

Vendor Registration Form – Full Functional + RAG Specification

0. Document Purpose

This document defines the **Vendor Registration** flow exposed at <https://connecwrk.com/vendor-registration/>. It is written for: - Product / QA (what the page does, required states, validation rules) - Engineering (API contracts, submission logic, verification flows) - Compliance / Legal (what consents we capture and why) - RAG ingestion (how to chunk and retrieve this knowledge in support/chatbots/sales-assist)

This page is **public / pre-login**. It is a dedicated onboarding channel for vendors (suppliers / service providers) who want to be discoverable and contacted by MSMEs, clients, event planners, corporate teams, etc. via ConnecWrk.

1. Page Identity / Routing / Access Layer

- **Surface URL (public, unauthenticated):**
<https://connecwrk.com/vendor-registration/>
- **Top nav (pre-login theme):** MSMEs | Freelancers | Talent | Articles | VRF Form | Login | Sign Up
- **Primary CTA:** A long form titled "**Vendor Registration**".
- **Authentication requirement:** None to *view* or *fill*; but final submission implies business intent and legal consent.
- **Intended audience:**
 - Printing, merchandise, production, staffing, logistics, fabrication, AV, decor, gifting, corporate services, etc.
 - Anyone supplying goods/services to MSMEs, events, marketing teams, or corporate buyers.

Business positioning:

"Tell us who you are, prove you're a real business (GSTIN / Udyam), describe what you do, share your logo, and explicitly allow us to send you enquiries."

This is *not* the same as creating a public MSME Page inside MSME Connect. This is more of a vendor intake / sourcing pipeline. The data can later feed MSME Connect, Talent Connect event planning workflows, procurement/vendor lists, etc.

2. User Journey (High Level)

1. Vendor lands on vendor-registration page.
2. Vendor fills:
3. Contact person details
4. Official business details
5. Industry, category, descriptions

6. Physical address
7. Verification proof (GSTIN / Udyam)
8. Logo
9. Consent checkboxes
10. Vendor submits.
11. System:
12. Validates required fields + verification tokens
13. Stores submission
14. (If new) may generate a temporary password / account bootstrap
15. Redirects to a thank-you page with query params that include `type=vendor`, `email=...`, and optional `hasTemp=1` if a temporary password was created.

Future downstream usage: - Sales / Partnerships team can onboard this vendor into curated vendor pools. - Platform can surface them as "trusted / verified vendor" when a buyer posts an Assignment, an MSME needs procurement, someone builds an event, etc.

3. Form Layout / UX Anatomy

The form is rendered in two columns (left/right) inside a single bordered card. All fields are required.

3.1 Contact + Identity Block

Field label	Required	Type	Notes
Contact Person's Name *	YES	text	Human point-of-contact for this vendor
Email *	YES	email	Business email; used by ConnecWrk + buyers
Phone Number *	YES	phone text	Primary mobile / business phone
Validate your business using *	YES	dropdown	"GSTIN" or "Udyam" (Udyam Aadhaar MSME reg). This choice drives verification path.
Designation *	YES	text	Role of contact (Founder / Sales Head / Procurement Lead etc.)

3.2 Company Core Info

Field label	Required	Type	Notes
Company/Business/Trade Name (as per GSTIN) *	YES	text	Legal/registered trade name. May be autofilled after GSTIN / Udyam verification.
Industry Category *	YES	dropdown	Industry vertical selector (fetched via offline category list API).
Short Description (max 150 characters) *	YES	textarea	Elevator pitch: "Trusted gift manufacturing partner delivering quality..."

Field label	Required	Type	Notes
Detailed Description (maximum 500 words) *	YES	textarea	Long-form capability statement: services, differentiators, cities served, SLAs, etc.

UX detail: - Short Description enforces hard character limit (~150 chars). Live counter visible to user. - Detailed Description enforces word limit (~500 words). Live counter is shown in UI. - The short description is meant for card/teaser placement. The long description is for internal vendor profile and lead routing.

3.3 Location / Address Block

Field label	Required	Type	Notes
Office Address *	YES	textarea	Street / office address line
Country *	YES	dropdown	Populated from <code>GET /api/msme/countrystatelistoffline</code> (public/offline list)
State *	YES	dropdown	Populated <i>after Country select</i> via <code>GET /api/msme/statelistoffline?countryId=...</code>
City *	YES	text	City name / locality
Postal Code *	YES	text/ number	PIN / ZIP / postal code

UX detail: - Country selection triggers state list fetch. - The UI expects India-like addressing (State + City + Postal Code). But the Country dropdown supports non-India options as well.

