

User Guide-Paytm Procure

Vendor Training Manual



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Objective

Purpose of vendor training manual is to help the vendors to navigate on Paytm Procure tool and guide the steps to be performed in different scenarios

Vendor Login

WELCOME E-MAIL TO VENDOR



Dear Sir/Madam,

Please use the following user id to login

USERID TempVen1154

User ID
for Login

Click once to
generate the
password

upload your documents for registration:

To Login to Procure portal - [Click Here](#)

* Please do not click twice on blue link.

To View User Manual [Click Here](#)

Click to
View User
Manual

Thank You!

Procure Support Helpdesk

Account Login

Click [Here](#) to login

Helpdesk

Write us at procuresupport@paytm.com

MAIL NOTIFICATION FOR TERMS AND CONDITIONS

Message  Vendor Creation Request_180_print179_2973712.pdf (9 KB)

Vendor will receive this email with attached Terms and conditions copy along with the formats, which needs to be attached while getting registered in Procure



Click here to view
attached Terms
and Conditions
Copy

Dear Sir/Madam,

Please find attached Terms and Conditions for registering yourself with "One97 Communications Ltd". You are requested to go through the document in detail and upload the document as acceptance.

Further attached herewith are the formats required for registration. Request you to fill the relevant forms and upload the same as applicable.

Thank You!

Procure Support Helpdesk
One97 Communications Ltd

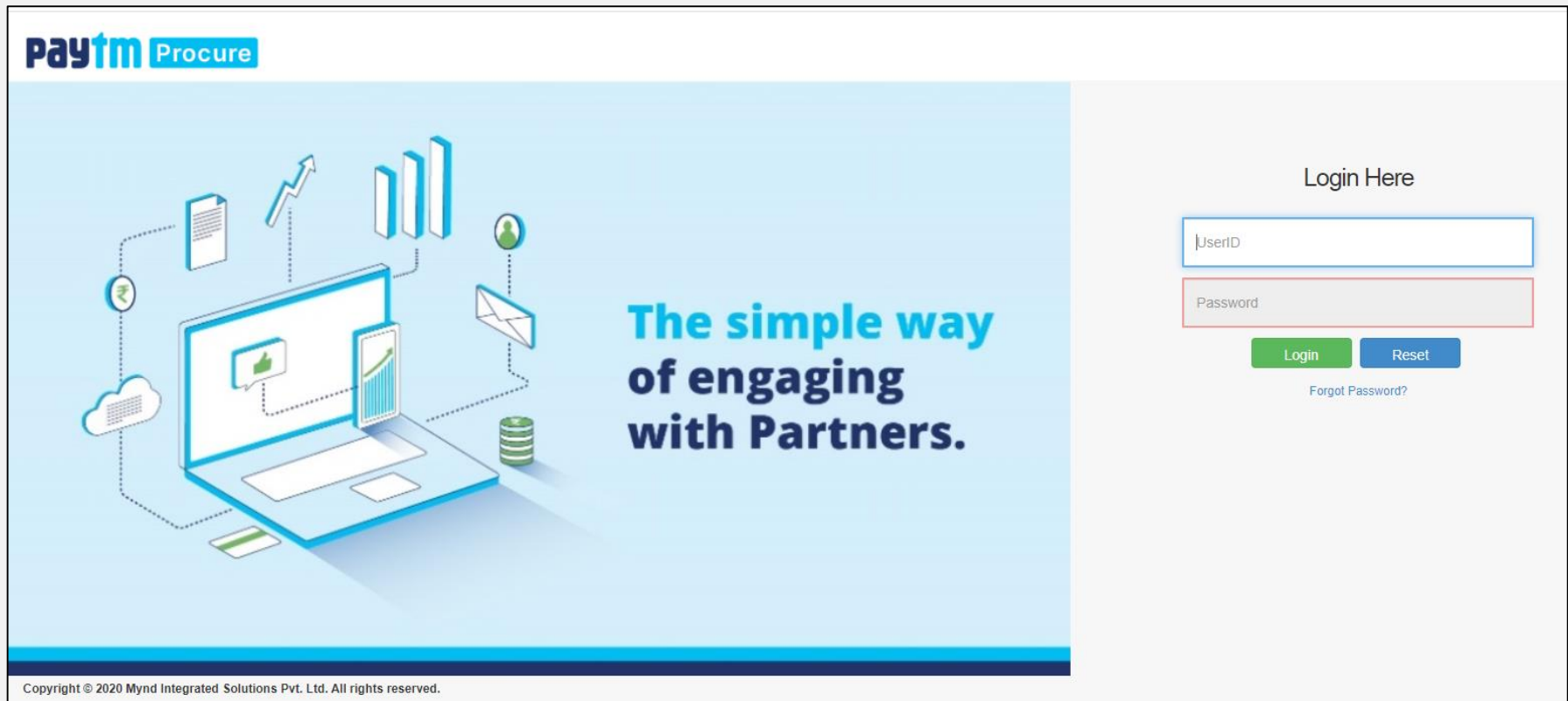
Account Login
Click [Here](#) to login

Helpdesk
Write us at procuresupport@paytm.com

Procure Login Screen

PROCURE LOGIN SCREEN

- Enter URL <https://paytm.myndsas.com> and login with temporary **User ID** & **Password**



