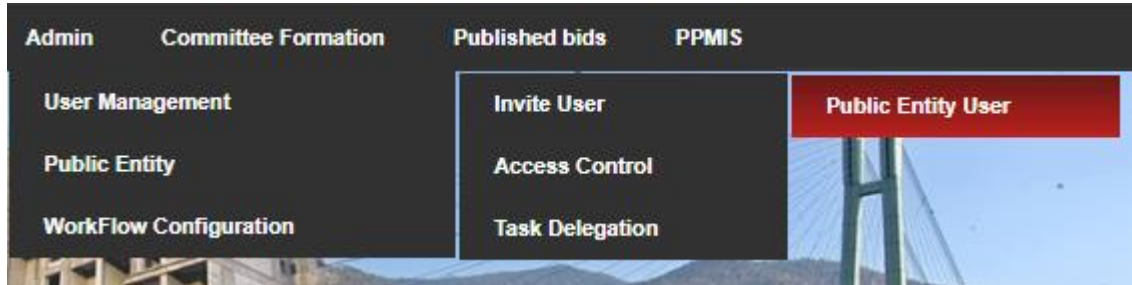


User Creation Manual in EGP II

- 1) Login using admin user credentials.
- 2) The go to admin-> user management-> invite user-> public entity user



- 3) Then click at public entity user

4 The page appears as given below and fill the information as shown and fill the information as shown in the figure below and click on the initiate registration.

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Public Entity Registration- Invitation

Fields marked with (*) are mandatory.

Public Entity And User Details

Select the name of the public entity

Name of the PE * : Mechanical Branch
[Please Select the Public Entity for which the registration is to be initiated]

Email * : maheshparajuli@dor.gov.np
[Please Enter Email Address]

Confirm Email * : maheshparajuli@dor.gov.np
[Please Confirm Email Address]

Salutation Title * : Mr
[Please Select Salutation]

First Name * : Mahesh
[Please Enter First Name]

Middle Name : Kumar
[Please Enter Middle Name]

Last Name * : Parajuli
[Please Enter Last Name]

Will this user be a Report User * : Yes : No : ☒
Shall always be no

Enter the email address to create account

After filling all then information click on the initiate registration

Cancel Initiate Registration

5. After clicking on the initiate registration, the dialogue box which has font in green color displays as shown in figure below.

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A Notification will be sent shortly to user for registration.

Public Entity Registration- Invitation

Fields marked with (*) are mandatory.

Public Entity And User Details

Name of the PE * : Mechanical Branch
[Please Select the Public Entity for which the registration is to be initiated]

Email * : [Please Enter Email Address]

Confirm Email * : [Please Confirm Email Address]

Salutation Title * : --Select Salutation--
[Please Select Salutation]

First Name * : [Please Enter First Name]

Middle Name : [Please Enter Middle Name]

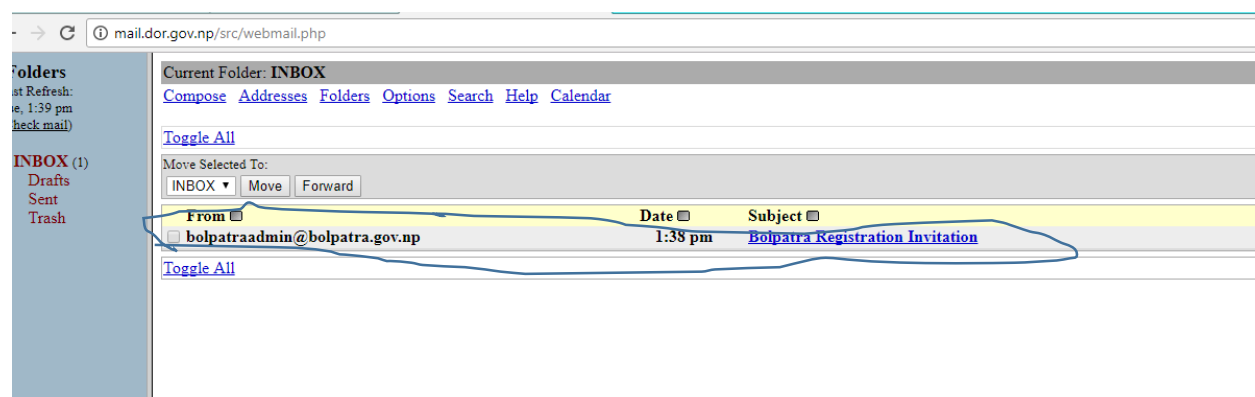
Last Name * : [Please Enter Last Name]

Will this user be a Report User * : Yes : No :

Cancel Initiate Registration

6. After it open the mail .[the e-mail is the one which is used to create account].

7. After opening the mail, the mail from the bolpatraadmin@bolpatra.gov.np is received as shown in fig below.



8. Click on the mail and you can see the link as show in figure below.

Please click on the following link to verify your email account:
Activate Bolpatra Account

