

# Supplier Relationship Management System (SRM)

## Registration of Suppliers (ROS) Process

### USER MANUAL

for

BUYERS

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HCL Infosystems Ltd.



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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 Services 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.

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

**Step 1:** Supplier has to fill up Self-Registration Form available in the HCL Website – [www.hclinfosystems.com](http://www.hclinfosystems.com) – 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.

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.

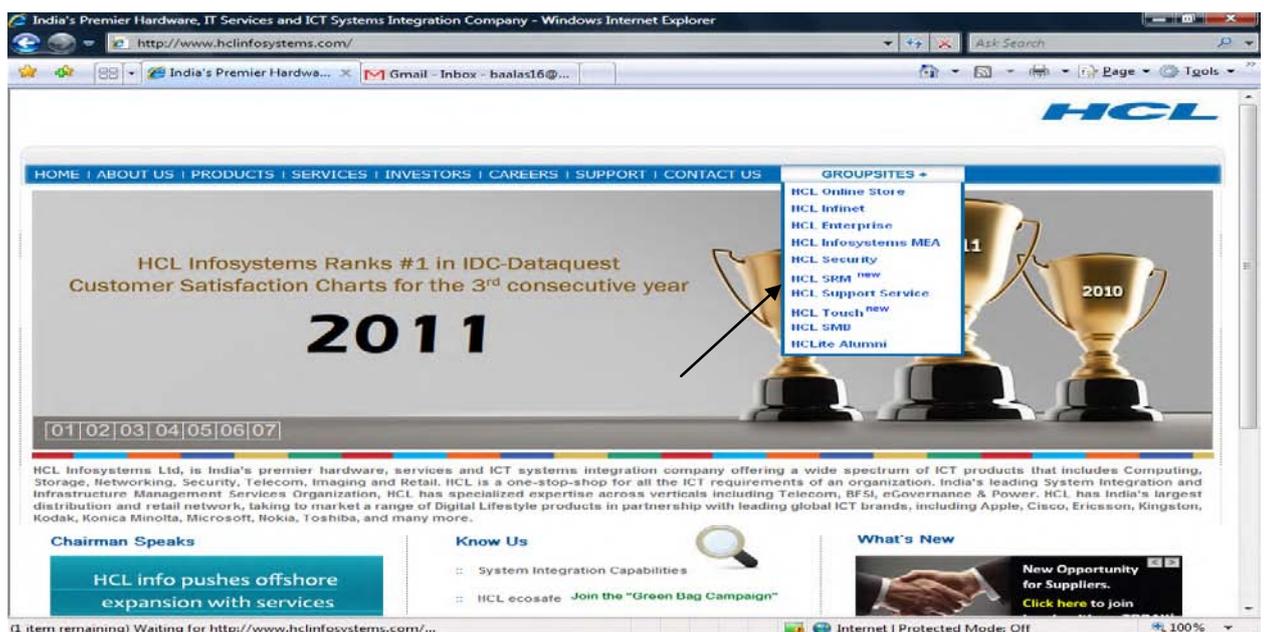
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### 3. How to Access Supplier Self-Registration Form ...

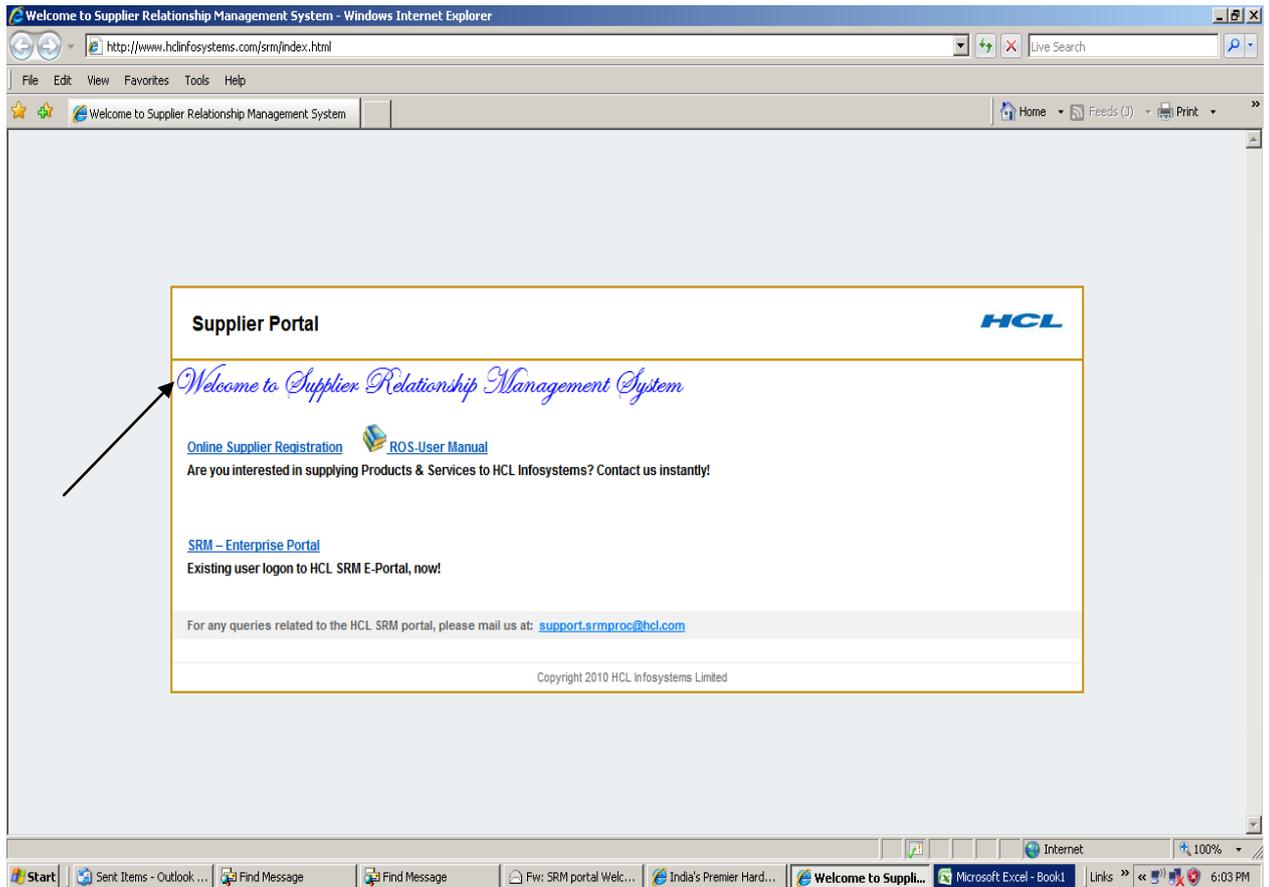
Suppliers can register their company using Supplier Self-Registration Form on HCL Infosystems Ltd. company website [www.hclinfosystems.com](http://www.hclinfosystems.com).

*Access the transaction by :*

Use Internet explorer →HCL Company WEBSITE (URL :[www.hclinfosystems.com](http://www.hclinfosystems.com)) → GROUPSITES → HCL SRM → **Supplier Portal -Online Supplier Registration** option.



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



Click Online Supplier Registration to register yourself as supplier.

