

**SAP Implementation
At
Municipal Corporation Greater Mumbai**

Supplier Relationship Management (SRM)

Digital signature mapped with Employee ID

Version 1.0

Table of Contents

DIGITAL SIGNATURE MAPPED WITH SRM UID3

1. DSC Mapping Process (Upload Signature)..... 3

2. DSC Removing Process (Remove Signature)..... 7

Digital signature mapped with Employee UID

- In current business process, the digital signature (DSC) is used by the bid creator for uploading documents and publishing the bid invitation and by the Bid approver for approving/rejecting the bid invitation.
- As per the new development Digital signature should be mapped with employee id of the SRM users (Bid Creator/ Bid Approver). If DSC mapping is not done then system will not allow bid creator & approver to upload Document /publishing bid/approving/rejecting bid respectively.

1. DSC Mapping Process (Upload Signature)

- The link for mapping user ID with digital signature is provided in user login on SRM portal.
- Bid creator / Bid Approver needs to login to MCGM SRM portal using their user ID and password.

MCGM USER Log in

MCGM

Supp
Relationship
Management

Logon

User: MCGMUSER

Password: [Masked]

Client: 900

Language: English

Accessibility:

Log On

[Change Password](#)

[Request User ID](#)

Forgot your password or user ID? [Help](#)

After login to SRM portal below screen will display.

mySAP SRM

Welcome, ABM1010-AE

Home | Help | Settings | Support | Log off

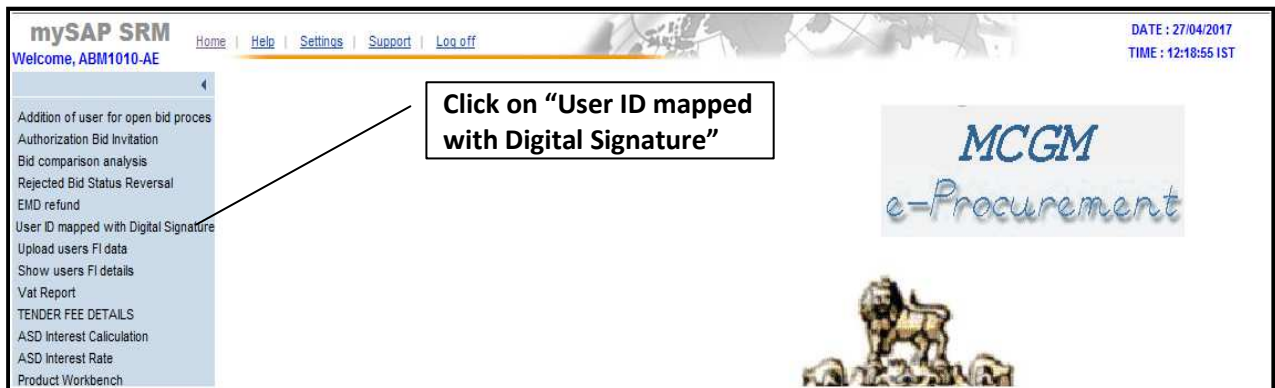
DATE: 27/04/2017
TIME: 12:18:55 IST

MCGM
e-Procurement

mySAP SRM

- Addition of user for open bid proces
- Authorization Bid Invitation
- Bid comparison analysis
- Rejected Bid Status Reversal
- EMD refund
- User ID mapped with Digital Signatur
- Upload users- FI data
- Show users FI details
- Vat Report
- TENDER FEE DETAILS
- ASD Interest Calculation
- ASD Interest Rate
- Product Workbench
- Create EMD Refund
- Create EMD Refund
- MIS ASD REFUND
- EMD MIS REFUND
- Bidding Officer
- Evaluate Authorization Check
- Display Spool Requests
- Percentage Rate Bid-Comp Report

Click on “User ID mapped with Digital Signature” link



After clicking on above link system will display below screen.

