**Guidelines For Application for Vendor Registration**

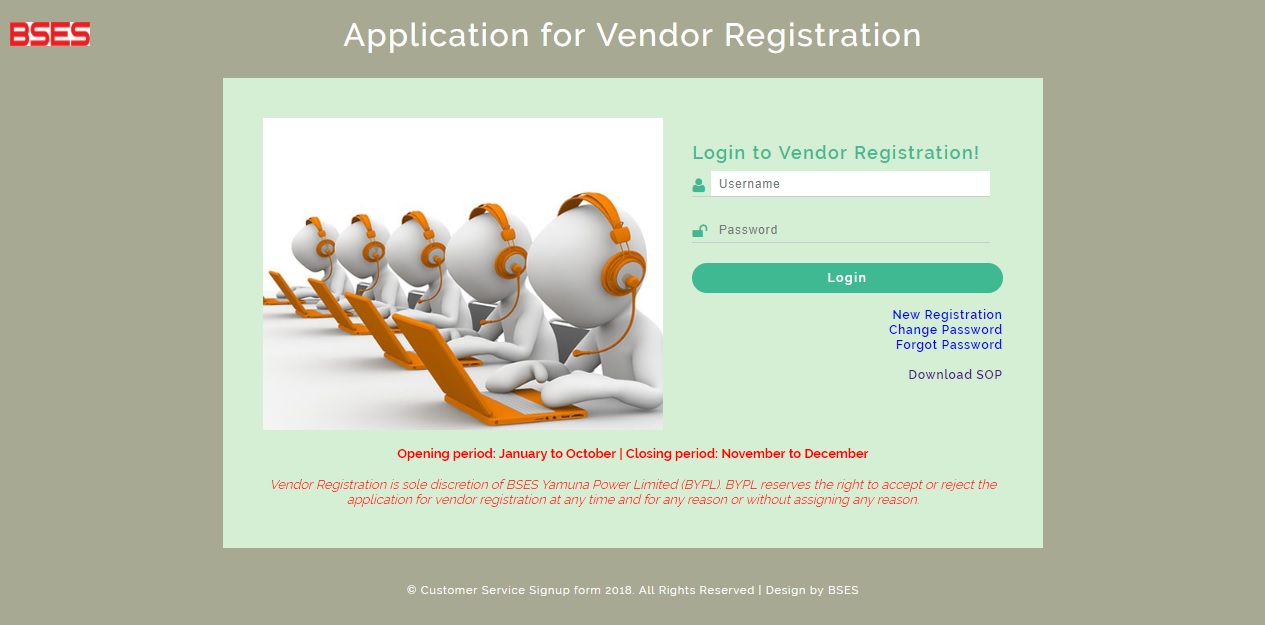
1. Application for Vendor Registration portal of BYPL shall be operational from January to October month of every year for submitting the vendor’s credentials.
2. Application for Vendor Registration portal shall be closed between November and December month of every year for assessment of credentials submitted by vendors.
3. List of registered vendors shall be published on vendor registration portal before 30th January of every year.
4. Vendor Registration Portal is supported on following Web Browsers:

4.1. Internet Explorer 8 and above

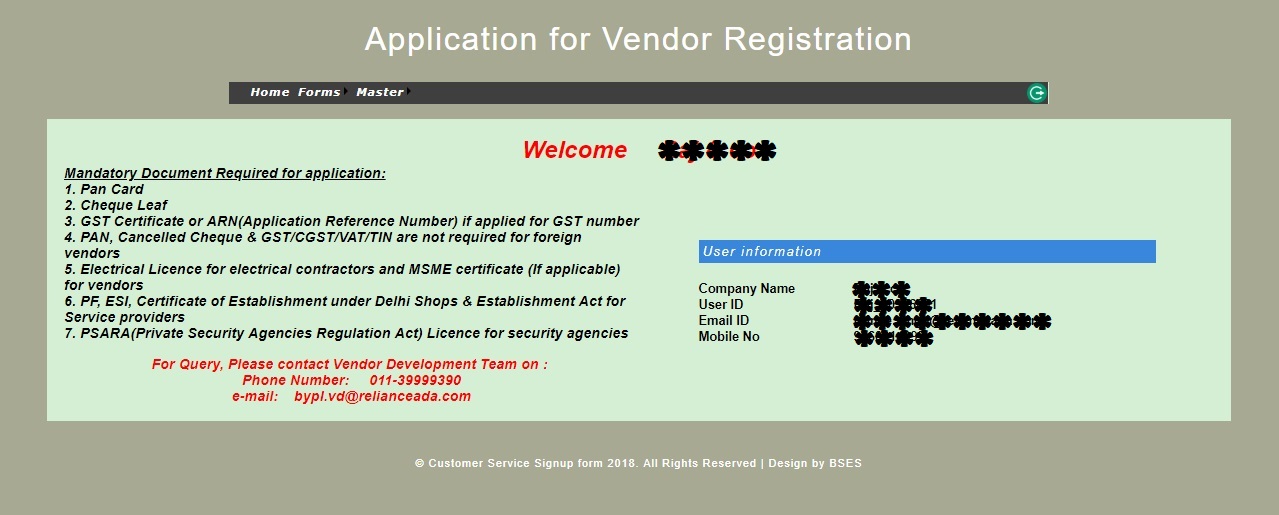
4.2. Mozilla Firefox 44.0 and above

4.3. Chrome 48.0.2564 & above

1. Use <https://www.bsesdelhi.com/web/bypl/bypl-tenders> to access Vendor Registration Portal.
2. Go to Vendor Registration.
3. After log in, vendors need to submit information / documents in General, Business, Financial, Tax & Documents screens of Vendor Registration portal.
4. Fill up entire details. Filling the (\*) marked fields are Mandatory.



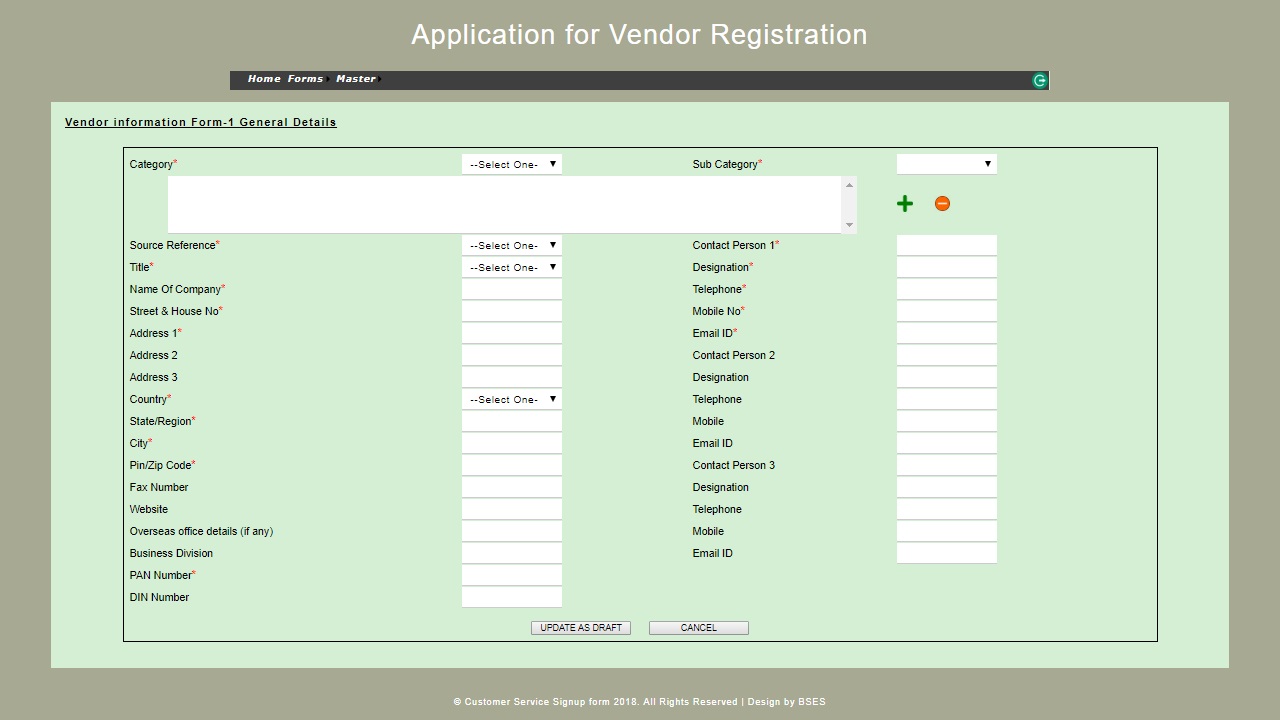
*Application for Vendor Registration Home page*

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1. Go to Forms and select General details.



