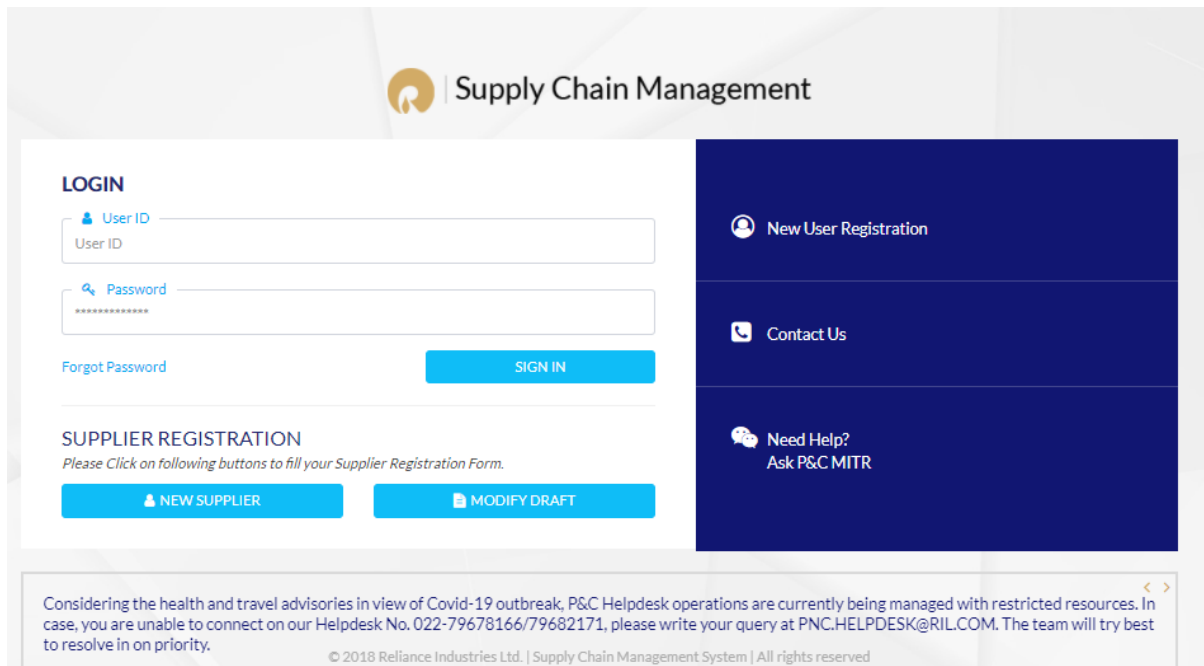


## How to fill up New Supplier Registration – Help Document

**Step 1:** Site address scm.ril.com, Click on New Supplier link.



The screenshot shows the SCM portal interface. At the top, there is a logo and the text "Supply Chain Management". Below this, there are two main sections: "LOGIN" and "SUPPLIER REGISTRATION".

**LOGIN**

User ID

Password

[Forgot Password](#) [SIGN IN](#)

**SUPPLIER REGISTRATION**

Please Click on following buttons to fill your Supplier Registration Form.

[NEW SUPPLIER](#) [MODIFY DRAFT](#)

On the right side, there is a dark blue sidebar with the following links:

- [New User Registration](#)
- [Contact Us](#)
- [Need Help? Ask P&C MITR](#)

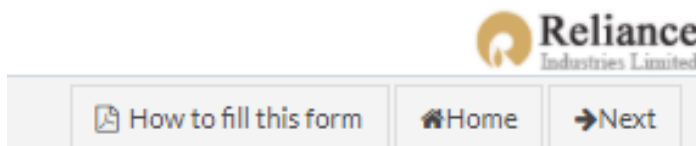
At the bottom, there is a disclaimer: "Considering the health and travel advisories in view of Covid-19 outbreak, P&C Helpdesk operations are currently being managed with restricted resources. In case, you are unable to connect on our Helpdesk No. 022-79678166/79682171, please write your query at PNC.HELPDESK@RIL.COM. The team will try best to resolve in on priority." and a copyright notice: "© 2018 Reliance Industries Ltd. | Supply Chain Management System | All rights reserved".

**Step 2:** Enter text displayed (captcha), guidelines / prerequisites for filling new supplier registration form displayed. Click on Next.



The screenshot shows a "Please Validate Captcha" dialog box. It contains a grid of distorted characters "bNVe6" and a "Type the text displayed above" input field. There is an "ENTER" button at the bottom right.

**Step 3:** Click on Next button.



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## How to fill up New Supplier Registration – Help Document

**Step 4:** Select category as shown

**VENDOR CREATION**

**[ - ] Category & Business**

Select Categories:

**MATERIAL**

**SERVICE**

Nature of Business:  Stock

- Broadcasting**
  - Audio/Video Equipment
  - Broadcast Equipment
  - Broadcast Software
  - Camera & Accessories
  - Focus Lights
  - Hardware and Software
  - Studio Lights
- Legal Services**
- Chemicals, Catalyst, Fuels**
  - Bulk Chemicals**
    - Raw Material - Solids**
      - Caustic
      - Common Salt
      - IPA
      - PTA

**Step 5:** Select nature of business, enter name, address details select Indian regulatory details if applicable, click on Save

