



## Hindustan Platinum Pvt. Ltd.

### INSYNC

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## ➤ Introduction

The Vendor Onboarding Portal is a centralized platform that simplifies the process of bringing vendors into the organization. It enables vendors to easily submit their details and required information, while providing the organization with a clear and structured way to review and approve them. By reducing manual steps and maintaining all records in one place, the portal ensures a smooth, efficient, and transparent onboarding experience for both vendors and internal teams.

## ➤ Purpose

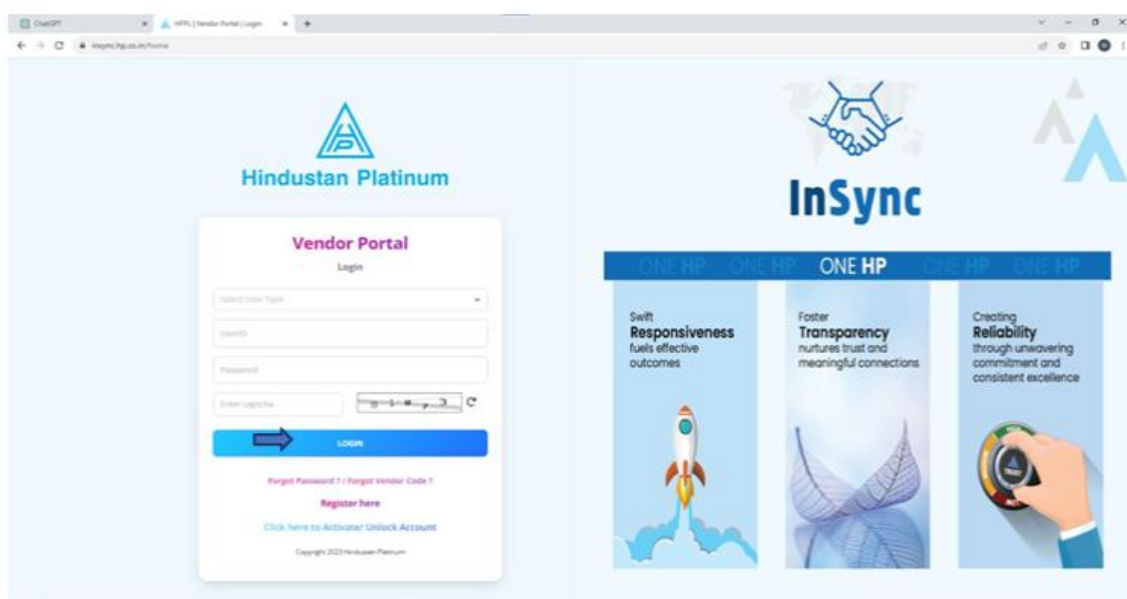
The purpose of the Vendor Onboarding Portal is to provide a single, easy-to-use platform for managing the complete vendor registration process. It helps vendors share their details in a structured manner and allows the organization to handle reviews, approvals, and updates in one place. By simplifying communication, reducing manual work, and ensuring information is organized, the portal creates a smoother and more efficient onboarding journey for everyone involved.

## ➤ Scope

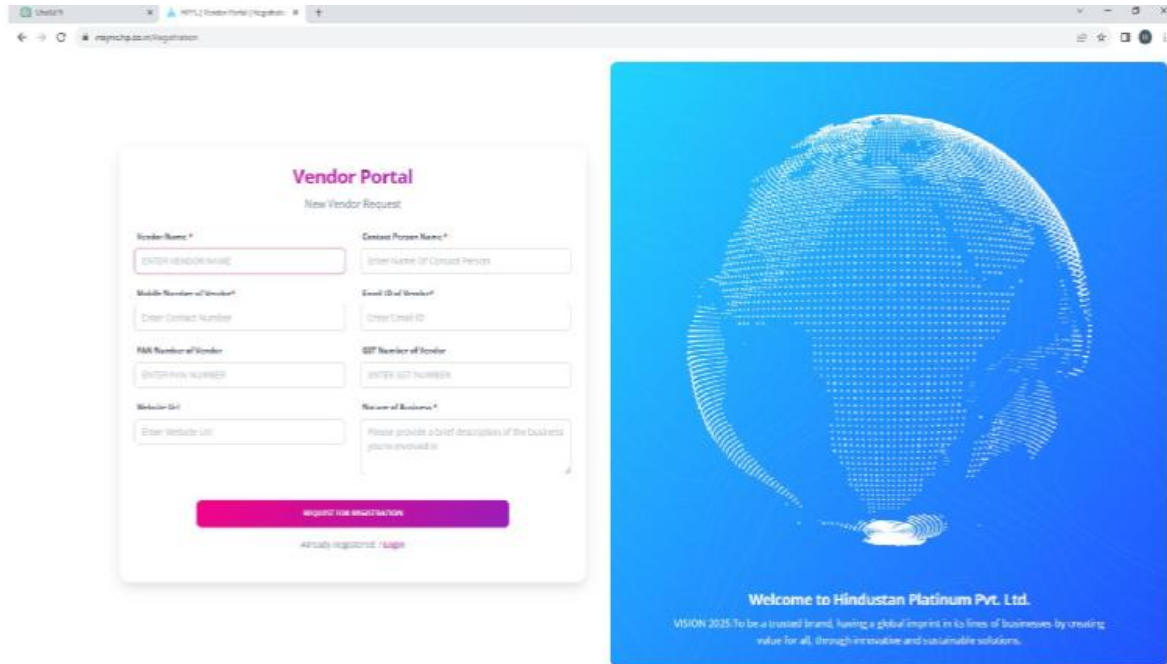
The Vendor Onboarding Portal covers the complete process of bringing vendors into the organization. This includes vendor registration, submission of required details, review and approval by the organization, and maintaining vendor records for future reference. In addition, the portal provides a challan updation facility, enabling vendors to easily upload and update challan details. By combining onboarding and transaction-related updates in one platform, it serves as a single point of interaction between vendors and the organization, ensuring information remains accurate, organized, and accessible.

## ➤ Registration Process

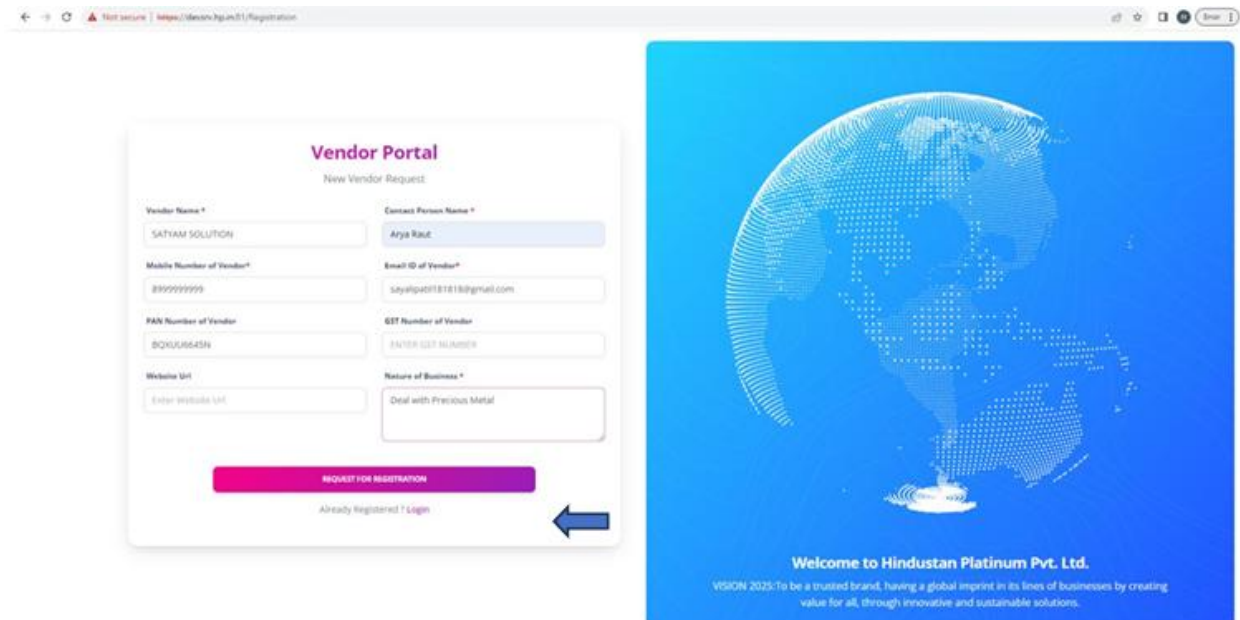
- **Step 1:** Visit <https://insync.hp.co.in/home> for HPPL Vendor Portal.
- **Step 2:** Click on 'Register here' for new vendor registration.

