



**Tubombe Tusunge  
SAP Project Wave II**

**← VISIBILITY OF THE OPERATIONS**



# Vendor Manual – Registration

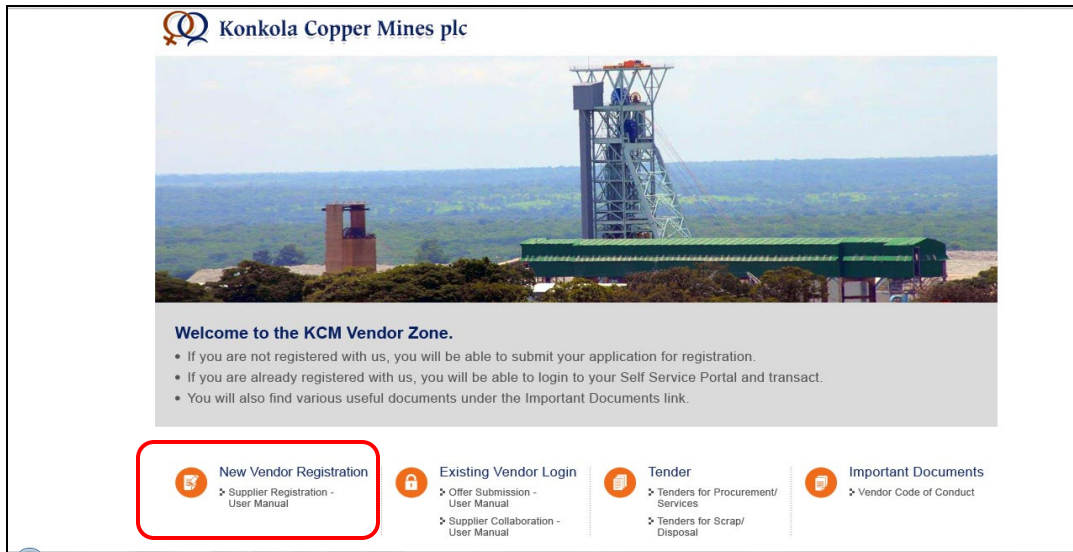
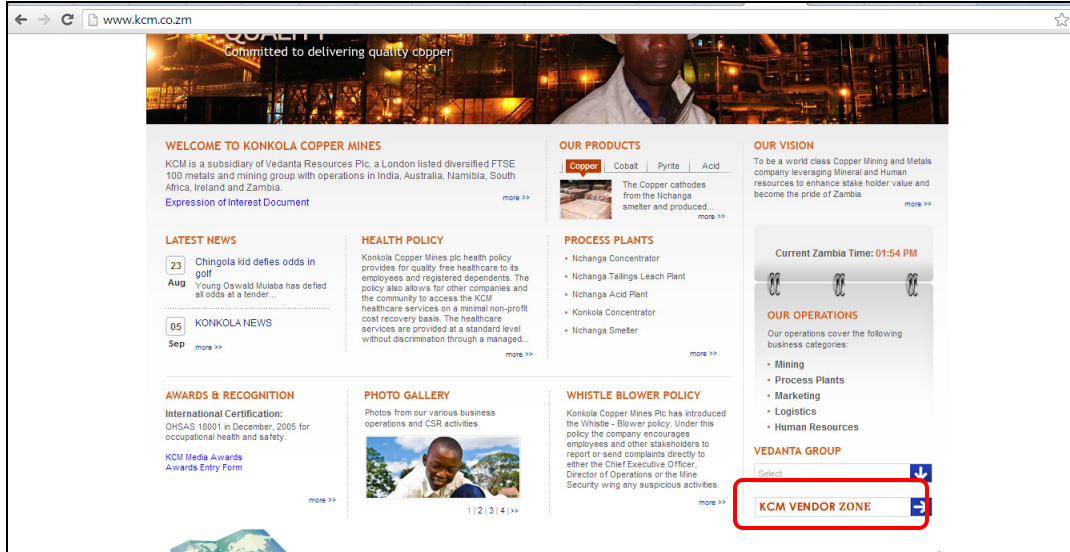
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## 1. Self-Registration Form 1

Vendor can access Supplier Self-Registration Form (Form 1) from KCM’s website.



Fill-in all the details and submit the form.

