

Shared Service Center

Release Date: 28.03.2018

Target Audience

Buyer



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.		
	Ctrl + P	Print
	Ctrl + F	Find
	Ctrl + G	Find Next
	Ctrl + C	Copy
		Export to excel
		
 Home		Home
 Refresh		Refresh
		Logout
		Close

[URL:- http://eps.jspl.com](http://eps.jspl.com)

Buyer will login to the portal with the credentials provided.



Choose landscape for which you want to do the process



RFQ / Negotiation / Auction

3	Negotiation In Process	
1	Negotiation Completed	
0	Live Auction	

NFA Approval

1	Approval In Process	
0	Rejected	
5	Approved	

ALL INPROCESS RFQ'S

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Vendor Details	Status	Comparative Sheet
172	MRO Material Procurement	2018-03-15 00:00:00.0	2018-03-15 00:02:00.0	2018-03-15 00:01:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
180	MRO Material Procurement	2018-03-14 17:00:00.0	2018-03-15 17:02:00.0	2018-03-15 17:01:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
185	MRO Material Procurement	2018-03-16 00:00:00.0	2018-03-16 00:02:00.0	2018-03-16 00:01:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
192	MRO Material Procurement	2018-03-16 09:54:25.0	2018-03-20 09:52:01.0	2018-03-20 09:52:01.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
194	MRO Material Procurement	2018-03-16 10:39:12.0	2018-04-15 00:00:00.0	2018-03-17 00:00:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
202	MRO Material Procurement	2018-03-16 15:50:31.0	2018-03-18 15:50:31.0	2018-03-17 15:50:31.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View

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.



RFQ/Negotiation/Auction:

Negotiation In Process:

Negotiation In Process

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status
297	MRO Material Procurement	13/04/2018 00:00:00 AM	04/05/2018 00:00:00 AM	04/05/2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send to Buyer
307	MRO Material Procurement	13/04/2018 00:00:00 AM	25/04/2018 00:00:00 AM	25/04/2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send to Buyer
309	MRO Material Procurement	13/04/2018 00:00:00 AM	01/05/2018 00:00:00 AM	01/05/2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send to Buyer

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

One can also search by giving input RFQ no.

Negotiation Completed:

Negotiation Completed

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status
276	MRO Material Procurement	11/04/2018 00:00:00 AM	12/04/2018 00:00:00 AM	12/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved

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

One can also search by giving input RFQ no.

RFQ Approval:-

Approval In Process:

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

Approval In Process

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status
310	MRO Material Procurement	13-04-2018 00:00:00 AM	27/04/2018 23:59:59 PM	04/05/2018 00:00:00 AM	SSC MRO MECH-I	JSPL	NFA For Approval

Approved:

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



NFA Approved

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status
276	MRO Material Procurement	11-04-2018 00:00:00 AM	12/04/2018 23:59:59 PM	12/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved
284	MRO Material Procurement	11-04-2018 00:00:00 AM	26/04/2018 23:59:59 PM	23/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved
295	MRO Material Procurement	12-04-2018 00:00:00 AM	14/04/2018 23:59:59 PM	13/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved
296	MRO Material Procurement	12-04-2018 00:00:00 AM	27/04/2018 23:59:59 PM	17/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved
303	MRO Material Procurement	13-04-2018 00:00:00 AM	15/04/2018 23:59:59 PM	14/04/2018 23:59:59 PM	SSC MRO MECH-I	JSPL	Approved

Rejected:

Total no. of rejected RFQs.



Process Controls:-

Buyer will click the RFQ no. to open it.

307	MRO Material Procurement	2018-04-13 00:00:00.0	2018-04-28 23:59:59.0	2018-04-25 00:00:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View
309	MRO Material Procurement	2018-04-13 00:00:00.0	2018-04-27 23:59:59.0	2018-05-01 00:00:00.0	SSC MRO MECH-I	JSPL	Send Link To Unregistered Vendors	RFQ Send to Buyer	View

This will open the RFQ screen where at last is comparative sheet (CS).

