

The Next Generation eProcurement Solution

Supplier Registration Manual

New Supplier Registration List – Supplier Side

Initially Supplier get Email of Credentials and URL Link : <https://kcorp.procuresens.com/>.
Supplier should have to Add username and password which received on his E-mail and **click** on sign in.



New Supplier Registration List – Supplier Side

Once Supplier will logged in supplier should have to fill the details like, Name of Supplier, Supplier Address , Name of Contact Person. Etc.

(All those red * details will be mandatory to submit the form)

The screenshot displays the 'Supplier Registration Page' with a 'Supplier Code' of RV232410143. The form is titled 'General Information' and contains the following fields:

- Name of Supplier*: xyz
- Supplier Address*: 157 mumbai maharashtra 200001
- Country*: India
- City: mumbai
- Currency*: Indian Rupee
- Email Address*: xyz@gmail.com
- Name of Contact Person*: xyz Pvt. Ltd.
- Corporate Identification Number(CIN)*: NA
- State*: Maharashtra
- Postal Code: POSTAL CODE
- Landline Number: 1234567891
- Email - Business / Op's Team*: xyz@gmail.com, Name*: xyz, Mobile Number*: 1234567891
- Email - Accounts Department*: xyz@gmail.com, Name*: xyz, Mobile Number*: 1234567891
- Email - CFO: Email - Accounts Department, Name: NAME, Mobile Number: MOBILE NUMBER
- Email - CEO Or Director: Email - CEO Or Director, Name: NAME, Mobile Number: MOBILE NUMBER

New Supplier Registration List – Supplier Side

After General details Supplier will see **Bank Details, Statutory Details, and Addition place of Business.**

Additional Place of Business : If supplier have multiple place of business in that case he/she should have to click on “+ ADD” GST Certificate is mandatory

Bank Details

+ADD	BENEFICIARY NAME AS PER BANK	BANK NAME	BANK ACCOUNT NO.	IFSC CODE	BANK BRANCH CODE	SWIFT CODE
*	icid	xyz	785456123	ICIC0008	Andheri	156987

Statutory Details

PERMANENT ACCOUNT NUMBER (PAN) *	GST NUMBER (GSTN) *	REGISTRATION NUMBER UNDER MSMED ACT 2006 (IF APPLICABLE)	LOWER TDS CERTIFICATES U/S 197 (IF APPLICABLE)	VAT TIN NUMBER (IF APPLICABLE)	FSSAI NUMBER (IF APPLICABLE)	PF & ESIC REGISTRATION NUMBER (IF APPLICABLE)
CC654568CC	A45687942X2	4509077	58089895	454706545	45068548	221654845651

Additional Place Of Business

+ADD	CONTACT NAME	CONTACT NO	EMAIL	OFFICE ADDRESS	COUNTRY	STATE	CITY	PINCODE	GST NO.	ORDER ADDRESS CODE	GST CERTIFICATE ATTACHMENT
*	XYZ	1234567891	XYZ@GMAIL.COM	102 Andheri mumbai maharestra 200089	India	Andamari & Nicol	MUMBAI	200089	Z456876A631		SAFAL PO Approval Maharashtra (Autosaved).xlsx *

New Supplier Registration List – Supplier Side

After Additional palace of Business supplier will see Product & **Service Data, Legal Entity, Agree Payment Terms and Goods/Service Category.** Supplier needs to fill these details.

Product & Service Data

+	ADD	HSN / SAC CODE	DESCRIPTION OF GOODS/ SERVICES
*		123456	GOOD

Legal Entity

Public Ltd Company Pvt Ltd Company Partnership Firm Proprietor Individual

Agreed Payment Terms (In Days)

30 Days 45 Days 60 Days 90 Days Other :

Goods/ Service Category

+	ADD	GOODS/ SERVICE CATEGORY
*		Kitchen Consultant

New Supplier Registration List – Supplier Side

Supplier needs to upload the documents whichever documents he wants upload here.

