Registration Process

- Step 1: Visit <u>https://insync.hp.co.in/home</u> for HPPL Vendor Portal.
- Step 2: Click on 'Register here' for new vendor registration.



• **Step 4:** Click on 'Request for Registration' to obtain an OTP. The OTP is only valid for 5 minutes and will be sent to your email address provided in the Pre-registration form.



• **Step 5:** Once buyer approves your request, you will receive a registration link with temporary password on your registered email address, then you can proceed with the further Registration Process.

- **>** Login Process:
 - **Step 1:** Please visit the link provided in the Email and login with either of below options:
 - i. Registered PAN number and password (provided in email)
 - ii. Registered email address, mobile and password (provided in email)

← → C 🔒 insync.hp.co.in/Newvendorlo	igin	金 ☆ 🗖 0
	Hindustan Platinum	
	Vendor Portal New Vendor Login	
	PAN NUMBER	
	or Enter Registered Email ID	
	Enter Registered Mobile Number Enter Password provided in Email	
	LOGIN	
	Back to Homepage	
		Welcome to Hindustan Platinum Pvt. Ltd. VISION 2025:To be a trusted brand, having a global imprint in its lines of businesses by creating value for all, through innovative and sustainable solutions.
P Type here to search		💭 27°C Partly sunny 🔿 🖽 4, ENG 👷 2006

• **Step 2:** Complete the information in the General tab, and if you have a logo, upload it. Then, click the 'SAVE & NEXT' button.

	General					
General						
Name of Vendor *		Name of Director/Owner *		Supplier *		
Enter Name of Vende		Enter Directors Name		Select		
Address *		Address 2 *		Post Code		
Enter Address		Enter Address 2		Enter Postal Code		
Country *		State *	"	City *		
Select		Enter State Name		Enter City		
Vendor Type *		Logo Upload		-		
Import		♥ Choose File No file chosen		5		
		Only images and PDFs are allowed, with a m	naximum file size of 3 MB.			
					_	
					SAVE & NEXT	

• **Step 4:** Similarly, fill in all the mandatory fields in the Communication tab and then save the information.

or Registration			U La	og Out
Gen	eral Communication			
Communication				
	VENDOR C	DMMUNICATION DETAILS		
Email ID of Vendor *	Mobile No. of Vendor *	Alternate Mobile No. of Vendor	LandLine No. of Vendor	
Enter Email address	Enter Mobile No.	Enter Alternate Mobile No.	Enter LandLine No.	
Owner's Date of Birth	Owner's Date of Anniversary	Date of Incorporation	Website URL/Link	
Enter Date of Birth	Enter Date of Anniversary	Enter Date of Incorporation	Enter Home page URL	
	CONTA	ACT PERSON DETAILS		
Name of Contact Person *	Email ID of Contact Person *	Mobile Number of Contact Person *	LandLine Number of Contact Person	
Enter Name of contact person	contact person's Email ID	Mobile Number of contact person	LandLine Number of contact person	
	soci	IAL MEDIA DETAILS		
J Twitter	G Facebook	Instagram	in linkedIn	
Enter Twitter link	Enter Facebook link	Enter Instagram link	Enter linkedin link	

• **Step 5:** In Bank Details tab, you can add multiple bank accounts and set one as the primary account for payment transactions.

	General	Communication		Bank Details				
Barda B		- 43						
Bank D	etalls (Add New Bank Accou	nt)						
Enter Bar	k Account No.	Confirm Bank Account No. *				Eank Name*		
Address		City		Post Code		Country Region Code (IN/US/UK)		
	k address	Enter city		Enter postal code		E.g. IN/ US		
Contact	10	Currency Code		Phone No.		Email Address		
Enter Cor	tact	Select		Enter Phone Number		Enter Email address		
	li li							
Bank Branc	Code	MICR Code		SWIFT Code		IBAN		
Enter Bar	k Branch Code	Enter MICR Code	Enter SWIFT Code			Enter IBAN		
Cancelled C	neque *							
Choose F	le No file chosen							
Only images size of 3 MB	and PDFs are allowed, with a maximum file							
PREV						SAVE NEXT		
Set Prin	nary Bank Account *							
	BANK NAME ACCOUNT	IT NO.		IFSC BRANCH	EDIT/	VVIEW Primary Account		
1	Bank Of Baroda 88888	888888888888888888888888888888888888888	BAR	BOFORTUN				
							_	

• **Step 6:** Complete the mandatory fields in the Tax Details section, and then submit the form.