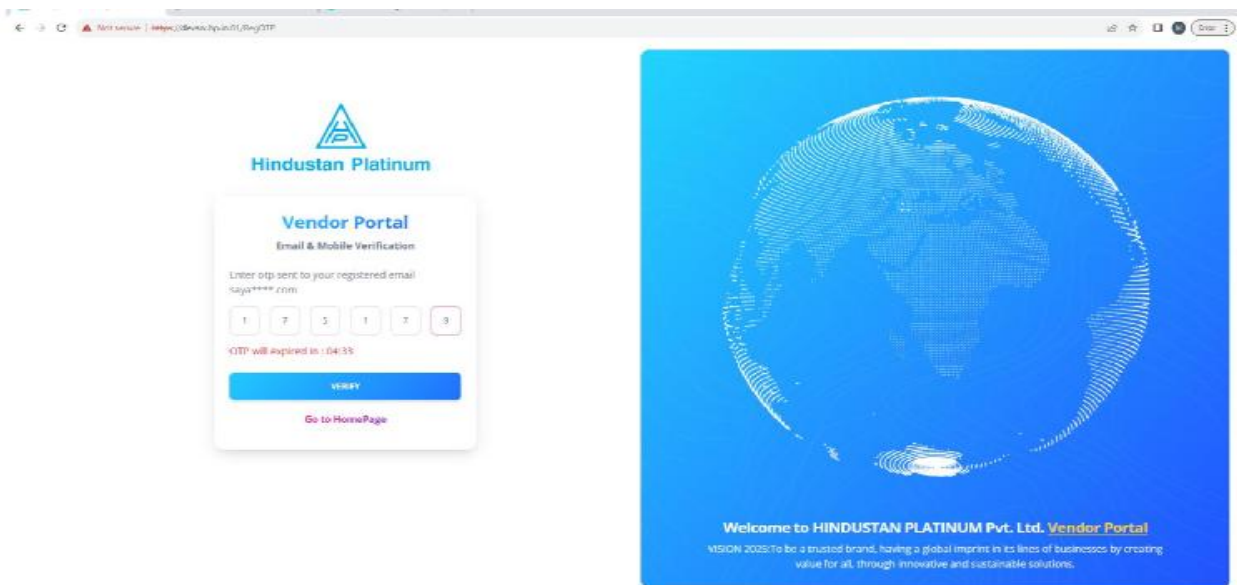


- **Step 3:** Please complete the Pre-registration form, filling in at least the mandatory fields.



- **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.

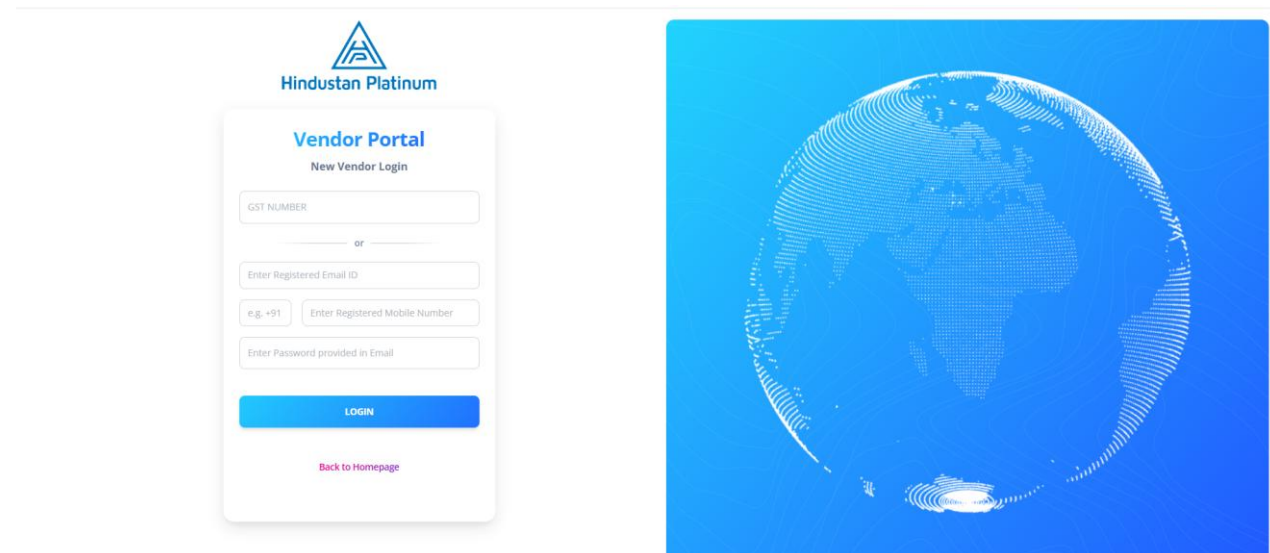




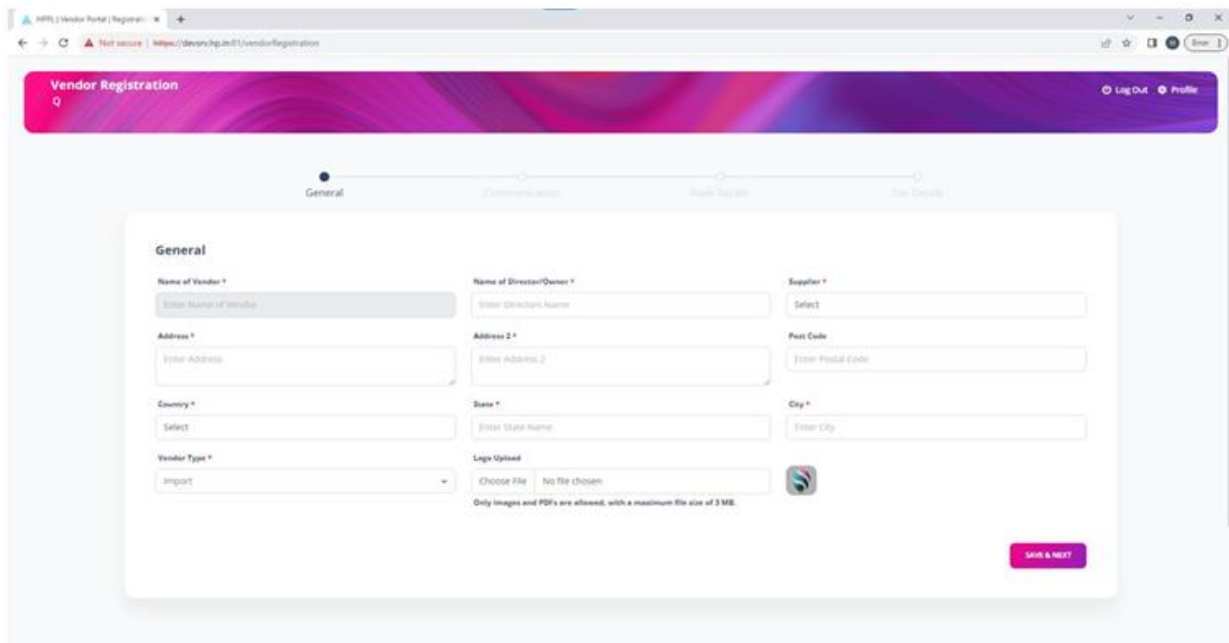
- **Step 5:** Once the buyer approves your request, you will receive a registration link with a temporary password on your registered email address, then you can proceed with the further Registration Process.

