

SUPPLIER RELATIONSHIP MANAGEMENT

VENDOR REGISTRATION MANUAL



MSETCL

Maharashtra State Electricity Transmission Co. Ltd.

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A. ENGLISH

GENERAL INFORMATION

- 1) Vendors are requested to go through the instructions / processes mentioned in this manual before start filling registration form.
- 2) Vendors are requested to keep ready all attachments in PDF format with appropriate file name as mentioned at Sr. No. 10 while filling registration form.
- 3) Vendor are requested to first fill all information / attachments. Subsequently, complete process of registration charges. All this activities to be completed at one go.
- 4) All * marked fields are mandatory.
- 2) Registration charges- Rs. 5000/- (+ GST+ Payment Gateway Charges)
- 3) Annual renewal charges Rs. 1000/- (+ GST+ Payment Gateway Charges)
- 5) The vendors who wants to participate in CPA and TKP tenders, “Select Class B” & “90E” ‘CPA, P’GAD, MUMBAI’ office as per dropdown List.
- 6) The vendors who wants to participate in field tender “Select Class A” and nearest MSETCL Registration office as per the dropdown list.
- 7) All communication during registration and tender processing will be made on e-mail address of Digital Signature holder authorised by Vendor.
- 8) Vendors are requested to fill all information properly to avoid rejection of vendor registration request from MSETCL. Also, Registration charges are non-refundable.
- 9) Vendors are requested to choose appropriate status as indicated below while filling registration form
 - a) SSI (M) – Small Scale Industries (Maharashtra)
 - b) NSIC – National Small Industries Corporation. (Not to Maharashtra Vendors)
 - c) LSI (M) - Large Scale Industries (Maharashtra)
 - d) LSI (O) - Large Scale Industries (Outside Maharashtra)
 - e) BSSS / LSK– Berojgar Seva Sahakari Sanstha./ Lok Seva Kendra approved by competent authority of Govt. of Maharashtra.

10) List of Documents to be attached.

SR. No.	CERTIFICATE	MANUFACTURER	SERVICE PROVIDER	TRADER
		M=Mandatory, O=Optional, Blank= Not applicable		
1	REGISTRATION CERTIFICATE	M	M	M
2	FACTORY MACHINE LIST	M	M	
3	SOLVENCY CERTIFICATE	O	M	M
4	MACHINERY DETAILS	M		
5	TESTING EQUIPMENT DETAILS	M		
6	LIST OF STAFF SKILLED/UNSKILLED	M	M	O
7	UNDERTAKING THAT NOT BEEN BLACKLISTED	M	M	O
8	PARTNERSHIP DEED COPY	O	O	O
9	ARTICLE OF MEMORANDUM OF ASSOCIATION	O	O	O
10	SSI CERTIFICATE	O	O	O
11	NSIC CERTIFICATE	O	O	O
12	TAN NO. OF THE COMPANY	O	M	O
13	MANAGEMENT DETAILS	M	M	M
14	REGISTRATION UNDER SERVICE TAX ACT	O	M	M
15	PBG AND/OR ACCEPANCE LETTER THEREOF	O	O	O
16	FACTORY LICENCE	O		
17	INDUSTRY LICENCE CERTIFICATE	O		
18	CERTIFICATE OF ISI ISSUED BY AUTHORITY	O		
19	CERTIFICATE OF ISO ISSUED BY AUTHORITY	O	O	O
20	CERTIFICATE OF REG. ISSUED BY PF AUTHORI	O		O
21	CERTIFICATE OF REG. ISSUED BY ESIC AUTHOR	O		O
22	LAST MSETCL INSPECTION REPORT	O	O	O
23	PAN CARD	M	M	M
24	OTHER CERTIFICATES/DOCUMENTS IF ANY.	O	O	O
25	LIST OF ORDER EXECUTED	O	O	O
26	EXPERIENCE/PERFORMANCE CERTIFICATE	O	O	O
27	FIRST PAGE OF BANK A/C PASSBOOK & CHEQUE	M	M	M
28	GST REGISTRATION CERTIFICATE	O	O	O
29	REGISTRATION UNDER MVAT	M	O	M
30	REGISTRATION UNDER CST	M	O	M
31	PROFIT & LOSS CERTIFICATE-LAST 3 YEARS	M	M	M
32	BALANCE SHEET OF LAST THREE YEARS	M	M	M
33	POWER OF ATTORNEY IN FAVOUR OF PERSON DS	M	M	M
34	INCOME TAX RETURN COPIES	M	M	M
35	LICENCE FOR EXECUTING WORKS AS CONTRACTOR		M	O
36	CERTIFICATE FROM MANUFACTURER (OEM)		O	M
37	TRADER-MANUFACTURERS DETAILS		O	M
38	INSURANCE PER/PARTY, LOSS TO PROPERTY		M	O
39	CERTIFICATE OF REG. ISSUED BY PF AUTHORI		M	
40	CERTIFICATE OF REG. ISSUED BY ESIC AUTHOR		M	
41	CERTIFICATE /REGISTRATION UNDER SHOP ACT		M	M

List of MSETCL Registration Office and Contact Details

Regn. Office Code	Approving Authority	Office Name	Office Location	Mail ID	Zonal Champion Mail id
					Mobile no.
110	S.E.	O&M CIR AMRAVATI	AMRAVATI	se1100@mahatransco.in	Mmchmp1000@mahatransco.in
120	S.E.	O&M CIRCLE AKOLA	AKOLA	se1200@mahatransco.in	
160	S.E.	CON.CIR. AMARAVATI	AMRAVATI	se1600@mahatransco.in	8551090001
170	S.E.	CCCM CIR.AMARAVATI	AMRAVATI	se1700@mahatransco.in	
210	S.E.	O&M CIR.AURANGABAD	AURANGABAD	se2100@mahatransco.in	mmchmp2000@mahatransco.in
220	S.E.	O&M CIR. PARLI	PARLI	se2200@mahatransco.in	
260	S.E.	CON.CIR. AURANGABAD	AURANGABAD	se2600@mahatransco.in	8554994891
270	S.E.	CCCM CIR.AURANGABAD	AURANGABAD	se2700@mahatransco.in	
310	S.E.	O&M CIR. KARAD	KARAD	se3100@mahatransco.in	mmchmp3000@mahatransco.in
320	S.E.	O&M CIR. KOLHAPUR	KOLHAPUR	se3200@mahatransco.in	
360	S.E.	CON. CIR. KOLHAPUR	KOLHAPUR	se3600@mahatransco.in	8411001307
370	S.E.	CCCM CIR. KOLHAPUR	KOLHAPUR	se3700@mahatransco.in	
410	S.E.	O&M CIR. NAGPUR	NAGPUR	se4100@mahatransco.in	mmchmp4000@mahatransco.in
420	S.E.	O&M CIR.CHANDRAPUR	CHANDRAPUR	se4200@mahatransco.in	
430	S.E.	HVDC CR.CHANDRAPUR	CHANDRAPUR	se4300@mahatransco.in	8554994000
460	S.E.	CON. CIR. NAGPUR	NAGPUR	se4600@mahatransco.in	
470	S.E.	CCCM CIR. NAGPUR	NAGPUR	se4700@mahatransco.in	

510	S.E.	O&M CIR. NASHIK	NAGPUR	se5100@mahatransco.in	mmchmp5000@mahatransco.in
520	S.E.	O&M CIR. KHADKA	BHUSAVAL	se5200@mahatransco.in	
560	S.E.	CON. CIR. NASHIK	NASHIK	se5600@mahatransco.in	7768000869
570	S.E.	CCCM CIR. NASHIK	NASHIK	se5700@mahatransco.in	
610	S.E.	O&M CIR. PUNE	PUNE	se6100@mahatransco.in	mmchmp6000@mahatransco.in
620	S.E.	O&M CIR. SOLAPUR	SOLAPUR	se6200@mahatransco.in	
660	S.E.	CON. CIR. PUNE	PUNE	se6600@mahatransco.in	7447440308
670	S.E.	CCCM CIR. PUNE	PUNE	se6700@mahatransco.in	
710	S.E.	O&M CIR. KALWA	KALWA	se7100@mahatransco.in	mmchmp7000@mahatransco.in
720	S.E.	O&M CIR. PANVEL	PANVEL	se7200@mahatransco.in	
730	S.E.	HVDC CIR. PADGHE	PADAGHE	se7300@mahatransco.in	
760	S.E.	CON. CIR. KALWA	KALWA	se7600@mahatransco.in	9167026141
770	S.E.	CCCM CIR. KALWA	KALWA	se7700@mahatransco.in	
90E	C.E.	CPA, P`GAD, MUMBAI	MUMBAI	secpa@mahatransco.in eepc@mahatransco.in	srmadmin@mahatransco.in 022-69595254 9594993181

Note: If any document is not available or not applicable then undertaking for the same with valid reason may be attached on Company/Firm/Agency letter head duly signed and sealed by Authorised Person. Original under taking will be verified during inspection process by MSETCL inspection team.

