



Welspun Transformation Service Limited

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Partner Portal User Manual

Tower/Entity: WIL

Version: 1.0

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About this user manual

This User Manual will provide understanding of each and every feature and functionality of Partner Portal, This user manual will also provide step by step guidance to make it clear to customers on how to use the partner portal?

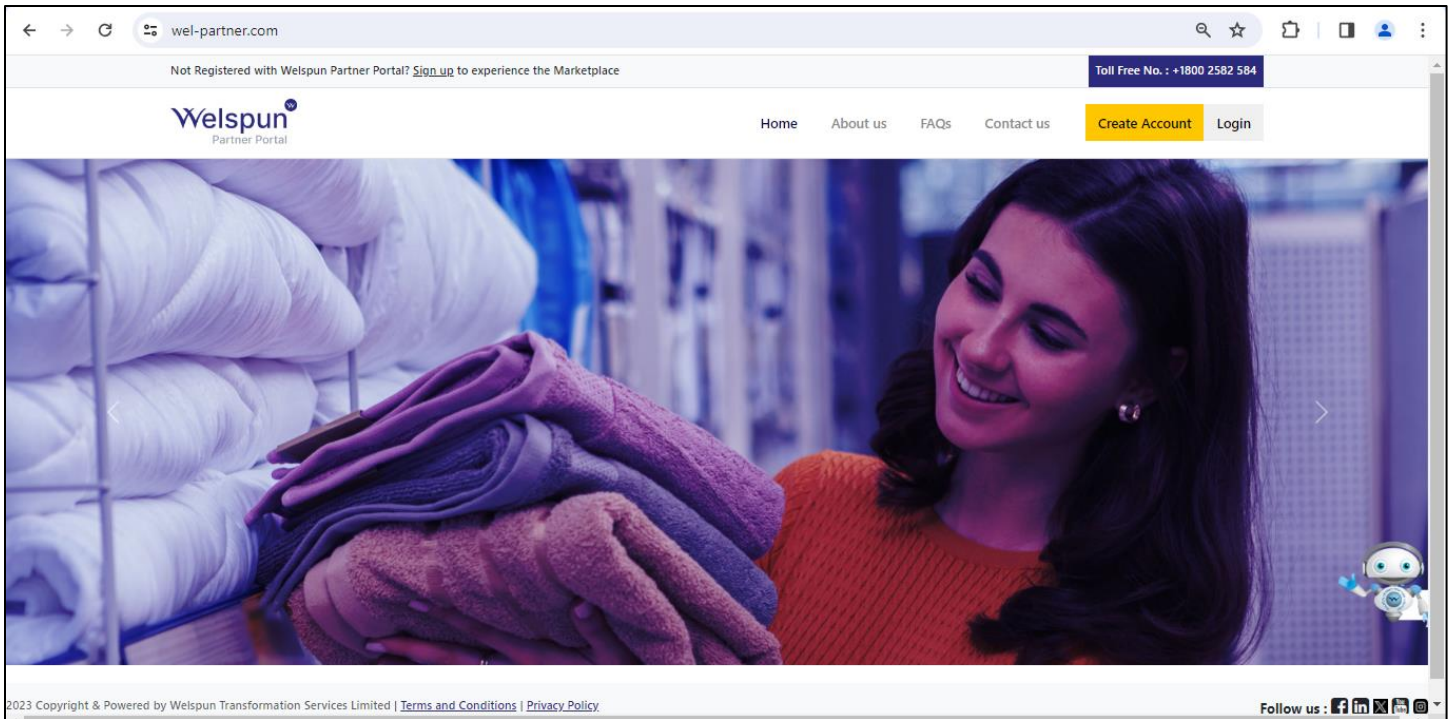
Introduction to partner portal

The Partner Portal is Welspun initiatives towards “Ek Welspun, Ek Process”. The Partner Portal will enable our entities to follow standardize process of Partner registration. The Portal will allow Partners to register themselves with our system and our team of experts will validate the authenticity and capacity of the potential Partners who wishes to start business with Welspun.

