

Shared Service Center

Release Date: 28.03.2018

Target Audience

Approver



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>

Approver will login to the portal with the credentials provided.



Choose landscape for which you want to do the process



NFA for Approval	1	NFA Approved	5	NFA Rejected	0
Sent For Expert Advise	0	Sent For Review	0	To Give Review	0

NFA LIST

[Copy](#)
[Excel](#)
[CSV](#)
[Print](#)

Search:

NFA No	Nfa Desc	Nfa Type	Created By	Buyer Id	Created Date
310	Testing of RFQ Please ignore the message	MRO Material Procurement	Associate - Shivmandan	buyer- Alok	13-04-2018 12:00:00 AM

Showing 1 to 1 of 1 entries

[Previous](#)
[1](#)
[Next](#)

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 For Approval:-

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

NFA No	Nfa Desc	Nfa Type	Created By	Buyer Id	Created Date
310	Testing of RFQ Please ignore the message	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	13-04-2018 12:00:00 AM

RFQ Approved:

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

NFA LIST

[Copy](#) [Excel](#) [CSV](#) [Print](#)

Search:

NFA No	Nfa Desc	Nfa Type	Created By	Buyer Id	Created Date
276	Testing QAS	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	11-04-2018 12:00:00 AM
284	test	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	11-04-2018 12:00:00 AM
295	testing for reveiw	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	12-04-2018 12:00:00 AM
296	Testing phase of SCM tools . Please provide the value quotation of material	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	12-04-2018 12:00:00 AM
303	testing for import	MRO Material Procurement	Associate - Shivnandan	buyer- Alok	13-04-2018 12:00:00 AM

RFQ Rejected:

Total no. of rejected RFQs.

Sent for Expert Advice:

Total no. of RFQs which are sent for expert advice.

Sent for Review:

Total no. of RFQs which are sent for review.

To Give Review:

Total no. of RFQs for which approver has to give review.




Process Controls:-

Approver will click the RFQ no. to open it.


NFA No	Nfa Desc	Nfa Type	Created By	Buyer Id	Created Date
310	Testing of RFQ Please ignore the message	MRO Material Procurement	Associate - Shivmandan	buyer- Alok	13-04-2018 12:00:00 AM

This will open the RFQ screen

NFA No:310



Home
Refresh

 Approver - Renu

RFQ IN PROCESS

RFQ NO	RFQ TYPE	VALIDITY START	VALIDITY END	QUATATION DEADLINE	PURCHASE GROUP	LANDSACPE	STATUS	RFQ DOCUMENTS	ACTION
310	MRO MATERIAL PROCUREMENT	13/04/2018	27/04/2018	04/05/2018	SSC MRO MECH-I	JSPL	NFA FOR APPROVAL		

NEGOTIATION 1
NEGOTIATION 2

+ Approver's List

					ROSHAN LAL&CO.			MITTAL TR	
MATERIAL CODE	DESCRIPTION	QTY REQ	UOM	BP/QTY	QTY	TOTAL AMT	BP/QTY	QTY	
+ 1000241352	INSERT,DRILL BIT,MM:KSEM2200HPM KC7315	5	PC	300	5	1500	301	5	
+ 1000241344	DRILL BIT,25X110MM,MM:KSEM220R5WN25M	5	PC	400	5	2000	410	5	

HEADER DETAILS

+ Approver's List

					ROSHAN LAL&CO.			MITTAL TR	
MATERIAL CODE	DESCRIPTION	QTY REQ	UOM	BP/QTY	QTY	TOTAL AMT	BP/QTY	QTY	
+ 1000241352	INSERT,DRILL BIT,MM:KSEM2200HPM KC7315	5	PC	300	5	1500	301	5	
+ 1000241344	DRILL BIT,25X110MM,MM:KSEM220R5WN25M	5	PC	400	5	2000	410	5	

HEADER DETAILS

Approve/Reject Comments

Approve
Reject
Expert Advise
Review

All Approver's List

Approver - Renu
 deepakumar@jindalsteel.com
 13/03/2018 21:10:42

All Expert Advise's List

All Review's List

All Review's List



Approver can see the Comparison Sheet (CS).

By clicking + button, one can see all approval list for the concern RFQ.

+ Approver's List					ROSHAN LAL&CO.			MITTAL TR	
	MATERIAL CODE	DESCRIPTION	QTY REQ	UOM	BP/QTY	QTY	TOTAL AMT	BP/QTY	QTY
+	1000241352	INSERT,DRILL BIT,MM:KSEM2200HPM KC7315	5	PC	300	5	1500	301	5
+	1000241344	DRILL BIT,25X110MM,MM:KSEM220R5WN25M	5	PC	400	5	2000	410	5

HEADER DETAILS

- Approver's List									
Approver - Renu deepakumar@jindalsteel.com					Pending 13/04/2018				
					ROSHAN LAL&CO.			MITTAL TR	
	MATERIAL CODE	DESCRIPTION	QTY REQ	UOM	BP/QTY	QTY	TOTAL AMT	BP/QTY	QTY
+	1000241352	INSERT,DRILL BIT,MM:KSEM2200HPM KC7315	5	PC	300	5	1500	301	5

Approver can approve, reject, expert advice & review the concern RFQ.

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Approve/Reject Comments

[Approve](#) [Reject](#) [Expert Advise](#) [Review](#)

[All Review's List](#)

If review selected, one has to give approvers name and review query.

Approver's Review

Approver's Name *

Select Approver

Need Review For ? *

Cancel

Get Review



If Expert Advice selected, one has to give Email address & name of concern person with clarification also.

Expert Advise

Expert Email-ID

Expert Name

Need Clarification For?

Cancel

Send

If Approve selected, then the RFQ is approved and ready for PO creation.

If reject selected, then the RFQ is send back to buyer for further rectification.

