

I-start B2G Seller Manual

E-BAZAAR

Contents

1. Introduction.....	2
1.1. Purpose	2
2. Onboarding on B2G service portal of e-Bazaar:	3
2.1. Registered and recognized startups in iStart “Seller”	3
3. Onboarding of Products/ Services for B2G services:.....	5
3.1. Login.....	5
3.2. Profile: -	8
4. On-board Product/ Services by Startups (Sellers):.....	8
4.1. B2G Services:.....	12
5. Acceptance/Rejection of LOIs by Startups (Seller)	12
6. Work progress entry by seller under an issued work order	14
7. Entry of Invoices on the accepted work progress entries	16

1. Introduction

As per the announcement made by The Honorable CM at point no. 105 in the budget speech for FY 2021-22, e-Bazaar was conceptualized and developed as an online aggregator store for the products being made by rural artisans under the ambit of Industries Department. Later on, the store has been opened to register and sell products which are being manufactured/ sold by the various departments or the agencies of Government.

In this context, processes of B2G services have been designed and developed under e-Bazaar portal.

1.1. Purpose

This user manual guides the intended users (Registered and recognized Government Department of Rajasthan States) for:

Processes	Intended User
Onboarding on B2G service portal of e-Bazaar	Registered and recognized Government Department of Rajasthan State
Onboarding of Products/ Services for B2G services	Registered and recognized as "Seller"
Search of Products/ Services and Placement of Letter of Intents (LOIs)	Onboarded Government Department of Rajasthan State as "Buyer" at e-Bazaar B2G Service Portal
Acceptance/ Rejection of issued LOIs	Registered and recognized as "Seller"
Issuance of Work Order on the accepted LOIs	Government Department of Rajasthan State as "Buyer"
Work progress entry on the issued Work Orders	Registered and recognized startups in iStart as "Seller"
Verification (Acceptance/ Rejection) of the work progress entries	Government Departments of Rajasthan State as "Buyer"
Entry of Invoices on the accepted work progress entries	Registered and recognized as "Seller"
Entry of payment made against the	Government Departments of Rajasthan State as

submitted invoices

“Buyer”

2. Onboarding on B2G service portal of e-Bazaar:

2.1. Registered and recognized startups in iStart “Seller”

- Open e-Bazaar portal in browser with URL: <https://ebazaar.rajasthan.gov.in/> or user can also access seller registration using the following URL link: <https://ebazaar.rajasthan.gov.in/SellerReg/register>.
- After loading the web page, click on the "Registration" link located at the top of the menu.

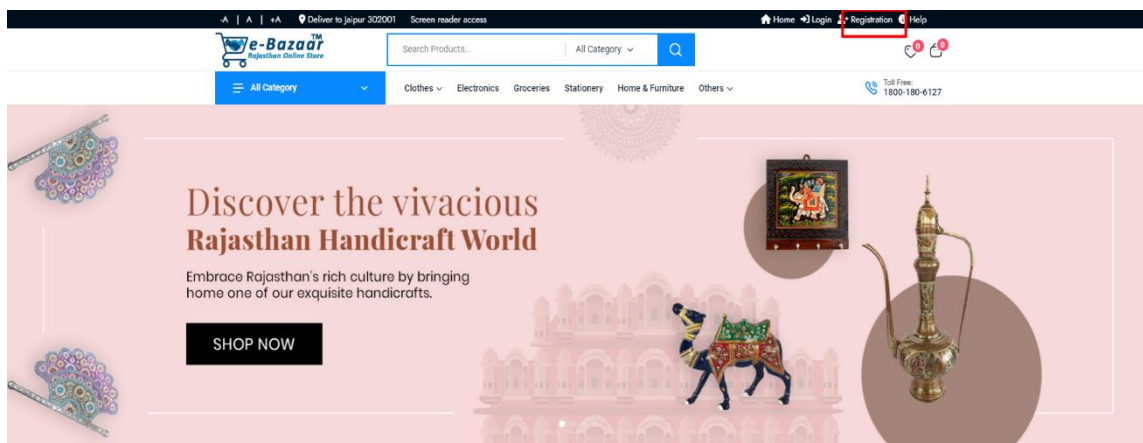


Fig.01:- Homepage of e-Bazaar

- After click on “Registration” link which is located on top of the menu following screen will be show. In this screen click on Seller Registration - (i-Start Program).

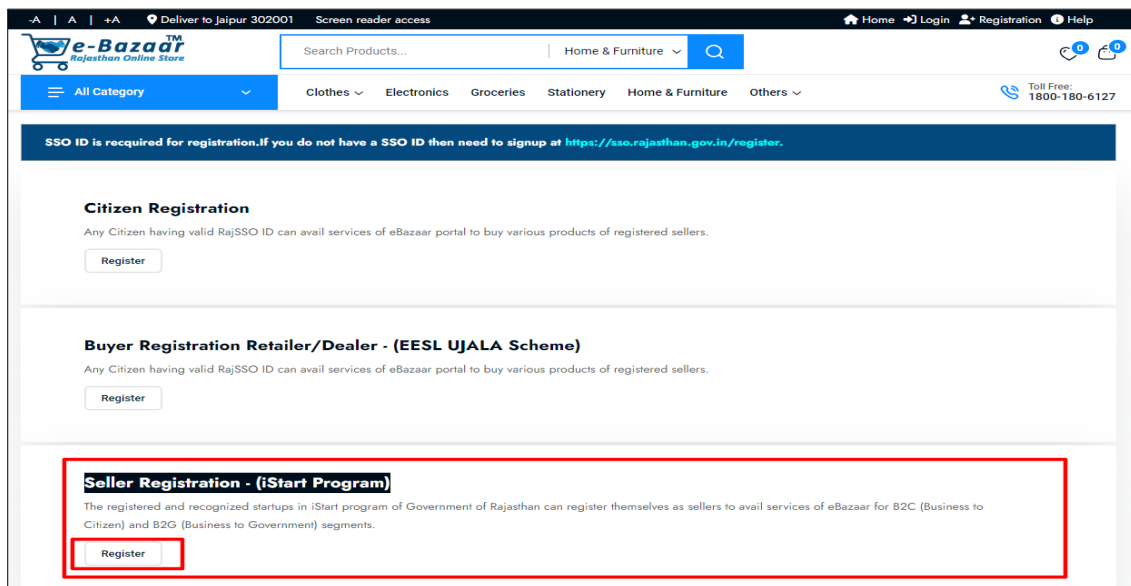


Fig.02:- Seller Registration

- d) After clicking the registration button, the Registration page will open. Enter a valid i-Start-id and the corresponding SSO ID, then click the validate button.

