

Supplier Self-service Feature List

Feature	Description
Supplier & Product Info	
Update Supplier Info	Allow to update supplier info, such as supplier name, contact, address, phone and email.
Upload Qualification Document	Allow to upload qualification document, fill in document version and validity.
Maintain Product Info	Allow to maintain product info, such as product price and discount.
Response-to-Tender	
View Tender Info	Allow to view tender info, such as tender target, status, responsible person and tender document.
Submit Tender	Allow to submit tender, view submission deadline, total quotation and document submitted record.
Respond/Withdraw	Allow to respond to or withdraw from tender.
Q&A	Allow to add theme forum, fill in theme and forum type, and set post users who can view and publish.
e-Quote	
View e-Quote Info	Allow to view each round's e-quote info, including product name, required quantity, sales quantity and unit price.
Edit Product Quote	Allow to enter product quote and upload relevant attachments.
Search e-Quote	Allow to search and view historical e-quote records.
Auction	
View Auction Info	Allow to view each round's auction info, including product name, required quantity, sales quantity and unit price.
Edit Product Quote	Allow to enter product quote and upload relevant attachments.
Search Auction	Allow to search and view historical auction records.
Standing Offer	
View Standing Offer	Allow to view standing offer details including standing offer name, product name, product quote and remark.
Edit Product Quote	Allow to edit product quote and remark.
Search Standing Offer	Allow to search and view historical standing offers.
Purchase Order	
Confirm Purchase Order	Allow to view and confirm purchase order.
Modify Delivery Arrangement	Allow to modify goods delivery arrangement and notify clients for confirmation.
Record Goods Delivery	Allow to record goods delivery including actual delivery time and estimated arrival time.
Search Purchase Order	Allow to search and view historical purchase orders.
Delivery, Return & Quality Control	
View Delivery Records	Allow to view goods delivery records including purchase order name, actual received quantity.
View Return Records	Allow to view goods return records, including purchase order name, returned quantity.
Search Delivery & Return	Allow to search goods delivery and return records.
View QC Records	Allow to view quality control records.
Form & Flow	
Submit Form	Allow to add forms of different types and submit them for approval.
Withdraw Form	Allow to withdraw submitted but not yet approved forms.
Access Control	Allow to set who can view or modify the forms.