Shared Service Center

Release Date: 28.03.2018

General abbreviations:-

SSC: Shared service center

PR: Purchase Requisition

SR: Service Requisition

RFQ: Request for Quotation

MRO: Maintenance, Repair and Overhaul

MECH: Mechanical

SS: Shared Service

Qty: Quantity

UOM: Unit of Measurement

CURR: Currency

Mat.Code: Material Code

Mat. Desc: Material Description

HSN: Harmonised System of Nomenclature

SAC: Services Accounting Code

PUR GRP: Purchase Group

MAT GRP: Material Group

PUR ORG: Purchase Organisation

Shortcut Keys:-

ICON	Shortcut Key	Description
The following icons/shortcuts are available on the portal.		
Print	**Ctrl + P**	Print
	Ctrl + F	Find
	Ctrl + G	Find Next
Copy	**Ctrl + C**	Copy
Excel		Export to excel
CSV		
Home		Home
Refresh		Refresh
Log Out		Logout
Close		Close

URL:- http://eps.jspl.com

Associate will login to the portal with the credentials provided.

Choose landscape for which you want to do the process

Home | Auction | PR/SR Deletion | Send Mail to Vendor | Refresh

Associate - Shivnandan

My RFQ Task		My Quotation Task		My Negotiation Task		My NFA Approval Task		Auction		My Query Task	
RFQ In-process	67	Pending for Quotation	1	Negotiation In-process	3	Approval In-process	1	Live Auctions	0	RFQ NFA Query	01
Open PR/SR	106	Quotation Received	9	Negotiation Completed	1	Rejected	0			RFQ Query	9
RFQ in Draft	97	Closed RFQ	62			Approved	5				

Pending PR List   Pending SR List

Create RFQ   Create Auction

Copy Excel CSV Print

Search:

#	PR No	PR Item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR ORG	Comp Code
☐	2010003255	00020	1000.0	327.0	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L'
☐	2010003262	00020	20.0	4.0	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L'

Categories:-

SS1: Corrective maintenance where equipment is repaired or replaced after wear, malfunction or break down.

SS2: Another department with same work.

SS3: Department that deals with Electrical equipments.

SS4: Department that deals with Raw Materials.

SS5: Department that deals with Civil works & services.

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<u>My RFQ Task</u>:

RFQ In Process:

Total number of RFQs of concern associate which are in process.

RFQ In Process

Search ...

RFQ No	RFQ Type	Buyer Name	Validity Start	Validty End	Quatation Deadline	Purchase Group	Landscape	Status	Action
116	MRO Material Procurement	Buyer - Prabhakar	05/03/2018 12:00:00	06/03/2018 12:00:00	06/03/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01
121	MRO Material Procurement	Buyer - Prabhakar	06/03/2018 12:00:00	07/03/2018 12:00:00	07/03/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send To Vendor	01
123	MRO Material Procurement	Buyer - Prabhakar	06/03/2018 12:00:00	10/03/2018 12:00:00	10/03/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send To Vendor	01

This opened dashboard will show the RFQ no. generated against PR and status of that RFQ (RFQ in Draft & RFQ Send to Vendor).

Open PR/SR:

Total no. of PRs that are pending for RFQ creation.

Pending PR List   Pending SR List   Create RFQ   Create Auction

Copy   Excel   CSV   Print

Search:

#	PR No	PR item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR ORG	Comp Code
☐	2010003255	00020	1000.0	327.0	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L)
☐	2010003262	00020	20.0	4.0	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L)
☐	2010003266	00020	25.0	25.0	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L)
☐	2010003268	00020	25.0	25.0	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	9011 (Central Pur.Org.)	9000 (JINDAL STEEL & POWER L)
☐	2010003288	00020	1000.0	1000.0	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011 (Pur.Org RGR/TAM/RPR)	9000 (JINDAL STEEL & POWER L)

RFQ in draft:

Total no. of RFQs which are saved in draft.

