

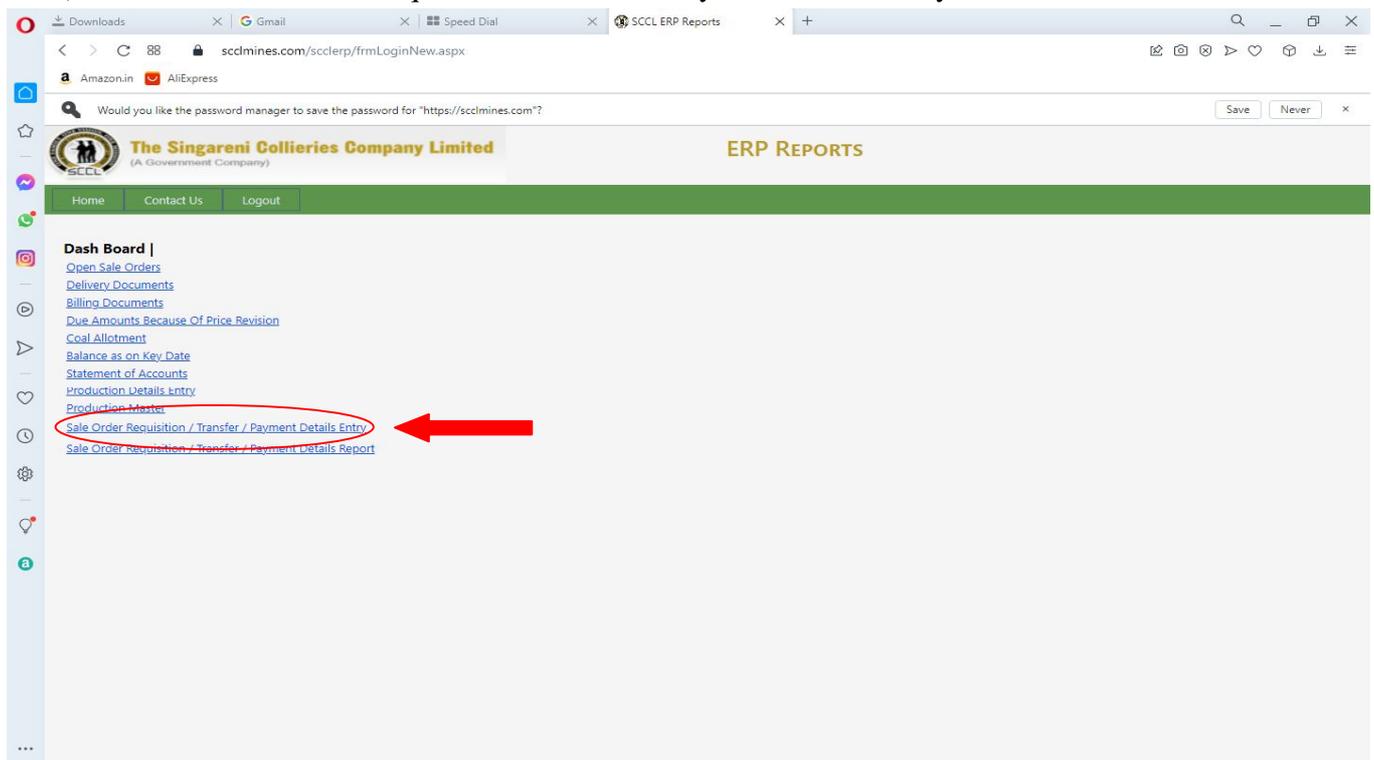
HELP DOCUMENT FOR ONLINE SALE ORDER/TRANSFER/PAYMENT DETAILS UPDATION REQUEST

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

- 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

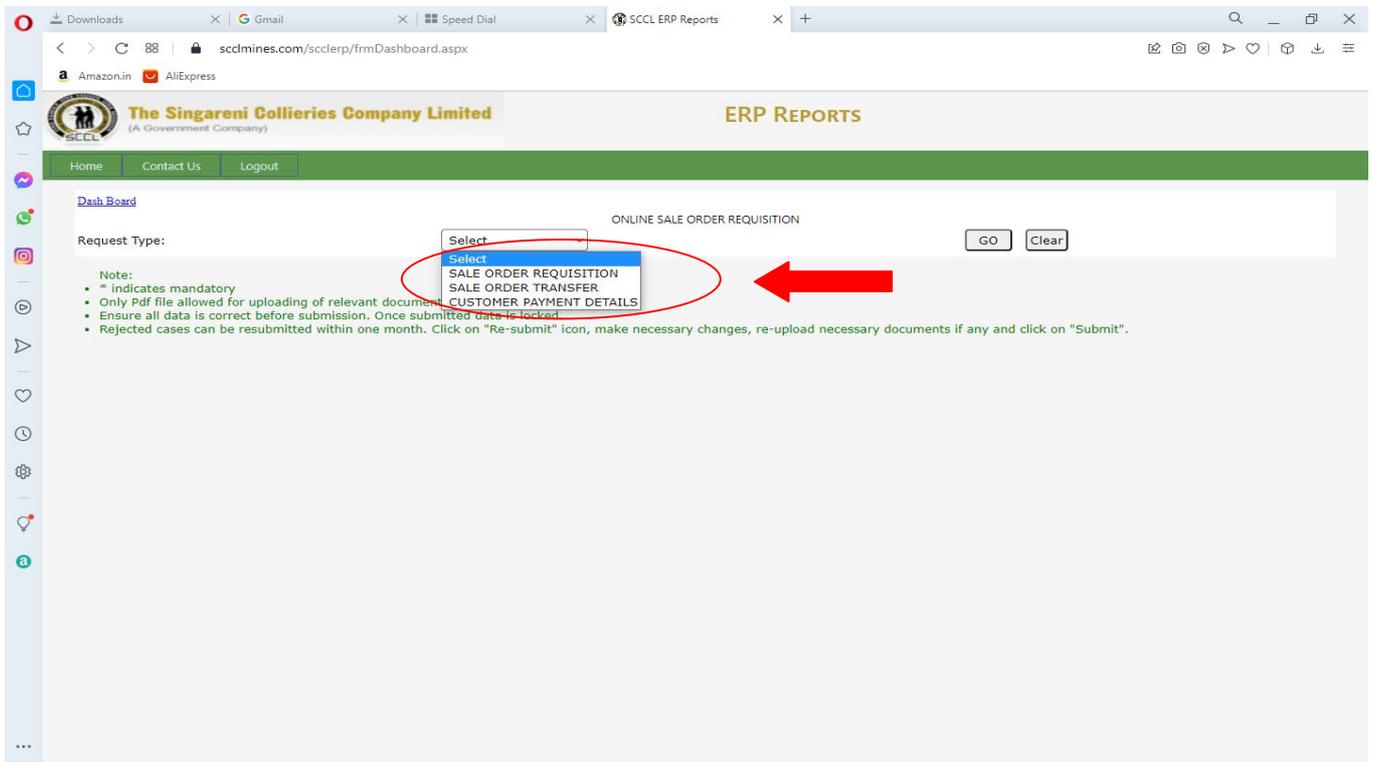
- 1) Go to www.scclmines.com, Click on “CUSTOMER CORNER” and login with your credentials.
- 2) Click on “Sale Order Requisition / Transfer / Payment Details Entry”



