



User Guide for Registration of New Vendors / Contractors

Version 1.0

Release Date: 24.10.2018

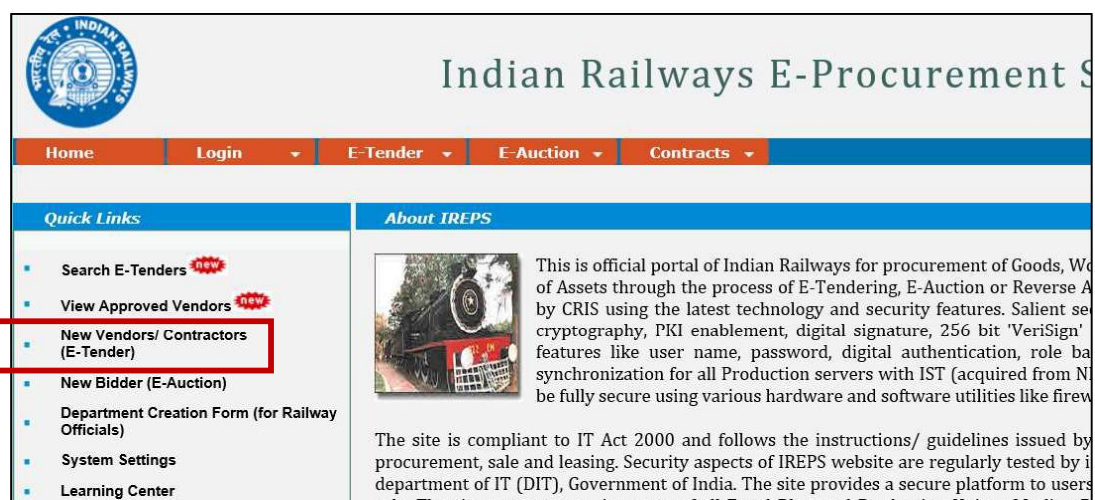
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DESIGNATION	GM/VIMS/CRIS
SIGNATURE	

Revision History:

VERSION NO.		RELEASE DATE	AUTHOR	SECTION/ PAGE CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					

1. Submission of Registration Request

- 1.1. New Contractors can get themselves registered free of charge by filling up online registration form which can be accessed through the **New Vendors/Contractors (E-Tender)** link available in the **Quick Links** section on IREPS portal i.e. <https://www.ireps.gov.in>.



Please ensure the following before proceeding for submission of request for registration.

1. Obtain a Digital Signing Certificate (DSC) from any of the Certifying Agencies (CAs) licensed by the Controller of Certifying Agencies, India (CCA). The list of certifying agencies licensed by CCA is available on the website of CCA (www.cca.gov.in).
2. Install Java (JRE) on your computer. If Java is not installed on your system, or if it has got corrupted, you will get the error message 'Failed to Open Web Signer' in subsequent steps.

Detailed guidelines on both the points listed above are available in the user manual titled **Getting Your System Ready for IREPS Application** which can be accessed through **Learning Center** link on IREPS portal.

After obtaining the DSC and installing JAVA on your system please click on **New Vendors/Contractors (E-Tender)** link on IREPS portal, which will bring up the page as shown in the screenshot below.



This page is meant for initiating your request for registration, continuing with the submission of request in case you are not able to complete the process in one sitting, checking the status of your application, as well as submitting reply to any query that may be raised by EPS admin in reference to your application.

Registration of New Vendors/ Contractors

☐	Initiate Registration Request	Choose this option if you have not initiated registration request earlier
☐	Continue with registration request initiated earlier	Choose this option if you have initiated your registration request earlier and got the request ID, but the request has not been completed/ submitted
☐	View Status of my registration request	Choose this option if you have already submitted your request for registration
☐	Reply to Query	Choose this option if you have already submitted your request for registration, and query has been raised by EPS Admin

For initiating registration request, the user has to select Initiate Registration Request radio button, and then click on **Proceed** button, which brings up the following page:

Submit New Vendor Registration Request

Note1: Registration on IREPS website is mandatory for submission of bids against tenders issued through IREPS. Bidder registration is an online process.

Note2: Firms who intend to register themselves as bidders are required to get a "Class III Digital Signature Certificate with Firm's Name". The same can be procured from any of the Certifying Authorities (CA's) authorized by Controller of Certifying Authorities (CCA). Please visit the website of CCA (www.cca.gov.in) for further details.

