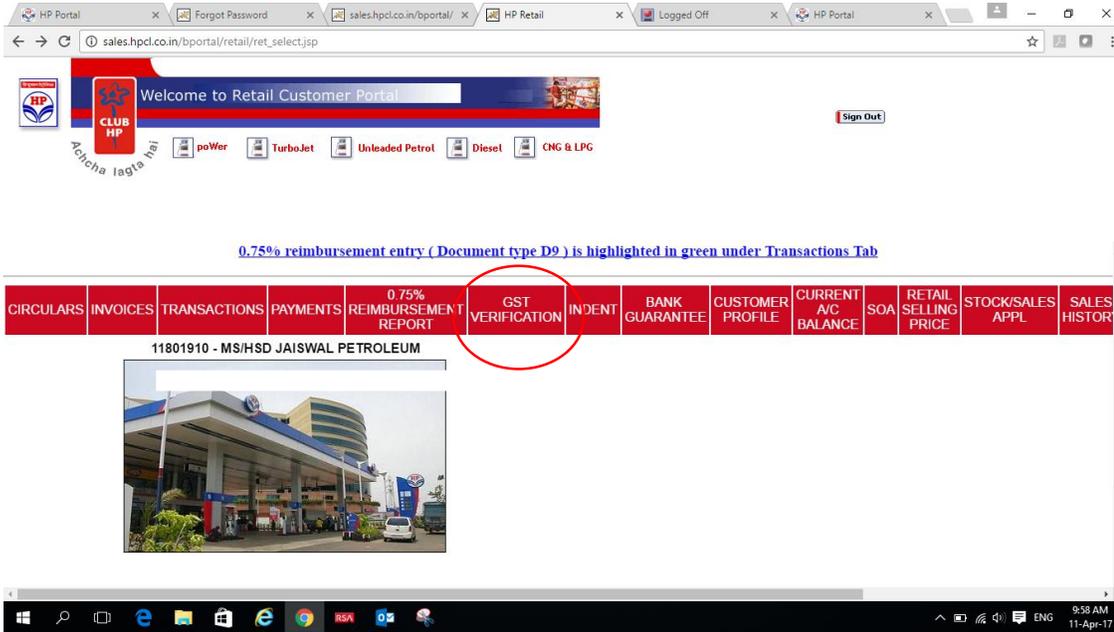


HELP DOCUMENT

HPCL customer GSTN Verification Portal

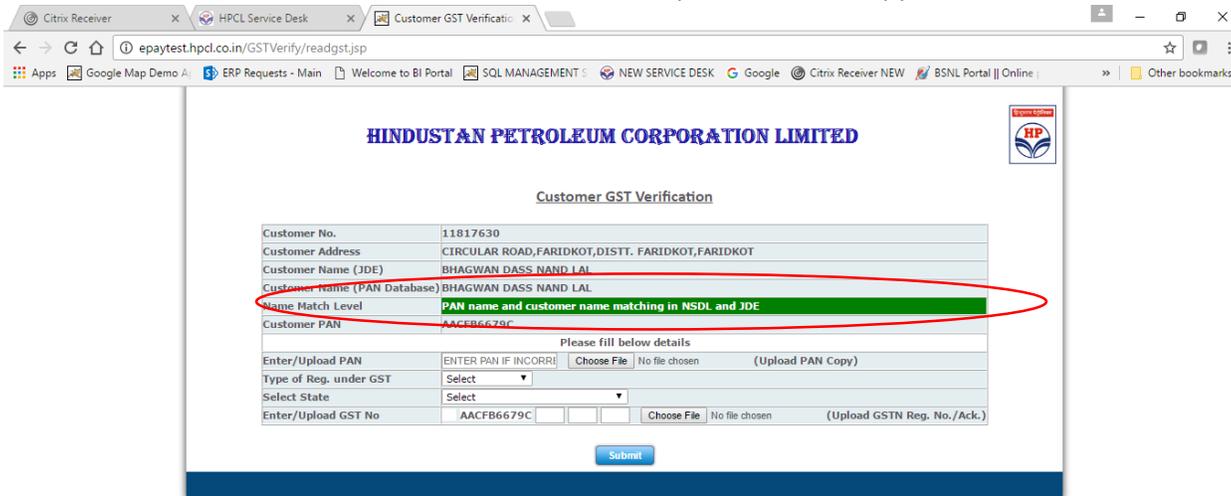
Step 1: Customer to click on TAB available in customer portal which has been provided to update GSTN details



Step 2:

Case 1:

A **green** colored "Name Match Level" field indicates that PAN number in HPCL records is fully matching with the PAN as available in NSDL (Government) records. Customer can upload scanned copy of PAN card.



