



Welcome to SmartAuction

Instructions to renew the company and user membership

Created By: OKLO Private Limited | **Delivered On:** Jan 26, 2024

Confidentiality Statement

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This document is meant to guide you in uploading renewal documents and updating the company profile.

Let's get started!

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Uploading Company Documents on Behalf of the Company Users

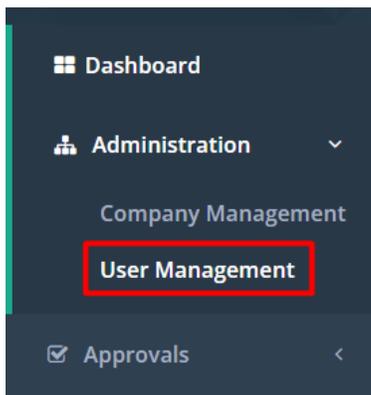
Step 1: Log in as the Company Admin

Log in to the SmartAuction system as the Company Admin.

Step 2: Access the User Management function

To access the User Management function

1. Click **Administration** >> **User Management** from the left navigation as shown in the screenshot below.



2. You will be directed to the following interface.

Hello AV Admin (MF1487)! **Seller** Sign out

The annual renewal for your company is pending. Kindly contact your administrator to prevent account deactivation.

User Management

Search Criteria

First Name: Last Name: Email: Role: Active Inactive

Show 25 entriesShowing 1 to 3 of 3 entries

Company	First Name	Last Name	Display Name	Email	Job Title	Role	Active	More
Adams View	AV Checker	Seller Checker	AV Seller Checker	avsellerchecker@okloworld.com		Seller Checker	Active	<input type="button" value="⬇"/>
Adams View	AV Admin	Seller Admin	AV Seller Admin	avselleradmin@okloworld.com		Seller Admin	Active	<input type="button" value="⬇"/>
Adams View	AV Factory/Seller	Factory/Seller	AV Factory/Seller	avfactoryseller@okloworld.com		Factory/Seller	Active	<input type="button" value="⬇"/>

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3. To upload user related documents, click the  icon, and you will be directed to the following pop-up interface.

Upload User Documents

Name : AV Checker Seller Checker **Display Name :** AV Seller Checker **Email :** avsellerchecker@okloworld.com
Company : Adams View **Role :** Seller Checker **Job Title :**

1. Declaration Form 2.


Please Click or Drag here to upload your document file

NIC

3.


Please Click or Drag here to upload your document file

4.

Number	Description
1	This section is dedicated to uploading the user declaration form. The signed document should be uploaded in PDF, JPEG, JPG, or PNG formats.
2	The template for the user declaration form can be downloaded by clicking the "Download Template" button.
3	This section is dedicated to uploading an image of the user's National Identity Card. The image can be uploaded in PDF, JPEG, JPG, or PNG formats.
4	Once the two documents are uploaded, the administrator can submit it to be reviewed by the CTTA admin.