Note3: Firms are advised to get the Digital Signing Certificate with the same address with which they intend to register themselves on the website. Firms who are registered/approved with zonal railways or any other approving agencies of Railways (RDSO etc.) should get the Digital Signing Certificates with the same address as mentioned in the records of these registering/approving agencies, and should use the same address for registering themselves on this website to avoid any inconvenience or disputes

Note4: Firms should go through instructions/guidelines issued on the subject, which can be accessed through the **Learning Center, FAQ & System Settings** links available on the home page in the left navigation block.

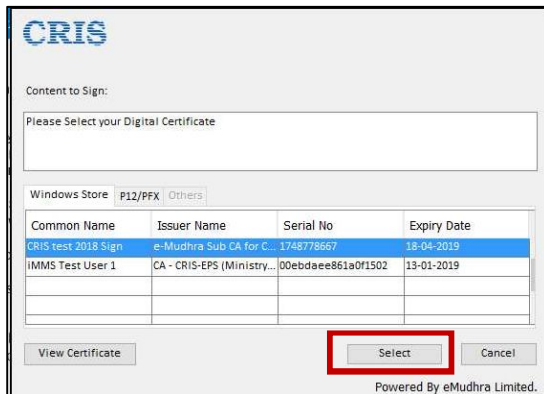
Note5: Firms who have arranged the Digital Signing Certificate, and have read and understood the relevant instructions / guidelines should proceed further by clicking on **Proceed** button below.

Please insert your Digital Signing Certificate token in USB drive of your computer and click on Proceed button below

The subsequent steps are described below:

Step 1: Read the instructions on the page, and if you are in compliance with all these instructions insert your Digital Signing Certificate in USB drive of your computer, and then click on **Proceed** button.

This will bring up the web signer window as shown below:



Content to Sign:

Please Select your Digital Certificate

Windows Store | P12/PFX | Others

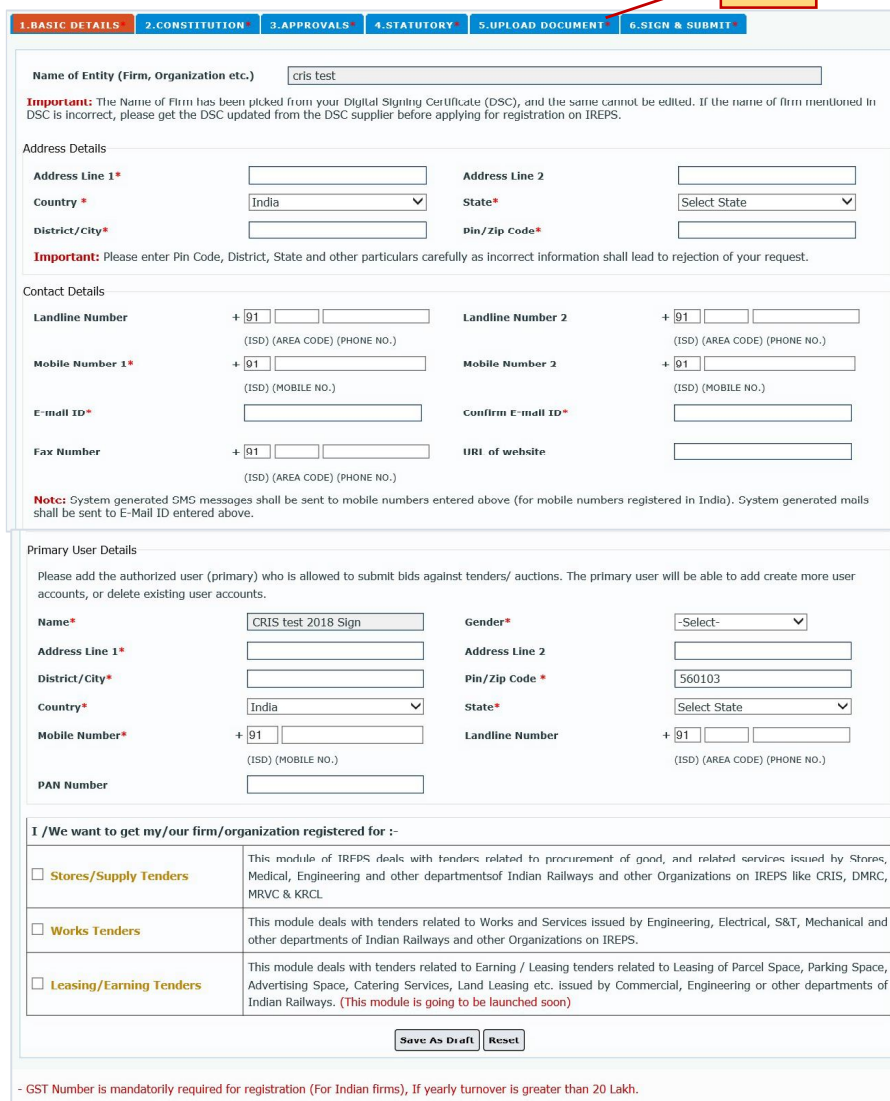
Common Name	Issuer Name	Serial No	Expiry Date
CRIS test 2018 Sign	e-Mudhra Sub CA for C...	1748778657	18-04-2019
IMMS Test User 1	CA - CRIS-EPS (Ministry...	00ebdaee861a0f1502	13-01-2019

View Certificate | **Select** | Cancel

Powered By eMudhra Limited.