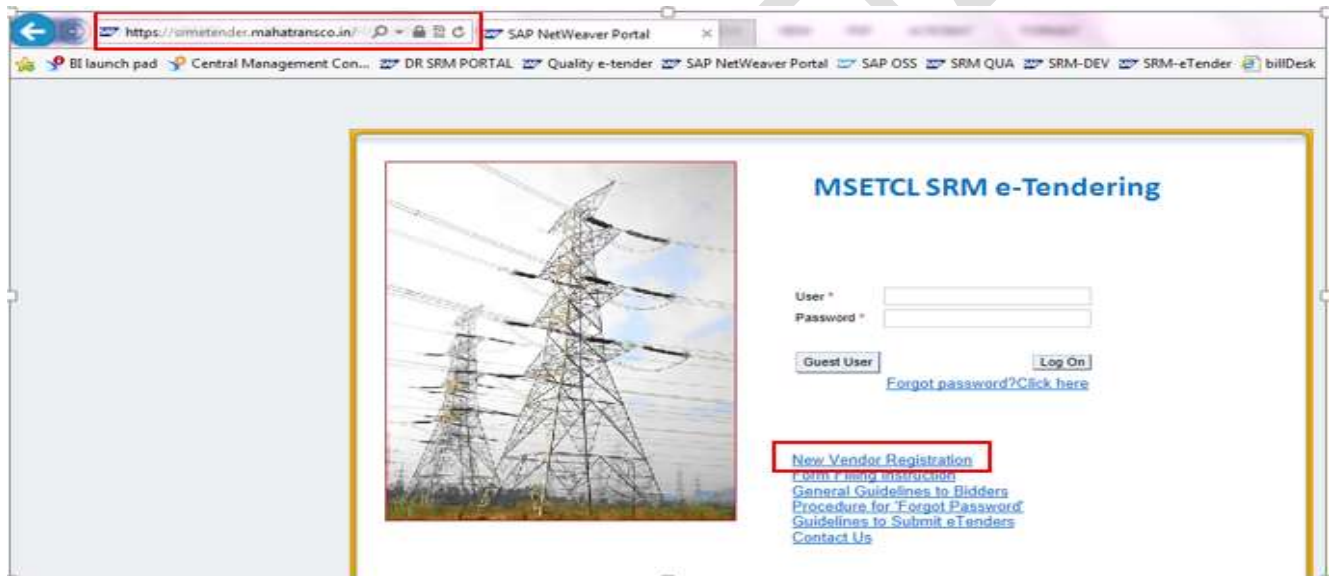
11) After vendor registration form is send (submission) online by the vendor, MSETCL inspection team will carry out the factory/Office inspection and during inspection all Original Documents will be verified. One set of uploaded documents shall be kept ready for Inspection team.

12) DO NOT FORGET TO CLICK ON SEND BUTTON AFTER SUCCESSFUL PAYMENT. If any error occurred please try to Resolve it, in any Difficulty Contact on Technical help No. Given in above table 022-69595254 OR 022-69595158

REGISTRATION PROCESS

To apply vendor Registration please follow the following steps

Vendor have to visit - <https://srmetender.mahatransco.in>



Since, Vendor is registering self, Vendor will click on “New Vendor Registration” line as shown above.

A new window will be displayed where Vendor can enter the data's related to Vendor's company. Select the data from Dropdown where is provided

Supplier Self-Registration

Send Close System Information Create Memory Snapshot

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: Test vendor private limited
TEST 1 VENDOR PRIVATE LIMITED
TEST 2 VENDOR PRIVATE LIMITED

* Language: EN

Address

* Country: IN
State: 13 Maharashtra
District: Maharashtra
* Postal Code / City: 400051 Pune
Address Line 1: near Hosur post office
Address Line 2: opposite to Ganga police station
Address Line 3: next to shanti nagar bus stop
Address Line 4: mumbai

Communication

* Phone Number 1 (e.g +91-22-): 9844098440
Fax Number 1 (e.g +91-22-): 080-22665544
* E-Mail Address: srmadmin@mahatransco.in

1. General company Information:

Company name, address and the contact information's are to be filled in this category as shown above.

2. Digital Signature Holder's Details:

Click on "Copy Company Data" Button. Contact details mentioned in the General information will be copied here.

Person who is responsible for all the document transaction or in other words, detail of the person who holds the Digital signature to sign off the documents relevant to tendering process are mentioned here.

Contact details of Digital Signature Holder can be changed if it is different than copied from General information.

Digital Signature Holder's Details

* First Name: Richard
* Last Name: Johnson
* Title: Mr.
Department: Sales & marketing Department
Designation: BRANCH MANAGER

Copy Company Data

* Phone Number: 9844098440
Fax Number: 080-22665544
* E-Mail Address: srmadmin@mahatransco.in

3. Product categories provided: User will get registered against product categories by clicking on add product category button. It means that Bidder can participate the materials against those registered product categories.

As soon as Vendor clicks on “add product category” button, a search window will be displayed and upon searching suitable categories Vendor can add required Product Category.

Product Categories Provided

Add Product Category **Delete Product Category**

Product Category	Category Description	SSI(M)	NSIC
83	Isolators	<input type="checkbox"/>	<input type="checkbox"/>
84	CT	<input type="checkbox"/>	<input type="checkbox"/>
01	Warengruppe 1	<input type="checkbox"/>	<input type="checkbox"/>
C001	CIVIL-Control Room	<input type="checkbox"/>	<input type="checkbox"/>
99XX	Deleted Materials	<input type="checkbox"/>	<input type="checkbox"/>

Search: Product Category

Search Criteria [Personal Value List](#) [Settings](#) [Hide Search Criteria](#)

Category ID	is	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Category Description	is	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Language Key	is	EN	<input type="button" value="+"/> <input type="button" value="-"/>

☒ Maximum Number of Results:

Search **Clear Entries** **Reset to Default**

Registration Fee: 0.00

* MSETCL Registration from Office:

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐ Phone Number: Mobile Number (e.g +91-9123456780):

Supplier Self-Registration

Send Close S

Product Category

Add Product Category

Product Category

DOWNLOAD PRODUCT

General Company Information

* Company

* Registration for Estimated

* MSETCL

Experience Details

Search: Product Category

Search Criteria

Personal Value List Settings Hide Search Criteria

Category ID	is		+ -
Category Description	is		+ -
Language Key	is	EN	+ -

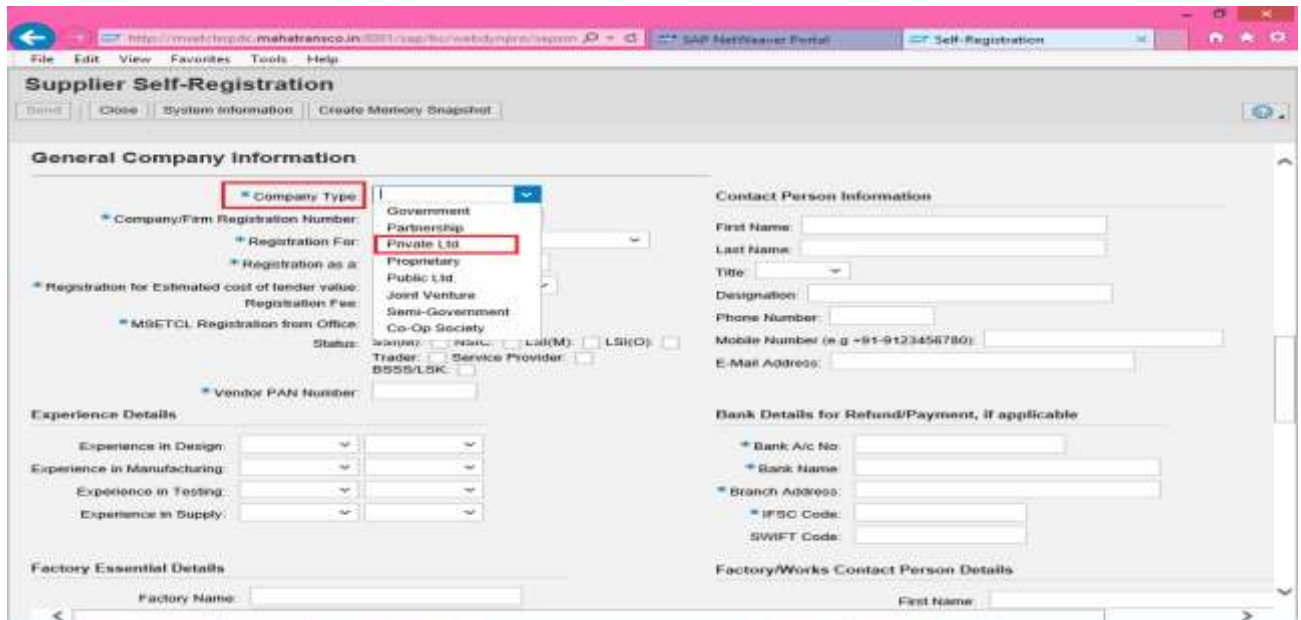
☒ Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: There are more than 500 results for Product Category

