





USER MANUAL

User Manual for Supplier Registration Application

Version: 1.3



Contents:-

- 1. New Indian Supplier Registration Process
- 2. New Foreign Supplier Registration Process
- 3. Adding New Location to existing Supplier
- 4. Seeking a Clarification
- 5. <u>Feedback</u>



New Indian Supplier Registration Process:

Click on the URL

http://125.19.3.168:7005/iffcosrs/faces/NewSupplierLoginPG

It will be navigated to the Below Home Page.



Click on "New Registration" Button User will navigate to below page

Where Vendor- User will able to enter all the details





User ID:-

It is temporary Name in which same details will be used to login to vendor registration application for new site creation or updating rejected application.

- User id need to enter for tracking purpose
- The User Id is case sensitive
- It should not contain Space and Special Characteristics
- It should not be more than 25 Characters

Password:-

• It should contain one Upper Case, Number and Special Characteristics.

Weak- Password with at least one Upper Case character

Good- Password with at least one Upper Case and one Lower Case character

Strong- Password with at least one Upper Case, one Lower Case and one Digit

Very Strong- Password with at least one Upper Case, one Lower Case, one Digit and one Special character



Confirm Password:-

• Re-Enter the above Password

Location:-

• Enter the location name for which User wants Register

PAN:-

- PAN Should be According to Indian standard format
- It should Contain First 5 Alphabets, Next 4 Digits and Last 1 Alphabet

Pin code:-

- Enter the Pin Code Manually or
- Click on the "Get Pin code" to select Pin code

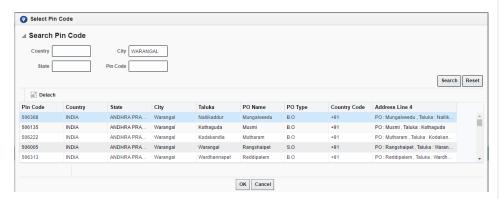


By entering the required details Pin code Click on "Search"

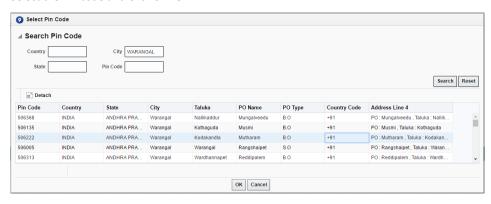




Results will be shown below



Select the Pin code and Click on "OK"





• On the basis of pin code. Country, State, City will be automatically defaulted.

Email ID:-

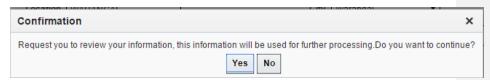
- Company Email Id Should be Entered
- Proper Email id should be entered to receive the **OTP** and updates

Mobile No.:-

- Country Code is Automatically defaulted from the Country
- Proper Mobile No. should be entered to receive the **OTP**.

By entering all the details Click "Register" Button

User will Receive Confirmation Message

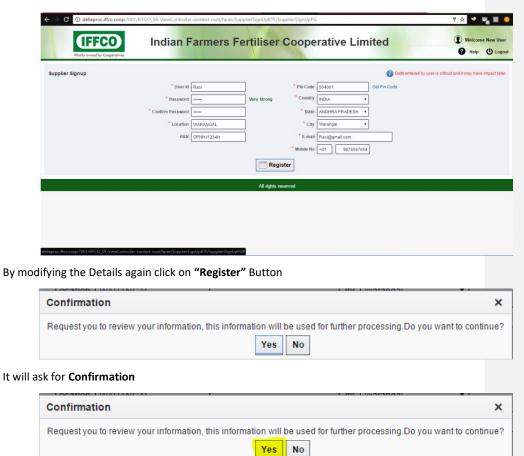


By clicking "No" again User can edit the details



It will navigate to Same Page where User can update the details





Click on the "Yes"

It will ask for OTP which is sent to your Mobile no. and Email Id

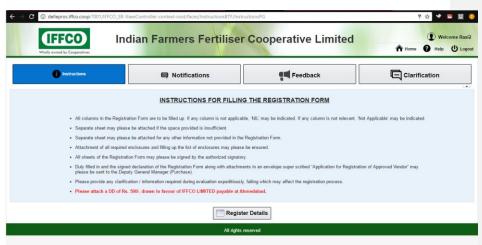




Enter the **OTP** and

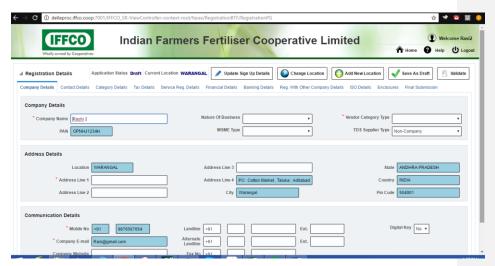
Click On "Submit" Button

It will navigate to the Instructions Page



- After Reading all the Instruction Details click on "Register Details" Button.
- After clicking on the "Register Details" It will navigate to Below Page Where you will enter all the details





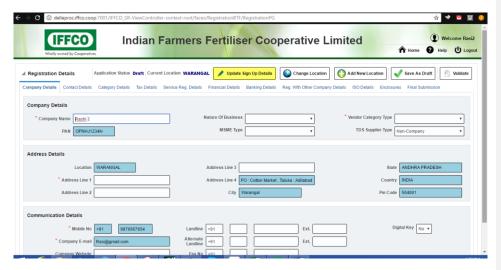
• The Details will be defaulted from Signup and User can able to edit

If user want to update the Sign up details

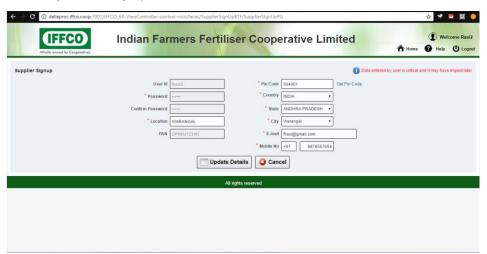
By clicking on "Update Signup Details" he can update the details

After Clicking on signup details he will navigate to signup page





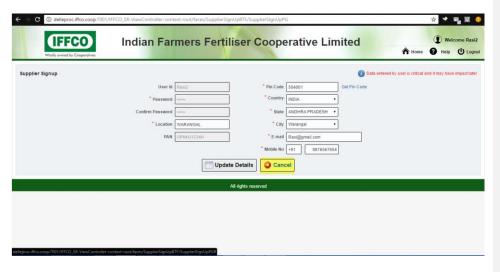
It will navigate to the **Signup** Process



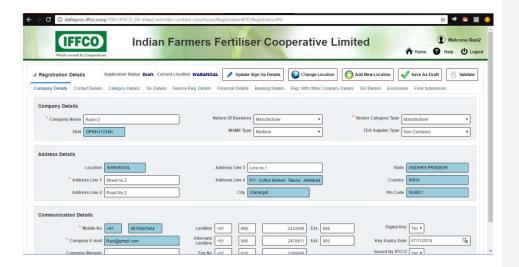
If all the details are correct

Click on "Cancel"





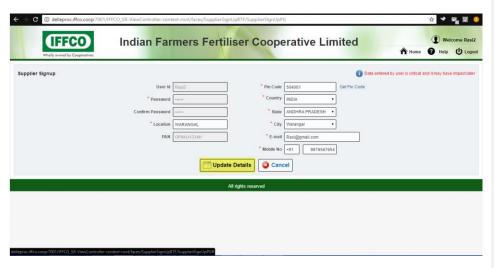
User will be navigated to same page



If user Changed any details and

Click on the "Update Details"





Again it will ask for the **Confirmation**



Click On YES

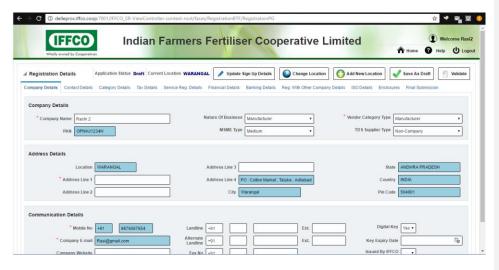
User will be asked for **OTP**



Enter the **OTP**

Changes will be displayed





Company Details:-

Company Name:-

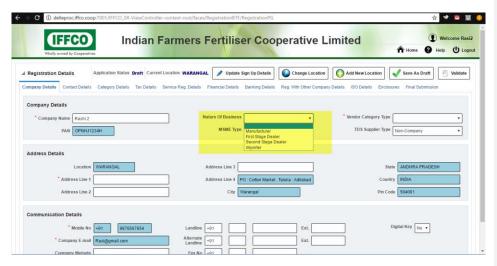
• Name of the company User is Going to Register

Nature of Business:-

Type of Business

- Select From List of values
 - Manufacturer
 - > First Stage Dealer
 - Second Stage Dealer
 - > Importer





Vendor Category Type:

Type of Vendor you are means which type of Industry.

- Select From the List of Values
 - Manufacturer
 - Distributor
 - Channel Partner
 - > Trader
 - > Service Provider
 - Dealer





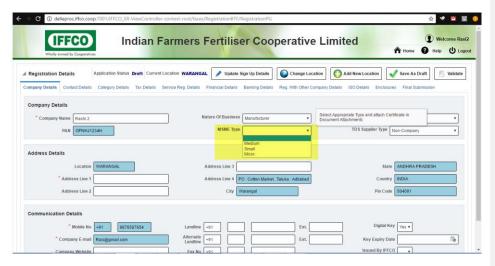
PAN:

- It will be automatically Defaulted from the Sign up page
- User Cannot edit this information

MSME Type:-

- Select the type of Business
 - Medium
 - Small
 - Micro





TDS Supplier Type:-

- It will be automatically defaulted from the PAN no.
 - ➤ If the PAN 4th Character is "C" it will automatically default Company
 - > If the PAN 4th Character is **not "C"** it will automatically default the Non-Company
- It will grade Disabled and User cannot change

Address Details:-

Location:-

• Automatically defaulted from the Sign up details

Address Line 1:-

• Enter the Address Line 1 details

Address Line 2:-

• Enter the Address Line 2 details



Address Line 3:-

• Enter the Address Line 3 details

Address Line 4:-

• Automatically Defaulted from Sign up details PO Name

City:-

• Automatically defaulted from the signup details

State:-

• Automatically defaulted from the signup details

Country:-

• Automatically defaulted from the signup details

Pin code:-

• Automatically defaulted from the signup details

Communication Details:-

Mobile No.:-

• Automatically defaulted from the signup details

Company Email:-

• Automatically defaulted from the signup details

Company Website:-

• Company official Website to be entered

Landline:-

- Country Code will defaulted from the Country
- STD code should be entered and it should be more than 4 digits
- Enter the number



Alternate Landline:-

• Enter any alternate Landline no. If Exists

Fax No:-

• Enter the FAX no.

Digital Key:-

Select whether digital key exists are not.

• Select "YES or NO" From LOV

Key Expire Date:

Enter the expire date of the Key

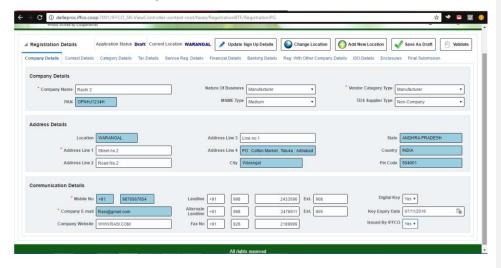
• User cannot enter Past date in the Key

Issued By IFFCO

Select whether Key is issued by IFFCO

• Select "YES or NO" From LOV

Enter all the Details and navigate to Contact Details tab

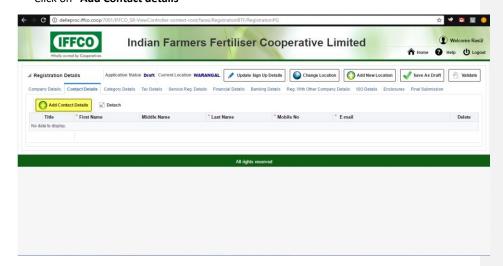




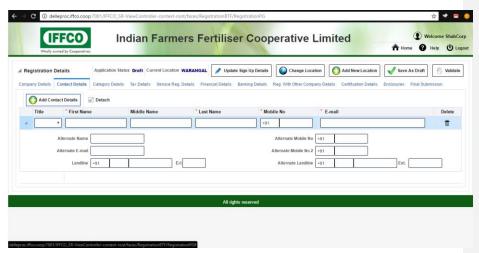
Contact Details:-

At least one Contact details are Mandatory

Click on "Add Contact details"

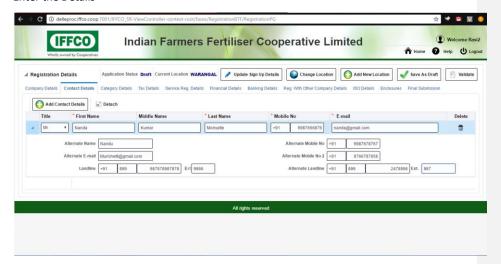


It will open below page



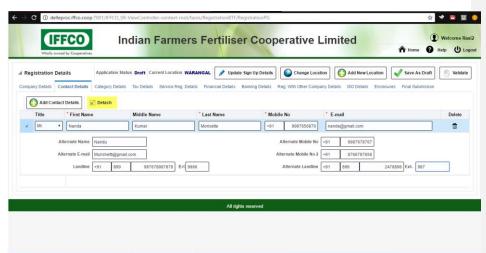


Enter the Details



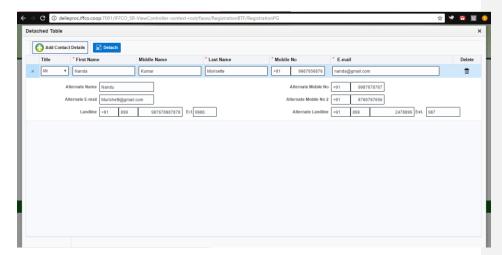
If User want to see all the details in the expanded mode

Click on "Detach" Button

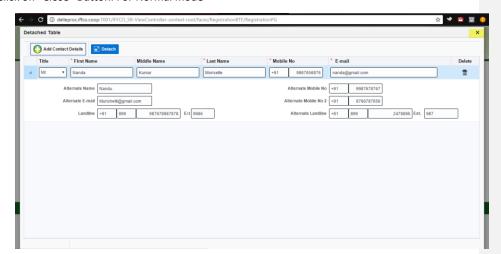


It will expand the window





Click on "Close" Button. For Normal mode



Category Details:-

Category is a group of items with different sections.

