User Manual - Vendor

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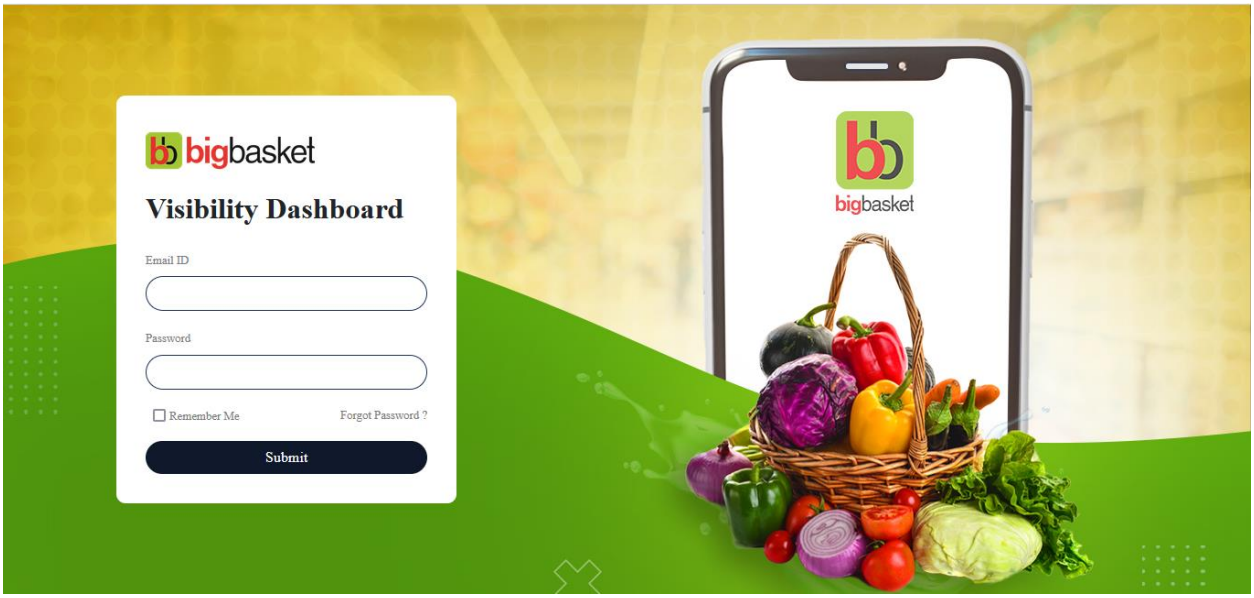
1. Login

- The URL to the portal to enter in the browser.
- The Received credentials by entered to log in to the portal.

