Introducing for Using e-Procurement Technologies Ltd's Website

Prepared by:

e-Procurement Technologies Ltd.

ISO 9001:2008, ISO 27001:2013 & CMMI Level-3 Certified Company B-705, Wall Street - II, Opp. Orient Club, Ellisbridge, Ahmedabad – 380006, State Gujarat, India *Notified by: Gartner for Strategic Sourcing Application Suites.*

1. Preface

General Information and Instruction for using E-Procurement Technologies Ltd (ETL) Web Portal.

This preface contains information about the following topics:

- Who should use this document?
- Definitions
- Contact Support Team

1.1 who should use this document?

Those bidders/Officers use this document who want to Participate/Conducting e-Tender, Sealed Bid & e-Auction on e-Procurement Technologies Ltd website :

- General understanding of computer terms.
- Usage of web browser.

Before participating in e-Tender/Sealed bid/e-Auction, you need to ensure that you have system with the following minimum requirements and system settings.

Minimum system requirements:

Computer with Internet Connection of minimum 256 kbps speed.

Operating System : Windows XP Service Pack -3 / Window Vista / Windows 7 and above.

Supported Browsers : Internet explorer 9.0 or above (32 bit only), Mozilla Firefox 13.0 or above, Google Chrome 20.0 to 41.0.

System Access with Administrator Rights.

Toolbar / Add on / Pop up blocker

Users should ensure that there is no software installed on the computers which are to be used for using the website that might interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

Power management settings

Turn off any power management features on their computer such as automatic hibernation or suspension; and Disable any screensavers.

Digital Signature Certificate

Term	Description
Digital Signature Certificate	User have a valid Class-II/III Digital Signature Certificate (DSC) with Signing & Encryption, issued by CCA (Controller of Certifying Authorities) in India. The details of the License CA's are available on www.cca.gov.in wherein the details have been mentioned.
Definitions of Digital Signature Certificate	An electronic "passport", typically contain a user's name and public key. A CA authorizes certificates by signing the contents using its CA signing private key.
Encryption/ Decryption	To encrypt a file is to apply a mathematical function that transforms character(s) in the file into some other character(s). Encryption renders the file unreadable. This means no one, including the actor, can read the file until it is decrypted. Only authorized recipients can decrypt the file.

Digital Signature Certificate Applicable base on Department Wise Requirement

Digital Signature Certificate as applicable with event wise for e-Tender/Sealed bid/e-Auction as decided by the Department. E-Tender (PKI) : Required Digital Signature Certificate (Signing + Encryption) E-Auction (PKI) : Required Digital Signature Certificate (Signing) Non PKI : No need to required Digital Signature Certificate Verify and System Setting for using Digital Signature Certificate

Section – I (Digital Signature Certificate Verification)

Valid digital signature certificate must be installed in a system from where you want to login on website. Perform the below steps to confirm whether valid Digital signature certificate is available on your system or not:

steps:



Following Steps for Verify Digital Signature Certificate







3. Click on Content Option

4. Click on Certificate Button

Internet Options ? ×
General Security Privacy Content Connections Programs Advanced
Certificates Use certificates for encrypted connections and identification.
Clear SSL state Certificates Publishers
AutoComplete
AutoComplete stores previous entries Settings on webpages and suggests matches for you.
Feeds and Web Slices
Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.
OK Cancel Apply

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					(
Personal	Other People	Intermediate Certification Au	uthorities	Trusted Root Certification	yn 1
Issued	То	Issued By	Expiratio	Friendly Name	^
	13	e-Procurement Techn	5/30/20	16 <none></none>	
DC	39	e-Procurement Techn	5/30/20	16 <none></none>	
DC4	11	e-Procurement Techn	5/30/20	16 <none></none>	
🔄 e Bi	d Bidder	e-Procurement Techn	2/4/201	7 <none></none>	
khu	shbu	e-Procurement Techn	10/10/2	016 <none></none>	
GOffi	cer39	e-Procurement Techn	10/10/20	016 <none></none>	
Ten	der Officer	e-Procurement Techn	8/22/20	16 <none></none>	
Tes	t Officer 13	e-Procurement Techn	6/1/201	6 <none></none>	
					۷
Import.	Export	<u>R</u> emove		Adva	anced
				L.	
Certificat	e intended purp	oses			
Client Au	thentication				
				View	
					_

 Select your certificate and click on View button to view certificate details.

