



ODISHA KNOWLEDGE CORPORATION LTD.
Creating a Knowledge Lit World



User Manual

For

Vendor Registration

Secured eTendering System (SeTS)

Software developed and powered by

ODISHA KNOWLEDGE CORPORATION LTD. (OKCL)

Table of Contents

SME eTendering (SeTS) Home Page	3
Step 1: Representative Details	4
Step 2: Category Of Interest and Company details	5
Step 3: Certificate Details	14
Step 4: Management Details	19
Step 5: Past Performance Details	22
Step 6 (Final Step): Completion of vendor registration application	26

SME eTendering (SeTS) Home Page

On the address bar of the browser, type the URL <https://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).

The screenshot shows the homepage of the SME eTendering (SeTS) portal. The browser's address bar displays <https://sme.sets.co.in/>. The page header includes the SeTS logo and the text 'SME eTendering'. The main content area is divided into several sections:

- Vendor Registration:** A section titled 'New Vendor?' with the instruction 'To Get Registered, Click on the following link'. A red box highlights the [Register Now](#) link.
- eTendering Login:** A section titled 'To Log On to eTendering Services, click on the following link' with the [eTendering Login](#) link.
- Notices:** A section with two links: [EMD and Pre Bid meeting details](#) and [Eligibility Criteria](#).
- User Manuals:** A section with two links: [Vendor Registration](#) and [Tender Purchase, Filling and Submission](#).

The right side of the page features a banner for the 'Department of School & Mass Education Government of Odisha' with a photo of students. Below the banner, it says 'Welcome to eTendering portal of Department of School & Mass Education, Government of Odisha' and includes a link: [Please click here to see Corrigendum document.....](#). Below this, it lists 'Steps' for eTendering: 1. [Vendor Registration](#), 2. [Online Tender Document Purchase](#), 3. [Tender Filling \(till EMD submission\)](#), and 4. [Tender Submission post EMD](#). A 'Note' section follows, stating: 'After completion of Step 1 of vendor registration, if you cannot proceed with due to the internet connectivity disruption or any other reason, you may **resume** the vendor registration process by clicking on'.

Then click on 'Register Now' Link as shown.

Step 1: Representative Details

This is the first step in the vendor registration process in which you are required to fill the information of “**Representative Details**” who shall be participating in online tendering cycle.

1. Fill the representative First name and Last name.
2. Enter the required contact details like Telephone Number, email address and Mobile Number. Please note that you have to enter the Telephone Number in the format in the format +91-721-2345678 and Mobile number in the format +91-9999999999 ONLY.
3. The email id and Mobile number entered in this form is important. **The email address and mobile number specified in this form shall be used by the system for sending auto-generated notifications and alerts to you.**

Ensure this email id is valid, regularly checked and inbox is not full. The information filled during registration process can be edited any time before submission for registration.

Vendor Registration - Step 1 of 7

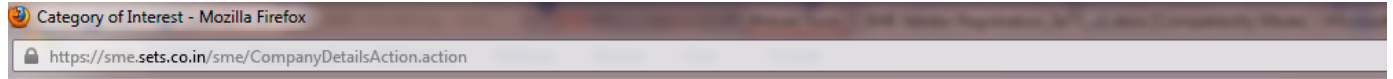
Mandatory fields marked *

Representative Details	
Name *	<input type="text" value="Kartik"/> - <input type="text" value="P"/> (First Name - Last Name)
Designation *	<input type="text" value="CEO"/>
Telephone Number 1 *	<input type="text" value="+91-721-2345678"/> e.g. +91-721-2345678
Telephone Number 2	<input type="text"/> e.g. +91-721-2345678
Mobile Number *	<input type="text" value="+91-9999999999"/> e.g. +91-9999999999
Email Address *	<input type="text" value="kartiki@mkcl.org"/> e.g. abc@mydomain.com
Company Login Details	
Username *	<input type="text" value="kartikvendor"/> (6-15 characters and should not contain any special symbols)
Password *	<input type="password" value="....."/> (6-15 characters and should not contain blank spaces)
Confirm Password *	<input type="password" value="....."/>

4. Create a **username and password of your choice** which you shall be using for logging into SeTS for participating in eTendering activities.
5. Click ‘Save And Next’ button. You can change your password at any time once your registration application is approved by OKCL/OMSM officials.

Step 2: Category Of Interest and Company details

In this step you select the items i.e. the Zones which you wish to quote for and fill in your company details.



