



Vendor Engagement Portal

Vendor Management – User Manual

iVen Team

15th April 2024

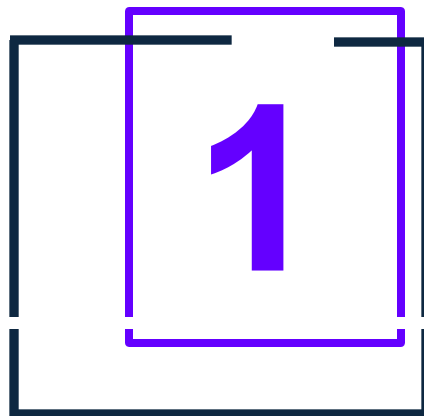
SYSTEM WALKTHROUGH



INDEX

In this training, you will learn about the following processes:

1. [Credential Process](#)
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6. [Submit Registration Form - Reject](#)
7. [Submit Registration Form - Update](#)



CREDENTIAL PROCESS

Credential Creation Process - Existing Vendor

CREDENTIAL CREATION PROCESS

Credential Activation Notification

1. This is the starting for existing vendors to start the update process with
2. The vendor will receive in email with credential activation link.
3. Click on the *Click here to activate your account* button
4. On click of button a page opens up in the browser for credentials reset.

Dear **TEST VENDOR AMIT TEST VENDOR AMIT**,

An account has been created for you. To activate your account for [User Profile](#), click the link below. You will be taken to a page where you will also set a password for your account.

[Click here to activate your account](#)

3

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

[https://aufchzz24.accounts.ondemand.com/ids/activation?
token=12414141444F59634A6D683253587746766E7159306D7A34575032777746F6648364D53536455647A333938763962794E64524C447846683751574E6A7376](https://aufchzz24.accounts.ondemand.com/ids/activation?token=12414141444F59634A6D683253587746766E7159306D7A34575032777746F6648364D53536455647A333938763962794E64524C447846683751574E6A7376)

Best regards,
Your Identity Authentication Service Team

This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

CREDENTIAL CREATION PROCESS

Credential Setup

5. The credentials reset consists of fields like First Name, Last Name and set password fields.

6. Vendor can change First Name & Last name.

7. Vendor can create a password for the credentials provided

Note: The vendor email id will be the same as used as registration email id for request creation & registration form login.

Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

Tell Us About Yourself

6

First Name	<input type="text" value="Supplier"/>
Last Name *	<input type="text"/>
E-Mail *	<input type="text" value="darsh2269@gmail.com"/>

Set Password

7

Password *	<input type="password"/>
Re-Enter Password *	<input type="password"/>

8

Credential Reset Process

CREDENTIAL RESET PROCESS

Credential Reset

1. Using the portal link, open the login screen
2. Click on *Forgot Password*



Log On

E-Mail

trainingvendor@gmail.com

Password

.....



☐ Remember me

Log On

[Forgot password?](#)

CREDENTIAL RESET PROCESS

Credential Reset

3. Enter your registered email id
4. Click on Send

How to reset your password

Dear **TEST VENDOR AMIT TEST VENDOR AMIT,**

Someone requested to reset your Identity Authentication service password. If it was not you, ignore this e-mail. To reset your password, click on the link below.



Click here to reset your password

3

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://authz2i.accounts.ordermand.com/identity/resetpassword?token=5241515141445555C525321737A336A61730508625855555A6154758664C7838746B4B774F5371382665755A4879384879324472465478777858626861253242773658318658777854474C8C75364F794572784C6C773531637934754C366F2533>

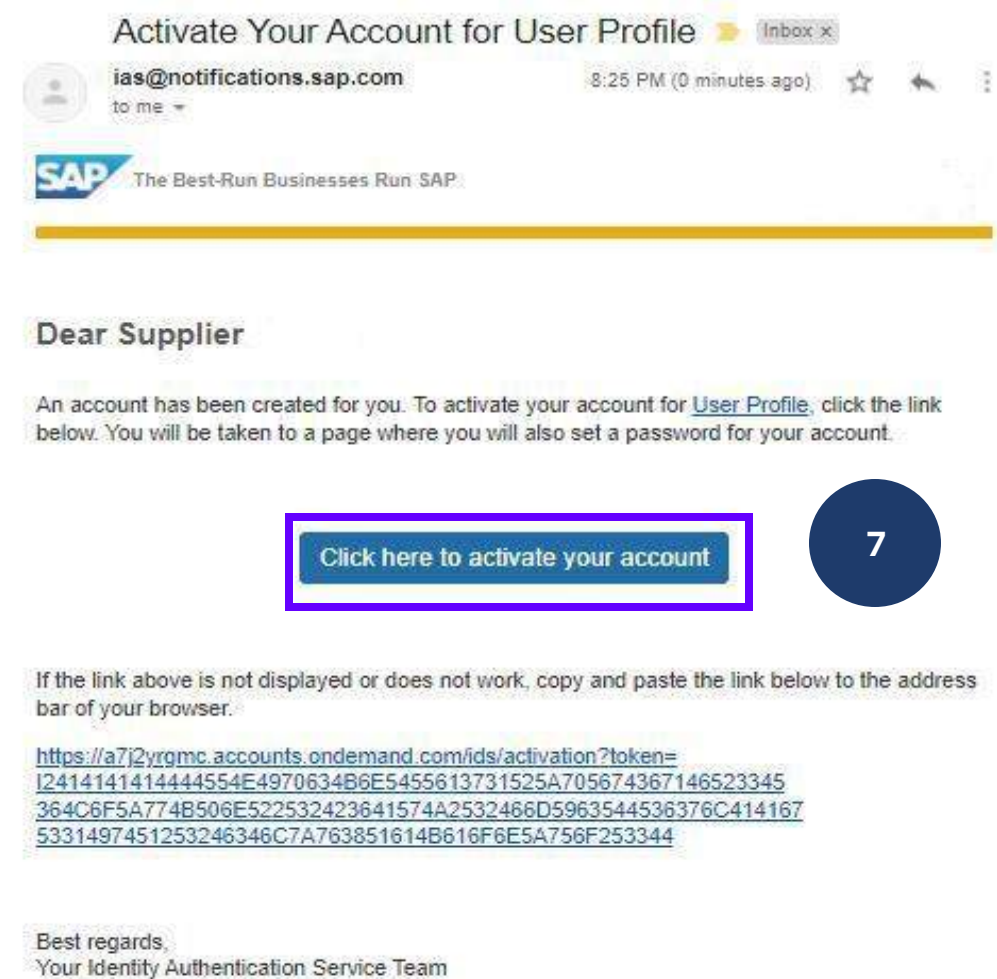
Best regards,
Your Identity Authentication Service Team

