

**SAP Implementation  
At  
Municipal Corporation Greater Mumbai**

**E-Procurement**

**Supplier Registration Process**

Version 1.0

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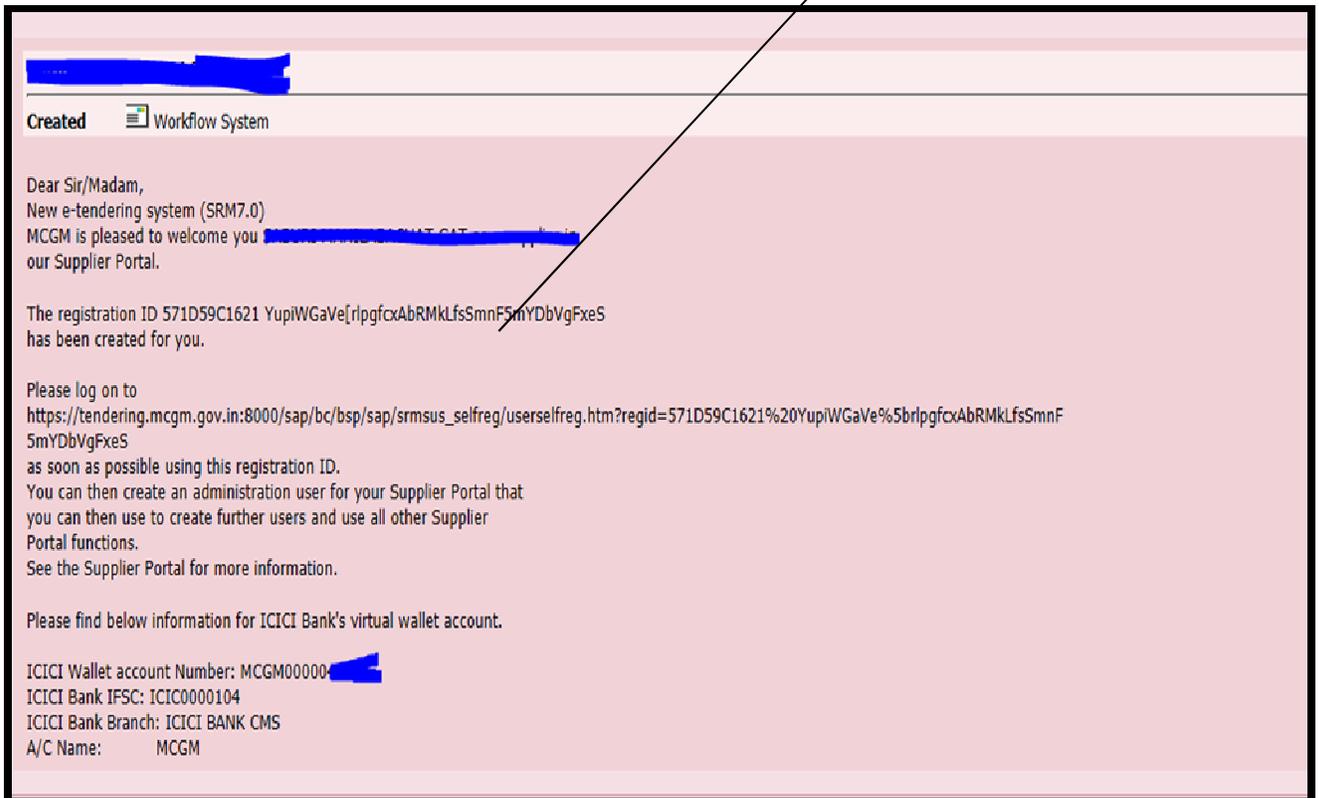
## 1. User Creation by Vendor

When MCGM authority approves the vendor's registration application, an e-mail will be generated by the system. This mail will be sent to vendor's e-mail ID maintained during registration process. The mail contains self registration link to create his User Id and password.