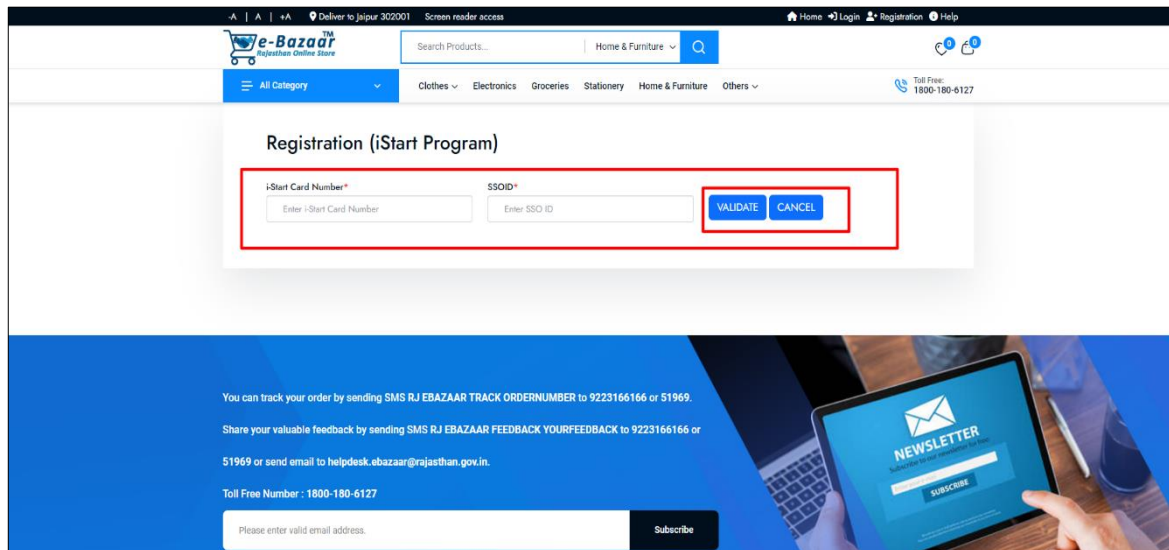


Fig.03:- Seller Registration Page

- f. After validation, fill in the mandatory fields marked with a red asterisk, along with any other required details, and click on the register button.

- g. After validation, fill in the mandatory fields marked with a red asterisk, such as i-Start ID, SSOID, business name, mobile number, and address. Additionally, provide any other necessary details, such as the primary email ID and secondary email ID. Finally, click the register button.

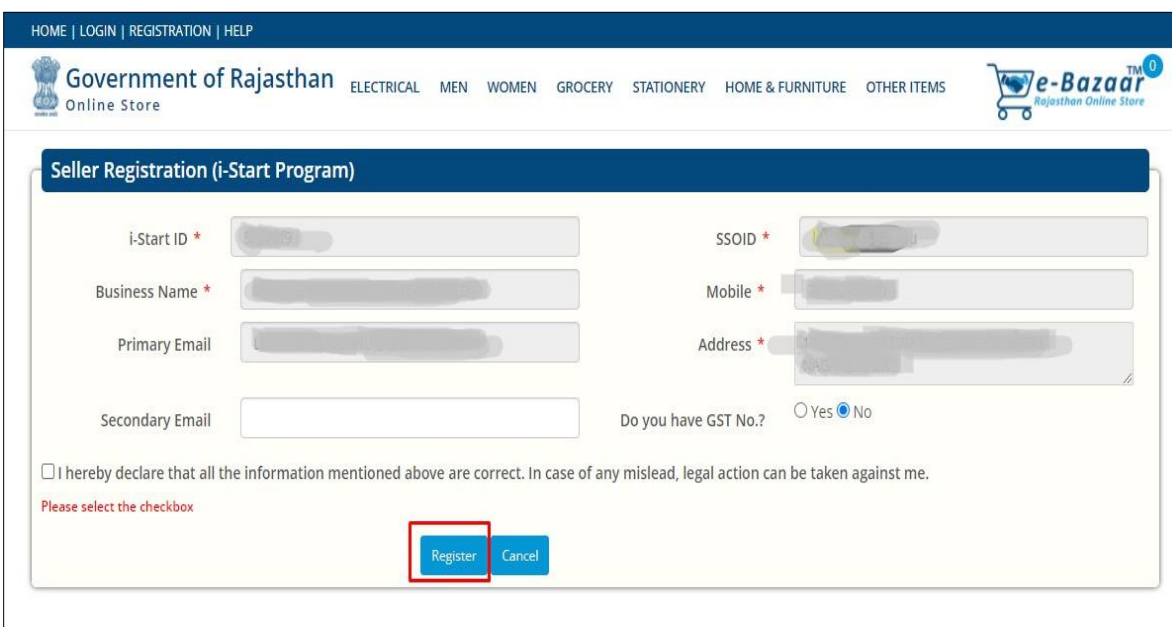


Fig.04:- Seller Registration Page

h. After clicking the register button, the user will be redirected to the homepage with a message displayed as shown in the screenshot below.



Fig.05:- e-Bazaar Page

The startup registration on e-Bazaar is complete, and the user can now log in to access the portal's services.

3. Onboarding of Products/ Services for B2G services:

The Registered and recognized startups of iStart at e-Bazaar portal as "Sellers" are eligible to onboard their respective products/ services for B2G services.

