



tcs TAP™ User manual – Sourcing Module – Supplier
TCS Platform Solutions
Version 1.0

TAP™ Login Information

To access TAP™ Supplier:

Go to : <https://test.tap.tcsapps.com/tap2homepagesit/#/login-supplier>

The image shows a screenshot of the TCS Tap™ login page. On the left, there is a large smartphone graphic with a woman in a red dress on the screen and another woman in a green dress standing next to it. The TCS logo and 'TATA CONSULTANCY SERVICES' are in the top left. The 'tcs Tap™' logo is in the top right. The login form consists of two input fields: 'User Name' and 'Password'. A blue callout box labeled '1. Enter Username' points to the 'User Name' field. Another blue callout box labeled '2. Enter Password' points to the 'Password' field. Below the fields is a blue 'Log In' button and a 'Forgot Password?' link. At the bottom, there is a footer with 'Powered by TCS Platform Solutions', 'Cookie Policy | Privacy Notice', and 'Copyright © 2024, TATA CONSULTANCY SERVICES LIMITED'. The text 'Explore more on - HOMEPAGE' is also visible below the smartphone graphic.

TAP™ Home page

The screenshot shows the TAP™ Home page interface. At the top left, there is a user profile icon, a hamburger menu, and the 'BRITISH COUNCIL MyProcurement' logo. On the right, there are settings and power icons. A vertical sidebar on the left contains icons for home, shopping cart, and user profile. A callout box points to the shopping cart icon with the text '3. Click Source-to-Pay'. Below the header is a banner image of two people shaking hands. The main content area displays a greeting: 'Good Morning, Soumya Bhattacharya' and 'You are logged in as Sourcing Supplier User. Your last activity was on 13-06-2024'. There is an 'Announcements' section with a date '12-06-2024' and a link 'UAT to Start From 1st July 2024'. At the bottom, there is a 'HELP CENTER' link and a 'Collapse All' button. A callout box points to the 'Collapse All' button with the text 'Click to Expand/Collapse'. The footer contains the 'tcs Tap™' logo, 'Cookie Policy | Privacy Notice', and 'Copyright © 2024, TATA CONSULTANCY SERVICES LIMITED'.

Supplier Response

Supplier Response (1/5)

The screenshot shows the 'My Event' page in the MyProcurement system. At the top left, there is a user profile icon and the 'BRITISH COUNCIL MyProcurement' logo. A vertical sidebar on the left contains several navigation icons. The main header area is blue with the text 'My Event' and a 'Reset Search' button. Below the header, there is a search section with a 'Show 10 entries' dropdown and a search input field. A callout box points to the search input with the text 'Enter at least one search parameter'. To the right of the search input is a 'Reset' button with a circular arrow icon. Below the search section is a table with columns: Event ID, Event Title, Event Type, Event Owner, Start Date, End Date, Time Remaining, and Status. The table contains five rows of event data. A callout box points to the 'Event Title' column with the text '1. Click Event Title to go to the event participation page'. The table data is as follows:

Event ID	Event Title	Event Type	Event Owner	Start Date	End Date	Time Remaining	Status
RFI1003031	rfi	RFI	Yogesh Darade	12-06-2024 10:15:45 am	12-06-2024 11:21:40 am	---	Response Submitted
RFP1003123	RFP-2-17	RFP	Yogesh Darade	17-06-2024 09:22:45 am	17-06-2024 09:25:55 am		Surrogate bid submitted
	RFP-1-17	RFP	Yogesh Darade	17-06-2024 08:48:24 am	17-06-2024 08:51:29 am	---	Surrogate bid submitted
RFPT003090	RFP-001-14.6.24	RFP	Yogesh Darade	14-06-2024 08:18:56 am	14-06-2024 08:31:36 am		Response Submitted
RFP1003037	RFP-001-12	RFP	Yogesh Darade	13-06-2024 09:46:45 am	13-06-2024 10:11:03 am	---	Response Submitted

Supplier Response (2/5)

RFQ - Laptop and Desktop Sourcing (RFQ1003141)

Event participation section has information about the event

Event Period Ends In **00 : 04 : 00 : 55**
Days Hrs Min Sec

Event Participation Questionnaire Items/Lots

★ Event Participation

OVERVIEW ▾
Laptop and Desktop Sourcing

EVENT DETAILS ▾

Event ID RFQ1003141	Event Type RFQ	Event Name Laptop and Desktop So...	Event Status Published
Event Owner Yogesh Darade	Company Code Currency GBP	Company Code 2000-BC TRADING INT'L LTD	
Event Start Date 06/19/2024, 10:15:07 AM	Event End Date 06/19/2024, 02:31:23 PM	Total Items 2	

Terms & Conditions
[Laptop and Desktop Agreement for Sourcing.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

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

3. Click to participate in the event

Take Action to decline participation

Supplier Response (3/5)

RFQ - Laptop and Desktop Sourcing (RFQ1003141)

Event Period Ends In **00 : 03 : 56 : 49**
Days Hrs Min Sec

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

Section 1 100 %	Total Questions 2(Mandatory-2/ Optional-0)	Response Pending 2	Event Rule View
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[Download Template](#) [Upload Template](#)

Q1. Is Macbook Pro Available? * **60 %**

Yes No

Q2. Is iMac Available? * **40 %**

Yes No

[Back](#) [Save](#) [Submit](#)

4. Answer Questions

5. Save Responses

Supplier Response (4/5)

RFQ - Laptop and Desktop Sourcing (RFQ1003141)

Event Period Ends In: 00 : 03 : 53 : 05

Event Participation > Questionnaire > **Items/Lots**

Lot 01 100% Total Items: 2 Response Pending: 2 Event Rule: View

Attachment:

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

Bidding Currency: GBP
LOT Price: 00.00

Expand all
Download Table Upload Table

Material Code	Material Name	Material Description	Category	Material	UOM	Unit C	Total Cost
IT040104	Laptops	Laptops	Computer Co	Goods by Qu.	Each	<input type="text"/>	0.00
IT040103	Desktop Comp.	Desktop Compu	Computer Co	Goods by Qu.	Each	<input type="text"/>	0.00

6. Fill Line Items Details

7. Click Save and then Submit to send the response

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Supplier Response (5/5)

RFQ - Laptop and Desktop Sourcing (RFQ1003141)

Event Period Ends In **00 : 03 : 47 : 28**
Days Hrs Min Sec

[Event Participation](#) [Questionnaire](#) [Items/Lots](#) [Response Summary](#)

Event No.	Event Name	Total Questions	Questions Answered
RFQ1003141	Laptop and Desktop ...	2 (Mandatory - 2 / Optional - 0)	2 (Mandatory - 2 / Optional - 0)

LOT Name	LOT Price	Items Quoted
Lot 01	GBP 31,700.00	2/2

Total LOT Price	Items Quoted
GBP 31,700.00	2/2

[Back](#) [Revise Response](#)

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

Thank you