

Lexys

TPL Vendor Portal Manual



April 1, 2020

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1. Solution Introduction

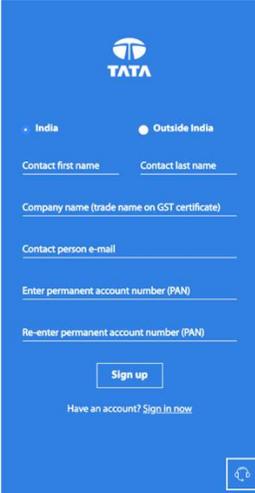
Brief description

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

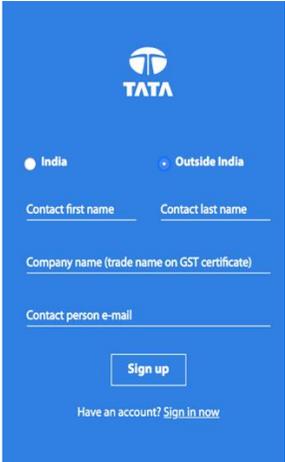
2.1 Vendor Registration

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.



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



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:

Company name (Trade name on GST certificate):

Contact person e-mail:

Enter permanent account number (PAN):

Re-enter permanent account number (PAN):

2.3 Sign-up success and failure messages

Welcome to TATA Projects Wed May 02 2018 16:39:30 GMT+0530 (IST)

TATA Thanks for signing up!

Dear Tata,

We are almost there! Please click on the below link to verify your e-mail and set up a password for your account (Ref: 30241). After creating an account, you will be able to apply for a vendor code and for capability evaluation.

Should you have any questions, please feel free to contact us at

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 ! @ # \$ & *

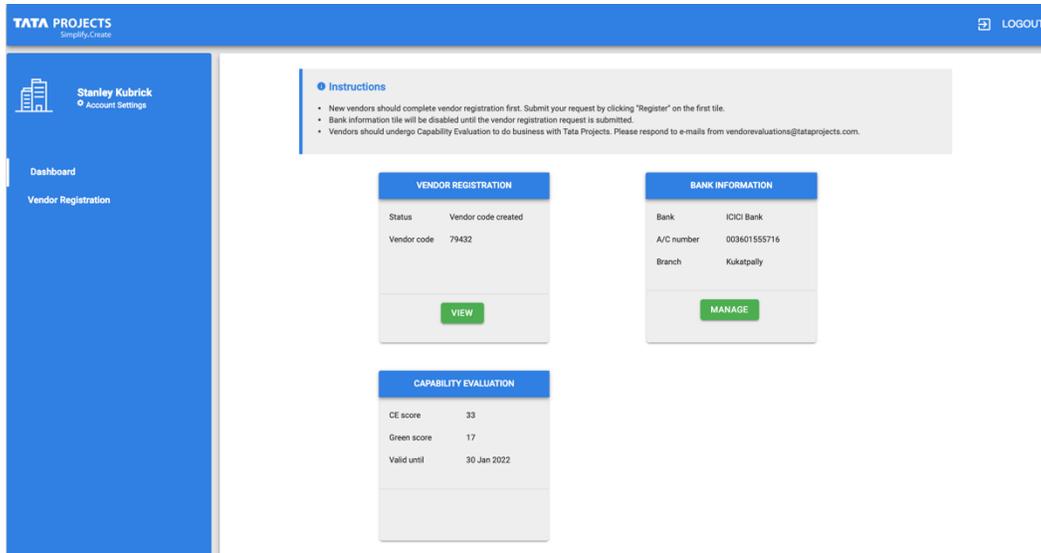
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2.6 Login screen

