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| Change Request Number: | CR Date: 08-01-2024 |
| Reference Product Name: NPD (NLMC) | Module Name: Registration |
| Product Version: | Date Requested: 04-01-2024 |
| Change Request Description: Implementation of Bidder registration process with eKYC [NLMC]. | |
| **Objective**   * To Implement bidder registration process with eKYC as per NLMC requirement.   **Pre-conditions**   * Applicable on NLMC sub-domain only. * User should have clicked on ‘Sign up’ link from Login page.   **Detailed description**   * System should provide mandatory ‘Email Id’ field only on bidder registration page. * System should provide tool tip for Email Id field, system should display content upon clicking tooltip as “Email id should be valid email id as all future correspondence will be done through email id only e.g. password, reset password”. * System should provide ‘Verify’ button for Email Id on this page. Once user enters the valid email Id and clicks on ‘Verify’ button, system should provide message as “Six digit One Time Password is delivered to your Email Id. Please enter the One Time Password for Email verification”. * System should provide six boxes for entering the OTP and provide ‘Submit’ button to validate the OTP.   + System should only allow numeric values to be entered in these boxes for OTP, system should not allow any other characters entrance in these boxes.   + If the OTP entered is invalid, system should validate user with validation message as “Please enter valid One Time Password”.   + If the entered OTP is incorrect from the valid OTP which is triggered in Email verification email, system should validate user with validation message as “Incorrect OTP”.   + Above validations should be checked when user clicks on ‘Submit’ button after entering OTP.     - The ‘Submit’ button should be disabled as default, when user enters full six digit in six boxes, this button should get enabled.   + If the entered OTP is correct and valid, then on clicking ‘Submit’ button, system should display message as “Email Id verified successfully”. * System should provide ‘Resend OTP’ link which should be disabled by default. This link should get enabled once 2 minutes gets completed from the previous triggered Email verification email. System should display reverse timer in MM:SS format besides ‘Resend OTP’ link. * Once user clicks on ‘Verify’ button, system should trigger an auto email to user’s email Id as per below email content. * System should validate the OTP from the triggered time to the next 60 minutes. After 60 minutes, OTP should be invalid.   From: [Email Id configured for the domain]  To: [Bidder’s email Id]  Subject: [Domain URL] One Time Password for Email Verification.  **Dear User,**  **XXXXXX is your One Time Password for Email verification. DO NOT disclose it to anyone.**  **This OTP is valid for next 60 minutes.**  **Regards,**  **Support Team**  ***This is a system generated e-mail. Please don't reply to this e-mail.***   * System should display but freeze the entrance by user in any other fields which are displayed in Bidder registration page. Once the email Id is verified successfully, system should allow user to enter the details in other fields.   + Once the email Id is verified, system should make email Id field non-editable. * Until the bidder’s email Id is verified, system should not record the bidder entry in the sub-domain. Once the bidder’s email Id is verified, system should record the bidder’s entry with the ‘Incomplete’ status in ‘Manage bidders’.   + Until the bidder’s email Id is verified, system should allow to use that particular email Id for the registration process. [sub-domain level]   + If the email Id is already verified, and bidder session is closed after email verification, and bidder tries to login system should validate bidder with validation message as “Please complete the registration process”     - In the above case when user comes to registration page and enter the email Id and clicks on ‘Verify’ button, system should display message as “Email Verified”.     - Once the bidder email Id is verified, system should allow bidder to complete the further steps of registration.     - If the email Id verification check is completed by bidder and bidder doesn’t complete the 1st step of registration, system should delete bidder profile from the ‘Incomplete’ status record after 24 hours. This 24 hours should get calculated from the time when the bidder’s email Id gets verified. * System should not provide Company name and Individual name field selection in the registration page. * System should provide below fields and functionalities in the existing registration page; * Applicant type [Mandatory field]   + System should provide below dropdown field with below values;   + ---Please select--- [Default]   + Individual   + Company   + Proprietorship Firm   + Co-operative Society   + Public Trust   + PSU   + Govt. Department   + Autonomous Body   + Hospitals   + Financial Institution   + Others * Applicant Name / Company Name [Mandatory field]   + System should provide text field with maximum length of 100 alphanumeric & basic punctuations characters. System should provide validation message accordingly as “Allows max. 100 alphanumeric characters”.   + System should verify the company name / applicant name with the PAN, TAN, Aadhar and GST company name as applicable * Aadhar Number [Mandatory field]   + This field should be displayed in case if user selects ‘Individual’ value from applicant type dropdown.   + This field should be not displayed in case if user selects value other than ‘Individual’ from applicant type dropdown.   + System should provide text field with fixed length of 12 characters only.     - If the above length condition is not followed, system should display validation message as “Please enter valid Aadhar number”.   + Only numeric characters should be only allowed to enter in this field.   + System should not allow user to input any other characters in this field.   + System should provide ‘Verify’ button for Aadhar verification through API call, system should print the messages received in response of API call.   + In case of editing of Aadhar number, system should validate client side for verification of Aadhar number. System should provide validation message as “Please verify Aadhar number”. The verification process should be followed every time when user edits the Aadhar number. * PAN Number [Mandatory field]   + This field should be displayed in case if user selects ‘Individual’ value from applicant type dropdown.   + This field should be not displayed in case if user selects value other than ‘Individual’ from applicant type dropdown.   + System should provide text field with length of 10 characters only.     - If the above length condition is not followed, system should display validation message as “Please enter valid PAN number”.   + Alphanumeric characters should be only allowed to enter in this field.   + System should not allow user to input any other characters in this field.   + The entered letters of PAN number should be in Upper case otherwise, system should provide validation message as “Please enter correct PAN Number”.   + System should provide ‘Verify’ button for PAN verification through API call, system should print the messages received in response of API call.   + In case of editing of PAN number, system should validate client side for verification of PAN number. System should provide validation message as “Please verify PAN number”. The verification process should be followed every time when user edits the PAN number. * TAN Number [Non-Mandatory field]   + This field should be displayed in case if user selects value other than ‘Individual’ from applicant type dropdown.   + This field should be not displayed in case if user selects value ‘Individual’ from applicant type dropdown.   + System should provide text field with length of 10 characters only.     - If the above length condition is not followed, system should display validation message as “Please enter valid TAN number”.   + Alphanumeric characters should be only allowed to enter in this field.   + System should not allow user to input any other characters in this field.   + The entered letters of TAN number should be in Upper case otherwise, system should provide validation message as “Please enter correct TAN Number”.   + System should provide ‘Verify’ button for TAN verification through API call, system should print the messages received in response of API call.   + In case of editing of TAN number, system should validate client side for verification of TAN number. System should provide validation message as “Please verify TAN number”. The verification process should be followed every time when user edits the TAN number. * GST Number [Mandatory field]   + This field should be non-mandatory in case if user selects ‘Individual’ value from applicant type dropdown.   + System should provide text field with length of 15 characters only.     - If the above length condition is not followed, system should display validation message as “Please enter valid GST number”.   + Alphanumeric characters should be only allowed to enter in this field.   + System should not allow user to input any other characters in this field.   + The entered letters of GST number should be in Upper case otherwise, system should provide validation message as “Please enter correct GST Number”.   + System should provide ‘Verify’ button for GST verification through API call, system should print the messages received in response of API call.   + In case of editing of GST number, system should validate client side for verification of GST number. System should provide validation message as “Please verify GST number”. The verification process should be followed every time when user edits the GST number. * All other fields should be as existing in bidder registration page. * System should provide ‘Submit’ button on this page.   + On clicking ‘Submit’ button, system should validate Aadhar, PAN / TAN and GST name received in API response with Company name / Applicant name entered by bidder.     - Even in case of mismatch, system should allow bidder to submit the page and complete the further steps of registration.       * System should provide message as “In case of Mismatch in KYC details, you can still submit your application and upload the supporting documents for KYC documents, Please click on Submit button to continue”. * On clicking ‘Submit’ button, system should display standard validation messages for the mandatory fields in which the input is left by user, e.g. “Please enter (field name). * On clicking ‘Submit’ button, system should keep a check on applicant type and KYC details for the below cases;   + Examples of mismatch validation messages of eKYC with Company name / Applicant name as below;     - GST does not match with PAN / TAN     - GST and PAN / TAN does not match with Company name / Applicant name     - PAN / TAN does not match with Company name / Applicant name     - GST does not match with Company name / Applicant name     - Aadhar does not match with Company name / Applicant name   + If the applicant type is Individual and KYC details does match with Company name / Applicant name, system should auto approve bidder’s profile.     - Bidder profile should move to ‘Approved’ status in Manage bidders.     - On clicking ‘Submit’ button, bidder should get redirected to homepage after login with message as “Profile approved successfully”.   + If the applicant type is Individual and KYC details does not match with Company name / Applicant name, system should redirect user to next page of ‘Document Upload’ and provide mandatory document list to be uploaded by bidder for manual verification.     - System should provide the list of document as below;       * Aadhar card       * PAN card       * GST certificate     - The name of this field and page should be ‘Supporting documents”.     - Default value in dropdown should be ‘—Please select—‘.     - System should allow bidder to upload multiple documents per option.     - System should provide standard upload/delete document functionality.     - System should provide the standard uploaded document functionality for bidder review.       * System should display ‘Total documents’, ‘Pending documents’ and ‘Uploaded documents’ column table as per standard document upload table provision in document upload functionality.     - System should validate for each available option in dropdown list.     - System should validate for atleast “1” document against each KYC.       * Once the mandatory documents are uploaded from bidder, system should display ‘Complete Registration’ button.         + On clicking this button, system should redirect user to homepage with message as “Registration is completed. You will further get notified on your registered email Id about the status of your application”. Bidder profile should move to ‘Pending’ status in Manage bidders. Manual approval process should be followed for the approval of pending profiles of bidders.         + Until the registration is completed by user by clicking ‘Complete Registration’ button, his/her profile should remain in ‘Incomplete’ status in Manage bidder.         + System should save the profile details of user. If user session is closed and user comes again and login with credentials, system should redirect user to Supporting documents page for completing the registration (in case if user has uploaded the documents before closing the session, those documents should also be available when user login again).   + If the applicant type is other than Individual and KYC details does match with Company name / Applicant name, system should redirect user to next page of ‘Document Upload’ and provide the mandatory document list for ‘Authorization letter’.     - In this case, system should display below option in dropdown list default selected;       * Authorization letter     - System should provide hyperlink for downloading authorization letter format as ‘Download Authorization letter’ under document upload page.       * On clicking this link, system should download the document in bidder’s system. (Authorization letter document is attached in Reference documents)       * System should provide instructions below this document link as “*(The bidders are required to fill this ‘Authorization Letter’ on their company’s letter head and sign, stamp, scan and upload the same)*”.     - The name of this field and page should be ‘Supporting documents”.     - System should provide standard upload/delete document functionality.     - System should provide the standard uploaded document functionality for bidder review.       * System should display ‘Total documents’, ‘Pending documents’ and ‘Uploaded documents’ column table as per standard document upload table provision in document upload functionality.     - System should allow bidder to upload multiple documents against this option.     - System should validate for atleast “1” document against this option.       * Once the required documents are uploaded from bidder, system should display ‘Complete Registration’ button.         + On clicking this button, bidder profile should move to ‘Approved’ status in Manage bidders.         + On clicking this button, bidder should get redirected to homepage after login with message as “Profile approved successfully”.   + If the applicant type is other than Individual and KYC details does not match with Company name / Applicant name, system should redirect user to next page of ‘Document Upload’ and provide the mandatory document list for ‘Authorization letter’ along with TAN, Aadhar & GST document upload list.     - In this case, system should display below option in dropdown list default selected;       * Authorization letter       * TAN card         + If the TAN number is submitted by bidder in registration page and KYC details does not match, system should display this option in dropdown and it should be mandatory to be uploaded by bidder.         + If the TAN number is not submitted by bidder in registration page and KYC details does not match, system should display this option in dropdown and it should be non-mandatory to be uploaded by bidder.   In this case, ‘Complete Registration’ button should get displayed if the other mandatory documents gets uploaded.   * + - * GST certificate     - System should provide hyperlink for downloading authorization letter format as ‘Download Authorization letter’ under document upload page.       * On clicking this link, system should download the document in bidder’s system. (Authorization letter document is attached in Reference documents)       * System should provide instructions below this document link as “*(The bidders are required to fill this ‘Authorization Letter’ on their company’s letter head and sign, stamp, scan and upload the same)*”.     - The name of this field and page should be ‘Supporting documents”.     - Default value in dropdown should be ‘—Please select—‘.     - System should allow bidder to upload multiple documents per value of dropdown.     - System should provide standard upload/delete document functionality.       * System should provide the standard uploaded document functionality for bidder review. System should display ‘Total documents’, ‘Pending documents’ and ‘Uploaded documents’ column table as per standard document upload table provision in document upload functionality.     - System should validate for each available option in dropdown list.     - System should validate for atleast “1” document against each option.       * Once the mandatory documents are uploaded from bidder, system should display ‘Complete Registration’ button.         + On clicking this button, system should redirect user to homepage with message as “Registration is completed. You will further get notified on your registered email Id about the status of your application”. Bidder profile should move to ‘Pending’ status in Manage bidders. Manual approval process should be followed for the approval of pending profiles of bidders.         + Until the registration is completed by user by clicking ‘Complete Registration’ button, his/her profile should remain in ‘Incomplete’ status in Manage bidder.         + System should save the profile details of user. If user session is closed and user comes again and login with credentials, system should redirect user to Supporting documents page for completing the registration (in case if user has uploaded the documents before closing the session, those documents should also be available when user login again).   + If PAN / TAN, Aadhar & GST details are validated / matched with profile, the system should auto approve profile (all applicant types)   **Key scenarios**   * To Implement bidder registration process with eKYC as per NLMC requirement.   **Assumptions/Exceptions(if any)**   * Validations / Verifications related points of KYC with Company name / Applicant name may get change after the final review of CR by NLMC.   **Reference Document**   * Authorization letter document. | |
| Reason for Change: Client’s requirement | |
| Priority: □ High □ **Medium** □ Low : | |
| Expected Date of Completion: | |
| Details of any attachments: | |

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| Change Impact Analysis |
| Impact Type | Remarks: | |
| Impact if the Change is not done: |  | |
| Impact on Project Objectives: | Yes/ No | No |
| Impact on Project Requirements: | Yes/ No | No |
| Impact on Project’s Technical Architecture: | Yes/ No | No |
| Impact on Project Deliverables | Yes/ No | No |
| Impact on Project Risk | Yes/ No | No |
| Impact on Project Schedule | Yes/ No | No |
| Impact on Project Budget/ estimates Projection | Yes/ No | No |
| Impact on other modules/ functionalities | Yes/ No | No |
| Impact on test cases/ testing activities | Yes/ No | Yes |
| Any Other Impact | Yes/ No | No |

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| Alternate options for resolution: No |
| Recommendations: No |

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| Change Request Resolution | |
| Change Request Decision:□ Approved □ On Hold □ Denied | Decision Date: |
| Decision Made By: □ Business Analyst □ Project Manager □ Sr. Management □ Other | |
| Reason/ Justification for Decision (if any): NA | |