Vendor Registration - Step 2 of 7

Mandatory fields marked *

Select Category

TURNKEYSMEPROJECT [Select Item](#)

Company Contact Details

Company Name *

Registration No *

Company Type * Incorporation Date * 12 Apr 2013

Incorporation Certificate *

Regst. Office Address *

Country * State * District *

City * Pincode *

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Fax Number 1 e.g. +91-721-2345678

Fax Number 2 e.g. +91-721-2345678

Steps:

1. First we shall choose the Zone(s) you wish to quote for. First click on the check-box next to “TURNKEYSMEPROJECT” and click on ‘select item’ link as shown:

Vendor Registration - Step 2 of 7

Mandatory fields marked *

Select Category

TURNKEYSMEPROJECT [Select Item](#)

Company Contact Details

Company Name *

Registration No *

Company Type * Incorporation Date * 12 Apr 2013

Incorporation Certificate *

Regst. Office Address *

Country * State * District *

City * Pincode *

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Fax Number 1 e.g. +91-721-2345678

Fax Number 2 e.g. +91-721-2345678

2. Then on the screen that appears, click on 'Add details'

Vendor Registration - Vendor Item Selection

Vendor Item Details

No items found.
Page No 1

Select	Item Code	Item Hierarchy
No Details Found.		

3. On the window that appears, select 'ALL ZONES' from the Sub Category dropdown.

Add Item

Mandatory fields marked *

Item Search Type

Category *

Search Type *

Item Selection

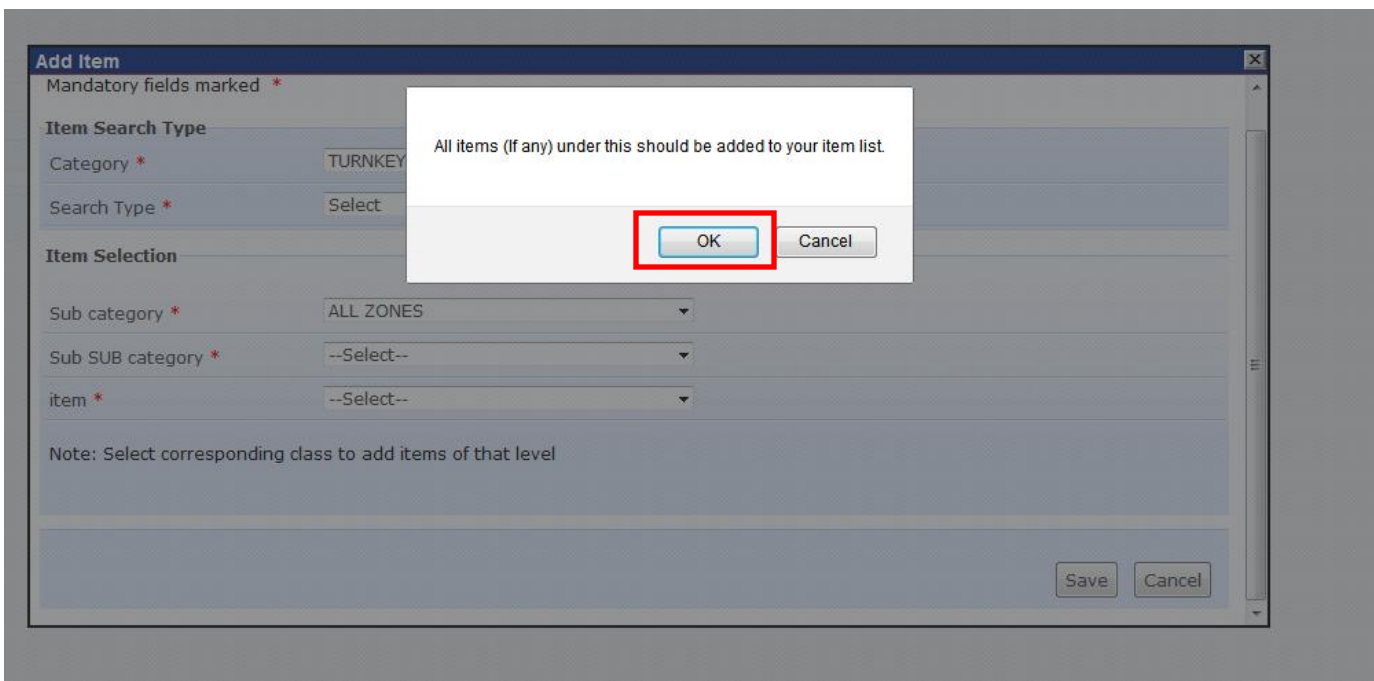
Sub category *

Sub SUB category *

item *

Note: Select corresponding class to add items of that level

4. Then click on 'Save' button. A message window displaying the message 'All items (If any) under this should be added to your item list.' will appear.



Click on 'OK' button. In this case, ALL items under Computer and Peripheral will be selected for registration.

