



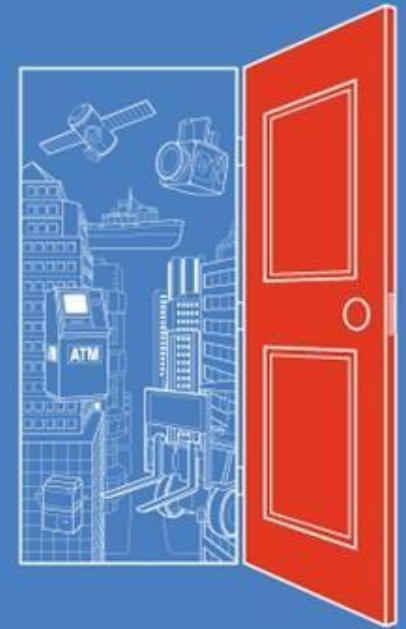
SESAMi World Connect

Approver Guide

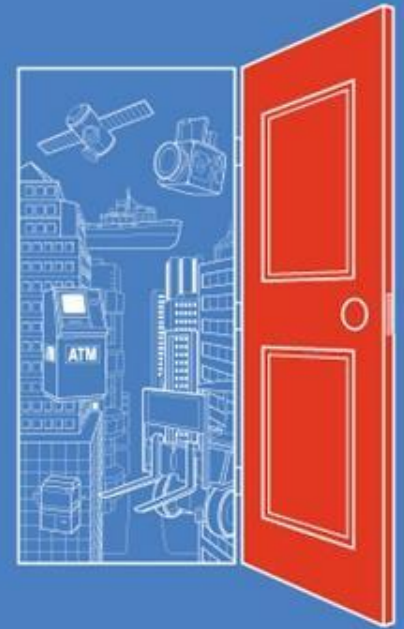
Modules

Approver

1. Approval for Tender Publications
2. Approval for Award Recommendation
3. Approval History



Approval for Tender Publications



Tender Approval

List of Tenders Pending Publication Approval



Approve Tender

Search

View

Search Criteria

Search Clear

Reference No.

Created By

All

Calling Entity

All

Closing Date

 31

1

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Action
THYE HUA KWAN MORAL CHARITIES LIMITED	THKMC-001	Tender	Appointment of ...	ADMIN	24-11-2017 00:00	30-11-2017 04:00		TO BE APPROVED	View

- Go to Source Key > Tender Approval
- List of publications pending approval will be displayed
- RFQ does not need approval for publication
- Click 'View' to proceed

Tender Approval

Approve/Reject Tender Publication



Welcome approver, THYE HUA KWAN MORAL CHARITIES LIMITED

Approve Tender

Search View

Header Information			
Document Type	Tender	Validity Period	180 Days
Reference No	THKMC-001		
Calling Entity	THYE HUA KWAN MORAL CHARITIES LIMITED	Type	Open
Incooterms	DDP		
Starting Date/Time	24-11-2017 / 00:00	Payment Term (Days)	Other
Closing Date/Time	30-11-2017 / 04:00	Currency	SGD
Description	Appointment of Lead Training Providers for Community Care Sector	Note to Supplier	
		Product Category	Business Services
		Submission Of Quotation	Online
Main Contact		Secondary Contact	
Name	Administrator	Name	
Designation		Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	63331188	Telephone	

Attachment(s) for Vendor

S/No	File Name	File Description
1	Training details and requirements.bt	

Attachment(s) for Approver

S/No	File Name	File Description
There are no Attachment(s) for Approver in this		

Bidders

S/No	Company Name	Org ID with SESAMI	Contact Person	Email	Telephone No
1	Singtel Supplier 1	Singtel001	Karthik	karthik@sesami.com	07070707
2	Singtel Supplier 2	Singtel002	Karthik	karthik@sesami.com	07070707

Approval Request

Notes to Approver

Remarks

Notes to Requester

Reason for Approval/Rejection

Details are correct. Okay to proceed.

Reject

Approve

- Approver can view the attachments uploaded by user (eg; for justification)
- Enter the reason and click Approve to proceed with Tender publication

Tender Approval

Rejection of Tender Publication

Description	Appointment of Lead Training Providers for Community Care Sector	Note to Supplier	
		Product Category	Business Services
		Submission Of Quotation	Online
Main Contact		Secondary Contact	
Name	Administrator		
Designation			
Email	joel.cheong@sesami.com		
Telephone	63331188		
Attachment(s) for Vendor			
S/No	File Name	File Description	
1	Training details and requirements.txt		

Are you sure you want to Reject?

