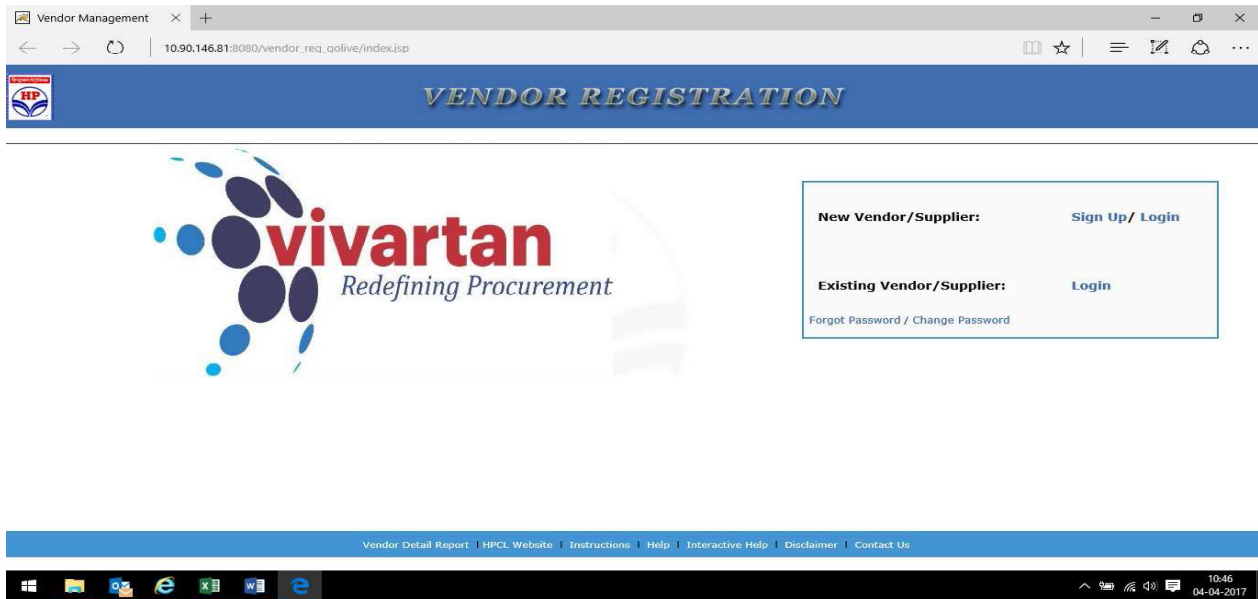


INSTRUCTIONS ONLINE REGISTRATION

On our corporate website www.hindustanpetroleum.com (Most Sought Links) a link is provided for '**Vendor registration**'. The portal has been revamped to facilitate vendors for updation of latest information like Change in company profile, Increase/decrease of Financial status, Addition/deletion of Item class etc.

The process for updation of details and for new registration is illustrated below:

Home page revised in "Vendor Registration" link as below:



There are two options for login:

- A) New Vendor/supplier
- B) Existing vendor/ supplier.

For Option A:

Vendors who have registered as new Vendor thru' online Vendor Registration Application on Portal and their 8-digit Vendor Code was generated through VMO approval process need to access

New Vendor/Supplier

Login option using **HP Application** and **password** (password of online Vendor Registration Application sent to e-mail) to submit application.

Select ▼

New Vendor/Supplier:	Sign Up/ Login
Application No*	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="SUBMIT"/>	
Existing Vendor/Supplier:	Login
Forgot Password / Change Password	

After login the Portal, select and complete all the Forms and submit.

For Option B:

Vendors who were manually registered in JDE directly by HPCL can use option of **Existing Vendor/Supplier** login screen, can submit KVV application through the same screen using **8-digit Vendor code** and (e.g. 2800012, 2710000 etc.) with **BTS password** for updation of details.