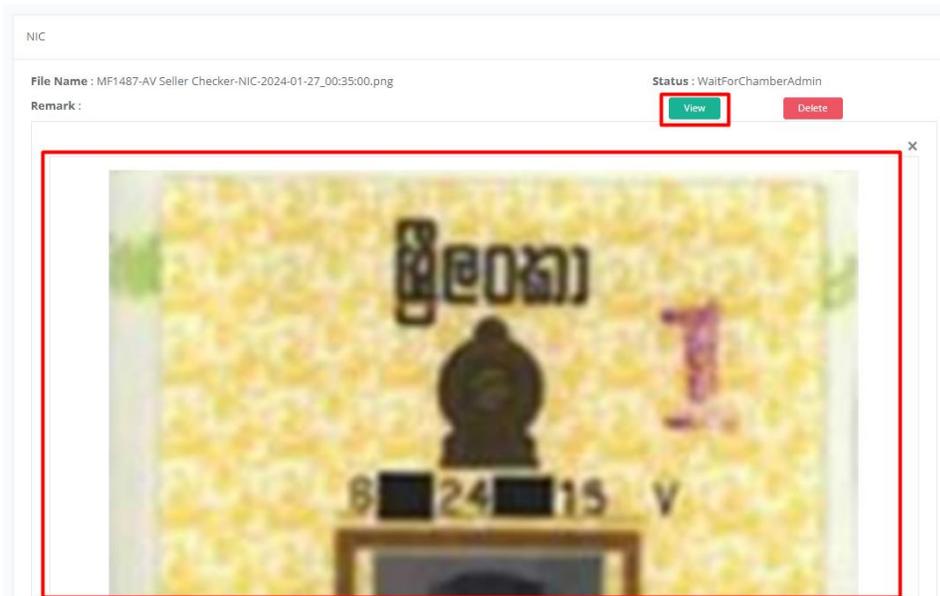
View or Delete an Upload

Once documents are uploaded, you will be able to;

- **View** the upload to review before submission
- **Delete** the upload if a document has been uploaded erroneously.

To view the upload:

1. Click the **“View”** button, and a preview of the attachment shall be expanded below.



To Delete the upload:

1. Click **Delete**, and once the deletion is confirmed, the attachment shall be removed.

Time Saver

If you don't have much time and you want to see how this works, watch:

- [How to renew user documents as the company admin](#)

Note

If the CTTA admin rejects a document, the company admin and the respective user shall both be notified via an email. As the company admin, you will be able to re-upload the respective document to be reviewed.

Uploading Company Documents for the Company Renewal Process

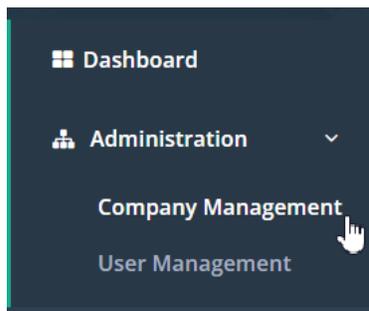
Step 1: Log in as the Company Admin

Log in to the SmartAuction system as the Company Admin.

Step 2: Access the Company Management function

To access the Company Management function

1. Click **Administration** >> **Company Management** from the left navigation as shown in the screenshot below.



2. You will be directed to the following interface.

Company Profile

Showing 1 to 1 of 1 entries

Name	Alias	CompanyType	Registration Number	Vat Registration Number	Owner	Owner Contact	First Contact Name	First Contact Phone	More
Millennium Teas (Pvt) Ltd.	MTL	Buyer	BC120	VAT1243					 

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You will be able to;

- Edit company profile details or
- Upload the documents necessary for the renewal.

To edit the company details:

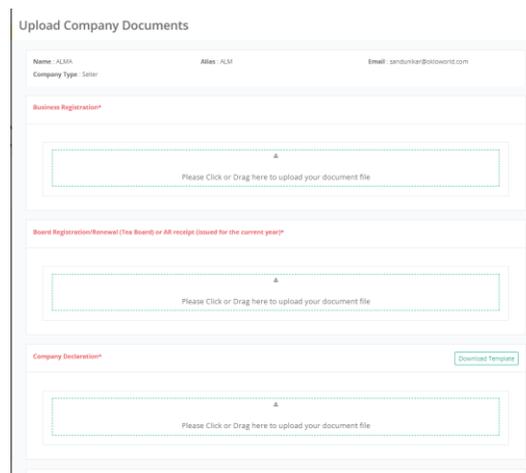


1. Click the edit icon, and the profile will be viewed in the edit mode.

To upload renewal documents:



1. Click the upload icon
2. You will be directed to the following pop-up



3. You will be **required** to upload;
 - a. The Business Registration document in PDF, PNG, JPG or JPEG formats.
 - b. The registration document received by the Tea Board in PDF, PNG, JPG or JPEG formats.
 - c. Proof of payment in PDF, PNG, JPG or JPEG formats.
 - d. Company declaration in PDF, PNG, JPG or JPEG formats. The template for the declaration can be downloaded by clicking on the "Download Template" button.

Company Declaration*

Download Template

Please Click or Drag here to upload your document file

Time Saver

If you don't have much time and you want to see how this works, watch:

- [How to upload company renewal documents as the company admin](#)