Vendor Registration Procedure for Common Portal(V3) e-Procurement

System Requirements:

1. OS Windows 10 and above, browser Internet Explorer 10 and above
2. Digital Signature **Class 3** and above (both signing and encrypting)

STEPS:

1. Please visit https://www.mstcecommerce.com
2. Scroll onto **e-Procurement** tab and click on "**Common Portal**"
3. In the **Vendor Login**, please click on "**Register**"
4. Please fill all the details and follow the onscreen form to get registered.
5. Click on Submit button.
6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3**(both signing and encryption)

For System Settings:

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: **bit.ly/v3mstcvid**

Bidding Guide to Vendor

www.mstcecommerce.com/eproc

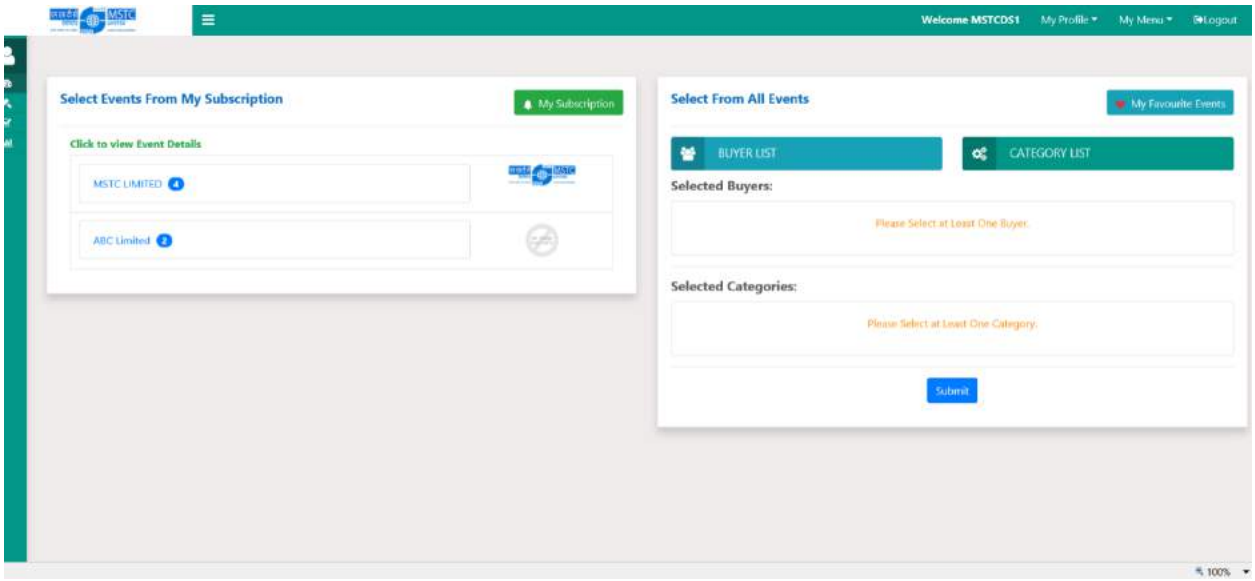
MSTC Ltd.

The following section is meant only to provide guidance to bidders about the Bidding process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to mis-understanding anything written hereunder.

A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor.

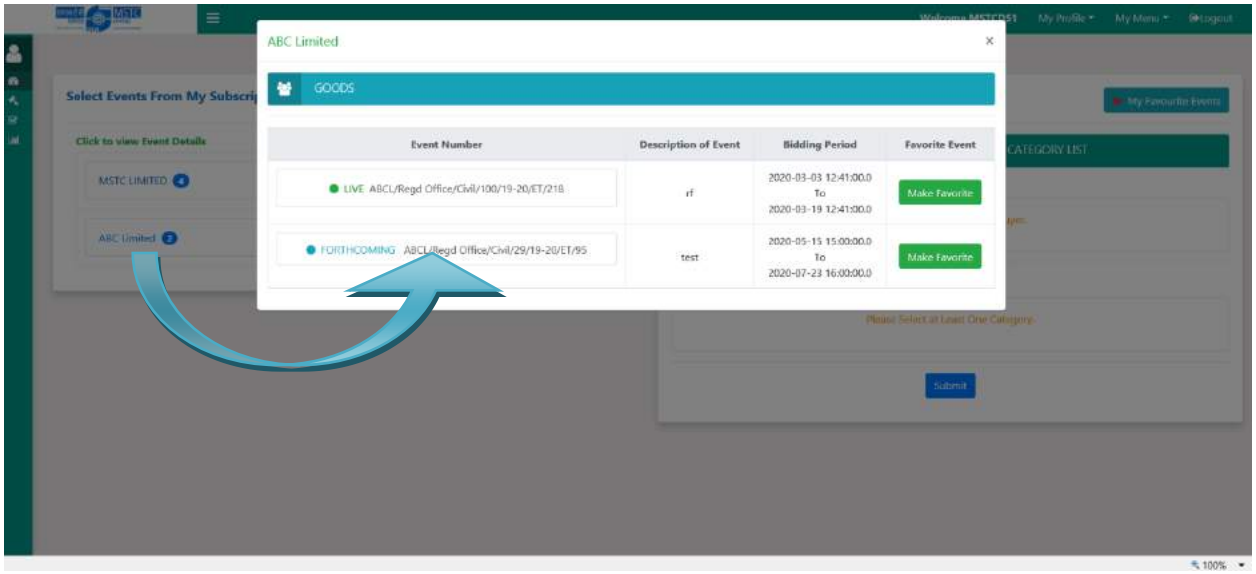
Dashboard provides two options to vendors-

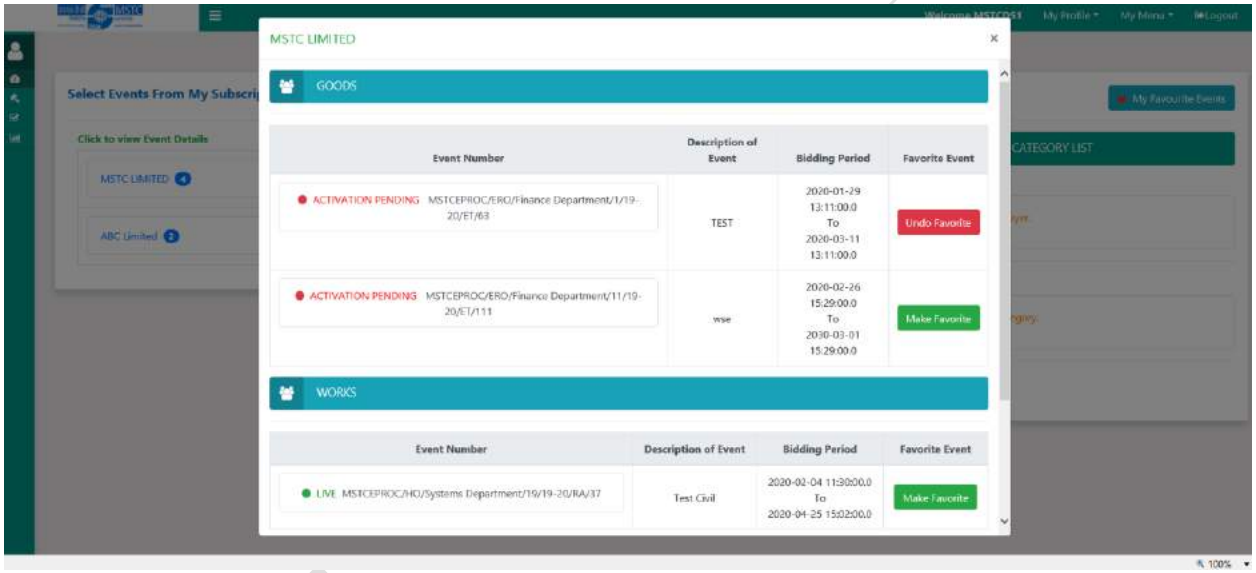
- **Select Events From My Subscription**
- **Select From All Events**



Select Events From My Subscription

System provides the list of buyers for which vendor has subscribed. Under each buyer the total count of events LIVE/ Forthcoming and Activation Pending gets displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.

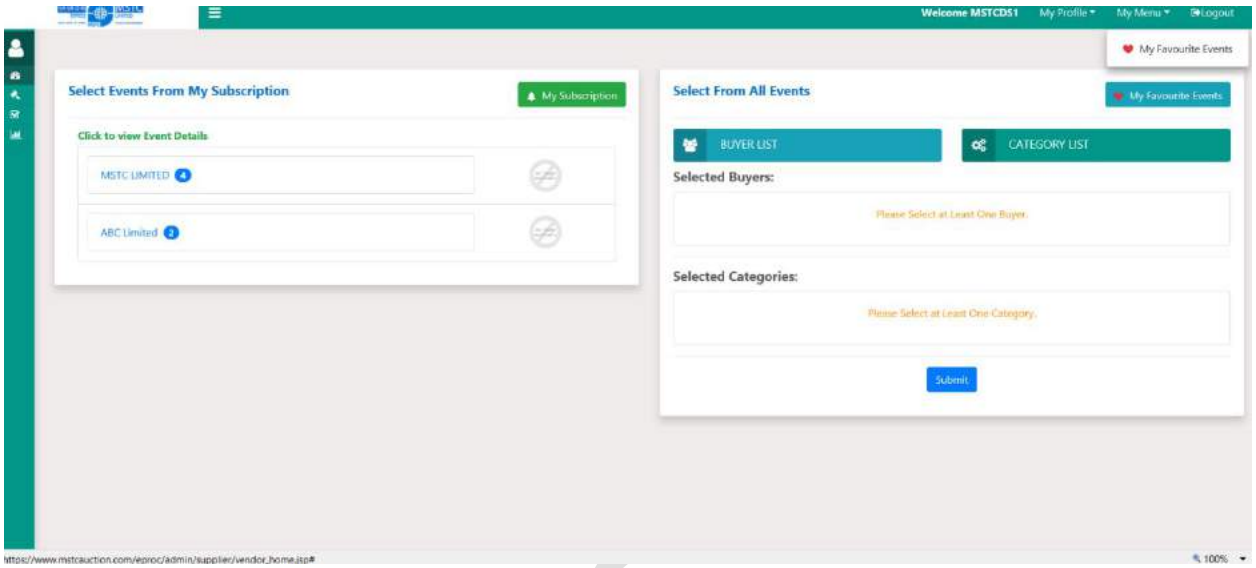




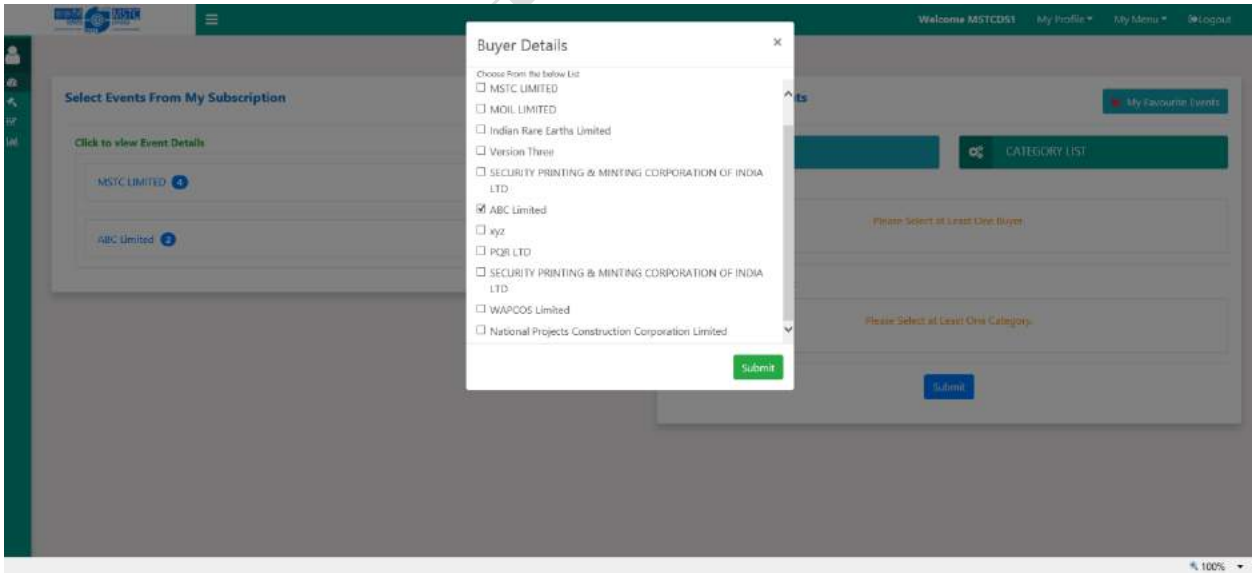
- *On clicking the LIVE event, system leads the vendor to the bid floor.*
- *A vendor shall be having the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.*

Select From All Events

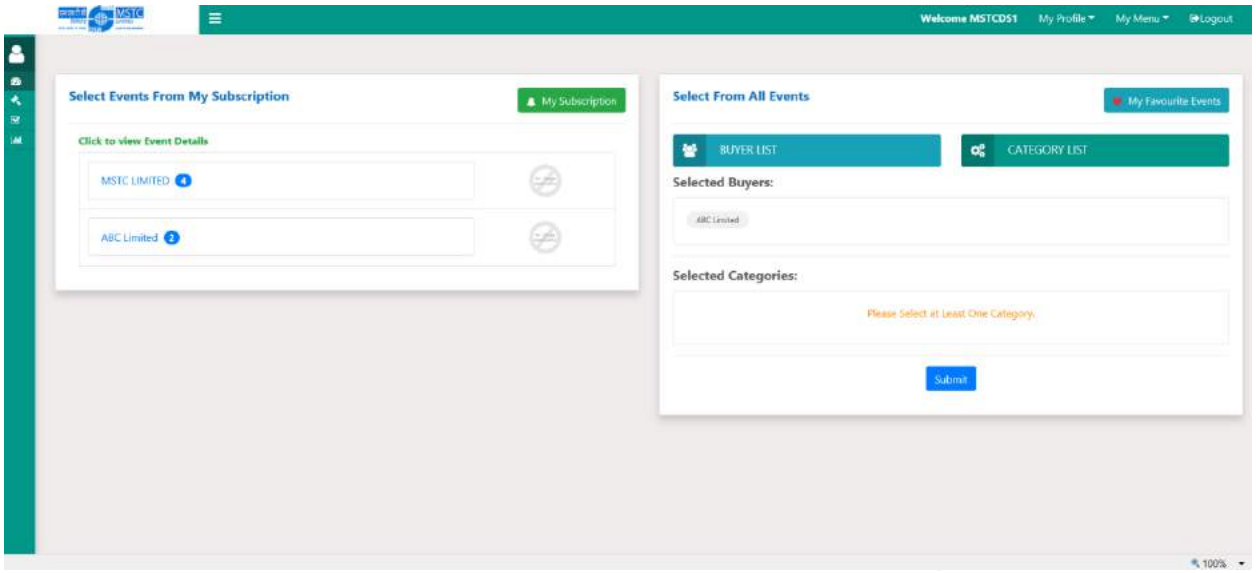
System provides the list of all the events (LIVE/Forthcoming) created in the portal based on the selection of buyers and category by vendors. Under each buyer the total count of events LIVE and Forthcoming shall be displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.



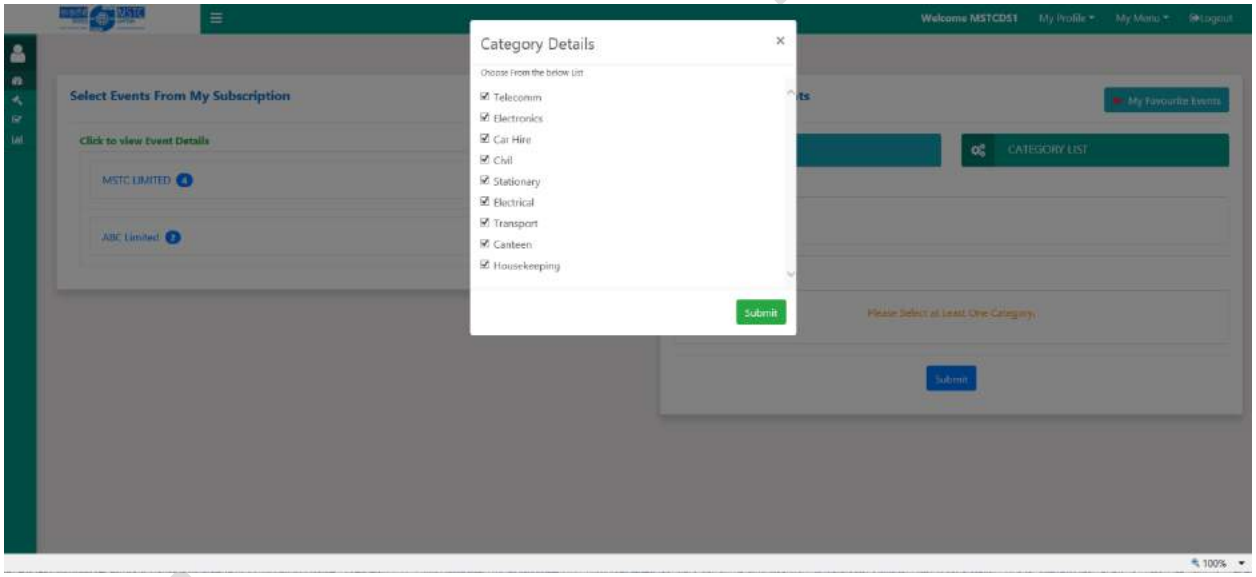
Vendor shall have to select buyers from Buyer List and click on 'Submit'.



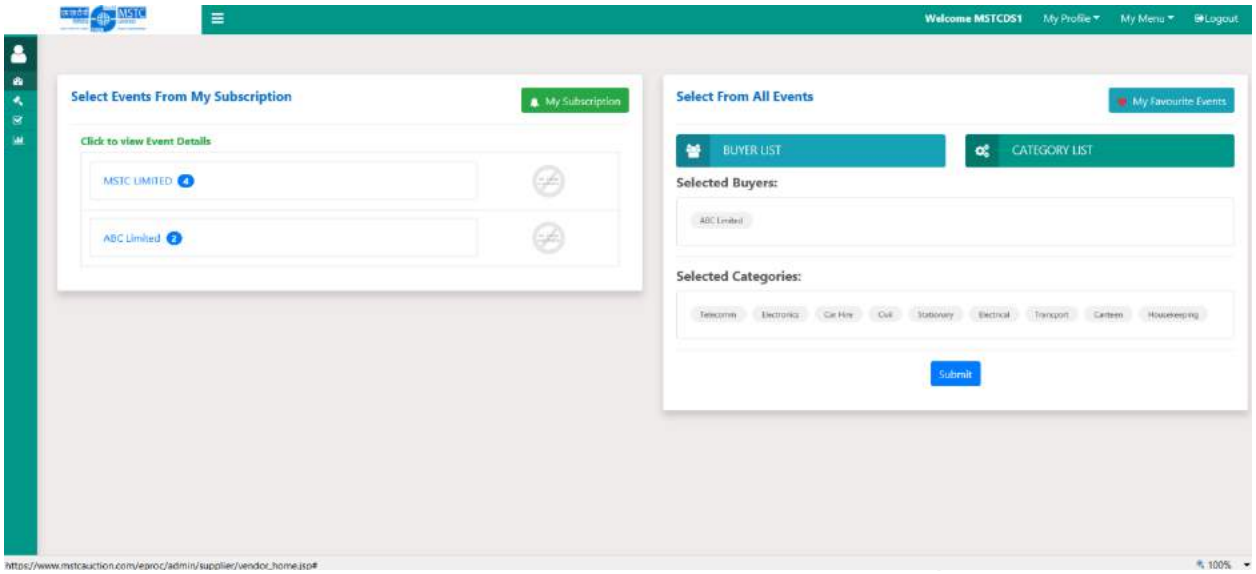
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.



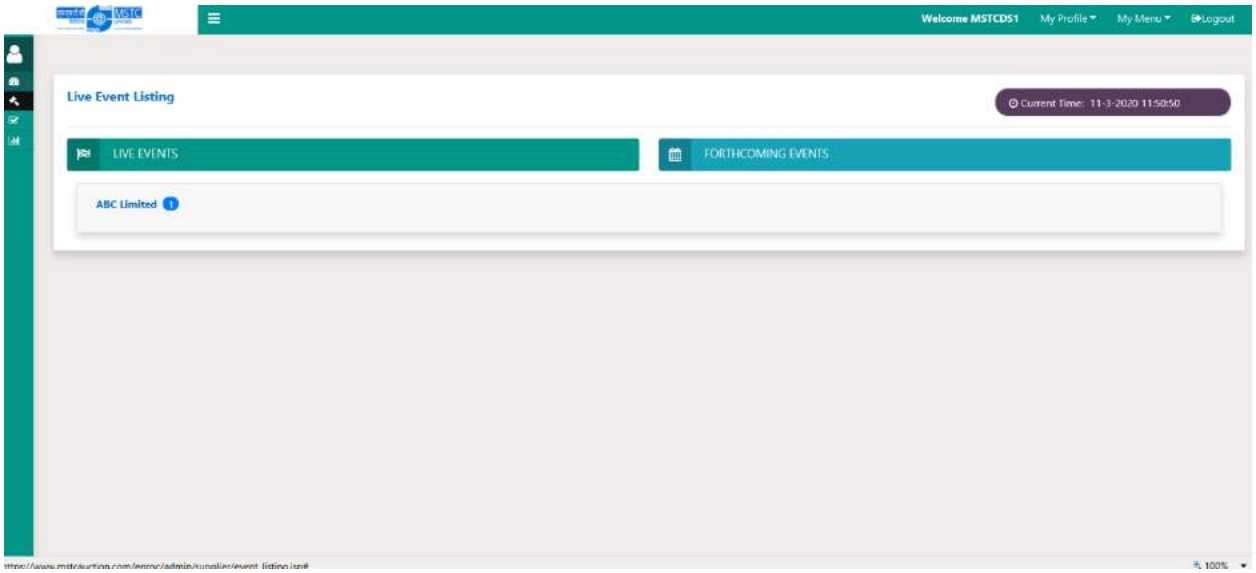
Vendor shall have to select category from Category List and click on 'Submit'.



On clicking 'Submit' button, the selected categories shall be displayed in the 'Selected Categories' list.



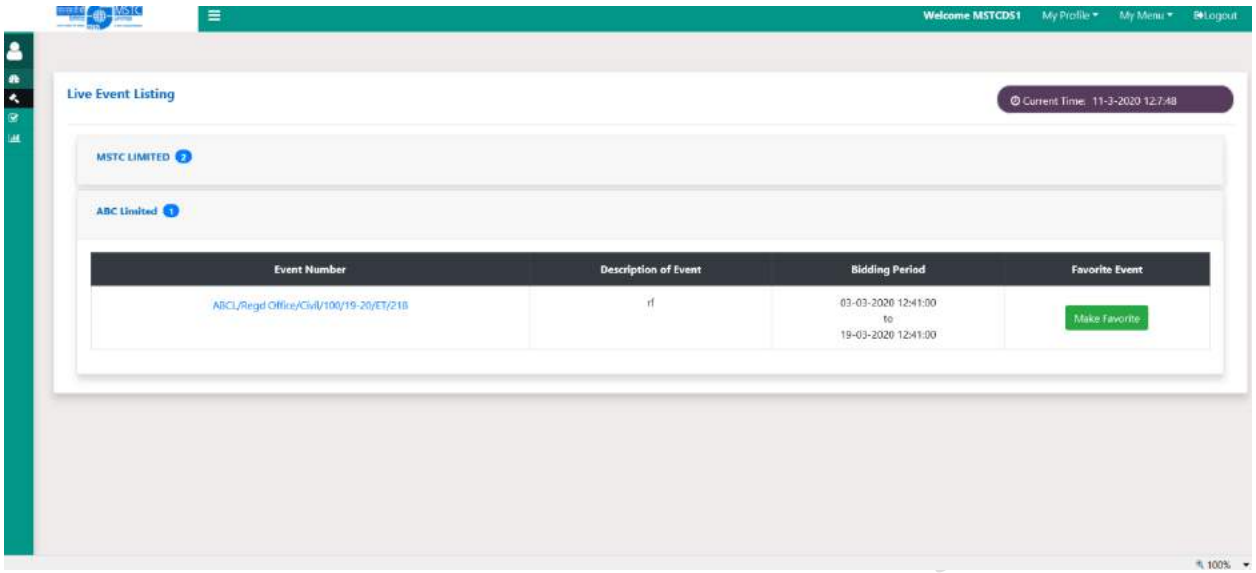
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



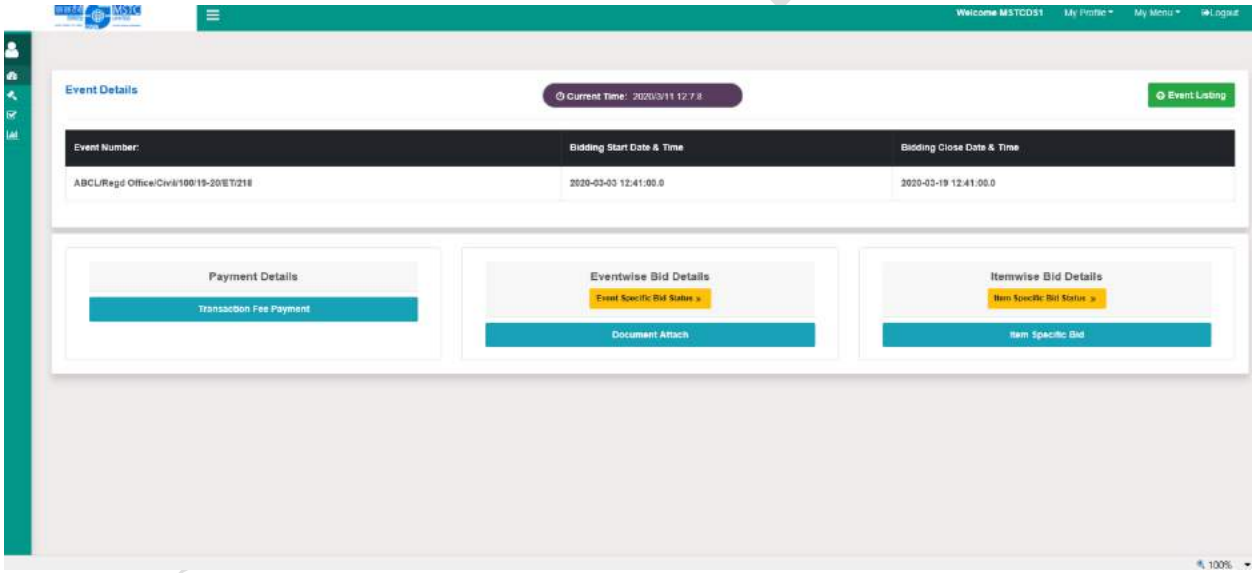
LIVE Event Listing

On clicking a particular buyer's name, system enlists the LIVE events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



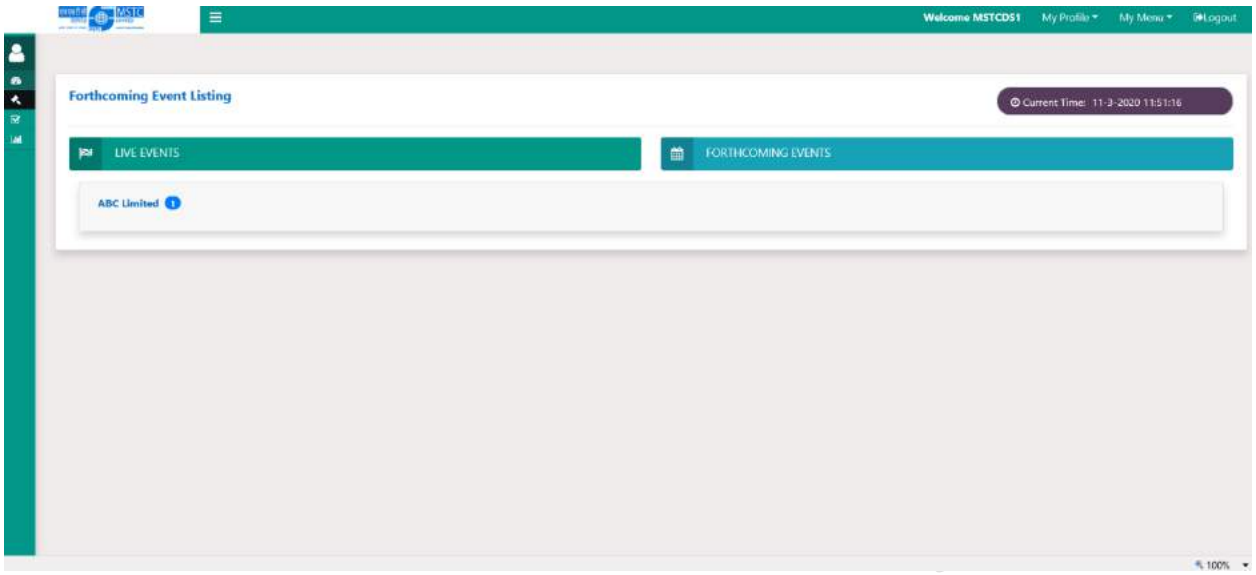
On selecting an event, system leads a vendor to the bid floor.

