User Manual

Vendor Portal

Vendor Registration and Onboarding

Version – 1.0

Cem

Commitment, Reliability & Quality

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Welcome

ITD Cem Vendor Portal

This manual help the company representative to register their company as **Vendor** with **ITD Cementation India Limited** using the 'Vendor Portal' https://vendor.itdcem.co.in

The portal will be onboarding process for any vendors to be registered with ITD Cementation India Limited, the KYC Data of company will be fetched using API integrated with various government department portals.

The features of the Vendor Portal are as below:

- **Automatic Verification** PAN/GST/Bank Details
- **Pre-filled form** based on verification
- OTP based **Authentication of Email and Mobile**
- **View and Edit** Existing Data
- Integration with Company Deployed **ERP Application SAP S/4HANA**

ITD Cem Vendor Portal

System Requirements

Minimum PC Requirements

- Microsoft Windows 7 / Vista / XP SP2
- MAC OS X 10.4 or later
- Internet Connectivity

Supported web browsers include

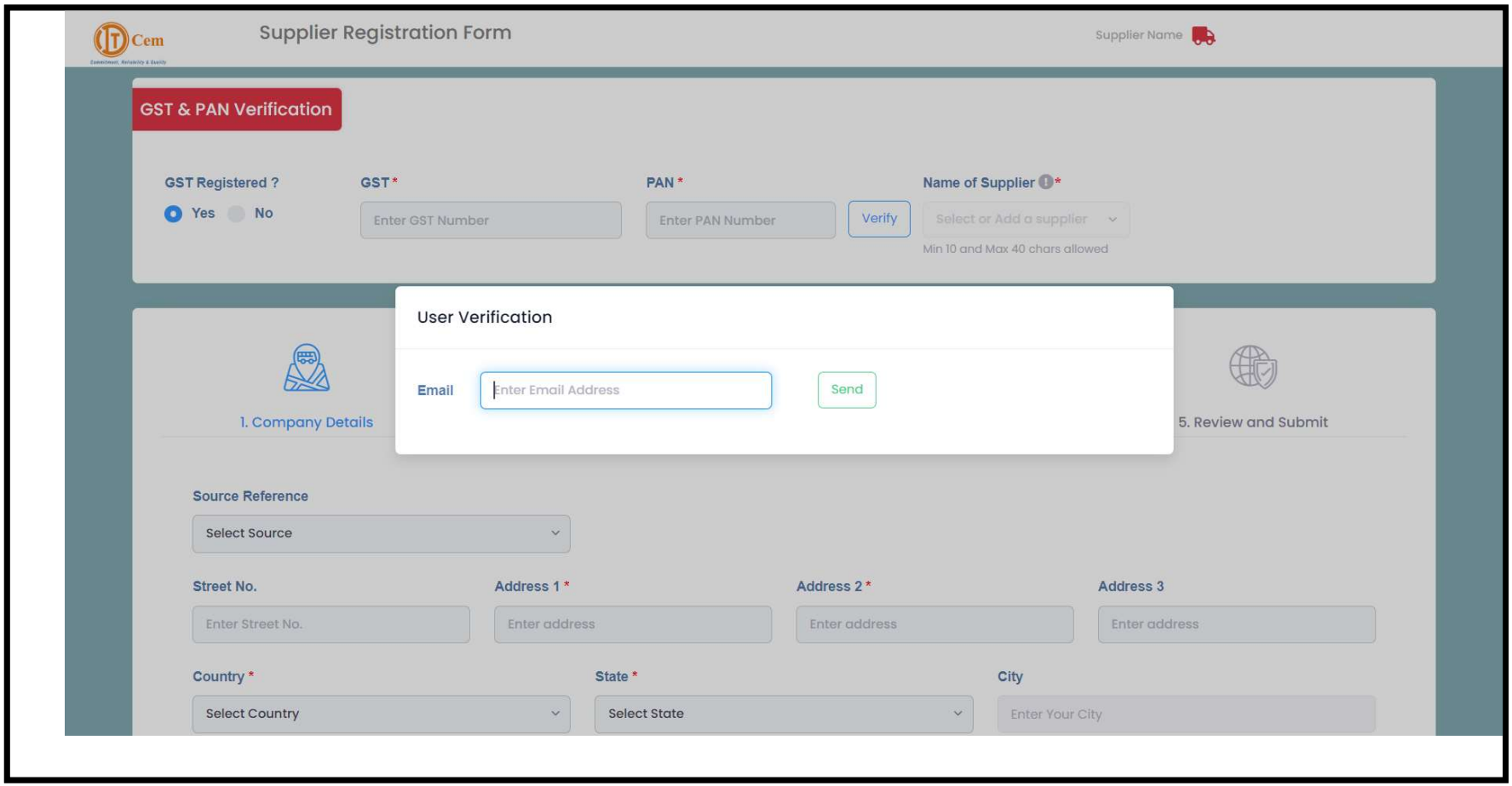
- Microsoft IE8 or greater
- Mozilla Firefox
- Google Chrome

ITD Cem Vendor Portal

Getting Started

Step 1: Open the Internet Browser and enter or click on the link https://vendor.itdcem.co.in
This will take to the **ITD Cem Vendor Registration Portal**

Step 2: **Enter email address** in the pop-up box.



