

# SCSSKL E-Tender User Manual

1. Visit <http://www.shrichhatrapatisugar.org/> website and click tenders menu option.  
(Ref. Image 1)



Image 1

2. Login : (Ref. Image 2)
  - A. For existing user enter username and password and click login button.
  - B. For new user click [Create an account](#) link.
  - C. For forgot password click [Forgot Password?](#) Link.

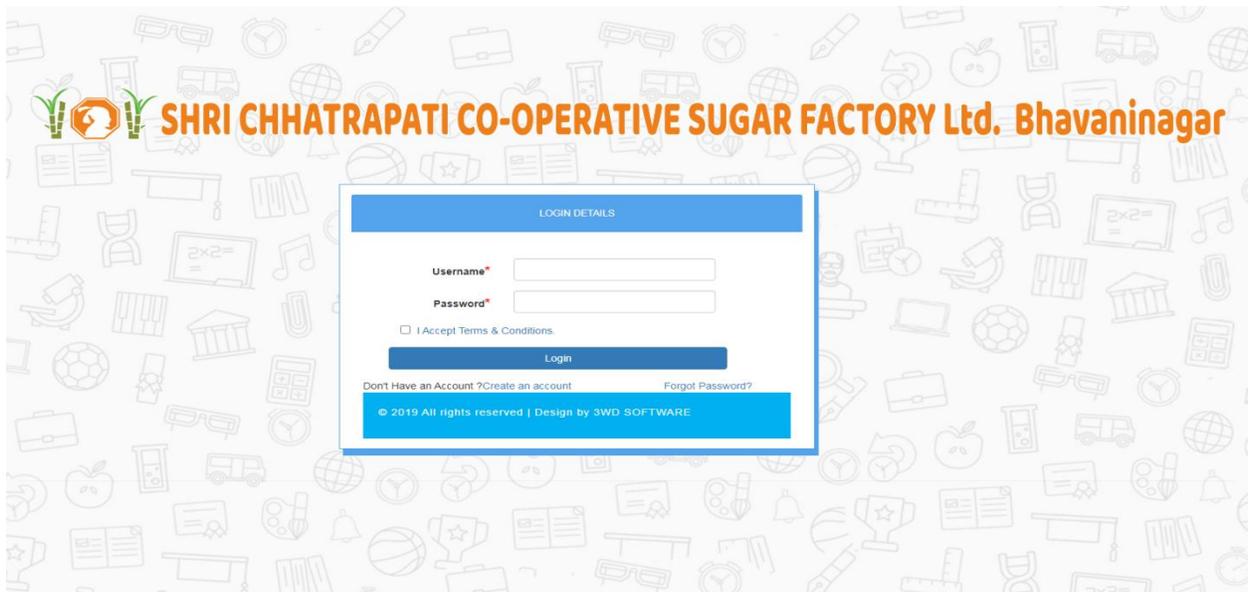


Image 2

3. Create New Account ( Registration)- (One time Registration )
  - a. Please enter valid representative details ( mobile number, email address, username should be unique) (Ref. Image 3.1)

The screenshot shows a web form titled 'REGISTRATION' with a sub-section 'Representative Details:'. The form contains the following fields and examples:

- Select Type: All (e.g. Supplier and Dealership)
- Full Name: (e.g. first middle last name)
- पूर्ण नाम: (e.g. पहिले मधिले आख्खार)
- Designation: (e.g. Marketing Manager)
- Telephone Number 1: (e.g. 00000-000000)
- Telephone Number 2: (e.g. 00000-000000)
- Mobile Number: (e.g. 9999999999)
- Email Address: (e.g. xyz@abc.com)
- Username: (e.g. username)
- Password: (e.g. \*\*\*\*\*)
- Confirm Password: (e.g. same as password)

A 'Next' button is located at the bottom right of the form area.

Image 3.1

- b. Company Contact Details : (Ref. Image 3.2)

The screenshot shows a web form titled 'Company Contact Detail'. The form contains the following fields and examples:

- Select Category: Select your option (e.g. Computer Department)
- Select Company type: Select your option (e.g. Private Limited)
- Company Name: (e.g. Company Name)
- कंपनीचे नाव: (e.g. कंपनीचे नाव)
- Registration Number: (e.g. Company Registration No.)
- Select Vendor type: Select your option (e.g. Authorized Dealer)
- Select Country: Select your option
- Select State: Select your option
- Select District: Select your option
- Select Sub- District: Select your option
- City Name: (e.g. City Name)
- Regst. Office Address: (e.g. Regst. Office Address)
- Pincode: (e.g. Pincode)
- Telephone Numbe 1: (e.g. Telephone Numbe 1)
- Telephone Numbe 2: (e.g. Telephone Numbe 2)
- Fax Numbe 1: (e.g. Fax Numbe 1)
- Fax Number 2: (e.g. Fax Number 2)

'Previous' and 'Next' buttons are located at the bottom right of the form area.

Image 3.2

- c. Documents Details: select document add document number (e.g. valid PAN no) and upload document pdf file. After that click add Document button. If any mistake on document check document in below table and click remove document button. (Ref. Image 3.3)

The screenshot shows a registration form titled 'Documents Details' within a 'REGISTRATION' header. The form includes three input fields: 'Select Document\*' with a dropdown menu showing 'PAN Card Document' and a note '(e.g. only pdf file Allowed)'; 'PAN Card Document\*' with a text input field and a note 'PAN Card Document'; and 'Upload Document\*' with a 'Choose file' button, 'No file chosen' text, and a note '(e.g. only pdf file Allowed)'. Below these fields are 'Add document' and 'Remove document' buttons. A table with columns 'Sr.No', 'Document Name', 'File Name', 'Document File', and 'Action' is present but empty. At the bottom right are 'Previous' and 'Next' buttons, and a progress indicator with four dots.