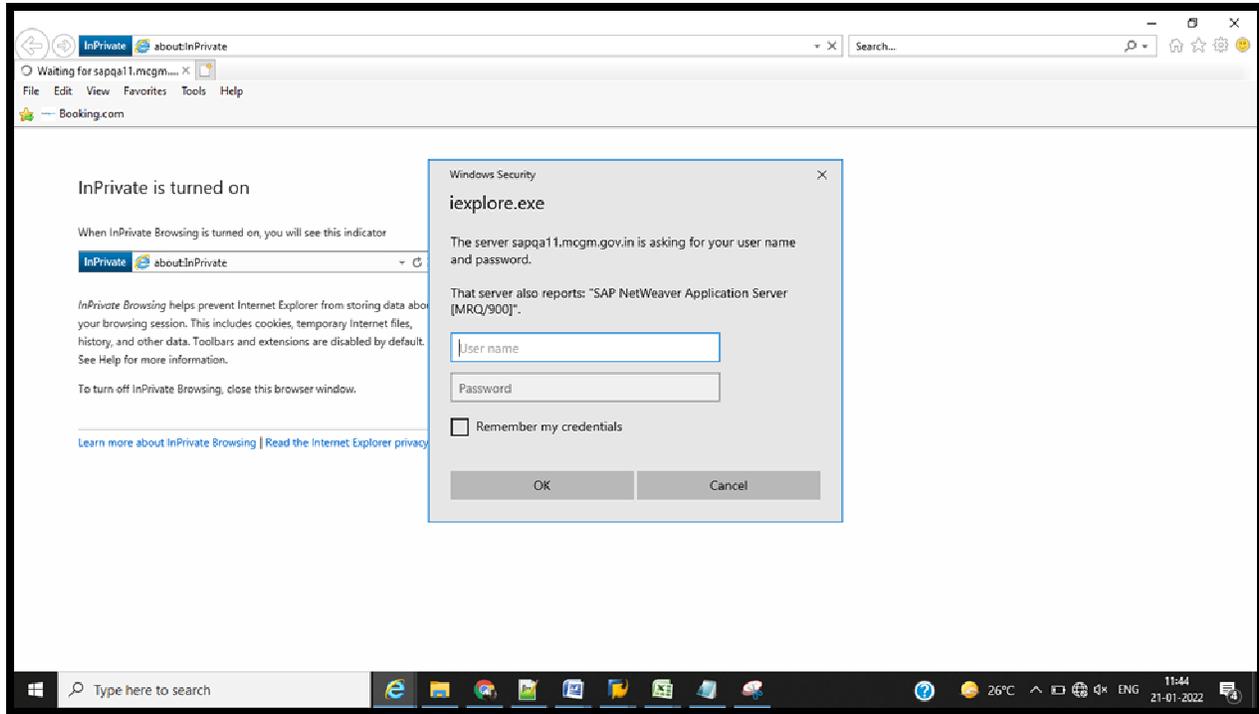
### Creation of Vendors E-tendering (SRM) User ID

The Supplier who has registered gets the mail for creating his USER ID in which he gets the registration ID details along with the URL. Vendor will use this URL and create "E-tendering user ID" required for his company.

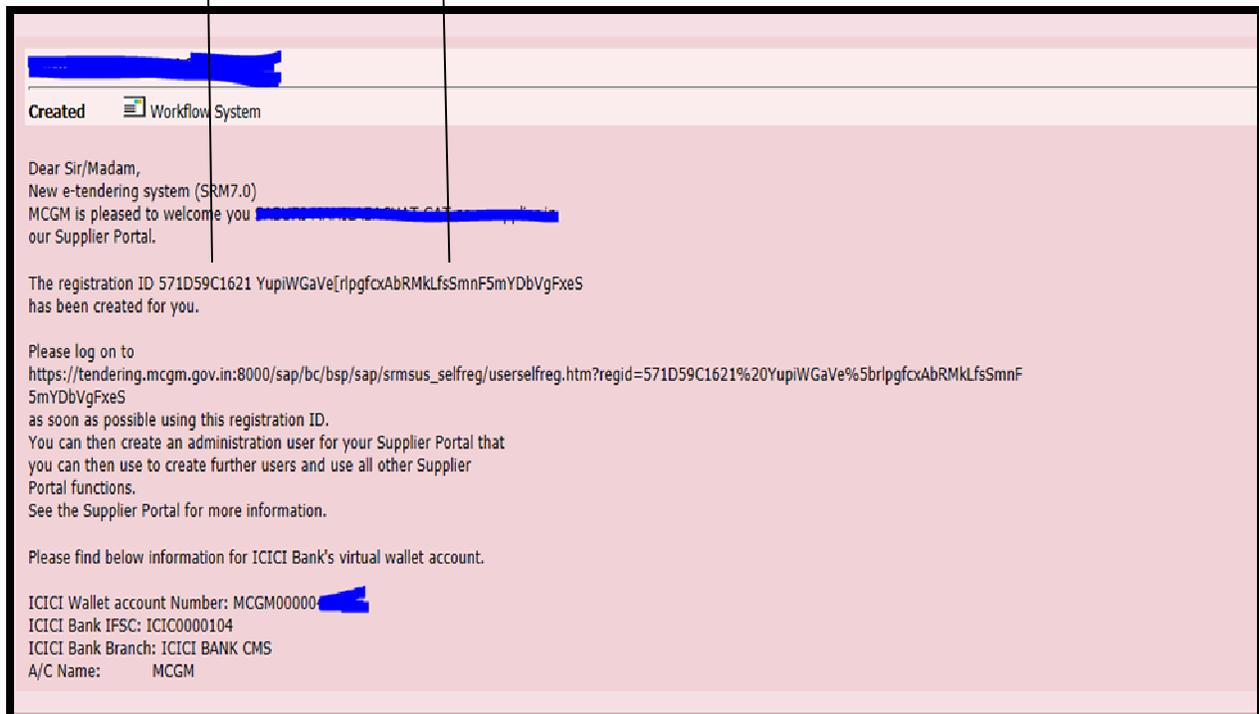
Below Email content received on registered Email id of vendor, vendor has to copy link and paste in IE browser.