System fetch **employee ID** details from his/her registered user id. The employee ID field is non editable



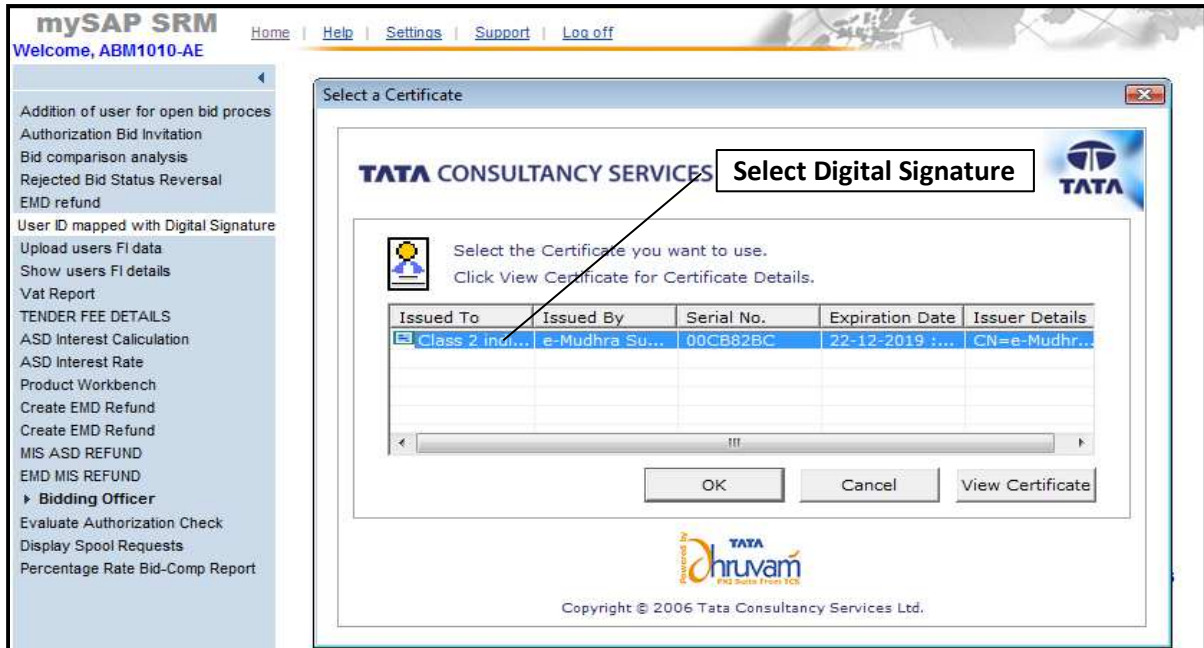
Before click on “upload signature” button insert digital signature on system (PC)

Click on “Upload Signature”

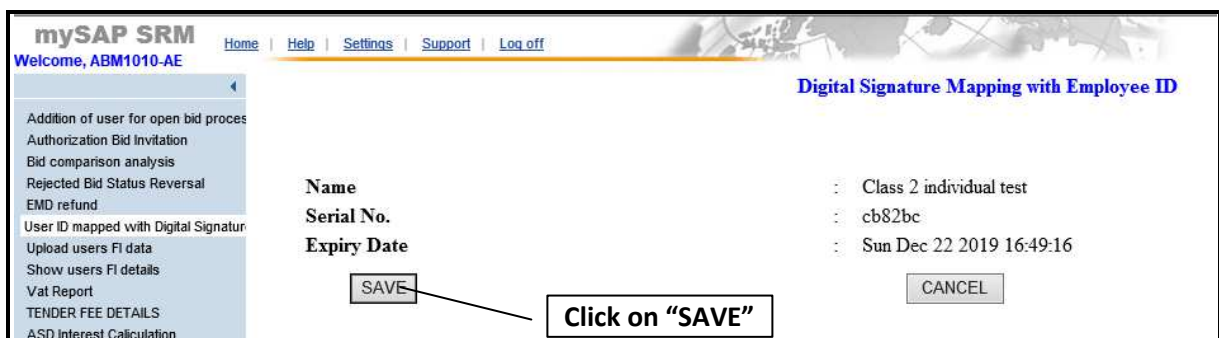


Select Digital Signature from Pop up.

