<u>NOTICE – Vendor Registration</u>
<u>(for vendors/contractors only)</u>

As we are in the process of implementing ERP solution developed by CSIR for the Stores & Purchase Module. Later on the transactions like invitation of quotations, placement of orders and payments to suppliers etc. will only be through the ERP portal. For that purpose we require Vendors/Contractors to register themselves on the website "www.csir.res.in" which will enable us to create the Vendor/Contractor Database.

To Register follow the below mentioned steps:

1) Visit the link: http://onecsir.res.in/iesp/VendorLogin.aspx

2) Then Click on the appropriate link. i.e.: 'New Vendor Registration' or' New Contractor Registration'

3) Then Select Vendor Type i.e.: 'Service Provider' or 'Procurement' or 'Both'. Enter email address and Submit.
Note: An email address can be registered only once on the system. Vendor will receive an Email containing the 'Login Credentials'.

After receiving the Email that contains the Login Credentials, visit the link provided above and enter the Username & Password on the login screen and proceed to fill in the form. The form contains 4 parts namely:

- Firm Details
- Communication Details
- Contact and Bank Details
- Business Type Details

Kindly make sure to enter the Bank Details, PAN Number, TAN No, VAT/CST No., Service Tax Number correctly to avoid any error and subsequent problems in the future.

Click Save after completing the form.

Hope that you will register yourself at our ERP portal enabling us to conduct further business with you.