



User Manual

For

Bidder Profile Updating
For addition of items

Through

Secured eTendering System (SeTS)



ODISHA KNOWLEDGE CORPORATION LTD.
Creating a Knowledge Lit World

Software developed and powered by
ODISHA KNOWLEDGE CORPORATION LTD. (OKCL)

Table of Contents

SME eTendering (SeTS) Home Page _____ 3

Login Page _____ 4

Inside Vendor Login _____ 5

Vendor Dashboard _____ 6

Editing Primary details _____ 8

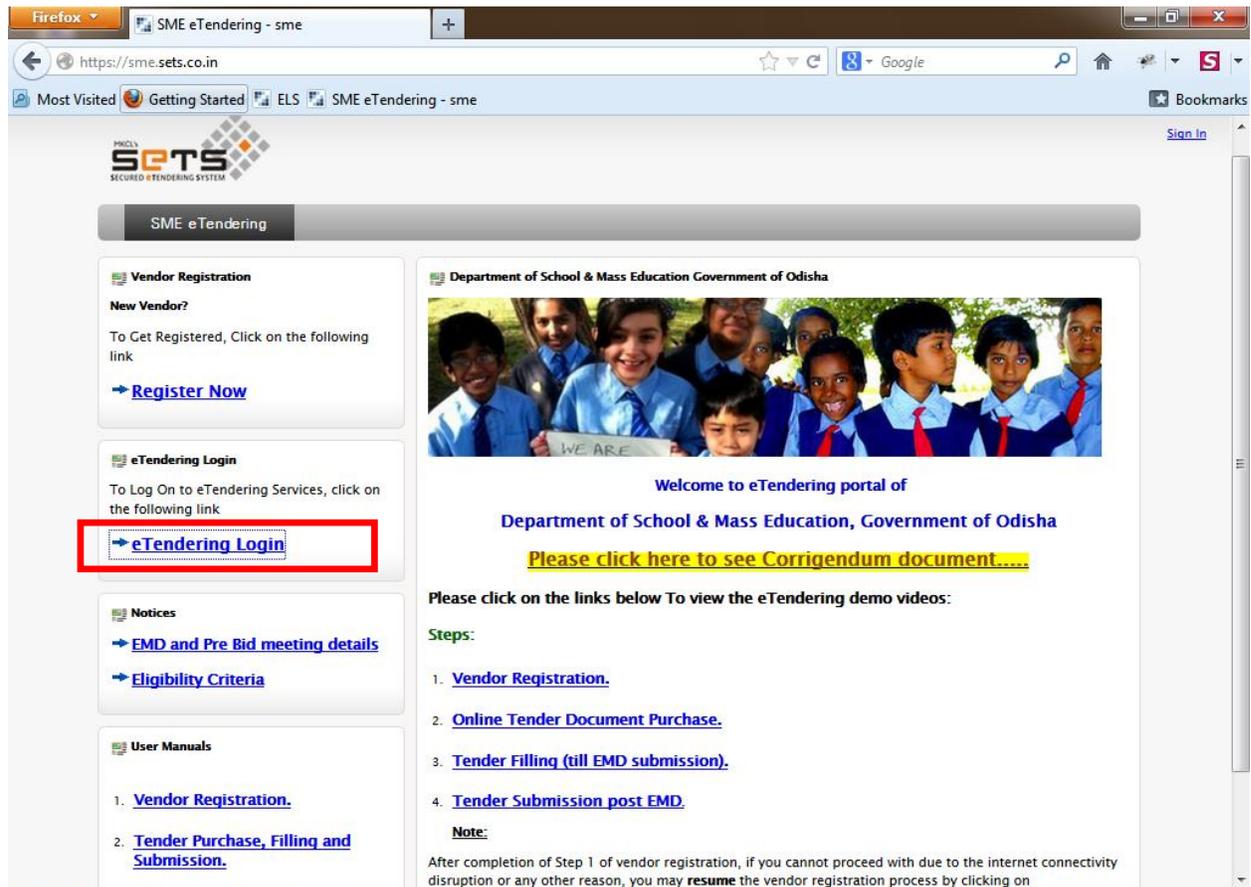
Editing Representative details _____ 20

Editing Company Contact details _____ 23

SME eTendering (SeTS) Home Page

On the address bar of the browser, type the URL <http://sme.sets.co.in/>

The user shall be directed to the homepage of SME eTendering portal. (Preferably use Mozilla Firefox version 4.0 and above).



Then Click on the link 'eTendering Login' as shown above.

Login Page

The following login Page shall appear. Please login using the username and password you selected and entered during vendor registration.



Note :-

1. Do not click the Refresh or Back button (←) else your session may be interrupted.
2. Do logout before leaving. (Do not close browser directly).

