



ADITYA BIRLA GROUP

# Vendor – User Manual

# Vendor User Manual

   
ADITYA BIRLA GROUP

Login via ADFS

OR

Username  
harshika

Password  
....

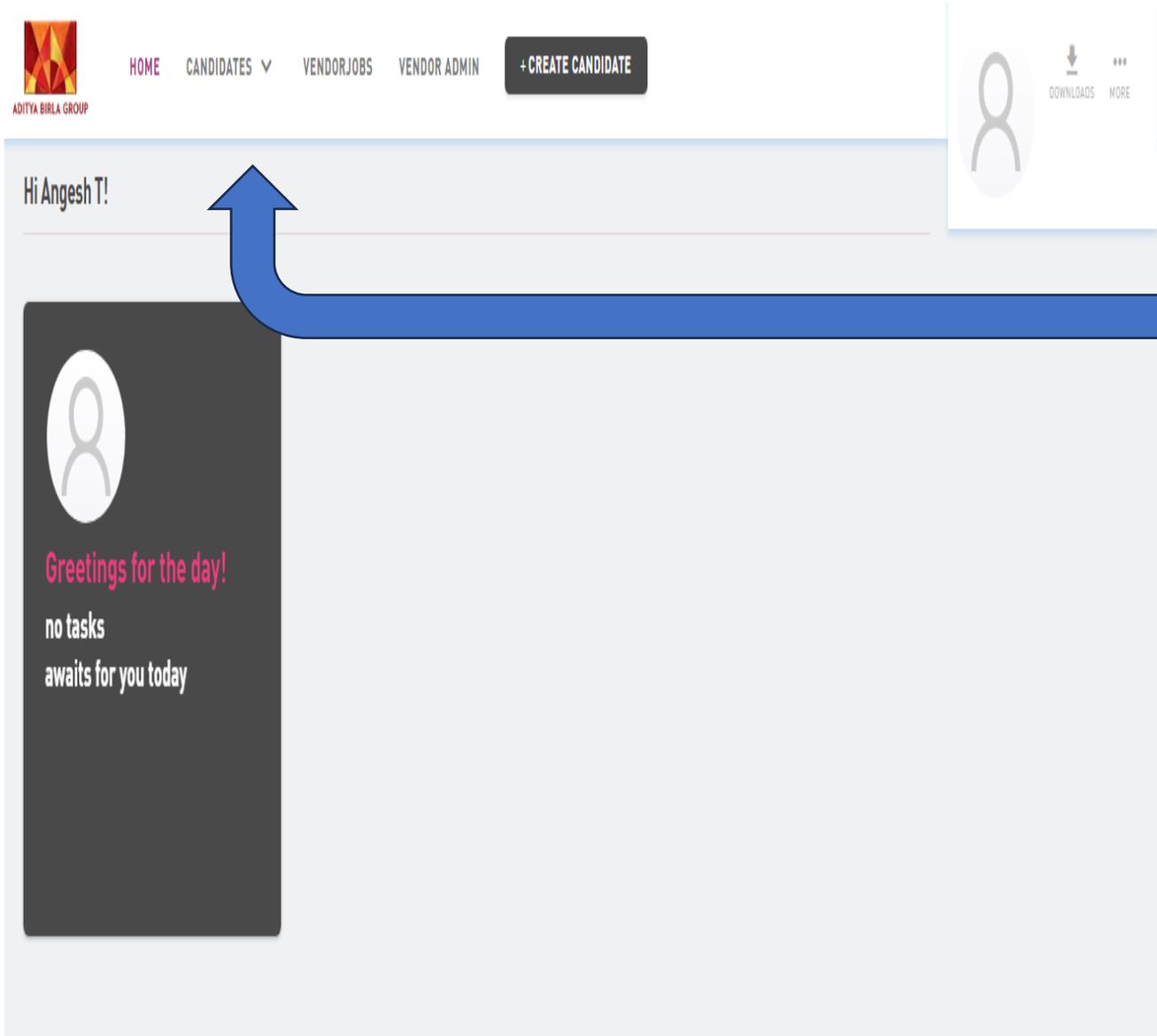
[Forgot password?](#)

Login

All vendors registered with Aditya Birla Group will receive unique login credentials to access the vendor portal. By using these credentials, they can log in to the Alt Vendor Portal.



# Vendor User Manual



Once vendors log in through the credentials provided to them, they will be redirected to the home page of the vendor portal. There, they will have options such as "Candidate," "Vendor Jobs," and "Create Candidate."

# Vendor User Manual

ADITYA BIRLA GROUP

HOME CANDIDATES VENDORJOBS VENDOR ADMIN + CREATE CANDIDATE

## NEW JOBS

FILTER BY LOCATION ORG UNIT

SORT BY SORT BY / FROM DD/MM/YYYY TO DD/MM/YYYY

Search job title

SHOWING 1 OF 1

**Test**  
ABG/T/121296

Aditya Birla Mgmt Corp Ltd→Aditya Birla Skills Found | India→Uttar Pradesh | Posted On 05 Oct 2023

Required Experience  
**1-2 years**

Skills

MANUAL TESTING TESTING

TEST PLANNING

Under the "Vendor Jobs" section, vendors will be able to see all the jobs assigned to them by recruiters. They will also receive email notifications on their registered email address whenever a job is assigned to them by a recruiter.

