



# MANUAL FOR VENDORS

## PSIPL VENDOR CONNECT

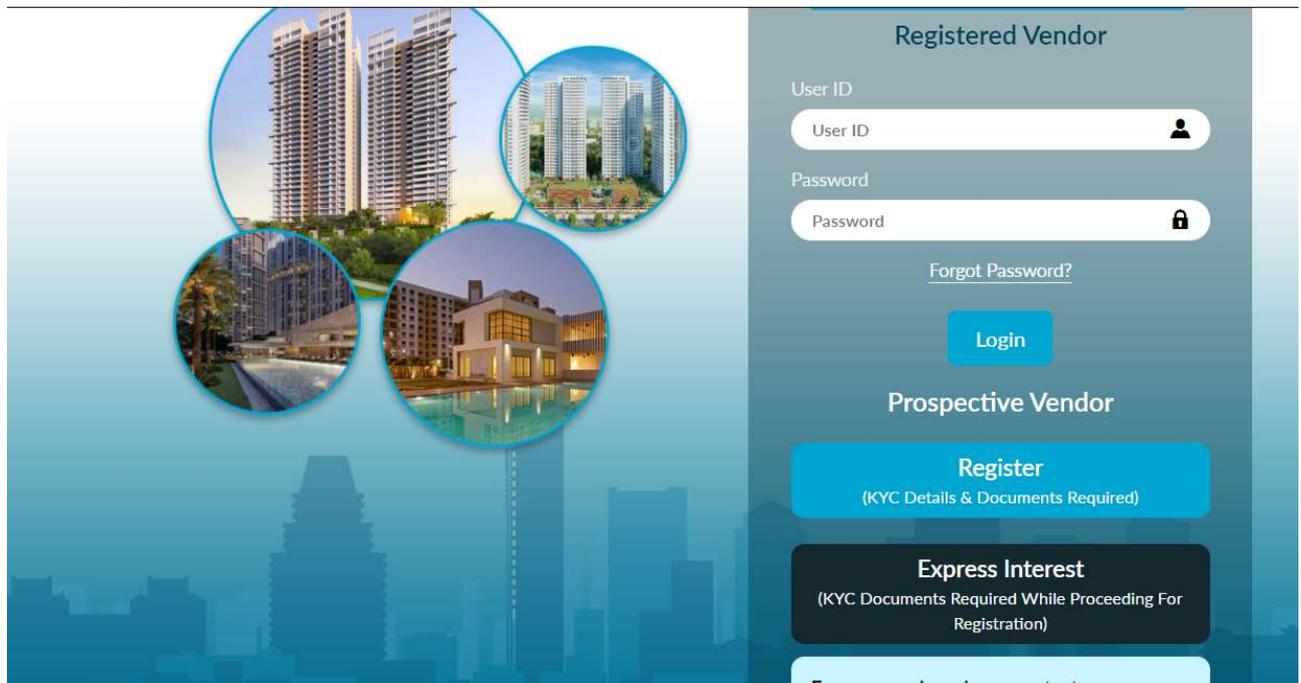
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Manual for prospective vendor to raise expression of interest and registration:

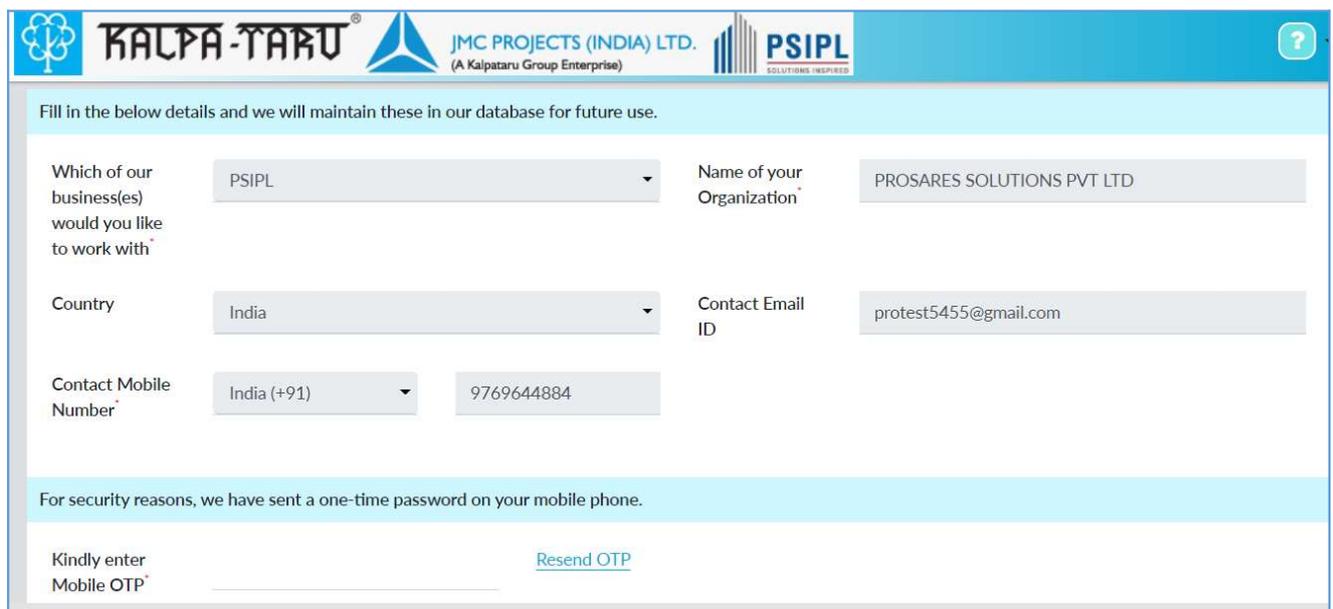
## How to Express interest for Business units?