Step 2: Click on the DSC of your firm to select the same, and then click on **Select** button. This will open the registration interface.

Tabs



1. BASIC DETAILS | 2. CONSTITUTION | 3. APPROVALS | 4. STATUTORY | 5. UPLOAD DOCUMENT | 6. SIGN & SUBMIT

Name of Entity (Firm, Organization etc.)

Important: The Name of Firm has been picked from your Digital Signing Certificate (DSC), and the same cannot be edited. If the name of firm mentioned in DSC is incorrect, please get the DSC updated from the DSC supplier before applying for registration on IREPS.

Address Details

Address Line 1* Address Line 2

Country* State*

District/City* Pin/Zip Code*

Important: Please enter Pin Code, District, State and other particulars carefully as incorrect information shall lead to rejection of your request.

Contact Details

Landline Number + 91 (ISD) (AREA CODE) (PHONE NO.) Landline Number 2 + 91 (ISD) (AREA CODE) (PHONE NO.)

Mobile Number 1* + 91 (ISD) (MOBILE NO.) Mobile Number 2 + 91 (ISD) (MOBILE NO.)

E-mail ID* Confirm E-mail ID*

Fax Number + 91 (ISD) (AREA CODE) (PHONE NO.) URL of website

Note: System generated SMS messages shall be sent to mobile numbers entered above (for mobile numbers registered in India). System generated mails shall be sent to E-Mail ID entered above.

Primary User Details

Please add the authorized user (primary) who is allowed to submit bids against tenders/ auctions. The primary user will be able to add create more user accounts, or delete existing user accounts.

Name* Gender*

Address Line 1* Address Line 2

District/City* Pin/Zip Code*

Country* State*

Mobile Number* + 91 (ISD) (MOBILE NO.) Landline Number + 91 (ISD) (AREA CODE) (PHONE NO.)

PAN Number

I / We want to get my/our firm/organization registered for :-

☐ Stores/Supply Tenders	This module of IREPS deals with tenders related to procurement of goods, and related services issued by Stores, Medical, Engineering and other departments of Indian Railways and other Organizations on IREPS like CRIS, DMRC, MRVC & KRCL.
☐ Works Tenders	This module deals with tenders related to Works and Services issued by Engineering, Electrical, S&T, Mechanical and other departments of Indian Railways and other Organizations on IREPS.
☐ Leasing/Earning Tenders	This module deals with tenders related to Earning / Leasing tenders related to Leasing of Parcel Space, Parking Space, Advertising Space, Catering Services, Land Leasing etc. issued by Commercial, Engineering or other departments of Indian Railways. (This module is going to be launched soon)

Save As Draft **Reset**

- GST Number is mandatorily required for registration (For Indian firms), If yearly turnover is greater than 20 Lakh.

As can be seen, the registration interface has multiple tabs. The user has to fill up all the tabs one by one. Other tabs cannot be accessed till the basic details tab is filled up and saved.

- The **Basic Details** tab contains fields for the name and address of the firm, the contact details, the details of the primary user, and the work areas for which the bidder is applying for registration.
 - *Every firm shall have only one primary user. The primary user can add more user accounts, who are termed as secondary users.*
 - *The primary user as well as secondary users can submit bids, submit replies to counter offers, acknowledge receipt of digital documents delivered online, and perform other related activities.*
 - *Only the primary user can add or delete secondary users. A primary can also remove himself as primary user by making one of the secondary users as primary user.*
 - *A firm can get itself registered for Goods & Services module, Works module, Earning Tenders module or a combination of any of these. A firm is allowed to participate against tenders pertaining to only those modules for which it is registered.*

After filling up the basic details tab and submitting the form by clicking on Save as Draft button, a request ID is generated, and is displayed on the page.



Your Request ID: 188601

1. BASIC DETAILS 2. CONSTITUTION 3. APPROVALS 4. STATUTORY 5. UPLOAD DO

Name of Entity (Firm, Organization etc.)

