



# Supplier Registration Manual

How to start:

Click on **Supplier Registration** on <https://sugarmart.sets.co.in>

The following page will appear from the above process:

## Vendor Registration - Step 1 of 7

Mandatory fields marked \*

Representative Details	
Name *	<input type="text"/> - <input type="text"/> (First Name - Last Name)
Designation *	<input type="text"/>
Country *	<input type="text" value="--Select--"/>
Telephone Number 1 *	<input type="text"/> e.g. +91-721-2345678
Telephone Number 2	<input type="text"/> e.g. +91-721-2345678
Mobile Number *	<input type="text"/> e.g. +91-9999999999 <input type="checkbox"/> I agree to get various notifications on this mobile
Email Address *	<input type="text"/> e.g. abc@mydomain.com
Company Name	
Company Name *	<input type="text"/>
Vendor Category *	<input type="radio"/> Supplier <input type="radio"/> Buyer <input type="radio"/> Both Supplier & Buyer
Company Login Details	
Username *	<input type="text"/> (6-15 characters and should not contain any special symbols)
Password *	<input type="password"/> (6-15 characters and should not contain blank spaces)
Confirm Password *	<input type="password"/>
<input type="button" value="Save And Next"/>	

## Step 1:

Kindly fill your details such as:

- Name
- Designation
- Country, Telephone number.
- Mobile number (for OTP verification)
- Email id (for OTP verification)
- Click on the checkbox after filling mobile number

Representative Details	
Name *	<input type="text"/> - <input type="text"/> (First Name - Last Name)
Designation *	<input type="text"/>
Country *	---Select-- <input type="button" value="v"/>
Telephone Number 1 *	<input type="text"/> e.g. +91-721-2345678
Telephone Number 2	<input type="text"/> e.g. +91-721-2345678
Mobile Number *	<input type="text"/> e.g. +91-9999999999 <input type="checkbox"/> * I agree to get various notifications on this mobile
Email Address *	<input type="text"/> e.g. abc@mydomain.com

- Company name
- Vendor Category
  - **Supplier**- If you are supplier to Sugar Factory
  - **Buyer**- If you are Sugar/Molasses/Bagasse/Sanitizer buyer
  - **Both Supplier & Buyer**- If you are both above.

Company Name	
Company Name *	<input type="text"/>
Vendor Category *	<input type="radio"/> Supplier <input type="radio"/> Buyer <input type="radio"/> Both Supplier & Buyer

- Enter Username and password for which you want to set for accessing the SugarMart portal in future.

Company Login Details	
Username *	<input type="text"/> (6-15 characters and should not contain any special symbols)
Password *	<input type="text"/> (6-15 characters and should not contain blank spaces)
Confirm Password *	<input type="text"/>

- Click on **Save & Next** after filling all the above details for OTP verification screen.

### OTP verification:

- The following screen appears now.

**OTP Verification**

Enter Mobile OTP :

Enter Email OTP :

- Enter the OTP received on Mobile in Mobile OTP.
- Enter the OTP received on email in Email OTP.
- And click on **Verify**.
- In case you haven't received OTP on anyone of Mobile/Email click on **Resend**.

### Step 2:

#### Select Category:

For Suppliers:

1. Purchase- If they are supplier of things only
2. JobWork- For maintenance type of work.

#### Select Category

PURCHASE [Select Item](#)

- Click on the checkbox of your interest and click on **Select Item**.

### Vendor Registration - Vendor Item Selection

Vendor Item Details

No Items found.  
Page No 1

Select	Item Code	Item Hierarchy
No Details Found.		

- Click on **Add details**.
- The following screen appears.

**Add Item**

**Instructions:**

1. Select appropriate option from each drop down
2. After saving data, items list will be display in grid

Mandatory fields marked \*

**Item Search Type**

Category \* PURCHASE

Search Type \*  Select  Search

**Item Selection**

Major Class --Select--

Sub Class --Select--

Note: Select corresponding class to add items of that level

Save Cancel

- Click on **Major Class**.

Major Class --Select--

Sub Class --Select--

Note: Select corresponding class

Save Cancel

- Select--
- AGRICULTURE ITEMS
- BAGS
- CHEMICAL ITEMS
- IRON AND STEEL ITEMS
- MACHINARY ITEMS
- OIL AND FUEL ITEMS
- PIPE AND PIPE FITTINGS ITEMS
- SURVEILLANCE SYSTEM ITEMS
- TOOLS AND TACKELS ITEMS

- Select your Major Class.
- Then click on Sub Class.

**Item Selection**

Major Class CHEMICAL ITEMS

Sub Class --Select--

Note: Select corresponding class

Save Cancel

- Select--
- BOILER CHEMICAL
- COGENERATION CHEMICAL
- COOLING TOWER CHEMICAL
- DESCALENT
- LAB APPARATUS ( A-Z)
- LAB CHEMICAL
- MANUFACTURING CHEMICAL
- MANUFACTURING SPARES
- SOLAR MODULE

- Select Sub Class and click on **Save**.

- Following screen appears.

**Vendor Registration - Vendor Item Selection**

Vendor Item Details Add Details Delete

1 item found.  
Page No 1

Select	Item Code	Item Hierarchy
<input type="radio"/>	06-05	CHEMICAL ITEMS<->COOLING TOWER CHEMICAL

Save And Next Back

- You can add more items similarly and once done Click on **Save And Next**.

