

PNB Electronic Procurement System

(Version: 2.7)

Supplier Registration Process

Suppliers Registration Process:

eProcurement Application Powered by Wipro for PNB
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1. Supplier Registration

To register, click the option 'New Suppliers Click Here'. The system will guide you through a series of screens designed to help you access reference material and download important client-side utilities that are mandatory to use the electronic procurement system. .

The first page you will encounter is a 'Terms and Conditions' page. You will have to select the option 'I Accept' before you can proceed. Please read the terms and conditions mentioned before accepting.

On accepting the terms and conditions you will be provided with the necessary instructions and utilities to configure the client computer for electronic procurement. Please read the manual thoroughly before performing any installations / configurations. Click the button 'Proceed' at the bottom of the page to proceed with a new Supplier Registration.

The Supplier Registration Process

- a. To start the process select a User ID, Name of the Applicant (User's Full Name) & Password and enter your Company Name. When you click the button 'Save' the system hashes the password locally and the information is posted to the server. A unique Company ID is returned by the system. Note this down and use it in all formal communications.
- b. Click the button 'Login' to load the Login Page. Login to the system (securely) by entering your password and complete the registration process.
- c. Select the option 'Complete Registration' to enter the registration details.
- d. Select the action – 'Fill Registration Form' and click the button – 'Go' to enter the registration information common to all the divisions in the organisation. Click the button – 'Save' at the bottom of the form to save the information entered in the registration form.
- e. Select the action – 'Registration Templates' and click the button – 'Go' to view the list of Trade / Division-specific templates. Templates are forms that are available to capture information in tables and documents that can be uploaded. Click the button – 'Save' / 'Upload' as the case may be in each template to save the information entered in each template.
- f. Click the button 'Done' at the top of the screen to submit the registration data to the buying organisation for scrutiny.

Note: The login / User ID and password will start working only after the Registration Application is scrutinised and approved.