

# **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.

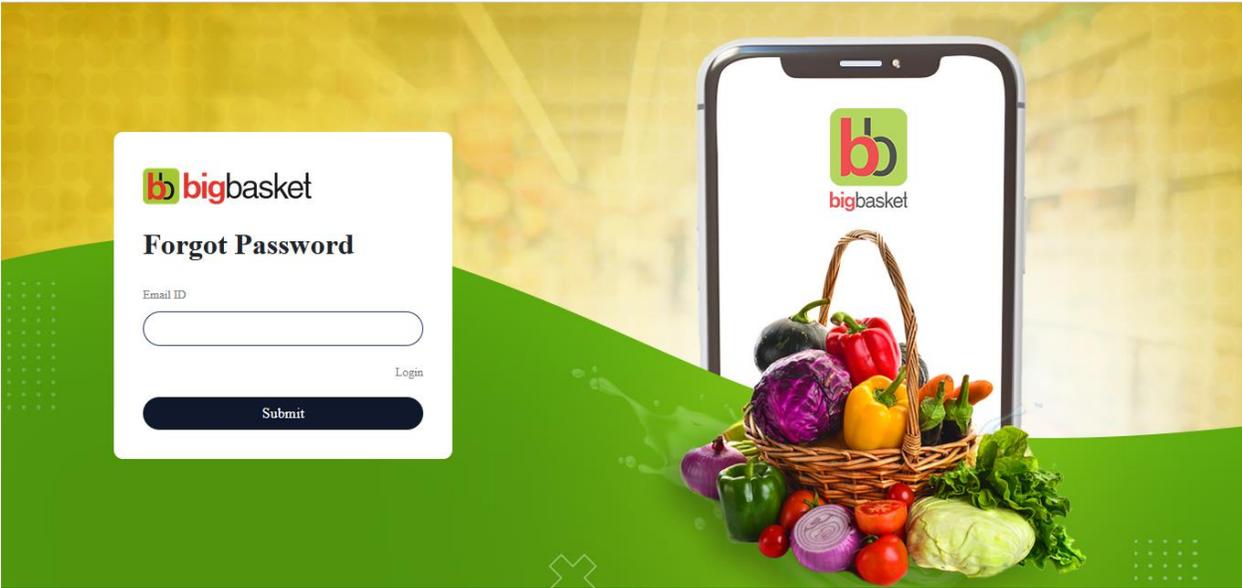
Email Id: xxxxxxxx

Password: xxxxxxxx



### 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.



**bb bigbasket**

## Forgot Password

Email ID

Login

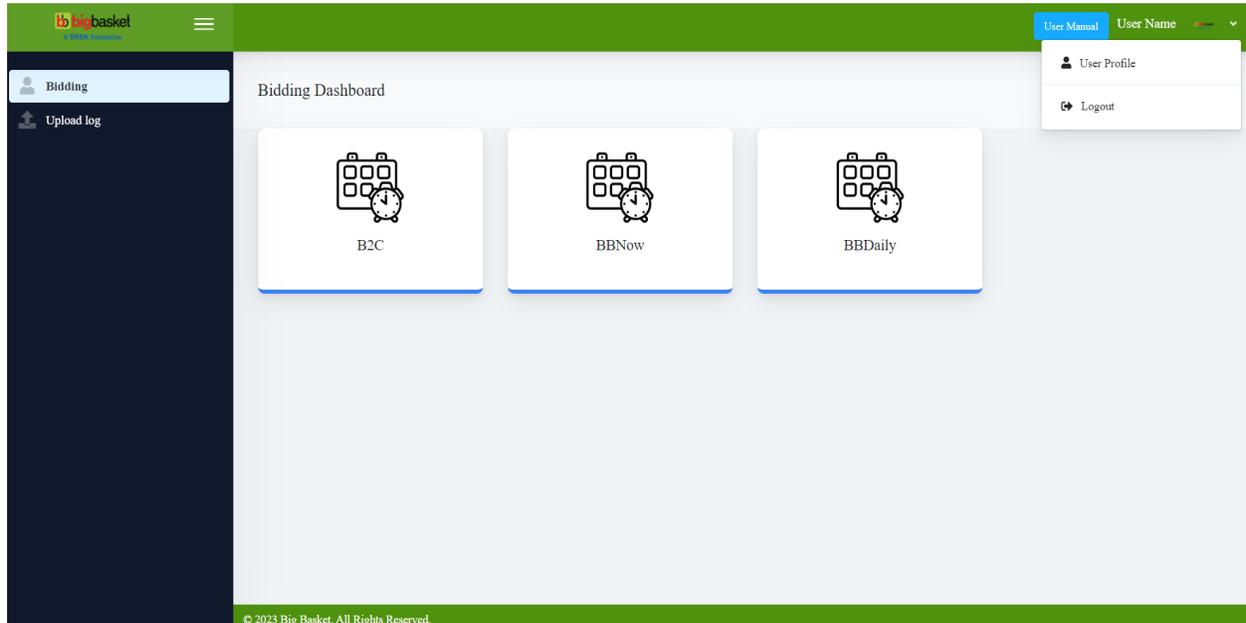
Submit

**bb**  
bigbasket

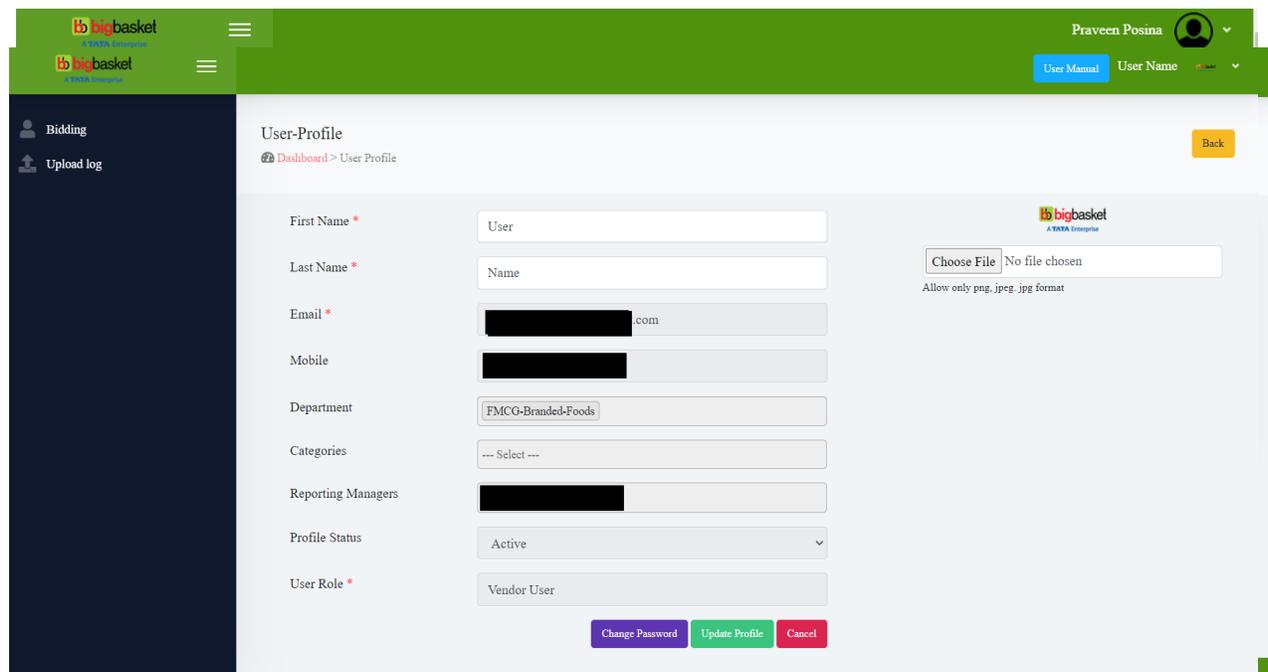


## 1.2 My Profile

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

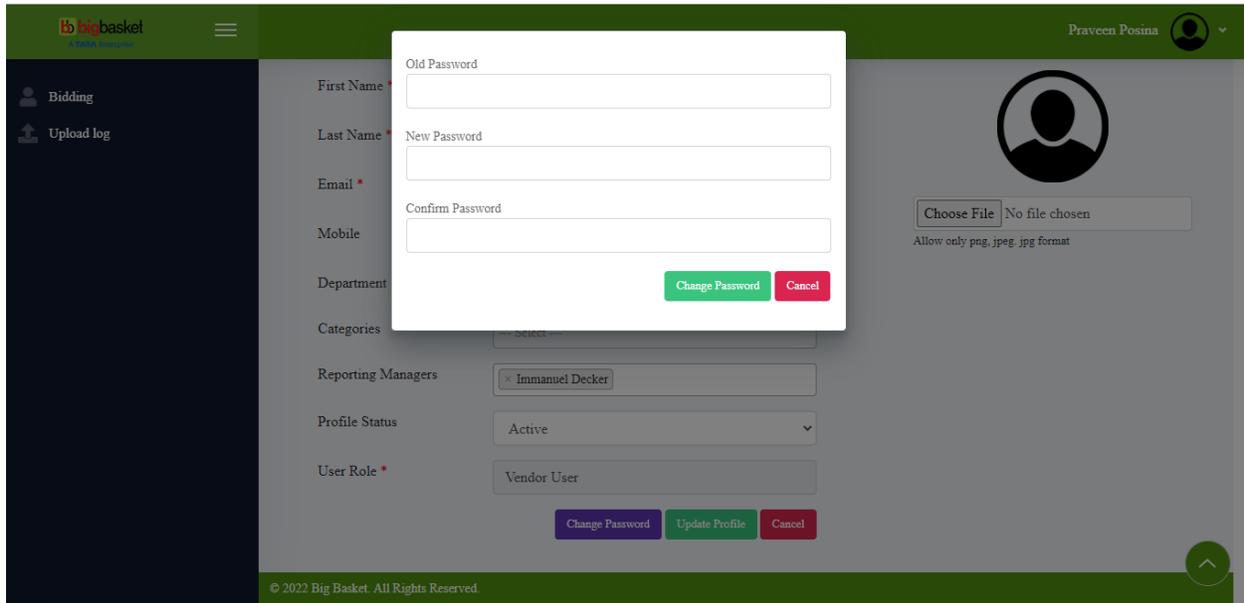


- By selecting the User profile, the User will be directed to the profile page
- Here, the Vendor can edit the required profile details and by clicking on the save the changes will be updated.



### 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

The screenshot displays the B2C Bidding interface. At the top, there is a green navigation bar with the 'ib basket' logo on the left and 'User Manual' and 'User Name' on the right. A sidebar on the left contains 'Bidding' and 'Upload log' options. The main content area is titled 'B2C Bidding' and includes a breadcrumb trail: 'Dashboard > Bidding > B2C Bidding List > Available B2C Bidding keyword List'. Below the title, there are search filters for 'Keyword / Category Name' and 'Price Type' (with a dropdown menu set to '--- Select ---'). There are 'Search' and 'Reset' buttons. Below the filters, there is an 'Export' button and a 'Show 10 rows' dropdown. The main data is presented in a table with the following columns: 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, and Action. The table contains 8 rows of bidding data.

