ISRO e-Procurement Portal

User Manual
Part – 2

Vendor Registration
VENDOR REGISTRATION PROCESS

Steps of Vendor Registration Process:
- Step 1: Sign and Verify Digital Certificate
- Step 2: Accepting Terms and Conditions
- Step 3: Register and create user credentials
- Step 4: Login using created user credentials
- Step 5: Fill registration form
- Step 6: Validate email

STEP 1 & STEP 2: Verify DC and Accept Terms & Conditions

It is mandatory that one reads and agrees to the conditions of the Terms of Use before proceeding with any operation / usage / downloads from the e-Procurement System. On agreeing to the Terms of Use, you will gain access to the Registration Form to help you to submit the details of your Organization for participating in e-Tenders / RFPs processed using the e-Procurement System.

By clicking the 'Accept' button below on this website and continuing to use the e-Procurement System, you are stating that you have read and agreed to the Usage Agreement and Privacy and Confidentiality Policy below.

If you choose to click on 'Decline' button, you will be unable to use the e-Procurement System.

Terms of Use And Privacy Policy

Read the Terms & Conditions
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USAGE AGREEMENT

The ISRO e-Procurement Portal provides an electronic government procurement software system and related services through which the Indian Space Research Organisation (the “Buyer”) and the Buyer’s contractors/vendors/suppliers (“Vendors”) can establish an electronic platform for the tendering and bidding (“the Transactions”) of works, goods and services. These services are accessible through the web site (“Portal”), located at https://eprocure.isro.gov.in.

This Usage Agreement and the Privacy and Confidentiality Policy govern each Vendor’s use of the Portal and participation in the Transactions, and, together, constitute the “Terms and Conditions.” By continuing to use this Portal, each Vendor accepts and is legally bound by these Terms and Conditions. Continued access to the Portal and its services, including without limitation, all licenses granted hereunder, is subject to compliance with the Terms and Conditions and any breach of the Terms and Conditions will be pursued by legal action to the fullest extent possible.

Digital Signature  Accept  Decline
Click on Ok to install All Four utilities
Click on Run to install the utility
The ISRO e-Procurement Portal provides an electronic platform for related services through which the Indian Space Research Organisation (ISRO) conducts its procurements. Contractors/vendors/suppliers ("Vendors") can engage in the bidding ("the Transactions") of works, goods, and services. These services are accessible through the web site ("Portal"), located at https://eprocure.isro.gov.in.

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Click on Run
Welcome to the EtNxtUtility Setup Wizard

The installer will guide you through the steps required to install EtNxtUtility on your computer.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Digital Signature  Accept  Decline

Next >
By clicking the 'Accept' button below on this web page, you agree to the use of cookies on this website to help us provide our services and for analytics purposes.

If you choose to click on 'Decline' button, you may still continue with the website but some functionalities may be disabled.

The ISRO e-Procurement Portal provides and accesses the related services through which the Indian Space Research Organisation (ISRO) facilitates e-tenders for procurement of goods, services and works for the Indian Space Research Organization (ISRO) and its agencies.

This Usage Agreement and the Privacy and Security Policy of the Portal and participation in the Transactions, by continuing to use this Portal, each Vendor and User of the Portal, is subject to compliance with the Terms and Conditions and any breach of the Terms and Conditions will be pursued by legal action to the fullest extent possible.

Please select the installation folder and click 'Next'.

Folder:
C:\Program Files (x86)\iMexTenders\EtNxtUtility"

Select 'Everyone' or 'Just me' for installation:

- Everyone
- Just me

Click on Next.
By clicking the 'Accept' button below on this web page, you read and agreed to the Usage Agreement and Terms and Conditions of Use.

If you choose to click on the 'Decline' button, you will be redirected to the Welcome page.

The ISRO e-Procurement Portal provides access to related services through which the Indian Space Research Organisation (ISRO) contractors/vendors/suppliers ("Vendors") can participate in tendering ("the Transactions") of works, goods and services, each a web site ("Portal"), located at https://eprocu...
Utility Installation is in Process
Click on close. System will prompt to install further 3 utilities please install all the 3.
Click on Digital Signature once again and select your certificate.
Select your Sign/Verification Certificate and click on OK.

