

Shared Service Center

Release Date: 28.03.2018

Target Audience

Tower manager



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
		
		Delete
		Edit
 Home		Home

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

Tower manager will login to the portal with the credentials provided.



Choose landscape for which you want to do the process



All the SSC process can be seen in one sheet.

1. SSC MRO MECH-1(SS1)
2. SSC MRO MECH-2(SS2)
3. SSC MRO ELECTRICAL(SS3)
4. SSC RAW MATERIAL(SS4)
5. SSC CONTRACTCELL(SS5)



SSC MRO MECH-I(SS1)		SSC MRO MECH-II(SS2)		SSC MRO ELECTRICAL(SS3)		SSC RAW MATERIAL(SS4)	
PR In Process	47	PR In Process	11	PR In Process	22	PR In Process	1
42 Assigned PR		3 Assigned PR		6 Assigned PR		0 Assigned PR	
5 Not Assigned PR		8 Not Assigned PR		16 Not Assigned PR		1 Not Assigned PR	
SR In Process	1	SR In Process	0	SR In Process	0	SR In Process	0
1 Assigned SR		0 Assigned SR		0 Assigned SR		0 Assigned SR	
0 Not Assigned SR		0 Not Assigned SR		0 Not Assigned SR		0 Not Assigned SR	
RFQ / Negotiation / Auction		RFQ / Negotiation / Auction		RFQ / Negotiation / Auction		RFQ / Negotiation / Auction	
106 RFQ In Process		4 RFQ In Process		2 RFQ In Process		12 RFQ In Process	
0 Negotiation In Process		0 Negotiation In Process		0 Negotiation In Process		0 Negotiation In Process	
0 Live Auction		0 Live Auction		0 Live Auction		0 Live Auction	
0 Pending For Approval		0 Pending For Approval		0 Pending For Approval		0 Pending For Approval	
NFA Approval		NFA Approval		NFA Approval		NFA Approval	
0 Approval In Process		0 Approval In Process		0 Approval In Process		0 Approval In Process	
0 Approved		0 Approved		0 Approved		0 Approved	

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.



PR/SR In Process:-

Total number of PRs/SRs flown into the portal from SAP.

Under this, Tower Manager/concern associate manager can see Assigned & Not Assigned PR/SR.

Assigned PR/SR:-

PRs/SRs which are assigned to the concern associate manager.

Not Assigned PR/SR:-

PRs/SRs which are pending for assigning to the concern associate manager.

RFQ/Negotiation/Auction:-

Under this, Tower Manager/concern associate manager can see total number of RFQ In Process, Negotiation In Process, Live Auction & Pending for Approval.

RFQ In Process:

Total number of RFQs which are in process.

NFA Approval:-

Approval In Process:

Total number of pending RFQs for approval.

Approved:

Total number of approved RFQs from last approver.



Master Reports:-

Go To master records→Company master

It will show all Company codes used for that landscape.

Sr No.	Company Code	Company Name	Landscape
1	0001	SAP A.G.	JSPL
2	0003	SAP US (IS-HT-SW)	JSPL
3	OMB1	IS-B Musterbank Deutschl.	JSPL
4	1206	JIN AFRICA LTD	JSPL
5	1207	Jindal Zambia Limited	JSPL
6	1208	Jindal Tanzania Ltd	JSPL
7	1209	Thuthukani Coal (Pty) Ltd	JSPL
8	1210	Koleka Resources	JSPL
9	1211	Tablet Blue Trade and Inv	JSPL
10	1212	Ericure (Pty) Ltd	JSPL



Payment Terms:

It will show all payment terms available for that landscape

The screenshot shows the Tower Manager - Vikram interface. At the top, there is a navigation bar with the JINDAL STEEL & POWER logo, Home, Master Reports, Admin, Auction, and Refresh buttons. Below the navigation bar, there are buttons for Copy, Excel, CSV, and Print. A search bar is located on the right side of the table. The table displays 10 payment terms, all associated with the JSPL landscape. The table has columns for Sr No., Payment Terms Code, Payment Terms Name, and Landscape.

Sr No.	Payment Terms Code	Payment Terms Name	Landscape
1	AB01	AB01-10% adv. agnst ABG	JSPL
2	AB20	AB20-20%agst ABG upto del of mat	JSPL
3	AL01	AL01-90% AFTER EIC,Balance after Completion	JSPL
4	AL02	AL02-20%100pole,20%bal pole,25%,25%&10%aft.linsp	JSPL
5	AL03	AL03-75% in 15 days on rpt subm,25% on conf of report	JSPL
6	AL04	AL04-100% in 15 days on final report submission	JSPL
7	AL05	AL05-15%inadv,75%agsntinvc &circ,10% subm of comm rept.	JSPL
8	AL06	AL06-15%100pole,15%bal pole,20%,20%&30%aft.linsp	JSPL
9	AL07	AL07-10%Adv ABG,20%ag invstg,40%S&D,20%ag Tndr Doc,10%	JSPL
10	AL08	AL08-Mob advance 90%agrst EIC cert.10% in 2 weeks	JSPL

Showing 1 to 10 of 533 entries

Previous 1 2 3 4 5 ... 54 Next

IncoTerms:

It will show all IncoTerms available for that landscape.

