



User Manual

PTT Bid Submission

(Vendor)

Revision 1: November 2024

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1. Introduction

PTT Bid Submission was developed to support the process of requesting/purchasing bid documents and submitting proposals and prices for PTT Procurement Projects by the purpose of increasing flexibility, transparency, and efficiency in PTT procurement process. PTT Bid submission has been launched as a subsystem in PTT Vendor Management System (PTTVM) since 29th August 2022

รู้ขีว....ปตท. เค้มีระบบสุ่ดแจ่ว ซื่อแบบกัได่ ยี่นขอวก็ดี
ออนไลน์ได้ทุ่กที่ ซิวตติที่....

PTT Bid Submission

ผู้ค้สามารถเลือกซื่อแบบ/ยี่นขอวกับ ปตท. ได้ 2 ฆ่อวการ
 ณ ที่ทำการ ปตท. หรือ ระบบออนไลน์

****ผู้ค้สามารถสิ่กษาเว็อนไซฆ่อวการการซื่อแบบ/ยี่นขอวขอวรวมที่ท่นสนาใจได้ตามเอกสารเข็ยชวน**

ไปรว่ใส รวดเร็ว ปลอดกัข และสะกดกสขายก่วาเดิม

ส่อบตามราชล-เอ็ยทเพิ่มเติมได้ที่ PTT Procurement Contact Center
 0-2537-1555 PTTVendor@pttplc.com

ส่วนนไซบาชจัททา (นจ.จบข.)

PTT Bid Submission system has 2 main functions as the details below;

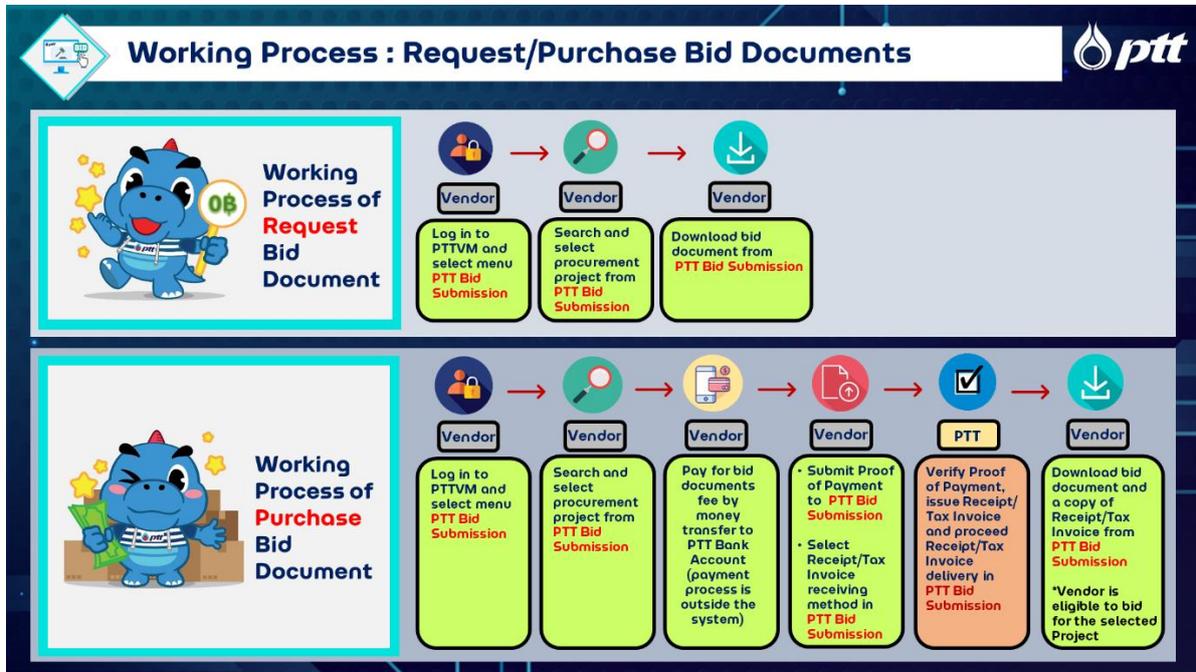
1. Request/Purchase Bid Documents has 2 sub-functions as follow;

- 1.1 Request Bid Documents which PTT Vendors can use this function to receive bid documents with free download.
- 1.2 Purchase Bid Documents which PTT Vendors can use this function to purchase bid documents. Currently, the system does not support online payment. Therefore, bid document fee shall be paid by money transfer outside the system and the proof of payment shall be submitted to the system for PTT verification process. The purchaser could download bid documents from the system after the payment details has been verified by PTT.

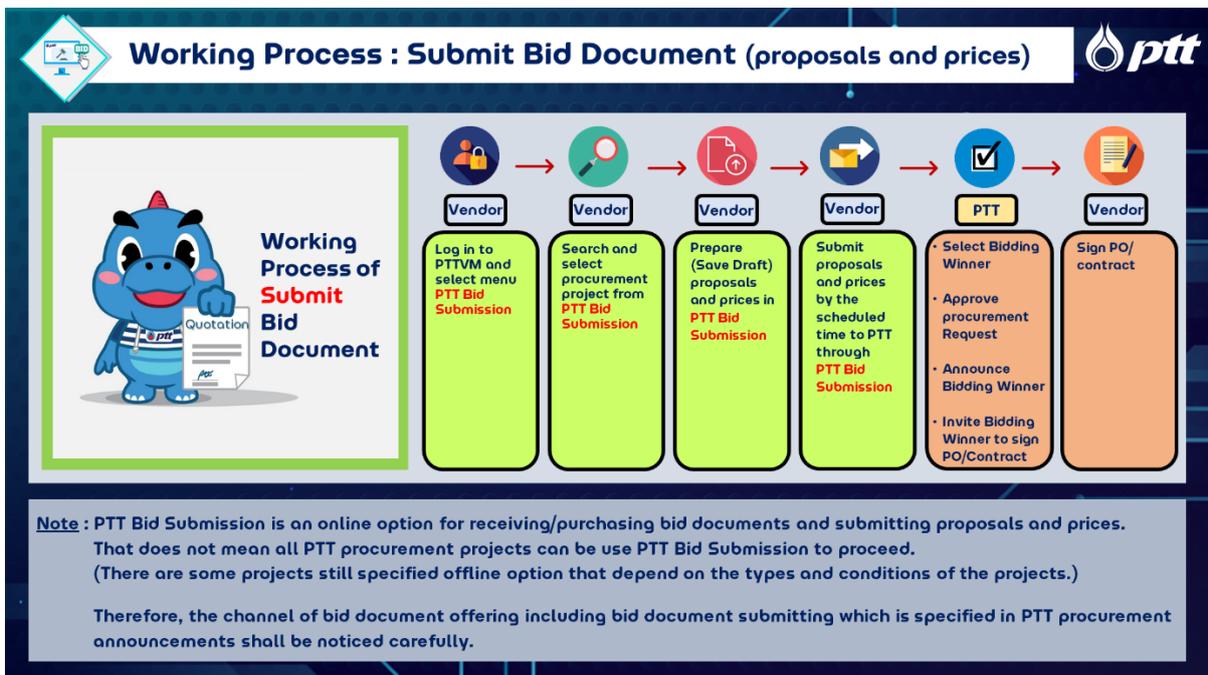
2. Submit Bid Document (proposals and prices) which PTT Vendors can use this function to submit the proposals and prices for PTT procurement projects.

Working Process of PTT Bid Submission

1. working Process of Request/Purchase Bid Documents are as follow;



2. Working Process of Submit Bid Document (proposals and prices) are as follow;



2. Log in to PTT Bid Submission System

Preparation User shall register for PTT Vendor Management System by the website:

<http://pttvm.pttplc.com> . After PTT has approved registration, the result of registration including username and password (on behalf of company) will be sent to the registrant by email. User could log in to the PTTVM and access to PTT Bid Submission System.

Conditions PTT Bid Submission is an online option for receiving/purchasing bid documents and submitting proposals and prices. That does not mean all PTT procurement projects can be use PTT Bid Submission to proceed. (There are some projects still specified offline option that depends on the types and conditions of the projects.)

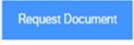
Therefore, the channel of bid document offering including bid document submitting which is specified in PTT procurement announcements shall be noticed carefully.

Searching for PTT Announcement Procurement Project it could be founded by 2 channels as the details below;

1. Search on PTT Procurement Website <https://procurement.pttplc.com>

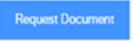
1.1 Select main menu “Announcement”

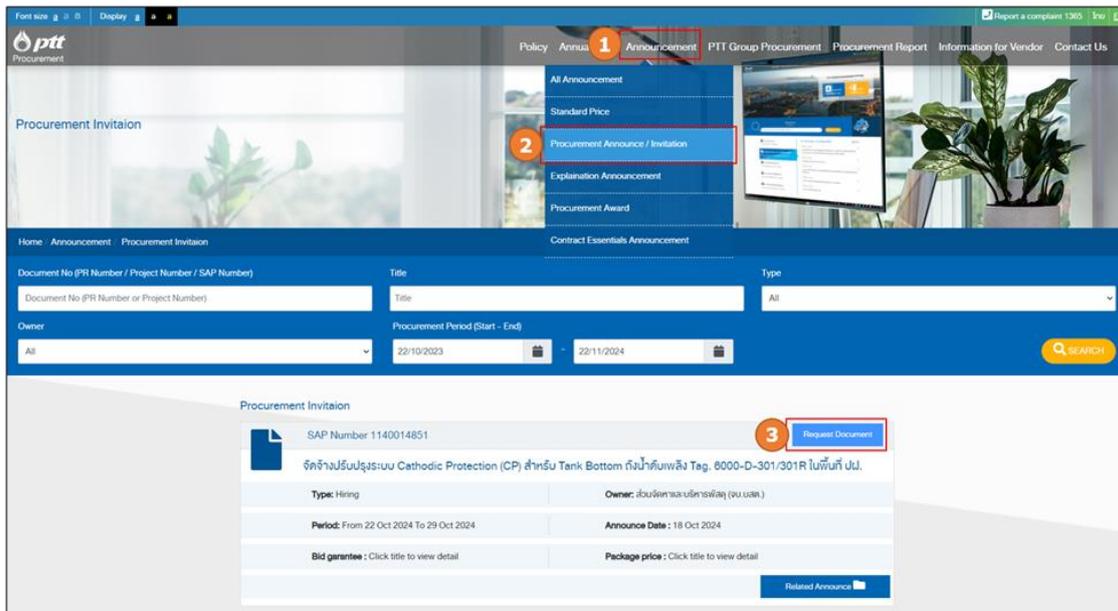
1.2 Select sub menu “Procurement Announce/Invitation”

1.3 Click  to receive/Purchase Bid Document

- In case user has not logged in to PTT Vendor Management (PTTVM), the system will display the landing page of PTTVM for login process.

- In case user has already logged in to PTT Vendor Management (PTTVM), the system will display the landing page of PTT Bid submission System.

Note: The button  will display for the procurement projects which are specified for PTT Bid Submission only. That means the button “Request Document” will not appear if the projects are not specified for PTT Bid Submission.



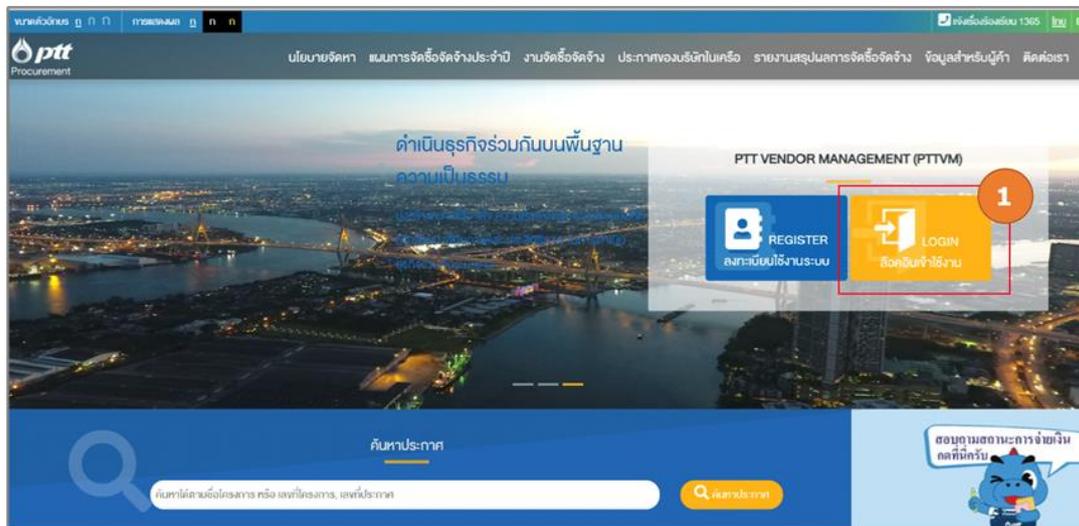
Picture 1 Procurement Announcement on PTT Procurement Website

2. Search on PTT Bid Submission System

-Please see the details in “Request/Purchase Bid Document”-

Log in to PTT Bid Submission System

1. Go to PTT Procurement Website <https://procurement.pttplc.com/> and click “LOGIN”



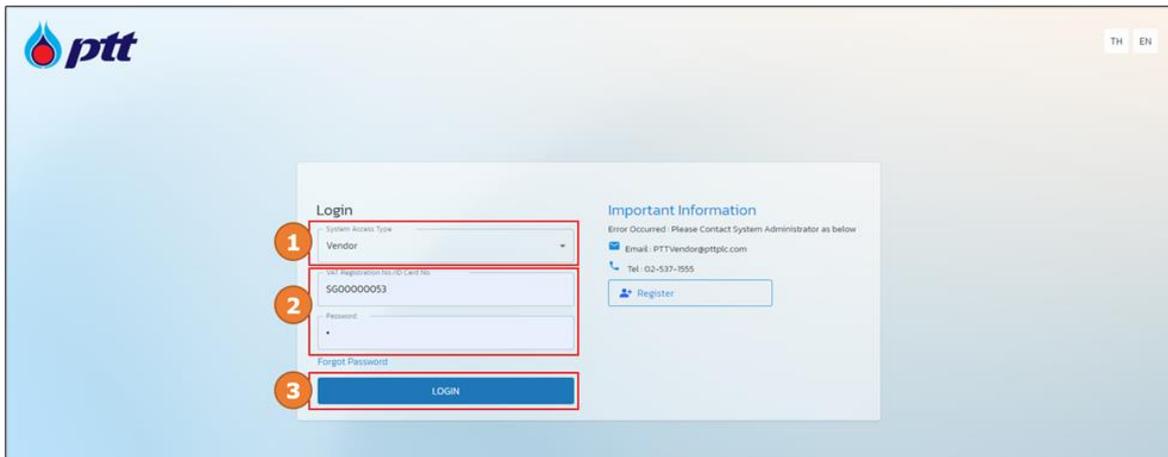
Picture 2 Landing Page of PTT Procurement Website

2. Log in to PTT Vendor Management (PTTVM) System

2.1 Select Type of User “Vendor”

2.2 Enter Username and Password

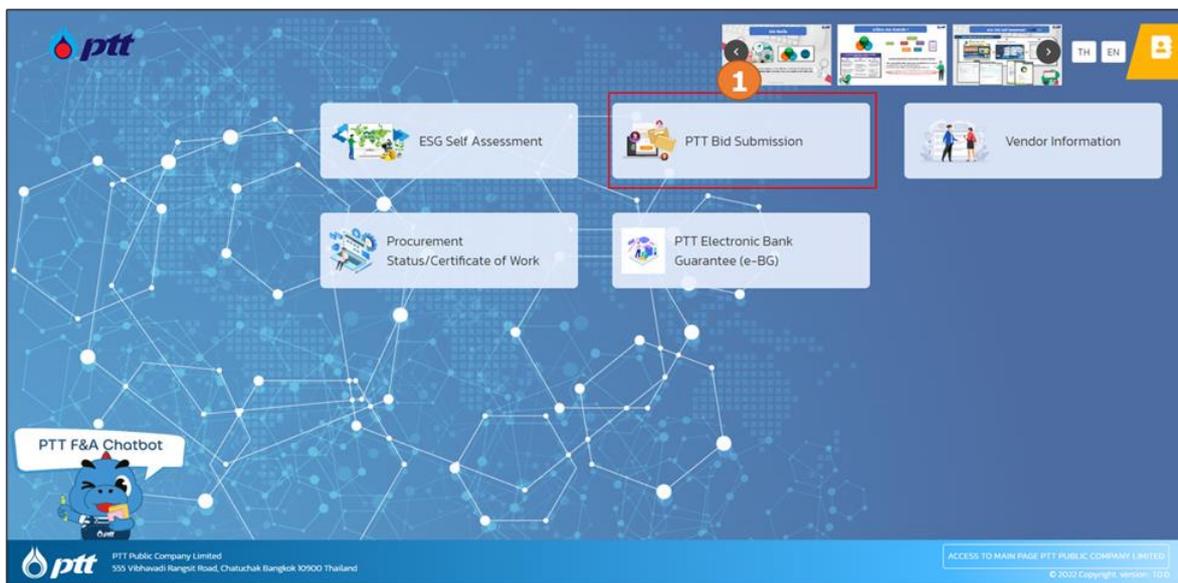
2.3 Click “LOGIN”



Picture 3 Log in to PTT Vendor Management (PTTVM) System

3. Select PTT Bid Submission System

3.1 Click “PTT bid Submission”



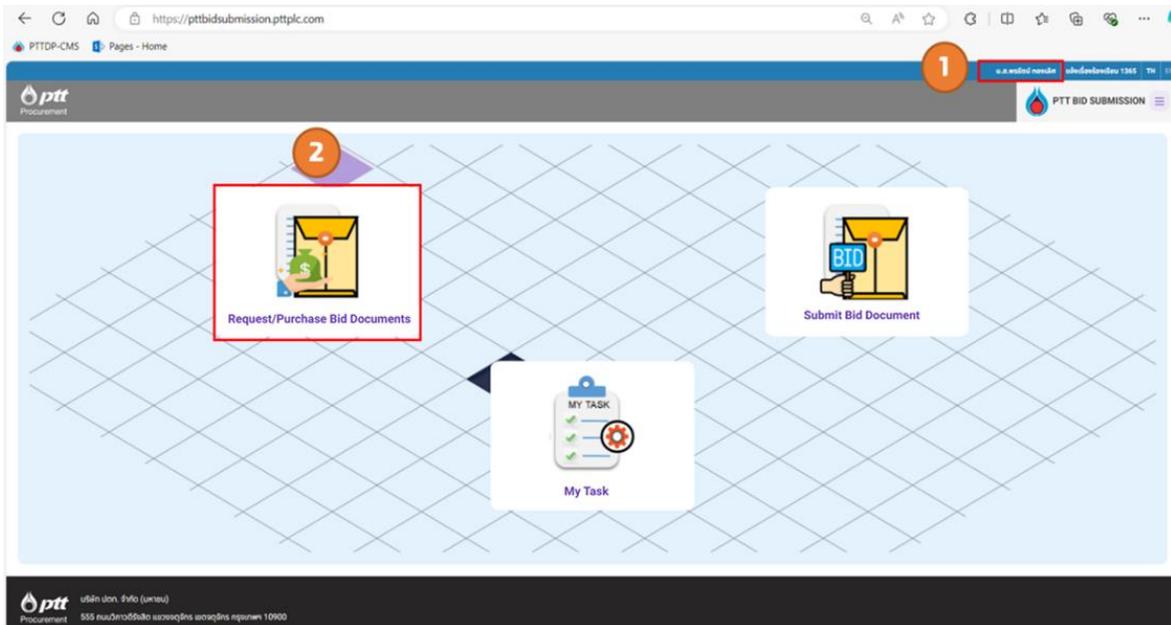
Picture 4 Menu on the landing page of PTT Vendor Management (PTTVM) System

3. Request/Purchase Bid Document

1. Go to PTT Bid Submission System

1.1 Display the name of user who logged in

1.2 Select “Request/Purchase Bid Document”



Picture 5 Display of “Request/Purchase Bid Document”

2. Search procurement project

2.1 Enter Document No. or select any condition as below to find the procurement project

- Document No. : Ex.114001XXXX

- Project Name: Enter the Keyword ex. “Construction”, “Pipeline”, “Anode Groundbed”

- Type of Announcement: Ex. Bid Announcement, Revision of Bid Announcement

- Schedule of the Bid Announcement: Select Start Date and End Date

2.2 Select the project from the list of procurement project. The system will display the latest list of procurement projects which are in the schedule of bid document offering/selling period.