Username 

Password 

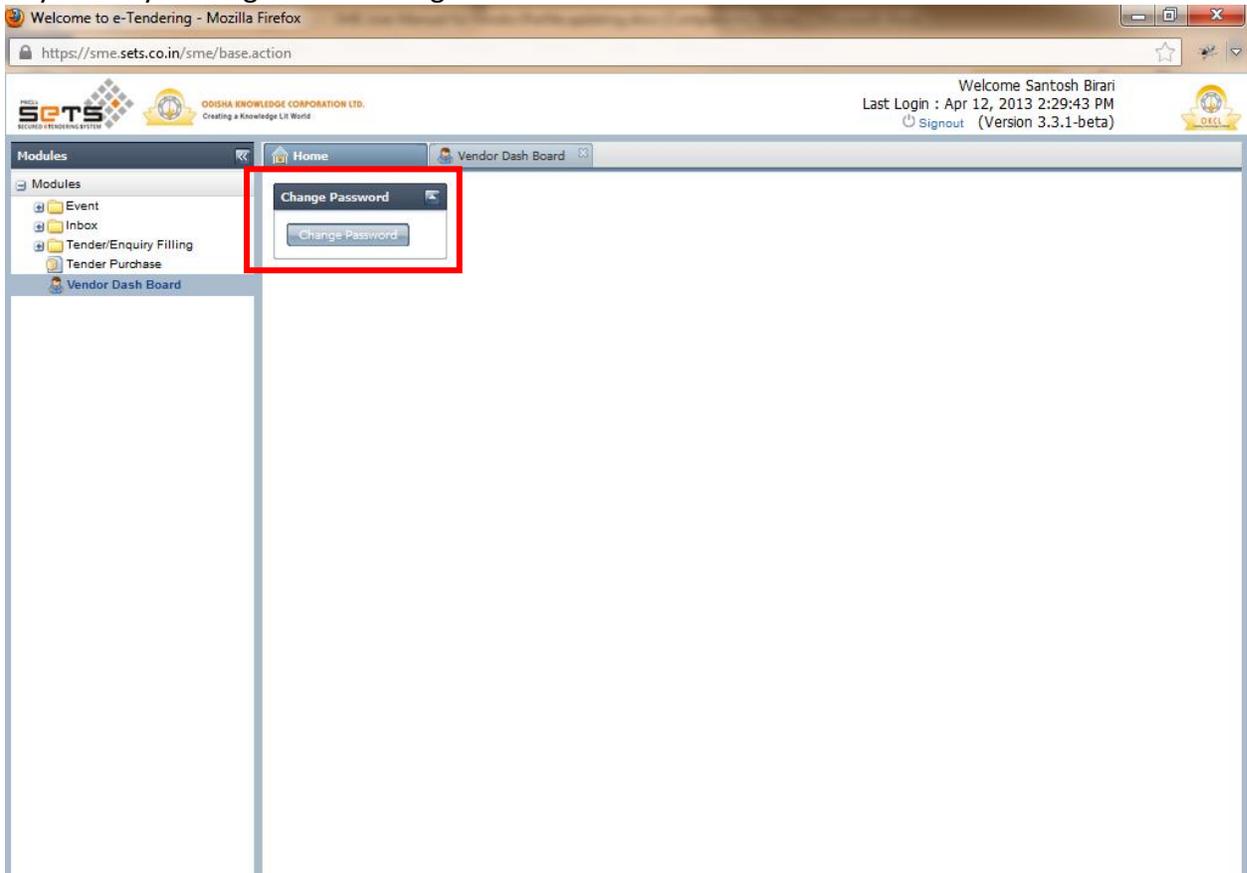
[LOG IN](#)  [Forgot Your Password?](#)

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Inside Vendor Login

On logging into the system, the following screen appears. This is the vendor grid with menus and options for participating in the eTendering process. You can change your password at any time by clicking on the 'Change Password' button on the home tab.



Vendor Dashboard

On the left hand side pane, click on 'Vendor Dashboard' link. You will then view the vendor dashboard on the right hand side as follows:

Welcome to e-Tendering - Mozilla Firefox
https://sme.sets.co.in/sme/base.action

SETS
ODISHA KNOWLEDGE CORPORATION LTD.
Creating a Knowledge Lit World

Welcome Santosh Birari
Last Login : Apr 12, 2013 2:29:43 PM
Signout (Version 3.3.1-beta)