**Supplier Self-Registration**

Send | Close | System Information | Create Memory Snapshot

**Welcome to the KCM Supplier Registration Portal**

For help on how to fill this page, please refer to [http://www.w.kcm.co.zm/vendor\\_access/SupplierRegistration-UserManual.pdf](http://www.w.kcm.co.zm/vendor_access/SupplierRegistration-UserManual.pdf)

\* Fields marked with an asterisk are mandatory.

**General Company Information**

Are you an existing Vendor?:  Yes  
 No

Name of Company: \*

D-U-N-S Number:

Date of Incorporation:

Language: \* EN

**Communication**

Phone Number: \*

Fax Number:

E-Mail Address: \*

**Address**

Country: \*

Region: \*

Postal Code / City: \*

Street/House Number: \*

Address Line-1: \*

Address Line-2:

**Name of the Director/ CEO/ Promoter\***

Form of Address: \*

First name: \*

**Copy Company Data**

Phone Number: \*

If you are an existing registered vendor with KCM, please enter your current Vendor Number.

Please select Country and Region from the drop-down list.

**Supplier Self-Registration**

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**Name of the Director/ CEO/ Promoter\***

Form of Address: \*

First name: \*

Last name: \*

Citizenship: \*

National registration No:

Passport No:

Designation:

Director's E-Mail ID:

Director's Mobile Number:

**Copy Company Data**

Phone Number: \*

Fax Number:

Email address of Contact Person: \*

Language: \*

Country: \*

**Sister/Holding Company's Details**

**General & Contact Details**

Name of the sister/holding company:  Vat Reg No:

Name of Director:  TPN No:

Citizenship:  Director's Telephone No:

NRC No: \*  Director's Mobile No:

Director's Passport No:  Director's E-Mail ID:

**Add Company Details**

| Sister Company Name | Director Name | Country | Pan Number | Telephone number for | Mobile number | Passport No | VAT Reg No | TPN No | E-Mail Address |
|---------------------|---------------|---------|------------|----------------------|---------------|-------------|------------|--------|----------------|
|                     |               |         |            |                      |               |             |            |        |                |

Please enter all contact details carefully as they will be used for further communication.

**'Email address of the contact person'** is the most important field and you shall receive the subsequent 'Form 2' and all other emails on the email ID filled in this field.

Please enter the complete details of other Directors (in case there is more than one) in the field Other Directors in the company /Sister Companies if any. The details of Directors of Sister/Holding Companies should also be entered in this field.

**Supplier Self-Registration**

Send | Close | System Information | Create Memory Snapshot

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**Vendor Category**

Import Vendor  
 Local Vendor

Note : \*Kindly Select Either Supply or Service

Supply       Service

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**Tax and Bank Details**

**Excise General Data**

|                  |                      |                         |                      |
|------------------|----------------------|-------------------------|----------------------|
| Currency: *      | <input type="text"/> | VAT No:                 | <input type="text"/> |
| ECC No:          | <input type="text"/> | TPN No:                 | <input type="text"/> |
| Excise Reg No:   | <input type="text"/> | Excise Commissionerate: | <input type="text"/> |
| Excise Range:    | <input type="text"/> |                         |                      |
| Excise Division: | <input type="text"/> |                         |                      |

**Bank Details**

|                 |                      |                    |                      |
|-----------------|----------------------|--------------------|----------------------|
| Bank Name: *    | <input type="text"/> | Account Holder: *  | <input type="text"/> |
| Bank Address: * | <input type="text"/> | Branch Code: *     | <input type="text"/> |
| Bank Address2:  | <input type="text"/> | Swift Code: *      | <input type="text"/> |
| Bank Branch: *  | <input type="text"/> |                    |                      |
| Account Type: * | Select Account Type. | Bank Account No: * | <input type="text"/> |

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**Product Categories**

Please select vendor category as –

- Local Vendor: If you are based out of any city within Zambia
- Import Vendor – If you are based outside of Zambia.
- If you are both ‘Supply’ and ‘Service’ vendor, you will have to select the one which majorly defines the type of your business.
- Please enter all Bank details accurately as they will be used for all further transactions.
- Excise details are not mandatory. However, you are encouraged to fill them.

