

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



वित्त व लेखा विभाग

परिपत्रक क्र. 264/२०२१

विषय : विद्यापीठाच्या विक्रेता नोंदणी प्रणालीत (Vendor Registration System) नोंदणी करण्याकरीता मुदतवाढ देण्याबाबत.

संदर्भ : परिपत्रक क्र. २३२/२०२१, जा.क्र.: वित्त/२०२१-२२/३५३, दिनांक : ३१/०८/२०२१.

उपरोक्त विषय व संदर्भित परिपत्रकाद्वारे सर्व पुरवठादार व विक्रेत्यांना सूचित करण्यात येते की, विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार, विद्यापीठाने विक्रेता नोंदणी प्रणालीत (Vendor Registration System) दि. १५ ऑक्टोबर, २०२१ पर्यंत मुदतवाढ देण्यात येत आहे.

सदर प्रक्रियेत नोंदणी करण्याकरीता जर काही अडचण असल्यास, विक्रेता नोंदणी प्रणालीचे प्रत्यक्ष काम पाहणाऱ्या व्यक्तीशी संपर्क (०२०-७११७३६८६) साधावा. सबब जे पुरवठादार/विक्रेते, विक्रेता नोंदणी प्रणालीत नोंदणी करणार नाही, त्यांची देयके वित्त व लेखा विभागातून अदा करण्यात येणार नाहीत व त्याची सर्वस्वी जबाबदारी संबंधित पुरवठादार/विक्रेता यांचीच राहील याची कृपया नोंद घ्यावी.

गणेशखिंड, पुणे-४११ ००७.

जा.क्र.: वित्त/२०२१-२२/१०५०

दिनांक : ०१/१०/२०२१

(डॉ. प्रफुल्ल पवार)

प्रभारी वित्त व लेखा अधिकारी

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :

१. सर्व विभागप्रमुख, शैक्षणिक विभाग } सदर परिपत्रकातील आशय आपल्या विभागातील सर्व संबंधित
२. सर्व शाखाप्रमुख, प्रशासकीय विभाग } सेवकांच्या निदर्शनास आणून द्यावा, ही विनंती.

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



वित्त व लेखा विभाग

परिपत्रक क्र. २३२/२०२१

विषय : विद्यापीठाच्या विक्रेता नोंदणी प्रणालीत (Vendor Registration System) नोंदणी करण्याबाबत.

या परिपत्रकाद्वारे सर्व पुरवठादार व विक्रेत्यांना सूचित करण्यात येते की, विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार, विद्यापीठाने विक्रेता नोंदणी प्रणाली (Vendor Registration System) सुरु केलेली आहे. सदर प्रणाली विद्यापीठाच्या संकेतस्थळावर उपलब्ध असून विद्यापीठाच्या सर्व पुरवठादार व विक्रेत्यांनी, विक्रेता नोंदणी प्रणालीत दि. ३० सप्टेंबर २०२१ पर्यंत नोंदणी करणे बंधनकारक आहे. प्रत्येक पुरवठादार/विक्रेत्याने वार्षिक नाव नोंदणी प्रक्रिया शुल्क ऑनलाईन भरून आवश्यक ती सर्व कागदपत्रे अपलोड करणे अनिवार्य आहे. तसेच सदर नोंदणीचे नुतनीकरण दरवर्षी करावयाचे आहे.

अ.क्र.	कालावधी	शुल्क रुपये (वस्तु व सेवा कर सहित)
०१	वार्षिक	१०००/-
०२	त्रैमासिक	३००/-

शुल्काचा भरणा ऑनलाईन झाल्यानंतर प्रत्येक पुरवठादार/विक्रेता यांना विक्रेता नोंदणी क्रमांक (Vendor Registration Number) हा नोंदणीकृत ई-मेल आयडीवर उपलब्ध करून दिला जाईल व त्या क्रमांकाच्या आधारे पुढील सर्व देयके वित्त व लेखा विभागातून अदा केली जातील. सबब जे पुरवठादार/विक्रेते, विक्रेता नोंदणी प्रणालीत नोंदणी करणार नाही, त्यांची देयके वित्त व लेखा विभागातून अदा करण्यात येणार नाही व त्याची सर्वस्वी जबाबदारी संबंधित पुरवठादार/विक्रेता यांचीच राहील याची कृपया नोंद घ्यावी.