System will open following screen where the details of Administrator user need to be filled and click on OK.



To filled above user name and Password, Please refer mail content



System shows below screen

Hello! Before you start, ...  
You will be created as an administrator for your company with the following registration  
The prerequisite for this is that your company be registered with us  
Fields indicated with a \* must be filled

*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
*FormOfAddr	Selec... ▾
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Country	India ▾
Language	English ▾
Telephone	<input type="text"/>
Fax	<input type="text"/>
Number	<input type="text"/>
Department	<input type="text"/>
Date Format	DD.MM.YYYY ▾
Decimal Format	12,345,687.90 ▾
Time Zone	India ▾

<-- Generated include for enhancement - ITG\_ABAP02 - 05.07.2021 -->

**Fill the details:**

- USER NAME** : Enter a user ID as per vendor choice
- PASSWORD** : Enter password
- CONFIRM PASSWORD** : Repeat password
- FormOfAddr** : Select suitable option from dropdown (Mr./ Mrs./ Ms.)
- First Name** : Enter first name of vendor e.g. ABC (e.g. vendor name is: ABC ENTERPRISES)
- Last Name** : Enter last name of vendor e.g. ENTERPRISES
- E Mail Address** : Automatically fetch as per record
- Country** : India
- Language** : English

NOTE: Please filled only mandatory (\*) fields.

Fill the data as shown below

Hello! Before you start, ...  
 You will be created as an administrator for your company with the following registration  
 The prerequisite for this is that your company be registered with us  
 Fields indicated with a \* must be filled

\*User Name: ABC12  
 \*Password: [Redacted]  
 \*Confirm Password: [Redacted]  
 \*FormOfAddr: Mr. [Dropdown]  
 \*First Name: ABC  
 \*Last Name: ENTERPRISES [Dropdown]  
 \*E-Mail Address: [Redacted]  
 \*Country: India [Dropdown]  
 Language: English [Dropdown]  
 Telephone: [Text]  
 Fax: [Text]  
 Number: [Text]  
 Department: [Text]  
 Date Format: DD.MM.YYYY [Dropdown]  
 Decimal Format: 12,345,687.90 [Dropdown]  
 Time Zone: India [Dropdown]

After reading the data privacy statement click on yes check box and click on create button.

Self-Registration

Data Privacy Statement

Information collected by this website -MCGM- in order to improve the content and usability of this website, it automatically collects several categories of information from users. This information includes the following:

- MCGM- The apparent internet Protocol address of your internet service Provider and/or your computer.
- MCGM- The type of browser (such as, for example Internet Explorer, Opera, Netscape, Fire fox, etc.) used and the operating system resident on a user's computer.
- MCGM- The date and time a user visited the site.
- MCGM- The web pages accessed at the site, as well as any applications used and forms data.
- MCGM- The Uniform Resource Locator of the site which a user visited prior to this (if detectable), if such user did not connect directly to this website, or use it as a homepage or Portal.

