Vendor Registration Manual

एचएलएल लाइफ़केयर लिमिटेड
(भारत सरकार का उद्यम)

HLL Lifecare Limited
(A Government of India Enterprise)

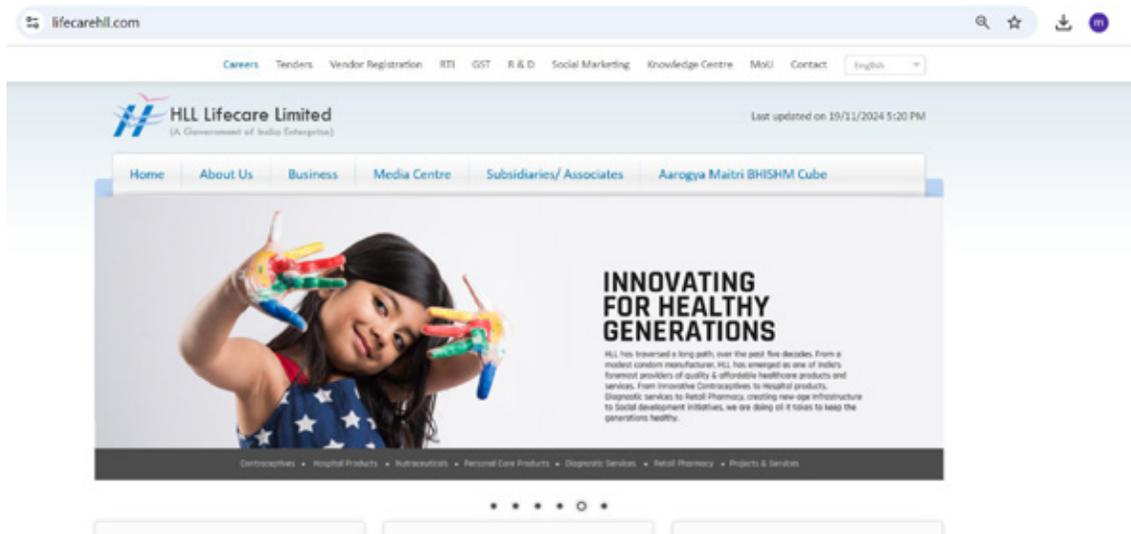# Vendor Registration Manual

[HLL- Vendor Registration]

1.0 Directing to The Portal

1.0.1   Go to https://www.lifecarehll.com/.

1.0.2   From the top taskbar on the homepage, click on **Vendor Registration**.

1.0.3   You can also directly go to vendor registration portal by clicking URL
https://vendorregistration.lifecarehll.com/ .

On the Vendor Registration portal, you'll have two options: Pan India Registration and Regional Registration.

If you're a manufacturer/marketer/Importer with supply chain capabilities across India and looking for a pan India registration, select the **Pan India Registration** option to proceed.

However, if you want to focus on regional supplies, such as the South or a combination of regions like South and North, choose **Regional Registration instead**.

1.0.4   On the displayed page, click on either **"Pan India Registration"** or the **"Regional Registration"** option to proceed.

