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].

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01: LOGIN

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

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

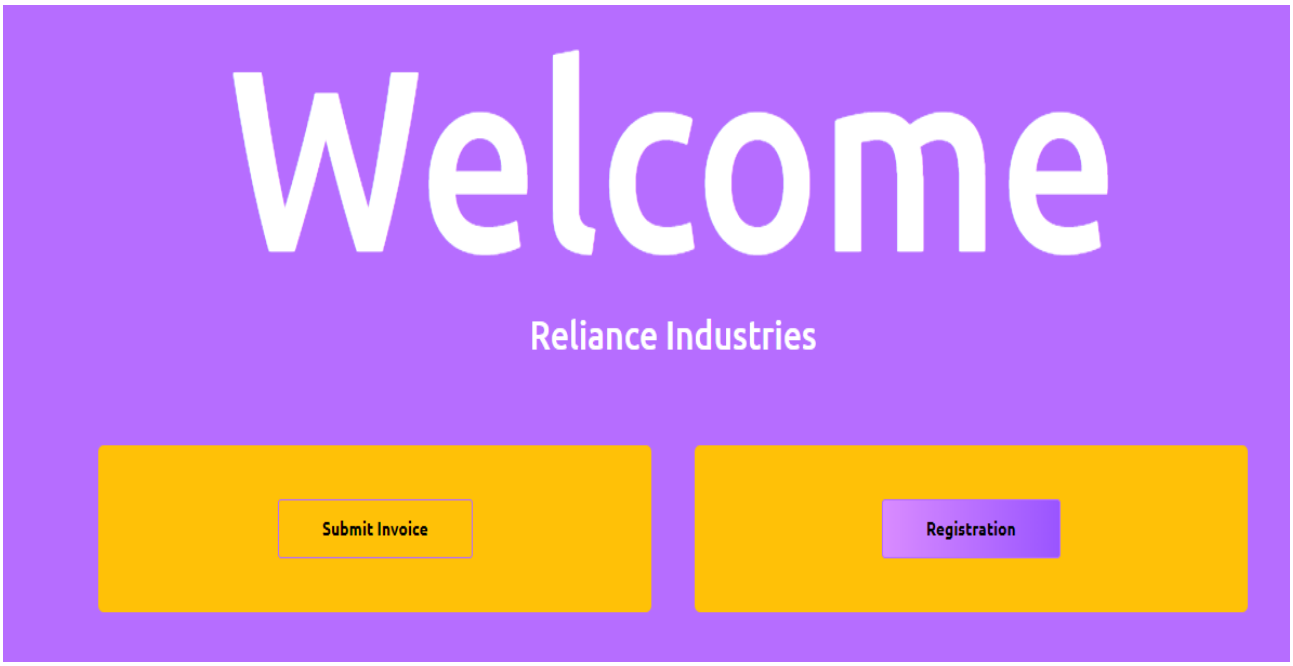
944641 is OTP for sign in to GUVNL Vendor Management System.