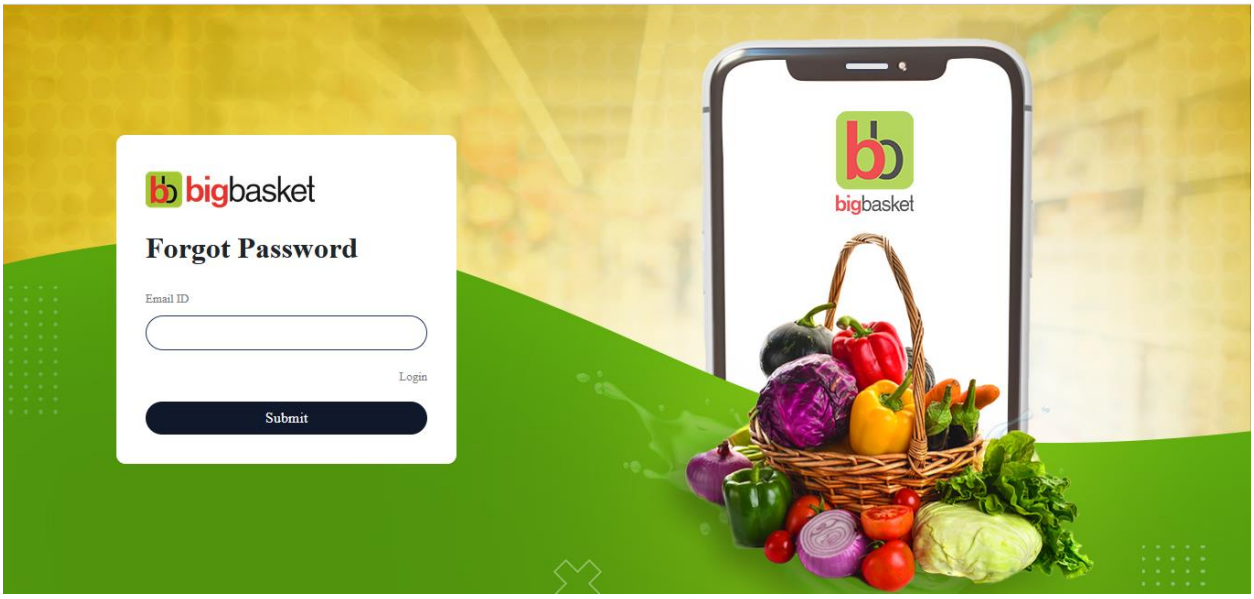
Email Id: xxxxxxx

Password: xxxxxxx



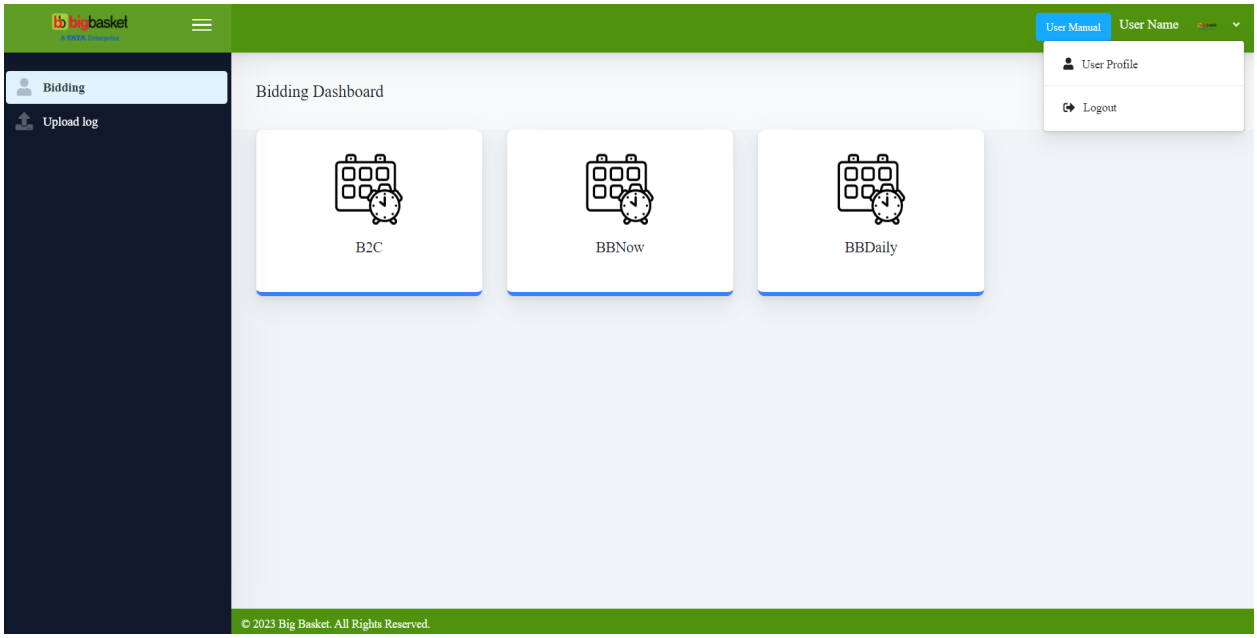
1.1 Forgot Password

- By clicking on Forgot password, User will be directed to a specific page.
- User will be entered valid email ID, the link will be sent to the particular mail id.
- From there, Vendor can change the password by giving New Password and Confirm password.
- By clicking on save button, the new password will be generated.

