

1. View Purchase Order in SUS

Go to our Website: www.vedantaaluminium.com -> click on Supplier section - > SRM Portal

Following screen displays:

SUPPLIERS

Long lasting partnership with our partners

Our partners are critical to the success of our company and expect them to demonstrate the highest level commitment, quality & leadership – attributes we strive to achieve in everything we do. We believe only by working together with our suppliers we can optimize our entire value chain and be able to secure a distinct competitive advantage in the future. For the reasons mentioned above, we have adopted a holistic, company-wide supplier-management approach which will help us in building long term, mutually beneficial relationship

Supplier Management aims at organizing, controlling, and development of supplier relationships. Supplier Management is based on four interlocking modules, through which uniform sourcing, evaluation, classification and development of suppliers is achieved.

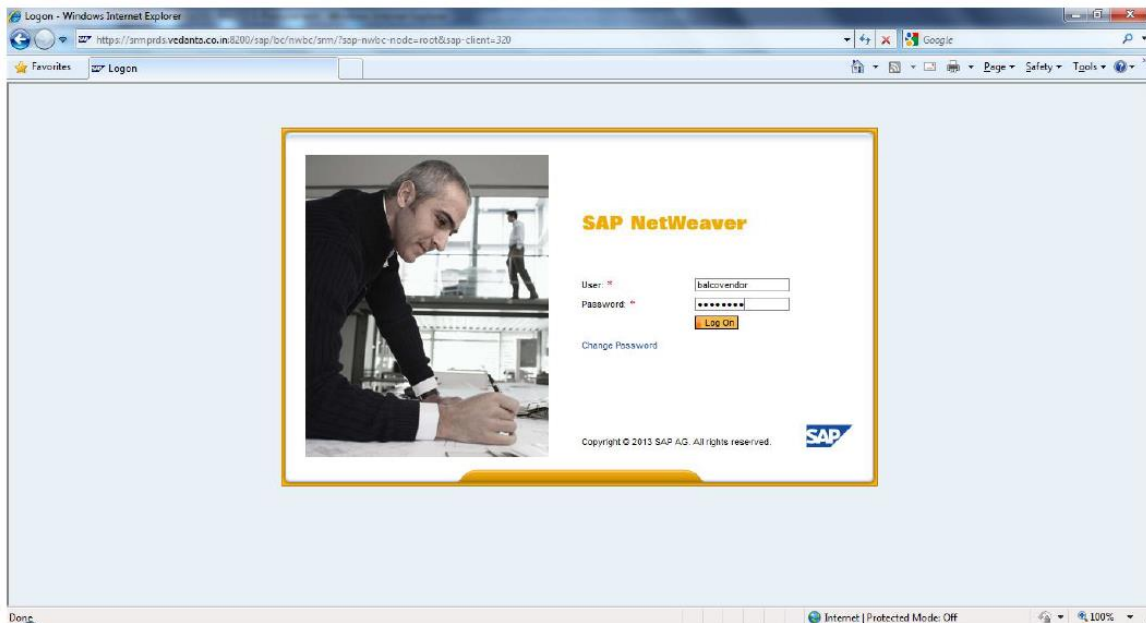
Our Goals of Supplier Management are

	strategic business partners
How it Works?	By creating closer, more collaborative relationship with key suppliers in order to uncover and realize new value and reduce risk for both the parties
Benefits to Suppliers	Online floating of Enquiries. Complete visibility, tracking & status of submitted Offer, delivered Material & Payments Facility for Grievance Addressal System driven Vendor Evaluation System
What is Required	Your enrollment to our system from the SRM Vendor Registration link mentioned below.

