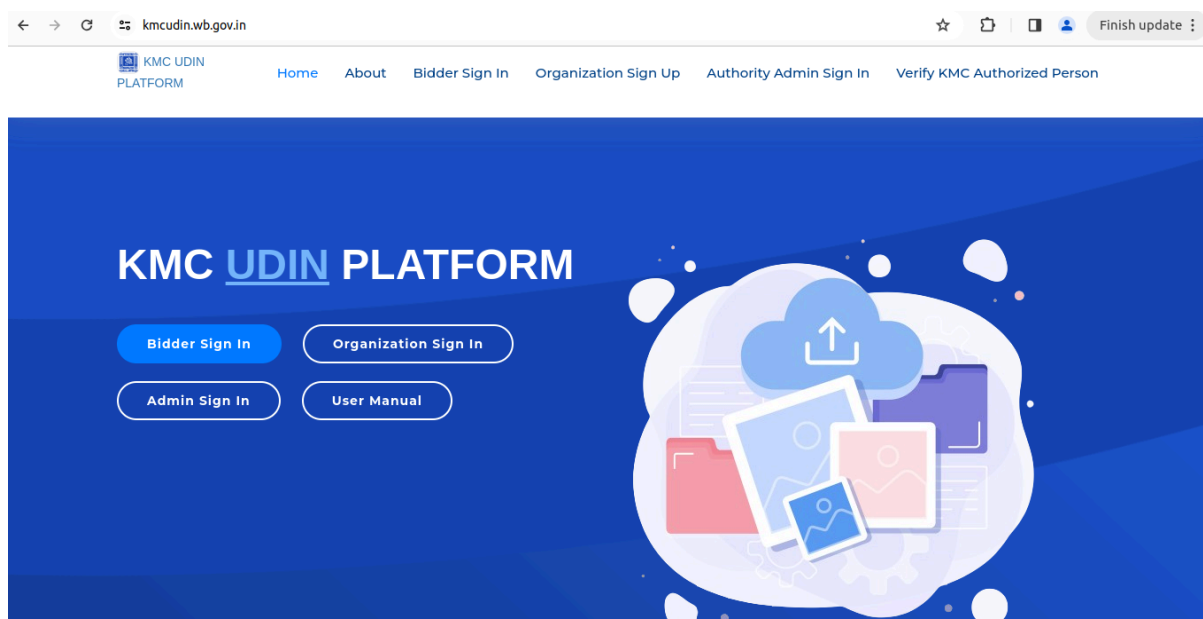
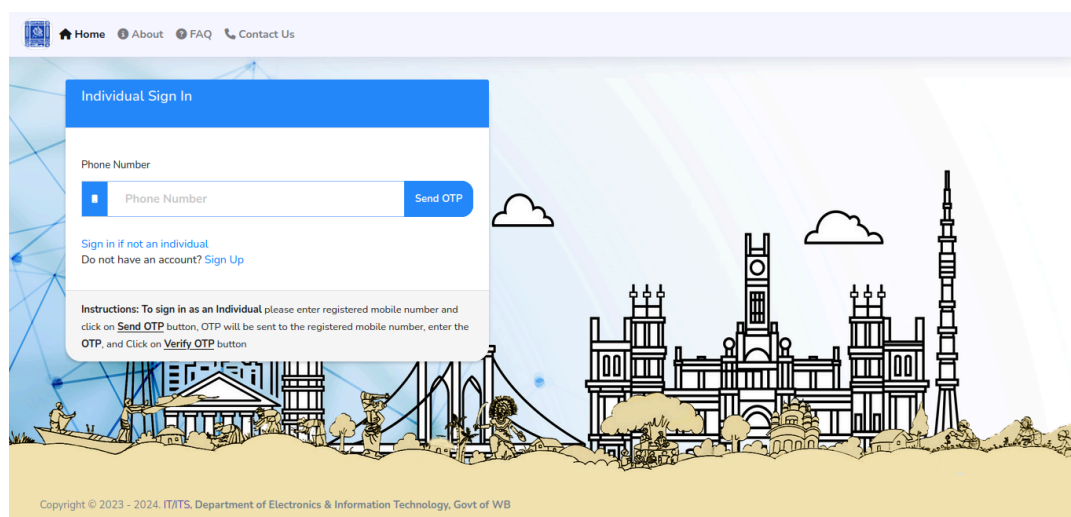