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 scores, 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	Auto populates as per Sign up page. On GST API validation, it is overwritten as per the Trade Name in the GST database
Company E-mail	Auto populates as per Sign up page
PAN	Not displayed to International vendors, Auto populates as per Sign up page and PAN ID is validated on the sign-up page. For existing Vendors PAN validation is available on the Vendor details page
Aadhar Number	Not displayed to International vendors,
GST Registration Type	Not displayed to International vendors. On GST API validation, it is overwritten as per the GST Type in the GST database
Tax Identification Number	Enter 12-digit TIN (if applicable)
Legal Name	On PAN API validation, it is overwritten by the Legal Name as in PAN Database
Company Type	Enter the company type
Company Constitution	Enter constitution as per GST registration. On GST API validation, it is overwritten as per the GST Type in the GST database
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, enter the GST ID and validate. A list of locations will be populated
Location	Select the location from the drop down list
Upload GST Document	Not displayed to International vendors
Address Line 1	Auto populates based on the location selected
Address Line 2	Auto populates based on the location selected
City	Auto populates based on the location selected
Postal Code	Auto populates based on the location selected
Phone Number	Enter phone number
Branch E-mail for Communication	Enter the e-mail contact for this branch. Email API allows only valid email address to get submitted
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, Email API allows only valid email address to get submitted
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/
- 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>		
Statutory information		
Company name * KUBRICK ASSOCIATES	Permanent account number (PAN) * KUBCI1234S	Company contact e-mail * kubrick@mailinator.com
Legal name * Kubrick Associates LLP	Company type * Other	Company Constitution (as per GST certificate) * Limited Liability Partnership (LLP)
Company nature * Indian Company	Aadhaar number 601098712312	Affirmative Action category * OPEN
Registration type (GST) * Regular	Tax Identification Number (TIN) 20109816012	
Annual turnover (in crores) 218		

2.8 VCC form - 1

PAN Validation is an important parameter in vendor registration. The Legal Name will be populated based on this validation call. 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. For detailed guidance, refer Cl. 2.6 of this manual. International vendors will not see India specific fields like MSMED, PAN, GST and Aadhaar.

MSMED information

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

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 ce 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. All vendors need to confirm that the PAN ID submitted on portal can be used for TDS deductions for the bills against their company names registered with us.

Add business details

Instructions

- This is an API enabled form. E-mail and GSTIN data will need to be validated automatically before you can submit it.
- Click on Validate below the GSTIN field and select the location from the drop down list in the location field
- Address details will be autopopulated and are not editable.
- Constitution and GST Registration Type you entered on the previous page will be overridden with data from GST portal.
- For new registrations, the company name on the previous page will be overridden as per the GST trade name

GST & address information

Country *
India ▼

State *
Select state ▼

CLOSE

SUBMIT

GST & address information

Country *
India ▼

State *
Select state ▼

GST ID *
Enter GST ID and click Validate

Validate

Reset

Upload GST document *

UPLOAD

Location

Address Line 1 *
Enter address line1

CLOSE

SUBMIT

Vendors can add multiple addresses. Each address can have multiple contacts. The contacts can be edited and deleted. Post Country and State Selection, the GST ID needs to be mentioned and validated. For Active GST IDs, a list of locations pertaining to this GST ID will auto populate and a selection can be done for specific location. Upon selection of location, the address lines, City Name and Pin code will auto populate and are non-editable fields. For addresses that are saved in ERP, with state names already populated, state and country selection will be disabled. GST ID needs to be entered as per the state name and post GST validation, location selection needs to be done. Form will be submitted only after GST validation is completed for all existing or newly added addresses. For detailed guidance, refer Cl. 2.7 of this manual. International vendors will not see India in the list of countries. Similarly, the email IDs will be validated and only active/valid email IDs can get submitted. For detailed guidance, refer Cl. 2.8 of this manual.

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 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.tataprojects.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 techno-commercially 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.

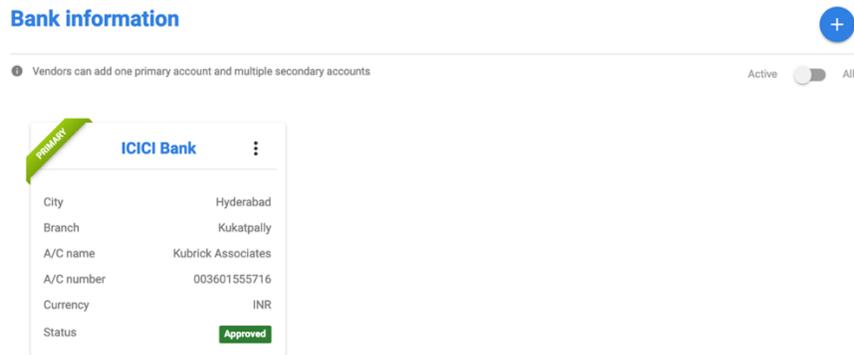
However, if the VCC Contact identifies any concerns with the form, they will send an e-mail with details on what needs to be changed or corrected. At this point, the Edit button will be enabled and the vendor can click on it to update his information and submit the form back for review.

