बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Welcome To Balmer Lawrie e-Procurement
https://balmerlawrie.eproc.in

Agenda

- **Pre-Requisites Before Login to System**

- **Supplier Enrollment**

- **Register Digital Certificate**

- **Login**

Pre-Requisites Before Logging in

Minimum System Requirements:

➤ Pentium IV and Above Processor.
➤ Minimum of 500 MB of RAM.
➤ Minimum 1 USB port (If Certificate is in USB-Token)
➤ DSC Dongle driver should be installed before logging in
➤ Reliable Internet Connectivity
➤ Certificate-Signing & Encryption (Version-Class II b or III
➤ Certificate with full chain.

Pre-Requisites Before Login to System

Operating System

Windows 7 or Windows 8

Browser Version

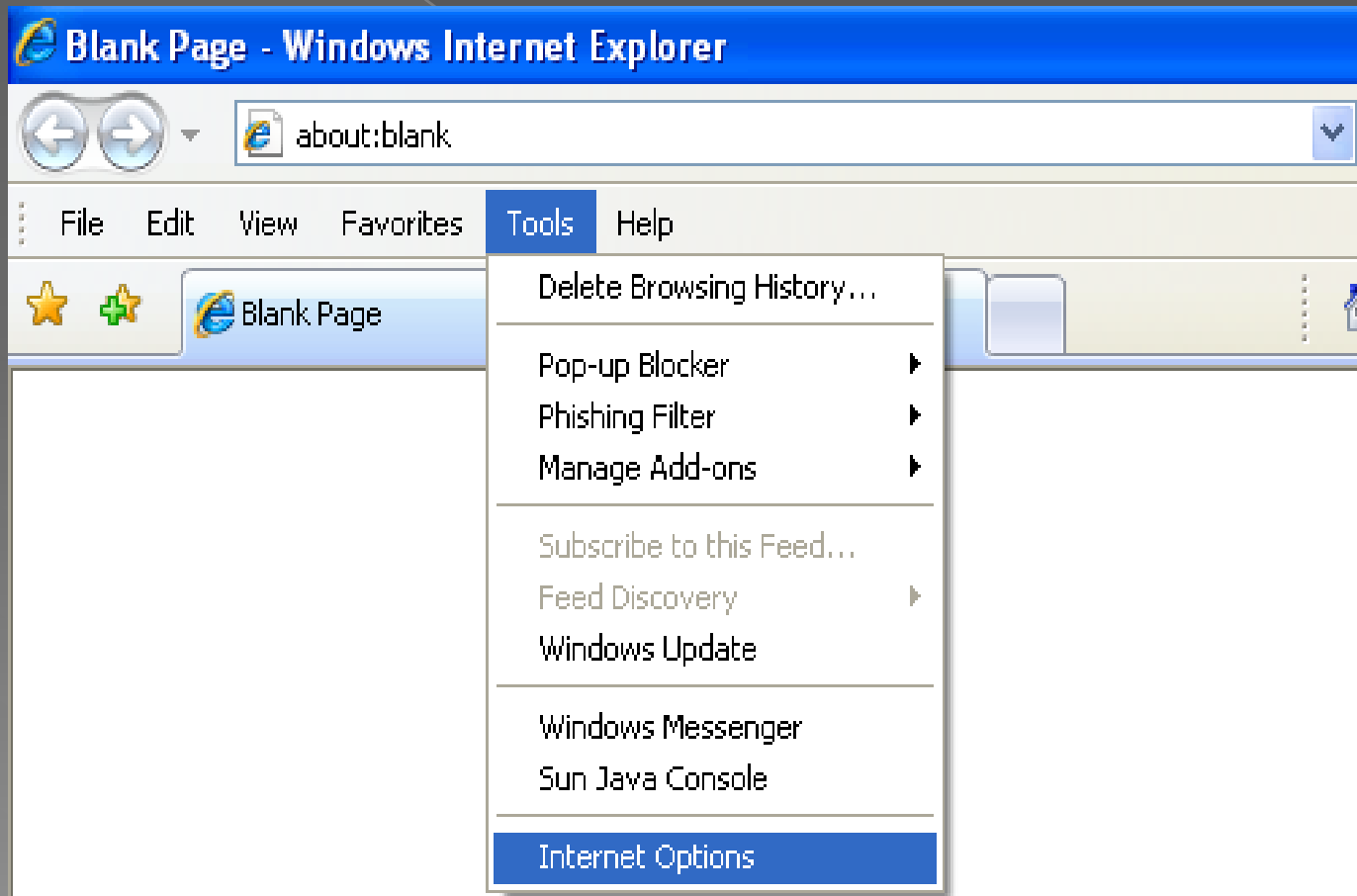Internet Explorer Versions 9,10,11

Java Component
JRE 8 version 93 (32)bit need to be installed in your system

Browser Settings

Some browser settings are required for successful login and other process to occur on the system. Also to set the browser so that the required file "C1Sign.cab" can be downloaded and installed by the system itself.
Go to Tools >> Internet Options >> Security >>

