



# **VENDOR MANAGEMENT APP**

Manuel d'utilisation / User's manual

## Vendor Management App

Vendor Management App est une application web, développé par UBA Cameroun dans le but de donner la possibilité à ses potentiels fournisseurs et prestataires de services d'effectuer leur demande en ligne ; et aussi de postuler à un appel d'offre lorsqu'il est lancé.

Donc via cette plateforme, les prestataires de services et l'équipe de UBA en charge du Coorporate Service sont mis en relation.

Lien : <https://u-feedback.ubagroup.com:6060/en/auth/signIn/>

## Vendor Management : **Cas d'utilisation user (prestataire)**

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# Vendor Management : Cas d'utilisation user (prestataire)

Cette plateforme est disponible en deux langues : Le français et l'anglais

The screenshot shows the Vendor Management platform interface. At the top left, there is a logo for 'Vendor Management'. In the top right corner, there is a language selection menu with the text 'Choose your language' and a dropdown menu currently showing 'En'. A blue callout box with an arrow points to this menu, containing the text: 'Vous pouvez choisir de votre langue de préférence en cliquant ici'. Below the language menu is a 'Register' button. The main content area is a large red rectangle with the text 'Sign In' at the top left. Below this, there is a 'Sign In' section with the subtext 'Enter your credentials'. It contains two input fields: 'Email' and 'password'. Below these fields is a red 'Submit' button. Underneath the 'Submit' button, there are three links: 'Click here to reset your password', 'You don't have an account yet ? [registration](#)', and 'Do you want to contact us ? [Contacts](#)'. A blue callout box with an arrow points to the 'Contacts' link, containing the text: 'En de besoin d'informations, n'hésitez pas de nous contacter'. At the bottom of the red rectangle, there is a footer with the text: 'Our Vendor Management platform helps you to manage the relationship with your suppliers. UBA Group'. At the very bottom of the page, it says 'Built by Uba Cameroun'. On the right side, there is a white box containing technical assistance contact information: 'Contacts assistance technique : Disponibles aux heures ouvrables uniquement. Mobile : 00237 671 399 302 et 00237 696 65 09 05. E-mails : [fabrice.kutnjem@ubagroup.com](mailto:fabrice.kutnjem@ubagroup.com) et [jean.atangana@ubagroup.com](mailto:jean.atangana@ubagroup.com)'.

## Vendor Management : Cas d'utilisation user (prestataire)

### 1 - Inscription

# Vendor Management : Cas d'utilisation user (prestataire)

## 1- Inscription

Pour l'inscrire :  
Cliquer sur le bouton : **Register**

**Vendor Management** Choose your language **En**

**Sign In**

**Register**

**Sign In**  
Enter your credentials

Email

password

**Submit**

[Click here](#) to reset your password

You don't have an account yet ? [registration](#)

Do you want to contact us ?  
[Contacts](#)

**Contacts assistance technique :**  
Disponibles aux heures ouvrables  
uniquement  
**Mobile :** 00237 671 399 302 et 00237  
696 65 09 05  
**E-mails :**  
[fabrice.kutnjem@ubagroup.com](mailto:fabrice.kutnjem@ubagroup.com) et  
[jean.atangana@ubagroup.com](mailto:jean.atangana@ubagroup.com)

"Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively."  
UBA Group

Built by [Uba Cameroun](#)

# Vendor Management : Cas d'utilisation user (prestataire)

## 1- Inscription

Remplir les différents champs du formulaire et respecter les spécificités du champs **password**.

**NB:** L'adresse e-mail que vous allez entrer doit être accessible, car des notifications vous seront envoyées via cette adresse

Vendor Management

Choose your language En

### Registration Form

please fill in the form bellow to signUp

Ulrich

BITGNA

676393371

jbnulrich@gmail.com

Female

————— PASSWORD —————

Password

special characters can be : @#%\*^\*!

Confirm Password

**Register**

Do you want to contact us ?  
[Contacts](#)