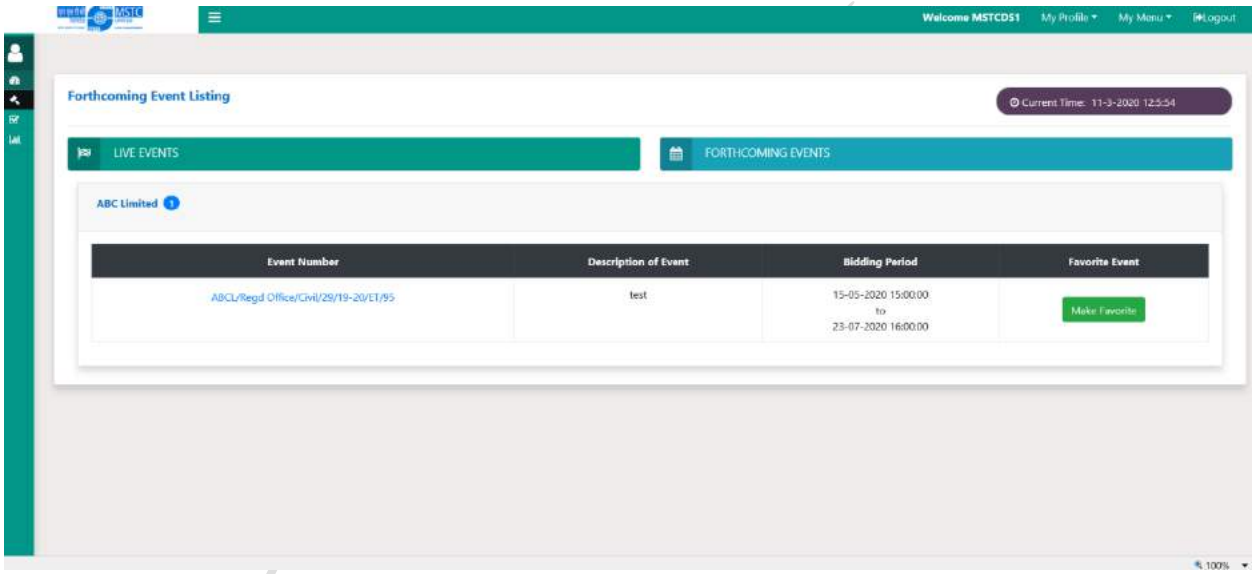


Forthcoming Event Listing

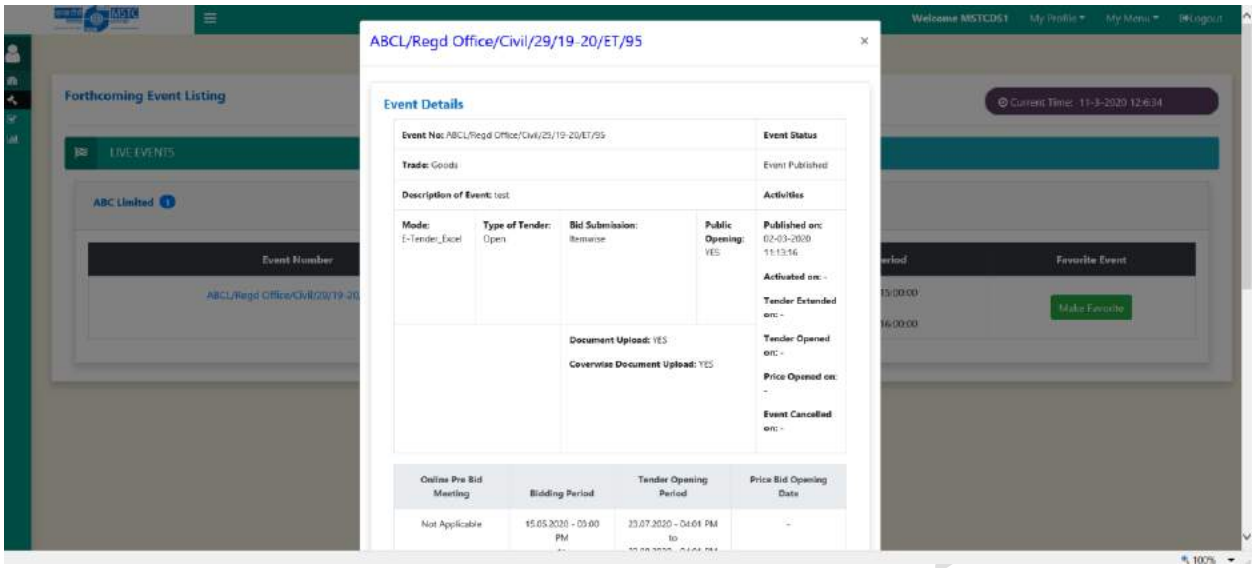
On clicking a particular buyer's name, system enlists the Forthcoming events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



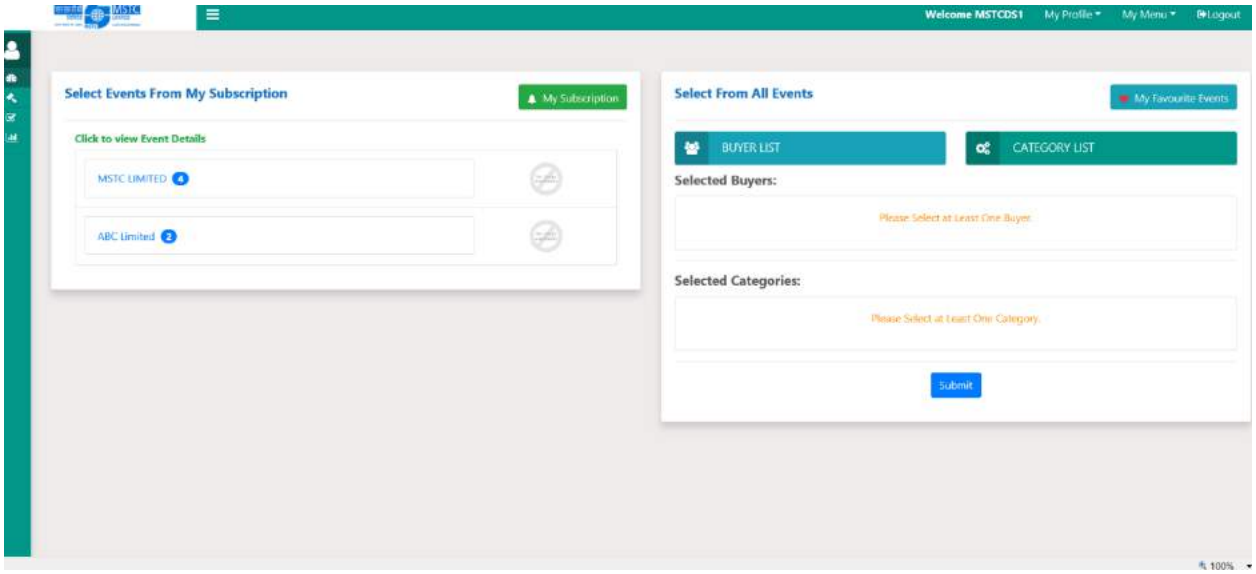


On selecting an event, system displays the catalogue.


ABCL/Regd Office/Civil/29/19-20/ET/95
Event Details
Event No: ABCL/Regd Office/Civil/29/19-20/ET/95
Event Status
Trade: Goods
Event Published
Description of Event: test
Activities
Mode: E-Tender_Excel
Type of Tender: Open
Bid Submission: Itemwise
Public Opening: YES
Published on: 02-03-2020 11:13:16
Activated on: -
Tender Extended on: -
Document Upload: YES
Coverwise Document Upload: YES
Tender Opened on: -
Price Opened on: -
Event Cancelled on: -
Online Pre Bid Meeting
Bidding Period
Tender Opening Period
Price Bid Opening Date
Not Applicable
15.05.2020 - 03:00 PM
23.07.2020 - 04:01 PM
to
-
Forthcoming Event Listing
LIVE EVENTS
ABC Limited
Event Number
Favourite Event
Make Favorite

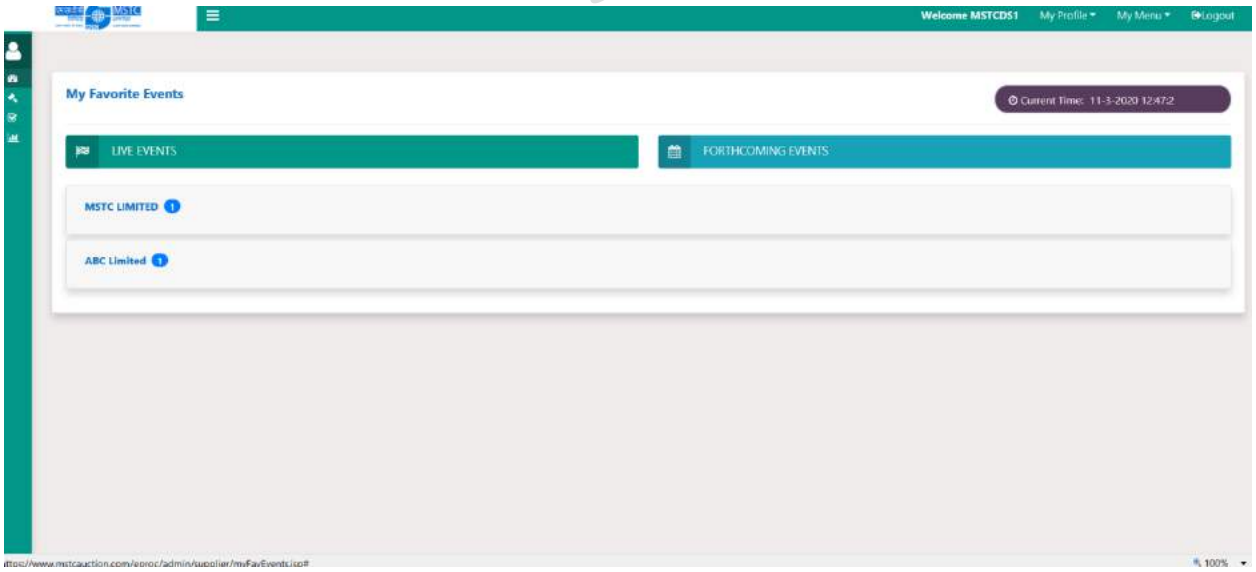
My Favourite Events

On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.

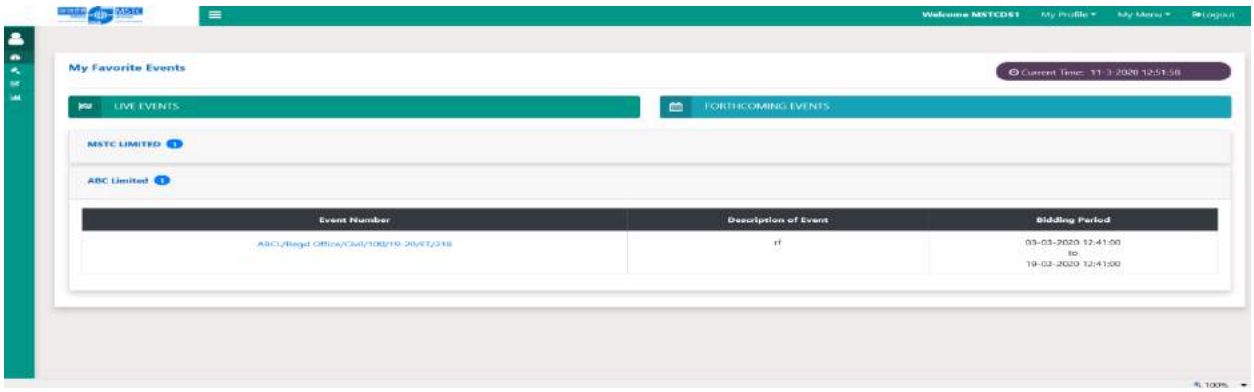


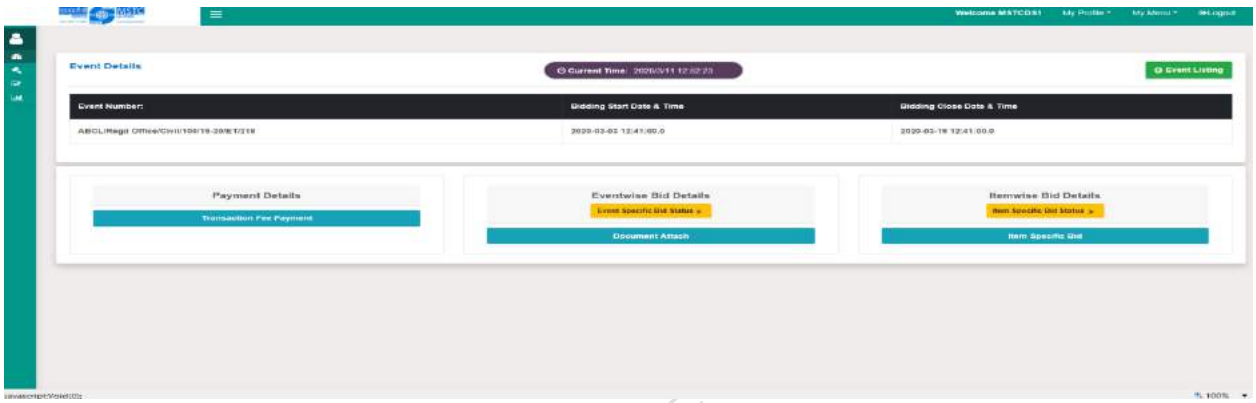
LIVE Events

On clicking a particular buyer's name, system enlists the LIVE events.



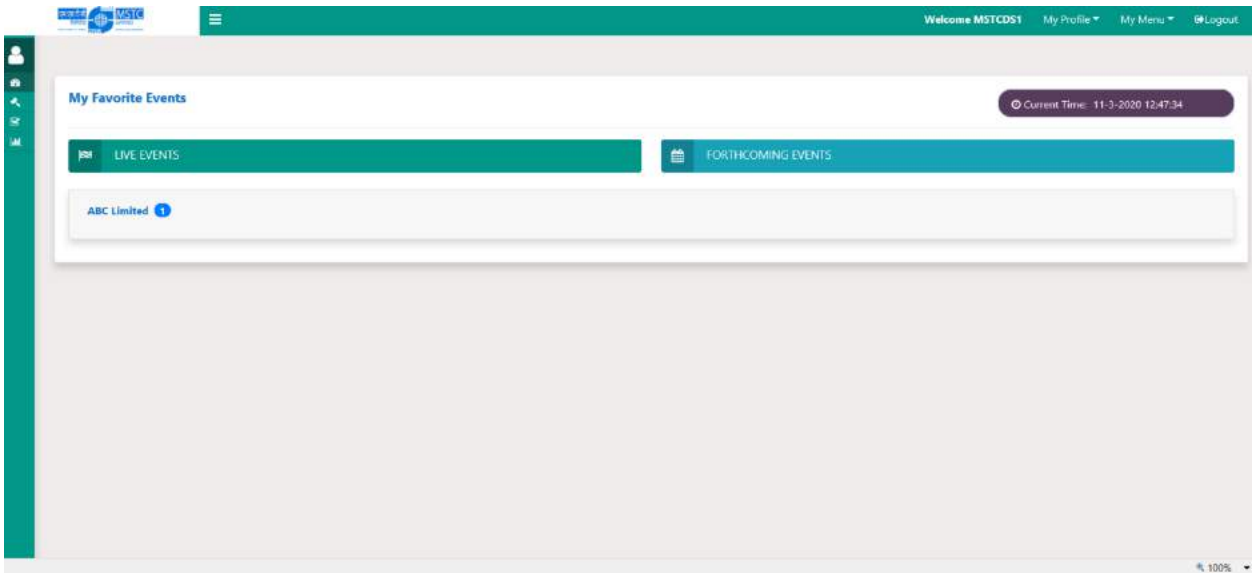
On selecting an event, system leads a vendor to the bid floor.

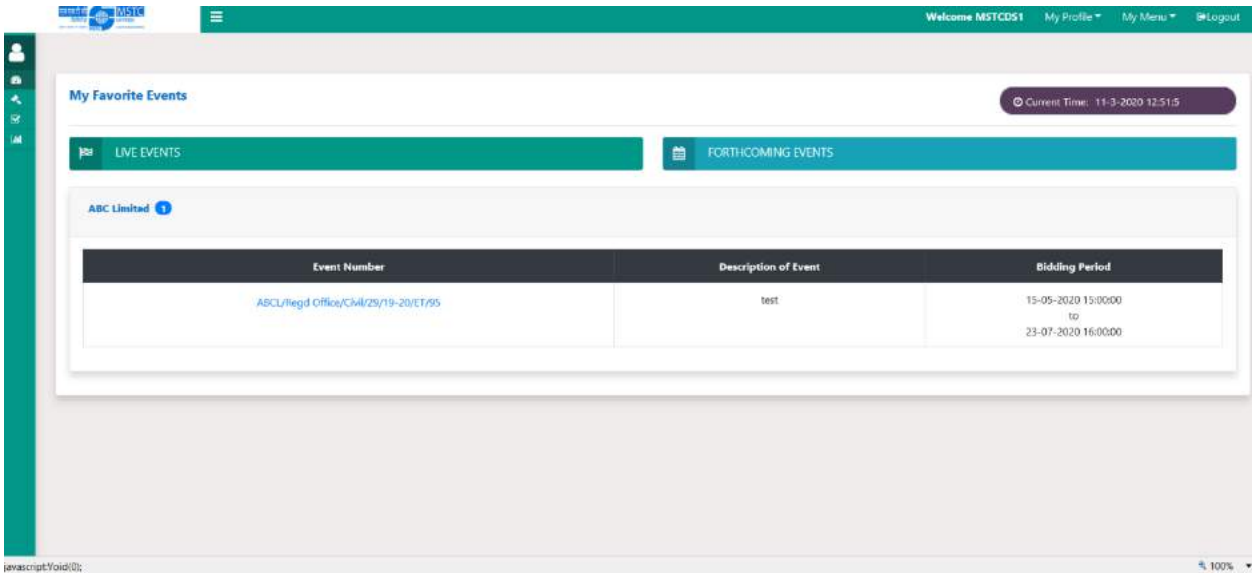




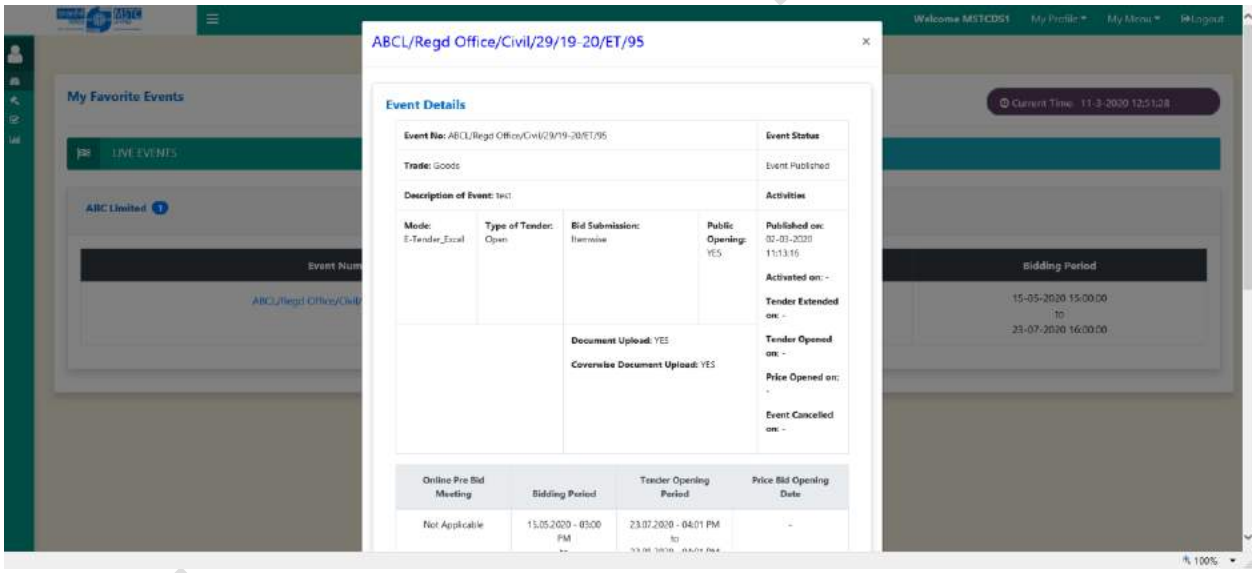
Forthcoming Events

On clicking a particular buyer's name, system enlists the Forthcoming events.



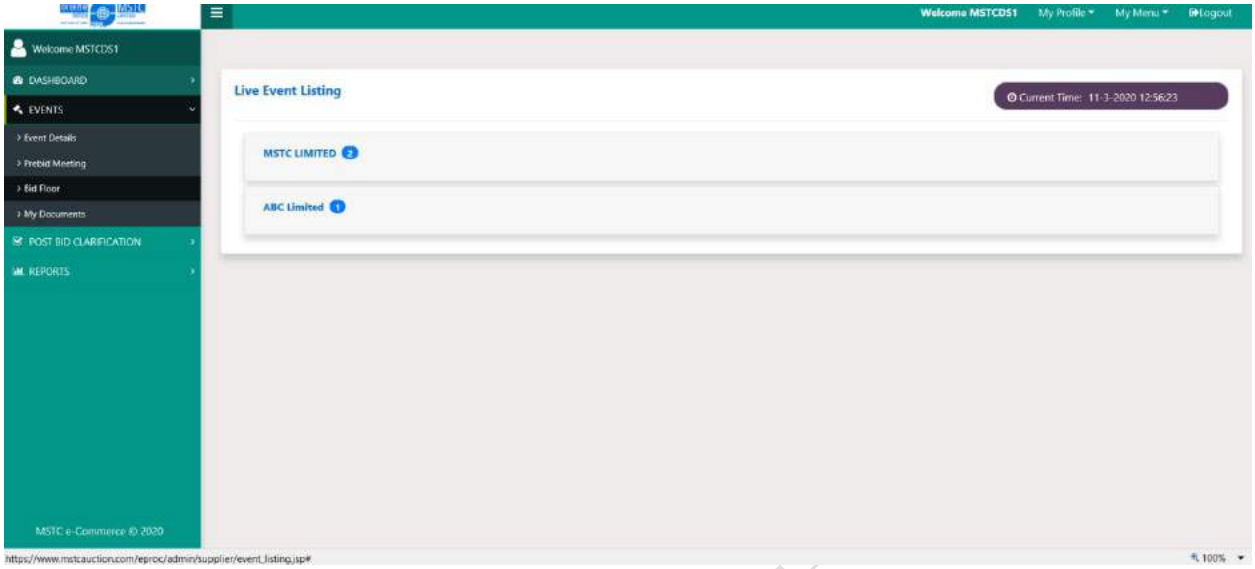


On selecting an event, system displays the catalogue.

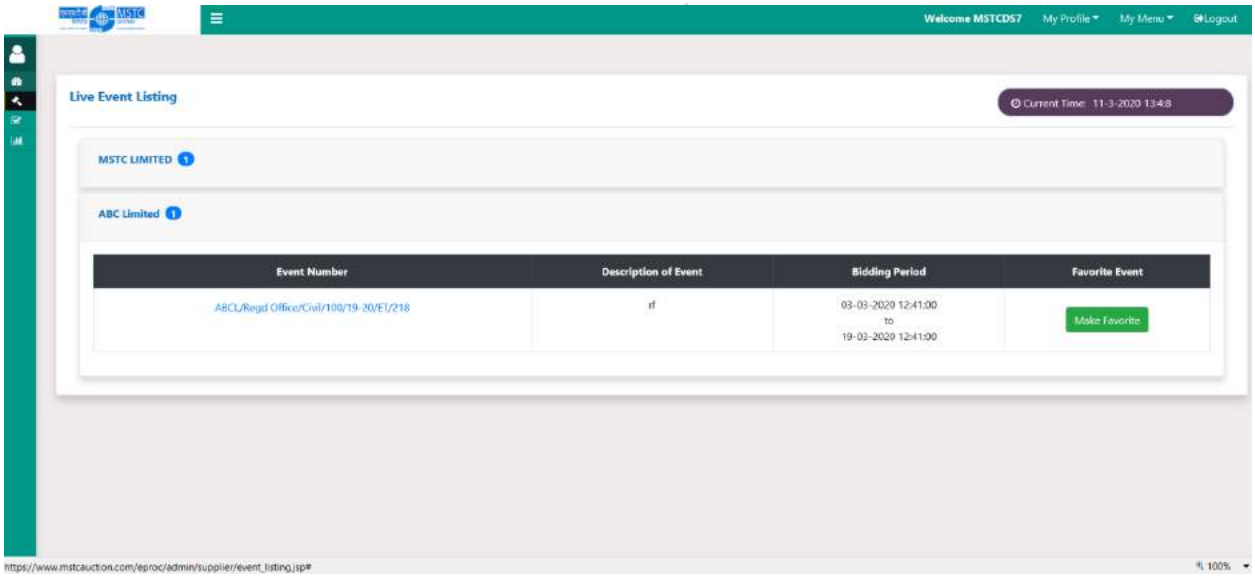


Bid Floor

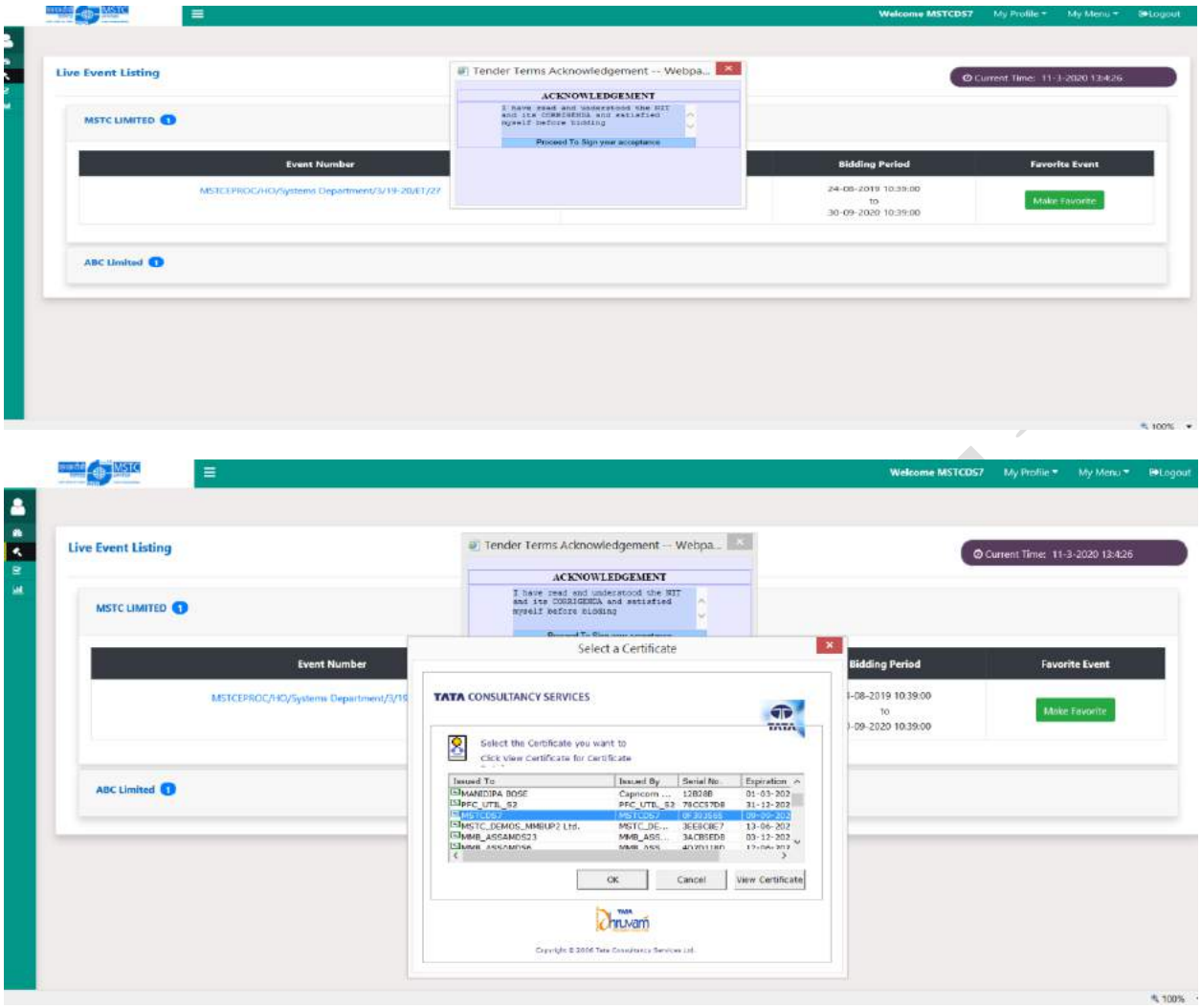
Vendors shall be able to view the buyers list with counts of LIVE events through this link.



On clicking a buyer, system displays the LIVE events to vendors.

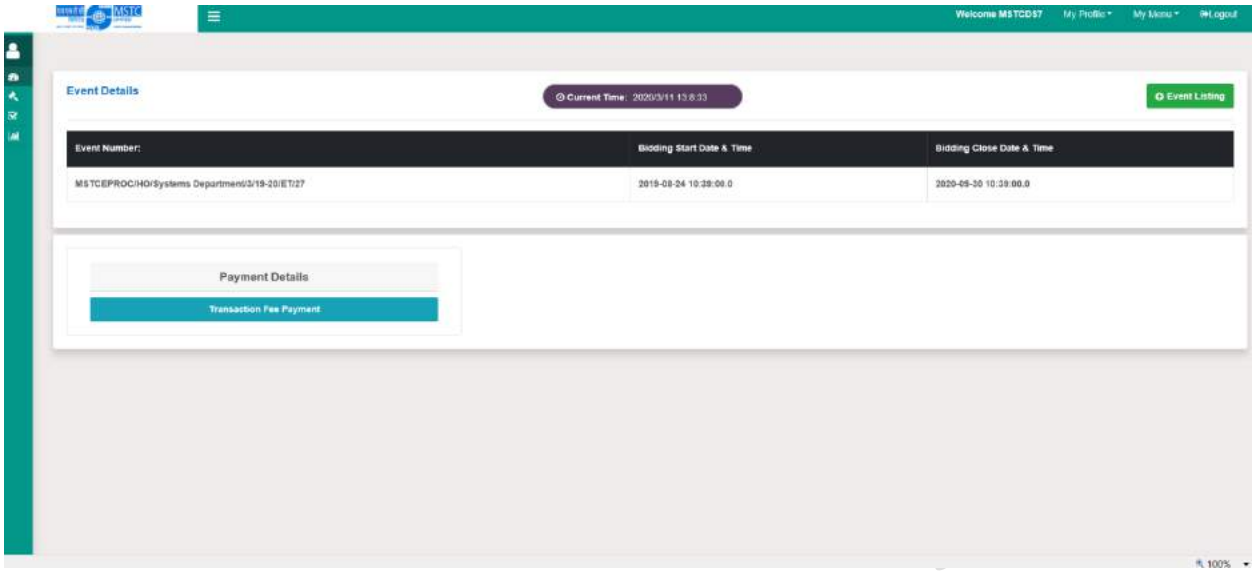


On clicking an event for the first time, the same shall be verified with DSC.