Step 1: The user to click on Expression of interest as shown below.



The screenshot displays a user interface for vendor registration. On the left, there are four circular images showing modern high-rise buildings and a commercial building. On the right, the interface is divided into two main sections: 'Registered Vendor' and 'Prospective Vendor'. The 'Registered Vendor' section includes a 'User ID' field with a search icon, a 'Password' field with a lock icon, a 'Forgot Password?' link, and a blue 'Login' button. The 'Prospective Vendor' section features a large blue 'Register' button with the text '(KYC Details & Documents Required)' below it, and a dark grey 'Express Interest' button with the text '(KYC Documents Required While Proceeding For Registration)' below it. At the bottom, there is a partially visible light blue button with the text 'For any queries, please contact:'.

Step 2: Following fields marked with ' \* ' are mandatorily to be filled by the user.



The screenshot shows a registration form with the following details filled in:

- Header: KALPA-TARU, JMC PROJECTS (INDIA) LTD. (A Kalpataru Group Enterprise), PSIPL SOLUTIONS INSPIRED
- Instruction: Fill in the below details and we will maintain these in our database for future use.
- Field 1: Which of our business(es) would you like to work with\* (PSIPL)
- Field 2: Name of your Organization\* (PROSARES SOLUTIONS PVT LTD)
- Field 3: Country (India)
- Field 4: Contact Email ID (protest5455@gmail.com)
- Field 5: Contact Mobile Number\* (India (+91) 9769644884)
- Message: For security reasons, we have sent a one-time password on your mobile phone.
- Field 6: Kindly enter Mobile OTP\* (with a Resend OTP link)

User to enter the OTP send to the **Contact mobile number** entered by the user.

User to click on proceed.

Step 3: User will be pushed to the next page and will be asked for more detail to be entered in order to complete express of interest.

User to fill following details:

User to fill all the fields marked mandatory in the preceding image. Once all the fields the filled the can click on Submit, to submit the Expression of interest form.

The user is direct to the Registration page on clicking “Yes, lets proceed with registration”.

**Alternatively**

The user can continue with registration from login page.

## How to do Registration for prospective vendor?

The user can continue with registration from login page by the clicking on registration as shown below:

The screenshot shows the 'Kalpataru Partner Universe' login and registration page. At the top, there are logos for Kalpataru, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL (Solutions Inspired). The page is divided into two main sections: 'Registered Vendor' and 'Prospective Vendor'. The 'Registered Vendor' section includes a 'Welcome To Kalpataru Partner Universe!' message, a 'User ID' field with the value 'spsuat01', a 'Password' field with masked characters, a 'Forgot Password?' link, and a 'Login' button. The 'Prospective Vendor' section includes a 'Register' button (with the note '(KYC Details & Documents Required)') and an 'Express Interest' button (with the note '(KYC Documents Required While Proceeding For Registration)'). The background features circular images of modern buildings and a swimming pool.

