

Help Manual

Proposal Management System (For Vendor)

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Total Pages : 11

Guj Info Petro Limited

Table of Contents

- 1. Login 3
- 2. Vendor Registration..... 4
- 3. Add proposal..... 8

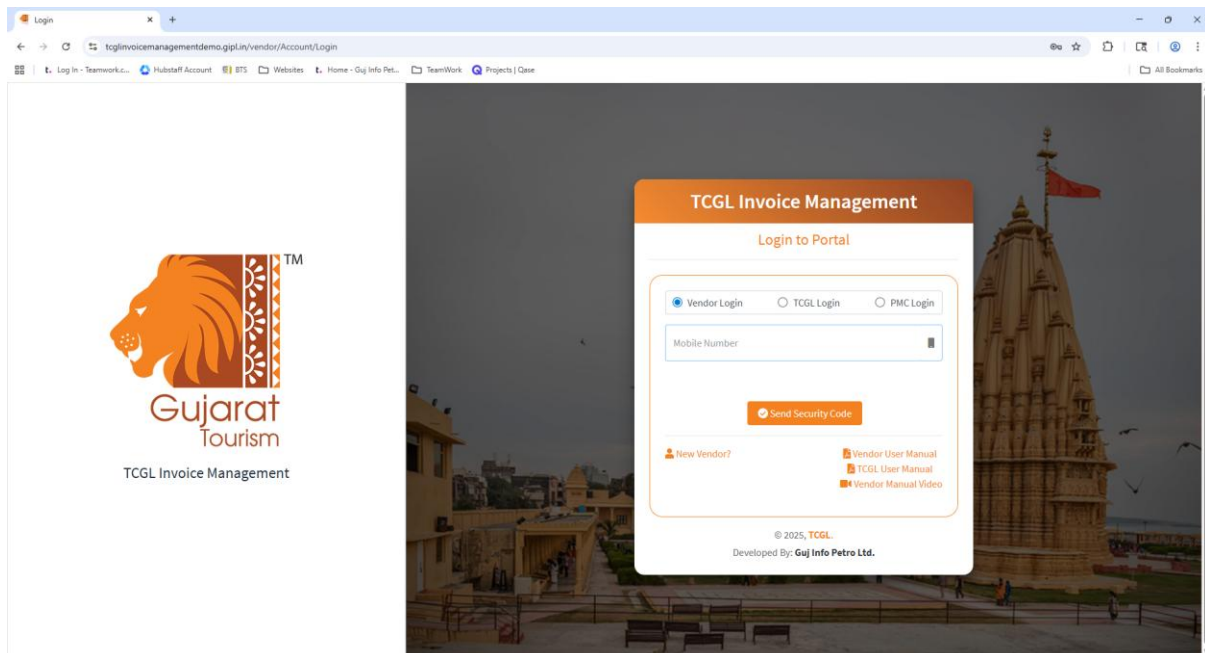
1. Login

1.1 Overview

The Sign-In Page is the entry point to the PMS Module. It ensures that only authorized users can access the system by verifying their login credentials.

1.2 Accessing the Sign-In Page

- Open a web browser (Chrome, Edge, Firefox, or Safari).
- Enter the application URL provided by the admin.
- The Sign-In Page will appear.



1.3 Fields on the Sign-In Page

- Username – Enter your registered username.
- Password – Enter your secure password.
- Captcha – Enter the characters displayed in the captcha image for security.
- Sign In Button – Click to log into the system.
- Forgot Password Link – Use this option if you have forgotten your password (system will send reset instructions to your registered email).

1.4 Steps to Sign In

- Enter your Username.

- Enter your Password.
- Enter the Captcha Code.
- Click on the Sign In button.
- If your credentials are correct, the system will redirect you to the Dashboard.

1.5 Error Messages & Troubleshooting

- “Invalid Username or Password” – Ensure you are typing the correct credentials.
- “Captcha Incorrect” – Retype the captcha carefully.
- “Inactive User” – Your account might be disabled. Contact support.

1.6 Security Notes

- Do not share your username or password with others.
- Always log out after use, especially on shared computers.
- Change your password periodically for security.

