

Shared Service Center

Release Date: 28.03.2018

Target Audience

Category 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
 Refresh		Refresh
		Logout
		Close
		Assignment
		Settings

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

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



Choose landscape for which you want to do the process



PR Inprocess **74**
58 Assigned PR
16 Not Assigned PR


SR In Process **273**
204 Assigned SR
69 Not Assigned SR

RFQ / Negotiation / Auction
186 RFQ In Process
89 Negotiation In Process


NFA Approval
1 Approval In Process
5 Approved

PR LIST [click on checkbox to assign pr to associates.](#)


All Associates List



Kamlesh Srivas
 Assign
 2 Assigned(PR) 0 Assigned(SR)



Ashish Kumar
 Assign
 0 Assigned(PR) 23 Assigned(SR)



Associate - Shivnandan
 Assign
 25 Assigned(PR) 78 Assigned(SR)

#	PR No	PR Item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR
<input type="checkbox"/>	2010003252	00020	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2010003251	00020	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2060000350	00030	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2060000346	00040	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2060000347	00030	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2010003402	00010	10	10	TO	2000000007	IRON ORE (10...			SS1 (SSC MRO MECH-I)	D015	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2010003402	00020	20	20	TO	2000000007	IRON ORE (10...			SS1 (SSC MRO MECH-I)	D015	1115 (General Plant (UNIT-1))	9011

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/category manager.

Assigned PR List

PR No	PR Item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR
2010003255	00020	1000	327	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	901
2010003262	00020	20	4	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	901
2010003266	00020	25	25	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	901
2010003268	00020	25	25	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	901
2010003276	00010	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1	107	1115	901
2010003281	00010	1000	890	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	901

Not Assigned PR/SR:-

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

Not Assigned PR List

#	PR No	PR Item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR
<input type="checkbox"/>	2010003252	00020	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2010003251	00020	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2060000350	00030	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2060000346	00040	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2060000347	00030	1000	1000	PC	1000000047	DETONATOR,EXC...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061

This dashboard will highlight the assign button of respective Associates.



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 of concern associate/category manager which are in process.

[View All RFQ](#)

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Landscape	Status
108	MRO Material Procurement	01-03-2018 00:00:00 AM	01-03-2018 00:00:00 AM	01-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨
110	MRO Material Procurement	01-03-2018 00:00:00 AM	02-03-2018 00:00:00 AM	02-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨
111	MRO Material Procurement	01-03-2018 00:00:00 AM	02-03-2018 00:00:00 AM	02-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨
112	Project Material Procurement	03-03-2018 00:00:00 AM	05-03-2018 00:00:00 AM	05-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨
113	MRO Material Procurement	03-03-2018 00:00:00 AM	03-05-2018 00:00:00 AM	06-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨
114	MRO Material Procurement	04-03-2018 00:00:00 AM	07-03-2018 00:00:00 AM	06-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ In Draft ∨

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

Negotiation In Process:

[View All Negotiation](#)

RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Landscape	Status
116	MRO Material Procurement	05-03-2018 00:00:00 AM	06-03-2018 00:00:00 AM	06-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send to Buyer ∨
121	MRO Material Procurement	06-03-2018 00:00:00 AM	07-03-2018 00:00:00 AM	07-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send To Vendor ∨
123	MRO Material Procurement	06-03-2018 00:00:00 AM	10-03-2018 00:00:00 AM	10-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send To Vendor ∨
124	MRO Material Procurement	10-03-2018 00:00:00 AM	10-03-2018 00:00:00 AM	10-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send To Vendor ∨
146	MRO Material Procurement	09-03-2018 13:05:22 PM	10-03-2018 13:05:26 PM	10-03-2018 13:05:31 PM	SSC MRO MECH-I	JSPL	RFQ Send To Vendor ∨
148	MRO Material Procurement	10-03-2018 00:00:00 AM	13-03-2018 00:00:00 AM	10-03-2018 00:00:00 AM	SSC MRO MECH-I	JSPL	RFQ Send To Vendor ∨

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



RFQ Approval:-

Approval In Process:

Total number of pending RFQs of concern associate/category manager for approval.

All e-NFA Approved

Search ...							
RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Landscape	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

This opened dashboard will show the RFQ no. which are in approval stage with status.

Approved:

Total number of approved RFQs of concern associate/category manager from last approver.

All e-NFA Approved

Search ...							
RFQ No	RFQ Type	Validity Start	Validity End	Quotation Deadline	Purchase Group	Landscape	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

This opened dashboard will show the RFQ no. which have been approved.



Process Controls:-

Category manager can search for any specific PR by entering PR no.

PR LIST click on checkbox to assign pr to associates.

The screenshot shows the PR LIST interface. On the left, there is an 'All Associates List' sidebar with two entries: Kamlesh Srivas (2 Assigned(PR), 0 Assigned(SR)) and Ashish Kumar (0 Assigned(PR), 23 Assigned(SR)). The main area features a search bar and a table with the following columns: #, PR No, PR Item, Qty, Balance Qty, UOM, Mat. code, Mat. Desc., HSN SAC, CURR, PUR GRP, MAT GRP, Plant Code, and PUR. The table contains four rows of data, all for 'DETONATOR,EX...' items.

#	PR No	PR Item	Qty.	Balance Qty.	UOM	Mat. code	Mat. Desc.	HSN SAC	CURR	PUR GRP	MAT GRP	Plant Code	PUR
<input type="checkbox"/>	2010003252	00020	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2010003251	00020	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	1115 (General Plant (UNIT-1))	9011
<input type="checkbox"/>	2060000350	00030	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061
<input type="checkbox"/>	2060000346	00040	1000	1000	PC	1000000047	DETONATOR,EX...			SS1 (SSC MRO MECH-I)	107	6101 (Jindal Steel Plant)	9061

Category manager can also manage columns to be seen (hide/show) for their individual login.

PR LIST click on checkbox to assign pr to associates.

This screenshot is similar to the previous one but includes a 'HIDE/SHOW TABLE COLUMN' dropdown menu on the right side of the table. The menu lists the following columns with 'HIDE' buttons: PR ITEM, UOM, MAT. CODE, MAT. DESC., and CURR.

Assignment: Select the PR line item and click on Assign tab against respective Associates.

PR LIST click on checkbox to assign pr to associates.

The screenshot shows the PR LIST interface with the 'Assign' button highlighted in blue for the first PR item (PR No: 2010003252). The checkbox for this item is also checked, indicating it has been selected for assignment.

This process will assign that PR(s) to respective associate for further processing.

