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

The mines and grades from which sale orders will be issued for the month of <u>SEPTEMBER</u> 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

 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

Т

BY ORDER

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

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

<u>Request</u>

- a) Customers need to obtain User ID for login to "Customer Corner" Portal available in SCCL officialwebsite.
- **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 1stsale 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"

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 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.

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

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

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2. E-Auction Sale order request screen

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3. Open Order request screen

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4. NFSA sale order request screen

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5. Govt FSA Sale order request screen

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

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The Singareni Collieries Co.Ltd.,

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

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

b. SALE ORDER TRANSFER:

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

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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.

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

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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".

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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 shownabove for viewing report/status of the requests

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The Singareni Collieries Co.Ltd.,

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

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

IV) <u>Step by step procedure for resubmission of the request in case of</u> rejection

1) If any request is rejected by SCCL due to any reason, the same can be seen in the customer reports asshown 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"

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1) The rejected requests of the customer during the last 30 days can be seen as below. Now Click on " $\sqrt{}$ ",



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

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

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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.