



SAIL-ISP, Burnpur-713325

**Vendor User Manual for
Online New Vendor Registration
Process
(Other than Open Tender)**

Contents

<u>Introduction.....</u>	<u>3</u>
The registration process involves the following steps:.....	3
<u>Attachments Required.....</u>	<u>3</u>
Mandatory documents required for all vendors:.....	3
Documents required for material vendor only:.....	4
Documents required for service vendor only:.....	4
<u>B1 Form Submission.....</u>	<u>4</u>
Process for B1 form Submission.....	4
<u>B1 Form Status Check.....</u>	<u>18</u>
<u>Payment Process.....</u>	<u>20</u>
<u>B2 Form Submission.....</u>	<u>22</u>
<u>B2 form Status Check.....</u>	<u>27</u>
<u>Detailed Display Form.....</u>	<u>30</u>
<u>Recover Application ID:.....</u>	<u>32</u>

Introduction

User Manual: Online Vendor Registration Application Submission – IISCO Steel Plant, Burnpur

This document serves as the comprehensive user manual for submitting an online vendor registration application for IISCO Steel Plant (ISP), Burnpur. It outlines the complete, step-by-step process for new vendor registration on the SRM portal of SAIL-ISP, specifically for participation in limited tenders aimed at expanding the vendor base.

The registration process involves the following steps:

1. Submission of B1 Form
To be completed by vendors who are not yet registered with SAIL-ISP Burnpur.
2. Approval of B1 Form
This step is carried out by the Vendor Cell of SAIL-ISP.
3. Payment of Registration Fee (if applicable)
Vendors will receive a notification to make the payment upon approval of the B1 Form.
4. Submission of B2 Form:
To be completed by the vendor.
5. Approval of B2 Form:
To be done by the Vendor Cell.
6. Issuance of Registration Certificate
Granted upon approval of the B2 Form.

Note: Your application may be rejected if you do not meet the eligibility criteria for vendor registration under the limited tender process.

Attachments Required

Mandatory documents required for all vendors:

1. Address proof for registered office address
2. PAN Card
3. GSTIN Number
4. Gem Seller Id
5. Memorandum of Association attachment (In case of Limited Company)
6. Certificate of Incorporation (In case of Limited Company)
7. Suitable ISO Attachment if you are ISO Accredited
8. Udyam Registration Certificate (For MSME)

9. Affidavit of Sole Proprietorship(In case of Sole Proprietorship)
- 10.Partnership Deed attachment (In case of Partnership Firms)
- 11.LLP Deed(In case of Limited Liability Partnership)
- 12.SAIL Vendor Code Related Attachment(If already registered in SAIL)
- 13.Last Year turn over details
- 14.2nd Last Year turn over details
- 15.3rd Last Year turn over details
- 16.Cancelled Cheque
- 17.Bank Mandate

Documents required for material vendor only:

1. Purchase history related document against material group you are applying for.
2. List of Machineries and Testing Facilities (In case of Manufacturer)Dealership Certificate(In case of Dealer)
3. Trade License number(In case of Trader)

Documents required for service vendor only:

1. Category of Registration
2. Purchase history related document against service group you are applying for.
3. Bank Solvency Certificate
4. Income Tax Clearance for last 3 Year attachment is mandatory
5. ESI Certificate attachment
6. PF Registration Certificate attachment
7. Trade License number

B1 Form Submission

New vendor registration process is start with B1 Form Submission.

Process for B1 form Submission

SRM system is accessed over SRM Portal Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/index.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

Click on the vendor registration button arrow as shown below to expand the functions.



New EMD/BSD Attachment Process!!!!

Supplier Collaboration

- » Bidder's Manual
- » Vendor Registration
- » Public Documents
- » Important Links
- » Software Downloads

Welcome to SAIL IISCO STEEL PLANT

SRM PORTAL

SAIL ISP SRM aims to establish web based seamless relationship and collaboration for their collaborate and make this journey a success.



Integrated Billing System

Supplier Collaboration

- » Bidder's Manual
- » Vendor Registration
- » Supplier Self Registration
- » Open / Global Tender Registration(O TE)
- » Renewal / Inclusion
- » Public Documents

Welcome to SAIL IISCO STEEL PLANT

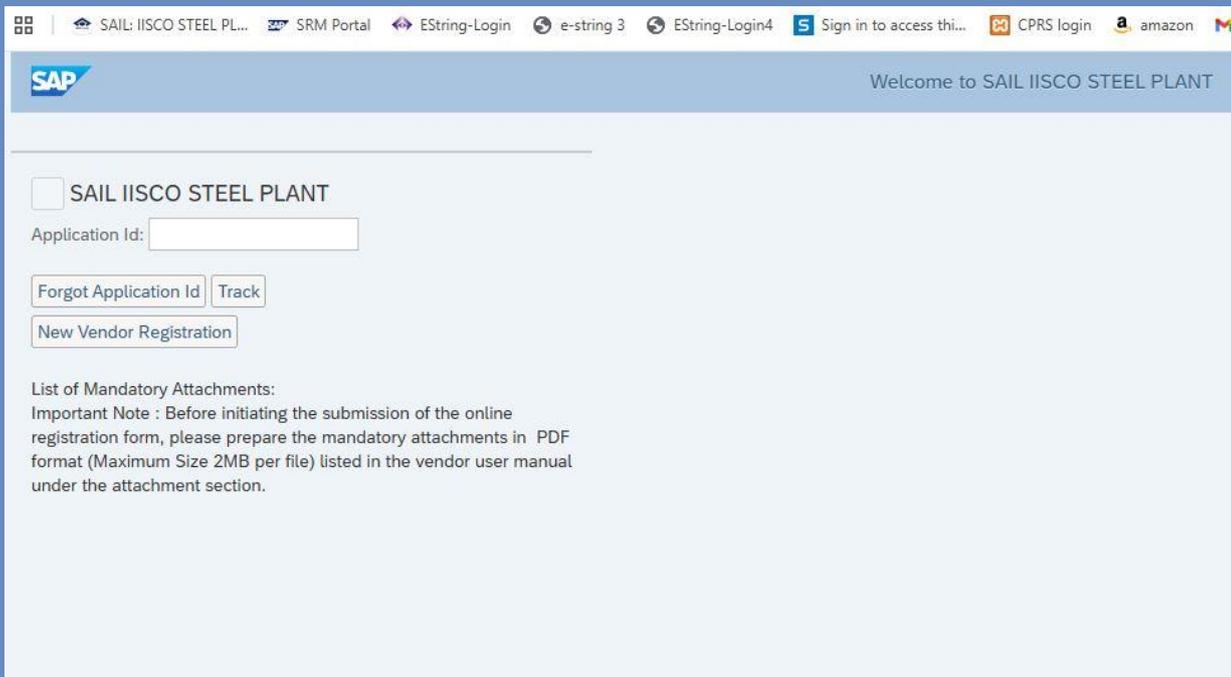
SRM PORTAL

SAIL ISP SRM aims to establish web based seamless relationship and journey a success.

