

“E – Procurement System”

User manual for JSPL vendor

Release Date: 28.03.2018

Target Audience

Vendor

Copyright: JSPL



General abbreviations:-

PR: Purchase Requisition

SR: Service Requisition

RFQ: Request for Quotation

Qty: Quantity

UOM: Unit of Measure

Mat.Code: Material Code

Mat.Desc.: Material Description

HSN SAC: Service Activity code







CURR: Currency



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Shortcut Keys:-

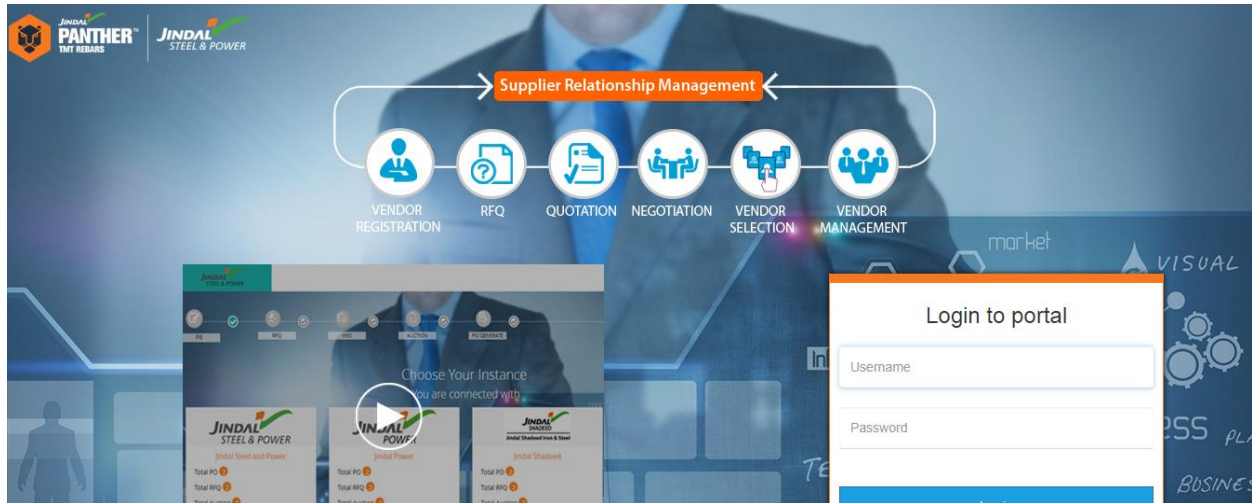
ICON	Shortcut Key	Description
The following icons/shortcuts are available on the portal.		
	Ctrl + P	Print
	Ctrl + F	Find
	Ctrl + G	Find Next
	Ctrl + C	Copy
		Export to excel
		
		Vendor Quotations
		Send RFQ Queries



Process Controls:-

1) Vendor login page:-

Vendor will login to the portal with the credentials provided.



Note:-

- a) User ID & password shall be shared with you over registered email ID.
- b) If email ID changed then mail the new email ID to vendormaster@jspl.com.



2) Landscape Selection :-

J SPL – for JSPL plant location, i.e Angul,Raigarh,Patratu,Tensa,Barbil,NSPL.

J PL – a subsidiary of Jindal Steel & Power Limited.

Jindal Shadeed – JSPL had acquired Shadeed Iron and Steel’s 1.5 MTPA gas-based HBI plant at Sohar Industrial Port area, Oman at a cost of US \$ 500 million in 2010.

Jindal Africa - The Company’s African operations span through South Africa, Mozambique, Botswana, Madagascar, Tanzania, Zambia and Namibia

Choose landscape for which you want to do the process



3) Vendor portal screen will appear for the chosen landscape.

Action	RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status	Place Quotation
	194	MRO Material Procurement	2018-03-16 10:39:12.0	2018-04-15 09:00:00.0	2018-03-17 00:00:00.0	SSC MRO MECH4	JSPL	RFQ58	Place Quotation
	208	Service Procurement	2018-03-17-09:48:56.0	2018-03-30 09:47:08.0	2018-03-21 09:47:08.0	SSC CONTRACT CEL	JSPL	RFQ57	Place Quotation
	209	MRO Material Procurement	2018-03-17 15:49:20.0	2018-07-28 15:49:20.0	2018-03-31 15:49:20.0	SSC MRO MECH4	JSPL	RFQ56	Place Quotation
	211	MRO Material Procurement	2018-03-17 10:28:43.0	2018-04-25 10:26:36.0	2018-04-25 10:26:36.0	SSC MRO MECH4	JSPL	RFQ55	Place Quotation



a) RFQ For Quotations:-

Under this section

Vendor will view the total number of RFQs send for Quotation & pending RFQs.

i) Quotation Sent:

Total number of RFQs for which quotation has been submitted

By clicking same vendor can review submitted quotation & status of RFQ.

ii) Pending Quotation:

Total number of pending RFQs for quotation.

