

## **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