Vendor user manual

Creation of Advance Shipment Notification (ASN)

vedanta

Left panel (Start menu)

- FortiClient
- Mblaze_Home
- Snipping Tool
- Sticky Notes ▶
- Getting Started ▶
- Connect to a Projector
- Calculator
- Lenovo ThinkVantage Tools ▶
- Lenovo Device Experience
- Paint
- ▶ All Programs

Search programs and files

Shut down ▶

Right column:
- Swati Vijayvergiya
- Documents
- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support
- Run...

2. Click on All programs

1. Go to the start menu of your computer

Right panel (All Programs)

- Acrobat.com
- Adobe Reader 9
- Business-in-a-Box Installer
- Default Programs
- Desktop Gadget Gallery
- Free Skype voice and video calls
- Internet Explorer
- Lenovo Device Experience
- Lenovo ThinkVantage Tools
- Windows Anytime Upgrade
- Windows DVD Maker
- Windows Fax and Scan
- Windows Live Mail
- Windows Live Messenger
- Windows Live Movie Maker
- Windows Live Photo Gallery
- Windows Media Center
- Windows Media Player
- Windows Update
- XPS Viewer

◀ Back

Search programs and files

3. Click on Internet Explorer

*Please do not use Chrome or Mozilla fire fox, use only Internet Explorer

Ways to access HZL-SRM site

http://www.hzlindia.com/vendors.aspx

Hindustan Zinc Limited - H...

File   Edit   View   Favorites   Tools   Help

1. Type below address in the address bar
www.hzlindia.com/vendors.aspx

vedanta   Q Search   Go   Contact Us   A-   A+   HINDUSTAN ZINC LIMITED

About Us   Operations   Products   Investor Relations   Sustainable Development   People   News & Media

Aiming Beyond Compliance

HZL Vendor Zone
Welcome to the Vendor Zone of Hindustan Zinc Limited. Here, you will be able to Register (If you are a new Vendor), login to your Self Service Portal and view Tenders and Requirements. You will also find various useful documents under Important Documents link.

2. Click on existing vendor login

Announcements

EOI for Service Providers for Requirement For Logistic Service Providers

EOI for Service Providers for Plant Operations, Maintenance and Mining Services

EOI for Requirement of Logistic Service Providers

EOI for EPC Contractors for

New Vendor Registration

Please use this link to Register as a New Vendor in HZL System.

Exisiting Vendor Login

Please use your existing User ID and Password to access your Self Service Portal.

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SAP NetWeaver

User: *

Password: *

Log On

Change Password   Password Forgotten

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1. Give your user ID here (In case you have forgotten your User ID, please contact your HZL buyer)

2. Give your password

3. If you forgot your password please click here

If you clicked on "Password forgotten" then following screen will be opened-

https://srm.hzlmetals.com:8200/sap/bc/webdynpro/sap/zsrmwd_fgt_password?sap-return-url:

Hindustan Zinc Limited - Home | Forgot Password Reset Fun... X

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▼ | Logon (2) | Logon | Web Slice Gallery ▼ | IRCTC | OmniFlow

Login ID: [   ]

E-Mail: [   ]

Submit   Cancel

1. Give your User ID here

2. Type your registered E-mail ID

3. Click on submit

After clicking on submit system will send a new password to your email ID given above and You can use that password in login window.

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RFx Response Overview [X]

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▼   Logon (2)   Logon   Web Slice Gallery ▼   IRCTC   OmniFlow   Process Manager   QlikView   Shabdkosh

SAP Supplier Relationship Management

> **1. Click on purchase order**

| Bid Invitations | Administration | Confirmations | Invoices and Credit Memos | Messages | Notifications from Purchaser | Purchase Orders |

| All | **New** | Changed | In Process | Confirmed | Partially Confirmed | Rejected | Canceled |

> **2. Click on New**

◀List of Purchase Orders

List of New Purchase Orders

[Print] [Download]

Purchase Order No.	Name	Date
4100078674	PO	05.05.2016
5100018792	PO	04.05.2016
4100078557	PO	21.12.2015
4100078551	PO	19.12.2015

> **3. Select relevant PO from list**

After selecting PO first step need to be confirmed a PO before create ASN.

