

HOW TO ADD / MAP VENDORS ALREADY REGISTERED UNDER PFMS

- Step No. 1 : Login as Data Operator (DO) at "<https://pfms.nic.in>"
- Step No. 2 : Go to "**Masters**"
- Step No. 3 : Go to "**Vendors**"
- Step No. 4 : Click on "**Manage**"
- Step No. 5 : Select Search Criteria as "**Vendors not mapped with me**".
- Step No. 6 : Click on "**Account Number**" (Bank Account Number of the Vendor).
- Step No. 7 : Click on "**Search**".
- Step No. 8 : If the desired Vendor is listed in the screen then click the "**Check Box**".
- Step No. 9 : And thereafter click on "**Map Vendors**"

HOW TO ADD VENDORS UNDER PFMS

- Step No. 1 : Login as Data Operator (DO) at "<https://pfms.nic.in>"
- Step No. 2 : Go to "**Masters**"
- Step No. 3 : Go to "**Vendors**"
- Step No. 4 : Click on "**Add New**"
- Step No. 5 : Select the Type as "**Personal**" for Individual Vendor (including staffs)
"**Commercial**" for Suppliers and Contractors.
- Step No. 6 : Fill up the "**FORM**".
- Step No. 7 : Under Bank Details type out the first 4 letters of the Bank Name and thereafter select the Bank as per the listing.
- Step No. 8 : Enter the "**Account Number**" (Bank Account Number of the Vendor).
- Step No. 9 : Click on "**Add Bank Details**"
- Step No. 10 : Click on "**Save**"

Note :

The status of the validation of the bank account can be checked at :

Masters -> Vendors -> Manage -> Vendors Registered by Me -> Search -> Vendor Name in RED -> Bank Status (Success in Bank / Pending / Invalid / X)