Modules

- Event
- Inbox
- Tender/Enquiry Filling
- Tender Purchase
- Vendor Dash Board**

First Name	Last Name	Status
Santosh	Birari	APPROVED

Page 1 of 1
Displaying topics 1 - 1 of 1

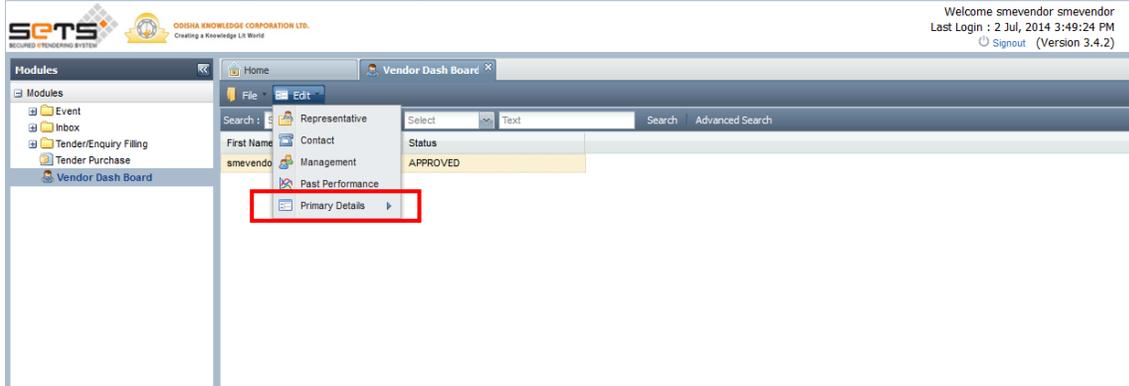
On the right hand pane, click on 'Edit' menu. The following options will appear:

1. **Primary Details:** This is used to update:
 - a. Add Items to your profile
 - b. Documents
2. **Representative Details:** This is used for update the vendor representative details like Designation, Telephone no, Mobile Number, email address. Any change in this section will cause the system to send email and SMS alerts to the new Mobile and email address you have entered.
3. **Contact Details:** This is used to update the company contact details.
4. **Management Details:** This is used to add/edit details regarding top management of the company.
5. **Past performance Details:** This is used to add/edit any details regarding past performance pertaining to the category of items you have registered for.

We shall look at each one by one.

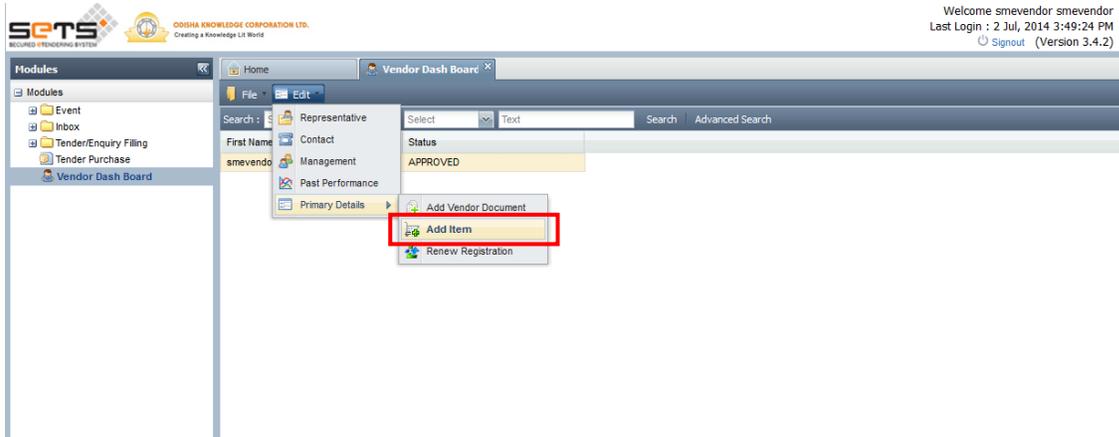
Editing Primary details

Under Edit Menu, go to 'Primary Details' Link as shown:



The screenshot shows the SETS Vendor Dashboard interface. The user is logged in as 'smevendor smevendor' with a last login of '2 Jul, 2014 3:49:24 PM'. The dashboard includes a 'Modules' sidebar with options like Event, Inbox, Tender/Enquiry Filing, Tender Purchase, and Vendor Dash Board. The main content area displays a table with columns for Representative, Contact, Status, and Management. A dropdown menu is open under the 'Edit' button, with 'Primary Details' highlighted by a red box. Other menu items include Add Vendor Document, Add Item, and Renew Registration.

Then click on 'ADD ITEM' link as shown:



This screenshot is similar to the previous one, showing the SETS Vendor Dashboard. The 'Add Item' link in the dropdown menu is highlighted with a red box. The interface elements, including the user information and sidebar, are consistent with the previous screenshot.

You will then view the following screen. Click on maximize button as shown:

The screenshot displays a web application interface. At the top left, there is a logo for 'SETS' and 'ODISHA KNOWLEDGE CORPORATION LTD. Creating a Knowledge LI World'. At the top right, the user is logged in as 'smevendor' with the text 'Welcome smevendor' and 'Last Login : 2 Jul, 2014 3:49:24 PM'. Below this, there is a 'Signout (Version 3.4.2)' link. The main navigation bar includes 'Home' and 'Vendor Dash Board'. A sidebar on the left lists 'Modules' with sub-items: 'Event', 'Inbox', 'Tender/Enquiry Filing', 'Tender Purchase', and 'Vendor Dash Board'. The central area shows a modal window titled 'Add Item' with the subtitle 'Update Primary Details - Item Update'. The modal contains the text 'Mandatory fields marked *'. Under 'Select Category', there is a checked checkbox for 'TURNKEYSMEPROJECT' and a 'Select Item' link. Under 'Company Contact Details', there is a 'Company Name *' field with the value 'kartik inc'. An 'Update' button is located at the bottom right of the modal form. A red square highlights the maximize button in the top right corner of the modal window's title bar.

