

1.1. Government Department as Buyer

The Government Department/ Organization can be registered as “Buyer” to purchase products /services of registered and recognized startups in iStart through B2G services of e-Bazaar.

In this context, the right for registration or change in registered Departments/ Government organizations are with the System Admin of the portal. Therefore, the Department/ Government organizations may send their respective required information to helpdesk.ebazaar@rajasthan.gov.in in the following format:

The screenshot shows the e-Bazaar Rajasthan Online Store homepage. At the top, there is a navigation bar with links for Home, Login, Registration (which is highlighted with a red box), and Help. Below the navigation bar, there is a search bar and a category dropdown set to 'All Category'. The main banner features the text 'Discover the vivacious Rajasthan Handicraft World' and 'Embrace Rajasthan's rich culture by bringing home one of our exquisite handicrafts.' It includes images of a colorful fan, a camel, and a traditional brass vessel. Below the banner, there is a section titled 'Trending Products' with links for Featured, New, and Top Sellers. The main content area is titled 'Seller Registration - (MSME Program)' and 'Seller Registration - (Artisan/Weaver Program)'. At the bottom, there is a section titled 'Government Department Registration As Buyer - (B2G Segment)' and a 'Buyer Registration Form' (also highlighted with a red box). The registration form includes instructions for Primary and Secondary users, mentioning email addresses like [helpdesk\[dot\]ebazaar\[AT\]rajasthan\[dot\]gov\[dot\]in](mailto:helpdesk[dot]ebazaar[AT]rajasthan[dot]gov[dot]in).

Once, the department/ organization is registered, the “Primary User” may login the

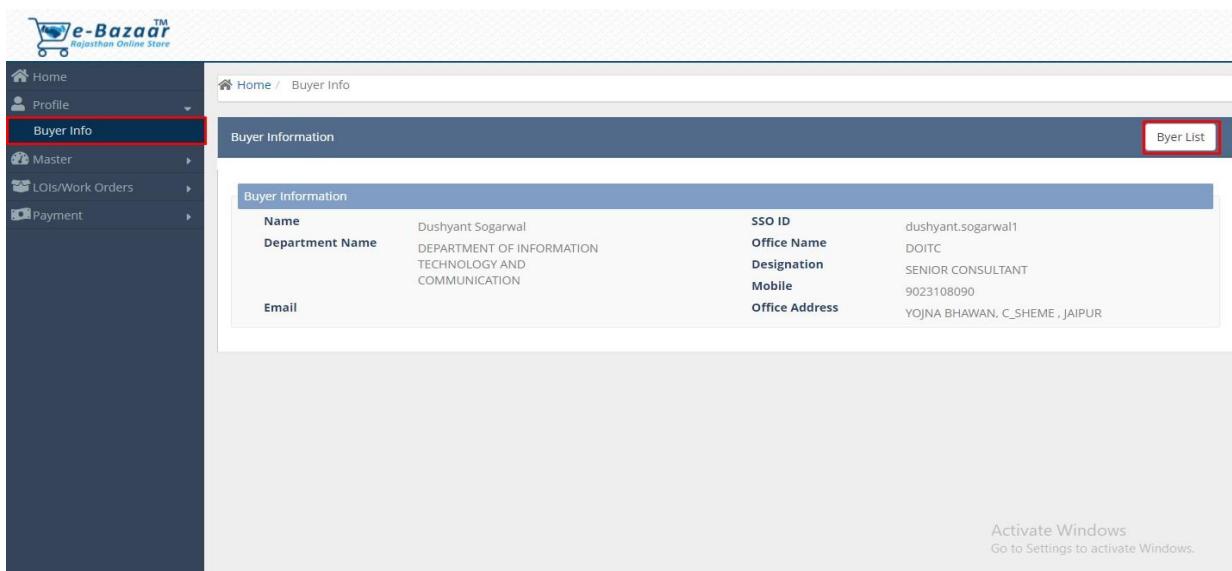
application at https://sso.rajasthan.gov.in/signin_:



2.2.1. Registration of Multiple Buyers under one Department/ Office:

Registration of multiple buyers as “Secondary Users” under one Department/ offices can be done by the “Primary User” of the Department/ Office.

