# Government eProcurement System of National Informatics Centre

(GePNIC Version 1.09.03)





# **Bidders Training Kit**

**My Documents** 





# My Documents

- This document assists you on how to have Other Important Documents stored.
- Go to My Accounts after successfully logging in.
- Select My Documents icon,
- Upload the Other Important Documents and have them stored in the space given.
- The documents stored will be submitted as available while placing bid.

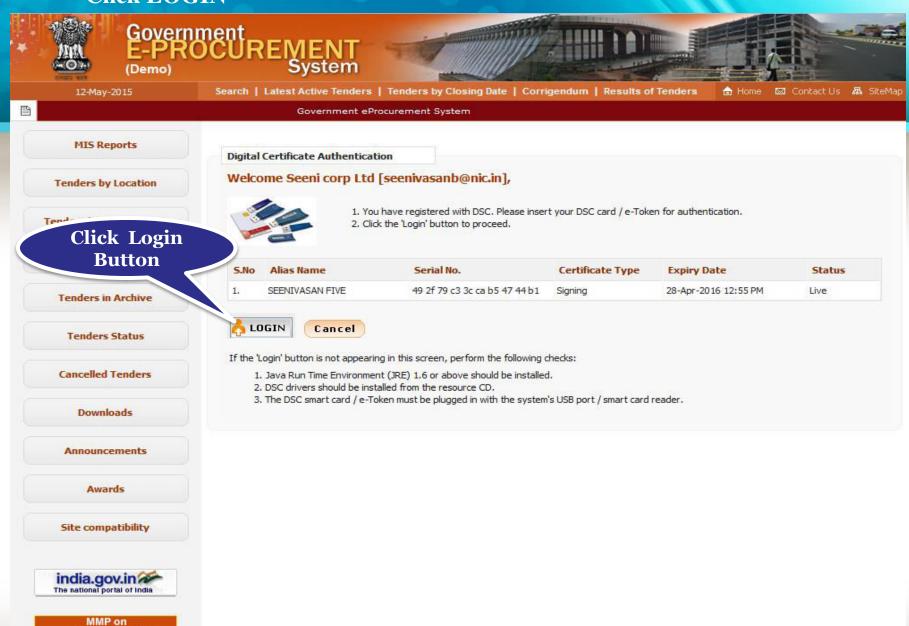




#### Enter Login id and password and click Login button



 Physically Insert the DSC token into the system and Click LOGIN

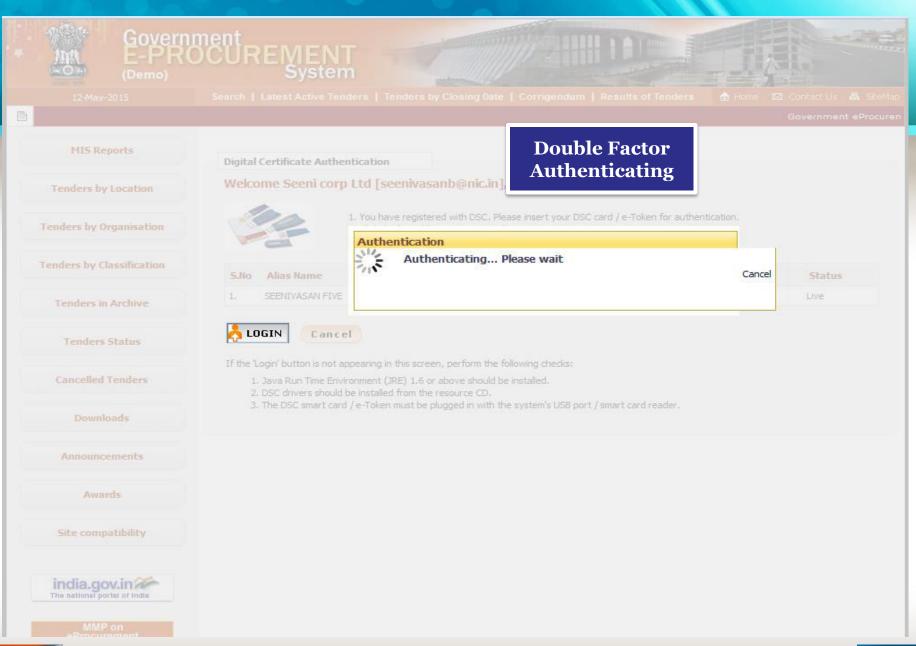




eProcurement 4 1



