Managing of Profile

by Bidder User on

eProcurement Solutions

From

Nextenders (India) Pvt. Ltd.

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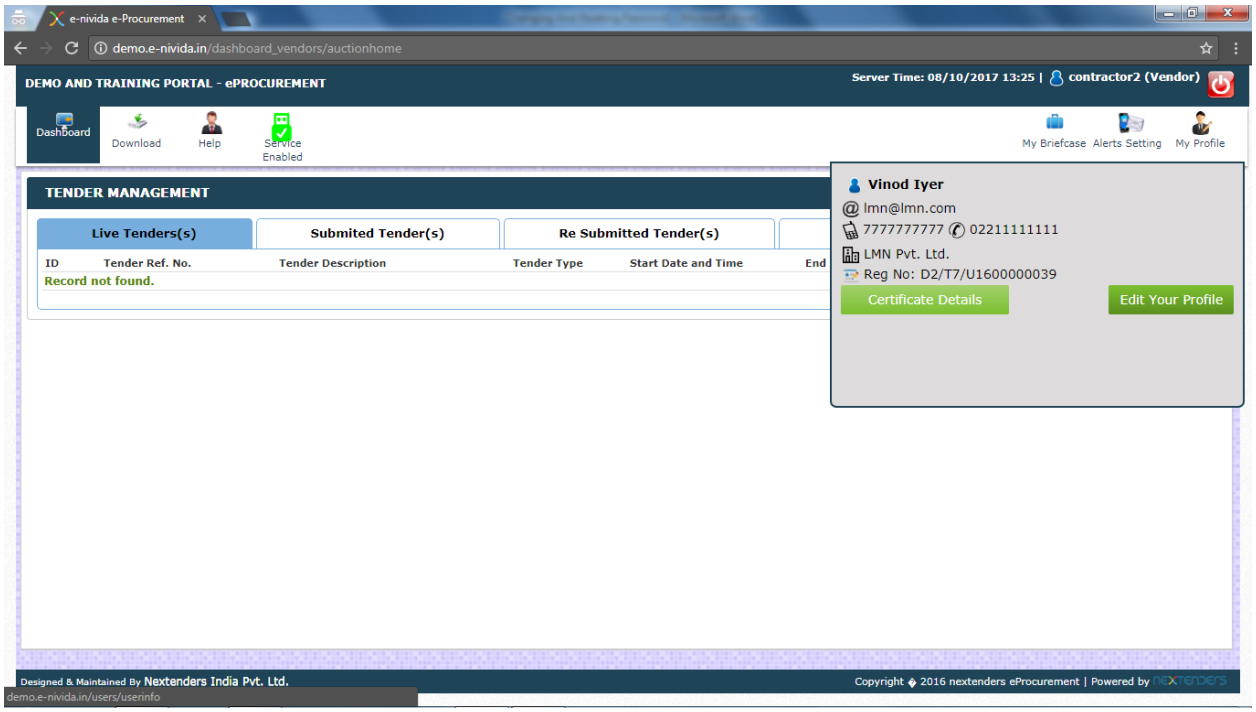
1. What the Manual is about

The manual is for user who is willing to work on Nextenders eProcurement application as bidder. This manual informs the users about how to update his profile, change the password, assigning or change the digital signature to your profile. You need to first Enroll on the portal and should have valid Login id to manage your profile. For Enrollment and creation of Login id on portal please refer manual "***Portal Registration of Bidders for usage of eProcurement Solutions***"

Last Updated on	21/09/2017
Language	English
Application URL	https://maharashtra.nextprocure.in

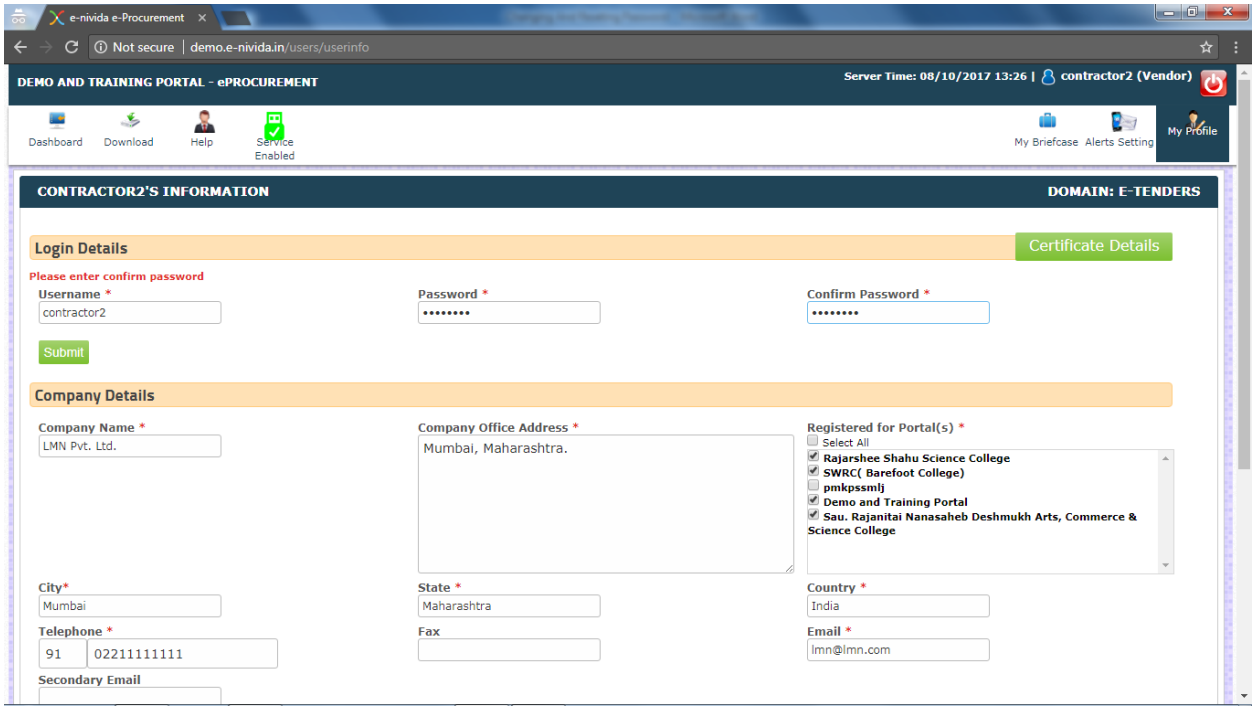
2. Managing of Profile.

To Manage you profile you need to login using your login id and password on the portal https://maharashtra.nextprocure.in. Further after login to manage your profile you should use menu option "**My Profile**". On selecting the option you will be able to see below pop up which displays your registered email id, mobile no, phone no, organization name and registration no. To update your profile, you need to click on "**Edit Your Profile**" and only to view or change your registered digital certificate you need to click on "**Certificate Details**".



3. Edit Your Profile.

After clicking on button "**Edit Your Profile**" the below screen is displayed. where user can change his password form "Login Details" section and other details in "Company Details" Section, "Personal Details" Section, "Registration Details" Section.



