

*Lexys*

## **Buyer Module on Vendor Portal**



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## Solution Introduction

### Brief description

The vendor portal is designed to enable vendor registrations, assessments on a single platform. The solution has important validations built into it to ensure that vendors supply all the necessary information and documents before they are registered. There are several user personas who access the portal with clearly defined roles. The SCM Buyer persona allows buyers to look up vendor registration status, detailed vendor information, exercise deviation and exempt identified vendors from capability evaluation (CE) as per the process.

### User Personas

The portal while open for different stakeholders, will have role-based access to ensure that each user sees transactions that are intended for him. The broad list of user personas are as follows:

- a. SCM Manager (for status information on registrations and vendor assessments)
- b. QS Manager (for Vendor Assessments)
- c. SCM Buyer (for checking vendor registration status, enabling codes for exemption or deviation cases)
- d. VCC Contact (for review of registrations and bank page information presently by Infoplus Technologies)
- e. Finance User (for bank page status to TPL F&A team)

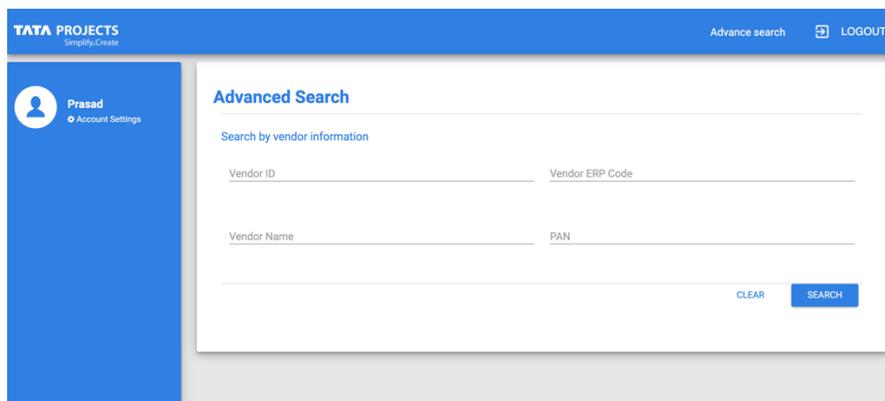
Each of these users have access to a clearly-defined set of operations throughout the portal.

# Looking up vendor information

1. Navigate to [vendorregistration.tataprojects.com/tpl-login](http://vendorregistration.tataprojects.com/tpl-login)



2. Enter your SCM Buyer login credentials to login. After logging in, the user should see the following page.



3. Buyers can search for vendors using Vendor ID, ERP Code, Vendor Name (Company Name) and PAN ID. The Vendor ID will be shared in an automatic e-mail notification to vendor who submit the registration form on the portal.

BACK

Vendor name	ERP code	PAN	CE score	PE score	Green score	VCC status	Status
Google	N/A	ZXCVB1234N	56	N/A	56	VCC Form Submitted	PENDING
Google	N/A	ZXCVB1234N	98	N/A	98	VCC Form Submitted	PENDING
Google Pvt Ltd	N/A	PIXEL2342H	N/A	N/A	N/A	Under Review	PENDING
GOOGLE INDIA LIMITED	79486	GOOCG1234G	N/A	N/A	N/A	Code Created/Finalised	ACTIVE
GOOGLE INTERNATIONAL	79484		35	N/A	5	Code Created/Finalised	ACTIVE
GOOGLE REDON	79487	GOOPG1234A	85	N/A	3	Code Created/Finalised	ACTIVE
GOOGLE INDIA NEW	79488	GOOPG1234G	N/A	N/A	N/A	Under Review	ACTIVE
GOOGLE INDIA	N/A		N/A	N/A	N/A	Sent to ERP	PENDING

4. The VCC status column shows the status of the vendor. See definitions of individual statuses below:
- At Sign-up Stage: Vendor has signed up and has not yet submitted the registration form with full details.
  - VCC Form Submitted: Vendor (existing or new) has submitted the registration form.
  - Under Review: The vendor registration form is being validated by the vendor registrations team (currently M/S Infoplus Technologies).
  - Awaiting Vendor Input: The vendor registration team has found discrepancies or missing information and has reached out to the vendor requesting additional information or changes.
  - Sent to ERP: The vendor registration form has been approved and the details are sent to ERP for code creation or for updates. The data is in transit from Vendor Portal to ERP and will reflect in ERP.
  - Code Created/Finalised: A vendor code is created on ERP and any updates have been finalized.
  - The CE, Green and PE scores if available in the system can also be seen. If you click on these scores, the corresponding reports will open in **view mode**.

