

SYNISE TECHNOLOGIES LTD

e-tender/e-Procurement

Digital Certificate MANUAL

of

<https://eprocurement.synise.com/tmc>

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1.Import DSC

This manual will tell you how to register your digital certificate on <https://eprocurement.synise.com/tmc>.

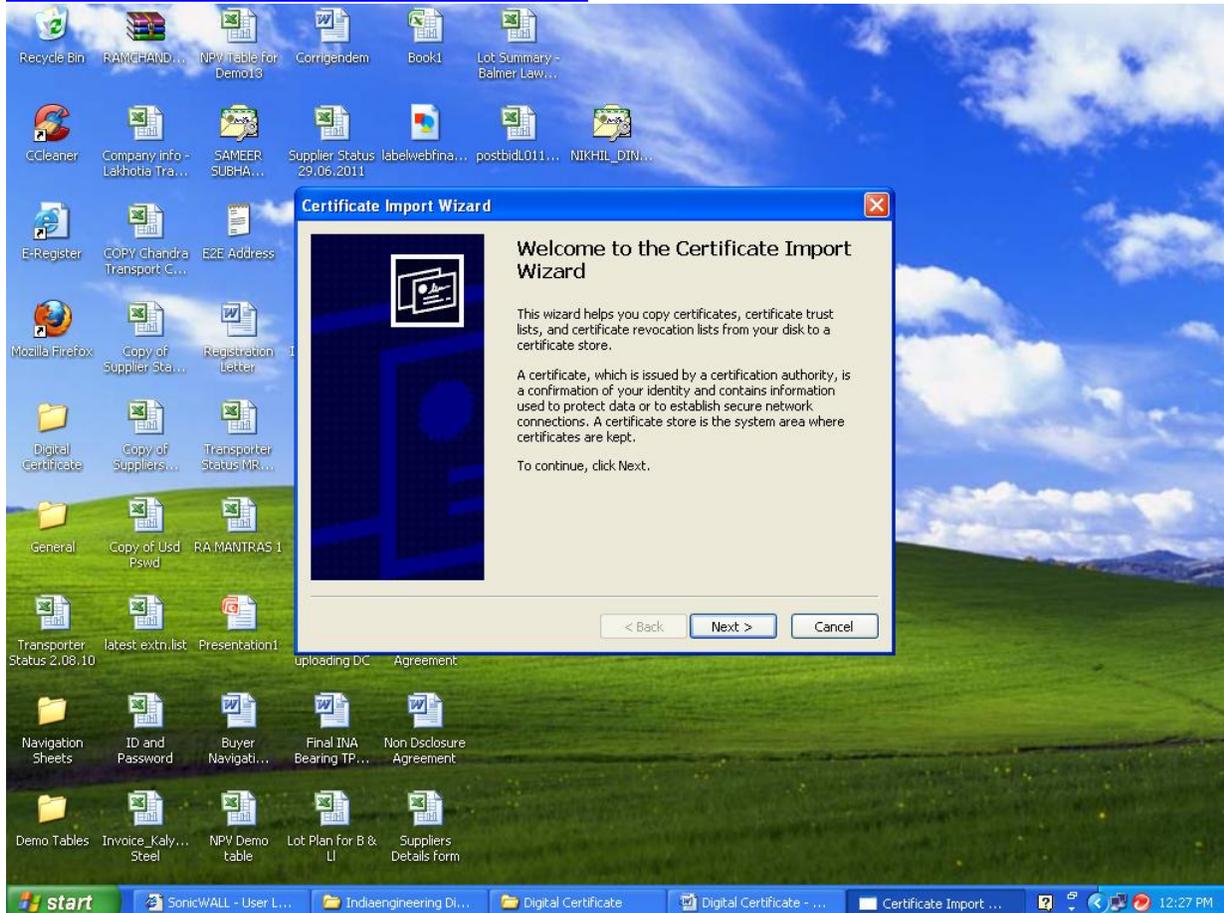


Figure 1

After you click on finish, you will get the message “The import was successful”
Click on “OK”

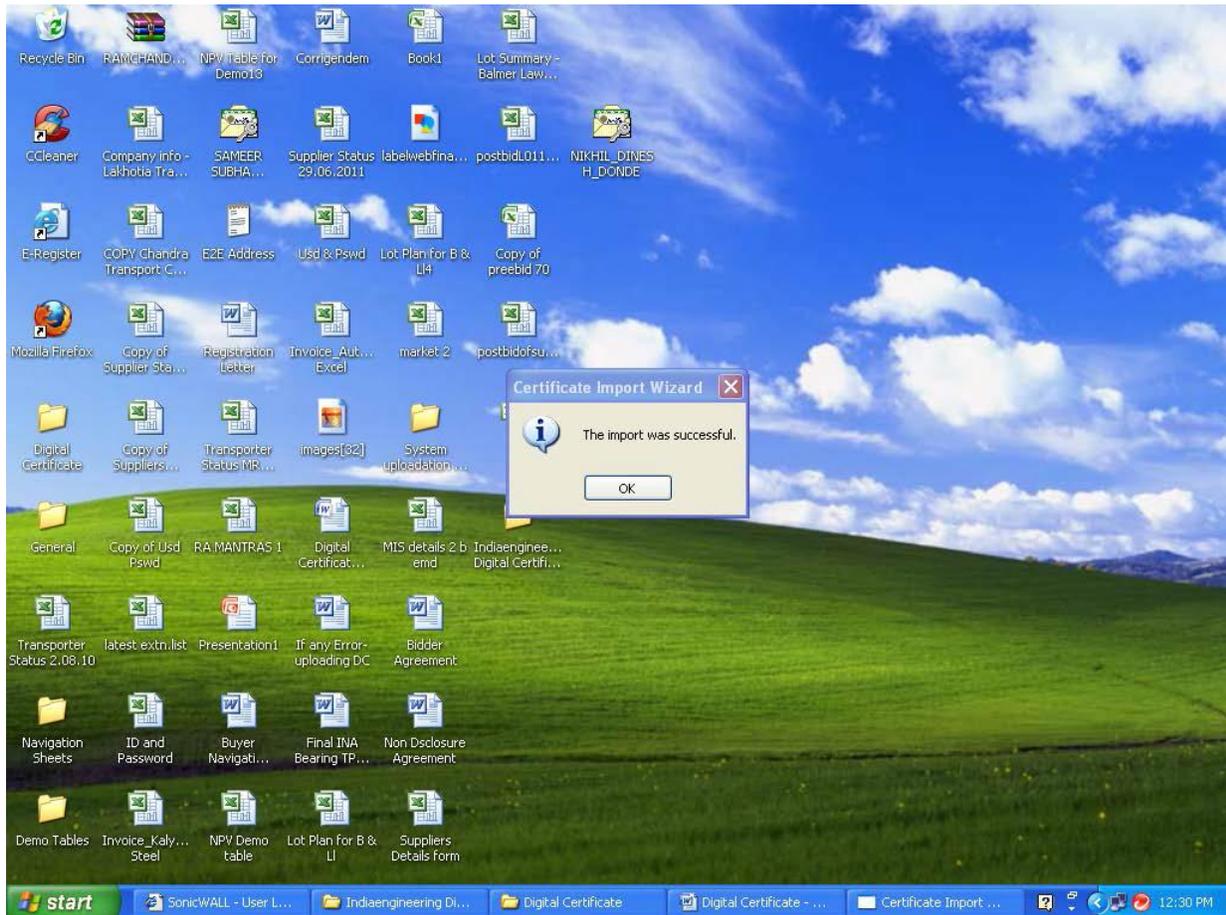


Figure 2

Following are the steps that you should do before using your digital certificate.
Note : Logon to the website only using Microsoft Internet Explorer. Other Browsers like “Google Chrome” OR “Mozilla Firefox” OR “Netscape Navigator” **do not support Tendering process. Also don't use “Windows 8” operating system. Please ensure the availability of Internet Explorer before start of the process.**

1. Import Digital Certificate on your computer: Double click on the Digital Certificate .PFX file to import the Digital Certificate in the system.
2. Click on next button and enter the password, then click on finish.

