

# ISRO Eprocurement Software

## Procedure for Vendor Registration and Profile update

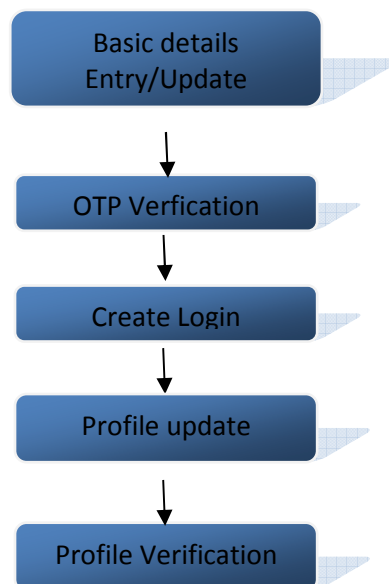
### 1. Introduction

This document gives an overview about the vendor registration for ISRO Eprocurement software.

### 2. About the software

To automate the procurement activities of all ISRO centres new software is being implemented. Vendor registration for online bidding has to be done by the respective vendors followed by approval of ISRO.

### 3. Basic Steps for Vendor Registration and Profile update



### 4. Pre-Requisites for Vendor Registration and Profile update

Following details shall be made ready before online vendor registration is initiated

1. Registration details of the company
  - a. Scanned copy of Registration document of the company if any\*
2. A valid email ID which shall be used as the primary email ID and user ID for the company
3. Scanned copy of PAN card
4. Scanned copy of AADHAAR card(if selected as an identity proof)
5. Industry License details(if applicable)
  - a. License number, validity
  - b. Scanned copy of the license document \*

6. MSME details(if applicable)
  - a. Type, MSME Registration number or Udyog Aadhaar number
7. NSIC(National or Small scale Industries) details(if applicable)
  - a. Registration number, validity, monetary limit
8. Business type and relevant document
9. Bank account details and relevant documents
  - a. Account number
  - b. IFSC Code
  - c. Branch
  - d. City
10. Other details as applicable with associated documentary evidence\*
  - a. ISO details
  - b. Tax return details
  - c. Annual turn over details
  - d. Balance sheet
  - e. Previous orders
  - f. Certificates of Clearances

\* Scanned document shall be in PDF format, Maximum file size : 2 MB

## **5. Detailed procedure for Vendor registration for Existing Indian Vendors**

Details of Vendors existing in the present Eprocurement software (eprocure.isro.gov.in) are migrated to the new system. They shall be receiving an email. Vendor registration can be initiated by the vendor on clicking the link provided in the email.

### **Step 1: Basic details Entry/Update**

1. Select the type of vendor: Indian or Foreign
2. Terms & conditions
3. Enter basic information details
  - a. Company Salutation
  - b. Company name
  - c. Company Type
  - d. Company's mobile number
  - e. Company's E-mail id
4. Enter contact details
5. Enter official address details
6. Click Proceed

**Step 2:                   OTP Verification**

1. Enter the OTPs received in your registered email ID and mobile number
2. Click Verify

**Step 3:                   Create Login**

1. User ID will be your registered email ID
2. Enter a password and confirm
3. Click Create Login
4. A successful message will be displayed with the new link for Profile Update

**Step 4:                   Profile Update**

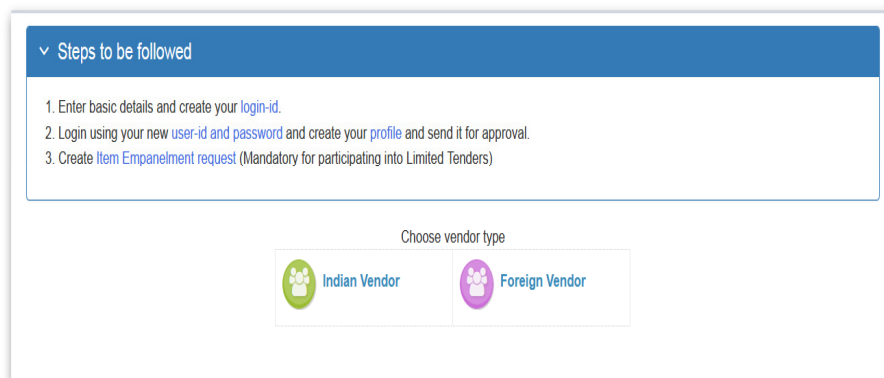
1. Login using the new user id and password
2. Click the link for Profile creation
3. Enter Contact details
4. Enter details of Industry / Business nature
5. Enter Bank details
6. Enter other details as applicable such as ISO, Tax returns, Annual turn-over, clearances, Previous orders.
7. Select the ISRO centre for approval and Submit

