

## REGISTRATION OF SUPPLIER

### SUPPLIER MANUAL

**STEP 1:** Logon to the following URL and Fill up the details

[https://supplier.balmerlawrie.com/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=105&sap-language=EN#](https://supplier.balmerlawrie.com/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=105&sap-language=EN#)

**Supplier Self-Registration**  
Send | Close | System Information | Create Memory Snapshot

**Balmer Lawrie**  
SINCE 1867

Welcome to Balmer Lawrie Registration Of Supplier  
\* Fields marked with an asterisk are mandatory.

#### General Company Information

Company Name: * ABCD LTD.	<b>PO Box Address</b>
D-U-N-S Number: <input type="text"/>	PO Box: <input type="text"/> <input type="checkbox"/> Without Number:
Language: * EN <input type="text"/>	Country: IN <input type="text"/>
Tax Jurisdiction Code: <input type="text"/>	Postal Code / City: <input type="text"/> <input type="text"/>

#### Address

Country: * IN <input type="text"/>	<b>Communication</b>
Region: <input type="text"/>	Phone Number: * 9009009009 <input type="text"/> <input type="text"/>
District: <input type="text"/>	Fax Number: <input type="text"/> <input type="text"/>
Postal Code / City: * 700123 <input type="text"/> <b>kolkata</b> <input type="text"/>	E-Mail Address: * blsmros@gmail.com <input type="text"/>
Company Postal Code: <input type="text"/>	
Street/House Number: <input type="text"/> <input type="text"/>	
Street Prefix: <input type="text"/>	

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Building/Floor/Room:

#### Contact Person Information

First Name: * first <input type="text"/>	<b>Copy Company Data</b>
Last Name: * last <input type="text"/>	Phone Number: * <input type="text"/> <input type="text"/>
Form of Address: * Mr. <input type="text"/>	Fax Number: <input type="text"/> <input type="text"/>
Registration Fee Submitted?: Yes <input type="text"/>	E-Mail Address: * <input type="text"/>
DD/Cheque Number: DD67888998 <input type="text"/>	Language: * EN <input type="text"/>
	Country: * IN <input type="text"/>

#### Product Categories Provided

<input type="checkbox"/> Goods-IP-Automotive	<input type="checkbox"/> Goods-IP-Chemicals	<input type="checkbox"/> Goods-IP-Consumables
<input type="checkbox"/> Goods-IP-Energy	<input type="checkbox"/> Goods-IP-Fittings	<input type="checkbox"/> Goods-IP-Fuels & Gases
<input type="checkbox"/> Goods-IP-HSE Items	<input type="checkbox"/> Goods-IP-IT Items	<input type="checkbox"/> Goods-IP-Plant & Machinery
<input type="checkbox"/> Goods-IP-Miscellaneous	<input type="checkbox"/> Goods-IP-Office Supplies	<input type="checkbox"/> Goods-IP-Packing Material
<input type="checkbox"/> Goods-IP-Paint	<input type="checkbox"/> Goods-IP-Spares	<input type="checkbox"/> Goods-IP-Steel
<input type="checkbox"/> Goods-IP-Tools for Workshop	<input type="checkbox"/> Goods-IP-Welfare	<input type="checkbox"/> Services-IP-Business Services
<input type="checkbox"/> Services-IP-Contracting	<input type="checkbox"/> Services-IP-Disposal	<input type="checkbox"/> Services-IP-Environmental Services
<input type="checkbox"/> Services-IP-Facility Management	<input type="checkbox"/> Services-IP-Hiring Services	<input type="checkbox"/> Services-IP-Human Resource

Click on “Copy Company Data” and select relevant Product Categories.

**Supplier Self-Registration**

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Building/Floor/Room:

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**Contact Person Information**

First Name: \*  Copy Company Data

Last Name: \*

Form of Address: \*

Registration Fee Submitted?:

DD/Cheque Number:

Phone Number: \*

Fax Number:

E-Mail Address: \*

Language: \*

Country: \*

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**Product Categories Provided**

