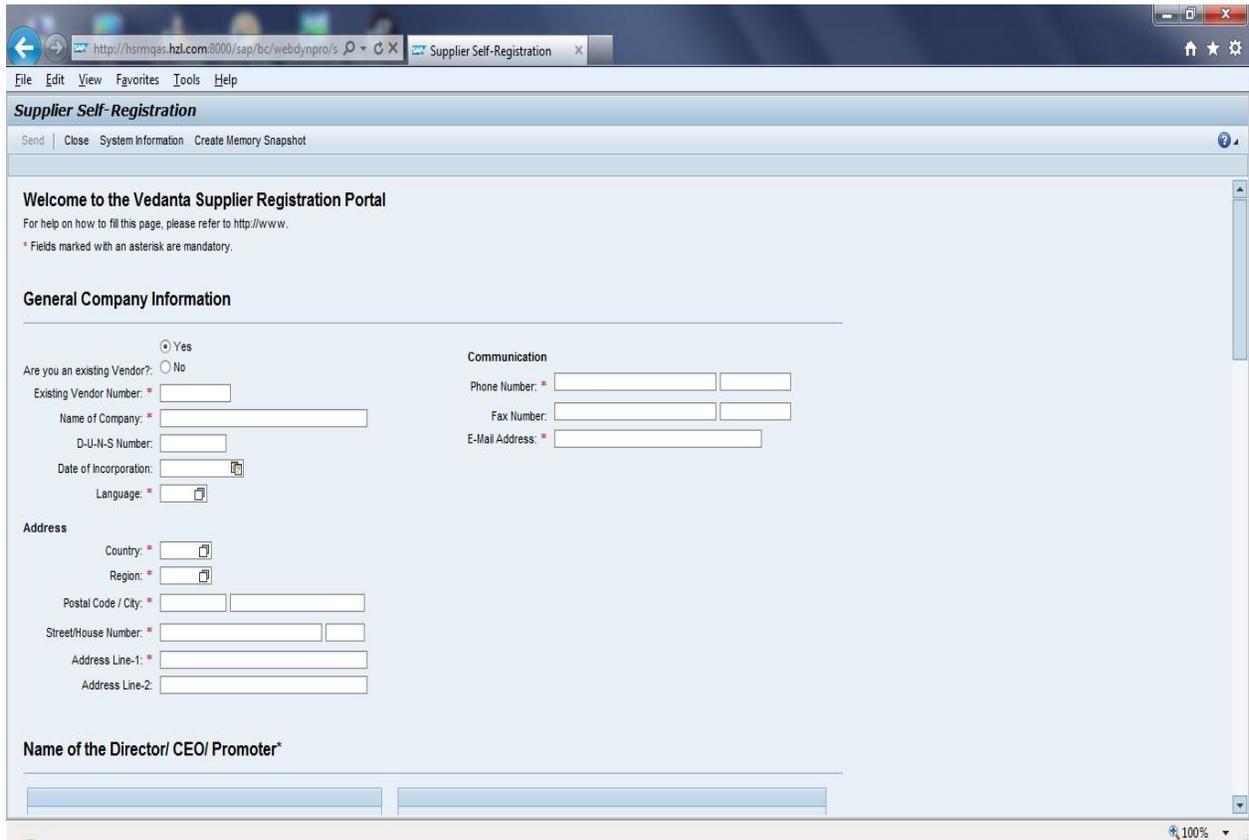


1. Supplier Self -Registration Form (Form 1)

Vendor can access Supplier Self-Registration Form (Form 1) from VAL’s website.

