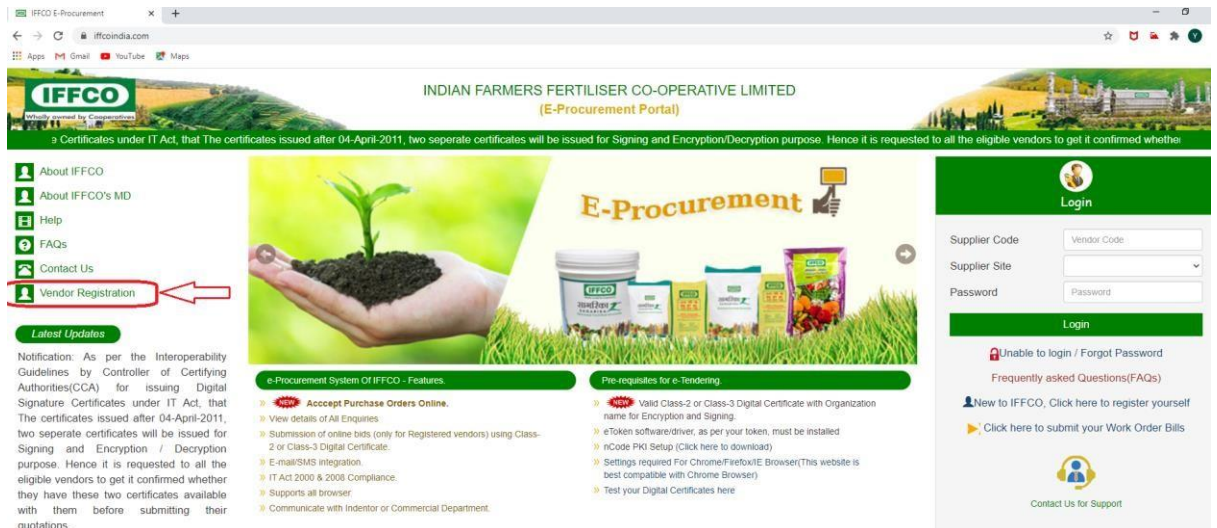


Please follow the steps given below to register yourself in Approved Vendor List of IFFCO-

1. Please visit our website <https://www.iffcoindia.com> and click on Vendor Registration Link as shown in below image or go to URL <https://vendreg.iffco.coop/>
2. Now Click on Vendor Registration Link given on Left side of home page as shown below-



3. You will be landed to Supplier Registration Portal of IFFCO.



4. (a) Now If you are not Registered Supplier of IFFCO Then Click on “Not Registered in IFFCO” Link and click on button as shown below –



- (b) Now in the Landing page create your account by entering the details as shown below and click on Register Button after OTP Validation.

Note: Please read the instructions carefully before submitting your application.

**New Supplier Registration Form**

**Important Instructions:**

1. Create your account by filling up the below form.
2. Your Userid can be any alphanumeric combination upto (Max 20 characters).
3. Your password must be any alphanumeric combination between 8 to 15 characters.
4. Login from the login screen of this portal to submit complete application form alongwith all the valid documents.
5. After succesfull submission of application you will be notified through email/SMS.
6. Your application will be reviewed by Committee and will be notified to you incase of any issue.

**Note:**  
By merely submitting your application through this website does not guarantee you to be part of our e-Procurement Portal.

