

Vendor Registration Guide

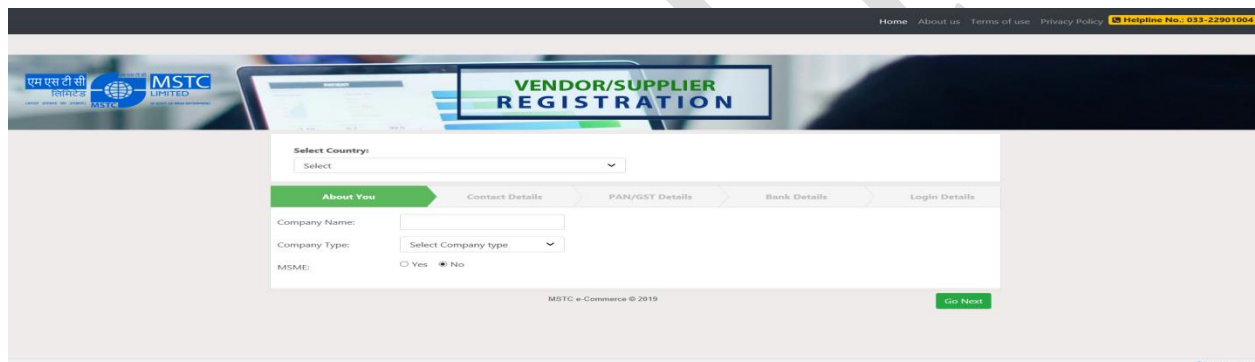
www.mstcecommerce.com/eproc

The following section is meant only to provide guidance to bidders about the registration process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to mis-understanding anything written hereunder.

Steps for Registration (If country selected is India)

A vendor shall have to fill up the data against 'About You', 'Contact Details', 'PAN/GST', 'Bank Details' and Login Details'. On successful verification of the mobile number and e-mail id by OTPs, the registration shall be completed.

- **Select Country & About You**- Select Country, followed by the filling up the fields under 'About You'.



The screenshot displays the MSTC Vendor/Supplier Registration portal. At the top, there is a navigation bar with links for Home, About us, Terms of use, Privacy Policy, and a Helpline No. 033-22901004. The main header features the MSTC logo and the text 'MSTC LIMITED' alongside the registration title 'VENDOR/SUPPLIER REGISTRATION'. Below the header, a form is presented with a 'Select Country:' dropdown menu. A progress bar indicates the current step is 'About You', followed by 'Contact Details', 'PAN/GST Details', 'Bank Details', and 'Login Details'. The 'About You' section includes fields for 'Company Name:', 'Company Type:' (with a dropdown menu), and 'MSME:' (with radio buttons for 'Yes' and 'No'). A 'Go Next' button is located at the bottom right of the form. The footer of the page contains the text 'MSTC e-Commerce © 2019' and a zoom level indicator of 100%.

If the vendor is a MSME at the time of registration, there is an option to select MSME as 'Yes'. This shall be considered as self declaration at the time of registration. The declaration shall not be a part of technical evaluation.

Home About us Terms of use Privacy Policy Helpline No.: 033-22901004

एम एस टी सी लिमिटेड MSTC LIMITED

VENDOR/SUPPLIER REGISTRATION

Select Country: INDIA

About You Contact Details PAN/GST Details Bank Details Login Details

Company Name: dummy vendor

Company Type: Individual

MSME: Yes No

MSTC e-Commerce © 2019

Go Next

100%

Home About us Terms of use Privacy Policy Helpline No.: 033-22901004

एम एस टी सी लिमिटेड MSTC LIMITED

VENDOR/SUPPLIER REGISTRATION

Select Country: Select

About You Contact Details PAN/GST Details Bank Details Login Details

Company Name:

Company Type: Select Company type

MSME: Yes No

The MSME category selected here is valid at the time of registration.

MSTC e-Commerce © 2019

Go Next

100%

On filling up the data for each tab, the system shall prompt a preview. The vendor may please check the preview before proceeding to the next tab or may click on 'Edit' to change the data of the same tab.

Home About us Terms of use Privacy Policy Helpline No.: 033-22901004

एम एस टी सी लिमिटेड MSTC LIMITED

VENDOR/SUPPLIER REGISTRATION

Select Country: INDIA

About You Contact Details PAN/GST Details Bank Details Login Details

Company Name: dummy vendor

Company Type: Individual

MSME: Yes

The MSME category selected here is valid at the time of registration.

