

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 UPDATION REQUEST

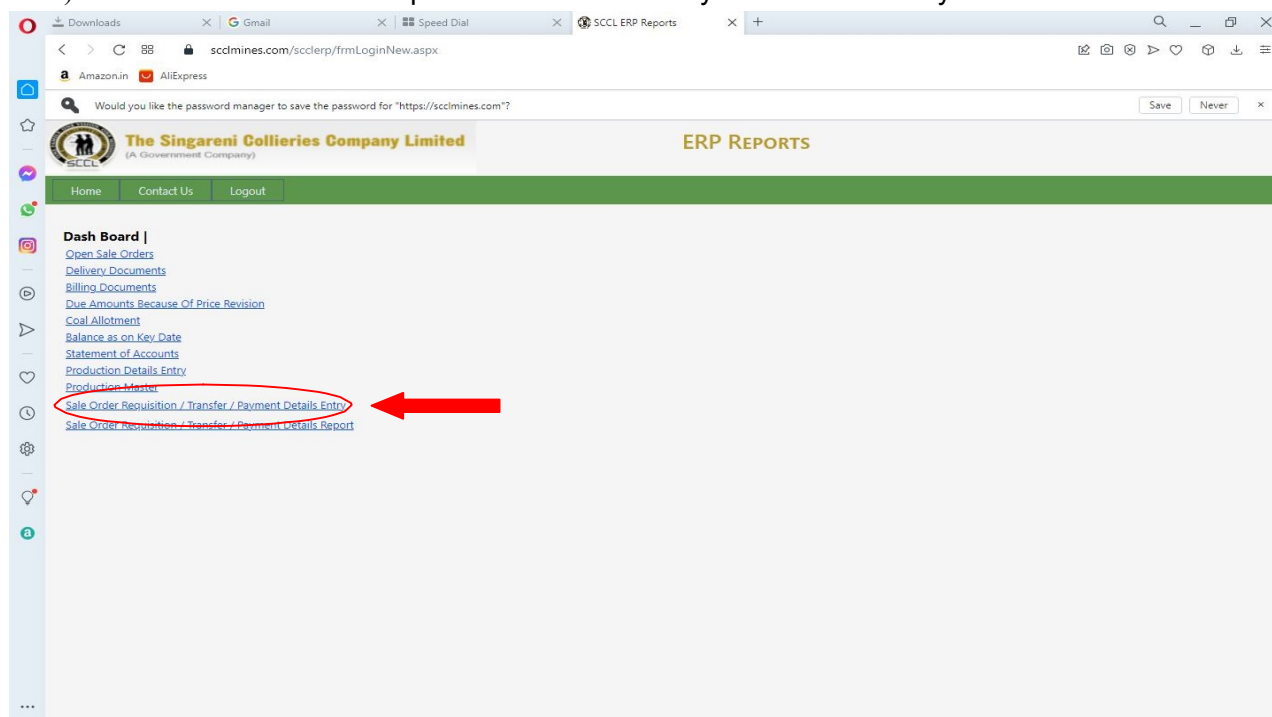
I) Pre requisites for Submission of Online Sale Order /Sale order Transfer/Payment Details Updation

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 dropdown list.

The screenshot shows the SCCL ERP Reports dashboard. The header includes the SCCL logo and 'The Singareni Collieries Company Limited (A Government Company)'. The main navigation bar has 'Home', 'Contact Us', and 'Logout'. The 'Dash Board' section is active. The 'Request Type' dropdown is open, showing options: Select, Sale, SALE ORDER REQUISITION, SALE ORDER TRANSFER, and CUSTOMER PAYMENT DETAILS. A red circle highlights the dropdown, and a red arrow points to the 'SALE ORDER REQUISITION' option. The 'ONLINE SALE ORDER REQUISITION' form is visible, with 'GO' and 'Clear' buttons. A note is displayed below the form: 'Note: * 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. Select sale order type “AOL”/ “E-AUCTION”/ “OPEN ORDER”/ “NFSA”/ “FSA” from the drop down list.