3.1 Change of Password

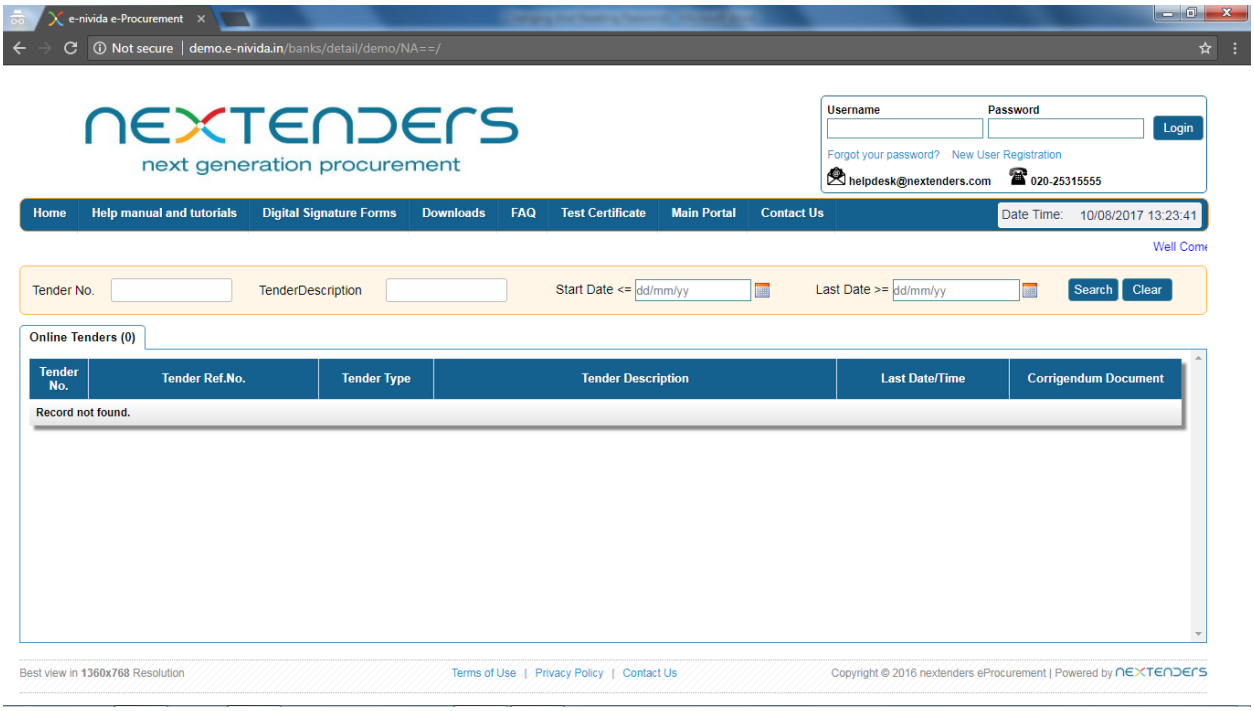
To change the password, enter the new password in "Password" "Confirm Password" fields then click on submit button. Upon successful change of Password, a message "Password changed successfully" will be displayed. It is to be noted that "username" field cannot be changed.

3.2 Change in Other Sections

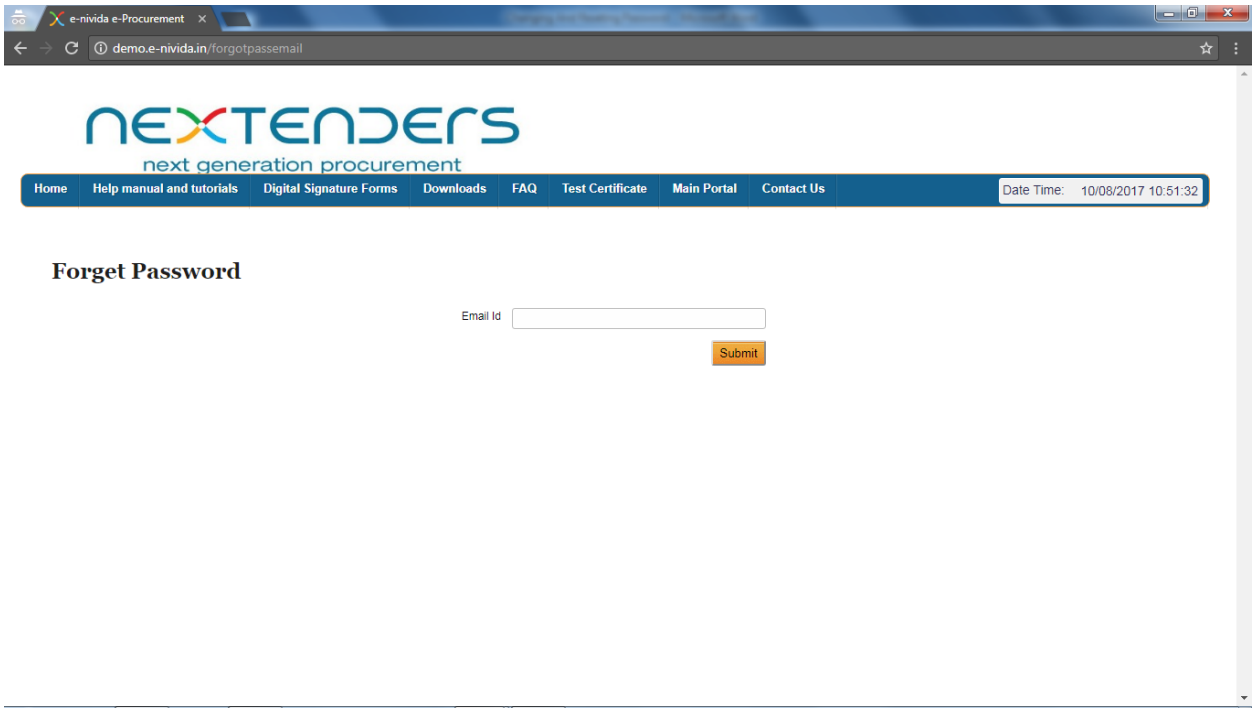
If the user is willing to change “Company Details” Section like address, secondary email id, Registered Portals, Fax No, Mobile No in “Personal Details” Section, Ownership, Discipline, Country of origin, Type of Industry, PAN details, GST details in “Registration Details” Section, may select the respective field change it and click on submit button. Upon successful change of the details, a message “Profile details changed successfully” will be displayed. It is to be noted that details like Company Name, email id, First Name of Contact Person, Last Name of Contact Person cannot be changed.

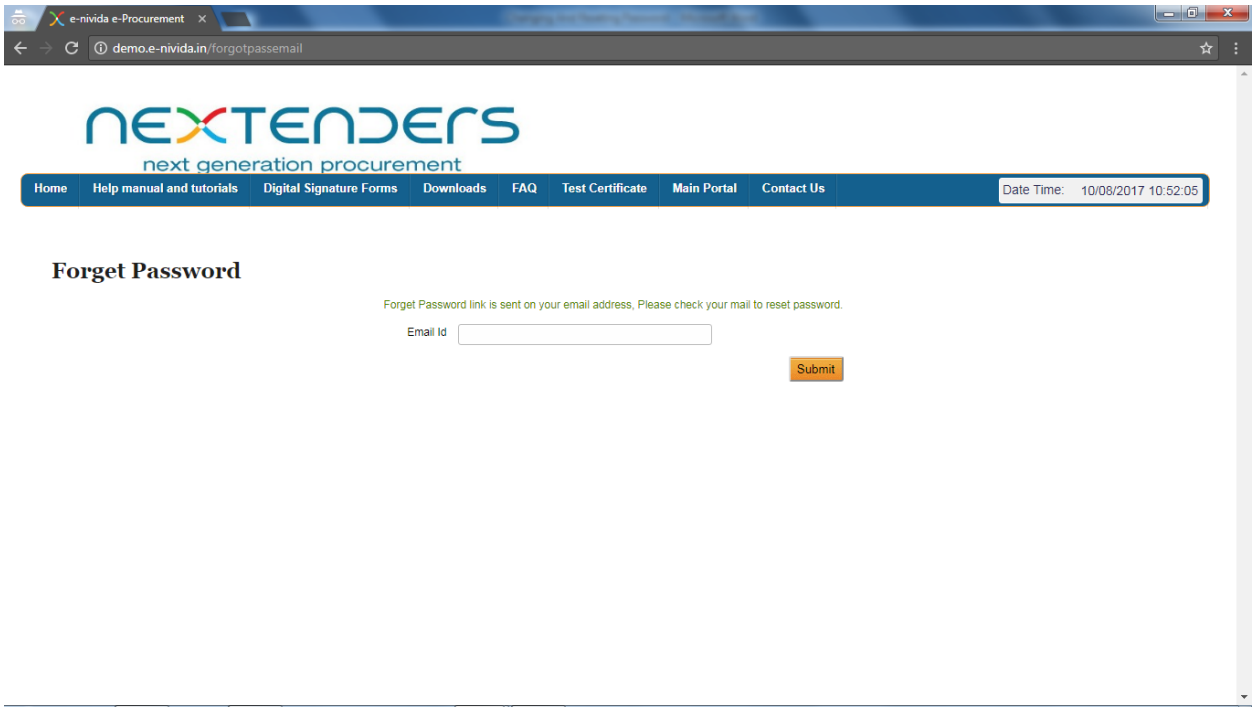
4. Resetting of Password.

