

SUPPLIER RELATIONSHIP MANAGEMENT

VENDOR REGISTRATION MANUAL



MSETCL

Maharashtra State Electricity Transmission Co. Ltd.

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A. ENGLISH

GENERAL INFORMATION

- 1) Vendors are requested to go through the instructions / processes mentioned in this manual before start filling registration form.
- 2) Vendors are requested to keep ready all attachments in PDF format with appropriate file name as mentioned at Sr. No. 10 while filling registration form.
- 3) Vendor are requested to first fill all information / attachments. Subsequently, complete process of registration charges. All this activities to be completed at one go.
- 4) All * marked fields are mandatory.
- 2) Registration charges- Rs. 5000/- (+ GST+ Payment Gateway Charges)
- 3) Annual renewal charges Rs. 1000/- (+ GST+ Payment Gateway Charges)
- 5) The vendors who wants to participate in CPA and TKP tenders, Select Class B & C CPA, P'GAD, MUMBAI office as per dropdown List.
- 6) The vendors who wants to participate in field tender Select Class A and nearest MSETCL Registration office as per the dropdown list.
- 7) All communication during registration and tender processing will be made on e-mail address of Digital Signature holder authorised by Vendor.
- 8) Vendors are requested to fill all information properly to avoid rejection of vendor registration request from MSETCL. Also, Registration charges are non-refundable.
- 9) Vendors are requested to choose appropriate status as indicated below while filling registration form
 - a) SSI (M) Small Scale Industries (Maharashtra)
 - b) NSIC National Small Industries Corporation. (Not to Maharashtra Vendors)
 - c) LSI (M) - Large Scale Industries (Maharashtra)
 - d) LSI (O) - Large Scale Industries (Outside Maharashtra)
 - e) BSSS / LSK Berojgar Seva Sahakari Sanstha./ Lok Seva Kendra approved by competent authority of Govt. of Maharashtra.

10) List of Documents to be attached.

SR. No.	CERTIFICATE	MANUFACTURER	SERVICE PROVIDER	TRADER
		M=Mandatory, O=Optional, Blank= Not applicable		
1	REGISTRATION CERTIFICATE	M	M	M
2	FACTORY MACHINE LIST	M	M	
3	SOLVENCY CERTIFICATE	O	M	M
4	MACHINERY DETAILS	M		
5	TESTING EQUIPMENT DETAILS	M		
6	LIST OF STAFF SKILLED/UNSKILLED	M	M	O
7	UNDERTAKING THAT NOT BEEN BLACKLISTED	M	M	O
8	PARTNERSHIP DEED COPY	O	O	O
9	ARTICLE OF MEMORANDUM OF ASSOCIATION	O	O	O
10	SSI CERTIFICATE	O	O	O
11	NSIC CERTIFICATE	O	O	O
12	TAN NO. OF THE COMPANY	O	M	O
13	MANAGEMENT DETAILS	M	M	M
14	REGISTRATION UNDER SERVICE TAX ACT	O	M	M
15	PBG AND/OR ACCEPANCE LETTER THEREOF	O	O	O
16	FACTORY LICENCE	O		
17	INDUSTRY LICENCE CERTIFICATE	O		
18	CERTIFICATE OF ISI ISSUED BY AUTHORITY	O		
19	CERTIFICATE OF ISO ISSUED BY AUTHORITY	O	O	O
20	CERTIFICATE OF REG. ISSUED BY PF AUTHORI	O		O
21	CERTIFICATE OF REG. ISSUED BY ESIC AUTHOR	O		O
22	LAST MSETCL INSPECTION REPORT	O	O	O
23	PAN CARD	M	M	M
24	OTHER CERTIFICATES/DOCUMENTS IF ANY.	O	O	O
25	LIST OF ORDER EXECUTED	O	O	O
26	EXPERIENCE/PERFORMANCE CERTIFICATE	O	O	O
27	FIRST PAGE OF BANK A/C PASSBOOK & CHEQUE	M	M	M
28	GST REGISTRATION CERTIFICATE	O	O	O
29	REGISTRATION UNDER MVAT	M	O	M
30	REGISTRATION UNDER CST	M	O	M
31	PROFIT & LOSS CERTIFICATE-LAST 3 YEARS	M	M	M
32	BALANCE SHEET OF LAST THREE YEARS	M	M	M
33	POWER OF ATTORNEY IN FAVOUR OF PERSON DS	M	M	M
34	INCOME TAX RETURN COPIES	M	M	M
35	LICENCE FOR EXECUTING WORKS AS CONTRACTOR		M	O
36	CERTIFICATE FROM MANUFACTURER (OEM)		O	M
37	TRADER-MANUFACTURERS DETAILS		O	M
38	INSURANCE PER/PARTY, LOSS TO PROPERTY		M	O
39	CERTIFICATE OF REG. ISSUED BY PF AUTHORI		M	
40	CERTIFICATE OF REG. ISSUED BY ESIC AUTHOR		M	
41	CERTIFICATE /REGISTRATION UNDER SHOP ACT		M	M

List of MSETCL Registration Office and Contact Details

Regn. Office Code	Approvin g Authority	Office Name	Office Location	Phone No.	Mail ID	Contact Perosn, Mail id & phone No. for Technical Help	
110	S.E.	O&M CIR AMRAVATI	AMRAVATI	07212661097	se1100@mahatransco.in	Dinesh Dhumale	mmchmp1000@mahatransco.in , 0721-2552870
120	S.E.	O&M CIRCLE AKOLA	AKOLA	07242434545	se1200@mahatransco.in		
160	S.E.	CON.CIR. AMARAVATI	AMRAVATI	07212551182	se1600@mahatransco.in		
170	S.E.	CCCM CIR.AMARAVATI	AMRAVATI	07212663659	se1700@mahatransco.in	Mahesh kumar Jadhav	mmchmp2000@mahatransco.in 0240-2346288
210	S.E.	O&M CIR.AURANGABAD	AURANGABAD	02402338197	se2100@mahatransco.in		
220	S.E.	O&M CIR. PARLI	PARLI	02446222076	se2200@mahatransco.in		
260	S.E.	CON.CIR. AURANGABAD	AURANGABAD	02402334483	se2600@mahatransco.in		
270	S.E.	CCCM CIR.AURANGABAD	AURANGABAD	02402334594	se2700@mahatransco.in	Jagannath Pawar	mmchmp3000@mahatransco.in , 02164-255054
310	S.E.	O&M CIR. KARAD	KARAD	02164255116	se3100@mahatransco.in		
320	S.E.	O&M CIR. KOLHAPUR	KOLHAPUR	02312667732	se3200@mahatransco.in		
360	S.E.	CON. CIR. KOLHAPUR	KOLHAPUR	02312660597	se3600@mahatransco.in		
370	S.E.	CCCM CIR. KOLHAPUR	KOLHAPUR	02312650283	se3700@mahatransco.in	Nitinkumar Deshbhratar	mmchmp4000@mahatransco.in 0712-2304144
410	S.E.	O&M CIR. NAGPUR	NAGPUR	07122591253	se4100@mahatransco.in		
420	S.E.	O&M CIR.CHANDRAPUR	CHANDRAPUR	07172254562	se4200@mahatransco.in		
430	S.E.	HVDC CR.CHANDRAPUR	CHANDRAPUR	07172220635	se4300@mahatransco.in		
460	S.E.	CON. CIR. NAGPUR	NAGPUR	07122591272	se4600@mahatransco.in		
470	S.E.	CCCM CIR. NAGPUR	NAGPUR	07122595180	se4700@mahatransco.in	Ajay Nagare	mmchmp5000@mahatransco.in 0253-2403062
510	S.E.	O&M CIR. NASHIK	NAGPUR	02532403211	se5100@mahatransco.in		
520	S.E.	O&M CIR. KHADKA	BHUSAVAL	02582248016	se5200@mahatransco.in		
560	S.E.	CON. CIR. NASHIK	NASHIK	02532403041	se5600@mahatransco.in		
570	S.E.	CCCM CIR. NASHIK	NASHIK	02532403061	se5700@mahatransco.in	Renu Chondhikar and Suyog Bhute	mmchmp6000@mahatransco.in prichmp6000@mahatransco.in , 020-26066106
610	S.E.	O&M CIR. PUNE	PUNE	02026050286	se6100@mahatransco.in		
620	S.E.	O&M CIR. SOLAPUR	SOLAPUR	02172351333	se6200@mahatransco.in		
660	S.E.	CON. CIR. PUNE	PUNE	02026061502	se6600@mahatransco.in		
670	S.E.	CCCM CIR. PUNE	PUNE	02026060817	se6700@mahatransco.in	Mohan Atak and Shreekant Bhurke	mmchmp7000@mahatransco.in srmvsh@mahatransco.in , 022-27665984
710	S.E.	O&M CIR. KALWA	KALWA	02227601916	se7100@mahatransco.in		
720	S.E.	O&M CIR. PANVEL	PANVEL	02227459624	se7200@mahatransco.in		
730	S.E.	HVDC CIR. PADGHE	PADAGHE	9769006191	se7300@mahatransco.in		
760	S.E.	CON. CIR. KALWA	KALWA	9920771992	se7600@mahatransco.in	Sanjivkumar Badella	eepe@mahatransco.in
770	S.E.	CCCM CIR. KALWA	KALWA	02227601621	se7700@mahatransco.in		
90E	C.E.	CPA, P'GAD, MUMBAI	MUMBAI	02226474211	cecpa@mahatransco.in		

Note: If any document is not available or not applicable then undertaking for the same with valid reason may be attached on Company/Firm/Agency letter head duly signed and sealed by Authorised Person. Original under taking will be verified during inspection process by MSETCL inspection team.