Then the following screen appears.

Primary Details

Update Primary Details - Step 1 of 2

Mandatory fields marked *

Select Category

TURNKEYSMEPROJECT [Select Item](#)

Company Contact Details

Company Name *

You will view that checkbox next to TurnkeySMEProject is ticked.

This means that you have registered for some items under the category TurnkeySMEProject.

To add more zones (items) from TurnkeySMEProject, click on “**Select item**” link next to the TurnkeySMEProject category as shown below:

Add Item

Update Primary Details - Item Update

Mandatory fields marked *

Select Category

TURNKEYSMEPROJECT [Select Item](#)

Company Contact Details

Company Name *

Now you will view a page displaying the items under TurnkeySMEProject category which you have presently registered for.

Primary Details

Update Primary Details - Vendor Item Selection

Vendor Item Details

12 items found, displaying 1 to 10.
[\[First/Prev\]](#) **Page No 1, 2** [\[Next/Last\]](#)

Select	Item Code	Item Hierarchy
<input type="radio"/>	02	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)

Page 1 of 1

To add more zones (items) from TurnkeySMEProject, click on “ADD DETAILS” button as shown:

Update Primary Details - Vendor Item Selection

Vendor Item Details

12 items found, displaying 1 to 10.
 [First/Prev] Page No 1, 2 [Next/Last]

Select	Item Code	Item Hierarchy
<input type="radio"/>	02	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)

Close

You will then view the following screen where you can select and add items.

The screenshot shows a dialog box titled "Add Item" with a close button (X) in the top right corner. Below the title bar, there is a note: "Mandatory fields marked *". The form is divided into two sections: "Item Search Type" and "Item Selection".

Item Search Type

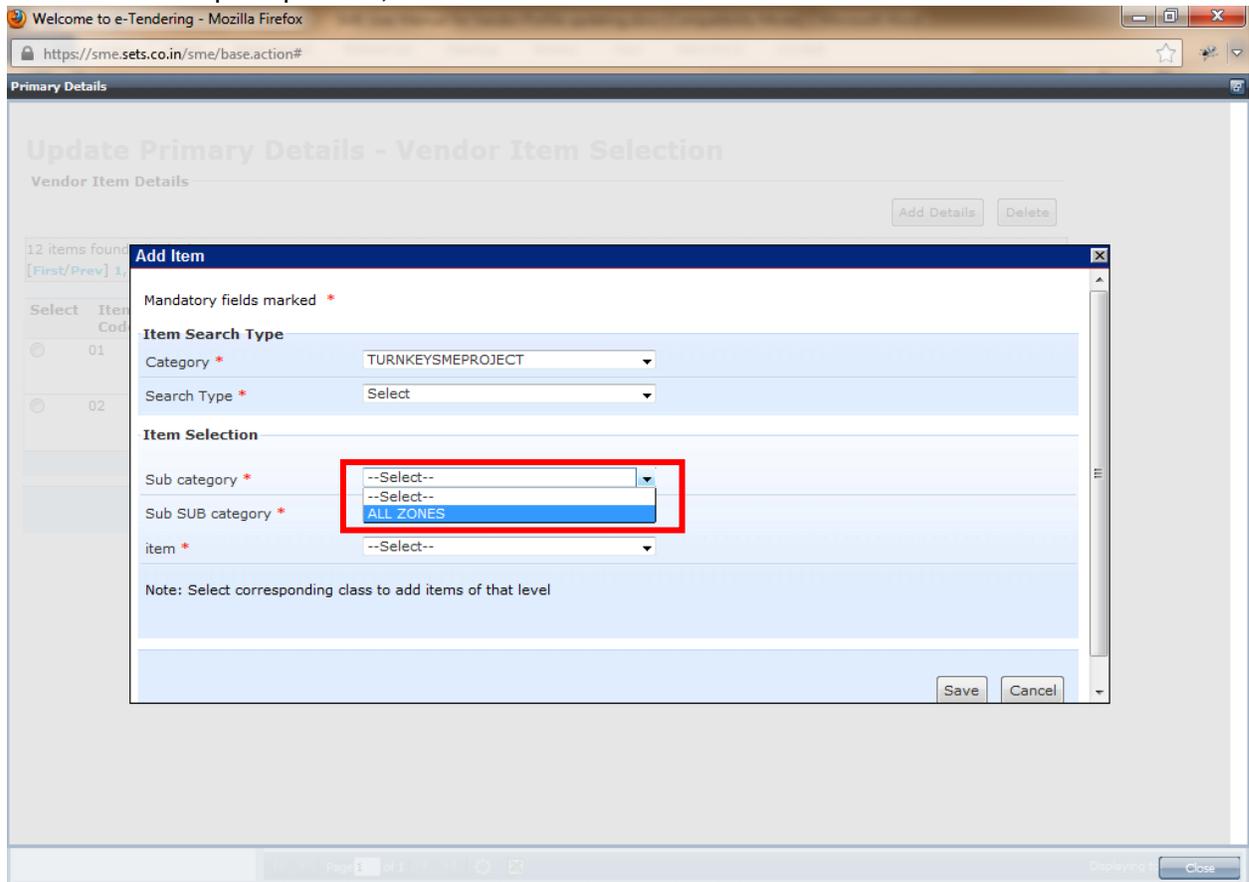
- Category * : A dropdown menu with the value "TURNKEYSMEPROJECT".
- Search Type * : A dropdown menu with the value "Select".

