

Circular**Subject: Vendor Master Cleansing**

SAP-PS module was made Go-Live on 17/12/2017 by CIDCO. All the vendor payments are being made through SAP. A centralized Database of Vendors is created in SAP system.

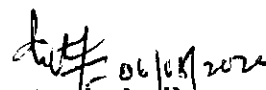
To bring uniformity in the payment system, accounts Department is going to switchover from prevailing Circle Based Payment System to Centralized Payment System. Hence, it is necessary to cleanse the vendor master database before implementation of Centralized Payment System.

1. The Vendor Registration/Updation Forms A & B are enclosed herewith. All Executive Engineers are requested to get the details filled in from the vendors working under their jurisdiction.
2. The vendors having multiple bank accounts shall submit the Form-B separately for each bank duly certified, the respective bank along with cancelled cheque. However once an account is assigned to particular PO/contract it will not be changed without valid justification.
3. The copies of supporting documents for point No. 3 to 6 of Form-A shall be attached for verification.
4. The supporting documents shall be self-attested by contractor or his representative.
5. The duly filled Forms shall be submitted to Systems Department in both hard and Soft copy. The soft copies of the documents shall be in .pdf format only. The soft copy shall be send to email pr6.dc@cidcoindia.com. System department will be in maker role to enter/edit vendor master data and accounts department will be in checker/approver role to check and approve vendor.
6. The documents shall be submitted before 15th August 2020. All the vendors who have not submitted the details in prescribed format will be blocked w.e.f 15th August 2020 and no payment will be released to them which may please be noted. The block will be removed on submission of documents only.

All SEs/EEs are requested to note the above and take immediate necessary action in subject matter.

This is issued as per approval by CE(NM) and concurred by CAO.

Enclosed: Form-A & B


(P. S. Phulari)
SE(HQ)/32897

To,

All SEs & EEs

cc to: CE(NM)/CE(SP)/CE(NMIA)/CAO/SM for information

cc to: ACE (I & Metro)/ACE(II)/ACE(III)

cc to: EE(NM) to circulate all concerned and also upload the of circular on CIDCO intranet portal

cc to: PCA-2, SAP Cell

Form-A: Vendor Code Creation Form

1. Name of Vendor	
2. Address of the vendor	
3. PAN No. *	
4. GST number*	
5. Registration Certificate under Shop Act/ Company's act/ Partnership Firm etc. *	
6. Canceled cheque/s of the bank accounts where Vendor wants to have payment *	
7. Name of Representative	
8. Mobile No	
9. Telephone No	
10. Email Address	

Signature of Vendor**Signature of CIDCO Official with Seal***** Self Attested Documents to be attached with Vendor creation/edition Application**

Form B: Bank Details for Receipt of Payment though RTGS/NEFT

1. Name of Contractor/Vendor/Agency	
2. Address of Contractor/Vendor/Agency	
3. Name of the Bank	
4. Branch Name and Address	
5. Bank Account Number	
6. Type of account	
7. IFSC Code	
8. Contact Details of Contractor/Vendor/Agency	

Verified by Bank with Seal

Signature of Contractor/Vendor/Agency with Seal

Signature of CIDCO Official with Seal