Following is the screen shot:

1. Basic Information:

TATA STEEL

Basic Information

Company Name
(Complete name of the Company as required to be printed on Cheque/DD) TATA STEEL

Year Of Establishment 2009

Type Of Registration Permanent Vendor Registration

Status Indian

PANNO

Organization Type

Type of Organization: **Co-Operative Society**

Whether Small scale Industry: YES NO

MSME Type

Whether MSME: YES NO

MSME Type: **National Small Scale Industrie**

MSME Reg No. 2187MSME

MSME Registration Effective Date 02/10/2018

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2. Registered Office Address:

TATA STEEL

Registered Office Address

Address 1 314 BHAGIRATHPTRA

Address 2 INDORE

Address 3

City INDORE

District

Pin Code / Zip Code 452003

State **Madhya Pradesh**

Country **India**

Contact Person Ratul Borah

Designation Manager

Phone STD 022 24192674

Mobile 9619501681

Email ID ratul@hpcl.in

Website

Is Correspondence address same as Registered address? Yes No

Are you a Manufacturer? If Yes, provide factory address Yes No

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3. Primary location for Registration: Filled up the secondary HPCL locations. (by clicking on [Click Here if you like to do Business in Other HPCL Locations \(Secondary\)](#))

TATA STEEL

- Basic Information
- Registered Office Address
- Primary Location For Registration**
- Supply / Service / Contract Categories
- Registered Items
- Financial Details
- Licenses Details
- Other relevant details

SELECTED SBU / LOCATION / CITY / STATE

LOCNCD	SBU	LOCATION	CITY	STATE
14919	LUBES	SCCL - RG 1	ALIE	ANDHRA PRADESH
14920	LUBES	SCCL - OC 2	ALIE	ANDHRA PRADESH
14924	LUBES	SCCL - YELLANDU	ALIE	ANDHRA PRADESH
11711	RETAIL	DARAUNI IOC TOP	DARAUNI	BIHAR
11712	RETAIL	DARAUNI POL IRD	BEGUSARAI	BIHAR
12679	LPG	DARAUNI LPG	DARAUNI	BIHAR

Your action on this Menu is Complete, please go to the Next Action from the Menu (Left side).

To Clear all and New Selection Please Click Here.

PRINT

4. Supply / Service / Contract Categories:

Important Note: Please use Internet Explorer for Operating on this Screen.

Supplier

Note: Please Press Control KEY to Select Multiple Items.

Please Select Supply Category

- ADMIN SUPPLY
- CABLES-ELECTRICAL SUPPLY**
- CABLES-WIRES/ACCESSORIES SUPPLY
- CHEMICALS
- CIVIL CONSTRUCTION MATERIAL BULKS
- CVR-LPG EQUIPMENT
- CVR-LPG SUPPLY
- ELECTRICAL BULK
- ELECTRICAL EQUIPMENT

>> <<

Selected Supply Category

Selected Supply Category

Service

- Please Select Service
- ADMIN FACILITIES MANAGEMENT SERVICES
- ADMIN HORTICULTURE
- ADMIN INDUSTRIAL SECURITY
- ADMIN SERVICES
- CIVIL SERVICES
- CVR-LPG SERVICES
- INSTRUMENTATION SERVICES
- IT/TELECOM SERVICES
- LOGISTICS

>> <<

Selected Service

- Please Select Service
- ELECTRICAL SERVICES

Contract Category

- Please Select Contract
- ELECTRICAL WORKS
- INSTRUMENTATION WORKS
- IT/TELECOM WORKS
- MECHANICAL WORKS
- METAL WORKS
- NON-METAL WORKS
- PAINTS & COATS WORKS
- SAFETY WORKS
- TUBULARS-WORKS

>> <<

Selected Contract Category

- Please Select Contract
- CIVIL WORKS

SAVE

PRINT

5. Registered Items:

TATA STEEL

Basic Information *
 Registered Office Address *
 Primary Location For Registration *
 Supply / Service / Contract Categories *
 Registered Items *
 Financial Details *
 Licenses Details *
 Other relevant details *
 Attachments (Soft Copy) *