OK Cancel

Request for an Approval Rejected

Document Information	
Document Type	Tender
Reference No	THKMC-001
Starting Date/Time	24-11-2017 00:00
Closing Date/Time	30-11-2017 04:00
Requestor	ADMIN

View & Manage Tender

■ If Tender Publication is rejected, Buyer will have to amend the Tender details and resubmit for approval

Search View

Search Criteria

Document Status	All ▼	Created By	ADMIN ▼
Reference No.	<input type="text"/>	Closing Date	<input type="text"/> 31
		RFQ/Tender Status	All ▼

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Action
THYE HUA KWAN MORAL CHARITIES LIMITED	THKMC-001	Tender	Appointment of Lead Training Providers for Community Care Sector	ADMIN	24-11-2017 00:00	30-11-2017 04:00	OPEN	REJECTED	View Copy

Tender Approval Confirmation Message

Tender submitted successfully

Document Information

Document Type	Tender
Reference No	THKMC-001
Starting Date/Time	24-11-2017 00:30
Closing Date/Time	30-11-2017 04:00
Number of Attachments	1
Number of Invited Bidders	2
Requestor	ADMIN
Requestor Comments	

- Confirmation message that Tender has been approved and is published

Tender Approval Email Alerts



Reply Reply All Forward

Fri 24/11/2017 12:04 AM



UATCustomercare@sesami.com

Approval Status for Reference No: THKMC-001

To Joel Cheong

Reply Reply All Forward

Fri 24/11/2017 12:04 AM



UATCustomercare@sesami.com

Approval Status for Reference No: THKMC-001

To Joel Cheong

Dear ADMIN,

Please be informed that the Tender Reference No: THKMC-001 has been rejected.

Tender Reference No. : THKMC-001
Tender Description : Appointment of Lead Training Providers for Community Care Sector
Buyer Name : THYE HUA KWAN MORAL CHARITIES LIMITED
Start Date/Time : 24-11-2017 00:00 (Singapore Time, GMT +8 hours)
Close Date/Time : 30-11-2017 04:00 (Singapore Time, GMT +8 hours)

You can view this document at portal <http://119.75.20.179/PSK/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Fusionopolis Link
#04-02/03 Nexus@One North
Singapore 138542

Dear ADMIN,

Please be informed that the Tender Reference No: THKMC-001 has been approved.

Tender Reference No. : THKMC-001
Tender Description : Appointment of Lead Training Providers for Community Care Sector
Buyer Name : THYE HUA KWAN MORAL CHARITIES LIMITED
Start Date/Time : 24-11-2017 00:30 (Singapore Time, GMT +8 hours)
Close Date/Time : 30-11-2017 04:00 (Singapore Time, GMT +8 hours)

You can view this document at portal <http://119.75.20.179/PSK/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Fusionopolis Link
#04-02/03 Nexus@One North
Singapore 138542

- Sample email notifications sent to Buyer upon Tender approval/rejection

Tender Approval

Tender Change Publications

Approve Tender

Search

View

Search Criteria

Search Clear

Reference No.	<input type="text"/>	Created By	All
Calling Entity	All	Closing Date	<input type="text"/>

1

Calling Entity	Reference No	Document Type	Description	Created By	Starting Date / Time	Closing Date / Time	RFQ/Tender Status	Document Status	Action
THYE HUA KWAN MORAL CHARITIES LIMITED	THKMC-001	Tender	Appointment of ...	ADMIN	24-11-2017 00:30	30-11-2017 04:00	OPEN	TO BE APPROVED	View
T M L				IIN	24-11-2017 12:30	29-11-2017 11:00		TO BE APPROVED	View