The screenshot shows the Paytm Procure login interface. On the left, there is a large blue banner with the Paytm Procure logo at the top left. The banner features an illustration of a laptop with various business icons (bar charts, line graphs, a person, a cloud, a database) connected to it by dotted lines. To the right of the laptop, the text "The simple way of engaging with Partners." is displayed in a large, bold, blue font. At the bottom of the banner, there is a small copyright notice: "Copyright © 2020 Mynd Integrated Solutions Pvt. Ltd. All rights reserved."

On the right side of the login screen, there is a "Login Here" section. It contains two input fields: a white field for "UserID" and a light gray field for "Password". Below these fields are two buttons: a green "Login" button and a blue "Reset" button. Below the buttons is a link that says "Forgot Password?".

Vendor Registration Steps

VENDOR HOME PAGE

paytm Procure

Welcome , Sharma & sons cloth store Your Role TEMP VENDOF

HOME VENDOR REGISTRATION TOOLS

Document Type : Vendor Registration

Need To Act (1) My Request (1) History

Click here to change Document Type

Action	Request ID	Vendor Name	Vendor Email	Pending Days	Status	
View Details	TempVen1116	Paytm e Commerce Pvt. Ltd	Sharma & sons cloth store	arpit.sharma@myndsol.com	0	UPLOADED

Export to Excel

- **Document Type** – Select the document to view the transactions like Vendor Registration (if reconsidered), Purchase Order and Vendor Invoice (if reconsidered)

- **Need to Act**–Shows transaction on which user has to take action like acceptance of Purchase Order and resubmission of vendor registration or vendor invoice

- **My Request**–Shows status of transactions created by Vendor/Requester

- **History**–Shows action taken by Vendor/Requester on all the transactions (*Need to act and My request combined*)

- **Draft**–Shows transactions saved in draft stage before finally submitting for approval

paytm Procure

HOME VENDOR REGISTRATION TOOLS

Document Type : Vendor Registration

Need To Act (1) My Request (1) History (1) Draft (0)

Click here to change the Tabs to view documents in respective tab

Action	Request ID	Vendor Name
View Details	TempVen1116	Paytm e Commerce Pvt. Ltd
		Sharma & sons cloth store

REGISTRATION FORM

paytm Procure Welcome , Sharma & sons cloth store

HOME VENDOR REGISTRATION TOOLS

Document Type: Vendor Registration

Need To Act (1) My Request (1) History (1) Export

Action	Request ID	Vendor Email	Pending Days	Status
View Details	TempVen1116	Paytm e Commerce Pvt. Ltd	Sharma & sons cloth store	arpit.sharma@myndsol.com
			2	UPLOADED

Click here to open Registration form

paytm Procure Welcome , Mynd Integrated Solutions Pvt Ltd Your Role VENDOR

HOME REPORTS DOCUMENT TOOLS

Vendor Registration

Request ID*	Select	Company Code*	Select	Vendor Type*	
Request Type*		Vendor Name		Street1*	
Street2		Street3		PIN*	
City*		Country*	Select	State*	Select
Region Code		Telephone		Mobile*	*****
Email*		Type of Service*	Select	Bank Account No*	*****
Currency*	Select	Bank Key (IFSC Code)*	*****	PAN	*****
Account Holder Name*	*****	Cancel Cheque Copy*	Choose File No f...osen	GST No	
PAN Copy	Choose File No f...osen	GST Status*	Select	Organization Type*	Select
GST Declaration	Choose File No f...osen	GST Certificate	Choose File No f...osen	MSME Certificate	Choose File No f...osen
MSME Registered	Select	MSME Declaration	Choose File No f...osen	No permanent Establish Declaration	Choose File No f...osen
TRC certificate or declaration	Choose File No f...osen	Tax Registration Certificate Number		Dispatch Ref Number	
Organization Regn Certificate	Choose File No f...osen	Dispatch Through*		Physical documents (Cancelled cheque copy) submitted with 7 days to avoid rejection*	
Dispatch Date	28/05/20	Incase PAN is not available TDS at higher level will be deducted			
Terms and Conditions*	Choose File No f...osen				

