

	<b><u>Gujarat Urja Vikas Nigam</u></b> <b><u>Limited</u></b>		 आज़ादी का अमृत महोत्सव
	Sardar Patel Vidyut Bhavan, Race Course, Vadodara: 390 007		
	CIN U40109GJ2004SGC045195	An ISO 9001:2015 Certified Company Phone: 0265- 2311797	
No. GUVNL/Tech-3/DE-1/401		Date:-11-03-2024	

To,

**The Managing Director**

GSECL/ GETCO/ MGVL/ DGVCL/ PGVL/ UGVCL

Corporate Office,

**Vadodara/ Surat/ Rajkot/ Mehsana.**

**E SARKAR NO:-76921  
024**

**Sub: Web based online application for Vendor Registration Process for procurement of materials- rollout thereof.**

In order to enhance transparency for both vendors and employees and to provide real-time status updates, it was decided to develop a web-based online application portal for the Vendor Registration Process.

In this regard, process flow charts for the Vendor Registration process, as per the Purchase Policy-2016 for procurement of materials, were shared with the IT Department of GUVNL.

Subsequently, the IT Department of GUVNL has developed the Vendor Registration System Portal, accessible at <https://vms.guvnl.com> for vendor and <https://vrs.guvnl.com> for employee, which is designed for online applications for the Vendor Registration Process. Demonstrations of the portal was conducted on 07.08.2023, during a meeting with concerned officers from all subsidiaries.

The IT Department of GUVNL has incorporated the suggestions received from subsidiary companies and has provided the updated version to all subsidiaries for User Acceptance Testing (UAT). All DISCOMs have tested the online Vendor Registration Process, including the online payment feature, and have submitted their confirmations.

The Standard Operating Procedure (SOP) for the online Vendor Registration portal for both employees and vendors has been prepared by the IT Department of GUVNL, which is attached as **Annexure-A & B** respectively.

In above regard, as approved by the Competent Authority of GUVNL, it has been decided to rollout the web-based online application for the Vendor Registration through portal.

In view of above, it is requested to take following actions: -

- Put up a notice on the company's website, and ensure that all registered/prospective vendors are made aware of the online procedure for vendor registration.
- No physical documents shall be called from the Vendors.
- GSECL and GETCO needs to expedite online payment facility.
- New vendor registration applications shall be accepted through the online portal only in DISCOMs from 20.3.2024 onwards.

While in case of GSECL and GETCO, it is to be implemented once the online payment facility becomes available, as far as possible within a month.

- All existing registered pending applications for vendor registration shall be processed through the prevailing procedure within the stipulated timeline, strictly following the priority.

It is, therefore, requested to instruct the concerned officials to take necessary actions to follow above for vendor registration scrupulously, after observing all the formalities, please.

Thanking you.

Yours faithfully,



(J J Gandhi)

**Chief Engineer (Tech.)**

**Encl.:- As above.**

**Cfwcs to:**

1. The Managing Director, GUVNL, Vadodara
2. The Director (Admin./ Tech/ Fin.), GUVNL, Vadodara

**Copy to:**

1. The GM (F&A / IT)/ CS (Legal), GUVNL, Vadodara
2. The CE (RTS & PM KUSUM), GUVNL, Vadodara



**ANNEXURE-A- FOR EMPLOYEE**

**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://vrs.guvnl.com>. [For better resolution, please use latest version of chrome/Firefox/edge browser].

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**01: LOGIN**

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

**Procedure:**

- Select your Company
- Enter Eurja Username and Password.
- Enter Captcha
- Click on 'Submit button.

## 02: HOME

The screenshot displays the home interface of the Vendor Registration System. At the top, there is a header with the GUVNL logo, a 'VENDOR REGISTRATION' banner, and a navigation bar with 'Home' and 'Reports' links. A sidebar menu on the left lists various application statuses with counts. The main content area is a large, empty grid. The footer contains contact information for Gujarat Urja Vikas Nigam Limited and the Vendor Registration System.

Status	Count
Status wise Applications Count	
Payment Pending	(0)
Document Receive Pending	(0)
Document Missing	(0)
Document Verification Pending	(0)
Query	(0)
Issue-Resolved	(0)
Inspection Required	(0)
Re-Inspection Charge	(0)
Re-Inspection Report	(0)
Re-Inspection Failed	(0)
In Approval	(0)
Registered	(1)

Gujarat Urja Vikas Nigam Limited, Sardar Patel Vidyut Bhavan, Race Course, Vadodra 390 007 Gujarat, India.  
Vendor Registration System | Powered By GUVNL IT Team

- 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
  - Reports
  - Logout
- In Side Bar Menu displays shows the status of the Application
- Status are as below.