CREDENTIAL RESET PROCESS

Credential Reset

6. You will receive an email to reset password

7. Click on *Click here to reset your password*



CREDENTIAL RESET PROCESS

Credential Reset

8. Reset your password screen is displayed. Enter your new password here.

9. Click on Save.

Reset Your Password

Reset the password for your account trainingsupplier2@gmail.com

New Password *

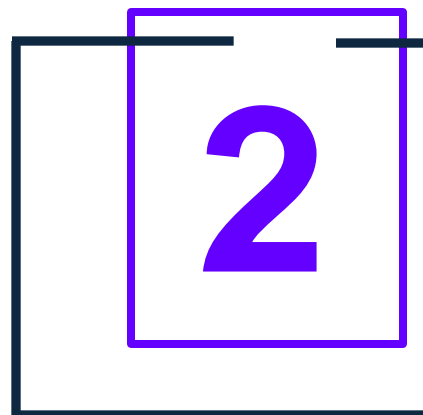
Re-enter New Password *

*Required

Save

8

9



**SUBMIT REGISTRATION FORM
- CREATE**

REGISTRATION FORM - NEW VENDOR

Registration process starts with the new vendor receiving an invite email from iVen (Below Screenshot). Existing vendors do not have to go through the registration process and for them the process start with registration form update.

Dear Vendor,

We kindly invite your company TEST VENDOR 945, to register as a vendor with ABC Company Limited.

To engage in any business activities with ABC Company Limited, it is mandatory for you to complete the registration form provided in [the link](#)

Once you submit your registration, our dedicated teams will thoroughly review and approve your request. Additional information may be requested during this process.

Upon successful approval, you may receive future invitations to participate in procurement processes conducted by ABC Company Limited.

Please note that your approved registration does not guarantee automatic invitation to all procurement processes. ABC Company Limited retains the right to select participants at its own discretion.

If you have any inquiries, please feel free to contact us via email at support.scp@intellectbizware.com

Best Regards,
Vendor Management Team

Please note that this email has been generated automatically.

VENDOR REGISTRATION FORM

Once the request is approved, Vendor will receive an Invitation to get registered on iVen Portal.

Using the guest link which is provided in the email, Vendor should log in and fill up the Vendor Registration form.

Following are the steps for filling up the up Vendor Registration Form

1. Open Email Inbox and Click on *Registration Form link (the Link)*
2. Enter *Register Email Id*
3. Click on *Generate Security PIN*
4. Enter PIN received in *Email Inbox*
5. Click on *Login*

Dear Supplier,

We kindly invite your company TEST VENDOR 1486, to register as a supplier with TII.

To engage in any business activities with TII, it is mandatory for you to complete the registration form provided [in the link](#).

Once you submit your registration, our dedicated teams will thoroughly review and approve your request. Additional information may be requested during this process.

Upon successful approval, you may receive future invitations to participate in procurement processes conducted by TII.

Please note that your approved registration does not guarantee automatic invitation to all procurement processes. TII retains the right to select participants at its own discretion.

If you have any inquiries, please feel free to contact us via email at suppliers@tii.ae

Best Regards,
Supplier Management Team

Please note that this email has been generated automatically.

Registered Email: *

testvendor945@gmail.com

Security PIN: *

[Generate Security PIN](#)

880971

Login

1

2

3

4

5

VENDOR REGISTRATION FORM

6. Once you login, the Instruction and information page gets displayed with all the details. Click on Next.

Instructions and Information

1.Any potential vendor interested in providing services or goods (the "Potential Vendor") to Intellect Bizware Service Pvt Ltd - IBSP (the "Company") must go through a registration, qualification, and approval process.

2.The Registration and Prequalification Application Form (this "Form") facilitates the registration and prequalification of the Company's potential vendors to ensure that only potential vendors that meet the Company's requirements (including but not limited to appropriate experience, a proven track record, and necessary annual turnover) will be invited for bidding. This Form is a part of Prequalification Document and the Potential Vendor is expected to carefully examine all instructions, templates and terms and conditions, and to provide the Company with all information or documentation required for the purpose of registration and prequalification, so that the Company can properly assess the Potential Vendor's application in light of the Company's requirements. Please note that the Potential Vendor will not receive any confirmation or will not be contacted, immediately after it has submitted its registration application.

3.No purchase order will be issued to, or no contract will be entered into with, a potential vendor that is not pre-registered with the Company. The successful registration of a potential vendor does not guarantee that the Company will do business with that potential vendor. Any successful registration will be subject to the successful completion of the qualification and approval process.

4.In any case, the registration process initiated by the Potential Vendor, the successful completion of the Potential Vendor's registration or the pre-qualification of the Potential Vendor does not intend to create, and does not create any binding obligations on the Company or any of its affiliates for the benefit the Potential Vendor or the benefit of any third party, and shall not be construed as a guarantee or assurance that the Company will do business with the Potential Vendor.

5.By initiating the registration process with the Company, the Potential Vendor represents and warrants that:

(a).it (including any of its affiliates) conducts its businesses in compliance with all applicable all laws, regulations and policies it is subject to, including but not limited to any applicable export and import control laws, anti-corruption laws, employment laws, regulations, and standards in relation to labor practices and human rights, health and safety laws, environmental laws and anti-money laundering laws, and has instituted and maintained policies and procedures designed to promote and achieve compliance with such laws;

(b).no litigation, arbitration or administrative proceedings or investigations of, or before, any court, arbitral body or agency which, if adversely determined, are reasonably likely to have a material adverse effect have (to the best of its knowledge and belief (having made due and careful enquiry)) been started or threatened against it or any of its affiliates; and

(c).it (including any of its affiliates) is not subject to, and (to the best of its knowledge and belief (having made due and careful enquiry)) there are no circumstances have occurred which could lead to, any corporate action, legal proceedings or other procedure or step seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditors' rights.

6.This Form must be completely filled in or approved by the authorized representative of the Potential Vendor.

>> Next

VENDOR REGISTRATION FORM

7. Registration form gets displayed which is divided into 3 sections. The first section is General Information which consists of all fields related to Vendors general information like Name, Website Address etc. Every section has multiple sub-sections. Fill up all mandatory fields marked as red asterisk. Non-asterisk fields are

optional.

Note:

1. Some sub-sections might not be visible depending on the type of Vendor like Normal or Exceptional

2. Registration form screenshots consist of dummy data for representation

The screenshot displays the Vendor Registration Form with a progress bar at the top indicating six steps: 1. General Information (active), 2. Financial Information, 3. Operational Information, 4. Disclosures, 5. Attachments, and 6. Submission Page. The main content area is titled '1. General Information' and contains a sub-section 'Vendor Information'. This section includes three input fields: 'Vendor Name (English): *' with the value 'TEST VENDOR 945', 'Vendor Name (Hindi):' with the placeholder 'Enter Vendor Name (Hindi)', and 'Website:' with the placeholder 'Enter Website'. Below these fields, the 'Registered Email ID' is displayed as 'testvendor945@gmail.com'.