View All RFQ Draft

Material RFQ List   Service RFQ List

Copy   Excel   CSV   Print

Search:

RFQ No	RFQ Type	RFQ Description	Validity Start	Validity End	Quatation Deadline	Purchase Group	Company	Status
108	MRO Material Procurement	dqwqwd	1/3/2018	1/3/2018	1/3/2018	SSC MRO MECH-I	N/A	RFQ In Draft ⌄
109	MRO Material Procurement	xcsddcsd	1/3/2018	2/3/2018	2/3/2018	SSC MRO ELECTRICAL	N/A	RFQ In Draft ⌄
110	MRO Material Procurement	sasad	1/3/2018	2/3/2018	2/3/2018	SSC MRO MECH-I	N/A	RFQ In Draft ⌄

My Quotation Task:

Pending for Quotation:

Total no. of RFQs for which quotation not given by vendor.

Pending For Quotation

RFQ No	RFQ Type	Buyer Name	Validity Start	Validty End	Quatation Deadline	Purchase Group	Landscape	Status	Action
309	MRO Material Procurement	buyer- Alok	13/04/2018 12:00:00	27/04/2018 12:00:00	01/05/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01

Quotation received:

Total no. of RFQs for which quotation has been received.

Status field will show the status of RFQ (ex-Approved, RFQ Send to Buyer).

Quotation Received

RFQ No	RFQ Type	Buyer Name	Validity Start	Validty End	Quatation Deadline	Purchase Group	Landscape	Status	Action
281	MRO Material Procurement	buyer- Alok	11/04/2018 12:00:00	27/04/2018 12:00:00	17/04/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01
284	MRO Material Procurement	buyer- Alok	11/04/2018 12:00:00	26/04/2018 12:00:00	23/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01

My Negotiation Task:

Negotiation In Process:

Negotiation In-process

RFQ No	RFQ Type	Buyer Name	Validity Start	Validty End	Quatation Deadline	Purchase Group	Landscape	Status	Action
297	MRO Material Procurement	buyer- Alok	12/04/2018 12:00:00	13/04/2018 12:00:00	04/05/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01
307	MRO Material Procurement	buyer- Alok	13/04/2018 12:00:00	28/04/2018 12:00:00	25/04/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01
309	MRO Material Procurement	buyer- Alok	13/04/2018 12:00:00	27/04/2018 12:00:00	01/05/2018 12:00:00	SSC MRO MECH-I	JSPL	RFQ Send to Buyer	01

This opened dashboard will show the RFQ no which are in negotiation stage with status of concern associate.

Negotiation Completed:

Negotiation Completed

RFQ No	RFQ Type	Buyer Name	Validity Start	Validty End	Quatation Deadline	Purchase Group	Landscape	Status	Action
276	MRO Material Procurement	buyer- Alok	11/04/2018 12:00:00	12/04/2018 12:00:00	12/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01

Total no. of RFQ no. of which negotiation has been completed with status.

My RFQ Approval Task:-

Approval In Process:

Total number of pending RFQs of concern associate waiting for approval.

Approval In-process

Search ...

RFQ No	RFQ Type	Buyer Name	Validity Start	Validity End	Quatation Deadline	Purchase Group	Landscape	Status	Action
310	MRO Material Procurement	buyer- Alok	13/04/2018 12:00:00	27/04/2018 12:00:00	04/05/2018 12:00:00	SSC MRO MECH-I	JSPL	NFA For Approval	01

Approved:

Total number of approved RFQs of concern associate from last approver.

NFA Approved

Search ...

RFQ No	RFQ Type	Buyer Name	Validity Start	Validity End	Quatation Deadline	Purchase Group	Landscape	Status	Action
276	MRO Material Procurement		11/04/2018 12:00:00	12/04/2018 12:00:00	12/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01
284	MRO Material Procurement		11/04/2018 12:00:00	26/04/2018 12:00:00	23/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01
295	MRO Material Procurement		12/04/2018 12:00:00	14/04/2018 12:00:00	13/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01
296	MRO Material Procurement		12/04/2018 12:00:00	27/04/2018 12:00:00	17/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01
303	MRO Material Procurement		13/04/2018 12:00:00	15/04/2018 12:00:00	14/04/2018 12:00:00	SSC MRO MECH-I	JSPL	Approved	01

Rejected:

Total no. of rejected RFQs.