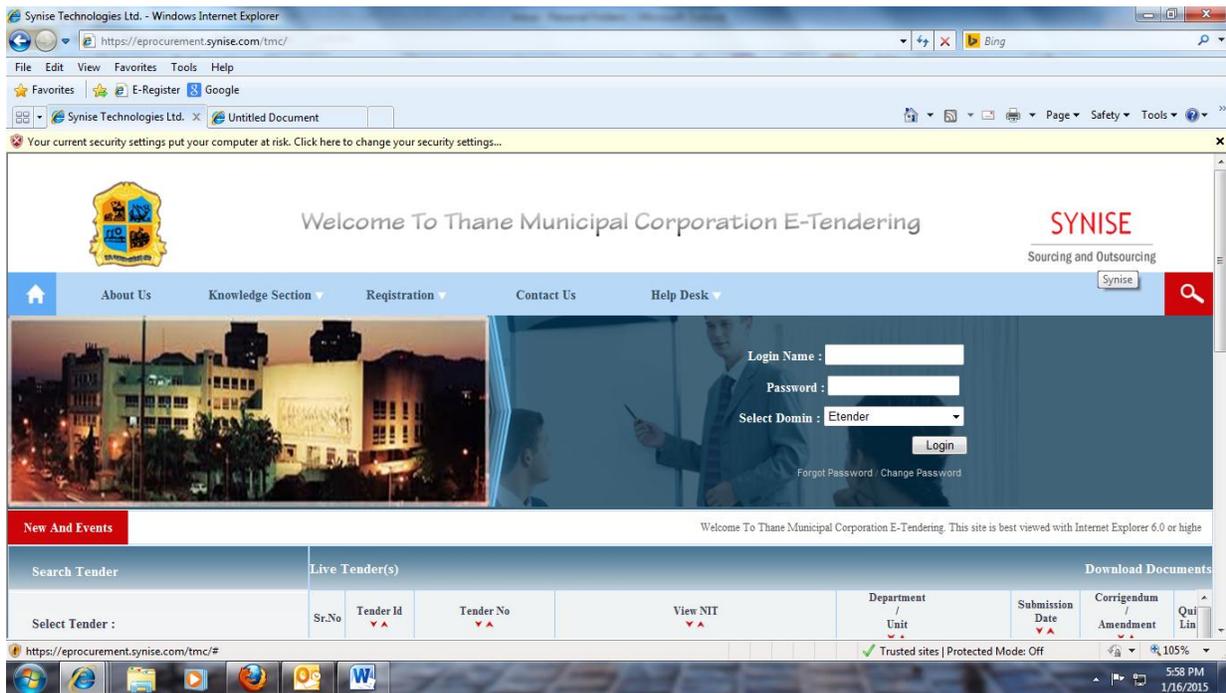


Figure 3

2.Plug In Setup

On Home Page scroll down this page and click on 'Plug In' icon.

The screenshot shows a Windows Internet Explorer browser window displaying the Synise Technologies Ltd. e-procurement website. The browser's address bar shows the URL <https://eprocurement.synise.com/tmc/>. The page content includes a search bar with 'From' and 'To' fields, and buttons for 'Search', 'Advance Search', and 'Clear'. Below the search bar, there is a 'Number of Visitor' counter showing '1001' and '124'. The main content area features a table with six rows of procurement items, each with a unique ID, a description, a department, a date, and a 'Corrigendum' link. At the bottom of the page, there are logos for 'FAQ', 'STQC', 'Norton Secured', and 'Digital Signature', along with a 'Plug In' button. The footer contains the text 'All Rights Reserved © 2013-14, Synise Technologies Ltd. "Omkar" Plot No A-8, Shivtirth Nagar, Paud Road, Kothrud, Pune - 411038 (INDIA)'. The browser's taskbar at the bottom shows the system tray with the date '1/16/2015' and time '5:58 PM'.

55	PR07140112	TMC/PRO/ADV/806/2015-16	Supply of DWC Pipe for Maintenance of Street Lights of Thane Municipal Corporation on annual rate contract	Electrical Department	22/1/2015	Corrigendum(3)
56	PR10140012	TMC/PRO/ADV/605/2014-15	Construction of Approach Roads to Road Over Bridge at Kharigaon	Public Works Department	29/1/2015	Corrigendum(9)
57	PR11140070	TMC/PRO/ADV/804/2015-16	Widening and Construction of Pokharan Road No 1 From Cadbury Juntion to Upan Lake in Vartaknagar Ward Committee by CC Method	Public Works Department	28/1/2015	Corrigendum(3)
58	PR11140071	TMC/PRO/ADV/804/2015-16	Widening and Construction of Missing Link from Shastri Nagar Junction to Jankadevinagar to Bhinnagar upto Gandhinagar Junction IN Vartaknagar Ward Committee Area by CC Method	Public Works Department	28/1/2014	Corrigendum(2)
59	PR12140015	TMC/PRO/ADV/811/2015-16	SUPPLY OF DENTAL MATERIAL FOR HOSPITAL USE	Public Health Department	22/1/2015	Corrigendum(2)
60	PR12140024	TMC/PRO/ADV/814/2015-16	SITC of Air Handling Unit for Old Main Operation Theater at C.S.M Hospital Kalwa	Electrical Department	23/1/2015	Corrigendum(1)

Figure 4

3.Register DC Setup

After clicking on 'Plug In' multiple options you will see, in that option click on 'Register Setup' and run the setup.