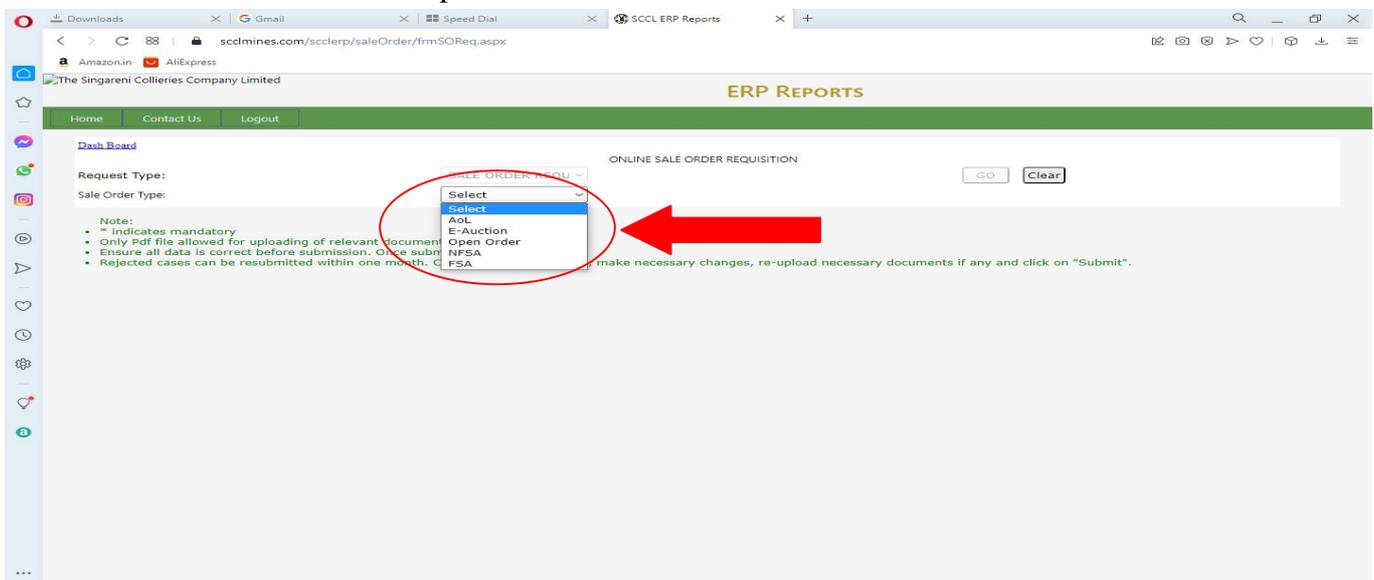
- 3) There are three request types (SALE ORDER REQUISITION/ SALE ORDER TRANSFER/ CUSTOMER PAYMENT DETAILS) available in the drop down list. Select request type as desired.

a. SALE ORDER REQUEST:

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



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



- iii. Fill in the details and up load the required documents in the following screens as per the 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:

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form in the ERP Reports system. The browser address bar shows 'sclmines.com/scclerp/saleOrder/frmSOReq.aspx'. The page title is 'ERP REPORTS'. The form includes the following fields and options:

- Request Type: SALE ORDER REQU (dropdown)
- Sale Order Type: AoL (dropdown)
- Previous month Power (Electricity) Bills Upload: Choose File (No file chosen)
- Form 27C (for other than traders only): Choose File (No file chosen)
- Mode: Select (dropdown)
- Distance (Km) (Shipping point to unloading point): 0
- Quantity (t): 0
- Payment Details (if any):
 - Amount paid (Rs): 0
 - Date of payment: 01-Jan-2021
 - Proof of Payment: Choose File (No file chosen)
- Representative Contact No.: 0
- GST Returns:(Quarterly): Choose File (No file chosen)
- Shipping Point: (text input)
- Unloading Point: (text input)
- Material: (text input)
- UTRIRTGS No: (text input)
- Name of the Bank: (text input)
- Credit Control Area: Select (dropdown)
- Remarks: (text input)

The 'Submit' button is circled in red, and a red arrow points to it. A 'Note' section at the bottom provides instructions: '* indicates mandatory', 'Only Pdf file allowed for uploading of relevant documents', 'Ensure all data is correct before submission. Once submitted data is locked.', and '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".'

2. E-Auction Sale order request screen

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form in the ERP Reports system, configured for an E-Auction. The browser address bar shows 'sclmines.com/scclerp/saleOrder/frmSOReq.aspx'. The page title is 'ERP REPORTS'. The form includes the following fields and options:

- Request Type: SALE ORDER REQU (dropdown)
- Sale Order Type: E- Auction (dropdown)
- GST Returns:(Quarterly): Choose File (No file chosen)
- Bid Sheet Upload: Choose File (No file chosen)
- Form 27C (for other than traders only): Choose File (No file chosen)
- Mode: Select (dropdown)
- Distance (Km) (Shipping point to unloading point): 0
- Quantity (t): u
- Payment Details (if any):
 - Amount paid (Rs): 0
 - Date of payment: 01-Jan-2021
 - Proof of Payment: Choose File (No file chosen)
- Representative Contact No.: 0
- Date of e-Auction: 01-Jan-2021
- Shipping Point: (text input)
- Unloading Point: (text input)
- Material: (text input)
- UTRIRTGS No: (text input)
- Name of the Bank: (text input)
- Credit Control Area: Select (dropdown)
- Remarks: (text input)

