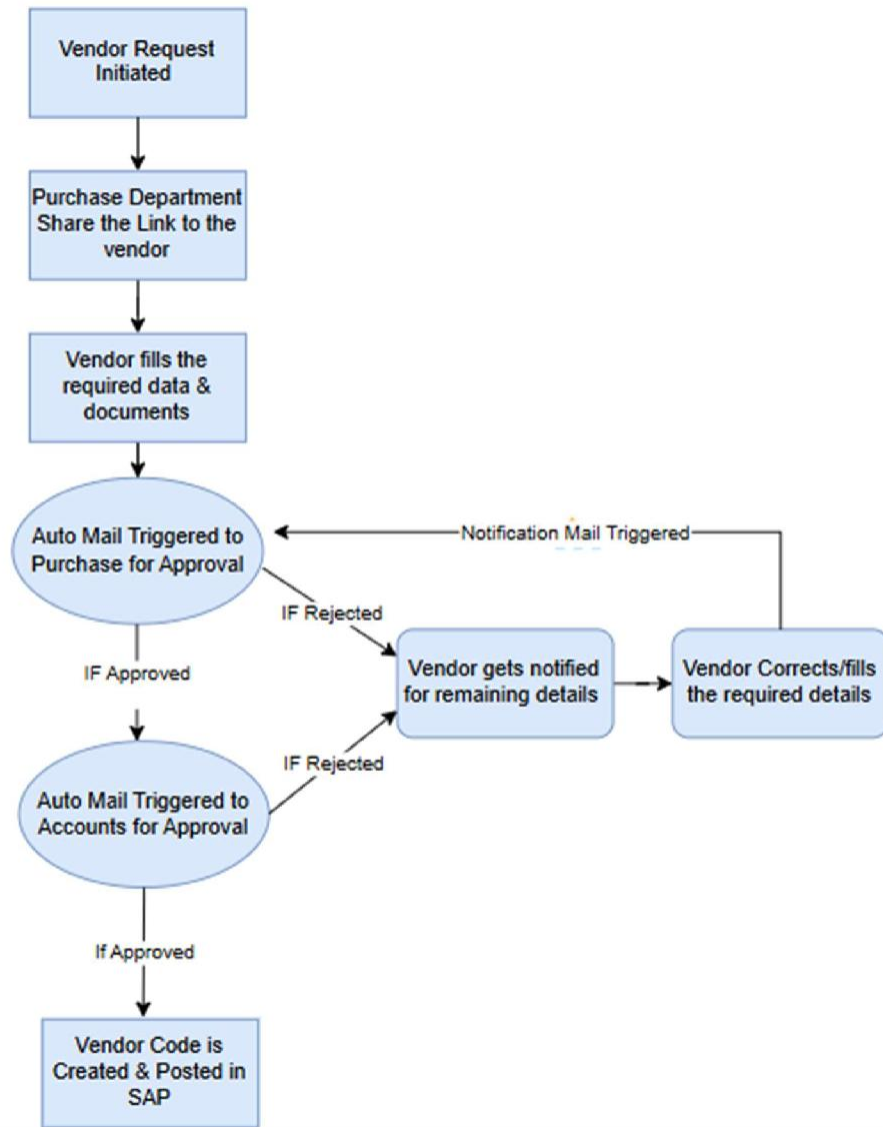


Quick Start Guide

– Borosil Online Vendor Registration

Vendor Portal Process Workflow



□ Prerequisite

Vendors registering online are requested to note the following points, before creating Login Account by using “Vendor Registration”:

- ❖ Ensure that you have valid email ID before initiating the process of registration.
- ❖ Ensure that you have scanned copy of your valid license and other required documents which will be required during Registration Process in either PDF or JPG format.
 - PAN Card
 - GST Certificate if GST Register Vendor
 - MSME Certificate if registered under any MSME Category.
 - MSME declaration if not registered under any MSME Category.
 - Cancelled Cheque or Bank Certificate
 - Current year TDS Certificate if applicable for any lower deduction