POINTS TO REMEMBER

- Existing supplier to enter correct vendor code while submitting initial form
- Supplier to provide correct entries in all fields to avail better Vendor Score
- In First Year turnover field enter FY 12-13 data
- One supplier can register in multiple categories which will be reviewed by VAL in approval process
- Upload scanned copy of Pan no, Audited balance sheets for last 3 financial year, Registration certificates, ISO certificates, cancelled cheques. etc
- User id & password auto generated mail expires within 24 hours, ensure usage of the same within the time period

[SRM VENDOR REGISTRATION](#)
[REGISTRATION MANUAL](#)
[SRM LOGIN](#)
[GUEST](#)



On the home page, by clicking on 'Purchase Orders' tab, you can view a list of all the Purchase Orders awarded to you along with the status and total value of the Purchase Orders. You can also browse Purchase orders by their status as shown below.

SAP Supplier Relationship Management

Navigation: [New](#) | [Changed](#) | [In Process](#) | [Confirmed](#) | [Partially Accepted by Customer](#) | [Rejected](#) | [Canceled by Customer](#)

List of Purchase Orders

Purchase Order No.	Name	Date	Total Value	Status	Number
3500022172	PO	28.01.2013	4,920.00 INR	Confirmed	6000000312
3500022166	PO	24.01.2013	4,920.00 INR	Confirmed	6000000301
3500022165	PO	23.01.2013	3,000.00 INR	Confirmed	6000000300
3500022164	PO	21.01.2013	3,000.00 INR	Confirmed	6000000290
3500022162	PO	18.01.2013	3,000.00 INR	Confirmed	6000000283
3500022161	PO	18.01.2013	3,000.00 INR	Confirmed	6000000282
3500022160	PO	17.01.2013	3,000.00 INR	Confirmed	6000000281
3500022158	PO	17.01.2013	5,000.00 INR	Confirmed	6000000280
3500022159	PO	17.01.2013	3,000.00 INR	Confirmed	6000000279
3500022157	PO	16.01.2013	5,000.00 INR	Confirmed	6000000278
3500022133	PO	05.01.2013	1,600.00 INR	New	6000000235
3500022125	PO	04.01.2013	1,600.00 INR	Confirmed	6000000218
3500022120	PO	03.01.2013	1,600.00 INR	Confirmed	6000000213
3500022110	PO	21.12.2012	230.00 INR	Confirmed	6000000184
3500022109	PO	21.12.2012	300.00 INR	Confirmed	6000000183

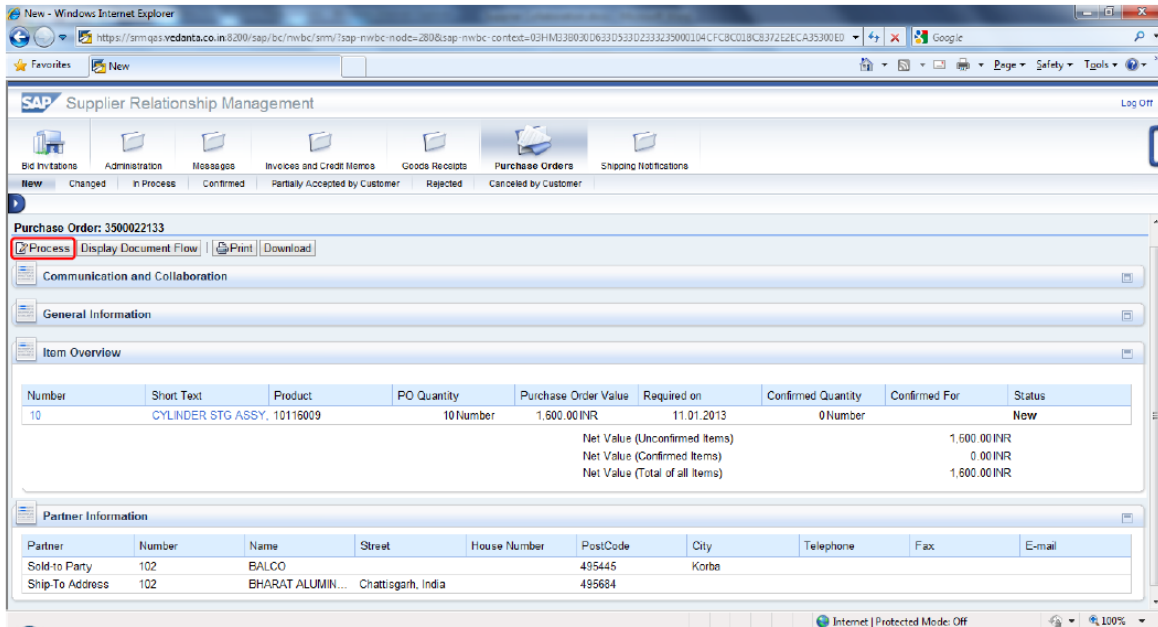
Page 1 | [Back](#) | 1 | 2 | 3 | 4 | 5 | [Forward](#) | 7

