

Online Vendor Registration Manual

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Online Vendor Registration Manual

1. Vendor Registration is available in the SAIL DSP website under the link <https://srm.saildsp.co.in/irj/portal> . Login is possible only with valid user-id and password.

2. How to Generate User-ID and Password

I. Go to SRM Home Page

[Register for Open / Global Tender](#)

II. Click on

III. The following page will open

Fields marked with * are mandatory in nature.

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On pressing the submit button system will automatically generate a temporary id.

Data Privacy Statement
Enter your data privacy statement here.
The text may explain, for example, that consent is given to the saving and use of the entered data.
You can enter a text for this in transaction SE61. In the Implementation Guide you can then make appropriate

Yes, I have read the data privacy statement and accept the terms.

Submit **Delete Entries**

- IV. A confirmation message will be displayed as shown below, the message will display the temporary user-id. This should be noted for future correspondence.

Your temporary SRM User ID is 0000011514 Check your registered email ID abcd@saildsp.co.in for further instructions.

A questionnaire will be send to the registered mail-id from sender

SUS_SERVICE

General Supplier Questionnaire-DSP
Created SUS_SERVICE on 24.03.2022 13:31:23

Hi,

Please click on the below given URL and submit the questionnaire. This is mandatory to participate in Open / Global Tender.

https://SRM.SAILDSP.CO.IN/sap/bc/bsp/sap/uws_form_public/page1.htm?uws_application=ROS_QUESTIONNAIRES&uws_mode=MAINTAIN&uws_refuid=623C689202745B49E10000000A8D653F&sap-client=300&sap-language=EN&CalledAs=DSP~X

Regards,
DSP Purchasing Dept.

Please revert back after filling up the following form

General Supplier Questionnaire-DSP
Open / Global Tender Participation

Please provide Open / Global Tender number (10 Digits) you want to participate in

Send Questionnaire

Enter **VENDOR-REG** in the space provided as displayed in the above picture

Send Questionnaire

press on the button . Once Send Questionnaire has been clicked a mail will be send to the registered mail-id with user-id and Password. This user-id and password should be used for online Registration .

A Sample mail is placed below:-

Doc contents Attributes Recipient list

DSP-SRM user ID & Pwd for Vendor code 1900019491
Created Service user

Dear Sir/Madam,

We welcome you to DSP's e-Procurement portal :
<https://srm.saildsp.co.in/irj/portal>

Please use the following data for logging on to the above mentioned URL.
User ID: 1900019491
Password (For logging on with user ID): wcl_9491

For any support kindly send us a mail on srmactivation@saildsp.co.in

Best regards,
DSP Purchasing department

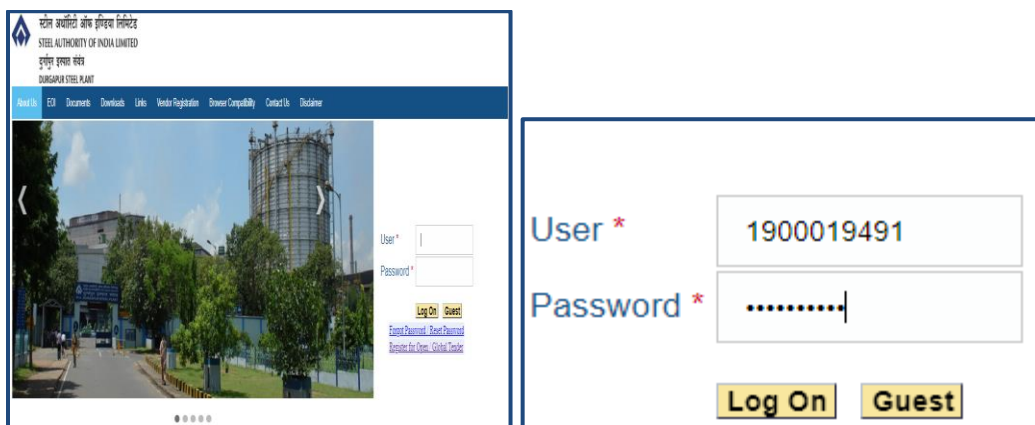
Note: Unless Send Questionnaire has been clicked User-Id and password will not be available.