Detailed Input for Item under Registration

*Factory address is mandatory if the Type selected is Manufacturer.
 ----- Select Here -----

Item Description	Min. value (Rs in Lakhs)	Max. value (Rs in Lakhs)	Type	NSIC	Details (Max 100 char)	
SAVE						
<u>Existing Selected Item</u>						
NO	Item Description	Min. value (Rs in Lakhs)	Max. value (Rs in Lakhs)	Type	NSIC	Details (Max 100 Char)
<input type="checkbox"/>	CABLE- LAYING-380101	10	20	N/A	YES	Doc. attached
<input type="checkbox"/>	CABLE TRAY- INSTALLATION-380201	5	10	N/A	YES	Doc. attached
<input type="checkbox"/>	DISTRIBUTION BOARD- OTHERS-380750	15	35	N/A	YES	Doc. attached
<input type="checkbox"/>	BUILDING-5110	10	20	N/A	YES	Doc. Attached
<input type="checkbox"/>	CIVIL OTHERS-5190	5	15	N/A	YES	Doc. attached
PRINT UPDATE DELETE						

6. Financial details:

TATA STEEL

Basic Information *
 Registered Office Address *
 Primary Location For Registration *
 Supply / Service / Contract Categories *
 Registered Items *
 Financial Details *
 Licenses Details *

Financial Details

Period	Net Profit (Rs in Lakhs)	Annual turnover (Rs in Lakhs)
2020 - 2020		
2020 - 2020		
2020 - 2020		

Supporting Document for Financial Details Change No file chosen
 HP00064739_reReg_2019_11_01_11_58_04.zip

Job Handling Capacity

Value of the largest single order executed in the last 7 years (Amount in INR)

2500000

SAVE PRINT

* Copy of Audited balance sheet and profit loss copy needs to be submitted along with the form mandatorily.*

7. Licenses Details:

TATA STEEL

- Basic Information *
- Registered Office Address *
- Primary Location For Registration *
- Supply / Service / Contract Categories *
- Registered Items *
- Financial Details *
- Licenses Details *
- Other relevant details *
- Attachments (Soft Copy) *

Statutory Licenses / Registration Details :

[SQL0204] F0111 in PRODDTA type *FILE not found. Cause : F0111 in PRODDTA type *FILE was not found. If the member name is *ALL, the table is not partitioned. If this is an ALTER TABLE statement and the type is *N, a constraint or partition was not found. If this is not an ALTER TABLE statement and the type is *N, a function, procedure, trigger or sequence object was not found. If a function was not found, F0111 is the service program that contains the function. The function will not be found unless the external name and usage name match exactly. Examine the job log for a message that gives more details on which function name is being searched for and the name that did not match. Recovery . . . : Change the name and try the request again. If the object is a node group, ensure that the DB2 Multisystem product is installed on your system and create a nodegroup with the CRTNODGRP CL command. If an external function was not found, be sure that the case of the EXTERNAL NAME on the CREATE FUNCTION statement exactly matches the case of the name exported by the service program. Error in Page !!

Please enter all the licenses available by choosing from drop-down box. Any details not provided would mean that the specific license is not available with the applicant.

License Type	Details
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	
----- Select -----	

8. Other Relevant Details:

TATA STEEL

- Basic Information *
- Registered Office Address *
- Primary Location For Registration *
- Supply / Service / Contract Categories *
- Registered Items *
- Financial Details *
- Licenses Details *
- Other relevant details *
- Attachments (Soft Copy) *

Resources details & Experience

Resources Details/Experience (Max 200 characters) Completed 15 yrs in the relevant field

Manpower Status

Permanent Employees*	10
Qualified Employees (Engineer)*	2
Non Engineer Employees*	5
Supervisors*	2
Engaged Employees*	5
Others*	3
Total Employees*	27

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9. Attachments (Soft Copy):

