



# **USER MANUAL**

e-Bazaar B2G Services for Government Departments

Department of Information Technology & Communication Government of Rajasthan

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# 1. Introduction

As per the announcement made by The Honorable CM at point no. 105 in the budget speech for FY 2021-22, the registered and recognized startups according to QRate Score has been linked with e-bazaar through iStart portal and respective required provisions have been made in e-Bazaar to facilitate Government Department to give work-orders of up to Rs.15 lakh without tender for promotion of the startups and provide opportunity to youth to show talent and achieve self-employment.

In this context, processes of B2G services have been designed and developed under e-Bazaar portal.

# 1.1. Purpose

This user manual guides the intended users (Registered and recognized startups in iStart and Government Department of Rajasthan States) for:

Processes	Intended User
Onboarding on B2G service portal of e-Bazaar	Registered and recognized startups in iStart and Government Department of Rajasthan State
Onboarding of Products/ Services for B2G services	Registered and recognized startups in iStart as "Seller"
Search of Products/ Services and Placement of Letter of Intents (LOIs)	Onboarded Government Department of Rajasthan State as "Buyer" at e-Bazaar B2G Service Portal
Acceptance/ Rejection of issued LOIs	Registered and recognized startups in iStart as "Seller"
Issuance of Work Order on the accepted LOIs	Government Department of Rajasthan State as "Buyer"
Work progress entry on the issued Work Orders	Registered and recognized startups in iStart as "Seller"
Verification (Acceptance/ Rejection) of the work progress entries	Government Departments of Rajasthan State as "Buyer"
Entry of Invoices on the accepted work progress entries	Registered and recognized startups in iStart as "Seller"
Entry of payment made against the submitted invoices	Government Departments of Rajasthan State as "Buyer"

# 2. Onboarding on B2G service portal of e-Bazaar:

# 2.1. Government Department as Buyer

#### 2.1.1. Registration Department & Respective Offices

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 <u>helpdesk.ebazaar@rajasthan.gov.in</u> in the following format:

# 1. Registration of Department:

	Department	Address	(Complete
Department Name	address incluc	ling PIN cod	e)

# 2. Office Registration:

			GST No.	Office Address	SSOID of
			(if applicable)	(Complete address	Primary User
				including PIN	
Department Name	District Name	Office Name		code)	

Once, the department/ organization is registered, the "Primary User" may login the application at <u>https://ebazaar.rajasthan.gov.in/main</u> :



2.1.2. 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.

The registered primary user has to click on B2G services and then the primary user will be redirected to his/ her dashboard.



At the left menu of the dashboard, the user has to open "buyer list":

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Buyer List	Admin Dashboard			
<b>;≓;</b> Seller ▶				
🗱 User-Setting	Total Seller	Total Buyer	Letter of Intent	Work Order
🚯 Master 🔹 🖡	Bronze 16 Silver 4	Primary 0 Normal 0	Pending LOIs 0 Approve LOIs 0	Total 0 Generated Work Order
	Gold 2 Platinum 0		Rejected LOIs 0	
	Signature 0			
	Other Seller 106			
	View Details 128	View Details 0	Total : 0	

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":

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Buyer List	Buyer List	Add Buyer 10 🔽
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🍘 Master 🔹 🕨	filter column filter column filter column filter column filter column	filter column filt

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

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	Display Name			Email	
	DOB			IsPrimary	
	Department Name *	Select Department Name	<b>•</b>	Office * Select Office	•
	Office Address				
			Submit Cancel		

**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.

#### 3. 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 services of e-Bazaar, the buyer may select "Place LOI" under the tab of "LOIs/Work Orders" to search requisite products/ services:

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Rejasthan Online Store					
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Clos/Work Orders	Buyer Dashboard				
Place LOIs					
issued LOis	Letter of intents (LOIs)	Work Order (WOs)			
Issued Work Order	NOs. of LOIs Issued 0	NOs. of WOs Issued	0		
Payment •	NOs. of LOIs Accepted 0	Total Amount of WOs	0		
	Total Amount of 0.00	Raised Invoices			
	Accepted LOIs	Total Amount of	0		
	Total No of Pending 0	Payment Issued			
	View Details	View Details			

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

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Home	Home / Place LOIs				
EOIs/Work Orders	Place LOI				
Issued LOIs Issued Work Order	Purchase 🔘 Product 🔿 Service For	Sector Personal Fi	ance Seller	RICHLOOP GLOBAL SERVI	CES PF
Payment •	Category Cloths T	Sub Wedding ch	thing Product/Service Name	Search Product & Servic	se Name
	Sr.No. Product Name	Material Size Cat	gory SubCategory C	QTYPERORDER Quantity	SellingPrice WeightClass Action
	DISPLAY NAME TEST PRODUCT 123	MAINTAIN Clot	Wedding clothing	2 0	2489.4342 12 KILOGRAM
			Place LOI		

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":

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Issued Work Order	For										
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	Sr.No. Produc	ct Name	Material	Size Category	SubCategory	QTYPERORDER	Quantity	SellingPrice	WeightClass	Action	
	<b>DISPLA</b>	Y NAME TEST PRODUCT 123	MAINTAIN	Cloths	Wedding clothing	12	10	2489.4342	12 KILOGRAM		
	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".