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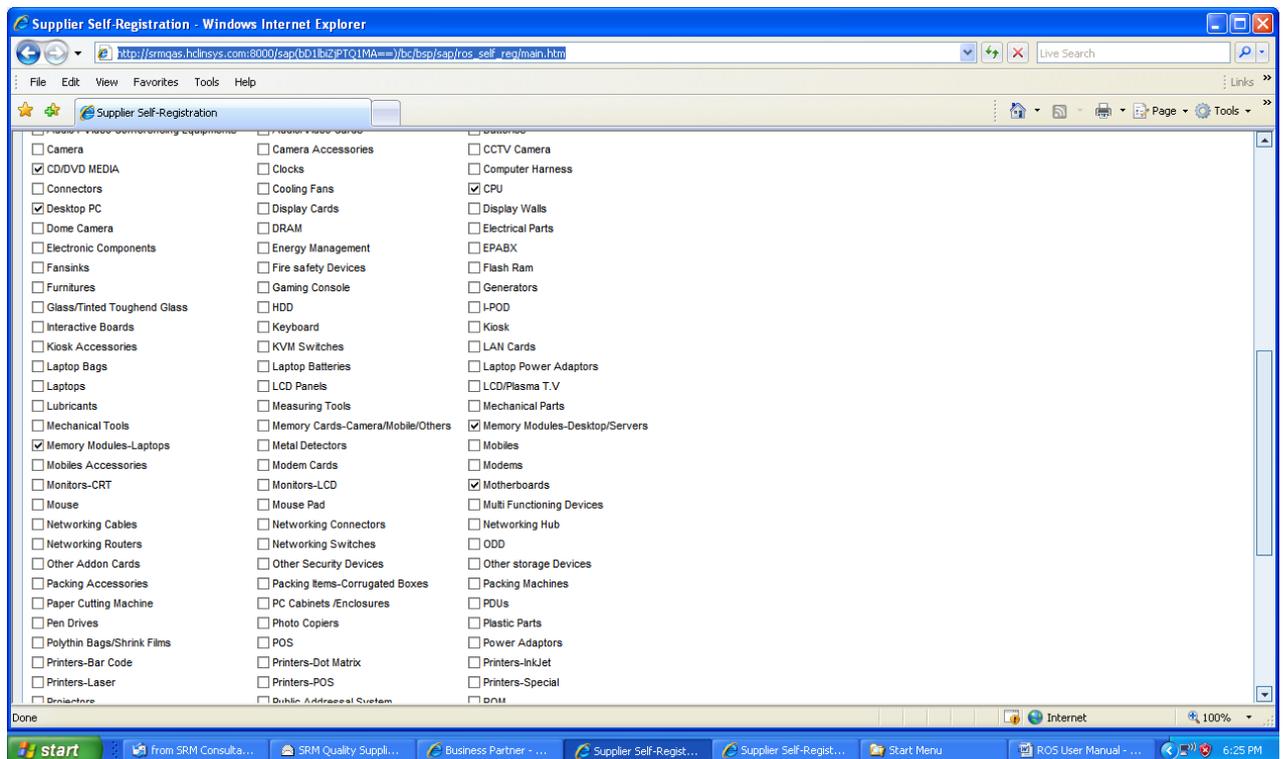
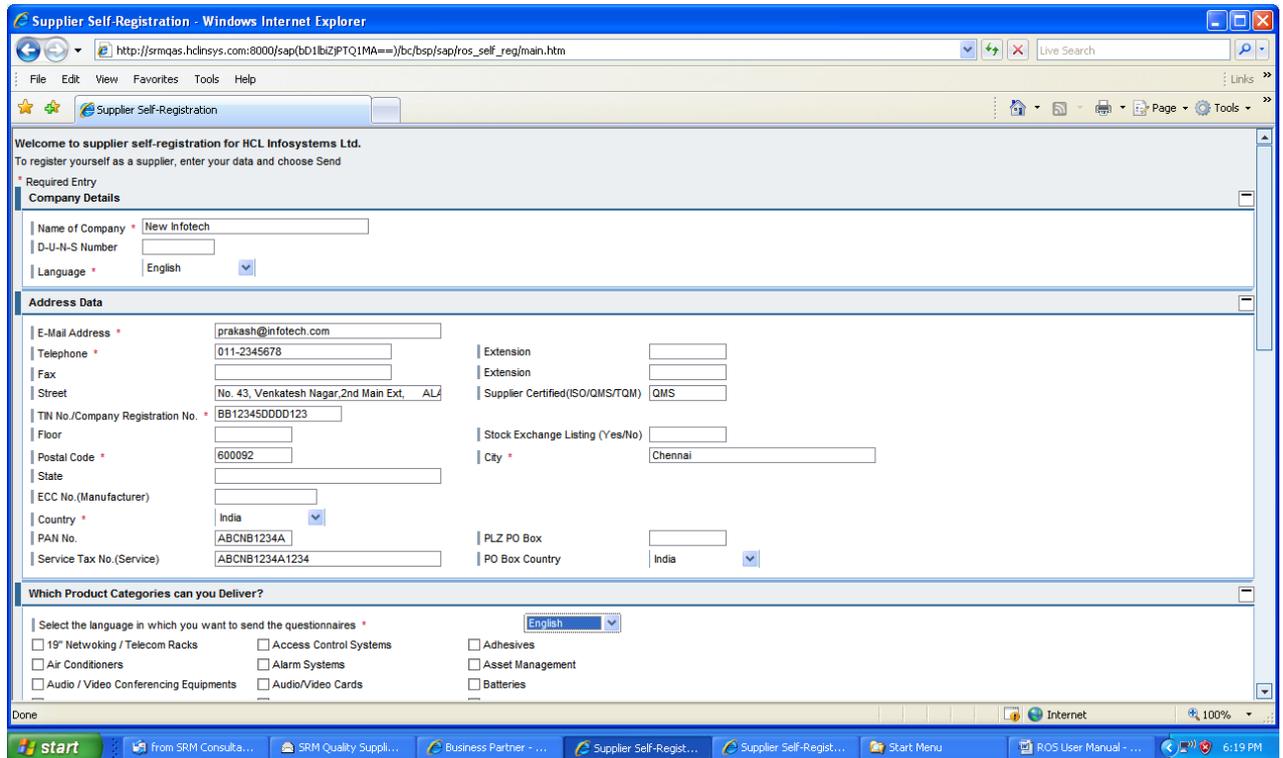
## 4. How to fill up Supplier Self- Registration Form .....