Item Selection

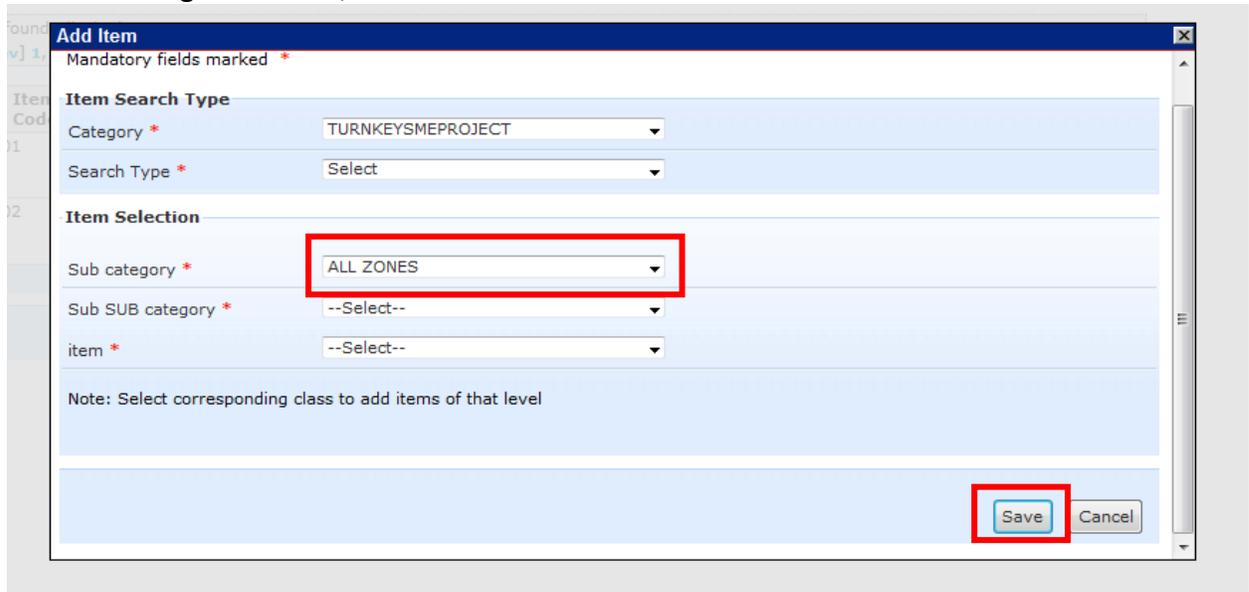
- Sub category * : A dropdown menu with the value "--Select--".
- Sub SUB category * : A dropdown menu with the value "--Select--".
- item * : A dropdown menu with the value "--Select--".

Below the selection fields, there is a note: "Note: Select corresponding class to add items of that level". At the bottom right of the dialog box, there are two buttons: "Save" and "Cancel".

Then from Group drop-down, select ALL ZONES.



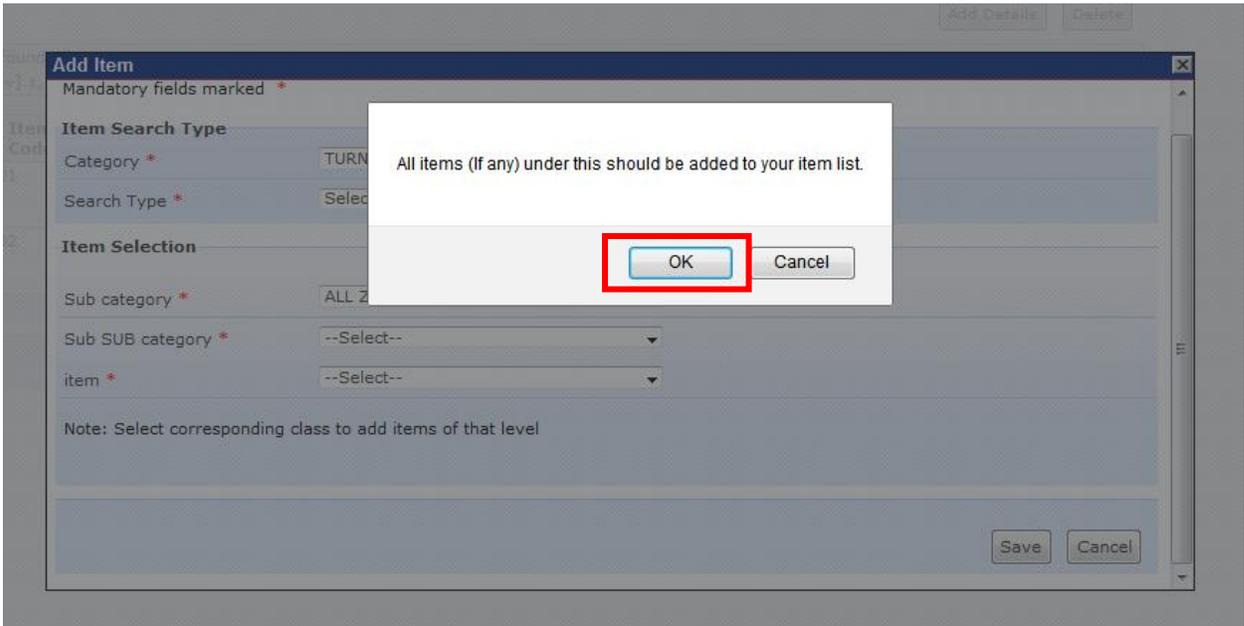
After selecting ALL ZONES, click on 'Save' button.