At the left menu of the dashboard, the user has to open “buyer Info” and click on Buyer List:



Then, the user can see the listed secondary users or buyers under his/ her department/ office and to add new secondary user press “Add Buyer”:

Sr.No.	Name of Officer	SSOID	Designation	Department	Office	Mobile	Email
1	JITENDRA CHAUDHARY	JC.786.94	CITIZEN	DEPARTMENT OF IN...	DOITC	9785599336	JITENDRA
2	PREETI MATHUR	RJJP199919019391	PROJECT COORDIN...	WOMEN EMPOWER...	DIRECTORATE OF WOME...	9799497538	PREETIMA
3	UMANG	UMANG.PUROHIT	CITIZEN	DEPARTMENT OF IN...	DOITC	8302863502	UMANG.P

Then, user has to fill all required details and submit the details:

Note: If user select “Is Primary” check box the rights of primary user will be transferred to the new user.

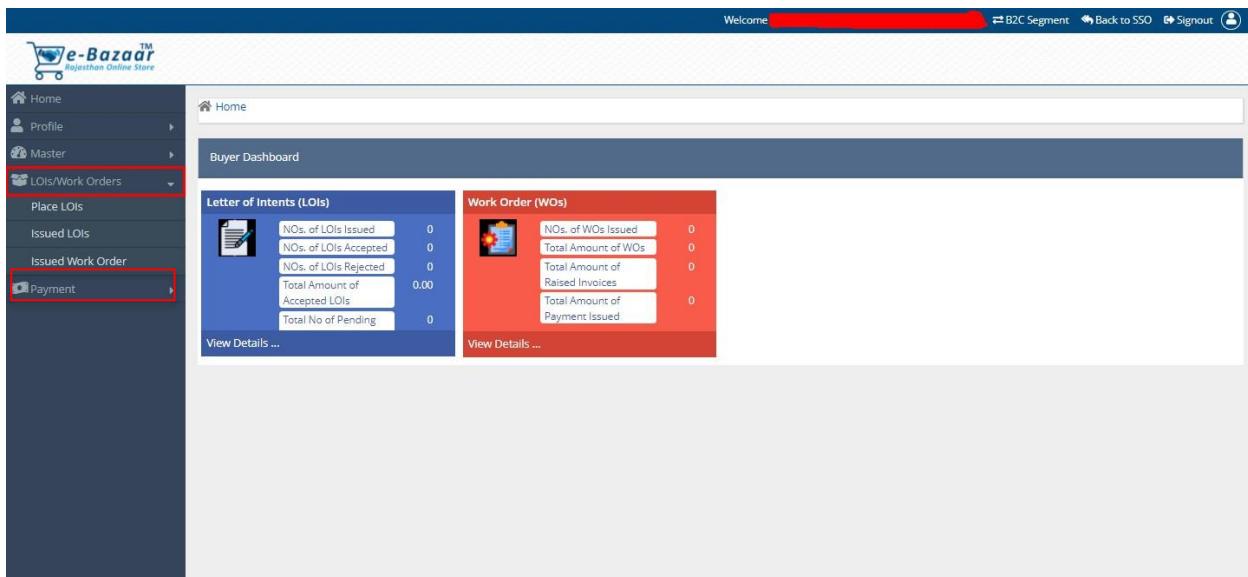
All users (Primary/ Secondary) registered as “Buyer” have rights of purchase.

1.2. LOIs/ Work Orders:

This page shows the user list of LOIs, and Work Orders received by them and enables them to take appropriate action.

