VENDOR REGISTRATION MANUAL

Link:

http://www.hmc.iitkgp.ac.in/erp/ctenders/crtVendor

Screen - 1

1. Make the payment first
2. Print the screenshot after payment completion

New Vendor Registration Form

Step-1 : Payment Details

Bank Name : Punjab National Bank
Branch Name : Technology Market, IIT Kharagpur Branch
Account Name : HMC-PNB MOH A/c
Account No : 3872002100000809 (IFS Code : PUNB0387200)
Amount : Rs. 2000/- (Rupees Two Thousands Only)

You may Pay using GooglePay, PhonePe, PayTM or at the Bank Counter. After bank payment, the details has to be entered below, the receipt must be attached with the Vendor Registration copy.

Verify your Mobile Number:

Click the Box below, Enter OTP received:

Verify OTP & Enter Details

README:

1. Enter your Mobile number. OTP will be sent to the mobile number.
2. Enter the OTP received.
3. Data will be fetched and displayed on the form, if it exists. Else start enteing the new details.
4. CLick on SAVE when done.

3. Type Mobile Number to Register
4. Click on OTP Box, Wait for OTP, Type the OTP
5. Click on Verify OTP, proceed to Step 2

Step-2: Enter the profile details:

Fields marked in *are mandatory.

Field	
FIRM-NAME	
VENDOR-ID	
VENDOR-NAME	
VENDOR-ADDR	
VENDOR-CITY	
PAN-NO	
GST-NO	
TRADE-LICENSE-NUMBER	
VENDOR-EMAIL	
VENDOR-MOBILE-1	
VENDOR-WHATSAPP-MOBILE-2	
SUPPLY-ITEMS	
TRANSACTION-NUMBER	
TRANSACTION-DATE	
TRANSACTION-AMOUNT	

PLEASE ENSURE CORRECTNESS OF THE DATA WHILE FILLING UP THE FORM.

Update & Print

STEP-2

1. Enter the profile details correctly.
2. If the Vendor-ID and Vendor Mobile-1 is not displayed automatically, restart the process once again.
3. After completing, click on "UPDATE & PRINT" button to save and generate the Registration form.
4. Submit the same to HMC office along with a)Payment Proof b) PAN CRD, c) GST and d) Trade License