Important: The Name of Firm has been picked from your Digital Signing Certificate (DSC), and th incorrect, please get the DSC updated before applying for registration on IREPS.

Address Details

From this point onwards, the user can discontinue the form filling at any point (after saving the filled up details), and resume the same afterwards. To resume the process, the user has to click on the **New Vendors/Contractors (E-Tender)** link on IREPS portal, and select the radio button for the option **Continue with registration request initiated earlier**. The user has to enter the request ID, and use his DSC to proceed further.

- The **Constitution** tab deals with the constitution of the firm i.e. whether it is a Company, a partnership firm, a proprietorship firm etc.

Your Request ID: 188601

1.BASIC DETAILS 2.CONSTITUTION 3.APPROVALS 4.STATUTORY 5.UPLOAD DOCUMENT 6.SIGN & SUBMIT

Nature of Business

Select Nature Of Business

- Proprietor
- Partnership
- Limited Liability Partnership
- Public Limited Company
- Private Limited Company
- Government
- PSU (Other Than Railways)
- PSU (Railways)
- Joint Venture
- Individual

Save As Draft

Depending on the option selected against the Nature of Business field, additional fields will come up for providing the relevant information.

Your Request ID: 188722

1.BASIC DETAILS 2.CONSTITUTION 3.APPROVALS 4.STATUTORY 5.UPLOAD DOCUMENT 6.SIGN & SUBMIT

Nature of Business Partnership

Partnership- Please provide the details of all partners one by one.

Partner's Name Type Gender Category PAN Number Share % Mobile Number

Save As Draft

The user has to enter the details of all the directors in case of company, all the partners in case of a partnership firm and so on. The added details are displayed in the lower panel as shown below.

Partnership- Please provide the details of all partners one by one.

Partner's Name Type Gender Category PAN Number Share % Mobile Number

Save As Draft

Name	Gender	Type	Category	Aadhar No.	PAN No.	Share %	Action
Karan Thapar	Male	Individual	General	NA	TRFTH7867T	72	 

- Some of the fields like PAN Number, Category etc. will not be available for foreign firms.

- The **Approvals** tab relates to the approvals/registrations obtained by the firm from statutory bodies or other approving agencies.

Your Request ID: 188703

1.BASIC DETAILS 2.CONSTITUTION 3.APPROVALS 4.STATUTORY 5.UPLOAD DOCUMENT 6.SIGN & SUBMIT

Registrations and Approvals

If you are registered in any of the categories listed below, please confirm your registration details. This is not a mandatory requirement, however, you will not be able to avail the benefits associated with such registration (such as exemption from submission of tender document cost, earnest money etc.) if the required details, and all the supporting documents have not been provided and verified.

Note: This tab is not required to be filled in by foreign firms.

Registration Category: Sub-Category:

Validity Start Date: Validity End Date:

Monetary Limit:

Categories of Items (In brief):

Characters left: 500

Save As Draft Reset

The user has to choose the registration category and sub category. If the entity has multiple approvals / registrations, all the approvals can be added one by one.

Monetary Limit:

Categories of Items (In brief):

Characters left: 500

Save As Draft Reset

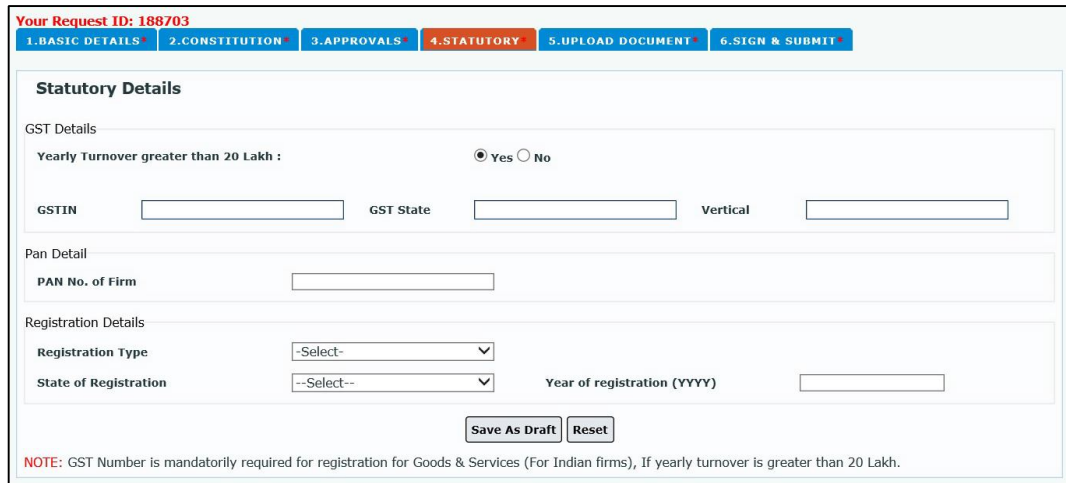
Registration Category	Sub Registration Category	Valid From	Valid To	Monetary Limit	Categories of Items	Action
MSE	Khadi and Village Industries Commission	01/10/2018	31/10/2019	5000000	Hand Towels, Pillow Covers	 
MSE	National Small Industries Corporation	01/08/2018	27/10/2022	100000000	Curtains, all upholstery items	 