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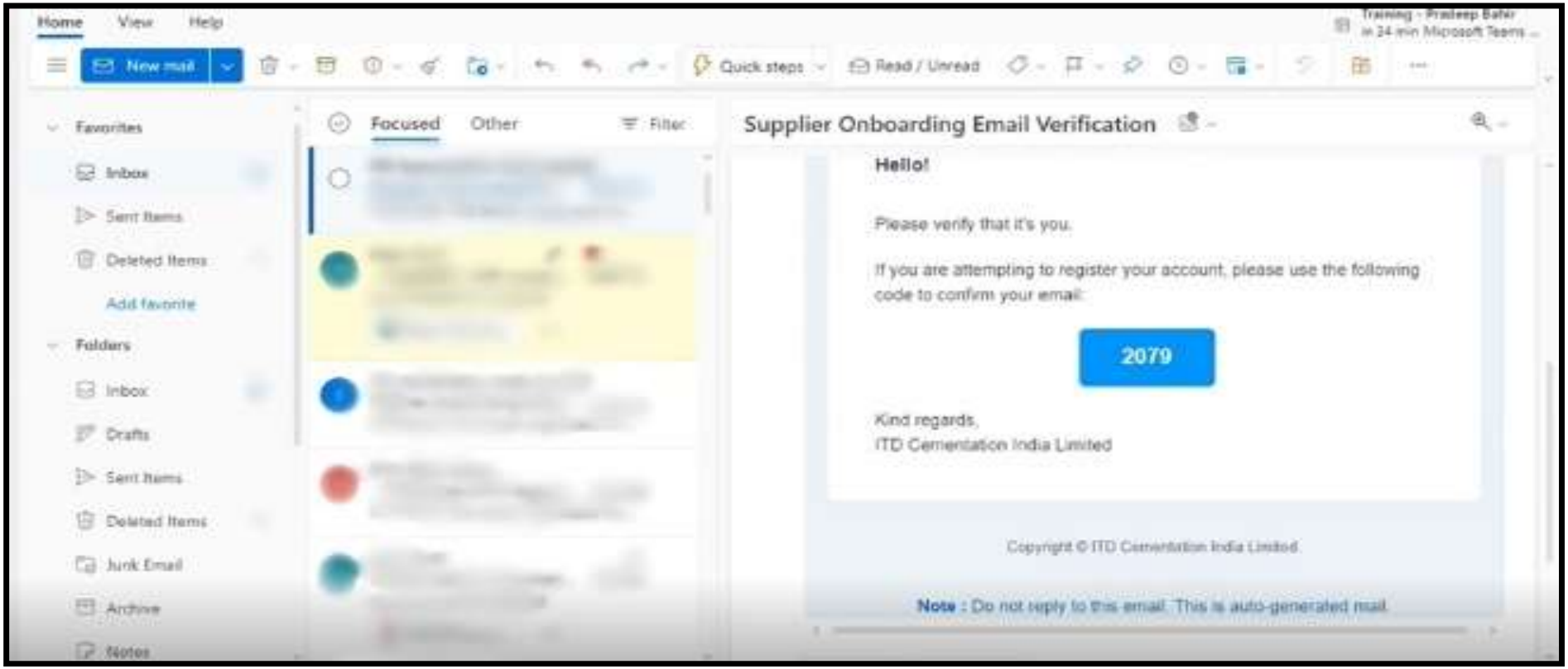
Step 3: A. Enter the OTP (One Time Password) received on the entered email address and click on **VERIFY** button



Note: Please ensure the correct email address entered in the portal to receive the OTP.

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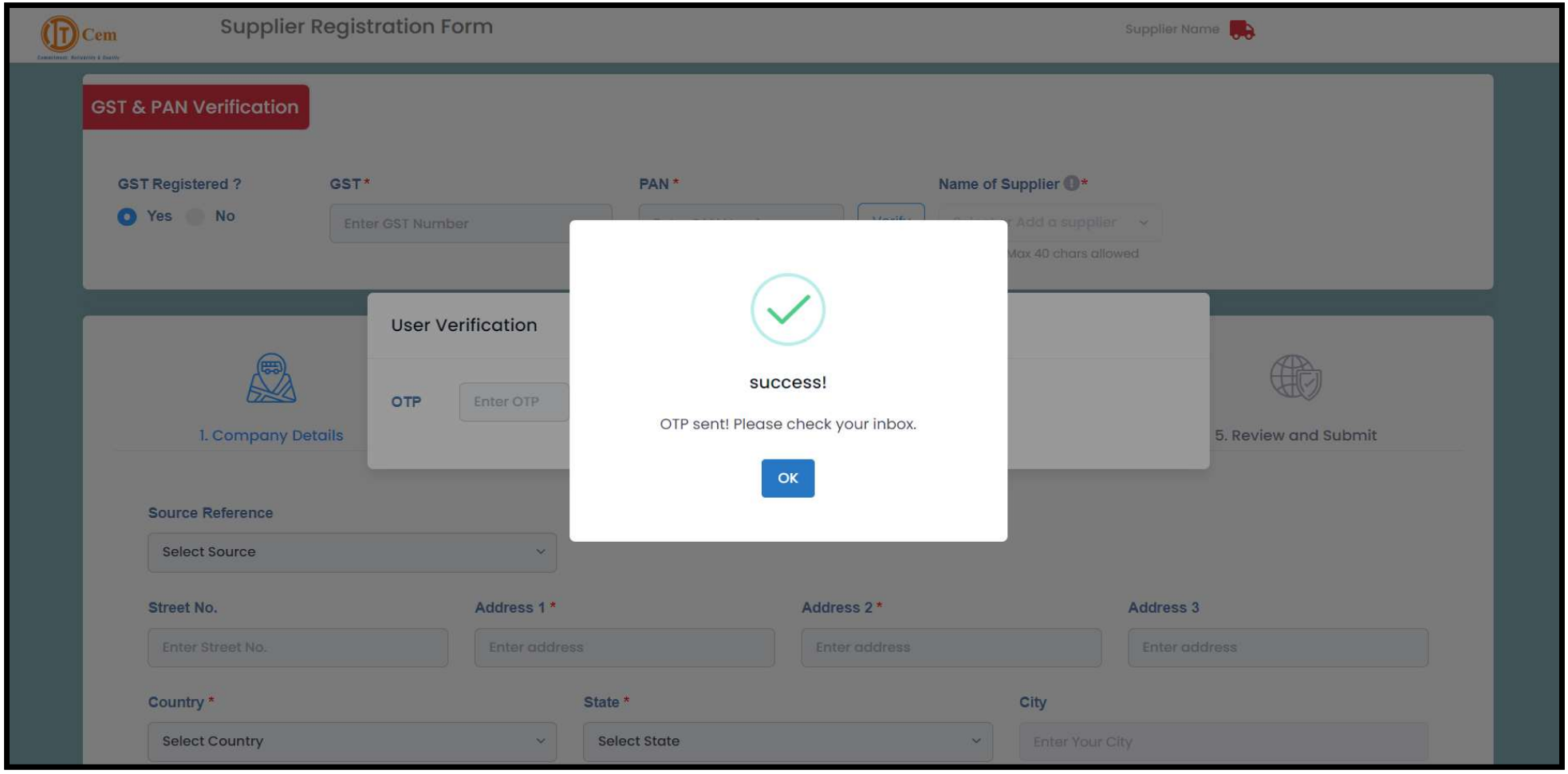
Getting Started



