

SALE ORDER POLICY FOR THE MONTH OF SEPTEMBER- 2021 for below 10000 T customers) – NON FSA CUSTOMERS.

- I The mines and grades from which sale orders will be issued for the month of SEPTEMBER 2021 as per the eligibility is as follows:

GRADE	MINE
G6 CRR	KPUG-MNG Area (1309)
G7 RND	Only from RCHP,PVK.5 KGM Area & SRP OC-SRP Area
G7 CRR	KCHP LINE IV ROAD (1388), Kistaram-Sathupalli
G7 ROM	IK OC(3412)-Cost plus price
G7 SLK	RCHP,PVK.5 & GKOC-KGM Area
G8 CRR	JVROC-Sathupalli
G10 ROM	GDK.7LEP (2106) & RK-5 (3401)
G10 CRR	KHAIRAGUDA OC/ BPA
G11 CRR	RGOC3-Phase-2-RG2(2207), KOYAGUDEM OC.2 –YLD & RKOC
G13 ROM	KHAIRAGURA OC – BPA
G13 CRR	RGOC3-RGII(2205)
G14 CRR	SHANTHIKHANI – MM AREA

- II ALL THE CUSTOMERS ARE REQUESTED TO SUBMIT YOUR SALE ORDER REQUISITION THROUGH WWW.SCCLMINES.COM – CUSTOMER CORNER – LOGIN – USERID (YOUR CUSTOMER CODE) – AND PASSWORD. DURING UPLOADING IN PORTAL IF ANY PROBLEM OCCURS KINDLY REFER HELP DOCUMENT WHICH IS FOLLOWED IN THE NEXT PAGE
- III LAST DATE FOR SUBMISSION OF APPLICATION IS **30.09.2021** STRICTLY FOLLOWED. SALE ORDER WILL NOT BE ISSUED AFTER THIS DATE.

DT: 01.09.2021

BY ORDER

HELP DOCUMENT FOR ONLINE SALE ORDER/TRANSFER/PAYMENT DETAILS UPDATIONREQUEST

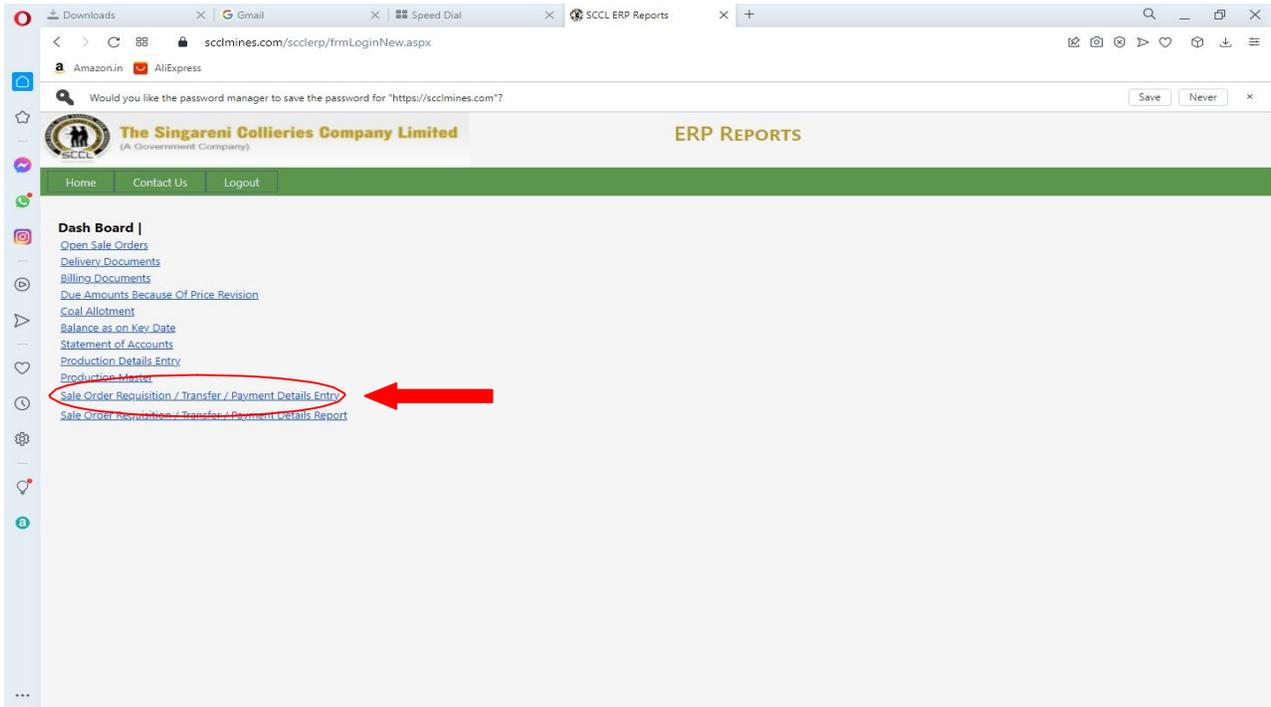
I) Pre requisites for Submission of Online Sale Order /Sale order Transfer/Payment Details Updation