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Click on Ok and Do the setting given in message Box.
Click on Yes Button
Click on Tools and select Internet Option.
Select Trusted sites and Click on Sites Button
Type the URL in “Add this website to the zone” and Click on Add Button
Select Reset Custom setting as Low and click on “Reset”
Click on Ok and Click on Yes
Enter User Info

Company Name: M/s ABC XYZ Pvt. Ltd.
Name Of The User: abc
User Id: abc123  User Id is case sensitive.
Password: •••••• Hint: Password should be minimum 6 characters including 2 numeric values
Confirm Password: ••••••
E-Mail Address: sagar.kumar@nextenders.com  Public Email Id is not allowed

* All fields are mandatory

Click On Submit Button
Now Click on Proceed Button.
Click on select certificate
Select your sign/Verification Certificate
Click on Ok Button.
Enter User Info

Public Key And Certificate Info Sent Successfully, Click On Login To Continue..

Company Name: M/S ABC XYZ Pvt. Ltd.
Name Of The User: abc
Company Id: SBYVT2012
User Id: abc123
Password: ************** User Id is case sensitive.
Confirm Password: ************** Hint: Password should be minimum 6 characters including 2 numeric values
E-Mail Address: sagar.kumar@nextenders.com Public Email Id is not allowed

Select Certificate  Login  Close
Click on Login after giving your User Id
Certificate Login

(Do Not Close The Browser Window, Either Click 'Select Certificate' To Login Or Click 'Cancel' Button To Abort Login)

User Id: abc123

Select Certificate  Cancel

Click on Select Certificate Button
Click on Select Certificate
Welcome, abc (M/s ABC XYZ Pvt. Ltd.)

07 April 2012, 15:22 IST

Registration Details

Reg No: 910
Company Name: M/s ABC XYZ Pvt. Ltd.
Registration Status: Incomplete

Fill Registration Info
Click on Go
Fill all the required fields
Click on Save after filling all the required fields

PIN/ZIP Number: 
Contact Person: * Sagar kumar
Designation: Director
WorkPhone No 1: 08045843042
WorkPhone No 2: 
Mobile No: +919965652545
Fax No: 
Web Address: 
VAT / TIN No: * bl5675 If Not Applicable, Enter NA
Service Tax No: * N/A If Not Applicable, Enter NA
Permanent Account No: * pba456ba If Not Applicable, Enter NA

Save  Cancel
Enter Document Name And Click on "Add New Doc" Button
Please Choose Only PDF File Formats To Upload ...

CompanyId: SBYVT2012

[Click on Browse]
Click On “Upload” Button
Welcome, abc (M/s ABC XYZ Pvt. Ltd.) 07 April 2012, 15:47 IST

**Supplier Info**

- **Reg No:** 910
- **Transaction Status:** Incomplete
- **Registration:** Registration Form
- **Choose And Execute**
  - Begin Process

**Upload Documents**

**Document Has Been Uploaded**

'Submission Of Documents Is Not Essential For Participating In Tendering Process. The Documents May Be Furnished At A Later Stage Using The Edit Registration Info Option. Remember To Press The Submit Button. The Registration Process Remains Incomplete Until The Submit Button Is Pressed'.

- **Form No:** 2
- **Documents Furnished**
  1. Annual Turnover For Past 3 Years

**Click On “Done” Button**
An Email Is Sent To You For Your Validation. To Complete The Registration Process, Please Validate Your E-Mail ID By Clicking The 'VALIDATE LOGIN' Link In Your Email

Registration Details

Reg No: 910

Company Name: M/s ABC XYZ Pvt. Ltd.

Registration Status: Registration Incomplete
Dear

Thank you for your interest to enroll as a vendor to E-Procurement system of ISRO/DOS.

Your Company Id is: SBYVT2012

Your Company Name is: M/s ABC XYZ Pvt. Ltd.

Your User Id is: abc123

To complete the registration process validate your E-mail Id by clicking on the link given below

Validate Login

Thanks and Regards,
Administrator,
e-Procurement(ISRO)

This is a system generated mail. Please do not reply to this message.

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This email was Anti Virus checked by Astaro Security Gateway. http://www.astaro.com