HPPL Vendor Portal Regis	tratio × + ure https://devsrv.hp.in:81/vendorRegistratio	n					- □ 18 ☆ □ 19 (Erre
		•					
	G	eneral	Communication	E	Bank Details	Tax Details	
	TAX INFO						
		TIN No	PAN No.		PAN File		
	Tax Liable	Enter TIN Number	ENTER	PAN NUMBER	Choose File No file chose	en	
					Only images and PDFs are allow size of 3 MB.	ved, with a maximum file	
	SSI INFO						
	SSI VALIDATY DATE		SSI Transporter				
	Select date		SSI Transporter				
	GST INFO						
	ENTER GST NUMBER	Select	угтуре	Choose File	No file chosen		
				Only images and	I PDFs are allowed, with a maximum	n file	
				3120 01 3 1110.			
	MSMED INFO						
		MENED O					
	Please enter MSMED Registration No.	5. Select	Sistration type	Choose File	No file chosen		
				Only images and	I PDFs are allowed, with a maximum	n file	
				size of 3 MB.			

• **Step 7:** After successful submission, you will be redirected to the dashboard, where you can send the form for approval for further process.

tered Vendor Dashboard X +							~	- 0
C A Not secure https://dev	srv.hp.in:81/NewVendorDashboard						12 \$	•
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0							() Legout	
ECTOR/OWNER DETAILS	CONTACT PERSON NAME	CONTACT PERSON MOBILE	CONTACT PERSON EMAIL	PAN GST	VIEW/ EDIT	ACTION	REMARK	STATUS
Brett Lee								
sayali.raut@hp.co.in	Q	6562423232	saaa@gmail.com			SENT FOR APPROVAL		
⁹ Type here to search	# 👂 🖬 💼 🤹	ol 📲 🧿 📲 🗶 💆	(<u>4</u> <u>*</u>			🛃 29°C Mostly c	loudy ∧ 貯 d <mark>x</mark> E	NG 15:22 25/09/2023
Type here to search	H 👂 🖩 💼 🤹	<u>a z z z z z z</u>	(<u>4</u> <u>*</u>			A 29°C Mostly c	loudy 스 및 d <mark>x</mark> E	NG 15-22 25/09/2023

- > You can see the status of your request if it is Approved or Rejected by purchaser.
- ➢ if approved:
 - You will receive an email notification containing your vendor code and other credentials.
 - You should use these credentials for a one-time login, and then you must change the password for future use.
- ➢ If Rejected:
 - You will receive an email notification about status of your request.
- > Forgot Password:
 - Step 1: If you've forgotten your password, you can reset it by clicking on the "Forgot Password" option. Similarly, if you've forgotten your vendor code, you can retrieve it by following the suggested process.

Registration Form Process x ▲ HPPL Vendor Portal Login x +		v – a :
C ■ insynchp.coin/home Hindustan Platinum	- The second	
Vendor Portal Login Vendor 🗸	ONE HP ONE HP ONE HP ONE	HP ONE HP
V00022	Responsiveness fuels effective outcomes Transparency nurtures trust and meaningful connections	Reliability through unwavering commitment and consistent excellence
Forgot Password 7 / Forgot Vendor Code ? Register here Click here to Activate/ Unlock Account Copyright 2023 Hindussin Platnum		
📫 🔎 Type here to search 🛛 🖄 🛱 🔹 📾 💼 🍓 💽 💷 🌀 🔊 🕅 🔀	Sconstruction on	h Ban ∧ 12 4, ENG 10:39 E

• **Step 2:** Below shown image is the forget password screen, by filling all the mandatory details you can reset your password and the verification will happen through OTP via registered email and mobile number or using registered PAN number.