To view the details of a particular Purchase Order, click on the Order Number as shown above.

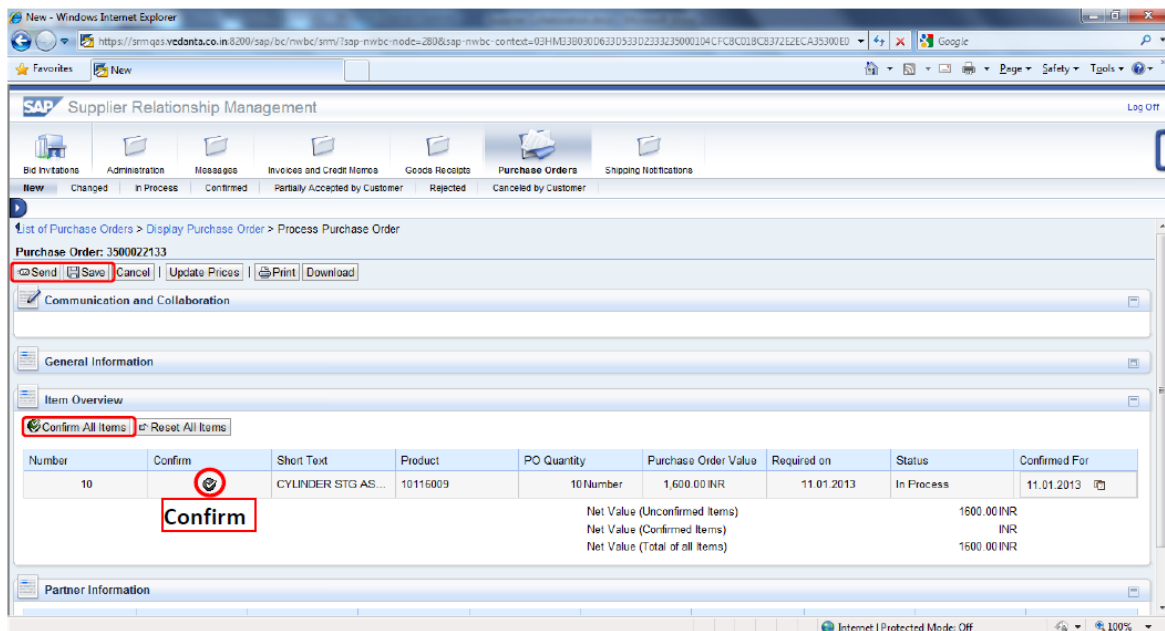
2. Send Purchase Order Confirmation/Acknowledgement

Vendor is expected to send an acknowledgement of the Purchase Order to the buyer.

Click on Process button as shown below in order to confirm the line-items in the purchase order.