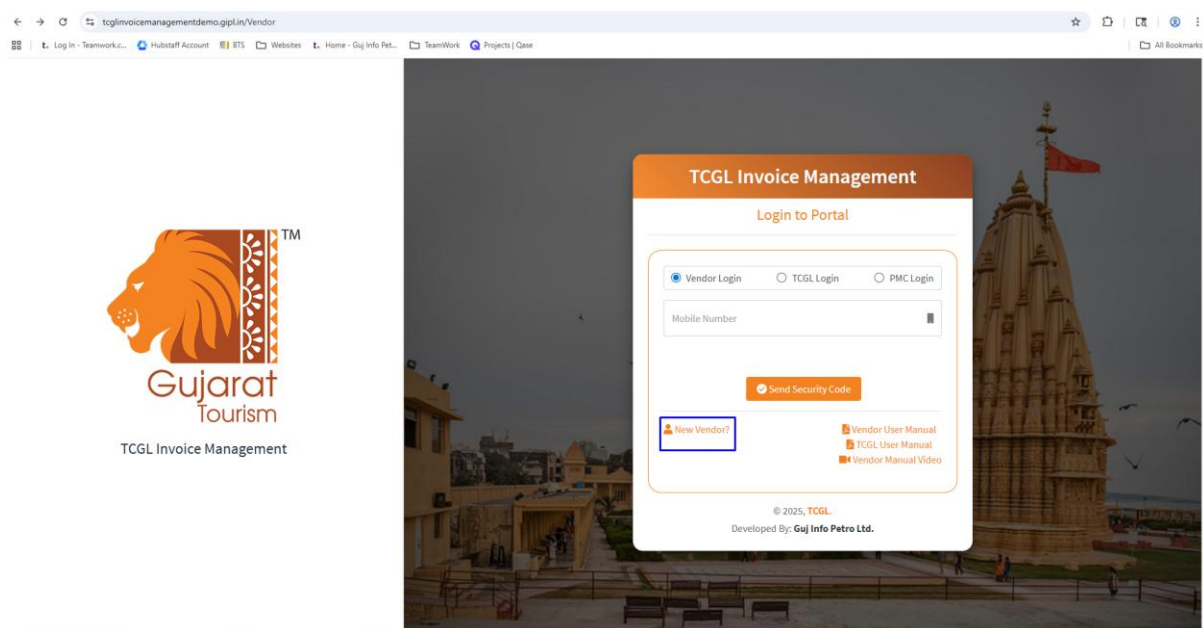
2. Vendor Registration

2.1 Introduction

The Vendor Registration functionality allows new vendors to register themselves in the system. Once registered, vendors can participate in proposals and related processes.

2.2 Access Vendor Registration

- Open the Login Page of the Proposal Management System.
- Click on “New Vendor?” option.
- The Vendor Registration Form will be displayed.



Sr No.	Documents	Upload
1	PAN *	<input type="button" value="Choose File"/> No file chosen <small>(Note: File extension: pdf, File Size: 5 MB)</small>
2	GST	<input type="button" value="Choose File"/> No file chosen

2.3 Vendor Registration Form

Users must fill in all mandatory fields (marked with *) to successfully create a vendor.

Basic Information

- Company Name / Vendor Name* - Enter the name of the company or vendor
- State - Select the state from the dropdown list
- Mobile Number* - Enter a valid mobile number
- Email* - Enter a valid email ID
- GST Number - Enter GST number (if applicable)
- PAN Number* - Enter valid PAN number
- City* - Enter city name
- Pincode* - Enter valid pincode
- Address* - Enter complete address

Bank Details

- Bank Name* - Enter bank name
- Bank A/C No* - Enter bank account number
- Bank A/C Type* - Select account type (e.g., Savings/Current)
- Branch Name* - Enter branch name
- IFSC Code* - Enter valid IFSC code

Document Upload

- PAN* - Upload PAN card (PDF, max 5 MB)
- GST - Upload GST certificate (PDF, max 5 MB)
- Cancelled Cheque* - Upload cancelled cheque (PDF, max 5 MB)