My Query Task:

RFQ NFA Query:

View All Queries

FILTRATION

Search By (PO / vendor name / RFQ / E-NFA dd/mm/yyyy)

My Pending Query()   Total Query()   Query Handle()

Total no. of Queries asked by vendors.

One can filter query by vendor name, RFQ no. etc.

Under All queries, there is My Pending Query, Total Query, Query Handle tabs.

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RFQ Query:

Total no. of queries asked by vendor.

View RFQ Queries

FILTRATION

RFQ *

146 ▼

My Pending Query

🔁

TEchnical

🕐 09-03-2018 03:16:39 PM

NCL ALLTEK & SECCOLOR LTD.

Pleases provide complete specifications

🔁

TEchnical

Process Controls:-

Associate will select the PR line item and click on "Create RFQ".

This will pop up a RFQ creation screen.

RFQ Description: Associate will give the concern details.

RFQ Type: associate can select type of RFQ, if it is other than SS5 then MRO Material Procurement & Raw material and if SS5, then AMC & Man Power will be seen in dropdown.

Validity (Start): It will show the start validity of the RFQ.

Note: It should be RFQ creation date.

Validity (End): End date of RFQ to be selected from dropdown.

Purchaser: It will show the concern Plant buyer which is to be selected from dropdown.

Quotation deadline: It will show the deadline of quotation send by vendor.

Note: Purchase Group & Instance will be default for the associate creating RFQ.

Associate will see the PR with details for which RFQ is to be created.

Assigned Qty: RFQ can be generated for total PR qty or desired qty.

Once all details are filled then click on "Create RFQ".

This action will create RFQ no. and pop up new screen with RFQ no. for filling details.

RFQ DETAILS

| Details | Terms & Condition | Terms & Condition - Deduction | Document Required | Vendor Details | PR Item Details | Rfq Documents |

DETAILS

RFQ Number	RFQ Type	Purchaser *
318	MRO Material Procurement	buyer- Alok

RFQ Description *	Validity (Start) *	Quotation Deadline *
RFQ testing	16/04/2018 00:00:00	30/04/2018 23:59:59

	Validity (End) *	Purchase Group
	DD/MM/YYYY HH:mm:ss	SS1 - SSC MRO MECH-I

	Instance	
	JSPL	

TERMS & CONDITION

Terms & Condition:

TERMS & CONDITION

Mode of Transport *	Payment Terms *	Inco Term *
Road	10% adv. agnst ABG	FOR - Free on Road

Inco Term Description *	Delivery Days *
JSPL Raigarh	40

Mode of Transport: One has to choose from the dropdown.

Payment Terms: One has to choose from the dropdown.

Inco Term: One has to choose from the dropdown.

Inco Term Description: Description regarding Inco Term of RFQ has to be given.

Delivery Days: Give input for required delivery days.

Terms & Condition-Deduction:

TERM & CONDITION - DEDUCTION

LATE DELIVERY *	PUNITIVE CHARGES *	QUALITY REJECTION *
Other ▾	Not Applicable ▾	Not Applicable

LAB REPORT TO BE CONSIDER FOR DEDUCTION *	TERMINATION *	WARRENTY *
Not Applicable ▾	Not Applicable ▾	Not Applicable

PACKAGING *	INSURANCE *	ARBITRATION AND APPLICABLE LAW *
Not Applicable ▾	Not Applicable ▾	Not Applicable

ROAD PERMIT CLAUSE *
Not Applicable ▾

Late Delivery: One has to choose from the dropdown.

