

Supplier Relationship Management System (SRM)

Registration of Suppliers (ROS) Process

USER MANUAL

for

SUPPLIERS

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HCL Infosystems Ltd.



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1. Introduction

New Supplier need not contact the buyers directly for registration if they are interested in supplying their products or Services to HCL.

This process enables the supplier 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

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

This process enables the HCL Supplier Approver /Approving committee of Buyers to review 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.

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 – 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.

Supplier needs 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 Accepts /Rejects the supplier or the supplier may be contacted for further interactions & verification before finally approving or rejecting .

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

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

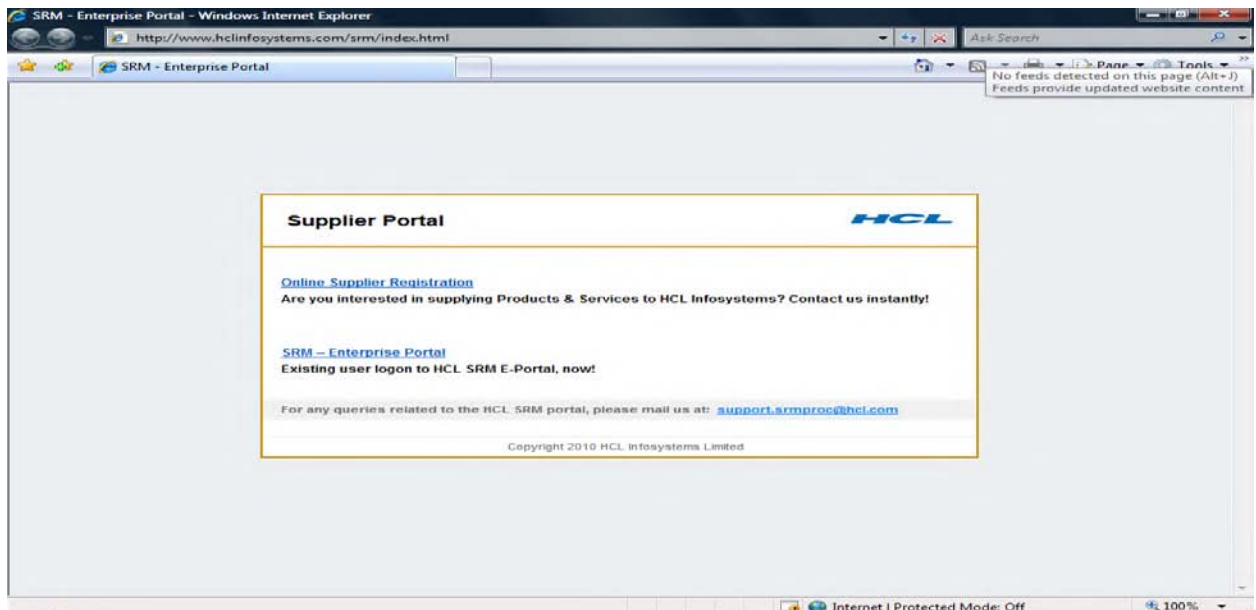
Suppliers can register their company using Supplier Self-Registration Form on HCL Infosystems Ltd. company website www.hclinfosystems.com.

Access the transaction by :

HCL WEBSITE (www.hclinfosystems.com) →Click on Groupsites on the Header →Click HCL SRM → Click on Online Supplier Registration option.



Go to Groupsites & Click HCL SRM for Online Supplier Registration



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, 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:

Supplier Self-Registration - Windows Internet Explorer

http://srmqas.hclinsys.com:8000/sap(bD1biZPTQ1MA==)/bc/bsp/sap/ros_self_reg/main.htm

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 Infotech

D-U-N-S Number

Language * English

Address Data

E-Mail Address * prakash@infotech.com

Telephone * 011-2345678

Extension

Fax

Street No. 43, Venkatesh Nagar, 2nd Main Ext., AL

Supplier Certified (ISO/QMS/TQM) QMS

TIN No./Company Registration No. * BB12345000123

Floor

Stock Exchange Listing (Yes/No)

Postal Code * 600092

City * Chennai

State

ECC No. (Manufacturer)

Country * India

PAN No. ABCNB1234A

PLZ PO Box

Service Tax No. (Service) ABCNB1234A1234

PO Box Country India

Which Product Categories can you Deliver?

