

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 the new Vendors. Existing vendors kindly contact L&T contact person.

1. KYP Details ✓

Country * National ID * Organization Name* PAN* **VERIFY PAN** ←

DUNS Number

2. Contact Details ✓

3. Business profile ✓

4. Credentials ✓

Ask L&T

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

L&T Construction

Partner Registration ← Back

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1. KYP Details ✓

Country * National ID * Organization Name* PAN* **VERIFIED PAN**

DUNS Number

2. Contact Details ✓ ←

3. Business profile ✓

4. Credentials ✓

Ask L&T

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

The screenshot shows the 'Partner Registration' form for L&T Construction. The form is divided into four sections: 1. KYP Details (checked), 2. Contact Details (checked), 3. Business profile (pending), and 4. Credentials (pending). In the 'Contact Details' section, there are input fields for 'Coordination Person Name*' (Mr Ramesh), 'Designation*' (Designation in the company), 'Mobile Number*' (+91 9876543210), and 'Email*' (active-valid-email@something.com). A 'Website' field contains 'not-mandatory', with a red arrow pointing to it and a note: 'can be left empty. website is not mandatory'. A 'Back' button is in the top right, and an 'Ask L&T' chat icon is in the bottom right.

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.

The screenshot shows the 'Business profile' section of the registration form. It includes a 'Partner For*' dropdown menu with 'L&T GeoStructure Private Limited' selected, indicated by a red arrow. Other fields include 'Primary Category*', 'Primary Sub-Category*', 'Primary Category for Approval*', 'Secondary Business', 'Secondary Category', and 'Secondary Sub-Category'. All dropdowns are currently empty or show 'Selected Categories (0)'. The 'Reset' and 'Register' buttons are at the bottom.

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.

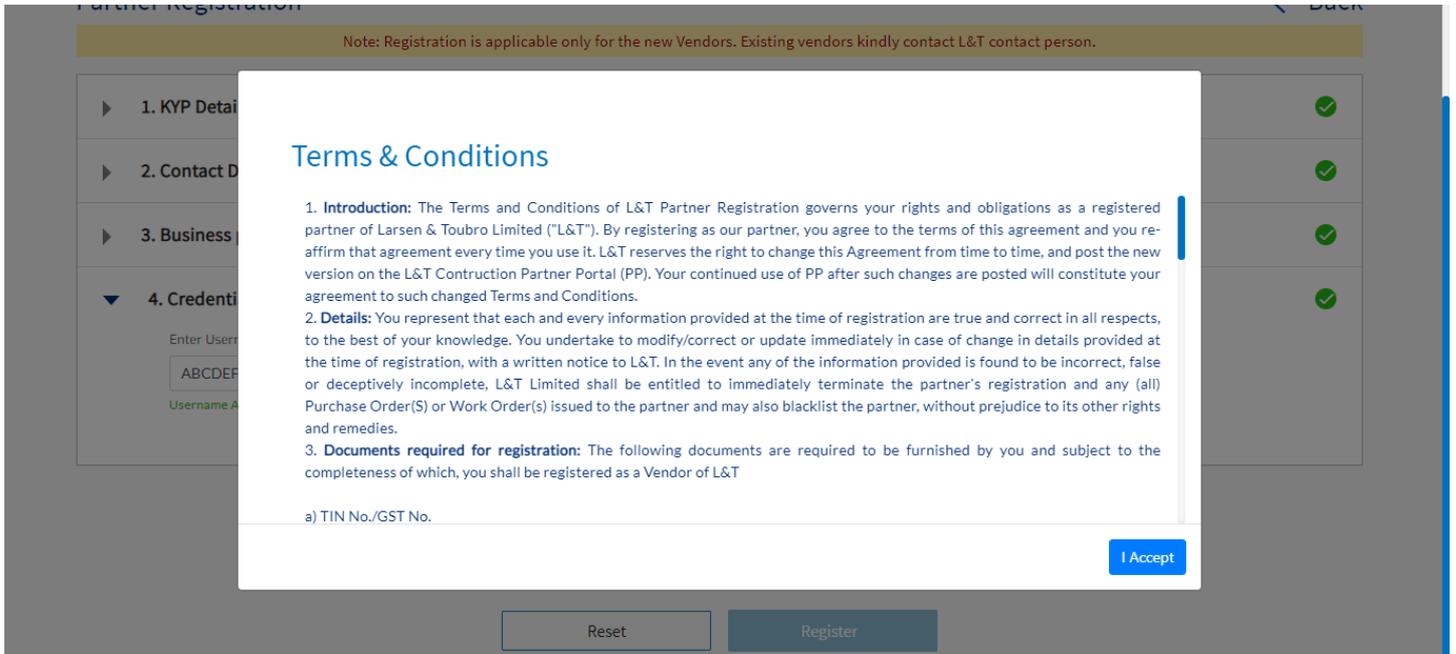
Password should be at least 8 character long and should contain a Capital letter(A-Z), a small letter(a-z), a special character (like @,#,\$,& etc) and a number (0-9).