The portal will have below high level functionalities:

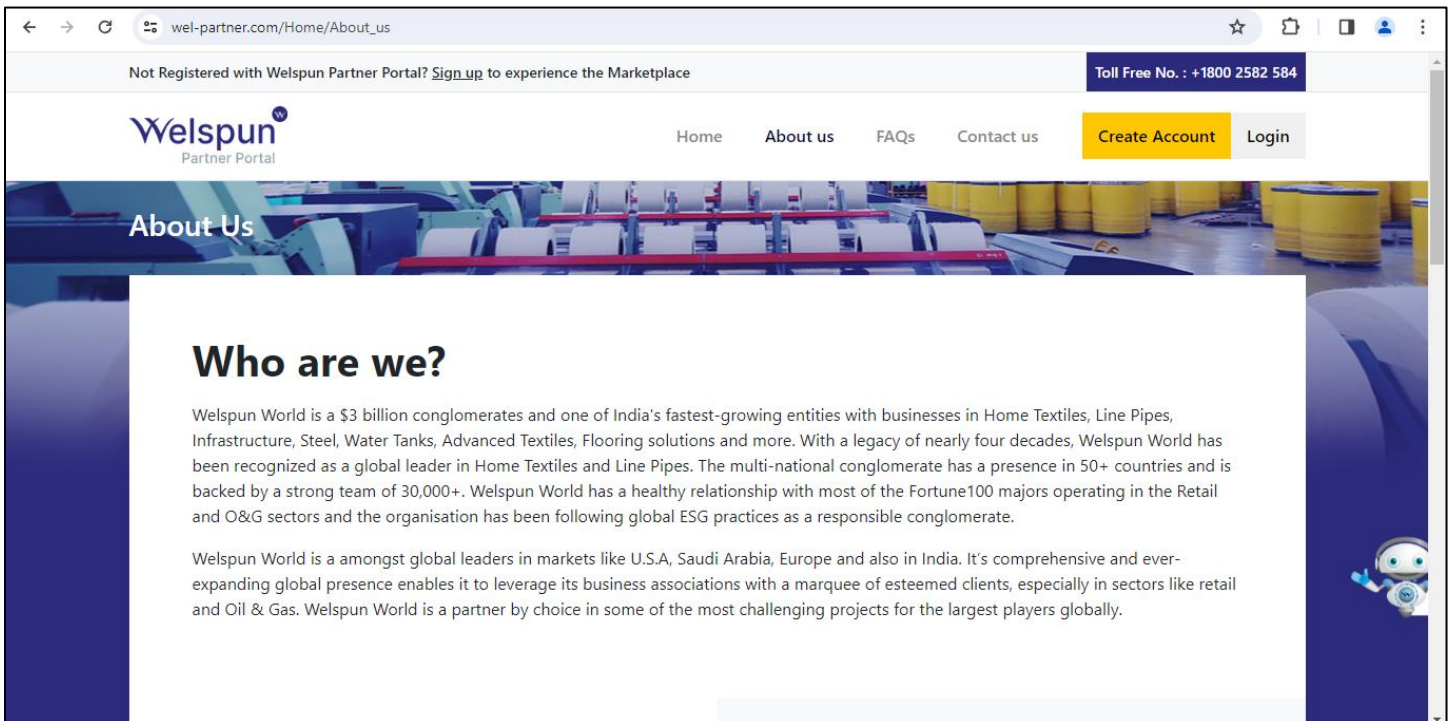
- Partner Registration
- Partner’s approval by commercial team
- Partner’s approval by MDM team
- Dashboard
- Partner Profile
- PO /GRN/ Invoice
- Payment Tracking
- Documents Submission
- Compliances Module
- Integration with CHATBOT
- Discounting – Link Embedded
- SAFAL – Link Embedded

Home



- This is home screen of the partner portal

About Us





Our Vision

Delight our customers through innovation and technology, achieve inclusive and sustainable growth to remain eminent in all our businesses.

Our Mission

Welspun World aims to be amongst

- The Top 2 value creators in each of our businesses
- The top 10 most respected Indian brands
- The top 50 Groups in India in terms of market value



Our Values

Welspun World takes pride in providing the best to its stakeholders. These four principles, define and direct Welspunites to create a better future

- Customer Centricity
- Technology & Innovation
- Collaboration
- Inclusive Growth

Welspunites are at the centre of all operations and Welspun World provides each Welspunite opportunities to grow and invests in developing their skills. The international conglomerate takes great pride in maintaining a congenial work environment that represents and encourages the culture of 'One Welspun', where everyone is focused on achieving the organisation's vision of 'Har Ghar Se, Har Dil Tak Welspun' through the value of 'L.I.T.E. (Learning, Innovation, Trust & Transparency and Endurance).

From flexible work hours to paternity leaves, Welspun World provides a culture that helps maintain work-life balance and a good working environment for it's diverse workforce.

