

FOR VENDOR

**STANDARD OPERATING PROCEDURE
FOR
VENDOR REGISTRATION SYSTEM**

GUJARAT URJA VIKAS NIGAM LIMITED



January 2024

❖ **Purpose**

For real-time status updates, increasing transparency for both vendors and employee.

❖ **Procedure**

The System can be accessed at <https://vms.guvnl.com>. [For better resolution, please use latest version of chrome/Firefox/edge browser].

Table of Contents

01: Login	04
02: Sign Up.....	07
03: Home	08
04: New Registration.....	09
05: Draft	11
06: Payment Pending.....	13
07: Document Missing.....	14
08: Query.....	16
09: Inspection Required.....	17
10: Re-Inspection Charge Payment.....	18
11: Re-Inspection.....	20
12: In Approval.....	21
13: Registered	22
14: Logout	23

01: LOGIN

- Opening the above URL <http://vms.guvnl.com> will open Login Page as below.

GUVNL

VMS
Vendor Management System

Hello! let's get started

Abhishek

.....

SIGN IN

Keep me signed in [Forgot password?](#)

[How To Use. SOP Standard Operating Procedure of Vendor Management System](#)

Logged Out.

Procedure:

- Enter Username and Password.
- Enter Captcha
- Click on 'Sign button.



Wed 17-01-2024 17:48

no-reply-vms@gebmail.com

VMS Login OTP 17/01/2024

To abhisheknair.guvnl@gebmail.com

944641 is OTP for sign in to GUVNL Vendor Management System.

This OTP is valid for 10 minutes only. Do not share it with anyone.

If you did not initiate this, please change your password to secure your account.

Team GUVNL.

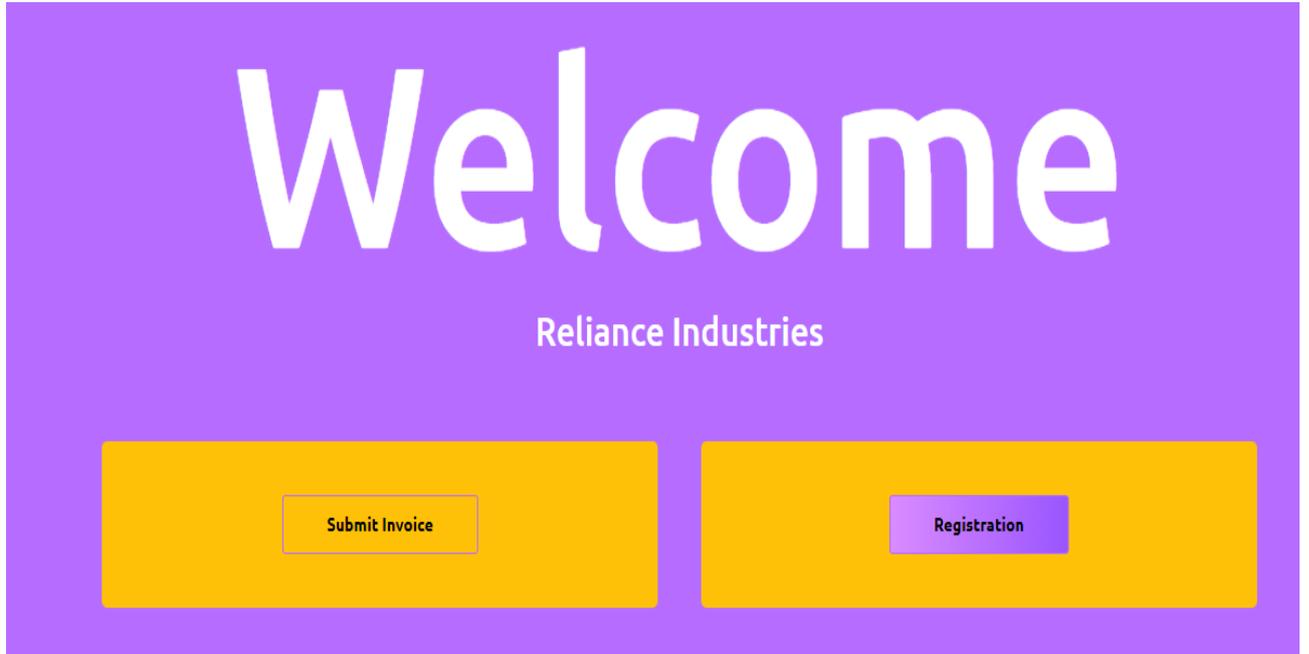
GUVNL

VMS
Vendor Management System

OTP Authentication.
Enter your e-mail OTP to Login.