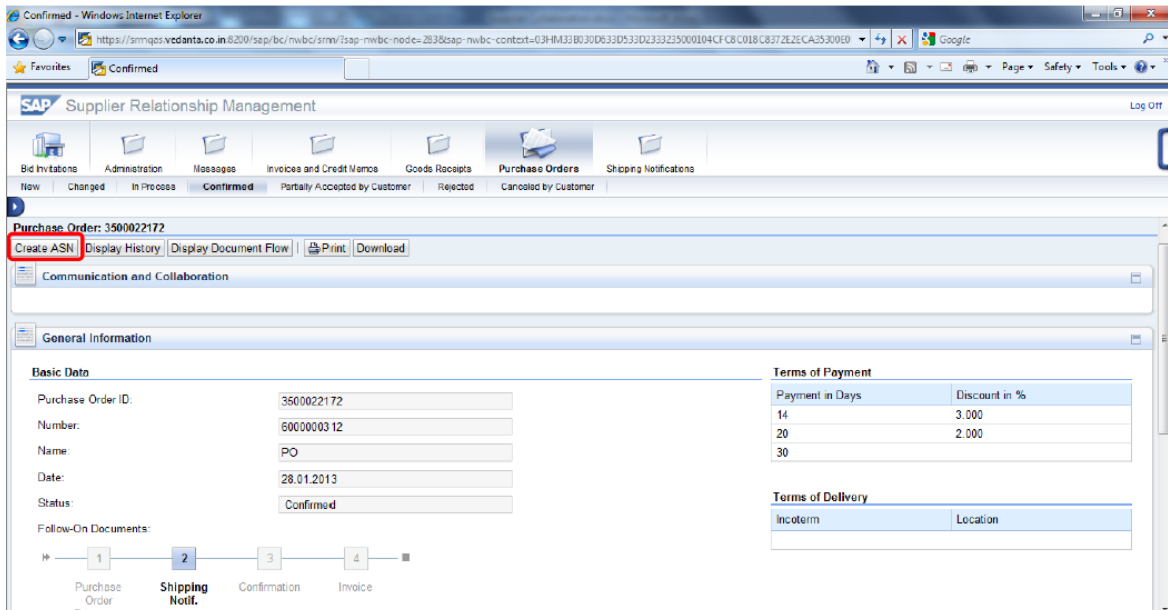
Vendor can 'confirm' the line items and send the 'Confirmation' back to the purchaser. To confirm all line-item simultaneously, click on 'Confirm All Items' Vendor can also save the document for further processing.



Once the acknowledgement is sent, the status of the document is changed from 'New' to 'In Process'.

3. Create ASN (Advance Shipping Notification)

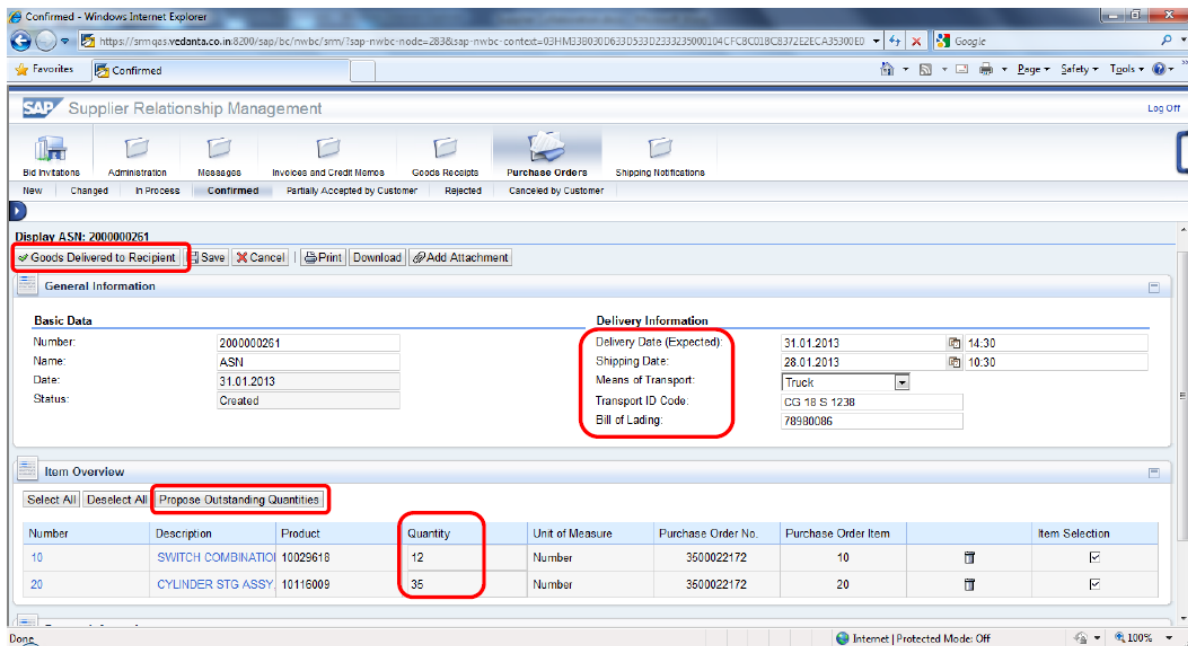
When the goods are ready to be shipped, vendor can send an ‘Advance Shipping Notification’ (ASN) to the purchaser by clicking on ‘Create ASN’ button.