Welspun World encourages Welspunites to demonstrate LITE behaviors, which in turn guides them towards inhibiting the values of Welspun World. It urges Welspunites to think out-of-the-box and innovate to achieve results more effectively and efficiently.



- Click on about us above interface will open
- You will get info about the organization

FAQs

The screenshot shows the 'FAQs' page of the Welspun Partner Portal. The browser address bar displays 'wel-partner.com/Home/Faq'. A navigation bar at the top includes 'Home', 'About us', 'FAQs', and 'Contact us', along with 'Create Account' and 'Login' buttons. A banner image of a factory floor is visible. The main heading is 'Frequently Asked Questions'. The first section, 'What is the Welspun Partner Portal?', explains that the portal is for online partner registration and validation. The second section, 'Features in Partner portal', lists two features: 'Partner Registration' and 'Partner's approval by commercial team'.

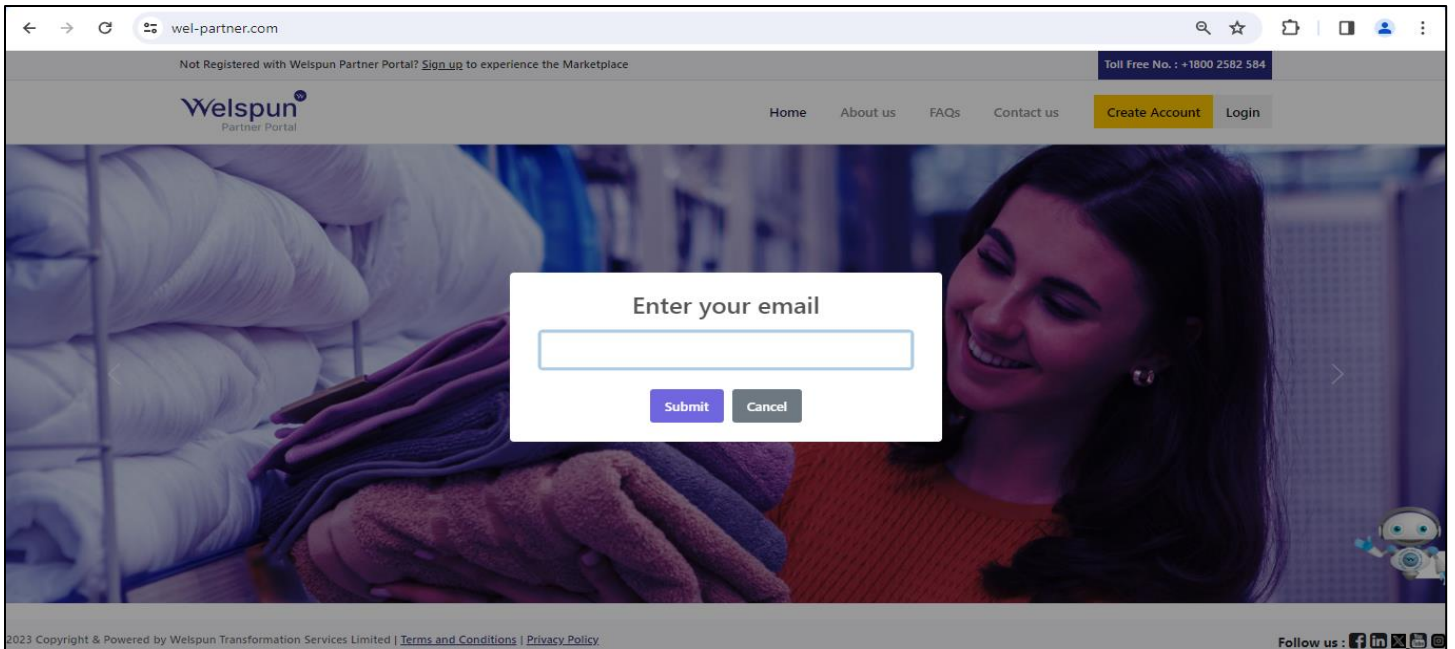
- Click on FAQs above interface will open
- You will see FAQs on this page

Contact Us

The screenshot shows the 'Contact Us' page of the Welspun Partner Portal. The browser address bar displays 'wel-partner.com/Contact'. The navigation bar is identical to the FAQ page. The main content area features a 'Leave a message' form with fields for 'Your Name*', 'Your Email*', 'Contact No.*', 'Subject*', and 'Enquiry Type*', along with a 'Your Message*' text area and a 'Submit' button. To the right, the 'Corporate Office' information for 'Welspun Living Limited' is provided, including the address (6th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013, India), contact details (+1800 2582 584 Toll-Free and ssc_helpdesk@Welspun.com), and operating hours (Monday – Saturday, 10:00 - 18:00 IST).