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	<a href="#">👁</a>
2	Keyword	777	50000	40000	30000	20000	10000	<a href="#">👁</a>
3	Keyword	& me uti	100000	80000	70000	60000	50000	<a href="#">👁</a>
4	Keyword	&me	100000	80000	70000	60000	50000	<a href="#">👁</a>
5	Keyword	&stired	100000	80000	70000	60000	50000	<a href="#">👁</a>
6	Keyword	1 kg aata	100000	90000	70000	50000	30000	<a href="#">👁</a>
7	Keyword	1 kg wheat atta	100000	90000	70000	50000	30000	<a href="#">👁</a>
8	Keyword	1 l Safflower oil	100000	90000	70000	50000	30000	<a href="#">👁</a>

### 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

The screenshot displays the 'B2C Bidding' interface. At the top, there is a navigation bar with the 'b2c basket' logo and a user profile section. A sidebar on the left contains 'Bidding' and 'Upload log' options. The main content area is titled 'B2C Bidding' and includes a breadcrumb trail: 'Dashboard > Bidding > B2C Bidding List > Available B2C Bidding keyword List'. Below the breadcrumb is a search filter with a text input for 'Keyword / Category Name' and a dropdown for 'Price Type'. A 'Search' button and a 'Reset' button are positioned to the right of the filters. Below the filters is a table with 8 rows of bidding data. The table has columns for 'S.No', 'Item Type', 'Keyword / Category Name', and five 'Slot Base Price' columns (Slot 1 to Slot 5), along with an 'Action' column containing a view icon. The data rows are as follows:

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	11 Safflower oil	100000	90000	70000	50000	30000	

lb basket User Manual User Name

Bidding Upload log

Item Type : KEYWORD Item Name : 1 kg aata

Campaign Box \* Slot \*

--- Select --- --- Select ---

Rate Card \* Bidding Amount \*

Product BB Code \*

Submit Cancel

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lb basket Immanuel Decker

Bidding Upload log

### Booked Bidding

[Dashboard](#) > [Bidding](#) > Booked Bidding List Upload Search Back

Export Show 10 rows

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.

Booked Bidding

Dashboard > Bidding > Booked Bidding List

Export Show 10 rows

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

Upload Back

Bidding-Upload

Dashboard > Bidding > Bidding > Bidding Upload

Download Template Back

Campaign Box \* --- Select ---

Upload Bidding \* Choose File No file chosen

Upload Cancel

### 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.

Upload Log

Dashboard > Upload Log > Upload Log List

Show 10 entries

S.No	Upload Type	Upload File Name	Upload Status	Error Count	Upload By	Date & Time	Action
1	Bidding Upload	Sample_Bidding_upload (17).xlsx	Uploaded	2	Praveen Posina	26-04-2022 18:17:00	