The screenshot shows the 'Partner Registration' form. At the top right is a 'Back' link. Below it is a yellow banner with the text: 'Note: Registration is applicable only for the new Vendors. Existing vendors kindly contact L&T contact person.' The form is divided into four sections: 1. KYP Details (green tick), 2. Contact Details (green tick), 3. Business profile (green tick), and 4. Credentials (yellow warning icon). The Credentials section contains three input fields: 'Enter Username *', 'Password *', and 'Re-Enter Password *'. Below these fields is a checkbox labeled 'Yes, I agree to these Terms & Conditions'. At the bottom are 'Reset' and 'Register' buttons.

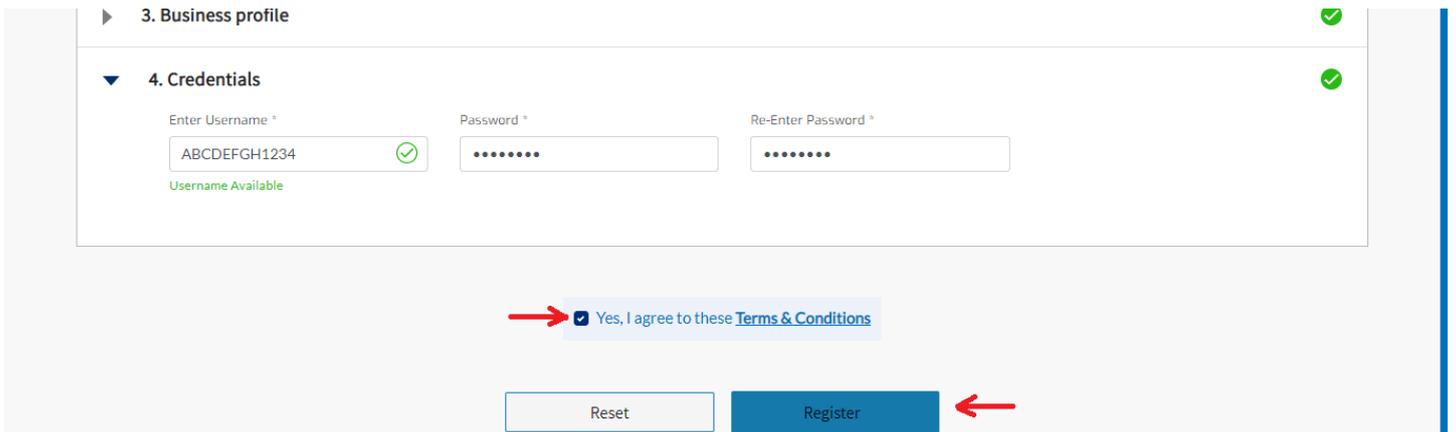
Ensure all 4 sections show green tick before moving to “Terms & Conditions”

This screenshot shows the same 'Partner Registration' form, but now all four sections (1. KYP Details, 2. Contact Details, 3. Business profile, and 4. Credentials) have green checkmarks. The 'Enter Username *' field contains 'ABCDEFGH1234' with a green checkmark and the text 'Username Available' below it. The 'Password *' and 'Re-Enter Password *' fields contain eight dots. A red arrow points to the 'Yes, I agree to these Terms & Conditions' checkbox, which is currently unchecked. The 'Reset' and 'Register' buttons remain at the bottom.