Step 4: If the user wishes to register himself, on clicking register the user is shown the following page:

The screenshot shows the 'Vendor Registration Request' form. The form is divided into several sections. The top section has a header with logos for Kalpataru, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL (Solutions Inspired). The form fields are as follows:

Which of our businesses would you like to work with*	PSIPL	Vendor Type*	Domestic Consultancy Vendor	
Name of your Organization*	AOP	PROSARES SOLUTIONS PVT LTD	Contact Email ID*	protest5455@gmail.com
Country Name*	India	Contact Mobile Number*	India (+91)	9769644884
Captcha*				

User to fill all the fields that are marked with '\*' which signifies mandatory fields.

User to enter the OTP send to the **Contact mobile number** and **Contact Email ID** entered by the user.

User to click on proceed on entering the OTP.

Step 5: On clicking proceed the user will be directed to the Introduction form of the registration process.

The screenshot shows the 'Introduction' form of the registration process. The header includes the Kalpa-Taru logo, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL Solutions Inspired. The navigation bar shows six steps: INTRODUCTION, KYV DETAILS, VERIFICATION, BANK DETAILS, OTHER DETAILS, and DOCUMENTS. The form fields are as follows:

Which of our business would you like to register with*	PSIPL	Vendor Type*	Domestic Consultancy Vendor
Name of your Organization*	Private <input type="checkbox"/> PROSARES SOLUTIONS PVT LTD	Vendor Primary Email*	protest5455@gmail.com
Vendor Primary Mobile*	9769644884	Contact Person Name*	Mr <input type="checkbox"/> PRO TEST5455
Contact Person Designation*	MARKETING HEAD	Registered Office Address - Pincode*	400064
Registered Office Address - City*	MUMBAI	Registered Office Address - State*	Maharashtra

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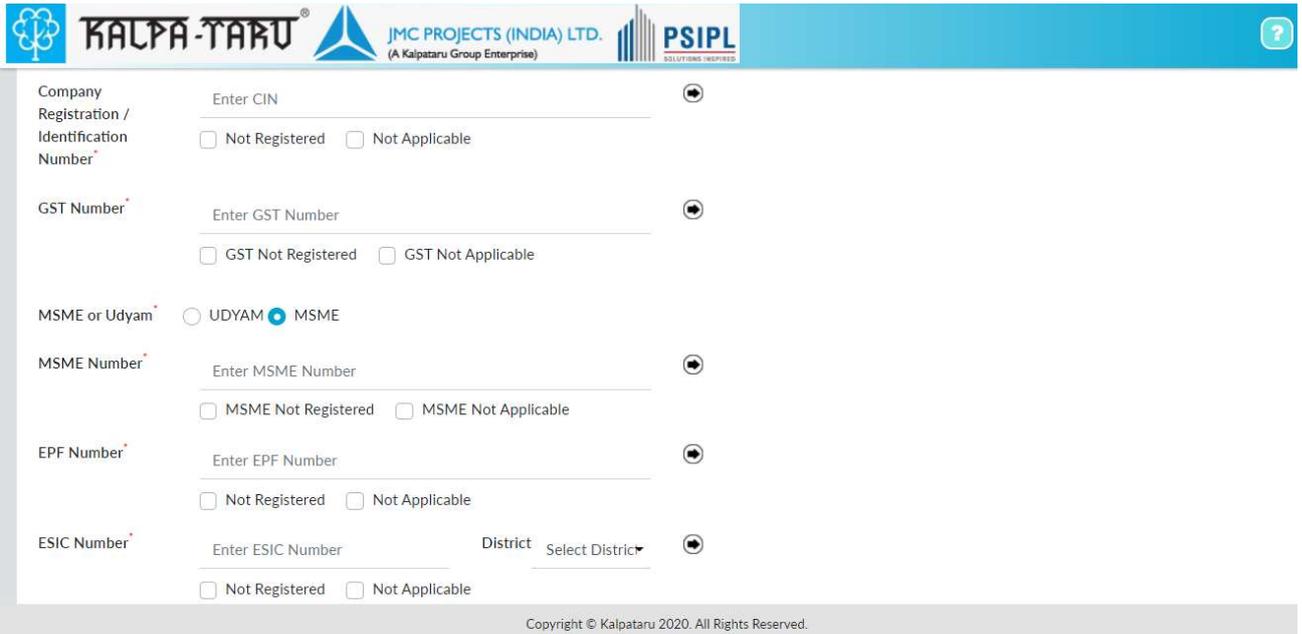
- The user should fill all mandatory data (Marked ‘\*’) asked by the form.
- The top ribbon shows the location of the user on the registration form. As the user moves on the form, this ribbon shows the current page on which the user is, along with the previous and next pages of the form.

