



tcs **MyProcurement User manual – Sourcing Module – Supplier**
TCS Platform Solutions
Version 1.1

MyProcurement Login Information

To access MyProcurement Sourcing:

Click on the MyProcurement icon on your desktop or

Go to : <https://tap.tcsapps.com/tap2common/saml/BC/login> (SSO Login)

MyProcurement Home page



Supplier Response

Supplier Response (1/5)

My Event

Show 10 entries

Reset

Event ID	Event Title	Event Type	Event Owner	Start Date	End Date	Time Remaining	Status
Search	Search	Select	Search	Search	Search		Select
RFQ1004365	Laptops and Desktops Sour...	RFQ	Yogesh Darade	16-09-2024 06:19:18 am	24-09-2024 04:17:44 am		Awaiting Participation

1. Click **Event Title** hyperlink to open the Event

Supplier Response (2/5)

RFQ - Laptops and Desktops Sourcing (RFQ1004365)

Event Period Ends In

06 : 17 : 54 : 04

Days Hrs Min Sec

Timezone GMT (UTC+00:00)

Event Participation [Questionnaire](#) [Items/Lots](#) [Event Collaboration](#)

★ Event Participation

OVERVIEW ▾

Sourcing Event for Laptops and Desktops Sourcing

EVENT DETAILS ▾

Event ID RFQ1004365	Event Type RFQ	Event Name Laptops and Desktops ...	Event Status Published
Event Owner Yogesh Darade	Company Code Currency GBP	Company Code BWA1-Botswana	Purchase Organization BC01-British Council PORGA
Event Start Date 09/16/2024, 06:19:18 AM Timezone GMT (UTC+00:00)			Total Items 2

Terms & Conditions

Laptops and Desktops Procurement 1.pdf

☐ I confirm that I have read the Terms & Conditions related to event and I will abide with them.

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Preview Details

Decline Participation

Confirm Participation

Event participation section has information about the event

Take Action to decline participation

3. Click to participate in the event

2. Click checkbox to accept the T&C and confirm participation

Supplier Response (3/5)

RFQ - Laptops and Desktops Sourcing (RFQ1004365)

Event Period Ends In

06 : 17 : 46 : 19

Days

Hrs

Min

Sec

Timezone GMT (UTC+00:00)

Event Participation

Questionnaire

Items/Lots

Event Collaboration

Section 1

100 %

Total Questions

2(Mandatory-2/ Optional-0)

Response Pending

2

Event Rule

View

Download Template

Upload Template

Q1. Is Macbook Pro Available? (14 inch, M3 chip) *

60 %

☐ Yes

☐ No

Q2. Is iMac Available? (M3 chip, 512 GB storgae) *

40 %

☐ Yes

☐ No

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4. Answer Questions

Save

Submit

5. Save Responses

TCS

TATA
CONSULTANCY
SERVICES

7

TCS Internal and Confidential

TATA

Supplier Response (4/5)

Event Participation

Questionnaire

Items/Lots

Event Collaboration

Lot 01100 %

Total Items2

Respon2

Attachment

Drag and drop the file(s) here or
Browse Files (File types:
JPEG, PNG, PDF, XLS, DOC, PPT, PPTX, EXCEL format. Max 5 MB)

Upload

Bidding CurrencyGBP

LOT Price : 00.00

Expand all

Download TableUpload Table

	Material Type	Material Code	Material Name	Material Description	Category		UOM	Unit	Total Co
	IT040104	Laptops	Laptops	IT Hardware (C0	Goods by Qu.	10.00	Each		0.00
	IT040103	Desktop Com	Desktop Cc	IT Hardware (C0	Goods by Qu.	10.00	Each		0.00

Back

SaveSubmit

Upload the attachments if any


Supplier has option to first Save and then Submit. Response can be submitted only when all sections from questionnaire and items/lots are saved

6. Fill Line Items Details

7. Click Save and then Submit to send the response

Supplier Response (5/5)

Event Period Ends In

**06 : 17 : 42 : 27**

Days Hrs Min Sec

Timezone GMT (UTC+00:00)

Event Participation

Questionnaire

Items/Lots

Event Collaboration

Response Summary

Event No.	Event Name	Total Questions	Questions Answered
RFQ1004365	Laptops and Deskto...	2 (Mandatory - 2 / Optional - 0)	2 (Mandatory - 2 / Optional - 0)

LOT Name	LOT Price	Items Quoted
Lot 01	GBP 22,000.00	2/2

Total LOT Price	Items Quoted
GBP 22,000.00	2/2

Take Action to Revise Response (if the rule is enabled)

Back

Revise Response

Supplier Response : Event Collaboration (1/3)

RFQ - Laptops and Desktops Sourcing (RFQ1004365)

Event Period Ends In
 06 : 17 : 39 : 11
Days Hrs Min Sec
Timezone GMT (UTC+00:00)

Messages sent by Event Creator/Owner/
Reviewers/Approvers/Scorers to Supplier
will be visible in Inbox.

Event Participation Questionnaire Items/Lots **Event Collaboration** Response Summary

Inbox 1

Sent Item

Search **Event** by Message ID, Sender Name & Subject.

Show: 10 entries

type here to search messages

Reset Search

Message ID	Sender Name	Company Name	Subject	Date & Time
MSG4000049	Project Team	British Council	EC 01	17-09-2024 10:36:49 am

Click on **hyperlink** to view the message

Back

New Message

Supplier Response : Event Collaboration (2/3)

RFQ - Laptops and Desktops Sourcing (RFQ1004365)

Messages sent by Supplier to Event Creator/Owner/Reviewers/Approvers/Scorers will be visible in Sent Items.

Event Period Ends In
 06 : 17 : 38 : 25
Days Hrs Min Sec
Timezone GMT (UTC+00:00)

Event Participation

Questionnaire

Items/Lots

Event Collaboration

Response Summary

Inbox 1

Sent Item

Show: 10 entries

type here to search messages

Message ID	Recipient Name	Company Name	Subject	Date & Time
MSG4000050	Project Team	British Council	EC 02	17-09-2024 10:37:19 am

1.Click on New Message

New Message

Back

Supplier Response : Event Collaboration (3/3)

New Message

Message ID

Event Type

Event ID

Sender Name

-

RFQ

RFQ1004365

Vasundhara Madduri

Select Recipients

Enter Subject

Normal

Sans Serif

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A

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Attachment

Drag and drop the file(s) here or

Browse Files

(File types: JPEG,PNG,PDF,XLS,DOC,PPT,PPTX,EXCEL format. Max 5 MB)

Add File

3. Click on Send

Cancel

Send

2. Select the **Recipient(s)**, Enter the **Subject**, Enter the **Body**, add Attachments(optional)

New Message pop up

Thank you