PUNITIVE CHARGES: One has to choose from the dropdown.

Quality Rejection: One has to choose from the dropdown.

Lab report to be consider for deduction: One has to choose from the dropdown.

Termination: One has to choose from the dropdown.

Warranty: One has to choose from the dropdown.

Packaging: One has to choose from the dropdown.

Insurance: One has to choose from the dropdown.

Arbitration and applicable law: One has to choose from the dropdown.

Road Permit Clause: One has to choose from the dropdown.

Document Required:

DOCUMENT REQUIRED

- ☑ Quality Reports for Offered Material
- ☐ Latest PO Copy Company
- ☐ Terms Condition Deviations
- ☐ Company Profile / Brochure
- ☐ Financial Details
- ☐ Details of Load Port

List of documents required from vendor.

Note: Choose from the options given.

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<u>Vendor details</u>:

Input vendor code as in SAP system and click "search by code".

After clicking "search by code", if vendor is in SAP system and not blocked then it will appear below.

One has to click on "+" button for adding vendor.

Confirmation pop up will give message "Vendor added successfully".

=>One can search vendor by name also.

VENDOR DETAILS

Supplier detail

Register vendor ◉   Non Register vendor ○

Vendor Code

[   ]   [Search by Code]

Vendor Name

[jindal   ]   [Search by Name]

SEARCH VENDOR LIST

Action	Vendor Code	Vendor Name	Vendor Mobile No	Vendor Email-ID	Vendor Address	Vendor Currency
+	0000020025	JINDAL STEEL & POWER LIMITED	99900781119	prabhakar.mfp@jspl.com	null	null
+	50245	jindal steel and power ltd1	9109115944	prabhakar.jha@jspl.com	null	null
+	50246	Jindal infosolution todaytoday	9990078111	prabhakar.jha@jspl.com	null	null

PR Item details:

One can change assign qty in New Assigned Qty and create RFQ for that time required qty.

PR ITEM DETAILS

#	PR No	PR Item	Qty.	Balance Qty.	Already Assigned Qty.	New Assigned Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code
+	2010003255	00020	1000.0	0.0	327.0	100	PC	1000000047	DETONATOR,EXCEL HANDIDET,25/200MS,12M			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-

=>By clicking + button, one can fill other informations also.

PR ITEM DETAILS

#	PR No	PR Item	Qty.	Balance Qty.	Already Assigned Qty.	New Assigned Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code
−	2010003255	00020	1000.0	0.0	327.0	100	PC	1000000047	DETONATOR,EXCEL HANDIDET,25/200MS,12M			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-

☑ Commercial Details Display to Vendor [Copy commercial details for all line items]

☑ Pricing Details   ☑ Taxes   ☑ Import Charges   ☑ Other Charges

☐ Technical Details Display to Vendor [Copy technical details for all line items]

Whichever is required is need to be ticked.

RFQ documents:

RFQ DOCUMENTS

General Terms and Conditions	Action	+

Performance BG Format	Action	+

Draft Contract / Purchase Order Copy	Action	+

Material Drawing and Technical Details	Action	+

Attach documents as required.

=>One has option to go back, Save as draft & Send to Vendor.

If chosen, Send to Vendor then RFQ will be send to vendor(s) for quotation.

PR/SR Deletion:

Once request has been given by plant buyer for deletion of PR/SR then Associate can see the request and process it for further rectification.

PR/Sr No	Line Item	Type	Comment	Action
2010003218	00010	PR		✔ ✕
2010003218	00020	PR		✔ ✕
2010003218	00030	PR		✔ ✕
2010003217	00010	PR		✔ ✕
2010003217	00020	PR		✔ ✕

One has to give comment and click on green tab for accepting the request.

PR/Sr No	Line Item	Type	Comment	Action
2010003218	00010	PR	OK	✔ ✕

For rejecting, give comment and click on red tab.

PR/Sr No	Line Item	Type	Comment	Action
2010003218	00010	PR	Rejected	✔ ✕