HELP DOCUMNET FOR ONLINE SALE ORDER/TRANSFER/PAYMENT DETAILS UPDATION REQUEST

I) <u>Pre requisites for Submission of Online Sale Order /Sale order Transfer/Payment Details Updation</u> <u>Request</u>

- a) Customers need to obtain User ID for login to "Customer Corner" Portal available in SCCL official website.
- **b**) Updation of Previous month Production details of the firm in the "Customer Corner" by all except E-Auction customers.
- c) Scanned copy of "Previous month electricity bill" (PDF format only) (for 1st sale order request of every month except for E-Auction sale order)
- **d**) Signed and scanned copy (PDF format only) of "Form 27C" for all types of sale order requests (for 1st sale order request of every quarter) except for traders.
- e) Scanned copy of "GST returns" (PDF format only) (for 1st sale order request of every quarter)
- f) Scanned copy of "bid sheet" (PDF format only) in case of E-Auction sale order request.

II) Step by step Procedure for raising request

- 1) Go to <u>www.scclmines.com</u>, Click on "CUSTOMER CORNER" and login with your credentials.
- 2) Click on "Sale Order Requisition / Transfer / Payment Details Entry"

0	± Downloads X G Gmail X ■ Speed Dial X (\$SCCL ERP Reports X +	q _ 0 ×
	C 88 acclmines.com/scclerp/fml.oginNew.aspx	
	a Amazonin 💟 AliExpress	
	Would you like the password manager to save the password for "https://scclmines.com"?	Save Never ×
	The Singareni Collieries Company Limited FRP REPORTS	
~	(A Government Company)	
-	Home Contact Us Logout	
G		
0	Dash Board Open Sale Orders	
-	Delivery Documents	
Ø	Due Amounts Because Of Price Revision	
\triangleright	Coal Allotment Balance as on Key Date	
-	Statement of Accounts Production Details Entry	
0	Production Moster	
()	Sale Order Requisition / Transfer / Payment Details Entry Sale Order Requisition / Transfer / Payment Details Report	
රො		
Ç		
0		

3) There are three request types (SALE ORDER REQUISITION/ SALE ORDER TRANSFER/ CUSTOMER PAYMENT DETAILS) available in the drop down list. Select request type as desired.

a. SALE ORDER REQUEST:

i. For new sale order request, select the "SALE ORDER REQUISITION" from the drop down list

	down list.	
0	Lownloads X G Gmail X I Speed Dial X G SCCL ERP Reports X +	Q _ 8 X
	C 88 A schnines.com/scclerp/frmDashboard.aspx	$\boxtimes \oslash \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes \boxplus \equiv$
	a Amazonin 💟 AliExpress	
	The Singareni Collieries Company Limited ERP REPORTS	
	Home Contact Us Logout	
	Dash Board	
0	ONLINE SALE ORDER REQUISITION	
O	Select	
	Note: SALE ORDER REQUISITION SALE ORDER TRANSFER	
Ø	Only bdf the allowed for uploading of relevant document OUSTOMEK PAYMENT DE TAILLS Ensure all data is correct before submission. Once submitted date sk clockad	
\triangleright	 Rejected cases can be resubmitted within one month. Lick on "Re-submit" icon, make necessary changes, re-upload necessary documents if any and click on "Submit". 	
\bigcirc		
0		
ඟ		
_		
¢		
0		

ii. Select sale order type "AOL"/ "E-AUCTION"/ "OPEN ORDER"/ "NFSA"/ "FSA" from the drop down list.

0	± Downloads × G Gmail × ■ Speed Dial	× SCCL ERP Reports	× +	9 _ 8 ×
	C 88 SccImines.com/scclerp/saleOrder/frmSOReq.aspx			
	a Amazon.in 💟 AliExpress			
	The Singareni Collieries Company Limited	FRI	PREPORTS	
	I ANNO 1 ANNO 1 ANNO 1	2.11	REFORTS	
-	Home Contact Us Logout			
0	Dash Board	ONLINE SALE ORDER REQUI	ISITION	
٢	Request Type:		GOClear	
0	Sale Order Type: Select			
	Note: AoL AoL			
D	Only Pdf file allowed for uploading of relevant document Open Order Ensure all data is correct before submission. Once submission Pdf and the submission of the submi			
\triangleright	Rejected cases can be resubmitted within one month. C FSA	make necessary changes,	re-upload necessary documents if any and click on "Submit".	
\odot				
\bigcirc				
63				
\$				
0				

iii. Fill in the details and up load the required documents in the following screens as per gthe sale order type and Click on "submit".