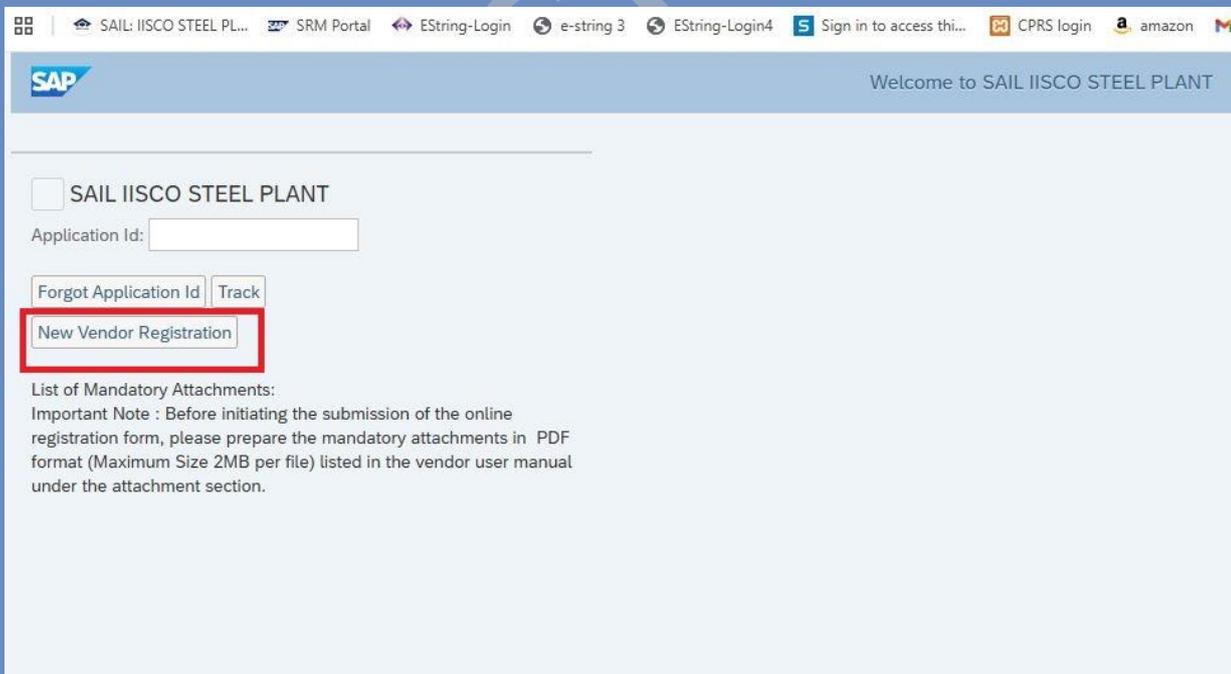


Click on **Supplier Self Registration**.

You will redirect the next page as shown below.



If you are a first-time user, then click on **New Vendor Registration** button for vendor registration.



- **Term of Use:**

Next page consists terms of use for vendor registration. You must read the **Terms of Use** before you proceed. If you agree and are ready to accept, then check on the checkbox and click

on “Next” button.

SAP

VENDOR REGISTRATION

Supplier Registration > Terms of use

You can download the Terms of Use Over the

16. Any information submitted through e-Procurement system with regard to dispatch of stores, spares or other materials against the Purchase Order issued by the Company shall be considered in good faith & shall be relied upon as if submitted in physical form giving the name of Transporter, Motor Receipt/Lorry Receipt No., dated of dispatch & details of consignments sent therein.

17. Any Inspection Request or Inspection Call Letter submitted by the party to invite ISP for carrying out inspection at its site shall mean that the material has been made ready for the inspection to be carried out as per terms & conditions of Purchase Order & Tenderer/Party shall be fully responsible for any violation of claim of inspection to be carried out at his premises in accordance with terms of Purchase Order or materials specification ordered therein.

18. SUPPLIER'S SAFETY AND HEALTH DECLARATION
As the duly authorized and designated representative of [NAME OF SUPPLIER and ANY SUBCONTRACTOR] (collectively, "Supplier"), I hereby certify, for myself and for and on behalf of Supplier, that:

- Supplier has been advised and instructed by Company concerning working conditions, including potential hazards, if any, related to the scope of work and/or location in which the Supplier will be working or present.
- Supplier has been advised and instructed by Company concerning site-specific safety-related information.
- Supplier has been instructed and will instruct all of its agents, subcontractors, and employees, prior to their reporting to Company's premises, with respect to such conditions and/or hazards and the proper safety precautions to be observed in regard thereto.
- Our company will provide all the product related safety data sheet while delivery of materials.

I accept the Terms of Use:

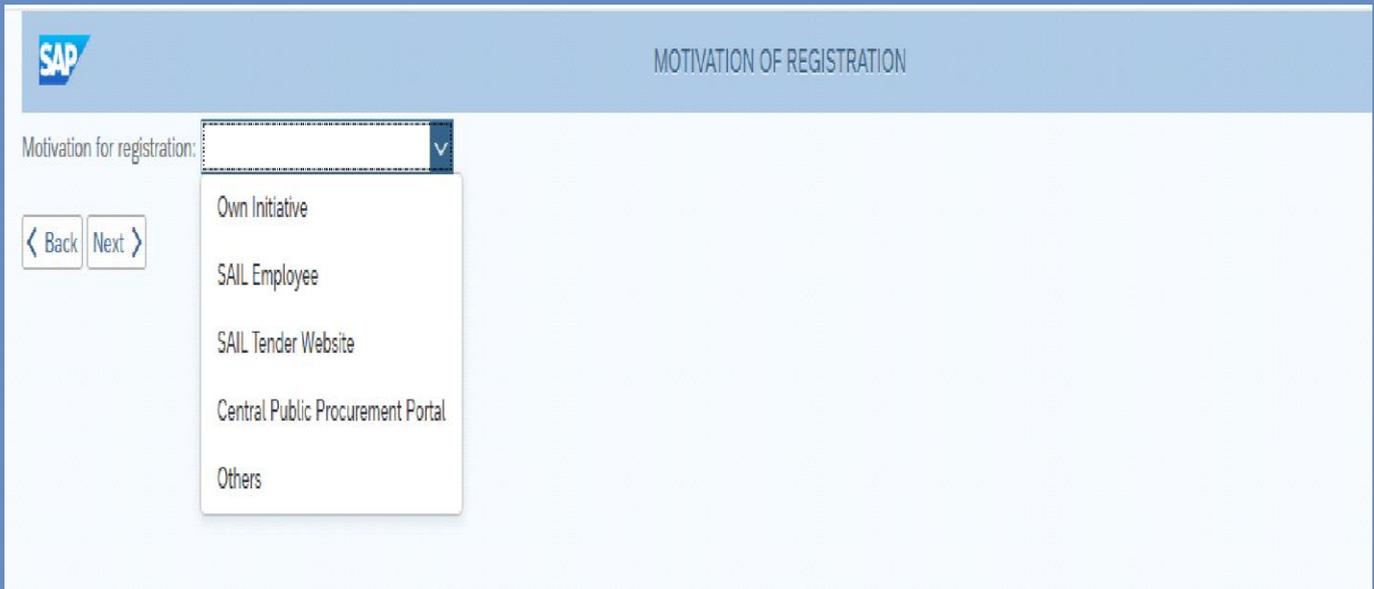
Next

- **Motivation of registration:**

In the next page, choose the most appropriate option suitable to your motivation of registration from the dropdown list.

