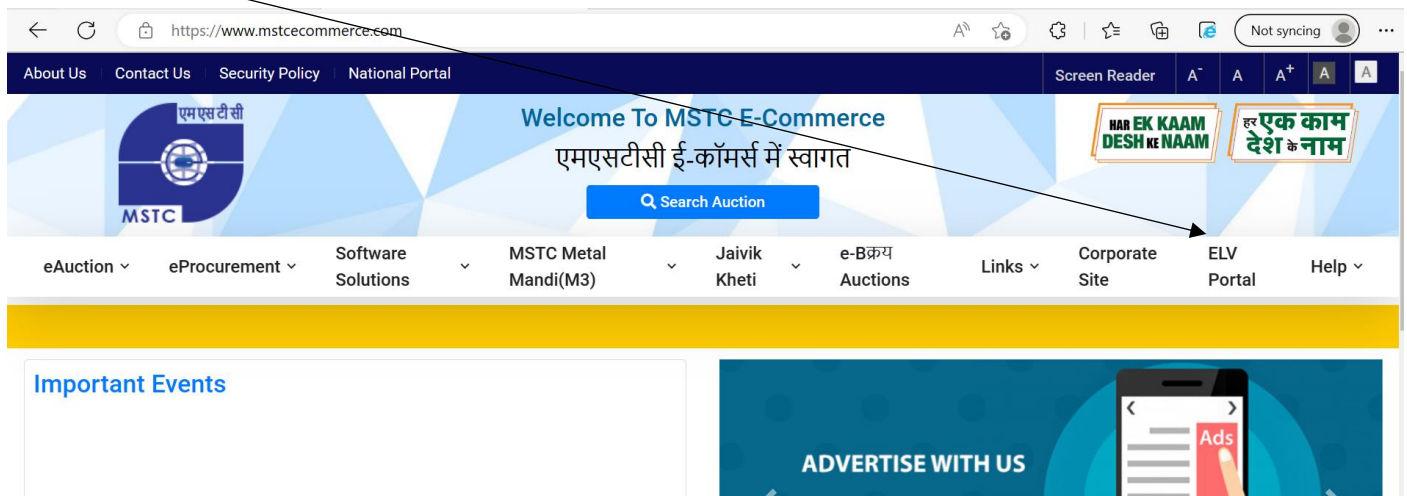
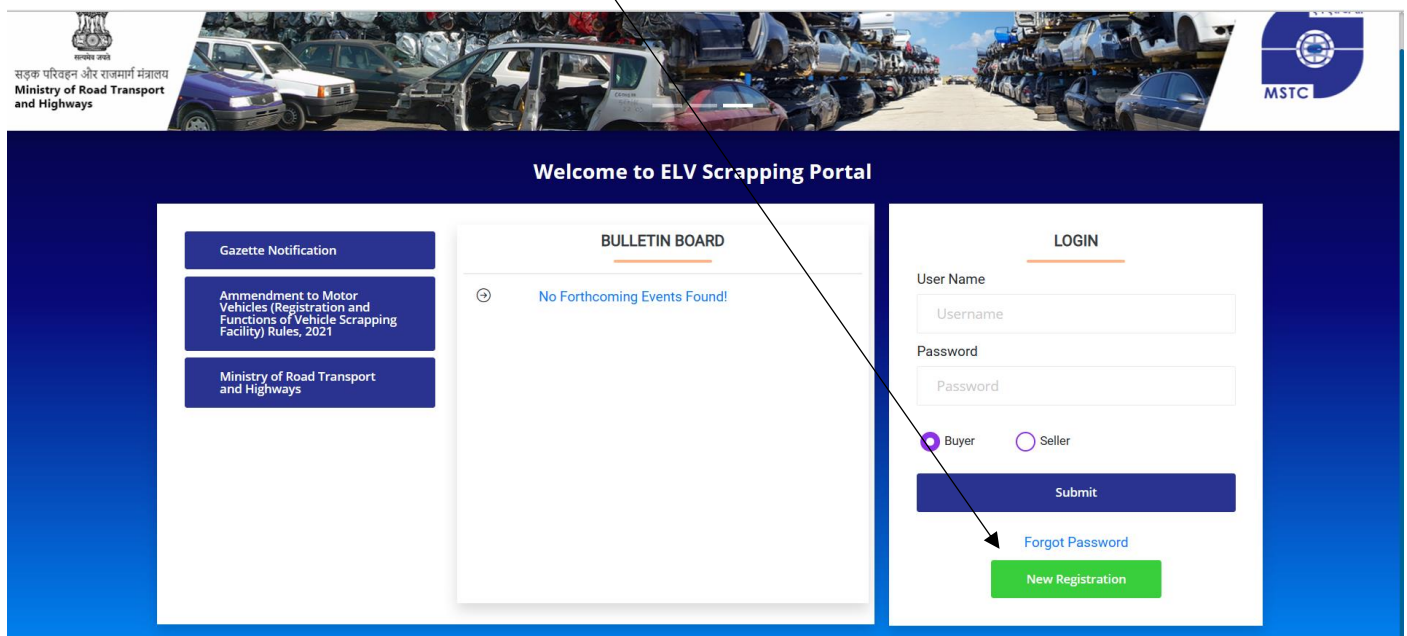


