

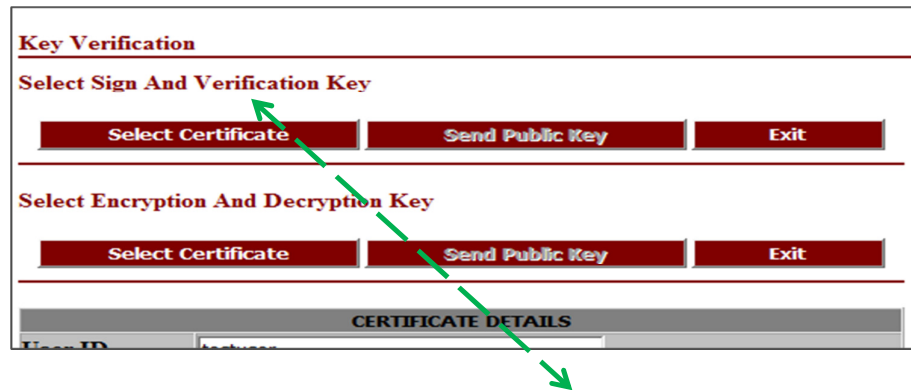
## Guideline for Digital Certificate uses by Bidders / Suppliers / Vendors

Following steps are to be done for processing on Tenders by Bidders / Suppliers / Vendors using Digital Certificate issued either before 10<sup>th</sup> January 2012 or 10<sup>th</sup> January 2012 Onwards:

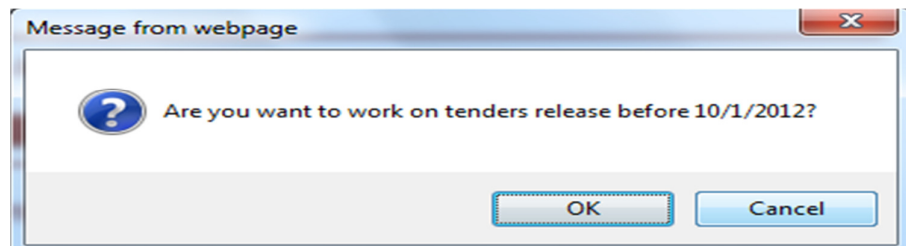
**Step 1:** Install Mandatory “**SHA - 2 Installation**” utility on your Computer System available on <http://cgeprocurement.gov.in> home page under “Downloads” Section (additionally from “Configure Your Computer For e-Procurement Operations” under “How to Enroll” option).

**Step 2:** Login using your Login ID and Password on <http://cgeprocurement.gov.in>

**Step 3:** Go to Change Password → Select Certificate you will get following screen



**Step 4:** Click on “Select Certificate” button for “Select Sign And Verification Key” you will get following screen.



Click on “Cancel” button, Select your Digital Certificate for **Signing/Verification** and click on “Send Public Key” button.

**Note:** 1. **In order to use SHA-2 Digital Certificate (Issued from 1st January 2012 Onwards)** Minimum requirement is Windows XP SP3 however It is recommended to use Windows 7 & above and Internet Explorer 7.0 & above.

2. It is recommended to send Public Key for Encryption and Decryption in order to use SHA-2 Digital Certificate (Issued from 1<sup>st</sup> January 2012 Onwards).