3.1. Login

1. After registering an account, the user can click on "login" in the top menu.

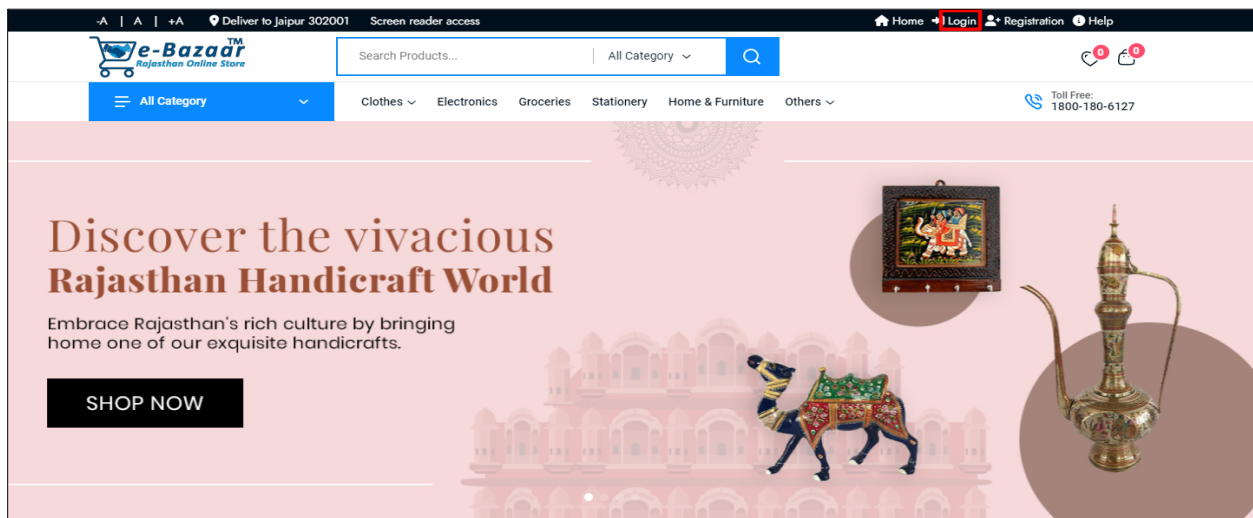


Fig.06:- Seller Log-in Home Page

2. Enter valid Username and Password i.e. associated SSOID and password.

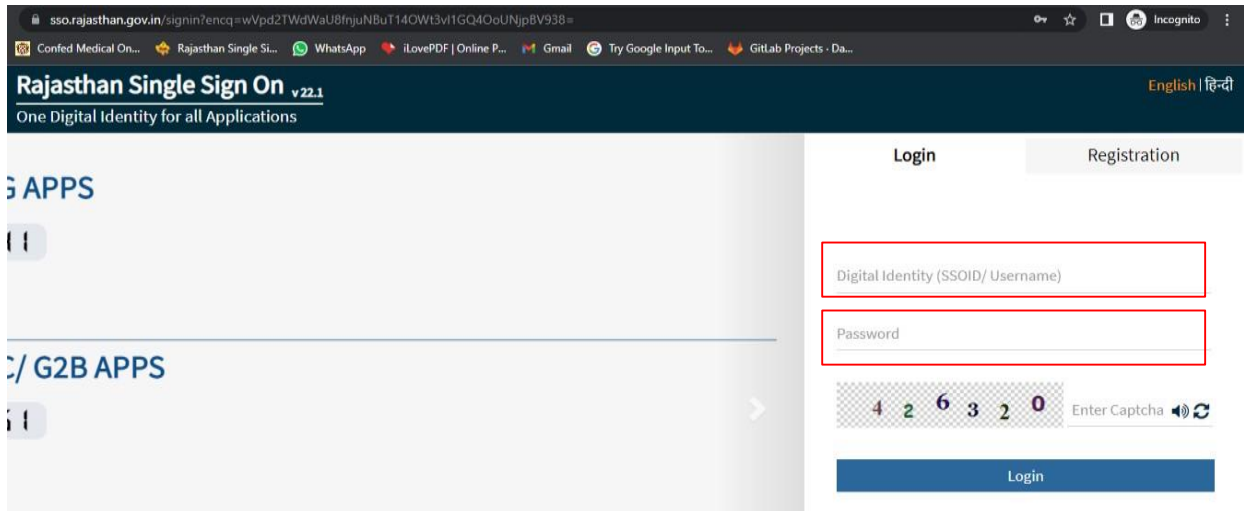


Fig.07:- SSO Log-in Page

Note: If user open sso.rajasthan.gov.in and after successfully entering his/her credentials he/she will be redirected to the SSO Dashboard page. There, the user has to click on e-Bazaar icon to access e-Bazaar portal.



Fig.08:- SSO Homepage

3. Click on B2G Segment on the top menu to access iStart related functionalities.

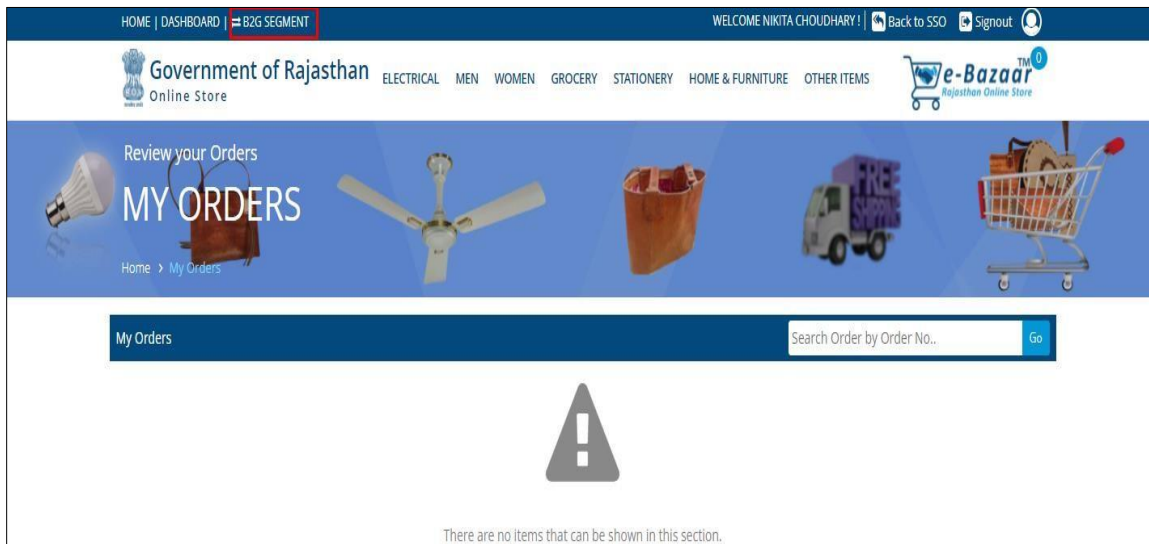


Fig.09:- e-Bazaar B2G Segment

4. On the Dashboard you can see your profile, product, services, and orders if any.

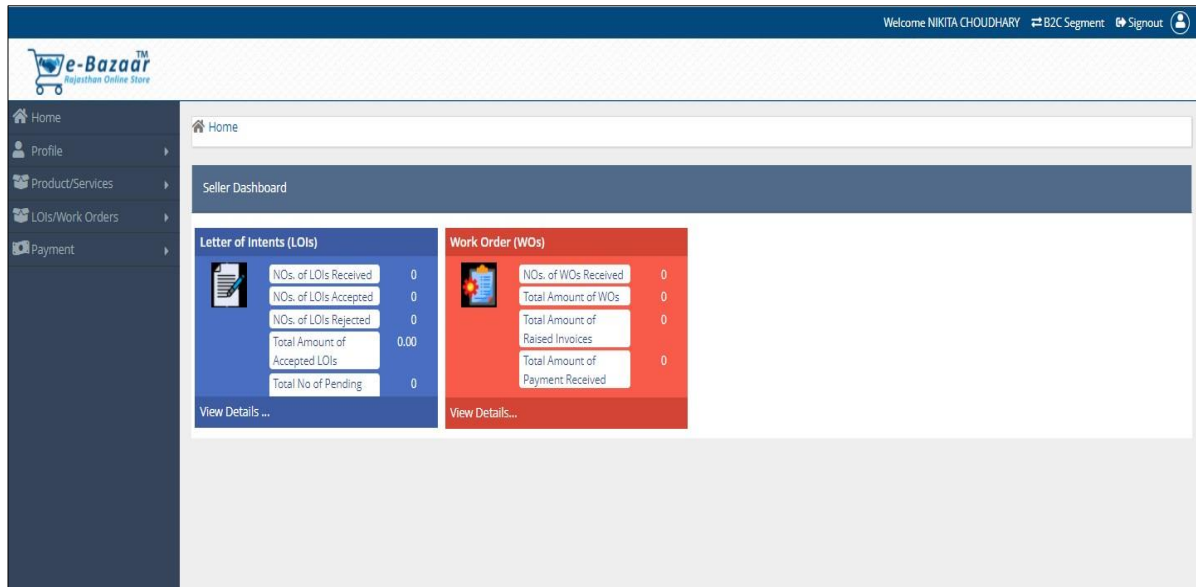


Fig.10:- e-Bazaar Seller Dashboard

3.2. Profile: -

Click on below menu to view business information available with e-Bazaar received from the iStart portal.