<input checked="" type="checkbox"/> Goods-IP-Automotive	<input type="checkbox"/> Goods-IP-Chemicals	<input type="checkbox"/> Goods-IP-Consumables
<input type="checkbox"/> Goods-IP-Energy	<input type="checkbox"/> Goods-IP-Fittings	<input type="checkbox"/> Goods-IP-Fuels & Gases
<input type="checkbox"/> Goods-IP-HSE Items	<input type="checkbox"/> Goods-IP-IT Items	<input type="checkbox"/> Goods-IP-Plant & Machinery
<input type="checkbox"/> Goods-IP-Miscellaneous	<input type="checkbox"/> Goods-IP-Office Supplies	<input type="checkbox"/> Goods-IP-Packing Material
<input type="checkbox"/> Goods-IP-Paint	<input type="checkbox"/> Goods-IP-Spares	<input checked="" type="checkbox"/> Goods-IP-Steel
<input type="checkbox"/> Goods-IP-Tools for Workshop	<input type="checkbox"/> Goods-IP-Welfare	<input type="checkbox"/> Services-IP-Business Services
<input type="checkbox"/> Services-IP-Contracting	<input type="checkbox"/> Services-IP-Disposal	<input type="checkbox"/> Services-IP-Environmental Services
<input type="checkbox"/> Services-IP-Facility Management	<input type="checkbox"/> Services-IP-Hiring Services	<input type="checkbox"/> Services-IP-Human Resource

**Supplier Self-Registration**

Send | Close System Information Create Memory Snapshot

<input type="checkbox"/> Services-IP-Insurance	<input type="checkbox"/> Services-IP-IT Services	<input type="checkbox"/> Services-IP-Logistics
<input type="checkbox"/> Services-IP-Patent/Licences	<input type="checkbox"/> Services-IP-Transportation	<input type="checkbox"/> Services-IP-Travel Management
<input type="checkbox"/> Goods-G&L-Chemical & Additive	<input type="checkbox"/> Goods-G&L-Consumable Store & Spare	<input type="checkbox"/> Goods-G&L-Mineral Oils
<input type="checkbox"/> Goods-G&L-Miscellaneous	<input type="checkbox"/> Goods-G&L-Packing Material	<input type="checkbox"/> Goods-G&L-Vegetable Oils & Fats
<input type="checkbox"/> Services-G&L-Civil,Mechanical & Electrical	<input checked="" type="checkbox"/> Services-G&L-Transporter	

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**Quality Management Systems**

**Other Characteristics**

Check if belong to SC/ST: Valid To:

Check if belong to MSME: Valid To:

Quality Management

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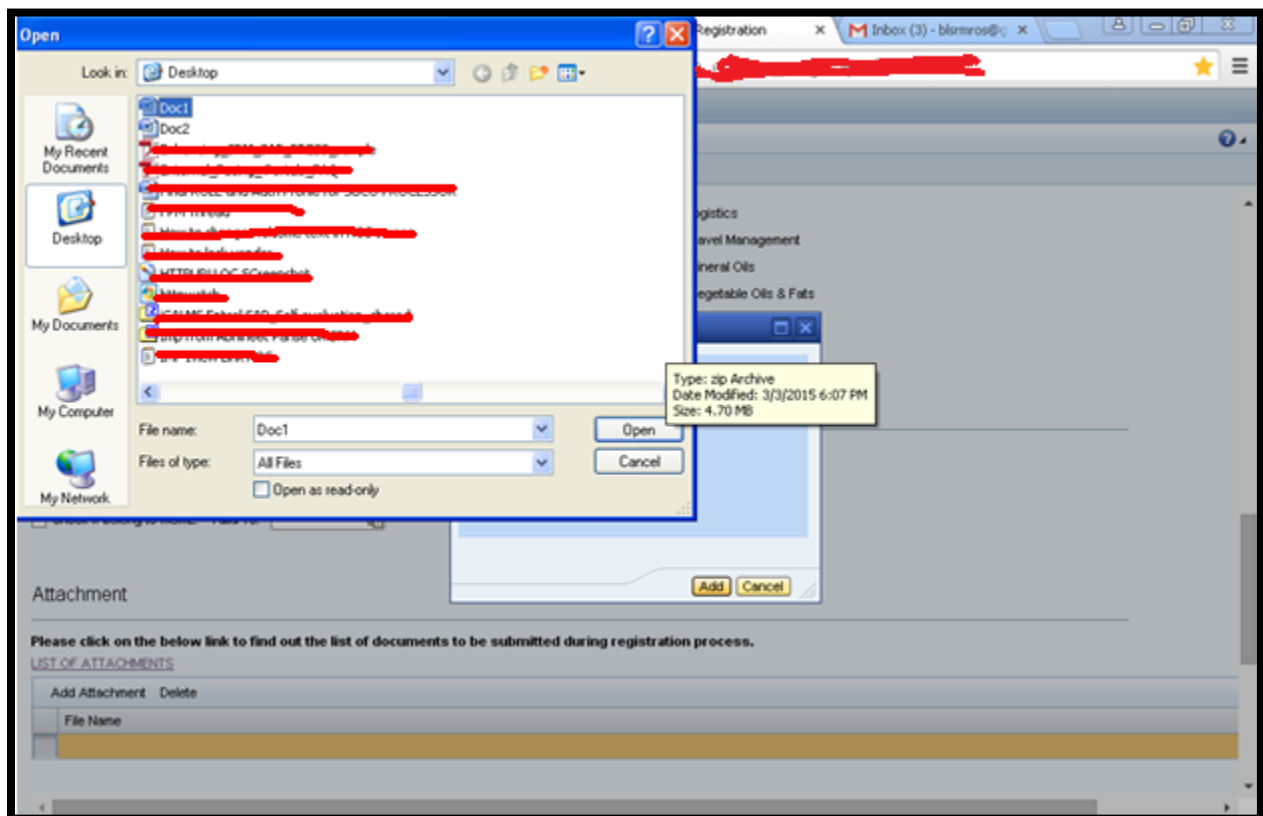
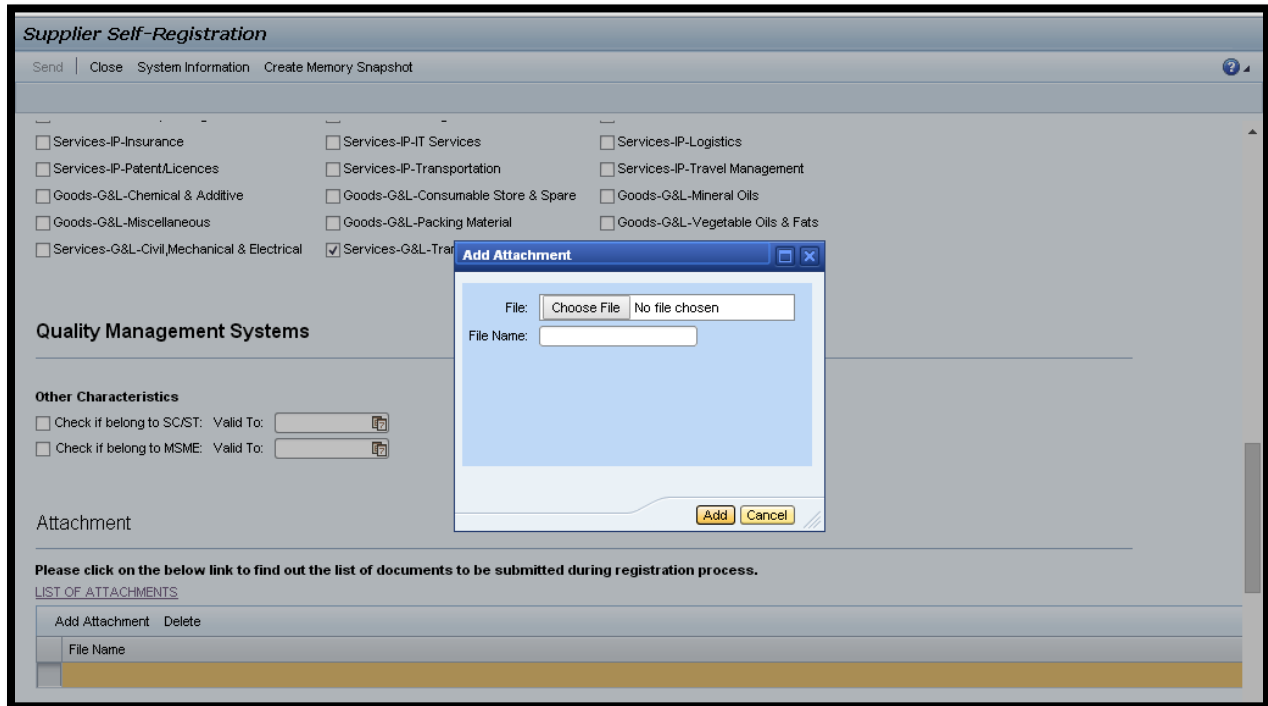
Attachment

Please click on the below link to find out the list of documents to be submitted during registration process.