The screenshot displays the 'Request/Purchase Bid Documents' section of the PTT Bid Submission system. It is divided into two main areas:

1 Search Criteria: This section contains several input fields for filtering results:

- Document No. (with a note: 'Please fill in document No.')
- Document Type (dropdown menu)
- Request/Purchasing Bid Document Period: Start Date and End Date (both with date pickers in dd/mm/yyyy format)
- Project Name (with a note: 'Please fill in project name')
- Status (dropdown menu)
- Price: Start Price (with a note: 'Please fill in start price') and End Price (with a note: 'Please fill in end price')

 Below these fields are 'Search' and 'Clear' buttons.

2 Request/Purchase Bid Documents List: This section displays a table of procurement projects. The table has the following columns: No., Document No., Document Type, Version, Project Name, Request/Purchasing Bid Document Period, Status, Announcement, and Price. There are 5 rows of data, each with a 'Receiving/Purchasing Bid Document' button and a PDF icon.

No.	Document No.	Document Type	Version	Project Name	Request/Purchasing Bid Document Period	Status	Announcement	Price
1	1110021399	Bidding Announcement	1	เครื่องวัดแรงดัน Pressure Transmitter 3x3 Mitigate Surge analysis 330SP015 #UAT02	16 Oct 24 - 22 Oct 24	Receiving/Purchasing Bid Document		200.00 Baht
2	1110021416	Bidding Announcement	1	เครื่องวัดอุณหภูมิและแรงดันในถังเก็บแก๊ส CCP (ตัวอย่าง)	19 Oct 24 - 28 Oct 24	Receiving/Purchasing Bid Document		0
3	1110021421	Amendment Announcement	1	การซ่อมบำรุงระบบไฟฟ้า	21 Oct 24 - 29 Oct 24	Receiving/Purchasing Bid Document		200.00 Baht
4	1110021427	Bidding Announcement	1	The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example)	22 Oct 24 - 30 Oct 24	Receiving/Purchasing Bid Document		200.00 Baht
5	1110021428	Bidding Announcement	1	Test	22 Oct 24 - 30 Oct 24	Receiving/Purchasing Bid Document		0

At the bottom right of the table, it shows 'Rows per page: 10' and '1-5 of 5'.

Picture 6 Display of searching for procurement projects

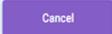
3. Select procurement project

3.1 Project Name: Check selected procurement project name carefully

3.2 Project Detail and the button "Download Sample Documents": Check the details of selected project, download the sample of bid documents to ensure information and check bid documents fee. In case the system display amount of bid document fee as "Price 0.00 Baht", interested person could receive the bid document for free.

3.3 Enter information of contact person: Enter name-surname, Telephone number and email.

3.4 Select the button to proceed as follows;

- Click  to receive Bid Document.
- Click  to cancel process and go back to main page.
- Required Fields (*) in contact information section shall be filled in completely.

1 Project Name

The repair and maintenance services of electrical systems and equipment under a contingency contract at NGV stations and industrial plants nationwide (Example) [Version 1]

2 Download Sample Documents

“Download Sample Documents” Button

- In case of Thai Government Procurement, the system displays e-GP No.
- In case of PTT Commercial Procurement, the system displays blank field.

3 Contact Information

4 Receive Documents

“Receive Documents” Button

Document No. 1110021428

e-GP No. 67019515144

Project Owner Department: Material Procurement Division

Procurement Officer: MR. JUTIPOL SWADPANICH

E-mail: jutipol.sj@pttplc.com

Procurement Division: Commercial Procurement Division

Contact Number: 02-537-1578

Bid Security: Without bid security

Date	Time	Location
22 Oct 24 - 30 Oct 24	09:00 a.m. - 03:30 p.m.	PTT Head Office
22 Oct 24 - 30 Oct 24	09:00 a.m. - 03:30 p.m.	PTT Bid Submission (https://pttbidsubmission.pttplc.com/)

Date	Time	Start Time	Location	Procurement Officer	Phone number
31 Oct 24	10:15 a.m. - 10:15 a.m.	10:15 a.m.	MS Team	MR. JUTIPOL SWADPANICH	02-537-1578

Date	Time	Location
31 Oct 24	03:30 p.m.	MS Team

Date	Time	Location
1 Nov 24	09:00 a.m. - 04:30 p.m.	PTT Head Office
1 Nov 24	09:00 a.m. - 04:30 p.m.	PTT Bid Submission (https://pttbidsubmission.pttplc.com/)

Bid Security: Amount 200,000 Baht

Remark: the amount of 200,000 Baht

Contact Information Price 0.00 Baht

Name * Email *

Receive Documents Cancel

PTT Public Company Limited
555 Vibhavadi Rangsit Road, Chatuchak Bangkok 10900 Thailand

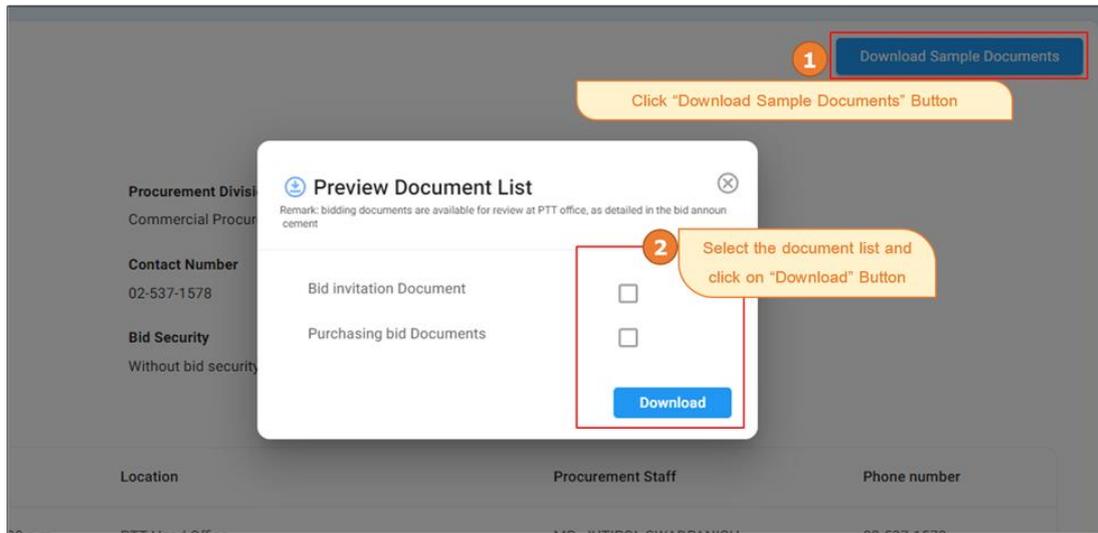
© 2022 Copyright, version 1.0.1 (18/03/2022)

Picture 7 Display of Procurement Project Details

[Download Sample of Bid Document](#) as the details below;

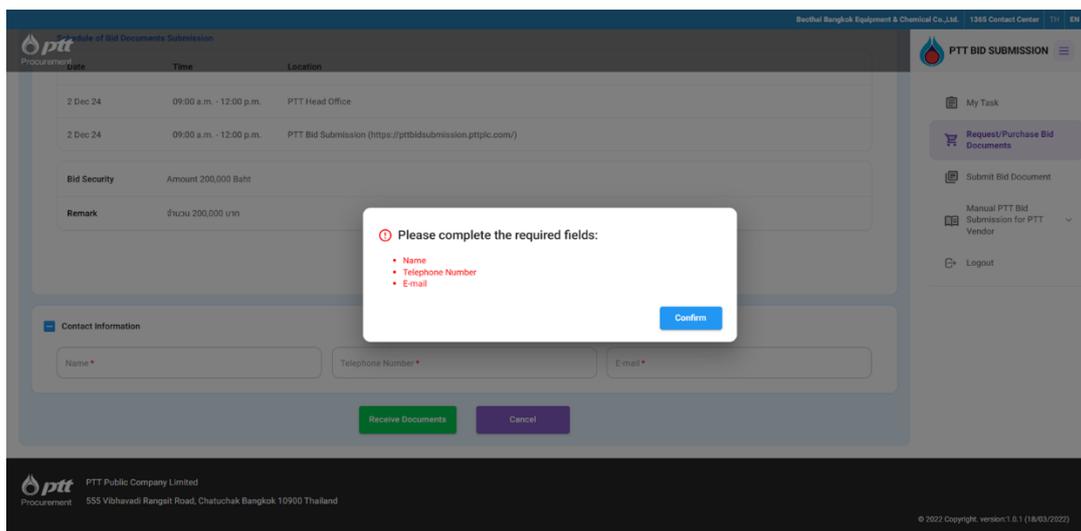
1. Click **Download Sample Documents** to download the sample of Bid Documents
2. Click check box to select the document(s) and click **Download** to download selected document(s)

Note “Sample Documents” is used as the sample of bid documents only. That means it is not the bid document which is use for bid submitting process. Therefore, to preserve the right of bid submitting to PTT, user shall notice that the bid document shall be requested/purchased by the scheduled time according to PTT’s conditions.



Picture 8 Pop Up of Preview Document List

Contact Information Section Please noted that required Fields (*) in contact information section shall be filled in completely. The system will not allow user to go to the next process if the required fields are incomplete.



Picture 9 Notification Pop Up in case required fields are incomplete

4. Request/Purchase Bid Documents

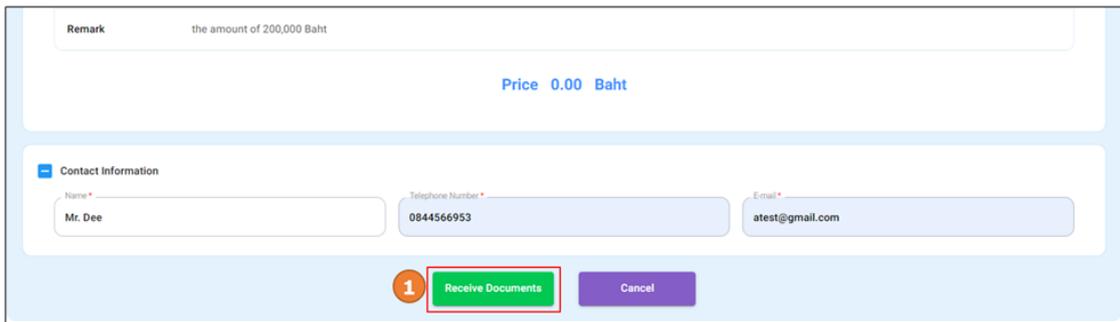
4.1 Working Process of Request Bid Documents are as follow;



Picture 10 Working Process of Request Bid Documents

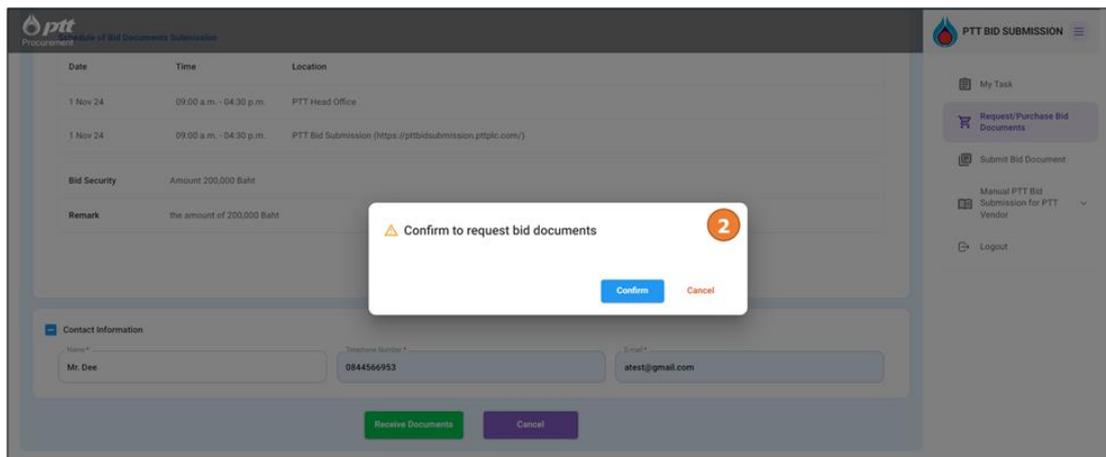
After logged in to PTT Bid Submission system and selected procurement project, user shall proceed to receive the bid document as follow;

4.1.1 Click **Receive Documents** to receive bid document.



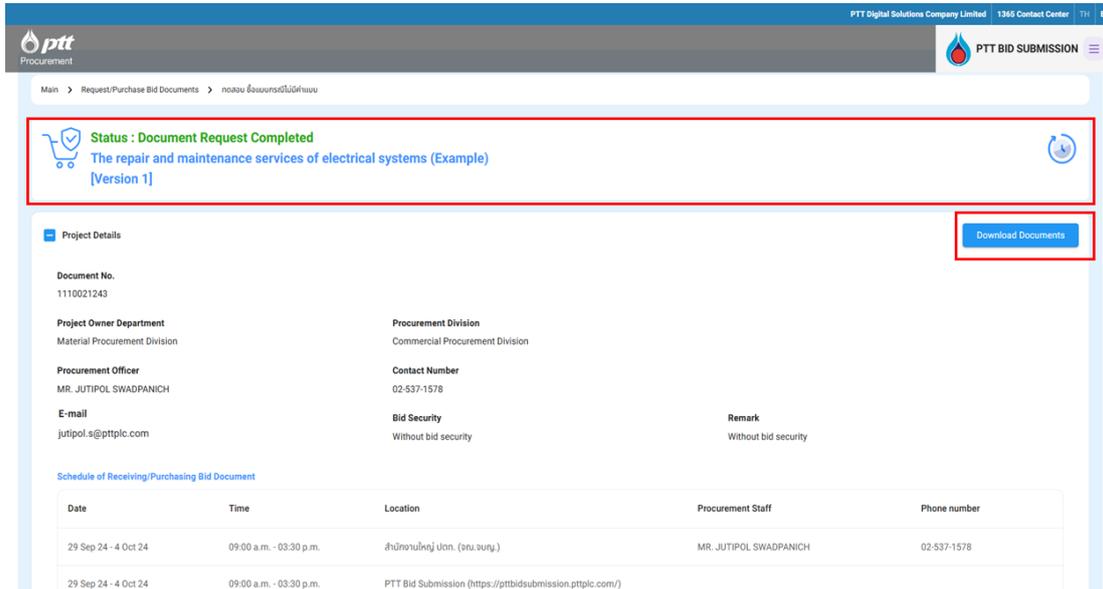
Picture 11 Display of receiving bid document

4.1.2 Click **Confirm** to confirm bid document receiving or click **Cancel** to cancel process and go back to the main page.



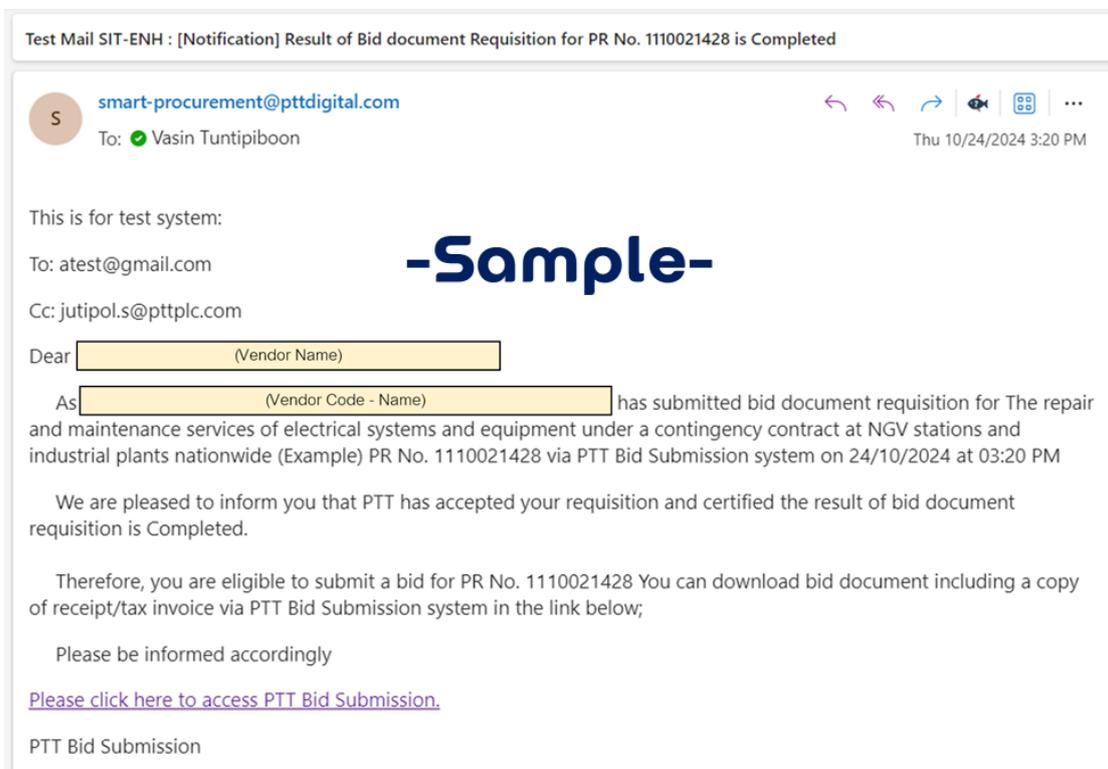
Picture 12 Confirmation pop up for bid document receiving

4.1.3 Click [Download Documents](#) to download bid document, the system will display working status as **Document Request Completed**.



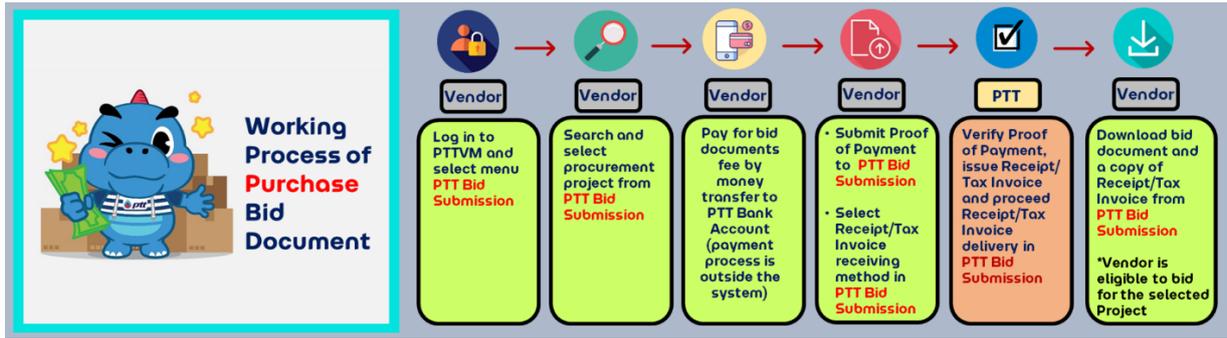
Picture 13 Display of working status: Document Request Completed

4.1.4 Notification email for the result of Bid Document Requisition will be sent to user if PTT has accepted the requisition. That means Bid Document Requisition is Success.