**Supplier Self-Registration**

Send | Close | System Information | Create Memory Snapshot

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**Product Categories**

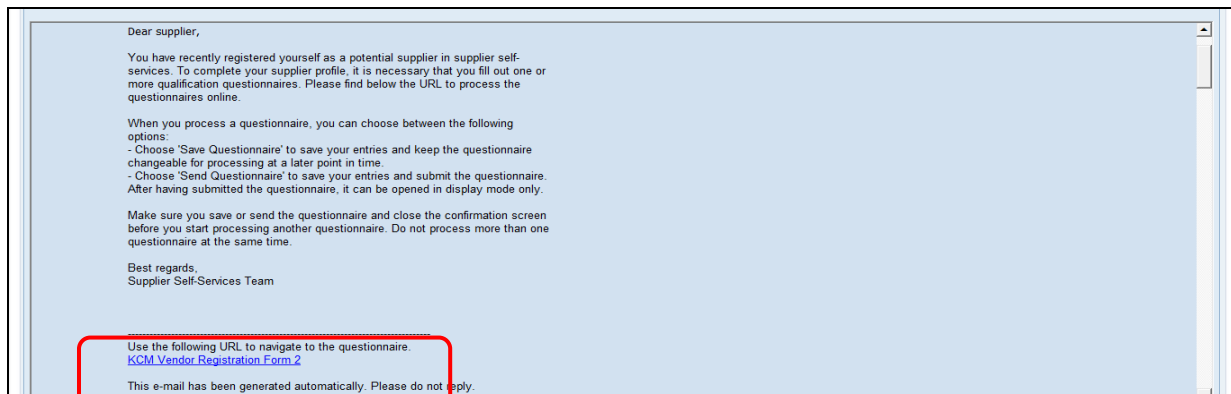
|   |  |  |   |  |
|---|--|--|---|--|
| <input type="checkbox"/> FURNITURE AND ACCESSORIES                  | <input type="checkbox"/> HOUSEHOLD REQUISITES            | <input type="checkbox"/> OFFICE EQUIPMENT AND MATERIALS                | <input type="checkbox"/> TEXTILE, FABRICS, CLOTHING AND LEATHER GOODS | <input type="checkbox"/> CORPORATE SOCIAL RESPONSIBILITY   |
| <input type="checkbox"/> BULK - FUEL                                | <input type="checkbox"/> BULK - OILS AND LUBRICANTS      | <input type="checkbox"/> BULK - REFRACTORIES                           | <input type="checkbox"/> LAB CHEMICALS & REAGENTS                     | <input type="checkbox"/> GAS                               |
| <input type="checkbox"/> LABORATORY EQUIPMENT AND ACCESSORIES       | <input type="checkbox"/> BRICKS, TILES, AND BLOCKS       | <input type="checkbox"/> CEMENT, SAND, GRAVEL AND CONCRETES            | <input type="checkbox"/> CONSTRUCTION HARDWARE                        | <input type="checkbox"/> SANITARY WARE                     |
| <input type="checkbox"/> GLASS AND GLAZING MATERIALS                | <input type="checkbox"/> LUMBER/TIMBER                   | <input type="checkbox"/> PLUMBING AND JANITORIALS                      | <input type="checkbox"/> ROOFING SHEET AND ACCESSORIES                | <input type="checkbox"/> SCAFFOLDING                       |
| <input type="checkbox"/> WIRES, WIRE NETTING                        | <input type="checkbox"/> BATTERIES, DRY CELLS            | <input type="checkbox"/> CABLES, WIRES AND ACCESSORIES                 | <input type="checkbox"/> CONDUIT AND FITTINGS                         | <input type="checkbox"/> CONTROLLERS & PARTS               |
| <input type="checkbox"/> FUSES AND ACCESSORIES                      | <input type="checkbox"/> GENERATORS                      | <input type="checkbox"/> HEAT TRACING COMPONENTS                       | <input type="checkbox"/> LAMPS, LIGHTINGS AND FIXTURES                | <input type="checkbox"/> MOTORS AND ACCESSORIES            |
| <input type="checkbox"/> POWER SUPPLIES/INVERTERS/UPS               | <input type="checkbox"/> SWITCHGEAR AND CIRCUIT BREAKERS | <input type="checkbox"/> TRANSFORMERS AND PARTS                        | <input type="checkbox"/> TRANSDUCER                                   | <input type="checkbox"/> VARIABLE SPEED DRIVE              |
| <input type="checkbox"/> CONTACTORS, RELAYS AND CONTROLS            | <input type="checkbox"/> ALTERNATOR                      | <input type="checkbox"/> DISCRETE COMPONENTS AND SEMICONDUCTOR DEVICES | <input type="checkbox"/> ELECTRICAL CONSUMABLES                       | <input type="checkbox"/> CHARGING ACCESSORIES              |
| <input type="checkbox"/> BULK EXPLOSIVES                            | <input type="checkbox"/> PACKAGED EXPLOSIVES             | <input type="checkbox"/> EMULSION                                      | <input type="checkbox"/> CATHODES                                     | <input type="checkbox"/> COBALT ALLOY                      |
| <input type="checkbox"/> SULPHURIC ACID                             | <input type="checkbox"/> COBALT CONCENTRATE              | <input type="checkbox"/> PYRITE  | <input type="checkbox"/> FINISHED GOODS OTHERS                        | <input type="checkbox"/> SAFETY - INDUSTRIAL EQUIPMENT     |
| <input type="checkbox"/> SAFETY - MEDICAL PPE AND LINEN             | <input type="checkbox"/> SIGNALLING DEVICES              | <input type="checkbox"/> SIGNS   | <input type="checkbox"/> ACTUATORS AND ACCESSORIES                    | <input type="checkbox"/> ANALYZERS                         |