Click to save as Draft

Click to Save

[Save As Draft](#) [Save](#)

- **Vendor Registration:** Click here to open vendor registration form
- **Save as Draft:** Vendor has to click on Save as Draft option save the registration form in draft
- **Grey Cells:** Vendor will not be able to modify the grey colored cells
- **Save:** Vendor can Save the registration form after filling all the required details

CHECKS AND VALIDATIONS

- ☐ *Marked fields are mandatory, other fields are non- mandatory
- ☐ Grey fields are non-editable at vendor's end
- ☐ PAN & GST are mandatory for Domestic Vendors
- ☐ MSME Declaration is required if MSME is No and MSME Certificate is required if MSME is Yes
- ☐ GST No & Certificate are required if GST Status id is Registered
- ☐ GST Declaration is required if GST Status is Unregistered
- ☐ Mobile No length should be Minimum 10 and Maximum 15 numbers
- ☐ PIN should be minimum 6 & maximum 10 characters long
- ☐ Email id should consists of '@'
- ☐ **TRC certificate or declaration, Tax Registration Certificate Number, No permanent Establishment Declaration & Organization Regn Certificate** field is mandatory for International Vendors
- ☐ Vendor to attach terms and conditions as per email received
- ☐ Vendor to submit hard copy of documents at Paytm office as per email received

REGISTRATION FORM SUBMISSION

Welcome , IDFC HEALTH INSURANCE
Your Role TEMP VENDOR

HOME
VENDOR REGISTRATION
TOOLS

Vendor Registration

Request ID*	TempVen1158	Company Code*	One97 Communications L	Vendor Type*	International
Request Type*	New request	Vendor Name	IDFC HEALTH INSURANCE	Street1*	78 E
Street2		Street3		PIN*	110045
City*	Gurgaon	Country*	Australia	State*	South Australia
Region Code	SA	Telephone		Mobile*	*****
Email*	YOGESH.KUMAR@MYNDSOI	Type of Service*	Admin	Bank Account No*	*****
Currency*	AUD	Bank Key (IFSC Code)*	*****	PAN	*****
Account Holder Name*	*****	Cancel Cheque Copy*	Choose File Invoiced copy 637262847894632970_.pdf	GST No	
PAN Copy	Choose File No file chosen	GST Status*	Unregistered	Organization Type*	Company
GST Declaration	Choose File No file chosen	GST Certificate	Choose File No file chosen	MSME Certificate	Choose File No file chosen
MSME Registered	Select	MSME Declaration	Choose File No file chosen	No permanent Establishment Declaration	Choose File Invoiced copy 637262848142529682_.pdf
TRC certificate or declaration	Choose File Invoiced copy 637262848010546914_.pdf	Tax Registration Certificate Number	TRC-003	Dispatch Ref Number	GDN-TRF-009
Organization Regn Certificate	Choose File Invoiced copy 637262848048924882_.pdf	Dispatch Through*	BLUEDART	Physical documents (NEFT Canceled cheque copy) to be submitted with 7 days to avoid rejection*	
Dispatch Date	28/05/20	Incase PAN is not available TDS at higher level will be deducted	<input type="checkbox"/>		
Terms and Conditions*	Choose File Invoiced copy 637262848217413522_.pdf				

Click to save as Draft

Click to Save

Save As Draft

Save

SUBMISSION OF HARD COPY DOCUMENTS



Dear Prithvi Singh,

Your request for registering with "One97 Communications Ltd" is initiated at our end.

Vendor Name JIO
 Address 78 E
 City Gurgaon
 State South Australia
 Country Australia
 Mobile 4466456767
 Email YOGESH.KUMAR@MYNDSOL.COM
 Type of Service Admin
 PAN DCBYK7676P
 GST No 06DCBYK7676R892

Please ensure that hard copy of documents are submitted at our office address with 7 days of receiving this mail. Documents should be addressed to Purchase team at below address.

Vendor Payment Team
 B121 Sector 5
 Noida
 201301

Your request will be initiated only after receipt of hard copies only.

Thank You!
 Procure Support Helpdesk
 One97 Communications Ltd

Vendor will receive this email for submission of hard copy documents once registration form is submitted.

Account Login
 Click [Here](#) to login

Helpdesk
 Write us at procuresupport@paytm.com

Vendor Registration Resolution Steps - Post Reconsider

MAIL NOTIFICATION FOR RECONSIDER



Vendor will receive this email in case vendor registration request is reconsidered.

Dear Surya Lights,

|

Your request of ON Boarding Surya Lights with Paytm e Commerce Pvt. Ltd as Vendor is currently 'ON HOLD' due to below reason.