Image 3.3

- d. Add Bank Details and click submit button. (Ref. Image 3.4)

The screenshot shows a registration form titled 'Bank Details' within a 'REGISTRATION' header. The form includes four input fields: 'Bank Name\*' with a dropdown menu showing 'IDBI BANK' and a note '(e.g State Bank OF Maharashtra)'; 'Bank Branch\*' with a text input field and a note '(e.g Pune)'; 'Bank Account No\*' with a text input field and a note '(e.g Bank Account No)'; and 'IFSC Code\*' with a text input field and a note '(e.g MAHB0000073)'. At the bottom right are 'Previous' and 'Submit' buttons, and a progress indicator with four dots.

Image 3.4

4. After all information fill correct then registration successfully done. Otherwise display error of wrong information. (Ref. Image 4)

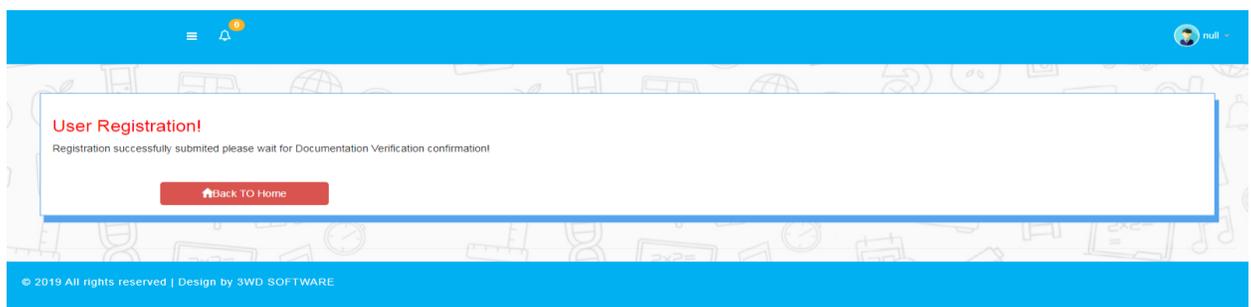


Image 4

5. Registration Payment :

- a. After Successfully Registration login ->display registration payment option button or Registration payment menu click. (if already payment done then wait for verify account or payment details) (Ref. Image 5.1)

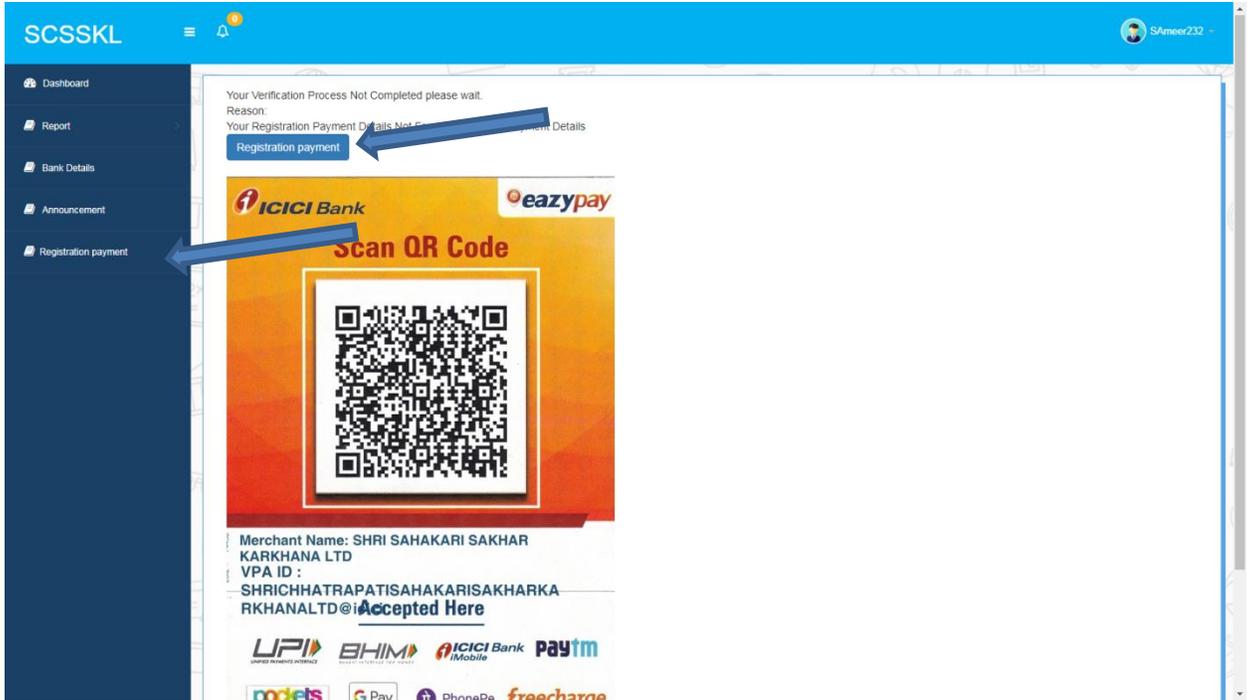


Image 5.1

- b. Add payment details – enter transaction no and upload transaction proof.(Note : after payment please wait for factory side confirmation) (Ref. Image 5.2)