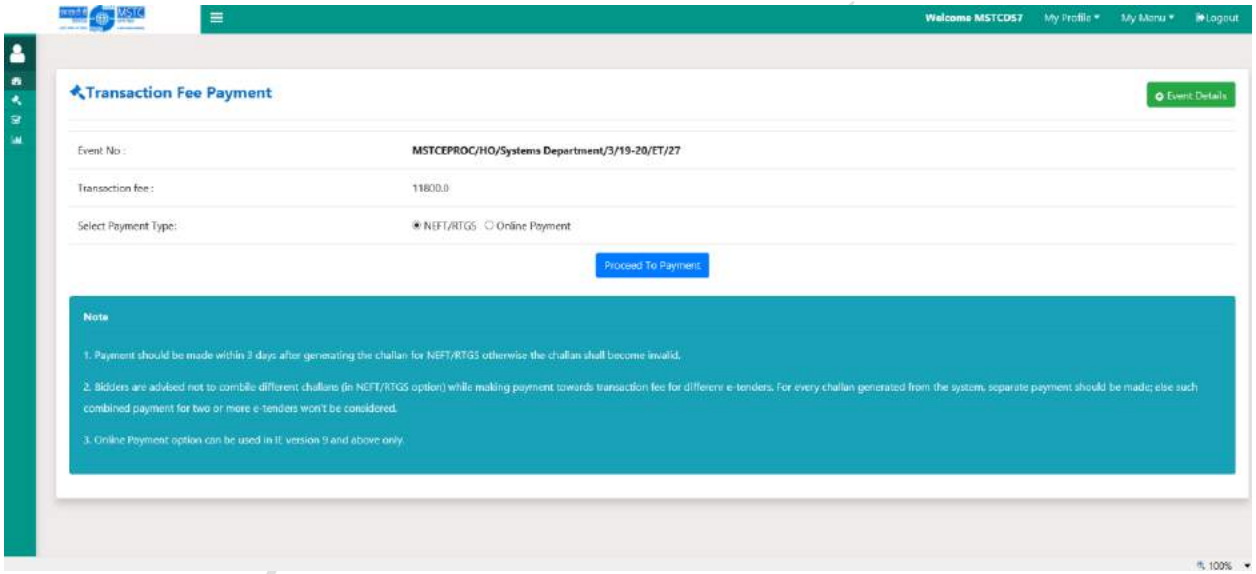


On successful DSC verification, system shall lead the vendor to the bid floor.

In case, there is transaction fee payment mandatory for the selected event, a vendor has to click on Transaction Fee Payment tab.

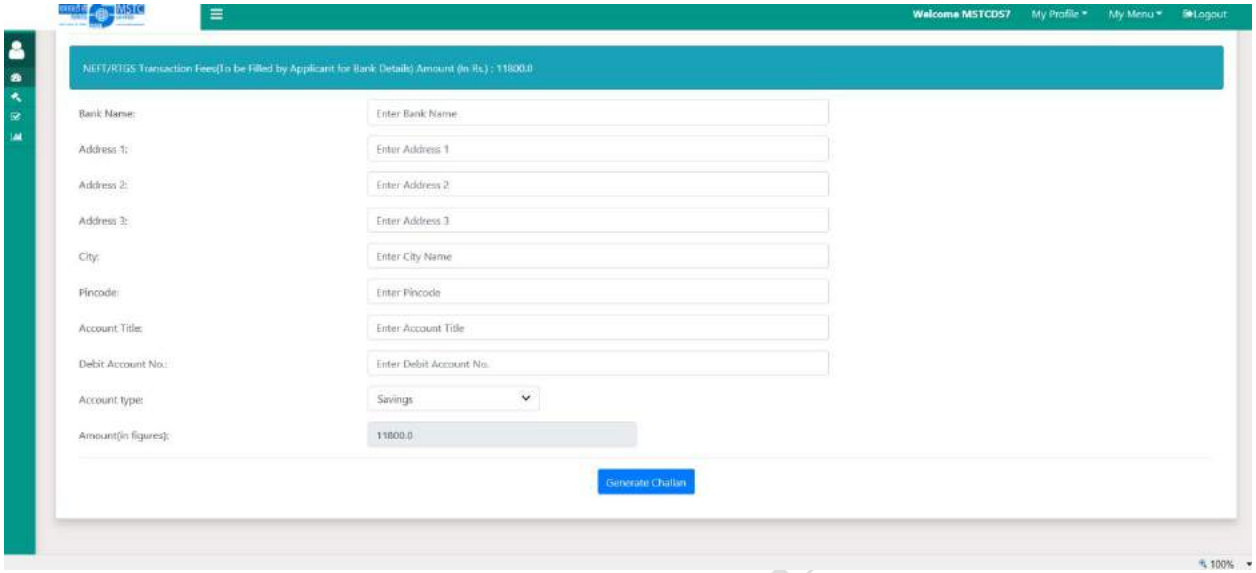


To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.

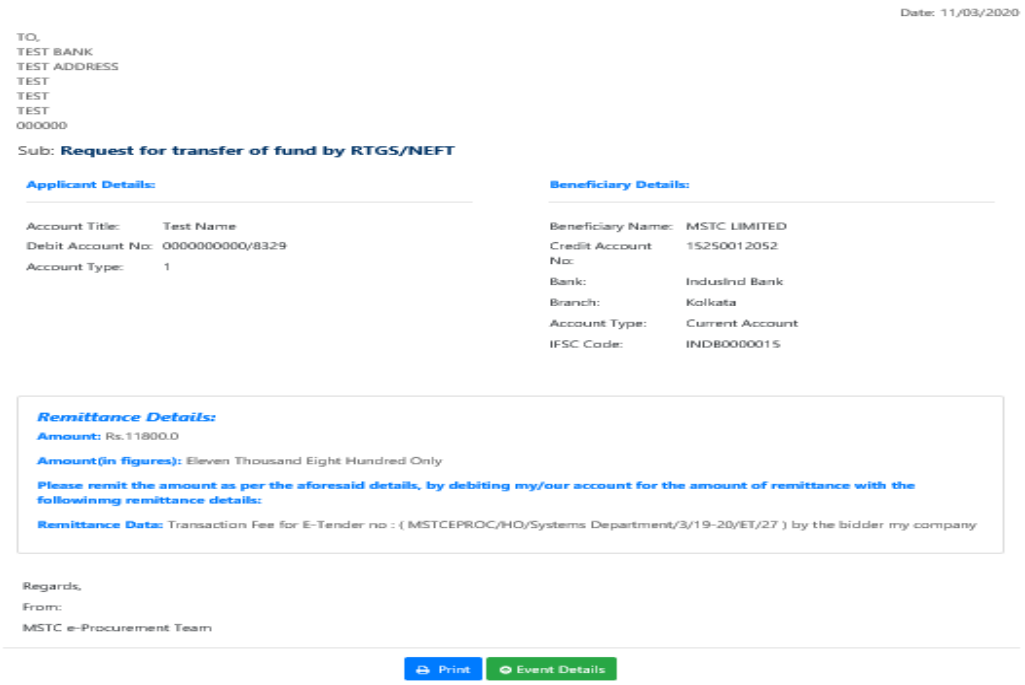


NEFT/ RTGS

On filling up the details, vendor shall have to click on 'Generate Challan' to generate the online challan.

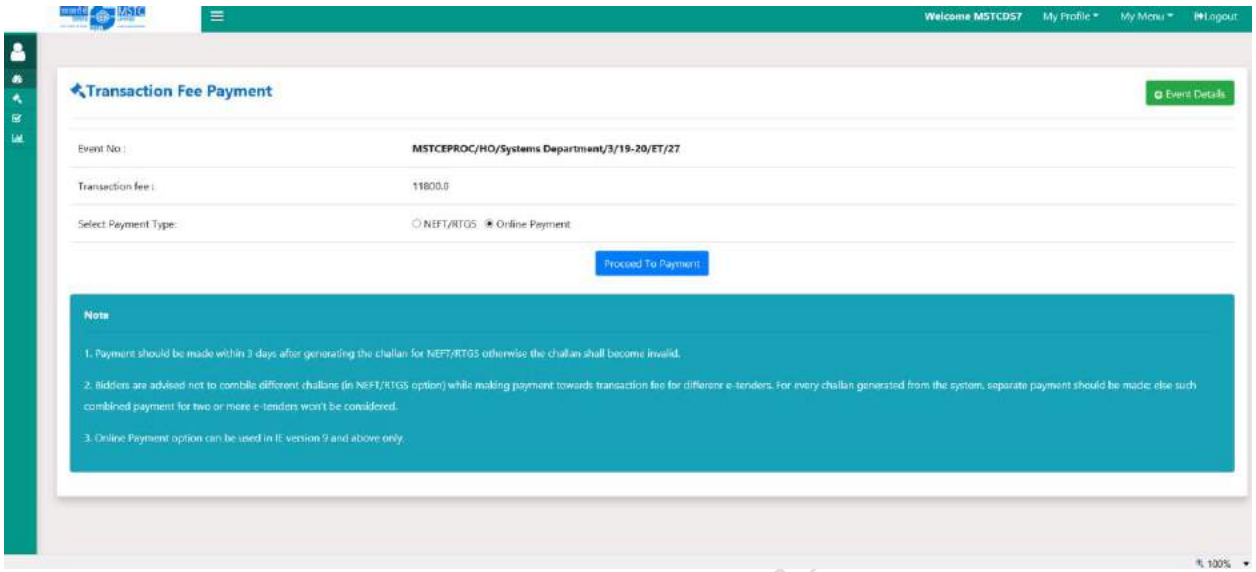


A vendor shall have to click on 'Print' for the offline payment. On clicking 'Event Details', system shall return to bid floor.

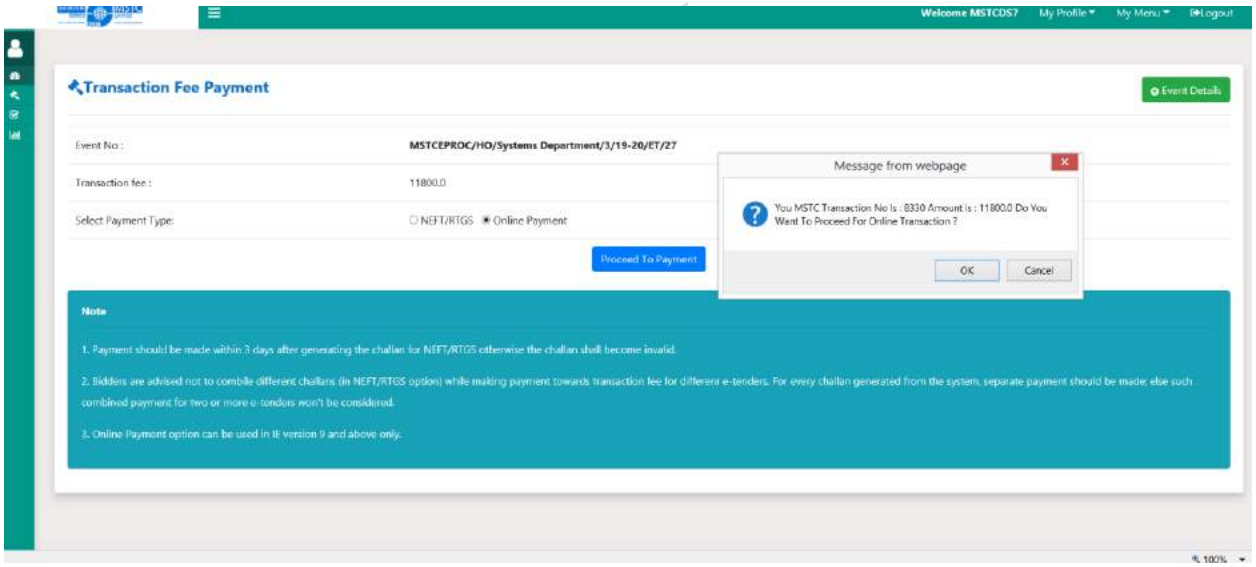


Online Payment

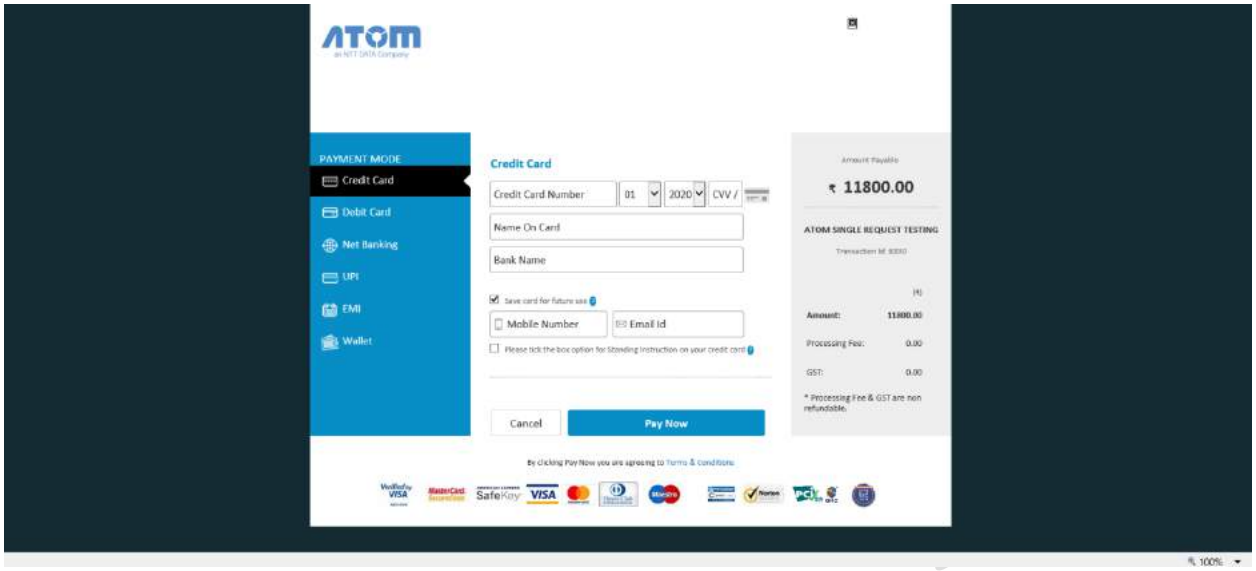
On clicking 'Proceed to Payment' transaction id shall be generated.



On clicking 'Ok', the system shall lead to the payment gateway page.



On successful payment, vendor shall receive the transaction acknowledgment mail in the entered e-mail id.



Transaction Fee Payment Acknowledgement

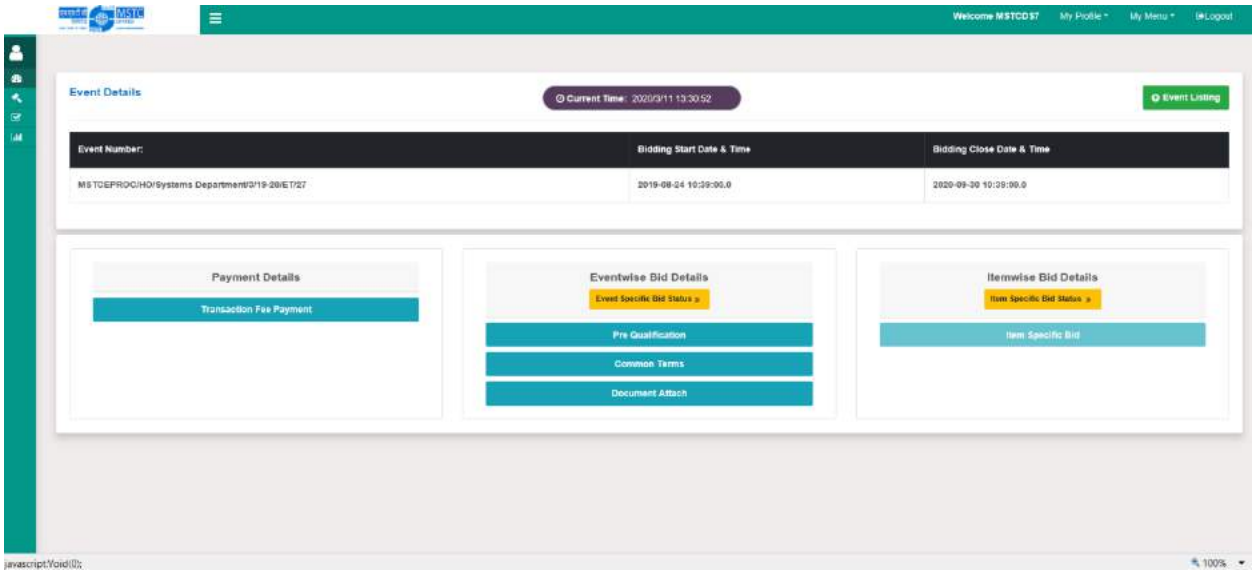
Event No.:	**MSTCEPROC/HO/Systems Department/3/19-20/ET/27**
Company Name:	my company
Contact Person:	MSTCDS7
MSTC Ref. No.:	8330
Transaction Ref. No.:	7000048818901
Transaction Date:	Wed Mar 11 13:28:05 IST 2020
Amount:	11800.00
Transaction Status:	**Transaction Successfully Completed.**

Print

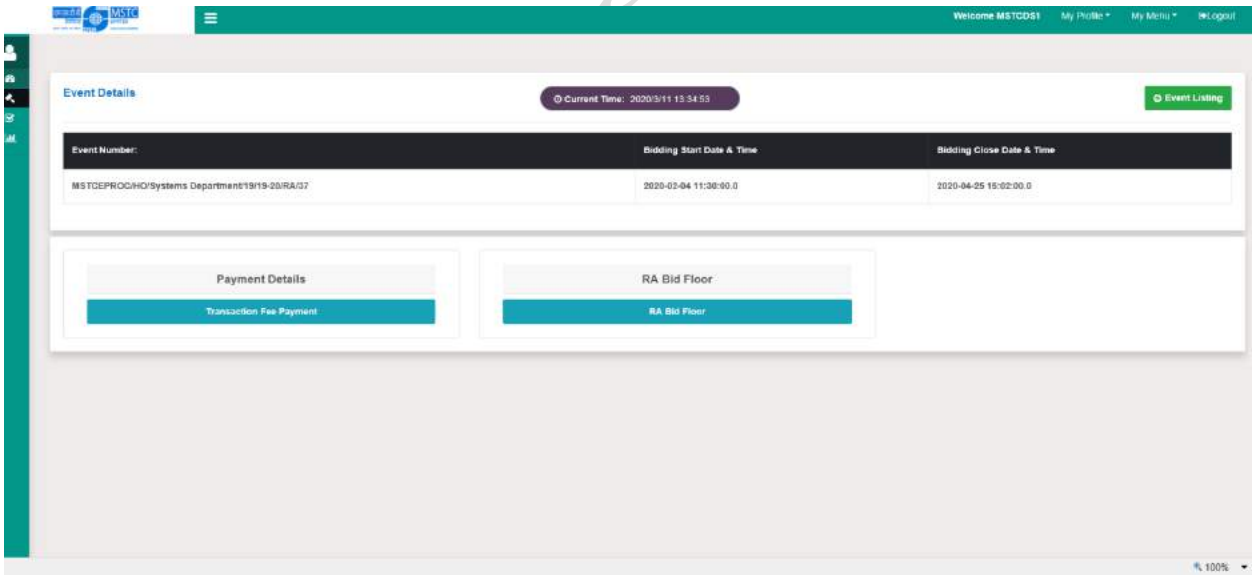
The transaction fee payment shall be auto authorized by the system. A vendor has to click on 'Event Details' of the Transaction Fee Payment page in order to proceed to Bid Floor.

Bid Submission Floor for Tender

System displays the next tabs 'Eventwise Bid Details' and 'Itemwise Bid Details'. Submission of bid is under 'Itemwise Bid Details'. The 'Itemwise Bid Details' shall be enabled only after filling up of 'Eventwise Bid Details' (if there is Eventwise Bid Details). The 'Event Listing' button leads to the previous page.



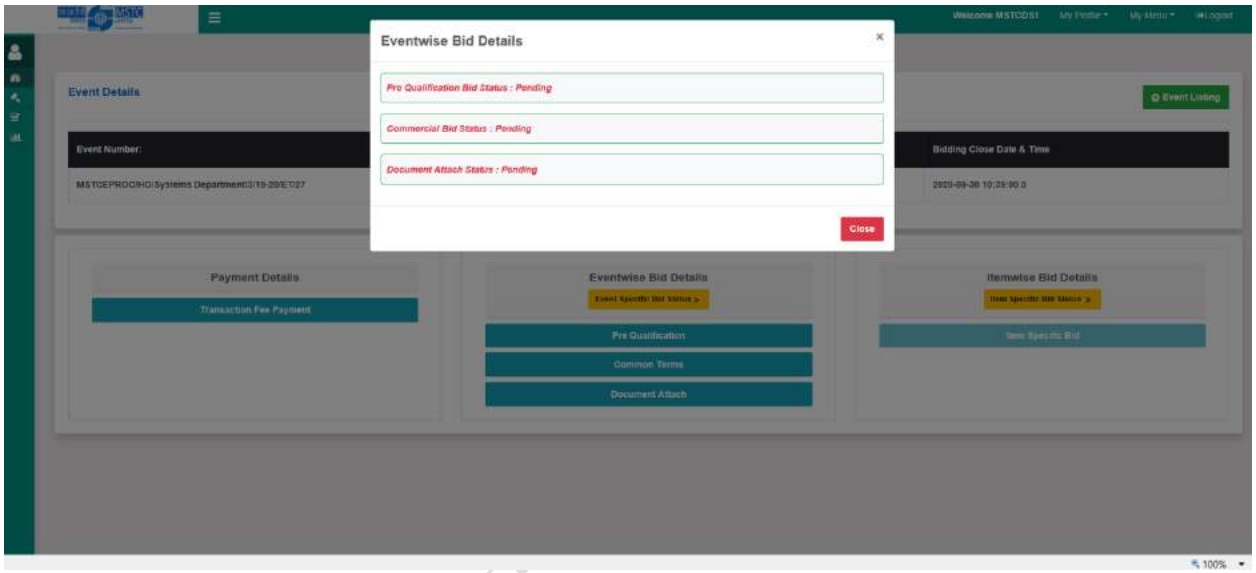
Bid Submission Floor for Reverse Auction



Bid Submission in Tender

Eventwise Bid Details: A vendor shall be able to submit Pre Qualification Bid/ Common Terms of Technical Bid and Attach Documents through individual tabs (based on the requirement of the tender).

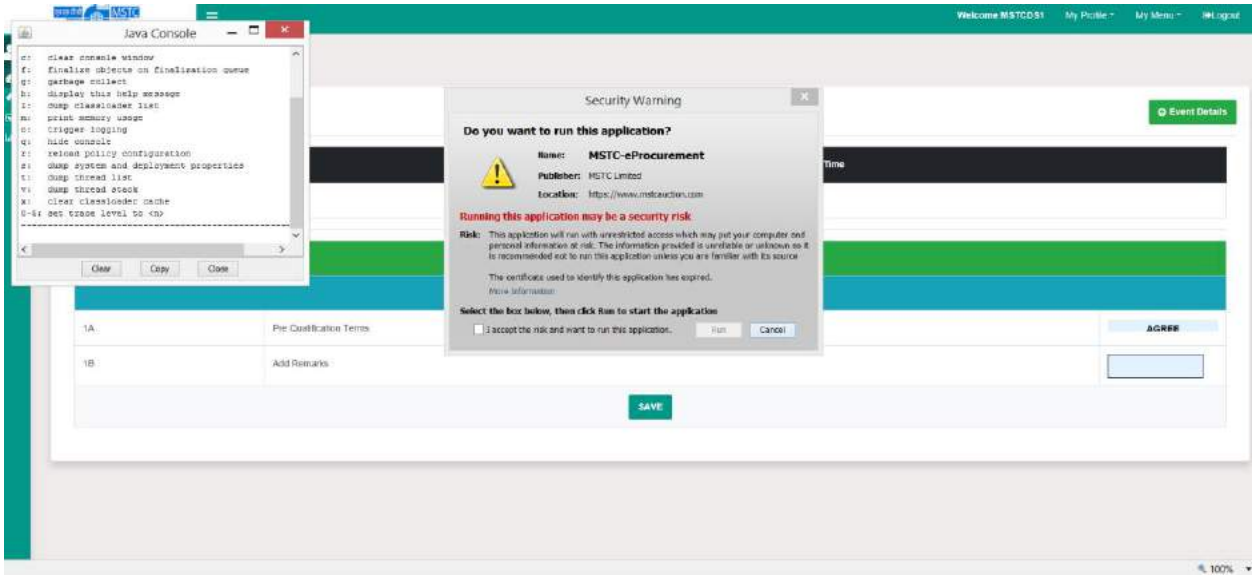
Event Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



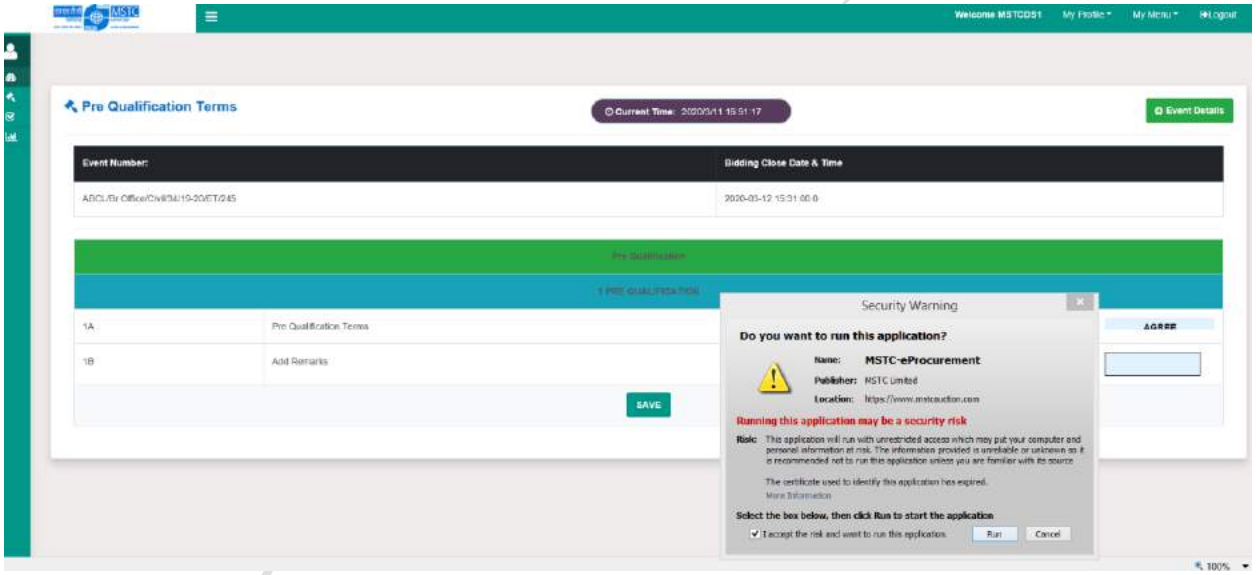
Pre Qualification

On clicking the 'Pre Qualification' tab, system displays the pre qualification form.

At this stage a vendor has to run the JAVA applet before saving the bid.



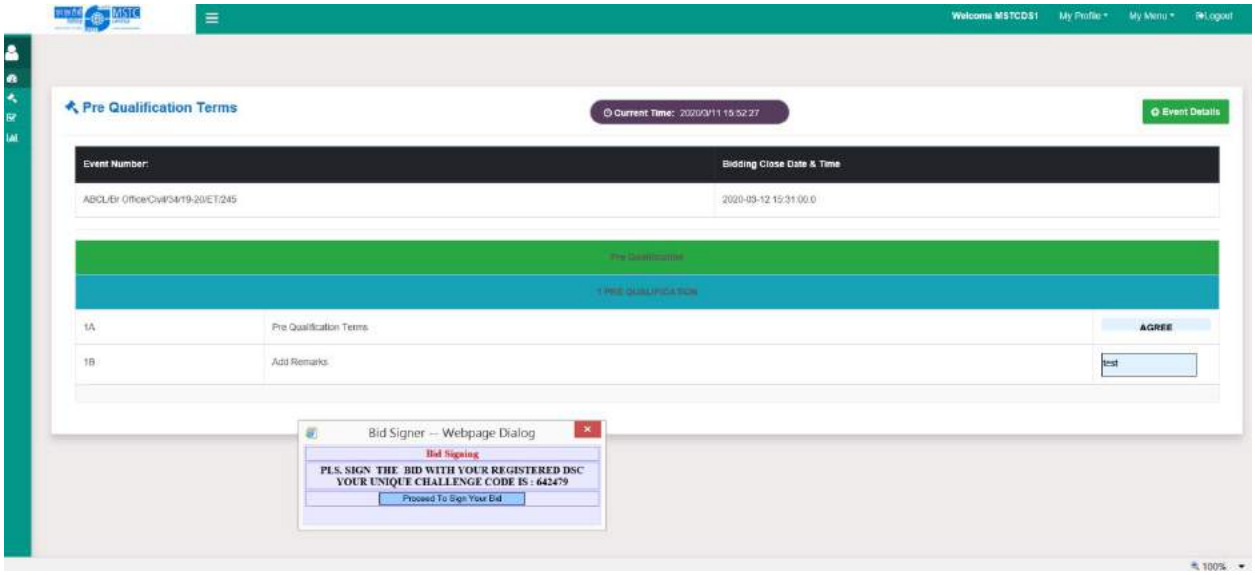
The vendor has to accept and click on 'Run'.

