USER MANUAL

For

Vendors

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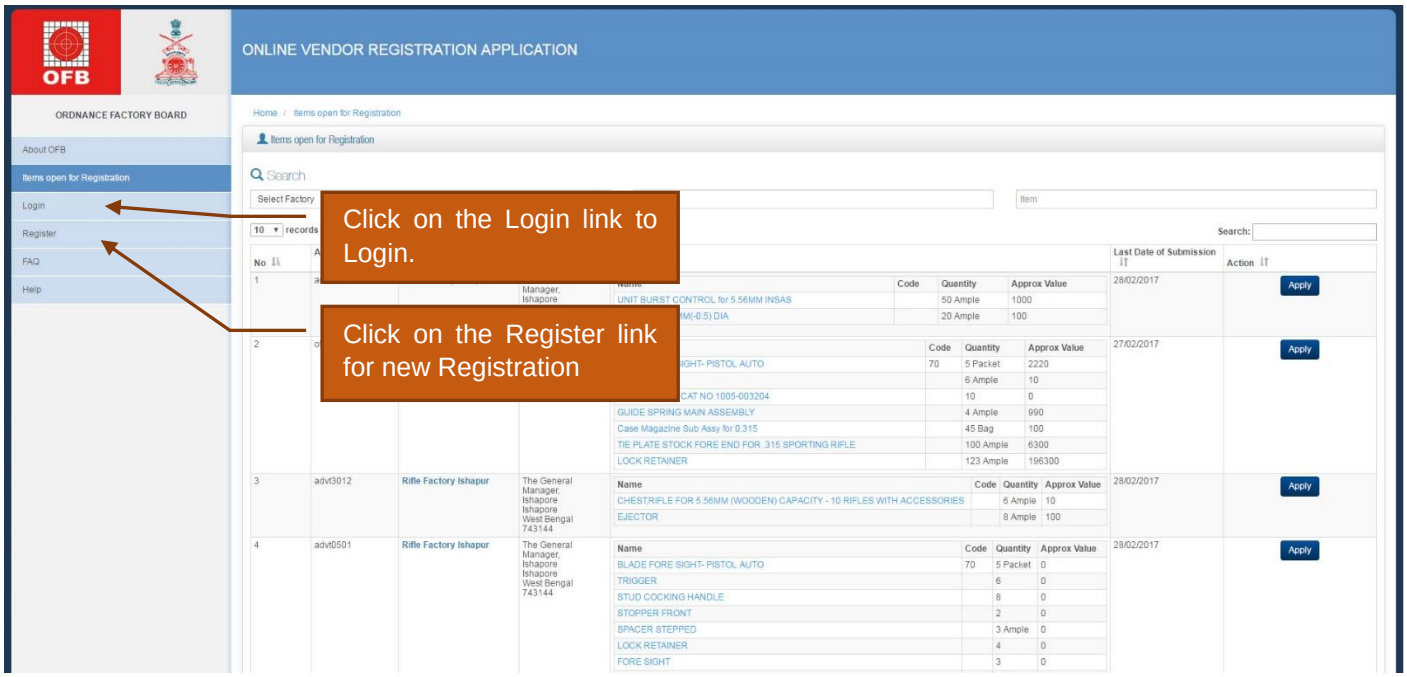
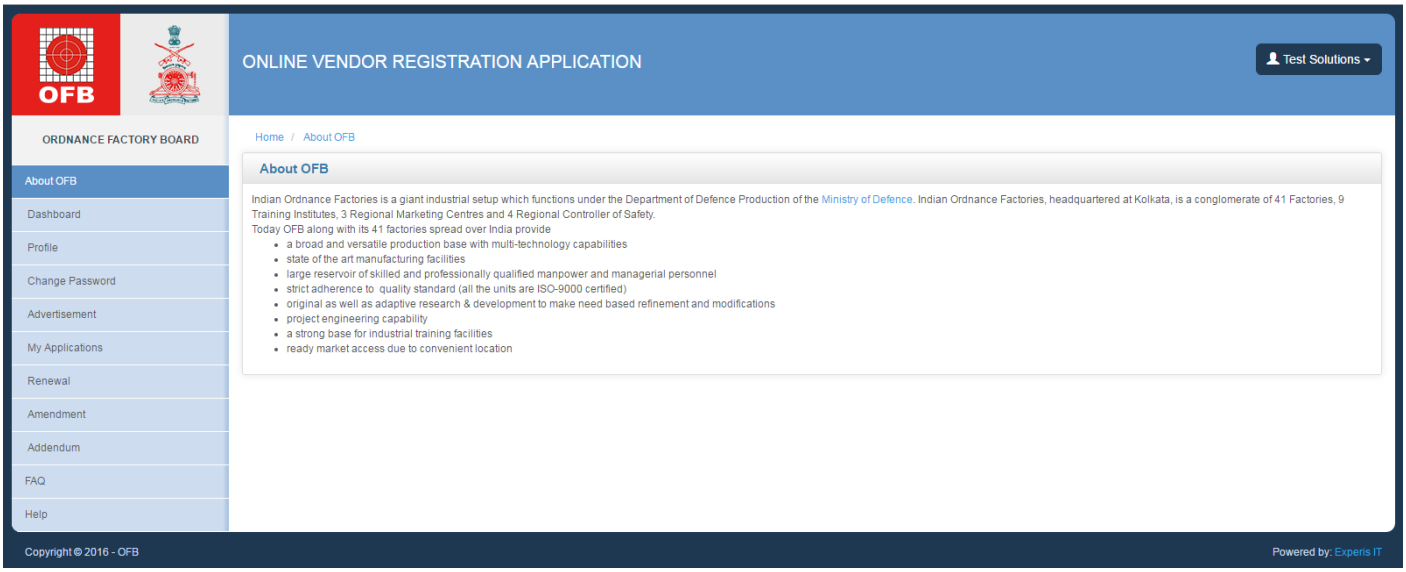
HOME PAGE

This page will show existing list of advertisements, registered vendors can login and apply and new vendor can be registered



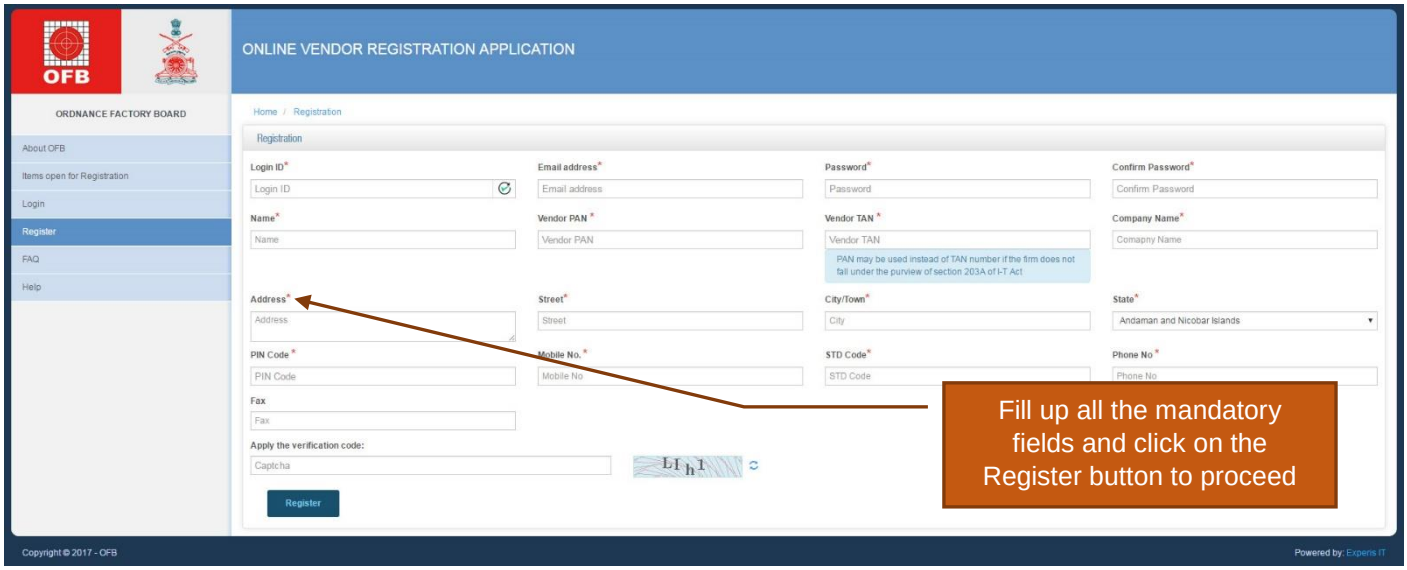
About OFB

This page will contain information about OFB.

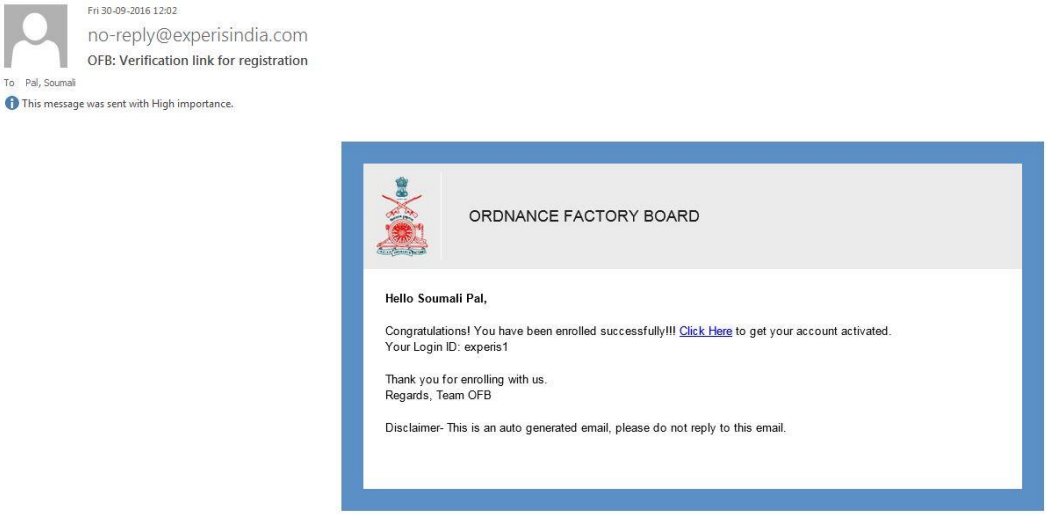


APPLICATION FORM TO CREATE LOGIN ID & PASSWORD TO VIEW ADVERTISEMENT AND APPLY

A vendor can register oneself from this page. After a successful registration will receive an e-mail with the activation link to confirm registration on doing only which the vendor will be allowed to login to the site to apply to advertisements.



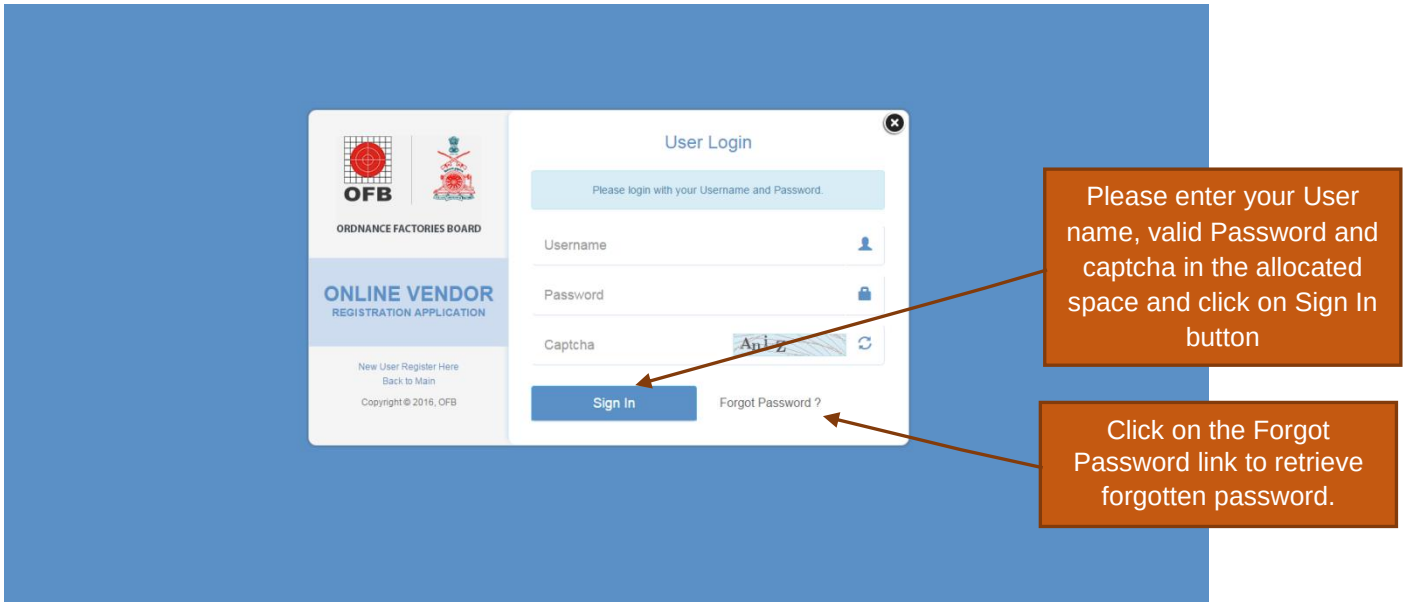
Verification e-mail would be sent to vendor's email id. Vendor need to click on the link, provided for verification.



After successful verification, vendor will be redirected to login page.