सोबत : Manual for Vendor Registration System.

गणेशखिंड, पुणे-४११ ००७.

जा.क्र.: वित्त/२०२१-२२/३५३

दिनांक : ३१/०८/२०२१

(डॉ. प्रफुल्ल पवार)
प्रभारी वित्त व लेखा अधिकारी

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :

- सर्व विभागप्रमुख, शैक्षणिक विभाग
 - सर्व शाखाप्रमुख, प्रशासकीय विभाग
- सदर परिपत्रकातील आशय आपल्या विभागातील सर्व संबंधित सेवकांच्या निदर्शनास आणून द्यावा, ही विनंती.

URL: <https://ipcs.unipune.ac.in/>

Helpline Number : 020 71173686

Steps to Register

- 1) Vendor users will register with the business names and email verification.
- 2) Vendor user will fill company Details
- 3) Authorised contact person details with verifying the mobile number and email id.
- 4) After email and mobile verification user will upload the required documents.
- 5) Preview all filled information for confirmation.
- 6) User will make payment for registration.
- 7) After payment user can track his application with a payment invoice.
- 8) After verification user will get a user id and password through email and SMS on the registered email id and mobile number.
- 9) After login user will update business categories.
- 10) User will update bank details.

User Manual of Vendor Registration

1) Legal Business Name and Email verification

The screenshot displays the 'Vendor Registration System' interface. On the left is a dark sidebar with the SPPU logo and navigation links: Vendor, Home, Vendor Registration, Track My Application, and Log In. The main content area shows a 'Create Vendor Account' modal form. The form includes fields for 'Legal Business Name*' (SPPU EDUTECH FOUNDATION), 'Company Email*' (sppu.edutech@ppu.ac.in), and 'Company Contact No*' (9820011111). Below these is a section for email verification with the text 'Enter Email OTP below to verify email id.', an 'Email OTP*' field, and a 'Resend Email OTP in 02:48 minutes.' link. At the bottom of the modal are 'Verify Email OTP' and 'Cancel' buttons. A copyright notice at the bottom reads: 'Copyright © 2021 Savitribai Phule Pune University. All rights reserved.'

2) Company Details

This screenshot shows the 'Company Details' section of the vendor registration process. The sidebar is identical to the previous screen. The main form area contains the following fields: 'Legal Business Name*' (SPPU EDUTECH FOUNDATION), 'Company Email*' (sppu.edutech@ppu.ac.in), and 'Company Contact No*' (9820011111). The 'Company Details' section includes: 'PAN Number*' (C...), 'Do you have GST Number?' (No), 'Constitution of Business*' (Sole Proprietor), 'Business Address*' (Shivajinagar, pune) with a red error icon, 'Pin Code*' (411007), and 'Upload Pan Card*' (Choose File | SamplePAN.pdf). 'Proceed' and 'Cancel' buttons are at the bottom.

3) Authorized contact person details with verify mobile number and email id.

The screenshot shows the 'Authorized Contact Person Details' form in the Vendor Registration System. The form includes fields for Person Name, Person Mobile, Person Email, Alternate Mobile, Person Designation, Person Photo, Authorized Letter, Upload Certificate Incorporation, and Upload Shop Act licence. A tooltip 'Enter Designation.' is visible over the Person Designation field.

Authorized Contact Person Details

Person Name*
Person Mobile*
Person Email*
Alternate Mobile*
Person Designation*
Person Photo*
Authorized Letter*
Upload Certificate Incorporation
Upload Shop Act licence

Submit Cancel

4) Preview all information for verify before payment.

The screenshot shows the 'Vendor Details' preview page in the Vendor Registration System. It displays the Application ID - 100002 and the Company Details. The Contact Person Details are also shown.