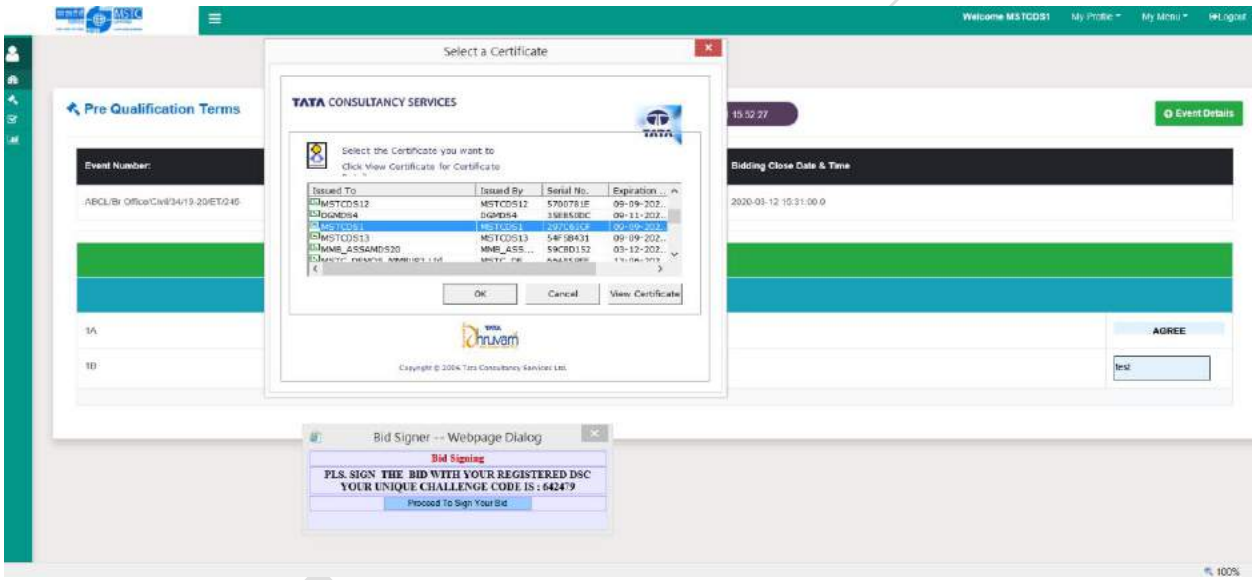


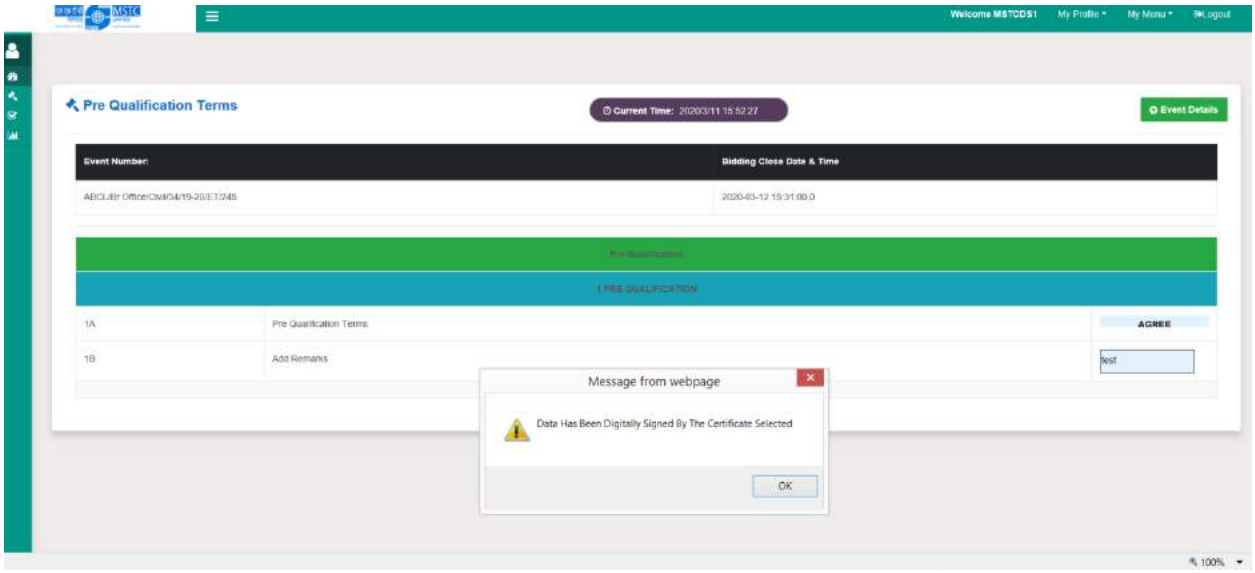
The bid shall be saved with two steps.

1. On clicking 'Save' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

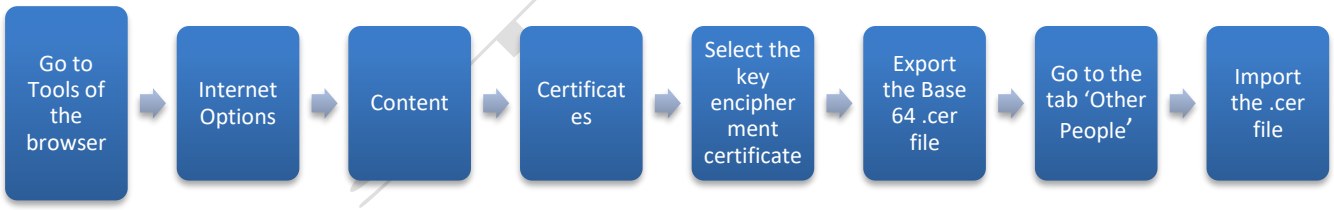

Welcome MSTCDS1
My Profile
My Menu
Logout
Pre Qualification Terms
Current Time: 2020/3/11 15:52:27
Event Details
Event Number:
Bidding Close Date & Time
ABCL/Br Office/Civil/34/19-20/ET/245
2020-03-12 15:31:00.0
1 PRE QUALIFICATION
1A
Pre Qualification Terms
AGREE
1B
Add Remarks
test
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 642479
Proceed To Sign Your Bid
100%

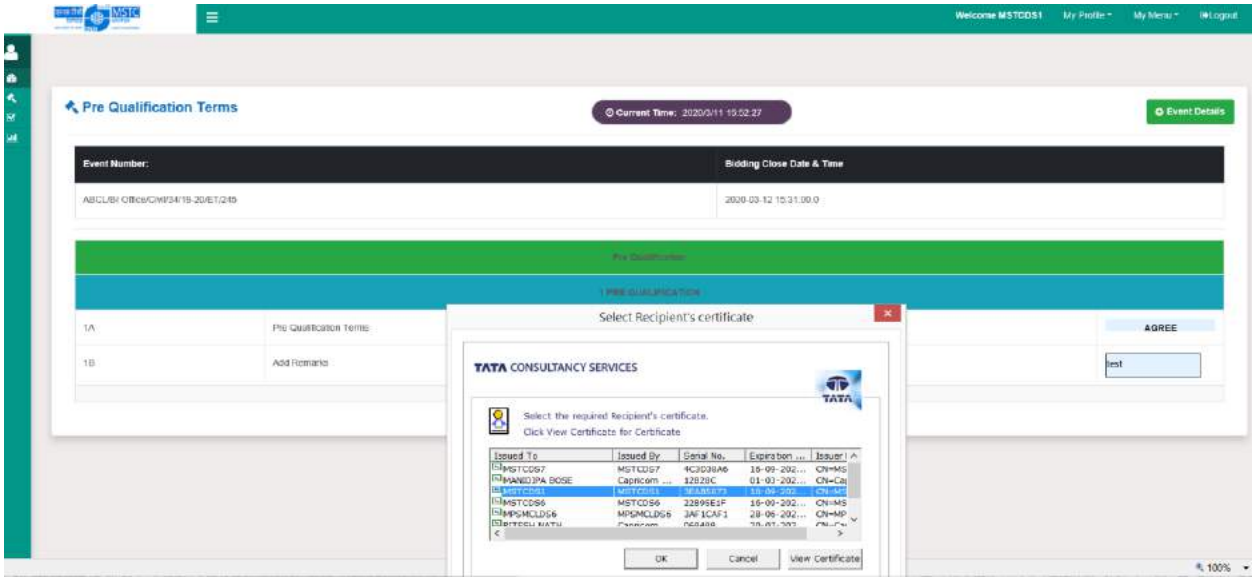

Welcome MSTCDS1
My Profile
My Menu
Logout
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to
Click View Certificate for Certificate
Issued To
Issued By
Serial No.
Expiration
MSTCDS12
MSTCDS12
5700781E
09-09-202..
DGMDS4
DGMDS4
09-11-202..
MSTCDS1
MSTCDS1
09-09-202..
MSTCDS13
MSTCDS13
54F58431
09-09-202..
MMB_ASSAMDS20
MMB_ASS...
59CBD152
03-12-202..
OK
Cancel
View Certificate
hruvam
Pre Qualification Terms
Event Details
Event Number:
Bidding Close Date & Time
ABCL/Br Office/Civil/34/19-20/ET/245
2020-03-12 15:31:00.0
1A
AGREE
1B
test
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 642479
Proceed To Sign Your Bid
100%

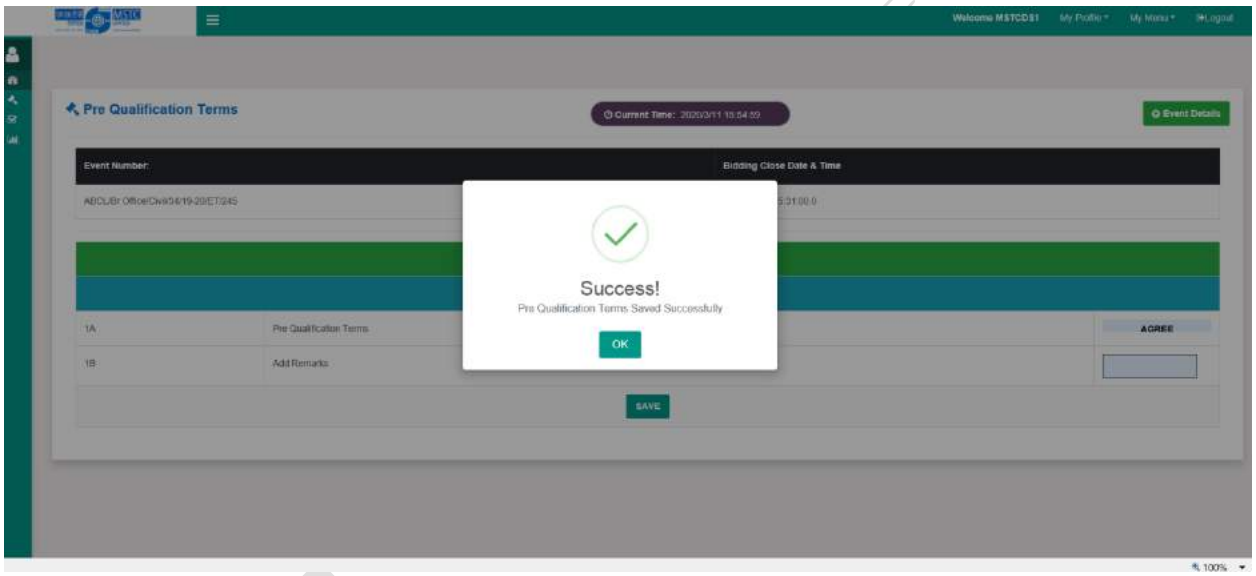


2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

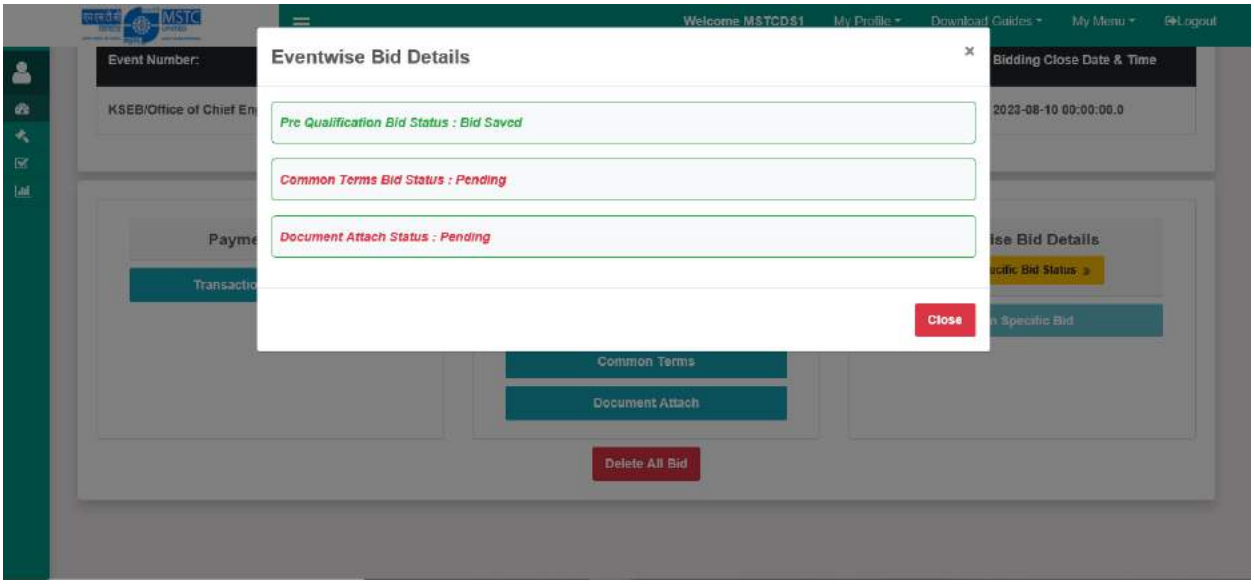
NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.



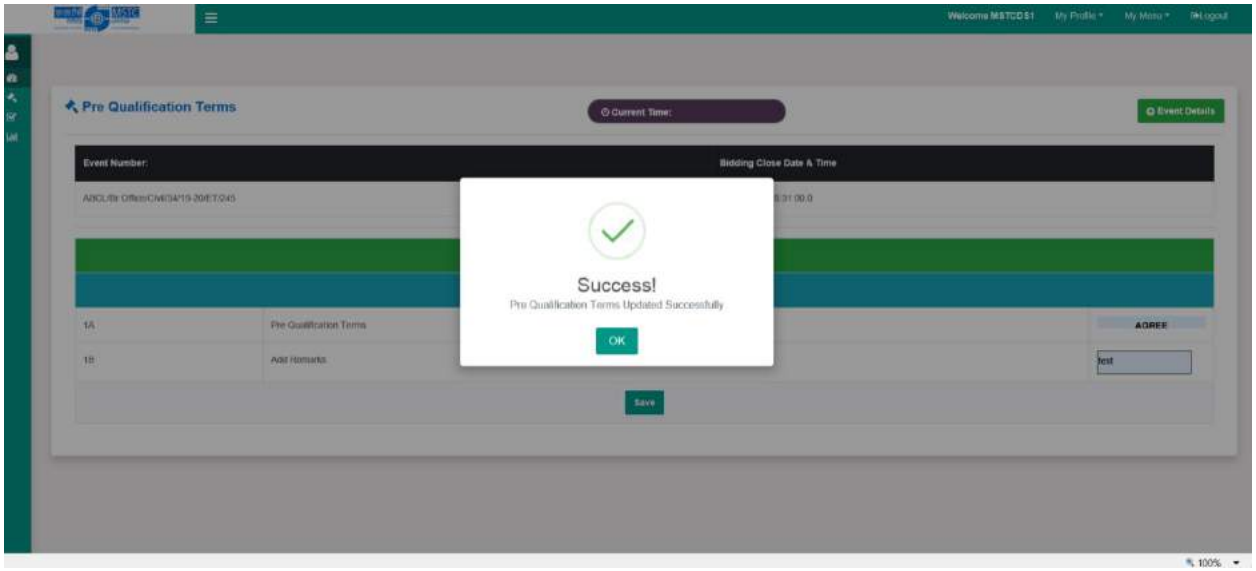




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



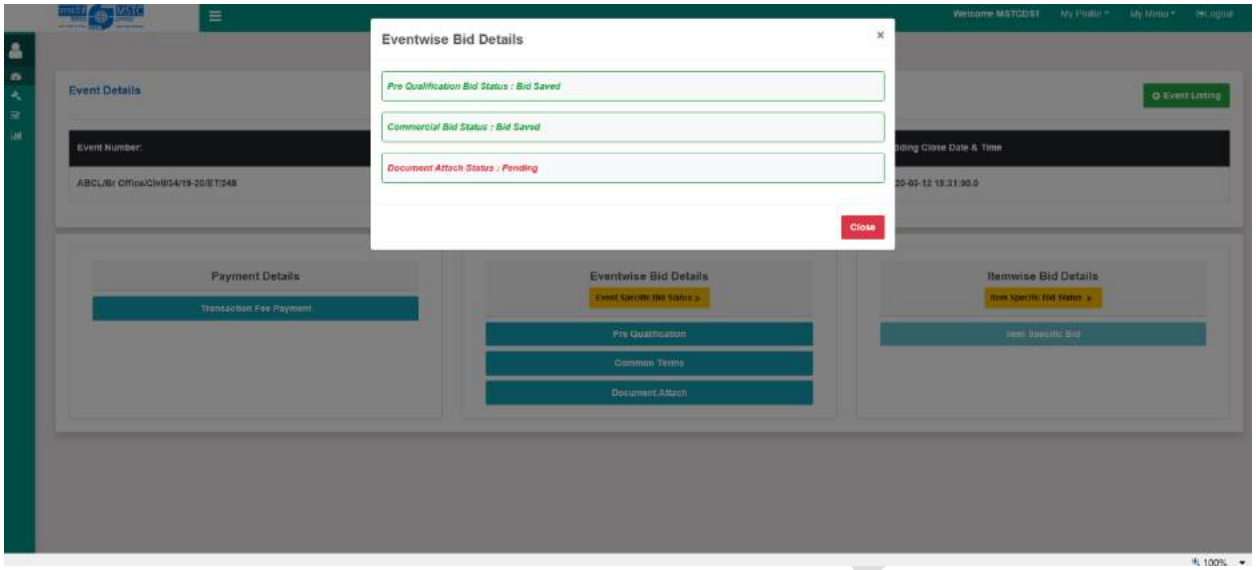
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



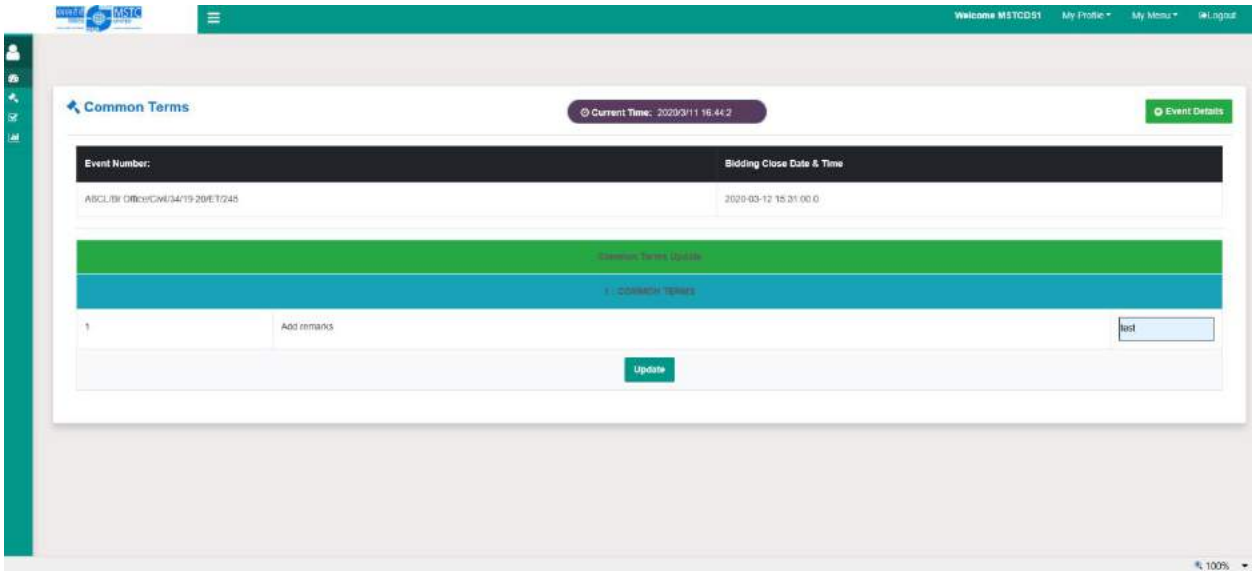
Common Term

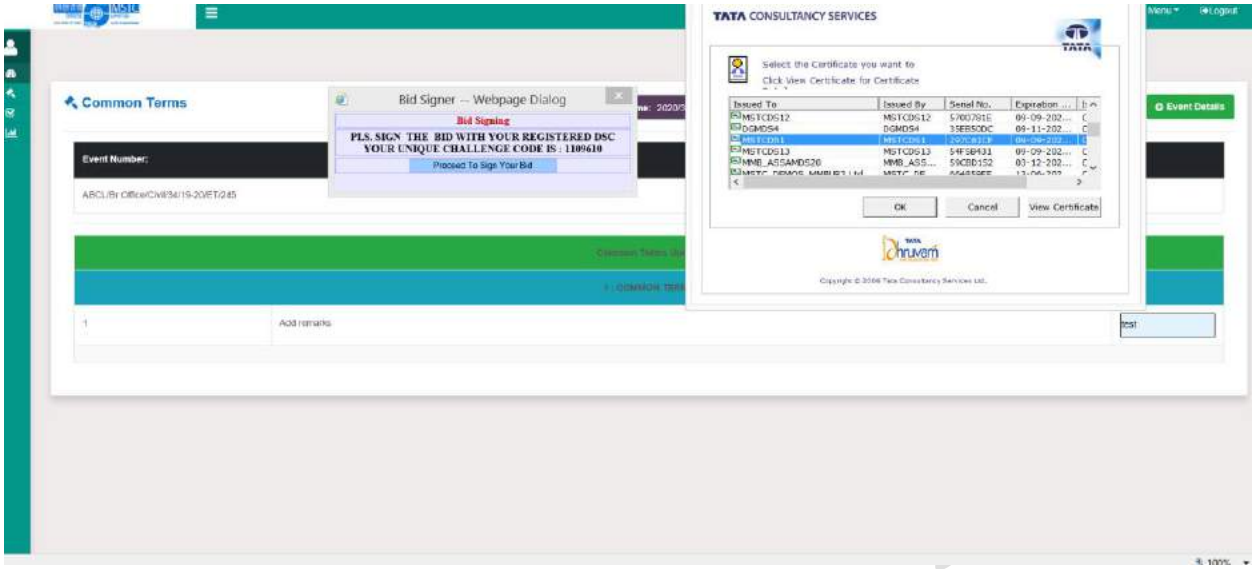
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

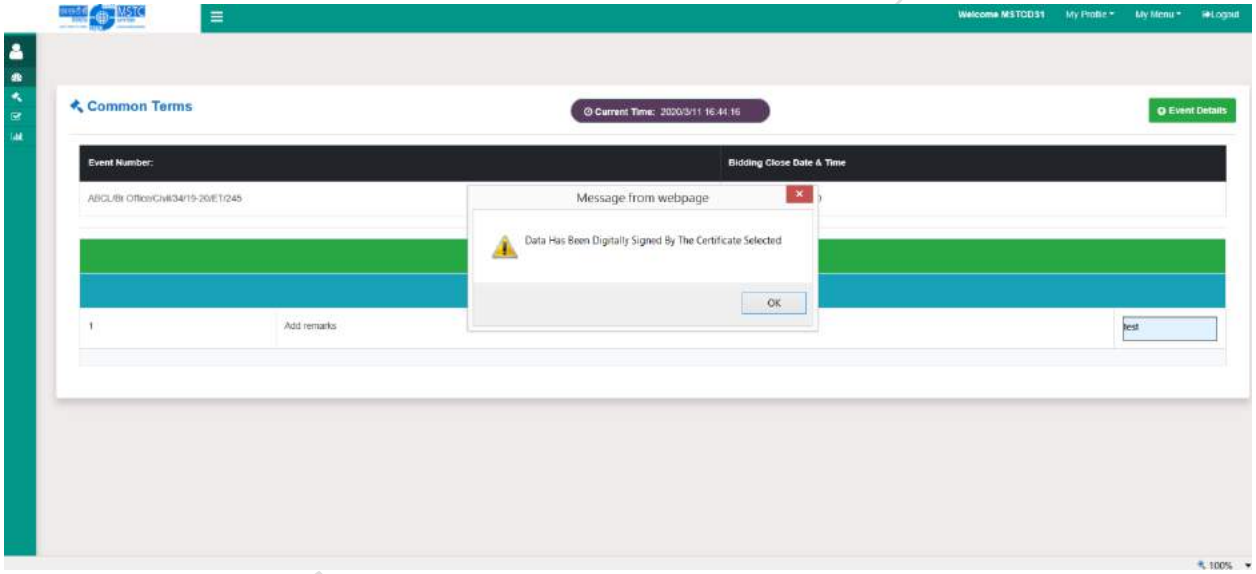
The 'Common Terms Bid Status' shall display 'Bid Saved'.

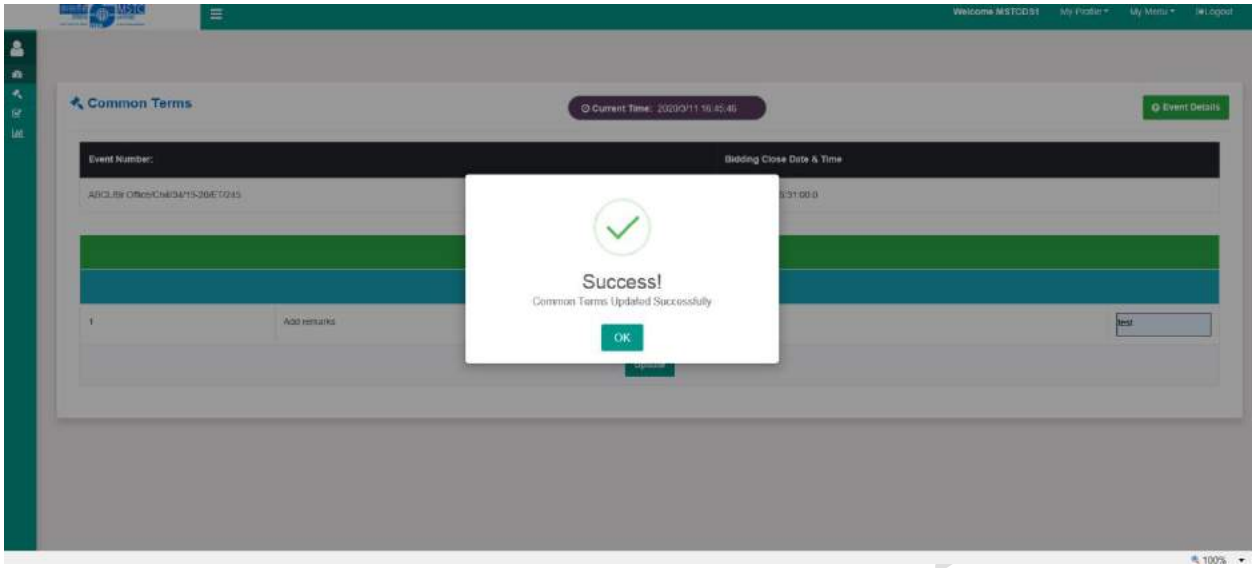


In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Update' button.



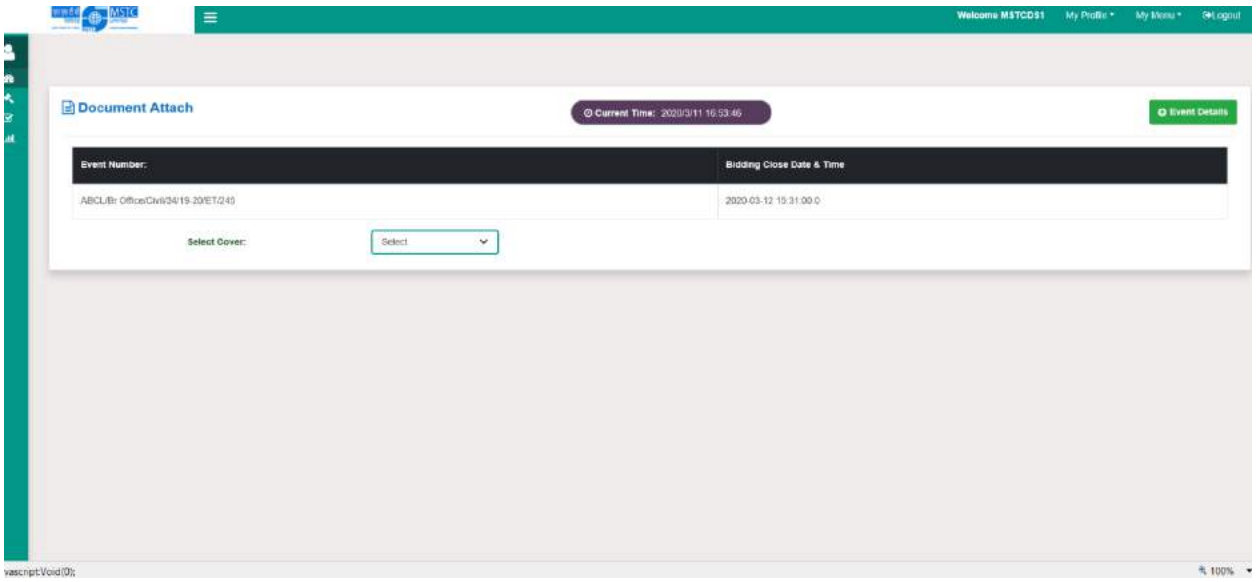

Common Terms
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 1109610
Proceed To Sign Your Bid
TATA CONSULTANCY SERVICES
Select the Certificate you want to
Click View Certificate for Certificate
Issued To
Issued By
Serial No.
Expiration ...
OK
Cancel
View Certificate
Event Number:
Event Details
Add remarks
test


Common Terms
Current Time: 2020/3/11 16:44:16
Event Number:
Bidding Close Date & Time
Message from webpage
Data Has Been Digitally Signed By The Certificate Selected
OK
Add remarks
test



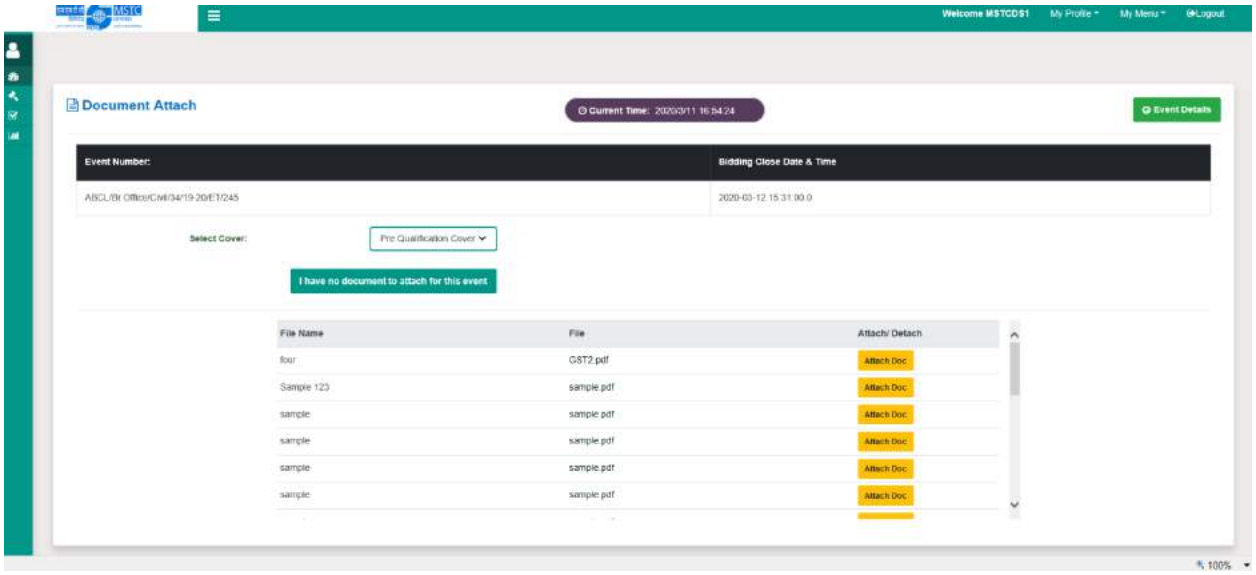
Document Attach

A vendor shall have to select the cover against which document has to be attached in case systems asks for cover wise document. In case documents are pre defined by the buyer, vendor shall have to attach file against that said document.

