

MICROPUCHASING APPLICATION



USER MANUAL

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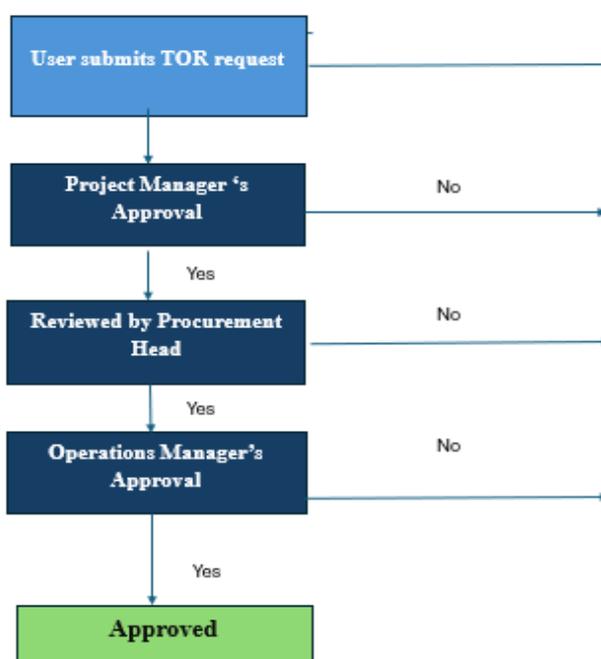
INTRODUCTION: The Micropurchasing Application was developed and restructured to eliminate the recurring issue of Terms of Reference (TORs) being signed out or lost from the system before a corresponding procurement request could be initiated. The primary objective of the application is to **streamline and enforce a structured approval workflow** for procurement activities related to **goods, services, and individual consultancies**, thereby improving efficiency, traceability, and compliance.

This application was built using **ASP.NET for the front-end and business logic layer**, with **SQL Server** serving as the back-end database. It ensures secure handling of procurement-related data and provides an organized framework for end-to-end processing of procurement requests, starting from TOR submission to the assignment of a case officer for final action.

LOGIN: User can login using their UNDP credentials through below url <https://apps.undp.org.in/microPurchasingIC>

APPROVAL FLOW:

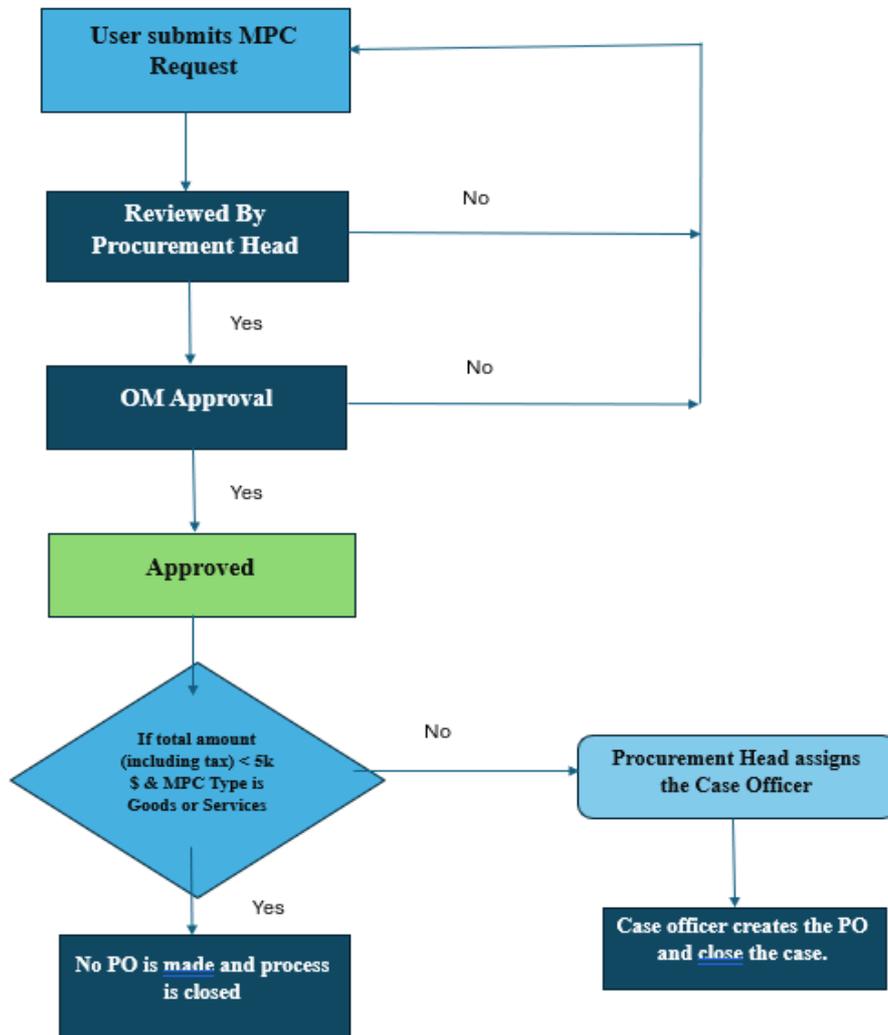
MICRO PURCHASING | - APPROVAL FLOW Part 1- TOR Approval



