



Vendor Registration Portal

User Manual

(<https://icandsr.iitm.ac.in/vendor/>)

Vendors can register, update their firm details, submit compliance documents, and check the status of their approval with the vendor ID through the Vendor Portal. The payment status of the invoices handled by IC&SR is also shown on the website.

System Requirements

- A modern browser: Chrome, Firefox, Edge (latest versions recommended)
- Stable internet connection
- File formats accepted: PDF, JPG, PNG, DOC (max 1MB for uploads)

1. Vendor Sign-Up

Step 1: Select a Vendor's Region

Option	Description
Domestic	The vendor is located within India.
International	The vendor is located outside India.

Step 2: Based on Your Selection, the Form Will Dynamically Update


If You Select "Domestic Vendor"

You will be shown the following fields:

 **Vendor Type** (Required)

Options:

- PAN with GST Registration
- PAN without GST Registration

 **PAN Number** (Required) - Format: 10-character alphanumeric (e.g., ABCDE1234F)


 **GST Number**

Options:


- Shown **only** if "PAN with GST" is selected
- Format: 15-digit alphanumeric (e.g., 22ABCDE1234F1Z5)

 **Company / Organisation Email ID** (Required) - OTP will be sent to this address.

 **Generate OTP Button** - Sends OTP to the entered email address.

 **OTP Field** (Required after generation) - Enter the OTP received on your email.

 **"I'm not a robot" CAPTCHA** (Required) - Must be verified to proceed.

 **Login / Submit Button** - Validates and logs in the user if all fields are correct.

If You Select "International Vendor"

You will be shown the following fields:

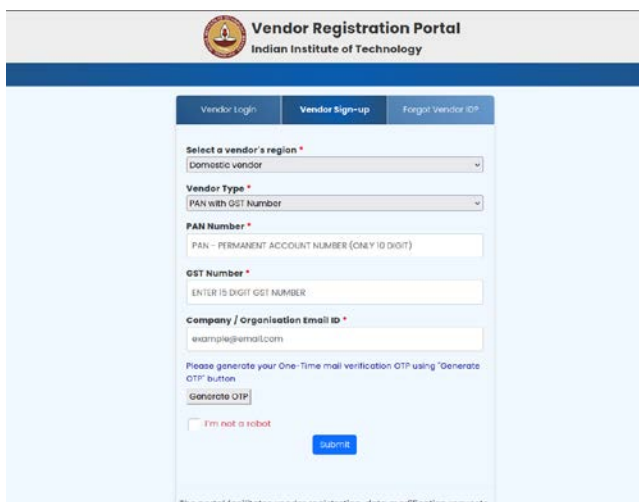
- ✚ **Business Registration Number in Your Region** (Required) - Your country's business registration number.
- ✚ **TRC Number** (Required) - Tax Residency Certificate number.
- ✚ **Company / Organisation Email ID** (Required) - OTP will be sent to this address.
- ✚ **Generate OTP Button** - Sends OTP to the email address provided.
- ✚ **OTP Field** (Required after generation) - Input the OTP from your inbox.
- ✚ **"I'm not a robot" CAPTCHA** (Required)
- ✚ **Login / Submit Button**

Step 3: Notes on Security

- ✚ OTP is time-limited (typically valid for 5–10 minutes).
- ✚ CAPTCHA must be completed.
- ✚ Fields are dynamically shown/hidden based on your region/type selection.