Picture 14 Sample of Notification email for the result of Bid Document Requisition

4.2 working Process of Purchase Bid Documents are as follow;

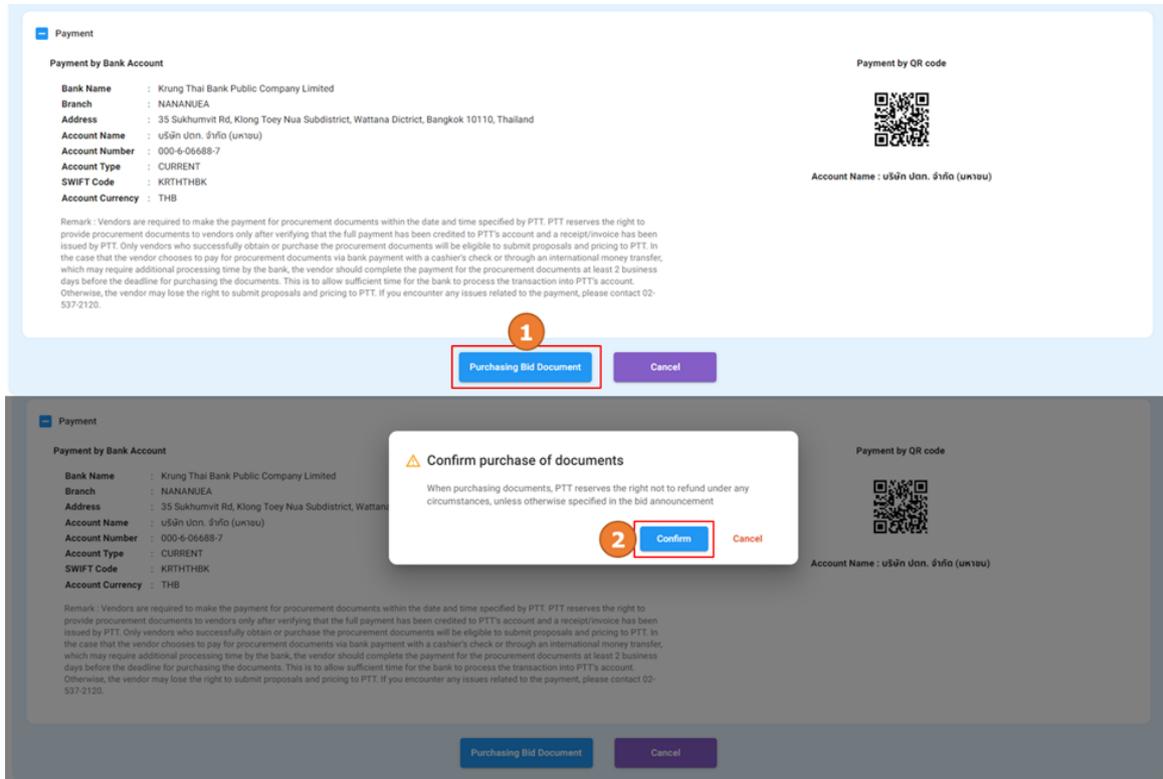


Picture 15 Working Process of Purchase Bid Documents

After logged in to PTT Bid Submission system and selected procurement project, user shall proceed to purchase the bid document as follow;

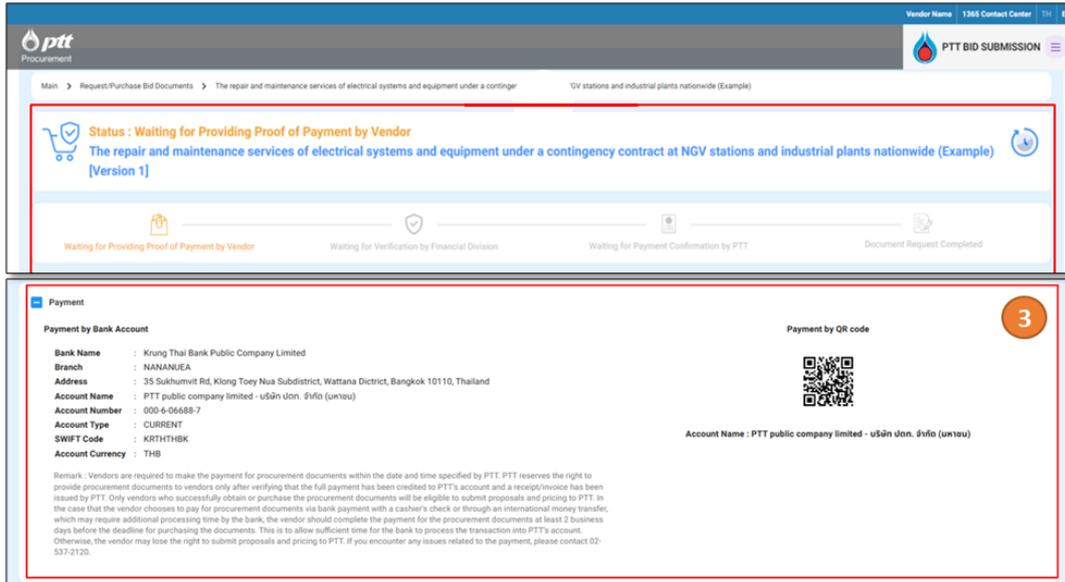
4.2.1 Click  to purchase Bid Document or click  to cancel process and go back to the main page.

4.2.2 Click  to confirm Purchasing Bid Document or click  to cancel process and go back to the main page.



Picture 16 Display of purchasing bid document

4.2.3 Follow payment guideline to pay for Bid Document Fee, the system will display working status as **Waiting for Providing Proof of Payment by Vendor**.



Picture 17 Display of the status: Waiting for Providing Proof of Payment by Vendor

Payment Guideline Bid Document Fee shall be paid by money transfer to PTT Bank Account by the schedule time. There are 2 options for payment as follow;

1. Domestic payment
2. International payment

Note In case of International payment via overseas bank transfer, Bid Documents fee shall be paid in full amount by money transfer in the currency of Thai Baht (THB) only. Therefore, payer shall be responsible for bank charges including other expenses (if any). Furthermore, Bid Document purchasing process on PTT Bid Submission system shall be completed before the end of bid document selling period by the local time in Thailand.

4.2.4 Enter the details and attach proof of payment into the section "Payment Information"

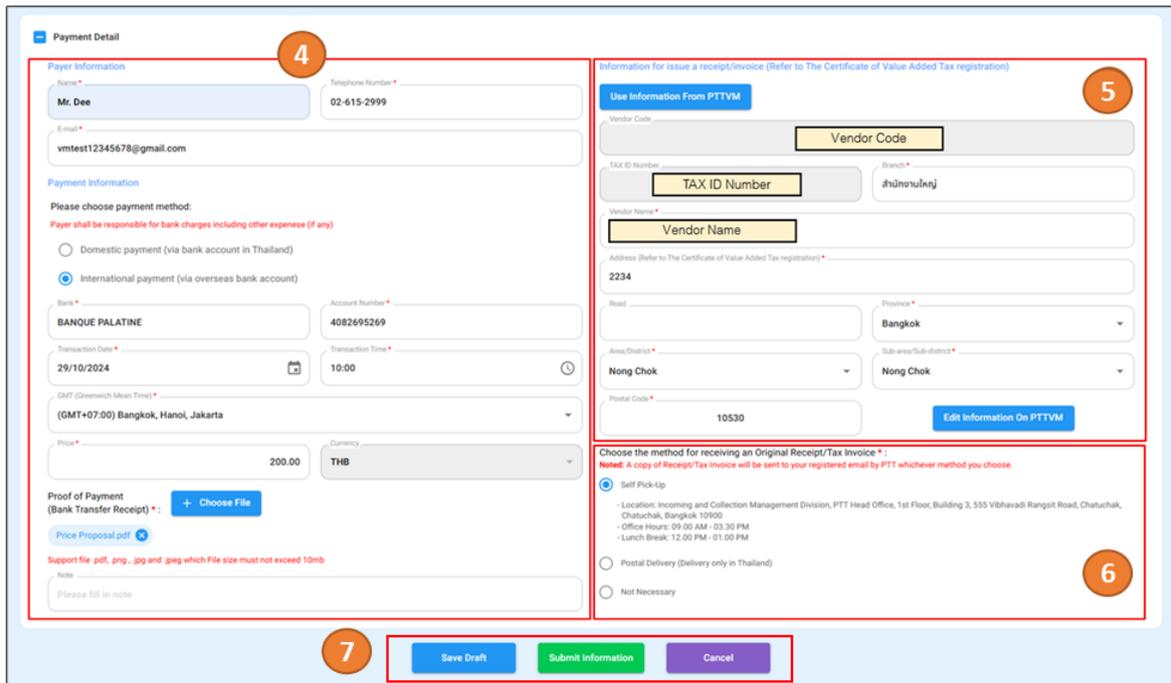
4.2.5 Enter the details for issuing Receipt/Tax Invoice into section "Information for issue receipt/invoice"

4.2.6 Select only one method for receiving an original Receipt/Tax Invoice as follows;

- Self Pick-Up at Incoming and Collection Management Division, PTT Head Office
- Postal Delivery (Domestic only)
- Not Necessary (a copy of Receipt/Tax Invoice could be downloaded)

4.2.7 Select the button to proceed as follow;

- Click  to save draft
- Click  to submit details and proof of payment to PTT
- Click  to cancel and back to the main page



Payment Detail

4

Payer Information

Name* Telephone Number*

Email*

Payment Information

Please choose payment method:

Payer shall be responsible for bank charges including other expense (if any)

Domestic payment (via bank account in Thailand)

International payment (via overseas bank account)

Bank* Account Number*

Transaction Date* Transaction Time*

GMT (Greenwich Mean Time)*

Price* Currency*

Proof of Payment (Bank Transfer Receipt)*

Support file .pdf, .png, .jpg and .jpeg which File size must not exceed 10mb

Note

5

Information for Issue a receipt/invoice (Refer to The Certificate of Value Added Tax registration)

Vendor Code*

TAX ID Number* Branch*

Vendor Name*

Address (Refer to The Certificate of Value Added Tax registration)*

Road Province*

Area/District* Sub-area/Sub-district*

Postal Code*

6

Choose the method for receiving an Original Receipt/Tax Invoice* :

Needed: A copy of Receipt/Tax Invoice will be sent to your registered email by PTT whichever method you choose.

Self Pick-up

- Location: Incoming and Collection Management Division, PTT Head Office, 1st Floor, Building 3, 555 Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok, 10900
- Office Hours: 09:00 AM - 03:30 PM
- Lunch Break: 12:00 PM - 01:00 PM

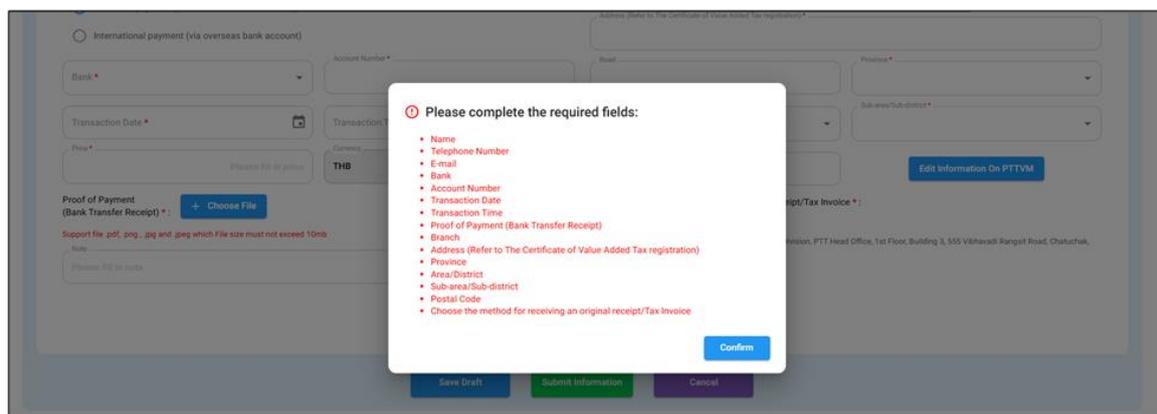
Postal Delivery (Delivery only in Thailand)

Not Necessary

7

Picture 18 Display of submitting proof of payment

Note In case * **Required** fields have not filled in completely, the system will display a notification pop up as follow if user click .

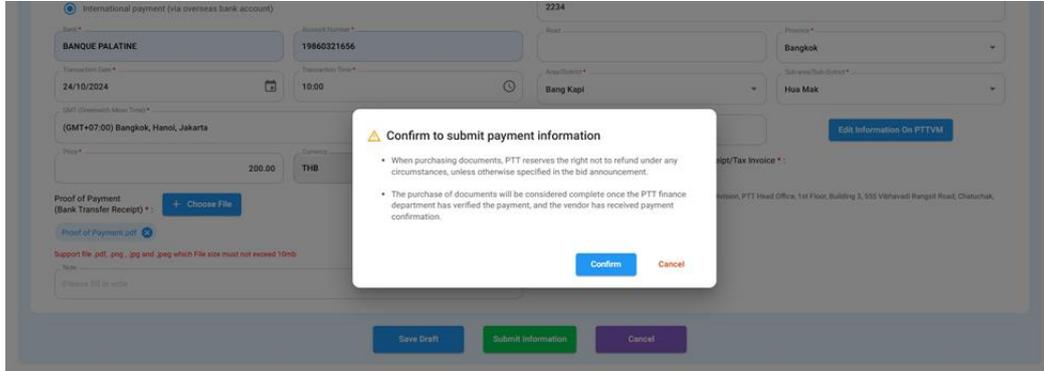


Please complete the required fields:

- Name
- Telephone Number
- Email
- Bank
- Account Number
- Transaction Date
- Transaction Time
- Proof of Payment (Bank Transfer Receipt)
- Branch
- Address (Refer to The Certificate of Value Added Tax registration)
- Province
- Area/District
- Sub-area/Sub-district
- Postal Code
- Choose the method for receiving an original receipt/Tax Invoice

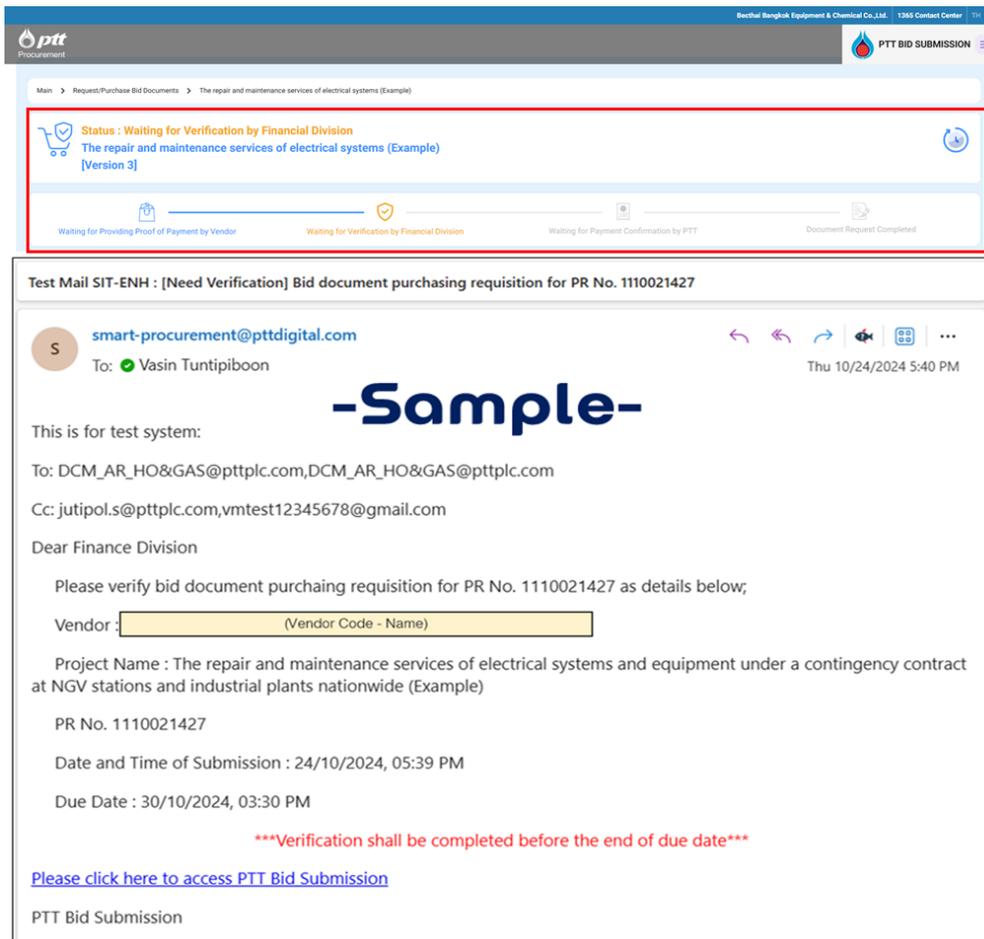
Picture 19 Notification pop up in case of required fields are incomplete

4.2.8 Click **Confirm** to submit payment information to PTT if system displays pop up “Confirm to submit payment information” or click **Cancel** to cancel process and go back to the main page.



Picture 20 Confirmation pop up for submitting payment information

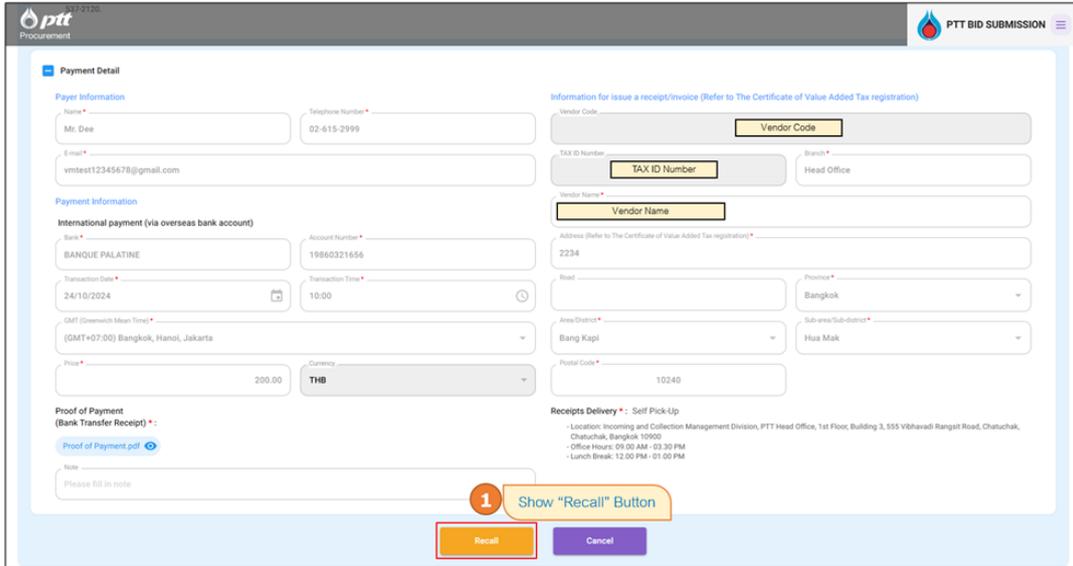
4.2.9 The system will display working status as “**Waiting for Verification by Financial Division**” and email to: PTT Financial Division and cc: user for the process of verifying payment information.