- Only MSE (Medium and Small Enterprise) option is available in the category field at the moment with sub-categories as Coir Board, Directorate of Handicraft and Handloom, District Industries Centre, Khadi & Village Industries Board, Khadi & Village Industries Commission, National Small Industries Corporation and Udyog Aadhar Memorandum.

MSE firms are advised to fill up the necessary details in this tab else they may be denied the benefits available under this category.

- This tab is meant for Indian firms only. Foreign firms shall not fill-up this tab.

- The **Statutory** tab relates to the statutory information required to be filled in by the entities.



Your Request ID: 188703

1. BASIC DETAILS 2. CONSTITUTION 3. APPROVALS 4. STATUTORY 5. UPLOAD DOCUMENT 6. SIGN & SUBMIT

Statutory Details

GST Details

Yearly Turnover greater than 20 Lakh : ☒ Yes ☐ No

GSTIN GST State Vertical

Pan Detail

PAN No. of Firm

Registration Details

Registration Type

State of Registration Year of registration (YYYY)

NOTE: GST Number is mandatorily required for registration for Goods & Services (For Indian firms), If yearly turnover is greater than 20 Lakh.

The following details are to be provided:

- **GST details:** Firms exempted from registration under GST should choose **Yes** radio button, and provide the reasons for exemption in the field provided for the same. For those choosing No option it is mandatory to provide GSTIN details. Foreign firms shall choose **Yes** option and state 'Not an Indian Firm' as reason for exemption.
- **PAN Details:** PAN number of the entity is mandatory for all Indian entities except Govt. departments. For Entity Type Individual, the PAN number of the owner shall be entered. Foreign Firms are not required to enter PAN Number.
- **Registration Details:**
 - This is a mandatory requirement for companies. Indian Companies should choose Registered with Registrar of Companies option in Registration Type field. Foreign entities should choose Registered / Incorporated with Authorized Agency option.
 - Indian Partnership firms shall select Registered with Registrar of Firms option. This field is not mandatory for partnership firms.
 - This field is not mandatory for other types of entities.

- The **Upload Document** tab is meant for uploading of supporting documents. The documents to be uploaded shall vary from case to case, as it depends on the details entered by the user in the other tabs.

Your Request ID: 188703

1. BASIC DETAILS 2. CONSTITUTION 3. APPROVALS 4. STATUTORY 5. **UPLOAD DOCUMENT** 6. SIGN & SUBMIT

UPLOAD DOCUMENTS

Icon  indicates that uploading of document is mandatory against this condition. Icon  indicates that uploading of document is optional. Please click on these icons to upload documents.

BASIC DETAILS

SNo.	Description	Name	Action
1.	Identification form for Primary User	(CRIS test 2018 Sign)	

(Click here to download identification form)

CONSTITUTION DETAILS

NATURE OF BUSINESS :

SNo.	Description	Name	Action
1.	Upload SC Certificate issued by Govt. for	(Shalini Kumar)	

APPROVAL DETAILS

SNo.	Description	Name	Action
1.	Registration Certificate	(MSE/Khadi and Village Industries Commission)	
2.	Registration Certificate	(MSE/National Small Industries Corporation)	

AUTHORIZATION & DECLARATION FORM

SNo.	Description	Action
1.	Scanned Copy of Authorization and Declaration Form (duly filled up and signed)	

(Click here to download blank Authorization & Declaration Form)

 icon indicates that uploading of the document against this row is mandatory.

 Users are advised to exercise due care while uploading the documents, as uploading of wrong document shall lead to rejection of registration request.

 For the documents that are to be filled up in standard formats (Identification form, Authorization and Declaration form), the standard format can be downloaded by clicking on the links provided on the page.