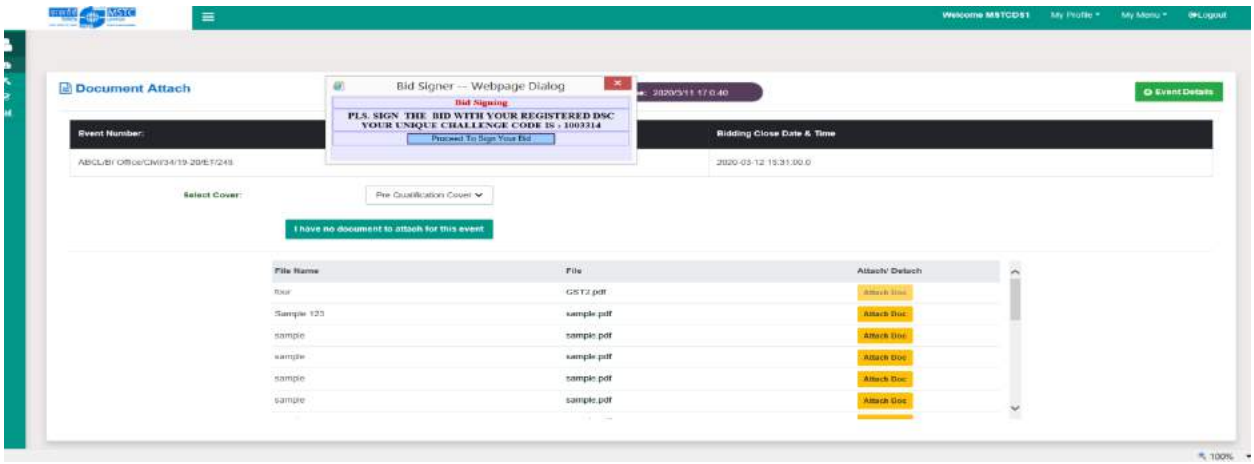


A vendor shall have two options

- **To attach the document (from the 'My Documents')**
- **Click on 'I have no documents to attach for this event'.**



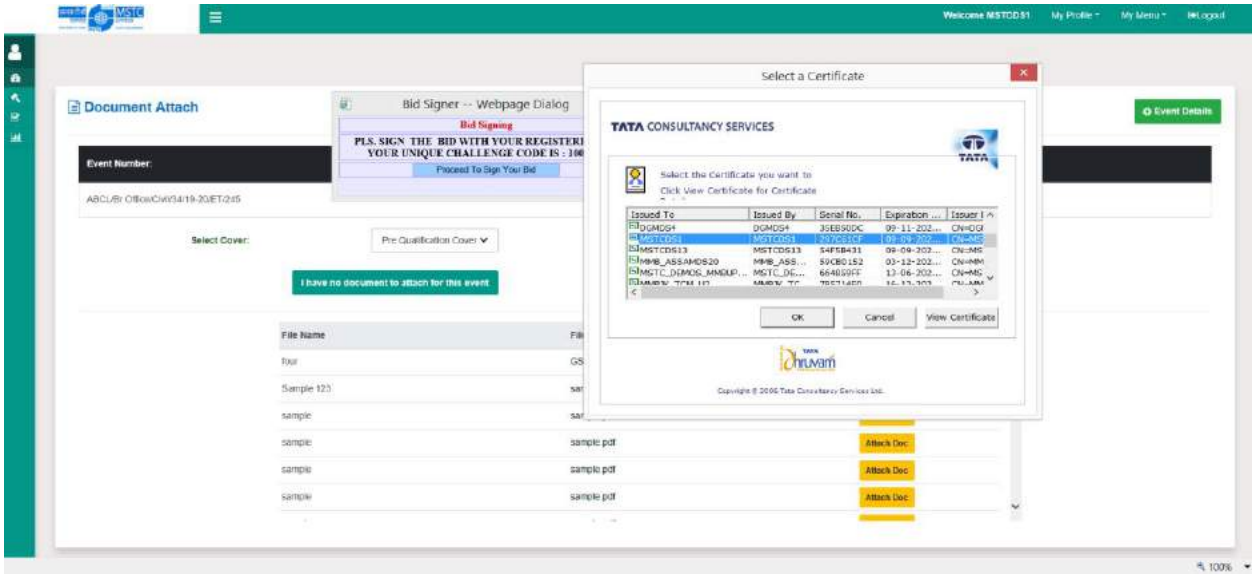
To attach the document (from the 'My Documents')

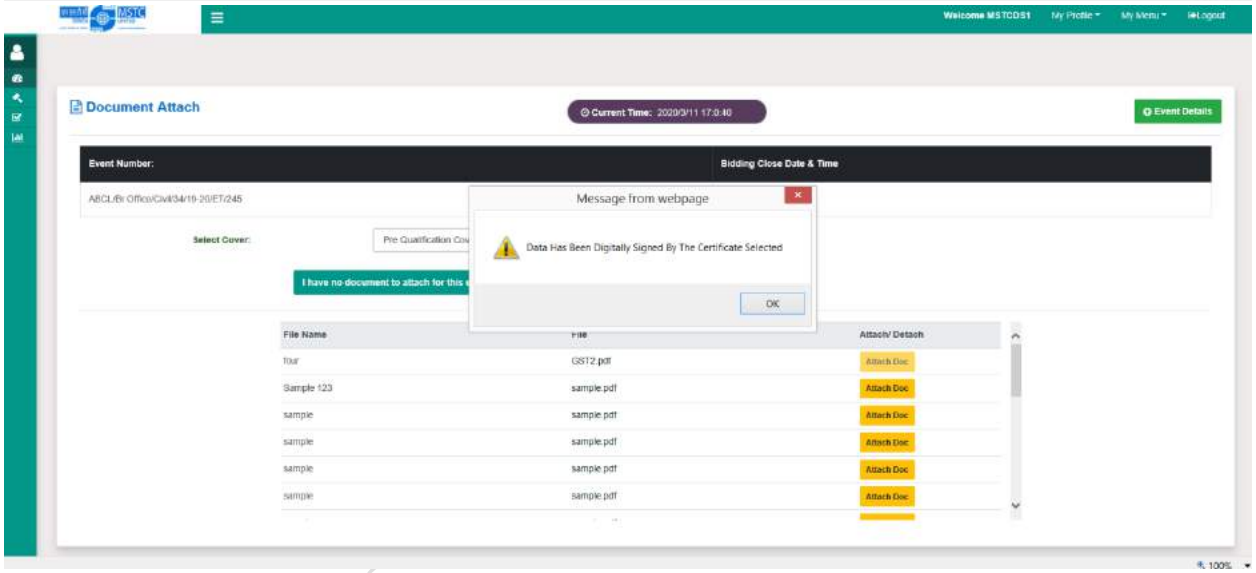


The file shall be attached in two steps.

1. On clicking ‘Attach Doc’ button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on ‘OK’.

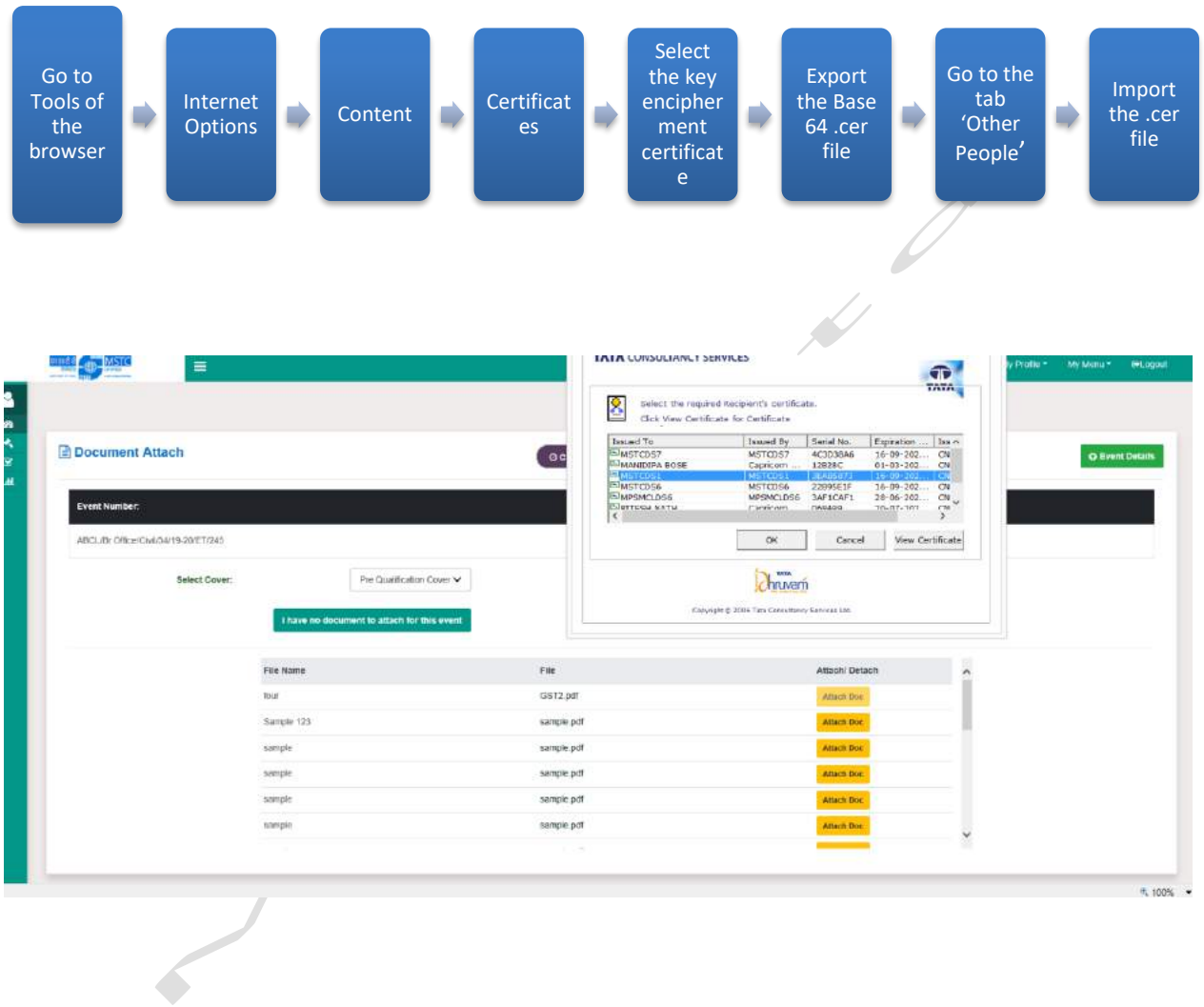
NOTE: If valid DSC doesn’t appear in the DSC box, please check if the e-token is inserted in the USB port.

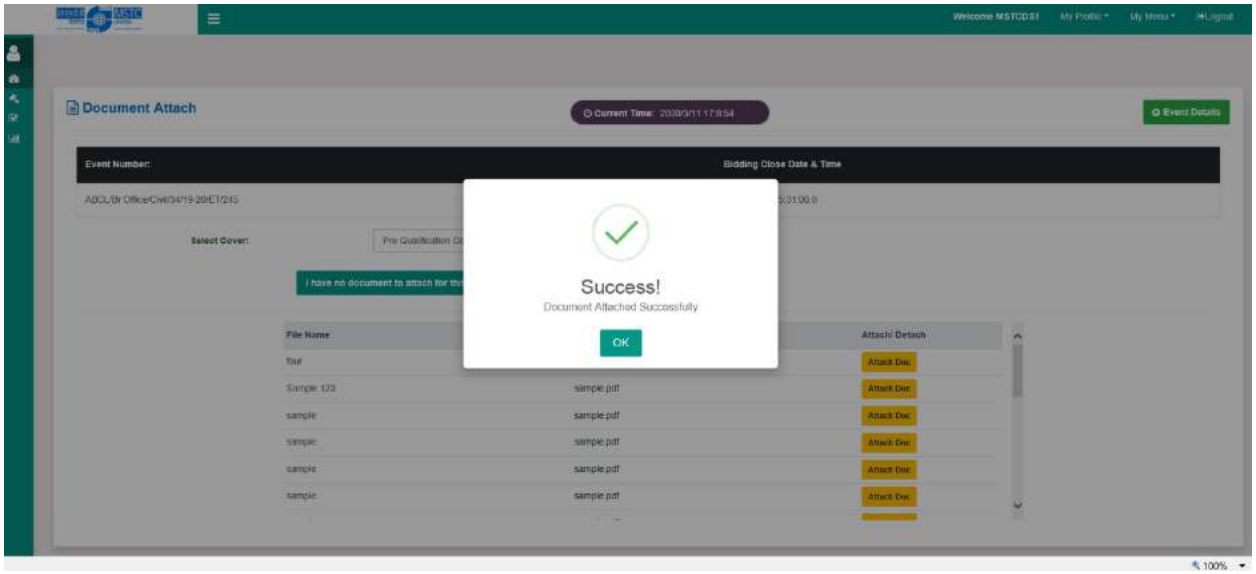

Welcome MSTCDS1
My Profile
My Menu
Logout
Document Attach
Event Details
Bid Signer -- Webpage Dialog
Bid Signing
Proceed To Sign Your Bid
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to
Click View Certificate for Certificate
Issued To
Issued By
Serial No.
Expiration ...
OK
Cancel
View Certificate
Event Number:
Select Cover:
Pre Qualification Cover
I have no document to attach for this event
File Name
Sample 123
sample
sample.pdf
Attach Doc


Welcome MSTCDS1
My Profile
My Menu
Logout
Document Attach
Current Time: 2020/3/11 17:0:40
Event Number:
Bidding Close Date & Time
Message from webpage
Data Has Been Digitally Signed By The Certificate Selected
OK
Select Cover:
File Name
Attach/ Detach
Tour
GST2.pdf
Sample 123
sample.pdf
sample
sample.pdf
Attach Doc

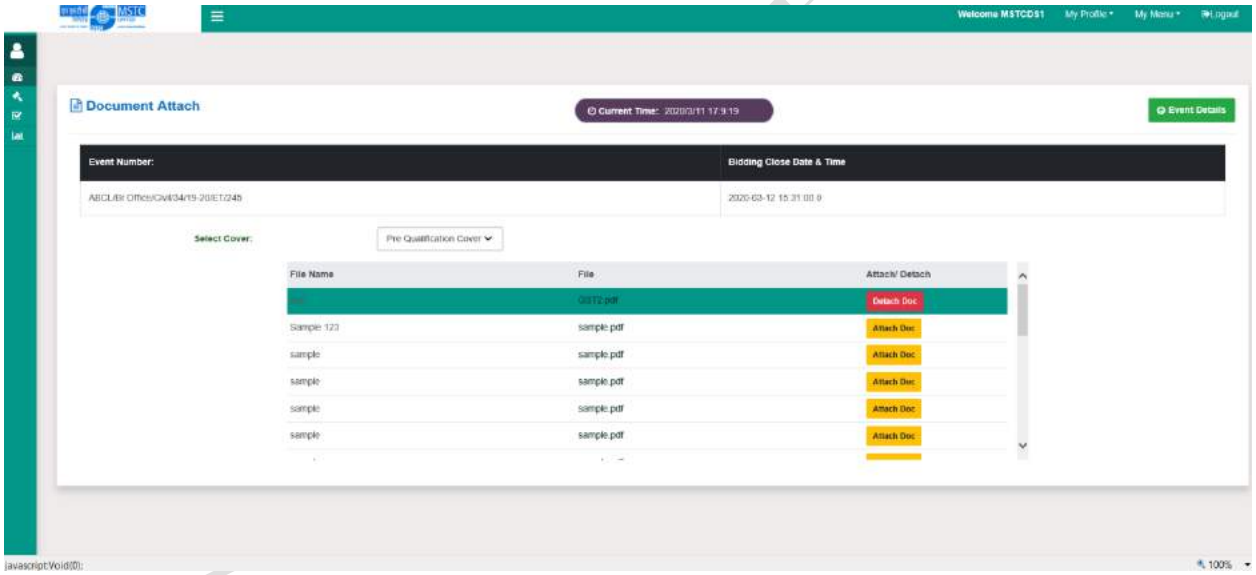
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on ‘OK’.

NOTE: If valid DSC doesn’t appear in the DSC box, the vendor is advised to follow the steps given below.

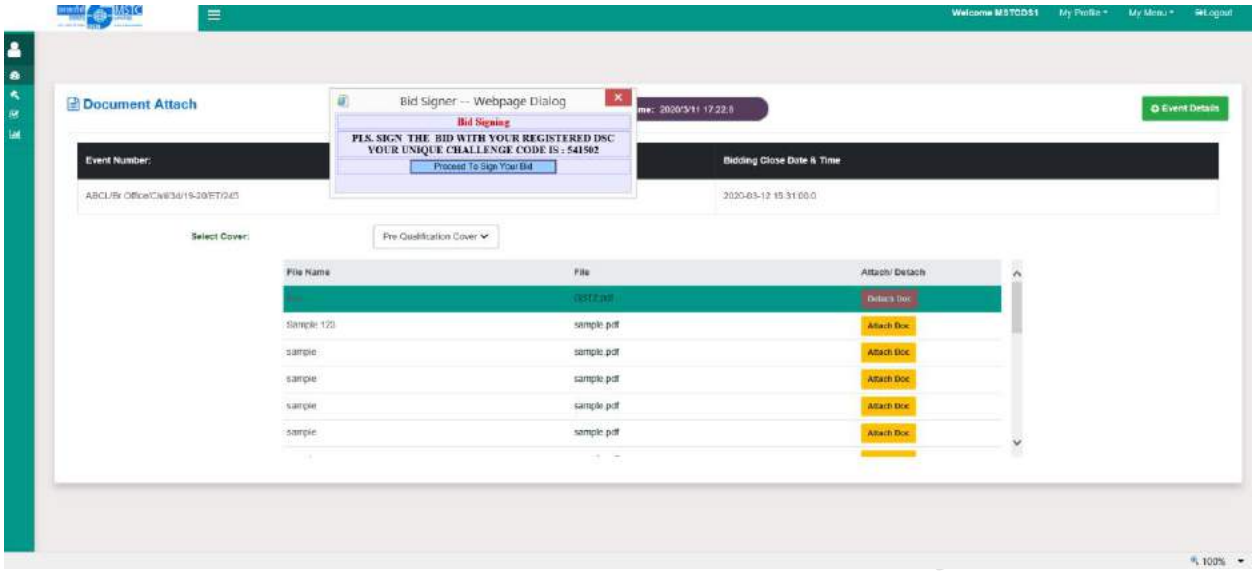


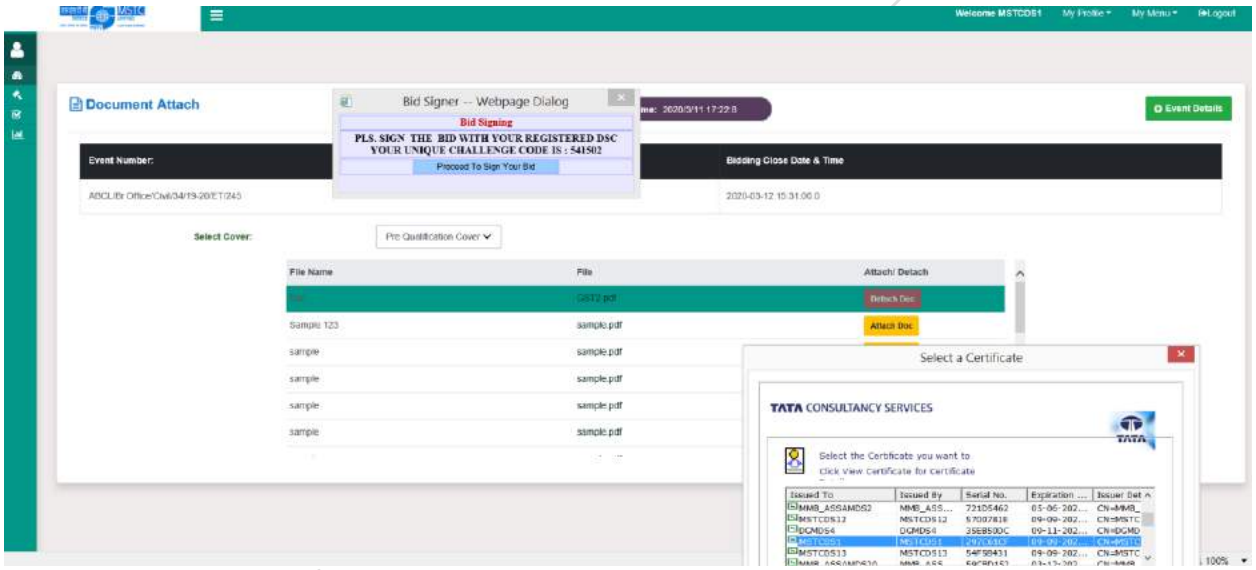


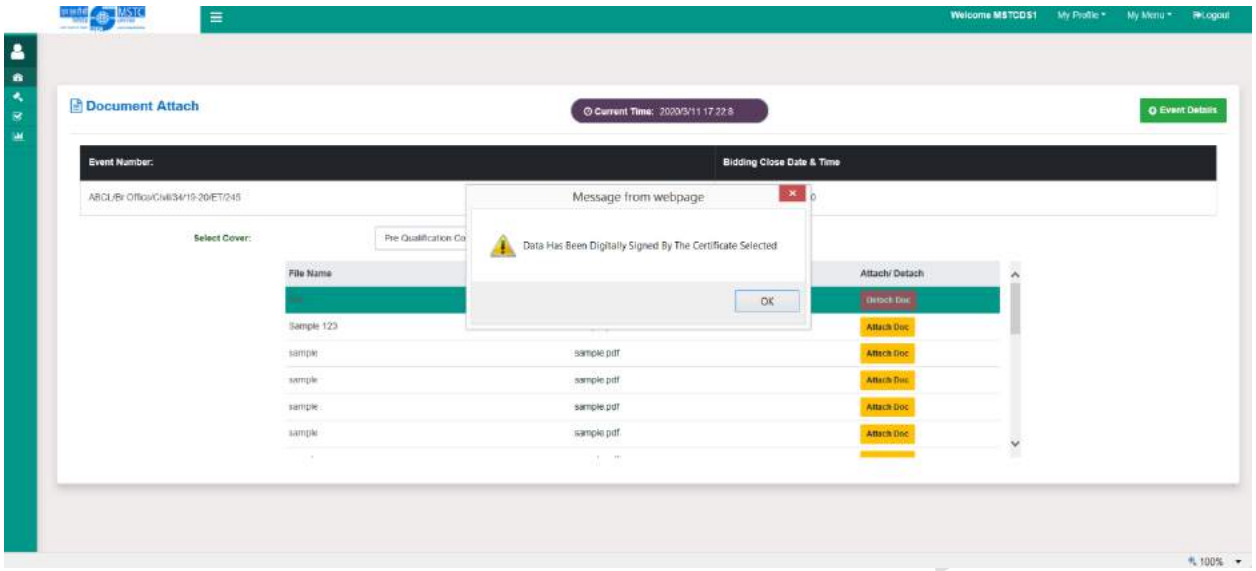
On successful attachment of the file, the button against the said file shall appear as 'Detach Doc'.The attached file shall be highlighted as displayed below.

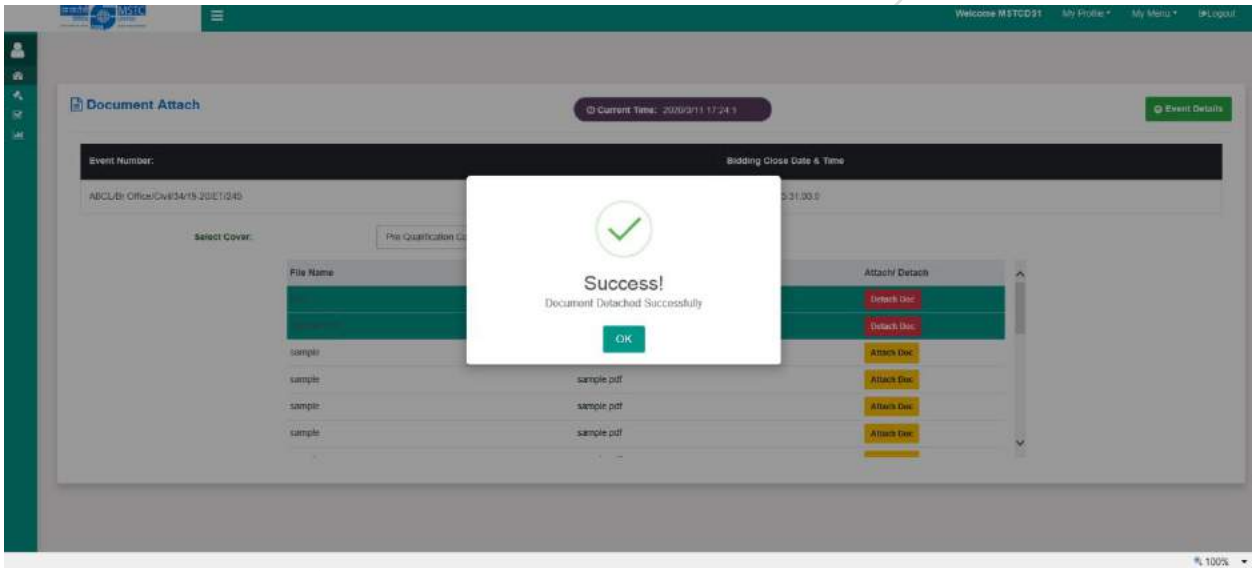


In order to remove the attachment from the event, the vendor has to click on 'Detach Doc' button.


Document Attach
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 541502
Proceed To Sign Your Bid
Event Details
Event Number:
Bidding Close Date & Time
Select Cover:
Pre Qualification Cover
File Name
File
Attach/ Detach
Sample 123
sample.pdf
Attach Doc

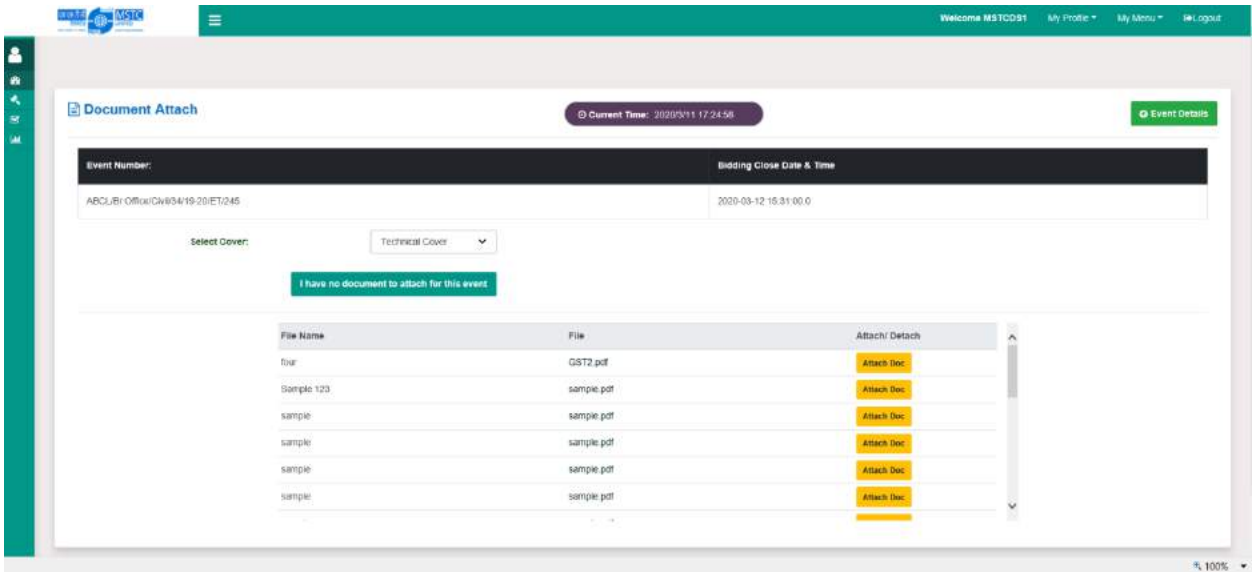

Document Attach
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 541502
Proceed To Sign Your Bid
Event Details
Event Number:
Bidding Close Date & Time
Select Cover:
Pre Qualification Cover
File Name
File
Attach/ Detach
Sample 123
sample.pdf
Attach Doc
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to
Click View Certificate for Certificate



