Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)

Bidders Training Kit

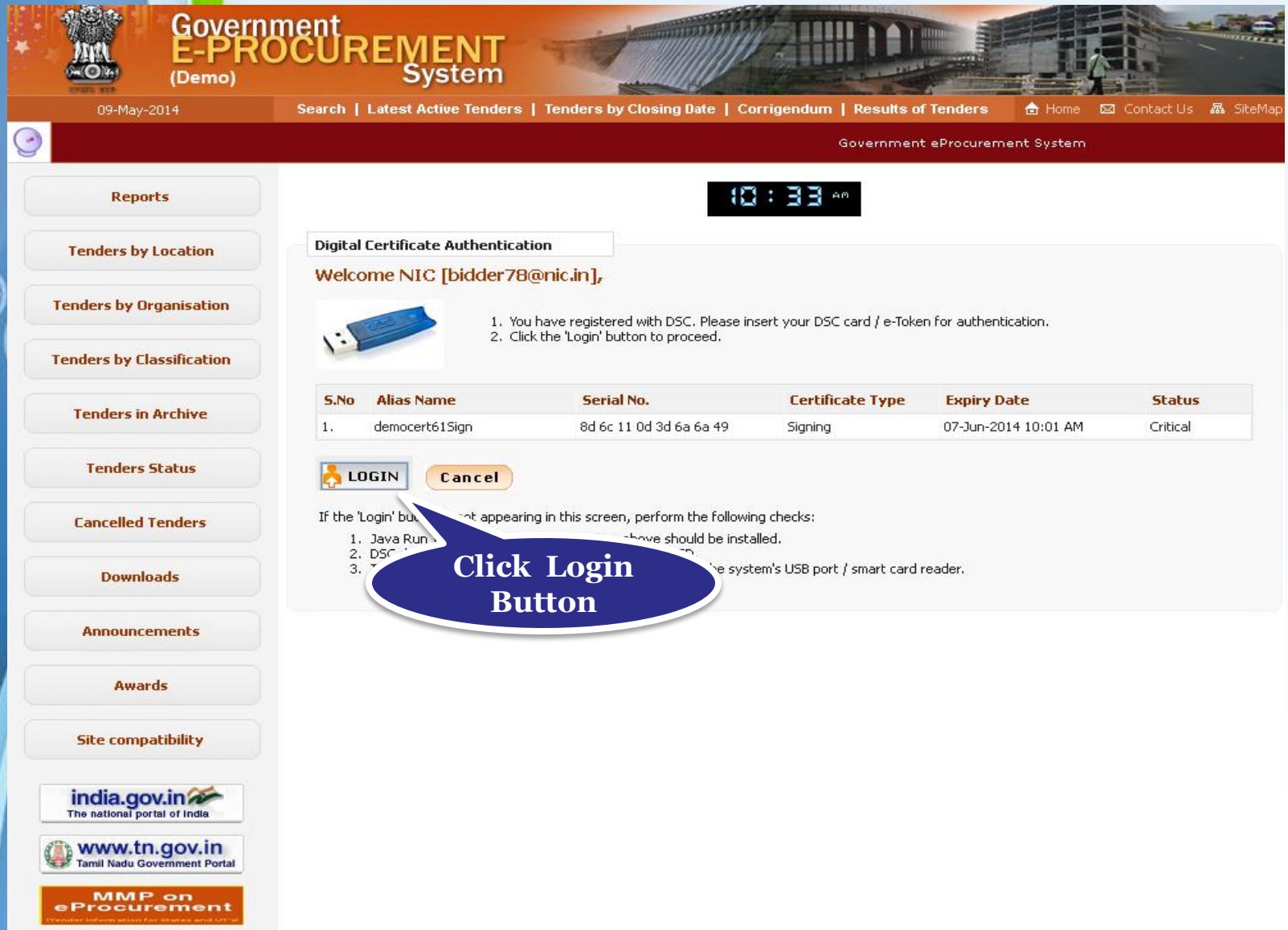
My Documents

My Documents

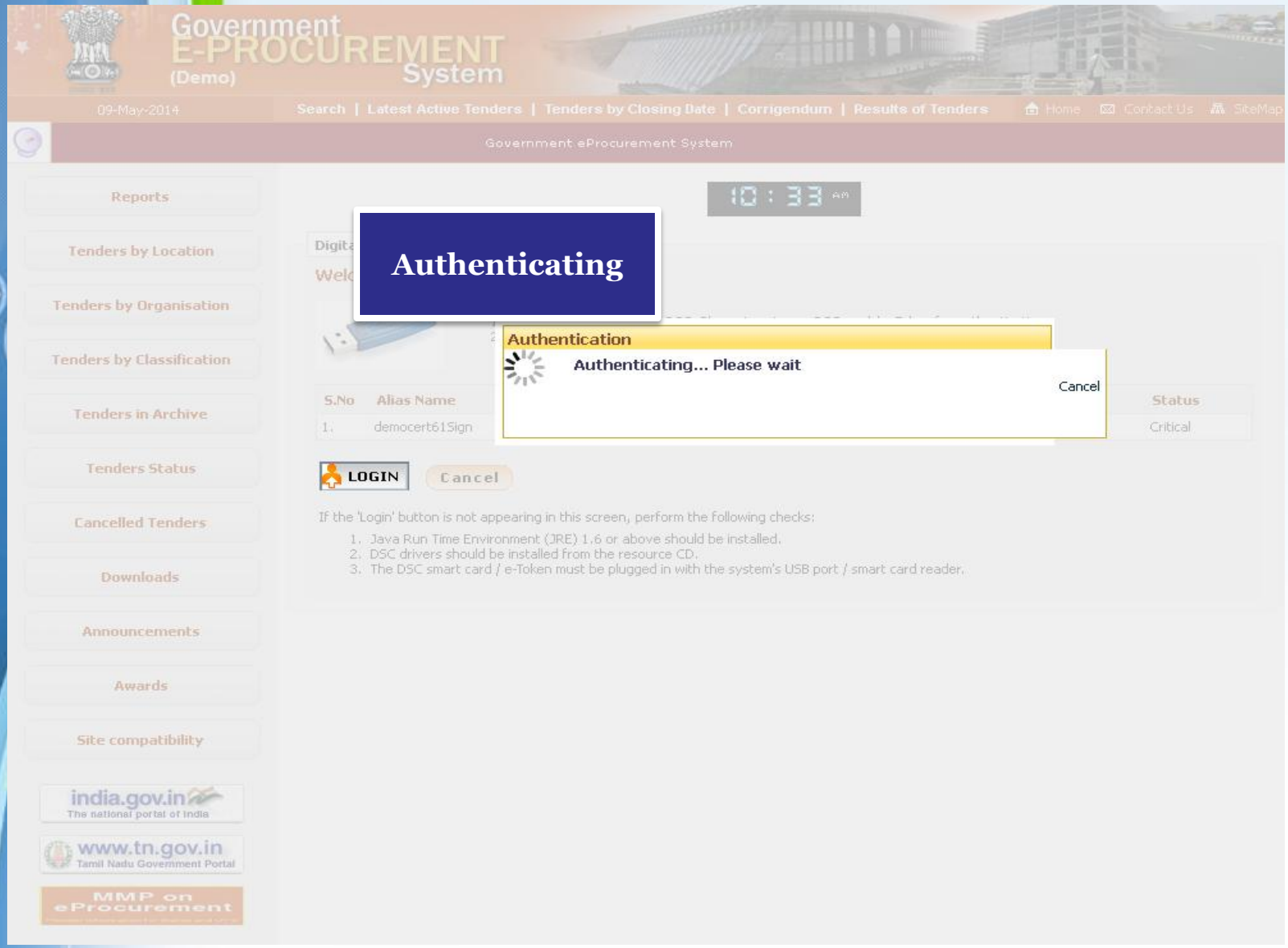
- This document assists you on how to have Other Important Documents stored.
- Go to My Accounts after successfully logging in.
- Select My Documents icon,
- You will be provided with 10 MB of Space.
- Upload the Other Important Documents and have them stored in the space given.
- The documents stored will be taken as available while placing bid.