3.1. Search of Products/ Services and Placement of Letter of Intents (LOIs) by Buyer

After login under B2G segment of e-Bazaar, the buyer may select “Place LOI” under the tab of “LOIs/Work Orders” to search requisite products/ services:



The screenshot shows the e-Bazaar Buyer Dashboard. On the left, a sidebar menu is visible with the following items: Home, Profile, Master, LOIs/Work Orders (which is expanded and has a red box around it), Place LOIs, Issued LOIs, Issued Work Order, and Payment. The main content area is titled "Buyer Dashboard" and contains two sections: "Letter of Intents (LOIs)" and "Work Order (WOs)". The LOIs section has a blue background and displays the following data: NOS. of LOIs Issued (0), NOS. of LOIs Accepted (0), NOS. of LOIs Rejected (0), Total Amount of Accepted LOIs (0.00), and Total No of Pending (0). The WOs section has a red background and displays the following data: NOS. of WOs Issued (0), Total Amount of WOs (0), Total Amount of Raised Invoices (0), and Total Amount of Payment Issued (0). Both sections have a "View Details ..." button at the bottom.

Now, the buyer may search product/ services as per their requirement with the help of various filters given on the form:

After the selection of the requisite search parameters, the buyer will find the list of products or services.

If the buyer, find the appropriate product/ services after view details of the product/ service on click of “Action Button”, the buyer may select the product/ service, fill the intended quantity and click on the button of “Place LOI”:

Place LOI

Purchase Product Service For

Search By Product/Service Name,Category,SubCategory

Category: AGRICULTURE Sub Category: MARKETPLACE/LINKAGES

Product/Service Name: Search Product & Service Name

Search By Sector / Seller

Sector: Select Sector Seller: Select Seller

Sr.No.	Seller	Product Name	Category	SubCategory	Price	GST(%)	GST Amt	Price(With GST)	Discount(%)	Selling Price	Qty(Per Order)	Quantity	Est. Cost(With GST)
<input checked="" type="checkbox"/>	NEWNDRA INNOVATIONS PVT LTD	CARRY-ON AS ASSITIVE DEVICES FOR OVER HEAD LOAD CARRING	AGRICULTURE	MARKETPLACE/LINKAGES/INPUTS	3500	12	420	3920	10	3528	1	1	3,528.00
<input checked="" type="checkbox"/>	NEWNDRA INNOVATIONS PVT LTD	JAIPURBELT-ASSITIVE DEVICE FOR FARMERS MADIES WORKERS	AGRICULTURE	MARKETPLACE/LINKAGES/INPUTS	18000	12	2160	20160	20	16128	1	1	16,128.00

Place LOI

Once, the buyer click on the “Place LOI” button, then as “Pop-up” form appears to fill “Estimated Cost” (In INR without GST), “Date to Respond” by the seller on the to be issued LOI, “upload T&Cs/ Any detailed required scope document” and “delivery address”.

Place LOI Order Detail Description

SR/No	Product Name	Price	GST(%)	Price(With GST)	Discount(%)	Price (With GST/Discount)	Quantity	Estimated Cost(With GST)
1	CARRY-ON AS ASSITIVE DEVICES FOR OVER HEAD LOAD CARRING	3500	12	3920	10	3528	1	3,528.00
2	JAIPURBELT-ASSITIVE DEVICE FOR FARMERS MADIES WORKERS	18000	12	20160	20	16128	1	16,128.00

Seller Name *: NEWNDRA INNOVATIONS PVT LTD

Intended Quantity *: 2

Estimated Cost(With GST) *: 19,656.00 INR

Date To Respond *: 24/1/2022

Upload File(Scope/Other T&C) *: No file chosen (Only pdf files are allowed)