Verify OTP

Click On New Registration



02: SIGN UP

GUVNL

VMS

New Here, Want Ease Of Doing Business ?
Unite With Us In One Step Sign Up.

Name

Username

Email

Password

Confirm Password

I agree to all Terms & Conditions

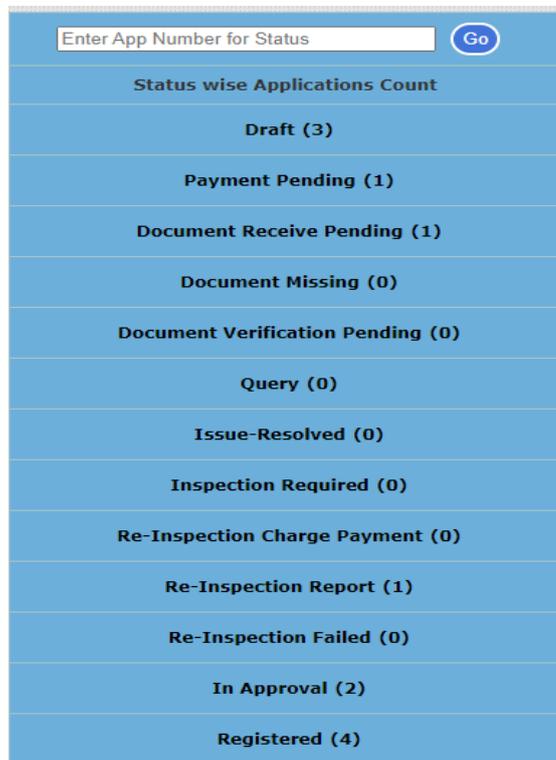
SIGN UP

Already have an account? [Login](#)

03: HOME



- This is the Home page of Vendor Registration System. We can navigate through desired pages from Home page. Below are the Main Menu options.
 - Home
 - New Registration
 - Logout
- In Side Bar Menu displays shows the status of the Application
- Status are as below.



• **04: New Registration**

Navigation:

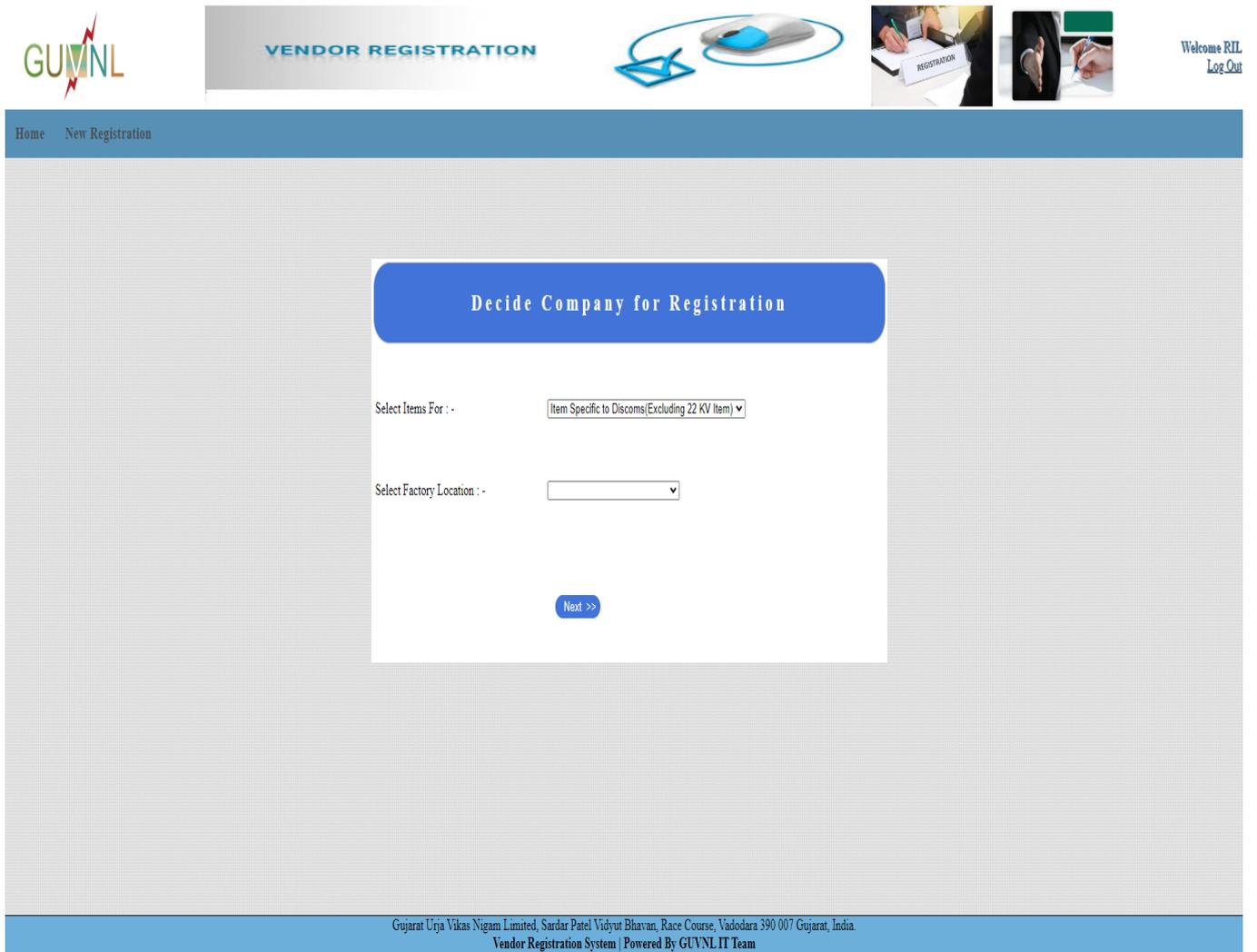
Navigation Path: New Registration

Overview:

- The first step in creating an application is to select the company and your factory location. Based on your choices, the system will determine the appropriate company for your registration.

Procedure:

- By clicking on 'New Registration it will display below form.



SOP FOR Vendor Registration System

- Upon submission, you will be redirected to the application form. Your application will be registered with the company "XXXXX" and assigned a Temporary Application Number, which is XX.
- The Status of your application is "**Draft**";



VENDOR REGISTRATION



Welcome RIL
[Log Out](#)

[Home](#) [New Registration](#)

Your Application will be registered at company "UGVCL" with Temporary Application Number "133" complete your application here *Max Document Upload Size is 10 MB

STAGE 1

STAGE 2

STAGE 3

STAGE 4

STAGE 5

STAGE 6

<< Final Submit >>



05: Draft

Navigation:

Navigation Path: Home -> Draft

Overview:

- In this step, you need to complete the application by providing the required information and uploading the relevant documents as instructed in the application form. Ensure that you fill out all six stages before proceeding to the final submission.

Procedure:

- By clicking on 'Draft' it will display form.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, a 'VENDOR REGISTRATION' header, a mouse icon, and a 'Welcome RIL Log Out' link. Below the navigation bar, there is a breadcrumb trail: 'Home > New Registration'. A message states: 'Your Application will be registered at company "UGVCL" with Temporary Application Number "133" complete your application here *Max.Document Upload Size is 10 MB'. The main content area features a progress bar with six stages, each represented by a blue bar labeled 'STAGE 1' through 'STAGE 6'. At the bottom of the progress bar, there is a blue button labeled '<< Final Submit >>'. The background of the interface is light gray with a subtle grid pattern.