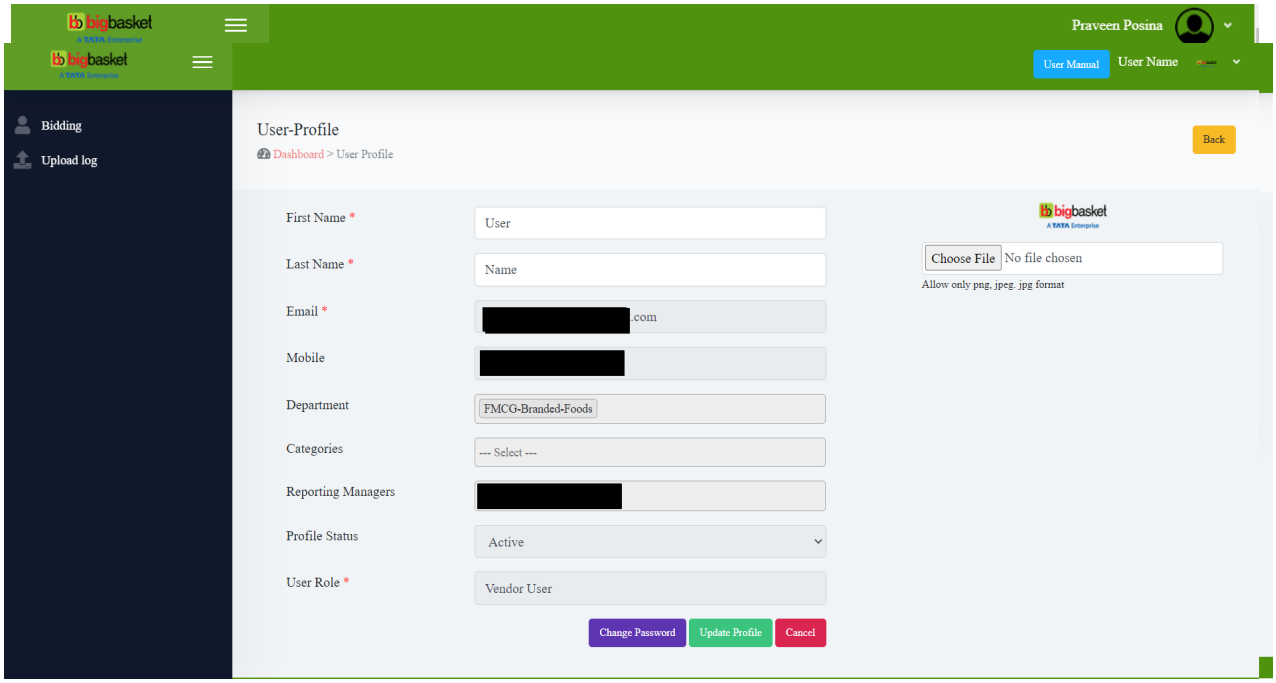

bigbasket
Forgot Password
Email ID
Login
Submit
bigbasket

1.2 My Profile

- By clicking on the User profile name, User can see the dropdown listed below.