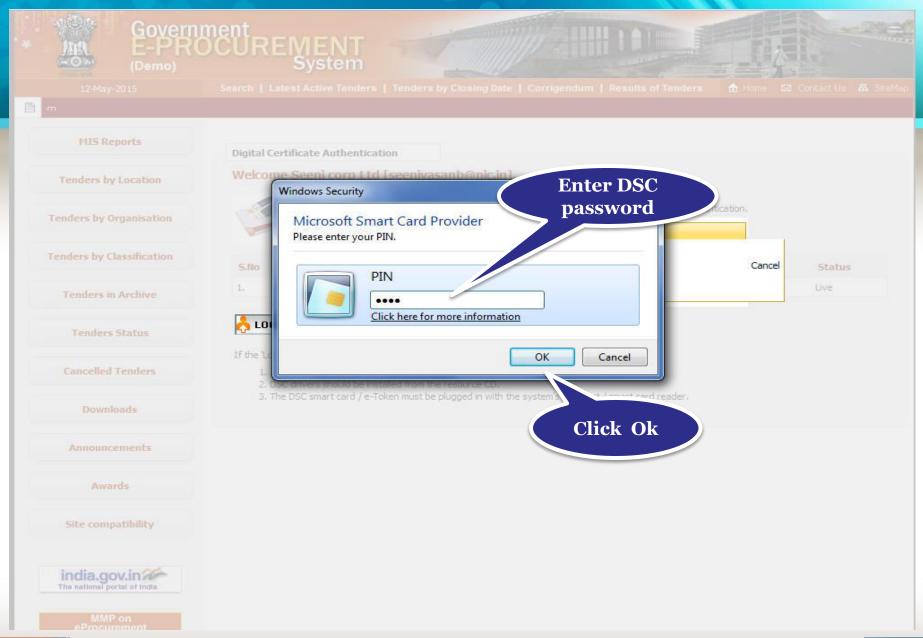
# Authenticating







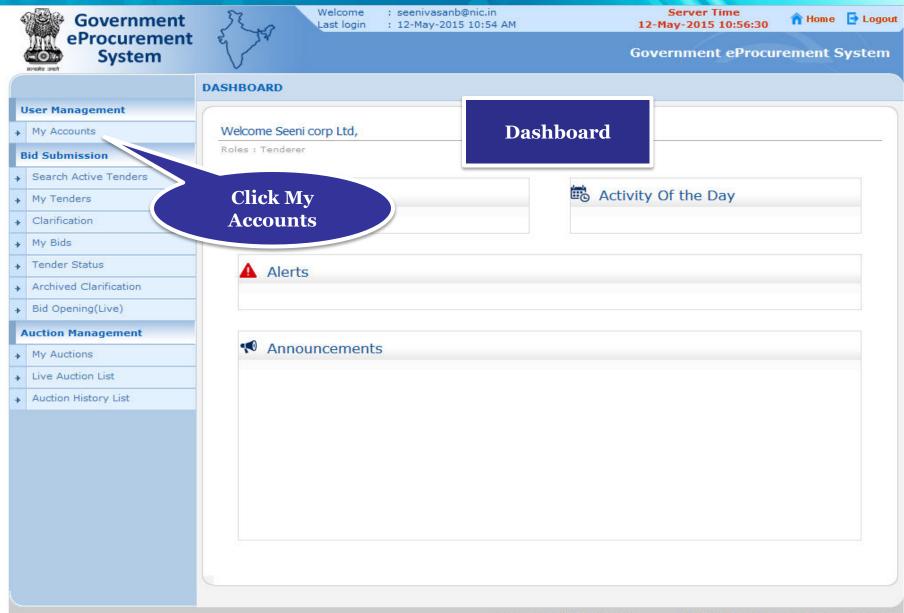
#### Enter DSC Password and Click Ok when prompted







#### Click My Accounts to go to your account page







## Click My Documents icon to upload important documents in advance





Welcome : seenivasanb@nic.in Last login

: 12-May-2015 10:54 AM

Server Time 12-May-2015 10:57:08

A Home De Logout

Government eProcurement System

#### MY ACCOUNTS

#### My Accounts Welcome Seenivasan,

Roles : Tenderer

Profile

#### **Bid Submission**

**User Management** 

- Search Active Tenders
- My Tenders
- Clarification
- My Bids
- Tender Status
- Archived Clarification
- Bid Opening(Live)

