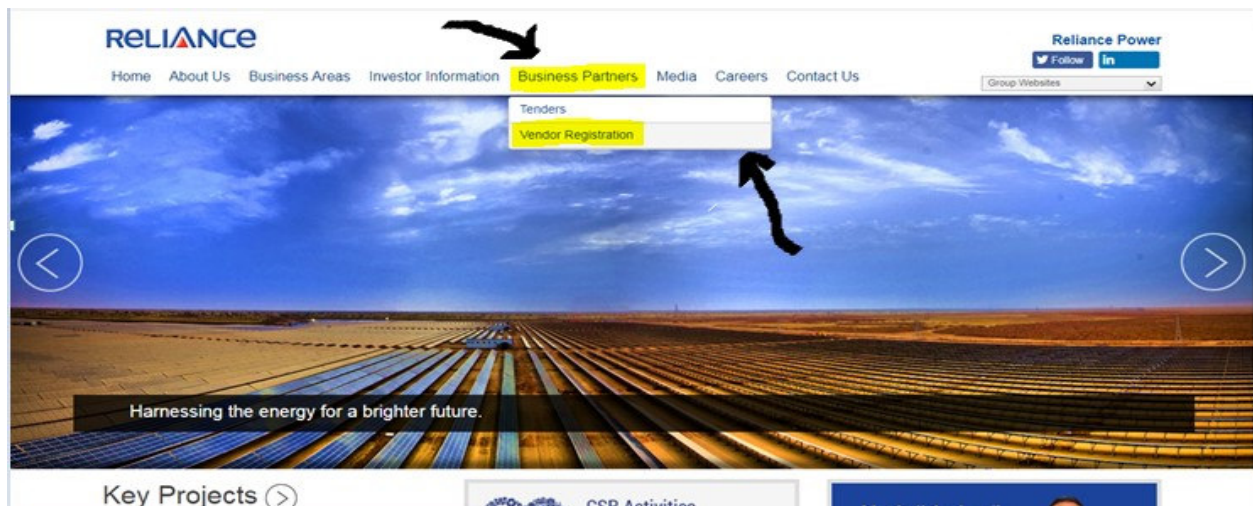


Guidelines for Registration

- 1) Use Internet Explorer for registration.
- 2) Use the below mentioned link for Vendor Registration.
<http://vendormanagement.reliancegroupindia.com/reliancepower/generalDetailAction.do?parameter=Submit>
OR
<https://www.reliancepower.co.in/> → Business Partners → Vendor Registration
- 3) Select Business Partners.



- 4) Fill up all the **Mandatory (*)** fields given in registration form.
- 5) During the Registration Process, **Kindly attach** clear scanned/pdf copies of:
 - a) PAN Card
 - b) Cancelled Cheque
 - c) GST Registration Certificate (if applicable)Note: PAN card should be on the name of company, if not, kindly call respective buyer from Reliance Group for corrective action.
- 6) Please mention a **Valid MSME Registration Number** (if applicable) during the Registration Process.
For Ex-
UDYAM-XX-00-0000000 or Enter 12 digit UAM No. (i.e. DL05A0000001)
- 7) Please ensure that:
 - a) Attachment Size: Less than **2 MB** per file
 - b) File Name Length – Less than **25 Characters**
- 8) Follow the steps as shown in the following pages.
- 9) Call VMS Team **only if, you are facing technical issues** in the system while filling up the form.
VMS Team Contact Details: will be shared by your point of contact at Reliance / Respective Buyer.
- 10) Queries **other than technical**, call respective buyer from Reliance who has asked you for registration or Point of Contact at Reliance.
- 11) Select **Yes/No Buttons** (as applicable)

12) **If the field is not applicable:**

Enter NA (for fields where alphabets are required)

OR

Enter 00 (for fields where numeric char. Are required)

Refer to Screenshots Below (for reference while filling up the form):

The screenshot shows the 'Enter Representative's Details' form with the following fields and annotations:

- Source Reference:** Self Introduction
- Contact Person 1:** REP. NAME FROM YOUR CO.
- Title:** M/s
- Designation:** REP.'S DESIGNATION
- Name of Company 1:** ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
- Name of Company 2:** PRIVATE LIMITED (Use this field for longer company names only)
- Street & House No.:** (Empty)
- Address 1:** (Empty)
- Address 2:** (Empty)
- Address 3:** (Empty)
- Country:** INDIA
- State/Region:** Select State
- City:** Select City
- Pin/Zip Code:** (Empty)
- Fax Number:** 91 (with a note: Enter Fax Number (if available), or else enter Landline Number)
- Telephone:** 91 (with a note: Select Country in the drop down below, this field will get auto populated)
- Enter Land Line STD Code:** (Ex 22, 731, 734 etc)
- Mobile:** (Empty)
- Email ID:** (Empty)
- Contact Person 2:** (Empty)
- Designation:** (Empty)
- Contact Person 3:** (Empty)
- Designation:** (Empty)

Annotations include:

- Enter Name of Co. in Co. Name 1. If the name doesn't fit completely in Co. Name 1, type the remaining part of the Co. Name in Co. Name 2.
- Select Country, State, City from Drop Down & Enter Valid PIN Code
- Enter Company Address, as required to be printed on Purchase Order
- Enter Representative's Details from your Company
- Enter Land Line No.
- Enter valid Mobile No. (10 Digit)
- Enter valid Email ID
- Attach Clear Scanned Copy of PAN
- Enter your Business Division / Dept. Name / Category
- Enter Valid PAN No.
- Enter CAPTCHA Accurately
- Ensure that All Mandatory Fields are filled up and click Here.

Select Company Type

Private Limited	
Public Limited	
Proprietorship	
Partnership	
Joint Venture	
Govt. Undertaking	
State Govt. Undertaking	
Related Party	

Select Business Type

Agent/Dealer	
Manufacturer	
EPC	
Service Provider	
Supply and Service Provider	

Business Details

Company founded year : * Select Company Founded Year ▼

Type of Company : * Select Company Type ▼

Address of plant / w workshop : *

Name of the Business / Corporate Group : *

ISO Certification ? : * ☐ Yes ☒ No

SSI Unit ? : * ☒ Yes ☐ No

SSI Registration No. : *

MSME Unit? : * ☒ Yes ☐ No

MSME Registration Number : *

Promoter / Director Name : *

Type of Business : * Select Business Type ▼

Company Registration No : *

Name of Other Group Companies / Sister Concern : *

List of Major Customers : *

Details of Machineries : *

List of Major Sub-Vendors : *

Business with Reliance ADA Group in last 3 yrs ? : * ☒ Yes ☐ No

Details of Work with ADA Group : *
 First Year Second Year Third Year

Details of Major order undertaken in last 5 years : *

Third Party approval : * (if any)

Please upload relevant documents for the following fields:

Browse...

Browse...

Browse...

Browse...

*Fields are Mandatory

Update & Next

Click Update & Next after entering all the mandatory details

Welcome to Vendor Information form

For any query/clarifications , please mail to vendor.management@relianceada.com

Financial Details

Currency:*	Select Currency ▼		
Annual Turnover of Last 3 years (in millions):*	First Year <input type="text"/>	Second Year <input type="text"/>	Third Year <input type="text"/>
Present order booking value (in millions):*	<input type="text"/>	Further order booking value (in millions):*	<input type="text"/>
Balance Sheet:*	<input type="text"/>	Market Capital:*	<input type="text"/>
Net worth:*	<input type="text"/>		
Profit Before Tax of Last 3 years (in millions):*	First Year Profit <input type="text"/>	Second Year Profit <input type="text"/>	Third Year Profit <input type="text"/>
Profit After Tax of Last 3 years (in millions):*	First Year Profit <input type="text"/>	Second Year Profit <input type="text"/>	Third Year Profit <input type="text"/>
Listed with any Stock Exchange:*	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Exchange Name:*	<input type="text"/>		

