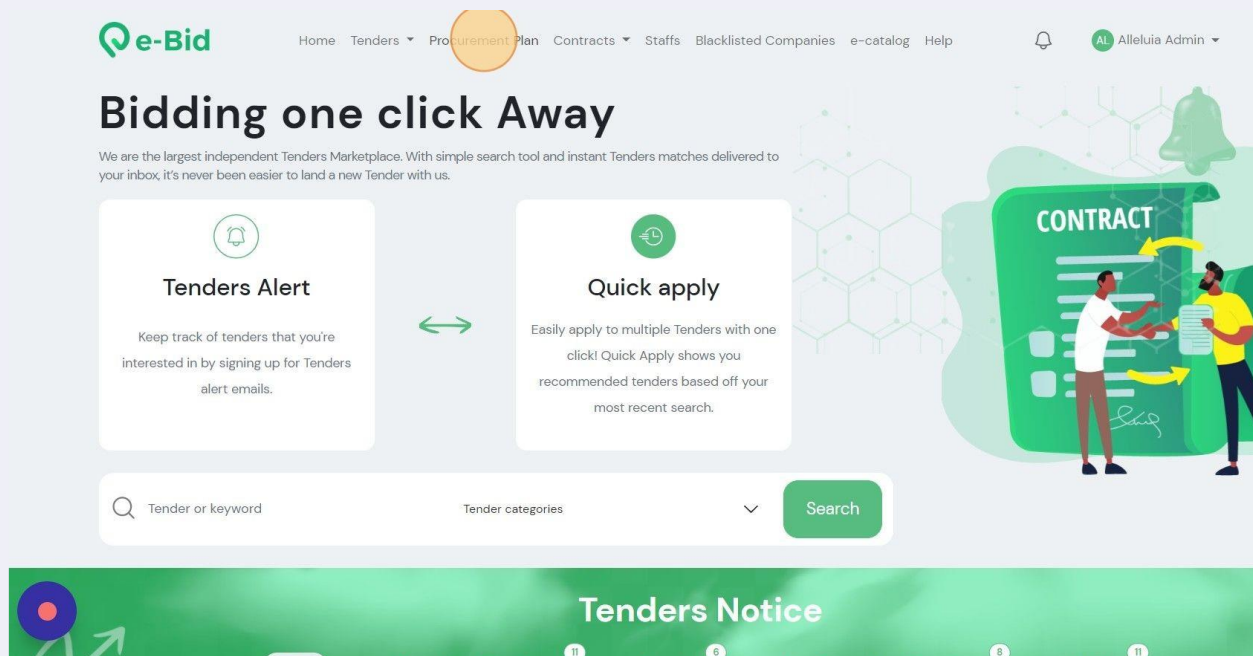


# Procurement plan

Create a procurement plan and approve it

1 Navigate to <https://bid.rw/>

2 Click "Procurement Plan"



### 3 Click "New Plan"

The screenshot shows the 'e-Bid' application interface. At the top, there is a navigation bar with links: Home, Tenders, Procurement Plan, Contracts, Staffs, Blacklisted Companies, e-catalog, and Help. The user is logged in as 'Alleluia Admin'. The main section is titled 'Procurement Plan'. On the right side of this section, a green button with a plus icon and the text 'New Plan' is highlighted with an orange circle. Below this, there is a table with columns: 'Fiscal year', 'Description', and 'Status'. The table contains four rows of data. At the bottom left, there is a dropdown menu set to '10' and the text 'Showing 1 to 4 of 4 records'. At the bottom right, there is a pagination control showing '1'.

Fiscal year	Description	Status
2022	Orion System and Design Ltd	Approved Items (2)
2022	Distribution of IT Equipments at Inyange	Approved Items (1)
2023	IS Tenders	Approved Items (21)
2024	Year of Tenders of Goods, Works, Consultant, Non-consultant	Approved Items (1)

### 4 Click the "Fiscal year" field. and type the year

The screenshot shows the 'e-Bid' application interface with a modal form open for adding a new plan. The modal is titled 'Procurement Plan' and has a close button (X) in the top right corner. It contains two input fields: 'Fiscal year' and 'Description'. The 'Fiscal year' field is highlighted with an orange circle. Below the input fields are 'Close' and 'Submit' buttons. The background shows the same 'Procurement Plan' table as in the previous screenshot, but it is dimmed.

5 Click the "Description" field. type the Description of a plan

The screenshot shows the 'e-Bid' system interface. A 'Procurement Plan' modal is open, allowing the user to add a new plan. The 'Fiscal year' is set to 2025. The 'Description' field is highlighted with an orange circle, indicating where to click and type the description. The background shows a table of procurement plans and a status section with 'Approved' buttons and item counts.

