User Manual
For Ministry

MSME SAMBANDH
Public Procurement Policy Monitoring Portal

Ministry Of Micro, Small & Medium Enterprises

December, 2017
User Categories

Mainly there are three types of user they can use MSME SAMBANDH online portal for public procurement policy.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministry</td>
</tr>
<tr>
<td>2</td>
<td>Department</td>
</tr>
<tr>
<td>3</td>
<td>CPSU</td>
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</tbody>
</table>

**Ministry** – The roles of this user is to manage their offices and office address details, submitting their annual procurement targets and can submit their monthly procurements. For doing these things they have to follow these steps -

**User Login** – Ministry user need to login first with login page. User need to enter their user id and given password.

![Login Page Screenshot](image-url)
**Dashboard** – After successfully login user will be redirected to their related home page.

The user’s home page or their dashboard shows their Procurement Facts about their procurement policies.

**Annual procurement target** – On this form user need to submit their annual procurement targets.
**Monthly procurement details** – On this form user need to submit their monthly procurement details.

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Monthly Procurement (₹ in Crore)</td>
<td></td>
</tr>
<tr>
<td>Total value of goods and services procured from MSEs (including MSEs owned by SC/ST entrepreneurs) (₹ in Crore)</td>
<td></td>
</tr>
<tr>
<td>Total value of goods and services procured from MSEs owned by SC/ST entrepreneurs only (₹ in Crore)</td>
<td></td>
</tr>
<tr>
<td>No. of MSEs benefited during the month</td>
<td>Gen</td>
</tr>
<tr>
<td>Total No. of Vendor Development Programmes (VDP)</td>
<td>Gen</td>
</tr>
</tbody>
</table>

- Whether Previous FY Annual Procurement plan for purchases from MSEs uploaded on the official Website
  - Options: Yes, No
- Whether targets reported in Previous FY Annual Report Uploaded on the Official Website
  - Options: Yes, No

* To update click here

[Update details]
Address and Officers detail — This module is used to update office address and corresponding officers details.

* Address
  AYUSH BHAWAN, B Block, GPO Complex, INA, NEW DEL

* Pin code
  110011

* State
  10.DELHI / दिल्ली

* District
  1.CENTRAL / चेंब्रल

* Officer
  Chairman

* Name of Officer:
  V.N. Shandilya

* Officer Email Id
  shan@gmail.com

* Name of Nodal Officer
  Ajay Kumar

* Nodal Officer Email Id
  ajay@gmail.com

* Nodal Officer Mobile Number
  9990911256

Nodal Officer Phone No
  01156456787

Update details