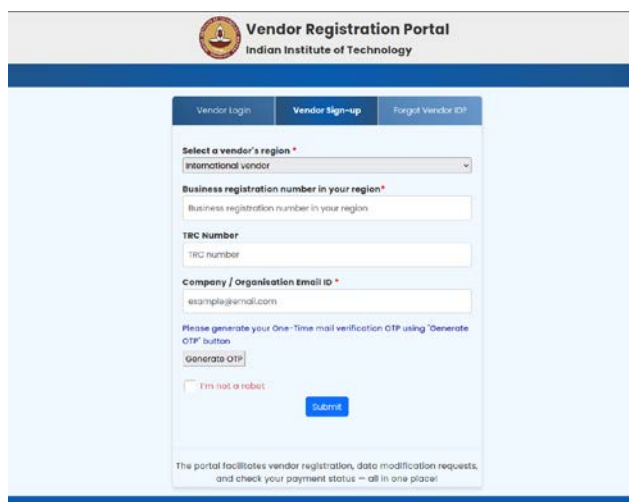
Troubleshooting

- **Didn't receive OTP?** Check your spam/junk folder.
- **Entered incorrect data?** Reset the form or reselect your vendor region.



The screenshot shows the Vendor Registration Portal for Domestic Vendor. The form includes the following fields and buttons:

- Vendor Login | Vendor Sign-up | Forgot Vendor ID?
- Select a vendor's region * (Domestic vendor)
- Vendor Type * (PAN with GST Number)
- PAN Number * (PAN - PERMANENT ACCOUNT NUMBER (ONLY 10 DIGIT))
- GST Number * (ENTER 15 DIGIT GST NUMBER)
- Company / Organisation Email ID * (example@gmail.com)
- Please generate your One-Time mail verification OTP using "Generate OTP" button.
- Generate OTP button
- I'm not a robot checkbox
- Submit button



The screenshot shows the Vendor Registration Portal for International Vendor. The form includes the following fields and buttons:

- Vendor Login | Vendor Sign-up | Forgot Vendor ID?
- Select a vendor's region * (International vendor)
- Business registration number in your region* (Business registration number in your region)
- TRC Number (TRC number)
- Company / Organisation Email ID * (example@gmail.com)
- Please generate your One-Time mail verification OTP using "Generate OTP" button.
- Generate OTP button
- I'm not a robot checkbox
- Submit button
- The portal facilitates vendor registration, data modification requests, and check your payment status - all in one place!

2. Vendor Login using OTP

Step 1: Open your browser and go to the portal URL: <https://icandsr.iitm.ac.in/vendor/>

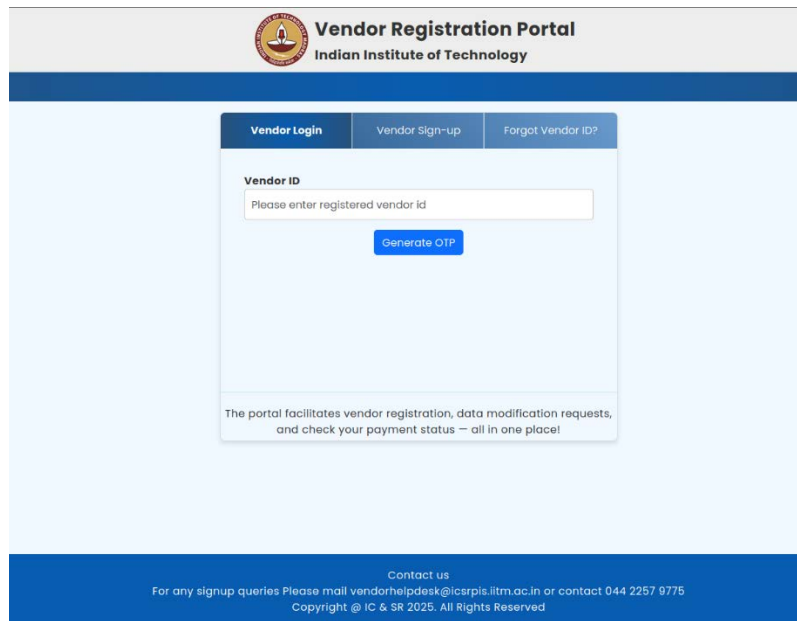
Step 2: Enter your Vendor ID in the input field provided.