You will then view a message which says “All items (If any) under this should be added to your item list.”

This means that all 12 items under ALL ZONES will be added i.e. you can quote for all zones mentioned in the tender document.

Click on **OK** button.



All the 12 items under all Zones will be added and you can see the additions on the following page:

Primary Details

Update Primary Details - Vendor Item Selection

Vendor Item Details

12 items found, displaying 11 to 12.
[\[First/Prev\]](#) **1**, **Page No 2** [\[Next/Last\]](#)

Select	Item Code	Item Hierarchy
<input type="radio"/>	02	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED

Displaying

On the bottom of the page, click on 'Save And Next' button as shown:

The screenshot shows a window titled "Primary Details" with a table of item hierarchies. The table has three columns: "Select", "Item Code", and "Item Hierarchy". There are 12 rows of data, each with a radio button in the "Select" column and a description in the "Item Hierarchy" column. At the bottom right of the table, there is a "Save And Next" button highlighted with a red box, and a "Back" button next to it. The window also has a "Close" button at the bottom right.

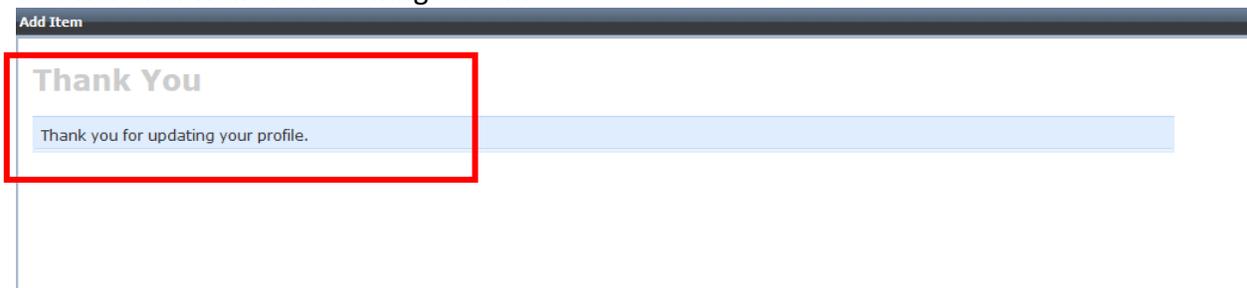
Select	Item Code	Item Hierarchy
<input type="radio"/>	02	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 6<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 5<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 4<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 3<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)
<input type="radio"/>	02	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 2)
<input type="radio"/>	01	ALL ZONES<->ZONE 2<->SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL (OPTION 1)

You will then again view the first screen:

The screenshot shows a window titled "Add Item" with a form titled "Update Primary Details - Item Update". The form has a "Mandatory fields marked *" label. There are two sections: "Select Category" with a dropdown menu showing "TURNKEYSMEPROJECT" and a "Select Item" button, and "Company Contact Details" with a "Company Name" field containing "kartik inc". At the bottom right of the form, there is an "Update" button highlighted with a red box.

Click on 'Update' button to proceed.

You will then view the following screen:



This means that you have added the items successfully to your profile and your profile shall be temporarily locked till approval from OMSM/OKCL is obtained.

You are requested to intimate OMSM/OKCL by email immediately after you update your profile and view the above screen on omsm@okcl.org so as to fast-track the approval process and start filling the tender as your login shall remain locked till approval is obtained.

