

User Manual

Vendor Portal

Vendor Registration and Onboarding



Version – 1.0

Contents

- **Welcome – Vendor Portal**
- **System Requirement**
- **Getting Started**
- **Contact Us – Technical Support**

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

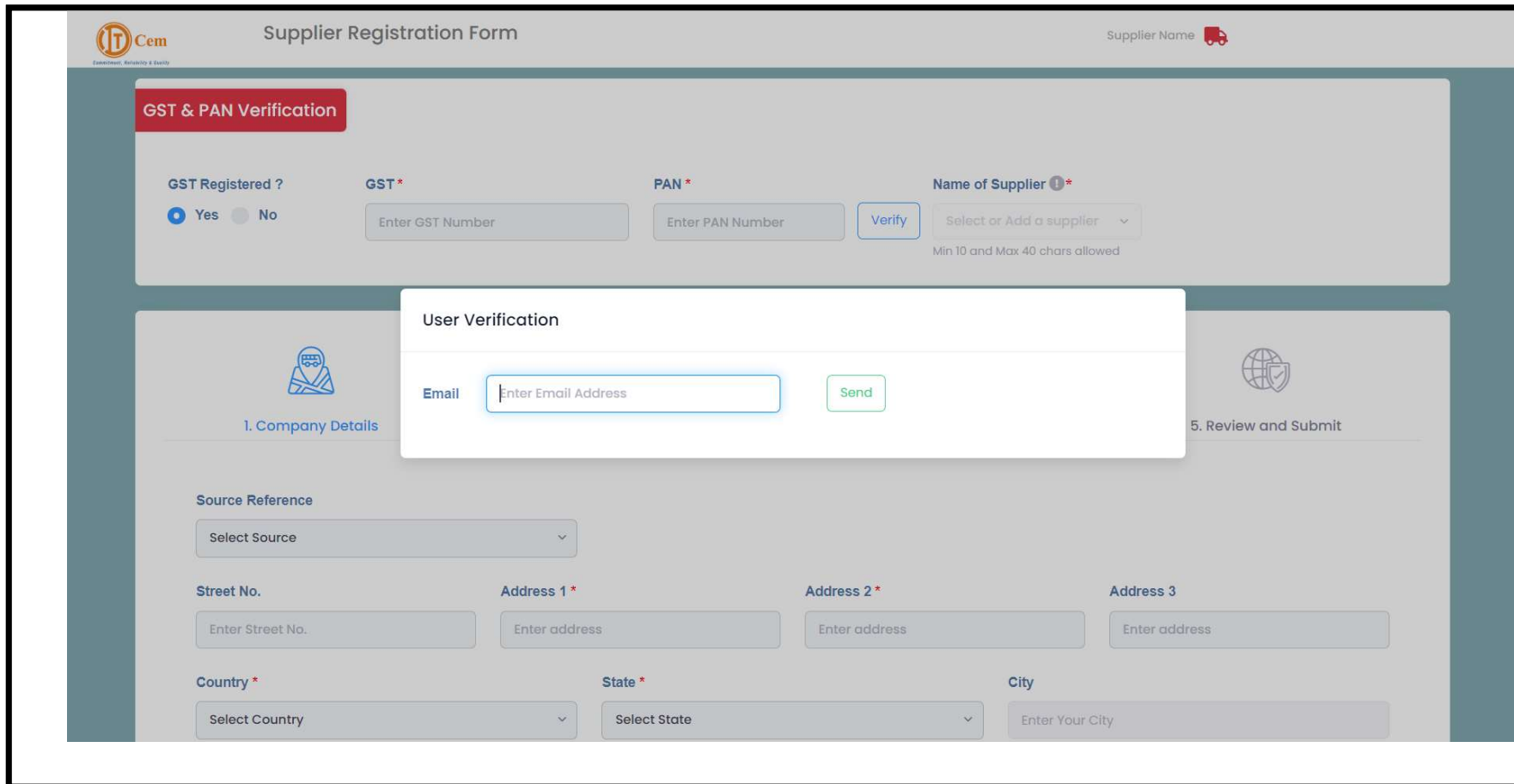
- Microsoft IE8 or greater
- Mozilla Firefox
- Google Chrome

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.



