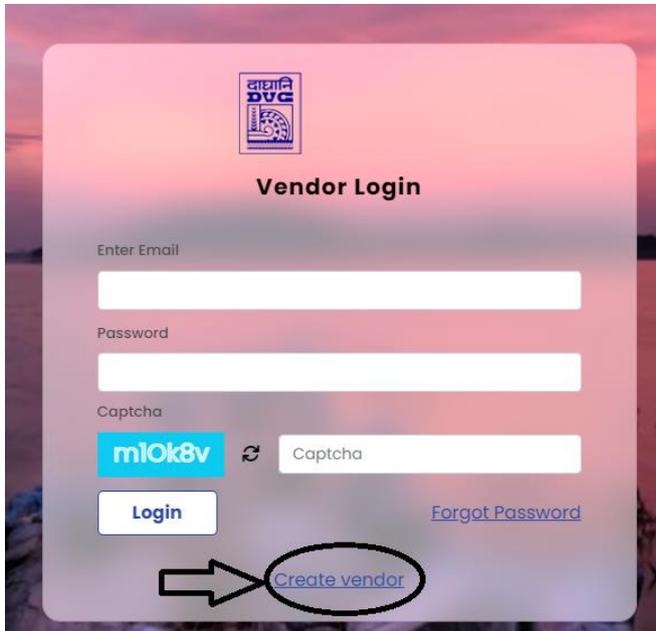


User Manual for Vendor Registration

Special Note:

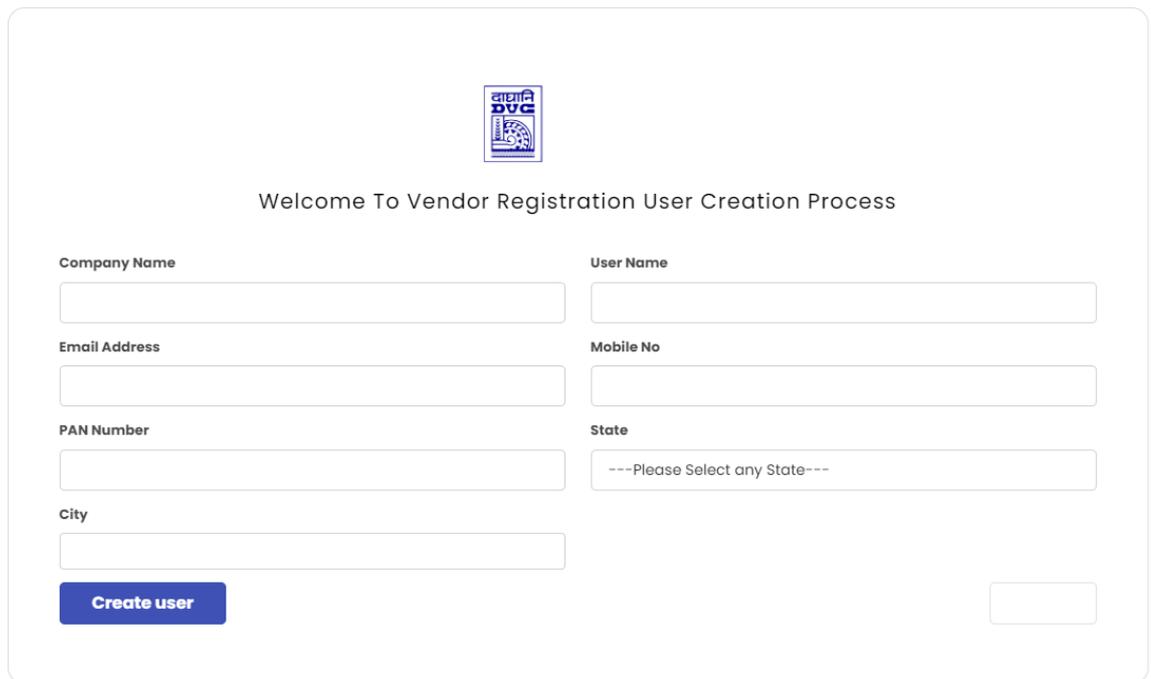
- a. If you have registered on or before 21/04/2023, kindly create your account again and again submit the application in the new portal.
- b. Please contact SUBHAMOY MAZUMDER (E-Mail : subhamoy.mazumder@dvc.gov.in, Contact No - 7980708043) for any query.
- c. If page to enter OTP does not appear instantly, please wait for sometime.

1. Click on “Create Vendor”.



The screenshot shows the 'Vendor Login' interface. At the top center is the DVC logo with the text 'दद्यानि DVC'. Below the logo, the title 'Vendor Login' is displayed. The form contains three input fields: 'Enter Email', 'Password', and 'Captcha'. The 'Captcha' field includes an 'm10k8v' logo and a refresh icon. Below the input fields are two buttons: a white 'Login' button and a blue 'Forgot Password' link. At the bottom of the form, there is a blue 'Create vendor' link, which is circled in black with a white arrow pointing to it from the left.