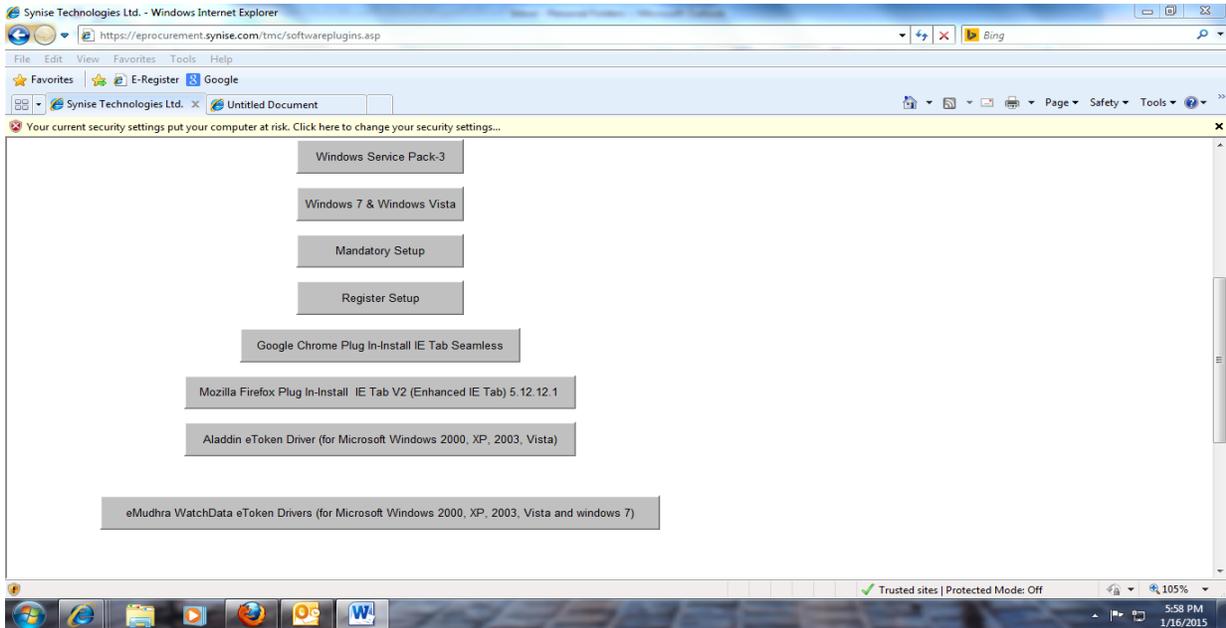


Figure 5

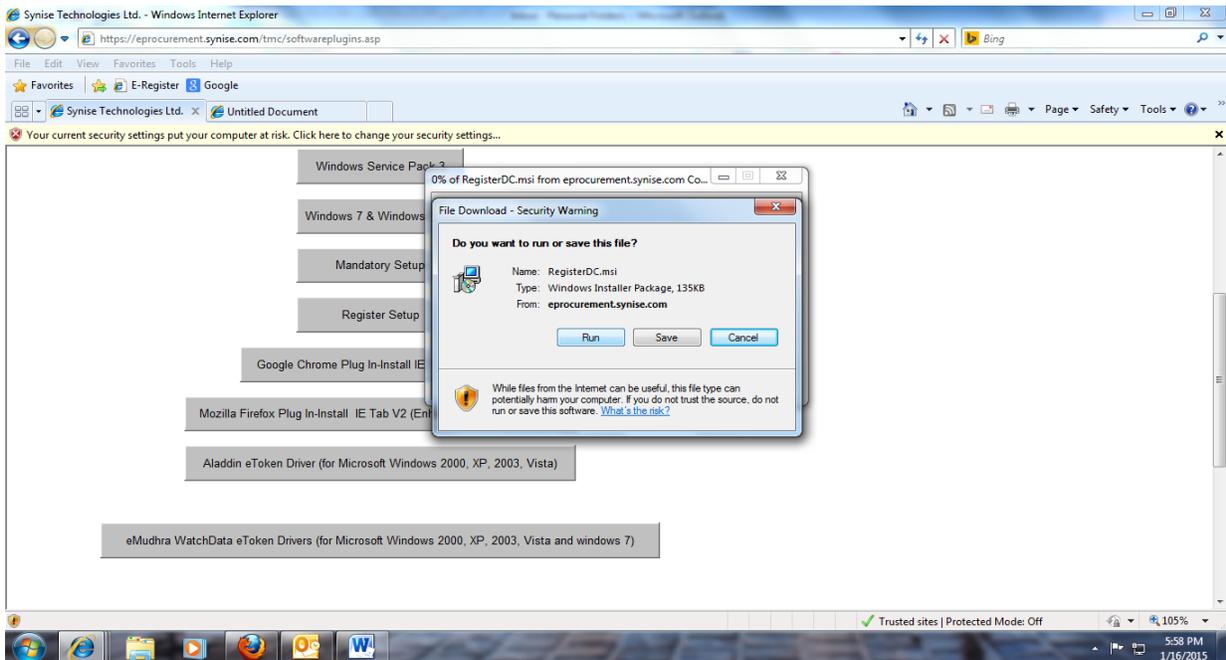


Figure 6

After running the setup click on 'Finish' after that RegisterDC Setup will get finish.

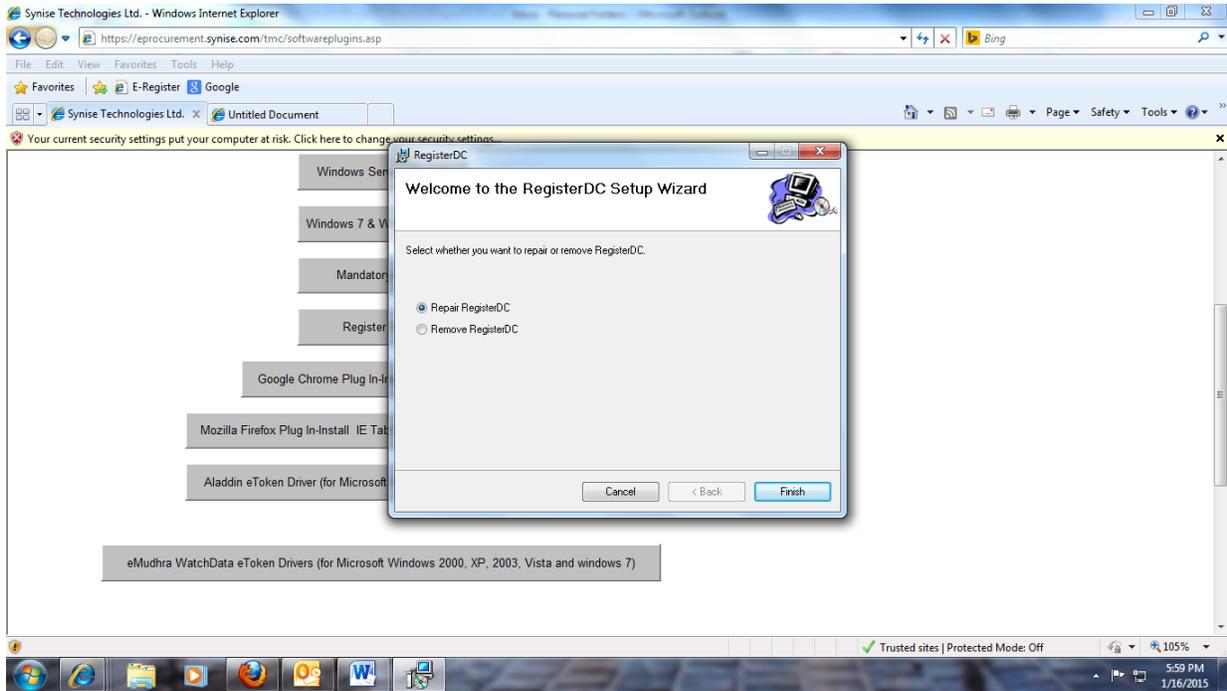


Figure 7

4.Mandatory Setup

Now click on Mandatory Setup, there will be .rar file so open that file.

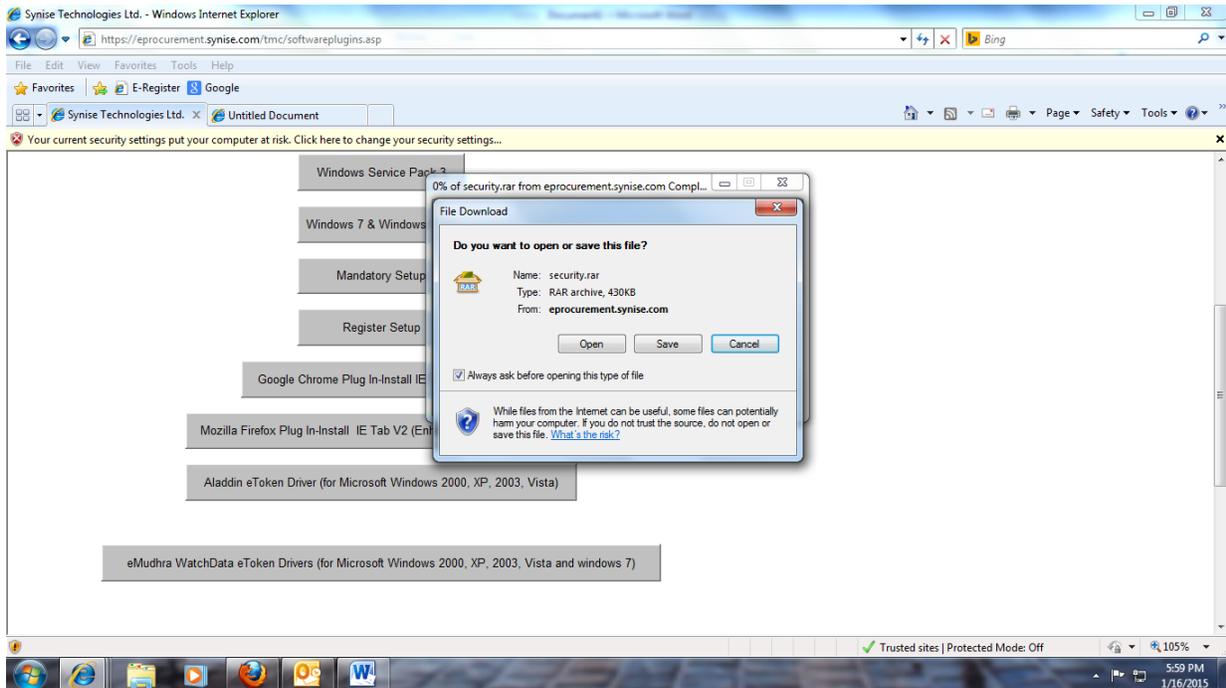


Figure 8

Click on setup.exe file and run the setup.