Username \* yks123456 Pin Code \* 110019 Search

Password \* ..... Country \* INDIA

Confirm Password \* ..... State \* DELHI

Location \* NEW DELHI City \* South Delhi

PAN \* ABCDE1234F Post Office Name Nehru Place

E-mail \* yksakhre@iffco.in Mobile No\* 8527871515 Get OTP

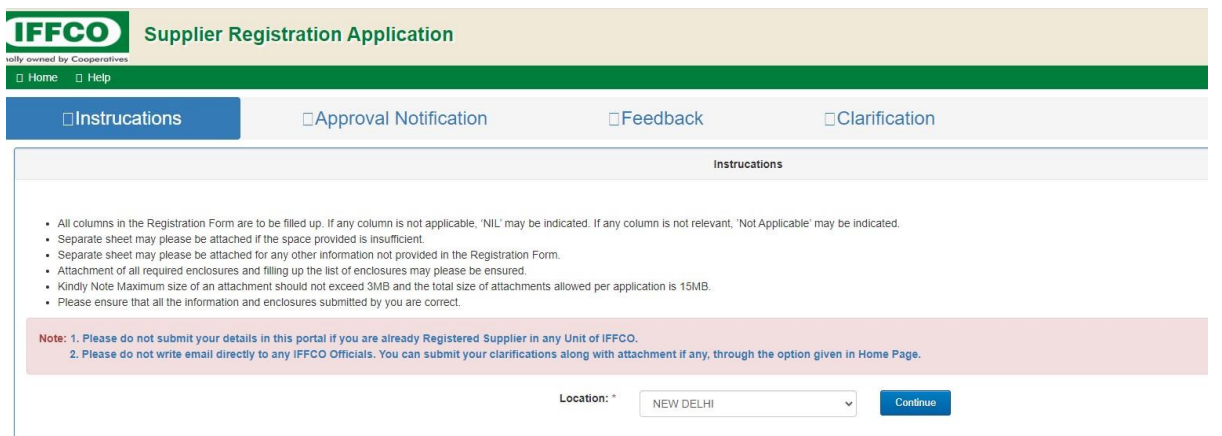
Enter OTP\* [ ]

Register Reset Go to Login

5. Now go to login page by clicking on “Go to Login” Button and Login using Username and Password generated in steps 4(b).



6. Click on continue button as shown below-



7. Now enter the Registered Company Name and select the Supplier Category Type and enter the rest details as shown below-

**Note:** If you are applying for Handling and Transportation of Fertiliser then select “H&T Contractor” in the Supplier Category Type.

**Supplier Registration Application**

Application Status: **Draft** Current Location: **NEW DELHI** [Update Sign Up Details](#) [Change Location](#)

Supplier Details

Supplier Name \*  Nature Of Business  Supplier Category Type \*

PAN No \*  MSME Type  TDS Supplier Type

Address Details

Location  Address Line 3  Country

Address Line 1 \*  Address Line 4  State

Address Line 2  Pin Code  City

Communication Details

Mobile No \*  LandLine  Phone No.  Ext.

Supplier E-Mail \*  Alternate Landline  Alternate Ext No.

Supplier Website  Fax No  Digital Key

8. Now click on “Contact Details” Tab and enter your contacts by clicking on Add Contacts Button.

**Supplier Registration Application**

Application Status: **Draft** Current Location: **NEW DELHI** [Update Sign Up Details](#) [Change Location](#) [Add New Location](#)

Supplier Details **Contact Details** [Apply for Category](#) [Tax Details](#) [Service Reg. Details](#) [Financial Details](#) [Banking Details](#) [Reg. with Other Company Details](#) [Certification Details](#) [Enclosures](#) [Final Submission](#)

**Add Contact Details**

[Save](#) [Return To Contact List](#)

Title \*  First Name \*

Middle Name  Last Name \*

Mobile No \*  E-mail \*

Alternate Name  Alternate Mobile No

Alternate E-mail  Alternate Mobile No 2

Landline  Alternate Landline

9. Now Click on “Apply Category” Tab and select the Category from the list in which you want to register yourself.



Note: Please select one category at a time and submit all the details of that category and upload the copy of highest value Purchase Order/Work Order/Contract issued to you by any Organization/Institution.

To Apply for Additional Categories Select from list shown below

Discipline Code\* IT-IT Services Category Search for... Search

DISCIPLINE_DESC	SUPP_CAT_CODE	SUPP_CAT_DESC
<input checked="" type="checkbox"/> IT Services	IT001G001	Desktop/All-in-One/Laptop
<input type="checkbox"/> IT Services	IT001G002	Tablet & Accessories
<input type="checkbox"/> IT Services	IT001G004	TV/Display Unit & Accessories
<input type="checkbox"/> IT Services	IT001G005	Server & Storage
<input type="checkbox"/> IT Services	IT001G006	Printer/Scanner/Plotter
<input type="checkbox"/> IT Services	IT001G007	Networking/Wireless/Wi-Fi Products(Router/Switches/Hub/Loadbalancer/UTP) and Accessories
<input type="checkbox"/> IT Services	IT001G008	Video Conferencing Equipments & Accessories