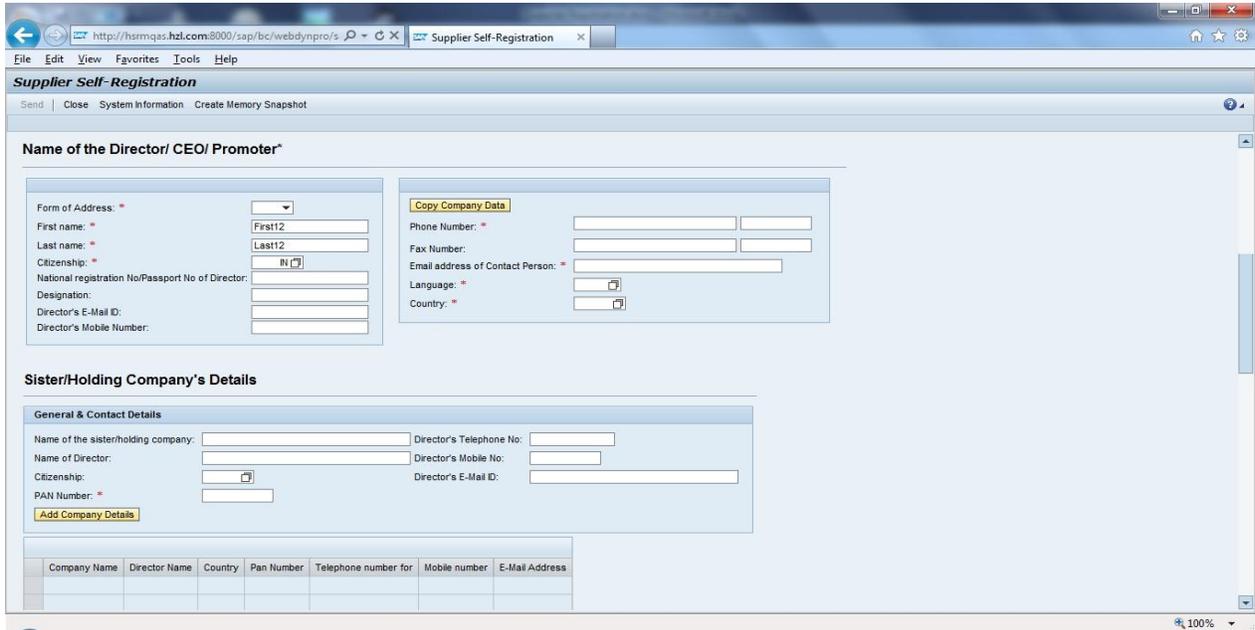
Fill-in all the details and submit the form.



The screenshot shows a web browser window with the URL <http://hsmmqas.hzl.com:8000/sap/bc/webdynpro/s>. The page title is "Supplier Self-Registration". The main heading is "Welcome to the Vedanta Supplier Registration Portal". Below the heading, there is a note: "For help on how to fill this page, please refer to <http://www>." and a disclaimer: "* Fields marked with an asterisk are mandatory." The form is divided into several sections:

- General Company Information:**
 - Are you an existing Vendor?: Yes No
 - Existing Vendor Number: *
 - Name of Company: *
 - D-U-N-S Number:
 - Date of Incorporation:
 - Language: *
- Communication:**
 - Phone Number: *
 - Fax Number:
 - E-Mail Address: *
- Address:**
 - Country: *
 - Region: *
 - Postal Code / City:
 - Street/House Number: *
 - Address Line-1: *
 - Address Line-2:
- Name of the Director/ CEO/ Promoter***
 -

- If you are an existing vendor, please enter your ECC Vendor Number.
- Please select Language, Country and Region from the drop-down list.