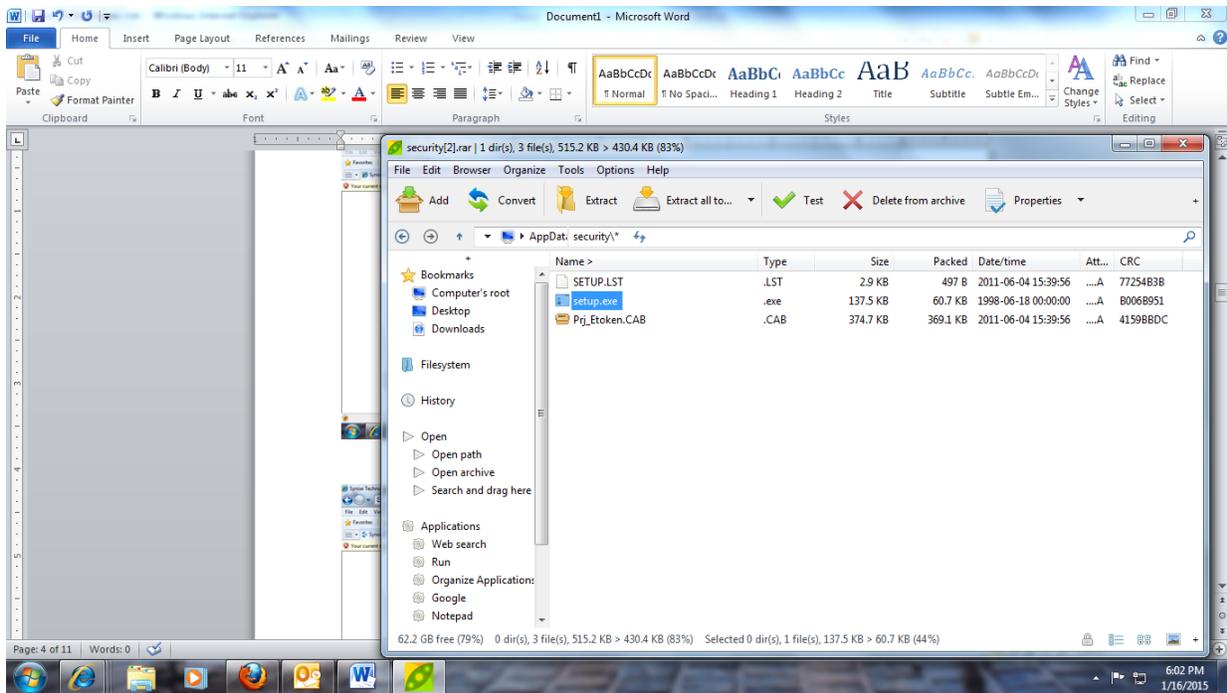


Figure 9

5.Login and Select Domain

After Register and Mandatory Setup click on Home page and login with respected login id and Password

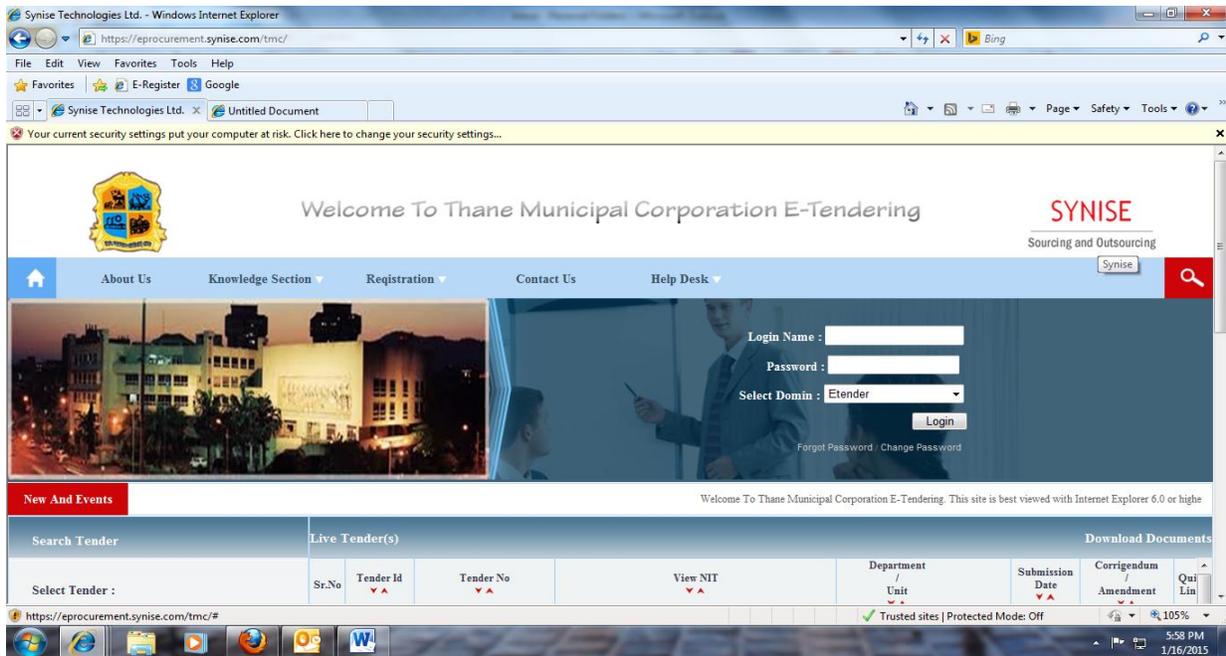


Figure 10

Now Select Client Domain page will appear, Select your client domain and click on "Submit"

