

*Lexys*

## **TPL Vendor Portal Manual**



February 15, 2019

# 1. Solution Introduction

## Brief description

The solution helps vendors who seek to do business with Tata Projects to register and update their information. The portal caters to both internal and external stakeholders and offers end-to-end functionality including vendor registration, vendor updates and bank updates. The focus of this document is to elaborate the process of vendor code creation starting from registration to ERP code creation.

## 2. Vendor Code Creation

### 2.1 Vendor Registration

Vendor should have a valid PAN ID and e-mail address to sign up on the portal. If an account with the same PAN or e-mail exists, they get an error message (see screenshot below).

**TATA PROJECTS**  
Simplify.Create

A screenshot of the Tata Projects sign-up page for India vendors. The page has a blue background. At the top, there is the Tata logo and the text "TATA PROJECTS Simplify.Create". Below the logo, there are two radio buttons: "India" (selected) and "Outside India". Underneath, there are input fields for "Contact first name" and "Contact last name". Below these are fields for "Company name (trade name on GST certificate)", "Contact person e-mail", "Enter permanent account number (PAN)", and "Re-enter permanent account number (PAN)". A "Sign up" button is located below the PAN fields. At the bottom, there is a link "Have an account? Sign in now" and a refresh icon in the bottom right corner.

2.1 Sign-up page (for India vendors)

Vendor gets to select the geographic category they fall under (domestic/international) based on which the required fields will be altered. International vendors will not see PAN (both PAN ID and document), GST, MSMED and Affirmative Action fields.



**TATA**

India  Outside India

Contact first name  Contact last name

Company name (trade name on GST certificate)

Contact person e-mail

Have an account? [Sign in now](#)

2.2 Sign-up page (international)



**TATA**

Successfully registered. Check your e-mail for activating your account

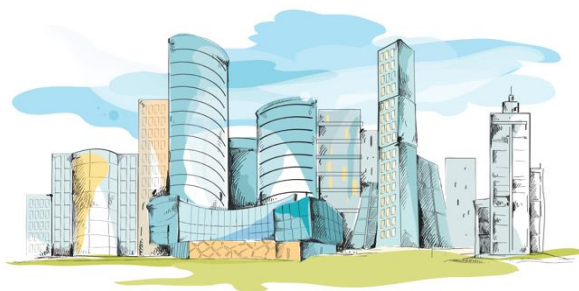
E-mail

Password

[Forgot Password?](#)

Don't have an account? [Sign up](#)

For support, please write to [support@tataprojects.com](mailto:support@tataprojects.com)



**TATA**

The company you have entered already exists

Someone has already registered with that PAN. You cannot register with the same PAN again

India  Outside India

Contact first name  Contact last name

Ganesh Iyer

Company name (trade name on GST certificate)

Tata Steel

Contact person e-mail

ganesh@tataprojects.com

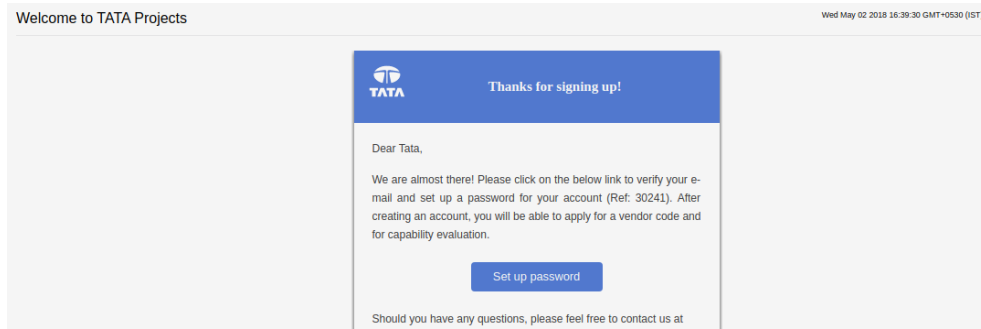
Enter permanent account number (PAN)

ASGPP3594G

Re-enter permanent account number (PAN)

ASGPP3594G

2.3 Sign-up success and failure messages



## 2.4 Confirmation mail to the vendor

## 2.5 Set password

The password creation has the following restrictions to make it more secure and impenetrable.

