

Vendor Registration : <https://apportal.iimb.ernet.in/iimb/supplier.html>

Login : <https://apportal.iimb.ernet.in/iimb>

The process for registration:-

- 1) Go to <https://apportal.iimb.ernet.in/iimb/supplier.html>
- 2) Fill all the general information (If you do not know duns number, put it as 'N.A')
- 3) Click on Register button – you will get *User ID and Password with portal link*
- 4) Go to <https://apportal.iimb.ernet.in/iimb>
- 5) Login with using given *User ID and Password*
- 6) change the password after first login (Password should be alphanumeric with special character and should be equal or more than 8 digits)
- 7) After logging in, there are 6 screen to fill
 - a) Product and Service
 - b) Financial Data
 - c) Certification
 - d) Location
 - e) Association
 - f) Document (Attachment)
- 8) After filling all the above information, please click submit button

For participating in the above e-tender, the vendors shall have to get themselves registered with <https://apportal.iimb.ernet.in/iimb/supplier.html> and get user ID & password.

The procedure as follows after registration:

1. Login to <https://apportal.iimb.ernet.in>
2. Go to menu > Tender management> Tender Summary
3. Press search button to get all tenders
4. Go to respective tender and click on action button (extreme right side)
5. You will find the tender details (Items, document, required document, pre-bid meeting, view forms, query)
6. Click on item tab and click on action button (extreme right) to submit the best price.
7. While filling the price, please fill the unit price and use tab key of your system for 4 times in order to get the net price automatically. Please check the net price and do not forget to click the update button which will pop up a message “item updated successfully”.
8. Click on required document tab and click on Attach to get another pop up window in order to attach the document from your own system. Click the action button and close.
9. Click on view form and fill the form with required fields having the * mark (Name of the company, GSTN, HSN & contact no) and click on save/submit button which will pop up a message “successfully saved”

For any clarification/difficulty regarding e-tendering Process flow please contact on 080 2699 3052/080 2699 3064/ 080 2699 3799.