

#### **SUPPLIER E-REGISTRATION GUIDELINES**

# GUIDELINES



### PROCESS

- 1. All the sections mentioned in the registration form/page are mandatory. Portal will not allow you to submit the request if you fail to provide any of these section information.
- 2. Please upload below required documents and in case any these documents are missing then the registration request will be rejected.
  - 1. Vendor Registration Form (VRF).
  - 2. Company Profile
  - 3. Valid Tax Card Copy
  - 4. Valid Commercial Registration Copy (preferred in English)
  - 5. Letter from the bank to upload bank details(format attached in the registration page.
- 3. Upon review the details/documents submitted along with the registration request will be approved/rejected.
- 4. The status of the registration request (Approved/Rejected) will be notified through the email mentioned on the registration page.
- 5. In case of approval, you will be notified with username, password, and portal link.
- 6. Any future changes(addition of bank details/Registration renewals/Tax card renewals etc.) you need to submit the request through the portal.

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1. Vendor Registration Form (VRF).								
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## PROCESS

- Fields having the symbol asterisk(\*) are mandatory ٠
- Fill in the information and upload supporting documents by ٠ clicking "Add Attachment" at the bottom of the page.
- Click on "Submit" button to initiate registration request for ٠ approval.



#### **THANK YOU**