POINTS TO REMEMBER

- Once the TOR is approved the user / requestor can seek quotes and proceed to fill the Micro Purchasing request.
- A TOR request with value greater than 10k \$ will be closed at TOR approval level it's procurement will not be added in the app. User has to work with procurement outside the app for value > \$10K.

Part 2 - Micro Purchasing Approval



ADD TOR REQUEST: The Add TOR page is the main interface in the MPC application where users can initiate a **Terms of Reference (TOR)** request. This form is designed to capture all essential information required to configure the correct approval workflow and facilitate a smooth submission process.

Steps to Complete the Add TOR Form:

1. **TOR Title:** Begin by entering a clear and descriptive **title** for the TOR request.
2. **Select TOR Category:** Choose one or more applicable **categories** by checking the relevant boxes—**IC (Individual Contractor)**, **Goods**, or **Services**. Your selection determines the approval workflow that will be triggered after submission.
3. **Region and Country:** Select the appropriate **Region** and corresponding **Country** from the dropdown menus.
4. **Project Selection:** Choose the **related Project** to which this TOR request is linked.

5. **Set Engagement Timeline:** Define the **timeline or duration** of the assignment to give clarity on the engagement period.
6. **Financial Details:** Provide the **Amount Paid in Local Currency** (if applicable), the **Exchange Rate**, and the resulting **Amount in USD**. The system may automatically calculate the USD amount based on the inputs.
7. **Head Email (Optional):** You may optionally enter a **Head Email ID** to notify a relevant stakeholder about this TOR submission.
8. **Download and Upload TOR Document:**
 - Click to **download the standard TOR template**, edit it with specific requirements, and then
 - **Upload** the revised TOR document back into the form, **don't forget to check the 'Uploaded TOR as per Template' checkbox** before clicking submit button.
9. **Submit the Request:** After completing all required fields, click the **Submit** button to initiate the approval workflow. The flow will be routed based on the selected **Category**, **Region**, and **Country**.

The screenshot displays the 'Add TOR Request' form interface. The form is organized into several sections:

- Request Info:** Includes a 'Title' text field, radio buttons for 'Is ICT?', 'Is Goods?', and 'Is Services?'. It features dropdown menus for 'Region', 'Country', and 'Project'. There are also text fields for 'Contract Duration' and a 'Select Timeline' dropdown.
- Financial Details:** Contains text fields for 'Estimated Amount (in local currency)', 'Exchange Rate' (with a 'Rate' label), and 'Amount in USD'.
- Head Email:** A text field labeled 'Enter Procurement Email'.
- Upload Terms of Reference File:** Includes a 'Choose File' button (showing 'No file chosen'), a 'Select Template' dropdown, and a green 'Download File' button.
- Submission:** A checkbox for 'Uploaded TOR as per Template' and a green 'Submit Details' button.

The browser address bar at the bottom shows the URL: `apps.undp.org.in/MicroPurchasing/IC/AddTOR - Google Chrome`.

MY TOR TAB: The MyTOR page provides a personalized view for each user, listing all **Terms of Reference (TOR)** requests submitted by the currently logged-in user. It serves as a central dashboard to **track, manage, and take action** on submitted TORs.