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

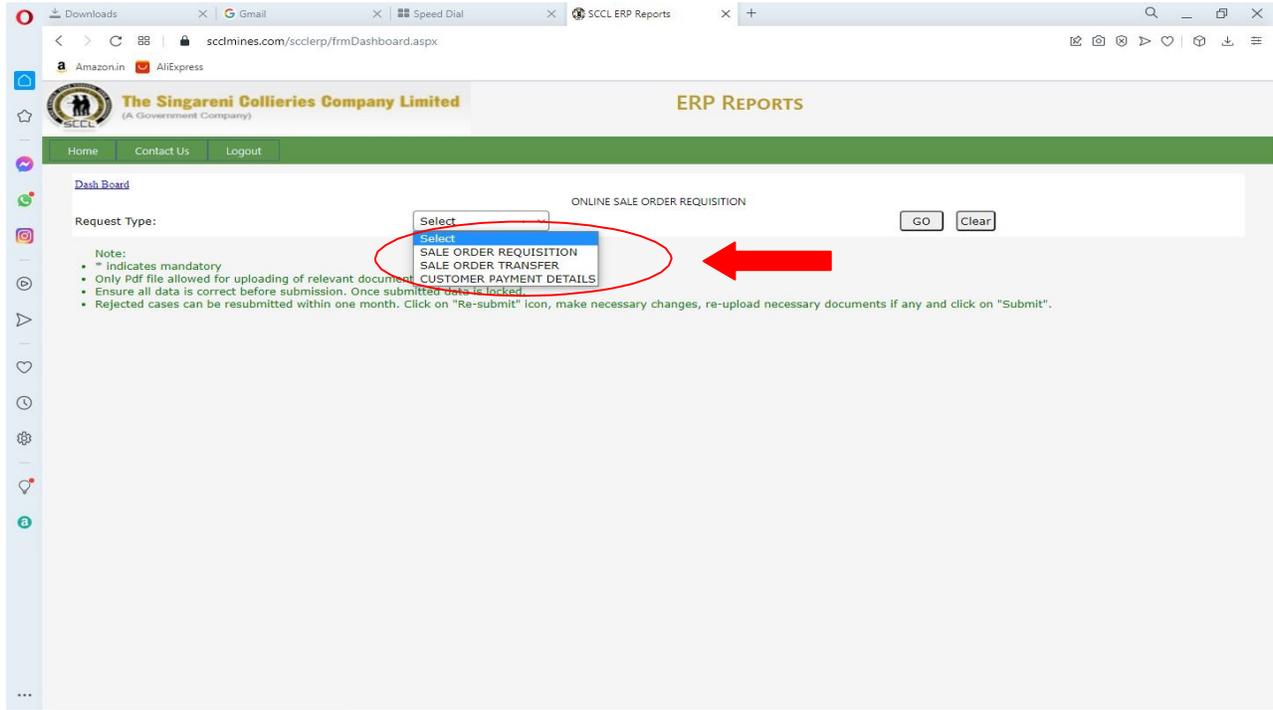
- 1) Go to www.scclmines.com, Click on “CUSTOMER CORNER” and login with your credentials.
- 2) Click on “Sale Order Requisition / Transfer / Payment Details Entry”