Proceed Edit

MSTC e-Commerce © 2019

Go Next

100%

- **Contact Details-** On clicking 'Proceed', system shall lead to the next tab 'Contact Details'.

The screenshot shows a web application interface for registration. At the top, there is a navigation bar with links for Home, About us, Terms of use, Privacy Policy, and a Helpline No. (033-22901004). Below the navigation bar, there are five tabs: About You, Contact Details (active), PAN/GST Details, Bank Details, and Login Details. The 'Contact Details' form includes the following fields: Contact Person, Address, State (dropdown menu), District (dropdown menu), City/Town, PIN, Phone No., Mobile No. *, and e-Mail ID *. A blue informational box states: '* The e-mail id may preferably be kept the official mail. The mobile number & e-mail id will verified by OTP during submission of registration form.' At the bottom of the form, there are 'Go Previous' and 'Go Next' buttons, and the text 'MSTC e-Commerce © 2019'. A zoom level of 100% is indicated at the bottom right.

- **PAN/GST**-On filling up the data for each tab, the system shall prompt a preview. The vendor may please check the preview before proceeding to the next tab. On clicking 'Proceed' of the preview page of 'Contact Details', system shall lead to the next tab 'PAN/GST'.

The screenshot shows the 'PAN/GST Details' registration form. At the top, there is a navigation bar with links for Home, About us, Terms of use, Privacy Policy, and a Helpline No. (033-22901004). Below the navigation bar, there is a banner for 'VENDOR/SUPPLIER REGISTRATION' with the MSTC logo. The 'PAN/GST Details' form includes the following fields: Select Country (dropdown menu, currently showing INDIA), PAN No., and GST No. (radio buttons for Yes and No). At the bottom of the form, there are 'Go Previous' and 'Go Next' buttons, and the text 'MSTC e-Commerce © 2019'. A zoom level of 75% is indicated at the bottom right.

On selecting GST field as 'Yes', system shall prompt the vendor to enter the GSTIN. Based on the PAN entered and state selected, a part of the GST No shall be auto populated in non editable mode.

The screenshot shows the 'VENDOR/SUPPLIER REGISTRATION' form at Step 2: PAN/GST Details. The form includes a 'Select Country' dropdown menu set to 'INDIA'. A progress bar at the top indicates the current step is 'PAN/GST Details', with other steps being 'About You', 'Contact Details', 'Bank Details', and 'Login Details'. The 'PAN No.' field contains 'ABCDE1234R'. The 'GST No.' field has radio buttons for 'Yes' (selected) and 'No'. Below this, a GSTIN format is shown: '19 ABCDE1234R 1 Z 1'. At the bottom, there are 'Go Previous' and 'Go Next' buttons. The URL at the bottom is 'https://www.mstcauction.com/eproc/admin/registration/vendor_registration.jsp#step-2'.

- **Bank Details-** On viewing the preview and clicking 'Proceed' of the preview page of 'PAN/GST Details', system shall lead to the next tab 'Bank Details'.

The screenshot shows the 'VENDOR/SUPPLIER REGISTRATION' form at Step 3: Bank Details. The form includes a 'Select Country' dropdown menu set to 'INDIA'. A progress bar at the top indicates the current step is 'Bank Details', with other steps being 'About You', 'Contact Details', 'PAN/GST Details', and 'Login Details'. The 'Name of the Bank' field has a 'Select Bank' dropdown menu. Below this are input fields for 'Account No.', 'Branch Name', and 'IFSC'. At the bottom, there are 'Go Previous' and 'Go Next' buttons. The URL at the bottom is 'https://www.mstcauction.com/eproc/admin/registration/vendor_registration.jsp#step-3'.

- **Login Details-** On viewing the preview and clicking 'Proceed' of the preview page of 'Bank Details', system shall lead to the next tab 'Login Details'.

The user id shall be alphabets or alphanumeric.

The Password policy is given below. A vendor shall have to maintain the password format.

Password Policy:



1. Password is Case Sensitive.
2. It must not be same as User ID.
3. It must be atleast 8 characters long and alpha numeric in nature.
4. It must not contain meta characters (i.e. , = etc).
5. It must contain at least one of these special characters (@,#) .
6. Space is not allowed in password.

