Government eProcurement System of National Informatics Centre

(GePNIC Version 1.09.06)
Bidders Training Kit

My Documents
My Documents

• This document assists you on how to have Other Important Documents stored.
• Go to My Documents after successfully logging in.
• Upload the Other Important Documents and have them stored in the space given.
• The documents stored will be submitted as available while placing bid.
1. Enter Login id and password
2. Click Login
Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],

1. You have registered with DSC. Please insert your DSC card / e-Token.
2. Click the 'Login' button to proceed.

Double Factor Authenticating

<table>
<thead>
<tr>
<th>S.No</th>
<th>Alias Name</th>
<th>Serial No.</th>
<th>Certificate Type</th>
<th>Expiry Date</th>
<th>Type</th>
<th>Status</th>
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<td>53 86 ed 12</td>
<td>Signing</td>
<td>11-Dec-2019 01:15 PM</td>
<td>Class 2</td>
<td>Live</td>
</tr>
</tbody>
</table>

If the 'Login' button is not appearing in this screen, perform the following checks:

1. Java Run Time Environment (JRE) 1.8 or above should be installed.
2. DSC drivers should be installed from the resource CD.
3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader.
Enter token Password

Click Ok
Click My Documents
Click here to upload the document.
Click here to upload the document
1. Select the document
2. Click Open
Click here to sign the document.
Click Ok
Click Save
1. Click here if required to Delete the Uploaded Document

2. Click here to Delete

Document has been uploaded
Thank you
End of My Documents

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