Vendor has to submit quotation within quotation deadline as mentioned.

b) Quotation for Re-negotiation:-

Under this section

Vendor will able to view the total number of RFQs sent for renegotiation & Reminder for Negotiation.

i) Re-Negotiation:

Total number of RFQs reviewed for renegotiation.

ii) Reminder For Negotiation:

Total number of reminder created for negotiation against quotations.

c) Auctions:-

Vendor will see the current date auction & last 30 days auction.

i) Today's Auctions:

On date auctions specified.

ii) Last 30 days Auctions:

Previous 30 days auctions specified.



4. Vendor can see details of RFQs under their category.

The screenshot shows the JINDAL Steel & Power portal interface. At the top, there is a navigation bar with the JINDAL logo, 'Home', and 'Refresh' buttons, and a user code '0000050235'. Below this, there are three summary cards: 'RFQ For Quotations' (14 Quotation Sent, 3 Pending Quotation), 'Quotation For RE-Negotiation' (01 Re-Negotiation, 01 Reminder For Negotiation), and 'Auctions' (0 Today's Auctions, 0 Last 30 days Auctions). The main section is 'RFQ LIST', which includes a search bar and a table with columns: Action, RFQ No, RFQ Type, Validity Start, Validity End, Quotation Deadline, Purchase Group, Company, Status, and Place Quotation. The table contains three rows of data, with a bracket on the right side labeled 'Pending 3 RFQs'.

Action	RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status	Place Quotation
	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	RFQSB	Place Quotation
	208	Service Procurement	2018-03-17 09:48:16.0	2018-03-30 09:47:08.0	2018-03-21 09:47:08.0	SSC CONTRACT CELL	JSPL	RFQSV	Place Quotation
	203	MRO Material Procurement	2018-03-17 15:49:20.0	2018-07-28 15:49:20.0	2018-03-31 15:49:20.0	SSC MRO MECH-I	JSPL	RFQSV	Place Quotation

5. Vendor can search for specific RFQ number.

The screenshot shows the JINDAL Steel & Power portal interface, similar to the previous one. The 'RFQ LIST' section has a search bar highlighted in yellow, containing the text 'Search:'. The table below shows only one row of data for RFQ No 194, with the search bar positioned above it.

Action	RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Company	Status	Place Quotation
	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	RFQSB	Place Quotation



6. Vendor can place quotation by clicking "Place Quotation" tab.

The screenshot shows the JINDAL STEEL & POWER portal interface. At the top, there are navigation links for Home and Refresh, and a user code of 000050235. Below this, there are three summary cards: 'RFQ For Quotations' (14 Quotation Sent, 3 Pending Quotation), 'Quotation For RE-Negotiation' (01 Re-Negotiation, 01 Reminder For Negotiation), and 'Auctions' (0 Today's Auctions, 0 Last 30 days Auctions). The main section is titled 'RFQ LIST' and contains a table with columns: Action, RFQ No, RFQ Type, Validity Start, Validity End, Quotation Deadline, Purchase Group, Company, Status, and Place Quotation. Two RFQs are listed: RFQ 194 (MRO Material Procurement) and RFQ 208 (Service Procurement). The 'Place Quotation' button for RFQ 194 is highlighted with a red box, and its 'Quotation Deadline' '2018-03-17 00:00:00.0' is circled in black.

7. When "Place Quotation" tab is clicked, then system will prompt for RFQ details.

RFQ Detail

RFQ No 252	RFQ Type MRO Material Procurement	RFQ Description werwerwr
Validity (Start) 2018-03-29 00:00:00.0	Validity (End) 2018-03-31 23:59:59.0	Reason
Purchase Group SSC MRO MECH-I	Company JSPL	

7.1 Pricing details.

Vendor shall review the RFQ for material required, quantity desired & commercial T & C.

Vendor shall review RFQ deadline, i.e last date for submission as no extension shall be feasible subject to management approval.



PRICING DETAIL

#	PR No	PR Item	Qty.	UOM	Mat. code	Mat. Desc.	Supply Qty.	Base Price	Discount	Net Price	HSN SAC	CURR
	2060000338	00010	10.0	PC	1000000047	DETONATOR,EXCEL HANDIDET,25/200MS,12M	0	0	Quantit: 0	0		
Price condition details												
Packing & forwarding		Quantit	0									
Sub Total(Net + P&F)		0										
Freight		Quantit	0									
Insurance		Quantit	0									
Sub Total (CIF)		0										
Import Pricing												
Inland Freight		Quantit	0									
Shipping Charges		Quantit	0									
Erection & Commissioning Cost		Quantit	0									
Port Charges		Quantit	0									
Landing charges		Quantit	0									
BCD % (INR)		Quantit	0									

Vendor will add supply quantity, base price & discount.

All the details related to pricing can be added also.