Home About us Terms of use Privacy Policy Helpline No: 031-2290100

एम् एस् सी सी LIMITED MSTC LIMITED

VENDOR/SUPPLIER REGISTRATION

Select Country:
INDIA

About You Contact Details PAN/GST Details Bank Details Login Details

User ID:

Password:

Confirm Password:

Go Previous MSTC e-Commerce © 2019 Preview

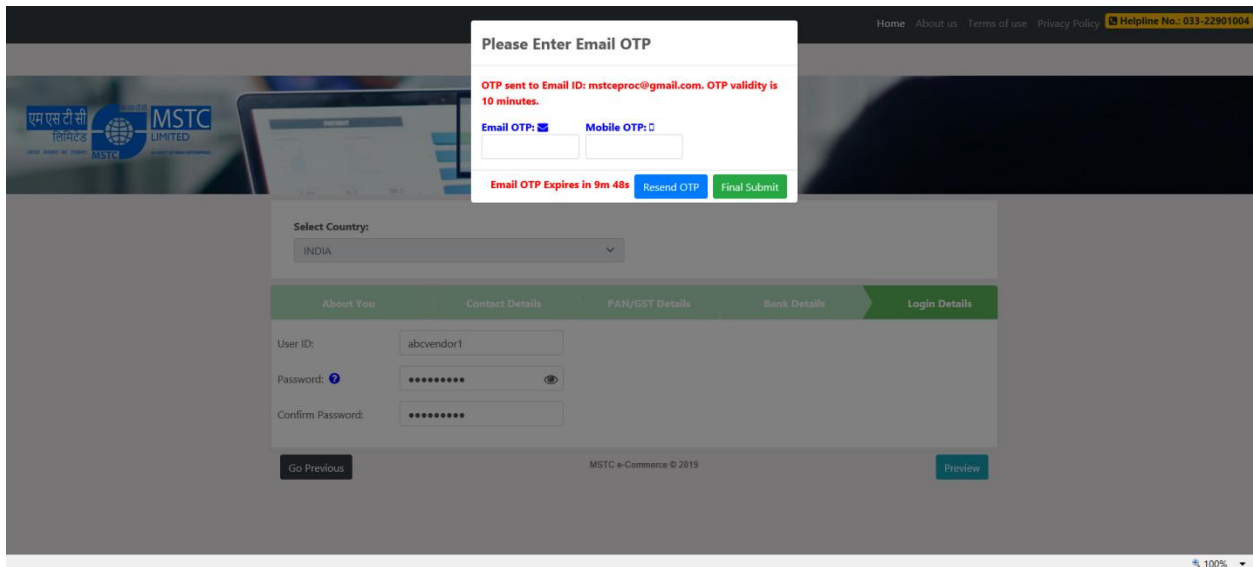
75%

A vendor shall have the provision to view and modify any data with the help of 'Go Previous' and 'Go Next' buttons.

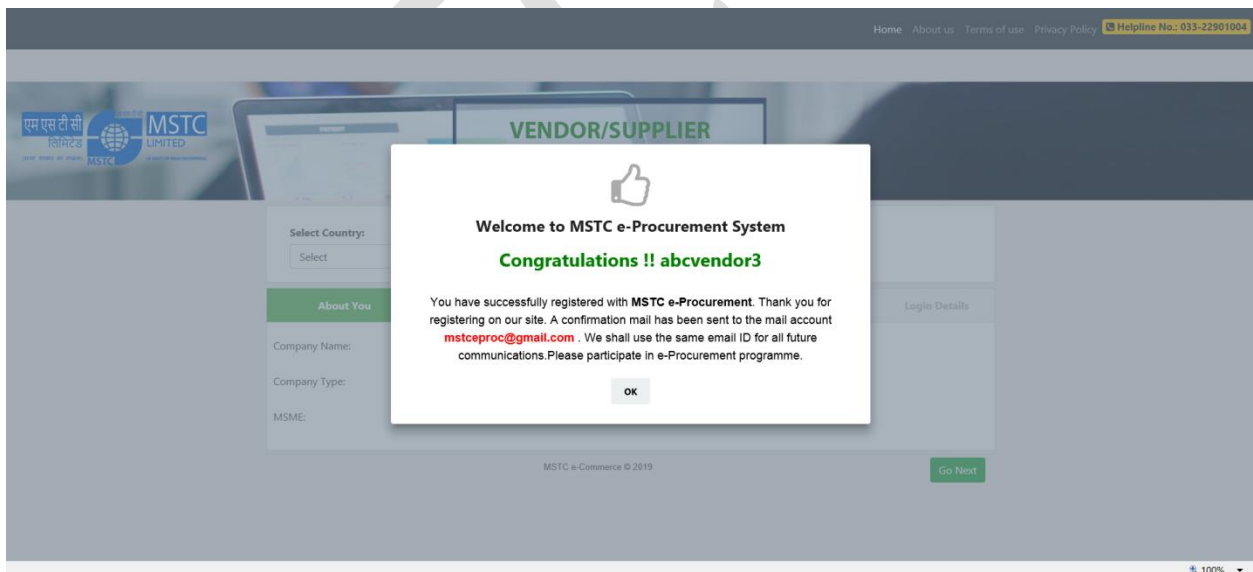
- On clicking 'Preview' button of 'Login Details', system shall display the entire registration data. A vendor has to enter the CAPTCHA and agree with terms and conditions before submitting the online registration form.