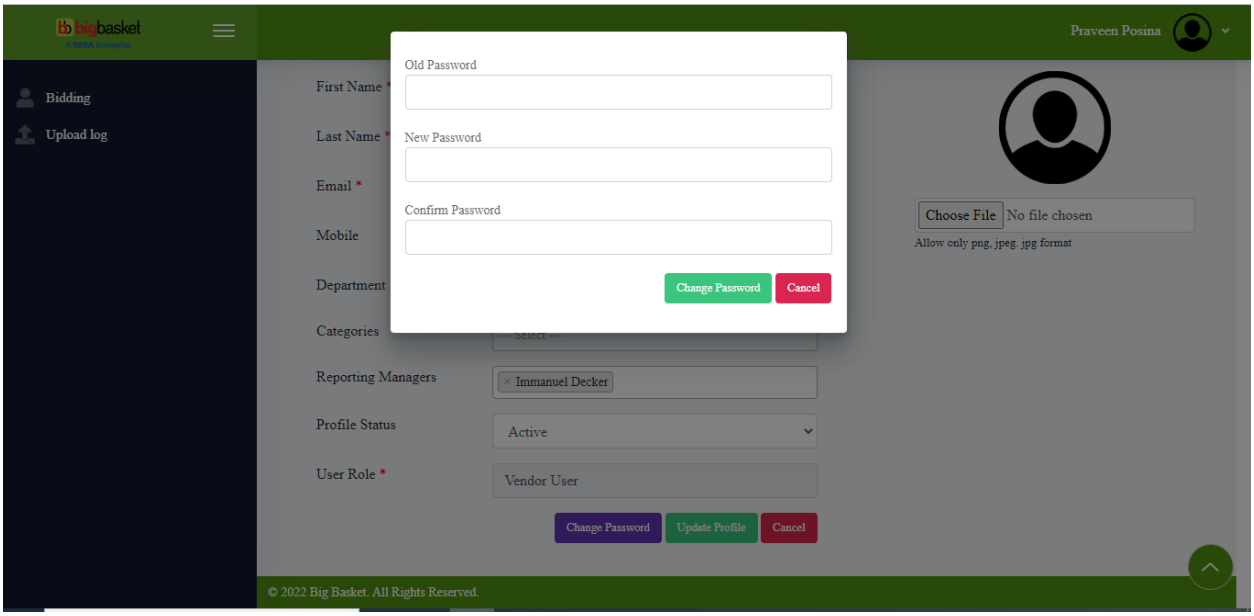


- By selecting the User profile, the User will be directed to the profile page
- Here, the Vendor can edit the required profile details and by clicking on the save the changes will be updated.



1.3 Change Password

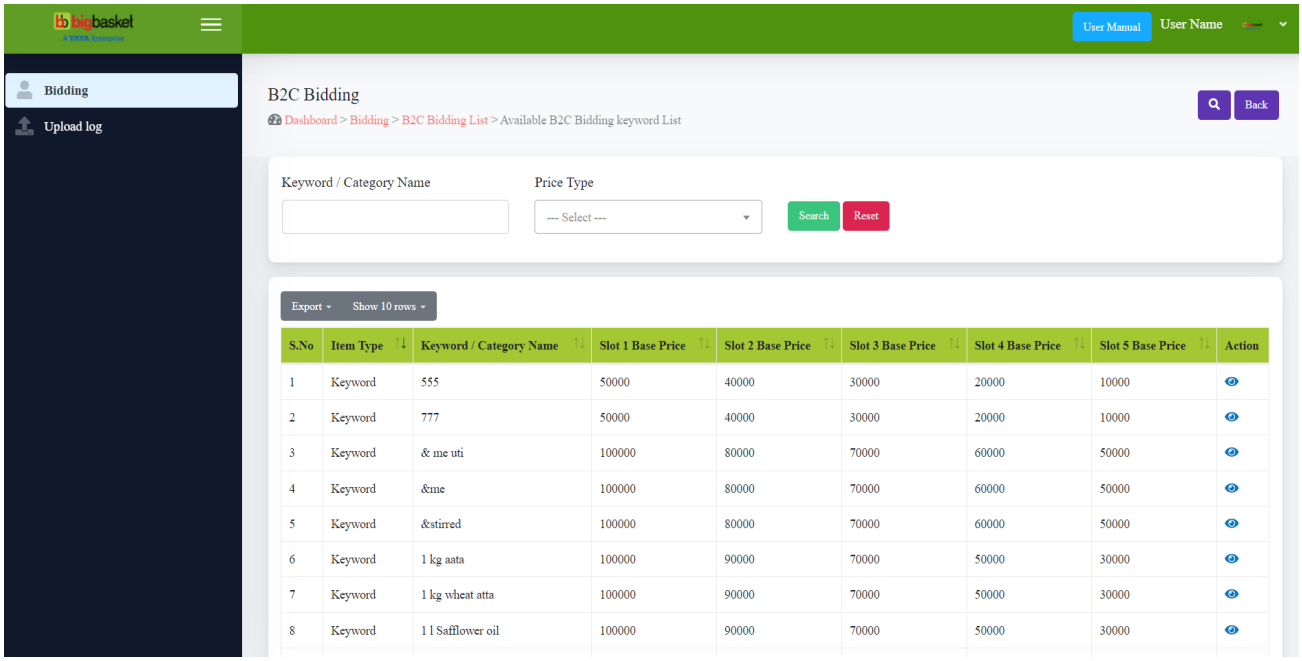
- By clicking on change password option, User will be directed to a specific page.
- From there, Vendor can change the password by giving New Password and Confirm password.
- By clicking on save button, the new password will be generated.