### Company Contact Details

**Company Contact Details**

Company Name \*

Registration No \*

Vendor Type \*

Company Type \*  Incorporation Date \*

Incorporation Certificate \*  
File upload size is : 1 MB  
Type of files : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx format only  
 No file chosen

Company URL

Regst. Office Address \*

Country \*  State \*  District \*

City \*  Pincode \*

GST Details \*

Are you MSME? \* YES  NO

Telephone Number 1 \*

Telephone Number 2

Fax Number 1

Fax Number 2

Save And Next Back

- Fill the required details and upload the Incorporation certificate of the Company.
- For GST details, click on **GST details**. Following screen will appear.

**Statewise GST registration details**

**Instructions:**

1. Please enter appropriate details in State, Address and Permanent GST Registration number
2. Upload GST certificate (Note: Maximum size : 1 MB and Allowed File Type : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx )
3. After saving data, information will be display in grid
4. You can add more state details by clicking on "Add statewise GST Details"

Click here to add state wise GST registration number

State	Address	Permanant GST Registration Number	Certificate	Remove
No Details Found.				

- Click on Add Statewise GST details and enter State, Address, Permanent GST number & attach the GST certificate and click on Save.
- On successful upload following screen will appear.

**Statewise GST registration details**

• **Data has been saved successfully. Kindly close this window and proceed for registration!**

**Instructions:**

1. Please enter appropriate details in State, Address and Permanent GST Registration number
2. Upload GST certificate (Note: Maximum size : 1 MB and Allowed File Type : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx )
3. After saving data, information will be display in grid
4. You can add more state details by clicking on "Add statewise GST Details"

Click here to add state wise GST registration number

State	Address	Permanant GST Registration Number	Certificate	Remove
MAHARASHTRA	GST Address	21SDGHN9870Y1ZW	<input type="button" value="Download"/> <input type="button" value="Delete Certificate"/>	<input type="button" value="Remove"/>

- Close the window and proceed to the previous screen.
- Click on **Save & Next** to proceed to Step 3.

## Step 3

## Vendor Registration - Step 3 of 7

**Instructions:**

1. Click on Add Details for adding certificate
2. Select appropriate option from each drop down and upload necessary documents
3. After saving data, document list will be display in grid

**Certificate Detail**

Add Details Edit Details Delete

No items found.  
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
No Details Found.					

Save And Next Back

- Click on **Add Details**.
- Select Category
- Select Certificate, i.e. PAN
- Enter PAN number and upload your scan of PAN.

**Add Certificate**

Mandatory fields marked \*

**Select Type**

Select Category \* PURCHASE

Select Certificate \* PAN

**Certificate Details**

Details \*  e.g. ABCDE1234F

Copy of Certificate \* Choose File No file chosen Upload

Save Cancel

- Click on Save.

## Vendor Registration - Step 3 of 7

### Instructions:

1. Click on Add Details for adding certificate
2. Select appropriate option from each drop down and upload necessary documents
3. After saving data, document list will be display in grid

### Certificate Detail

[Add Details](#) [Edit Details](#) [Delete](#)

1 item found.

Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
<input type="radio"/>	PAN	PURCHASE	ABCOE1278D	N.A.	N.A.

[Save And Next](#) [Back](#)

- Click on **Save And Next** to proceed to Step 4.

## Step 4

This step consists of adding management details.

### Management Details

[Add Details](#) [Edit Details](#) [Delete](#)

No items found.

Page No 1

Select	Name	Designation	Mobile No	Email
No Details Found.				

[Save And Next](#) [Back](#)

- Click on **Add Details**.
- Fill all the details.
- Click on Save
- Enter OTP received on Email & Mobile and proceed.
- On Saving, you will get the following screen:

### Management Details

[Add Details](#) [Edit Details](#) [Delete](#)

1 item found.

Page No 1

Select	Name	Designation	Mobile No	Email
<input type="radio"/>	Zuheb Parkar	Partner	+91-8966431371	zuhebp@mkcl.org

[Save And Next](#) [Back](#)

- Click on **Save & Next** to proceed to Step 5.

## Step 5

Step 5 is about adding Past Performance details. This is non-mandatory step and you can click on Save & Next if you want to skip the step.

For adding details, click on **Add details**

Past Performance Detail

[Add Details](#) [Edit Details](#) [Delete](#)

No Items found.  
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
No Details Found.						

[Save And Next](#) [Back](#)

- Add all the details required.

Category Type \*

Description of Work \*

Name of the Firm \*

P.O. Number \*

Order Start Date \*

Order Completion Date \*

Amount of Work Executed  (in Rs.)

Attach Copy Of P. O.  No file chosen

Certificate Awarded If Any  No file chosen

Reference 1

Country \*

Telephone Number 1 \*  e.g. +91-721-2345678

Telephone Number 2  e.g. +91-721-2345678

Reference 2

Telephone Number 1  e.g. +91-721-2345678

Telephone Number 2  e.g. +91-721-2345678

- Click on save.
- Following screen will appear:

Past Performance Detail

[Add Details](#) [Edit Details](#) [Delete](#)

1 Item found.  
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
<input type="radio"/>	Chemicals- Sulphur	ZP	PURCHASE	12356	11 Sep, 2020	11 Sep, 2020

[Save And Next](#) [Back](#)

- Click on **Save & Next** to proceed to final Step.

## Last Step

Zuhel Parbar

### Preview - End of Vendor Registration

Registration Process Complete

Registration Authority: SugarMart

Preview

Apply for Registration Back

- You can preview your application by clicking on **Preview** button
  - Click on **Apply for Registration** to apply for Registration.
- ❖ After Applying, you will get an acknowledgement sms and email about the application.
- ❖ Within 1-2 days, your application will be approved and you will receive a SMS and email about the same.
- ❖ Once approved, you can login through <https://sugarmart.sets.co.in> with the username and password set in Step 1.