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:

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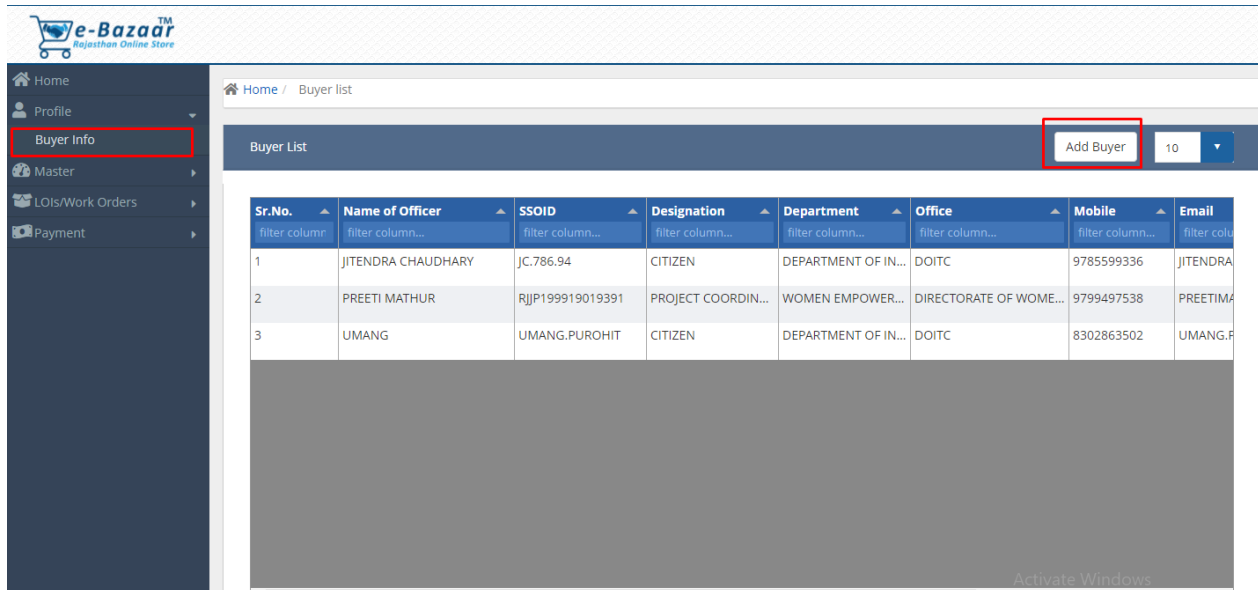
Then, the user can see the listed secondary users or buyers under his/ her department/ office and to add new secondary user press "Add Buyer":
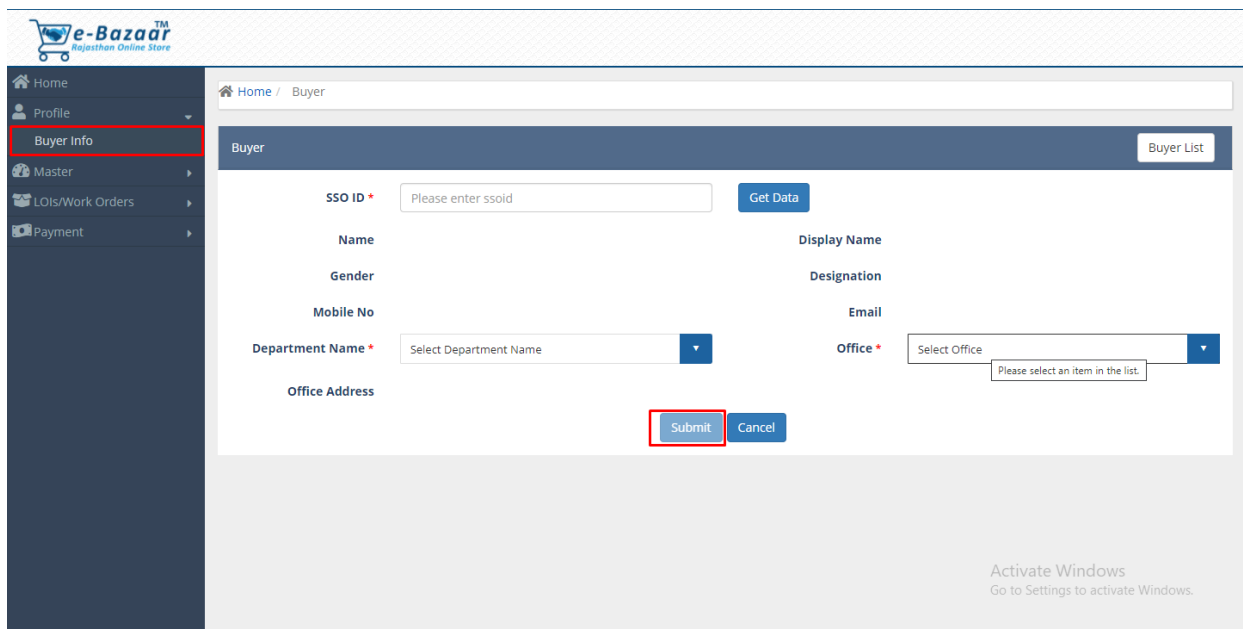