The screenshot shows the 'e-Bazaar' website interface. The top navigation bar includes 'Welcome NIKITA CHOUDHARY', 'B2C Segment', and 'Signout'. The left sidebar menu has 'Business Info (iStart)' highlighted. The main content area is titled 'Seller Business Info' and contains a 'Business Information' section with a link to 'Click here to update latest information from iStart'. Below this, there are three sections: 'Seller Information', 'Operative Address', and 'Registered Address', each containing a table of details.

Seller Information			
Name	OYAA GST	Industry Type	Green Technology
Email	NITESH.SETH@REDIFFMAIL.COM	Mobile	9460828179
PanNumber	AACCO3767B	GSTIN	08AACCO3767B1ZK
QRating	Silver	Sector	Clean Tech
Entity Type	Private Limited Company	ISTART Card No	5F613BF
Description	OYAA information technologies is a startup company focus to bring on innovative products and services in EV charging		

Operative Address			
Office Address	339 K-1 ROAD BHUPALPURA	State Name	19
District	Udaipur	City	UDAIPUR
Pincode	313001		

Registered Address			
Office Address	339 k-1 road BHUPALPURA	State Name	RAJASTHAN
District	Udaipur	City	UDAIPUR
Pincode	313001		

Fig.10:- e-Bazaar Seller's Business Information Page

Note: In case of any deficiency observed or any change is required in profile, then user may contact the source of information i.e. iStart team.

4. On-board Product/ Services by Startups (Sellers):

To onboard the respective products or services, users should click on the "Products/Services" tab in the left menu. Then, select "B2G Product" to onboard a product and "B2G Service" to onboard service.

Welcome NIKITA CHOUDHARY B2C Segment Signout

e-Bazaar
Rejozban Online Store

Home / B2G Product List

Product List Add Product

Sr.No.	Seller Name	Product Name	Category	Sub Category	Model	Price	GST(%)	GST Amt	Discount(%)	Selling Price	Price(With GST)	Quantity	Action
1	OYAA GST	BILLING AND ACCOUNTING SOFTWARE	SOFTWARES	BILLING/ ACCOUNTING	OYAA BILL	200000	18	36000	0	236000	236000	1	
2	OYAA GST	EV CHARGING CMS SYSTEM	SOFTWARES	EV CHARGING MANAGEMENT SYSTEM	CMS	1000000	18	180000	0	1180000	1180000	1	
3	OYAA GST	ELECTRIC SCOOTER LITHIUM BATTERY CHARGER	EV CHARGING SYSTEM	CHARGER	CHARGER	4900	5	245	0	5145	5145	1	
4	OYAA GST	E RICKSHAW CHARGER	EV CHARGING SYSTEM	CHARGER	LEAD ACID	4800	5	240	0	5040	5040	1	
5	OYAA GST	ELECTRIC SCOOTER CHARGER	EV CHARGING SYSTEM	CHARGER	LEAD ACID	1800	5	90	0	1890	1890	1	
6	OYAA GST	LITHIUM BATTERY 12V	BATTERY	LITHIUM BATTERY	SOLAR BATTERY	1500	18	270	0	1770	1770	1	

Total Records - 6

< 1 >

Fig.11:- e-Bazaar Seller's Product listing Page

3.3.1. B2G Product:

When the user clicks on B2G product the user can view the list of all products that they have added before and also can modify the product information or delete them.

There is also an Add Product button which allows users to “Add product”.

For adding the product, the user shall click on “Add Product”, and they will be navigated to add product page which includes a multi form for adding detailed information about the product as follows.

- Product Details
- Product Images (Please use good quality and descriptive images that highlight your product)
- Price and Inventory Details
- Details Preview (For review purposes so that changes can be made if required).

a. Enter all the product related information, the fields with red asterisks are mandatory.

The screenshot displays the 'B2G Product' page on the e-Bazaar platform. The page features a navigation menu on the left with options like Home, Profile, Product/Services, B2G Product, B2G Services, LOIs/Work Orders, and Payment. The main content area is titled 'B2G Product' and includes a 'Product List' button. Below this, there are four tabs: 'Product Details', 'Image', 'Price & Inventory Details', and 'Details Preview'. The 'Product Details' tab is active, showing a form with the following fields:

- Product Name***: Text input field with a red border.
- Display Name***: Text input field.
- HSN Code***: Text input field.
- Sub Category***: Dropdown menu.
- Physical Dimension***: Fields for L, B, H, and a 'Select' dropdown.
- Description***: Text area with the placeholder 'Please enter product detail'.
- SKU***: Text input field with a placeholder 'SKU (eg. alphanumeric value and underscore allowed)'.
- Model***: Text input field.
- Category***: Dropdown menu.
- Material***: Text input field.
- Weight***: Text input field and a 'Select Weight Unit' dropdown.

A 'Next' button is located at the bottom right of the form.

Fig.12:- e-Bazaar Seller's B2G Product Page

b. After product details upload descriptive and good quality images(max. 5) of the product.

The screenshot displays the 'B2G Product' page on the e-Bazaar platform, specifically the 'Image' tab. The page features a navigation menu on the left with options like Home, Profile, Product/Services, B2G Product, B2G Services, LOIs/Work Orders, and Payment. The main content area is titled 'B2G Product' and includes a 'Product List' button. Below this, there are four tabs: 'Product Details', 'Image', 'Price & Inventory Details', and 'Details Preview'. The 'Image' tab is active, showing a form with the following fields:

- Product Main Image***: File upload field with a 'Choose File' button and the text 'No file chosen'. Below it, it says '(Only .jpg, .jpeg, .png file are allowed)'.
- Product Sub Image1**: File upload field with a 'Choose File' button and the text 'No file chosen'. Below it, it says '(Only .jpg, .jpeg, .png file are allowed)'.
- Product Sub Image2**: File upload field with a 'Choose File' button and the text 'No file chosen'. Below it, it says '(Only .jpg, .jpeg, .png file are allowed)'.
- Product Sub Image3**: File upload field with a 'Choose File' button and the text 'No file chosen'. Below it, it says '(Only .jpg, .jpeg, .png file are allowed)'.
- Product Sub Image4**: File upload field with a 'Choose File' button and the text 'No file chosen'. Below it, it says '(Only .jpg, .jpeg, .png file are allowed)'.

'Previous' and 'Next' buttons are located at the bottom right of the form.

Fig.13:- e-Bazaar Seller's B2G Product Page

c. Enter Price and Inventory Details. Fill in all the mandatory fields and click on Next.