1. General Information	
Vendor Information	
Vendor Name (English): *	TEST VENDOR 945
Vendor Name (Hindi):	Enter Vendor Name (Hindi)
Website:	Enter Website
Registered Email ID:	testvendor945@gmail.com

VENDOR REGISTRATION FORM

8. Vendor needs to provide address details in this sub-section. Office address is divided into Vendor address (first sub section) and Other Office address (second sub section in tabular form). You can add multiple addresses using the Add Office Address button on the top right corner above the address table

Vendor Address

Street No.: *

M21

Street 1: *

Enter Street 1

Street 2:

Enter Street 2

Street 3:

Enter Street 3

Street 4:

Enter Street 4

Country: *

India

Region: *

Maharashtra

City: *

Pune

Postal code / PO Box No.: *

502111

Email: *

test01@gmail.com

Contact Number: *

91

9032332222

Other Office Address

+ Add Office Address

Street No. *	Street 1 *	Street 2	Street 3	Street 4	Email *	Country *	Region *
No data							

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VENDOR REGISTRATION FORM

9. Vendors need to provide contact details in this sub-section. Contacts are divided into Primary Contact (first sub section) and Other Contacts (second sub section in tabular form). You can add multiple contacts using the Add Contacts button on the top right corner above the contact table.

Note : Contact persons with Duplicate Combination of first name, last name & Email's are not allowed

Primary Contact

First Name: *

Ashish

Country: *

India

Last Name: *

Sharma

Region: *

Maharashtra

Designation:

CEO

City: *

Mumbai

Postal code / PO Box No.: *

400211

Contact Number:

91

Enter Contact Num...

Email Address: *

ashishsharma@gmail.com

Mobile Number: *

91

9021222233

Other Contacts

+ Add Contact

First Name *	Last Name *	Designation	Email Address *	Country *	Region *	City *
No data						

VENDOR REGISTRATION FORM

General Information Section : Business Information

10. In this sub-section the vendor needs to provide business information like no. of employees, no. of engineers etc. Numerical values are expected in the respective input boxes.

Business Information

Category	Number Of Employees
No. of Employees*	<input type="text" value="500"/>
No. of Employees in Engineering	<input type="text" value="100"/>
No. of Employees in Quality	<input type="text" value="100"/>
No. of Employees in Production	<input type="text" value="100"/>
No. of Employees in Administration	<input type="text" value="100"/>

VENDOR REGISTRATION FORM

General Information Section : Vendor Details

11. In this sub-section the vendor needs to provide other important details like Trade License No, Legal Structure, Establishment Date, Vendor Category (Multiple selection allowed) and Type of Business.

For local vendor Trade License No and Trade License Expiry Date would be mandatory as shown in Image1 or else Certificate of Incorporation No will be mandatory as shown in Image2.

Note: For Exceptional Request type this section would not be visible

Vendor Details

Trade License Number: * AE876545678987

Trade License Number Expiry Date: 31.05.2024

Establishment Year: 2020

Vendor Category: * RM-Steel x AFAC x

Business Type: * ☒ Trade ☐ Manufacturer ☐ Service Provider ☐ Contractor ☐ Sole Agent ☐ Other

Image1: Fields for local vendor

Vendor Details

Certificate of Incorporation: * IN876545678987

Certificate of Incorporation Expiry Date: * Select Expiry Date

Establishment Year: Select Establishment Year

Vendor Category: * Select Vendor Category

Business Type: * ☐ Trade ☐ Manufacturer ☐ Service Provider ☐ Contractor ☐ Sole Agent ☐ Other

Image2: Fields for overseas vendor


VENDOR REGISTRATION FORM


12. Click on Next button to move to the next section. The section is saved as draft automatically.


13. Click on Save Draft button to save the information as draft manually at any point while filling up the form.

Vendor Details


Certificate of Incorporation: * IN876545678987


Certificate of Incorporation Expiry Date: * 

Establishment Year: 

Vendor Category: * 

Business Type: * ☐ Trade ☐ Manufacturer ☐ Service Provider ☐ Contractor ☐ Sole Agent ☐ Other

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Messenger  13

VENDOR REGISTRATION FORM



Following are the steps for filling up the Vendor Registration Form

Financial Information

14. This section includes all the financial information related to the vendors. It starts with the main bank sub section. Select the Bank Country first & then Swift code. This will auto populate fields like Bank Name & Branch Name if exists in the database. Fill up all mandatory fields marked as red asterisk.

2. Financial Information

Primary Bank Details

Bank Country: *	<input type="text" value="Utd.Arab Emir."/> 	Beneficiary Name: *	<input type="text" value="Enter Beneficiary Name"/>	Other Code Name: *	<input type="text" value="Enter Other Code Name"/>
Swift Code: *	<input type="text" value="ADCB AEAA"/> 	Account Number: *	<input type="text" value="4031005632476001"/>	Other Code Value: *	<input type="text" value="Enter Other Code Value"/>
Bank Name: *	<input type="text" value="Abu Dhabi Commercial Bank PJSC"/>	IBAN Number: *	<input type="text" value="AE840354031005632476001"/>	Bank Currency: *	<input type="text" value="United Arab Emirates Dirham"/>
Branch Name: *	<input type="text" value="Abu Dhabi"/>	Routing code: *	<input type="text" value="Enter Routing code"/>		

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Financial Information Section : Other Bank Details

15. Vendors can provide multiple bank details in this sub-section. Other bank details can be added using

the Add Bank Info button on the top right corner above the other bank details table.

Note:

1. Duplicate Bank Details are not allowed (Account Number and IBAN Number)

Other Bank Details

i Other bank details are optional. If you wish to add, please make sure to fill up all the mandatory fields

+ Add Bank Info

Bank Country*	Swift Code*	Bank Name*	Branch Name*	Beneficiary Name*	Account Number*	IBAN Number
India	FIRNINBB	FIRSTRAND BANK LTD	MUMBAI	Akash Mehta	987654567898765434...	

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Financial Information Section : TAX/VAT/GSTN

16. This sub-section includes TAX/VAT/GSTN related field like TAX/VAT/GSTN Registration No & TAX/VAT/GSTN Registration Expiry date. These fields can be optional If No is selected in the Radio Button.