Step 3: Click the “Generate OTP” button. An OTP will be sent to your registered email address.

Step 4: Enter the OTP received in your email in the OTP field.

Step 5: Check the “I am not a robot” box to complete CAPTCHA verification.

Step 6: Click “Login” to access the portal.



The screenshot shows the Vendor Registration Portal for the Indian Institute of Technology. The page has a blue header with the IITM logo and the text "Vendor Registration Portal Indian Institute of Technology". Below the header, there are three tabs: "Vendor Login", "Vendor Sign-up", and "Forgot Vendor ID?". The "Vendor Login" tab is active. The main content area contains a form with a "Vendor ID" label and a text input field with the placeholder text "Please enter registered vendor id". Below the input field is a blue "Generate OTP" button. At the bottom of the form, there is a small text box that reads: "The portal facilitates vendor registration, data modification requests, and check your payment status – all in one place!". The footer of the page is blue and contains the text: "Contact us For any signup queries Please mail vendorhelpdesk@icrsps.iitm.ac.in or contact 044 2257 9775 Copyright @ IC & SR 2025. All Rights Reserved".

3. Forgot Vendor ID

Step 1: Select Your Vendor Region

✚ You will see a dropdown labelled **Select a vendor's region***.

✚ Choose your region:

- **Domestic**
- **International**

Step 2: Fill in the Form Based on the Vendor Region

If you select Domestic:

✚ **Vendor Type** - Select your vendor type (Registered / Unregistered / Other options).

✚ **Enter Your Vendor Portal's Registered GST Number** - Enter your GST Number exactly as registered.

✚ **I'm not a robot** - Complete the CAPTCHA to verify you are human.

If you select International:

✚ **Enter Your Business Registration Number in your region** - Provide the official business registration number applicable in your country.

✚ **I'm not a robot** - Complete the CAPTCHA.

Step 3: Submit the Form - Click the Submit button.

Step 4: Popup Message - After submitting, a popup message will appear, showing your registered Vendor ID if the details match.

The screenshot shows the Vendor Registration Portal for the Indian Institute of Technology. The page has a blue header with the IIT logo and the text "Vendor Registration Portal Indian Institute of Technology". Below the header, there are three tabs: "Vendor Login", "Vendor Sign-up", and "Forgot Vendor ID?". The main content area is a light blue box containing a registration form. The form has three sections: "Select a vendor's region" with a dropdown menu showing "Domestic vendor"; "Vendor Type" with a dropdown menu showing "PAN with GST Number"; and "Enter Your Vendor portal's Registered GST Number" with a text input field. Below the input field is a checkbox labeled "I'm not a robot" and a blue "Submit" button. At the bottom of the form box, there is a small text block: "The portal facilitates vendor registration, data modification requests, and check your payment status – all in one place!". The footer of the page is dark blue and contains contact information: "Contact us For any signup queries Please mail vendorhelpdesk@icrps.iitm.ac.in or contact 044 2257 9775 Copyright @ IC & SR 2025. All Rights Reserved".

4. Vendor Registration

Step 1: Organizational Information - This section collects the vendor's **company or personal business details**.

Step 2: Vendor Bank Details

✚ Collects the vendor's official bank account details.

✚ Possibly an upload of a cancelled cheque or bank proof

✚ **Purpose:** Ensures that payments can be made to the correct bank account.

Step 3: Vendor Service / Technical Details

✚ Captures details on the products or services offered by the vendor.

✚ **Purpose:** Helps IIT Madras identify what the vendor can supply or service.