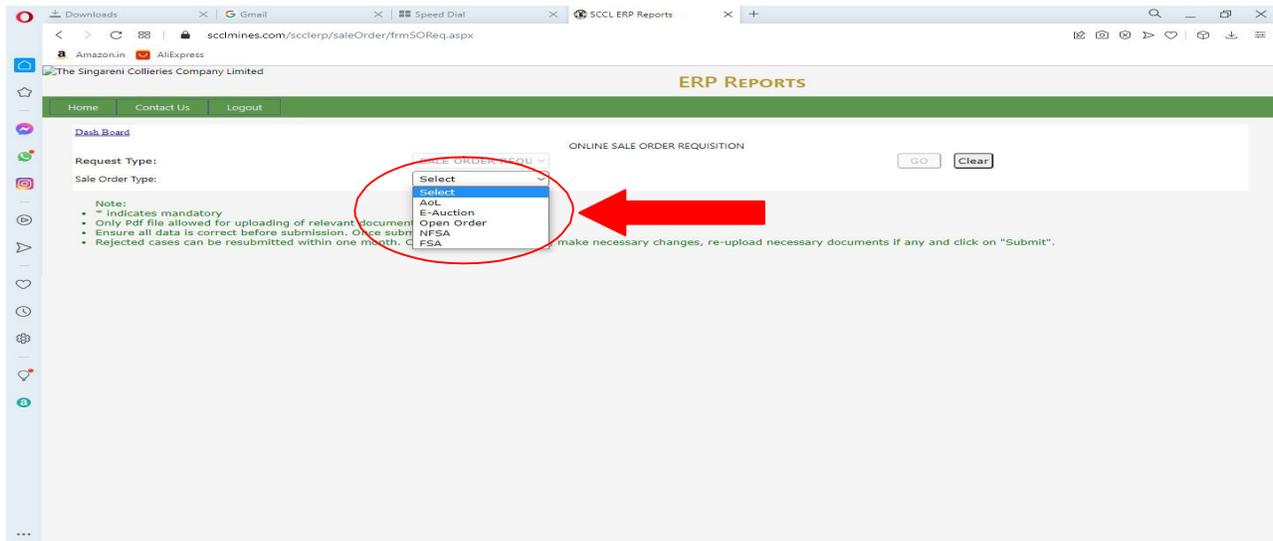
- 3) There are three request types (SALE ORDER REQUISITION/ SALE ORDER TRANSFER/CUSTOMER PAYMENT DETAILS) available in the drop down list. Select request type as desired.

a. SALE ORDER REQUEST:

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



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



iii. Fill in the details and upload 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 for the 'AOL' sale order type. The form includes various input fields for details such as Request Type, Sale Order Type, Payment Details, and Shipping/Unloading points. A red circle highlights the 'Submit' button, with a red arrow pointing to it from the right.

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU (GO) (Clear)

Sale Order Type: AOL

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: [Text Box]

Unloading Point: [Text Box]

Material: [Text Box]

UTRIRTGS No: [Text Box]

Name of the Bank: [Text Box]

Credit Control Area: Select

Remarks: [Text Box]

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".

2. E-Auction Sale order request screen

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form for the 'E-Auction' sale order type. The form includes various input fields for details such as Request Type, Sale Order Type, Payment Details, and Shipping/Unloading points. A red circle highlights the 'Submit' button, with a red arrow pointing to it from the right.

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU (GO) (Clear)

Sale Order Type: E-Auction

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

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

Date of e-Auction: 01-Jan-2021

Shipping Point: [Text Box]

Unloading Point: [Text Box]

Material: [Text Box]

UTRIRTGS No: [Text Box]

Name of the Bank: [Text Box]

Credit Control Area: Select

Remarks: [Text Box]

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".

3. Open Order request screen

ERP REPORTS

Home Contact Us Logout

Dash Board

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU

Sale Order Type: Open Order

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

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

Representative Contact No. 0

GST Returns:(Quarterly) No file chosen

Shipping Point:

Unloading Point:

Material:

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

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

ERP REPORTS

Home Contact Us Logout

Dash Board

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER REQU

Sale Order Type: NFSA

CFO/Boiler certificate validity date: 0000-00-00

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

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

Representative Contact No. 0

CFO/Boiler Certificate: No file chosen

GST Returns:(Quarterly) No file chosen

Shipping Point:

Unloading Point:

Material:

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit relevant documents for validity date extension

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

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form. The 'Request Type' is 'SALE ORDER REQU' and the 'Sale Order Type' is 'Govt. FSA'. The 'Submit' button is circled in red, and a red arrow points to it from the right. The form includes fields for 'Previous month Power (Electricity) Bills Upload', 'Form 27C', 'Mode', 'Distance (Km)', 'Quantity (t)', 'Payment Details', and 'Representative Contact No.'. A 'Note' section at the bottom provides instructions on mandatory fields, file uploads, and submission rules.

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

The screenshot shows the same 'ONLINE SALE ORDER REQUISITION' form, but with a 'Do you want to save...' dialog box open over it. The 'OK' button in the dialog is circled in red, and a red arrow points to it from the bottom. The form fields are filled with values: 'Request Type: SALE ORDER REQU!', 'Sale Order Type: AoL', 'Mode: RAIL', 'Distance (Km): 250', 'Quantity (t): 540', 'Date of payment: 01-Jan-2021', and 'Representative Contact No.: 9000000000'. The 'Submit' button is visible at the bottom of the form.

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

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form. The 'Request Type' dropdown is set to 'SALE ORDER REQUISITION'. Below the form is a table with one row of 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	GBRND	1000	5000000	RTGSNO123456	

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".

b. SALE ORDER TRANSFER:

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

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form with the 'Request Type' dropdown menu open. The dropdown menu is open, showing the following options: 'Select', 'SALE ORDER REQUISITION', 'SALE ORDER TRANSFER', and 'CUSTOMER PAYMENT DETAILS'. The 'SALE ORDER TRANSFER' option is highlighted in blue, and a red arrow points to it.

