

User Manual: aroGST –Business Partner Registration Form Fill Up

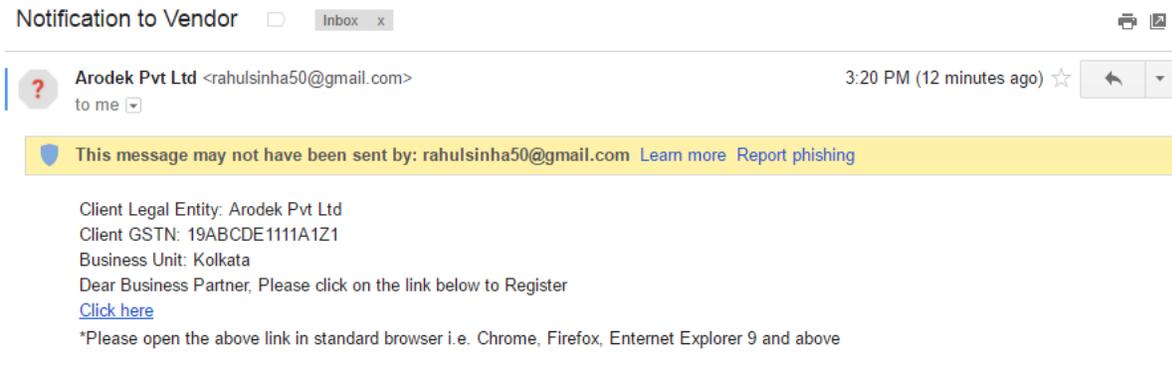


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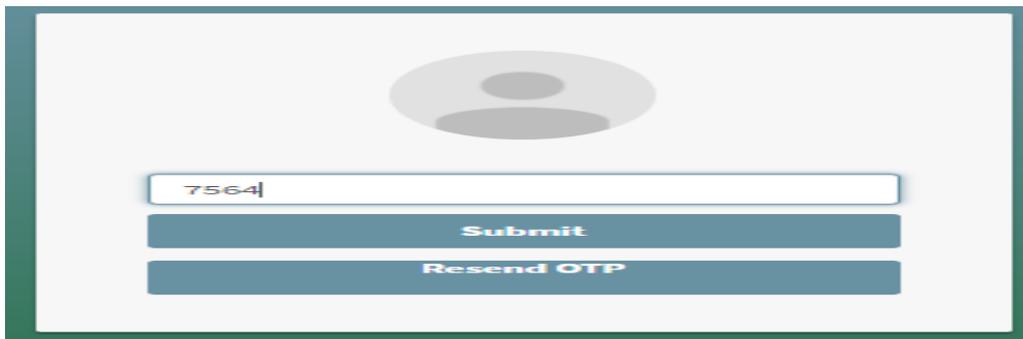
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Business Partner Registration Form

All business partner will find a mail as below mention:



User will click on [Click here](#) link and will find below screen:



Get an OTP in their registered mobile no, enter OTP in above screen and click on



button and enter in below registration form.

Valid information is required to register. required *

Company Name arodek Technology	Upload GST Related Documents** Choose File No file chosen
GST Number(GST Number is 15 character long)**	Select Status
State as per GST** West Bengal	Contact Person
State as per MJ record West Bengal	Contact Person Designation
MJ SAP ID 12345	PAN as per MJ record AAAAA1111A
Fill the HSN/SAC Template	PAN as per GST PAN
Email Id subrata.sahait@gmail.com	FAX No
Mobile Number 9748447595	Upload Supported Documents for PAN** Choose File No file chosen
Phone Number 1 Phone 1	Pincode 700030
Phone Number 2 Phone 2	City Kolkata
	Address 1 Saltlake

Address 2
Kolkata

The information provided therein are true and correct to the best of my knowledge and in no event mjunction services ltd will be liable for any loss or damage (direct or indirect) for providing incorrect information by me.**

Register

User will fill up few mandatory details which are mentioned below:

1. User have to enter GST number in mentioned field in form:

GST Number(GST Number is 15 character long)**

2. User will upload GST related document in mentioned field in form:

Upload GST Related Documents**

Choose File No file chosen

Select Status

3. Select GST status from

4. If user will select any status, they have to upload status related document in mentioned field:

Upload Supported Documents for ARN/SEZ

No file chosen

5. User will enter Contact person name and designation in mentioned field:

6. User will upload their Pan related details in below field:

Upload Supported Documents for PAN**

No file chosen

Please Note: - On giving the GST number the page will be auto filled with the State information. If there is any mismatch of STATE field with the GST number it will lead to non-saving of the page. In such case buyer has to correct MJ document first.

Then user will click on Check box, shown below and click on button to complete the registration.

The information provided therein are true and correct to the best of my knowledge and in no event mjunction services ltd will be liable for any loss or damage (direct or indirect) for providing incorrect information by me.**

After completing the registration user will find below mentioned message also:

Your details for GST has been captured successfully subject to approval of mjunction

THANK YOU

After a successful entry by the buyer, a checking will be done by the “MJ Buyer registering Team “and on their approval only system will capture the data.

Presently system will accept only one GST number against one user ID, if any buyer has multiple GST number then he has to apply for new creation.

Link has been sent to the first e-mail address of the buyer as available in our system, if any buyer does not get the mail, it is requested to contact our Buyer registration desk at 033- 66106150/178 between 9am to 5pm for changing E-Mail address.

For any queries regarding the above process, please call our Toll Free No.
180041920001