Step 4: Document Upload

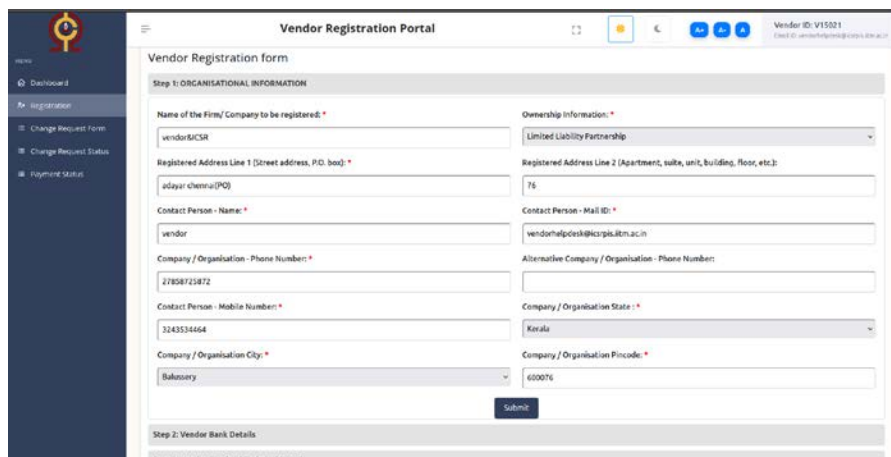
- ✚ Requires upload of mandatory supporting documents.
- ✚ Common uploads:
 - Company registration certificate
 - GST certificate
 - PAN card, Etc.
- ✚ **Purpose:** Verify the authenticity and eligibility of the vendor.

Final Checkbox:

- ✚ **"I accept the Terms and Conditions"** – Must be checked before submission.
- ✚ Ensures that the vendor agrees to the institutional policies and compliance requirements.

Submit Button:

- ✚ After filling in all steps and accepting terms, click **Submit** to complete the registration.
- ✚ The system may then send a confirmation email with the vendor ID.



The screenshot displays the 'Vendor Registration Portal' interface. The main content area is titled 'Vendor Registration form' and is divided into two columns of input fields. The left column is labeled 'Step 1: ORGANISATIONAL INFORMATION' and includes fields for 'Name of the Firm/ Company to be registered', 'Registered Address Line 1', 'Contact Person - Name', 'Company / Organisation - Phone Number', 'Contact Person - Mobile Number', and 'Company / Organisation City'. The right column includes 'Ownership Information', 'Registered Address Line 2', 'Contact Person - Mail ID', 'Alternative Company / Organisation - Phone Number', 'Company / Organisation State', and 'Company / Organisation Pincode'. A 'Submit' button is located at the bottom right of the form. A sidebar on the left contains navigation links: 'Dashboard', 'Registration', 'Change Request Form', 'Change Request Status', and 'Payment Status'. The top right corner of the page shows 'Vendor ID: V15021' and a small URL.

5. Dashboard

Once logged in, you'll see the main dashboard.

Overview: The Vendor Registration Dashboard guides you through completing your vendor profile in four essential steps:

Step Number	Step Name	Status
1	Organization Information	Completed
2	Vendor Bank Details	Completed
3	Vendor Service / Technical Details	Completed
4	Document Upload	Pending

Note: You can visually track your progress using the **line chart progress bar**, showing which steps are completed and which are pending.

The screenshot shows the Vendor Registration Portal dashboard. At the top, there is a navigation menu with options like Dashboard, Registration, Change Request Form, Change Request Status, and Payment Status. The main content area features a progress line with four steps: 1. Organization (Completed), 2. Bank Details (Completed), 3. Technical Details (Completed), and 4. File Upload (Completed). Below the progress line is a 'Vendor Dashboard' section displaying various details:

- Vendor ID: v15021
- Company / Organisation Email ID: vendorhelpdesk@icrps.iltm.ac.in
- Vendor Type: PAN with GST Number
- Vendor Status: Vendor Sign-up completed
- Vendor Name: vendor&ICSR
- Vendor Region: domestic
- Pan Number: JHUY7EYDHD
- GST-IN Number: HDGYT4764848484

Below these details, there are four expandable sections, each marked as 'Completed':

- Organization Information
- Vendor Bank Details
- Vendor Service / Technical Details
- Document Upload

At the bottom, there are links for uploading documents:

- PAN Document: [Click Here](#)
- GST IN Document: [Click Here](#)
- Memorandum of Association, Articles of Association, [Click Here](#)

How to Use a Dashboard

1. Viewing Your Progress

- When you log in to the vendor portal, the dashboard displays a four-step progress line.
- Each step is marked as completed once you submit the relevant form.
- The current step you are on is highlighted or marked as In Progress (if not yet completed).
- Completed steps have a checkmark or green colour, while incomplete steps appear greyed out or with a different colour.