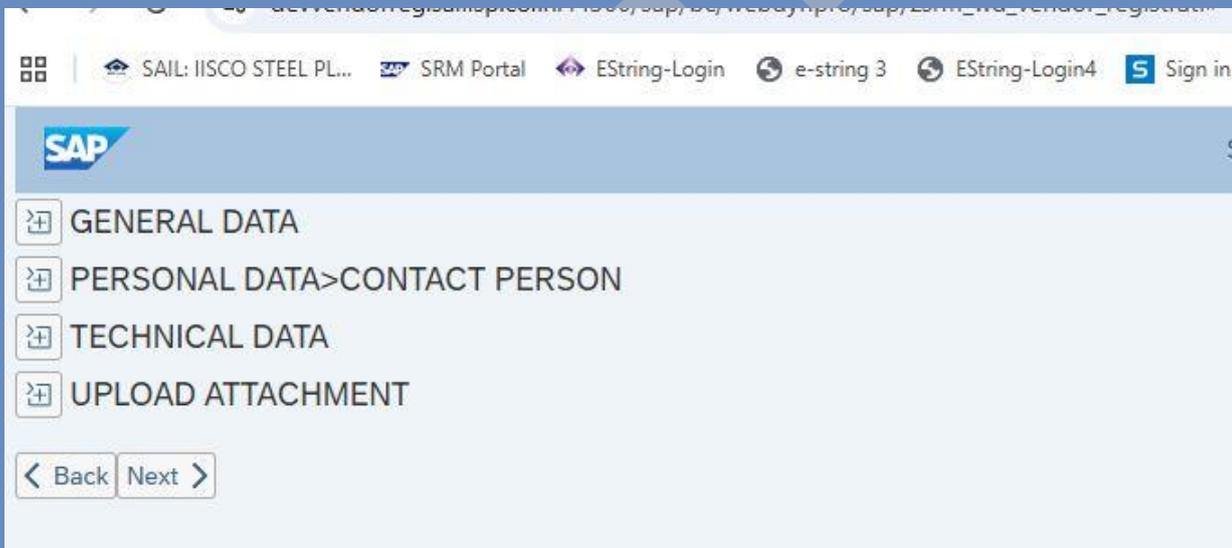
- Own Initiative
- SAIL Employee
- SAIL Tender Website
- Central Public Procurement Portal
- Other

Then Click on “Next”.



You will be moved to the next page. This page consists 4 sections:

1. General data
2. Personal Data/Contact Person
3. Technical Data
4. Upload Attachment



Vendor needs to expand each section one by one and fill all the mandatory fields marked with * marks.

1. General Data:

Fill up the details in this section.

- a. Company Name:** Put your company name here.
- b. Registered Office Address:** You have to put details regarding your registered office details.
- **Country:** If the country is India, then choose India else choose others.
 - **Region:** If the country is India, then choose the region.
 - **City:** Put your city here.
 - **Address 1:** Put your address here.
 - **Address 2:** Put the rest of the address here.
 - **f. Postal Code:** You have to attach proof for Registered Office Address in the 'Upload Attachment Section'
- c. Correspondence Address:** If your correspondence is different than Registered Office address, then you have to fill up details else click on the check box of Same as Registered Office Address.

The screenshot displays the 'GENERAL DATA' section of the SAP SAIL IISCO Supplier Registration B1 Form. It is divided into two main parts: 'Registered office Address' and 'Correspondence Address'.

Registered office Address:

- Company Name*: Test Company
- Country*: India (dropdown)
- Region*: WEST BENGAL (dropdown)
- City*: KOLKATA
- Address1*: SALT LAKE
- Address2*: (empty)
- Postal Code*: 742103
- Phone*: 9876544321
- FAX: 9876544321
- Email ID *: testmail@gmail.com
- website: (empty)

Correspondence Address:

- Country*: India (dropdown)
- Region*: WEST BENGAL (dropdown)
- City*: KOLKATA
- Address1*: SALT LAKE
- Address2*: (empty)
- Postal Code*: 742103
- Phone*: 9876544321
- FAX: 9876544321
- Email ID*: testmail@gmail.com
- Same as Registered Office Address:

2. Personal Data /Contact Person:

Fill up the details of the contact person such as Title, First name, Last name, Position, Department, Mobile Number, FAX, Email id.

Fill the details as shown below:

SAP SAIL IISCO Supplier Registration B1 Form

GENERAL DATA

PERSONAL DATA>CONTACT PERSON

Title*: MR .Mobile No*: 9876544321

First Name*: Amitabha FAX: 9876544321

Last Name*: Sanyal Email ID*: testcus@gmail.com

Department*: ERP

Position*: ED

3. Technical Data:

Under this section vendor have to choose whether you are a Material Supplier / Service Provider Vendor.

SAP SAIL IISCO Supplier Registration B1 Form

GENERAL DATA

PERSONAL DATA>CONTACT PERSON

TECHNICAL DATA

Service Vendor: Material Vendor:

Class Of Registration: Category of Registration:

Category Code	Amount Description	Minimum Amount	Maximum Amount	Category Description

➤ **Service Vendor:**

If you choose **Service Vendor** above:

- **Class of Registration:** Then the field **Class of Registration** will be enabled. Choose the appropriate option, suitable to you.
- **Category of Registration:** Once you select the class, relevant categories will get fetched, select appropriate **Category of Registration**. Attach a suitable document for that in the specific attachment section underneath.

➤ **Material Vendor:**

If you have chosen a **Material Vendor**, then :

- **Vendor type:** You have to choose a suitable **Vendor type** and you have to attach relevant attachments mandatorily according to your vendor type

TECHNICAL DATA

Service Vendor: Material Vendor:

Vendor Type:

- Manufacturer
- Dealer
- Trader
- Service Provider
- Channel Partner
- Others

Material/Service group:

Select Row	Attachment Name	File Name	Uploaded On	Uploaded at
<input type="radio"/>	<i>i</i> No Attachment			
<input type="radio"/>				

- **Material / Service Group:** Choose the appropriate option, suitable to you and upload relevant document.

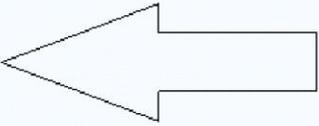
Material/Service group: No file chosen

Select Row	Attachment Name	File Name	Uploaded On	Uploaded at
<input type="radio"/>	<i>i</i> No Attachment			
<input type="radio"/>				

***Other fields are common for both material and service vendors as mentioned below:**

- **Constitution of Firm:** Choose the appropriate option, suitable to you.
 - Public Limited Company
 - Private Limited Company Partnership
 - Sole Proprietorship
 - Partnership Firm
 - One Person Company
 - Limited Liability Partnership
 - Section 8 Company

Constitution of Firm*:	<input type="text" value="▼"/>
If limited companies*:	Public Limited Company
Are You Authorized to Use ISI mark*:	Private Limited Company
Are You ISO Accredited*:	Sole Proprietorship
Are You MSME Unit*:	Partnership Firms
Are You Registered in SAIL*:	One Person Company
Details of Trading Items:	Limited Liability Partnership
Pan Card Number*:	Section 8 Company



- If you select your **Constitution of Firm** as **Sole Proprietorship**, you have to attach an **Affidavit of Sole Proprietorship**. (Attachment is mandatory).
- If you select your **Constitution of Firm** as **Partnership Firms**, you have to attach **“Partnership Deed”**. (Attachment is mandatory)
- If you select your **Constitution of Firm** as **Limited Liability Partnership**, you have to attach **“LLP Deed”**. (Attachment is mandatory)
- If you select your Constitution of Firm as Private Limited Company two more mandatory fields will appear as **“ Upload Memorandum of Association and Articles of Association”** and upload **“Certificate of Incorporation”**
 - Udyam Adhar Number is to be replaced by **Udyam Registration Number**
- **If limited companies:** If your company is a limited company, then choose Yes else No.
- **Are you authorized to use ISI Mark:** Choose the appropriate option, suitable to you.