To upload a document the user has to click on the icon, which brings up the following interface:

https://trial.ireps.gov.in/ - Attach Documents - Internet Explorer

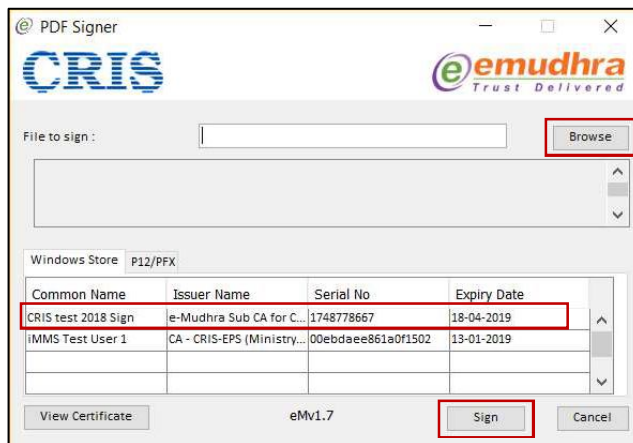
Upload new documents for : Scanned Copy of Authorization and Declaration Form (duly filled up and signed)

Enter description/Subject of the document :

Documents Attached with Selected Condition

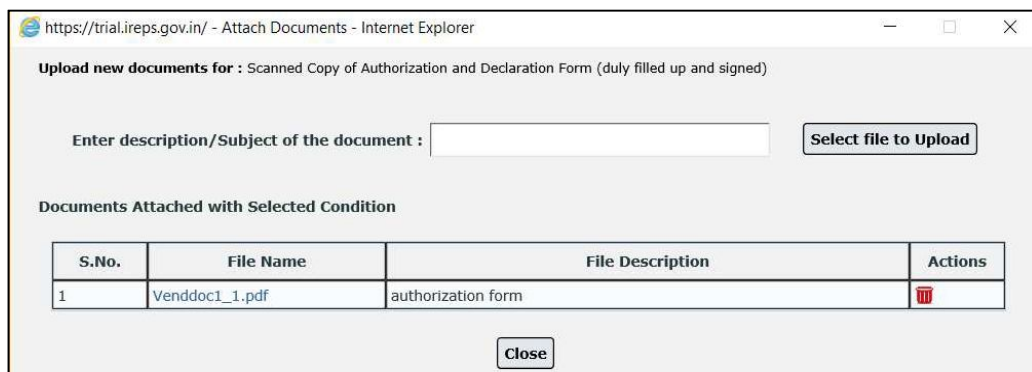
S.No.	File Name	File Description	Actions
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The user has to enter the description of the document in the field provided for the same. For some items the description will be inserted automatically by the system. The document can then be selected by clicking on **Select File to Upload** button, which brings up the web signer window as shown below:



The user is required to click on **Browse** button to browse his computer and select the file to be uploaded. Thereafter the user shall select his Digital Signing Certificate by clicking on it, and then click on **Sign** button to complete the process of document uploading.

The description and file name of the uploaded document will be displayed on the page. The document can be opened by clicking on file name. If a wrong document is uploaded by mistake, the same can be deleted by clicking on delete button against the file name.



- The **Sign & Submit** tab is meant for final submission of the request for registration. The page displays the details filled up in all the tabs. The documents to be uploaded shall vary from case to case, as it depends on the details

Your Request ID: 188703

1. BASIC DETAILS 2. CONSTITUTION 3. APPROVALS 4. STATUTORY 5. UPLOAD DOCUMENT 6. SIGN & SUBMIT

1. BASIC DETAILS

Firm Name	cris test		
Address	227, Chawri Bazaar, Chandni Chowk, Old Delhi, Delhi , Pin Code - 110032, India		
Landline Number 1		Landline Number 2	
Mobile Number 1	91 5634564544	Mobile Number 2	
Email Id	123@gmail.com	Fax Number	
URL of Website			
Registered For	Stores/Supply Tenders Works Tenders Leasing/Earning Tenders		

Primary User Details

Name	CRIS test 2018 Sign	Gender	Male
Address	252ghdghd fghdghd Delhi PinCode- 560103 India		
Pan Number	GHDGH453C		
Mobile Number	91 5635634456	Landline Number	

2. CONSTITUTION DETAILS

NATURE OF BUSINESS : Partnership

S No.	NAME	TYPE	GENDER	CATEGORY	PAN NO	MOBILE NO	SHARE %
1.	Mithilesh	Individual	Male	ST	GHDGH453D	91 5635644534	46
2.	Shalini Kumar	Individual	Female	SC	FGHDH4564F	91 4563564564	54

If all the details are correctly filled in, the user can submit his request by clicking on Sign and Submit button on the bottom the page, and applying his digital signature.