[LIST OF ATTACHMENTS](#)

Add Attachment	Delete
File Name	

You can add attachment from “Add Attachment” button mentioned below



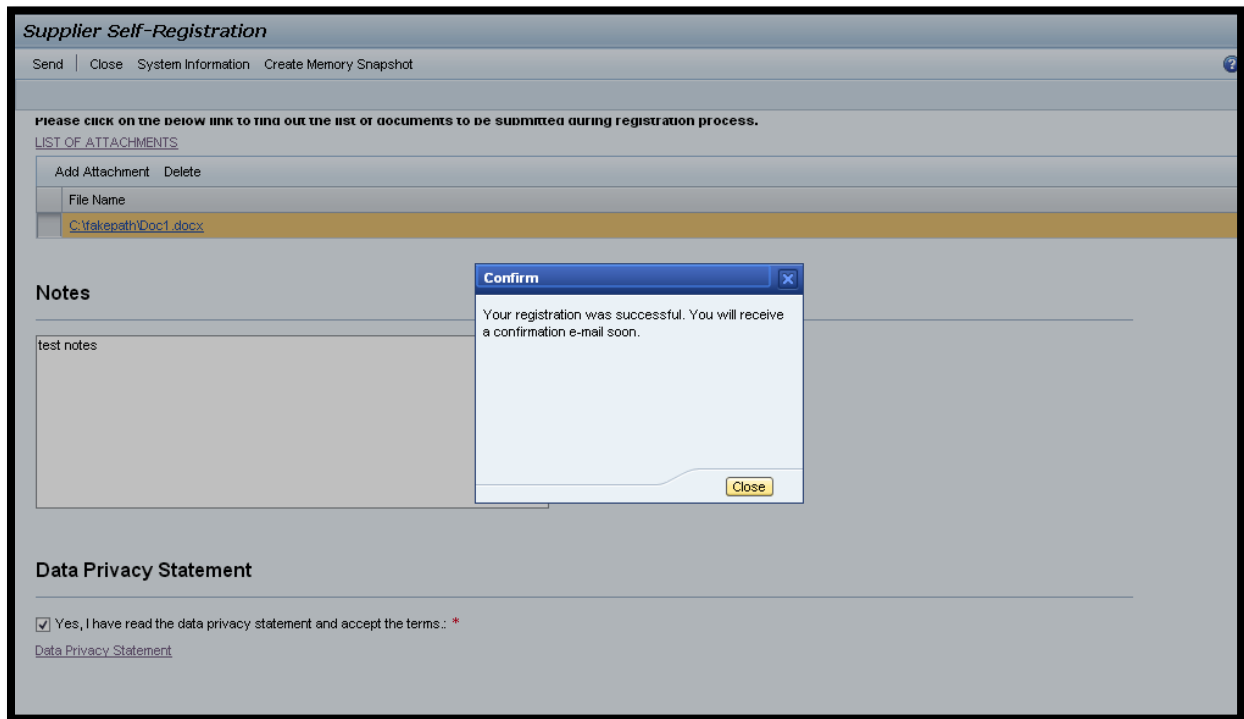
Please choose file and click on “Add” button.

The screenshot shows the 'Supplier Self-Registration' application window. The main content area contains several sections: 'Services' (with checkboxes for Insurance, Patent/Licences, Chemical & Additive, Miscellaneous, Civil/Mechanical & Electrical, IT Services, Transportation, Packing Material, and Logistics), 'Quality Management Systems', 'Other Characteristics' (with checkboxes for SCST and MSME), and an 'Attachment' section. An 'Add Attachment' dialog box is open in the foreground, showing a 'File' field with 'Choose File' and 'Doc1.docx', and an empty 'File Name' field. The dialog has 'Add' and 'Cancel' buttons. Below the dialog, the 'Attachment' section has a message: 'Please click on the below link to find out the list of documents to be submitted during registration process.' followed by a link 'LIST OF ATTACHMENTS'. Below the link are 'Add Attachment' and 'Delete' buttons, and a table with a 'File Name' column.