If limited companies*:	<input type="text" value="▼"/>
Are You Authorized to Use ISI mark*:	<input type="text" value="▼"/>
Are You ISO Accredited*:	<input type="text" value="▼"/>

- ISO 9001 (Attachment mandatory if selected)
- BIS (Attachment mandatory if selected)
- ISO 14001 (Attachment mandatory if selected)
- ISO/TS 16949 (Attachment mandatory if selected)
- VDA 6.4 (Attachment mandatory if selected)
- ISO 27001 (Attachment mandatory if selected)
- ISO 50001 (Attachment mandatory if selected)

ISO Attachment Name:

Select Row	Attach	File Name	Uploaded On	Uploaded at
<input type="radio"/>	(i) No Attachment			
<input type="radio"/>	BIS			
<input type="radio"/>	ISO 14001			
<input type="radio"/>	ISO 27001			
<input type="radio"/>	ISO 50001			
<input type="radio"/>	ISO 9001			
<input type="radio"/>	Others			
<input type="radio"/>	SO/TS 16949			
<input type="radio"/>	VDA 6.4			

- **Are you an MSME unit:** Choose the appropriate option, suitable to you? Once you selected “Yes” supporting document need to be attached and also you need to fill **Industry type, Sex and Cast and Udyam Aadhar Number. And Udyam Aadhar** shall be mandatory and can be uploaded from the **UPLOAD ATTACHMENT** section.
- **Are you Registered in Our SAIL Sister Unit:** Choose the appropriate option, suitable to you. Once you select “Yes”, you need to provide “**SAIL Vendor code (10 Digit)**” and “**SAIL Vendor Code Related Attachment**” need to be attached also from the **UPLOAD ATTACHMENT** section.
- **Once you select “Yes”, two more mandatory fields will appear as “Upload Memorandum of articles of association” and “Upload Certificate of Incorporation”. Attachment is mandatory.**

Are You Registered in SAIL*:

SAIL Vendor Code:

- **Details of Trading Items:** Give name of items (or services) with which you are dealing (with name of the Manufacturer). **PS: It is mandatory when the 'Vendor Type' is "Trader".**
- **PAN Number:** Put your details here. Attachment is mandatory and and can be uploaded from **UPLOAD ATTACHMENT** section.
- **GSTIN No.:** Put your details here. Attachment is mandatory and can be uploaded from the **UPLOAD ATTACHMENT** section.

- **CST Registration No:** Put your details here and attach a document.
- **Acknowledgement of EM Part II:** Put your details here and attach a document.
- **Udyam Aadhar Number:** Put your details here and attach a document. **It is mandatory when "Are you MSME unit" is chosen 'yes'.**
- **SSI Certificate No:** Put your details here and attach a document.
- **NSIC Certificate No:** Put your details here and attach a document.
- **ST/VAT Registration No:** Put your details here and attach a document.
- **Excise Control Code:** Put your details here and attach a document.
- **Trade License No:** Put your details here and attach a document.
- **Service Tax registration No:** Put your details here and attach a document.
- **GeM Seller ID:** Put your details here and attach a document. It's mandatory. However, for service vendors if you don't have said id then you may type 'NA' in the box and upload a document mentioning that "GeM Seller ID is not applicable" to you.

Details of Trading Items:	<input type="text"/>
Pan Card Number*:	<input type="text"/>
GSTIN Number*:	<input type="text"/>
CST Registration Number:	<input type="text"/>
Acknowledgement to EM part II:	<input type="text"/>
Udyog Aadhar Number:	<input type="text"/>
SSI Certificate No:	<input type="text"/>
.NSIC Certificate No:	<input type="text"/>
ST / VAT Registration Number:	<input type="text"/>
Excise Control Code:	<input type="text"/>
Trade Liscense Number:	<input type="text"/>
Service Tax Registration Number:	<input type="text"/>
GeM Seller ID*:	<input type="text"/>

4. **Upload Attachments:**

You need to upload all the necessary attachments from the **Upload Attachments** Tab.

- Upload Address proof for registered office address
- Upload Pan Card.
- Upload GSTIN Number supporting document
- Upload GeM seller ID supporting document

If you are service vendor following attachments are mandatory:

- Upload PF Registration Certificate supporting document.
- Upload ESI Certificate supporting document
- Upload Income Tax Clearance for last 3 years supporting document.
- Upload Bank Solvency Certificate: Attach supporting document. Its mandatory, in case you are a service vendor.
- Electrical License: Attach supporting document.
- Food License: Attach supporting document.

Select Row	Attachment Name	Created On	Uploaded at
<input type="radio"/>	Memorandum Of article of association		
<input type="radio"/>	NSIC Certificate		
<input type="radio"/>	PAN Card Number		
<input type="radio"/>	PF Registration Certificate		
<input type="radio"/>	Purchase History		
<input type="radio"/>	SAIL Vendor Code Related Attachment		
<input type="radio"/>	SSI Certificate		
<input type="radio"/>	ST/VAT Registration		
<input type="radio"/>	Service Tax Registration Number		
<input type="radio"/>	Udyog Aadhar		

Click on “Next”.

You will be moved to the next tab Information which is **FINANCIAL POSITION**.

In this page enter details as mentioned below:

Name of your Banker: Vendor have to provide his / her bank name

Address of your banker: Vendor have to provide his / her bank address

Account Number: Vendor has to provide his / her bank account number

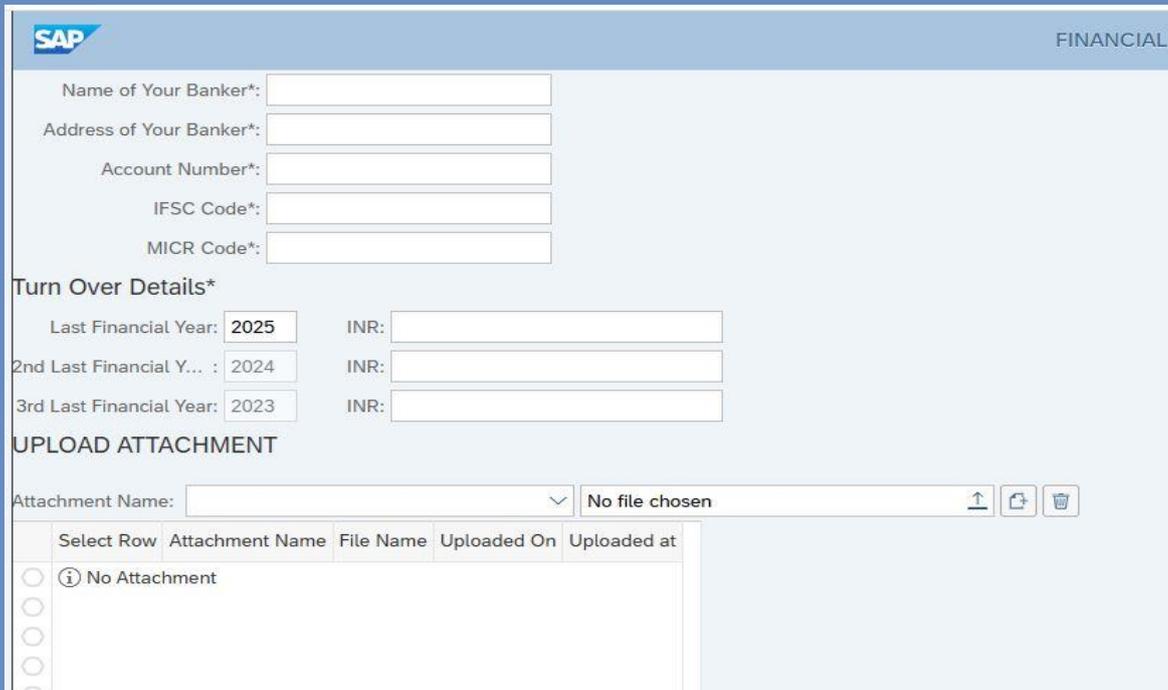
IFSC Code: Vendor has to provide his / her bank IFSC code

MICR Code: Vendor has to provide his / her bank MICR code

Turn over Details: Vendor has to provide last 3 years turn over details along with attachments.