Picture 21 Sample of Notification email for the process of verifying payment information

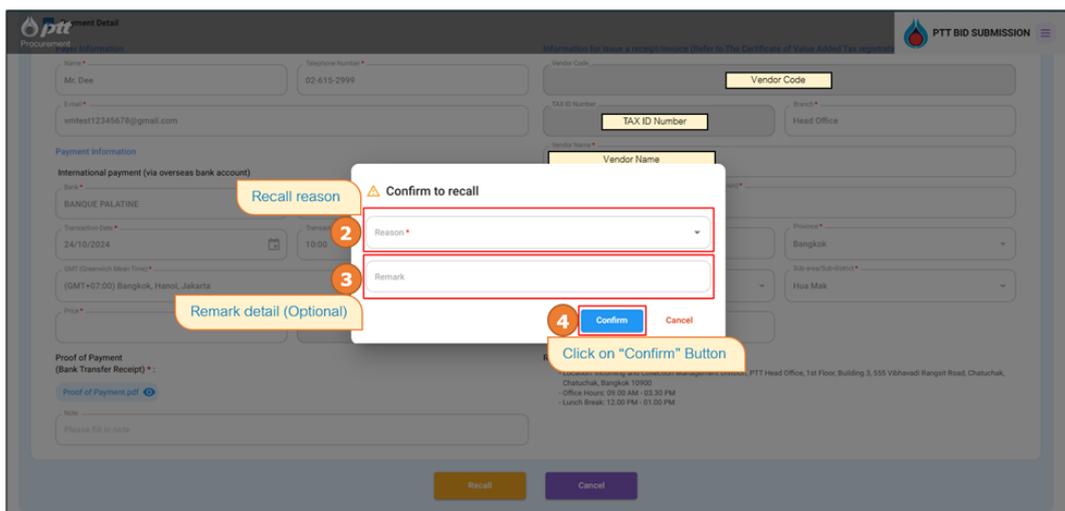
Recall the Requisition of Bid Document Purchasing Bid Document Purchasing Requisition could be recalled by the working status of “Waiting for Verification by Financial Division” as the details below;

1. Click **Recall** to recall Bid Document Purchasing Requisition.



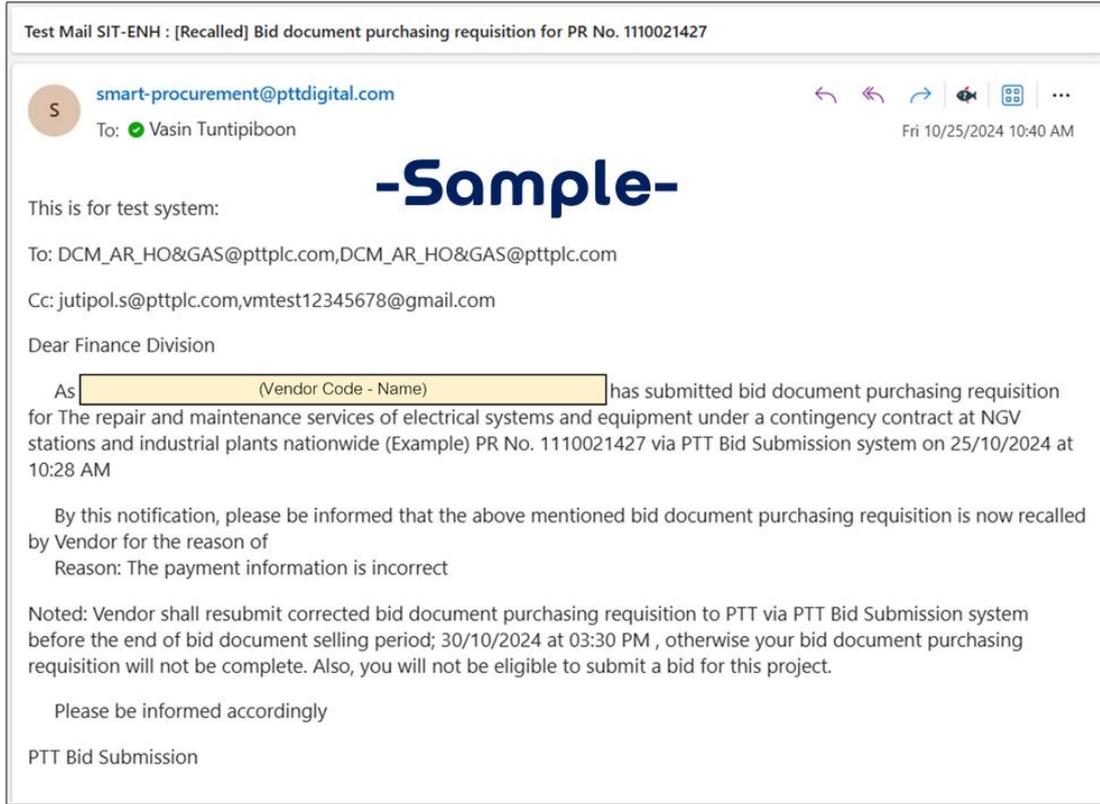
Picture 22 Display of recalling Bid Document Purchasing Requisition

2. Select the reason of recalling
3. Enter additional details (if any)
4. Click **Confirm** to confirm recalling or click **Cancel** to cancel process and go back to the main page.



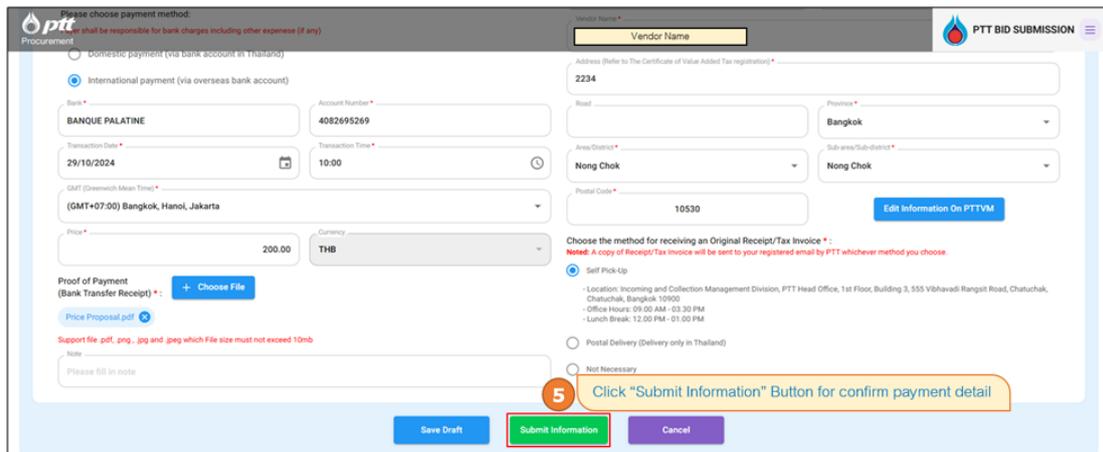
Picture 23 Display of confirmation of recalling bid document purchasing requisition

After click **Confirm** to confirm recalling Bid Document Purchasing Requisition, the system will send email to: PTT Financial Division and cc: user for the process of recalling Bid Document Purchasing Requisition.



Picture 24 Sample of email for the process of recalling bid document purchasing requisition

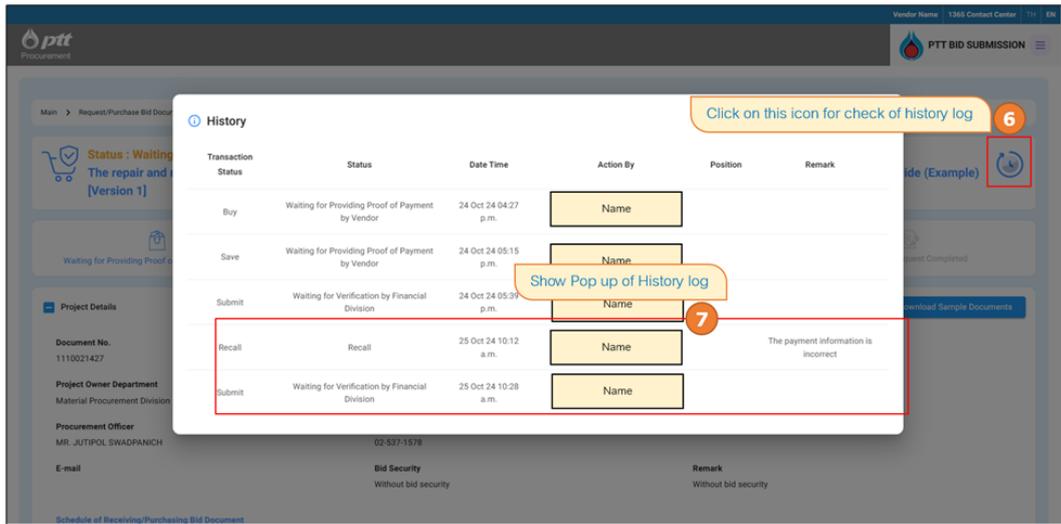
5. Payment details including attachment could be edited on the system if recalling is success, then click **Submit Information** to re-submit payment information to PTT.



Picture 25 Display of editing payment information after recalling

6. Click  to view history log

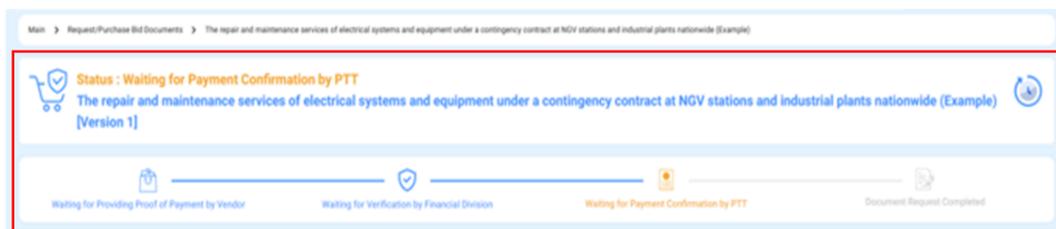
7. The system will display History Log pop up which listed by transaction date and time.



Picture 26 Display of history log

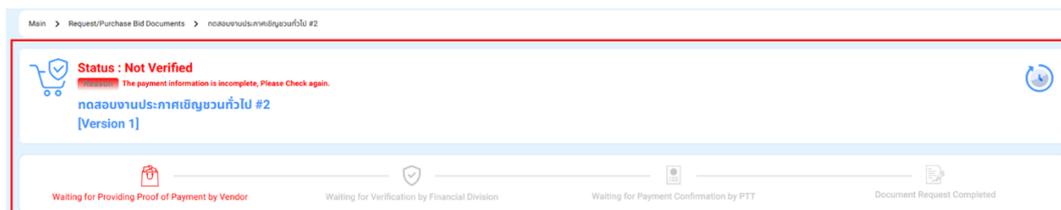
[Request to revise Requisition of Bid Document Purchasing](#) The requisition could not be recalled for editing on the system by user if working status is “**Waiting for Payment Confirmation by PTT**” Therefore, user shall proceed as follows to revise the requisition.

1. Contact PTT Financial Division to cancel payment confirmation process on the system



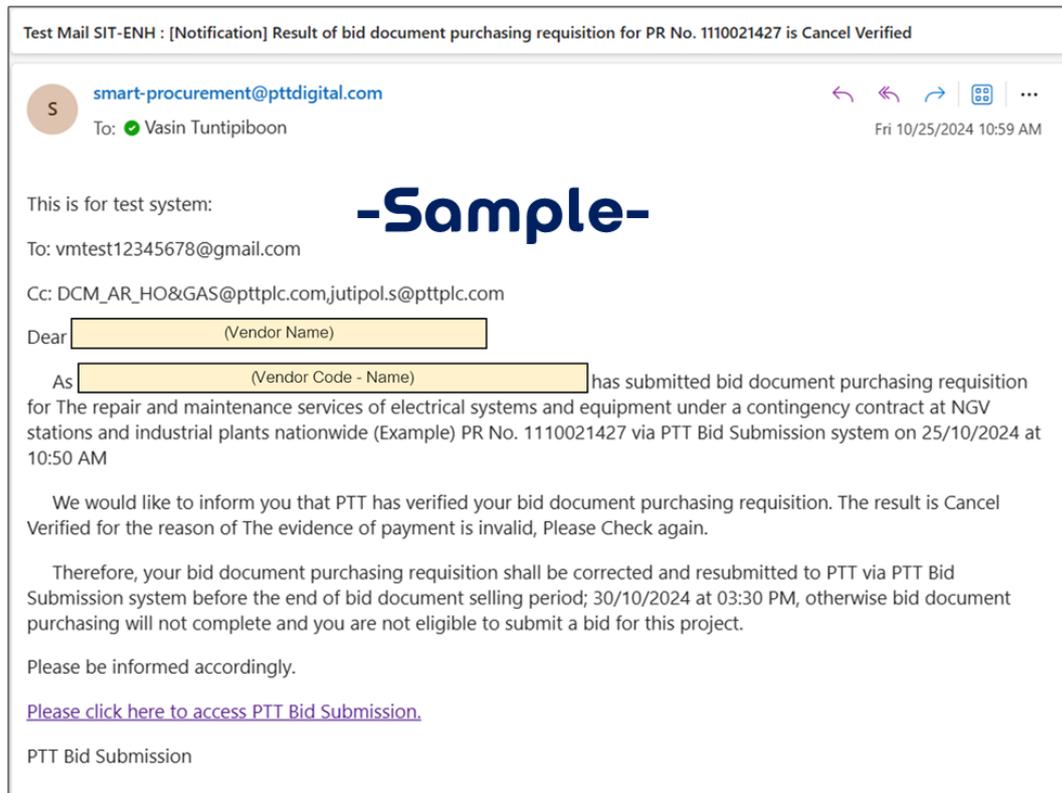
Picture 27 Working status of “Waiting for Payment Confirmation by PTT”

2. After PTT Financial Division has completed the process of cancellation for payment confirmation, user’s working status on the system is “**Not Verified**”, the payment details including attachment could be edited and re-submitted to PTT on the system by user.



Picture 28 Display of working status of “Not Verify”

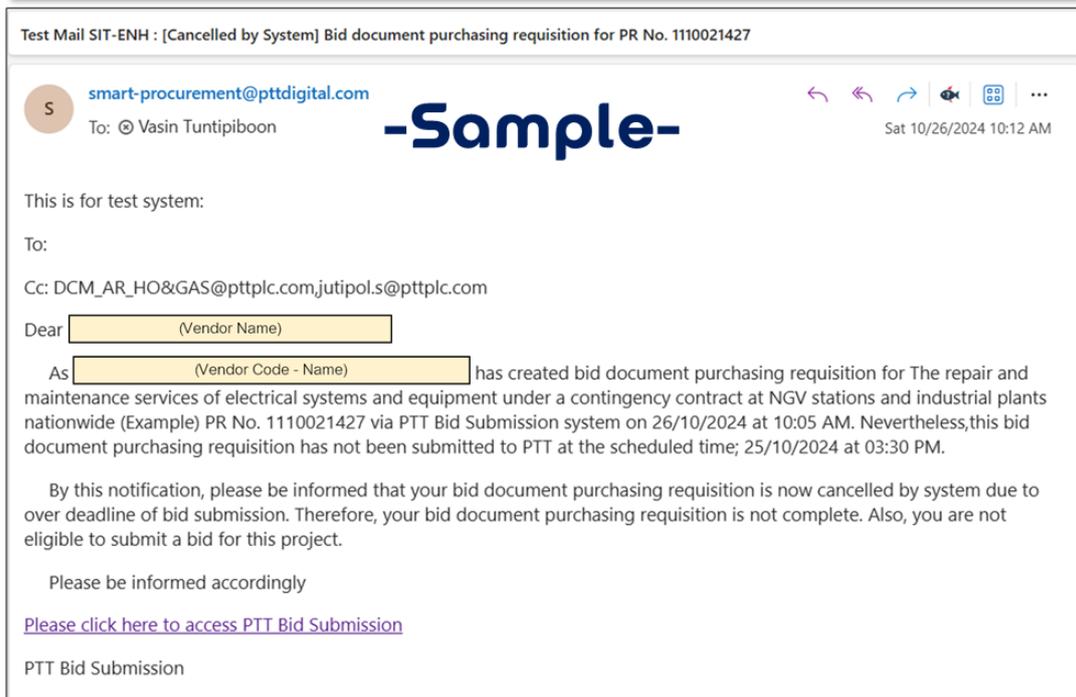
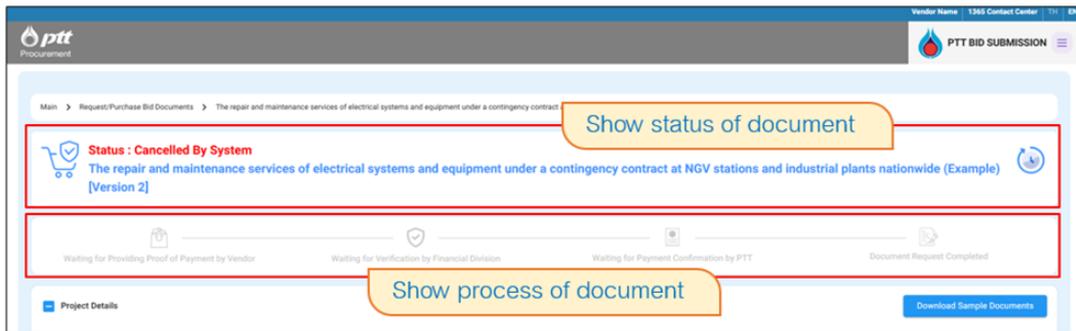
Working Status: Not Verify or Cancel Verify In case of any payment information which has submitted on the system by user is incorrect, the result of verification will be “**Not Verify**”. However, PTT Financial Division could proceed “**Cancel Verify**” in case of recalling verification result for reconsideration. The system will display user’s working status as either “Not Verify” or “Cancel Verify” depends on the case, and notification email will be sent to user.



Picture 29 Sample of notification email for the working status “Cancel Verified”

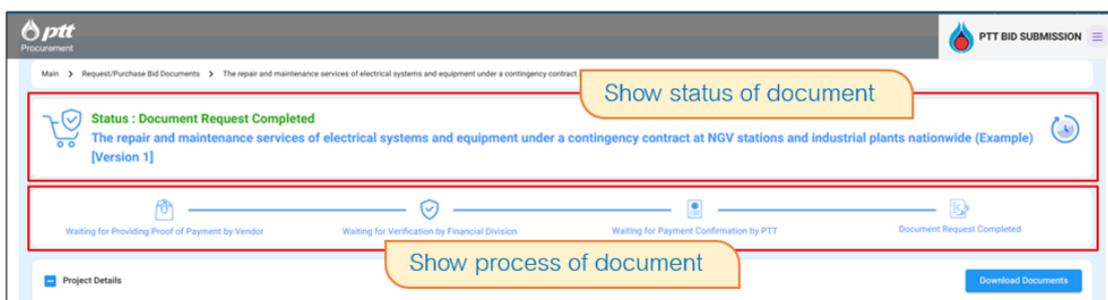
Working Status: Cancelled by System Bid document purchasing requisition shall be submitted to PTT through PTT Bid Submission system before the end of bid document selling period, otherwise the bid document purchasing requisition will not be complete. Also, user will not be eligible to submit bid proposal and price.