TERMS & CONDITION

TERM & CONDITION - DEDUCTION

DOCUMENT REQUIRED

VENDOR DETAILS

PR ITEM DETAILS

RFQ DOCUMENTS

[Back](#)[View Comparative Sheet](#)

After clicking "View Comparative Sheet", new page will open which will show the SC details.



RFQ IN PROCESS

RFQ NO	RFQ TYPE	VALIDITY START	VALIDITY END	QUATATION DEADLINE	PURCHASE GROUP	LANDSCAPE	STATUS	RFQ DOCUMENTS	ACTION
309	MRO MATERIAL PROCUREMENT	13/04/2018	27/04/2018	01/05/2018	SSC MRO MECH-I	JSPL	RFQ SEND TO BUYER		Send to Re-Negotiation Send to Approval(Manual)

NEGOTIATION 1

NEGOTIATION 2

					ROSHAN LAL&CO.			MITTAL TRADERS			
	MATERIAL CODE	DESCRIPTION	QTY REQ	UOM	BP/QTY	QTY	TOTAL AMT	BP/QTY	QTY	TOTAL AMT	
+	1000241344	DRILL BIT,25X110MM,MM:KSEM220R5WN25M	10	PC	300	10	3000	300	10	3000	
+	1000241352	INSERT,DRILL BIT,MM:KSEM2200HPM KC7315	10	PC	400	10	4000	400	10	4000	
HEADER DETAILS											
PACKING & FORWARDING										0	0
FREIGHT										0	0
INSURANCE										0	0
INLAND FREIGHT											
SHIPPING CHARGES											

DEMURAGE CHARGES(IN VALUE(INR))											
IGST										513	840.6
CGST										345.6	338.4
SGST										345.6	338.4
PAYMENT TERM										R399-25% adv with PO & Bal 75% payment + Taxes agnst Pl	R399-25% adv with PO & Bal 75% payment + Taxes agnst Pl
INCOTERM										Free on Road	Free on Road
DELIVERY DAYS										45	45
LATE DELIVERY										Not Applicable	Not Applicable
PUNITIVE CHARGES										Company Scope	Company Scope
QUALITY REJECTION										Not Applicable	Not Applicable
LAB REPORT TO BE CONSIDER FOR DEDUCTION										Not Applicable	Not Applicable
WARRENTY										PO-12/18 Month Period	PO-12/18 Month Period
INSURANCE										Not Applicable	Not Applicable
TOTAL LANDED										7894.2	8067.4
LANDED LEVEL										L1	L2
TOTAL LANDED ON LOADING FACTOR											
LANDED LABEL ON LOADING FACTOR											

Buyer can click on "Update Remarks" for updating vendor details and other info in CS.

PURCHASER'S REMARKS	<input type="text"/>	<input type="text"/>
RECOMMENDATION BY USER WITH JUSTIFICATION BASED ON TECHNICAL CONFORMITY AND SERVICING.	<input type="text"/>	<input type="text"/>
FINAL RECOMMENDATION WITH JUSTIFICATION BASED ON SOURCE GENUINITY,TECHNICAL CONFORMITY ,SERVICING AND RATES.	<input type="text"/>	<input type="text"/>

Save

VENDOR DOCUMENTS

Buyer can send the RFQ for Re-negotiation or for approval.

RFQ IN PROCESS

RFQ NO	RFQ TYPE	VALIDITY START	VALIDITY END	QUATATION DEADLINE	PURCHASE GROUP	LANDSCAPE	STATUS	RFQ DOCUMENTS	ACTION
309	MRO MATERIAL PROCUREMENT	13/04/2018	27/04/2018	01/05/2018	SSC MRO MECH-I	JSPL	RFQ SEND TO BUYER		Send to Re-Negotiation Send to Approval(Manual)

NEGOTIATION 1

NEGOTIATION 2