> Forgot Vendor Code:

• **Step 1:** On the "**Forget Vendor Code**" screen, if you have forgotten your vendor code, you can enter the required information. After successful verification, the vendor code will be sent to you via email.

🔯 Registration Form Process 🗙 🛕 HPPL Vendor Portal Login 🗙 🕂			~ - Ø X
← → C â insync.hp.co.in/home			🖻 🖈 🔲 📵 🗄
		25-11	
Hindustan Platinu	Forgot Vendor Code x	InSunc	
Vendor Portal	Only for Registered Vendor	msync	
Login		NE HP ONE HP ONE	HP ONE HP
Select User Type UserID Password Enter captha	or Enter Registered Mobile Number Enter Registered Email ID CLAR VIEWY	Foster Transparency nurtures trust and meaningful connections	Creating Reliability through unwavering commitment and consistent excellence
LOGIN Fargot Password ? / Forgot Vendor Code Register here Click here to Activate/ Unlock Accou Copyrght 2023 Hedward Plannum	7 nt		

Unlock Account in case of multiple times wrong Password:

• Use this link to activate your account if it has been deactivated or locked. By filling in the required fields, you can unlock your account by following the provided process.

💿 Registration Form Process 🗙 🛕 HPPL Vendor Portal Login X 🕂			~ - Ø ×
← → C			id ☆ 🖬 🖶 :
		15	
Hindustan Pla	Activate/ Unlock Account x	InCune	
Vendor Po	Only for Registered Vendor	Insync	
Login		ONE HP ONE HP ONE	HP ONE HP
Select User Type	ENTER VENDOR CODE	Foster	Creating
UserID	orss	Transparency	Reliability
Password	Enter Registered Mobile Number	meaningful connections	commitment and
Enter captcha	5 0		
LOGIN	CLEAR VERIFY		HIGH
Forgot Password 2 / Forgot V Register here	ndor Code ?		NOT
Click here to Activate/ Uni	Include Account		

- Activate Account of Existing Vendor:
 - If you are currently an established vendor with Hindustan Platinum Pvt. Ltd., we kindly request that you proceed to activate your account here with OTP verification.

Image: Registration Form Process × ▲ HPPL I ← → C Image: Insync.hp.co.in/home	Vendor Portal Login × +			✓ - Ø × Ø ★ □ ● :
			15-13-	
	Hindustan Platinu	Activate/ Unlock Account	× InSvnc	
	Vendor Portal	Only for Registered Vendor	,	
	Login	or	ONE HP ONE HP	ONE HP ONE HP
		ENTER VENDOR CODE	Fonter	Creating
		or	ss Transparency	Reliability
		Enter Registered Mobile Number	meaningful connections	commitment and
	Enter captcha	Enter Registered Email ID		Consident excellence
	LOGIN	CLEAR VERIFY		
	Forgot Password 7 / Forgot Vendor Code	•7		TRUST
	Register here		OLC -	Mot Mot
	Copyright 2023 Hindustan Platinum			



- Step 2: After successfully login user will be redirected to Dashboard.
- **Step 3:** Below is the image of vendor dashboard, it contains vendor's recent Order Details, Important Documents, Open PO's, KYC status etc.

Insync.np.co.in/ven	dorDashboard								
Hindustan Platinum	er	A. R. ENGINEERIN Shop No.4, Kunal II, Plot N	G (V00022) o.206/207, Sector	21, N Navi Mumbai					😃 Log Out 🛛 🌣 Profi
Dashboard	Next Week Du			Open Orders			Investment Descenter		
Masters ~	0	u	5	20					\frown
Transactions ~									
History	Dispatch Over	Due	0	Closed PO's					
			_			_			
New Product Info							Compliance	Certificates	КҮС
Reports ~	Order De	tails							
	Show 5 🗸 e	ntries			Search:				
	Sr No.	Order No.	Order Date	Due Date	Amount 🕴	View 🔶		(199)	
	1	PO/2223-04526	14-02-2023	28-03-2023	₹42497	DF PDF	Responsible Sourcing Policies	Terms of Purchase	Non-Disclosure Agreeme
	2	PO/2223-04598	20-02-2023	09-04-2023	₹76822.54	DF PDF			
	3	PO/2223-04635	22-02-2023	10-03-2023	₹3047	PDF			
	4	PO/2223-04651	23-02-2023	02-03-2023	₹151984	DF	Your KYC Status		
	5	PO/2223-04927	22-03-2023	29-03-2023	₹83426	DDF			
							Com	plete 🔽 In	complete