- On clicking 'Confirm', the e-mail and mobile number entered shall be verified by OTPs. Please make sure you have entered valid e-mail id and mobile number.

- The OTP shall be of 6 digits. There shall be two fields for entering OTP. The first field shall accept the OTP sent in e-mail id and the last field shall accept OTP sent in mobile number. The OTP shall be valid for 10 minutes.



- On entering correct OTPs followed by clicking 'Final Submit', system shall prompt a message 'OTP verified'. On successful verification, the registration process shall be completed. A vendor is advised to check the registered mail id for the registration acknowledgement mail for future use.

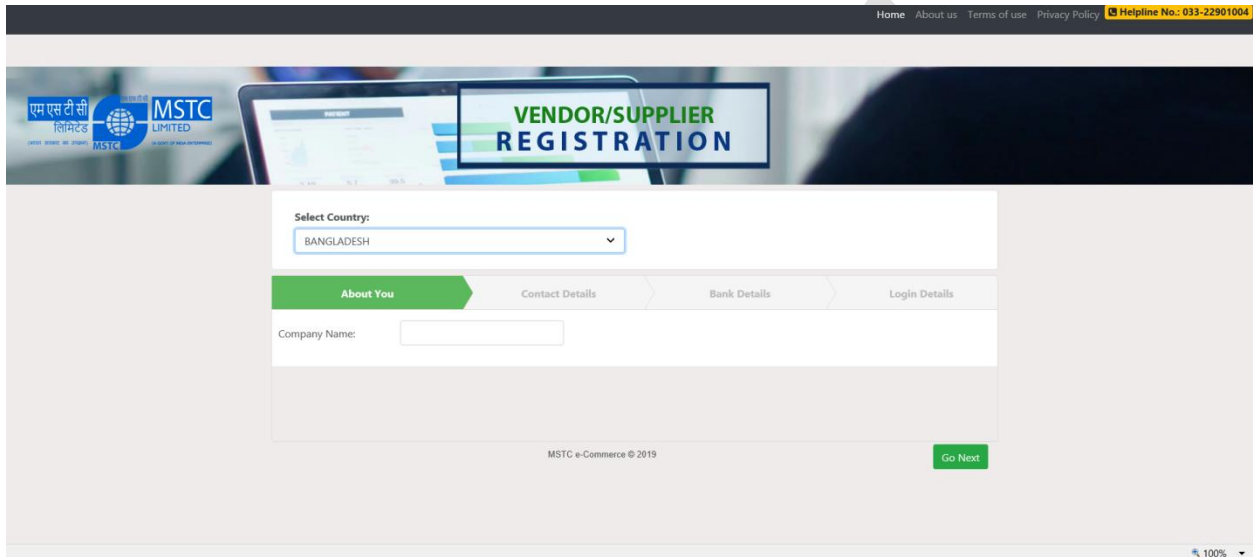


Steps for Registration (If country selected other than India)

A vendor shall have to fill up the data against 'About You', 'Contact Details', 'Bank Details' and 'Login Details'.