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 * 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 necessary	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

2.5 Accepting Purchase/Work Orders

When Buyers uploads the PO/WO copy, vendors will receive an automatic e-mail notification asking them to accept the PO/WO online on the Vendor Portal. They will also see a “New” chip against the “My Purchase Orders” link on the left pane.

The screenshot shows the Vendor Portal interface. On the left is a blue sidebar with the user name 'SARADA DEVI' and 'Account Settings'. The sidebar contains links for 'My Dashboard', 'Vendor Registration', and 'My Purchase Orders' (which has a 'New' chip next to it). The main content area has an 'Instructions' section with three bullet points: 'New vendors should complete vendor registration first. Submit your request by clicking "Register" on the first tile.', 'Bank information tile will be disabled until the vendor registration request is submitted.', and 'Vendors should undergo Capability Evaluation to do business with Tata Projects. Please respond to e-mails from vendorevaluations@tataprojects.com.'. Below the instructions are two tiles: 'VENDOR REGISTRATION' showing 'Status: Vendor code created' and 'Vendor code: 33418' with a 'VIEW' button, and 'BANK INFORMATION' showing 'Bank: ICICI BANK LTD', 'A/C number: 000805500371', and 'Branch: ICIC0000008' with a 'MANAGE' button.

The screenshot shows an email notification from Tata Projects. The header is blue with the Tata logo and the text 'Accept PO/WO: SBU -Urban Infra-11745 awarded by Tata Projects'. The body of the email reads: 'Dear Vendor, A Purchase/Work Order has been added to your Vendor Portal account. Please login to your account using your credentials and view the PO/WO. After viewing the PO/WO, you will need to accept it before downloading a copy.' At the bottom, there is a blue button that says 'Log in to Vendor Portal'.

Vendors can click on the link in the e-mail to go to the Vendor Portal. The login will be the e-mail ID used by the vendor to register on the portal. Passwords can be regenerated by using the Forgot Password functionality available on the Sign In Page. After logging in, they need to click on

Purchase Orders on the left pane to see PO/WO copies added to their account by respective buyers.

ERP code	PO/WO number	PO amount	BU	View Document	Action
70630	N/A	N/A	N/A	View	Download
70630	8618	18200	SBU-UI	View	Accept
70630	9421	47996	SBU-UI	View	Download
70630	10003	27750	SBU-UI	View	Download
70630	8618	18200	SBU-UI	View	Download
70630	11745	141864	SBU-UI	View	Accept

Vendors can only view POs before accepting them. They can neither print nor save them. After viewing the PO, the vendors need to accept the PO by clicking on Accept, which would bring the following prompt.

Please confirm

This PO/WO is deemed to be acceptable with all its Terms and Conditions unless specifically notified to the concerned TPL buyer and an amendment is issued.

I confirm that I have read the Purchase/Work Order and agree to Terms & Conditions mentioned in it.

CANCEL **ACCEPT**

Vendors should check the “I confirm that I have read the Purchase/Work Order and agree Terms & Conditions mentioned in it.” options to be able to Accept the PO/WO. Otherwise, the button will be grayed out (disabled). Once accepted, the vendor can download a copy of the PO.

Purchase/Work Orders

Search

View, accept and download your Purchase/Work Orders

ERP code	PO/WO number	PO amount	BU	View Document	Action	Uploaded on
33418	6434	2351980	SBU-CORP	View	Download	31 Jan 20
33418	6434	2351980	SBU-CORP	View	Accept	03 Feb 20
33418	5473	250000	SBU-CORP	View	Accept	03 Feb 20
33418	6434	2351980	SBU-CORP	View	Accept	03 Feb 20
33418	6434	2351980	SBU-CORP	View	Accept	03 Feb 20
33418	5473	250000	SBU-CORP	View	Download	03 Feb 20
33418	4546	900000	SBU-CORP	View	Download	03 Feb 20
33418	6434	2351980	SBU-CORP	View	Download	03 Feb 20
33418	4546	900000	SBU-CORP	View	Download	03 Feb 20
33418	6434	2351980	SBU-CORP	View	Download	03 Feb 20
33418	6434 <small>New</small>	2351980	SBU-CORP	View	Accept	07 Feb 20

2.6 PAN API Validation

The sign-up page on the vendor portal is integrated with the PAN API, which means that the PAN entered by the vendor is checked against the National Securities Depository Limited (NSDL) database in real-time. If you get an error message that says "Invalid PAN", it means that the PAN you entered is either invalid or inactive. You cannot proceed with the registration if you get this error. You need to double check if you entered the correct PAN.