If IFSC Code Available* <input checked="" type="radio"/> Yes <input type="radio"/> No	
IFSC Code* <input type="text"/>	Submit
<small>If IFSC code is not found, use DEFA0123456</small>	
<small>- Enter IFSC Code and Click Submit - If details do not get auto populated, enter DEFA0123456 and proceed, we'll capture the banking details from your attached cancelled cheque.</small>	
Bank Name:*	State <input type="text"/>
District <input type="text"/>	Bank Branch* <input type="text"/>
Branch Address: * <input type="text"/>	
MICR Code: <input type="text"/>	IFSC Code: * <input type="text"/>
Account No: * <input type="text"/>	Account Holder Name: * <input type="text"/>
<small>Bank Account Number to be as in supporting document, including preceding zeros if any. Hyphen, space not allowed.</small>	
Bank Guarantee Limit (in millions): * <input type="text"/>	Over Draft/Cash Credit Limit (in millions): * <input type="text"/>
Please upload scan copy of crossed cheque * <input type="button" value="Browse..."/>	
Please upload relevant documents for the following fields:	
<input type="button" value="Browse..."/>	
<input type="button" value="Browse..."/>	
<input type="button" value="Browse..."/>	

Enter Bank Account Number & Account Holder Name **as per attached Cancelled Cheque**


Note: If you're a foreign vendor no bank details are required as per the policies decided by VMS team.

Welcome to Vendor Information form

For any query/clarifications, please mail to vendor.management@relianceada.com

Tax Detail

GST Registered ? : ☒ Yes ☐ No

GST No. GST Registration Date: 

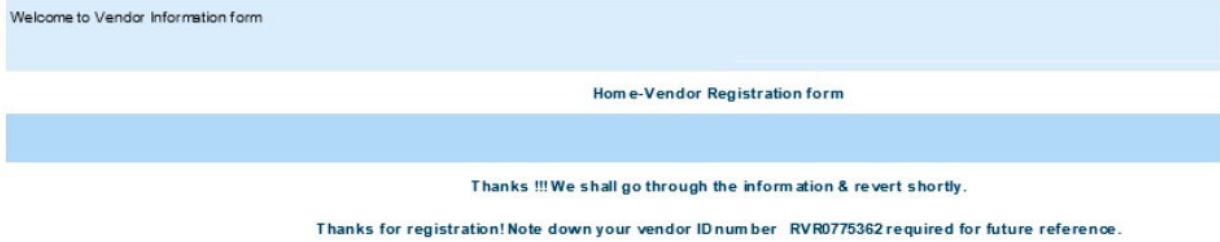
GST Vendor Classification:

Please upload GST supporting doc:

13) Mark for the documents you have sent and submit the form.

Company Catalog / Brochure	<input type="checkbox"/>
List of Products & Services	<input type="checkbox"/>
Customer List	<input type="checkbox"/>
Certificates of Major Customers.	<input type="checkbox"/>
Copies of Major Orders Executed in last 3 years	<input type="checkbox"/>
Major Sub vendor list	<input type="checkbox"/>
ISO Certificate	<input type="checkbox"/>
Certificate of Incorporation	<input type="checkbox"/>
Bank details for E-payment.	<input type="checkbox"/>
SSI Certificate	<input type="checkbox"/>
MSME Certificate	<input type="checkbox"/>
Sales Tax / VAT Registration Certificate	<input type="checkbox"/>
Service Tax registration certificate	<input type="checkbox"/>
Excise Registration Certificate	<input type="checkbox"/>
Balance Sheet & PL Account for last 3 years	<input type="checkbox"/>
Copy of PAN card	<input type="checkbox"/>

14) On submission you will get the message as given in screen shot attached below.



15) Submit and **Inform the buyer** from Reliance for further process and creation of SAP code on which you will get an order.