How to Register as a new Vendor with L&T using Partner Portal

Navigate to partner portal registration page. Link given below

https://partners.Intecc.com/PartnerMgmtApp/registration

Enter section wise data described step by step in this guide document.

KYP Details:

Select Country, National Id type, Organisation Name and the ID (PAN Number incase of Country India) and Click "VERIFY PAN" to validate the PAN number. A green tick should appear.

If "PAN Already Exists" Error appears. Kindly ensure you are not duplicating the register and reach the partner portal support team.

L&T Construction			
Partner Registration			← Back
	Note: Registration is applicable only for th	e new Vendors. Existing vendors kindly contact L	&T contact person.
▼ 1. KYP Details			⊘
Country * India DUNS Number	National ID * PAN	Organization Name*	ABCDE1234F
> 2. Contact Details			\odot
▶ 3. Business profile			
▶ 4. Credentials			AtLIA

After the green tick appears as below. click next section "Contact Details"

rther Registration						← Ba
	Note: Registra	tion is applicable only for t	the new Vendor	s. Existing vendors kindly contact I	L&T contact person.	
 1. KYP Details 						•
Country *		National ID *		Organization Name*	PAN°	
India	÷	PAN	÷	ABCDEXXX Pvt Ltd	ABCDE1234F	VERIFIED PAN
DUNS Number						
 2. Contact Details 						
2 Contact Datails						

Contact Details:

Enter the Name of the contact person from your company, his/her designation, active valid mobile number and email id. (Please enter valid and readily accessible mobile and email id because OTPs and activation emails are sent to the given contact details only- If you want to change the contact details later it will delay the registration)

Website is not mandatory. If you see "Mobile number or Email already exists" error kindly ensure you are not duplicating the registration and reach the partner portal support team

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Partn	ner Registration			÷	– Back
	Note: Reg	istration is applicable only for the new Ver	ndors. Existing vendors kindly contact L	L&T contact person.	
•	1. KYP Details				Ø
•	2. Contact Details				0
	Coordination Person Name*	Designation*	Mobile Number*	Email*	
	Mr Ramesh	Designation in the company	+91 9876543210	active-valid-email@something.com	
	Website	and by left anothe			
	not-mandatory	website is not mandatory			
►	3. Business profile				\otimes
•	4. Credentials				<u>@</u>

Business Profile:

Select company profile and business profile carefully. If you are not sure check with the Site person or L&T contact persons. Changing this later is impossible and you need to request for deletion of registration and start the registration process again newly.

Select appropriate categories also based on your business nature. If you are not sure check with Site person or L&T contact persons and proceed.

 3. Business profile 					\odot
Partner For *					
Select One	\$				
Select One L&T GeoStructure Private Larsen & Toubro Limited, Select One	Limited Primary Category * Construction.	Primar ries (0) 🔻 Seler	ry Sub-Category ° cted Sub-Categories (0) ▼	Primary Category for Approval*	\$
Secondary Business	Secondary Categor	y Second	dary Sub-Category		
Select One	Selected Catego	ries (0) 👻 Selec	sted Sub-Categories (0) →		

Ensure Green ticks in each section before proceeding to Credentials (login id and password section)

Credentials:

Strictly Remember the Username and Password entered during the registration. Without remembering it the further process is not possible. In case you forget the username or password the further processes will be delayed.

Password should be at least 8 character long and should contain a Capital letter(A-Z), a small letter(a-z), aspecial character (like @,#,\$,& etc) and a number (0-9).

