

# SeTS- FAQs

## **1. Who can register?**

Any vendor who wants to join MKCL's vendors' family & also delivers any quality services or works, or goods can register under this title.

## **2. How do I access the MKCL eTendering website through the internet?**

Please open Mozilla Firefox browser and type in any of the following 2 URLs on the address bar:

<http://mkcl.sets.co.in> OR

<http://mkcl.org/etendering> OR

<http://mkcl.sets.co.in/mkclsets>

## **3. Which browser do you recommend for accessing MKCL SeTS?**

We recommend Mozilla Firefox (version, if any) as the web browser for best performance.

## **4. Is vendor registration compulsory?**

Yes. Vendor registration is compulsory and currently, free of any charges. The migration to e-Tendering and its benefits would be reaped both by MKCL as well as participating partners – vendors.

## **5. Shall I directly go to eTendering login?**

No. First you should register yourself under vendor registration. Subsequently, you can directly access eTending from your login.

## **6. Where to find link for Registration on MKCL eTendering website?**

If you are a new vendor and wish to register, click on [Register Now](#) link on the homepage.

## 7. What are the steps in vendor registration?

In vendor registration, vendor has to complete 2 simple steps.

**Step 1-** Consist of details of vendor representative, company details, & username & password.

**Step 2-** Selection the category of your business offerings i.e. Services/works/goods and entering other company details.

At each category you will find browse button/drop down arrow & select no. of items as many you can. Then other information like company name, Registration no, company type, Incorporation certificate & date have to fill by vendor. Following is the screen shot for step no.2

The screenshot shows a web browser window titled "Category of Interest - Mozilla Firefox". The address bar displays "mkcl.sets.co.in/mkclsets/CompanyDetailsAction.action". The page content is titled "Vendor Registration - Step 2 of 3".

**Mandatory fields marked \***

**Select Category**

<input type="checkbox"/> SERVICES	Select Item
<input type="checkbox"/> WORKS	Select Item
<input type="checkbox"/> GOODS	Select Item

**Company Contact Details**

Company Name \*

Registration No \*

Company Type \* --Select-- Incorporation Date \* 22 Aug 2012

Incorporation Certificate \* Browse... Upload

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

**8. What do you mean by Incorporation certificate?**

Any legal document which shows that your firm is exists. e.g. shop act license, agreement copy etc.

**9. What do you mean by Incorporation date?**

Date mentioned on above document or the date on which the above document was obtained by you.

**10. What do you mean by registration No.?**

Any number which is mentioned on legal document.

**11. How do I know that registration process is successful?**

On <http://mkcl.sets.co.in/>, click on [eTendering Login](#) link to login using the username and password you chose during step-1 of vendor registration. You shall then be able to login and view the vendor page.

You will received a mail in your mail box with title Acceptance of the vendor registration.

Also you will receive SMS on your mobile.

To view more details about vendor registration, please view the video on the following link:

<http://www.youtube.com/watch?v=rTWIIRkorRI&feature=youtu.be>

## **12. What if I forgot my password?**

Click to eTendering login. Then Login window open, under that you will find a link [\*\*Forgot Your Password?\*\*](#)

On the page that pops up, enter the following information:

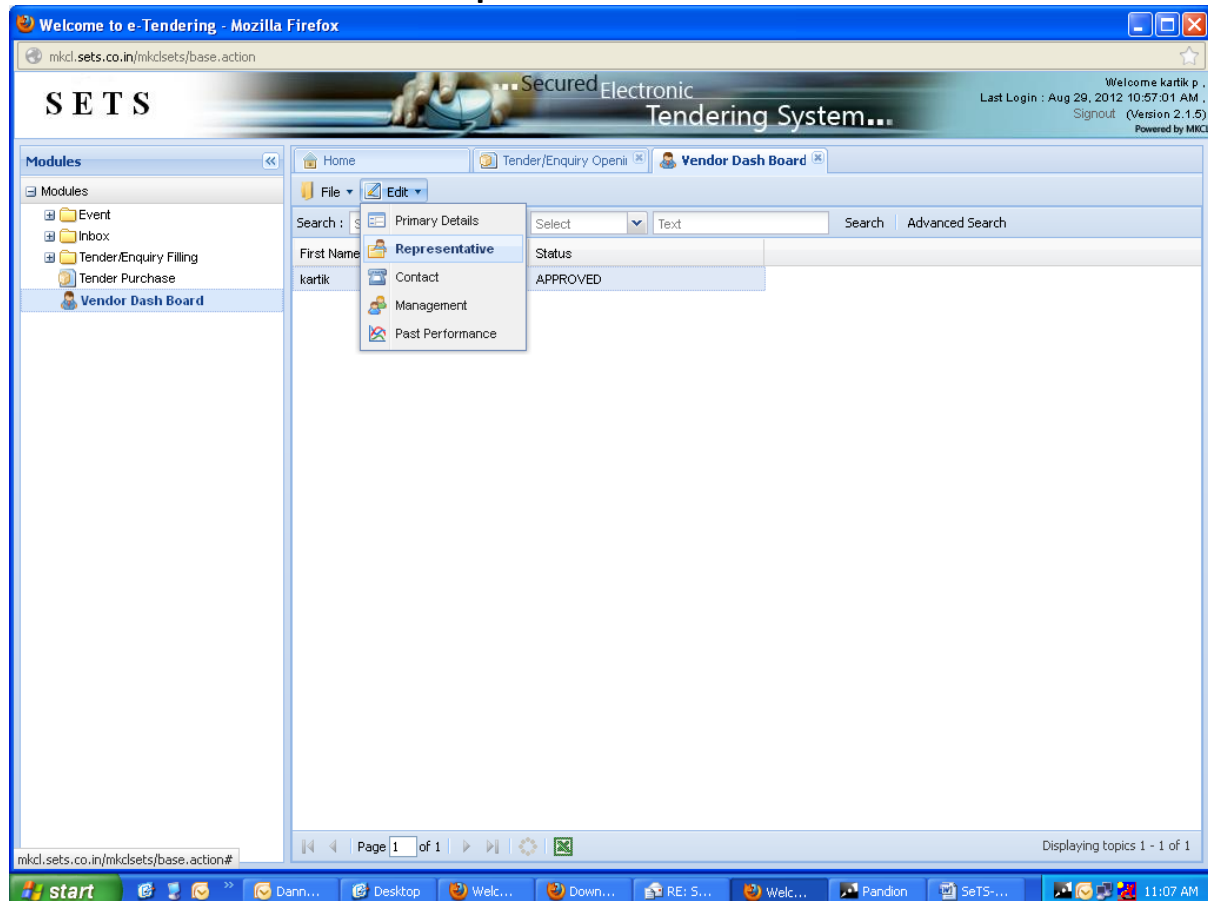
1. Representative mobile number
2. email address) i.e. the mobile number and email on which you normally receive alerts.)
3. Login ID.

After you submit the above information, your password will be reset and sent to the email you entered above. You can then login using the reset password and change it as per your convenience.

### 13. How can I modify/change the mobile number and email address to which alerts are sent to?

Login using your username and password.

Then on the left hand side pane, select Vendor dash board>>Edit>>Representative details as shown below:



After updating the required information, click on Update button. You shall then view a message in red colour saying **"Data saved successfully"**. Then close the window.

## 14. How to go to enquiry filling?

Once you completed registration process, then go to eTendering login. After entering login ID & Password you can see main page of eTendering.

The screenshot shows the eTendering system interface in a Mozilla Firefox browser. The page title is "Welcome to e-Tendering - Mozilla Firefox" and the URL is "mkcl.sets.co.in/mkclsets/base.action". The main header features the "SETS" logo and the text "Secured Electronic Tendering System...". A user login bar at the top right displays "Welcome Rahul Borkar", "Last Login : Aug 27, 2012 12:09:22 PM", and "Signout (Version 2.1.5)".