□ Online Vendor Registration Process

Step 1: Borosil Purchase Initiator starts the registration process

Open the online vendor registration by typing the URL

<http://www.weconnectborosil.com>



Following screen will appear

Company Name	BOROSIL LIMITED CP
Purchase Organization	BOROSIL-CP-HO
Vendor Name	XYZ Limited
Email Address	XYZ1@gmail.com
Phone	8989898989
PAN	AAICD0886T
GST	24AAICD0886T1ZZ
Payment Terms	30 DAYS
Purchase Group	Administration
Vendor Faculty	Other Expenses
Vendor Type	Service Vendor
Requester Email	tushar.chinchanikar@borosil.com
	<input type="checkbox"/> Share Vendor's Credential with me

After Entering the Details Registration link is shared with the vendor with login credentials on mail

Borosil Vendor Management System : Account Created External Inbox x

Summarize this email

BOROSIL Tushar Chinchanikar 
to XYZ1, Jateen.doshi, mohit.gharat, me

9:23 AM (0 minutes ago) ☆ ↶ ⋮

This Email is for providing information about Online Vendor Management System.

Please find your register details and credential created by borosil.

Vendor Name : XYZ Limited

Register With Company : BOROSIL LIMITED CP

Email : XYZ1@gmail.com

Mobile : 8989898989

PAN : AAICD0886T

GSTN : 24AAICD0886T1ZZ

Please login with below username and password.