- Password must have 8-16 characters.
- It should include at least 1 number and 1 special character from ! @ # \$ & \*

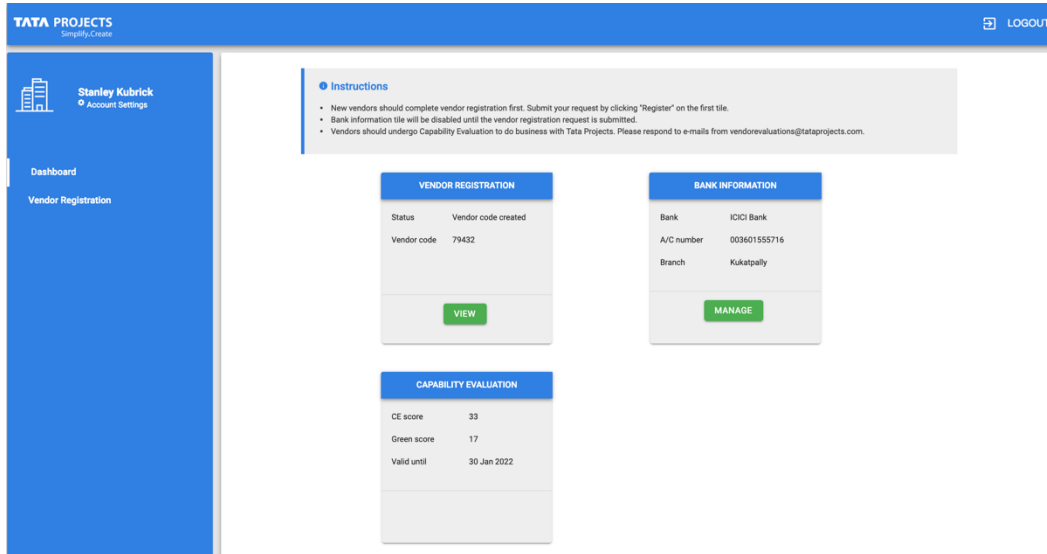
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## 2.6 Login screen

If users with an existing account forget their password, they can click on “Forgot Password?” link on the login page to get an e-mail with the link to reset their password. The same strong password enforcement rules mentioned above will be applied while resetting passwords.

After creating an account and logging in, the “Dashboard” page is the first page that the vendor will see. It has two tiles with Vendor Registration being the only active one. The “Bank Information” tile will become active once the “Vendor Registration” form is submitted. For vendors with CE and PE information, the corresponding tiles will appear.



2.7 Vendor dashboard

## 2.2 VCC registration

Vendors will see the following fields on the vendor registration form:

Company Name	Enter full company name
Company E-mail	Enter the contact e-mail of the company associate
PAN	Not displayed to International vendors
Aadhar Number	Not displayed to International vendors
GST Registration Type	Not displayed to International vendors
Tax Identification Number	Enter 12-digit TIN (if applicable)
Legal Name	Enter the full legal name
Company Type	Enter the company type
Company Constitution	Enter constitution as per GST registration
Company Nature	Enter the type of incorporation
Affirmative Action Category	Not displayed to International vendors
Are you MSMED registered?	Not displayed to International vendors
MSMED Registration Number	Not displayed to International vendors
MSMED Expiry Date	Not displayed to International vendors
Annual Turnover	Enter the last available annual turnover details
Services	Add as many Services as applicable (SAC Codes)
Goods	Add as many Goods as applicable (HSN Codes)
Additional Business Interest Areas	Add areas where you would like to work with TPL

GST & Address Information	Add all the company locations
Country	Select the country where the address is located.
State	Select the state where the address is located.
GSTIN	Not displayed to International vendors
Upload GST Document	Not displayed to International vendors
Branch Name	Enter a unique branch name
Address Line 1	Enter your address
Address Line 2	Enter your address
City	Enter the city
Postal Code	Enter postal code
Phone Number	Enter phone number
Branch E-mail for Communication	Enter the e-mail contact for this branch
Fax Number	Enter the fax details for this branch
Contact Person First Name	Add as many contacts per address as applicable
Contact Person Last Name	Add as many contacts per address as applicable
Contact Person E-mail	Add as many contacts per address as applicable
Contact Person Mobile	Add as many contacts per address as applicable

Vendors will also need to upload the following documents during the registration process.