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 (GO Clear)

Sale Order Type: Select Existing sale Order No: 0

Mode: Select Shipping Point:

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

Quantity (t): 0 Material:

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

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 (GO Clear)

Sale Order Type: AoL Existing sale Order No: 1598521478

Mode: RAIL Shipping Point: Goleti CHP

Distance (Km) (Shipping point to unloading point): 350 Unloading Point: Khammam

Quantity (t): 250 Material: G15 CRR

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. 9000000000 Remarks:

Submit

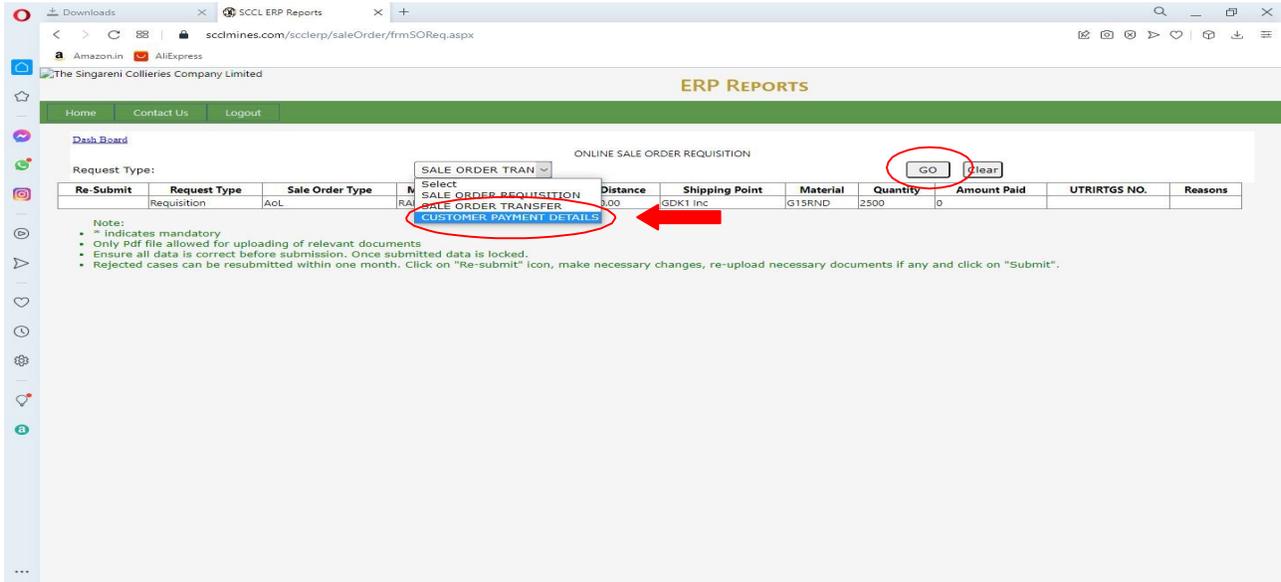
Message from webpage: Do you want to save...? OK Cancel

Note:

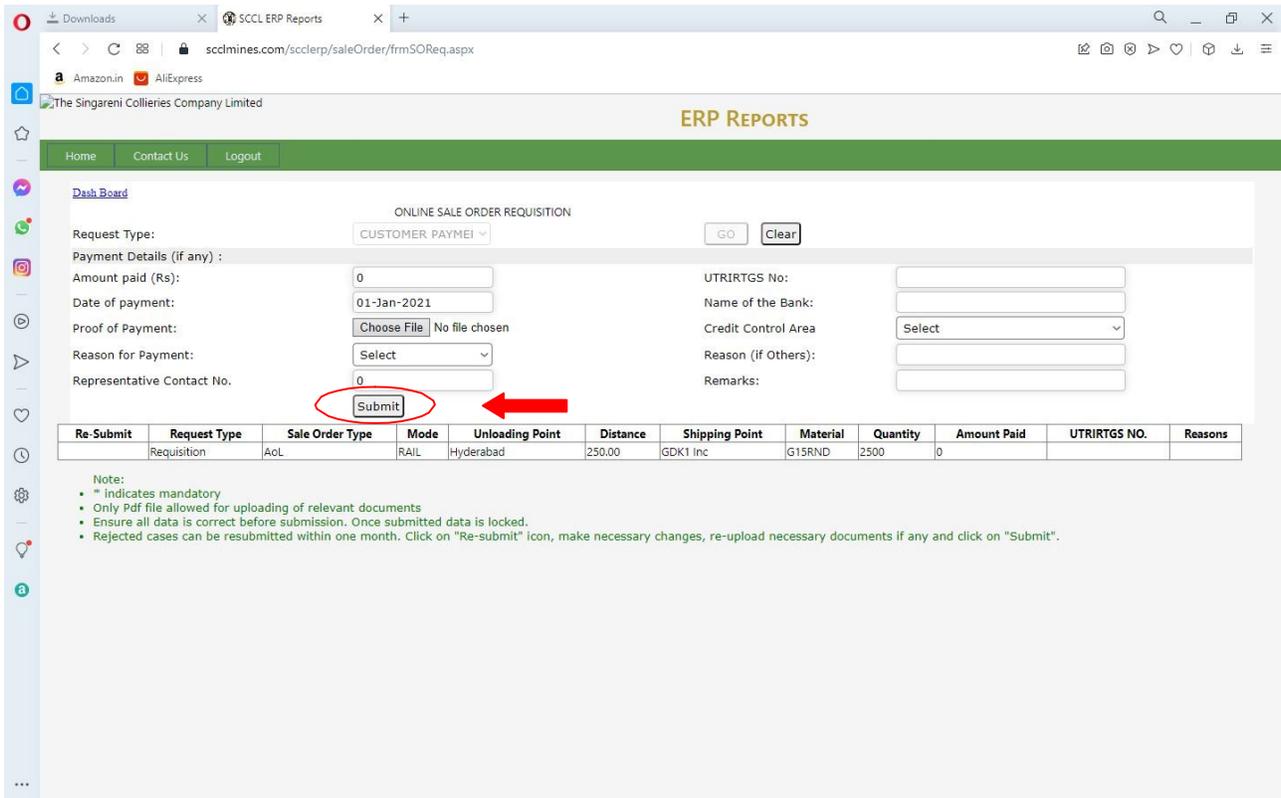
- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- Ensure all data is correct before submission. Once submitted data is locked.
- Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if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

