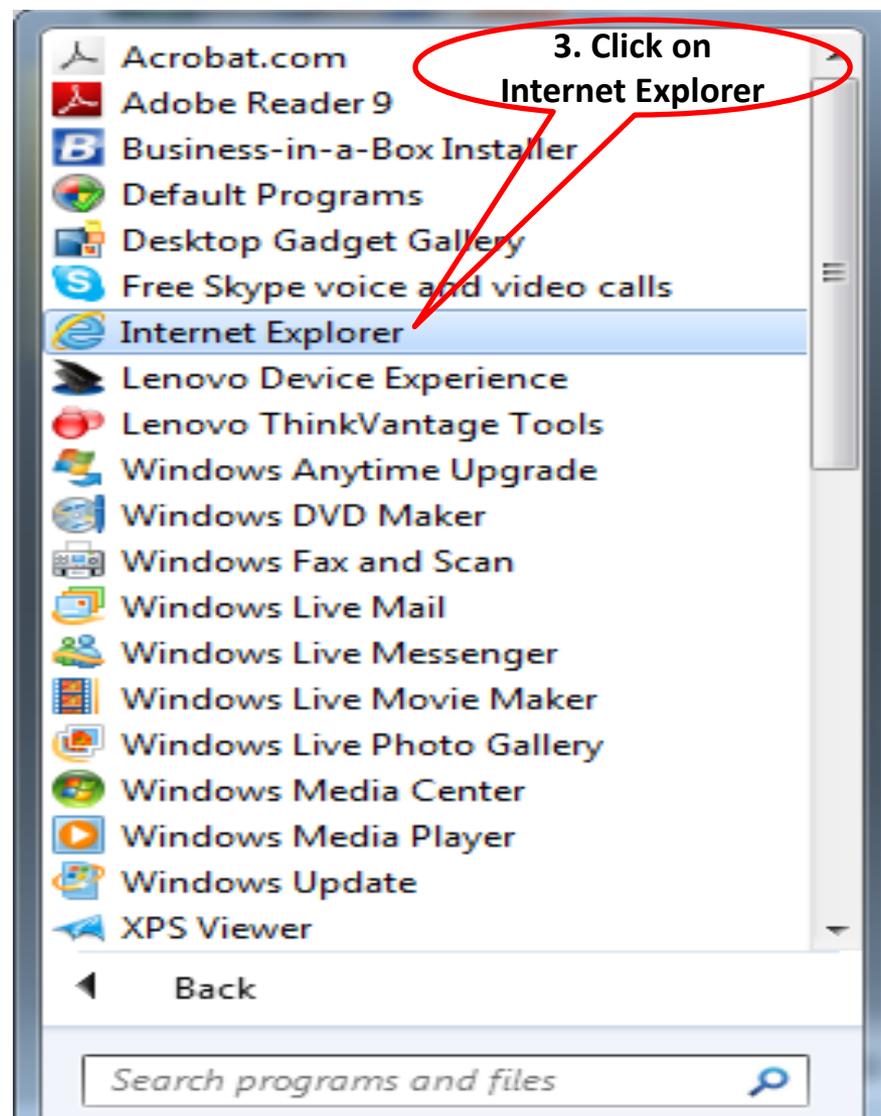