Select the language in which you want to send the questionnaires * English

19" Networking / Telecom Racks

Access Control Systems

Adhesives

Air Conditioners

Alarm Systems

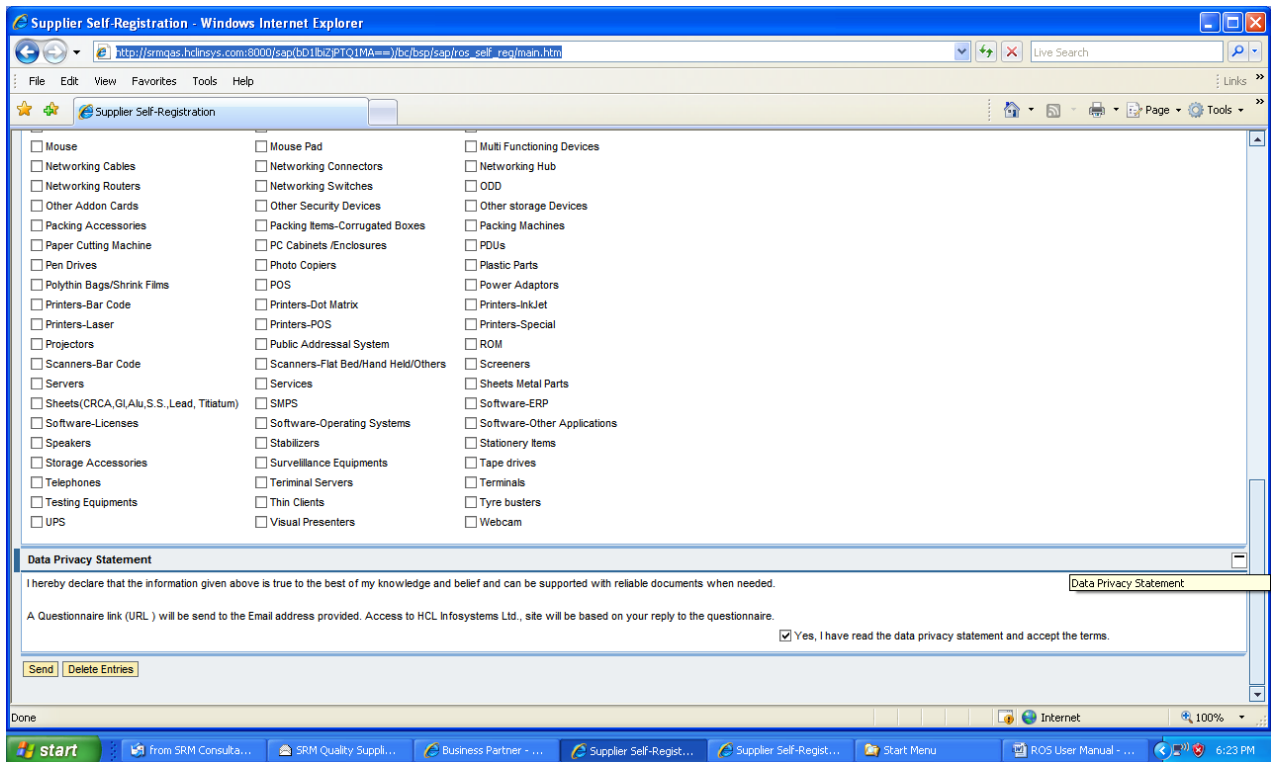
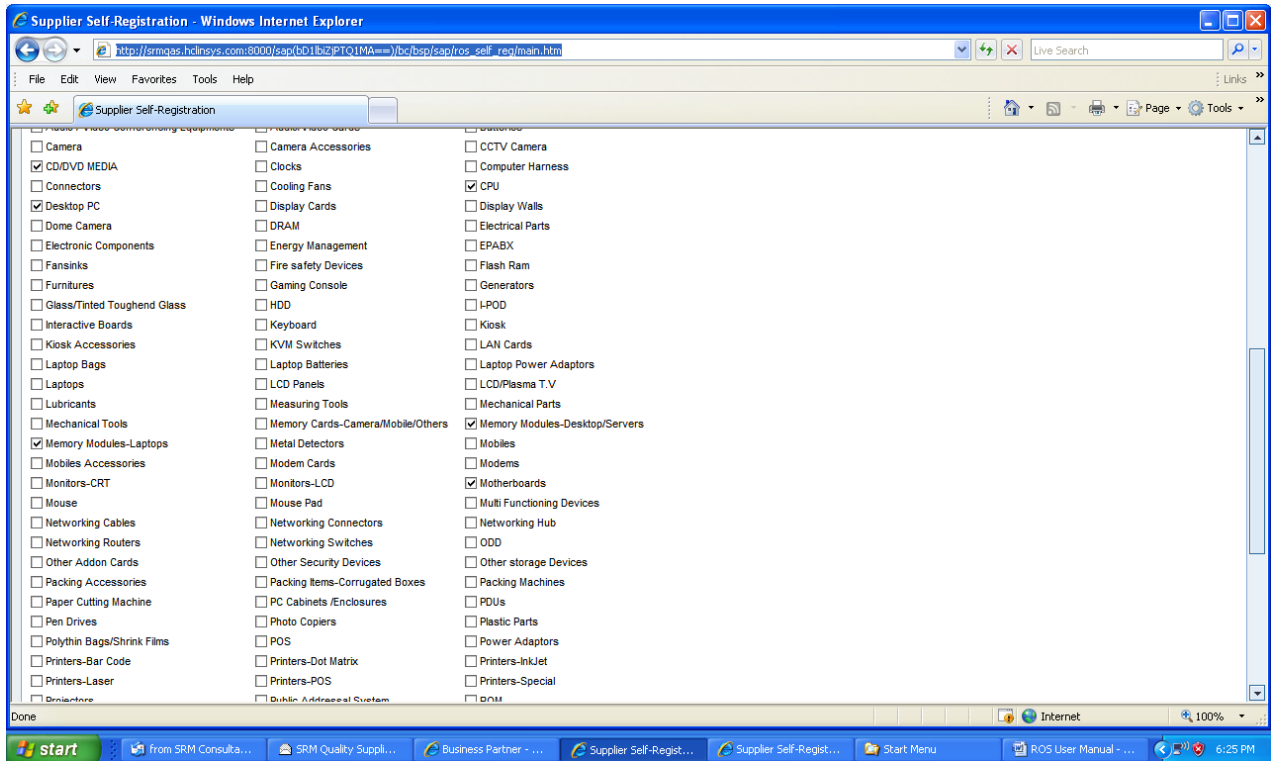
Asset Management