## ➤ Login Process

- **Step 1:** Please visit the link provided in the Email and login with either of the options below:
  - Registered GST number and password (provided in email)
  - Registered email address, mobile and password (provided in email)



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

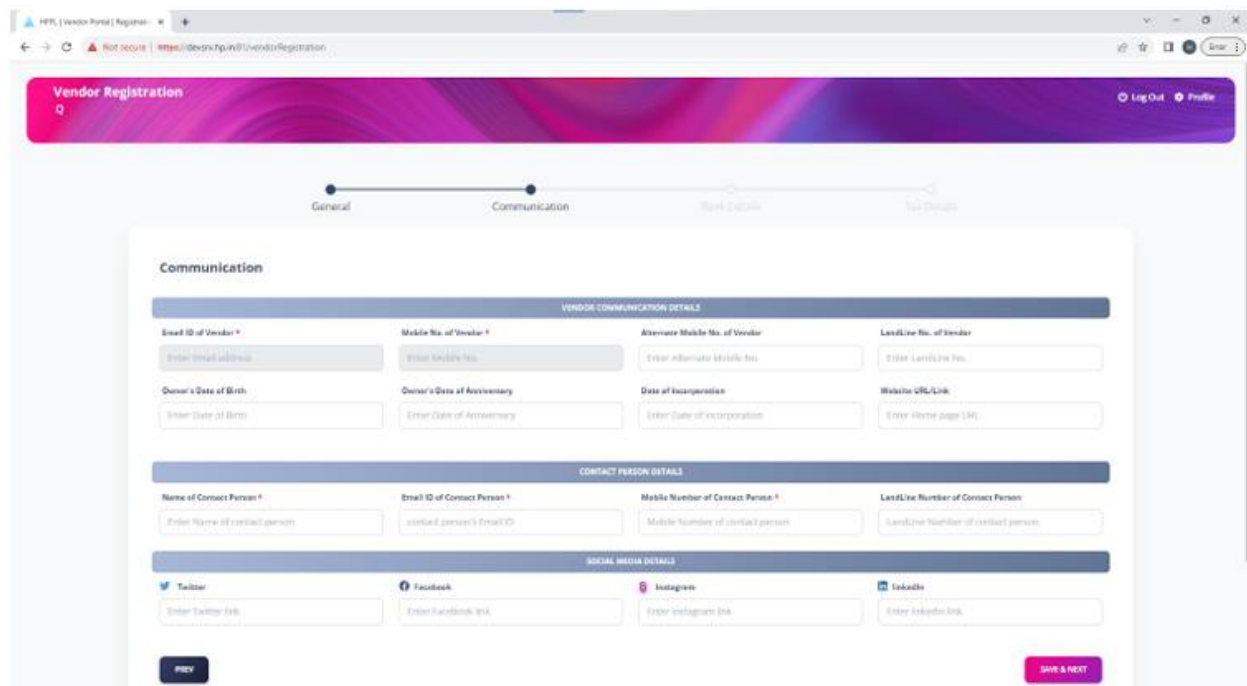


The screenshot shows the 'Vendor Registration' page with the 'General' tab selected. The page has a purple header with 'Vendor Registration' and 'Log Out' and 'Profile' links. Below the header is a progress bar with four steps: General, Communication, Bank Details, and Tax Details. The 'General' tab contains the following fields:

- Name of Vendor \*
- Name of Director/Owner \*
- Supplier \*
- Address \*
- Address 2 \*
- Post Code \*
- Country \*
- State \*
- City \*
- Vendor Type \*
- Logo Upload (Choose File, No file chosen)

A note at the bottom states: 'Only images and PDF's are allowed, with a maximum file size of 3 MB.' A 'SAVE & NEXT' button is at the bottom right.

- **Step 3:** Similarly, fill in all the mandatory fields in the Communication tab and then save the information.

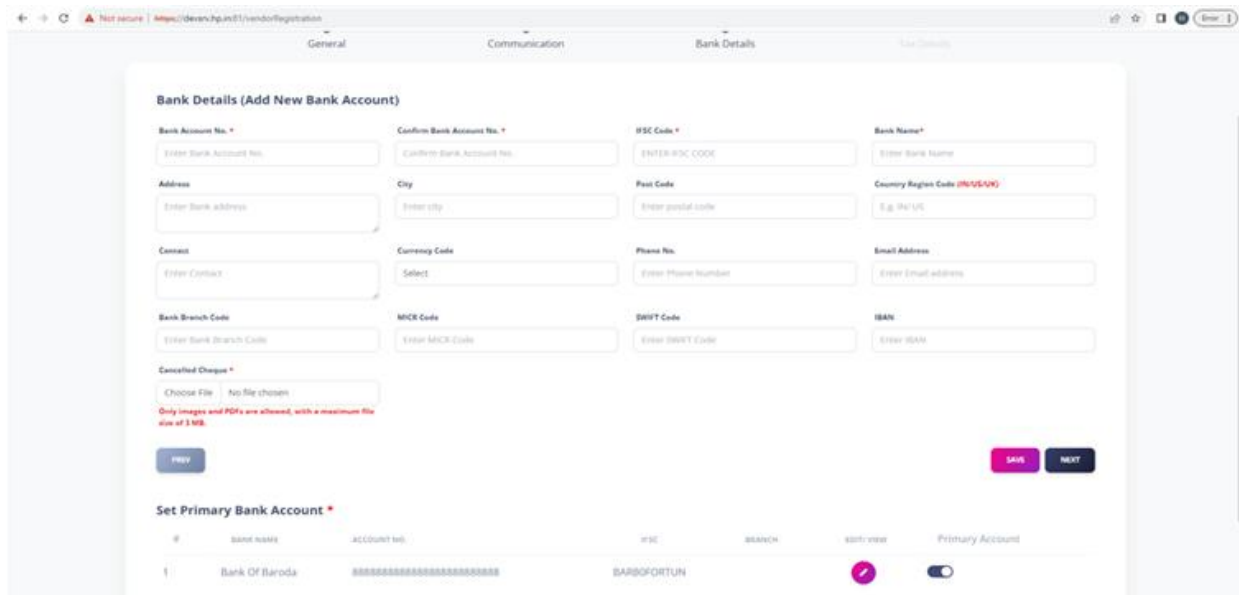


The screenshot shows the 'Vendor Registration' page with the 'Communication' tab selected. The page has a purple header with 'Vendor Registration' and 'Log Out' and 'Profile' links. Below the header is a progress bar with four steps: General, Communication, Bank Details, and Tax Details. The 'Communication' tab contains the following sections and fields:

- VENDOR COMMUNICATION DETAILS**
  - Email ID of Vendor \*
  - Mobile No. of Vendor \*
  - Alternate Mobile No. of Vendor
  - LandLine No. of Vendor
- Owner's Details**
  - Owner's Date of Birth
  - Owner's Date of Anniversary
  - Date of Incorporation
  - Website URL/Link
- CONTACT PERSON DETAILS**
  - Name of Contact Person \*
  - Email ID of Contact Person \*
  - Mobile Number of Contact Person \*
  - LandLine Number of Contact Person
- SOCIAL MEDIA DETAILS**
  - Twitter
  - Facebook
  - Instagram
  - LinkedIn

A 'PREV' button is at the bottom left, and a 'SAVE & NEXT' button is at the bottom right.

- **Step 4:** In Bank Details tab, you can add multiple bank accounts and set one as the primary account for payment transactions.



**Bank Details (Add New Bank Account)**

Bank Account No. \*  Confirm Bank Account No. \*  IFSC Code \*  Bank Name \*

Address  City  Post Code  Country Region Code (IN/US/UK)

Contact  Currency Code  Phone No.  Email Address

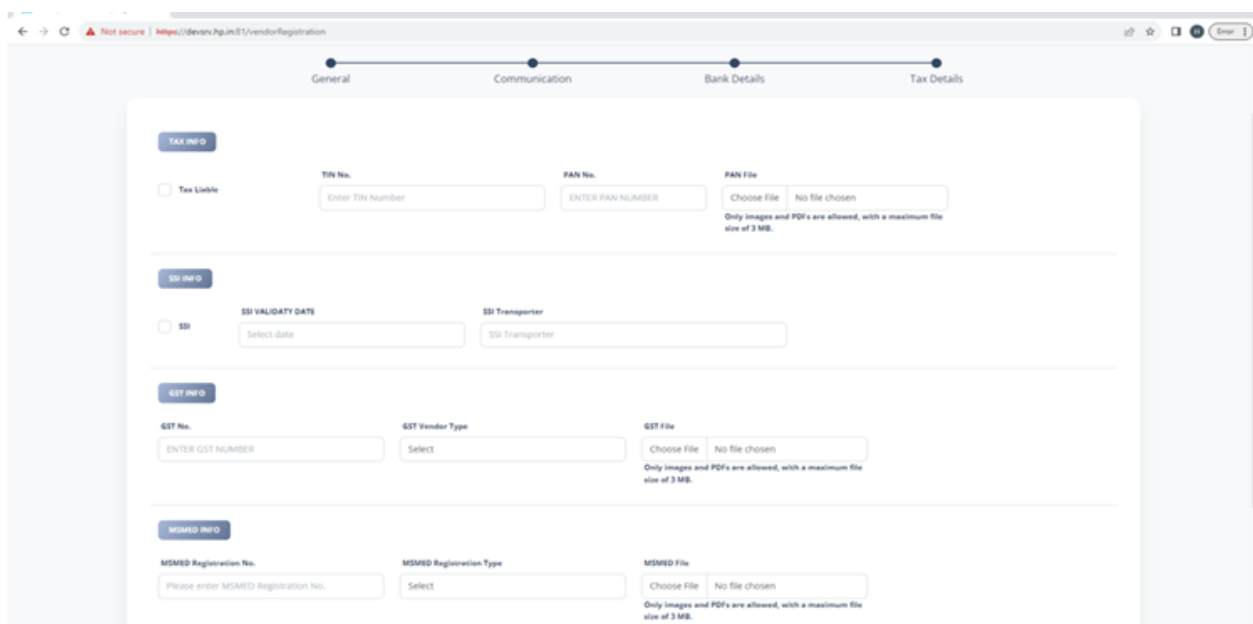
Bank Branch Code  MICR Code  SWIFT Code  IBAN

Cancelled Cheque \*  Choose File No file chosen  
Only images and PDF's are allowed, with a maximum file size of 3 MB.

