# **Shared Service Center**

Release Date: 28.03.2018

**Target Audience** 

**Associate** 



# **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					
Сору	Ctrl + C	Сору					
Excel		Export to excel					
CSV							
Home		Home					
Refresh		Refresh					
<b>♣</b> Log Out		Logout					
Close		Close					
_							



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

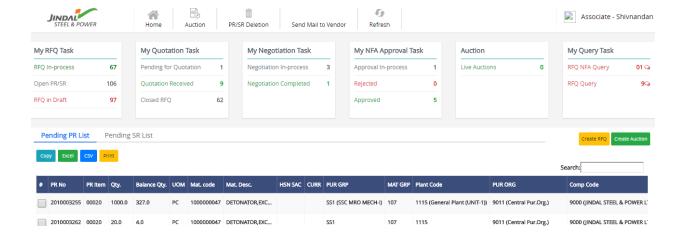
Associate will login to the portal with the credentials provided.



Choose landscape for which you want to do the process







# 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.



#### My RFQ Task:

## RFQ In Process:

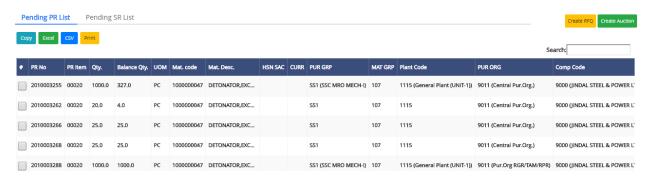
Total number of RFQs of concern associate which are in process.



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

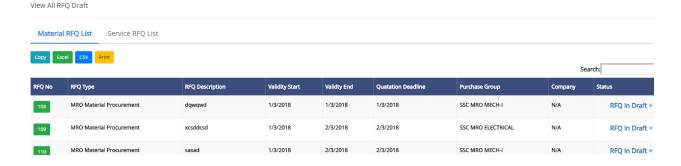
#### Open PR/SR:

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



# RFQ in draft:

Total no. of RFQs which are saved in draft.





#### My Quotation Task:

# Pending for Quotation:

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



#### Quotation received:

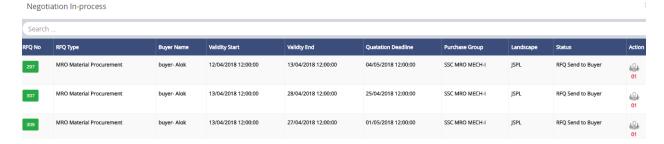
Total no. of RFQs for which quotation has been received.

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



### My Negotiation Task:

# Negotiation In Process:



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

# Negotiation Completed:



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



# My RFQ Approval Task:-

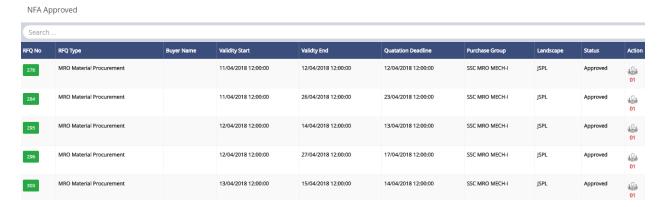
# Approval In Process:

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



# Approved:

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



# Rejected:

Total no. of rejected RFQs.

#### My Query Task:

#### RFQ NFA Query:

FILTRATION

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

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

Total no. of Queries asked by vendors.

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

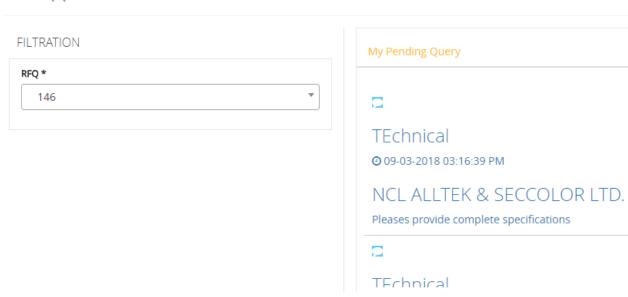
Under All queries, there is My Pending Query, Total Query, Query Handle tabs.



# RFQ Query:

Total no. of queries asked by vendor.