In case bid document purchasing requisition has not been completed by the scheduled time, the system will automatically cancel the pending requisition and display working status as “**Cancelled by System**” then send notification email to user.



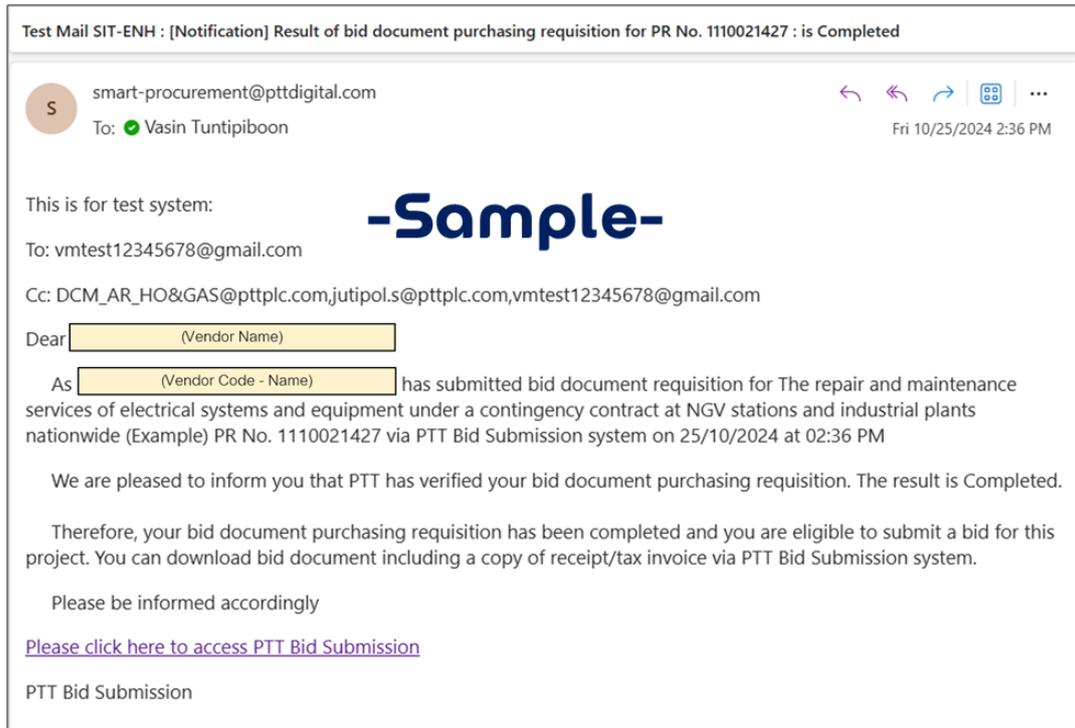
Picture 30 Sample of notification email for working status “Cancelled by System”

4.2.10 After Verification process of bid document purchasing requisition has been completed by PTT. The system will display working status as “Document Request Completed” and the line of workflow will turn to blue color if the result of bid document purchasing requisition is success, then the user could click  to download bid documents from the system.



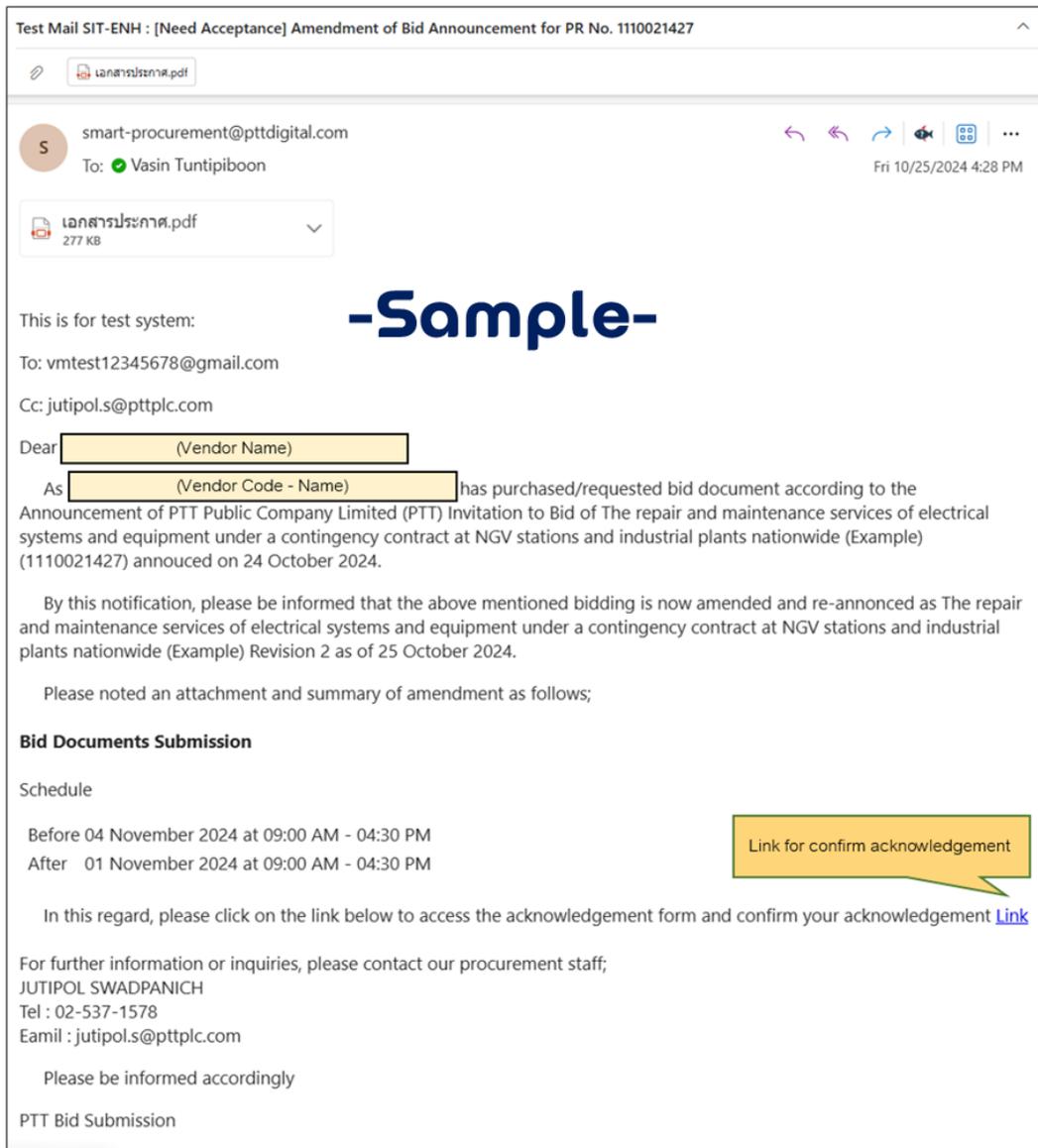
Picture 31 Display of working status “Document Request Completed”

4.2.11 Notification email will be sent to user if the result of bid document purchasing requisition is success.



Picture 32 Sample of notification email for successful of bid document purchasing requisition

[Amendment of Bid Announcement](#) The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement announcement has been amended by PTT. User shall confirm acknowledgement for amendment of bid announcement.



Picture 33 Sample of notification email for Amendment of Bid Announcement

The system will display the message as follow if acknowledgement for amendment of bid announcement has been completed by user.

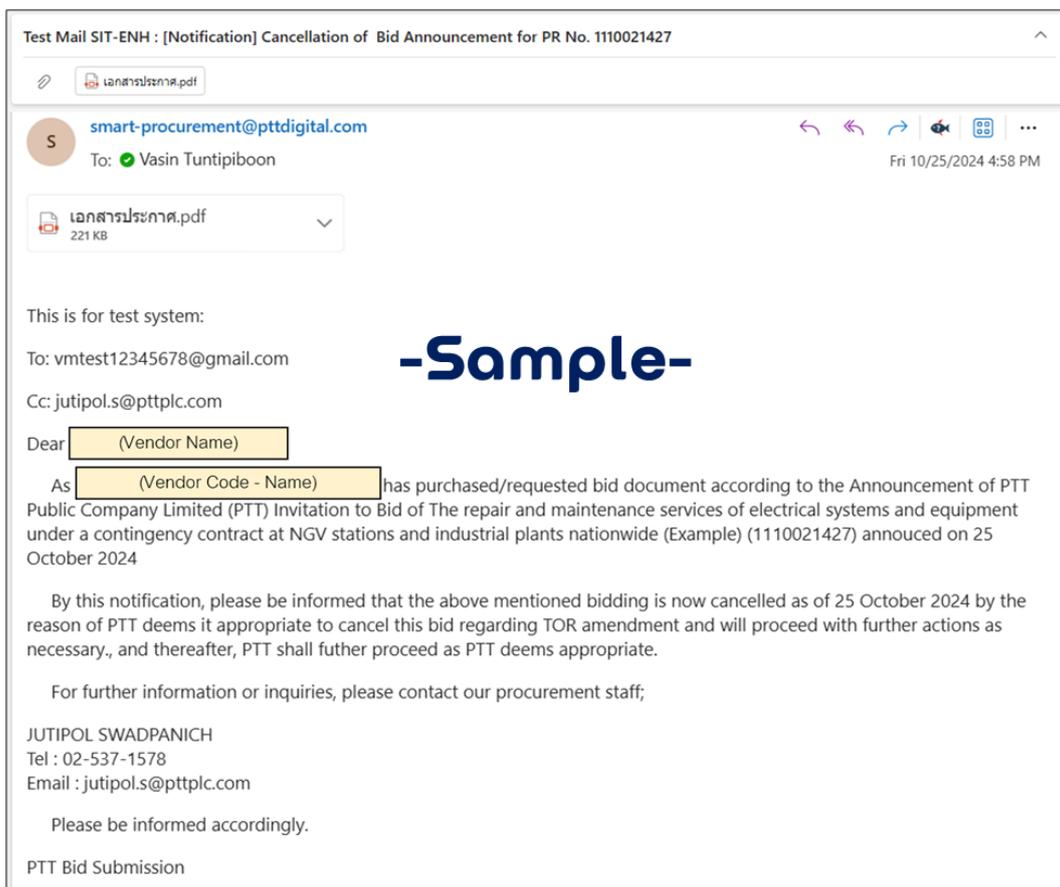


Picture 34 Display of acknowledgement for amendment of bid announcement

Note The acknowledgement for amendment of bid announcement is used for the purpose of confirmation notice only and It is not used for the consideration of disqualification to submit bid. However, acknowledgement shall be confirmed to ensure that user could submit proposal and price properly.

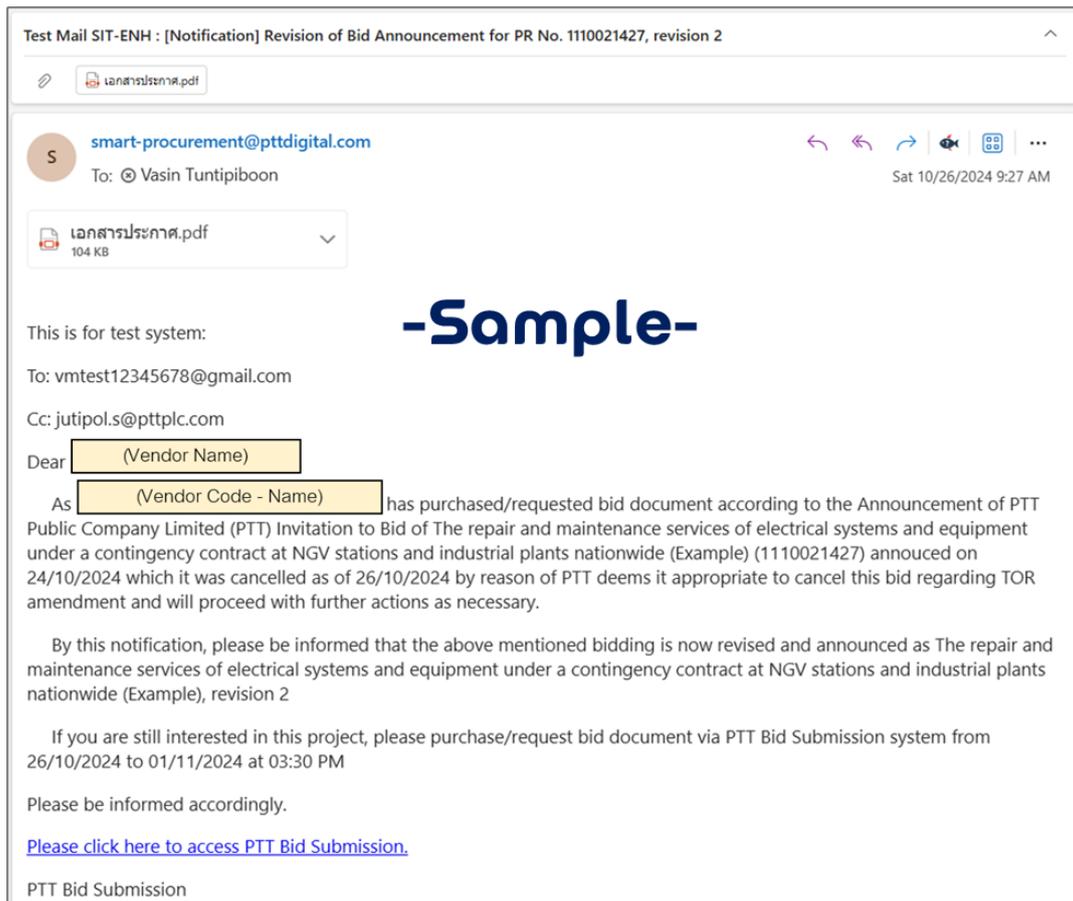
Cancellation of Bid Announcement The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement project has been cancelled by PTT as follows;

1. Case of Cancellation of Bid Announcement



Picture 35 Sample of notification email for cancellation of bid announcement

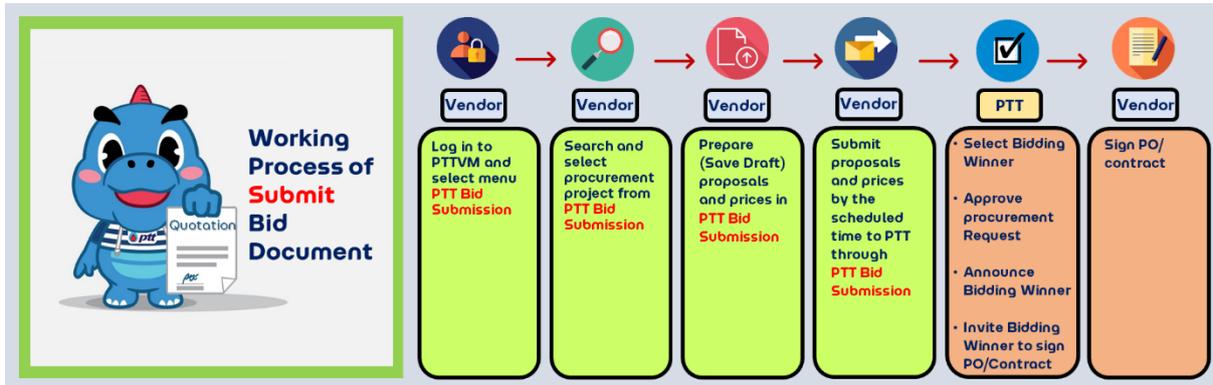
2. Case of Revision of Bid Announcement



Picture 36 Sample of notification email for revision of bid announcement

4. Submit Bid Document

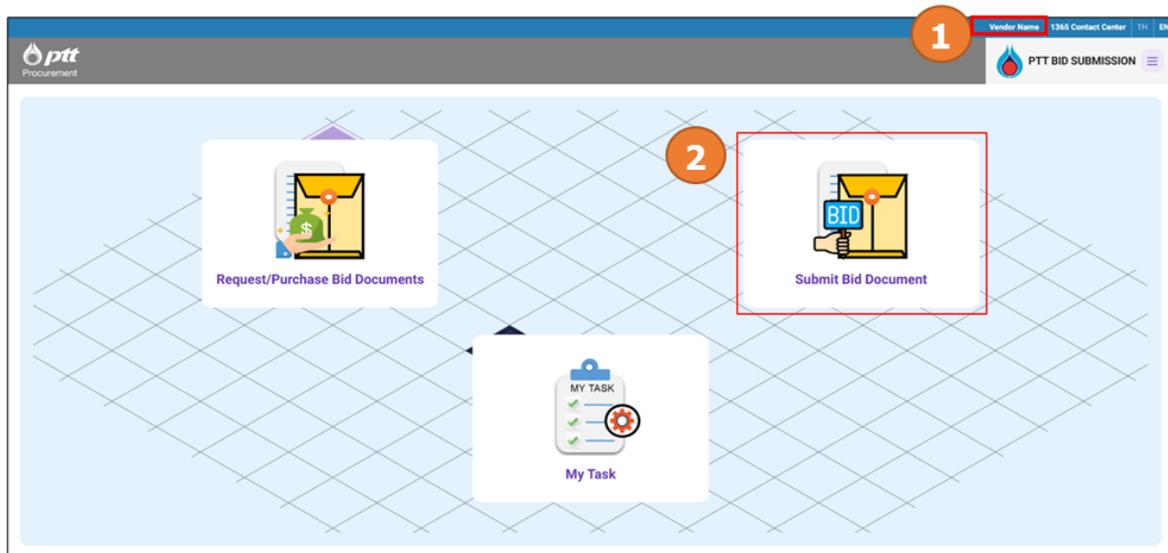
Working Process of Submit Bid Document (proposals and prices) are as follow;



Picture 37 Working Process of Submit Bid Document (proposals and prices)

1. Go to PTT Bid Submission System

- 1.1 Display the name of user who logged in
- 1.2 Select “Submit Bid Document”

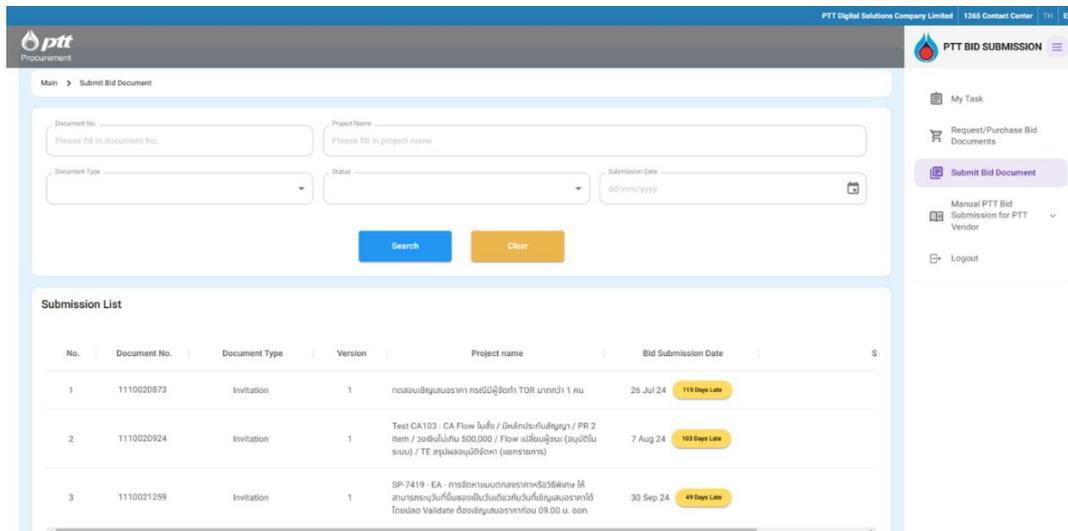


Picture 38 Display of “Submit Bid Document”

2. Search procurement project

- 2.1 Enter Document No. or select any condition as below to find the procurement project
 - Document No.: Ex.114001XXXX
 - Project Name: Enter the Keyword ex. “Construction”, “Pipeline”, “Anode Groundbed”
 - Type of Announcement: Ex. Bid Announcement, Revision of Bid Announcement
 - Schedule of the Bid Announcement: Select Start Date and End Date

2.2 Select the document the project from the list of procurement project. The system displays the latest list of procurement projects which are in the schedule of bid proposals and prices submitting period.



