



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

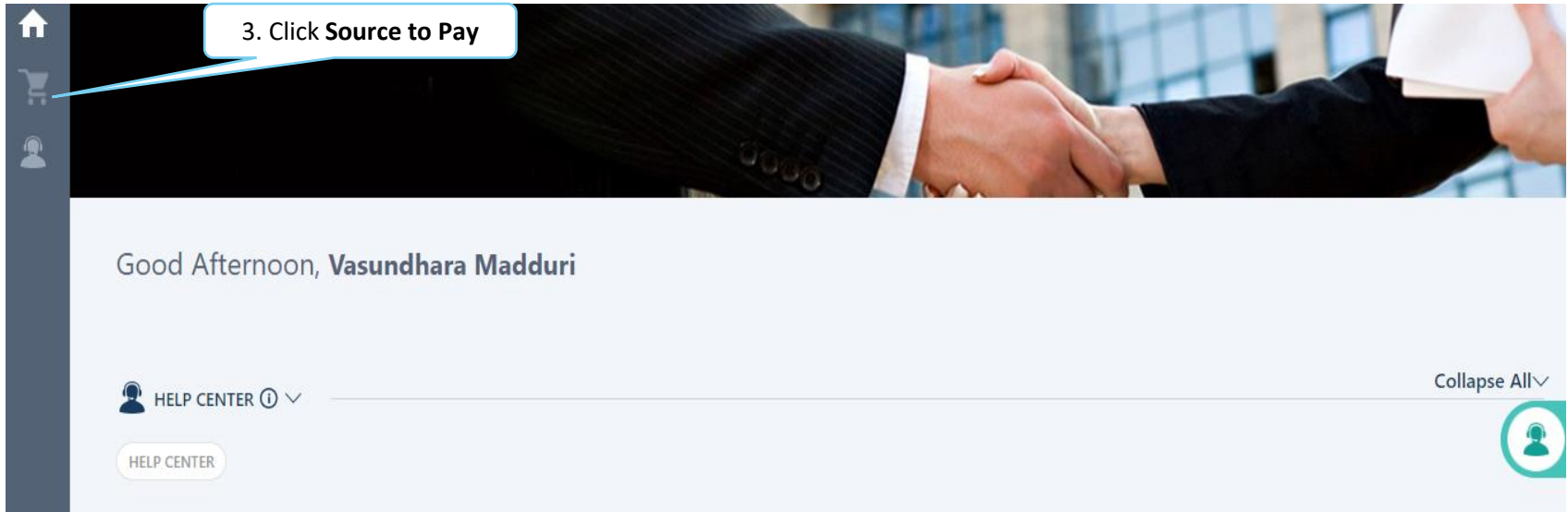
TAP™ Login Information

URL's:

- Supplier already registered on MyProcurement can login to the portal using this link : <https://tap.tcsapps.com/tap2/#/login-supplier> and access the tender documents.
- In case any Supplier is not registered. New Suppliers can login to the portal and participate in the tender by using this link: <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

The image shows a screenshot of the TCS Tap login interface. On the left, there is a promotional graphic with the text 'Explore more on - HOMEPAGE' and 'Powered by TCS Platform Solutions'. On the right, the login form is displayed with the TCS Tap logo at the top. The form includes a 'User Name' field with a user icon, a 'Password' field with an eye icon and a lock icon, a 'Log In' button, and a 'Forgot Password?' link. Two callout boxes are present: '1. Enter Username' pointing to the User Name field, and '2. Enter Password' pointing to the Password field.

TAP™ 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
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)

The screenshot shows the 'Event Participation' section for 'RFQ - Laptops and Desktops Sourcing (RFQ1004365)'. At the top right, a clock indicates the event period ends in 06:17:54:04. The navigation bar includes 'Event Participation', 'Questionnaire', 'Items/Lots', and 'Event Collaboration'. The 'Event Participation' section is active, showing an overview and event details. The event details table includes:

Event ID	Event Type	Event Name	Event Status
RFQ1004365	RFQ	Laptops and Desktops ...	Published

Event Owner	Company Code	Currency	Company Code	Purchase Organization
Yogesh Darade	GBP		BWA1-Botswana	BC01-British Council PORGA

Event Start Date	Timezone	Total Items
09/16/2024, 06:19:18 AM	GMT (UTC+00:00)	2

Below the details, there are 'Terms & Conditions' (Laptops and Desktops Procurement 1.pdf) and a checkbox for confirming T&C. At the bottom, there are three buttons: 'Preview Details', 'Decline Participation', and 'Confirm Participation'. Three callouts provide instructions: 1. 'Event participation section has information about the event' (orange box), 2. 'Click checkbox to accept the T&C and confirm participation' (blue box), and 3. 'Click to participate in the event' (blue box).

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	Response Pending	Event Rule
2(Mandatory-2/ Optional-0)	2	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

5. Save Responses

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

Supplier Response (4/5)

Event Participation > Questionnaire > Items/Lots > Event Collaboration

Lot 01 100% Total Items 2 Response 2

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 Currency: **GBP**
LOT Price: 00.00

Expand all
[Download Table](#) [Upload 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](#) **Save** **Submit**

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)

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[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

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

Reset Search

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: entries

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**

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[New Message](#)

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 B I U A A [List Icons] [Link Icon] [Image Icon] [Code Icon]

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

Cancel Send

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

3. Click on **Send**

New Message pop up

Thank you