If clicking on the link does not work then please paste this link

<http://www.bolpatra.gov.np/egp/signup-public-entity?verificationCode=b47736ae-d5ef-4e2d-8e8a-53b87f31b124>
in the browser

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact Mechanical Branch

9. Click on the link and the following displays on the screen.

Organizational Details	Account Details
Public Entity Details	
Name of the PE :	Mechanical Branch
Acronym :	
Description :	
Country :	Nepal
Office Category :	Government Boards
Website :	
Address Details	
Address Line 1 :	Patandhoka, lalitpur
Address Line 2 :	
Address Line 3 :	
City :	
District :	Lalitpur
Municipality :	Lalitpur
VDC :	
Fax No. 1 :	
Fax No. 2 :	

10. then click on the Account details and fill up the information. All the contents that is marked with asterisk (*) shall be filled compulsorily.

Organizational Details**Account Details**

Fields marked with (*) are mandatory.

Account Details

Salutation Title * :

Mr ▼

First Name * :

Mahesh

Middle Name :

Kumar

Last Name * :

Parajuli

Designation * :

[Please Enter Your Designation]

Officer Class * :

-Select Officer Class- ▼

[Please Select the class of Officer you are]

Contact No.1 * :

Contact No.2 :

Email 1 * :

maheshparajuli@dor.gov.np

Email 2 :

[e-mail id should be valid. Example: abc@xyz.com]

Username * :

Password * :

[User Name should be minimum 6 character long and maxlength 50 character long]

Designation * :
[Please Enter Your Designation]

Officer Class * :
[Please Select the class of Officer you are]

Contact No.1 * :
[Contact Number should only contain Numbers starting with country code. Example: 9112345678]

Contact No.2 :
[Contact Number should only contain Numbers starting with country code. Example: 9112345678]

Email 1 * :

Email 2 :
[e-mail id should be valid. Example: abc@xyz.com]

Username * :
[User Name should be minimum 6 character long and maxlength 50 character long]

Password * :
[Password must be minimum 6 character long and maxlength 20 character long and contain Symbol{#, @, \$}]

Confirm Password * :
[Re-type the password to confirm]

Secret Question * :
[Security question is used to retrieve password in case you forgot]

Secret Answer * :
[Please answer the security question]



dosso 3015

[Privacy & Terms](#)

☒ I have read, understood and agree to the terms and conditions [mentioned here](#)

The username and password is used for logging in the bolpatra after the approval by the admin

Write as shown fig.

11. Then after filling up all the information click on the register.
12. After clicking on the register the , the dialogue box which has font in green color displaying the information of sending the request.
13. after it again LOGIN using ADMIN credentials.
14. At ADMIN dashboard, the task "PE REGISTRATION" is displayed under the MY PENDING TASKS as shown in fig below. Then click PE REGISTRATION"

PPMO x letter regarding using eg x DOR WEBMAIL 1.4.22 x PPMO x PPMO x PPMO x

Secure | https://bolpatra.gov.np/egp/publicEntityHome

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

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MY PENDING TASKS

PE REGISTRATION 1

Click here

My Recent Tasks

My Task History

User Activities

RECENT TASKS

SL No.	Task Name	Assigned By	Assigned On	Current Status
1	PE REGISTRATION Approve	Hariram acharya	10-10-2017	Approval Pending

15. After clicking PE REGISTRATION the box appears at the bottom of the screen and click at the PE registration as shown in fig below.

PPMO x letter regarding using eg x DOR WEBMAIL 1.4.22 x PPMO x PPMO x PPMO x

Secure | https://bolpatra.gov.np/egp/publicEntityHome

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

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MY PENDING TASKS

PE REGISTRATION 1

My Recent Tasks

My Task History

User Activities

RECENT TASKS

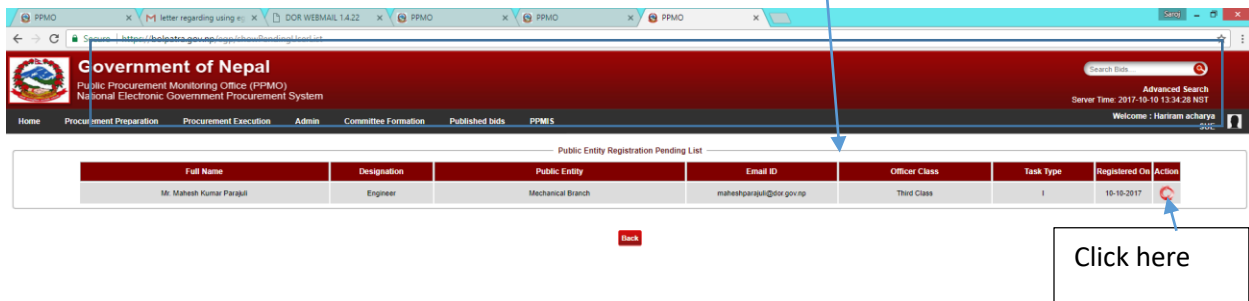
SL No.	Task Name	Assigned By	Assigned On	Current Status
1	PE REGISTRATION Approve	Hariram acharya	10-10-2017	Approval Pending

