



Manual for Access Authorisation

1. Vendors desirous of participating in ONGC's tenders need a user-id in order to access e-tendering portal.
2. New vendors will apply for user-id through the link "[New Bidder? Apply for Access Authorization](https://etender.ongc.co.in/irj/portal)" on ONGC's e-tender portal "<https://etender.ongc.co.in/irj/portal>"
3. Vendors will fill in their details as required in the online form.
4. It will be mandatory to enter the official e-mail (containing the company's domain name) of the contact person. In the absence of this, ONGC will be at liberty to reject the request.
5. Applicant vendors from overseas will have to confirm if they have a permanent establishment in India.
6. The following documents will be uploaded by every vendor failing which the requests will not be processed:

For Indian Vendors:

- a. Scan of Certificate from Registrar of Companies, documents indicating the latest legal status, PAN card and GST certificate.
- b. Udyog Aadhar Registration Certificate for MSME
- c. Micro Small Enterprises registration certificate issued by the permitted agencies like District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.

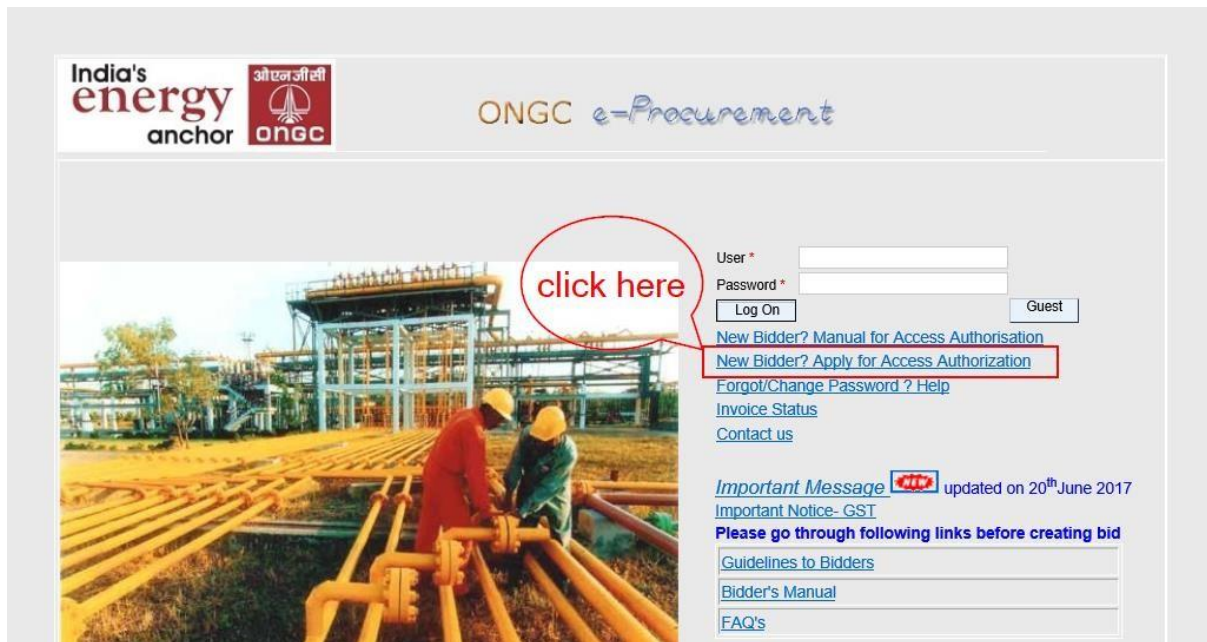
For Overseas Vendors:

- a. Certificate from Registrar of Companies or equivalent authority of their country will be submitted. Documents in a language other than English should be accompanied by an accurate in English duly authenticated by local Chamber of Commerce of vendor's country.
- b. PAN card and GST acknowledgement/ certificate for overseas vendors who have a permanent address or fixed establishment in India.

7. There will be an online confirmation to the effect that the applicant vendor has submitted the necessary documents required for registration and the documents/certificate/information submitted by them are genuine.
8. Upon submitting a complete request, the system generates a reference number. Vendors will note this number and refer to it while addressing any queries pertaining to generation of userid and password.
9. In the event a request is rejected on account of deficiency in the data or documents, the reasons will be informed to the applicant vendor through an automatically generated e-mail. Such deficiencies will be made good by the vendors by replying to the same e-mail id.
10. While communicating with ONGC with reference to creation of user-id, it will be necessary for prospective vendors to use the same email id as the one mentioned in the registration form. Correspondence through any other email id will be straightaway ignored with no liability to ONGC.
11. All user-id creation requests must be filled-in by the prospective vendors themselves. Agents are not permitted to apply and VMC will not take cognizance of any documents/ information/ queries received from them during the process.
12. Modification to e-mail entered in the online form based on which the user-id was generated will be done through a request to the work center by a person authorized to represent the vendor.
13. The e-mail id to be used for communicating with ONGC is VENDORMGT@ONGC.CO.IN

PROCESS GUIDE FOR ACCESS AUTHORISATION

1. Visit <https://etender.ongc.co.in>
1. Click on the link “[New Bidder? Apply for Access Authorisation](#)” shown below:



2. After clicking on the link “[New Bidder? Apply for Access Authorisation](#)”, a new registration form will open as shown below:

Welcome to ONGC E-Procurement access authorization
To get Access as a supplier, enter your data & choose Submit

* Required Entry

Company Details

Legal Name Of Company *	VAT/ITR No.	
D-U-N-S Number	ONGC Vendor Code	CST_Reg_No
Language * (Please choose)	Udyog Aadhaar No.	Service Tax/GSTIN No.