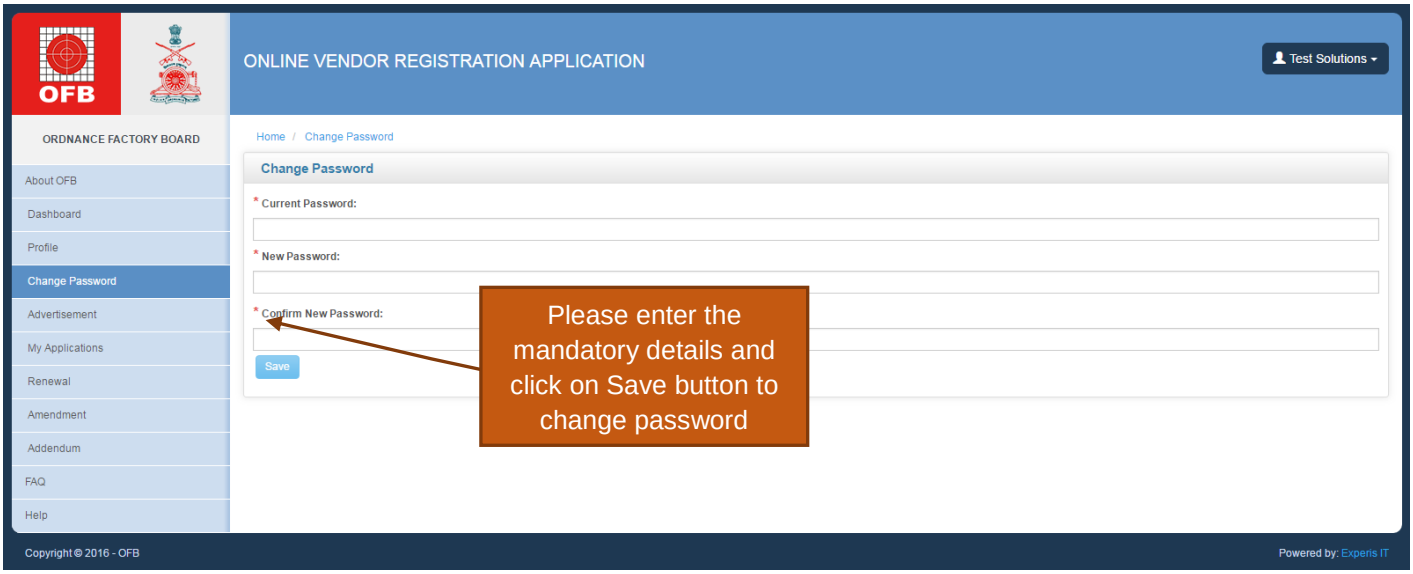
LOGIN

This page can be accessed by clicking on the Login link in the left navigation panel of the home page. It is to be used by the vendors to login to perform their respective operations



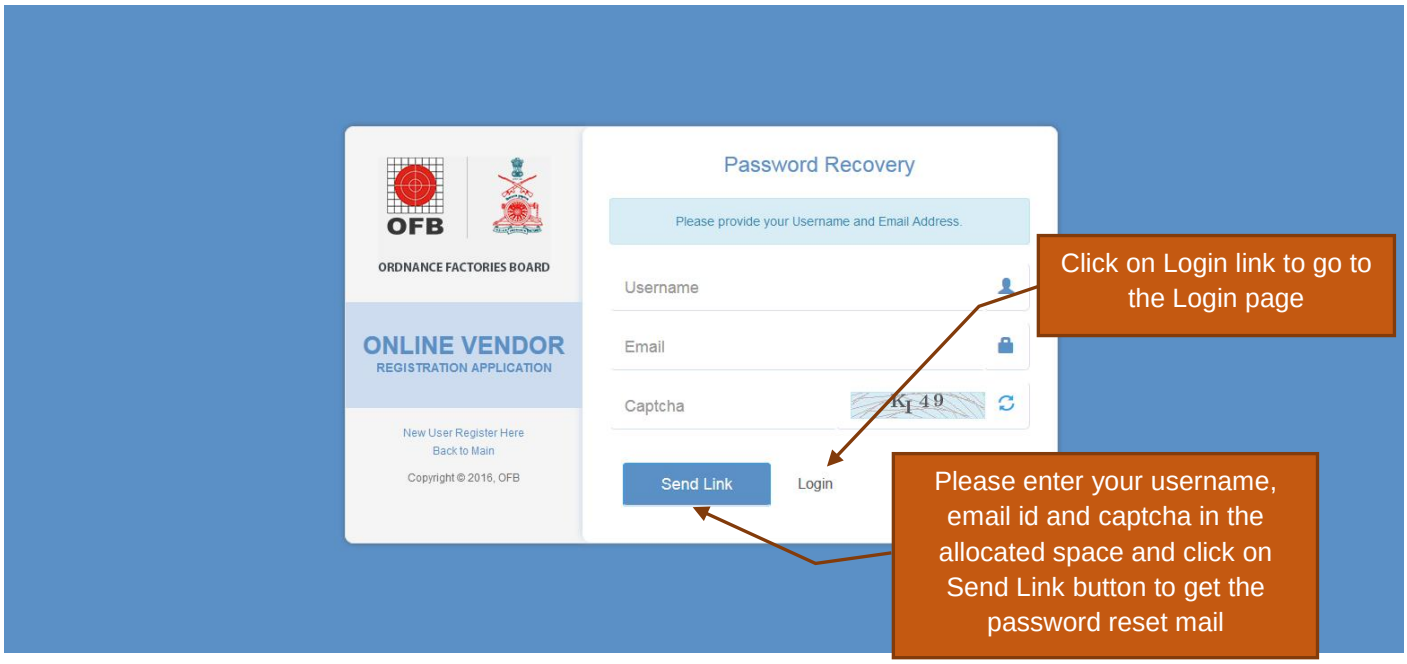
Change Password

In this page the users can change their login password.



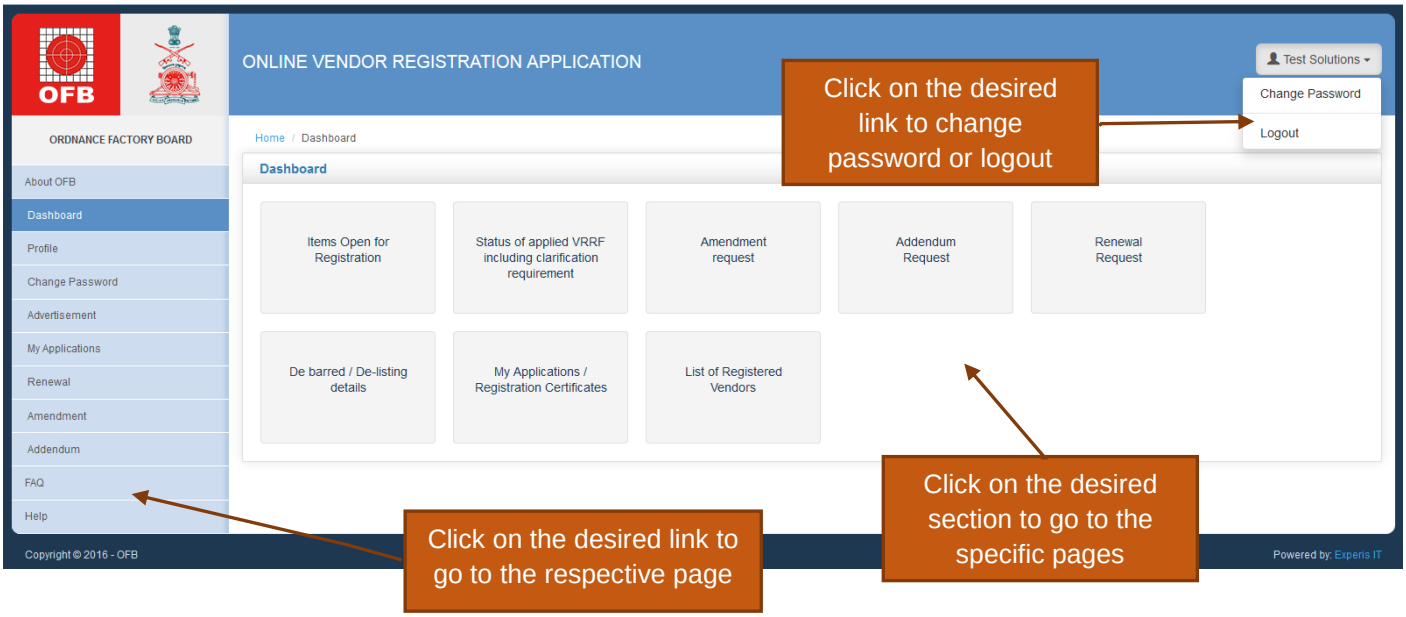
Forgot Password

This page is to be used by the users to retrieve forgotten password. It can be accessed by clicking on the Forgot Password link in the Login page



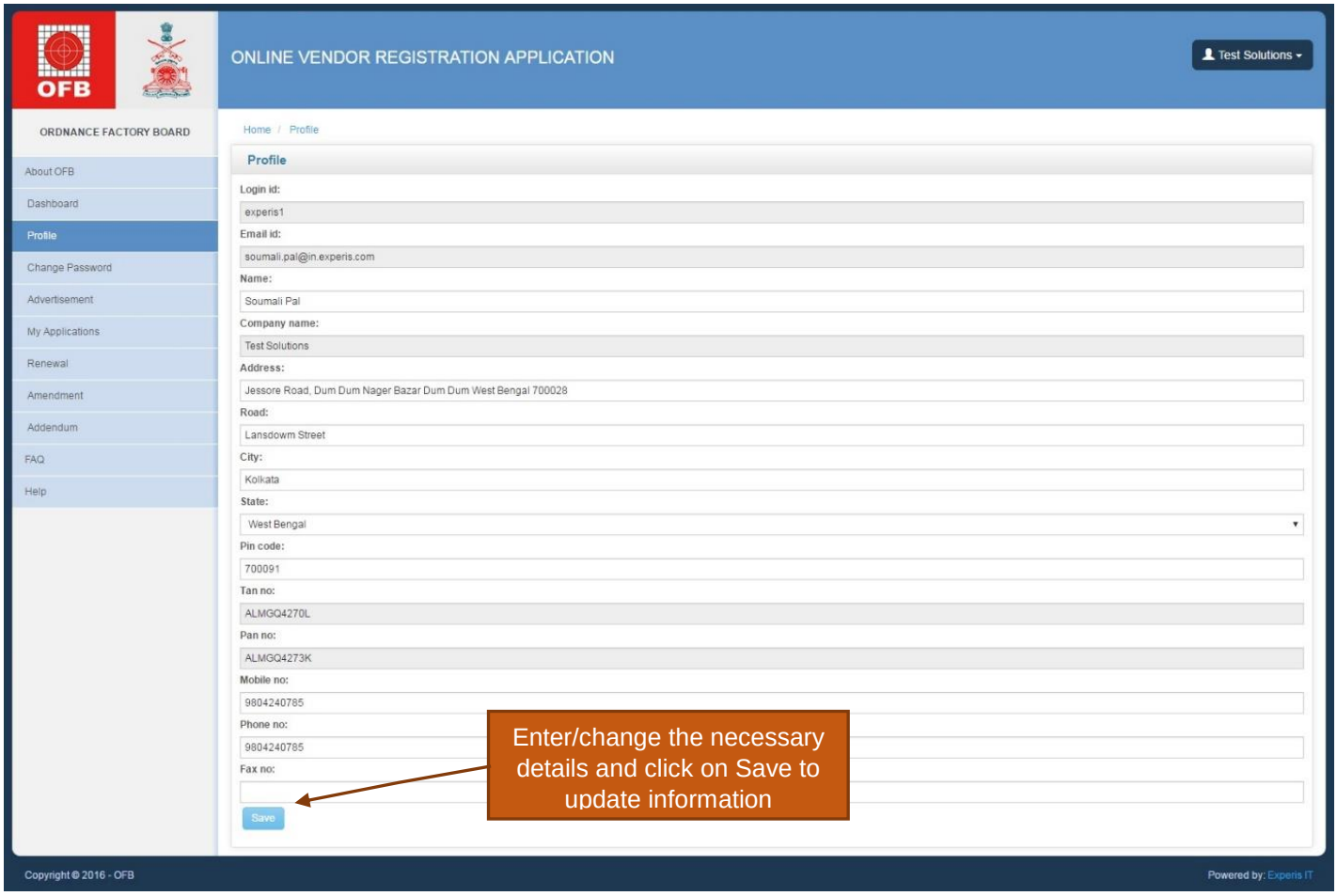
DASHBOARD

This is the first page after a vendor logs in. This is the view of the dashboard page of a vendor. The left menu panel lists the links to different sections.



