

SALE ORDER POLICY FOR THE MONTH OF DECEMBER- 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 **DECEMBER 2021** as per the eligibility is as follows:

GRADE	MINE
G7 RND	Only from RCHP,PVK.5 KGM Area & SRP-3&3A, IK OC (Costplus price)-SRP Area
G7 CRR	Kistaram-Sathupalli
G7 SLK	RCHP,PVK.5
G10 ROM	GDK.7LEP (2106) & RK-5 (3401)
G11 CRR	RGOC3-Phase-2-RG2(2207), Adriyala – ALP 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 **31.12.2021** STRICTLY FOLLOWED. SALE ORDER WILL NOT BE ISSUED AFTER THIS DATE.

DT: 01.12.2021

BY ORDER

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

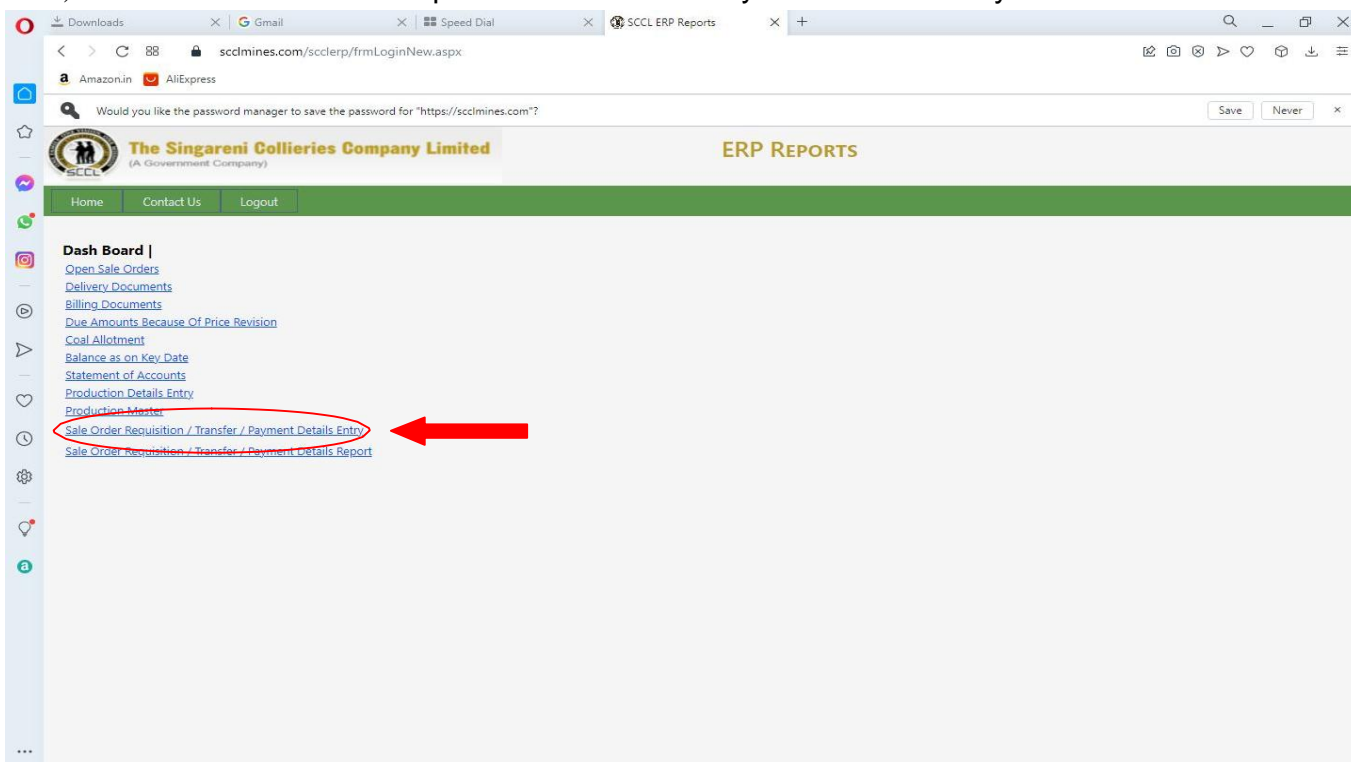
I) Pre requisites for Submission of Online Sale Order /Sale order Transfer/Payment Details Updation