Vendor can enter the following fields in ASN.

- Shipping Date
- Delivery Date (Expected)
- Means of Transport
- Transport ID code
- Bill of Lading

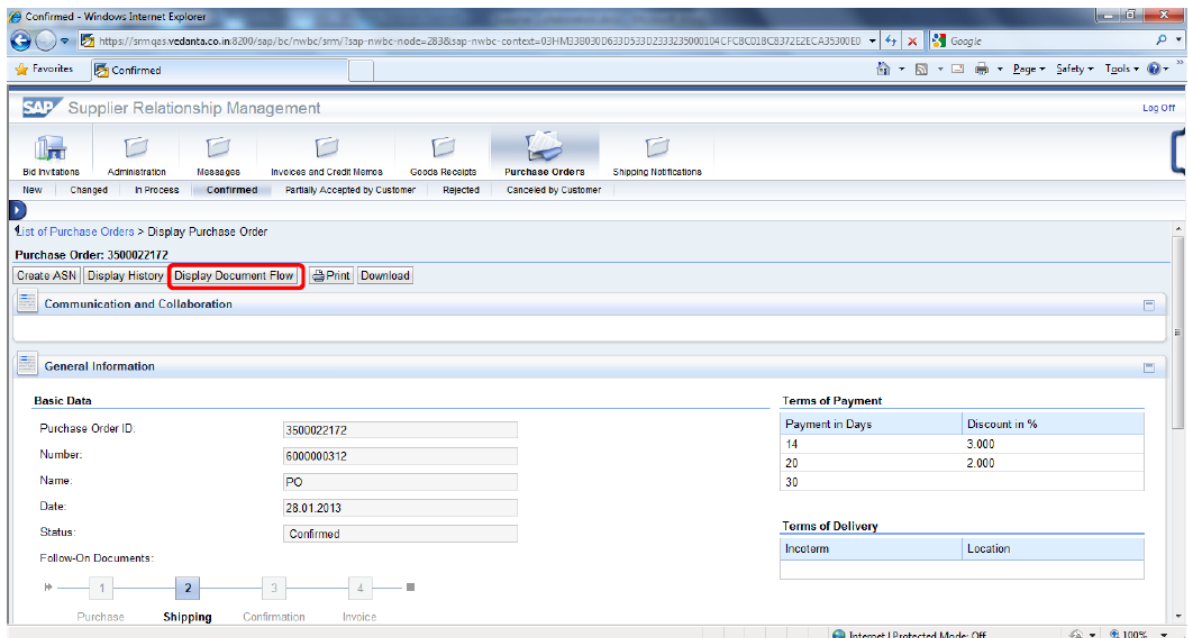
By checking the ‘Item Selection’ checkbox and clicking on ‘Propose Outstanding Quantities’, the outstanding quantity for that line item from the PO is auto-populated.