Vendor Registration **Login**

"Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively.."  
UBA Cameroun

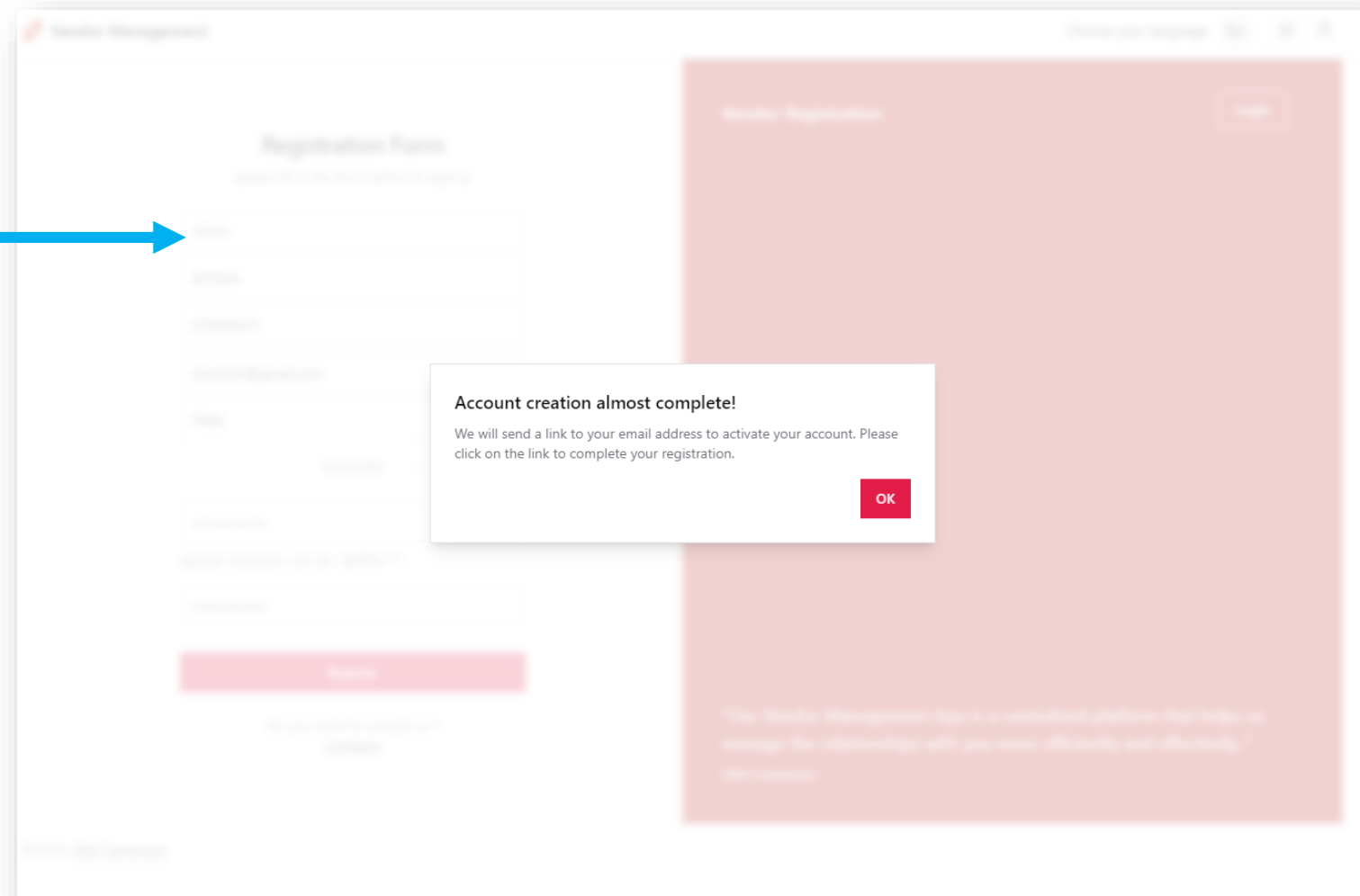
Built by [Uba Cameroun](#)