Request

- Customers need to obtain User ID for login to “Customer Corner” Portal available in SCCL official website.
- Updation of Previous month Production details of the firm in the “Customer Corner” by all except E-Auction customers.
- Scanned copy of “Previous month electricity bill” (PDF format only) (for 1st sale order request of every month except for E-Auction sale order)
- 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.
- Scanned copy of “GST returns” (PDF format only) (for 1st sale order request of every quarter)
- Scanned copy of “bid sheet” (PDF format only) in case of E-Auction sale order request.

II) Step by step Procedure for raising request

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



- 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 text 'The Singareni Collieries Company Limited (A Government Company)'. The main navigation bar has 'Home', 'Contact Us', and 'Logout' links. The 'Dash Board' link is active. The 'Request Type' dropdown menu is open, showing the following options: 'Select', 'SALE ORDER REQUISITION', 'SALE ORDER TRANSFER', and 'CUSTOMER PAYMENT DETAILS'. A red circle highlights the dropdown menu, 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 text 'The Singareni Collieries Company Limited (A Government Company)'. The main navigation bar has 'Home', 'Contact Us', and 'Logout' links. The 'Dash Board' link is active. The 'Request Type' dropdown menu is open, showing the following options: 'Select', 'AOL', 'E-Auction', 'Open Order', 'NFSA', and 'FSA'. A red circle highlights the dropdown menu, 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 in the SCCL ERP Reports system. The 'Request Type' is set to 'AOL'. The 'Sale Order Type' is also 'AOL'. The 'Previous month Power (Electricity) Bills Upload' and 'Form 27C (for other than traders only)' fields are both set to 'Choose File' with 'No file chosen'. The 'Mode' is set to 'Select'. The 'Distance (Km) (Shipping point to unloading point)' and 'Quantity (t)' are both set to '0'. The 'Payment Details (if any)' section includes 'Amount paid (Rs):' set to '0', 'Date of payment:' set to '01-Jan-2021', 'Proof of Payment:' set to 'Choose File' with 'No file chosen', and 'Representative Contact No.' set to '0'. The 'Submit' button is circled in red with a red arrow pointing to it. The 'GST Returns:(Quarterly)' field is set to 'Choose File' with 'No file chosen'. The 'Shipping Point:', 'Unloading Point:', and 'Material:' fields are empty. The 'UTRIRTS No:', 'Name of the Bank:', 'Credit Control Area' (set to 'Select'), and 'Remarks:' fields are also empty. A 'Note' section at the bottom provides instructions on mandatory fields, file uploads, and submission rules.

ERP REPORTS

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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

Submit

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 in the SCCL ERP Reports system, configured for an 'E-Auction'. The 'Request Type' is set to 'E-Auction'. The 'Sale Order Type' is also 'E-Auction'. The 'GST Returns:(Quarterly)' field is set to 'Choose File' with 'No file chosen'. The 'Bid Sheet Upload:' and 'Form 27C (for other than traders only)' fields are both set to 'Choose File' with 'No file chosen'. The 'Mode' is set to 'Select'. The 'Distance (Km) (Shipping point to unloading point)' and 'Quantity (t)' are both set to '0'. The 'Payment Details (if any)' section includes 'Amount paid (Rs):' set to '0', 'Date of payment:' set to '01-Jan-2021', 'Proof of Payment:' set to 'Choose File' with 'No file chosen', and 'Representative Contact No.' set to '0'. The 'Submit' button is circled in red with a red arrow pointing to it. The 'Date of e-Auction:' is set to '01-Jan-2021'. The 'Shipping Point:', 'Unloading Point:', and 'Material:' fields are empty. The 'UTRIRTS No:', 'Name of the Bank:', 'Credit Control Area' (set to 'Select'), and 'Remarks:' fields are also empty. A 'Note' section at the bottom provides instructions on mandatory fields, file uploads, and submission rules.

