

How to start:

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



The following page will appear from the above process:

andatory fields marked *			
Representative Details			
Name *			(First Name - Last Name)
esignation *			
ountry *	Select 👻		
felephone Number 1 📍		6-5-+91-721-21	945678
lelephone Number 2		4 g. +91-721-23	45678
Mobile Number *		9-3-+91-99999	ssee * I agree to get various notifications on this mobile
Email Address 📍		a.p. shopmydar	main-com
Company Name			
Company Name 🔹			
Vendor Category *	Osuppter	OBover	OBoth Supplier & Buyer
Company Login Details			
Usemame 🐔	1	(5-15 characters and a	heuld not contain any special symbols)
Password *		(6-15 characters and a	isold net contain blank spaces)
Confirm Password			

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 *	- (First Name - Last Name)
Designation *	
Country *	Select V
Telephone Number 1 *	►q. +91-721-2345678
Telephone Number 2	e.g. +91-721-2345678
Mobile Number *	e.g. +91-9999999999 I agree to get various notifications on this mobile
Email Address *	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 *			
Vendor Category *	Osupplier	O _{Buyer}	$\bigcirc_{Both Supplier \& Buyer}$

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

Company Login Details	
Username *	(6-15 characters and should not contain any special symbols)
Password *	(6-15 characters and should not contain blank spaces)
Confirm Password *	
Save And Next	

• Click on <u>Save & Next</u> after filling all the above details for OTP verification screen.

OTP verification:

-

• The following screen appears now.

OTP Verifica	ition		
Enter Mobile OTP :			
Enter Email OTP :			
Verify Resend			

- 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 <u>Resend.</u>

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.

la Items found. Tage No 1 Select Item Code Item Hierarchy No Details Found. Save And Kext Back	
Select Item Code Item Hierarchy to Details Found. Save And Kext Back	
to Details Found.	
iave And Next Back	
ave And Next Back	
Click on Add details.	

Add Item Instructions: 1. Select appropriate o 2. After saving data, it	ption from each drop down ems list will be display in grid		
Mandatory fields marke	ed *		
Item Search Type			
Category *	PURCHASE	~	
Search Type *	Select	Osearch	
Item Selection			
Major Class	Select	~	
Sub Class	Select	~	
Note: Select correspor	ding class to add items of that I	evel	
Eave Cancel			

• Click on Major Class.

Major Class	Select	-
	Select	
Sub Class	AGRICULTURE ITEMS	
	BAGS	
Note: Select corresponding class	CHEMICAL ITEMS	
	IRON AND STEEL ITEMS	
	MACHINARY ITEMS	
	OIL AND FUEL ITEMS	
	PIPE AND PIPE FITTINGS ITEMS	
	SURVEILLANCE SYSTEM ITEMS	
Save	TOOLS AND TACKELS ITEMS	

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

Item Selection

Major Class	CHEMICAL ITEMS	~
Sub Class	Select	~
	Select	
Noto: Soloct corresponding cla	BOILER CHEMICAL	
Note. Select corresponding cla	COGENERATION CHEMICAL	
	COOLING TOWER CHEMICAL	
	DESCALENT	
	LAB APPARATUS (A-Z)	
	LAB CHEMICAL	
Save Cancel	MANUFACTURING CHEMICAL	
	MANUFACTURING SPARES	
	SOLAR MODULE	

• Select Sub Class and click on <u>Save</u>.

• Following screen appears.

Vendor Registration - Vendor Item Selection

		Add Details	Delete
Item Code	Item Hierarchy		
06-05	CHEMICAL ITEMS<> COOLING TOWER CHEMICAL		
	Item Code 06-05	Item Code Item Hierarchy 06-05 CHEMICAL ITEMS<>COOLING TOWER CHEMICAL	Item Code Item Hierarchy 06-05 CHEMICAL ITEMS<>COOLING TOWER CHEMICAL

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

Company Name *	Testing
Registration No *	
Vendor Type *	Select V
Company Type *	Select V Incorporation Date * 10 V Sep V 2020
Incorporation Certificate File upload size is : 1 HB Type of files : glf, ipeg, jp Choose File No file chos	g, doc, xla, pdf, zip, docx, xlax format only en Upload
Company URI	a growth might and
company one	e.g. www.thist.org
Regst. Office Address *	
Regst, Office Address *	INDIA V State •Select V District • [Select V]
Regst, Office Address * Country * City *	[INDIA V State + -Select- V District + -Select- V] Pincode +
Regst, Office Address * Country * City * GST Details *	Implies Implies Implies Implies
Regst, Office Address * Country * City * GST Details * Are you HSME? *	Impla V State -Select Piecode GST Details YES NO
Regst, Office Address * Country * City * GST Details * Are you MSME? * Telephone Number 1 *	INDIA V State +Select V District + [Select V Piocode *
Regst, Office Address * Country * City * GST Details * Are you HSME? * Telephone Number 1 * Telephone Number 2	E.g. With instance INDIA State * -Select District * -Select Y Pincode * Pincode * <t< td=""></t<>
Regst, Office Address * Country * City * GST Details * Are you MSME? * Telephone Number 1 * Telephone Number 2 Fax Number 1	E.g. With initiality [NDIA V State * -5elect- V District * -5elect- V Pincode * [GST Details] VES O NO * *.g. +91-722-2345676 *.g. +91-722-2345678 *.g. +91-722-2345678

Company Contact Details

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

nstructions . Please ento . Upload GS . After savin . You can ad	: ar appropriate details r certificate (Note: M g data, information w d more state details l	in State, Address and Permanent GST Registration number aximum size : 1 MB and Allowed File Type : gif, jpeg, jpg, do ill be display in grid by clicking on "Add statewise GST Details"	c, xls, pdf, zip, docx, xlsx)
		Click here to add state wise GST registra	ation number Add Statev	vise GST Details
State	Address	Permanant GST Registration Number	Certificate	Remove
to Details Fo	ound.			