Payment details are to be filled only if any payment is made by the customer and to be updated with SCCL. Except "Remarks" all other fields are mandatory.

1. AOL sale order type screen:

0				Q D	×
	C 88 6 scclmines.com/scclerp/saleOrder/frmSORec	.aspx		$\mathbb{K} \ \ \heartsuit \ \heartsuit \ \bigtriangledown \ \end{array}{} \ \ \ \ \ \ \ \ \ \ \end{array}{} \ \ \ \end{array}{} \ \ \ \end{array}{} \ \begin{array}{} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	₩
_	a. Amazon.in 💟 AliExpress				
	Would you like the password manager to save the password for "https://scc	Imines.com"?		Save Never	×
	The Singareni Collieries Company Limited				
			ERP REPORTS		
0	Home Contact Us Logout				
0	Dash Board				
	ON	LINE SALE ORDER REQUISITION			
0	Request Type:	SALE ORDER REQU ~	GOClear		
	Sale Order Type:	AoL ~			
\bigcirc	Previous month Power (Electricity) Bills Upload:	Choose File No file chosen	GST Returns:(Quarterly)	Choose File No file chosen	
	Form 27C (for other than traders only)	Choose File No file chosen			
\triangleright	Mode:	Select ~	Shipping Point:		
	Distance (Km) (Shipping point to unloading point):	0	Unloading Point:		
\bigcirc	Quantity (t):	0	Material:		
	Payment Details (if any) :				
0	Amount paid (Rs):	0	UTRIRTGS No:		
කු	Date of payment:	01-Jan-2021	Name of the Bank:		
	Proof of Payment:	Choose File No file chosen	Credit Control Area	Select	
0	Representative Contact No.	0	Remarks:		
¥		Submit			
0	Note: * indicates mandatory • Only Pdf file allowed for uploading of relevant documents • Ensure all data is correct before submission. Once submitted • Rejected cases can be resubmitted within one month. Click o	data is locked. n "Re-submit" icon, make necessary ch	langes, re-upload necessary documents if any and	d click on "Submit".	

2. E-Auction Sale order request screen

<	$\triangleright \odot \odot $	Ł≣
a Amazonin 🗹 AliExpress		
Control Singareni Collieries Company Limited		
ERP REPORTS		
Home Contact Us Logout		
Dash Board		
C Sale Order Type: E-Auction		
GST Redurins: (Quarterly) Criticae rine No line chosen Bid Short Lineart: I No line chosen Data of a-Aurticae: 01-Jap-2001		
End sheet opticat. Choose File to instant a direction to the file optication. Date of e Addition. Of Sam 222 (for sheet than traders only) Choose File to instant a direction to the file optication.		
Node: Select V Shinning Point:		
Distance (Km) (Shipping point to unloading point):		
Outantiv (D): Outantiv (D): O		
Payment Details (if any) :		
Amount paid (Rs): 0 UTRIRTGS No:		
Date of payment: 01-Jan-2021 Name of the Bank:		
Proof of Payment: Choose File No file chosen Credit Control Area Select	~	
Representative Contact No. 0 Remarks:		
Submit Submit		
Note: • " indicates mandatory		
Only Pdf file allowed for uploading of relevant documents Ensure all data is correct before submitted data is locked		
 Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if any and click on "Submit". 		

