

User Manual

SupplierX



CONFIDENTIAL

Registered Office: 278, Jeevan Udyog Building, DN Road, Fort, Mumbai, India - 400 001

Delivery Center: C-203/206 JV Business Park 1 Opposite Smrutivan Memorial Bhuj.370001

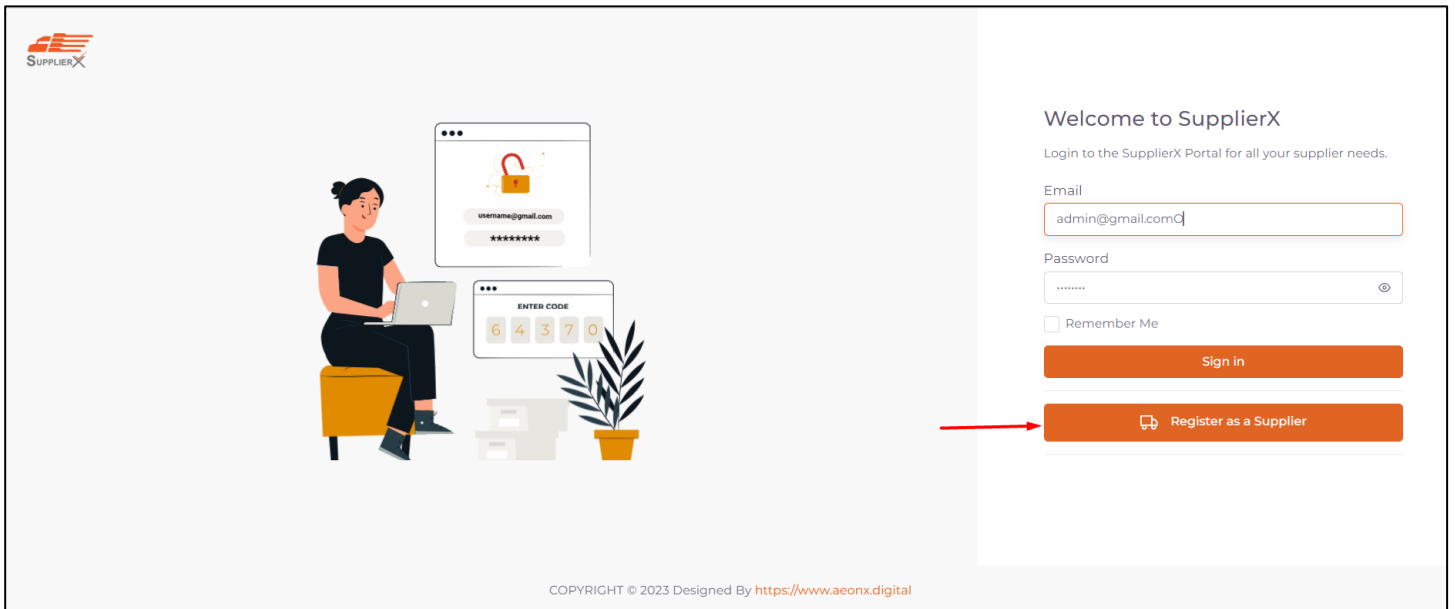
Steps to filling Supplier Registration Form

Step 1 → Click on below link.

<https://ashapura.supplierx.aeonx.digital/>

After entering the link, the below screen will appear.

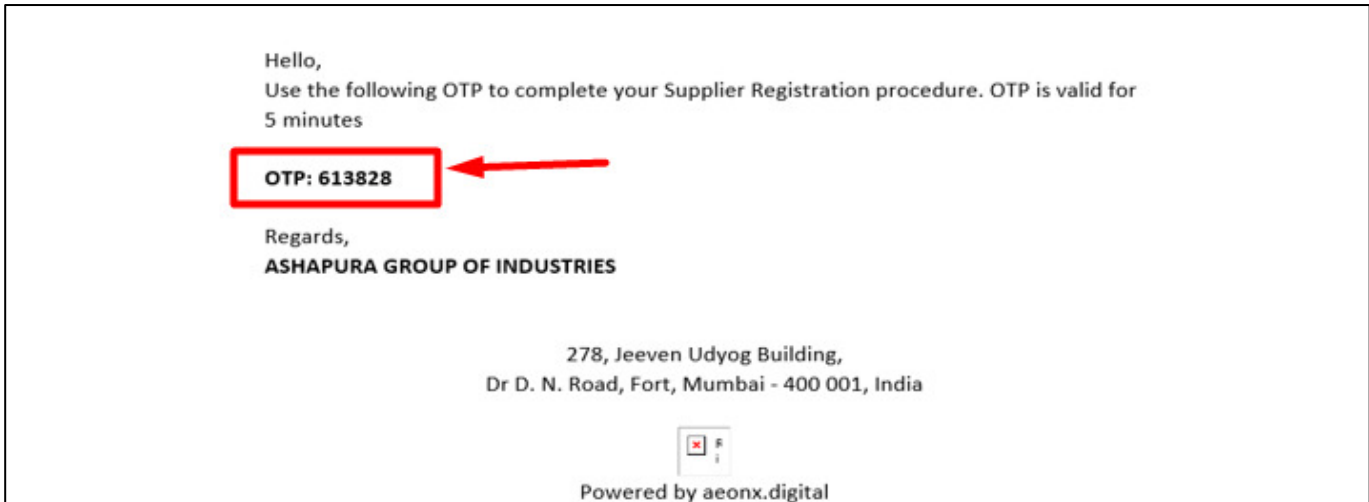
Here click on Register as a supplier.



