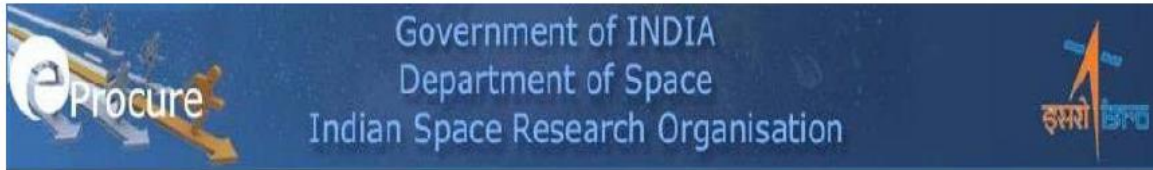


ISRO e-Procurement System



How to Empanel Item

<i>Version No</i>	<i>1.0</i>
<i>Release Date</i>	<i>December 2012</i>
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Item Empanelment Process

In order to participate in limited tender or single tender of centres/units, registered vendors should proceed for empanelment request for desired ISRO/DOS centre/unit. The process steps are as follows:

1. You have to click on '[CENTER/UNIT](#)' to select a centre for Empanelment.
2. Select the Centre for which, you wish to get empanelled.
3. Click on '[Item Empanelment](#)'.
4. Select a main item for empanelment.
5. Select a sub item of the main item for empanelment.
6. Enter the name of contact person and Email ID, if it is different from the primary contact. (Optional)
7. Click on '[Save](#)' and '[Done](#)' to complete the Empanelment process.
8. Repeat this empanelment process for all the centre where you want to get empanelled.

ISRO authority of the respective centre will assess the Empanelment request of each vendor. You will be able to participate in the tendering activities for Limited Tenders only after the approval of empanelment.

For participating Public Tender Item empanelment not required.