TAX/VAT/GSTN Details

TAX/VAT/GSTN Registration Details are available?:

☒ YES ☐ NO

TAX/VAT/GSTN Registration
Number: *

U72200MH2009PLC123456

TAX/VAT/GSTN Registration Date: *

02.04.2024



VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : Company Profile.

17. In this sub-section vendor needs to provide attachments related to Company Profile. Vendor can add multiple records using the “+” icon on the top right corner above the table. Vendor can add details in description for each attachment.

Company Profile +

Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : Vendor Documents.

18. In this sub-section vendor needs to provide attachment specific to UAE Company (local - Trade License) or Non-UAE Company (overseas - Certificate of Incorporation). Vendor can add details in description for each attachment.

Vendor Documents

Attachment Type	Date of Expiry	Description	Upload	File Name	Download	Action
Certificate of Incorporation / Company Registration*	<div>e.g. 31.12.2024</div>	<div>Enter Description</div>	<div>Choose File</div>		<div></div>	<div></div>

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : Bank Account letter issued by the Bank.

19. In this sub-section vendor needs to provide attachments related to Bank Account letter issued by the Bank. Vendor can add multiple records using the “+” icon on the top right corner above the table. Vendor can add details in description for each attachment.

Bank Account letter issued by the Bank*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : ISO Certificate.

20. In this sub-section vendor needs to provide attachments related to ISO Certificate. Vendor can add multiple records using the “+” icon on the top right corner above the table. Vendor can add details in description for each attachment.

ISO Certificate +

Certificate Name	Date of Expiry	Description	Upload	File Name	Download	Action
<input type="text" value="ISO Certificate"/>	<input type="text" value="e.g. 31.12.2024"/> 	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : Other Quality Certificates.

21. In this sub-section vendor needs to provide attachments related to Other Quality Certificates. Vendor can add multiple records using the “+” icon on the top right corner above the table. Vendor can add details in description for each attachment.

Other Quality certificates +

Certificate Name	Date of Expiry	Description	Upload	File Name	Download	Action
<input type="text" value="Other Certificate"/>	<div>e.g. 31.12.2024 </div>	<input type="text" value="Enter Description"/>	<div><div></div><div>Choose File</div></div>			

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

Attachments Section : Other Attachments.

22. In this sub-section vendor needs to provide attachments related to Other Attachments. Vendor can add multiple records using the “+” icon on the top right corner above the table. Vendor can add details in description for each attachment.

Other Attachments

+

Attachment Names	Date of Expiry	Description	Upload	File Name	Download	Action
<div>Other Attachments</div>	<div>e.g. 31.12.2024</div> <div></div>	<div>Enter Description</div>	<div>Choose File</div>		<div></div>	<div></div>

VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

23. Click on the **submit** button to proceed with submission of the form.

The screenshot displays the 'Other Attachments' section of a vendor registration form. It features a table with columns for Attachment Names, Date of Expiry, Description, Upload, File Name, Download, and Action. Below the table is a progress bar indicating 68% completion. At the bottom right, there are three buttons: 'Messenger', 'Save Draft', and 'Submit'. The 'Submit' button is highlighted with a red box, and a red circle with the number '25' is positioned below it.

Attachment Names	Date of Expiry	Description	Upload	File Name	Download	Action
Other Attachments	e.g. 31.12.2024	Enter Description	Choose File			

68%

Messenger Save Draft **Submit**

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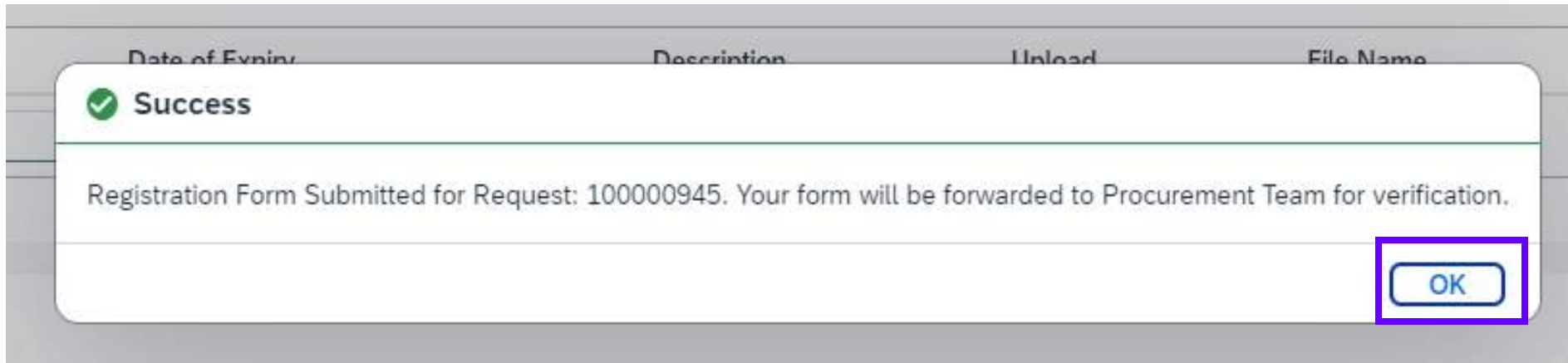
VENDOR REGISTRATION FORM

Following are the steps for filling up the Vendor Registration Form

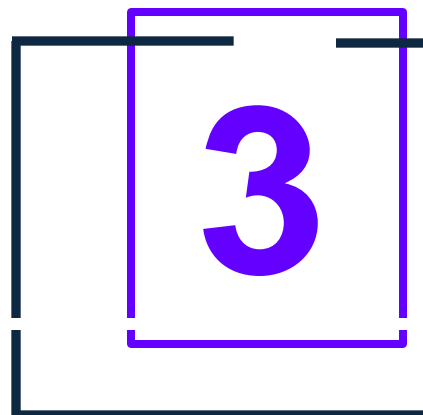
Success message.

24. Upon submission of Registration form, a success message is displayed to the vendor.

25. Click on OK. The form navigates back to login page.



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ADDITIONAL FEATURES

VENDOR REGISTRATION FORM

Details Display Page : Non editable

26. After submission of form if the vendor tries to login back to the registration form, while the request is in process of approval, the vendor gets to see non editable display page with all the details filled up previously.