c. CUSTOMER PAYMENT DETAILS:

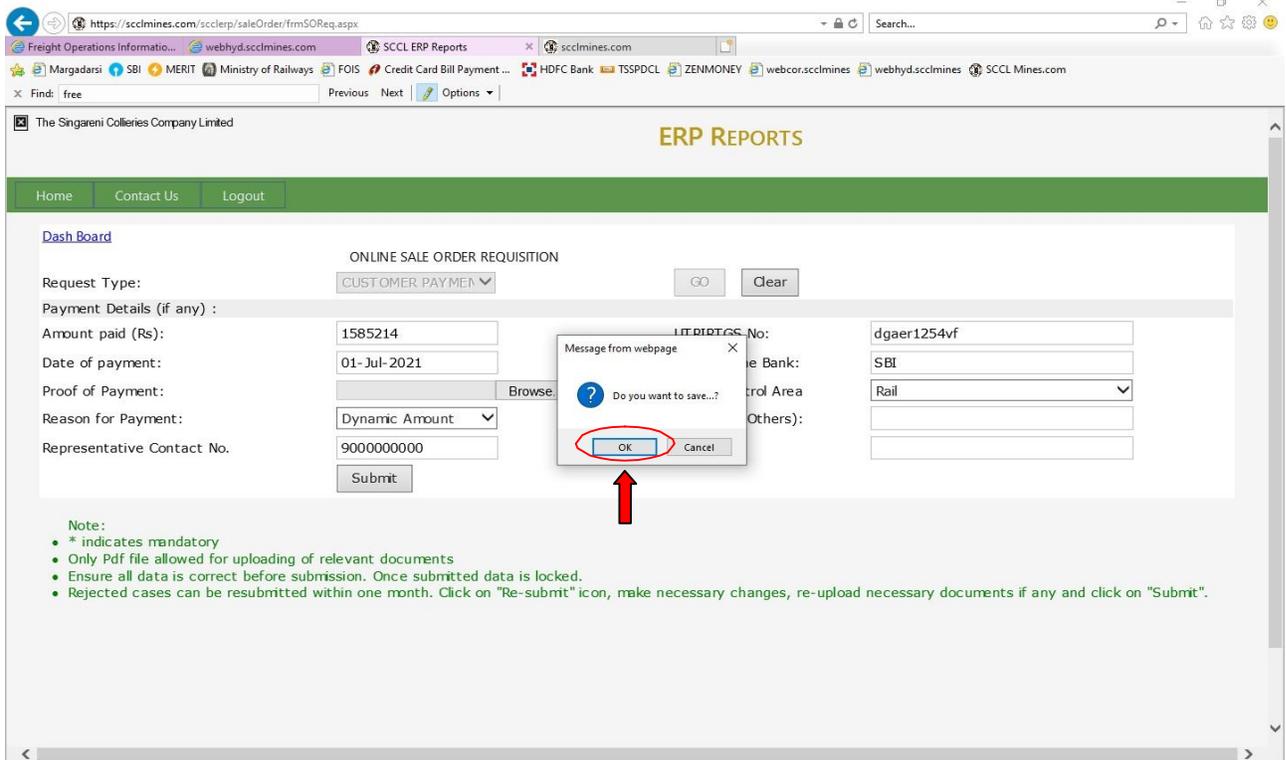
- i. Select request type "CUSTOMER PYMENT DETAILS" from the drop down list and click on "Go".



