



User Manual for Vendor Registration

1. Vendor Registration Process Steps:

Step 1: Vendors can register for one or more than one Product categories at a time, for doing business with Adani Power. Vendor needs to provide the Vendor contact details and business details.

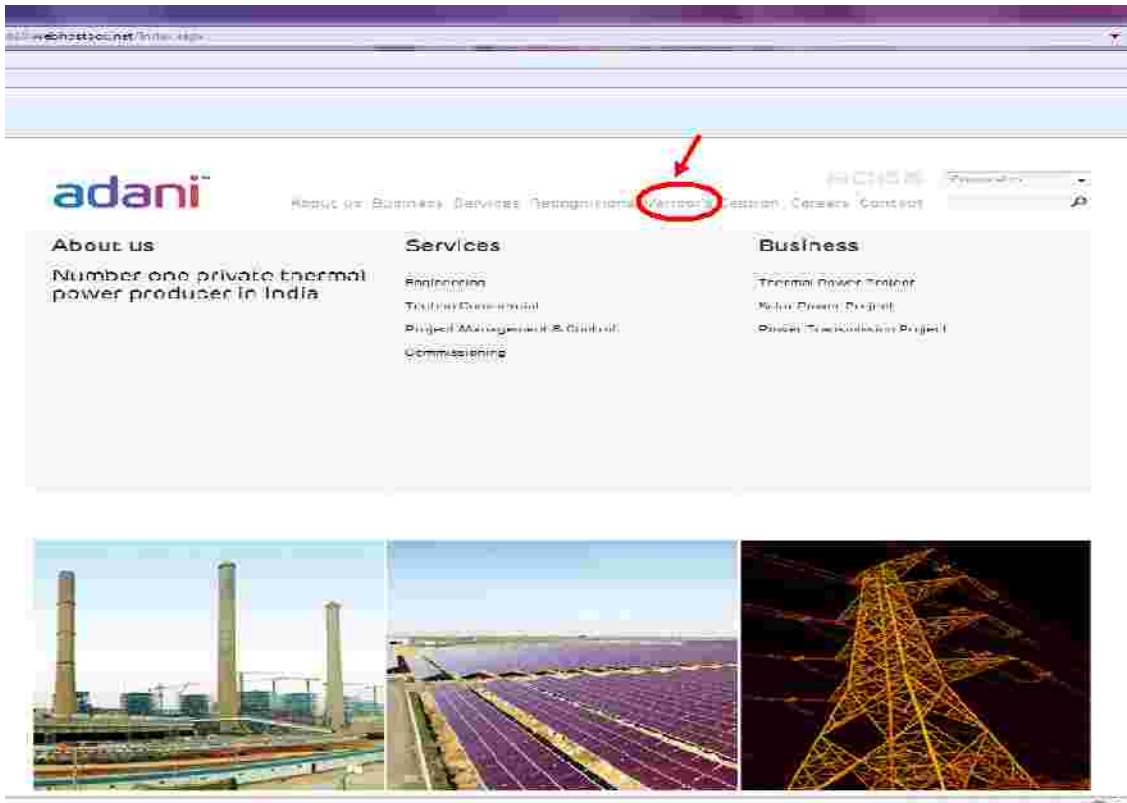
Step 2: The moment Vendor Registration is done successfully, an e-mail is sent to Vendor with a Registration Request Number.

Step 3: The Adani Infra reviews the Registration Form and accepts /rejects the Vendor or the Vendor may be contacted for further interactions & verification before finally approving or rejecting.

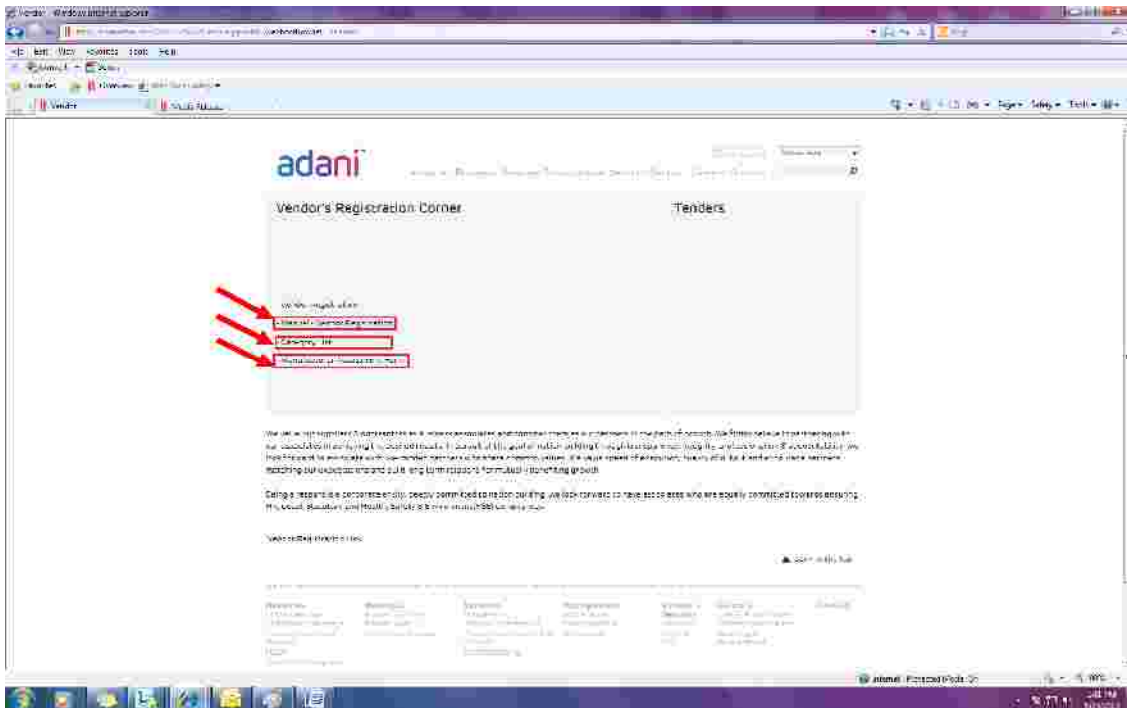
Step 4: Approved Vendor shall be provided with a link periodically to update his contact details. Vendor's name, Bank Details and PAN Number can be changed after the approval from Adani Power. Rest of the details can be updated by vendor directly.