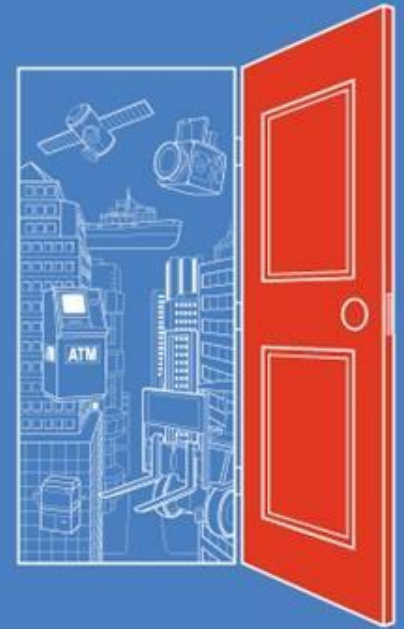
Tender submitted successfully

Document Information

Document Type	Tender
Reference No	THKMC-001
Starting Date/Time	24-11-2017 00:30
Closing Date/Time	30-11-2017 04:00
Number of Attachments	1
Number of Invited Bidders	2
Requestor	ADMIN
Requestor Comments	Uploaded a revised attachment.

- Open Tenders which have been changed will also be subjected for publication approval for publication of the changes

Tender Publication Approval History



Publication Approval History

List of Published Tenders



EziSource Profile

Tender Approval > Approve Tender

Award Approval > Approval History

Tender Approval History

Search Criteria

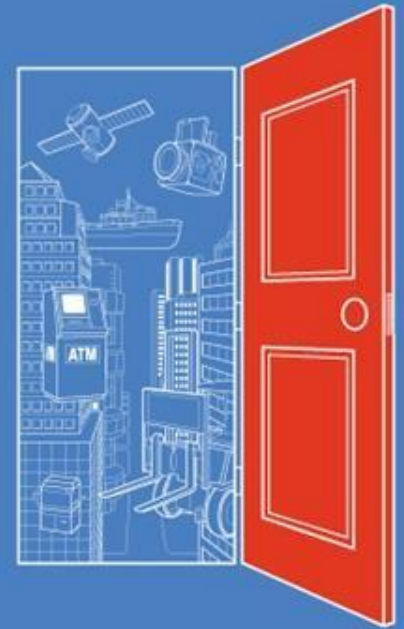
Reference No. Created By Search

Approval Status Approved By

Reference No	Document Type	Description	Requestor	Approver	Starting Date	Closing Date	Approved Date	Document Status	Approval Status	Action
24OctTENDER	Tender	Addition and Al...	JOEL	APPROVER1	24-10-2018 16:00	24-10-2018 18:00	24-10-2018 15:48	NEW	APPROVED	View
Test0123	Tender	test descriptio...	USER7	APPROVER1	19-10-2018 16:30	19-10-2018 18:30	19-10-2018 16:30	NEW	APPROVED	View
T2018-002	Tender	Web designing s...	USER1	APPROVER1	07-06-2018 14:00	13-06-2018 15:00	07-06-2018 14:16	CHANGED	APPROVED	View
T2018-002	Tender	Web designing s...	USER1	APPROVER1	07-06-2018 14:00	13-06-2018 15:00	07-06-2018 13:02	CANCELLED BY CHANGE	APPROVED	View
AUTO28520182	Tender	test	PREETHI	APPROVER1	14-06-2018 01:00	29-06-2018 01:30	01-06-2018 16:09	NEW	APPROVED	View
AUTO3052018C	Tender	test	PREETHI	APPROVER1						

Approved Published Tender listing will be displayed at the Tender Approval History Page

Approval for Award Recommendation



Award Approval

List of Closed RFQ/Tender Award Pending Approval



- Go to EziSource -> Award Approval -> Approve Award
- Click the icon under the action column to view Award details

Approve Recommendation

Search Clear

Reference No

Starting Date(From) Starting Date(To)

Closing Date(From) Closing Date(To)

Reference No	RFx/Tender Status	Description	Starting Date - Time	Closing Date - Time	Open/Close	Published	Award Status	Action
award001	CLOSED	Award001	08-08-2018 14:00	08-08-2018 16:00	Open	Yes	TO BE APPROVED	<input type="button" value="📄"/>

Award Approval

Approval & Rejection of Award



Approve Recommendation

Search View

Header

Document Type	RFQ	Validity Period	180 Days
Reference No	15OCT-02	RFQ Status	CLOSE
Starting Date/Time	15-10-2018 10:00	Closing Date/Time	15-10-2018 12:00
Payment Term	Other Days	Total Amount	1,788.00 SGD
Message for Unsuccessful Bidder(s)	View Message	Message For Successful Bidder(s)	View Message
Message for No Award Bidder(s)	View Message		

Detail Items

S/No	Part No	Quantity	UOM	Part Description	Action
1		1.00	Inch	1	+
2		2.00	Inch	2	+