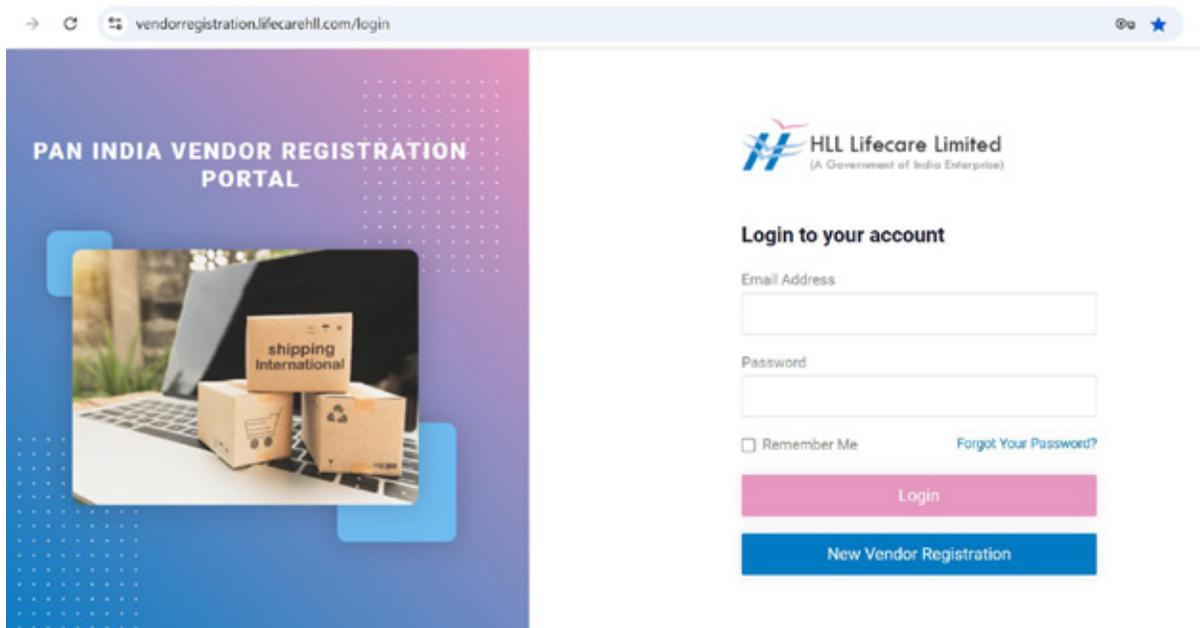## 1.1 Vendor Registration Portal

In case of regional registration click **"Regional Registration** "and you will be directed to the page shown below.
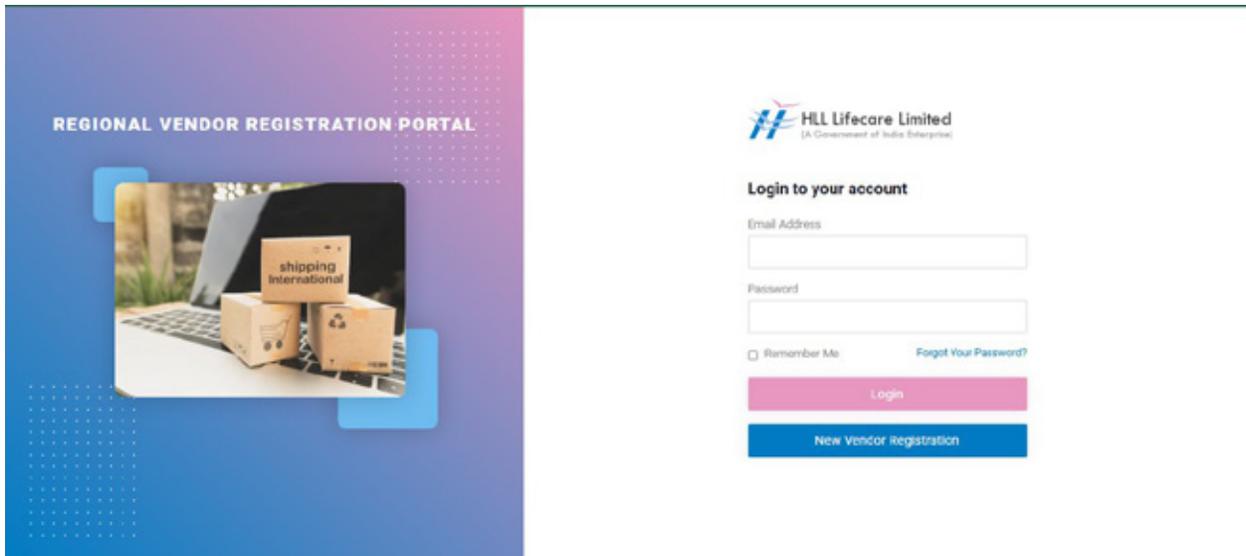
In case of Pan India Registration click "**Pan India Registration"** and you will be directed to the page shown below.

1.2   New Vendor Registration
For Regional Registration

1.2.1 Click on the **New Vendor Registration** tab.

1.2.2 A new page will open.

1.2.3 Enter all the required details in the fields provided.

1.2.4 From the **Select Region** dropdown, choose the appropriate region (e.g., SD South, SD North, SD Maharashtra, etc.).