Name of the Director/ CEO/ Promoter*

Form of Address: *

First name: * First12

Last name: * Last12

Citizenship: * IN

National registration No/Passport No of Director: *

Designation: *

Director's E-Mail ID: *

Director's Mobile Number: *

Copy Company Data

Phone Number: *

Fax Number: *

Email address of Contact Person: *

Language: *

Country: *

Sister/Holding Company's Details

General & Contact Details

Name of the sister/holding company: *

Director's Telephone No: *

Name of Director: *

Director's Mobile No: *

Citizenship: *

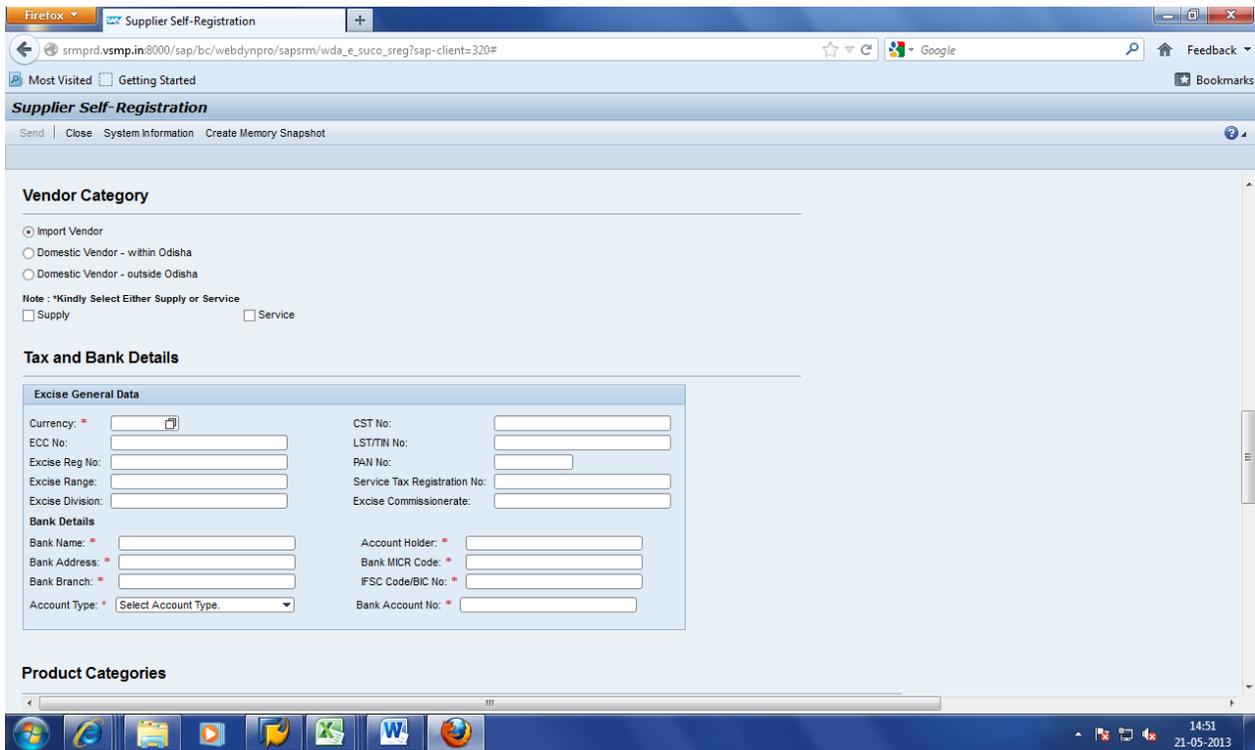
Director's E-Mail ID: *

PAN Number: *

Add Company Details

| Company Name | Director Name | Country | Pan Number | Telephone number for | Mobile number | E-Mail Address |
|--------------|---------------|---------|------------|----------------------|---------------|----------------|
| | | | | | | |

- Please enter all contact details carefully as they will be used for further communication.
- **'Email address of the contact person'** is the most important field and you shall receive the subsequent 'Form 2' and all other emails on the email ID filled in this field.
- You may enter the details of 'Sister Holding Companies' if any.



Vendor Category

Import Vendor

Domestic Vendor - within Odisha

Domestic Vendor - outside Odisha

Note : *Kindly Select Either Supply or Service

Supply Service

Tax and Bank Details

Excise General Data

Currency: *

ECC No: *

Excise Reg No: *

Excise Range: *

Excise Division: *

CST No: *

LST/TIN No: *

PAN No: *

Service Tax Registration No: *

Excise Commissionerate: *

Bank Details

Bank Name: *

Bank Address: *

Bank Branch: *

Account Type: * Select Account Type.

Account Holder: *

Bank MICR Code: *

IFSC Code/BIC No: *

Bank Account No: *

Product Categories

- Please select vendor category as –
 - Import Vendor – If you are based outside of India.
 - Domestic Vendor-within Orissa: If you are based within Orissa.
 - Domestic Vendor-outside Orissa: If you are based outside Orissa but within India.

- If you are both ‘Supply’ and ‘Service’ vendor, you will have to select the one which majorly defines the type of your business.

- Please enter all Bank details accurately as they will be used for all further transactions.

- PAN & TIN / Service Tax Registration Number are mandatory.