| <input type="checkbox"/> CALIBRATION EQUIPMENT                      | <input type="checkbox"/> COMMUNICATION SYSTEMS AND PARTS | <input type="checkbox"/> ELECTRONIC PARTS AND ACCESSORIES              | <input type="checkbox"/> EMERGENCY SHUTDOWN SYSTEMS                   | <input type="checkbox"/> GAUGES, METERS                    |
| <input type="checkbox"/> SCADA SYSTEM, DCS                          | <input type="checkbox"/> SWITCHES AND ACCESSORIES        | <input type="checkbox"/> THERMOCOUPLES                                 | <input type="checkbox"/> THERMOWELLS, RTDS                            | <input type="checkbox"/> TRANSMITTERS                      |
| <input type="checkbox"/> REGULATOR                                  | <input type="checkbox"/> MODULE                          | <input type="checkbox"/> INDICATOR                                     | <input type="checkbox"/> THERMOMETER                                  | <input type="checkbox"/> MONITOR, DISPLAY UNITS            |
| <input type="checkbox"/> COMPUTER ACCESSORIES                       | <input type="checkbox"/> COMPUTER PERIPHERALS            | <input type="checkbox"/> COMPUTER SOFTWARE                             | <input type="checkbox"/> NETWORKING COMPONENTS AND ACCESSORIES        | <input type="checkbox"/> PLOTTERS AND RECORDERS            |
| <input type="checkbox"/> STORAGE DEVICES AND MEDIA                  | <input type="checkbox"/> DISPLAY, MONITOR                | <input type="checkbox"/> MEDICAL SUPPLIES                              | <input type="checkbox"/> MEDICAL EQUIPMENT & ACCESSORIES              | <input type="checkbox"/> DRUGS                             |
| <input type="checkbox"/> SURGICAL                                   | <input type="checkbox"/> DOMESTIC VEHICLES (CAR,BUS)     | <input type="checkbox"/> COMMERCIAL VEHICLES(TRACTORS,TRAILERS,TRUCK)  | <input type="checkbox"/> GARAGE EQUIPMENT AND ACCESSORIES             | <input type="checkbox"/> TRACK EQUIPMENT AND ACCESSORIES ( |
| <input type="checkbox"/> TYRE - DOMESTIC                            | <input type="checkbox"/> TYRE - INDUSTRIAL               | <input type="checkbox"/> BEARING                                       | <input type="checkbox"/> COUPLER                                      | <input type="checkbox"/> BRAKES AND ACCESSORIES            |
| <input type="checkbox"/> CHAINS                                     | <input type="checkbox"/> CLUTCHES                        | <input type="checkbox"/> COUPLER EXT                                   | <input type="checkbox"/> INT FILTERS AND ELEMENTS                     | <input type="checkbox"/> FUEL INJECTION EQUIPMENT          |
| <input type="checkbox"/> GEARS                                      | <input type="checkbox"/> HYDRAULIC ANCLLARIERS           | <input type="checkbox"/> LUBRICATING ACCESSORIES                       | <input type="checkbox"/> PNEUMATIC ANCLLARIERS                        | <input type="checkbox"/> PULLEYS                           |
| <input type="checkbox"/> SEALS AND GASKETS                          | <input type="checkbox"/> SHAFTING AND ACCESSORIES        | <input type="checkbox"/> SPROCKETS                                     | <input type="checkbox"/> LINER  | <input type="checkbox"/> SLING                             |
| <input type="checkbox"/> BELLOWS                                    | <input type="checkbox"/> TRANSMISSION PARTS              | <input type="checkbox"/> EXPANSION JOINTS                              | <input type="checkbox"/> HOSE AND HOSE FITTINGS                       | <input type="checkbox"/> PIPE FITTINGS                     |
| <input type="checkbox"/> PIPING SUPPORTS / HANGERS, AND ACCESSORIES | <input type="checkbox"/> TUBE FITTINGS                   | <input type="checkbox"/> TUBES   | <input type="checkbox"/> FLANGES                                      | <input type="checkbox"/> ANODE PREPARATION MACHINE (APM)   |