**Set Primary Bank Account \***

#	BANK NAME	ACCOUNT NO.	IFSC	BRANCH	SWIFT CODE	Primary Account
1	Bank Of Baroda	XXXXXXXXXXXXXXXXXXXX	BARB0FORTUN			<input checked="" type="checkbox"/>

- **Step 5:** Complete the mandatory fields in the Tax Details section and then submit the form.



**TAX INFO**

☐ Tax Liable

TIN No.  PAN No.  PAN File  Choose File No file chosen  
Only images and PDF's are allowed, with a maximum file size of 3 MB.

**SSI INFO**

☐ SSI

SSI VALIDITY DATE  SSI Transporter

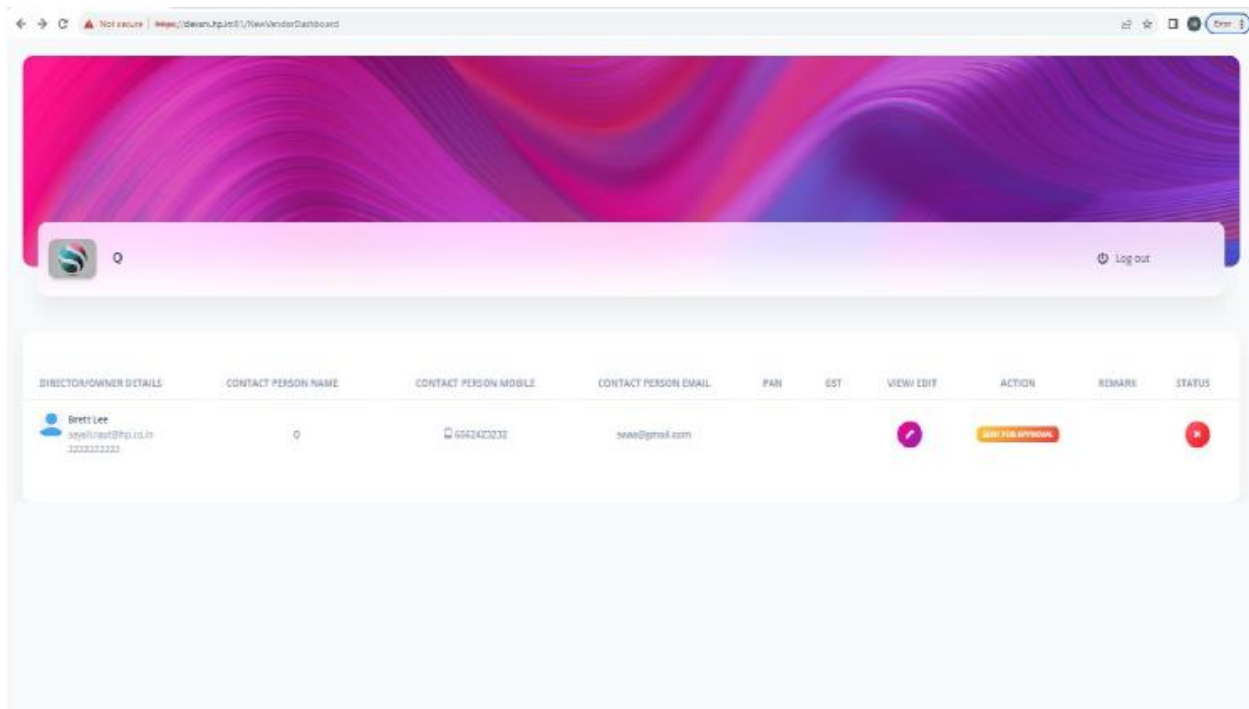
**GST INFO**

GST No.  GST Vendor Type  GST File  Choose File No file chosen  
Only images and PDF's are allowed, with a maximum file size of 3 MB.

**MSME INFO**

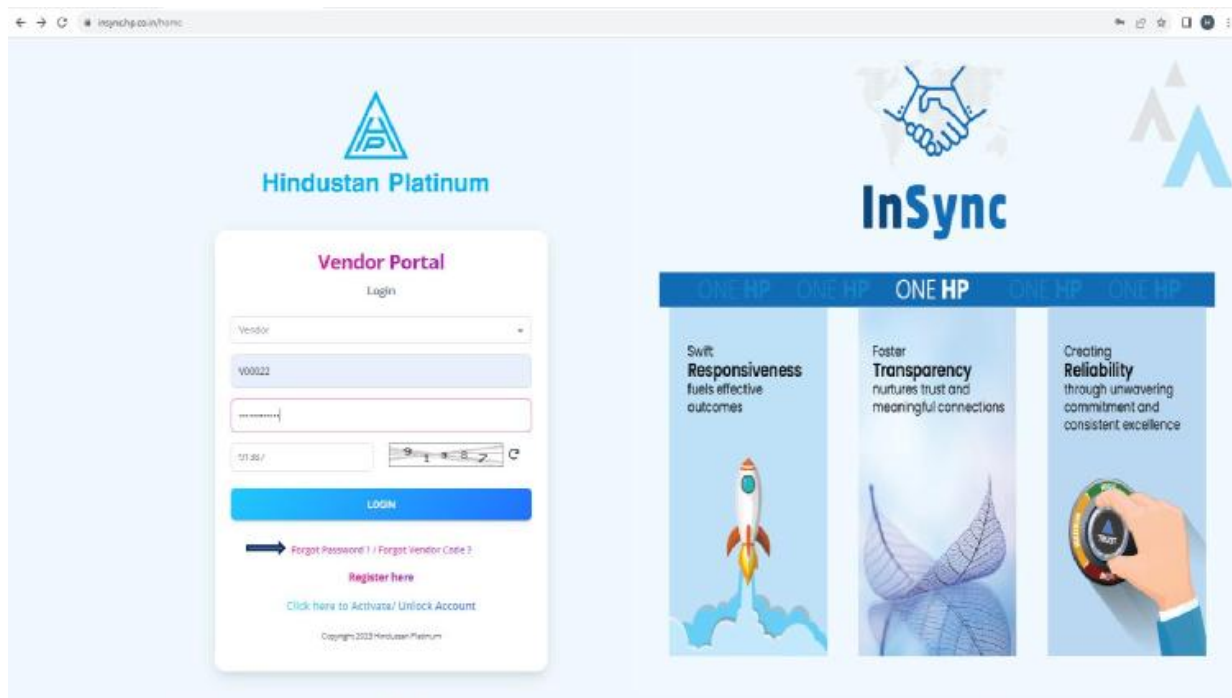
MSMED Registration No.  MSMED Registration Type  MSMED File  Choose File No file chosen  
Only images and PDF's are allowed, with a maximum file size of 3 MB.

- **Step 6:** After successful submission, you will be redirected to the dashboard, where you can send the form for approval for further process.