#### **Auction Management**

- My Auctions
- Live Auction List
- Auction History List

**My Accounts** 





Profile







Digital Signature Certificate



Mail SMS Selection

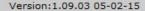


Documents



Alert On Product Category

Click here to upload and store the important documents in advance

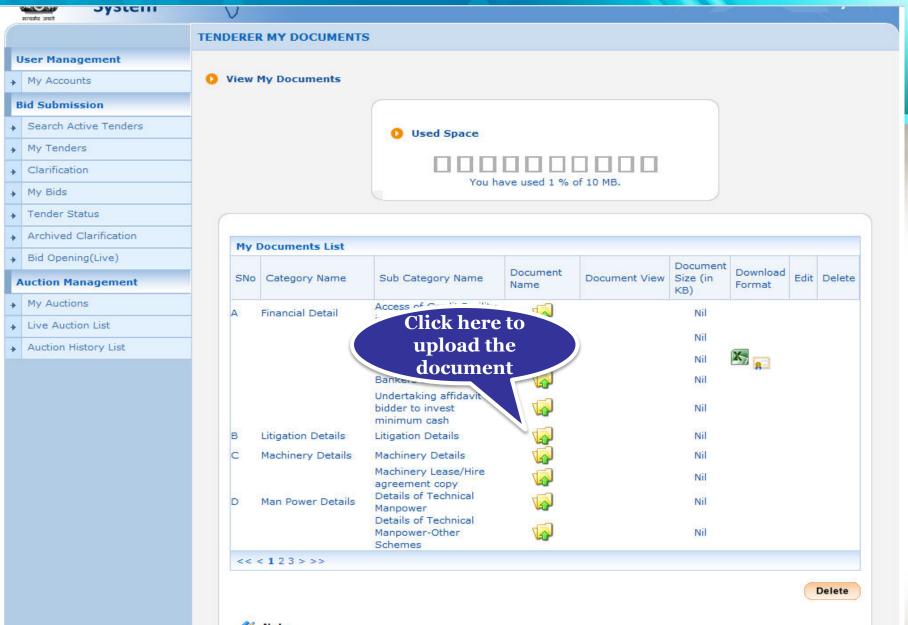


(c) 2008 Tenders NIC, All rights reserved.





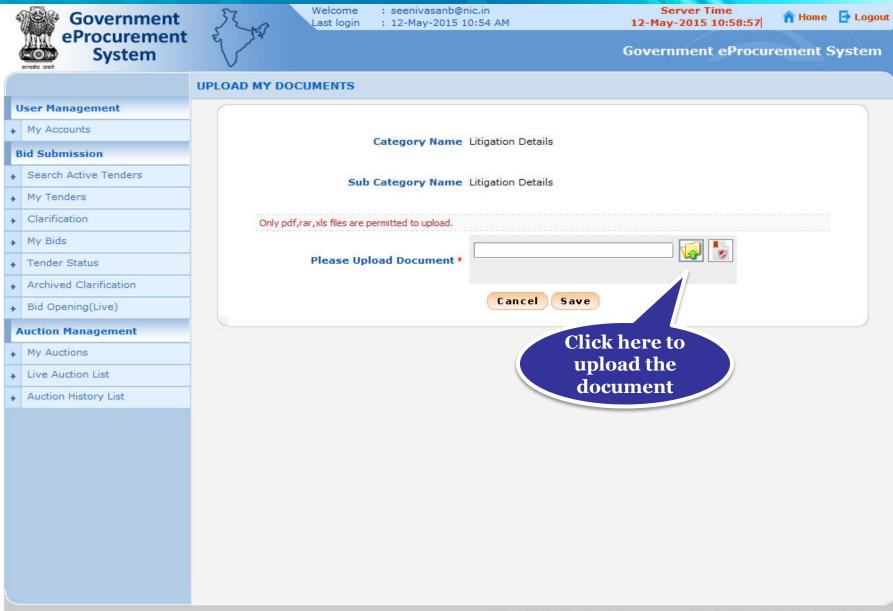
- My documents list get displayed
- Click on the upload icon of the required category to upload document in it