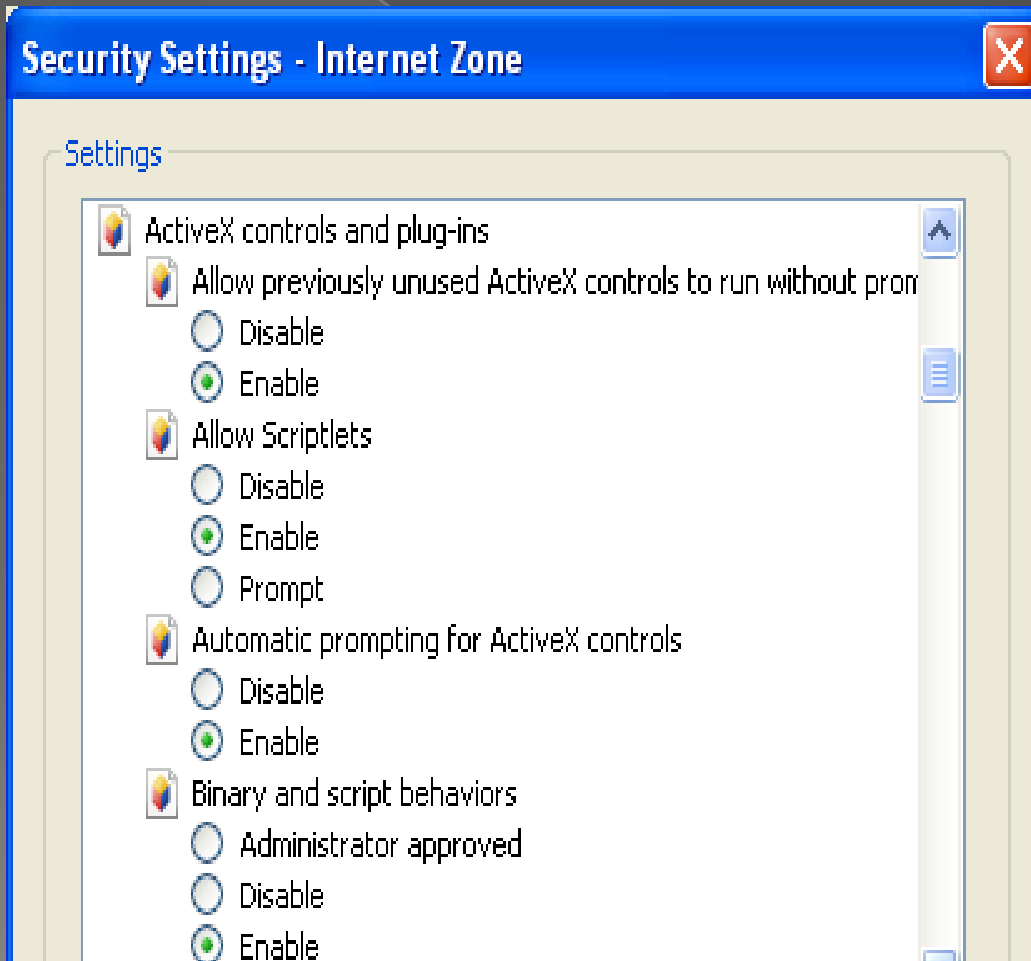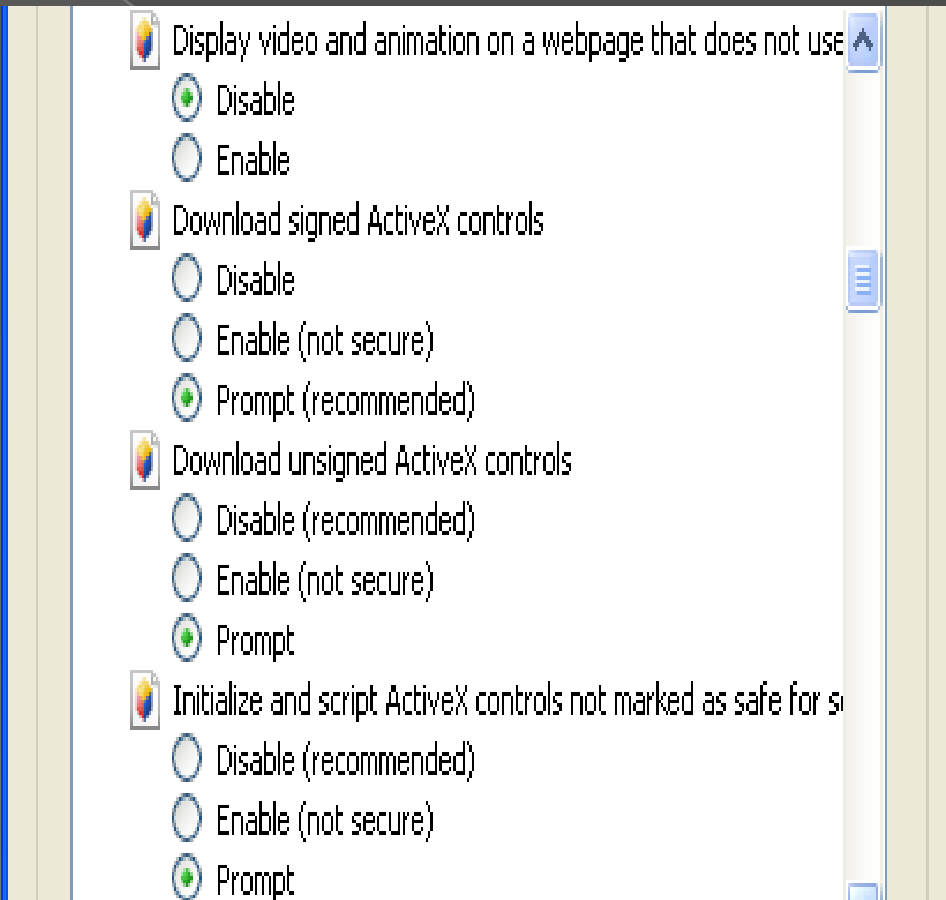**1. Select "Trusted Site" Zone then select Sites and add the site https://balmerlawrie.eproc.in and then change the security settings as shown highlighted in the picture.**

