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'.

		Hame	About us Terms of use Privacy Policy C Helpline No.: 033-22901004
	VEN R E G	DOR/SUPPLIER ISTRATION	
	Select Country: Select About You Contact Details	PAN/GST Datalis Bank Datalis	Login Datails
C C N	Company Name: Company Type: Select Company type VISME: O Yes @ No		
	nar	STC #-Commence © 2019	Gor Manet

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.

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	Select Country:		~			
	About You Company Name: Company Type: MSME:	Contact Details dummy vendor Individual ~ O Yes ® No	PAN/GST Details	Bank Details	Login Details	
		MST	C e-Commerce © 2019		Go Next	
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	5000 - 10 1, 10	VENI R E G	OOR/SUPPLIER	7		
	Select Country:		~			
	About You Company Name: Company Type: MSME: The MSME category sele	Contact Details	PAN/GST Details	Bank Details	Login Details	
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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.

		About You Company Name dummy vendor	Helpline No.: 033-22901004
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	Select Country:		
	INDIA	×	
	About You	Contact Details PAN/GST Details Bank Details Login Details	
	Company Name:	dummy vendor	
	Company Type:	Individual 🗸	
	MSME:	● Yes ○ No	
	The MSME category se	elected here is valid at the time of registration.	
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• Contact Details- On clicking 'Proceed', system shall lead to the next tab 'Contact Details'.

				Home About us Terms o	f use Privacy Policy C Helpline No.: 033-2290
	Contact Details	PAN/GST Details	Bank Details	Login Details	
Contact Person:					
Address:					
State:	Select State	~			
District:	Select District	~			
City/Town:					
PIN:					
Phone No.:					
Mobile No. *:					
e-Mail ID *:					
* The e-mail id may registration form.	preferably be kept the official mail. The	mobile number & e-mail id will v	rerified by OTP during	submission of	
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• **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'.

						Home About us Terms of use Privacy P	nicy C Helpline No.: 033-225
Cento	VENDO REGIS	R/SUPPLIER T R A T I O N					
	Select Country: INDIA		*				
	About You PAN Not	Contact Details	PAN/GST Details	Bank Details	Login Details		
	GST No:	O Yes O No					
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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.

			Home About us Terms of use Privacy Policy BHelpline No.: 033-2290100
	VENDOR/SUPPLIER REGISTRATION		
	Select Country: INDIA	Y	
	About You Contact Details	PAN/GST Details Bank Details Login Details	
a G	AN No: ABCDE1234R ST No: %Yes O No 19 ABCDE1234R 1	z 1	
1	Go Previous	MBTC + Commerce © 2019 Go Next	
ttps://www.mstcauction.com/eproc/admin/registration/vendor_registration.jsp#step	p-2		₹ 75% -

• **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'.

			Home About us Terms of use Privacy Policy Helpline No.: 033-229010
एमएस दी दी सिनंदर का MSTC	VENDOR/SUPPLIER REGISTRATION	1	
	Select Country: INDIA	×	
		PAN/GST Details Bank Details Lo	gin Details
	Name of the Bank Select Bank - Account No: Branch Name: IFSC':		
	Go Provend	MSTC + Commerce © 2016	Go Net
tps://www.mstcauction.com/eproc/admin/registration/vendor_registration.jsp	#step-3		₹ 75% ▼

• 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.

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	Select Country: INDIA		×				
	About You	Contact Details	PAN/GST Details	Bank Details	Login Details		
	User ID: Password: 📀	۲					
	Go Previous		MSTC e-Commerce © 2019		Preview		

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.

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		Preview Your Det	tails		×		
The second se		About You					
मएसटीसी MSTC	VENDO	Company Name	dummy vendor				
TRIHZS UMITED	PEGIS	Company Type	Individual				
Liste -	REGIS	MSME	У				
100 TH 100 TH		Contact Details					
		Contact Person	dummy vendor				
	Select Country:	Address	225f				
	INDIA	State	West Bengal_19				
		District	Kolkata				
	About Yos	City/Town	kolkata			Login Details	
	11	PIN	700020				
	User iU:	Country	INDIA				
	Password: 0	Phone No	9831155225				
		Mobile No	dummy vendor				
	Contirm Password;	Email ID	mstceproc@gmail.com				
		PAN/GST Details					
	Go Previous	PAN No	ABCDE1234R			Preview	
		GST Details	19ABCDE1234R1Z1				
		Dank Details					
		Name of the Bank	STATE BANK OF INDIA				
		Account No	0000000				
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• 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.

