

SAP Implementation At Municipal Corporation Greater Mumbai

Supplier Relationship Management (SRM)

Digital signature mapped with Employee ID

Version 1.0

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DIGITAL SIGNATURE MAPPED WITH	SRM UID

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Digital signature mapped with Employee UID

- In current business process, the digital signature (DSC) is used by the bid creator for uploading documents and publishing the bid invitation and by the Bid approver for approving/rejecting the bid invitation.
- As per the new development Digital signature should be mapped with employee id of the SRM users (Bid Creator/ Bid Approver). If DSC mapping is not done then system will not allow bid creator & approver to upload Document /publishing bid/approving/rejecting bid respectively.

1. DSC Mapping Process (Upload Signature)

- The link for mapping user ID with digital signature is provided in user login on SRM portal.
- Bid creator / Bid Approver needs to login to MCGM SRM portal using their user ID and password.

MCGM USER Log in

MCGM	Logon
	User
Enter User ID	Password
S S	ettent 900
Enter Password	Language English -
Relationship	Accessibility
Management	Log Qn
	Click on "Log On"
THE REAL	Change Password Request User ID Forgot your password or user ID? <u>Help</u>

After login to SRM portal below screen will display.



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Click on "User ID mapped with Digital Signature" link

Welcome, ABM1010-AE	Help Settings Support Log off		KX34AN	DATE : 27/04/2017 TIME : 12:18:55 IST
Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis	Click	on "User ID mapped Digital Signature"	MCGN	1
Rejected Bid Status Reversal EMD refund User ID mapped with Digital Signature			e-Procure	ment
Upload users FI data Show users FI details Vat Report			(A)	
TENDER FEE DETAILS ASD Interest Caliculation ASD Interest Rate Product Workbench			and	

After clicking on above link system will display below screen.

System fetch employee ID details from his/her registered user id. The employee ID field is non editable

mySAP SRM Welcome, ABM1010-AE	ie <u>Help</u> <u>Settings</u> <u>Support</u> <u>Log off</u>				DATE : 27/04/2017 TIME : 12:18:55 IST
Addition of user for open bid proces		3	Digital Signature N	Iapping with Employee ID	
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User D mapped with Digital Signature Upload users FI data Show users FI details Vat Report TENDER FEE DETAILS ASD Interest Caliculation	Upload Signature	Remove Signature			

Before click on "upload signature" button insert digital signature on system (PC)

Click on "Upload Signature"

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User ID mapped with Digital Signature Upload users FI data Show users FI datails Vat Report TENDER FEE DETAILS ASD Interest Caliculation ASD Interest Pate	Upload Signature Remove S	"Upload Signature"	

Select Digital Signature from Pop up.

Click on "OK"

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Rejected Bid Status Reversal	TATA CONSUL	LIANCY SERV	Select	l Digital Signa	ture TAT/
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at Report ENDER FEE DETAILS SD Interest Caliculation SD Interest Rate	Issued To	Issued By . e-Mudhra Su.	Serial No.	Expiration Date	Issuer Details CN=e-Mudhr
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Click on "SAVE" to map signature to employee ID

mySAP SRM Welcome, ABM1010-AE	<u>Help</u> <u>Settings</u> <u>Support</u> <u>Log off</u>		
Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis		Digita	l Signature Mapping with Employee ID
Rejected Bid Status Reversal EMD refund User ID mapped with Digital Signatur Upload users FI data Show users FI details Vat Report TENDER FEE DETAILS ASD Interest Caliculation	Name Serial No. Expiry Date SAVE	ck on "SAVE"	Class 2 individual test cb82bc Sun Dec 22 2019 16:49:16 CANCEL

System will display message as "Digital Signature Verification Successful".

mySAP SRM Welcome, ABM1010-AE	e Hele Settings Support Log off	DATE : 27/04/2017 TIME : 13:01:47 IST	SAP
4 Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis Rejected Bid Status Reversal EMD refund	Digital Signature Verification Successfull		
User ID mapped with Digital Signatur			
Show users FI details			

NOTE:

1. If Digital Signature is already mapped with another employee ID then system will not allow mapping. System will shows below message.

Bid comparison analysis Rejected Bid Status Reversal	Message from webpage
EMD refund User ID mapped with Digital Signatur Upload users FI data Show users FI details Vat Report	This Signature is Already used with Employee ID : 12345
TENDER FEE DETAILS ASD Interest Caliculation ASD Interest Rate Product Workbench	ОК

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2. If Digital signature is not mapped with employee ID then system will display error message while signing the bid invitation.

MIS Report Percentage Rate Bid-Comp Report	VAT on Tender Fee (%)	0.00	
For vendorwise comparison item ra	Last Date for Tender Fee Pay	B	
	Last Time for Tender Fee Pay	00:00:00	
			《 (1 - 10 From 23)
	* Required Entry		
	1 Message		
	Digital Signature is	s not mapped with Employee ID	

3. If user used different digital signature from already mapped digital signature, then system will display error message while document uploading/signing the bid invitation for publishing/approving the bid invitation.