3.4 Branding / Proof

Field label	Required	Type	Notes
Company/Brand Logo (100x100px, max 2MB) *	YES	file upload	Business logo or brand mark. Max size ~2MB. Client enforces file size + accepts common image types

UX detail: - The label explicitly says `100x100px, max 2MB` to nudge toward square logos and keep assets lightweight. - The logo becomes the visual anchor if this vendor is showcased later.

3.5 Compliance / Consent (Checkboxes)

There are 2 legal/consent checkboxes at the bottom of the form, both effectively mandatory:

1. `I accept ConnecWrk's Terms & Conditions and Privacy Policy.`
2. Links directly to Terms and Privacy Policy pages.
3. Legal acceptance checkpoint.
4. `I am authorised to fill this form and agree to receive business enquiries from members and non members of ConnecWrk *`

5. This is CRITICAL. It authorizes outreach.
6. It also grants permission for ConnecWrk to route inbound leads to this contact.
7. This line makes it clear that even non-members of ConnecWrk (external buyers) can be forwarded to this vendor.

3.6 Submit Control

- Primary action button: **Submit**
- Final step: form POST → success toast → redirect to Thank You page with query params.

4. Business Verification Logic

The form includes a section labeled roughly: `Validate your business using` with a dropdown. Options are: - GSTIN (India Goods and Services Tax Identification Number, 15-char alphanumeric) - Udyam (Udyam Aadhaar / MSME Registration Number, India MSME registration)

4.1 GSTIN Flow

1. User selects `GSTIN`.
2. User enters GSTIN.
3. Frontend calls the GSTIN verification API:
4. `GET /api/auth/gstinVerificationOffline?gstinNumber={GSTIN}`
5. Header: `x-api-key: <public api key>`
6. Response: validation status, and (if valid) the official registered legal entity name.
7. If valid:
8. Auto-populate `Company/Business/Trade Name` with legal name from GSTIN DB.
9. Mark verification as `Verified` in UI (green check / success state).
10. If invalid:
11. Show error next to field (e.g. "GSTIN could not be verified").
12. Block submission until corrected.

4.2 Udyam Flow

Some vendors (especially MSMEs) rely on Udyam / Udyam Aadhaar instead of GSTIN.

The Udyam flow is typically 2-step: 1. Submit Udyam number via: - `GET /api/auth/udyamaadhaaroffline?udyamAadhaarNumber={UDYAM}` (initial request) 2. Poll / confirm via: - `GET /api/auth/udyamaadhaarVerifyOffline?udyamAadhaarNumber={UDYAM}` (verification check)

Returned data includes: - Business / enterprise name - Registration validity indicators

If successful → same behavior: - Auto-fill legal entity name - Mark "Verified" in UI

Goal of verification: - ConnecWrk only wants *real* vendors. - Verified name becomes canonical label on the platform. - Trust layer for MSMEs and event planners who will source this vendor.

5. APIs / Data Contracts

NOTE: these are the logical endpoints and data flows implied by the current implementation and copy.

5.1 Country List (for Country dropdown)

Endpoint: GET /api/msme/countrystoffline - Auth: Public (x-api-key header style: - x-api-key: connecwrk-7g3k9x-2025 or equivalent offline key) - Response (shape):

```
{
  "success": true,
  "result": [
    { "countryId": 1, "country_name": "India" },
    { "countryId": 2, "country_name": "United States" }
  ]
}
```

- Usage: Populate <select name="country">.

5.2 State List (for State dropdown after Country)

Endpoint: GET /api/msme/statelystoffline?countryId={countryId} - Auth: Same offline/public key pattern. - Response (shape):

```
{
  "success": true,
  "result": [
    { "stateId": 1, "name": "Maharashtra" },
    { "stateId": 2, "name": "Delhi" }
  ]
}
```

- Usage: Populate <select name="state"> after Country is chosen.

5.3 Industry Category List

Endpoint: GET /api/msme/industrycategoryoffline - Public (x-api-key header) - Returns the list of industry verticals for Industry Category dropdown (e.g. Gifting, Event Production, Logistics, Digital Marketing, Printing, etc.).