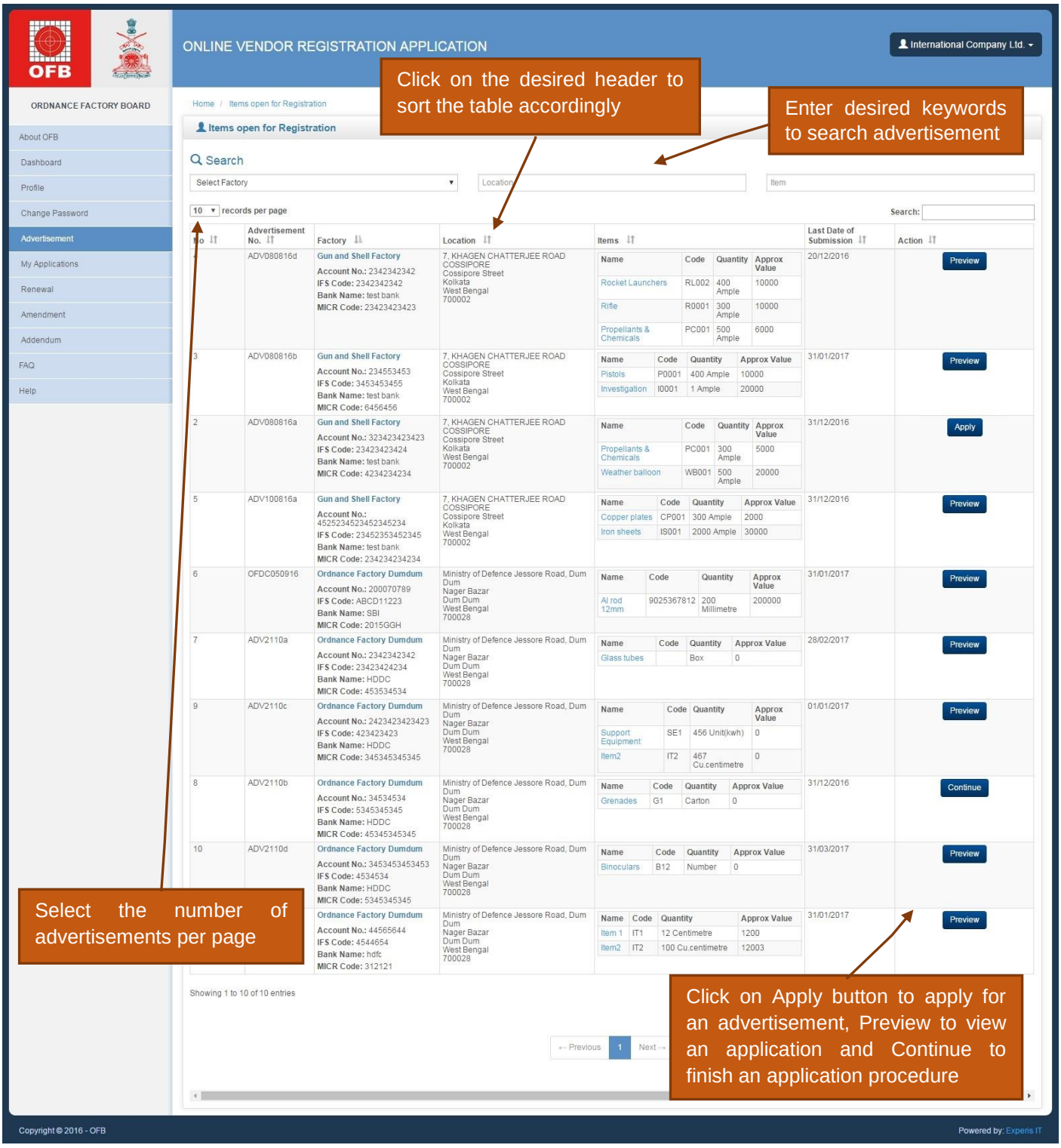
PROFILE

In this section the vendor can manage ones profile information



ADVERTISEMENT

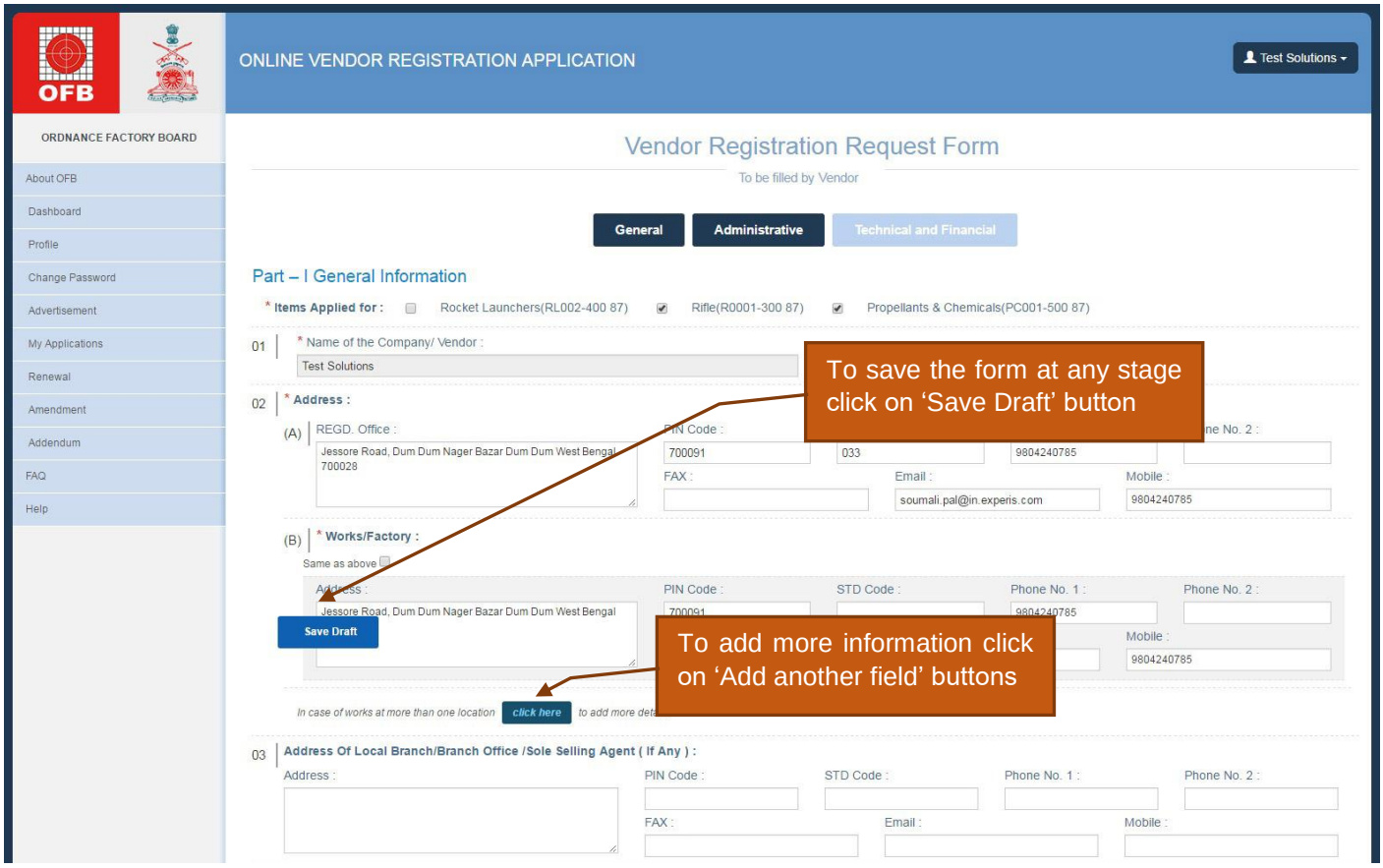
In this section the vendor can view the advertisements posted by various factories and apply for the desired one but only after login in by clicking the 'Apply" button. The application can be saved as draft at any stage in Part I & III of the form and gets saved automatically with completion of a part of VRRF. The vendor can continue with the application process later but once applied the vendor will only be able to preview the application.

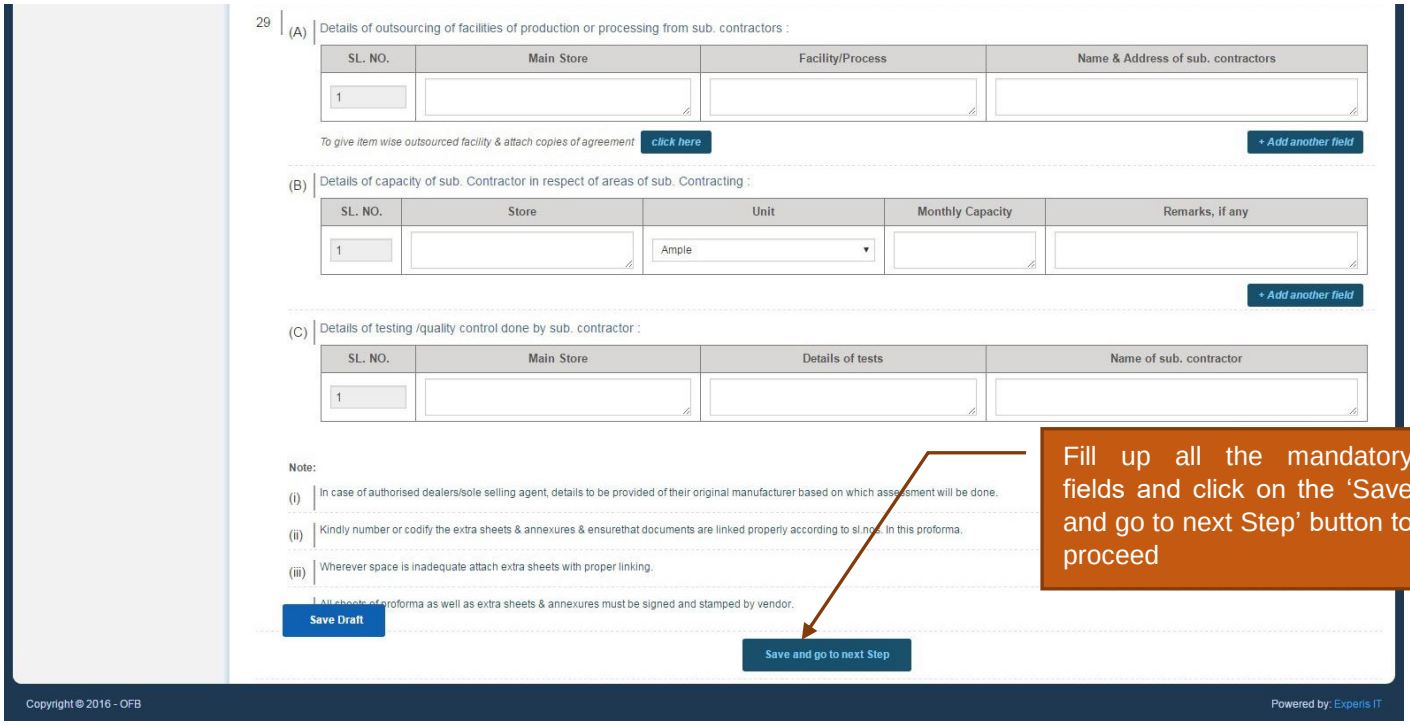


Vendor Registration Request Form

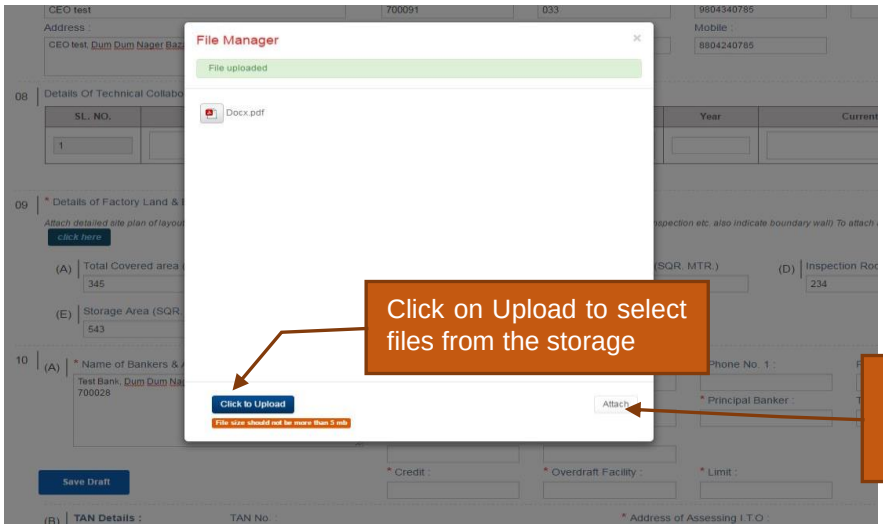
The form is divided into three parts - General, Administrative and Technical and Financial Information. The vendor will have to enter details and upload relevant files for all the mandatory fields.