Fiscal year	Description
2022	Orion System and Desi
2022	Distribution of IT Equip
2023	IS Tenders
2024	Year of Tenders of Goods, Works, Consultant, Non-consultant

Showing 1 to 4 of 4 records

Status

Approved Items (2)

Approved Items (1)

Approved Items (21)

Approved Items (1)

6 Click "Submit"

The screenshot shows the 'e-Bid' system interface. The 'Procurement Plan' modal is open, and the 'Description' field now contains the text 'Year of Tenders of Goods, Works, Consultant, Non-consultant'. The 'Submit' button is highlighted with an orange circle, indicating where to click.

Fiscal year	Description
2022	Orion System and Desi
2022	Distribution of IT Equip
2023	IS Tenders
2024	Year of Tenders of Goods, Works, Consultant, Non-consultant

Showing 1 to 4 of 4 records

Status

Approved Items (2)

Approved Items (1)

Approved Items (21)

Approved Items (1)

7

Click "Items (0)" to add new plan item

**e-Bid** Home Tenders Procurement Plan Contracts Staffs Blacklisted Companies e-catalog Help AL Alleluia Admin

**Alert**  
Procurement plan saved successfully

**Procurement Plan** [+ New Plan](#)

Fiscal year ^	Description	Status
2022	Orion System and Design Ltd	Approved <a href="#">Items (2)</a>
2022	Distribution of IT Equipments at Inyange	Approved <a href="#">Items (1)</a>
2023	IS Tenders	Approved <a href="#">Items (21)</a>
2024	Year of Tenders of Goods, Works, Consultant, Non-consultant	Approved <a href="#">Items (1)</a>
2025	Year of Tenders of Goods, Works, Consultant, Non-consultant	Pending <a href="#">Items (0)</a> <a href="#">Actions</a>

Showing 1 to 5 of 5 records

8

Click "New Plan Item"

**e-Bid** Home Tenders Procurement Plan Contracts Staffs Blacklisted Companies e-catalog Help AL Alleluia Admin

**Procurement Plan Items(2025)** [+ New Plan Item](#)

Fiscal year ^	Type	Method	Title	Estimated budget	Currency	Status
No data available in table						

Showing no records

## 9 Fill the form accordingly to create a plan item

**New Plan Item**

Title  
Title

Type: -- Select -- Method: -- Select -- Preparation date: mm/dd/yyyy

Publication date: mm/dd/yyyy Bid opening date: mm/dd/yyyy Provisional notification date: mm/dd/yyyy

Contract signing date: mm/dd/yyyy Contract management date: mm/dd/yyyy Contract closure date: mm/dd/yyyy

Estimated budget: Estimated budget Currency: -- Select -- Supervising Firm: ☐ Yes ☐ No

Description: Description

Close Submit

## 10 Click "Submit"

**New Plan Item**

Title: Distribution of Computer accessories ✓

Type: Goods ✓ Method: National Competitive Bidding ✓ Preparation date: 12/04/2022 ✓

Publication date: 12/05/2022 ✓ Bid opening date: 12/06/2022 ✓ Provisional notification date: 12/07/2022 ✓

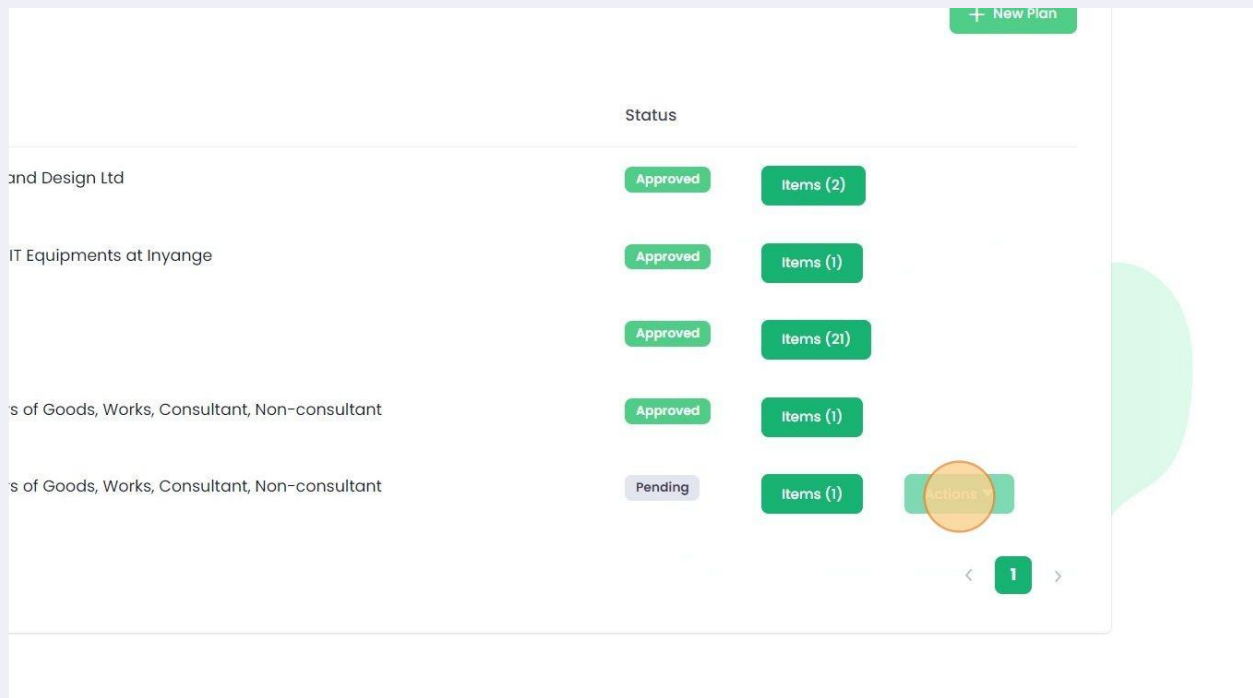
Contract signing date: 12/08/2022 ✓ Contract management date: 12/09/2022 ✓ Contract closure date: 12/10/2022 ✓