In case bidder user do no remember password for his username, he can select "Forgot your Password" Option from Login section of home page.

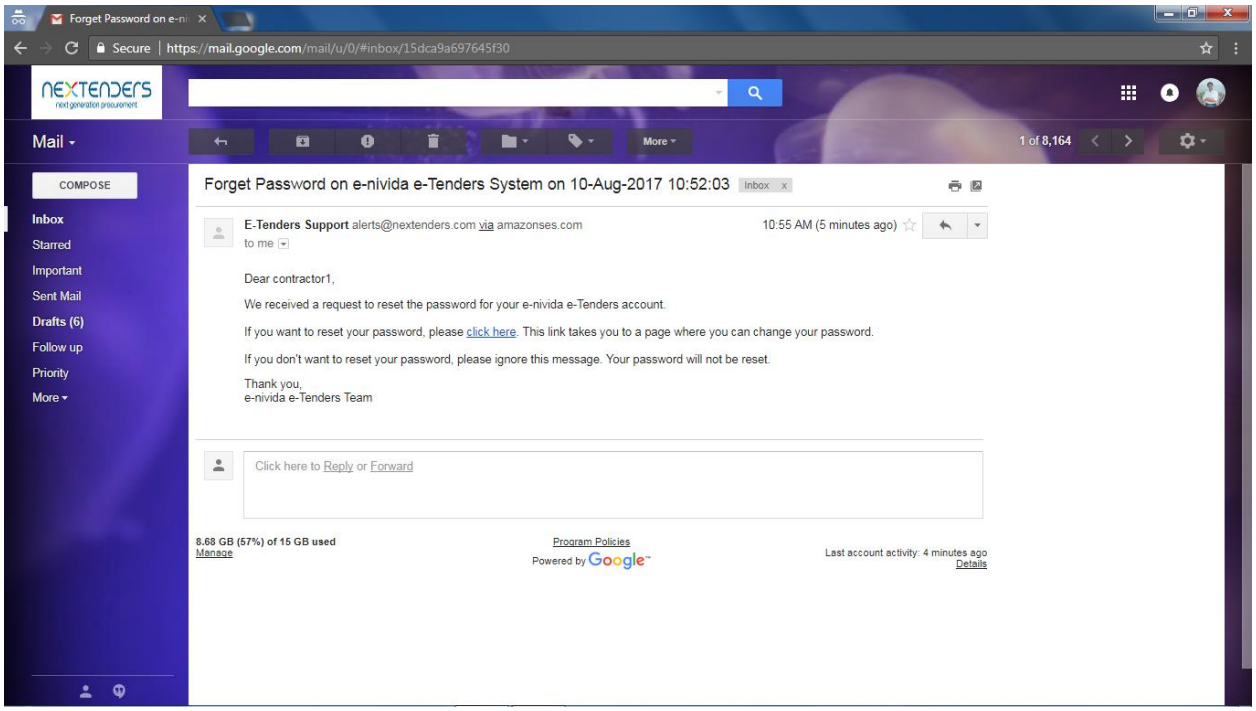


Step1: Upon selecting "Forgot your Password" Option the screen is displayed and system ask for email id. The user needs to fill his primary email id and click on submit button.

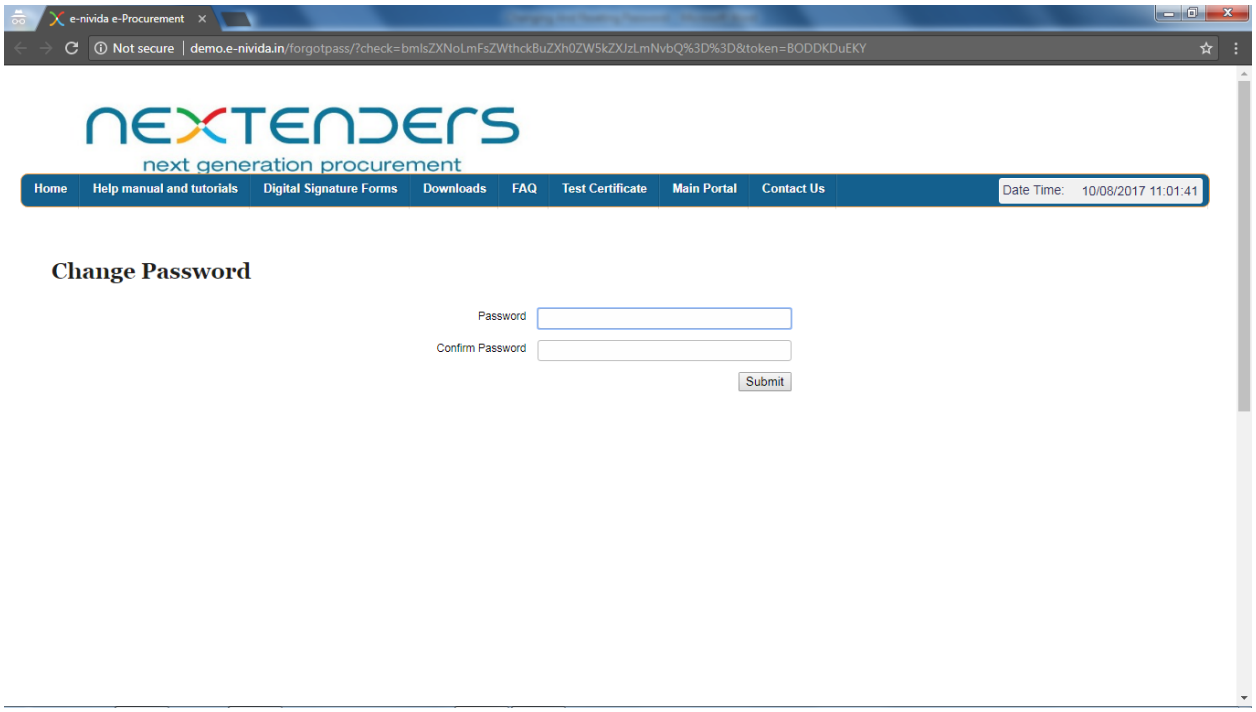




Step 2: A system generated email is send to the registered email id, with the link to change the password.