# Vendor Management : Cas d'utilisation user (prestataire)

## 1- Inscription

### Notification de confirmation de création de compte

Veillez vous rendre dans votre messagerie Mail pour activer votre compte

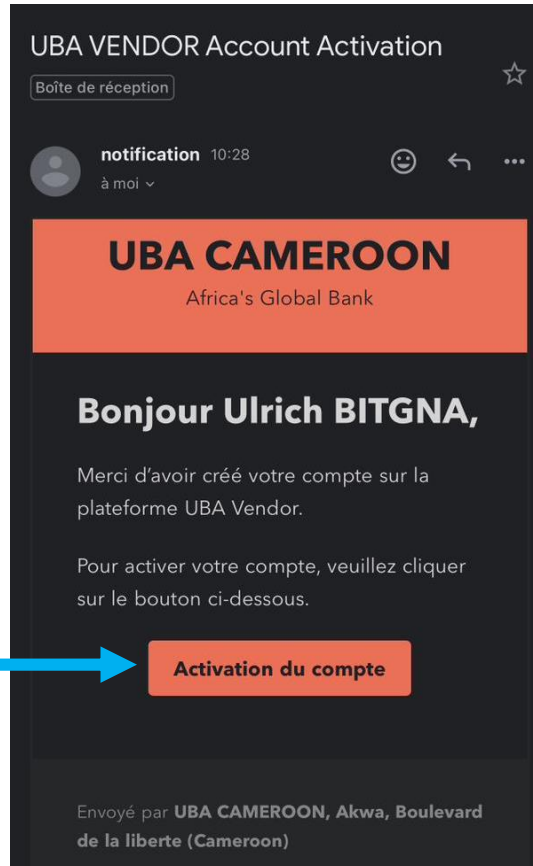




# Vendor Management : Cas d'utilisation user (prestataire)

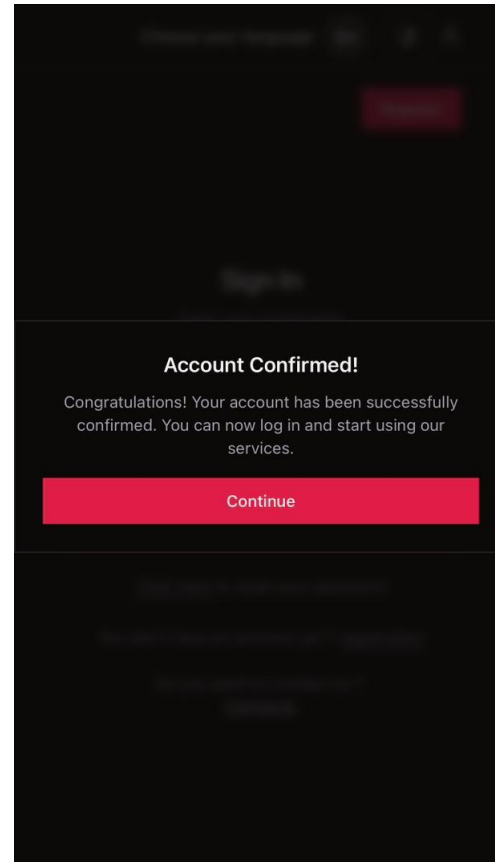
## 1- Inscription

### Messagerie Mail



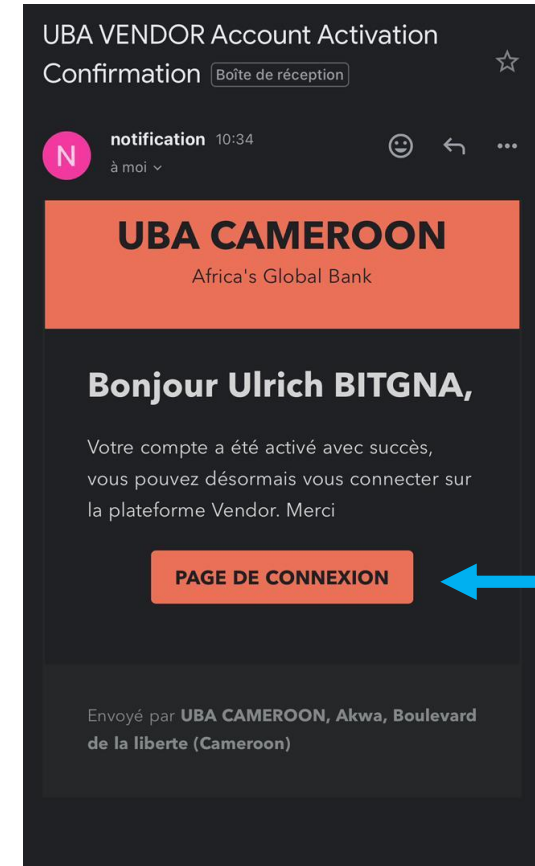
Cliquez sur le bouton « **Activation du compte** »

### Redirection Navigateur



Notification de confirmation d'activation de compte

### Messagerie Mail



Notification de confirmation d'activation de compte

## Vendor Management : Cas d'utilisation user (prestataire)

### 2- Authentification

# Vendor Management : Cas d'utilisation user (prestataire)



## 2- Authentification

Cette opération se passe en 2 phases :

**Phase 1: Entrer vos identifiants correct email et mot de passe**

The screenshot shows the Vendor Management interface. At the top left, it says "Vendor Management". On the right, there is a language selector "Choose your language" with "En" selected, and a user profile icon. A red "Register" button is in the top right. The main content area is a dark red box with "Sign In" at the top. Below it, there is a form with two input fields: the first contains "jbnulrich@gmail.com" and the second contains ".....". A red "Submit" button is below the form. Underneath the form, there are links: "Click here to reset your password", "You don't have an account yet ? [registration](#)", and "Do you want to contact us ? [Contacts](#)". At the bottom of the red box, there is a quote: "Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively." followed by "UBA Group". Below the red box, it says "Built by [Uba Cameroun](#)". A blue arrow points from the top right towards the sign-in form.

# Vendor Management : Cas d'utilisation user (prestataire)

## 2- Authentification

### Phase 2:

Si c'est votre première connexion, scannez le QR Code qui s'affiche à l'écran via l'application « **Google Authenticator** » que vous devez installer au préalable dans un de vos téléphone.



*Disponible sur AppStore et PlayStore*

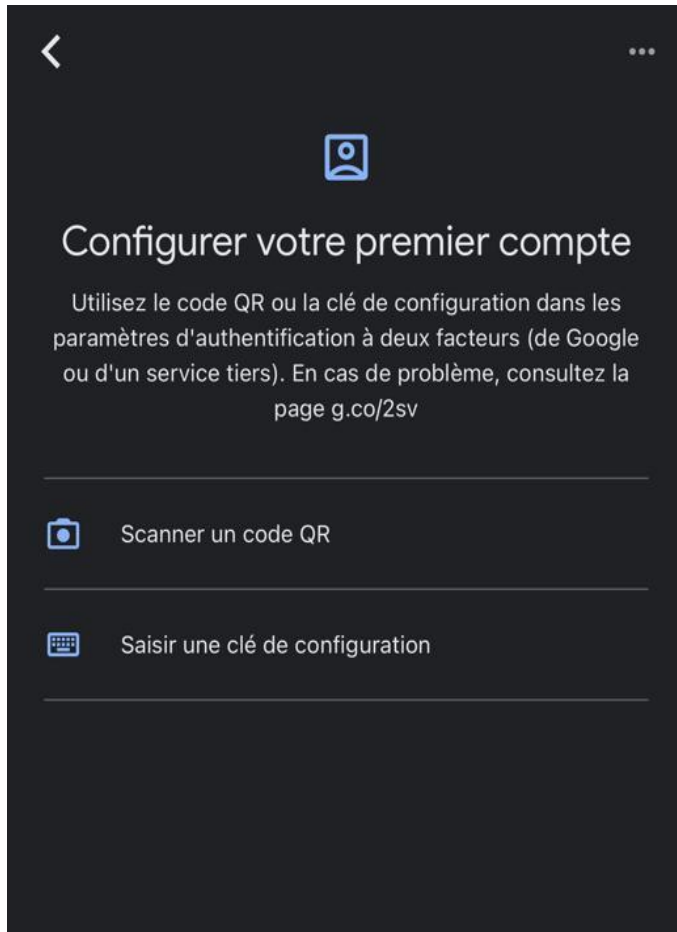
The screenshot shows the sign-in interface of the Vendor Management app. The top bar includes the "Vendor Management" logo, a language selector set to "En", and icons for settings and user profile. The main content area is split into two panels. The left panel has a red background with the text "Sign In" at the top, a quote: "Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively." and "UBA Group" at the bottom. The right panel has a white background with the text "Sign In" and "Enter your credentials". It features a QR code, a text input field labeled "2Fa Code", a red "Submit" button, and links for "Click here to reset your password", "You don't have an account yet ? registration", and "Do you want to contact us ? Contacts". At the bottom, it says "Built by Uba Cameroun".