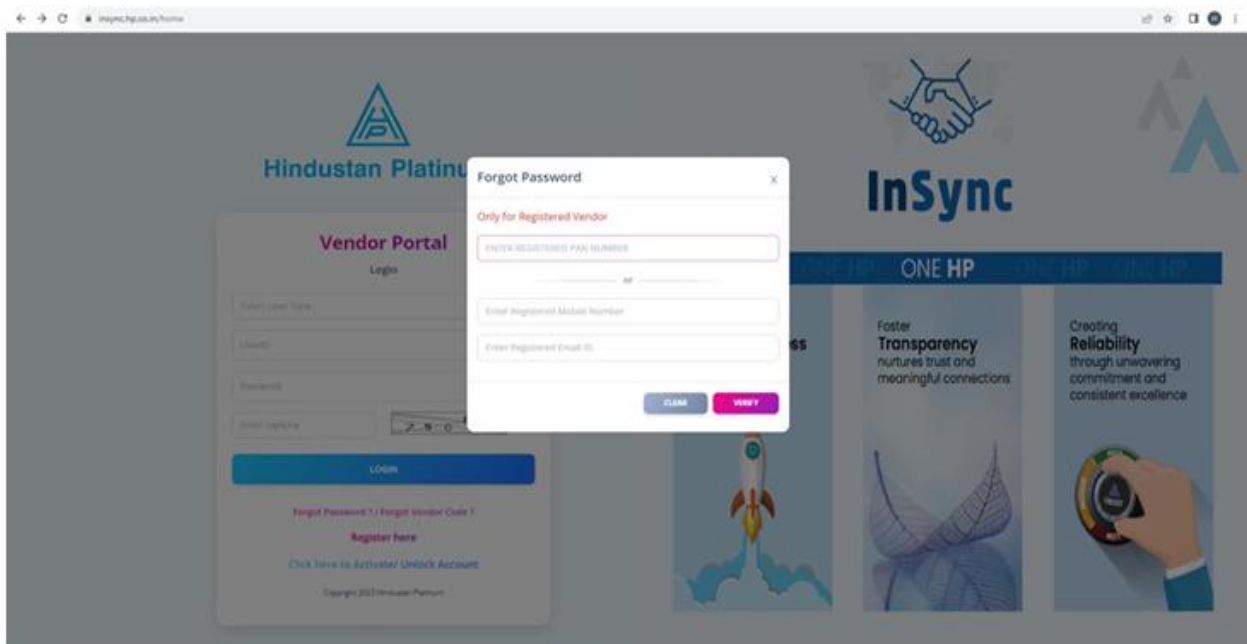


- You can see the status of your request if it is Approved or Rejected by purchaser.
- **if approved:**
  - You will receive an email notification containing your vendor code and other credentials.
  - You should use these credentials for a one-time login, and then you must change the password for future use.
- **If Rejected:**
  - You will receive an email notification about the status of your request.
- **Forget 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.



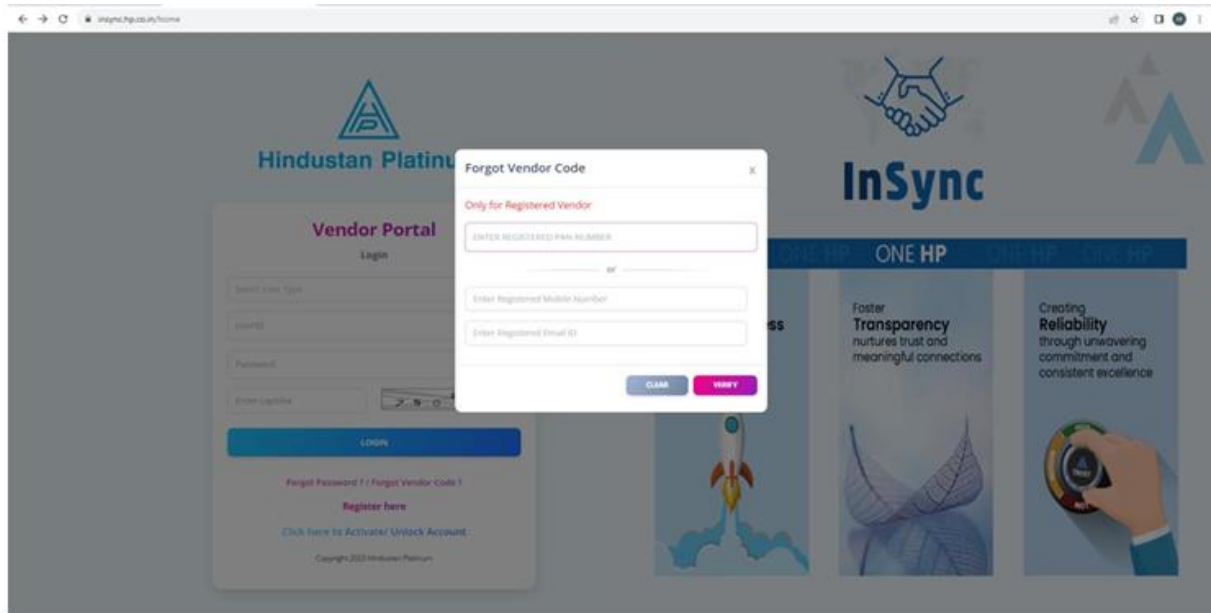


- **Step 2:** Below shown image is the forget password screen, by filling all the mandatory details you can reset your password, and the verification will happen through OTP via registered email and mobile number or using registered GST number.



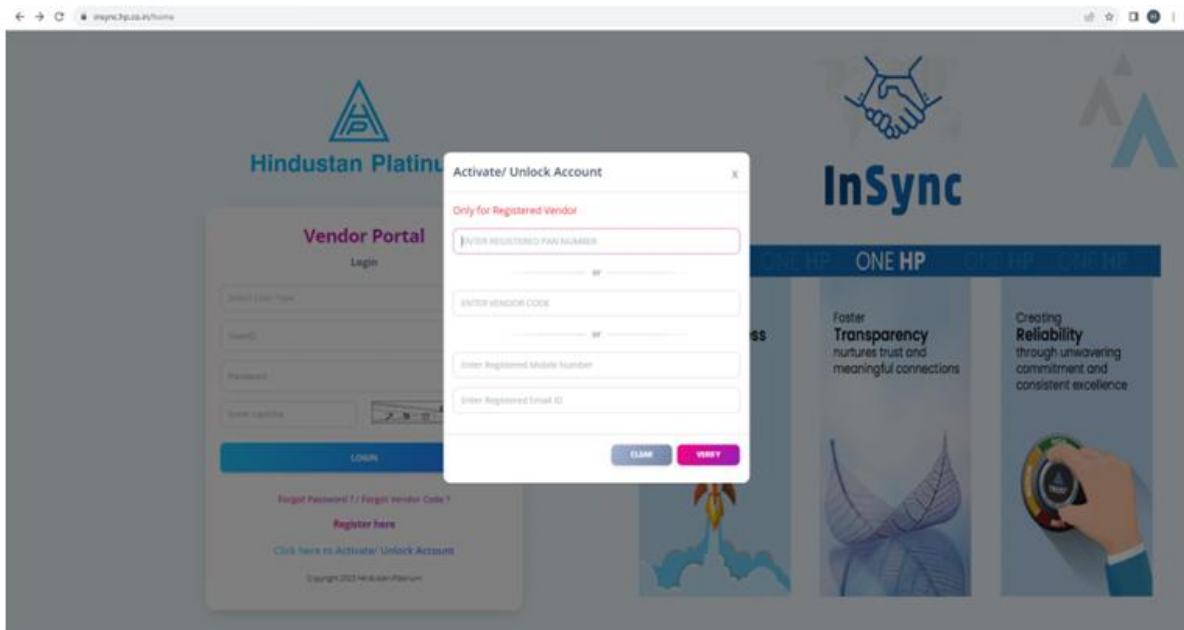
## ➤ Forget Vendor Code

- **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.



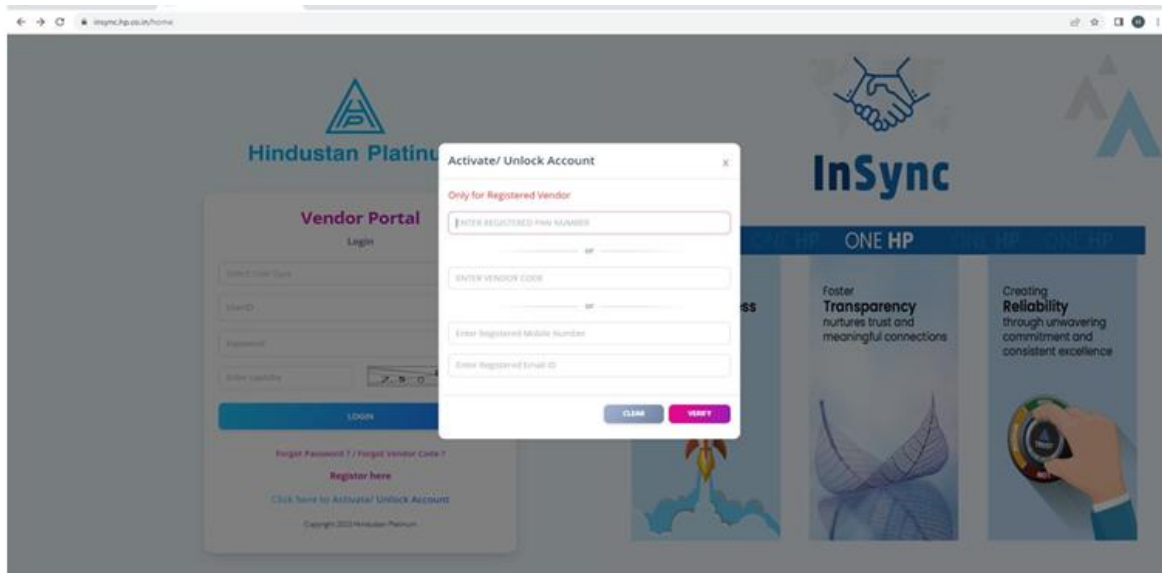
## ➤ Unlock Account in case of multiple times wrong Password

- 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 process provided.