Category ID	Category Description	Language
01		EN
02		EN
1	Building Materials	EN
10	Batt cell chg equip	EN
1008	220kV ICT	EN
1009	400kV ICT/Covr T/f	EN
1011	765kV ICT	EN
11	Cab,Cond, Earthwires	EN
1103	33kV Power T/f	EN

- General company Information:
Bidder will select Company type: i.e. Government/ private/ public ltd, etc. from Dropdown list



Supplier Self-Registration

General Company Information

- * Company Type: **Private Ltd.**
 - Government
 - Partnership
 - Private Ltd.**
 - Proprietary
 - Public Ltd.
 - Joint Venture
 - Semi-Government
 - Co-Op Society
- * Company/Firm Registration Number:
- * Registration For:
- * Registration as a:
- * Registration for Estimated cost of tender value:
- * Registration Fee:
- * MS&TCL Registration from Office:
- Status: ☐ SS(M) ☐ NSIC ☐ LS(M) ☐ LS(O) ☐ Trader ☐ Service Provider ☐ BSSS/LSK
- * Vendor PAN Number:

Experience Details

Experience In Design:

Experience In Manufacturing:

Experience In Testing:

Experience In Supply:

Factory Essential Details

Factory Name:

Contact Person Information

First Name:

Last Name:

Title:

Designation:

Phone Number:

Mobile Number (e.g. +91-9123456780):

E-Mail Address:

Bank Details for Refund/Payment, if applicable

* Bank A/c No:

* Bank Name:

* Branch Address:

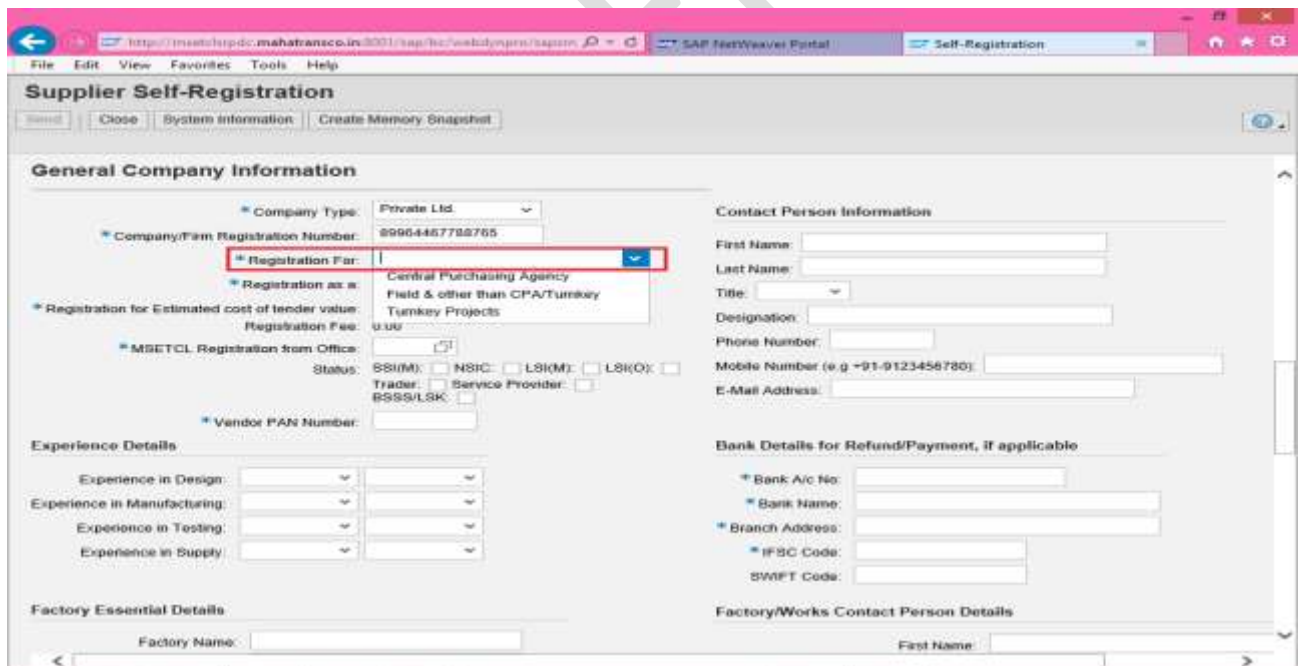
* IFSC Code:

SWIFT Code:

Factory/Works Contact Person Details

First Name:

Registration for: whether Vendor want get registered for CPA (Central Purchase Agency)/Field/TTKP process.



Supplier Self-Registration

General Company Information

- * Company Type: **Private Ltd.**
- * Company/Firm Registration Number: **9964457782765**
- * Registration For: **Central Purchasing Agency**
 - Central Purchasing Agency
 - Field & other than CPA/Turnkey
 - Turnkey Projects
- * Registration as a:
- * Registration for Estimated cost of tender value:
- * Registration Fee: **0.00**
- * MS&TCL Registration from Office:
- Status: ☐ SS(M) ☐ NSIC ☐ LS(M) ☐ LS(O) ☐ Trader ☐ Service Provider ☐ BSSS/LSK
- * Vendor PAN Number:

Experience Details

Experience In Design:

Experience In Manufacturing:

Experience In Testing:

Experience In Supply:

Factory Essential Details

Factory Name:

Contact Person Information

First Name:

Last Name:

Title:

Designation:

Phone Number:

Mobile Number (e.g. +91-9123456780):

E-Mail Address:

Bank Details for Refund/Payment, if applicable

* Bank A/c No:

* Bank Name:

* Branch Address:

* IFSC Code:

SWIFT Code:

Factory/Works Contact Person Details

First Name:

Bidder will select Registration as a: manufacturer/trader/service provider.

General Company Information

* Company Type: Private Ltd. ▼

* Company/Firm Registration Number: 89964467788765

* Registration For: Field & other than CPA/Turnkey ▼

* Registration as a: ▼

Manufacturer
 Trader
 Service Provider

* Registration for Estimated cost of tender value: _____

Registration Fee: _____

* MSETCL Registration from Office: ☐

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐

* Vendor PAN Number: _____

Select Class A : Field office to select Nearest Registration office Location and Class B: Corporate Office/CPA to registered for CPA & TKP tenders