- **Enter Login id and password and click Login button**

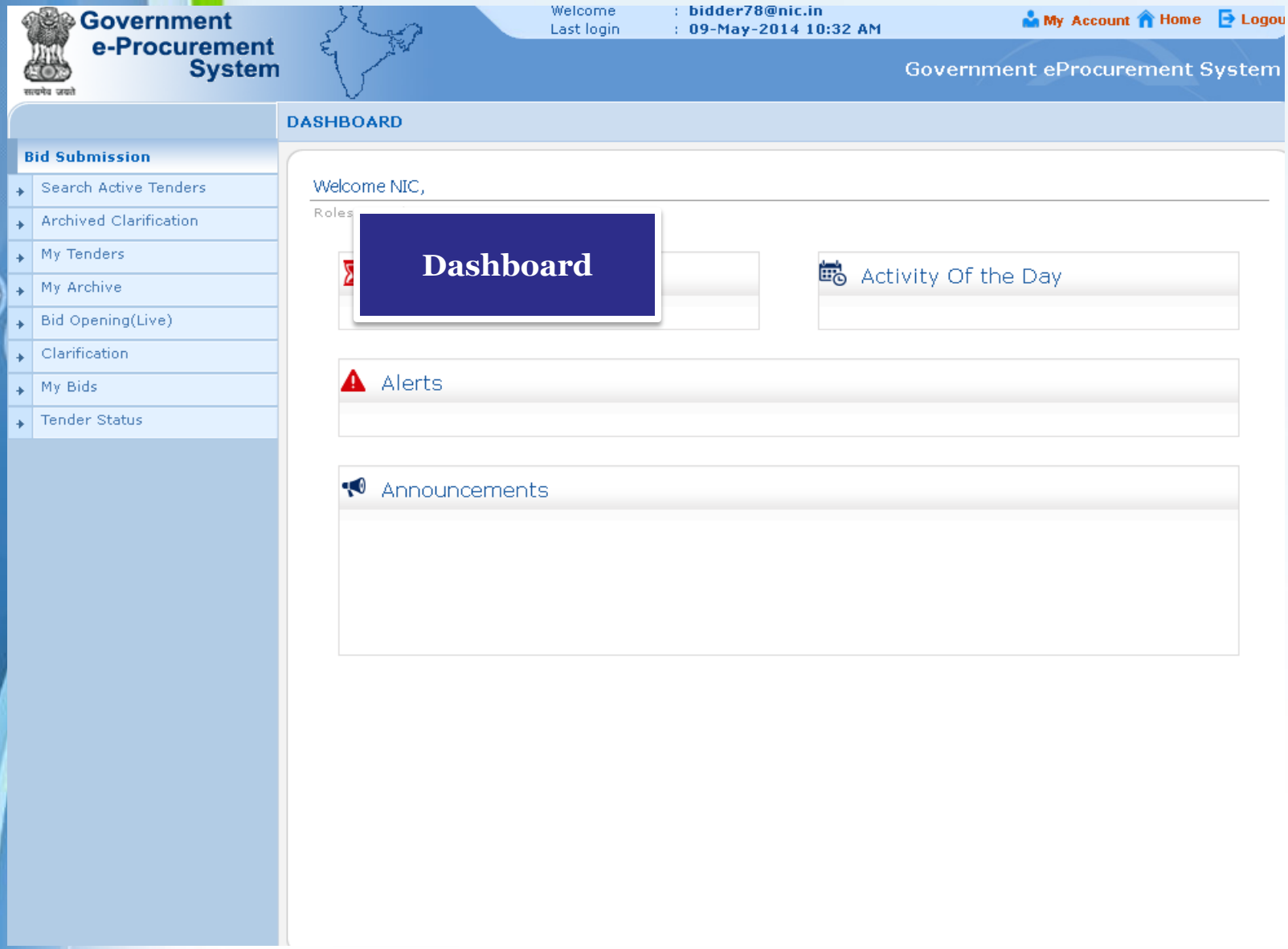
- **Physically Insert the DSC token into the system and Click LOGIN**