District *: Select district

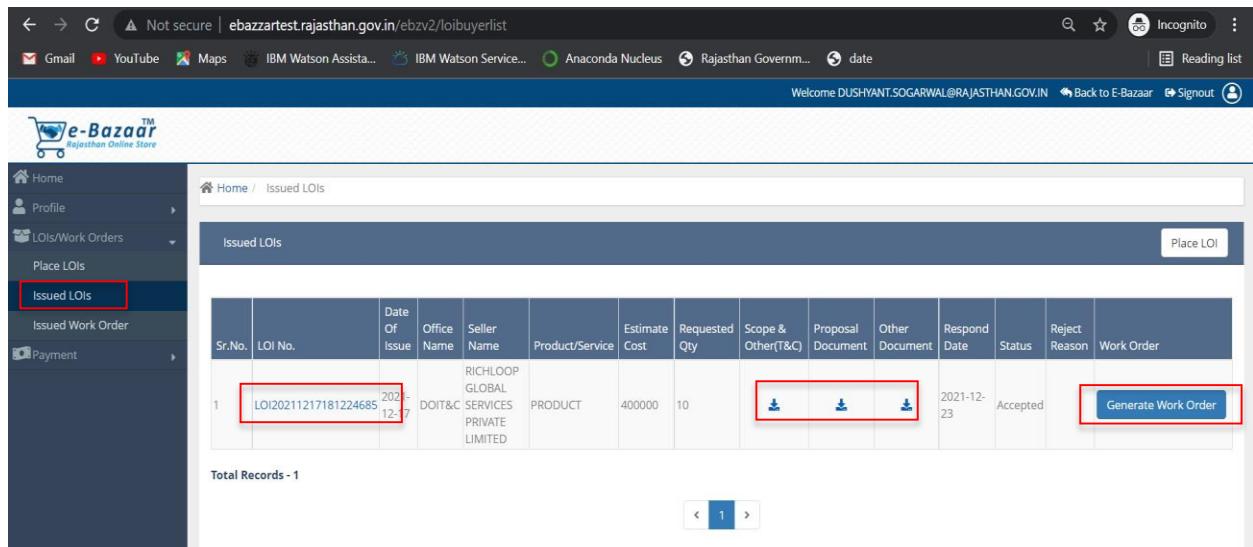
Delivery Address *: TYPE ADDRESS HERE

Save LOI

After entering all the required details, the buyer may click on “Save LOI” to submit it to the respective selected seller.

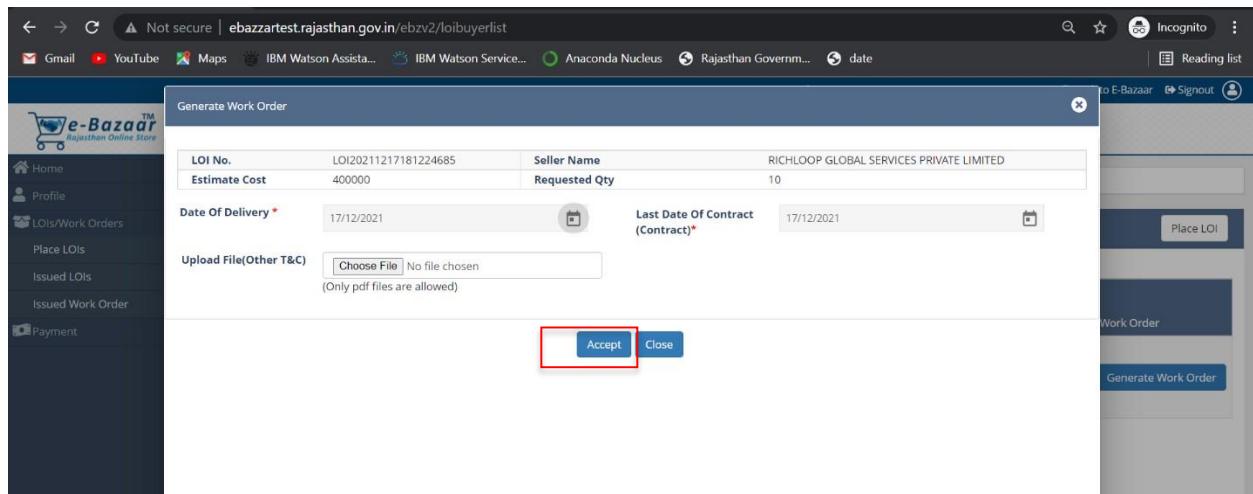
3.2. Issuance of Work Order by buyer on the accepted LOIs