Address Data

E-Mail Address *	First Name/Authorized (Proprietor) *	Last Name/Authorized (Proprietor) *
Confirm E-mail Address *	Company Type(Only For Indian Companies)	Please choose
Mobile *	Extension	
Fax *	Extension	
Street *	House Number	
Street2	Region(Not populates after accepting terms)	Please choose
Street3	Tender No.	
Postal Code *	Tender Originating Location *	Please choose
City *	Industry 1 *	Please choose
Country * Indian Rupee	Industry 2 *	Please choose
PAN NO	Industry 3 *	Please choose
PO Box Location	Delivery Type *	Please choose
PO Box Country	India	

Which Product Categories can you Deliver?

| Select the language * | Please choose |
☒ ONGC Materials & Services

Data Privacy & Confirmation Statement

The applicant vendor confirms that the necessary documents required for registration have been submitted and the documents/certificates/information submitted by them are correct and genuine. The data submitted above will be retained by ONGC.

Please attach scan copy of Certificate of Incorporation, PAN Card & GST acknowledgement/certificate (for Indian vendors and overseas vendors who have a permanent address or fixed establishment in India), Udyog Aadhaar Registration certificate & MSME registration certificate as applicable in a single PDF file only.

Foreign vendors with no establishment in India, documents issued by the equivalent company registration authorities of their countries will have to be submitted.

Authorized Dealers will have to upload their manufacturer authorization certificate alongwith validity.

If company is proprietorship, Please enter Proprietor Name in First Name & Last name.

☐ Do you have any permanent or fixed establishment in India [YES]

☐ Yes, I have read the data privacy statement and accept the terms.

Attachment (Scanned copy of Certificate of Incorporation, PAN Card, GST, Udyog Aadhaar Registration certificate & MSME registration certificate as applicable in single pdf)

| Select file to upload(PDF only) * | Browse |

| Submit | Delete Entries

3. Fill in all the details in the registration form as under (Example given below).
4. Fill all (*) fields compulsorily as shown and fill all other information if available.

Welcome to ONGC E-Procurement access authorization
To get Access as a supplier, enter your data & choose Submit

Required Entry

Company Details

Legal Name Of Company * ABC ENTERPRISES | VAT/TIN No. |
 DUAN/S Number | ONGC Vendor Code | CST_Reg_No. |
 Language * English | Udyog Aadhaar No. | Service Tax/GSTIN No. |

Address Data

E-Mail Address * abc123@testmail.com | First Name/Authorized (Proprietor) * ARUN | Last Name/Authorized (Proprietor) * KUMAR
 Confirm E-mail Address * abc123@testmail.com | Company Type(Only For Indian Companies) | Please choose |
 Mobile * 9876543210 | Extension |
 Fax | House Number |
 Street * Laxmi Nagar | Region/City populates after accepting terms | Delhi |
 Street2 | Tender No. |
 Street3 | Tender Originating Location * DELHI |
 Postal Code * 110002 | Industry1 * Authorized Dealer |
 City * New Delhi | Industry2 * Micro - General |
 Currency * Indian Rupee | Industry3 * Oil & Gas |
 Country * India | Delivery Type * MATERIALS |
 PAN NO APVVP2345K | PO Box Location | India |

Which Product Categories can you Deliver?

Select the language * English |
☒ ONGC Materials & Services

Data Privacy & Confirmation Statement

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Foreign vendors with no establishment in India, documents issued by the equivalent company registration authorities of their countries will have to be submitted.

Authorized Dealers will have to upload their manufacturer authorization certificate alongwith validity.

If company is proprietorship, Please enter Proprietor Name in First Name & Last name.

Do you have any permanent or fixed establishment in India | YES |
☒ Yes, I have read the data privacy statement and accept the terms.

Attachment (Scanned copy of Certificate of Incorporation, PAN Card, GST, Udyog Aadhaar Registration certificate & MSME registration certificate as applicable in single pdf)

Select file to upload(PDF only) * C:\Users\HP\PC\Desktop\ONGC | Browse...

Submit | Delete Entries

5. Click “Yes” to accept all Terms and Conditions
6. Attach ROC or Certification of Incorporation and scanned copy of Aadhar/ PAN/ GST etc ., as given under Notes above.

☒ Yes, I have read the data privacy statement and accept the terms. Click here to accept all terms & conditions

Attachment (Scanned copy of Certificate of Incorporation, PAN Card, GST, Udyog Aadhaar Registration certificate & MSME registration certificate as applicable in single pdf)

Select file to upload(PDF only) * C:\Users\HP\PC\Desktop\ONGC | Browse...

Attach single PDF of all the required documents here

Submit | Delete Entries Click here to submit

7. After the file is uploaded click on Submit.
8. A request number will be generated which is to be kept ready for enquiry with ONGC.
9. The request number will be shown as below.

Thank you for applying for access to ONGC e-Procurement system.

Your Request No is 45357

ONGC e-Procurement system administrator.

Note down the request number for future reference.