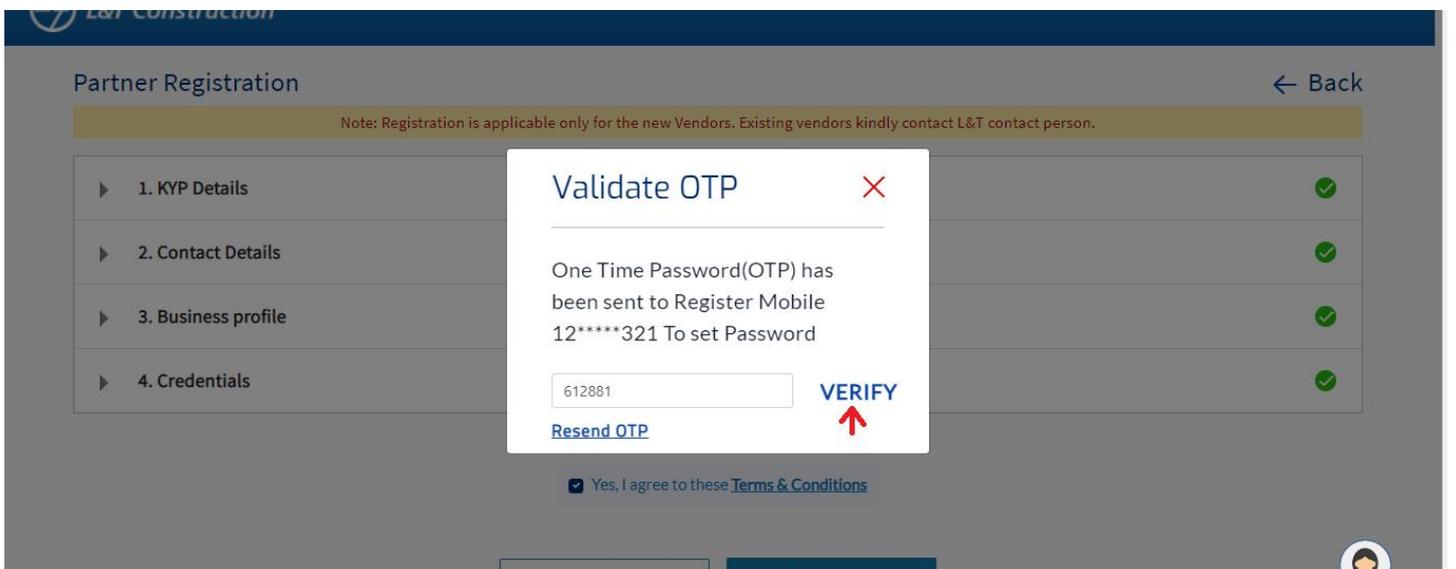
A terms and conditions popup will open as below please take action on the same.



