

# **SUPPLIER RELATIONSHIP MANAGEMENT**

## **VENDOR REGISTRATION MANUAL**



**MSETCL**

**Maharashtra State Electricity Transmission Co. Ltd.**

### **Contents**

<b>A. ENGLISH General Information.....</b>	<b>2</b>
GENERAL INFORMATION .....	2
REGISTRATION PROCESS .....	6
PAYMENT.....	16
I) Profile Editing after Registration.....	18
VENDOR RENEWAL PROCEDURE.....	21

## 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.
- 5) Registration charges- Rs. 5000/- (+ GST+ Payment Gateway Charges)
- 6) Annual renewal charges Rs. 1000/- (+ GST+ Payment Gateway Charges)
- 7) The vendors who wants to participate in CPA and TKP tenders, “Select Class B” & “90E” ‘CPA, P`GAD, MUMBAI’ office as per dropdown List.
- 8) The vendors who wants to participate in field tender “Select Class A” and nearest MSETCL Registration office as per the dropdown list.
- 9) All communication during registration and tender processing will be made on e-mail address of Digital Signature holder authorised by Vendor.
- 10) Vendors are requested to fill all information properly to avoid rejection of vendor registration request from MSETCL. Also, Registration charges are non-refundable.
- 11) 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 ACCEPTANCE 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 RETUN COPIES	M	M	M
35	LICENCE FOR EXECUTING WORKS AS CONTRACTO		M	O
36	CERTIFACATE 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.

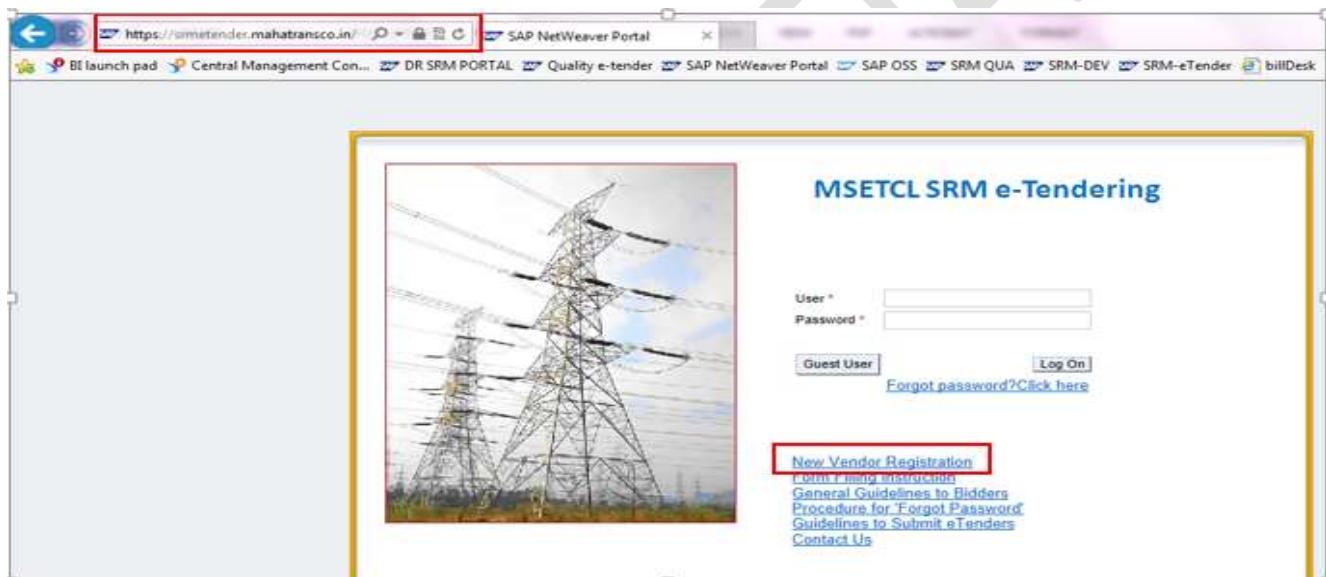
11) After vendor registration form is send (submission) online by the vendor, MSETCL inspection team will carry out the factory/Office inspection and during inspection all Original Documents will be verified. One set of uploaded documents shall be kept ready for Inspection team.

**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 <input type="button" value=""/>		
<b>Address</b>	* Country: IN <input type="button" value=""/> Maharashtra State: 13 <input type="button" value=""/> 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	<b>Copy Company Data</b>	
* Last Name:	Johnson	* Phone Number:	9844098440
* Title:	Mr. <input type="button" value=""/>	Fax Number:	080-22665544
Department:	Sales & marketing Department	* E-Mail Address:	srmadmin@mahatransco.in
Designation:	BRANCH MANAGER		

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

Product Category	Delete Product Category	Category Description	SSI(M)	NSIC

**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: 500

Registration Fee: 0.00

\* MSETCL Registration from Office:

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

### Supplier Self-Registration

Send | Close | S

#### Search: Product Category



#### Product Category

Add Product Category

Product Category

[DOWNLOAD PRODUCT CATEGORIES](#)

#### General Company Information

\* Company Type

\* Registration for Estimation

\* MSETC Approved

#### Experience Details

#### Search Criteria

Personal Value List | Settings | Hide Search Criteria

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

Maximum Number of Results: 500

[Search](#) | [Clear Entries](#) | [Reset to Default](#)

