

HELP FILE FOR TENDERS UPLOAD

Ref: TOO (CE/EA/Opn,RAPDRP&IT) Rt No. 172 ,dt:25.02.2014

Steps for Tender Uploading:

1. Obtain User id & Password from O/o Chief Engineer,EA,OPN & IT by sending mail to support@aptransco.gov.in for uploading and publishing tenders in APTRANSCO website.

2. Open APTRANSCO website through www.aptransco.gov.in .

3. Click on **Department Home->Tenders Upload.**

4. Enter User **Name** and **password**. Application will prompt the user to change the password at first login. Please change the password.

Users can also using **Change password** functionality for changing the existing password as and when required.

5. After successful login "**Upload Tenders**" page will appear for tender uploading.

*** Any document to be uploaded should be in pdf format only.**

6. Please fill the information with relevant data and attach the files needed in the screen and click **upload**. After successful uploading, a pop up window "Record Inserted" will appear, then click OK.

7. To add a new document, click **Add New Row**. Max 5 documents can be uploaded against each Tender.

8. On expiry of tender date, the application automatically un publishes the expired tender and the respective tender will not be visible to public. However it will be available in the user's account for any extension on the same etc.

9. Once documents are uploaded by Upload User, same cannot be deleted by Upload Users. In case of wrong document uploaded, user needs to approach IT administrator for removing the wrongly uploaded document from backend by sending mail to webupload@aptransco.gov.in.

10. For finding any uploaded Tender, user can utilize "**Search**" option available on the screen.

11. For uploading extensions, corrigendums or to edit the data of the already uploaded Tender , use **edit** option.
12. If any problems are faced during uploading of tenders , the same may be communicated to o/o. CHIEF ENGINEER/OPN,RADRP,EA & /IT through email webupload@aptransco.gov.in for fixing the issue.
13. For any other details please refer TOO (CE/EA/Opn,RAPDRP&IT) Rt No. 172 ,dt:25.02.2014