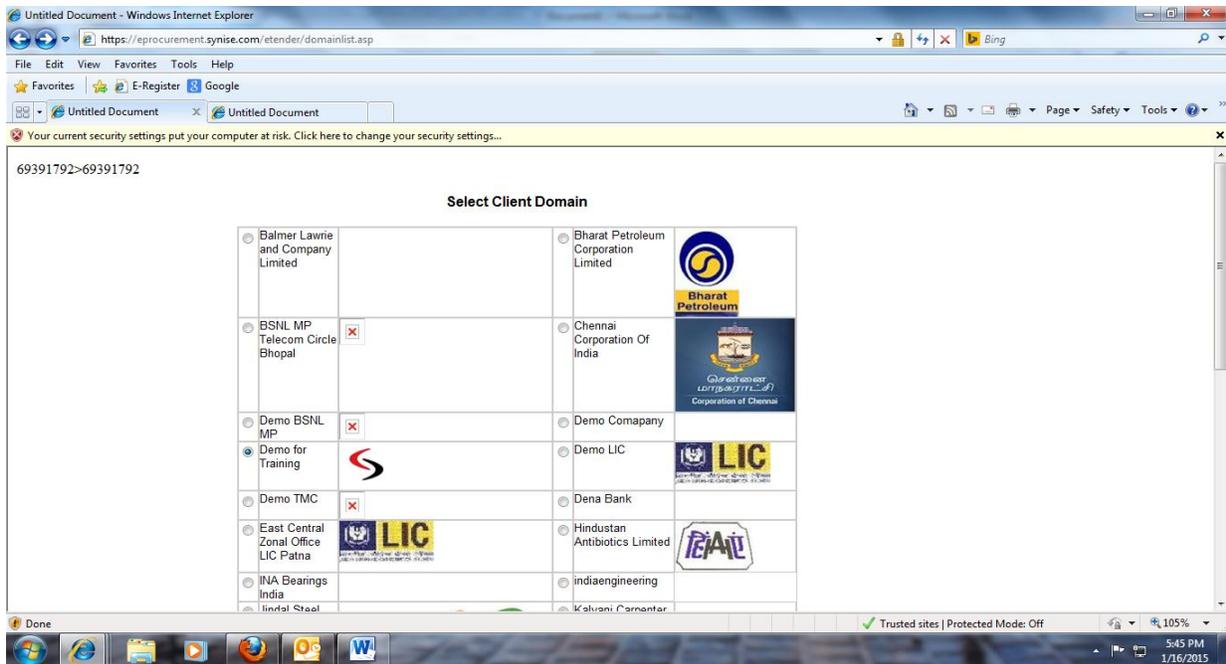


Figure 11

Now following fields will appear in the window:-

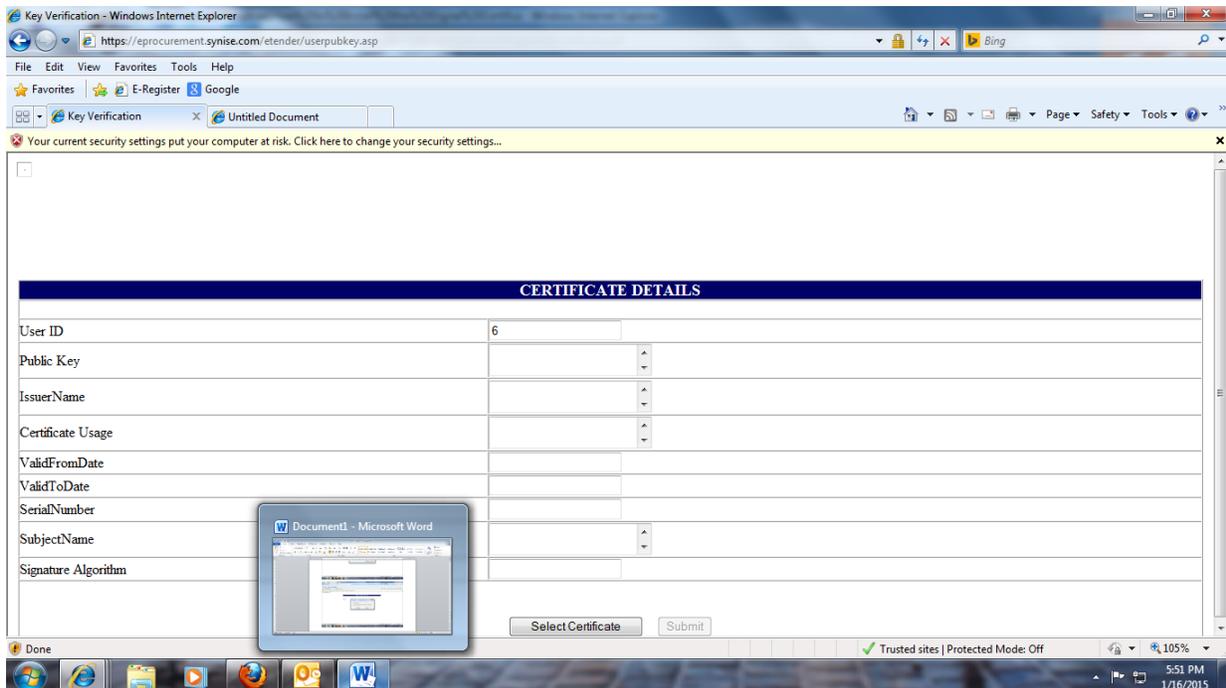


Figure 12

6.Add Trusted Site

Go to menu option >> Tools >> Internet Options...

Select “Security” tab and choose “Trusted sites” and click on the “sites” button given below.

Tools >> Internet Options>> Security>> Trusted sites >> Sites.

Type URL of eprocurement.synise i.e. (<https://eprocurement.synise.com/tmc>) inside textbox and click Add button.

Note: - Make sure that the check box “Require Server verification (https :) for all sites in this zone” is remained **selected**. And then click on “OK”

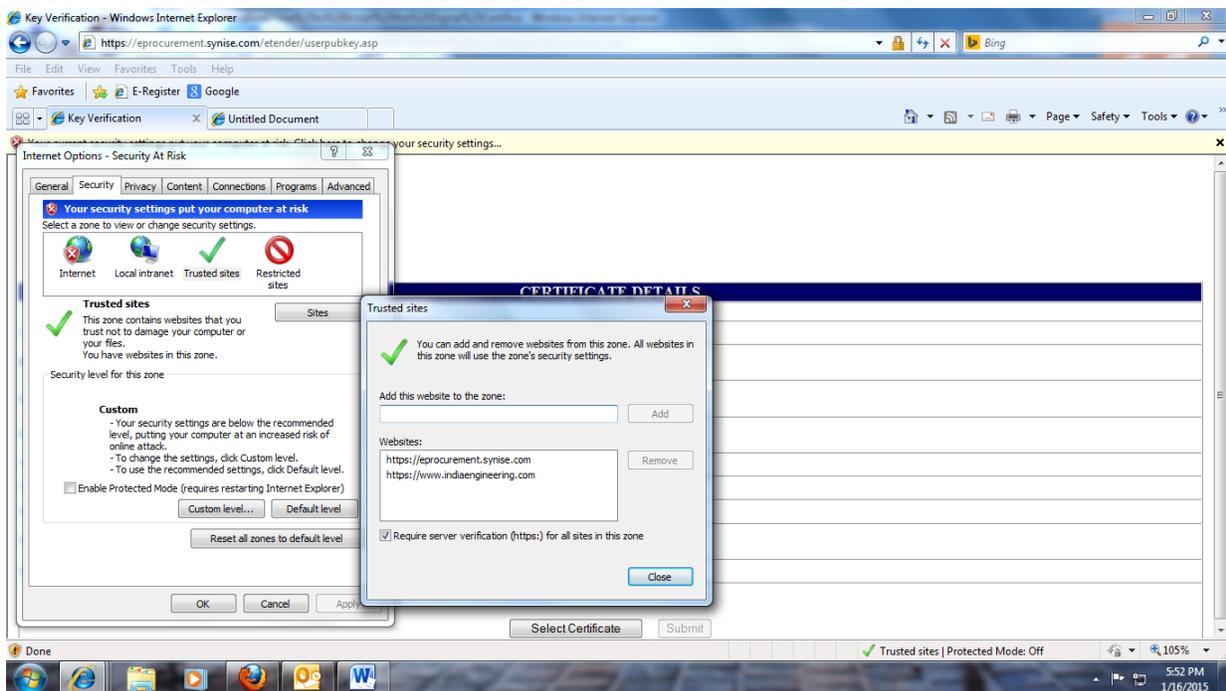


Figure 13

7. Custom Level Settings

To access & register your digital certificate in our <https://eprocurement.synise.com/tmc> system, you need to click on “Custom Level” and make “Enable” all options of ActiveX control except option of “Use pop-up blocker” which should be **Disable**.

One more important setting to be done is “Reset Custom Setting” to be set to **Medium Low Tools >> Internet Options >> Security >> Trusted sites >> Custom Level**.

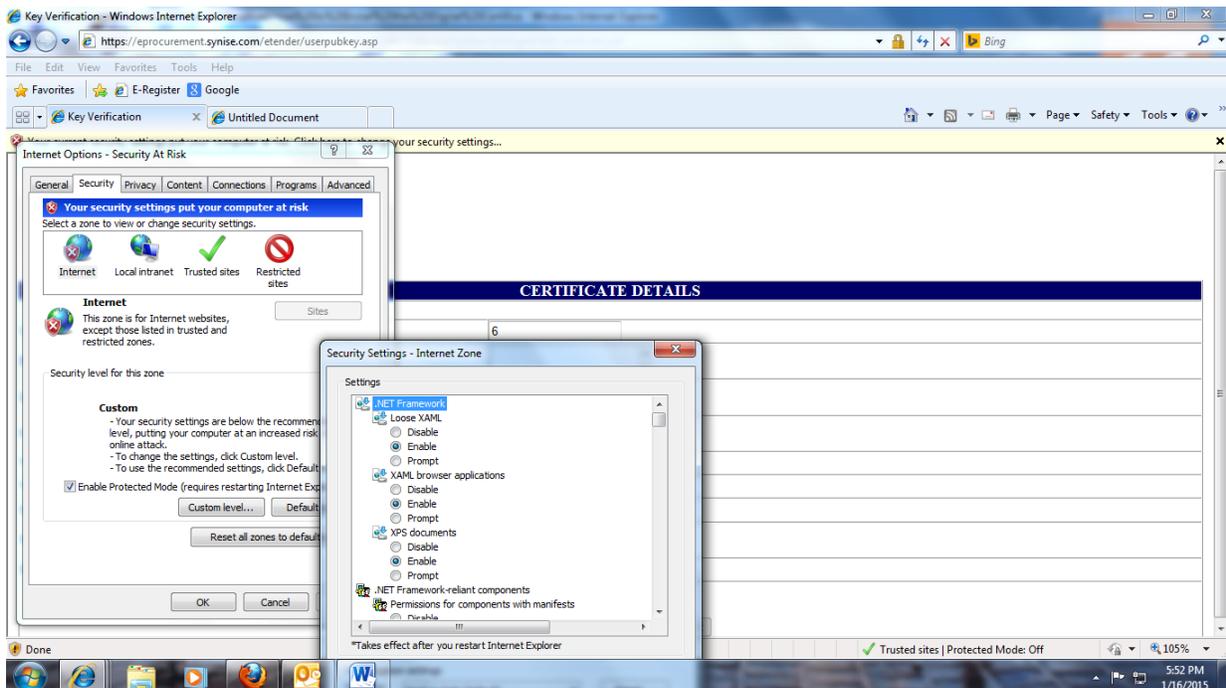


Figure 14

8. Compatibility View Settings

Tools>>Compatibility View Settings—Type site in mentioned Text Box and click on ‘Close’.