General Company Information

* Company Type: Government ▼

* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey ▼

* Registration as a: Service Provider ▼

* Registration at Corporate Office/Field Office: ▼

CLASS A: FIELD OFFICE
 CLASS B: CORPORATE OFFICE/CPA

Registration Fee: _____

* Select MSETCL Registration Office: _____

Status: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

Contact

First Name: _____

Last Name: _____

Title: _____

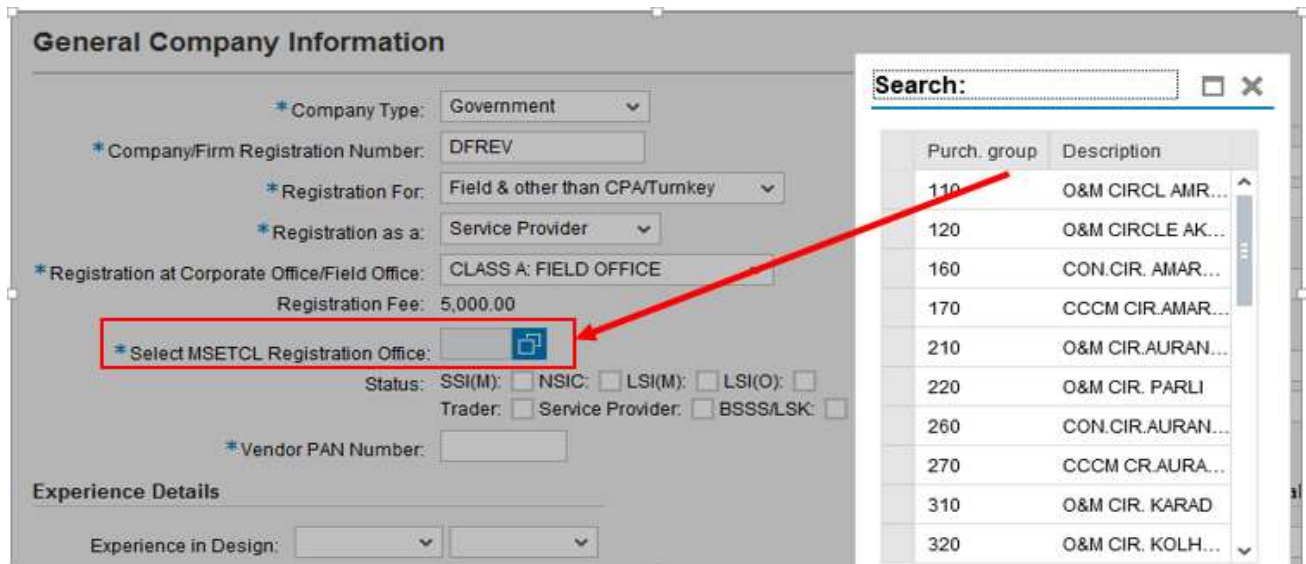
Designation: _____

Phone Number: _____

Mobile Number: _____

E-Mail Address: _____

Select MSETCL Registration Office from drop down list. Contact Details has been provided in above given list.



General Company Information

* Company Type: Government


* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey

* Registration as a: Service Provider

* Registration at Corporate Office/Field Office: CLASS A: FIELD OFFICE

Registration Fee: 5,000.00

* Select MSETCL Registration Office: 

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐

Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

* Vendor PAN Number:

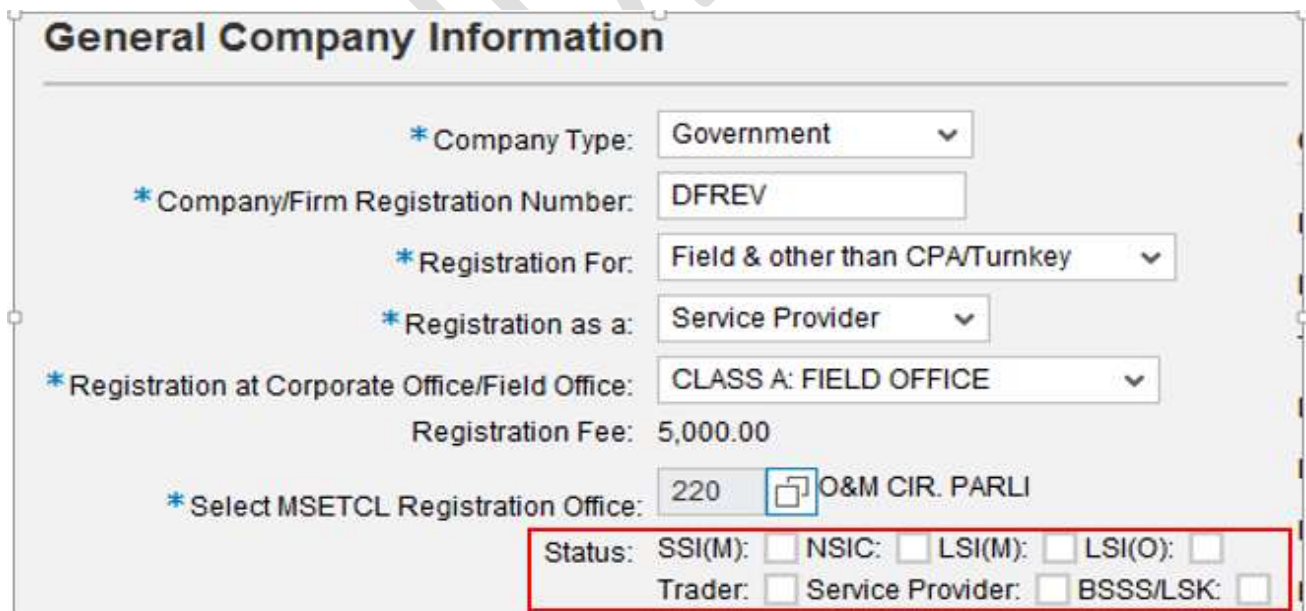
Experience Details

Experience in Design:

Search:

Purch. group	Description
110	O&M CIRCL AMR...
120	O&M CIRCLE AK...
160	CON.CIR. AMAR...
170	CCCM CIR.AMAR...
210	O&M CIR.AURAN...
220	O&M CIR. PARLI
260	CON.CIR.AURAN...
270	CCCM CR.AURA...
310	O&M CIR. KARAD
320	O&M CIR. KOLH...

Status of the company will be selected. i.e, whether it belongs to SSI(M)/NSIC/Traders etc.



General Company Information

* Company Type: Government


* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey

* Registration as a: Service Provider

* Registration at Corporate Office/Field Office: CLASS A: FIELD OFFICE

Registration Fee: 5,000.00

* Select MSETCL Registration Office: 220  O&M CIR. PARLI

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐

Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

If bidder comes under SSI (M)/NSIC, Vendor need to fill the relevant new fields as shown below.

Status: **SSI(M): ☒** NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐
 * Vendor PAN Number: MH65Y78282

SSI(M)

Is Permanent:

Issuing Authority:

Registration Number:

Registration Date: 1

Commencement Date: 1

Expiry Date: 1

Under Renewal:

Similarly for NSIC:

Status: SSI(M): ☐ **NSIC: ☒** LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐
 * Vendor PAN Number: MH65Y78282

NSIC

Is Permanent:

Issuing Authority:

Registration Number:

Registration Date: 1

Commencement Date: 1

Expiry Date: 1

Under Renewal:

Bidder Has to Enter PAN No. select GST Registration status from Dropdown. Enter GST Registration No. if selected Registered/Compound Scheme/Special economic zone.

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐
 * Vendor PAN Number:
 * Registered for GSTIN: Registered
 * GST Number:

Not Registered
Registered
Compound scheme
Special Economic Zone

Bidder has to enter Experience Details as shown below. Similarly, bank details also to be updated for future assistance.

* Vendor PAN Number: ASDER1234D * Registered for GSTIN: Registered * GST Number: 7ASDER1234D123	
Experience Details	Bank Details for Refund/Payment, if applicable
Experience in Design: 2 Years 1 Month Experience in Manufacturing: 3 Years 3 Months Experience in Testing: 1 Year 2 Months Experience in Supply: 2 Years 2 Months	* Account Holder Name(as Per Passbook): XYZ PRIVATE LIMITED * Bank A/c No: 34212356742424 * Bank Name: STATE BANK OF CHENNAI * Branch Address: BANGALORE ROAD * IFSC Code: SBIM0000111 SWIFT Code:

In case of Manufacturer, the Bidder has to provide relevant details against the fields as shown below.

Factory Essential Details	Factory/Works Contact Person Details
Factory Name: Test vendor factory Establishment Date of Factory: 02.05.2008 Address Line 1: Near bheemanagudda Office Address Line 2: opposite to Ganga police station Address Line 3: near Mcc donalds, Andheri E Address Line 4: line 4 Country: In State: 10 City: Mumbai Pincode: 400001 Manpower: 8900 Phone Number: 9844098440 Mobile Phone 1: 9844012345 Mobile Phone 2: 9844098440 Fax Number 1: 080-2275465 Fax Number 2: 080-223344 E-Mail Address: srmadmin@mahastransco.in	First Name: John Last Name: Lobo Designation: Factory Incharge Department: Warehouse Phone Number: 9844098440 Fax Number 1: 080-2275465 E-Mail Address: srmadmin@mahastransco.in Mobile Number (e.g +91-9123456780): 9844012345
Factory ISO Certification Details	
Name of ISO Standard: ISO India ISO Certifying Authority: ISO India ltd ISO Certification Number: 345676543 ISO Certificate Valid Upto: 01.11.2020	

Bidder can mention Permanent Bank Guarantee Details in order to avail exemption towards payment of EMD in case of C.P.A. Tenders only.

