# Training Kit
# For new version of E-Procurement Centralized Supplier Registration Module

**Note: This is the updated training as per the new version available for end users training manual will be updated once in 3 months and as Software Developers Vupadhi Techno services wont be responsible if there are any changes in live application and the training manual. User can contact helpdesk mentioned in the new e-procurement portal for any clarifications**

**Last updated on 10/06/2017**

**On the Homepage :** www.tender.telangana.gov.in **, Click on 'Login'**

# eProcurement
### ( Tender Management System )

## Terms and Conditions

🔲 **Our Policy and Security**

**General Policy**
IT, E & C is committed to protecting the privacy of our TS eprocurement site visitors. We do not collect any personal or business information unless you provide it to us voluntarily when conducting an online transaction on the Site.

**Information Collected**
When you choose to provide personal or business information to us to conduct an on-line transaction, we use it only for the purpose of conducting the specific on-line transaction that you requested. The information is also used for the purpose of vendor searches. For each on-line transaction, we require only the minimum amount of personal and business information required to process your transaction.

When you visit our portal to browse, read pages, or download information, we automatically collect and store only the following information:

The Internet domain and IP address from which you access our portal;
The date and time you access our portal;
The pages you visit; and
If you access our portal from another Web site, the address of that Web site.
This information would help us make our site more useful to visitors--to learn about the number of visitors to our site and the types of technology our visitors use.

We do not give, share, sell or transfer any personal information to a third party unless required to do so by law. If you do not want any personal or business information collected, please do not submit it to us; however, without this information we will be unable to process your on-line transaction. Review, update and correction of any personal or business information can be done directly in the Site.

**Use of Cookies**

When you choose to enter into an online transaction, we use cookies to save the information that you input while progressing through the transaction. A cookie is a very small amount of data that is sent from our server to your computer's hard drive. By setting this cookie IT, E & C will remember you the next time you visit and won't have to bother you by asking questions you have already answered (like address information). If your browser is not configured to "accept" cookies, you will still be able to access the information on our web site, but you may not be able to perform online transactions.

**Security**

| I Agree | I Dis Agree |
|---------|-------------|

**Read all the Terms and Conditions of Registration and Click on ' IAgree'**

**In this page : click on select digital certificate and select the certificate after inserting the DSC and click on Register**

## Contractor / Supplier Registration

**Step 1 : Primary Contact Information**     Step 2 : Business Information     Step 3 : Business Registration Information     Step 4 : Submit Form

☑ Indicates a required section / field

### ☑ Digital Certificate Details

Kindly insert your IKey token to Verify Digital Certificate
**Digital Certificate Verified Successfully.**

### ☑ Primary Contact Information

| | |
|---|---|
| Contact Name : | RAMMY XYZ |
| Title/Designation : | MD |
| User ID : | RA-MA | **RA-MA User Id is Available** |
| Password : | •••••••••• | Better |
| Re-Enter Password : | •••••••••• | Passwords Match |
| Create Security Question : | LMA |
| Security Answer : | UGI |
| Email : | sdf@gm.com |
| Web Site : | | (Optional) |

### ☑ Registration Details

Contractor/Business Registration Number :   78423967
The Registrar of Companies or Contractor registration number with Govt. Departments.
* * Special Characters Not Allowed (Example : If a contractor regn no with department is AE/CE/2005/COT/2007-2008 then contractor shall enter it as "AECE2005COT20072008").

PAN Number :   HGEIY56470
* (PAN format Ex:ABCED1234Z)

[ Next Step (2) ]

**Upload the certificate and enter your primary contact information along with login credentials → click on next step**

## Business Information

| Step 1 : Primary Contact Information | Step 2 : Business Information | Step 3 : Business Registration Information | Step 4 : Submit Form |
| --- | --- | --- | --- |

☑ Indicates a required section / field

### ☑ Business Details

| | |
| --- | --- |
| Individual Business/Company Name : (as registered with Department) | Rama XYZ |
| Legal Status : | INDIVIDUAL CONTRACTOR |
| For Sole Proprietors, please enter Your Legal Name : | Rama |
| Year of Business Established : | 2005 |
| Type of Business : | SERVICES |
| Gross Annual Sales / Revenue : | 1580000    INR |

### ☑ Registered Office Address

| | |
| --- | --- |
| Street Address : | 172/30, vivek nagar |
| City : | Hyderabad |
| Country : | INDIA |
| Region/Province/State : | TELANGANA |
| Zip/Postal Code : | 500034 |
| Telephone Number : | 9000456123 |
| Fax Number : | |