Generally after pressing on Send Questionnaire User-id/ password is send within 2 to 3 Hours.

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3. How to Log in to SRM Site With the Information Received in Mail

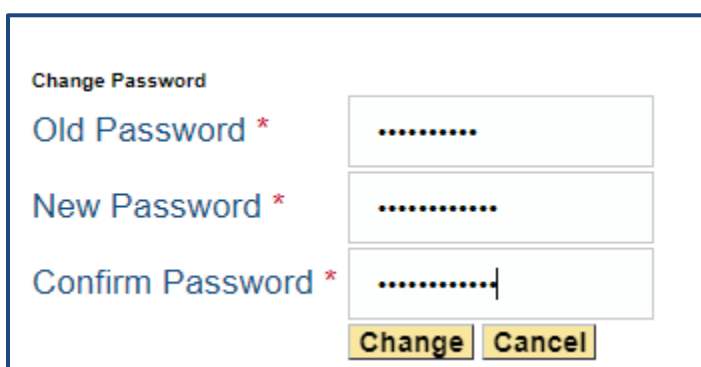
Login to the website using the credentials received in your registered e-mail ID
<https://srm.saidsp.co.in/irj/portal>



The image shows two parts of the login process. On the left is a screenshot of the SRM portal homepage for Durgapur Steel Plant, featuring a navigation menu and a background image of the plant. On the right is a zoomed-in view of the login form with the following fields and buttons:

- User*: 1900019491
- Password*: [masked]
- Log On button
- Guest button

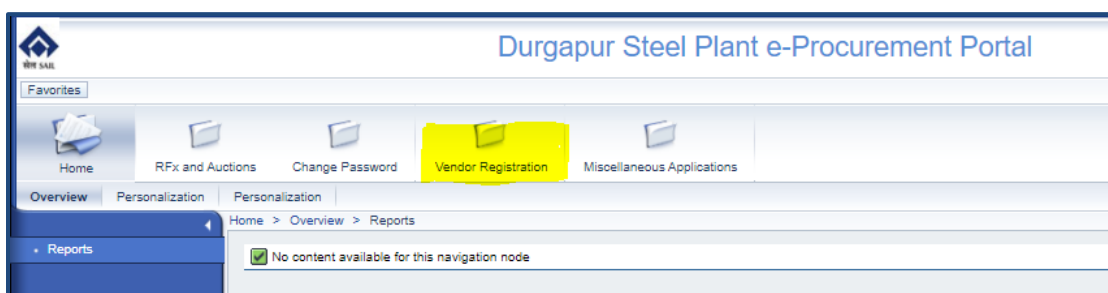
Press on the Log On button system will prompt to change the default password. A dialog box for changing the box will appear as given below . Password should be 8 Char Long .



The image shows a 'Change Password' dialog box with the following fields and buttons:

- Old Password*: [masked]
- New Password*: [masked]
- Confirm Password*: [masked]
- Change button
- Cancel button

On pressing the Change button system will redirect to Vendor Registration Application.



The image shows the navigation menu of the 'Durgapur Steel Plant e-Procurement Portal'. The 'Vendor Registration' option is highlighted in yellow. The menu includes:

- Home
- RFx and Auctions
- Change Password
- Vendor Registration (highlighted)
- Miscellaneous Applications

Below the menu, there is a breadcrumb trail: Home > Overview > Reports, and a message: No content available for this navigation node.

Click on Vendor Registration Vendor Registration Application will be available for Use.

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4. How to Use Online Vendor Registration Application

Vendor Registration > Online Registration > Online Vendor Registration

Vendor Registration(Initial Application...)

Application No:

Company/Farm Name:

- Write the application no.
- Click On Step-1 Search if step-1 is not pressed the other buttons will be in disable mode.