Login URL : <http://weconnectborosil.com/fmlLogin.aspx>

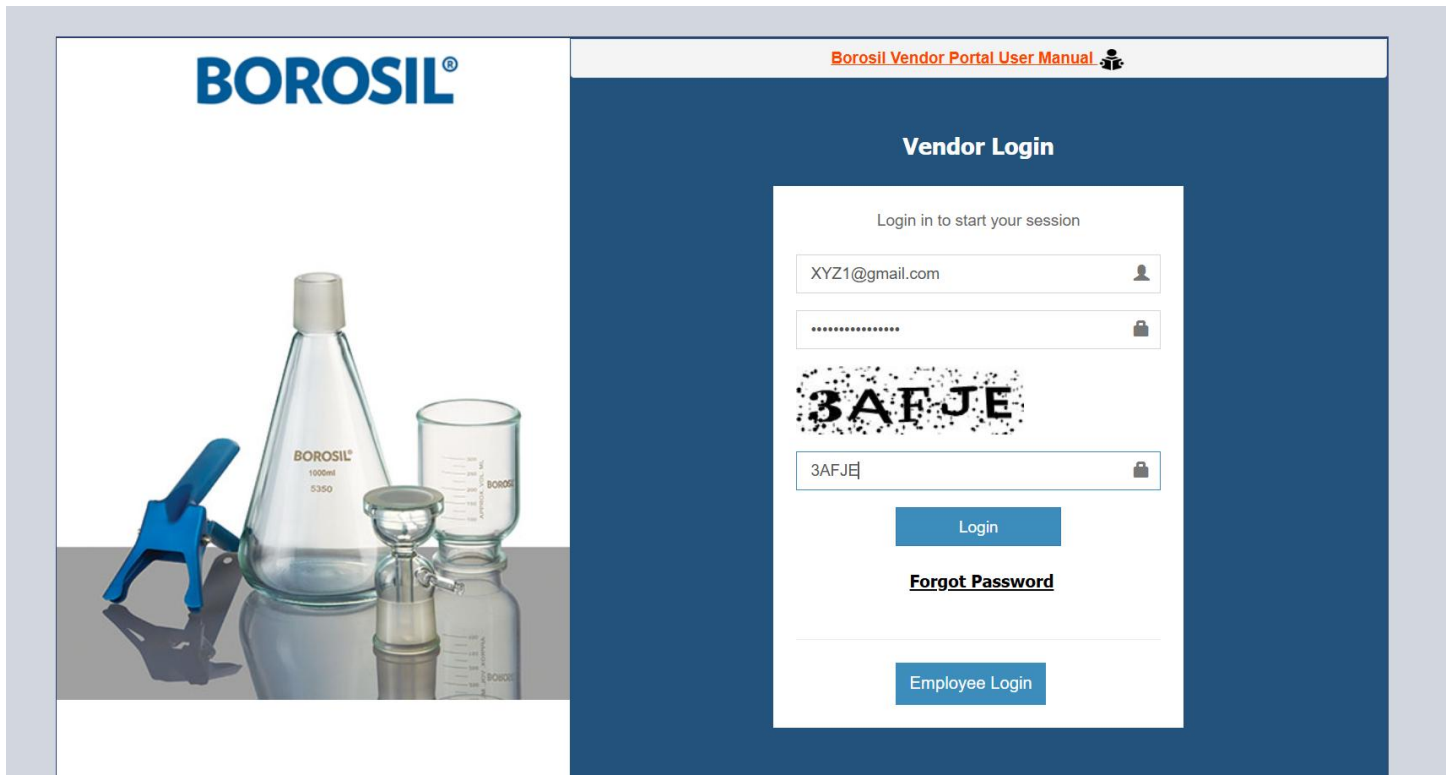
Username : XYZ1@gmail.com

Password : IR1IU\$FkJgP0zTKI

This Password is valid for one time only once you login with this, you need to change it.

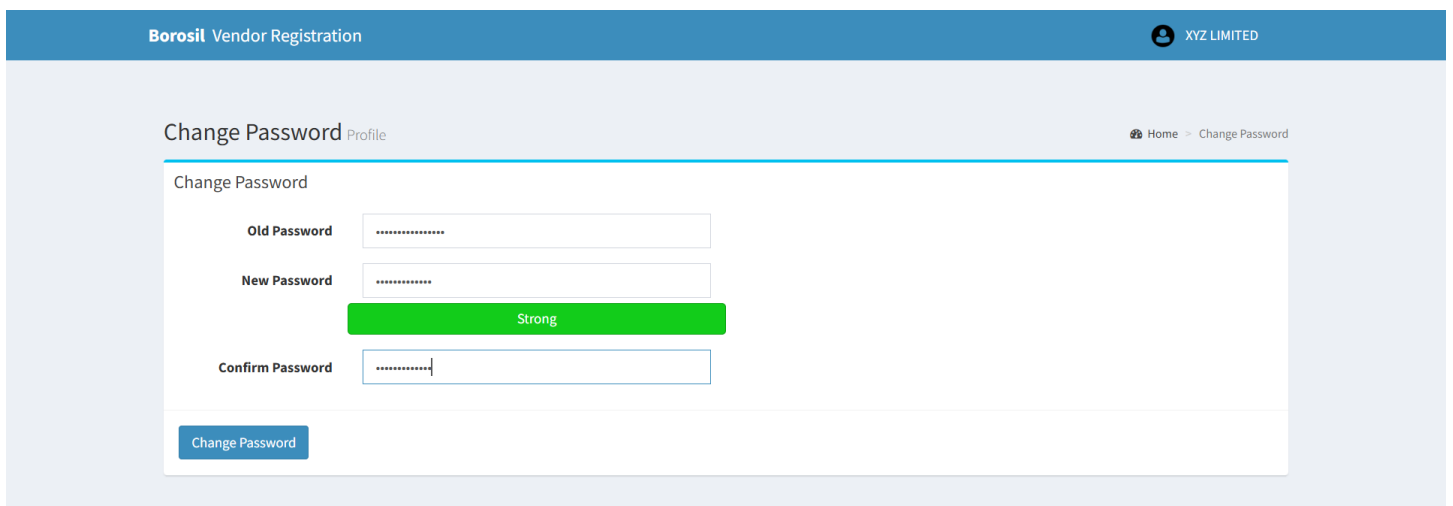
This is System Generated Email. Please Do not Reply.