2 Bidding

It shows the following details of Bidding, Which contains

- Item Type
- Keyword/Category Name
- Action



S.No	Item Type	Keyword / Category Name	Slot 1 Base Price	Slot 2 Base Price	Slot 3 Base Price	Slot 4 Base Price	Slot 5 Base Price	Action
1	Keyword	555	50000	40000	30000	20000	10000	
2	Keyword	777	50000	40000	30000	20000	10000	
3	Keyword	& me uti	100000	80000	70000	60000	50000	
4	Keyword	&me	100000	80000	70000	60000	50000	
5	Keyword	&stirred	100000	80000	70000	60000	50000	
6	Keyword	1 kg aata	100000	90000	70000	50000	30000	
7	Keyword	1 kg wheat atta	100000	90000	70000	50000	30000	
8	Keyword	1 l Safflower oil	100000	90000	70000	50000	30000	

2.1.1 My Bidding

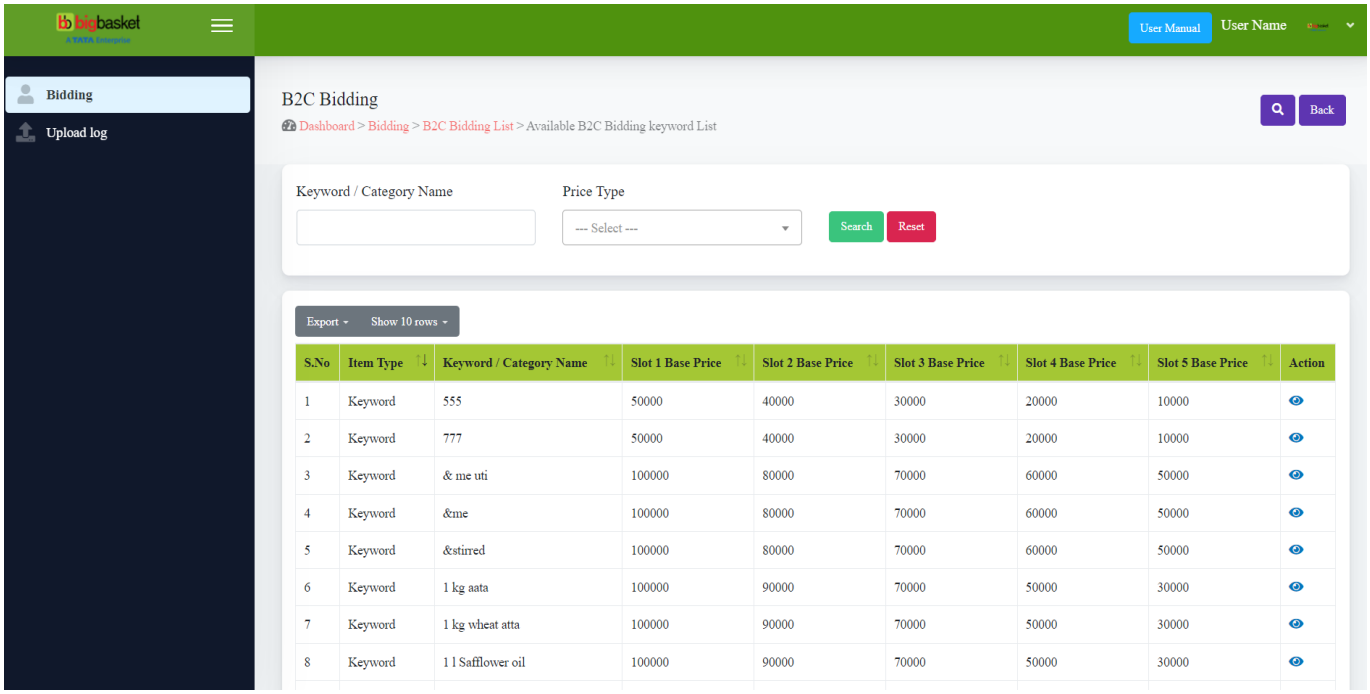
It shows the details of the My Bidding, It contains the Detail below