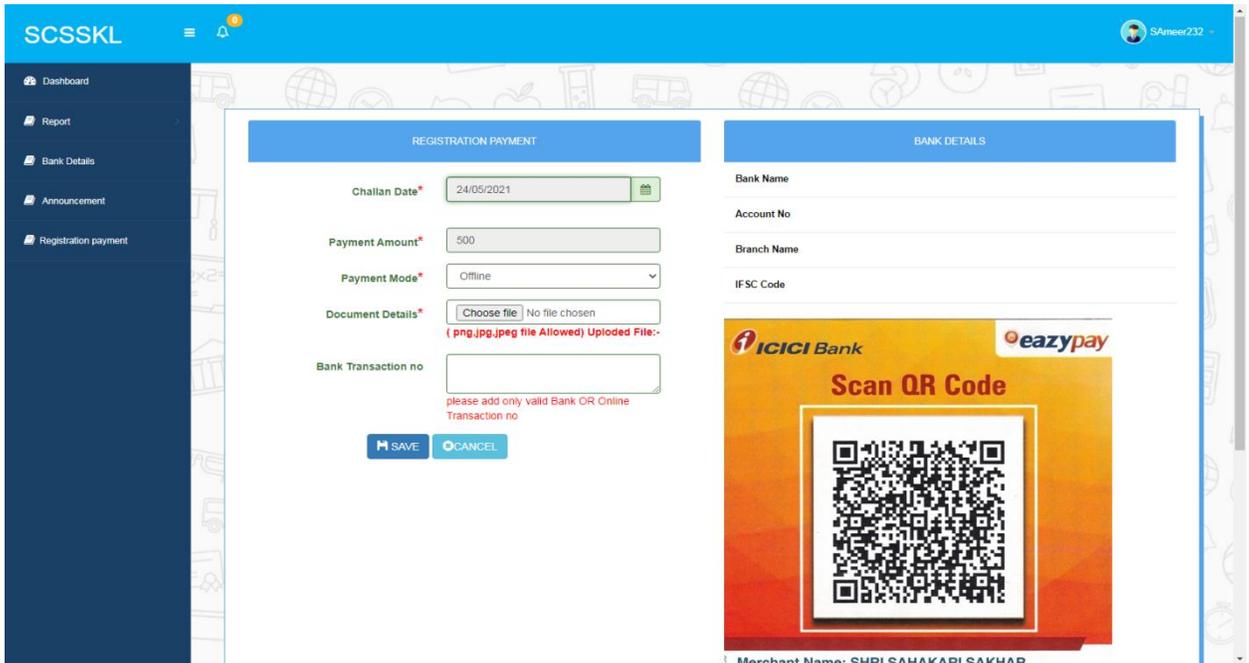


Image 5.2

Note: After Registration Payment confirmation please login again.

6. Dashboard : (Ref. Image 6.1)
  - a. Display company type and vendor type.
  - b. Total apply tender count and current year or lot apply(payment apply) tender count.
  - c. Total successfully submitted tender count and current year or lot submitted count.
  - d. View announcement list.
  - e. Current year or lot category wise tender count list.
  - f. Profile: change registration profile details.

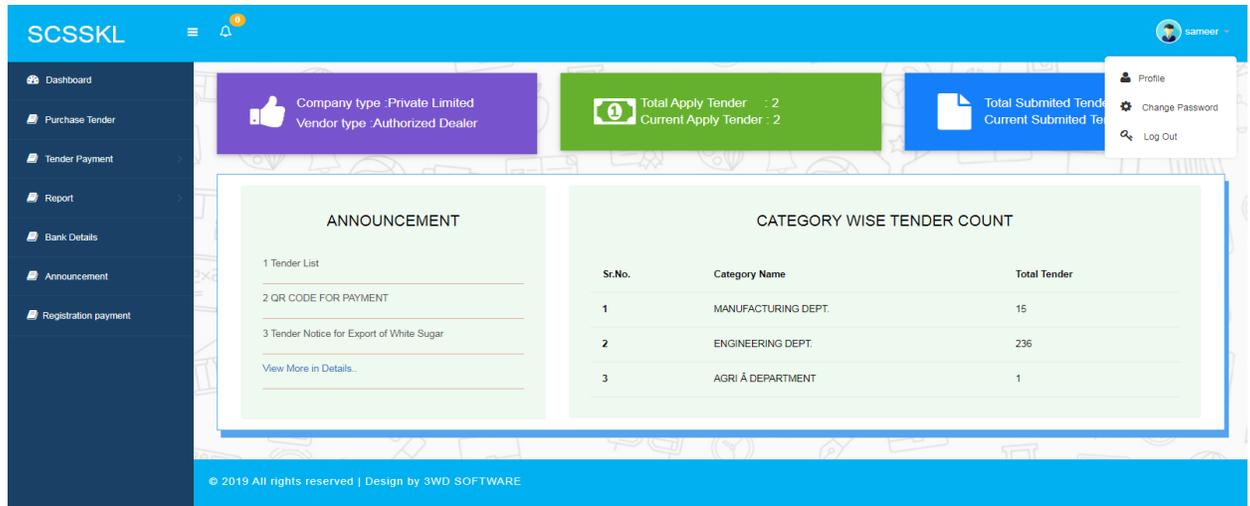


Image 6.1

- g. Change Password: enter previous valid password and new password change password. : (Ref. Image 6.2)