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

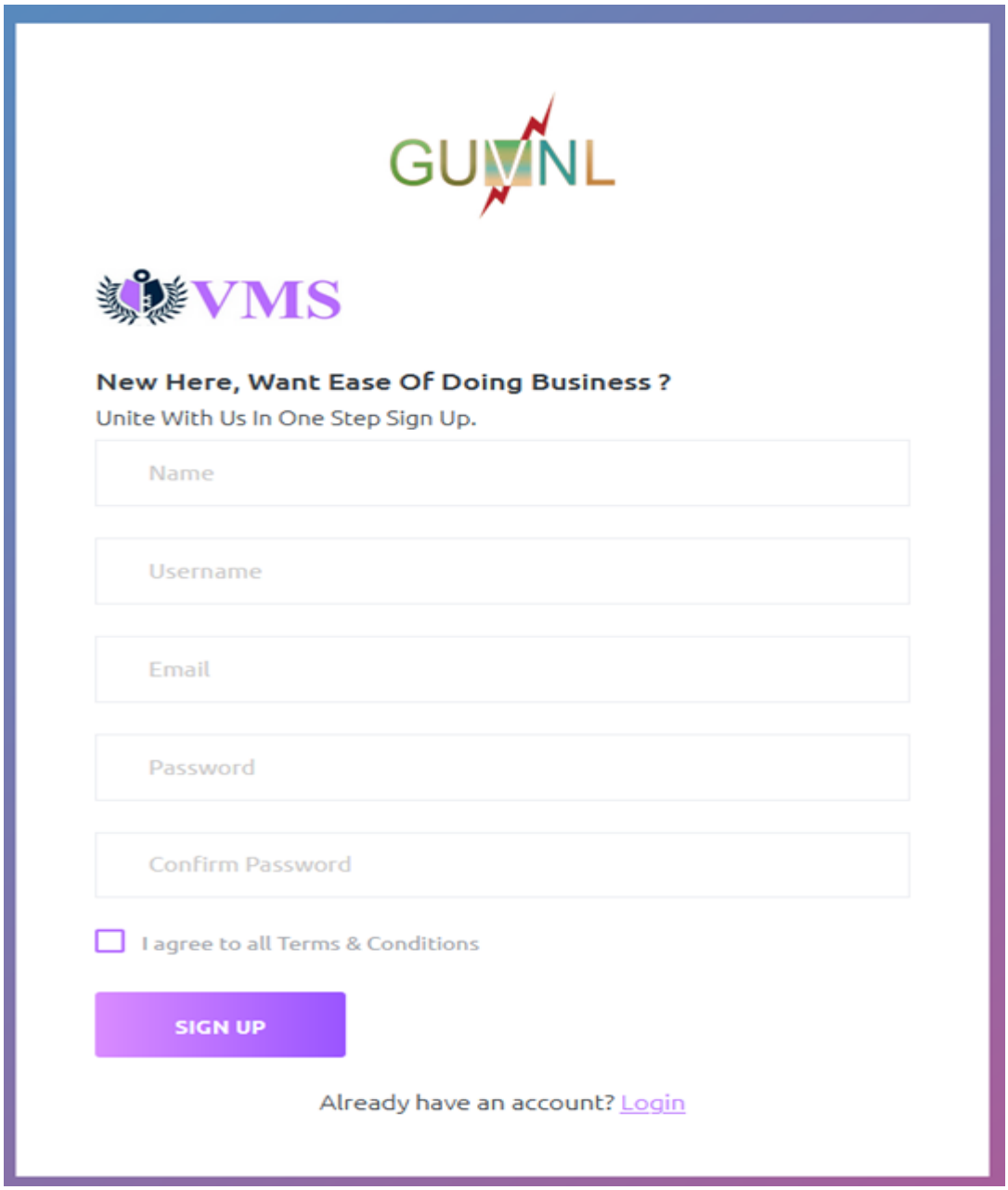
If you did not initiate this, please change your password to secure your account.

Team GUVNL.

