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<th>Project Name:</th>
<th>IITB – ERP(SAP) Implementation</th>
<th>Process Stream</th>
<th>SRM</th>
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<tr>
<td>Document Name:</td>
<td>Extract And Upload Certificate</td>
<td>Module</td>
<td>SRM</td>
</tr>
<tr>
<td>Document ID:</td>
<td></td>
<td>Version</td>
<td>1.0</td>
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1. **Extract CA certificate**

This is an initial activity to extract and upload certificate to SRM.

Insert the certificate dongle in the PC / Laptop. Goto Internet options and select the certificate:
Select the “Content” tab and then click on “Certificates” button as shown below.

![Internet Options](image)

**Process Stream** | **Module** | **Business Process**
---|---|---
SRM | SRM | Extract & Upload Digital Certificates
Select the certificate and then click on "View" button. You can also double click on the selected certificate to open the details.
A new window will get opened. Select the “Certification Path” folder and select the node as highlighted below and click “View Certificate” button.
A new window will get opened. Select the “Details” folder and then click on “Copy to File” button.
Click on “Next” button to save the certificate on your PC / Laptop.
Click on “Next” button as shown below.
Click on “Browse” button and select your preferred location to save the certificate.
Click on “Save” button to save the certificate.
The selected path will be displayed as shown below. Click on “Next” button.
Click on “Finish” Button

Press “OK” button and then close all the open IE windows. Remove the certificate dongle from your PC / laptop.
2. **Upload certificate in SRM**

Login to SRM portal by providing your user-id and password as shown below-

![Login to SRM Portal](image-url)
Select “RFX and Auctions” folder and then click on “Upload Digital Certificate” link as shown below -
A new window Maintain Certificate will be displayed. Click on “Browse” button.
Select the relevant certificate from the location saved on your PC/Laptop and then click on “Open” button.
Certificate file details will be displayed in the window and then click on “Upload” button.

Once the certificate is uploaded below success message will be displayed as below.

- Digital Certificate successfully uploaded.
- Browse File
  - Upload
  - Migrate

Browse...
3. **Migrate certificate in SRM**

This option will be used to migrate the digital certificate to SRM.

Every digital certificate has validity start and end date. Once the validity end date is expired the digital certificates cannot be used further. User has to get the validity dates extended from the Vendor and re-migrate the certificate to SRM.

Follow point#1 to save the digital certificate on your PC / Laptop.

Follow point#2 to login and access the “Upload Certificate” link.

A new window **Maintain Certificate** will be displayed. Click on “Browse” button.

Select the certificate from the relevant path and then click on “Migrate” button.

The digital certificate will be uploaded and the new changes will be updated in the system.

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```python
# This code snippet is not necessary for the description.
```