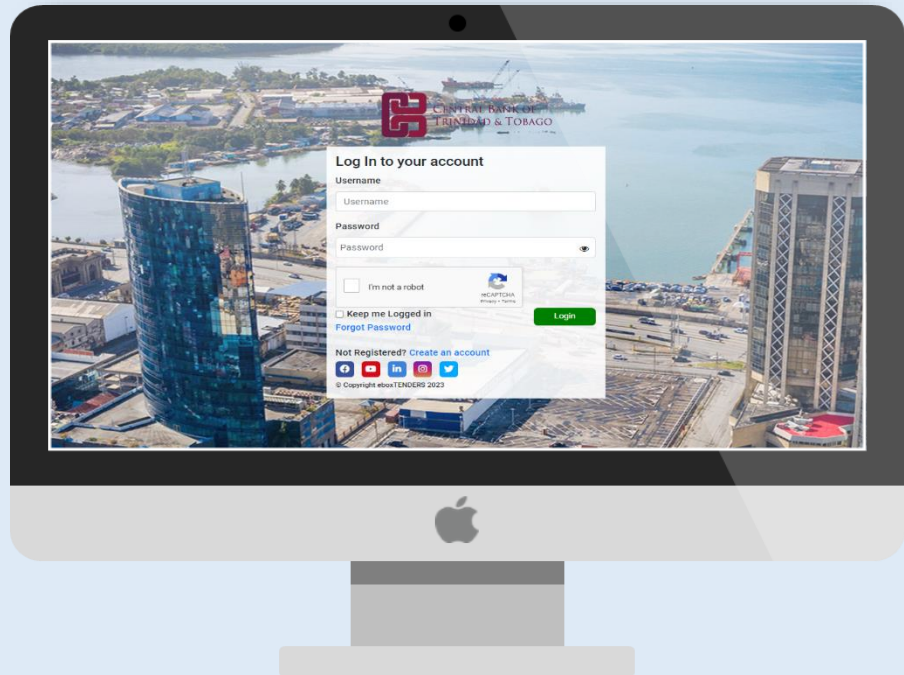


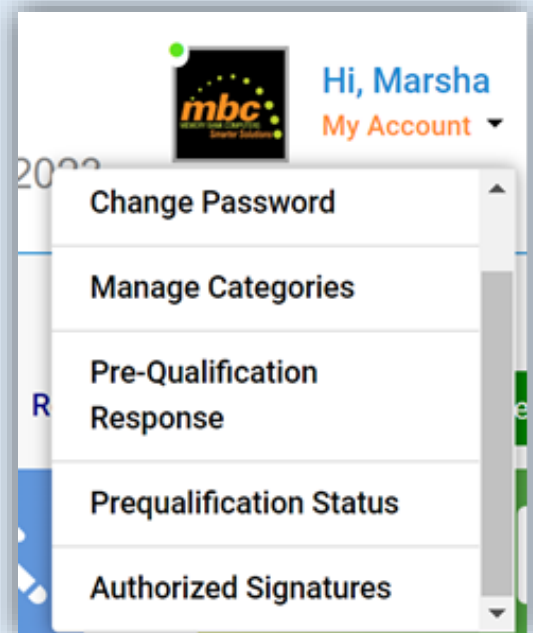
STEPS TO UPLOAD AUTHORIZED SIGNATURE in eboxTENDERS

1. Log in to
eboxTENDERS



2. Navigate to **My Account**

3. On the drop-down list, select
Authorized Signatures.



4. Click **Add** to add a new Signature

AUTHORIZED SIGNATURE

Type *
 Main signatory
 Witness signatory
 Purchase Order

Name *
Enter Name

Designation *
Enter Designation

Email *
Enter Email

Mobile Number *
Enter Mobile Number

Upload Signature*
Choose File No file chosen

Upload Picture ID*
Choose File No file chosen

[Back To Dashboard](#) [Add Signature](#)

Note: More than one Authorized Signatory may be added to a Vendor's eboxTENDERS account.

5. The Authorized Signature Bank will be displayed.

Authorized Signature Quotes Tenders Auction Contracts [Add](#)

AUTHORIZED SIGNATURE BANK

S.No	Name	Contact	Authorized Signature	Picture ID	Signatory Type	Action
1	Richard John Purchasing Agent	theramesh431@gmail.com 567- 5675 - 676			Main	
2	SARAH JOHN PURCHASING MANAGER	sarahjohn20231@outlook.com 222- 2222			Main	

6. Close and exit.