Ex: Mechanical is Discipline and Category is Compressor, Gears Etc..,

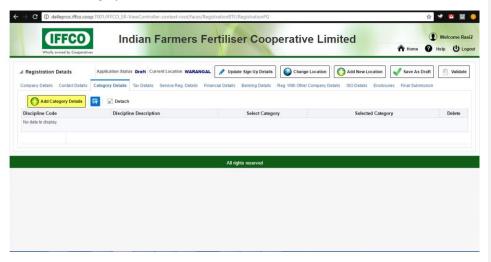
In which Category User want to register with IFFCO

Commented [E1]: Provide brief what category is

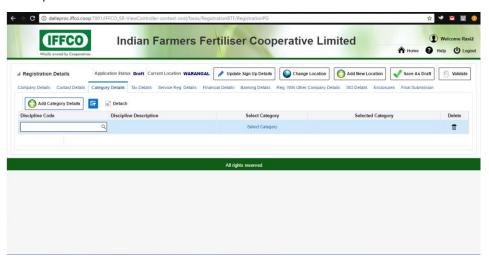


• At least one Category is Mandatory, multiple category is allowed

Click on "Add Category Details"



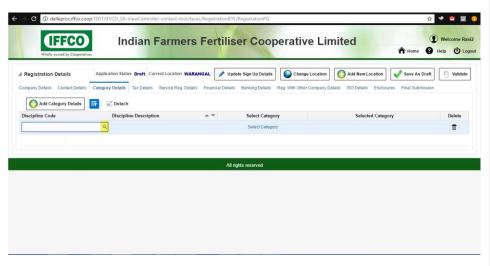
It will open the details



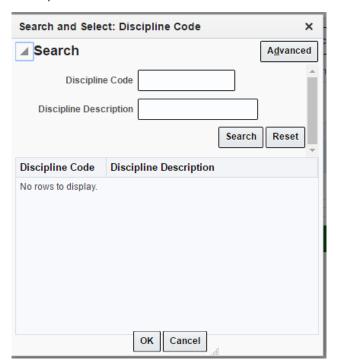
Select the Discipline

Click on the search button





It will open the Search Form



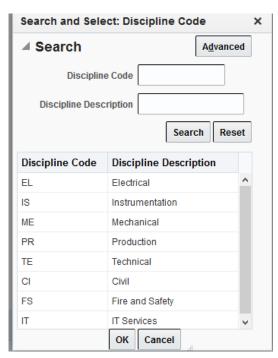


Click on "Search"



Select the Discipline

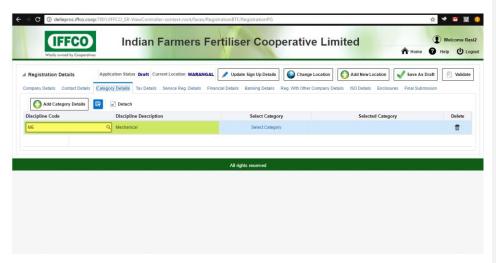




Click on "OK"

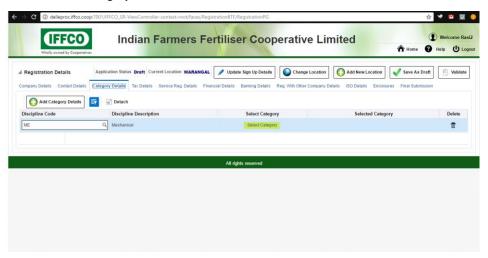
Selected Discipline will be displayed





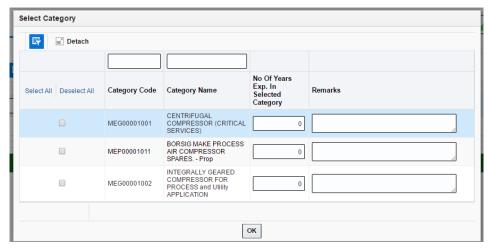
After Selecting the Discipline

Click on "Select Category" Button



It will navigate to the Category Selection Page



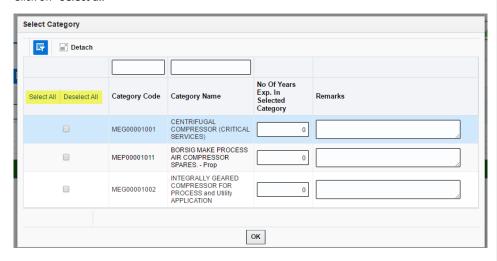


Select the Category and

Enter the Years of Experience and Remarks

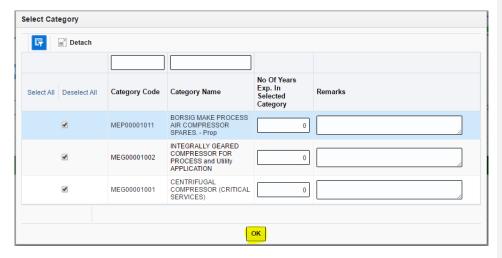
There is an option to select and deselect all the categories

Click on "Select all"

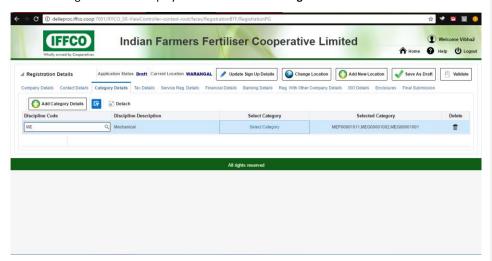


Click on "OK"





Selected Categories will be displayed in the "Selected Categories Column"



If User wants to add more Category

Click on "Add Category Details"



Click on the Tax Details

Tax Details:-

It will navigate to the Below Page



PAN:-

• It will be automatically defaulted from signup

Company TAN No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

VAT No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

CST No:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

Service Tax No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 15 digits allowed



CIN No.:-

• Enter the No.

ECC No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

C-GST No.:-

• Enter the No.

I-GST No.:-

• Enter the No.

S-GST No.:-

• Enter the No.

PF No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

ESI No.:-

- According to the Indian standard
- It will allow Numeric data with exact 17 digits allowed

Labor License No.:-

• Enter the No.

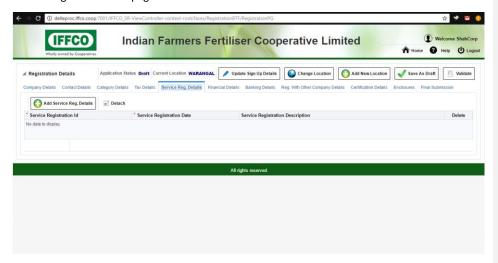
Enter all the details



Click on the Service Reg. Tab

Service Registration Details:-

It will navigate to below page

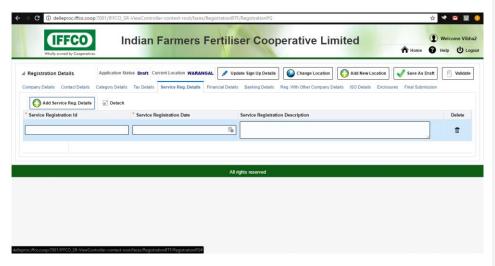


Click on "Add Service Registration Details"

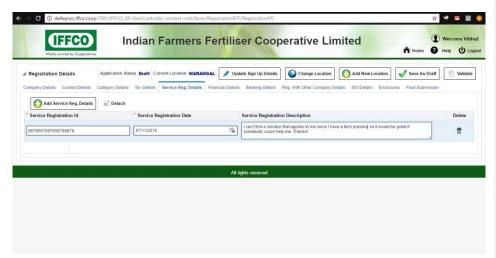


It will open the Following Details





Enter the Details



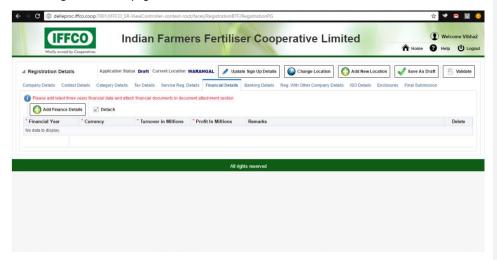
Click on the Financial Tab

Financial Details:-

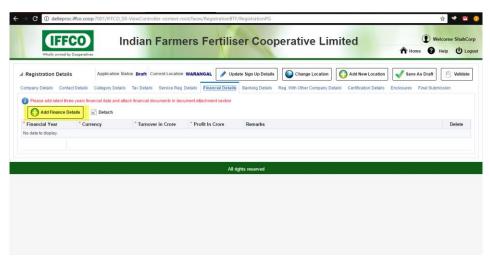
Click on the Financial Tab



It will navigate to below page



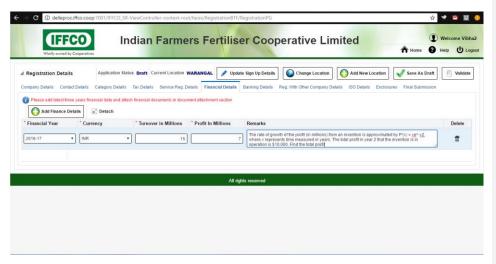
Click on "Add Finance Details"



It will navigate Following Details

Enter Details

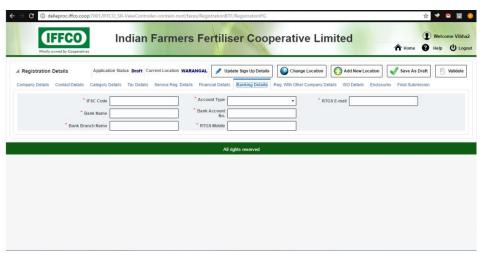




Click on the Banking Details Tab

Banking Details:-

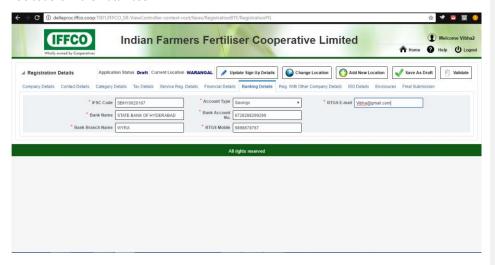
It will navigate to below page



Enter the details



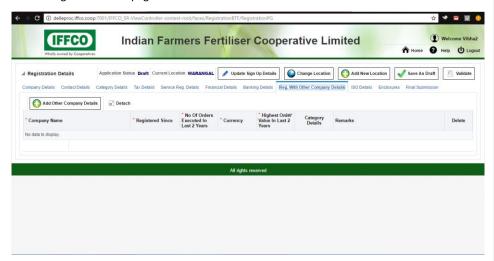
After entering the IFSC code, Bank Name and Branch will be automatically populated if that IFSC code is in the Data Base ${\bf P}$



Click on the Registered with Other Company Tab

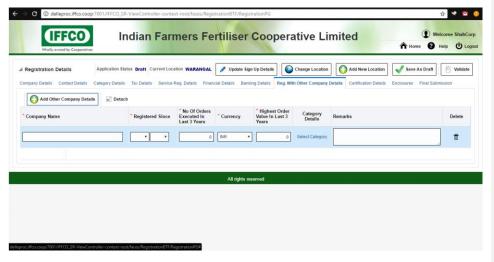
Registered With Other Company Details:-

It will navigate to below page





Click on Add Other Company Details

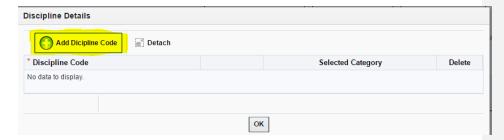


Enter the Details

Click on Select Category.

