

GENERAL INSTRUCTIONS

1. Submit applications and upload applicable document only through ON-LINE. Application submitted through any other mode will not be accepted for processing.
2. Suppliers seeking enlistment are advised to read carefully details given under Enlistment Procedures and Requirements, applicable annexure, List of items for Enlistment and Term and Conditions.
3. Evaluate yourself before applying whether your company qualifies for enlistment of items for which enlistment is being sought.
4. It is mandatory to agree to 'Terms & Conditions' before applying.
5. Before start applying, study applicable annexure, know type of document/details required to be uploaded, arrange the documents and thereafter start applying and uploading the applicable document online. All files to be uploaded must be in PDF, and maximum size of each file should not be more than 5MB.
6. Once required information is filled up and applicable document are uploaded , click on "Confirm" to save the data. You will receive acknowledgement e-mail on your marketing e-mail address, informing you the procedure to be followed thereafter.

Definitions:

- 1.1 Enlistment:** First time application from Original Equipment Manufacturer (OEM) , Sole Selling Agents (where OEM do not sell their products directly), Foreign and Indian stockiest.
- 1.2 Revalidation:** Reassessment of already enlisted supplier after expiry of enlistment validity.
- 1.3 Enhancement:** Up gradation in the product profile of already enlisted items, addition of new items and/or new works for already enlisted supplier.
- 1.4 Revalidation and Enhancement:** Supplier seeking revalidation of their enlistment along with enhancement.