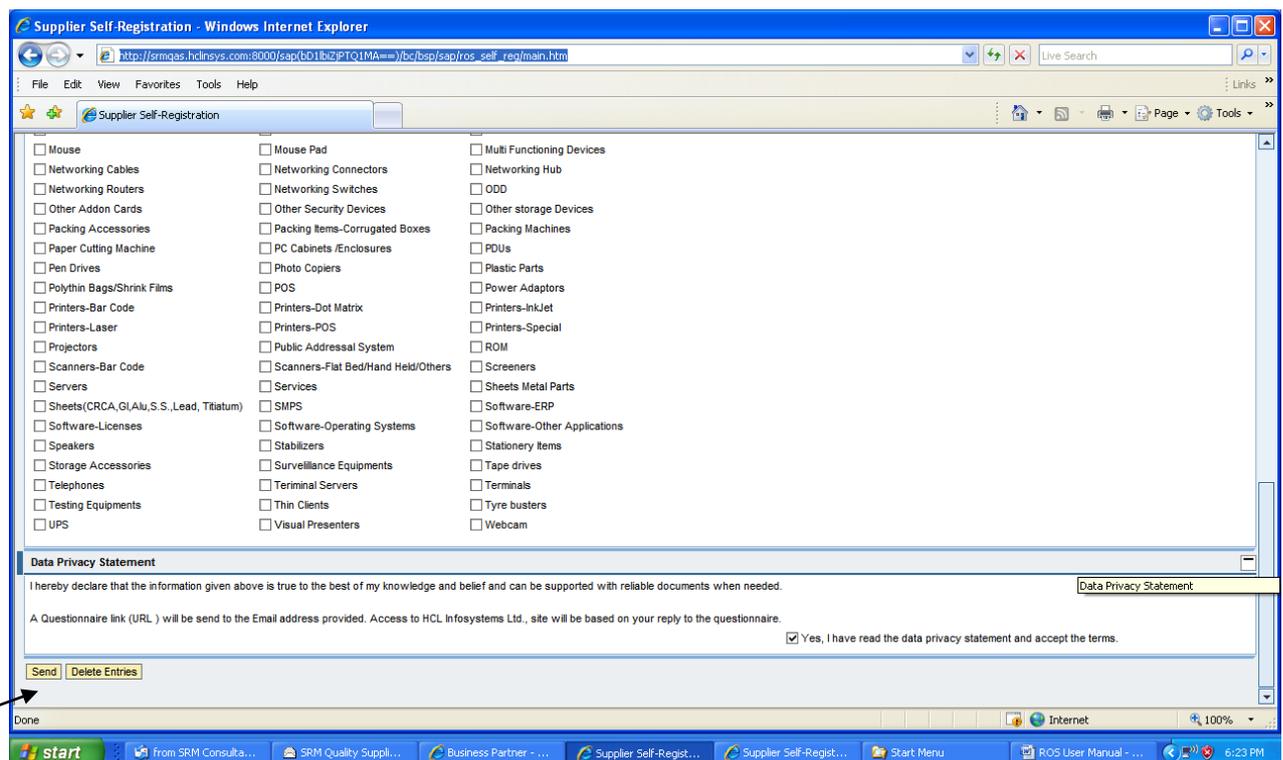
### ***Procedural Steps...***

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, Other Language will display an error message.
E-Mail Address	Enter the E-mail ID in which you want to receive the future 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.

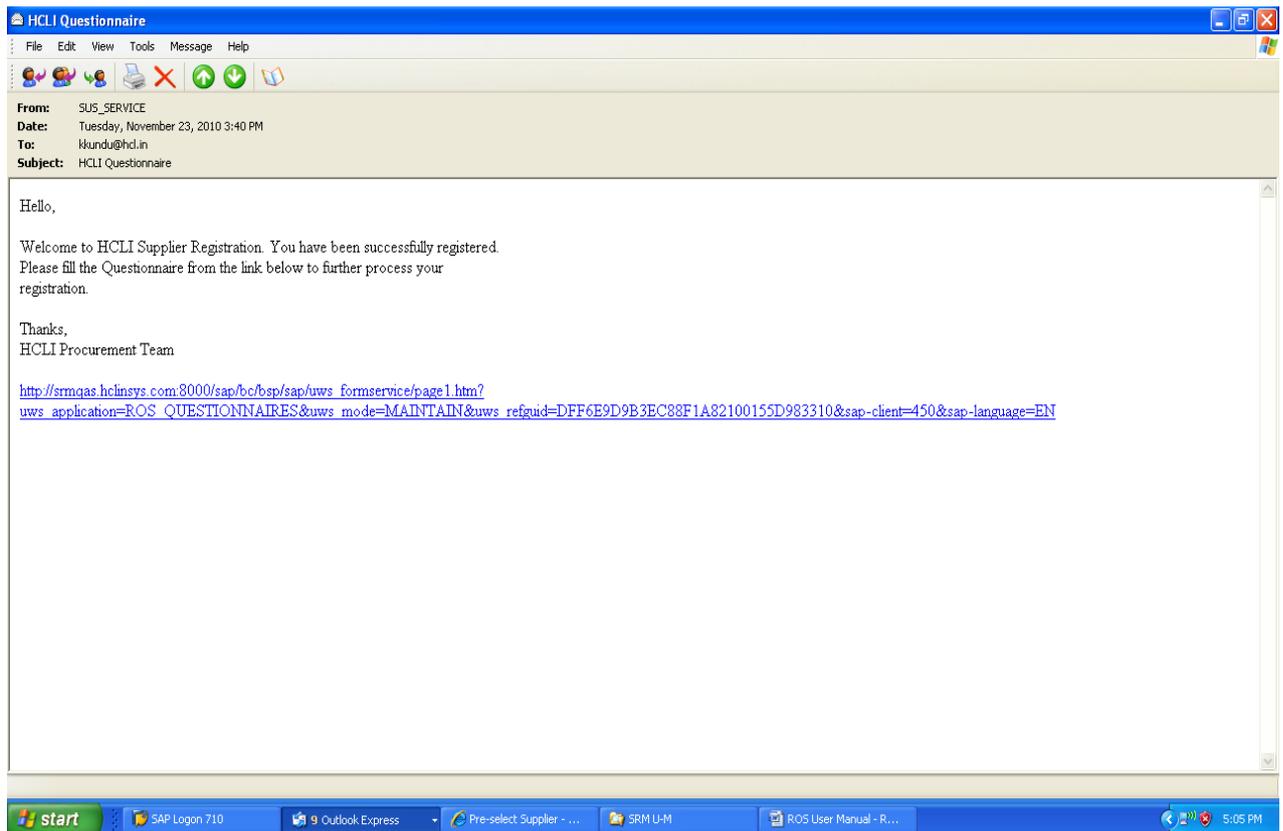
4.2 In the Supplier Self-Registration Initial Screen, enter information in the fields as specified in the screen below:





**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.



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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.

**HCL Questionnaire**

[1 - General Questionnaire](#)  
[2 - Product Questionnaire](#)

[Top](#)

SWDY

Part 1 - General Questionnaire Enter a brief description of your Company:

**Company Related Questions**

Year of Incorporation

Legal Form of the Company  
 Public Ltd.  Private Ltd.

Stock Exchange Listing

If yes, please enter Stock Exchange

Stock Exchange Registration No.

Type of Organisation

**Tax Related Questions - Enter as applicable**

PAN No.

VAT / TIN No.

CST No.

Excise Range

CST No.

Excise Range

Excise Division

Commissionerate

Service Tax Reg. No.

Company Registration No.

P.F. No.

ESI No.

