

User Manual for Merchandise Supplier Registration

Merchandise Supplier Registration

Merchandise Supplier refers to Supplier of Goods procured by Reliance Retail Ltd and its Group / Associate Companies for Trading.

Articles intended for in-house consumption in nature and Services are not supported by this Application.

Note: Please refer to the Rules Section appended at the end of this user manual before starting your Registration Steps.

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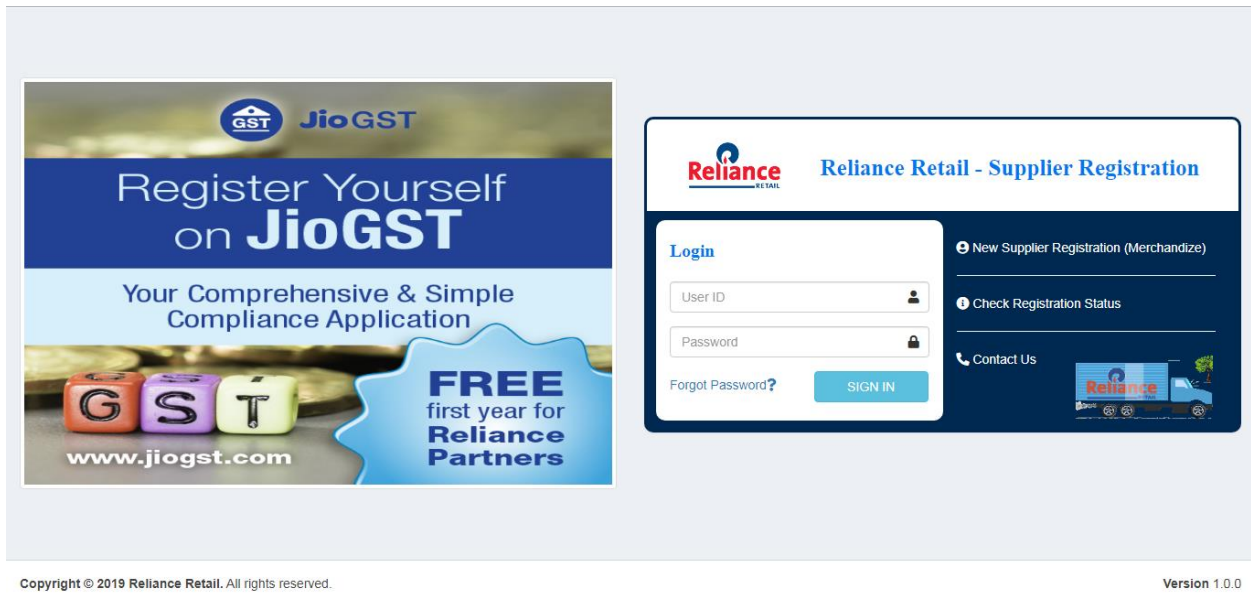
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New Supplier Registration Process