3. Open Order request screen

0	∠ Downloads × ③ SCCL ERP Reports × +			Q _ @ X
	C BB & scclmines.com/scclerp/saleOrder/frmSOReq.asp	х		
_	a Amazon.in 💟 AliExpress			
	The Singareni Collieries Company Limited			
		E	RP REPORTS	
	Dash Roard			
	ONLINE	SALE ORDER REQUISITION		
Ø	Request Type:	SALE ORDER REQU ~	GOClear	
Ø	Sale Order Type:	Open Order 🗸 🗸		
-	Previous month Power (Electricity) Bills Upload:	Choose File No file chosen	GST Returns:(Quarterly)	Choose File No file chosen
	Form 27C (for other than traders only)	Choose File No file chosen		
0	Mode:	Select ~	Shipping Point:	
\triangleright	Distance (Km) (Shipping point to unloading point):	0	Unloading Point:	
	Quantity (t):	0	Material:	
\bigcirc	Amount paid (Rs):	0	UTRIRTGS No:	
0	Date of payment:	01-Jan-2021	Name of the Bank:	
0	Proof of Payment:	Choose File No file chosen	Credit Control Area	Select
රො	Representative Contact No.	0	Remarks:	
		Submit		
Ŷ	Note:			
6	* indicates mandatory Only Definite allowed for uploading of relevant documents			
~	Ensure all data is correct before submission. Once submitted dat	a is locked.		
	 Rejected cases can be resubmitted within one month. Click on "R 	e-submit icon, make necessary change	es, re-upload necessary documents if any an	J CICK ON "SUDMIT".
	4 NFSA sal	e order request sci	reen	

NFSA sale order request screen 4.

	a singareni Colleries Company Limited	CI	DD DEPODITE	
		EI	RP REPORTS	
ŀ	Home Contact Us Logout			
	Dash Board			
		ONLINE SALE ORDER REQUISITION		
	Request Type:	SALE ORDER REQU ~	GOClear	
	Sale Order Type:	NFSA ~		
	CFO/Boiler certificate validity date:	0000-00-00	CFO/Boiler Certificate:	Choose File No file chosen
	Previous month Power (Electricity) Bills Upload:	Choose File No file chosen	GST Returns:(Quarterly)	Choose File No file chosen
	Form 27C (for other than traders only)	Choose File No file chosen		
	Mode:	Select ~	Shipping Point:	
	Distance (Km) (Shipping point to unloading point):	0	Unloading Point:	
	Quantity (t):	U	Material:	
	Payment Details (if any) : Amount paid (Rs):	0	UTRIRTGS No.	
	Date of navment:	01-120-2021	Name of the Bank	
	Proof of Payment:	Choose File No file chosen	Credit Control Area	Select
	Performantative Contact No		Demarker	Select
	Representative Contact No.		Remarks.	
	Submit relevant documents for validity date extension	Subline		
	Submit relevant documents for failury date extension			
	* indicates mandatory			
	 Only Pdf file allowed for uploading of relevant documents Ensure all data is correct before submission. Once submit 	ted data is locked.		
	Ensure all data is correct before submission. Once submit Rejected cases can be resubmitted within one month. Clic	ted data is locked. :k on "Re-submit" icon, make necessary change	s, re-upload necessary documents if any a	and click on "Submit".

5. Govt FSA Sale order request screen

0	▲ Downloads × SCCL ERP Reports × +			Q _ 0	\times
	C 器 ≜ scclmines.com/scclerp/saleOrder/frmSORe	q.aspx			₩
_	a Amazon.in 💟 AliExpress				
	The Singareni Collieries Company Limited				
		E	RP REPORTS		
-					
0	Dash Board				
	0	NLINE SALE ORDER REQUISITION			
0	Request Type:	SALE ORDER REQU ~	GOClear		
Ø	Sale Order Type:	Govt. FSA ~			
	Previous month Power (Electricity) Bills Upload:	Choose File No file chosen	GST Returns:(Quarterly)	Choose File No file chosen	
0	Form 27C (for other than traders only)	Choose File No file chosen			
0	Mode:	Select ~	Shipping Point:		
\triangleright	Distance (Km) (Shipping point to unloading point):	0	Unloading Point:		
	Quantity (t):	0	Material:		
\heartsuit	Payment Details (if any) :				
	Amount paid (RS):				
0	Date of payment:	01-Jan-2021	Name of the Bank:		
ත	Proof of Payment:	Choose File No file chosen	Credit Control Area	Select	
101	Representative Contact No.	0	Remarks:		
~		Submit			
Ŷ	Note:				
0	 * indicates mandatory Only Pdf file allowed for uploading of relevant documents 				
	Ensure all data is correct before submission. Once submittee Rejected cases can be required within one month. Click	l data is locked.	s, re-unload perserant decuments if any a	nd dide on "Submit"	
	 Rejected cases can be resubmitted within one month. Circle 	on the submit from, make necessary change.	s, re upload necessary documents in any a	d cick off Subline.	

