eproc.publicprocurement.govmu.org

Introduction:

The e-Procurement System uses Digital Certificate (also called Digital Signature Certificate) for signing and encryption / decryption of data filled on the e-Procurement System. In order to use the Digital Certificate, user must have a Digital Certificate issued in his/her name and the Digital Certificate is to be installed on the browser of your computer system and is to be assigned with the User Name that is used for accessing the e-Procurement System.

You should ensure that you have a valid User Name along with the relevant access privileges to use the process that you intend to execute. The e-Procurement System is available on eproc.publicprocurement.govmu.org. The System can be accessed using standard browsers such as Internet Explorer and Firefox. It is recommended that before you start working on the e-Procurement System, you should ensure that you have the latest version of the browser installed on your computer system. The system also requires installation of latest version of JAVA. For more information, please refer to System Requirement under Prerequisites available on eproc.publicprocurement.govmu.org.
Disclaimer:

Please note that this User Manual is created for the purpose of providing guidance to the Users intending to use the process that is referred in the User Manual. It has been an endeavor to prepare this User Manual by capturing the process flows as well as the mock screens to resemble the process flows and the screens as they appear on the e-Procurement System of Government of Mauritius to the extent possible.

However, it may be possible that the process flows and the mock screens may differ from as what they appear on the e-Procurement System. It shall be the responsibility of the Users to acquaint themselves with the process thoroughly and carry out the transactions on the e-Procurement System as expected. The Users shall ensure that the transactions that are executed on the System are carried out with integrity.
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Section A: Using Digital Certificate on e-Procurement System
Step 1: Login on the e-Procurement System

On entering the URL (eproc.publicprocurement.govmu.org) of the e-Procurement System portal using the recommended browser, the Home Page of the e-Procurement System will be displayed (as shown in the screen below). You will have to login into the system with a valid User Name and Password. Click on Login button to enter your User Name and Password.
Once you have entered your User Name and Password click on **LOGIN** button.
Step 2: Assigning Digital Certificate

Every time you login to the System with your User Name and Password, you will land on the DASHBOARD as shown in the screen below. The dashboard has a Standard Menu on top and is divided into four sections. Click on link Digital Certificate Details under MY INFORMATION section as shown in the screen below to assign the digital certificate. Only those digital certificates that are assigned to the user profile will be allowed for use in the processes such as digital signing, encryption and decryption of data on the e-Procurement system.

Note: If your digital certificate is on a hard token, then please ensure that the token is attached in the USB slot of your computer system and proper drivers/software to access the hard token is installed on your computer system. If your digital certificate is in soft format (soft token), then please ensure that you have installed the Digital Certificate on your computer system.

To invoke the use of digital certificate that has been assigned to your user profile, please ensure that digital certificate is available in the certificate repository on your computer system (for soft token) and if the certificate is on a hard token then ensure that the hard token is attached to the USB slot of your computer system.
Click on **ADD** button to select the certificate for assigning.
Certificate selection popup window is displayed.
Click on dropdown button beside **Name** to select the digital certificate. Public Key of the selected certificate will be displayed below. Click on **SAVE** button.
Click on **OK** button.
To test the assigned certificate click on the icon under heading **TEST**.

![Certificate Details](image-url)
Click on **Encrypt** button to encrypt the data with Public Key of assigned digital certificate. Encrypted data of sample text will be shown in the Encrypted Text box.
Click on **Decrypt** to decrypt the data using the Private Key of assigned digital certificate. When you click on Decrypt button, system will display a pop window requesting permission to use the Private Key. Click on **OK** button to grant access.

Note: Depending on the security control that is set to allow usage of Private Key you may be asked to provide the password for access.
Encrypted data will be decrypted and shown in readable format.
Click on **Sign** button to use the Private Key for signing the decrypted data.
Click on **Verify** button to verify the signed data. To exit click on **Cancel** button.
* To remove a certificate that is already assigned on the e-Procurement system, select the certificate and click on **REMOVE** button.

Note: You will not be able to encrypt, decrypt and sign the data if you remove the assigned digital certificate.