



---

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)



# How to login?

The image shows a login page for Gainwell. On the left, the Gainwell logo is displayed above the text "WELCOME TO GCPL World|". Below this, a link "Don't have an account? Register Now >" is visible. On the right, a login form titled "Already have an account? Enter your sign in details" contains the following elements: a "Vendor" dropdown menu with "Gainwell" selected; an "Email or phone number" input field; a "Password" input field with a toggle icon; a captcha section showing "8 + 13" and a refresh button; and a "Sign In" button. Red arrows point from numbered instructions to these elements: 1. Select Gainwell (points to the Vendor dropdown), 2. Enter registered email (points to the Email input field), 3. Enter Password (points to the Password input field), 4. Enter Correct Captcha (points to the captcha input field), and 3. Click on Sign In (points to the Sign In button).

**Gainwell®**  
**WELCOME TO**  
**GCPL World|**

Don't have an account?  
[Register Now >](#)

**Already have an account?**  
Enter your sign in details

1. Select Gainwell

Vendor: **Gainwell**

Email or phone number  
Email or Mobile number

Password  
Enter password

8 + 13 [refresh] Enter captcha

4. Enter Correct Captcha

3. Click on Sign In

Sign In ➤

# How to register new vendor

---

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



Select Vendor registration

The screenshot displays the GAINWELL application interface. On the left, a dark sidebar contains the GAINWELL logo and a 'Registration' section with two items: 'Vendor Registration' and 'Vendor List'. The 'Vendor Registration' item is highlighted with a yellow background. A red arrow points from a text box above to this item. The main content area is titled 'List of vendors' and features a search bar. Below the search bar is a table with the following columns: Actions, Temp Code, Vendor, Email, Contact..., Nature, Register By, App Status, and Sap. The table contains one row of data for 'Vendor 70'. At the bottom right of the table, it shows 'Rows per page 10' and '1-1 of 1'.

Actions	Temp Code	Vendor	Email	Contact...	Nature	Register By	App Status	Sap
	V00031	Vendor 70	vendor70@gmail.com	6546546541	service	User 1	Approved	De

# 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

The screenshot displays the GAINWELL Vendor Registration interface. On the left is a dark sidebar with the GAINWELL logo and navigation links: Registration, Vendor Registration (highlighted in yellow), and Vendor List. The main content area is titled 'Vendor's Registration' in an orange box. Below this, the 'Primary Information' section is active, showing a form for 'Nature of vendor, Vendor, Country, State'. The form includes fields for Temp 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, Choose a country, Choose a state, Choose a district, City, and Associate Company. A yellow 'Save >' button is at the bottom left of the form. The top right corner shows a user profile icon and the text 'User 1'.

**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***

## Step 1

GAINWELL®

Registration

Vendor Registration

Vendor List

₹ Tax Information

GST Number, Pan Card

Enter Pan details and click on Request

Pan No

AHJPM7796H

Request > Get Data <

Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

Select Remove

GST Applicable

No

GSTIN

Request > Get Data <

Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf


Max Size : 500kb

Select Remove


User 1





## Step 2




Registration


 Vendor Registration

 Vendor List




**Tax Information**

GST Number, Pan Card



Pan No


AHJPM7796H

Request > [Get Data](#) 

Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf


Max Size : 500kb




[Select](#) [Remove](#)

GST Applicable

No



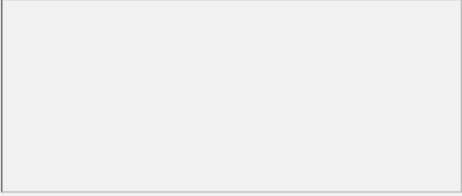
GSTIN

Request > [Get Data](#) 

Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb



[Select](#) [Remove](#)

Click on Get Data

### Step 3

The screenshot displays the GAINWELL application interface. On the left is a dark sidebar with the GAINWELL logo and navigation links for 'Registration', 'Vendor Registration' (highlighted), and 'Vendor List'. The main content area is titled 'Tax Information' with a subtitle 'GST Number, Pan Card'. It features a 'Pan No' field with the value 'AHJPM7796H' and a 'Scan Copy of PAN' section with file upload instructions. A 'PAN Verification' modal is open in the center, showing details for 'SUMAN MUKHERJEE' with PAN 'AHJPM7796H' and status 'id\_found'. A red callout box with the text 'Click on the verify button if the data is correct' and a red arrow points to the 'Verify' button in the modal. The modal also includes 'Close' and 'Verify' buttons at the bottom. The background interface includes a 'Request > Get Data' button and 'Select'/'Remove' buttons for file management.

