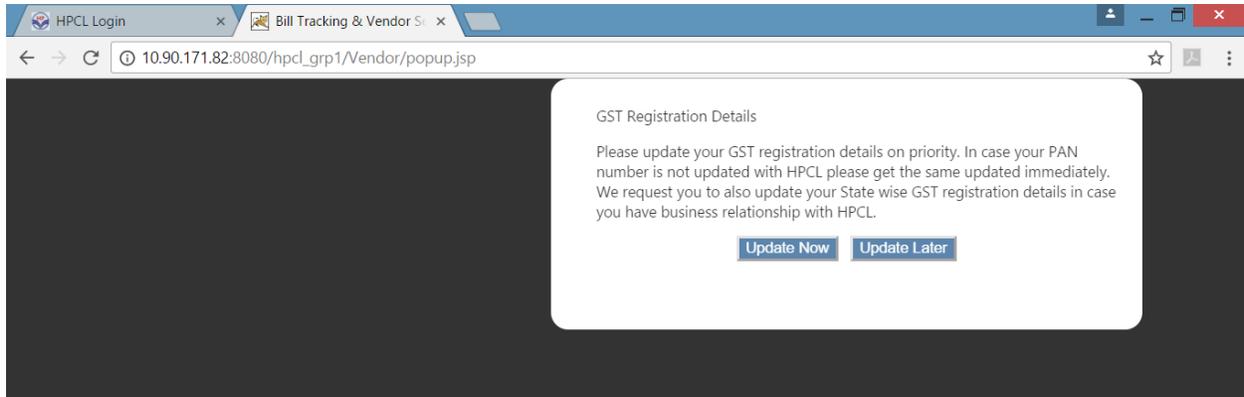
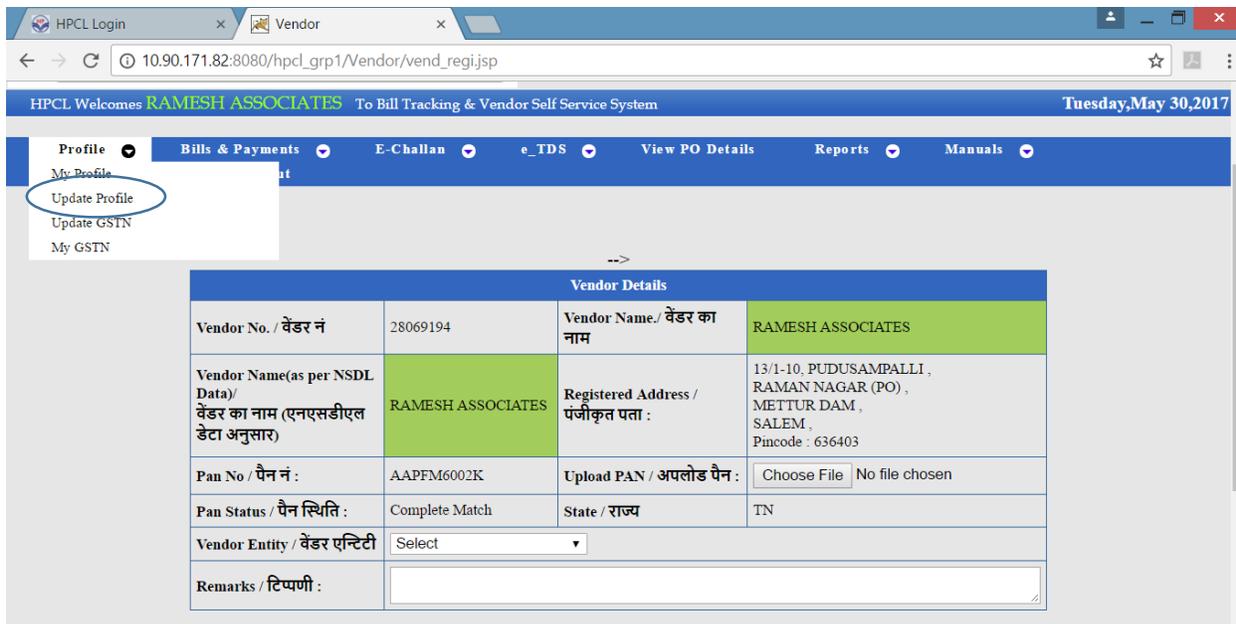


GSTIN update feature for vendor in Bill tracking system

On logging in to the Bill Tracking system, the system pops up a message for updating the GST registration details as below



On clicking 'Update Now' The following screen is displayed



Alternatively, the vendor can access the GST related link by clicking on 'Update GSTIN' under the tab 'Profile'

The vendor name and the registered address along with PAN number is fetched from JDE database on the basis of the vendor login credentials. The PAN verification details with NSDL is also carried out and the PAN status is displayed as 'Complete Match' where the name available in HPCL database is matching with the name updated in NSDL database. The name appears in green background when the status is 'Complete Match'.

In case the name available in HPCL database is partially matching with the name updated in NSDL database, then the name appears in yellow background and the status is displayed as 'Partial Match'. Further when the name available in HPCL database is different from the name updated in NSDL database, then the name appears in red background and the status is displayed as 'Complete Mismatch'.

In case PAN number is not updated then the vendor uploads his PAN card scanned copy for verification and also updates his GSTIN details.