On filling all the details, the user can click on next to move the KYV detail page.

Step 6: On KYV details page user can fill in his details as follows:

The screenshot shows the 'KYV Details' form in the registration process. The header includes the Kalpa-Taru logo, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL Solutions Inspired. The navigation bar shows six steps: INTRODUCTION, KYV DETAILS, VERIFICATION, BANK DETAILS, OTHER DETAILS, and DOCUMENTS. The form fields are as follows:

Country Of Tax Residency*	India
Date of Incorporation/ Birth*	DD-MM-YYYY
PAN Number*	Enter PAN <input type="button" value="↻"/> <input type="checkbox"/> Not Registered <input type="checkbox"/> Not Applicable
Vendor Category/Type of Work*	Select Category



Company Registration / Identification Number\*  
Enter CIN  
 Not Registered  Not Applicable

GST Number\*  
Enter GST Number  
 GST Not Registered  GST Not Applicable

MSME or Udyam\*  UDYAM  MSME

MSME Number\*  
Enter MSME Number  
 MSME Not Registered  MSME Not Applicable

EPF Number\*  
Enter EPF Number  
 Not Registered  Not Applicable

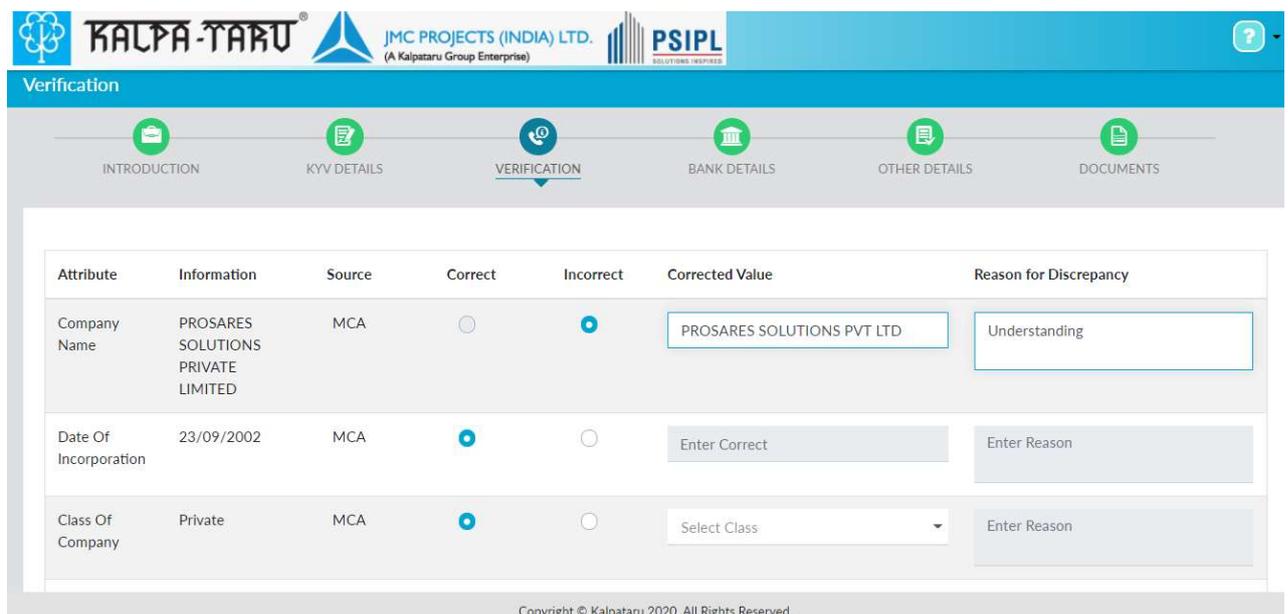
ESIC Number\*  
Enter ESIC Number District Select District  
 Not Registered  Not Applicable

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- The user has to select the Country of residency. The above page shows KYV details page for an Indian user. For a foreign user, the KYV details have to Tax residency number.
- Before enter the user enters pan details, the user has to Select the date of Incorporation/birth.
- The user has to enter Captcha against every detail entered on the KYV page.
- If the user doesn't have any of the mandatory details as asked, he can either choose to tick **Not Registered** to mark that the vendor doesn't have the registered document, or can tick **Not Applicable** to mark that the user is not applicable to these documents.

The user to click next once all the details are entered.

Step 7: On clicking next on KYV details page the user is moved to KYV verification page, where resultant fields are displayed, depending upon details filled in the KYV details page.