Step 3: On opening the link on a browser below screen gets opened. The user needs to be fill his new password, confirm his new password click on submit button. Upon successful change, the system will display the message “Password has been changed successfully.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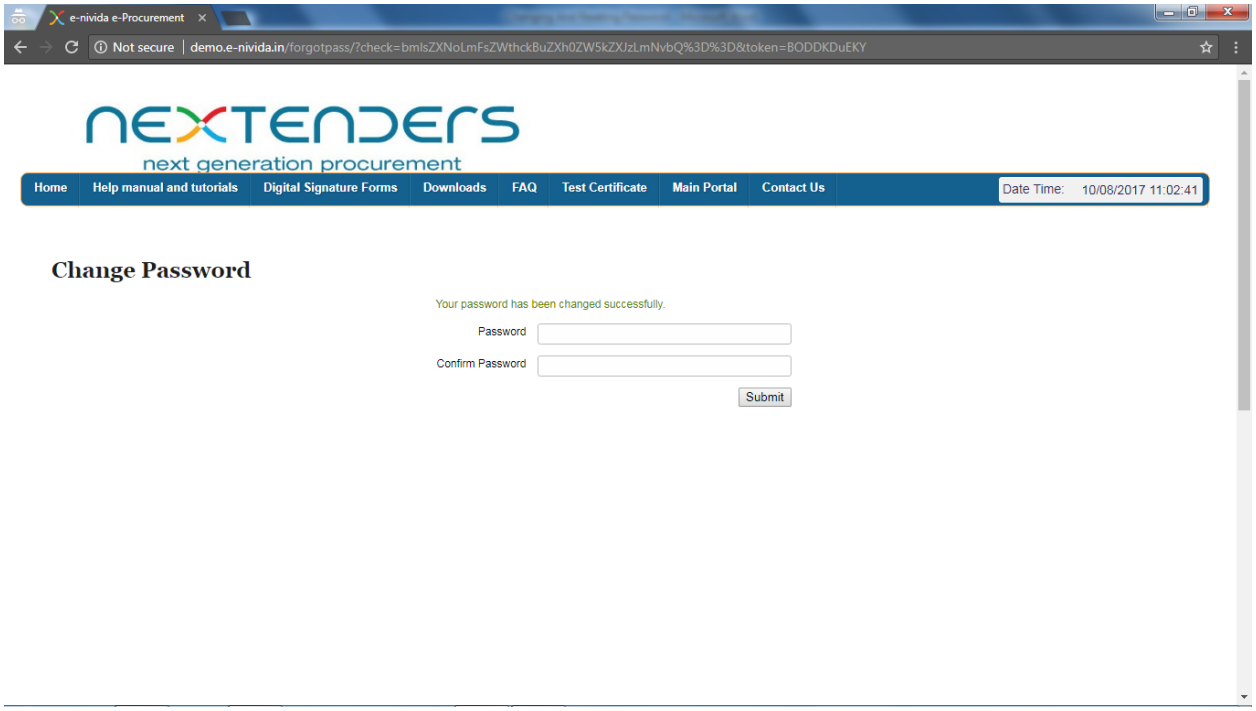
Home
Help manual and tutorials
Digital Signature Forms
Downloads
FAQ
Test Certificate
Main Portal
Contact Us
Date Time: 10/08/2017 11:01:41
Change Password
Password
Confirm Password
Submit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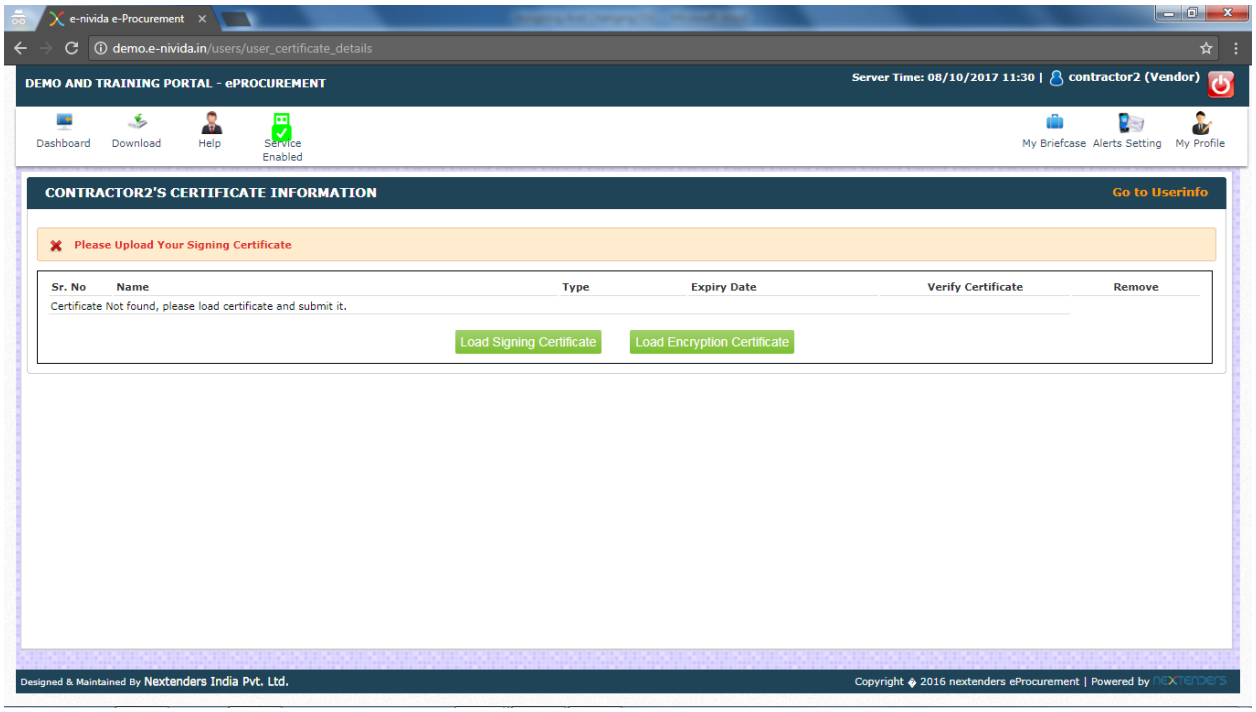
next generation procurement
Home
Help manual and tutorials
Digital Signature Forms
Downloads
FAQ
Test Certificate
Main Portal
Contact Us
Date Time: 10/08/2017 11:02:41
Change Password
Your password has been changed successfully.
Password
Confirm Password
Submit

5. Assigning Digital Signature Certificate

Once the bidder user is created, the user must assign/register his digital signature certificate with his profile before bidding to any tender. The system prompts the below screen when the user login first time on the system or user can also proceed to assign/register his digital signature certificate with his profile, through "Certificate Details" Option of My Profile.