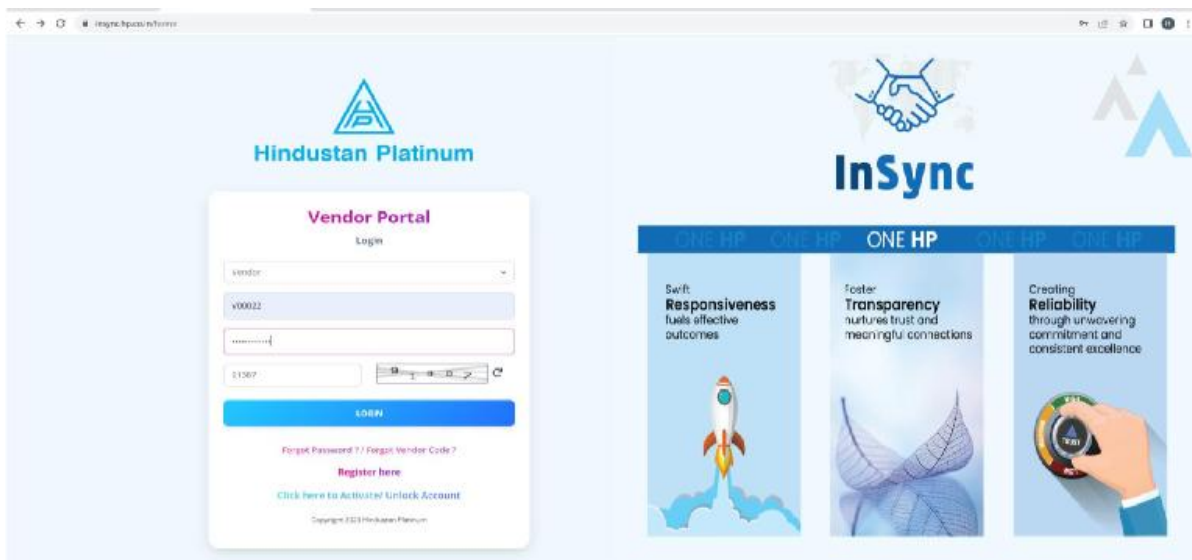
## ➤ Activate Account of Existing Vendor:

- 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.



## ➤ Vendor Login

- **Step 1:** Visit <https://insync.hp.co.in/home> link for login to Vendor Portal.



- **Step 2:** After successfully login the 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.

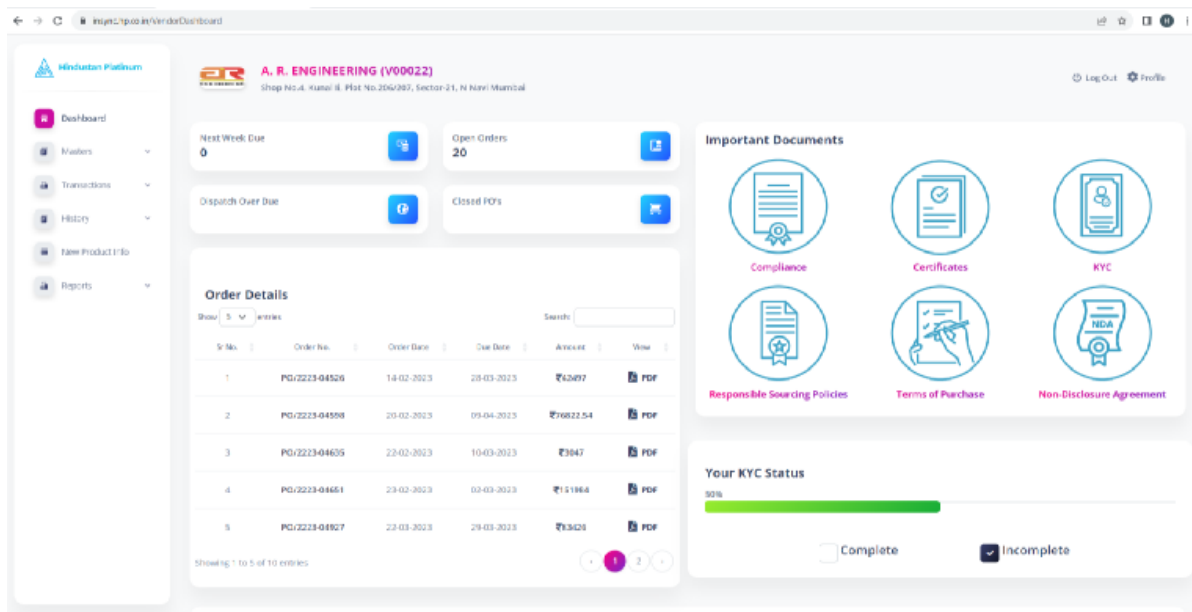


Fig. Vendor Dashboard

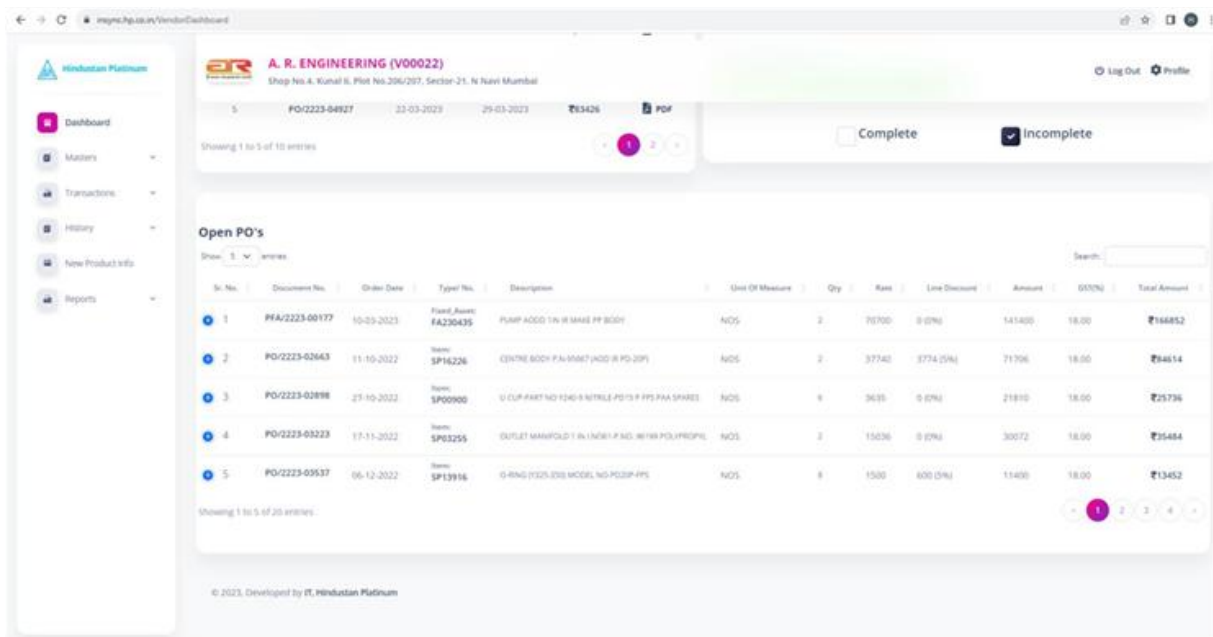


Fig. Vendor Dashboard

## ➤ Challan Information Update

- Step 1:** For challan information update go to the links in the menu bar as shown below.

Transactions -> Dispatch Info -> Update Challan Info

- Step 2:** Below is the page where you can enter/ modify the challan details for your Open Po's. Click yellow button to update challan information.