Request No. : 100000945

Status: **In Approval - PM** **Messenger** <

Request Type : Create - Normal

Entity: 1000 - ABC Company LimitedCreated By: siddhesh.d@intellectbizware.comCreated On: 15.04.2024Type: Normal Registration

General Information | Financial Information | Operational Information | Disclosures | Attachments | Submission

Vendor Information

Vendor Name (English): * TEST VENDOR 945
Vendor Name (Hindi): NA
Website: NA
Registered Email ID: testvendor945@gmail.com

Vendor Address

Street No.: * M21
Street 3: NA
Country: * India
Contact Number: * +91 9032332222

First Name: * Mg Road
Street 4: NA
Region: * Maharashtra
Postal code / PO Box No.: * 503211

Street 2: NA
Email: * test01@gmail.com
City: * Mumbai

VENDOR REGISTRATION FORM

27. Vendor can login to the form to check the status of submitted registration form in non editable display page.

28. Vendor has been provided with the messenger option. Using which vendor can communicate with Approver.

Request No. : 100000945 Status: **In Approval - PM** **Messenger** <

Request Type : Create - Normal

Entity: 1000 - ABC Company Limited Created By: siddhesh.d@intellectbizware.com Created On: 15.04.2024 Type: Normal Registration

[General Information](#) | [Financial Information](#) | [Operational Information](#) | [Disclosures](#) | [Attachments](#) | [Submission](#)

Vendor Information

Vendor Name (English): * TEST VENDOR 945
Vendor Name (Hindi): NA
Website: NA
Registered Email ID: testvendor945@gmail.com

Vendor Address

Street No.: * M21 First Name: * Mg Road Street 2: NA
Street 3: NA Street 4: NA Email: * test01@gmail.com
Country: * India Region: * Maharashtra City: * Mumbai
Contact Number: * +91 9032332222 Postal code / PO Box No.: * 503211

VENDOR REGISTRATION FORM

Additional Features : Messenger in Non Editable Registration Form

29. When the vendor clicks on messenger button a side panel open up with chat box and previous messages are displayed below.

30. Vendor can type the message in the chat box and click on **send icon**.

The screenshot displays the Vendor Registration Form for Request No. 100000945, which is in 'In Approval - PM' status. The form is divided into sections: General Information, Financial Information, Operational Information, and Disclosures. The Vendor Information section includes fields for Vendor Name (English and Hindi), Website, and Registered Email ID. The Vendor Address section includes fields for Street No., Street 3, Country, Contact Number, First Name, Street 4, Region, Postal code / PO, Box No., Street 2, Email, and City. A blue 'Messenger' button is highlighted with a purple box and a blue circle labeled '31'. To the right, a side panel titled 'Events' is open, showing a chat box with the text 'Hello PM' and a 'Close' button. The chat box is highlighted with a purple box and a blue circle labeled '32'. Below the chat box, it states 'No Ticket Events are currently available'.

Request No. : 100000945
Status: **In Approval - PM** **Messenger**

Request Type : Create - Normal

General Information | **Financial Information** | **Operational Information** | **Disclosures**

Vendor Information

Vendor Name (English): * TEST VENDOR 945
Vendor Name (Hindi): NA
Website: NA
Registered Email ID: testvendor945@gmail.com

Vendor Address

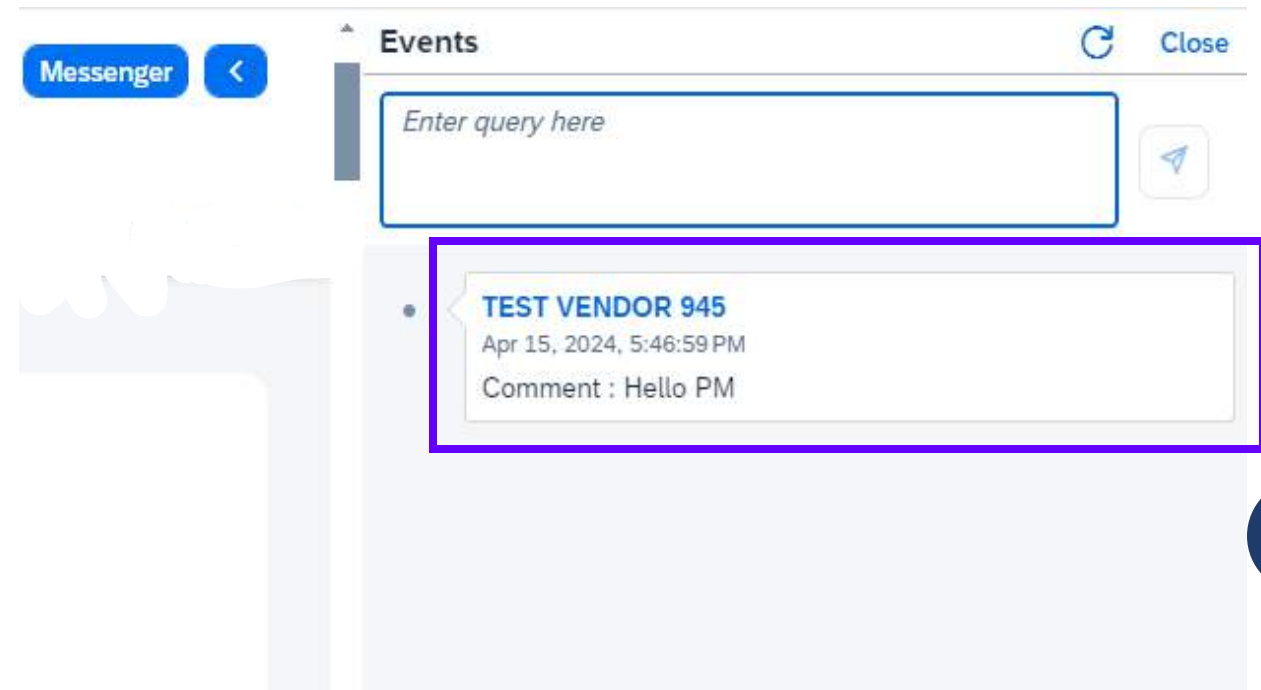
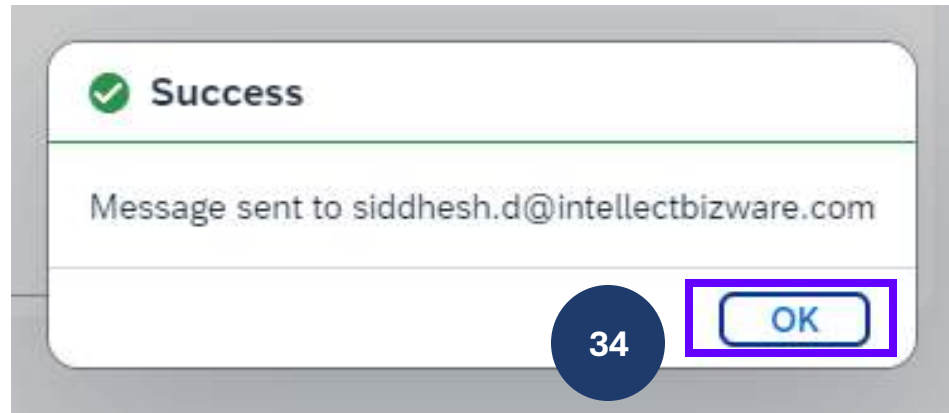
Street No.: * M21
Street 3: NA
Country: * India
Contact Number: * +91 9032332222
First Name: * Mg Road
Street 4: NA
Region: * Maharashtra
Postal code / PO: 503211
Box No.: *
Street 2: NA
Email: * test01@gmail.com
City: * Mumbai

Events
Hello PM
No Ticket Events are currently available

VENDOR REGISTRATION FORM

Additional Features : Messenger in Non Editable Registration Form

- 31. The message is sent to the Approver in the form of email notification.
- 32. Clicking on **OK**, the messenger is refreshed and the latest messages are displayed.
- 33. Once the messages are refreshed in chat box it gets displayed in timeline format.