Factory License Details	Bank Guarantee Details
Factory License No: 2345654345677654566 Factory License Validity Date: 31.12.2020 State Sales Tax No: 121231234 Centre Sales Tax No: 2345654345677654566 Provident Fund Registration No: 2345654345677654566 Service Tax No: 2345654345677654566	PBG-MSETCL Acceptance Letter No: NB09Y890822 Permanent Bank Guarantee No: 6372920222 PBG Amount: 5Lacs PBG Issue Date: 28.09.2015 PBG Validity Date: 28.09.2022 Bank Name & Branch: ICICI mumbai
Turn Over Details in Lacs (for past 3 years)	
First Financial Year: 2011 8.9 Second Financial Year: 2012 9.3 Third Financial Year: 2013 9.0	

Go to Attachment description: All the necessary attachments to be attached here. Please see the document list as given above.

Goto Payment Gateway	
Attachment Description	
REGISTRATION CERTIFICATE	Add Attachment
FACTORY MACHINE LIST	Add Attachment
MACHINERY DETAILS	Add Attachment
TESTING EQUIPMENT DETAILS	Add Attachment
LIST OF STAFF SKILLED/UNSKILLED	Add Attachment

- 1) Apply Tick for Confirmation of terms and Accept
- 2) Click on Send Button
- 3) **Check the Error, there should not be any error except "Payment of Registration Fee not done". If it is persists, remove it before making the Registration Payment.**

Supplier Self-Registration

!

Enter the Region or State

!

Payment of registration fee not done.

!

Enter IFSC Code.

Turn Over Details in Lacs (for past 3 years)

First Financial Year:	2017	100.000.000,00
Second Financial Year:	2016	100.000.000,00
Third Financial Year:	2015	100.000.000,00


Data Privacy Statement

☒
*Yes, I have read the following terms and accept the same.:

1) I have read all the instructions carefully required for MSETCL Vendor Registration.

PAYMENT

Click on (1) **“go payment Gateway”** to pay the registration fee. **Please ensure that there is no error after clicking on Send Button except “Payment of Registration Fee not done”.**



Second Financial Year: 0.00
Third Financial Year: 0.00

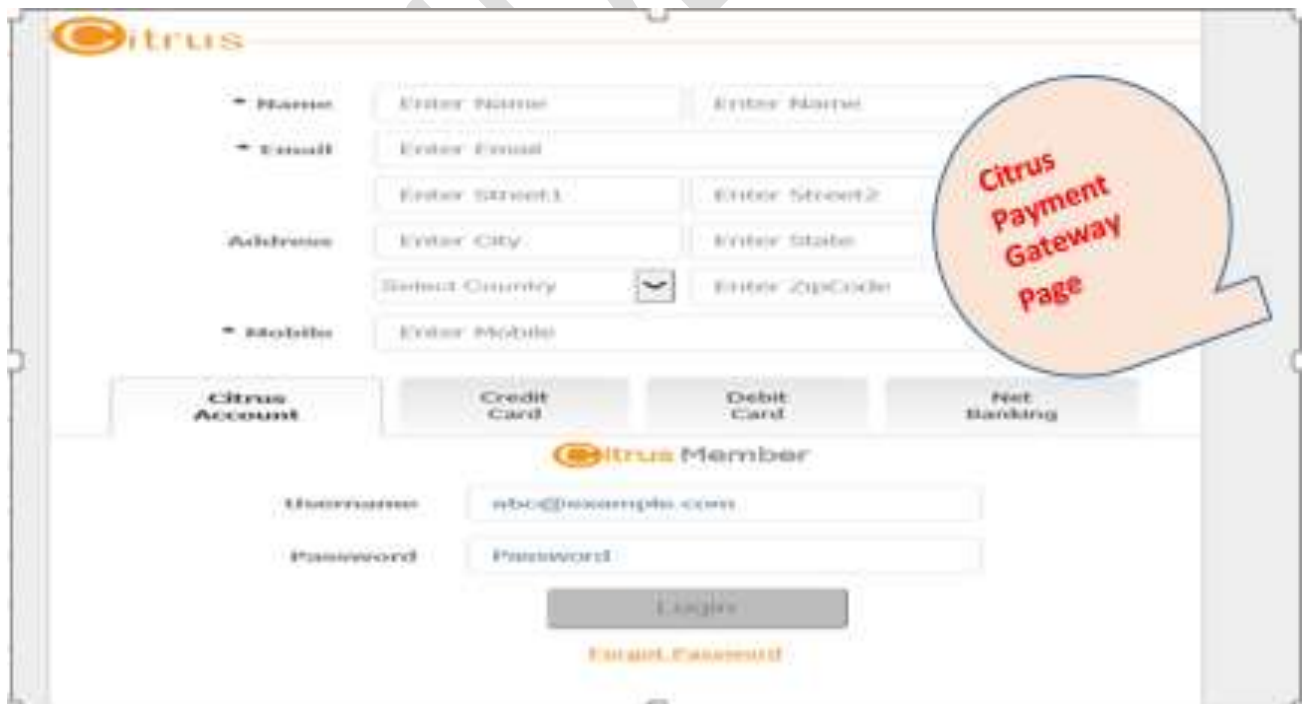
Go to Payment Gateway (1)

Data Privacy Statement

☒ *Yes, I have read the following terms and accept the same.:
1) I have read all the instructions carefully required for MSETCL Vendor Registration

Once bidder clicks on **“Go to Payment Gateway”** button it leads to new window and asking for confirmation about the (2) **Disclaimer, Terms & Condition of Payment and amount to be paid.** There are Two PAYMENT GATEWAY. Either of Payment Gateway can be used.

.If clicks on payment Gateway button, then system will leads to Citrus gateway or Bill Desk Gateway as option selected where Vendor can make online payment as shown below.



Citrus

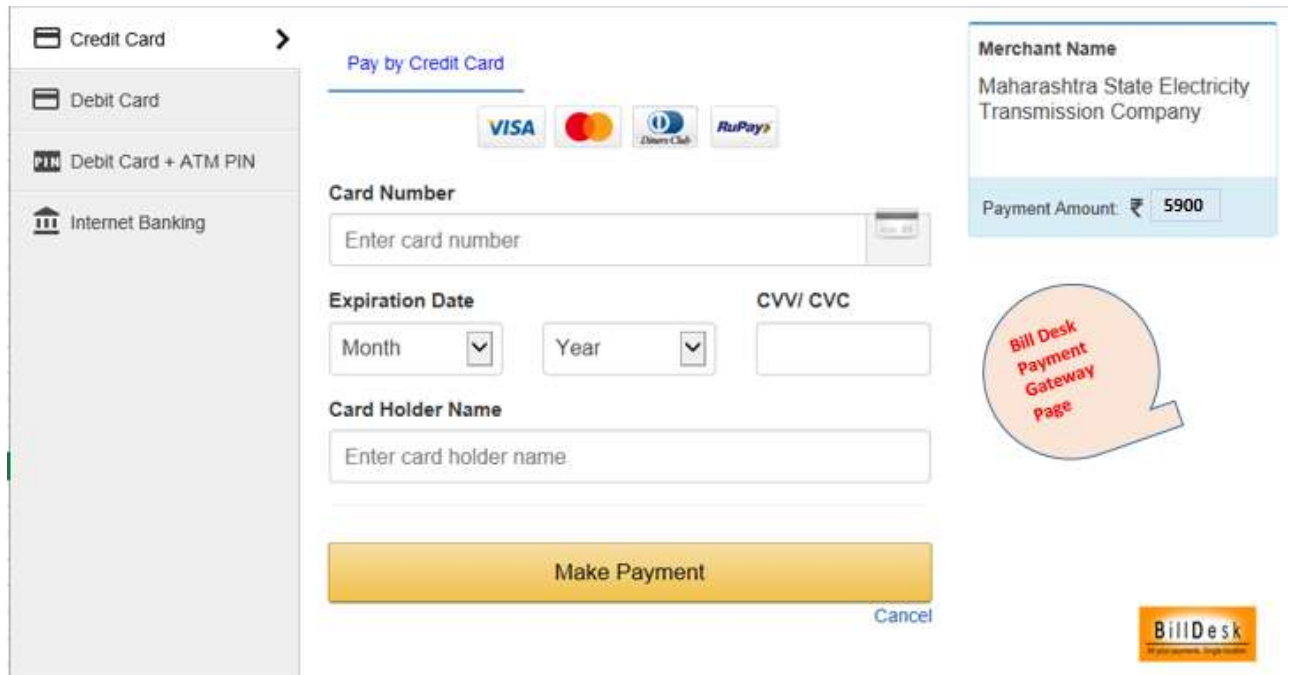
* Name: Enter Name, Enter Name
* Email: Enter Email
Address: Enter Street1, Enter Street2, Enter City, Enter State, Select Country, Enter ZipCode
* Mobile: Enter Mobile

