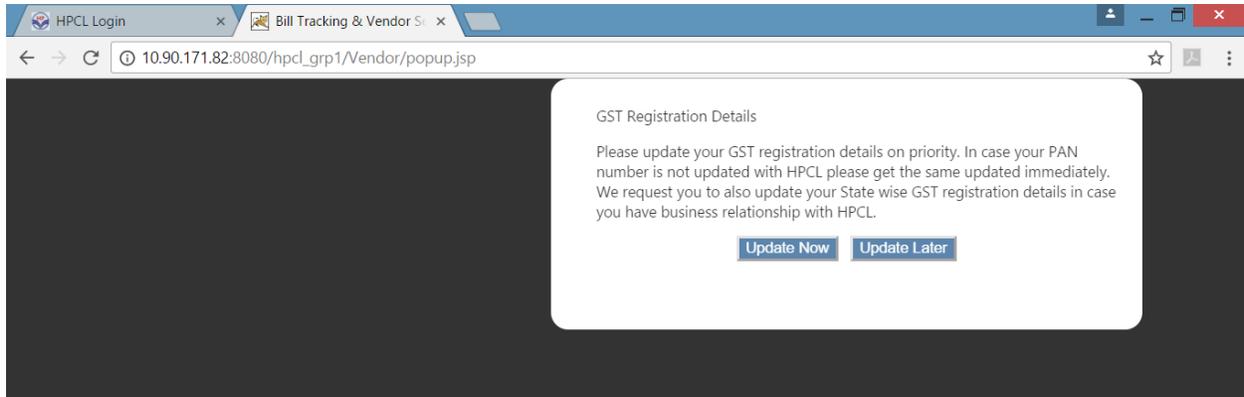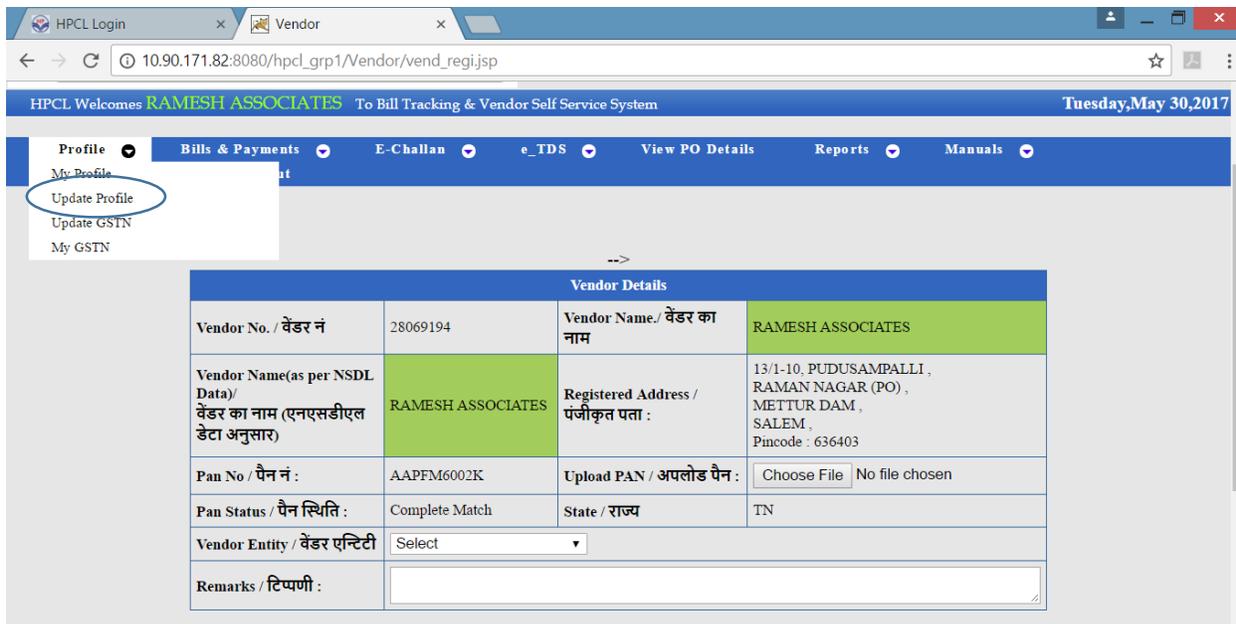**GSTIN update feature for vendor in Bill tracking system**

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

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

Type of Registration as either Registered/ Unregistered or Composite

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.

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.

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.