Applied Category Details

Note: Please ensure that File to be uploaded must be less than 2 MB in Size and file name must not contain any special characters like (!@#%&\*"[ ]";:;<=>)

SrNo	SUPP_CAT_CODE - DESC	Exp. In Yrs	PO Number	PO Date	PO Value In INR	PO Copy	Remarks	Action
1	IT001G001 Desktop/All-in-One/Laptop	10	DELHI19-20/001	01-03-2020	10000000	[Choose File] 2020021900702.pdf	PO Copy uploaded	[Save] [Delete]

10. Now Click on “Tax Details” Tab and submit the details as shown below-

Tax Details

PAN: ABCDE1234G

Company TAN no.: ABCD12345F

GST No.: 07AAAAA0050M1Z1

GST Reg. Date: 01-Feb-2020

PF No.: 123456

PF Reg. Date: 01-Feb-2020

ESI No.:

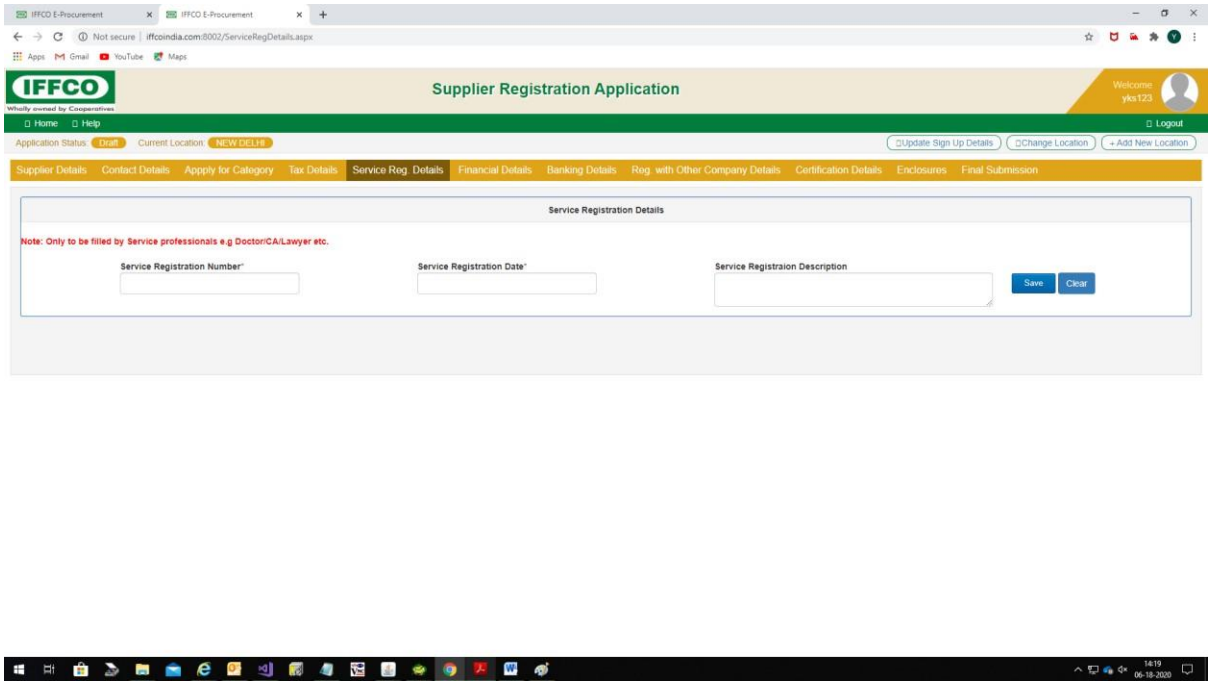
ESI Reg. Date:

Labour License No.:

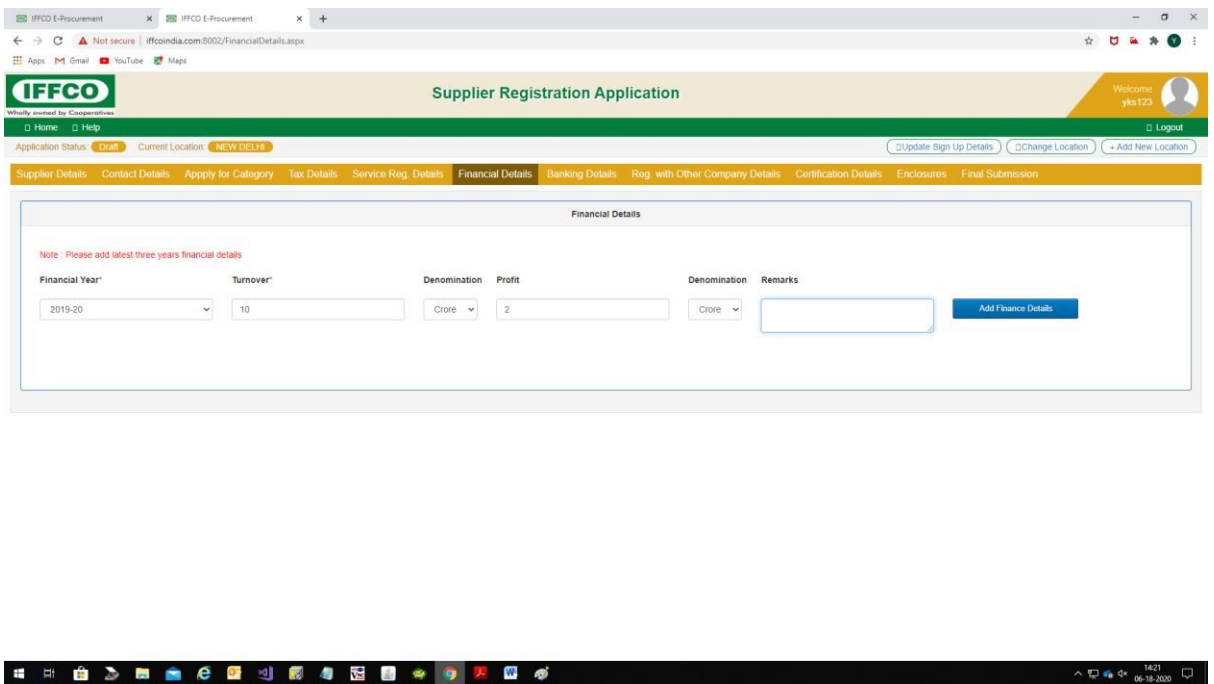
Labour License Date:

[Save]

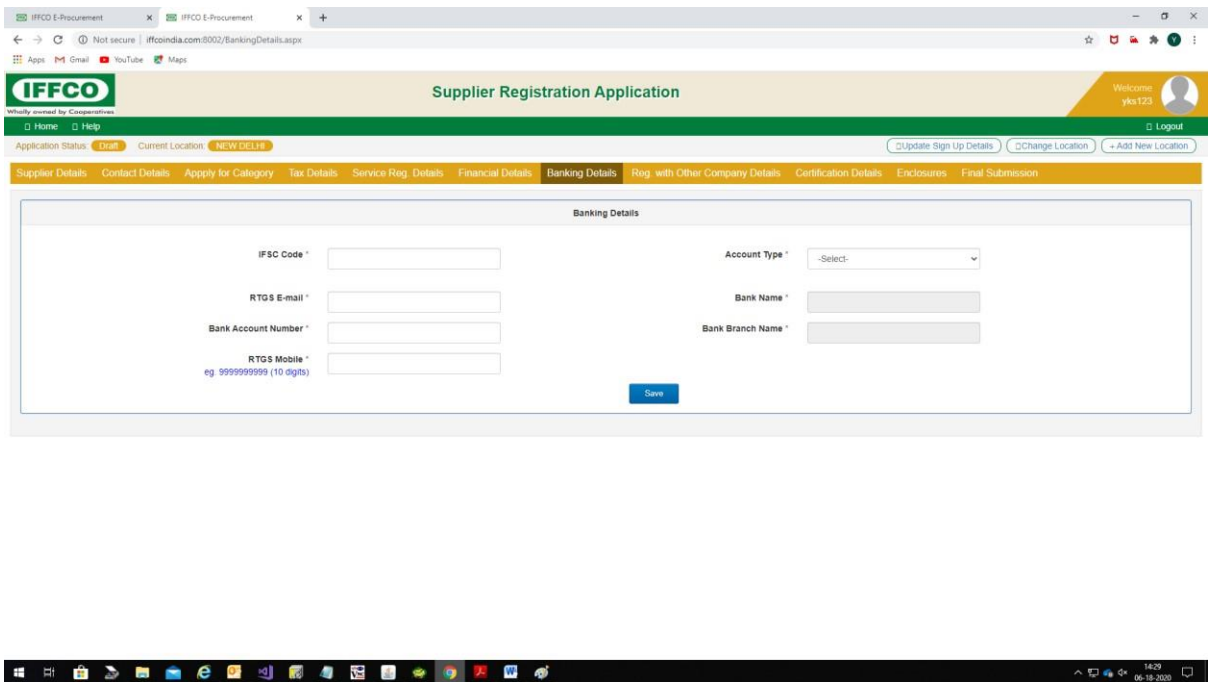
11. Now Click on “Service Reg. Details” Tab and submit the details as shown below-  
Note: Only to be filled by Service professionals e.g Doctor/CA/Lawyer etc.