The 'Submit' button is circled in red, and a red arrow points to it. A 'Note' section at the bottom provides instructions: '* indicates mandatory', 'Only Pdf file allowed for uploading of relevant documents', 'Ensure all data is correct before submission. Once submitted data is locked.', and '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

The screenshot shows a web browser window with the URL `scclmines.com/scclerp/saleOrder/frmSOReq.aspx`. The page header includes 'ERP REPORTS' and navigation links for 'Home', 'Contact Us', and 'Logout'. The main content area is titled 'Dash Board' and contains the 'ONLINE SALE ORDER REQUISITION' form. The form fields are as follows:

Field Name	Value / Options
Request Type:	SALE ORDER REQU (dropdown)
Sale Order Type:	Open Order (dropdown)
Previous month Power (Electricity) Bills Upload:	Choose File No file chosen
Form 27C (for other than traders only):	Choose File No file chosen
Mode:	Select (dropdown)
Distance (Km) (Shipping point to unloading point):	0
Quantity (t):	0
Payment Details (if any):	
Amount paid (Rs):	0
Date of payment:	01-Jan-2021
Proof of Payment:	Choose File No file chosen
Representative Contact No.:	0
GST Returns:(Quarterly):	Choose File No file chosen
Shipping Point:	
Unloading Point:	
Material:	
UTRIRTGS No.:	
Name of the Bank:	
Credit Control Area:	Select (dropdown)
Remarks:	

A red circle highlights the 'Submit' button at the bottom of the form, with a red arrow pointing to it from the right. Below the form, there is a 'Note' section with the following text:

Note:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

4. NFSA sale order request screen

The screenshot shows a web browser window with the URL `scclmines.com/scclerp/saleOrder/frmSOReq.aspx`. The page header includes 'ERP REPORTS' and navigation links for 'Home', 'Contact Us', and 'Logout'. The main content area is titled 'Dash Board' and contains the 'ONLINE SALE ORDER REQUISITION' form. The form fields are as follows:

Field Name	Value / Options
Request Type:	SALE ORDER REQU (dropdown)
Sale Order Type:	NFSA (dropdown)
CFO/Boiler certificate validity date:	0000-00-00
Previous month Power (Electricity) Bills Upload:	Choose File No file chosen
Form 27C (for other than traders only):	Choose File No file chosen
Mode:	Select (dropdown)
Distance (Km) (Shipping point to unloading point):	0
Quantity (t):	0
Payment Details (if any):	
Amount paid (Rs):	0
Date of payment:	01-Jan-2021
Proof of Payment:	Choose File No file chosen
Representative Contact No.:	0
CFO/Boiler Certificate:	Choose File No file chosen
GST Returns:(Quarterly):	Choose File No file chosen
Shipping Point:	
Unloading Point:	
Material:	
UTRIRTGS No.:	
Name of the Bank:	
Credit Control Area:	Select (dropdown)
Remarks:	

A red circle highlights the 'Submit' button at the bottom of the form, with a red arrow pointing to it from the right. Below the form, there is a 'Note' section with the following text:

Note:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

5. Govt FSA Sale order request screen

ERP REPORTS

Home Contact Us Logout

Dash Board

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU GO Clear

Sale Order Type: Govt. FSA

Previous month Power (Electricity) Bills Upload: Choose File No file chosen

Form 27C (for other than traders only): Choose File No file chosen

Mode: Select

Distance (Km) (Shipping point to unloading point): 0

Quantity (t): 0

Payment Details (if any):

Amount paid (Rs): 0

Date of payment: 01-Jan-2021

Proof of Payment: Choose File No file chosen

Representative Contact No.: 0

GST Returns:(Quarterly) Choose File No file chosen

Shipping Point:

Unloading Point:

Material:

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit

Note:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

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

ERP REPORTS

Home Contact Us Logout

Dash Board

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU GO Clear

Sale Order Type: AoL

Previous month Power (Electricity) Bills Upload: C:\Users\sccd\... Browse...

Form 27C (for other than traders only): C:\Users\sccd\... Browse...

Mode: RAIL

Distance (Km) (Shipping point to unloading point): 250

Quantity (t): 540

Payment Details (if any):

Amount paid (Rs): 0

Date of payment: 01-Jan-2021

Proof of Payment: Browse...

Representative Contact No.: 9000000000

GST Returns:(Quarterly) C:\Users\sccd\Desktop\Tes... Browse...

Shipping Point: Goleti CHP

Unloading Point: Hyderabad

Material:

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit

Message from webpage

Do you want to save...?

OK Cancel

Note:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

v. The saved details of the current day will be visible as below.

The screenshot shows the SCCL ERP Reports interface. The page title is "ERP REPORTS". The main heading is "ONLINE SALE ORDER REQUISITION". There are "GO" and "Clear" buttons. The "Request Type" dropdown is set to "SALE ORDER REQU". The "Sale Order Type" dropdown is set to "Select". Below the dropdowns is a table with the following data:

Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTRIRTGS NO.	Reasons
	Requisition	AOL	RAIL	Hyderabad	200.00	GDK1 Inc	G8RND	1000	5000000	RTGSSNO123456	

Below the table, there is a "Note" section with the following text:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

b. SALE ORDER TRANSFER:

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

The screenshot shows the SCCL ERP Reports interface. The page title is "ERP REPORTS". The main heading is "ONLINE SALE ORDER REQUISITION". There are "GO" and "Clear" buttons. The "Request Type" dropdown is open, showing the following options:

- Select
- select
- SALE ORDER REQUISITION
- SALE ORDER TRANSFER
- CUSTOMER PAYMENT DETAILS

A red arrow points to the "SALE ORDER TRANSFER" option, which is highlighted in blue. Below the dropdown, there is a "Note" section with the following text:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant document
- 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".

- 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.*

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER TRAN

Sale Order Type: Select

Mode: Select

Distance (Km) (Shipping point to unloading point): 0

Quantity (t): 0

Payment Details (if any) :

Amount paid (Rs): 0

Date of payment: 01-Jan-2021

Proof of Payment: Choose File No file chosen

Representative Contact No. 0

Existing sale Order No: 0

Shipping Point:

Unloading Point:

Material:

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit

Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTRIRTGS NO.	Reasons
	Requisition	AoL	RAIL	Hyderabad	250.00	GDK1 Inc	G15RND	2500	0		

Note:

- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- 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".