# KMC UDIN PLATFORM

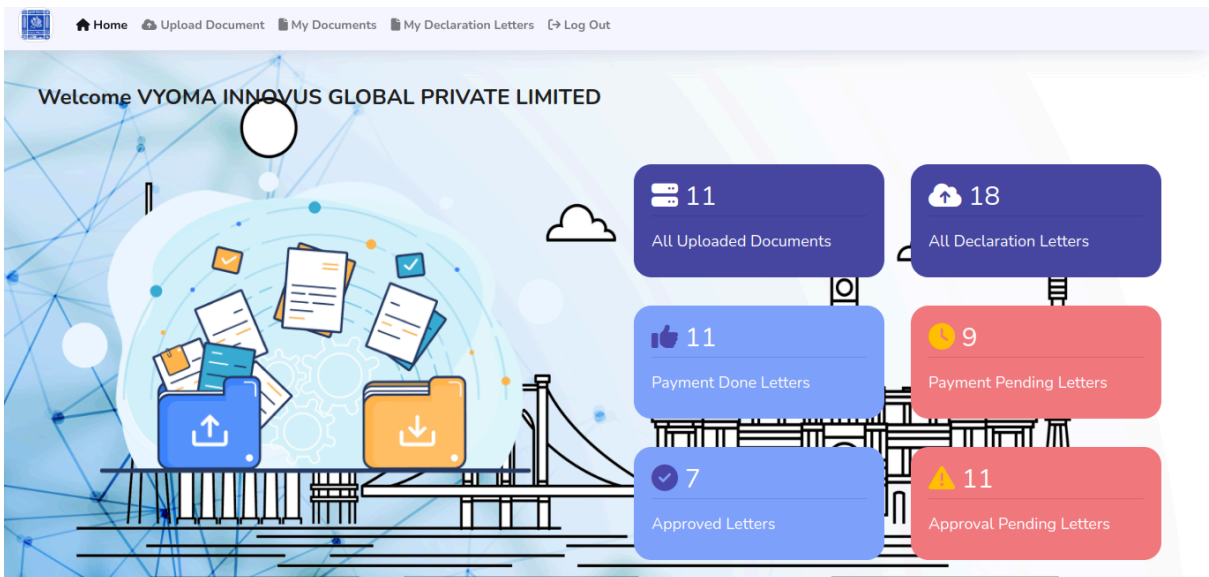
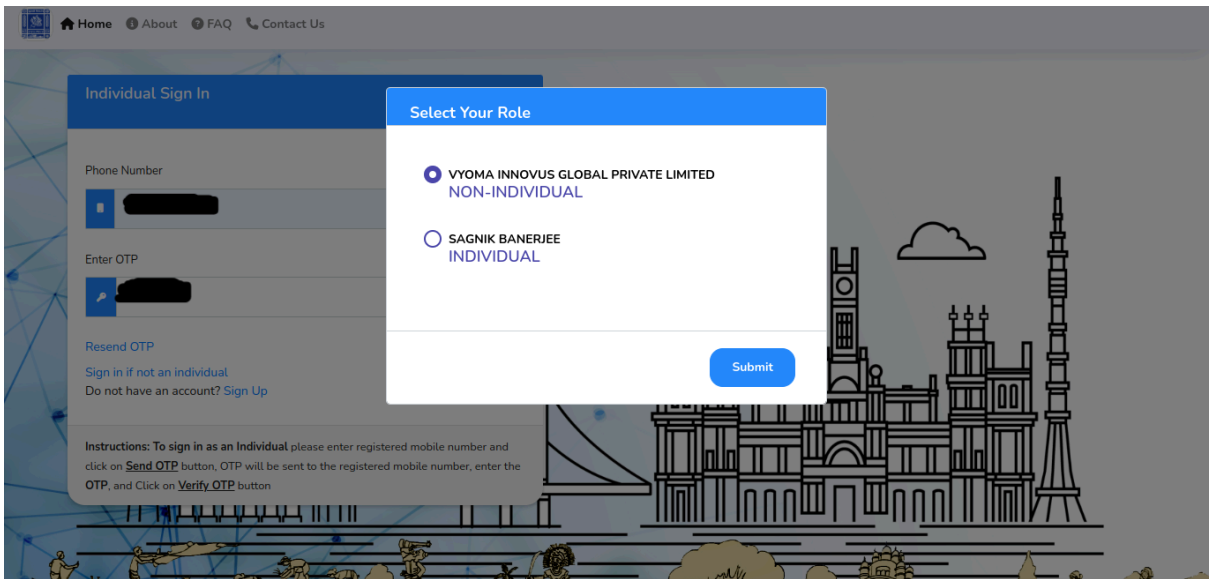


## Individual Sign In

- ❖ After successful sign up an Individual User can “Sign In” using registered mobile number and OTP.



- ❖ After OTP verification you will be asked to choose your account to sign in as a Vendor /Bidder can be an “Authorised Person” of more than one organisation. Choose your account and click on “Submit”, you will be logged in and redirected to the dashboard.