Do you have Permanent Establishment in India? (In case of Foreign Supplier)  
 Yes  No

Is TDS acceptable?  
 Yes  No

**Employees Related Questions**

Overall Strength

In Production

In Administration

In Research & Development (or) Design

In Support Division

**Financial Information (In Figures)**

Preferred Currency

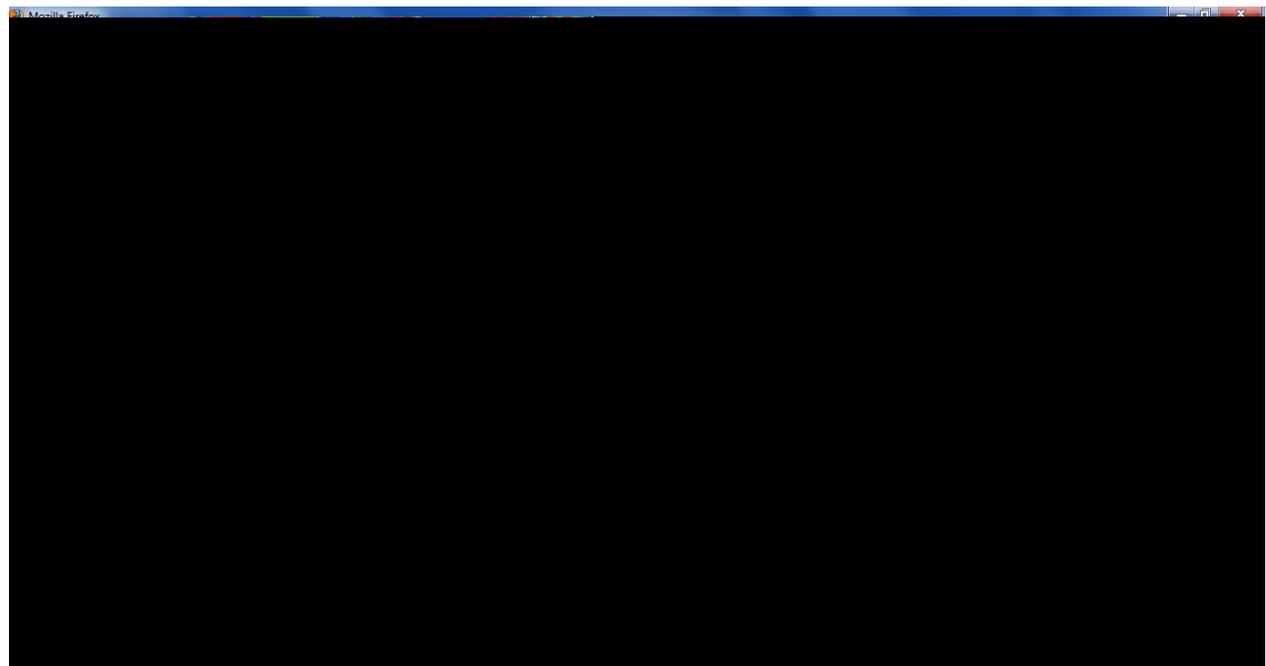
If others, please specify

	Present	In Previous 3 Years		
Years				
Turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profit /	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The screenshot shows a Mozilla Firefox browser window displaying a web form for supplier registration. The browser's address bar shows the URL: `http://srmqas.hclinsys.com:8000/sap/bD1biZjPTQ1MA==/bc/bsp/sap/uws_formservice/page1.htm?uws_application=ROS_QUESTIONNAIRES&uws`. The form is titled "Part 2 - Product Questionnaire" and includes the following sections:

- Turnover**: A row of four input fields.
- Profit / (Loss)**: A row of four input fields.
- General Questions**: A section with the instruction "If you are already registered, please mention the following:" and several questions with input fields:
  - 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 Locations of your Company?
  - What are your INCOTERMS?
- Communication**: A section with input fields for:
  - Contact Person
  - E-mail
  - Company Website
  - Telephone (with sub-fields for Country Code, STD Code, and Number)
  - Mobile
  - Fax

At the bottom of the form, there is a "Log" link and a "Done" button. A footer note reads: "Part 2 - Product Questionnaire Please describe briefly which products you offer in the categories as selected in the registration form. Tip: Mention different Type of Product you offer in this Product Range. Mention Product Make, Warranty and Done".



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’.



**Thankyou for participating.  
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.

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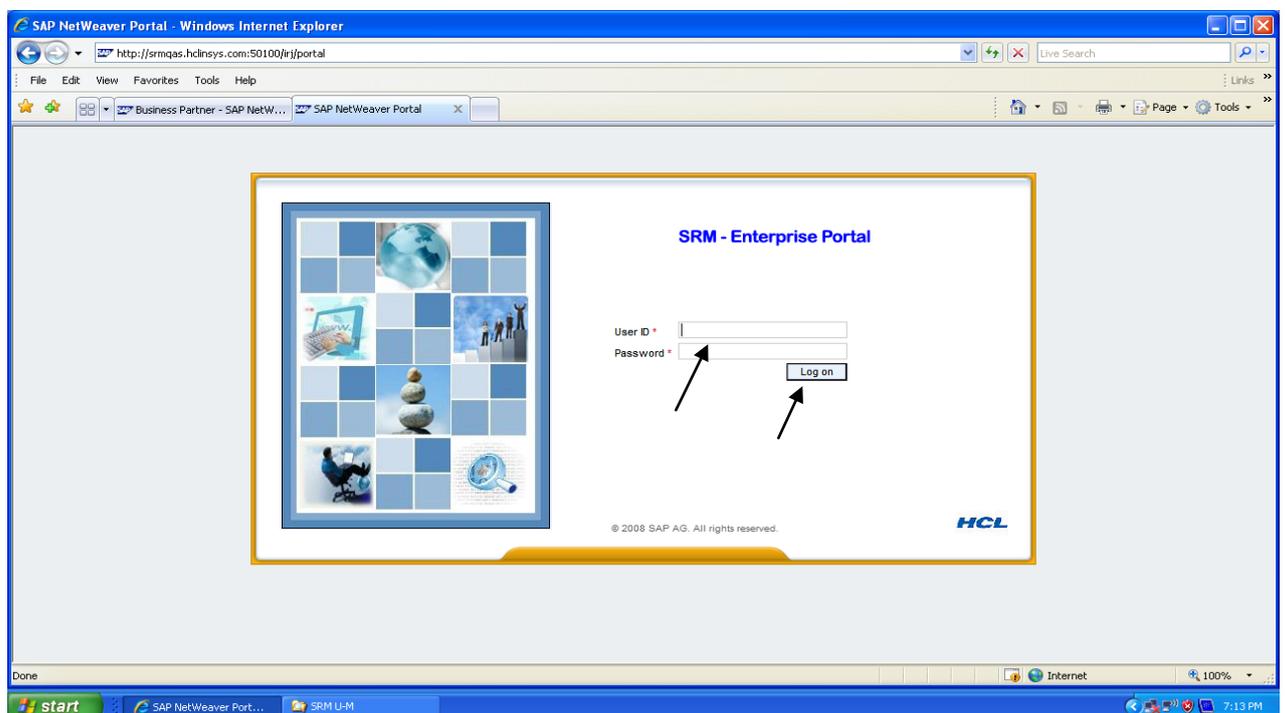
## **6. Supplier Evaluation & Approval Process (with Screen-shots)**

*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.