Vendor Details

Application ID - 100002

Company Details


Business Name	Company Email
SPPU EDUTECH FOUNDATION	
Contact No	Constitution of Business
	Sole Proprietor
Address	Pin Code
Shivajinagar, Pune	411007
PAN Number	Pan Card
GST Number	GST Document

Contact Person Details

Name	Email
Mobile	Designation
	Sr. Manager
Profile Photo	Authorized Letter
Certificate Incorporation	Shop Act licence

Edit Proceed To Pay

5) Payment Details

**SAVITRIBAI PHULE PUNE UNIVERSITY**
सावित्रीबाई फुले पुणे विद्यापीठ
॥ यः क्रियावान् स पण्डितः ॥

Online Payment Process

Application No.	: 100002	Challan No.	: 100002
Amount	: 1000	Full Name	: SPPU EDUTECH FOUNDATION
Email ID	: <input type="text"/>	Mobile No.	: <input type="text"/>
Address Line 1	: Shivajinagar, Pune	Address Line 2:	: <input type="text"/>
City	: <input type="text"/>	State	: <input type="text"/>
Country	: <input type="text"/>	Zipcode	: 411007

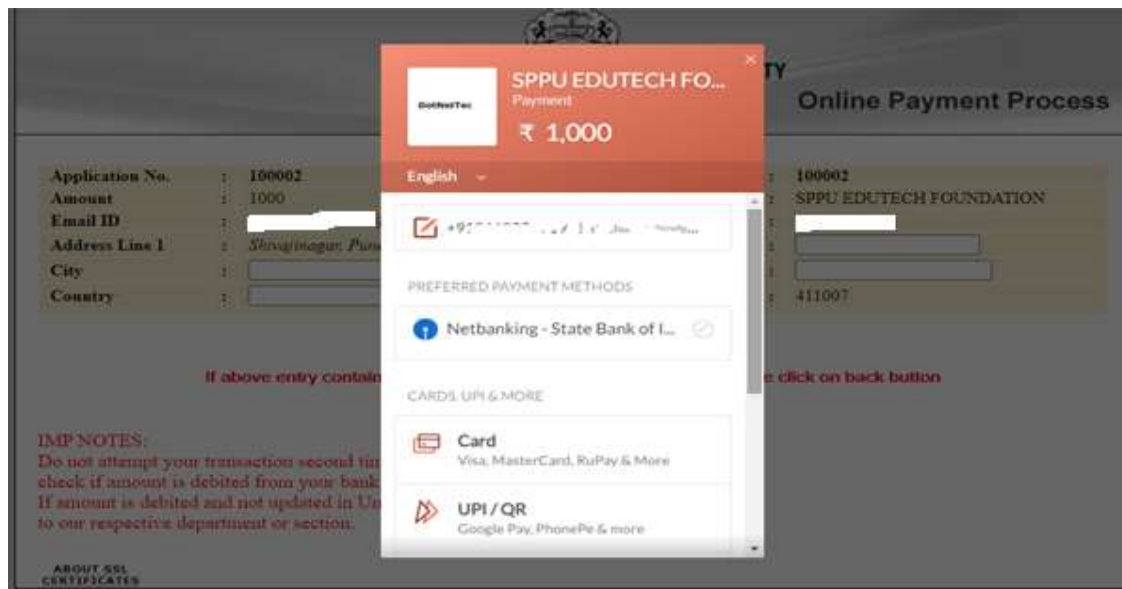
Proceed for Payment

If above entry contains transaction status as CAPTURED then please click on back button

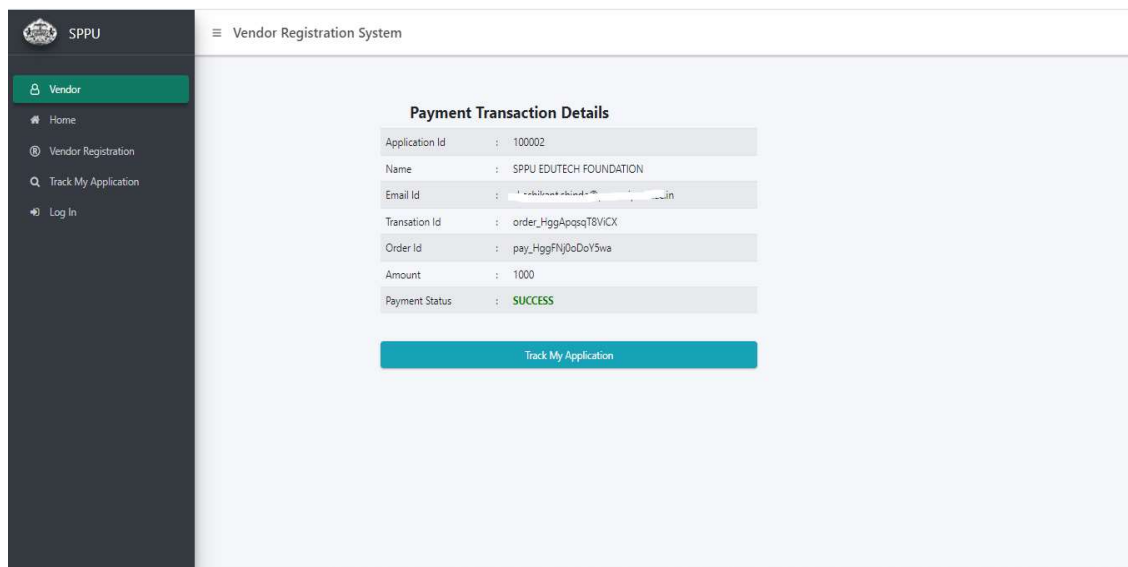
IMP NOTES:
Do not attempt your transaction second time if you have already attempted, please check if amount is debited from your bank account.
If amount is debited and not updated in University website, then please mail or contact to our respective department or section.

