

Supplier Registration Manual

The screenshot shows the website interface for 'mjPRO - Procure Better'. The browser address bar shows 'saleproc.mjunction.in/EPV2Web/'. The website header includes the SAIL logo and navigation links: Enrollment, Manual, Install DSC PKI Component, Tenders, About Us, and Contact. A 'Supplier Registration' button is prominently displayed.

Below the header, there is a section for 'Steel Authority of India Limited - A Maharatna' with a grid of six colored boxes containing the following text:

- One of the largest steel producers in India
- Indian government company
- Maharatna CPSE
- 5 Integrated steel plants
- 3 special steel plants and 1 subsidiary
- 50 Products 500 Grade 5000 Dimensions

Two images of steel plants are shown below the grid:

- New Plate Mill at Bourkela Steel Plant, Odisha**
- Cold Rolling Mill at Bokaro Steel Plant, Jharkhand**

On the right side, there is a 'Login' form with fields for Username and Password, a 'Remember me' checkbox, and a 'LOGIN' button. Links for 'Forgot Username?' and 'Forgot Password?' are also present.

At the bottom left, there is a 'Helpdesk Support' section with contact information: 'Please call us or mail us at our helpdesk number & mail id as mention below : Time - 9:30 am to 5:30 pm (Monday to Saturday)'. The email address is 'Saleproc.Helpdesk@mjunction.in'.

The footer contains the text: 'Best view in Browser Google Chrome 70+ | Firefox 60+ | IE Edge 12+', 'Managed and Maintained by Mjunction Services Limited', and 'Copyright. All rights reserved 2023'.

Contents

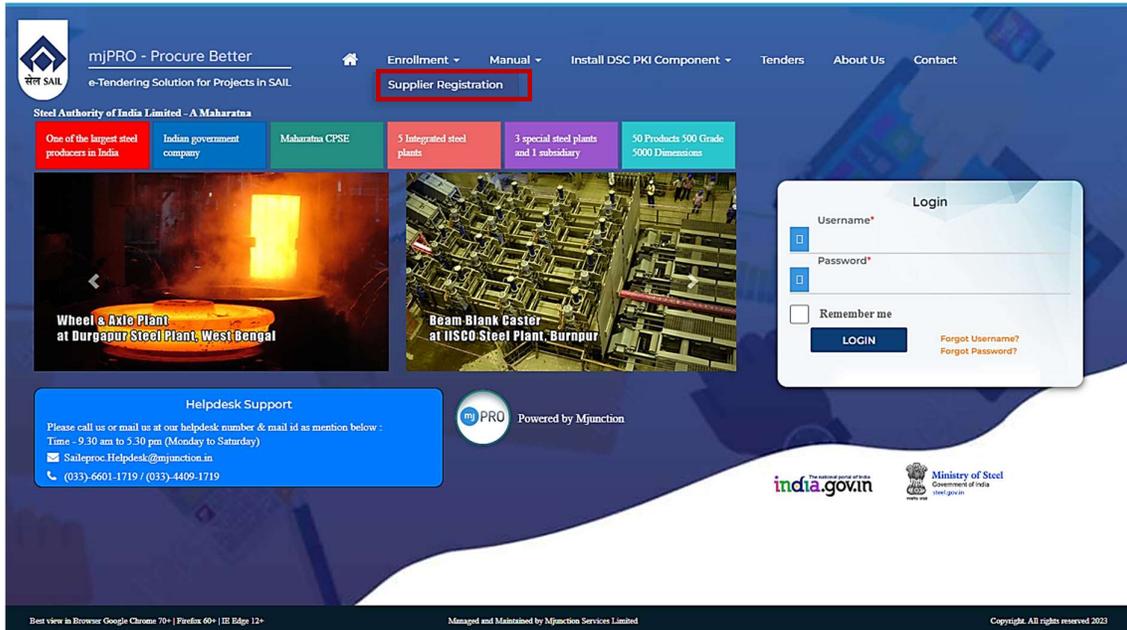
Summary	2
Supplier Registration Process	2