- ii. Fill in the details and submit the form.

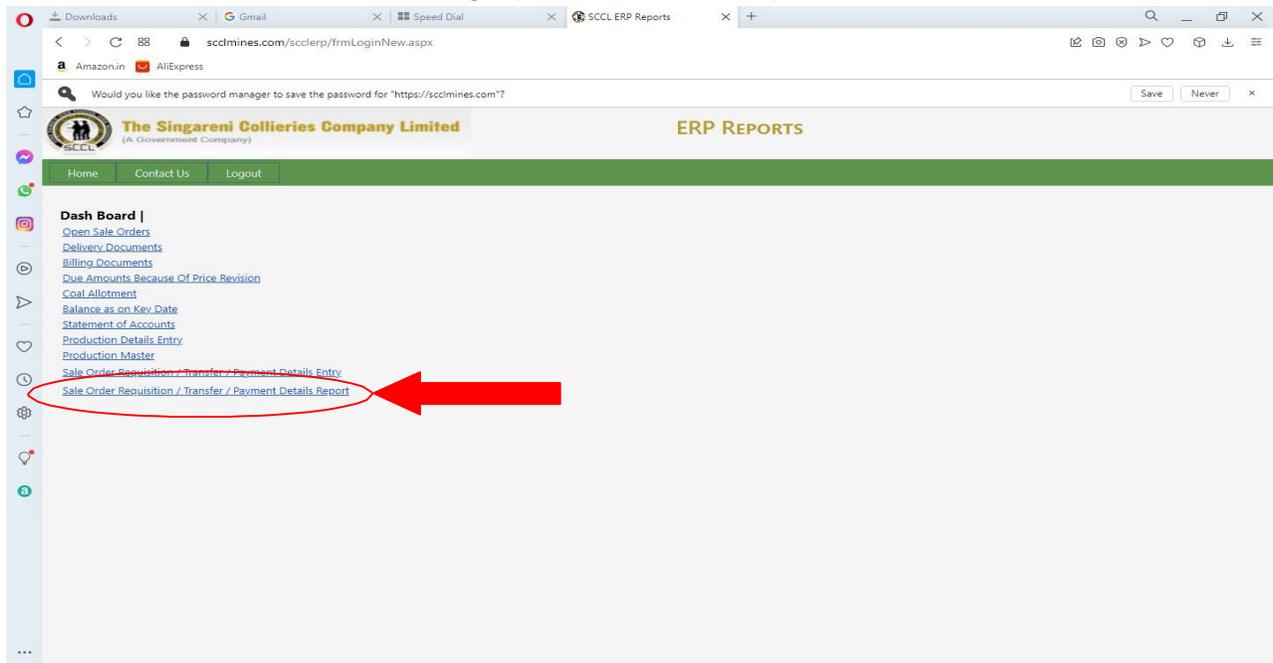


iii. Click on “ok” against the “Do you want to save” prompt as shown below:

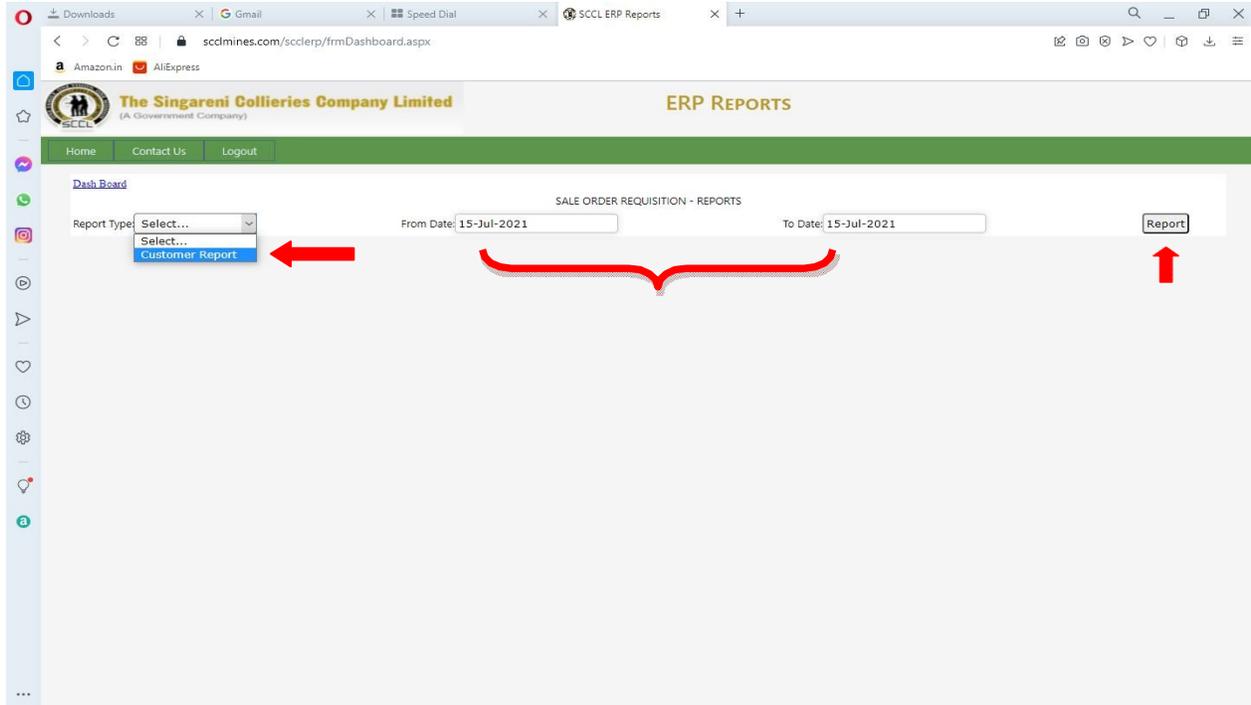


III) Step by step procedure for viewing the status of the request:

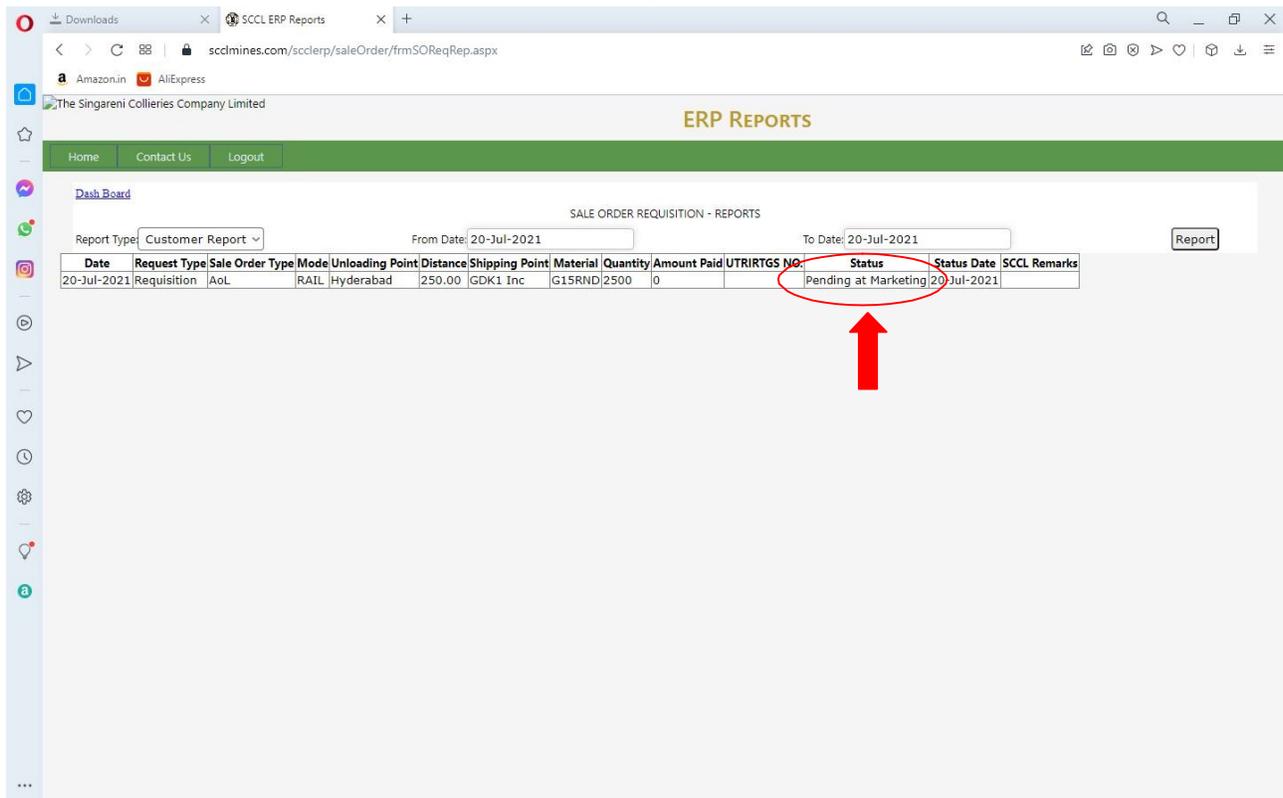
1) In the dash board, click on “sale order Requisition/ Transfer/ payment Details Report” as shown above for viewing report/status of the requests