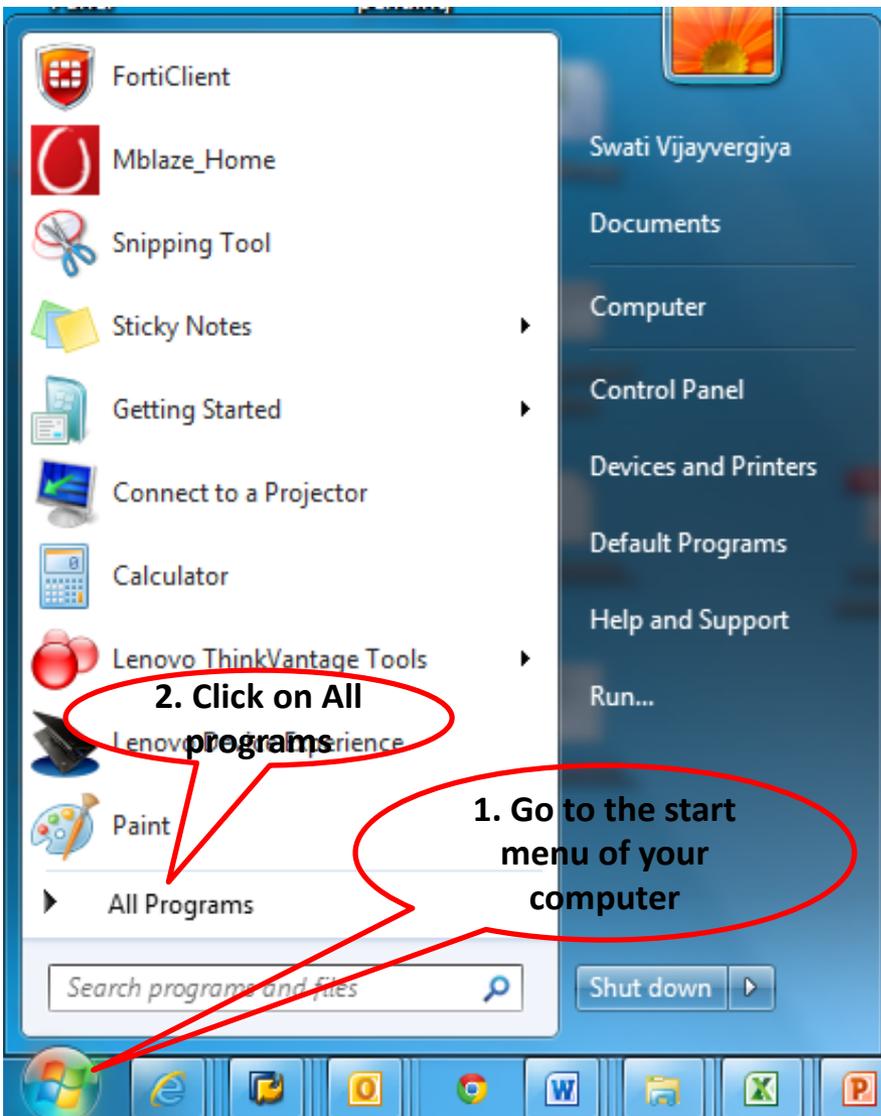


