USER MANUAL

Project: NEPRO

Module: Vendor

Process: Vendor Profile Registration

<u>STEP 1: -</u>

- 1. Access NLC website main page through nlc.com.pk
- 2. On top right click tender notification



<u>STEP 2: -</u>

3. Click below icon on "Bidder Registration / Sign In"



<u>STEP 3: -</u>

4. A Sign In / Sign Up screen will appear, Click on "Sign Up" button

= NLC NEPRO		
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	1/semame	
	J Password	
	Remember me Forgol Password?	
	Sign Up	

<u>STEP 4: -</u>

5. On sign up screen, enter username without spaces (must be unique) and password (must contain: a minimum of 1 lower case letter [a-z] and. a minimum of 1 upper case letter [A-Z] and. a minimum of 1 numeric character [0-9]), then press "Save & Next" button.

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	STEP 1 : NEPRO - Sign Up Usemane Sassword Confirm Password Confirm Password Re-Password	
	Save & Next Go to Login	

STEP 5: -

6. Fill all the necessary fields in "**Vendor Profile Registration**". Enter all field as per syntax Company Info, Focal Person info, Add Domains of Interest, and OEM partner status. Click Save and Next button

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v	Select Domair	ns :			Add OEM +
	Sr. OEM	/ Name	Vendor Status	Partner Status	Action

<u>STEP 6: -</u>

7. Upload all the necessary documents in PDF format "**NEPRO – Upload Documents**".



<u>STEP 7: -</u>

8. Confirmation email will be received after account activation