# Vendor Management : Cas d'utilisation user (prestataire)

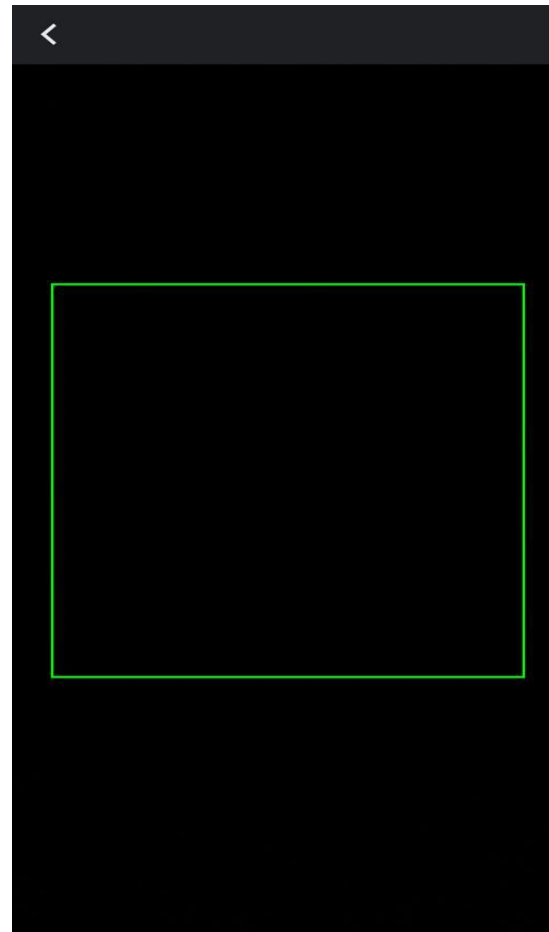
## 2- Authentification



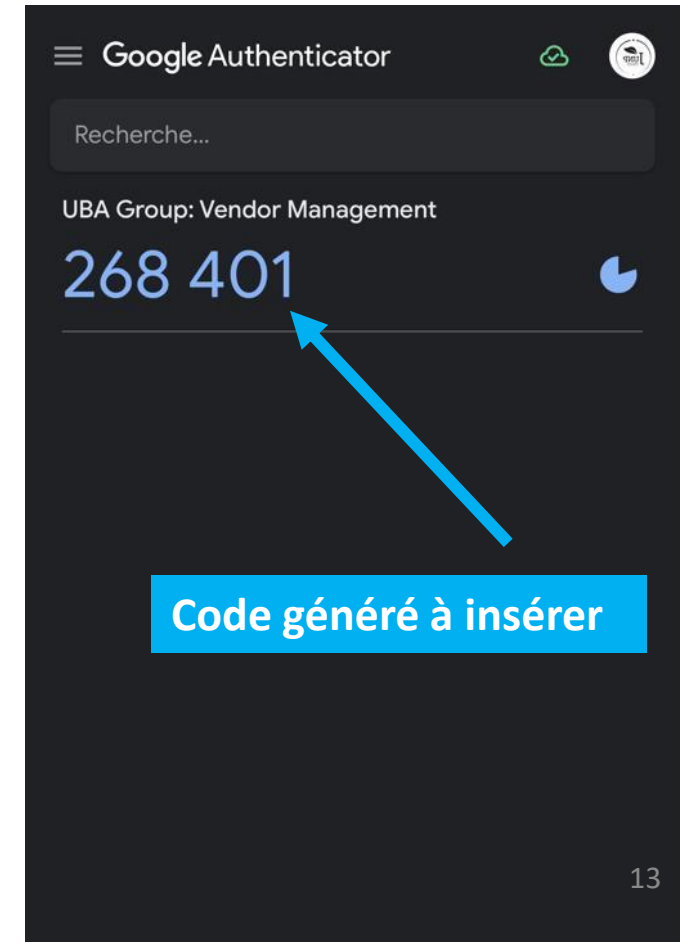
Application Google Authenticator



Application Google Authenticator



Application Google Authenticator

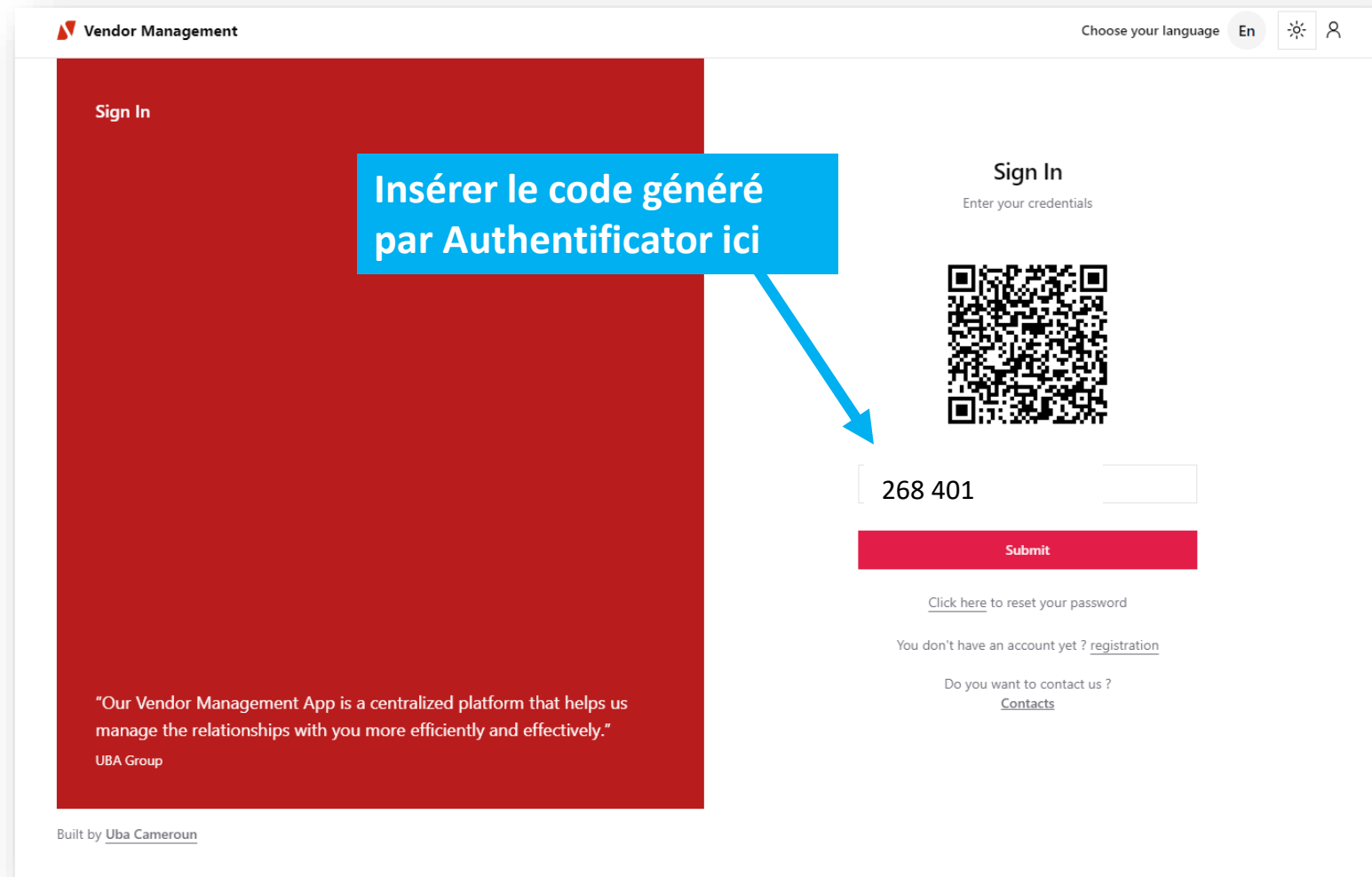


# Vendor Management : Cas d'utilisation user (prestataire)

## 2- Authentification

### Phase 2:

Si c'est votre première connexion, scannez le QR Code qui s'affiche à l'écran via l'application « **Google Authenticator** » que vous devez installer au préalable dans un de vos téléphones.



The screenshot shows the 'Vendor Management' Sign In page. On the left, there is a red background with the text 'Sign In' and a quote: "Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively." Below the quote is 'UBA Group' and 'Built by Uba Cameroun'. On the right, the 'Sign In' form is visible, with the text 'Enter your credentials'. A QR code is displayed, and a blue callout box with the text 'Insérer le code généré par Authenticator ici' points to it. Below the QR code is a text input field containing '268 401' and a 'Submit' button. At the bottom of the form, there are links for 'Click here to reset your password', 'You don't have an account yet ? registration', and 'Do you want to contact us ? Contacts'.

## **Vendor Management : Cas d'utilisation user (prestataire)**

*Après la phase d'authentification vous être automatiquement connecté, à votre profil utilisateur. Vous pouvez mettre à jour les paramètres de profil et soumettre vos offres.*

## Vendor Management : Cas d'utilisation user (prestataire)

### 3- Critères généraux de la compagnie



# Vendor Management : Cas d'utilisation user (prestataire)

## 3- Création des critères généraux de la compagnie

Renseigner les différents champs du formulaire en insérant les éléments obligatoires.