Citrus Account **Credit Card** **Debit Card** **Net Banking**

Citrus Member

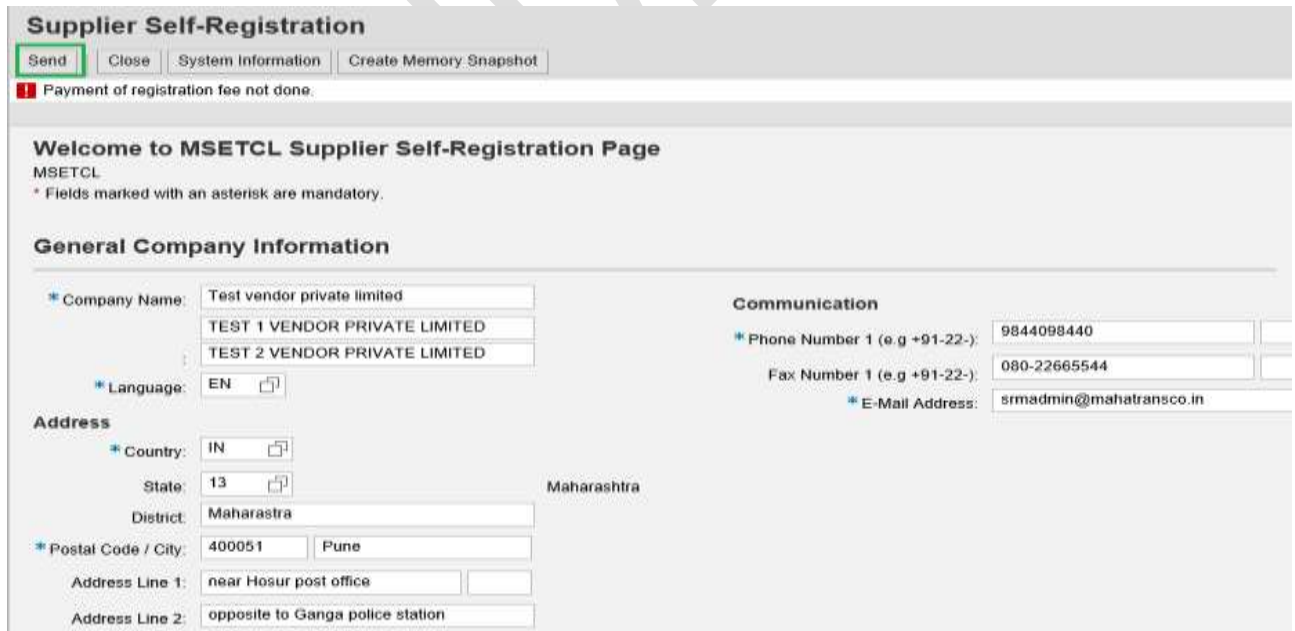
Username: abc@example.com
Password: Password
Login
Forgot Password?

Citrus Payment Gateway Page



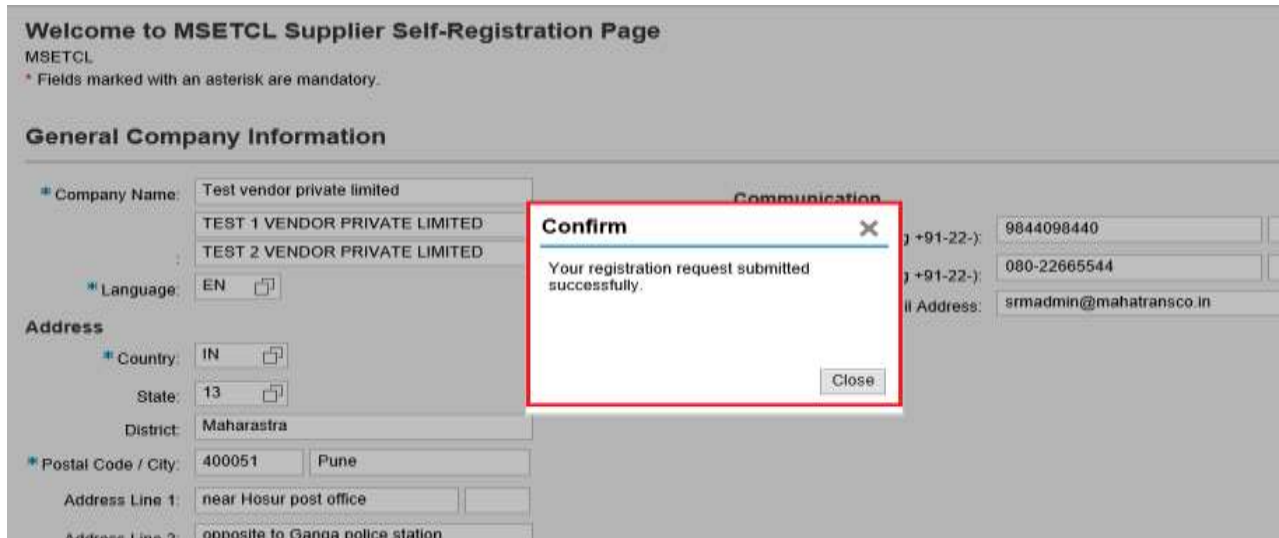
The screenshot shows the 'Pay by Credit Card' interface. On the left, a sidebar lists payment methods: Credit Card (selected), Debit Card, Debit Card + ATM PIN, and Internet Banking. The main area is titled 'Pay by Credit Card' and features logos for VISA, MasterCard, Diners Club, and RuPay. Below these are input fields for Card Number, Expiration Date (Month and Year), CVV/CVC, and Card Holder Name. A 'Make Payment' button is at the bottom, with a 'Cancel' link next to it. On the right, a box displays the Merchant Name as 'Maharashtra State Electricity Transmission Company' and the Payment Amount as ₹ 5900. A red circular callout bubble with the text 'Bill Desk Payment Gateway Page' is overlaid on the right side. A 'BillDesk' logo is visible in the bottom right corner.

Once all the mandatory fields and necessary fields are filled, Payment made successfully. Supplier will click on 'Send' button to complete the request for registration process.



The screenshot shows the 'Supplier Self-Registration' form. At the top, there are tabs: 'Send' (highlighted), 'Close', 'System Information', and 'Create Memory Snapshot'. Below the tabs, a red message states 'Payment of registration fee not done.' The main heading is 'Welcome to MSETCL Supplier Self-Registration Page'. Below this, it says 'MSETCL' and '* Fields marked with an asterisk are mandatory.' The form is divided into two main sections: 'General Company Information' and 'Communication'. Under 'General Company Information', there are fields for Company Name (Test vendor private limited), Language (EN), and Address (Country: IN, State: 13, District: Maharashtra, Postal Code / City: 400051, Pune). Under 'Communication', there are fields for Phone Number 1 (9844098440), Fax Number 1 (080-22665544), and E-Mail Address (srmadmin@mahatransco.in).

A confirmation message will be displayed to the bidder as shown below.



Welcome to MSETCL Supplier Self-Registration Page
MSETCL
* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: Test vendor private limited
TEST 1 VENDOR PRIVATE LIMITED
TEST 2 VENDOR PRIVATE LIMITED

* Language: EN

Address

* Country: IN
State: 13
District: Maharastra
* Postal Code / City: 400051 Pune
Address Line 1: near Hosur post office
Address Line 2: opposite to Ganga police station