- PAN Copy/Declaration
- GST Certificates for all sites (not applicable for International vendors)
- MSMED certificate (if applicable; not applicable for International vendors)
- ISO, RSDO and any additional certificates
- TIN Certificate
- Dealer Authorisation Certificates

Vendor can fill the VCC form by clicking on the “Register” button on the first tile of the Dashboard page. themselves.


### Vendor code registration

VENDOR DETAILS		BUSINESS DETAILS
<p>Enter statutory information which includes company type, permanent account number (PAN) details and MSMED category etc.</p>		
<p><b>Statutory information</b></p>		
<p>Company name *</p> <p>KUBRICK ASSOCIATES</p>	<p>Permanent account number (PAN) *</p> <p>KUBCI1234S</p>	<p>Company contact e-mail *</p> <p>kubrick@mallinator.com</p>
<p>Legal name *</p> <p>Kubrick Associates LLP</p>	<p>Company type *</p> <p>Other</p>	<p>Company Constitution (as per GST certificate) *</p> <p>Limited Liability Partnership (LLP)</p>
<p>Company nature *</p> <p>Indian Company</p>	<p>Aadhaar number</p> <p>601098712312</p>	<p>Affirmative Action category *</p> <p>OPEN</p>
<p>Registration type (GST) *</p> <p>Regular</p>	<p>Tax Identification Number (TIN)</p> <p>20109816012</p>	
<p>Annual turnover (in crores)</p> <p>218</p>		

PAN Validation is an important parameter in vendor registration. During sign up process itself, the portal checks if a company already exists with the mentioned PAN ID, thereby eliminating the possibility of signing up with duplicate PAN IDs. International vendors will not see India specific fields like MSMED, PAN, GST and Aadhaar.

**MSMED information**


Are you MSMED registered? *	MSMED registration number *	MSMED expiry date *
Medium Enterprise ▼	4321678990	16 February, 2019


Upload MSMED certificate \* [CHANGE](#) 


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**Documents**

TDS may be deducted at higher rates in case of incorrect or missing PAN information as per IT rules

Upload PAN copy/declaration \* [CHANGE](#)  [Download PAN declaration template and upload the signed copy](#)

Upload dealer authorisation certificate \* [CHANGE](#) 

Upload TIN certificate [CHANGE](#) 

## 2.9 VCC form - 2

Vendors can choose to enter the e-mail ID of the buyer they are recommended by. This ensures that the buyer is aware of all vendor updates. This field only accepts “tataprojects.com” e-mail addresses.

**Add business details**

**GST & address information**

Country *	State *
India ▼	Select state ▼

GST ID \*

Enter GST ID	Upload GST document * <a href="#">UPLOAD</a>
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Branch Name \*

Enter address	Address Line 1 *
	Enter address line1

Address Line 2

Enter address line2	City *
	Enter city

[CLOSE](#) [SUBMIT](#)

Vendors can add multiple addresses. Each address can have multiple contacts. The contacts can be edited and deleted, while the addresses can only be edited. For addresses that are saved in ERP, with state names already populated, state and country selection will be disabled. International vendors will not see India in the list of countries.

After adding the addresses, the vendor confirm that he has added all the company's locations. This confirmation is required before the vendor can submit the form. Vendors also need to agree to the terms and conditions of Tata Projects before they can submit their registration or update requests.

**Read and accept our terms and conditions**

Tata Projects expects its suppliers to comply with requirements of ISO 9000 standards. Please visit the website [www.iso.org](http://www.iso.org) for more details.

**Affirmative Action**

Tata Projects is committed to inclusive growth through various initiatives under Affirmative Action. Tata Projects encourages entrepreneurs from socially disadvantaged communities (SC/ST, Dalit and Tribes) for inclusion in supply chain on the basis of equal merit. Tata Projects encourages its Vendor Partners to also contribute to the Affirmative Action.

**Other Details**

Vendor Partners are requested to visit [www.tataproyects.com](http://www.tataproyects.com) for more details regarding the Vision, Mission, Values and Core Business areas of TPL.

**Disclaimer**

The purpose of this website is to collect information required for vendor registration. This registration does not guarantee any enquiry/ orders from Tata Projects. The Orders will be issued as per TPL's procurement process based on the technologically competitive offers submitted by Vendor Partners in response to our enquiries. In case of Change in Company Name, or any other update required in the information submitted, please do revert to us on this website

I have fully understood and agree with the above conditions. I also consent to Tata Projects storing the Aadhaar ID I have entered while registering. I certify that I am a duly authorized representative of the company and that

[CLOSE](#) [I AGREE](#)

#### 2.10 VCC form address

The GST ID entered during the address data entry phase of the VCC form, is validated to justify the GST structure. The PAN is validated with the already entered PAN information.