TATA STEEL	Attachments (Soft Copy)	
	DOWNLOAD GST DOWNLOAD PAN CARD DOWNLOAD AUDITED BALANCE SHEET FOR LAST 3 YEARS DOWNLOAD LARGEST SINGLE ORDER	
Basic Information *	How to upload the FILES ??? Select The File(s) and compress it in ZIP format It should be Only ZIP format Size (each less than 1000 KB). Click on Browse Button and select the file and Click Upload Button To Save	
Registered Office Address *	GST:	<input type="button" value="Choose File"/> No file chosen (Required *)
Primary Location For Registration *	PAN CARD:	<input type="button" value="Choose File"/> No file chosen (Required *)
Supply / Service / Contract Categories *	AUDITED BALANCE SHEET FOR LAST 3 YEARS:	<input type="button" value="Choose File"/> No file chosen (Required *)
Registered Items *	LARGEST SINGLE ORDER:	<input type="button" value="Choose File"/> No file chosen (Required *)
Financial Details *	SHOPS AND ESTABLISHMENT REGISTRATION:	<input type="button" value="Choose File"/> No file chosen
Licenses Details *	NSIC REGISTRATION CERTIFICATE:	<input type="button" value="Choose File"/> No file chosen
Other relevant details *	MSME CERTIFICATE:	<input type="button" value="Choose File"/> No file chosen
Attachments (Soft Copy) *	SC/ST CERTIFICATE:	<input type="button" value="Choose File"/> No file chosen
Payment Details *	IBR LICENSE:	<input type="button" value="Choose File"/> No file chosen
	CREDIT WORTHINESS FROM BANKER:	<input type="button" value="Choose File"/> No file chosen
	MAJOR CONTRACTS INCLUDING COMPLETION CERTIFICATES/PROOF OF PAYMENT CERTIFICATES FOR COMPLETED JOBS:	<input type="button" value="Choose File"/> No file chosen

10. Payment Details:

TATA STEEL	Please select the Payment Mode
	KYV Registration does not require any payment. You can proceed with the other steps in registration process
Basic Information *	
Registered Office Address *	
Primary Location For Registration *	
Supply / Service / Contract Categories *	
Registered Items *	
Financial Details *	

Please note that MSME Vendors are exempted from payment of registration fee

11. Declaration:

TATA STEEL
Basic Information *
Registered Office Address *
Primary Location For Registration *
Supply / Service / Contract Categories *
Registered Items *
Financial Details *
Licenses Details *
Other relevant details *
Attachments (Soft Copy) *

Declaration

I, We do hereby declare that the entries made in this application form and the enclosed attachments are true to the best of my/our knowledge. This application is made by me/us on behalf of TATA STEEL in the capacity of Manager I / we confirm that I / we are duly authorised to submit the same Any information provided herewith, if found false at a later date shall make us liable for disqualification / Holiday listing / Black listing. I/ we further confirm that the applicant firm/ company has not been delisted / blacklisted by any Government Organization / Public Sector Undertaking in the past and are not on a holiday list of any such organizations presently. I/ we understand that HPCL reserves the right to reject any / all or accept any application without any reason whatsoever.

Hard copies of all supporting documents needs is being submitted along with the application form

Name:
(Enter Full name)
Designation:
Place:
Date :

Final Confirmation is a mandatory step to be done for submission of registration application. Please exercise it from the left menu

Final Confirmation

Submit

Approval Process:

- **Vendor Management Officer (VMO) verify the documents submitted by prospective Vendors.**
- **Proposals for approval of Applications made for accepted Applications and with all supporting documents submitted by Vendor.**
- **Additional documents are sought if found inadequate by VMO with deadline for submission of documents.**
- **The Proposal submitted to Vendor Management Committee for approval as per Corporations Guidelines**
- **After Approval of proposals, Applications are updated in the Vendor Registration Portal for creation of VA codes.**
- **VA codes are intimated to Vendors thru' e-mail & letters.**