## Admin Menu

Enter App Number for Status <span>Go</span>
Status wise Applications Count
Payment Pending (2)
Document Receive Pending (0)
Document Missing (0)
Document Verification Pending (0)
Query (0)
Issue-Resolved (0)
Inspection Required (0)
Re-Inspection Charge (1)
Re-Inspection Report (0)
Re-Inspection Failed (0)
In Approval (2)
Registered (10)

## Approver/Scrutiny Menu

Enter App Number for Status <span>Go</span>
Status wise Applications Count
Document Verification Pending (0)
Query (0)
Issue-Resolved (0)



### • 03: Payment Pending

#### Navigation:

Navigation Path: Home→Payment Pending→View Payment

#### Overview:

- Here, you can view the list of applications for which payments are pending
- The Status of your application is **"Payment Pending"**;

Home

Reports

Enter App Number for Status

Go

Status wise Applications Count

Payment Pending (2)

Document Receive Pending (0)

Document Missing (0)

Document Verification Pending (0)

Query (0)

Issue-Resolved (0)

Inspection Required (0)

Re-Inspection Charge (1)

Re-Inspection Report (0)

Re-Inspection Failed (0)

In Approval (2)

Registered (10)

Application List with status : - Payment Pending

	Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
<div>View Payment</div>	115	New	PGVCL	GUMIL Test	PAYMENT PENDING
<div>View Payment</div>	27	New	PGVCL	Test	PAYMENT PENDING

« Prev | Next »

## 04: Document Receiving Pending

### Navigation:

Navigation Path: Home -> Document receiving Pending → Receive Document

### Overview:

When the vendor makes the payment, the status of the application changes to '**Document Receive Pending**'. The application will now appear in the '**Document Receiving Pending**' tab.

The screenshot displays the Vendor Registration System interface. At the top, there is a navigation bar with the GUVNL logo, a 'VENDOR REGISTRATION' banner, and a 'Welcome Admin (DGVCCL)' message. Below the navigation bar, a sidebar on the left lists various application statuses with their respective counts. The main content area shows the 'Application List with status : - Document Receive Pending'.

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
117	New	DGVCL	DGCOMP	DOCUMENT RECEIVE PENDING
2	New	DGVCL	ABB	DOCUMENT RECEIVE PENDING

Buttons for 'Receive Document' and 'Receives Document' are visible next to each application entry.

### Procedure:

- By clicking on '**Receive Document**' it will display below form.
- Here, you can view the application along with the list of documents submitted by the vendor.
- You have to verify that all required documents are uploaded by the vendor by making Receive Status to Green from Red.
- When you click on button "Receive Document" and If all the Receive Status are green then Status of the application changes to "**Document Verification Pending**".
- When you click on button "Receive Document" and If all the receive status are not green then Status of the application changes to "**Document Missing**".

# SOP FOR Vendor Registration System



VENDOR REGISTRATION



Welcome Admin [DGVC],  
Log Out

Home Document Receive Pending Workflow Query Write Letter Inspection Required Registered

Application Number : - 117

Sr No	Document Name	Receive Status
1	4401 - TAO No. (Attach certified copy)	
2	GET No. (Attach certified copy)	
3	Whether the Factory is owned by the firm (documentary evidence of ownership must be produced). In case Firm does not own factory but utilizes the facility for manufacturing/fabrication of equipments/stores for which Firm has applied on License or other basis, the firm should furnish valid legal agreement that factory of (here indicate the name of the firm whose factory is being utilized) has been put at the firm's disposal at least for five years at the time of registration/the registration for the equipments/stores for which the firm have applied.	
4	Item Test Types	
5	Copies of Income Tax Returns for 3 years in case of Proprietary Firm, Partnership Deed in case of Partnership Firm and Memorandum and Article of Association in case of Company.	
6	Certified True Copy of the last 3 years Balance Sheets	
7	Copies of Income Tax Return for last 3 years.	
8	Latest Income Tax Clearance Certificate.	
9	Factory License No. (Notarized Copy)	
10	ISO/Notarized Copy	
11	LEHCO/ LEHNA/NEEC/ DGS&N/ CSPO/Notarized Copy	
12	Copy Companies' Act or any other Act Registration Certificate.	
13	Registration Certificate with other Power Utilities DGS&N, Other Govt. and Semi-Govt. Deptt. and validity thereof.	
14	Details of machinery installed with their capacities.	
15	Details of testing equipment with their capacities and details of Calibration.	
16	Attachment Qual by Assurance plan	
17	Details of order executed including quantity, value, Purchaser's Name, Order No. and Date, Quantity Supplied till actual completion date. (Self certified statement to be attached)	
18	Please confirm whether your firm and/or proprietor/ partner/ director of the firm not under (Stop Order)/ banned for business dealing / blacklisted by any power utility or officer, submit details. This is must (Affidavit by Director is required)	
19	Result of sample testing.	
20	List of items holding ISO 9001 Certificate.	

Updated successfully. All Documents Received. Launch Workflow - [Launch Workflow](#)

[Receive Document](#)



## 05: Document Missing

### Navigation:

Navigation Path: Home -> Document Missing→View

### Overview:

Here you find the list of application which are in **Document Missing** status. In Document Receiving Tab when you click on button "Receive Document" and If all the receive status are not green then Status of the application changes to "**Document Missing**".

Home

Reports

Enter App Number for Status

Go

Status wise Applications Count

Payment Pending (2)

Document Receive Pending (0)

Document Missing (1)

Document Verification Pending (0)

Query (0)

Issue-Resolved (0)

Inspection Required (0)

Re-Inspection Charge (0)

Re-Inspection Report (0)

Re-Inspection Failed (0)

In Approval (2)

Registered (10)

Application List with status : - Document Missing

Document Missing

24

New

PGVCL

TEST PG FIRM

DOCUMENT MISSING

« Prev

Next »



## 06: Document Verification Pending

### Navigation:

Navigation Path: Home → Document Verification Pending → Launch Workflow

### Overview:

When all documents are successfully received by the company, the status of the application changes to '**Document Verification Pending**'



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 bar with links: Home, Document Receive Pending, Workflow, Query, Write Letter, Inspection Required, and Registered. On the right, there is a user greeting: 'Welcome Admin [DGVCL], Log Out'.