Fig. Vendor Dashboard

C 🔒 insync.hp.co.in/Vendo	rDashboard										1	8 \$	
Hindustan Platinum		A. R. ENGIN Shop No.4, Kunal	EERING (VOOC II, Plot No.206/207)22) , Sector-21, N N	avi Mumbai						(U Log	Out 🕯	🗘 Profil
Dathboard	5	PO/2223-049	22-03-	2023 2	9-03-2023 ₹83426 DF								
Dashiboard	Showing 1 to	5 of 10 entries			(12)			Complet	te	Incom	plete		
Masters *													
Transactions v													
History ~	Open PO	's											
New Product Info	Show 5 🗸	entries									Search:		
Reports	Sr. No.	Document No.	Order Date	Type/ No.	Description	Unit Of Measure	Qty	Rate 🔅	Line Discount	Amount	GST(%)	Tota	il Amour
	0 1	PFA/2223-00177	10-03-2023	Fixed_Asset: FA230435	PUMP AODD 1IN IR MAKE PP BODY	NOS	2	70700	0 (0%)	141400	18.00	₹	166852
	0 2	PO/2223-02663	11-10-2022	Item: SP16226	CENTRE BODY P.N-95667 (AOD IR PD-20P)	NOS	2	37740	3774 (5%)	71706	18.00	2	84614
	0 3	PO/2223-02898	27-10-2022	Item: SP00900	U CUP-PART NO Y240-9 NITRILE-PD15 P FPS PAA SPARES	NOS	6	3635	0 (0%)	21810	18.00	2	25736
	0 4	PO/2223-03223	17-11-2022	Item: SP03255	OUTLET MANIFOLD 1 IN I.NO61-P.NO. 96199 POLYPROPYL	NOS	2	15036	0 (0%)	30072	18.00	2	35484
	9 5	PO/2223-03537	06-12-2022	Item: SP13916	O-RING (Y325-350) MODEL NO-PD20P-FPS	NOS	в	1500	600 (5%)	11400	18.00	2	13452
	Showing 1 to	5 of 20 entries										3	
	stioning 1 to	J OF 20 CHUICS											
	5 2022 D		the Blackson										

Fig. Vendor Dashboard

Challan Information Update:

- Step 1: For challan information update go to the links in menu bar as shown below.
 Transactions -> Dispatch Info -> Update Challan Info
- **Step 6:** Below is the page where you can enter/ modify the challan details for your Open Po's. Click yellow button to update challan information.

Hindustan Platinum	= /	Update Challan Transactions / Dispatch	Info / Update Challan Info				🙂 Log Out 🍄 Pri
Dashboard							
Masters ~	Ope	en Orders					
Transactions ~	Show	5 🗸 entries					Search:
i History ~		Sr. No.	Update Challan	View Line Details	Document No.	Order D	Date Total Amount
New Product Info		1	0		PFA/2223-00177	10-03-2	2023 ₹166852
Reports v		2	0	0	PO/2223-02663	11-10-2	2022 ₹84614
		3	0	0	PO/2223-02898	27-10-2	2022 ₹25736
		4	0	0	PO/2223-03223	17-11-2	2022 ₹35484
		5	0	0	PO/2223-03537	06-12-2	2022 ₹37646.8
	Showing	g 1 to 5 of 15 entries					< 1 2 3
		UPLOAD OTHER CHALLAN					

Fig. Update challan Info

• **Step 7:** This screen allows you to update the chalan details for a specific PO at once, and you also have the option to upload the chalan copy along with the details.