2.4 Steps to Register Vendor

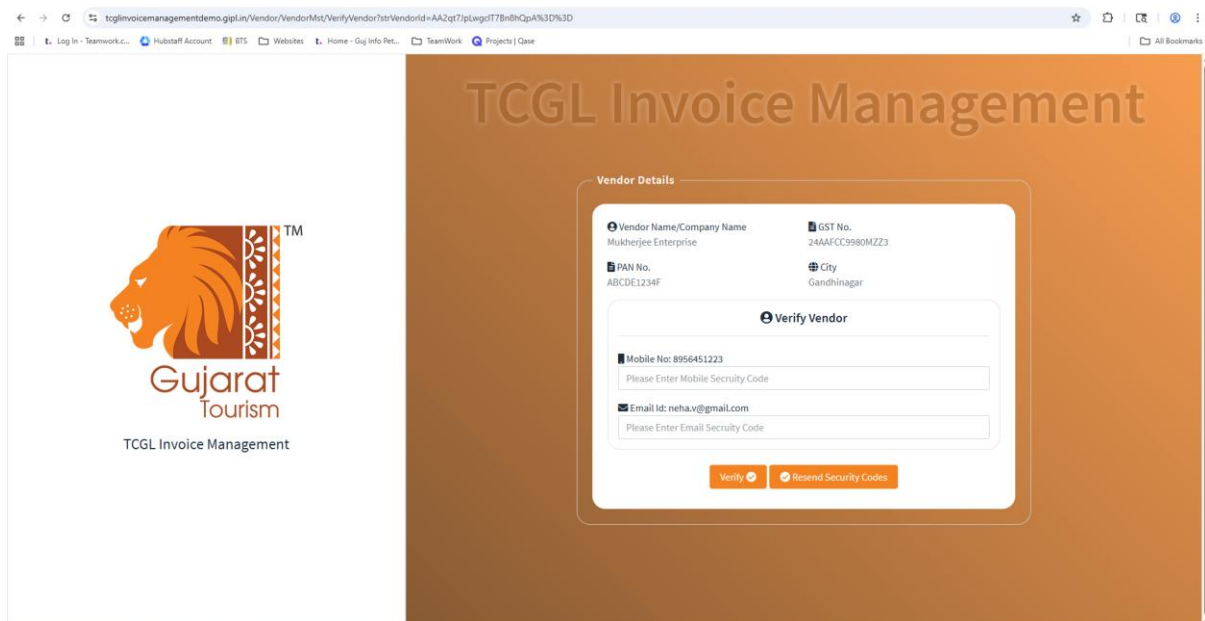
- Fill in all required fields in the registration form.
- Upload the necessary documents.
- Verify all entered details.
- Click on the Submit/Register button.

2.5 Expected Outcome

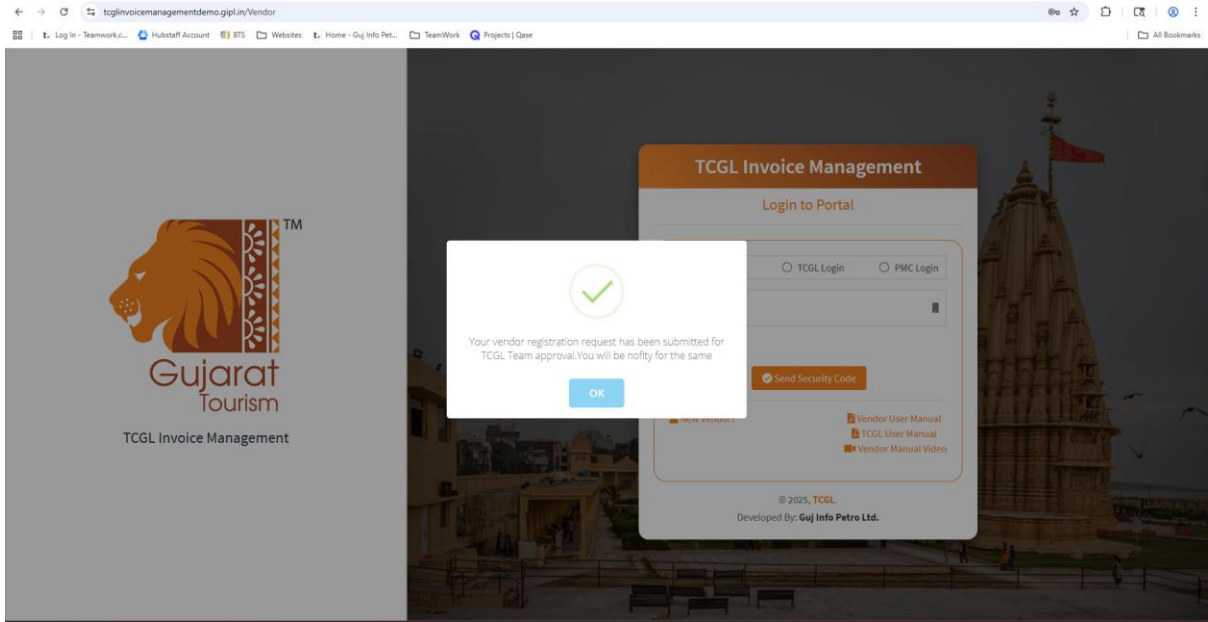
- A confirmation message is displayed.
- Vendor details are stored for further use in proposal processes.