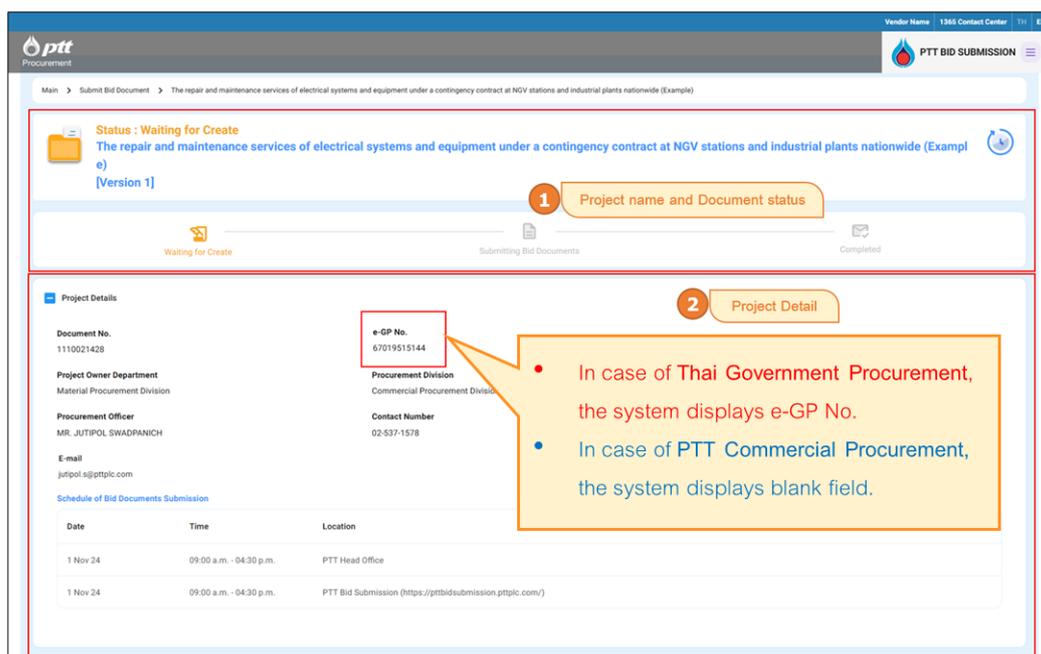
Picture 39 Display of searching for procurement projects in the menu “Submit Bid Document”

3. Prepare for submitting bid proposal and price

User who is eligible to submit the proposal and price could upload required documents on the system for preparation as the details below;

3.1 Check procurement project name carefully, working status is “Waiting for Create”

3.2 Check the details of procurement project



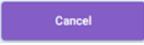
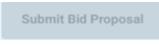
Picture 40 Display of working status “Waiting for Create”

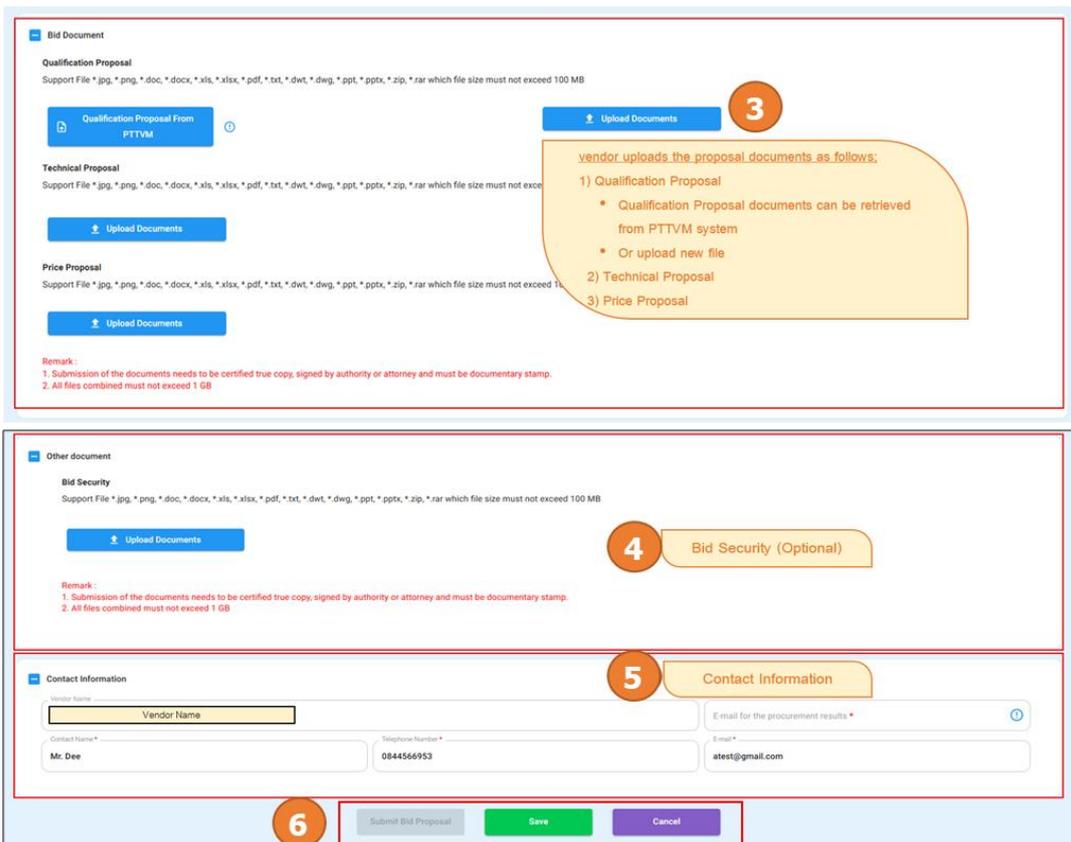
3.3 Upload documents of proposal and price

3.4 Upload documents of bid security (if required)

3.5 Enter information of contact person: Enter name-surname, Telephone number and email.

3.6 Select the button to proceed as follows;

- Click  to save draft of bid proposal and price, working status is “**Submitting Bid Document**”
- Click  to cancel saving draft
- The button  will be inactive (button color is grey). The button  will turn to active (button color is blue) by the scheduled date and time of bid proposal and price submission.



The screenshot displays the bid document submission interface, divided into three main sections: Bid Document, Other document, and Contact Information. The interface includes various buttons and input fields, with numbered callouts (3, 4, 5, 6) highlighting specific elements.

3 **Upload Documents** (blue button) for the Bid Document section. A callout box lists the upload requirements:

- vendor uploads the proposal documents as follows;
 - 1) Qualification Proposal
 - Qualification Proposal documents can be retrieved from PTTVM system
 - Or upload new file
 - 2) Technical Proposal
 - 3) Price Proposal

4 **Upload Documents** (blue button) for the Other document section. A callout box indicates: **Bid Security (Optional)**.

5 **Contact Information** (yellow callout box) for the Contact Information section. The form includes fields for:

- Vendor Name:
- Contact Name*:
- Telephone Number*:
- E-mail for the procurement results*:

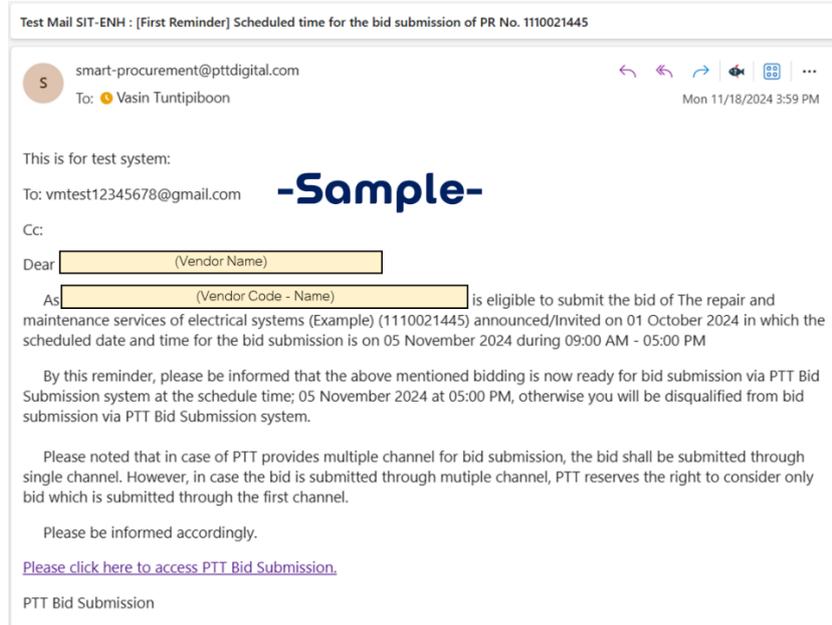
6 **Submit Bid Proposal** (grey button), **Save** (green button), and **Cancel** (purple button) buttons at the bottom of the interface.

Picture 41 Display of the details of bid document section

4. Submit bid proposal and price

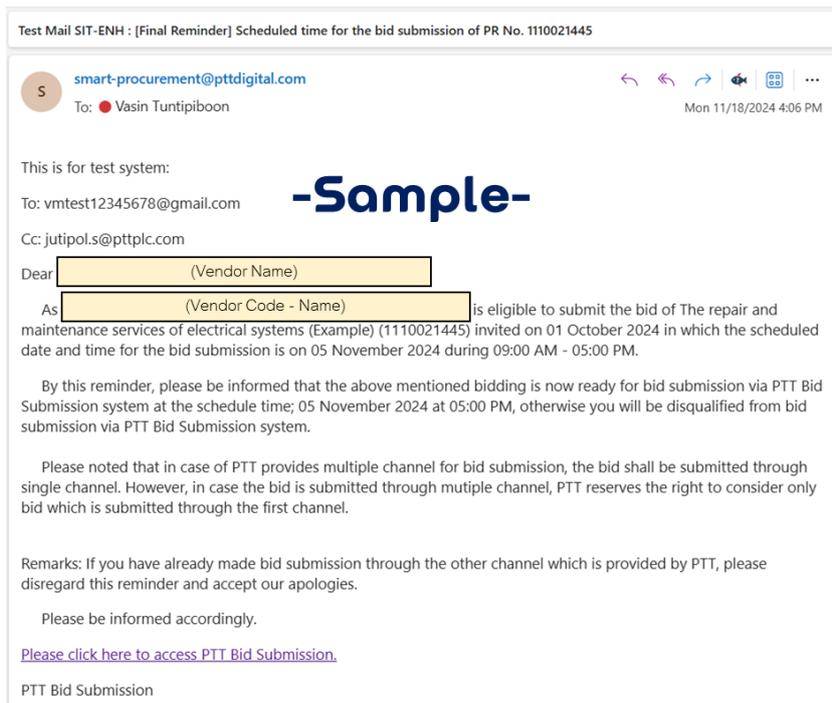
The system will send reminder email to the user who is eligible to submit bid proposal and price. by the scheduled time. User will receive 2 reminder emails for 2 times as follow;

1. The first reminder will be sent by the start time to submit bid proposal and price



Picture 42 Sample of reminder email; the first reminder

2. The final reminder will be sent in an hour before the end time to submit bid proposal and price



Picture 43 Sample of reminder email; the final reminder

User shall proceed to submit bid proposal and price as flows;

4.1 Click **Submit Bid Proposal** to submit bid proposal and price

The screenshot shows the PTT Bid Submission interface. At the top, there is a header with the PTT logo and 'PTT BID SUBMISSION'. Below the header, there are two main sections: 'Other document' and 'Contact Information'. The 'Other document' section includes a 'Bid Security' section with an 'Upload Documents' button and a 'Bid Security.pdf' file. Below this, there are two red remarks: '1. Submission of the documents needs to be certified true copy, signed by authority or attorney and must be documentary stamp.' and '2. All files combined must not exceed 1 GB'. The 'Contact Information' section includes fields for 'Vendor Name', 'Contact Name', and 'Email for the procurement results'. The 'Vendor Name' field contains 'Vendor Name', the 'Contact Name' field contains 'Mr. Dee', and the 'Email' field contains 'atestreive@gmail.com'. A red box highlights the 'Submit Bid Proposal' button. A callout box with a red '1' contains the text: 'The system will enable the Submit Bid Proposal button when the specified date and time are reached and can submit bid proposal. Except for Commercial Agreement/Special and Good Private can be submitted before and after the schedule.' Below the callout box, there are three buttons: 'Submit Bid Proposal' (red), 'Save' (green), and 'Cancel' (purple).

Picture 44 Display of bid proposal and price submitting

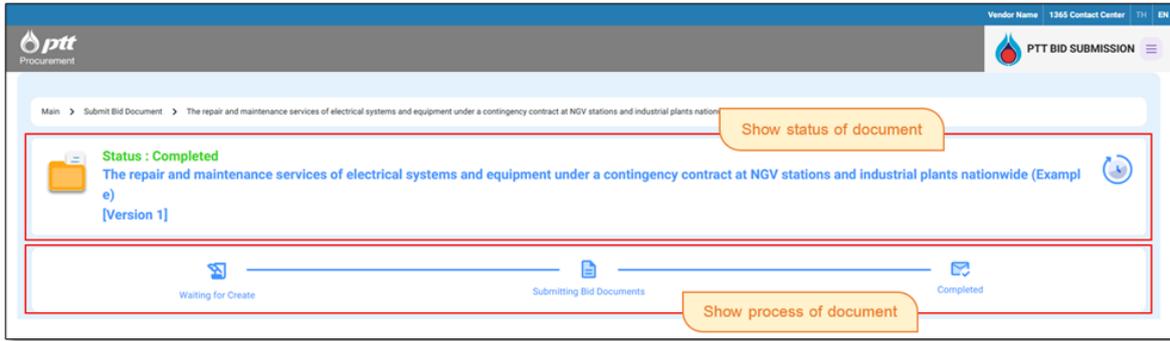
4.2 Check in the check box to certify proposal and price

4.3 Click **Submit Bid Proposal** to confirm bid proposal and price submission or click **Cancel** to cancel the process and go back to the main page

The screenshot shows the PTT Bid Submission interface with a 'Confirm Submission of proposal' dialog box. The dialog box has a warning icon and the following text: 'Please verify your documents. After submitting documents, they cannot be re-submitted or edited'. Below this, there is a list of two items: '1. the authorized bidder, certify that the proposed price and documents submitted through the PTT Bid Submission system are accurate, complete, and legally binding with Bechtel Bangkok Equipment & Chemical Co.,Ltd.' and '2. The bid proposal must be submitted through either the PTT Bid Submission system or through other channels specified in the bid announcement.' Below the list, there are two buttons: 'Submit Bid Proposal' (red) and 'Cancel' (purple). A red box highlights the 'Submit Bid Proposal' button. A callout box with a red '2' contains the text: 'click on "Submit Bid Proposal" Button'. The background of the interface is dimmed, showing the same 'Other document' and 'Contact Information' sections as in Picture 44.

Picture 45 Display of bid proposal and price submission

The system will display working status as “Completed” and the line of workflow will turn to blue color if the result of bid proposal and price submission is success.

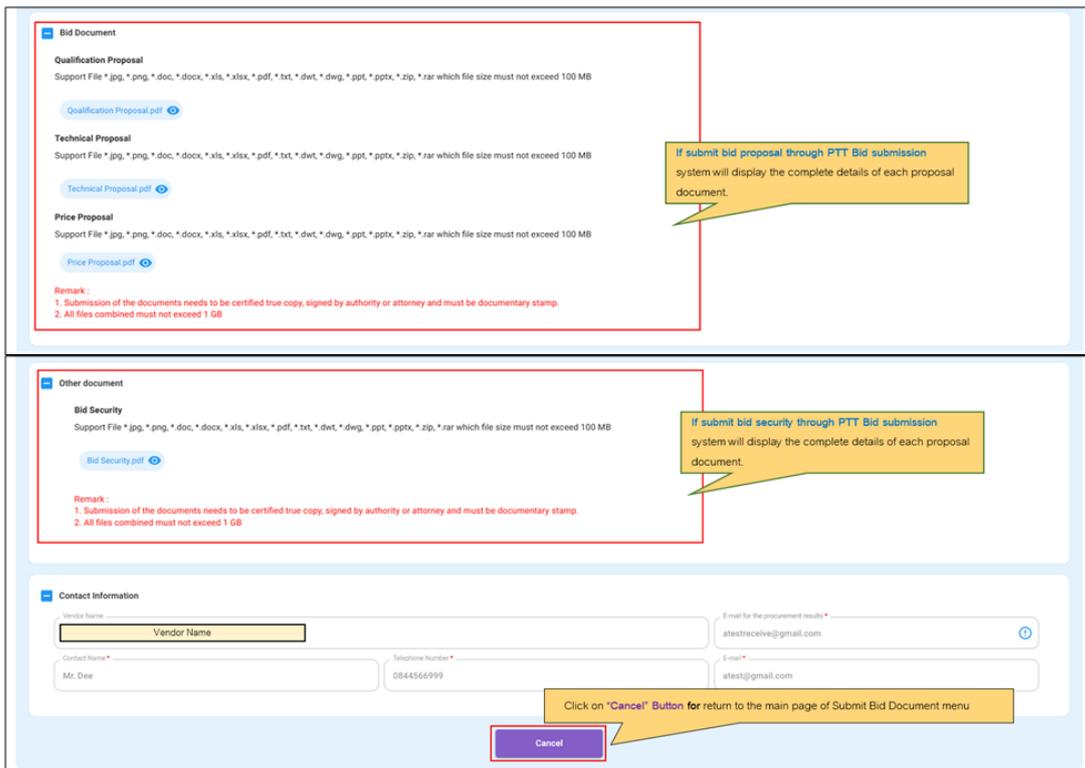


Picture 46 Display of working status as “Completed” for submitting bid document

After the process of bid proposal and price submission has been completed, the system will display the lists of documents by type of envelop depends on cases as follows;

1. Case of submitting bid document to PTT through PTT Bid Submission (Online Channel)

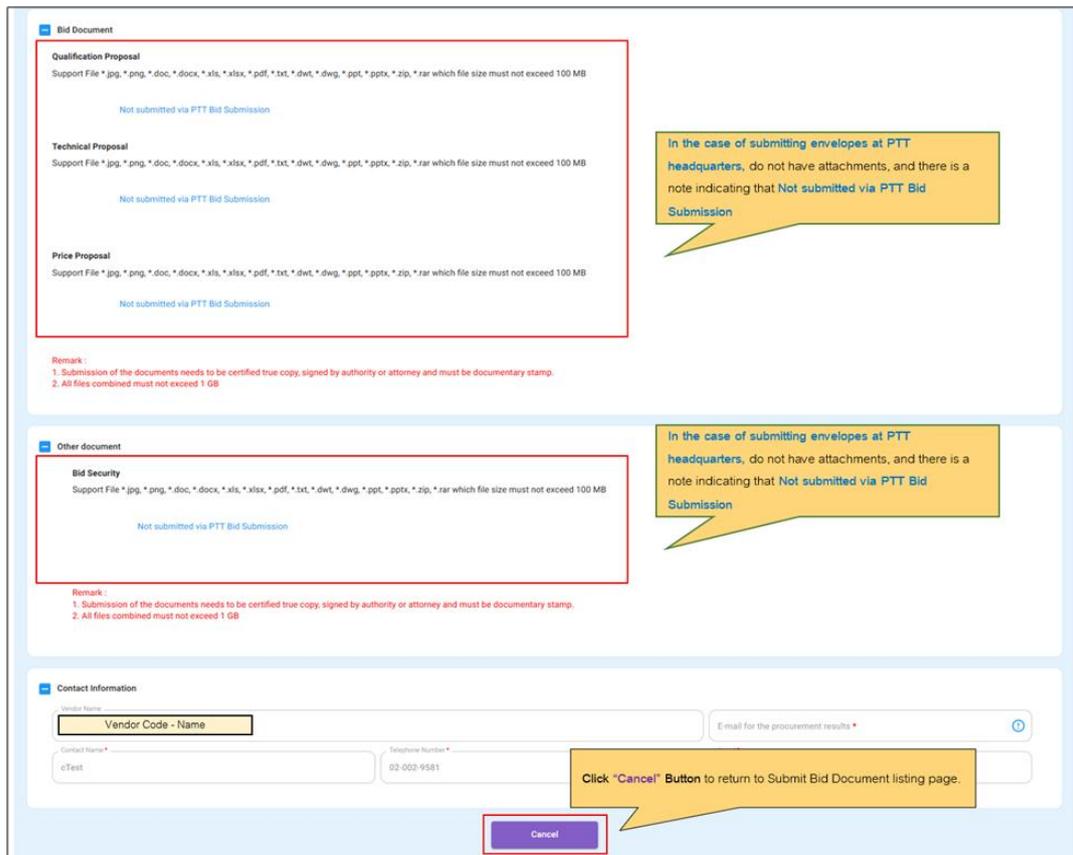
The system will display all documents which has submitted on the system.