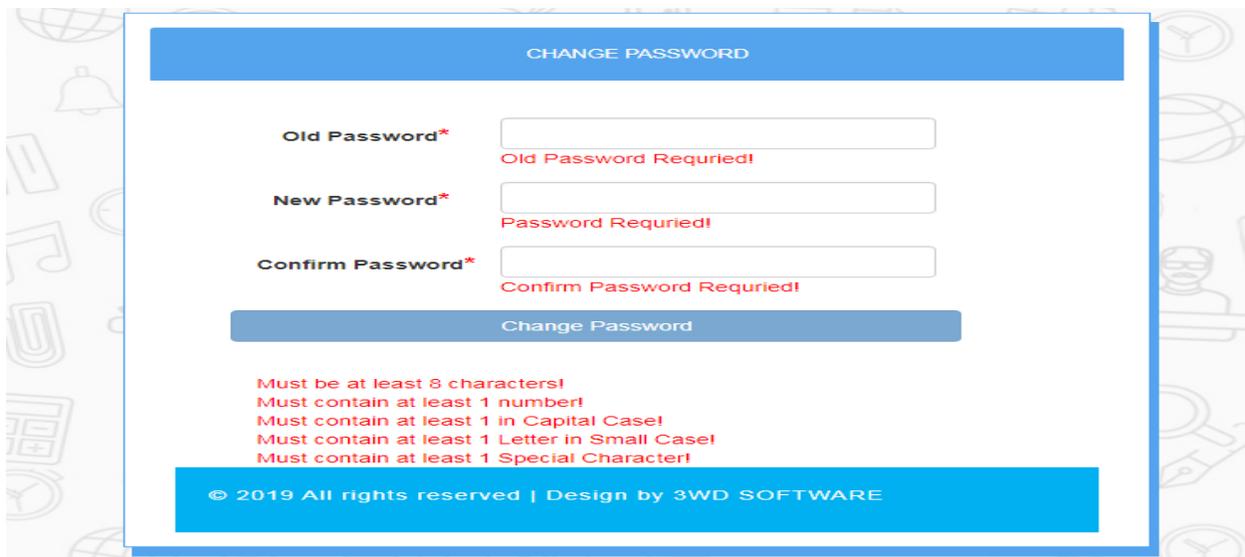


Image 6.2

- h. Logout: logout account.

## 7. Tender Payment :(Process -1)

- a. Click purchase tender menu. Click rate entry button. (Ref. Image 7.1)

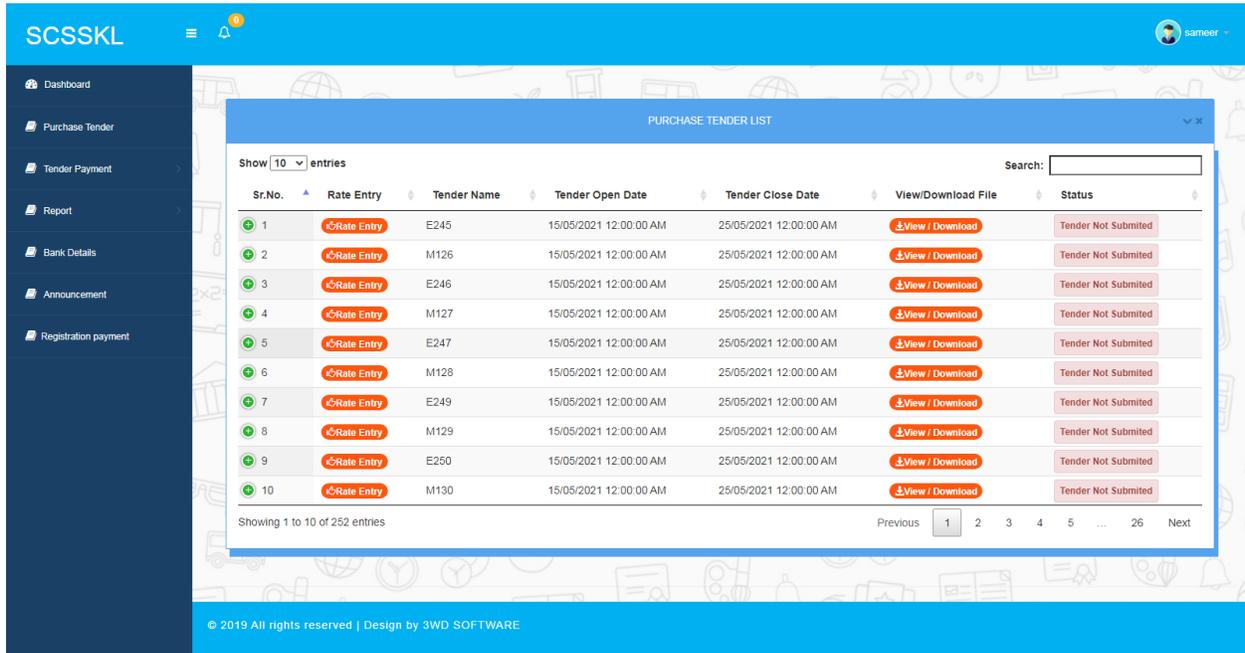


Image 7.1

- b. Read all instructions and click on go to payment process button. (Ref. Image 6.2)