-MCGM- MCGM uses this information to identify the performance needs, to ensure compatibility with the technology used by the website's visitors, and to generally add and improve services offered on this website. In order to accomplish those goals, from time to time, MCGM may conduct statistical analysis of the data it collects. -MCGM- MCGM does not collect data for commercial or marketing purposes, and does not sell, lease, or otherwise disclose the data collected by this website for commercial or marketing purposes. -MCGM- Information submitted to this website -MCGM- through a website, is user's information submitted to MCGM by, among other means, electronic mail. In doing so, the user agrees to the following:

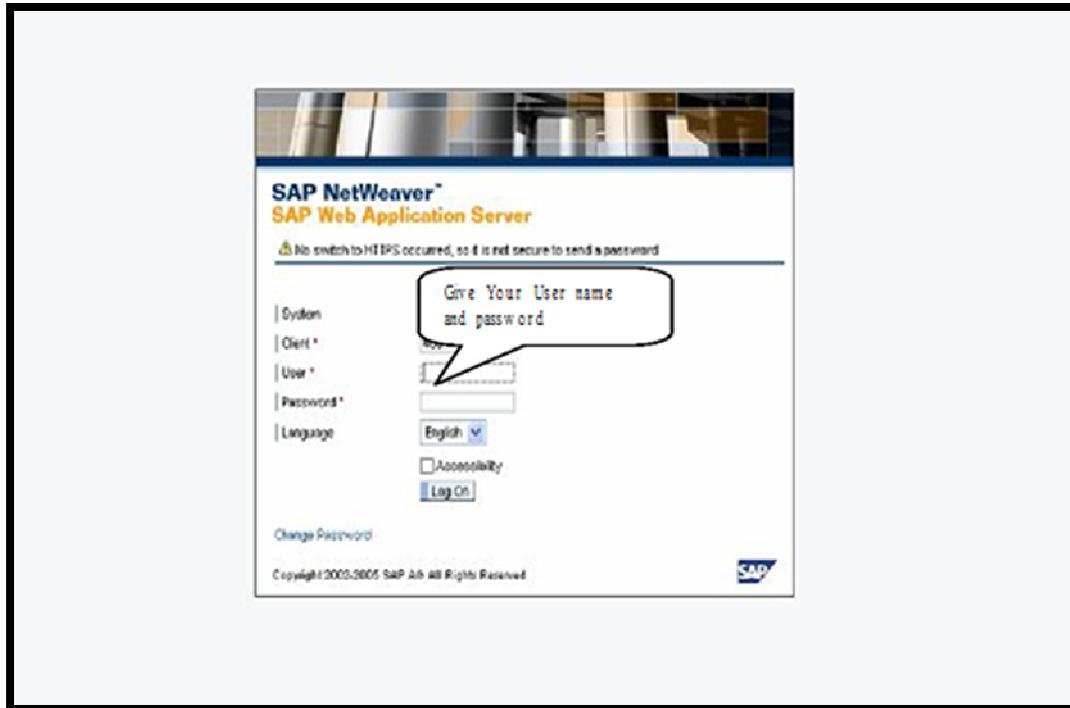
- MCGM- Helping MCGM respond to a request for information not readily available from this website.
- MCGM- Investigating a problem reported to MCGM via this website.
- MCGM- Disclosure of such information pursuant to a request made under the Maharashtra Right to Information Act or court order, if such information is not protected by law.