- Please select the product categories you want to supply or provide service for. You may select more than 1 product category.
- Material product categories are preceded by M\_ (eg. M\_GENERATORS)
- Service categories are preceded by S\_ (eg. S\_CONSULTANCY)

## 2. Self- Registration Form 2

After successful submission of Form 1, vendor receives an e-mail (e-mail ID of contact person mentioned in Form 1) with a link to Form 2 as shown below.



Please click on the link in the e-mail as shown below to access Form 2.



- Please fill up Form 2 and attach necessary mandatory documents to complete the Registration process.
- Please select the relevant 'Supplier Category'/'Service Category' and 'Status of Vendor' from the drop-down menu.
- If you are not registered under any Act or do not possess any License, please select the option as 'No' from the drop-down menu.
- The Company turn-over details are in 'million USD'. If your company turn-over is USD 500,000, please fill in as 0.5

http://srmqcs.kcm.co.zm:8000/sap/bc/webdynpro/sap/zsrmwd\_attachbp?GUID=2AAE1DB548F51ED382FDF40BFDA69208&sap-cl... Application for BP attachm... x

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### General Supplier Data

|   |  |  |
|---|--|--|
| Supplier Category<br><input type="text" value="Please select Category..."/> | Service Category<br><input type="text" value="Please select Category..."/> | Status of Vendor<br><input type="text" value="Please select Status..."/> |
|---|--|--|

#### Company Turnover for last 3 years in million USD

|   |                                |
|---|--------------------------------|
| First Year (Last Financial year closing): | <input type="text" value="0"/> |
| Second Year (in million USD):             | <input type="text" value="0"/> |
| Third Year (in million USD):              | <input type="text" value="0"/> |

#### Statutory Requirements

Does your Organization have General Liability Insurance ?

Name of the Insurance Company:

Amount of Insurance:

Validity:

---

Do you have Labour License ?

Labour License No:

Validity:

---

Do you conduct periodic Medical Check-up of your Employees ?

---

Validity:

Do you conduct periodic Medical Check-up of your Employees ?

Do you provide personal protective equipments to your employees ?

What is the 3 Year average score of Occupational Safety & Health Administration (OSHA) ?

#### Service Capability

Maximum Value of Contract per Year your Organization has executed (INR) ?

##### Equipment Details

|    |                      |
|----|----------------------|
| 1: | <input type="text"/> |
| 2: | <input type="text"/> |
| 3: | <input type="text"/> |
| 4: | <input type="text"/> |
| 5: | <input type="text"/> |

Any specific equipment related to our function:

#### References/Credentials

List Your Top Five Clients specific to our business requirement

|    |                      |
|----|----------------------|
| 1: | <input type="text"/> |
| 2: | <input type="text"/> |
| 3: | <input type="text"/> |
| 4: | <input type="text"/> |
| 5: | <input type="text"/> |

Questionnaire Form for Supplier Registration

Please select if you are a vendor to any of the Vedanta Group companies

Hindutan Zinc Limited:     Vedanta Aluminium Limited.  
 Sesa - Goa:                     Konkola Copper Mines.  
 Cairns Energy:                 Zinc International.  
 SILL.