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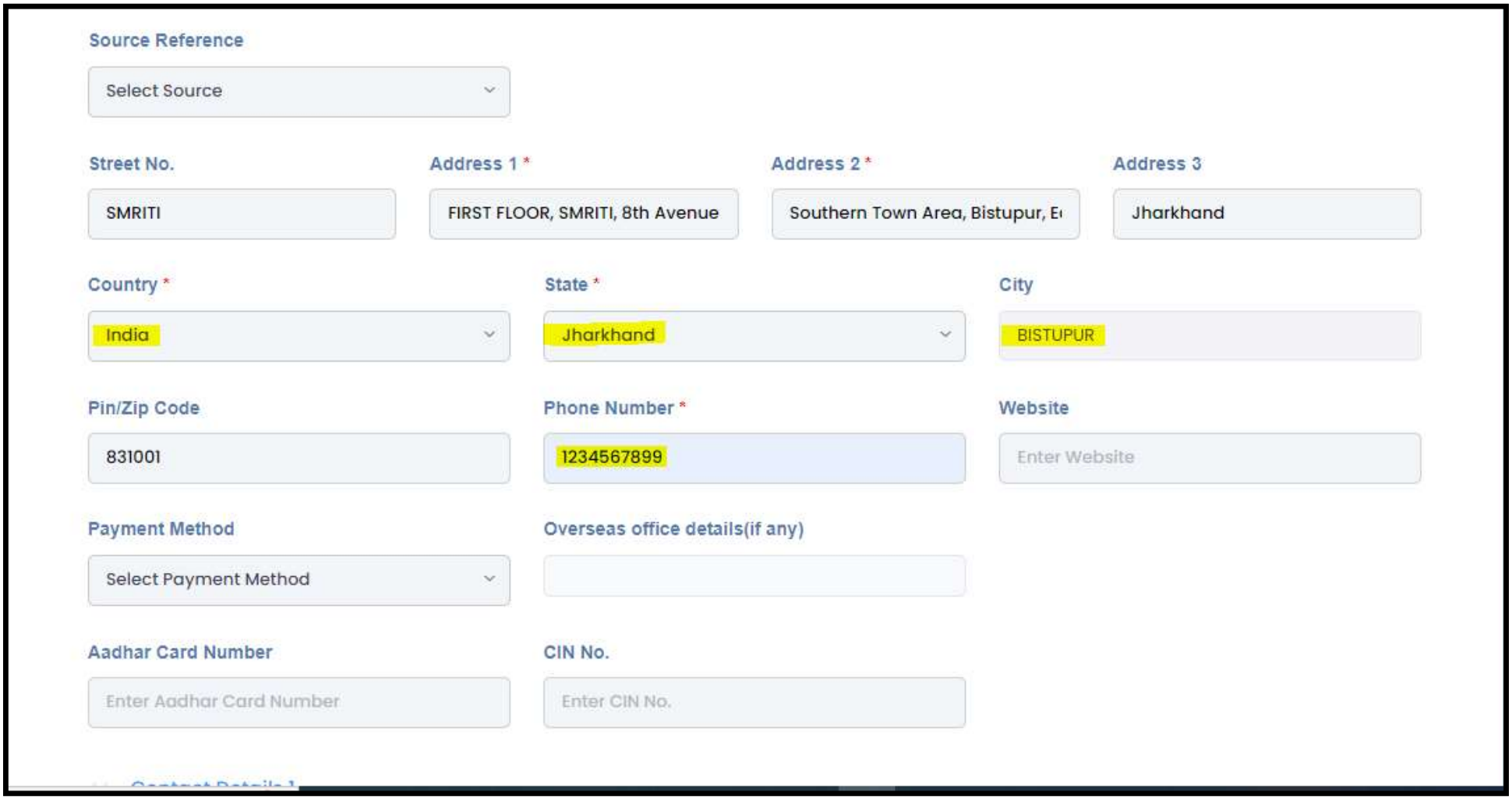
Step 4: Fill company details accordingly (Mandatory fields must be filled compulsory)



