

## Step 1

Country & Type

## Step 2

Personal details

## Step 3

Compliance &  
finance

# Vendor Registration

1

2

3

4

Select country

Choose from drop down

Select vendor type

Choose from drop down - IT hardware, Travel service, Utility service, sensor manufacturer, Property management company, general order supplier, ISP & Telcom service, food & catering service, others

Full name of the company

Choose type

Registered office

City

State

Pin

Tel 1

Tel 2

Company URL

Name of the contact person

Designation

Mob

Communication email

PAN

GST

Choose bank

Branch name

Account number

IFSC code

Account type

Step 4  
Uploads






Vendor Registration

1

2

3

4

Upload 1		Current Trade license
Upload 2		Certificate of incorporation
Upload 3		PAN
Upload 4		GST
Upload 5		Cancelled Cheque

I / we hereby confirm that the above mentioned particulars are correct and I/we have uploaded them with full authority for my /our vendor registration purpose. Company reserves the right to check all above with appropriate authority.

Reject

Confirm

# Vendor Dashboard

Vendor ID






Welcome .... (name, surname)

Service contact:  
Email  
Phone

## Invoice status

Invoice no	Status	Reason	Payment due on
Invoice no	Status	Reason	Payment due on

- New Invoice upload
- New quotation upload
- Business summary
- Service delay reporting

Upload 1		Add
Upload 1		Add
Upload 1		Add
Upload 1		Add
Upload 1		Add

Confirm

# Vendor Dashboard

Vendor ID

Welcome .... (name, surname)

Service contact:  
Email  
Phone

## Invoice status

Invoice no	Status	Reason	Payment due on
Invoice no	Status	Reason	Payment due on


New Invoice upload

New Quotation upload

Business summary


Service delay reporting

Upload 1



Add

Upload 1



Add

Confirm

# Vendor Dashboard

Vendor ID

Welcome .... (name, surname)

Service contact:  
Email  
Phone

## Invoice status

Invoice no	Status	Reason	Payment due on
Invoice no	Status	Reason	Payment due on

New Invoice upload

New Quotation upload

Business summary

Service delay reporting

- Total approved quote
- Rejected quote
- Pending approval
- Total approved invoice
- Total payment (chart view)

# Vendor Dashboard

Vendor ID

Welcome .... (name, surname)

Service contact:  
Email  
Phone

## Invoice status

Invoice no	Status	Reason	Payment due on
Invoice no	Status	Reason	Payment due on

New Invoice upload

New Quotation upload

Business summary

Service delay reporting

Choose quote no.

Expected delay date

Reason (50 word max)

upload