Reconsider reason:

testing

Vendor Name Surya Lights
 Address 5th floor
 City shadhra
 State Uttar Pradesh
 Country India
 Mobile 9634308555
 Email arpit.sharma@myndsol.com
 Type of Service Advertisement Expense
 PAN EURTT4554I
 GST No 099634308555TYU

Thank You!

Procure Support Helpdesk
 Paytm e Commerce Pvt. Ltd

Account Login
 Click [Here](#) to login

Helpdesk
 Write us at procuresupport@paytm.com

VENDOR HOME PAGE

paytm Procure

Welcome , Sharma & sons cloth store Your Role TEMP VENDOR

HOME VENDOR REGISTRATION TOOLS

Document Type : Vendor Registration

Need To Act (1) My Request (1) History

Export to Excel

Action	Request ID	Vendor Name	Vendor Email	Pending Days	Status	
View Details	TempVen1116	Paytm e Commerce Pvt. Ltd	Sharma & sons cloth store	arpit.sharma@myndsol.com	0	UPLOADED

- **Document Type** – Select the document to view the transactions like Vendor Registration (if reconsidered), Purchase Order and Vendor Invoice (if reconsidered)

- **Need to Act**–Shows transaction on which user has to take action like acceptance of Purchase Order and resubmission of vendor registration or vendor invoice

- **My Request**–Shows status of transactions created by Vendor/Requester

- **History**–Shows action taken by Vendor/Requester on all the transactions (*Need to act and My request combined*)

- **Draft**–Shows transactions saved in draft stage before finally submitting for approval

paytm Procure

HOME VENDOR REGISTRATION TOOLS

Document Type : Vendor Registration

Need To Act (1) My Request (1) History Draft (0)

Click here to change the Tabs to view document

Action	Request ID	Company	Vendor Name
View Details	TempVen1116	Paytm e Commerce Pvt. Ltd	Sharma & sons cloth store

DOC DETAILS PAGE

paytm.myndsas.com/DocDetail.aspx?DOCID=2972558

paytm Procure

SUBMIT

CANCEL

Edit

Click here to edit the registration form

CURRENT

HISTORY

Vendor Registration - [System Document ID: 2972558] LoggedIn User : [Sharma & sons cloth store] | Role : [TEMP VENDOR]

Vendor Details

Created By	Sharma & sons cloth store	Creation Date	26/05/20 – 1
Current Status	UPLOADED	Request ID	TempVen1116
Company Code	Paytm e Commerce Pvt. Ltd	Vendor Type	Domestic
Vendor Code		VRF Number	VRF1053
Vendor Name	Sharma & sons cloth store	Street1	7th floor
Street2	tower 8	Street3	Rose park
PIN	7898675	City	Noida
State	Uttar Pradesh	Region Code	09
Country	India	Telephone	
Mobile	*****	Email	arpit.sharma@myndsol.com
Type of Service	Admin	PAN	*****
PAN Copy	View Attachment	GST Status	Registered
GST Declaration	View Attachment	GST No	09RTYU07645UUJM
GST Certificate	View Attachment	Incorporation Certificate	
Organization Type	Partnership	Organization Regn Certificate	
Bank Key (IFSC Code)	*****	Bank Account No	*****
Cancel Cheque Copy	View Attachment	Account Holder Name	*****
Currency	INR	MSME Registered	
MSME Declaration		MSME Certificate	
Dispatch Through	Bluedart	Dispatch Ref Number	
Dispatch Date	26/05/20	Act Grp	
Payment Term		Recon	
WHT		WHT2	
WHT3		Vendor Creation Requested by	Sunny Chauhan
Vendor Creation Requester Email	sunny.chauhan@paytm.com	House Bank	

EDIT SCREEN

Document Editing

Request ID*	TempVen1116	Company Code*	Paytm e Commerce Pvt. L	Vendor Type*	Domestic
Request Type*	New request	Vendor Name	Sharma & sons cloth store	Street1*	7th floor
Street2	tower 8	Street3	Rose park	PIN*	7898675
City*	Noida	Country*	India	State*	Uttar Pradesh
Region Code	09	Telephone		Mobile*	*****
Email*	arpit.sharma@myndsol.com	Type of Service*	Admin	Bank Account No*	*****
Currency*	INR	Bank Key (IF SC Code)*	*****	PAN	*****
Account Holder Name*	*****	Cancel Cheque Copy*	Choose File No f...osen 637261025133760217__26520201017707_49699.pdf		
PAN Copy	Choose File No f...osen 637261025505661833__26520201017769_49693.pdf	GST Status*	Registered	GST No	09RTYU07645UUJM
GST Declaration	Choose File No f...osen 637261025625937050__26520201017832_49716.pdf	GST Certificate	Choose File No f...osen 637261025759159342__26520201017894_49695.pdf	Organization Type*	Partnership
MSME Registered	Select	MSME Declaration	Choose File No f...osen	MSME Certificate	Choose File No f...osen
TRC certificate or declaration	Choose File No f...osen	Tax Registration Certificate Number		No permanent Establishment Declaration	Choose File No f...osen
Organization Regn Certificate	Choose File No f...osen	Dispatch Through*	Bluedart	Dispatch Ref Number	
Dispatch Date	26/05/20	Incase PAN is not available TDS at higher level will be deducted	<input checked="" type="checkbox"/>	Physical documents (NEFT Cancelled cheque copy) to be submitted with 7 days to avoid rejection*	
Terms and Conditions*	Choose File No f...osen 637261025856190098__26520201017957_59039.pdf				