Home New Registration

Your Application will be registered at company "UGVCL" with Temporary Application Number "133" complete your application here *Max Document Upload Size is 10 MB

STAGE 1

Your Temp. Application Number:

Name of the Firm*:

Year of Establishment*:

The date of commencement of commercial production*:

PAN/TAN Number*: No file chosen (Attach certified copy)

GST Number*: No file chosen (Attach certified copy)

Whether registered with other Power Utilities DG&S&D, Other Govt. and Semi-Govt. Deptt. and validity thereof (attach a copy such Registration Certificate)

Name of Utility/Organization	Valid Up to	Attachment (Copy of Registration Certificate)	
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Add"/>

Whether unit is Micro and Small Scale Industrial (manufacturing) Units and registered under Small Scale Industries of Gujarat State?

SSI Registration: Certificate No. No file chosen (Notarized Copy)

Value of Plant and Machinery in case of SSI units (₹ in Lakh): Year of assessment:

Certificate	Selection	Certificate No.	(Notarized Copy)
UDYOG/UDYAM	<input type="button" value="No"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen
INSIC	<input type="button" value="No"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen
DG&S&D	<input type="button" value="No"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen
CSPO	<input type="button" value="No"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen

Firm Registration*: Selection: Registration No. Registration Date: No file chosen

Factory License No (Notarized Copy): No file chosen (Notarized Copy)

List of items / materials to be registered for supply with rating / description. The relevant IS Number shall be mentioned.*

Item Name	Rating / description	IS No.	Tests Types	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Add"/>

-
-
-
-
-

Action

- Upon successful Final Submit status of Application changes to "Pending Payment";



06: Payment pending

Navigation:

Navigation Path: Home → Payment Pending → Pay It

Overview:

- In this step, you need to do the payment.

Procedure:

- By clicking on 'Payment pending it will display form.



The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, a 'VENDOR REGISTRATION' header, and a 'Welcome RIL' message with a 'Log Out' link. Below the navigation bar, there is a form for entering payment details. The form includes the following fields:

Temporary Registration Number	115	
Payment Amount	1	INR
GST(18%)	0.18	INR
Total	1.18	INR

Below the form, there is a 'Pay It >>' button. At the bottom of the page, there is a footer with the text: 'Gujarat Urja Vikas Nigam Limited, Sardar Patel Vidyut Bhavan, Race Course, Vadodra 390 007 Gujarat, India. Vendor Registration System | Powered By GUVNL IT Team'.

Action

- Upon successful Payment status of Application changes to “**Document Receiving Pending**”.
- Upon successful receiving of online documents by Company, status of Application changes to “**Document Verification Pending**”.
- Upon unsuccessful receiving of online documents by Company, status of Application changes to “**Document Missing**”.

07: Document Missing

Navigation:

Navigation Path: Home → Document Missing

Overview:

- In this step, you need to re-upload the missing document if any identified by company.

Procedure:

By clicking on 'Missing Document it will display form. It shows the list of missing documents.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, 'VENDOR REGISTRATION' text, a mouse icon, and a 'REGISTRATION' sign. On the right, there are 'Welcome RIL' and 'Log Out' links. Below the navigation bar, there is a breadcrumb trail: 'Home > New Registration'. The main content area shows 'Application Numer : - 117'. Below this, there is a table with two columns: 'Sr No' and 'Document Name'. The table contains one row with '1' in the 'Sr No' column and 'PAN - TAN No. (Attach certified copy)' in the 'Document Name' column. Below the table, there is a link: 'Upload Missing Documents>>'. The bottom part of the screenshot is a large grey area, likely a placeholder for a form or additional content.

Sr No	Document Name
1	PAN - TAN No. (Attach certified copy)

[Upload Missing Documents>>](#)

Action

- Upon clicking on Upload Missing Document, you will be redirect to Application where you can upload the said document and resubmit the application. Now status of Application changes to “**Document Receiving Pending**”.
- Upon successful receiving of online documents by Company, status of Application changes to “**Document Verification Pending**”.
- Upon unsuccessful receiving of online documents by Company, status of Application changes to “**Document Missing**”.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, the text 'VENDOR REGISTRATION', and user information 'Welcome RIL Log Out'. Below this is a breadcrumb trail 'Home > New Registration'. A search bar prompts the user to 'Enter App Number for Status' with a 'Go' button. The main content area is titled 'Application List with status : - Document Verification Pending'. On the left, a sidebar lists various application statuses with their respective counts: Draft (4), Payment Pending (1), Document Receive Pending (0), Document Missing (0), Document Verification Pending (1), Query (0), Issue-Resolved (0), Inspection Required (0), Re-Inspection Charge Payment (0), Re-Inspection Report (1), Re-Inspection Failed (0), In Approval (2), and Registered (4). The main table shows one application with the following details:

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
117	New	DGVCL	DGCOMP	DOCUMENT VERIFICATION PENDING

Navigation controls include a 'View' button for the application and '« Prev | Next »' for page navigation.