- S.No
- Item Type
- Keyword/Category Name
- Action

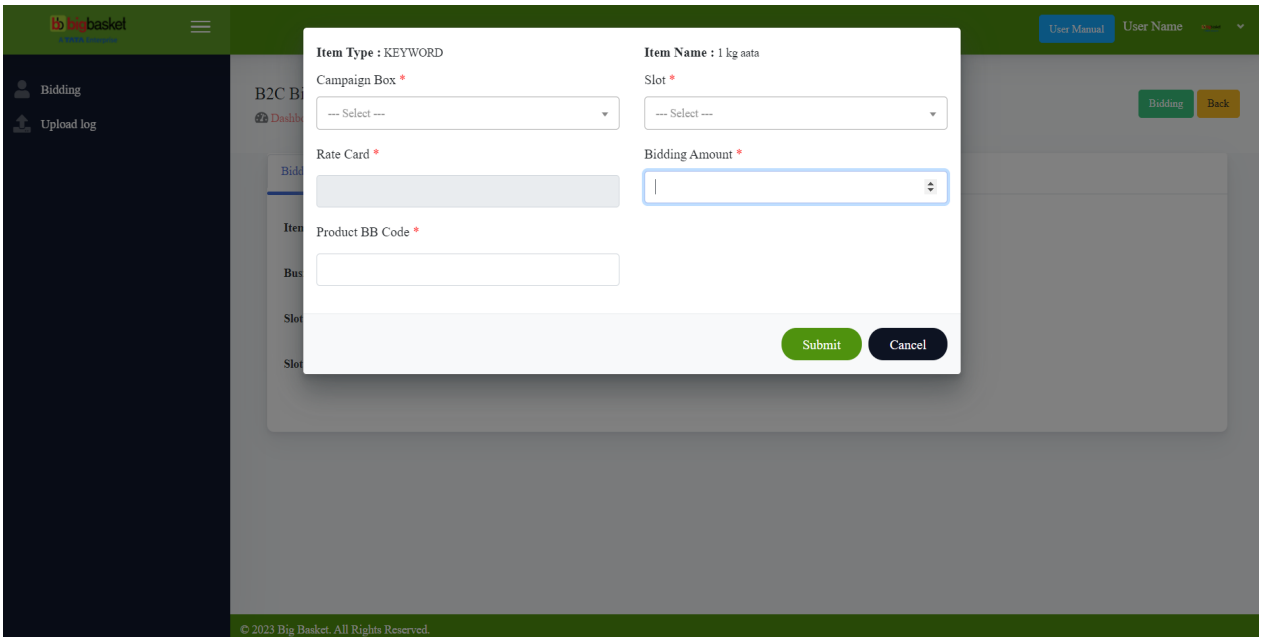
User can view the details of the Pending list by clicking on the view icon.

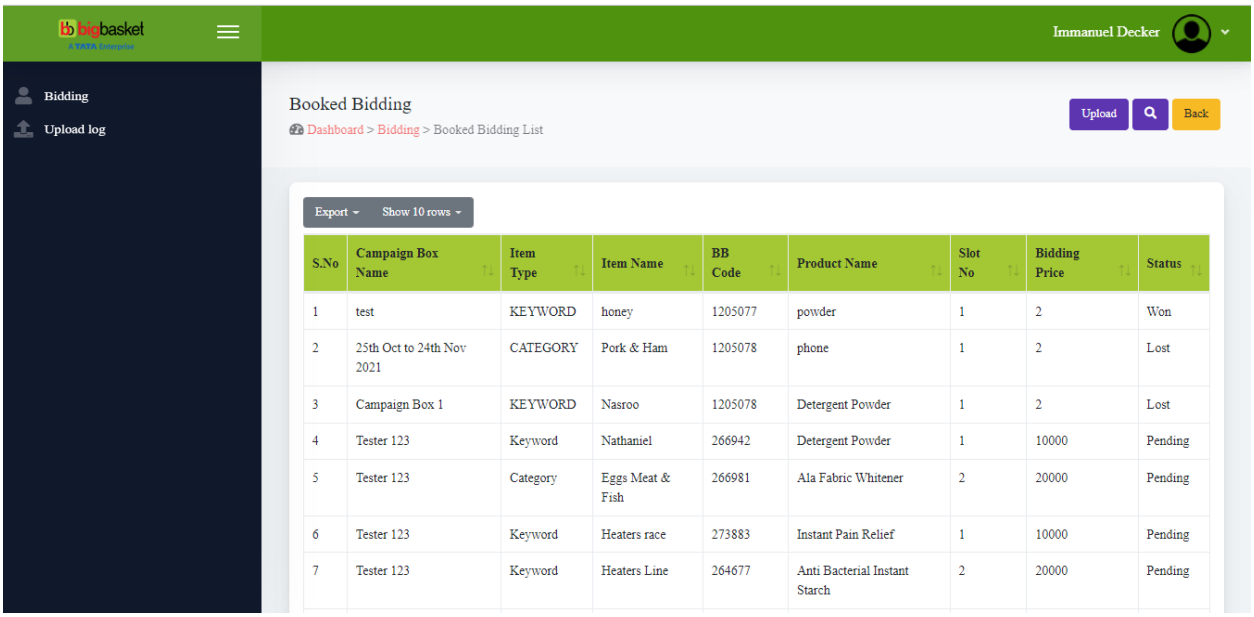
It Popup Comes, Bidding amount shall be shown the details, Incase Rate card not Configured shall not be viewed the details