The screenshot shows the SCCL ERP Reports dashboard. The header includes the SCCL logo and 'The Singareni Collieries Company Limited (A Government Company)'. The main navigation bar has 'Home', 'Contact Us', and 'Logout'. The 'Dash Board' section is active. The 'Request Type' dropdown is open, showing options: Select, AOL, E-Auction, Open Order, NFSA, and FSA. A red circle highlights the dropdown, and a red arrow points to the 'AOL' option. The 'ONLINE SALE ORDER REQUISITION' form is visible, with 'GO' and 'Clear' buttons. A note is displayed below the form: 'Note: * 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".'

- 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 is titled 'ERP REPORTS' and includes a navigation bar with 'Home', 'Contact Us', and 'Logout'. A sidebar on the left contains various icons and a 'Dash Board' link. The form fields are organized into two columns. The left column includes: 'Request Type' (SALE ORDER REQU), '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), and 'Representative Contact No.' (0). The right column includes: 'GST Returns:(Quarterly)' (Choose File, No file chosen), 'Shipping Point:' (text input), 'Unloading Point:' (text input), 'Material:' (text input), 'UTRIRTS No:' (text input), 'Name of the Bank:' (text input), 'Credit Control Area' (Select), and 'Remarks:' (text input). A red circle highlights the 'Submit' button, and a red arrow points to it. A 'Note' section at the bottom provides instructions on how to use the form.

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: 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:

UTRIRTS 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".

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 is titled 'ERP REPORTS' and includes a navigation bar with 'Home', 'Contact Us', and 'Logout'. A sidebar on the left contains various icons and a 'Dash Board' link. The form fields are organized into two columns. The left column includes: 'Request Type' (SALE ORDER REQU), '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), and 'Representative Contact No.' (0). The right column includes: 'Date of e-Auction:' (01-Jan-2021), 'Shipping Point:' (text input), 'Unloading Point:' (text input), 'Material:' (text input), 'UTRIRTS No:' (text input), 'Name of the Bank:' (text input), 'Credit Control Area' (Select), and 'Remarks:' (text input). A red circle highlights the 'Submit' button, and a red arrow points to it. A 'Note' section at the bottom provides instructions on how to use the form.

ERP REPORTS

Home Contact Us Logout

Dash Board

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:

Unloading Point:

Material:

UTRIRTS 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".

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

Shipping Point:

Unloading Point:

Material:

UTRIRTS 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

Shipping Point:

Unloading Point:

Material:

UTRIRTS 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

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:

UTRIRTS 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".

iii. 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\scc\... Message from webpage

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

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\scc\Desktop\Tes Browse...

Shipping Point: Goleti CHP

Unloading Point: Hyderabad

Material:

UTRIRTS No:

Name of the Bank:

Credit Control Area: Select

Remarks:

Submit

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".

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

ERP REPORTS

Home Contact Us Logout

Dashboard

Request Type: SALE ORDER REQUISITION

GO Clear

Details saved

Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTR/RTGS NO.	Reasons
	Requisition	AQL	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.

ERP REPORTS

Home Contact Us Logout

Dashboard

Request Type: Select

GO Clear

Note:

- * 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.**

ERP REPORTS

Home Contact Us Logout

Dash Board

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

GO Clear

Existing sale Order No: 0

Shipping Point:

Unloading Point:

Material:

UTRIRTS 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	UTRIRTS 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:

ERP REPORTS

Home Contact Us Logout

Dash Board

ONLINE SALE ORDER REQUISITION

Request Type: SALE ORDER TRAN

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

GO Clear

Existing sale Order No: 1598521478

Shipping Point: Goleti CHP

Unloading Point: Khammam

Material: G15 CRR

UTRIRTS 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".

ERP REPORTS

Home Contact Us Logout

Dashboard

Request Type: ONLINE SALE ORDER REQUISITION

Re-Submit Request Type Sale Order Type Mode Distance Shipping Point Material Quantity Amount Paid UTRIRTGS NO. Reasons

Requisition Requisition AoL RAIL SALE ORDER REQUISITION 2500 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".

