

VENDOR SUPPLIER REGISTRATION

- I) Vendor Supplier Registration Process:
- a. Vendor will access the VR application through APTRANSCO website i.e www.aptransco.gov.in
 - b. Step-1
 - i. Vendor user registration, the application will show the user registration screen for vendor user creation as showing in the screen.
 - ii. After submitting the information, vendor will get the email with user id & Password details for Applying Vendor registration Form
 - c. Step-2 – Vendor Activities
 - i. Vendor will login to the Vendor Registration application through given credentials.
 - ii. He/She will choose the form for i) As a Company ii) As a Supplier
 - iii. He/She will submit the information through the application screen for getting the Vendor registration letter
 - d. Vendor will submit the above information to the Vendor Registration Cell
 - e. Step – III – Vendor Registration Cell
 - i. Vendor Registration Cell will facilitate with One user id and password for regular accessing of the application.
 - ii. Vendor Registration Cell – DE will login into the application with given credentials for Vendor Application Approval Process.
 - iii. Vendor Registration Cell user will open each vendor register application and download associated attachment
 - iv. The submitted information along with attachments will be circulating to the higher officials for initiating site inspection.
 - v. After approval, the DE, Vendor registration cell will update the inspecting team in the application with the following details
 - 1. Designation
 - 2. Department
 - 3. Email
 - vi. After filling the inspecting team's information as mentioned above by DE, Vendor registration cell, automatic email with user id and

password and vendor application information will be communicate to the inspecting team.

- f. Step – IV – Vendor Inspecting team**
 - i. With received user credentials, inspecting team will login into the application and update the record with comments.**
 - ii. After submitting their inspection report online, the user credentials will be disabled.**
- g. Step – V – Vendor registration cell – vendor approval process**
 - i. After login of vendor registration cell, he/she will view the inspected vendors list online for making approval process.**
 - ii. User will approve/reject status will be changed after viewing the inspection report.**
 - iii. The email will be generated with Vendor Registration Approval letter to vendor after changing the status. For every status will communicated to Vendor through email.**
- h. Step – VI – Vendor login**
 - i. Vendor can view his/her application status dynamically after login with credentials.**
- i. Step – VII – General User – Reports access user**
 - i. General Reports will be viewed by a common user for knowing the Vendors list and associated information.**

Vendor Contractor Registration Process:

a) Contractor will access the VR application through APTRANSCO website i.e

www.aptransco.gov.in

Step-1

- i. Vendor Contract registration, the application will show the contractor registration screen for vendor contractor creation as showing in the screen.
- ii. After submitting the information, contractor will get the Email with user id & password Details for applying Vendor Contract Registration Form.

Step-2---Vendor Activities

- i. Vendor will login to the Vendor Contractor Registration application through given Credentials.
 - ii. He/She will choose the form for As a Contractor
 - iii. He/She will submit the information through the application screen for getting the vendor Registration letter.
- d) Vendor will submit the above information to the Vendor Registration Cell.

Step-3---Vendor Registration Cell

- i. Vendor Registration Cell will facilitate with one user id and password for regular accessing of the application.
- ii. Vendor Registration Cell – DE will login into the application with given credentials for Vendor Application Approval Process.
- iii. Vendor Registration Cell user will open each vendor register application and download associated attachment.
- iv. The Email will be generated with Vendor Registration Approval letter to Vendor .For every status will communicated to Vendor through email.

Step-4—Vendor Login

- i. Vendor can view his/her application status dynamically after login with credentials.

Step-5—General User –Reports Access user

General Reports will be viewed by a common user for knowing the Vendors list and Associated Information.