1. Supplier needs to select first which document he has to upload.
2. After selection Upload button will enable.

SELECT	SR NO.	DOCUMENT NAME	UPLOAD DOCUMENT	DOWNLOAD DOCUMENT
<input type="checkbox"/>	1	Copy of PAN card	<input type="button" value="Upload"/>	-
<input checked="" type="checkbox"/>	2	Copy of GST Certificate	SAFAL PO Approval Mahrta_IRISH (Autoseve)GstcaX	-
<input checked="" type="checkbox"/>	3	Copy of VAT Certificate	SAFAL PO Approval Mahrta_IRISH (Autoseve)GstcaX	-
<input type="checkbox"/>	4	Lower TDS Certificates u/s. 197	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	5	Valid MSME - Udyam Certificate	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	6	Valid FSSAI Certificate	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	7	Copy of PF/ESIC registration Certificate	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	8	Copy of cancelled cheque/ Details of bank account on letter head along with stamp and sign from Bank	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	9	Self-Declaration in case of not registered under GST as per threshold limit	<input type="button" value="Upload"/>	<input type="button" value="Download"/>
<input type="checkbox"/>	10	CIN Number Registration Certificate	<input type="button" value="Upload"/>	-
<input type="checkbox"/>	11	Document for Modification of Existing Record	<input type="button" value="Upload"/>	-

Showing 1 to 11 of 11 entries

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New Supplier Registration List – Supplier Side

At the end supplier needs to select the Declaration.

Declaration :

1. The nature of business and contact/correspondence details provided by me/us are correct and complete.
2. The bank and branch details provided by me/us are correct and complete.
3. I/We have furnished my/our Income tax PAN Number. Where I/we have not furnished my/our Income tax PAN Number: I/We understand and agree to receive payments made to me/us, at net of withholding taxes (TDS) at 20%.
4. The GST Registration Certificate furnished by me/us is the latest, updated and GST Registration Certificate. Where I/we have not submitted the GST Certificate: I/We hereby declare and affirm that I/we have not registered with the department, since I/we am/are not required to do so, as per the GST provisions. Accordingly, I/we shall not charge GST on invoices raised on respective entities, either now or in the future, for the period for which I/we have not registered under GST.
5. I/We further undertake to immediately inform you regarding any changes to any of the aforesaid particulars . In cases where specific registration numbers have been applied for but have not been obtained, I/we shall furnish copies of the application for registration so made & shall also furnish the registration, immediately upon receipt of the same. Notwithstanding this declaration, Respective entity may, at its sole discretion, require confirmations or any similar documentation or information and I/we agree to co-operate with all such requests in this regard...
6. I/We declare that all the above information is true, correct and complete, to the best of my/our knowledge and belief. Accordingly, I/We understand that the company is entitled to place reliance on the documents submitted by me /us in good faith...
7. I/We also understand that quoting of any false information in this declaration shall render me /us liable for all applicable legal and penal consequences, for which I/we shall be solely responsible.
8. I/We confirm that, if we get MSME registration in coming future, it will be communicated with you by providing valid certificate and we also obtain email confirmation regarding updation of our vendor master database. Till then there will be no liability, provision for Interest / penalty as per MSMED Act 2006 on the entity.

Supplier Registration Page – Supplier Side

After selecting the Declaration supplier needs to go at the top of the page.

Supplier needs to **click on Save And Submit For Approval.**

Supplier can save the details as draft by clicking on **“Save as Draft”**

Once Supplier **“Submit”** the form and wait for the approval.

For Support Please Contact on :
support.safal@k-corp.in

xyz

Supplier Registration Page

Supplier Code: RV232410143

General Information

Name of Supplier*	xyz	Name of Contact Person*	xyz Pvt. Ltd.
Supplier Address*	102 Andheri mumbai maharashtra 200089	Corporate Identification Number(CIN)*	NA

Back Save As Draft Save And Submit For Approval

THANK YOU