Key Features of the MyTOR Page:

- Displays both categories of TORs:

- TORs with a total value **less than or equal to USD 10,000**
- TORs with a value **greater than USD 10,000**.
- View the real-time **status** of each TOR request (e.g., Pending, Approved, Returned).
- If a TOR is **returned by the approver**, the user is given the option to either **edit** the request and resubmit it or **delete** it entirely if no longer needed.
- Ensures transparency, traceability, and easy management of TOR submissions, allowing users to stay updated and act promptly when needed.

The screenshot shows the 'My TOR Requests' interface. It features a sidebar with navigation options like 'Masters', 'Requests', and 'Assigned Requests'. The main content area is divided into two tabs: 'All request' and 'All TOR > 10k \$'. Both tabs show a table with columns for Action, Request Number, Status, Request Title, Category, Region Name, Country Name, Created On, and Updated On. The tables are currently empty, displaying 'No data available in table'.

ALL TOR REQUESTS: The **All TOR Requests** page provides a comprehensive view of all Terms of Reference (TOR) submissions within the system, regardless of the user who created them. This tab is primarily designed for administrators or approvers to:

- **View the status** of all TOR requests across different users and categories
- **Track submissions** based on title, category, region, requester name, and dates
- **Monitor workflow progress** and identify pending actions

This centralized view ensures transparency, simplifies oversight, and helps in efficient decision-making throughout the approval process.

The screenshot shows the 'All TOR Requests' interface. The table displays the following data:

Action	Request Number	Status	Request Title	Requested By	Category	Region Name	Country Name	Created On	Updated On
VIEW	2025/UNDPIC/30	Under Review for TOR with musrat.khan@undp.org	Institutional Contract for Designing Country Context Assessment, B+HR Project UNDP India Country Office, 2025	Sonia Bhatia	IC	RBAP	India	17/07/2025 11:58 AM	
VIEW	2025/UNDPIC/29	TOR Approved	Individual Consultant- Data Associate	Rohit Kumar	IC	RBAP	India	17/07/2025 06:35 AM	
VIEW	2025/UNDP/SERVICES/28	Under Review for TOR with OM	Event management agency to coordinate, manage, and facilitate District-level workshop for Cold Chain Handlers from 4 to 9 August 2025 in Chennai, Tamil Nadu	Ruhi Kumaria	Services	RBAP	India	17/07/2025 05:52 AM	
VIEW	2025/UNDP/SERVICES/27	TOR Approved	Hiring of Vendor for Installing Window in Partition Wall at UNOPS Cabin, UN House	Simran Bawa	Services	RBAP	India	15/07/2025 08:56 AM	
VIEW	2025/UNDPIC/26	Pending with Requestor for modification	SDG Budget Tagging	Sangeeta Hasdak	IC	RBAP	India	15/07/2025 08:10 AM	18/07/2025 08:27 AM

MY MPC REQUESTS TAB: The **My MPC Requests tab**—gives users a clear and organized view of all their procurement-related activities. It is divided into **three main sections**, each representing a different stage in the procurement process:

REQUESTS READY FOR PROCUREMENT SUBMISSION: This section lists all **TORs (Terms of Reference)** that have been fully approved and are now ready to move into the procurement phase.

What you can do:

- View important details such as the **Title, Category, Country, Region, and Approval Date**.
- Click action buttons to:
 - Start procurement entry
 - Upload vendor quotations
 - Fill in required procurement details

This helps ensure a smooth transition from approval to procurement, in line with the defined workflow.

ADD PROCUREMENT

When you click the “**Add**” button under the **My MPC Requests** tab, you will be redirected to a detailed **Procurement Entry Form**. This form is designed to capture all necessary information required to initiate a procurement request.