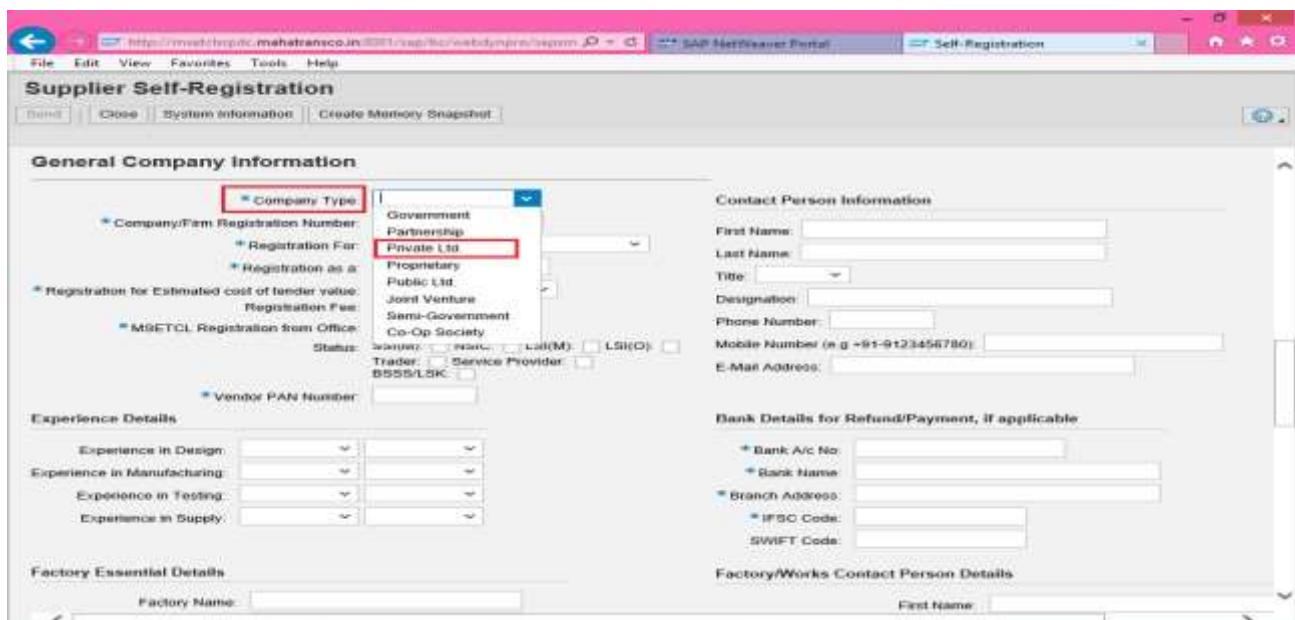
#### Results List: There are more than 500 results for Product Category

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

#### 4. General company Information:

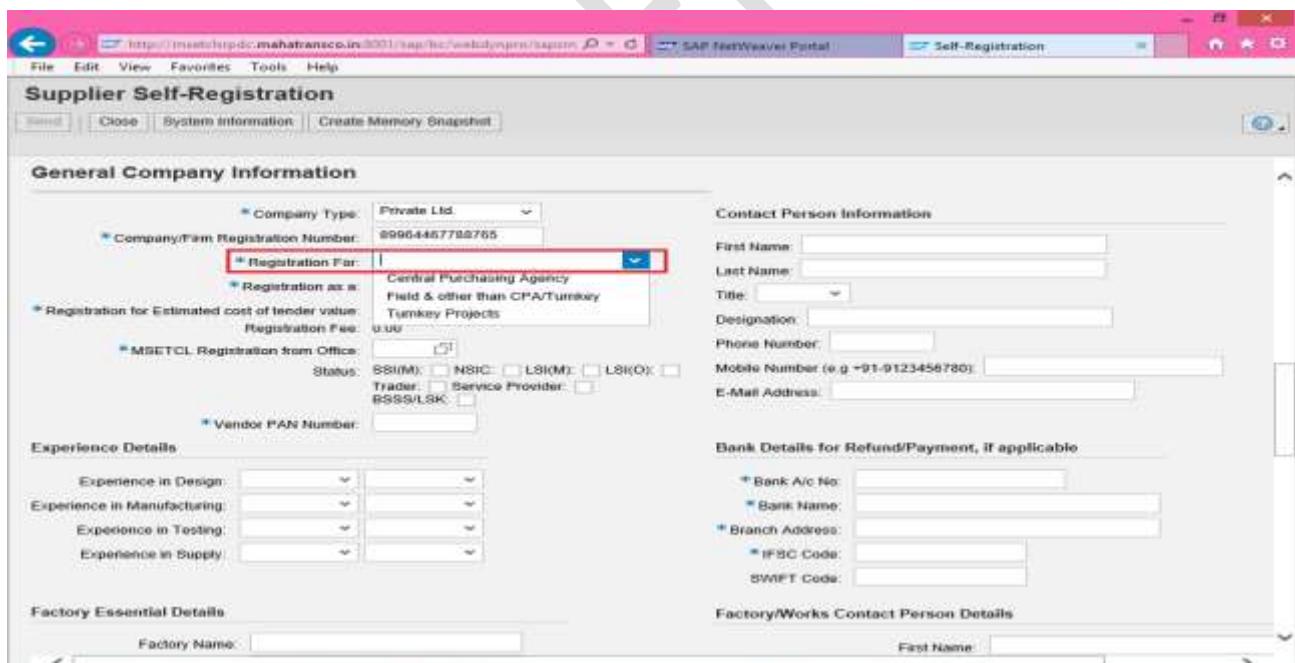
Bidder will select Company type: i.e. Government/ private/ public Ltd, etc. from Dropdown list

