Supplier Relationship Management System

(SRM)

Registration of Suppliers (ROS) Process

USER MANUAL

for

BUYERS

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Created by: SRM Core Team - HCL

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1. Introduction

New Suppliers need not contact the buyers directly for registration if they are interested in supplying their Products or Sevices to HCL.

The SRM-ROS process enables the suppliers to self-register with HCL for the products/services they are interested to supply to HCL.

The Registration of Supplier (ROS) process is completed in two sub-processes:

-Supplier-Self Registration

-Supplier Evaluation / Approval

Supplier Self-Registration Process

(Note: This activity is to be carried out by Suppliers).

This process enables the supplier to register with HCL using Supplier Self-Registration Form for the Products they are interested to supply to HCL.

Supplier Evaluation /Approval Process

(Note: This activity is to be carried out by Buyers).

This process enables the HCL Supplier Approver /Approving committee of Buyers to review & evaluate the newly registered Suppliers based on the Self-Registration form & Questionnaire and finally Accept or Reject the suppliers.

Once a supplier is approved, it can be converted into Bidder, for Bidding & Reverse Auction and can be finally accepted as Purchase vendor /supplier and can participate in Supplier Collaboration Process.

2. Registration of Supplier (ROS) Process Steps.....

Step 1: Supplier has to fill up Self-Registration Form available in the HCL Website – <u>www.hclinfosystems.com</u> – GROUPSITES—HCL SRM—Online Supplier Registration option. Suppliers can register for one or more than one Product categories at a time, for doing

business with HCL.

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OR if an existing Supplier / Vendor of HCL is interested to register for a new Product with HCL, he can again fill-up the Supplier Self-Registration form for the new Product Category only.

Supplier is required to enter the Company Registration no ./TIN no. (if applicable), PAN No.(if applicable) and contact details .

Step 2: The moment Supplier Registration is done successfully, an e-mail with a Questionnaire Form link is sent to Supplier in auto mode in the e-mail ID mentioned in the Supplier Self-Registration Form.



The Questionnaire Consists of Two Parts: General Questionnaire & Product Questionnaire.

Step 3: The Supplier has to fill up this Questionnaire and send back.

Step 4: The HCL Supplier Approver /Approving committee reviews the registration form and the Questionnaire and finally Accepts / Rejects the supplier or the supplier may be contacted for further interactions & verification before final approval or rejection.

Step 5: The accepted supplier is converted to bidder and is provided with a login ID & password to

Access the Supplier Portal to carry out further SRM related activities.

3. How to Access Supplier Self-Registration Form ...

Suppliers can register their company using Supplier Self-Registration Form on HCL Infosystems Ltd. company website <u>www.hclinfosystems.com</u>.

Access the transaction by :

Use Internet explorer \rightarrow HCL Company WEBSITE (URL :www.hclinfosystems.com) \rightarrow GROUPSITES \rightarrow HCL SRM \rightarrow Supplier Portal -Online Supplier Registration option.



Go to Groupsites & Click HCL SRM for accessing Supplier Portal for Online Supplier Registration.



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Click Online Supplier Registration to register yourself as supplier.



4. How to fill up Supplier Self- Registration Form

Procedural Steps...

4.1 New suppliers interested to do business with HCL has to fill up the Supplier Self-Registration Form with the following Inputs .Before filling the form, below mentioned information should be readily available with the supplier.

Input - Mandatory Fields	Field Value / Comments
Name of the Company	Company Name to be entered for which supplier would like to
	register their company with HCL.
Language	Select the Language. Note: Only EN-English to be entered,
E Mail Address	Other Language will display an error message.
	correspondence from HCL.
Telephone	Enter the Mobile No./ Telephone No. for further official communications.
TIN No./Company Registration No.	TIN No. to be entered by Indian Suppliers if applicable and Company Registration No. to be entered by Foreign /Indian Suppliers (if Tin No. is not applicable).
Postal Code	Enter the Postal Code of the City where your company is
	registered / Head office is located.
Country	Select the Country of your Company.
PAN No.	Enter the Company PAN No. as per the standard PAN no. format i.e. AAAAA1234A. Validation is applied for this PAN no. format.
	This input is Mandatory for Indian suppliers.
City	Enter the City Name where your company is registered at
	/of the Head office of your Company.
Select the Language in which you	
want to sent the Questionnaires	Select the Language. Note: Only 'EN' for English needs to
	be entered.