Summary

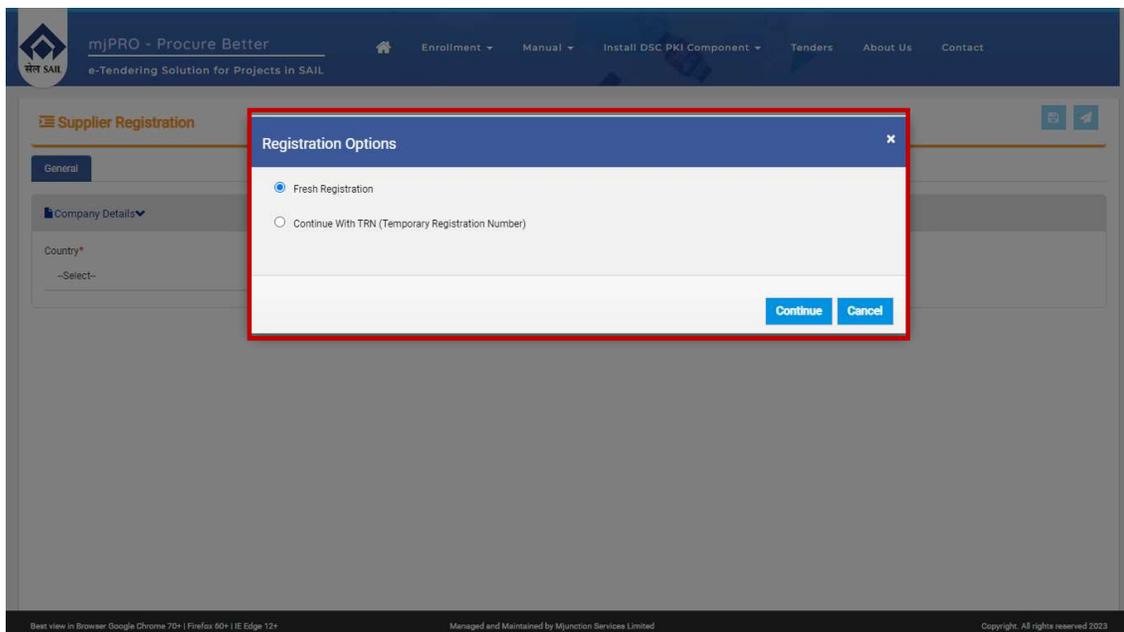
Registration process of Suppliers in e-Procurement portal and issuance of Login id and Password to access the portal. Supplier can enrol themselves online and mapped their DSC. Process is Free-of-Cost.

Supplier Registration Process

- 1) There will be a link on the home page for "Supplier Registration" to access the registration form.



- 2) After clicks on the 'Supplier Registration', vendor will get two options to start the registration process:



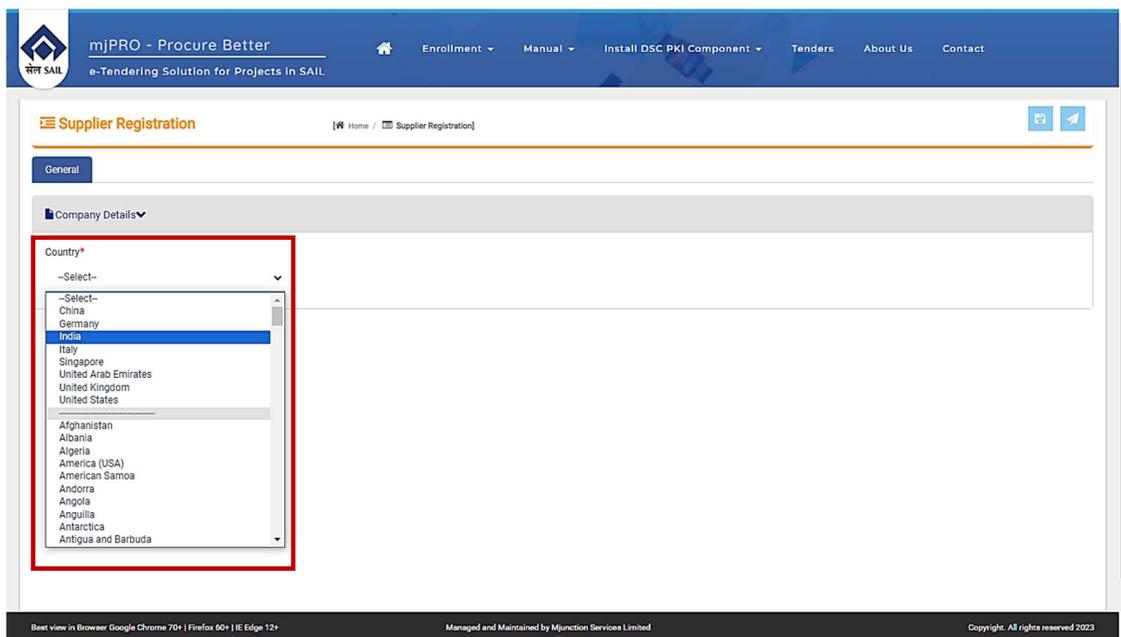
I. Fresh registration –

- It is Applicable when there is no data of Vendor is available in draft. Vendor is visiting the registration page for the 1st time.
- User selects the radio button for ‘Fresh Registration’ and clicks on the ‘Continue’ button to enter the registration form.

II. Continue with TRN (Temporary Registration No) –

- It is Applicable when Vendor is already verified with email id via OTP and saved some data in draft, but Vendor couldn’t finally submit the registration request earlier due to some reason.
- Using above mentioned option, Vendor can retrieve their earlier saved data & resume the registration process. TRN (received in mail), correspondence email address & mobile no are required to retrieve all such data.

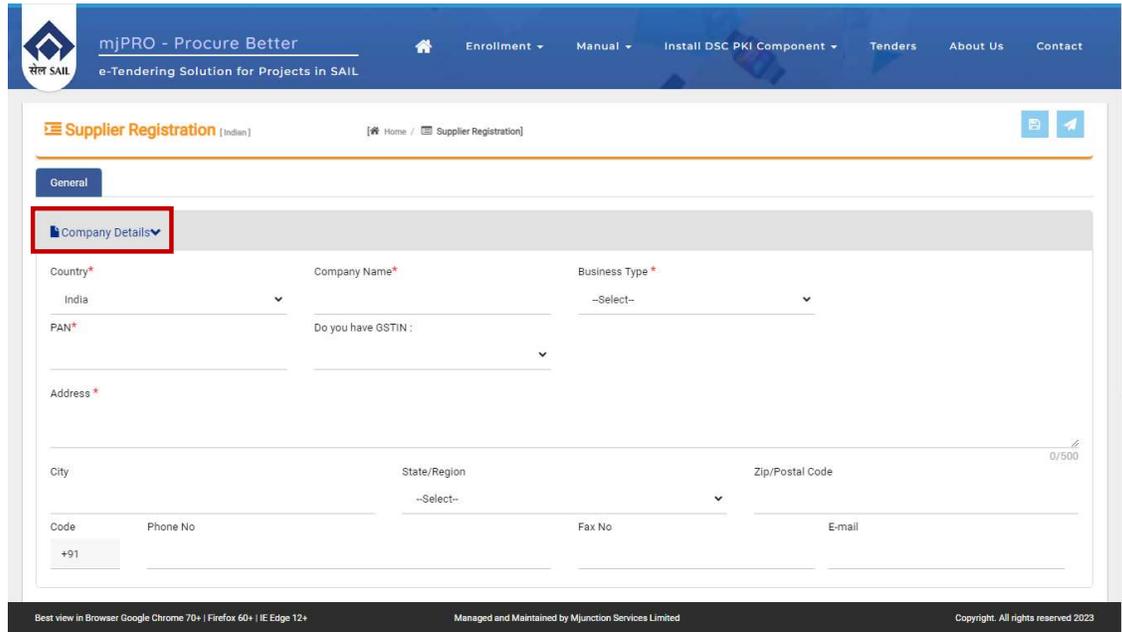
3) After clicking on the ‘Continue’ button for fresh registration, vendor needs to select country name from the dropdown list.



4) After selection of the country name, supplier registration form will be visible to the vendor.