2. Enter required details and then click on "Create User".



The screenshot shows a web form titled "Welcome To Vendor Registration User Creation Process". At the top center is a logo with the text "व्यापार DVC". Below the logo, the heading "Welcome To Vendor Registration User Creation Process" is displayed. The form contains several input fields: "Company Name", "User Name", "Email Address", "Mobile No", "PAN Number", "State" (with a dropdown menu showing "--Please Select any State--"), and "City". A blue "Create user" button is located at the bottom left of the form, and a small empty rectangular box is at the bottom right.

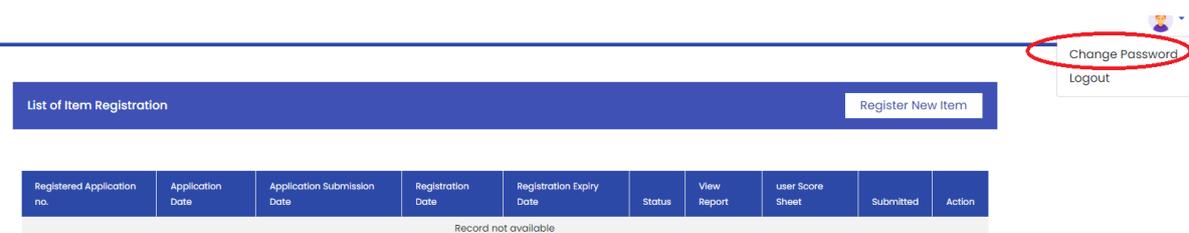
3. After successful account creation, login details will be sent to the entered Email Id.
4. Now again go to the login page and enter the received login credentials.
5. After entering the Email and password, please enter the captcha. After successful validation, an OTP will be sent to registered E-mail id and registered Mobile No. Please wait for a while if OTP is not received instantly. If you are unable to login after multiple try, kindly login in Incognito mode of the browser.
6. After successful login, dashboard will appear as:



The screenshot shows the dashboard header with "List of Item Registration" on the left and "Register New Item" on the right. Below the header is a table with the following columns: Registered Application no., Application Date, Application Submission Date, Registration Date, Registration Expiry Date, Status, View Report, user Score Sheet, Submitted, and Action. The table content is empty, with "Record not available" centered below the columns.

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	user Score Sheet	Submitted	Action
Record not available									

7. Click on "Change Password" and then change your system generated password.



The screenshot shows the dashboard header and table, similar to the previous one. In the top right corner, there is a user profile icon with a dropdown menu. The "Change Password" option in the dropdown menu is circled in red. The "Logout" option is also visible below it.

8. Click on "Register New Item".

List of Item Registration Register New Item

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	User Score Sheet	Submitted	Action
Record not available									

9. After confirming “Yes create”, following screen will appear :

List of Item Registration Register New Item

Show Entries Search:

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	User Score Sheet	Submitted	Action
DVC/VENDOR/2023-2024/1	20-04-2023				Registered	View Report	Score Sheet show only after submission	No	Submit

Showing 1 to 1 of 1 entries Previous Next

10. Click on “Registered Application No”

List of Item Registration Register New Item

Show Entries Search:

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	User Score Sheet	Submitted	Action
DVC/VENDOR/2023-2024/1	20-04-2023				Registered	View Report	Score Sheet show only after submission	No	Submit

Showing 1 to 1 of 1 entries Previous Next

11. Then screen will appear as :

Information to be filled

Select Registration Item to copy Copy

Organizational Information

Ownership Information

Registration Particular

Organization Strength Details

Other Particular

Bank Details

Manufacturing Facilities

Inspection & Testing Facilities

Financial information

Quality System

Uploading Supporting Documents.

Back

12. Click on every page one by one and fill the relevant details. Once data of a particular page is saved properly, its colour will change to blue instead of black. Further, if any earlier item is registered, data can be copied from that item also.

13. After filling all data correctly, come to dashboard and "Submit" the data.

List of Item Registration Register New Item

Show Entries Search:

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	user Score Sheet	Submitted	Action
DVC/VENDOR/2023-2024/1	20-04-2023				Registered	View Report	Score Sheet show only after submission	No	Submit

Showing 1 to 1 of 1 entries Previous Next

14. After submission, screen will appear as :

List of Item Registration Register New Item

Show Entries Search:

Registered Application no.	Application Date	Application Submission Date	Registration Date	Registration Expiry Date	Status	View Report	user Score Sheet	Submitted	Action
DVC/VENDOR/2023-2024/1	20-04-2023	20-04-2023			Registered	View Report	Download Score Sheet	Yes	submitted

Showing 1 to 1 of 1 entries Previous Next

15. View Report and Download Score Sheet option are available in the dashboard.