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

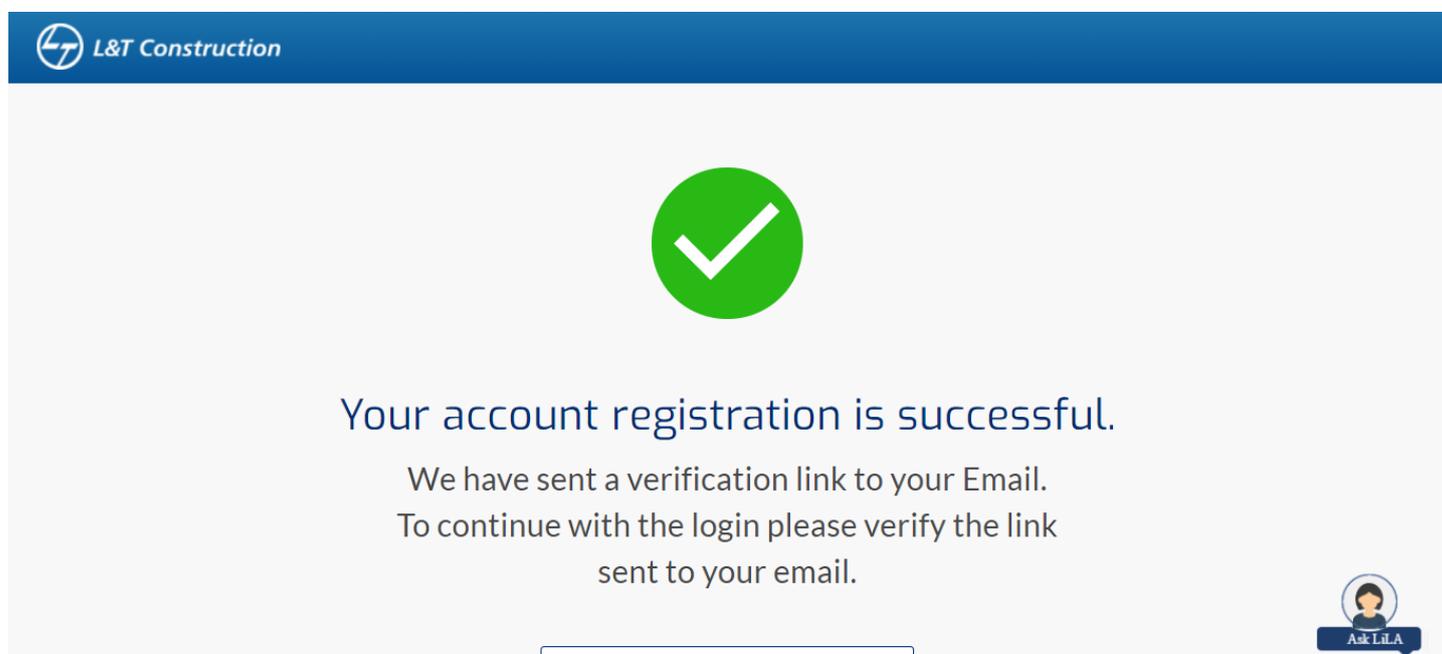


After clicking Register an OTP is sent to your Mobile number and email Id. Enter and verify on the screen as given below.

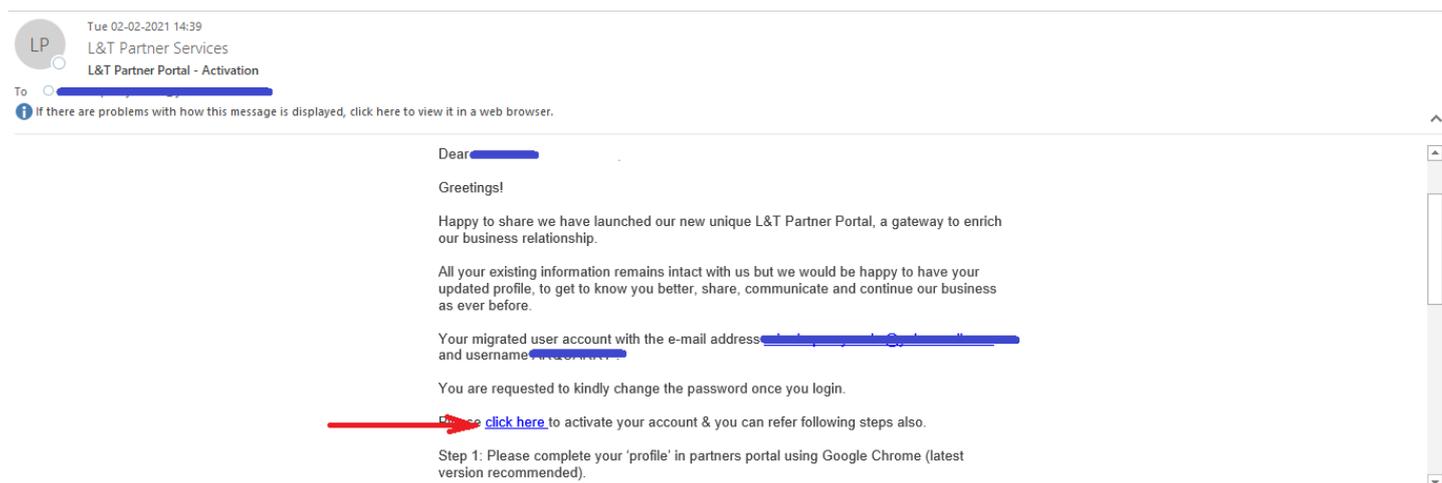


If you haven't received the OTP in mobile check the email inbox or spam folder also. Please wait 2 mins before using Resend OTP. After Verify is clicked. Your registration will be successful and below page will appear.

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 provided in the mail to activate your account Example mail shown below



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>