After selecting the PO following screen will be opened

Purchase Order: 4100078674

Process | Display Document Flow | Print | Download

Communication and Collaboration

1. Click on process

General Information

Basic Data

Purchase Order ID:	4100078674
Number:	6000001879
Name:	PO
Date:	05.05.2016
Status:	New

3. Click on this button or you may also confirm all line items of PO in one shot

2. Check PO quantity before confirm

Item Overview

Confirm All Items | Reset All Items

Number	Confirm	Short Text	Product	PO Quantity
10	✅	BOLT,CSK,AH,FTS,CL	203151212000	200 NOS

Purchase Order: 4100078674

| ✉ Send | 💾 Save | Cancel | | Update Prices | | 🖨 Print | Download |

✏️ **Communication and Collaboration**

📄 **General Information**

Basic Data

Purchase Order ID:	4100078674
Number:	6000001879
Name:	PO
Date:	05.05.2016

1. Click on Send button to send PO Confirmation response to buyer

After send confirmation your PO will be displayed under "Confirmed" PO list

SAP Supplier Relationship Management

| Bid Invitations | Administration | Confirmations | Invoices and Credit Memos | Messages | Notifications from Purchaser | Purchase Orders | Scheduling Agreeme |

| All | New | Changed | In Process | **Confirmed** | Partially Confirmed | Rejected | Canceled | Partially Accepted by Customer | Canceled by Customer |

List of Purchase Orders

List of Confirmed Purchase Orders

| 🖨 Print | Download |

	Purchase Order No.	Name	Date	Total Value	Status
	4100078673	PO	05.05.2016	8,994,990.00 INR	Confirmed
	5100018791	PO	04.05.2016	20,000.00 INR	Confirmed
	4100078672	PO	03.05.2016	434,700,000.00 INR	Confirmed

- Once the material is ready to dispatch from your premises then you need to create the Advance Shipping Notification (ASN)

  For ASN, please follow the below path
  Purchase order → confirmed
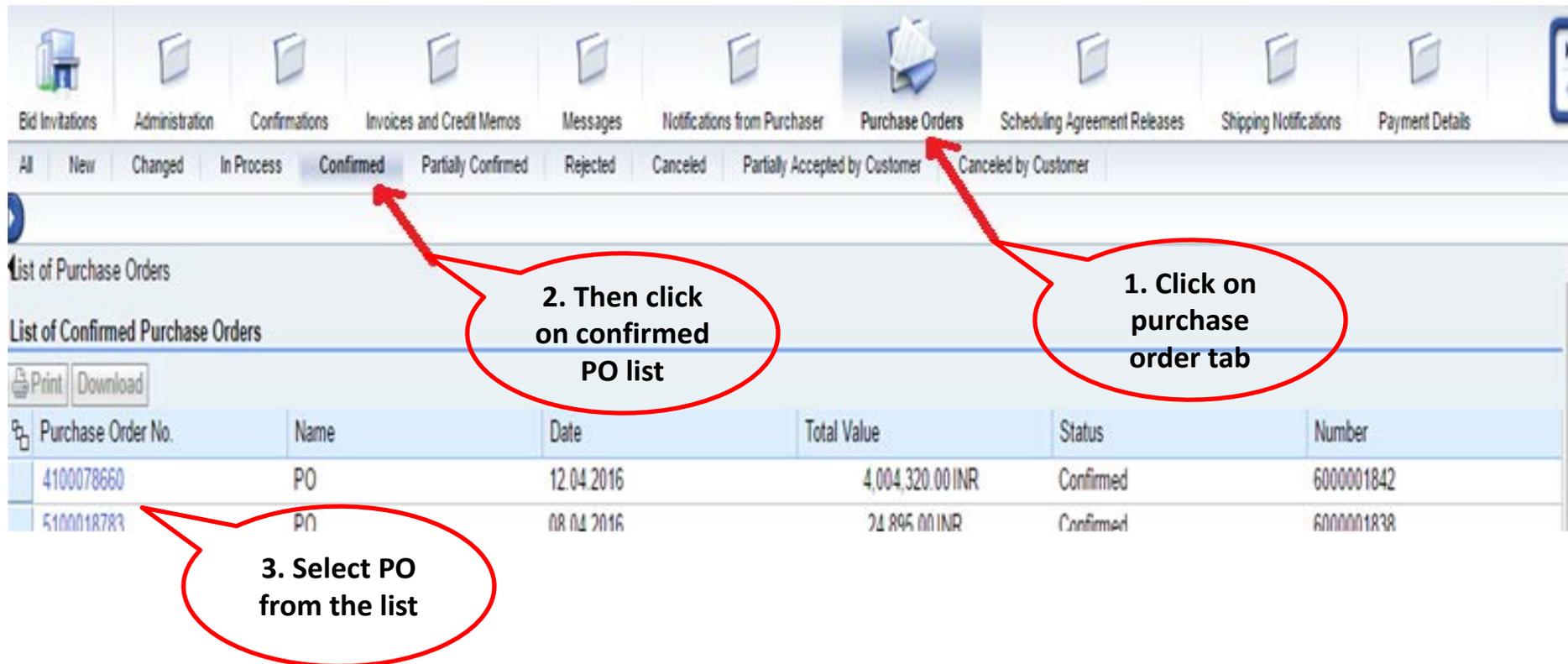
2. Then click on confirmed PO list

