

## Workflow for Vendor Registration as OEM vendor in SETS

### Step-I: vendor registration for OEM Vendor

- Log-in to web portal >> <https://sets.mahagenco.in> (for best results use Google Chrome/ Mozilla Firefox browser)
- Go to link Register now
- Enter the details of company and upload scanned copies of Incorporation certificate/ Proprietorship Deed/ Partnership Deed, PAN, VAT/CST and Purchase Order (optional)
- Select the nearest power station (Unit) and make the payment of vendor registration fee on-line



### Step-II: Physical verification of vendor's documents

- Submit the Xerox copies of documents with covering letter to the concerned power station and get the documents verified with originals. A manufacturer has to submit copies of Incorporation Certificate/ Proprietorship Deed/ Partnership Deed, PAN, VAT/CST, Purchase Order (optional).



### Step-III: Approval to vendor as an Open Tender Vendor

- Purchase Executive (Executive Engineer) verifies the documents and if found correct, he approves the vendor through E-tendering system.
- On approval from Purchase Executive, system sends an email to the vendor that he is an approved vendor on SETS.
- The vendor can log-in in SETS and can participate in Open Tender



### Step-IV: Proposal to approve OEM Vendor

- The required documents are Turnover certificate for last 3 years, Items to be supplied under OEM category, Name of Power station units where the OEM intends these items to be supplied) are obtained from the vendor.
- Chief Engineer of respective power station shall verify and certify the items falling under OEM category as per the definition of policy
- Send the proposal to CE(Stores), HO for approval of the vendor as an OEM vendor



### Step-V: Approval to the vendor by CE (Stores), HO

- Put up the proposal to Technical Committee & competent Authority at Head Office.
- After approval by the committee & competent Authority CE(Stores), HO will approve the vendor through e-Tendering system
- The status of the vendor gets changed to Open Tender vendor & OEM Vendor.
- The vendor can see his items and can participate in Open Tender as well as OEM category