## Registration:

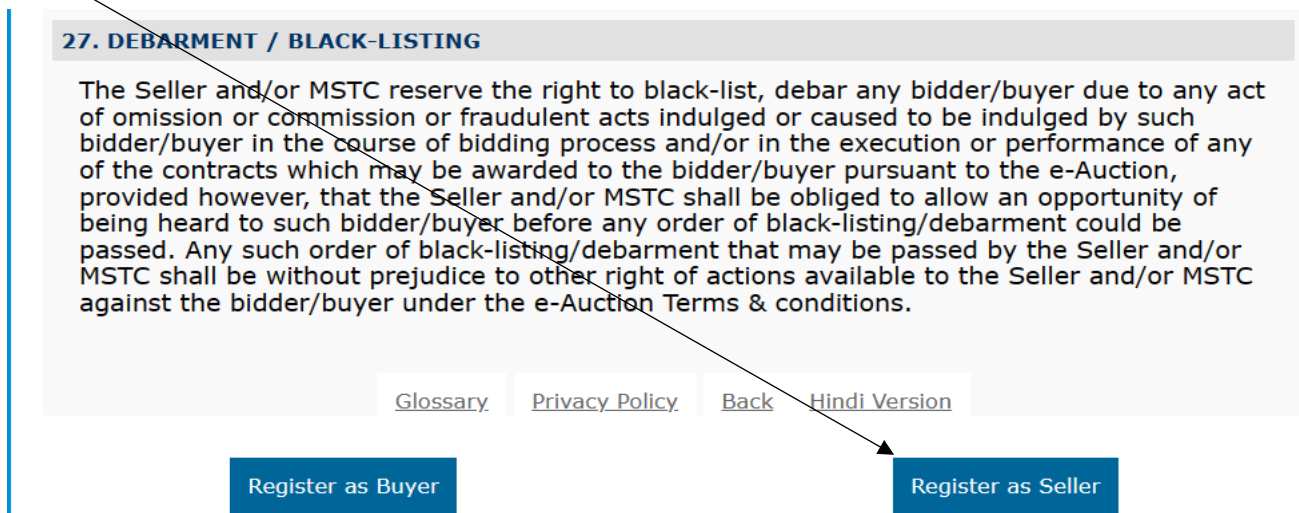
Sellers can access MSTC's website using the link [www.mstcecommerce.com](http://www.mstcecommerce.com). To access ELV Homepage, the link '**ELV Portal**' available in the top menu bar should be clicked.



For registering with MSTC as a Sellers, '**New Registration**' button should be clicked.



On the next page, go through the General Terms and conditions and at the bottom of the page, click '**Register as Seller**'



Users will then be navigated to the registration form. All the details should be filled in the registration form correctly. System has an automatic check for the PAN/GST number along with the company name. Therefore, correct values should be entered.

Once validation of the 1<sup>st</sup> part of form is completed, remaining section of the form is revealed. After entry of all the fields and final submission, sellers' profile is created. Seller also receives a system generated mail indicating successful registration in MSTC.

Activation of seller profile is done by our regional/branch offices. Therefore, if any issue is faced by the sellers, they may contact the nearest MSTC branch office for necessary assistance. Contact details of our branch offices are available in: <https://www.mstcindia.co.in/content/contact.aspx>

Once activated, sellers can login and access their dashboard. Various links available in their dashboard are:

Change Password	Edit Your Profile Edit Alternate Email	Auction Catalogue
ReservePrice Entry	View Reserve Price	View RP Archived
MSTC Bulletin	Approval (STA)	Bid History
Bid Sheet	EMD Status	Bal. Payment Status
Bidders List	Download AL/DO	
Payment Trans. Info	-	
<b>Bucket Fill</b>	-	-
IT TDS report	Cancel Sale	Cancel Lot Report
Download S/C invoice	Edit Auction	-
-	-	Verify Lifting Representative Details
SD Forfeiture	-	-
-		

Prior to the starting of the auction, sellers will need to enter the reserve price. Same can be done using the link 'Reserve Price Entry'.

During the course of the auction, sellers can view the current status of the auction using the link 'View Live/Forthcoming Auctions' -> Live Auctions.

Post auction completion, if some lots are in STA (subject to approval status), sellers can accept or reject such lots using 'Approval (STA)' link