Vendor user manual

Creation of Service Confirmation Notification (SCN)



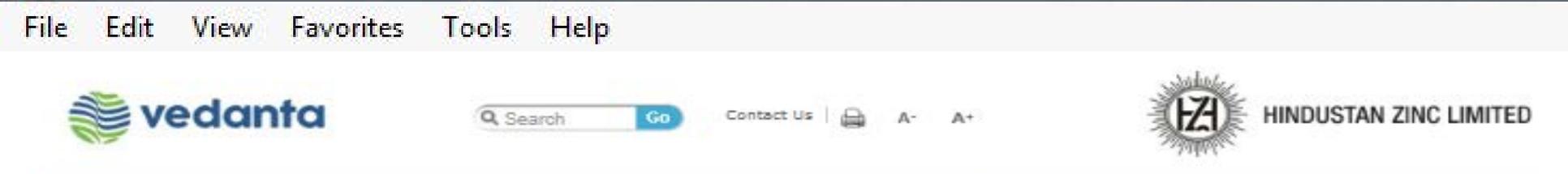


* Please do not use Chrome or Mozilla fire fox, use only Internet Explorer



1. Type below address in the address bar

www.hzlindia.com/vendors.aspx



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.



New Vendor Registration

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



Existing Vendor Login

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

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



vedanta

SAP NetWeaver

User: *

Password: *

Log On

[Change Password](#) [Password Forgotten](#)

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-

The screenshot shows a web browser window with the URL https://srm.hzlmets.com:8200/sap/bc/webdynpro/sap/zsrmwd_fgt_password?sap-return-url:. The browser tabs include "Hindustan Zinc Limited - Home" and "Forgot Password Reset Fun...". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Suggested Sites" with links to "Logon (2)", "Logon", "Web Slice Gallery", "IRCTC", and "OmniFlow". The main content area contains a form with the following fields and buttons:

- Login ID:
- E-Mail:
- Submit
- Cancel

Three red callouts provide instructions:

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.

RFx Response Overview

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 SCN.

After selecting the PO following screen will be opened

Purchase Order: 5100018775

|

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 5100018775
Number: 6000001813
Name: PO
Date: 26.03.2016
Status: In Process

Item Overview

Number	Confirm	Short Text	Product	PO Quantity
10	<input checked="" type="checkbox"/>	BOLT,CSK,AH,FTS,CL	203151212000	200 NOS

1. Click on Process

2. Check PO quantity before confirm

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

- Vendor opens the specific PO in the vendor portal

Purchase Order: 5100018770

[Process](#)
[Display History](#)
[Display Document Flow](#)
[Print](#)
[Download](#)

Communication and Collaboration

General Information

1. Click on Process

Basic Data		Terms of Payment	
Purchase Order ID:	5100018770	Payment in Days	Discount in %
Number:	6000001783	30	
Name:	PO		
Date:	18.03.2016		
Status:	In Process		

Follow-On Documents:



Terms of Delivery	
Incoterm	Location
FOR	test

- You can confirm the quantity by clicking on the confirm button one by one line item wise, after clicking on this button it will be converted in green color.
- The services confirmed status can be seen in the last column

2. You may also confirm all line items of PO in one shot

1. Check PO quantity before confirm

3. At the end status will be confirmed

Confirm All Items | Reset All Items | Expand All | Collapse All

	Number	Confirm	Short Text	Product	PO Quantity	Purchase Order Va...	Required on	Confirmed for	Status
▼	1		Scn testing Plant 20		1.000 Activ.unit	4,851,390.00 INR	23.03.2017	23.03.2017 	Confirmed
└	1.2		SCN 2010- Item 10-2		400t	4,850,240.00 INR			Confirmed
└	1.1		SCN 2010- Item 10-1		100 NOS	1,150.00 INR			Confirmed
▼	2		SCN Testing 2000 It		1.000 Activ.unit	2,800,000.00 INR	15.12.2016	15.12.2016 	In Process
└	2.1		SCN 2000- Item 10-2		56 NOS	2,800,000.00 INR			In Process
▼	3		SCN Testing 2000 it		1.000 Activ.unit	93,000.00 INR	15.12.2016	15.12.2016 	In Process
└	3.1		SCN 2000- Item 20-1		6Months	93,000.00 INR			In Process

Purchase Order: 5100018770

 Send  Save  Cancel |  Update Prices  Display History |  Print  Download

 Communication and Collaboration

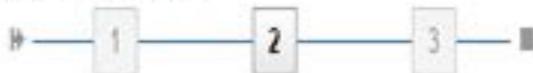
1. Click on "Send" button to send the response to the buyer

 General Information

Basic Data

Purchase Order ID:	5100018770
Number:	6000001783
Name:	PO
Date:	18.03.2016
Status:	In Process

Follow-On Documents:



Terms of Payment

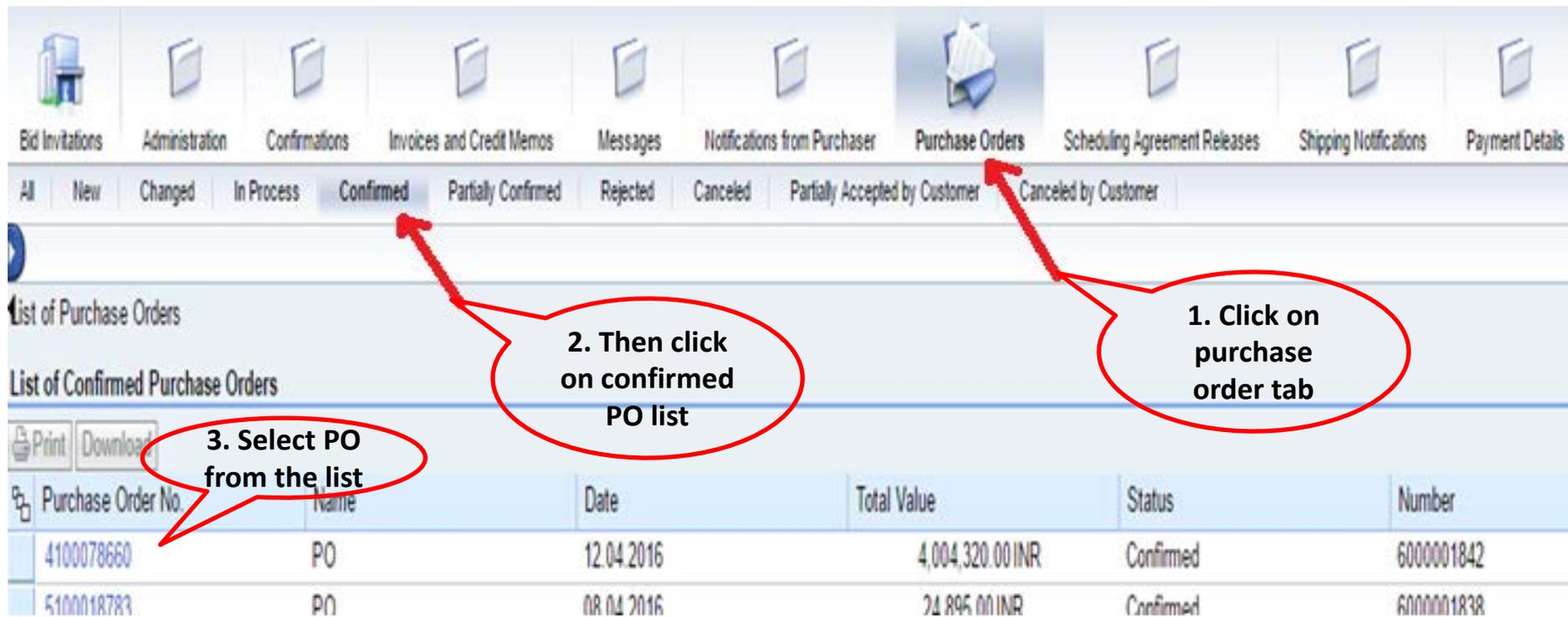
Payment in Days	Discount in %
No result found	

Terms of Delivery

Incoterm	Location
FOR	test

- On completion of the service vendor will create the service confirmation Notification (SCN) alongwith all supporting documents/measurement sheets duly signed by authorised HZL representative
- For which he has to navigate to the following path

Purchase order → confirmed



The screenshot shows a web application interface for managing purchase orders. The top navigation bar includes tabs for Bid Invitations, Administration, Confirmations, Invoices and Credit Memos, Messages, Notifications from Purchaser, **Purchase Orders**, Scheduling Agreement Releases, Shipping Notifications, and Payment Details. Below this is a sub-navigation bar with filters: All, New, Changed, In Process, **Confirmed**, Partially Confirmed, Rejected, Canceled, Partially Accepted by Customer, and Canceled by Customer. The main content area displays a list of confirmed purchase orders. Red callouts with arrows point to the 'Purchase Orders' tab, the 'Confirmed' filter, and a specific purchase order in the list.