- > Select the Category in which you are dealing with that Company name entered
- By Clicking on Select Category it will open below Popup

Click On Add Discipline



• It will open as below Pop-Up





Click on Search Button and select the Discipline

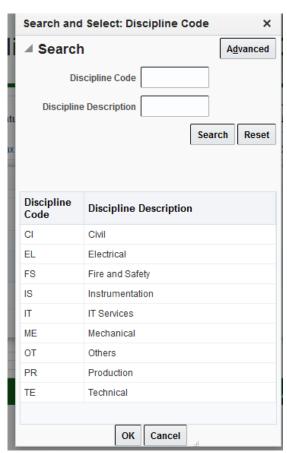
• It will open the below popup



Click on search

• Select the Discipline and Click on **OK**



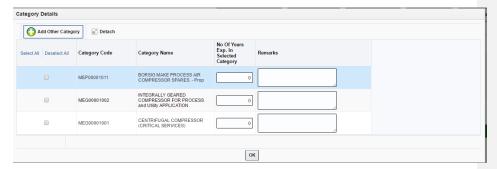


Click on Select the Category

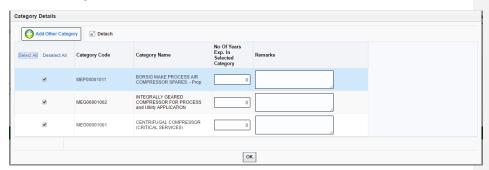


• It will Open the below Page





Select the Categories



Enter all the details

Click on "OK"

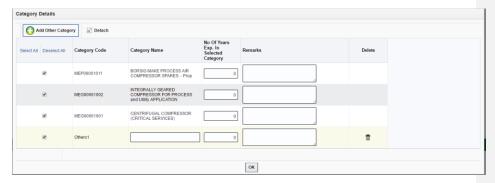
If User wants to enter Add the Category which are not there then

Click On Add Other Category

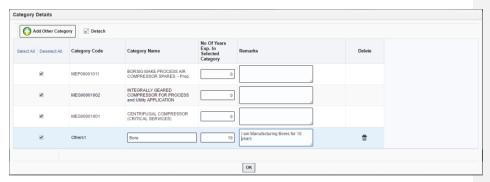


Then it will Add Category like below

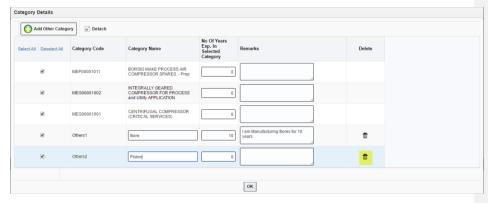




Enter the Category Name and all the Details

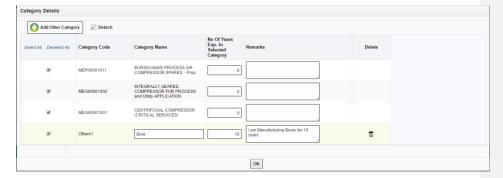


If user want to Delete the added Category Click on Delete

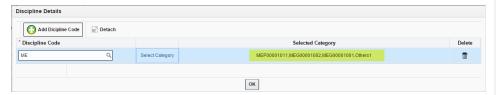


After Clicking on Delete it will show as below





• Selected Category will be displayed

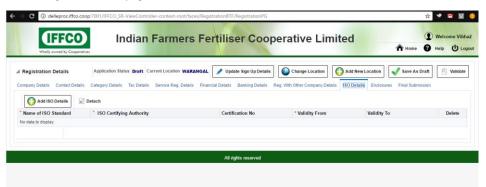


Then Click on "OK"

Clicking on the Certification Details Tab

Certification Details:-

It will navigate to below page

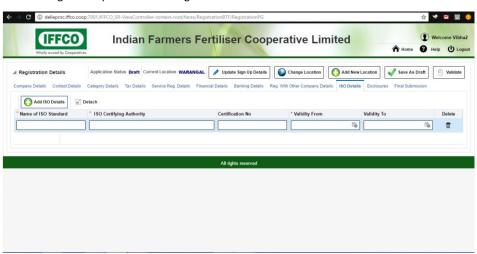




Click on Add Details of Certificates like ISO,IS,BIS,etc.., to add the details

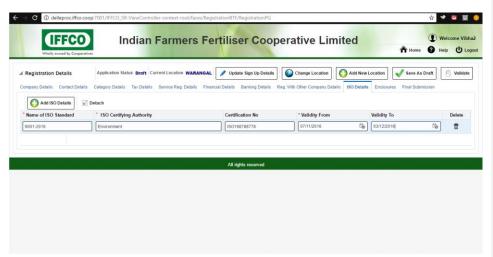


After Adding It will open the Following Details



Enter the Details





Click On Enclosures

Enclosures:-

It will navigate to below page

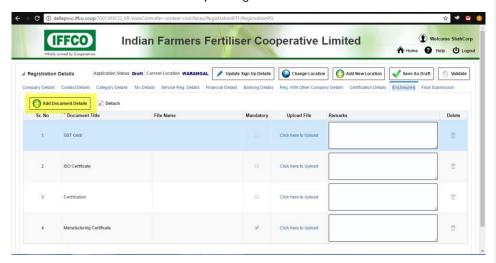


Mandatory documents will be ticked in the Mandatory Check box

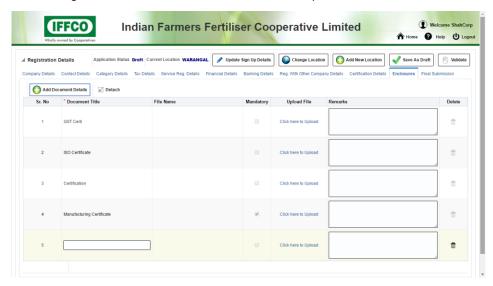
• Upload the Enclosures



If user wants to add more enclosures by Clicking on "Add Document Details"

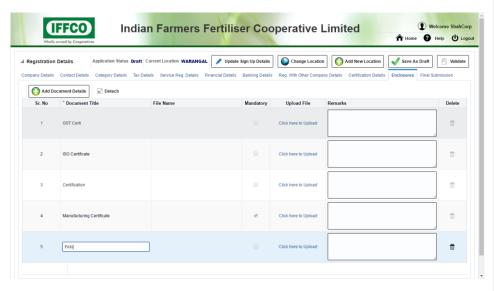


After Clicking it will ask for the Details enter the details and upload the file



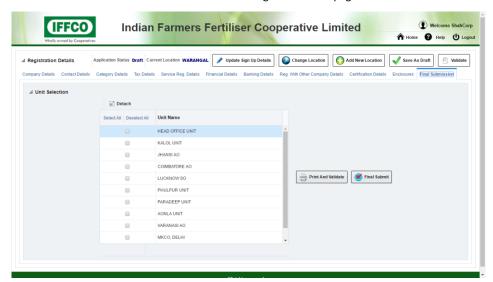
Enter Details and Upload the Attachment





Final Submission:-

• Click on the Final Submission Tab it will navigate to below page



Select the units which Vendor want to register

• Click on Print and Validate



• It will download all the entered details and validates the data

After Clicking on user will receive the Application Id



Note down the Application No. For the Future references



New Foreign Supplier Registration Process:

Click on the below URL

http://125.19.3.168:7005/iffcosrs/faces/NewSupplierLoginPG

It will be navigated to the Below Home Page.



Click on "New Registration" Button User will navigate to below page

Where User will able to enter all the details





User ID:-

It is temporary Name in which same details will be used to login to vendor registration application for new site creation or updating rejected application.

- User id need to enter for tracking purpose
- It should not contain Space and Special Characteristics
- It should not be more than 25 Characters
- User Id is Case sensitive

Password:-

• It should contain one Upper Case, Number and Special Characteristics.

Weak- Password with at least one Upper Case character

Good- Password with at least one Upper Case and one Lower Case character

Strong- Password with at least one Upper Case, one Lower Case and one Digit

Very Strong- Password with at least one Upper Case, one Lower Case, one Digit and one Special character



Confirm Password:-

• Re-Enter the above Password

Location:-

• Enter the location name for which User wants Register

Email ID:-

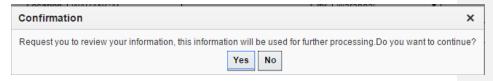
- Company Email Id Should be Entered
- Proper Email id should be entered to receive the **OTP** and updates

Mobile No.:-

- Country Code is Automatically defaulted from the Country
- Proper Mobile No. should be entered to receive the **OTP**.

By entering all the details Click "Register" Button

User will Receive Confirmation Message



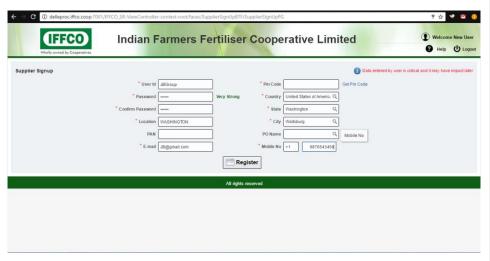
By clicking "No" again User can edit the details

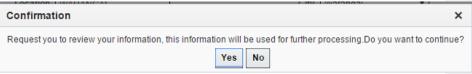


It will navigate to Same Page where User can update the details

By modifying the Details again click on "Register" Button







It will ask for Confirmation



Click on the "Yes"

It will ask for OTP which is sent to your Mobile no. and Email Id

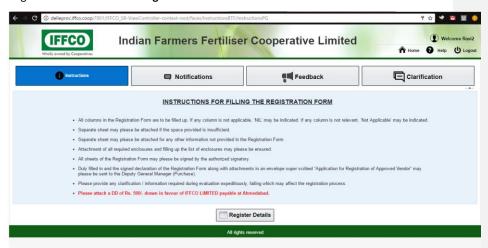


Enter the **OTP** and

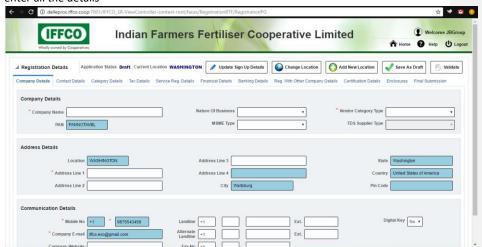


Click On "Submit" Button

It will navigate to the Instructions Page



- After Reading all the Instruction Details click on "Register Details" Button.
- After clicking on the "Register Details" It will navigate to Below Page Where you will
 enter all the details



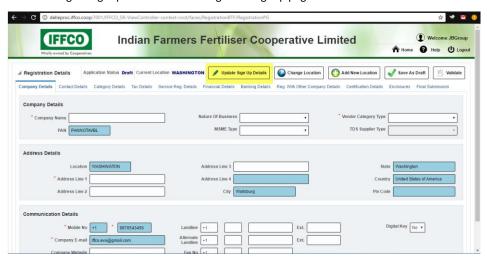


• The Details will be defaulted from Signup and User can able to edit

If user want to update the Sign up details

By clicking on "Update Signup Details" he can update the details

After Clicking on signup details he will navigate to signup page



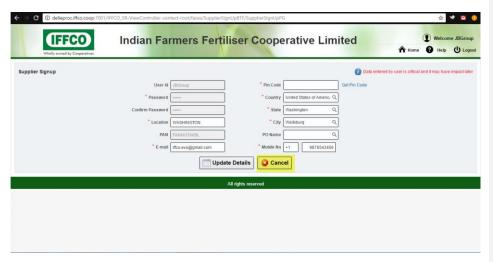
It will navigate to the **Signup** Process





If all the details are correct

Click on "Cancel"



User will be navigated to same page





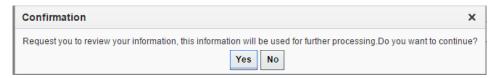
If user Changed any details and

Click on the "Update Details"



Again it will ask for the **Confirmation**





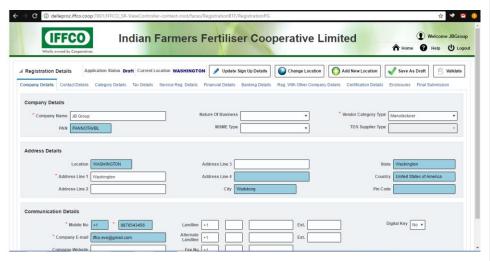
Click On YES

User will be asked for **OTP**



Enter the **OTP**

Changes will be displayed



Company Details:-

Company Name:-

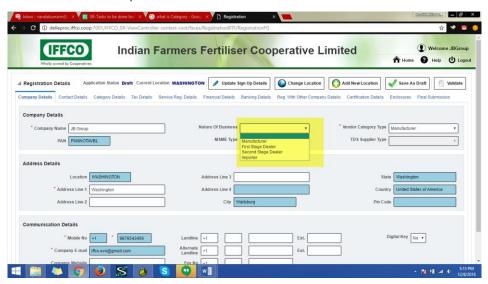


• Name of the company User is Going to Register

Nature of Business:-

Type of Business

- Select From List of values
 - Manufacturer
 - > First Stage Dealer
 - Second Stage Dealer
 - > Importer



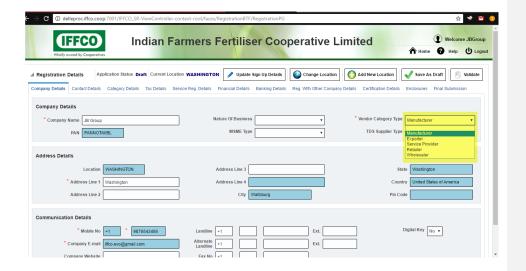
Vendor Category Type:

Type of Vendor you are means which type of Industry.