The main content area shows a sidebar on the left with a search bar 'Enter App Number for Status' and a list of status-wise application counts:

- Payment Pending (0)
- Document Receive Pending (1)
- Document Missing (0)
- Document Verification Pending (3)
- Query (1)
- Issue-Resolved (1)
- Inspection Required (0)
- Re-Inspection Charge (1)
- Re-Inspection Report (0)
- Re-Inspection Failed (0)
- In Approval (0)
- Registered (3)

The main area displays the title 'Application List with status : - Document Verification Pending' and a table with the following data:

	Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
<a href="#">Launch Workflow</a>	117	New	DGVCL	DGCOMP	DOCUMENT VERIFICATION PENDING
<a href="#">Launch Workflow</a>	16	New	DGVCL	abb	DOCUMENT VERIFICATION PENDING
<a href="#">Launch Workflow</a>	15	New	DGVCL	ABB Corp	DOCUMENT VERIFICATION PENDING

Below the table, there are navigation links: « Prev | Next ».

## Procedure:

- By clicking on “**Launch Workflow**” it will display form.

The screenshot shows the 'Launch Workflow for Application' form in the Vendor Registration System. At the top, there is a navigation bar with links: Home, Document Receive Pending, Workflow, Query, Write Letter, Inspection Required, and Registered. The main form area has a header 'Launch Workflow for Application' and a sub-header 'Temporary Application Number' with a text box containing '117'. Below this, there are two columns: 'Available User' and 'Add Participant For Workflow'. The 'Available User' column contains a list box with three items: 'SMC(657)', 'Admin(DGVCL1)', and 'Proc User(DGVCL3)'. The 'Add Participant For Workflow' column contains a list box with one item: 'Tech User(DGVCL2)'. Between these two columns are '+' and '-' buttons. At the bottom right of the form, there is a blue button labeled 'Launch Workflow'.


## Action



- You need to add a user from the '**Available Users**' list to the '**Add Participant for Workflow**' list to designate individuals you want to send the application for scrutiny.



The application will move first to employee whom you added first in “**Add Participant for Workflow**”.

- Note**:-It is advisable to add your name at the end
- Now, other employees (Scrutiny/Approver) can log in and access the vendor application for scrutiny/approval. They will be able to see the screen shown below.

## SOP FOR Vendor Registration System



Welcome Admin  
[DGVCL],  
Log Out

[Home](#) [Document Receive Pending](#) [Workflow](#) [Query](#) [Write Letter](#) [Inspection Required](#) [Registered](#)

Workflow Already Launched ..

Temp Reg. No	User Name	File IN Date	File/Checked OUT Date	Comment	Registration Approved?
117	Tech User	<input type="text" value="2024-01-05"/>	<input type="text"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <a href="#">Show Previous Comments ...</a>	No ▾
117	Admin	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <a href="#">Show Previous Comments ...</a>	No ▾

[Your Application registered at company "DGVCL" with Temporary Application Number "117" ....](#) [Download PDF Now](#) [Download Uploaded Document](#)

ANNEXURE - II VENDOR REGISTRATION APPLICATION FORM.	
1. a) Name of the Firm	DGCOMP
b) Year of Establishment	1987
c) The date of commencement of commercial production	2023-10-23
d) PAN/TAN Number	AHUDP0257D <a href="#">Document1</a>
Sub Clause No. e) newly added vide amendment No. 3 dated 22.08.17.	

- After verification if you want to approve at your end then you have to enter "**File Checked Out Date**" provide a "**Comment**" and select "Registration approved " as "**Yes**"
- Once all employee select "**Registration approved** " as "**Yes**" the status of application changes to "**Inspection Required**"

During verification if employee want to raise any query then they have to add necessary comment and select "Registration approved "as "No". The status of the application now changes to "Query"

[Home](#) [Reports](#)

Go

States wise Applications Count

Payment Pending (0)

Document Receive Pending (1)

Document Missing (0)

Document Verification Pending (3)

Query (1)

Issue-Resolved (1)

Inspection Required (0)

Re-Inspection Charge (1)

Re-Inspection Report (1)

Re-Inspection Failed (0)

In Approval (0)

Registered (3)

Application List with status : - Problematic

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
12	New	DOVCL	firm1	PROBLEMATIC

View Reported Problem

« Prev | Next »

## SOP FOR Vendor Registration System

Home Reports						
Application Numer : - 12						
Sr No	Mail Sent e-Mail ID	e-Mail DateTime	Message			
1	jp4.gurrl@gedmail.com	2017-04-03 15:00:09	<p>Respected Sir/Madam ABB Corp of ABB,</p> <p>this is first comment with registration no - 12. This is final ultimatum.</p> <p>please comply within 7 days.</p> <p>Regards,</p> <p>Team DGVCCL</p>			
Sr No	Approver	Comment	Comment Date	Registration Allowed	Vendor Comment	Vendor Comment Date
1	SVC	this is second comment	2017-04-01 12:27:17	Allowed		
2	PAO	this is first comment	2017-04-01 12:28:10	Allowed		
3	SGD	this is first comment with registration no	2017-04-01 12:32:50	Not Allowed		
4	SGD	this is second comment	2017-04-01 13:13:23	Not Allowed		
5	SGD	this is final comment	2017-04-03 15:02:47	Allowed		
<a href="#">s.c.Home</a>						

- Once query is resolved by Vendor Now status of the application changes to “**Issue Resolved**”
- Now you can recheck the vendor application.