5.4 GSTIN Verification

Endpoint: GET /api/auth/gstinVerificationOffline?gstInNumber={GSTIN} - Auth: Public offline key. - Purpose: Validate GSTIN and fetch legal entity name. - Success result typical shape:

```
{
  "success": true,
  "data": {
    "gstIn": "22AAAAA0000A1Z5",
    "legalName": "ABC Promotional Solutions Pvt Ltd",
    "status": "ACTIVE"
  }
}
```

- UI outcome: - Autofill legalName → Company Name field - Mark vendor as Verified

5.5 Udyam Verification

Endpoints: 1. `GET /api/auth/udyamaadhaaroffline?udyamAadhaarNumber={UDYAM}` (start verification) 2. `GET /api/auth/udyamaadhaarVerifyOffline?udyamAadhaarNumber={UDYAM}` (check status) - Same offline key style. - Returns Udyam registration details including enterprise name.

5.6 Final Vendor Submission

Endpoint: `POST /api/msme/createVendor` - Auth: Public (no bearer token), BUT uses x-api-key and full payload. - Content-Type: `multipart/form-data` - Reason: includes logo upload.

Payload fields (expected):

```
{
  "contactPersonName": "Jane Kapoor",
  "email": "jane@brandstudio.in",
  "phone": "+91-9876543210",
  "designation": "Founder & CEO",
  "verificationType": "GSTIN" || "UDYAM",
  "verificationNumber": "22AAAAA0000A1Z5",

  "companyName": "Brand Studio Pvt Ltd",
  "industryCategoryId": 14,
  "shortDescription": "Premium corporate gifting & on-site event merch.",
  "detailedDescription": "We provide end-to-end gifting, merch design, and event collateral... (<=500 words)",

  "officeAddress": "A-12 Okhla Industrial Area Phase II",
  "countryId": 1,
  "stateId": 2,
  "city": "New Delhi",
  "postalCode": "110020",

  "logoFile": "(binary file <2MB, ~100x100px)",

  "acceptTermsAndPrivacy": true,
  "consentToReceiveEnquiries": true,
}
```

```
"authorizedSubmitter": true
}
```

Response (representative):

```
{
  "success": true,
  "message": "Vendor registration received",
  "email": "jane@brandstudio.in",
  "hasTempPassword": true
}
```

The frontend then: - Shows a success toast. - Redirects to a Thank You / confirmation page with query params: `?type=vendor&email=jane@brandstudio.in&hasTemp=1`.

If `hasTempPassword` is true: - We assume the backend provisioned a preliminary platform identity for the vendor contact (e.g. created a user record and attached a temp password). - The Thank You page uses `hasTemp` to display "We've created an account for you. Check your email for login details," etc.

6. Validation Rules & Error Handling

6.1 Client-Side Validation

- All ☐ required.
- Email must be valid format.
- Phone cannot be blank; may enforce numeric length.
- Postal Code required (PIN/ZIP format, but UX may not strictly country-validate yet).
- Short Description: max ~150 chars. Live char counter, cannot exceed.
- Detailed Description: max ~500 words (not just chars). The UI displays running word count.
- Logo: must be provided, <=2MB, image-ish MIME types.
- Verification Number (GSTIN/Udyam) must pass the remote verification step (cannot stay in an "unverified / error" state).
- Both consent checkboxes must be ☐.

6.2 Server-Side / API Error Cases

- **400 Bad Request:** missing mandatory field(s); malformed postal code; invalid email.
- **422 Unprocessable Entity:** GSTIN/Udyam mismatch, unverifiable registration ID, or word/char limits exceeded.
- **500 Internal Server Error:** backend failure, file upload problem, etc.

6.3 UI Error Responses

- Inline error messaging next to the problematic field.
- Red border / highlight for the invalid field row.
- For verification failures: status text like "Verification failed. Please recheck your GSTIN / Udyam number."

- For upload >2MB: immediate client-side rejection.

6.4 Network / Timeout Handling

- During GSTIN/Udyam verification, show loading state.
- If polling Udyam verification times out, user can retry.
- If final submission fails due to network, show toast + do *not* clear form data (the user shouldn't lose their inputs).

7. Compliance / Legal Capture

These are explicit in the UI right above the Submit button and MUST be stored.