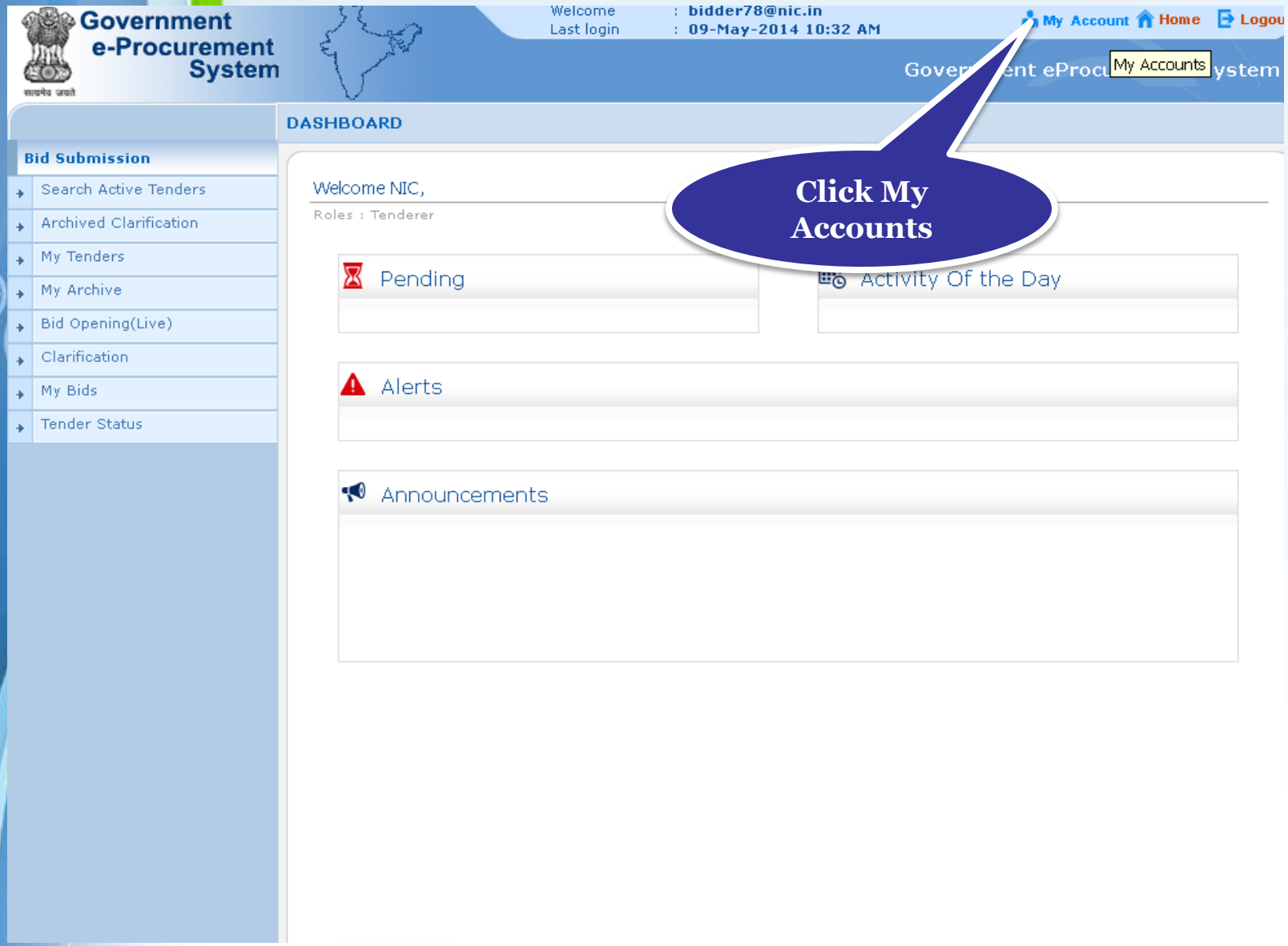
- **Enter DSC Password and Click Ok when prompted**



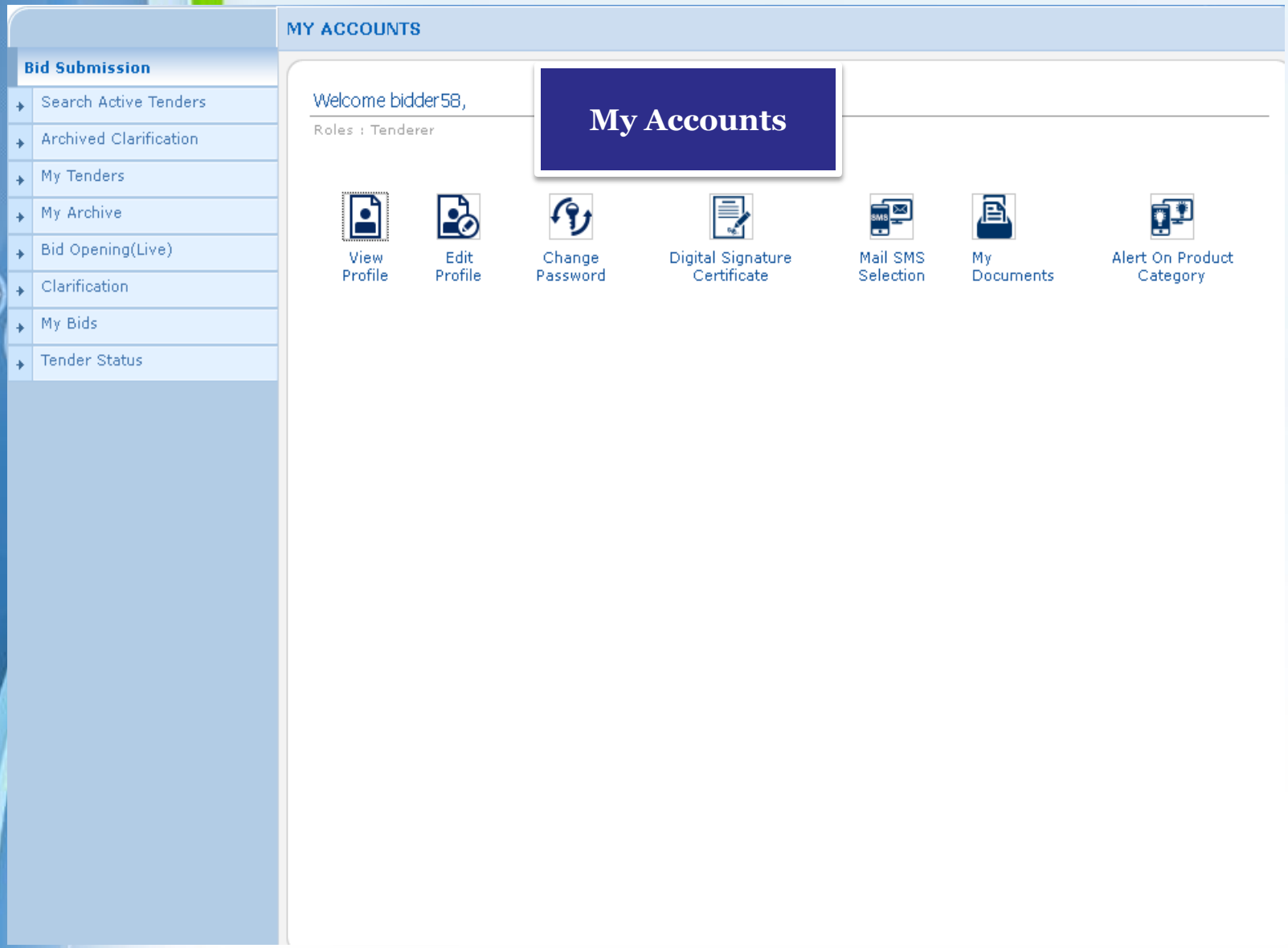
- **Dashboard**


Government e-Procurement System
Welcome : bidder78@nic.in
Last login : 09-May-2014 10:32 AM
My Account
Home
Logou
Government eProcurement System
DASHBOARD
Bid Submission
Search Active Tenders
Archived Clarification
My Tenders
My Archive
Bid Opening(Live)
Clarification
My Bids
Tender Status
Welcome NIC,
Roles
Dashboard
Activity Of the Day
Alerts
Announcements