- Enter Campaign Box
- Select Slot
- Rate Card
- Bidding amount Equal or higher only allowed, Incase enter Rate card decrease amount not allowed
- Product BB Code



S.No	Item Type	Keyword / Category Name	Slot 1 Base Price	Slot 2 Base Price	Slot 3 Base Price	Slot 4 Base Price	Slot 5 Base Price	Action
1	Keyword	555	50000	40000	30000	20000	10000	
2	Keyword	777	50000	40000	30000	20000	10000	
3	Keyword	& me uti	100000	80000	70000	60000	50000	
4	Keyword	&me	100000	80000	70000	60000	50000	
5	Keyword	&stirred	100000	80000	70000	60000	50000	
6	Keyword	1 kg aata	100000	90000	70000	50000	30000	
7	Keyword	1 kg wheat atta	100000	90000	70000	50000	30000	
8	Keyword	1 l Safflower oil	100000	90000	70000	50000	30000	

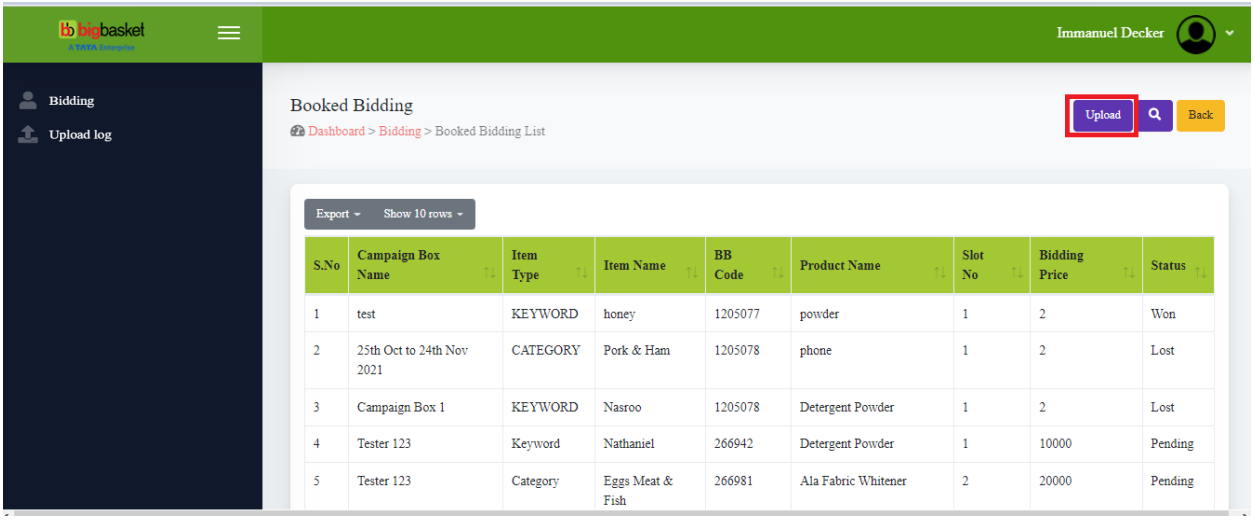


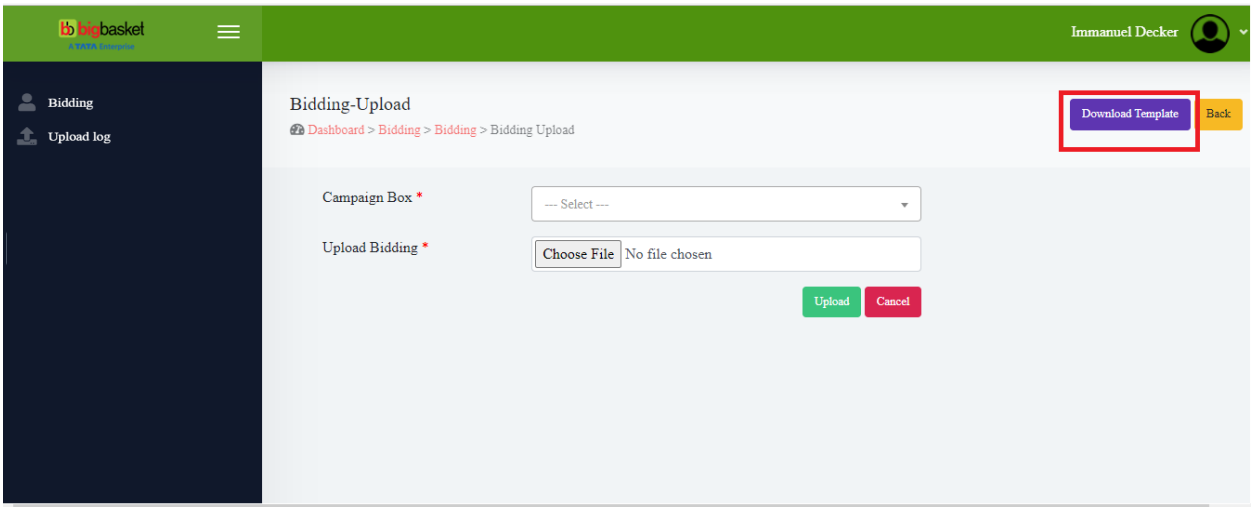


S.No	Campaign Box Name	Item Type	Item Name	BB Code	Product Name	Slot No	Bidding Price	Status
1	test	KEYWORD	honey	1205077	powder	1	2	Won
2	25th Oct to 24th Nov 2021	CATEGORY	Pork & Ham	1205078	phone	1	2	Lost
3	Campaign Box 1	KEYWORD	Nasroo	1205078	Detergent Powder	1	2	Lost
