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
On the Homepage: [www.tender.telangana.gov.in](http://www.tender.telangana.gov.in), Click on ‘Login’
Read all the Terms and Conditions of Registration and Click on ‘I Agree’
In this page: click on select digital certificate and select the certificate after inserting the DSC and click on Register
Upload the certificate and enter your primary contact information along with login credentials → click on next step
Upload the certificate and enter your Business information details ➔ click on next step
Enter your Business Registration information details → click on next step
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.
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.
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 your account with credentials
On First login, reset your password and click on “Submit” button
After “Password Changed Successfully”, Click on “Login Again”
After Login, Enter your Bank Details and click on “Save and Continue”
Click on “Select Certificate”
Select the your Digital Certificate and click “OK”
Details will appear as shown, click on “Upload” to reach Dashboard

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To upload new certificate, Insert the Key, login and click on “Profile”
Click on Upload “Encryption Key”
Old key details will appear in “Existing Certificate Details”
Click on “Select Certificate” and Select your “New Digital Certificate”
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<tr>
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Click on “Upload” to update the new certificate details
"Saved Successfully" message will appear
If we want to view the certificate details, Click on “Profile”->Click on “View Certificate Details”
Certificate details will appear as shown

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Add New Signing Certificate

- **SubjectDN**: 
- **SerialNo**: 
- **CertIssuer**: 
- **Expiry Date**: 

 previous | select certificate | clear | save |