Step 3:

In case this PAN number is not correct, then customer can enter new PAN number, and upload scanned copy of PAN card.

Enter/Upload PAN	ENTER PAN IF INCORRE	Choose File	No file chosen	(Upload PAN Copy)
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Step 4:

Select the type of registration under GST from a choice of Registered, Un Registered, Composition, UID.

If registration type is Un Registered or UID, no GST detail required, submit the form.

HINDUSTAN PETROLEUM CORPORATION LIMITED

Customer GST Verification

Customer No.	11817630
Customer Address	CIRCULAR ROAD, FARIDKOT, DISTT. FARIDKOT, FARIDKOT
Customer Name (JDE)	BHAGWAN DASS NAND LAL
Customer Name (PAN Database)	BHAGWAN DASS NAND LAL
Name Match Level	PAN name and customer name matching in NSDL and JDE
Customer PAN	AACFB6679C

Please fill below details

Enter/Upload PAN	ENTER PAN IF INCORRE	Choose File	No file chosen	(Upload PAN Copy)
Type of Reg. under GST	Un Registered			

Submit

Step 5:

If registration type is Registered or Composition, select the state of establishment from dropdown, and then provide the last three digits of GST registration details in the space provided. Other details of GST number will be auto updated by system. Then upload the GST registration/acknowledgment copy and submit the same.

HINDUSTAN PETROLEUM CORPORATION LIMITED

Customer GST Verification

Customer No.	11817630
Customer Address	CIRCULAR ROAD,FARIDKOT,DISTT. FARIDKOT,FARIDKOT
Customer Name (JDE)	BHAGWAN DASS NAND LAL
Customer Name (PAN Database)	BHAGWAN DASS NAND LAL
Name Match Level	PAN name and customer name matching in NSDL and JDE
Customer PAN	AACFB6679C

Please fill below details

Enter/Upload PAN	ENTER PAN IF INCORRECT Choose File No file chosen	(Upload PAN Copy)
Type of Reg. under GST	Registered	
Select State	ANDHRA PRADESH	
Enter/Upload GST No	28 AACFB6679C	Choose File No file chosen (Upload GSTN Reg. No./Ack.)

Submit

Case 2:

A yellow colored "Name Match Level" field indicates that PAN number is partially matching with the PAN as available in NSDL (Government) records. Customers in this case have to key in the correct PAN number in the space provided and upload the scanned copy of CORRECT PAN card. Rest of the process steps will be same as in case 1 above.

HINDUSTAN PETROLEUM CORPORATION LIMITED

Customer GST Verification

Customer No.	11818010
Customer Address	KHUDA KHURD,AMBALA CANTT,,AMBALA
Customer Name (JDE)	SHARMA OIL COMPANY
Customer Name (PAN Database)	SHARMA OIL CO.
Name Match Level	PAN number validated, but name mismatch
Customer PAN	AAJFS2882H

Please fill below details

Enter/Upload PAN	ENTER PAN IF INCORRECT Choose File No file chosen	(Upload PAN Copy)
Type of Reg. under GST	Select	
Select State	Select	
Enter/Upload GST No	AAJFS2882H	Choose File No file chosen (Upload GSTN Reg. No./Ack.)

Submit

Case 3:

A red colored Name Match Level field indicates that PAN number is not recorded in HPCL records. Customers in this case have to key in the correct PAN number in the space provided and upload the scanned copy of CORRECT PAN card. Rest of the process is same as in case 1 above.

The screenshot shows the HPCL Customer GST Verification form. The form contains the following fields and values:

Customer No.	11054110
Customer Address	HPC DEALER 20-4-199, SHAH-ALI-BANDA, HYDERABAD,
Customer Name (JDE)	BABA SERVICE STATION
Customer Name (PAN Database)	
Name Match Level	PAN record not available with HPCL.
Customer PAN	PAN details not available. pl. upload the same.

Below the form, there are input fields for PAN and GST No. with "Choose File" buttons for uploading documents. A "Submit" button is located at the bottom of the form.

After submitting the form, carefully read the message that appears after submission, GO Back in case change is required

The screenshot shows the HPCL Customer GST Verification form after submission. The form contains the following fields and values:

Customer No.	11801910
Customer Name (JDE)	JAISWAL PETROLEUM
Customer Name (PAN Database)	
Customer PAN	ACCPA6551D

Below the form, there are input fields for PAN and GST No. with "View PAN File" and "View GSTN File" buttons. A "Submit" button and a "Go Back" button are located at the bottom of the form. A red circle highlights the "Go Back" button and the note below it.

Note: Please note that after confirmation the data will be un-editable

. Successful submission of form in portal will be mentioned in the message displayed.



Data captured Successfully !!

[Click to View](#)

*****END*****