For vendorwise comparison item ra-	Last Date for Tender	Fee Pay	
	Last Time for Tende	r Fee Pay 00:00:00	
			≪ < 1 - 10 From 23 }
	* Required Entry		
	1 Message		
	٩	Please select correct Digital Signature	
	Close		

2. DSC Removing Process (Remove Signature)

Click on "User ID mapped with Digital Signature" link

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EMD refund			e=rrocurem	lent
User ID mapped with Digital Signature				****
Upload users FI data				
Show users FI details				
Vat Report			(Sec.)	
TENDER FEE DETAILS				
ASD Interest Caliculation			12-ch	
ASD Interest Rate			a landa a	
Product Workbench			KANZ STAND	

"Remove Signature" option is enabled only if digital signature is already mapped with the employee ID.

Click on "Remove Signature"

mySAP SRM Welcome, ABM1010-AE	iome <u>Help</u> <u>Settinos</u> <mark>Support</mark> La	ooff	DATE : 27/04/2017 TIME : 12:18:55 IST
	•	Digital Signature Mapping	with Employee ID
Addition of user for open bid proc	es		
Authorization Bid Invitation	Fields Marked with * are Manda	tory Fields	
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Rejected Bid Status Reversal	Employee ID *	: 12345	
EMD retund			
User ID mapped with Digital Signat	Upload Signatur	Remove Signature	
Upload users FI data		en e	
Show users FI details		\ Click on "Remove	Signature"
Vat Report			, orginatarie
TENDER FEE DETAILS			

System will show below message for confirmation.

Click on "OK"

•	Digital Signature Mapping with Employee ID		
Addition of user for open bid proces			
Authorization Bid Invitation	Fields Marked with * are Mandatory Fields		
Bid comparison analysis			
Rejected Bid Status Reversal	Employee ID * 12345		
EMD refund			
User ID mapped with Digital Signatur	Upload Signature Remove Signature		
Upload users FI data			
Show users FI details	Message from webpage		
Vat Report			
TENDER FEE DETAILS			
ASD Interest Caliculation	Please RE-CONFIRM, You are Removing the Digital Signature!!		
ASD Interest Rate	FE-CONFIRM THE FORM??		
Product Workbench	Click on "OK"		
Create EMD Refund			
Create EMD Refund	Over		
MIS ASD REFUND	UK Cancel		
EMD MIS REFUND			
> Didding Officer			

Click on "Remove"



mySAP SRM	e <u>Help</u> <u>Settings</u> <u>Support</u>	Log off
(Digital Signature Mapping with Employee ID
Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis Rejected Bid Status Reversal EMD refund User ID mapped with Digital Signatur Upload users FI data	Name Serial No. Expiry Date	Click on "REMOVE"
Vat Report	REMOVE	CANCEL

Click	"ОК"

mySAP SRM Welcome, ABM1010-AE	Help Settings Support Log off	
4		Digital Signature Mapping with Employee ID
Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis Rejected Bid Status Reversal EMD refund	Name	
User ID mapped with Digital Signatur	Serial No.	
Upload users FI data Show users FI details Vat Report TENDER FEE DETAILS	Expiry Date	CANCEL
ASD Interest Caliculation ASD Interest Rate	Message from webpage	×
Product Workbench Create EMD Refund Create EMD Refund MIS ASD REFUND EMD MIS REFUND • Biddung Officer	Please RE-CONFIRM, You Wont be Able to EDIT your for RE-CONFIRM THE FORM??	orm again!! Click on "OK"
Evaluate Authorization Check Display Spool Requests Percentage Rate Bid-Comp Report	dk	Cancel

System will show message as "Digital Signature Removed Successful".

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Addition of user for open bid proces Authorization Bid Invitation Bid comparison analysis Rejected Bid Status Reversal EMD refund	Digital Signature Removed Successful		
User ID mapped with Digital Signatur			
Upload users FI data			
Show users FI details			
Vat Report			

Note:

- 1. If Employee Code is not mapped with user ID then system will not allow to map digital signature
- 2. In case of same employee ID mapped with multiple user ID, no need to map signature for multiple user ID.
- 3. In case of user has already mapped one digital signature with employee id and then again try to map another digital signature which is not mapped with any employee ID, then user has to first remove the digital signature which is already mapped and then S/he can able to register the new one.
- 4. Once development will transport to SRM production system, it will affect the live bids. For creating/changing the bid invitation and uploading any tender documents, in that case user first needs to register their digital signature with employee ID.
- 5. User has to check employee ID maintained in user ID at the time of new ID creation/ ID Transfer/ Additional Charge etc.
- 6. Digital signature registration is not applicable for the MCGM vendors.

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