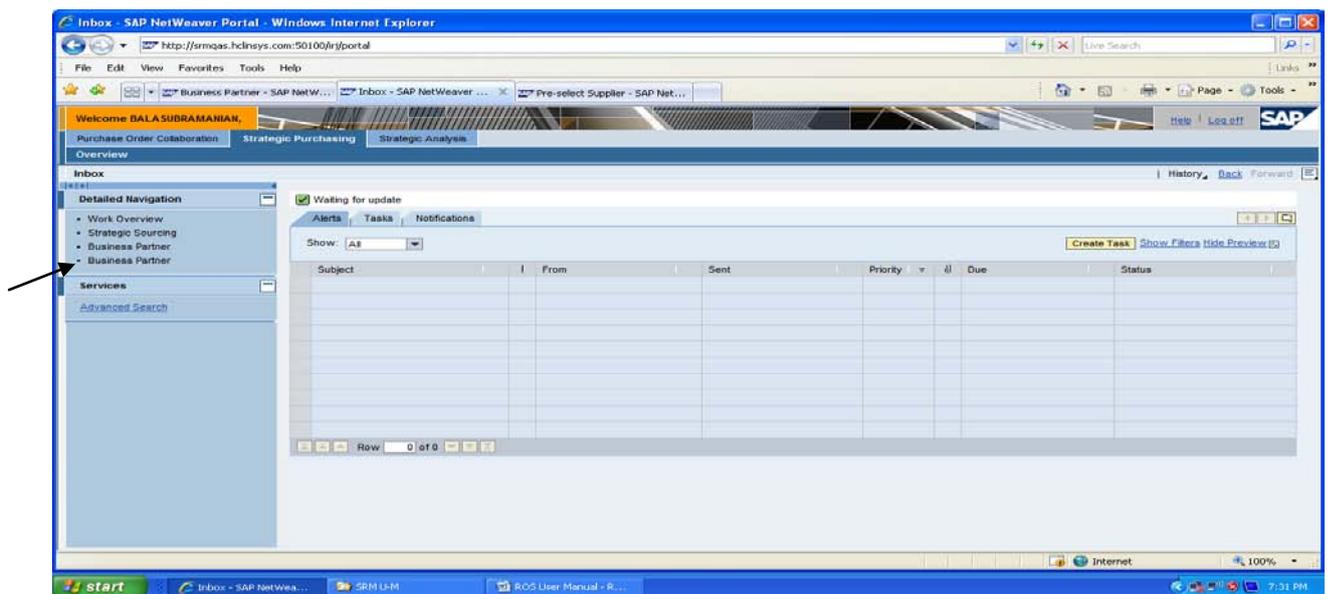
Based on the input provided by suppliers in the Self-Registration form and the Questionnaire, the supplier may be accepted, rejected or remain in New Status for further review.