1.2.5 Please select the appropriate region.

1.2.6 After completing the form, click **Register** to proceed.

For Pan India Registration –

Fill the mandatory columns marked in red asterisk for registering in the portal

1.3 Dashboard

1.2.1 After completing the registration, your dashboard will open automatically.

1.2.2 Locate the section titled **Registration Completion Steps** on the dashboard.

1.2.3 Under this section, find **Advance Details**.

1.2.4 Click the **Update** tab next to **Advance Details** to proceed.

For Pan India Registration –

After registering in the portal fill the advanced details of the company by selecting the Vendor type.
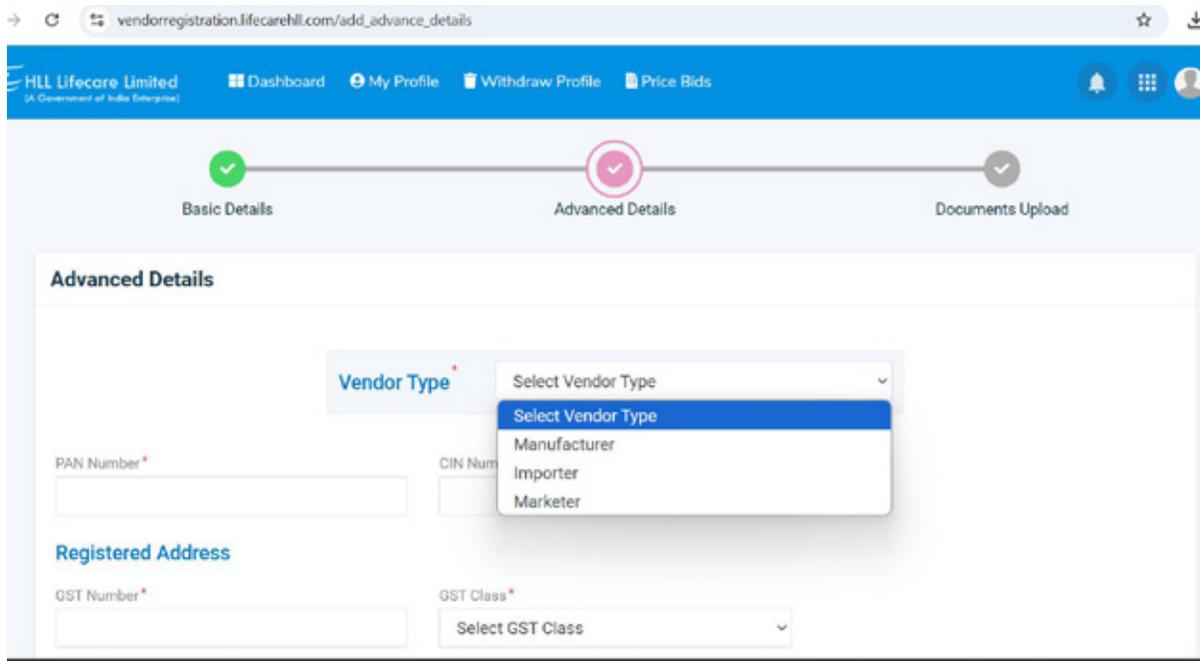
1.4 Advance Details

1.3.1 Open the **Advance Details** page.

1.3.2 Select the appropriate **Vendor Type** from the drop-down list.

1.3.3 Fill in all mandatory fields marked with a red asterisk (*).

1.3.4 Once all required details are completed, click **Save and Continue** to move to the next page.

1.5 Documents Upload

1.4.1 Open the Documents Upload page.

1.4.2 Select the appropriate Supply Category from the list.

1.4.3 Review the list of required documents displayed based on the selected category.

1.4.4 Upload all mandatory documents.

1.4.5 Once all required documents are uploaded, click Submit and Approve to proceed.

Note: This completes the document upload phase and once the documents are approved by HLL, you will be able to add the price bid.

2.0 Price Bid Upload

2.1.0 Login to the portal

URL - https://vendorregistration.lifecarehll.com/

Clicking on the URL will direct you to the page shown below. you have to click "Regional Registration" or "Pan India Registration" appropriately.

After selecting "Regional Registration" or "Pan India Registration" you will be directed to the page shown below.