5. DOCUMENT UPLOADED

S NO.	FILE NAME	FILE DESCRIPTION	UPLOADED AGAINST
1.	Testdoc3.pdf	Identification form for Primary User(CRIS test 2018 Sign)	BASIC DETAILS
2.	Testdoc3_1.pdf	Upload SC Certificate issued by Govt. for(Shalini Kumar)	CONSTITUTION
3.	Testdoc2.pdf	Registration Certificate(MSE/Khadi and Village Industries Commission)	APPROVALS
4.	Venddoc2.pdf	Registration Certificate(MSE/National Small Industries Corporation)	APPROVALS
5.	TB2FinPagedoc1.pdf	Partnership Deed(cris test)	STATUTORY
6.	Venddoc1.pdf	Registration Certificate(cris test)	STATUTORY
7.	TB1TechPagedoc2.pdf	GST Registration Certificate(cris test)	STATUTORY
8.	Venddoc1_1.pdf	authorization form	USER DECLARATION

Industry Type : MSE Owned By : SC Owned By Women : Yes

Sign and Submit

If the form submission is successful, the use gets a confirmation message as shown in the screenshot below:

Request Id "188703" Submitted successfully.

Registration of New Vendors/ Contractors

☐	Initiate Registration Request	Choose this option if you have not initiated registration request earlier
☐	Continue with registration request initiated earlier	Choose this option if you have initiated your registration request earlier and got the request ID, but the request has not been completed/ submitted
☐	View Status of my registration request	Choose this option if you have already submitted your request for registration
☐	Reply to Query	Choose this option if you have already submitted your request for registration, and query has been raised by EPS Admin

- 1.2. Checking the status of your request:** The user can check the status of registration at any point of time by choosing the radio button for the option **View Status of my registration request**, entering his request ID, and clicking on Proceed button as shown below.

Registration of New Vendors/ Contractors

☐	Initiate Registration Request	Choose this option if you have not initiated registration request earlier
☐	Continue with registration request initiated earlier	Choose this option if you have initiated your registration request earlier and got the request ID, but the request has not been completed/ submitted
☒	View Status of my registration request	Choose this option if you have already submitted your request for registration
☐	Reply to Query	Choose this option if you have already submitted your request for registration, and query has been raised by EPS Admin

Enter your Request Id

* Enter the request ID that was generated and displayed when you initiated your request for registration earlier

 It normally takes about 3-4 working days to approve the registration request. If the details provided by you are found in order, you will be sent an E-Mail confirming your registration and providing you the password for logging in.

- 1.3. Replying to Query raised by EPS Admin:** While considering your request for registration the EPS admin may raise a query for seeking additional information. In such cases if you check the status of your request, you may get a message as shown below:

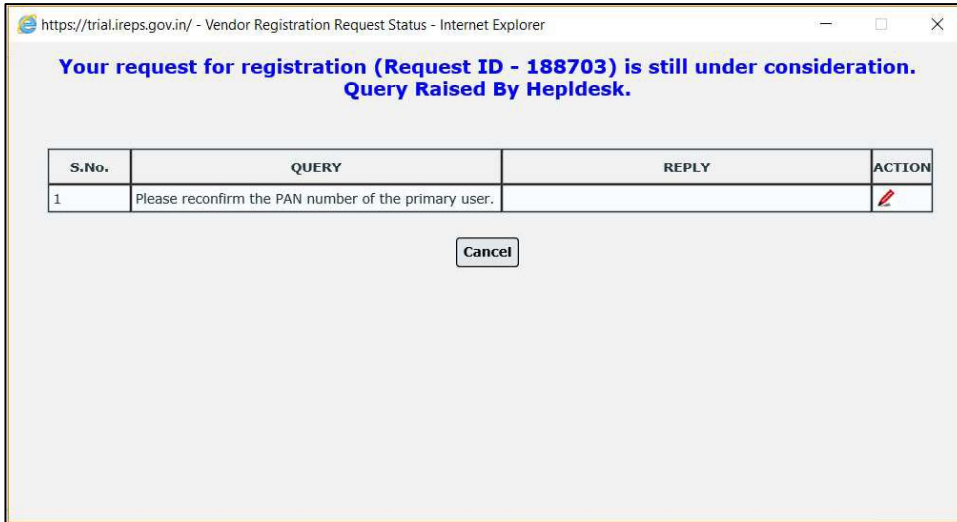
☒	View Status of my registration request	Choose this option if you have already submitted your request for registration
☐	Reply to Query	Choose this option if you have already submitted your request for registration, and query has been raised by EPS Admin

Enter your Request Id

* Enter the request ID that was generated and displayed when you initiated your request for registration earlier

Your request for registration (Request ID - 188703) is still under consideration. Query Raised By Hephdesk.