View RFQ Queries



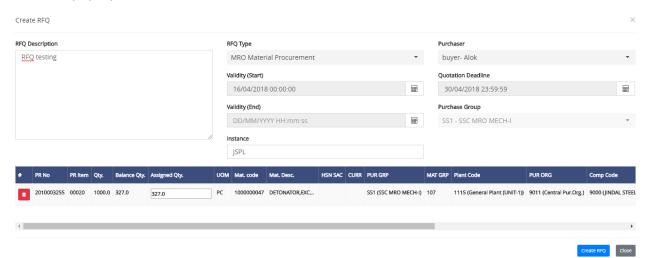


# **Process Controls:-**

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.

Details Ten	ms & Condition Terms & Condition - Deduction	Document Required	Vendor Details	PR Item Details	Rfq Docume	
ETAILS						
RFQ Number	RFQ Type		Purchaser *			
318	MRO Material Pi	MRO Material Procurement		buyer- Alok	k	
RFQ Description *	Validity (Start) *			Quotation Deadline *		
RFQ testing	16/04/2018 00	0:00:00	<b>=</b>	30/04/2018 23:59:59		
	Validity (End) *			Purchase Group		
	DD/MM/YYYY	HH:mm:ss	<b>=</b>	SS1 - SSC MRO MECH-I		
	Instance					
	JSPL					

#### 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 *	PU	INITIVE CHARGES *		QUALITY REJECTION *
Other	<b>▼</b> N	Not Applicable	•	Not Applicable
LAB REPORT TO BE CONSIDER FOR DEDUCTION *	TER	RMINATION *		WARRENTY*
Not Applicable	<b>▼</b> N	Not Applicable	•	Not Applicable
PACKAGING *	INS	SURANCE *		ARBITRATION AND APPLICABLE LAW *
Not Applicable	<b>▼</b> N	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

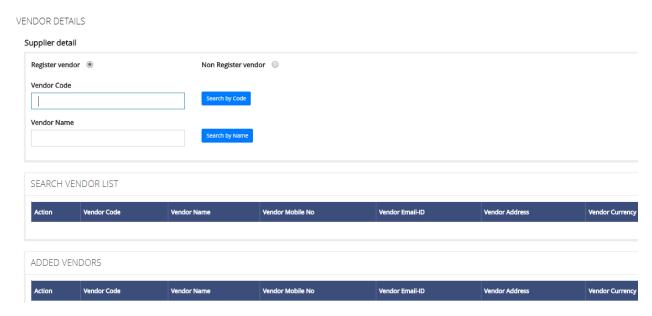
Financial Details Details Details Details of Load Port

List of documents required from vendor.

Note: Choose from the options given.

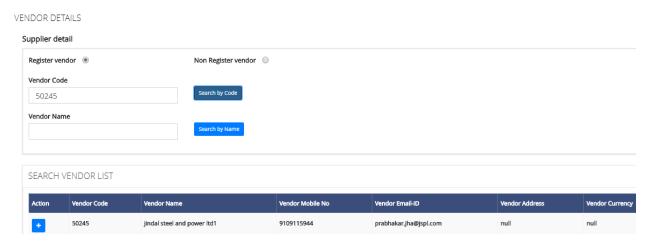


# Vendor details:



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.

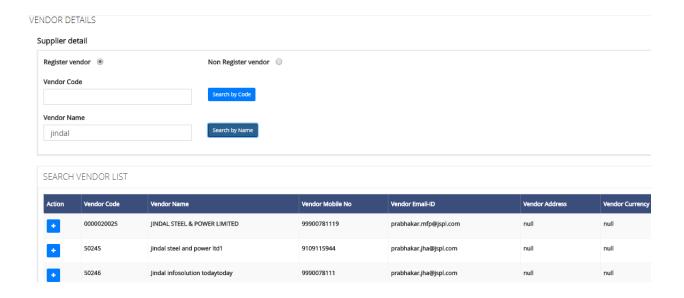
ADDED VENDORS



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

=>One can search vendor by name also.





# PR Item details:

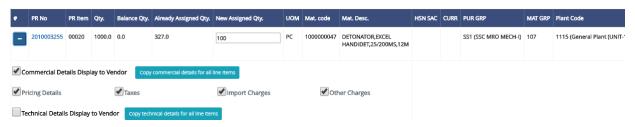
One can change assign qty in New Assigned Qty and create RFQ for that time required qty.

PR ITEM DETAILS



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

PR ITEM DETAILS



Whichever is required is need to be ticked.



# RFQ documents:

# RFQ DOCUMENTS



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.



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



For rejecting, give comment and click on red tab.