Attachment(s)

No	File Name	File Description	File Size	Action
1	Attachment 4.bit		0	Download

Recommended Conditions

2 or less quotes Received

Quotation Recommendation

Recommended Message: abc
Recommended By: JOEL

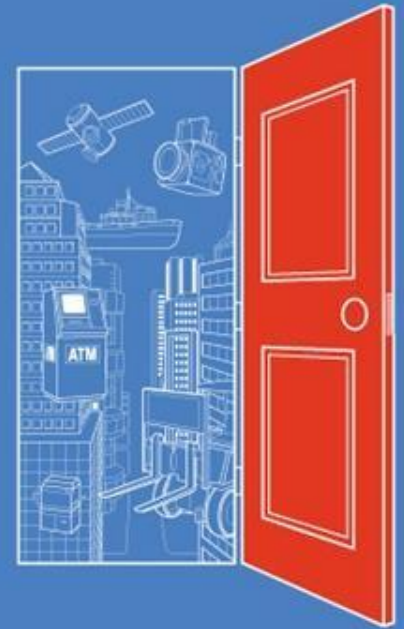
Approval Details

Approver Level	Approver	Approval Status	Approver Remarks	Date of Approval / Rejection	Delegated By
1	Approver1	Completed	Test remarks Test remarks Test remarks	25-10-2018 15:03	
2	Approver2	REJECTED	rejected as didnt attachment correct document	25-10-2018 15:10	
3	Approver3	NA			
1	Approver1	Completed		25-10-2018 15:14	
2	Approver2	Completed		25-10-2018 15:15	
3	Approver3	Pending			

Reason for Approval / Rejection

• Approver can approve or reject the award and key in remarks if any

Award Approval History



Award Approval History

List of Past Award Recommendation Approvals



- To view award approval history, go to EziSource -> Award Approval -> Award Approval History
- A list of past awards routed to the Approver will be displayed
- Click the icon under the action column to view award details

EziSource Profile

Tender Approval

Award Approval

Approve Award

Award Approval History

Search View

Approval History

Search Clear

Reference No

Starting Date(From) Starting Date(To)

Closing Date(From) Closing Date(To)

Reference No	RFx/Tender Status	RFx/Tender Subject Description	Starting Date - Time	Closing Date - Time	Open/Close	Published	Award Status	Action
15OCT-02	AWARDED	RFQ for Award Testing 2	15-10-2018 10:00	15-10-2018 12:00	Open	Yes	AWARDED	
TLL-2018-06	AWARDED	Supply and delivery of 50 laptops	21-09-2018 23:00	24-09-2018 02:00	Open	Yes	AWARDED	
AUTO17102018	NO AWARD	test	18-10-2018 02:30	29-10-2018 02:30	Open	Yes	NO AWARD APPROVED	

Award Approval History

Award Approval Information and Approval Statuses



Approval History

Search

View

Award details and supporting documents can be viewed/downloaded here

Header

Document Type	RFQ	Validity Period	180 Days
Reference No	TLL-2018-06	RFQ Status	AWARDED
Starting Date/Time	21-09-2018 23:00	Closing Date/Time	24-09-2018 02:00
Payment Term	Other Days	Currency	SGD
Message for Unsuccessful Bidder(s)	View Message	Message For Successful Bidder(s)	View Message

Detail Items

S/No	Part No	Quantity	UOM	Part Description	Action
1		50.00	Unit	50 Laptops	+
Total Amount : 7,777.00 SGD					

Attachment(s)

No	File Name	File Description	File Size	Action
1	Attachment 4.txt		0	Download
2	Attachment 5.xlsx		6	Download

Recommended Conditions

No Recommended Conditions selected in this document.

Quotation Recommendation

Recommended Message	blah blah blah
Recommended By	USER8

Approval Details

Review Type	Name Of Officer	Approval Status	Approver Remarks	Date of Approval / Rejection	Delegated By
For Evaluation	Approver1	Completed		19-10-2018 15:37	
For Approval	Approver2	REJECTED		19-10-2018 15:39	
For Approval	Approver3	NA			
For Evaluation	Approver1	Completed		19-10-2018 16:03	
For Approval	Approver2	Completed		19-10-2018 16:03	
For Approval	Approver3	Completed		19-10-2018 16:58	

- End -

