

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 सहीत)
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 राहिल 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

SPPU Vendor Registration System

Create Vendor Account

Legal Business Name* SPPU EDUTECH FOUNDATION

Company Email* [Redacted]

Company Contact No* [Redacted]

Enter **Email OTP** below to verify email id.

Email OTP * [Redacted]

Resend Email OTP in 02:48 minutes.

Verify Email OTP Cancel

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2) Company Details

SPPU Vendor Registration System

Company Details

PAN Number* [Redacted]

Do you have GST Number?* No

Constitution of Business* Sole Proprietor

Business Address* Shivajinagar, pune

Pin Code* 411007

Upload Pan Card* [Choose File] SamplePAN.pdf

Proceed Cancel

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 the following fields:

- Person Name*
- Person Mobile*
- Person Email*
- Alternate Mobile*
- Person Designation* (with a tooltip that says 'Enter Designation')
- 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)

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

4) Preview all information for verify before payment.

The screenshot shows the 'Vendor Details' preview page for Application ID - 100002. It is divided into two main sections: 'Company Details' and 'Contact Person Details'.

Company Details


Business Name	SPPU EDUTECH FOUNDATION	Company Email	
Contact No		Constitution of Business	Sole Proprietor
Address	Shivajinagar, Pune	Pin Code	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	

At the bottom of the page are 'Edit' and 'Proceed To Pay' buttons.

5) Payment Details


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॥ यः क्रियावान् स पण्डितः ॥

Online Payment Process

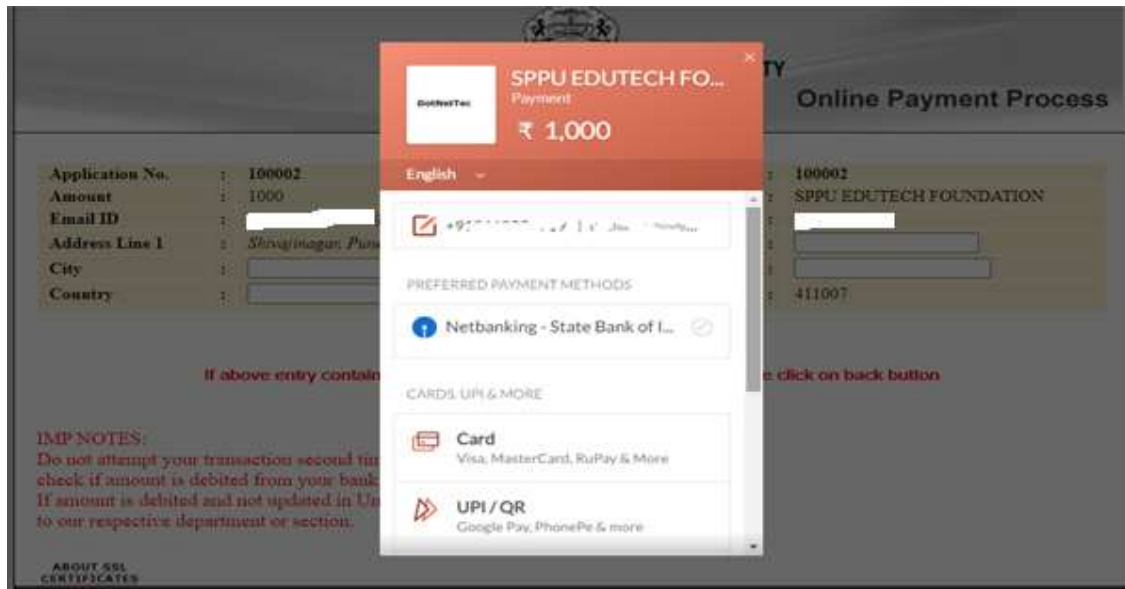
Application No.	: 100002	Challan No.	: 100002
Amount	: 1000	Full Name	: SPPU EDUTECH FOUNDATION
Email ID	: [Redacted]	Mobile No.	: [Redacted]
Address Line 1	: Shivajinagar, Pune	Address Line 2:	: [Redacted]
City	: [Redacted]	State	: [Redacted]
Country	: [Redacted]	Zipcode	: 411007