Same as Registered Office Address ☑

### ☑ Corporate Office Address

| | |
| --- | --- |
| Street Address : | 172/30, vivek nagar |
| City : | Hyderabad |
| Country : | INDIA |
| Region/Province/State : | TELANGANA |
| Zip/Postal Code : | 500034 |
| Telephone Number : | 9000456123 |
| Fax Number : | |

Next Step (3)

**Upload the certificate and enter your Business information details → click on next step**

## Contractor/ Supplier Registration

Step 1 : Primary Contact Information          Step 2 : Business Information          Step 3 : Business Registration Information          Step 4 : Submit Form

☑ Indicates a required section / field

Note:All Dates are in **(dd/mm/yyyy)**hh:min as per **Indian Standard Time**

### ☑ Registration Details

| | |
|---|---|
| Registration Authority : | I & CAD |
| Date Of Registration : | 05/09/2005 |
| Proceeding Number : | **(Optional)** |
| Proceeding Date : | 12/09/2017 |

### ☑ Business Details (Applicable for Govt. Of TS )

| | |
|---|---|
| CST No. : | 657894324 |
| VAT/GSTIN No. : | 963841257 |
| Class of Registration : | IV CLASS |
| Under G.O. Number : | G.O.MS NO 178,ICAD DATED 27-9-1997 |

Previous     Next Step (4)

**Enter your Business Registration information details → click on next step**

## Contractor/ Supplier Registration

Step 1 : Primary Contact Information          Step 2 : Business Information          Step 3 : Business Registration Information          Step 4 : Submit Form

**You have Successfully Completed your registration process on e-tender Platform**

**Your User Id is: RA-MA1**

**You Account shall be activated on verification by PM (eProcurement),IT & C Dept, Secretariate, TS**

**IMPORTANT NOTICE** The Suppliers/Contractors User Account will be activated within one working day from the date of Registration, if all the documents are found to be correct in the verification process done in the E-tendering platform and on approval from IT&C Dept .The Suppliers/Contractors are requested to submit the copy of Registration documents with any department/VAT registration / PAN card to speed up the process of activation immediately after registering in eProcurement website. All activations will be done only on Govt.Working days from 9.30AM to 6.30 PM.

Login

**On successful submission, a Confirmation message is displayed and your supplier ID will be registered → An email alert will be sent to the registered email and as a supplier you have to contact Helpdesk Support for Activation of the User ID → click on login**

# List of Documents required for various categories of Bidders

**Category I:** Individual Bidders/Proprietorship Contractor Firms ([Click Here](#))

**Category II:** Partnership Firms with Managing Partners ([Click Here](#))

**Category III:** Public Limited/Private Limited Companies ([Click Here](#))

**Category IV:** Foreign Bidders Irrespective of Individuals/Companies ([Click Here](#))

# INDIVIDUAL BIDDERS/PROPRIETORSHIP CONTRACTOR FIRMS:

1. AUTHORISED SIGNATORY PAN CARD (INDIVIDUAL) –MANDATORY

2. DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS – MANDATORY

3. ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF – MANDATORY.

4. AADHAAR CARD (OPTIONAL)

5. PAN CARD OF FIRM, IF AVAILABLE (OPTIONAL)

6. REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE.

7. SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.

# PARTNERSHIP FIRMS WITH MANAGING PARTNER:

1.  AUTHORISED SIGNATORY/MANAGING PARTNER PAN CARD (INDIVIDUAL) –MANDATORY

2.  DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS IN CASE OF CIVIL/WORKS CONTRACTOR– MANDATORY

3.  ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF OF AUTH. SIGNATORY - MANDATORY.

4.  AADHAAR CARD (OPTIONAL)

5.  PAN CARD OF FIRM – MANDATORY

6.  REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE – MANDATORY

7.  SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.

8.  PARTNERSHIP DEED SHOWING DETAILS OF ALL PARTNERS, SHARES ETC. OF FIRM THAT IS VALID.

[Back]

# PUBLIC LIMITED/PVT LIMITED COMPANIES IN INDIA :

1. AUTHORISED SIGNATORY/MANAGING DIRECTOR PAN CARD (INDIVIDUAL) –MANDATORY

2. DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS IN CASE OF CIVIL/WORKS CONTRACTOR– MANDATORY

3. ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF OF AUTH. SIGNATORY -  MANDATORY.