2.6 Steps to Login

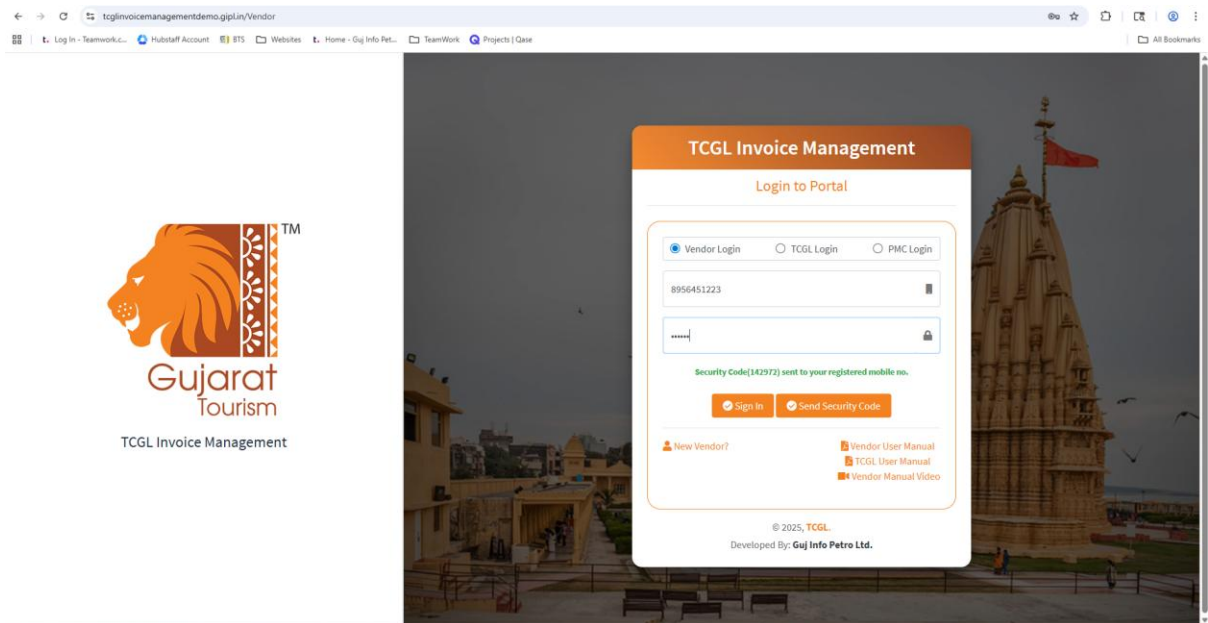
- Login page will open.
- System will send an OTP (One-Time Password) to the registered mobile number and email.
- Enter the received OTP in the provided field.
- Click on Verify.