4	Tester 123	Keyword	Nathaniel	266942	Detergent Powder	1	10000	Pending
5	Tester 123	Category	Eggs Meat & Fish	266981	Ala Fabric Whitener	2	20000	Pending
6	Tester 123	Keyword	Heaters race	273883	Instant Pain Relief	1	10000	Pending
7	Tester 123	Keyword	Heaters Line	264677	Anti Bacterial Instant Starch	2	20000	Pending

2.1.2 Bidding Upload

Click on the bulk upload button
Click on the download template.
Fill in the template with the appropriate value and upload the file.
Bidding Keywords only Allowed For Bidding.
Keywords and Umbrella Keywords are not allowed
The new Bidding upload shall be created in the system.



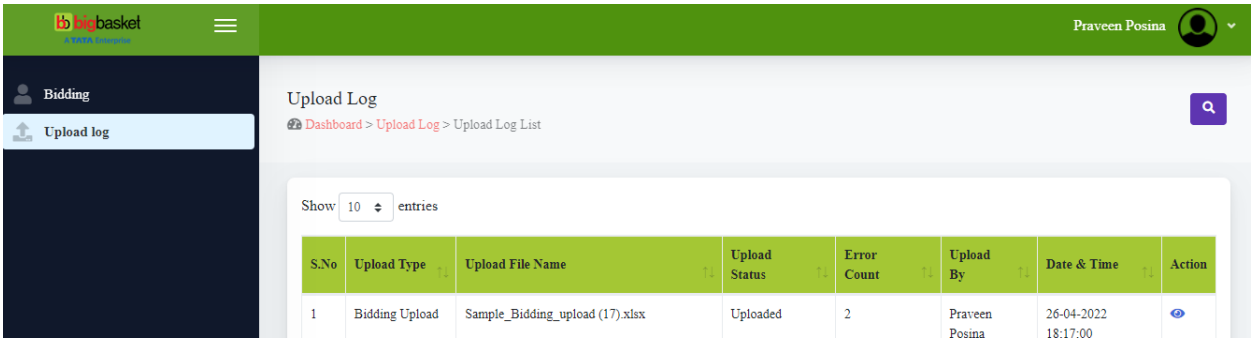


3.Upload Log

Upon navigating to the Upload Log section, the Files uploaded so far in the application will be listed

If there is an error in the uploaded file the error count will be displayed in the list

The Vendors can view the logs uploaded by all the Bidding Details

The files uploaded with error can be viewed by clicking on the view icon under the action

The records are filtered based on the applied filters.