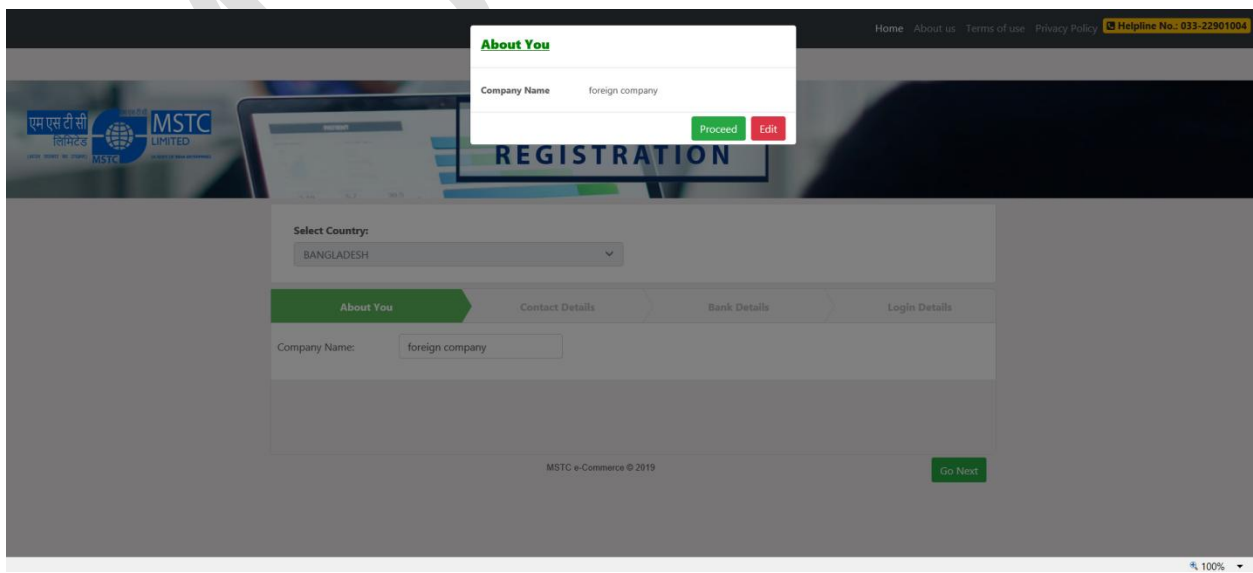
On successful verification of the e-mail id, the registration shall be completed.

- **Select country & About You-** Select Country, followed by the filling up the fields under 'About You'.



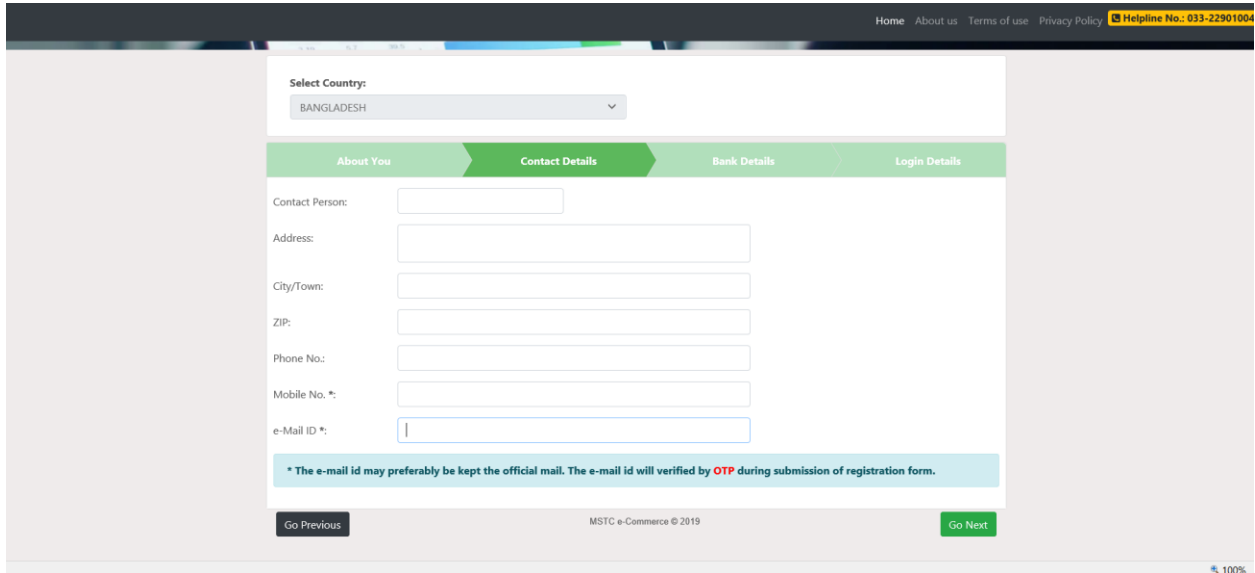
The screenshot shows the 'VENDOR/SUPPLIER REGISTRATION' page. At the top, there is a navigation bar with links for Home, About us, Terms of use, Privacy Policy, and a Helpline No. (033-22901004). The MSTC logo is visible on the left. The main content area features a 'Select Country:' dropdown menu with 'BANGLADESH' selected. Below this is a progress bar with four tabs: 'About You' (highlighted in green), 'Contact Details', 'Bank Details', and 'Login Details'. Under the 'About You' tab, there is a 'Company Name:' input field. At the bottom of the form, there is a 'Go Next' button and a copyright notice 'MSTC e-Commerce © 2019'.