PE REGISTRATION

SL No.	Category Of Pending Task	No Of Pending Task
1	PE REGISTRATION Approve	1

Click here

16. Then after clicking PE REGISTRATION APPROVE, the dialogue box appears as shown in fig below. Then click on action.



17. After clicking at action , then click at claim task.

18. After clicking at claim task, then the information appears as shown in fig below. Then here

1. Select NON ADMIN [for creation of different roles]
 - Tick on the check box if the role is CREATOR
 - Tick on the check box if the role is REVIEWER
 - Tick on the check box if the role is APPROVER

*Note:

- ❖ An individual cannot have all the roles. [single person refers to single account]
- ❖ But an individual can have role of reviewer and approver.

2. Select ACCOUNTANT [for ACCOUNTANT]

Designation	Engineer	Contact No.1	9851137254
Contact No.2		Email 1	maheshparajuli@dor.gov.np
Email 2		Username	maheshparajuli
Officer Class	Third Class		

Action: ☒ Non-Admin ☐ Admin ☐ Accountant

Module/Menus	Creator	Reviewer	Approver
Annual Procurement Plan	☐	☐	☐
Bank Transaction	☐	☐	☐
Bid Addendum	☐	☐	☐
Bid Evaluation	☐	☐	☐
Committee Formation	☐	☐	☐
Complaint Management	☐	☐	☐
Contract Awarding	☐	☐	☐
Dispute Management	☐	☐	☐
Master Procurement Plan	☐	☐	☐
Opening	☐	☐	☐
Payment Management	☐	☐	☐
Procurement Document	☐	☐	☐
Project Management	☐	☐	☐

If the role is CREATOR click here

If the role is REVIEWER click here

If the role is APPROVER click here

19. After selecting appropriate role then type the text as in comment box shown below and click on approve for approval or any other button as appropriate.

PPMO x letter regarding using egp x DOR WEBMAIL 14.22 x PPMO x PPMO x PPMO x

Secure | https://bolpatra.gov.np/egp/viewUserProfile

Contact No.2

Personal Details

Salutation Title	Mr	First Name	Mahesh
Middle Name	Kumar	Last Name	Parajuli
Designation	Engineer	Contact No.1	9851137254
Contact No.2		Email 1	maheshparajuli@dor.gov.np
Email 2		Username	maheshparajuli
Officer Class	Third Class		

Action: ☒ Non-Admin ☐ Admin ☐ Accountant

Module/Menus	☒ Creator	☐ Reviewer	☐ Approver
Annual Procurement Plan	☒	☐	☐
Bank Transaction	☒	☐	☐
Bid Addendum	☒	☐	☐
Bid Evaluation	☒	☐	☐
Committee Formation	☒	☐	☐
Complaint Management	☒	☐	☐
Contract Awarding	☒	☐	☐
Dispute Management	☒	☐	☐
Master Procurement Plan	☒	☐	☐
Opening	☒	☐	☐
Payment Management	☒	☐	☐
Procurement Document	☒	☐	☐
Project Management	☒	☐	☐

Name of the person whose account been created

Comment: Mr Mahesh Kumar Parajuli has been assigned as creator for mechanical branch

Name of the Office or PUBLIC ENTITY

Specify the role [creator or reviewer or approver or accountant]

Back Reject Approve Cancel

Click here to approve

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20. after clicking at approve, the box appears with green font as shown if fig below.

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

Home Procurement Preparation Procurement Execution Admin Committee Formation Published bids PPMO

Advanced Search
Server Time: 2017-10-19 12:38:52 NST
Welcome : Hariram acharya SUE

User Approved Successfully.

Public Entity User Profile

Fields marked with (*) are mandatory.

PE Details

Name of the PE *	Mechanical Branch	Acronym	
Description		Country *	Nepal
Office Category *	Government Boards	Website	

Address Details

Address Line 1 *	Patanthika, Lalpur	Address Line 2	
Address Line 3		City	
District *	Lalitpur	Municipality	Lalitpur
VDC		Fax No. 1	
Fax No. 2		Contact No.1 *	019095534
Contact No.2			

Personal Details

Salutation Title *	Mr.	First Name *	Mahesh
Middle Name	Kumar	Last Name *	Parajuli
Designation *	Engineer	Contact No.1 *	9851137254
Contact No.2		Email 1 *	maheshparajuli@dor.gov.np
Email 2		Username *	maheshparajuli
Officer Class	Third Class		

Action

Non-Admin Admin Accountant

Module/Menus	Creator	Reviewer	Approver
Annual Procurement Plan	☒	☐	☐
Bank Transaction	☒	☐	☐
Bid Addendum	☒	☐	☐

21. after the process, the respective role is created. The username and password entered during the process is used to login in the bolpatra.gov.np

22. for every role [creator, approver and reviewer] , same process is followed i.e form step 1 to 21. Just in step 18, the role will be distinguished as creator or reviewer or approver or accountant.