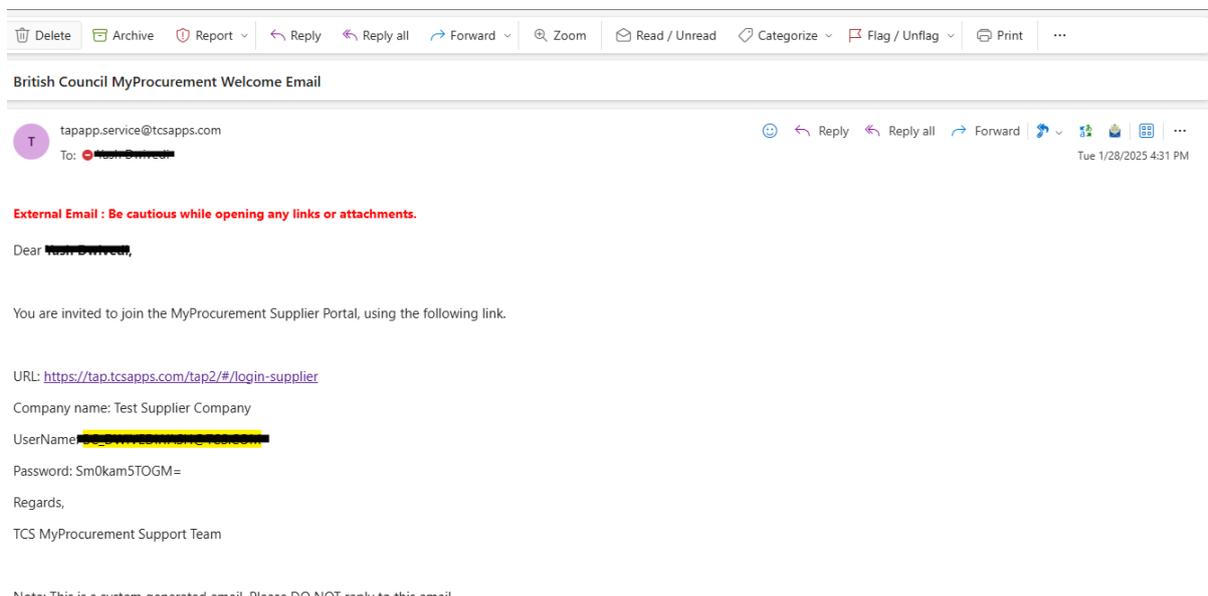


Please follow the below steps for **supplier registration**:-

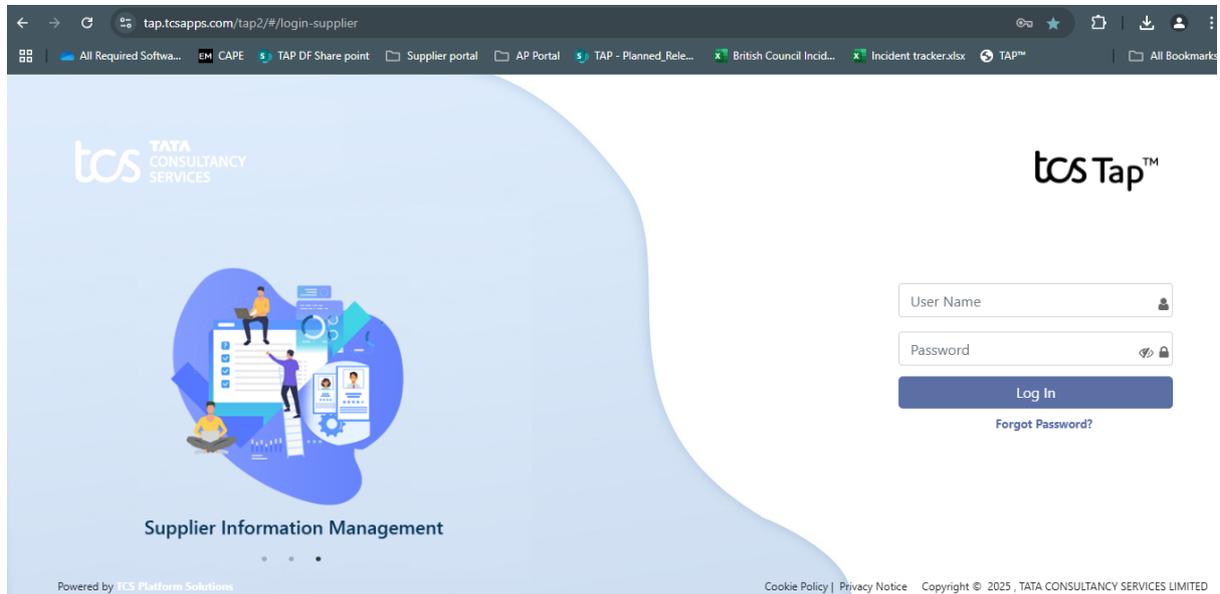
1. Please use the supplier registration URL (<https://tap.tcsapps.com/tap2/#/bc-supplier-registration>)
 - User needs to register to the My procurement first.
 - Please fill in all the mandatory details and click on send OTP.
 - Enter the OTP received in your register mail and click on "Register Your Account" button.