Upload Bank Mandate: Bidder has to upload his / her bank upload

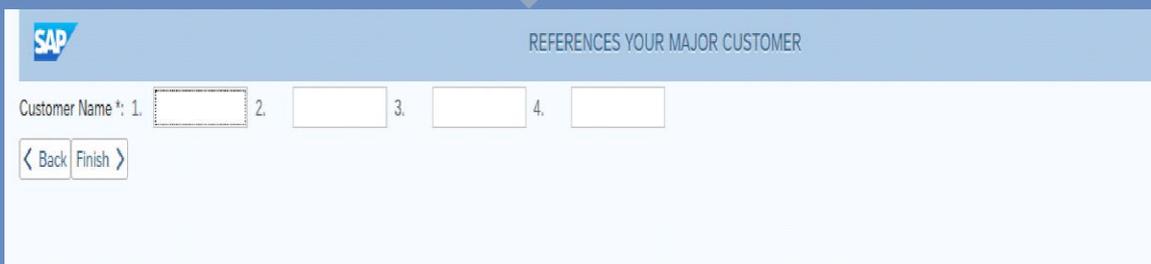
Upload Cancelled Cheque: Bidder have to upload cancelled check



The screenshot shows the SAP Financial Form interface. At the top, there is a header with the SAP logo on the left and the text 'FINANCIAL P...' on the right. Below the header, there are several input fields for banking information: 'Name of Your Banker*', 'Address of Your Banker*', 'Account Number*', 'IFSC Code*', and 'MICR Code*'. Each field is represented by a white rectangular box. Below these fields is a section titled 'Turn Over Details*'. This section contains three rows of input fields: 'Last Financial Year: 2025' with an 'INR:' field, '2nd Last Financial Y... : 2024' with an 'INR:' field, and '3rd Last Financial Year: 2023' with an 'INR:' field. Below the 'Turn Over Details*' section is a section titled 'UPLOAD ATTACHMENT'. This section includes an 'Attachment Name:' field with a dropdown arrow and a 'No file chosen' message. To the right of this message are three icons: an upload arrow, a refresh icon, and a trash can icon. Below the upload section is a table with the following columns: 'Select Row', 'Attachment Name', 'File Name', 'Uploaded On', and 'Uploaded at'. The table contains one row with a radio button in the 'Select Row' column and the text 'No Attachment' in the 'Attachment Name' column. There are also three empty radio buttons in the 'Select Row' column below this row.

Click on “Next”.

You will be moved to the next tab **REFERENCES OF YOUR MAJOR CUSTOMER.**



The screenshot shows the SAP 'REFERENCES YOUR MAJOR CUSTOMER' form. At the top, there is a header with the SAP logo on the left and the text 'REFERENCES YOUR MAJOR CUSTOMER' on the right. Below the header, there are four input fields for 'Customer Name*'. The first field is labeled '1.' and contains a dotted box. The second field is labeled '2.', the third is labeled '3.', and the fourth is labeled '4.'. Below the input fields are two buttons: '< Back' and 'Finish >'. The 'Finish >' button is highlighted with a blue border.

Customer Name: Vendor will provide reference to major customers whom he works for.

Click on the **Finish** Button and your submission for B1 form of vendor registration will be completed.

You will get your vendor registration application ID.

Thank You for registering with IISCO SAIL ISP

Your application is submitted for vendor registration and the Application id is:NRM1000000265

[View Details](#)

NOTE: If you are a **SERVICE VENDOR Your Registration Will Starts with "NRS", and If you are a **MATERIAL VENDOR** Your Registration Will Starts With "NRM".**

You can display the B1 form by clicking "View Details" as shown below.

Thank You for registering with IISCO SAIL ISP

Your application is submitted for vendor registration and the Application id is:NRM1000000265

← Application ID

[View Details](#)

← Display Form

You can view your application submitted for vendor registration.

Motivation of Registration

Motivation of Registration:

General Data

Company Name*:

Registered office Address

Country*:

Phone*:

Region*:

FAX:

City*:

Email ID *:

Address1*:

website:

Address2*:

Postal Code*:

Correspondence Address

Country*:

Phone*:

Region*:

FAX:

B1 Form Status Check

Provide your application ID (already send to registered email) in the main screen and click on **Track**.

Application Id: NRS2000000156 Enter Application Id and click on 'Track'

Forgot Application Id [Track](#)

New Vendor Registration

List of Mandatory Attachments:
Important Note : Before initiating the submission of the online registration form, please prepare the mandatory attachments in PDF format (Maximum Size 2MB per file) listed in the vendor user manual under the attachment section.

After clicking on 'Track', a screen will open with a respective status message.

Case 1: B1 Form Submitted:

Application Id: NRS2000000156 [Detailed Display Form](#)

STATUS: B1 Registration Form submitted and under process

Case 2: B1 form pending for approval:

Application Id: NRS2000000156 [Detailed Display Form](#)

STATUS: B1 Registration Form submitted and pending for approval

Case 3: B1 Form Rejected: In case of any deficiency the form may be rejected.

Application Id: NRS2000000156 [Detailed Display Form](#)

STATUS: B1 Registrartion form Rejected

[Vendor Rejection Application](#)

To check the reason for rejection and you may resubmit the application form again with corrected data as per rejection reason.

Click on **“Vendor Rejection Application”** button.

Application Id: [Detailed Display Form](#)

STATUS: B1 Registartion form Rejected

[Vendor Rejection Application](#) ←

Fill up the required details and click on **“Fetch Details”**.

User Input Selection

.Please provide PAN No:

.Please provide GSTIN No:

Please provide Emai ID:

Your registration ID is: [Fetch Details](#)

You will get the reason for rejection of your form.

Rejection Details

Also, your vendor registration form will be available to update accordingly.
After updating the form Click on **“Re-Submit Application”** in the bottom of the page.

[Re-Submit Application](#)

PS: You can also check the updated display screen by clicking "View Details".

Case 4: Form Approved: If your B1 Registration form approved then you may proceed for submission of B2 Form by clicking on Complete Vendor Registration Part-II. In this case first you have to first complete the vendor registration fee which y

Application Id:

STATUS: B1 Registartion form Approved

Payment Process

After approval of B1 form vendor will have to pay the registration fee for new vendor registration. Only after the successful payment vendor will be able to proceed to B2 form. All the details for will be provided in the payment intimation mail sent to vendor's registered office E-mail address as shown below:

New Vendor Fee Registration Payment Request

Created Pintu Debnath

To,
Name:COMPANY MAT
City:fdgdfg
Street:fdgdfg
Postal Code:423432
PAN No:AGNPR2022Q
GSTIN No:19AGNPR2022Q123
Online Vendor Registration Application Id:NRM1000000220

We kindly request you to pay the new vendor registration fee of Rs. **XXXXXX** + 18% GST against th **Payment Ref ID-NM00000400**, you can make the payment through our ISP e-Pay Portal.

← **Payment Portal Link**

Note: Please refer to the user manual (Attached in the portal) for Payment of Vendor Registration fee .

Thank you for your cooperation.

Best Regards,
Vendor Registration Cell
Material
SAIL-ISP, Burnpur-713325

Process of registration fee payment:

1. Go to the Payment Portal link provided in the mail as "Welcome to SAILISP EPAY PORTAL". Upon clicking the link you will be directed to SAIL-ISP's E-payment portal as shown below:

Payment Catalog

- » Plant Marketing Customers
- » EMD Payment
- » Contract / Offer Payment
- » Township Customer
- » Vendor
- » ISP Employee
- » User Manual for E-Payment
- » Transaction Track

Payment Ref ID:

SAIL - IISCO Steel Plant, Burnpur

The Terms and Conditions contained herein shall apply to any person using the services of SAIL - IISCO Steel Plant, Burnpur's Online Payment Utility for making specified payments through online payment gateway service offered through <https://www.sailisp.co.in/epayment/PaymentHome.jsp>. Each User is deemed to have read, understood and accepted these Terms.

I Agree to the Terms & Conditions. :

2. Enter your payment reference ID as provided in the E-mail. Click on the check box for the terms and conditions and click on the "Generate OTP" button.
3. OTP will be sent to your registered office e-mail ID and mobile number.
4. Enter OTP and click on "Continue"
5. Enter your payment details and continue.
6. Upon payment confirmation on ISP front, vendor will be able to proceed with B2 form submission.