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💄 Profile	Place LOI Order Detail L	bescription			
Cls/Work Orders	Product Name *	DISPLAY NAME TEST PRODUCT 123			
Place LOIs	Intended Quantity *	10	Estimated Cost(INR	400000	
Issued LOIs	Dete To Descende		Without GST) "		
Issued Work Order	Date to Respond *	23/12/2021	File(Scope/Other T&C) *	Choose File Jeevan_Prn_3.5.pdf	
💭 Payment	District			(Only partiles are allowed)	Search
	District	Jaipur			
	Delivery Address *		upup		ightClass Action
	,	DEPARTMENT OF HORTCOLTORE C SCHEME JA	aron a		
				17	
			Save LOI Close		

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":

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Issued Work Order			Of Offic	e Seller		Estimate	Requested	Scope &	Proposal	Other	Respond		Reject		
Payment •	Sr.No.	LOI No.	Issue Nam	e Name	Product/Service	Cost	Qty	Other(T&C)	Document	Document	Date	Status	Reason	Work Order	1
	•	LOI20211217181224685	2021- 12-17 DOIT	RICHLOOP GLOBAL SERVICES PRIVATE LIMITED	PRODUCT	400000	10	¥	¥	¥	2021-12- 23	Accepted		Generate	Work Order
	Total Re	ecords - 1													
							< 1	>							

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.

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🖀 Home	LOI No. Estimate Cost	LOI20211217181224685 400000	Seller Name Requested Qty		RICHLOOP GLOBAL SERVICES PRIVATE LIMITED 10		
Profile	Date Of Delivery *	17/12/2021		Last Date Of Contract (Contract)*	17/12/2021	Ē	Place LOI
Place LOIs Issued LOIs	Upload File(Other T&C)	Choose File No file chosen					
Issued Work Order		(Only pdf files are allowed)					
Payment			Accept	Close			Work Order Generate Work Order

# 3.3. Verification of work progress entry under an issued work order

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:

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							Welco	me DUSHYANT	.SOGARWAL@RAJA	STHAN.GOV.IN	Sack to E-E	azaar 🕻 Signo	ut 🕘
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Place LOIs													_
issued LOIs	1.00		Data Of		Order	Fatimated	Intended	Deliver	Last Data Of		Other	Werk Order	- 1
Issued Work Order	Sr.No.	WO No	Issued	Seller Name	For	Cost	Qty	Date	Contract	Status	T&C	Progress	
Payment •	1	WO20211217182255389	2021-12-17	RICHLOOP GLOBAL SERVICES PRIVATE LIMITED	PRODUCT	400000	10	2021-12-31	2022-02-28	WO Partial Completed	¥		٢
	Total Re	ecords - 1											
	< 1 >												

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

								Welcome GOUT	IM LAL SUTHAR 🔌	Back to E-Baza	ar 🕞 Signout 🎒
e-Bazaar Rejasthan Online Store											
😭 Home	Home / Issue	ed Work Order									
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Place LOIs	Sr.No.	WO No					Date	Contract		T&C	work Order Progress
Issued LOIs	1	WO20211217110214529	Milestone Accept Or Reject			21	021-12-31	2022-01-31	WO Partial	±	0
Issued Work Order		MileStone MileS									
🖬 Buyer Dashboard		Sr.No. Name Statu	MileStone Name MileStone Status	Completed							
🗊 Payment 🛛 🖡		1 task 1 completed Comp	Completion Date	30/12/2021							
		task Camp									
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In case of Rejection, the buyer has to mention the reason for rejection.

# 3.4. 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":

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COIs/WorkOrders	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
Payment -	1	WO202	12171102149	529	2021-12-17	RICHLO	IOP GLOBAL	SERVICES PRIV	ATE LI	MITED		PRODUCT	1499000	305	2021-12-31	2022-01-31	WO Partial Completed	±	
- dynein rocciss		Sr.No.	MileStone Name task	Completi Date	on Invoice Date	Invoice Status Generated	Paid Amount	Amount Without GST	CGS	it sgst	Total Amo With GST	unt Invoice Doc	Action						
	Payment List	2	Milestone Name	18/12/202	1 03/12/2021	Generated		100	8	8	116	4	Update Payment						
		3	testing	30/12/202	30/12/2021	Generated		150000	10	10	180000	ŧ	Update Payment						
	Total Records	-1																	
											< 11 >								

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 Date of Payment", "Payment Issuing Bank Details" with UTR etc.

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e-Bazaar Rajasthan Online Store													
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LOIs/WorkOrders							Intended	Delivery	Last Date Of		Other	Work Order	11
🖬 Buyer Dashboard	Sr.No.	WO No	Payment				× Qty	Date	Contract	Status	T&C	Progress	11
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		3 testing 30/12/2	Date *		Account No.	Please enter accoun							
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# 4. Do's and Don'ts:

For filling the entire form kindly follow the given Do's and Don'ts of Plantation & Monitoring:

#### 4.1 Do's:

1. Users must login to E-Bazaar B2G Web Portal with a valid username and password which is registered through SSO.

- 2. SSO ID is case sensitive in the login screen.
- 3. While Submission of forms please enter all mandatory fields.
- 4. Photograph: Ensure to provide descriptive and good quality images.

#### 4.2 Don'ts:

- 1. Don't press the back button or kill the page while a form is in submission.
- 2. Don't Refresh (or press ctrl +F5) While submitting form.

# 5. Helpdesk:

Users can track their order by sending SMS RJ e-BAZAAR TRACK ORDER NUMBER to 9223166166 or 51969.

Users can share their feedback by sending SMS RJ EBAZAAR FEEDBACK YOURFEEDBACK to 9223166166 or 51969

or send email to helpdesk.ebazaar@rajasthan.gov.in

Toll Free Number : 1800-180-6127