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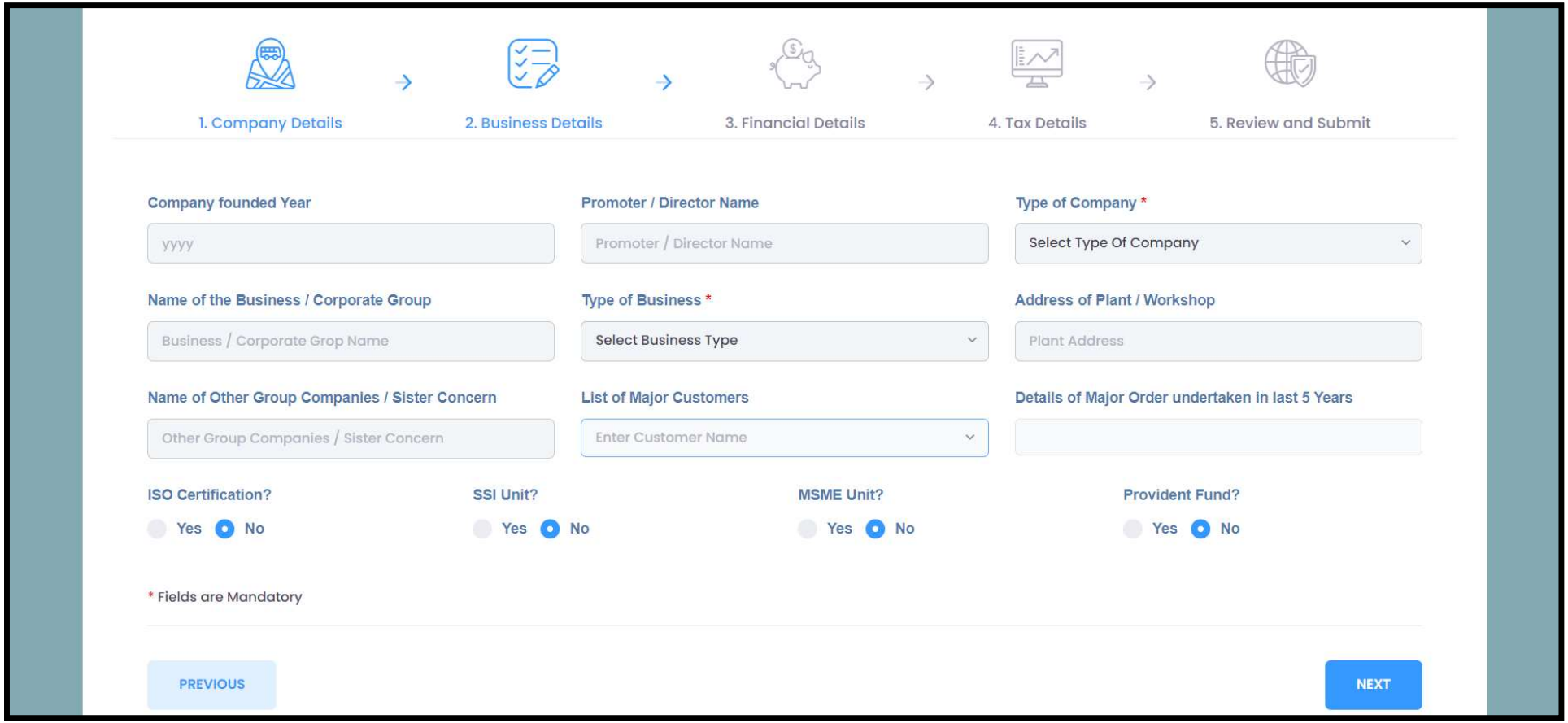
Step 5-A: Click on **NEXT** button to enter Business Details. Select type of company & type of business from the drop-down list as shown



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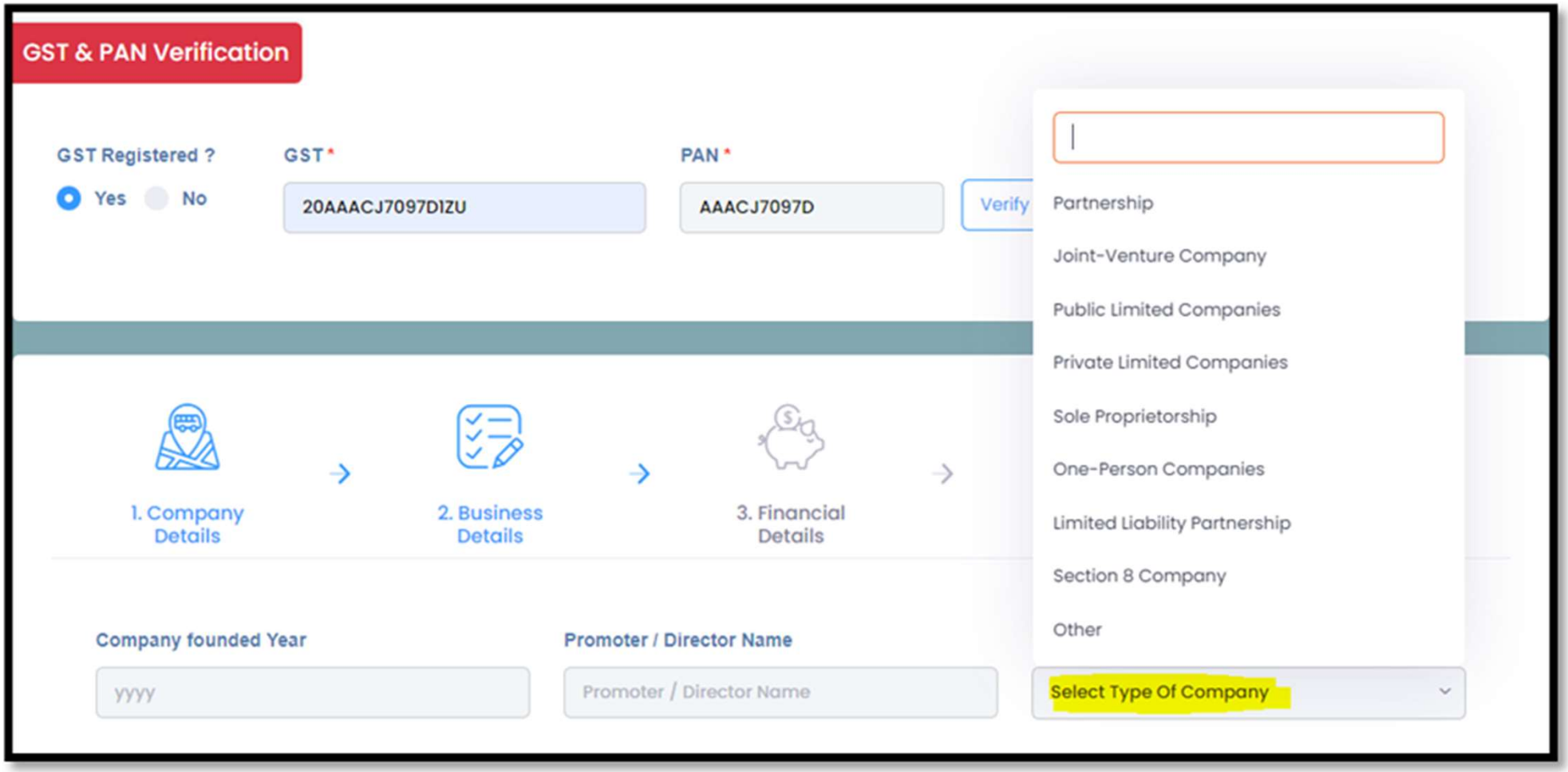
Step 5-B:



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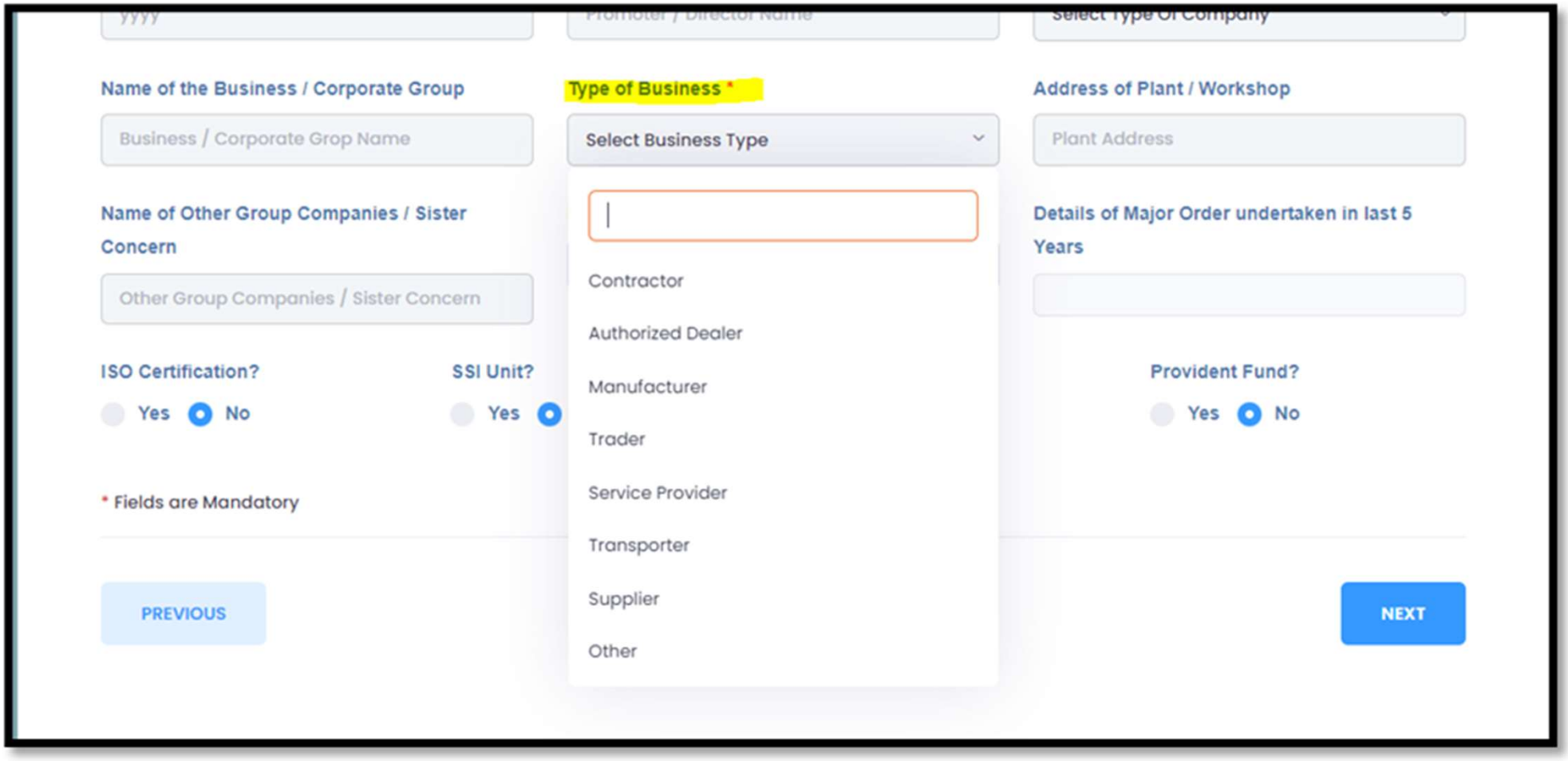
Step 5-C:



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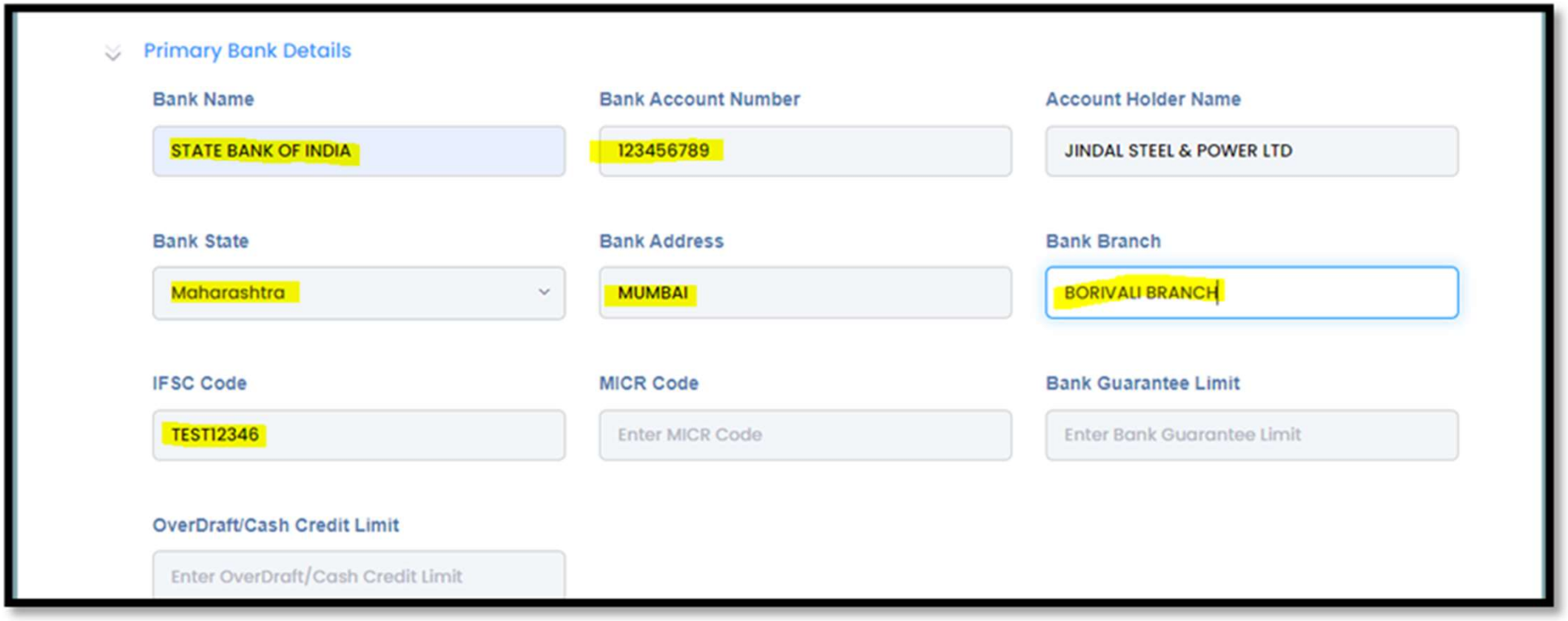
Step 6: Enter bank details as shown below and click on **NEXT** button



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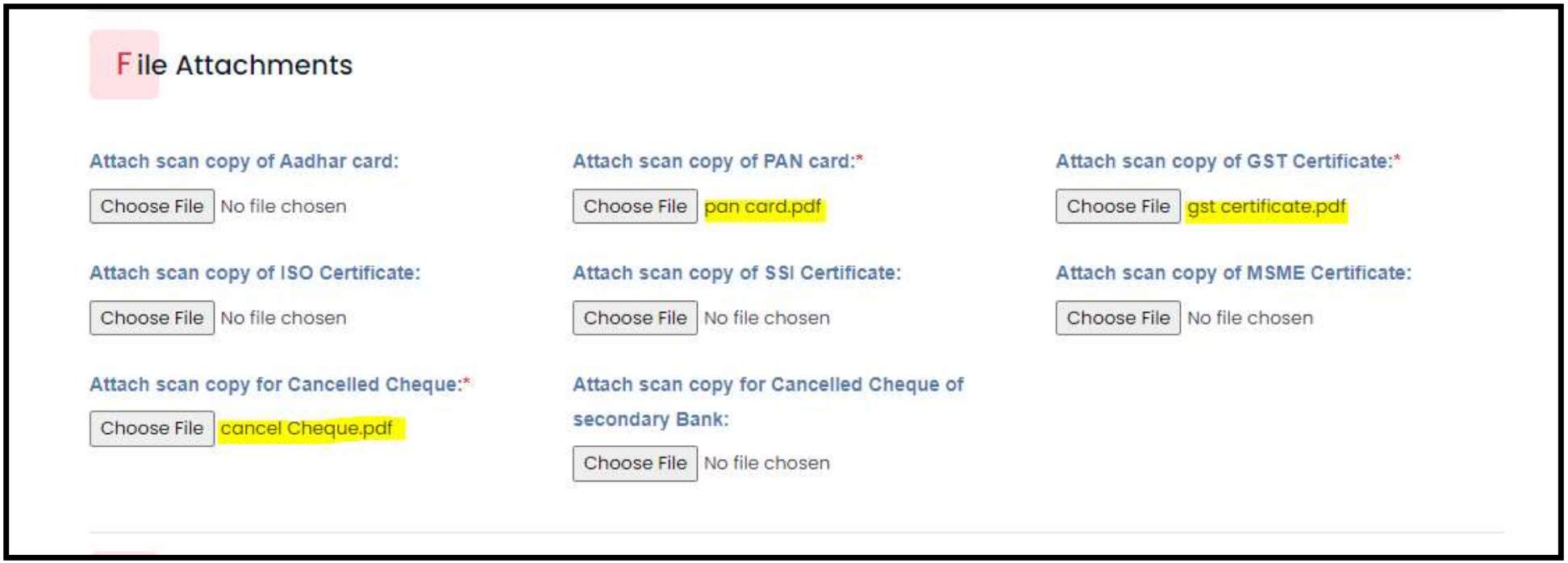
Step 7: Upload required documents file attachments section