🔯 Registration Form Process 🛛 🗙 Challan Info Vendor Portal HPF 🗙 🕂							~ - 0 ×
← → C ▲ Not secure https://devsrv.hp.in:81/ChallanInfo							🖻 🖈 🔲 🕕 🗄
Hindustan Platinum	Update Challan Purchase Order No.:	Info PFA/2223-00177			х		🕑 Log Out 🂠 Profile
Dochand	Challan No.			Challan Date			
Dasilbuaru	ENTER CHALLAN NO.			Enter Challan Date			
Masters Open Orders			OF	۲. – – – – – – – – – – – – – – – – – – –	-		
Transactions Show 5 ventries	Invoice No.			Invoice Date			Search:
History Y Sr. No.	ENTER INVOICE NO.			Enter Invoice Date		Order Date	Total Amount
New Product Info	Vehicle No.			Shipping Agent Select	•	10-03-2023	₹166852
a Reports Y 2	Upload Challan copy					11-10-2022	₹84614
3	Choose File No file Note: Either Upload C	chosen Challan copy or ente	er Challan Qi	uantity along with Challan de	tails.	27-10-2022	₹25736
4	NEW CHALLAN			CURANT	SAVE DRAFT	17-11-2022	₹35484
5				SOMIT	JALLDINGT	06-12-2022	₹37646.8
Showing 1 to 5 of 15 entries	View Details	Status Challar	n Info No.	Challan No./ Invoice No.	Challan Invoice Date		
	0	Drafted	1	W123	14-Sep-2023		
UPLOAD OTHER CHALLAN	e 5	Submitted	2	D01	20-Sep-2023		
	4				•		

• **Step 7:** After filling out all the necessary details for the challan, you have the option to either submit the form immediately for further processing or save it as a draft for submission at a later.

egistration Form Process 🛛 🗙 CH	hallan Info Vendor Portal HPF 🗙 🕂							v – Ø
C A Not secure https://dev	srv.hp.in:81/ChallanInfo							ic 😒 🗖 🔮
		Update Chall	an Info			×		
Hindustan Platinum	Update Challan Ir Transactions / Dispatch Ir	Purchase Order N	lo.: PFA/2223-	00177				
		Challan No.			Challan Date			
Dashboard		A1234			26-09-2023			
Masters ~	Open Orders			c	R			
🛍 Transactions 🗸	Show 5 🗸 entries	Invoice No.			Invoice Date			Search:
🖬 History 🗸	Sr. No.	P 14785			26-09-2023	4	Order Date	Total Amount
New Product Info	1	Vehicle No.			Shipping Agent		10-03-2023	₹166852
		MH 46 BE 4196			AIR TRANS	~		
🖬 Reports 🗸	2	Upload Challan copy					11-10-2022	₹84614
	2	Choose File No	file chosen				27.40.2022	3 26726
	3	Note: Either Uplo	ad Challan cor	ov or enter Challan ()uantity along with Challan d	letails.	27-10-2022	₹25736
	4						17-11-2022	₹35484
		NEW CHALLAN			SUBMI	T SAVE DRAFT		
	5						06-12-2022	₹37646.8
		List Of Challans Subm	mitted For PFA	/2223-00177				
	Showing 1 to 5 of 15 entries	View Details	Status	Challan Info No.	Challan No./ Invoice No.	Challan Invoice Date		
		0	Drafted	1	W123	14-Sep-2023		
	UPLOAD OTHER CHALLAN	0	Submitted	2	D01	20-Sep-2023		
		1						

Step 8: Click on the blue eye button to view the line details.

						1.
Hindustan Platinum	Update Challan Info	Update Challan Info				🕑 Log Out 🏼 🌩 Profi
Dashboard						
Masters ~	Open Orders					
Transactions ~	Show 5 🗸 entries					Search:
History ~	Sr. No.	Update Challan	1 View Line De	tails Document No.		Order Date
New Product Info	1	0	0	PFA/2223-00177		10-03-2023
Reports v	Sr. No. Update Shipping Details	Document No. Type/ No.	Description	Unit Of Measure Qty Rate Line	e Discount Amount GS	T Totel Amount Exp
	n 🥝	PFA/2223-00177 Fixed_Asset: FA230435	PUMP AODD 1IN IR MAKE PP BODY	NOS 2 70700	0 (0%) 141400 18.0	00 ₹166852
	2	0	0	PO/2223-02663		11-10-2022
	3	0	0	PO/2223-02898		27-10-2022
	4	0	0	PO/2223-03223		17-11-2022
	5	0	0	PO/2223-03537		06-12-2022
	Showing 1 to 5 of 15 entries					(1) 2 (3)