iv. click on "ok" against the "Do you want to save" prompt as shown below:

e Singareni Collieries Company Limited	F	RP REPORTS	
ome Contact IIs Logout	-		
Dash Board			
	ONLINE SALE ORDER REQUISITION	CO Clear	
equest Type:	SALE ORDER REQUI: V	Gear	
ale Order Type:			
Previous month Power (Electricity) Bills Upload:	C:\USers\Sccl\De Message from webpage	e × Returns:(Quarterly)	C:\Users\sccl\Desktop\Tes_Browse
form 27C (for other than traders only)			
Node:	RAIL Do you want f	to save? hipping Point:	Goleti CHP
Distance (Km) (Shipping point to unloading point)	: 250	nloading Point:	Hyderabad
Quantity (t):	540 ОК	Cancel aterial:	
Payment Details (if any) :			
Amount paid (Rs):	0	UTRIRTGS No:	
Date of payment:	01-Jan-2021	Name of the Bank:	
Proof of Payment:	Browse	Credit Control Area	Select 🗸
Representative Contact No.	900000000	Remarks:	
	Submit		

The Singareni Collieries Co.Ltd.,

In case of any queries please contact: 040-23142177/23142188

v.	The saved	details o	f the	current	day v	vill be	visible	as	below.	
----	-----------	-----------	-------	---------	-------	---------	---------	----	--------	--

0	👱 Downloads	× G Gm	ail ×	III Speed	Dial ×	SCCL ERP Rep	ports × +				Q	_ @ ×	
	< > C B	8 🔒 sccimine AliExpress	s.com/scclerp/saleOrder	/frmSORec	ı.aspx						12 © 8 >	♡∣⊕ ≭ ≡	
	The Singareni Col	lieries Company Limite	d				EDD Depe						
$\hat{\Box}$							ERP REPO	ORTS					
	Home Ce	ontact Us Logo	rt										l
0	Dash Board												
0	Request Typ	o.		SAL		ONLINE SALE OF	RDER REQUISITION		G	Clear			
0	Sale Order Typ	e. pe:		Sele	ct ~					Clear			
	Details saved												
0	Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTRIRTGS NO.	Reasons	
	 * indicat Only Path Ensure a Rejected 	es mandatory file allowed for uplo II data is correct be cases can be resul	ading of relevant docu fore submission. Once : milted within one mon	ments submitted Lh. Click o	data is locked. n "Re-submit" Icon, n	rake necessary	changes, re-upload r	recessary doc	uments if any	y and click on "Subr	nit".		

b. SALE ORDER TRANSFER:

i. Select request type "SALE ORDER TRANSFER" from the drop down list.

 C ≥ C ≤ B ≜ scdmines.com/scderp/frmDashboard.aspx Mazonin C AliExpress Amazonin AliExpress C Conversioned Company Limited ERP REPORTS Home Contact Us Logout Pash Board ONLINE SALE ORDER REQUISITION C Clear 	
 A mazonin Amazonin Amazoni Amazonin Amazonin Amazonin Amazonin Amazonin Amazonin Amazonin	₹ ₹
Home Contact Us Logout Dash Board ONLINE SALE ORDER REQUISITION Request Type: Select Solicit Solicit Note: Colleger	
Dash Beard ONLINE SALE ORDER REQUISITION Request Type: GO Clear Select Select	
Request Type: Select GO Clear Image: Sale Concerned and the conc	
Note: Sale concerned to the concerned to	
* Indicates mandatory SALE OKDER INAUSTER Only Pdf file allowed for uploading of relevant document USTOMER PAYMENT DETAILS Ensure all data is correct before submitted data is locked. Detailed and allowed for uploading of relevant document Office and allowed for uploading of relevant Office and allowed for uplo	
kejected cases can be resubmitted within one month. Click on ke-submit icon, make necessary changes, re-upload necessary documents if any and click on Submit .	
0	
¢.	
0	
•••	

ii. Fill in the details and submit the form. *Payment details are to be filled only if any payment is made by the customer and to be updated with SCCL. Except "Remarks" all other fields are mandatory.*

