

ISRO Eprocurement Software

Procedure for Vendor Registration and Profile update

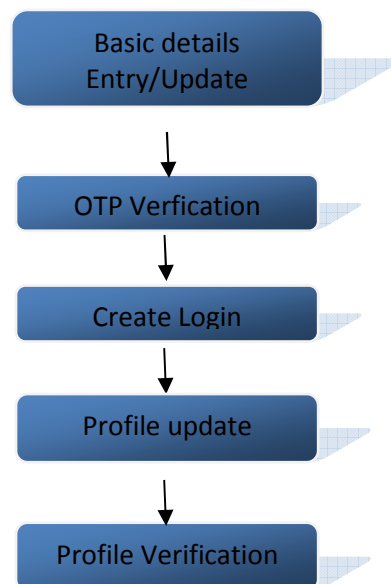
1. Introduction

This document gives an overview about the vendor registration for ISRO Eprocurement software.

2. About the software

To automate the procurement activities of all ISRO centres new software is being implemented. Vendor registration for online bidding has to be done by the respective vendors followed by approval of ISRO.

3. Basic Steps for Vendor Registration and Profile update



4. Pre-Requisites for Vendor Registration and Profile update

Following details shall be made ready before online vendor registration is initiated

1. Registration details of the company
 - a. Scanned copy of Registration document of the company if any*
2. A valid email ID which shall be used as the primary email ID and user ID for the company
3. Scanned copy of PAN card
4. Scanned copy of AADHAAR card(if selected as an identity proof)
5. Industry License details(if applicable)
 - a. License number, validity
 - b. Scanned copy of the license document *

6. MSME details(if applicable)
 - a. Type, MSME Registration number or Udyog Aadhaar number
7. NSIC(National or Small scale Industries) details(if applicable)
 - a. Registration number, validity, monetary limit
8. Business type and relevant document
9. Bank account details and relevant documents
 - a. Account number
 - b. IFSC Code
 - c. Branch
 - d. City
10. Other details as applicable with associated documentary evidence*
 - a. ISO details
 - b. Tax return details
 - c. Annual turn over details
 - d. Balance sheet
 - e. Previous orders
 - f. Certificates of Clearances

* Scanned document shall be in PDF format, Maximum file size : 2 MB

5. Detailed procedure for Vendor registration for Existing Indian Vendors

Details of Vendors existing in the present Eprocurement software (eprocure.isro.gov.in) are migrated to the new system. They shall be receiving an email. Vendor registration can be initiated by the vendor on clicking the link provided in the email.

Step 1: Basic details Entry/Update

1. Select the type of vendor: Indian or Foreign
2. Terms & conditions
3. Enter basic information details
 - a. Company Salutation
 - b. Company name
 - c. Company Type
 - d. Company's mobile number
 - e. Company's E-mail id
4. Enter contact details
5. Enter official address details
6. Click Proceed

Step 2: OTP Verification

1. Enter the OTPs received in your registered email ID and mobile number
2. Click Verify

Step 3: Create Login

1. User ID will be your registered email ID
2. Enter a password and confirm
3. Click Create Login
4. A successful message will be displayed with the new link for Profile Update

Step 4: Profile Update

1. Login using the new user id and password
2. Click the link for Profile creation
3. Enter Contact details
4. Enter details of Industry / Business nature
5. Enter Bank details
6. Enter other details as applicable such as ISO, Tax returns, Annual turn-over, clearances, Previous orders.
7. Select the ISRO centre for approval and Submit

Step 5: Registration Approval

1. Registration approval will be done by the purchase unit of the selected ISRO centre
2. On approval or rejection vendor will be intimated on the status
3. If rejected, vendor can edit the profile and re-submit.

Sample Screen shots

1. Following screen shall be displayed on click of the link you received in your email. Select whether Indian Vendor or Foreign vendor




Steps to be followed


1. Enter basic details and create your [login-id](#).

2. Login using your new [user-id](#) and [password](#) and create your [profile](#) and send it for approval.

3. Create [Item Empanelment request](#) (Mandatory for participating into Limited Tenders)

Choose vendor type

 Indian Vendor

 Foreign Vendor

2. Please read the Terms and Conditions and Click “I Agree” to proceed with Vendor registration



3. Enter the basic profile details and click Proceed. The mandatory details are indicated using *. The email ID will be used as your user id.