Note: Buyers can click on the name of the company to view the detailed vendor page, where they can see complete information about the vendor and the documents they submitted.

#### Statutory information

Company name *	Company contact email *	Company PAN *
GOOGLE INDIA LIMITED	N/A	GOOCCG1234G
Legal name	Company type *	Vendor constitution *
N/A	N/A	N/A
Company nature *	Aadhaar number	Affirmative Action category *
N/A	N/A	N/A
Tax Identification Number (TIN)	Annual turnover (in crores)	Registration type (GST)
N/A	N/A	N/A

#### Communication details

Surat	BANGALORE	RAIPUR
<p>Line 1 ...</p> <p>Line 2</p> <p>Gujarat, India</p> <p>24GOCCG1234G1Z1</p> <p>GS Babu</p> <p>9959594422</p> <p><a href="#">GST Document</a></p>	<p>B LINE 1 ...</p> <p>B LINE 2</p> <p>Karnataka, India</p> <p>29GOCCG1234G1Z1</p> <p>Sri Ram</p> <p>9703022211</p> <p><a href="#">GST Document</a></p>	<p>LINE 1 ...</p> <p>LINE 2</p> <p>Chhatishgarh, India</p> <p>22GOCCG1234G1Z1</p> <p>venkat venkat</p> <p>9703066186</p> <p><a href="#">GST Document</a></p>

# Exempting a vendor from CE

1. On the detailed vendor page, the vendor will see an exempt button if the vendor does not have an ERP code yet.

**Vendor code request details** EXEMPT

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**Statutory information**

Company name *	Company contact email *	Company PAN *
Google Pvt Ltd	N/A	PIXEL2342H
Legal name	Company type *	Vendor constitution *
N/A	N/A	N/A
Company nature *	Aadhaar number	Affirmative Action category *
N/A	N/A	N/A
Tax Identification Number (TIN)	Annual turnover (in crores)	Registration type (GST)
N/A	N/A	N/A

2. Clicking on the “Exempt” button will open a confirmation window, which asks for additional information on the reason for exemption, supporting documents like e-mail approvals and finally a declaration by the buyer that the cumulative vendor’s business value is less than 15 lacs.

**Please select reason for exemption**

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Exemption type  
Value less than 15 lacs ▼

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30927.pdf

I confirm that this vendor code is required for a cumulative business value of less than 15 lacs. In case the business value goes beyond this, I will initiate CE by mailing the vendor code to Vendor Management Team.

CANCEL SUBMIT

3. Clicking on Submit will exempt the vendor from CE and enable Purchase and Pay transactions for all BUs on ERP.

# Making a Deviation request

1. If the vendor has an ERP code already, the buyer will see both the “Deviations” and “Exempt” buttons on the detailed vendor page and can use this functionality as applicable.

**Vendor code request details** DEVIATIONS

Statutory information

Company name *	Company contact email *	Company PAN *
GOOGLE INTERNATIONAL	N/A	N/A
Legal name	Company type *	Vendor constitution *
N/A	N/A	N/A
Company nature *	Aadhaar number	Affirmative Action category *
N/A	N/A	N/A
Tax Identification Number (TIN)	Annual turnover (in crores)	Registration type (GST)
N/A	N/A	N/A

2. Clicking on the “Deviations” button will open a confirmation window, which asks for additional information on the reason for deviation, supporting documents like e-mail approvals and finally a declaration by the buyer that he has verified the CE status on the portal. The “Submit” button will not be active until the approval document is uploaded.

**Please select the reason for deviation**

I have verified the Vendor Assessment status on the portal. The CE is yet to be completed and ordering is required urgently. I have taken approval for this deviation from the concerned Project Manager/RCM and uploading it on the portal.

I have verified the Vendor Assessment status on the portal. The Vendor is Unapproved as per the process. However, we need to order from this vendor. I have taken approval for this deviation from the concerned Project Manager/RCM and uploading it on the portal.

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30927.pdf

3. Clicking on Submit will enable Purchase and Pay transactions for all BUs on ERP without the CE process.

Note: For deviations, the system will wait until the ERP code is created before it sends an instruction to ERP to enable the vendor for all BUs and JVs. Once the Deviation/Exemption option has been used for a given code, the next buyer will find these buttons inactive.

Business Rules: Since the process of CE for all vendor codes was started on November 17, 2018, codes created on or after this date have only been provided with the Deviations and Exemption facilities. Accordingly, you will find the above facility only for ERP codes from 80983 and above.

# Changing passwords

- 1. Buyers can reset their vendor portal passwords by clicking on “Account Settings” link on the left menu.