In this case, ALL 12 items i.e. 6 Zones where each zone having 2 options will be selected for registration.

These 12 items 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

After adding all the items, you will view the following screen. Then click on ‘Save and Next’ button.

Vendor Item Selection - Mozilla Firefox
 https://sme.sets.co.in/sme/vendorItemListAction.action

Vendor Registration - 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)
<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)

On step 2 of the registration form, fill all other details required.

Vendor Registration - Step 2 of 7

Mandatory fields marked *

Select Category

TURNKEYSMEPROJECT [Select Item](#)

Company Contact Details

Company Name *

Registration No *

Company Type * --Select-- Incorporation Date * 12 Apr 2013

Incorporation Certificate *

Regst. Office Address *

Country * INDIA State * --Select-- District * --Select--

City * Pincode *

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Fax Number 1 e.g. +91-721-2345678

Fax Number 2 e.g. +91-721-2345678

- Next, enter the Company Name, Registration Number, select the Company type and Incorporation date.
- Then upload the soft copy of the incorporation certificate by clicking on 'Browse'. Select the soft copy of the document and click on Upload to upload. Documents in the file format " pdf, docx, doc, gif, jpeg, jpg, xlsx, xls, zip" only can be uploaded

Vendor Registration - Step 2 of 7

Mandatory fields marked *

Select Category	
<input checked="" type="checkbox"/> PURCHASE	Select Item

Company Contact Details	
Company Name *	<input type="text" value="Kartik Inc"/>
Registration No *	<input type="text" value="111-ABC-111"/>
Company Type *	<input type="text" value="Private Limited"/>
Incorporation Date *	<input type="text" value="8"/> <input type="text" value="Apr"/> <input type="text" value="2001"/>
Incorporation Certificate *	<input type="text" value="asample document.pdf"/> <input type="button" value="Remove"/> <input type="button" value="Download"/>
Regst. Office Address *	<input type="text" value="380/1, Millenuim towers, Mumbai 77"/>
Country *	<input type="text" value="INDIA"/>
State *	<input type="text" value="MAHARASHTRA"/>
District *	<input type="text" value="MUMBAI-CITY"/>
City *	<input type="text" value="Mumbai"/>
Pincode *	<input type="text" value="400077"/>
Telephone Number 1 *	<input type="text" value="+91-721-2345678"/> e.g. +91-721-2345678
Telephone Number 2	<input type="text"/> e.g. +91-721-2345678
Fax Number 1	<input type="text"/> e.g. +91-721-2345678
Fax Number 2	<input type="text"/> e.g. +91-721-2345678

- Then upload the remaining details like Regd. office address, and other contact details.
- After filling all the required details, click on 'Save and Next' button.

Step 3: Certificate Details

You shall be asked to upload certain documents relevant to the category of items you have applied for registration in Step 2.

Steps:

1. Click on 'Add details' button.

Vendor Registration - Step 3 of 7

Certificate Detail

[Add Details](#) [Edit Details](#) [Delete](#)

No items found.
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
No Details Found.					

[Save And Next](#) [Back](#)

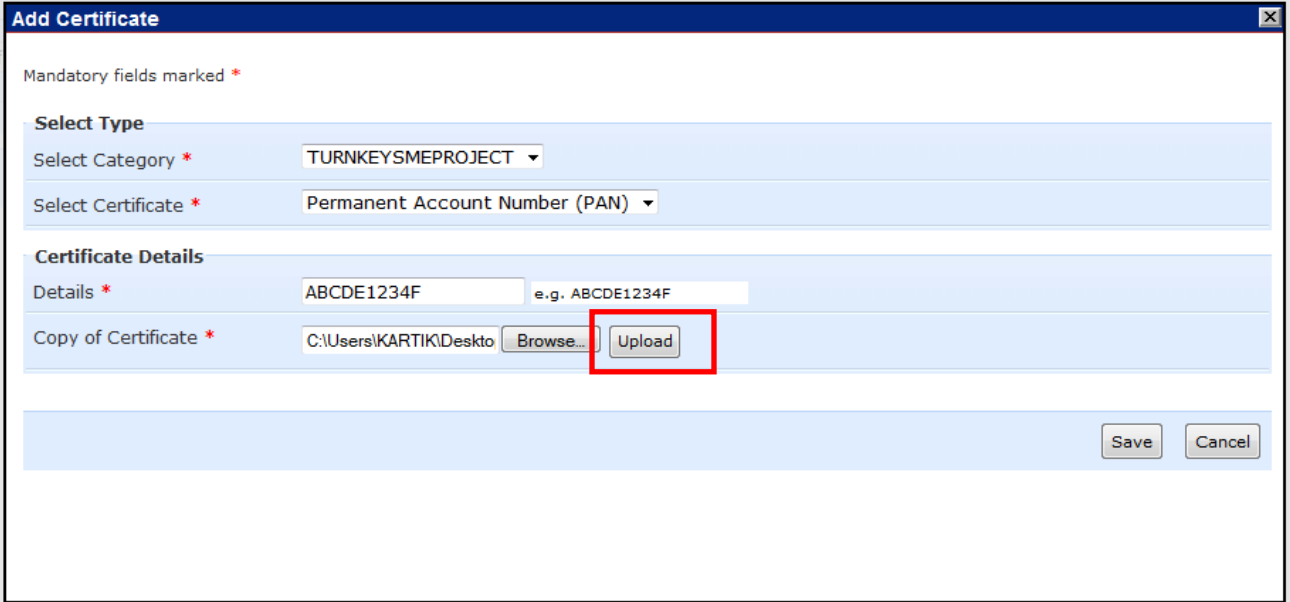
2. In the following window that appears, select the TURNEYSMEPROJECT from the Select Category dropdown. Then select Permanent Account Number (PAN) from the Select Certificate Dropdown.