Note:

The 12 items of the eVidyalaya tender are classified in the 6 zones as follows:

1. Zone 1:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

2. Zone 2:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

3. Zone 3:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

4. Zone 4:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

5. Zone 5:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

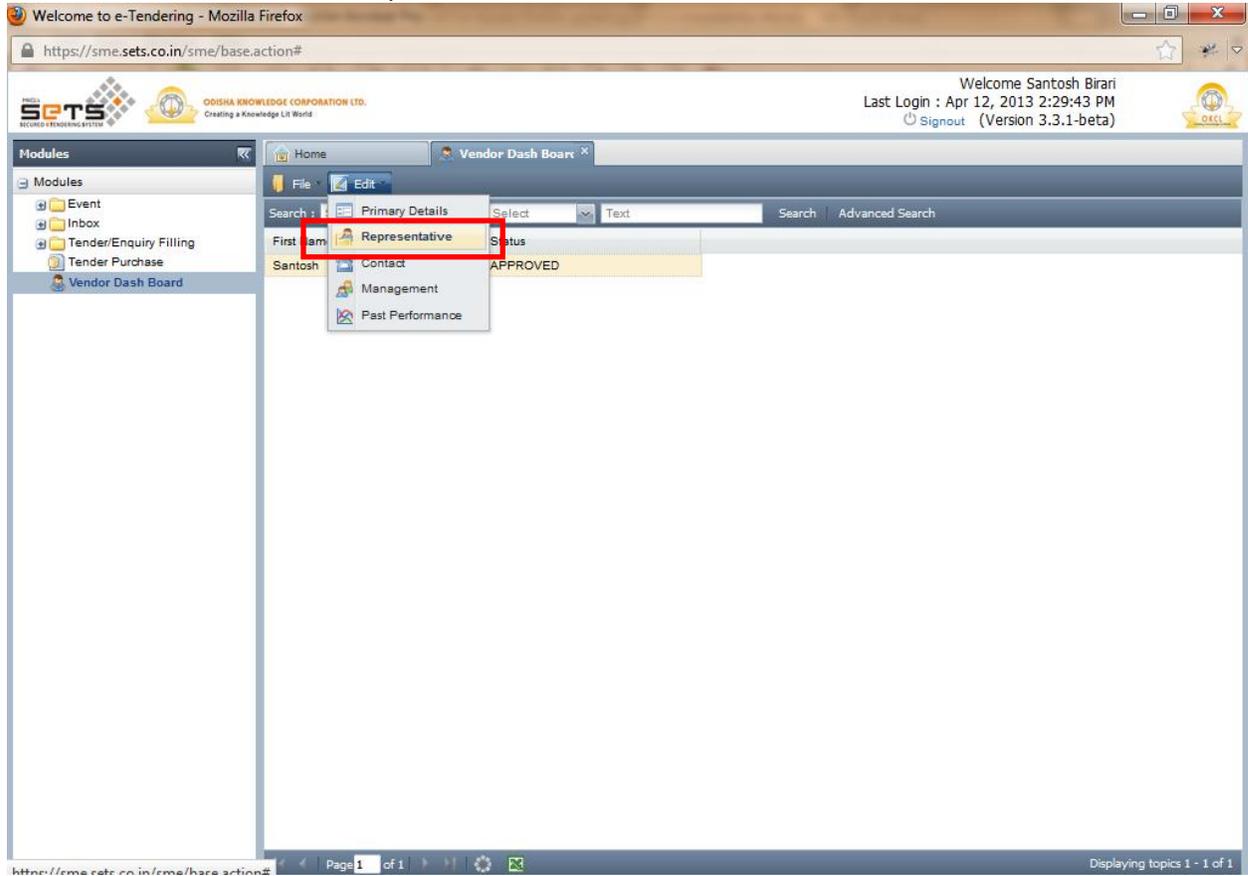
6. Zone 6:

- i. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 1** of the technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer
- ii. SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTER HARDWARE, CONNECTED ACCESSORIES, SOFTWARE PROVIDED BY OKCL, MAINTENANCE OF EQUIPMENT AND PROVISION OF COMPUTER EDUCATION SERVICES PER SCHOOL as per **OPTION 2** of technical specifications of Desktop, Shared Computing Device, Monitor, Keyboard, Mouse, Webcam, Headphones and Headphone Sharer

Editing Representative details

To change the mobile number / email address where you receive SMS/email alerts, you have to edit the Representative details.

Under Edit Menu, Click on 'Representative' Link as shown:



You will then view the following screen containing the details of the Representative that you had entered during Step 1 of the vendor registration process.

The screenshot shows a web application interface with a 'Vendor Dash Board' tab. A modal window titled 'Representative' is open, displaying a form with the following details:

Mandatory fields marked *	
Representative Details	
Name *	Kartik - P (First Name - Last Name)
Designation *	CEO
Telephone Number 1 *	+91-721-2345678 e.g. +91-721-2345678
Telephone Number 2	e.g. +91-721-2345678
Mobile Number *	+91-7738743233 e.g. +91-9999999999
Email Address *	kartiki@mkcl.org e.g. abc@mydomain.com

The 'Update' button is highlighted with a red box. A 'Close' button is visible at the bottom right of the modal.

You can edit the details shown above.

Please note that any change in mobile number or email address will result in system generated eMail and SMS notifications and alerts to be **sent to the updated mobile and/or email address.**

After updating the required details, click on “Update” button as shown above.

You shall view a message in red saying “Data saved successfully.” as shown.