- iii. Click on “ok” against the “Do you want to save?” prompt as shown below:

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER TRANS

Sale Order Type: AoL

Mode: RAIL

Distance (Km) (Shipping point to unloading point): 350

Quantity (t): 250

Payment Details (if any) :

Amount paid (Rs): 0

Date of payment: 01-Jan-2021

Proof of Payment: Browse...

Representative Contact No. 9000000000

Existing sale Order No: 1598521478

Shipping Point: Goleti CHP

Unloading Point: Khammam

Material: G15 CRR

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit

Message from webpage

Do you want to save...?

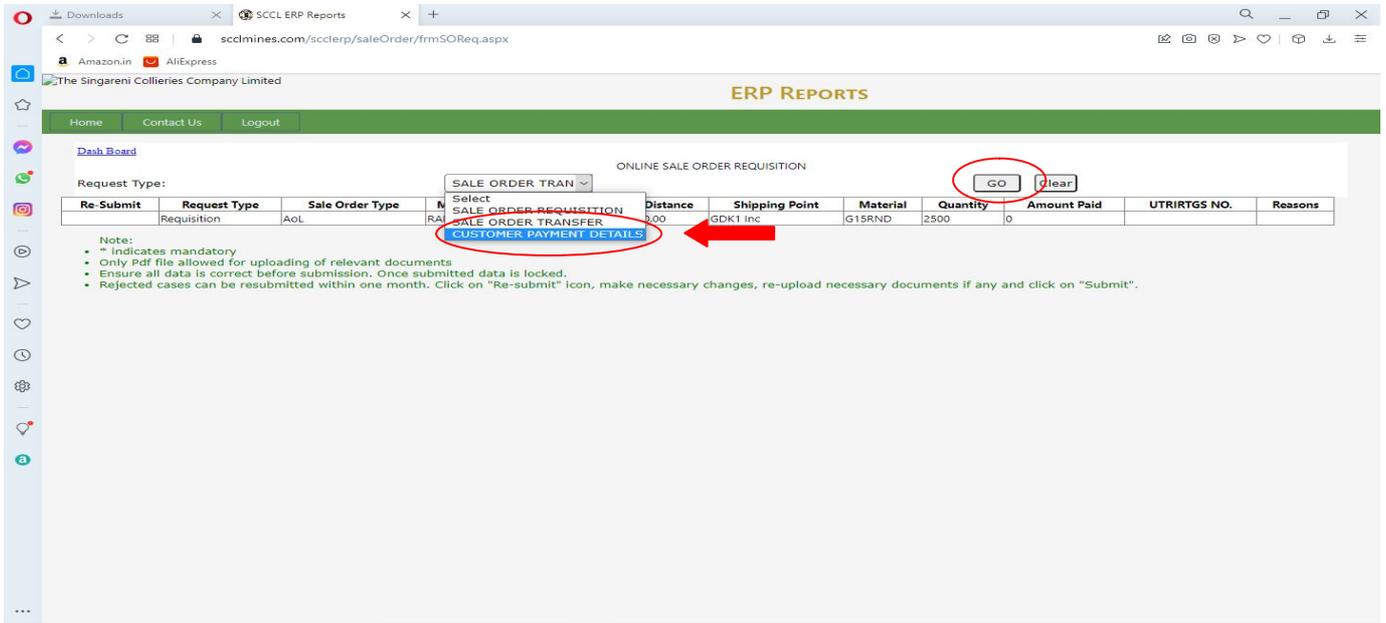
OK Cancel

Note:

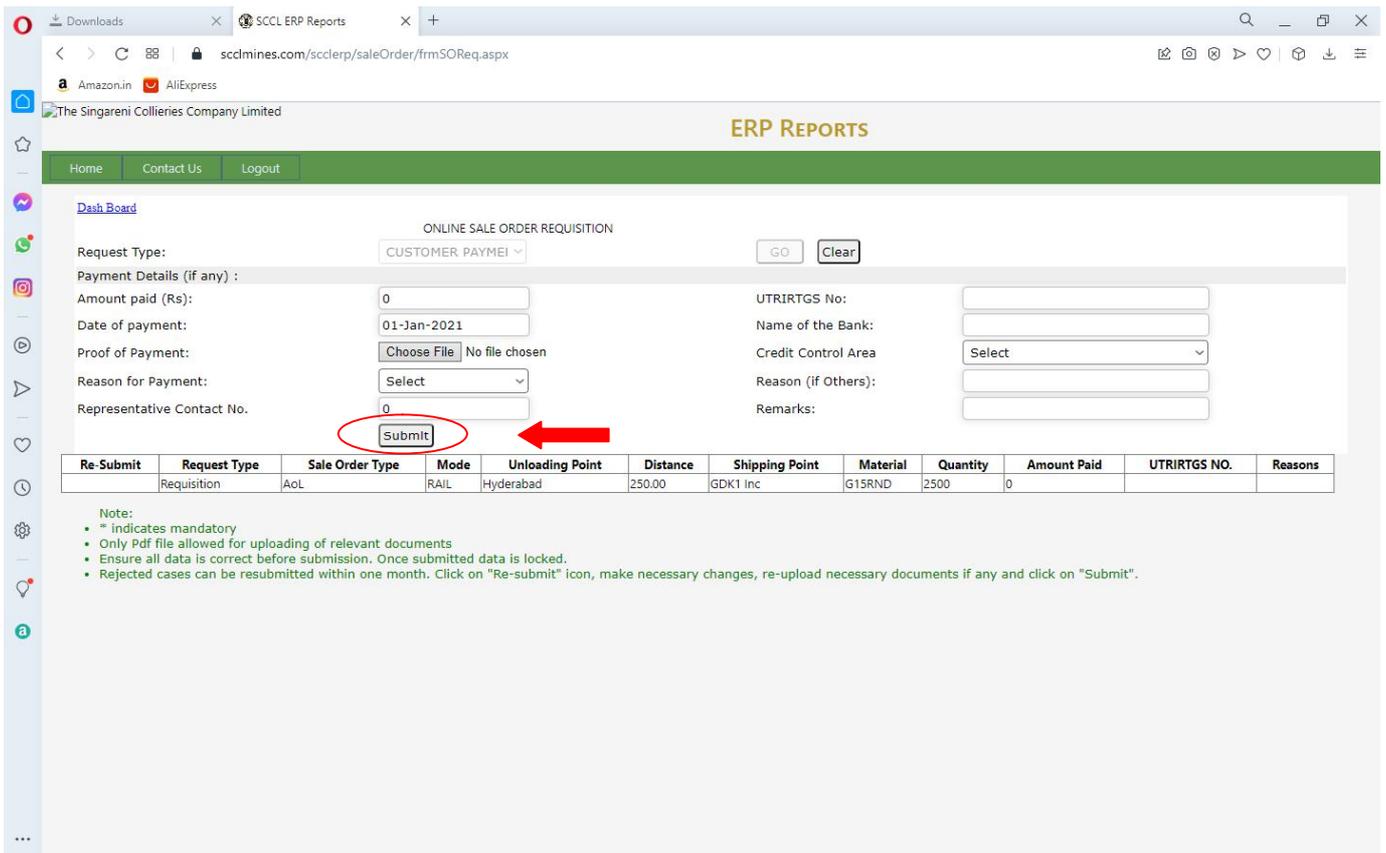
- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- Ensure all data is correct before submission. Once submitted data is locked.
- Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if any and click on "Submit".