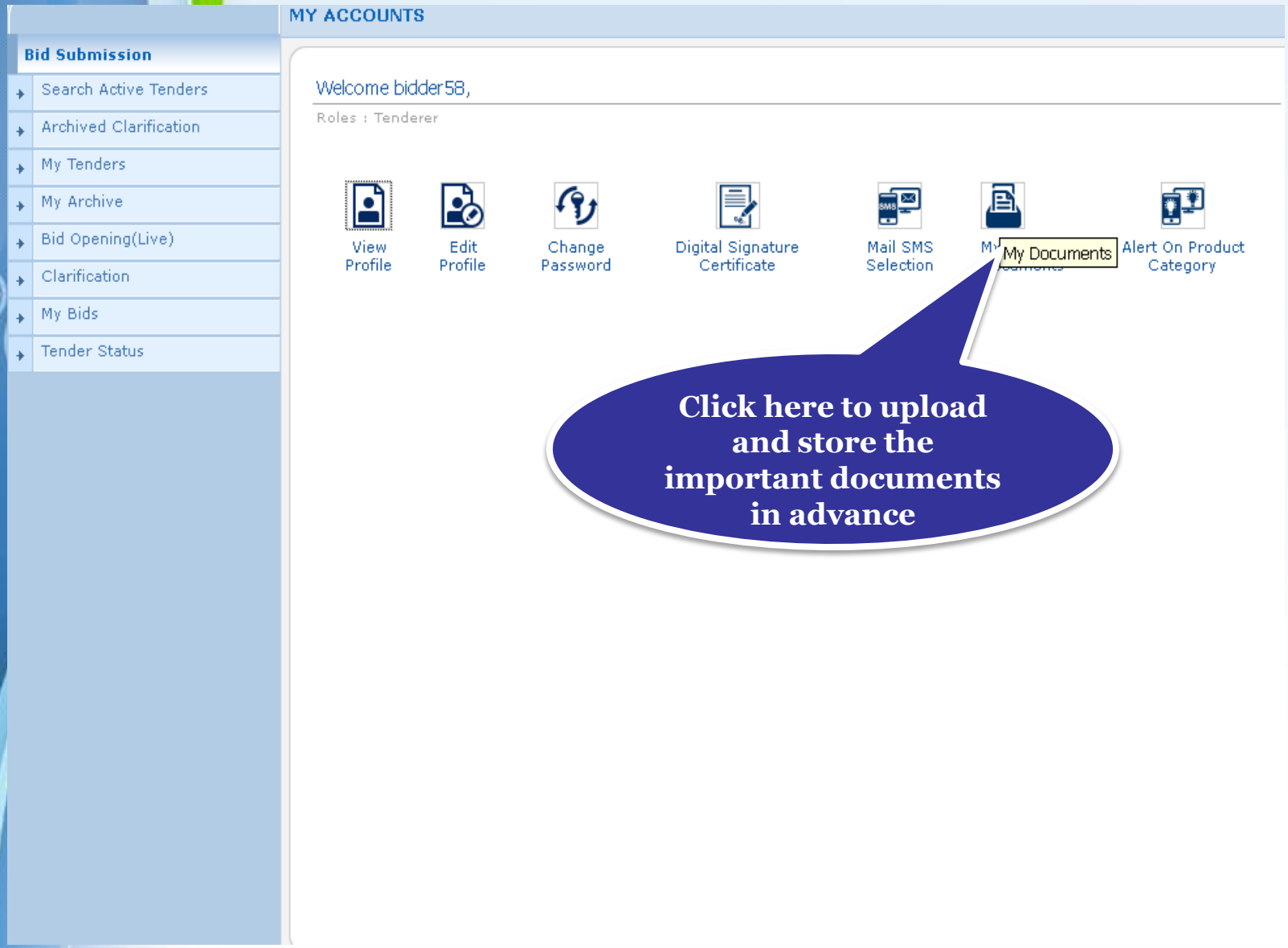
- **Click My Accounts to go to your account page**



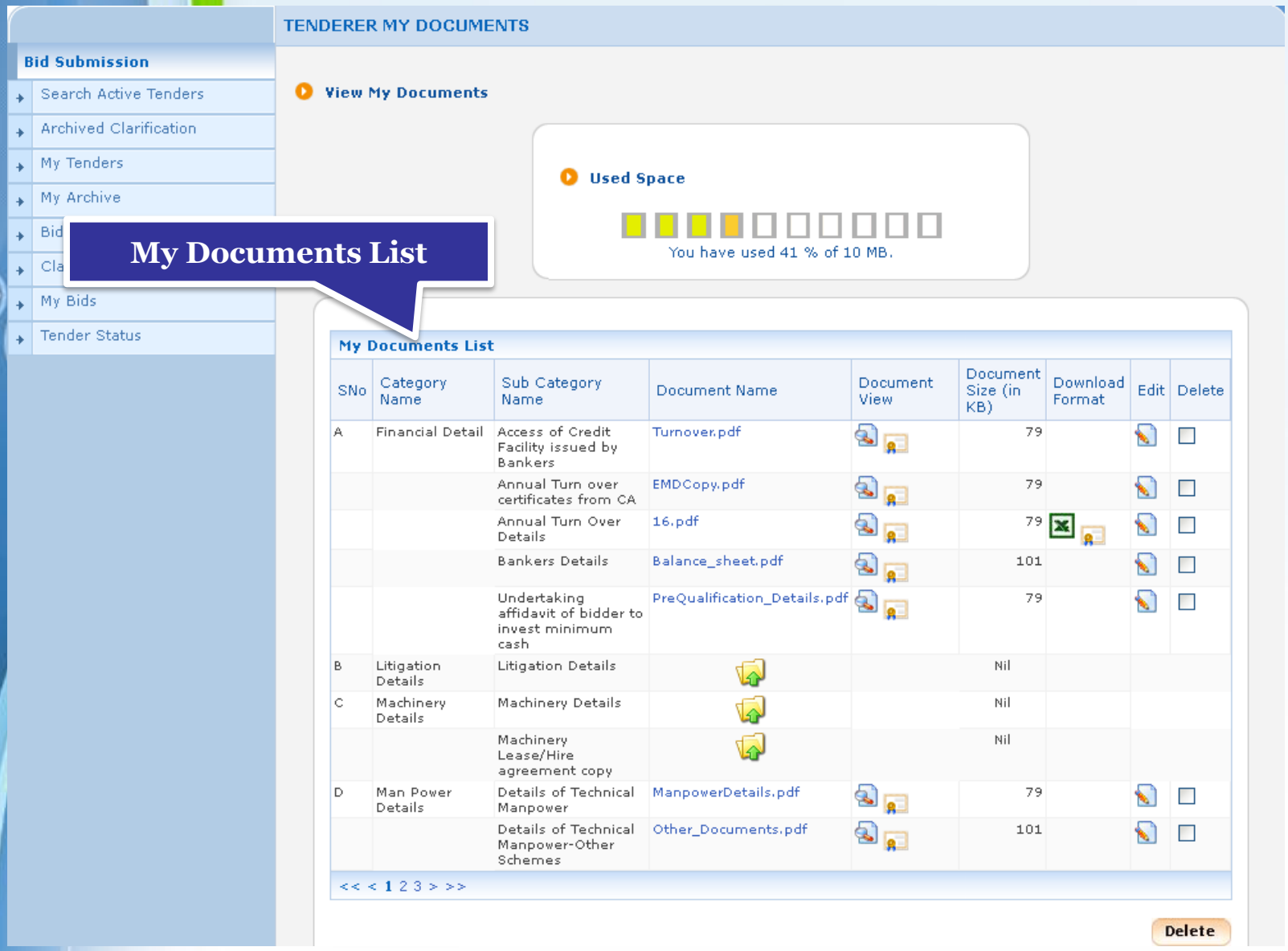
- **My Accounts**


MY ACCOUNTS
Bid Submission
Search Active Tenders
Archived Clarification
My Tenders
My Archive
Bid Opening(Live)
Clarification
My Bids
Tender Status
Welcome bidder58,
Roles : Tenderer
My Accounts
View Profile
Edit Profile
Change Password
Digital Signature Certificate
Mail SMS Selection
My Documents
Alert On Product Category