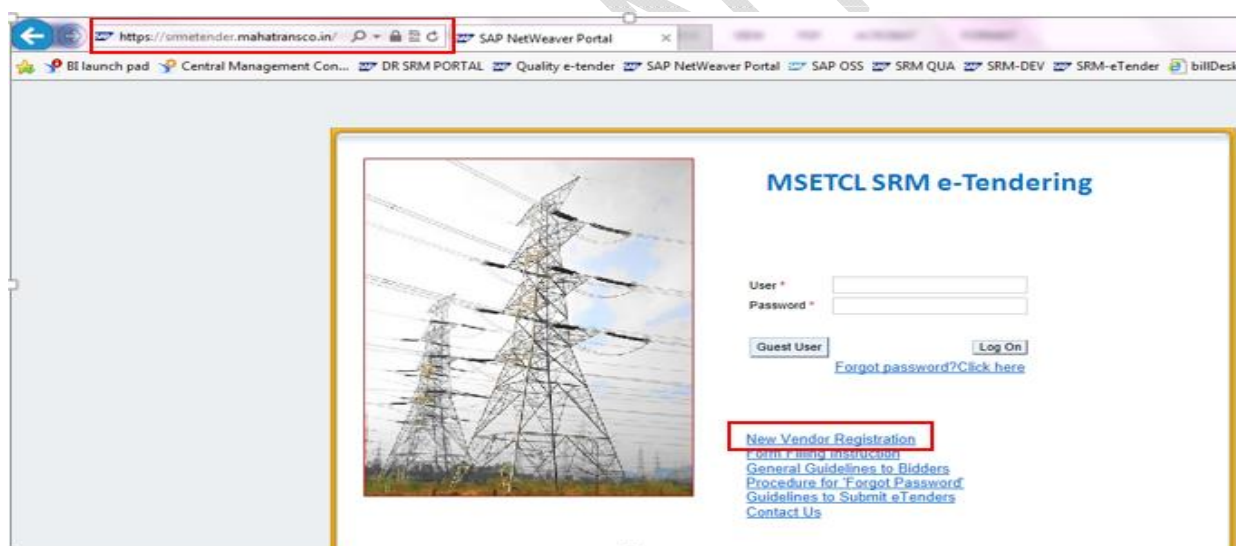
11) After vendor registration form is send (submission) online by the vendor, MSETCL inspection team will carry out the factory/Office inspection and during inspection all Original Documents will be verified. One set of uploaded documents shall be kept ready for Inspection team.

12) DON NOT FORGET TO CLICK ON SEND BUTTON AFTER SUCCESSFUL PAYMENT. If any error occurred please try to Resolve it, in any Difficulty Contact on Technical help No. Given in above table 022-26595290 OR 022-26595229

REGISTRATION PROCESS

To apply vendor Registration please follow the following steps

Vendor have to visit - **<https://srmetender.mahatransco.in>**



Since, Vendor is registering self, Vendor will click on "New Vendor Registration" line as shown above.

A new window will be displayed where Vendor can enter the data related to Vendor's company. Select the data from Dropdown where is provided

Supplier Self-Registration

Send Close System Information Create Memory Snapshot

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: Test vendor private limited
TEST 1 VENDOR PRIVATE LIMITED
TEST 2 VENDOR PRIVATE LIMITED

* Language: EN

Communication

* Phone Number 1 (e.g +91-22-): 9844098440
Fax Number 1 (e.g +91-22-): 080-22665544
* E-Mail Address: srmdadmin@mahatransco.in

Address

* Country: IN
State: 13 Maharashtra
District: Maharastra
* Postal Code / City: 400051 Pune
Address Line 1: near Hosur post office
Address Line 2: opposite to Ganga police station
Address Line 3: next to shanti nagar bus stop
Address Line 4: mumbai

1. General company Information:

Company name, address and the contact informations are to be filled in this category as shown above.

2. Digital Signature Holder's Details:

Click on "Copy Company Data" Button. Contact details mentioned in the General information will be copied here.

Person who is responsible for all the document transaction or in other words, detail of the person who holds the Digital signature to sign off the documents relevant to tendering process are mentioned here.

Contact details of Digital Signature Holder can be changed if it is different than copied from General information.

Digital Signature Holder's Details

* First Name: Richard
* Last Name: Johnson
* Title: Mr.
Department: Sales & marketing Department
Designation: BRANCH MANAGER

Copy Company Data

* Phone Number: 9844098440
Fax Number: 080-22665544
* E-Mail Address: srmdadmin@mahatransco.in

3. Product categories provided: User will get registered against product categories by clicking on add product category button. It means that Bidder can participate the materials against those registered product categories.

As soon as Vendor clicks on "add product category" button, a search window will be displayed and upon searching suitable categories Vendor can add required Product Category.

Product Categories Provided

Product Category	Category Description	SSI(M)	NSIC
83	Isolators	<input type="checkbox"/>	<input type="checkbox"/>
84	CT	<input type="checkbox"/>	<input type="checkbox"/>
01	Warengruppe 1	<input type="checkbox"/>	<input type="checkbox"/>
C001	CIVIL-Control Room	<input type="checkbox"/>	<input type="checkbox"/>
99XX	Deleted Materials	<input type="checkbox"/>	<input type="checkbox"/>

Search: Product Category

Search Criteria

Category ID	is		<input type="button" value="+"/>	<input type="button" value="-"/>
Category Description	is		<input type="button" value="+"/>	<input type="button" value="-"/>
Language Key	is	EN	<input type="button" value="+"/>	<input type="button" value="-"/>

☒ Maximum Number of Results: 500

Supplier Self-Registration

Send

Close

System

Search: Product Category

Search Criteria

Category ID

is

+

-

Category Description

is

+

-

Language Key

is

EN

+

-

Search

Clear Entries

Reset to Default

Maximum Number of Results:

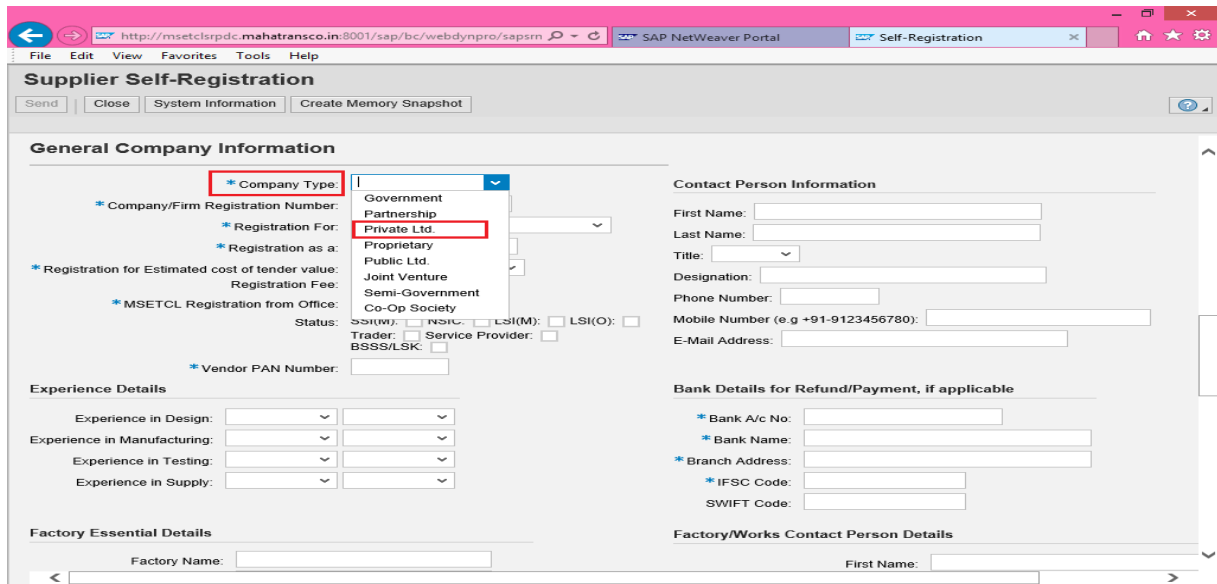
500

Results List: There are more than 500 results for Product Category

Category ID	Category Description	Language
01		EN
02		EN
1	Building Materials	EN
10	Batt cell chg equip	EN
1008	220kV ICT	EN
1009	400kV ICT/Covr T/f	EN
1011	765kV ICT	EN
11	Cab,Cond, Earthwires	EN
1103	33kV Power T/f	EN