Picture 47 Display of submitting bid document to PTT through PTT Bid Submission

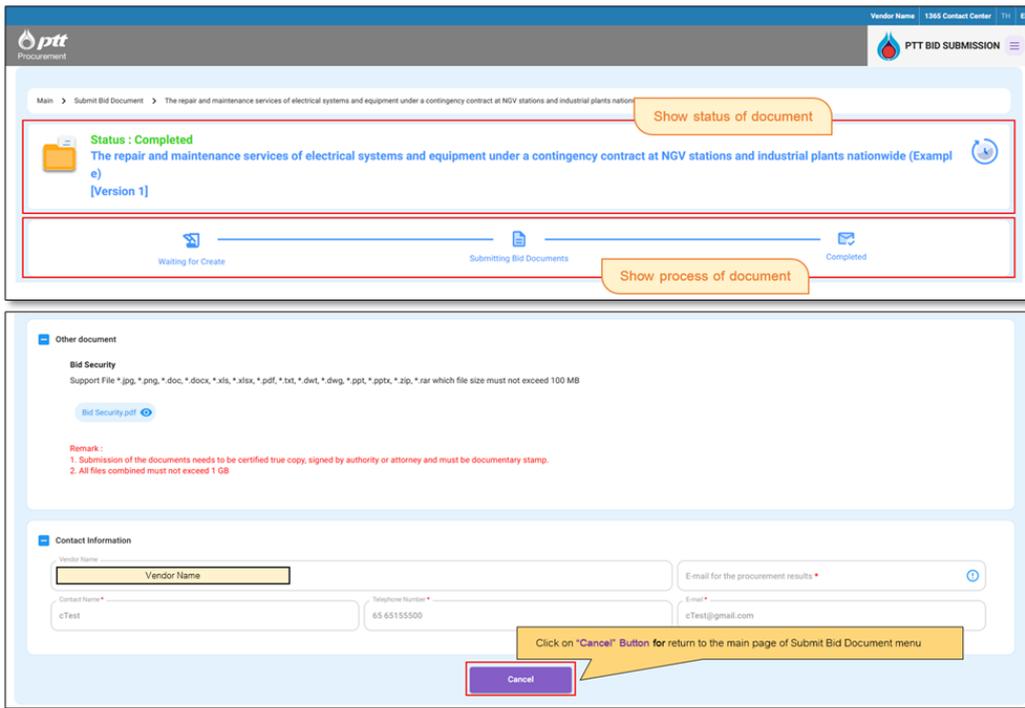
2. Case of submitting bid document to PTT at PTT Office (Offline Channel)

The system will display the message “not submitted via PTT Bid Submission”.



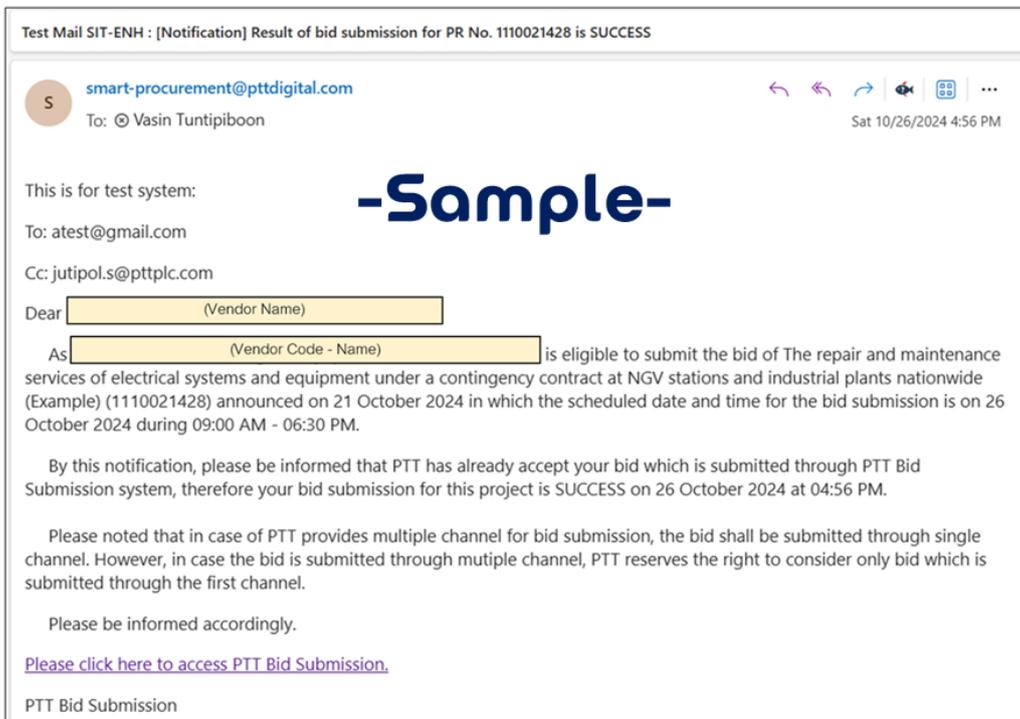
Picture 48 Display of submitting bid document to PTT through offline channel

4.4 Click  to go back to the main page



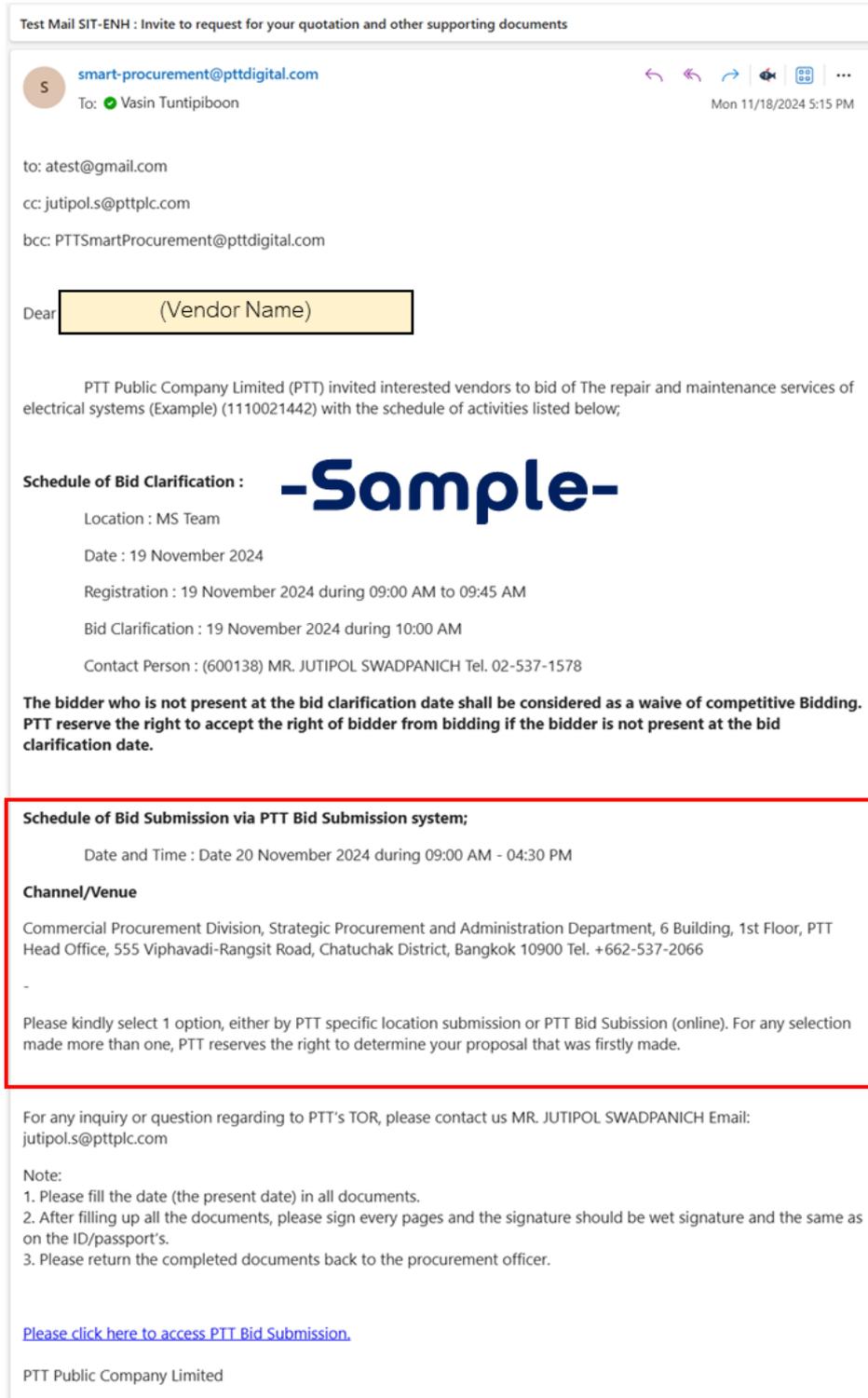
Picture 49 Display of working status “Completed”

4.5 The system will send confirmation email to user if the process of bid proposal and price submission has been completed.



Picture 50 Sample of confirmation email for bid proposal and price submission

[Submitting Bid Document for Specific Procurement Method](#) PTT Bid Submission system could support the process of submitting bid document for specific procurement method. The system will send invitation email to the specific user and provide online channel for the user's convenience.

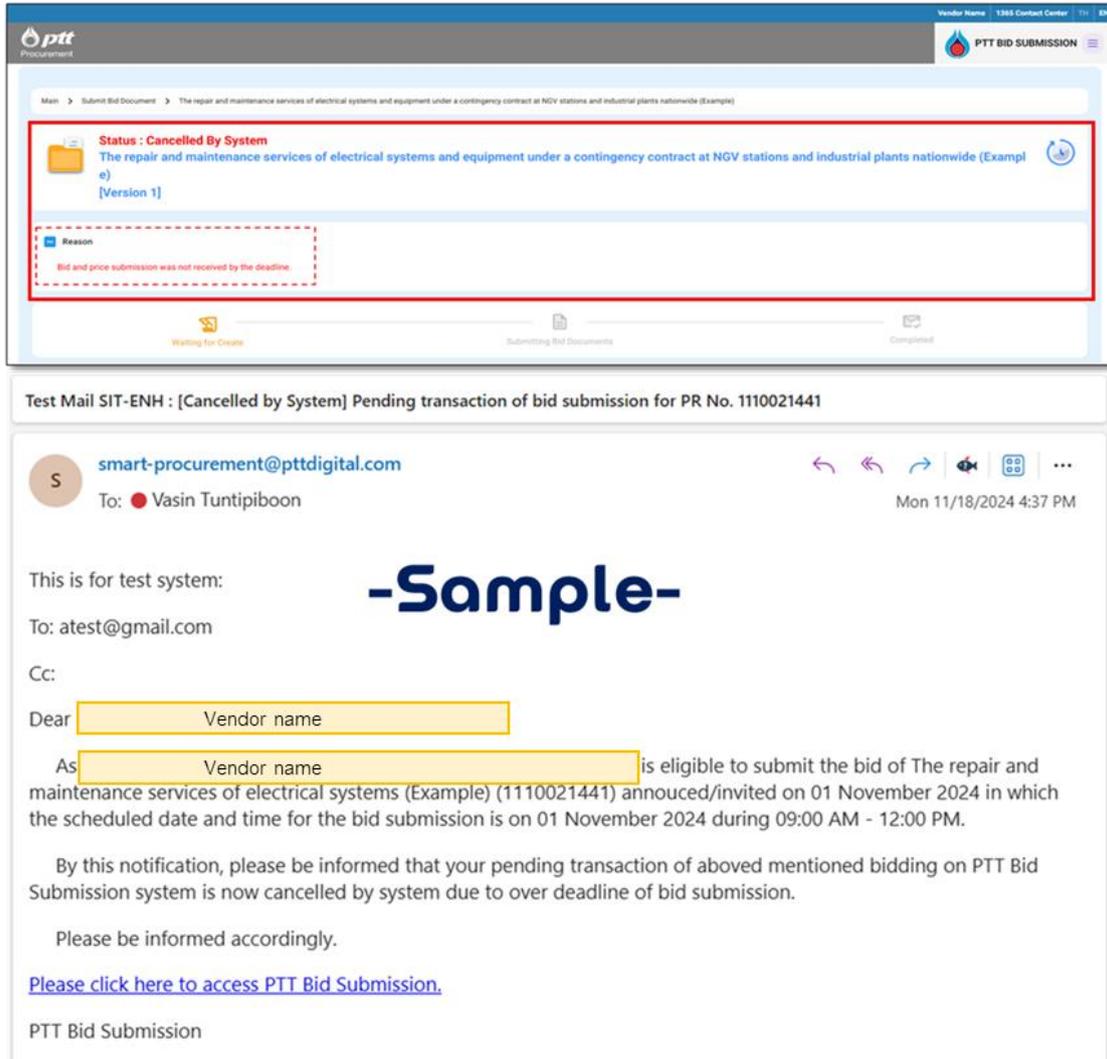


Picture 51 Display of invitation email for specific procurement method

[Working Status: Cancelled by System](#) for any reason as follows;

1. Bid proposal and price submission has not submitted by the deadline
2. Cancellation of procurement announcement by PTT before bid submission schedule
3. Cancellation of procurement invitation by PTT before bid submission schedule

The system will display working status as “**Cancelled by System**” and send notification email to user.

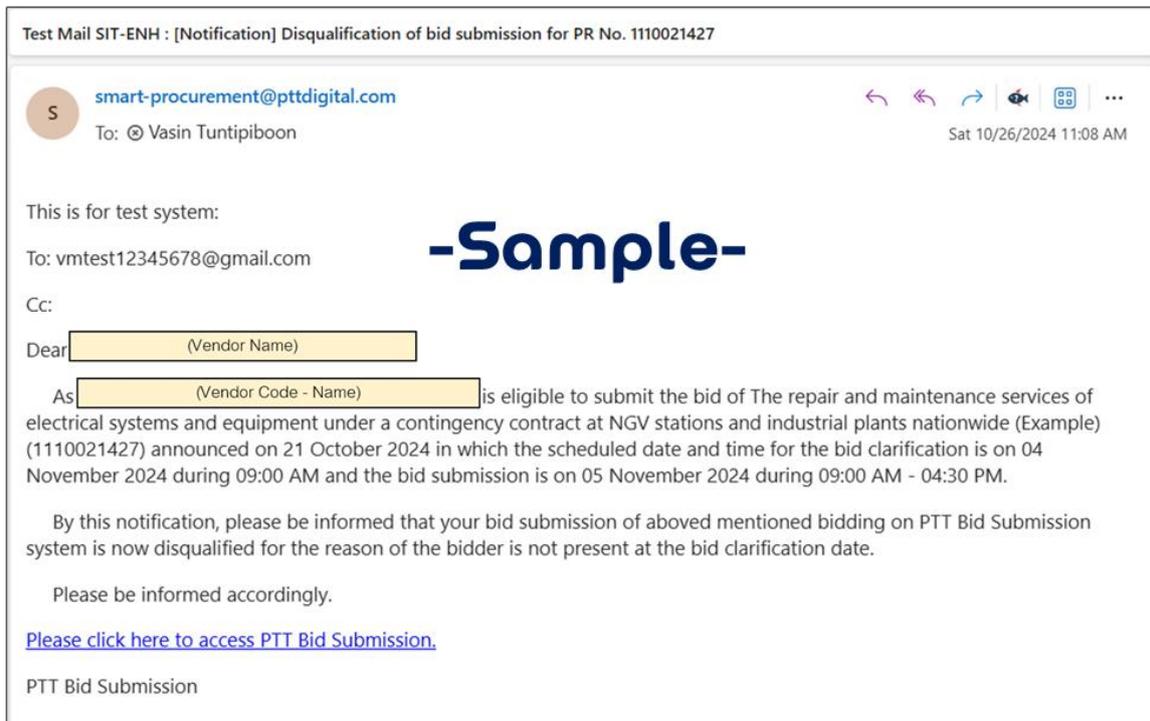


Picture 52 Sample of notification email for working status “Cancelled by System”

[Working Status: Disqualification of bid submission](#) for any reason as follows;

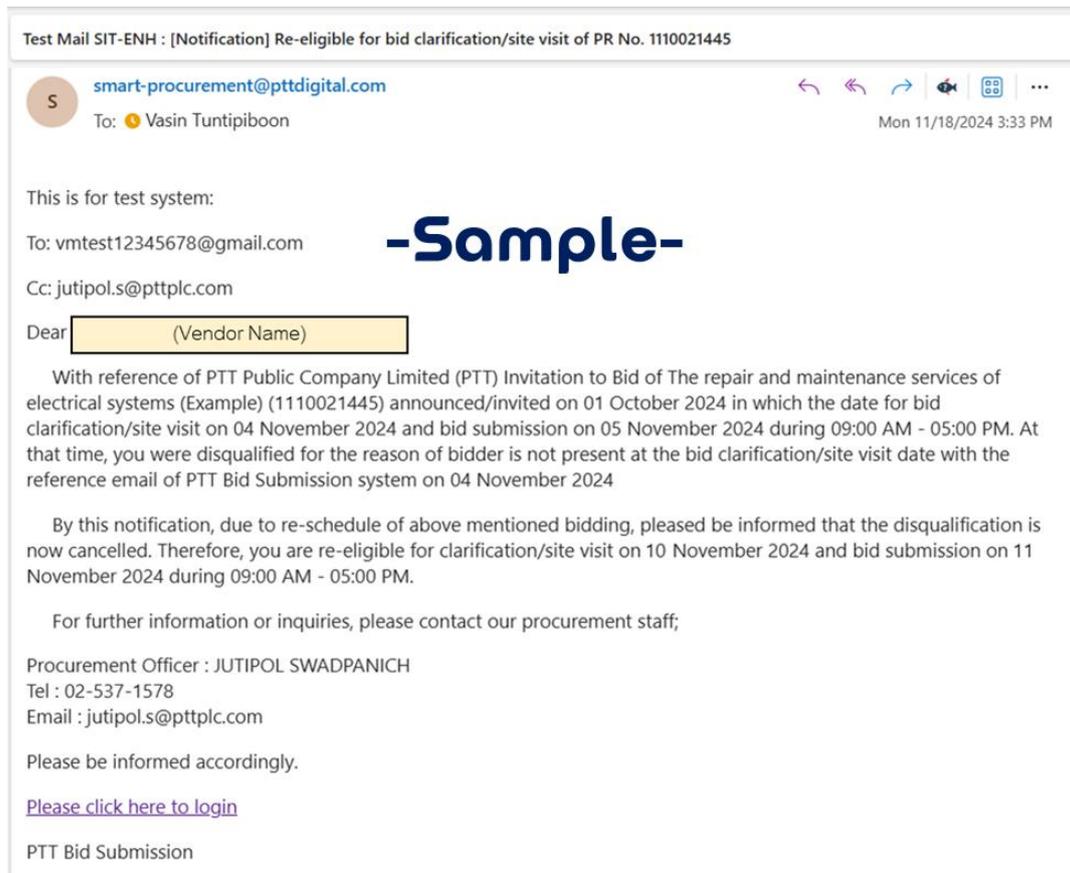
1. Bidder is not present at the bid clarification date
2. Bidder is present at the bid clarification date but not present at site visit date

The system will display working status as “**Disqualified**” and send notification email to user.