The screenshot shows the Tower Manager - Vikram interface. At the top, there is a navigation bar with the JINDAL STEEL & POWER logo, Home, Master Reports, Admin, Auction, and Refresh buttons. Below the navigation bar, there are buttons for Copy, Excel, CSV, and Print. A search bar is located on the right side of the table. The table displays 10 Incoterms, all associated with the JSPL landscape. The table has columns for Sr No., Incoterm Code, Incoterm Name, and Landscape.

Sr No.	Incoterm Code	Incoterm Name	Landscape
1	CFR	Costs and freight	
2	CIF	Costs, insurance & freight	
3	CIP	Carriage and insurance paid	
4	CPT	Carriage paid to	
5	DAF	Delivered at frontier	
6	DDP	Delivered Duty Paid	
7	DDU	Delivered Duty Unpaid	
8	DEQ	Delivered ex quay (duty paid)	
9	DES	Delivered ex ship	
10	EXJ	Ex Shop	

Showing 1 to 10 of 26 entries

Previous 1 2 3 Next



Plant Master:

It will show all plants available for that landscape.

Sr No.	Plant Code	Plant Name	Landscape
1	1102	DRI CONVERSION	
2	1105	Power Plant 1-Part B(WHRB 1&2)	
3	1114	Raigarh Workshop (UNIT-I)	
4	1115	General Plant (UNIT-1)	
5	1120	Brick Plant (Unit-I)	
6	1139	By-Product (UNIT-1)	
7	1150	Power Plant 1-PartC(WHRB3,4&5)	
8	1151	Power Plant 1-Part E (FBC 1&2)	
9	1152	Power Plant1-PartL-New Turbine	
10	1153	Power Unit 1 Common	

Showing 1 to 10 of 281 entries

Previous 1 2 3 4 5 ... 29 Next

Purchasing group:

It will show all Purchase groups Name available for that landscape.

Sr No.	Purchase Group Code	Purchase Group Name	Landscape
1	SS1	SSC MRO MECH-I	JSPL
2	SS2	SSC MRO MECH-II	JSPL
3	SS3	SSC MRO ELECTRICAL	JSPL
4	SS4	SSC RAW MATERIAL	JSPL
5	SS5	SSC CONTRACT CELL	JSPL


Showing 1 to 5 of 5 entries

Previous 1 Next



Purchasing Org:

It will show all Purchase organization available for that landscape.



Home Master Reports Admin Auction Refresh Tower Manager - Vikram

Copy Excel CSV Print

Search:

Sr No.	Purchase Org Code	Purchase Org Name	Landscape
1	9000	Central Pur.Org.	
2	9011	Pur.Org RGR/TAM/RPR	
3	9035	Pur.Org PathalGaon	
4	9041	Pur.Org BAR/TENSA	
5	9061	Pur.Org ANGUL	
6	9071	Pur.Org PATRATU	
7	9072	Pur.Org Godda	
8	9100	Reference Pur.Org	
9	N001	POrg.-Central(NSPL)	
10	N002	POrg.-Local (NSPL)	

Showing 1 to 10 of 21 entries

Previous 1 2 3 Next



Process Controls:-

Admin:-

The screenshot shows the Jindal Steel & Power Admin interface. The top navigation bar includes the Jindal logo, Home, Master Reports, Admin (selected), Auction, and Refresh. The 'Admin' dropdown menu is open, showing options: Manage User, NFA(Change Approver), Assign Role, Map Category Manager, Map Associate User, Contact Us, Create FAQ, and Vendor Query. The 'Create User' form is visible, with fields for Name, Email, Mobile, Address, Zip Code, and User Type. A 'Save User Details' button is present. Below the form is a table with the following data:

Name	Email	Mobile	Address	Zip Code
Approver ENFA_MM	deepakkumar@jindalsteel.com	8398000871		1010107

Go To Admin→Manage User

Tower manager can create user and give authorization as desired.

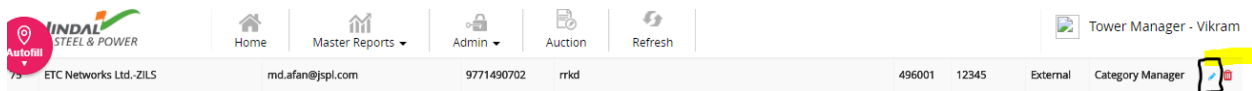
Input details:

Name	Name of the person
Email	Valid Jindal group mail ID of concern person
Mobile	Mobile number of concern person
Address	Valid Address provided by concern person
Zip Code	Pin Code for the address given
SAP Code	SAP Employee Code/Vendor code
User Type	Choose internal, external or other
User Role	Give authorization to the concern



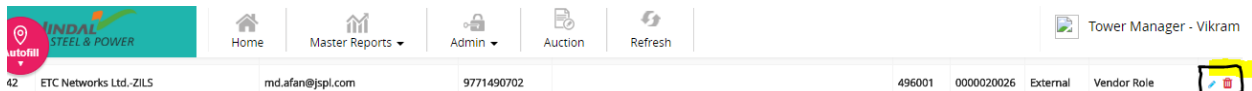
Tower manager can edit user by clicking on the edit icon as highlighted.

