



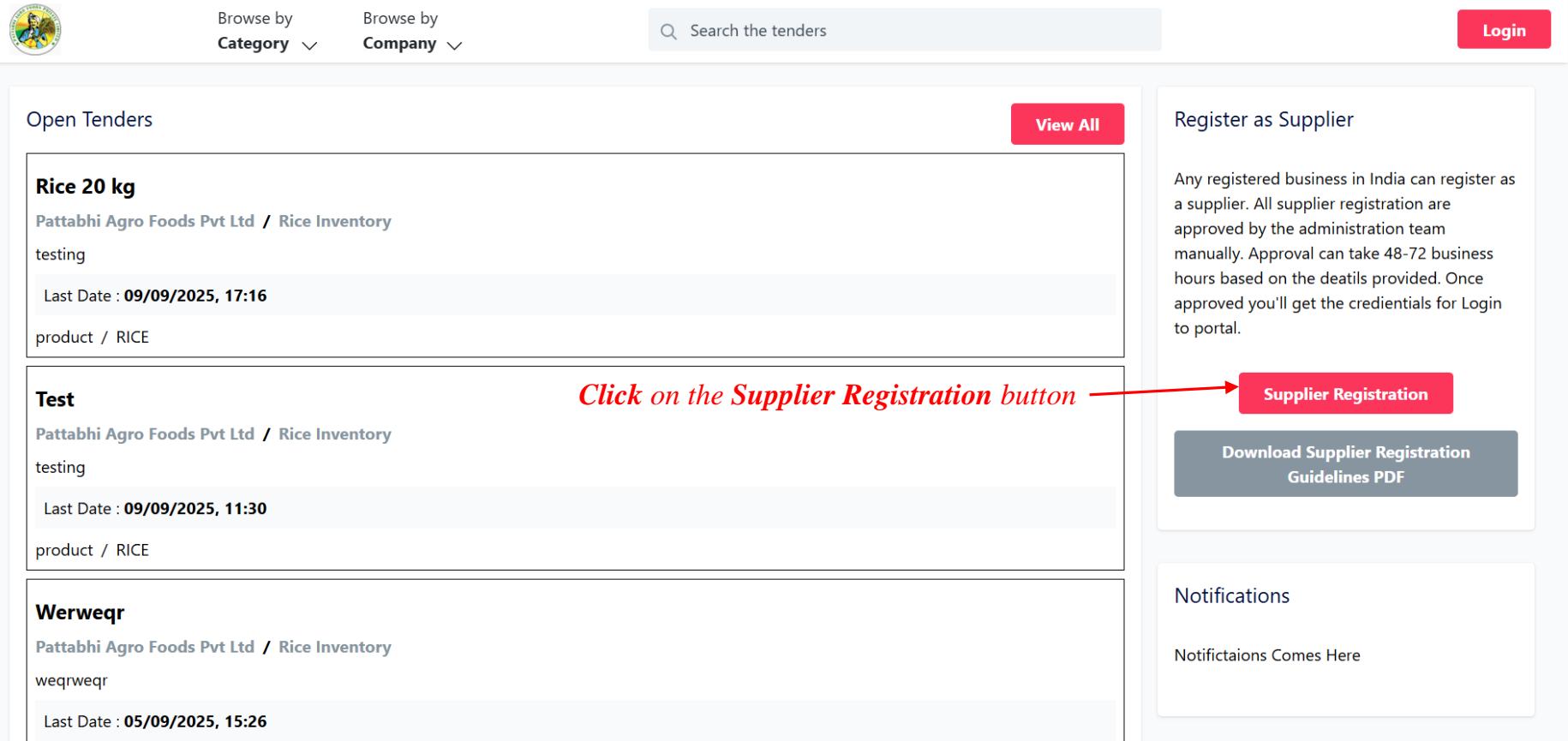
E-Tender Training Document - Supplier Registration USER Manual

How to register as a new Supplier with PAFPL using Partner Portal

Navigate to PAFPL portal registration page. Link given below

<https://pattabhi-agro.appsexpress.net>

Supplier Registration:



The screenshot shows a supplier registration dashboard. At the top, there is a navigation bar with a logo, search bar, and login button. Below the navigation bar, there are sections for "Open Tenders" and "Register as Supplier".

Open Tenders

- Rice 20 kg**
Pattabhi Agro Foods Pvt Ltd / Rice Inventory
testing
Last Date : 09/09/2025, 17:16
product / RICE
- Test**
Pattabhi Agro Foods Pvt Ltd / Rice Inventory
testing
Last Date : 09/09/2025, 11:30
product / RICE
- Werweqr**
Pattabhi Agro Foods Pvt Ltd / Rice Inventory
weqrweqr
Last Date : 05/09/2025, 15:26

Register as Supplier

Any registered business in India can register as a supplier. All supplier registration are approved by the administration team manually. Approval can take 48-72 business hours based on the details provided. Once approved you'll get the credentials for Login to portal.