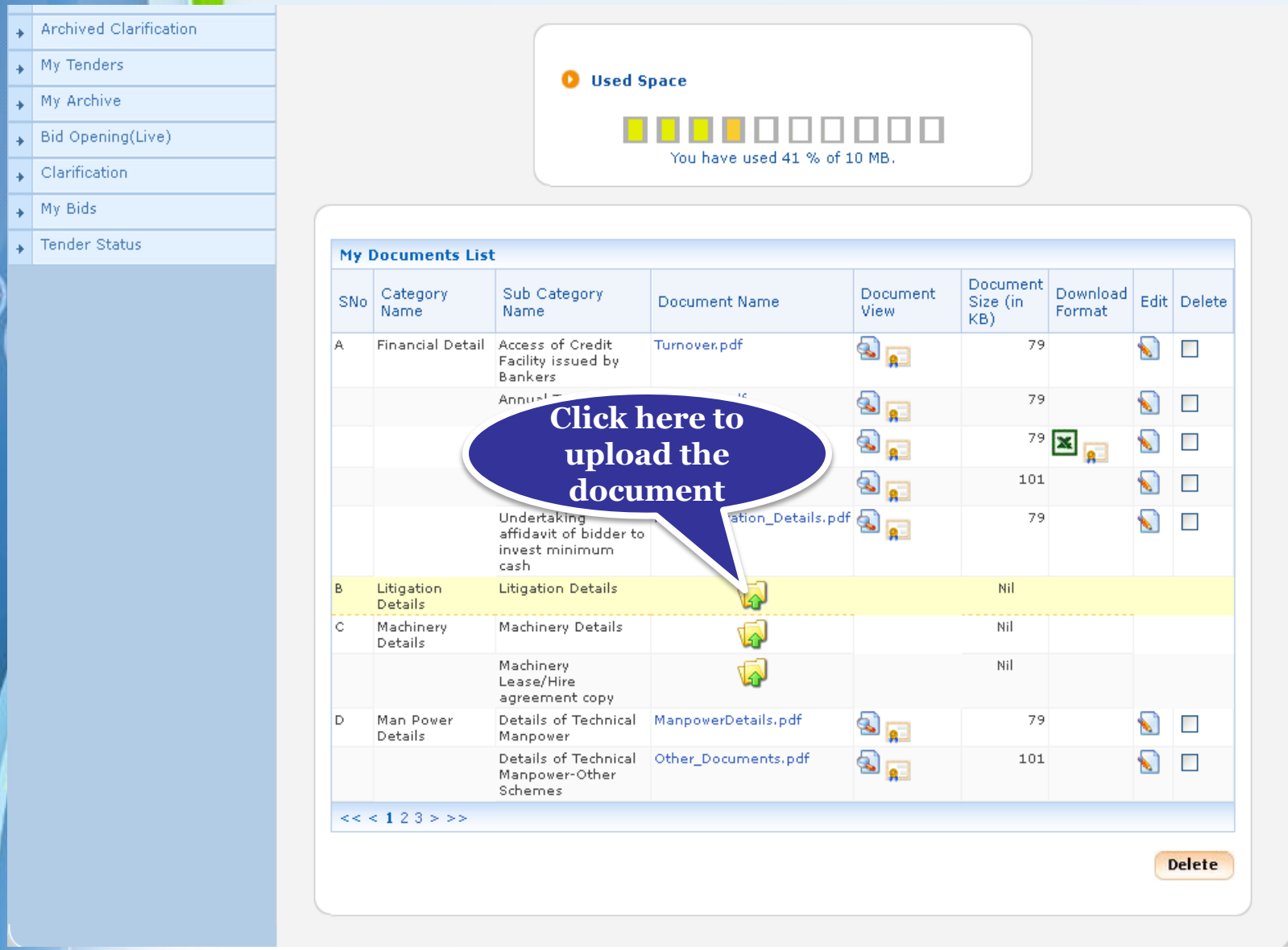
- **Click My Space icon to upload important documents in advance**