	Contact Details			me About up Tarme of ura Drivary	Policy C Helpline No.: 033-22901004
	Contact Person	mstc vendor		inc should a rains or day rinney	(Sing)
	Address	225f			
	State	West Bengal_19			
	District	Kolkata			
एम एस टी सा MISIC	City/Town	kolkata			
	PIN	700020			
	Country	INDIA			
	Phone No	9831155225			
Select Country INDIA About Ye User ID:	Mobile No Email ID PAN/GST I PAN No GST Details Bank Detai Name of the Bank	e you sure to Submit ubmitted details can not be of your details. Email-id: mstc 5225 will be verified through STATE BANK OF INDIA	17 changed. Please make sure you have eproc@gmail.com and Mobile No: n OTP. CONFIRM CANCEL	Login Details	
Password: 0	Account No	00000			
	Branch Name	Im			
Confirm Password:	IFSC	SBIN000000			
	9ba88 2 Refresh 9	ba88	Enter Image code here		
Go Previous	☑ I Agree Terms 'n' Codit	ions Click here to see Term	ss 'n' Conditions.	Preview iit. Edit	
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• 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.

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	INDIA		*		
				ils Login Details	
	User ID:	abcvendor1			
	Password: 😢	••••••			
	Confirm Password:	•••••			
	Go Previous		MSTC e-Commerce © 2019	Proview	

• 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.

		Home About us Terms of use P	rivacy Policy SHelpline No.: 033-22901004
सम सर दी सी जिमेरड अपर Select Country: Select About You Company Name: Company Type: MSME:	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Login Details	
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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'.

			Home About us Terms o	f use Privacy Policy Belpline No.: 033-22901004
प्पाएस टी सी श्लिमिटेड अस स्थान के स्था आहर		VENDOR/SUPPLIER R E G I S T R A T I O N	1	
	Select Country: BANGLADESH	♥ Contact Details Bank Details	Login Details	
	Company Name:			
		MSTC e-Commerce © 2019	Go Next	
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• 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.

		About You		Home About us Terms	of use - Privacy Policy 🖸 Helpline No.: 033-22901004
एम एस दी सी. हिसिरेड ————————————————————————————————————		Company Name foreign company	Proceed Edit		
	Select Country: BANGLADESH	×			
	About You Company Name: foreign com	Contact Details			
		MSTC e-Connecco © 2019		Go Next	
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• **Contact Details**- On clicking 'Proceed' of the preview page of 'About You', system shall lead to the next tab 'Contact Details'.

 a sa 5.7 30.	5			Home About us Terms o	l use – Privacy Policy 🖸 Helpline No.: 033-22901004
Select Country: BANGLADESH		v			
	Contac	ct Details			
Contact Person:					
Address:					
City/Town:					
ZIP:					
Phone No.:					
Mobile No. *:					
e-Mail ID *:					
* The e-mail id may pr	eferably be kept the official ma	ail. The e-mail id will verifier	d by OTP during submission	of registration form.	
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• **Bank Details**- On viewing the preview page of 'Contact Details' and clicking 'Proceed', system shall lead to the next tab 'Bank Details'.

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	About You Name of the Bank: Account No: Branch Name: SWIFT Code*: Go Previous	Contact Details	Bat STC e-Commerce © 2019	nk Details	U	agin Details Go Next		
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• 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 numer nature.	ric in	
4. It must not contain meta characters (i.e. , = etc).		
5. It must contain at least one of these special characte	ers (@,#).	
6. Space is not allowed in password.		
		Home About us Ter
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Select Country: BANGLADESH	*	
About You Contact Details	Bank Details	Login Details
User ID:		
Password: 🛛 🗶		
Confirm Password:		
Go Previous M	STC e-Commerce © 2019	Preview

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.

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	About You			
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AND THE ASTRONOMY AND	GIS Contact Details			
	Contact Person	test		
	Address	test		
Select	Country: City/Town	test		
BAN	GLADESH ZIP	700020		
	Country	BANGLADESH		
	About Phone No	000000000	ogin Details	
	Mobile No	dgs		
User ID:	Email ID	mstceproc@gmail.com		
Password	Bank Details			
	Name of the Bank	test		
Confirm P	assword: Account No	00		
	Branch Name	test		
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	79744 C Refresh	Enter Image code here		
	I Agree Terms 'n' Codit	ions Click here to see Terms 'n' Conditions.		
		Submit Edit		
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• On clicking 'Confirm' the e-mail entered shall be verified by OTP. Please make sure you have entered valid e-mail id.

		Home About us Terms of use Privacy Potcy BHelptine No.: 033-2290100
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• The OTP shall be of 3 digits and shall be valid for 10 minutes.

स्परित से Arman MSTC Market Street S	VENDOR/SUPPL REGISTRAT	Please Enter Email OTP OTP set to Email D: instogroc@gmail.com. OTP validity is 10 minutes. Email OTP: Email OTP Expires in 9m 44s Teaceed OTP Find Scient		Home: Alcot un: Terms of use: "Weaky Policy (2) Helpine New 200-22201
	Select Country: BANGLADESH	×		
			Login Details	
	User ID: nribidder1			
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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.

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Select Company Type: Company Type: MSME:	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Logie Detalls	
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