**SAP SRM**  
**Supplier registration Manual**



The screenshot shows the SAP SRM Supplier Self-Registration interface. In the 'General Company Information' section, the 'Company Type' dropdown is set to 'Private Ltd.' Other options like 'Government', 'Partnership', 'Proprietary', etc., are also visible. The 'Registration For' dropdown is set to 'Central Purchasing Agency'. Other fields include 'Company/Firm Registration Number' (99964467788765), 'Registration as a', 'Registration for Estimated cost of tender value', 'Registration Fee', 'MSETCL Registration from Office', 'Status', 'Vendor PAN Number', 'Experience in Design', 'Experience in Manufacturing', 'Experience in Testing', and 'Experience in Supply'. The 'Contact Person Information' section includes fields for First Name, Last Name, Title, Designation, Phone Number, Mobile Number, and E-Mail Address. The 'Bank Details for Refund/Payment, if applicable' section includes fields for Bank A/c No., Bank Name, Branch Address, IFSC Code, and SWIFT Code. The 'Factory Essential Details' section includes a 'Factory Name' field. The 'Factory/Works Contact Person Details' section includes a 'First Name' field.

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



This screenshot shows the same SAP SRM Supplier Self-Registration interface as above, but with a different selection in the 'Registration For' dropdown. It is now set to 'Field & other than CPA/Turnkey Projects'. The rest of the form fields are identical to the first screenshot, including the company information, experience details, and contact/bank information sections.

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

### General Company Information

* Company Type:	Private Ltd. <input type="button" value="▼"/>
* Company/Firm Registration Number:	89964467788765
* Registration For:	Field & other than CPA/Turnkey <input type="button" value="▼"/>
* Registration as a:	<input type="button" value="Manufacturer"/> <input type="button" value="Trader"/> <input type="button" value="Service Provider"/>
* Registration for Estimated cost of tender value:	
Registration Fee:	
* MSETCL Registration from Office:	
Status:	SSI(M): <input type="checkbox"/> NSIC: <input type="checkbox"/> LSI(M): <input type="checkbox"/> LSI(O): <input type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>
* Vendor PAN Number:	<input type="text"/>

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 <input type="button" value="▼"/>	Contact
* Company/Firm Registration Number:	DFREV	First Name
* Registration For:	Field & other than CPA/Turnkey <input type="button" value="▼"/>	Last Name
* Registration as a:	Service Provider <input type="button" value="▼"/>	Title: <input type="text"/>
* Registration at Corporate Office/Field Office:	<input type="button" value="CLASS A: FIELD OFFICE"/> <input type="button" value="CLASS B: CORPORATE OFFICE/CPA"/>	Designation: <input type="text"/>
Registration Fee:		Phone Number: <input type="text"/>
* Select MSETCL Registration Office:		Mobile Number: <input type="text"/>
Status:	Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>	E-Mail Address: <input type="text"/>

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:	<input type="button" value="Select"/>
Status:	<input checked="" type="checkbox"/> SSI(M) <input type="checkbox"/> NSIC <input type="checkbox"/> LSI(M) <input type="checkbox"/> LSI(O) <input type="checkbox"/>
Trader:	<input type="checkbox"/> Service Provider <input type="checkbox"/> BSSS/LSK
* Vendor PAN Number:	<input type="text"/>
Experience Details	
Experience in Design:	<input type="button" value="Select"/>

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 CRAURA...
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:	<input type="button" value="Select"/> <span style="margin-left: 10px;">220 O&amp;M CIR. PARLI</span>
Status:	<input checked="" type="checkbox"/> SSI(M) <input type="checkbox"/> NSIC <input type="checkbox"/> LSI(M) <input type="checkbox"/> LSI(O) <input type="checkbox"/>
Trader:	<input type="checkbox"/> Service Provider <input type="checkbox"/> BSSS/LSK

**SAP SRM**  
**Supplier registration Manual**

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

Status: <input checked="" type="checkbox"/> SSI(M): <input type="checkbox"/> NSIC: <input type="checkbox"/> LSI(M): <input type="checkbox"/> LSI(O): <input type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>	* Vendor PAN Number: MH65Y78282
<b>SSI(M)</b>	
Is Permanent: <input type="button" value="▼"/>	Issuing Authority: <input type="text"/>
Registration Number: <input type="text"/>	Registration Date: <input type="button" value="1"/>
Commencement Date: <input type="button" value="1"/>	Expiry Date: <input type="button" value="1"/>
Under Renewal: <input type="button" value="▼"/>	

Similarly for NSIC:

Status: <input type="checkbox"/> SSI(M): <input checked="" type="checkbox"/> NSIC: <input checked="" type="checkbox"/> LSI(M): <input type="checkbox"/> LSI(O): <input type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>	* Vendor PAN Number: MH65Y78282
<b>NSIC</b>	
Is Permanent: <input type="button" value="▼"/>	Issuing Authority: <input type="text"/>
Registration Number: <input type="text"/>	Registration Date: <input type="button" value="1"/>
Commencement Date: <input type="button" value="1"/>	Expiry Date: <input type="button" value="1"/>
Under Renewal: <input type="button" value="▼"/>	