The screenshot shows the 'Supplier Self-Registration' application window after the file has been attached. The 'LIST OF ATTACHMENTS' section now displays a table with one row containing the file name 'C:\Vakepath\Doc1.docx'. Below this section is a 'Notes' section with a text area containing 'test notes'. At the bottom, there is a 'Data Privacy Statement' section with a checked checkbox and the text 'Yes, I have read the data privacy statement and accept the terms.: \*'. A link 'Data Privacy Statement' is provided below the checkbox.

You can see that file is already attached in the attachment section.

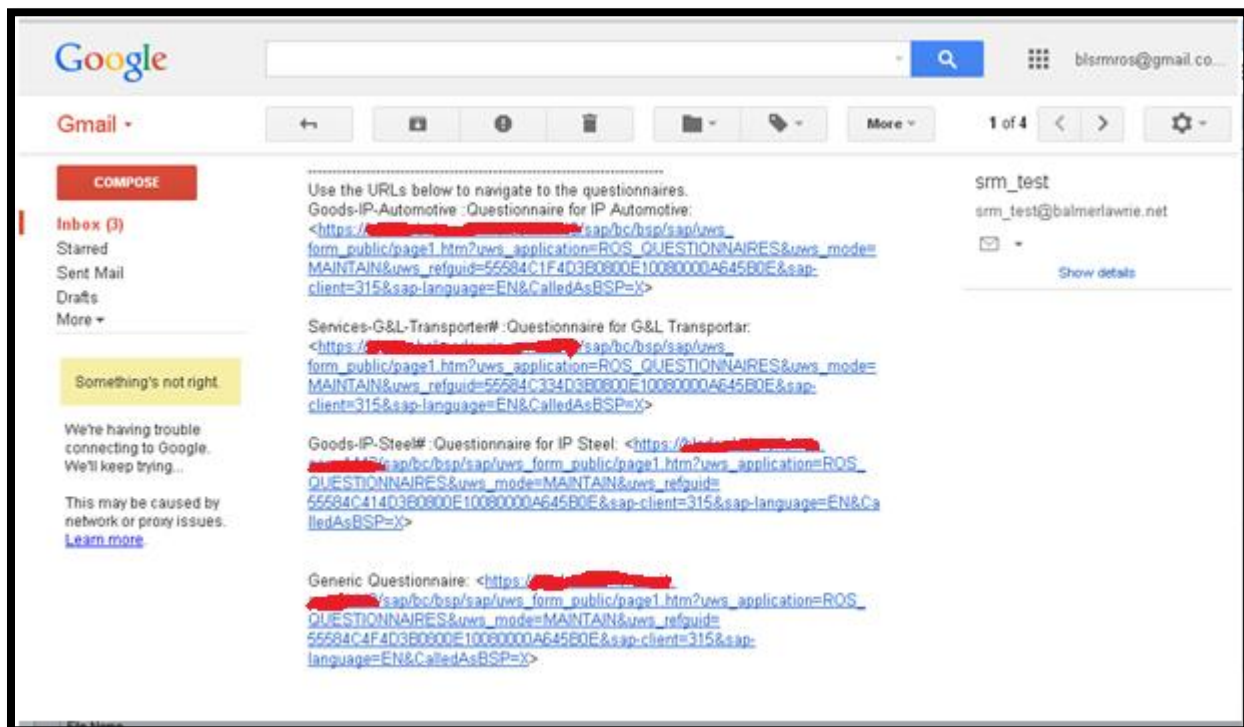
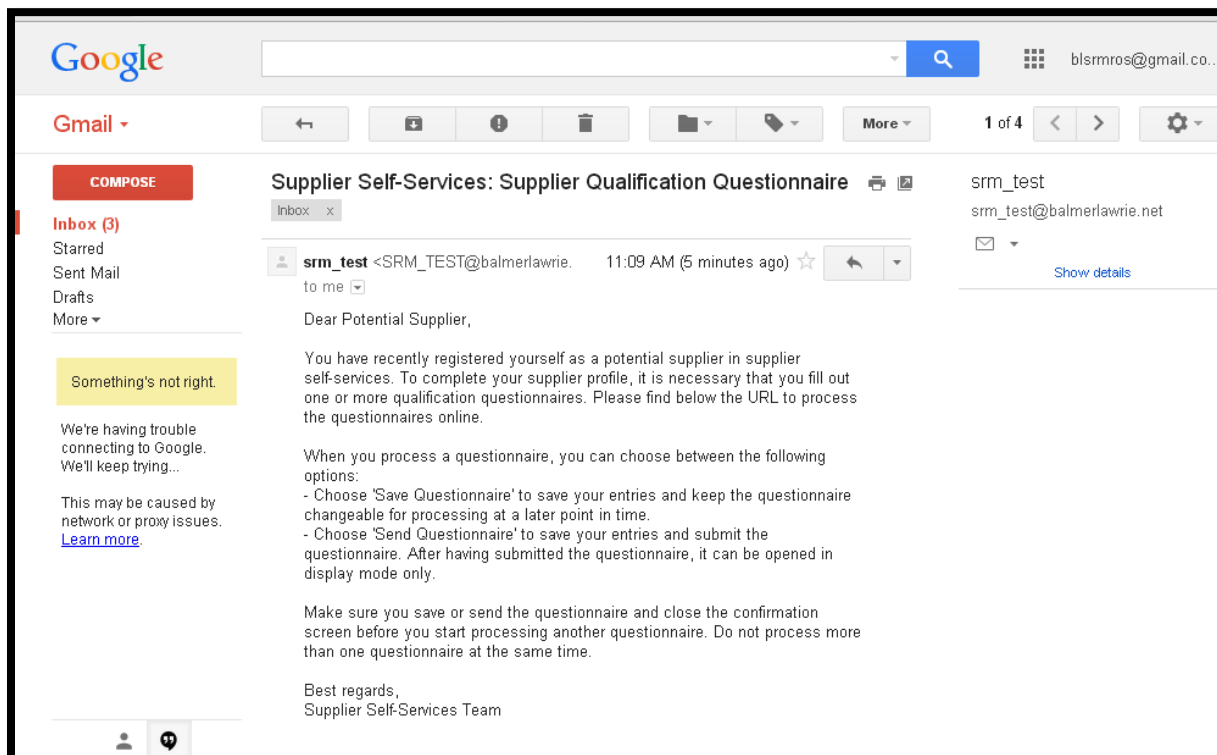
Click on Data Privacy Statement checkbox and click on “Send”