5) Vendors needs to fill up “Company Details”, “MSME Details” & “User Details” section:

I. Company Details –



The screenshot shows the 'Supplier Registration' page in the 'mjPRO - Procure Better' portal. The 'Company Details' tab is selected and highlighted with a red box. The form contains the following fields:

- Country***: India (dropdown)
- Company Name***: Text input field
- Business Type***: --Select-- (dropdown)
- PAN***: Text input field
- Do you have GSTIN :**: --Select-- (dropdown)
- Address***: Text input field
- City**: Text input field
- State/Region**: --Select-- (dropdown)
- Zip/Postal Code**: Text input field (0/500)
- Code**: +91 (dropdown)
- Phone No**: Text input field
- Fax No**: Text input field
- E-mail**: Text input field

- **Company Name** – It is mandatory field & Vendor needs to enter the company name.
- **Business Type** – It is also mandatory field & Vendor selects value from the drop-down list.
 - Public Limited
 - Private Limited
 - Sole Proprietorship
 - Joint Venture
 - Consortium
 - Partnership
 - Other
 - Govt. of India Undertaking
 - State Govt. Undertaking
 - Public Limited Company (Listed)
 - Public Limited Company (Unlisted)
 - Co-operative Society
 - LLP
- **PAN** - This is also mandatory one and this field is an input text box with PAN validation logic for character type and no of character (in case GSTIN is not entered). The data is alphanumeric as Valid PAN Format. If the country selection is – INDIA then, PAN will be visible in the form & mandatory to fill up for the Vendor.
- **CIN** - It is applicable only for foreign vendors. It is a mandatory field & detail is required to be filled up by the foreign vendor.
- **GSTIN** – 'Yes' / 'No' is applicable for this field.

- If 'YES' is selected by the Vendor, then he/she has to provide the GSTIN details (Actual format of GSTIN to be accepted).
 - If PAN No is found to be duplicate and GSTIN number are different, Vendor is still to be allowed to complete the registration process. For all other duplicate PAN situations, bidder will be not allowed to register on the portal.
- **Address** – This is a mandatory field; Vendor needs to enter company address here.
 - **City** – Vendor provides city name here.
 - **State/region** – Vendor needs to select the State/Region from the drop-down list.
 - **Zip/Postal Code** – Vendor has to provide the Zip/Pin code for official address.
 - **Phone No** – Company Phone number to be filled up here.
 - **Fax No** - Company Fax number to be filled up here.
 - **E-mail** - Company E-mail id to be filled up here.

II. MSME Details –

MSME Details

Is MSME? * Yes ▼	Udyog Aadhaar Number (UAN) *	Type of Enterprise * --Select-- ▼	Type of Registration * --Select-- ▼
Registered Activity * --Select-- ▼	Date of Registration*	MSME Certificate *	
Activity Description*			

- **Is MSME?** – 'Yes' / 'No' is applicable for this field. The bidder needs to confirm the MSME status. If Vendor selects 'Yes' then other respective field will be visible to the vendor, otherwise Vendor does not need to fill up anything.
- **Udyog Aadhaar Number (UAN)** – UAN number needs to be filled up here as per desired format.
- **Type of Enterprise** – 'Medium' / 'Small' / 'Micro' is applicable for this field. Vendor needs to select any one-off them from the drop-down list.
- **Type of Registration** – 'Supply' / 'Service' is applicable for this field. Vendor needs to select any one-off them from the drop-down list.
- **Registered Activity** – 'Manufacturing' / 'Service' / 'Both' is applicable for this field. Vendor needs to select any one-off them from the drop-down list.
- **Date of Registration** – Date of registration needs to be selected from the calendar.
- **MSME Certificate**- Bidder needs to upload MSME certification for reference purpose.
- **Activity Description**- Bidder needs to enter the Activity Description in text box.

III. User Details –

- **Correspondence Mobile No-** Vendor needs to provide primary 10 digit mobile no for future correspondence. There is a tooltip (*Ensure that mobile no. provided is correct. For all such future correspondence this mobile no will be used*) to help vender to provide correct information.
- **Correspondence Email-** Vendor needs to provide primary email id for future correspondence. There is a tooltip (*Ensure that email id provided is correct. For all such future correspondence this email id will be used*) as correspondence Mobile no.
- **Other Correspondence Email-** Vendor can provide other email id for correspondence purpose.