4. CORPORATE PAN CARD OF FIRM – MANDATORY

5. REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE – MANDATORY

6. SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.

7. MEMORANDUM OF ARTICLES /ARTICLES OF ASSOCIATION OF FIRM SHOWING DETAILS OF ALL DIRECTORS ON BOARD – SHARES - ETC. OF FIRM THAT IS VALID – MANDATORY

8. BOARD RESOLUTION IN CASE AUTHORISED SIGNATORY IS REGISTERING ON BEHALF OF COMPANY.

Back

# FOREIGN BIDDERS IRRESPECTIVE OF INDIVIDUALS OR COMPANIES:

1. IDENTITY PROOF (ID PROOF) OF THE PERSON IN WHOSE NAME DSC HAS TO BE ISSUED (E.G. PASSPORT COPY)

2. BANK ACCOUNT STATEMENT IN COUNTRY OF RESIDENCE, DULY ATTESTED BY INDIAN EMBASSY / HIGH COMMISSION / CONSULATE / APOSTLE IN THE COUNTRY WHERE THE APPLICANT IS CURRENTLY LOCATED. (AT LEAST 6 MONTHS OF BANK TRANSACTIONS) WITH THE PROOF INDICATING THE ACCOUNT IS OWNED BY THE INDIVIDUAL/COMPANY.

3. COPY OF THE TRADE LICENSE/REGISTRATION CERTIFICATE ATTESTED BY ANY ONE OF THE AUTHORITIES AS SPECIFIED IN POINT 2 ABOVE.

4. COPY OF THE TAX REGISTRATION CERTIFICATE WITH LOCAL BODIES IN THE COMPANY'S JURISDICTION AREA.

5. AS THE INDIVIDUAL IS REPRESENTING THE COMPANY, AN AUTHORIZATION ON COMPANY'S LETTER HEAD.

6. COPY OF THE AUTHORIZATION LETTER OR INVITATION LETTER FROM DEPARTMENT FOR THE PARTICIPATION IN THE TENDER BY ANY ONE OF THE TENDER INVITING AUTHORITY.

7. CORPORATE BROCHURE OF THE PARTICIPATING FIRM SPECIFYING LINE OF BUSINESS.

**On successful activation, Login to you account with credentials**

## Reset Password

| Reset Password | |
|---|---|
| Login ID | TEST123456 |
| Current Password | •••••••• |
| New Password | ••••••••• |
| Confirm New Password | ••••••••• |

Submit    Reset

**On First login, reset your password and click on "Submit" button**

Government of 🏛 Telangana State

# eProcurement

Tender Management System

🏠 📄 eProcurement Guidelines ⫾⫾⫾ MIS Reports ▦ GO's ❓ FAQ's ▾ ⬇ Downloads 📞 Technical HelpDesk 💬 Suggestions 📍 Contact Us

## password Status

| password Status |
| --- |

### Password Changed Successfully.

### Login again

**After "Password Changed Successfully", Click on "Login Again"**

**Government of Telangana State**

# eProcurement
(Tender Management System)

## Supplier Bank Details

### Registered Bank Details

| Supplier Account Name: | |
| Bank Name: | |
| IFSC Code: | |
| Account Number: | |

**Save and Continue**

**IMPORTANT NOTE:**

**After Login, Enter your Bank Details and click on "Save and Continue"**

## Upload Supplier Public Key

### Existing Certificate Details

**PublicKey :**

**SerialNo :**

**SubjectDN :**

**CertIssuer :**

**ThumbPrint :**

**ExpiryDate :**

[Select Certificate]  [clear]

### Certificate Details

**SerialNo :**

**SubjectDN :**

**CertIssuer :**

**ThumbPrint :**

**ExpiryDate :**

[Upload]

**Click on "Select Certificate"**

## Certificate Details

**SerialNo :**

**SubjectDN :**

**CertIssuer :**

**ThumbPrint :**

**ExpiryDate :**

emSigner

### Encryption Certificates

| Common Name | Issuer Name | Serial No | Expiry Date |
|---|---|---|---|
| test2 | e-Mudhra Sub CA for C... | 773598a0 | 09-06-2018 |
| test14 | e-Mudhra Sub CA for C... | 773598ad | 10-06-2018 |
| test12 | e-Mudhra Sub CA for C... | 773598ab | 10-06-2018 |
| test10 | e-Mudhra Sub CA for C... | 773598a9 | 10-06-2018 |