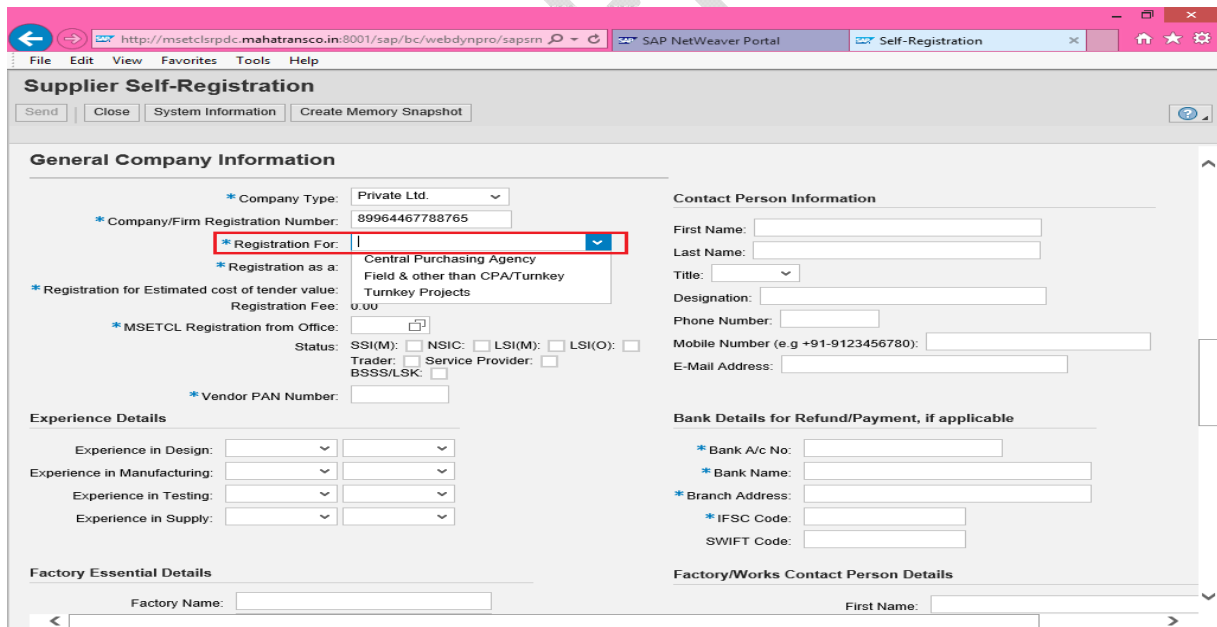
4. General company Information:

Bidder will select Company type: i.e. Government/ private/ public ltd, etc. from Dropdown list



The screenshot shows the 'Supplier Self-Registration' form in SAP SRM. The 'General Company Information' section is active, and the 'Registration For' dropdown menu is open, showing options: Government, Partnership, Private Ltd. (highlighted), Proprietary, Public Ltd., Joint Venture, Semi-Government, and Co-Op Society. Other fields include Company Type, Company/Firm Registration Number, Registration Fee, MSETCL Registration from Office, Vendor PAN Number, Experience Details, Factory Essential Details, Contact Person Information, Bank Details for Refund/Payment, and Factory/Works Contact Person Details.

Registration for: whether Vendor want get registered for CPA (Central Purchase Agency)/Field/TTKP process.



The screenshot shows the 'Supplier Self-Registration' form in SAP SRM. The 'General Company Information' section is active, and the 'Registration For' dropdown menu is open, showing options: Central Purchasing Agency, Field & other than CPA/Turnkey, and Turnkey Projects. Other fields include Company Type, Company/Firm Registration Number, Registration Fee, MSETCL Registration from Office, Vendor PAN Number, Experience Details, Factory Essential Details, Contact Person Information, Bank Details for Refund/Payment, and Factory/Works Contact Person Details.

Bidder will select Registration as a: manufacturer/trader/service provider.

General Company Information

* Company Type: Private Ltd. ▾

* Company/Firm Registration Number: 89964467788765

* Registration For: Field & other than CPA/Turnkey ▾

* Registration as a: ▾
 Manufacturer
 Trader
 Service Provider

* Registration for Estimated cost of tender value: _____

Registration Fee: _____

* MSETCL Registration from Office: ☐

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐

* Vendor PAN Number: _____

Select Class A : Field office to select Nearest Registration office Location and Class B: Corporate Office/CPA to registered for CPA & TKP tenders

General Company Information

* Company Type: Government ▾

* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey ▾

* Registration as a: Service Provider ▾

* Registration at Corporate Office/Field Office: ▾
 CLASS A: FIELD OFFICE
 CLASS B: CORPORATE OFFICE/CPA

Registration Fee: _____

* Select MSETCL Registration Office: _____

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

Contact

First Name: _____

Last Name: _____

Title: _____

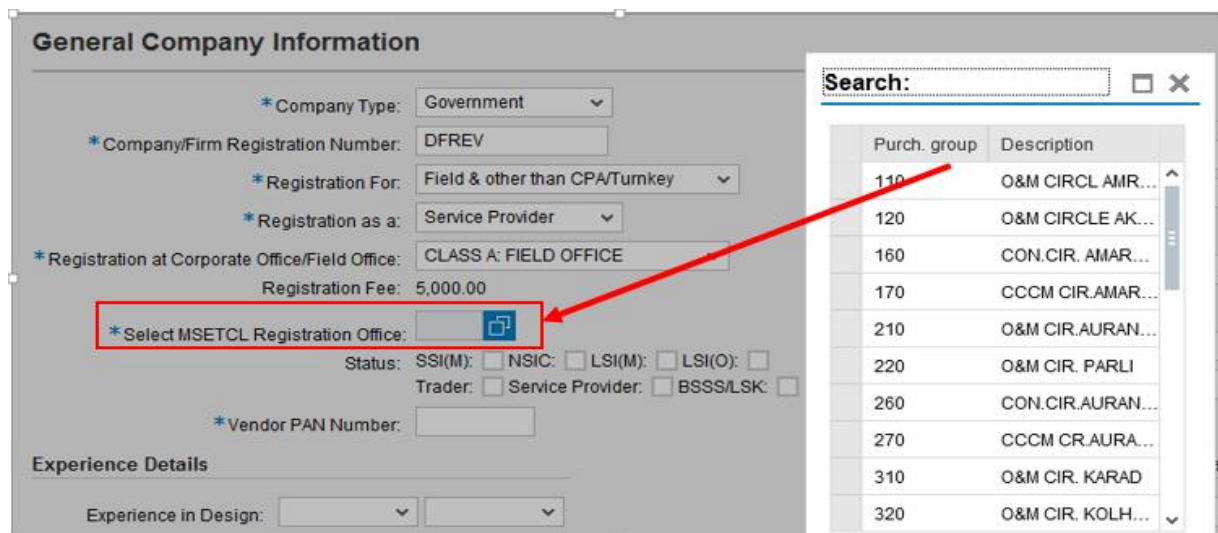
Designation: _____

Phone Number: _____

Mobile Number: _____

E-Mail Address: _____

Select MSETCL Registration Office from drop down list. Contact Details has been provided in above given list.