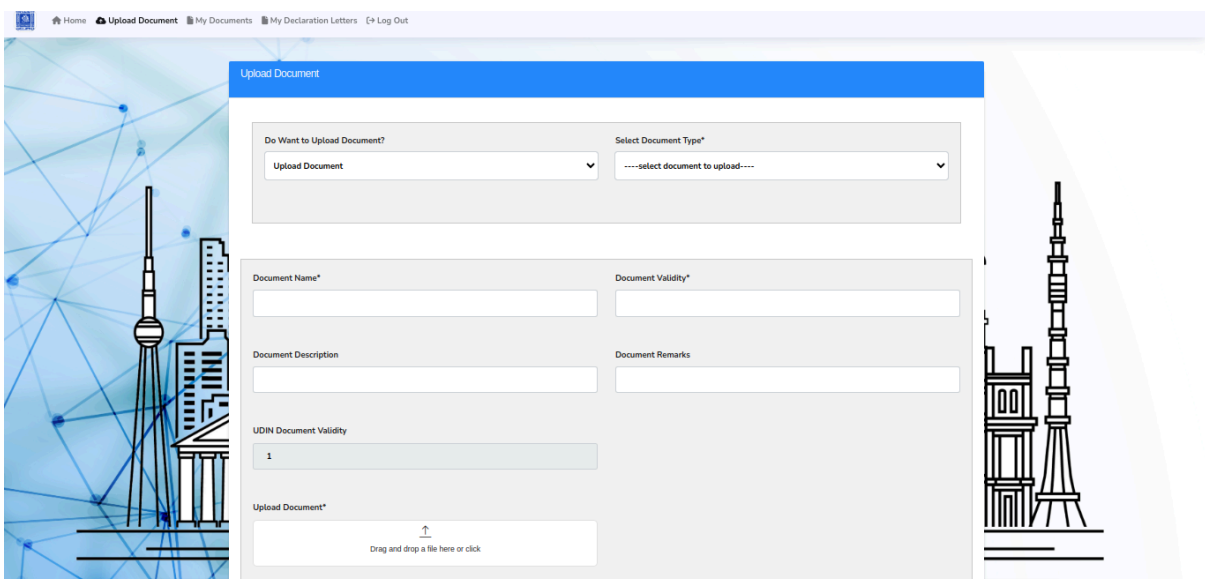
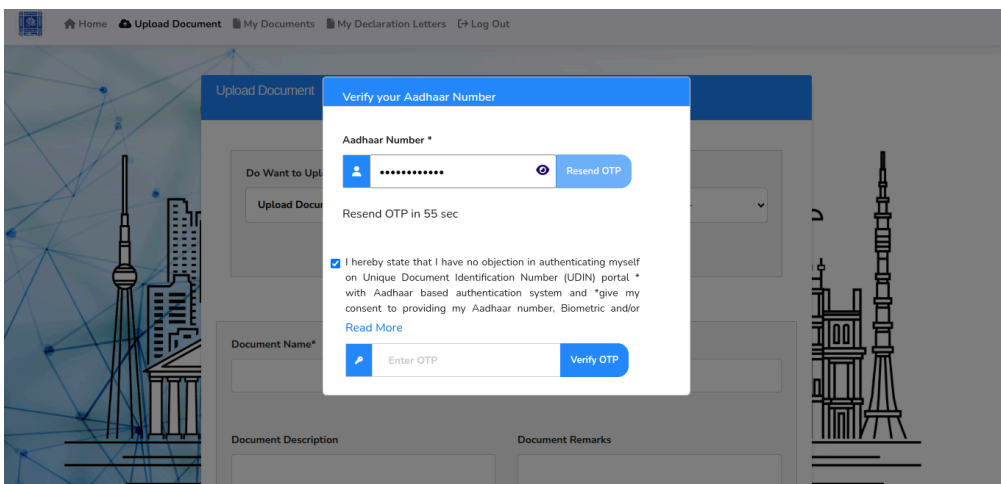
## Individual Dashboard & Functionalities