Powered by
emudhra
Trust Delivered

Register    Cancel

Upload

**Select the your Digital Certificate and click "OK"**

Select Certificate     clear

**Certificate Details**

| SerialNo : | 773598a0 |
| SubjectDN : | test2 |
| CertIssuer : | e-Mudhra Sub CA for Class 2 Gold Organisation 2014 |
| ThumbPrint : | sThumbPrint |
| ExpiryDate : | 09-Jun-2018 03:25 PM |

Upload

**Details will appear as shown, click on "Upload" to reach Dashboard**

**To upload new certificate, Insert the Key, login and click on "Profile"**

Supplier Dashboard  Supplier Profile  Document Library  New Tenders  Tenders in Process  Past Tenders  Bid Submission Details  Payment History

## Supplier Profile

| | |
|---|---|
| | Upload Image |
| | Last login History |
| | Change password |
| Upload Image Here | View Certificate Details |
| | Add/ Update Preferences |
| | Test Decryption Price Details |
| | Upload Encryption Key |
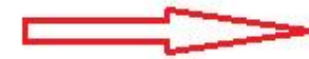
### TESTHELPDESK Profile

| | |
|---|---|
| Name : | TESTHELPDESK |
| Designation : | HELPDESK |
| E-mail : | ts@gmail.com |
| Address1 : | HTYD |
| Address2 : | |
| Contact Details: | 0123456789 |
| Fax : | 0123456789 |
| Last Login Details : | |

**Click on Upload "Encryption Key"**

## Upload Supplier Public Key

### Existing Certificate Details

**PublicKey :**
MIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8AMIIBCgKCAQEA09iq5cV4ThVae4kFWXYWFzKDL9BANNu0G1b27XJb2hPBMhABaPajsNb5nQxuP2R9ReB1gmCpKhdc38
7xEwH/kfn4WssEDTSoa8uDuMQbNpHBa3/8B1XXCgKgtz7zMed4FYJxBQGymx1VF2jRy0qQQsF
/dCuFQbqZk4iQ382J6SNgmIq69EKTT3kzm9Mg52bXi65GFmUxMCi4FHau/O8BHNC8HfTLcQmh455K88heAyoM57vH/z3AJBtKVOhtcHnK
/cmo3GvqG4OsSmho0pXpj522zLUoDQsD0p2+tciktcVq1Ha31IFoxI2AjGAMGmixr2Zc4irP71xCclLSAnYMBQIDAQAB

**SerialNo :**

2000001184

**SubjectDN :**

ST=karnataka, CN=test2, OU=test, O=test, C=IN

**CertIssuer :**

CN=e-Mudhra Sub CA for Class 2 Gold Organisation 2014, OU=Certifying Authority, O=eMudhra Limited,
C=IN

**Old key details will appear in "Existing Certificate Details"**

## emSigner

Encryption Certificates

| Common Name | Issuer Name | Serial No | Expiry Date |
|---|---|---|---|
| test2 | e-Mudhra Sub CA for C... | 773598a0 | 09-06-2018 |
| test14 | e-Mudhra Sub CA for C... | 773598ad | 10-06-2018 |
| test12 | e-Mudhra Sub CA for C... | 773598ab | 10-06-2018 |
| test10 | e-Mudhra Sub CA for C... | 773598a9 | 10-06-2018 |

Powered by

**emudhra**
Trust Delivered

Register    Cancel

## Certificate Details

SerialNo :

SubjectDN :

CertIssuer :

ThumbPrint :

ExpiryDate :

Upload

**Click on "Select Certificate" and Select your "New Digital Certificate"**

| Select Certificate | clear |

**Certificate Details**

| SerialNo : | 2000001186 |
| SubjectDN : | ST=karnataka, CN=test3, OU=test, O=test, C=IN |
| CertIssuer : | CN=e-Mudhra Sub CA for Class 2 Gold Organisation 2014, OU=Certifying Authority, O=eMudhra Limited, C=IN |
| ThumbPrint : | 354cd6e5335f8f7aada2bf60ecf4360c735fce8d |
| ExpiryDate : | 09/06/2018 03:27 PM |