1. Click on purchase order tab

2. Then click on confirmed PO list

3. Select PO from the list

Purchase Order No	Name	Date	Total Value	Status	Number
4100078660	PO	12.04.2016	4,004,320.00 INR	Confirmed	6000001842
5100018783	PO	08.04.2016	21,896.00 INR	Confirmed	6000001838

- Once you open the selected PO from confirmed PO list, you can click on create Confirmation to start creating the SCN

Purchase Order: 5100018/83

[Create Confirmation](#)
[Display History](#)
[Display Document Flow](#)
[Print](#)
[Download](#)

Communication and Collaboration

**1. Click on
Create
confirmation**

General Information

Basic Data

Purchase Order ID:	5100018783
Number:	6000001838
Name:	PO
Date:	08.04.2016
Status:	Confirmed

Follow-On Documents:



Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location
FOR	site

While creating SCN you have to fill the following fields

- Service Agent – The company or the person to whom services are provided.
- Service Location – the place where you are giving the service
- Invoice Number : Vendor invoice number, unique no. which should not repeated.
- Invoice date - The date on which the invoice has been created, if invoice date more then 330 days old then service tax not to be paid, you are advised to submit invoices immediately after completion of service.
- Total Inv. Claimed - Total amount claimed in the invoice including all the taxes.
- Billing Period - The period during which you have executed job against particular invoice which is being submitted for payment.

Optional field-

- 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% per month

Confirmation: 3000000905

Confirm
 Save
 Cancel
 |
 Print
 Download

Communication and Collaboration

General Information

2. Give name SCN

1. Give all the details in service information

Basic Data

Confirmation:	3000000905
Name:	
Date:	13.04.2016
Purchase Order No.:	5100018783
Status:	Created

Service Information

Service Agent Name:	NTTDATA
Service Location:	Udiapur
Invoice No*:	12345
Invoice Date*:	13.04.2016
Billing Period*:	13.04.2016 - 16.04.2016
Total Inv. Claimed*:	10000.00

Deduction by HZL for early payment:
 (If you choose this option payment will be released before due date after deducting cash discount @18% per annum)

Item Overview

Expand All
 Collapse All
 |
 Select All
 Deselect All
 |
 Propose Outstanding Quantities
 Update Prices

3. Change quantity here

	Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Meas...	Quantity Ord...	Open	Net Value		Item Selection
▼	1	In Process				Testing 200...					0.00 INR		<input type="checkbox"/>
L	1.1	In Process		Service	Standard Line	Test Line it...	1	NOS	100 NOS	96 NOS	0.00 INR		<input type="checkbox"/>
L	1.2	In Process		Service	Standard Line	Test Line it...	<input type="text" value="1"/>	NOS	100 NOS	96 NOS	0.00 INR		<input type="checkbox"/>

- At the bottom of the SCN screen you can see the attachments , you can upload the documents here
- If there is * that indicates mandatory document, mandatory document list also available at last page of your PO.
- You can upload the documents with extension .pdf, .XLS, .JPG, .PNG, .TXT

1. Browse file from your computer

2. Then click on upload

Attachments			
Invoice with PAN and STNo and Proper Address*:	Choose file	No file chosen	Upload
Detailed Statement of Calculation for Work Executed:	Choose file	No file chosen	Upload
HR Clearance Certificate:	Choose file	No file chosen	Upload
ScoreCard for Performance:	Choose file	No file chosen	Upload
Manpower Deployed Details Attendance:	Choose file	No file chosen	Upload
Supporting Docs for to-and-fro Charges Reimbursement:	Choose file	No file chosen	Upload
Log Book for Actual Running Hours Equipment Hiring:	Choose file	No file chosen	Upload
Proof for Diesel Escalation:	Choose file	No file chosen	Upload
ExemptionCertificates for TDS WCT:	Choose file	No file chosen	Upload
Site Clearance Certificate:	Choose file	No file chosen	Upload
SystemAvailability Performance Report for O-M:	Choose file	No file chosen	Upload
Material Reconciliation Stmt Material Issued ByHZL:	Choose file	No file chosen	Upload
Material-MotorRepairing Gate In-Out Entry:	Choose file	No file chosen	Upload
Capex Clearance Certificate:	Choose file	No file chosen	Upload
Contractor WO Others:	Choose file	No file chosen	Upload

Mandatory document list will be printed at Last page of PO.