Supplier Registration

Download Supplier Registration Guidelines PDF

Notifications

Notifications Comes Here

*Click on the **Supplier Registration** button* → **Supplier Registration**

- Locate and click on the “Supplier Registration” button prominently displayed on dashboard.



Browse by
Category ▾

Browse by
Company ▾

Search the tenders

Login

Supplier Registration

Agreement

Please read the agreement carefully. By filling this form, you agree to accept the terms and conditions. On successful registration completion, you'll get the copy of agreement to your registered email

Terms of Services

1. Scope of Supply

1.1. Material Supply Compliance: The supplier shall ensure complete and timely supply of all materials strictly in accordance with the quantities and specifications outlined in the bid document.

1.2. Anti-Corruption & Ethical Conduct: Any bribe, commission, or undue advantage offered or promised by or on behalf of the bidder to any officer, employee, or servant of Pattabhi Agro Foods Pvt. Ltd. shall result in immediate disqualification from the E-Auction. Canvassing in any form, either directly by the bidder or indirectly on their behalf, shall render the bid liable for rejection.

2. Tender Submission Process

2.1. Mode of Submission: All bids must be submitted through the designated PAFPL e-tender portal.

2.2. Submission Deadline: Bids must be submitted on or before the closing date and time mentioned in the tender schedule. Late submissions will not be considered under any circumstances.

2.3. Bid Format & Integrity: Bids must be submitted in the prescribed format without alterations. Any

I agree to Terms of Service

I read and accept Privacy and Data Sharing Policies

I read and promise to follow Business Ethics and Codes

Submit & Continue

- Carefully read all the **Terms & Conditions**.
- Confirm your acceptance by **checking all three checkboxes** provided.
- Once all three checkboxes are selected, click on **Submit & Continue** to proceed.

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Step1: Business Information

Supplier Registration

Step 1 : Business Information

Provide basic information about your business.
Note : you need to attach relevant documents in the next step

Business Name/Individual Name

Business Classification **Select**

Business Types **Select**

PAN Card Number

Aadhar Number (optional)

Address Line 1 (Building Name / Number)

Address Line 2 (optional) (Street)

City

Pin Code

Country

INDIA

Submit & Continue

Select the appropriate Business Classification If not in list, select others

Enter your registered Business Name or Individual Name

Specify your Business Type (e.g., Agent, Miller, etc.)

Enter a valid PAN Card Number, ensure PAN matches the name and Classification

Provide a valid Aadhar Number

Enter your primary address (e.g., building name, street, locality)

Add any additional address details if applicable. (Optional)

Enter the City name (Optional)

Provide the correct Postal Code for your location

Default value: INDIA

- Fill all required fields
- Optional fields Aadhar Number, Address Line2 and Country.

Click on Submit & Continue

1. **Business Name/Individual Name:** Enter your registered **Business Name or Individual Name**.
2. **Business Classification:** Select the appropriate **Business Classification** from the dropdown. If not in list, select Others.
3. **Business Type:** Specify your **Business Type** (e.g., *Agent, Miller*, etc.).
4. **PAN Card Number:** Enter a valid PAN Card Number, ensure PAN matches the name and Classification provided.
5. **Aadhar Number:** Provide a valid Aadhar Number.
6. **Address Line 1:** Enter your primary address (e.g., building name, street, locality).
7. **Address Line 2:** Add any **additional address details** if applicable. (Optional).
8. **City:** Enter the **City** name.
9. **Pin Code:** Provide the correct **Postal Code** for your location.
10. **Country:** Default value: **INDIA**.

Click on **Submit & Continue**.

Step2: User Information

The image shows a screenshot of a web-based supplier registration system. At the top, there are navigation links for 'Browse by Category' and 'Browse by Company', a search bar with placeholder text 'Search the tenders', and a 'Login' button. The main content area is titled 'Supplier Registration' and 'Step 2 : User Information'. It instructs the user to provide basic information and notes that relevant documents need to be attached in the next step. The form contains several input fields: 'Login Name' (with a red annotation 'Enter a preferred Username for your account' and an arrow pointing to the field), 'Login Email Id (optional)' (with a red annotation 'Provide a valid and accessible Email Address' and an arrow pointing to the field), 'Mobile' (with a red annotation 'Provide active valid Mobile number to receive OTP' and an arrow pointing to the field), 'Alternate Mobile (optional)' (with a red annotation 'Provide active additional valid Mobile number' and an arrow pointing to the field), 'Password' (with a red annotation 'Must contain a minimum of 8 alphanumeric characters' and an arrow pointing to the field), and 'Confirm Password' (with a red annotation 'Re-enter the same password as entered above to confirm' and an arrow pointing to the field). At the bottom is a red 'Submit & Continue' button, with a red annotation 'Click on Submit & Continue' and an arrow pointing to it.