B2 Form Submission

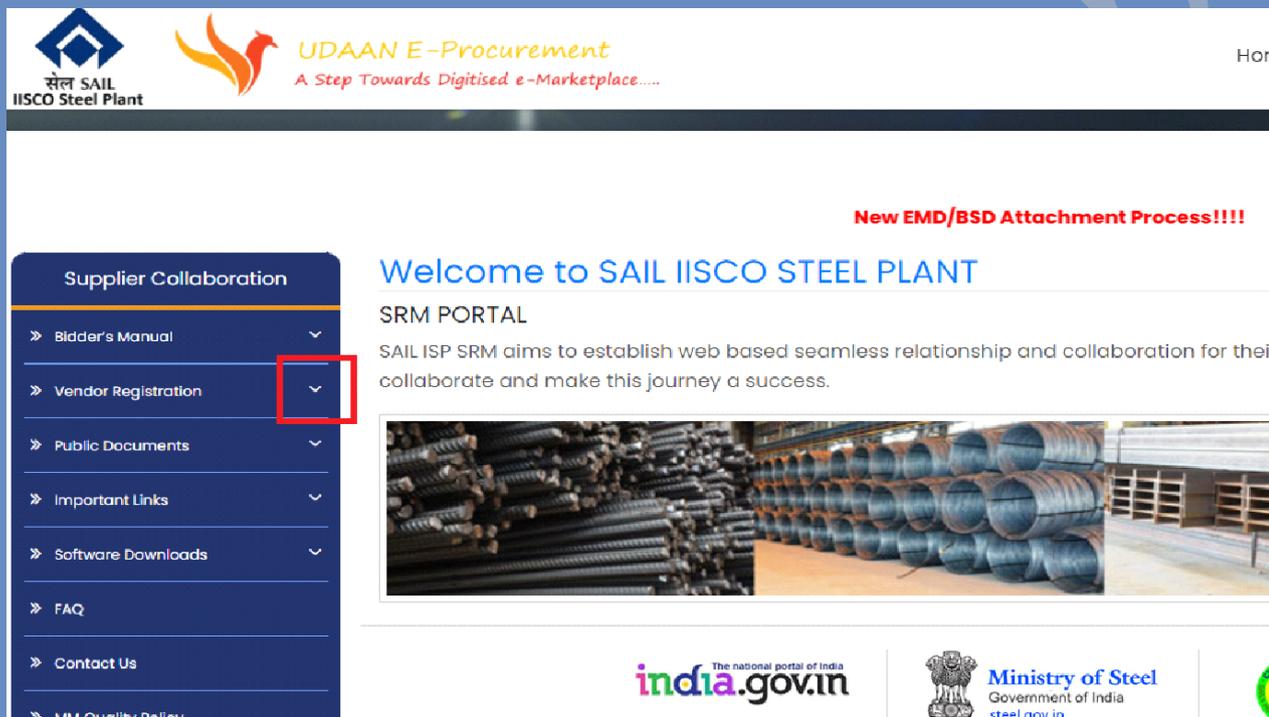
Once the B1 Form submitted by vendor gets approved by the ISP, and the payment process has been completed successfully, the bidder can enter details for B2 form.

SRM system is accessed over SRM Portal.

Link: <https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/index.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

Click here on the arrow as shown below to expand the functions.



The screenshot shows the SRM Portal interface. At the top left, there are logos for SAIL IISCO Steel Plant and UDAAN E-Procurement. A navigation menu on the left is titled 'Supplier Collaboration' and lists several options: Bidder's Manual, Vendor Registration (highlighted with a red box), Public Documents, Important Links, Software Downloads, FAQ, Contact Us, and MM Quality Policy. The main content area features a 'New EMD/BSD Attachment Process!!!!' announcement, a 'Welcome to SAIL IISCO STEEL PLANT' message, and a description of the SRM PORTAL. Below the text is a photograph of steel coils. At the bottom, there are logos for 'india.gov.in' and the 'Ministry of Steel, Government of India'.

Then click on **Supplier Self Registration**.



Supplier Collaboration

- » Bidder's Manual
- » Vendor Registration
- » **Supplier Normal Registration**
- » Provisional Registration
- » Renewal / Inclusion
- » Public Documents

Welcome to SAIL IISCO STEEL PLANT

SRM PORTAL

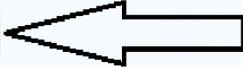
SAIL ISP SRM aims to establish web based seamless relationship and collaborate and make this journey a success.



You will reach the next page. Enter your application id and click on **Track**.

 Welcome to SAIL IISCO STEEL PLANT

SAIL IISCO STEEL PLANT

Application Id:  Enter Application Id and click on 'Track'

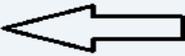
List of Mandatory Attachments:
Important Note : Before initiating the submission of the online registration form, please prepare the mandatory attachments in PDF format (Maximum Size 2MB per file) listed in the vendor user manual under the attachment section.

If your B1 Form gets approved by the ISP, and the payment process has been completed successfully, then you will be able to click on **“Complete Vendor Registration B2”**

If the payment is not completed successfully, you will not be able to proceed for B2 form.

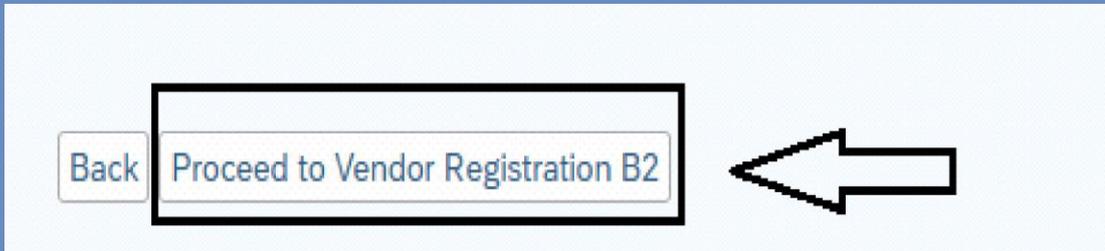
Application Id:

STATUS: B1 Registration form Approved



If the payment process has been successfully completed, then you will be moved Vendor Registration part II (B2).

In this application, the vendor can view his preselected data which has already been filled up by the bidder for B1 form. All this prepopulated information will appear in non-editable mode. Click on “Next” and proceed for B2 form.

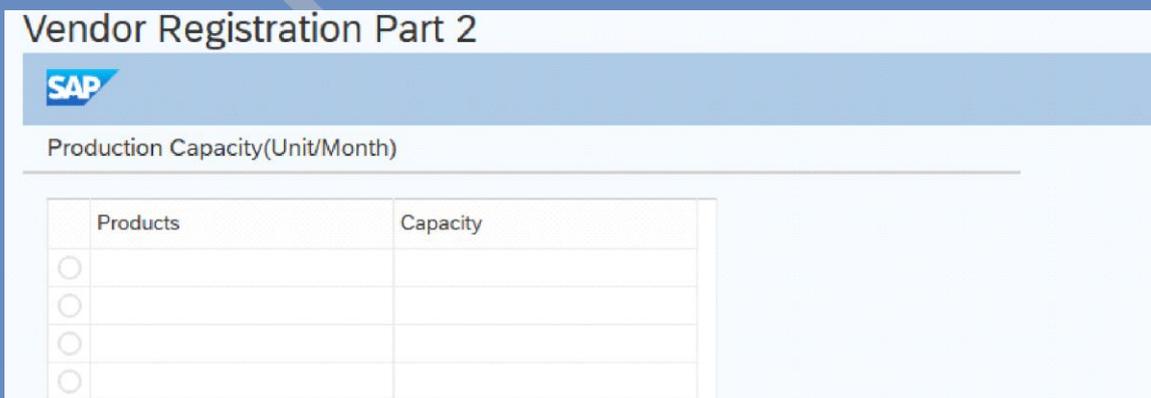


You will be moved to the next tab named **Vendor Registration Part 2**.