ERP REPORTS

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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

Submit

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

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form in the SCCL ERP Reports system. The form is titled 'ERP REPORTS' and includes a navigation bar with 'Home', 'Contact Us', and 'Logout'. The form fields are organized into two columns. The left column contains fields for 'Request Type' (set to 'SALE ORDER REQU'), 'Sale Order Type' (set to 'Open Order'), 'Previous month Power (Electricity) Bills Upload' (with 'Choose File' and 'No file chosen'), 'Form 27C (for other than traders only)' (with 'Choose File' and 'No file chosen'), 'Mode' (set to 'Select'), 'Distance (Km) (Shipping point to unloading point):' (set to '0'), 'Quantity (t):' (set to '0'), 'Payment Details (if any) :', 'Amount paid (Rs):' (set to '0'), 'Date of payment:' (set to '01-Jan-2021'), 'Proof of Payment:' (with 'Choose File' and 'No file chosen'), and 'Representative Contact No.' (set to '0'). The right column contains fields for 'GST Returns:(Quarterly)' (with 'Choose File' and 'No file chosen'), 'Shipping Point:', 'Unloading Point:', 'Material:', 'UTRIRTS No:', 'Name of the Bank:', 'Credit Control Area' (set to 'Select'), and 'Remarks:'. A red circle highlights the 'Submit' button, and a red arrow points to it. Below the form, a 'Note' section 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".'

4. NFSA sale order request screen

The screenshot shows the 'ONLINE SALE ORDER REQUISITION' form in the SCCL ERP Reports system, specifically for the 'NFSA' (National Food Security Act) section. The form is titled 'ERP REPORTS' and includes a navigation bar with 'Home', 'Contact Us', and 'Logout'. The form fields are organized into two columns. The left column contains fields for 'Request Type' (set to 'SALE ORDER REQU'), 'Sale Order Type' (set to 'NFSA'), 'CFO/Boiler certificate validity date:' (set to '0000-00-00'), 'Previous month Power (Electricity) Bills Upload' (with 'Choose File' and 'No file chosen'), 'Form 27C (for other than traders only)' (with 'Choose File' and 'No file chosen'), 'Mode' (set to 'Select'), 'Distance (Km) (Shipping point to unloading point):' (set to '0'), 'Quantity (t):' (set to '0'), 'Payment Details (if any) :', 'Amount paid (Rs):' (set to '0'), 'Date of payment:' (set to '01-Jan-2021'), 'Proof of Payment:' (with 'Choose File' and 'No file chosen'), and 'Representative Contact No.' (set to '0'). The right column contains fields for 'CFO/Boiler Certificate:' (with 'Choose File' and 'No file chosen'), 'GST Returns:(Quarterly)' (with 'Choose File' and 'No file chosen'), 'Shipping Point:', 'Unloading Point:', 'Material:', 'UTRIRTS No:', 'Name of the Bank:', 'Credit Control Area' (set to 'Select'), and 'Remarks:'. A red circle highlights the 'Submit' button, and a red arrow points to it. Below the form, a 'Note' section 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"'. A red text message 'Submit relevant documents for validity date extension' is displayed above the 'Submit' button.

5. Govt FSA Sale order request screen

ERP REPORTS

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[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

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[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\sccl\Desktop\Tes

Form 27C (for other than traders only): C:\Users\sccl\Desktop\Tes

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\sccl\Desktop\Tes Browse...

Shipping Point: Goleti CHP

Unloading Point: Hyderabad

Material: Goleti CHP

UTRIRTS No.: Goleti CHP

Name of the Bank: Goleti CHP

Credit Control Area: Select

Remarks: Goleti CHP

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".