Attribute	Information	Source	Correct	Incorrect	Corrected Value	Reason for Discrepancy
Company Name	PROSARES SOLUTIONS PRIVATE LIMITED	MCA	<input type="radio"/>	<input checked="" type="radio"/>	PROSARES SOLUTIONS PVT LTD	Understanding
Date Of Incorporation	23/09/2002	MCA	<input checked="" type="radio"/>	<input type="radio"/>	Enter Correct	Enter Reason
Class Of Company	Private	MCA	<input checked="" type="radio"/>	<input type="radio"/>	Select Class	Enter Reason

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The screenshot shows a KYV (Know Your Vendor) details page. At the top, there are logos for Kalpa-Taru, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL. Below the logos, there are several rows of information, each with a field name, a value, a source (MCA, NSDL, GST), a status indicator (radio buttons), and input boxes for 'Enter Correct' and 'Enter Reason'.

Registered Address - PinCode	400062	MCA	<input checked="" type="radio"/>	<input type="radio"/>	Enter Correct	Enter Reason
Registered Office Address	104 ACME ENCLAVEOFF LINK ROAD GOREGAON (WEST) MUMBAI MH 400062 IN	MCA	<input checked="" type="radio"/>	<input type="radio"/>	Enter Correct	Enter Reason
CIN Status	Active	MCA	<input checked="" type="radio"/>	<input type="radio"/>	Select CIN Status	Enter Reason
PAN Status	Active	NSDL	<input checked="" type="radio"/>	<input type="radio"/>	Select Status	Enter Reason
GST Status	Active	GST	<input checked="" type="radio"/>	<input type="radio"/>	Select GST Status	Enter Reason

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Here the portal displays the details depending on the details filled on the KYV details page.

- The user verifies the details fetched from the government sites displayed on the portal. User can edit these details to correct them.
- The page displays the attributes, information of the attributes, and the source of information of the attributes.
- If the information entered by the user conflicts with the information fetched from the gov. site, the portal marks it as incorrect and the User will have to enter the correct value in the corrected value box and will also have to state the reason for discrepancy.

On clicking next, the portal saves the data and moves the user to the next page.

Step 8: On clicking next on KYV verification page, the portal moves the user to bank details page.

The screenshot shows the 'Bank Details' page. At the top, there are logos for Kalpa-Taru, JMC Projects (India) Ltd. (A Kalpataru Group Enterprise), and PSIPL. Below the logos, there is a navigation menu with icons for INTRODUCTION, KYV DETAILS, VERIFICATION, BANK DETAILS (highlighted), OTHER DETAILS, and DOCUMENTS. The main content area contains a form for entering bank details.

Bank IFSC/SWIFT Code *	Bank IFSC/SWIFT Code	Bank Name *	Bank Name
Bank Branch *	Bank Branch	Branch Address *	Branch Address
Account Holder Name	PROSARES SOLUTIONS PVT LTD	Account Number *	Account Number <span style="float: right;">+ Add</span>

IFSC Code	Bank Name	Bank Branch	Bank Address	Holder Name	Account Number	Action
ICIC0000004	ICICI BANK LTD	MUMBAI - NARIMAN POINT	215, FREE PRESS HOUSE, FREE PRESS MARG, NARIMAN POINT, MUMBAI. 400021	PROSARES SOLUTIONS PVT LTD	332514569855	<input type="checkbox"/> <input type="checkbox"/>

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The page displays information about the bank details of the prospective vendor.

- User has to enter only his/her Bank IFSC code, while the portal auto fills the bank name, bank branch, and branch address.
- On clicking 'Add' the bank details are saved in the portal.

On clicking next, the user is moved to the next page.

Step 9: On clicking next, the user is moved to the next page i.e, other details page.

**Other Details**

INTRODUCTION KYV DETAILS VERIFICATION BANK DETAILS **OTHER DETAILS** DOCUMENTS

**Corresponding Address** Add

Is Same as Registered Address	Contact Pincode	City	State	Address Type	Address Line	Action
<input checked="" type="checkbox"/>	400064	MUMBAI	Maharashtra	Correspondence Address	104 ACME ENCLAVE OFF	

Telephone: 022355468

Back Next

The customer to enter Additional details required by the company.

On clicking next, the portal saves the entered details and moves the user to Upload document page.

Step 10: On upload document page, the user has upload document which is has claimed to have in the KYV details page and various other document, depending on the vendor type selected.

**Document Details**

INTRODUCTION KYV DETAILS VERIFICATION BANK DETAILS OTHER DETAILS **DOCUMENTS**

Note: Only Image or PDF documents are accepted. Maximum file size per document = 25MB.