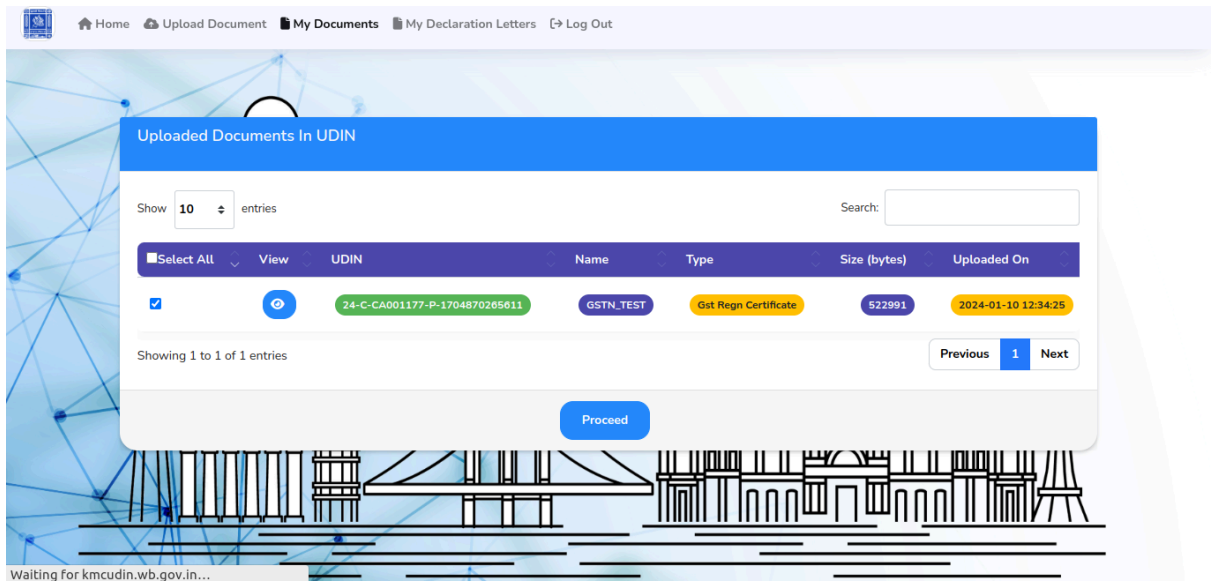
- ❖ Individual can view:
  - All Uploaded Documents
  - All Declaration Letters
  - Payment Done Letters

- Payment Pending Letters
- Approved Letters
- Approval Pending Letters

- **Upload Document:** Click “Upload Document” User/Vendor can upload the required document.
  - ❖ To upload a document you must verify your aadhar first . Once your aadhar is verified you can upload as many documents as you want in your current login session.
  - ❖ Enter your 12 digit registered aadhar number and click on “Send OTP” . An OTP will be sent to your aadhar linked phone number . Verify your OTP and you can upload your document.
  - ❖ Select the document you want to upload and fill out the mandatory fields and click on the “Upload” button.

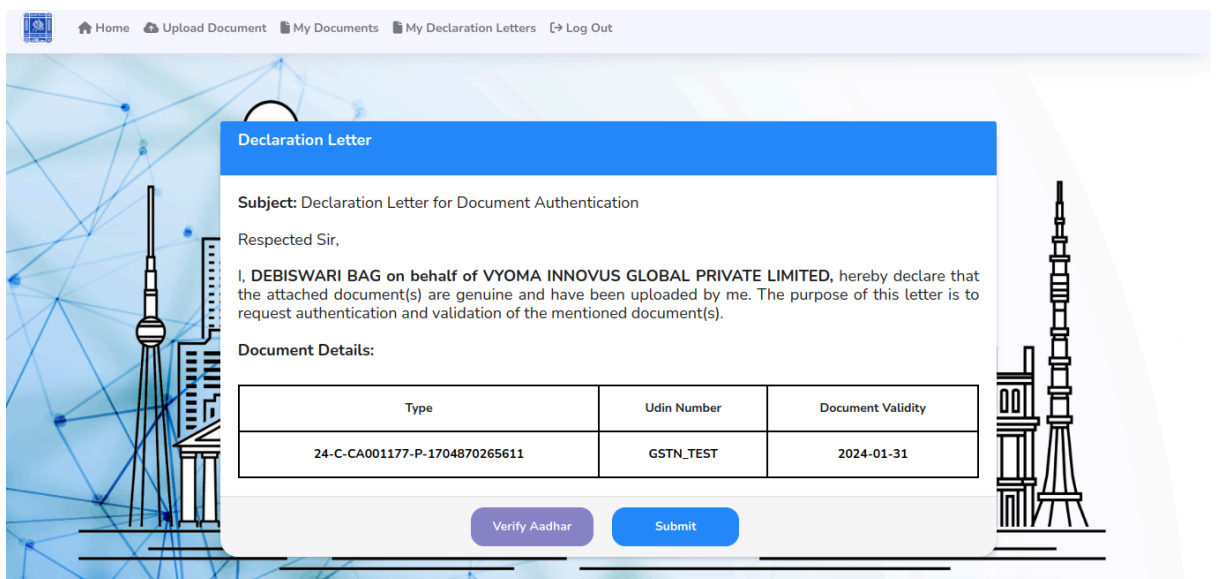
[Note: If you want to upload a PAN or GST registration certificate you will need to verify those documents separately after choosing the document from the dropdown.]