Nature of Business \*

Stockists  Agents  Traders  Manufacturing Unit  Dealers  Distributors  Consultancy  Logistics  Service Provider  Contractor

**[ - ] Address Details**

Address Data Checked

**Address Details (Enter mandatory address details and click on Save)**

Name *	IDEAL PVT LTD		Name Continued		
Country *	INDIA	Region *	MAHARASHTRA	City *	MUMBAI
Address line 1 *	36/2 NEW UTSAV ROAD, KHARGHAR		Address line 2	NAVI MUMBAI	
Address line 3	MUMAI		PIN *	410218	

**Indian Regulatory Details**

Applicable  Not Applicable

PAN Details **GST (Goods and Service Tax)** Sales Tax ESI (Employee State Insurance) PF (Provident Fund) MSMD

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## How to fill up New Supplier Registration – Help Document

**Step 6:** Note down Draft PIN no.

Your draft PIN number for future reference is : PMI598009920, Please note it down for your future communication

OK

**Step 7:** Enter contact person details

[+] Contact Person Details Contact Data Checked

Contact Person Details Click here for Additional Contact Person Save

ID	Title	First Name	Surname
1	Mr. *	NITESH	DANDAPATH

Email	Mobile	Landline	Activities
nitesh.dandapath@gmail.com	+ 91 9981828121	+ 91	<input checked="" type="checkbox"/> Order Processing <input type="checkbox"/> Payments <input type="checkbox"/> Bidding <input type="checkbox"/> Logistics

Please note the impact if the following data are not updated in Vendor master in contact person section

**Step 8:** Enter Company Profile, mandatory fields

[+] Company Profile

### General Details

Contact Person Name *	Contact Person Telephone Number (With ISD/STD codes)
NITESH DANDAPATH	Eg: +91-22-67682351
Company Registration No. (Corporate Identification No./CIN as per ROC)	D & B D-U-N-S Number(Dun and Bradstreet nine digit identification number)

### Industry Segment

Industry Segment *	Home Page URL
Large Scale	
National Small Scale Industries Registration Number	Small Scale Industries Registration Number
Year of Incorporation *	
ISO-9001-2000 Certification	ISO 14000 Certification
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
OHSAS-18000 Certification	Any Other Certification
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

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## How to fill up New Supplier Registration – Help Document

**Details of Associated and Sister Concerns,if any** [Add New \(Sister Concerns\)](#)

Name <input type="text"/>	Product <input type="text"/>	Customer <input type="text"/>	Special Tax Exemption(s)/Benefit(s) Available <input type="radio"/> Yes <input type="radio"/> No
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**Business Related Information**

Details of Final product <input type="text"/>	Per Annum Capacity <input type="text"/>	Capacity utilization % <input type="text"/>	Major Customers <input type="text"/>
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**B2B With Reliance**

Are you willing to access Reliance Group SCM system www.scm.ril.com for Electronic RFQ, submitting Electronic Quote, accepting Electronic POs/WOs, uploading dispatch details etc. ?  Yes  No

Are you willing to support e-Cataloging ( Upload / Maintain your updated catalog into our system ) ?  Yes  No

**Existing Relationship with RIL**

Do you have an existing relationship with any of the RIL Group sites? Please indicate the site(s) below.

Other site

Patalganga  Hazira  Jamnagar  Baroda  Nagothane  Gandhar  Others

To Which of the Following Reliance Group sites are you willing to supply ?

Patalganga  Hazira  Jamnagar  Baroda  Nagothane  Gandhar  Others

If you have supplied Materials / Services to RIL Group on prior occasions, then please describe your relationship and experience with RIL as a customer.

### Step 9: Upload document proof and enter declaration details.

**Documents** Freeze Section

**UPLOAD RELATED INFORMATION**

I hereby confirm that I am making this vendor creation request on the basis of receipt of hard copies of the following selected documents and are in my custody for reference and audit.

1. Vendor Name / Address ( Eg. Letterhead / Bill / Invoice / Challan)  
2. LST / VAT TIN / CST/ EPF / ESIC / GST / MSMED (Eg. Scanned Certificate to upload)

No file chosen  Upload All Together  (Please Upload The File With File Size Less Than 3 MB)

File Uploaded: 0  Download files: [Selected All](#)

Type	Short Description	Type Value	File Name	Posted On	Ref. DocId	View	Delete
<input type="checkbox"/>	R1 Address Proof	36/2 NEW UTSAV ROAD, KHARGHAR				<a href="#">View</a>	<a href="#">Delete</a>
<input type="checkbox"/>	R1 GST Proof	GST No Not Set				<a href="#">View</a>	<a href="#">Delete</a>
<input type="checkbox"/>	R1 CPO Doc	6778826				<a href="#">View</a>	<a href="#">Delete</a>

---

**Declaration**

DECLARATION: All the details provided in this questionnaire are correct and up-to-date as per the best of our belief and knowledge. We understand that we are liable for any dispute arising out of any discrepancy in the details provided here and take full responsibility for the same, if, as and when arises.

Name\*  Designation  Date\*  Location\*

Note - You have option to provide additional email ID of Reliance person here (to whom you want to intimate about progress of this request.)

Email ID

### Step 10: Click on Submit button. This will save your registration request, post approval you will be informed by mail.

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Draft PIN No: PM163800820

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