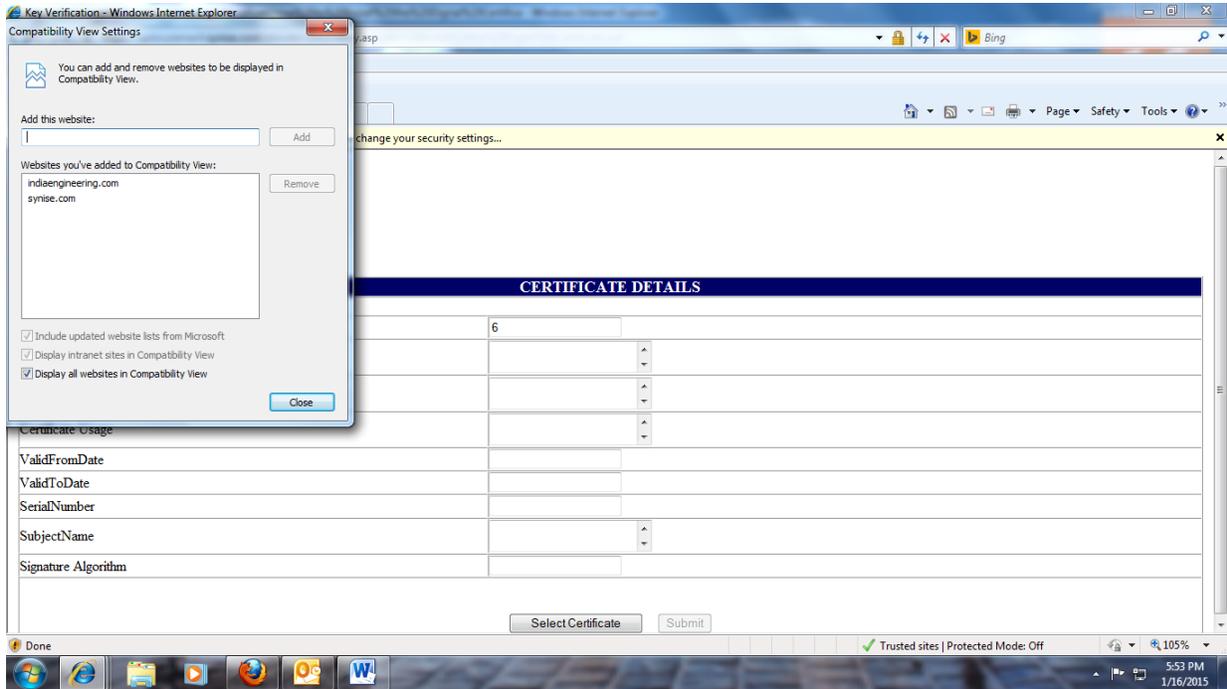


Figure 15

9. Select Certificate

Select the Digital Certificate which you had imported and now click on “ok”

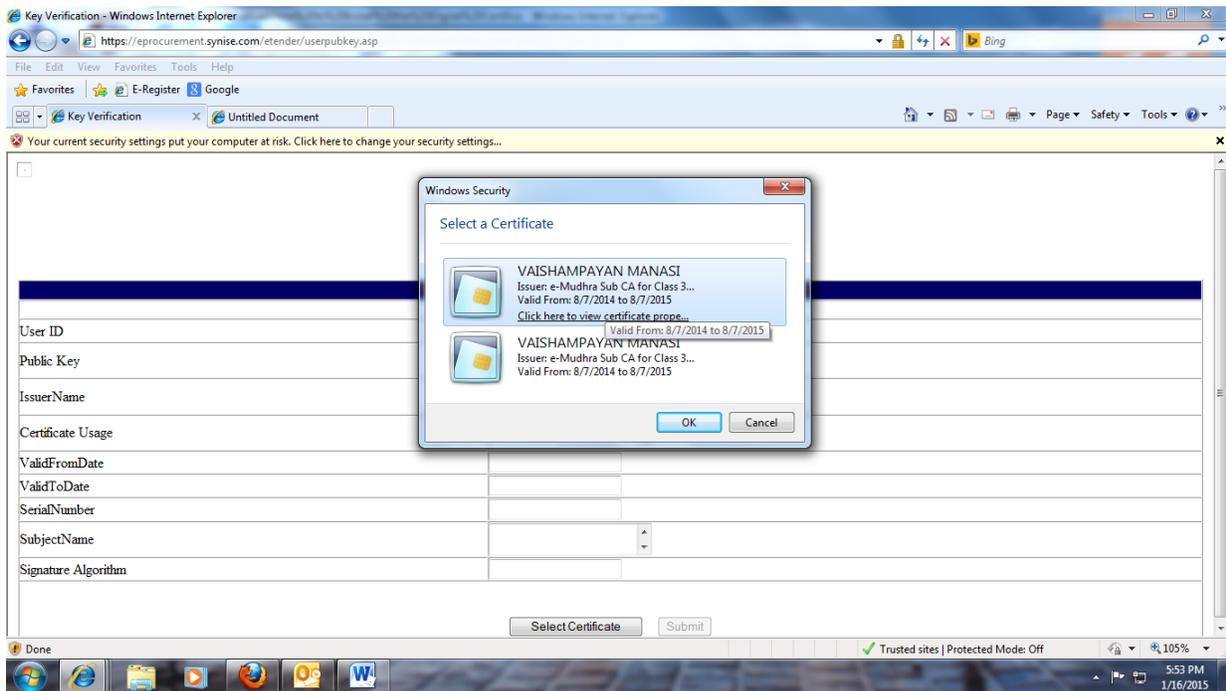


Figure 16

After selecting certificate some encrypted code will display that code only for security purpose. Click on 'OK'

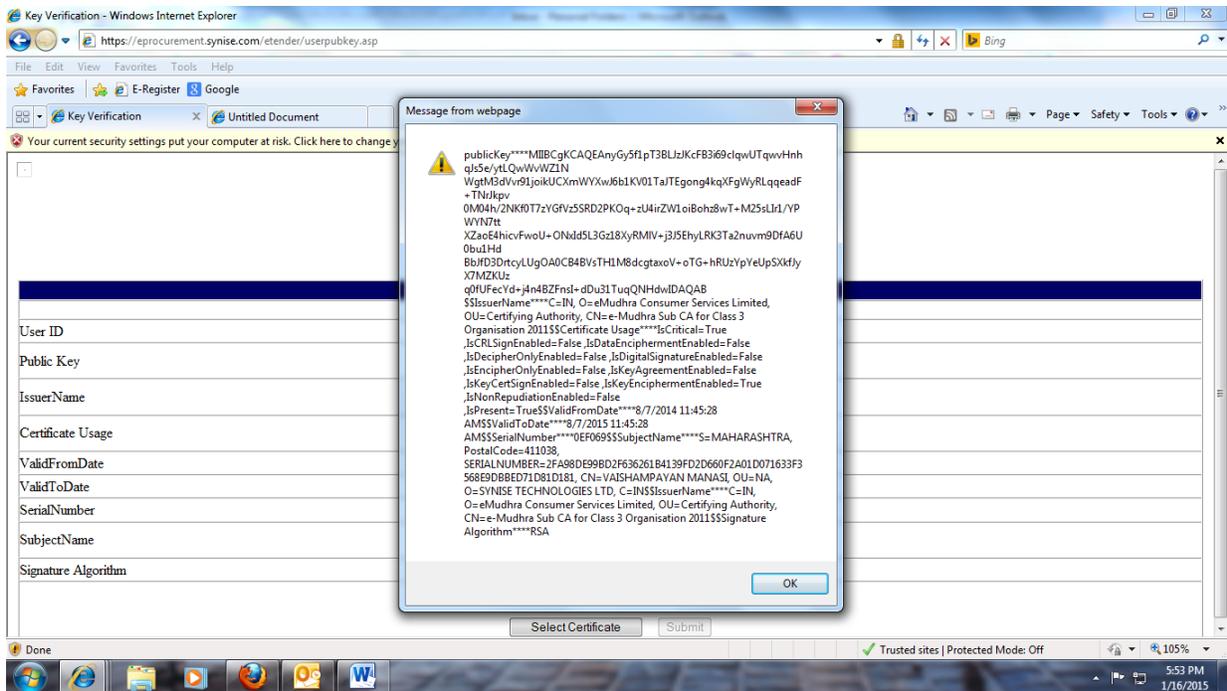


Figure 17

Here the blank fields get filled and the “Submit” button gets enabled, click on that submit button.