**GAINWELL**

Registration

Vendor Registration

Vendor List

**Tax Information**  
GST Number, Pan Card

Pan No  
AHJPM7796H

Scan Copy of PAN

File Type Size : png, jpg  
Max Size : 500kb

**PAN Verification**

- Name  
SUMAN MUKHERJEE
- PAN  
AHJPM7796H
- Status  
id\_found

Close Verify

Request > Get Data ✓

Select Remove

Select Remove



## Verification of pan has been successfully completed

**GAINWELL**  
Registration  
Vendor Registration  
Vendor List

PAN verified successfully

**Tax Information**  
GST Number, Pan Card

Pan No  
AHJPM7796H  
Verified ✓

Scan Copy of PAN  
File Type Size : png, jpeg, jpg, pdf  
Max Size : 500kb

Select

Remove

GST Applicable  
No

GSTIN  
[Request](#) [Get Data](#)

Scan Copy of GSTIN  
File Type Size : png, jpeg, jpg, pdf  
Max Size : 500kb

Select

Remove

softthought


# How to upload documents

---

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




**Note : The maximum file size is 500kb.**




Registration


Vendor Registration

Vendor List




**Tax Information**

GST Number, Pan Card



Pan No


AHJPM7796H

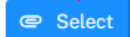

Verified 

Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf


Max Size : 500kb

**Select file**

 Select  Remove

GST Applicable

No





GSTIN


[Request >](#) [Get Data ✓](#)

Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf


Max Size : 500kb

 Select  Remove

 User 1

Pan No

AHJPM7796H

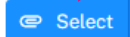
Verified 


Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

**Select file**

 Select

 Remove

GST Applicable

No


GSTIN


[Request >](#) [Get Data ✓](#)


Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

 Select

 Remove



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

Registration

Vendor Registration

Vendor List

Tax Information

GST Number, Pan Card

Pan No

AHJPM7796H

Verified

Scan Copy of PAN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

File : pancard.jpg

Select Remove

GST Applicable

No

GSTIN

[Request](#) [Get Data](#)

Scan Copy of GSTIN

File Type Size : png, jpeg, jpg, pdf

Max Size : 500kb

Select Remove



# How to approve vendor

---

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



## List of vendors

Search ...									
Actions	Temp Code	Vendor	Email	Contact...	Nature	Register By	App Status	Sap	
	V00031	Vendor 70	vendor70@gmail.com	6546546541	service	User 1	Approved	Da	
	V00033	Soft Tech Ltd	routhmith@gmail.com	6290721045	service	User 1		Da	

Rows per page 10 1-2 of 2

Click on pencil icon





## 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

The screenshot shows the GAINWELL Vendor's Registration interface. A modal titled "Vendor Approval" is open, displaying the "Approve" section with radio buttons for "Yes" (selected) and "No". Below the radio buttons is a "Note" text area. The modal has "Cancel" and "Save" buttons. The background form is titled "Vendor's Registration" and includes a "Vendor Approval" button in the top right. The form fields are organized into two columns under the "Primary Information" tab. The left column contains: Temp Code (V00033), Vendor Type (Domestic), Email\* (routhmith@gmail.com), Vendor Name 2, Address Line 1\* (Add line1 test), Address Line 2, Choose a country\* (India), and City. The right column contains: CAT/NON CAT (CAT), Vendor Name\* (Soft Tech Ltd), Street / House number, Postal Code \* (700007), Choose a state\* (West Bengal), Choose a district\* (Darjeeling), and Associate Company (GCPL). The user "Super User 1" is logged in.

**GAINWELL**

User

User List

Registration

Vendor List

**Vendor's Registration**

Vendor Approval

**Primary Information**

Nature of vendor

Temp Code  
V00033

Vendor Type  
Domestic

Email\*  
routhmith@gmail.com

Vendor Name 2

Address Line 1\*  
Add line1 test

Address Line 2

Choose a country\*  
India

Choose a state\*  
West Bengal

Choose a district\*  
Darjeeling

City

Associate Company  
GCPL

CAT/NON CAT  
CAT

Vendor Name\*  
Soft Tech Ltd

Street / House number

Postal Code \*  
700007

**Vendor Approval**

Approve

☒ Yes ☐ No

Note

Cancel Save

## Vendor Approved successfully

**GAINWELL**

User

User List

Registration

Vendor List

Super User 1

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