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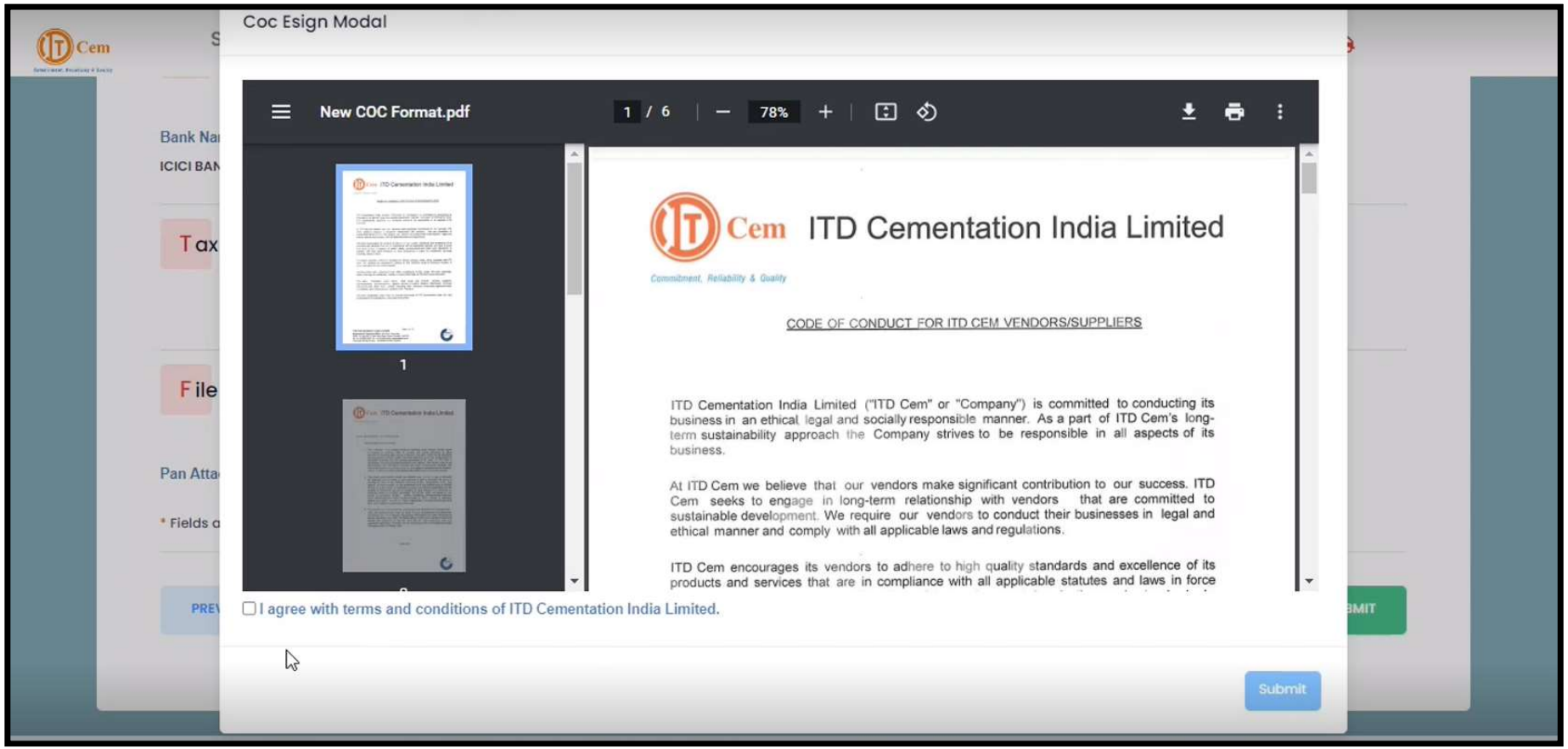
Step 8-A: After clicking on NEXT button (bottom right) a COC (code of conduct) form will appear, check the '**I agree with the terms and conditions of ITD Cementation India Limited**' box and select reference code as required



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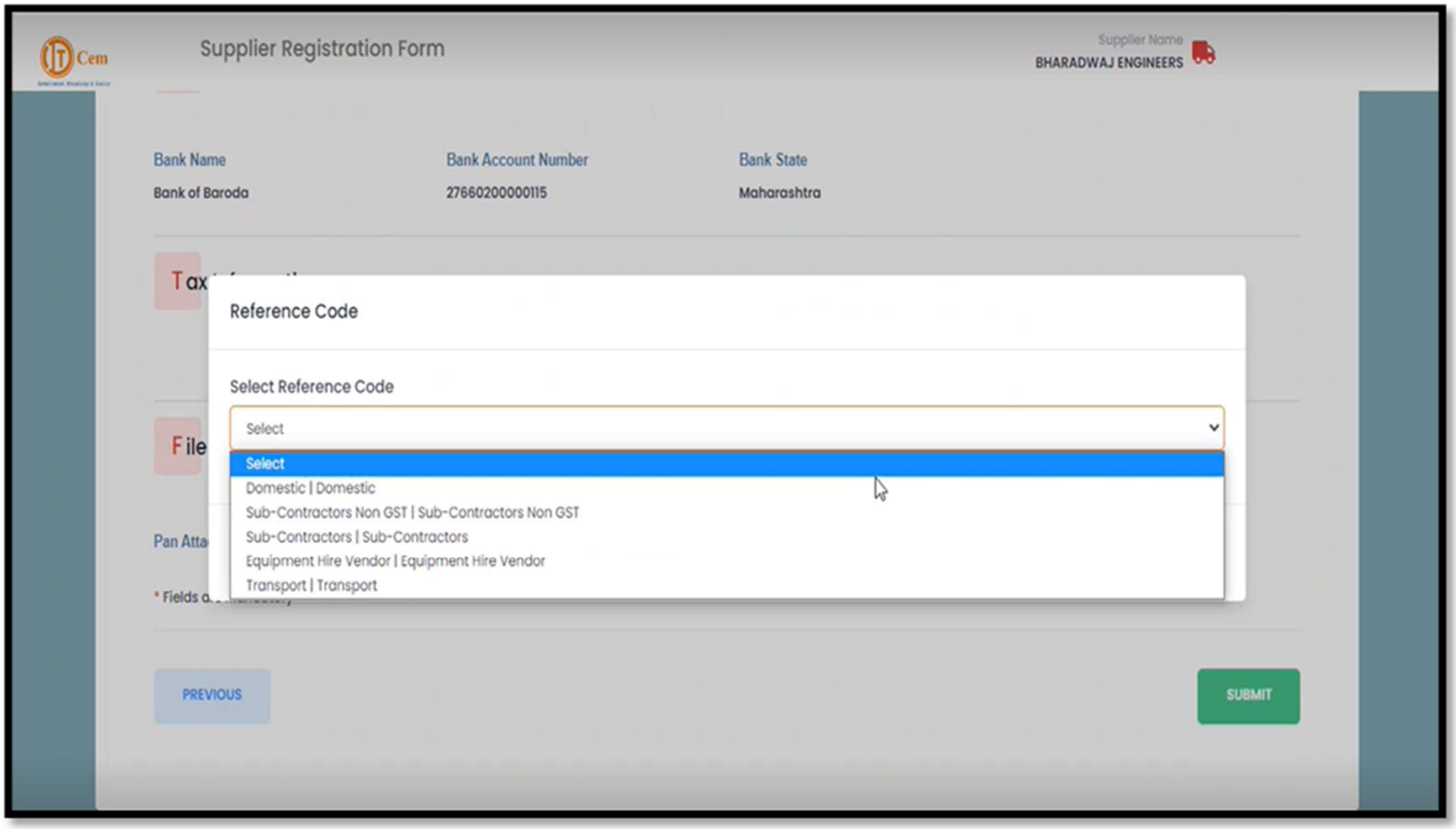
Step 8-B: Select reference code as required