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

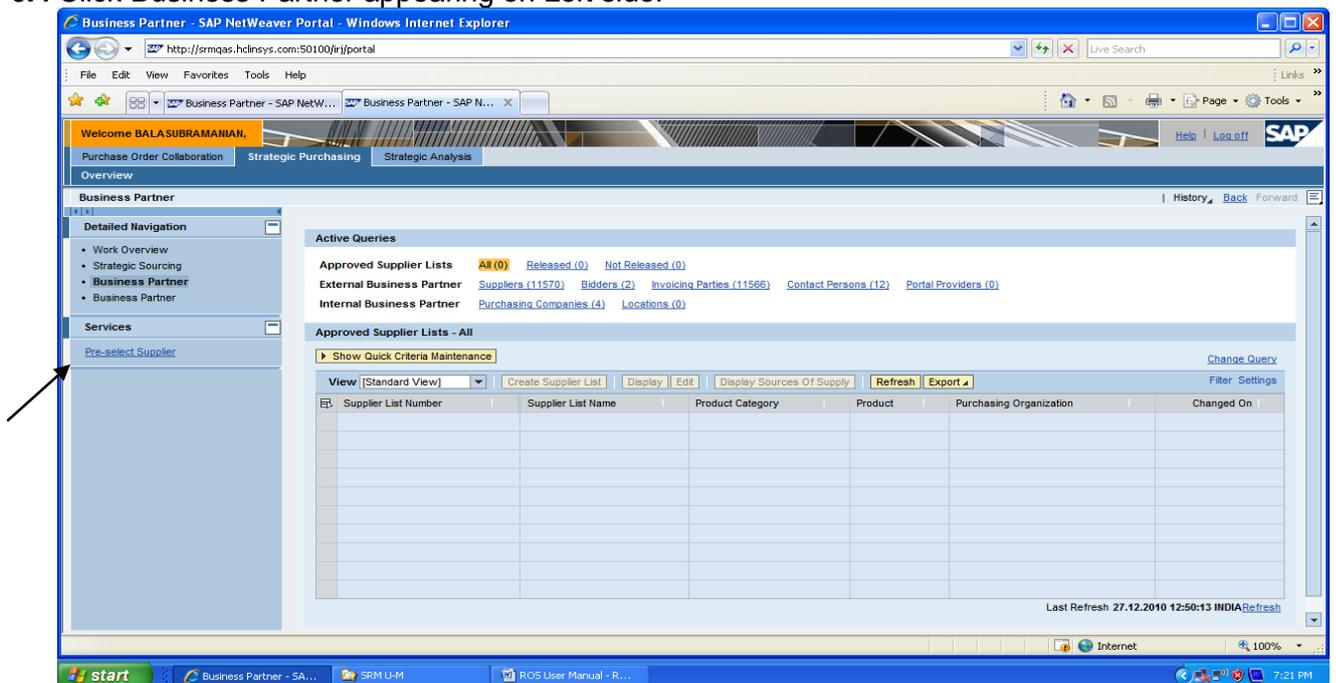


6.2 Enter your User ID & Password.

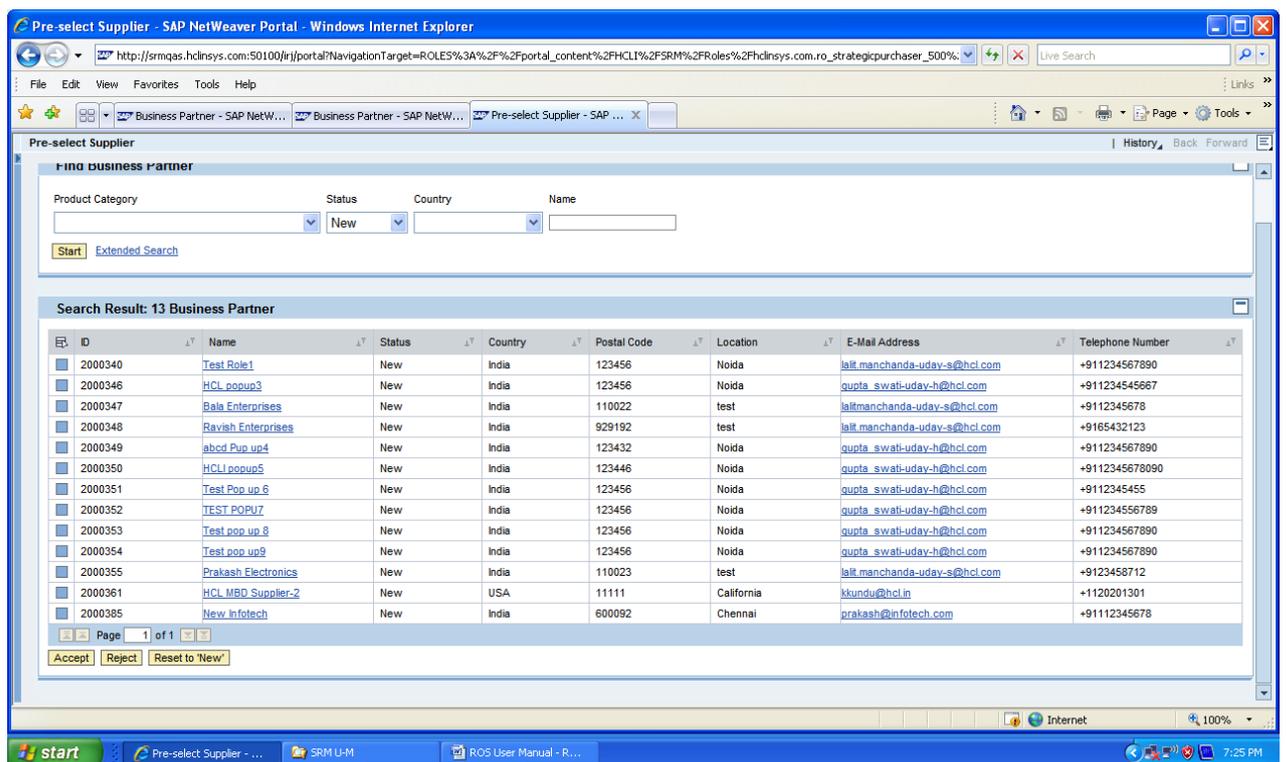
6.3 Click Log on Button, the below screen will appear.



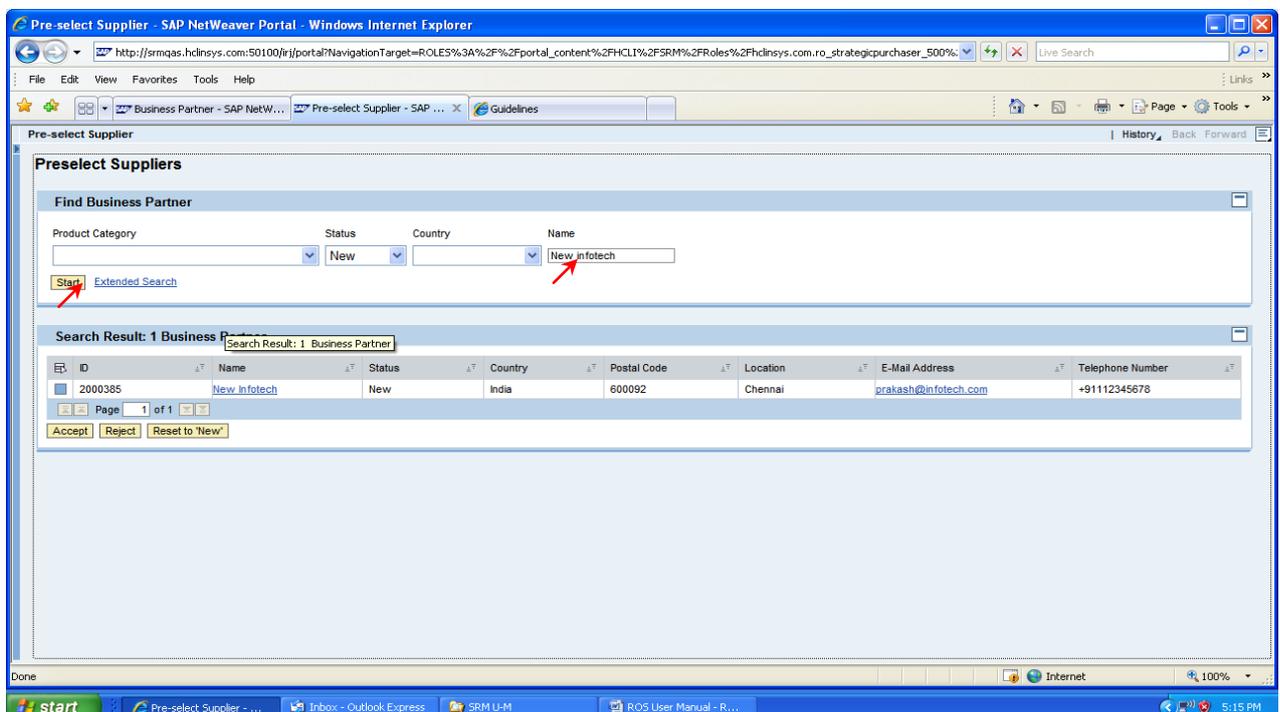
## 6.4 Click Business Partner appearing on Left side.



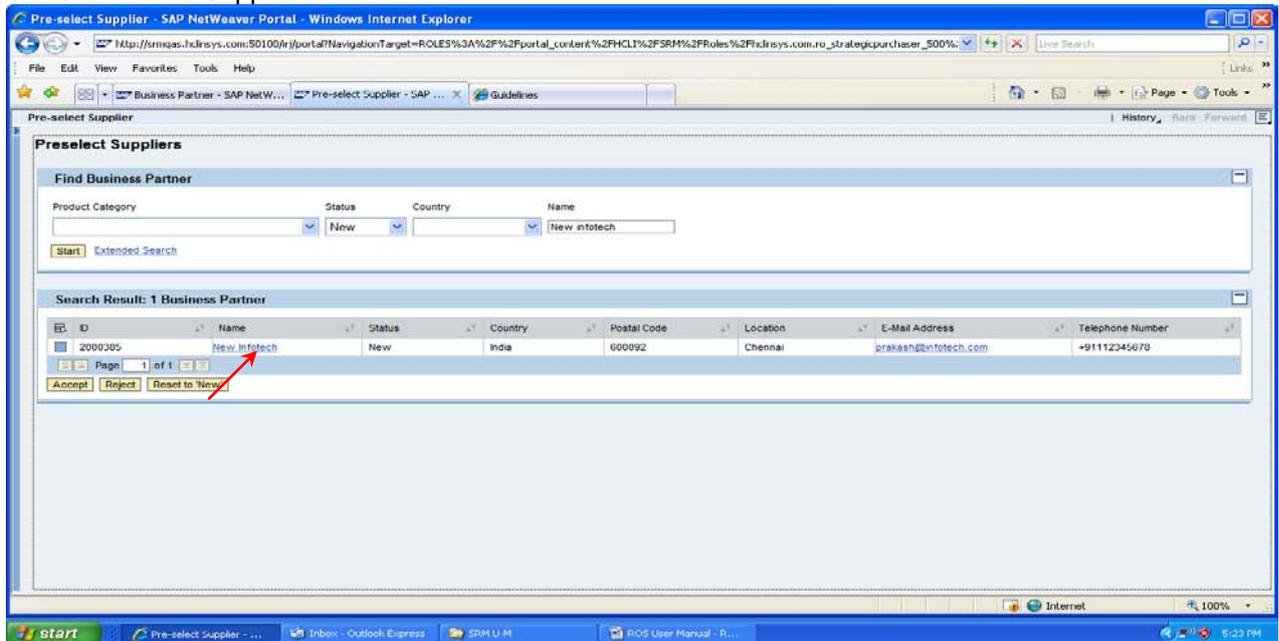
## 6.5 Now Click on Pre-Select Supplier.