12. Now Click on “Financial Details” Tab and submit the details as shown below-

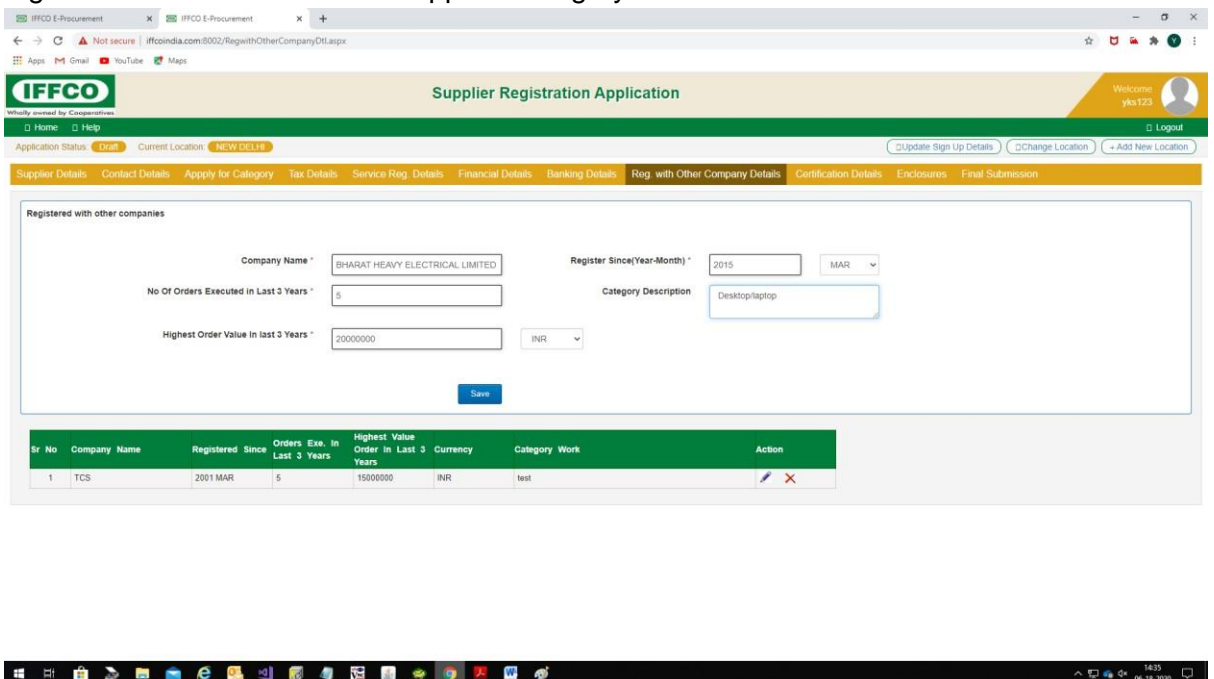


13. Now click on “Banking Details” as show below and submit the details-

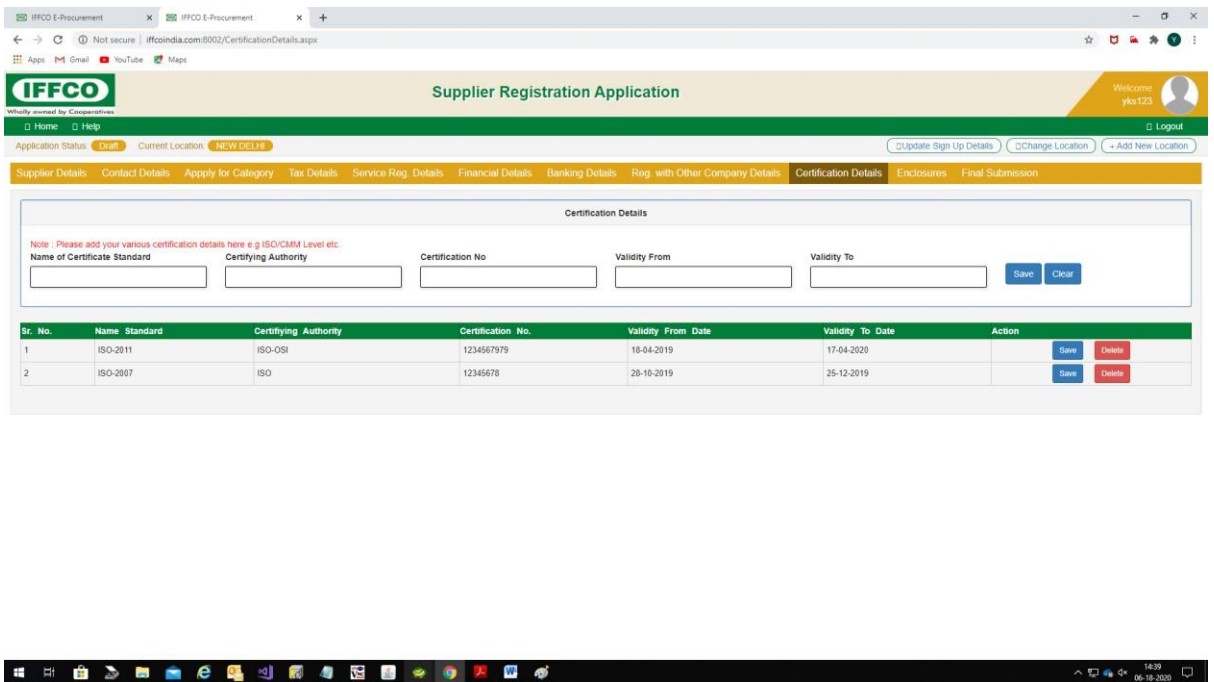


14. Now Click on “Registered with Other Company” Tab and enter the details as shown below-

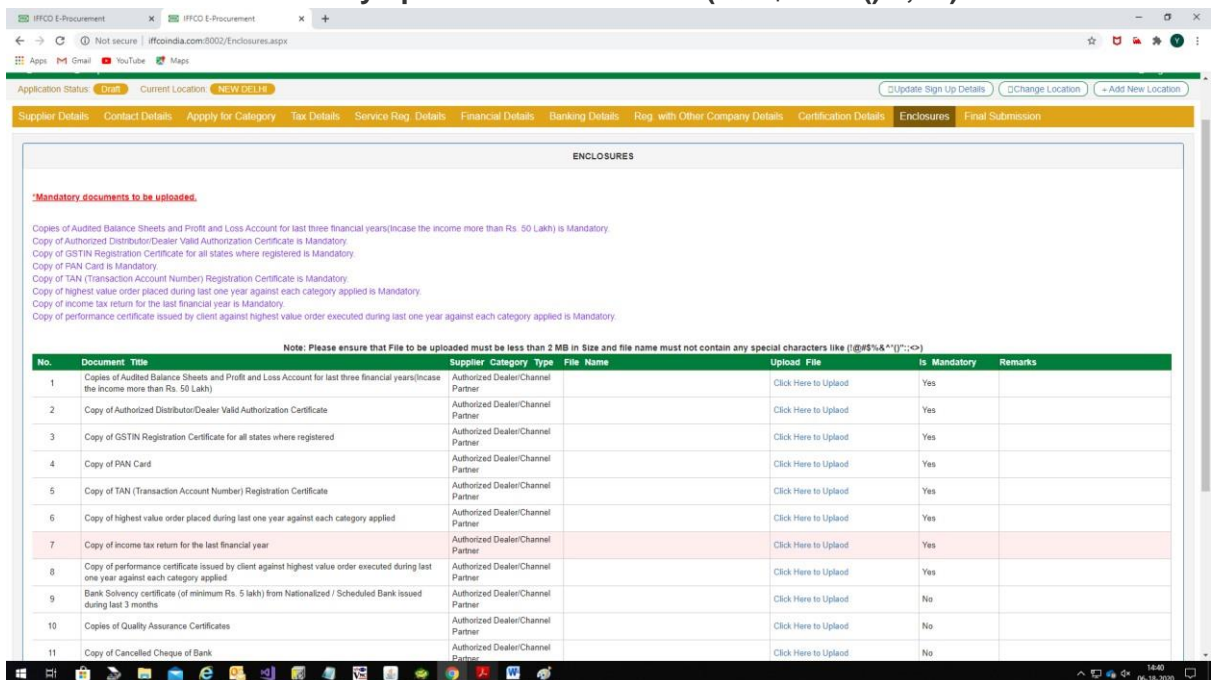
Note: You can provide the details of your work done in Other Organizations/Institutions in the applied category.



15. Now Click on “Certification” Tab and enter the details of any certification you have.



16. Now Click on “**Enclosures**” tab and upload the documents shown in the list. **Note:** Please ensure that File to be uploaded must be less than 2 MB in Size and file name must not contain any special characters like (!@#\$%^&^\*())";;<>).



17. Now click on “**Final Submission**” tab and select the Unit for which you want to



Register and

Click on Validate Button. Once validated click on Submit Button.