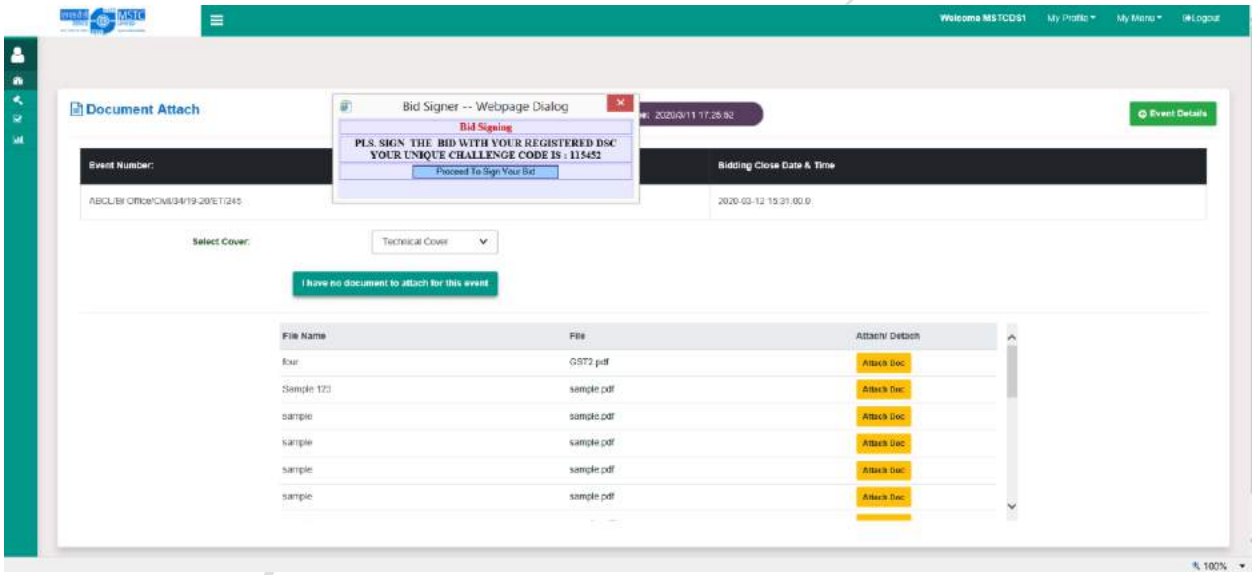


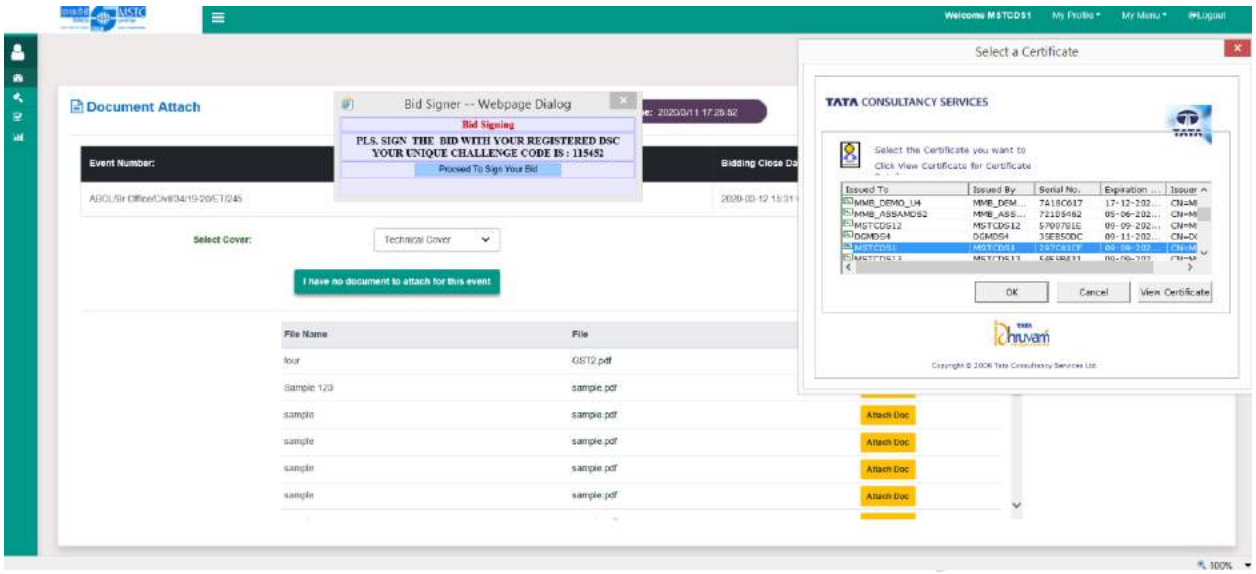
I have no Documents to Attach

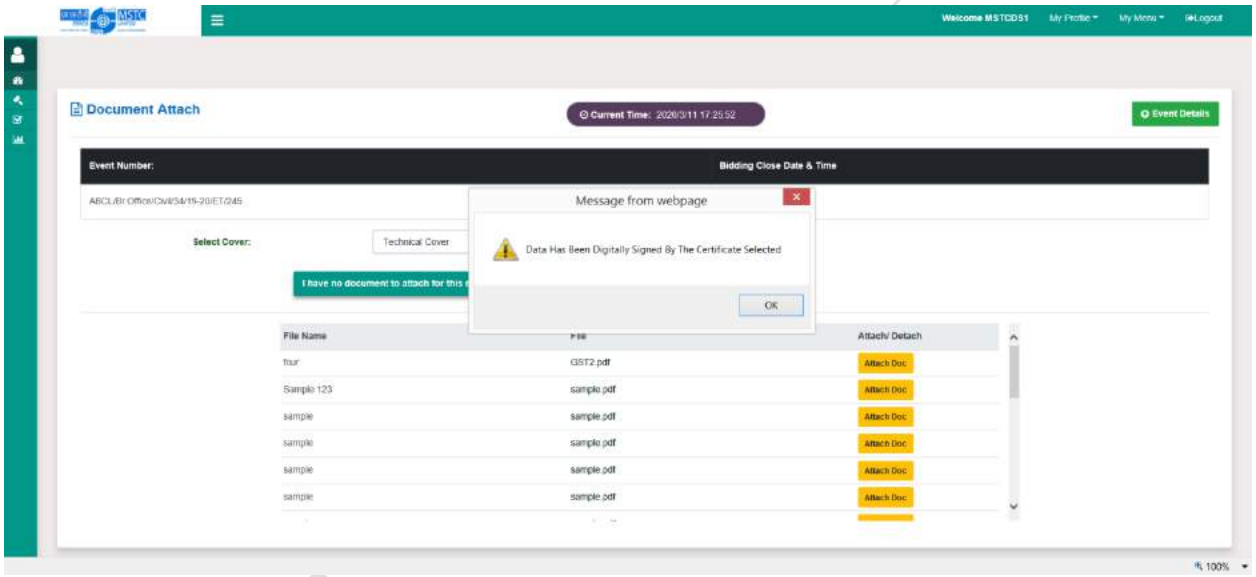
In case a vendor wishes not to attach any document against the event, the button 'I have no Documents to Attach'.

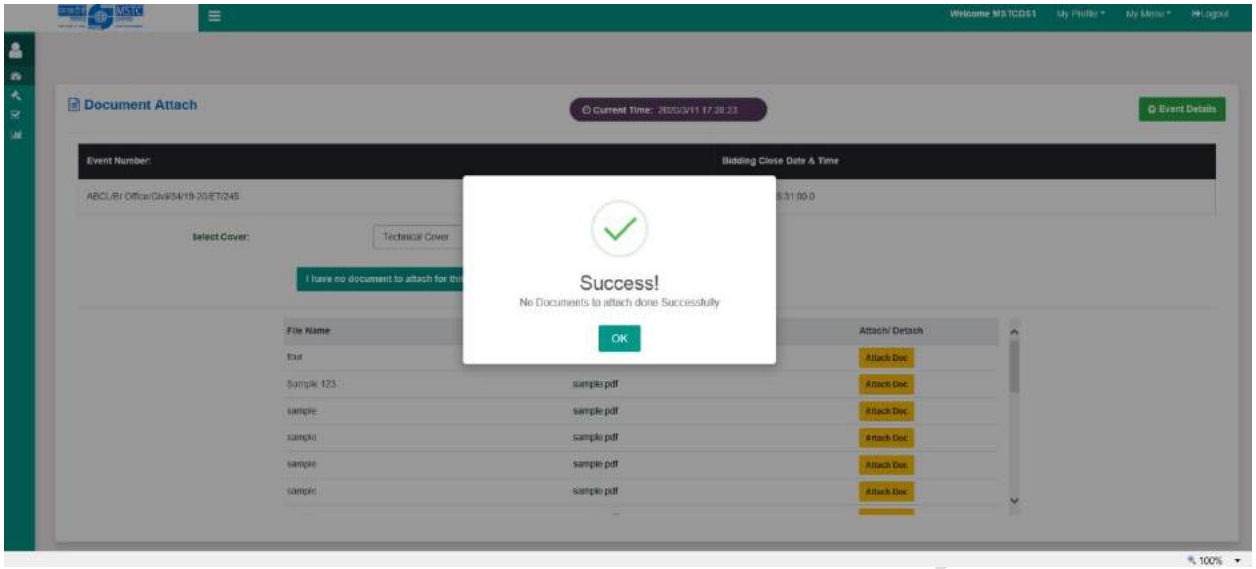


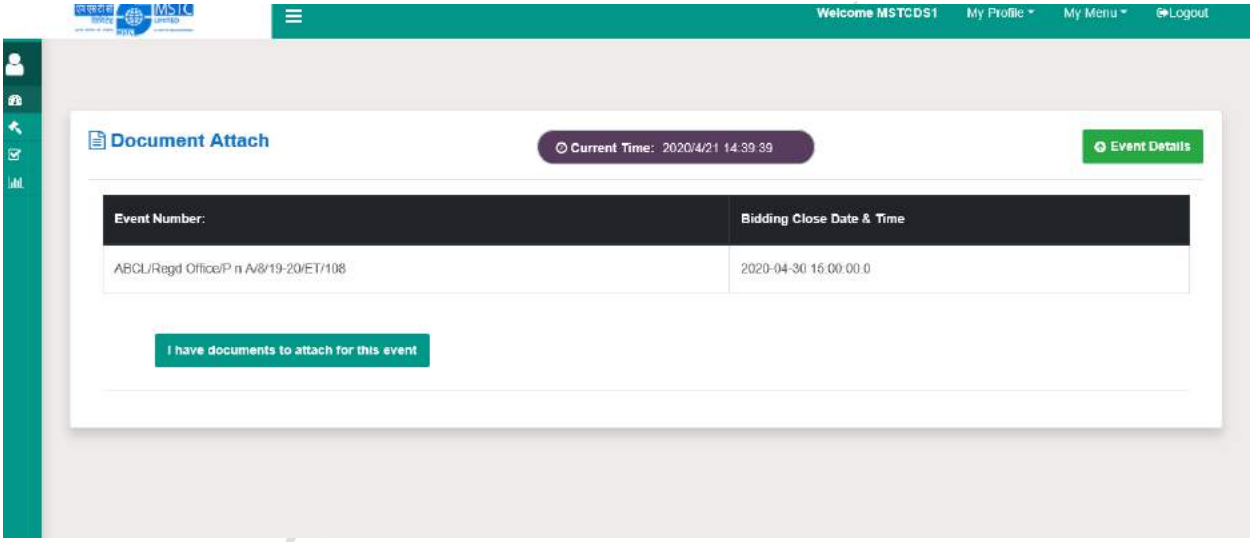
The function shall be verified with DSC.



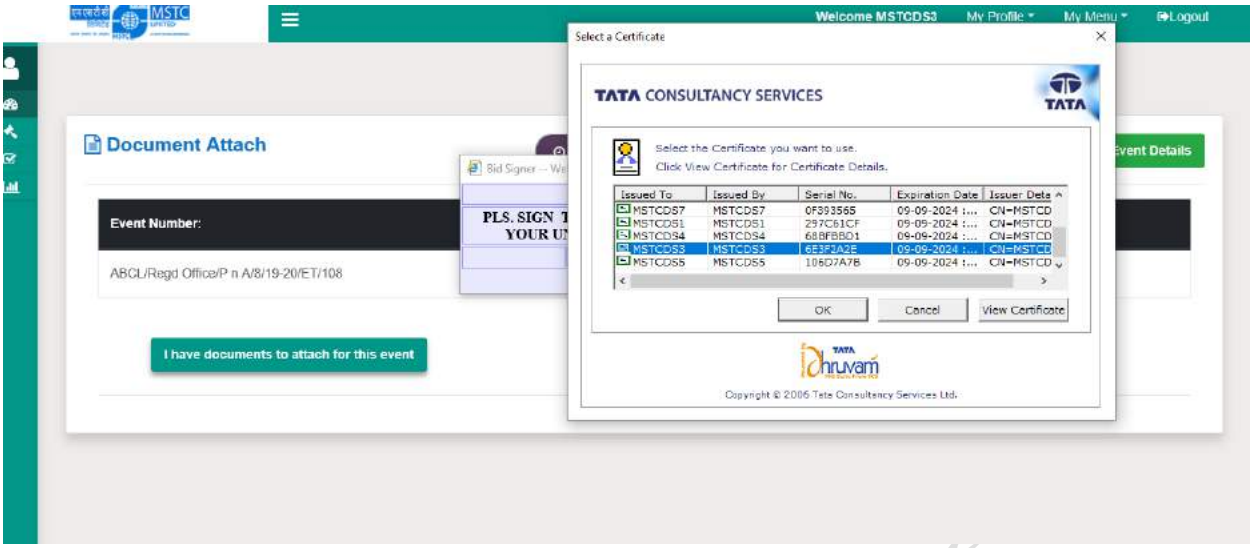

Document Attach
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 115452
Proceed To Sign Your Bid
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to
Click View Certificate for Certificate
OK
Cancel
View Certificate
Event Number:
Bidding Close Date
Select Cover:
Technical Cover
I have no document to attach for this event
File Name
File
four
GST2.pdf
Sample 123
sample.pdf
sample
Attach Doc

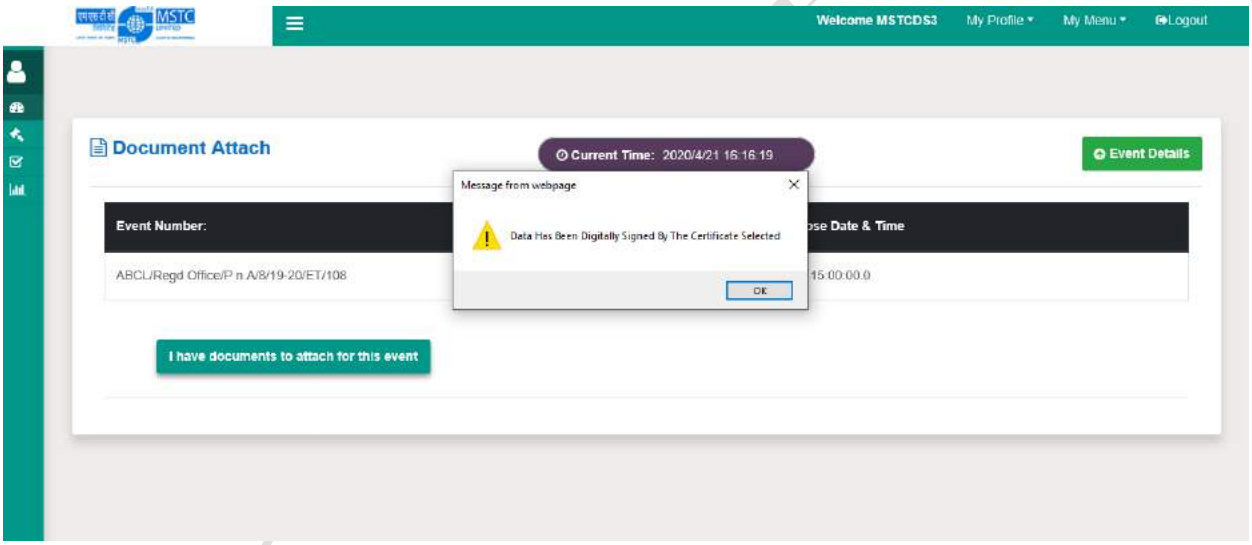

Document Attach
Current Time: 2020/3/11 17:25:52
Event Details
Event Number:
Bidding Close Date & Time
Message from webpage
Data Has Been Digitally Signed By The Certificate Selected
OK
Select Cover:
Technical Cover
File Name
Attach/ Detach
four
GST2.pdf
Sample 123
sample.pdf
sample
Attach Doc

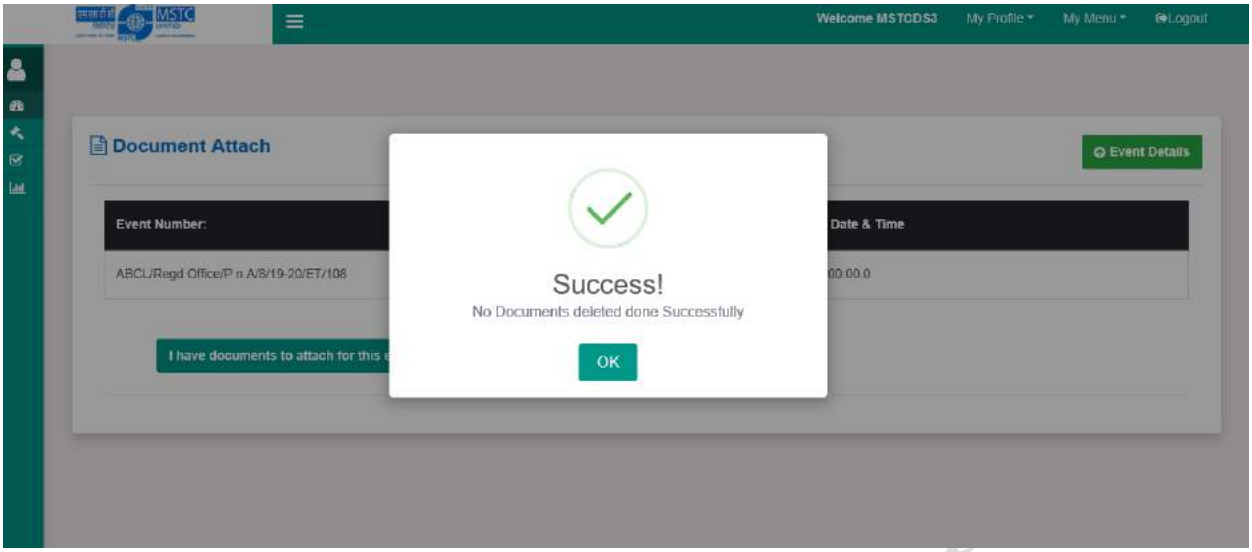




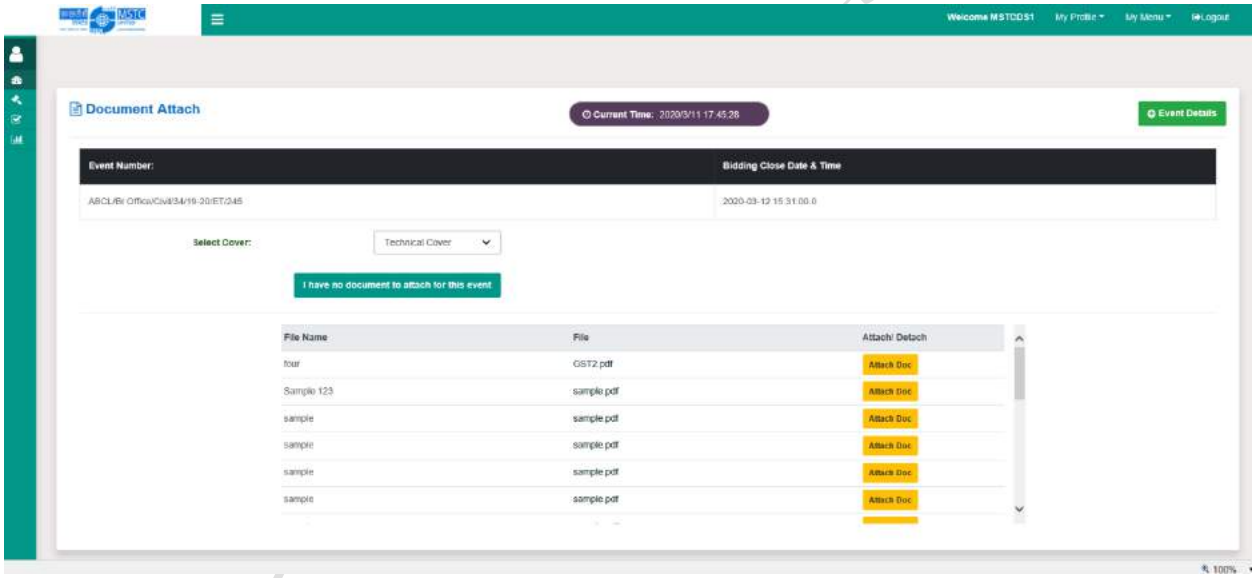
In order to attach document after the above case, the button ‘I have documents to attach for this event’ has to be clicked.


Welcome MSTCDS3
My Profile
My Menu
Logout
Document Attach
Event Details
Event Number:
ABCL/Regd Office/P n A/8/19-20/ET/108
I have documents to attach for this event
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to use.
Click View Certificate for Certificate Details.
Issued To
Issued By
Serial No.
Expiration Date
Issuer Dete
MSTCDS7
MSTCDS1
MSTCDS4
MSTCDS3
MSTCDS5
OK
Cancel
View Certificate
Copyright © 2006 Tata Consultancy Services Ltd.

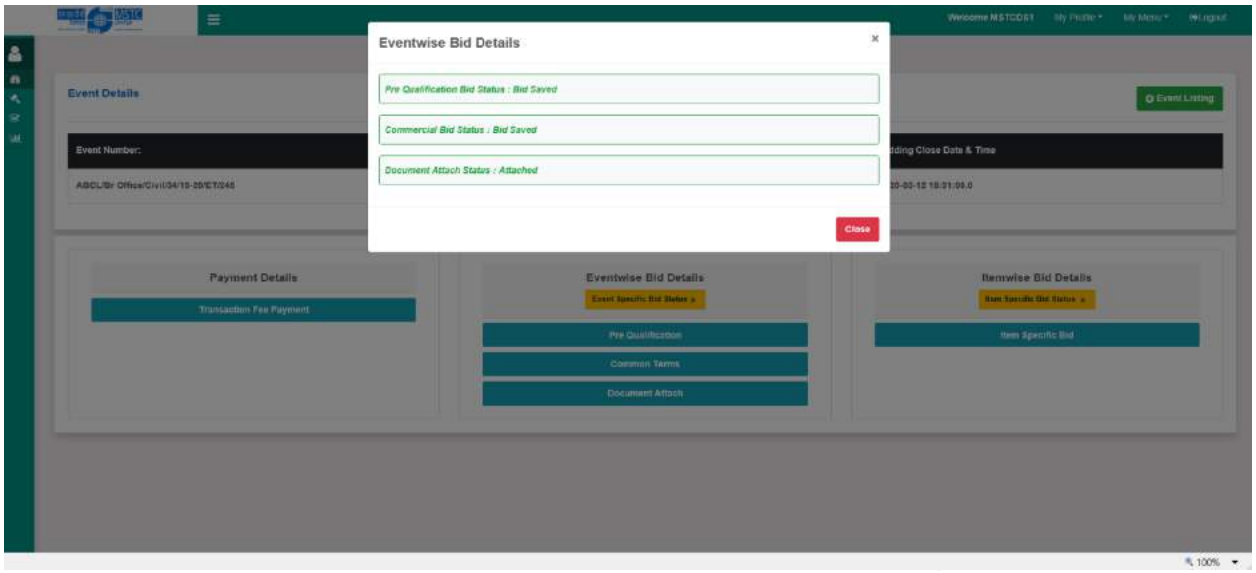

Welcome MSTCDS3
My Profile
My Menu
Logout
Document Attach
Current Time: 2020/4/21 16:16:19
Event Details
Event Number:
ABCL/Regd Office/P n A/8/19-20/ET/108
I have documents to attach for this event
Message from webpage
Data Has Been Digitally Signed By The Certificate Selected
OK



The Documents uploaded in 'My Documents' shall appear again in this link.



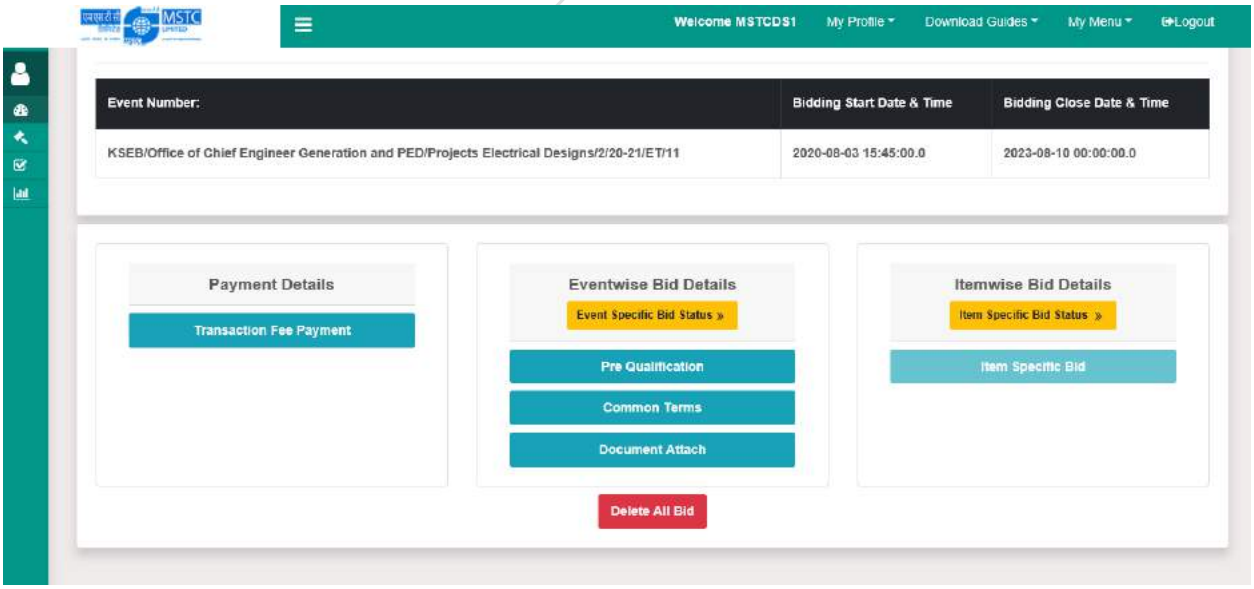
The 'Document Attach Status' shall display 'Attached'.



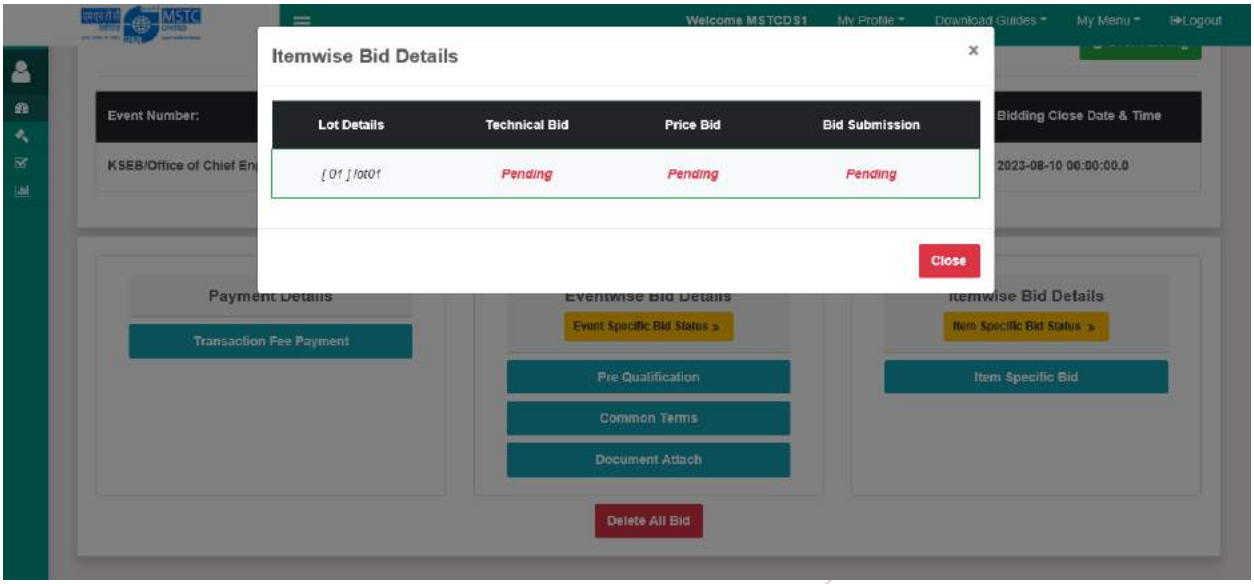
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

Itemwise Bid Details: A vendor shall be able to submit Technical Bid and / or Price Bid against individual tabs (based on the requirement of the tender).

Item Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.

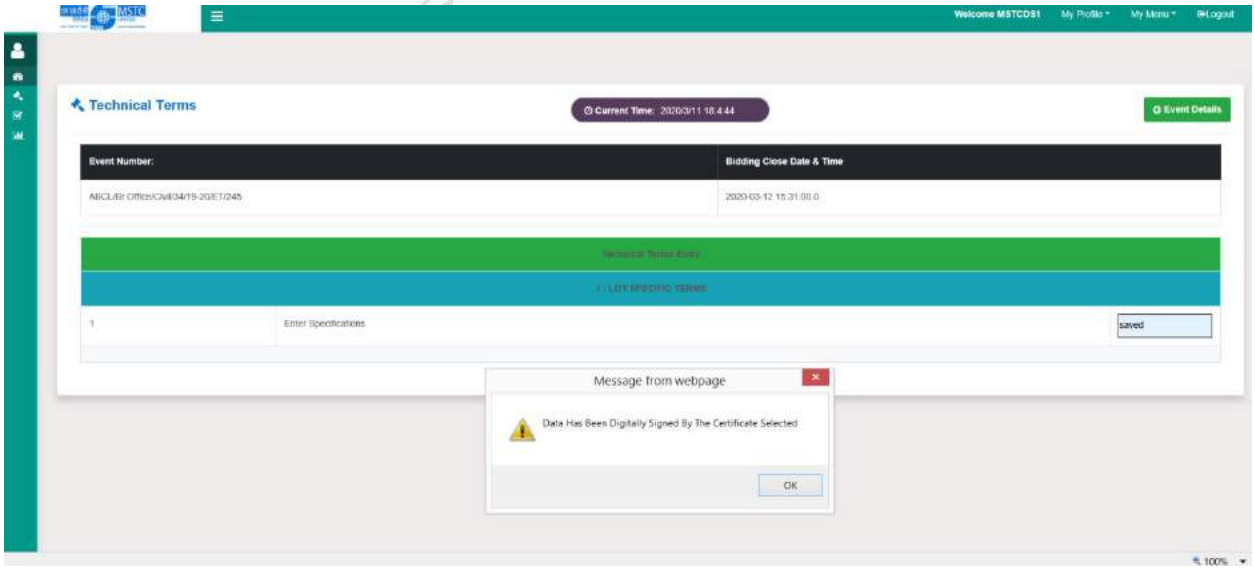


Initially, the Item specific bid status shall display ‘Pending’ against the required ‘Technical Bid’/ ‘Price Bid’ and ‘Bid Submission’.