-MCGM- MCGM does not rent or sell personally identifiable information (i.e., information such as name, address, phone number, e-mail, etc.) that identifies a user as a particular person, nor would MCGM exchange or trade such information with third parties without a user's explicit permission. MCGM does not disclose credit card or other personally identifiable information other than as authorized to complete a credit card or other financial transaction, or upon explicit permission from the applicable user. -MCGM- If a user of this website has elected not to receive further information from MCGM, this website will only send information in categories that have been authorized. This website sends electronic mail to user, such e-mail is NOT confidential, and is intended in whole or in part to be information generally available to the public and hence needs. Security -MCGM- In certain instances, a user may have the opportunity to receive or create a password to access or submit personally identifiable information. One should never divulge a password to anyone, and MCGM will never ask a user for a password in a browser call, fax, e-mail or other form of unsecured communication. When a user is finished with an application or application that has password protection, such user should exit the relevant page(s). If the browser user to access MCGM password protected pages is a publicly-accessible browser, users should close down the entire session and, if applicable or possible, flush any temporary caches or other areas where such a password might be stored subsequent to use. -MCGM- MCGM has integrated industry standard or other security measures and systems into the design, implementation and client-side operation of this website and its underlying servers and networks. Furthermore, MCGM maintains ongoing efforts to identify and/or block unauthorized intrusions and/or access to this website, and to guard against unauthorized disclosure of information. However, the user acknowledges that no system is completely secure. -MCGM- MCGM uses temporary cookies on some parts of this website, and such temporary cookies expire upon the end of the browsing session. If a user registers to use this website via a customer portal, it uses a persistent cookie to facilitate such customization. -MCGM- The use of cookies is a standard practice among internet websites. Most internet web browsers may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting and/or removing cookies, however, may result in loss of functionality on those web pages requiring cookies to function fully. Additionally, if a user has created a customized version of this website, it will create a cookie that contains the user's unique identifier and indicator for any custom content modules requested and, if a user elects the "remember me" option for signing in to this website, the cookie will contain a user's password. Creation of such a cookie could result in the loss of one's customized this website portal setting. -MCGM- Third Party Links -MCGM- This web site provides links to, and may be linked from, local, state and central government agencies, and from, or to, other websites. The existence and/or provision of those links neither constitutes an endorsement, approval, opinion, product review, promotion, accessibility or primary point of contact, nor does any link between this website and a third party website imply endorsement of such website, or the content of such website. -MCGM- Links to this website from other web sites -MCGM- Except as set forth herein, linking and links to, and the framing of this website or any of the contents are prohibited. This includes permission from MCGM prior to hyper linking to, or framing, this website or any of the contents, or engaging in similar activities. MCGM reserves the right to impose conditions when permitting any hyper linking to, or framing of this website or any of the contents, or framing any part of this website or its contents without MCGM's prior written consent. 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Each agency providing content for this website is bound by this website's privacy policy. Any agency using a third party host, ISP, ASP or other contractor of this party, transport, storage, content or application provider services shall be responsible for such third party's compliance with this website's privacy policy. -MCGM- Intellectual Property -MCGM- The content of this website's web pages is copyrighted, and contain some third party images/graphics that are used with permission. Users are notified, therefore, that one should presume the need to obtain permission from the copyright holder before reproducing or otherwise using images/graphics from this website. -MCGM- This website may change this policy from time to time, and reserves the right to do so without notice.

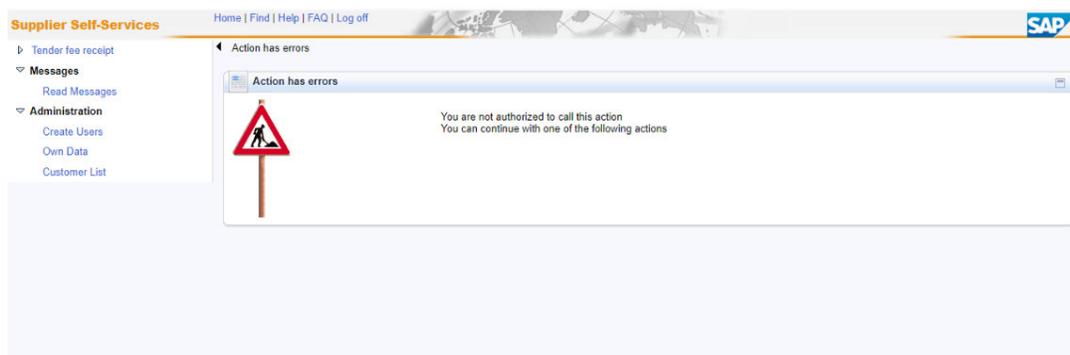
Yes, I have read the data privacy statement and accept the terms.

Create

When you click on create button the next screen appears which will ask you to login with your etendering User ID and password just created and click on Log on



After Clicking on Log on, below screen appears. Here vendor has to click on Log off



After Log off, for further process please log on to MCGM Portal under “for partners”→Etendering login

When you will login in for the first time, system may ask you to change the password. Vendor will change the password and log in to the system.

For tendering process please refer user manuals for vendor, click on below link .

[SRM 7 Vendor Manual Percentage and Item rate.](#)