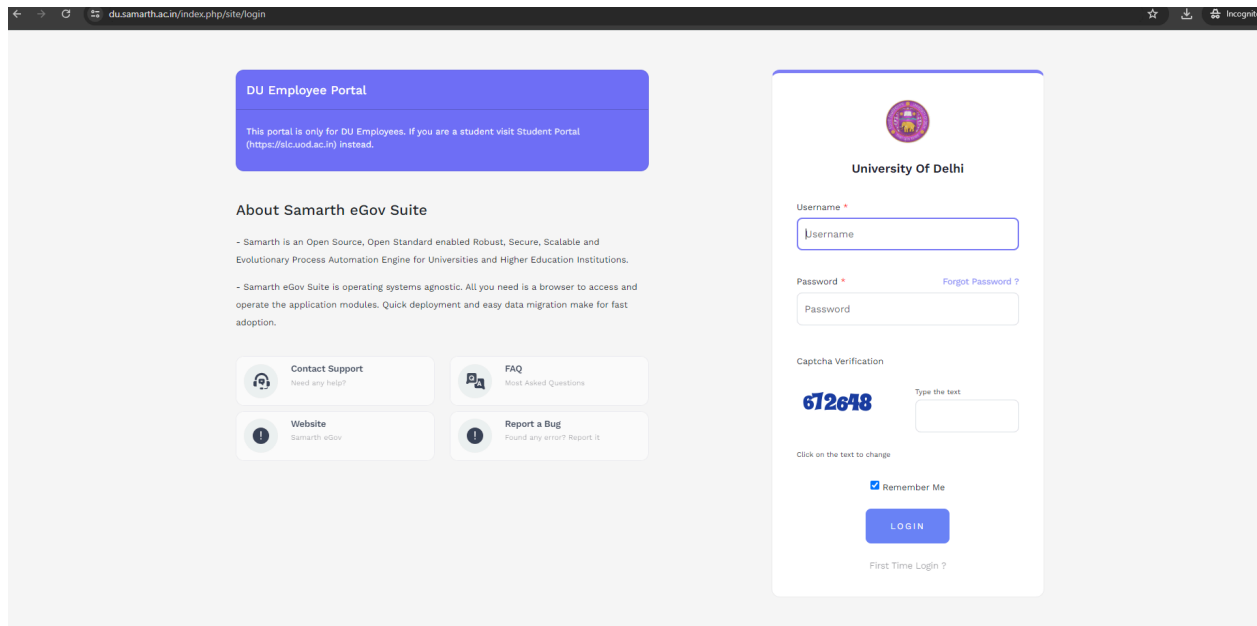
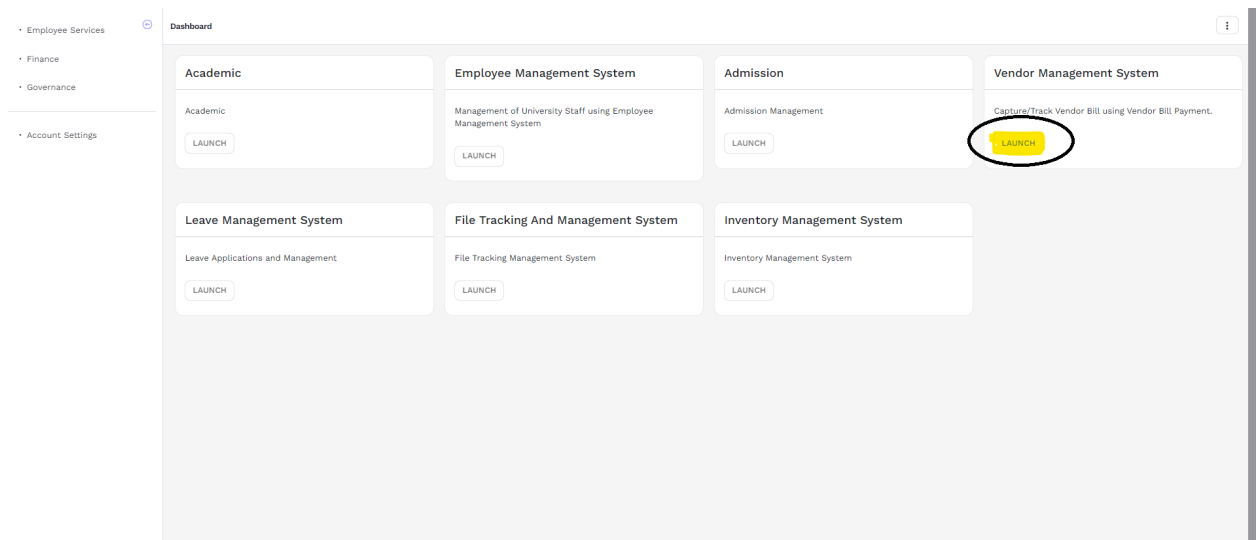