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: <input type="checkbox"/> SSI(M): <input type="checkbox"/> NSIC: <input type="checkbox"/> LSI(M): <input type="checkbox"/> LSI(O): <input type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>	* Vendor PAN Number: <input type="text"/>
* Registered for GSTIN: <input type="button" value="Registered"/>	<input type="button" value="Not Registered"/>
* GST Number: <input type="text"/>	<input type="button" value="Registered"/>
Experience Details	
<input type="checkbox"/> Not Registered <input type="checkbox"/> Registered <input type="checkbox"/> Compound scheme <input type="checkbox"/> 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: <input type="text" value="ASDER1234D"/>	* Registered for GSTIN: <input type="text" value="Registered"/>
* GST Number: <input type="text" value="ASDER1234D123"/>	
<b>Experience Details</b>	
Experience in Design: <input type="text" value="2 Years"/> <input type="text" value="1 Month"/>	Experience in Manufacturing: <input type="text" value="3 Years"/> <input type="text" value="3 Months"/>
Experience in Testing: <input type="text" value="1 Year"/> <input type="text" value="2 Months"/>	Experience in Supply: <input type="text" value="2 Years"/> <input type="text" value="2 Months"/>
<b>Bank Details for Refund/Payment, if applicable</b>	
* Account Holder Name(as Per Passbook): <input type="text" value="XYZ PRIVATE LIMITED"/>	
* Bank A/c No: <input type="text" value="34212356742424"/>	
* Bank Name: <input type="text" value="STATE BANK OF CHENNAI"/>	
* Branch Address: <input type="text" value="BANGALORE ROAD"/>	
* IFSC Code: <input type="text" value="SBIM0000111"/>	
SWIFT Code: <input type="text" value=""/>	

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

<b>Factory Essential Details</b>		<b>Factory/Works Contact Person Details</b>	
Factory Name:	<input type="text" value="Test vendor factory"/> <input type="text" value="Test 1 vendor factory"/> <input type="text" value="Test 2 vendor factory"/>	First Name:	<input type="text" value="John"/>
Establishment Date of Factory:	<input type="text" value="02.05.2008"/>	Last Name:	<input type="text" value="Lobo"/>
Address Line 1:	<input type="text" value="Near bheemangudda Office"/>	Designation:	<input type="text" value="Factory Incharge"/>
Address Line 2:	<input type="text" value="opposite to Ganga police station"/>	Department:	<input type="text" value="Warehouse"/>
Address Line 3:	<input type="text" value="near Mcc donalds, Andheri E"/>	Phone Number:	<input type="text" value="9844098440"/>
Address Line 4:	<input type="text" value="line 4"/>	Fax Number 1:	<input type="text" value="080-2275465"/>
Country:	<input type="text" value="in"/>	E-Mail Address:	<input type="text" value="sradmin@mahatransco.in"/>
State:	<input type="text" value="10"/>	Mobile Number (e.g +91-9123456780):	<input type="text" value="9844012345"/>
City:	<input type="text" value="Mumbai"/>	<b>Factory ISO Certification Details</b>	
Pincode:	<input type="text" value="400001"/>	Name of ISO Standard:	<input type="text" value="ISO India"/>
Manpower:	<input type="text" value="8900"/>	ISO Certifying Authority:	<input type="text" value="ISO India Itd"/>
Phone Number:	<input type="text" value="9844098440"/>	ISO Certification Number:	<input type="text" value="345678543"/>
Mobile Phone 1:	<input type="text" value="9844012345"/>	ISO Certificate Valid Upto:	<input type="text" value="01.11.2020"/>
Mobile Phone 2:	<input type="text" value="9844098440"/>		<input type="text" value="1"/>
Fax Number 1:	<input type="text" value="080-2275465"/>		
Fax Number 2:	<input type="text" value="080-223344"/>		
E-Mail Address:	<input type="text" value="sradmin@mahatransco.in"/>		

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

<b>Factory License Details</b>		<b>Bank Guarantee Details</b>	
Factory License No:	<input type="text" value="2345654345677654566"/>	PBG-MSETCL Acceptance Letter No:	<input type="text" value="NB09Y890822"/>
Factory License Validity Date:	<input type="text" value="31.12.2020"/>	Permanent Bank Guarantee No:	<input type="text" value="6372920222"/>
State Sales Tax No:	<input type="text" value="121231234"/>	PBG Amount:	<input type="text" value="5Lacs"/> <input type="button" value="▼"/>
Centre Sales Tax No:	<input type="text" value="2345654345677654566"/>	PBG Issue Date:	<input type="text" value="28.09.2015"/>
Provident Fund Registration No:	<input type="text" value="2345654345677654566"/>	PBG Validity Date:	<input type="text" value="28.09.2022"/>
Service Tax No:	<input type="text" value="2345654345677654566"/>	Bank Name & Branch:	<input type="text" value="ICICI"/> <input type="text" value="mumbai"/>
<b>Turn Over Details in Lacs (for past 3 years)</b>			
First Financial Year:	<input type="text" value="2011"/>	8.9	
Second Financial Year:	<input type="text" value="2012"/>	9.3	
Third Financial Year:	<input type="text" value="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
- FACTORY MACHINE LIST
- MACHINERY DETAILS
- TESTING EQUIPMENT DETAILS
- LIST OF STAFF SKILLED/UNSKILLED