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

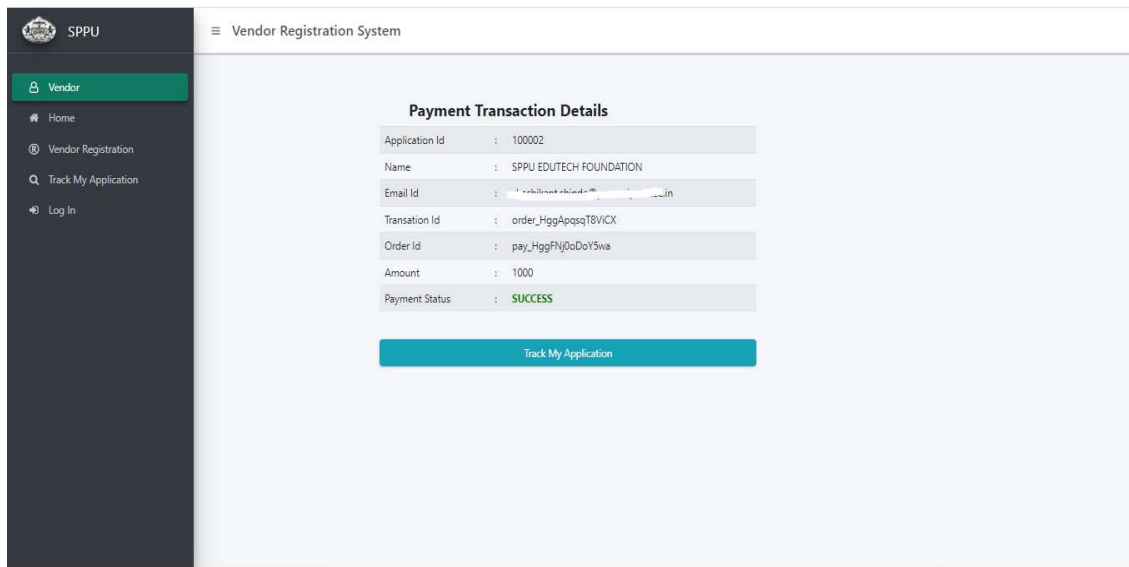
IMP NOTES:
Do not attempt your transaction second time if you have already attempted, please check if amount is debited from your bank account.
If amount is debited and not updated in University website, then please mail or contact to our respective department or section.

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

Vendor Registration System

Track My Application

Application Number: 10001 PAN Number: CS056634F Search

Constitution of Business	Legal Name of Business	Company Email ID	Company Contact Number	PAN Number	Preview	Payment Status	Verification Details
Sole Proprietor	SPPU EDUTECH FOUNDATION	[REDACTED]	[REDACTED]	CS	*	Success	*

Success Invoice

9) After payment user can download the invoice here.

