Welcome
to
PSB e-Tendering Portal
https://psb.eproc.in
Vendor Registration Manual

C1 INDIA

Click to the Vendor Registration link shown on the website https:// psb.eproc.in

Step1: Fill the details
1. Enter your USER Id (6 to 15 character)
2. Enter your Password (8 to 15 character, with 1 Upper Case and Special Character and do not use $,<,>,&,#)
3. Enter same Password you entered above.

4. Enter Your Company Name.
5. Enter a short name for your Company.
6. Enter Official Email Id for Communication.
7. Select Company Type (Local/ International)
8. Select secret question for drop down and Answer it for ID security purpose.
9. Type Captcha (shown in Image)
10. Click Submit button

Step2: Re-Login

1. Check your e-mail id (entered at time of registration) on which administration generated verification code has been sent.

2. Click on the <u>Close</u>. (Public Dashboard will appear)
3. <u>Login</u> using the same user-id and password entered at time of registration.

Step3: Verification Code
1. Enter Same <u>Password</u> created earlier and <u>Challenge Phrase</u> received on registered email.
2. Select User Role as Supplier
3. Click login.

Challenge Phrase

User ID :	psbvendor
Password :	••••••••
Challenge Phrase :	••••••••
User Role :	Vendor

Login   Back

Step4a: DSC Registration (Signing Certificate Registration)
1. After Challenge Phrase Verification You will see DSC Registration Page.
2. Click on <u>Browse</u> and Upload any pdf document and Click on <u>Sign</u>.

Digital Certificate Registration

Save Details For DSC Registration Completion

Document Signing :	Browse...	Sign
Document Signature:		
Document Verification:	Browse...	VerifySignature
Signature Verification:		

User ID :	vsupplier5
ThumbPrint :	
Subject :	
Certificate S No. :	
Issuer Name :	
Public Key :	
Valid From :	
Valid To :	
Default Certificate :	✓

Save Details   Back

3. On Clicking <u>Sign</u> You will see list of Digital Signature select signature you want to register and Click Ok.

4. Once signed Click on Browse and Upload same file Uploaded earlier and Click on Verify Sign

5. On Clicking Verify Sign You will see list of Digital Signatures select Same signature selected earlier and Sign.

6. The details of Digital Signature Certificate will be automatically filled.

Save Details For DSC Registration Completion

Select Signing Certificate in dialog					⊠
IssuedTo	**IssuedBy**	**SerialNo**	**ExpiryDate**	**IssuerDetail**	Sign
TEST IIIA 2014 SIGN - ...	(n)Code Solutions CA ...	53148ac2	11-3-2016	CN=(n)Code Solutions ...	
TEST IIIB 2014 - 53885...	(n)Code Solutions CA ...	53148ad0	11-3-2016	CN=(n)Code Solutions ...	VerifySignature

Note:- Only Class-3 Certificate Allowed.

[Ok] [Cancel]

Certificate S No. :
Issuer Name :
Public Key :
Valid From :
Valid To :
Default Certificate : ☑

[Save Details] [Back]

7. Click on Save Details

Save Details For DSC Registration Completion

Document Signing :	[Browse...]	Sign
Document Signature :	CNYnHRaVaWfDuF0+xdRl fXdrT8hW7I7q1wrcIvTS	
Document Verification:	[Browse...]	VerifySignature
Signature Verification:	true	
User ID :	XXXXX	
ThumbPrint :	xxxx	
Subject :	CN=TEST XXX Q0XX GIGNX 3ERXXX XX XXXX XX Ta5	
Certificate S No. :	XXXXXXXX	
Issuer Name :	OXXXXX XXXX S XXXIXX XX XX XX XX XX XX G	
Public Key :	2X XXX XXX X XX X X X XXX X X XXX XXX XX X 226	
Valid From :	XXXXXXX	
Valid To :	XXXXXXX	
Default Certificate :	☑	

[Save Details] [Back]

Step4b: DSC Registration (Encryption Certificate Registration)
1. After Clicking Save Details You will see Encryption Certificate registration page.
2. Enter any text on Text Field and Click on Encrypt.