**Customer Support details**

Do you have distribution centers?:

Do you have Customer Grievance Addressal Cell?:

Do you have a documented procedure for addressal of Customer Complains?:

Do you provide Afler Sales Services Support to your Customers?:

Nearest Location:

Address & Contact Details:

Do you have Branch Offices/DEPOT for Logistics Support in all Major Cities?:

Do you have warehousing facilities?:

Please mention the Area and Capacity:

Do you have Service Centers with availability of Spare Parts?:

**E-Payment**

Are you open for online payments?:

**Quality System Requirement**

Application for BP attachm...

Quality System Requirement

**Certification Details**

Are you an ISO Certified Company?:

Mention the type of Certification?:  If Other provide details:

Certifying Agency:

Certificate No:

Expiry Date:

Do you ensure that dangerous goods are packed, labeled, shipped and declared in accordance with national/international regulations?:

Are you supplying any hazardous chemical?:

Whether the persons involved in transportation are made aware of MSDS of hazardous chemical?:

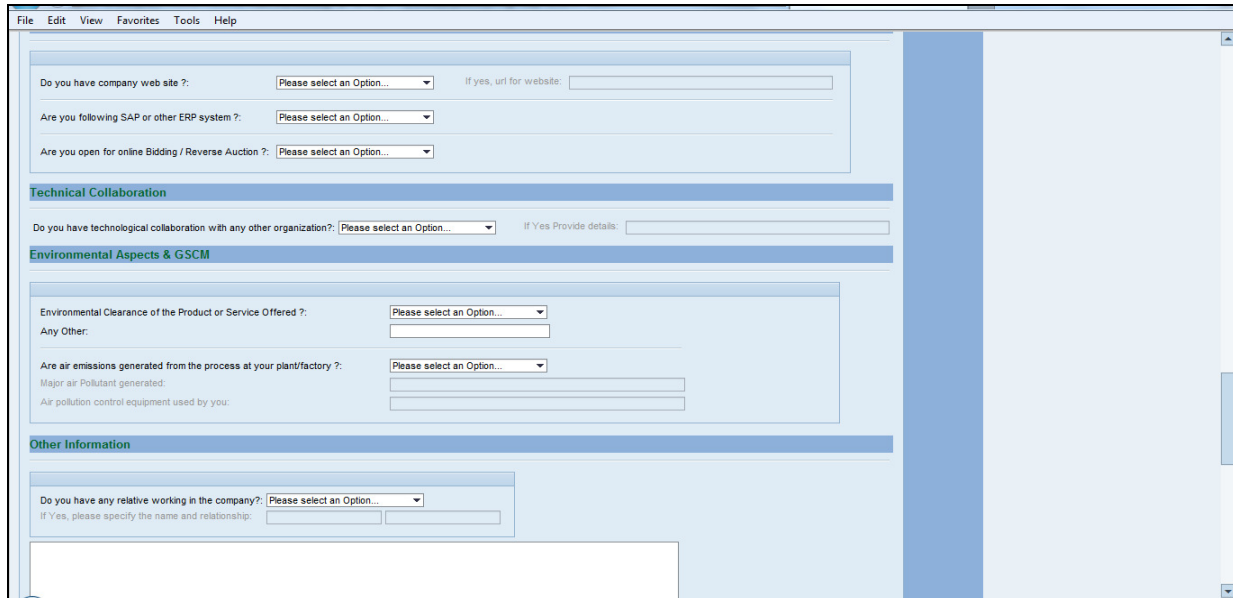
**Statutory Compliance**

Statutory Compliance - Please select which ever is applicable

Minimum Wage Act:     Child Labour Act:                     Factory Act:                     Contract Labour Act.  
 ESI-PF Act:                     SA 8000 Act:                     Health & Safety at Work Act:     Workmen compensation fund Act.  
 Company is women owned enterprise:     Registered under Pollution Control Board Clearance:     EIZ Compliance:                     NAPSA:

**E-Business Readiness**

Do you have company web site?:  If yes, url for website:



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Do you have company web site?:  If yes, url for website:

Are you following SAP or other ERP system?:

Are you open for online Bidding / Reverse Auction?:

**Technical Collaboration**

Do you have technological collaboration with any other organization?:  If Yes Provide details:

**Environmental Aspects & GSCM**

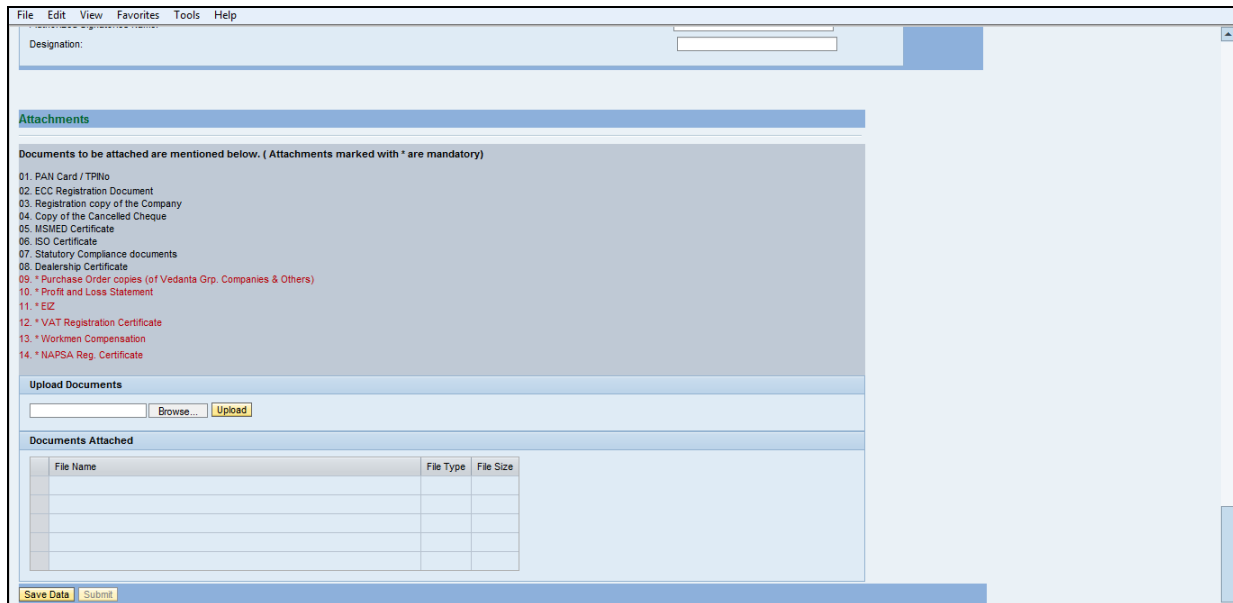
Environmental Clearance of the Product or Service Offered?:   
Any Other:

Are air emissions generated from the process at your plant/factory?:   
Major air Pollutant generated:   
Air pollution control equipment used by you:

**Other Information**

Do you have any relative working in the company?:   
If Yes, please specify the name and relationship:

Please attach all the necessary documents in order to successfully complete the registration process. (Please refer to the list of required documents as shown below. Those marked in Red are mandatory)



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Designation:

**Attachments**

Documents to be attached are mentioned below. ( Attachments marked with \* are mandatory)

01. PAN Card / TPNNo
02. ECC Registration Document
03. Registration copy of the Company
04. Copy of the Cancelled Cheque
05. MSMED Certificate
06. ISO Certificate
07. Statutory Compliance documents
08. Dealership Certificate
09. \* Purchase Order copies (of Vedanta Grp. Companies & Others)
10. \* Profit and Loss Statement
11. \* EZ
12. \* VAT Registration Certificate
13. \* Workmen Compensation
14. \* NAPSA Reg. Certificate

