

New Vendor Registration

Step 1: Go to <http://web.iitm.ac.in/supplier/> to register as vendor with IIT Madras.

Click on “Sign Up Here” as shown.

Step 2: If supplier type is chosen as Local, enter PAN Number.

If supplier type is chosen as Foreign, enter TAX Number.

Step 3: Fill in the Basic Details. If Local, Country will be “India” by default. If Foreign select the country.

Basic Details

Supplier Name *

Address1* **Address2**

City* **State*** **Pincode***

Country* **Email Id*** **Phone No**

Step 4: In GST Details section, select the Registration Type as “Regular” if GST Number is available else as “Unregistered”.

GST Details

Registration Type*

Step 5: Fill in the Bank & contact details. Click “Submit”.

Step 6: On successful submission, below message appears and a confirmation mail will be sent to the registered Email Id.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Vendor Registration Form

Your Data Submitted Successfully

your confirmation mail will be send to your registered email id...

Step 7: Click on the link in mail to activate your account and below message will be displayed on successful mail verification.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Vendor Registration Form

Your email id is verified SUCCESSFULLY . You will get an email once your Registration has been approved. Thank You.

Step 8: Now Login @ <http://web.iitm.ac.in/supplier/> using Pan Number and password.

Forgot Password

If you forgot the password, click on “Forgot Password” as shown below.

The screenshot shows the 'Sign In' section of the IIT Madras Vendor Registration Form. It features a header with the IIT Madras logo and the text 'INDIAN INSTITUTE OF TECHNOLOGY MADRAS Vendor Registration Form'. The main content area contains a 'Sign In' form with the following elements:

- Sign In** (header)
- [Forgot password?](#) (with a downward arrow icon)
- [Admin](#)
- Input field: **Enter Your Pan Number**
- Input field: **Password**
- Login** (green button)
- [Don't have an account! Sign Up Here](#)
- [Help](#)

Login with registered PAN Number & Email ID and change the password as needed.




The screenshot shows the 'Forgot Password' section of the IIT Madras Vendor Registration Form. It features a header with the IIT Madras logo and the text 'INDIAN INSTITUTE OF TECHNOLOGY MADRAS Vendor Registration Form'. The main content area contains a 'Forgot Password' form with the following elements:

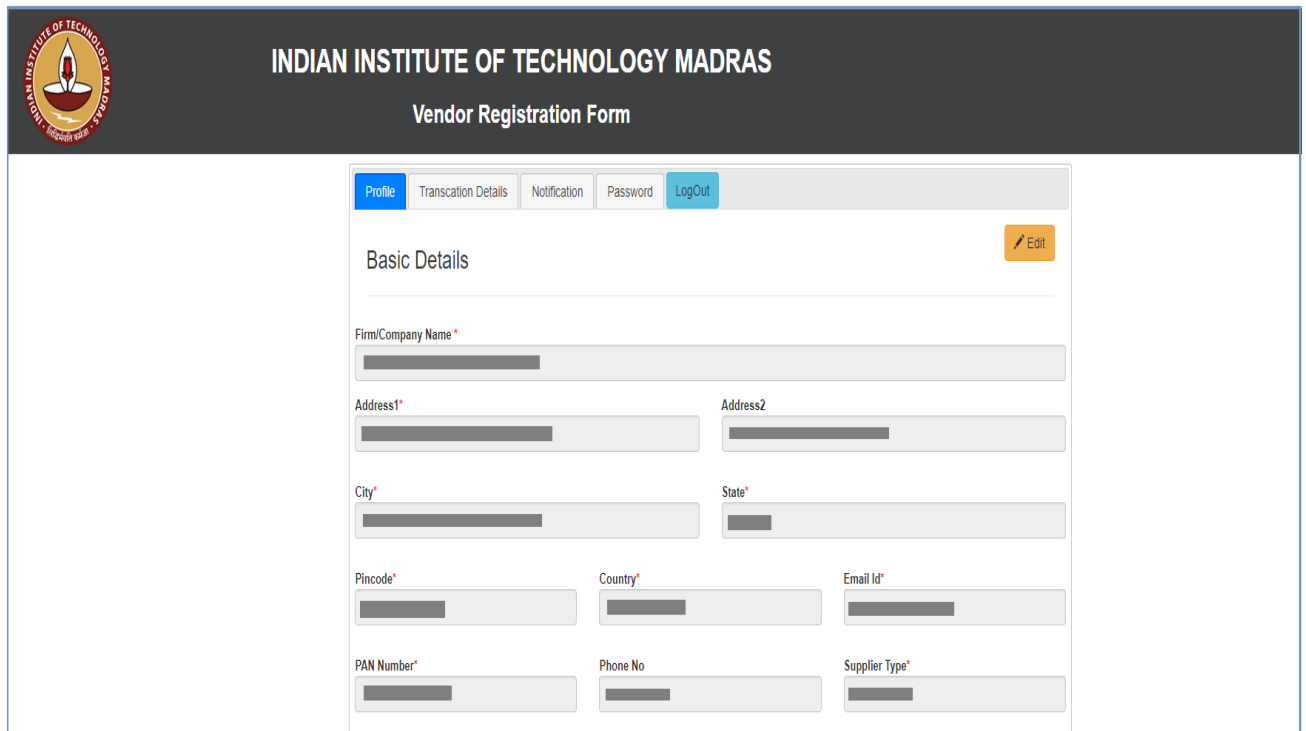
- Forgot Password** (header)
- [Sign In](#)
- Input field: **Enter Your Pan Number**
- Input field: **Email id**
- Submit** (green button)
- Confirmation message: **Your Email id has been registered.**

Vendor Modification

In order to change the details of the vendor, Login @ <http://web.iitm.ac.in/supplier/> using Pan Number and password.

Choose on the following tabs and click on “Edit” option as shown in below image:

-  Profile – To change Basic, GST, Bank & contact Details.
-  Notification – To check updates from IIT Madras.
-  Password – To reset your password.



The screenshot shows the 'Vendor Registration Form' interface. At the top left is the IIT Madras logo. The header contains 'INDIAN INSTITUTE OF TECHNOLOGY MADRAS' and 'Vendor Registration Form'. The main content area has a navigation bar with tabs: 'Profile' (selected), 'Transaction Details', 'Notification', 'Password', and 'LogOut'. Below the navigation bar is the 'Basic Details' section, which includes an 'Edit' button and several input fields: 'Firm/Company Name *', 'Address1*', 'Address2', 'City*', 'State*', 'Pincode*', 'Country*', 'Email Id*', 'PAN Number*', 'Phone No', and 'Supplier Type*'. The input fields are currently empty.

For queries mail to workflow@rt.iitm.ac.in .