Vendor Registration System

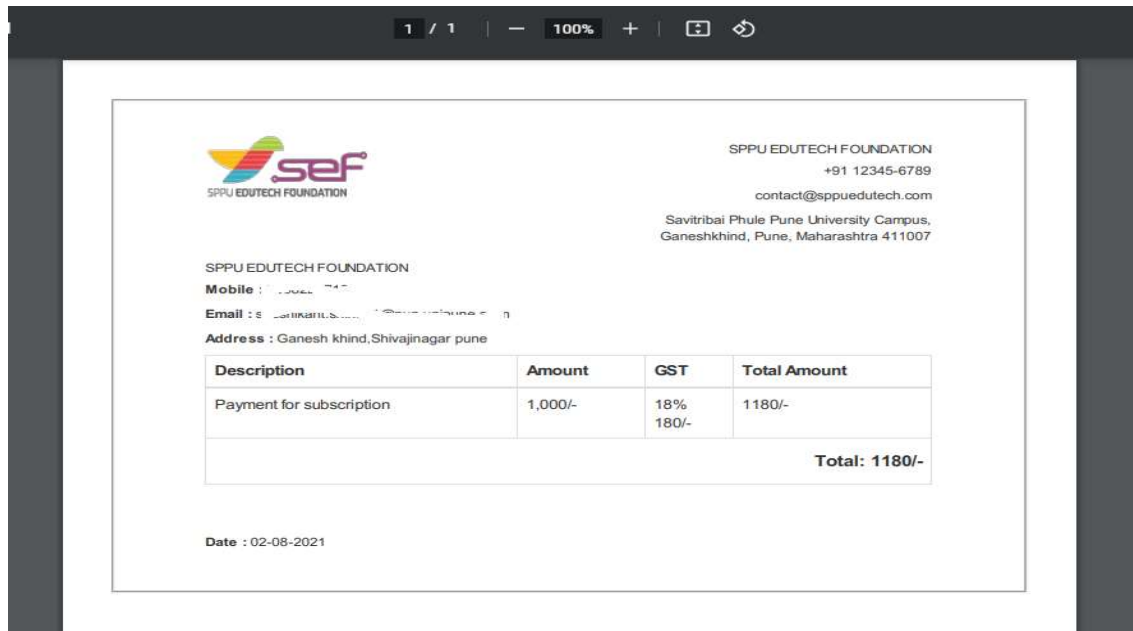
Track My Application

Application Number: 10001 PAN Number: CS056634F Search

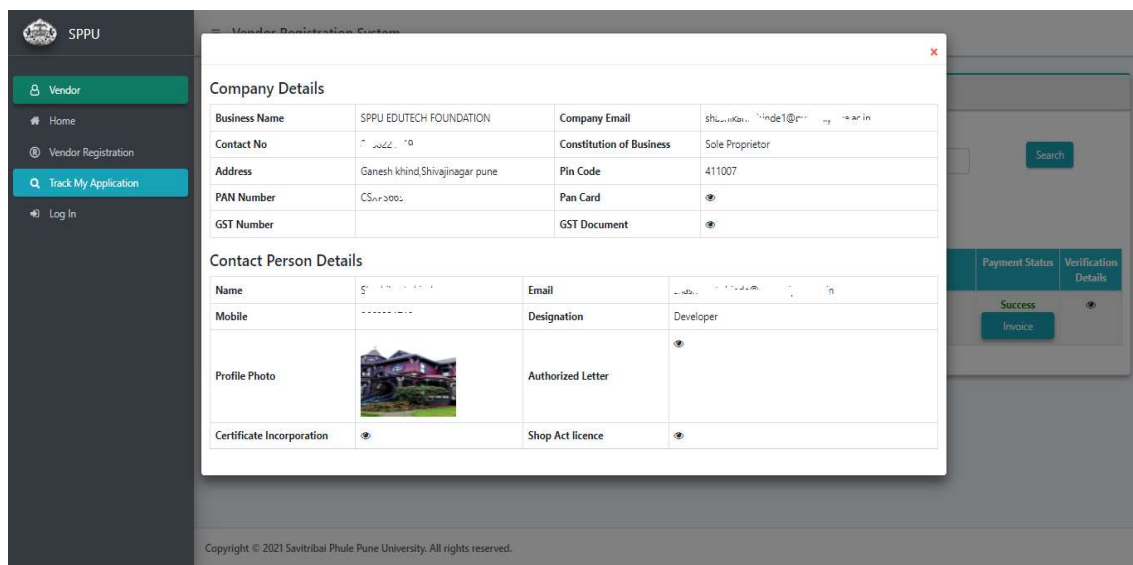
Constitution of Business	Legal Name of Business	Company Email ID	Company Contact Number	PAN Number	Preview	Payment Status	Verification Details
Sole Proprietor	SPPU EDUTECH FOUNDATION	[REDACTED]	[REDACTED]	CS056634F	*	Success	*