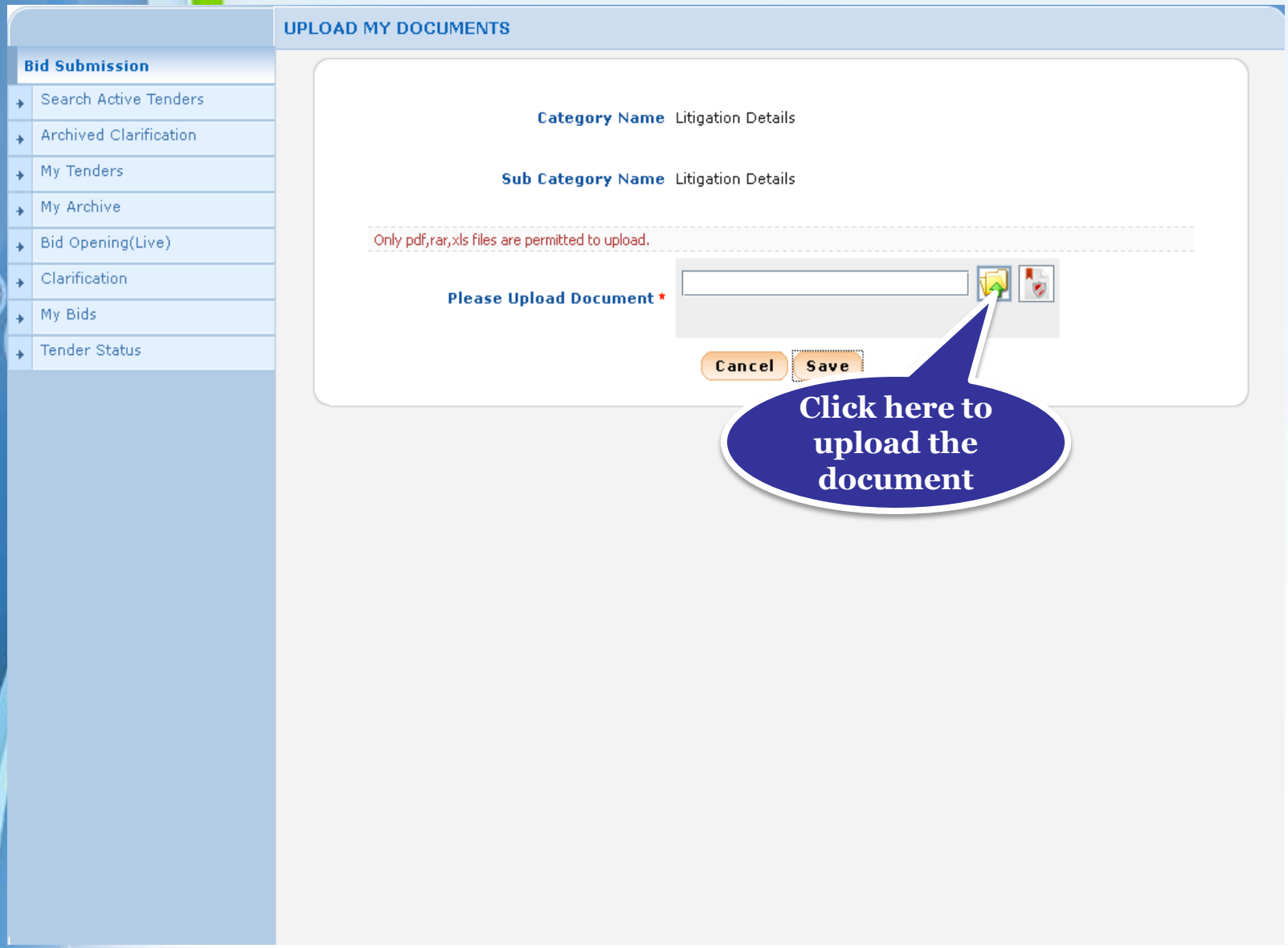
- **My documents list get displayed**



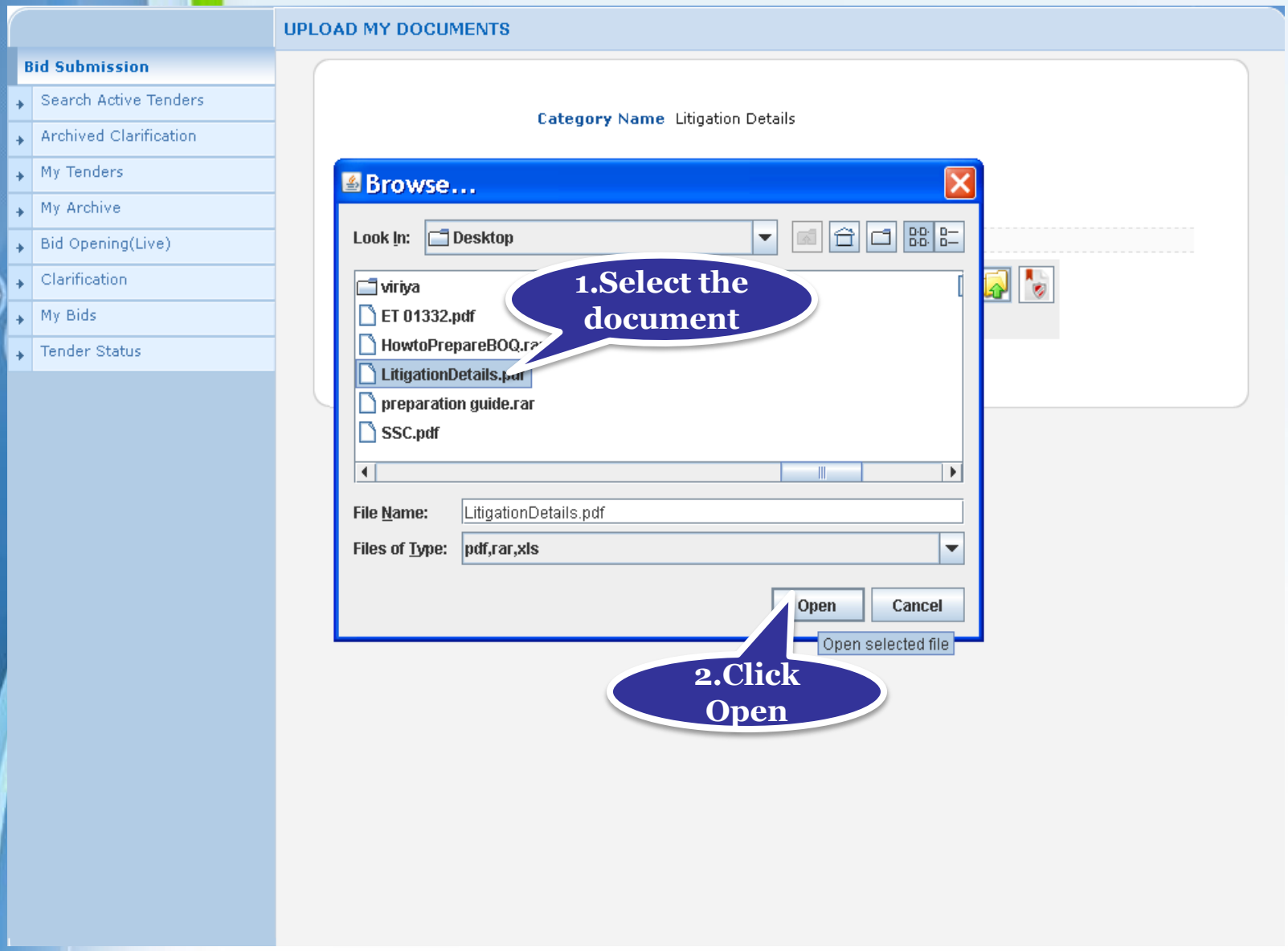
- **Click on the upload icon of the required category to upload document in it**