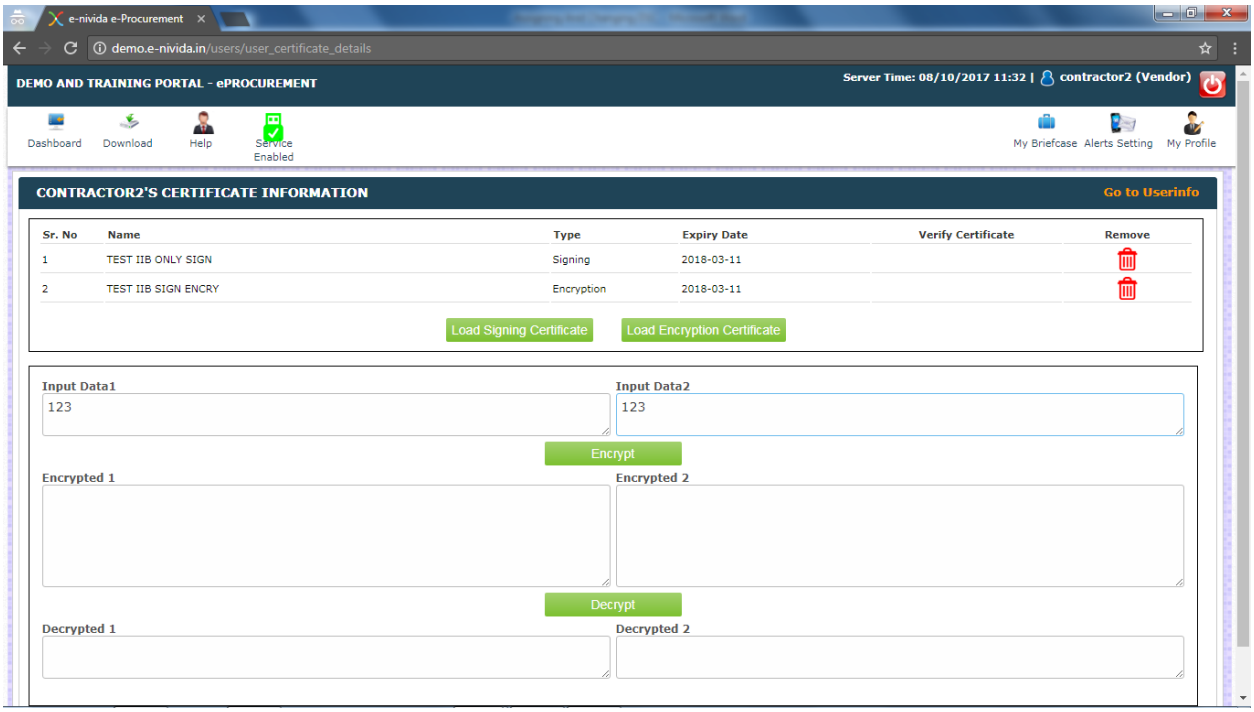


Step 1: To assign/register his signing digital signature certificate with his profile, user needs to click on "Load Signing Certificate" button.

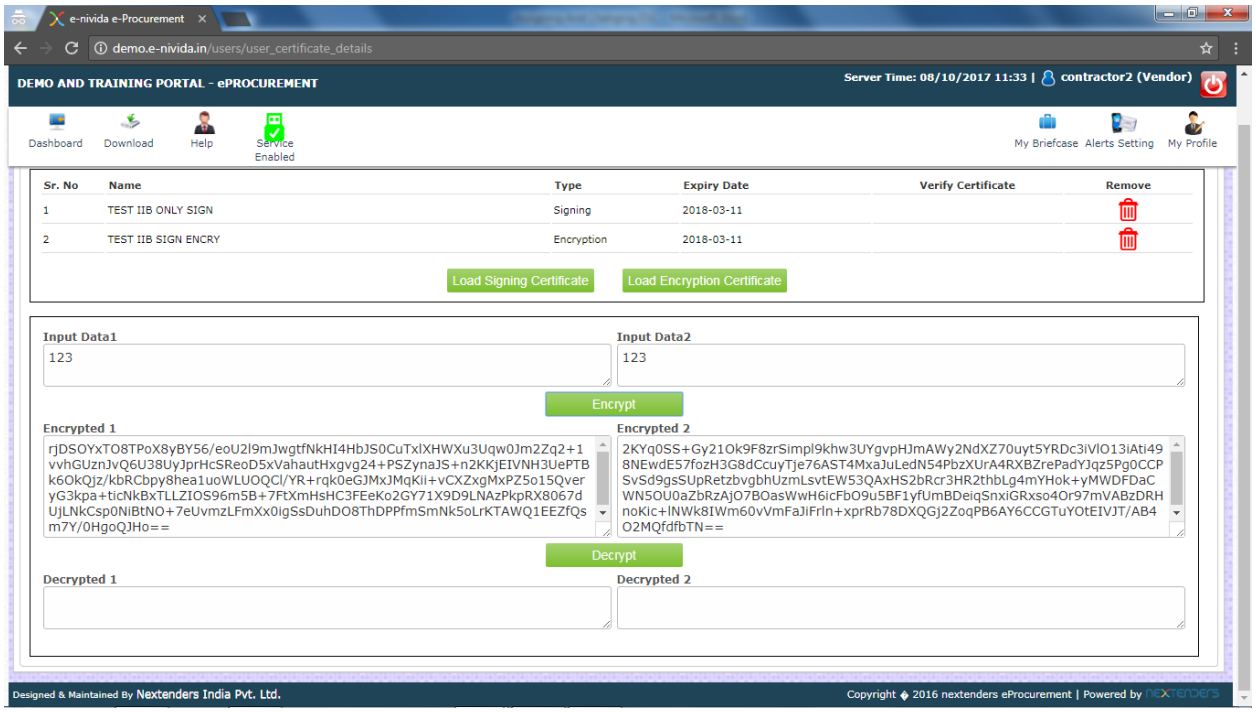
Step 2: The system will prompt to the user to select a certificate. The user needs to select valid signing certificate and click on ok button.

Step 3: Upon successful assigning/registration of signing digital signature certificate with the profile, user will get the below screen. similarly, the user needs to assign/ register Encryption digital signature certificate, the only difference is in Step 2 The user needs to select valid Encryption certificate in place of signing certificate.

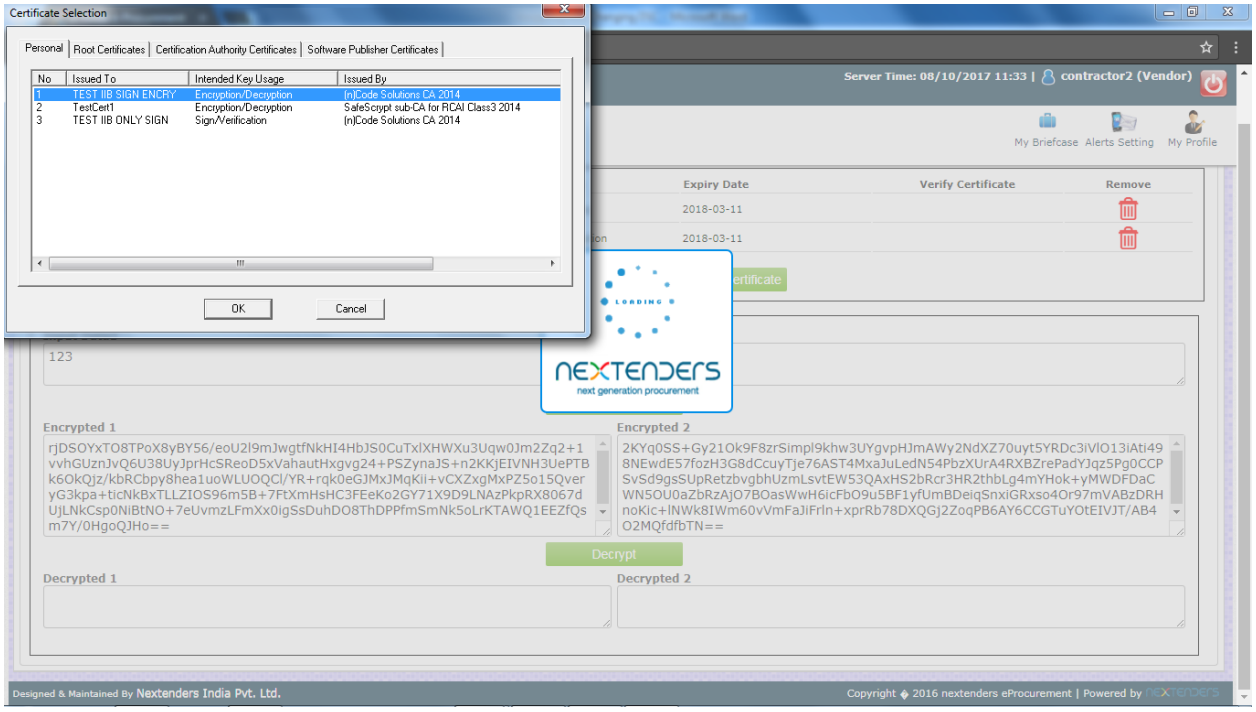
Step 4: Further to successful assigning/registration of encryption digital signature certificate with the profile user will get the below screen. The user then needs to verify his encryption digital signature certificate. To verify the user needs to fill sample/test string to the fields “input data1” and “input data2” and click on “Encrypt” button.