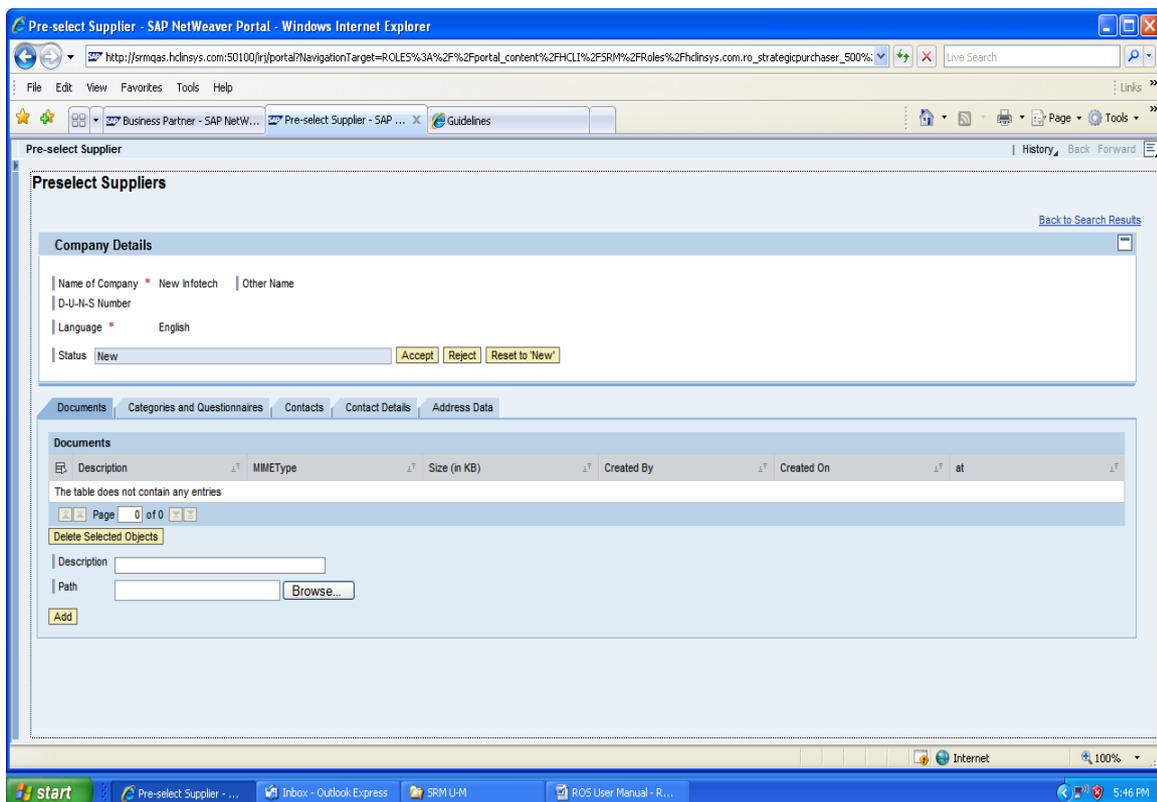
6.6 Search the supplier based on the following parameters: Product Category, Status, Country, or Name, shown on top.  
 (e.g. 'New Infotech' Supplier has been searched by Name, then click on the Start Button).



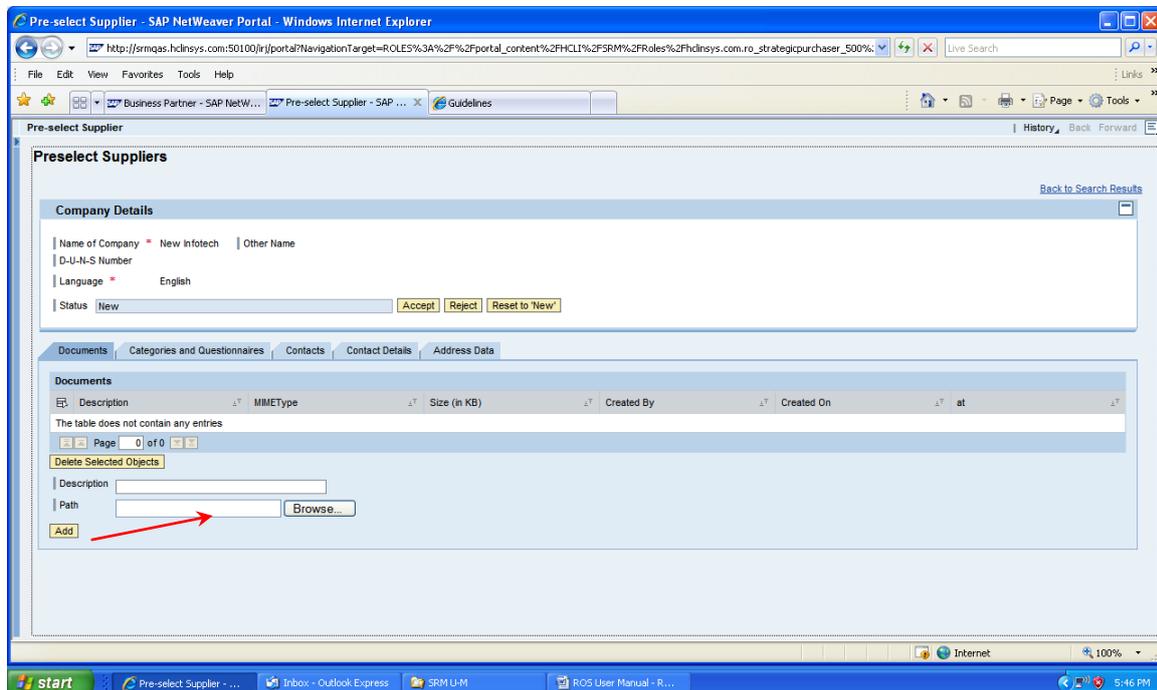
6.7 Click on the Supplier name.