General Company Information

* Company Type: Government


* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey

* Registration as a: Service Provider

* Registration at Corporate Office/Field Office: CLASS A: FIELD OFFICE

Registration Fee: 5,000.00

* Select MSETCL Registration Office: 

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

* Vendor PAN Number:

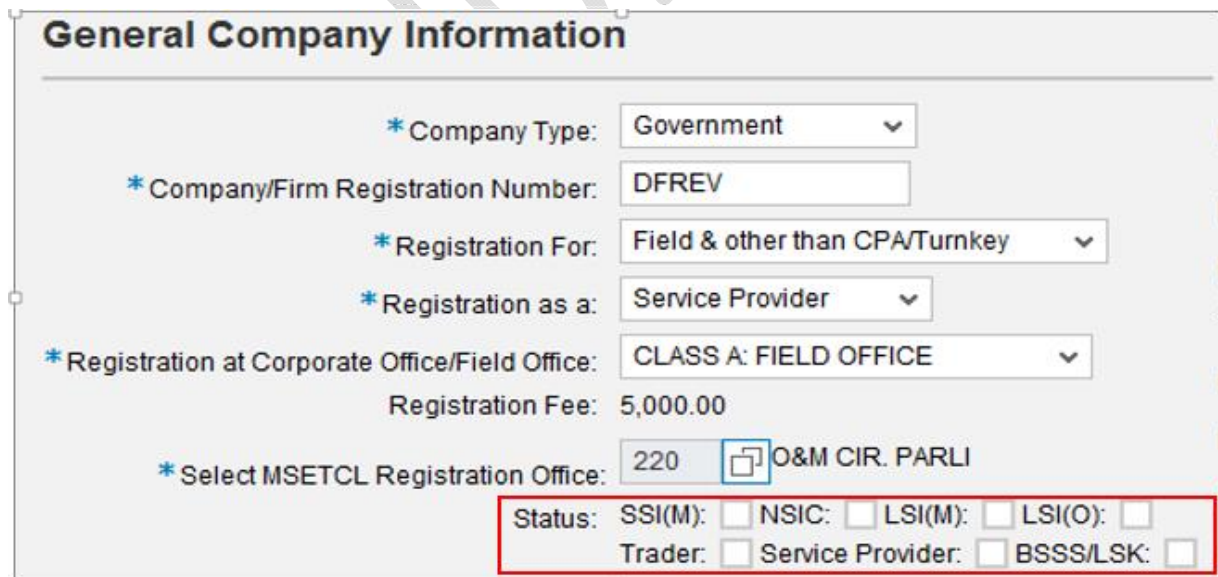
Experience Details

Experience in Design:

Search:

Purch. group	Description
110	O&M CIRCL AMR...
120	O&M CIRCLE AK...
160	CON.CIR. AMAR...
170	CCCM CIR.AMAR...
210	O&M CIR.AURAN...
220	O&M CIR. PARLI
260	CON.CIR.AURAN...
270	CCCM CR.AURA...
310	O&M CIR. KARAD
320	O&M CIR. KOLH...

Status of the company will be selected. i.e, whether it belongs to SSI(M)/NSIC/Traders etc.



General Company Information

* Company Type: Government


* Company/Firm Registration Number: DFREV

* Registration For: Field & other than CPA/Turnkey

* Registration as a: Service Provider

* Registration at Corporate Office/Field Office: CLASS A: FIELD OFFICE

Registration Fee: 5,000.00

* Select MSETCL Registration Office: 220  O&M CIR. PARLI

Status: SSI(M): ☐ NSIC: ☐ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐

If bidder comes under SSI (M)/NSIC, Vendor need to fill the relevant new fields as shown below.

Status: **SSI(M):** ☒ **NSIC:** ☐ **LSI(M):** ☐ **LSI(O):** ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐
 * Vendor PAN Number: MH65Y78282

SSI(M)

Is Permanent:
 Issuing Authority:
 Registration Number:
 Registration Date:
 Commencement Date:
 Expiry Date:
 Under Renewal:

Similarly for NSIC:

Status: **SSI(M):** ☐ **NSIC:** ☒ **LSI(M):** ☐ **LSI(O):** ☐
 Trader: ☐ Service Provider: ☐
 BSSS/LSK: ☐
 * Vendor PAN Number: MH65Y78282

NSIC

Is Permanent:
 Issuing Authority:
 Registration Number:
 Registration Date:
 Commencement Date:
 Expiry Date:
 Under Renewal:

Bidder Has to Enter PAN No. select GST Registration status from Dropdown. Enter GST Registration No. if selected Registered/Compound Scheme/Special economic zone.

Status: **SSI(M):** ☐ **NSIC:** ☐ **LSI(M):** ☐ **LSI(O):** ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐
 * Vendor PAN Number:
 * Registered for GSTIN: Registered
 * GST Number:

Not Registered
Registered
Compound scheme
Special Economic Zone

Bidder has to enter Experience Details as shown below. Similarly, bank details also to be updated for future assistance.

* Vendor PAN Number: ASDER1234D		* Registered for GSTIN: Registered	
* GST Number: 7ASDER1234D123			

Experience Details		Bank Details for Refund/Payment, if applicable	
Experience in Design:	2 Years 1 Month	* Account Holder Name(as Per Passbook):	XYZ PRIVATE LIMITED
Experience in Manufacturing:	3 Years 3 Months	* Bank A/c No:	34212356742424
Experience in Testing:	1 Year 2 Months	* Bank Name:	STATE BANK OF CHENNAI
Experience in Supply:	2 Years 2 Months	* Branch Address:	BANGALORE ROAD
		* IFSC Code:	SBIM0000111
		* SWIFT Code:	

In case of Manufacturer, the Bidder has to provide relevant details against the fields as shown below.

Factory Essential Details	Factory/Works Contact Person Details
Factory Name: Test vendor factory	First Name: John
Test 1 vendor factory	Last Name: Lobo
Test 2 vendor factory	Designation: Factory Incharge
Establishment Date of Factory: 02.05.2008	Department: Warehouse
Address Line 1: Near bheemanagudda Office	Phone Number: 9844098440
Address Line 2: opposite to Ganga police station	Fax Number 1: 080-2275465
Address Line 3: near Mcc donalds, Andheri E	E-Mail Address: srmadmin@mahatransco.in
Address Line 4: line 4	Mobile Number (e.g +91-9123456780): 9844012345
Country: in	
State: 10	
City: Mumbai	
Pincode: 400001	
Manpower: 8900	
Phone Number: 9844098440	
Mobile Phone 1: 9844012345	
Mobile Phone 2: 9844098440	
Fax Number 1: 080-2275465	
Fax Number 2: 080-223344	
E-Mail Address: srmadmin@mahatransco.in	

Factory ISO Certification Details
Name of ISO Standard: ISO india
ISO Certifying Authority: ISO india ltd
ISO Certification Number: 345676543
ISO Certificate Valid Upto: 01.11.2020

Bidder can mention Permanent Bank Guarantee Details in order to avail exemption towards payment of EMD in case of C.P.A. Tenders only.

Factory License Details	Bank Guarantee Details
Factory License No: 2345654345677654566	PBG-MSETCL Acceptance Letter No: NB09Y890822
Factory License Validity Date: 31.12.2020	Permanent Bank Guarantee No.: 6372920222
State Sales Tax No: 121231234	PBG Amount: 5Lacs
Centre Sales Tax No: 2345654345677654566	PBG Issue Date: 28.09.2015
Provident Fund Registration No: 2345654345677654566	PBG Validity Date: 28.09.2022
Service Tax No: 2345654345677654566	Bank Name & Branch: ICICI mumbai

Turn Over Details in Lacs (for past 3 years)		
First Financial Year:	2011	8.9
Second Financial Year:	2012	9.3
Third Financial Year:	2013	9.0

Go to Attachment description: All the necessary attachments to be attached here. Please see the document list as given above.

[Goto Payment Gateway](#)

Attachment Description	
REGISTRATION CERTIFICATE	Add Attachment
FACTORY MACHINE LIST	Add Attachment
MACHINERY DETAILS	Add Attachment
TESTING EQUIPMENT DETAILS	Add Attachment
LIST OF STAFF SKILLED/UNSKILLED	Add Attachment

- 1) Apply Tick for Confirmation of terms and Accept
- 2) Click on Send Button
- 3) **Check the Error, there should not be any error except "Payment of Registration Fee not done". If it is persists, remove it before making the Registration Payment.**

Supplier Self-Registration

[Send](#) [Close](#)

! Enter the Region or State

! Payment of registration fee not done.

! Enter IFSC Code.