0	🗕 Downloads	5	× 🔅 sc	CL ERP Reports X	+							a	@ ×	
	C 55 C 55 C 55 Scolmines.com/scclerp/saleOrder/frmSOReq.aspx													
a Amazonin 🕑 AliExpress														
	The Singare	ni Colli	eries Company Limite	ed				FRP REPO	ORTS					
	Home	Co	ntact Us Logo	ut										
0	Dash Bos	ard			10		NOITION							
٢	Reques	t Type			01	SALE ORDER T	RAN Y	[GO	7				
ത	Sale Ord	der Typ	e:			Select	~	E	xisting sale Or	der No:	0			
-	Mode:					Select	~	S	hipping Point:					
Ø	Distanc	ce (Kn	n) (Shipping point	to unloading point):		0		U	Inloading Point					
~	Quantit	ty (t):	alla (if any) .			0		м	laterial:					
D	Amoun	t paid	(Rs):			0		U	TRIRTGS No:					
0	Dale of	Грауп	ient:			01-Jan-2021		N	lame of the Ba	ink:				
~	Proof o	f Payr	nent:			Choose File No	file chosen	c	Credit Control Area				~	
0	Repres	entati	ve Contact No.			0		R	emarks:					
(ĝ)					<u> </u>	Submit						1		
	Re-Sub	mit	Request Type Requisition	Sale Order Type AoL	RAIL	Unloading Point Hyderabad	250.00	Shipping Point GDK1 Inc	Material G15RND	Quantity 2500	Amount Paid	UTRIRTGS NO.	Reasons	
°	Not	e:												
ด	 * in Only 	dicate y Pdf 1	is mandatory file allowed for upl	oading of relevant docu	ments									
	 Ens Rejet 	ected	l data is correct be cases can be resul	ofore submission. Once bmitted within one mon	th. Click o	data is locked. n "Re-submit" icon, ma	ake necessary	changes, re-upload	necessary doc	uments if any	and click on "Subm	it".		

iii. Click on "ok" against the "Do you want to save" prompt as shown below:

(-) (https://scclmines.com/scclerp/saleOrder/frmSOReq.aspx		- A C	Search	🔎 බ ක් 🛱 🙂
Freight Operations Informatio	eports × 🕼 sccImines.com	T		
🚖 🗿 Margadarsi 🌎 SBI 🔇 MERIT 🍘 Ministry of Railways 🗿 FOIS 🏼 🔗 Credit Card	Bill Payment 👔 HDFC Bank 🚥 TSSPDCL 🗿 ZENMO	ONEY 🧃 webcor.sccImines 🧯	🗿 webhyd.sccImines 👔 SCCL Mines.com	
X Find: free Previous Next 📝	Options 👻			
The Singareni Collieries Company Limited	FRD	FRORTS		^
		(LI OKIS		
Home Contact Us Logout				
Dash Board				
ONLINE S	SALE ORDER REQUISITION			
Request Type:	SALE ORDER TRANS	GO Clear		
Sale Order Type:	AoL 🗸	Existing sale Order	No: 1598521478	
Mode :	RAIL Message from webpage	× hipping Point:	Goleti CHP	
Distance (Km) (Shipping point to unloading point):	350	loading Point:	Khammam	
Quantity (t):	250 Do you want to save?	aterial:	G15 CRR	
Payment Details (if any) :				
Amount paid (Rs):	0 OK Cancel	RIRT GS No:		
Date of payment:	01-Jan-2021	Name of the Bank:		
Proof of Payment:	Browse	Credit Control Area	Select	~
Representative Contact No.	900000000	Remarks:		
	Submit			
Materia				
 * indicates mandatory 				
 Only Pdf file allowed for uploading of relevant documen Ensure all data is correct before submission. Once subri 	ts mitted data is locked.			
Rejected cases can be resubmitted within one month.	Click on "Re-submit" icon, make necessar	y changes, re-upload	necessary documents if any and click	k on "Submit".
				~
				,

The Singareni Collieries Co.Ltd.,

In case of any queries please contact: 040-23142177/23142188

c. CUSTOMER PAYMENT DETAILS:

i. Select request type "CUSTOMER PYMENT DETAILS" from the drop down list and click on "Go".