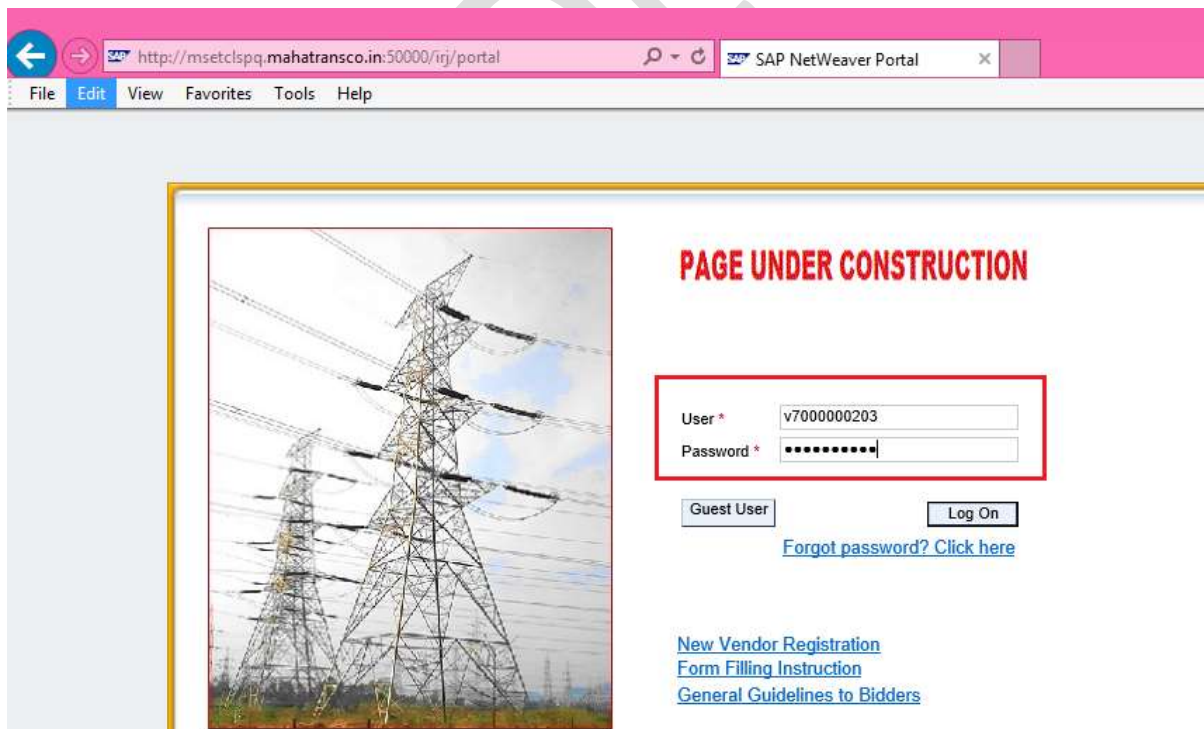
Communication

+91-22-: 9844098440
+91-22-: 080-22665544
Email Address: srmadmin@mahatransco.in

Confirm
Your registration request submitted successfully.
Close

I) Profile Editing after Registration.

Bidder will login from registered user ID and password as shown below.



http://msetclspq.mahatransco.in:50000/irj/portal

SAP NetWeaver Portal

File Edit View Favorites Tools Help

PAGE UNDER CONSTRUCTION

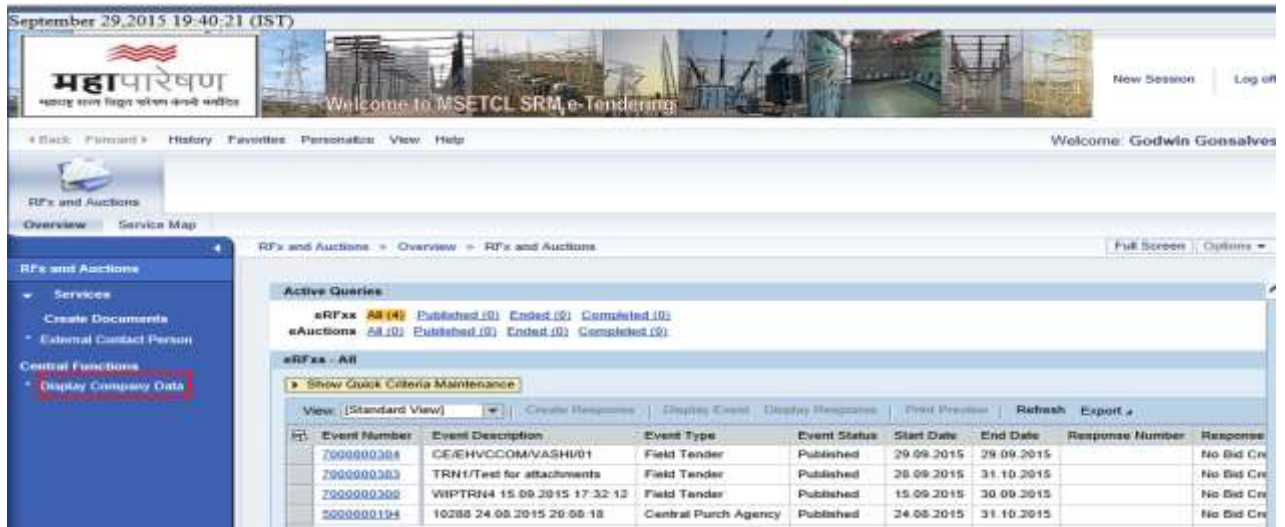
User * v7000000203
Password *

Guest User Log On

[Forgot password? Click here](#)

[New Vendor Registration](#)
[Form Filling Instruction](#)
[General Guidelines to Bidders](#)

Click on “Display Company data”



A new window will be displayed. Click on Edit.



The editable fields will be displayed as shown below. Now bidder can change data accordingly.

Edit Bidder : 7000000203

Save Read Only Close Delete

Business Partner Type Bidder Document Date 29.09.2015 Business Partner Number 7000000203 Name of Business Partner Test vendor private ltd

Company Data Bidder Data

Company Data Contact Data

* Company/Firm Registration Number: 12364545

☒ Central Purchasing Agency
☒ Field & other than CPA/Turnkey
☒ Turnkey Projects

Registration For: Service Provider
 Registration as a: ☐ CLASS A : RS 1 ☒ CLASS B : RS 5

Registration Fee: 2.00
 Registration Validity From: 29.09.2015 To: 28.09.2016
 Class Change Top Up Fee: 0.00
 Outstanding Renewal Fee: 1,000.00

* MSETCL Registration from Office: 720

SSI(M): ☒ NSIC: ☒
 Status: LSI(M): ☒ LSI(O): ☒
 Trader: ☐
 Service Provider: ☐
 BSSS/LSK: ☐

* Vendor PAN Number: AOPPP7854C

SSI(M)

Is Permanent: Yes
 Issuing Authority: SRM COMPANY
 Registration Number: PSA/01989/MAH/13

First Name: Jagannath
 Last Name: Pawar
 Title: Mr.
 Designation: MANAGER
 Phone Number: 91-99775588
 Mobile Number (e.g. +91-9123456780): 0253 26595268
 E-Mail Address: srmadmin@mahatransco.in

Please indicate data edited and documents uploaded here.

PGS Validity Date: 28.07.2016
 Bank Name & Branch: BANK OF MAHARASHTRA (BARDRA) (E)

Notes: Details of edited field & revised attachment

Remarks

Status of Business Partner

Business Partner Type

Once it is done, click on save button. A message will be displayed that “business partner changed successfully”.

Display Bidder : 7000000203

Edit Close Delete

☒ Business partner 7000000203 changed successfully

Business Partner Type Bidder Document Date 29.09.2015 Business Partner Number 7000000203 Name of Business Partner Test vendor private ltd