Add Attachment
Add Attachment
Add Attachment
Add Attachment
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

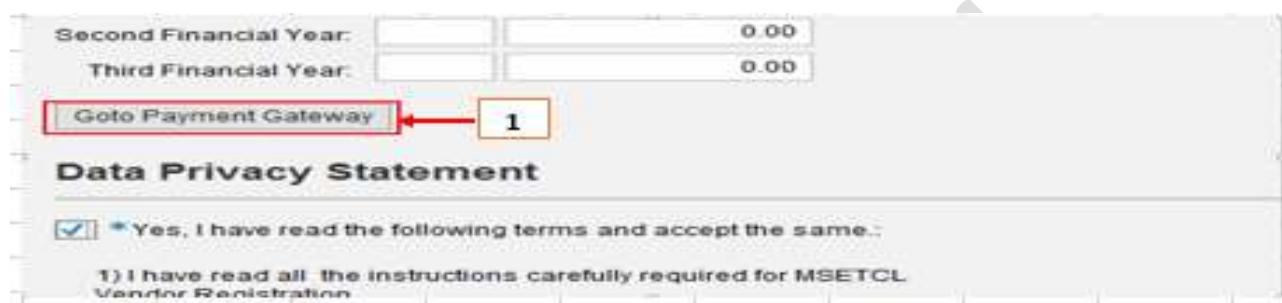
### Data Privacy Statement

\* 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

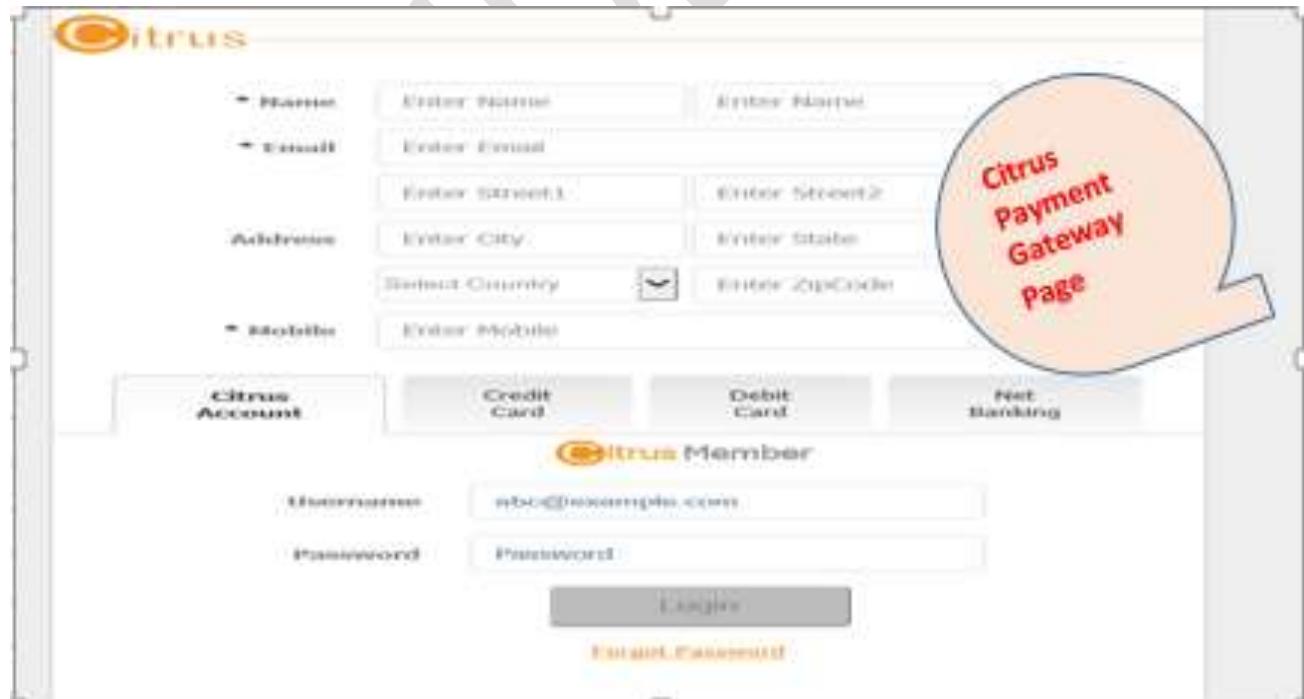
**Goto Payment Gateway** 1

**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.



- Credit Card
- Debit Card
- Debit Card + ATM PIN
- Internet Banking

[Pay by Credit Card](#)






**Card Number**

**Expiration Date**

Month

Year

**CVV/ CVC**

**Card Holder Name**

**Make Payment**

[Cancel](#)

Bill Desk  
Payment  
Gateway  
Page

BILLDESK  
Your payment. Simplified.

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

**Supplier Self-Registration**

[Send](#) [Close](#) [System Information](#) [Create Memory Snapshot](#)

! Payment of registration fee not done.

**Welcome to MSETCL Supplier Self-Registration Page**

MSETCL

\* Fields marked with an asterisk are mandatory.