PAN Document*	Dummy.pdf	Attach
CIN*	Dummy.pdf	Attach
GST Registration*	Dummy.pdf	Attach
Udyog Aadhaar Registration*	Dummy.pdf	Attach

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- If the user has marked **Not applicable** or **Not registered** in any of the field in the KVV detail page, then those fields have declaration sample document link beside it. The user has to download this document by clicking on the link, fill in the details, and upload it under the respective field.
- The user can save the information declared by him/her by clicking save button.
- The user can submit the information by clicking submit. On clicking submit the document is saved and the user is provided with a request identification code.

On clicking 'OK' the user is logged out of the form and redirected to the login/registration page.

The screenshot shows a registration form with the following fields and actions:

- GST Registration**: Dummy.pdf, Attach
- Udyog Aadhaar Registration**: Dummy.pdf, Attach
- Cancelled Cheque\_332514569855**: Dummy.pdf, Attach
- Bank Transfer letter**: Dummy.pdf, Attach, [Bank Transfer Letter Sample](#)
- Other**: Attach

A confirmation pop-up is displayed in the center of the form:

Thank you. Your request for registration is sent for verification & approval. ✕  
Registration ID: PS0000000004. We will inform you upon approval

Buttons: [OK](#), [← Back](#), [Please wait...](#), [Please wait...](#)

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## Registered Vendor:

### First Time Login:

Once the vendor request sent by the user is approved, an Email is sent to the user confirming that the request is accepted and the details that has been sent is now registered.

Dear Test Test ,

A new vendor registration request has been approved by the Business SPOC on the vendor portal.

A summary of request is as follows:

Request ID: PS0000000310

Organization Name: qwertyu wertyu

Contact Person Name: Mr Test Test

Contact Person Email ID: [ppsipl03@gmail.com](mailto:ppsipl03@gmail.com)

Contact Person Mobile Number: 6849842689

Contact Person Designation: Director

Business Unit: PSIPL

Vendor Type: Domestic Consultancy Vendor

Request Approved By: {BusinessHODName}

Approval Remarks:

Click here [link](#) to view the details of the request.

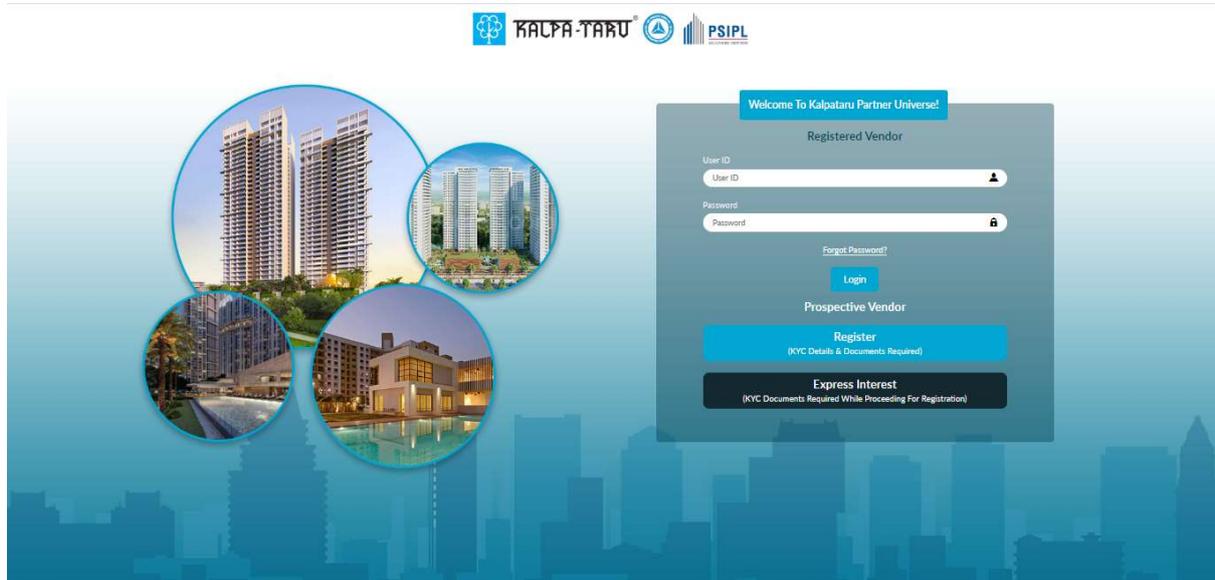
Thanks & Regards,

PSIPL Vendor OnBoarding Portal Team

The User name is the Email ID provided and a default password is set.