0	± Downloads × 🚱 SCCL ERP Reports × +	Q _ 0	\times
	< > C 28 🔒 scdmines.com/scclerp/saleOrder/frmSOReq.aspx		Ŧ
	a Amazon.in 💟 AliExpress		
_	The Singareni Collieries Company Limited ERP REPORTS		
23	Home Contact Us Logout		
0	DashBoard		
٠	ONLINE SALE ORDER REQUISITION Request Type: SALE ORDER TRAN GO		
0	Re-Submit Request Type Sale Order Type N Select Stipping Point Material Quantity Amount Paid I Distance Shipping Point (1997) Amount Paid I Distance Shippin	UTRIRTGS NO. Reasons	
6	Note: • * indicates mandatory • Only pdf file allowed for uploading of relevant documents		
\triangleright	 Ensure all data is correct before submission. Once submitted data is locked. Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if any and click on "Submit". 		
\odot			
0			
(ĝ)			
Ŷ			
0			

ii. Fill in the details and submit the form.

0	O ≟ Downloads X & SCCL ERP Reports X + Q _ ⊡ X													
	< 🖒 C 🔀 🔒 scclmines.com/scclerp/saleOrder/frmSOReq.aspx													
3. Amazonin 💟 AliExpress														
	💦 The Singareni Coll	ieries Company Limit	ed						DTC					
	-	1						EKP KEPOI	KI S					
-	Home Co	ontact Us Logo	ut											
\bigcirc	Dash Board													
3	Request Typ				ALER DAY	LE ORDER REQUISITION								
_	Payment De	e. tails (if any) :		COSTO	TER PAI	INEL -			a					
O	Amount paid	l (Rs):		0				UTRIRTGS No	o:					
_	Date of payr	nent:		01-Jan-2	2021			Name of the	Bank:					
Ø	Proof of Pay	ment:		Choose	File No	file chosen		Credit Contro	Area	Sele	st	~		
\triangleright	Reason for P	ayment:		Select		~		Reason (if Ot	hers):					
	Representat	ve Contact No.		0				Remarks:						
\odot		1	<u> </u>	Submit	\mathcal{I}					-	1		-	
0	Re-Submit	Requisition	AoL AoL	lype R	AIL	Hyderabad	250.00	GDK1 Inc	G15RND	2500	0 Amount Paid	UTRIKIGS NO.	Reasons	
	Note:													
ŝ	 * indicat Only Pdf 	es mandatory file allowed for upl	oading of releva	nt docume	nts									
_	 Ensure a Rejected 	Il data is correct be cases can be resul	efore submission bmitted within or	Once sub ne month.	mitted of Click on	data is locked. I "Re-submit" icon, ma	ke necessary	changes, re-upload ne	ecessary docu	iments if any	and click on "Submi	t".		
0														
0														
-														

iii. Click on "ok" against the "Do you want to save" prompt as shown below:

nicht Onweitigen befanzeite	R SCCI EPD Presed	× 🖉			~	00 00 000
eight Operations Informatio	EOIS Credit Card Bill Bayment		(a) webcor scelmines	webburd scolmines - 🖓 SCCI Mines con		
ind: free	Previous Next 📝 Options 🕶			- westydiseen mes age seee mineseen		
The Singareni Collieries Company Limited	· Martinet	EDD Dr	DODTC			
			PURIS			
Home Contact Us Logout						
Dash Board						
Dequest Type			Clear			
Payment Details (if any)	COSTONECTATILE		Gicur			
Amount paid (Rs):	1585214		No:	dgaer1254vf		
Date of payment:	01- Jul-2021	Message from webpage X	e Bank:	SBI		
Proof of Payment:		Browse. Do you want to rave 2	trol Area	Rail	~	
Reason for Payment:	Dynamic Amount 🗸		Others):			
Representative Contact No.	900000000	OK Cancel				
	Submit					
		T				
Note:						
 * indicates mandatory Only Pdf file allowed for uploading of r 	elevant documents					
Ensure all data is correct before subm	ission. Once submitted dat	a is locked.				
 Rejected cases can be resubmitted with 	ithin one month. Click on "F	Re-submit icon, make necessary o	hanges, re-upload	necessary documents if any	and click on "Submit	17.