STEP 2: After receiving credentials vendor should login through the provided link.



Step 3:

After Clicking on login the password reset option will be provided to create a new password at vendor's end.



Step 4:

After changing the initial password please log out from the current displayed screen and re-login.

Borosil Vendor Registration XYZ LIMITED

Change Password Profile

Change Password

Old Password

New Password

Confirm Password

Vendor User

Step 5:

After re-login the following screen will be displayed in which the vendor needs to fill all the mandatory fields & attach the necessary documents.

The following attachments are mandatory for registration:

- 1. PAN Card**
- 2. GST Certificate**
- 3. MSME Certificate (If not registered under MSME, confirmation form required which is available for download)**
- 4. Cancelled Cheque**
- 5. Supplier Code of Conduct**
- 6. Declaration Document**

Register as a Vendor with details

Basic Details:

* Company Name

BOROSIL LIMITED CP

* Purchase Organization Code

BOROSIL-CP-HO

* Vendor Name

XYZ LIMITED

* PAN

AAICD0886T

* PAN Card (File Max Size 200 kb | .pdf|.jpg|.jpeg|.png)

Choose File No file chosen

* Borosil Coordinator Email

tushar.chinchanikar@borosil.com

Address Details:

* Shop No/ Plot No.

Area

District

* Building Name

* Postal Code

Country

India - IN

Street

* City

State

--- select ---

Road

PO Box

Contact Details :

* Prefix

--- Select ---

* Contact Person Name #1

* Contact Person Mobile #1

8989898989

E-Mail ID #1

XYZ1@gmail.com

Prefix

--- Select ---

Contact Person Name #2

Contact Person Mobile #2

E-Mail ID #2

GST Details :

* GST Registered

Yes No

* GST Number

24AAICD0886T1ZZ

* GST Registration Type

--- Select ---

* Last GSTR - 1 Return filed Month

Month Year

* GST Certificate (if GST registered party, then it is required) (File Max Size 200 kb |

.pdf|.jpg|.jpeg|.png)

No file chosen

MSME Details :

* MSME Category?

Yes No

* MSME Category

--- select ---

Certificate Number

Certificate Date

Major Type

--- select ---

* MSME Certificate (File Max Size 200 kb |

.pdf|.jpg|.jpeg|.png)

No file chosen

[Download MSME Confirmation Form](#)

Bank Details :

* IFSC Code

* Branch Name

* Bank Name

* Account Holder Name

* Account Number

* Account Type

Address

City

* Payment Terms

* Cancelled Cheque / Bank Certificate (File Max Size

200 kb | .pdf|.jpg|.jpeg|.png)

No file chosen

TDS Details :

Are you eligible for TDS exemption?

 Yes No

TDS Certificate No

TDS Certificate Date

TDS Attachment (File Max Size 200 kb |

.pdf|.jpg|.jpeg|.png)

No file chosen

Attachments :

Brochure (File Max Size 10 Mb | .pdf|.jpg|.jpeg|.png)

No file chosen

ISO Certificate (File Max Size 10 Mb | .pdf|.jpg|.jpeg|.png)

No file chosen

Attachments :

Brochure (File Max Size 10 Mb | .pdf|.jpg|.jpeg|.png)

No file chosen

ISO Certificate (File Max Size 10 Mb | .pdf|.jpg|.jpeg|.png)

No file chosen

Supplier Code of Conduct :

[Download Declaration of Conflicts of Interest](#)

Declaration Certificate (File Max Size 200 kb |

.pdf|.jpg|.jpeg|.png)

No file chosen

[Download Supplier Code of Conduct](#)

Code of Conduct Certificate (File Max Size 200 kb |

.pdf|.jpg|.jpeg|.png)