Estimated budget: 50000000 ✓ Currency: RWF ✓ Supervising Firm: ☒ Yes ☐ No

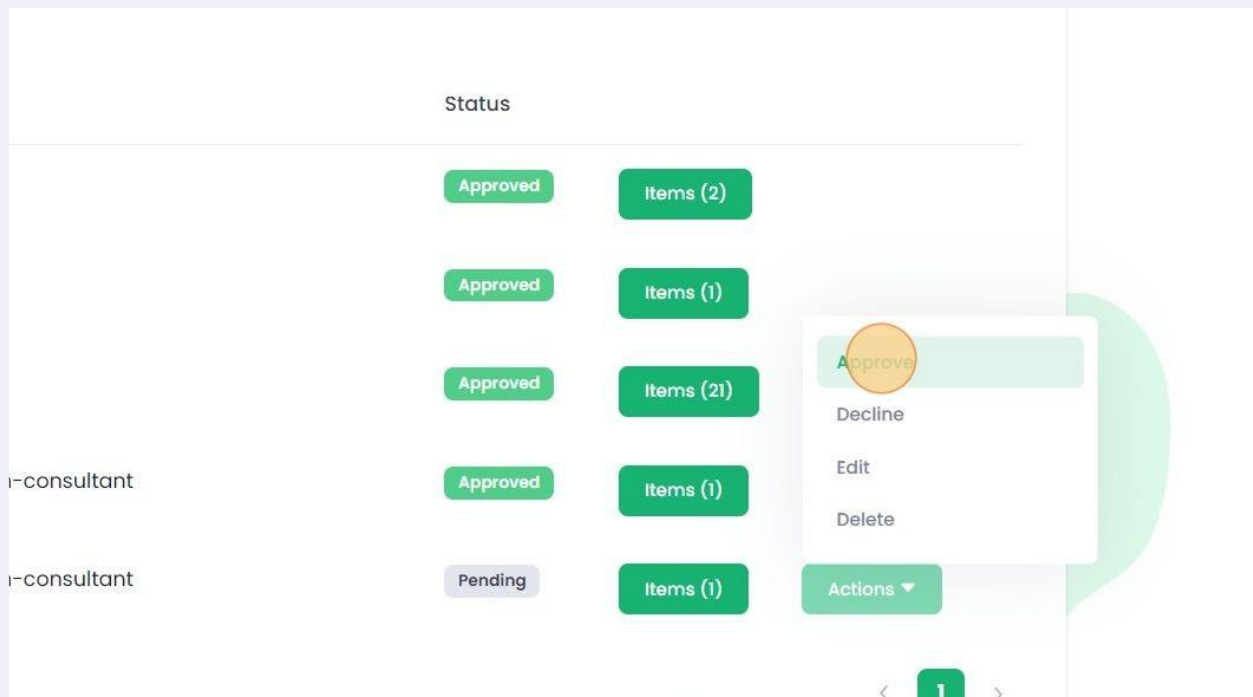
Description: Year of Tenders of Goods, Works, Consultant, Non-consultant

Close Submit

**11** Click "Actions" to approve or decline a certain pending tender



**12** Click "Approve" on this step you can even decline, edit, or delete a certain pending plan



**13** Click "Approve"

