Awarded	Services (SRFP [FTP] Large - Lump Sum), <u>k</u>	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, QCBS	02-Jun-2023 15:00:00 05-Jun-2023 11:35:00	
2	1872, jfowie Contract Awarded	Goods (Large), <u>k</u>	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, OTM	02-Jun-2023 11:30:00 05-Jun-2023 11:35:00	
3	1870, DCTEST Contract Awarded	Goods (Small), DCTEST	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, DCM	01-Jun-2023 14:40:00 01-Jun-2023 17:21:00	
4	1700, b14 Contract Awarded	Goods (Small), Procurement of Office equipment	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, OTM	30-Dec-2022 16:00:00 02-Jan-2023 16:44:00	
5	1692, test1 Contract Awarded	Goods (Small), Procurement of laptops	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, OTM	30-Dec-2022 13:00:00 02-Jan-2023 16:44:00	
6	1678, CMSTEST1 Contract Awarded	Goods (Small), CMSTEST1	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, OTM	20-Dec-2022 15:10:00 22-Dec-2022 12:53:00	
7	1677, testing/cms/goods/02 Contract Awarded	Goods (Small), <u>a</u>	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, OTM	19-Dec-2022 15:00:00 19-Dec-2022 15:12:00	
8	1674, testing/cms/service/01 Contract Awarded	Services (SRFP [STP] Large - Lump Sum), <u>k</u>	Ministry of Labor and Human Resources, MoLHR, Thimphu	NCB, QCBS	18-Dec-2022 11:05:00 19-Dec-2022 15:12:00	

Process flow of e-GP Audit/Acc User