The screenshot displays the 'Supplier Registration Form' on the ITD Cem Vendor Portal. The form is divided into several sections:

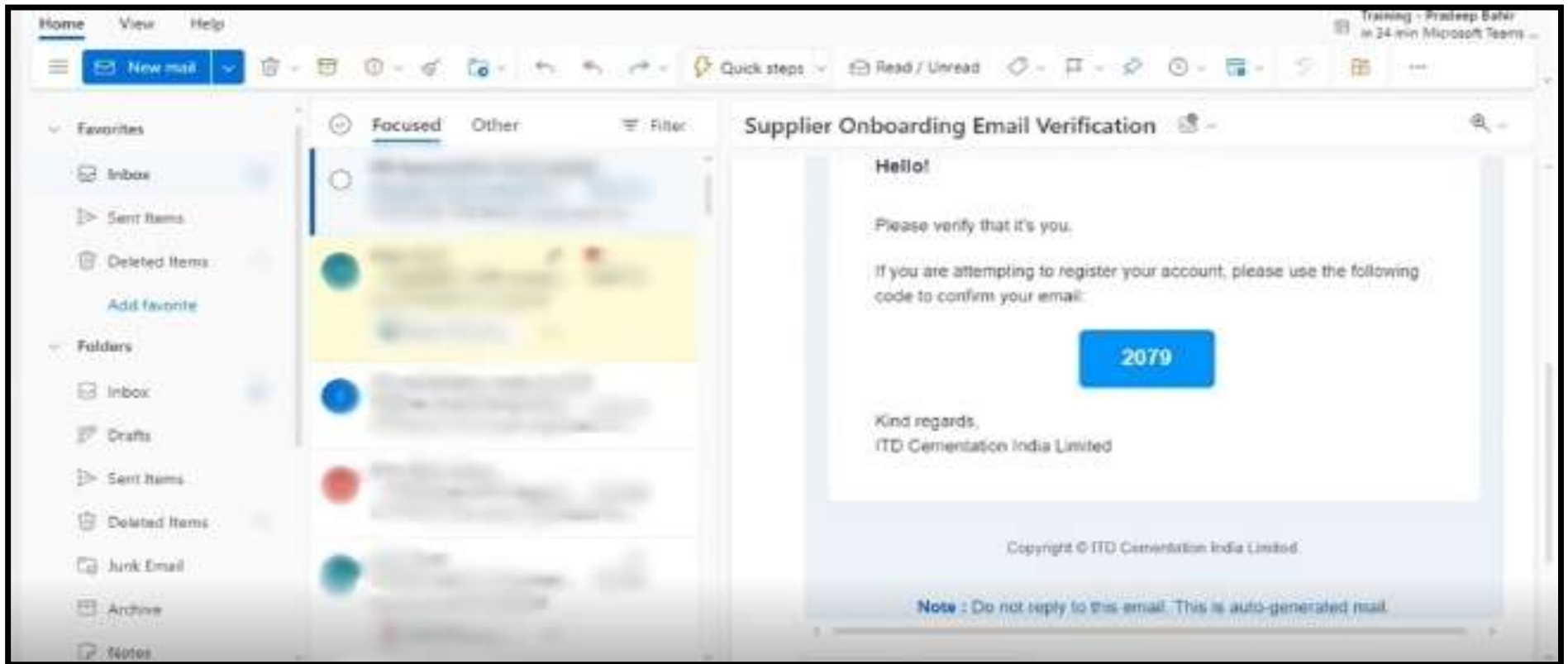
- GST & PAN Verification:** This section includes a 'GST Registered?' toggle (set to 'Yes'), a 'GST*' field with a 'Verify' button, a 'PAN*' field, and a 'Name of Supplier' dropdown menu. A note below the dropdown states 'Min 10 and Max 40 chars allowed'.
- User Verification Pop-up:** A white modal box is centered over the form, titled 'User Verification'. It contains an 'Email' field with the placeholder text 'Enter Email Address' and a green 'Send' button.
- 1. Company Details:** This section includes a 'Source Reference' dropdown menu (set to 'Select Source') and a 'Street No.' field.
- Address Fields:** There are three address fields: 'Address 1*', 'Address 2*', and 'Address 3', each with a placeholder 'Enter address'.
- Country, State, and City:** This section includes a 'Country*' dropdown menu (set to 'Select Country'), a 'State*' dropdown menu (set to 'Select State'), and a 'City' field with a placeholder 'Enter Your City'.

The background of the form is light gray with a dark teal sidebar on the left and right. The ITD Cem logo is visible in the top left corner, and the text 'Supplier Name' with a red truck icon is in the top right corner.

ITD Cem Vendor Portal

Getting Started

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.