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

ERP REPORTS

Home Contact Us Logout

Dashboard

Request Type: ONLINE SALE ORDER REQUISITION

Payment Details (if any):

Amount paid (Rs): 0

Date of payment: 01-Jan-2021

Proof of Payment: Choose File No file chosen

Reason for Payment: Select

Representative Contact No. 0

Submit

UTRIRTGS No:

Name of the Bank:

Credit Control Area: Select

Reason (if Others):

Remarks:

Re-Submit Request Type Sale Order Type Mode Unloading Point Distance Shipping Point Material Quantity Amount Paid UTRIRTGS NO. Reasons

Requisition Requisition AoL RAIL Hyderabad 250.00 GDK1 INC G15RND 2500 0

Note:

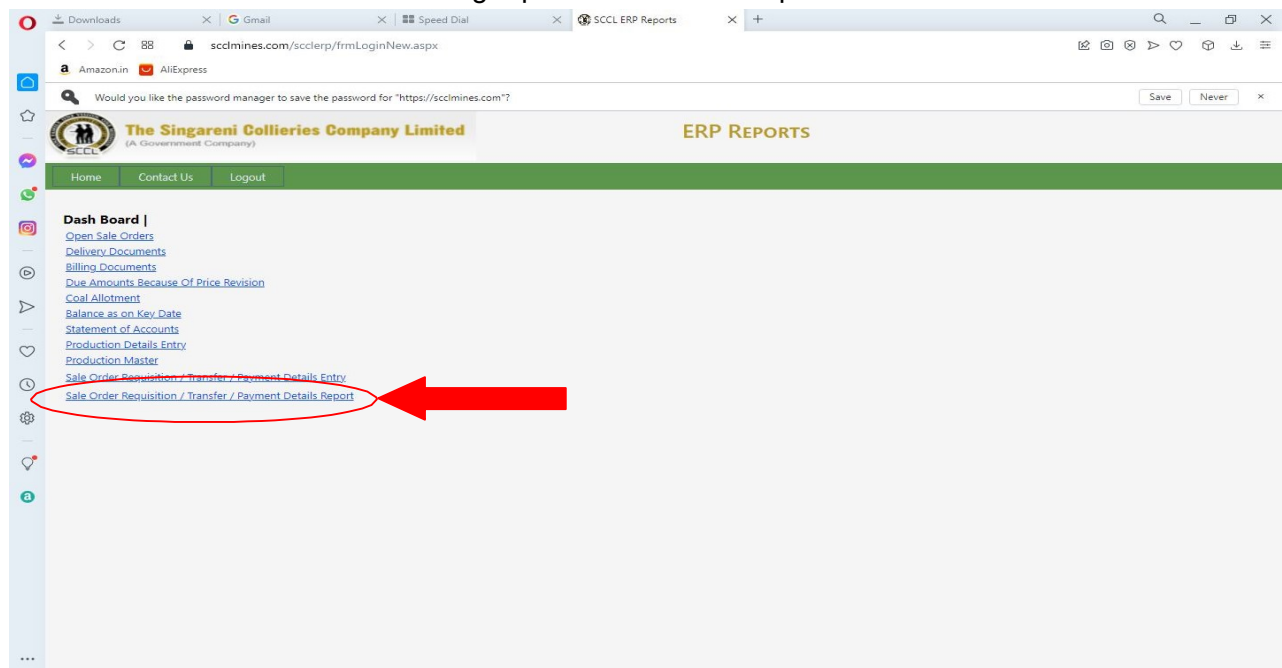
- * indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- Ensure all data is correct before submission. Once submitted data is locked.
- Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if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

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

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form in the SCCL ERP Reports system. The form includes fields for Request Type (set to CUSTOMER PAYMENT), Payment Details (Amount paid: 1585214, Date of payment: 01-Jul-2021), Proof of Payment (Browse button), Reason for Payment (Dynamic Amount), and Representative Contact No. (9000000000). A confirmation dialog box titled 'Message from webpage' is displayed over the form, asking 'Do you want to save...?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background shows the SCCL Mines website header and navigation menu.

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:

The screenshot shows the SCCL ERP Reports dashboard. The 'Report Type' dropdown is set to 'Customer Report'. The 'From Date' and 'To Date' are both set to '15-Jul-2021'. A red arrow points to the 'Report' button.