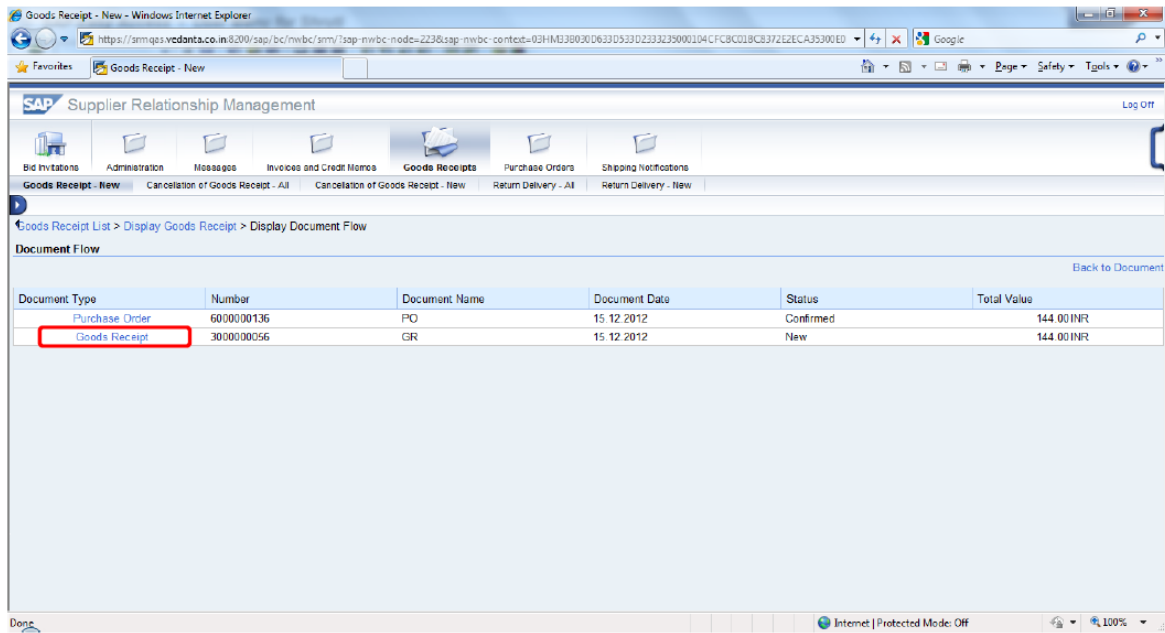
Vendor can 'Save' the document for editing and sending later or click on 'Goods Delivered to Recipient' to send the ASN to the buyer.

4. View Goods Receipt Notification

Once purchaser posts Goods Receipt Notification, vendor can see the same in SUS portal by clicking on Display Document Flow for a particular PO.