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

ERP REPORTS

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Dash Board

Request Type: SALE ORDER REQUISITION

Sale Order Type: Select

GO Clear

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	G8RND	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

Dash Board

Request Type: Select

GO Clear

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. **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

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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:
 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

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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

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

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Dash Board

Request Type: ONLINE SALE ORDER REQUISITION

Select SALE ORDER TRAN: SALE ORDER REQUISITION, SALE ORDER TRANSFER, CUSTOMER PAYMENT DETAILS (circled in red)

Distance: 250.00, Shipping Point: GDK1 Inc, Material: G15RND, Quantity: 2500, Amount Paid: 0

GO (circled in red), Clear

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".

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		

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

ERP REPORTS

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Dash Board

Request Type: ONLINE SALE ORDER REQUISITION

CUSTOMER PAYMENT DETAILS

GO, Clear

Payment Details (if any):

Amount paid (Rs): 0, UTRIRTS No: , Name of the Bank: , Credit Control Area: Select, Reason (if Others): , Remarks: ,

Date of payment: 01-Jan-2021

Proof of Payment: Choose File, No file chosen

Reason for Payment: Select

Representative Contact No.: 0

Submit (circled in red)

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:

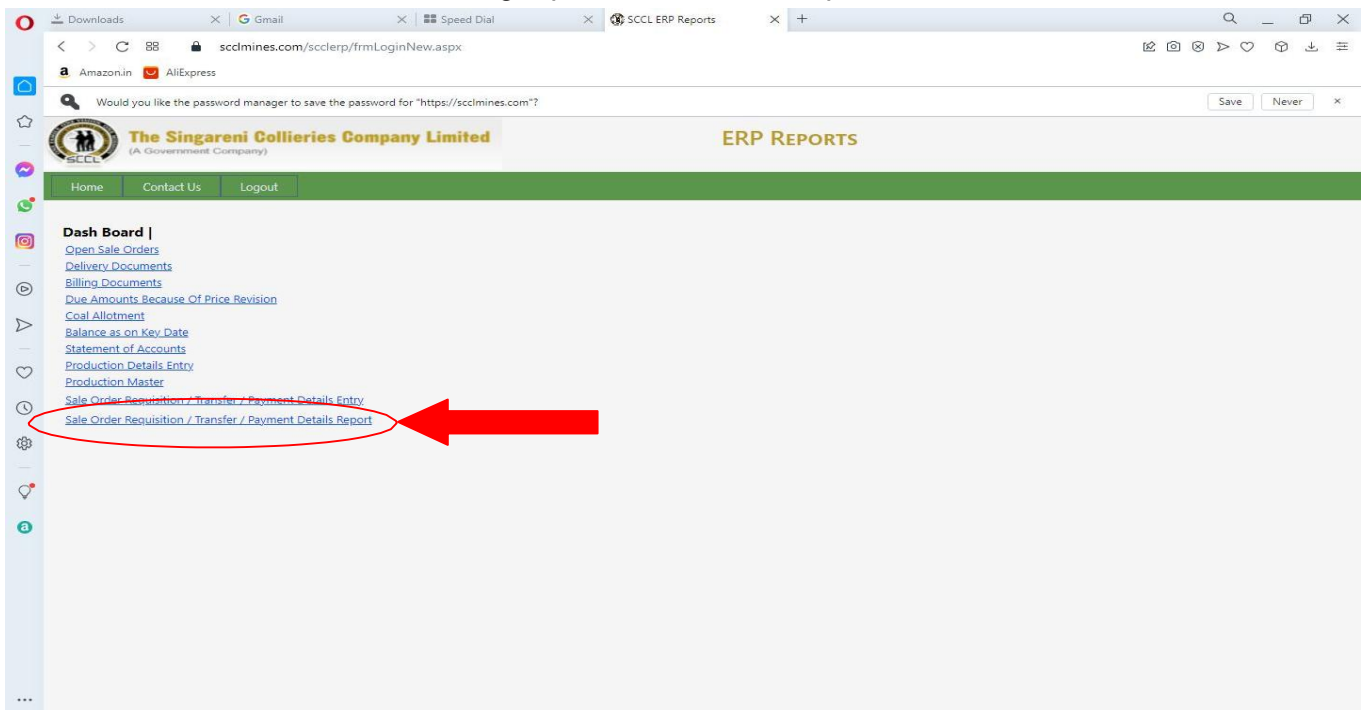
- * Indicates mandatory
- Only Pdf file allowed for uploading of relevant documents
- Ensure all data is correct before submission. Once submitted data is locked.
- Rejected cases can be resubmitted within one month. Click on "Re-submit" icon, make necessary changes, re-upload necessary documents if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

