

# **PRANIT Portal - Password Reset Manual**

(Portal Link: https://etender.powergrid.in)

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# 1 Pre-requisite

#### 1.1 User ID/Login ID

User must have valid Login ID at PRANIT Portal.

#### 1.2 Email ID

User must have valid email ID mapped to their login id at PRANIT Portal. This is generally the email id provided by the user at the time of login id creation. User can either update email himself via Personalize link available after login to portal or request POWERGRID RFx owner / coordinator for change/update in email mapped to their login.

#### 1.3 Mobile Number

User must have valid mobile number mapped to their login id at PRANIT Portal. This is generally the mobile number provided by the user at the time of login id creation. User can either update mobile number himself via Personalize link available after login to portal or request POWERGRID RFx owner / coordinator for change/update in mobile number mapped to their login.

## 2 Password reset

Open PRANIT portal <u>https://etender.powergrid.in</u> . Click on Reset Password link.

PR/ (POWERGRID Reverse Au	ANIT Portal ction and Integrated Tendering Portal)
	User * Password * Check reCAPTCHA Challenge to Log On * I'm not a robot Log On Guest Button overw Details of Current Onen Tenders/BEx Log On Guest Button overw Details of Current Onen Tenders/BEx
	Forgot Password? Reset Password New Vendor? Register Now Guidelines and Help Documents for Bidders Helpdesk Details Current Version : PRANIT 1.1 based on SAP SRM 7.04 STOC Certification 2021 © POWER GRID CORPORATION OF INDIA LIMITED. ALL RIGHTS RESERVED

After clicking on Reset Password link, following screen will appear.

	Password Reset Utility		
1	1.	Reset Password using Security Question/Answer	Click Here
2	2.	Reset Password using One Time Password	Click Here

User may reset PRANIT Portal password via following utilities:

- 1. Reset Password Using Security Question/Answer (Refer 2.1 for detailed steps)
- 2. Reset Password using One Time Password (Refer 2.2 for detailed steps)

### 2.1 Password reset using Security question/answer

#### 2.1.1 Click on Reset Password using security question/answer link.

	Password Reset Utility			
	Link for Reset Password using security question/answer			
1.	Reset Password using Security Question/Answer	Click Here		
2.	Reset Password using One Time Password	Click Here		
		·		

#### 2.1.2 At the "Logon Help" screen provide Logon ID and mapped E-Mail ID.

Logon Help	Logon Help			
Personal information  Security question  Confirmation				
Having trouble logging in?				
Provide the following information to receive a new password		Enter Logon ID		
Logon ID:*				
E-Mail:*				
Submit	Cancel	Enter E-mail ID		

2.1.3 Click on Submit Button after filling Logon ID and E-Mail.

Logon Help
Personal information  Security question  Confirmation
Having trouble logging in?
Provide the following information to receive a new password
Logon ID:*
E-Mail:*
Submit Click Submit Button

2.1.4 On the next screen provide answer to your set Security Question. Make sure to enter the correct answer that you have saved earlier while setting Security Question and Answer under Personalize Link.

Logon Help	
Personal information Security of	question + Confirmation -
Security Question	
What is your favorite color?	Enter Security Answer
Answer:	
Submit Cancel	

2.1.5 Click on Submit Button after providing Security Answer on Security Question Screen.

Logon Help
Personal information Security question Confirmation
Security Question
What is your favorite color?
Answer: Click Submit Button

2.1.6 New screen will appear with message, "New password was assigned and sent by email". After sometime new password shall be delivered to the email mapped to login.



2.1.7 User will receive an e-mail containing new password at email id mapped to login id. Kindly check junk/spam folders incase e-mail is not received in Inbox.

