MURRAYS ONLINE AUCTION PORTAL HELP DOCUMENT FOR REGISTRATION

Overview

The portal https://www.murrays.in is implemented to carry out Online Auctions. The portal is able to declare the successful bidder of the Auction/ Tender process once the same is complete among the participated bidders.

All bidders must register on the portal to take part in the online auctions. This document is a step-by-step guide on how to register on the portal.

Registration

To access the portal, type https://www.murrays.in on the Browser. The following screen will be displayed.



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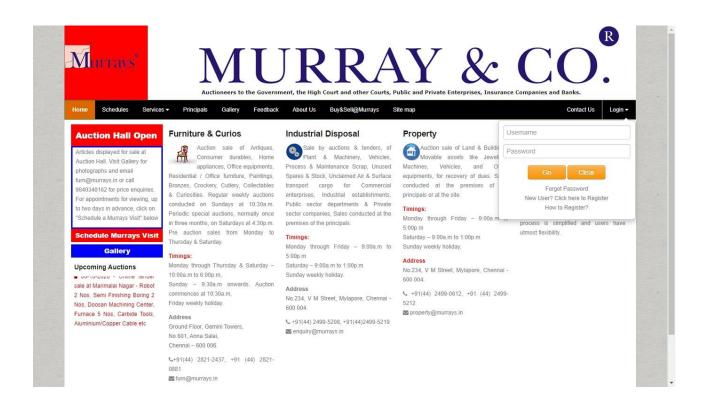
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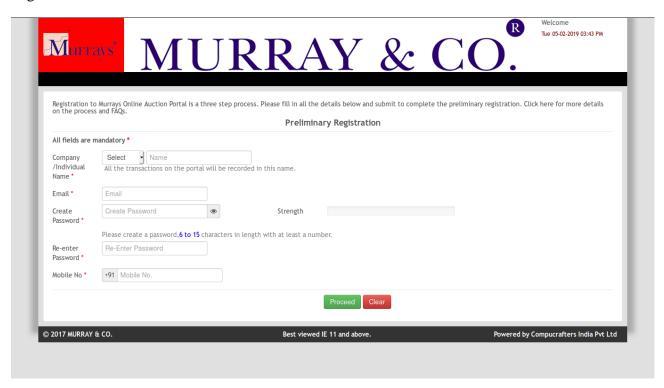
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To register as a New User, first click the **Login** button on the right side along the black menu bar. The following screen will appear:



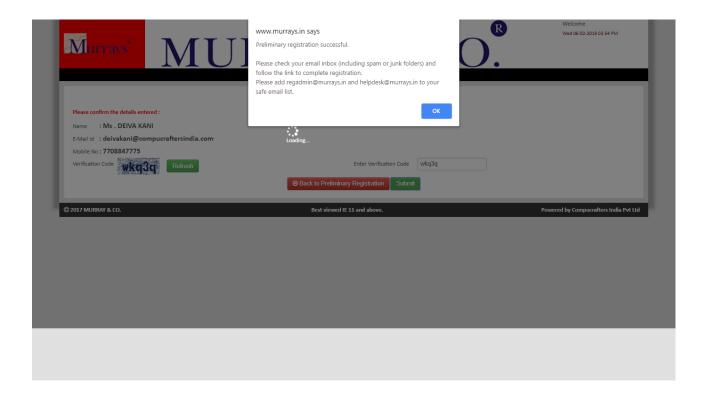
Click the link "New User? Click here to Register". This will redirect the user to the Registration Page.



All details are mandatory & are marked with an asterisk(*). The name entered will be the name under which the user would be able to participate in the auctions. Only one registration will be possible for each email address and mobile number. Please take care in entering the details and avoid any typographical errors. Remember the password created and maintain its confidentiality.

After entering the details, click the **Proceed** button, which will display the details entered and request entry of Verification Code. Please recheck the details before clicking "Submit". If any errors are noticed, click on "Back to Preliminary Registration", which will go back to the earlier page allowing you to edit the details.

On clicking "Submit" the following screen will appear.