2. Verifying Submitted Data

- Click on any step name (e.g., Organization, Bank Details) on the dashboard to view your submitted data.

- ✚ A detailed summary or form will show your saved information.
- ✚ Review the data carefully to ensure accuracy.
- ✚ If corrections are required, you can navigate back to the registration form and update your information.

3. Completing Remaining Steps

- ✚ If any step shows as Incomplete, click on that step to proceed with the registration form.
- ✚ Fill out all required fields and submit.
- ✚ Upon successful submission, the dashboard updates the step status to Completed.

4. Final Review & Submission

- ✚ You may review all submitted data once again on the dashboard.
- ✚ Once you have completed the registration. You will receive a confirmation email.

6. Change Request Form

The Change Request Form is used when a registered vendor needs to edit or correct their previously submitted registration details, such as GST, PAN, Bank Details, Organization Information, or technical services.

Use the Change Request Form if you want to:

- ✚ Correct or update your GST number **or** PAN
- ✚ Modify your bank account details
- ✚ Update your organization's name, type, or registration info
- ✚ Change or add your technical service categories

Change Request Workflow

- ✚ Log in to Vendor Portal.
- ✚ Navigate to the Change Request Form from the sidebar.

Vendor ID: *
v15021

Name of the Firm/ Company to be registered: *
vendor&CSR

Registered Mail ID: *
vendorhelpdesk@icorporis.ltdm.ac.in

Select Change Request *
Select

I accept the Terms and Conditions

Submit

- ✚ Fill out the required fields and select the type of change request.

- ✚ Accept the Terms and Conditions.

- ✚ Click Submit.

Once submitted:

- ✚ The change request will be sent to the ICSR Admin for review.

- ✚ You can track your request via the Change Request Status menu.

Change Request Status

Excel

Search:

Vendor ID	Change Request	Change Value	Reason	File	Admin Approval Status
v15021	Organization form edit access	orginfo change request	test		Pending

Showing 1 to 1 of 1 entries

Previous 1 Next

After approval:

- ✚ A new editable form section will appear in your dashboard.

- ✚ Make your corrections and submit the updated form.

- ✚ The revised data will replace your existing vendor registration details.

Tracking Your Change Request

Use the “Change Request Status” tab in the sidebar to:

- Check whether your request is Pending, Approved, **or** Rejected
- View admin comments (if any)

7. Payment Status

Registered vendors can monitor the status of payments for invoices made to IC&SR or services performed using the Payment Status section. Along with crucial transaction information, it provides a clear view of whether the payment is pending or has been completed.

Note: Administrative section invoices must be followed directly, not via IC&SR.

Navigation

1. Log in to the Vendor Registration Portal
2. Click on Payment Status from the left sidebar
3. Switch between the Completed and Pending tabs

Overview of Tabs

Pending Tab

- ✚ Displays all payments that are yet to be processed.
- ✚ Shows the following:
 - **Reference Number:** Your unique payment reference
 - **Amount:** Payment amount (if available)
- ✚ May show “No data available” if there are currently no pending payments.

Completed Tab

- ✚ Shows payments that have already been processed and transferred.
- ✚ Includes detailed transaction info:
 - Reference Number
 - Amount Paid
 - Transaction ID
 - Payment Date

For any queries, please contact the details below

- Purchase for vendor registration: 9775