VENDOR REGISTRATION FORM

Additional Features : Messenger in editable Registration Form

34. Vendor can also send messages to Approver in the editable Registration form, by using the Messenger button on the footer.

1 General Information — 2 **Financial Information** — 3 Operational Information — 4 Disclosures — 5 Attachments — 6 Submission Page

Other Bank Details

Other bank details are optional. If you wish to add, please make sure to fill up all the mandatory fields

[+ Add Bank Info](#)

Bank Country*	Swift Code*	Bank Name*	Branch Name*	Beneficiary Name*	Account Number*	IBAN Number
India	FIRNINBB	FIRSTRAND BANK LTD	MUMBAI	Akash Mehta	987654567898765434...	

TAX/VAT/GSTN Details

TAX/VAT/GSTN Registration Details are available?: ☒ YES ☐ NO

TAX/VAT/GSTN Registration Number: U72200MH2009PLC123456

TAX/VAT/GSTN Registration Date: 02.04.2024

[» Next](#)

100%

36

[Messenger](#) [Save Draft](#)

VENDOR REGISTRATION FORM

Additional Features : Messenger in editable Registration Form

35. When the vendor clicks on messenger button a side panel open up with chat box and previous messages are displayed below.

36. Vendor can type the message in the chat box and click on **send icon**.

The screenshot displays the 'Vendor Registration Form' with the 'Financial Information' tab selected. The form includes fields for 'Primary Bank Details' (Bank Country, Swift Code, Bank Name, Branch Name) and 'Beneficiary' (Beneficiary Name, Account Number, IBAN Number, Routing code). A side messenger panel is open on the right, showing a chat box with a message input field and a 'send icon' (a blue paper plane). The chat history shows a message from 'TEST VENDOR 945' with the text 'Hello PM'. The messenger panel has a 'Close' button at the top right and a 'Messenger' button at the bottom left. A green progress bar at the bottom indicates 100% completion.

1 General Information — 2 Financial Information — 3 Operational Information — 4 Disclosures — 5

Business Type: * ☒ Trade ☐ Manufacturer ☐ Service Provider ☐ Contractor ☐ Sole Agent ☐ Other

2. Financial Information

Primary Bank Details

Bank Country: * UAE

Swift Code: * ADCBAEAA

Bank Name: * Abu Dhabi Commercial Bank PJSC

Branch Name: * Abu Dhabi

Beneficiary Name: * Rahim Shaikh

Account Number: * 4031005632476001

IBAN Number: * AE840354031005632476001

Routing code: Enter Routing code

Other Code Name: UAEND

Other Code Value: 78765456

Bank Currency: * United Arab Emirates Dirham

100%

Messenger Save Draft

37

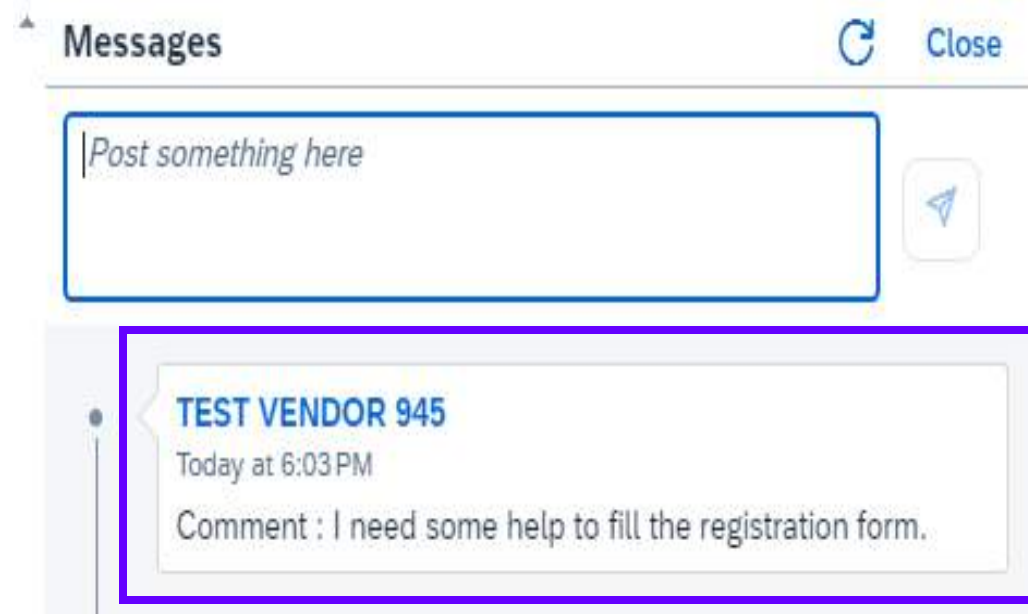
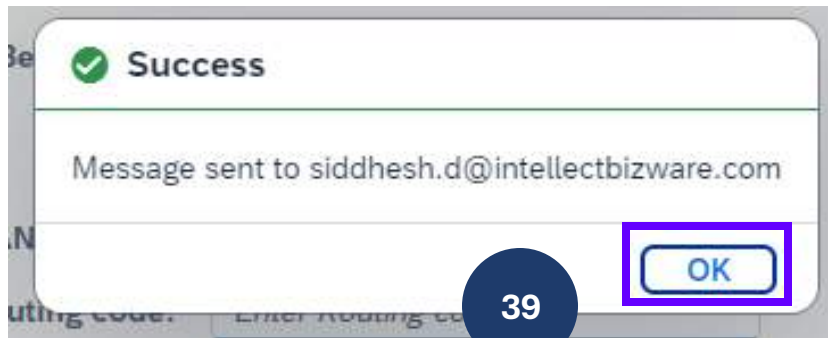
38

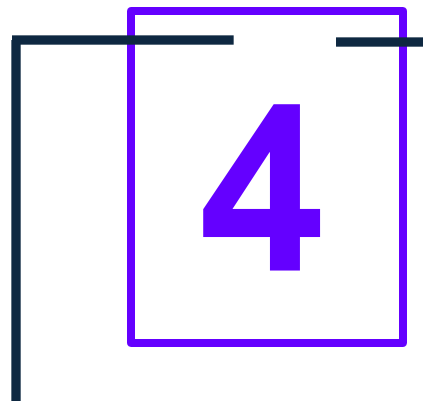
VENDOR REGISTRATION FORM

Additional Features : Messenger in editable Registration Form

37. The message is sent to respective recipient in the form of email notification (In this case its is approver, as status is in approval) .

