# **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 <a href="https://eprocurement.synise.com/tmc">https://eprocurement.synise.com/tmc</a>.



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. <u>Note</u>: 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.

 Import Digital Certificate on your computer: Double click on the Digital Certificate .PFX file to import the Digital Certificate in the system.
 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.



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.

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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.

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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"

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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

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



## **8.Compatibility View Settings**

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

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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'

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Figure 17

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

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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"

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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