- **Vendor Details:** You will be required to provide information for each vendor, including:
 - Vendor Name, Item Description, Units and Quantity, Other Costs and Applicable Taxes, Source of Quotation
 - Upload relevant documents such as:
 - Quotation Documents, Business Registration Certificate (for Goods and Services)
 - CV (if applicable), Letter of Interest or Confirmation (for ICs)
- **Selected Vendor Information:** Once a vendor is selected, the following additional details must be filled in:
 - Vendor Contact Number and Email, Contract Duration, Total Amount to be Paid, Vendor ID, E-Requisition Number, Value for Money Justification, Summary of Procurement Need, Quality Assurance Measures, Risk Mitigation Strategies
- **Mandatory Attachments:** Based on the selected procurement category, the system will display a list of **mandatory documents** that need to be uploaded before submission.
- **Final Actions:** Once all required fields are completed and supporting documents are uploaded, you have two options:
 - **Submit** the request for approval
 - **Save as Draft** to complete and submit at a later time

This form is essential to ensure a transparent, standardized, and well-documented procurement process. It captures detailed vendor and item information, supports compliance, ensures accountability, and helps approvers make informed decisions. By streamlining data collection

and reducing back-and-forth, it promotes efficiency, fairness, and traceability in procurement activities.

The screenshot displays a web-based procurement request form. The interface is organized into several sections:

- Vendor Information:** Fields for Vendor Name (Vendor 1, Vendor 2, Vendor 3).
- Items Table:** A table with columns for Brief Description of Items, Quantity, Unit Price, and Total Price. The total price for each item is currently 0.00.
- Other Costs (If Any):** Fields for Cost, Taxes, and Total Final and all inclusive price (0.00).
- Source of Quote:** Fields for Source of Quote.
- Attached Quotation:** A section for uploading quotation files, with columns for Choose File, Preview, and Action.
- Business Registration Document:** A section for uploading business registration documents, with columns for Choose File, Preview, and Action.
- Details of Selected Vendor:** A detailed form for vendor information, including:
 - Selected Vendor Name (dropdown)
 - Address (text field)
 - Amount Paid to the Vendor in local currency (0.00)
 - Rate of Exchange in Dollar(s) (Rate)
 - Awarded Vendor Amount in USD (Amount in USD)
 - Phone Number (text field)
 - Vendor Quantum ID (text field)
 - Vendor Email ID (text field)
 - E-Requirement Number linked with Procurement Plan (Mandatory if value > USD 5000) (text field)
 - E-Requirement Number (text field)
 - Summary of the Case (text area)
 - Contract Duration From (text field)
 - Contract Duration To (text field)
 - Value For Money Assessment (text area)
 - Quality Assurance (Contract Management Mechanism - Delivery Timelines, Quality Control etc.) (text area)
 - Risk Mitigations Measures (Risk associated with Timeline / delays, Clearance/Endorsement from stakeholders, Quality of the output etc.) (text area)
- Attachment Files:** A table for uploading required documents:

FileType	Download Template	Choose File	Preview	Action
AMUCFT Screening	⊕	Choose File No file chosen		
Evaluation Report	⊕	Choose File No file chosen		Mandatory
Reference Check 1 (Minimum Two if more than 5000\$ and 1 if less than 5K) of Recommended Vendor	⊕	Choose File No file chosen		Mandatory
Reference Check 2 (Minimum Two if more than 5000\$ and 1 if less than 5K) of Recommended Vendor	⊕	Choose File No file chosen		
Approved E-requisition (linked with procurement plan)	⊕	Choose File No file chosen		
Any Other Document	⊕	Choose File No file chosen		

At the bottom right, there are buttons for "Save As Draft" and "Submit Details".

DRAFT PROCUREMENT REQUESTS: This table displays all procurement entries that you have started and saves as draft but not yet submitted. Used to :

- Resume and continue editing draft requests
- Add or update vendor details, pricing, and required documents
- Submit the request once everything is complete

This feature ensures you can work at your own pace and come back later to complete any pending entries.

SUBMITTED PROCUREMENT REQUESTS: This section shows all procurement requests that have been **formally submitted**. Used to:

Track the progress and status of each request and view summary information such as: vendors involved, amounts, assigned approvers etc.

This section ensures transparency and helps users follow up on the progress of their submissions until final processing. Once approved requestor can download report as well.

The screenshot displays the 'My MPC Requests' interface. It features a sidebar with navigation options and a main content area with three data tables.

