Training Kit For New Version of E-Procurement Centralized Supplier Registration Module

This training kit provides a step-by-step guide for the new version of the E-Procurement Centralized Supplier Registration Module.

Accessing the E-Procurement Portal

1 Open URL

Visit the official website at tender.telangana.gov.in.

2 Supplier Registration

Click on "Supplier Registration" to start the registration process.

3 Terms and Conditions

Read and agree to the terms and conditions to proceed.

Registering as a Supplier

Signing Certificate

Verify and select the signing certificate to proceed with the registration.

Encryption Certificate

Verify and select the encryption certificate for secure registration.

Primary Contact Details

Enter primary contact details and check user ID availability.

Submission and Activation

1 **Document Upload**

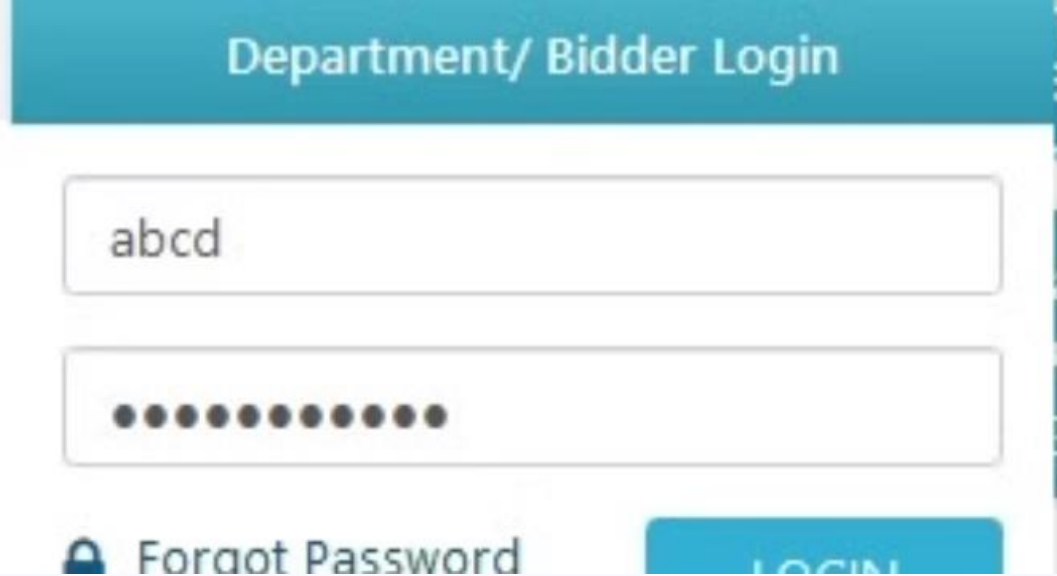Upload relevant documents after entering office and bank account details.

2 **Confirmation Message**

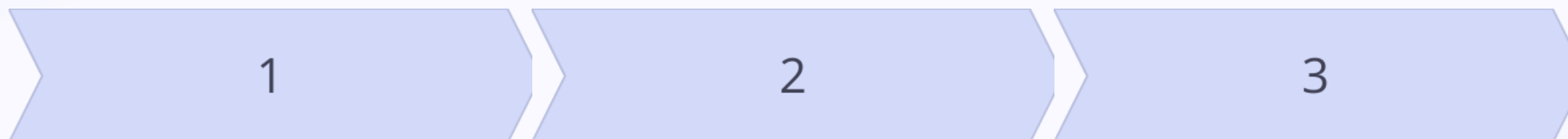Upon successful submission, a confirmation message will be displayed.

3 **Activation Process**

An email alert will be sent after registration and activation.

Supplier Login and Modification

1	2	3

Before Activation

View registration details before activation using the user ID and password.

Post Admin Revert

Modify details based on specific remarks and upload supporting documents.

View Updated Details

Provision to view updated details after uploading/modifying the required data.

Supplier Login and Activation

Activation Process

Click "Register" and "Login" after selecting the signing certificate.

Dashboard View

Dashboard

Access the dashboard to view the supplier account overview.

Helpdesk Support

For Assistance	Contact the helpdesk mentioned in the new E-Procurement portal for any clarifications.

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