❖ **Upload Declaration Letter:**

- From “**My Documents**” you can select all the required\_documents you have uploaded to generate your “**Declaration Letter**”.
- After selecting the documents click on the “Proceed” button, your “Declaration Letter” will be generated.
- If you have not verified your aadhar before uploading your “Declaration Letter” you will need to verify your aadhar, if you have already verified your aadhar, just click on “Submit” . On success **UDIN** will be generated and you will be directed to the section of all uploaded declaration letters. Click on the “**eye**” sign to view the document.



❖ **View Declaration Letter:**

- Click on “My Declaration Letters” from the menu option. You can see all your uploaded “**Declaration Letters**” here.

Home Upload Document My Documents My Declaration Letters Log Out

### All Declaration Letters

Show 10 entries Search:

Sl No.	Payment Status	View	UDIN	Uploaded On	Approval Status	Final UDIN Status
1	Pay Now	👁️	24-P-CA001186-P-1705304482627	2024-01-15 13:11:33	NOT APPROVED	NOT GENERATED
2	Pay Now	👁️	24-P-CA001186-P-1704787114248	2024-01-09 13:28:44	NOT APPROVED	NOT GENERATED
3	PAID	👁️	24-P-CA001186-P-1704785686993	2024-01-09 13:04:57	APPROVED	NOT GENERATED
4	PAID	👁️	24-M-CA001186-P-1704784231588	2024-01-05 19:11:05	APPROVED	GENERATED
5	PAID	👁️	24-P-CA001186-P-1704461611770	2024-01-05 19:03:42	NOT APPROVED	NOT GENERATED
6	Pay Now	👁️	24-P-CA001186-P-1704461284075	2024-01-05 18:58:14	NOT APPROVED	NOT GENERATED

❖ **Make Payment:**

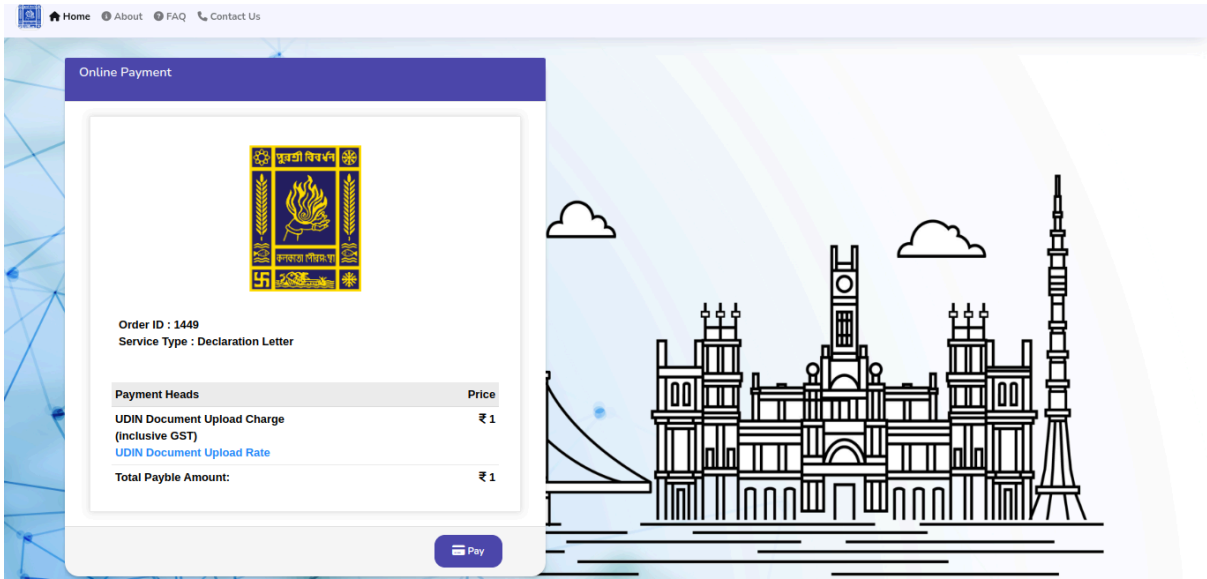
- Click on the **“Pay Now”** button to make payment for all your payment pending uploaded documents.
- Click on **“Pay”** to make payment. After successful payment your document’s payment status will be changed from **“NOT PAID”** to **“PAID”**.
- Click on the **“eye”** sign to view the document.