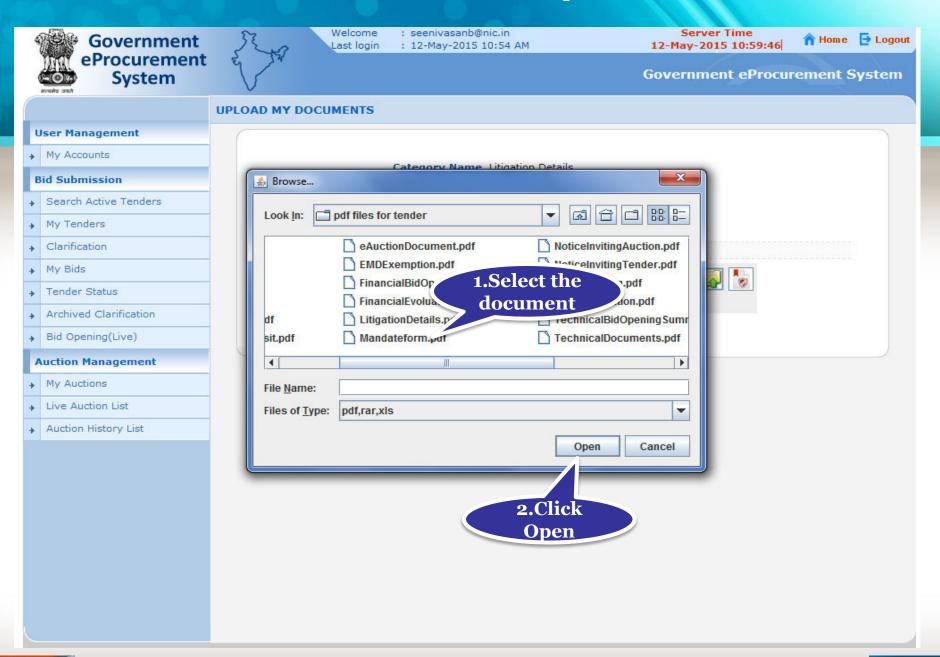
#### Click on the upload icon to upload document in the specified category







# Select the document and Click Open







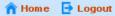
#### • Digitally sign the document using DSC





Welcome : seenivasanb@nic.in Last login : 12-May-2015 10:54 AM

Server Time 12-May-2015 11:00:30



Government eProcurement System

#### **UPLOAD MY DOCUMENTS**

#### **User Management**

My Accounts

#### **Bid Submission**

- Search Active Tenders
- My Tenders
- Clarification
- My Bids
- Tender Status
- Archived Clarification
- Bid Opening(Live)

#### **Auction Management**

- My Auctions
- Live Auction List
- Auction History List

Click here to Category Name Litigation Details sign the Sub Category Name Litigation Details document Only pdf,rar,xls files are permitted to upload. p\pdf files for tender\LitigationDetails.pdf Please Upload Document \* Cancel Save





## • File Signing is in progress







# My Accounts

Bid Opening(Live)