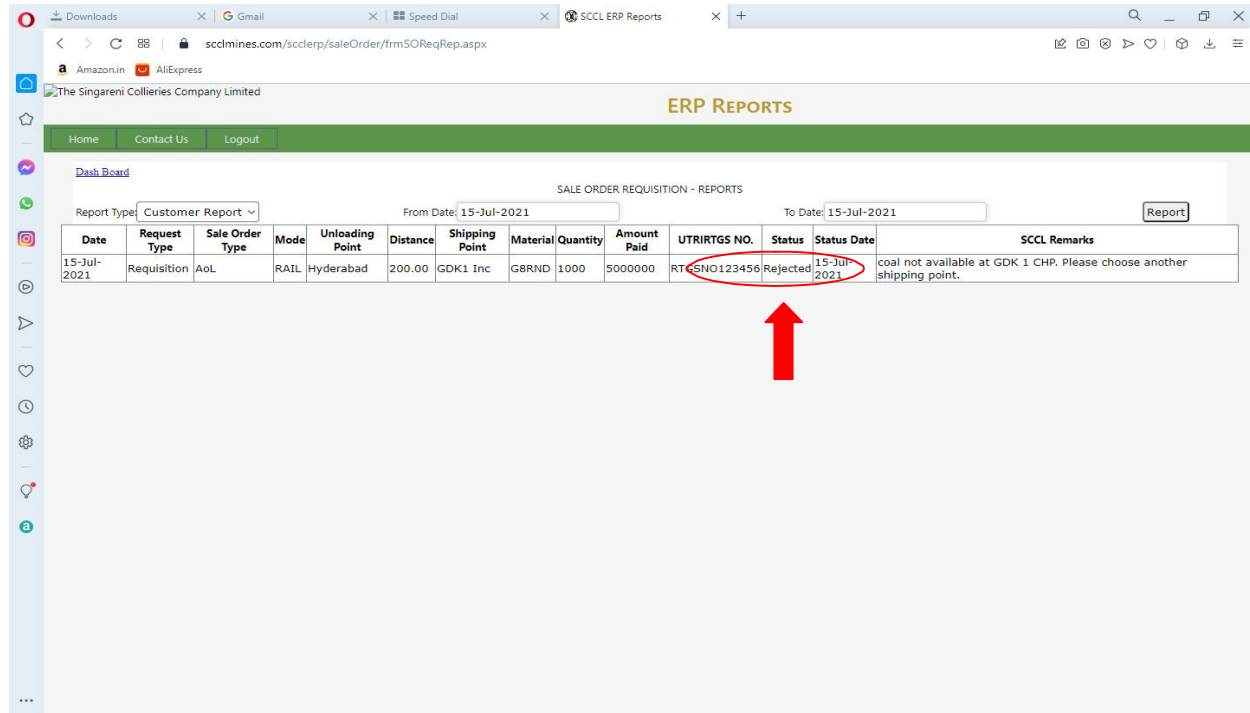
3) The detailed report & status of all the requests can be seen as below

The screenshot shows the detailed report for 'Customer Report' from 20-Jul-2021 to 20-Jul-2021. The 'Status' column is circled in red, and a red arrow points to it.

Date	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTRI	TGS NO.	Status	Status Date	SCCL Remarks
20-Jul-2021	Requisition	AoL	RAIL	Hyderabad	250.00	GDK1 Inc	G15RND	2500	0			Pending at Marketing	20-Jul-2021	

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:

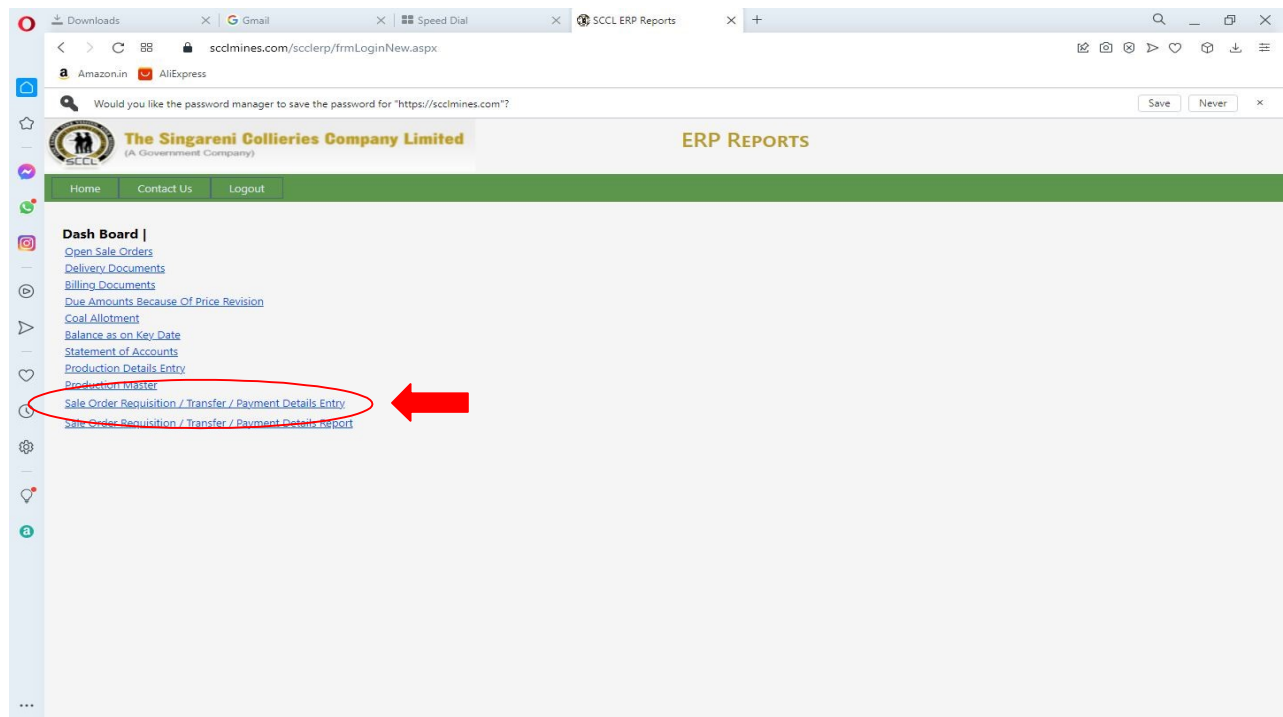


The screenshot displays the SCCL ERP Reports interface. The page title is "ERP REPORTS". The navigation bar includes "Home", "Contact Us", and "Logout". The main content area is titled "SALE ORDER REQUISITION - REPORTS". It features a "Report Type" dropdown set to "Customer Report", "From Date" and "To Date" filters both set to "15-Jul-2021", and a "Report" button. Below these filters is a table with the following data:

Date	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTR/RTGS NO.	Status	Status Date	SCCL Remarks
15-Jul-2021	Requisition	AoL	RAIL	Hyderabad	200.00	GDK1 Inc	G8RND	1000	5000000	RT-SNO123456	Rejected	15-Jul-2021	coal not available at GDK 1 CHP. Please choose another shipping point.

A red arrow points to the "Rejected" status in the table.

- 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

Home Contact Us Logout

Dash Board

Request Type: ONLINE SALE ORDER REQUISITION

Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTR/RTGS 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

Home Contact Us Logout

Dash Board

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.

GST Returns: (Quarterly) No file chosen

Shipping Point:

Unloading Point:

Material:

UTR/RTGS No:

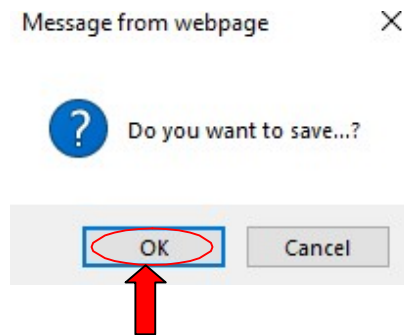
Name of the Bank:

Remarks:

Re-Submit	Request Type	Sale Order Type	Mode	Unloading Point	Distance	Shipping Point	Material	Quantity	Amount Paid	UTR/RTGS 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.