Approved TOR (Ready to submit Procurement)

Action	Request Number	Request Title	Category	Region Name	Country Name	Approved On
VIEW ADD	2025ANDPGOODS14	13038	Goods	RBAP	Korea, Democratic People's Rep	10/07/2025 04:45 PM

Pending Procurement Requests (Draft Mode)

Action	Request Number	Request Title	Category	Region Name	Country Name	Selected Vendor Name	Selected Vendor Phone No
No data available in table							

Submitted Procurement Requests

Action	Request Number	Status	Approved On	Request Title	Category	Country Name	Selected Vendor Name	Assigned To Case Officer	Assigned By	Assigned On	Action Taken By Case Officer	Remarks By Case Officer	Action Taken On
VIEW PRINT	2025ANDPGOODS13	Procurement Approved	16/07/2025 12:33 PM	Test 1	Goods	Korea, Democratic People's Rep	LKHLF						

ALL MPC REQUESTS : The **AllMPCRequests** page provides a consolidated view of all requests for which the **procurement section has been filled or submitted**. Key capabilities include:

- Monitoring procurement progress across requests
- Accessing information like selected vendors, quotations, financial details, and procurement documents
- Filtering and reviewing submitted procurement data for compliance and reporting

This page is essential for **procurement oversight**, enabling teams to track all MPC-related submissions and ensure they align with internal guidelines. Once approved user can download report.

The screenshot displays the 'All MPC Requests' interface, showing a table of all requests.

Action	Request ID	Status	Approved On	MPC Request Title	Requested By	Request Type	Region Name	Country Name
PRINT	2025UNDRPGOODS/21	Procurement Approved	20/07/2025 10:01 AM	Hiring agency for Printing of posters, standees, banners, other IEC material related to U-WIN	ruhi.kumaria@undp.org	Goods	RBAP	India
PRINT	2025UNDRPGOODS/17	Procurement Approved	20/07/2025 10:03 AM	Engaging Agency for Providing Security Enhancement and Repair Services for North-East India Regional Office, Guwahati, Assam	moonmi.rahman@undp.org	Goods	RBAP	India
PRINT	2025UNDRSERVICES/16	Under Review with Procurement	22/07/2025 10:59 AM	Supply of Software Subscription for LMS Content Creation	sonia.bhatia@undp.org	Services	RBAP	India
PRINT	2025UNDRSERVICES/15	Procurement Approved	11/07/2025 02:12 PM	Designing and Printing of Gender Report	rohit.kumar@undp.org	Services	RBAP	India
PRINT	2025UNDRPGOODS/13	Procurement Approved	11/07/2025 02:11 PM	Procurement of Misc. ICT Accessories	vogesh.jain@undp.org	Goods	RBAP	India

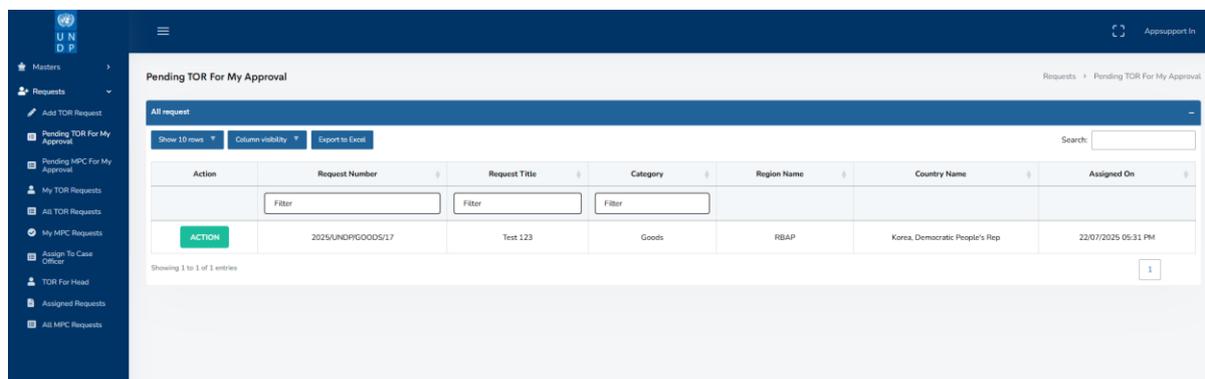
FOR APPROVERS

PENDING TORs FOR MY APPROVAL: The **Pending TORs for My Approval** tab is designed specifically for users serving in an approver role. It displays a list of **Terms of Reference (TOR)** requests that are currently **awaiting your review and action**.