Click on “OK”



Click on “SAVE” to map signature to employee ID

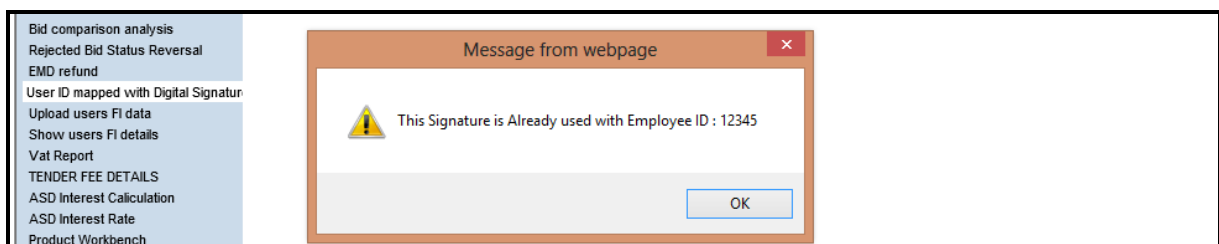


System will display message as “Digital Signature Verification Successful”.



NOTE:

1. If Digital Signature is already mapped with another employee ID then system will not allow mapping. System will shows below message.



2. If Digital signature is not mapped with employee ID then system will display error message while signing the bid invitation.

The screenshot shows a web application interface with a left sidebar containing 'MIS Report' and 'Percentage Rate Bid-Comp Report For vendorwise comparison item ra'. The main content area has three input fields: 'VAT on Tender Fee (%)' with value '0.00', 'Last Date for Tender Fee Pay' (empty), and 'Last Time for Tender Fee Pay' with value '00:00:00'. A pagination control shows '1 - 10 From 23'. Below the form, a red asterisk indicates a 'Required Entry'. A message bar with an orange background displays '1 Message' and the error text 'Digital Signature is not mapped with Employee ID'.

3. If user used different digital signature from already mapped digital signature, then system will display error message while document uploading/signing the bid invitation for publishing/approving the bid invitation.

The screenshot shows a web application interface with a left sidebar containing 'For vendorwise comparison item ra'. The main content area has two input fields: 'Last Date for Tender Fee Pay' (empty) and 'Last Time for Tender Fee Pay' with value '00:00:00'. A pagination control shows '1 - 10 From 23'. Below the form, a red asterisk indicates a 'Required Entry'. A message bar with an orange background displays '1 Message' and the error text 'Please select correct Digital Signature'. A 'Close' button is located at the bottom left of the message bar.

2. DSC Removing Process (Remove Signature)

Click on "User ID mapped with Digital Signature" link



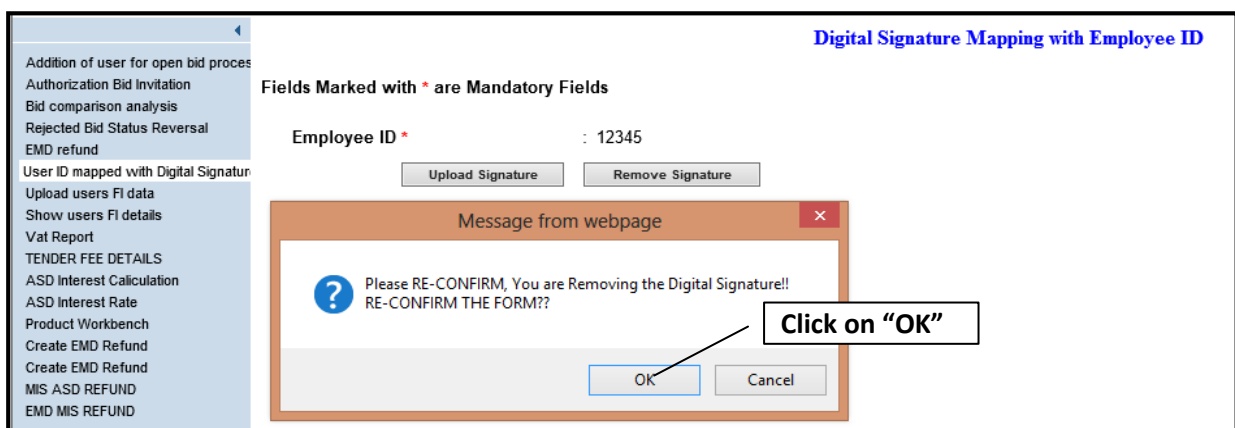
"Remove Signature" option is enabled only if digital signature is already mapped with the employee ID.

