User Manual of Gainwell *Vendor's Registration Portal*

User Hierarchy & Menu

Super Admin

Masters
- GL (Create, Update, List)
- TDS Rate (Create, Update, List)

User
- User (Create, Assign, Update, List)

Registration
- Vendor List (can only view vendor details)

Super User

User
- User (Only List View)

Registration
- Vendor List (can only view vendor details and *approve vendors*)

User

Registration
- Vendor Registration
- Vendor List (View , Save and update, Upload document)

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How to login?

How to register new vendor

Note : Vendor registration can only be done by the gainwell user from vendor portal

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There are 11 sections here

1. **Primary Information**
2. **Tax Information**
3. **MSME Information**
4. **CIN Information**
5. **Accounting Information**
6. **Vendor Bank Information**
7. **Business Justification For Vendor Creation**
8. **Usage of Vendor**
9. **Requested By**
10. **Contact Information**
11. **ITR Information**

Note : You must fill out the primary information first, and then you can update the remaining sections.

How to validate documents

Note :Validation processes for each document are the same

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Step 1

Enter Pan details and click on Request

Step 2

User 1

Registration

Vendor Registration

Vendor List

₹ **Tax Information**
GST Number, Pan Card

Click on Get Data

Pan No
AHJPM7796H   Request >   Get Data ↙
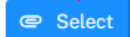
GST Applicable
No ▾

Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

🔗 Select   🗑 Remove

GSTIN   Request >   Get Data ↙

Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

🔗 Select   🗑 Remove

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Verification of pan has been successfully completed

How to upload documents

Note : The uploading process is the same for PAN, GST, MSME, CIN, and Cancel Cheque documents

After selecting file it will upload to server a screen view will appear here

How to approve vendor

Note : **Only Super User can approve vendor**

Super User 1

User

User List

Registration

Vendor List

Vendor's Registration

Click on Vendor Approval

Vendor Approval

Primary Information
Nature of vendor, Vendor, Country, State

Temp Code
V00033

Sap Code

Vendor Type
Domestic

Nature of Vendor
Service

CAT/NON CAT
CAT

Email*
routhmith@gmail.com

Mobile No*
6290721045

Vendor Name*
Soft Tech Ltd

Vendor Name 2

Search Term

Street / House number

Address Line 1*
Add line1 test

Address Line 2

Postal Code *
700007

Choose a country*
India

Choose a state*
West Bengal

Choose a district*
Darjeeling

City

Associate Company
GCPL

Select Yes or No as per requirement (after checking all details) and save

Vendor Approved successfully

GAINWELL

Super User 1

User

📄 User List

Registration

📄 Vendor List

Vendor's Registration

✅ Vendor Approved

📇 **Primary Information**
Nature of vendor, Vendor, Country, State

Temp Code
V00033

Sap Code

Vendor Type
Domestic

Nature of Vendor
Service

CAT/NON CAT
CAT

Email*
routhmith@gmail.com

Mobile No*
6290721045

Vendor Name*
Soft Tech Ltd

Vendor Name 2

Search Term

Street / House number

Address Line 1*
Add line1 test

Address Line 2

Postal Code *
700007

Choose a country*
India

Choose a state*
West Bengal

Choose a district*
Darjeeling

City

Associate Company
GCPL

Information Block References

01. Primary Information

- Tem Code
- Sap Code
- Vendor Type
- Nature of Vendor
- CAT/ NON CAT
- Email
- Mobile No
- Vendor Name
- Vendor Name 2
- Search Term
- Street/House Number
- Address Line 1
- Address Line 2
- Postal Code
- Country
- State
- District
- City
- Associate Company

02. Tax Information

- Pan No
- Pan Document Upload
- GST No
- GST Document Upload
- TDS Section Rate

03. MSME Information

- MSME Applicable
- MSME No
- MSME Document Upload

04. CIN Information

- CIN Applicable
- CIN No
- CIN Document Upload

05. Accounting Information

- Recon A/c
- Previous Vendor Code
- Payment Terms
- Payment Method
- Alternative Payee
- Order Currency

06. Vendor Bank Information

- IFSC Code
- Account No
- Account Holder Name
- Bank Name
- Bank Branch Name
- Branch Address
- Type of Account
- Bank Country
- Cancel Cheque upload

07. Business Justification

- Business Justification for vendor

08. Usage of Vendor

- Parts / Machine Supply
- Service
- Non Stock Supply
- Professional Service

09. Requested By

- Requested by Name
- Requested by Phone No

10. Contact Information

- Name of Contact Person
- Email of Contact Person
- Mobile No of Contact Person

11. ITR Information

- Acknowledgment Email
- Date of filing
- TDS / TCS > 50k
- ITR File Upload

Thank You
for your attention