

### **Vendor registration process for MSEs**

1. Nalco is targeting to procure 100% of items through GeM (Government e marketplace). Hence, MSE vendors are requested to register themselves in GeM. For any assistance, GeM helpdesk may be contacted.
2. For tender floated on LTE basis, Nalco has a system of pre-qualification/registration of vendors prior to sending enquiries to them for procurement. The MSEs not registered with Nalco need to register themselves with Nalco.
3. The MSEs seeking registration for supply of specific products need to send online request by attaching the required documents & information in the APP as per the prescribed vendor registration form of Nalco. Alternately, vendors may send filled up vendor registration form with all supporting documents to Group General Manager(Materials) of Units.
4. On receipt of the required information, Nalco will examine the documents submitted and if found suitable, the MSE will be registered as an approved vendor of Nalco for issuance of enquiry.