Enter the PAN number in the Details field.

The screenshot shows a web form titled "Add Certificate". At the top, it says "Mandatory fields marked *". The form is divided into sections: "Select Type" and "Certificate Details". In the "Select Type" section, there are two dropdown menus: "Select Category *" with "TURNEYSMEPROJECT" selected, and "Select Certificate *" with "Permanent Account Number (PAN)" selected. In the "Certificate Details" section, there is a "Details *" text input field containing "ABCDE1234F" and a placeholder "e.g. ABCDE1234F". Below this is a "Copy of Certificate *" section with a file input field and two buttons: "Browse..." and "Upload". At the bottom right of the form are "Save" and "Cancel" buttons. Red boxes highlight the "Select Category" and "Select Certificate" dropdowns, and the "Details" text input field.

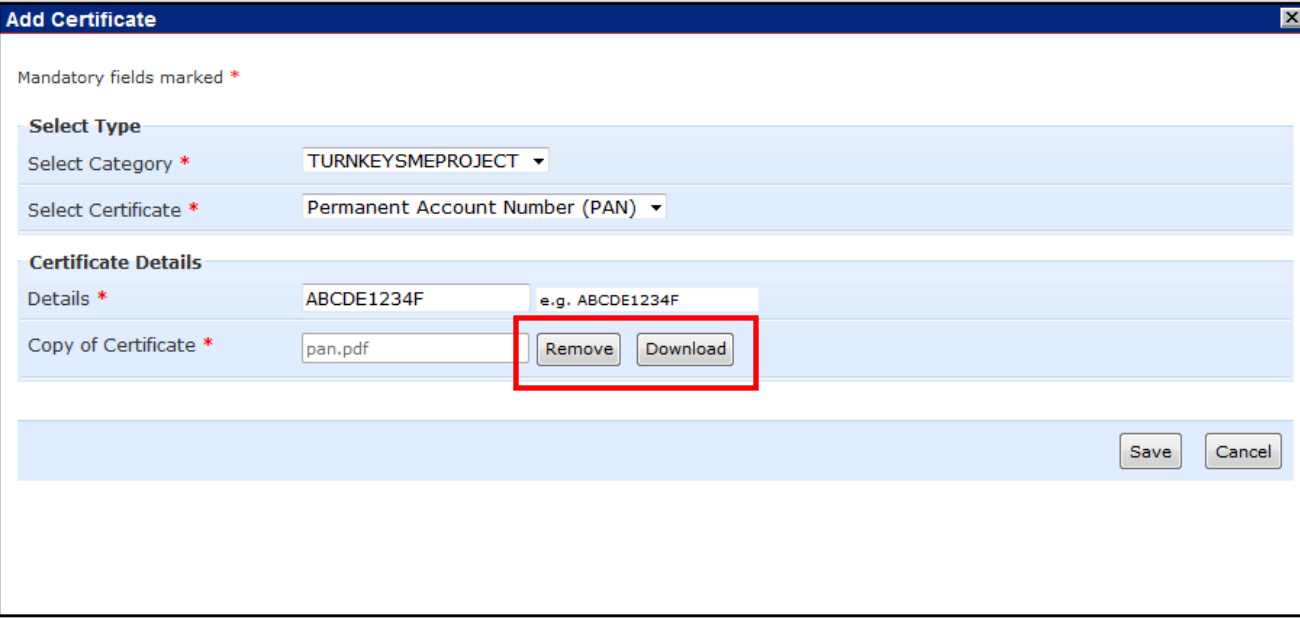
Then select the soft copy of the PAN card using the 'Browse' button.