Click here to Save changes in document

Save

- Edit Screen:** Vendor will get edit screen on click of edit option at Doc detail page as shown in previous slide
- Details Change:** Vendor can modify the details as per the reason specified in reconsider email
- Grey Cells:** Vendor will not be able to modify the grey colored cells
- Save:** Vendor can Save the registration form after making all required changes

SUBMIT SCREEN

paytm Procure

SUBMIT

CANCEL

Edit

CURRENT

HISTORY

Vendor Registration - [System] LoggedIn User : [Sharma & sons cloth store] | Role : [TEMP VENDOR]

Vendor Details

Created By	Sharma & sons cloth store	Creation Date	26/05/20 - 1
Current Status	UPLOADED	Request ID	TempVen1116
Company Code	Paytm e Commerce Pvt. Ltd	Vendor Type	Domestic
Vendor Code		VRF Number	VRF1053
Vendor Name	Sharma & sons cloth store	Street1	7th floor
Street2	tower 8	Street3	Rose park
PIN	7898675	City	Noida
State	Uttar Pradesh	Region Code	09

Click here to re-Submit the edited form

Document

Submitter Resubmit Remarks*

Enter Remarks before submitted

Click here to re-submit the registration form

Approve

VENDOR REGISTRATION CONFIRMATION



Vendor will receive this email as a confirmation message after getting approved from all the departments.

Dear Sir/Madam,

We're happy to inform you that you are now registered with "Paytm e Commerce Pvt. Ltd". Your vendor code is:1234567
Please use your Vendor code as login ID in the portal. Your password remains the same.

Vendor Name Surya Lights
Address 5th floor
City shadhra
State Uttar Pradesh
Country India
Mobile 9634308555
Email arpit.sharma@myndsol.com
Type of Service Advertisement Expense
PAN EURTT4554I
GST No 099634308555TYU

For any queries, please write to us at procuresupport@paytm.com.

You are once again requested to go through and comply with attached Terms and Conditions.

Thank You!
Procure Support Helpdesk
Paytm e Commerce Pvt. Ltd

Account Login
Click [Here](#) to login

Helpdesk
Write us at procuresupport@paytm.com

Vendor Amendment Steps

VENDOR HOME PAGE

paytm Procure

Welcome , Rajeev Your Role VENDOR

HOME REPORTS DOCUMENT TOOLS

Document Type : Vendor Amendment

Need To Act (2) My Request (2)

Action	Vendor Name	Vendor Email	Pending Days	Status	Unique ID
View Details	Rajeev	565612	1	UPLOADED	2972662

- **Document Type** – Select the Vendor Amendment document to view the transactions

- **Need to Act**–Shows transaction on which user has to take action

- **My Request**–Shows status of Vendor Amendment document created by Vendor

- **History**–Shows action taken by Vendor on all Vendor Amendment (*Need to act and My request combined*)

- **Draft**–Shows Vendor Amendment saved in draft stage before finally submitting for approval

paytm Procure

HOME REPORTS DOCUMENT TOOLS

Document Type : Vendor Amendment

Need To Act (2) My Request (2) History (2) Draft (0)

Action	Vendor Name	Vendor Email
View Details	Rajeev	565612

VENDOR AMENDMENT SUBMISSION FORM

The screenshot shows the 'Vendor Amendment' form in the Paytm Procure system. The top navigation bar includes 'HOME', 'REPORTS', 'DOCUMENT', and 'TOOLS'. The 'DOCUMENT' dropdown is open, showing options like 'Vendor Invoice', 'Vendor Registration', and 'Vendor Amendment' (highlighted with a red box). A callout bubble points to this option with the text 'Click here to open Amendment form'. Another callout bubble points to the 'Vendor Amendment' option with the text 'Grey colored cells is non editable'. The form itself is titled 'Vendor Amendment' and contains two columns of fields. The left column includes fields for Vendor Name, Street1, Street2, Street3, PIN, City, State, Region Code, Country, Telephone, Mobile, Email, Type of Service, PAN, GST Status, GST No, Organization Type, and Bank Key (IFSC Code). The right column includes fields for Vendor Code, Street1, Street2, Street3, PIN, City, State, Region Code, Country, Telephone, Mobile, Email, Type of Service, Other Service Description, PAN, GST Status, GST No, Organization Type, and Bank Key (IFSC Code). Many of these fields are greyed out, indicating they are non-editable.