Company Name * (As per your registration)	Select ▼	M/s shar test vendor2 ?
Company Type *	Select Company Type ▼	
Mobile Number *	+91	0
Email Id *	hari@shar.gov.in	
This emailID will be taken as UserID.		
✓ The above mentioned mobile number(0) & email-id (hari@shar.gov.in) will be used for all future correspondence.		

Primary Contact Person	
Contact Person *	Select ▼ Enter Contact Person Full Name Here
Designation *	

Official Address Details	
House No./Floor/Building *	10
Colony/Street/Locality *	1 cross
Landmark (if any)	
State *	Tamil Nadu ▼
City *	CHENNAI
Pin Code *	0
Country *	India
Company Website (if any)	
Fax No (if any)	

← Back

Proceed →

4. Verify the entered details and click Confirm to proceed.

Primary Info.

Verification

Create Login

Company Details

Company Name

: M/s M/s shar test vendor2

Company Type

: GOVERNMENT DEPARTMENT

PSU/PSE

: No

Primary Contact Person

Name

: Miss. RAM

Designation

: MANAGER

Mobile No

: 2345623563

Email ID

: hari@shar.gov.in

Primary Contact Person

House No./Floor/Building

: 10

Colony/Street/Locality

: 1 cross

Landmark

: Not Available

State

: Tamil Nadu

City

: CHENNAI

Pin Code

: 234523

Company Website

: Not Available

Fax No

: Not Available

← Back

Confirm →

5. You will receive 2 different OTPs in your mobile and email. Enter the OTPs here and click Verify.

Primary Info.

Verification

Create Login

Enter OTP sent to 2345623563

:

Enter mobile OTP

Resend mobile OTP

00:1 seconds

Enter OTP mailed to hari@shar.gov.in

:

Enter email OTP

Resend e-mail OTP

00:1 seconds

Cancel

Verify →

System generated Mobile OTP:138 System generated email OTP: 1732

6. Enter a password and confirm by re-entering. The password has to be more than 8 characters and shall have at least one letter, one digit and one special character. Click Proceed

Personal Info.

Verification

Create Login

User ID *

:

hari@shar.gov.in

Password *

:

Enter Password

Confirm Password *

:

Password should be Alphanumeric with Minimum 8 Characters

Cancel

Proceed →

Steps remaining for vendor registration

1. Update Company Profile

2. Request for Item Empanelment (for participating in Single Tender/Limited Tender)

8. Your login is created and click the link to update profile.

Personal Info. Verification **Create Login**



Company Id: MG11735 (Only for reference purpose)

Login Id: hari@shar.gov.in

Basic registration is completed.



[Click here to Login and update your Profile details](#)

Steps remaining for vendor registration

1. Update Company Profile
2. Request for Item Empanelment (for participating in Single Tender/Limited Tender)

9. Enter address for correspondence, contact details and identity details. PAN card details are mandatory. Click Next to proceed to next tab.

Profile Updation Form

1

2

3

4

5

Address/Contact

Industry/Business Nature

Bank Details

Others

Finish

Company Registration Details

Upload Company registration document *

Browse...

 No file selected.

Address Details

Official Address

House No./Floor/Building

10

Colony/Street/Locality

1 cross

Landmark

Country

India

State

Tamil Nadu

City

CHENNAI

Pin Code

224523

Company Website(if any)

Fax No(if any)

Address for Correspondence / Ordering

☐ Same as Registered Address

House No./Floor/Building *

Colony/Street/Locality *

Landmark (if any)

E.g. Near Bank,Behind Regal Cinema etc.