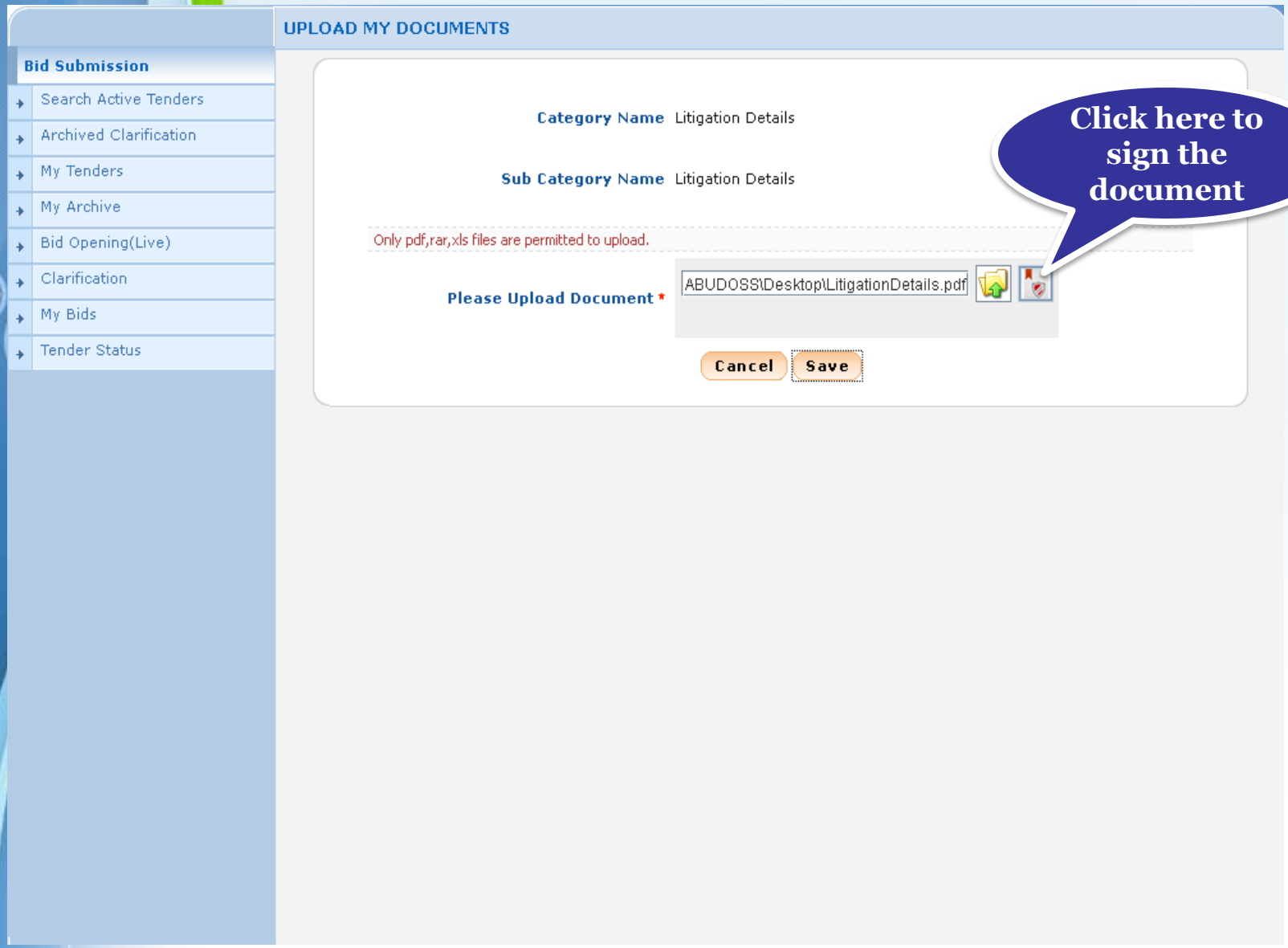
- **Click on the upload icon to upload document in the specified category**



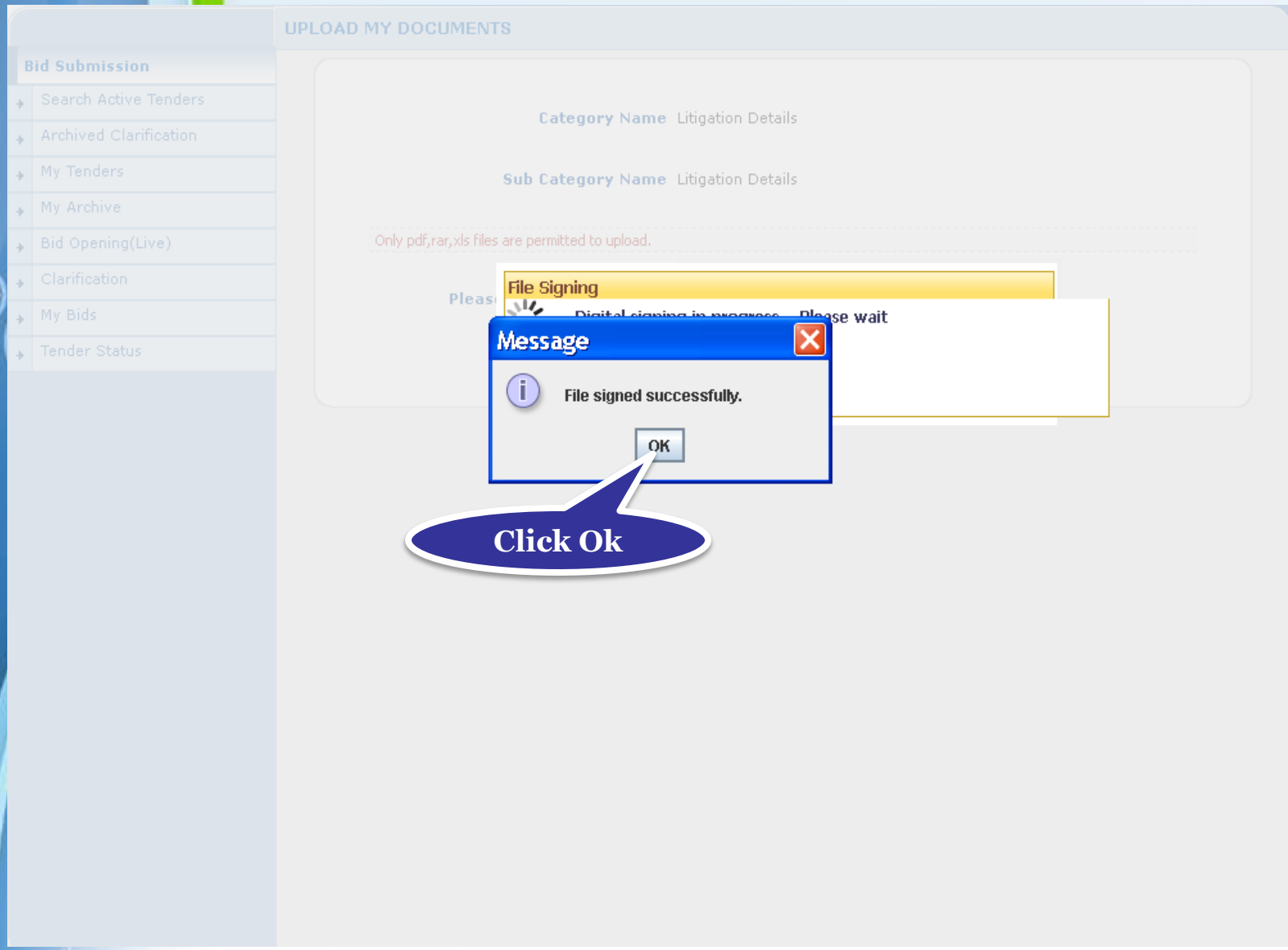
- **Select the document and Click Open**