The screenshot shows a web application window titled "Supplier Self-Registration". At the top, there are navigation options: "Send", "Close", "System Information", and "Create Memory Snapshot". Below this is a section titled "Product Categories" containing a grid of checkboxes for various product types. The categories are organized into columns:

- Column 1:** Conveyor Belts, Valves, Motor, Starter & Spares, Pannel, Electrodes, Lubricants (Oil, Grease etc.), Sealing & Packing Items, IT Equipments, Lab Equipments, Alloying Materials, Power Supply, Springs,tension and compression elements, Hardware items, Plant Operation Services, Security Services.
- Column 2:** Chains, Sprocket, Hoist & Pulleys, Bearing & Housing, Pumps, Electrical & Electronic Appliances & Spares, Measuring Tools Electrical, Refractory Products, Chemicals,Chemical products, Paints & Allied Products, Office & General Items, Mining & Geological Spares, Alumina, Finished & Semi-Finished Products, Conveyor Items (Roller, Idler, Pulley, Chute, Portable conveyor), Industrial Filters, Civil Services, Miscellaneous Services.
- Column 3:** Pipes & Fittings, Gear Boxes & Internals, Coupling, Transformer & Spares, Miscellaneous/OEM Electrical Item, Wooden items for packing and Bamboo, Gases, Ropes & Slings, Industrial fans,Vent fans,Exhaust Fans, Hospital - Medicines & Spares, Coal, LDO, HFO, Industrial Flap gates and dampers, Workshop Tools & Equipments, Material Handling Services, IT Services.
- Column 4:** Hydraulics & Cylinders Spares, V Belts, Adhesives, VFD & Other Drives, Grinding & Abrasive Materials, Packing Materials for Finished Goods (Non-wooden), Rubber, O ring, Plastic & Leather Items, New Plant and Machinaries, Weighing system and spares, Air Conditioners & Spares, AIF3, White metal and other non-ferrous bearing and pads, Screw Feeders, Measuring Tools Mechanical, House Keeping & Hospitality Services, Logistics Services.
- Column 5:** Metal - Structural Steel, fan, Fastners, Cables, Batteries, Filter Bags & Fabric clothes, Automobile Spares, Hoses, Civil & Building Material, Compressors and blowers, Carbon Block, CT Pitch, Nozzles-Metallic and Non-M, Blade & Cutting Tools, Miscellaneous/OEM Mechni, Equipment Related Services.

Below the product categories is a section titled "Reference for Registration" with an empty text box.

- Please select the product categories you want to supply or provide service for. You may select more than 1 product category.

2. Form 2

After successful submission of Form 1, vendor receives an e-mail (e-mail ID of contact person mentioned in Form 1) with a link to Form 2 as shown below.

Please click on the link in the e-mail as shown below to access Form 2.

Dear supplier,

You have recently registered yourself as a potential supplier in supplier self-services. To complete your supplier profile, it is necessary that you fill out one or more qualification questionnaires. Please find below the URL to process the questionnaires online.

When you process a questionnaire, you can choose between the following options:

- Choose 'Save Questionnaire' to save your entries and keep the questionnaire changeable for processing at a later point in time.
- Choose 'Send Questionnaire' to save your entries and submit the questionnaire. After having submitted the questionnaire, it can be opened in display mode only.

Make sure you save or send the questionnaire and close the confirmation screen before you start processing another questionnaire. Do not process more than one questionnaire at the same time.

Best regards,
Supplier Self-Services Team

Use the following URL to navigate to the questionnaire.