The left sidebar contains a "Modules" menu with the following items: Event, Inbox, Tender/Enquiry Filling, Enquiry Filling (highlighted), Tender Filling, Tender Purchase, and Vendor Dash Board.

The main content area is titled "Enquiry Filling" and includes buttons for "Submit Enquiry", "Fill Enquiry", and "Download". Below these buttons is a search bar with "Search : Select" and "Text" fields, and a "Search" button. The main table displays a list of enquiries with the following columns: Enquiry Code, Enquiry Status, and Enquiry Opened.

Enquiry Code	Enquiry Status	Enquiry Opened
23	NOT FILLED	Not Opened
24	NOT FILLED	Not Opened
25	PARTIALLY FILLED	Opened
27	NOT FILLED	Opened
34	FILLED	Opened
35	NOT FILLED	Opened
32 [Amendment - 2 ]	NOT FILLED	Opened
38	NOT FILLED	Opened
39	NOT FILLED	Not Opened
40	NOT FILLED	Not Opened
15 [Amendment - 2 ]	NOT FILLED	Not Opened
43	NOT FILLED	Opened
46	FILLED	Opened
48	NOT FILLED	Opened
53	NOT FILLED	Opened
54	NOT FILLED	Not Opened
55	NOT FILLED	Not Opened
56	NOT FILLED	Not Opened

At the bottom of the table, it says "Page 1 of 1" and "Displaying topics 1 - 18 of 18". The Windows taskbar at the bottom shows the system clock as 12:15 on 27-08-2012.

Please follow the path - Tender/ Enquiry filling –Enquiry filling –then you can see the related Enquiry in your login.

## 15. How to read the requirement/ Enquiry?

Once you login, go to Tender/Enquiry filling. Then go to Enquiry filling. On the right hand side grid, you will see the list of enquiries that are dispatched to you.

Then select particular enquiry no. row and then go to above menu bar you will find a download button having green colour.

Click that button & you will find all the details.

SETS Secured Electronic Tendering System...

Welcome Rahul Borkar  
Last Login : Aug 27, 2012 12:09:22 PM  
Signout (Version 2.1.5)  
Powered by MK

Modules

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

Home Enquiry Filling

Submit Enquiry Fill Enquiry Download

Search : Select Select Text Search Advanced Search

Enquiry Code	Enquiry Status	Enquiry Opened
23	NOT FILLED	Not Opened
24	NOT FILLED	Not Opened
25	PARTIALLY FILLED	Opened
27	NOT FILLED	Opened
34	FILLED	Opened
35	NOT FILLED	Opened
32 [Amendment - 2]	NOT FILLED	Opened
38	NOT FILLED	Opened
39	NOT FILLED	Not Opened
40	NOT FILLED	Not Opened
15 [Amendment - 2]	NOT FILLED	Not Opened
43	NOT FILLED	Opened
46	FILLED	Opened
48	NOT FILLED	Opened
53	NOT FILLED	Opened
54	NOT FILLED	Not Opened
55	NOT FILLED	Not Opened
56	NOT FILLED	Not Opened