c. CUSTOMER PAYMENT DETAILS:

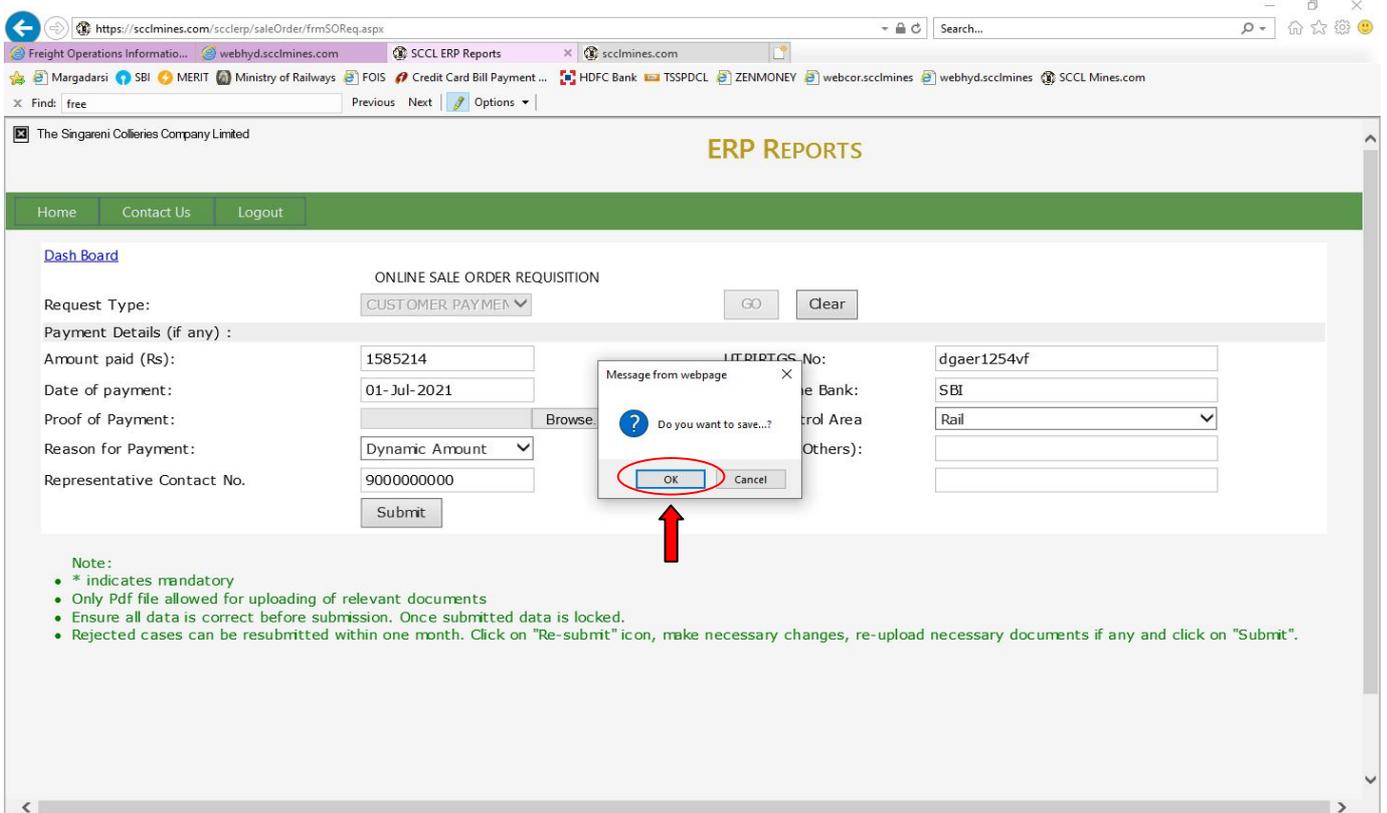
i. Select request type “CUSTOMER PYMENT DETAILS” from the drop down list and click on “Go”.



ii. Fill in the details and submit the form.