2. Guideline for Vendor Self-Registration:

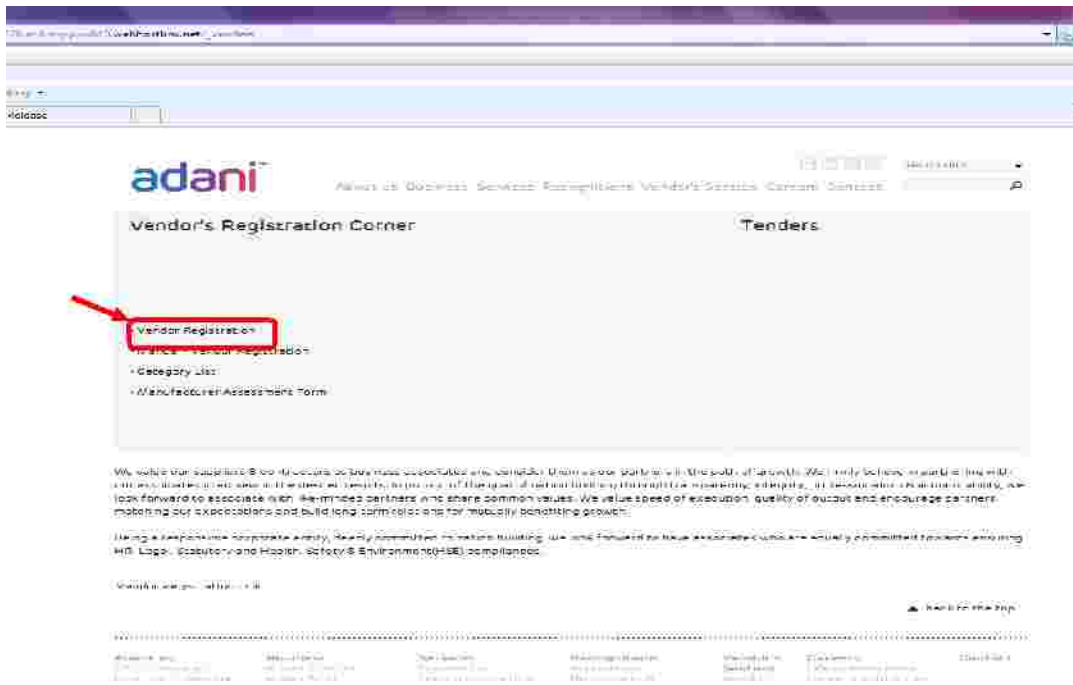
a) Vendor shall be required to fill up Self-Registration Form available at the Adani Infra Website i.e <http://www.adaniinfra.com> through Internet Explorer (Recommended) by the following steps:



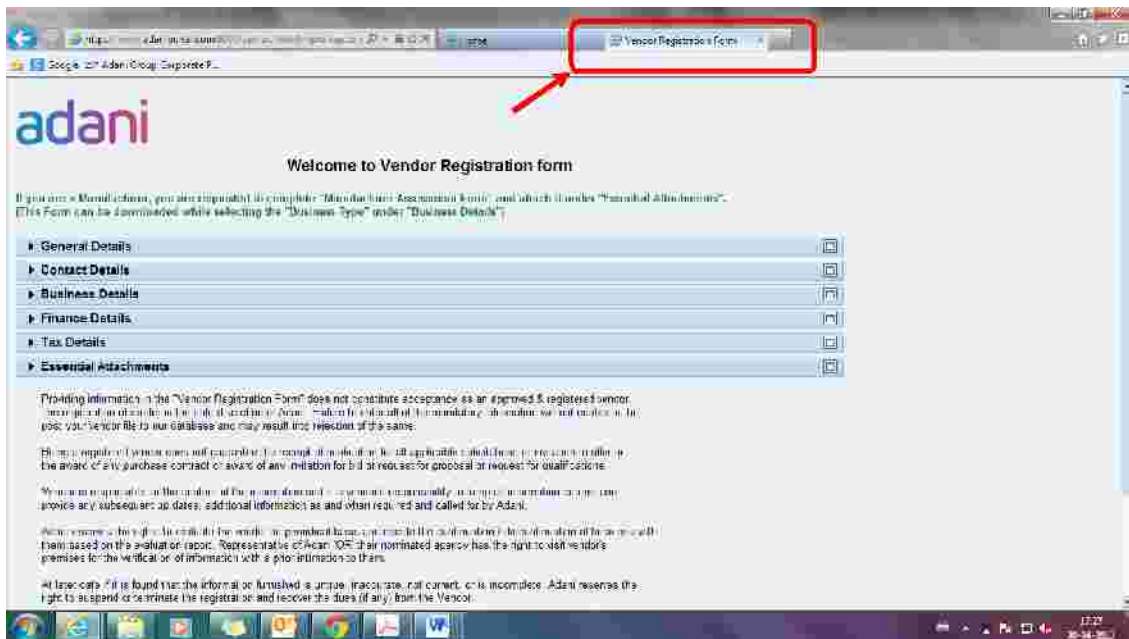
b) Refer Manual for Vendor Registration and Category List Manufacturer needs to download Manufacturer Assessment Form and upload the dully fill d and signed copy in the Essential Attachment section of the Form.



