

## User Manual For PSUs

MSME SAMBANDH

Public Procurement Policy Monitoring Portal

**Ministry Of Micro, Small & Medium Enterprises** 

December, 2017

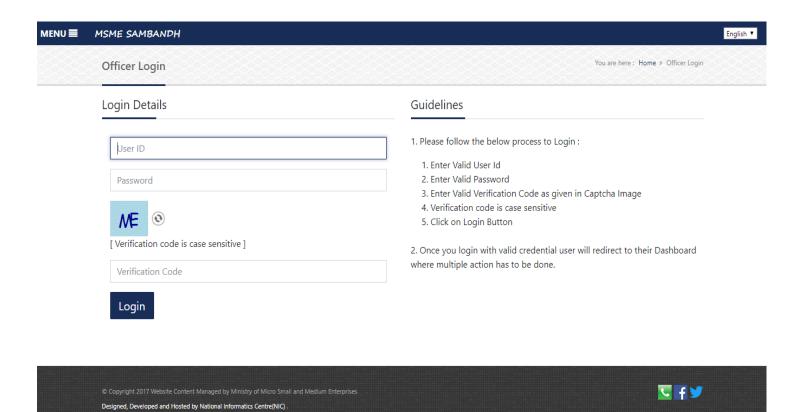
## **User Categories**

Mainly there are three types of user they can use MSME SAMBANDH online portal for public procurement policy.

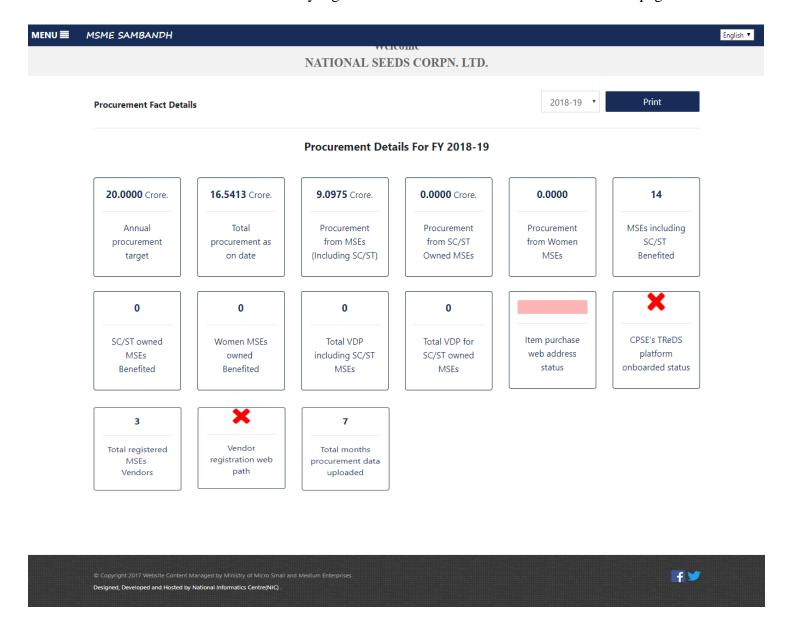
Sr. No.	User Name
1	Ministry
	D
2	Department
3	CPSU

**CPSU** – The roles of this user is to manage their offices and office address details, submitting their annual procurement targets and can submit their monthly procurements. For doing these things they have to follow these steps –

**User Login** – CPSU user need to login first with login page. User need to enter their user id and given password.



**Dashboard** – After successfully login user will be redirected to their related home page.



The user's home page or their dashboard shows their Procurement Facts about their procurement policies.

**Annual procurement target** – On this form user need to submit their annual procurement targets.

<b>■</b> M	ISME SAMBANDH		
	Annual Procurement Details	You are here: Home > Annual Procurement Details	
	* Procurement Financial Year		
	Choose Financial Year ▼		
	Particulars	Detail	
	Total annual procurement target FY (₹ in Crore )		
	Web address of Items Purchsed By CPSEs  Web address format should be start with http:// or https://  Exp: http://gailtenders.in/Annual-Procurement-Plan-FY-2017-18.pdf		
	Vendor registration web path (Please provide web url or web address of your vendor registration form) Web address format should be start with http:// or https://		
	Whether Previous FY Annual Procurement plan for purchases from MSEs uploaded on the official Website	©Yes ®No	
	Whether targets reported in Previous FY Annual Report Uploaded on the Official Website	○Yes ®No	
	Onboarded on TReDS platform ?	⊚Yes ® No	

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Monthly procurement details - On this form user need to submit their monthly procurement details.

English ▼

ENU <b>≣</b>	MSME SAMBANDH			
	Monthly procurement details		You are here: Home > N	lonthly procurement of
	* Procurement Month			
	Choose Month			
	Particulars		Detail	
	Total Monthly Procurement (₹ in Crore )			
	Total value of goods and services procured from MSEs(including MSEs owned by SC/ST entrepreneurs) (₹ in Crore )			
	Total value of goods and services procured from MSEs owned by SC/ST entrepreneurs only ( ₹ in Crore )			
	Total value of goods and services procured from Women entrepreneurs ( $\stackrel{\textstyle \star}{}$ in Crore )			
	Total No. of Vendor Development Programmes(VDP)	Gen	SC/ST	Total
	Whether Previous FY Annual Procurement plan for purchases from MSEs uploaded on the official Website		○Yes ●No	
	Whether targets reported in Previous FY Annual Report Uploaded on the Official Website		○Yes ●No	
	No. of MSEs benefited during the month	Gen	SC/ST	Total
	MSEs owned by Women Entrepreneurs benefited during the month		Total Women	
	Update details			

**Address and Officers detail** — This module is used to update office address and corresponding officer's details.