Country *

--Select--

City *

Pin Code *

6 digits (2-9) pincode

Email Address For Communication

hari@star.gov.in

Company Website(if any)

Fax No(if any)

> Contact Details

Sl. No.	Contact Person *	Designation *	Email-id *	Contact No. *	Add/Remove Row
1	RAM	MANAGER	hari@star.gov.in	2345678903	

> Identity Details

Sl. No.	Identity Type *	ID No. *	Upload Document *
1	PAN Card *		<div>Browse...</div> No file selected.
2	Aadhar Card		<div>Browse...</div> No file selected.

Cancel

← Prev

Next

10. Enter details of industry license, MSME (if applicable), NSIC (if applicable) and business nature.

Profile Updation Form

1

Address/Contact

2

Industry/Business Nature

3

Bank Details

4

Others

5

Finish

Industry Details

Industry License No

License Valid Upto

Upload License Document

Browse...

No file selected.

Micro, Small and Medium Enterprises (MSME)

National Small Industries Corporation Ltd. (NSIC)

Business Nature

Note:Maximum 4 details can be added

Sl. No.	Select Business Type*	Upload Document*	Add/Remove Row
1	Select Business Type	Browse... No file selected.	+

Cancel

Prev

Next

11. Update bank details. Upto 4 account details can be entered.

Profile Updation Form

1

Address/Contact

2

Industry/Business Nature

3

Bank Details

4

Others

5

Finish

Bank Details

Note:Maximum 4 details can be added

Account No.*		Confirm Account No.*	
Bank Name*		PFMS No	
IFSC Code*		City*	
Upload Document*	Browse... No file selected.	Add more bank details/Remove	+

Cancel



Prev

Next

12. Enter other applicable details such as ISO certifications, annual turn-over, balance sheet, previous orders and clearance certificates.

ISO Details



Note:Maximum 5 details can be added

Sl. No.	ISO certified Year	Valid Up-to	Upload Document	Add/Remove Row
1	Select		 Browse... No file selected.	

Note:If your company is ISO certified please enter the details. This will be useful to rate your company profile.

Tax-Return Details



Note:Maximum 5 details can be added

Sl. No.	Tax Type	Financial Year	GST No./PAN No.	Upload Document	Add/Remove Row
1	Select	Select		 Browse... No file selected.	

Note:Please fill in the Tax Return details,If any,for the latest financial years.

Annual Turn-over Details



Note:Maximum 5 details can be added

Sl. No.	Annual Turnover Year	Upload Document	Add/Remove Row
1	Select Financial Year	 Browse... No file selected.	

Note:Please fill in the Annual turnover details,If any,preferably for the latest financial years.

Balance Sheet



Note:Maximum 5 details can be added

Sl. No.	Financial Year	Upload Document	Add/Remove Row
1	Select Financial Year	 Browse... No file selected.	

Note:Please fill in the balance sheet,If any,preferably for the latest financial years.

Previous Order Details



Note:Maximum 5 details can be added

Sl. No.	Purchase Order No.	Purchase Order Date	Purchase Order Value (INR)	Client Name	Client Address	Upload Document	Add/Remove Row
1						 Browse... No file select	

Note: Previous Order Details is a list of the orders you've received in the past. Please upload latest purchase order document if available.

Clearance Details

Note:Maximum 5 details can be added

Sl. No.	Clearance Control Board Name	Registration No	Upload Document	Add/Remove Row
1			 Browse... No file selected.	

Note: Clearance certificate is necessary for the company who is dealing with chemical products. Please upload latest clearance certificate if available.

Cancel 

 Next

13. Select an approving centre and click Submit if all details are updated. To verify details entered, Click View Profile.

Company Profile Updation

Registration No/ Identification No :	q3452345234523	Company Type	GOVERNMENT DEPARTMENT
Company Name	M/s shar test vendor2	Company Registration Date	31-12-0002
Contact Person	Mr. RAM	Email Id	hari@shar.gov.in

Profile Updation Form

✓

Address/Contact

✓

Industry/Business Nature

✓

Bank Details

✓

Others

5

Finish

Select Approving Centre :

--Select Center--

You can view and verify your profile details from this link. [View Profile](#)

←Prev

Cancel

Submit