General Information

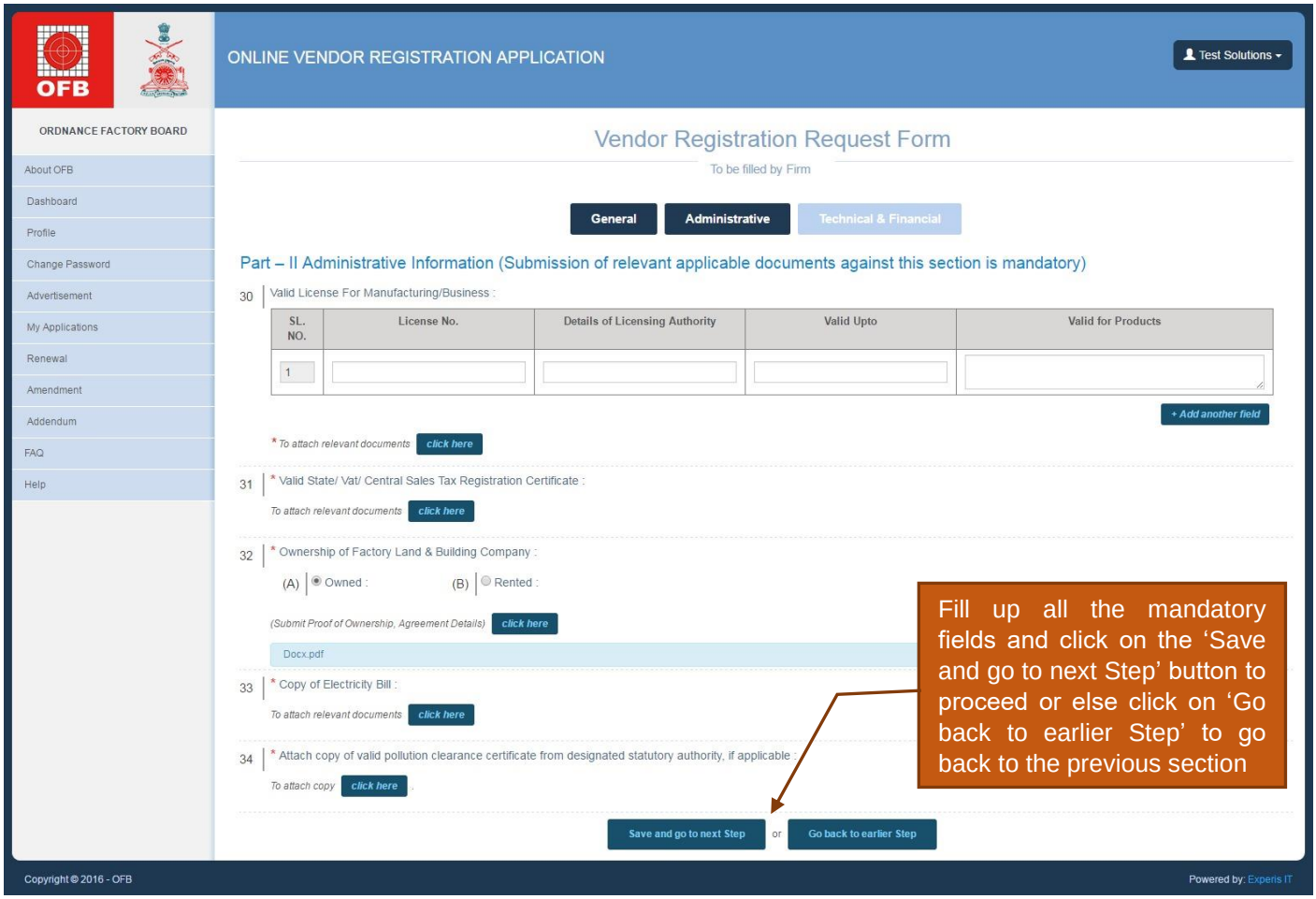




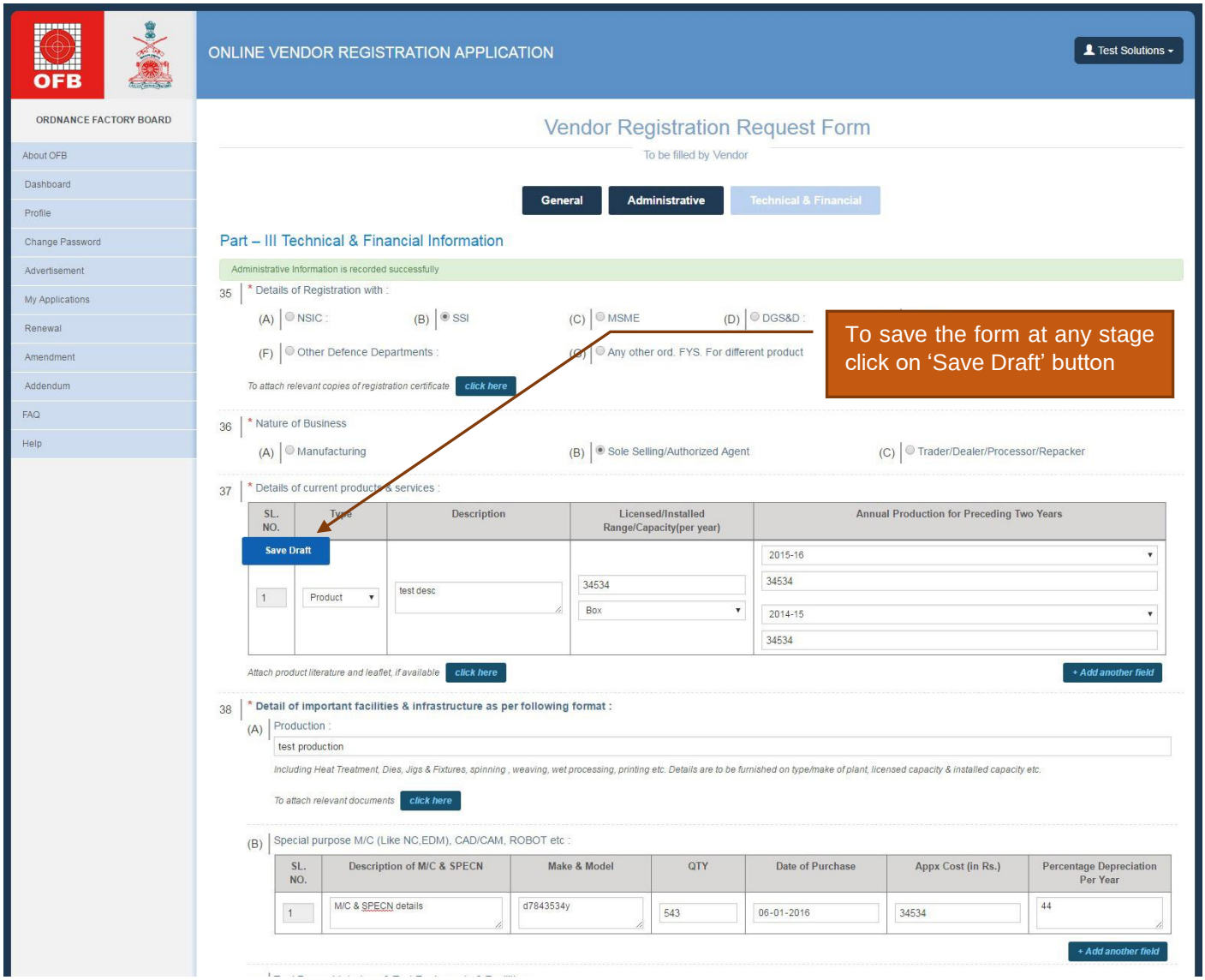
To upload files click on Upload button which will open the file manager. Please read the note below before uploading.

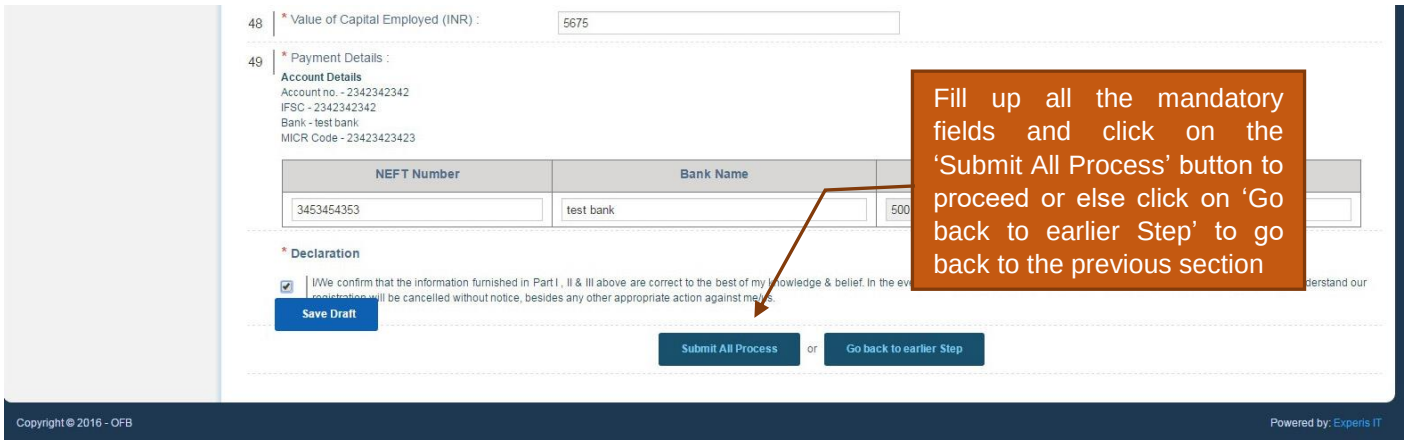


ADMINISTRATIVE INFORMATION



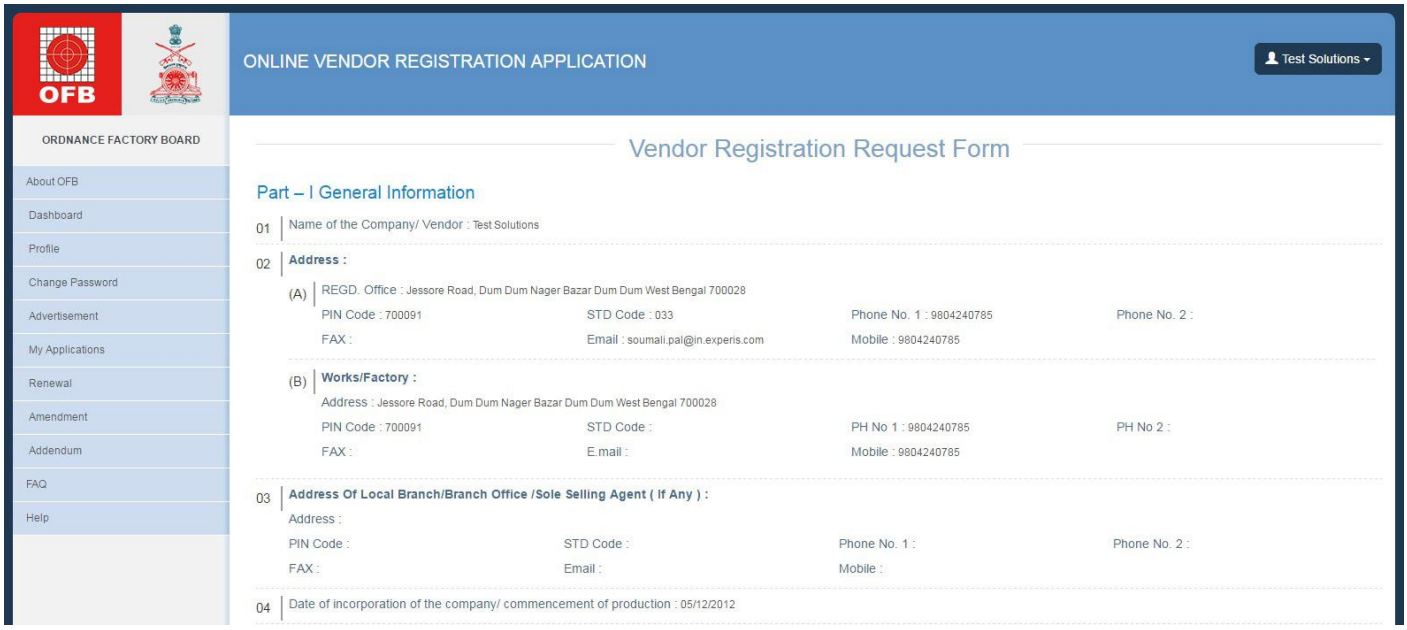
TECHNICAL AND FINANCIAL INFORMATION





VENDOR REGISTRATION REQUEST FORM – FINAL SUBMISSION

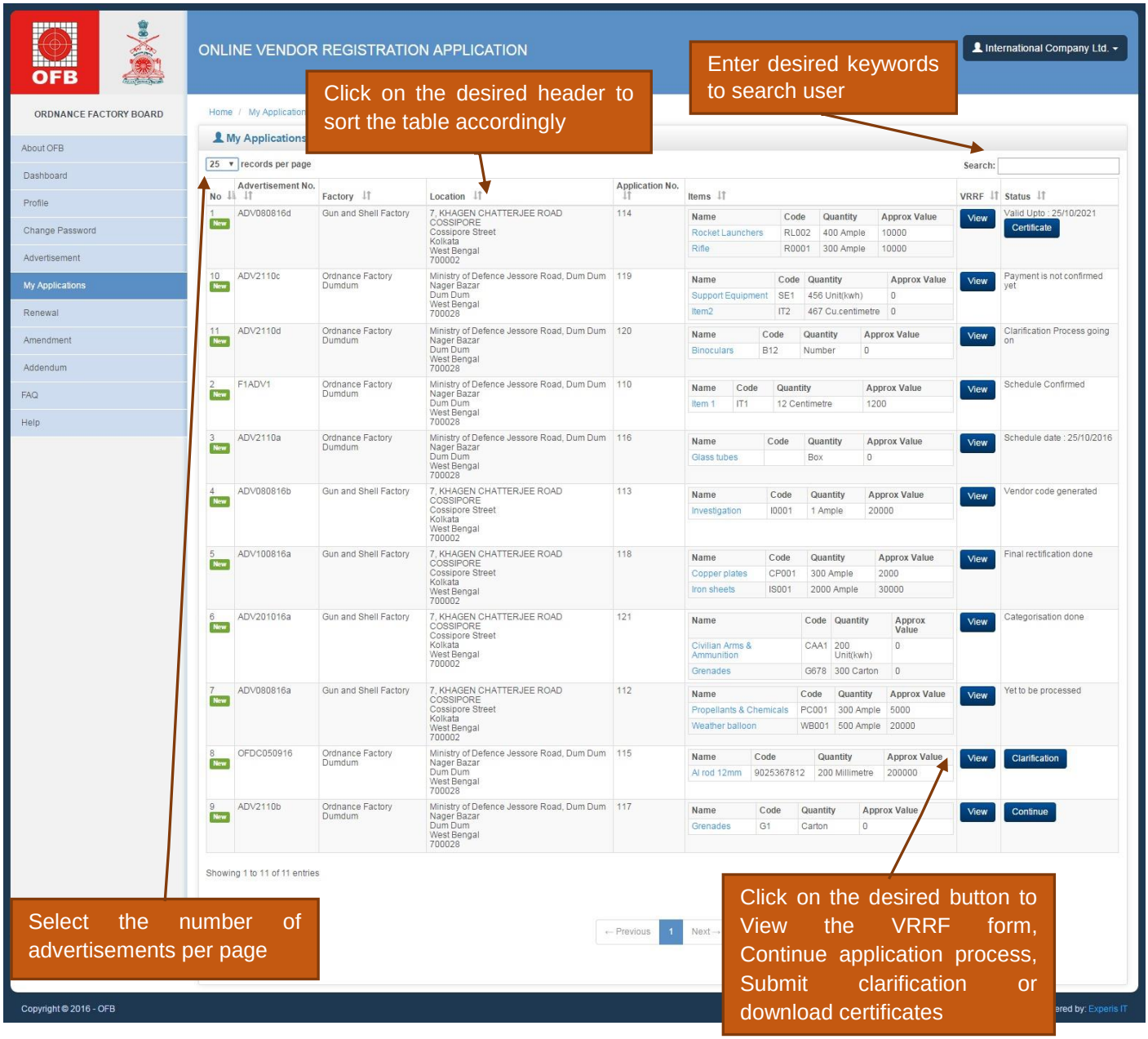
In this phase the vendor confirms ones application to an advertisement on doing which a mail will be sent to the vendor with the application details.