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[User Manual](#) [Document Checklist](#) [Help Video](#) [Support](#)

TATA

Invalid PAN

India Outside India

Contact first name: **Peter** Contact last name: **Cohen**

Company name (trade name on GST certificate): **Cohen Associates**

Contact person e-mail: **cohen@mailinator.com**

Enter permanent account number (PAN): **COHEN1234P**

Re-enter permanent account number (PAN): **COHEN1234P**

[Sign up](#)

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

If the PAN you entered is valid, then you will see that the legal name on the form is automatically picked up from the company name as it exists in the PAN database.

Vendor code registration

VENDOR DETAILS

BUSINESS DETAILS

Enter statutory information which includes company type, permanent account number (PAN) details and MSMED category etc.

Statutory information

Company name *	Company contact e-mail *	Permanent account number (PAN) *
PYROTECH WORKSPACE SOLUTIONS LIMITED	pyrotech@mailinator.com	AAECP0655M
		PAN validated
Legal name *	Company type *	Company Constitution (as per GST certificate) *
PYROTECH WORKSPACE SOLUTIONS PRIVATE	Other	Limited
Company nature *	Aadhaar number	Affirmative Action category *
Indian Company	556677889911	OTHERS
Registration type (GST) *	Tax Identification Number (TIN)	
Regular	Enter Tax Identification Number (TIN)	

If you are an existing vendor, you will need to click on the Validate button beneath the PAN to validate it if you have not already done so. The form will not proceed to the next page without completing this validation.

Vendor code registration

VENDOR DETAILS

BUSINESS DETAILS

Enter statutory information which includes company type, permanent account number (PAN) details and MSMED category etc.

Statutory information

Company name *	Company contact e-mail *	Permanent account number (PAN) *
PYROTECH WORKSPACE SOLUTIONS LIMITED	pyrotech@mailinator.com	AAECP0655M
		Validate
Legal name *	Company type *	Company Constitution (as per GST certificate) *
PYROTECH WORKSPACE SOLUTIONS PRIVATE	Other	Limited
Company nature *	Aadhaar number	Affirmative Action category *
Indian Company	556677889911	OTHERS
Registration type (GST) *	Tax Identification Number (TIN)	
Regular	Enter Tax Identification Number (TIN)	

2.7 GST API Validation

On the Business Details page, when the domestic vendors are adding or editing address information, it is mandatory to validate GST information. In fact, the address information is automatically pulled up from the GST database after successful validation.

Instructions

- This is an API enabled form. E-mail and GSTIN data will need to be validated automatically before you can submit it.
- Click on Validate below the GSTIN field to validate GST details and auto-populate address information.
- Constitution and Registration Type you entered on the Vendor Details page will be overridden with data from GST portal.

GST & address information

Country *
India ▼

State *
Delhi ▼

GST ID *
07AAECP0655M1Z2
[Validate](#)

aab9aad323c7ae9fca583ee749 [UPLOAD](#)

After successful validation, vendors need to select the address from the list of addresses in the location dropdown. One GSTIN could have multiple location based on how many offices or facilities the vendor submitted when registering for GST. After you select the appropriate location, the Address Line 1, Address Line 2 and City fields are populated automatically and are not editable. If City name is found blank, then you need to mention the same.

Location ▼

Address Line 1 *
Marketing Office, Central Region

Address Line 2
GE Road Mandir Hasuad

City *
RAIPUR

Postal Code *
400001

Phone *
04066238876

Branch e-mail for communication *
sureshn@tataprojects.com

FAX number
Enter FAX number

2.8 E-mail API Validation

For every e-mail entered by vendors (branch e-mail or contact e-mail), the portal will check if the e-mail is active and deliverable in real-time using an API. If you enter an e-mail that does not exist, you will see an error message like the below and the form will not submit until a correct and deliverable e-mail is entered.

Branch e-mail for communication *	FAX number
sureshn@tataprojects.com	Enter FAX number

Contact information

[+ ADD CONTACT](#)

Contact person first name	Contact person last name
Contact person first name	venkat

Contact person email	Contact person mobile
harshad.patil@lexyslabs.com	9703066186

The e-mail you entered does not existw