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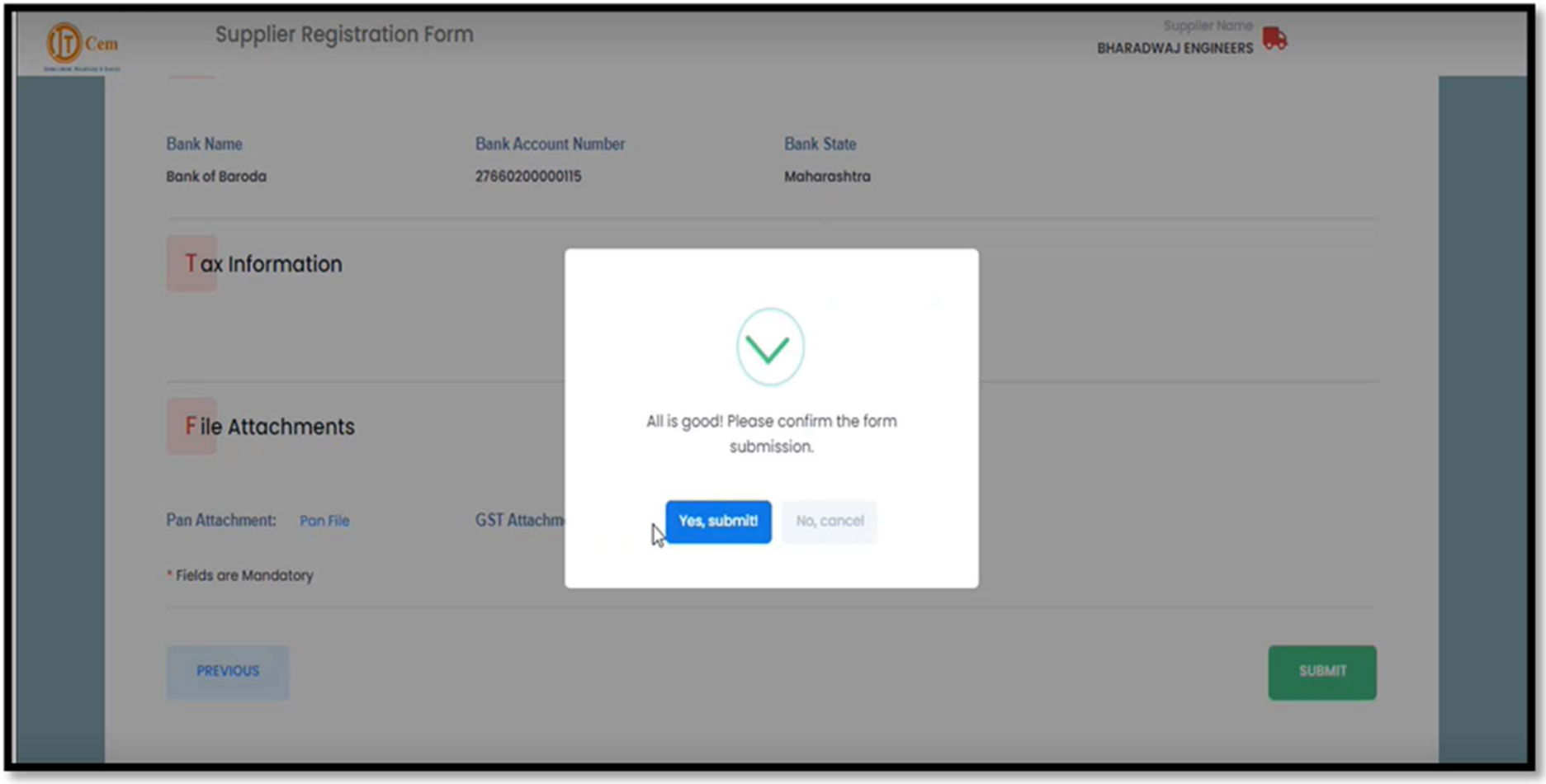
Step 9: Click on **SUBMIT** button, confirmation pop-up will appear. Click on **YES, SUBMIT** button.



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Getting Started

The company representative will receive supplier registration notification email on the registered Email ID.

Once all information entered and attached all relevant documents of KYC in the Portal, will be verified by **ITD Cementation India Limited**, approved in the System to process for creation of Vendor Code in ERP Application and onboarding process of your company would be completed.

ITD Cem Vendor Portal

Contact Us – Technical Support

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