**Step 5:                   Registration Approval**

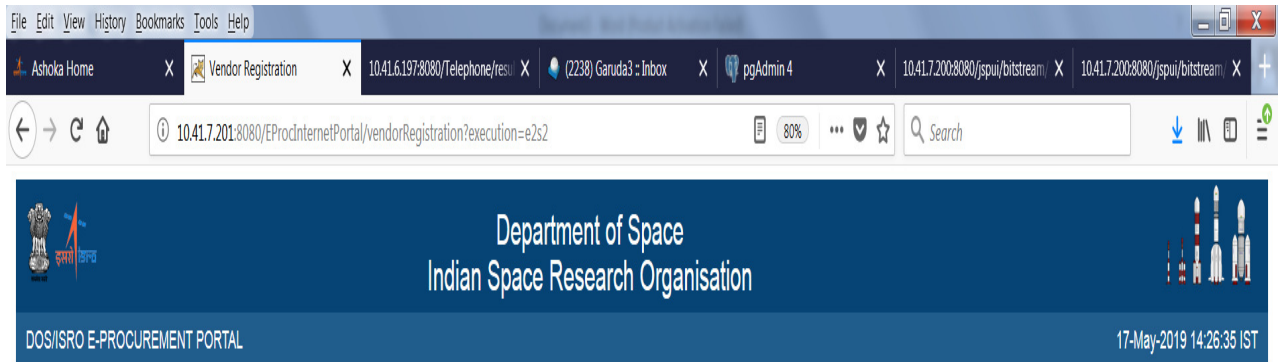
1. Registration approval will be done by the purchase unit of the selected ISRO centre
2. On approval or rejection vendor will be intimated on the status
3. If rejected, vendor can edit the profile and re-submit.

## Sample Screen shots

1. Following screen shall be displayed on click of the link you received in your email. Select whether Indian Vendor or Foreign vendor



## 2. Please read the Terms and Conditions and Click “I Agree” to proceed with Vendor registration



File Edit View History Bookmarks Tools Help

Ashoka Home X Vendor Registration X 10.41.6.197:8080/Telephone/res... X (2238) Garuda3 - Inbox X pgAdmin 4 X 10.41.7.200:8080/jspui/bitstream... X 10.41.7.200:8080/jspui/bitstream... X

10.41.7.201:8080/EProcInternetPortal/vendorRegistration?execution=e2s2

80% Search

Department of Space  
Indian Space Research Organisation

DOS/ISRO E-PROCUREMENT PORTAL

17-May-2019 14:26:35 IST

### AGREEMENT

This Policy and the Usage Agreement govern your use of the Portal and participation in the Portal, and, together, constitute the Terms and Conditions. By clicking on the "I AGREE" button below, each User accepts and is legally bound by the Terms and Conditions.

Notice to Non-Indian Vendors. Please note that the information you enter on the Buyer web Portal ("Portal"), or otherwise provide to the Buyer, may be transferred outside of your country, for the purposes of processing, in order to provide you with the services of this Portal and the Portal. By agreeing to this Policy, you consent to the transfer of all such information to India or any other country decided by the Buyer and the processing of that information by the Buyer in the manner described in this Policy.

Contact Information. When you sign-up to participate on the Portal, we will ask you for certain information that identifies you and allows us to contact you ("Contact Information"). We collect Contact Information to provide the requested products and services. You may choose to limit or refuse these types of communications.

We may disclose aggregate information about our Users with advertisers, business partners, sponsors, and other third parties. This data is used to customize the content and advertising of our Portal, and to provide the best customer experience possible. Aggregate information will not reveal the identity of any individual or company.

The Buyer has implemented technical, environmental, and administrative measures to protect against the loss, misuse and alteration of all information under its control.

While the Buyer links to web sites that share its respect for privacy, the Buyer is not responsible for the information practices or the content of such web sites.

Transactional Data. The Buyer will collect data from your interaction with the Portal and your use of The Buyer's products and services ("Transactional Data"). The Buyer will maintain such Transactional Data in strict confidence and with complete security. The Buyer may make limited use of Transactional Data, consistent with the Usage Agreement. The Buyer will not disclose company-specific Transactional Data. Transactional Data will only be disclosed in aggregate form, without any information that would directly or indirectly reveal the identity of an individual firm. Any such disclosure will not threaten to reveal competitively sensitive information or provide the opportunity for anti-competitive behaviour.

