

# **PNB Electronic Procurement System**

(Version: 2.7)

## Managing Digital Certificates

eProcurement Application Powered by Wipro for PNB  
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### **A) Locating the Digital Certificate (DC) installed on your PC in MS-IE**

Follow the following procedure to locate the DC installed on your PC:

1. Open Microsoft-Internet Explorer (MS-IE) – Select the option – ‘Tools’ in the IE Menu Bar – Select the Option – ‘Internet Option’ – Select the tab – ‘Contents’ – Click the button – ‘Certificates’.
2. The list of DCs installed in IE will be listed in the pane.

### **B) Exporting of the Digital Certificate (DC) to a PFX File**

Follow the following procedure to export a DC installed in MS-IE:

1. Select the option – ‘Tools’ in the IE Menu Bar – Select the Option – ‘Internet Option’ – Select the tab – ‘Contents’ – Click the button – ‘Certificates’. The list of DCs installed in IE will be listed in the pane. Select the DC to export.
2. Click the button – ‘Export’
3. Click the button – ‘Next’.
4. Check the box labeled – ‘Export the Private Key’ and click the button – ‘Next’.
5. Check the boxes labeled – ‘Include all certificate in the certification path if possible’ and ‘Enable Strong Protection’. Click the button – ‘Next’.  
***WARNING:** Do not Check Delete the Private Key if the export is successful?*
6. Set the password for accessing the DC after export by entering a password for Export. You will have to retype the password to confirm it. Click the button – ‘Next’.
7. Click the button – ‘Browse’. Select the location where you want to save the exported DC and enter a file name. Click the button – ‘Save’.
8. Click the button – ‘Next’ followed by the button – ‘Finish’ and ‘OK’.  
***NOTE:** If the DC Export is successful the following message will be displayed: ‘The export was successful’.*
9. Backup the exported file to a CD / Pen Drive / Floppy. The DC can also be saved as in email attachment.

### **C) Import of Digital Certificate from a PFX File**

Follow the following procedure to import a DC into MS-IE:

1. Double-click the DC file. (DCs are usually in the format Personal Information Exchange (PFX).)
2. Click the button – ‘Next’ and follow the instructions on screen.
3. Enter the correct password for accessing the DC when prompted. The password should match the one set when it was exported.
4. Check the boxes labeled – ‘Enable Strong Private Key Protection’ and ‘Mark the Private Key as Exportable’ while importing and click the button – ‘Next’.
5. Click the button – ‘Finish’.  
***NOTE:** If the DC import is successful the following message will be displayed: ‘The Import was Successful’.*