



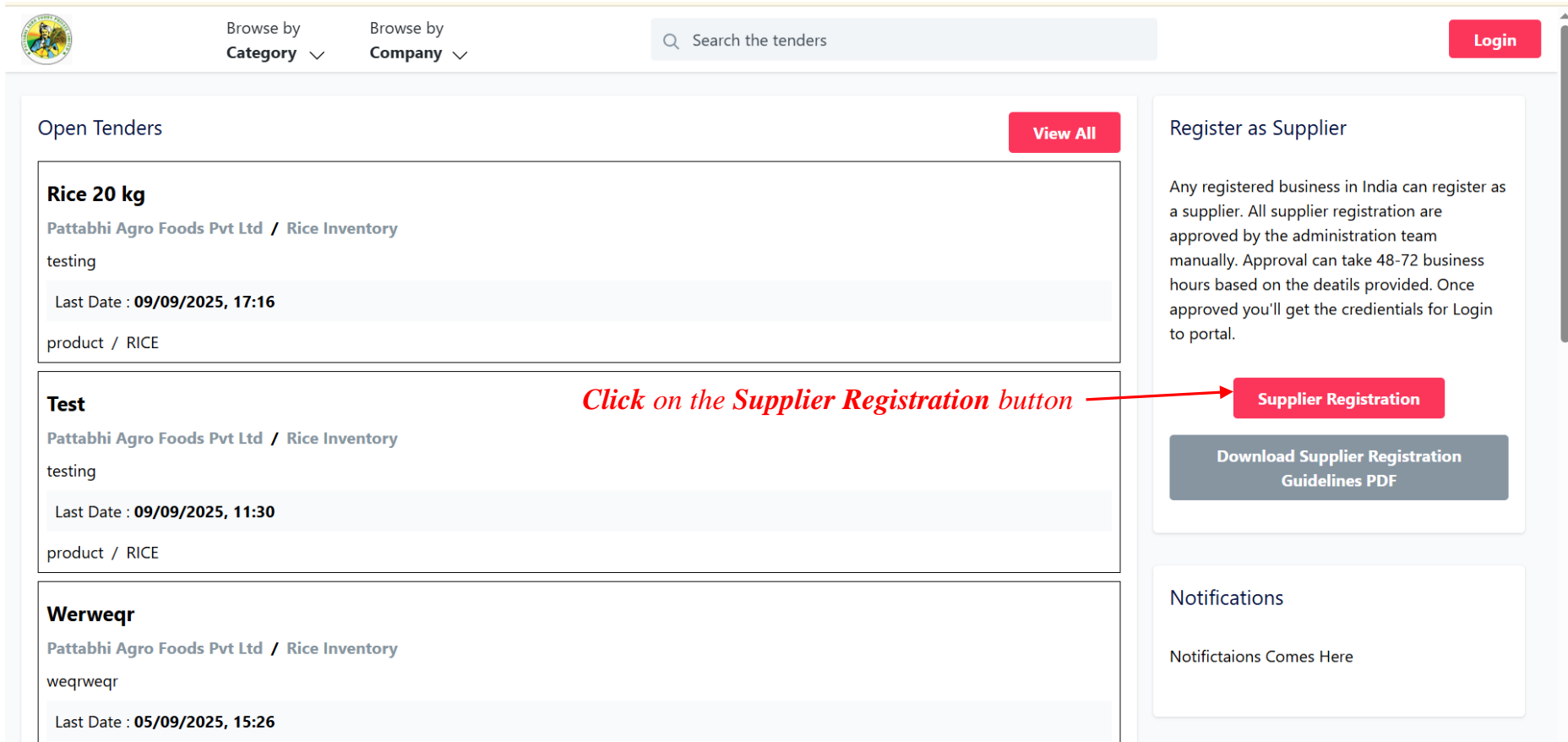
E-Tender Training Document - Supplier Registration USER Manual

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 web dashboard for supplier registration. At the top, there is a header with a logo on the left, navigation links 'Browse by Category' and 'Browse by Company' in the center, a search bar 'Search the tenders' on the right, and a red 'Login' button in the top right corner. The main content area is divided into two columns. The left column, titled 'Open Tenders', contains a list of three tender items: 'Rice 20 kg', 'Test', and 'Werweqr'. Each item is from 'Pattabhi Agro Foods Pvt Ltd / Rice Inventory' and has a 'Last Date' field. The right column contains a 'Register as Supplier' section with a paragraph of text, a red 'Supplier Registration' button, and a grey 'Download Supplier Registration Guidelines PDF' button. Below this is a 'Notifications' section with the text 'Notifictaions Comes Here'. A red arrow points from the text 'Click on the Supplier Registration button' to the 'Supplier Registration' button.

