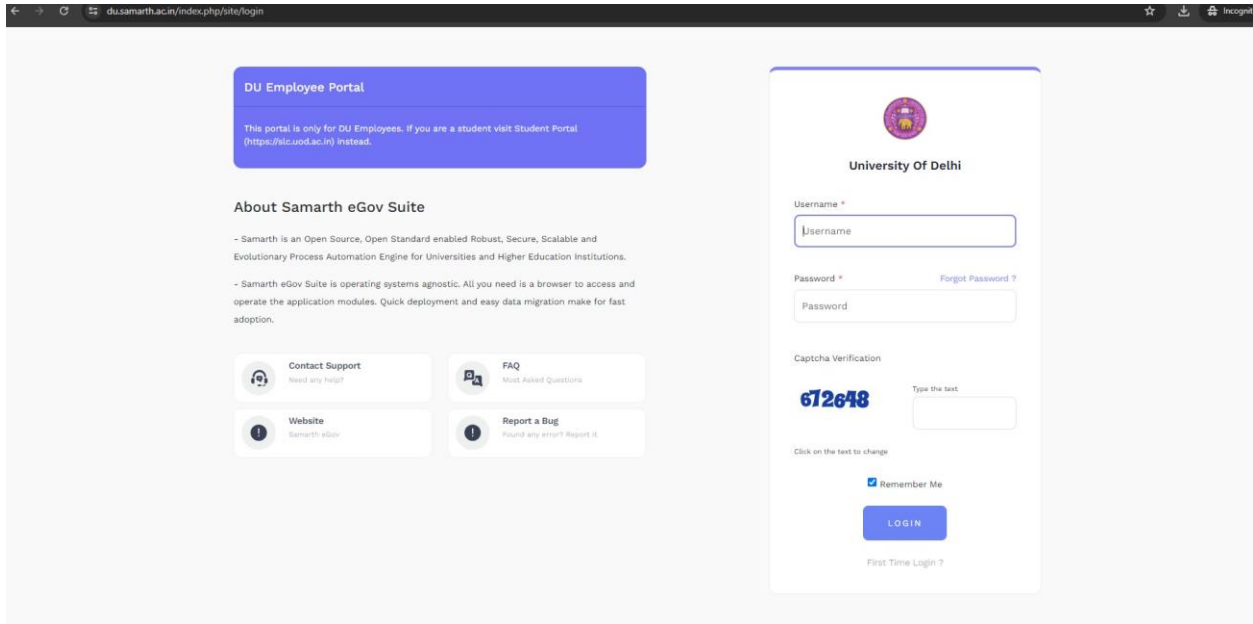
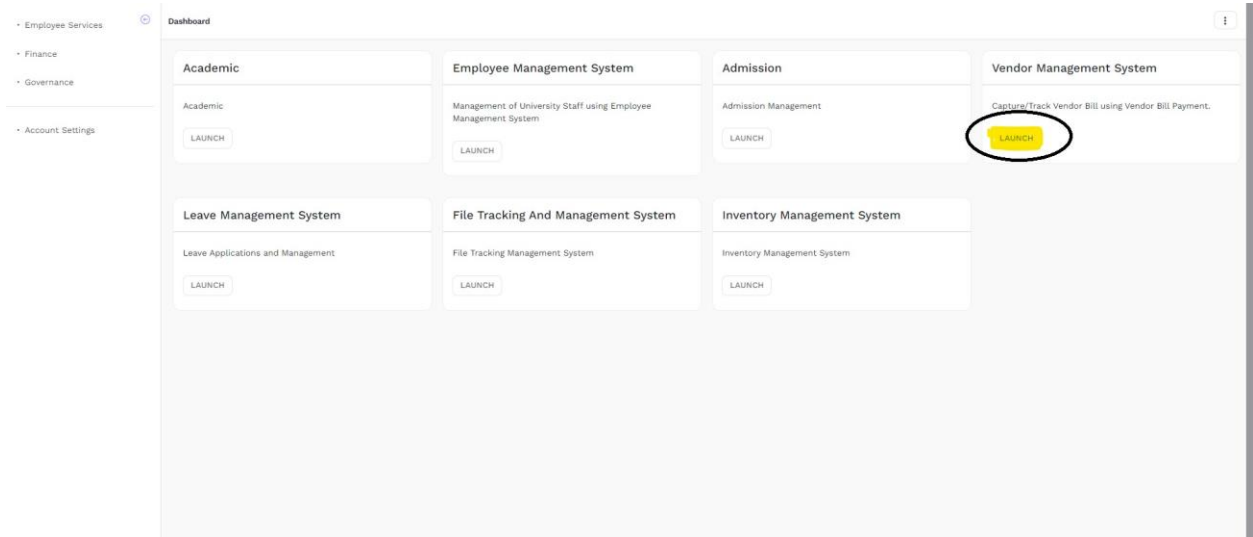