1. Terms & Privacy Acceptance

2. Text: I accept ConnecWrk's Terms & Conditions and Privacy Policy.

3. Links: Terms and Conditions page, Privacy Policy page.

4. Purpose:

- Satisfies legal requirement that vendor acknowledges platform policies at onboarding.
- Enables later use of their profile data in search, discovery, marketing showcases.

5. Authority + Inquiry Consent

6. Text: I am authorised to fill this form and agree to receive business enquiries from members and non members of ConnecWrk *

7. Purpose:

- Confirms submitter is actually allowed to represent the company.
- Grants ConnecWrk the right to route inbound leads ("members and non members of ConnecWrk").
- Covers prospect outreach, RFQs, lead emails, etc.

For RAG / policy enforcement: - If a user later asks support "Why am I getting enquiries from non-members?" we answer by retrieving this consent statement. - This consent is a legal foothold for ConnecWrk to act as a B2B lead router / marketplace even for people who haven't signed up yet.

8. Post-Submission Flow / Thank You Page

On successful submission: 1. Show success toast. 2. Redirect to a Thank You / confirmation page. The URL includes query params: - `type=vendor` (identifies this thank-you as vendor intake) - `email=<submitted_email>` (used for confirmation messaging) - `hasTemp=<0|1>` (1 if backend provisioned a temp password / starter account)

UX expectations on the thank-you screen: - If `hasTemp=1`: message should say something like "We've created an account for you. Check <email> for your login credentials / next steps." - If `hasTemp=0`: message should say something like "Thanks. Our team will review your submission and reach out."

Downstream / Ops: - Internal ops team can now vet the vendor, enrich data, and convert them into: - a Business Page in MSME Connect, - a preferred event supplier for Talent Connect (e.g. stage design, AV, merch for corporate events), - or a recommended service provider surfaced to Assignments / Freelancer clients.

9. Security & Privacy Notes

- All data is user-supplied, but ConnecWrk attempts to anchor legality (GSTIN / Udyam) to avoid spam / fake suppliers.
 - File upload restrictions (<=2MB, image-only) reduce attack surface.
 - The form explicitly prohibits submission without agreeing to Terms/Privacy.
 - Consent language pre-authorizes lead routing → means platform is allowed to email / call / share vendor details with *both* members and prospects.
 - Contact email + phone are considered reachable business endpoints; vendor is acknowledging outreach.
-

10. RAG Ingestion Guidance (Critical)

We want ConnecWrk assistants, sales bots, onboarding bots, and support bots to answer questions about vendor onboarding *without* leaking internal API keys but *WITH* correct business logic. To make that work:

10.1 Namespace / Collection Strategy

Create a top-level RAG namespace: - namespace: vendor_onboarding - doc_id: vendor_registration_form - source_url: https://connecwrk.com/vendor-registration/public_prelogin - visibility:

10.2 Chunking Strategy (suggested chunks)

Chunk 1: **Purpose + Who should use this form**

- What the Vendor Registration page is for, and how it's different from MSME Pages.
- That vendors can be contacted by MSMEs / event planners / corporates.

Chunk 2: **Fields & Requirements**

- All required fields with .
- Short vs Detailed Description.
- Logo requirements (100x100px, <=2MB).
- Address block (Country/State/City/Postal Code).
- Designation / Contact Person.

Chunk 3: **Business Verification (GSTIN / Udyam)**

- Why we verify.
- How GSTIN auto-fills company name.
- That Udyam is allowed if GSTIN not available.
- That submission may be blocked if unverifiable.

Chunk 4: **Consent / Legal Agreements**

- Terms & Privacy acceptance requirement.
- "I am authorised... and agree to receive business enquiries from members and non members of ConnecWrk."
- Why ConnecWrk can route leads to them after submission.

Chunk 5: **After I click Submit**

- Redirect to thank you page, `type=vendor`, `email=...`, `hasTemp=1|0` logic.
- Possible creation of a temp account.
- Expectation that ConnecWrk may reach out with leads.

Chunk 6: **API / Integration (internal tech)**

- Country list, state list, industry list (offline endpoints).
- GSTIN/Udyam verification.
- Final `POST /api/msme/createVendor` shape.
- Required headers/content-type (multipart/form-data, x-api-key).
- Validation rules (char/word limits, logo <=2MB).