Open Tenders [View All](#)

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 deatils provided. Once approved you'll get the credentials for Login to portal.

[Supplier Registration](#)

[Download Supplier Registration Guidelines PDF](#)

Notifications

Notifictaions Comes Here

Click on the Supplier Registration button

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



Browse by
Category ▾

Browse by
Company ▾

Q 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

- 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.

☐ 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.

Step1: Business Information

The image shows a web form titled "Supplier Registration" with a sub-header "Step 1 : Business Information". The form includes a search bar at the top right with the text "Search the tenders" and a "Login" button. The form fields are as follows:

- Business Name/Individual Name:** A text input field with a red annotation: "Enter your registered Business Name or Individual Name".
- Business Classification:** A dropdown menu with "Select" as the placeholder. A red annotation points to it: "Select the appropriate Business Classification If not in list, select others".
- Business Types:** A dropdown menu with "Select" as the placeholder. A red annotation points to it: "Specify your Business Type (e.g., Agent, Miller, etc.)".
- PAN Card Number:** A text input field. A red annotation points to it: "Enter a valid PAN Card Number, ensure PAN matches the name and Classification".
- Aadhar Number (optional):** A text input field. A red annotation points to it: "Provide a valid Aadhar Number".
- Address Line 1 (Building Name / Number):** A text input field. A red annotation points to it: "Enter your primary address (e.g., building name, street, locality)".
- Address Line 2 (optional) (Street):** A text input field. A red annotation points to it: "Add any additional address details if applicable. (Optional)".
- City:** A text input field. A red annotation points to it: "Enter the City name (Optional)".
- Pin Code:** A text input field. A red annotation points to it: "Provide the correct Postal Code for your location".
- Country:** A dropdown menu with "INDIA" as the selected value. A red annotation points to it: "Default value: INDIA".
- Submit & Continue:** A red button at the bottom of the form. A red annotation points to it: "Click on Submit & Continue".

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

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 screenshot shows a web interface for 'Supplier Registration'. At the top, there is a navigation bar with a logo on the left, 'Browse by Category' and 'Browse by Company' dropdowns, a search bar labeled 'Search the tenders', and a red 'Login' button on the right. The main content area is titled 'Supplier Registration' and contains a light blue box for 'Step 2 : User Information'. Inside this box, it says 'Provide basic information about you' and 'Note : you need to attach relevent documents in the next step'. Below this are several input fields: 'Login Name', 'Login Email Id (optional)', 'Mobile', 'Alternate Mobile (optional)', 'Password', and 'Confirm Password'. Each field has a red arrow pointing to it with a red annotation. At the bottom of the form is a red 'Submit & Continue' button, also with a red arrow and annotation. The right side of the page has a vertical scrollbar.

Supplier Registration

Step 2 : User Information

Provide basic information about you
Note : you need to attach relevent documents in the next step

Login Name *Enter a preferred Username for your account*

Login Email Id (optional) *Provide a valid and accessible Email Address*

Mobile *Provide active valid Mobile number to receive OTP*

Alternate Mobile (optional) *Provide active additional valid Mobile number*

Password *Must contain a minimum of 8 alphanumeric characters*

Confirm Password *Re-enter the same password as entered above to confirm*


Submit & Continue *Click on 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

Login

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

Choose File No file chosen

GST(Optional)

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


Choose File No file chosen

OTHER SUPPORTING DOCUMENTS(Optional)

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

Choose Files No file chosen

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Submit

*Upload a valid **PAN card** document*

*Upload **GST Registration Certificate** if applicable*

*Upload one or more of the following to enhance your supplier profile: **Business Licenses, Company Registration Certificates, Industry Certifications, Any other relevant credentials, etc.***

*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:
 - Business Licenses
 - Company Registration Certificates
 - Industry Certifications
 - Any other relevant credentials, etc.


Click on **Submit**.



Browse by
Category ▾

Browse by
Company ▾

Search the tenders




Dashboard


Logout

OTP Send Successfully

Verify OTP

Mobile Number: 915225 

Enter Code



Submit

Edit Mobile Number

Resend OTP

Enter OTP from registered Mobile Number

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.