- This form consists six parts:

1. Production Capacity(Unit/Month)
2. List of Machineries
3. Contractor's Experience:
4. Details of Working Construction & Erection Equipment/Machinery:
5. Organizational Strength:
6. Processing Fee

1. **Production Capacity (Unit/Month)**: Vendor have to provide product wise capacity.

A screenshot of the SAP Vendor Registration Part 2 form. The title is 'Vendor Registration Part 2'. Below the title is the SAP logo. The section is titled 'Production Capacity(Unit/Month)'. Below this title is a table with two columns: 'Products' and 'Capacity'. The table has four rows, each starting with a radio button in the 'Products' column.

Products	Capacity
<input type="radio"/>	

2. **List of Machineries**: Vendor have to provide capacity, description, make and remarks.

List of Machineries				
	Capacity	Description	Make	Remarks
<input type="radio"/>				

Upload Technical Facility Resource: Upload the supporting document.

3. **Contractor's Experience:** Provide suitable details and attach documents. (Only applicable for Service Vendor).

Contractor's Experience								
	Description of Job	Employer's Name	Order Reference	Order Date	Order Value	Order Completion Date	Job Completion certificate Link	Work Order Link
<input type="radio"/>								
<input type="radio"/>								
<input type="radio"/>								
<input type="radio"/>								
<input type="radio"/>								

Job Description: Employer's Name: Order Reference: Order Date: Order Value: Completion:

Upload Job completion Certi...:

Upload Work Order:

4. **Details of Working Construction & Erection Equipment/Machinery:** Provide suitable details. (Only applicable for Service Vendor).

Details of Working Construction & Erection Equipment/Machinery			
	Description	Number Of Equipments	Own or Hired
<input type="radio"/>			

Description Of Equipment: No. of equipment: Own / Hired:

5. **Organizational Strength:** Provide suitable details. (Only applicable for Service Vendor)

Organizational Strength

	Type Of Degree	Number	Qualification	Experiance
<input type="radio"/>				

Type Of Degree: Number: Experience: Qualification:

6. Processing Fee: Details will be auto-populated if payment process is successful. Kindly verify the following details:

- a. Reference Number
- b. Payment Value
- c. Payment Time
- d. Payment Date

- **Upload Scanned Copy of Payment reference:** You have to upload a reference document of payment.

Processing Fee	Payment Details								
Payment Transaction No/UTR NO/Payment Reference No*: <input type="text" value="1111"/> Payment Value*: <input type="text" value="111"/> Payment Time*: <input type="text" value="1111"/> Payment Date*: <input type="text" value="04.09.2024"/> Upload Scan copy of Payment reference Number*: <input type="text" value="No file chosen"/> <input type="button" value="Upload"/> <input type="button" value="Delete"/>	Please Send the processing fee on the mentioned details: Bank Name:State Bank Of India Branch:Burnpur Customer Name:SAIL ISP IFSC CODE:SBIN0000049 Account Number:10981831604								
<table border="1"> <thead> <tr> <th>Select Row</th> <th>File Name</th> <th>Uploaded On</th> <th>Uploaded at</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>ⓘ No Attachment</td> <td></td> <td></td> </tr> </tbody> </table>	Select Row	File Name	Uploaded On	Uploaded at	<input type="radio"/>	ⓘ No Attachment			
Select Row	File Name	Uploaded On	Uploaded at						
<input type="radio"/>	ⓘ No Attachment								

Click on 'Submit'.

You will be moved to the next page with a successful registration message.

SAP Vendor Registration Part 2

Thank You for registering with IISCO SAIL ISP

Your application is submitted for vendor registration and the Application id is:NRS2000000156

←

If any error persists you will not be able to submit the form without correcting the same.

You can display the form by clicking "View Details".

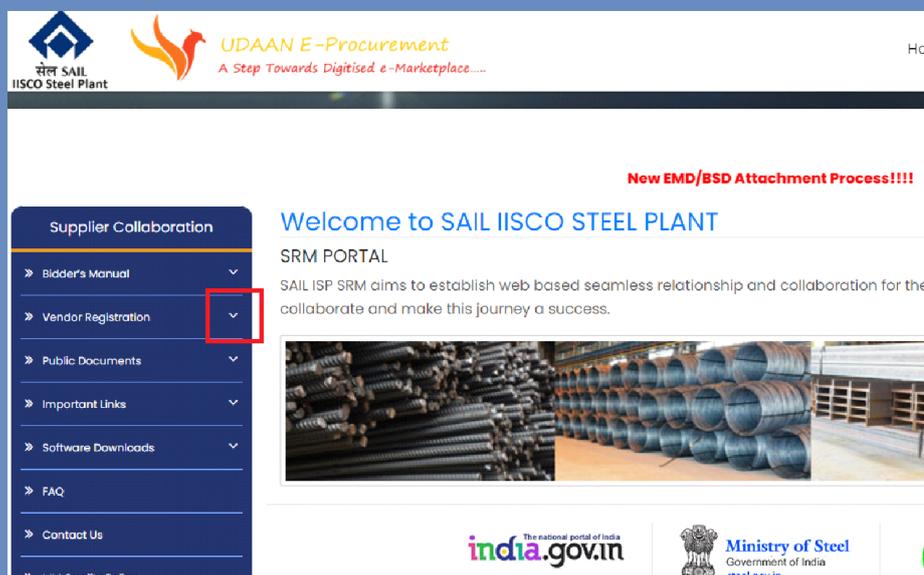
B2 form Status Check

SRM system is accessed over SRM Portal.

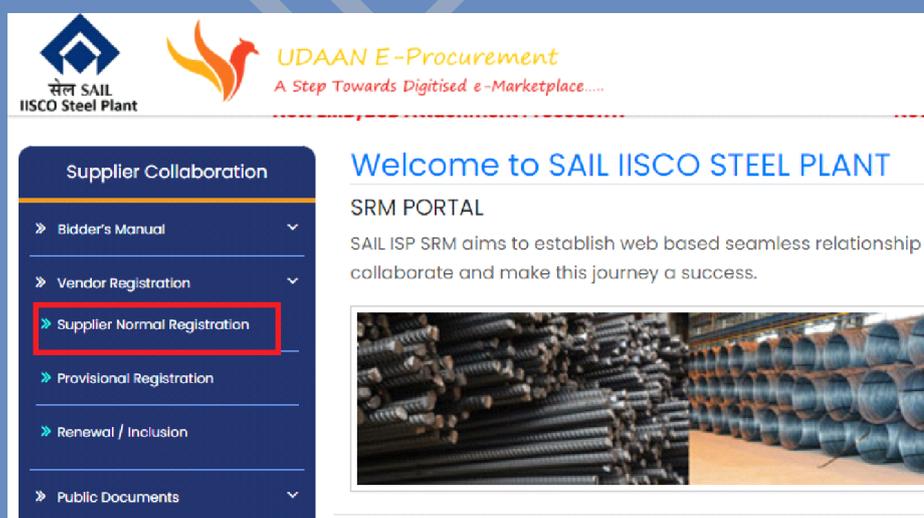
Link: <https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/index.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

Click here on the arrow as shown below to expand the functions.



To check the status, click the link below.



You will reach this page.

Provide your Application ID to proceed.

Click on **Track**.

SAP Welcome to SAIL IISCO STEEL PLANT

SAIL IISCO STEEL PLANT

Application Id: NRS2000000156 Enter Application Id and click on 'Track'

Forgot Application Id Track

New Vendor Registration

List of Mandatory Attachments:
Important Note : Before initiating the submission of the online registration form, please prepare the mandatory attachments in PDF format (Maximum Size 2MB per file) listed in the vendor user manual under the attachment section.