**Upload Documents**

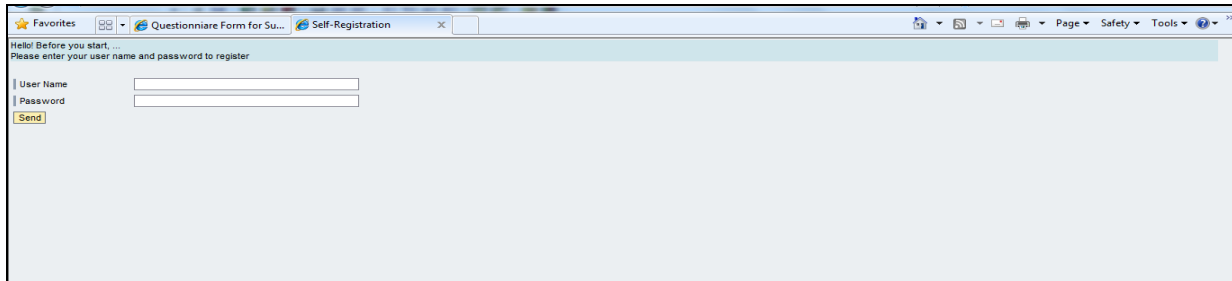
**Documents Attached**

| File Name | File Type | File Size |
|-----------|-----------|-----------|
|           |           |           |
|           |           |           |
|           |           |           |
|           |           |           |
|           |           |           |

Once all your details are verified and accepted by KCM, you will receive 2 emails (one email with username and one email with password). Please follow the instructions in the email to create your own user account.

### 3. Creating own User Account

Please click on the link mentioned in the email. Copy the user ID (mentioned in the same email) and password (mentioned in a separate email) and click on 'Send'.

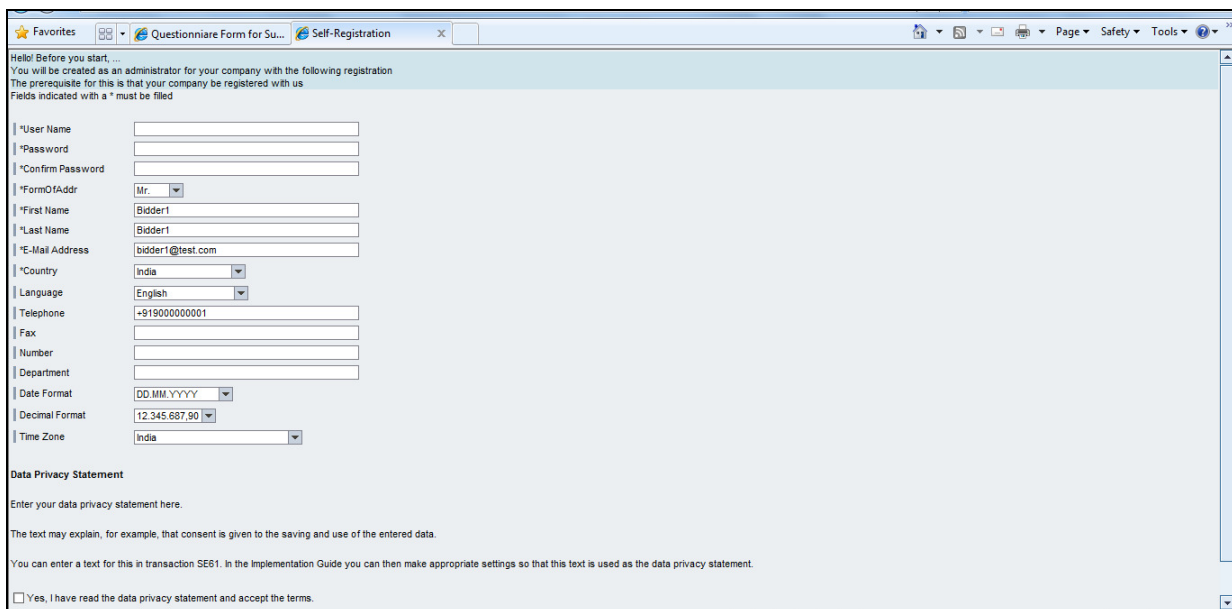


Self-Registration form showing fields for User Name and Password, and a Send button.

It navigates you to the following screen. Please enter a username (preferably the name of your company) and a password. Accept the data-privacy statement and click on 'Create'.

**Note:**

- Please remember your user-name and password as they are very important to carry-out all further transactions with KCM.
- The user ID and password received in the email are system-generated and one-time user ID and password. You CANNOT use them for further transactions.



Self-Registration form showing fields for User Name, Password, Confirm Password, Form ID Address, First Name, Last Name, E-Mail Address, Country, Language, Telephone, Fax, Number, Department, Date Format, Decimal Format, and Time Zone. It also includes a Data Privacy Statement section.