Password reset



#### 2.2 Password reset using One Time Password

#### 2.2.1 Click on Reset Password using One Time Password link.

	Password Reset Utility	
1.	Reset Password using Security Question/Answer	Click Here
2.	Reset Password using One Time Password	Click Here
	Link for Reset Password using OTP	,

2.2.2 "Logon Help" screen will appear. Provide Login ID and select medium to send OTP from options Mobile Number, Email Id or both



Logon Help				
Personal Information  Confirmation				
Having trouble logging in?  Provide the following information to receive a new password  Select medium for O				ΟΤΡ
* Enter User / Login Id: * Select Medium to send OTP:		+		
Get OTP	Mobile Number Email Id Both			

2.2.3 Depending on the medium of OTP selected, please enter either mobile number or email id or both and click on Get OTP Button.

Logon Help
Personal Information  Confirmation
Having trouble logging in?
Provide the following information to receive a new password * Enter User / Login Id:
* Select Medium to send OTP: Mobile Number
Get OTP Cancel
Or Click on Get OTP button
Logon Help
Having trouble logging in?
Provide the following information to receive a new password * Enter User / Login Id:
* Select Medium to send OTP: Email Id   Enter Email ID
Enter Email Id:
Get OTP Cancel
Click on Cot OTD hutton
Click of Get OTP button

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Logon Help
Personal Information  One Time Password  Confirmation
Having trouble logging in?
Provide the following information to receive a new password * Enter User / Login Id: * Select Medium to send OTP: Both Enter Mobile Number: Enter Email Id:
Get OTP Cancel Click on Get OTP button

2.2.4 Enter OTP as received on Mobile or Email. Click on verify OTP button.

Logon Help
Personal Information  One Time Password  Confirmation
One Time Password
Please enter one time password received at your contact details
* Enter OTP: Enter OTP
Verify OTP Cancel
Click on Verify button

2.2.5 New screen with message, "New password was assigned and sent by email" shall appear. After sometime new password shall be delivered to the email mapped to login.

Logon Help
Personal Information    One Time Password
Confirmation of Password Reset
New password was assigned and sent by e-mail
Continue Click Continue Button

2.2.6 User will receive an e-mail containing new password at email id mapped to login id. Kindly check junk/spam folders incase e-mail is not received in Inbox.

	donotreply@pov Wed 5/11/2022 3:34 PM	vergrid.co.in			
				New Password	
To:					
Dear Sir/Ma	adam,				
Your Passwo	ord for PRANIT Portal (	https://etender.powergrid	<u>d.in</u> ) has been initial	lized to mAEnoy\$7	
You are req	uested to login & chan	ige password within 24 h	ours of receiving th	is email.	
Regards, Power Grid	Corporation of India Li	mited			
		This is a system	generated email, d	o not reply to this email -	
Please use '	'VAARTA" for Internal c	ommunication.			

#### 2.3 Logon using Reset Password received on e-mail

2.3.1 At logon screen enter your User/Login ID and new Password received on e-mail ID mapped to your login id. Click on Logon button after filling the values.

पावर ग्रिड कॉपरिशन ऑफ इडिया लिमिटेड (Wing arows as unit) POWER GRID CORPORATION OF INDIA LIMITED
Enter User ID
User * Password * Check reCAPTCHA Challenge to Log On * Enter Password
V I'm not a robot
Log On Guest Users Without Login May Click on Guest Button To v Potails of Current Open Tenders/RFx Logon Problems? Get Support
New Vendor? Register Now Guidelines and Help Documents for Bidders Current Version : PRANIT 1.1 based on SAP SRM 7.04

#### Power Grid Corporation of India Ltd

2.3.2 User shall be redirected to new screen wherein enter the same password as received on email in field "Old Password".

पावर ग्रिंड कॉर्पोरेशन ऑफ इंडिया लिमिटेड (भारत सरकार का उया) POWERGRID POWER GRID CORPORATION OF INDIA LIMITED (AGovernment of India Erterprise)
Change Password Old Password * New Password * Confirm Password * Check reCAPTCHA Challenge to Log On * I'm not a robot I'm not a robot
Change         Cancel           While setting the new password, please ensure that following criteria are fulfilled:         New Password should include at least 1 letter(lowercase a-z)           New Password should include at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password should include at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password should include at least 1 digit(0-9)         New Password length should be 8           Niminum Password Length should be 8         New password must be different from the previous one password
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2.3.3 Set a new Password for your User ID.