Step 5: The sample/test string gets encrypted and is displayed on fields “Encrypted 1” and “Encrypted 2”.

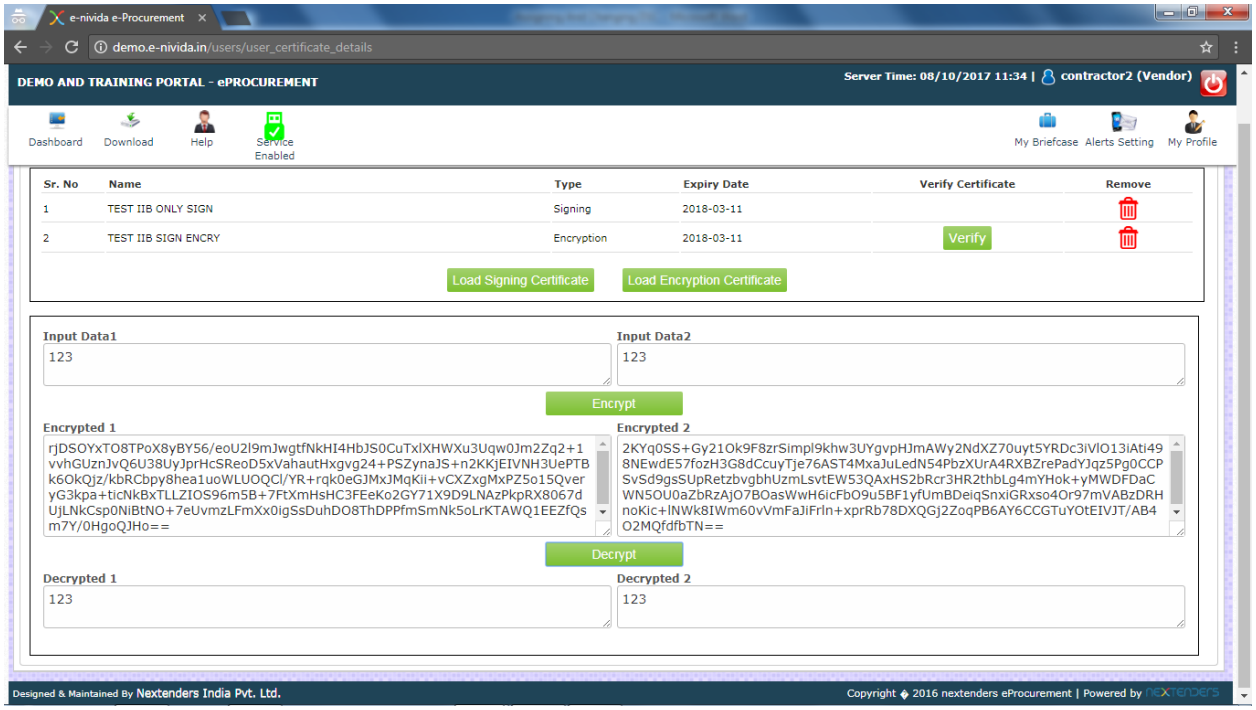


Step 6: Further user needs to click on “Decrypt” button. The system will prompt to the user to select a certificate. The user needs to select registered encryption certificate and click on ok button.



Step 7: Further the user is prompted for password of the certificate. User needs to fill the password click on ok button.

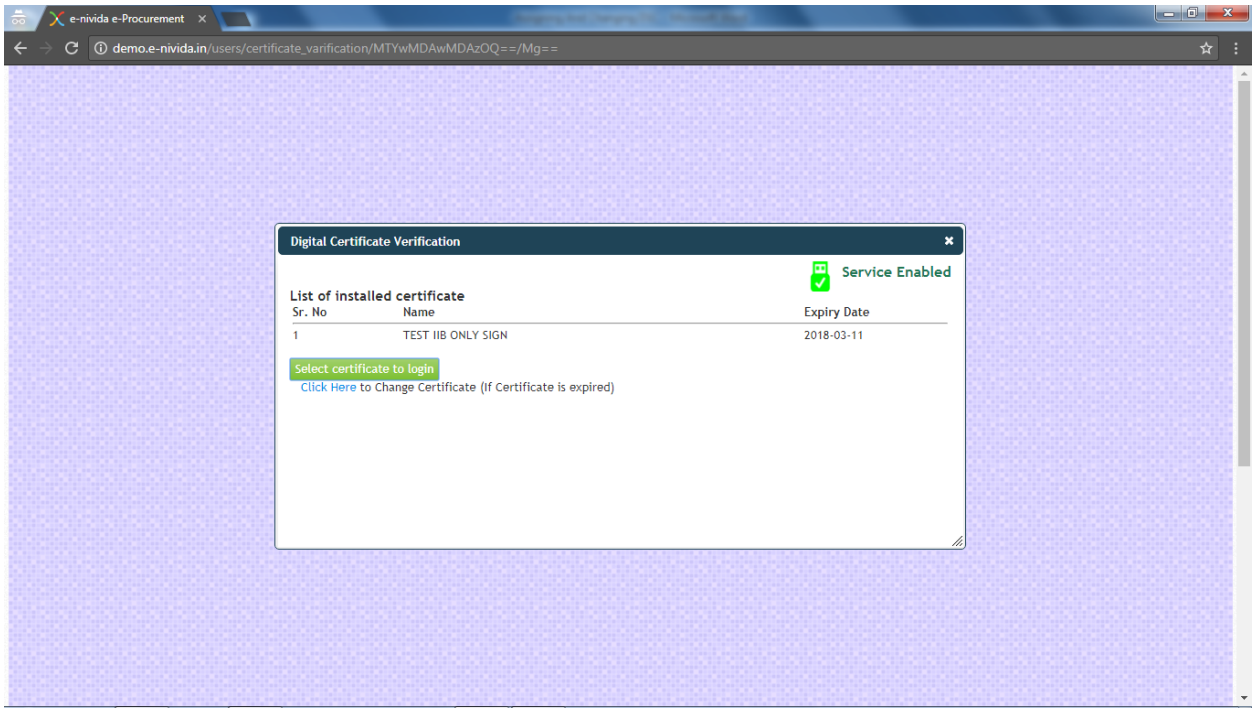
Step 8: Upon successful decryption of data of field “Encrypted 1” and “Encrypted 2” the sample/test string gets displayed on fields “Decrypted 1” and “Decrypted 2”. Further “verify” button also gets visible and user needs click on “verify” button the verify the Encryption certificate.