38. On click on OK the messenger is refreshed and the latest messages are displayed.





REGISTRATION FORM - FINAL APPROVAL

FINAL APPROVAL EMAIL NOTIFICATION

Final Approval Acknowledgement Notification

1. This email is received by the vendor as acknowledgement when the approval process is completed and vendor is added to the iVen Vendor Master.

Dear User,

Your Request No. 100000945 for registration form Vendor Registration of TEST VENDOR 945 has been approved by siddhesh.d@intellectbizware.com.

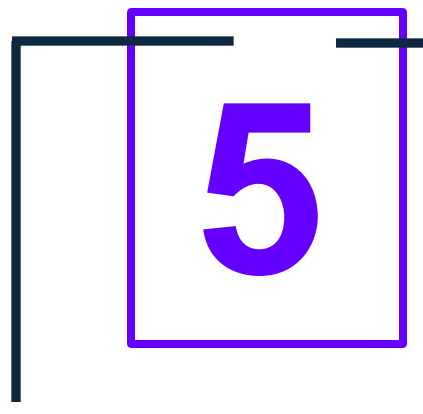
You can check the details for the request on the IB SPL portal using this [link](#)

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,
Vendor Management Team

Please note that this email has been generated automatically.

Note: After the above email (which acknowledge's completion of vendor registration), another email is sent to vendor with it's registered set of credential to access iVen Portal



REGISTRATION FORM - REQUEST SENDBACK

EMAIL NOTIFICATION - FORM SENDBACK

1. Sendback is usually a request for further/missing information. This email is received by the vendor when Approver sends back the Vendor Registration form. The email consists the Reason for sendback.

Dear Vendor,

Request No: 100000945 for Vendor Registration as TEST VENDOR 945 has been sent back.

Reason:
sendback

You can check the details for the request on the IB SPL portal using this [link](#)

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,
Vendor Management Team

Please note that this email has been generated automatically.

EMAIL NOTIFICATION - FORM SENDBACK

2. The vendor clicks on the link in the email (link) and open up the portal launchpad.
3. On the menu click on Vendor Registration Form, the registration login page is displayed.
4. Enter the registered email id & login to the form.

Dear Vendor,

Request No: 100000945 for Vendor Registration as TEST VENDOR 945 has been sent back.

Reason:
sendback

You can check the details for the request on the IBSPL portal using this [link](#)

2

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,
Vendor Management Team

Please note that this email has been generated automatically.

EMAIL NOTIFICATION - FORM SENDBACK

5. Once the registration form is displayed, the reason for send back is displayed to vendor in a message strip on top of the form.

1 General Information
2 Financial Information
3 Operational Information
4 Disclosures
5 Attachments
6 Submission Page

1. General Information

Reason for sendback: please fill the Website field in general section

Vendor Information

Vendor Name (English): *TEST VENDOR 945

Vendor Name (Hindi): Enter Vendor Name (Hindi)

Website: Enter Website

Registered Email ID: testvendor945@gmail.com

Vendor Address

Street No.: *M21

Street 1: *Mg Road

Street 2: Enter Street 2

Street 3: Enter Street 3

Street 4: Enter Street 4

Country: *India

Region: *Maharashtra

City: *Mumbai

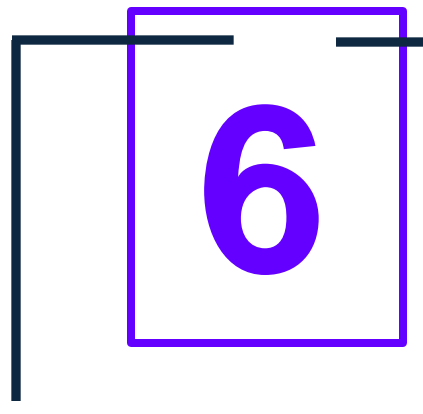
Postal code / PO Box No.: *503211

Email: *test01@gmail.com

Contact Number: *91 9032332222

100%

Messenger
Save Draft



**REGISTRATION FORM
- REQUEST REJECTED**

EMAIL NOTIFICATION - FORM REJECTED

Email Notification

1. This email is received by the vendor when Approver rejects the request. The email consists of the Reason for rejection.
2. Vendor cannot login to registration form after rejection. Buyer needs to create a fresh request.

Dear Vendor,

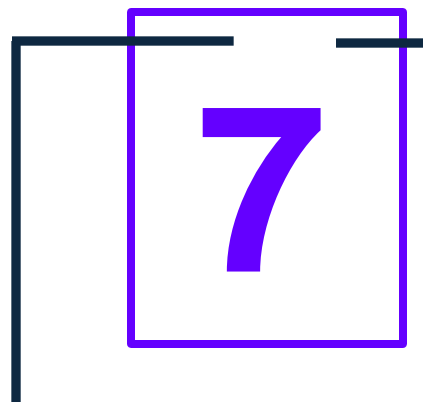
Request No. 100000788 for Vendor Registration as TEST VENDOR 1013 has been rejected.

Reason for rejection:
incomplete data

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,
Vendor Management Team

Please note that this email has been generated automatically.



REGISTRATION FORM - REQUEST UPDATE

VENDOR UPDATE REGISTRATION EMAIL



1. This email is received by the vendor when an Update Request is Approved, Vendor will receive an Invitation to Update Vendor details on iVen Portal.

Dear Vendor,

Your company, TEST VENDOR 287 is invited to update registration with ABC Company Limited as a vendor.

In order to perform any business with us, you need to complete this registration in full using the link [here](#)

Upon submission, your registration request will be reviewed by the relevant teams. We may seek additional information as part of this process.

Once approved, you may be invited to future procurement processes by ABC Company Limited. Your approved registration does not entitle you to be invited to any/all procurement processes. ABC Company Limited reserve the right to select the participants based on their discretion.

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,

Vendor Management Team

VENDOR REGISTRATION PROCESS - UPDATE

Once the request is approved, Vendor will receive an Invitation to Update his/her Registration form details.

Using the iVen Portal link, which is provided in the email, Vendor should log in and fill up the Vendor Registration form.