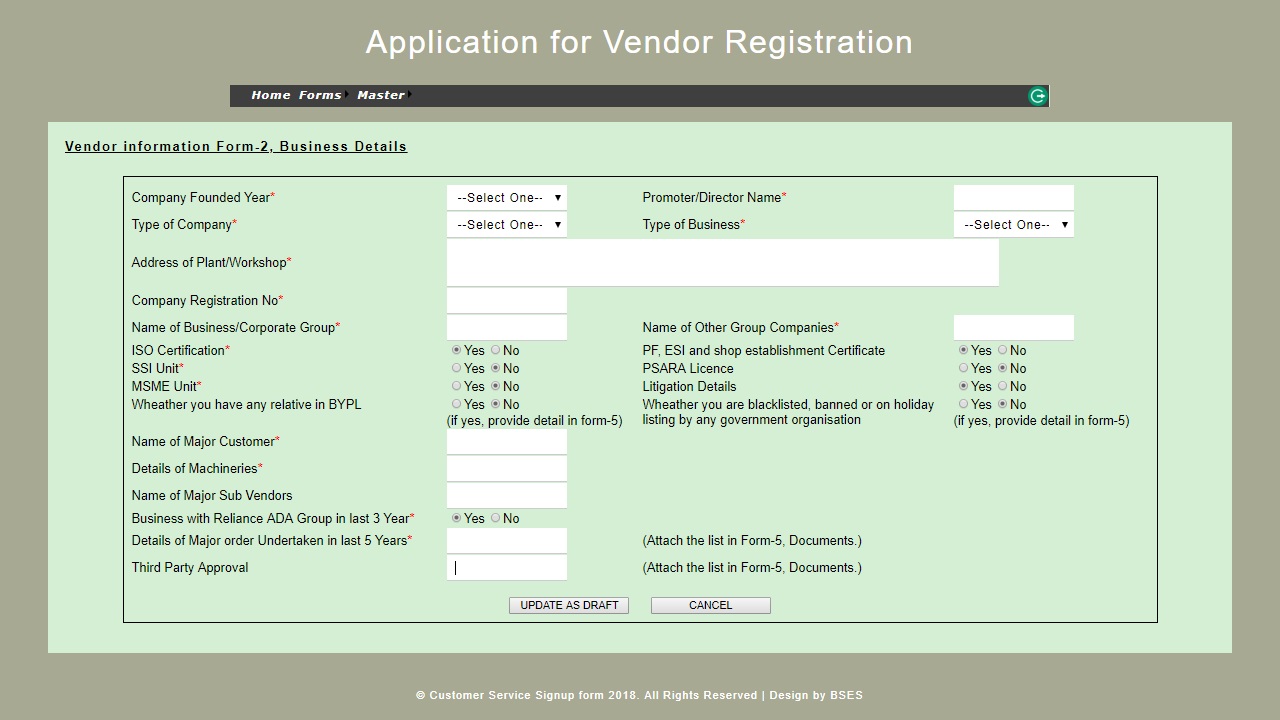
*General Details Screen*



1. Go to Forms and select Business details.



*Business Details Screen*



1. Go to Forms and select Financial details.

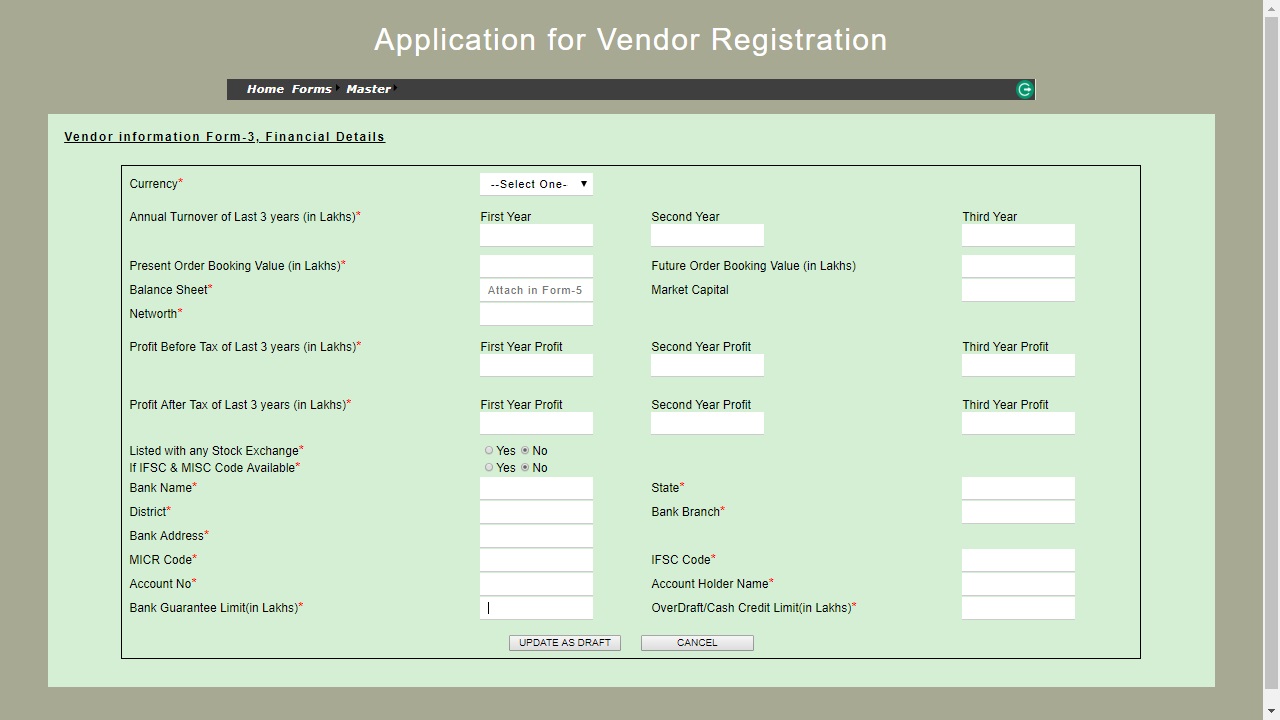


1. **Financial details:** If you have IFSC code, select Yes and write that in the field IFSC code.

***Note:*** *If you’re a foreign vendor, no bank details required.*

***Note:*** *It is important to put entire Account Number including preceding zeros if any.*

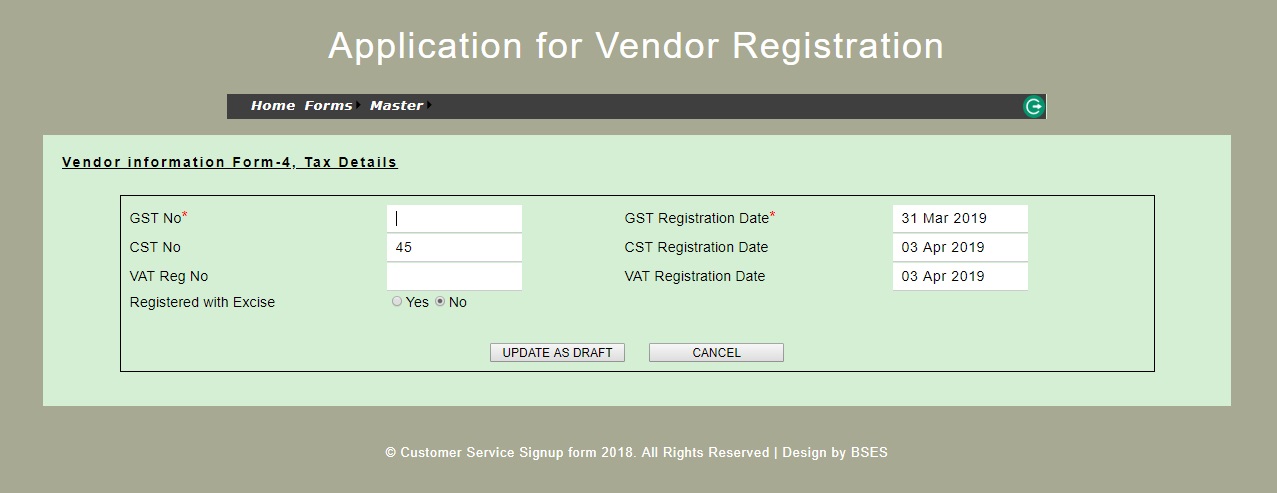
*Financial Details Screen*



1. Go to Forms and select Tax details.



*Tax details Screen*



1. Go to Forms and select Document.



1. Upload the documents as per list of documents.

*Documents Screen*



1. Save & Submit the Application for Vendor Registration information.
2. Vendor shall receive an email / SMS after submission of Application for Vendor Registration Form along with unique acknowledgment number.
3. Vendor shall quote this acknowledge number for all future communications.
4. In case of successful assessment, vendor will receive an e-mail from BYPL regarding further direction.

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