

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 पुरवठदार/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 सहीत)
०१	वार्षिक	१०००/-
०२	त्रैमासिक	300/-

शुल्काचा भरणा ऑनलाईन झाल्यानंतर प्रत्येक पुरवठादार/विक्रेता यांना विक्रेता नोंदणी क्रमांक (Vendor Registration Number) हा नोंदणीकृत ई-मेल आयडीवर उपलब्ध करुन 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 :

- १. सर्व विभागप्रमुख, शैक्षणिक विभाग
- २. 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

le sppu	≡ Vendor Registration System
음 Vendor	
🖶 Home	Create Vendor Account
Vendor Registration	
Q Track My Application	Legal Business Name* SPPU EDUTECH FOUNDATION
🔊 Log In	Company Email*
	Company Contact No*
	Enter Email OTP below to verify email id.
	Email OTP * Enter Email OTP
	Kesend Email OIP in 02/48 minutes.
	Verify Email OTP Cancel
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2) Company Details

less sppu	■ Vendor Registration System			
e Vendore Home		Legal Business Name* Company Email*		
 Wendor Registration Track My Application Log In 		Company Contact No*		
		Company Details PAN Number*	Correct The	
		Do you have GST Number?*	No	•
		Constitution of Business*	Sole Proprietor	•
		Business Address*	Shivajinagar, <u>pune</u>	li -
		Pin Code*	411007	
		Upload Pan Card*	Choose File SamplePAN.pdf	
		Proceed	Cancel	

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

🏟 SPPU	≡ Vendor Registration System
පු Vendor	Authorized Contact Person Details
# Home	Person Name"
Ø Vendor Registration	Person Mobile*
Q Track My Application	Person Email*
	Alternate Mobile"
	Person Designation" Sr. Manage
	Person Photo* Choose File No file chosen
	Authorized letter*
	Choose File No file chosen
	Upload Certificate incorporation Choose File No file chosen
	Upload Shop Act licence Choose File No file chosen
	Submit Cancel

4) Preview all information for verify before payment.

		Vendor Details			
Company Details		Application ID - 10000	2		
Business Name	SPPU EDUTECH FOUNDATION	Company Email		a connuctor i con	
Contact No	******	Constitution of Busin	ness	Sole Proprietor	
Address	Shivajinagar, Pune	Pin Code		411007	
PAN Number	-vncggeth	Pan Card		۲	
GST Number		GST Document		۲	
Contact Person Details	ails	- 97 H			
Name		Email	ç" schi	Sr. Manager	
Mobile	000 001710	Designation	Sr. Ma		
Profile Photo		Authorized Letter	۲		

5) Payment Details

		सावित्रीबाई ॥ यः बि	फुले पुणे विद्यापीठ यावान् स पण्डित:॥		Online Payment Proce
pplication No.		100002	Challan No.	;	100002
mount mail ID	:	1000	Full Name Mabile No.	:	SPPU EDUTECH FOUNDATION
ddress Line 1		Shivaiinagar, Pune	Address Line 2:	:	50022172
ity	:		State	:	
ountry	:		Zipcode	:	411007
PNOTES	lf at	pove entry contains transaction status a	s CAPTURED then ple attempted, please	ase	click on back button

6) User can select payment method here.

	(A Children A)	and the second second
	SPPU EDUTECH FO Payment ₹ 1,000	TY Online Payment Process
Application No. : 100002 Amount : 1000 Email ID : Address Line 1 : Shraqinagar, Para	English -	2 100002 2 SPPU EDUTECH FOUNDATION
City i Constry :	PREFERRED PAYMENT METHODS	411007
If above entry contain	CARDLUM & MORE	e click on back button
IMP NOTES: Do not attempt your transaction second the check if amount is debited from your bank	Card Visa, MasterCard, RuPay & More	
If amount is debited and not updated in Un to our respective department or section.	UPI/QR Google Pay, PhonePe & more	
ABOUT SSL		

7) After payment process user will display payment status.

🏟 SPPU				
A Vendor	P	ayment Tra	ansaction Details	
R Vendor Registration	Applica	ion Id	: 100002	
O Track Ma Application	Name		: SPPU EDUTECH FOUNDATION	
C nack my application	Email Ic		: Cashilant shinds	
•D Log In	Transat	on Id	: order_HggApqsqT8ViCX	
	Order li	l	: pay_HggFNj0oDoY5wa	
	Amoun		: 1000	
	Paymer	t Status	: SUCCESS	
	-		Track My Application	1

8) After registration user can track his application

None Aplication Namber' PAN Number' Society Service Aplication Namber' Society Service Aplication Namber' Society Service Application Applicat	Vendor			Track	My Application				
Window Registration Constitution of Legis Name of Business Company Small ID Company Contact PMI Number Proview Payment Vertification Sole Propried Sple Propropried Sple Propropropried	Home	Aplication Number*		PAN Nu	mber'				
Back My Application Constitution of Baciness Legal Name of Baciness Company Smill ID Company Contact. PAN Number Proview Payment Status Sole Registed SPMU EDUTECH HOUNDATION unipone.acin 1 CS 1 Second Second Provide Image: Control of Company Contact PANI Number Provides Vertifier	Window Registration	100001		(5975	66347				and the
Constitution of Business Legal Name of Business Company Small (D) Company Social PAIR Number Profess Pagment Sola Varifies Sole Registed SPU EDUTECH HOUNDATION uniponeacin 1 CL 1 Social Printice Social Printice For the social Printice Fort	Tack My Application								
Sole Proprietor SPRUEDUTECH Auripuntacin I CS I CS Secrets Province		Constitution of Business	Legal Name of Basiness	Company Email, ID	Company Contact Humber	PAIl Number	Preview	Payment Status	Verifica
		Sole Proprietor	SPPU EDUTECH FOUNDATION	unipuncacin	1 A. 1977.1	G	•	Success	•

9) After payment user can download the invoice here.