Company Data Bidder Data

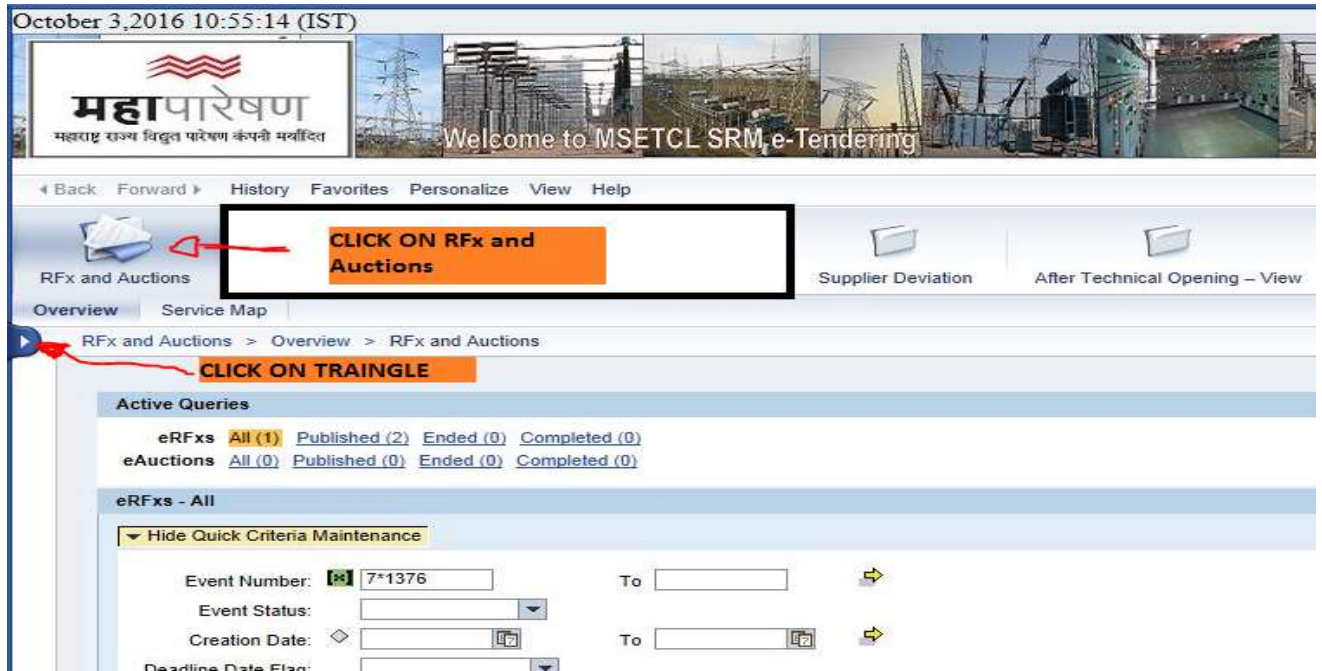
Company Data Contact Data

* Company/Firm Registration Number: 12364545 First Name: Jagannath

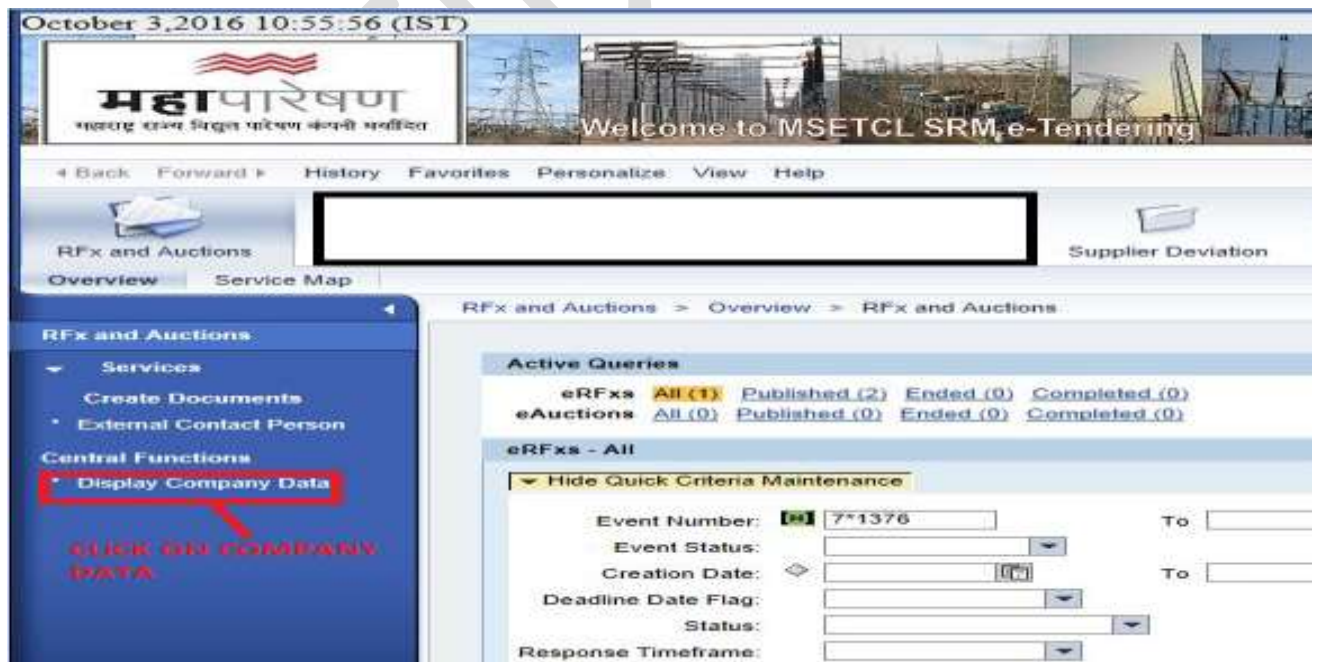
Now your request will be forwarded to the concerned MSETCL Authority (Based on MSETCL Registration office selected while vendor Registration) for acceptance of requested changes.

VENDOR RENEWAL PROCEDURE.

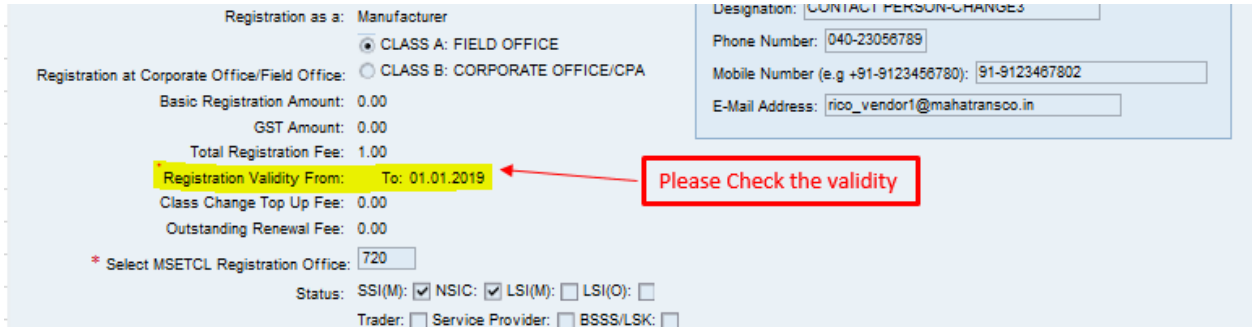
GO TO "RFX and Auction" and Click On "Triangle" to open



Click on "Display company Data" New screen will open



Check the validity date.



Registration as a: Manufacturer
☒ CLASS A: FIELD OFFICE
 Registration at Corporate Office/Field Office: ☐ CLASS B: CORPORATE OFFICE/CPA
 Basic Registration Amount: 0.00
 GST Amount: 0.00
 Total Registration Fee: 1.00
 Registration Validity From: To: 01.01.2019
 Class Change Top Up Fee: 0.00
 Outstanding Renewal Fee: 0.00
 * Select MSETCL Registration Office: 720
 Status: SSI(M): ☒ NSIC: ☒ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐
 Designation: CONTACT PERSON-CHANGES
 Phone Number: 040-23056789
 Mobile Number (e.g. +91-9123456780): 91-9123467802
 E-Mail Address: rico_vendor1@mahatransco.in

Please Check the validity

If validity date is expired, then Click on "Edit" Button. Go to Payment Tab will be activated.



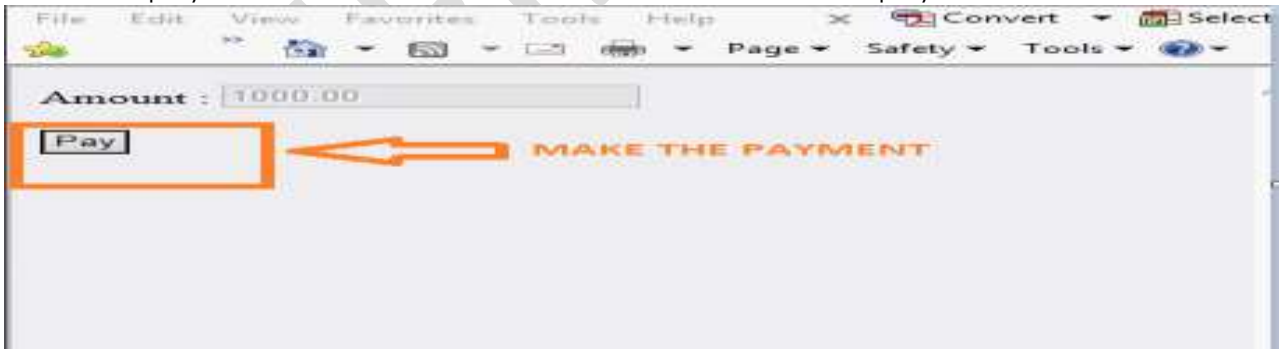
Display Bidder : 4000000002
 Edit Close GO TO EDIT
 Business Partner Type Bidder Document Date 03.10.2016 Business Partner Number 40000000 Name of Business Partner
 Company Data Bidder Data

Click on "GO TO PAYMENT Gateway" tab, It will be diverted to Payment page.



Third Financial Year: 0.00
 Goto Payment Gateway
 Notes: Details of edited field & revised attachment

Make the payment and click on "OK" button after successful payment



File Edit View Favorites Tools Help
 Amount : 1000.00
 Pay
 MAKE THE PAYMENT

And Close the Company profile page. Please do not click on save button, if you have not made any changes in profile except Payment of Renewal Fee.

END