A hyperlink to the portal is provided.

Step 1: clicking the hyperlink in the mail, the user is directed to the login page of the portal.



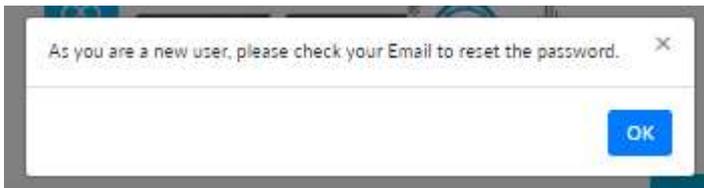
Step 2: The user can enter his 'user name' and 'password' as mentioned in the mail.

Step 3: On entering the credentials, click Login.

Step 4: The portal identifies the credentials and sends an OTP to the registered Email address.



Step 5: On verifying the OTP a password reset link is sent to the registered Email ID. On clicking 'Resend OTP' a OTP is resent to the user email ID.



Step 6: On clicking the link in mail,

Dear Test Test ,

Please access the URL given below to reset your password: [Click Here](#)

Thanks & Regards,  
PSIPL Vendor OnBoarding Portal Team

the user is directed to the portal where he is asked to enter 'New Password'.

Step 7: The user has to enter the New Password and enter the password again to confirm the password.

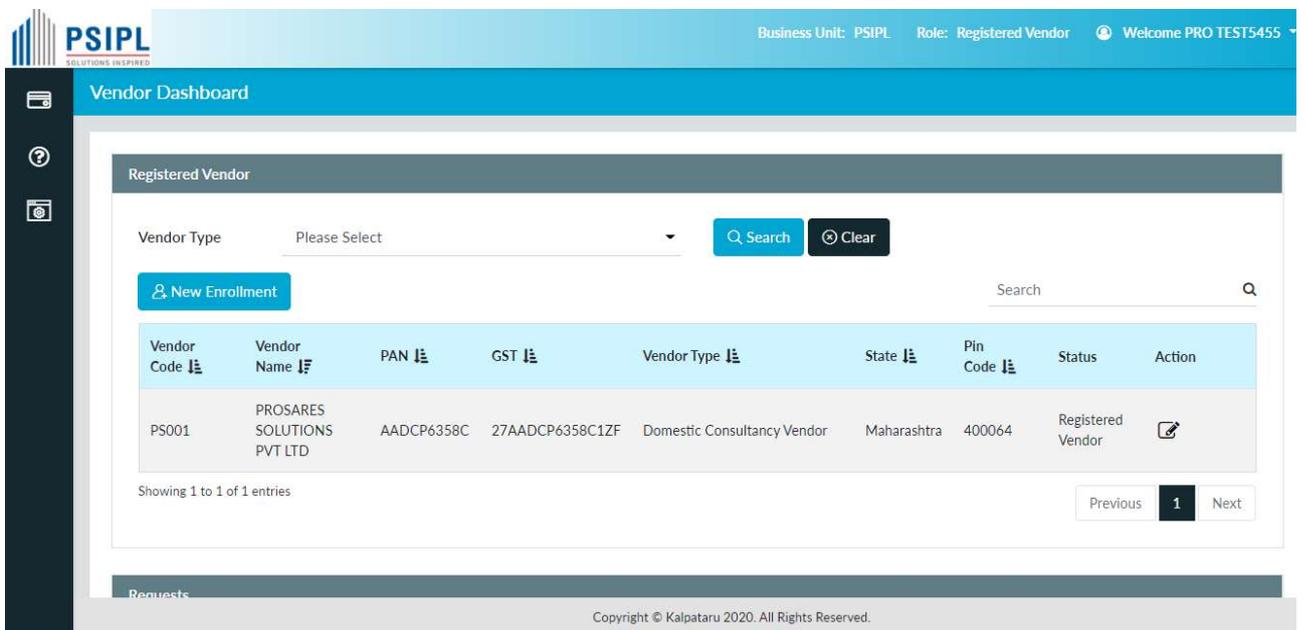


Step 8: On confirming the password a 'Password Reset Successful' message is prompt to the user and the user is asked to re-enter using his credentials.

Step 9: The user has to enter his registered Email ID and the newly created password on the login portal and click login.

Step 10: The user has to enter 6 digit OTP received on the Email and then Click verify.