paytm Procure

HOME REPORTS DOCUMENT TOOLS

Document Type : Vendor Amendment

Need To Act (1) My Request (1) History (1)

Vendor Invoice
Vendor Registration
Vendor Amendment

Click here to open Amendment form

Grey colored cells is non editable

Vendor Amendment

Vendor Name MYND Integrated Solution

Street1 Udyog Vihar

Street2

Street3

PIN 122008

City

State Maharashtra

Region Code 27

Country India

Telephone

Mobile 9568773443

Email arpit.sharma@myndsol.com

Type of Service Insurance

PAN EURTT4554K

GST Status Registered

GST No 09EURTT4554KABC

Organization Type Registered

Bank Key (IFSC Code) HDFC0000012

Vendor Code 008007

Street1

Street2

Street3

PIN

City

State SELECT

Region Code

Country India

Telephone

Mobile

Email

Type of Service Select

Other Service Description

PAN

GST Status Select

GST No

Organization Type Select

Bank Key (IFSC Code)

- **Vendor Amendment:** Click here to open vendor amendment form
- **Grey Cells:** Vendor will not be able to modify the grey colored cells
- **Save:** Vendor can Save the amendment form after filling all the required details

This screenshot shows the bottom portion of the 'Vendor Amendment' form. It contains two columns of fields for account and registration details. The left column includes Bank Account No, Account Holder Name, Currency, MSME Registered, and Organization Registration Certificate. The right column includes Bank Account No, Account Holder Name, Currency, MSME Registered, MSME Declaration, MSME Certificate, Cancel Cheque Copy, GST Certificate, PAN Copy, Dispatch Ref Number, Dispatch Date, Dispatch Through, and GST Declaration. Many of these fields are greyed out. A callout bubble points to the 'Save' button at the bottom right with the text 'Click to Save'.

Bank Account No 000131234567890

Account Holder Name 000131234567890

Currency INR

MSME Registered Yes

Organization Registration Certificate Choose File | No file chosen

MSME Declaration Choose File | No file chosen

MSME Certificate Choose File | No file chosen

Cancel Cheque Copy Choose File | No file chosen

GST Certificate Choose File | No file chosen

PAN Copy Choose File | No file chosen

Dispatch Ref Number

Dispatch Date 28/05/20

Dispatch Through

GST Declaration Choose File | No file chosen

Click to Save

Save

Vendor Amendment Resolution Steps – Post Reconsider

MAIL NOTIFICATION FOR RECONSIDER



Vendor will receive this email in case vendor amendment request is reconsidered.

Dear Rajeev,

This is to inform you that your 'Vendor amendment Request' is being reconsidered due to below reason - Reconsidered
Reconsidered

Vendor Name Rajeev

Address phase 5

City dzzzz

State Alagoas

Country Brazil

Mobile 9634308599

Email arpit.sharma@myndsol.com

Thank You!

Procure Support Helpdesk
One97 Communications Ltd

Account Login

Click [Here](#) to login

Helpdesk

Write us at procuresupport@paytm.com

VENDOR HOME PAGE

paytm Procure

Welcome , Rajeev Your Role VENDOR

HOME REPORTS DOCUMENT TOOLS

Document Type : Vendor Amendment

Need To Act (2) My Request (2) History (2) Draft (0)

Click here to change Document Type

Action	Vendor Name	Vendor Email	Pending Days	Status	Unique ID
View Details	Rajeev	565612	1	UPLOADED	2972662
View Details	565612	565612	5	UPLOADED	2956001

Click here to View Doc Detail Page

paytm Procure

HOME REPORTS DOCUMENT TOOLS

Document Type : Vendor Amendment

Need To Act (2) My Request (2) History (2) Draft (0)

Click here to change the Tabs to view document

Action	Vendor Name	Vendor Code
View Details	Rajeev	565612

Click here to View Doc

- **Document Type** – Select the Vendor Amendment (if reconsidered) document to view the transactions

- **Need to Act**–Shows transaction on which user has to take action

- **My Request**–Shows status of Vendor Amendment document created by Vendor

- **History**–Shows action taken by Vendor on all Vendor Amendment (Need to act and My request combined)