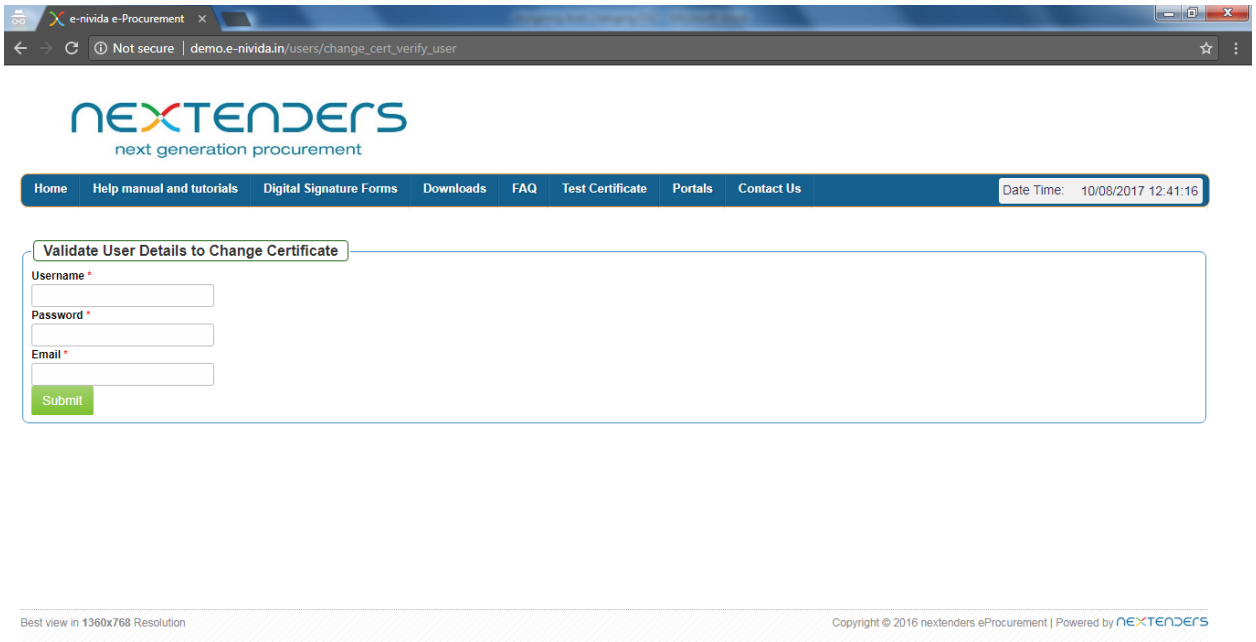
Step 9: Upon successful verification of Encryption certificate below screen is displayed.

6. Changing Digital Signature Certificates

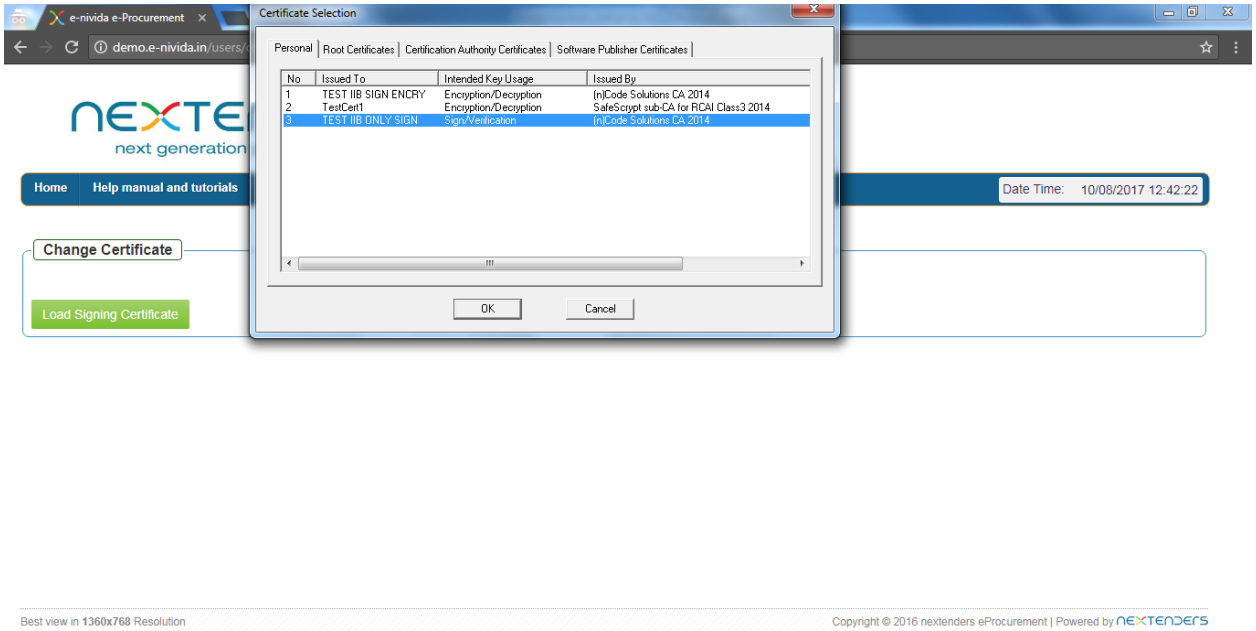
Upon Expiry of digital signature certificate, the user needs to change his certificate.
Step 1: To change his digital signature certificate, while login user gets an option (link) “Click here to change the certificate if expired”. The click on the link.



Step 2: The below screen is displayed on clicking the link where user details are validated. The user has to fill his User Name, Password and registered email id and click on submit button.

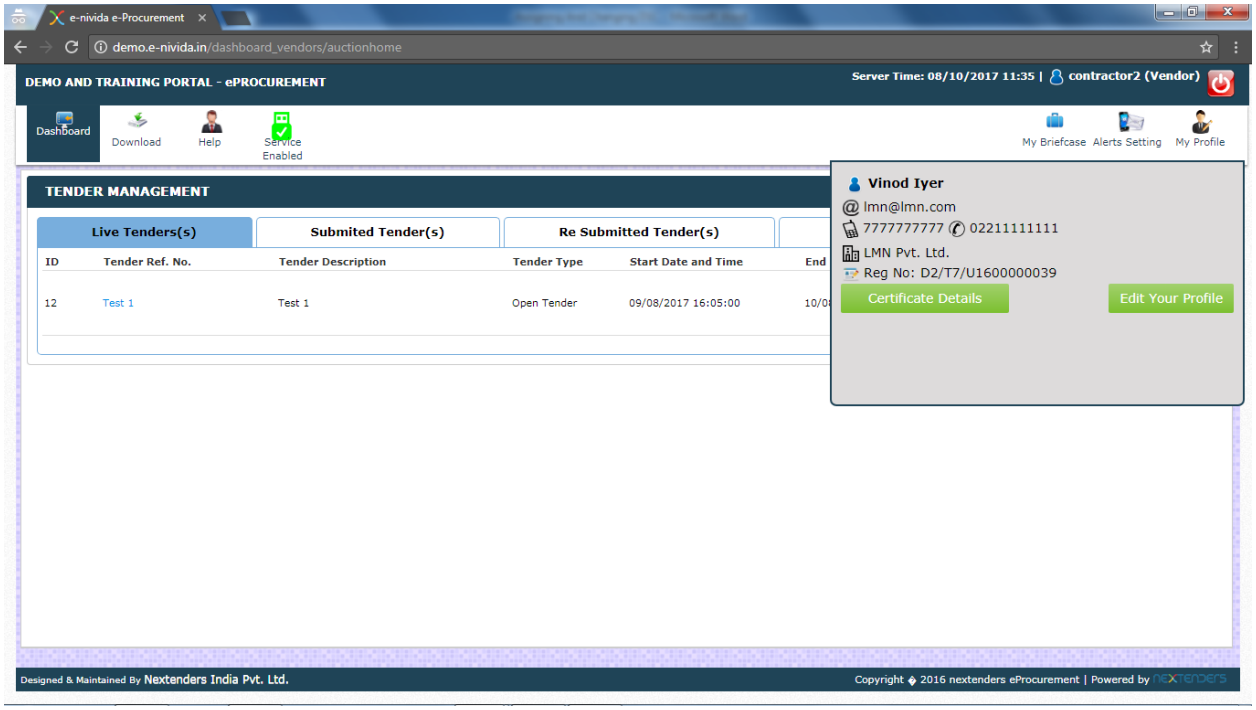


Step 3: Upon sucessful Authorisation the below screen is displayed . The user has to click on Load Signing Certificate button. The user is prompted to select the certificate, user has to select his signing certificate and click on ok button.