# Adding Vendor details on Samarth

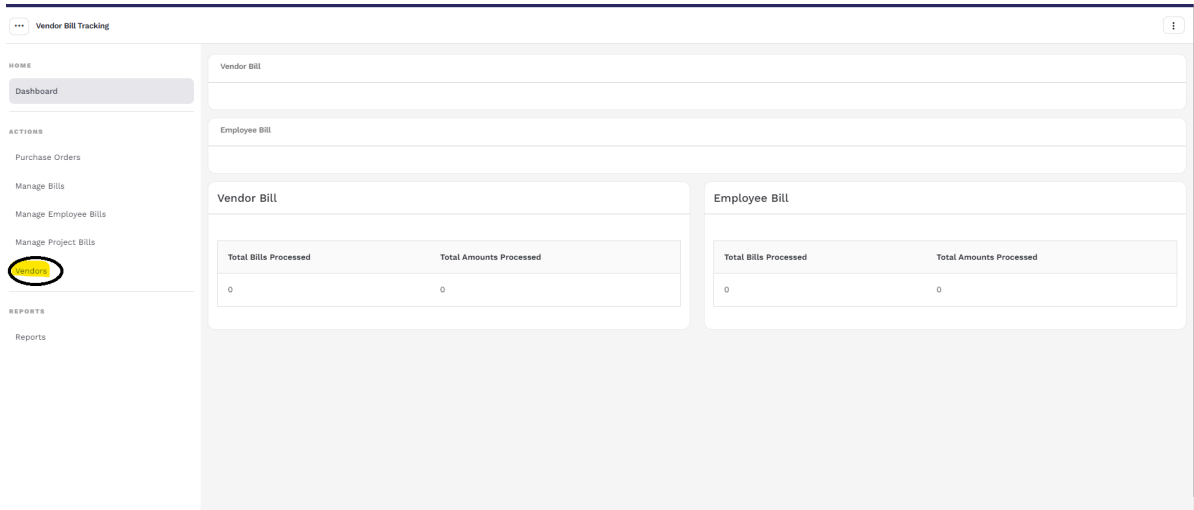
Step-1 Click on <https://du.samarth.ac.in/index.php/site/login> and login window appears on user screen.



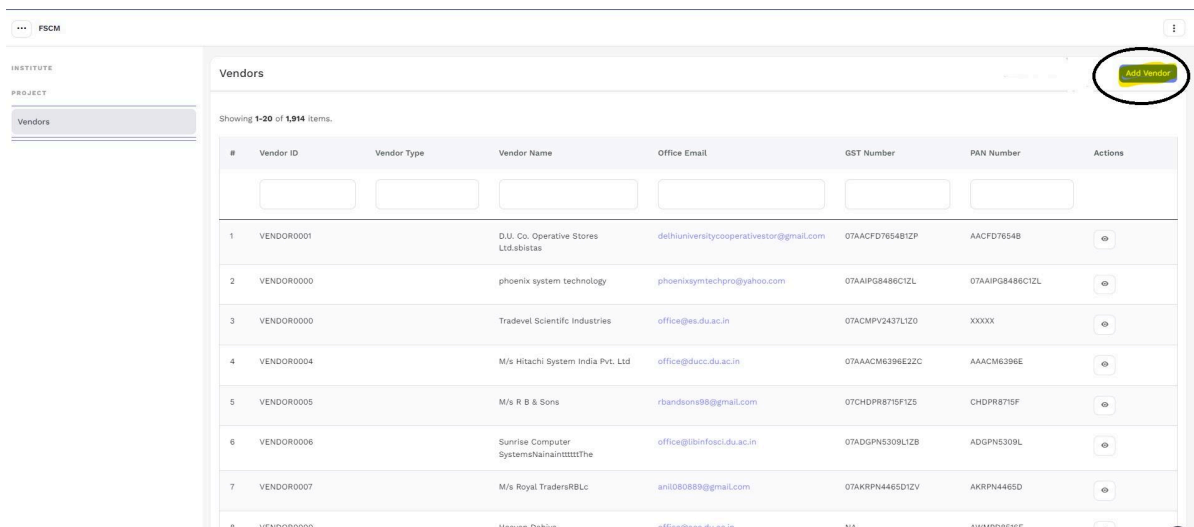
Step 2: Launch Vendor Management System



Step 3: Click on Vendor Field Visible on the left side on the screen.



Step 4: Click on Add Vendor visible on the right side of the screen.



Step 5: Add Vendor Details

The screenshot shows the "Add Vendor" form. At the top, it says "Search The Vendor By GST Number Or PAN Number Before Creating A New Vendor" with a "Click To Search" button. The form contains several fields:

- Do you have PFMS Unique Id ? \* (Dropdown menu)
- Vendor Name \* (Text input)
- Office Email \* (Text input)
- Office Contact Number \* (Text input with a dropdown for country code and a value of 9999999999)
- Office Address \* (Text input)
- Vendor Type (Dropdown menu)
- Is GST Number Available ? \* (Dropdown menu)
- TIN Number (Text input)
- PAN Number \* (Text input)
- Do you have Account Details ? \* (Dropdown menu)
- Status \* (Text input)

At the bottom, there are "Save" and "Cancel" buttons.

Step 6: For adding the bank details :

PAN Number \*

Do you have Account Details ? \* YES

Account Number

Verify Account Number

Beneficiary Name

Bank Name

Branch

IFSC Code

Status \*  Status cannot be blank.