Page 1 of 1

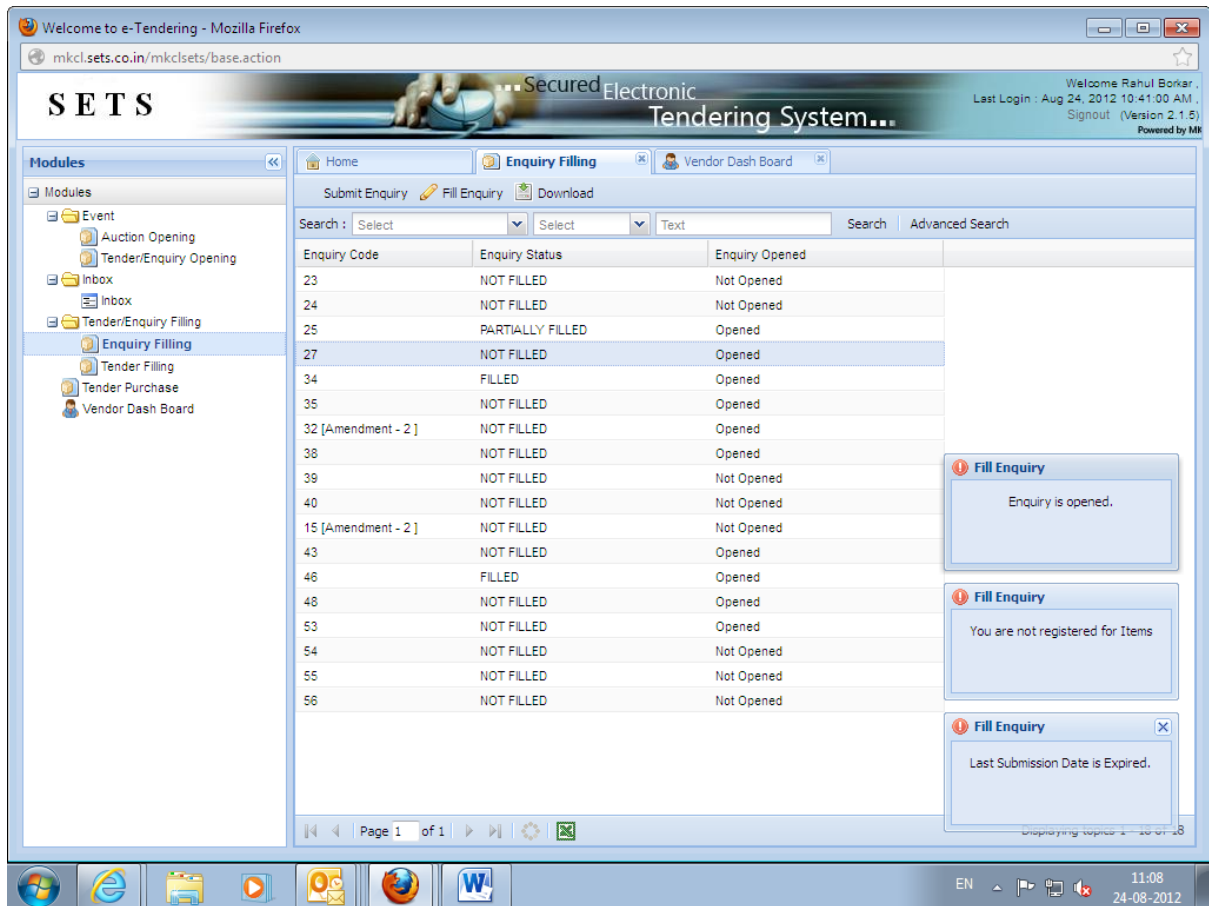
Displaying topics 1 - 18 of 18

To view more details about enquiry filling, please view the video on the following link:

<http://www.youtube.com/watch?v=zV1buNXwgeQ&feature=youtu.be>

## 16. What if I received pop up having message?

- a) Last Submission Date is Expired
- b) Enquiry is opened
- c) You are not register for the items.



It means that-

- a) last date of submitting the enquiry is expired. You cannot fill the enquiry.
- b) Enquiry is opened (quotes opened & process is completed)
- c) You have to update your material master.



## 17. How do I view the comparative statement of prices after the enquiry is opened?

You can view the comparative statement of prices **ONLY** after the enquiry is opened.

For that, login using your username and password.

Once you login, go to Event folder on the left. Then go to Tender/Enquiry Opening.

On the right hand side grid, you will see the list of enquiries that you had participated in.