Key features of this page include:

- A filtered view of **only those TOR requests assigned to you** as part of the configured approval workflow
- Display of essential request details such as:
 - **Request Title**
 - **Category**
 - **Region and Country**
 - **Submitted By**
 - **Submission Date**
- Action buttons that allow you to:
 - **View** the full TOR request and its attachments
 - **Approve/Reject** the request with optional comments

This page is intended to support **efficient task management** by providing you with direct access to pending TOR approvals, thereby facilitating **timely processing and continuity in the workflow**.



PENDING MPC FOR MY APPROVAL: The **Pending MOC for My Approval** tab functions similarly to the Pending TORs For My Approval Page, but is specifically focused on **procurement-related approvals**. It provides approvers with a streamlined view of procurement requests that are currently **awaiting their review and decision**.

Key features of this page include:

- A listing of **procurement requests assigned to you** as part of the approval workflow
- Display of critical information such as:
 - **Procurement Type**

- **Vendor Name**
- **Total Amount**
- **Requested By**
- **Region**
- Available actions to:
 - **Review** all submitted procurement documentation and supporting materials
 - **Approve** or **Reject** the request, with the option to provide comments or feedback
 - **Finalize your decision** to enable the procurement process to move forward

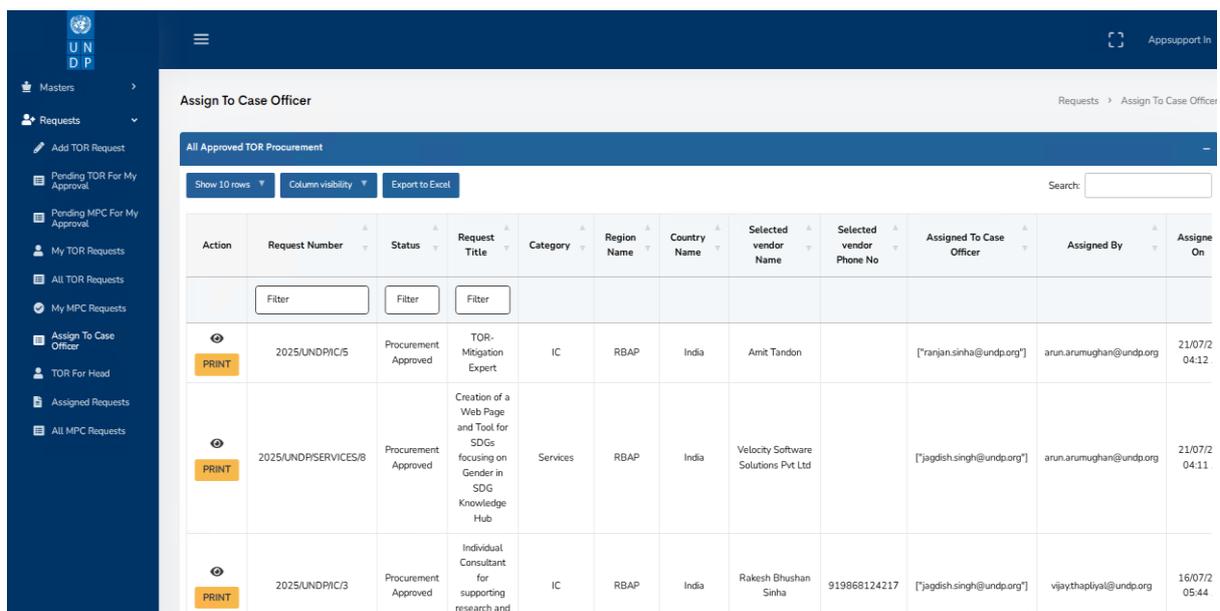
This page is designed to help you **manage your procurement tasks efficiently**, ensuring timely approvals and maintaining the **continuity and effectiveness** of the procurement workflow.

TOR FOR HEAD TAB: This page displays all TOR (Terms of Reference) requests in which the email address of the currently logged-in user was entered in the **Head Email** field at the time of submission. It allows Heads of Units or Departments to view and monitor requests where their review or oversight may be required, ensuring visibility and accountability in the TOR workflow.

ASSIGN TO CASE OFFICER TAB: All approved MPC (Micro-Purchasing Committee) requests are routed to the Procurement Head through the **Assign to Case Officer** tab. Here, the Procurement Head can:

- View the complete list of approved requests
- Print detailed reports for reference
- Review each request record
- Assign the request to a designated Procurement Focal Point for further processing

This step ensures proper delegation and tracking of procurement responsibilities within the team.