The screenshot shows a web browser window with the URL tap.tcsapps.com/tap2/#/bc-supplier-registration. The page features the TCS Tap logo and a registration form. The form is divided into two sections: 'Supplier Details' and 'Contact Details'. The 'Supplier Details' section includes a text input for 'Company Name *', and two dropdown menus for 'Country of Contract *' and 'Country *'. The 'Contact Details' section includes text inputs for 'First Name *', 'Surname *', and 'Telephone Number', a text input for 'Official Email Address *', and a text input for 'Enter OTP *'. There are two buttons: a blue 'Send OTP' button and a grey 'Register your Account' button. At the bottom of the form, there is a link: 'Already have an account? [Login Here](#)'. The background of the form area shows a person's hands holding a smartphone over a laptop keyboard.

2. Once registration is successful, then the supplier user will receive a login ID and temporary password in the registered mail.

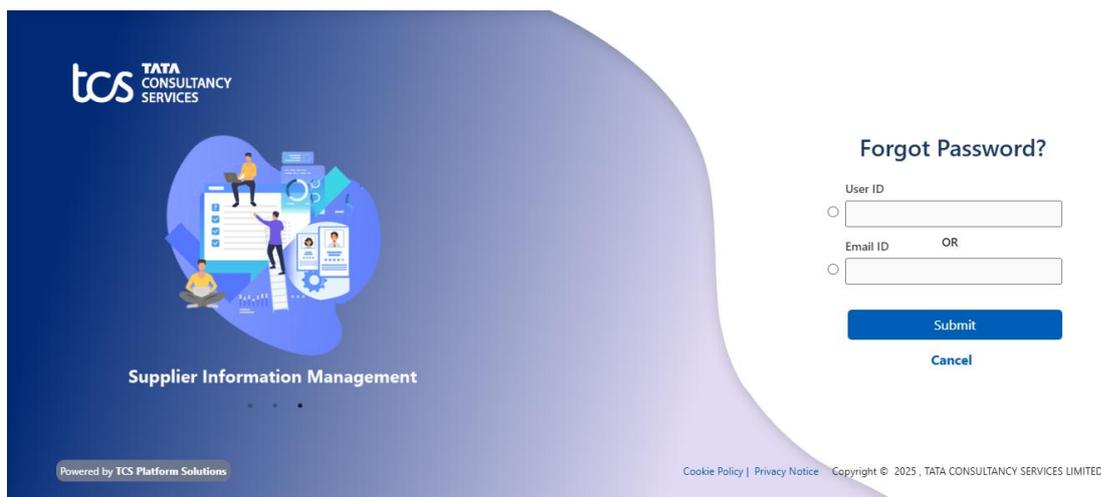


3. Then user needs to click on Login Here to access the my Procurement page. (<https://tap.tcsapps.com/tap2/#/login-supplier>) using the same credentials and create a new password.



Please follow the below process while you **reset the password** as a supplier user:-

1. The User ID or the Email ID should match with the ID's used for supplier registration.



2. Supplier user should use the link shared in their registered mail ID for resetting their password.

Your User id is

bc_0WVVEB77777@TCS.COM

Please use the Password:-

TjZGbkZtbmw=

Please click here <https://tap.tcsapps.com/tap2/#/login-supplier> to login

Regards,

TCS MyProcurement Support Team

Note: This is a system generated email. Please DO NOT reply to this email.

3. A Temporary Password will be shared in that same registered mail. Use this exact temporary password in the place of password. Please be careful while you copy this temporary password from the mail, sometimes space is also copied and because of this temporary password does not match while resetting the password.

The image shows a screenshot of the TCS Tap™ Supplier Information Management login page. On the left, there is a blue banner with the TCS logo and 'TATA CONSULTANCY SERVICES' text. Below the logo is an illustration of people working on a computer screen. The main heading is 'Supplier Information Management'. Below the heading is a navigation bar with three dots. The login form includes fields for 'Username' (placeholder: 'Enter your UserName') and 'Password' (placeholder: 'Enter your Password'), a 'Log In' button, and a 'Forgot your Password?' link. The footer contains 'Powered by TCS Platform Solutions', 'Cookie Policy | Privacy Notice', and 'Copyright © 2025, TATA CONSULTANCY SERVICES LIMITED'.

4. Once the user clicks on Log In they will receive a OTP in their registered mail which they have to enter in the below screen.