Supplier Registration

Step 2 : User Information

Provide basic information about you

Note : you need to attach relevant documents in the next step

Enter a preferred Username for your account

Provide a valid and accessible Email Address

Provide active valid Mobile number to receive OTP

Provide active additional valid Mobile number

Must contain a minimum of 8 alphanumeric characters

Re-enter the same password as entered above to confirm

Submit & Continue

- Fill all required fields
- Optional fields Login Email Id, Alternate Mobile

1. **Login Name:** Enter a preferred **Username** for your account.
2. **Login Email ID:** Provide a **valid and accessible Email Address**.
3. **Mobile Number (with Country Code):** Provide **active valid Mobile number**. OTP will be sent on this number and all tender communications will be sent to this number. (This will also be user id for logging in).
4. **Alternate Mobile Number (with Country Code):** Provide **active additional valid Mobile number**, or re-enter **the previously entered number**.
5. **Password:** Must contain a **minimum of 8 alphanumeric characters**.
6. **Confirm Password:** Re-enter the same password as entered above to confirm.

Click on **Submit & Continue**.

Step3: Documents

Browse by Category

Browse by Company

Search the tenders

Supplier Registration

Step 3 : Documents

Provide upload the scanned documents
Note : You need to self-attest the documents with your signature and current date.

PAN CARD

Upload scanned copy of PAN Card with self attestation with current date

No file chosen

GST(Optional)

Upload scanned copy of Company Registration Certificate with self attestation with current date

No file chosen

OTHER SUPPORTING DOCUMENTS(Optional)

Upload scanned copies of any other supporting documents (multiple allowed)

No file chosen

I'm not a robot  reCAPTCHA Privacy · Terms

Click on Submit

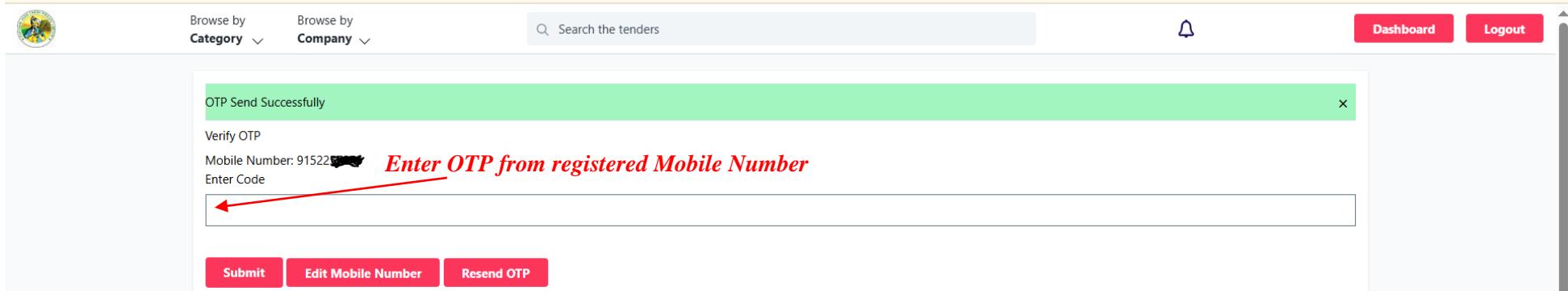
- **Fill required field.**
- Optional fields **GST, OTHER SUPPORTING DOCUMENTS.**

1. Document Upload Guidelines

Please upload the following documents to complete your Supplier Registration:

1. **PAN Card:** Upload a valid **PAN card document** issued by the Income Tax Department.
2. **GST Certificate (Optional):** Upload your **GST Registration Certificate** if applicable.
3. **Other Supporting Documents (Optional) :** You may upload one or more of the following to enhance your supplier profile:
 - o Business Licenses
 - o Company Registration Certificates
 - o Industry Certifications
 - o Any other relevant credentials, etc.

Click on **Submit**.



OTP Send Successfully

Verify OTP

Mobile Number: 91522████████ **Enter OTP from registered Mobile Number**

Enter Code

Submit Edit Mobile Number Resend OTP

OTP Verification Instructions

To verify your mobile number, follow these steps:

1. **Enter Code (OTP):** Input the One-Time Password (OTP) received on your **registered mobile number**.
2. **Click on “Submit”:** Proceed to validate the entered OTP and continue with the registration process.
3. **Click on “Edit Mobile Number”:** If the mobile number is incorrect or needs to be updated, use this option to modify it.
4. **Click on “Resend OTP”:** If you haven’t received the OTP or it has expired, click [here](#) to request a new one.

① *Ensure your mobile number is **active** and **accessible** during registration to complete*

Verification smoothly.