To view the details of the query raised, and to reply to the query, please select **Reply to Query** option on the page, enter your request ID, and click on Proceed button. You will have to verify your credentials using your digital signing certificate. The following page will come up.



S.No.	QUERY	REPLY	ACTION
1	Please reconfirm the PAN number of the primary user.		

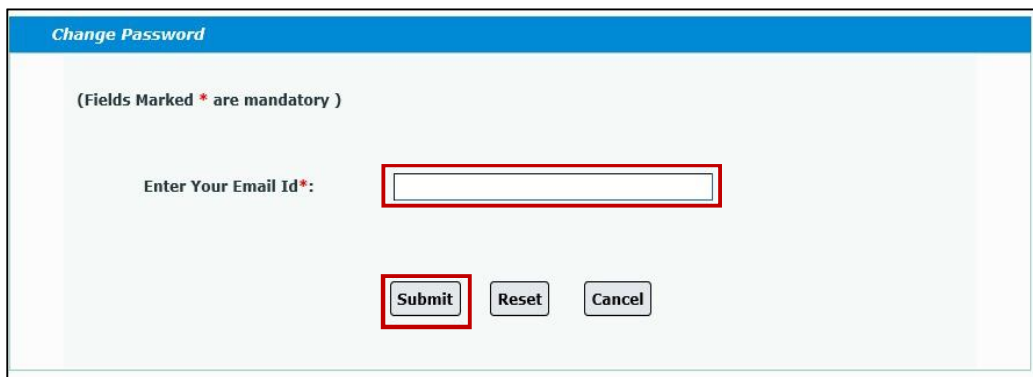
You can submit reply to the query by clicking on  icon.

2. Reset Password using Digital Signing Certificate (DSC)

Once your registration request is approved, you get the password for login through E-Mail at the e-mail ID of primary user provided in the registration form. If the status of your request is being shown as approved, and yet you have not received your password through E-Mail, you can reset the password using your Digital Signing Certificate through the links available on the login page as shown below:



Clicking on the **Click Here to Reset Password Using DSC** brings up Change Password popup as shown below:



On entering his E-Mail ID (user name), and clicking on Submit button the user is presented with the Change Login Password Page.

At this point of time the DSC of the user should have been inserted in USB drive of the computer.

Change Login Password

(Fields Marked * are mandatory)

Password Policy

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expired in 60 days.
- The new password has to be different from the present one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and one numeric character.

Enter New Password *:

Too Short

Re Enter New Password *:

Sign & Submit

Reset

The user is required to Enter/ Re-Enter the new password and click on Sign & Submit button. This opens the web signer applet as shown below:

The screenshot shows the eMSigner application window. At the top, there is a title bar with the text "eMSigner" and standard window controls (minimize, maximize, close). Below the title bar, there is a header area with the "CRIS" logo on the left and the "eMudhra Web Signer" logo on the right. The main content area has a label "Content to Sign:" followed by a large text box containing the text "Please Select the Certificate". Below this, there are three tabs: "Windows Store", "P12/PFX", and "Others". The "P12/PFX" tab is selected. Underneath the tabs is a table with four columns: "Common Name", "Issuer Name", "Serial No", and "Expiry Date". The table contains two rows of data, both of which are highlighted in blue. The first row shows "CRIS test" for both Common Name and Issuer Name, "00f2bc" for Serial No, and "08-06-2016" for Expiry Date. The second row shows "CRIS test" for both Common Name and Issuer Name, "00f2bf" for Serial No, and "09-06-2017" for Expiry Date. Below the table, there are three buttons: "View Certificate", "Select", and "Cancel".

Content to Sign:

Please Select the Certificate

Windows Store P12/PFX Others

Common Name	Issuer Name	Serial No	Expiry Date
CRIS test	e-Mudhra Sub CA for C...	00f2bc	08-06-2016
CRIS test	e-Mudhra Sub CA for C...	00f2bf	09-06-2017

View Certificate Select Cancel

The user has to select his DSC from the list and click on the Select button. If prompted to do so, the user is required to enter his DSC token password. This resets the user password. The user can login into the application using his username (Email ID) and the new password.

3. Disclaimer

- 3.1. Bidders may please note that the IREPS software is continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Bidders are advised to keep themselves updated with the latest changes, by referring to the latest versions of user manuals available on the website, and by taking note of the messages sent by the IREPS administrator from time to time. Bidders should also make themselves fully acquainted with all the available templates/forms, before they submit their offer.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk immediately.

No claim shall be entertained from a bidder, on account of non-familiarity with the any of the templates and forms available on the IREPS website, or on account of any variation between the forms/ pages shown in this manual vis-à-vis the forms / pages available in the application.

--- End of Document ---