**Auction Management** 

Category Name Litigation Details

Sub Category Name Litigation Details

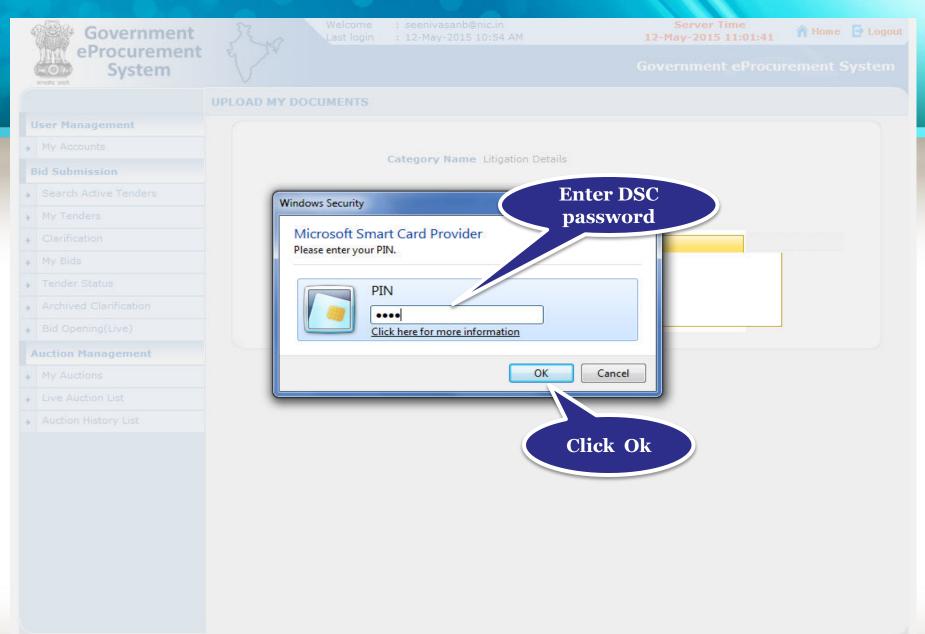
**File Signing** 

Digital signing in progress... Please wait





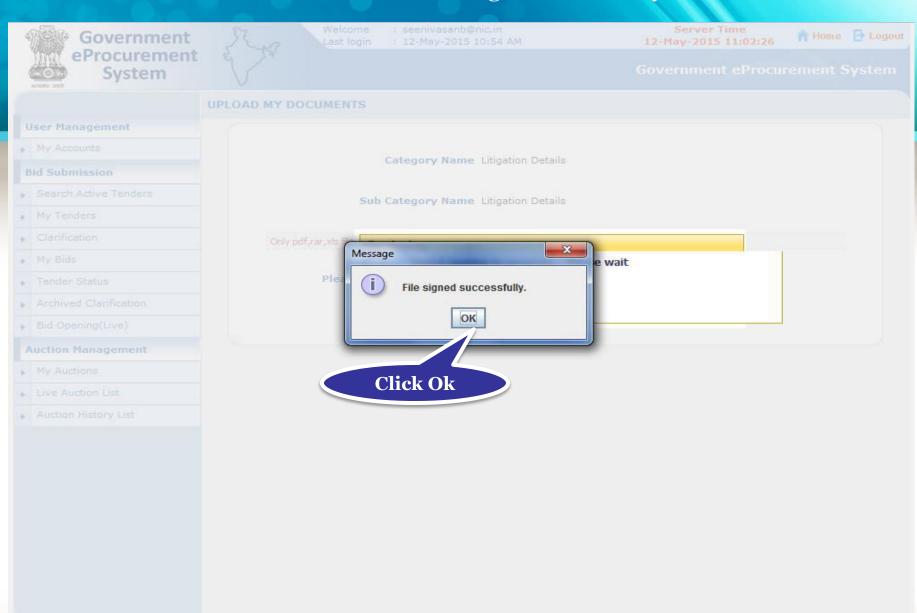
## Enter DSC Password and Click Ok when prompted







# Click Ok once the file is signed successfully







#### Click Save to upload the document in My Space



**Auction Management** 

→ Bid Opening(Live)

My Auctions

Live Auction List

Auction History List

Welcome : seenivasanb@nic.in : 12-May-2015 10:54 AM Last login

Server Time 12-May-2015 11:03:00

n Home 🔁 Logout

**Government eProcurement System** 



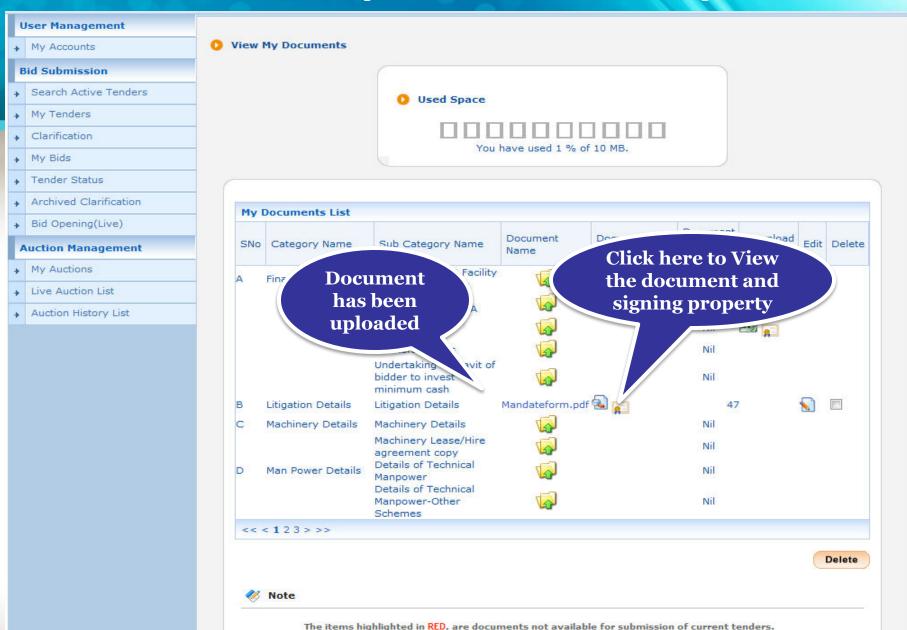
Version: 1.09.03 05-02-15

(c) 2008 Tenders NIC, All rights reserved.





#### You can view the uploaded document and edit if required.







# Thank you End of My Documents

(GePNIC Version 1.09.03)