| Previous | Upload |

**Click on "Upload" to update the new certificate details**

# Upload Supplier Public Key

## Existing Certificate Details

**PublicKey :**

```
MIIEkDCCA3igAwIBAgIEdzWYoDANBgkqhkiG9w0BAQsFADCBgzELMAkGA1UEBhMCSU4xGDAWBgNVBAoTD2VNdWRocmEgTGltaXRlZDEdMBsGA1UECxMUMUQ2Vy
dG1meWluZyBBdXRob3JpdHkxOzA5BgNVBAMTMmUtTXVkaJhIFN1YiBDQSBmb3IgQ2xhc3MgMiBHb2xkIE9yZ2FuaXNhdGlvbiAyMDE0MB4XDTE2MDYwOTA5
NTU1OVoXDTE4MDYwOTA5NTU1OVowTzELMAkGA1UEBhMCSU4xDTALBgNVBAoMBHRlc3QxDTALBgNVBAsMBHRlc3QxDjAMBgNVBAMMBXRlc3QyMRIwEAYDVQQI
DAlrYXJuYXRha2EwggEiMA0GCSqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQDT2KrlxXhOFVp7iQVZdhYXMoMv0EA027QbVvbtclvaE8EyEAFo9qOw1vmdDG49
1H1F4HWCYKkqF1sfsvETAf+R+fhaywQNNKhry4O4xBs2kcFrf/wGVdcKAqC3Pusx53gVgnEFAbKbHVUXaNHLSpBCwX90K4VBupmTiJDfxknpI2CYirr0QpNP
eTOb0yDn2teLrkYW2TEwKLgUdq787wEc0Lwd9MtxCaHjnkpLyF4DKgznu8f
/PcAkG0pU6G1wecr9yajca+obg6xKaGj8lemPnbawtSgNCwPS1n61yKS1xWrUdrfUgWjEjYCMYAwaaLGv2lziKs
/uXEJyUtICdgwFAgMBAAGjggE9MIIBOTAdBgNVHQ4EFgQUTDamoUGUXp3vi4uD66Ao0N0gEcUwdAYDVR0gBG0wazAtBgZggmRkAgIwIzAhBggrBgEFBQcCAj
AVGhNDbGFscyAyIENlcnRpZmljYXRlMDoGB2CCZGQBCAIwLzAtBggrBgEFBQcCAjAhGh9odHRwOi8vd3d3LmUtbXVkaHJhLmNvbS902XN0ZXN0M0Y3BzsMBMGA1UdIw
```

**SerialNo :**

773598a0

**SubjectDN :**

test2

**CertIssuer :**

e-Mudhra Sub CA for Class 2 Gold Organisation 2014

**ThumbPrint :**

sThumbPrint

**ExpiryDate :**

09/06/2018

## Public Key Details    Saved SuccessFully ⬅

**Public Key Details**

**"Saved Successfully" message will appear**

# eProcurement

Supplier Dashboard   Supplier Profile   Document Library   New Tenders   Tenders in Process   Past Tenders   Bid Submission Details   Payment History

**Supplier Profile**

Upload Image Here

| Upload Image |
| Last login History |
| Change password |
| View Certificate Details |
| Add/ Update Preferences |
| Test Decryption Price Details |
| Upload Encryption Key |
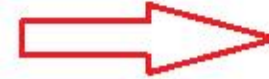
**TESTHELPDESK Profile**

| | |
|---|---|
| Name : | TESTHELPDESK |
| Designation : | HELPDESK |
| E-mail : | ts@gmail.com |
| Address1 : | HTYD |
| Address2 : | |
| Contact Details: | 0123456789 |
| Fax : | 0123456789 |
| Last Login Details : | |
| IP Address : | 103.255.147.139 |

**If we want to view the certificate details, Click on "Profile"->Click on "View Certificate Details"**

# eProcurement

Supplier Dashboard   Supplier Profile   Document Library   New Tenders   Tenders in Process   Past Tenders   Bid Submission Details   Payment History

## View Certificate Details

### Existing Signing Certificate

| S.No | | Certificate Name | Certificate Serial Number |
|------|------|------------------|---------------------------|
| 1 | 77359920 | test | 77359920 |

### Existing Encryption Certificate

| S.No | | Certificate Name | Certificate Serial Number |
|------|------|------------------|---------------------------|
| 1 | 773598a0 | test2 | 773598a0 |

### Add New Signing Certificate

SubjectDN :

SerialNo :

CertIssuer :

Expiry Date :

| Previous | Select Certificate | Clear | save |

**Certificate details will appear as shown**