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In certificate window, you can view general details, certification path and other details as shown in the given screen shot.

•

- E-Token Driver must be installed in the system.
- <u>Step for Verify the e-Token driver</u> Start Menu ->Programs ->e-Token ->e-Token Properties
- If e-Token driver doesn't installed in the system, you may contact to the support team from where you have to procure the Digital Signature Certificate.
- Certificate STATUS should be having "This certificate is OK".
- If the "Certificate Status" is "Not Ok" or "Invalid" etc. then pl. contact your Digital Signature Certificate Service Provider.

1	Certificate	>
General	Details Certification Path	
Certif	ication path	
	e-Procurement Technologies Ltd. (Internal use only) <mark>Re Bid Bidder</mark>	
	View Certifica	te
Certifica This ce	ate status: rtificate is OK.	
1		
		OK

Section – II (Website add in Trusted Zone)



Trusted sites	
You can add and remove websites from this zone will use the zone's security sett	this zone All websites in inoc.
https://sbi.abcprocure.com	Add
Websites:	Remove
Require server verification (https:) for all sites	in this zone

Added the URL In website to the Zone.

4. Please add Particular Provided website in to Trusted Zone.

4

Trusted sites	×
You can add and remove websites from this zone will use the zone's security set	this zone. All websites in ttings.
Add this website to the zone:	Add
Websites:	
https://sbi.abcprocure.com	Remove
Require server verification (https:) for all site	es in this zone
	Char
	Liose

Section – III (Browser-ActiveX Controls Setting)



Section – IV (Installation of "Signer Component")

📥 Download

SSL root certificate

Winzip

PDF reader

Signer component

Min. System Requirement

SSL patch for Windows XP

SSL Patch for Windows

2003

Installation of Signer Component from Download Section on website.







<u>Java</u>

The application uses the Java Application/Applet for Digital Signature generation, verification, data encryption, and decryption in Mozilla Firefox and Chrome browsers.

Under Windows, the browsers will usually, but not always, have Java enabled by default. However, users are advised to check their respective browsers to ensure that Java plug-in is enabled. It is important that Bidders have an updated version of Java installed on the computers which are going to be used for bidding in the Auctions.

Bidders who intend to use Firefox and Chrome browsers will have to update Java Cryptography Extension (JCE) to strengthen the security from the default key size to unlimited key size. If this is not done prior to auction start date and time, user may face problem in login and bid submission.

Application checks and updates the JCE policy from default key size to unlimited key size but if user doesn't have administrator rights then user will have to update JCE policy manually. To update the JCE policy, user needs to follow the instructions.

Bidders can find out if they have Java installed on their respective computer using Java installation verification tool which can be found at http://www.java.com/en/download/installed.jsp

In these cases, Bidders may need to refer to their IT department or other suitably qualified persons to ensure that their PC has a Java installed and enabled on their browser, and that their Internet browser is correctly set up. Java website at http://java.com may provide helpful information on how to do this. Please note that you may need appropriate administrative rights in order to install Java and digital certificates on the client computer.

Bidders should ensure that their bidding computer is free from viruses, especially keylogging programs. It is the responsibility of bidders to ensure that bidding computer is functioning reliably and that appropriate computer security measures are in force. Once the digital certificate that authenticates the bidder has been installed on the bidding computer, the bidder should ensure that the bidding computer is kept securely and not accessible to unauthorized personnel.

Java Runtime Environment (JRE) Installation (For Google Chrome and Mozilla Firefox browsers)

r User,		
er JRE is not installed in your	r PC/laptop or you are using older version of JRE. You need to install latest version of JRE to use e-Auction System smo	oothly.
lownload latest version of JRE	E, please Click Here	
e the JRE is downloaded, you	u need to follow below mentioned steps to install JRE in your PC/Laptop:	
lick on Install button as show	wn in the below given screen shot	
will Inco Cature - Walcome		
Ey sine sine - welcome		
java .	ORACLE	
Welcome to Java™		
Java provides safe and secure ac	ccess to the world of amazing Java content.	
From business solutions to helpfu your internet experience come to	ul utilities and entertainment, Java makes o life.	
No personal information is gather information on what we do collect	ered as part of our install process. For more ect, see http://java.com/data	
	and the second se	
Click Install to begin installing Jav	va now.	
Change destination folder	Cancel Install >	
Optional 3rd Party Inst. Terms of Use Privacy Policy By installing these applications you agree an remove these applications you agree	allations to the appropriate terms of use and privacy policy. You any time.	
	< gack Next >	
ou will get the successful JRI	E installation window which is as shown below:	
bu will get the successful JRI 헩 Java Setup - Complete	E installation window which is as shown below:	
bu will get the successful JRI Java Setup - Complete	E installation window which is as shown below:	
bu will get the successful JRt	E installation window which is as shown below:	
ou will get the successful JRf	< Back Next > E installation window which is as shown below:	
ou will get the successful JRE Java Setup - Complete Java You have successfully install Dava updates will automatically b features and security improveme http://java.com/autoupdate	E installation window which is as shown below:	
bu will get the successful JRE Java Setup - Complete Java You have successfully install Java updates will automatically b features and security improveme http://java.com/autoupdate	E installation window which is as shown below:	

