# 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).



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.

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**TATA**

○ India          ● Outside India

Contact first name          Contact last name

Company name (trade name on GST certificate)

Contact person e-mail

**Sign up**

Have an account? Sign in now

2.2 Sign-up page (international)



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

E-mail

Password

**Forgot Password?**

**Sign in**

Don't have an account? Sign up
For support, please write to support@tataprojects.com



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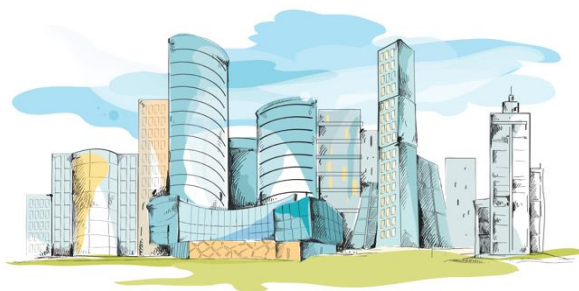
**TATA**

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

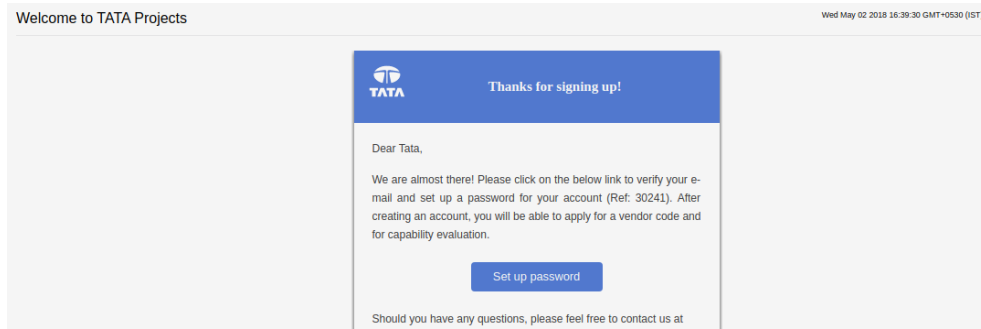Contact person e-mail
ganesh@tataprojects.com

Enter permanent account number (PAN)
ASGPP3594G

Re-enter permanent account number (PAN)
ASGPP3594G

**Sign up**

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.

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



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.
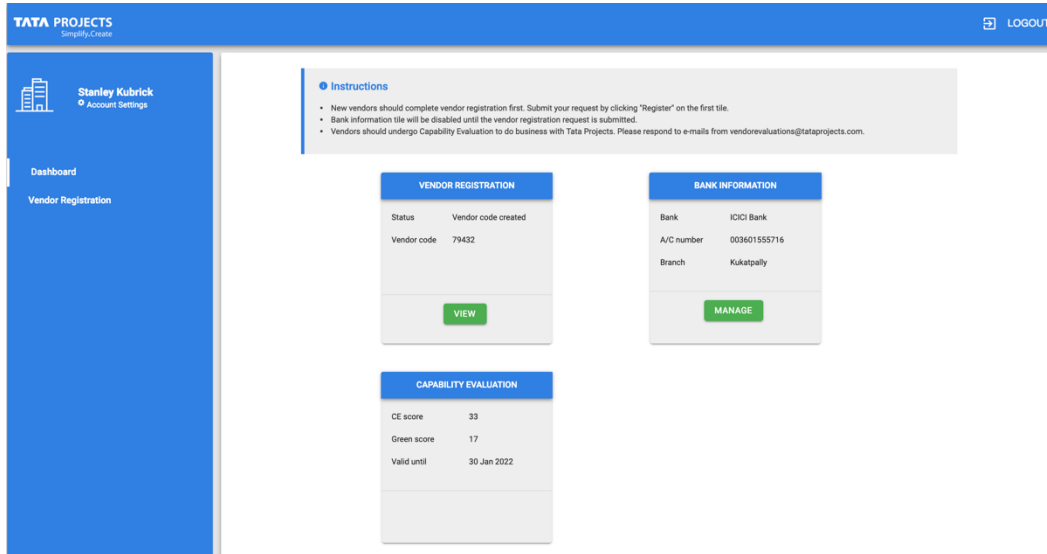


2.7 Vendor dashboard

## 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.



2.8 VCC form - 1

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.



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.



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.



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.
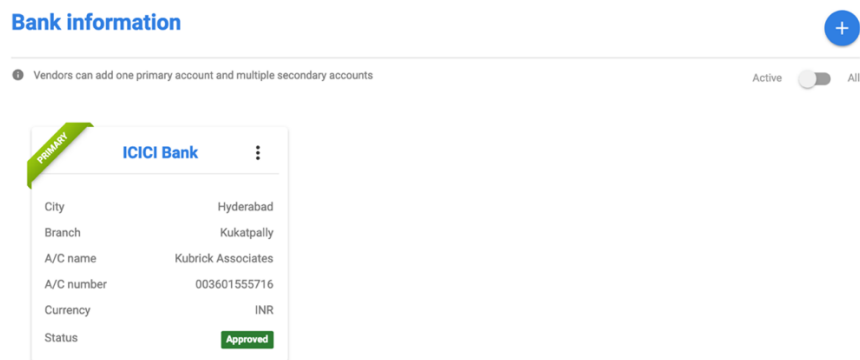


Vendors will be required to enter the following information on the bank creation page:

| | |
|---|---|
| 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 *
India ▼

Bank name *
ICICI Bank

Branch name *
Hyderabad

Account name *
Lotus Bawa

Account number *
004501555761

Currency *
INR ▼

IFSC code
ICIC0000045

SWIFT code
Enter the SWIFT code if neccessary

IBAN
Enter the IBAN details

## Bank Address

Address line 1 *
Line 1

Address line 2 *
Line 2

City *
Hyderabad

State *
Telangana ▼

Zip code *
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