Click on the Submit button to complete the process or else click on 'Back to Application' to go back to the VRRF form to edit information if needed

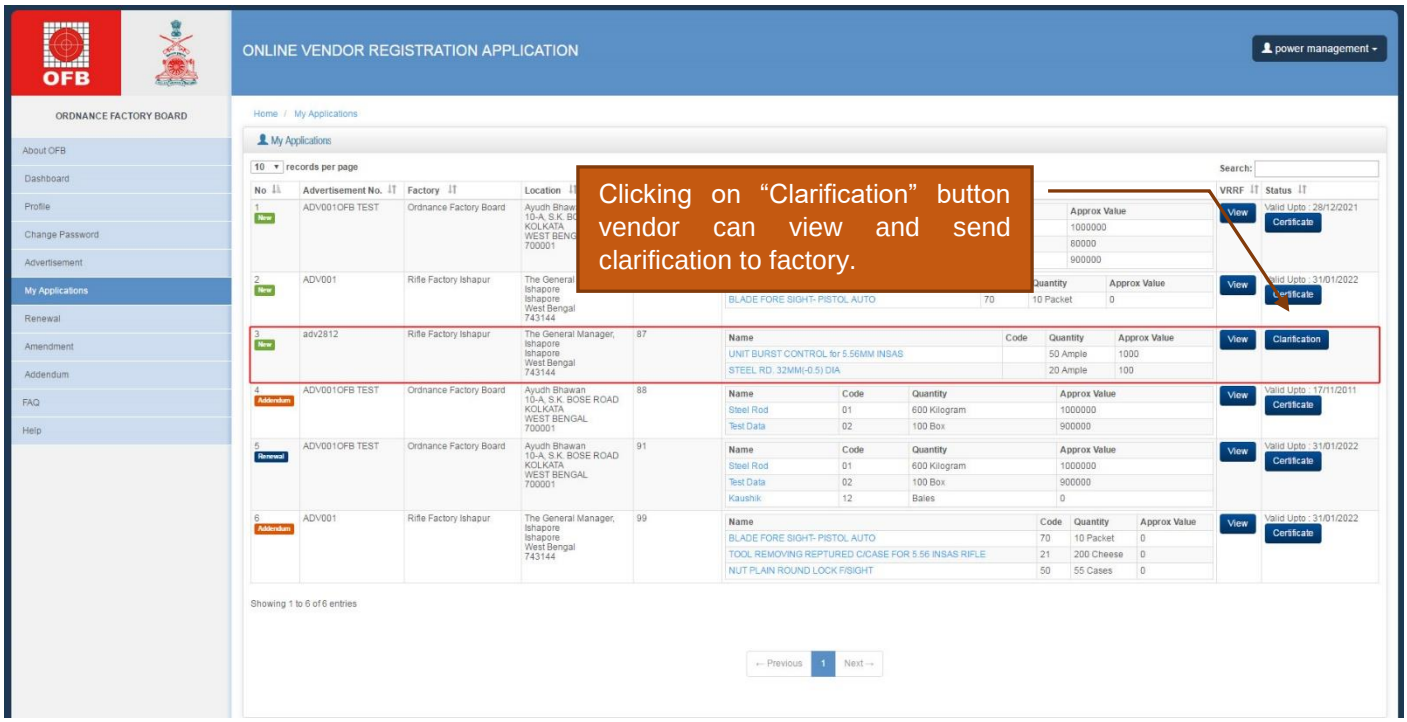
My Applications

In this section the vendor can view the VRRF for the applied advertisements and view its progress status as well.



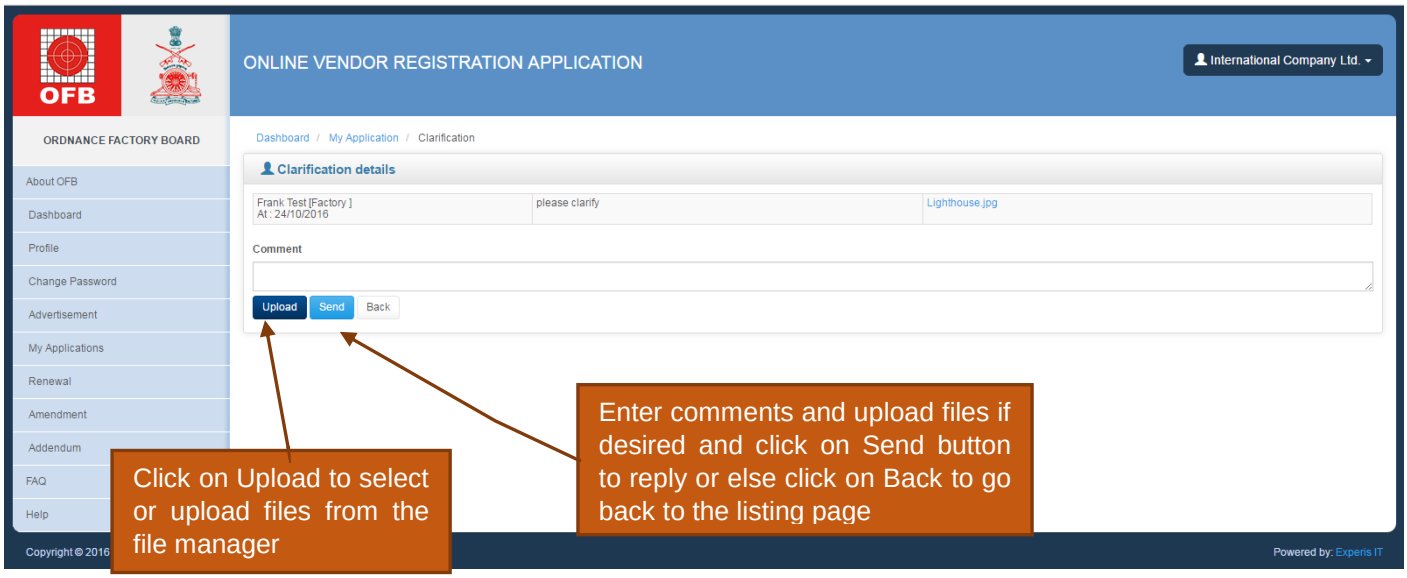
MY APPLICATION LIST

List of vendor applications shown with each application's status.



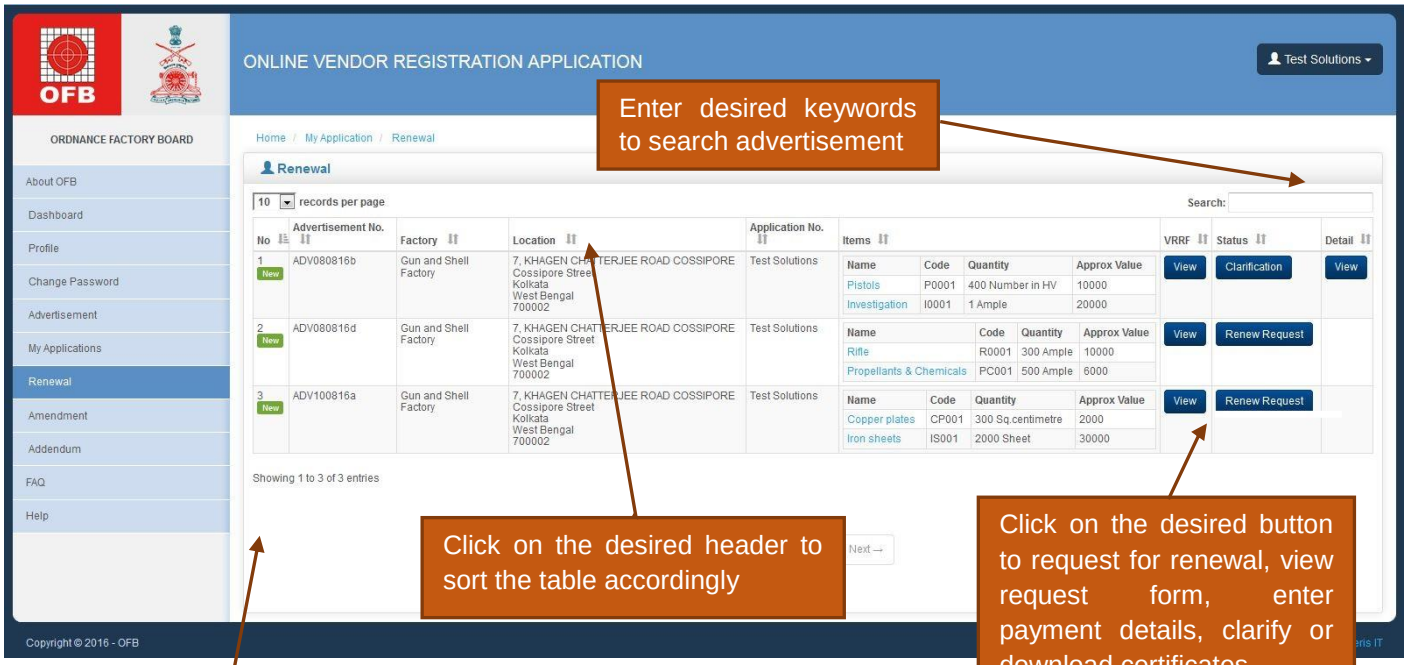
CLARIFY

Any clarification sought by factory on the applied VRRF will be available under the link

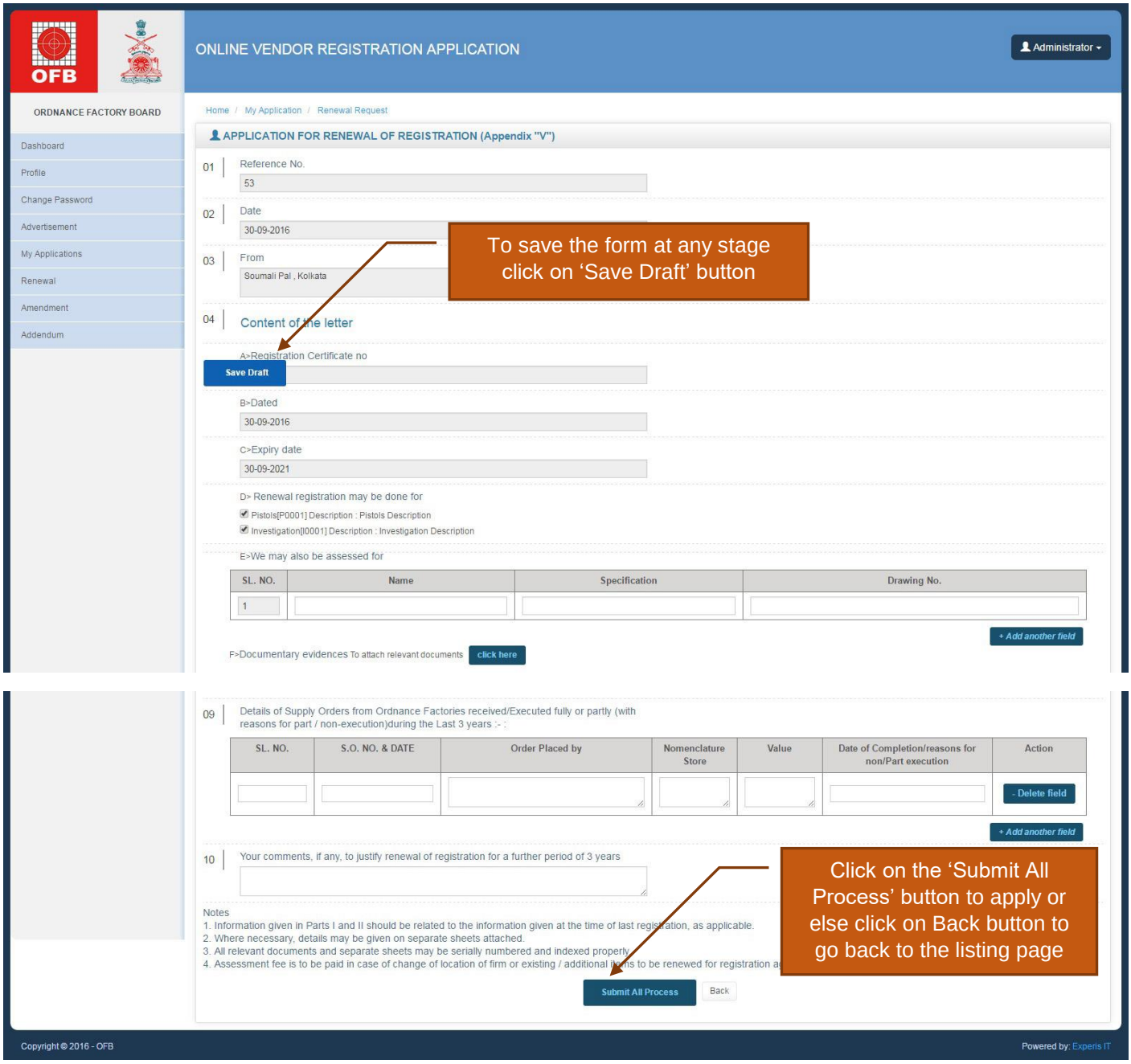


RENEWAL

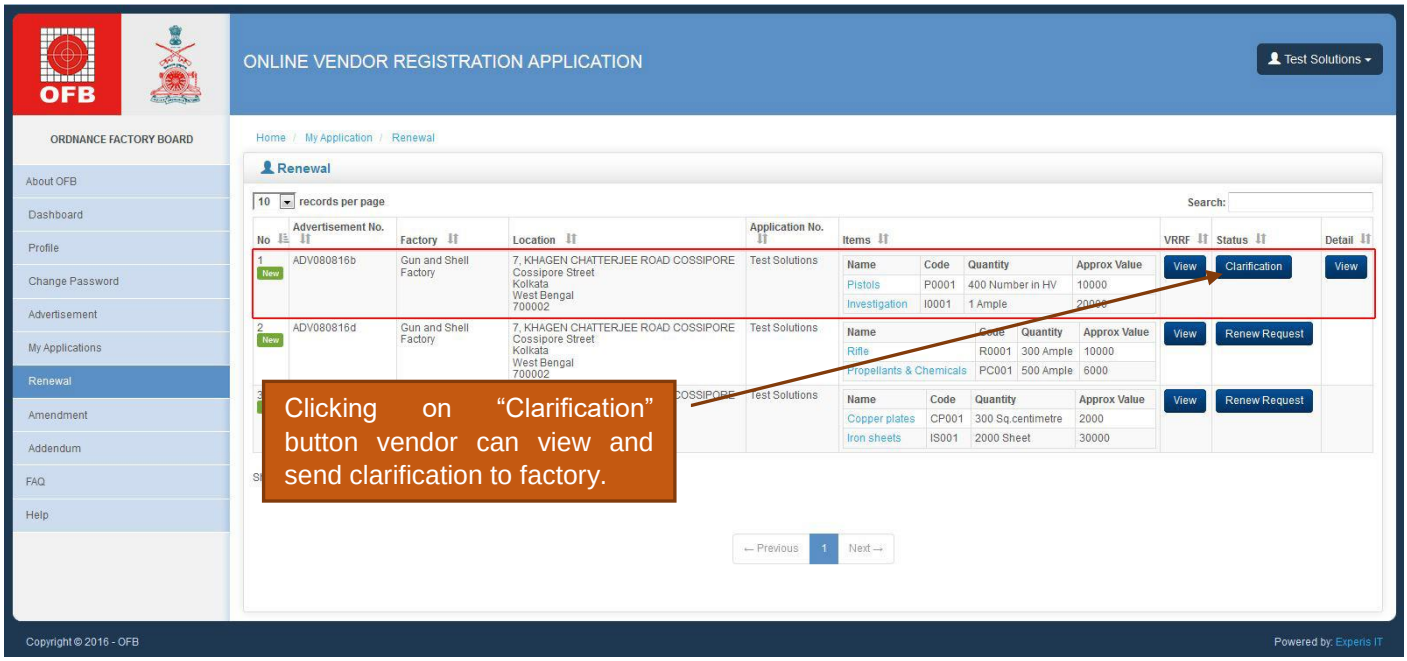
In this section the vendor can request for renewals, view the progress status and download certificates. The link will be automatically provided by system. The vendors will make this application at least 90 days prior to expiry date of previous registration.



