

USER MANUAL FOR MSME REGISTRATION PROCESS

1. Introduction

The software has been designed to facilitate registration of MSME in our SAIL-CMO site. The manual will guide you through the steps required to complete your registration by verifying your identity with an OTP (One-Time Password) and uploading three necessary documents in PDF format.

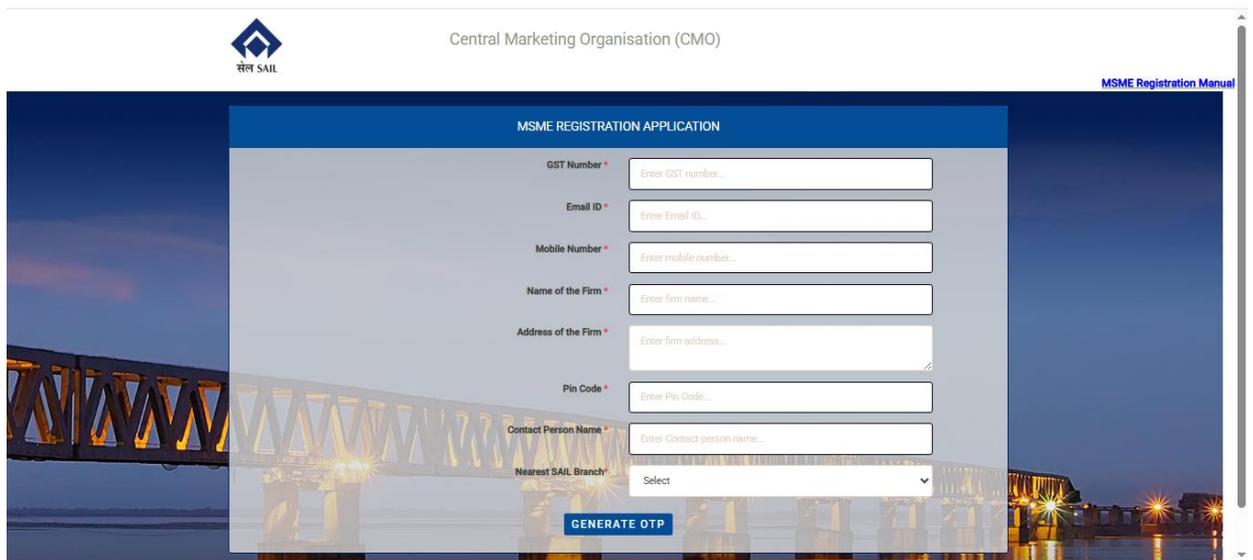
2. Requirements

Before you begin, ensure that you have the following requirements:

- A valid email address for OTP verification
- Access to a mobile phone for OTP verification
- A device with internet access
- The documents you wish to upload should be in PDF format, each under the size limit of 512 KB

3. Registration Process

Step 1: Access the Registration Page available in SAIL website (www.sail.co.in). On access the screen will be displayed as below



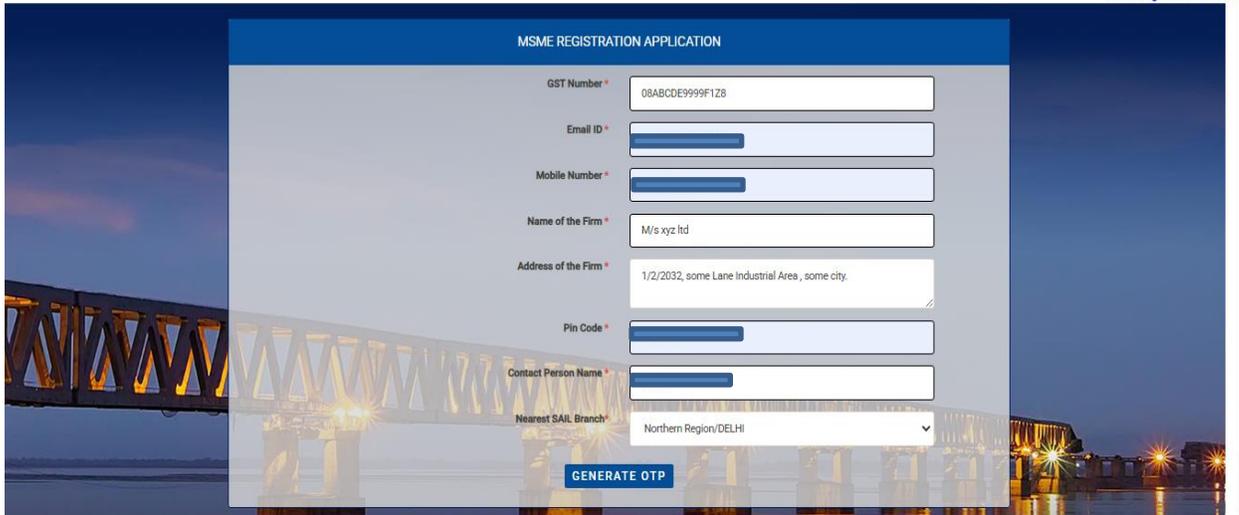
The screenshot shows the MSME Registration Application form on the SAIL-CMO website. The form is titled "MSME REGISTRATION APPLICATION" and is set against a background image of a bridge at night. The form fields are as follows:

- GST Number * (Text input: Enter GST number...)
- Email ID * (Text input: Enter Email ID...)
- Mobile Number * (Text input: Enter mobile number...)
- Name of the Firm * (Text input: Enter firm name...)
- Address of the Firm * (Text input: Enter firm address...)
- Pin Code * (Text input: Enter Pin Code...)
- Contact Person Name * (Text input: Enter Contact person name...)
- Nearest SAIL Branch * (Dropdown menu: Select)

A "GENERATE OTP" button is located at the bottom of the form. The SAIL logo and "Central Marketing Organisation (CMO)" are visible at the top of the page. A "MSME Registration Manual" link is in the top right corner.

Step 2: Provide requested Information

1. Fill in the required fields with details as requested (Sample is shown below)
2. Click "**Generate OTP**" to proceed to the OTP verification step.



MSME REGISTRATION APPLICATION

GST Number * 08ABCDE9999F1Z8

Email ID *

Mobile Number *

Name of the Firm * M/s xyz ltd

Address of the Firm * 1/2/2032, some Lane Industrial Area, some city.

Pin Code *

Contact Person Name *

Nearest SAIL Branch * Northern Region/DELHI

GENERATE OTP

Step 3: OTP Verification

1. An OTP (One Time Password) will be received on the mobile number and Email address entered in the registration screen. If OTP is not received in In box of the Email, the spam folder may be checked for OTP.
2. The OTP received should be entered it in the field “Enter OTP” provided on the MSME registration page as shown in the screen.



MSME REGISTRATION

GST Number 08ABCDE9999F1Z8

Email ID *

Mobile Number

Firm Name M/s xyz ltd

Address 1/2/2032, some Lane Industrial Area , some city.

Pin Code *

Contact Person Name * ABCD

Nearest SAIL Branch Northern Region/DELHI
Northern Region/DELHI

Enter OTP 587516

VALIDATE OTP

3. Click "**Validate OTP**" to confirm the OTP. On successful validation of OTP, you will be directed to the document upload page.

Step 4: Upload Documents

1. After OTP verification, the screen will prompt to upload three documents in PDF format as shown in the screen below.
2. Click the "**Choose File**" button next to each document category to select the PDF file from your computer. Ensure each document does not exceed 512 KB.



Central Marketing Organisation (CMO)

MSME REGISTRATION APPLICATION (ONLY PDF. MAX SIZE 512 KB)

Only PDF files allowed. Maximum size: 512 KB

Upload Udyam Registration Certificate * No file chosen
[Download Previous Uploaded PDF](#)

Upload End Use Declaration * No file chosen
[Download Previous Uploaded](#)

Upload Statement Certifying Steel Procured * No file chosen
[Download Previous Uploaded PDF](#)

© 2020 SAIL. All rights reserved.

3. Once the documents are uploaded, click "**UPLOAD**" to complete your registration.

Step 5: Complete Registration

1. After uploading your documents, a confirmation message will appear, notifying you that your registration has been successfully submitted.
2. You will receive a confirmation email on successful registration.
3. At this point, your registration process is complete.
4. You can edit all details except GST no any time after registration till you are given final credentials to place enquiries with SAIL.

4. Support

I did not receive the OTP. What should I do?

- OTP is available both in mobile and email . Check your inbox and spam/junk folder for the OTP email.
- Ensure that you entered the correct email address.

I cannot upload my documents.

- Ensure the documents are in PDF format.
- Verify that each document is under 512 KB.
- If the issue persists, try refreshing the page or uploading from a different device.

If any issues are encountered during the registration process, for further assistance, reach out to our nearest branch office