Turn Over Details in Lacs (for past 3 years)

First Financial Year:	2017	100.000.000,00
Second Financial Year:	2016	100.000.000,00
Third Financial Year:	2015	100.000.000,00

[Goto Payment Gateway](#)

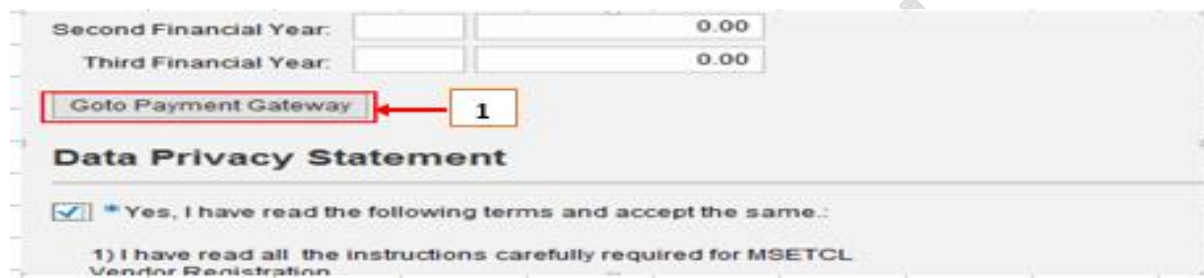
Data Privacy Statement

☒ * Yes, I have read the following terms and accept the same.:

1) I have read all the instructions carefully required for MSETCL Vendor Registration.

PAYMENT

Click on (1) **“go payment Gateway+”** to pay the registration fee. **Please ensure that there is no error after clicking on Send Button except “Payment of Registration Fee not done+”**



Second Financial Year: 0.00
Third Financial Year: 0.00

Goto Payment Gateway 1

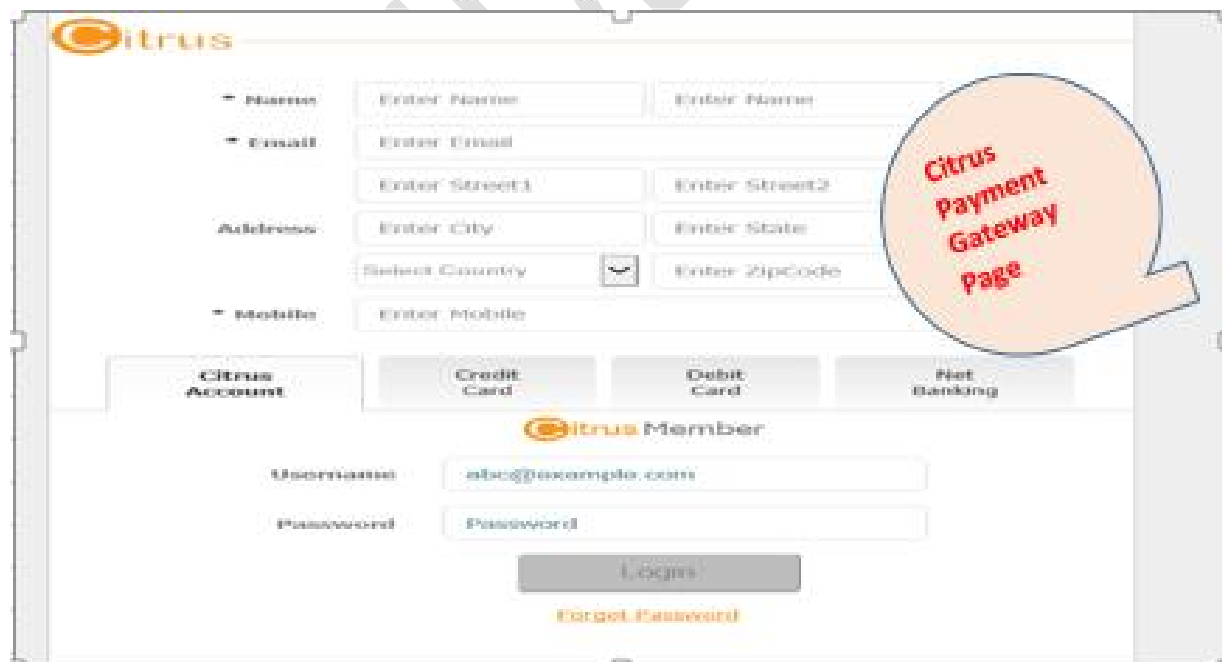
Data Privacy Statement

☒ * Yes, I have read the following terms and accept the same.:

1) I have read all the instructions carefully required for MSETCL Vendor Registration.

Once bidder clicks on **“Go to Payment Gateway”** button it leads to new window and asking for confirmation about the (2) **Disclaimer, Terms & Condition of Payment and amount to be paid**. There are Two PAYMENT GATEWAY. Either of Payment Gateway can be used.

.If clicks on payment Gateway button, then system will leads to Citrus gateway or Bill Desk Gateway as option selected where Vendor can make online payment as shown below.



Citrus

• Name: Enter Name Enter Name

• Email: Enter Email

Address: Enter Street1 Enter Street2
 Enter City Enter State
 Select Country Enter ZipCode

• Mobile: Enter Mobile

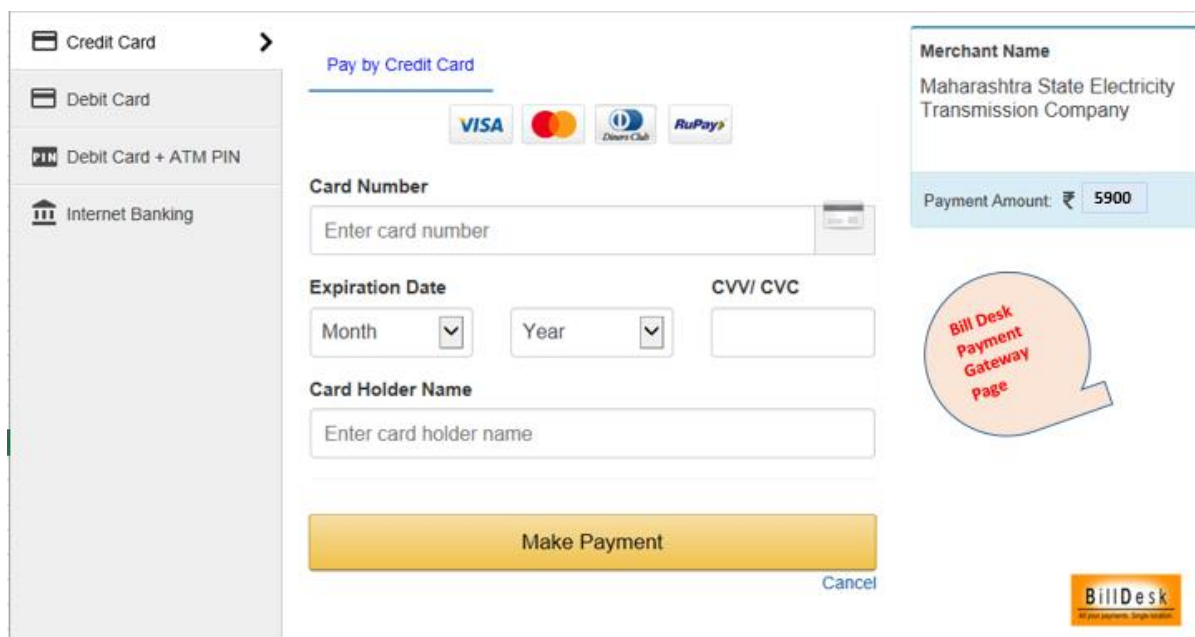
Citrus Member

Username: abc@examplo.com

Password: Password

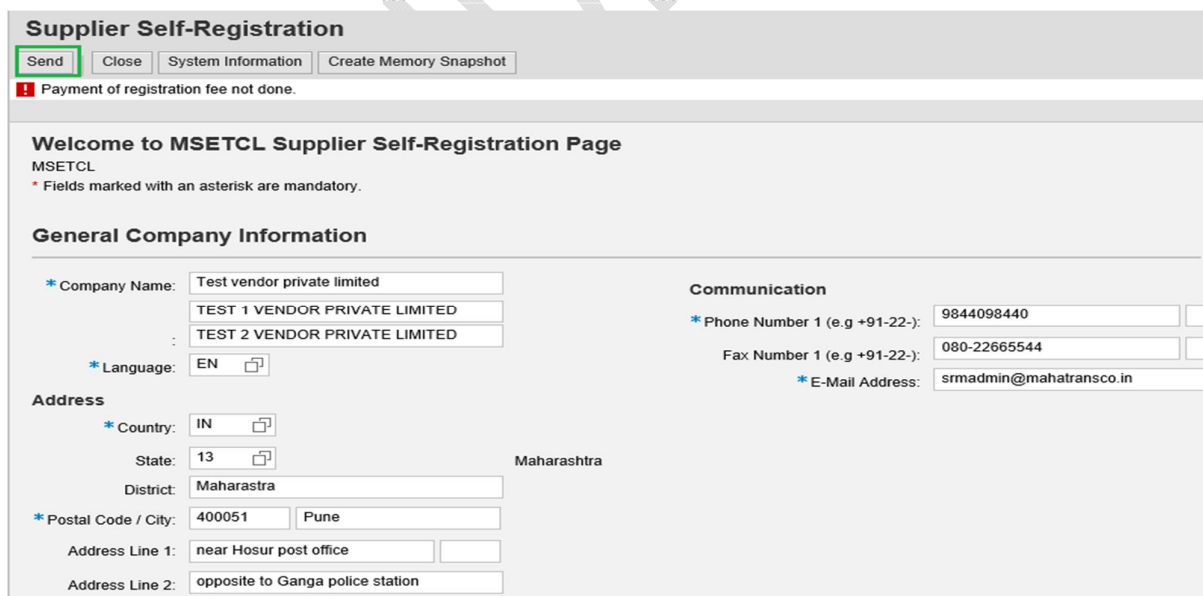
[Forgot Password](#)