Fig. View line details

Step 9: Update challan quantity as shown in below image. •

Hindustan Platinum	Update Challan Info Transactions / Dispatch Info / Undate Challan Ir			
Dashboard				
Masters ~	Open Orders	-		
Transactions ~		Shipping Quantity	×	
	Show 5 ventries	Purchase Order No. : PFA/2223-00177		Search:
History ~	Sr. No. Update	Item No. : FA230435	Document No.	Order Date
New Product Info	1	Balance Quantity : 2	PFA/2223-00177	10-03-2023
Reports ~		Challan Quantity*		
	Sr. No. Update Shipping Details Document No	Enter Challan Quantity to ship	Qty Rate Line Discount Amount GS	Total Amount
	1 PFA/2223-001	Challen No.*	2 70700 0 (0%) 141400 18.	00 ₹166852
		Choose		
	2		PO/2223-02663	11-10-2022
		CLEAR UPDATE		
	3	•	PO/2223-02898	27-10-2022
	4)	PO/2223-03223	17-11-2022
	5	0	PO/2223-03537	06-12-2022
_				

Step 10: To check the status of posted challan, go to the below path in menu.
 Transactions -> Dispatch Info -> Challan Status

A	Hindustan Platinu	m	= Poste	tions / Dispatch Info /	Challan Status						🕑 Log Out 🂠 I	Profile
Ħ	Dashboard											
٥	Masters	~										
á)	Transactions	^	List of Po	osted Challan								
	Purchase Order	~	Show 5 🗸	entries						Search		
	Request for Quote	~	4.5	VIEW CHALLAN	CHALLAN INFO ID	CHALLAN NUMBER	CHALLAN DATE	PO NUMBER	CHALLAN QUANTITY	POSTED GATE ENTRY NUMBER	CHALLAN STATUS	
	Request for Sample	e		6								
*	Dispatch Info	^	1	-	1	A001	16-10-2023				Drafted	
	Update Challan Info		2	0	2	B001	16-10-2023		 Not updated 		Drafted	
	Generate QR Code											
	Update Challan Info	in NAV	3	0	3	C001	30-10-2023		 Not updated 		Drafted	
	Request job work	~		•								
1	Return to Party (RT	V) ~	4	•	4	D001	30-10-2023		 Not updated 		Drafted	
	Material Receipt	×	5	0	5	F001	30-10-2023		 Not updated 		Submitted	
	History	~										
-	New Product Info		Showing 1 to	5 of 8 entries								
a.	Reports											
			i5 3033 Develop	ed by IT. Hindurtan Plat								

• **Step 10:** This form serves the dual purpose of updating chalan details, with or without a purchase order (PO). In this section, users can create a new chalan even if they do not have PO details available.

Hindustan Platinum	Update Challan Info Transactions / Dispatch Info / Update	Challan Info			😃 Log Out 🌣 Prof		
Dashboard							
Masters ~	Enter Challan Details						
Transactions 👻	Challan Number *	Challan Date	Invoice Numbe	ur .	Invoice Date		
History ~	Enter Challan No.	Enter Challan Date	ENTER INVO	ICE NO.	Enter Invoice Date		
New Product Info	PO Number	Item Description	Vehicle No.		Shipping Agent		
ā Reports 🛩	Enter PO Number	Enter item description	Enter Vehicle	e No.	Select		
	Challan Quantity *	Upload Challan	Upload Quality	Certificate			
	Enter Challan Quantity	Choose File No file chose	n Choose File	No file chosen			
	Posted Challan Details	¢ CHALL	IN NUMBER	VIEW UPLOADED DO	Search:		
	Showing 0 to 0 of 0 entries		No data available in table		())		