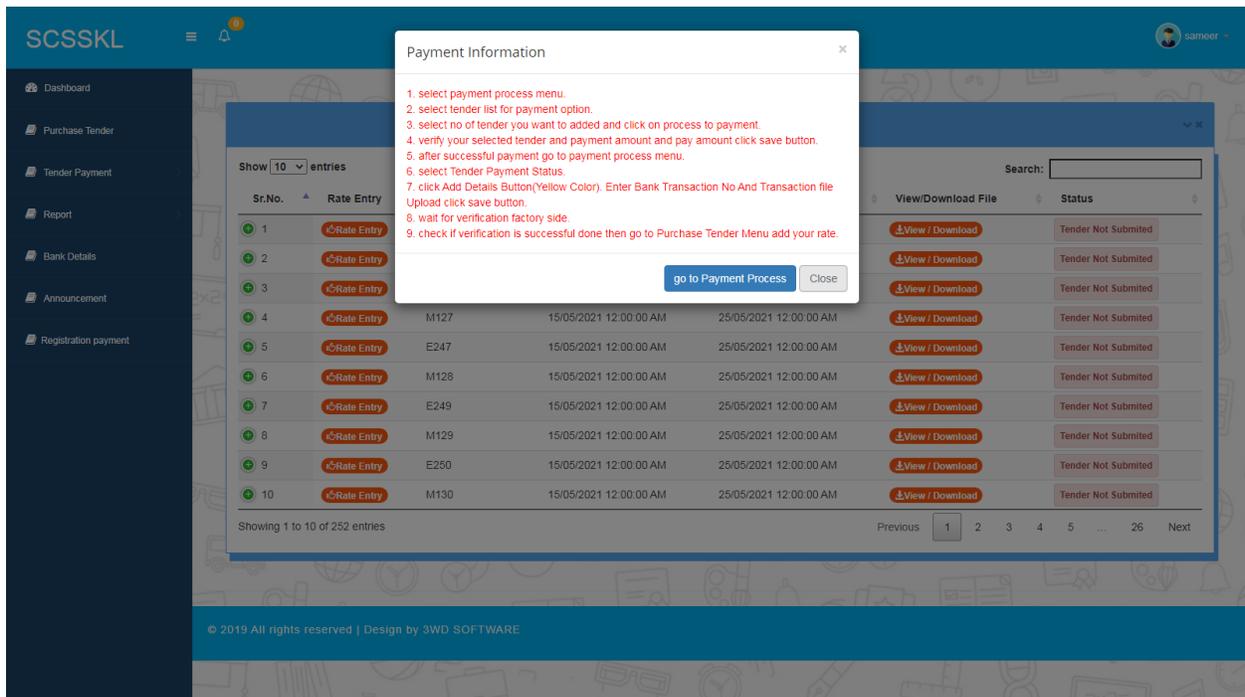


Image 7.2

Process -2 : (Ref. Image 7.3)

- a. Click tender payment -> tender list for payment.
- b. Select one or more tender for payment and click process to payment button.

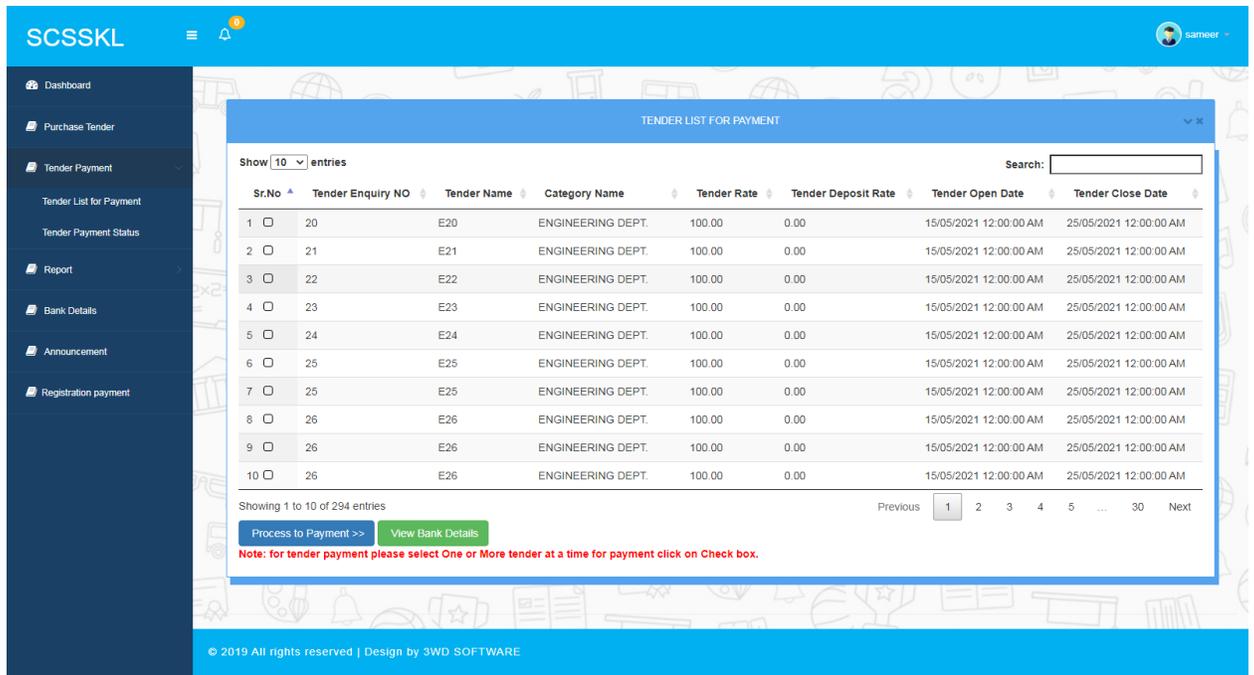


Image 7.3

- c. Tender payment confirmation: check selected tender list and tender amount click save button.(please pay your total amount) (Ref. Image 7.4)