After editing any field, click on save and the corresponding user will be modified.



Tower manager can delete user by clicking on the delete icon as highlighted.

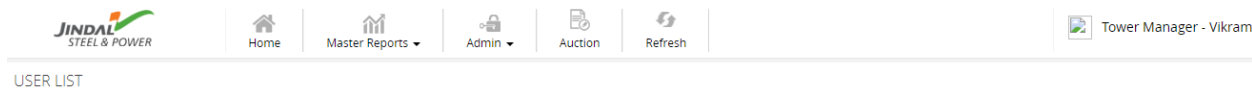
After clicking the delete icon, system will prompt for confirmation and if yes selected then the corresponding user details will be deleted from records.



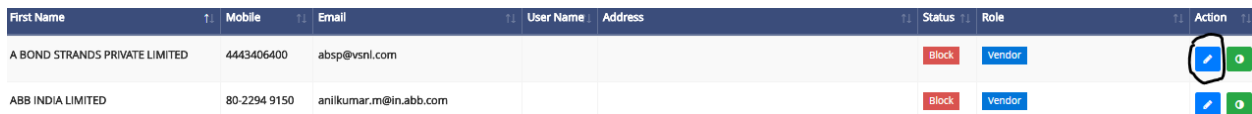
Go To Admin → NFA (Change Approver)

Tower manager can see approver details by entering RFQ no.

Go To Admin → Assign Role



Tower Manager can change assigned role and give permission to the user.



In Action tab, **Application Wise Role & App Wise Role** bifurcation is given.

Application Wise Role

Name	Mobile	Email	SAP Id
A BOND STRANDS PRIVATE LIMITED	4443406400	absp@vsnl.com	10000

PERMISSION

Vendor

Module Name	Permission
ASN	<input type="checkbox"/> Update ASN
ASN	<input type="checkbox"/> Create ASN

In Application Wise Role, Tower manager can give permission to specified user.

Appwise Role

Name	Mobile	Email Id	SAP Id
ABB INDIA LIMITED	80-2294 9150	anilkumar.m@in.abb.com	10047

ROLE

Vendor Roles	Auction
<input type="radio"/> SAS_Approval1	<input type="checkbox"/> Admin
<input type="radio"/> SAS_Approval2	<input type="checkbox"/> Forward_Auction_Admin
<input type="radio"/> CDMC_Approval	<input type="checkbox"/> Reverse_Auction_Admin
<input type="radio"/> Admin	<input type="checkbox"/> Reverse_Auction_Approver
<input type="radio"/> JSPL_Approval3	<input type="checkbox"/> Auction_User
<input type="radio"/> SuperAdmin	<input type="checkbox"/> Reverse_Auction_Creater
<input type="radio"/> JSPL_Approval1	<input type="checkbox"/> Guest
<input checked="" type="radio"/> Jspl_Vendor	<input type="checkbox"/> SuperAdmin

In Appwise Role, role is defined by tower manager.







Go To Admin→Map Category Manager

New Category Manager can be mapped by clicking "Add" tab.

Details like Category & User type must be defined prior to clicking ADD tab.

Map Category to Category Manager Add New





Category: SSC MRO MECH-I User: Abhishek Misra Add

Category	User	Action
SSC MRO MECH-I	Abhishek Misra	 
SSC MRO MECH-I	Buyer - Prabhakar	 

Tower Manager can change Category manager's Category also by clicking "edit" tab.

Map Category to Category Manager Add New




Category: SSC MRO MECH-I User: Abhishek Misra Add

Category	User	Action
SSC MRO MECH-I	Abhishek Misra	 
SSC MRO MECH-I	Buyer - Prabhakar	 

Tower Manager can also delete a Category manager by clicking delete tab.

Map Category to Category Manager Add New

Category: SSC MRO MECH-I User: Abhishek Misra Add

Category	User	Action
SSC MRO MECH-I	Abhishek Misra	 
SSC MRO MECH-I	Buyer - Prabhakar	 



Go To Admin→Map Associate User

Map Category to Associate User Add New

Category: User: Add

Category	User	Action
SSC MRO MECH-I	SAP Electrical	✔ ✘
SSC MRO MECH-I	Jitendra	✔ ✘

New Associate User can be mapped by clicking "Add" tab.

Details like Category & User type must be defined prior to clicking ADD tab.

Tower Manager can change Associate User's Category also by clicking "edit" tab.

Map Category to Associate User Add New

Category: User: Add

Category	User	Action
SSC MRO MECH-I	SAP Electrical	✔ ✘
SSC MRO MECH-I	Jitendra	✔ ✘

Tower Manager can also delete an Associate User by clicking delete tab.

Map Category to Associate User Add New

Category: User: Add

Category	User	Action
SSC MRO MECH-I	SAP Electrical	✔ ✘
SSC MRO MECH-I	Jitendra	✔ ✘

