## User manual for vendor password reset (MCGM e-tendering system)

For vendor password reset activity (If user Id created):

Requested to bellow steps in *Internet Explorer version 7 or 8 or 9 only* 

1) Click on "e-tendering vendor password reset" (which is available on MCGM portal - > Tender)



2) Enter user name / ID (for e.g. : ABCD) OR

Enter vendor number

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3) Click on GENERATE KEY (key will be sent to vendor registered mail id only)



4) Enter user name / ID at user column and Key at key column For e.g. user: ABCD and key: 12345



5) Click at "UNLOCK" button



6) Click at "PASSWORD RESET" button and new password will be sent to vendor registered mail id only)

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7) Enter user ID / Name and new password at e-tendering login (which is available on MCGM portal -> Tender -> e-tendering login



If any issue, revert with current error full screenshot with vendor number and issue in details.

For MCGM bidding process: Requested to refer user manual for vendor - Item rate / Percentage rate bidding process which is available on MCGM portal. Path:

<u>http://www.mcgm.gov.in</u> -> Tenders -> Tenders & Quotations - > Tender Manuals -> <u>User</u> <u>Manual for Vendors - Item Rate Bidding Process</u> or <u>User Manual for Vendors - Percentage</u> <u>Rate Bidding Process</u>

E - Tendering HELP DESK: Tel- 022-24811275 Email id : <u>etendering.it@mcgm.gov.in</u>