- Select From the List of Values
 - Manufacturer
 - Distributor
 - Channel Partner
 - > Trader



- Service Provider
- Dealer



Address Details:-

Location:-

• Automatically defaulted from the Sign up details

Address Line 1:-

• Enter the Address Line 1 details

Address Line 2:-

• Enter the Address Line 2 details



Address Line 3:-

• Enter the Address Line 3 details

Address Line 4:-

• Automatically Defaulted from Sign up details PO Name

City:-

• Automatically defaulted from the signup details

State:-

• Automatically defaulted from the signup details

Country:-

• Automatically defaulted from the signup details

Pin code:-

• Automatically defaulted from the signup details

Communication Details:-

Mobile No.:-

• Automatically defaulted from the signup details

Company Email:-

• Automatically defaulted from the signup details

Company Website:-

• Company official Website to be entered

Landline:-

- Country Code will defaulted from the Country
- STD code should be entered and it should be more than 4 digits
- Enter the number

Alternate Landline:-



• Enter any alternate Landline no. If Exists

Fax No:-

• Enter the FAX no.

Digital Key:-

Select whether digital key exists are not.

• Select "YES or NO" From LOV

Key Expire Date:

Enter the expire date of the Key

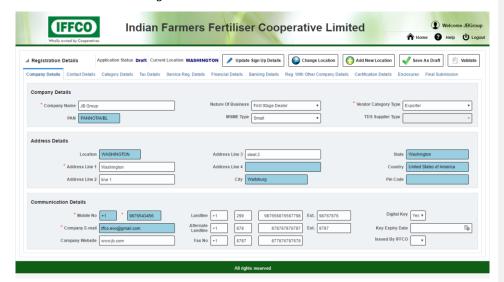
• User cannot enter Past date in the Key

Issued By IFFCO

Select whether Key is issued by IFFCO

• Select "YES or NO" From LOV

Enter all the Details and navigate to Contact Details tab





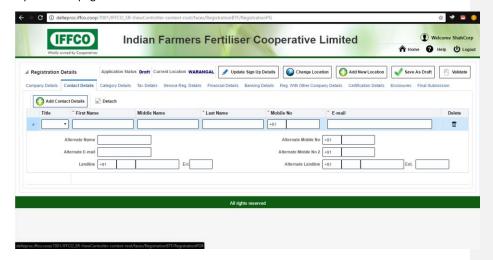
Contact Details:-

At least one Contact details are Mandatory

Click on "Add Contact details"

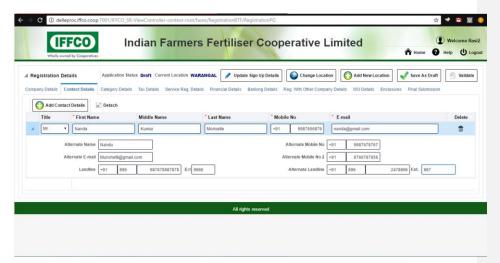


It will open below page



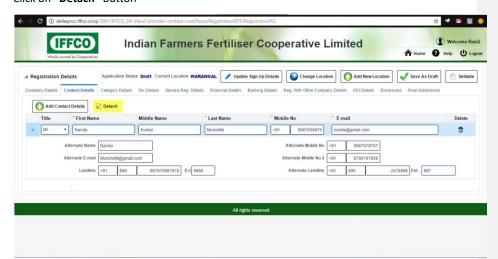
Enter the Details





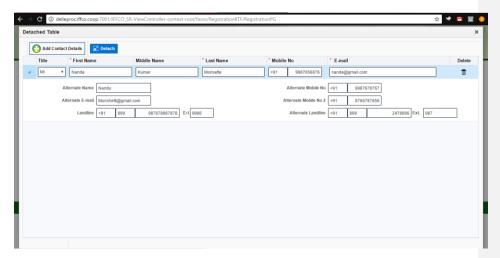
If User want to see all the details in the expanded mode

Click on "Detach" Button

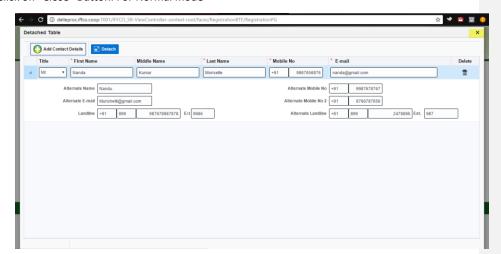


It will expand the window





Click on "Close" Button. For Normal mode



Category Details:-

Category is a group of items with different sections.

Ex: Mechanical is Discipline and Category is Compressor, Gears Etc..,

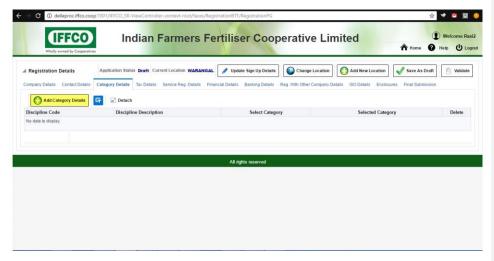
In which Category User want to register with IFFCO

Commented [E2]: Provide brief what category is

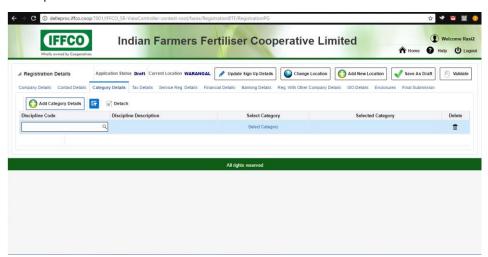


• At least one Category is Mandatory

Click on "Add Category Details"



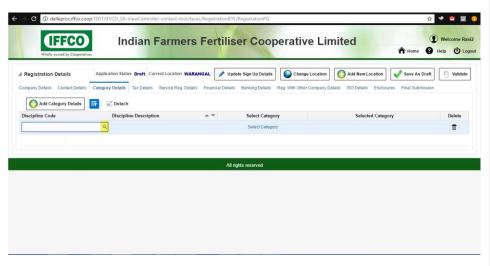
It will open the details



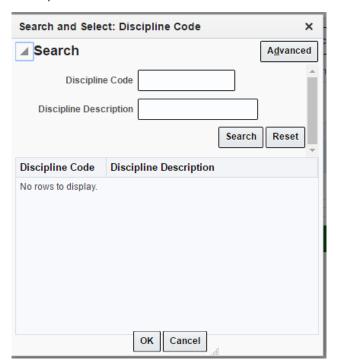
Select the Discipline

Click on the search button





It will open the Search Form



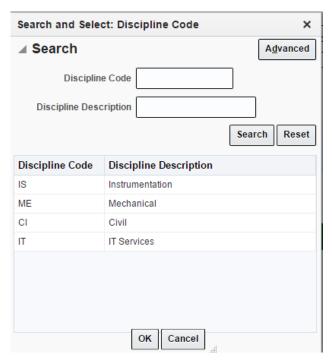


Click on "Search"



Select the Discipline

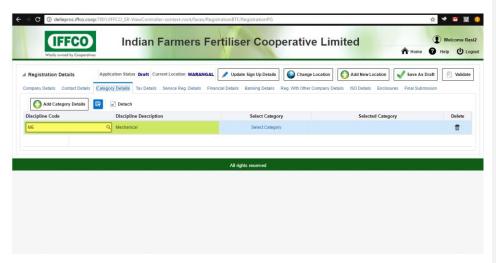




Click on "**OK**"

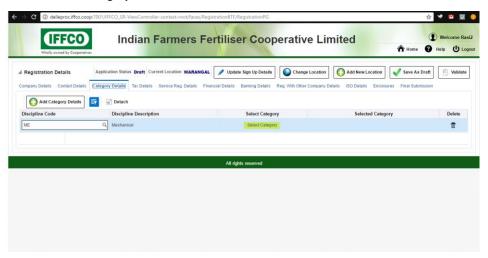
Selected Discipline will be displayed





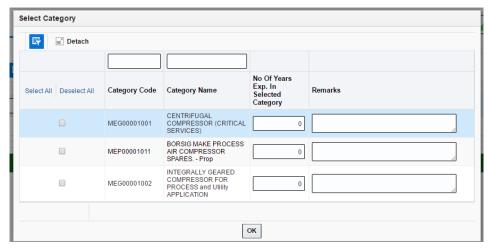
After Selecting the Discipline

Click on "Select Category" Button



It will navigate to the Category Selection Page



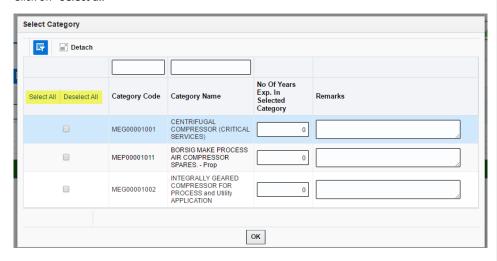


Select the Category and

Enter the Years of Experience and Remarks

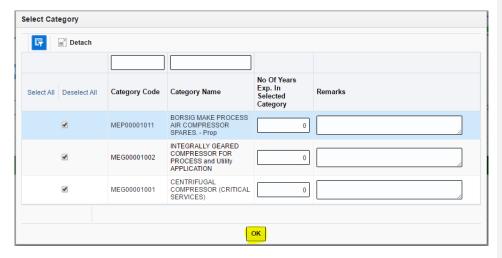
There is an option to select and deselect all the categories

Click on "Select all"

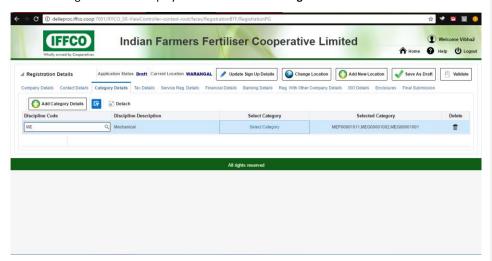


Click on "OK"





Selected Categories will be displayed in the "Selected Categories Column"



If User wants to add more Category

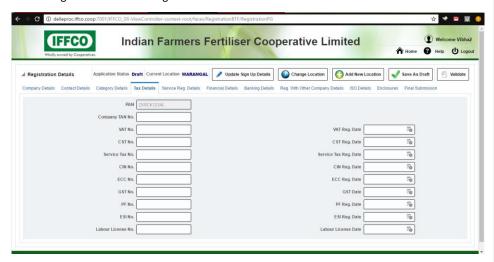
Click on "Add Category Details"



Click on the Tax Details

Tax Details:-

It will navigate to the Below Page



PAN:-

• It will be automatically defaulted from signup

Company TAN No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

VAT No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

CST No:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

Service Tax No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 15 digits allowed



CIN No.:-

• Enter the No.

ECC No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

C-GST No.:-

• Enter the No.

I-GST No.:-

• Enter the No.

S-GST No.:-

• Enter the No.

PF No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

ESI No.:-

- According to the Indian standard
- It will allow Numeric data with exact 17 digits allowed

Labor License No.:-

• Enter the No.