**General Company Information**

<p>* Company Name:</p> <input type="text" value="Test vendor private limited"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="TEST 1 VENDOR PRIVATE LIMITED"/> <input type="button" value="TEST 2 VENDOR PRIVATE LIMITED"/> </div> <p>* Language:</p> <input type="text" value="EN"/>	<p><b>Communication</b></p> <p>* Phone Number 1 (e.g +91-22-): <input type="text" value="9844098440"/></p> <p>Fax Number 1 (e.g +91-22-): <input type="text" value="080-22665544"/></p> <p>* E-Mail Address: <input type="text" value="srmadmin@mahatransco.in"/></p>
<p><b>Address</b></p> <p>* Country: <input type="text" value="IN"/></p> <p>State: <input type="text" value="13"/> Maharashtra</p> <p>District: <input type="text" value="Maharastra"/></p> <p>* Postal Code / City: <input type="text" value="400051"/> Pune</p> <p>Address Line 1: <input type="text" value="near Hosur post office"/></p> <p>Address Line 2: <input type="text" value="opposite to Ganga police station"/></p>	

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	Communication
	TEST 1 VENDOR PRIVATE LIMITED	+91-22-: 9844098440
	TEST 2 VENDOR PRIVATE LIMITED	+91-22-: 080-22665544
* Language:	EN	E-mail Address: srmadmin@mahatransco.in
<b>Address</b>		
* 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	

**Confirm**  
Your registration request submitted successfully.

## I) Profile Editing after Registration.

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

SAP NetWeaver Portal

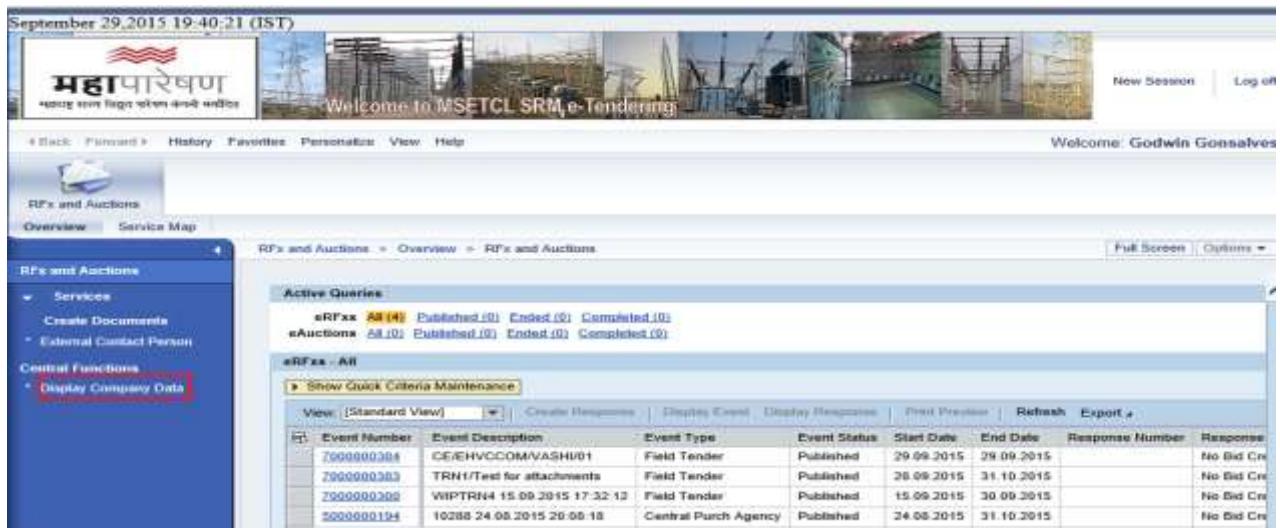
User \* v7000000203  
Password \* \*\*\*\*\*

Guest User Log On  
[Forgot password? Click here](#)

New Vendor Registration  
Form Filling Instruction  
General Guidelines to Bidders

**SAP SRM**  
**Supplier registration Manual**

Click on “Display Company data”



The screenshot shows the SAP SRM e-Tendering interface. The top navigation bar includes 'New Session' and 'Log off'. The main menu has 'RFx and Auctions' selected. On the left, a sidebar has 'Display Company Data' highlighted with a red box. The central area shows a grid of events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response. There are four entries listed:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response
7000000304	CE/EHVCCOMVASHU01	Field Tender	Published	29.09.2015	29.09.2015	No Bid Cr	
7000000303	TRN1/Test for attachments	Field Tender	Published	28.09.2015	31.10.2015	No Bid Cr	
7000000302	WIPTRN4 15.09.2015 17:32:13	Field Tender	Published	15.09.2015	30.09.2015	No Bid Cr	
5000000194	10288 24.08.2015 20:08:18	Central Purch Agency	Published	24.08.2015	31.10.2015	No Bid Cr	

A new window will be displayed. Click on Edit.



The screenshot shows the 'Display Bidder' window for bidder 7000000203. The 'Edit' button is highlighted with a red box. The window contains tabs for 'Company Data' and 'Bidder Data'. The 'Company Data' tab is active. It shows the following details:

- Company Name 1: Test vendor private ltd
- Language: EN English
- Partner Number: 7000000203
- Search Term1: TEST VENDO
- Search Term2: c/o:
- Address Line 1: Electronic city
- Address Line 2: Address Line 3:
- House Number:
- District:
- Postal Code: 400001
- City: Bangalore
- Country: IN India
- State: 10 Karnataka
- Central Organizational Object for Bidder: 50000611
- Industry Sector:
- Print Format:
- PO Box:
- PO Box Without Number: No
- PO Box Postal Code:
- PO Box Location:
- PO Box Country:
- Building Code:
- Floor:
- Room Number:

Below this, there is a section for 'Digital Signature Holder Details' with fields for Name, Title, and Department.