- Upon successful Verification of online Application by Company, status of Application changes to **“Inspection required”**.
- Upon unsuccessful Verification of online Application by Company, status of Application changes to **“Query”**.

08: Query

Navigation:

Navigation Path: Home → Query

Overview:

- In this step, you need to take necessary action to resolve the query raised by company during application and document verification if any.

Procedure:

By clicking on 'Query→View reported Problem it will display below form. It shows the list of queries raised by the company.

The screenshot displays the Vendor Registration System interface. At the top, there is a header with the GUVNL logo, the text 'VENDOR REGISTRATION', a mouse icon, and a 'Welcome RIL Log Out' link. Below the header, there is a navigation bar with 'Home' and 'New Registration' links. The main content area shows 'Application Numer : - 117' in blue text. Below this, there is a table with the following structure:

Sr No	Mail Sent e-Mail ID	e-Mail Datetime	Message		
1	Issue please provide the details of qualified Managerial employee in your company	2024-01-05 17:12:07	Registration Allowed	Vendor Comment	Vendor Comment Date

At the bottom of the table, there are links for '<< Home' and 'Take Action >>'.

Action

- Upon clicking on Take Action, you will be redirect to Application where you can upload the said document and modify the submitted information and resubmit the application. Now status of Application changes to “**Issue Resolved**”.
- If all raised queries were resolve and is accepted by Company, then status of Application changes to “**Inspection required**” else “**Query**”.

09: Inspection Required

Navigation:

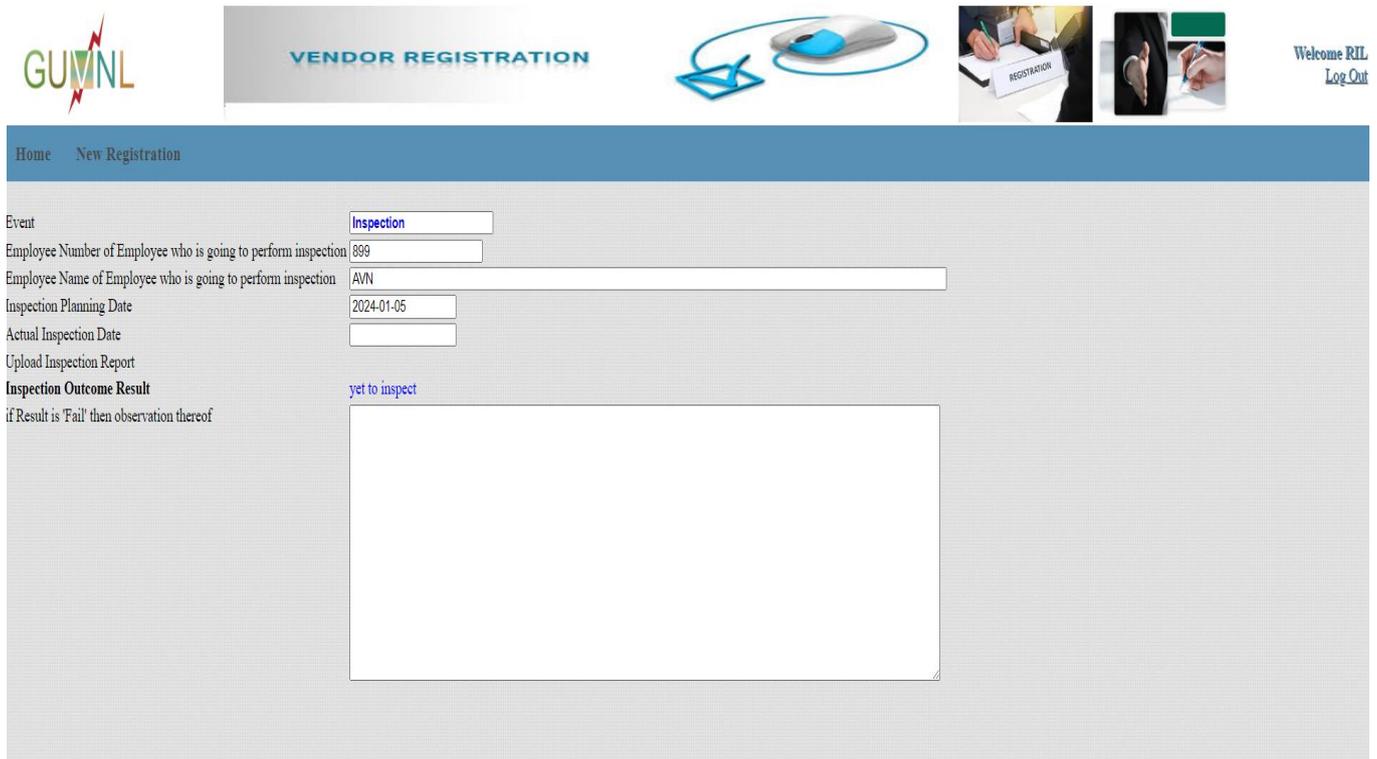
Navigation Path: Home → Inspection Required