Home Upload Document My Documents My Declaration Letters Log Out

### Payment Pending Declaration Letters

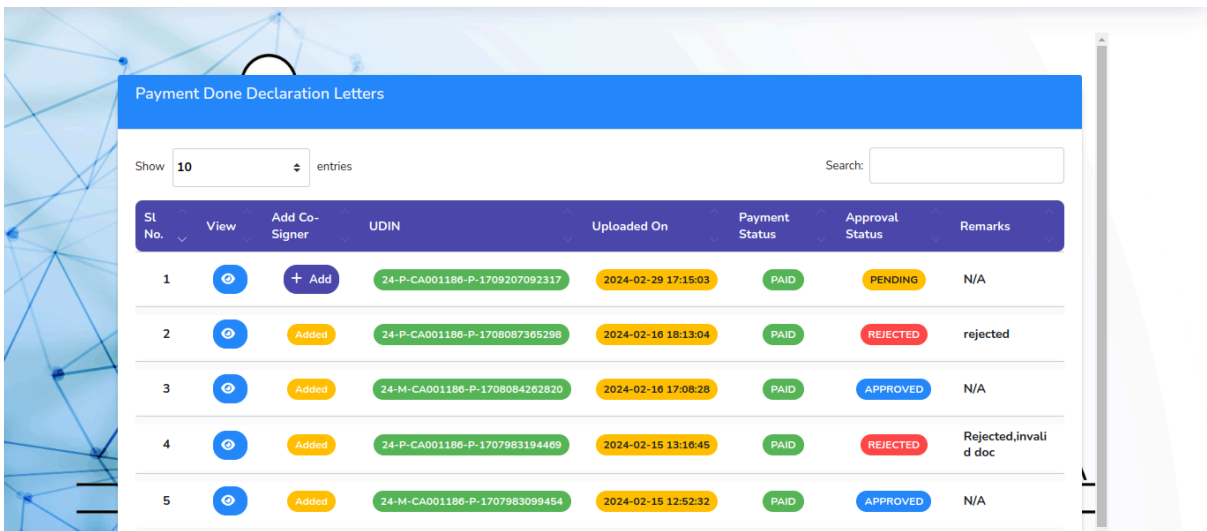
Show 10 entries Search:

Sl No.	View	UDIN	Uploaded On	Payment Status	Make Payment
1	👁️	24-P-CA001186-P-1705304482627	2024-01-15 13:11:33	NOT PAID	Pay Online
2	👁️	24-P-CA001186-P-1704787114248	2024-01-09 13:28:44	NOT PAID	Pay Online
3	👁️	24-P-CA001186-P-1704461284075	2024-01-05 18:58:14	NOT PAID	Pay Online
4	👁️	24-P-CA001186-P-1704460755630	2024-01-05 18:49:26	NOT PAID	Pay Online
5	👁️	24-P-CA001186-P-1704460434280	2024-01-05 18:44:04	NOT PAID	Pay Online
6	👁️	24-P-CA001186-P-1704198864939	2024-01-02 18:04:35	NOT PAID	Pay Online