4.2 In the Supplier Self- Registration Initial Screen, enter information in the fields as specified in the screen below:

Supplier Self-Registration - Windows Internet Explorer		
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😭 🏟 🖉 Supplier Self-Registration	🔓 • 🖻 - 🖶 • 🖻	Page 🔹 🍈 Tools 🔹 🎇
Welcome to supplier self-registration for HCL Infosystems Ltd. To register yourself as a supplier, enter your data and choose Send * Required Entry Company Details		
Name of Company * New Infolech D-U-N-S Number Language * English		
Address Data		
E-Mail Address * prakash@infotech.com Telephone * D11-2345678 Extension Fax Extension Extension Street No. 43, Venkatesh Nagar.2nd Main Ext, AL/ Supplier Certified(ISO/QMS/TQM) QMS Th No./Company Registration No. * B123450DDD123		
Which Product Categories can you Deliver?		
Select the language in which you want to send the questionnaires * English 19" Netwoking / Telecom Racks Access Control Systems Adhesives Ar Conditioners Alarm Systems Asset Management Audio / Video Conferencing Equipments Audio/Video Cards Batteries		T
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Other Addon Cards	Other Security Devices	Other storage Devices		
Packing Accessories	Packing Items-Corrugated Boxes	Packing Machines		
Paper Cutting Machine	PC Cabinets /Enclosures	PDUs		
Pen Drives	Photo Copiers	Plastic Parts		
Polythin Bags/Shrink Films	D POS	Power Adaptors		
Printers-Bar Code	Printers-Dot Matrix	Printers-InkJet		
Printers-Laser	Printers-POS	Printers-Special		
Projectors	Public Addressal System	ROM		
Scanners-Bar Code	Scanners-Flat Bed/Hand Held/Others	Screeners		
Servers	Services	Sheets Metal Parts		
Sheets(CRCA,GI,Alu,S.S.,Lead, Titiatum)	SMPS	Software-ERP		
Software-Licenses	Software-Operating Systems	Software-Other Applications		
Speakers	Stabilizers	Stationery Items		
Storage Accessories	Survelillance Equipments	Tape drives		
Telephones	Teriminal Servers	Terminals		
Testing Equipments	Thin Clients	Tyre busters		
UPS	Visual Presenters	Webcam		
Data Privacy Statement				
I hereby declare that the information given ab	ove is true to the best of my knowledge and	belief and can be supported with reliable documents when	needed.	Data Privacy Statement
A Questionnaire link (URL) will be send to the	e Email address provided. Access to HCL Inf	osystems Ltd., site will be based on your reply to the question	onnaire.	
			Yes, I have read the data privacy stat	ement and accept the terms.
Send Delete Entries				

4.3 After Filling the above details, please select 'Send' to post the document. You will get a message: **'You have been successfully registered'**.

4.4 Now, Supplier will get an e-mail automatically on the E-mail ID provided by him on Self-Registration Form. This e-mail will have a Website link for a Questionnaire.





🚔 HCLI Questionnaire				
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From: SUS_SERVICE Date: Tuesday, November 23, 2010 3:40 PM To: kkundu@hd.in Subject: HCLI Questionnaire				
Hello,				
Welcome to HCLI Supplier Registration. You have been succ Please fill the Questionnaire from the link below to further proc registration.	essfully registered. ess your			
Thanks, HCLI Procurement Team				
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5. How to fill up the Questionnaire...