The screenshot displays a web application interface. On the left, a 'Modules' sidebar lists 'Event', 'Inbox', 'Tender/Enquiry Filing', 'Tender Purchase', and 'Vendor Dash Board'. The main content area shows a 'Representative' form. At the top of the form, a red message reads 'Data saved successfully.' Below this, a note states 'Mandatory fields marked *'. The form fields are as follows:

Representative Details	
Name *	Kartik - P (First Name - Last Name)
Designation *	CEO
Telephone Number 1 *	+91-721-2345678 e.g. +91-721-2345678
Telephone Number 2	e.g. +91-721-2345678
Mobile Number *	+91-7738743233 e.g. +91-9999999999
Email Address *	kartiki@mkcl.org e.g. abc@mydomain.com

At the bottom right of the form is an 'Update' button. Below the form is a 'Close' button. The footer of the application shows 'Page 1 of 1' and 'Displaying topics 1 - 1 of 1'.

Then click on 'Close' button to close the window.

Editing Company Contact details

To edit the Company phone/fax number, Click on 'Contact' Link as shown under Edit menu.

The screenshot shows a web browser window displaying the SETS Vendor Dashboard. The browser title is "Welcome to e-Tendering - Mozilla Firefox" and the address bar shows "https://sme.sets.co.in/sme/base.action#". The dashboard header includes the SETS logo, the text "ODISHA KNOWLEDGE CORPORATION LTD. Creating a Knowledge LIT World", and a user greeting: "Welcome Santosh Birari", "Last Login : Apr 12, 2013 2:29:43 PM", and "Signout (Version 3.3.1-beta)".

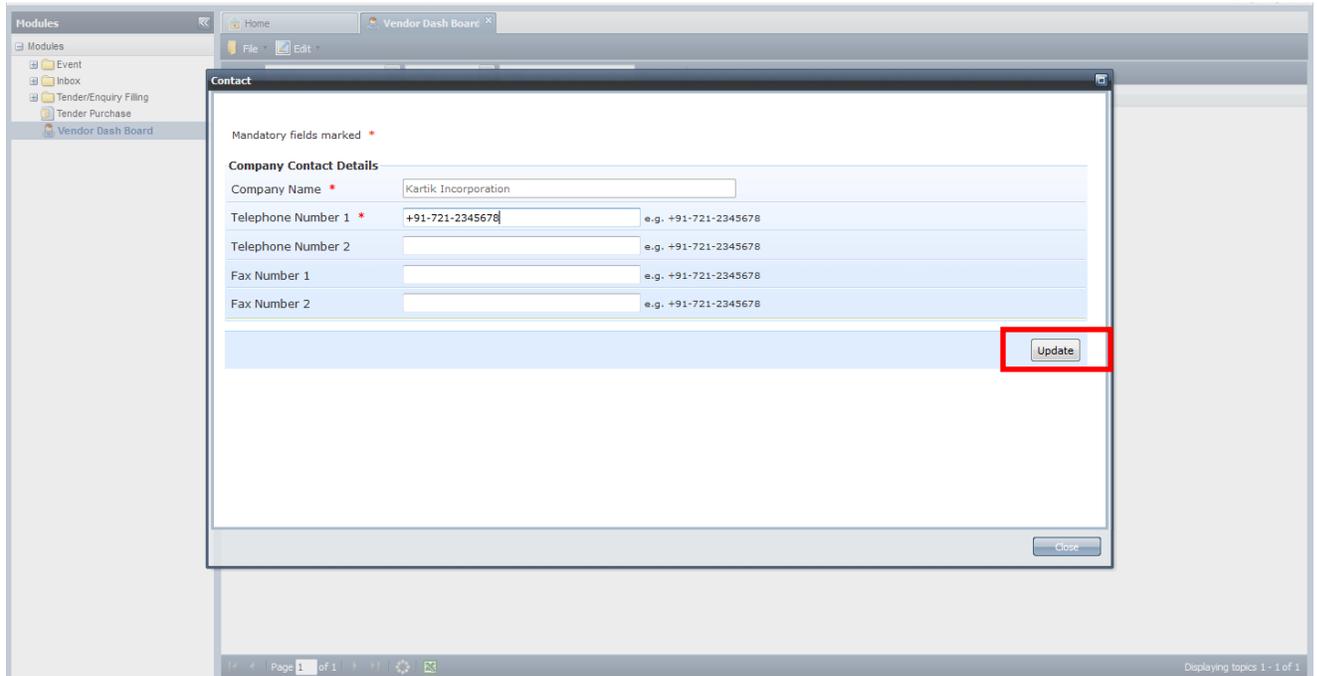
The main content area is titled "Vendor Dash Board" and contains a table with the following data:

File	Edit	Select	Text	Search	Advanced Search
First Name	Primary Details	Status			
Santosh	Representative	APPROVED			
	Contact				
	Management				
	Past Performance				

The "Contact" link in the "Edit" column for the row with "First Name" "Santosh" is highlighted with a red box. The "Status" column for the same row shows "APPROVED".

The footer of the dashboard displays "Page 1 of 1" and "Displaying topics 1 - 1 of 1".

You will then view the following screen. On this screen, you shall be able to edit the Company Telephone and Fax numbers only.



Then click on 'Update' button.

After receiving "Data saved successfully." Message as shown, click on 'Close' button.