- **Draft**–Shows Vendor Amendment saved in draft stage before finally submitting for approval

DOC DETAILS PAGE

Paytm Procure

SUBMIT

CANCEL

Edit

X

CURRENT

HISTORY

Vendor Amendment - [System Document ID: 2972662] LoggedIn User : [Rajeev] | Rol

Vendor Details

Created By	Rajeev	Creation Date	26/05/20 - 1
Current Status	UPLOADED	VRF Number	VRFA1032
Vendor Name	Rajeev	Vendor Code	565612
Street1	phase 5	Street1.	
Street2	GALI NO 7	Street2.	
Street3		Street3.	
PIN	3434	PIN.	
City	dzzzz	City.	
State	Alagoas	State.	
Region Code	AL	Region Code.	
Country	Brazil	Country.	Brazil
Telephone	7566778899	Telephone.	07556843367
Mobile	*****	Mobile.	
Email	arpit.sharma@myndsol.com	Email.	
Type of Service	Admin	Type of Service.	
PAN	*****	PAN.	
GST Status		GST Status.	
GST No		GST No.	
Organization Type		Organization Type.	
Bank Key (IFSC Code)	*****	Bank Key (IFSC Code).	
Bank Account No	*****	Bank Account No.	
Account Holder Name	*****	Account Holder Name.	
Currency	BRL	Currency.	BRL
MSME Registered		MSME Registered.	
Organization Regn Certificate		MSME Declaration	
MSME Certificate		Cancel Cheque Copy	
GST Certificate		PAN Copy	
Dispatch Ref Number		Dispatch Date	26/05/20
Dispatch Through		GST Declaration	

Click here to
edit the
amendment
form

Click here to
Print the
document

EDIT SCREEN

Document

Vendor Name: MYND Integrated Solution

Street1: Udyog Vihar

Street2:

Street3:

PIN: 122008

City:

State: Maharashtra

Region Code: 27

Country: India

Telephone: *****

Mobile: *****

Email: arpit.sharma@myndsol.com

Type of Service: Insurance

PAN: *****

GST Status: Registered

GST No: 09EURT4554KABC

Organization Type: Registered

Bank Key (IFSC Code): *****

Bank Account No: *****

Account Holder Name: *****

Currency: INR

MSME Registered: Yes

Vendor Code: 308007

Street1:

Street2:

Street3:

PIN:

City:

State: SELECT

Region Code:

Country: India

Telephone: *****

Mobile: *****

Email:

Type of Service: Select

Other Service Description:

PAN: *****

GST Status: Select

GST No:

Organization Type: Select

Bank Key (IFSC Code): *****

Bank Account No: *****

Account Holder Name: *****

Currency: INR

MSME Registered: Yes

Organization Regn Certificate: Choose File No f...osen

MSME Declaration: Choose File No f...osen

MSME Certificate: Choose File No f...osen

Cancel Cheque Copy: Choose File No f...osen

GST Certificate: Choose File No f...osen

PAN Copy: Choose File No f...osen

Dispatch Ref Number:

Dispatch Date: 26/05/20

Dispatch Through:

GST Declaration: Choose File No f...osen

Save

Grey colored cells is non editable

Click here to Save

- **Edit Screen:** Vendor will get edit screen on click of edit option at Doc detail page shown in previous slide
- **Details Change:** Vendor can modify the details as per the reason specified in reconsider email
- **Grey Cells:** Vendor will not be able to modify the grey colored cells
- **Save:** Vendor can Save the amendment form after making required changes(Fig. 1)

SUBMIT SCREEN

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SUBMIT

CANCEL

Edit

CURRENT

HISTORY

Vendor Amendment - (System) | LoggedIn User : [Rajeev] | Role : [VENDOR]

Vendor Details

Created By	Rajeev	Creation Date	26/05/20 - 1
Current Status	UPLOADED	VRF Number	VRFA1032
Vendor Name	Rajeev	Vendor Code	565612
Street1	phase 5	Street1	
Street2	GALI NO 7	Street2	
Street3		Street3	
PIN	3434	PIN	
City	dzzzz	City	
State	Alagoas	State	
Region Code	AL	Region Code	
Country	Brazil	Country	Brazil

Click here to re-Submit the edited form

Document

Submitter Resubmit Remarks*

Enter Remarks before submitted

Click here to re-submit the registration form

Approve

Search Report

SEARCH REPORT

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HOME REPORTS DOCUMENT TOOLS

Document Type : **Search Report**

Need To Act (1) My Request (1) History (1)

Action	Vendor Name	Vendor Code
View Details	MYND Integrated Solutions Pvt. Ltd	308007