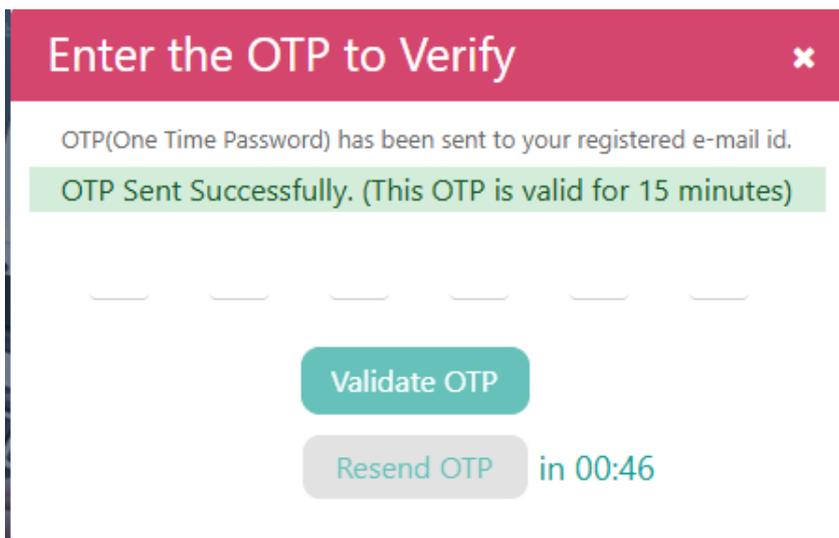
Login to MyProcurement application using the OTP: 974099

Regards,

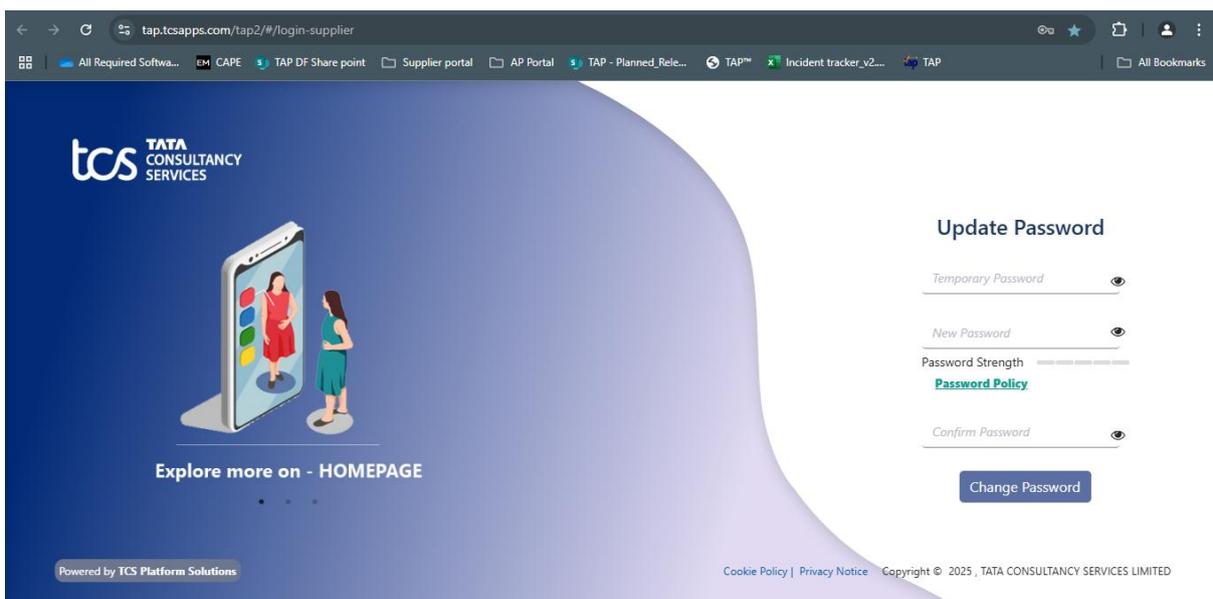
TCS MyProcurement Support Team

Note: This is a system generated email. Please DO NOT reply to this email.

[Reply](#) [Forward](#)



5. For updating the password use the same temporary password received in the registered mail.



6. The new password which you will create should follow the password policy as shown in the screen.

The screenshot displays the TCS Supplier Information Management password update interface. A modal window titled "Password Policy" is open, detailing the requirements for a new password:

- Your Password should have:-**
 - At least 8 characters and not more than 15 characters.
 - At least one Upper case(A-Z).
 - At least one Lower case(a-z).
 - At least one number(0-9).
 - At least one special character out of these @#%^&=+\$
- Your Password should not have:-**
 - Space.

The background interface includes the TCS logo, "Supplier Information Management" text, and a "Update Password" form with fields for "Temporary Password", "New Password", and "Confirm Password". A "Password Strength" indicator and a "Change Password" button are also visible. The footer contains "Powered by TCS Platform Solutions", "Cookie Policy | Privacy Notice", and "Copyright © 2025. TATA CONSULTANCY SERVICES LIMITED".

7. Also, please check the Re-Entered new password, it should match with the entered new password.

8. You will get an error message below all the entered fields if any of the above-mentioned steps are missed. Please check that message and take appropriate action on it to reset the password successfully.