Success Invoice

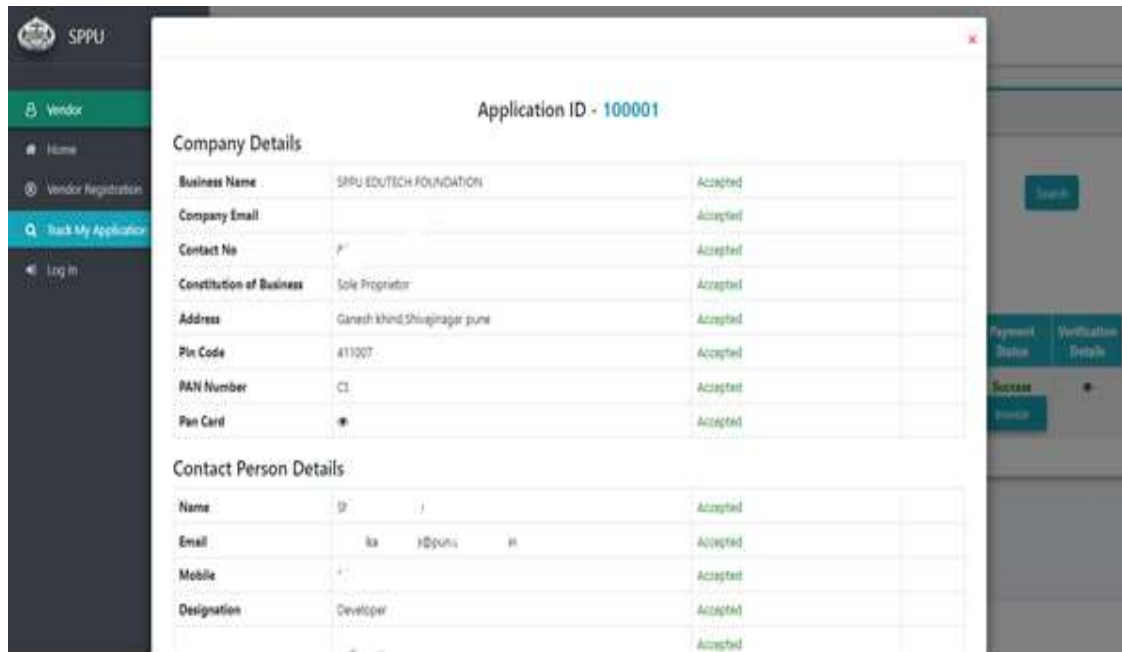
10) Payment invoice



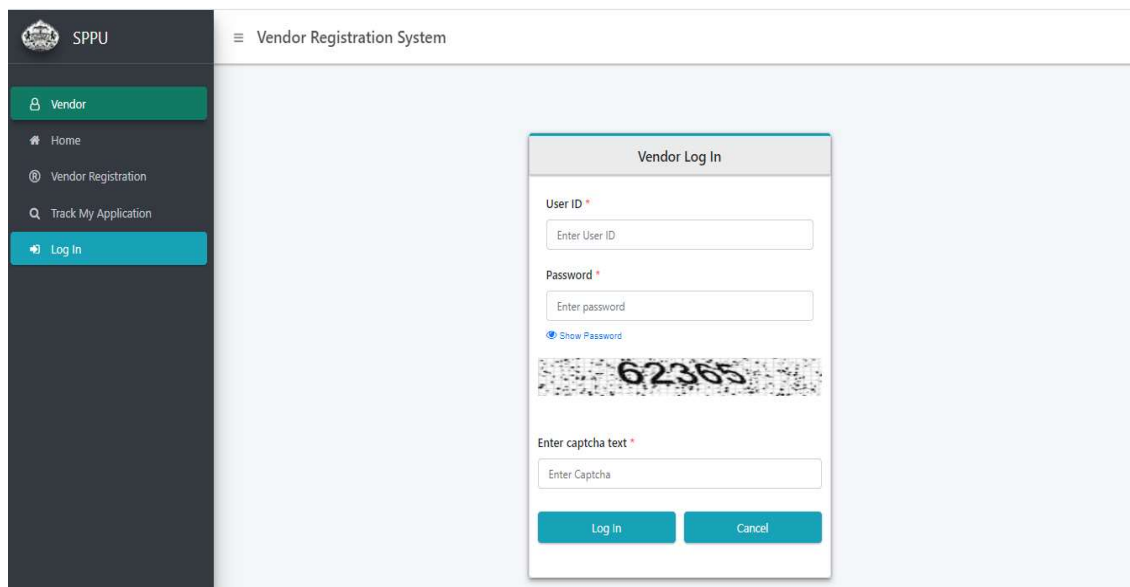
11) After clicking the preview icon User can preview all registration details here.



