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## **SCTIMST Vendors Portal**

SCTIMST Vendors Portal is an online website for Suppliers /Customers to register their bank details for e-payment and for viewing the payment details.

### **Registration**

SCTIMST will provide unique web link for Vendor registration. Direct registration facility is not available. Registration web link will be provided as part of Purchase enquiry/ Cheque covering letter. Registration web link can also be obtained by contacting Accounts Officer at 0471-2524446/2520203.

Suppliers /Customers have to enter username, password, **official email address** and **official mobile number** for registration.

### **Login to the SCTIMST Vendors Portal**

Registered user can login to the system as mentioned below:-

**Step 1:** Enter the Web user name and password. Then click on '**Login**' button. SCTIMST will send a Security code (One Time Password – OTP) to registered mobile number.

**Step 2:** Enter the security code received on your mobile and click on '**Verify**'.

The system will display SCTIMST Vendor Portal Home page.

### **Services available in the SCTIMST Vendors Portal**

**A. Change Vendor Details** - for changing address, PAN number, email, mobile number etc.

**B. Change Bank Account Details** - for providing Bank Account details for e-payment

After changing the details, Click on "**Print Change Request**" and verify the details. After verification, print out in your company's letter head; duly signed by authorized signatory and stamped office seal may be forwarded to "**The Accounts Officer, SCTIMST, Thiruvananthapuram-695011, Kerala, India**" super scribing "**E-Payment registration**" on cover. If there is change in PAN number, copy of the PAN card also to be



attached with the request letter. **The bank account details should be certified by the Bank official in the request letter.**

**C. View Payments:** Displays all payments during a period.

## [Changing Username or Mobile Number](#)

For login to the web portal, user name and mobile number are mandatory. If the company person handling the web account is not available for long time, you may request with the following details in your company's letter head duly signed by authorized signatory and stamped office seal may be forwarded to "**The Accounts Officer, SCTIMST, Thiruvananthapuram-695011, Kerala, India**" super scribing "**E-Payment registration – User Change**" on cover.

1. Existing user name and new user name
2. Existing mobile number and new mobile number
3. Existing email address and new email address
4. Full Company address (This address should be same as your old address)