BY CONTINUING TO USE THIS SITE YOU CONSENT TO ABIDE BY THE TERMS SET FORTH IN THESE TERMS AND CONDITIONS INCLUDING THE USAGE AGREEMENT AND THE PRIVACY AND CONFIDENTIALITY POLICY.

← Back I Agree →



Internet Explorer, Microsoft Word, CNG..., USB, eclips..., SqID..., Note..., Crims..., Unitit..., Desktop

14:22  
17/05/2019

3. Enter the basic profile details and click Proceed. The mandatory details are indicated using \*. The email ID will be used as your user id.

Company Name * (As per your registration)	Select ▼	M/s shar test vendor2	?
Company Type *	Select Company Type ▼		
Mobile Number*	+91	0	
Email Id*	hari@shar.gov.in		
This emailID will be taken as UserID.			
<p>✓ The above mentioned mobile number(0) &amp; email-id (hari@shar.gov.in) will be used for all future correspondence.</p>			

### Primary Contact Person

Contact Person *	Select ▼	Enter Contact Person Full Name Here
Designation*		

### Official Address Details

House No./Floor/Building *	10
Colony/Street/Locality *	1 cross
Landmark (if any)	
State *	Tamil Nadu ▼
City *	CHENNAI
Pin Code *	0
Country *	India
Company Website (if any)	
Fax No (if any)	

← Back

Proceed →

#### 4. Verify the entered details and click Confirm to proceed.

Primary Info. Verification Create Login

#### Company Details

Company Name : M/s M/s shar test vendor2  
Company Type : GOVERNMENT DEPARTMENT  
PSU/PSE : No

#### Primary Contact Person

Name : Miss. RAM  
Designation : MANAGER  
Mobile No : 2345623563  
Email ID : hari@shar.gov.in

#### Primary Contact Person

House No./Floor/Building : 10  
Colony/Street/Locality : 1 cross  
Landmark : Not Available  
State : Tamil Nadu  
City : CHENNAI  
Pin Code : 234523  
Company Website : Not Available  
Fax No : Not Available

[← Back](#) [Confirm →](#)

#### 5. You will receive 2 different OTPs in your mobile and email. Enter the OTPs here and click Verify.

Primary Info. Verification Create Login

Enter OTP sent to 2345623563 :   00:1 seconds

Enter OTP mailed to hari@shar.gov.in :   00:1 seconds

System generated Mobile OTP:138 System generated email OTP: 1732

**6. Enter a password and confirm by re-entering. The password has to be more than 8 characters and shall have at least one letter, one digit and one special character. Click Proceed**

Personal Info. Verification Create Login

User ID \* :

Password \* :

Confirm Password \* :

Password should be Alphanumeric with Minimum 8 Characters

**Steps remaining for vendor registration**

1. Update Company Profile
2. Request for Item Empanelment (for participating in Single Tender/Limited Tender)

**8. Your login is created and click the link to update profile.**



Personal Info. Verification **Create Login**



**Company Id: MG11735** (Only for reference purpose)

**Login Id: hari@shar.gov.in**

**Basic registration is completed.**



[Click here to Login and update your Profile details](#)

### Steps remaining for vendor registration

1. Update Company Profile
2. Request for Item Empanelment (for participating in Single Tender/Limited Tender)

## 9. Enter address for correspondence, contact details and identity details. PAN card details are mandatory. Click Next to proceed to next tab.

Profile Update Form

1 Address/Contact      2 Industry/Business Nature      3 Bank Details      4 Others      5 Finish

Company Registration Details

Upload Company registration document \*  No file selected.

Address Details

Official Address		Address for Correspondence / Ordering	
House No./Floor/Building	<input type="text" value="10"/>	<input type="checkbox"/> Same as Registered Address	
Colony/Street/Locality	<input type="text" value="1 cross"/>	House No./Floor/Building*	<input type="text"/>
Landmark	<input type="text"/>	Colony/Street/Locality*	<input type="text"/>
Country	<input type="text" value="India"/>	Landmark (if any)	<input type="text" value="E.g. Near Bank,Behind Regal Cinema,etc."/>
State	<input type="text" value="Tamil Nadu"/>	Country*	<input type="text" value="-Select-"/>
City	<input type="text" value="CHENNAI"/>	City*	<input type="text"/>
Pin Code	<input type="text" value="224623"/>	Pin Code *	<input type="text" value="6 digits (2-9) pincode"/>
Company Website(if any)	<input type="text"/>	Email Address For Communication	<input type="text" value="hari@star.gov.in"/>
Fax No(if any)	<input type="text"/>	Company Website(if any)	<input type="text"/>
		Fax No(if any)	<input type="text"/>