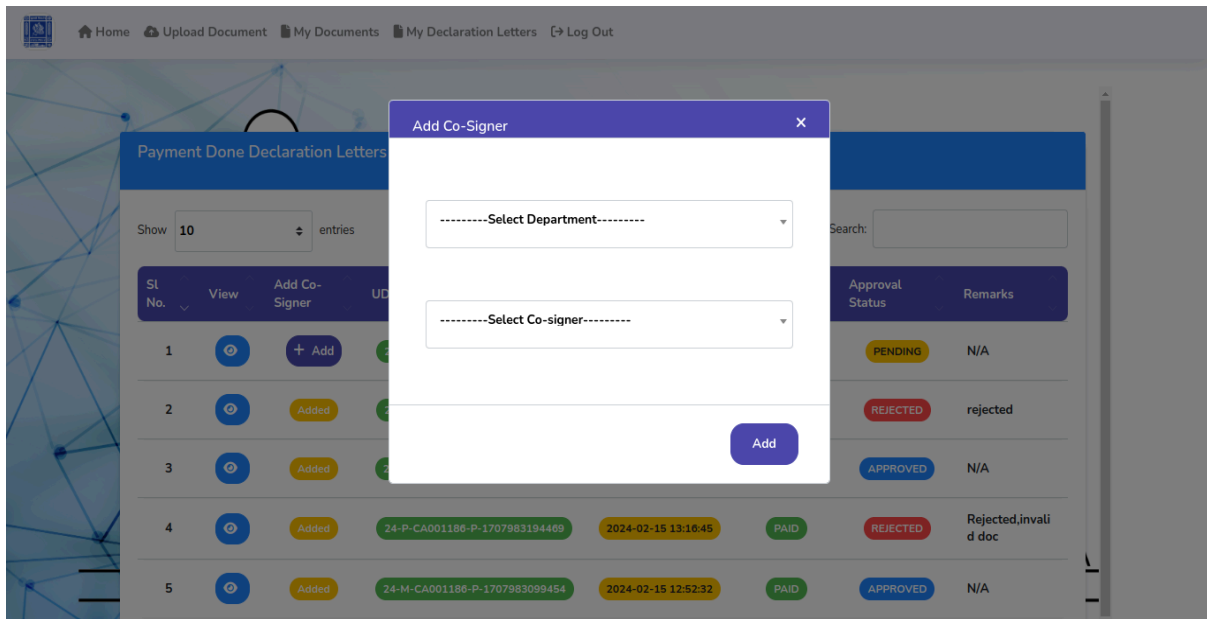


❖ **Add Co-Signer:**

- Go to the payment done declaration letter section from the dashboard and click on 'add' button



- You will be asked to choose the co-signer department and the co-signer name



➤ After choosing the department and co-signer click on the “Add” button . On success the chosen person will added as the co-signer of that declaration letter.

➤ Now wait for the **Co-Signer** to **approve/reject** the document. If the document is approved then you can **generate the final UDIN** for the document otherwise you won’t be able to generate the final UDIN. If the document is rejected you can see the reason for rejecting the document.

❖ **Generate Final UDIN:**

- Go the “Approved Letters” section from the dashboard
- Click on the “**Generate**” button to generate “**Final UDIN**” for the selected Declaration Letter.
- On success the status of final **UDIN** generation will be changed to “**Generated**”.
- Click on the “**eye**” sign to view the document.

Home Upload Document My Documents My Declaration Letters Log Out

### Verified Declaration Letters

Show 10 entries Search:

SL No.	View	UDIN	Uploaded On	Approval Status	Payment Status	Final UDIN
1		24-P-CA001186-P-1704785686993	2024-01-09 13:04:57	APPROVED	PAID	Generate
2		24-M-CA001186-P-1704784231588	2024-01-05 19:11:05	APPROVED	PAID	GENERATED
3		23-M-CA001186-P-1703920789205	2023-12-30 12:41:13	APPROVED	PAID	GENERATED
4		23-M-CA001177-P-1703759110150	2023-12-28 11:12:13	APPROVED	PAID	GENERATED
5		23-P-CA001186-P-1703673991944	2023-12-27 16:16:35	APPROVED	PAID	Generate
6		23-M-CA001177-P-1703244784719	2023-12-27 16:56:36	APPROVED	PAID	GENERATED

## Organisation Sign Up

- ❖ Go to the “Organization Sign Up” option from the main menu
- ❖ Enter your GSTN and click on “Verify GSTN” . If your GSTN is authentic , an OTP will be sent to your GSTN registered mobile number.
- ❖ Enter the OTP sent to your GSTN registered mobile number and click on the “Verify OTP” button. On success you will be redirected to the “**Organization Sign In**” page

Home About FAQ Contact Us

### Organization Sign Up

Sign Up By GSTN

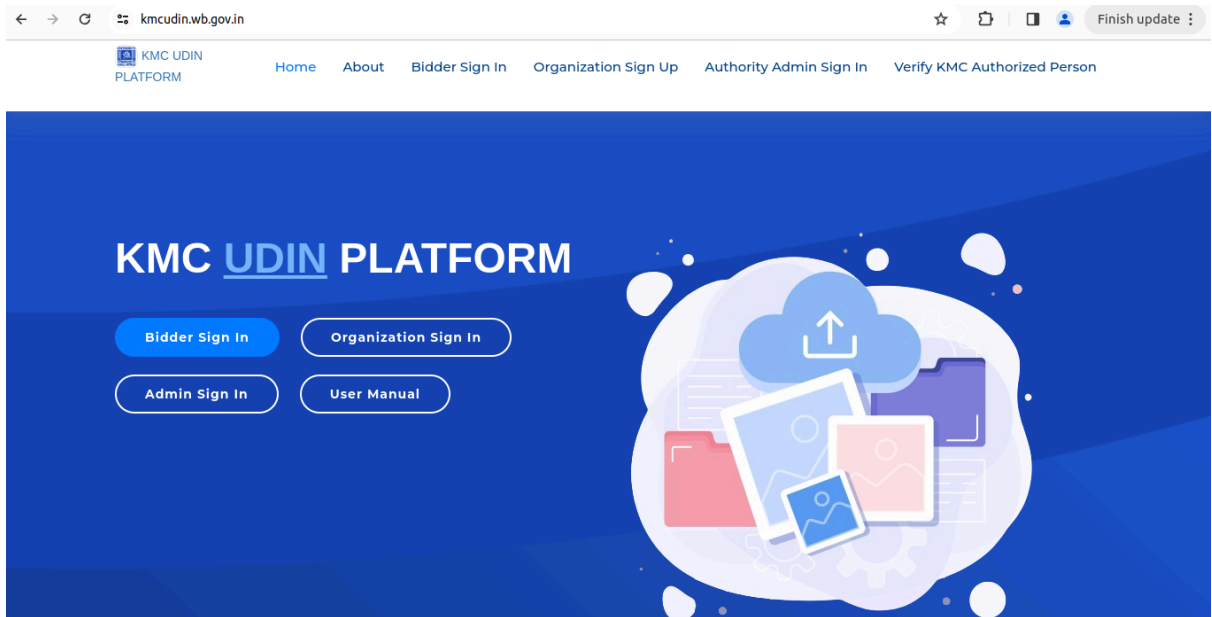
Organisation's GSTN Number \* (ex. ABCTY1234D)