Save Details For DSC Registration Completion

Enter Text:		Encrypt
Encrypted Text:		Decrypt
Decrypted Text:		
Signing Certificate Registered Successfully		
User ID :	vsupplier5	
ThumbPrint :		
Subject :		
Certificate S No. :		
Issuer Name :		
Public Key :		
Valid From :		
Valid To :		
Default Certificate :	☑	

[Save Details] [Back]

3. You will see list of Encryption Certificate select and Click ok.
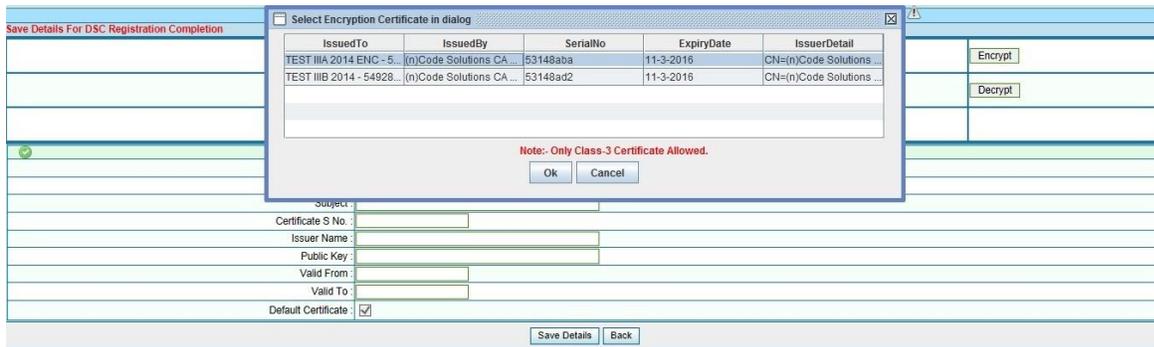
4. You will see screen with encrypted text (image shown below).
5. Now Click on Decrypt.
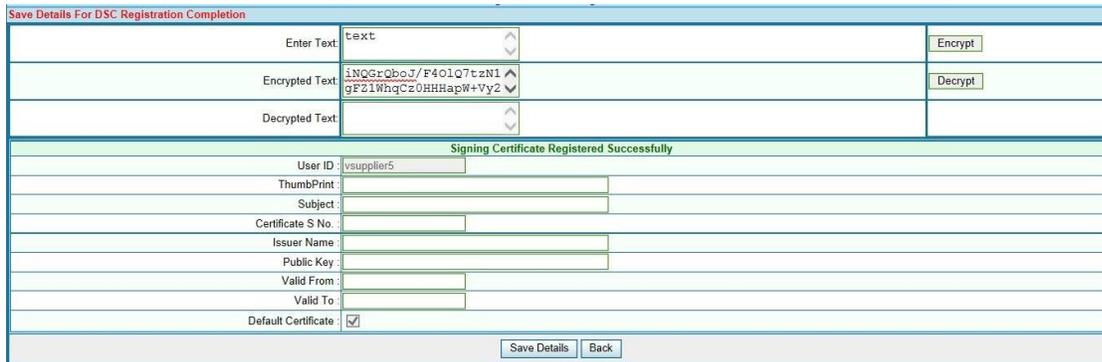
6. When you click on Decrypt the details of Encryption Certificate will be automatically filled.
7. Click on Save Details.
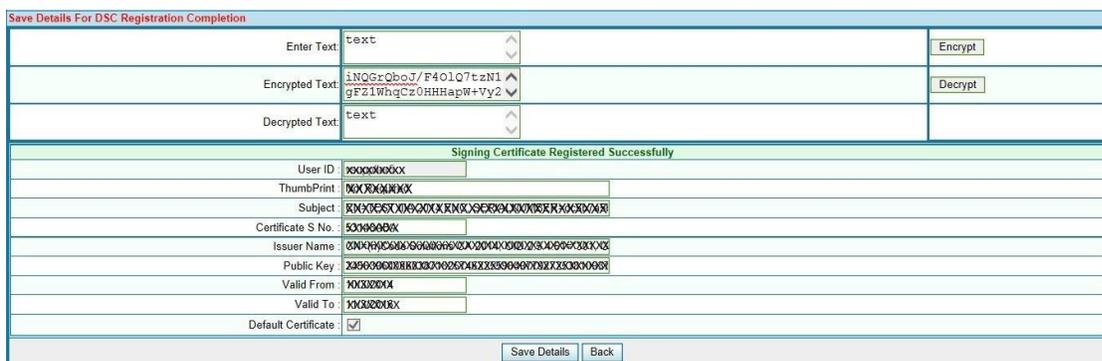
8. After saving details You will see confirmation Encryption Certificate Registered Successfully and Click on Back.