Then select enquiry number which is OPEN. Then on the above menu bar, click on Reports>>Comparative Statement.

You can then download the PDF file of comparative statement of prices as shown in the screenshot below:

The screenshot displays the 'Welcome to e-Tendering - Mozilla Firefox' browser window. The URL is 'mkcl.sets.co.in/mkclsets/base.action'. The page title is 'SETS Secured Electronic Tendering System...'. The user is logged in as 'Welcome kartik p.' with a last login time of 'Aug 29, 2012 10:57:01 AM'. The page shows a list of enquiries under the 'Tender/Enquiry Opening' module. The 'Reports' menu is open, and the 'Comparative Statement' option is selected. The table below shows the details of the enquiries.

Tender / Enquiry	Tender/Enquiry Code	Bid Name	Bid Opening Date and Time	Status
Enquiry	13	Single Bid	N.A.	YET NOT SCHEDULE
Enquiry	5	Single Bid	N.A.	YET NOT SCHEDULE
Enquiry	4	Single Bid	2011-12-19 16:31:00.0	SCHEDULED
Enquiry	16	Single Bid	N.A.	YET NOT SCHEDULE
Enquiry	38	Single Bid	2012-04-18 11:00:00.0	OPEN
Enquiry	43	Single Bid	2012-05-09 17:00:00.0	OPEN

The page footer shows 'Page 1 of 1' and 'Displaying topics 1 - 6 of 6'.

## 18. How do I update material Master?

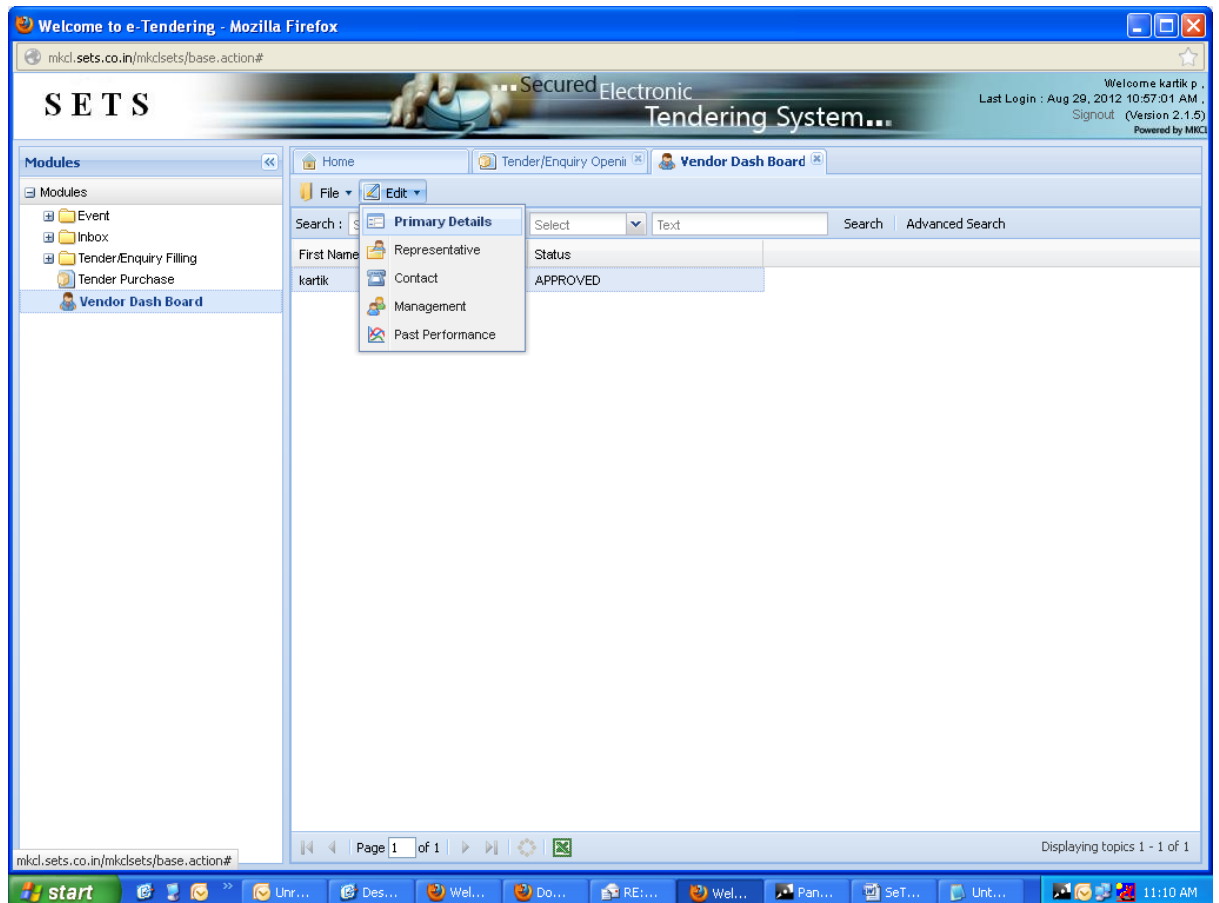
Please follow the bellow mentioned path.