ITD Cem Vendor Portal

Getting Started

The screenshot displays the 'Supplier Registration Form' interface. At the top left is the ITD Cem logo with the tagline 'Commitment, Reliability & Quality'. The page title is 'Supplier Registration Form'. On the right, there is a 'Supplier Name' field with a truck icon. The main content area is divided into sections: 'GST & PAN Verification', '1. Company Details', and '5. Review and Submit'. The 'GST & PAN Verification' section includes a 'GST Registered?' toggle (set to 'Yes'), 'GST*' and 'PAN*' input fields, and a 'Name of Supplier' dropdown menu. A 'User Verification' modal is open, showing a green checkmark and the text 'success! OTP sent! Please check your inbox.' with an 'OK' button. The '1. Company Details' section contains a 'Source Reference' dropdown, 'Street No.', 'Address 1*', 'Address 2*', and 'Address 3' input fields, and 'Country*', 'State*', and 'City' dropdown menus.

ITD Cem Vendor Portal

Getting Started

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

Source Reference			
<input type="text" value="Select Source"/>			
Street No.	Address 1 *	Address 2 *	Address 3
<input type="text" value="SMRITI"/>	<input type="text" value="FIRST FLOOR, SMRITI, 8th Avenue"/>	<input type="text" value="Southern Town Area, Bistupur, E"/>	<input type="text" value="Jharkhand"/>
Country *	State *	City	
<input type="text" value="India"/>	<input type="text" value="Jharkhand"/>	<input type="text" value="BISTUPUR"/>	
Pin/Zip Code	Phone Number *	Website	
<input type="text" value="831001"/>	<input type="text" value="1234567899"/>	<input type="text" value="Enter Website"/>	
Payment Method	Overseas office details(if any)		
<input type="text" value="Select Payment Method"/>	<input type="text"/>		
Aadhar Card Number	CIN No.		
<input type="text" value="Enter Aadhar Card Number"/>	<input type="text" value="Enter CIN No."/>		

ITD Cem Vendor Portal

Getting Started

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

The screenshot displays a multi-step registration process. At the top, a progress bar shows five steps: 1. Company Details, 2. Business Details (current step), 3. Financial Details, 4. Tax Details, and 5. Review and Submit. The form is divided into several sections:

- Company founded Year:** A text input field with a placeholder 'yyyy'.
- Promoter / Director Name:** A text input field with a placeholder 'Promoter / Director Name'.
- Type of Company *:** A dropdown menu with the option 'Select Type Of Company'.
- Name of the Business / Corporate Group:** A text input field with a placeholder 'Business / Corporate Grop Name'.
- Type of Business *:** A dropdown menu with the option 'Select Business Type'.
- Address of Plant / Workshop:** A text input field with a placeholder 'Plant Address'.
- Name of Other Group Companies / Sister Concern:** A text input field with a placeholder 'Other Group Companies / Sister Concern'.
- List of Major Customers:** A dropdown menu with the option 'Enter Customer Name'.
- Details of Major Order undertaken in last 5 Years:** A text input field.

Below these sections are four radio button groups for certification and unit status:

- ISO Certification?** with options Yes and No (No is selected).
- SSI Unit?** with options Yes and No (No is selected).
- MSME Unit?** with options Yes and No (No is selected).
- Provident Fund?** with options Yes and No (No is selected).

A note at the bottom left states: * Fields are Mandatory. At the bottom of the form, there are two buttons: 'PREVIOUS' on the left and 'NEXT' on the right.

ITD Cem Vendor Portal

Getting Started

Step 5-B:

GST & PAN Verification

GST Registered ? Yes No

GST *

PAN *

1. Company Details → 2. Business Details → 3. Financial Details

Company founded Year

Promoter / Director Name

Select Type Of Company

- Partnership
- Joint-Venture Company
- Public Limited Companies
- Private Limited Companies
- Sole Proprietorship
- One-Person Companies
- Limited Liability Partnership
- Section 8 Company
- Other