WHY CHUNK LIKE THIS: - FAQ bots / onboarding bots mostly need chunks 1-5 (user-facing). - Internal ops / engineering assistants need chunk 6. - Least privilege: we can choose to exclude chunk 6 from customer-facing assistants.

10.3 Retrieval Tags / Metadata

Every chunk stored in RAG for this page should include metadata keys: - `page_type: "public_prelogin_form"` - `feature: "vendor_registration"` - `audience: "vendors, suppliers, service providers"` - `requires_verification: true` - `legal_consent_required: true` - `creates_contact_channel: true` (means ConnecWrk can send them enquiries after submission) - `outputs_thankyou_redirect: true` - `namespace: "vendor_onboarding"`

Why: these metadata tags let downstream QA/assistant logic filter relevant content when the user asks things like: - "How do I get listed as a vendor on ConnecWrk?" - "Why am I getting enquiries from ConnecWrk leads?" - "Do I need GSTIN to sign up my company?"

10.4 Retrieval Guidance / Safety Notes for Assistants

Assistant behavior guidelines that SHOULD sit alongside the chunks in memory: - Do NOT reveal internal API keys (x-api-key) or raw endpoint names to public users. Instead, explain the process in plain language: "We'll verify your GSTIN / Udyam during submission." - It's okay to tell vendors: - They *must* accept Terms & Privacy.

- They *must* confirm they're authorized to receive enquiries.
- They *will* be reachable by ConnecWrk members AND interested buyers outside the platform. - It's okay to explain: - They'll be redirected to a thank-you page.
- They might get a temp login to manage their vendor presence. - It's okay to clarify logo requirements, description limits, required fields. - It's okay to clarify that GSTIN or Udyam is used to prove legitimacy and autofill official company name. - If user asks "Can I register without GSTIN or Udyam?" assistant should respond using Chunk 3 logic: - Primary path is GSTIN or Udyam.
- The page expects one of those for verification.
- Without either, the form flow is not designed to complete.

11. Key FAQs (for downstream chatbot answers)

Q: Who should fill this Vendor Registration form?

A: Businesses that supply products or services (e.g. merchandising, gifting, AV setups, logistics, staffing, fabrication, corporate services, printing, training support) and want to be contacted by MSMEs, companies, event planners, and freelancers on ConnecWrk.

Q: Do I need to log in first?

A: No. The form is public. You submit your company info, verify your GSTIN or Udyam, and agree to receive enquiries.

Q: Why do you ask for GSTIN / Udyam?

A: To verify the business is real. We auto-fetch your registered business name and mark you as verified. Verified vendors are more trusted by buyers.

Q: Will ConnecWrk start sending me leads?

A: Yes, if you consent. You explicitly agree that ConnecWrk can route enquiries from members AND non-members to your provided email/phone.

Q: Do I have to upload my logo?

A: Yes. Max ~2MB, ideally 100x100px. Your logo is used to present you professionally to potential buyers.

Q: What happens after I submit?

A: You're redirected to a Thank You page. In some cases, ConnecWrk may generate a temporary login for you and email onboarding steps.

12. TL;DR Snapshot / Cheat Sheet

- Page URL: `/vendor-registration/` (public)
- Core goal: Intake & verify vendors who want business from ConnecWrk ecosystem
- Mandatory fields: Contact Person, Email, Phone, Designation, Company Name, Industry Category, Short Desc (≤ 150 chars), Detailed Desc (≤ 500 words), Full Address (Country/State/City/Postal Code), Logo (≤ 2 MB), Consent checkboxes
- Mandatory verification: GSTIN OR Udyam (auto-validates business identity and autofills legal name)
- Legal hooks:
 - Must accept Terms & Privacy
 - Must confirm authorization + agree to receive enquiries from anyone ConnecWrk routes to them
- After submit \rightarrow success toast \rightarrow redirect to Thank You page with `type=vendor`, `email=...`, `hasTemp=0|1`
- RAG namespace: `vendor_onboarding`
- Critical retrieval tags: `requires_verification=true`, `legal_consent_required=true`, `creates_contact_channel=true`

This is the canonical reference for Vendor Registration. All downstream assistants, docs, onboarding bots, sales enablement tools, and compliance FAQs should pull from this spec and these RAG chunks for consistent behavior.