Existing Application Details

Refresh Display Download As PDF Change **New Application/Version** Delete Check Help Files & Downloads

Status of Application	Registration Agency	Application No	Version No	Application Date	Registration No.	Release Date

Save Submit to DSP

Application Number: Version Number: 000000 Registration Agency: Registration Type: For Upgradation For Inclusion Item Code/Category

Registration Detail

Press on New Application Version Parameters Applicable for Registration agency shall be displayed Parameters are segregated under different heads like

- Commercial Details of Vendor
- Technical Details of Vendor
- Item Categories Applying for
- Attachments other than technical/Commercial Details of Vendor (Not to be used other than specific instruction from SAIL-DSP)

Delete Attachment Fees-Using SBI Collect

Code	Description	*Applicable/Not Applicable	No Remarks(If any)	Start Date	End Date	File Name	File Size(in kb)	File Type	Select File
GSTCC PAN No									Choose file N..n Attach
M003	Proof of Company Constitution (Memorandum and Articles of Asso...								Choose file N..n Attach
M004	Organisation Chart								Choose file N..n Attach
M007	Last 3 years audited financial statement								Choose file N..n Attach
M008	ISO Certificate(ISO 9000, ISO 14000etc)								Choose file N..n Attach
M009	NISO Certificate								Choose file N..n Attach
M010	BIS Licence								Choose file N..n Attach
M011	MSE Certificate (Under MSME Act)								Choose file N..n Attach

System will automatically prompt for errors in the application as shown in the figure given below, once the error has been redressed requisite attachment has been given the error not be applicable.

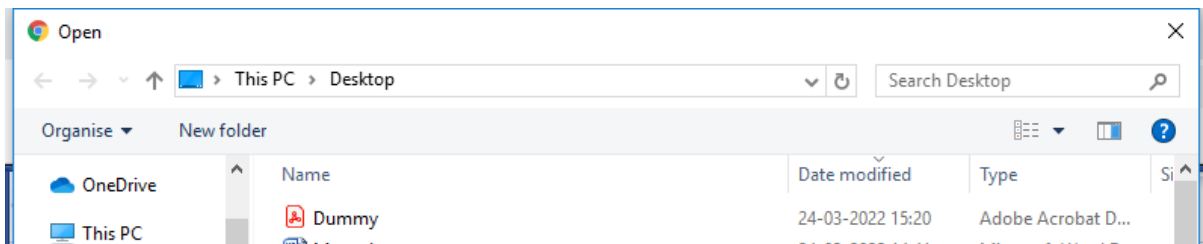
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- ❗ Option Against GSTIN no is missing
- ❗ Option Against Vendor Template is missing
- ❗ Option Against SA 8000 Form(Available under Help Button) is missing
- ❗ Option Against Mobile No of Contact Person is missing
- ❗ Option Against Name and Designation of Contact Person is missing
- ❗ Option Against Name and Designation of Chief Executive/Director/Proprietor/Partners is missing
- ❗ Option Against Processing Fees of Rs. 5000/- Mention Bank Reference No generated in SBI Collect. is missing
- ❗ Option Against E-Payment Mandate is missing
- ❗ Option Against SRM Declaration is missing
- ❗ Option Against GEM Seller ID is missing
- ❗ Option Against Registration Certificate from other various Organisation is missing
- ❗ Option Against Registration Certificate from other SAIL units or Reputed Govt Organisation is missing
- ❗ Option Against Woman Vendor is missing
- ❗ Option Against SC/ST Vendor is missing
- ❗ Option Against MSE Certificate (Under MSME Act) is missing
- ❗ Option Against BIS Licence is missing
- ❗ Option Against NSIC Certificate is missing
- ❗ Option Against ISO Certificate(ISO 9000, ISO 14000etc) is missing
- ❗ Option Against Last 3 years audited financial statement is missing
- ❗ Option Against Organisation Chart is missing
- ❗ Option Against Proof of Company Constitution (Memorandum and Articles of Association/Proprietorship/Partnership) is missing

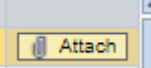
5. How to attach


1 Click on  if it is a large file wait for a minute

2.Select the file



3. Press on Attach Button

4.  Step 1 to 4 has to be repeated for attaching any file.

5.  button can be used for deleting any attachment.