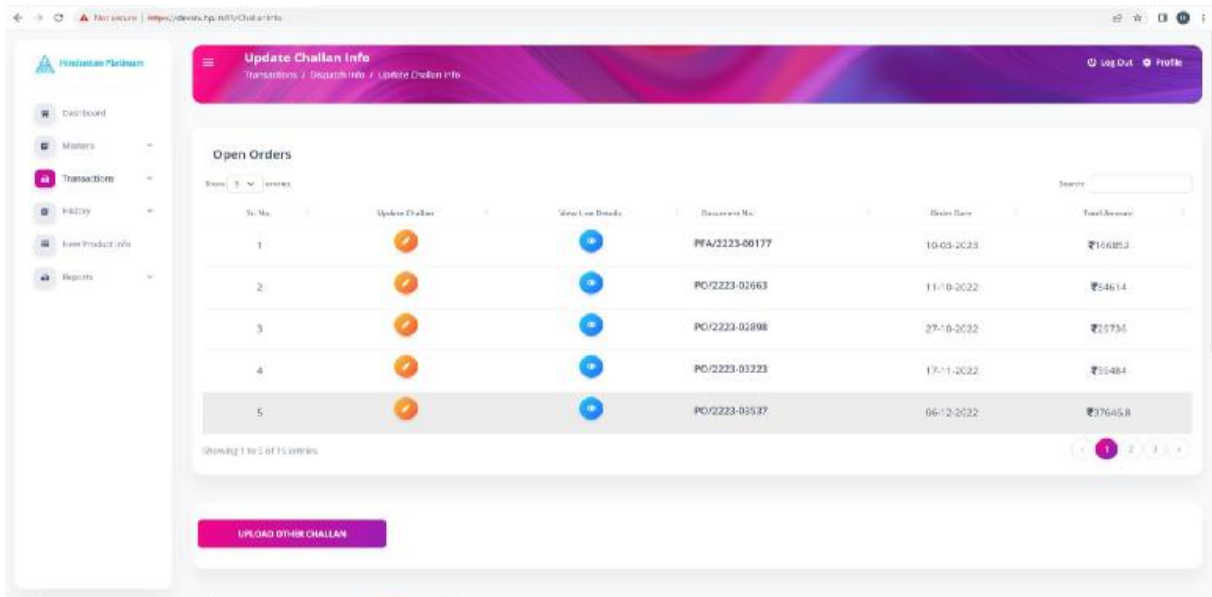
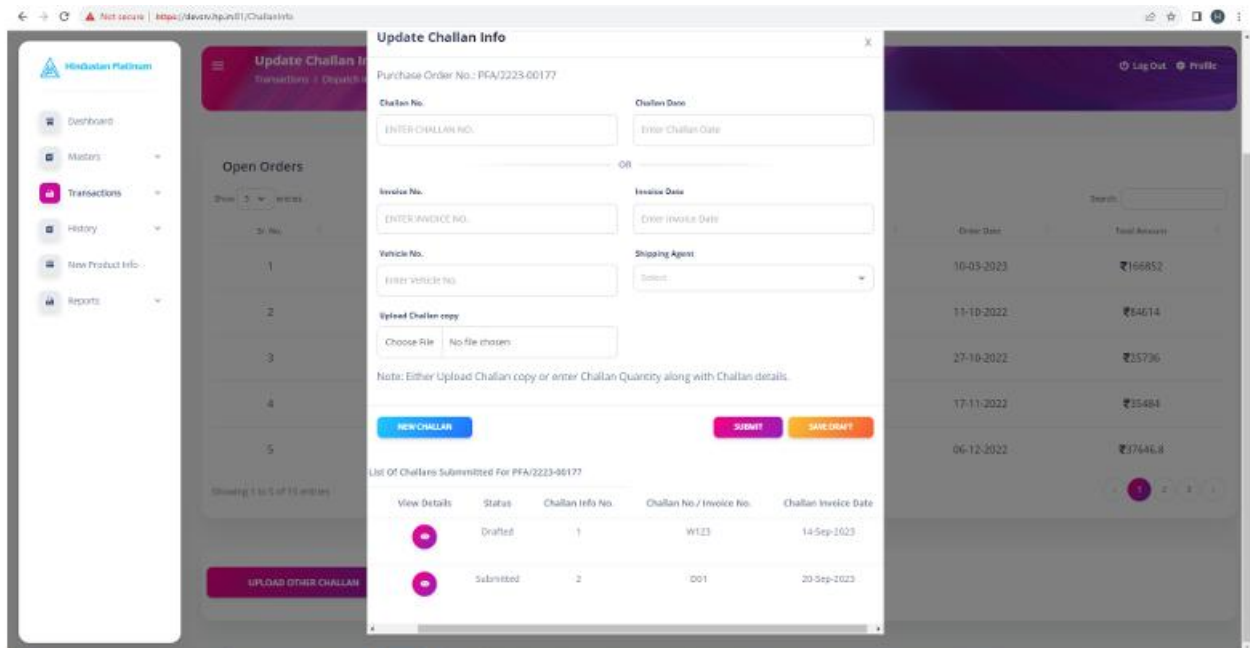
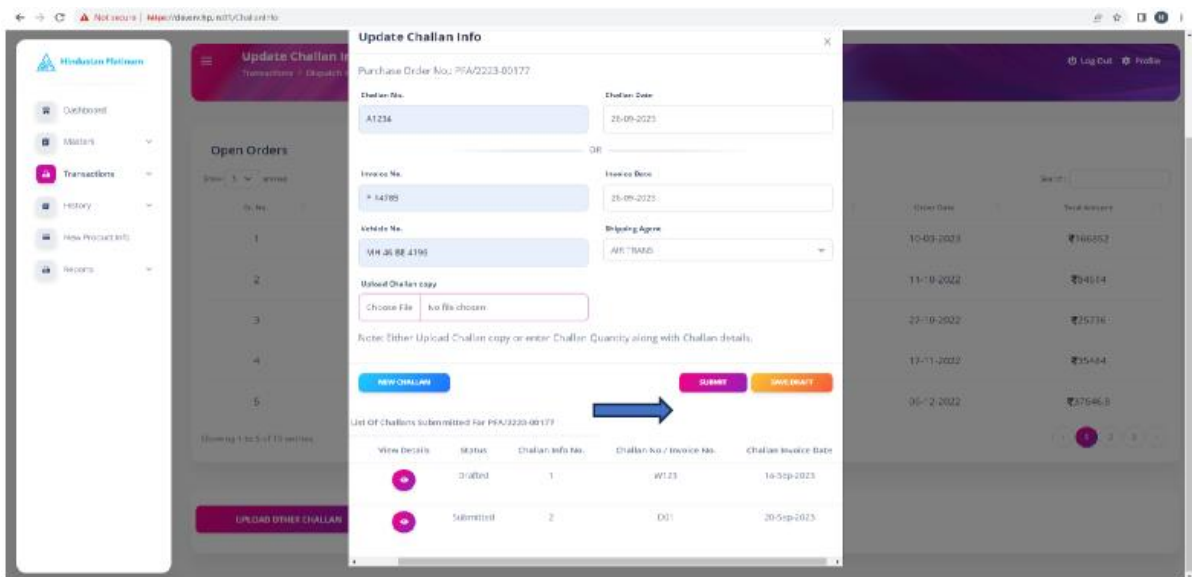


Fig. Update challan Info

- **Step 3:** This screen allows you to update the challan details for a specific PO at once, and you also have the option to upload the challan copy along with the details.



- **Step 4:** 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.



- **Step 5:** Click on the blue eye button to view the line details.