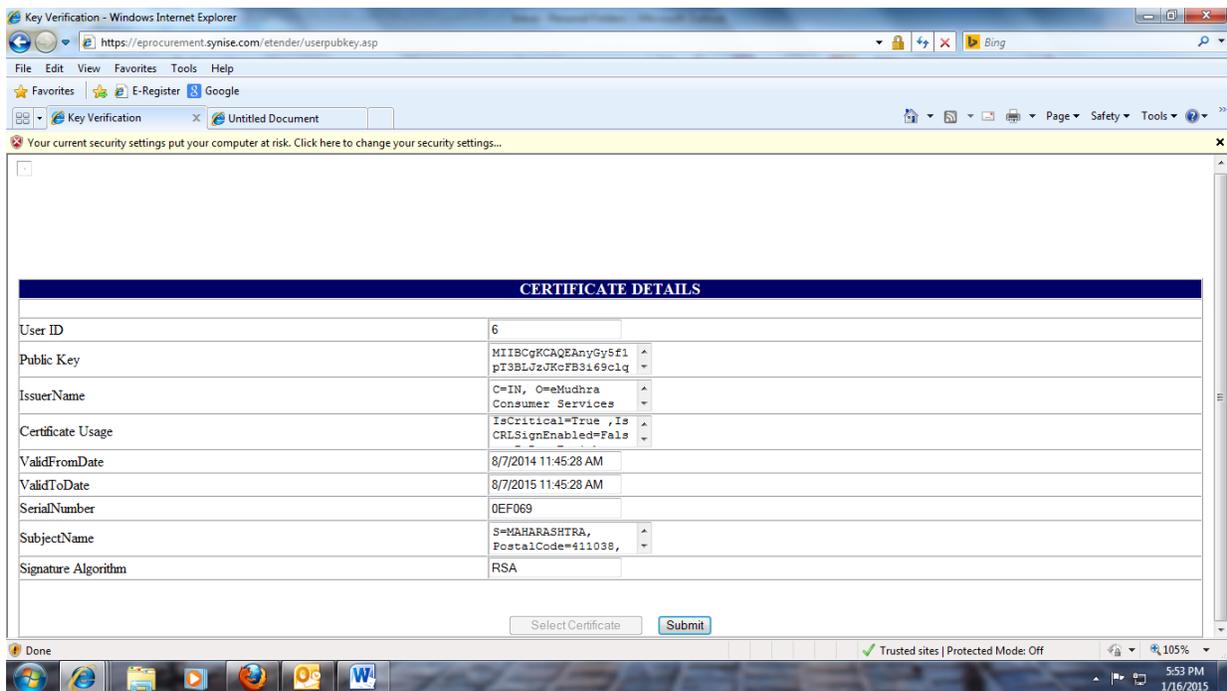


Figure 18

Once you click on “Submit” the page will navigate to the “Select Client Domain”. And now you need to select the appropriate Client domain and then click on submit.

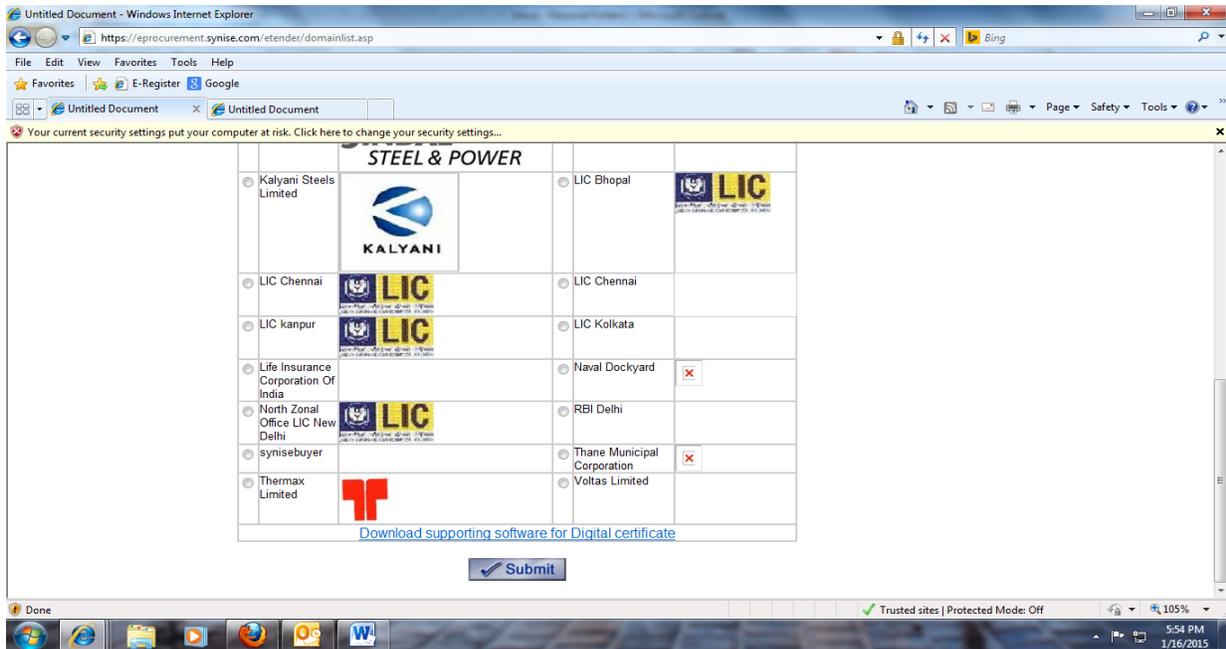


Figure 19

It will ask for the Digital Verification, now click on “Select Certificate”

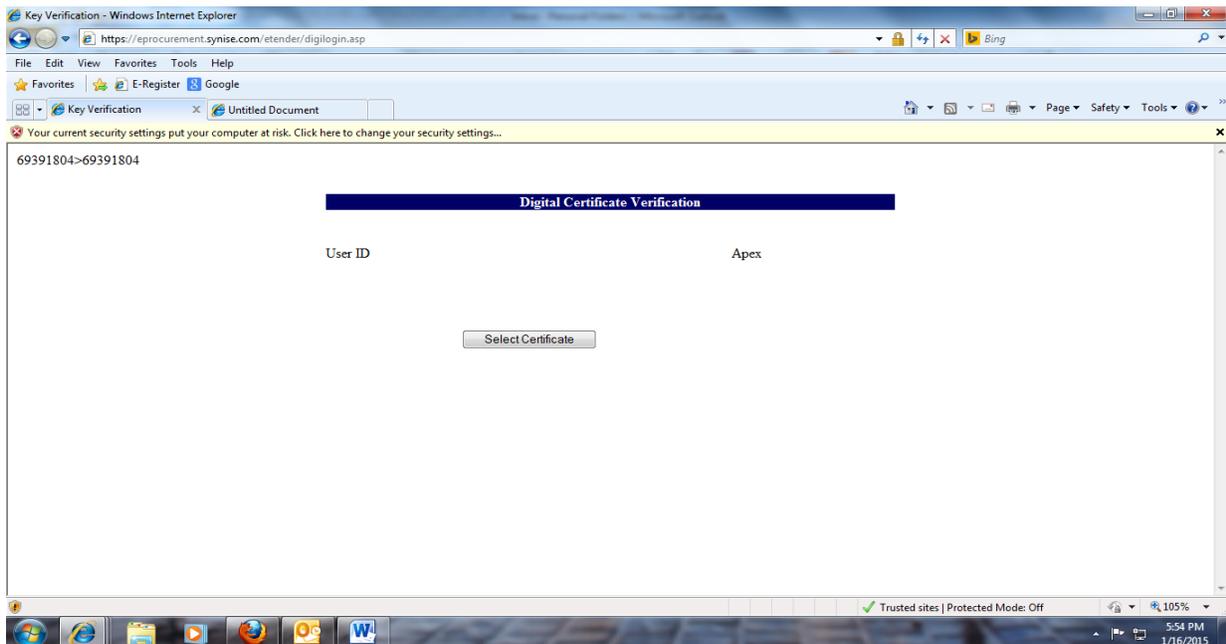


Figure 20

Select the Digital Certificate which you had imported and now click on “ok”