3. After selecting the file, click on 'Upload' Button.



The screenshot shows a web form titled "Add Certificate". At the top, it says "Mandatory fields marked *". Under the "Select Type" section, "Select Category *" is set to "TURNKEYSMEPROJECT" and "Select Certificate *" is set to "Permanent Account Number (PAN)". The "Certificate Details" section has "Details *" set to "ABCDE1234F" with a placeholder "e.g. ABCDE1234F". The "Copy of Certificate *" field shows the file path "C:\Users\KARTIK\Desкто" and a "Browse..." button. The "Upload" button is highlighted with a red box. At the bottom right, there are "Save" and "Cancel" buttons.

4. You can see that the document has been uploaded. You can download and verify the correctness of the document by clicking on 'Download' button.



The screenshot shows the same "Add Certificate" form. The "Copy of Certificate *" field now displays the filename "pan.pdf". The "Remove" and "Download" buttons are highlighted with a red box. The "Upload" button is no longer visible. The "Save" and "Cancel" buttons remain at the bottom right.

To remove the document and upload a new one in its place, click on 'Remove' button and then again follow steps 1 to 4.

5. Then click on 'Save' Button.

Add Certificate

Mandatory fields marked *

Select Type

Select Category * TURNKEYSMEPROJECT

Select Certificate * Permanent Account Number (PAN)

Certificate Details

Details * ABCDE1234F e.g. ABCDE1234F

Copy of Certificate * pan.pdf Remove Download

Save Cancel

6. You can then see that the document you had uploaded has been added as shown below.

Vendor Registration - Step 3 of 7

Certificate Detail

Add Details Edit Details Delete

1 item found.
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
<input checked="" type="radio"/>	Permanent Account Number (PAN)	TURNKEYSMEPROJECT	ABCDE1234F	N.A.	N.A.

Save And Next Back

7. Then click on 'Save and Next' button to proceed.

Vendor Registration - Step 3 of 7

Certificate Detail

1 item found.
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
<input checked="" type="radio"/>	Permanent Account Number (PAN)	TURNKEYSMEPROJECT	ABCDE1234F	N.A.	N.A.

Step 4: Management Details

In this step, you enter the contact details of the top management officials. Entering 1 Management representative is mandatory.

Vendor Registration - Step 4 of 7

Management Details

No items found.
Page No 1

Select	Name	Designation	Mobile No	Email
No Details Found.				

Steps:

1. Click on 'Add details' button.
2. In the window that appears, enter the Top management officials' contact details.

Vendor Registration - Step 4 of 7

Please add a Management Representative.

Management Details

Add Contact

Mandatory fields marked *

Name * - First Name - Last Name

Designation *

Office Address *

Country * State * District *

City * Pincode *

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Fax Number 1 e.g. +91-721-2345678

Fax Number 2 e.g. +91-721-2345678

Mobile Number * e.g. +91-9999999999

3. After adding all the required details, click on 'Save' button.

The screenshot shows a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. The fields are: Designation * (text: ceo), Office Address * (text: 301/11 Mumbai), Country * (dropdown: INDIA), State * (dropdown: MAHARASHTRA), District * (dropdown: MUMBAI-CITY), City * (text: Mumbai), Pincode * (text: 400077), Telephone Number 1 * (text: +91-721-2345678), Telephone Number 2 (text: empty), Fax Number 1 (text: empty), Fax Number 2 (text: empty), Mobile Number * (text: +91-9999999999), and Email Address * (text: kartiki@mkcl.org). At the bottom right, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangle.

4. After clicking on 'Save' button, you can see the added details as follows:

Vendor Registration - Step 4 of 7

Management Details Add Details Edit Details Delete

1 item found.
Page No 1

Select	Name	Designation	Mobile No	Email
<input type="radio"/>	Kartik P	ceo	+91-9999999999	kartiki@mkcl.org

Save And Next Back

5. You can edit or delete a management details by clicking on 'Edit' or 'Delete'.

6. You can add details on another Top management representative by clicking on 'Add Details' button and then follow steps 1 to 5.

Vendor Registration - Step 4 of 7

Management Details

[Add Details](#) [Edit Details](#) [Delete](#)

1 item found.
Page No 1

Select	Name	Designation	Mobile No	Email
<input type="radio"/>	Kartik P	ceo	+91-9999999999	kartiki@mkcl.org

[Save And Next](#) [Back](#)

7. To proceed to the next step of vendor registration, Click on 'Save and Next' button.

Vendor Registration - Step 4 of 7

Management Details

[Add Details](#) [Edit Details](#) [Delete](#)

1 item found.
Page No 1

Select	Name	Designation	Mobile No	Email
<input type="radio"/>	Kartik P	ceo	+91-9999999999	kartiki@mkcl.org

[Save And Next](#) [Back](#)

Step 5: Past Performance Details

In this step you can enter the past performances details and upload the relevant documents.