The buyer may view list of issued LOIs by him/her at the left menu under the “Issued LOI” subtab of “Lols/Work Orders” tab. If the issued LOIs has been “Accepted” by the seller as per the previous sub section of this manual, the buyer may be able to “View Details” submitted and “Documents Uploaded” by the seller and can “Generate Work Order”:



The screenshot shows the e-Bazaar platform interface. The left sidebar has a navigation menu with 'Issued LOIs' highlighted. The main content area shows a table titled 'Issued LOIs' with one record. The record details are: Sr.No. 1, LOI No. LOI20211217181224685, Date Of Issue 2021-12-17, Office Name DOIT&C SERVICES PRIVATE LIMITED, Seller Name RICHLOOP GLOBAL SERVICES PRIVATE LIMITED, Product/Service PRODUCT, Estimate Cost 400000, Requested Qty 10. There are three download icons in the 'Scope & Other(T&C)' column. The 'Respond Date' is 2021-12-23, 'Status' is Accepted, and the 'Reject Reason' and 'Work Order' columns are empty. A 'Place LOI' button is in the top right of the table header, and a 'Generate Work Order' button is in the bottom right of the table row.

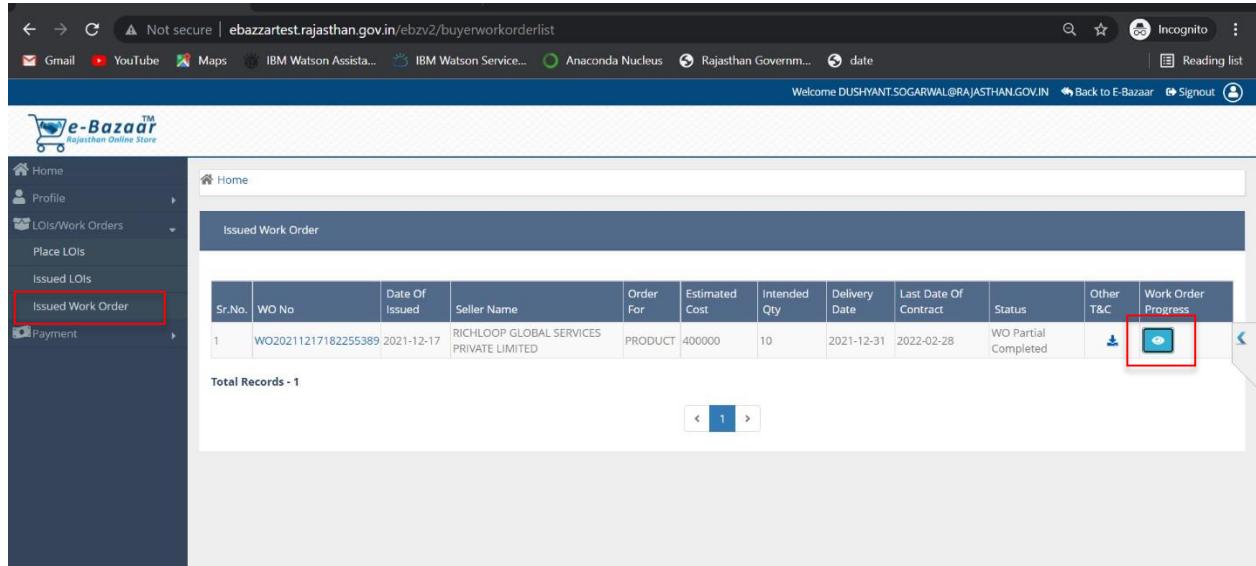
Once, the buyer click on “generate Work Order”, then the buyer has to fill “Date of Delivery” and “Last Date of the Contract” and may upload “Any other T&C Document” (if required).