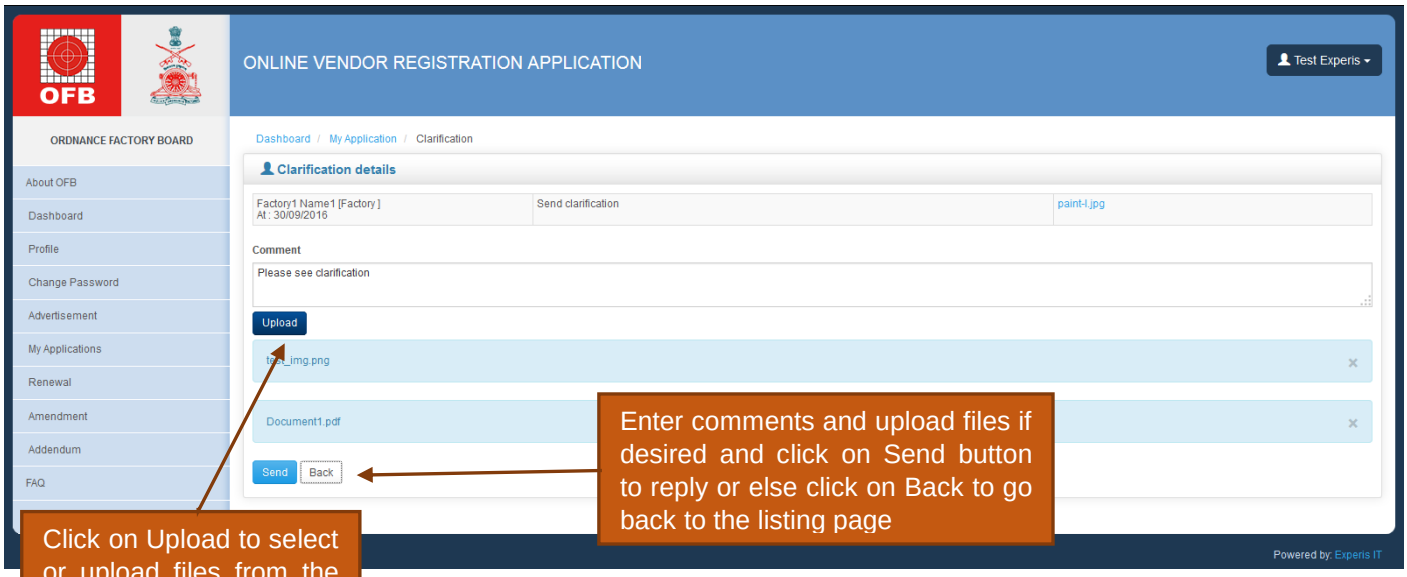
RENEWAL REQUEST



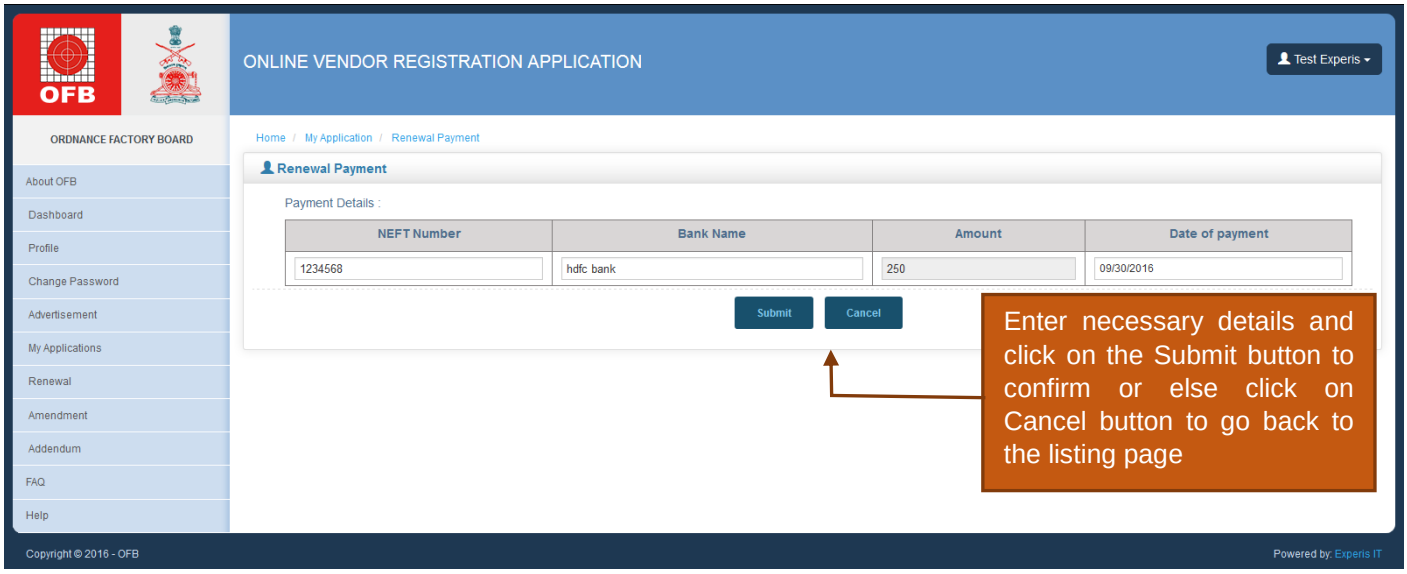
Renewal list shown with each application's status.