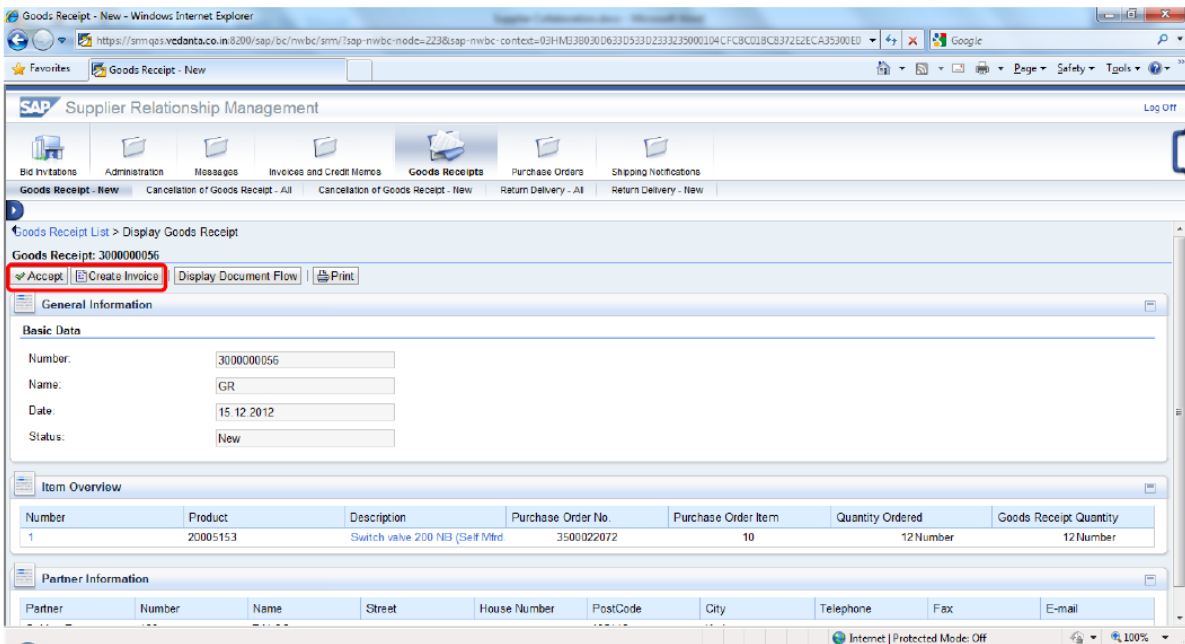


Vendor can view a list of all the documents posted and received against that Purchase Order along with their status.



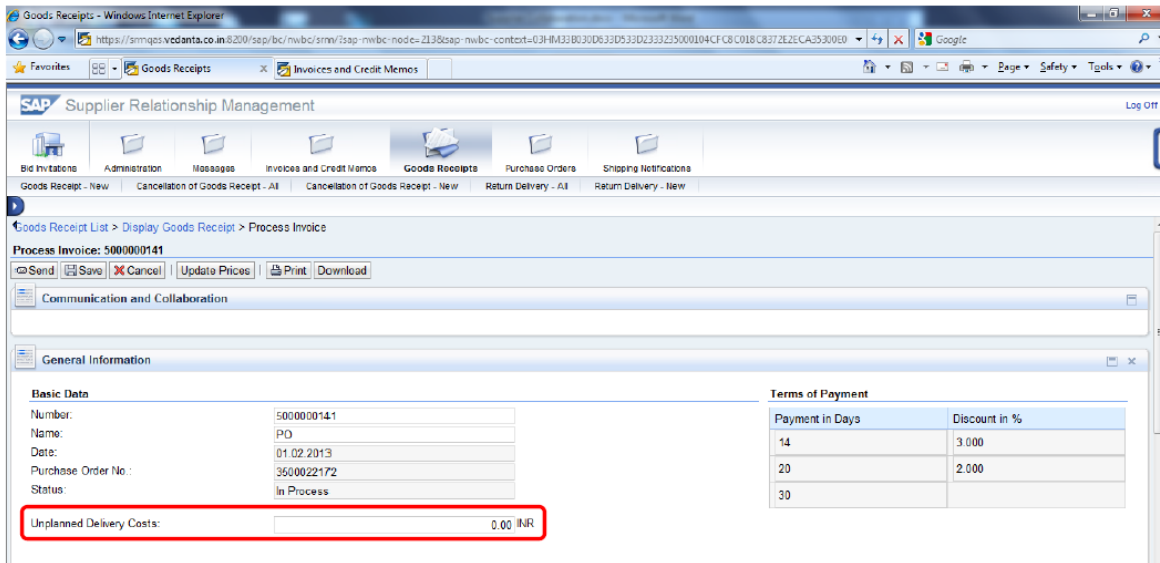
Vendor can now create the Invoice against that GRN by clicking on 'Create Invoice' button.

By clicking on 'Accept' button, you can change the status of the Goods Receipt document from 'New' to 'Read'.



5. Post Invoice

Vendor can enter any message he wishes to send to the buyer. Terms of Payment are automatically from PO. Vendor can add any unplanned Delivery costs



Vendor can enter quantity and Tax details and send the Invoice or save it for processing later.