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Change Password Old Password * New Password * Confirm Password * Check reCAPTCHA Challenge to Log On * I'm not a robot Privacy. Terms
Change         Cancel           While setting the new password, please ensure that following criteria are fulfilled:         New Password should include at least 1 letter(lowercase a-z)           New Password should include at least 1 letter(lowercase a-z)         New Password should include at least 1 digit(0-9)           New Password should chude at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password should include at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password should be 8         New password must be different from the previous one password           Current Version : PRANIT 1.0 based on SAP SRM 7.02         STQC Certification           2021 © POWER GRID CORPORATION OF INDIA LIMITED. ALL RIGHTS RESERVED         Power Served

### 2.3.4 Re-enter the new password in the "Confirm Password" field.

Change Password         Old Password         New Password         October Password         Other Password         <	ভে ফার্ট্মিইহাল ऑफ इंडिया लिमिटेड (भारत सरकार का उदय) RID CORPORATION OF INDIA LIMITED (AGovernment of India Enterprise)	미려군 이용 비려가 해 POWERGRID POWER (	
Check reCAPTCHA Challenge to Log On Check reCAPTCHA Challenge to L		Change Password Old Password * New Password * Confirm Password *	
Change Cancel While setting the new password, please ensure that for New Password should include at least 1 letter(towerca New Password should include at least 1 letter(towerca New Password should include at least 1 signt(0-9) New Password should include at least 1 signed in charac Minimum Password Length should be 8 New password must be different from the previous one	ter the same password set the field New Password	Check reCAPTCHA Challenge to Log On *	
	) at following criteria are fulfilled: arcase a-z) iaracter : one password	Change Canco While setting the new password, please ensure th New Password should include at least 1 letter(low New Password should include at least 1 digit(0-9) New Password should include at least 1 special c Minimum Password Length should be 8 New password must be different from the previou	
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2.3.5 Click on Checkbox "I' m not a robot". Select the images as per the requirement mentioned on it and Click on Verify Button.

Select all squares with <b>traffic lights</b> If there are none, click skip	पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिभिरेड (गारव रारका रारग) POWERGRID POWER GRID CORPORATION OF INDIA LIMITED (A Government of India Estepsio)
	:hange Password )Id Password * Jew Password *
	Click on Checkbox
	Change         Cancel           While setting the new password, please ensure that following criteria are fulfilled:         New Password should include at least 1 fetter(lowercase a-z)           New Password should include at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password chould include at least 1 special character         Minimum Password Length should be 8           New password must be different from the previous one password         New Password
	Trent Version : PRANIT 1.0 based on SAP SRM 7.02 <u>OC Certification</u> 21 © POWER GRID CORPORATION OF INDIA LIMITED Selections
C A 0	VERIFY

2.3.6 Click on Change Button. Your Password shall be reset successfully.

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	Change Password       •••••••••         Old Password *       •••••••••         New Password *       ••••••••         Confirm Password *       ••••••••         Check reCAPTCHA Challenge to Log On *
	V I'm not a robot
	Change         Cancel           While setting the new password, please ensure that following criteria are fulfilled:         New Password should include at least 1 letter(lowercase a-z)           New Password should include at least 1 digit(0-9)         New Password should include at least 1 digit(0-9)           New Password should include at least 1 special character         Minimum Password Length should be 8           New password must be different from the previous one password         New password
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**Note:** In case of any issues or further help, please get in touch with e-tendering helpdesk team at the phone number mentioned at the link

<u>https://etender.powergrid.in/new logon2/User Help Menu.html</u> or contact the Concerned RFx Owner/coordinator.