# Vendor User Manual

**Test** ABG/T/121296 + CREATE CANDIDATE

Aditya Birla Mgmt Corp Ltd→Aditya Birla Skills Foundation→Aditya Birla Mgmt Co. Pvt Ltd  
India→Uttar Pradesh→Lucknow

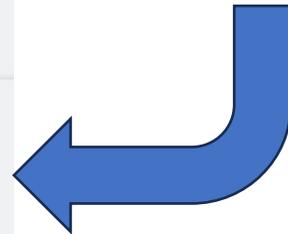
Assigned Date: 05 Oct 2023      Target Date: 19 Oct 2023

1	0	0	0	0	0	0	0	0	0	0	0	0
Openings	Screening	Hiring Manager Shortlisting	Co-Cubes Assessment (Jb 9 And Below)	Level I Interview	Level Ii Interview	Level Iii Interview	Preoffer Documentation	Reference Check	Compensation Input	Offer	Joining	

**JOB DETAILS**      TAGGED CANDIDATES      REJECTED CANDIDATES

<b>Basic Section</b>	<b>Organisational</b>
No. Of Openings: 10	BUSINESS: Aditya Birla Mgmt Corp Ltd
Grade: 11	BUSINESS_UNIT-1: Aditya Birla Skills Foundation
Designation: Accountant	BUSINESS_UNIT-2: Aditya Birla Mgmt Corp Ltd
Experience In Years: 1 Years To 2 Years	BUSINESS_UNIT-3: Aditya Birla Mgmt Co. Pvt Ltd.
Employment Type: Employee	COUNTRY: India
Annual CTC (In Lakhs): 300000 - 600000 P.A.	STATE: Uttar Pradesh
Max CTC: 600000	WORKSITE: Lucknow
MIN CTC: 300000	Industry: Manufacturing
Start Date: 12 Sep 2022	Function:

Vendors can click on the requisition assigned to them to access basic and other information about the requisition.



# Vendor User Manual

**Test** ABG/T/121296 + CREATE CANDIDATE

Aditya Birla Mgmt Corp Ltd→Aditya Birla Skills Foundation→Aditya Birla  
India→Uttar Pradesh→Lucknow

Assigned Date: 05 Oct 2023      Target Date: 19 Oct 2023

1	0	0	0	0	0	0	0	0	0	0	0	0
Openings	Screening	Hiring Manager Shortlisting	Co-Cubes Assessment (Jb 9 And Below)	Level I Interview	Level Ii Interview	Level Iii Interview	Preoffer Documentation	Reference Check	Compensation Input	Offer	Joining	

**JOB DETAILS**      TAGGED CANDIDATES      REJECTED CANDIDATES

### Basic Section

No. Of Openings	10
Grade	11
Designation	Accountant
Experience In Years	1 Years To 2 Years
Employment Type	Employee
Annual CTC (In Lakhs)	300000 - 600000 P.A.
Max CTC	600000
MIN CTC	300000
Start Date	12 Sep 2022

### Organisational

BUSINESS	Aditya Birla Mgmt Corp Ltd
BUSINESS_UNIT-1	Aditya Birla Skills Foundation
BUSINESS_UNIT-2	Aditya Birla Mgmt Corp Ltd
BUSINESS_UNIT-3	Aditya Birla Mgmt Co. Pvt Ltd.
COUNTRY	India
STATE	Uttar Pradesh
WORKSITE	Lucknow
Industry	Manufacturing
Function	

Vendors can start referring candidates for the requisitions assigned to them by clicking on the "Create Candidate" option.

# Vendor User Manual

**ADITYA BIRLA GROUP** HOME CANDIDATES VENDORJOBS VENDOR ADMIN + CREATE CANDIDATE

### TAGGED CANDIDATES

FILTER BY: GENDER, GDPR CONSENT, MIN EXP, MAX EXP, JOB

SORT BY: SORT BY, FROM DD/MM/YYYY, TO DD/MM/YYYY

Search candidate name or code...

SHOWING 3 OF 3 FIRST 1 LAST

- RR Ravi Rathore**  
ABG/1680160315956692 | Rajgarh  
View Resume  
Manager  
ABG/M/121251  
92% Profile Complete  
Screening: Pending  
TAKE ACTION
- RR Ravi Rathore**  
ABG/1678961469434325 | Rajgarh  
View Resume  
Manager  
ABG/M/121251  
92% Profile Complete  
Level I Interview: Skip  
TAKE ACTION
- DP Dinesh Pt**  
ABG/1678951707948417 | Nagpur Division  
View Resume  
Manager  
ABG/M/121251  
85% Profile Complete  
Screening: Pending  
TAKE ACTION

**ADITYA BIRLA GROUP** HOME CANDIDATES VENDORJOBS VENDOR ADMIN + CREATE CANDIDATE

New Candidate  
My Applicants

**RR RAVI RATHORE**  
Download Resume  
mail.com +91-7354013765  
92% Profile Complete

Manager [ABG/M/121251]

1. Screening
2. Hiring Manager Shortlisting
3. Level I Interview Skip
4. Talent Q Assessment (Korn Ferry)
5. Level II Interview
6. Level III Interview
7. Pre Offer Documentation
8. Reference Check
9. Compensation Input

03 Level I Interview Skip

CANDIDATE OVERVIEW HIRING PROCESS

The vendor can track the current status of the candidate referred by them from the "My Candidates" option available in the candidate section.



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# End of Document