[ABOUT SSL CERTIFICATES](#)

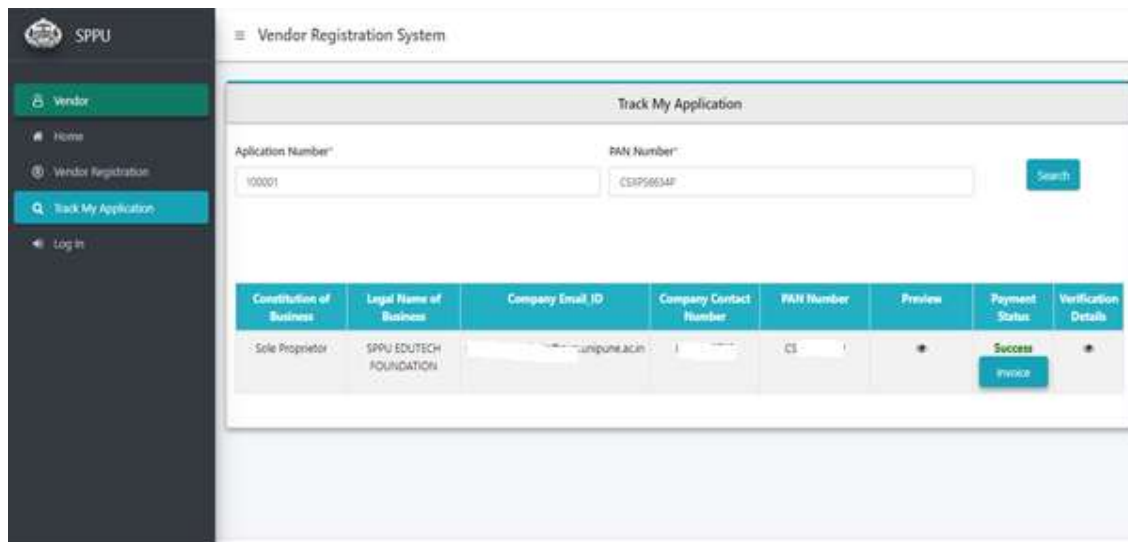
6) User can select payment method here.



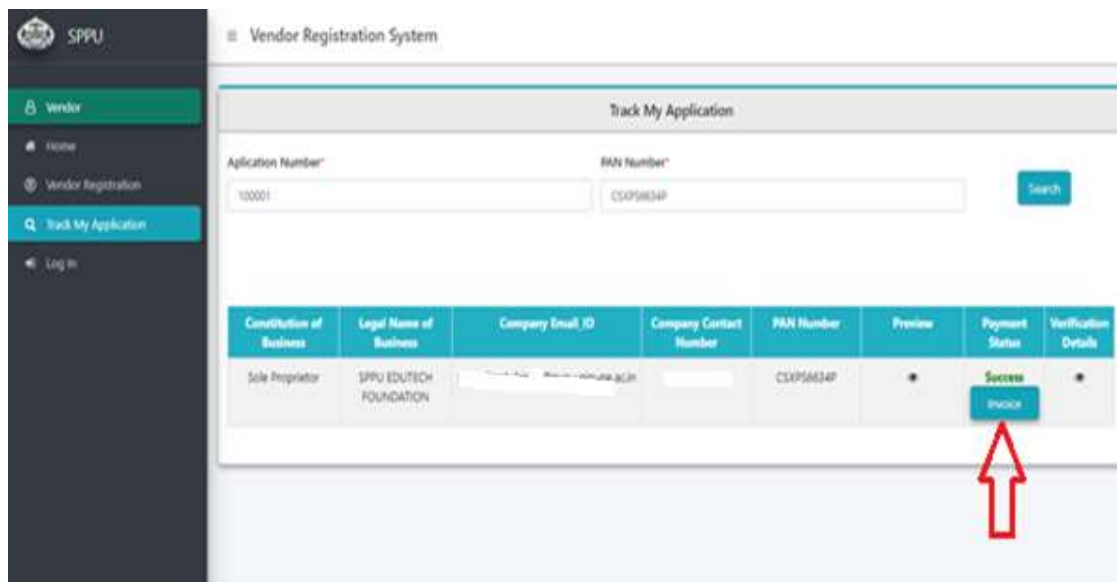
7) After payment process user will display payment status.