The screenshot shows the 'Generate Work Order' dialog box. It contains fields for LOI No. (LOI20211217181224685), Seller Name (RICHLOOP GLOBAL SERVICES PRIVATE LIMITED), Estimate Cost (400000), and Requested Qty (10). It also has fields for Date Of Delivery (17/12/2021) and Last Date Of Contract (Contract) (17/12/2021). There is a file upload section for 'Upload File(Other T&C)' with a 'Choose File' button and a note '(Only pdf files are allowed)'. At the bottom are 'Accept' and 'Close' buttons, with 'Accept' highlighted by a red box.

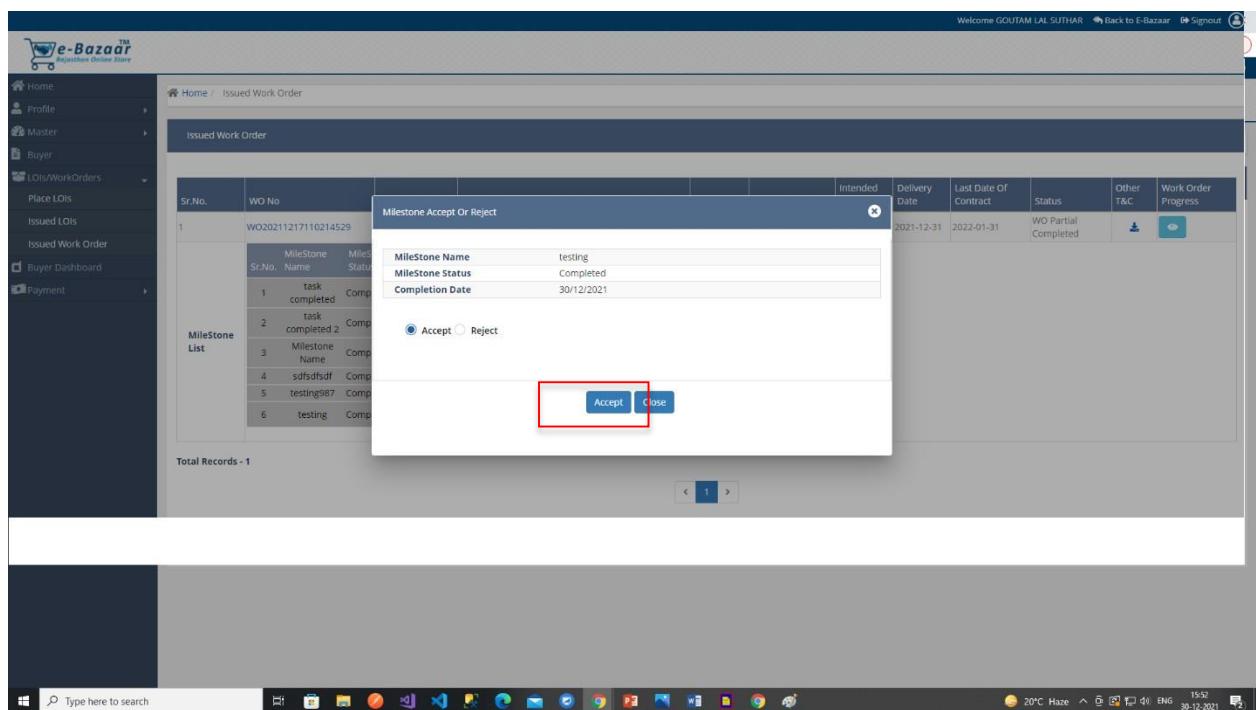
3.1. Verification of work progress entry under an issued work order by Buyer