Click On New Registration

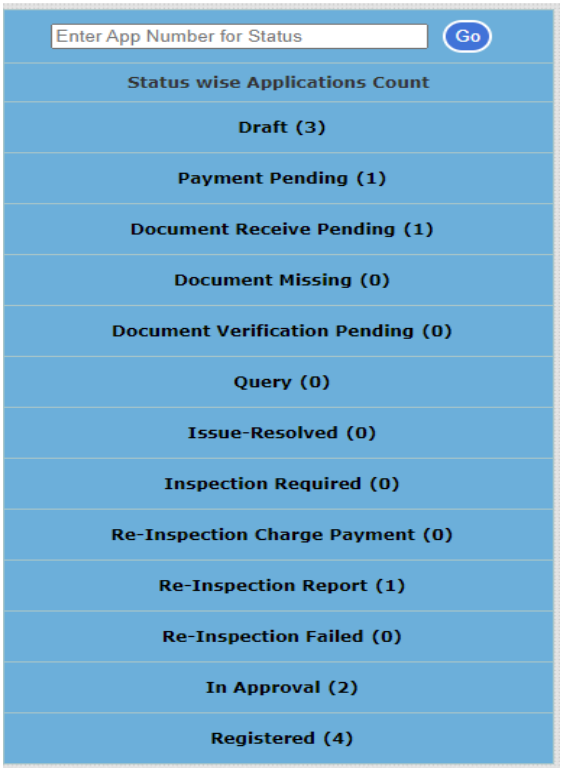


02: SIGN UP


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:

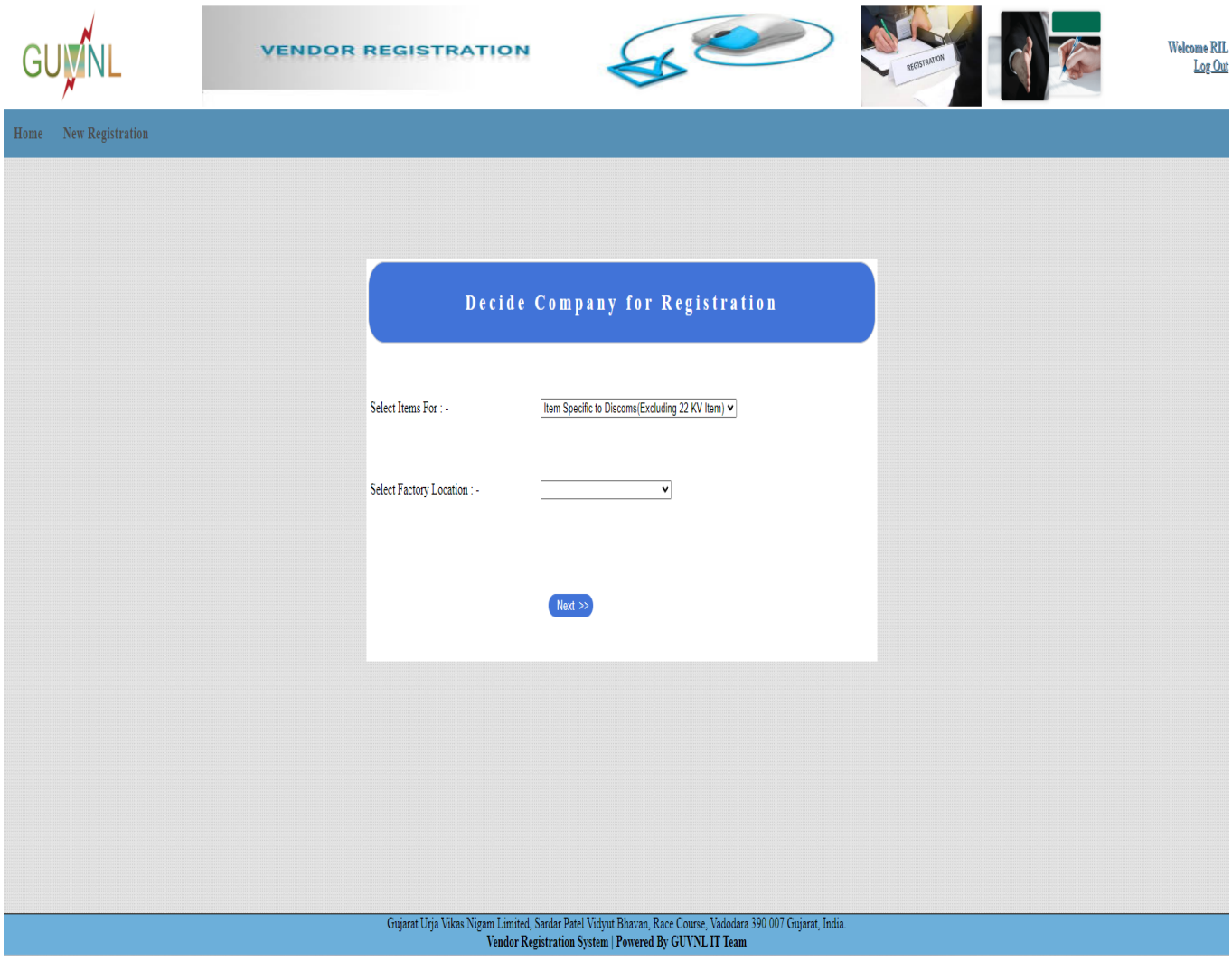
Navigation Path: New Registration

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.



- 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’**;

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.

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.

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:

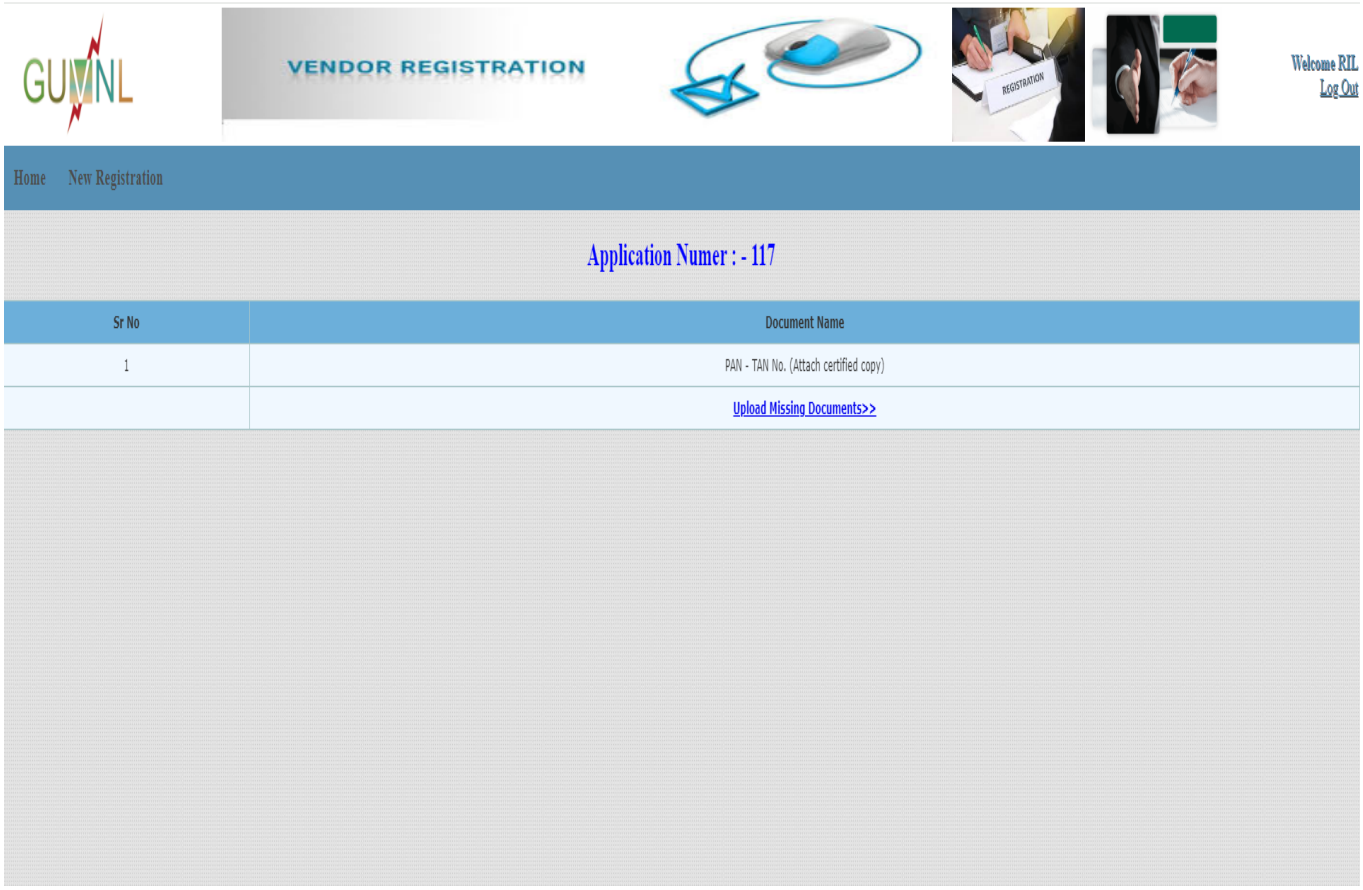
Navigation Path: Home → Document Missing