N.B: - i) Length check of 10 characters of mobile number will be executed at the time of submission (Only for Indian Vendors).

ii) There will be a format checking of the Email id. In case of wrong email format has been provided by the vendor.

iii) Correspondence Mobile No & Email field only remains active when all other information has been filled up by the vendor.

- Once the complete information in “User Details” section are filled up, Vendor will click on “**Get OTP**” button. A system generated email will be triggered to vendor’s correspondence email id.

- The Vendor receives an email in their Primary Correspondence Email address mentioning the OTP.
- In case vendor does not receive the OTP, then Vendor needs to click on the ‘Resend OTP’ button.
- The vender needs to enter the same OTP into the blank text box, mentioned as Email OTP. After the same, vendor needs to click on the ‘**Validate & Submit**’ button to validate the OTP. OTP validation remain for 20 mins only.

- Entering the same OTP, all such data entered in registration form will automatically get saved temporarily in the server & system will trigger an email to the Vendor mentioning the TRN (Temporary Registration No). It will be two factor authentication which will be captured separately.

From: epsstgsup@mjunction.in <epsstgsup@mjunction.in>
 Sent: Friday, September 1, 2023 4:57 PM
 To: xxxxxx@mjunction.in
 Subject: SAIL E-Proc – Temporary Registration Number.

Dear Mr. xxx,

Welcome to SAIL E-Proc. Your registration have been successfully initiated. Registration Number is provided to you. If you haven't completed the registration process then you can initiate the process again using this "Temporary Registration Number".

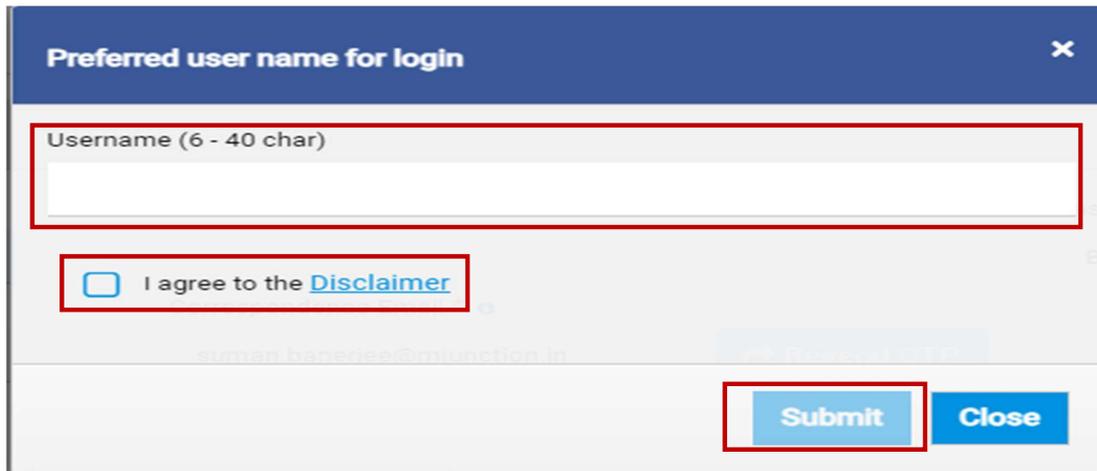
Do not share these details.

CREDENTIALS
 Temporary Registration No.: 16935676122240003915
 URL: <https://salleproc.mjunction.in/EPV2Web/>
 Mobile Number: xxxxxxxxxx

Please note the temporary registration no. is valid till 16-Sep-2023 23:59:59 hours.