To view the “Work progress Entry” made by seller on the issued work order, the buyer may select “Issued Work Order” tab under the left menu of “ LOIs/ Work Orders:



Sr.No.	WO No	Date Of Issued	Seller Name	Order For	Estimated Cost	Intended Qty	Delivery Date	Last Date Of Contract	Status	Other T&C	Work Order Progress
1	WO20211217182255389	2021-12-17	RICHLOOP GLOBAL SERVICES PRIVATE LIMITED	PRODUCT	400000	10	2021-12-31	2022-02-28	WO Partial Completed		

The buyer may accept and reject the listed milestones against the issued work order:

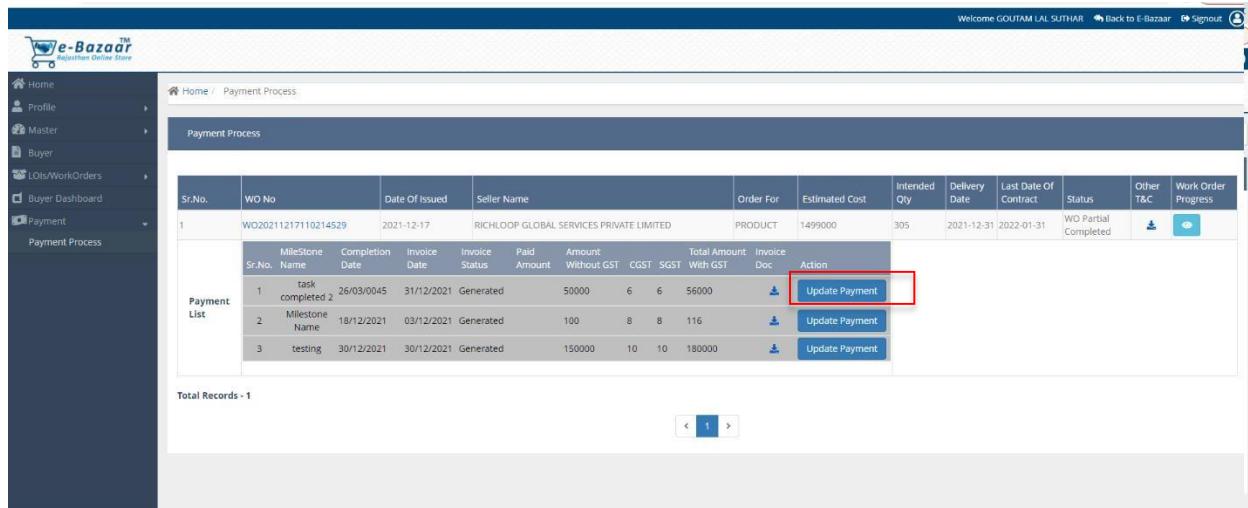


Sr.No.	WO No	MileStone List	Intended	Delivery Date	Last Date Of Contract	Status	Other T&C	Work Order Progress																				
1	WO20211217110214529	<table border="1"><thead><tr><th>Sr.No.</th><th>MileStone Name</th><th>MileStone Status</th></tr></thead><tbody><tr><td>1</td><td>task completed</td><td>Completed</td></tr><tr><td>2</td><td>task completed 2</td><td>Completed</td></tr><tr><td>3</td><td>Milestone Name</td><td>Completed</td></tr><tr><td>4</td><td>sdifdsdf</td><td>Completed</td></tr><tr><td>5</td><td>testing987</td><td>Completed</td></tr><tr><td>6</td><td>testing</td><td>Completed</td></tr></tbody></table>	Sr.No.	MileStone Name	MileStone Status	1	task completed	Completed	2	task completed 2	Completed	3	Milestone Name	Completed	4	sdifdsdf	Completed	5	testing987	Completed	6	testing	Completed	2021-12-31	2022-01-31	WO Partial Completed		
Sr.No.	MileStone Name	MileStone Status																										
1	task completed	Completed																										
2	task completed 2	Completed																										
3	Milestone Name	Completed																										
4	sdifdsdf	Completed																										
5	testing987	Completed																										
6	testing	Completed																										

In case of Rejection, the buyer has to mention the reason for rejection.