GST ID = <2-digit state code><PAN ID><3-alphanumeric character entry>

The system will also show a warning if the same GSTIN is added by a different vendor. The vendor can also Save the form as draft if they choose to fill in remaining details later.

## 2.3 Review by VCC Contact

After submitting the VCC form, a VCC Contact will review the information before approving the vendor registration form and creating an ERP code. While the form is in review, the vendor will not be able to make further edits until the review is completed and the ERP code is created.

However, if the VCC Contact identifies any concerns with the form, they will send an e-mail with details on what needs to be changed or corrected. At this point, the Edit button will be enabled and the vendor can click on it to update his information and submit the form back for review.

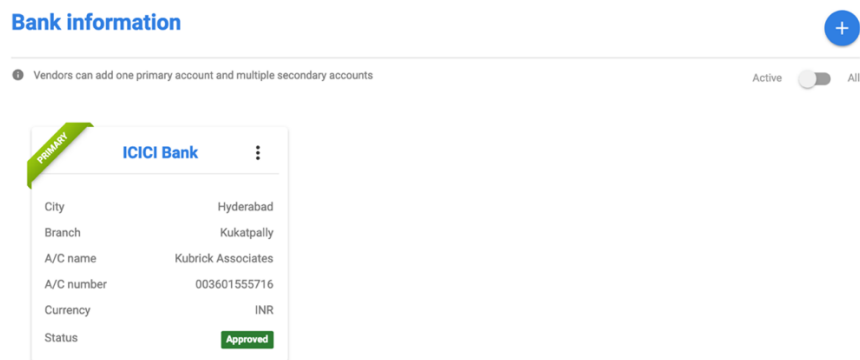


After the ERP Code is created, the vendor will receive an e-mail notification with the vendor code for reference. Vendor can also see the ERP code on the registration tile of the Dashboard page (the first page that he will see after logging in).

While updating their information, vendors should submit both “Vendor Details” and “Business Details” pages for the form to be assigned for VCC review and for the updates to be finalised (on ERP). If only the “Vendor Details” tab is updated, a “Partial Update” badge is shown on the “Final Vendors” page, and the changes will not be reflected on ERP.

## 2.4 Bank Updates

Vendors can add bank information directly from the dashboard by clicking on the Bank tile. A vendor can add multiple bank accounts. One of them can be marked as primary while creation.



Vendors will be required to enter the following information on the bank creation page:

Country	Enter the country where the bank is located
Bank Name	Enter the bank name
Branch Name	Enter the branch name (available on your cheque)
Account Name	Enter the full name as it is on your account
Account Number	Enter the account number
Currency	Select the default currency for your account
IFSC code	Enter 11-digit IFSC code (not applicable for international vendors)
SWIFT code	Enter 11-digit IFSC code (if applicable)
IBAN	Enter IBAN code (if applicable)
Address Line 1	Enter the address
Address Line 2	Enter the address
City	Enter the city where your bank is located
State	Enter the state where your bank is located
Zip Code	Enter the zip code where your bank is located

Vendors should also submit the RTGS Authorisation Form signed by the bank manager (a template is available on the form for reference). They can submit 4 additional support documents if required.

## Bank information



### Payment information

Country <sup>*</sup> India ▼	Bank name <sup>*</sup> ICICI Bank	Branch name <sup>*</sup> Hyderabad
Account name <sup>*</sup> Lotus Bawa	Account number <sup>*</sup> 004501555761	Currency <sup>*</sup> INR ▼
IFSC code ICIC0000045	SWIFT code Enter the SWIFT code if necessary	IBAN Enter the IBAN details

### Bank Address

Address line 1 <sup>*</sup> Line 1	Address line 2 <sup>*</sup> Line 2	
City <sup>*</sup> Hyderabad	State <sup>*</sup> Telangana ▼	Zip code <sup>*</sup> 500017

### Supporting documents

Upload RTGS authorisation letter	UPLOAD	
Upload cancelled cheque	UPLOAD	
Upload bank statement	UPLOAD	
Upload bank passbook copy with bank stamp	UPLOAD	
Upload supporting document	UPLOAD	

Make this my primary bank account