Step 2 → Enter email address in the pop-up box.

The screenshot shows a 'Registration for Supplier' pop-up form. It has a title 'Registration for Supplier' at the top. Below the title is an 'Email' input field containing 'someone@gmail.com', which is highlighted with a red border and a red arrow pointing to it. To the right of the email field is an orange 'Send OTP' button. Below the email field is an 'OTP' input field. At the bottom right of the form is an orange 'Submit' button.

Step 3 → Enter the OTP (One Time Password) received on the typed email address and click on “Submit” button.



Step 4 → After Entering the OTP (One Time Password) the following screen will appear.

Here, click on the checkbox if the vendor is GST-based, and untick on the checkbox if the vendor is PAN-based.

SUPPLIERX

GST Registered ?

GST No.

PAN No.

Verify

Submit

SUPPLIERX

GST Registered ?

PAN No.

Verify

Submit

Step 5 – After entering the details click on verify button and then press “Submit”.

SUPPLIERX

GST Registered ?

GST No.

PAN No.

Verify

Submit

Step – 6 Then select source and department as given below from clicking on dropdown option.

Then fill all mandatory fields which is mark with “ * ”

Supplier Name*	GST No.	PAN No.	
MAHALAKSHMI LOGISTICS	24AMNPD0765C2ZF	AMNPD0765C	
Select Address			
SHOP-FF/9, NR. SIDDHESHWAR HILL, VADODARA, Gujarat			
Source	Department*		
Aeonx website	Ashapura General Vendor	X	
Street No.	Address 1	Address 2	Address 3
SHOP-FF/9	NR. SIDDHESHWAR HILL	N.H. - 08	VADODARA
Country*	State/Province/Region*	City*	
India	Gujarat	VADODARA	

Step 7 – The supplier needs to enter the details.

The email id which will be entered here on this email id supplier will receive user ID and Password.

Then click on Next.

Contact Details		
Contact Person Name*	Designation	Telephone
Contact Person Name	Designation	Telephone
Mobile*	Email ID*	
Mobile No.	Email ID	
	* Credentials will be sent in this Mail	
← Previous		Next →

Step 8 – If the supplier is MSME registered they have to enter the MSME no. and MSME Type details.

Then press on the next button.

Company Founded Year	Promoter / Director Name	Company Type
Company Founded Year	Director Name	Select...
Name of the Business / Corporate Group	Business Type	Address
Name of Business	Select...	Address of Plant / Workshop
Name of Other Group Companies	List of Major Customers	Details of Major Order undertaken in last 5 Years
Name of Other Group Companies	Select...	Select
MSME No.	MSME Type	
UDYAM-XX-00-0000000	Select...	
← Previous		Next →

Step 9. In Next step the supplier can enter his bank details.

After Entering the bank details Click on Next button.

Primary Bank Details

Bank Name: <input type="text" value="Bank Name"/>	Account No. <input type="text" value="Account No."/>	Account Holder Name <input type="text" value="Ac Holder Name"/>
State: <input type="text" value="state"/>	Address: <input type="text" value="address"/>	Bank Branch: <input type="text" value="Branch"/>
IFSC Code: <input type="text" value="IFSC Code"/>	MICR Code: <input type="text" value="MICR Code"/>	Bank Guarantee Limit: <input type="text" value="Bank guarantee limit"/>

Step 10 – In the next screen the supplier has to attach the necessary documents.

After Uploading the documents Click on Next button.

1 Company Details > 2 Business Details > 3 Financial Details > **4 Tax Details** > 5 Review and Submit

File Attachments

MSME Image* <input type="text" value="MSME Image"/> <input type="button" value="Upload"/> <input type="button" value="Reset"/> (jpg/pdf)	GST* <input type="text" value="GST"/> <input type="button" value="Upload"/> <input type="button" value="Reset"/> (jpg/pdf)	Cancelled cheque* <input type="text" value="Cancelled cheque"/> <input type="button" value="Upload"/> <input type="button" value="Reset"/> (jpg/pdf)
Pan Card* <input type="text" value="Pan Card"/> <input type="button" value="Upload"/> <input type="button" value="Reset"/> (jpg/pdf)		

Step 11 – In next step the supplier can review the detail which he has filled.

After verifying the details click on the submit button.

File Attachments

PAN Open PAN	MSME Open MSME	GST Certificate Open GST	Cancelled Cheque Open Cheque
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After the submission of form the supplier will receive the credential on email.

Hello,

Use the following credentials to view your Supplier Registration procedure. Here is a link for login

<https://ashapura.supplierx.aeonx.digital/>

Username: Your registered email.

Password: **J**4JSC\$fral!**

Regards,

ASHAPURA GROUP OF INDUSTRIES

278, Jeeven Udyog Building,
Dr D. N. Road, Fort, Mumbai - 400 001, India

Thank You



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