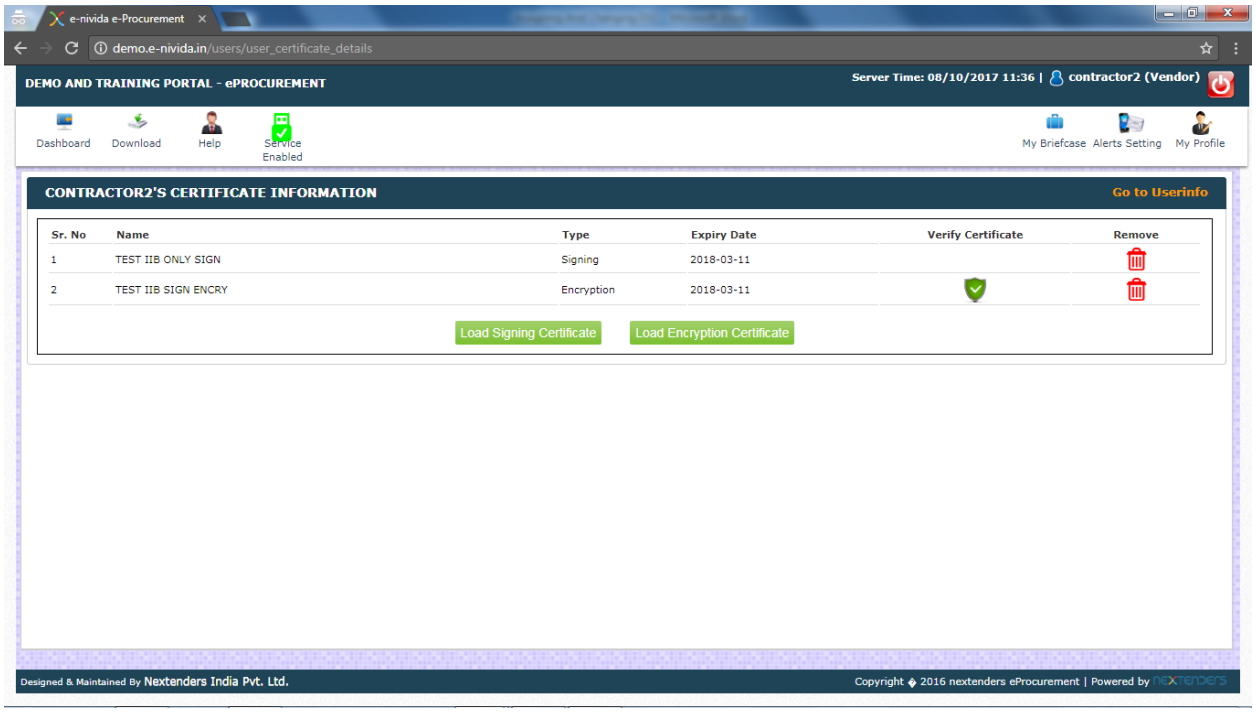


Step 4: Upon successful change, the below screen is displayed

Step 5: To change Encryption Certifcate the user nees to select the “Certificate Details” option under “. My Profile”



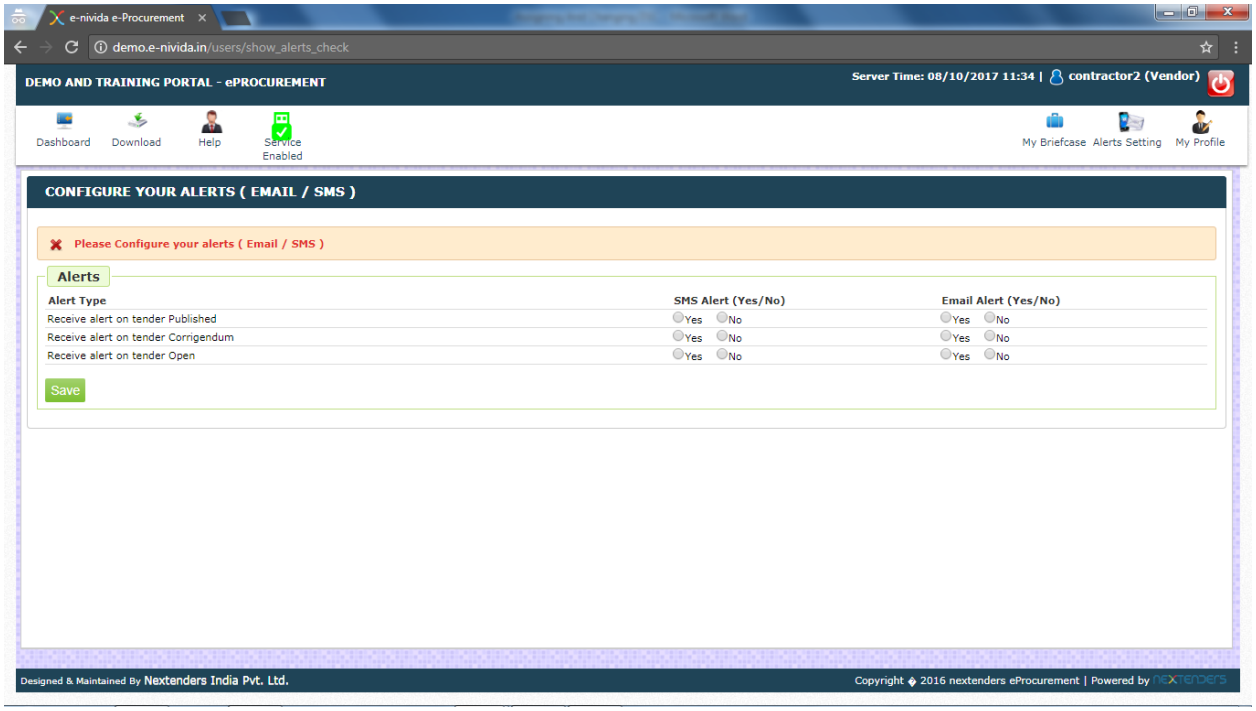
Step 6: Upon selection of the Certificate Information is displayed. The user needs to remove the old certificate. Before removing the old certificate, the user should ensure that there is no half-filled bid pending for submission. After ensuring the same the user should remove his old Encryption certificate by clicking on the dustbin icon.



Step 7: Upon successful removal of old Encryption certificate, to assign new Encryption user needs to perform the Step 1 to Step 3 as mention above in section "5. Assigning Digital Signature Certificate" Further the user then needs to verify his encryption digital signature certificate. To verify Encryption certificate user needs to perform the Step 4 to Step 9 as mention above in section "5. Assigning Digital Signature Certificate".

7. Configure your Alerts

On first login after bidder has assigned/registered his digital signature certificate to his profile below screen to configure Alerts is displayed. User needs to set his alert preferences based on which the user will receive system generated alerts at the occurrence of respective event. The user has select “Yes” or “No” for respective event and save the form. The user can use Alert Setting Option for further change in his alert configuration. For understanding please refer below table.



Alert Type	If Opted “Yes”
Receive alert on tender Published.	If the user has opted “Yes” for the option, user will receive alert whenever a tender of discipline as selected by the user during registration is published.

Receive alert on tender corrigendum.	If the user has opted "Yes" for the option, user will receive alert whenever there is a corrigendum to the tender in which the user has participated.
Receive alert on tender Open.	If the user has opted "Yes" for the option, user will receive alert whenever the tender in which the user has participated is opened.