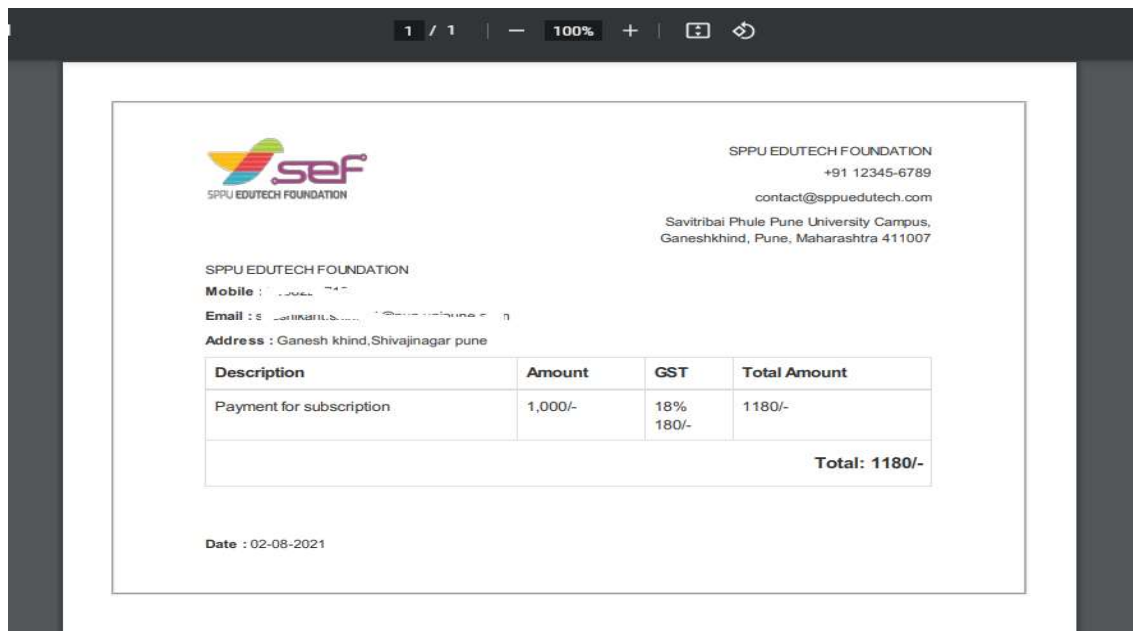
8) After registration user can track his application