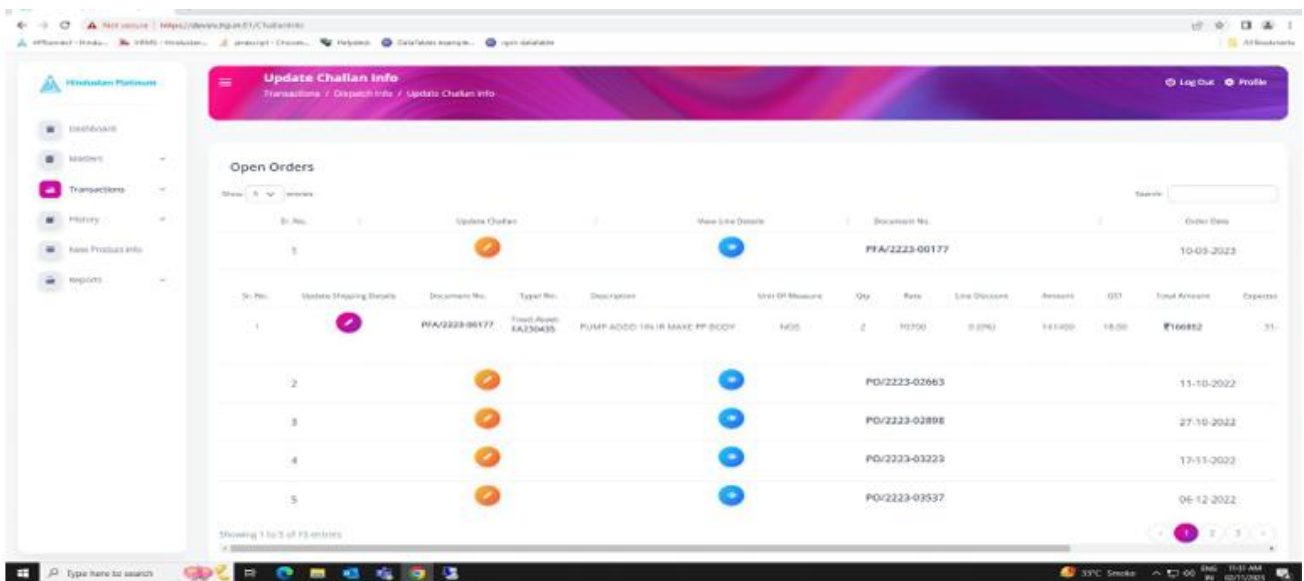


Fig. View line details

- **Step 6:** Update challan quantity as shown in the image below.



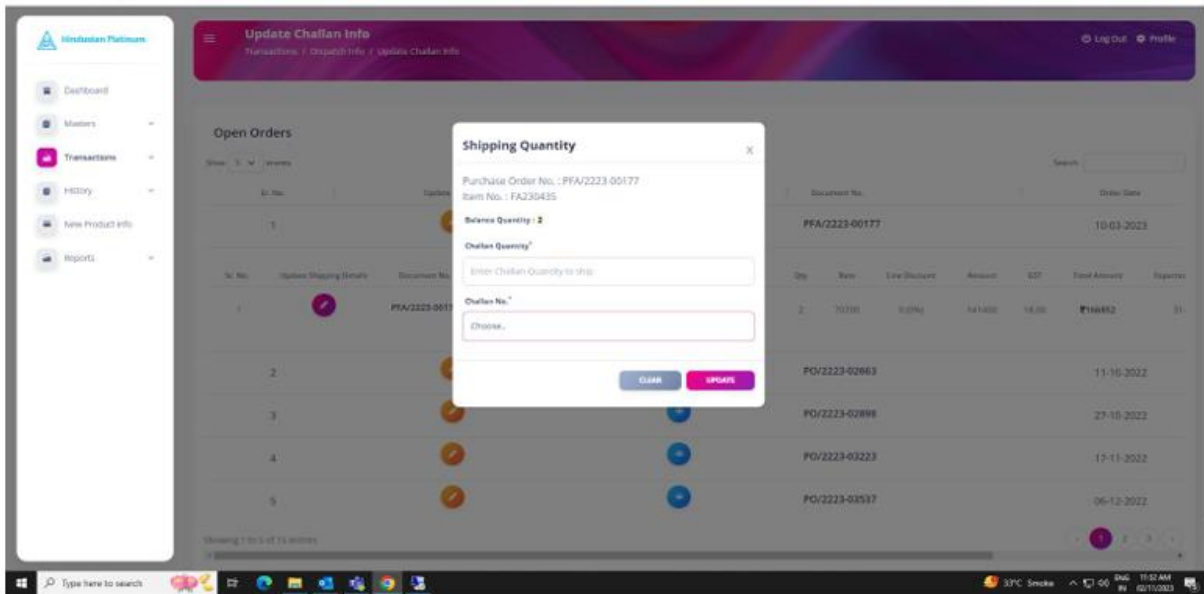


Fig. Update challan quantity

- **Step 7:** To check the status of posted challan, go to the below path in menu.

Transactions -> Dispatch Info -> Challan Status

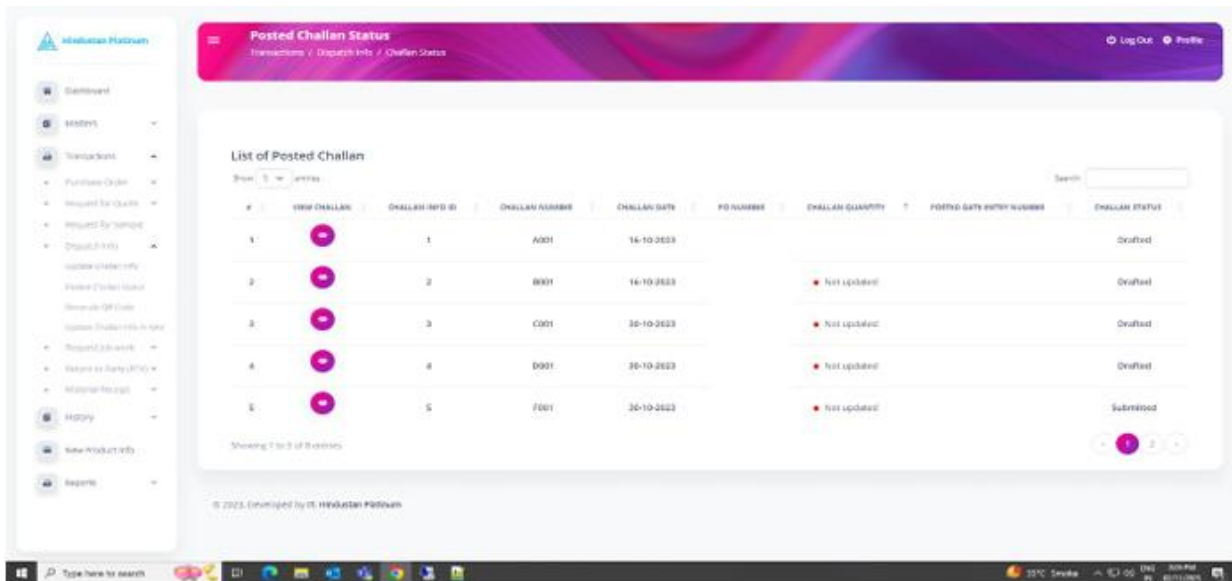
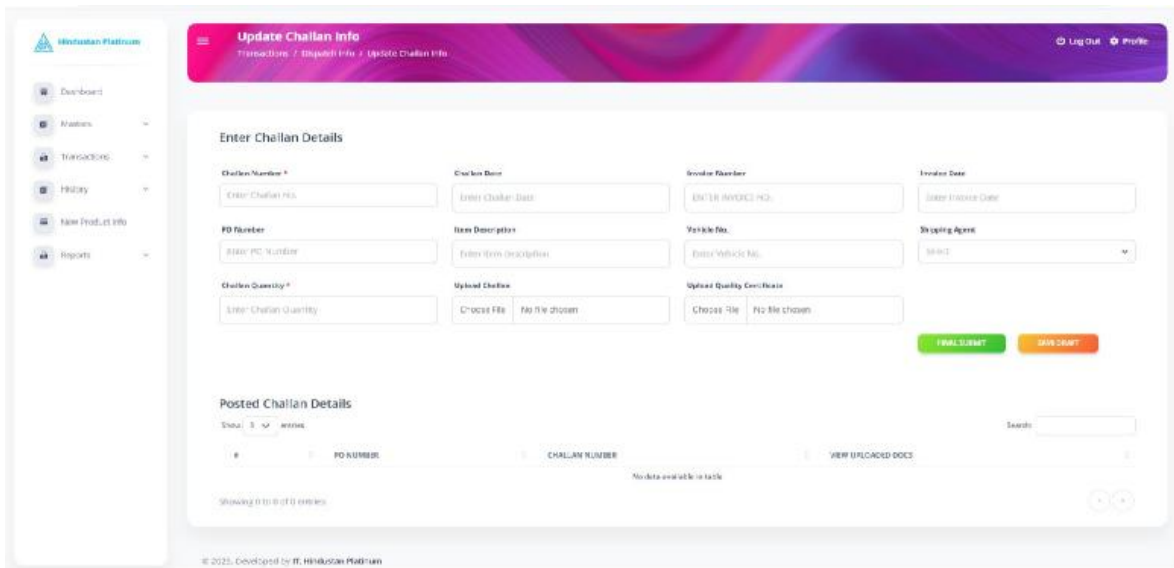


Fig. Posted Challan Status

- **Step 8:** 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.



# THANK YOU!