

## SAMPLE FORM

### NEW USER REQUIREMENT – SAMPLE FORM FILLED FOR YOUR HELP

**First Name** : **Sheeba**

**Last Name** : **Ramola**

**Employee No.** : **4XXXX7**

**User ID** : **drmmiitr**

**E-mail (Official)** : **drmm@iitr.ac.in**

**Mobile** : **9XXXXXXXXXX**

**Office Contact** : **01332-28-4886**

**Designation** : **Deputy Registrar**

**Division** : **Material Management Section**

**Aadhar Details** : **56XX-XXXX-XX67**

**Role (Buyer/ Consignee /both)** : **Secondary user**

**Complete Address** : **Material Management Section,**  
**Indian Institute of Technology, Roorkee**  
**Distt.: Haridwar**  
**PIN-247667**  
**Uttarakhand (INDIA)**

## NEW USER REQUIREMENT FORM

### NEW USER REQUIREMENT – FORM TO BE FILLED BY THE USER TO GET REGISTERED AS BUYER/CONSIGNEE

First Name (Full) :  
Last Name :  
Employee No. :  
User ID :  
E-mail (Official) :  
Mobile :  
Office Contact :  
Designation :  
Division :  
Aadhar Details :  
Role : SECONDARY USER(BUYER/CONSIGNEE)  
Complete Address :

\*All the above details are mandatory.

\*Aadhaar card should be linked to user mobile number (presently in use) for OTP.

\* Please fill the complete form as per the sample and mail the attachment on [mmitr@iitr.ac.in](mailto:mmitr@iitr.ac.in) for secondary user ID creation.