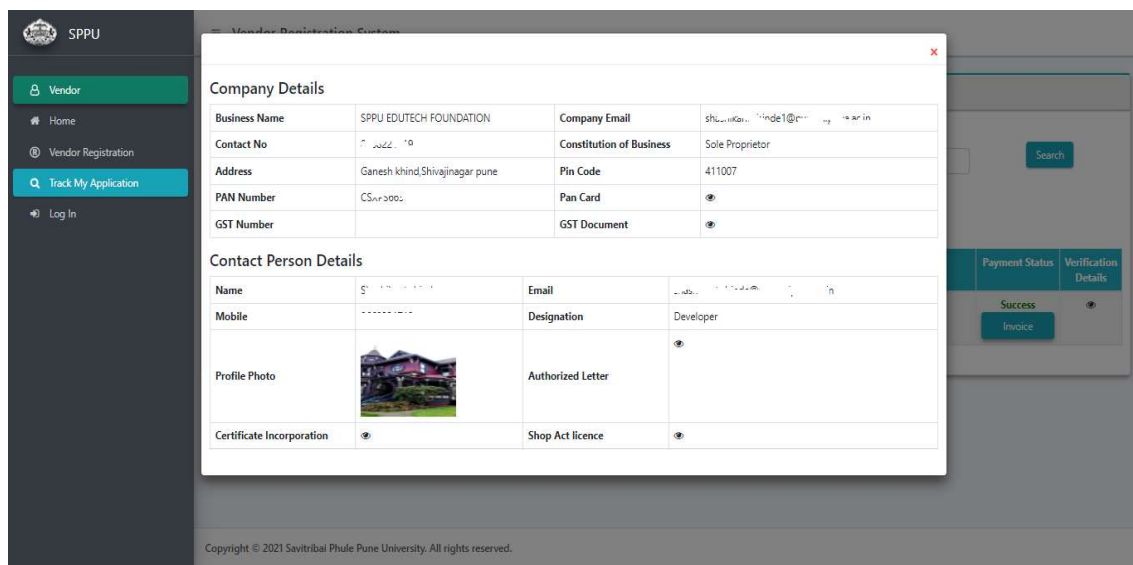
9) After payment user can download the invoice here.



10) Payment invoice



11) After clicking the preview icon User can preview all registration details here.



12) After clicking on the verification details icon will display verification status.

SPPU

Vendor

Home

Vendor Registration

Track My Application

Log In

Application ID - 100001

Company Details

Business Name	SPPU EDUTECH FOUNDATION	Accepted
Company Email		Accepted
Contact No		Accepted
Constitution of Business	Sole Proprietor	Accepted
Address	Ganesh khind, Shivajinagar, pune	Accepted
Pin Code	411007	Accepted
PAN Number	CI	Accepted
Pan Card		Accepted

Contact Person Details

Name	Dr. J.	Accepted
Email	ka.j@sppu.ac.in	Accepted
Mobile		Accepted
Designation	Developer	Accepted

Payment Status

Verification Details

Success

Invoice

13) After verification user will get **User ID** and **Password** through SMS and Email on registered Mobile and Email.

SPPU

Vendor Registration System

Vendor

Home

Vendor Registration

Track My Application

Log In

Vendor Log In

User ID *

Enter User ID

Password *

Enter password

Show Password

62365

Enter captcha text *

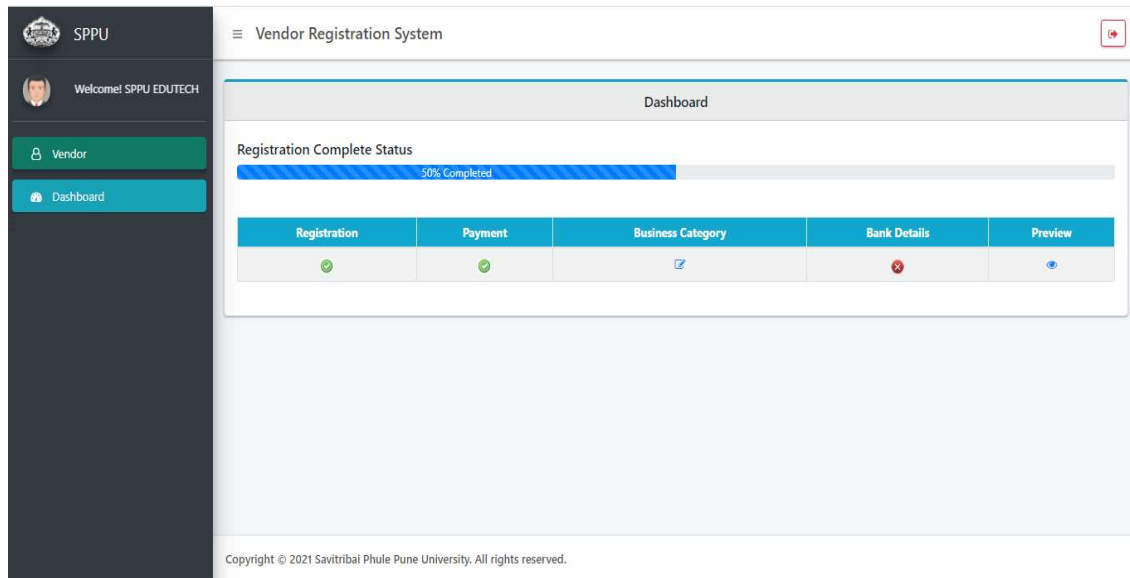
Enter Captcha

Log In

Cancel

14) Vendor Dashboard

- User can update his business category and bank details by clicking edit icon.



