System Requirement
Operating System: Microsoft Windows
Browser: Internet Explorer
Recommended Display Settings: 1024X768 or 1366X768

User Creation Process

Here, we have one link for creating user highlighted by red color. Click on that Create User Link, the page will redirected to User Created Screen.
When creating a user, the valid user email and PAN card should be unique; otherwise, you will receive an error message. First-time users will receive a system-generated password that will be sent to their valid email address. After successfully creating a user, clicking the back button will redirect you to the Sign page that will be shown in the following screen:

![Sign in using Your Username and Password](image)

If the user is not created, please click here to create a user.

Developed by DVC IT Cell

Now, using the username and the system-generated password, you can sign in by clicking the sign-in button. You will then be redirected to the main navigation page, which will be shown in the following screen:

![Welcome to Vendor Registration Application Process](image)

Logged in as: TEST123-06789 LogOut

Change Password

Now, you can change your password as you like by clicking the Change password button. The Change password screen will be shown in the following screen:

![List of Item Registrations](image)

Now you can change your password as you like by clicking on the Change password button. The Change password screen will be shown in the following screen:
So after change your password clicking on back button you will redirected to navigation page again. Now, we can continue with the item registration process.

**Item Registration Process**

Upon first login screen will look like this:

Now Click on Register new item then there will be one pop up window message will be appears like that
If you click ok then new registration Application No. and Application Created date will be generated for you.

The highlighted red mark will show that your application is completed submitted or not on below screen.

You can check your application status by clicking on check status link.
You can check your report only after submitting all details. Then only you can view your Report by clicking on link View Report.
On clicking the highlighted link below, we will be redirected to a different page which will look like

If vendor has already registered for an item with DVC, a list of registration item number will appear on this page (as shown above under the dropdown list “Select Registration Application Number and click on copy button to populate this form”). Vendor can select the registration Application no and populate the Organisational Information against the registration Application number which vendor filled up earlier. Vendor can always edit Organisational Information for new registration as required.
Here, we have links of different pages which we have to fill sequentially, starting with Organizational Information (highlighted in red here). Then as we submit a current page, link to fill the next page is automatically enabled. Here, a common concept of Save and Submit is used in every page. We can make as many changes as we want and we have to Save it each time but once Submit is done, edit option will be disabled.

On clicking Organisational Information, we will see following page:
If vendor/user uses the copy feature by which has already registered by vendor on selected Application Registration Number. Then Screen Looks like that:
2. Now you have filled in the details of ownership information which is shown in the form like this:
3. Registration Particular Details:

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt. of India Undertaking</td>
<td>Yes</td>
</tr>
<tr>
<td>State Govt. Undertaking</td>
<td>Yes</td>
</tr>
<tr>
<td>Limited Company</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Company</td>
<td>Yes</td>
</tr>
<tr>
<td>Co-Operative Society</td>
<td>Yes</td>
</tr>
<tr>
<td>Partnership Firm</td>
<td>Yes</td>
</tr>
<tr>
<td>Proprietorship Firm</td>
<td>No</td>
</tr>
<tr>
<td>Specify Any Other 50</td>
<td>adfsdfsdf</td>
</tr>
<tr>
<td>Nature of Business</td>
<td>Engineering Consultant</td>
</tr>
<tr>
<td>Year of Establishment</td>
<td>21/02/2017</td>
</tr>
<tr>
<td>Year of Commencement of Business</td>
<td>27/09/2017</td>
</tr>
</tbody>
</table>

4. Organizational Strength Details:

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Tax Permanent A/C No. (10)</td>
<td>1234567896</td>
</tr>
<tr>
<td>Central Sales Tax Registration No.</td>
<td>11111111</td>
</tr>
<tr>
<td>State Sales Tax Registration No.</td>
<td>2222222222</td>
</tr>
<tr>
<td>Excise Duty Registration No.</td>
<td>3333333333</td>
</tr>
<tr>
<td>Excise Control Code No.</td>
<td>444444444</td>
</tr>
<tr>
<td>Service Tax Registration No.</td>
<td>5555555555</td>
</tr>
<tr>
<td>EPF Registration No.</td>
<td>6666666666</td>
</tr>
<tr>
<td>Category as per MSME Act</td>
<td>MICRO</td>
</tr>
<tr>
<td>MSME Registration No.</td>
<td>7777777777</td>
</tr>
<tr>
<td>Valid Upto.</td>
<td>07/02/2017</td>
</tr>
<tr>
<td>ESI Registration No.</td>
<td>8888888888</td>
</tr>
</tbody>
</table>
5. Others Particular Information:

- Is the Company Approved by any Govt., Organization/PSU/Semi Govt. Organization/private power utilities for intended Material Category?  
  - Yes ▼

- Is the Company ISO 9001 Approved?  
  - Yes ▼

- Is the Company ISO 14000 Approved?  
  - Yes ▼

- Is the Company OHSAS-18000 Approved?  
  - No ▼

- Technical Collaborator (Foreign or Indigenous)  
  - No ▼

- Is R&D Set Up Available?  
  - Yes ▼

- If the Company already Registered With Any DVC Units  
  - Yes ▼

- DVC Units Name  
  - BTPS ▼

- Agency Regn. Code No  
  - 4363474576 ▼

- Directors/Partners, If Related To any DVC Employee  
  - Yes ▼

- DVC Employee Name  
  - ABDUS ▼

- Staff No  
  - 345364 ▼

- Designation  
  - stagg ▼

- Unit & Department  
  - IT cell ▼

- Relationship  
  - good ▼
6. Bank Details Informations:

Manufacturing facilities:
Firstly, screen will look like this:
If the In-House Manufacturing Facility is Available, the screen will look like this:

After filling details, as required, we have to save and submit the page.

After saving and submitting, the screen will look like this:

**Inspection & Testing facilities:**
Firstly, the screen will look like this:
On clicking ‘Yes’, option will be like:

Financial Information Details:
Fill up the details and then save & Submit. Remember Once You Submit You can not Edit your Details.

Quality System Details:

Fill up details as you can see on above page then save and Submit. Remember Once You Submit You can not Edit your Entry Details.
Upload Documents Details:

After saving and submitting required data, we will be finally asked to upload supporting documents whose screen will be appearing as shown below:
To upload the documents please follow the steps below as shown in the figure by arrow.

1. Please select type of document needs to be uploaded
2. Then click on “Browse” button to upload the file.
3. Then please click on “Upload” button to upload the file.

After uploading all the supportive document, we will finally submit the page. And status of item registered will be displayed here.

Now Click On Back button you will be redirected to Main Navigation page. So Finally You Have To submit Your Final Submission. By Clicking on Submit button then Only your Final Application will be submitted as below shown in screen:
You can see your view score sheet only after final submission of your Application.