GSTN  Verify GSTN

I give my consent to UDIN to use my GSTN number & OTP to verify identity of the organisation

Instruction: To sign up as an **Organization** please enter Organization's GSTN number and click on **Verify GSTN** button, it will send an OTP to the registered mobile number. After OTP Verification you can sign in using the same GSTN as an Organization/Company

# Organization Sign In



- ❖ Click on **“Organization Sign In”** to sign in as an organisation.
- ❖ Enter your registered GSTN and click on the **“Verify GSTN”** button.
- ❖ Enter the 6(six) digit OTP sent to your mobile number and click on the **“Verify OTP”**.
- ❖ On successful login you will be redirected to the organisation/ company dashboard.

# Organization Dashboard & Functionalities

Welcome VYOMA INNOVUS GLOBAL PRIVATE LIMITED

- All Uploaded Documents: 1
- All Declaration Letters: 4
- Payment Done Letters: 2
- Payment Pending Letters: 6
- Approved Letters: 1
- Approval Pending Letters: 3

- ❖ Click on “**Company/Organization Details**” to view the Company/Organization details

Organization Details

Company Name: VYOMA INNOVUS GLOBAL PRIVATE LIMITED

Company Registered Address: E/19, BAGHAJATIN COLONY, KOLKATA, Kolka

Company Registration Number: N/A

Company PAN Number: AAGCV2994R

Company GST Number: 19AAGCV2994R2Z5

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- ❖ Click on “**Add Authorized Person**”
- ❖ Fill the details of your authorized person and click on the “**Add**” button.
- ❖ On success you will be redirected to verify your authorized person , you can verify authorized person whenever you want from the menu “**Verify Authorized Person**”.
  - Enter authorized person’s mobile number.
  - The “**Secret Key**” sent to the mobile number
  - Enter authorized person’s aadhar number and click on the “**Verify**” button .
  - Enter the OTP sent to the aadhar linked mobile number and click on the “**Submit**” button.
  - Now the authrized person can login in on behalf of the organization and upload document, declaration letters.
- ❖ Organization can view and download by clicking on the “**eye**” sign:
  - All Uploaded Documents

- All Declaration Letters
- Payment Done Letters
- Payment Pending Letters
- Approved Letters
- Approval Pending Letters

Home Company/Organization Details **Add Authorized Person** Verify Authorized Person ↔ Log Out

### Add Authorized Person

Name  Phone Number

Department

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Home Company/Organization Details Add Authorized Person **Verify Authorized Person** ↔ Log Out

### Verify Authorized Person

Mobile Number on which the request was received

Secret Key \*


Aadhaar Number

Enter OTP

Home Company/Organization Details Add Authorized

### Your Document

UDIN 24-P-CA001176-P-1704877027769 (Verify at <https://udm.wb.gov.in/verify-udin>)



#### Government of West Bengal

This document having UDIN 24-P-CA001176-P-1704877027769 has been created by **VYOMA INNOVUS GLOBAL PRIVATE LIMITED** with authorised person's Aadhaar no XXXXXXXX6556 on **02:27PM, January 10, 2024**.

This document is available at UDIN platform till 02:27PM, January 10, 2025.

Signature Details:  
SIGNED BY APARAJITA MISHRA (AUTHORIZED PERSON OF VYOMA INNOVUS GLOBAL PRIVATE LIMITED) (AADHAAR :XXXXXXX6556)

1 / 3

Payment Done Declaration Letters

Show 10 entries

Sl No.	View	UDIN
1		24-P-CA00117
2		24-M-CA00117

Showing 1 to 2 of 2 entries

Search:

Approval Status Final UDIN Status

NOT APPROVED NOT GENERATED

APPROVED GENERATED

Previous 1 Next