

Requisition Sheet for Creating User Accounts in eProcurement

State	:	Telangana			
Department Name	:				
Office Category	:				
Reporting Office	:				
Division / Circle Name	:				
Date	:				
E-Mail ID	:				
Office telephone Nos. & Fax	:				
Contact Person for Official Correspondence	:				
Tender Category	:	<input type="checkbox"/> Works	<input type="checkbox"/> Products	<input type="checkbox"/> Services	

Sl.	Name of the user	Designation	Contact No	Approval Limits (0 to Max)	Next Flow Approver	Signature
1						
2						
3						
4						

Signature with Seal

Note:

1. The above sheet is required to be filled for each Circle in the Department showing the Reporting structure.
2. Please specify mandatory approve limits in the column above at each level of workflow without which tender publishing, corrigendum, evaluation cannot be done.
3. For new department creation, workflows, user Id creation, Privileges addition in 12 business hours.