Après avoir téléchargé un document, valider en cliquant sur le bouton « Submit »

**N.B:** Les documents téléchargés doivent être du type PDF et la taille par document doit être inférieur ou égale à 2 mégas (MB)

The screenshot displays the 'Vendor Management' interface. On the left, a navigation menu includes 'Vendor', 'Submit Offer', 'Profiles', 'User', and 'Company'. The main content area is titled 'Profile > Company' and 'Company General Criteria'. The form contains the following fields:

- Company Name:** Koze Consulting
- Nature Of Activities:** IT
- NIU:** P0212144448448M
- Number Of Employee:** 56
- Annual Turnover (2023):** 1000000000

Below the form is a section for 'SCANNED DOCUMENTS' with three upload fields:

- Oganigram ?**: Choose File 117263263.pdf [Submit]
- Rccm ?**: Choose File No file chosen [Submit]
- Statut Of Enterprise ?**: Choose File No file chosen [Submit]

The page number '17' is visible in the bottom right corner.

# Vendor Management : Cas d'utilisation user (prestataire)

## 3- Mise à jour

Vous pouvez mettre à jour à n'importe quel moment votre entreprise en modifiant les informations et les documents téléchargés

Vous pouvez aussi pré-visualiser les informations renseignées.

The screenshot shows the 'Vendor Management' interface. On the left is a sidebar with navigation options: Vendor, Submit Offer, Profiles, User, and Company. The main content area is titled 'Company General Criteria' with a 'Submitted' status. The form contains the following fields:

- Company Name: Koze Consulting
- Nature Of Activities: IT
- NIU: P0212144448448M
- Number Of Employee: 56
- Annual Turnover (2023): 100000000000

Below the form is an 'Update Profile' button. Underneath is a section for 'SCANNED DOCUMENTS' with two entries:

- Oganigram ? : Choose File No file chosen (with status icons: checkmark, eye, edit)
- Rccm ? : Choose File No file chosen (with status icons: checkmark, eye, edit)

## Vendor Management : Cas d'utilisation user (prestataire)

### 4- Critères spécifiques de la compagnie

# Vendor Management : Cas d'utilisation user (prestataire)

Sélectionner le(s)  
secteur(s) d'activité(s)

Cliquez sur le lien « Submit Offer »  
pour accéder à la page des critères  
spécifiques

**Vendor Management** Choose your language **En**

Profile > Company

**Company General Criteria** Submitted

Vendor  
Submit Offer  
Profiles  
User  
Company

Company Name: Koze Consulting  
Nature Of Activities: IT  
NIU: P0212144448448M  
Number Of Employee: 56  
Annual Turnover (2023): 100000000000

**Update Profile**

SCANNED DOCUMENTS

Oganigram ?  
Choose File No file chosen

Rccm ?  
Choose File No file chosen

# Vendor Management : Cas d'utilisation user (prestataire)

Sélectionner le(s)  
secteur(s) d'activité(s)

Cliquez sur le bouton « Add » pour  
choisir le secteur d'activité

Vendor Management

Choose your language En

Dashboard > Offers

**Choose your sector of activity**

List of all submitted offers with their statuses

Filter by Category...

Columns

<input type="checkbox"/>	Category	Vendor	Creation Date	Status
No results.				

0 of 0 row(s) selected.