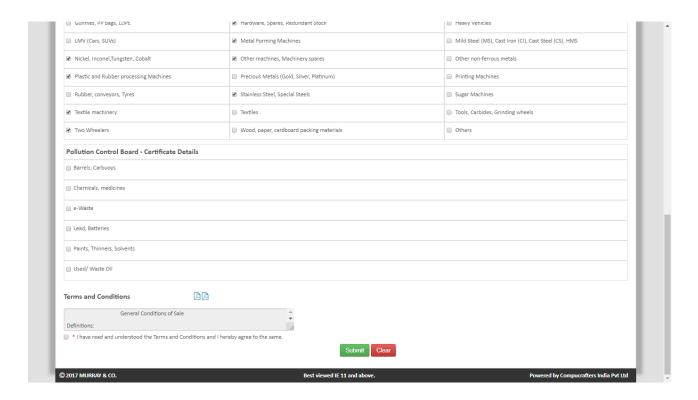


To validate the email address and enable you to proceed with registration, an invitation e-mail will be sent by the portal.

In your email application, please add the domain murrays.in to the safe sender list. If the email doesn't appear in your Inbox, please check the Spam or Junk mail folders.

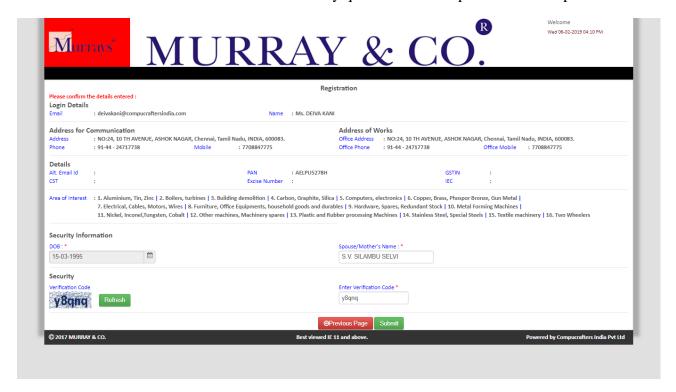
The email will contain a link to proceed with the Registration process (See two screens below)





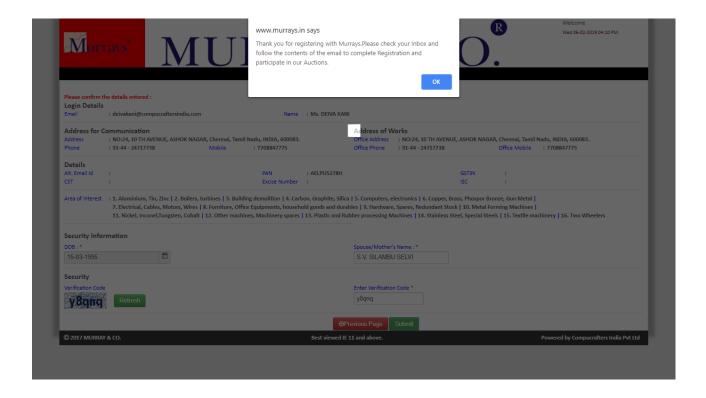
The above two pages will ask for further information about you, your business and Areas of Interest. Please enter the details carefully and also select the Areas of Interest with care to facilitate display of pertinent information while using the portal. On entering the details in this page, click the **Submit** Button.

The following screen shows the preview of the details entered and also requests for security information, which will be useful to recover registration details in the unlikely event of you missing them. Please remember the answers to the security questions and keep them in a safe place.



To amend any details, click the **Previous Page** button.

Enter the Verification Code and click the **Submit** Button to complete the online registration process and the portal will show a message to that effect (See below)



The last stage of registration is to be completed off-line. The portal would have sent you an email with two attachments, details of documents to be produced and the registration fees. The two attachments must be signed on all pages and submitted to Murrays at the Administrative Office, together with self-attested copies of the necessary documents, photograph and the registration fees. The details & documents will be verified and upon completion of verification, the system will send you an email welcoming you to the Murrays Portal. You may now login to the portal and participate in the online auctions. Click on the Help button once you login for the bidding process.

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