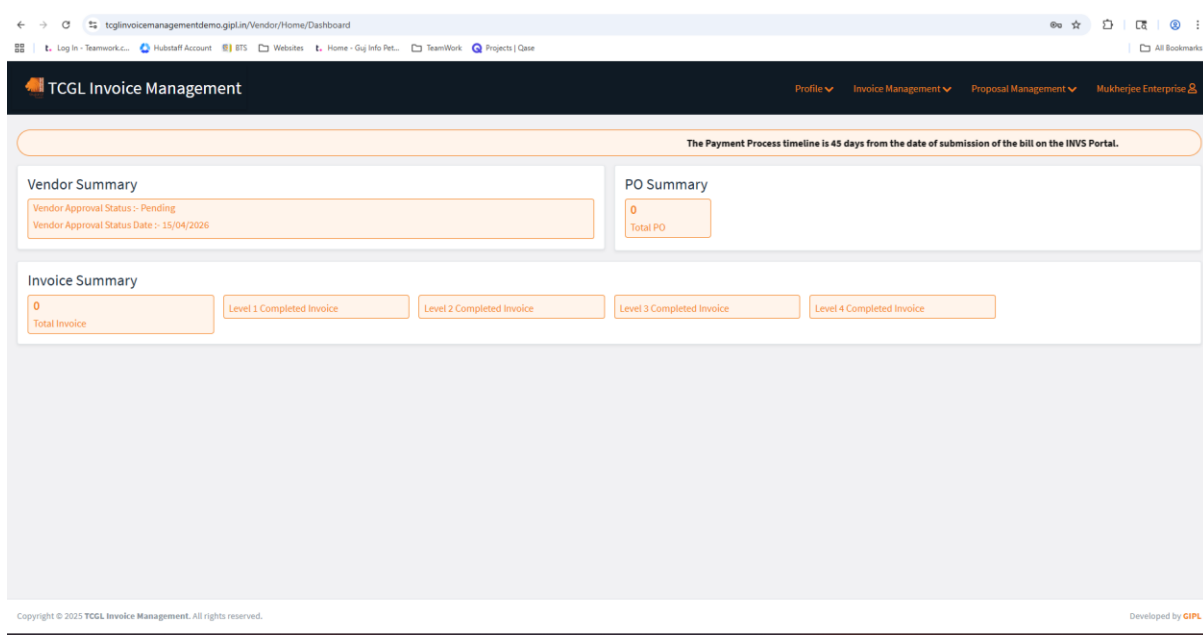


- On successful OTP verification, vendor is logged into the system.



- Enter the Registered Mobile Number.
- Enter the Captcha Code displayed on the screen.
- Click on Login / Submit.





3. Add proposal

3.1. Introduction

Approved vendors can create and submit proposals in the system. The proposal includes organization details, contact information, proposal specifics, financial details, and required document uploads.

3.2 Access Proposal Creation

- Login as Vendor.
- Navigate to the Proposal Management section.
- Click on Add New Proposal.
- The Proposal Form will be displayed.

3.3 Proposal Form Details

Users must fill all mandatory fields (*) before submission.

Organization / Agency Details

- Organization / Agency Name* - Enter organization or agency name
- Year of Establishment - Enter year of establishment
- Type of Entity* - Select entity type from dropdown
- Registered Office Address - Enter office address

Contact Details

- Person Name* - Enter contact person name
- Email* - Enter valid email ID
- Authorized Person's Mobile Number* - Enter mobile number
- Website - Enter website URL (if available)

- Designation* - Select designation from dropdown

Proposal Details

- Proposal Name* - Enter proposal title
- Type of Proposal* - Select proposal type
- Targeted Geographical Coverage* - Select coverage area
- City / Venue - Enter city or venue
- Purpose of Proposal* - Provide details on how proposal benefits Gujarat tourism
- Target Audience Category* - Select audience type (Domestic, International, Students, etc.)
- Campaign / Event Start Date* - Select start date
- Campaign / Event End Date* - Select end date
- Key Deliverables / Activities - Enter planned activities
- Expected Outcomes / KPIs - Enter expected results

Financial Details

- GST No - entered GST number
- PAN No - entered PAN number
- Basic Amount* - Enter base amount
- Is GST Applicable? - Select Yes/No
- Proposal / Sponsorship Amount - entered Amount
- Previously Worked With TCGL? - Select Yes/No
- Is Applicable Government Rate? - Select Yes/No

Document Upload

- Proposal* - Upload proposal document (PDF, max 5 MB)
- Company Profile - Upload company profile
- Sample Work - Upload sample work documents
- Financial Quotation - Upload quotation
- Work Order - Upload previous work orders

Other Documents

- Entering Document Name
- Uploading file (PDF, max 5 MB)

Declaration

- User must select the checkbox:

"I hereby declare that the information furnished above is true and complete to the best of my knowledge."

3.4 Steps to Submit Proposal

- Fill in all required details.
- Upload mandatory documents.
- Accept the declaration.
- Click on Submit button.

3.5 Expected Outcome

- Proposal is successfully submitted.
- Proposal is recorded in the system.
- It moves to the approval process .

TCGL Invoice Management

Filter

Search: Proposal Title

Button Descriptions for Proposal Actions

View Proposal Edit Delete

View Proposal Details

Sr No	Proposal Title	Proposal Type	Campaign/Event Start Date	Campaign/Event End Date	Proposal Amount	Action
1	Proposal for marketing	Digital Marketing	01/05/2026	30/05/2026	105000.00	View

Showing 1 to 50 of 1 Rows | Page 1 of 1

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