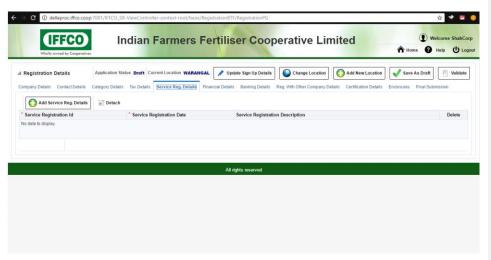
Enter all the details

Click on the Service Reg. Tab

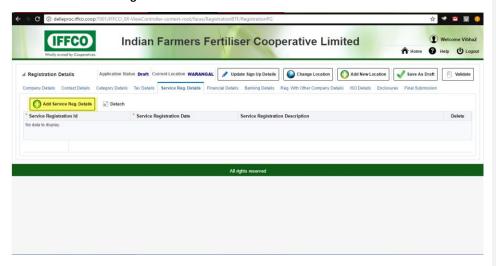
Service Registration Details:-

It will navigate to below page



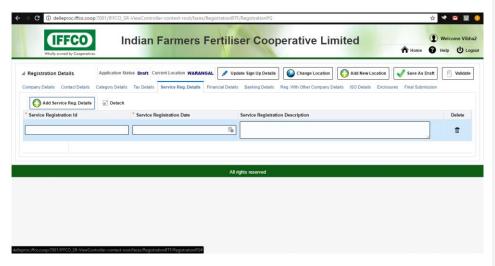


Click on "Add Service Registration Details"

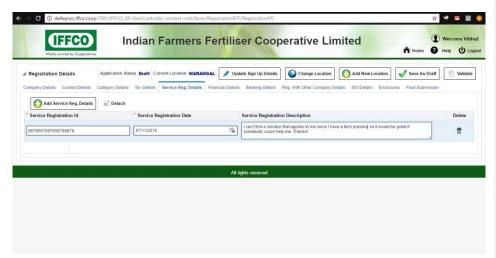


It will open the Following Details





Enter the Details



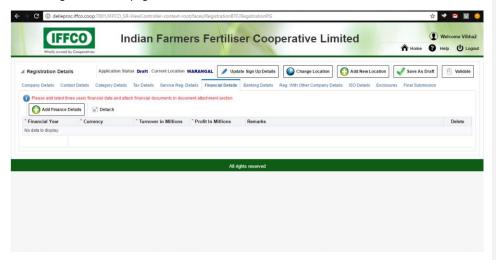
Click on the Financial Tab

Financial Details:-

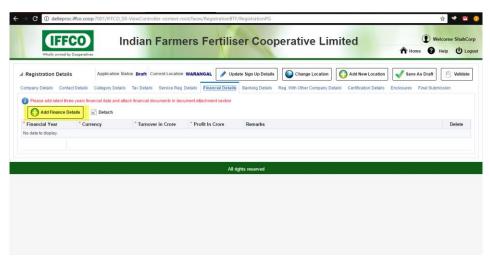
Click on the Financial Tab



It will navigate to below page



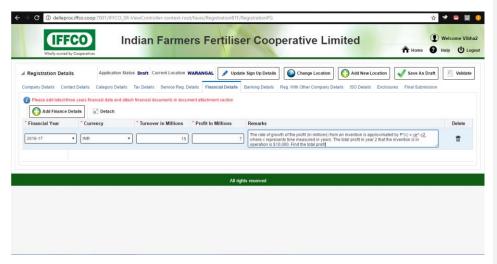
Click on "Add Finance Details"



It will navigate Following Details

Enter Details

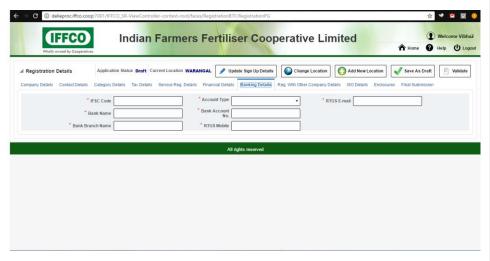




Click on the Banking Details Tab

Banking Details:-

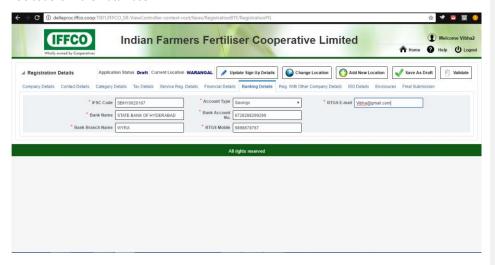
It will navigate to below page



Enter the details



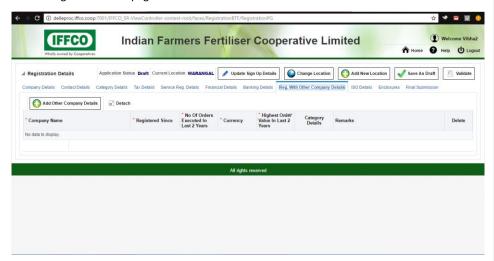
After entering the IFSC code, Bank Name and Branch will be automatically populated if that IFSC code is in the Data Base $\frac{1}{2}$



Click on the Registered with Other Company Tab

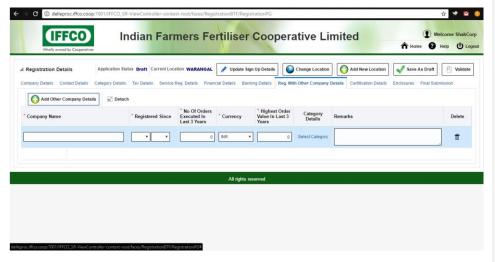
Registered With Other Company Details:-

It will navigate to below page





Click on Add Other Company Details

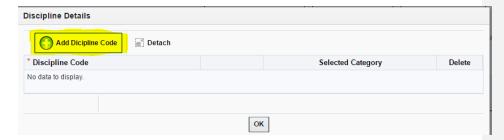


Enter the Details

Click on Select Category.

- > Select the Category in which you are dealing with that Company name entered
- By Clicking on Select Category it will open below Popup

Click On Add Discipline



• It will open as below Pop-Up





Click on Search Button and select the Discipline

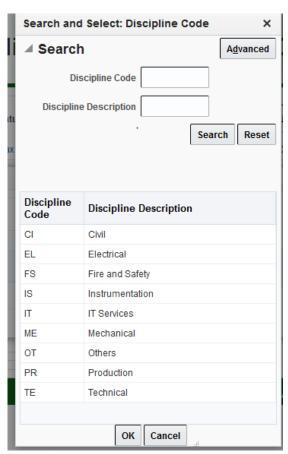
• It will open the below popup



Click on search

Select the Discipline and Click on **OK**



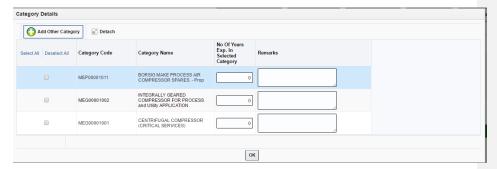


Click on Select the Category

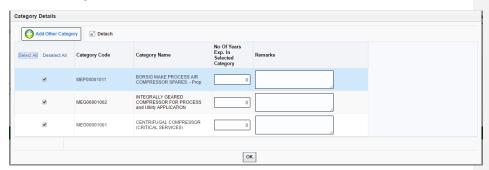


• It will Open the below Page





Select the Categories



Enter all the details

Click on "OK"

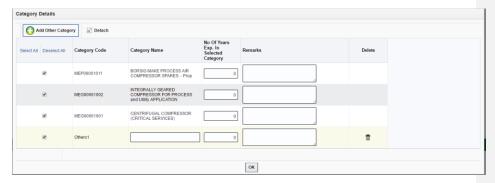
If User wants to enter Add the Category which are not there then

Click On Add Other Category

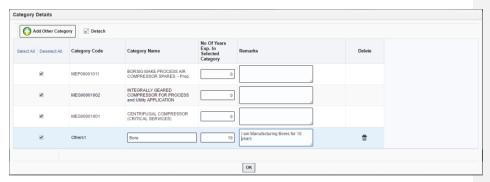


Then it will Add Category like below

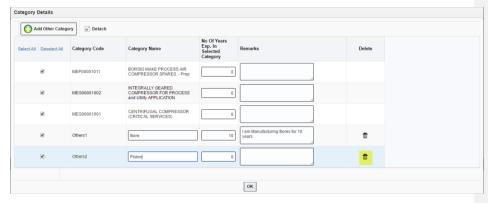




Enter the Category Name and all the Details

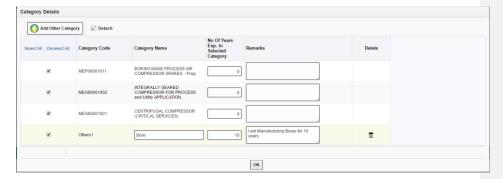


If user want to Delete the added Category Click on Delete

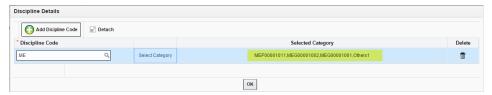


After Clicking on Delete it will show as below





• Selected Category will be displayed



Then Click on "OK"

Clicking on the Certification Details Tab

Certification Details:-

It will navigate to below page



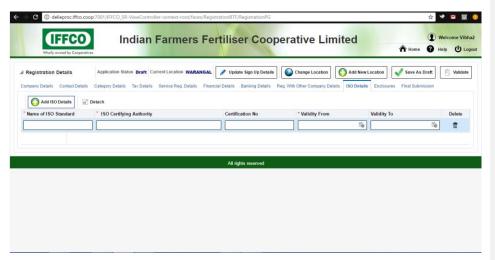


Click on Add Details of Certificates like ISO,IS,BIS,etc.., to add the details



After Adding It will open the Following Details





Enter the Details

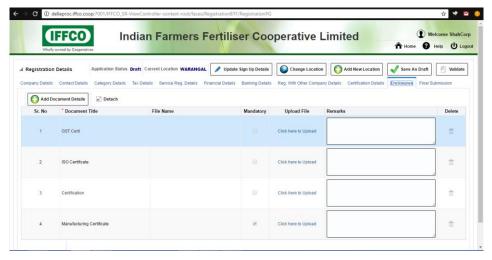


Click On Enclosures

Enclosures:-

It will navigate to below page

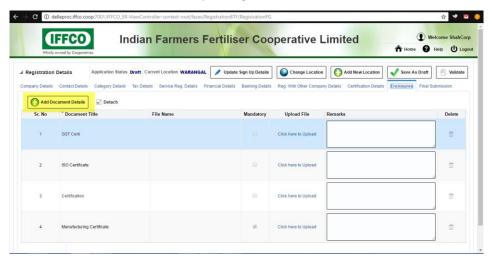




Mandatory documents will be ticked in the Mandatory Check box

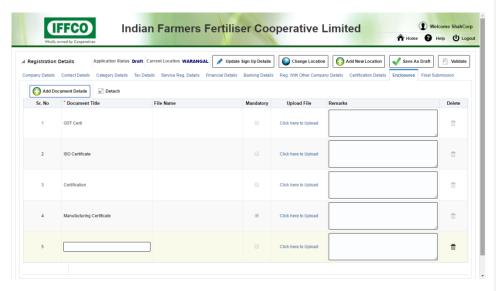
• Upload the Enclosures

If user wants to add more enclosures by Clicking on "Add Document Details"

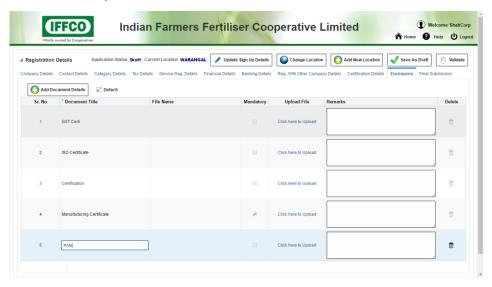


After Clicking it will ask for the Details enter the details and upload the file





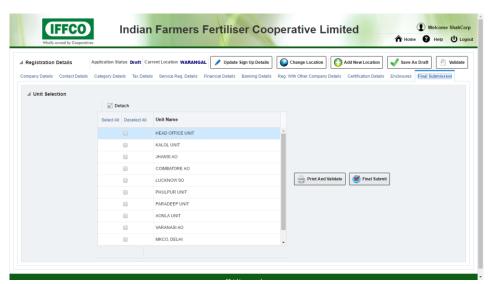
Enter Details and Upload the Attachment



Final Submission:-

• Click on the Final Submission Tab it will navigate to below page





Select the units which Vendor want to register

- Click on Print and Validate
- It will download all the entered details and validates the data

After Clicking on user will receive the Application Id

Note down the Application No. For the Future references



Adding New Location to Existing Supplier:

Click on the below URL

http://125.19.3.168:7005/iffcoeprcuser/faces/Login

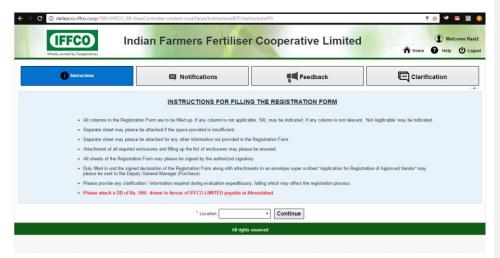
It will be navigated to the Below Home Page.