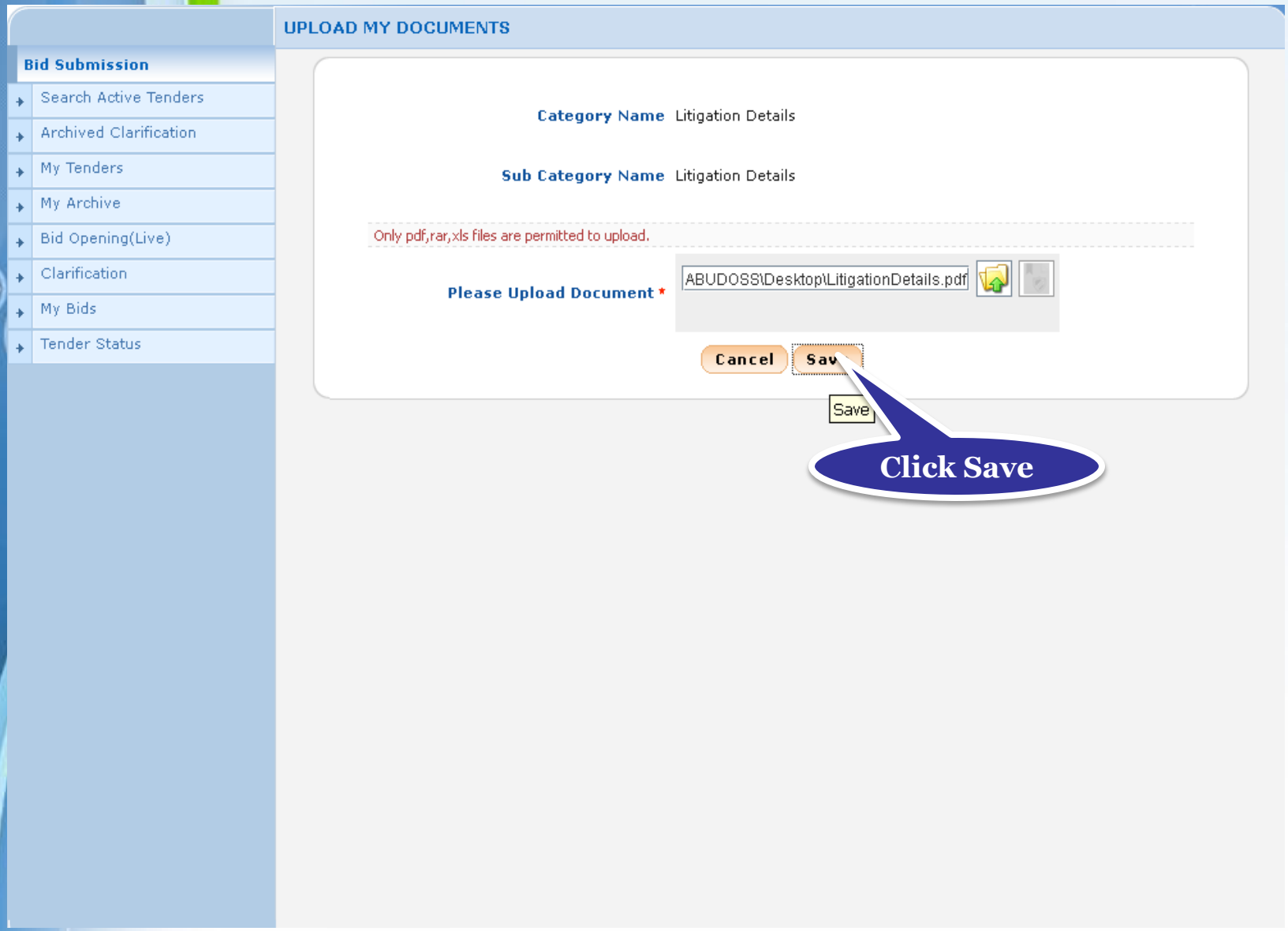
- **Digitally sign the document using DSC**



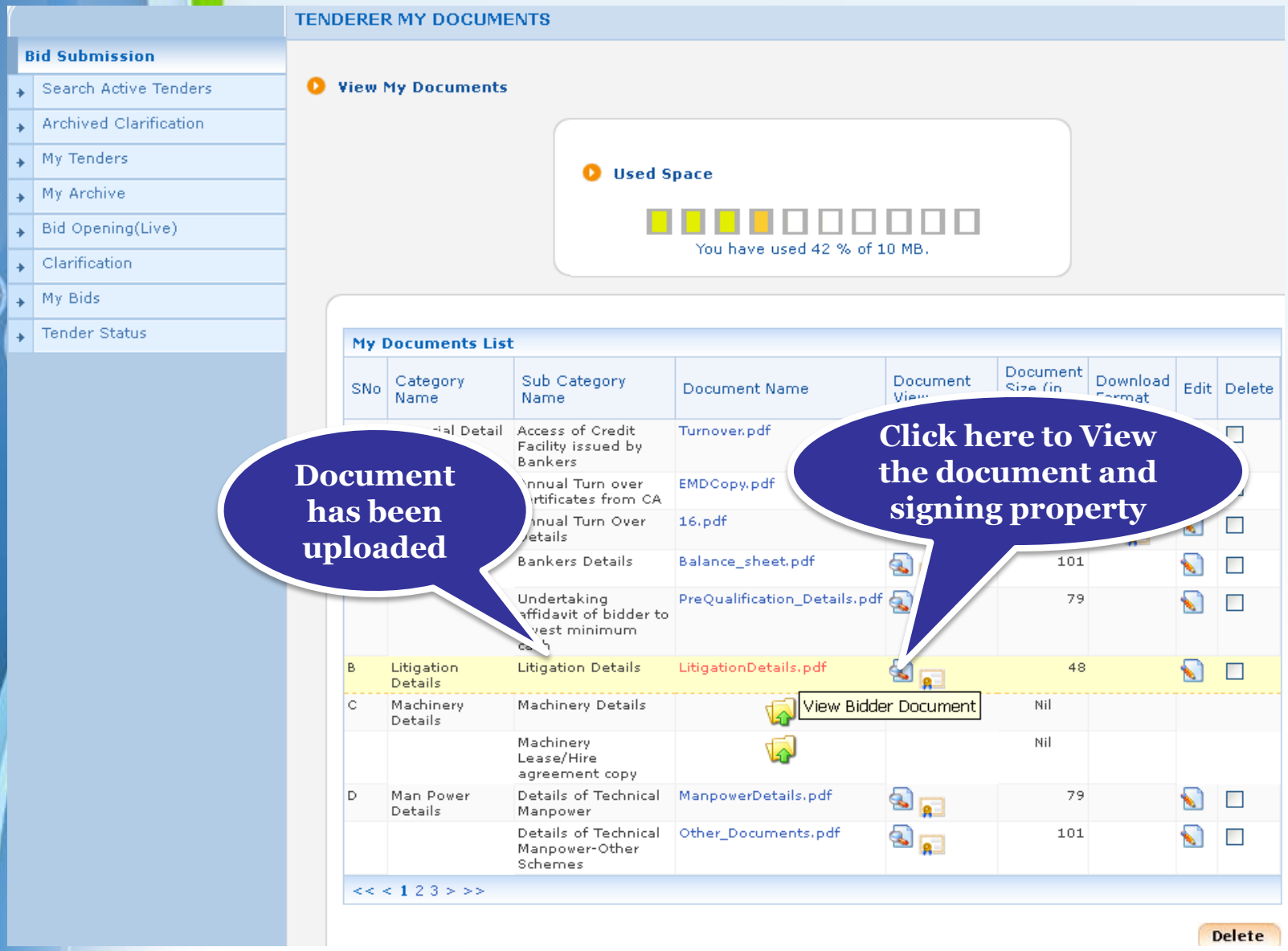
- **Click Ok once the file is signed successfully**



- **Click Save to upload the document in My Space**



- **You can view the uploaded document and do edit if required.**



End of
My Documents