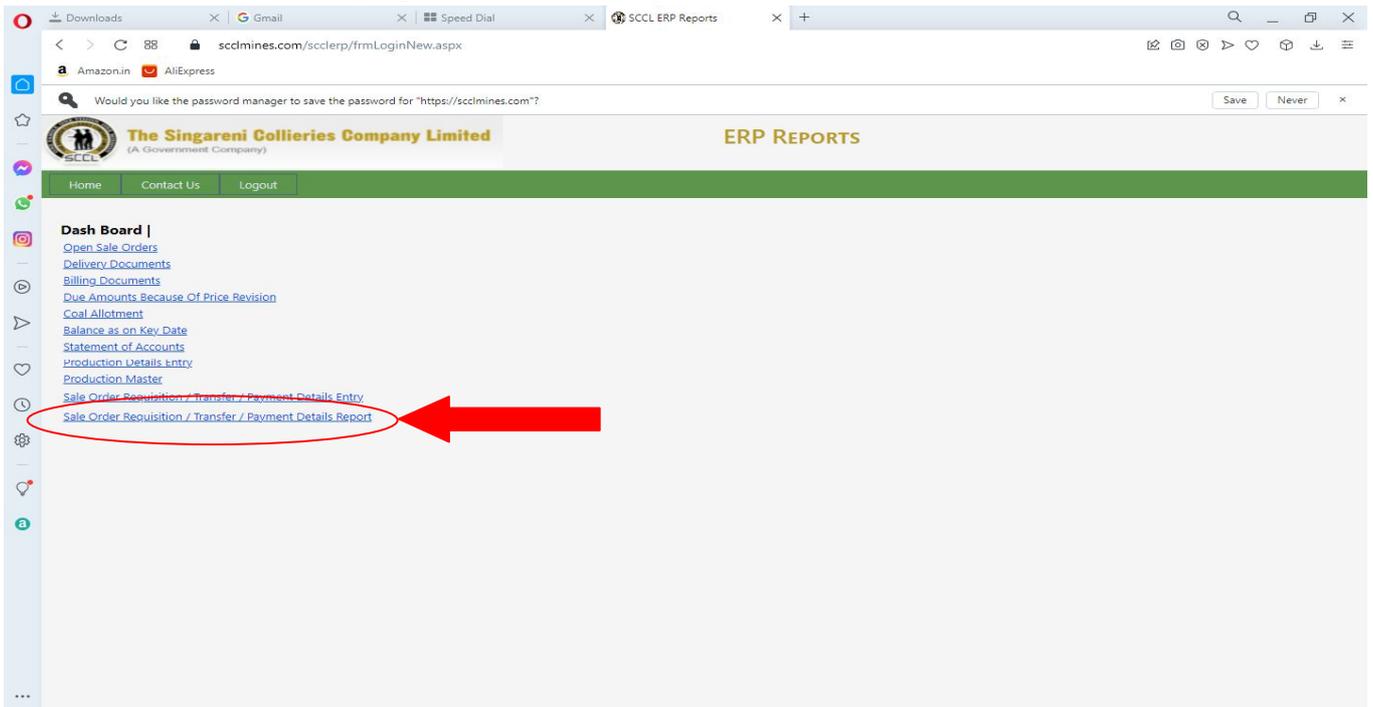


iii. Click on “ok” against the “Do you want to save” prompt as shown below:

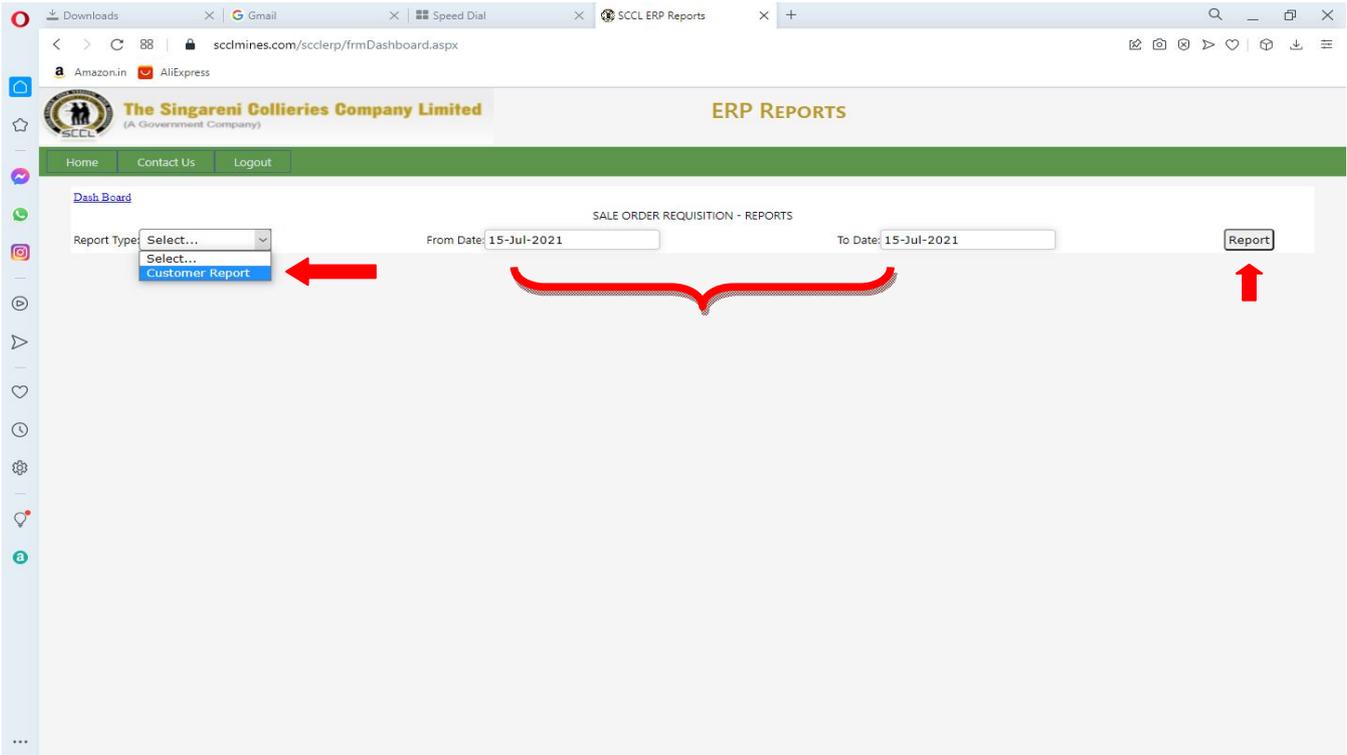


III) Step by step procedure for viewing the status of the request:

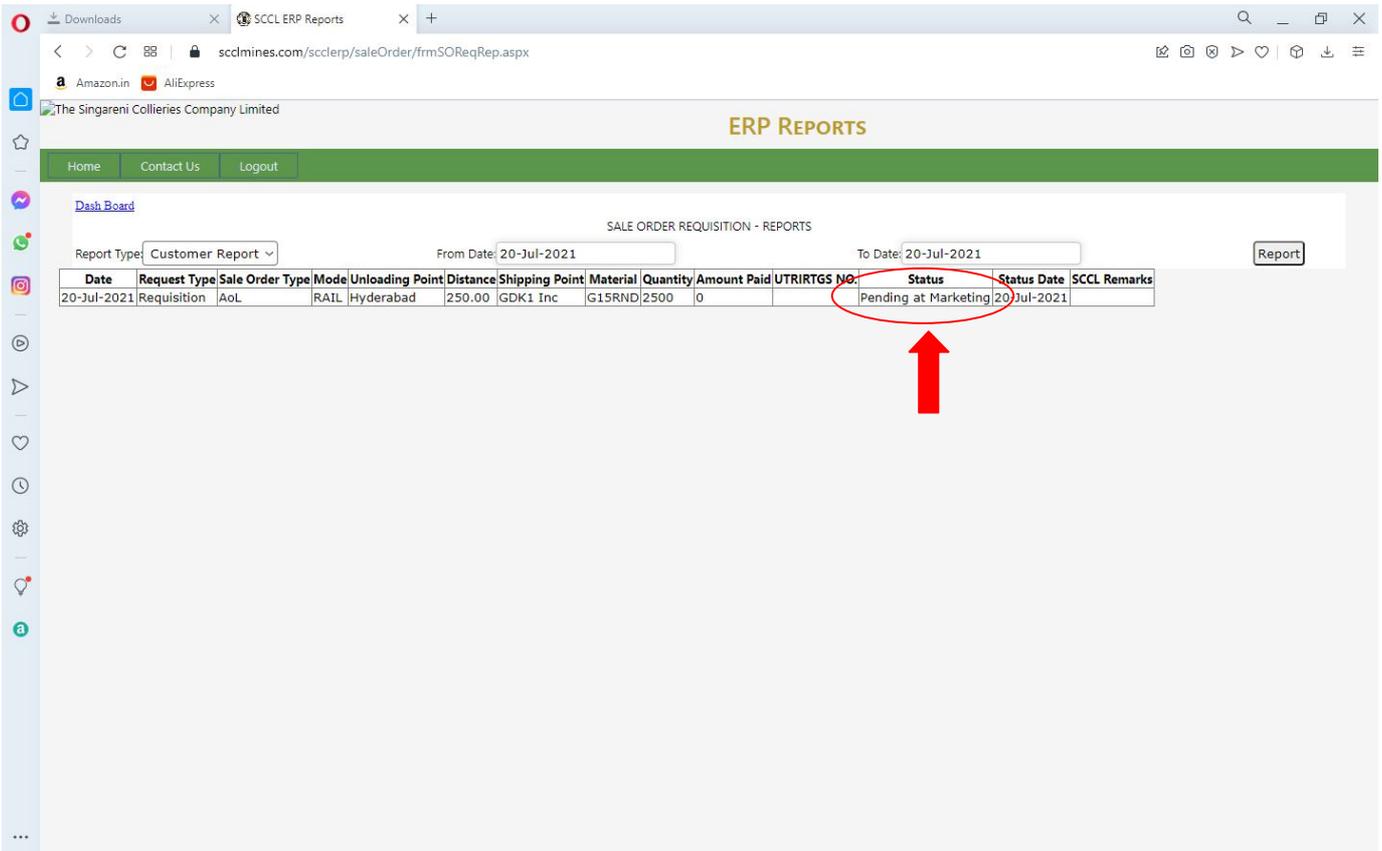
1) In the dash board, click on “sale order Requisition/ Transfer/ payment Details Report” as shown above for viewing report/status of the requests