Overview:

- On successful verification of application ,status of application changes to “**Inspection required**”
- If inspection is not yet planned you will get displayed following message.

Inspection planning yet not done.

- Else if Inspection is already planned then it will display below form



The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, a 'VENDOR REGISTRATION' header, and icons for a mouse and a registration card. The main content area shows a form for inspection planning. The form includes the following fields and values:

Event	Inspection
Employee Number of Employee who is going to perform inspection	899
Employee Name of Employee who is going to perform inspection	AVN
Inspection Planning Date	2024-01-05
Actual Inspection Date	
Upload Inspection Report	
Inspection Outcome Result	yet to inspect
if Result is 'Fail' then observation thereof	

At the top right of the interface, there are links for 'Welcome RIL' and 'Log Out'.

Action

- If Inspection get **Pass** then status of application changes to “**In Approval**”
- If Inspection get **Failed** then you have to pay **Re-Inspection Charge**

10: Re-Inspection Charge Payment

Navigation:

Navigation Path: Home → Re-Inspection charge payment

Overview:

- In this step, you can view the Inspection report and do the payment for the re-inspection.

Procedure:

On clicking on 're-Inspection charge payment →Report It will display inspection report.

On clicking on 're-Inspection charge payment →Pay Charge. It shows the charges required to pay for re-Inspection.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUMNL logo, 'VENDOR REGISTRATION' text, a mouse icon, and a 'Welcome RIL Log Out' message. Below the navigation bar, there is a sidebar menu with 'Home' and 'New Registration' options. The main content area shows a search bar for 'Enter App Number for Status' and a table titled 'Application List with status : - Re-Inspection Charge'. The table has columns for 'Temp Reg. No', 'Reg. Type', 'Reg. Company', 'Firm Name', and 'Status'. A single application is listed with Temp Reg. No 117, Reg. Type New, Reg. Company DGVCL, Firm Name DGCOMP, and Status RE-INSPECTION CHARGE. There are 'Pay Charge' and 'Report' buttons next to the application row. A sidebar menu on the left lists various application statuses with their counts: Draft (4), Payment Pending (1), Document Receive Pending (0), Document Missing (0), Document Verification Pending (0), Query (0), Issue-Resolved (0), Inspection Required (0), Re-Inspection Charge Payment (1), Re-Inspection Report (1), Re-Inspection Failed (0), In Approval (2), and Registered (4).

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
117	New	DGVCL	DGCOMP	RE-INSPECTION CHARGE

DISCLAIMER

You are being re-directed to a third party site. Please acknowledge the disclaimer before proceeding further.