Audio / Video Conferencing Equipments

Audio/Video Cards

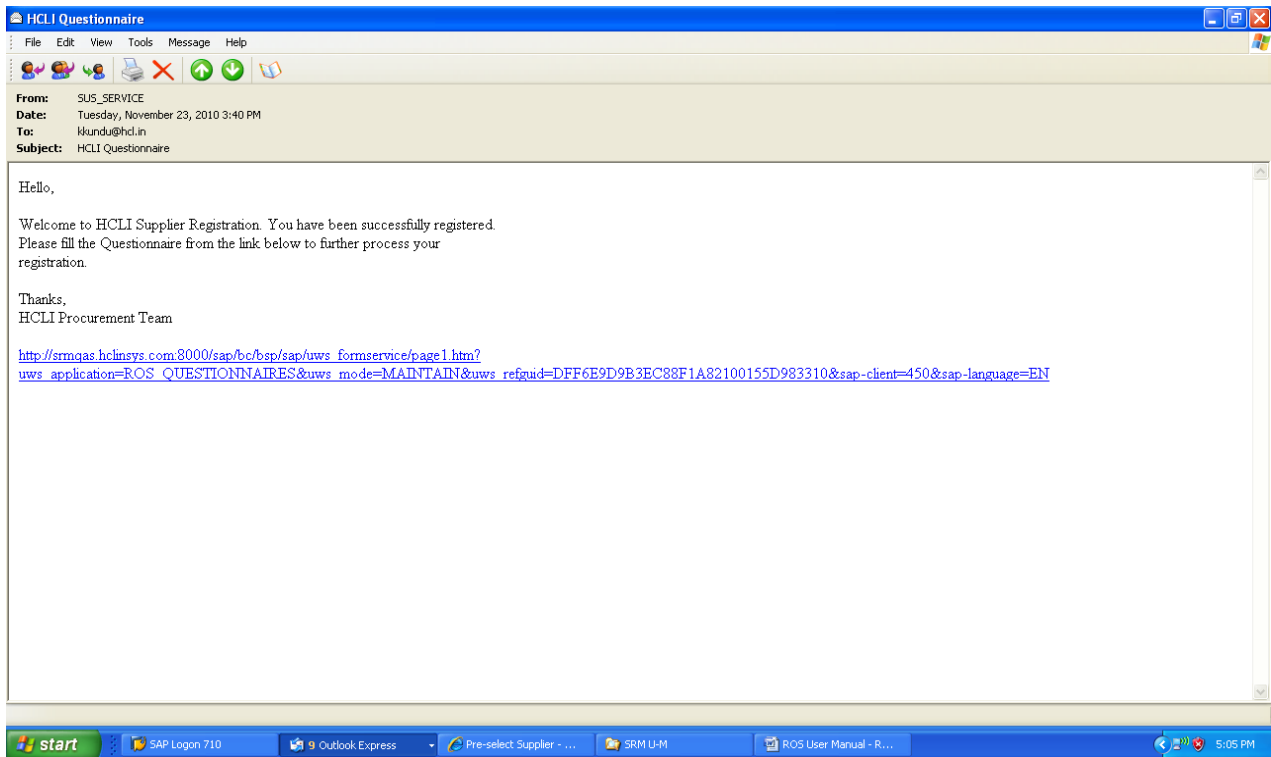
Batteries

SRM system – Registration of Supplier (ROS) – User Manual



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.



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.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://srmqas.hclinsys.com:8000/sap(bD1IbIZjPTQ1MA==)/bc/bsp/sap/uws_formservice/page1.htm?uws_application=ROS_QUESTIONNAIRES&uws

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http://srmqas.hcl...8AB00155D983310

HCL Questionnaire

1 - General Questionnaire
2 - Product Questionnaire

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SWDY

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

Company Related Questions

Year of Incorporation: 1980
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: Please Select

Tax Related Questions - Enter as applicable

PAN No.:
VAT / TIN No.:
CST No.:
Excise Range:

Done

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://srmqas.hclinsys.com:8000/sap(bD1IbIZjPTQ1MA==)/bc/bsp/sap/uws_formservice/page1.htm?uws_application=ROS_QUESTIONNAIRES&uws

Most Visited Getting Started Latest Headlines Note 1437397

http://srmqas.hcl...8AB00155D983310

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: INR
If others, please specify:
Present In Previous 3 Years
Years:
Turnover:
Profit:

Done

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Turnover

Profit / (Loss)

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 Locations of your Company?

What are your INCOTERMS?

Communication

Contact Person

E-mail

Company Website

Country Code STD Code Number

Telephone

Mobile

Fax

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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

[Top](#)

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Specifications wherever required.

Quality Management

Is your Quality Management System (QMS) Certified?

Yes No

If Applicable, which standards are you certified for?

ISO 9001:2008

ISO 14001

ISO/TS16949

OSHAS

Others

Inspections

Do you regularly conduct internal audits?

Yes No

If applicable, how frequently are internal audits conducted?

Do you Conduct external audits with your Suppliers?

Yes No

[Send Questionnaire](#)

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.

Done

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

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.

6. How to contact HCL for Support ...

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

*****END*****