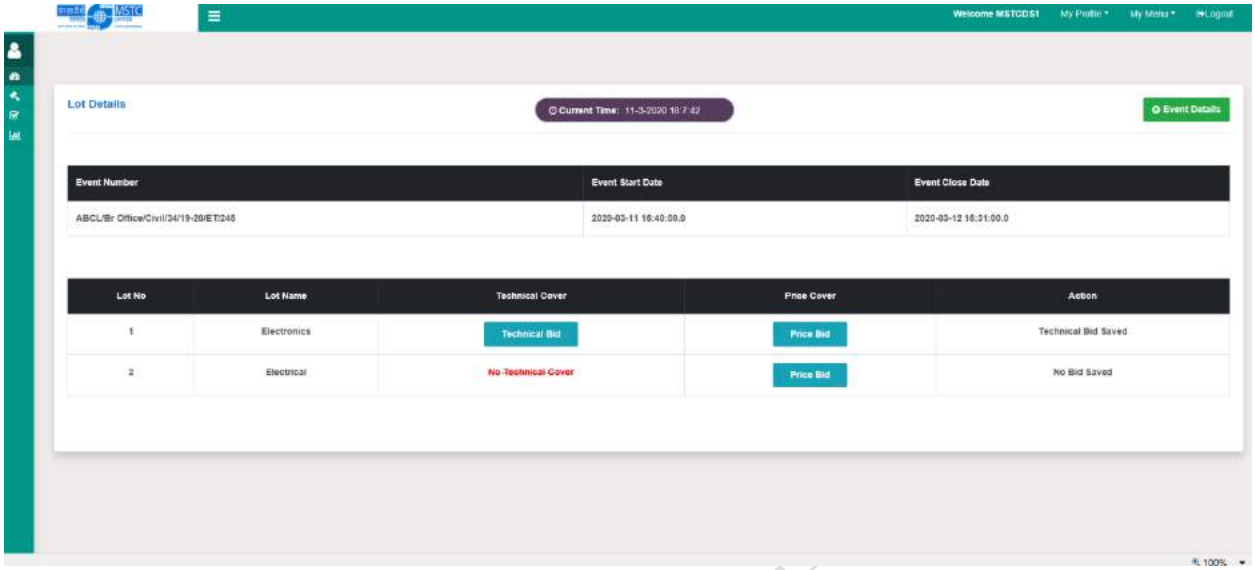
Technical Bid

The Technical Bid shall have to be saved as described for ‘Pre Qualification’ above.

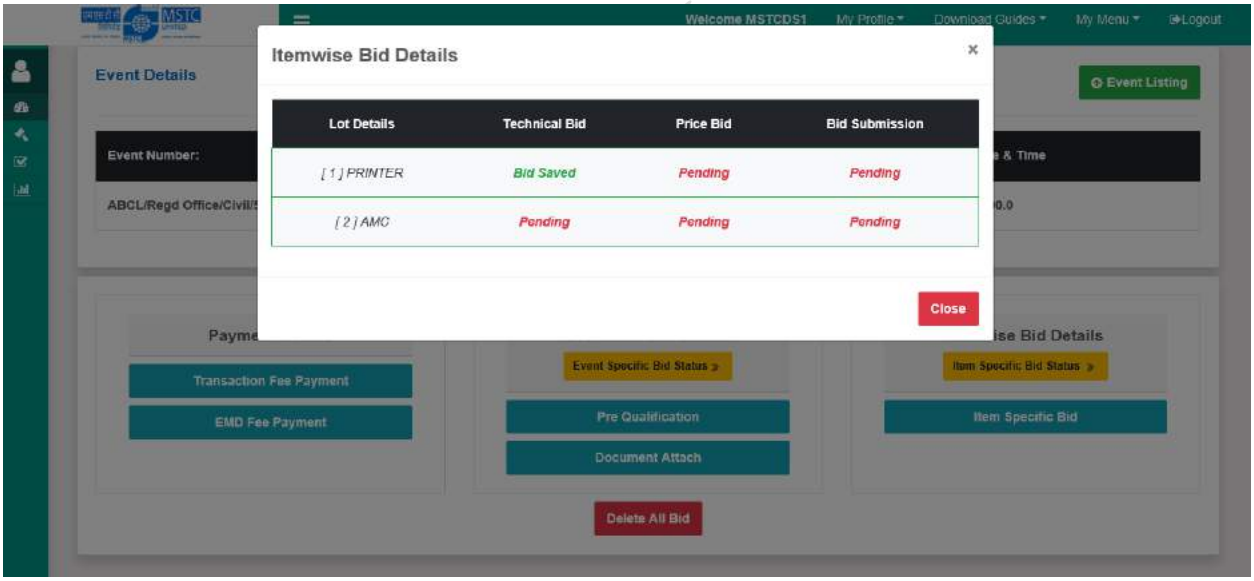


The column ‘Action’ shall display ‘Technical Bid Saved’ and the button to save ‘Price Bid’ shall appear.

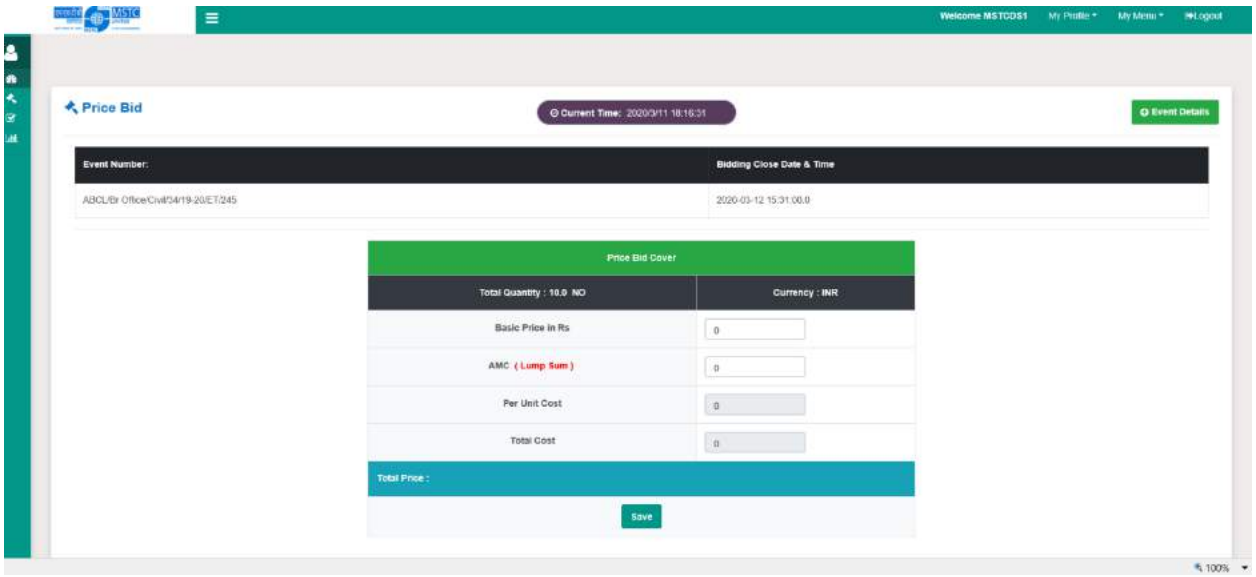
In order to modify the above bid, vendor has to click on 'Technical Bid' and update the bid.

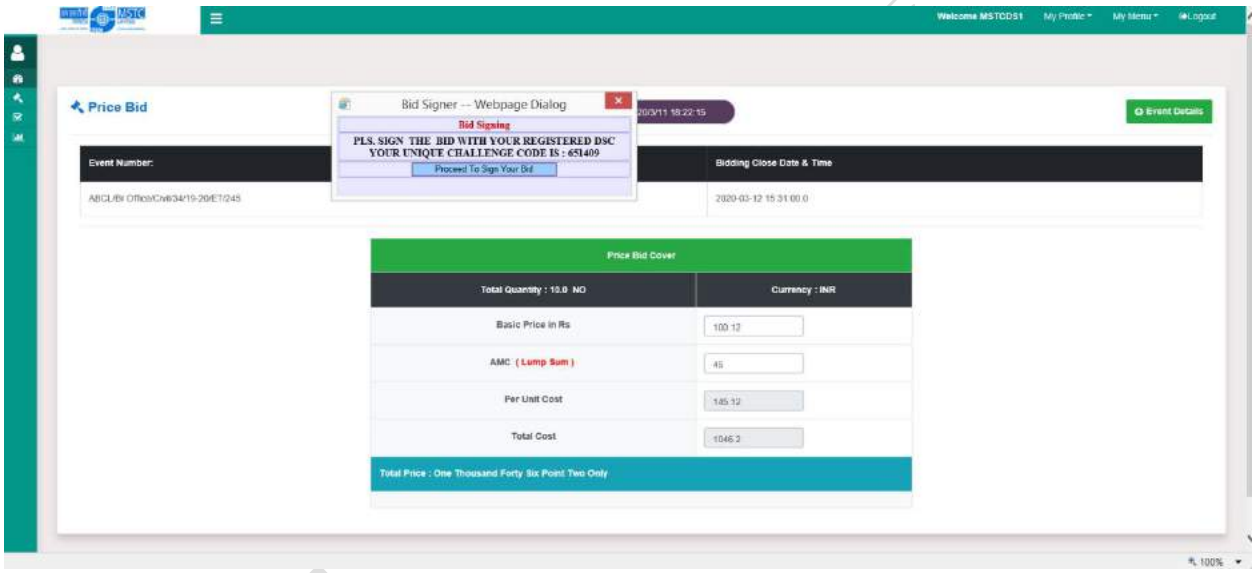


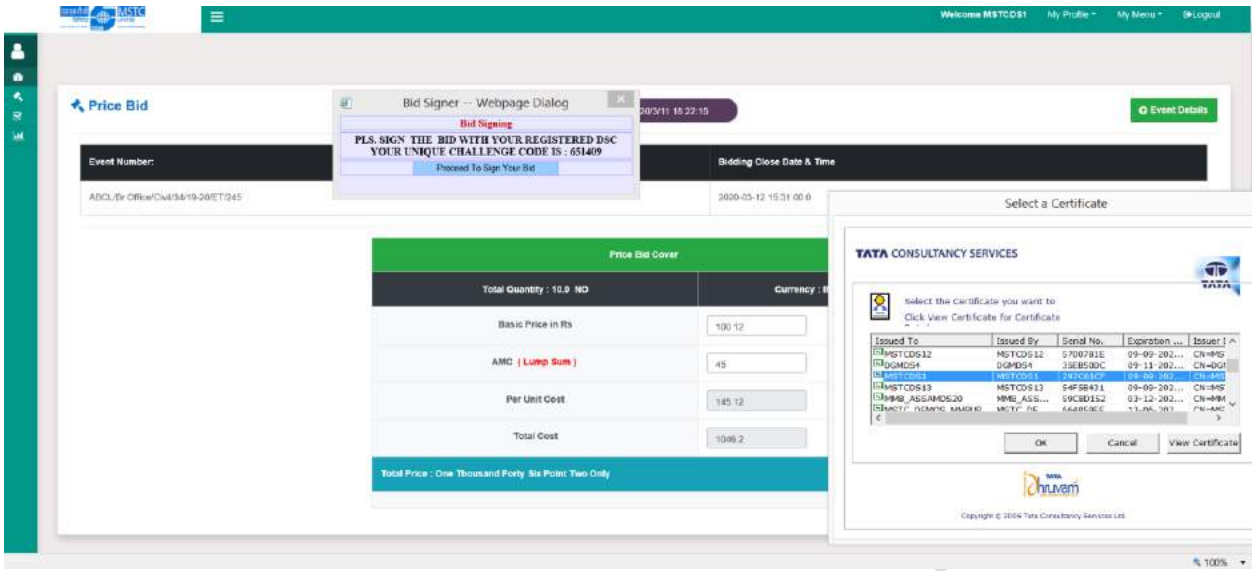
The 'Itemwise Bid Status' shall display 'Bid Saved' under 'Technical Bid' column.

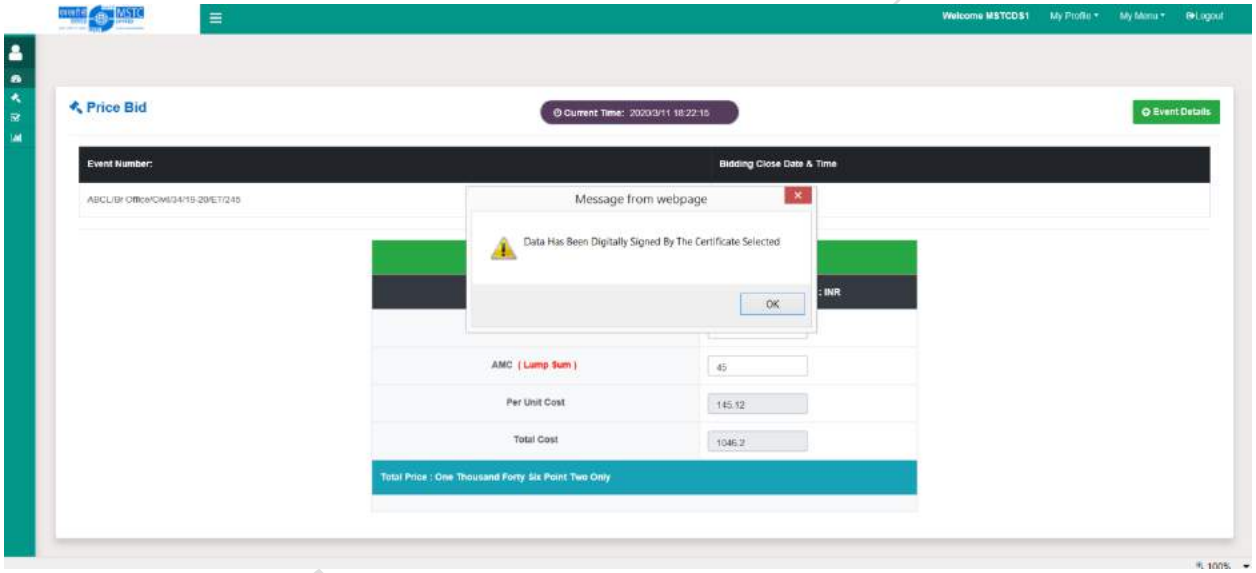


On saving the Technical Bid, a bidder has to save Price Bid.

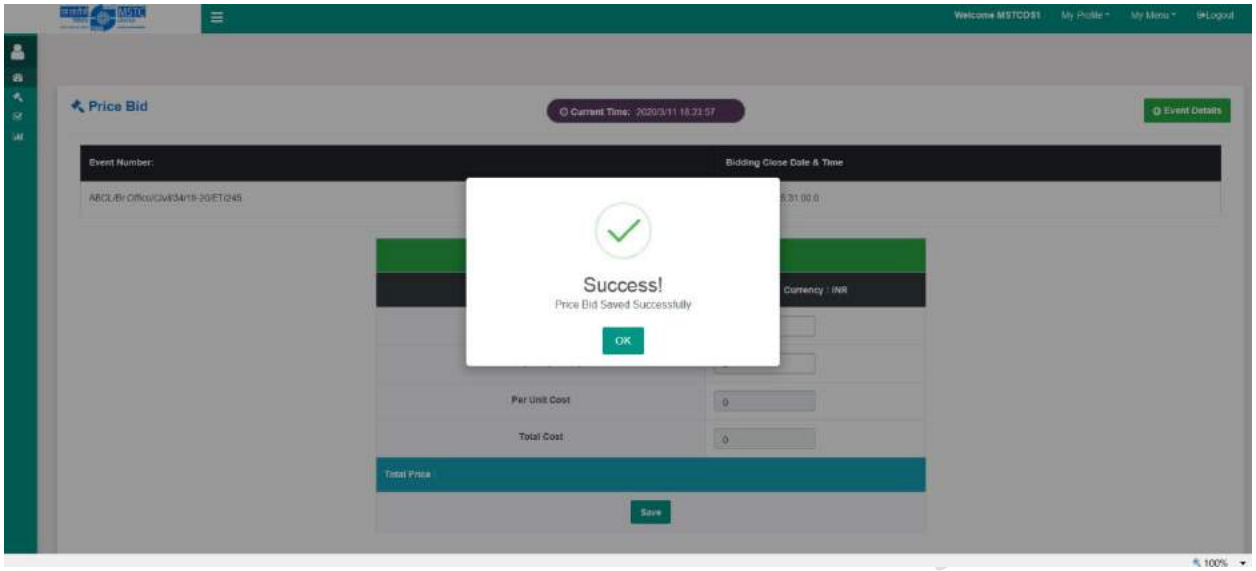

Welcome MSTCDS1
My Profile
My Menu
Logout
Price Bid
Current Time: 2020/3/11 18:16:51
Event Details
Event Number:
Bidding Close Date & Time
ABCL/Br Office/Civil/34/19-20/ET/245
2020-03-12 15:31:00.0
Price Bid Cover
Total Quantity : 10.0 NO
Currency : INR
Basic Price in Rs
AMC (Lump Sum)
Per Unit Cost
Total Cost
Total Price :
Save
100%


Welcome MSTCDS1
My Profile
My Menu
Logout
Price Bid
Bid Signer -- Webpage Dialog
Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 651409
Proceed To Sign Your Bid
Event Details
Event Number:
Bidding Close Date & Time
ABCL/Br Office/Civil/34/19-20/ET/245
2020-03-12 15:31:00.0
Price Bid Cover
Total Quantity : 10.0 NO
Currency : INR
Basic Price in Rs
100.12
AMC (Lump Sum)
45
Per Unit Cost
145.12
Total Cost
1046.2
Total Price : One Thousand Forty Six Point Two Only
100%

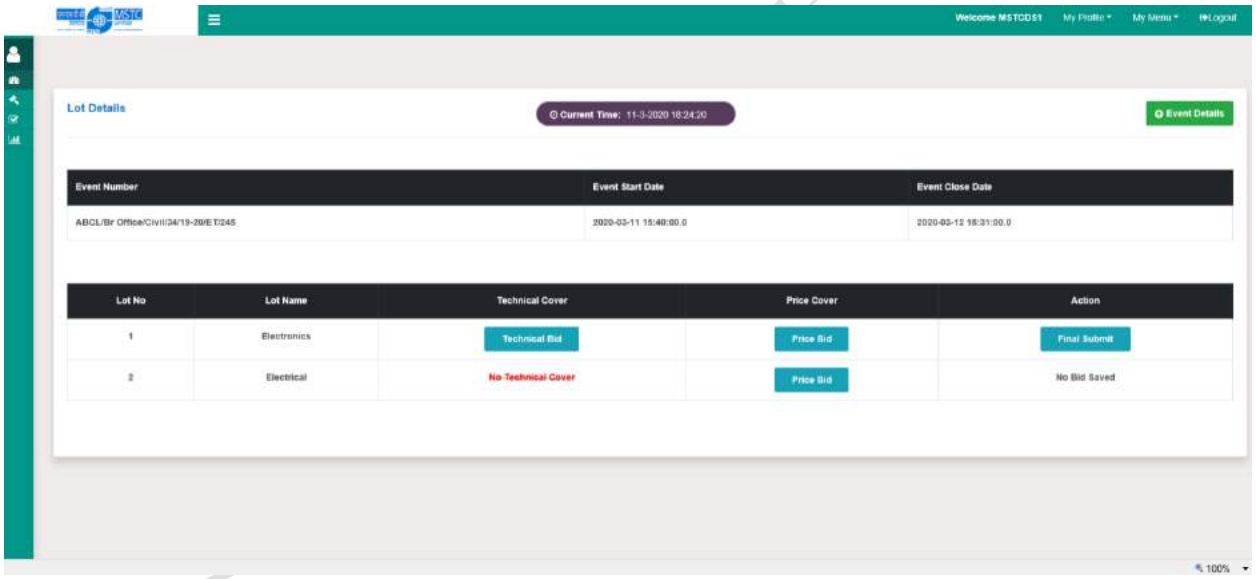




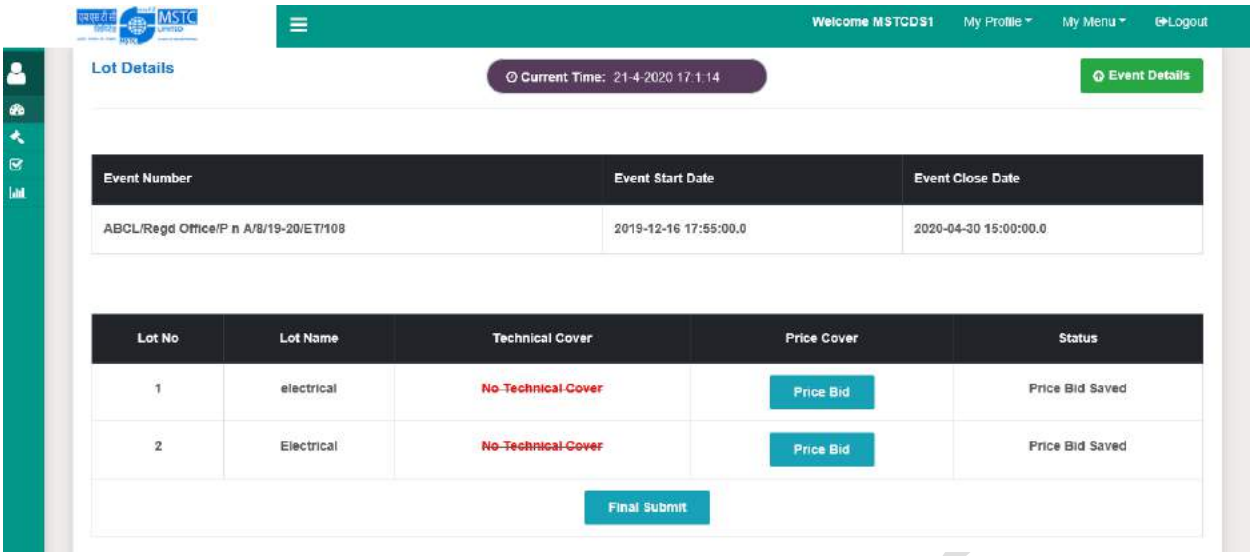
On saving Price Bid with DSC, system shall display the following message.



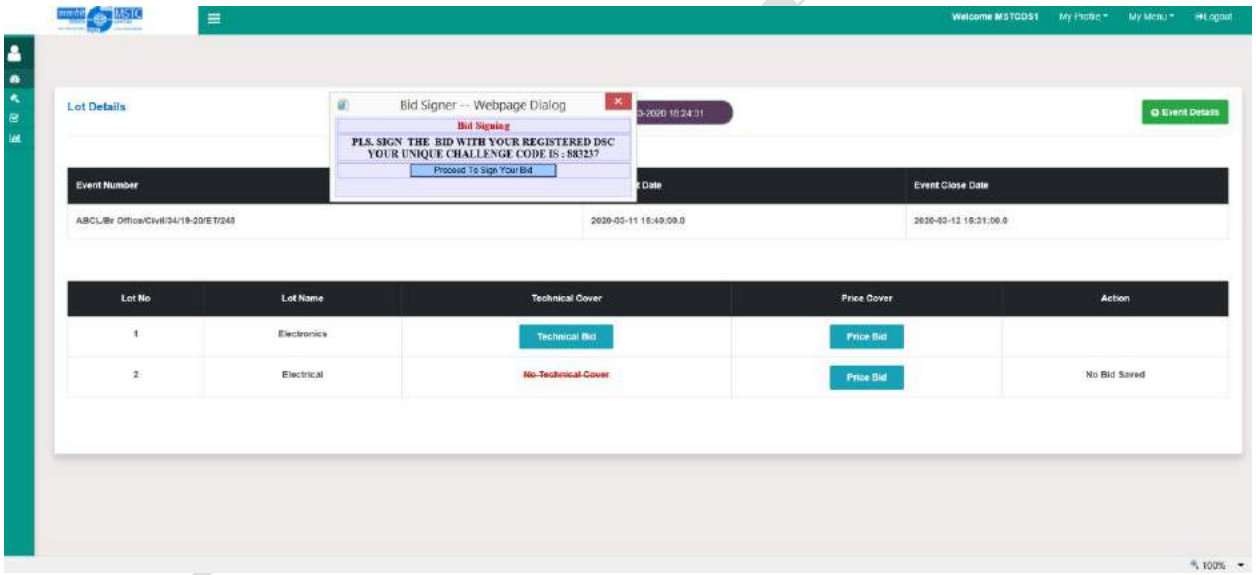
Once 'Price Bid' is saved, the button 'Final Submit' under column 'Action' shall appear against each lot (for item wise tender).

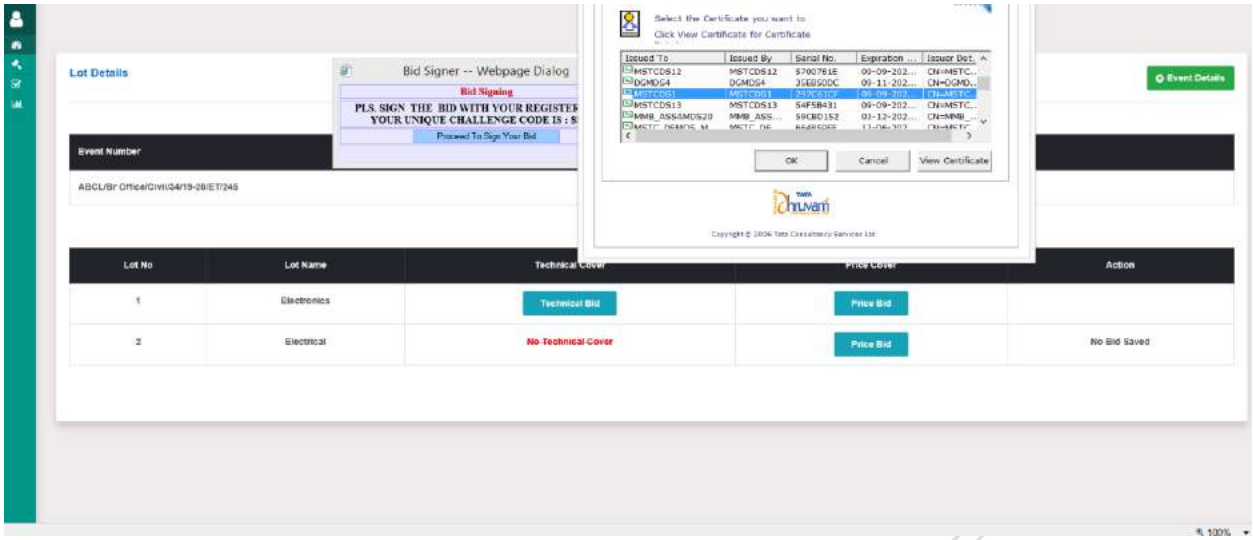


Once 'Price Bid' is saved for all the lots, the button 'Final Submit' shall appear (for event wise tender).

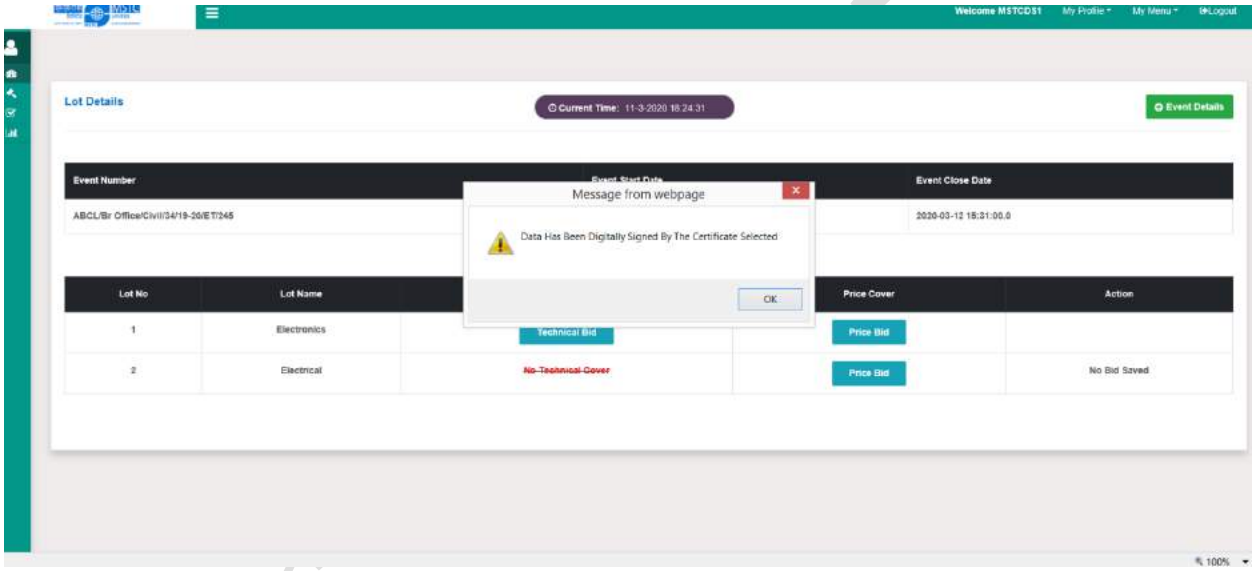


Once the button 'Final Submit' is clicked, the bid shall be verified with DSC.



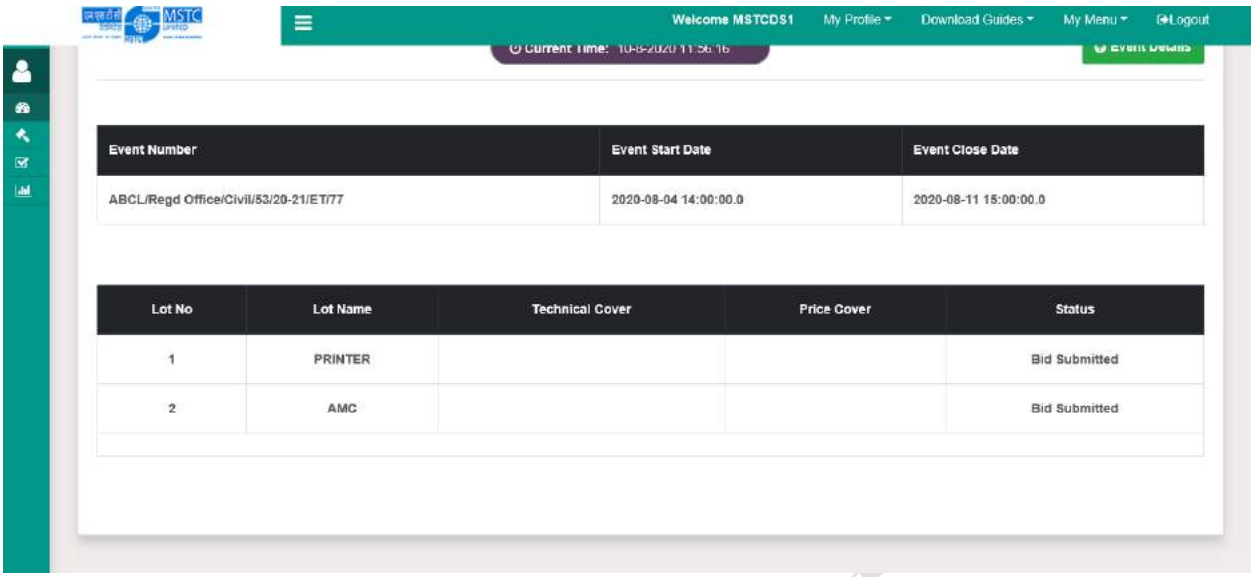


The final submission is verified with valid DSC.