The screenshot shows the 'B2G Product' page in the 'e-Bazaar' system. The 'Price & Inventory Details' tab is active, displaying several input fields:

- List Price***: A text input field with 'List Price' entered.
- Discount(%)**: A text input field with 'Discount' entered.
- Package Qty***: A text input field with 'Package Qty' entered.
- Minimum Quantity Per Order***: A text input field with 'Minimum Quantity Per Order' entered.
- GST(%)***: A dropdown menu showing 'Select GST' and '0 (INR)'.
- Selling Price***: A text input field with 'Selling Price' entered.
- Maximum Quantity Per Order**: A text input field with 'Maximum Quantity Per Order' entered.

 At the bottom of the form, there are 'Previous' and 'Next' buttons. The top right of the page shows the user is logged in as 'Welcome NIKITA CHOUDHARY' in the 'B2C Segment'.

Fig.14:- e-Bazaar Seller's B2G Product Page

d. Review the details and edit if required and click submit to publish your product.

The screenshot shows the 'B2G Product' page with the 'Details Preview' tab selected. The 'Product Information' section is displayed as a table:

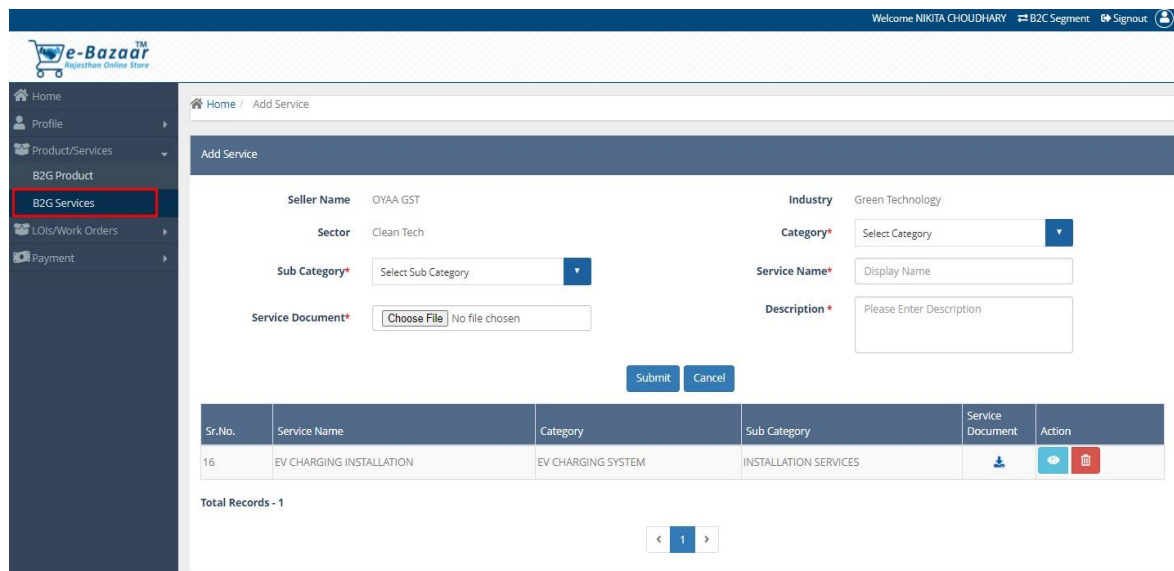
Product Information	
<input type="text"/>	
Name	<input type="text"/>
Display Name	<input type="text"/>
Model	<input type="text"/>
Category	<input type="text"/>
Sub Category	<input type="text"/>
SKU	<input type="text"/>
Weight	<input type="text"/>
Dimensions	<input type="text"/> x <input type="text"/>
Material	<input type="text"/>
Color	<input type="text"/>
HSN Code	<input type="text"/>
GST(%)	<input type="text"/>
List Price	<input type="text"/>
Type of sell	Dealer
Mini. Quantity Per Order	<input type="text"/>
Description	<input type="text"/>

 At the bottom, there are 'Previous' and 'Submit' buttons. A watermark 'Activate Windows' is visible in the bottom right corner. The top right of the page shows the user is logged in as 'Welcome NIKITA CHOUDHARY' in the 'B2C Segment'.

Fig.15:- e-Bazaar Seller's B2G Product Page

4.1. B2G Services:

The services page displays a form for adding a new service and also shows the list of services that have been previously added.



The screenshot displays the 'Add Service' page in the e-Bazaar system. The page includes a navigation menu on the left with 'B2G Services' highlighted. The main content area contains a form with the following fields:

- Seller Name:** OYAA GST
- Industry:** Green Technology
- Sector:** Clean Tech
- Category*:** Select Category (dropdown)
- Sub Category*:** Select Sub Category (dropdown)
- Service Name*:** Display Name (text input)
- Service Document*:** Choose File (file upload) - No file chosen
- Description*:** Please Enter Description (text area)

Below the form are 'Submit' and 'Cancel' buttons. At the bottom, there is a table listing existing services:

Sr.No.	Service Name	Category	Sub Category	Service Document	Action
16	EV CHARGING INSTALLATION	EV CHARGING SYSTEM	INSTALLATION SERVICES		

Total Records - 1

Fig.16:- e-Bazaar Seller's Add Service Page

For adding the service fill in all the mandatory fields and upon submission service will be added and displayed in the list at the bottom of the page.

Note: In case, if any startup does not find the required categories/ subcategories in the dropdown for their respective products/ services, then the startup has to follow the following steps:

1. Prepare the list of categories/ sub categories in the following format:

S. No.	Required for	Category	Sub Category (if Any)
1	Product		
2	Service		

2. Draft an email with the Subject line of "Product/ Services for e-Bazaar B2G Services- <Startup Card No>" and attach the details as mentioned in the point no. 1 to helpdesk.ebazaar@rajasthan.gov.in.
3. Once the categories/ subcategories will be added, the startup has to follow the instruction for onboarding of products/ services mentioned in the previous subsections of this section of the manual.

5. Acceptance/Rejection of LOIs by Startups (Seller)

If the user received LOI from any buyer department then the user will be able to view list of the LOIs under received LOI tab.