2.1.1 Vendor Registration Portal
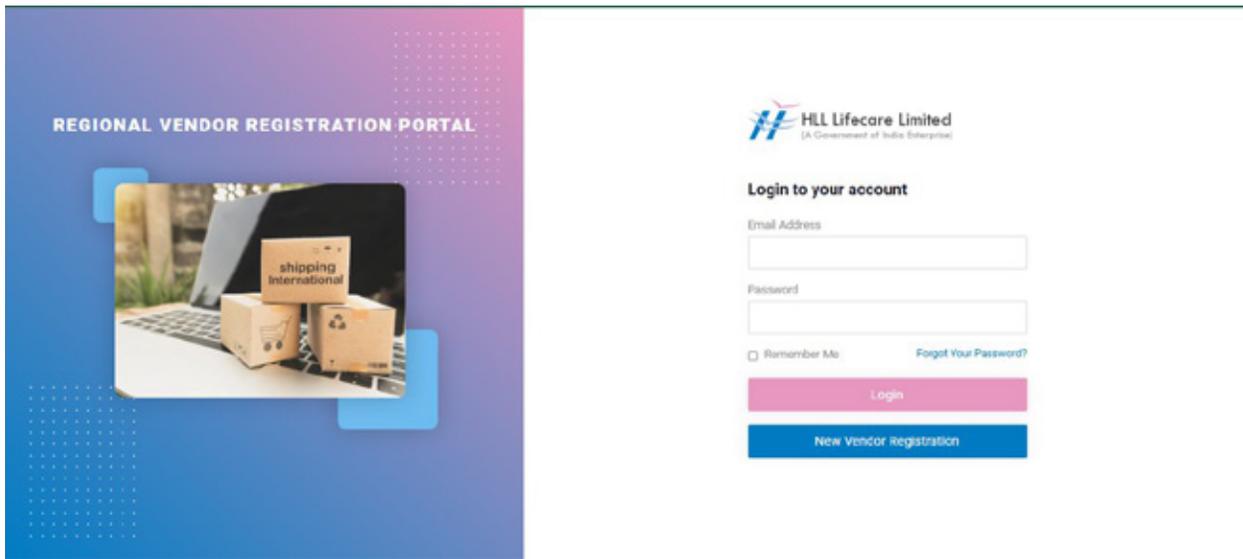
2.1.2 Login Using Username and Password

Enter your registered email address and password, then click **Login** to proceed.
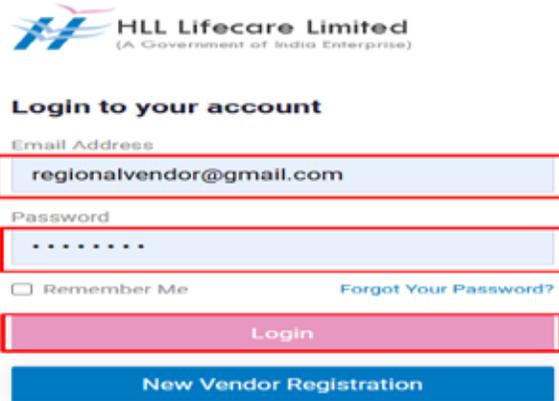
3.0 Vendor Profile
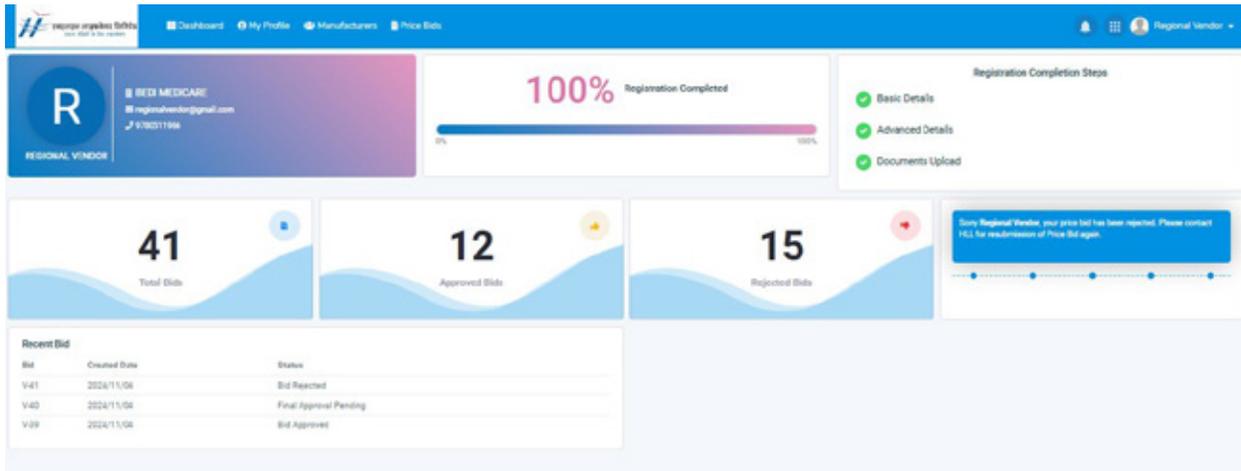
Vendor Dashboard Overview