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

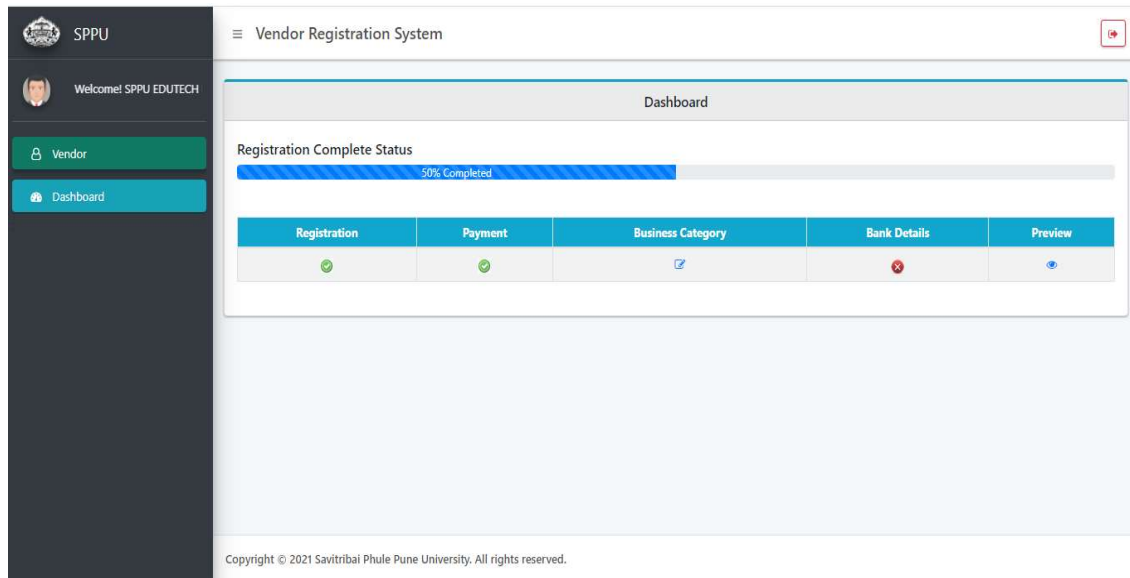


13) After verification user will get **User ID** and **Password** through SMS and Email on registered Mobile and Email.

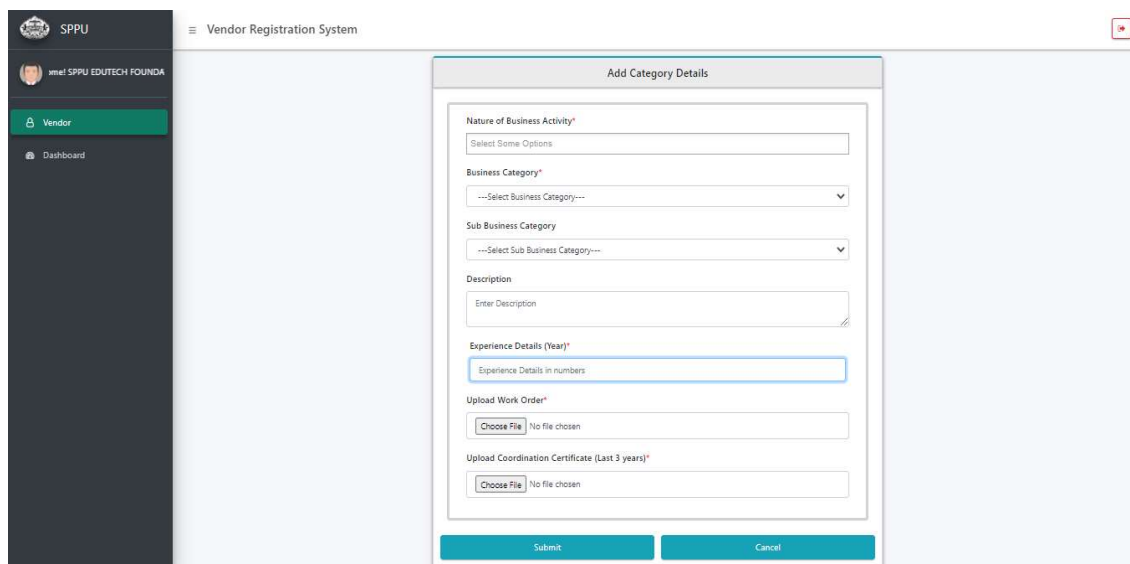


14) Vendor Dashboard

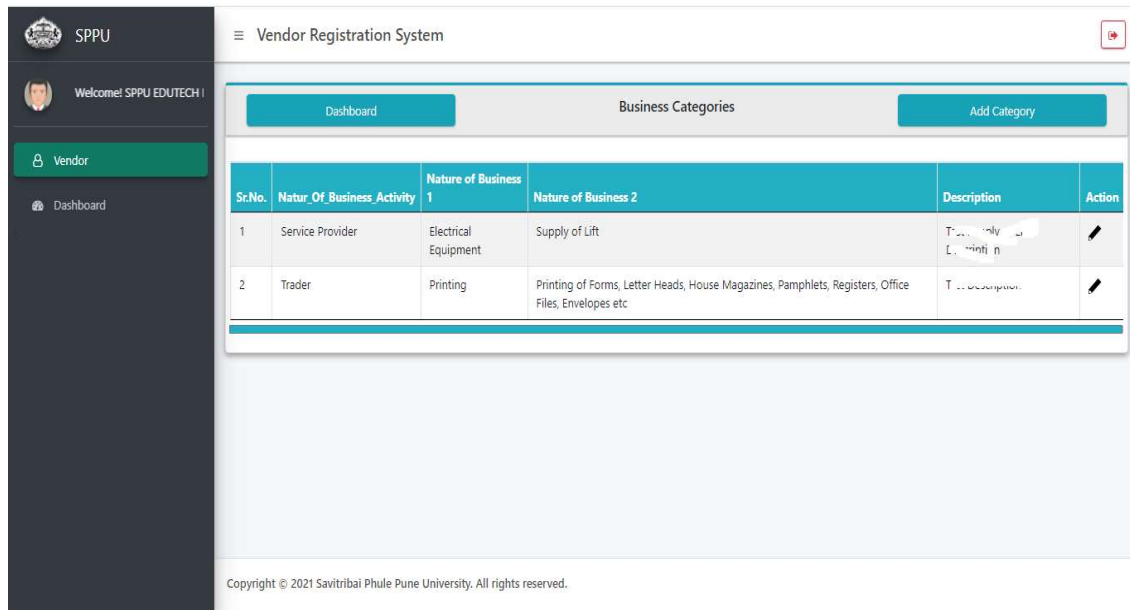
- User can update his business category and bank details by clicking edit icon.