Select vendor dash board>>Edit>>primary details.

System will show a message “Your status will change and need approval.

Are you sure to update your profile ?”

Click on OK button.



You shall then view the following screen. Select category which you want to update by clicking on the checkbox next to the category name.

Then click on Select item link next to the category.

Welcome to e-Tendering - Mozilla Firefox

mkcl.sets.co.in/mkclsets/base.action#

**S E T S** Secured Electronic Tendering System... Welcome kartik p ; Last Login : Aug 29, 2012 10:57:01 AM ; Signout (Version 2.1.5) Powered by MKS

Primary Details Home Tender Inquiry Open Tender Vendor Dash Board

### Update Primary Details - Step 1 of 2

Mandatory fields marked \*

**Select Category**

<input checked="" type="checkbox"/> SERVICES	<a href="#">Select Item</a>
<input checked="" type="checkbox"/> WORKS	<a href="#">Select Item</a>
<input checked="" type="checkbox"/> GOODS	<a href="#">Select Item</a>

**Company Contact Details**

Company Name \*

[Update And Next](#)

[Close](#)

Page 1 of 1

mkcl.sets.co.in/mkclsets/secCompanyDetailsAction.action?1=1#

Displaying topics 1 - 1 of 1

start | Unr... | Des... | Wel... | Do... | RE... | Wel... | Pan... | SeT... | Unt... | 11:12 AM

You shall then view the list of items you have already registered for.  
Then click on Add details to add more items

Welcome to e-Tendering - Mozilla Firefox

mkcl.sets.co.in/mkclsets/base.action#

Primary Details

### Update Primary Details - Vendor Item Selection

Vendor Item Details

Add Details Delete

80 items found, displaying 1 to 10.  
[First/Prev] Page No 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Item Code	Item Hierarchy	Vendor Type
<input type="radio"/>	015-014-005	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>ONE TIME CHARGES FOR INSTALLATION AND COMMISSIONINGG	N.A.
<input type="radio"/>	015-014-004	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>ANNUAL RECURRING MPLS BANDWIDTH CHARGES FOR 2 MBPS LINK	N.A.
<input type="radio"/>	015-014-003	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>MPLS VPN CONNECTIVITY	N.A.
<input type="radio"/>	017-001-001	PHOTOCOPYING<>PHOTOCOPYING<>PHOTOCOPYING	N.A.
<input type="radio"/>	012-013-001	EVENT MANAGEMENT<>VIDEO SHOOTING & PHTOGRAPHY<>VIDEO SHOOTING ASSIGNMENT	N.A.
<input type="radio"/>	012-012-001	EVENT MANAGEMENT<>VIDEO SHOOTING<>VIDEO SHOOTING	N.A.
<input type="radio"/>	012-011-001	EVENT MANAGEMENT<>STALL DECORATION<>STALL DECORATION ASSIGNMENT	N.A.
<input type="radio"/>	012-010-001	EVENT MANAGEMENT<>STAGE DECORATION<>STAGE DECORATION ASSIGNMENT	N.A.
<input type="radio"/>	012-009-001	EVENT MANAGEMENT<>PROJECTOR<>PROJECTOR PER DAY	N.A.
<input type="radio"/>	012-008-001	EVENT MANAGEMENT<>PLASMA<>PLASMA PER DAY	N.A.