Citrus Payment Gateway Page



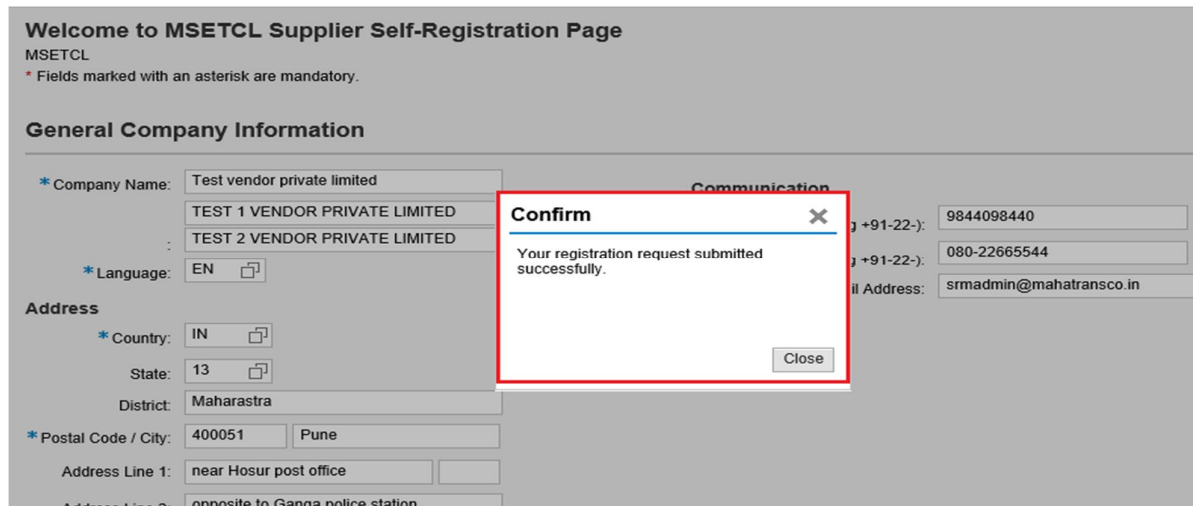
The screenshot shows the 'Pay by Credit Card' interface. On the left, there is a sidebar with options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, and Internet Banking. The main area contains fields for Card Number, Expiration Date (Month and Year), CVV/CVC, and Card Holder Name. A 'Make Payment' button is at the bottom. On the right, a box shows the Merchant Name as 'Maharashtra State Electricity Transmission Company' and the Payment Amount as ₹ 5900. A circular callout bubble says 'Bill Desk Payment Gateway Page'. A 'BillDesk' logo is at the bottom right.

Once all the mandatory fields and necessary fields are filled, Payment made successfully. Supplier will click on 'Send' button to complete the request for registration process.



The screenshot shows the 'Supplier Self-Registration' page. At the top, there are buttons: Send (highlighted with a green box), Close, System Information, and Create Memory Snapshot. Below these, a message states: 'Payment of registration fee not done.' The main heading is 'Welcome to MSETCL Supplier Self-Registration Page'. Below this, it says 'MSETCL' and '* Fields marked with an asterisk are mandatory.' The form is divided into sections: 'General Company Information' and 'Communication'. Under 'General Company Information', there are fields for * Company Name (Test vendor private limited), * Language (EN), and Address (Country: IN, State: 13, District: Maharashtra, Postal Code / City: 400051, Pune). Under 'Communication', there are fields for * Phone Number 1 (9844098440), Fax Number 1 (080-22665544), and * E-Mail Address (srmadmin@mahatransco.in).

A confirmation message will be displayed to the bidder as shown below.



Welcome to MSETCL Supplier Self-Registration Page
MSETCL
* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: Test vendor private limited
TEST 1 VENDOR PRIVATE LIMITED
TEST 2 VENDOR PRIVATE LIMITED

* Language: EN

Address

* Country: IN
State: 13
District: Maharashtra
* Postal Code / City: 400051 Pune
Address Line 1: near Hosur post office
Address Line 2: opposite to Ganqa police station

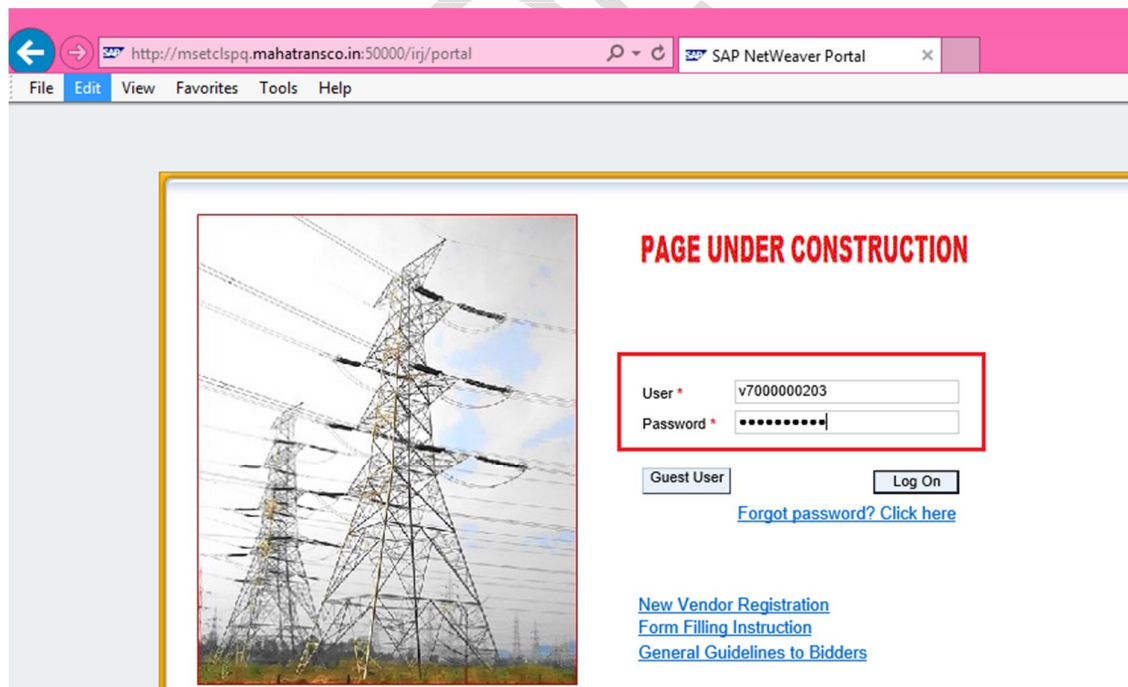
Communication

+91-22-: 9844098440
+91-22-: 080-22665544
Email Address: srmadmin@mahatransco.in

Confirm
Your registration request submitted successfully.
Close

I) Profile Editing after Registration.