Log on to <https://supplierregistration.ril.com/>

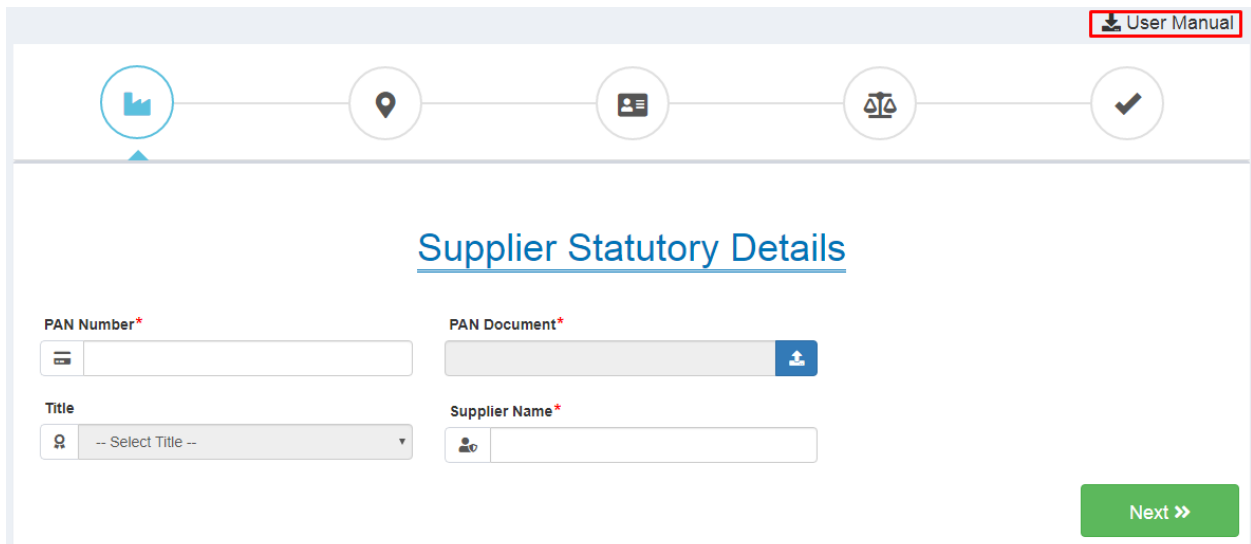
Save the link <https://supplierregistration.ril.com/> to your favorites list

Upon clicking this link, the following screen will appear

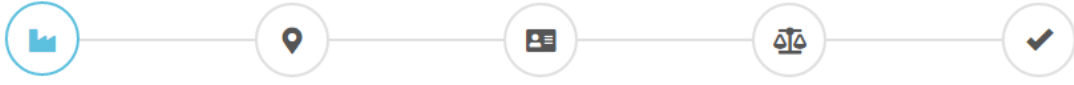


Click on “New Supplier Registration (Merchandize)”


The following Screen will appear.





Supplier Registration Request: - The following Registration Form will appear.



Supplier Statutory Details

PAN Number* <input type="text" value="AABCR1718E"/>	PAN Document* <input type="text" value="PANCARD.PDF"/> 	
Title <input type="text" value="Company"/>	Vendor Name* <input type="text" value="Reliance Retail Limited"/>	

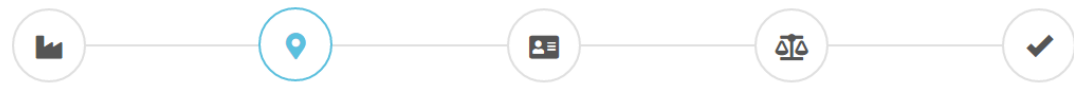
MSME Information

Are you MSME? <input checked="" type="radio"/> YES <input type="radio"/> NO	UAM Number <input type="text" value="MH08A0002224"/>	
Memorandum Number <input type="text" value="272225456991"/>	MSME Type <input type="text" value="Medium Enterprise"/>	
Date Of Issue <input type="text" value="01/03/2018"/> 	Validity Year <input type="text" value="2018"/> TO <input type="text" value="2022"/>	MSME Certification <input type="text" value="NEWDOC2019-06-14(1).PDF"/> 

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Enter the “PAN Number” and “Supplier Name” along with the Document. Provide MSME Details if Vendor is MSME Registered.

Enter “Registered Office Address “as below



Registered Office Address

Address 1* <input type="text" value="Reliance Corporate Park"/>	Address 2 <input type="text" value="No.8 A Wing, 1st Floor"/>	Address 3 <input type="text" value="Thane Belapur Road, Ghansoli, Navi Mumbai"/>
Country* <input type="text" value="India"/>	State* <input type="text" value="Maharashtra"/>	
City* <input type="text" value="Thane"/>	Pincode* <input type="text" value="400701"/>	

[Next >>](#)

Provide the **Contact information** with Correct Details. **Registration Confirmation** link would be sent on the same Email ID as mentioned on **Contact Information**.