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.



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**”.

- 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.

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

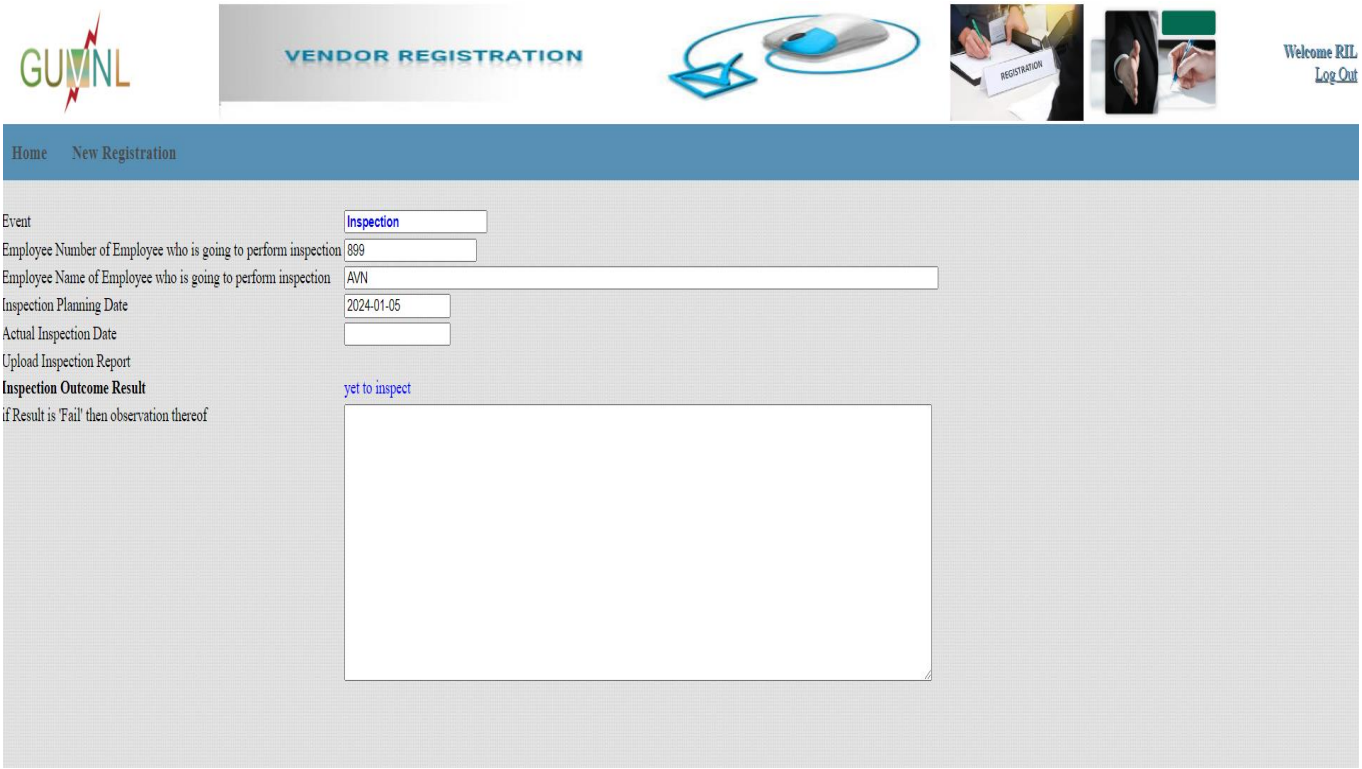
Navigation:

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.

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



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

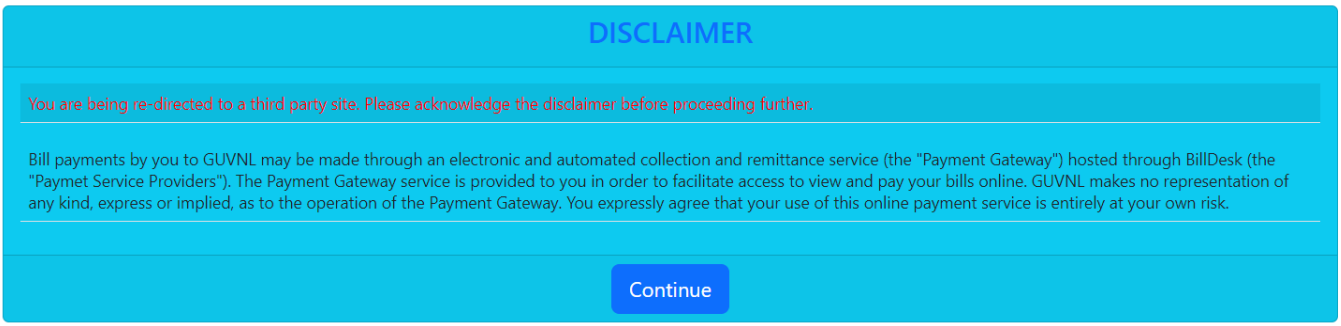
Overview:

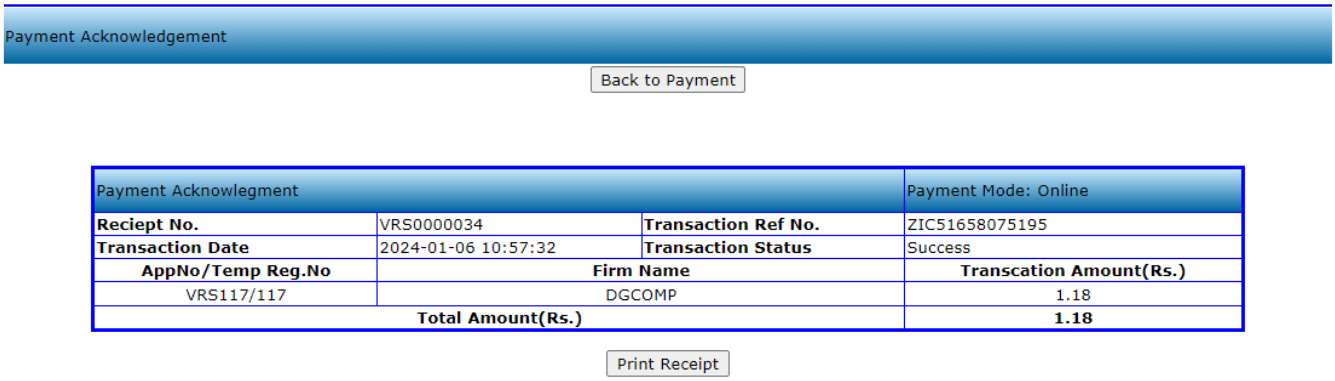
- In this step, you can view the Inspection report and do the payment for the re-inspection.

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.





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.

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.

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.

----- END -----