Home

Reports

Enter App Number for Status

Go

Status wise Applications Count

Payment Pending (0)

Document Receive Pending (1)

Document Missing (0)

Document Verification Pending (3)

Query (1)

Issue-Resolved (1)

Inspection Required (0)

Re-Inspection Charge (1)

Re-Inspection Report (1)

Re-Inspection Failed (0)

In Approval (0)

Registered (3)

Application List with status : - Issue-Resolved

	Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
Refresh	21	New	DGVCL	abb pvt ltd	ISSUE-RESOLVED

« Prev | Next »



## 07: Inspection Required

### Navigation:

Navigation Path: Home → Inspection Required

### Overview:

- Once application is successful verified the status of the application changes to “**Inspection Required**”

### Procedure:

When you click on the application you will see below screen.

The screenshot shows the 'Inspection Required' form in the Vendor Registration System. The form is titled 'Inspection' and includes the following fields:

- Event: Inspection
- Temporary Application Number: 117
- Employee Number of Officer who is going to perform inspection: [Empty]
- Employee Name of Officer who is going to perform inspection: [Empty]
- Inspection Planning Date: [Empty]
- Actual Inspection Date: [Empty]
- Upload Inspection Report: Choose file | No file chosen
- Inspection Outcome Result: [Empty]
- if Result is 'Fail' then observation thereof: [Empty]

At the bottom of the form, there is a 'Save' button and a note: 'Payment Required to Re-Inspect Factory Works'. The top navigation bar includes links: Home, Document Receive Pending, Workflow, Query, Write Letter, Inspection Required, and Registered. The top right corner shows a user profile: 'Welcome Admin [DGVCL], Log Out'.

### Action

- You can inform the Inspection Planning date, Name of the Inspector by saving the related detail given in above form.
- Upon successful Inspection you have to fill mandatory details and upload Inspection Report. Status of the application changes to “**In Approval**”.
- Upon unsuccessful Inspection you have to fill mandatory details and upload Inspection Report, now status of Application changes to “**Re-Inspection**”.

## 08: In Approval

### Navigation:

Navigation Path: Home → In Approval → Action

### Overview:

- In this step, you need to upload the approval of competent authority to generate Registration No..Status of the application changes to **"Registered"**

Home Reports

Enter App Number for Status

Status wise Applications Count

- Payment Pending (2)
- Document Receive Pending (0)
- Document Missing (0)
- Document Verification Pending (0)
- Query (0)
- Issue-Resolved (0)
- Inspection Required (0)
- Re-Inspection Charge (1)
- Re-Inspection Report (0)
- Re-Inspection Failed (0)
- In Approval (2)
- Registered (10)

Application List with status : - In Approval

	Temp Req. No	Req. Type	Req. Company	Firm Name	Status
<input type="button" value="Action"/>	131	new	POVCL	GUMNL Test 131	IN APPROVAL
<input type="button" value="Action"/>	111	new	POVCL	TEST	IN APPROVAL

« Prev | Next »

Home Reports

Application Number

Put up Date

Approval Date

Approval No

Upload Approval  No file chosen

## 09: Registered

### Navigation:

Navigation Path: Home → Registered

### Overview:

- Here you can view the List of Registered application

Home

Reports

Enter App Number for Status

Go

Status wise Applications Count

Payment Pending (2)

Document Receive Pending (0)

Document Missing (0)

Document Verification Pending (0)

Query (0)

Issue-Resolved (0)

Inspection Required (0)

Re-Inspection Charge (1)

Re-Inspection Report (0)

Re-Inspection Failed (0)

In Approval (2)

Registered (10)

Application List with status : - Registered

	Reg. No	Reg. Type	Reg. Company	Firm Name	Status
<div><div>View Approval</div><div>View</div></div>	PGVCL/202401/123	New	PGVCL	Radhika and Co.	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202310/110	New	PGVCL	Reliance Power	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202310/109	New	PGVCL	RCOM	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202309/89	New	PGVCL	DCW	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202308/84	New	PGVCL	Radhika	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202308/82	New	PGVCL	Doshi Ind	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202308/72	New	PGVCL	Marshall	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202308/70	New	PGVCL	FIRM NAME70	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202309/49	New	PGVCL	Test Firm 49	REGISTERED
<div><div>View Approval</div><div>View</div></div>	PGVCL/202307/48	New	PGVCL	Test Firm 48	REGISTERED

« Prev

Next »