Partner Registration		\leftarrow Back
	Note: Registration is applicable only for the new Vendors. Existing vendors kindly contact L&T contact person.	
1. KYP Details		ø
 2. Contact Details 		0
 3. Business profile 		0
4. Credentials Enter Username *	Password * Re-Enter Password *	Ø
	Yes, I agree to these <u>Terms & Conditions</u> Reset Register	

Ensure all 4 sections show green tick before moving to "Terms & Conditions"

	Note: Registra	ation is applicable on	ly for the new Vendo	rs. Exis	sting vendors kindly contact L&T	contact person.	
▶ 1. KYP Details							ø
2. Contact Details							ø
3. Business profile							ø
 4. Credentials 							0
Enter Username *		Password *		Re	-Enter Password *		
ABCDEFGH1234	\odot	•••••		•	•••••		
Username Available							
) Yes, I agree to thes	se <u>Term</u>	ns & Conditions		

A terms and conditions popup will open as below please take action on the same.

▶ 1.	. KYP Detai		S
2.	. Contact D	Terms & Conditions	Ø
▶ 3.	. Business _l	1. Introduction: The Terms and Conditions of L&T Partner Registration governs your rights and obligations as a registered partner of Larsen & Toubro Limited ("L&T"). By registering as our partner, you agree to the terms of this agreement and you re- affirm that agreement every time you use it. L&T reserves the right to change this Agreement from time to time, and post the new	ø
▼ 4	4. Credenti Enter Userr ABCDEF Username A	 agreement to such changed Terms and Conditions. 2. Details: You represent that each and every information provided at the time of registration are true and correct in all respects, to the best of your knowledge. You undertake to modify/correct or update immediately in case of change in details provided at the time of registration, with a written notice to L&T. In the event any of the information provided is found to be incorrect, false or deceptively incomplete, L&T Limited shall be entitled to immediately terminate the partner's registration and any (all) Purchase Order(S) or Work Order(s) issued to the partner and may also blacklist the partner, without prejudice to its other rights and remedies. 3. Documents required for registration: The following documents are required to be furnished by you and subject to the completeness of which, you shall be registered as a Vendor of L&T a) TIN No/GST No. 	0

After taking action- ensure you click the check box as below to proceed to Submit Registration

			V
▼ 4. Credentials			0
Enter Username *	Password *	Re-Enter Password *	
ABCDEFGH1234	⊘	•••••	
	🔶 🗹 Yes, I a	gree to these <u>Terms & Conditions</u>	

After clicking Register an OTP is sent to your Mobile number and email Id. Enter and verify on the screen as given below.

Partner Registration		← Back
Note: Regist	ration is applicable only for the new Vendors. Existing vendors kindly conta	act L&T contact person.
1. KYP Details	Validate OTP ×	۲
2. Contact Details	One Time Password(OTP) has	۲
3. Business profile	been sent to Register Mobile 12*****321 To set Password	0
4. Credentials	612881	۲
	Resend OTP	

If you haven't received the OTP in mobile check the email inbox or spam folder also. Please wait 2 mins before using Resend OTP. After Verify is clicked. You registration will be successful and below page will appear.

In case if you are not able to verify the as given above. Don't worry. Go to Partner portal Login page and try to login in to the portal using the Login id and password provided during registration the same OTP verification will be prompted.



After this success page is seen. Go to the email inbox or spam folder to find the activation email and use the link <mark>provided in the mail to activate your account</mark> Example mail shown below

LP L&T F L&T F L&T P L&T P To •	2-02-2021 14:39 Partner Services Partner Portal - Activation blems with how this message is displayed, click here to view it in a web browser.		~
	Dear		A
	Greetings!	F	_
	Happy to share we have launched our new unique L&T F our business relationship.	Partner Portal, a gateway to enrich	
	All your existing information remains intact with us but w updated profile, to get to know you better, share, commu as ever before.	e would be happy to have your inicate and continue our business	
	Your migrated user account with the e-mail address		
	You are requested to kindly change the password once	you login.	
	click here to activate your account & you can refe	er following steps also.	
	Step 1: Please complete your 'profile' in partners portal u version recommended).	ising Google Chrome (latest	Ŧ

After activation success screen is seen. Go to Partner portal login page and login to onboard to the Partner portal.

Partner Portal Login page:

https://partners.Intecc.com/PartnerMgmtApp/login