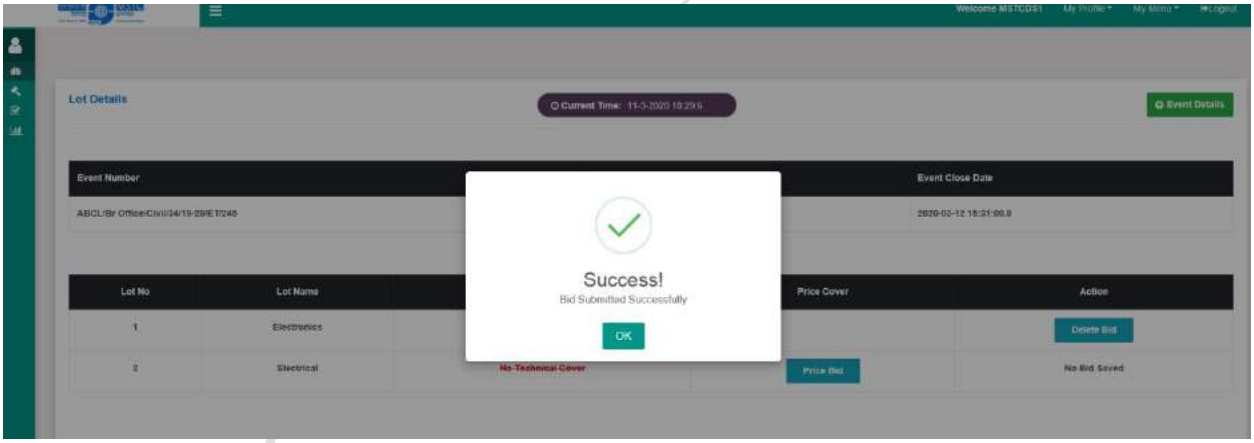


Once final submission is done, system displays the pop up message as given below. The column 'Technical Cover' & 'Price Cover' shall display 'Bid Submitted' for item wise tender. The 'Status' column shall display 'Bid Submitted' for event wise tender. Bidders shall receive system generated confirmation mail.

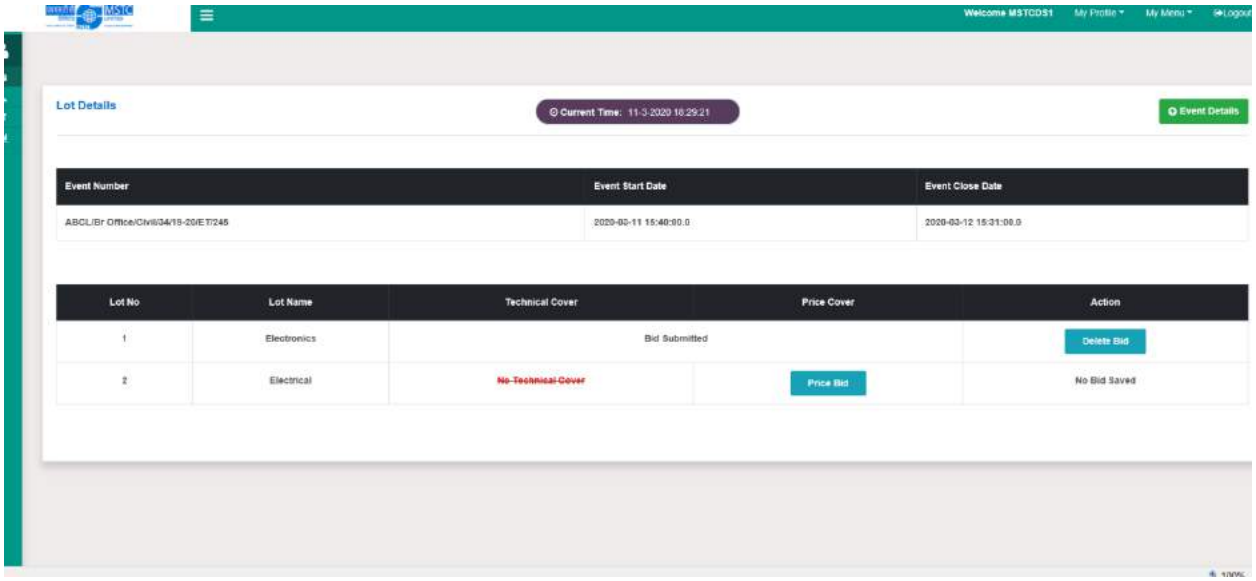
Event wise Tender on Final Submission



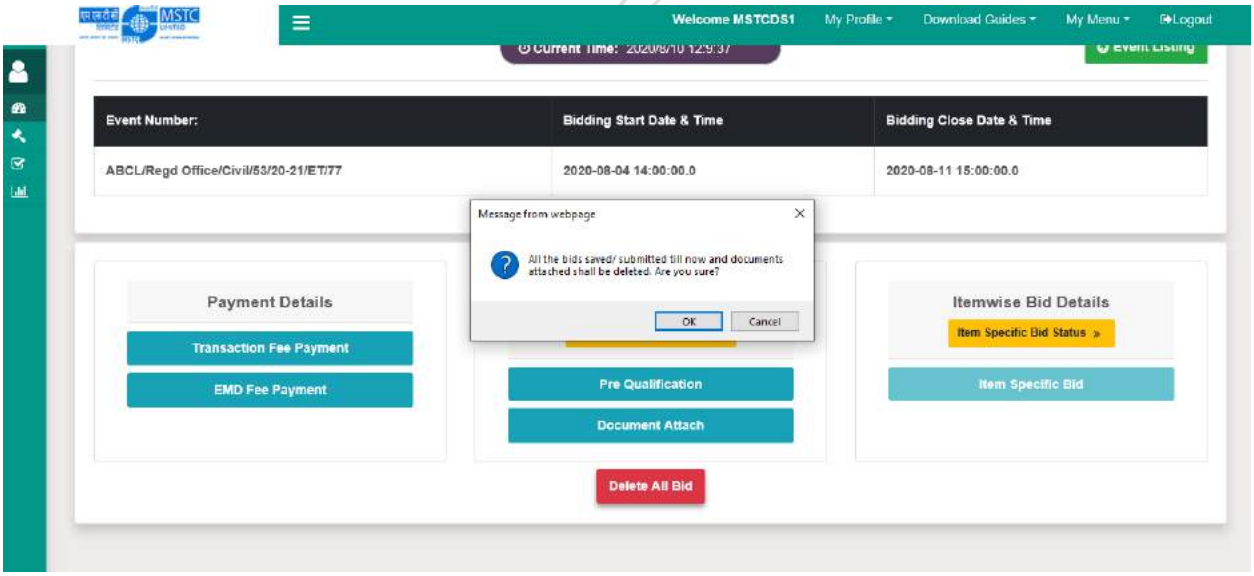
Item wise Tender on Final Submission for one of the lots

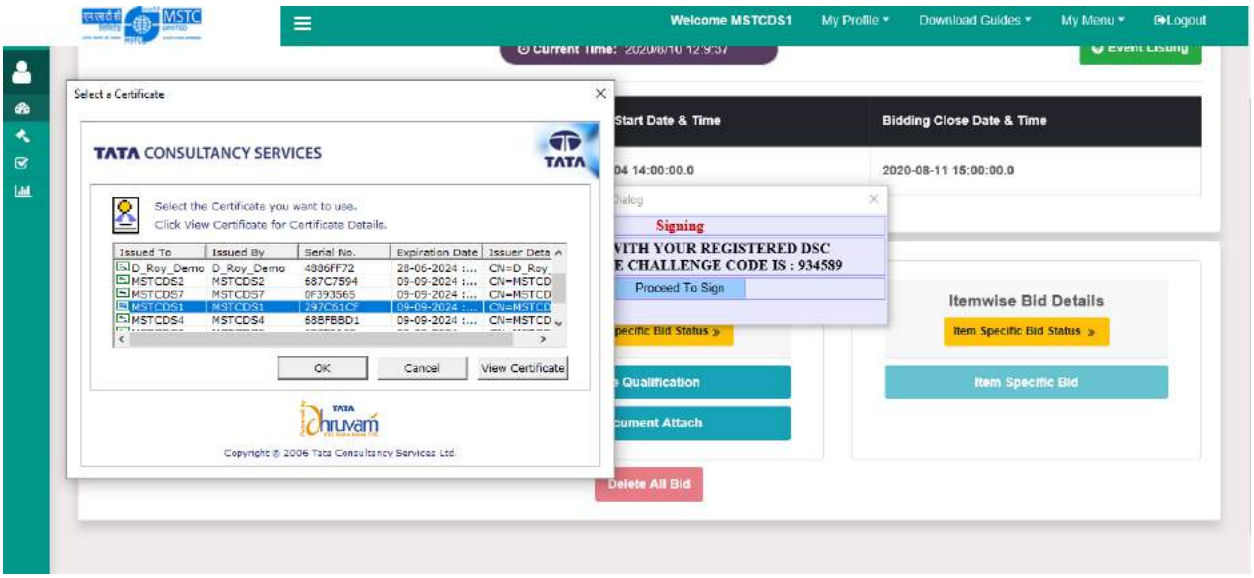


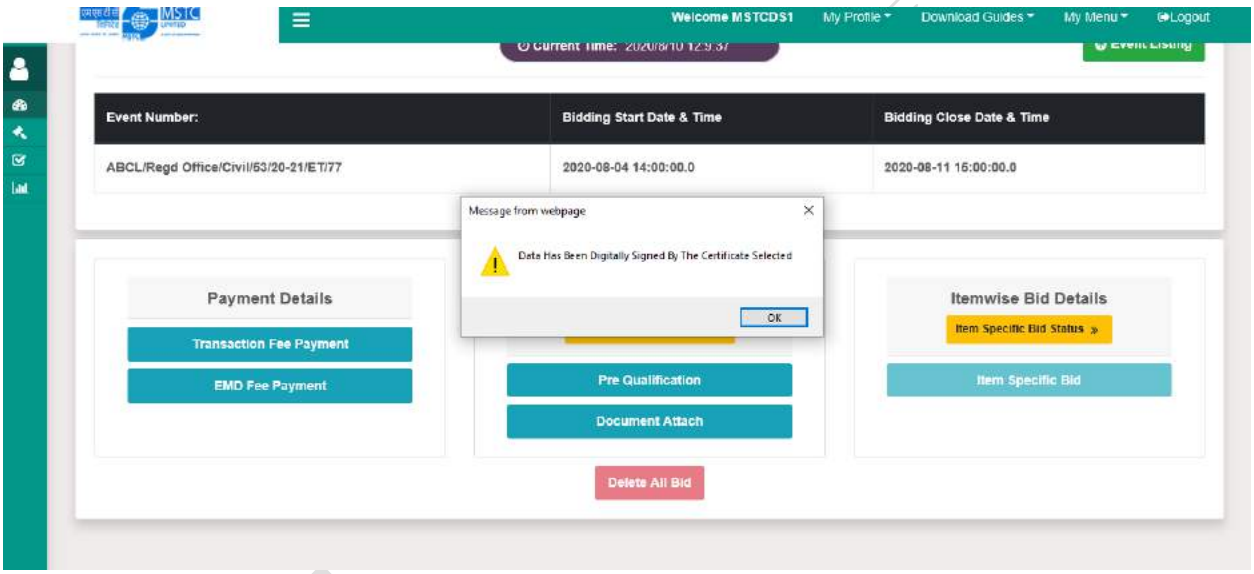
In order to change any lot specific bid after final submission, the 'Delete Bid' has to be clicked. Once bid is deleted for item wise tender, the 'Action' column shall display 'No Bid Saved' for respective lot. Once bid is deleted, the 'Status' column shall display 'No Bid Saved'. Bidders shall receive system generated confirmation mail of bid deletion.

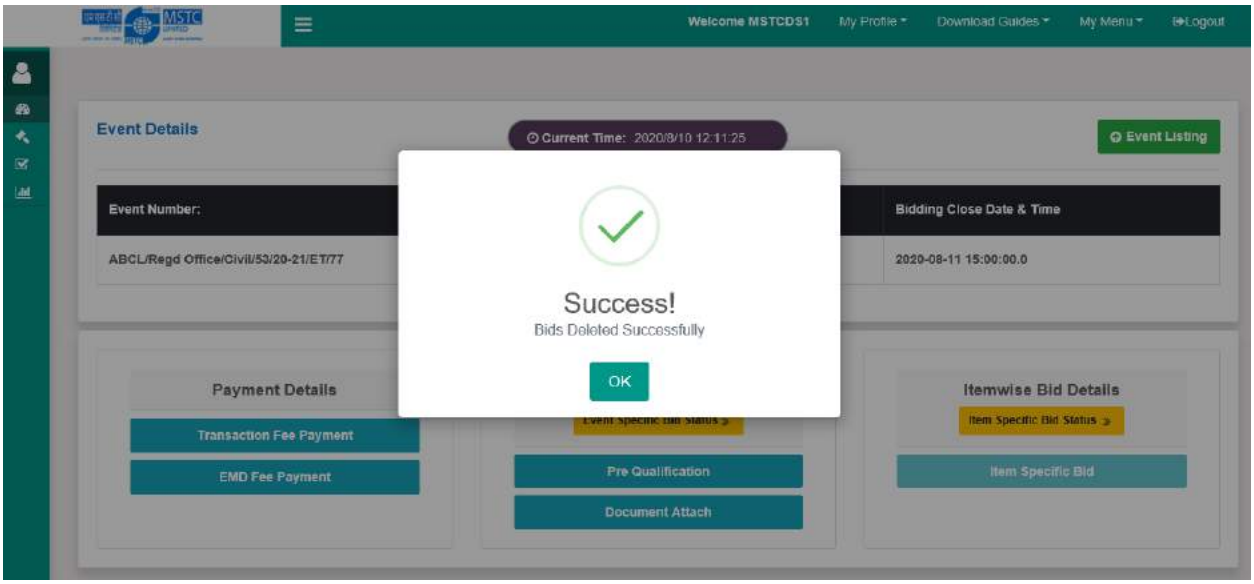


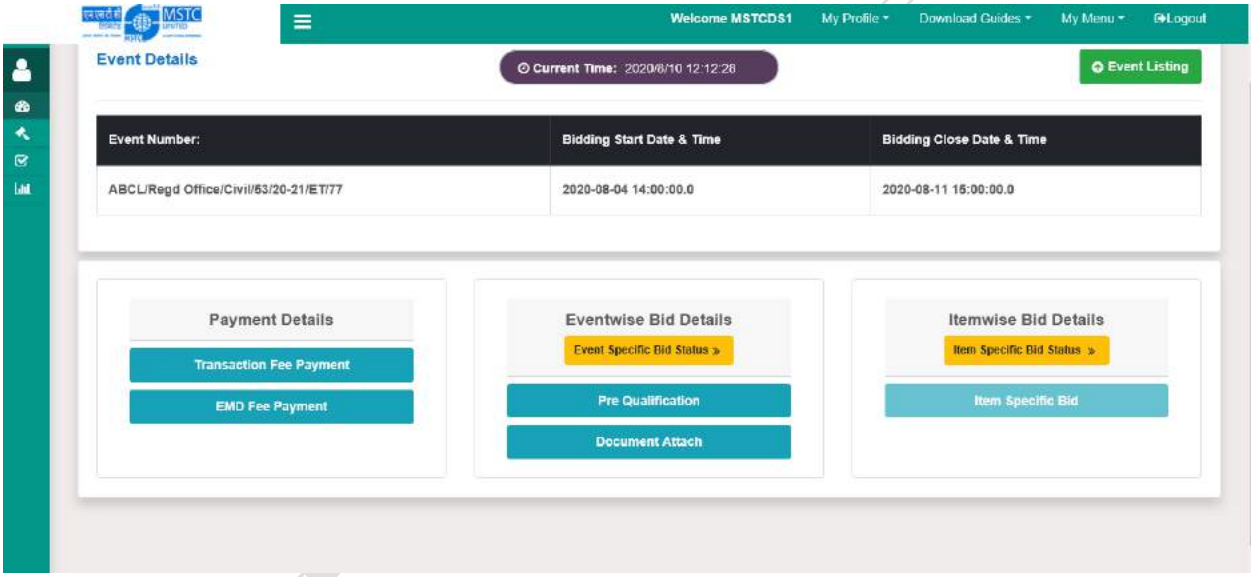
NOTE: On saving any of the covers of the tender, a button 'Delete All Bid' shall appear on the bid floor. On clicking the button followed by signing with valid DSC, system shall delete all the bid saved/ submitted and documents attached. A confirmation mail shall be forwarded to the registered mail id. This functionality is common for both Item wise and Event wise tenders.




Welcome MSTCDS1
My Profile
Download Guides
My Menu
Logout
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to use.
Click View Certificate for Certificate Details.
Issued To
Issued By
Serial No.
Expiration Date
Issuer Data
D_Roy_Demo
MSTCDS2
MSTCDS7
MSTCDS1
MSTCDS4
OK
Cancel
View Certificate
Copyright © 2006 Tata Consultancy Services Ltd.
Start Date & Time
Bidding Close Date & Time
2020-08-11 15:00:00.0
Signing
WITH YOUR REGISTERED DSC
E CHALLENGE CODE IS : 934589
Proceed To Sign
Itemwise Bid Details
Item Specific Bid Status
Item Specific Bid
Delete All Bid

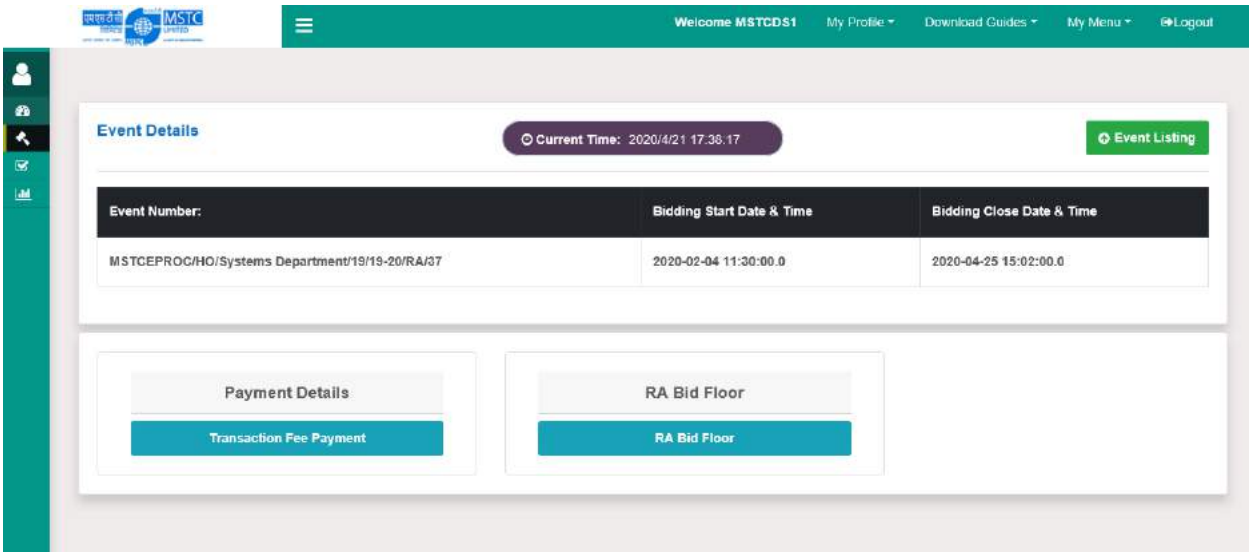

Welcome MSTCDS1
My Profile
Download Guides
My Menu
Logout
Event Number:
Bidding Start Date & Time
Bidding Close Date & Time
ABCL/Regd Office/Civil/63/20-21/ET/77
2020-08-04 14:00:00.0
2020-08-11 15:00:00.0
Message from webpage
Data Has Been Digitally Signed By The Certificate Selected
OK
Payment Details
Transaction Fee Payment
EMD Fee Payment
Pre Qualification
Document Attach
Itemwise Bid Details
Item Specific Bid Status
Item Specific Bid
Delete All Bid


Welcome MSTCDS1
My Profile
Download Guides
My Menu
Logout
Event Details
Current Time: 2020/8/10 12:11:25
Event Listing
Event Number:
Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77
2020-08-11 15:00:00.0
Success!
Bids Deleted Successfully
OK
Payment Details
Transaction Fee Payment
EMD Fee Payment
Pre Qualification
Document Attach
Itemwise Bid Details
Item Specific Bid Status
Item Specific Bid

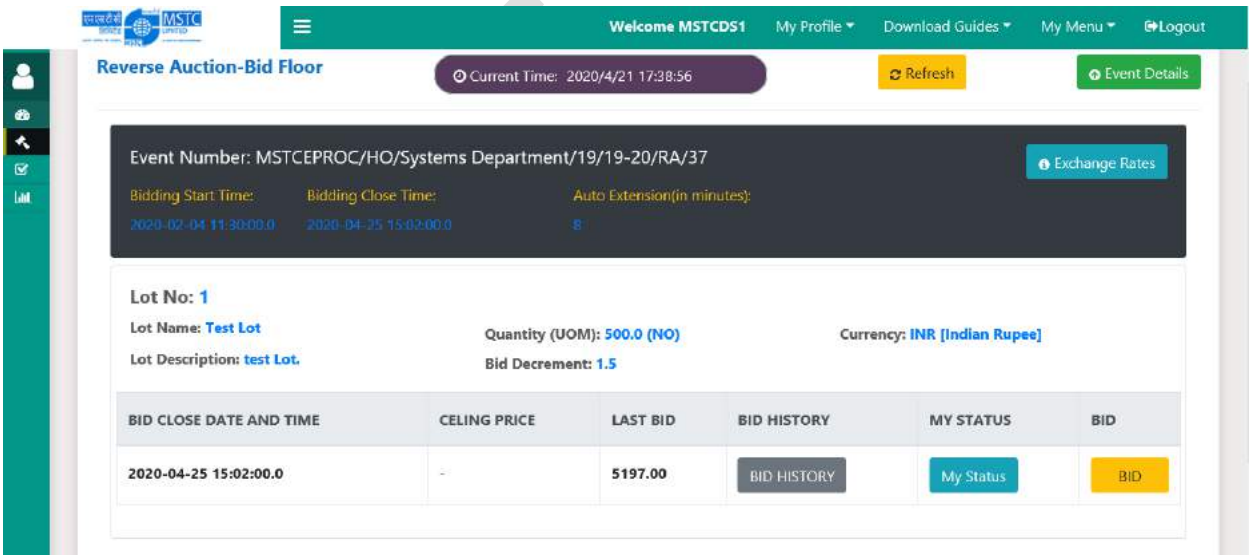

Welcome MSTCDS1
My Profile
Download Guides
My Menu
Logout
Event Details
Current Time: 2020/8/10 12:12:26
Event Listing
Event Number:
Bidding Start Date & Time
Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77
2020-08-04 14:00:00.0
2020-08-11 15:00:00.0
Payment Details
Transaction Fee Payment
EMD Fee Payment
Eventwise Bid Details
Event Specific Bid Status
Pre Qualification
Document Attach
Itemwise Bid Details
Item Specific Bid Status
Item Specific Bid

Bid Submission in Reverse Auction

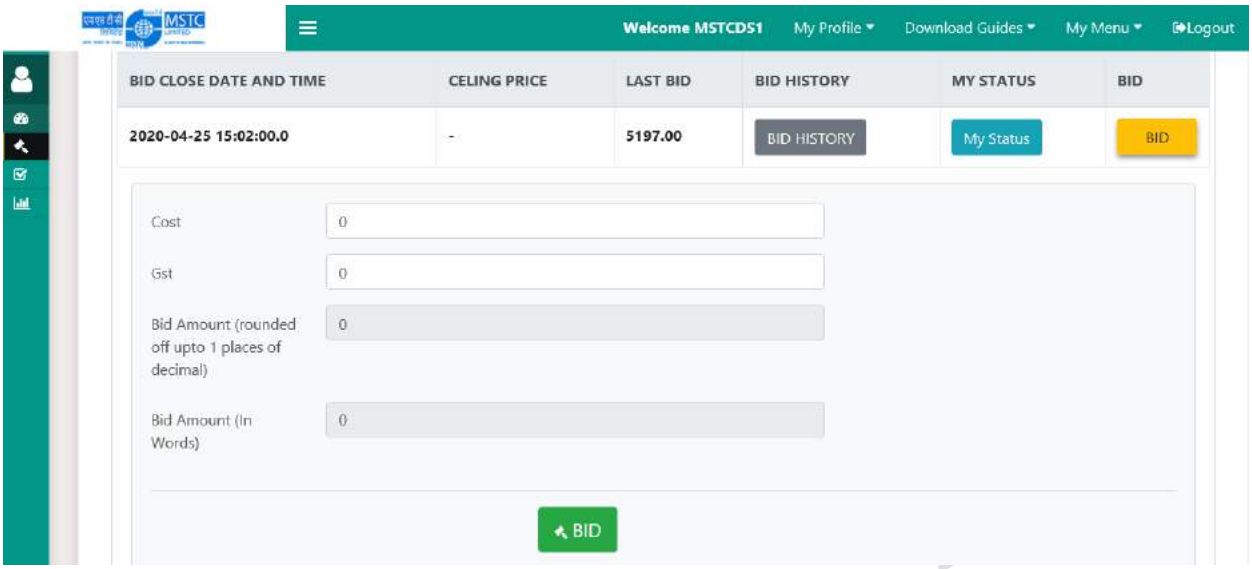
Once Transaction fee is paid (if any), the tab 'RA Bid Floor' shall appear.



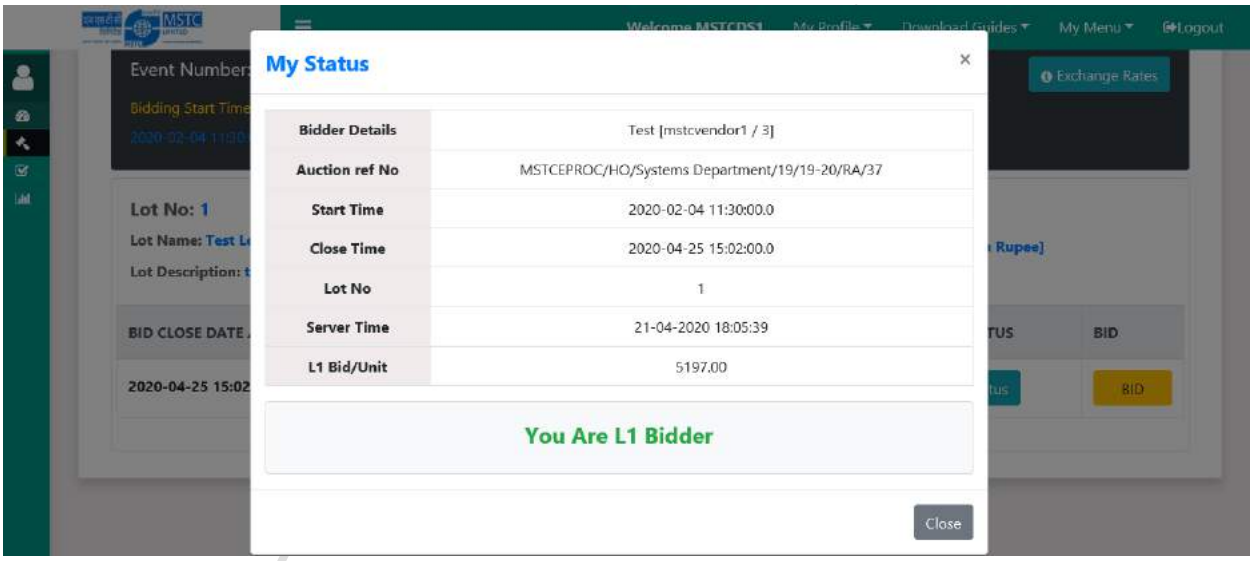
The bid floor shall have all the necessary information related to bidding for a lot. The 'Refresh' button reloads the bidding page. 'My Status' provides the latest status of the bidder for a particular lot. 'Bid History' provides the information about last few bids and the bidding trend.The 'Event Details' leads to the previous page. In order to place a bid, the button 'Bid' has to be clicked.



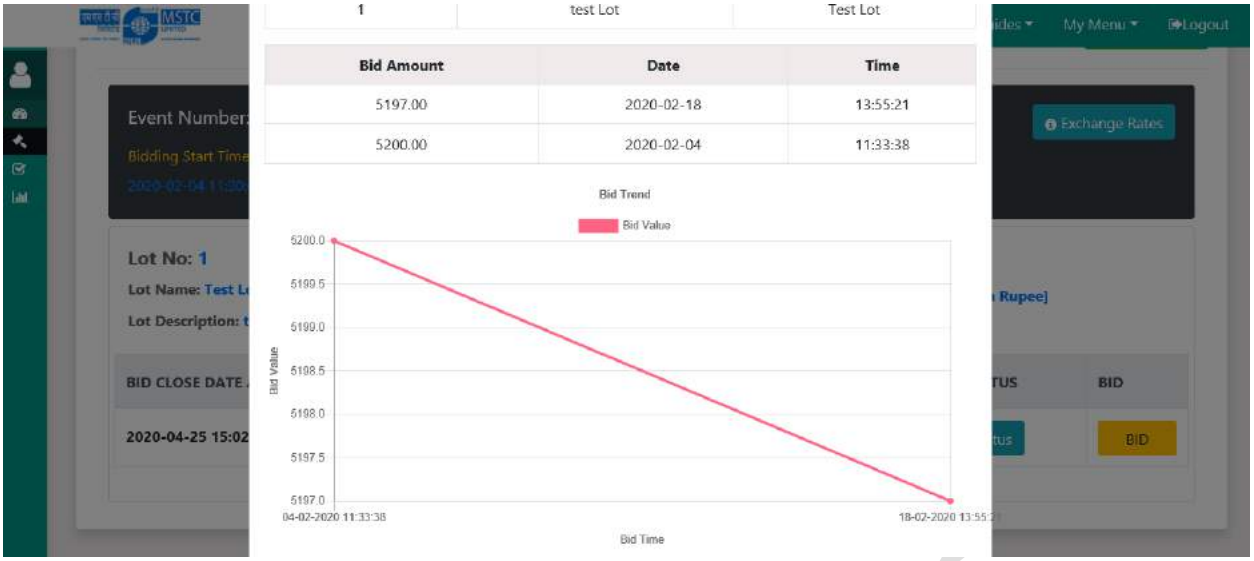
On entering the respective values against the price fileds, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.



'My Status' displays the bidder's own status for a particular lot of an event.



'Bid History' displays the bid trend for the particular lot of an event.


1
test Lot
Test Lot
Bid Amount
Date
Time
5197.00
2020-02-18
13:55:21
5200.00
2020-02-04
11:33:38
Bid Trend
Bid Value
5200.0
5199.5
5199.0
5198.5
5198.0
5197.5
5197.0
04-02-2020 11:33:38
Bid Time
Event Number:
Lot No: 1
BID CLOSE DATE
2020-04-25 15:02
My Menu
Logout
Exchange Rates
Rupee]
BID