Click on Close button.



**Step 2:** Supplier will receive an Email and he/she need to fill up the questionnaires attached to the selected product category. Supplier will also receive a Generic Questionnaire.



Open the URL and fills up the questionnaire & click on “Send Questionnaires” button.

**Note:** Vendor needs to copy each URL separately in **different browser session** and needs to fill up the questionnaires.

**Questionnaire for IP Automotive**

Please select atleast one sub category from below list.

Company cars leasing

Company cars purchased

Tanker truck/Tractor chassis

Vans / Service Cars

[Send Questionnaire](#)

Once “Send Questionnaires” button is clicked following below message will appear.

**Your questionnaire has been sent**

Close this window before processing further questionnaires

**Questionnaire for Services-G&L-Transporter**

Please select atleast one sub category from below list.

Logistics

Transport

TRANSPORTATION

Transportation of Bulk Bitumen

TRANSPORTATION SERVICE

[Send Questionnaire](#)

**Your questionnaire has been sent**

Close this window before processing further questionnaires

**Questionnaire for IP Steel**

Please select atleast one sub category from below list.

CR Coils / Sheets

G/6P Coils

[Send Questionnaire](#)

**Your questionnaire has been sent**  
Close this window before processing further questionnaires

**Particulars of Vendor**

Particulars of Vendor

1.1 Name of the Company

1.2 Full Address

1.2.1 Registered Office

1.2.11 Address

1.2.12 PIN

1.2.13 Phone

1.2.14 Fax

1.2.25 Email

1.3 Authorized Contact Person

1.3.1 Name

1.3.2 Designation

1.3.3 Mobile

1.3.4 Mobile

1.4 Year of Incorporation Company

1.5 Type of Company

Proprietorship

Partnership

Private Limited

Public Limited

Listed Company

Central PSU

State PSU

**Your questionnaire has been sent**  
Close this window before processing further questionnaires



**Once the Vendor is accepted by the Buyer, you will get following email content.**

Dear Sir/Madam,

This is to inform you that your company has been accepted as Registered Vendor of Balmer Lawrie & Co. Ltd. on mm.dd.20xx .

The Registration will be valid for the Period of 3 years from mm.dd.2016 .

Warm Regards

Balmer Lawrie & Co. Ltd.