Case 1: Approval not initiated:

Application Id: NRS2000000156 Detailed Display Form

STATUS: B2 registration form submitted and under process

Case 2: Approval initiated but decision pending:

Application Id: NRS2000000156 Detailed Display Form

STATUS: B2 registration form submitted and Pending for approval

Case 3: Form Approved:

Application Id: NRS2000000156 Detailed Display Form

STATUS: B2 registration form Approved

Case 4: Form Rejected:

Application Id: [Detailed Display Form](#)

STATUS: B2 registration form Rejected

[Vendor Rejection Application](#)

To check the reason for rejection and to update the application form, Click on the “Vendor Rejection Application” button.

Application Id: [Detailed Display Form](#)

STATUS: B2 registration form Rejected

[Vendor Rejection Application](#) 

Fill up the required details and click on “Fetch Details”.

User Input Selection

.Please provide PAN No:

.Please provide GSTIN No:

Please provide Emai ID:

Your registration ID is: [Fetch Details](#)

You will get the reason for rejection of your form.

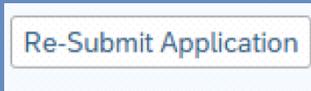
Rejection Details

[Redacted]

Motivation of Registration

Motivation of Registration: SAIL Employee

After updating the form click on “Re-Submit Application” in the bottom of the page.



PS: You can also check the updated display screen by clicking "**View Details**".

Detailed Display Form

If you have already applied for registration and want to know your status then, **put your application ID and Track**. You will get the application details.

The screenshot shows a web browser window with the SAP SRM Portal. The browser's address bar shows "SAIL: IISCO STEEL PL...". The page header includes the SAP logo and "Welcome to SAIL IISCO STEEL PLANT". The main content area has a search bar with "SAIL IISCO STEEL PLANT" and an "Application Id:" field. Below this are buttons for "Forgot Application Id" and "Track". The "Track" button is highlighted with a red square. There is also a "New Vendor Registration" button. A section titled "List of Mandatory Attachments:" contains an important note about PDF attachments.

After clicking on 'Track', a screen will open,
Where You can also check the display form by clicking 'Detailed Display Form'

Application Id: NRS2000000159 **Detailed Display Form** ←

STATUS: B1 Registration Form submitted and under process

After providing GSTIN Number and Registered office email ID click on “Display”.

SAP Display Input Screen

Provide Your Input

Please enter your GSTIN Number:

Please enter your registered office email id:

← Put your details here

Your detailed form will show in display mode.

Motivation of Registration

Motivation of Registration: SAIL Employee

General Data

Company Name*: ULTIMATE SOLN

Registered office Address

Country*: India Phone*: 9012312522

Region*: WEST BENGAL FAX:

City*: KOLKATA Email ID *: ultimate@gmail.com

Address1*: ADDRESS KOL website:

Address2*:

Postal Code*: 731411

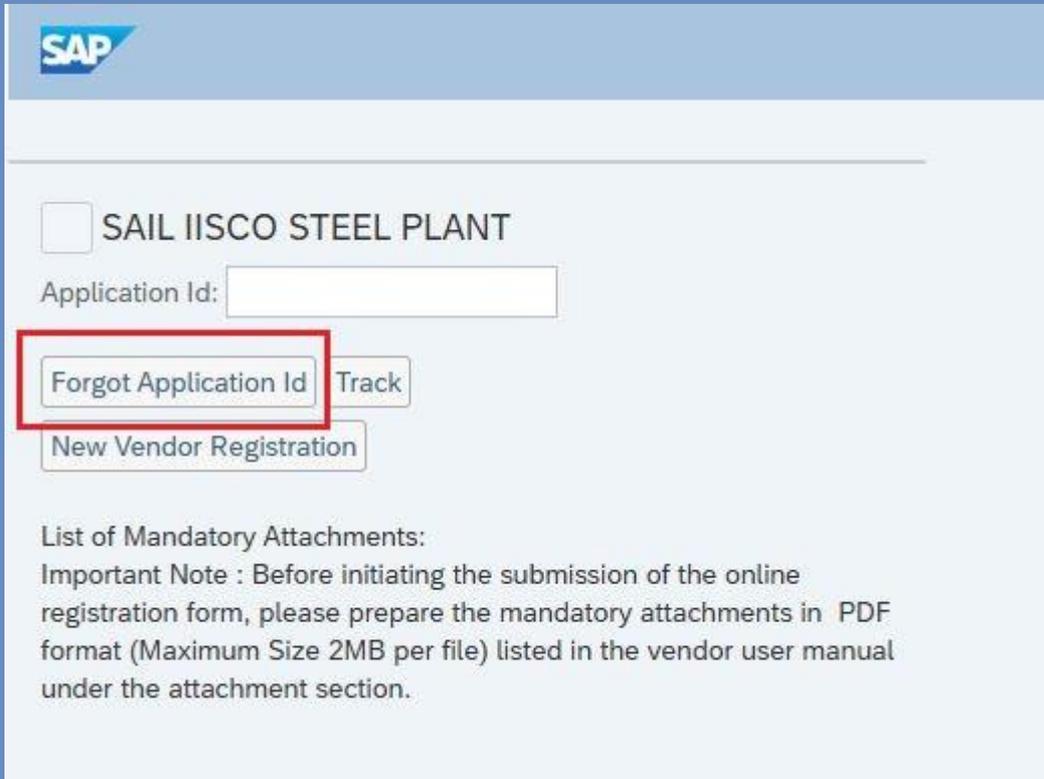
Correspondence Address

Country*: India Phone*: 9012312522

Region*: WEST BENGAL FAX:

Recover Application ID:

Vendor can click on the '**Forget Application ID**' to recover the Application Id.



SAP

SAIL IISCO STEEL PLANT

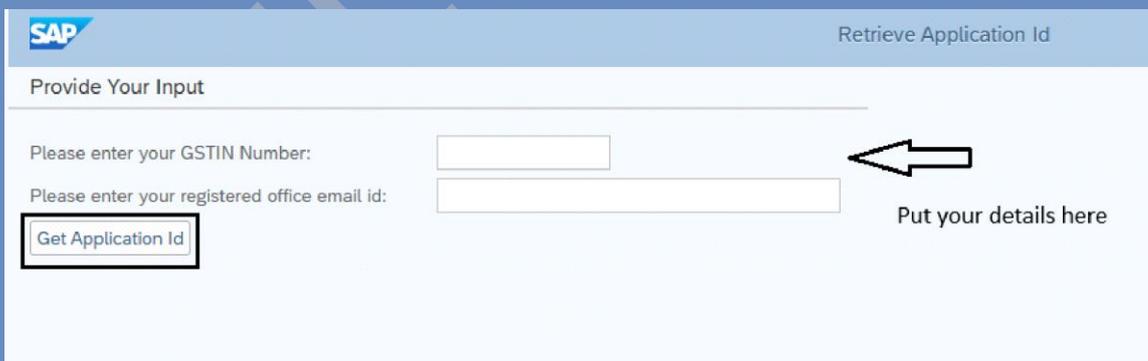
Application Id:

Forgot Application Id Track

New Vendor Registration

List of Mandatory Attachments:
Important Note : Before initiating the submission of the online registration form, please prepare the mandatory attachments in PDF format (Maximum Size 2MB per file) listed in the vendor user manual under the attachment section.

In the next page provide GSTIN Number and Registered office email id. And click on the "Get Application ID" button.



SAP Retrieve Application Id

Provide Your Input

Please enter your GSTIN Number:

Please enter your registered office email id:

Get Application Id

Put your details here

Your Application ID will appear as shown below.

Provide Your Input

Please enter your GSTIN Number:

Please enter your registered office email id:

Your Application id is: NRM1000000158