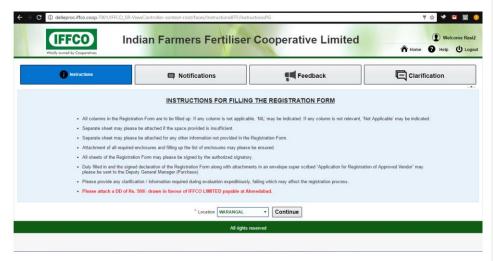
Enter the "User name" and "Password "
Click on "Login"

After Login It will navigate to instruction page





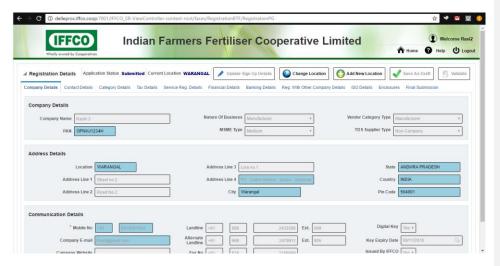
Select the Location from the List of values



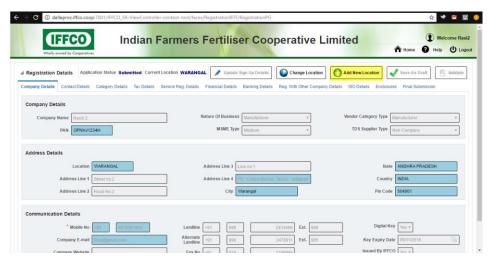
Click on "Continue"

It will navigate to the Location



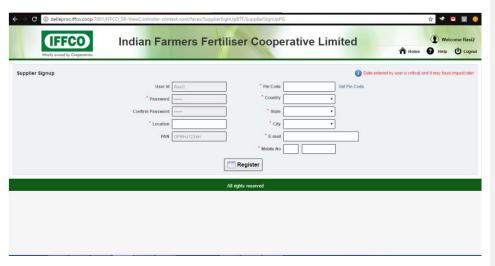


Then Click on "Add New Location"

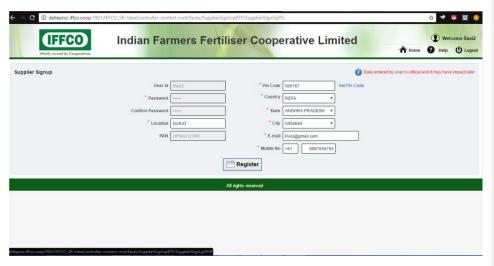


It will navigate to the Signup page





Enter the Location and the details



And Click on "Register"

User will Receive Confirmation Message

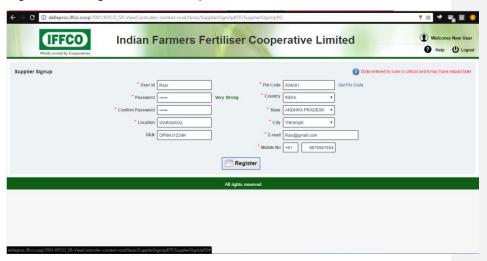




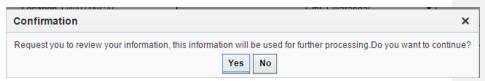
By clicking "No" again User can edit the details



It will navigate to Same Page where User can update the details



By modifying the Details again click on "Register" Button



It will ask for Confirmation





Click on the "Yes"

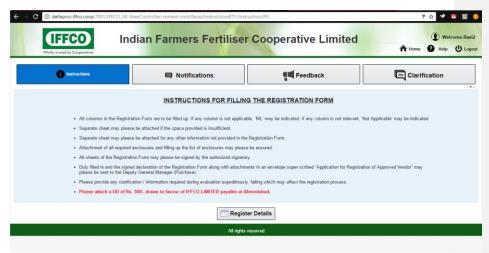
It will ask for OTP which is sent to your Mobile no. and Email Id



Enter the **OTP** and

Click On "Submit" Button

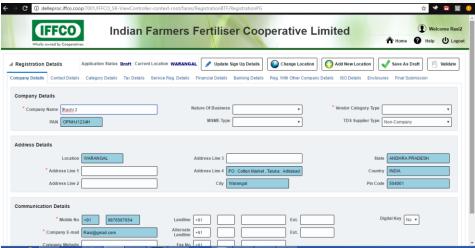
It will navigate to the Instructions Page



• After Reading all the Instruction Details click on "Register Details" Button.



• After clicking on the "Register Details" It will navigate to Below Page Where you will enter all the details



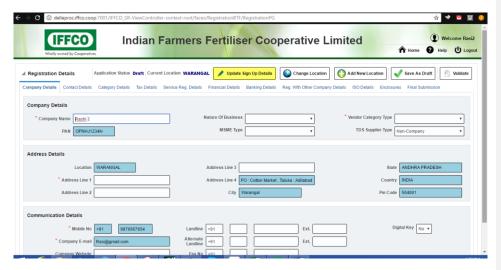
The Details will be defaulted from Signup and User can able to edit

If user want to update the Sign up details

By clicking on "Update Signup Details" he can update the details

After Clicking on signup details he will navigate to signup page





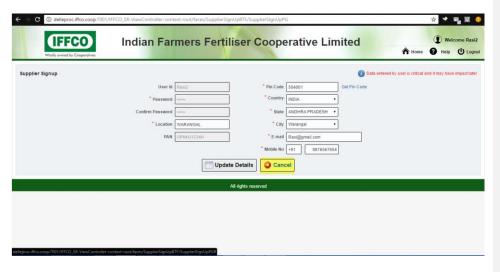
It will navigate to the **Signup** Process



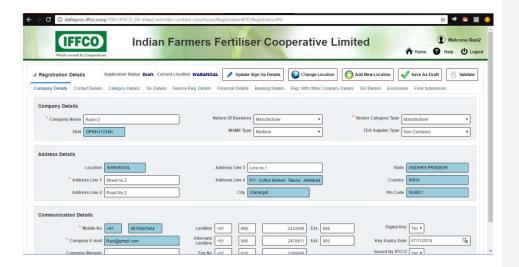
If all the details are correct

Click on "Cancel"





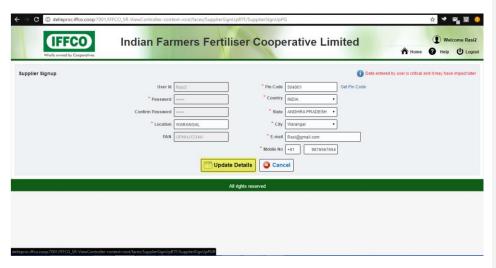
User will be navigated to same page



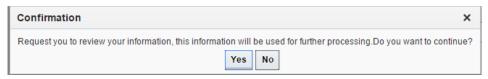
If user Changed any details and

Click on the "Update Details"



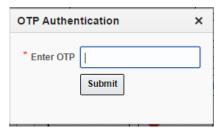


Again it will ask for the **Confirmation**



Click On YES

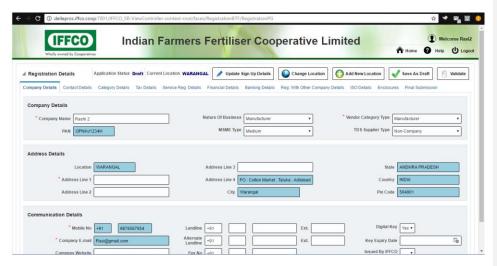
User will be asked for **OTP**



Enter the **OTP**

Changes will be displayed





Company Details:-

Company Name:-

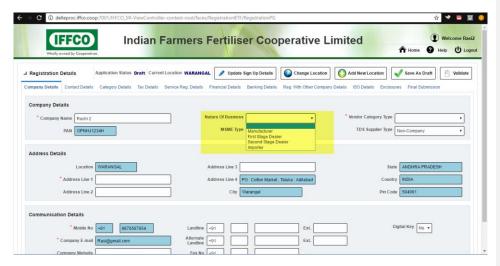
• Name of the company User is Going to Register

Nature of Business:-

Type of Business

- Select From List of values
 - Manufacturer
 - > First Stage Dealer
 - Second Stage Dealer
 - > Importer





Vendor Category Type:

Type of Vendor you are means which type of Industry.

- Select From the List of Values
 - Manufacturer
 - Distributor
 - Channel Partner
 - > Trader
 - Service Provider
 - Dealer





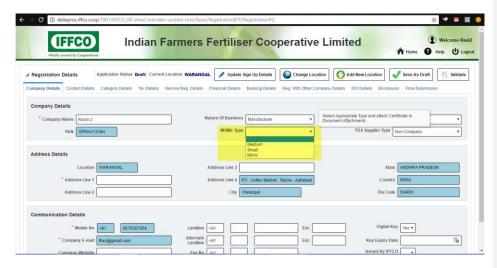
PAN:

- It will be automatically Defaulted from the Sign up page
- User Cannot

MSME Type:-

- Select the type of Business
 - Medium
 - Small
 - Micro





TDS Supplier Type:-

- It will be automatically defaulted from the PAN no.
 - ➤ If the PAN 4th Character is "C" it will automatically default Company
 - > If the PAN 4th Character is **not "C"** it will automatically default the Non-Company
- It will grade Disabled and User cannot change

Address Details:-

Location:-

• Automatically defaulted from the Sign up details

Address Line 1:-

• Enter the Address Line 1 details

Address Line 2:-

• Enter the Address Line 2 details



Address Line 3:-

• Enter the Address Line 3 details

Address Line 4:-

• Automatically Defaulted from Sign up details PO Name

City:-

• Automatically defaulted from the signup details

State:-

• Automatically defaulted from the signup details

Country:-

• Automatically defaulted from the signup details

Pin code:-

• Automatically defaulted from the signup details

Communication Details:-

Mobile No.:-

• Automatically defaulted from the signup details

Company Email:-

• Automatically defaulted from the signup details

Company Website:-

• Company official Website to be entered

Landline:-

- Country Code will defaulted from the Country
- STD code should be entered and it should be more than 4 digits
- Enter the number



Alternate Landline:-

• Enter any alternate Landline no. If Exists

Fax No:-

• Enter the FAX no.

Digital Key:-

Select whether digital key exists are not.

• Select "YES or NO" From LOV

Key Expire Date:

Enter the expire date of the Key

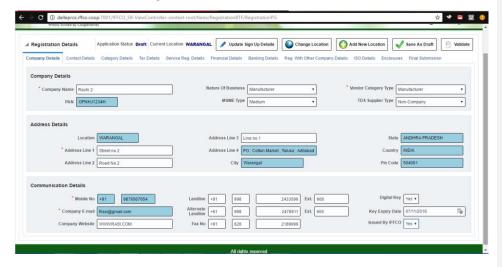
• User cannot enter Past date in the Key

Issued By IFFCO

Select whether Key is issued by IFFCO

• Select "YES or NO" From LOV

Enter all the Details and navigate to Contact Details tab

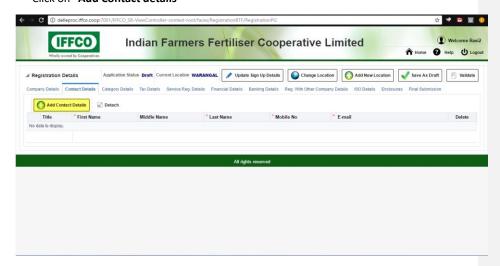




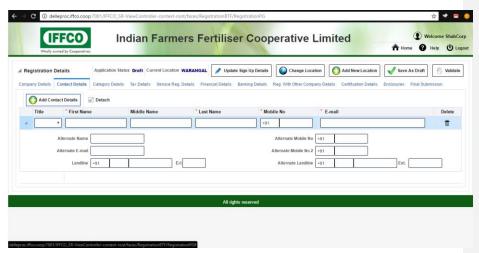
Contact Details:-

At least one Contact details are Mandatory

Click on "Add Contact details"

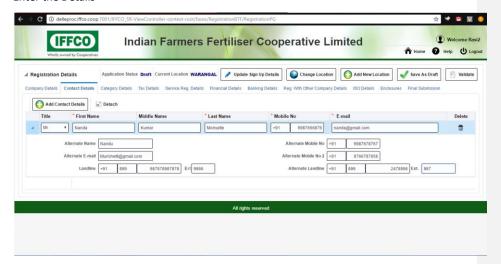


It will open below page



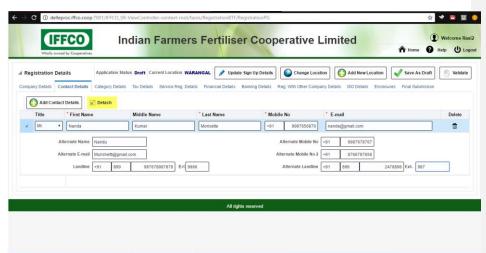


Enter the Details



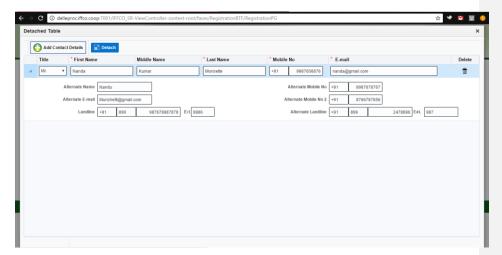
If User want to see all the details in the expanded mode

Click on "Detach" Button

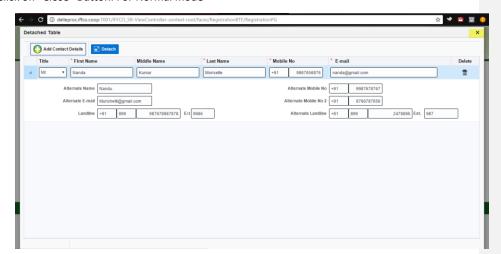


It will expand the window





Click on "Close" Button. For Normal mode



Category Details:-

Category is a group of items with different sections.