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

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), Amount paid (1585214), Date of payment (01-Jul-2021), Proof of Payment (Browse), Reason for Payment (Dynamic Amount), and Representative Contact No. (9000000000). A 'Submit' button is at the bottom. A modal dialog box titled 'Message from webpage' is displayed in the center, asking 'Do you want to save...?' with 'OK' and 'Cancel' buttons. A red circle highlights the 'OK' button, and a red arrow points to it. Below the form, a 'Note' section contains 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".'

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 'ERP REPORTS' section of the SCCL ERP system. The 'Report Type' dropdown is set to 'Customer Report'. The 'From Date' is '15-Jul-2021' and the 'To Date' is '15-Jul-2021'. A red bracket highlights the date range, and a red arrow points to the 'Report' button.

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

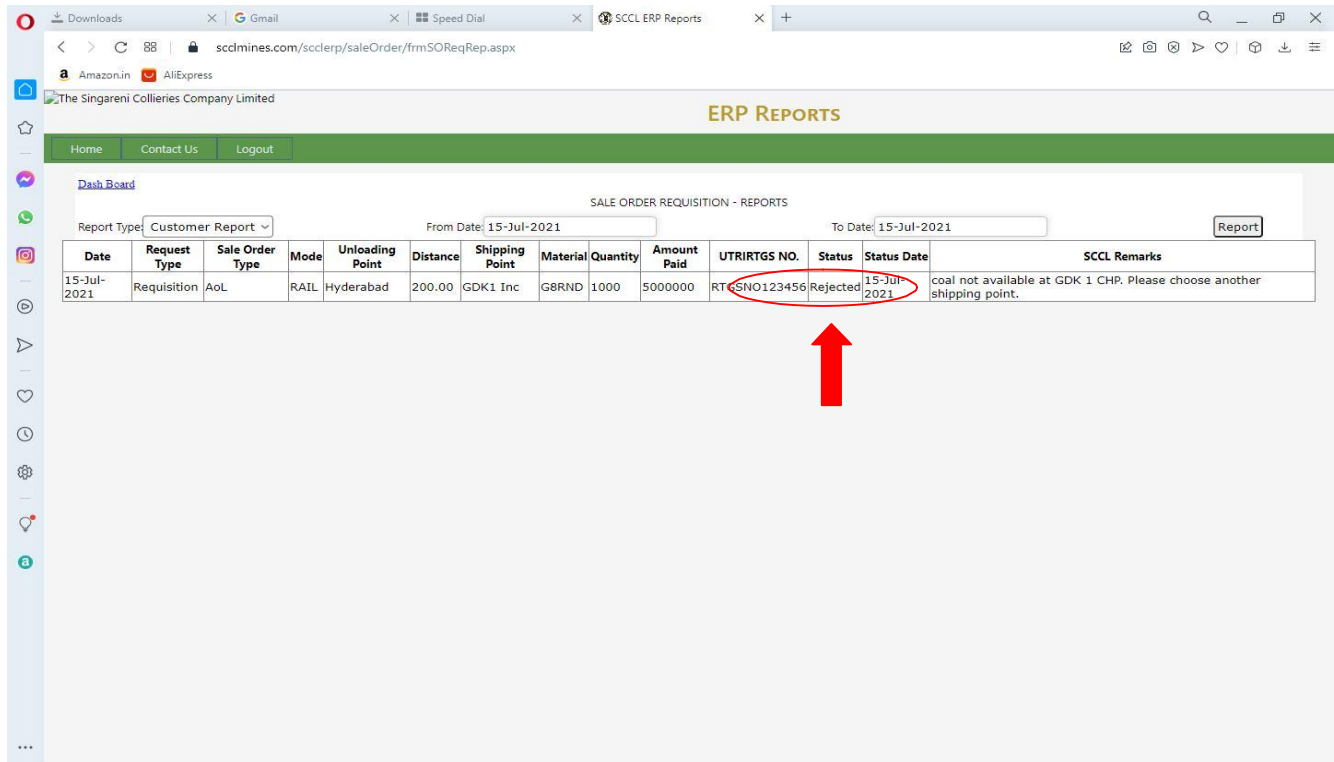
The screenshot shows the detailed report for the 'Customer Report'. The table displays the following data:

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

A red circle highlights the 'Status' column, and a red arrow points to it.

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 'SALE ORDER REQUISITION - REPORTS' table is shown with filters for 'Report Type' (Customer Report), 'From Date' (15-Jul-2021), and 'To Date' (15-Jul-2021). The table contains one row 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	AOI	RAIL	Hyderabad	200.00	GDK1 Inc	G8RND	1000	5000000	RTGSNO123456	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”

Downloads | Gmail | Speed Dial | SCCL ERP Reports

sclmines.com/scclerp/frmLoginNew.aspx

Amazon.in | AliExpress

Would you like the password manager to save the password for "https://sclmines.com"? [Save] [Never]

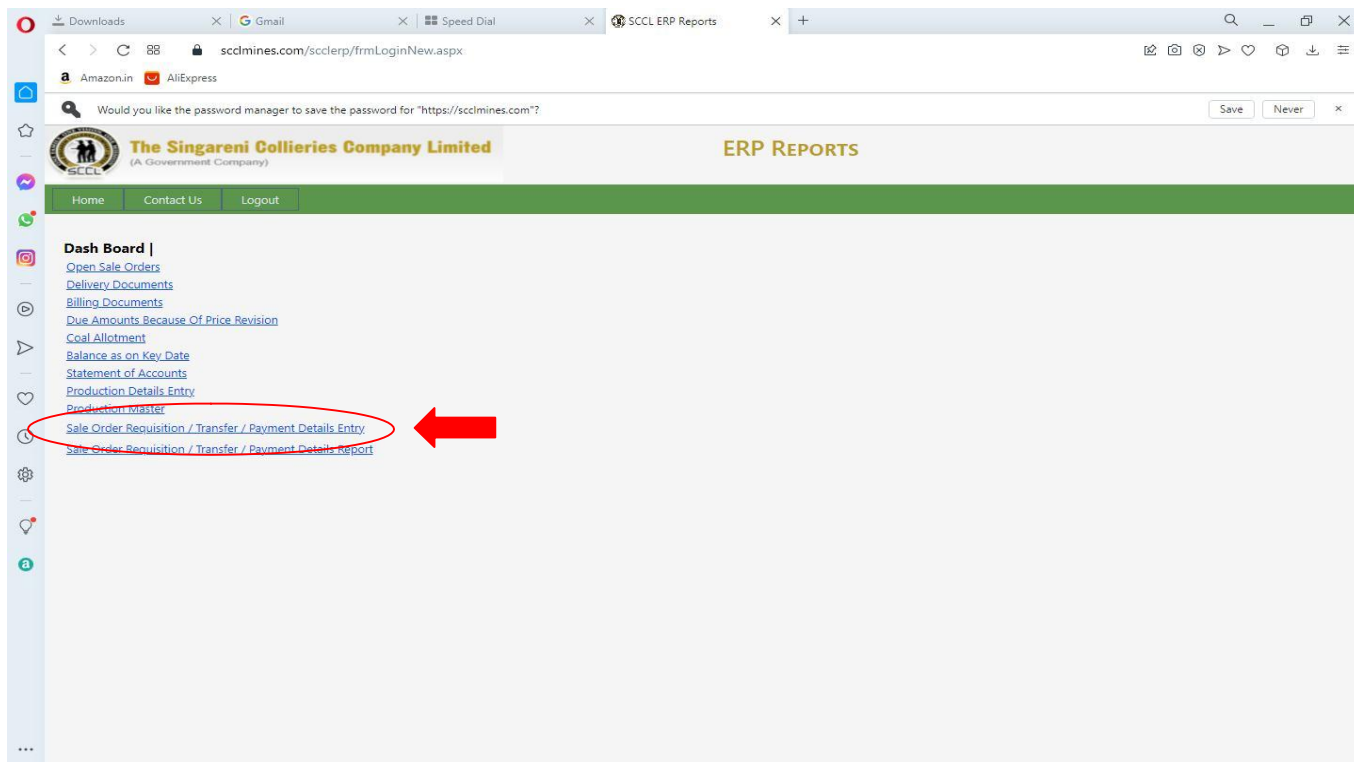
The Singareni Collieries Company Limited
(A Government Company)