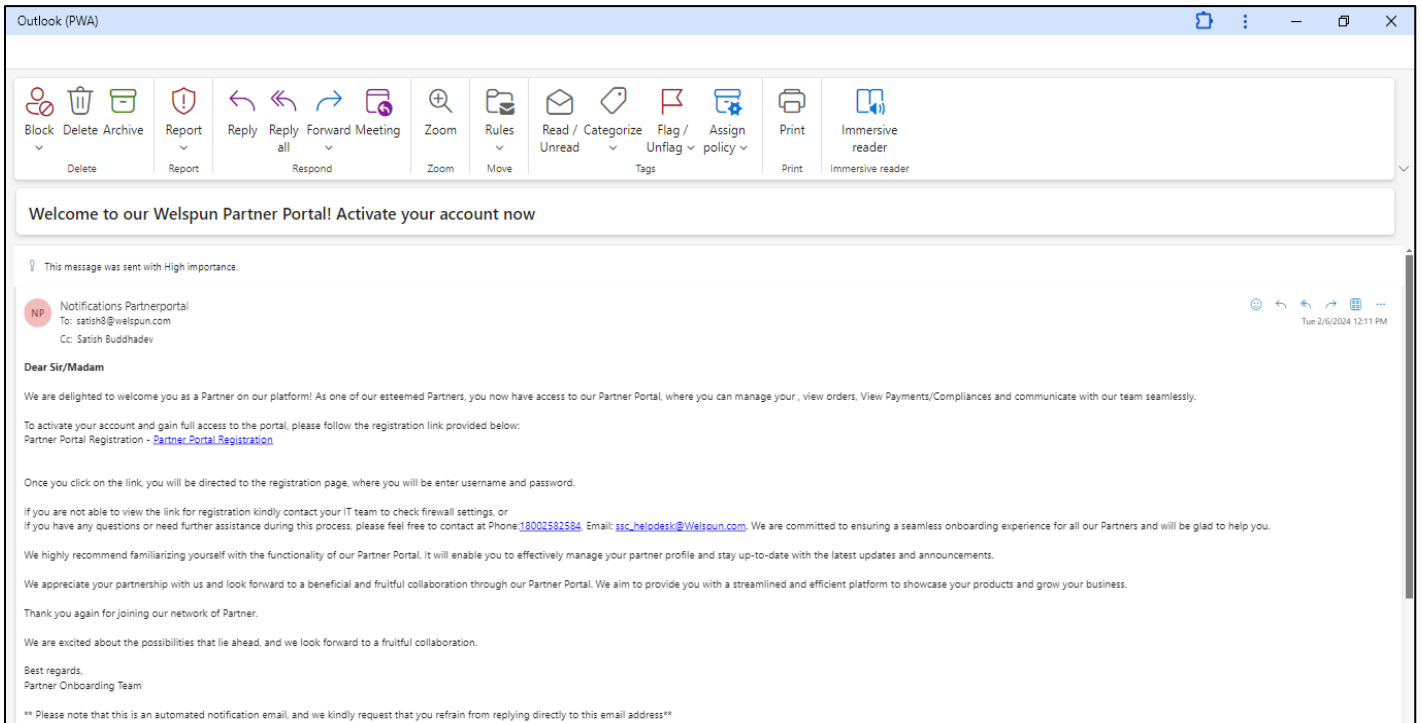
- Click on contact us above interface will open
- Enter the details and click on submit button to leave us a message

Create Account



- Kindly enter email and click on submit button
- Cancel button will discard the entered data.

Registration link



- A link will be sent to you for registration through mail
- click on the link to redirect to registration page

Registration form

Welspun[®]
Partner Portal

Already registered.