Bidder will login from registered user ID and password as shown below.



http://msetclspq.mahatransco.in:50000/irj/portal SAP NetWeaver Portal

File Edit View Favorites Tools Help

PAGE UNDER CONSTRUCTION

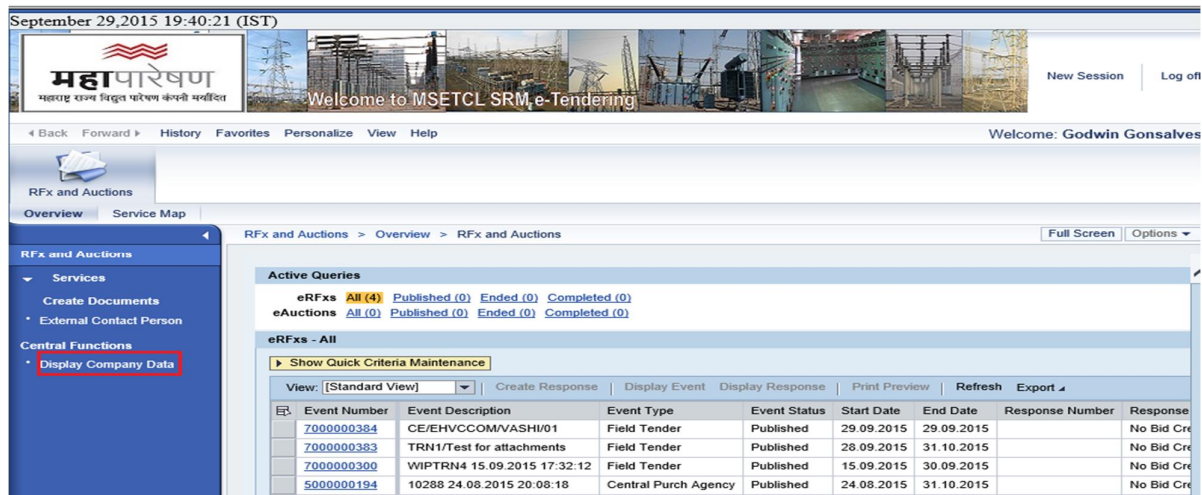
User * v7000000203
Password *

Guest User Log On

[Forgot password? Click here](#)

[New Vendor Registration](#)
[Form Filling Instruction](#)
[General Guidelines to Bidders](#)

Click on **Display Company data**



September 29, 2015 19:40:21 (IST)

Welcome to MSETCL SRM e-Tendering

New Session | Log off

Welcome: Godwin Gonsalves

RFx and Auctions

Overview Service Map

RFx and Auctions > Overview > RFx and Auctions

Full Screen Options

Active Queries

eRFxs All (4) Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

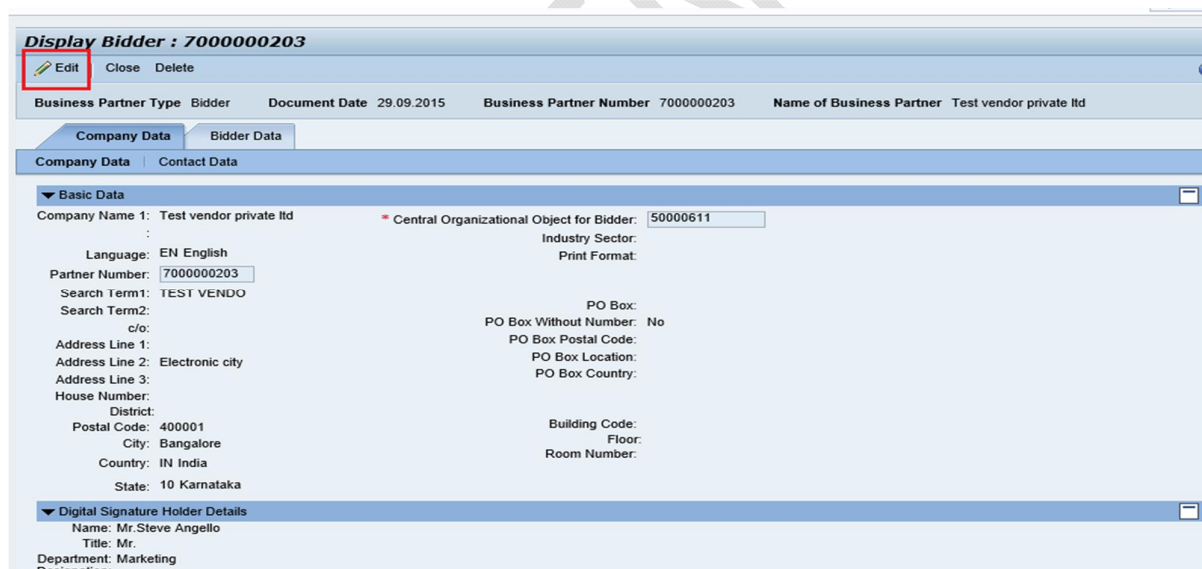
eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response
7000000384	CE/EHVCCOM/VASHI/01	Field Tender	Published	29.09.2015	29.09.2015		No Bid Cre
7000000383	TRN1/Test for attachments	Field Tender	Published	28.09.2015	31.10.2015		No Bid Cre
7000000300	WIPTRN4 15.09.2015 17:32:12	Field Tender	Published	15.09.2015	30.09.2015		No Bid Cre
5000000194	10288 24.08.2015 20:08:18	Central Purch Agency	Published	24.08.2015	31.10.2015		No Bid Cre

A new window will be displayed. Click on **Edit**.



Display Bidder : 7000000203

Edit Close Delete

Business Partner Type Bidder Document Date 29.09.2015 Business Partner Number 7000000203 Name of Business Partner Test vendor private ltd

Company Data Bidder Data

Company Data Contact Data

Basic Data

Company Name 1: Test vendor private ltd Central Organizational Object for Bidder: 50000611

Language: EN English Industry Sector: Print Format:

Partner Number: 7000000203

Search Term1: TEST VENDO

Search Term2: c/o:

Address Line 1: Address Line 2: Electronic city PO Box: PO Box Without Number: No

Address Line 3: PO Box Postal Code: PO Box Location: PO Box Country:

House Number: District: Building Code: Floor: Room Number:

Postal Code: 400001

City: Bangalore

Country: IN India

State: 10 Karnataka

Digital Signature Holder Details

Name: Mr. Steve Angello

Title: Mr.

Department: Marketing

Designation:

The editable fields will be displayed as shown below. Now bidder can change data accordingly.

Edit Bidder : 7000000203

Save | Read Only | Close | Delete

Business Partner Type: Bidder | Document Date: 29.09.2015 | Business Partner Number: 7000000203 | Name of Business Partner: Test vendor private ltd

Company Data | Bidder Data

Company Data | Contact Data

* Company/Firm Registration Number: 12364545

☒ Central Purchasing Agency
☒ Field & other than CPA/Turnkey
☒ Turnkey Projects

Registration For: ☒ Service Provider
 Registration as a: ☐ CLASS A : RS 1 ☒ CLASS B : RS 5

Registration Fee: 2.00
 Registration Validity From: 29.09.2015 To: 28.09.2016
 Class Change Top Up Fee: 0.00
 Outstanding Renewal Fee: 1,000.00

* MSETCL Registration from Office: 720

SSI(M): ☒ NSIC: ☒
 Status: LSI(M): ☒ LSI(O): ☒
 Trader: ☐
 Service Provider: ☐
 BSSS/LSK: ☐

* Vendor PAN Number: AOPPP7654C

SSI(M)

Is Permanent: Yes
 Issuing Authority: SRM COMPANY
 Registration Number: PSA/01989/MAH/13

First Name: Jagannath
 Last Name: Pawar
 Title: Mr.
 Designation: MANAGER
 Phone Number: 91-99775588
 Mobile Number (e.g. +91-9123456780): 0253 26595268
 E-Mail Address: srmadmin@mahatransco.in

Please indicate data edited and documents uploaded here.

PBG Validity Date: 28.07.2016
 Bank Name & Branch: BANK OF MAHARASHTRA (BANDRA (E))

Go to Payment Gateway

Notes: Details of edited field & revised attachment

Remarks:

▼ Status of Business Partner

▼ Business Partner Type

Once it is done, click on save button. A message will be displayed that business partner changed successfully.

Display Bidder : 7000000203

Edit | Close | Delete

☒ Business partner 7000000203 changed successfully

Business Partner Type: Bidder | Document Date: 29.09.2015 | Business Partner Number: 7000000203 | Name of Business Partner: Test vendor private ltd