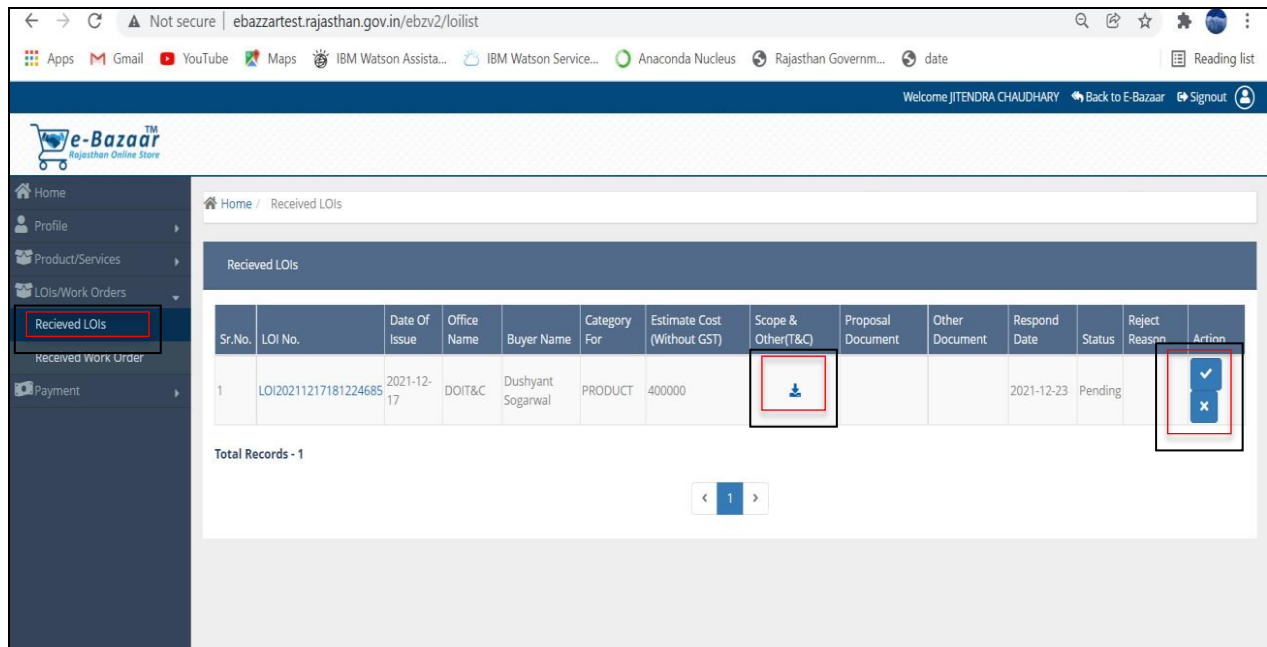


Fig.17:- e-Bazaar Seller's Lol Page

The user will be able to view LOI details, view & download documents and accept/ reject the LOI according to his/her discretion.

If user accept the LOI then the user has to upload detailed proposal and may upload any other document.

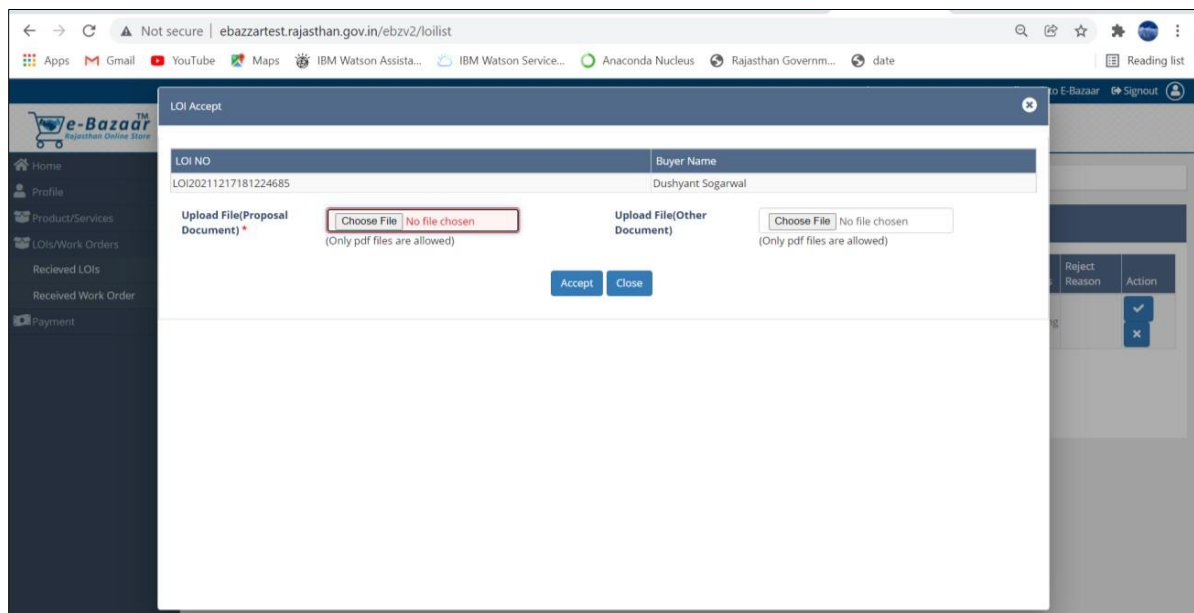


Fig.18:- e-Bazaar Seller's Lol Page

In case of rejection of LOI, the user has to mention reason of rejection.

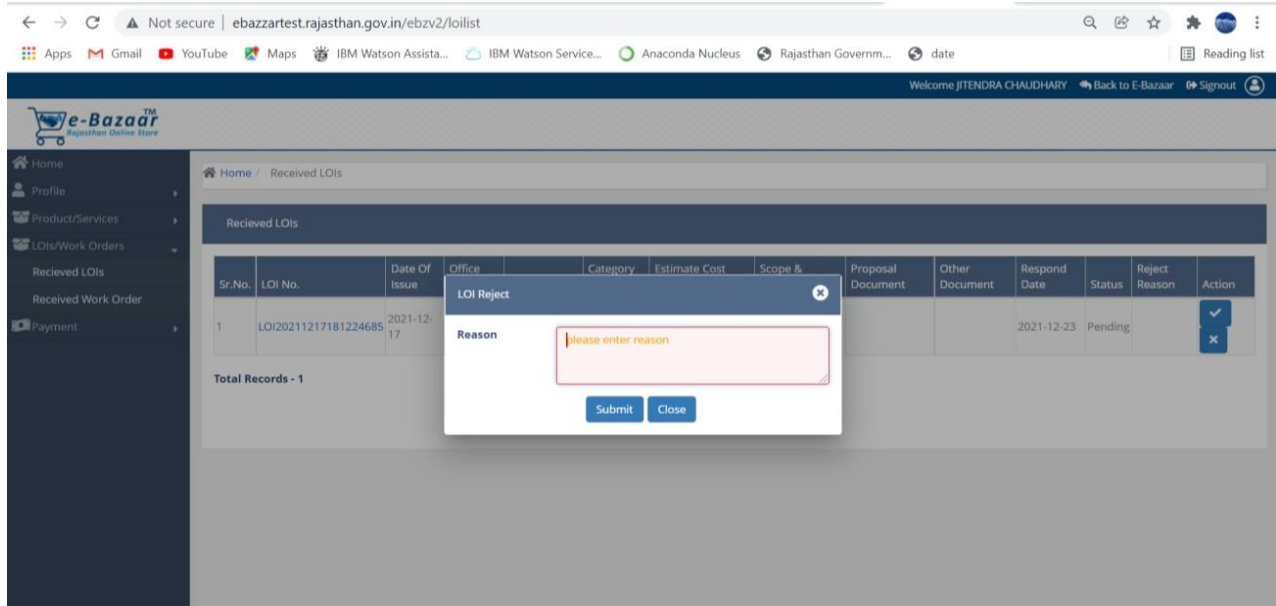


Fig.18:- e-Bazaar Seller's Lol Page

Once the LOI is accepted by the seller, the LOI will be available for the buyer department for issuance of work order.