Save And Next Back

Page 1 of 1

Displaying 1 Close

start Unr... Des... Wel... Do... RE... Wel... Pan... SeT... Unt... 11:14 AM

Then select the sub category or sub sub category or a particular item from the drop down box and click on **Save**.

Primary Details

### Update Primary Details - Vendor Item Selection

Vendor Item Details

**Add Item**

Mandatory fields marked \*

**Item Search Type**

Category \* SERVICES

**Item Selection**

SUB CATEGORY \* IT INFRASTRUCTURE

SUB SUB CATEGORY COMPUTER HARDWARE

item --Select--

Note: Select corresponding class to add items of that level

Save Cancel

In the above screen, for example, we have selected IT INFRASTRUCTURE Sub category. Under that we selected COMPUTER HARDWARE sub sub category. By doing so, ALL items under COMPUTER HARDWARE shall get added to my profile.

If you wish to register for entire IT INFRASTRUCTURE sub category, then just select the first level, and leave the other 2 levels blank. Then click on **Save**.

System will then display the message “All items (If any) under this should be added to your item list.” Click on **OK**.

You can then view the newly added items on the grid as shown:

Welcome to e-Tendering - Mozilla Firefox

mkcl.sets.co.in/mkclsets/base.action#

Primary Details

## Update Primary Details - Vendor Item Selection

Vendor Item Details

Add Details Delete

80 items found, displaying 1 to 10.  
[First/Prev] Page No 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Item Code	Item Hierarchy	Vendor Type
<input type="radio"/>	015-014-005	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>ONE TIME CHARGES FOR INSTALLATION AND COMMISSIONINGG	N.A.
<input type="radio"/>	015-014-004	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>ANNUAL RECURRING MPLS BANDWIDTH CHARGES FOR 2 MBPS LINK	N.A.
<input type="radio"/>	015-014-003	IT INFRASTRUCTURE<>TELECOMMUNICATIONS<>MPLS VPN CONNECTIVITY	N.A.
<input type="radio"/>	017-001-001	PHOTOCOPYING<>PHOTOCOPYING<>PHOTOCOPYING	N.A.
<input type="radio"/>	012-013-001	EVENT MANAGEMENT<>VIDEO SHOOTING & PHTOGRAPHY<>VIDEO SHOOTING ASSIGNMENT	N.A.
<input type="radio"/>	012-012-001	EVENT MANAGEMENT<>VIDEO SHOOTING<>VIDEO SHOOTING	N.A.
<input type="radio"/>	012-011-001	EVENT MANAGEMENT<>STALL DECORATION<>STALL DECORATION ASSIGNMENT	N.A.
<input type="radio"/>	012-010-001	EVENT MANAGEMENT<>STAGE DECORATION<>STAGE DECORATION ASSIGNMENT	N.A.
<input type="radio"/>	012-009-001	EVENT MANAGEMENT<>PROJECTOR<>PROJECTOR PER DAY	N.A.
<input type="radio"/>	012-008-001	EVENT MANAGEMENT<>PLASMA<>PLASMA PER DAY	N.A.

Save And Next Back

Page 1 of 1

Close

Then click on Save and next button. Then click Update and next button. Then click Update button. Then close the window.