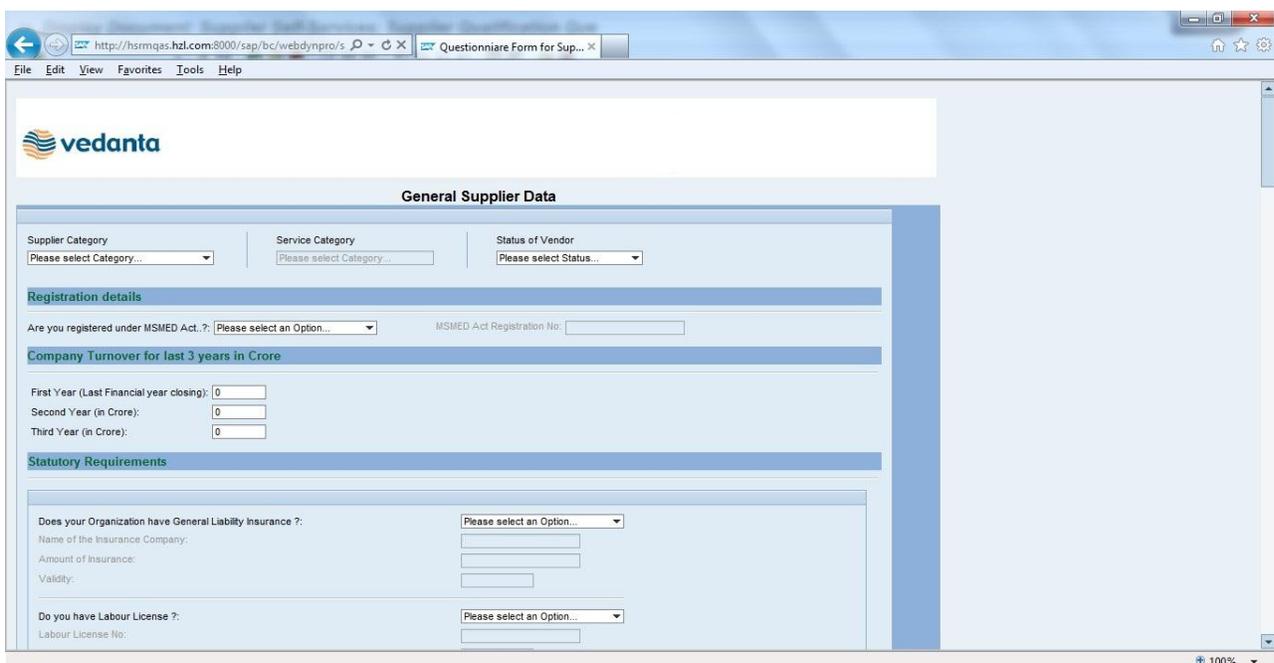
[VAL Vendor Registration Form 2](#)

This e-mail has been generated automatically. Please do not reply.

Please fill up Form 2 and attach necessary mandatory documents to complete the Registration process.

- Please select the relevant 'Supplier Category'/'Service Category' and 'Status of Vendor' from the drop-down menu.
- If you are not registered under any Act or do not possess any License, please select the option as 'No' from the drop-down menu.
- The Company turn-over details are in 'Rs. In Crore'. If your company turn-over is Rs. 500 Lakhs please fill-in Rs. 5 Crore.

First Year (Last Financial year closing): Mention FY 12-13 turnover details.



Questionnaire Form for Supplier Registration

Validity:

Do you conduct periodic Medical Check-up of your Employees?:

Do you provide personal protective equipments to your employees?:

What is the 3 Year average score of Occupational Safety & Health Administration (OSHA)?:

Service Capability

Maximum Value of Contract per Year your Organization has executed (INR)?:

Equipment Details

1:

2:

3:

4:

5:

Any specific equipment related to our function:

References/Credentials

List Your Top Five Clients specific to our business requirement

1:

2:

3:

4:

5:

Questionnaire Form for Supplier Registration

Quality System Requirement

Certification Details

Are you an ISO Certified Company?:

Mention the type of Certification?: If Other provide details:

Certifying Agency:

Certificate No.:

Expiry Date:

Do you ensure that dangerous goods are packed, labeled, shipped and declared in accordance with national/international regulations?:

Are you supplying any hazardous chemical?:

Whether the persons involved in transportation are made aware of MSDS of hazardous chemical?:

Statutory Compliance

Statutory Compliance - Please select which ever is applicable

Minimum Wage Act Child Labour Act Factory Act Contract Labour Act

ESI-PF Act SA 8000 Act Health & Safety at Work Act Workmen compensation fund Act

Company is women owned enterprise: Registered under Pollution Control Board Clearance:

Business Readiness

The screenshot shows a web browser window with the title 'Questionnaire Form for Supplier Registration'. The form is divided into several sections:

- Business Readiness:** Contains three questions with dropdown menus: 'Do you have company web site?', 'Are you following SAP or other ERP system?', and 'Are you open for online Bidding / Reverse Auction?'. Each question has a text field for 'If yes, url for website:' or 'If Yes Provide details:'.
- Technical Collaboration:** Contains one question: 'Do you have technical collaboration.?', with a dropdown menu and a text field for details.
- Environmental Aspects & GSCM:** Contains three questions: 'Environmental Clearance of the Product or Service Offered?', 'Are air emissions generated from the process at your plant/factory?', and 'Air pollution control equipment used by you:'. Each has a dropdown menu and a text field.
- Other Information:** A large empty text area for additional information.