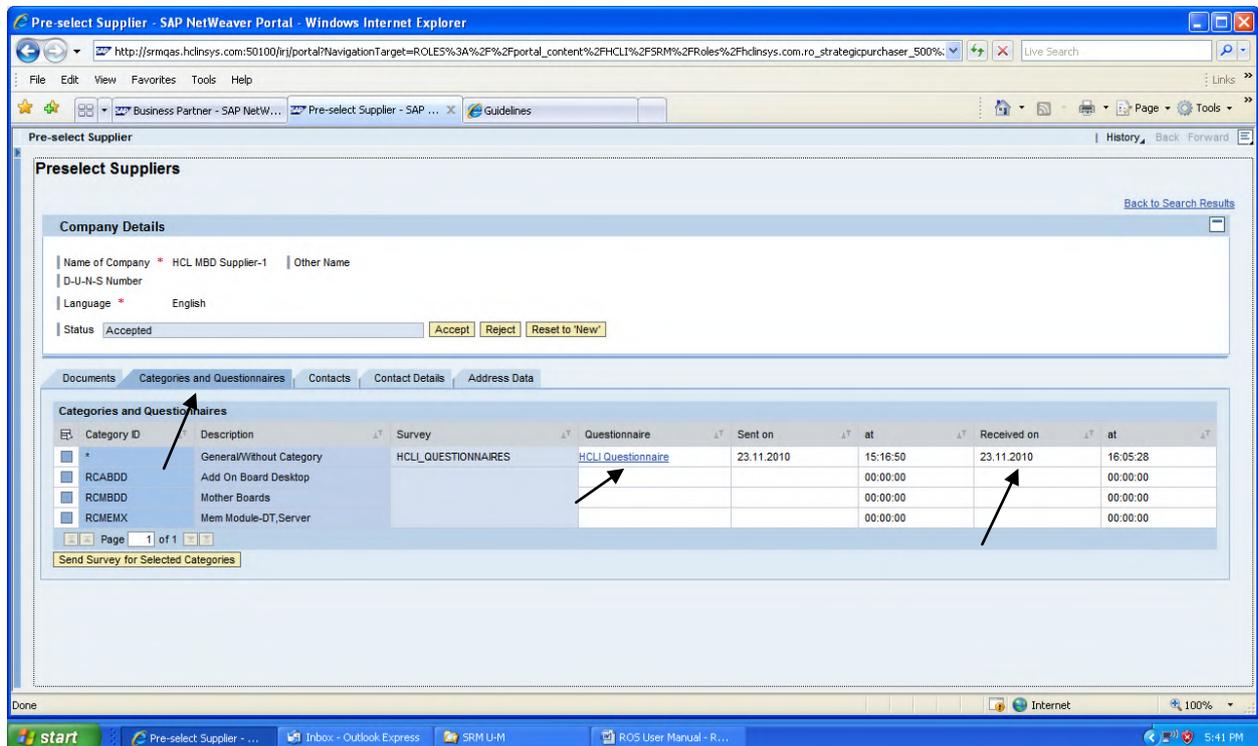
The below Screen will appear.



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.

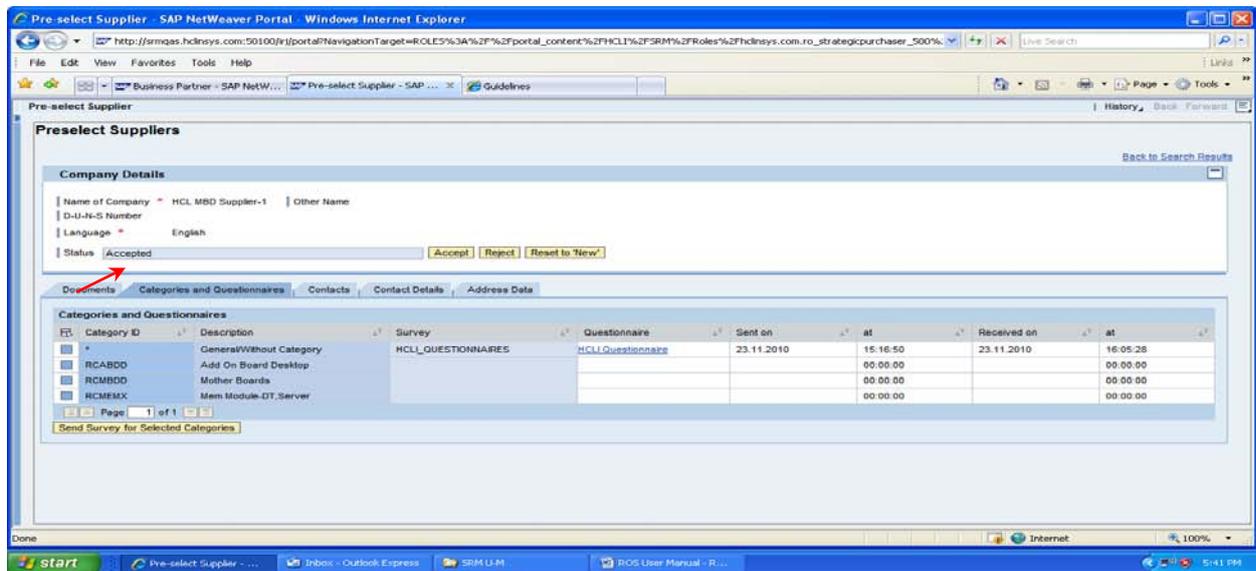
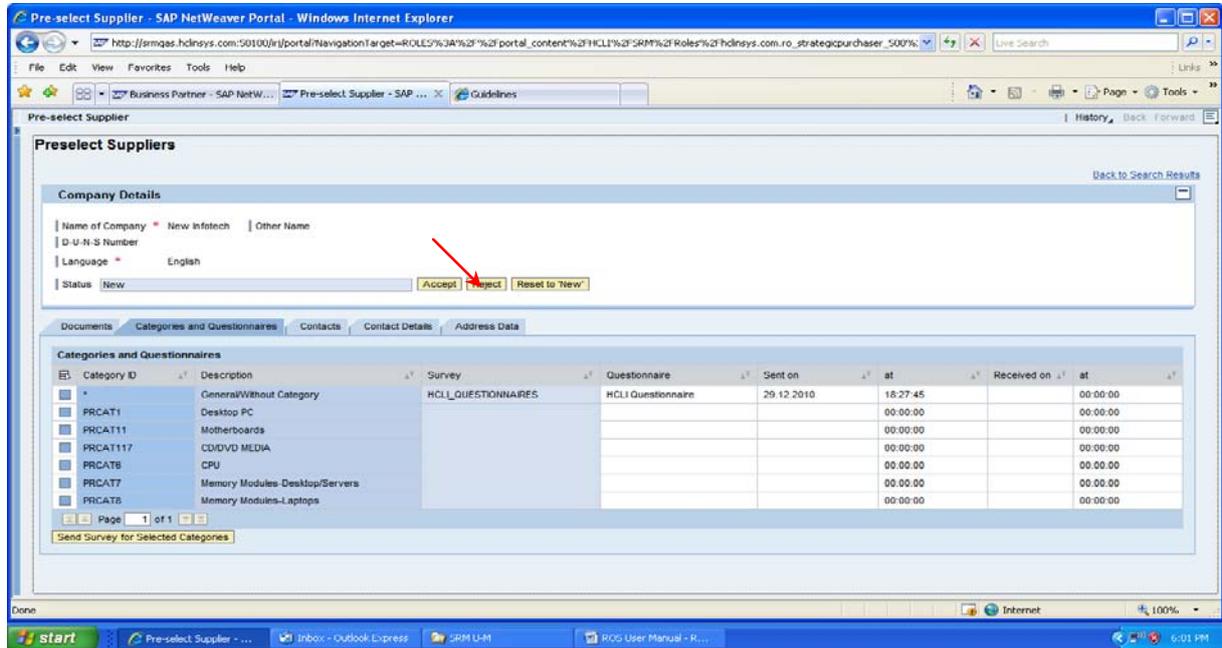


6.9 Click the next tab 'Categories and Questionnaires' where you will find whether the Supplier has submitted the Questionnaires.



**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.



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.

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

For any issues, external suppliers can contact HCL at [support.srmproc@hcl.com](mailto:support.srmproc@hcl.com) . This e-mail ID is available in our HCL Website –[www.hclinfosystems.com](http://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\*\*\*\*\*