No file chosen

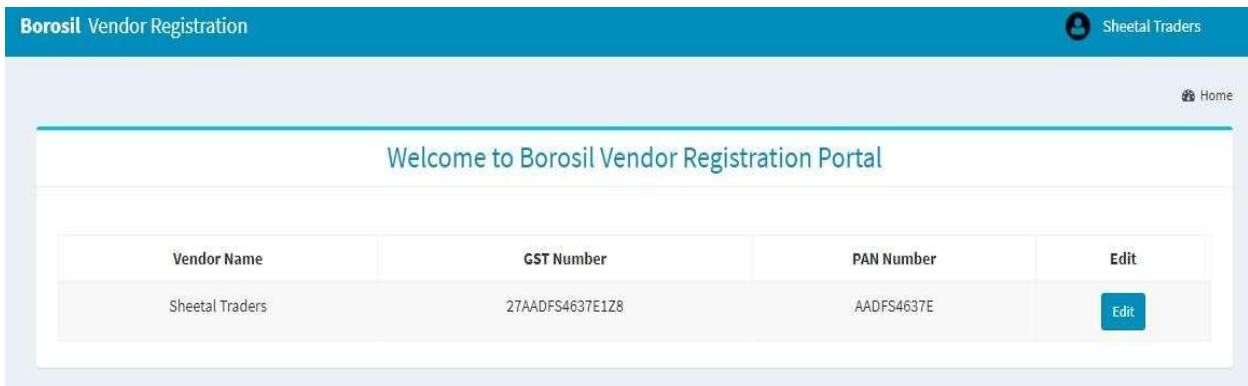
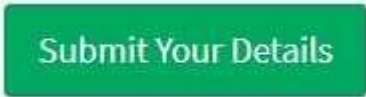
The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the Community Living Authority Act and/or the Freedom of Information and Protection of Privacy Act.

[Use Save as Draft option to save partial details](#)

Step 6:

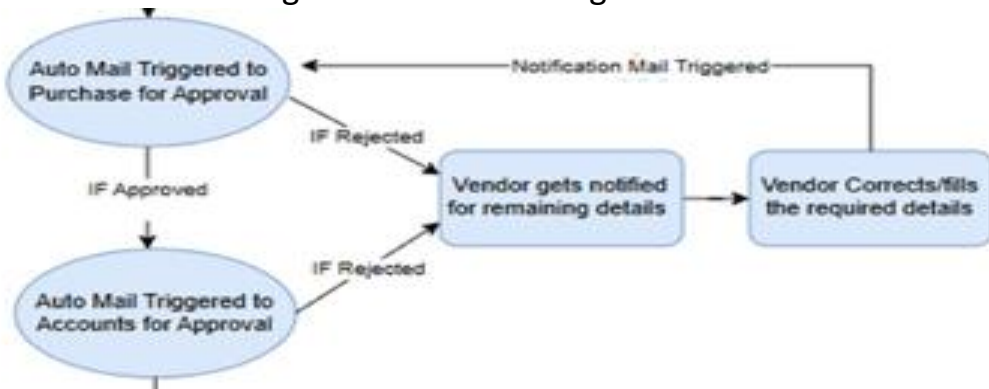
After attaching all the documents & filling the mandatory details vendor can click on the Save as Draft Option to ensure all the data filled is saved as incompleteness of any mandatory field can refresh the entire data.

Finally after completion vendor can click on submit and the mail will be triggered to concerned Purchase & Accounts Personnel for verifying the details.



You may edit your company's information by clicking on "Edit".

If the vendor details are rejected by the purchase or accounts approver an auto email will be triggered to the vendor again for re-submitting the incorrect information



After the purchase & accounts approval is completed & the details are verified, the vendor data is shared through API from WeConnect Portal to SAP and the vendor code gets created which is provided through and auto-email to the concerned request initiator & Vendor.