Java Cryptography Extension (JCE)

Java Cryptographic Extension (JCE) Policy requires update Dear User, For security reason, JCE policy in your system needs to be updated from 128 bit key strength to unlimited key strength for highest level. Please follow below given steps to update your JCE policy. 1. Download the unlimited strength JCE policy files 2. Uncompress and extract the downloaded file. 3. Copy all the extracted files and paste those files to below mentioned location: The standard place for JCE jurisdiction policy JAR files is: C:\Program Files\Java\jre7\lib\security\ 4. Now open the website in new browser window. Thanking you

Enable Java Script

The following screen will come in web browser, if Java Script is disabled.

Please Enable JavaScript in Your Browser	
Dear User,	
Safety and security of your information and transactions, integrity of your data, and availability of complete EAS(SMRA) System functionality is of prime importance for carrying out procurement processes through EAS(SMRA) System and one of the requirement for this is JavaScript enabled browser. Currently JavaScript is not enabled in your browser and request you to enable the same. To enable JavaScript in your browser please follow below mentioned instructions. You are using IE MSIE 7.0 browser.	
To know how to enable Java Script in IE 9, please click or <u>enable-javascript.com/#ie</u> Once Java Script is enabled, please go the Login page.	
Please note that DOT or Auction Administrator is not responsible for any issues or problems resulting from use of browsers where JavaScript is not enabled.	
Thanking You for your support.	

Java Plug-in

Bidder need to enable Java Plug-in to use the website smoothly. This is given in the following mentioned steps to enable Java Plug-in browser.

Step 1: Click on "Tools" tab and then Click on "Add-ons" menu

Firefox Ele Edit View History Bookmarks	Tools Help					5	. 8 ×
😻 Mozilia Firefox Start Page	Web Search	Ctrl+K					
(a) aboutthome	Downloads	Ctrl+J	to a co	Coogle	Q		E 3-
aboutinome	Add-ons	Ctrl+Shift+A	1.4 - 0	- Googe			Elas
	Set Up Sync						
	Web Developer Page Info	•					
	Start Private Brows Clear Recent Histor	sing Ctrl+Shift+P ry Ctrl+Shift+Del)				
	Options						

Step 2: Click on "Disable" Button to enable Java plug-in: "Java(TM) Platform SE 6/7"

Plug-ins for Google Chrome browser

Step 1: Click on Customize and control icon then Click on Setting.

Step 2: Click on "Show advanced settings"

Settings	× New Tab ×	
← → C ©	chrome://chrome/settings/	☆
Chrome	Settings	Search settings
History		
Extensions	On start-up	
Settings	Open the New Tab page	
	Continue where I left off	
Help	Open a specific page or set of pages. Set pages	
	Appearance	
	Get themes Reset to default theme	
	Show Home button	
	Always show the bookmarks bar	
	Search	
	Set which search engine is used when searching from the omnibox.	
	Google 👻 Manage search engines	
	Enable Instant for faster searching (omnibox input may be logged)	
	Vou are currently the only Google Chrome user.	
	Add new user Delete this user Import bookmarks and settings	
	Default browser	
	Make Google Chrome my default browser	
	Google Chrome is not currently your default browser.	
	+ Show advanced settings	