1. Click on purchase order tab

3. Select PO from the list

- Once you open the confirmed PO you can click on "Create ASN" button to create the ASN

- Delivery Date – Expected Date of Delivery to HZL Plant premises (Please provide expected delivery date at HZL even if the terms are ExWorks/Tpt Godown etc)

- Shipping Date- Date on which material leaves the vendor premises

- Means of Transport : The vehicle in which Vendor is transporting the material

- Bill of lading : Document number that carries all the shipment details of the material . In case of dispatch by Truck, please provide LR details.

- Invoice Number : Vendor invoice number that is sent along with the material

- Invoice date : the date on which the invoice has been created

- Total Inv. Claimed : Total amount in the invoiced including the taxes

Optional fields-
- Road permit number : Details of Road permit wherever applicable
- Deduction for early payment : In order to facilitate payments earlier than the due date, please opt for this option. If this option is selected HZL will not wait for due date and release vendor payment ASAP after deducting cash discount for the days payment early released @ 1.5%/month

- **ASN screen General data is as below**

List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 2000000480

✓ Goods Delivered to Recipient | 💾 Save | ✗ Cancel | 🖨 Print | Download

📄 **General Information**

Basic Data

Number:	2000000480
Name:	ASN
Date:	06.05.2016
Status:	Created

Delivery Information

Delivery Date (Expected):	15.05.2016
Shipping Date:	07.05.2016
Means of Transport:	Truck
Truck No.*:	RJ27021231
Bill of lading/LR No.*:	RW1234-0
Invoice No*:	2308
Invoice Date*:	04.05.2016
Total Inv. Claimed*:	15000
Road Permit Number:	ABC123
Deduction by HZL for early payment	☑

(If you choose this option payment will be released before due date after deducti

1. Give all the details in delivery information

- In the item overview you have to mention the quantity that you are shipping

2. Change quantity here

Item Overview

Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item		Item Selection
10	ASSEMBLY,LIFT BLK,	241199142000	0	NOS	41000789660	10	🗑	☐

- At the bottom of the ASN screen Vendor can see the attachments and Vendor can upload the documents