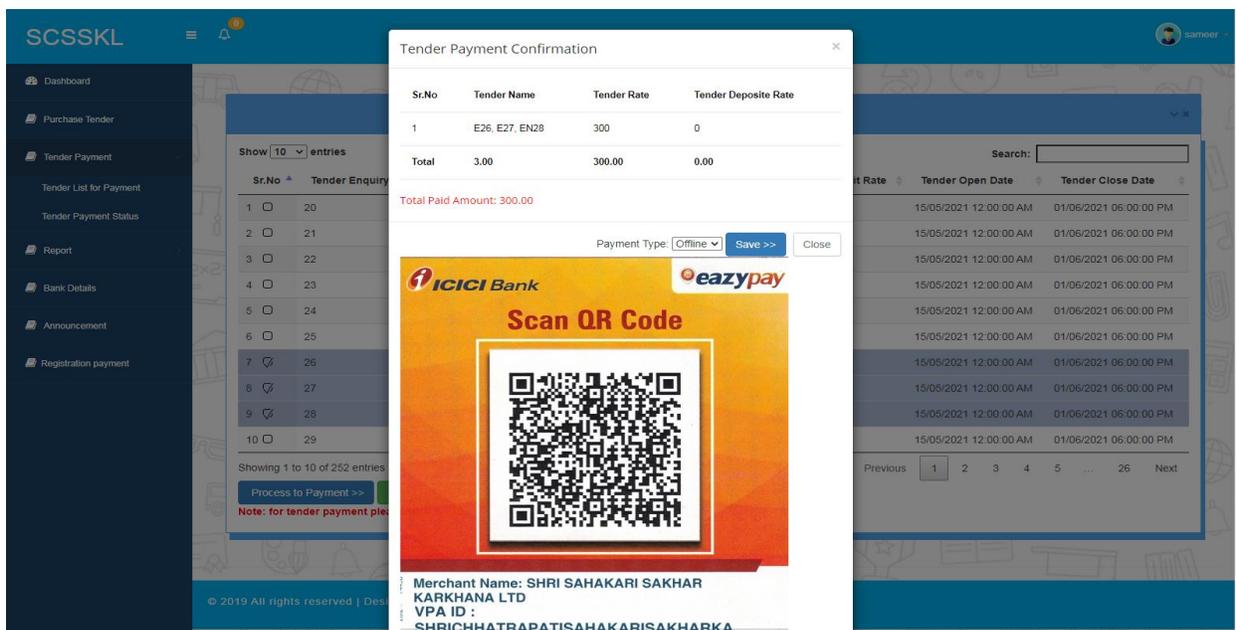


Image 7.4

8. Tender Payment Status: Display apply for payment tender details. If status not success then add your transaction details(Note: Payment Details already then wait for factory side confirmation). (Ref. Image 8)

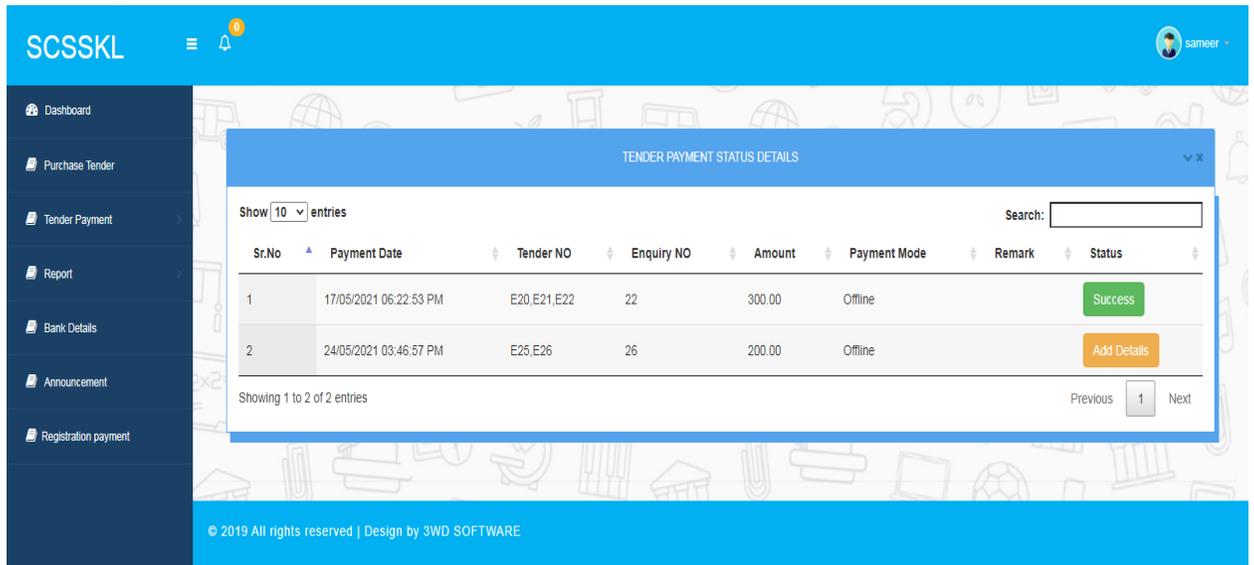


Image 8

9. Add Tender Payment details: enter payment transaction no and upload payment receipt file. (Note: Payment Details already then wait for factory side confirmation) (Ref. Image 9)

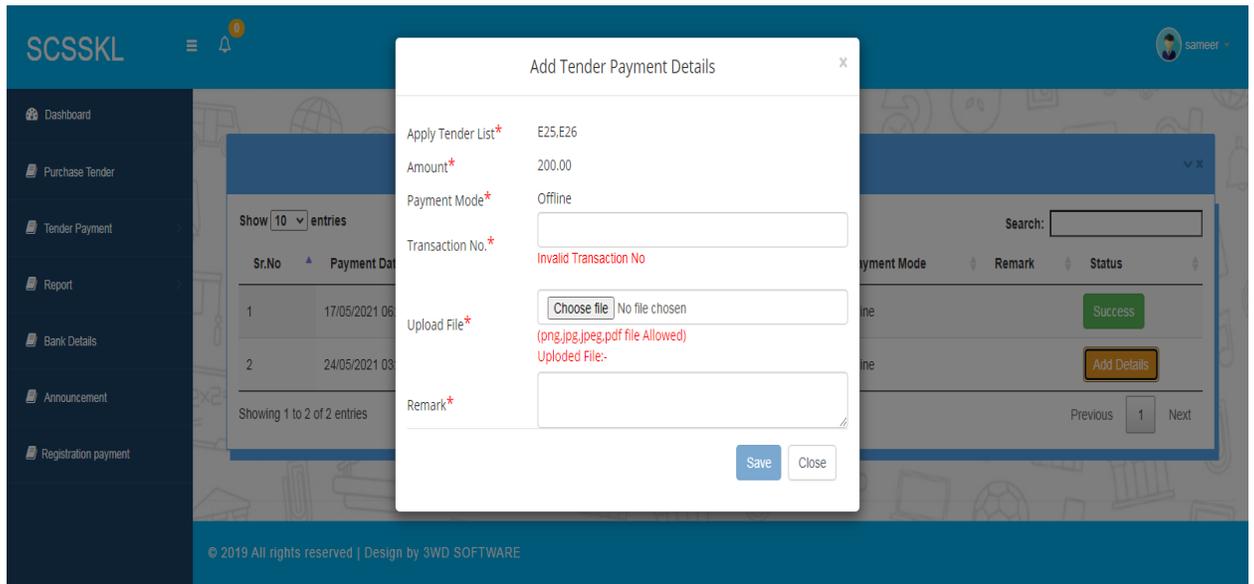


Image 9

## 10. Purchase Tender:

- a. for rate entry click Purchase Tender menu and search your tender (search by tender name, item code, item name) click rate entry button (yellow button) (Ref. Image 10.1)

Note: please check before rate entry payment confirmation is done.