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



## Maharashtra State Electricity Transmission Company Limited

SAP SRM

### Supplier registration Manual

**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
<b>Company Data</b>   <b>Bidder Data</b>			
<b>Company Data</b>   <b>Contact Data</b>			
* Company/Firm Registration Number: 12364545 <input checked="" type="checkbox"/> Central Purchasing Agency <input checked="" type="checkbox"/> Field & other than CPA/Turkey Registration For: <input checked="" type="checkbox"/> Turnkey Projects Registration as a: Service Provider <input type="radio"/> CLASS A: RS 1. <input checked="" type="radio"/> CLASS B: RS 5		First Name: Jagannath Last Name: Pawar Title: Mr. <input type="button" value="▼"/> Designation: MANAGER Phone Number: 91-99775588 Mobile Number (e.g +91-9123456780): 0253 26595268 E-Mail Address: srmadmin@mahatransco.in	
Registration for Estimated cost of tender value: Registration Fee: 2.00 Registration Validity From: 29.09.2015 Class Change Top Up Fee: 0.00 Outstanding Renewal Fee: 1,000.00	To: 28.09.2016	Registration for Estimated cost of tender value: Registration Fee: 2.00 Registration Validity From: 29.09.2015 Class Change Top Up Fee: 0.00 Outstanding Renewal Fee: 1,000.00	
* MSETCL Registration from Office: 720 SSI(M): <input checked="" type="checkbox"/> NSIC: <input checked="" type="checkbox"/> Status: LSI(M): <input checked="" type="checkbox"/> LSI(O): <input checked="" type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>		* MSETCL Registration from Office: 720 SSI(M): <input checked="" type="checkbox"/> NSIC: <input checked="" type="checkbox"/> Status: LSI(M): <input checked="" type="checkbox"/> LSI(O): <input checked="" type="checkbox"/> Trader: <input type="checkbox"/> Service Provider: <input type="checkbox"/> BSSS/LSK: <input type="checkbox"/>	
* Vendor PAN Number: AOPPP7654C <b>SSI(M)</b> Is Permanent: Yes <input type="button" value="▼"/> Issuing Authority: SRM COMPANY Registration Number: PSA/01989/MAH/13			

Please indicate data edited and documents uploaded here.

**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 Busi
<b>Company Data</b>   <b>Bidder Data</b>			
<b>Company Data</b>   <b>Contact Data</b>			

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

**Display Bidder : 7000000203**

**Edit** | **Close** | **Delete**

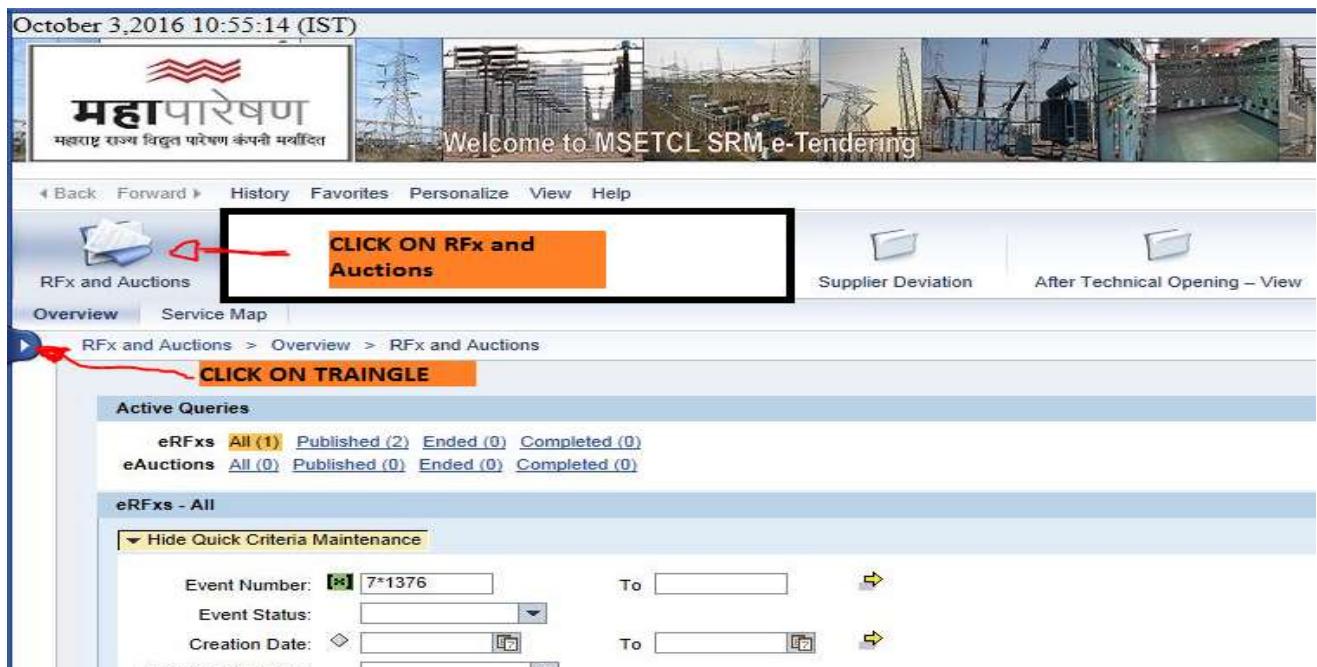
Business partner 7000000203 changed successfully