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6. How to Select Category and Item Code

Select appropriate category from drop down (Mechanical, Electrical, Refractory, General Stores and Instrumentation)

Registration Detail

Commercial Details of Vendor | Technical Details of Vendor | **Items/Categories Applying for** | Attachments(Other Than Technical/Commercial Details of Vendor)

Service Category: REFRACTORY ITEMS

On selection of category Item codes will be displayed, applicable codes may be selected.

Commercial Details of Vendor | Technical Details of Vendor | **Items/Categories Applying for** | Attachments(Other Than Technical/Commercial Details of Vendor)

Service Category: MECHANICAL SPARES

Select Sub Category/Item Code

Select	Sub Category Code(Service)	Item Code(Materials)	Category Description	Sub Category/Item Code Description
<input checked="" type="checkbox"/>		616363		FITTINGS : HOSE END,PIPE
<input checked="" type="checkbox"/>		630271		EXOTIC METAL FABRICATION (TITANIUM IMPELLER, STAINLESS STEEL, NOZZLE ETC.)
<input type="checkbox"/>		630272		LARGE FABRICATION (SINGLE PIECE >10 TON)
<input type="checkbox"/>		630273		FABRICATION > 5 MT. UPTO 10 MT (SINGLE PIECE)
<input type="checkbox"/>		630274		FABRICATION > 1 MT. UPTO 5 MT (SINGLE PIECE)

Class A [Above 25 lakh] Class B [Above 10 lakh and upto 25 lakh] Class C [Above 3 lakh and upto 10 lakh] Class D [Upto 3 lakh] **Apply Selected Category/Sub Category &Class /Item Code**

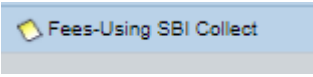
Selected codes can be deleted by pressing on the Delete button as displayed below.

Delete Category Subcategory/Item Code

Select	Category Code(Service)	Item Code(Materials)	Category Description(Service)	Sub Category Code(Service)	Sub Category Description(Service)/Item Code Description(Material)	Class of Job(Service)
<input type="checkbox"/>		616363			FITTINGS : HOSE END,PIPE	
<input type="checkbox"/>		630271			EXOTIC METAL FABRICATION (TITANIUM IMPELLER, STAINLESS STEEL, NOZZLE ETC.)	

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How to make Payments for SAIL/DSP Vendor Registration processing fees using SB collect Portal , Payment will be received only using SB Collect.

Click on  and follow the instructions given below

GO TO



www.onlinesbi.com/sbcollect

OR

TYPE SBI COLLECT ON GOOGLE SEARCH PAGE AND CLICK ON STATE BANK COLLECT



ACCEPT THE TERM OF USE AND PROCEED



SELECT STATE OF CORPORATE/INSTITUTION FROM DROP DOWN AS "WEST BENGAL"



SELECT TYPE OF CORPORATE/INSTITUTION FROM DROP DOWN AS "INDUSTRY"

AND CLICK ON "GO"



SELECT INDUSTRY NAME FROM DROP DOWN AS "STEEL AUTHORITY OF INDIA LTD"

AND CLICK ON "SUBMIT"



**SELECT PAYMENT CATEGORY FROM DROP DOWN
"SAILDSP Vendor Registration fees collection"**



MAKE PAYMENT THROUGH

"SBI/NONSBI DEBIT/CREDIT CARD or SBI/NON SBI INTERNET BANKING"



**SAVE THE PAYMENT CONFIRMATION FOR FUTURE REFERENCES, BANK REFERENCE NO SHOULD BE
TEN DIGIT ALPHANUMERIC "DUCXXXXXX"**

(This number has to be quoted in the online application)