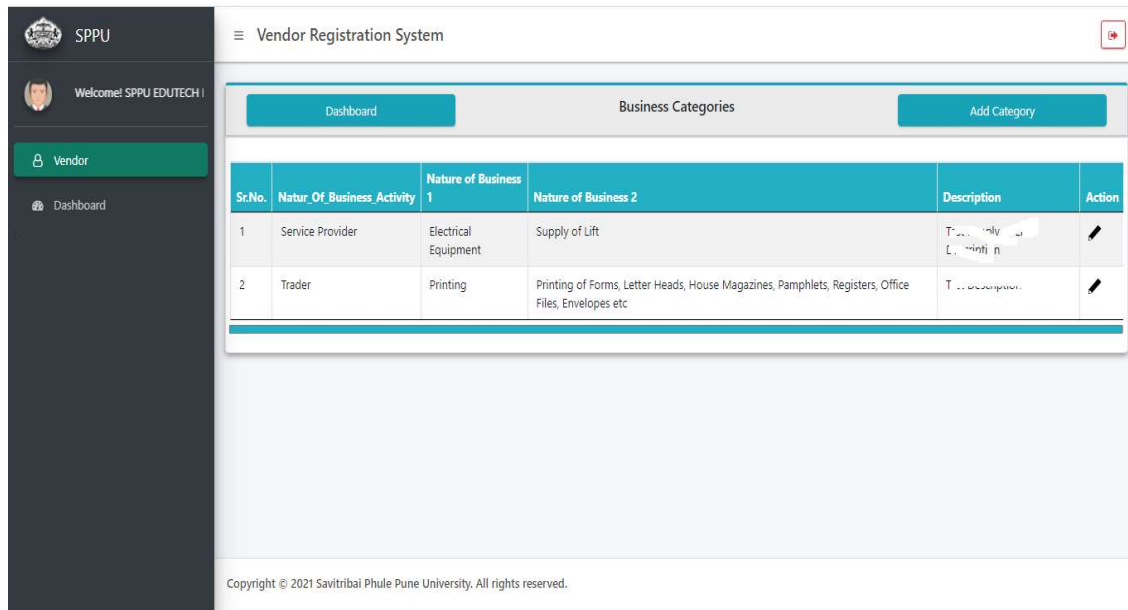
15) After clicking on the Business Category edit icon, the user will Update his Category Details here

The screenshot shows the 'Add Category Details' form. The form contains the following fields:

- Nature of Business Activity* (Text input with placeholder 'Select Some Options')
- Business Category* (Dropdown menu with placeholder '---Select Business Category---
- Sub Business Category (Dropdown menu with placeholder '---Select Sub Business Category---
- Description (Text input with placeholder 'Enter Description')
- Experience Details (Year)* (Text input with placeholder 'Experience Details in numbers')
- Upload Work Order* (File upload button with placeholder 'Choose File' and 'No file chosen')
- Upload Coordination Certificate (Last 3 years)* (File upload button with placeholder 'Choose File' and 'No file chosen')

At the bottom of the form are 'Submit' and 'Cancel' buttons.