c) Click on the link "[Vendor Registration](#)" tab.



d) After Clicking on link "[Vendor Registration](#)", Vendor Registration form shall be opened in new tab as shown:



e) This display screen is a **'Vendor Registration Form'** which is divided into 6 subsections:

- I. General Details
- II. Contact Details
- III. Business Details
- IV. Finance Details
- V. Tax Details
- VI. Essential Attachments

Vendor shall be required to fill all the sections to complete the Vendor Registration Process.

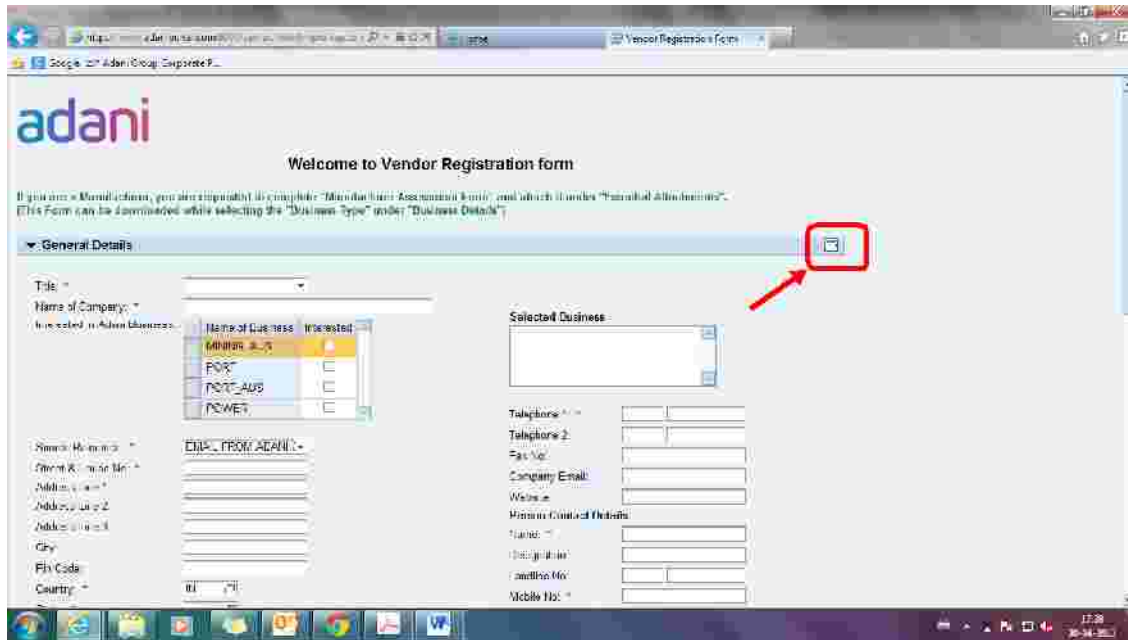
Vendor is requested to click on respective tabs of sub-sections mentioned above to enter the requested details. Upon clicking each section, only respective section shall be displayed.

Mandatory data is shown with asterisk mark (*) which must be filled to complete the Process under each sub-section.

Section wise screen shots are pasted as under:

Section-I: General Details

Click on the small rectangle icon (as shown) on right side:



Vendor shall be required to enter the entire relevant data in respective field. (e.g. Title, Name of Company etc.)

1) Selection of Product Categories:

Products are identified & segregated into 17 categories (tentative list which shall be updated periodically). Each Product category is further classified into sub categories. List of categories is mention below.

- I. Civil & Structural Services
- II. Civil Material
- III. Consultancy Services
- IV. Control & Instrumentation Package
- V. Customs & Logistics
- VI. Electrical Package
- VII. EPC Contractors
- VIII. Information Technology
- IX. Main Plant Packages
- X. Mechanical Packages
- XI. O&M Services
- XII. Office Equipment & Spares
- XIII. Other