Vendor Registration - Step 5 of 7

Past Performance Detail

[Add Details](#) [Edit Details](#) [Delete](#)

No items found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
No Details Found.						

[Save And Next](#) [Back](#)

Steps:

1. Click on 'Add details' button.

Vendor Registration - Step 5 of 7

Past Performance Detail

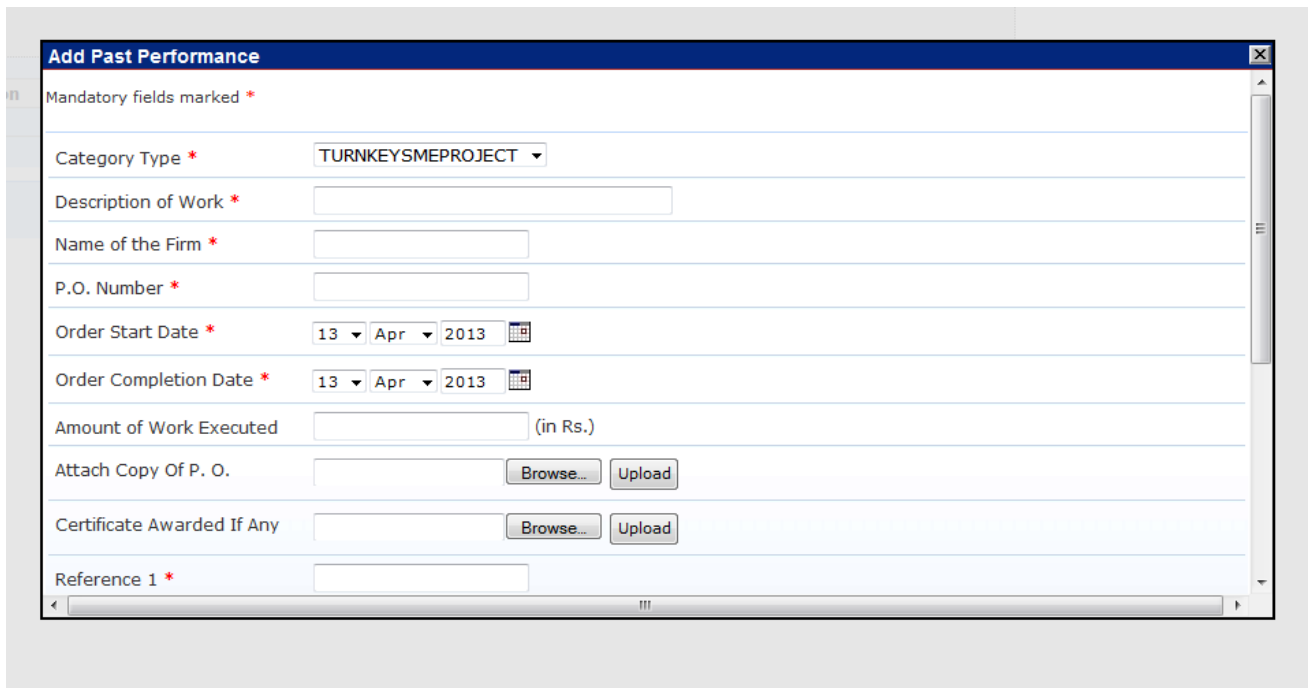
[Add Details](#) [Edit Details](#) [Delete](#)

No items found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
No Details Found.						

[Save And Next](#) [Back](#)