Step 11: On verification the vendor is logged on his vendor dashboard.



## Dashboard:

Below is the dashboard of the vendor.

Registered Vendor

Vendor Type Please Select

Search

Vendor Code	Vendor Name	PAN	GST	Vendor Type	State	Pin Code	Status	Action
PS001	PROSARES SOLUTIONS PVT LTD	AADCP6358C	27AADCP6358C1ZF	Domestic Consultancy Vendor	Maharashtra	400064	Registered Vendor	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries  **1**

Requests

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- The Vendor can sort its searches vendor category and vendor type wise.
- The initial request registered with the portal is viewed in the **vendor details** section. Here the user can view the Vendor name, registration ID, request date, vendor category, vendor type, country of tax residency, and status.
- The user can also view and edit the request as required. When user clicks the view option the request form is opened. User can view the details entered in the request.
- To edit the form, the user can click the edit option. On doing so, the request form is shown to the user where the user can edit the form.
- In the **vendor code** section, the user can view all the new request that are raised by the user. These are new enrolment request which will be differentiated by vendor codes. The view can see a specific request's vendor name, registration ID, request date, vendor category, vendor type, country of tax residency, and status.
- In the **pending request** section, the user can view all the request that were raised for new enrolment or for changes. This section shows the ongoing request that are awaiting approval.

## New Enrolment:

To create a new enrolment, the user has to be present on the Vendor dashboard.

Step 1: In vendor details section, click on new enrolment.

Vendor Details

Step 2: The user is moved to vendor registration request page where it is asking to select Business Unit, vendor type, Country name. the fields like Contact email ID and contact mobile number remains the same.

PSIPL SOLUTIONS INSPIRED Business Unit: PSIPL Role: Registered Vendor Welcome PRO TEST5455

### Vendor Registration Request

Which of our businesses would you like to work with: PSIPL

Vendor Type: Select Vendor Type

Country Name: India

Contact Email ID: protest5455@gmail.com

Contact Mobile: 9769644884

Submit

Step 3: On clicking Submit the user is redirected to the registration page.

Step 4: On filling all the necessary details for the registration page the user can submit the form which is forwarded for approval.

## Vendor User:

In the LHS column masters tab is seen:

PSIPL SOLUTIONS INSPIRED Business Unit: PSIPL Role: Registered Vendor Welcome PRO TEST5455

### Vendor Registration Request

Which of our businesses would you like to work with: PSIPL

Vendor Type: Select Vendor Type

Country Name: India

Contact Email ID: protest5455@gmail.com

Contact Mobile: 9769644884

Submit

Here the vendor can extend the registered vendor request of the current entry to another email and contact number.

Step 1: Move the cursor to the LHS of the page where a column appears.

Step 2: Under the masters' dropdown, select vendor user.

Step 3: On clicking the vendor user, user will be directed to Vendor Initiator dashboard

The screenshot shows the PS IPL Initiator Dashboard. At the top, the PS IPL logo is on the left, and the user's role and name are on the right: "Business Unit: PS IPL Role: Registered Vendor Welcome PRO TEST5455". Below the header is a dark sidebar with navigation icons. The main content area is titled "Initiator Dashboard" and contains an "Add New" button, a search bar, and a table with one entry. The table has columns for Vendor Name, Contact Person Name, Contact Email, Contact Number, Type, and Action. The entry is for "PROSARES SOLUTIONS PVT LTD" with contact person "PRO TEST5455" and email "protest5455@gmail.com". Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" navigation buttons.

Vendor Name	Contact Person Name	Contact Email	Contact Number	Type	Action
PROSARES SOLUTIONS PVT LTD	PRO TEST5455	protest5455@gmail.com	9769644884	Registered Vendor	

Step 4: Click on Add New

The screenshot shows the PS IPL form for adding a new vendor. The form has fields for Name, Contact Email, Contact Number, and Is Active. The Name field contains "PRO TEST5455", Contact Email contains "protest5455@gmail.com", and Contact Number contains "9769644884". The Is Active checkbox is checked. At the bottom, there are "Submit" and "Back" buttons.

Step 6: The user has to fill out details and then click Submit.

Step 7: The newly added email ID will receive the credentials access and will be able to Add, view and modify request.

The user will be able edit the vendor account by clicking the Edit button in the action column.

Step 8: Click the Edit button in the action column.

Step 9: The user can edit the name and contact number in the request. The user will not be able to edit Organisation name and contact email ID.

Step 10: On doing the necessary changes the user can click submit to save the changes.