Ex: Mechanical is Discipline and Category is Compressor, Gears Etc..,

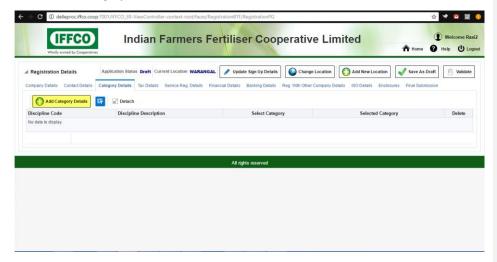
In which Category User want to register with IFFCO

Commented [E3]: Provide brief what category is

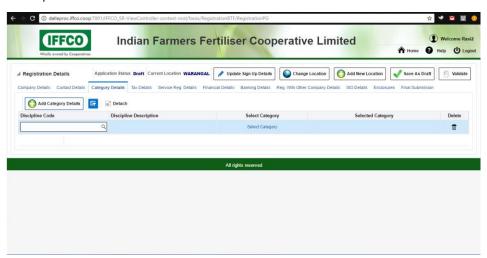


• At least one Category is Mandatory

Click on "Add Category Details"



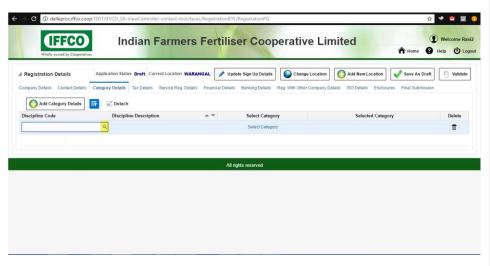
It will open the details



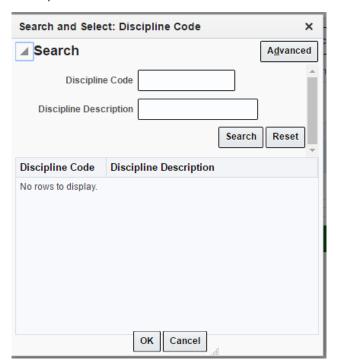
Select the Discipline

Click on the search button





It will open the Search Form



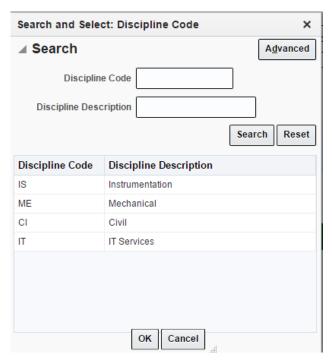


Click on "Search"



Select the Discipline

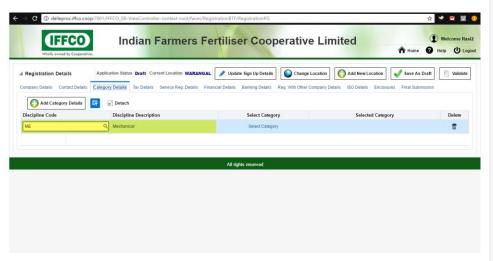




Click on "**OK**"

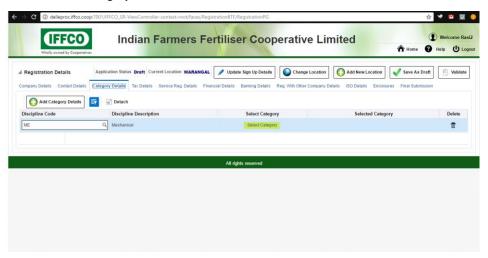
Selected Discipline will be displayed





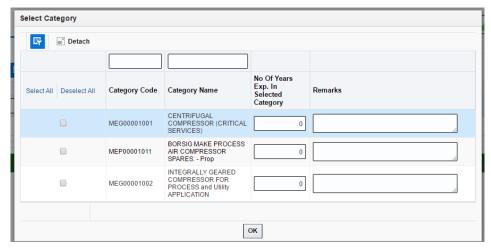
After Selecting the Discipline

Click on "Select Category" Button



It will navigate to the Category Selection Page



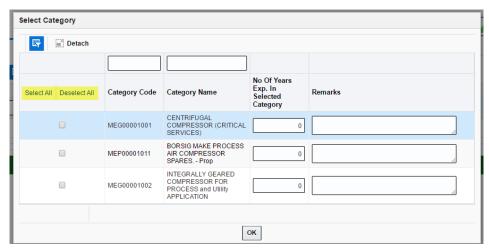


Select the Category and

Enter the Years of Experience and Remarks

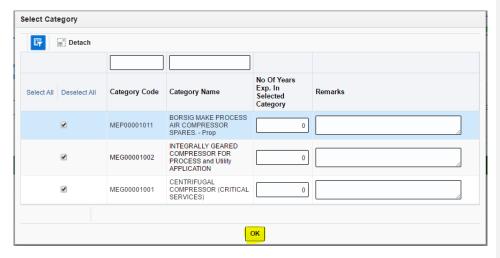
There is an option to select and deselect all the categories

Click on "Select all"

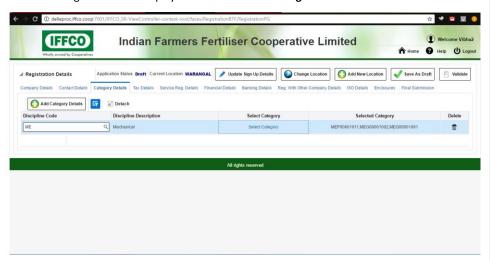


Click on "OK"





Selected Categories will be displayed in the "Selected Categories Column"



If User wants to add more Category

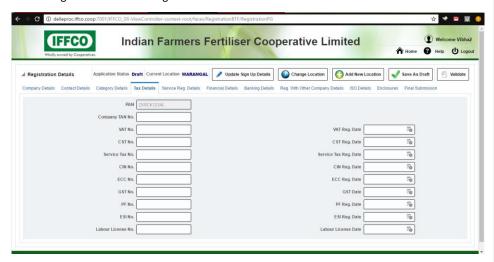
Click on "Add Category Details"



Click on the Tax Details

Tax Details:-

It will navigate to the Below Page



PAN:-

• It will be automatically defaulted from signup

Company TAN No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

VAT No.:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

CST No:-

- According to the Indian standard
- It will allow Numeric data with exact 11 digits allowed

Service Tax No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 15 digits allowed



CIN No.:-

• Enter the No.

ECC No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

C-GST No.:-

• Enter the No.

I-GST No.:-

• Enter the No.

S-GST No.:-

• Enter the No.

PF No.:-

- According to the Indian standard
- It will allow Alpha numeric data with exact 13 digits allowed

ESI No.:-

- According to the Indian standard
- It will allow Numeric data with exact 17 digits allowed

Labor License No.:-

• Enter the No.

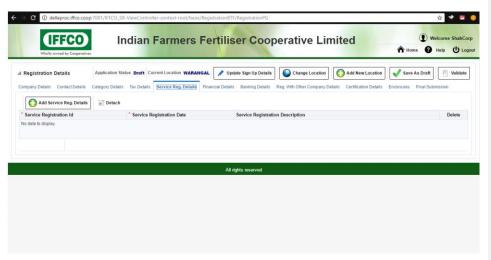
Enter all the details

Click on the Service Reg. Tab

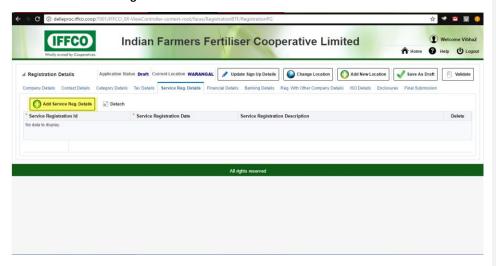
Service Registration Details:-

It will navigate to below page



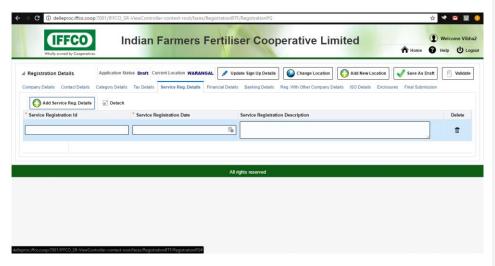


Click on "Add Service Registration Details"

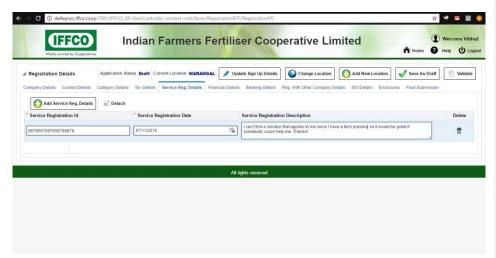


It will open the Following Details





Enter the Details



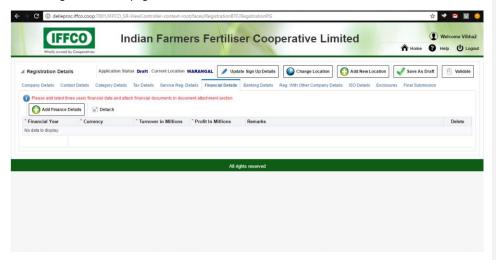
Click on the Financial Tab

Financial Details:-

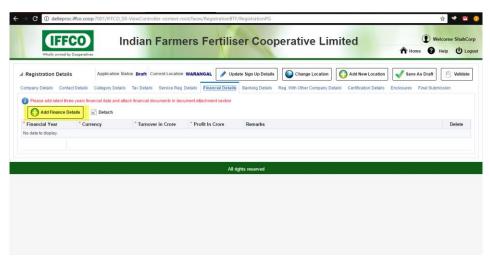
Click on the Financial Tab



It will navigate to below page



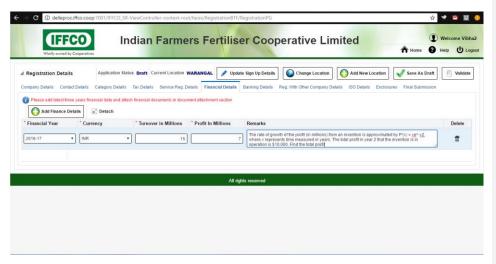
Click on "Add Finance Details"



It will navigate Following Details

Enter Details

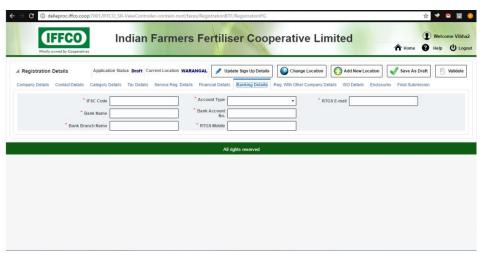




Click on the Banking Details Tab

Banking Details:-

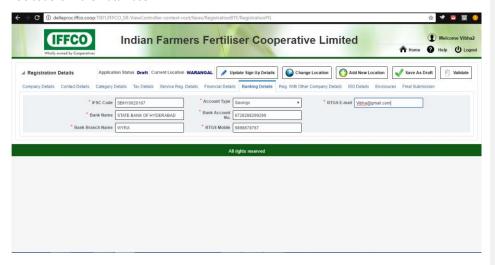
It will navigate to below page



Enter the details



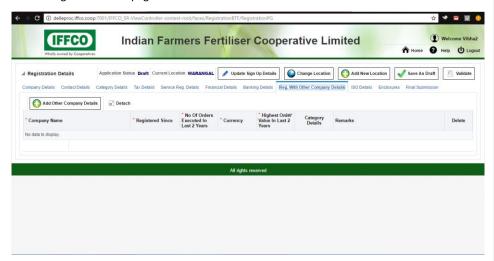
After entering the IFSC code, Bank Name and Branch will be automatically populated if that IFSC code is in the Data Base $\frac{1}{2}$



Click on the Registered with Other Company Tab

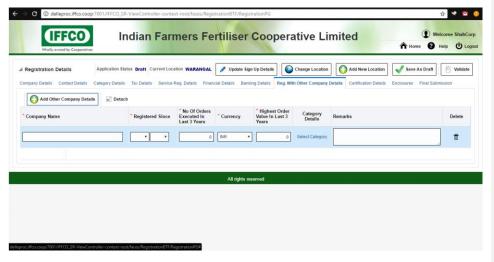
Registered With Other Company Details:-

It will navigate to below page





Click on Add Other Company Details

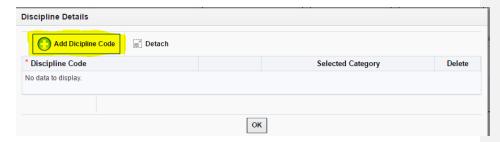


Enter the Details

Click on Select Category.