Then, user has to fill all required details and submit the details:

Note: *If user select "Is Primary" check box the rights of primary user will be transferred to the new user.*
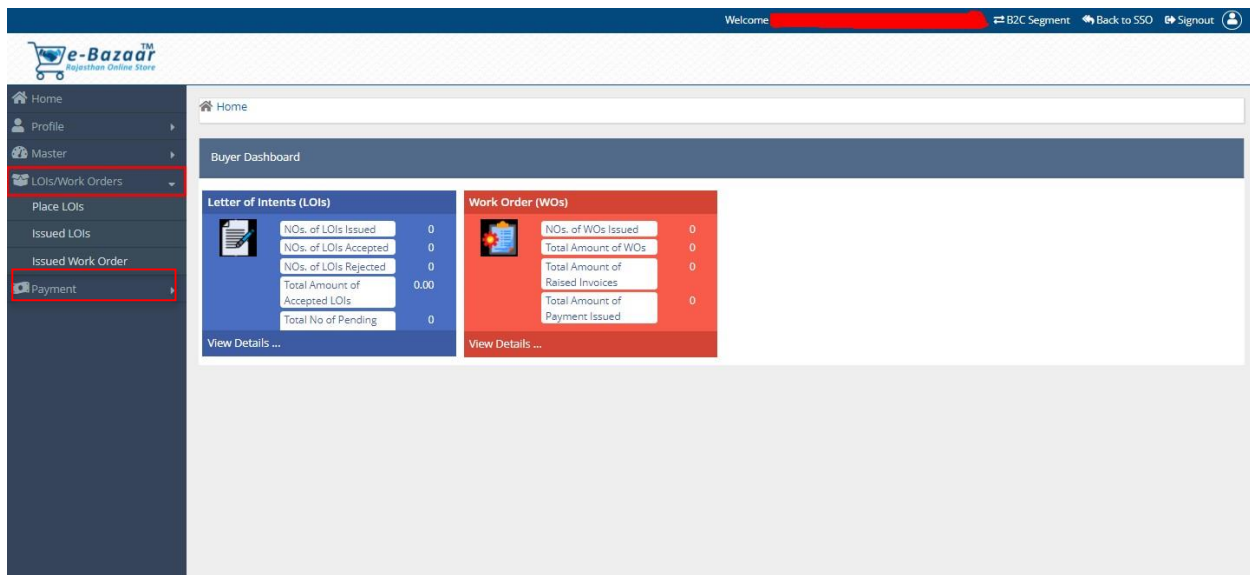
All users (Primary/ Secondary) registered as "Buyer" have rights of purchase.

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:

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":

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".

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 "LoIs/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":

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" (ifrequired.

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 mayselect "Issued Work Order" tab under the left menu of " LOIs/
Work Orders:

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

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

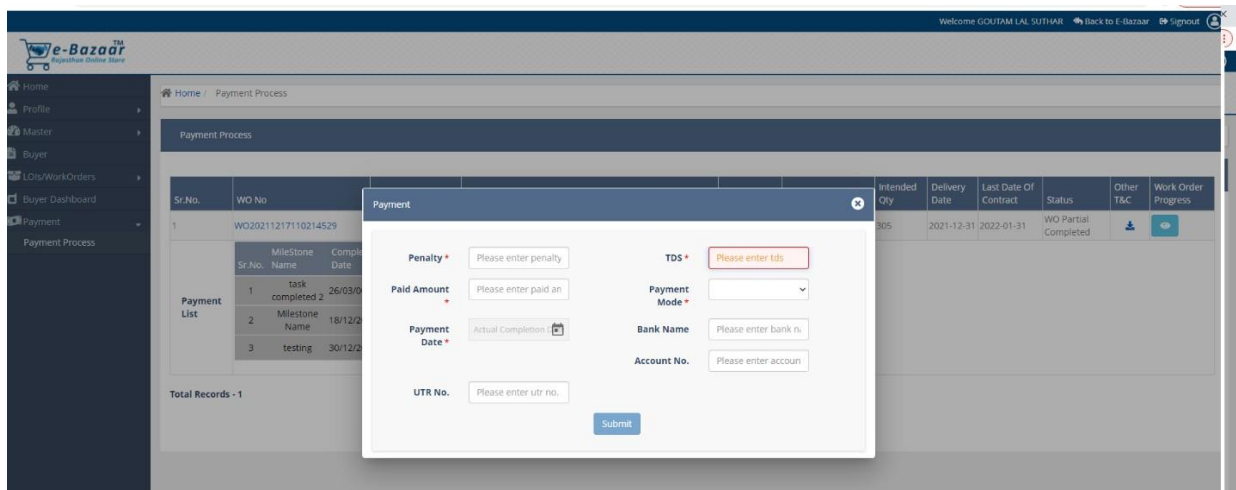## 3.1. Entry of payment made against the submitted invoices

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":

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.