Once the registration process is complete, vendors will be able to view key details on their dashboard. The following information will be displayed for easy tracking and management of your bids:

- **Registration Completion Status**: Indicates the current status of your registration, whether it is complete or still pending verification.
- **Registration Completion Steps**: A list of steps showing the progress of your registration process, guiding you through any outstanding tasks to finalize your profile.
- **Total Bids**: The total number of bids you have submitted on the platform.
- **Approved Bids**: A count of bids that have been successfully approved by HLL.
- **Rejected Bids**: A count of bids that were rejected, with details available for review.
- **Recent Bids**: A list of your most recent bid submissions, allowing you to quickly track new or ongoing bids.

This dashboard provides vendors with an at-a-glance overview of their registration and bidding activities, helping to manage and monitor the entire process efficiently.

4.0 Tabs at the Top of the Page

At the top of the page, you will find several important tabs that help you navigate through the vendor portal efficiently:

1. **Dashboard**
   The **Dashboard** tab provides an overview of your vendor account, including:
   - **Registration Completion Steps**: Track the progress of your registration process.
   - **Recent Bids**: View the most recent bids you have submitted.
   - **Total Bids**: The total number of bids you have submitted on the platform.
   - **Approved Bids**: A list of bids that have been successfully approved.
   - **Rejected Bids**: A list of bids that have been rejected.

2. **My Profile**
   The **My Profile** tab allows you to view and update your profile information:
   - **Basic Details**: Includes your company name, authorized person, and contact information.
   - **Advanced Details**: Additional profile information such as business type, registration numbers, and other relevant details.
   - **Documents**: Upload or update essential documents, such as certifications, agreements, or any other required paperwork.
   - **Add Region Button**: Use this to specify the regions you want to be registered in or target for your bids.

3. **Manufacturers**
   The **Manufacturers** tab provides options for managing the manufacturers associated with your bids:
   - **Add Manufacturers Button**: Click this to add details of any manufacturers you are associated with.
   - **All**: View a complete list of all manufacturers.
   - **Pending**: View manufacturers that are pending approval.

- ○ **Approved**: View manufacturers that have been approved.
- ○ **Rejected**: View manufacturers that have been rejected.

4. **Price Bids**

The **Price Bids** tab is where you can manage your bids:
- ○ **Add New Price Bid**: Click this to submit a new bid for evaluation.
- ○ **All**: View all the price bids you have submitted.
- ○ **Pending**: View price bids that are currently pending approval.
- ○ **Approved**: View price bids that have been approved.
- ○ **Rejected**: View price bids that have been rejected.

5. **Notification (Bell Icon)**

The **Notification** icon (bell symbol) alerts you to important updates, such as changes in bid status, new messages, or system updates. Click on the bell to view your notifications.

6. **Settings**

The **Settings** tab allows you to manage your account preferences:
- ○ **Change Password**: Update your password for better account security.

7. **Profile**

The **Profile** tab allows you to manage your account and session settings:
- ○ **My Profile**: View and update your profile information.
- ○ **Change Password**: Change your account password.
- ○ **Logout**: Log out of the portal when you are done.

These tabs help vendors quickly access and manage different sections of the portal, including profile management, bid submission, manufacturer details, and settings, all from one central location.

5.0 Add Bid

To add a new bid, the vendor needs to click on the **'Price Bids'** tab and then select **'Add New Bid'**.

The vendor can view all their bids, including **All**, **Pending**, **Approved**, and **Rejected** bids, on the same page.

5.1 Adding a New Bid

To add a new bid, the vendor must first download the sample template based on the type of product (Pharma or Non-Pharma).

5.1.1 Steps to Add a New Bid:

1. **Download the Sample Template**
    Choose the appropriate template based on your bid type:
    - **Pharma**
    - **Non-Pharma**
2. **Choose Bid Type**
    Select the type of bid you are submitting.
3. **Choose Price List**
    Select the relevant price list associated with your bid.
4. **Write Comments**
    Provide any necessary comments or notes related to the bid.
5. **Choose Bid Start and End Date**
    Select the start and end dates for the bid. Please note that the bid end date should be at least 6 months from the current date.
6. **Click Save**
    After completing all required fields, click **Save** to submit your bid.