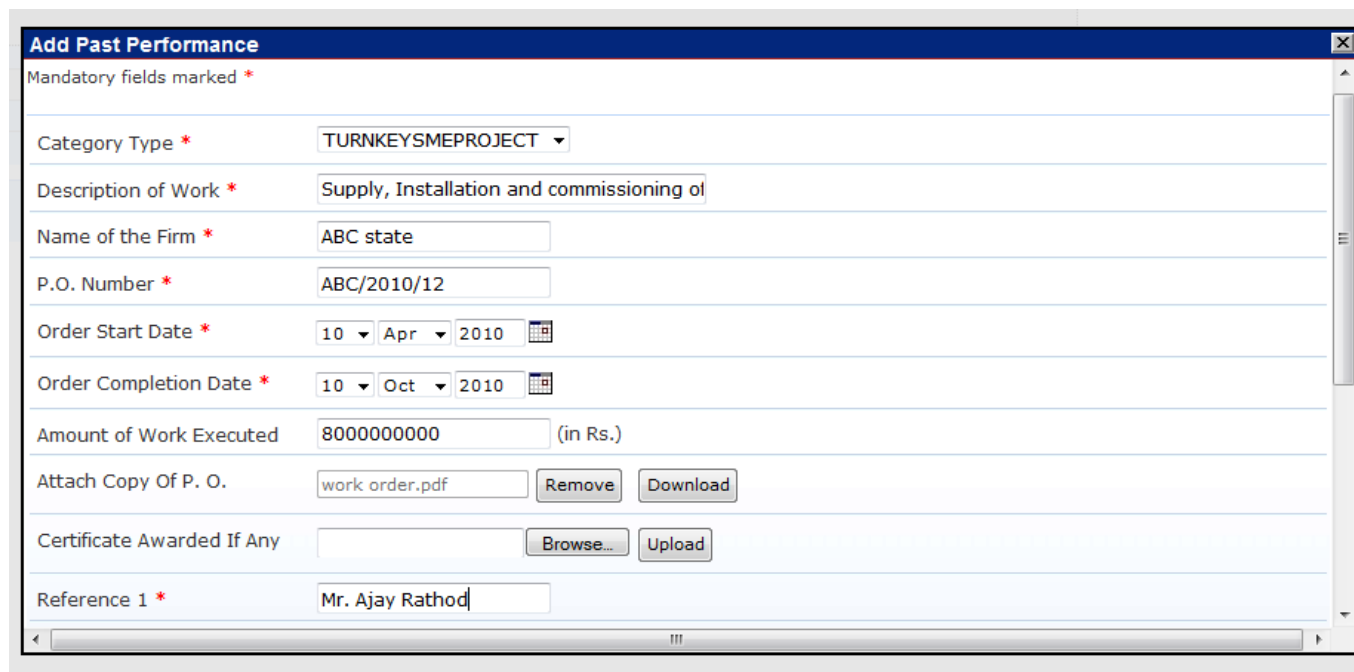
2. In the window that appears, select TURKEYSMEPROJECT category and enter the relevant details as shown:



The screenshot shows a web form titled "Add Past Performance" with a blue header bar. Below the header, it says "Mandatory fields marked *". The form contains several input fields and buttons:

- Category Type *: TURKEYSMEPROJECT (dropdown menu)
- Description of Work *: (empty text box)
- Name of the Firm *: (empty text box)
- P.O. Number *: (empty text box)
- Order Start Date *: 13 Apr 2013 (calendar icon)
- Order Completion Date *: 13 Apr 2013 (calendar icon)
- Amount of Work Executed: (empty text box) (in Rs.)
- Attach Copy Of P. O.: (empty text box) [Browse...] [Upload]
- Certificate Awarded If Any: (empty text box) [Browse...] [Upload]
- Reference 1 *: (empty text box)

3. Upload copy of PO and certificate awarded (if any).
4. It is mandatory to provide contact details of at least 1 reference person from the state to whom you have implemented turnkey project of ICT labs.



The screenshot shows the same "Add Past Performance" form, but now with the following details entered:

- Category Type *: TURKEYSMEPROJECT (dropdown menu)
- Description of Work *: Supply, Installation and commissioning of
- Name of the Firm *: ABC state
- P.O. Number *: ABC/2010/12
- Order Start Date *: 10 Apr 2010 (calendar icon)
- Order Completion Date *: 10 Oct 2010 (calendar icon)
- Amount of Work Executed: 8000000000 (in Rs.)
- Attach Copy Of P. O.: work order.pdf [Remove] [Download]
- Certificate Awarded If Any: (empty text box) [Browse...] [Upload]
- Reference 1 *: Mr. Ajay Rathod

- After filling the required information, Click on 'Save' button.

Add Past Performance

Amount of Work Executed: 8000000000 (in Rs.)

Attach Copy Of P. O.: work order.pdf [Remove] [Download]

Certificate Awarded If Any: certificate of appreciatio [Remove] [Download]

Reference 1 *: Mr. Ajay Rathod

Telephone Number 1 *: +91-721-2345678 e.g. +91-721-2345678

Telephone Number 2: e.g. +91-721-2345678

Reference 2: Mr. Vijay Shah

Telephone Number 1: +91-721-2345678 e.g. +91-721-2345678

Telephone Number 2: e.g. +91-721-2345678

[Save] [Cancel]

- You can then view the Past Performance details added as follows:

Vendor Registration - Step 5 of 7

Past Performance Detail

[Add Details] [Edit Details] [Delete]

1 item found.

Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
<input checked="" type="radio"/>	Supply, Installation and commissioning of ICT Labs in 6000 schools in the state of	ABC state	TURNKEYSMEPROJECT	ABC/2010/12	Apr 10, 2010	Oct 10, 2010

[Save And Next] [Back]

7. You can edit or delete an entry by clicking on 'Edit' or 'Delete'.
8. To add another Past Performance details, again click on 'Add Details' button and follow Steps 1 to 6.

Vendor Registration - Step 5 of 7

Past Performance Detail

1 item found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
<input checked="" type="radio"/>	Supply, Installation and commissioning of ICT Labs in 6000 schools in the state of	ABC state	TURNKEYSMEPROJECT	ABC/2010/12	Apr 10, 2010	Oct 10, 2010

9. After adding all the details, you can proceed to the next step of vendor registration. Click on 'Save and Next' button.

Vendor Registration - Step 5 of 7

Past Performance Detail

1 item found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
<input checked="" type="radio"/>	Supply, Installation and commissioning of ICT Labs in 6000 schools in the state of	ABC state	TURNKEYSMEPROJECT	ABC/2010/12	Apr 10, 2010	Oct 10, 2010

Step 6 (Final Step): Completion of vendor registration application

In this step you can verify all the details entered in the previous stages by clicking on 'Preview'. You can go back and edit any of the information before clicking on 'Apply'.

Preview - End of Vendor Registration

Registration Process Complete

Registration Authority **ODISHA KNOWLEDGE
CORPORATION LTD.**

Preview

Apply

Back

User Details Page

Vendor Profile

Representative Details

Company Details

Management Details

Certificate Details

Past Performance Details

Payment Details

Representative Details

Name	Kartik P
Designation	Sales Manager
Telephone Number 1	+91-022-22659908
Telephone Number 2	
Mobile Number	+91-9999999999
Email Address	kartiki@mkcl.org

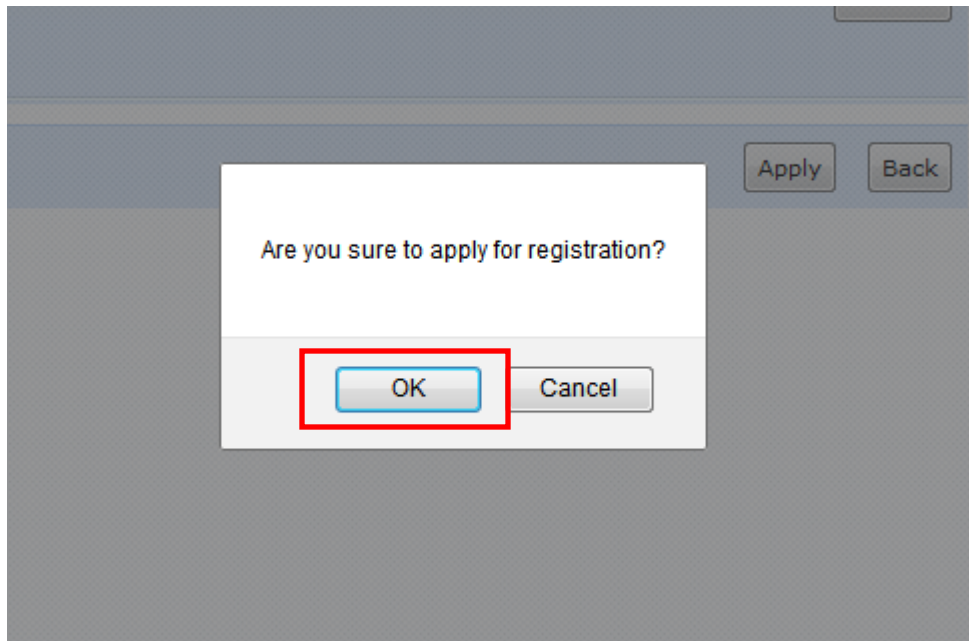
After making sure all the information entered is correct, click on ‘**Apply**’ button to submit your application to Odisha Knowledge Corporation Limited.

Preview - End of Vendor Registration

Registration Process Complete

Registration Authority	ODISHA KNOWLEDGE CORPORATION LTD.	<input type="button" value="Preview"/>
------------------------	--------------------------------------	--

A window with the message ‘Are you sure to apply for registration?’ will appear. Click on ‘OK’ Button.



The following screen appears confirming your application for registration as vendor with OKCL/OMSM for the online tender.



You shall receive notifications via email and SMS regarding the updates of your application as vendor.

Till the time your registration is approved by OKCL/OMSM officials, your login shall be locked. After the approval (you shall receive an email confirming the same), you shall be able to login using the credentials you entered during Step 1 of the vendor registration process.