Click here to view the document report

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Document Search Report

Document Type: Vendor Registration Action: Creation Date

From Date: 2020-05-03 To Date: 2020-05-15

Click here to view the report

Click here to select the search criteria

Click here to download the report in excel

Click here to view doc detail page

Export to Excel

Doc ID	Vendor Type	Request Type	Vendor Code	Vendor Name	Street2
2967358	International	New request		Rainbow	VRF1044
2967304	Domestic	New request		FutureTech	VRF1044
2967174		New request		pin point	VRF1043

- Click on **Search Report** under **Reports** menu on home screen
- Report page will open after clicking on Search Report
- **Document Type:** Select document like Vendor Registration, Vendor Amendment or vendor invoice
- **Action:** Select the search criteria as VRF number, Creation Date, Invoice number or any other
- **Fill the search text or input** as date range in case of creation date
- **View Details:** Click on DOC ID to view doc detail page(Ref next slide)
- Click on **search or Download in Excel** to view the report

DOC DETAIL PAGE

X

CURRENT

HISTORY

Vendor Registration - [System Document ID: 2966157] LoggedIn User : [Sunny Chauhan] | Role : [REQUESTER]

Vendor Details

Created By	Sunny Chauhan	Creation Date	13/05/20 – 1
Current Status	MDM VP Validation	Request ID	TempVen1080
Company Code	One97 Communications Ltd	Vendor Type	Domestic
Vendor Code		VRF Number	VRF1040
Vendor Name	NEW JERCY	Street1	27F
Street2		Street3	
PIN	110045	City	GURGAON
State	Haryana	Region Code	06
Country	India	Telephone	
Mobile	8920997729	Email	yogesh.kumar@myndsol.com
Type of Service	Admin	PAN	
PAN Copy		GST Status	Registered
GST Declaration		GST No	1212121212121
GST Certificate	View Attachment	Incorporation Certificate	
Organization Type	Company	Organization Regn Certificate	
Bank Key (IFSC Code)	ICIC0000314	Bank Account No	031401566300
Cancel Cheque Copy	View Attachment	Account Holder Name	YOGESH KUMAR
Currency	AUD	MSME Registered	No
MSME Declaration	View Attachment	MSME Certificate	
Dispatch Through	BLUE DART	Dispatch Ref Number	
Dispatch Date	13/05/20	Act Grp	
Payment Term		Recon	
WHT		WHT2	

Click to view the attachment

Click to view the attachment

Click to view the attachment

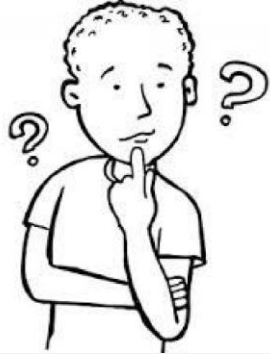
Technical Specifications

TECHNICAL SPECIFICATION - SUGGESTED

Machine specifications (RAM)	• Min 4 GB RAM
Windows OS	• Windows 7 Onwards
MS office version	• MS Office 2010 Onwards
Java versions	• Java SE 8 Onwards
Adobe versions	• Adobe Acrobat 9.0 Onwards
Internet explorer versions	• IE 10 Onwards
Google Chrome Version	• Chrome 60.0.3112 Onwards
Internet Bandwidth speed	• 512 kbps

How to reset the password?

Facing challenges
in password
generation ?



Login Here

UserID

Password

Login Reset

Forgot Password?

Fig. 1

Forgot Password

UserID :

UserID

☐ I'm not a robot

Submit Reset

Close

reCAPTCHA Privacy Terms

Mention your User ID

Fig. 2

System Password Reset

Dear Sir/ Madam

Click on the following link to reset your password using our secure server:

[Click Here](#)

Or you can copy & paste the link in your browser and go ahead with the process.

The above link is valid for 10 minutes.

Thank You!

Support Helpdesk

This eMail is a service from System!

Do not press this link twice

Fig. 3

paytm Procure Password Reset

Please enter new password hereunder for Activation of account\reset existing forgotten one. We also recommend you to take note of the mandatory conditions for password change.

*Enter Password [?]

*Confirm Password [?]

Submit

☐ Password should contain minimum "8" and maximum "16" characters.

☐ Password may contain "NORMAL" characters.

Enter password here

Fig. 4

Guidance for user login

1. Click on Forgot password at login screen (Refer Fig. 1)
2. Mention your user ID and press submit (Refer Fig. 2), this will generate link to reset password over email (Refer Fig. 3).
3. Click on reset password link (Refer Fig. 3)
4. Don't press twice on the login link (Refer Fig. 3)
5. Link will redirect you to password resetting page, enter your new password to generate new password (Refer Fig. 4)

THANK YOU