Bill payments by you to GUVNL may be made through an electronic and automated collection and remittance service (the "Payment Gateway") hosted through BillDesk (the "Payment Service Providers"). The Payment Gateway service is provided to you in order to facilitate access to view and pay your bills online. GUVNL makes no representation of any kind, express or implied, as to the operation of the Payment Gateway. You expressly agree that your use of this online payment service is entirely at your own risk.

Continue

Payment Acknowledgement

Back to Payment

Payment Acknowledgement		Payment Mode: Online	
Receipt No.	VRS0000034	Transaction Ref No.	ZIC51658075195
Transaction Date	2024-01-06 10:57:32	Transaction Status	Success
AppNo/Temp Reg.No		Firm Name	Transaction Amount(Rs.)
VRS117/117		DGCOMP	1.18
Total Amount(Rs.)			1.18

Print Receipt

Action

- If Payment Successful then status of application changes to **"Re-Inspection"**
- If re-Inspection get **Failed** then you application get disposed.

11: Re-Inspection

Navigation:

Navigation Path: Home → Re-Inspection Report

Overview:

- Here you can able to view the application which is in re-Inspection status. If your re-Inspection get **Failed** then you application get disposed else it was send to competent authority for Approval.

The screenshot displays the Vendor Registration System interface. At the top, there is a header with the GUVNL logo, the text 'VENDOR REGISTRATION', and a navigation menu with 'Home' and 'New Registration'. On the right, there are user options: 'Welcome RIL' and 'Log Out'. Below the header, there is a search bar for 'Enter App Number for Status' and a 'Go' button. The main content area is titled 'Application List with status : - Re-Inspection Report'. On the left, there is a sidebar menu with 'Status wise Applications Count' and various status categories with their respective counts. The main table shows two applications in the 'Re-Inspection Report' status.

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
117	New	DGVCL	DGCOMP	RE-INSPECTION REPORT
108	New	GSECL	RCOM	RE-INSPECTION REPORT

« Prev || Next »

12: In Approval

Navigation:

Navigation Path: Home → In Approval

Overview:

- Here you can able to view the application which is in Approval status. Once approved registration will generate.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, 'VENDOR REGISTRATION' text, a mouse icon, and a 'Welcome RIL Log Out' message. Below this is a sub-header 'Home New Registration'. The main content area features a search bar for 'Enter App Number for Status' and a 'Go' button. A sidebar on the left lists 'Status wise Applications Count' with categories like Draft (4), Payment Pending (1), Document Receive Pending (0), etc., with 'In Approval (2)' highlighted. The main table, titled 'Application List with status : - In Approval', contains two rows of data:

	Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
View	131	New	PGVCL	GUVNL Test 131	IN APPROVAL
View	111	New	PGVCL	TEST	IN APPROVAL

Navigation controls include '« Prev | Next »'.

13: Registered

Navigation:

Navigation Path: Home →Registered

Overview:

- Here you can able to view your registered applications.
- Home →Registered→View Approval Here you can view and download your approval letter.
- Home →Registered→View Here you can view and download your application.

The screenshot displays the Vendor Registration System interface. At the top, there is a header with the GUVNL logo, the text 'VENDOR REGISTRATION', and a 'Welcome RIL Log Out' message. Below the header, there is a navigation bar with 'Home' and 'New Registration' links. The main content area is titled 'Application List with status : - Registered'. On the left side, there is a sidebar menu with 'Status wise Applications Count' and various status categories: Draft (4), Payment Pending (1), Document Receive Pending (0), Document Missing (0), Document Verification Pending (0), Query (0), Issue-Resolved (0), Inspection Required (0), Re-Inspection Charge Payment (0), Re-Inspection Report (2), Re-Inspection Failed (0), In Approval (2), and Registered (4). The main table lists four registered applications with columns for Reg. No, Reg. Type, Reg. Company, Firm Name, and Status. Each row has 'View Approval' and 'View' buttons. The table data is as follows:

Reg. No	Reg. Type	Reg. Company	Firm Name	Status
DGVCL/202312/112	New	DGVCL	Marshal	REGISTERED
PGVCL/202310/110	New	PGVCL	Reliance Power	REGISTERED
PGVCL/202310/109	New	PGVCL	RCOM	REGISTERED
PGVCL/202309/89	New	PGVCL	DCW	REGISTERED

----- END -----