III) Step by step procedure for viewing the status of the request:

1) In the dash board, click on "sale order Requisition/ Transfer/ payment Details Report" as shown above for viewing report/status of the requests

0	Downloads X G Gmail X I Speed Dial	× 🛞 SCCL ERP Reports × +	Q _ 6 X
	C 88 Scclmines.com/scclerp/frmLoginNew.aspx		± ↓ B O < Ø B %
	d Amazonin 💟 Alitxpress		
	Q Would you like the password manager to save the password for "https://scclmines.co	om"?	Save Never ×
	The Singareni Collieries Company Limited	ERP REPORTS	
	SECL (A Government Company)		
0	Home Contact Us Logout		
	Home contact os Logout		
-	D20 - 520 (11 - 520)		
Ø	Dash Board		
	Open sale Orders Delivery Documents		
0	Billing Documents		
G	Due Amounts Because Of Price Revision		
\sum	Coal Allotment		
~	Balance as on Key Date		
	Production Details Entry		
0	Production Master		
0	Sale Order Requisition / Transfer / Payment Details Entry		
0	Sale Order Requisition / Transfer / Payment Details Report		
63			
~			
\vee			
6			
-			
_			

0	O ± Downloads × G Gmail × III Speed Dial × SCCL ERP Reports × +	с_ <i>в</i> х	
	C 88 Scclmines.com/scclerp/frmDashboard.aspx		
	Amazonin 💟 AliExpress		
	Company Limited ERP REPORTS Conversion Configuration		
	Home Contact Us Logout		
0	Dash Board SALE ORDER REQUISITION - REPORTS		
ē	Report Type Select Y From Date 15-Jul-2021 To Date 1	5-Jul-2021 Report	
-	Customer Report	• • • • • • • • • • • • • • • • • • •	
Ø		-	
\triangleright			
\odot			
3	0		
ණ	*		
0	 ♂*		
0	0		
Ŭ			
	3) The detailed report & status of all the requests can be seen $\frac{1}{2}$	is below	
0	■ 2 Downloads × @ SCCL ERP Reports × +	S - 0 - 0	×
U	✓ C BB A scclmines.com/scclerp/saleOrder/frmSOReqRep.aspx	$\mathbb{R} \otimes \mathbb{P} \oslash \oplus \mathbb{P}$	ŧ
	a Amazonin 🕑 AliExpress		
	ERP REPORTS		
2	Home Contact Us Logout		
0	Desh Board		
•	SALE ORDER REQUISITION - REPORTS		
ര	Customer Report V From Date 20-Jul-2021 In Date Request Type Sale Order Type Mode Unloading Point Distance Shipping Point Material Quantity Amount Paid UTRIRTGS No.	Status Status Date SCCL Remarks	
-	20-Jul-2021 Requisition AoL RAIL Hyderabad 250.00 GDK1 Inc G15RND 2500 0 Pend	ng at Marketing 20)Jul-2021	
D			
\triangleright			
-		-	
0			
0			
ŝ			
0.	<		
6	0		
9			

2) Select "Customer Report", date range and click on "Report" as shown below:

The Singareni Collieries Co.Ltd.,

IV) Step by step procedure for resubmission of the request in case of rejection

1) If any request is rejected by SCCL due to any reason, the same can be seen in the customer reports as shown below:



2) In case of rejection, if customer wish to resubmit the request, then go to "Dash Board" and click on "Sale Order Requisition / Transfer / Payment Details Entry"