The image shows a registration form titled "Contact Information" with a progress indicator at the top. The form contains the following fields:

- First Name***: Input field with "Amit" entered.
- Last Name***: Input field with "Kumar" entered.
- Mobile Number***: Input field with "9999999999" entered and a green checkmark.
- Alternate Contact Number**: Empty input field.
- Email-ID***: Input field with "amit@rl.com" entered.
- Alternate Email-ID**: Empty input field.
- Website**: Empty input field.

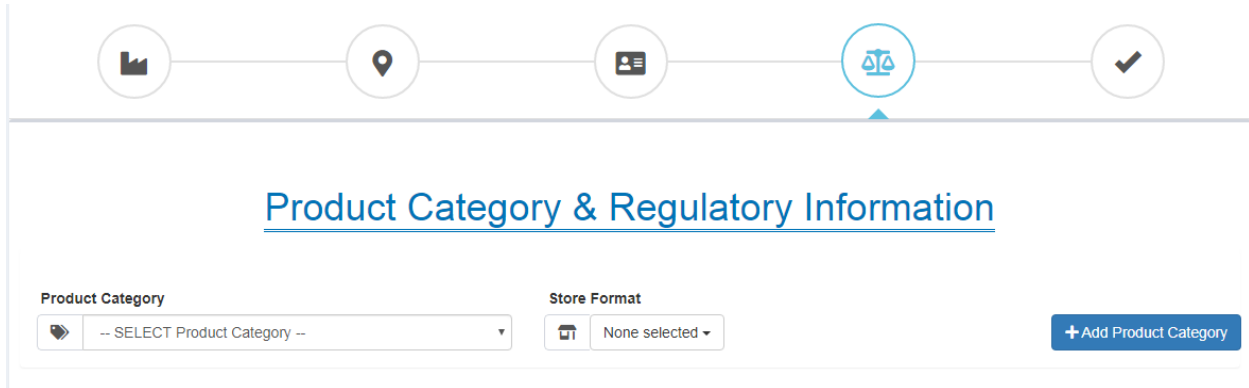
A green "Next >>" button is located at the bottom right of the form.

User need to enter and verify the OTP.

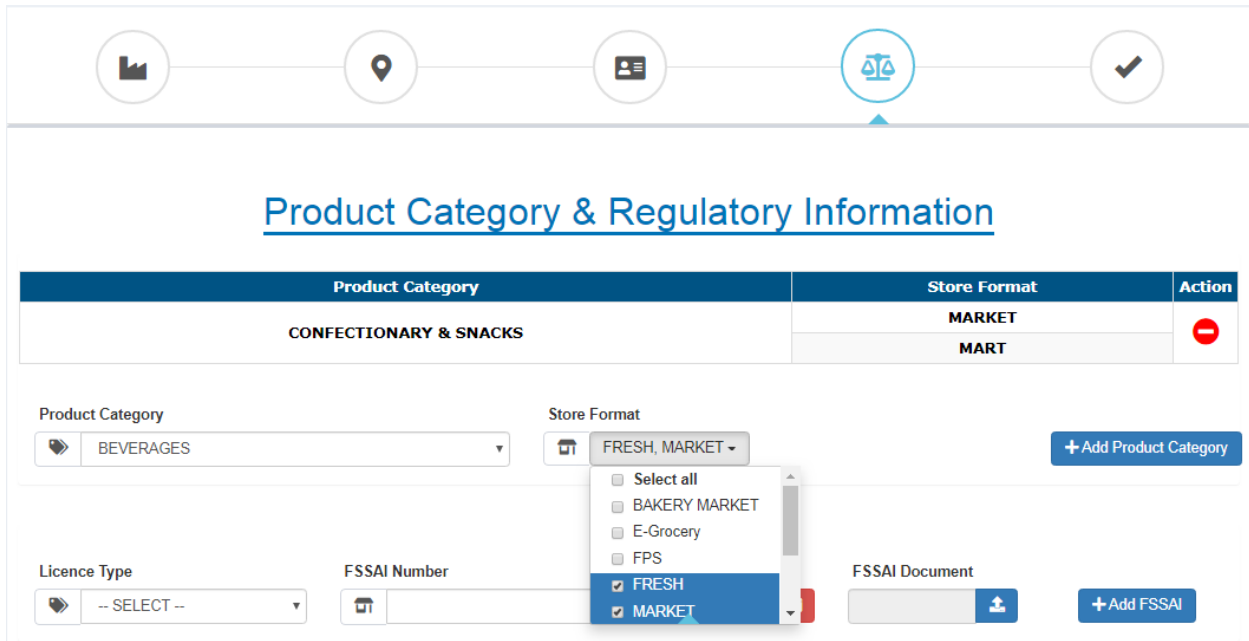
The image shows the "Verify OTP" modal overlaid on the registration form. The modal contains:

- Mobile Number**: Input field with "9999999999" entered.
- One Time Password**: A row of six input boxes for digits 1 through 6, with a "Clear" link below them.
- Resend OTP**: An orange button with a refresh icon.
- Verify**: A green button with a checkmark icon, highlighted by a red arrow.

The background registration form is dimmed, and a "Next >>" button is visible at the bottom right.



Select the **Product Category** you want to Trade in and list out the **Store format** in which you would like to business with. Supplier can have Multiple Product Category Selected also Multiple Store Formats Selected. User can delete the Product Category using the Button.



When Supplier Trades in **Food Product** FSSAI details are **mandatory**. Necessary proof of FSSAI number is also required to be uploaded.

Supplier can provide Multiple **FSSAI License** Number.

User can delete the FSSAI Details using the Button.

Click on the **“I Confirm the Above Information”** and then click on Next button.

Product Category	Store Format	Action
BEVERAGES	E-Grocery	
	MARKET	
	SMART	
CONFECTIONARY & SNACKS	MARKET	

Product Category:

Store Format:

Add Product Category

Click Add button once Product selection and Store format selection is done.

Licence Type	FSSAI Number	Expiry Date	FSSAI Document	Action
CENTRAL	11217303000066	01/01/2022	RRSR_20190827111452747_FSSAI.JPG	

Licence Type:

FSSAI Number:

Expiry Date:

FSSAI Document:

Add FSSAI

Click Add Button once all the details are entered.

I confirm the above information.

Confirm all the details entered above and then click on I Confirm button and then click on Next.

Confirm the **Terms and Condition** and then Click on **Register**.

Terms & Conditions

start registration on registration portal of Company and the same shall continue until terminated by Company expressly by giving written notice.

Company may modify this Agreement from time to time at its own discretion. Any alteration in this Contract term shall be effective and deemed to be accepted by you. You are supposed to check the provisions of this Contract regularly to update yourself accordingly. Your use of Company portal site implies your acceptance of changes in this Contract as effected by Company from time to time.

THIS CONTRACT LIMITS OUR LIABILITY AND ALSO LIMITS YOUR REMEDIES Please read and understand the terms of DISCLAIMER, of this Contract.