- On filling up the data for each tab, the system shall prompt a preview. The vendor may please check the preview before proceeding to the next tab or may click on 'Edit' to change the data of the same tab.

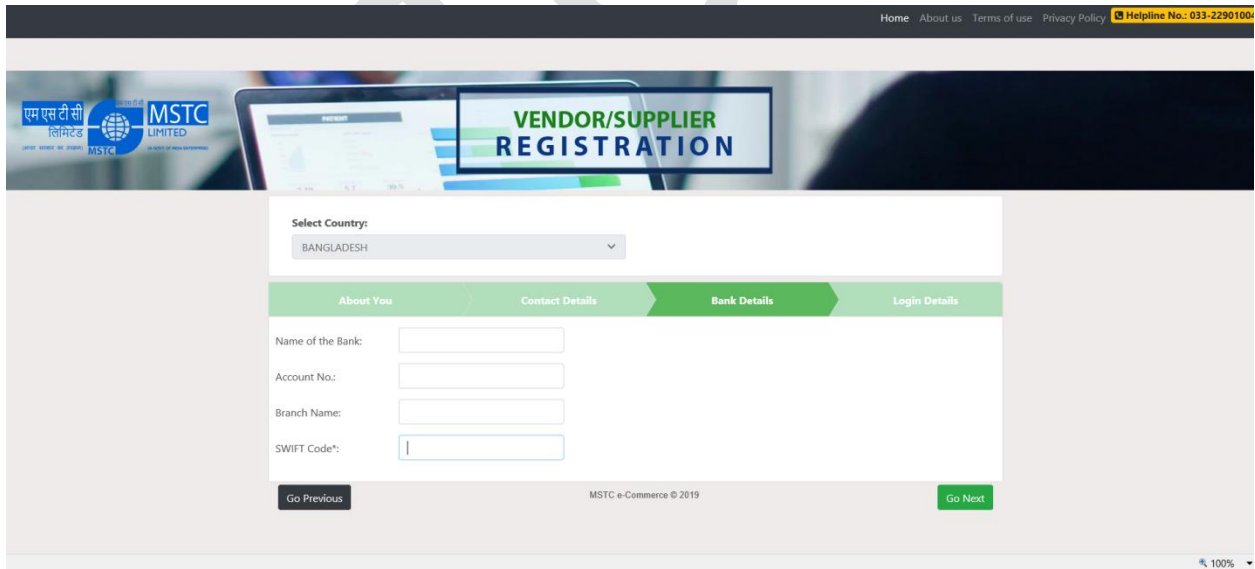


This screenshot shows the same registration form as above, but with a preview modal open. The modal is titled 'About You' and displays 'Company Name' as 'foreign company'. It has two buttons: a green 'Proceed' button and a red 'Edit' button. The background form is dimmed, showing the 'Select Country:' dropdown set to 'BANGLADESH' and the 'Company Name:' input field containing 'foreign company'. The 'Go Next' button and copyright notice are also visible at the bottom.

- **Contact Details-** On clicking 'Proceed' of the preview page of 'About You', system shall lead to the next tab 'Contact Details'.



- **Bank Details-** On viewing the preview page of 'Contact Details' and clicking 'Proceed', system shall lead to the next tab 'Bank Details'.



- **Login Details-** On viewing the preview page of 'Bank Details' and clicking 'Proceed', system shall lead to the next tab 'Login Details'.

The user id shall be alphabets or alphanumeric.

The Password policy is given below. A vendor shall have to maintain the password format.

Password Policy:

1. Password is Case Sensitive.
2. It must not be same as User ID.
3. It must be atleast 8 characters long and alpha numeric in nature.
4. It must not contain meta characters (i.e. , = etc).
5. It must contain at least one of these special characters (@,#) .
6. Space is not allowed in password.