The screenshot displays the 'Assign To Case Officer' page in the UNDP system. The page title is 'Assign To Case Officer' and it shows 'All Approved TOR Procurement' requests. The table lists three requests with columns for Action, Request Number, Status, Request Title, Category, Region Name, Country Name, Selected vendor Name, Selected vendor Phone No, Assigned To Case Officer, Assigned By, and Assign On.

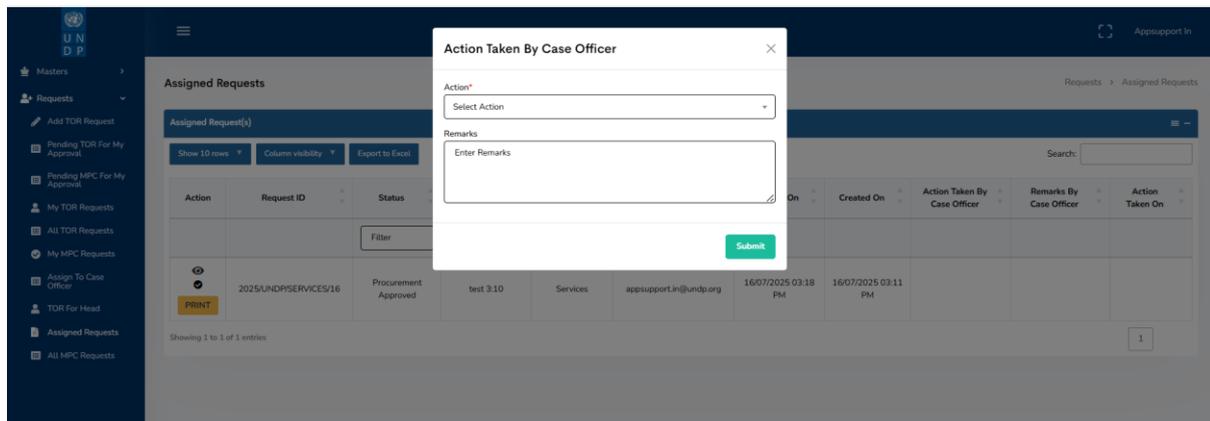
Action	Request Number	Status	Request Title	Category	Region Name	Country Name	Selected vendor Name	Selected vendor Phone No	Assigned To Case Officer	Assigned By	Assign On
PRINT	2025/UND/PIIC/5	Procurement Approved	TOR- Mitigation Expert	IC	RBAP	India	Amit Tandon		[ranjan.sinha@undp.org]	arun.arumughan@undp.org	21/07/2025 04:12
PRINT	2025/UND/PIIC/SERVICES/8	Procurement Approved	Creation of a Web Page and Tool for SDGs focusing on Gender in SDG Knowledge Hub	Services	RBAP	India	Velocity Software Solutions Pvt Ltd		[jagdish.singh@undp.org]	arun.arumughan@undp.org	21/07/2025 04:11
PRINT	2025/UND/PIIC/3	Procurement Approved	Individual Consultant for supporting research and	IC	RBAP	India	Rakesh Bhushan Sinha	919868124217	[jagdish.singh@undp.org]	vjay.thapliyal@undp.org	16/07/2025 05:44

ASSIGNED REQUESTS TAB: Once the Procurement Head assigns a request to a specific Procurement Focal Point (Case Officer), it becomes visible to them under the **Assigned Requests** tab.

In this tab, the Case Officer can:

- View the details of the requests assigned to them
- Print the request information or related documents
- Record the action taken along with relevant remarks

This helps streamline task ownership and ensures accountability throughout the procurement process.



EMAIL NOTIFICATIONS

The app ensures transparency and timely communication through automated email notifications at each critical step of the process. Notifications are triggered when:

- A request is submitted – the relevant approvers are notified
- A request is approved or returned – the requestor receives an update
- A Case Officer is assigned or takes action – the requestor is informed
- A request moves from one approver to the next – the next approver receives an alert

This notification system helps keep all stakeholders informed and ensures smooth workflow progression.

NOTE: For any query write us at appsupport.in@undpo.org.