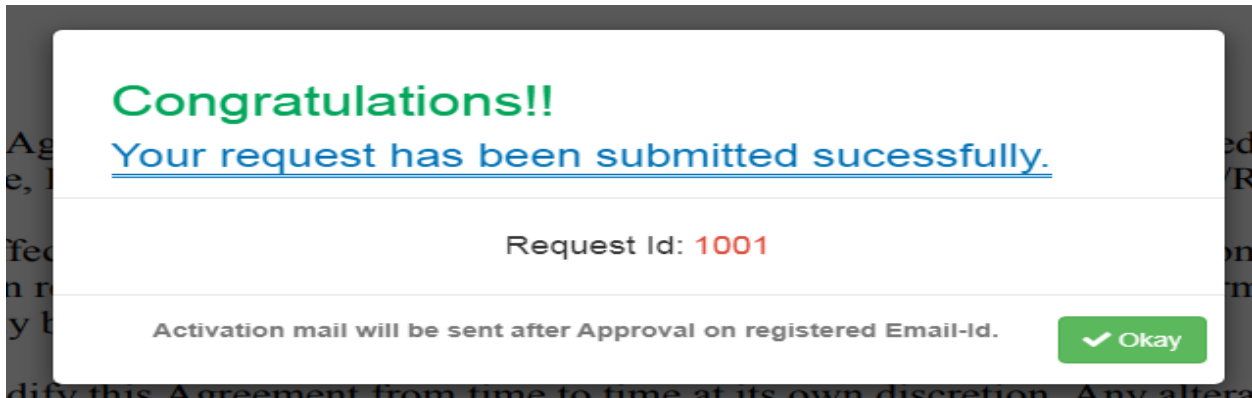
► **Eligibility**
 You can become a Vendor of the Company by successfully registering on the Company Portal ("portal") _____ ("Vendor"). For using this portal you must be eligible to enter into, execute and abide the terms of this contract as per the applicable laws of India. Your use of portal represents and warrants that you have the right, authority and capacity to enter into this Contract and to abide by all of the Terms of Use Agreement of this Contract.

You agree to inform Company your subsequent disability to continue with this contract or enter into any fresh/revised contract. Subsequent disability shall entitle Company to restrict/change/terminate this Contract at its own discretion with or without any notice to you in this regard.

► **Free consent**

I accept the Terms & Conditions

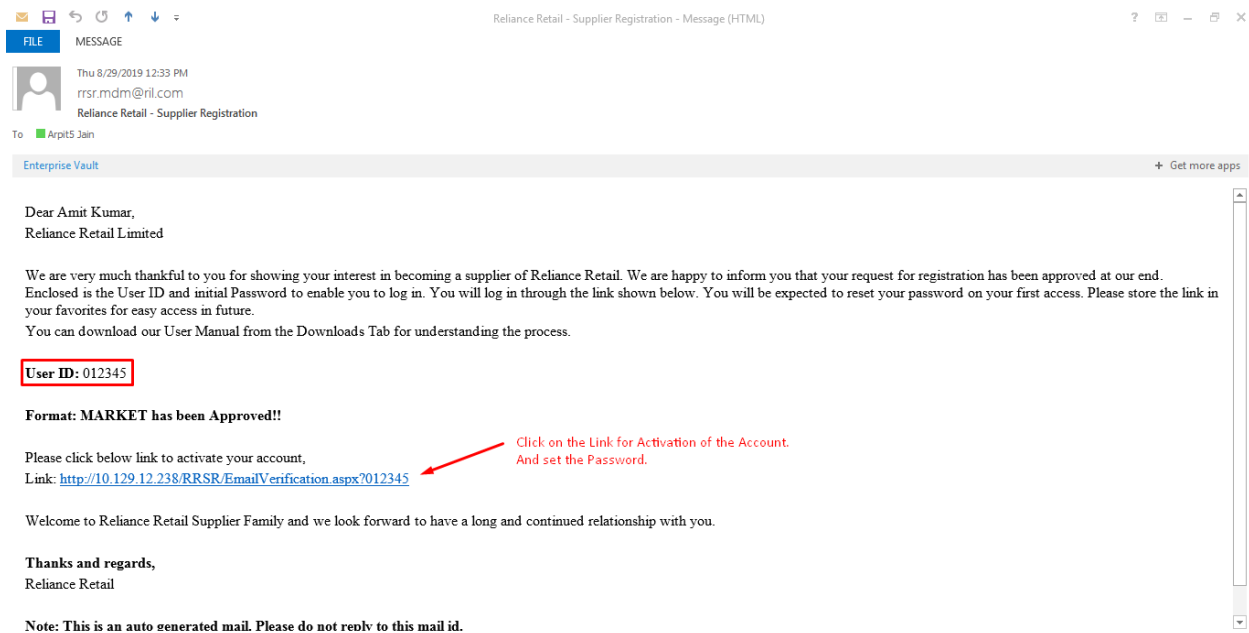
Upon Clicking on **Register** the following Screen will appear.