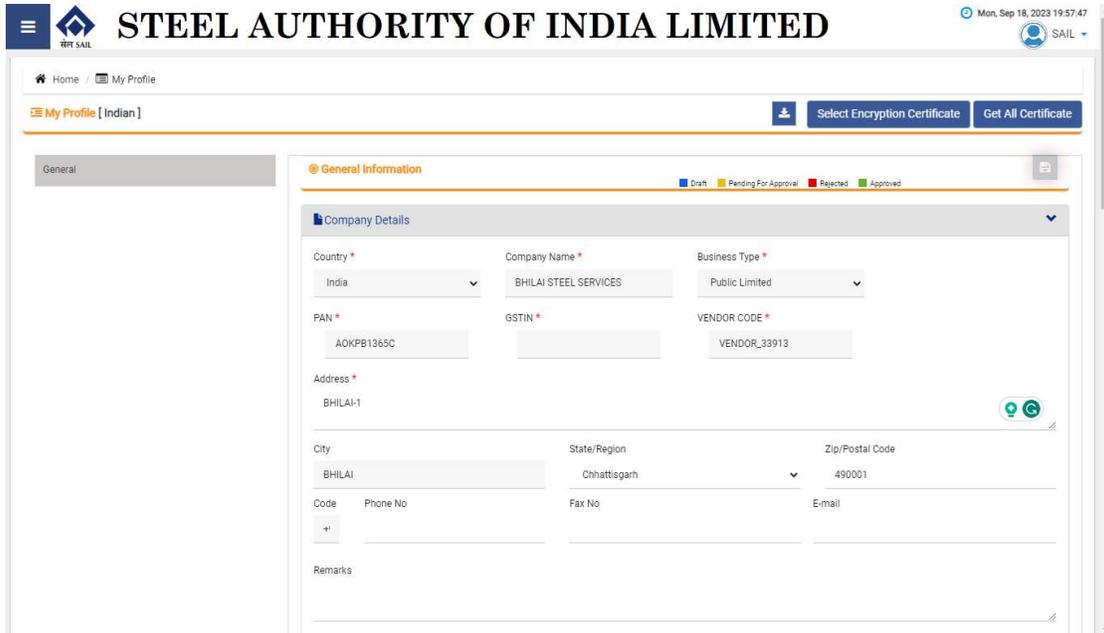
Regards
 SAIL E-Proc Team.

- 6) Before submitting the portal registration request, vendor needs to put a desired login ID. Textbox would be given as per the login ID policy. There is a duplication checking on focus lost. In case of duplicate value, the focus will be on the same control with proper validation message. The Desired login ID should be minimum 6 char and maximum 40 char. Character limit validation check is there on runtime during login ID creation. Vendor needs to click on the checkbox for disclaimer and finally clicks on the submit button for user id creation.



- 7) Vendor gets registration acknowledge mail along with password generation link. Using the activation link (mentioned in the mail), Vendor will be redirected to that page where they can set their desired login password & map their signing digital certificate and submit. Certificate selection is mandatory. Any expired, revoked & duplicate certificate (which is already mapped with any other user's profile) can't be mapped. Proper error message to be highlighted.
- 8) One Vendor Code will be generated by system for respective bidder. For the entire tender life cycle this vendor code will be shown.

10) After login, Vendor has to mapped their class III encryption digital certificate. Without mapping the encryption certificate, the system will not allow Vendor to participate in any bidding activities. Any expired, revoked & duplicate certificate (which is already mapped with any other user's profile) can't be mapped. Proper error message will be highlighted for the same. More than one active encryption certificate can't be mapped with any user profile.



The screenshot shows the 'My Profile' page for an Indian vendor. The main section is 'General Information' with a sub-section 'Company Details'. The form contains the following fields:

- Country: India
- Company Name: BHILAI STEEL SERVICES
- Business Type: Public Limited
- PAN: AOKPB1365C
- GSTIN: [Empty]
- VENDOR CODE: VENDOR_33913
- Address: BHILAI-1
- City: BHILAI
- State/Region: Chhattisgarh
- Zip/Postal Code: 490001
- Code, Phone No, Fax No, E-mail: [Empty]
- Remarks: [Empty]

- 11) Vendor can change the below mentioned details from their login under 'My Profile':
- **Company Address, Phone No, Fax No & Email** under company details section
 - **MSME** details.
 - **User Details** (Title, First Name, Middle Name, Last Name, Mobile Number) - There will be a duplication checking. **Correspondence Mob No** (There will be a duplication checking). **Correspondence Email** (There will be a duplication checking) – OTP for validation in case of change.
 - **Other Correspondence Email**
 - **Signature Upload**
 - **Any other details can't be changed by Vendor.**