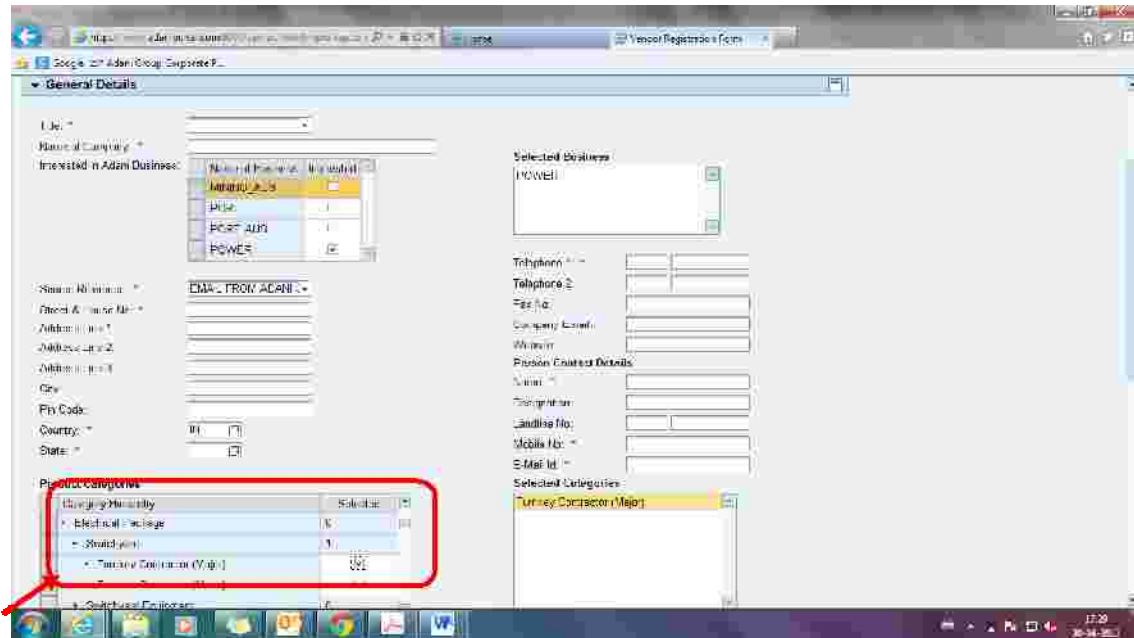
- XIV. Medicines
- XV. Packing Materials
- XVI. Solar Power
- XVII. Testing & commissioning works etc.

2) Vendor to choose under which Product Categories / Sub Categories above, "Products/Services" of his organization are covered.

3) In case if vendor renders his service /supply multiple products, they may choose multiple products.

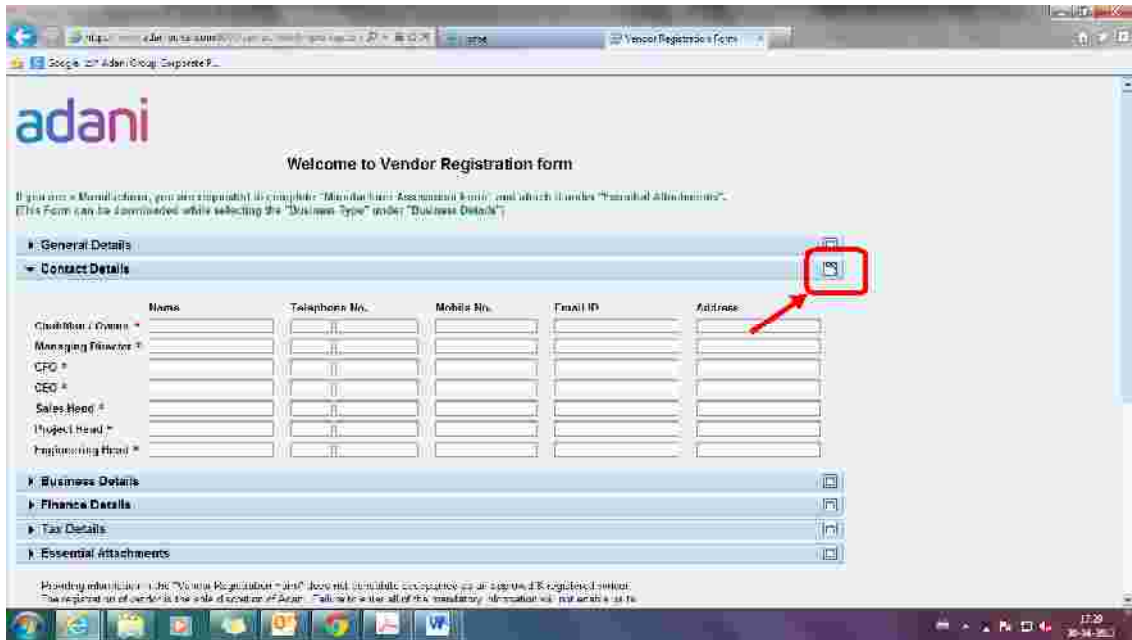
e.g. A vendor who is deals with cooling tower and chimney shall choose the Product Categories/Sub Categories as follows. Cooling tower and chimney falls under Product Category of "Civil Works". Vendor shall click on product category of "Civil Works" and then select sub category of its Products."

Snap shot of the above example is as follows:



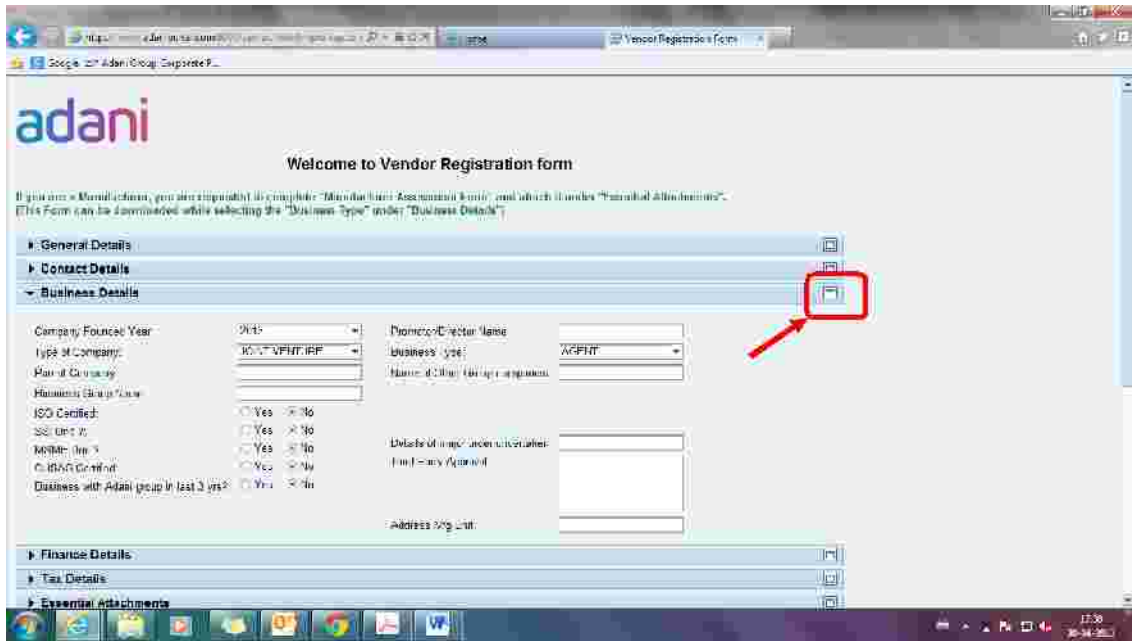
Section-II: Contact Details

Click on the small rectangle icon (as shown) on right side and fill the requested details:



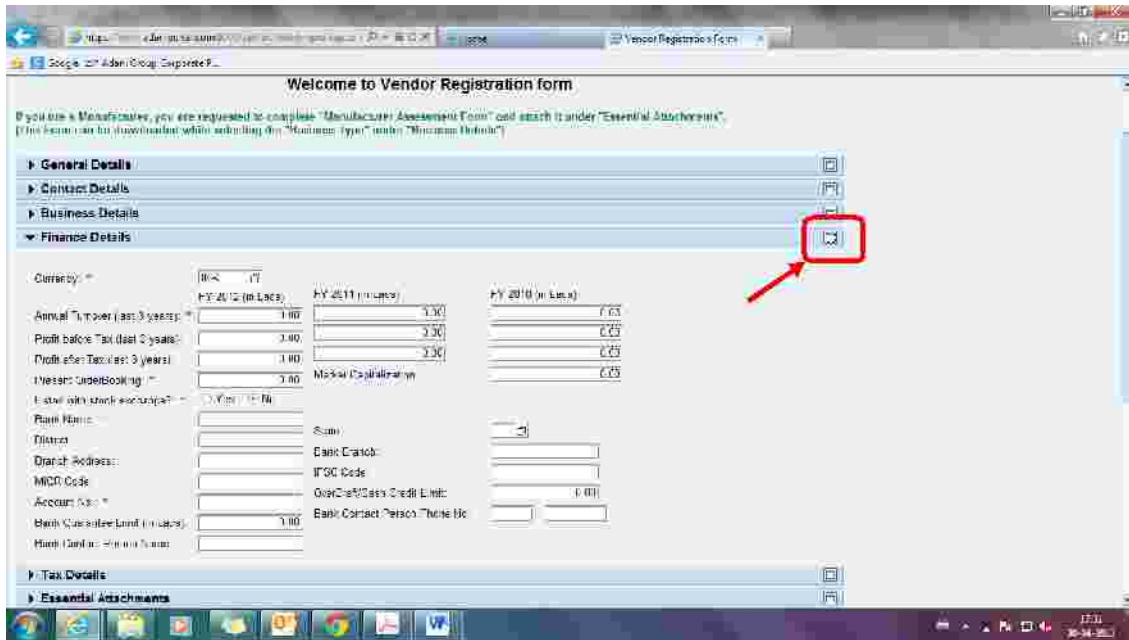
Section-III: Business Details

Click on the small rectangle icon (as shown) on right side and fill the requested details:



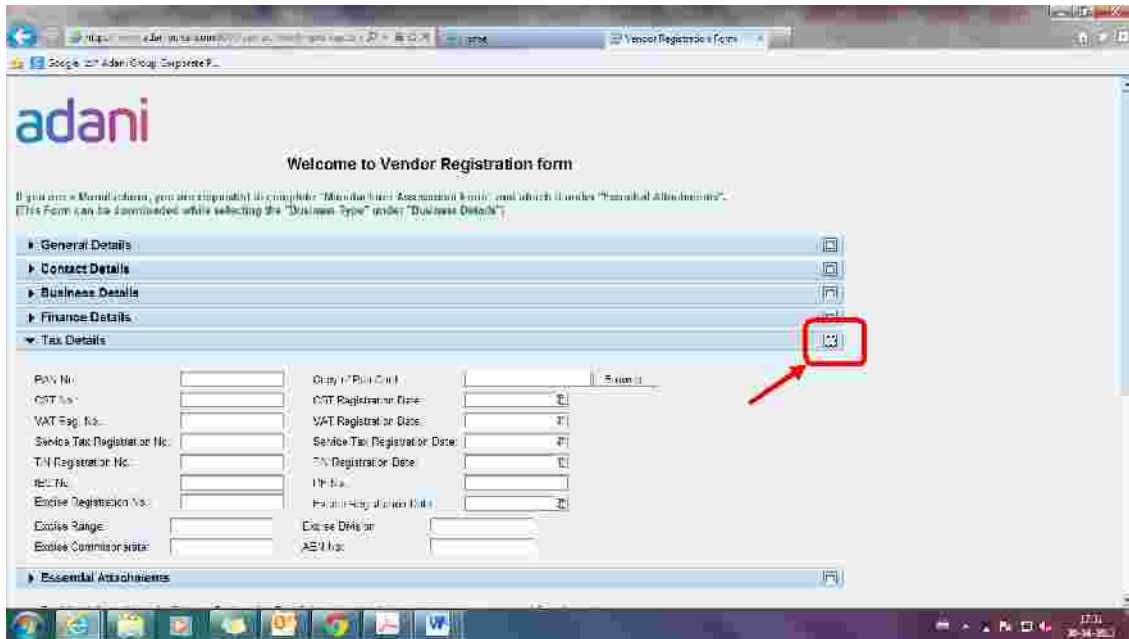
Section-IV: Finance Details

Click on the small rectangle icon (as shown) on right side and fill the requested details:

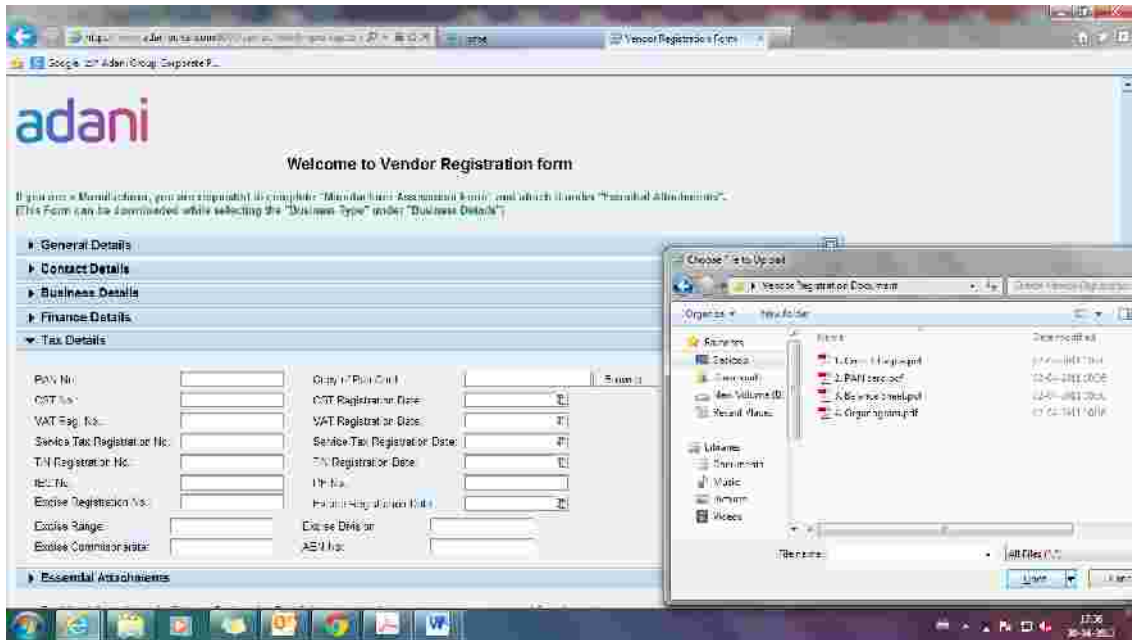


Section-V: Tax Details

Click on the small rectangle icon (as shown) on right side and fill the requested details:



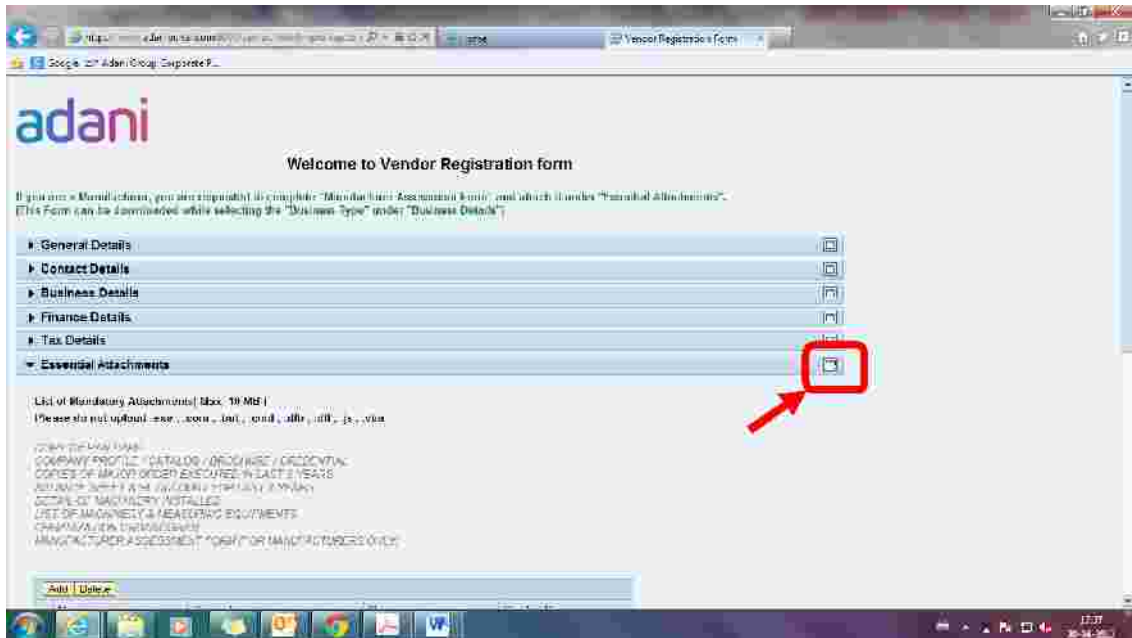
Copy of PAN Card needs to be attached as shown:



Vendor shall be required to keep the scanned copy read for upload in your computer as shown above.