Note: All fields in the bid form are mandatory and must be filled in before saving your bid.

Points to note:

Instructions for Pharma Price Bid: All fields in the template are mandatory. For Dosage & Packing unit, only use values available in the drop down. If your required values are not available, please contact HLL. To ensure accuracy of composition, please ensure that compositions are entered strictly as per the below format. Deviating from this format may lead to system errors.

Required Format:
[molecule name] (strength with unit) + [molecule name] (strength with unit)

Example:
1. caffeine (100mg) + ergotamine (1mg) + paracetamol (250mg) + prochlorperazine (2.5mg)

2.Paracetamol (650mg)

Instructions for Non-Pharma Price Bid: All fields in the template are mandatory. For Variants, only use values available in the drop down.

Do's:

- Use only the specified format with molecule names followed by the amount and unit in parentheses.
- Separate each molecule with a "+" symbol.
- Ensure there are no extra spaces or characters outside this format.

Don'ts:

- Don't add any extra characters or symbols.
- Don't use variations of the format, such as missing units or adding descriptions.
- Don't mix up molecule names or amounts.

After clicking **Save**, you will be redirected to the **Matched Compositions** page. Here, you will see two lists:

- **Matched Compositions**
- **Unmatched Compositions**

Additionally, the compositions are not available in HLL database, you have the option to add new composition by clicking **Request to add**.

If you wish to add items similar to those listed by HLL in the **Unmatched Compositions** section, you can do so by clicking on the **'View Similar'** button next to the relevant item.

This process allows for easy identification and addition of any relevant items, ensuring your bid is complete and accurate.

Clicking **'View Similar'** allows the vendor to choose items that have been added by HLL, replacing the item initially added by the vendor in the **Unmatched Compositions** section. This option helps the vendor select more appropriate or similar items suggested by HLL, ensuring better alignment with the bid requirements.

To add items to the bid, the vendor can click **'Add to Bid'** next to the desired item. This action will include the selected item in the vendor's bid submission.

Vendors can monitor the list of added bids by clicking the **Download** button provided. This will allow them to download and view a detailed list of all their submitted bids for tracking and reference.

Additionally, the bid will be listed under the **Pending List**. Vendors can check the status of their bid by clicking the **View** button next to the bid. This will display the current status and any relevant updates related to the bid's evaluation process.

Price Bids | Pending | Approved | Rejected tabs

#	Region	Version	Created Date	Status	Remarks	SD Manager comment	Vendor Comment	Price List	Validity From	Validity TO	
1	SD Chandigarh	V-42	04/11/2024	Pending Approval			dwd	Download	04-11-2024	31-07-2025	👁
2	SD Chandigarh	V-40	04/11/2024	Approved By Financial Head			fsfsdf	Download	04-11-2024	08-11-2025	👁
3	SD Chandigarh	V-36	02/11/2024	Approved By Financial Head			p	Download	02-11-2024	02-05-2025	👁

Vendor :- BEDI MEDICARE   Version :- 42

Price Bid List   SHOWING RESULTS(4)

#	Brand name	Composition	Name of Manufacturer	Packing Mode	GST %	MRP (incl of taxes)	Unit Rate to HLL(excl of tax)	Unit Rate to HLL(incl of tax)	HSN Code	Margin %	Status	Action
1	SampleBrandName1	CAPECITABINE (500MG)	PfizerMedicals	1*10	33	1000	500	665	3433324	33.5	Pending	
2	SampleBrandName	AMOXYCILLIN (250MG) + CLAVULANIC ACID (125MG)	PfnizMedicatoins	1*10	44	1000	120	172.8	826943	82.72	Pending	
3	SampleBrandName	MEROPENEM (500MG)	PfnizMedicatoins	1*15	65	1000	301	496.65	778455	50.34	Pending	
4	SampleBrandName	CALCIUM (500MG) + CHOLECALCIFEROL (250IU)	PfnizMedicatoins	1*15	55	1000	60	93	729967	90.7	Pending	

The approval or rejection status of the bid will be displayed under the **View** option. Once the bid undergoes final approval from the VP, it will be moved to the **Approved** tab, indicating its successful acceptance.