----- END -----

**ANNEXURE-B-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.



**GU VNL**

**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

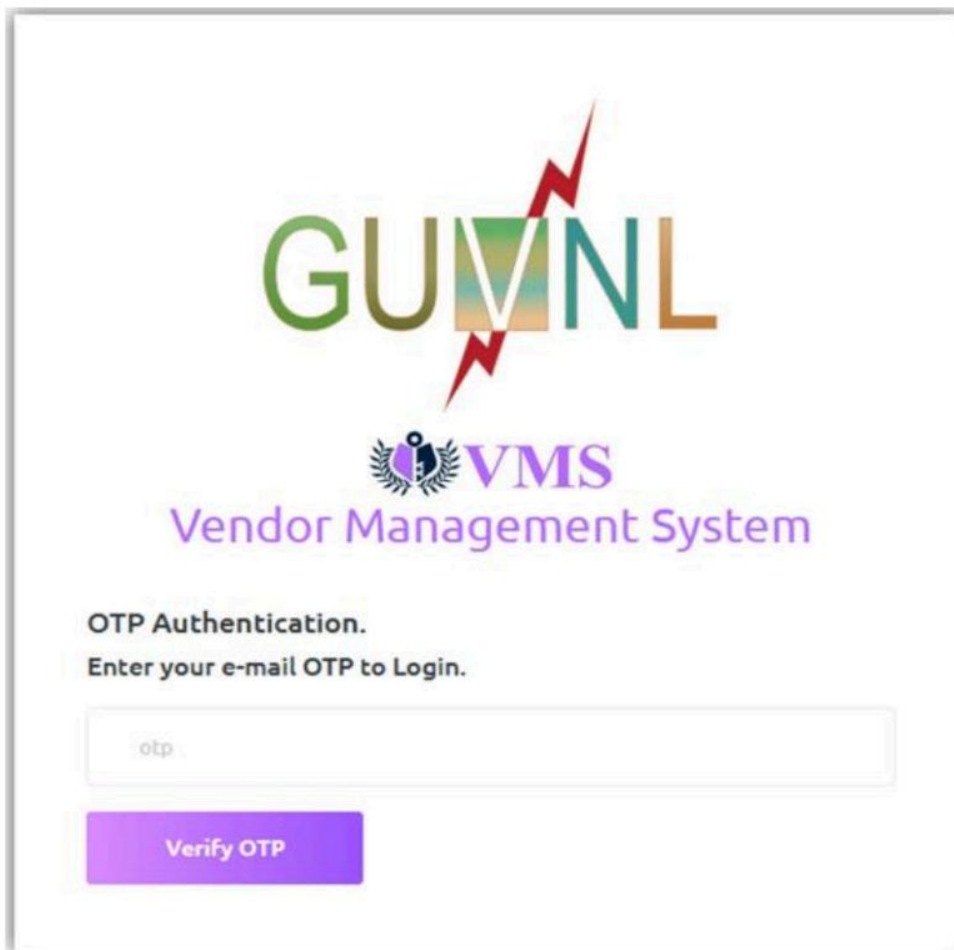
To abhisheknair.guvnl@gebmail.com

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.

otp

**Verify OTP**



Click On New Registration



# Welcome

Reliance Industries

Submit Invoice

Registration

## 02: SIGN UP

  
  
**New Here, Want Ease Of Doing Business ?**  
Unite With Us In One Step Sign Up.  
  
  
  
  
  
☐ I agree to all Terms & Conditions  
  
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.

Enter App Number for Status <input type="text"/> <input type="button" value="Go"/>
Status wise Applications Count
Draft (3)
Payment Pending (1)
Document Receive Pending (1)
Document Missing (0)
Document Verification Pending (0)
Query (0)
Issue-Resolved (0)
Inspection Required (0)
Re-Inspection Charge Payment (0)
Re-Inspection Report (1)
Re-Inspection Failed (0)
In Approval (2)
Registered (4)