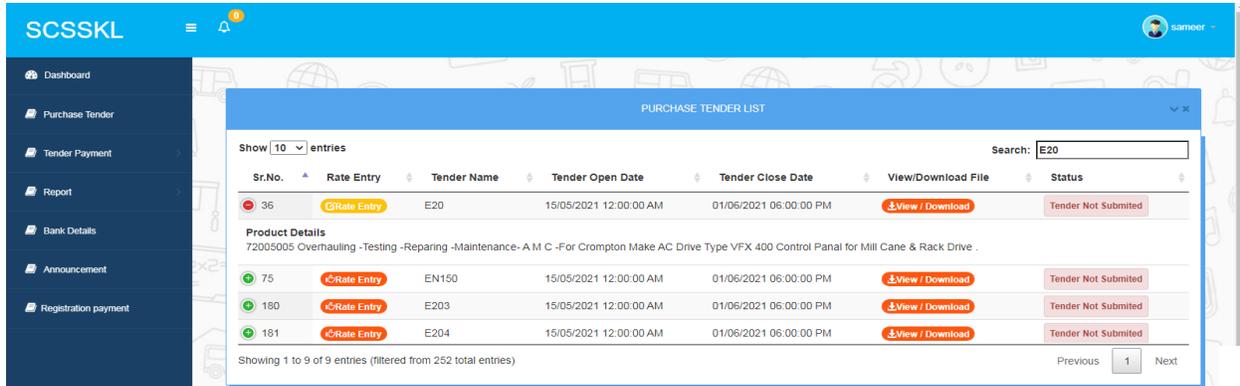


Image 10.1

- b. Read terms and conditions and click a accept terms and condition button. (Ref. Image 10.2)

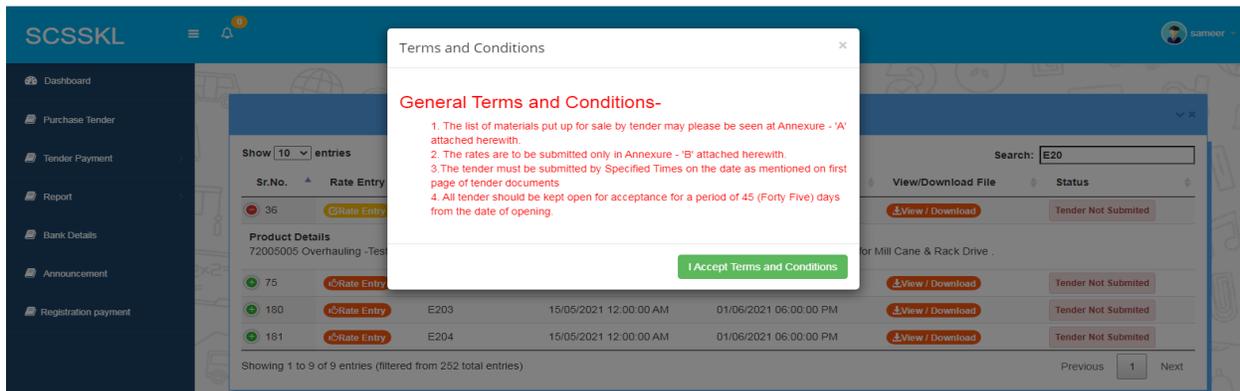


Image 10.2

- c. Rate entry : (Ref. Image 10.3)
  - i. Select product code or search product name.
  - ii. Select product code or name display unit, required quantity and make.
  - iii. Enter rate (per unit) and click add item button.
  - iv. Same process for all products.
  - v. Change rate or remove product check one or more added product list and click remove item button.
  - vi. After delete /remove add again removed entry with new rate.
  - vii. Enter delivery period. (e.g. 20 days)
  - viii. If available any standard price list document Upload.
  - ix. Click save button.

- x. Note: if any issue save entry and rate entry not saved then click recover deleted entry button.

Sr.No	Product Code	Product Name	Unit	Make	Quantity	Rate (Per Unit)
<input type="checkbox"/>	1.	7073013	Bearing Housing C.I.	NOS	1	20
<input type="checkbox"/>	2.	7073015	Gland cover (In two	NOS	2	205
<input type="checkbox"/>	3.	7073022	Internal circlip For	NOS	2	20.5
<input type="checkbox"/>	4.	7078018	Wear Plate / Casing	NOS	2	623

Image 10.3

- d. Tender entry successfully saved. (Ref. Image 10.4)
  - i. Print: print tender rate entry.
  - ii. View applied tender list: view applied tender list report.
  - iii. View tender for apply: apply more tender.
  - iv. Back to home: redirect to dashboard page.

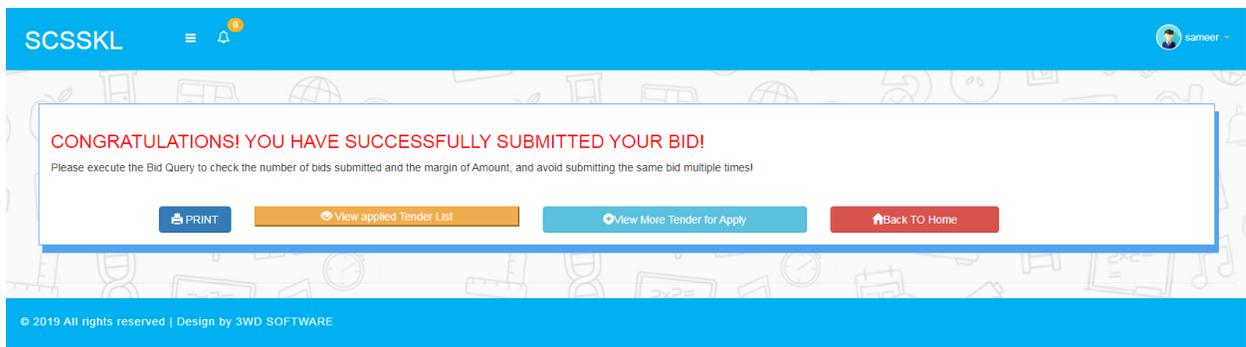


Image 10.4

- 11. Edit save tender rate entry. (Ref. Image 11)
  - a. Click purchase tender Menu.
  - b. Search tender for edit and click rate entry button.
  - c. Click edit button.