Subsequently he selects the vendor entity from a drop down list as below and populates remarks if necessary

The screenshot shows a web browser window with the URL 10.90.171.82:8080/hpcl_grp1/Vendor/vend_regi.jsp. The main form is titled 'Vendor Details' and contains the following information:

Vendor Details			
Vendor No. / वेंडर नं	28069194	Vendor Name / वेंडर का नाम	RAMESH ASSOCIATES
Vendor Name (as per NSDL Data) / वेंडर का नाम (एनएसडीएल डेटा अनुसार)	RAMESH ASSOCIATES	Registered Address / पंजीकृत पता :	13/1-10, PUDUSAMPALLI, RAMAN NAGAR (PO), METTUR DAM, SALEM, Pincode : 636403
Pan No / पैन नं :	AAPFM6002K	Upload PAN / अपलोड पैन :	Choose File No file chosen
Pan Status / पैन स्थिति :	Complete Match	State / राज्य	TN
Vendor Entity / वेंडर एन्टिटी	Select		
Remarks / टिप्पणी :	Select		

The dropdown menu for Vendor Entity is open, showing the following options:

- Select
- Charitable Trust
- Govt Department
- HUF
- Proprietary
- Public Limited Company
- Private Limited Company
- Partnership

Below the main form, there is a summary section with the following details:

Type of Reg. under GST / जीएसटी के अंतर्गत पंजी. के प्रकार	State / राज्य	GSTIN No./ जीएसटीएन	Upload GSTN / अपलोड जीएसटीएन	Principal Address
Registered	Tamil Nadu	33 AAPFM6002K Z	Choose File No file chosen	13/1-10, PUDUSAMPALLI, RAMAN NAGAR

Afterwards he updates the principal GSTIN details by capturing the following details

Type of Registration as either Registered/ Unregistered or Composite

The screenshot shows the same web browser window, but with the Vendor Entity dropdown menu updated to 'Private Limited Company' and the Remarks field populated with 'as per the.....'. The summary section at the bottom is also updated:

Type of Reg. under GST / जीएसटी के अंतर्गत पंजी. के प्रकार	State / राज्य	GSTIN No./ जीएसटीएन	Upload GSTN / अपलोड जीएसटीएन	Principal Address
Registered	Tamil Nadu	33 AAPFM6002K Z	Choose File No file chosen	13/1-10, PUDUSAMPALLI, RAMAN NAGAR

At the bottom of the page, there is a link to 'Add rows for other State GSTN Data' with a note: '(Applicable in case you have business relationship with HPCL from those locations.)'

Vendor updates the State value of his principal office from the dropdown list. The first 2 digits of the GSTIN gets defaulted basis his selection of State. The next 10 digits default his PAN number as updated in HPCL database and vendor is only required to update the 13th and 15th digit of the GSTIN. He uploads the scanned copy of GSTIN certificate or GSTIN acknowledgement in the 'Choose File' tab.

The screenshot shows a web browser window with the URL 10.90.171.82:8080/hpcl_grp1/Vendor/vend_regi.jsp. The main form contains the following details:

Vendor Name(as per NSDL Data)/ वेंडर का नाम (एनएसडीएल डेटा अनुसार)	RAMESH ASSOCIATES	Registered Address / पंजीकृत पता :	13/1-10, PUDUSAMPALLI , RAMAN NAGAR (PO) , METTUR DAM , SALEM , Pmcode : 636403
Pan No / पैन नं :	AAPFM6002K	Upload PAN / अपलोड पैन :	Choose File No file chosen
Pan Status / पैन स्थिति :	Complete Match	State / राज्य	TN
Vendor Entity / वेंडर एन्टिटी	Private Limited Company ▼		
Remarks / टिप्पणी :	as per the.....		

Type of Reg. under GST / जीएसटी के अंतर्गत पंजी. के प्रकार	State / राज्य	GSTIN No./ जीएसटीएन	Upload GSTN / अपलोड जीएसटीएन	Principal Address
Registered ▼	Tamil Nadu ▼	33 AAPFM6002K 1 Z 1	Choose File test_GSTIN.docx	13/1-10, PUDUSAMPALLI, RAMAN NAGAR

Below the table, there is a link: [Add rows for other State GSTN Data](#) (Applicable in case you have business relationship with HPCL from those locations.)

Additionally, vendor can also update the GSTIN details of his state wise factories under the tab 'Add rows for other state GSTIN data' and upload the scanned copy of the GSTIN certificate/acknowledgement.

The screenshot shows the same web browser window, but with the 'Add rows for other state GSTIN data' section expanded. It contains a table titled 'Vendor GSTIN Information':

Type of Reg. under GST	State	GSTIN No.	Upload GSTN
Registered ▼	Andhra Pradesh ▼	37 AAPFM6002K Z	Choose File No file chosen
Registered ▼	Karnataka ▼	29 AAPFM6002K Z	Choose File No file chosen
Registered ▼	Assam ▼	18 AAPFM6002K Z	Choose File No file chosen

Subsequently the vendor can submit his application in the Bill tracking system.

Viewing of Submitted applications

He will access the menu of **Profile** and the tab of **'My GSTN'** to view the status of the application. The status can be **'Saved/submitted/Sent Back for Modification/Approved'**.

In case the application is in **Saved** status then he can open the application by clicking on the Request no and then update the application and submit to HPCL

In case the application is in **Submitted** status then the application is with HPCL and action will be taken after due verification.

In case the application is in **'Sent Back for Modification'** status then he can open the application by clicking on the Request no and then update the application as per HPCL request and re-submit to HPCL.

In case the application is in **'Approved'** status then the application is already approved by HPCL and no action is required by the vendor.

The vendor can add new state wise registrations for his login id

1. By generating a new request one the earlier request is approved
2. By editing a request which is in 'Saved' status or in 'Sent Back for Modification' Status.