ITD Cem Vendor Portal

Getting Started

Step 5-C:

yyyy

Promoter / Director Name

Select Type of Company

Name of the Business / Corporate Group

Business / Corporate Grop Name

Name of Other Group Companies / Sister Concern

Other Group Companies / Sister Concern

ISO Certification? Yes No

SSI Unit? Yes No

* Fields are Mandatory

Type of Business *

Select Business Type

Contractor

Authorized Dealer

Manufacturer

Trader

Service Provider

Transporter

Supplier

Other

Address of Plant / Workshop

Plant Address

Details of Major Order undertaken in last 5 Years

Provident Fund? Yes No

PREVIOUS

NEXT

ITD Cem Vendor Portal

Getting Started

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

Primary Bank Details

Bank Name	Bank Account Number	Account Holder Name
STATE BANK OF INDIA	123456789	JINDAL STEEL & POWER LTD
Bank State	Bank Address	Bank Branch
Maharashtra	MUMBAI	BORIVALI BRANCH
IFSC Code	MICR Code	Bank Guarantee Limit
TEST12346	Enter MICR Code	Enter Bank Guarantee Limit
OverDraft/Cash Credit Limit		
Enter OverDraft/Cash Credit Limit		

ITD Cem Vendor Portal

Getting Started

Step 7: Upload required documents file attachments section

File Attachments

Attach scan copy of Aadhar card: <input type="button" value="Choose File"/> No file chosen	Attach scan copy of PAN card:* <input type="button" value="Choose File"/> pan card.pdf	Attach scan copy of GST Certificate:* <input type="button" value="Choose File"/> gst certificate.pdf
Attach scan copy of ISO Certificate: <input type="button" value="Choose File"/> No file chosen	Attach scan copy of SSI Certificate: <input type="button" value="Choose File"/> No file chosen	Attach scan copy of MSME Certificate: <input type="button" value="Choose File"/> No file chosen
Attach scan copy for Cancelled Cheque:* <input type="button" value="Choose File"/> cancel Cheque.pdf	Attach scan copy for Cancelled Cheque of secondary Bank: <input type="button" value="Choose File"/> No file chosen	

ITD Cem Vendor Portal

Getting Started

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

Coc Esign Modal

New COC Format.pdf 1 / 6 78%

ITD Cem ITD Cementation India Limited
Commitment, Reliability & Quality

CODE OF CONDUCT FOR ITD CEM VENDORS/SUPPLIERS

ITD Cementation India Limited ("ITD Cem" or "Company") is committed to conducting its business in an ethical legal and socially responsible manner. As a part of ITD Cem's long-term sustainability approach the Company strives to be responsible in all aspects of its business.

At ITD Cem we believe that our vendors make significant contribution to our success. ITD Cem seeks to engage in long-term relationship with vendors that are committed to sustainable development. We require our vendors to conduct their businesses in legal and ethical manner and comply with all applicable laws and regulations.

ITD Cem encourages its vendors to adhere to high quality standards and excellence of its products and services that are in compliance with all applicable statutes and laws in force

I agree with terms and conditions of ITD Cementation India Limited.

Submit

ITD Cem Vendor Portal

Getting Started

Step 8-B: Select reference code as required

The screenshot displays the 'Supplier Registration Form' for 'BHARADWAJ ENGINEERS'. The form includes fields for Bank Name (Bank of Baroda), Bank Account Number (27660200000115), and Bank State (Maharashtra). A dropdown menu for 'Reference Code' is open, showing options: 'Select', 'Domestic | Domestic', 'Sub-Contractors Non GST | Sub-Contractors Non GST', 'Sub-Contractors | Sub-Contractors', 'Equipment Hire Vendor | Equipment Hire Vendor', and 'Transport | Transport'. The 'Select' option is currently highlighted. Navigation buttons 'PREVIOUS' and 'SUBMIT' are visible at the bottom.

Bank Name	Bank Account Number	Bank State
Bank of Baroda	27660200000115	Maharashtra

Supplier Name: BHARADWAJ ENGINEERS

Reference Code Selection:

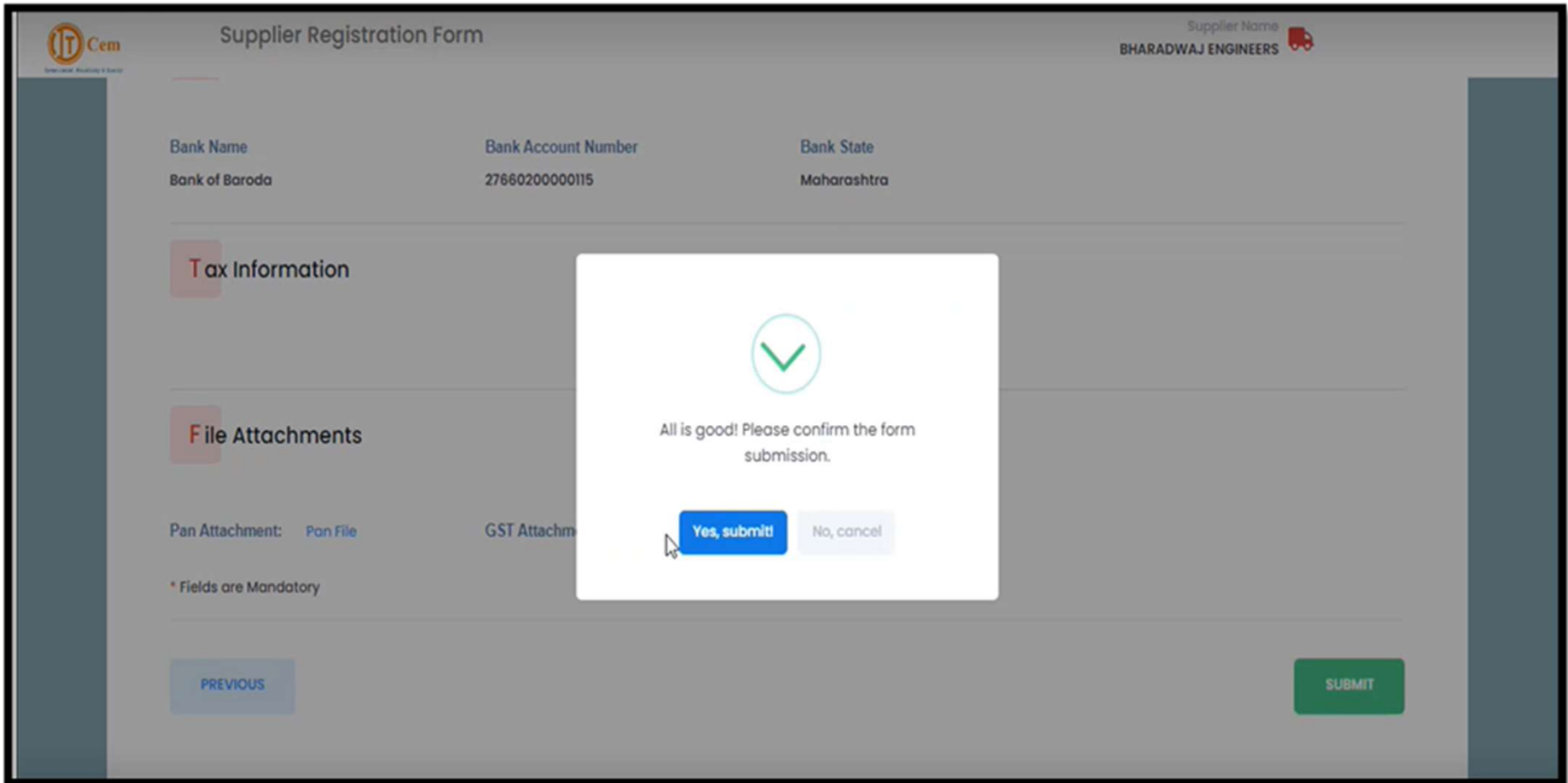
- Select
- Domestic | Domestic
- Sub-Contractors Non GST | Sub-Contractors Non GST
- Sub-Contractors | Sub-Contractors
- Equipment Hire Vendor | Equipment Hire Vendor
- Transport | Transport

Navigation: PREVIOUS, SUBMIT

ITD Cem Vendor Portal

Getting Started

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



The screenshot displays the 'Supplier Registration Form' interface. At the top left is the ITD Cem logo. The title 'Supplier Registration Form' is centered at the top. On the top right, the 'Supplier Name' is listed as 'BHARADWAJ ENGINEERS' with a truck icon. Below the header, there are three input fields: 'Bank Name' (Bank of Baroda), 'Bank Account Number' (27660200000115), and 'Bank State' (Maharashtra). A 'Tax Information' section is partially visible. Below that is the 'File Attachments' section, which includes 'Pan Attachment: Pan File' and 'GST Attachm'. A note at the bottom left states '* Fields are Mandatory'. A 'PREVIOUS' button is located at the bottom left, and a 'SUBMIT' button is at the bottom right. A central white pop-up window with a green checkmark icon contains the text 'All is good! Please confirm the form submission.' and two buttons: 'Yes, submit!' (highlighted in blue) and 'No, cancel'.

ITD Cem Vendor Portal

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



Commitment, Reliability & Quality

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