# Adding Vendor details on Samarth

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.

Employee Pending Bills

MANAGE EMPLOYEE BILLS

- Add new Employee Bill
- Manage Pending Bills
- View Action Done Bills
- View Paid Bills
- View Reversed Bills

MANAGE PROJECT BILLS

- Add New Project Bill
- Manage Pending Project Bills
- View Action Done Project Bills
- View Paid Project Bills
- View Reversed Project Bills

Vendors

SETTINGS

- Settings

REPORTS

- Reports

#	Actions	Reference No	Employee	Department	Payable Amount (Rs.)	Current User of the Bill	Created By	Budget Category	Budget Head	Budget Sub
No results found.										

Last Updated: 0 days, 0 hours, 1 minutes and 0 seconds ago

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

Vendors

Showing 1-20 of 1,914 items.

#	Vendor ID	Vendor Type	Vendor Name	Office Email	GST Number	PAN Number	Actions
1	VENDOR001		D.I. Co. Operative Stores Ltd.abistas	delhiuniversitycooperativestor@gmail.com	07AACFD7654B1ZF	AACFD7654B	
2	VENDOR000		phoenix system technology	phoenixsystechpro@yahoo.com	07AAIPG8486C1ZL	07AAIPG8486C1ZL	
3	VENDOR000		Tradevel Scientific Industries	office@es.du.ac.in	07ACNPV2437L1Z0	XXXXX	
4	VENDOR004		M/s Hitachi System India Pvt. Ltd	office@ducc.du.ac.in	07AAACM6396E2ZC	AAACM6396E	
5	VENDOR005		M/s R B & Sons	rbandson9@gmail.com	07CHDPR875F1Z5	CHDPR875F	
6	VENDOR006		Sunrise Computer SystemsNainaitttttThe	office@binfosci.du.ac.in	07ADGPN5309L1Z9	ADGPN5309L	
7	VENDOR007		M/s Royal TradersRBLc	anil08089@gmail.com	07AKRPN4465D1ZV	AKRPN4465D	
8	VENDOR000		Heaven Dahiva	office@ace.du.ac.in	NA	AWMPD851EE	

Add Vendor

## Step 5: Add Vendor Details

... ESCM i

INSTITUTE  
PROJECT  
Vendors

### Add Vendor

**Search The Vendor By GST Number Or PAN Number Before Creating A New Vendor** [Click To Search](#)

Do you have PFMS Unique ID ? \*

Vendor Name \*

Office Email \*

Office Contact Number \*

Office Address \*

Vendor Type \*

Is GST Number Available ? \*

TIN Number

PAN Number \*

Do you have Account Details ? \*

Status \*

Upload

## Step 6: For adding the bank details

Do you have Account Details ? \*

Account Number

Verify Account Number

Beneficiary Name

Bank Name

Branch

IFSC Code

SWIFT Code

Status \*

Upload