Following are the steps for filling Vendor Registration Form Update process.

1. Open Email in Inbox and Click on Registration Form link (here)

Dear Vendor,

Your company, TEST VENDOR 287 is invited to update registration with ABC Company Limited as a vendor.

In order to perform any business with us, you need to complete this registration in full using the [link here](#)

Upon submission, your registration request will be reviewed by the relevant teams. We may seek additional information as part of this process.

Once approved, you may be invited to future procurement processes by ABC Company Limited. Your approved registration does not entitle you to be invited to any/all procurement processes. ABC Company Limited reserve the right to select the participants based on their discretion.

Should you have any questions, please do not hesitate to reach out to us via email at support.scp@intellectbizware.com

Regards,

Vendor Management Team

1

E - VENDOR LOGIN PAGE

2. Enter your credentials and generate otp on login page

Registered Email: *

testvendor935@gmail.com

Security PIN: *

[Generate Security PIN](#)

Enter Security PIN

Login

VENDOR REGISTRATION PROCESS - UPDATE

Instruction and Information Page

3. Once you click on *Vendor Registration Form*, the Instruction and information page gets displayed with all the details. Click on *Next*.

Instructions and Information

1.Any potential vendor interested in providing services or goods (the "Potential Vendor") to Intellect Bizware Service Pvt Ltd - IBSP (the "Company") must go through a registration, qualification, and approval process.

2.The Registration and Prequalification Application Form (this "Form") facilitates the registration and prequalification of the Company's potential vendors to ensure that only potential vendors that meet the Company's requirements (including but not limited to appropriate experience, a proven track record, and necessary annual turnover) will be invited for bidding. This Form is a part of Prequalification Document and the Potential Vendor is expected to carefully examine all instructions, templates and terms and conditions, and to provide the Company with all information or documentation required for the purpose of registration and prequalification, so that the Company can properly assess the Potential Vendor's application in light of the Company's requirements. Please note that the Potential Vendor will not receive any confirmation or will not be contacted, immediately after it has submitted its registration application.

3.No purchase order will be issued to, or no contract will be entered into with, a potential vendor that is not pre-registered with the Company. The successful registration of a potential vendor does not guarantee that the Company will do business with that potential vendor. Any successful registration will be subject to the successful completion of the qualification and approval process.

4.In any case, the registration process initiated by the Potential Vendor, the successful completion of the Potential Vendor's registration or the pre-qualification of the Potential Vendor does not intend to create, and does not create any binding obligations on the Company or any of its affiliates for the benefit the Potential Vendor or the benefit of any third party, and shall not be construed as a guarantee or assurance that the Company will do business with the Potential Vendor.

5.By initiating the registration process with the Company, the Potential Vendor represents and warrants that:

(a).it (including any of its affiliates) conducts its businesses in compliance with all applicable all laws, regulations and policies it is subject to, including but not limited to any applicable export and import control laws, anti-corruption laws, employment laws, regulations, and standards in relation to labor practices and human rights, health and safety laws, environmental laws and anti-money laundering laws, and has instituted and maintained policies and procedures designed to promote and achieve compliance with such laws;

(b).no litigation, arbitration or administrative proceedings or investigations of, or before, any court, arbitral body or agency which, if adversely determined, are reasonably likely to have a material adverse effect have (to the best of its knowledge and belief (having made due and careful enquiry)) been started or threatened against it or any of its affiliates; and

(c).it (including any of its affiliates) is not subject to, and (to the best of its knowledge and belief (having made due and careful enquiry)) there are no circumstances have occurred which could lead to, any corporate action, legal proceedings or other procedure or step seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditors' rights.

6.This Form must be completely filled in or approved by the authorized representative of the Potential Vendor.

[Next](#)

VENDOR REGISTRATION PROCESS - UPDATE

All Pre-filled Sections displayed in editable form

4. Registration form gets displayed all section with pre-filled data as per the data filled new during registration process. Vendor can update any field in any section. Detailed explanation of sub-section can be found in vendor creation process.

Vendor Address

Street No.: *

M21

Street 1: *

Enter Street 1

Street 2:

Enter Street 2

Street 3:

Enter Street 3

Street 4:

Enter Street 4

Country: *

India

Region: *

Maharashtra

City: *

Pune

Postal code / PO Box No.: *

502111

Email: *

test01@gmail.com

Contact Number: *

91

9032332222

Other Office Address

+ Add Office Address

Street No. *	Street 1 *	Street 2	Street 3	Street 4	Email *	Country *	Region *
No data							

VENDOR REGISTRATION PROCESS - UPDATE

5. Click on the submit button to proceed with submission of the form.

Other Attachments

Attachment Names

Date of Expiry

Description

Upload

File Name

Download

Action

Other Attachments

e.g. 31.12.2024

Enter Description

Choose File

68%

Messenger

Save Draft

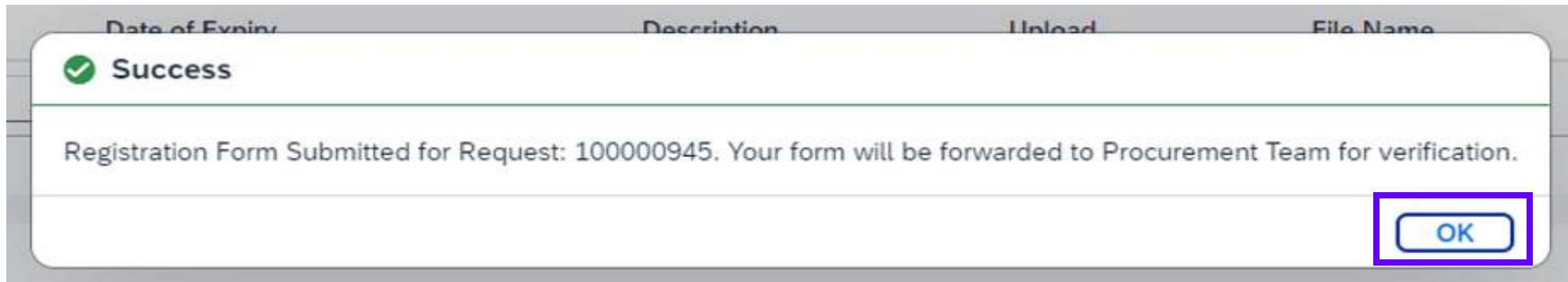
Submit

6

VENDOR REGISTRATION PROCESS - UPDATE

Success message.

6. Upon submission of registration form, a success message is displayed to vendor.
7. Click on *OK*. The form navigates to login page.
8. The form internally goes for approval process on iVen system. The approver can approve, send back or reject the form, similar to Registration form explained for vendor creation process in the previous slides.



THANK YOU