The above request will flow to **Respective Business** for approval.




On approval **Supplier** will receive an **Activation Email** with the **User ID**.







Clicking on the link provided in **Activation Email** and then set the **Password** and **submit**.

Congratulations!!! Your account has been activated.

Please set your password.

012345 


.....  

.....  

Submit

While you have been registered as a Supplier, you can now add your Delivery Locations from where goods will be supplied. These may be multiple within the same State / City, depending on the Supplier's distribution points.

Login with the **User ID** and **Password** for adding **New Delivery Locations**.



The image shows a screenshot of the 'Reliance Retail - Supplier Registration' page. At the top left is the Reliance RETAIL logo. To its right is the page title 'Reliance Retail - Supplier Registration'. Below the title, there is a 'Login' section on the left with two input fields: the first contains '012345' and has a user icon, the second contains '.....' and has a lock icon. Below these fields is a blue 'SIGN IN' button. To the right of the login section are three links: 'New User Registration (Merchandize)', 'Click here for Service Vendor', and 'Contact Us'. At the bottom right of the page is an illustration of a blue Reliance Retail truck.

Rules to be followed while entering the details on portal

PAN Number

The Vendor **PAN Number** has to be matched with the document provided as proof.

MSME

UAM No. must be of first 2 of alphabets after that 2 digit numeric followed by one alphabet and last 7 of numeric only for Example: JH20B0002446

If Vendor is MSME then he must provide “**Udyog Aadhaar Memorandum No. (UAM)**” or “**Memorandum No.** “

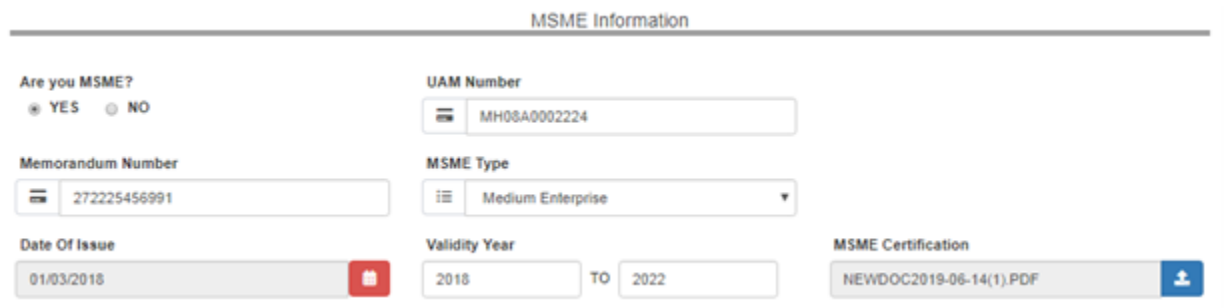
Vendor Have to Upload “**MSME certificate**” if he is MSME Registered.

Vendor Name and Name on MSME Certificate must match.

Date of Registration & Validity Year is to be provided from date and valid up to.

Vendor must Select MSME type as **Micro, Small, and Medium** Enterprise.

Refer below Example to enter MSME details:



The screenshot shows a form titled "MSME Information" with the following fields:

- Are you MSME?**: Radio buttons for YES (selected) and NO.
- UAM Number**: Text input field containing "MH08A0002224".
- Memorandum Number**: Text input field containing "272225456991".
- MSME Type**: Dropdown menu with "Medium Enterprise" selected.
- Date Of Issue**: Text input field containing "01/03/2018".
- Validity Year**: Text input field containing "2018" followed by "TO" and another text input field containing "2022".
- MSME Certification**: Text input field containing "NEWDOC2019-06-14(1).PDF" with a download icon.