- 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.

	·····, ····		-	
Please enter appropriate	details in State, Address and Perm	nanent GST Registration number	ula addada daarii idaa d	
. After saving data, inform	ote: Maximum size : 1 MB and All ation will be display in grid	lowed File Type : git, jpeg, jpg, doc, >	xis, pdf, zip, docx, xisx)	
. You can add more state c	letails by clicking on "Add statewis	se GST Details"		
	Click h	nere to add state wise GST registratio	on number Add Statewise	GST Details
	Click h	nere to add state wise GST registratic	on number Add Statewise	GST Details
State	Click h Address	nere to add state wise GST registration Permanant GST Registration Number	ion Certificate	GST Details
State	Click h Address	Permanant GST registration	ion number Add Statewise Certificate Download	GST Details Remove Remove
State MAHARASHTRA	Click h Address GST Address	Permanant GST registration	ion number Add Statewise Certificate Download Delete Certificate	GST Details Remove Remove

- Close the window and proceed to the previous screen.
- Click on <u>Save & Next</u> to proceed to Step 3.

Step 3

5.1			1	- Arrest Roll		Chineses.	7 -5 7
1.7	en	OOF P	cent	STLAU	00 -	STOR	-5 OT /
	~11	201.1	1091	01141	A11.	orep.	0.01.1

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

itame found					
age No 1					
Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
lo Details Found	l.				

- 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 V	
Select Certificate *	PAN V	
Certificate Details		
Details *	e.g. ABCDE1234F	
Copy of Certificate *	Choose File No file chosen Upload	
Save Cancel		

• Click on Save.

ils for adding certificate option from each drop down and document list will be display in g	upload necessary docum	ents		
option from each drop down and document list will be display in g	upload necessary docum	ents		
document list will be display in g				
	nd			
1				
			Add	Details Edit Details Delets
			- Israel	and the second s
Name of Certificate	Category	Certificate No	Issue Date	Validity Date
	PURCHASE	ABCDE1278D	N.A.	N.A.
	Name of Certificate	Name of Certificate Category	Name of Certificate No	Add Name of Certificate Category Certificate No Issue Date Discuss

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

Step 4

This step consists of adding management details.

Hanagement Decans			Add Deta	is Edit Details Delete
No items found. Page No 1				
Select	Name	Designation	Mobile No	Email
No Details Found.	Hume	prosignation.	Provinc Ho	Lingi
ferrorational (error)				

- 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:

				l item found. Page No 1
 Fm2	Hobile No	Designation	Name	Select
zuhebp@mkcl.org	+91-8956431371	Partner	Zuheb Parkar	0
zuhebp@mkcl.org	+91-8956431371	Partner	Name Zuheb Parkar	O

• 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

Firm Name	Category	P.O. Number	Order Date	Completion Date
	cureftort	1.194 (1991)	area and	Comprision care
	Firm Name	Firm Name Category	Firm Name Category P.O. Number	Firm Name Category P.O. Number Order Date

• Add all the details required.

Category Type *	PURCHASE ~	
Description of Work *	Chemicals- Sulphur	
Name of the Firm *		
P.O. Number *	[
Order Start Date *	11 V Sep V 2020	
Order Completion Date *	11 V Sep V 2020	
Amount of Work Executed	(in Rs.)	
Attach Copy Of P. O.	Choose File No file chosen	upload
Certificate Awarded If Any	Choose File No file chosen	Upload
Reference 1		
Country *	Select 👻	
Telephone Number 1 *		e.g. +91-721-2345678
Telephone Number 2		s.g. +91-721-2345678
Reference 2	[
Telephone Number 1		e.g. +91-721-2349678
Telephone Number 2	L	e.g. +91-721-2345678
Save Cancel		

- Click on save.
- Following screen will appear:

2					
a.					
Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
Chemicals- Sulphur	ZP	PURCHASE	12356	11 Sep, 2020	11 Sep, 2020
	d. Work Description Chemicals- Sulphur	d. Work Description Firm Name Chemicals- Sulphur ZP	d. Work Description Firm Name Category Chemicals- Sulphur ZP PURCHASE	d. Work Description Firm Name Category P.O. Number Chemicals- Sulphur ZP PURCHASE 12356	d. Work Description Firm Name Category P.O. Number Order Date Chemicals- Sulphur ZP PURCHASE 12356 11 Sep. 2020

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

Last Step

 Preview - End of Vendor Registration

 Registration Process Complete

 Registration Authority
 SugarNant

 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 <u>https://sugarmart.sets.co.in</u> with the username and password set in Step 1.