## • 04: New Registration

### Navigation:

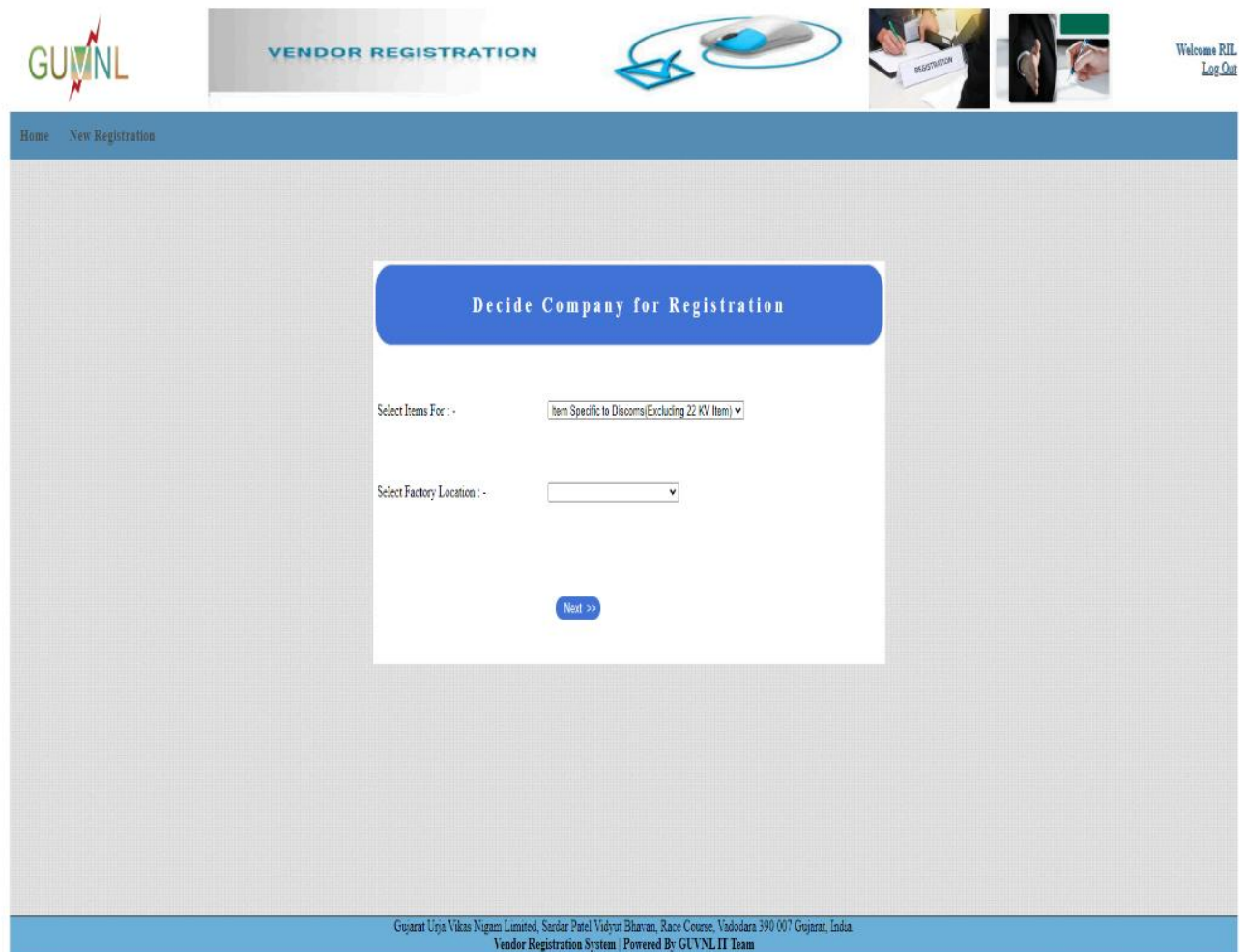
Navigation Path: New Registration

### 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.



The screenshot displays the Vendor Registration System interface. At the top, there is a header bar with the GUVNL logo, a 'VENDOR REGISTRATION' banner, a mouse cursor icon, and a 'Welcome RIL Log Out' link. Below the header, a navigation bar shows 'Home' and 'New Registration'. The main content area features a form titled 'Decide Company for Registration'. The form includes two dropdown menus: 'Select Items For :-' with the selected option 'Item Specific to Discoms(Excluding 22 KV Item)', and 'Select Factory Location :-'. A 'Next >>' button is located at the bottom of the form. The footer of the page contains the text: 'Gujarat Uja Vikas Nigam Limited, Sardar Patel Vidyalay Bhawan, Race Course, Vadodara 390 007 Gujarat, India. Vendor Registration System | Powered By GUVNL II Team'.



## 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, the text "VENDOR REGISTRATION", a mouse cursor icon, and links for "Welcome RIL" and "Log Out". Below the navigation bar, the main content area shows a progress bar with six stages. The first stage, "STAGE 1", is highlighted in blue, indicating the current step. The other stages are labeled "STAGE 2" through "STAGE 6". At the bottom of the progress bar, there is a button labeled "<< Final Submit >>".

Your Temp. Application Number	133	
Name of the Firm*	Firm Name	
Year of Establishment*	Year of Establishment	
The date of commencement of commercial production*		11
PAN/TAN Number*		Choose file / No file chosen (Attach certified copy)
GST Number*		Choose file / No file chosen (Attach certified copy)

Whether registered with other Power Utilities DGS&D, Other Govt. and Semi-Govt. Deptt. and validity thereof (attach a copy with Registration Certificate)	Name of Utility/Organization	Valid Up to	Attachment (Copy of Registration Certificate)	
<input type="text"/>	<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.  Choose file No file chosen (Notarized Copy)

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

Certificate	Selection	Certificate No.	(Unmarked Copy)
UDYOG/UDYAM	No ▾	<input type="text"/>	<a href="#">Choose file</a> No file chosen
NSIC	No ▾	<input type="text"/>	<a href="#">Choose file</a> No file chosen
DESID	No ▾	<input type="text"/>	<a href="#">Choose file</a> No file chosen
CSPO	No ▾	<input type="text"/>	<a href="#">Choose file</a> No file chosen

Selection	Registration No.	Registration Date.	
Company Act	<input type="text"/>	<input type="text"/>	<a href="#">Choose file</a> No file chosen

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

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

Save Step-1

## STAGE 2

### STAGE 3

#### STAGE 4

## STAGE 5

## STAGE 6

<< Final Submit >>

- 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 header with the GUVNL logo, the text 'VENDOR REGISTRATION', a circular arrow icon, and a 'Welcome RIL Log Out' link. Below the header, the main content area shows a form titled 'Payment pending'. The form contains the following fields:

Temporary Registration Number	115
Payment Amount	1 INR
GST(15%)	0.15 INR
Total	1.15 INR

Below the form, there is a 'Pay It' button. The footer of the page contains the text: 'Gujarat Upa Yukt Nigam Limited, Sanitar Patel Vidyan Bhawan, 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:

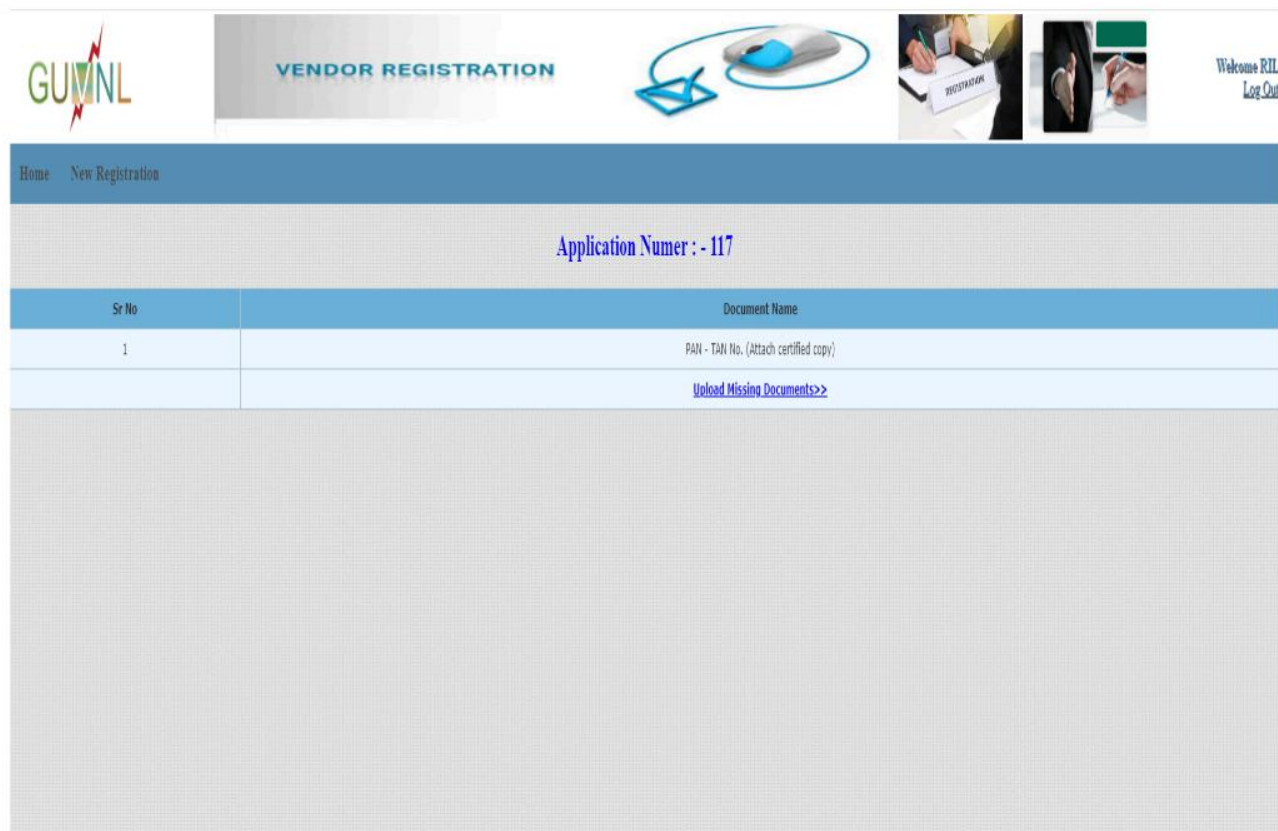
Navigation Path: Home → Document Missing

### 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.

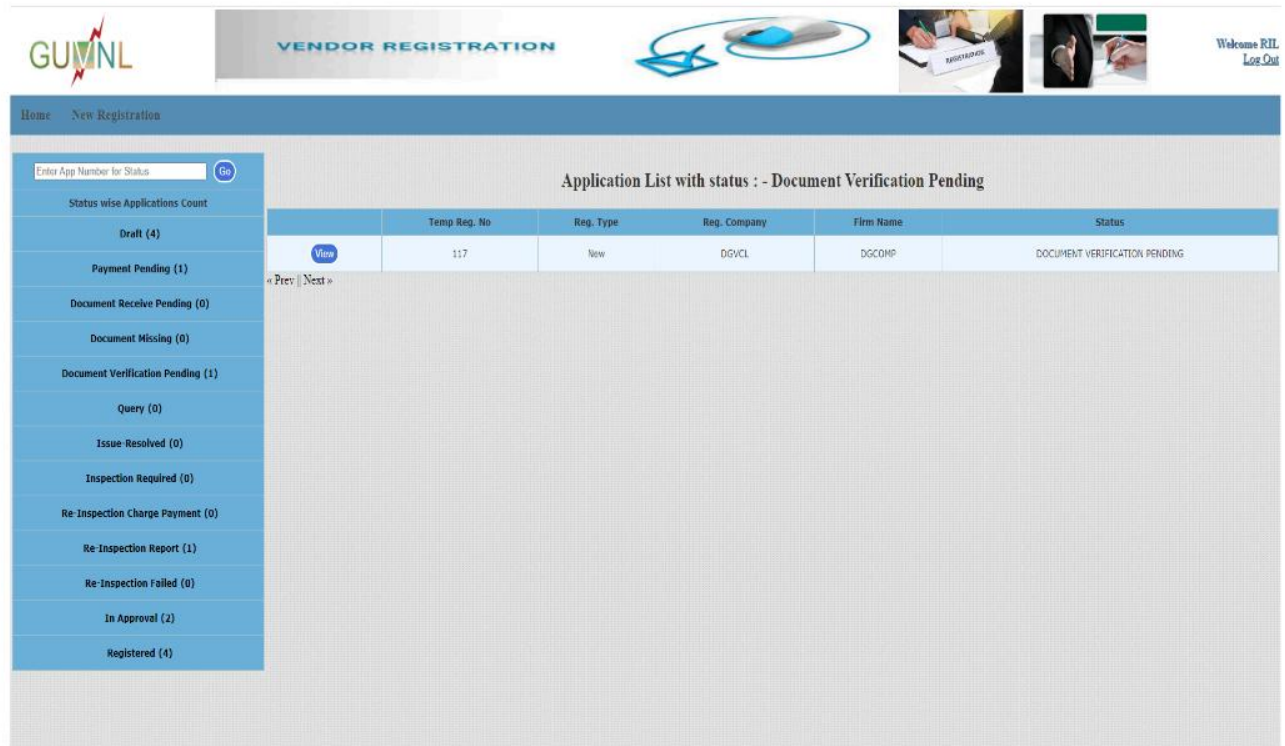


The screenshot displays the Vendor Registration System interface. At the top, there is a header with the GUVNL logo, the text 'VENDOR REGISTRATION', a mouse cursor icon, and a 'Welcome RIL Log Out' link. Below the header, there is a navigation bar with 'Home' and 'New Registration' links. The main content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

