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

- 1. Please visit our website <u>https://www.iffcoindia.com</u> 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 for 2. Your Userid can be any alphanumeric combins 3. Your password must be any alphanumeric con 4. Login from the login screen of this portal to su 5. After succesfull submission of application you 6. Your application will be reviewd by Committee Note: By merely submitting your application through thi	m. ation upto (Max 20 characters). nbination beween 8 to 15 characters. bmit complete application form alongwith all will be notified through email/SMS. and will be notified to you incase of any issu is website does not guarantee you to be part	the valid documents. ie. t of our e-Procurement Portal.						
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Confirm Password *		State *	DELHI	~				
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PAN*	ABCDE1234F	Post Office Name	Nehru Place	~				
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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-

IFFCO In yourded by Cooperatives Supplier Registration Application									
□Instrucations	5	□Approval Notification	Feedback	Clarification					
			instrucati	ons					
All columns in the Regist Separate sheet may plea Separate sheet may plea Attachment of all requirer Kindly Note Maximum siz Please ensure that all the	 All columns in the Registration Form are to be filled up. If any column is not applicable, 'NIL' may be indicated. If any column is not relevant, 'Not Applicable' may be indicated. Separate sheet may please be attached of rom yother information not provided in the Registration Form. Attachment of all required enclosures and filling up the list of enclosures may please be ensured. Kindly Note Maximum size of an attachment should not exceed 3MB and the total size of attachments allowed per application is 15MB. Please ensure that all the information and enclosures submitted by you are correct. 								
Note: 1. Please do not subr 2. Please do not write	Note: 1. Please do not submit your details in this portal if you are already Registered Supplier in any Unit of IFFCO. 2. Please do not write email directly to any IFFCO Officials. You can submit your clarifications along with attachment if any, through the option given in Home Page.								
	Location: * NEW DELHI Continue								

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.

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Address Line 2		Pin Code	110019		City	South Delhi	~
Communication Details							
Mobile No *	+91 8527871515	LandLine	ISD ST	1	Phone No.	Ext.	
Supplier E-Mail*	yksakhre@iffco.in	Alternate Landline	9.	1		Alternate Ext No.	
Supplier Website		Fax No	9.	1		Digital Key	No 👻

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

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

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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.

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

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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.

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

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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.

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

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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.

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I hereby declare that all the information and enclosures submitted by me are valid and correct to best of my knowledge Voldate Voldate Voldate Voldate Voldate									

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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(<u>https://vendreg.iffco.coop</u>/) using the credentials generated in step 4(b) by clicking on Clarification Tab as shown below-

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