18. You will get system generated email alert regarding submission of your application along with Application No. which can be used for further reference.

The screenshot shows the 'Final Submission' page of the IFFCO Supplier Registration Application. The page has a green header with the IFFCO logo and the text 'Supplier Registration Application'. Below the header, there are navigation tabs for 'Supplier Details', 'Contact Details', 'Apply for Category', 'Tax Details', 'Service Reg. Details', 'Financial Details', 'Banking Details', 'Reg. with Other Company Details', 'Certification Details', 'Enclosures', and 'Final Submission'. The 'Final Submission' tab is active. The main content area is titled 'Final Submission' and contains a 'Select Unit Name' section. There are eight checkboxes for different units: PARADEEP UNIT, MKCO, DELHI, KANDLA UNIT, HEAD OFFICE UNIT, KALOL UNIT, AONLA UNIT, and PHULPUR UNIT. Below the checkboxes is a declaration: 'I hereby declare that all the information and enclosures submitted by me are valid and correct to best of my knowledge'. At the bottom of the form are three buttons: 'Validate', 'Submit', and 'Print Application'.

19. Your application will be reviewed by the central committee and It will be forwarded to all the plants for their recommendation. If any clarification is sought during the process you will get the email alert and you will have to reply to clarification by logging into website(<https://vendreg.iffco.coop/>) using the credentials generated in step 4(b) by clicking on Clarification Tab as shown below-

The screenshot shows the 'Instructions' page of the IFFCO Supplier Registration Application. The page has a green header with the IFFCO logo and the text 'Supplier Registration Application'. Below the header, there are navigation tabs for 'Instructions', 'Approval Notification', 'Feedback', and 'Clarification'. The 'Clarification' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is the 'Instructions' section, which contains a list of instructions and a note. At the bottom, there is a 'Location:' dropdown menu set to 'NEW DELHI' and a 'Continue' button.

