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From:

To:

Project Manager(eProcurement)  
IT, E & C Department,  
Upstairs of Meeseva,  
Near Indira Gandhi Municipal stadium,  
Labbipet, Vijayawada - 520010, AP.  
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Website: [www.apecurement.gov.in](http://www.apecurement.gov.in)

Lr. No.....Dt...

Sir,

Sub: User acceptance – Implementation of eProcurement.

The eProcurement application developed/ customized is in line with the agreed procurement process.

In case of any modifications required by us from time to time basis the same shall be notified to Project Manager – eProcurement, IT&C department for necessary action.

Yours Faithfully,

## Requisition Sheet for Creating User Accounts in eProcurement

State	:	
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	Monetary Approval Limits (0 to Max )	Next Approver in Workflow	User E-Mail ID	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 approval limits in the column above at each level of workflow without which tender publishing, corrigendum, evaluation cannot be done.
3. Ideal SLA for new department creation, workflows, User Id creation, Privileges addition would take 12 business hours at our end post receipt of this form signed and stamped from the new User Department.