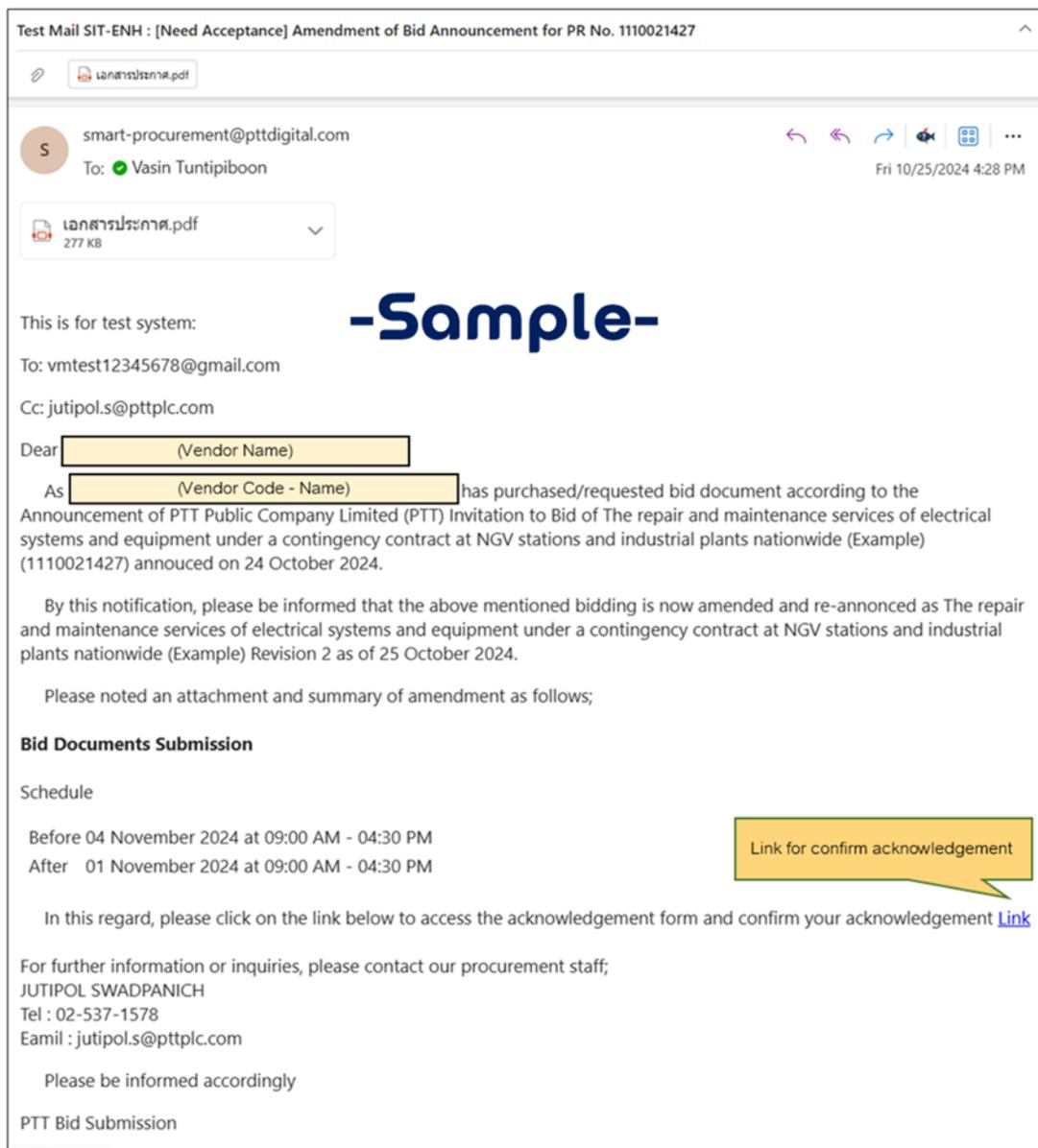
Picture 53 Sample of notification email for disqualification

[Working Status: Cancellation of Disqualification of Bid Submission](#) The disqualification of bid submission will be cancelled in case PTT has announced extension period / rescheduling of the bid clarification / site visit / submitting bid proposal and price. The system will send notification email to disqualified bidder to confirm that the disqualification of bid submission is now cancelled.



Picture 54 Sample of notification email for cancellation of disqualification

[Amendment of Bid Announcement](#) The system will send notification email to the user who is eligible to submit the proposal and price in case of the procurement announcement has been amended by PTT. User shall confirm acknowledgement for amendment of bid announcement.

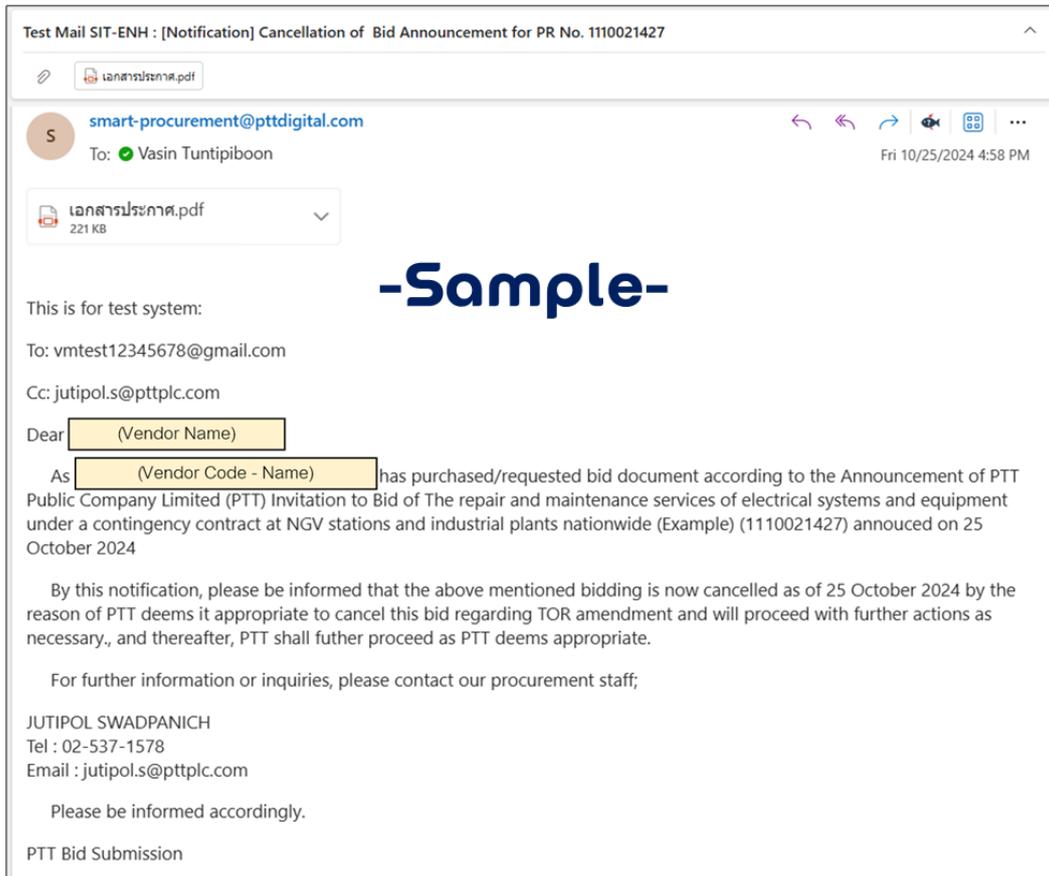


Picture 55 Sample of notification email for Amendment of Bid Announcement

[Note](#) The acknowledgement for amendment of bid announcement is used for the purpose of confirmation notice only and It is not used for the consideration of disqualification to submit bid. However, acknowledgement shall be confirmed to ensure that user could submit proposal and price properly.

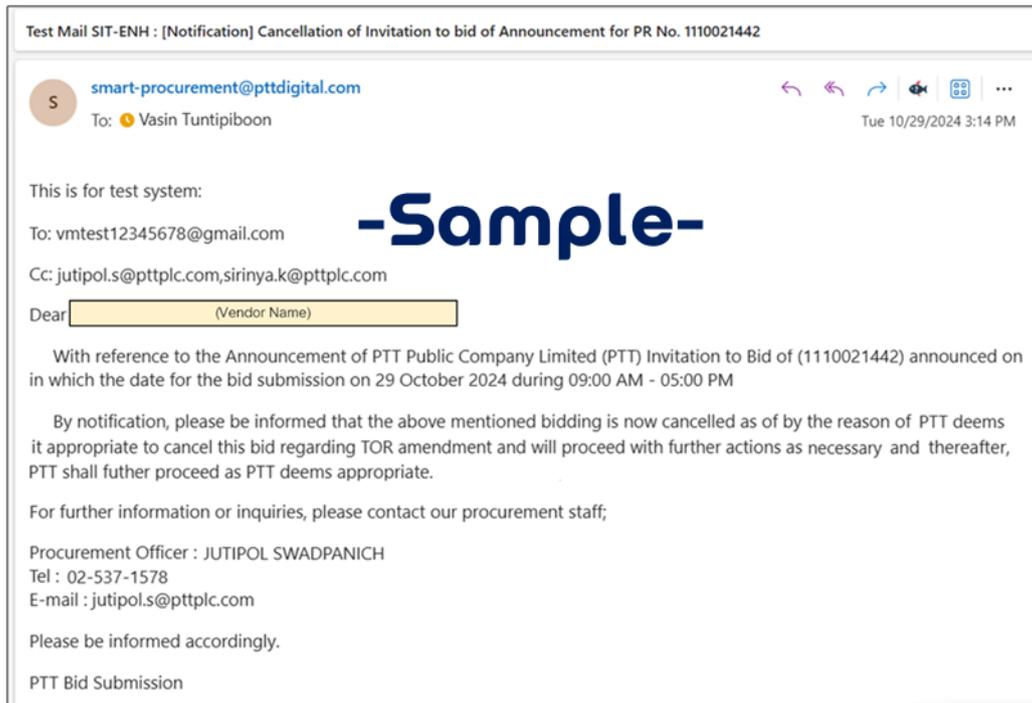
[Cancellation of Bid Announcement](#) The system will send notification email depends on the type of procurement method to the user who is eligible to submit the proposal and price in case of the procurement project has been cancelled by PTT.

1. Case of cancellation of invitation to bid for announcement procurement method



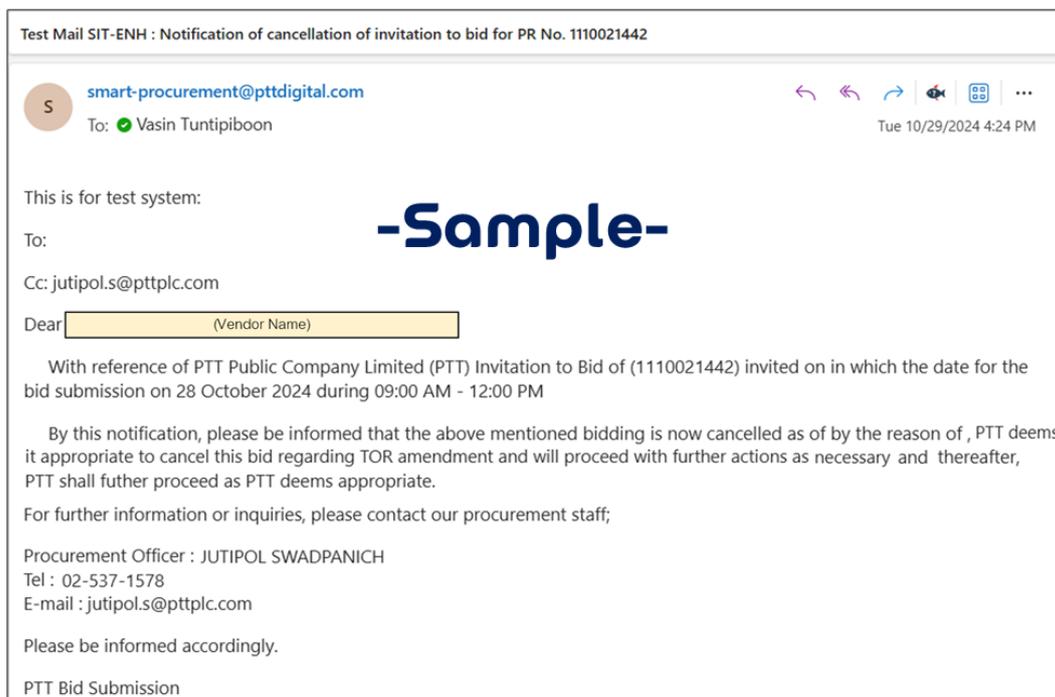
Picture 56 Sample of notification email for cancellation of invitation to bid
(announcement procurement method)

2. Case of cancellation of invitation to bid for selecting procurement method



Picture 57 Sample of notification email for cancellation of invitation to bid
(announcement/selecting procurement method)

3. Case of cancellation of invitation to bid for specific procurement method



Picture 58 Sample of notification email for cancellation of invitation to bid
(specific procurement method)

5. My Task

“My Task” shall be used for tracking working status and monitoring progress of working on PTT Bid Submission System. The steps are as follows;

1. Log in to PTT Bid Submission

1.1 Display the name of user who logged in

1.2 Select “My Task”



Picture 59 Display of “My Task”

2. Select the task status on PTT Bid Submission

After click at “My Task”, there are 3 sections used for searching the task as the details below;

2.1 My Task status: There are 3 status as follows;

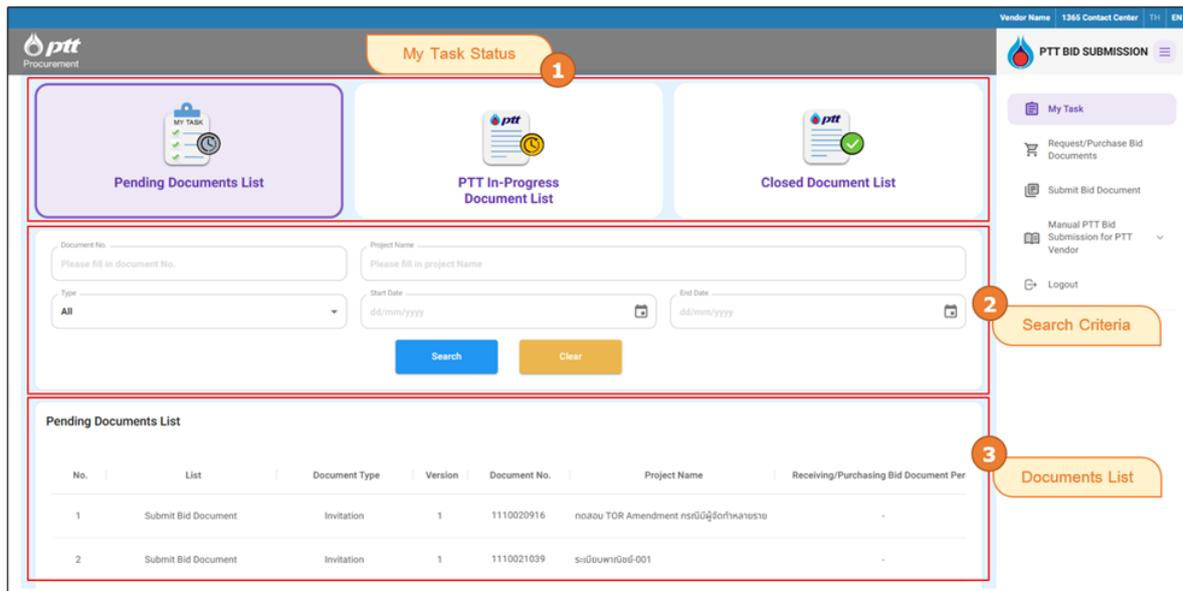
2.1.1 Pending Document List

2.1.2 PTT In-Progress Document List

2.1.3 Completed Document List

2.2 Searching Task: Enter either keyword or select the details to find the task

2.3 Document List: Show the task list depends on the selected task status



Picture 60 Details of My Task

List of Working Status

1. Pending Document List is the list of bid documents are in the process of Vendor as the details below;

List of Working Status	
Request/Purchase Bid Document	Submit Bid Document
(1) Draft	(1) Draft
(2) Waiting for Providing Proof of Payment	(2) Waiting for Bid Submission
(3) Recall	
(4) Not Verify	
(5) Cancel Verify	

2. PTT In-Progress Document List is the list of bid documents are in the process of PTT as the details below;

List of Working Status	
Request/Purchase Bid Document	Submit Bid Document
(1) Waiting for Verification by Financial Division	-N/A-
(2) Waiting for Payment Confirmation by PTT	

3. **Completed Document List** is the list of bid documents are at the end of process depends on situations as the details below;

List of Working Status	
Request/Purchase Bid Document	Submit Bid Document
(1) Cancelled by System	(1) Cancelled by System
(2) Completed	(2) Completed
	(3) Disqualification of Bid Submission

Searching Tasks Enter keywords or select type of task and schedule as below to find the task

1. Document No.
2. Project Name
3. Type of Task
 - All
 - Request/Purchase Bid Document
 - Submit Bid Document
4. Start Date and End Date

The screenshot shows a search interface with the following elements:

- Document No.:** A text input field with the placeholder text "Please fill in document No."
- Project Name:** A text input field with the placeholder text "Please fill in project Name"
- Type:** A dropdown menu currently set to "All". The dropdown list is open, showing options: "All", "Request/Purchase Bid Document", and "Submit Bid Document".
- Start Date:** A date input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- End Date:** A date input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- Buttons:** A blue "Search" button and a yellow "Clear" button.

Picture 61 Display of searching task