Create Account Password Creation Onboarding Documents Submission Verification

Create your account

Mobile Number

satis8@welspun.com

Business Type *

Select

Choose nature of your Business *

Select

Enter GST Number

Next

- Enter your business mobile number
- Email id will be auto populate
- Select business type from drop down
- Choose nature of your business from drop down
- Enter GSTIN
- Click on continue

Password creation page

The screenshot shows the 'Password Creation' step in the registration process. The progress bar indicates that 'Create Account', 'Password Creation', 'Onboarding', 'Documents Submission', and 'Verification' are all completed. The 'Create Password' section includes two input fields: 'Enter Password' and 'Confirm Password'. Below these fields, a list of password requirements is displayed:

- ✘ A Lowercase Letter
- ✘ A Capital (Uppercase) Letter
- ✘ A Number
- ✘ Length Between 8 to 16 Characters
- ✘ Special Characters

At the bottom, there are 'Previous' and 'Next' buttons.

- Create strong password that have at least 8 characters and at least 1 number and at least one special character
- Confirm your password
- Click on continue

On boarding page

The screenshot shows the 'Partner Onboarding Form' page. The progress bar indicates that 'Create Account', 'Password Creation', 'Onboarding', 'Documents Submission', and 'Verification' are all completed. The form is titled 'Partner Onboarding Form' and includes the following fields:

- Firm Name
- Type of Registration (dropdown menu)
- Principal Place of Business
- Type of Firm (dropdown menu)
- Plot Number
- Address
- City
- State (dropdown menu)
- Pincode
- Country (dropdown menu)

← → wel-partner.com/partner/Registration?PP=c2F0aXNoOE83ZWxzCHVuLmNvbQ&time=MjAyNC0wMi0wNSAxMjczMDo1Mg== 🔍 ☆ 📄 👤 ⋮

Contact details

Name	Contact Name	Mobile Number
<input type="text"/>	<input type="text"/>	9429049537
Fax Number	Telephone Number	Email
<input type="text" value="Enter Fax Number"/>	<input type="text" value="Enter Telephone Number"/>	satish8@welspun.com

Important IDs

CIN	PAN	GST Registration Number
<input type="text" value="Enter CIN Number"/> ✓	AAACH7409R ✓	08AAACH7409R1Z2 ✓
Sales/Service tax Number	TIN Number	ECC Number
<input type="text" value="Enter Sales/Service tax Number"/> ✓	<input type="text" value="Enter TIN Number"/> ✓	<input type="text" value="Enter ECC Number"/> ✓

Other details

Name of Principal director	Whether MSME?	SSI/MSME Number (if applicable)
<input type="text"/>	Select	<input type="text"/>

← → wel-partner.com/partner/Registration?PP=c2F0aXNoOE83ZWxzCHVuLmNvbQ&time=MjAyNC0wMi0wNSAxMjczMDo1Mg== 🔍 ☆ 📄 👤 ⋮

Other details

Name of Principal director	Whether MSME?	SSI/MSME Number (if applicable)
<input type="text"/>	Select	<input type="text"/>

Fiscal details

Bank name	Account Number	Confirm Account Number
<input type="text"/>	<input type="text" value="Enter Account No"/>	<input type="text" value="Enter Account No"/>
IFSC/Swift/IBAN Number	Currency of Transaction	Account category
<input type="text" value="Enter IFSC Number"/>	Select	Select
Welspun Reference Email		
<input type="text" value="Email Address"/>		

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- Fill the required details and click on Next button to go to the next page

Documents

The screenshot shows the Welspun Partner Portal registration process. The progress bar indicates that the 'Documents Submission' step is currently active. Below the progress bar, a table lists the required documents and their attachment status.

Sr No.	List of documents	Attachments
1.	GST certificate for domestic *	<input type="button" value="Choose File"/> No file chosen
2.	Cancelled cheque or bank details on letterhead *	<input type="button" value="Choose File"/> No file chosen
3.	PAN Card for domestic *	<input type="button" value="Choose File"/> No file chosen
4.	MSME/ Udyam Aadhar details	<input type="button" value="Choose File"/> No file chosen
5.	Duly filled turn over declaration form with Stamp and Sign *	<input type="button" value="Choose File"/> No file chosen

1. (*) Documents are Mandatory
2. File Size Should not be Greater Than 5 mb
3. File Should be in pdf Format

Navigation buttons:

- Attach the documents and click on Next button to go to next page

Accept Terms & Condition and Submit

The screenshot shows the Welspun Partner Portal registration process. The progress bar indicates that the 'Authorized Signature' step is currently active. Below the progress bar, there is an 'Upload File' section with a drop zone for digital signatures.

Authorized Signature

Upload File

Drop files here or click to upload.

By continuing, I agree to Welspun's [Terms of Use & Privacy Policy](#)

Navigation buttons:

- Upload digital signature
- Accept the terms and conditions
- Click on submit to submit the registration form