Step 3: Click on "Content Settings..." Button in Privacy Settings

Settings	× New Tab	×			
← → C ©	chrome:// chrome /setti	ings/			公 ·
Chrome	Settings			Search settings	
History	Google Chrome	is not currently your defa	ult browser.		
Extensions	Privacy				
Settings	Content settir	ngs Clear browsing o	iata		
Help	Google Chrome services. <u>Learn r</u> Use a web s Use a predict Predict netw Enable phisl Automatica Passwords and fo	e may use web services to more ervice to help resolve navi ction service to help comp vork actions to improve po hing and malware protect illy send usage statistics ar orms p-fill to fill in web forms in	mprove your browsing experience. You ma gation errors lete searches and URLs typed in the addres age load performance ion id crash reports to Google a single click. Manage Auto-fill settings	ay optionally disable these s bar	
	Offer to save	e passwords I enter on the	web. Manage saved passwords		
	Web content				
	Font size:	Medium	Customise fonts		
	Page zoom:	100%	•		
	Network Google Chrome Change proxy	e is using your computer's v settings	system proxy settings to connect to the ne	twork.	
	Languages	nome bandles and display	slanguages		

Step 4: Click on "Disable Individual plug-ins..."

Settings - Conter	ent Settings × New Tab ×	
€ ⇒ C ©	chrome://chrome/settings/content	5 S
Chrome	Allow all sites to run JavaScript (recommended) Do not allow any site to run JavaScript Manage exceptions	14
Extensions Settings	Privac Handlers Allow sites to ask to become default handlers for protocols (recommended)	
	Co Do not allow any site to handle protocols Manage handlers	
	Plug-ins Run automatically (recommended) Click to play	
	Block all Manage exceptions	
	Disable individual plug-ins Pop-ups	
	Web Allow all sites to show pop-ups For Do not allow any site to show pop-ups (recommended) Manage exceptions	
	Netwo Go Allow all sites to track my physical location	
	 Ask me when a site tries to track my physical location (recommended) Do not allow any site to track my physical location Manage exceptions 	
	Ch	

Step 5: Click on "Disable" to Enable "Java (2 files)"

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Setting	igs - Content Settings × Plug-ins × New Tab ×	
÷ > 1	C S about:plugins	公 3 公 3
P. 2	Plug-ins	
Plug-ins ((10)	🕀 Details
Remoting	g Viewer	
Disable	Always allowed?	
Native Cli	lient	
Disable	Always allowed?	
Chrome P	PDF Viewer	
Disable	Always allowed?	
Flash (2 fill Shockway	iles) - Version: 11,2,202,235 ve Flash 11.2 r202	
Disable	Always allowed?	
Adobe Ac Adobe PD	crobat - Version: 9.1.0.2009022700 (Disabled) DF Plug-In For Firefox and Netscape	
Enable	Always allowed?	
Microsoft Office Plu	t Office - Version: 12.0.4518.1014 Jgin for Netscape Navigator	
Disable	Always allowed?	
Java (2 file Next Gene	les) - Version: 6.0.320.5 (Disabled) eration Java Plug-in 1.6.0.32 for Mozilla browsers	
Enable	Always allowed?	
WPI Detec	ctor 1.4 - Version: 1, 1, 0, 2 tor	
Disable	Always allowed?	
Google U	Indate - Version: 1.3.21.111	
Disable	Always allowed?	
Windows	s Presentation Foundation - Version: 3.5.30729.1 built by: SP	
Windows	s Presentation Foundation (WPF) plug-in for Mozilla browsers	
Disable	Anways anowed:	

Access of Other Software / Website during participation in event

It is recommended that Bidders do not open other web pages when they are accessing the application. Viewing other web pages (especially complex ones) at the same time as viewing application pages increases the risk of possible problems with their browser. Therefore, we recommend that ideally Bidders should dedicate one computer to running the application, and do not access other web pages or run other Applications on this computer while using the application. This will help to minimize the risk of crashes or other potential problems.

Internet connection

It is recommended that Bidders have a back-up computer and back-up Internet connection that can be used in the case that either their primary computer or Internet connection fails.

Please get in touch with e-Procurement Implementation & Support Team in case any clarification is required. Contact details are available on our e-Tender /e-Auction website.

<u>Note</u>

As per the new Inter-operability guidelines released by Controller of Certifying Authorities (CCA), the Secured Socket Layer (SSL) certificate for a e-Procurement application is generated on a new algorithm, SHA2.Also, the Digital Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. For the same, the users have to ensure that they have Windows XP (SP3) / Windows Vista / Windows 7 installed in their respective PC / Laptop. In case of Windows XP service pack -3, if you get any issue you can install the SSL patch, which is available at our download section on site.

Contact Information

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