Previous Next

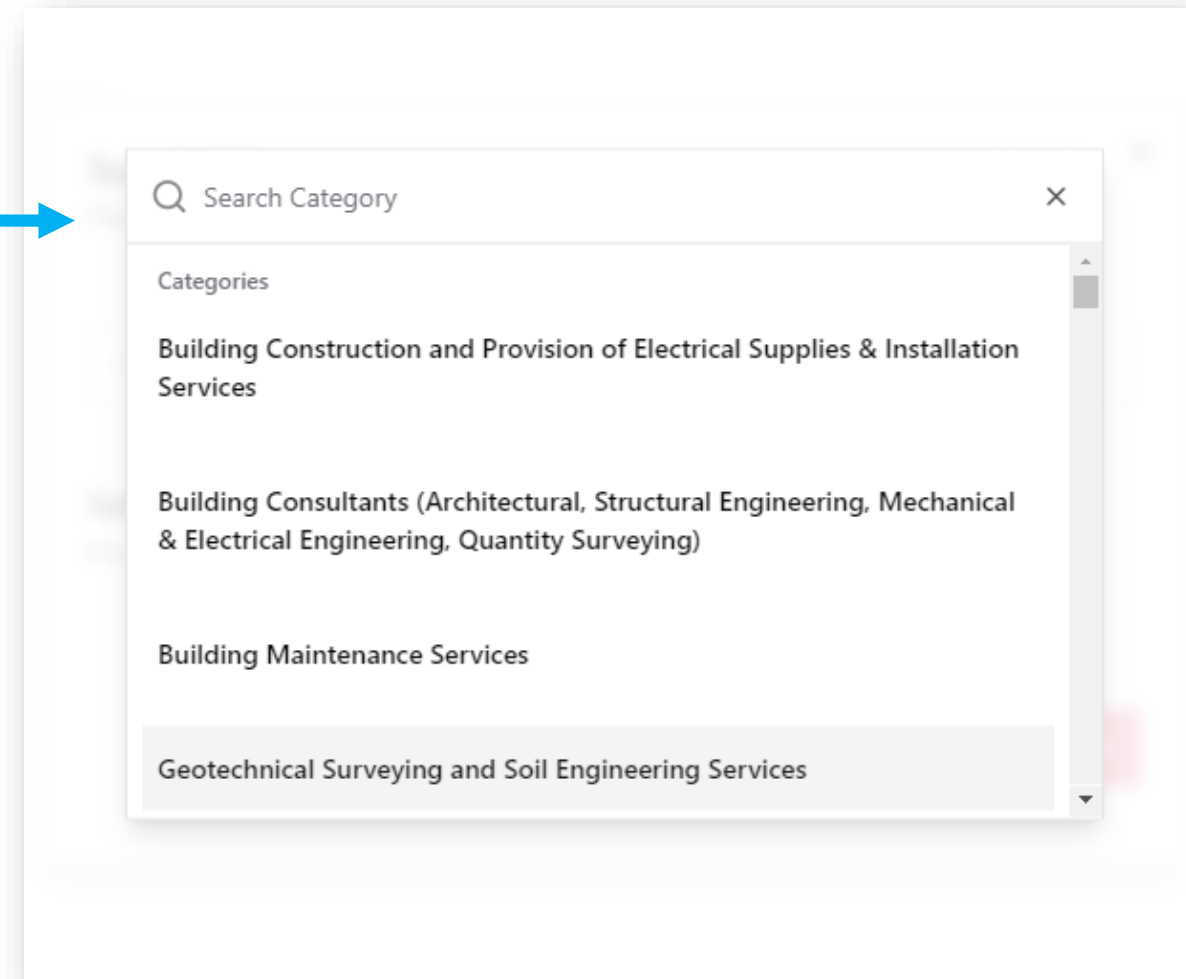
Add

# Vendor Management : Cas d'utilisation user (prestataire)

## Soumettre une offre

Sélectionnez un secteur d'activité sur cette liste déroulante.

Vous pouvez sélectionner plusieurs secteurs d'activité si votre entreprise est multiservices (l'un après l'autre)



# Vendor Management : Cas d'utilisation user (prestataire)



## Soumettre une offre

Télécharger le(s) document(s) requis pour le secteur d'activité et cliquer sur le bouton « Submit »

**N.B:** pour les secteurs d'activités qui n'ont pas de document à télécharger, cliquer sur le bouton « Submit »

The screenshot shows a 'Submit Offer' modal window. At the top, it says 'Submit Offer' and 'You can update the fields bellow.' Below this is a 'Search Category' input field. The main section is titled 'Building Consultants (Architectural, Structural Engineering, Mechanical & Electrical Engineering, Quantity Surveying)' with the instruction 'Provide files if applicable for your category.' There are two file upload sections: 'Company Profile And Organizational Structure' and 'Evidence Of Registration With Relevant Regulatory Body'. Each section has a 'Choose File' button, a 'No file chosen' status, and icons for help, success, visibility, and edit. A 'Submit' button is located at the bottom right of the form. Three blue arrows point to the 'Choose File' buttons and the 'Submit' button.

# Vendor Management : Cas d'utilisation user (prestataire)



Mettre à jour une offre

Vous pouvez modifier ou supprimer vos offres si vous le souhaitez

The screenshot shows the Vendor Management interface. On the left is a sidebar with navigation options: Vendor, Submit Offer, Profiles, User, and Company. The main area is titled 'Dashboard > Offers' and 'Choose your sector of activity'. Below this is a list of submitted offers with a filter box and a table. The table has columns for Category, Vendor, Creation Date, and Status. Two offers are listed, both from 'Grégory Goufan A Zock'. The first offer is 'Building Consultants (Architectural, Structural Engineering, Mechanical & Electrical Engineering, Quantity Surveying)' with a status of 'PENDING'. The second offer is 'Building Maintenance Services' with a status of 'PE'. An 'Actions' menu is open for the second offer, showing 'Edit' and 'Delete' options. A blue arrow points to the 'Delete' option. At the bottom, it says '0 of 2 row(s) selected.' and there are 'Previous' and 'Next' navigation buttons.

<input type="checkbox"/>	Category	Vendor	Creation Date	Status	...
<input type="checkbox"/>	Building Consultants (Architectural, Structural Engineering, Mechanical & Electrical Engineering, Quantity Surveying)	Grégory Goufan A Zock	01/02/2024 11:05:05	PENDING	...
<input type="checkbox"/>	Building Maintenance Services	Grégory Goufan A Zock	01/02/2024 11:05:45	PE	...



## Vendor Management : Cas d'utilisation user (prestataire)

### 5- Mot de passe oublié ?

# Vendor Management : Cas d'utilisation user (prestataire)



## Mettre à jour votre mot de passe

En cas d'oublie de mot de passe.  
Cliquez sur ce lien

The screenshot shows the Vendor Management web interface. At the top left, it says "Vendor Management". At the top right, there are options for "Choose your language" (set to "En"), a sun icon for theme, and a user profile icon. On the left side, there is a large red rectangular area with the text "Sign In" at the top. On the right side, there is a "Register" button. Below the "Sign In" heading, it says "Enter your credentials". There are two input fields: "Email" and "password". Below these is a red "Submit" button. Underneath the "Submit" button, there is a link that says "Click here to reset your password". Below that is a link for "You don't have an account yet ? registration". At the bottom of the sign-in section, there is a link for "Do you want to contact us ? Contacts". A blue arrow points from the text on the left to the "Click here to reset your password" link. At the bottom of the page, there is a footer with the text "Built by Uba Cameroun".

# Vendor Management : Cas d'utilisation user (prestataire)

## Mettre à jour votre mot de passe

Entrez votre adresse e-mail.