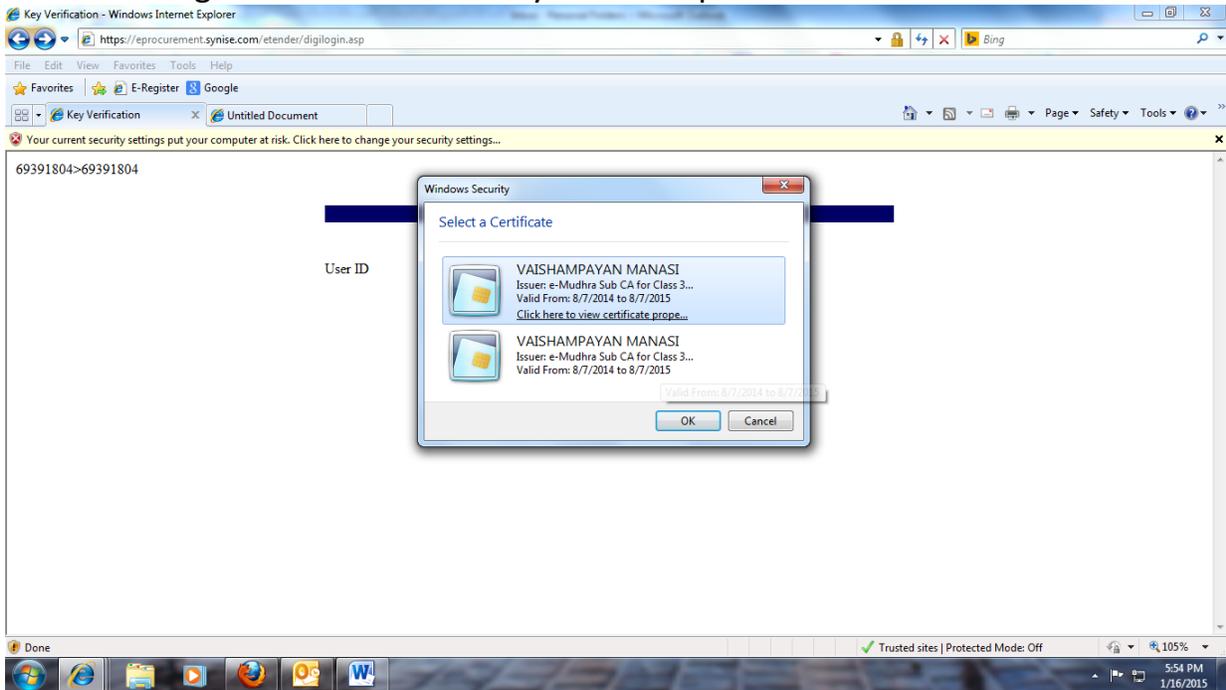


Figure 21

You will get the message of “Your certificate is verified successfully” and then click on “ok”

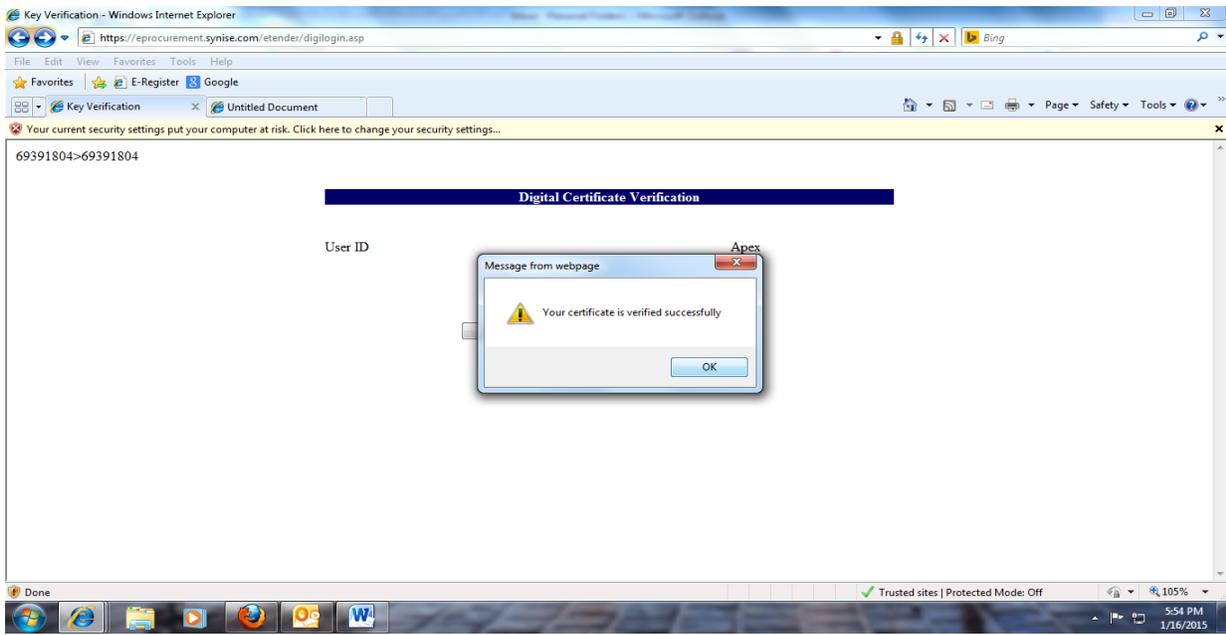


Figure 22

Once you click on “OK” it will ask whether to log in as a buyer or supplier. Suppliers should click on “Supplier” and buyer should click on “Buyer” for further procedure of e-tender or reverse auction.

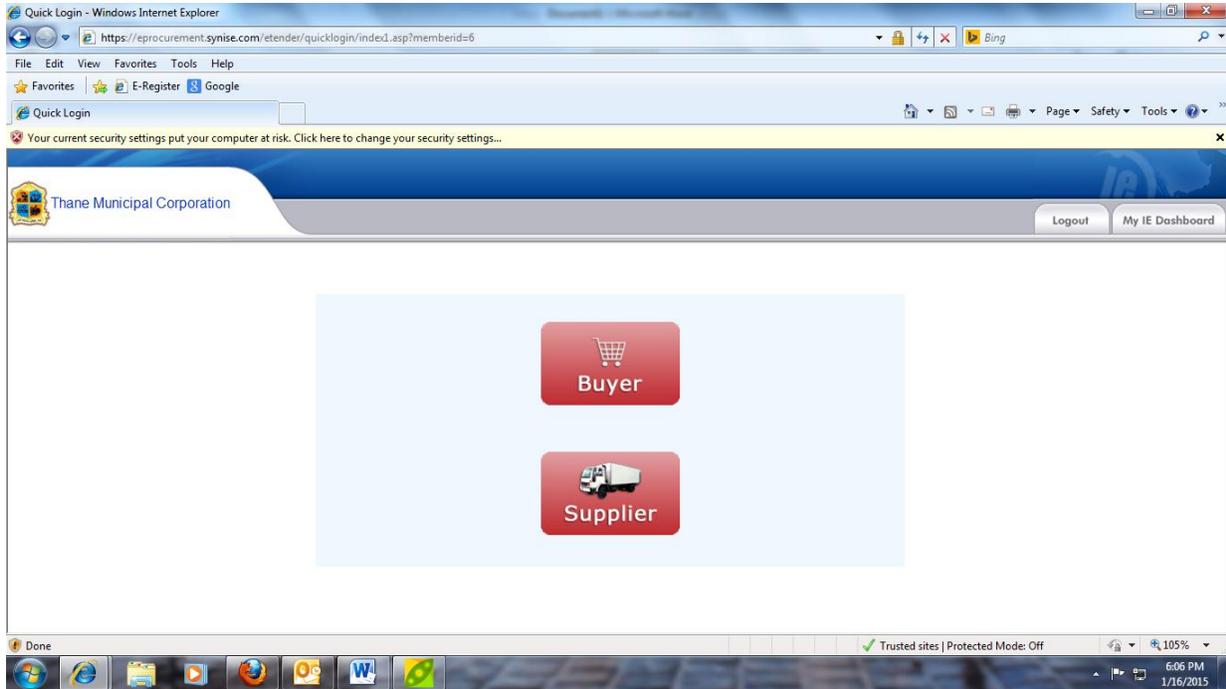


Figure 23