Price condition details

Packing & forwarding	Quantit	0
Sub Total(Net + P&F)	10	
Freight	Quantit	0
Insurance	Quantit	0
Sub Total (CIF)	10	

Import Pricing

Inland Freight	Quantit	0
Shipping Charges	Quantit	0
Erection & Commissioning Cost	Quantit	0
Port Charges	Quantit	0
Landing charges	Quantit	0
BCD % (INR)	Quantit	0
CESS	Quantit	0
Customs Sec & Hlg Edu Cess	Quantit	0
Total Import Duty	0	
Total Import charges	0	



Vendor shall be able to view material required under "pricing details" with quantity & other details.

For any technical drawing (if applicable) shall be attached below section.

Vendor shall submit price, quantity, discount, taxes, p&f, insurance etc as applicable.

Taxes

	Quantity ▼
SGST(%)	0
CGST(%)	0
IGST(%)	0
Total Gross Value	10

Other Charges

Royalty	Quantit ▼	0
Clearing Charges % (INR)	Quantit ▼	0
LC Charges	Quantit ▼	0
Interest	Quantit ▼	0
Mining Charges(In value(INR))	Quantit ▼	0
Other Miscellaneous Charges(In value(INR))	Quantit ▼	0
Demurage Charges(In value(INR))	Quantit ▼	0
Total Landing value		10

Consolidated/Other Charges:-

Vendor can fill freight, insurance, p&f & taxes for multiple line item provided in particular RFQ.



7.2 Terms & Condition.

Commercial terms & condition are available under this field like Mode of Transport, Payment terms, Inco Terms, Delivery days & Inco Terms description will be displayed.

TERMS & CONDITION

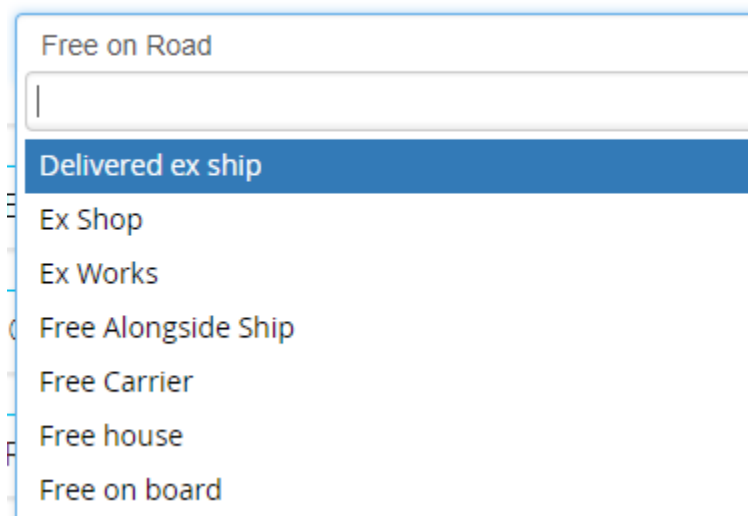
Mode of Transport Road	Payment Terms AB01-10% adv. agnst ABG	Accept Payment Terms Accept
Inco Terms Free on Road	Delivery Days 30	Inco TermsDescription Free on road

Fields which are entered at the time of creation of RFQ will be in noneditable mode for vendor.

Vendor shall review commercial T & C as mentioned.

Inco Terms will be shown in dropdown as present in SAP system (other than services).

Inco Terms



- Free on Road
- Delivered ex ship
- Ex Shop
- Ex Works
- Free Alongside Ship
- Free Carrier
- Free house
- Free on board

7.3 Term & Condition-Deduction.

Details like late delivery, punitive charges, quality rejection, lab report to be consider for deduction, termination, warranty, packaging & insurance etc will be displayed, which are entered at the time of creation of RFQ.

TERM & CONDITION - DEDUCTION

LAB REPORT TO BE CONSIDER FOR DEDUCTION

Not Applicable



7.4 Document Required.

List of document required by buyer for evaluation.

Vendor has to attach the document in section provided below field.

8. RFQ documents.

RFQ DOCUMENTS

General Terms and Conditions

Performance BG Format

Draft Contract / Purchase Order Copy

Material Drawing and Technical Details

These will show the documents attached by buyer.

Vendor Documents

Action



Vendor can attach documents in vendor documents tab as required by buyer viewed in document required field.

Also vendor can attach multiple documents – hard copy of offer, T&C deviation statement & technical details etc.

Save: - After review of filled quotation, vendor shall save to submit offer.

Once RFQ is saved, the same RFQ no. shall be moved to RFQ submitted section.

Vendor can view offer submitted under the same.



9. Query Management.

Vendor can ask for queries from buyer by clicking "Send RFQ queries" tab for any particular RFQ.

One can start a thread for any query related to that RFQ.

[View RFQ Queries](#)

CHAT HISTORY RFQ NO. (194)

[My Pending Query](#) [Ask Query](#)

RFQ Related Subject

RFQ Related Query

-----END-----