16) List of Business Category Details

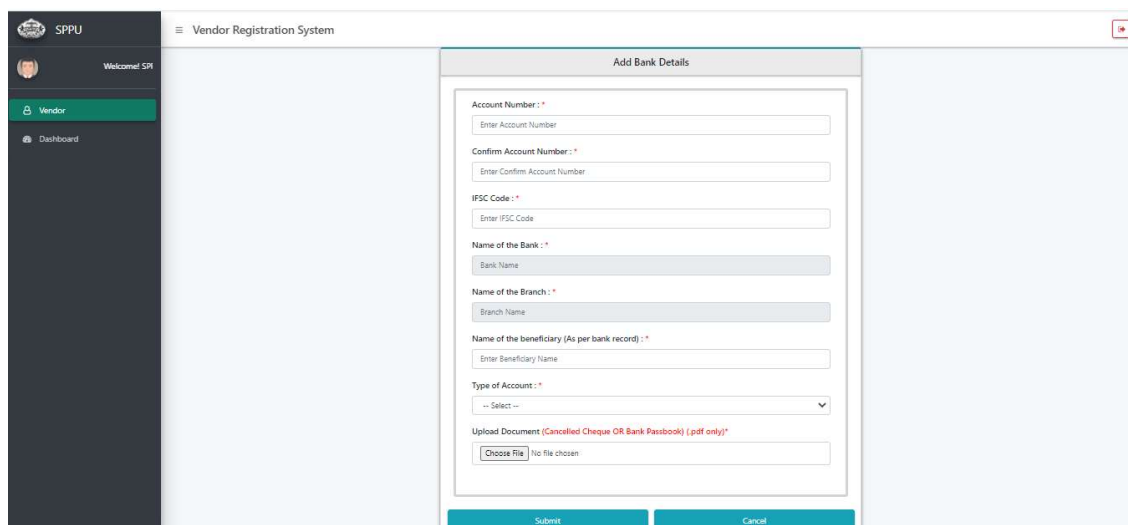


The screenshot displays the Vendor Registration System interface. On the left is a dark sidebar with the SPPU logo and a welcome message. The main content area has a header with 'Vendor Registration System' and a red close button. Below the header is a tabbed interface with 'Dashboard' and 'Business Categories' (active). An 'Add Category' button is in the top right of the 'Business Categories' tab. A table lists business categories with columns for Sr.No., Natur. Of Business Activity, Nature of Business 1, Nature of Business 2, Description, and Action. Two entries are visible: a Service Provider for Electrical Equipment (Supply of Lift) and a Trader for Printing (Printing of Forms, Letter Heads, etc.).

Sr.No.	Natur. Of Business Activity	Nature of Business 1	Nature of Business 2	Description	Action
1	Service Provider	Electrical Equipment	Supply of Lift	Tr... only ... L... printing	
2	Trader	Printing	Printing of Forms, Letter Heads, House Magazines, Pamphlets, Registers, Office Files, Envelopes etc	T... description	

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17) After clicking on Bank Details edit icon, the user will update his Bank Details here.



The screenshot shows the 'Add Bank Details' form within the Vendor Registration System. The form is a modal window with a title bar and a close button. It contains several input fields for bank information, each with a red asterisk indicating it is required. The fields are: Account Number, Confirm Account Number, IFSC Code, Name of the Bank, Name of the Branch, Name of the beneficiary, Type of Account (a dropdown menu), and Upload Document (a file upload button). At the bottom of the form are 'Submit' and 'Cancel' buttons.

Add Bank Details

Account Number : *
Enter Account Number

Confirm Account Number : *
Enter Confirm Account Number

IFSC Code : *
Enter IFSC Code

Name of the Bank : *
Bank Name

Name of the Branch : *
Branch Name


Name of the beneficiary (As per bank record) : *
Enter Beneficiary Name

Type of Account : *
-- Select --


Upload Document ((Cancelled Cheque OR Bank Passbook) (.pdf only))
Choose File | No file chosen

Submit Cancel


18) Preview all information




SPU



JCEC




Vendor



Dashboard

Vendor Registration System




Vendor Details

Application ID - 100001

Company Details

Business Name	SPU EDUTECH FOUNDATION	Company Email	spu@spu.edu.in
Contact No	8	Constitution of Business	Sole Proprietor
Address	Ganesh Ward, Bhadravijaya puri		
PAN Number	6	Pin Code	411007
		Pin Code	*

Contact Person Details

Name	S	Email	S
Mobile	S	Designation	Developer
Profile Photo		Authorized Letter	*
Certificate Incorporation	*	Shop Act License	*

Payment Details

Sl.No.	Item No	Amount	Currency	Payment Status
1	order_HgH8BwzDh0	1	INR	SUCCESS

Business Category Details

Sl.No.	Nature Of Business/Activity	Nature of Business 1	Nature of Business 2	Description
1	Service Provider	Electrical Equipment	Supply of Lift	Test Supply of Lift Description
2	Trader	Printing	Printing of Forms, Letter Heads, House Advertisements, Pamphlets, Registers, Office Files, Brochures etc.	Test Description

Bank Details

Sl.No.	Beneficiary Name	Account Type	Bank Name	Branch Name	Account No	IFSC Code	Pincode
1	S	Saving	STATE BANK OF INDIA	AIRPORT ROAD	121121121121	SBI0002492	*