Business Partner Type: Bidder	Document Date: 29.09.2015	Business Partner Number: 7000000203	Name of Busi
<b>Company Data</b>   <b>Bidder Data</b>			
<b>Company Data</b>   <b>Contact Data</b>			

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



October 3, 2016 10:55:14 (IST)

महापारेषण  
महाराष्ट्र राज्य विद्युत पारेषण कंपनी मर्यादित

Welcome to MSETCL SRM e-Tendering

RFx and Auctions > Overview > RFx and Auctions

**CLICK ON RFx and Auctions**

**CLICK ON TRIANGLE**

Active Queries

- eRFxs All (1) Published (2) Ended (0) Completed (0)
- eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: 7\*1376 To [ ]

Event Status: [ ] To [ ]

Creation Date: [ ] To [ ]

Deadline Date Flag: [ ]

Status: [ ] Response Timeframe: [ ]

Click on "Display company Data" New screen will open



October 3, 2016 10:55:56 (IST)

महापारेषण  
महाराष्ट्र राज्य विद्युत पारेषण कंपनी मर्यादित

Welcome to MSETCL SRM e-Tendering

RFx and Auctions > Overview > RFx and Auctions

**Display Company Data**

RFx and Auctions

- Services
  - Create Documents
  - External Contact Person
- Central Functions
  - Display Company Data**

**CLICK ON COMPANY DATA**

Active Queries

- eRFxs All (1) Published (2) Ended (0) Completed (0)
- eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: 7\*1376 To [ ]

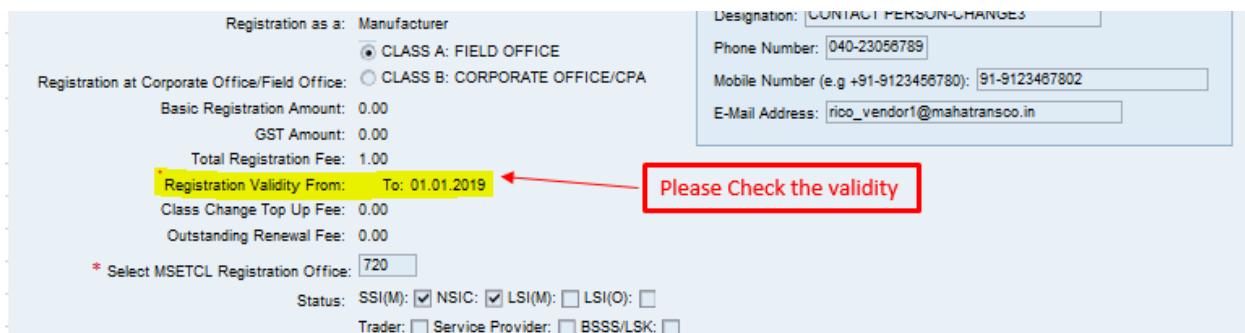
Event Status: [ ] To [ ]

Creation Date: [ ] To [ ]

Deadline Date Flag: [ ]

Status: [ ] Response Timeframe: [ ]

Check the validity date.



Registration as a: Manufacturer  
 CLASS A: FIELD OFFICE  
 CLASS B: CORPORATE OFFICE/CPA

Registration at Corporate Office/Field Office:

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 MSECL Registration Office: 720  
Status: SSI(M):  NSIC:  LSI(M):  LSI(O):   
Trader:  Service Provider:  BSSS/LSK:

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



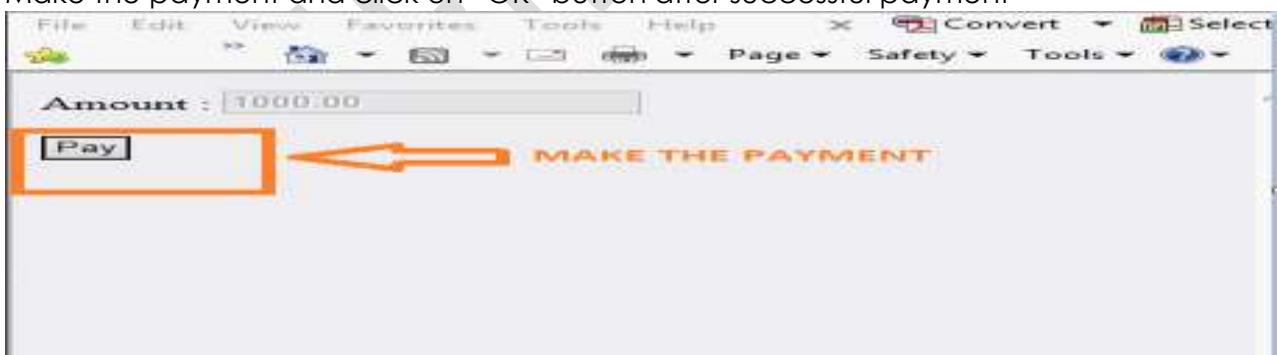
Display Bidder : 4000000002  
Edit Close GO TO EDIT  
Business Partner Type: Bidder Document Date: 03.10.2016 Business Partner Number: 4000000002 Name of Business Partner:   
Company Data Bidder Data 

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



Third Financial Year: 0.00  
Goto Payment Gateway FINALLY Click on GO TO 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 x Convert Select  
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