Sr No	Document Name
1	PAN - TAN No. (Attach certified copy)
	<a href="#">Upload Missing Documents&gt;&gt;</a>

### 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 header with the GUVNL logo, the text 'VENDOR REGISTRATION', and a navigation bar with 'Home' and 'New Registration' links. On the right, there are links for 'Welcome RIL' and 'Log Out'. Below the header, there is a sidebar on the left with a search bar and a list of application statuses with their counts. The main content area shows the 'Application List with status : - Document Verification Pending'. The table has columns for Temp Reg. No, Reg. Type, Reg. Company, Firm Name, and Status. A single row is visible with Temp Reg. No 117, Reg. Type New, Reg. Company DGCL, Firm Name DGCHP, and Status DOCUMENT VERIFICATION PENDING. There are navigation links '« Prev | Next »' and a 'View' button.

Enter App Number for Status

Application List with status : - Document Verification Pending

Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
117	New	DGCL	DGCHP	DOCUMENT VERIFICATION PENDING

« Prev | Next »

Status wise Applications Count

- 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)
- Registered (4)

- 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 cursor 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'. Below this, there is a table with the following columns: Sr No, Mail Sent e-Mail ID, e-Mail Datetime, and Message. The table contains one row with the following data: Sr No: 1, Mail Sent e-Mail ID: Issue please provide the details of qualified Managerial employee in your company, e-Mail Datetime: 2024-01-05 17:12:07, and Message: Not Allowed. Below the table, there are links for '<< Home' and 'Take Action >>'. At the bottom, there is a footer with the GUVNL logo.

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	Not Allowed

<< Home 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' button, and a 'Welcome RIL Log Out' link. Below the navigation bar, the main content area shows a form titled 'Inspection'. The form includes the following fields:

- Event: Inspection
- Employee Number of Employee who is going to perform inspection: 909
- 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:

### 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 header with the GUVNL logo, 'VENDOR REGISTRATION' text, a mouse icon, and a 'Welcome RIL Log Out' message. Below the header, a navigation bar shows 'Home' and 'New Registration'. The main content area is titled 'Application List with status : - Re-Inspection Charge'. On the left, a sidebar lists 'Status wise Applications Count' with various categories and counts. The main table shows one application with the following details:

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

Buttons for 'Pay Charge' and 'Report' are visible above the table. Navigation links '« Prev' and 'Next »' are also present.



## 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 Acknowledgment			Payment Mode: Online
Reciept No.	VRS0000034	Transaction Ref No.	ZIC51658075195
Transaction Date	2024-01-06 10:57:32	Transaction Status	Success
AppNo/Temp Reg.No	Firm Name		Trnscation 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 your 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 bar with "Home" and "New Registration". On the right, there are icons for "Welcome RIL" and "Log Out".

The main content area is titled "Application List with status : - Re-Inspection Report". It features a table with the following columns: Temp Req. No, Req. Type, Req. Company, Firm Name, and Status. The table contains two rows of data:

Temp Req. No	Req. Type	Req. Company	Firm Name	Status
117	Ren	DGVCL	DGCOMP	RE-INSPECTION REPORT
108	NEW	GSECL	RCOM	RE-INSPECTION REPORT

On the left side of the interface, there is a sidebar with a search bar "Enter App Number for Status" and a list of status-wise application 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 (0)
- Re-Inspection Report (2)
- Re-Inspection Failed (0)
- In Approval (2)
- Registered (4)

## 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 header with the GUVNL logo, the text 'VENDOR REGISTRATION', and a navigation bar with 'Home' and 'New Registration'. Below the header, there is a sidebar on the left with a search bar and a list of application statuses. The main content area shows a table titled 'Application List with status : - In Approval'.

**Application List with status : - In Approval**

	Temp Reg. No	Reg. Type	Reg. Company	Firm Name	Status
<a href="#">View</a>	131	New	PGVCL	GUVNL Test 131	IN APPROVAL
<a href="#">View</a>	111	New	PGVCL	TEST	IN APPROVAL

« Prev Next »

**Left Sidebar - Status wise Applications Count:**

- 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)
- Registered (4)

## 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's a header with the GUVNL logo, 'VENDOR REGISTRATION' text, and navigation icons. Below the header, a sidebar 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 (0), Re-Inspection Report (2), Re-Inspection Failed (0), In Approval (2), and Registered (4). The main content area is titled 'Application List with status : - Registered'. It features a search bar 'Enter App Number for Status' with a 'Go' button. Below the search bar is a table with columns: Reg. No, Reg. Type, Reg. Company, Firm Name, and Status. The table lists four registered applications, each with 'View Approval' and 'View' buttons. At the bottom of the table, there are '« Prev' and 'Next »' navigation links.

Reg. No	Reg. Type	Reg. Company	Firm Name	Status
DGVCL/202312/112	New	DGVCL	Marshall	REGISTERED
PGVCL/202310/110	New	PGVCL	Ralliance Power	REGISTERED
PGVCL/202310/109	New	PGVCL	RCDM	REGISTERED
PGVCL/202309/89	New	PGVCL	DCW	REGISTERED

----- END -----