- The * sign besides the attachment name indicates mandatory document

- Vendor can upload the documents with extension .PDF, .XLS, .JPG, .PNG, .TXT
- Vendor can upload any document from his/her local drive with a size limit of 2 MB
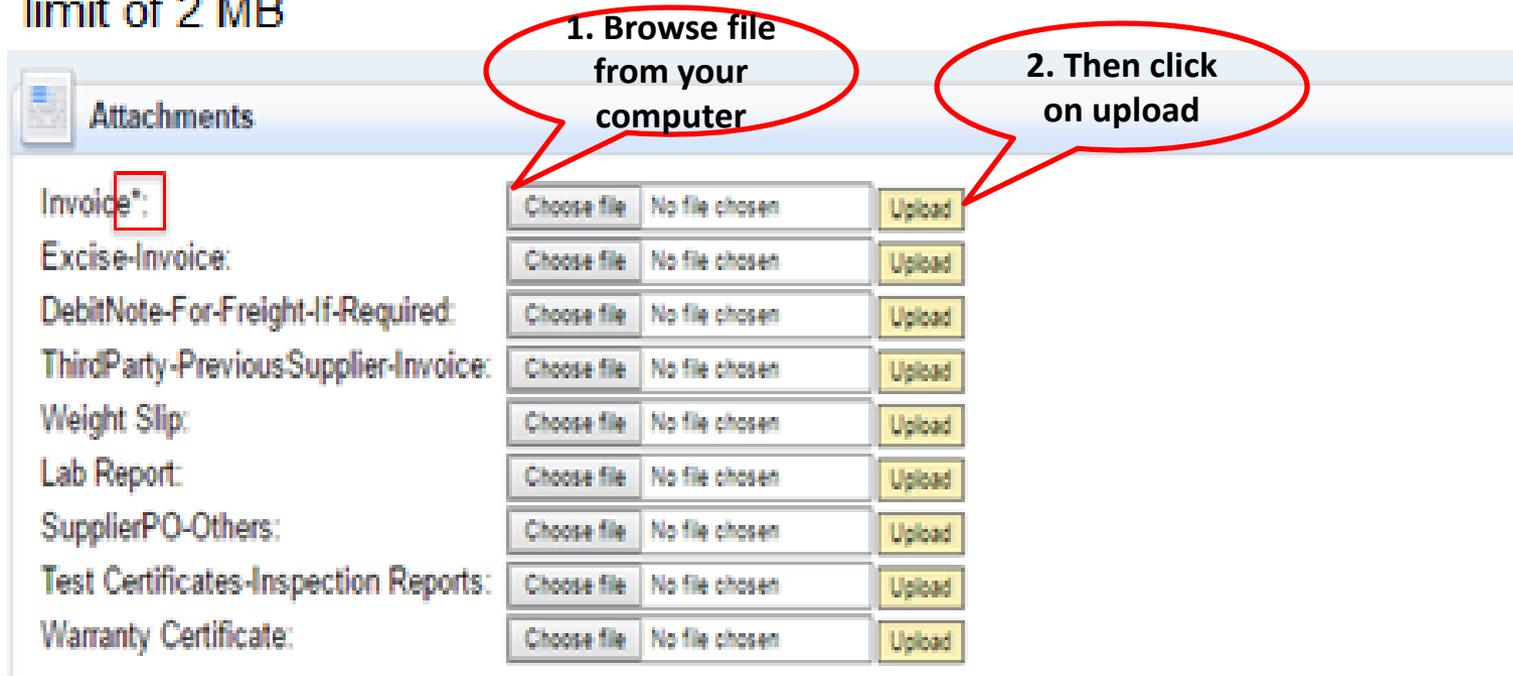
1. Browse file from your computer

2. Then click on upload

Attachments		
Invoice*:	Choose file No file chosen	Upload
Excise-Invoice:	Choose file No file chosen	Upload
DebitNote-For-Freight-If-Required:	Choose file No file chosen	Upload
ThirdParty-PreviousSupplier-Invoice:	Choose file No file chosen	Upload
Weight Slip:	Choose file No file chosen	Upload
Lab Report:	Choose file No file chosen	Upload
SupplierPO-Others:	Choose file No file chosen	Upload
Test Certificates-Inspection Reports:	Choose file No file chosen	Upload
Warranty Certificate:	Choose file No file chosen	Upload

- "Save" - In case you wish to submit ASN later, please click on Save button to save the current details. Please note that this option would NOT submit the details to HZL

- "Goods delivered to recipient" - To submit the ASN to HZL, click on "Goods Delivered to Recipient" button and wait for confirmation. Upon successful submission of the details, a confirmation message will be displayed as shown <u>Your changes have been adopted successfully ></u>

- To take print of ASN document vendor can click on "Print" option and attach print out with other documents to be sent to the address of respective unit store as per existing practice.

Submission of the above steps completes the process of Advance Shipping Notification to Hindustan Zinc Limited.

We Thank You for your support.

If you need any further assistance on the ASN process, please get in touch with your buyer or helpdesk at the below details-

SRMVendor.Helpdesk@vedanta.co.in

0294-2652661

Thank You