0	Downloads X G Gmail X III Speed Dial	× 🕼 SCCL ERP Reports × +		Q _ D	×
	C 88 scclmines.com/scclerp/frmLoginNew.aspx		8 © \$	$\vartriangleright \oslash \ \ominus \ \mp$	₽
	3 Amazon.in 💟 AliExpress				
	Would you like the password manager to save the password for "https://scclmines.com"?			Save Never	×
2	The Singareni Collieries Company Limited	ERP REPORT	S		
0	(A Government Company)				
	Home Contact Us Logout				
-	Dash Board				
O	Open Sale Orders				
Ø	Delivery Documents Billing Documents				
~	Due Amounts Because Of Price Revision Coal Allotment				
\triangleright	Balance as on Key Date				
0	Production Details Entry				
~	Production Master				
0	Sale Order Requisition / Transfer / Payment Deteils Report				
රදා					
-					
Ŷ					
0					

The Singareni Collieries Co.Ltd.,

In case of any queries please contact: 040-23142177/23142188

1) The rejected requests of the customer during the last 30 days can be seen as below. Now Click on "√",

0	🛓 Downloads X 🛛 🔓 Gmail X 💷 Speed Dial X 🕼 SCCL ERP Reports X + Q _ 🗇	\times
	< > C 88 🔒 scclmines.com/scclerp/frmDashboard.aspx 🗈 🕑 🖓 🕹	₩
	🤱 Amazon.in 🔽 AliExpress	
~	The Singareni Collieries Company Limited ERP REPORTS	
ີ -		_
0	Home Contact Us Logout	
0	Dash Board ONLINE SALE ORDER REQUISITION	
0	Request Type: GO Clear	
	Re-Submit Request Type Sale Order Type Mode Unloading Point Distance Shipping Point Material Quantity Amount Paid UTRIRTGS NO. Reasons	
- (Regulstion AoL RAIL Hyderabad 200.00 GDK1 Inc GBRND 1000 5000000 RTGSNO123456 [coal not available at GDK 1 CHP. Please choose another shipping point.	
Ø	ote: indicates mandatory	
\triangleright	Drily Pdf file allowed for uploading of relevant documents insure all data is correct before submission. Once submitted data is locked.	
	Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if any and click on "Submit".	
\odot		
()		
ණ		
Ŷ		
0		

2) The earlier details submitted by customer will be appeared. Change the required fields and resubmit the request.

While re submitting the rejected request, all documents are to be up loaded once again.

0	[⊥] Downloads	X SCCL ERP Reports	x +	R©⊗⊃⊂⊕ A ≡ ✓ □ ×
	Amazon.in AliExpress The Singareni Collieries Company Limited			
		ER	P REPORTS	
0	Dash Board			_
٥	Request Type:	SALE ORDER REQU	GOClear	
0	Sale Order Type: Previous month Power (Electricity) Bills Upload: Mode:	Choose File No file chosen	GST Returns:(Quarterly) Shipping Point:	Choose File No file chosen SRP 5 Inc
	Distance (Km) (Shipping point to unloading point):	1000	Unloading Point: Material:	Hyderabad G8RND
\heartsuit	Amount paid (Rs): Date of payment:	5000000 02-Jul-2021	UTRIRTCS No: Name of the Bank:	RTGSN0123456 SBI
() () ()	Proof of Payment: Representative Contact No.	Choose File No file chosen 9123456789 Submit	Remarks:	
~	Re-Submit Request Type Sale Order Type Mode Unloading Point Distance Image: Sale Order Type Mode Reduisition AoL RAIL Hyderabad 200.00	1 Inc GBRND 1000 5000	000 RTGSNO123456 coal not available	Reasons at GDK 1 CHP. Please choose another shipping point.
0	Note: • " indicates mandatory • Only Pdf file allowed for uploading of relevant documents • Ensure all data is correct before submission. Once submitted data is • Rejected cases can be resubmitted within one month. Click on "Re-su	locked. submit" icon, make necessary changes	re-upload necessary documents if any a	nd click on "Submit".

The Singareni Collieries Co.Ltd.,

3) Click on "ok" against the "Do you want to save" prompt as shown below:



The request will be resubmitted with changed details.