Click on "Remove Signature"



System will show below message for confirmation.

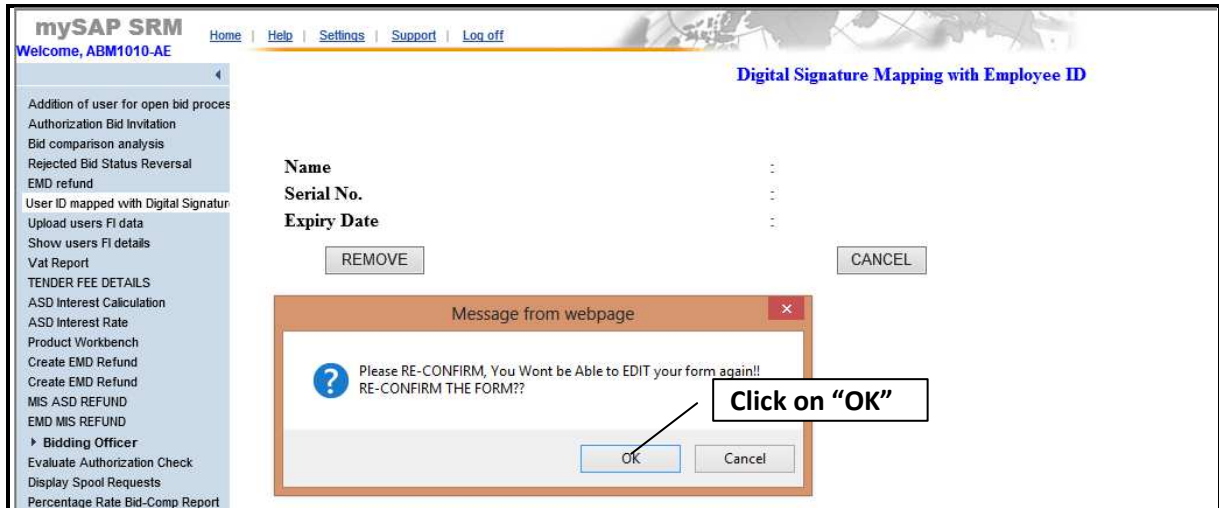
Click on "OK"



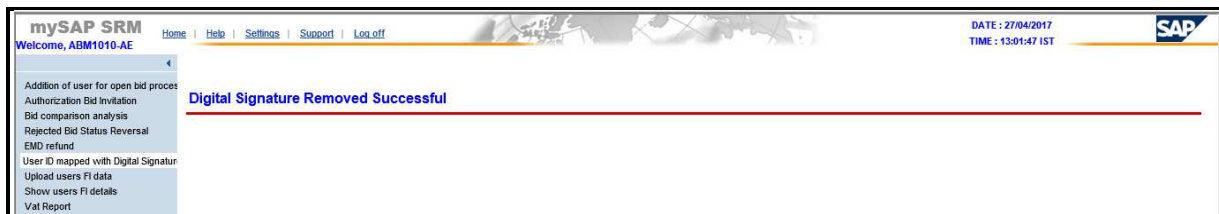
Click on "Remove"



Click "OK"



System will show message as "Digital Signature Removed Successful".



Note:

1. If Employee Code is not mapped with user ID then system will not allow to map digital signature
2. In case of same employee ID mapped with multiple user ID, no need to map signature for multiple user ID.
3. In case of user has already mapped one digital signature with employee id and then again try to map another digital signature which is not mapped with any employee ID, then user has to first remove the digital signature which is already mapped and then S/he can able to register the new one.
4. Once development will transport to SRM production system, it will affect the live bids. For creating/changing the bid invitation and uploading any tender documents, in that case user first needs to register their digital signature with employee ID.
5. User has to check employee ID maintained in user ID at the time of new ID creation/ ID Transfer/ Additional Charge etc.
6. Digital signature registration is not applicable for the MCGM vendors.