5.1 Supplier has to click on the link provided in the e-mail to open the Questionnaire format & fill the Questionnaire.

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General Questions	
If you are already registered, please mention the following:	
HCL Vendor Code	
User Id	
What are your Payment Terms?	
Who are your Key Customers?	
Where are the Billing Locations of your Company?	
Where are the Supply Logations of your Company?	
Whete are the Supply collabors of your company:	
what are your INCO (ERMIS /	
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Contact Person	
E-mail	E
Company Website	
Country Code STD Code Number	
Telephone	
Fax	
Top	
Part 2 - Product Questionnaire Please describe briefly which products you offer in the categories as se	scted in the registration form: Tip: Mention different Type of Product you offer in this Product Range. Mention Product Make, Warranty and
Done	4
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5.2 Select – 'Send Questionnaire' to post your questionnaire.

If it is sent successfully, Supplier will get a message 'Thank You for Participating, Your Questionnaire has been saved'.





Your questionnaire has been saved.

Now, Supplier Self- Registration process is completed from the Supplier's end.

By providing maximum possible input information in the Registration form & in the Questionnaire, the suppliers will help in saving time during Contact Person and User ID creation for the supplier correctly which are required by him to access the HCL Supplier Portal.

Supplier details captured in the Self-Registration Form and the Questionnaire are available to be reviewed by HCL Central Approval Team of Buyers for final acceptance or rejection of the Supplier.

*

HCL Infosystems Ltd.



Done

6. Supplier Evaluation & Approval Process (with Screen-shots)

Note: This activity is to be carried out by Buyers.

HCL Central Approval Team of Buyers will evaluate the suppliers registered through HCL Website using the Online Registration Process.

Based on the input provided by suppliers in the Self-Registration form and the Questionnaire, the supplier may be accepted, rejected or remain in New Status for further review.

6.1 Login to HCL Supplier Portal using URL – <u>http://procurement.hclinsys.com/irj/portal</u> or via <u>www.hclinfosystems.com</u> →GROUPSITES→ HCL SRM →Supplier Portal →SRM Enterprise Portal.



- 6.2 Enter your User ID & Password.
- 6.3 Click Log on Button, the below screen will appear.



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6.4 Click Business Partner appearing on Left side.

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6.5 Now Click on Pre-Select Supplier.



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6.6 Search the supplier based on the following parameters: Product Category, Status, Country, or Name, shown on top.

(e.g. 'New Infotech' Supplier has been searched by Name , then click on the Start Button).

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6.7 Click on the Supplier name.

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6.8 If you want to attach documents related to this supplier e.g. TIN Copy, PAN Copy etc., attach here. These docs should be sent by supplier.

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6.9 Click the next tab '**Categories and Questionnaires**' where you will find whether theSupplier has submitted the Questionnaires.

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6.10 Here, you can review the filled questionnaire and based on the input provided by supplier, you can accept or reject the supplier.

E.g. as per the input given, this supplier is accepted for further activity like Bidding.

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Now the Supplier status is changed from New to Accepted.

In the same way, if the details on the Questionnaire are not satisfactory, the supplier can be rejected or can be kept temporarily in the status 'New' for further review / evaluation before finally accepting or rejecting by the HCL Central approving Team of buyers.

*

This completes the Supplier Evaluation /Acceptance Process.



7. How external suppliers contact HCL for Support ...

For any issues, external suppliers can contact HCL at <u>support.srmproc@hcl.com</u>. This e-mail ID is available in our HCL Website –www.hclinfosystems.com –HCL SRM –Supplier Portal screen.

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8. How Buyers/ Internal HCL users get support on SRM system

For any SRM system related issues or requirements, Buyers need to log the issues at HCL Intranet in RRC Module – **Rapid Resolution Centre** – Choose Helpdesk option :**SAP Support-SRM**, raise a Ticket & get the issue resolved.

*****END*****