CLARIFY

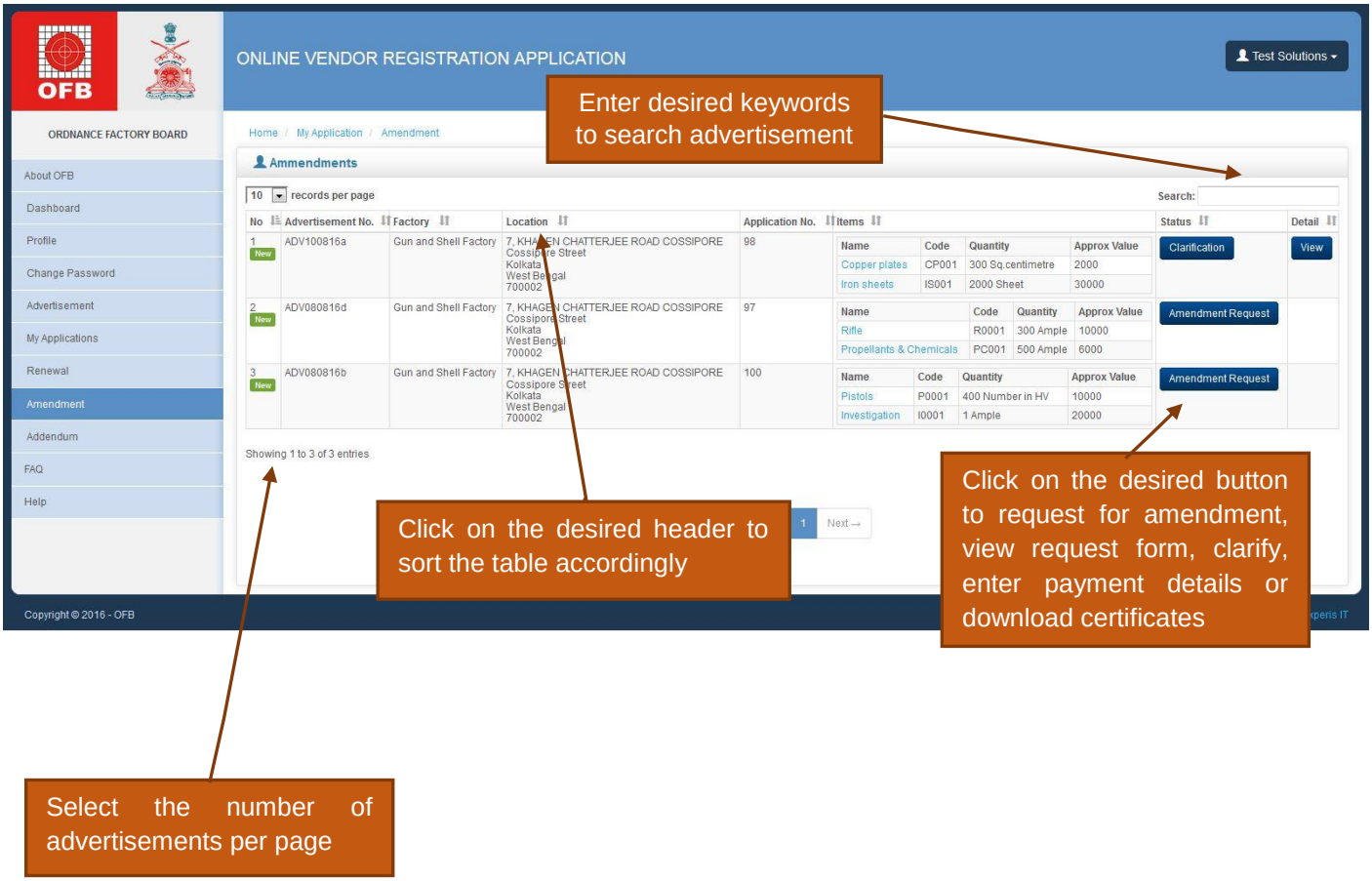


PAYMENT DETAILS

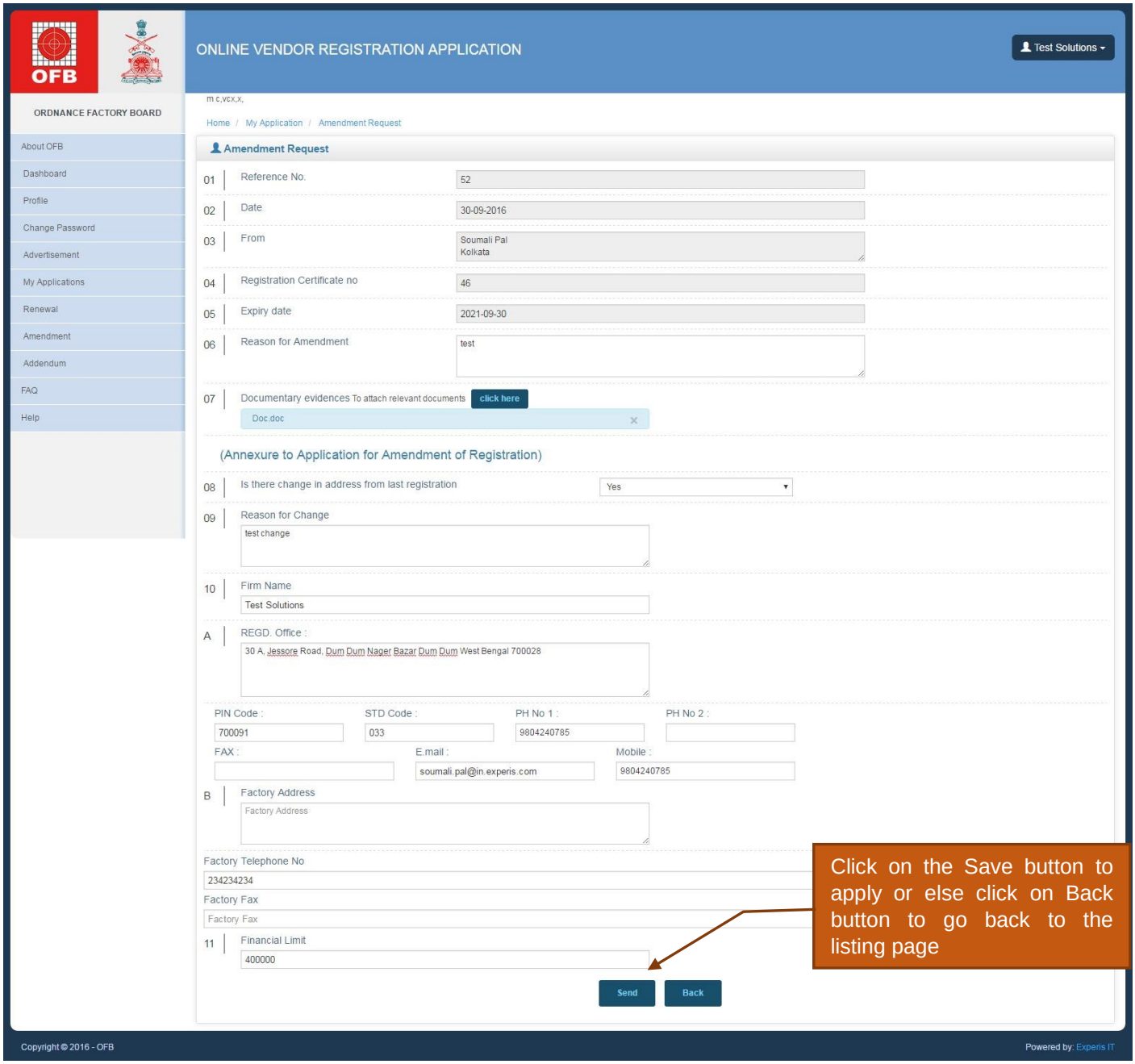


AMENDMENT

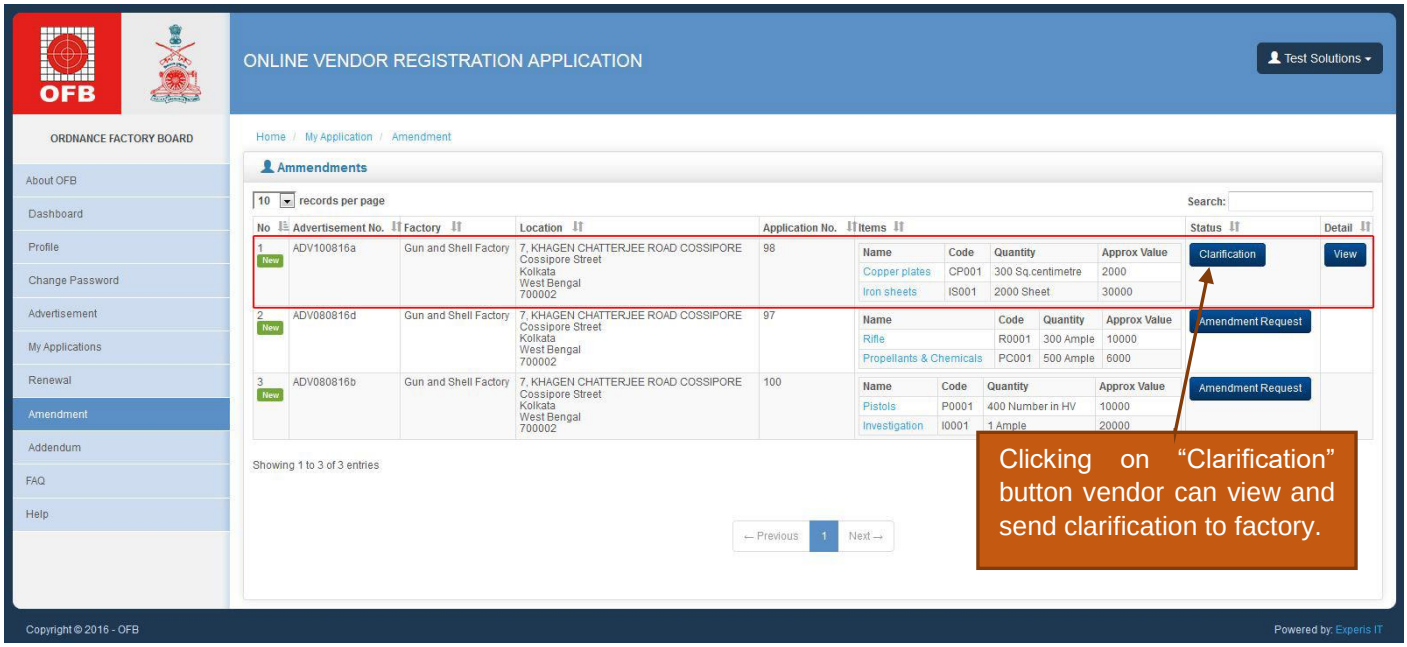
In this section the vendor can request for amendments, view the progress status and download certificates.



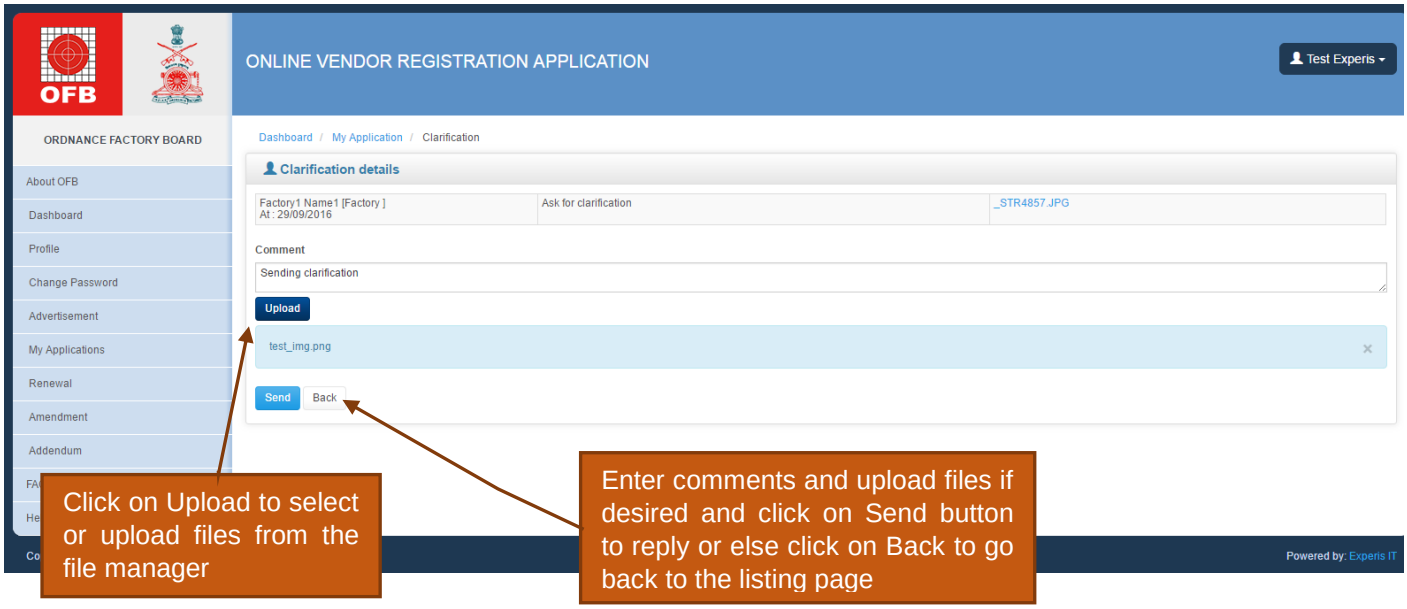
AMENDMENT REQUEST



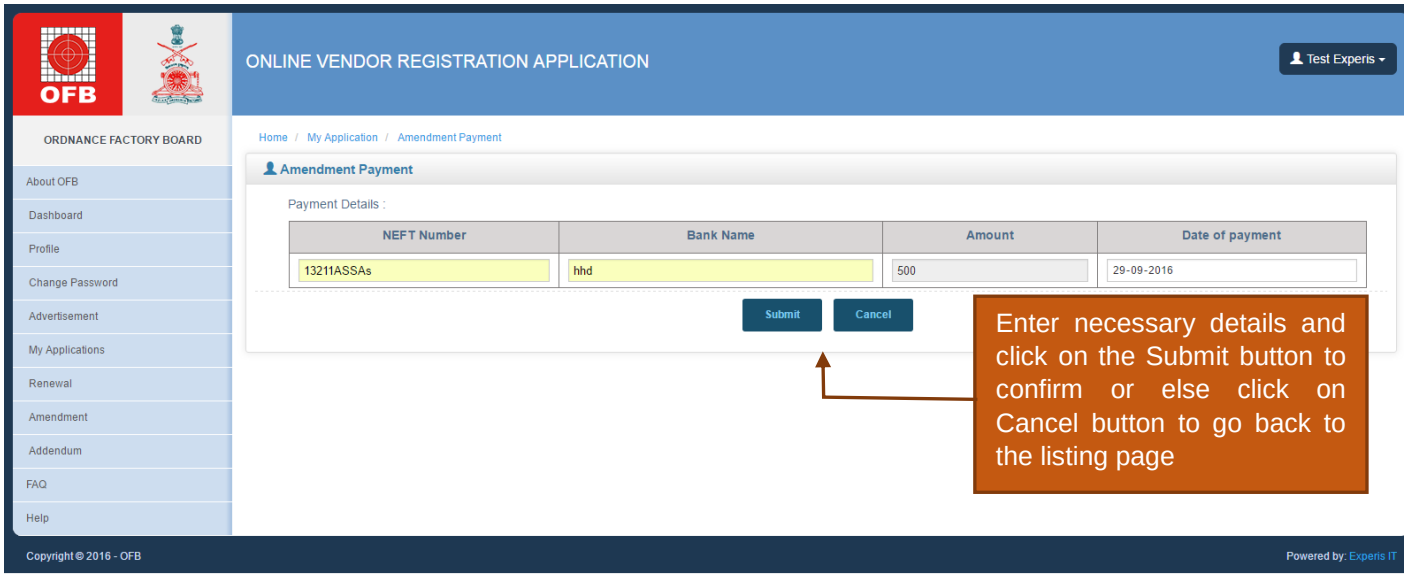
Ammendment list with each application's status