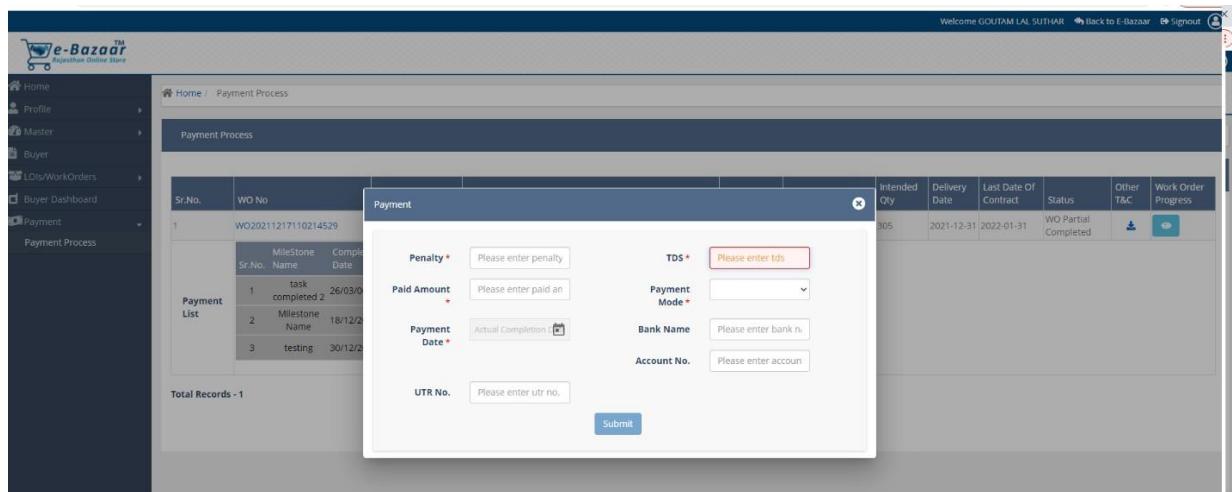
3.1. Entry of payment made against the submitted invoices

The buyer may update the “payment made” against the submitted invoices. The buyer has to select “Payment process” tab under left menu of the “Payment”:



The screenshot shows the e-Bazaar Payment Process page. The left sidebar has a 'Payment' section with a 'Payment Process' sub-item. The main content area shows a table of invoices. One row is selected, and the 'Action' column contains a blue 'Update Payment' button, which is highlighted with a red box. The table includes columns for Sr.No., WO No, Date of Issued, Seller Name, Order For, Estimated Cost, Intended Qty, Delivery Date, Last Date Of Contract, Status, Other T&C, and Work Order Progress. The 'Payment List' section on the left shows three rows of payment milestones.

After click on the “Update Payment”, the buyer has to fill details of “Payment Made” against the submitted invoices such as “Any penalty”, “TDS”, “Paid Amount”, “Payment Mode”, “Actual Dateof Payment”, “Payment Issuing Bank Details” with UTR etc.



The screenshot shows the e-Bazaar Payment Process page with a modal dialog titled 'Payment'. The dialog contains fields for 'Penalty' (Please enter penalty), 'TDS' (Please enter tds), 'Paid Amount' (Please enter paid an), 'Payment Mode' (dropdown), 'Payment Date' (Actual Completion Date), 'Bank Name' (Please enter bank n.), 'Account No.' (Please enter account), and 'UTR No.' (Please enter utr no.). A 'Submit' button is at the bottom. The background shows the same table of invoices as the previous screenshot, with the 'Payment List' section visible.