6. Work progress entry by seller under an issued work order

The seller may view details of work orders issued to him/her under "Received Work Order" tab and view & download details and initiate work progress entry as per the work order.

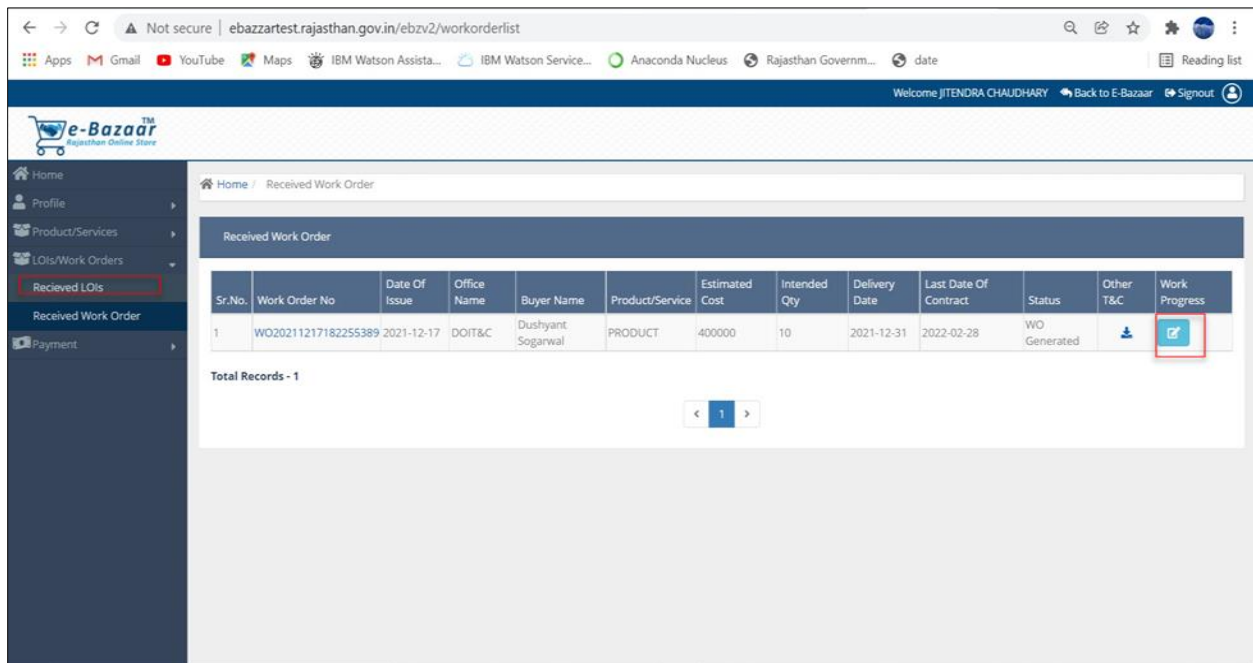


Fig.19:- e-Bazaar Seller's Work Order Page

Once the seller clicks on the action button under “Work Progress”, enter details of “milestones” and “expected timelines” as per the work order and scope document with “actual delivery date”.

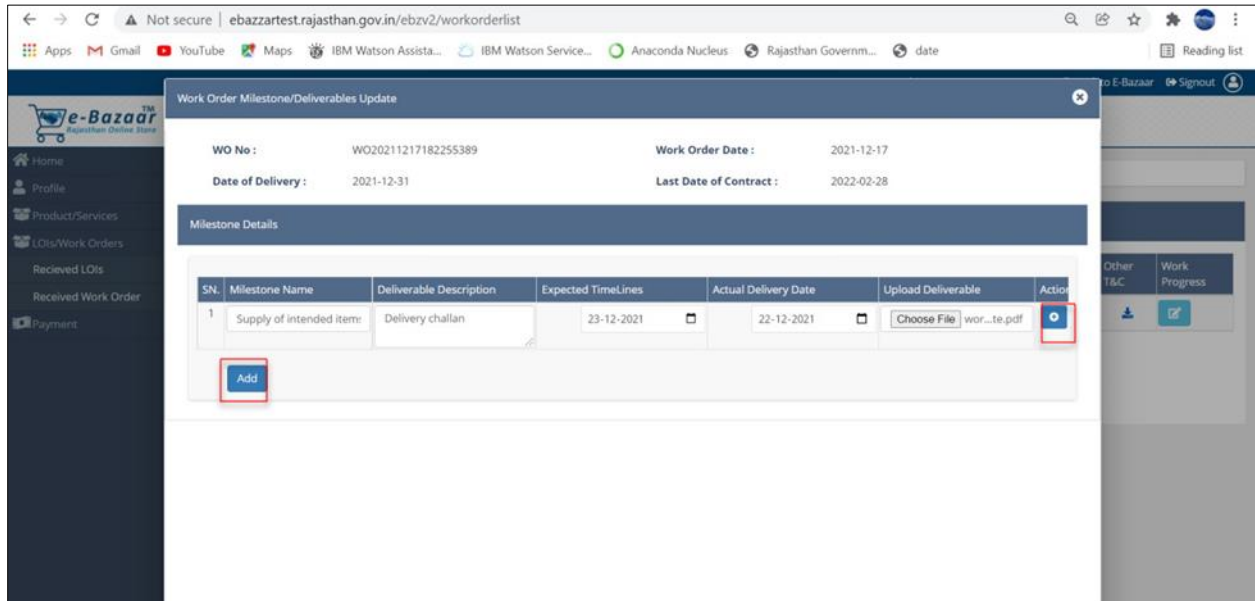


Fig. 20:- e-Bazaar Seller's Work Order Page

The seller may enter multiple milestones by using “Action button” in the milestone row and submit all milestones after pressing “Add” button.

Once, the milestone (s) added, the buyer can able to view the details of milestones and can verify/ reject the added milestones.

If the buyer accepts the added work progress entry, the seller can view status of the added work progress milestones and add more milestones from the same screen. The seller may also update the entire contract status and upload the project closer report with comments.