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



16) List of Business Category Details

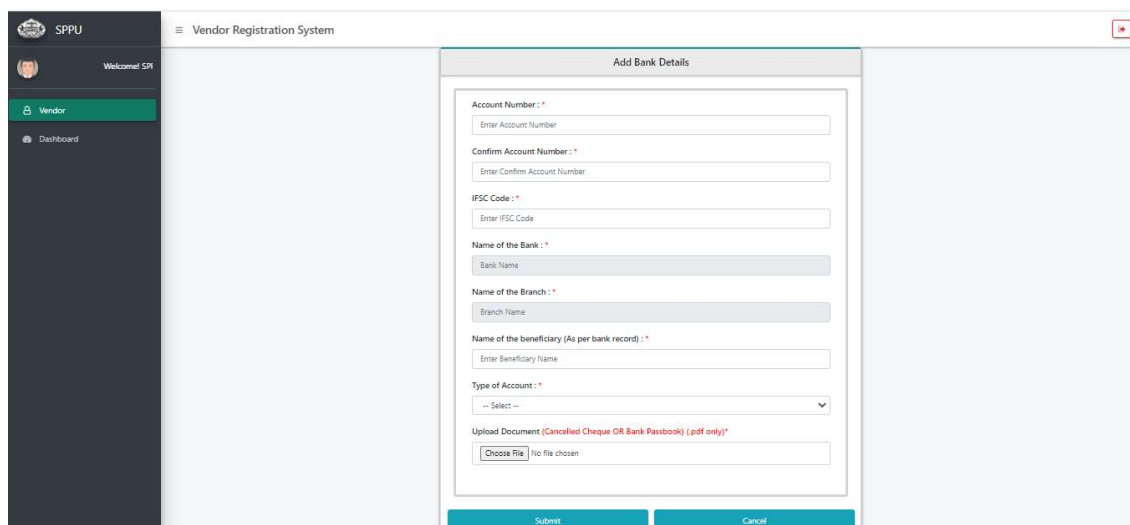


The screenshot displays the Vendor Registration System interface. The left sidebar contains the SPPU logo, a user profile, and navigation links for Vendor and Dashboard. The main content area shows a 'Business Categories' table with the following data:

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 displays the 'Add Bank Details' form in the Vendor Registration System. The form contains the following fields:

- Account Number : *
- Confirm Account Number : *
- IFSC Code : *
- Name of the Bank : *
- Name of the Branch : *
- Name of the beneficiary (As per bank record) : *
- Type of Account : *
- Upload Document ((Cancelled Cheque OR Bank Passbook) (pdf only)*

Buttons: Submit, Cancel

18) Preview all information



SPPU

Vendor Registration System


Vendor Details

Application ID - 100001

Company Details

Business Name	SPPU EDUTECH FOUNDATION	Company Email	...
Contact No	8	Constitution of Business	Sole Proprietor
Address	Garbh-Itard, Dhulejagar, pune	Pin Code	411007
PAN Number	...	Pan Card	...

Contact Person Details

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

Payment Details

Sl.No.	Item No	Amount	Currency	Payment Status
1	order_H9fH8GcaDh2b	1	INR	SUCCESS

Business Category Details

Sl.No.	Name of Business/Activity	History of Business 1	History of Business 2	Description
1	Service Provider	Electrical Equipment	Supply of Lift	Test Description
2	Trader	Printing	Printing of Forms, Letter Heads, Mutual Agreements, 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	...	Saving	STATE BANK OF INDIA	AIRPORT ROAD	12121121212	SBI0024942	...