- Please select the declaration tab & maintain the entries. Also attach all the necessary documents in order to successfully complete the registration process. (Please refer to the list of required documents as shown below. Those marked in Red are mandatory)

The screenshot shows the 'Declaration' and 'Attachments' sections of the form:

- Declaration:** Features a checkbox for the declaration statement: 'I/We declare that the information furnished above is correct to best of my/our knowledge and I/We undertake to inform you at the earliest of any change in detail mentioned above, if any of the information is found to be false then BALCO will be entitled to cancel my registration.' Below this are text fields for 'Authorized Signatories Name:' and 'Designation:'.
- Attachments:** Lists documents to be attached, with mandatory ones in red:
 01. * PAN Card / TPNto
 02. ECC Registration Document
 03. Registration copy of the Company
 04. * Copy of the Cancelled Cheque
 05. MSMD Certificate
 06. ISO Certificate
 07. Statutory Compliance documents
 08. Dealership Certificate
 09. * Purchase Order copies (of Vedanta Grp. Companies & Others)
 10. * Profit and Loss Statement
- Upload Documents:** Includes a 'Browse...' button and an 'Upload' button.
- Documents Attached:** A table with columns for 'File Name', 'File Type', and 'File Size'.

Click on the Save button if the form is filled partially (session expires in 30 mins).

The filling of form can be resumed by clicking on the form 2 link send over mail.

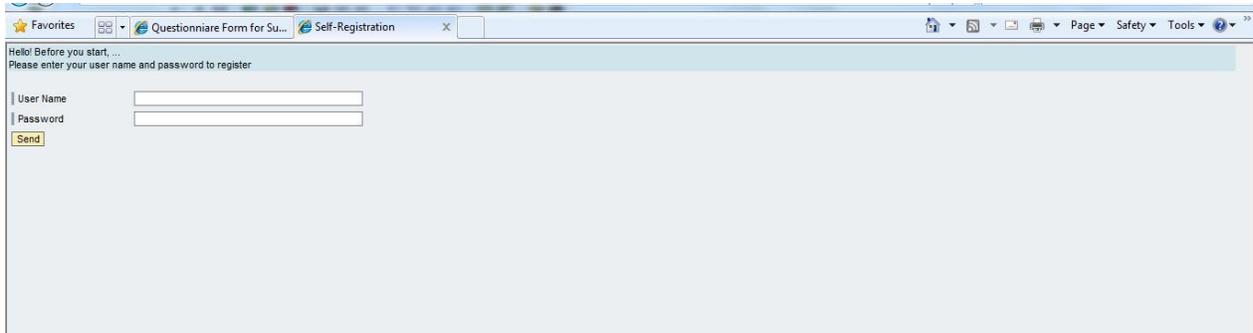
After completion of the form select the Submit button for submitting the Registration form to VAL.

Once all your details are verified and accepted by VAL, you will receive 2 emails (one email with username and one email with password). Please follow the instructions in the email to create your own user account.

3. Creating my User Account

Please click on the link mentioned in the email. Copy the user ID (mentioned in the same email) and password (mentioned in a separate email) and click on ‘Send’.

The system generated user id and password are valid for only 24 hours. Please create your user account within 24 hours of mail receipt.



It navigates you to the following screen. Please enter a username (preferably the name of your company) and a password. Accept the data-privacy statement and click on ‘Create’.

Note:

- i. Please remember your user-name and password as they are very important to carry-out all further transactions with VAL.
- ii. The user ID and password received in the email are system-generated and one-time user ID and password. You CANNOT use them for further transactions.
- iii. Please select the correct decimal format.