Save Details For DSC Registration Completion			
Enter Text:			Encrypt
Encrypted Text:			Decrypt
Decrypted Text:			
Encryption Certificate Registered Successfully Please click on back button and login with DSC to complete your Profile			
User ID :	vsupplier5		
ThumbPrint :			
Subject :			
Certificate S No. :			
Issuer Name :			
Public Key :			
Valid From :			
Valid To :			
Default Certificate :	☑		
	Back		

Step5a: Fill Registration Details (Profile)

1. On clicking back You will see Public dashboard.
2. Login with your userid, password and DSC registered.
3. You will see following screen. Click on <u>Click Here To Complete Registration</u>.

Welcome: nscivendor10 [VENDOR10]   Logout | DashBoard | User Dash Board   09/12/2015 16:06:03

Registration Details
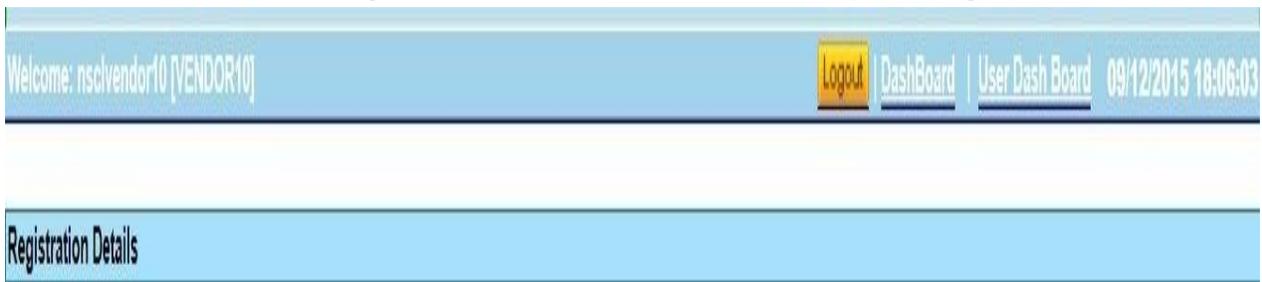
Click Here To Complete Registration

4. Under <u>Profile</u> info fill Company's information
5. Select the Legal Status of the company.
6. Enter company's Address Information.
7. Enter Contact Information.
8. Select Category for Registration.
9. Click on <u>Save</u> to save details.

? PAGE HELP CONTENT

Company Registration

NOTE: If you are not completing the registration with in 60 days, Your user details would not be available.

ages : Profile | Common Info | Password For Bid Submission | Secret Question For Forgot Password

Company Name: ABC (ABC)		Company Type : Local

Company Information

Legal Status : *	--Select--	Status If Others Selected :	

Contact Information Address

Address-1 : *		
Country : *	--Select--	
P.O.Box : *		
Address-2 :		
City : *		

Contact Information

Tel. Number : *		(Note :- You can enter multiple telephone Nos. with comma seperated. Max upto 3 Nos with 15 Digit)	Fax Number :	
Email Id : *	abc@gmail.com		Secondary Email :	
Contact Person : *			Authorised Person : *	
Contact Person's Designation : *			Authorised Person Designation : *	
Contact Person Mobile No. : *				

Category Registration

Select Category	Category		
☐	Works		
☐	Goods		
☐	Services		

Save

Step5b: Fill Registration Details (Common Info)

1. Click on Common Info and fill the details.
2. Enter Company's PAN Card number.
3. Enter Mobile number.
4. Enter Phone number.
5. Enter Fax number.
6. Upload Documents corresponding to details given in form. (for multiple files, zip the files).
7. Save details.

Step5c: Fill Registration Details (Bid Submission Password)

1. Click on Password For Bid Submission.
2. Define Bid Submission Password. (should be different from the login password)
3. Click Save Password and then Close.

Step6: Accept Terms and Conditions

1. Click on Terms and Conditions to view and accept terms and Conditions of Registration.
2. Scroll and Click on Accept to accept the terms and Conditions.
3. to complete your registration click on Proceed.