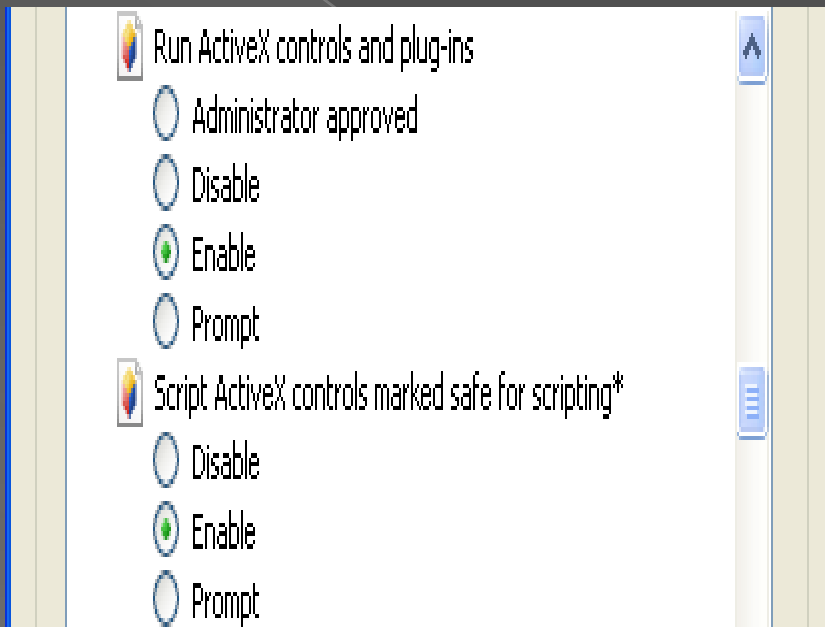**2. Press Custom level button. A window will appear as shown on next page.**

Set Security Settings:

Set "Enable" for all ActiveX Controls and Plug-ins as shown here.

For Download settings of ActiveX Controls, Change the setting from "Prompt" option to "Enable" option

For Run ActiveX Controls and Plug-ins, it should be "Enable"

Other Settings remain unaltered except Pop-up Blocker setting which is to be "Disabled".

Supplier Registration Process Step 1 to Bidder's registration on Balmer Lawrie Web Portal

➢ Open https://balmerlawrie.eproc.in web portal,

➢ Click on registration link.

➢ A Pop will open,

➢ Furnish all details like USER ID, Password, Mail ID, Company Name, and Secret Question,

➢ Type the string characters shown in picture and click on Submit.

A challenge phrase string will be sent to your mail ID which you have just mentioned in initial registration process. Collect challenge phrase string from you mailbox.

Supplier Registration Process Step 2 to Bidder's registration on Balmer Lawrie Web Portal

>Open https://balmerlawrie.eproc.in web portal,
> Login with your USED ID and Password,
> Type the challenge phrase and password for verification,
Web portal will request you now to register Digital Signature Certificate with you USER ID.
> (1). Firstly click on register "signing" certificate, chose your desired DSC from popup and click on Save Details.
>A message will appear on screen "Signing Certificate registered Successfully".
>(2). Secondly click on register "Encryption" certificate, chose your desired DSC from popup and click on Save Details.
>A message will appear on screen "Encryption Certificate registered Successfully"

Click on Back Button (at right hand top of the screen.).
Note: If you are not getting DSC in popup, kindly check and installed Digital Signature Certificate properly,

Furnish all details **Step 3 to Bidder's registration on Balmer Lawrie Web Portal**

Login with USER ID and combination of password & DSC,
Click on "click here to complete registration"
➢ Tab1 Fill Registration Info:
➢ 1. Profile: Fill all required details.
➢ 2. Common Info: Pan No. Phone No. etc.
➢ 3. Password for bid submission.
➢ 4. Secret Question.

➢ Tab 2. Accept Terms and Conditions:
➢ 1. Click on Accept.

➢ Tab 3. Proceed:
➢ Once you furnish all details, please confirm data and click on Proceed to send your registration to Balmer Lawrie for approval.

- *Once Balmer Lawrie will approve you registration at https://balmerlawrie.eproc.in Portal, you will be able to edit and view you profile, bidding online on Balmer Lawrie. In case of any assistance, feel free to contact on helpdesk given support details.*

Thank You!