Company Data | Bidder Data

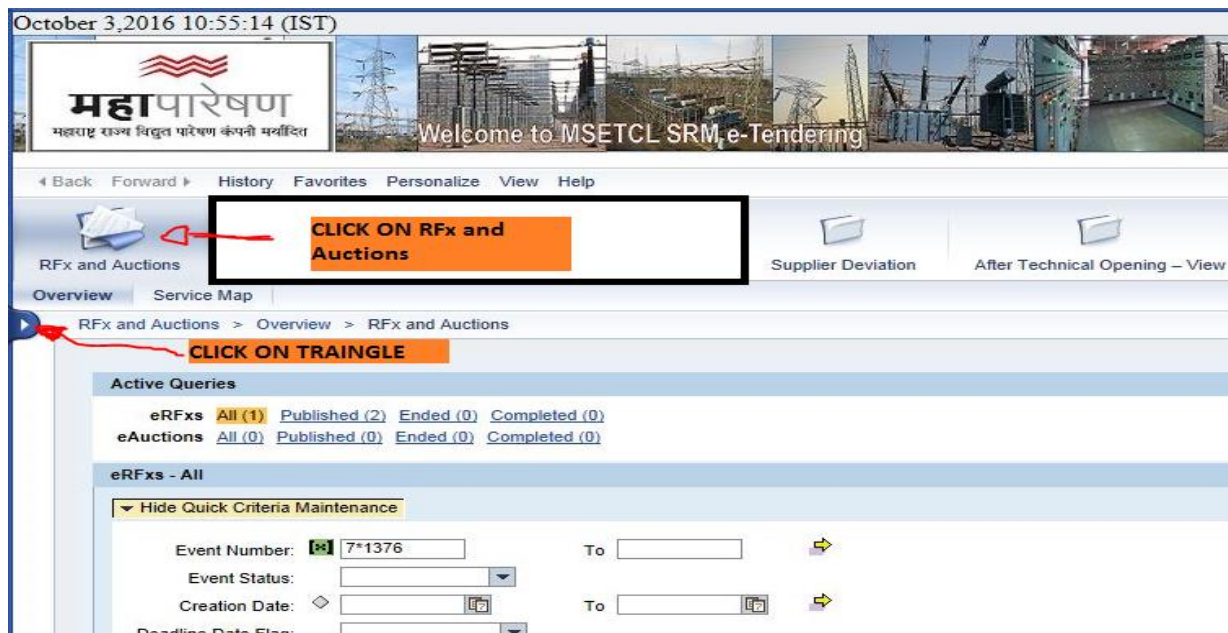
Company Data | Contact Data

* Company/Firm Registration Number: 12364545 | First Name: Jagannath

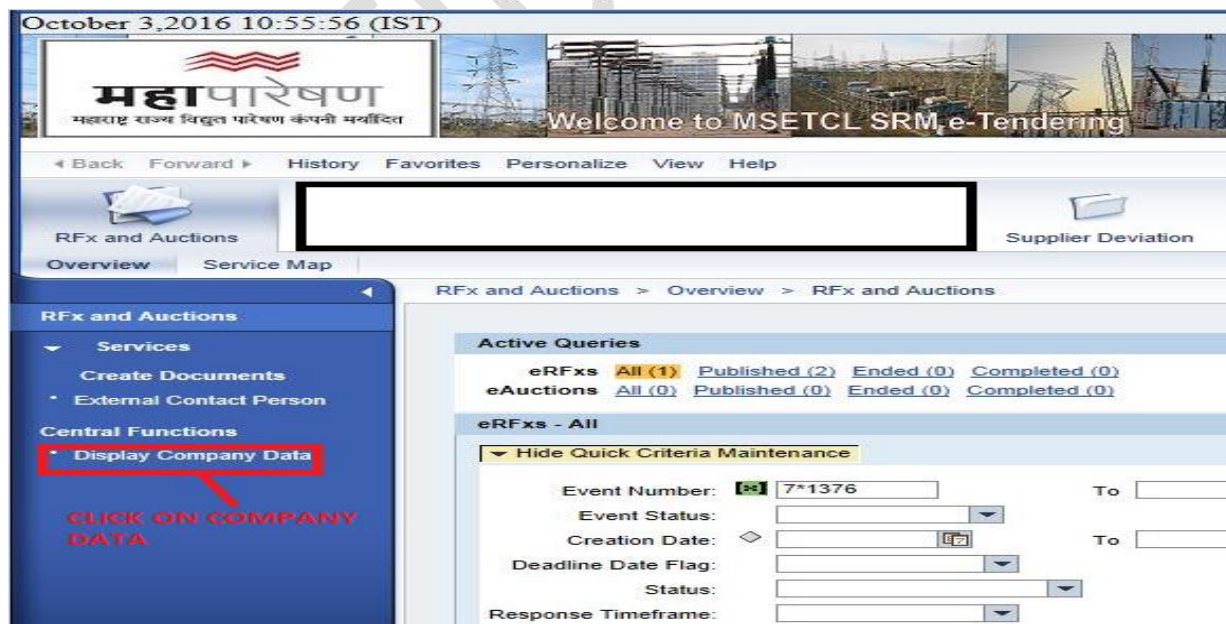
Now your request will be forwarded to the concerned MSETCL Authority (Based on MSETCL Registration office selected while vendor Registration) for acceptance of requested changes.

VENDOR RENEWAL PROCEDURE.

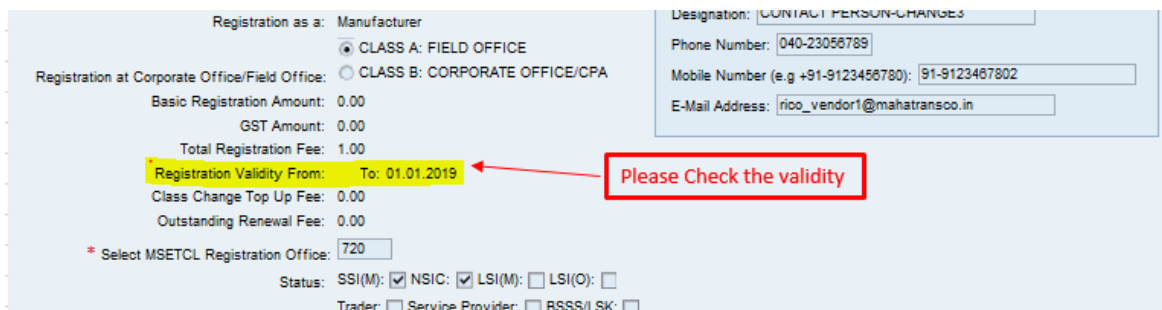
GO TO "RFX and Auction" and Click On "Triangle" to open



Click on "Display company Data" New screen will open



Check the validity date.



Registration as a: Manufacturer
 CLASS A: FIELD OFFICE (selected)
 CLASS B: CORPORATE OFFICE/CPA
 Registration at Corporate Office/Field Office:
 Basic Registration Amount: 0.00
 GST Amount: 0.00
 Total Registration Fee: 1.00
 Registration Validity From: To: 01.01.2019
 Class Change Top Up Fee: 0.00
 Outstanding Renewal Fee: 0.00
 * Select MSETCL Registration Office: 720
 Status: SSI(M): ☒ NSIC: ☒ LSI(M): ☐ LSI(O): ☐
 Trader: ☐ Service Provider: ☐ BSSS/LSK: ☐
 Designation: CONTACT PERSON-CHANGES
 Phone Number: 040-23056789
 Mobile Number (e.g. +91-9123456780): 91-9123467802
 E-Mail Address: nico_vendor1@mahatransco.in

Please Check the validity

If validity date is expired, then Click on "Edit" Button. Go to Payment Tab will be activated.



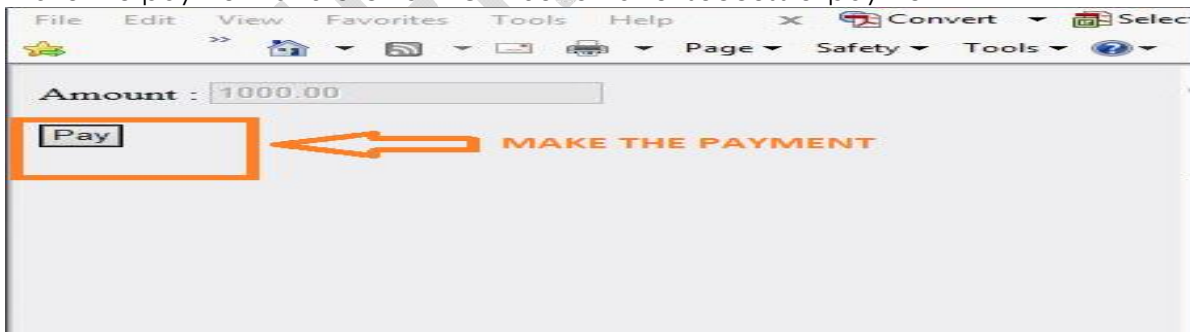
Display Bidder : 4000000002
 Edit Close GO TO EDIT
 Business Partner Type Bidder Document Date 03.10.2016 Business Partner Number 4000000002 Name of Business Partner
 Company Data Bidder Data

Click on "GO TO PAYMENT Gateway" tab, It will be diverted to Payment page.



Third Financial Year: 0.00
 Goto Payment Gateway
 FIANLLLY Click on GO TO PAYMENT GATEWAY
 Notes: Details of edited field & revised attachment

Make the payment and click on "OK" button after successful payment



Amount : 1000.00
 Pay
 MAKE THE PAYMENT

And Close the Company profile page. Please do not click on save button, if you have not made any changes in profile except Payment of Renewal Fee.

END