Section-VI: Essential Attachments

Click on the small rectangle icon (as shown) on right side and fill the requested details:

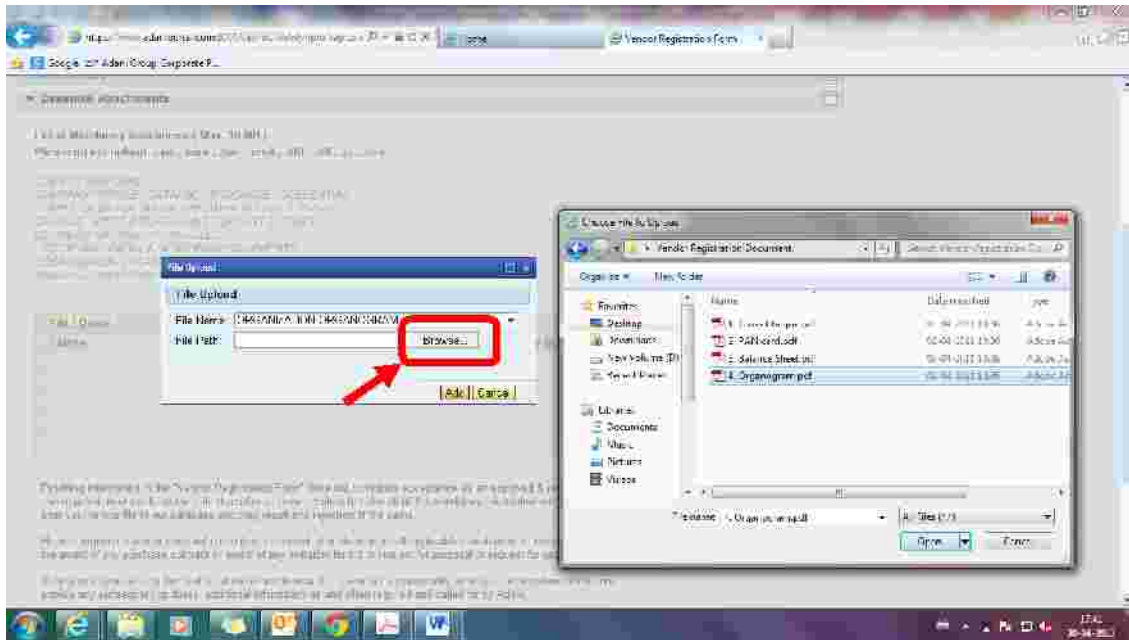


To attach the files, you must keep the scanned files in your computer ready for uploading. Files required are: Copy Of Cancelled Cheque, Company Profile / Catalogue / Brochure / Credential, Copies Of Major Order Executed In Last 3 Years, Balance Sheet & PI Account For Last 3 Years, Detail Of Machinery Installed, List Of Machinery & Measuring Equipments, Organization Organogram.

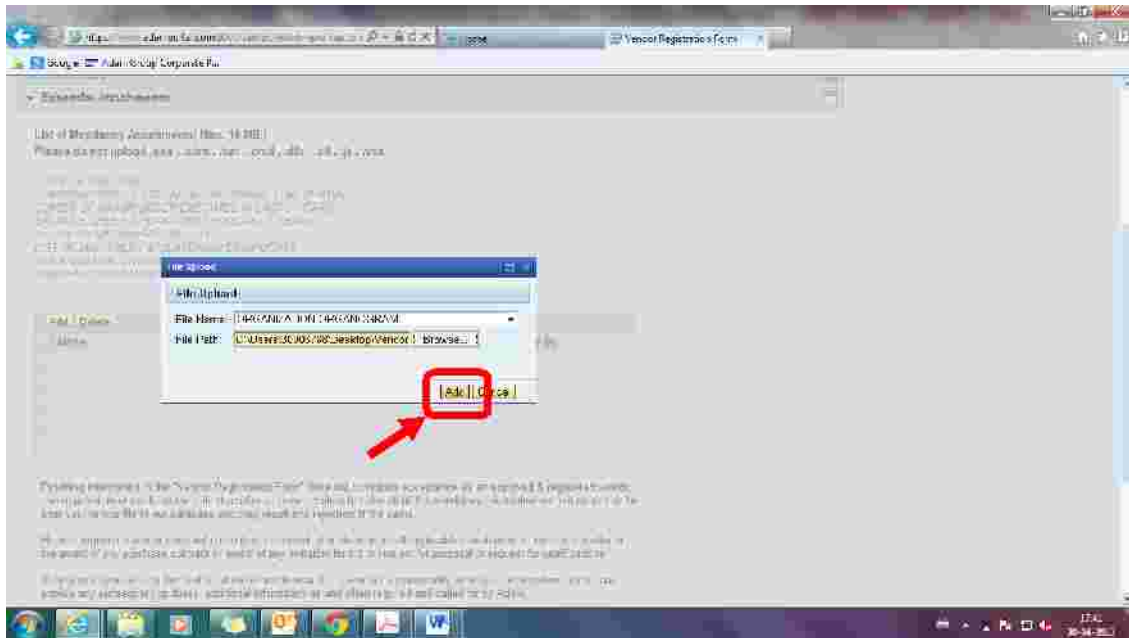
To add the file, Click on add button and browse the file from your file. You should choose the File Name as shown:



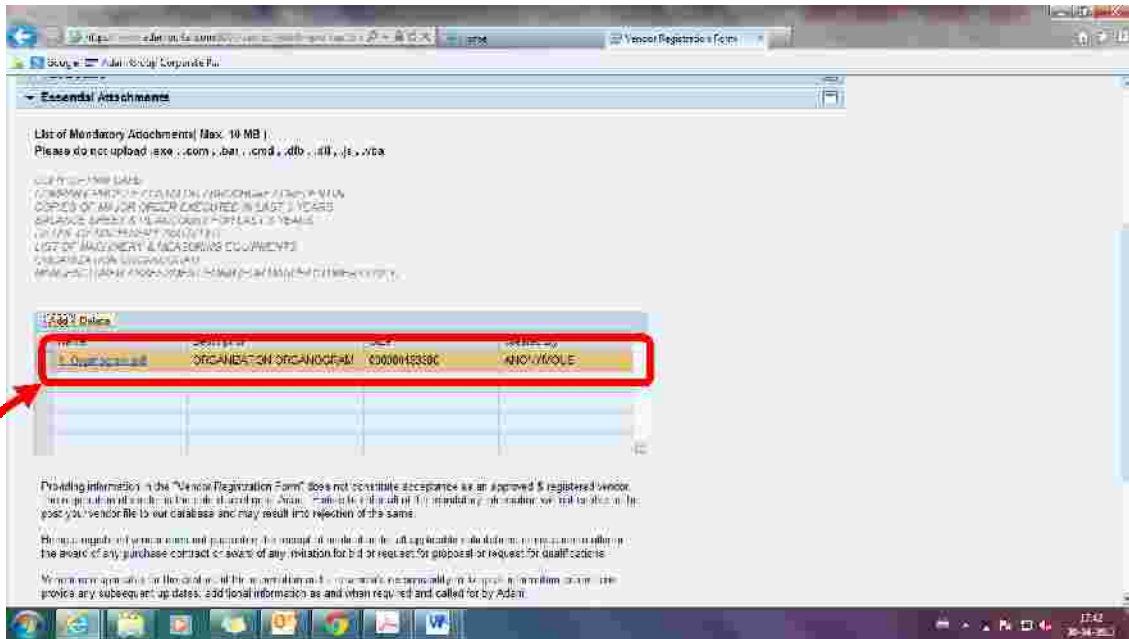
After choosing the file Name, attach the file by given the File Path. Click on browse and click on the scanned copy as shown:



After providing the path, press the Add button:

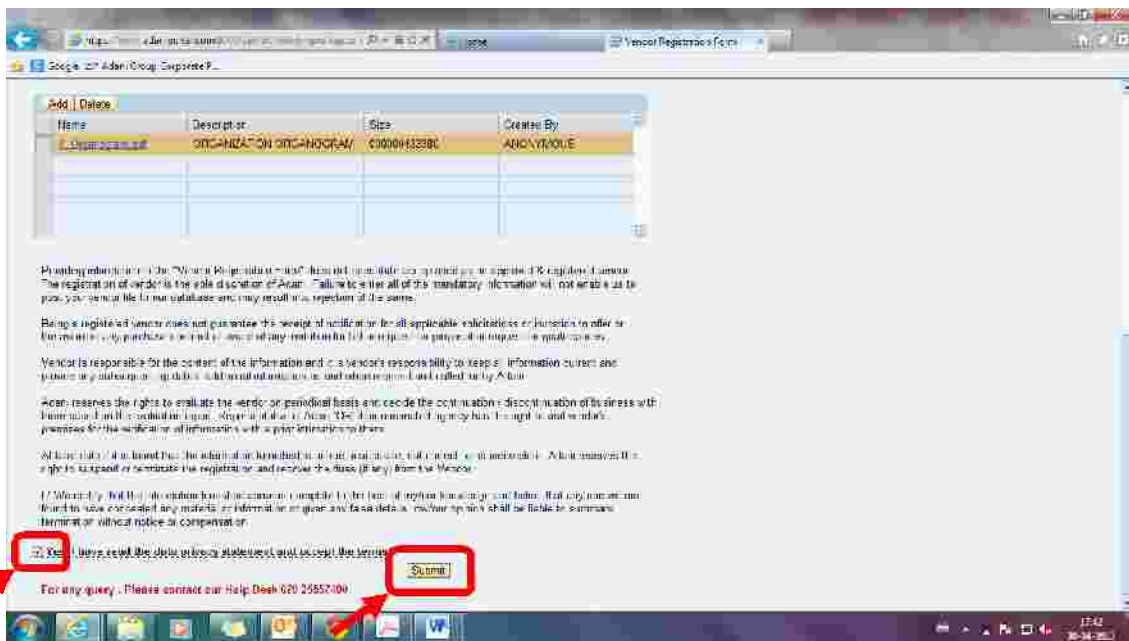


You will find the file attached. Similarly add the other documents. For uploading all documents in one zip file, you need to select file name as ALL.



Acceptance of Data Privacy Statement and Terms

Click on the check box and submit the Vendor Registration form. Once Process is complete you will receive Registration No. on the screen and also receive auto generated mail on Email-ID mentioned in General Details.



3. Adani Contact / Support for Vendor Registration:

For any clarification /problem related to Registration Process, vendor can communicate on following ID and Contact No:

Email ID: Vendorregistration.Cell@adani.com

Contact No. 079-25557400