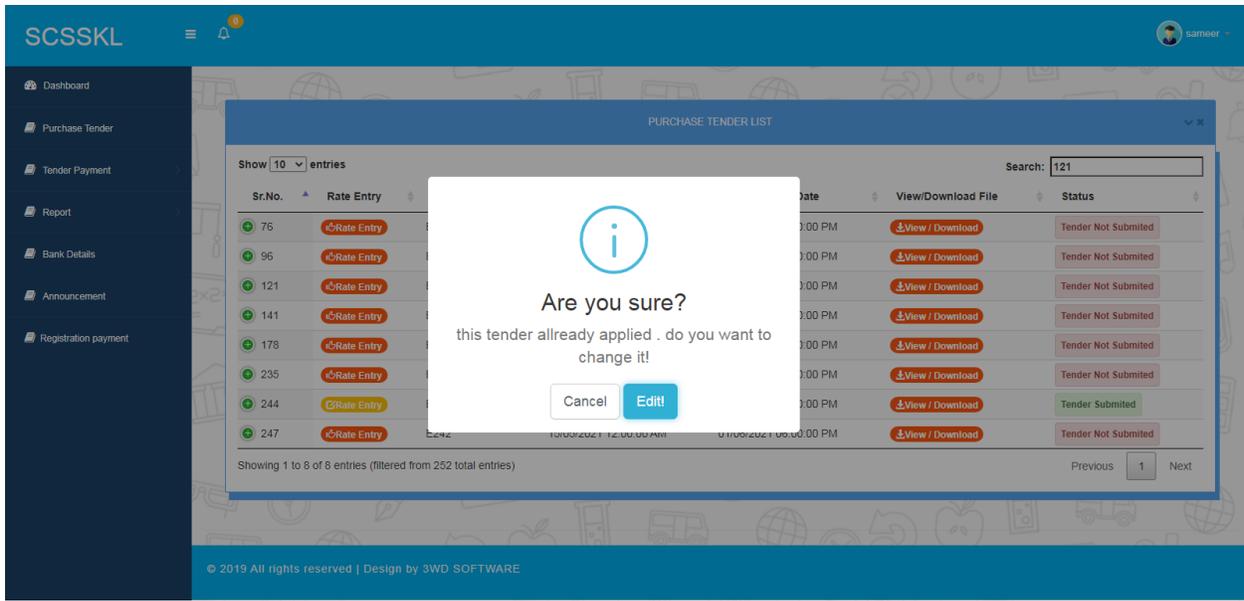


Image 11

12. Display already added item rate entry list. (Ref. Image 12)

- Change rate or remove product check one or more added product list and click remove item button.
- After delete /remove add again removed entry with new rate.
- Click save button.

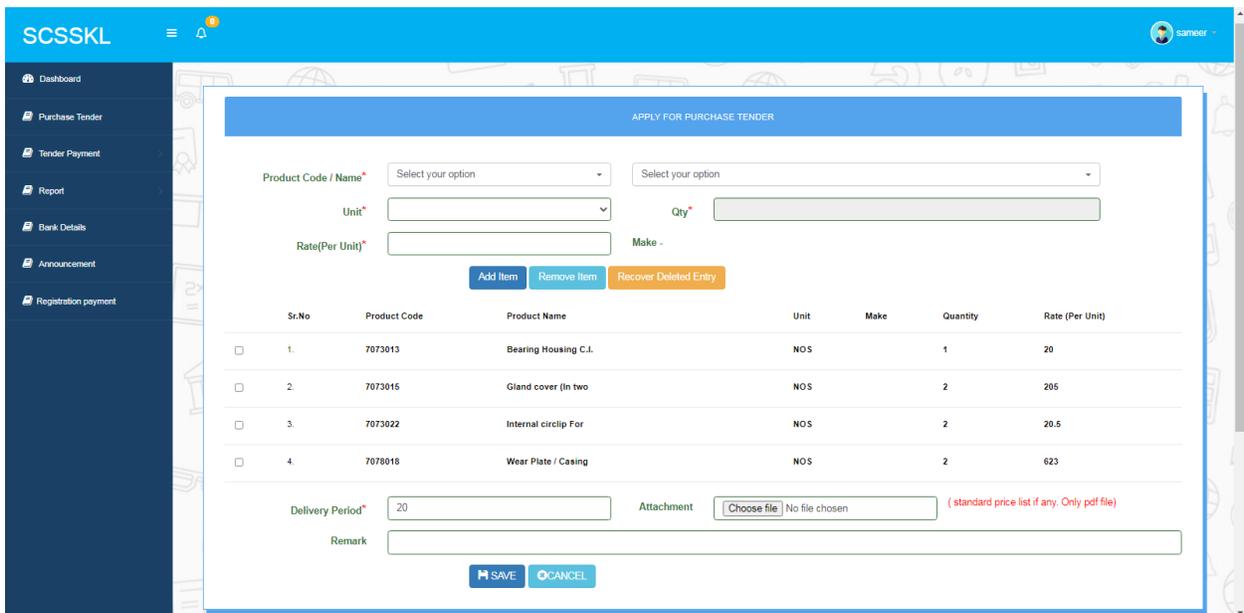


Image 12