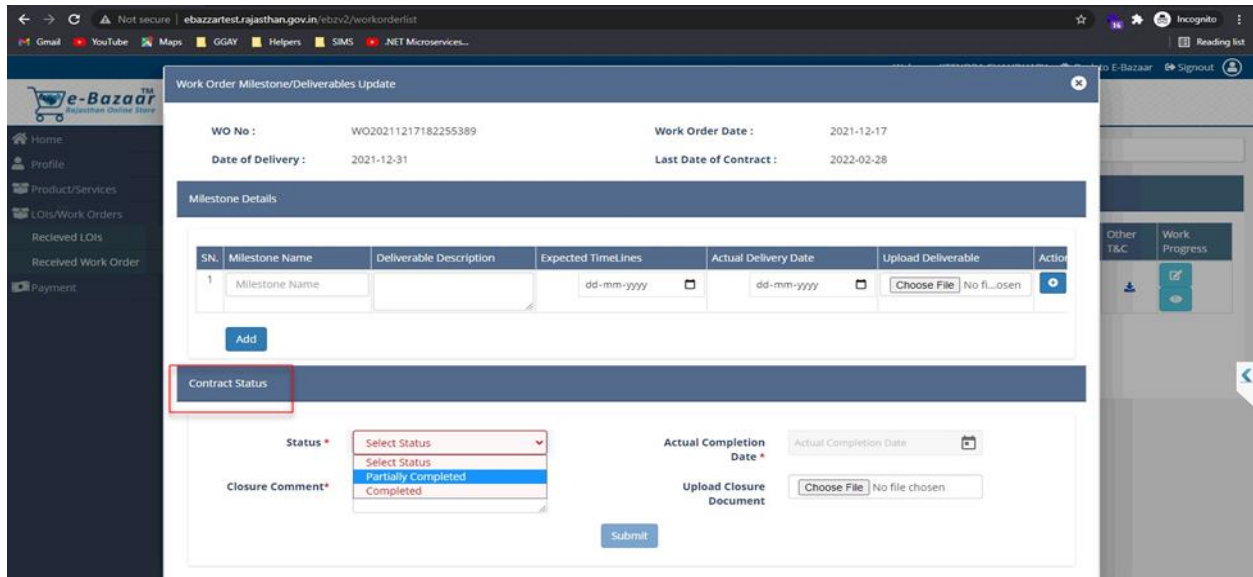


Fig. 21:- e-Bazaar Seller's Work Order Page

7. Entry of Invoices on the accepted work progress entries

If buyer accept the work progress entry of the work order, the seller can submit invoice for payment under “Payment” tab of left menu.

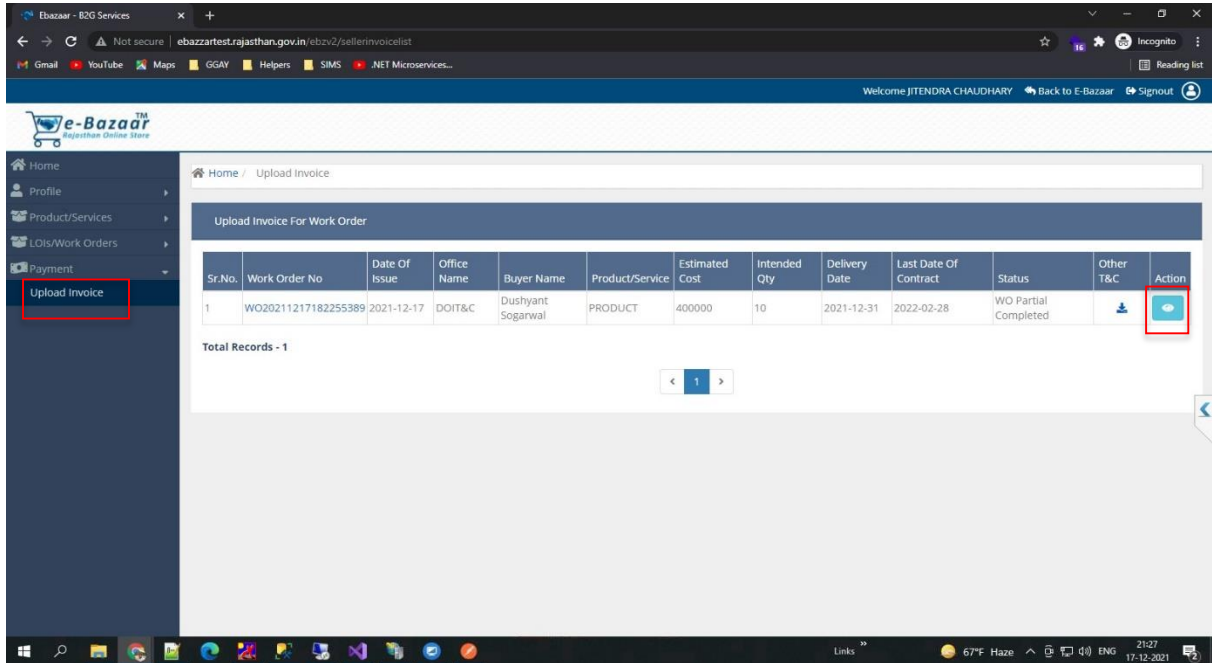


Fig. 22:- e-Bazaar Seller's Invoice for Work Order Page

To upload invoice for the accepted work progress entry, the seller has to submit date of invoice, amount, applicable GST etc.

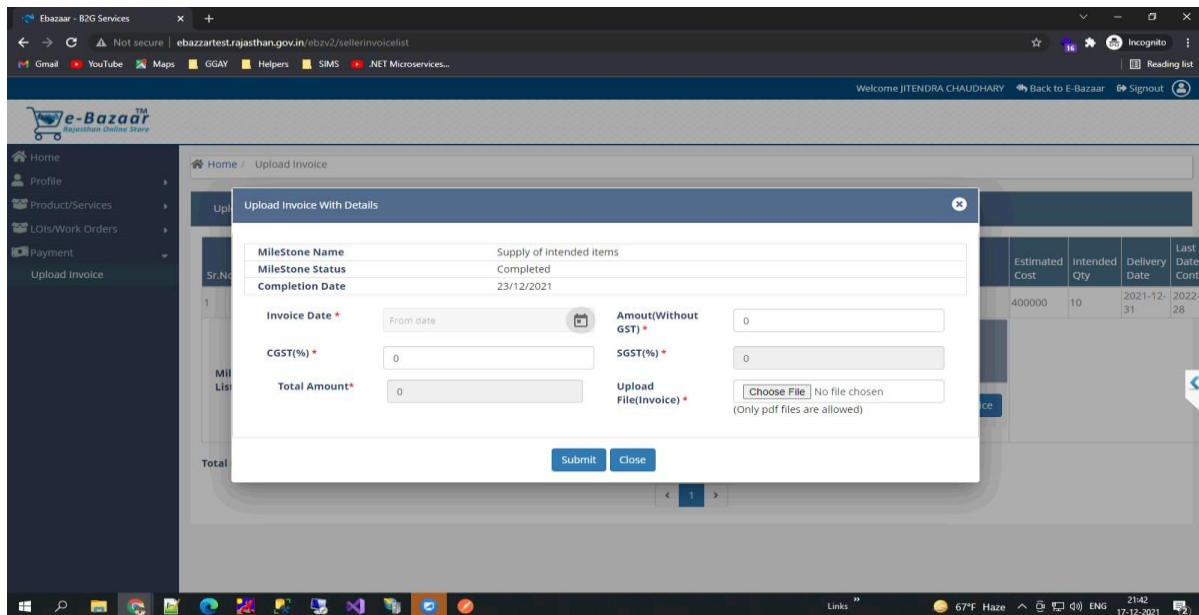


Fig. 22:- e-Bazaar Seller's Seller's Invoice for Work Order Page

After submission of invoice, the details of invoice will be available to buyer and the buyer can be able to update status of payment against the submitted invoice. Once the payment status is updated, the seller can view the status of payment for the uploaded invoice under the same "Payment" tab.