CLARIFY

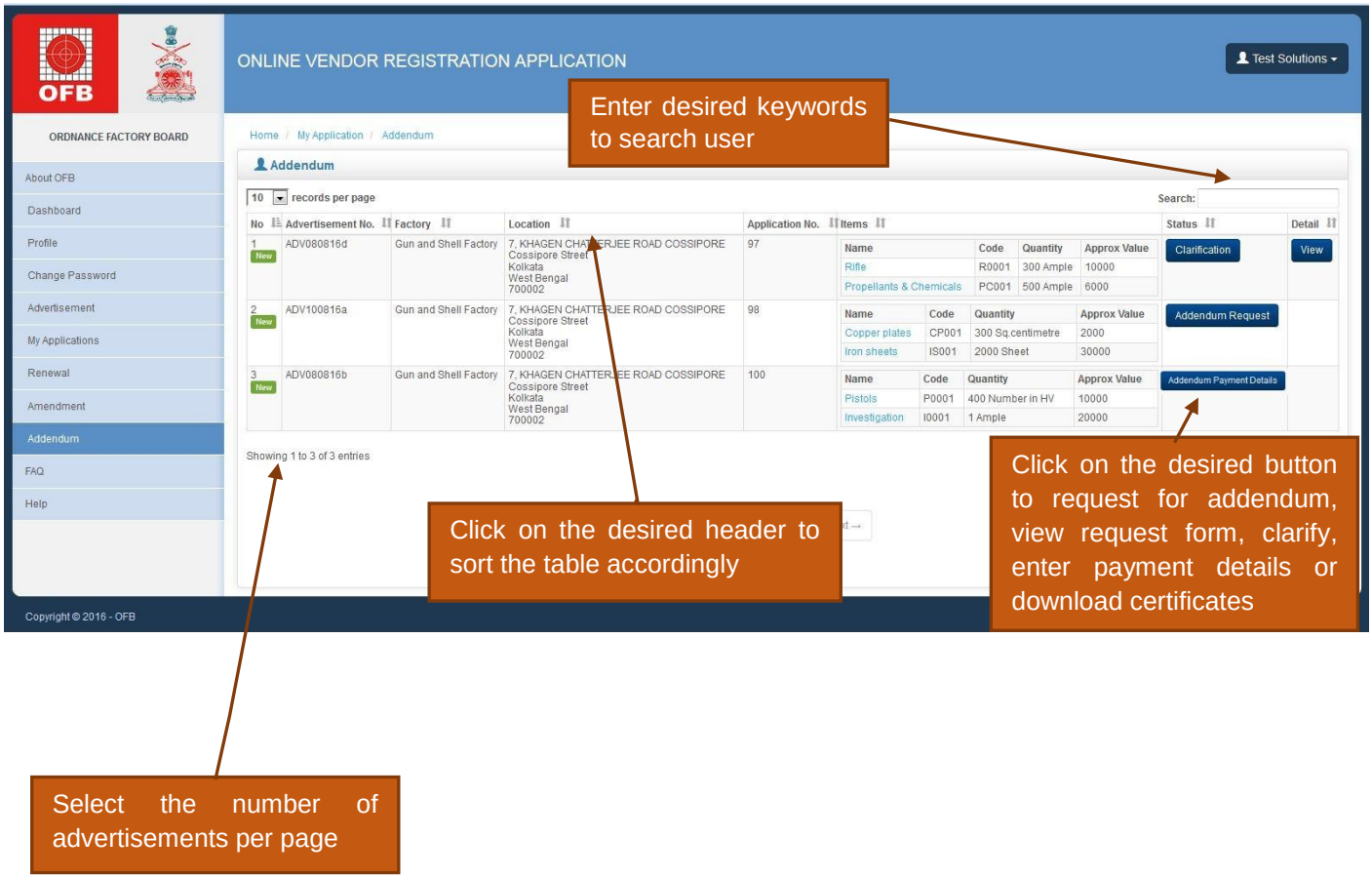


PAYMENT DETAILS

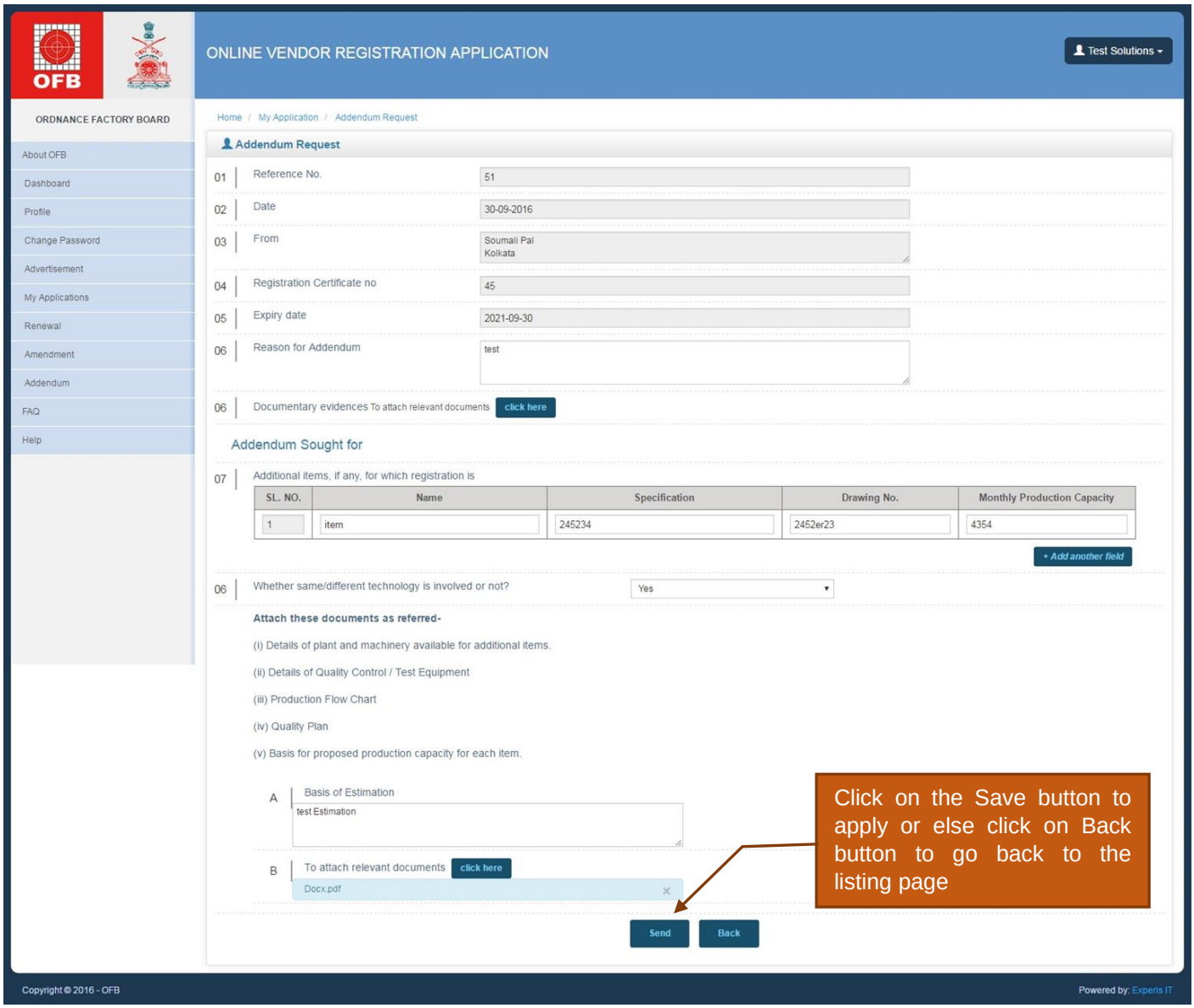


ADDENDUM

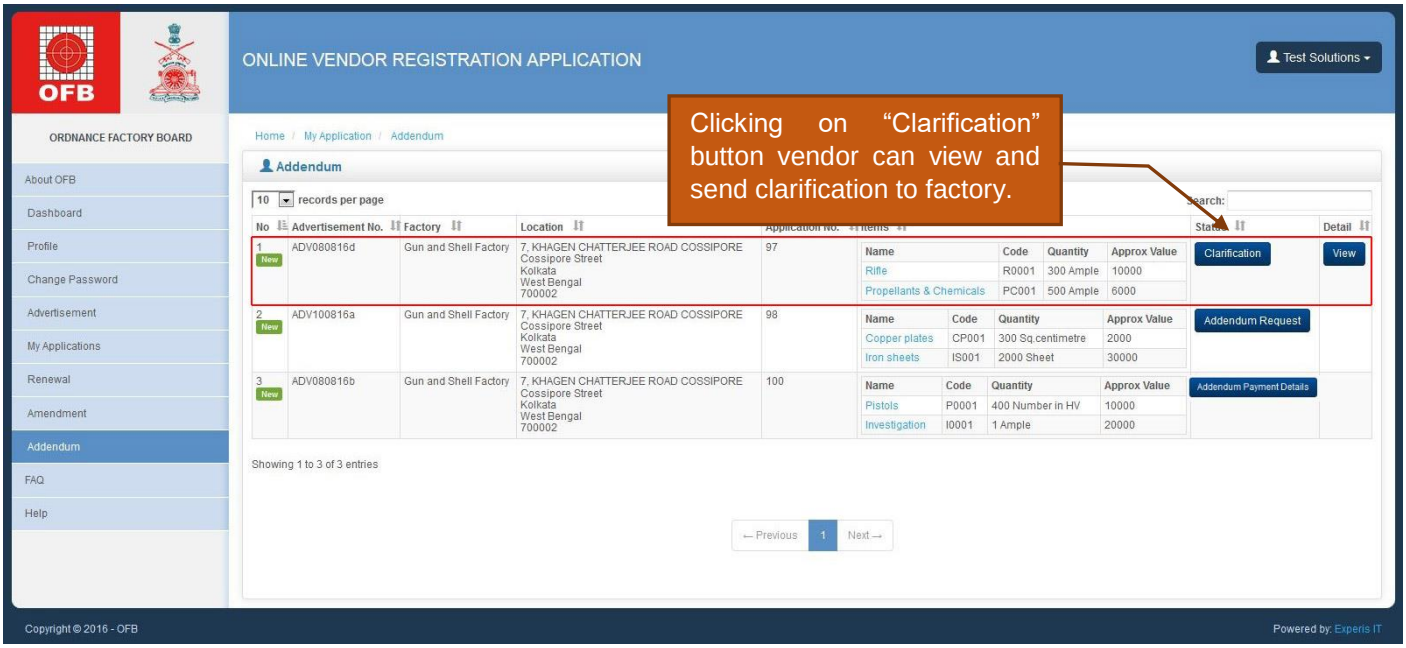
In this section the vendor can request for addendum, view the progress status and download certificates.



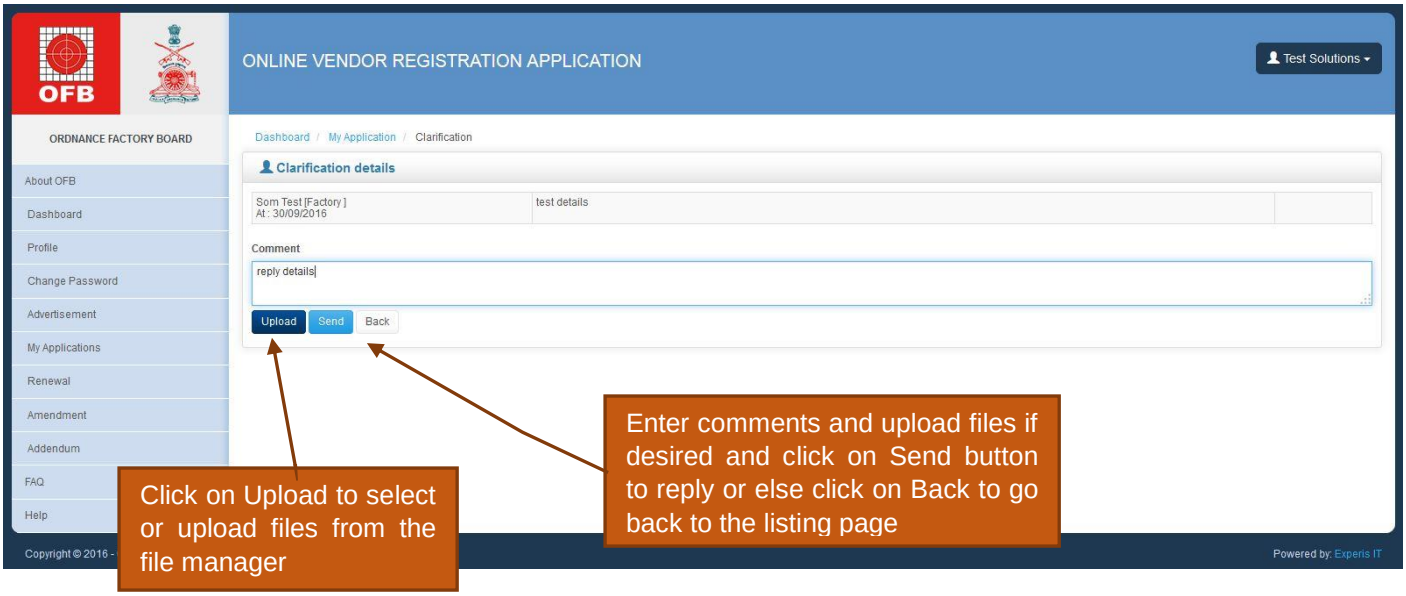
ADDENDUM REQUEST



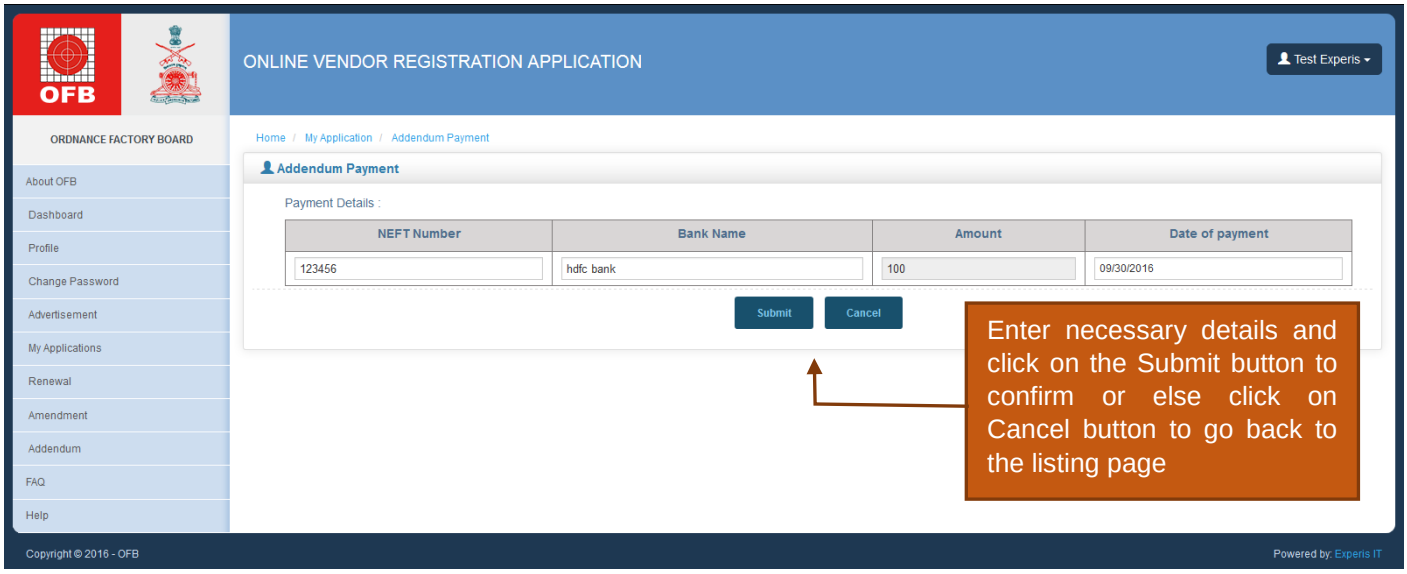
Addendum list shown with each application's status.

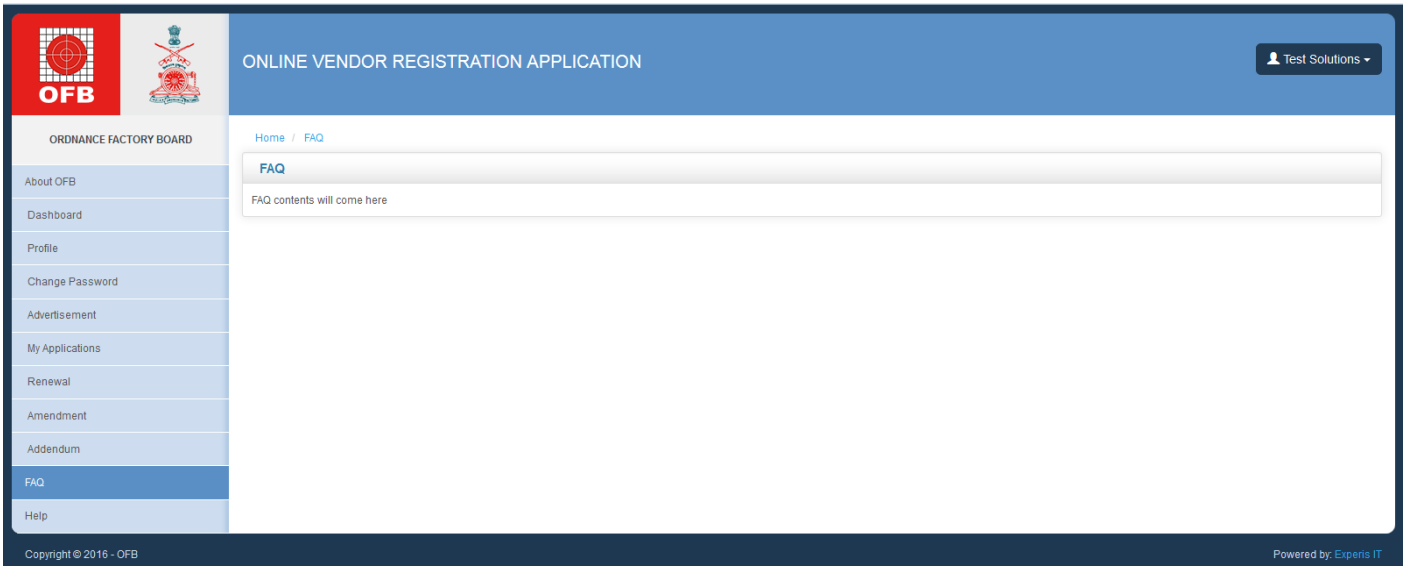


CLARIFY



PAYMENT DETAILS



FAQ

This page will list answers to all the frequently asked questions. The content is under development.