Conceptor 201	E.C.							
Vendor			2	ack My Application				
Nome	Aplication Number*		84	a Number'				25
Vender Registration	100001			50596540				uerth
Task My Application								
tog m								
	Constitution of Business	Logal Name of Business	Company Insal 10	Company Contact Humber	NN Norther	Protect	Payment	Verification
	Sole Proprietor	SPRU EDUTECH FOUNDATION		Kin	CSIP56634P	•	Success	•
							Δ	-
							Т	

10) Payment invoice

		Savitrib Ganeshi	SPPU EDUTECH FOUNDATION +91 12345-678 contact@sppuedutech.cor ai Phule Pune University Campus chind, Pune, Maharashtra 41100
SPPU EDUTECH FOUNDATION Mobile :	r pane		
Description	Amount	GST	Total Amount
Payment for subscription	1,000/-	18% 180/-	1180/-
			Total: 1180/-

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

i sppu	= Vandar Dagistratic	n Curtan				×		
8 Vendor	Company Details							
# Home	Business Name	SPPU EDUTECH FOUNDATION		Company Email		showman. "inde1@r", is ar in		
Vendor Registration	Contact No	n معدد ۱۹		Constitution of Busin	iess	Sole Proprietor	Sea	rth.
O Track My Application	Address	Ganesh khind, Shivajinagar pune		Pin Code		411007		
	PAN Number	CSAF 3001		Pan Card		۲		
•0 Log In	GST Number			GST Document		۲		
	Contact Person Det	ails					Payment Statue	Verification
	Name	State of Article	Ema	11	db.			Details
	Mobile	(Charles and and and a state of the state of	Desi	gnation	Deve	loper	Success	
	Profile Photo		Auth	norized Letter	۲			_
	Certificate Incorporation	۲	Shop	p Act licence	۲			
	Copyright © 2021 Savitribal Phr	ule Pune University. All rights reserve	d.					

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

🏟 sppu				*
8 Vendor	S (2001	Application ID - 100001		
· Nove	Company Details			
Vender Nagistratein	Business Name	SRPU EDUTICH FOUNDATION	Accepted	Contra la
O Trick My Andrews	Company Email		Amopted	
2015-5	Contact No	r	Accepted	
• log m	Constitution of Business	Sole Progrietor	Attapted	
	Address	Ganesh khind Shivejirager pune	Azimpted	Annual Construction
	Pin Code	411007	Accepted	Balan Detain
	PAN Number	α	Accepted	Success .
	Pan Card	•	accepted	here a
	Contact Person Det			
	Name	9	Accepted	
	Email	ка зброть и	Accepted	
	Mobile	14	Accepted	
	Designation	Ceveloper	Accepted	
			Ampted	

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

Vendor Registration System Vendor Log In User ID* Enter User ID Password* Enter captcha text * Enter Captcha Log In Carcel

14) Vendor Dashboard

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

🏟 SPPU	■ Vendor Registration System	stem					
Welcome! SPPU EDUTECH	Dashboard						
8 Vendor	Registration Complete Status						
 Dashboard 		50% Completed					
	Registration	Payment	Business Category	Bank Details	Preview		
	٥	0	Ø	0	۲		
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15) After clicking on the Business Category edit icon, the user will Update his Category Details here

SPPU = Vendor Registration S	System	(*
me! SPPU EDUTECH FOUNDA	Add Category Details	
8 Vendor	Nature of Business Activity*	
Dathbard	Select Some Options	
iza Lasindoare	Business Category*	
	Select Business Category 🗸	
	Sub Business Category	
	Select Sub Business Category 🗸	
	Description	
	Enter Description	
	Experience Details (Year)*	
	Experience Details in numbers	
	Upload Work Order*	
	Choose File No file chosen	
	Upload Coordination Certificate (Last 3 years)*	
	Choose File No file chosen	
	Submit Cancel	

16) List of Business Category Details

SPPU E Vendor Registration System					•		
Welcome! SPPU EDUTECH I	ECH Dashboard			Business Categories		Add Category	
A Vendor	Sr.No.	Natur_Of_Business_Activity	Nature of Business	Nature of Business 2	Description	Action	
	1	Service Provider	Electrical Equipment	Supply of Lift	Thus mily un L. minti n	1	
	2	Trader	Printing	Printing of Forms, Letter Heads, House Magazines, Pamphlets, Registers, Office Files, Envelopes etc	Тосопран.	/	
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17) After clicking on Bank Details edit icon, the user will update his Bank Details here.



18) Preview all information

