Registration Flow for Existing Users

Supplier Login

Pop -up (Click here for Vendor Form)

Click the Vendor Form Link

Enter Regulatory Form details.

Proceed

Back

Enter Bank Details

Proceed

Back

Vendor Form 'PREVIEW'

'Agree' with the Terms and Condition

Submit Vendor Form

Download PDF

Go to Dashboard

Auto-mail to supplier

Message pop-up to supplier.

Action by 'Admin' Team

Admin Login

Go to 'Approvals'.

Click Supplier Code to open details.

Form Rejected

Forward to Accounts Team

Action by 'Accounts' Team

Accounts Login

Go to 'Approvals'.

Click Supplier Code to open details.

Form Rejected

Approved

Auto-mail to supplier

Edit Vendor Form Details

Supplier Login

Go to 'Vendor Form Details' in the User Profile section.

Vendor form details

Edit Regulatory details.