- > Select the Category in which you are dealing with that Company name entered
- By Clicking on Select Category it will open below Popup

Click On Add Discipline



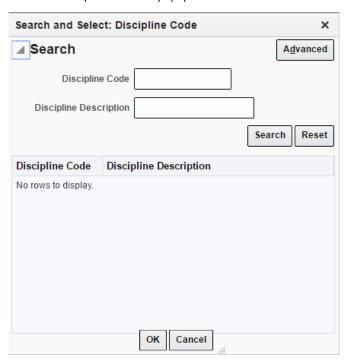
• It will open as below Pop-Up





Click on Search Button and select the Discipline

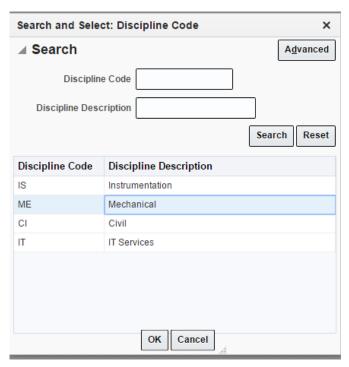
• It will open the below popup



Click on search

Select the Discipline and Click on **OK**



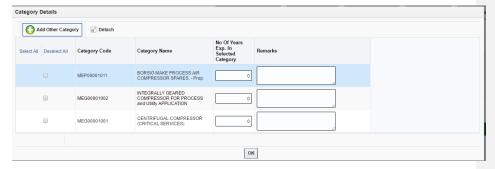


Click on Select the Category

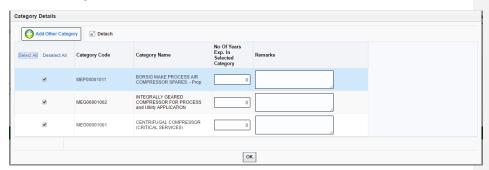


• It will Open the below Page





Select the Categories



Enter all the details

Click on "OK"

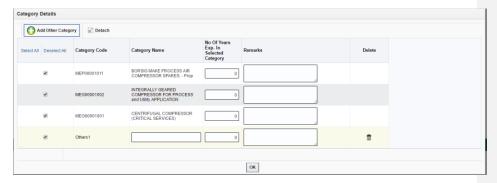
If User wants to enter Add the Category which are not there then

Click On Add Other Category

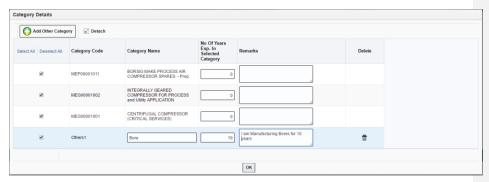


Then it will Add Category like below

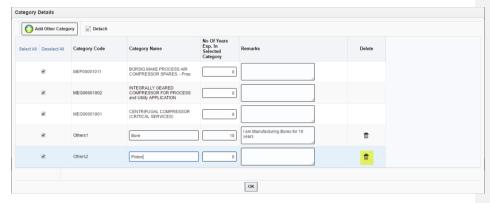




Enter the Category Name and all the Details

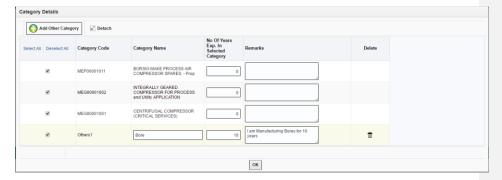


If user want to Delete the added Category Click on Delete

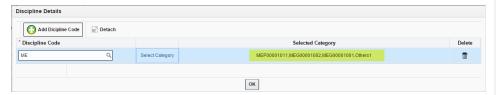


After Clicking on Delete it will show as below





• Selected Category will be displayed



Then Click on "OK"

Clicking on the Certification Details Tab

Certification Details:-

It will navigate to below page



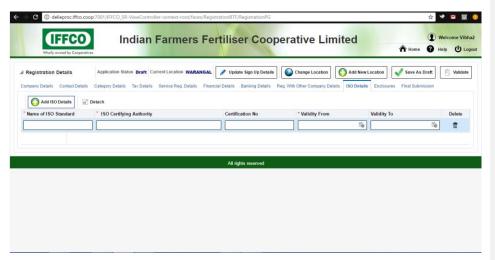


Click on Add Details of Certificates like ISO,IS,BIS,etc.., to add the details



After Adding It will open the Following Details





Enter the Details



Click On Enclosures

Enclosures:-

It will navigate to below page

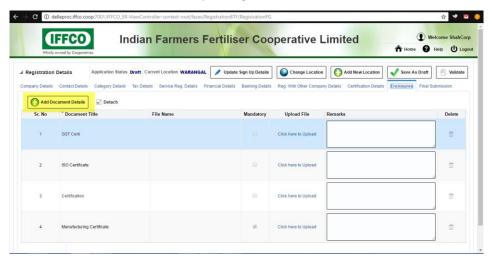




Mandatory documents will be ticked in the Mandatory Check box

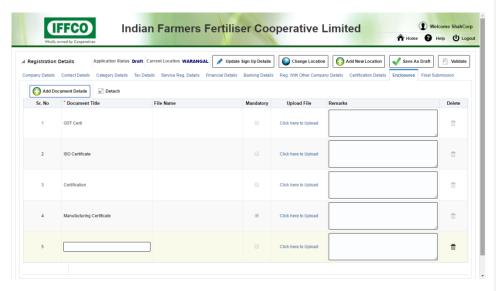
• Upload the Enclosures

If user wants to add more enclosures by Clicking on "Add Document Details"

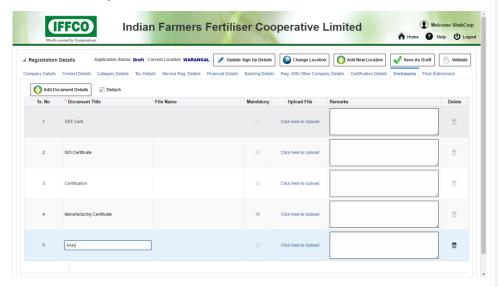


After Clicking it will ask for the Details enter the details and upload the file





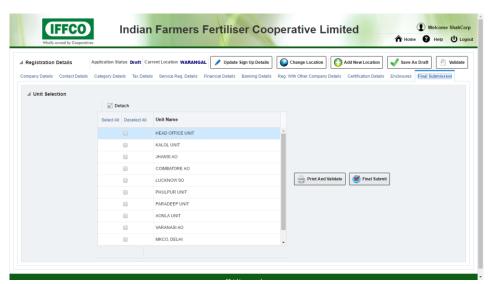
Enter Details and Upload the Attachment



Final Submission:-

• Click on the Final Submission Tab it will navigate to below page





Select the units which Vendor want to register

- Click on Print and Validate
- It will download all the entered details and validates the data

After Clicking on user will receive the Application $\operatorname{\sf Id}$

Note down the Application No. For the Future references



Seeking Clarification:-

Click on the below URL

http://125.19.3.168:7005/iffcosrs/faces/NewSupplierLoginPG

If Vendor want to ask any clarification to the IFFCO

Login with User Name and Password



Enter the details





Click on **Login**

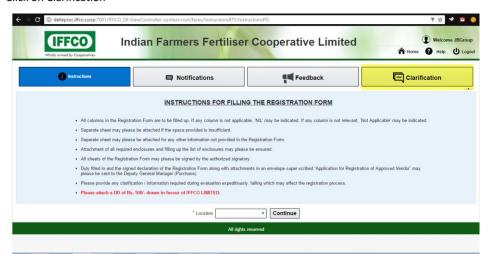


It will navigate to the **Instruction Page**



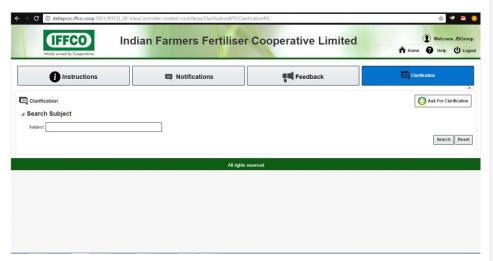


Click on Clarification

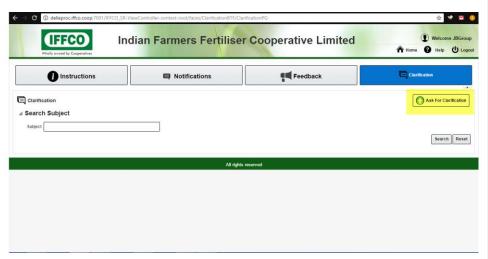


It will navigate to the below page



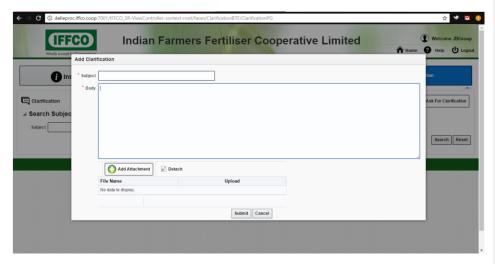


Click on Ask For Clarification

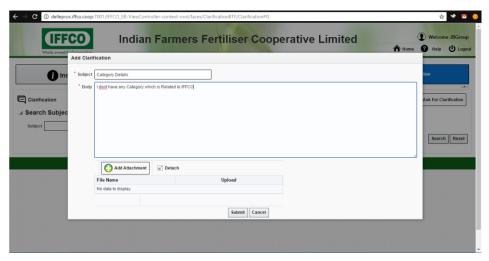


It will open the below Pop-Up





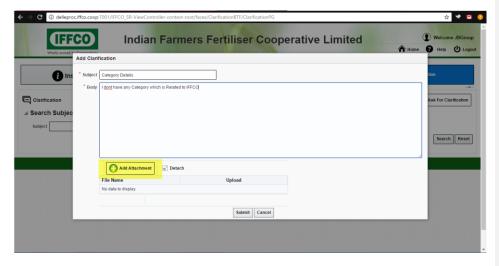
Enter the Subject and Body



If User wants to add the Attachment

Click on Add Attachment



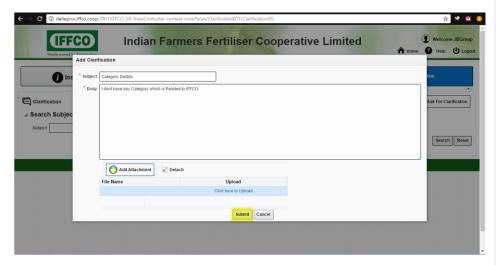


Click on Click here for Upload

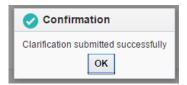


Upload the attachment and click on **SUBMIT**





User will be get the Confirmation message



Click on **OK**

Feedback:-

Click on the below URL

http://delleproc.iffco.coop:7001/IFFCO_SR/faces/NewSupplierLoginPG

Feedback to the IFFCO

Login with User Name and Password





Enter the details

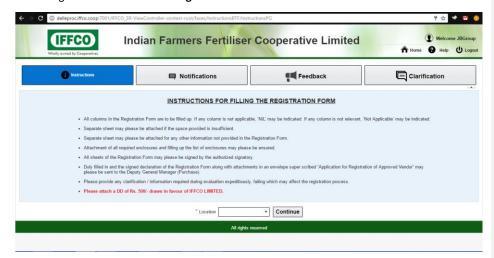


Click on **Login**



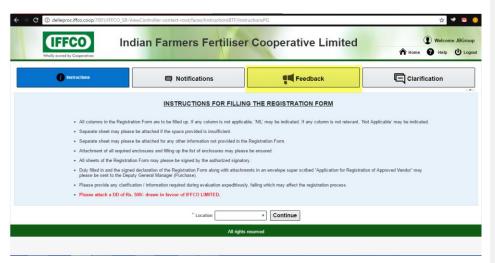


It will navigate to the Instruction Page

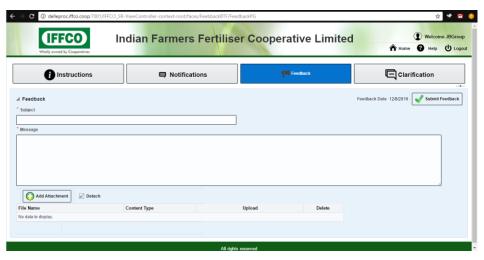


Click on Feedback



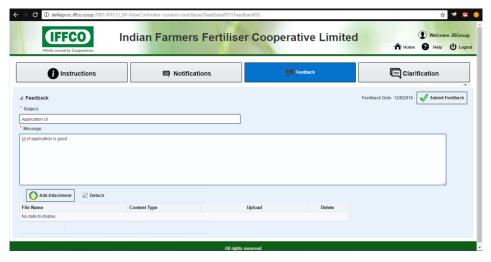


It will navigate to the below page



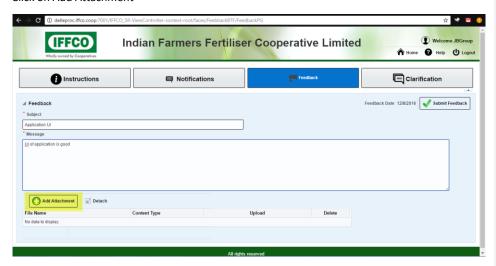
Enter all the details





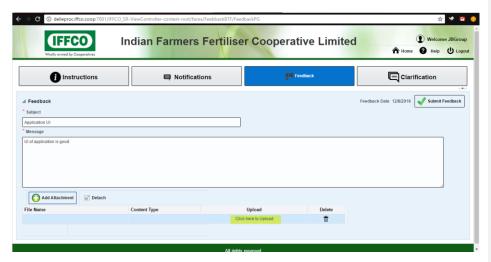
If user want to attach the attachment

Click on Add Attachment



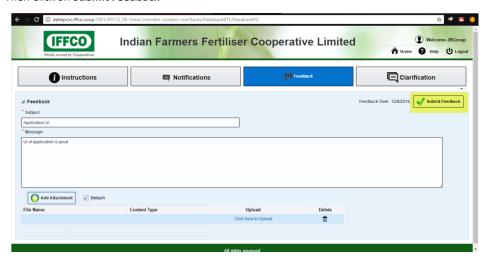
Click on Click here to upload





Upload the file

Then Click on Submit Feedback



User will receive the Confirmation Message



NOTE: If you find any changes in the system from the one explained in the document, please report it to us, this will help in streamlining and standardizing the documentation