A vendor shall have the provision to view and modify any data with the help of 'Go Previous' and 'Go Next' buttons.

- On clicking 'Preview' button, system shall display the entire registration data. A vendor has to enter the CAPTCHA and agree with terms and conditions before submitting the online registration form.

Preview Your Details

About You

Company Name: dps
MSME: is

Contact Details

Contact Person: test
Address: test
City/Town: test
ZIP: 700020
Country: BANGLADESH
Phone No: 0000000000
Mobile No: dps
Email ID: mstcproc@gmail.com

Bank Details

Name of the Bank: test
Account No: 00
Branch Name: test
SWIFT Code: shin00000000

79744 Refresh Enter Image code here

I Agree Terms 'n' Conditions [Click here](#) to see Terms 'n' Conditions.

Submit Edit

- On clicking 'Confirm' the e-mail entered shall be verified by OTP. Please make sure you have entered valid e-mail id.

Preview Your Details

About You

Company Name: dps
MSME: is

Contact Details

Contact Person: test
Address: test
City/Town: test
ZIP: 700020
Country: BANGLADESH
Phone No: 0000000000
Mobile No: dps
Email ID: mstcproc@gmail.com

Bank Details

Name of the Bank: test
Account No: 00
Branch Name: test
SWIFT Code: shin00000000

79744 Refresh Enter Image code here

I Agree Terms 'n' Conditions [Click here](#) to see Terms 'n' Conditions.

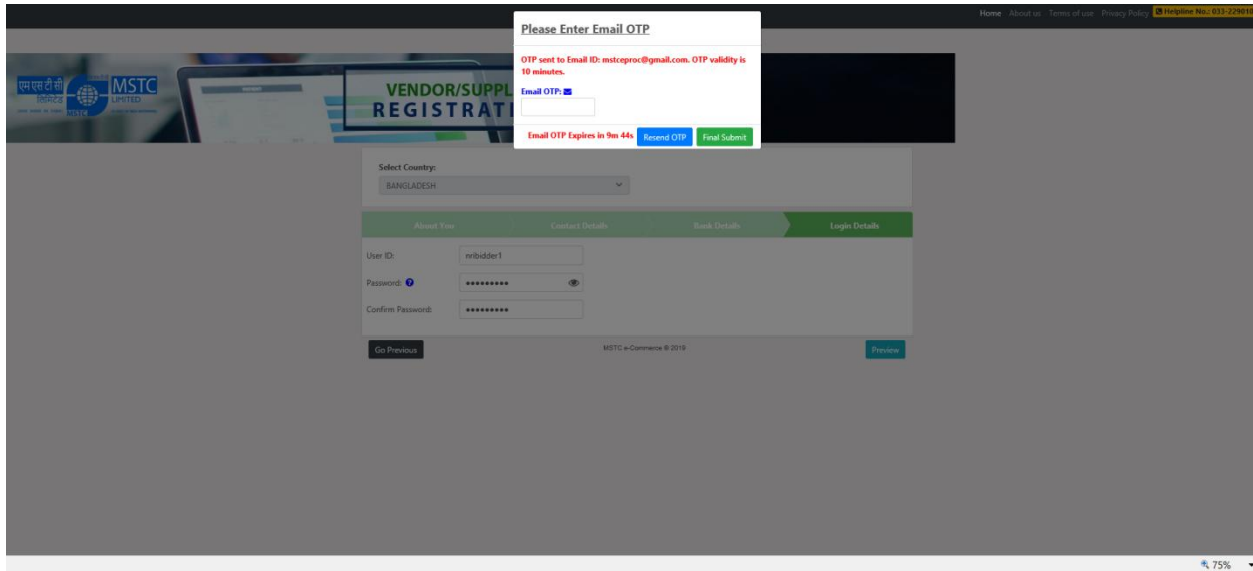
Submit Edit

Are you sure to Submit?

Once submitted details can not be changed. Please make sure you have checked your details. Email-id: mstcproc@gmail.com will be verified through OTP.

CONFIRM CANCEL

- The OTP shall be of 3 digits and shall be valid for 10 minutes.



- On entering correct OTP followed by clicking 'Final Submit', system shall prompt a message 'OTP verified'. On successful verification, the registration process shall be completed. A vendor is advised to check the registered mail id for the registration acknowledgement mail for future use.

