

Users' Guide / Manual of e-auction –For Buyers

(Important Guidelines for Registration and Bidding for bidders)

Requirement:

- I. One PC (Computer) with Internet connection.
- II. Email address.
- III. Registration with www.mstcecommerce.com as buyer.

Operating System:

- I. Windows 98/XP-SP3 & above/Windows 7.
- II. IE-6 and above Internet browser.
- III. To enable all activeX controls and disable 'use pop up blocker' under Tools Internet Options custom level and protected mode to be turned off/disabled

In case PC or Internet Connection is not there the website can be accessed from any cybercafé.

How to Register with www.mstcecommerce.com?

- I. Log on to our website at www.mstcecommerce.com
- II. Then click on the link '[Register](#)', GENERAL TERMS & CONDITIONS OF e-AUCTION will appear on the screen. Scroll down to the bottom of the page where two options will be there : (a) Register as Buyer and (b) Register as Seller.
- III. Select and click on "Register as Buyer" option.
- IV. BUYER SPECIFIC TERMS & CONDITIONS will appear next on the screen. Scroll down to the bottom of the page where again two options will be available: 'Agree' and 'Disagree'.
- V. Select and click on 'Agree' button.
- VI. Buyer's Registration Form will appear on the screen. Fill up the desired information.
- VII. All fields marked with * are mandatory and must be filled in.
- VIII. Select your User ID and Password and keep a note of the same.
- IX. Please ensure that the email address given is a valid one and is presently active.
- X. After filling up the form click on the 'Submit' button.
- XI. The next page may not be relevant to you. Please fill up only relevant fields and click on 'Preview' button. All the information typed in the form will be displayed to you for verification. If the information is correctly entered then click on 'Submit' button. The next page will ask for some information which you need to fill up. On successful registration the system will send you an email containing your unique buyer registration Number and also inform you instantly to submit 'Registration Fee' and the relevant documents.

The above documents and the registration fee can be submitted at any of our offices in India whose address is available on the website itself or [Click Here](#) for MSTC offices. Copies of the documents to be submitted should be attested by a Gazetted Officer or Chartered Accountant or a Public Notary or the original documents should be produced for verification.

On submission of documents your account will be activated and you will be issued a 'Photo Identity Card', which has to be collected from MSTC offices. 'Photo Identity Card' will be issued by same MSTC office where you have submitted the documents.

N.B :These guidelines are meant to assist the bidders in understanding the process and should not be taken as exhaustive. Modifications / amendments, if necessary, shall be made from time to time. Bidders are therefore advised to frequently check for any modification / amendments and take clarification well in advance.