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

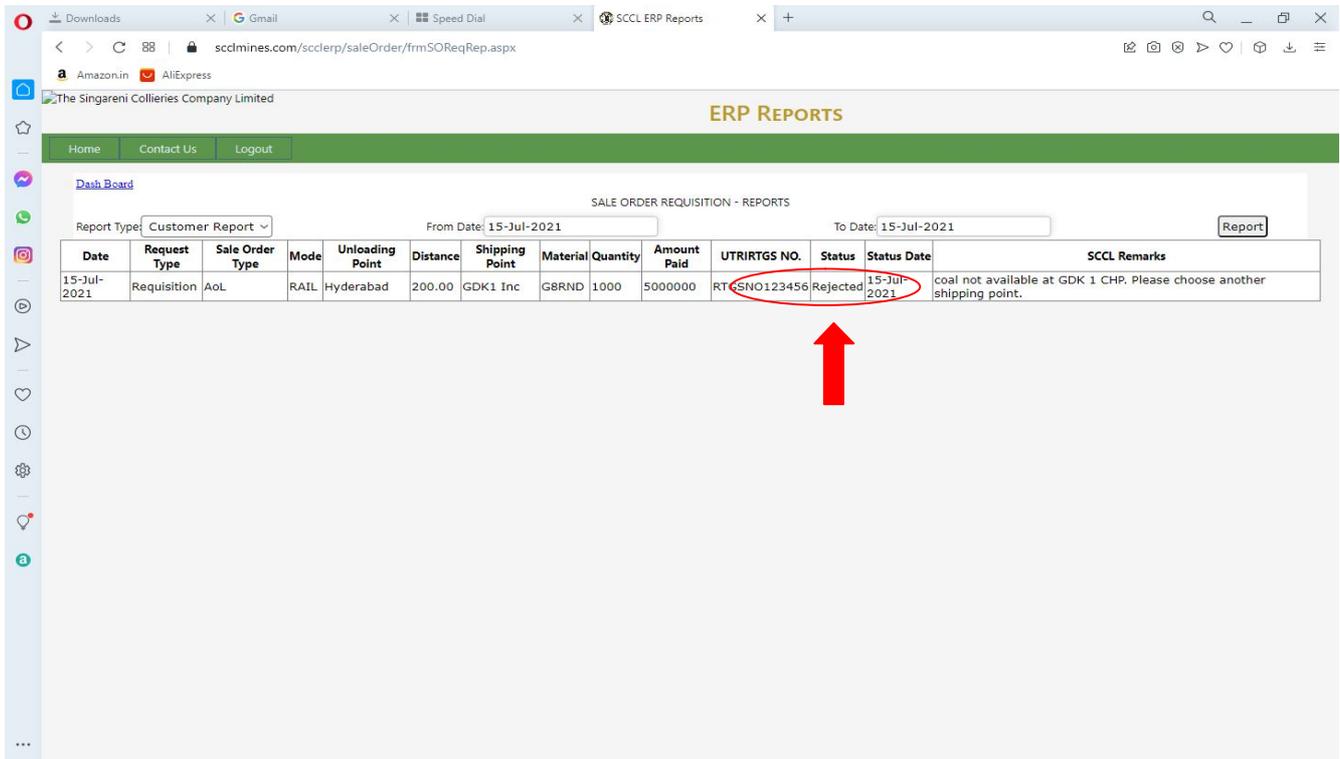


3) The detailed report & status of all the requests can be seen as below



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

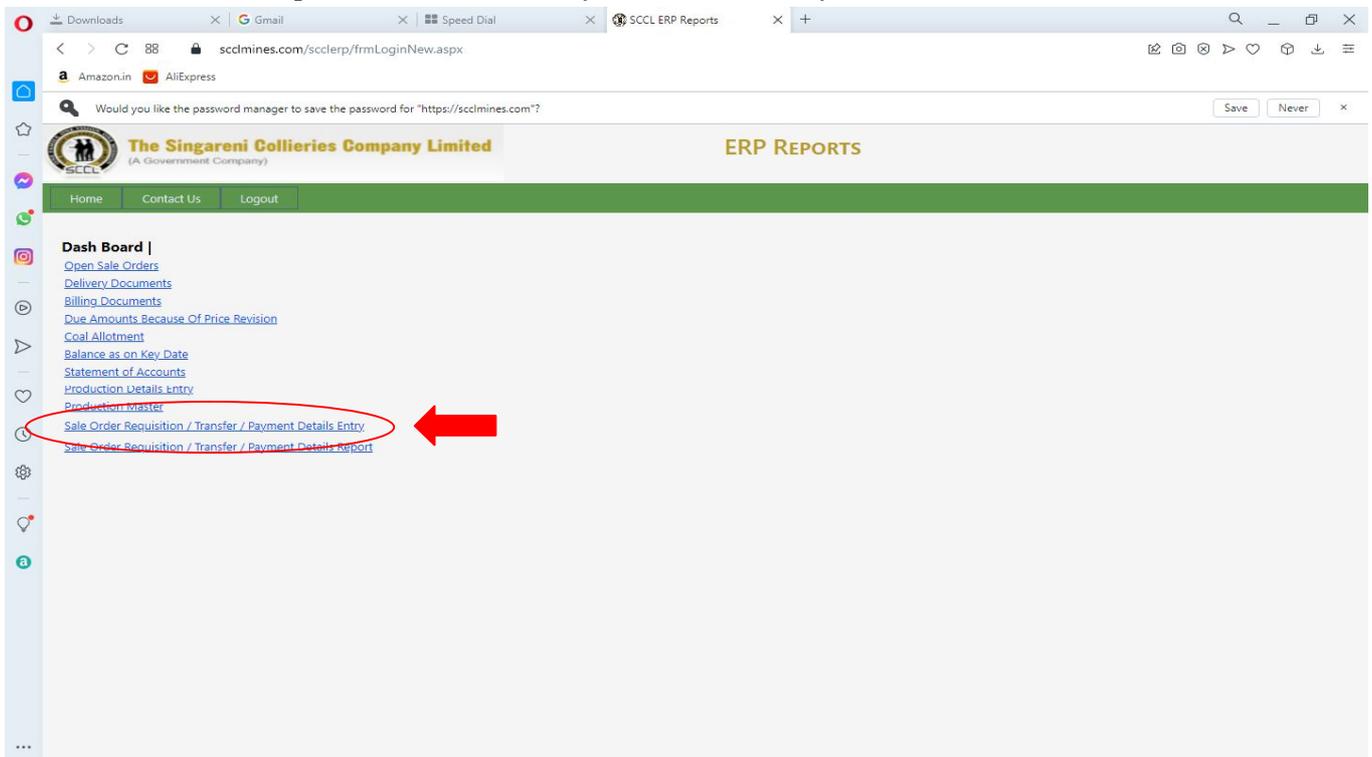
- 1) If any request is rejected by SCCL due to any reason, the same can be seen in the customer reports as shown below:



The screenshot shows the 'ERP REPORTS' dashboard for 'The Singareni Collieries Company Limited'. The report is titled 'SALE ORDER REQUISITION - REPORTS'. The filters are set to 'Report Type: Customer Report', 'From Date: 15-Jul-2021', and 'To Date: 15-Jul-2021'. The table below shows a single entry that has been rejected.

Date	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTRIRTGS NO.	Status	Status Date	SCCL Remarks
15-Jul-2021	Requisition	AoL	RAIL	Hyderabad	200.00	GDK1 Inc	GBRND	1000	5000000	RT (SNO123456)	Rejected	15-Jul-2021	coal not available at GDK 1 CHP. Please choose another shipping point.

- 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”



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

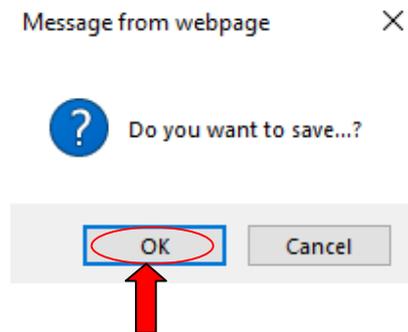
The screenshot shows the SCCL ERP Reports dashboard. At the top, there's a navigation bar with 'Home', 'Contact Us', and 'Logout'. Below that is a 'Dash Board' section with a 'Request Type' dropdown set to 'Select' and 'ONLINE SALE ORDER REQUISITION' buttons. A table lists rejected requests with columns: Re-Submit, Request Type, Sale Order Type, Mode, Unloading Point, Distance, Shipping Point, Material, Quantity, Amount Paid, UTRIRTGS NO., and Reasons. The first row has a checkmark in the 'Re-Submit' column, circled in red, with a red arrow pointing to it. Below the table is a note: 'Note: * Indicates mandatory. Only Pdf file allowed for uploading of relevant documents. 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".'

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.

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form. Fields include: Request Type (SALE ORDER REQU), Sale Order Type (AoL), Previous month Power (Electricity) Bills Upload (Choose File), Mode (ROAD, circled in red), Distance (220, circled in red), Quantity (1000), Payment Details (Amount paid: 5000000, Date of payment: 02-Jul-2021, Proof of Payment: Choose File), Representative Contact No. (9123456789), Shipping Point (SRP 5 Inc, circled in red), Unloading Point (Hyderabad), Material (G8RND), UTRIRTGS No. (RTGSNO123456), Name of the Bank (SBI), and Remarks. A 'Submit' button is circled in red with a red arrow pointing to it. Below the form is a table with the same columns as in the first screenshot, showing the request is now submitted. A note at the bottom repeats the submission instructions.

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



The request will be resubmitted with changed details.