ERP REPORTS

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Dash Board |

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- [Delivery Documents](#)
- [Billing Documents](#)
- [Due Amounts Because Of Price Revision](#)
- [Coal Allotment](#)
- [Balance as on Key Date](#)
- [Statement of Accounts](#)
- [Production Details Entry](#)
- [Production Master](#)
- [Sale Order Requisition / Transfer / Payment Details Entry](#)
- [Sale Order Requisition / Transfer / Payment Details Report](#)



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

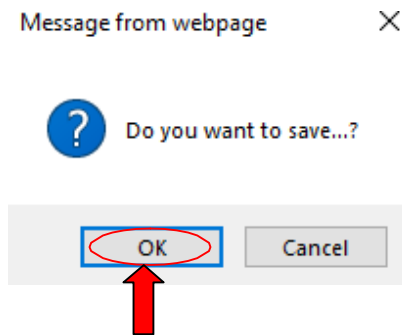
The screenshot shows the SCCL ERP Reports dashboard. At the top, there's a header for 'The Singareni Collieries Company Limited' and 'ERP REPORTS'. Below this is a navigation bar with 'Home', 'Contact Us', and 'Logout'. The main content area is titled 'Dash Board' and 'ONLINE SALE ORDER REQUISITION'. It features a 'Request Type' dropdown menu and 'GO' and 'Clear' buttons. Below this is a table with columns: 'Re-submit', 'Request Type', 'Sale Order Type', 'Mode', 'Unloading Point', 'Distance', 'Shipping Point', 'Material', 'Quantity', 'Amount Paid', 'UTRIRTS NO.', and 'Reasons'. The first row shows a rejected request with a green checkmark in the 'Re-submit' column, which is circled in red. A red arrow points to this checkmark. The 'Reasons' column for this row states: 'coal not available at GDK 1 CHP. Please choose another shipping point.' Below the table, there is a 'Note' section with instructions.

- 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. It contains various input fields for 'Request Type', 'Sale Order Type', 'Previous month Power (Electricity) Bills Upload', 'Mode', 'Distance (Km)', 'Quantity (t)', 'Payment Details', 'Amount paid', 'Date of payment', 'Proof of Payment', 'Representative Contact No.', 'GST Returns', 'Shipping Point', 'Unloading Point', 'Material', 'UTRIRTS No.', 'Name of the Bank', and 'Remarks'. The 'Mode' field is set to 'ROAD' and the 'Shipping Point' is 'SRP 5 Inc', both of which are circled in red. The 'Submit' button at the bottom of the form is also circled in red, with a red arrow pointing to it. Below the form is a table with columns: 'Re-submit', 'Request Type', 'Sale Order Type', 'Mode', 'Unloading Point', 'Distance', 'Shipping Point', 'Material', 'Quantity', 'Amount Paid', 'UTRIRTS NO.', and 'Reasons'. The first row shows a rejected request with a green checkmark in the 'Re-submit' column, which is circled in red. A red arrow points to this checkmark. The 'Reasons' column for this row states: 'coal not available at GDK 1 CHP. Please choose another shipping point.' Below the table, there is a 'Note' section with instructions.

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