Contact Details

Sl. No.	Contact Person *	Designation *	Email-Id *	Contact No. *	Add/Remove Row
1	RAM	MANAGER	hari@star.gov.in	2349923883	

Identity Details

Sl. No.	Identity Type *	ID No. *	Upload Document *
1	PAN Card*	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.
2	Aadhar Card	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

## 10. Enter details of industry license, MSME (if applicable), NSIC (if applicable) and business nature.

Profile Updation Form

Progress: 1. Address/Contact (checked), 2. Industry/Business Nature (current), 3. Bank Details, 4. Others, 5. Finish

**Industry Details**

Industry License No:  License Valid Upto:  Upload License Document:  No file selected.

Micro, Small and Medium Enterprises (MSME)

National Small Industries Corporation Ltd. (NSIC)

**Business Nature**

Note: Maximum 4 details can be added

Sl. No.	Select Business Type*	Upload Document	Add/Remove Row
1	<input type="text" value="Select Business Type"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="+"/>

## 11. Update bank details. Upto 4 account details can be entered.

Profile Updation Form

Progress: 1. Address/Contact (checked), 2. Industry/Business Nature (checked), 3. Bank Details (current), 4. Others, 5. Finish

**Bank Details**

Note: Maximum 4 details can be added

Account No.*	<input type="text"/>	Confirm Account No.*	<input type="text"/>
Bank Name*	<input type="text"/>	PFMS No	<input type="text"/>
IFSC Code*	<input type="text"/>	City*	<input type="text"/>
Upload Document* <input type="button" value="Browse..."/> No file selected.	<input type="button" value="+"/>		

## 12. Enter other applicable details such as ISO certifications, annual turn-over, balance sheet, previous orders and clearance certificates.

### ISO Details

Note: Maximum 5 details can be added

Sl. No.	ISO certified Year	Valid Up-to	Upload Document	Add/Remove Row
1	Select		<input type="button" value="Browse..."/> No file selected.	<input style="color: green;" type="button" value="+"/>

Note: If your company is ISO certified please enter the details. This will be useful to rate your company profile.

### Tax-Return Details

Note: Maximum 5 details can be added

Sl. No.	Tax Type	Financial Year	GST No./PAN No.	Upload Document	Add/Remove Row
1	Select	Select		<input type="button" value="Browse..."/> No file selected.	<input style="color: green;" type="button" value="+"/>

Note: Please fill in the Tax Return details, if any, for the latest financial years.

### Annual Turn-over Details

Note: Maximum 5 details can be added

Sl. No.	Annual Turnover Year	Upload Document	Add/Remove Row
1	Select Financial Year	<input type="button" value="Browse..."/> No file selected.	<input style="color: green;" type="button" value="+"/>

Note: Please fill in the Annual turnover details, if any, preferably for the latest financial years.

### Balance Sheet

Note: Maximum 5 details can be added

Sl. No.	Financial Year	Upload Document	Add/Remove Row
1	Select Financial Year	<input type="button" value="Browse..."/> No file selected.	<input style="color: green;" type="button" value="+"/>

Note: Please fill in the balance sheet, if any, preferably for the latest financial years.

### Previous Order Details

Note: Maximum 5 details can be added

Sl. No.	Purchase Order No.	Purchase Order Date	Purchase Order Value (INR)	Client Name	Client Address	Upload Document	Add/Remove Row
1						<input type="button" value="Browse..."/> No file select	<input style="color: green;" type="button" value="+"/>

Note: Previous Order Details is a list of the orders you've received in the past. Please upload latest purchase order document if available.

### Clearance Details

Note: Maximum 5 details can be added

Sl. No.	Clearance Control Board Name	Registration No	Upload Document	Add/Remove Row
1			<input type="button" value="Browse..."/> No file selected.	<input style="color: green;" type="button" value="+"/>

Note: Clearance certificate is necessary for the company who is dealing with chemical products. Please upload latest clearance certificate if available.

**13. Select an approving centre and click Submit if all details are updated. To verify details entered, Click View Profile.**

Company Profile Updation

Registration No/ Identification No :	q3452345234523	Company Type	GOVERNMENT DEPARTMENT
Company Name	M/s shar test vendor2	Company Registration Date	31-12-0002
Contact Person	Mr. RAM	Email Id	hari@shar.gov.in

Profile Updation Form

Address/Contact      Industry/Business Nature      Bank Details      Others      5 Finish

Select Approving Centre :

You can view and verify your profile details from this link. [View Profile](#)