Release HZL-Service PO 5100018795

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template | Load

ZSRV HZL-Service PO | 5100018795 | Vendor | 21006 RAMA BIG BAZAR | Doc. date | 09.05.2016

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

NFA Number | Lead Buyer | Job Type | PRD | PERIODICAL (REG VISITS)

Docs By Vendor | Docs By Store/User

Docs By Store/User

Invoice with PAN and STNo and Proper Address	O Optional
Detailed Statement of Calculation for Work Executed	O Optional
HR Clearance Certificate	O Optional
ScoreCard for Performance	O Optional
Manpower Deployed Details Attendance	O Optional
Supporting Docs for ToAndFro Charges Reimbursement	O Optional
LogBook for Actual Running Hours Equipment Hiring	O Optional
Proof for Diesel Escalation	O Optional
Exemption Certificates for TDS-WCT	O Optional
Site Clearance Certificate	O Optional
System Availability Performance Report for O-M	O Optional
Material Reconciliation Stmt Material issued By HZL	O Optional
Material-Motor Repairing Gate In/Out Entry	O Optional
Capex Clearance Certificate	O Optional
Contractor WO Others	O Optional

Add Planning

SAP

Print Preview of hzl Page 00002 of 00002

1234/5100000327 / 27.01.2016

Submission of Documents

The supplies/ service bills made/ submitted against accompanied with documents as specified in the contract. Supplies without the requisite documents are likely to be rejected.

- Invoice with PAN STNo Proper Address
- Detailed Stmt of Calculn for WorkExecutd
- HR Clearance Certificate
- Manpower Deployed Details Attendance
- SupportingDocs for toandfro ChargesReimb
- LogBook-ActualRunningHrs EquipmentHiring
- SystemAvailability PerformanceReport O-M
- Material Reconciliation Stmt Material
- Material/Motor Repairing Gate I/O Entry
- Capex Clearance Certificate

- “Save” - In case you wish to submit SCN later, please click on Save button to save the current details. Please note that this option would NOT submit the details to HZL
- “Confirm” - To submit the SCN to HZL, click on “Confirm” button and wait for confirmation. Upon successful submission of the details, a confirmation message will be displayed as shown <Your changes have been adopted successfully >
- To take print of SCN document vendor can click on “Print” option and attach print out with the other documents to be sent to the address of respective unit/location finance not to be sent to directly user dept.)

Confirmation: 3000000905

Communication and Collaboration

General Information

Basic Data

Confirmation:	3000000905
Name:	Nttdata
Date:	13.04.2016
Purchase Order No.:	5100018783
Status:	Created

Service Information

Service Agent Name:	NTTDATA	
Service Location:	UDIAPUR	
Invoice No*:	12345	
Invoice Date*:	13.04.2016	<input type="button" value="Calendar"/>
Billing Period*:	13.04.2016	<input type="button" value="Calendar"/> 16.04.2016 <input type="button" value="Calendar"/>
Total Inv. Claimed*:	10,000.00	

Deduction by HZL for early payment:

(If you choose this option payment will be released before due date after deducting cash discount @18% per annum)

2. Click here to submit SCN

1. Save SCN

3. take print of SCN document

Submission of the above steps completes the process of Service Confirmation Notification to Hindustan Zinc Limited.

We Thank You for your support.

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

SRMVendor.Helpdesk@vedanta.co.in

0294-2652661

Thank You