Et consultez votre boîte mail pour suivre le processus.

Vendor Management

Choose your language En

Forgot Password

Forgot Password

Enter your new password.

Email

name@company.com

Initiate Reset

You don't have an account yet ? [registration](#)

Do you want to contact us ? [Contacts](#)

“Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively.”

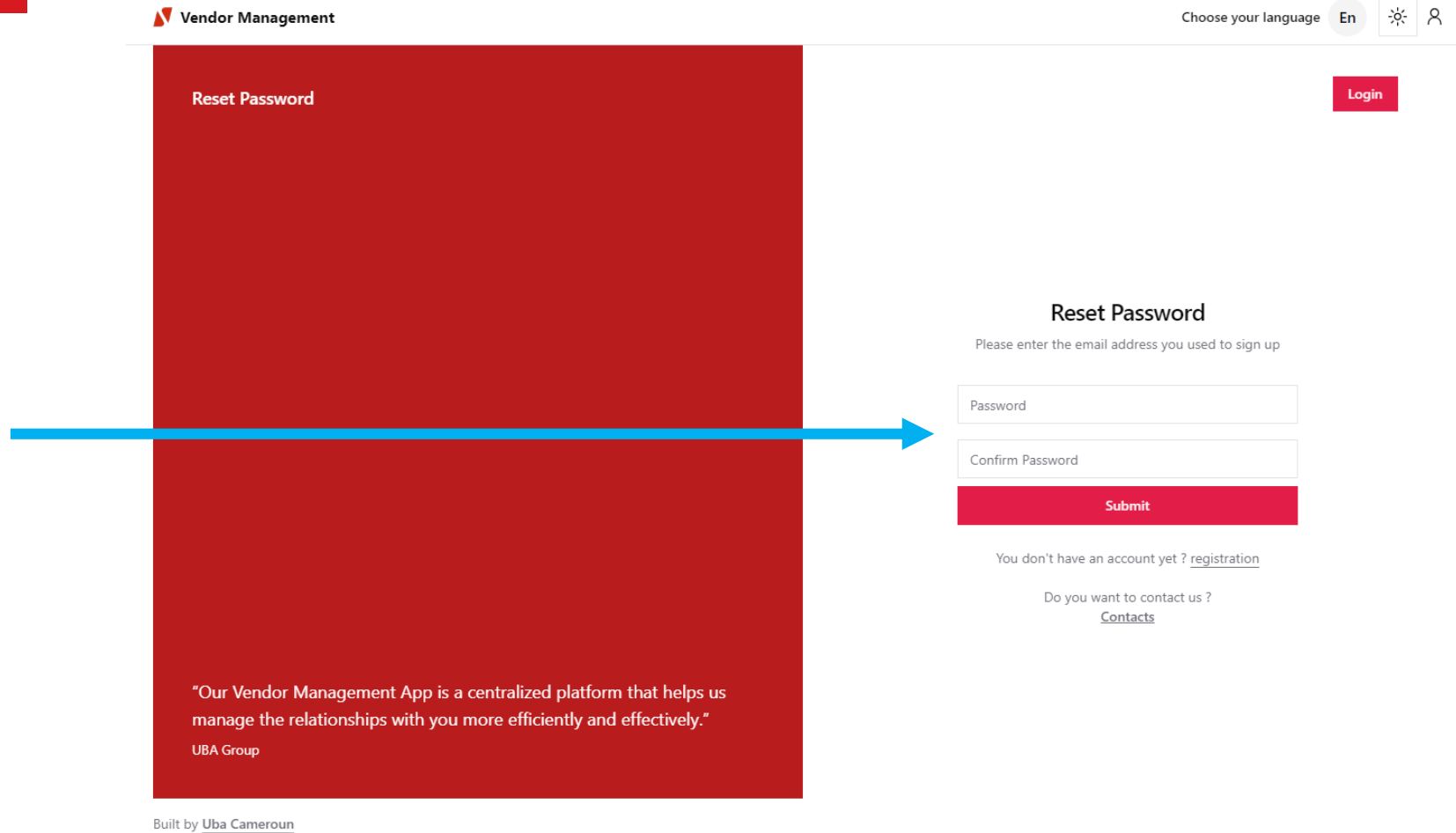
UBA Group

Built by [Uba Cameroun](#)

# Vendor Management : Cas d'utilisation user (prestataire)

Mettre à jour votre mot de passe

Entrer votre nouveau mot de passe



The screenshot shows the 'Reset Password' page in the Vendor Management system. The page has a dark red header with the text 'Vendor Management' and a 'Login' button. The main content area is white and contains the 'Reset Password' form. The form includes a sub-header 'Reset Password', a prompt 'Please enter the email address you used to sign up', and two input fields: 'Password' and 'Confirm Password'. Below the input fields is a red 'Submit' button. At the bottom of the form, there are links for 'registration' and 'Contacts'. A blue arrow points from the text 'Entrer votre nouveau mot de passe' to the 'Password' input field.

Vendor Management

Choose your language En

Login

Reset Password

Please enter the email address you used to sign up

Password

Confirm Password

Submit

You don't have an account yet ? [registration](#)

Do you want to contact us ? [Contacts](#)

"Our Vendor Management App is a centralized platform that helps us manage the relationships with you more efficiently and effectively."  
UBA Group

Built by [Uba Cameroun](#)

# Thank You