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



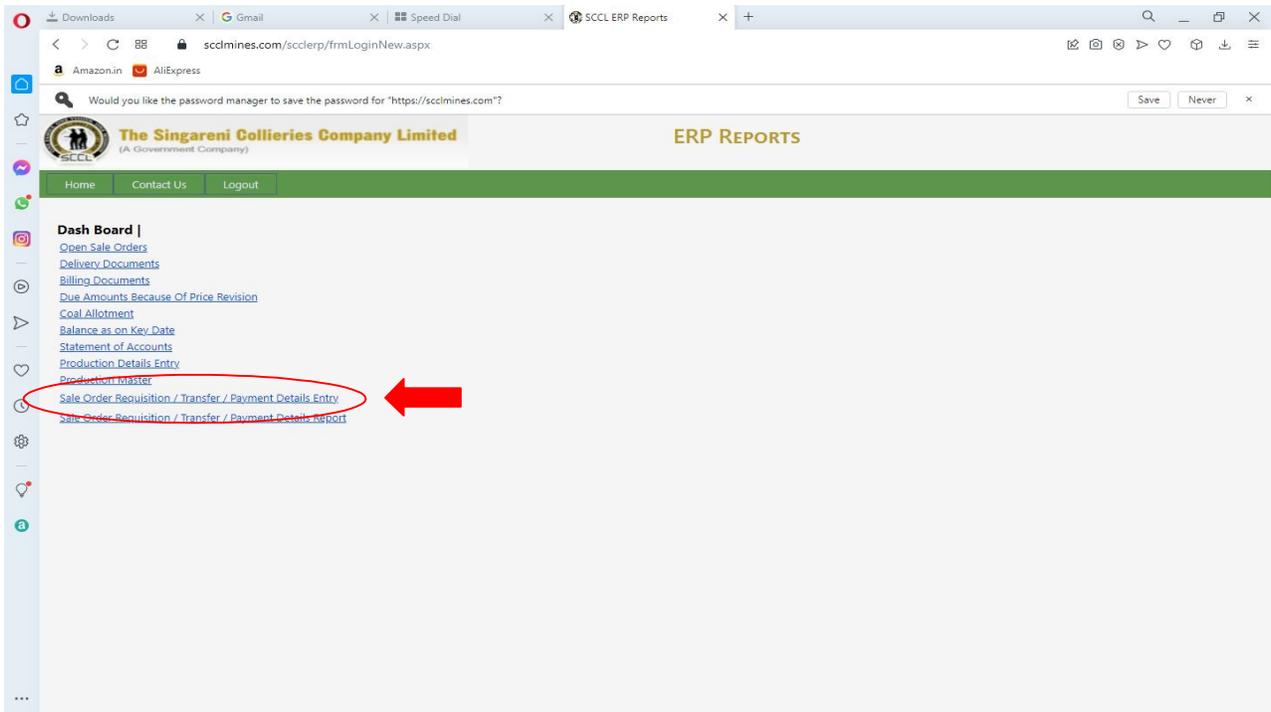
IV) Step by step procedure for resubmission of the request in case of rejection

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 displays the 'ERP REPORTS' section of the SCCL ERP system. The page title is 'SALE ORDER REQUISITION - REPORTS'. The report type is set to 'Customer Report'. The date range is from 15-Jul-2021 to 15-Jul-2021. The table below shows a single requisition 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 "√",

ERP REPORTS

ONLINE SALE ORDER REQUISITION

Request Type:

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	GBRND	1000	5000000	RTGSNO123456	coal not available at GDK 1 CHP. Please choose another shipping point.

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.

ERP REPORTS

ONLINE SALE ORDER REQUISITION

Request Type:

Sale Order Type:

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

Mode:

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

Quantity (t):

Payment Details (if any):

Amount paid (Rs):

Date of payment:

Proof of Payment: No file chosen

Representative Contact No.

Shipping Point:

Unloading Point:

Material:

UTRIRTGS No:

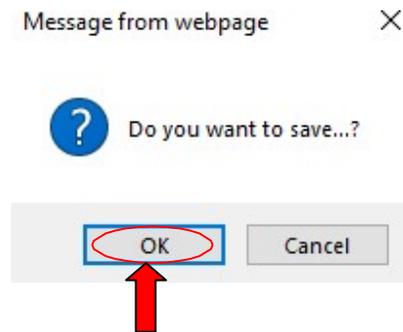
Name of the Bank:

Remarks:

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	GBRND	1000	5000000	RTGSNO123456	coal not available at GDK 1 CHP. Please choose another shipping point.

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".

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



The request will be resubmitted with changed details.

NOTE: If any problem occurs while submitting in customer portal,
kindly contact 040-23142208.