

User Guide for Supply Chain Management (Vendor Portal)

YIL

Vendor Portal – Login



The screenshot shows a web browser window with the URL `vscm-1089815394.ap-south-1.elb.amazonaws.com/VSCM/Login`. The page header includes the YOKOGAWA logo and the tagline "Co-innovating tomorrow".

Supply Chain Management

Email Id :

Password :

[Forgot password?](#)

Supply Chain Management

Please enter the OTP received in your register email id to login

OTP :

■ User id and provided pwd to be used to access the new YIL vendor Portal System.

- Example
- ◆ User id : C99999
 - ◆ Pwd : password which is sent thru mail.
 - ◆ Enter the OTP received thru your registered email.

Vendor Portal – Registration Link

← → ↻ Not secure | vscm-1089815394.ap-south-1.elb.amazonaws.com/ASCM/Vendorregister

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VN Vendor Name

Registration

RFQ

Vendor Registration Form

MSME: * Yes No

Vendor Details

Vendor Name: * Street: * Select State: * City: *

Postal Code: * Branch In Bengaluru: * Yes No

Communication

Phone & Extn: * Mobile Number: * Fax:

Contact Details For Sales/Marketing

Contact Person: * Contact Person Phone Number: * Email Id: * Email Id For Escalations:

Contact Details For Operations/Manufacturing

Contact Person: Contact Person Phone Number: Email Id: Email Id For Escalations:

Contact Details For Logistics

Click on the Registration link to fill details.

Vendor Portal – Registration Documents uploading

← → ↻ Not secure | vscm-1089815394.ap-south-1.elb.amazonaws.com/VSCM/Vendorregister



VN Vendor Name

Registration

RFQ

Location Or Branch: *

Account Number: *

IFSC Code: *

Click on the Select File button to upload document. Red color start(*) mark indicates that document is mandatory

Select Address Proof:

* Select File

Select GST registration certificate:

* Select File

Select PAN:

* Select File

CIN Copy:

Select File

Select bank mandate duly signed by banker:

Select File

Select cancelled cheque copy:

* Select File

Select Certificate from factory Inspector:

Select File

ESI / PF Declaration on letter head

Select declaration on letter head:

* Select File

Select pollution clearance certificate copy:

Select File

Select excise registration certificate copy:

Select File

Other Documents:

Select File

Submit

Click on the Submit button after filling the mandatory fields and documents, than form will submit to YIL, if any changes required they will come back with the modifications

Vendor Portal – RFQ List Link

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VN Vendor Name

RFQ List

RFQ Filter

From Date: 11/14/2020

To Date: 12/14/2020

RFQ No.

RFQ Status: Select

Submit

S.No	Rfq No.	Rfq Date	Rfq Valid Date	Status
1	RFQ/1020/03645-0	10/14/2020	10/21/2020	Acknowledged
2	RFQ/0920/02721-0	09/19/2020	09/26/2020	Acknowledged
3	RFQ/0920/02794-0	09/22/2020	09/29/2020	Acknowledged

1 50

Vendor Portal – RFQ List Page

RFQ List

RFQ Filter ▼

From Date

To Date

RFQ No

RFQ Status ▼

Click (+) symbol to show or hide the filter section.

Set of filters to search the RFQ with date, No and status.

S.No	Rfq No.	Rfq Date	Rfq Valid Date	Status	View
1	RFQ/0920/02896-0	09/24/2020	10/01/2020	Yet to Respond	
2	RFQ/0920/02897-0	09/24/2020	10/01/2020	Yet to Respond	
3	RFQ/0920/02898-0	09/24/2020	10/01/2020	Yet to Respond	
4	RFQ/0920/02721-0	09/19/2020	09/26/2020	Yet to Respond	
5	RFQ/0920/02794-0	09/22/2020	09/29/2020	Yet to Respond	

Click RFQ no to open the Detailed view of the request.

RFQ date – the date RFQ is submitted to vendor for responding with prices.

RFQ Valid date – the RFQ is valid till the mentioned date

RFQ Status – by default RFQ which are needs to be responded will be shown as Yet to respond.

Vendor Portal – RFQ Acknowledgement

RFQ

Issuer :YOKOGAWA INDIA LIMITED Vendor Quotation Add Communication + User Guide:

RFQ No : RFQ/1220/06132 Revision No : 0 RFQ Date : 12/14/2020 RFQ Valid Date : 12/21/2020

Status : Yet to Respond Remarks :

1.	<u>Rfq Item Id</u>	<u>Item Code</u>	<u>Item Description</u>	<u>Quantity</u>	Add Item Communication +
	20713	Item not in the list	Supply of-FLP, WP Junction Box 24way, 50TB	4	

2.	<u>Rfq Item Id</u>	<u>Item Code</u>	<u>Item Description</u>	<u>Quantity</u>	Add Item Communication +
	20714	Item not in the list	Supply of-FLP, WP Junction Box 18way, 45 TB	3	

3.	<u>Rfq Item Id</u>	<u>Item Code</u>	<u>Item Description</u>	<u>Quantity</u>	Add Item Communication +
	20715	Item not in the list	Supply of-FLP, WP Junction Box 16way, 35TB	2	

4.	<u>Rfq Item Id</u>	<u>Item Code</u>	<u>Item Description</u>	<u>Quantity</u>	Add Item Communication +
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Remarks:

Acknowledge Regret

First step ,suppliers should acknowledge the RFQ's Which is received for Quotations. Without acknowledgement supplier may not be able to quote any prices.

In case supplier not able to quote the RFQ, add the reason in the remarks section and click on regret. This will notify yokogawa that supplier is not quoting this enquiry.

Vendor Portal – RFQ Detail Page

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RFQ

RFQ No : RFQ/0920/02794 Revision No : 0 Date : 09/22/2020 RFQ Valid Date : 09/29/2020

Status : Yet to Respond Remark :

Required Material detailed description **Required Quantity**

Add Communication +

Item wise documents from YOKOGAWA is listed in this section for supplier clarity.

Rfq Item Id	Item Code	Item Description	Quantity
9922	Item not in the list	testing of Vendor Portal	1

Add Item Communication +

YIL Documents:

File Name	Doc Type
Attachment from YIL...	Document

Technical Documents:

File Name	Doc Type	Delete

If you don't want to quote, Please add 0 as quantity in the price section

Add Price

Sl No.	Split Item Id	Qty	Unit Price	Total	Delete
1	11933	1	77		

Click Add Price to Add items details like Price ,Model no, and tax , etc.

Other Documents:

-- Select File Type -- Select File

Vendor Portal – Item detail entry

Most of columns are self explanatory in entry screen

Vendor Quoting Currency

Vendor Quote Quantity

Vendor Quoting Price

View or delete the attached Technical Document for the Line item

Attaching Technical Document for the Individual item

Expected Delivery date from Vendor

Vendor Portal – Document attachment & Status History

Other Documents:

Provision to attach the relevant documents submission to YIL. (technical Document, Commercial and Terms & conditions)

-- Select File Type --

Sl.No	File Name	Document Type	View	Remove
1	2800_6_C00326_VendorquoteAdd_SCMUI.pdf	Vendor Technical Documents		

Communication History:

Clarification points between supplier and YIL will be listed to track the complete history. This will avoid the separate email communication of queries.

Remarks	Remarks From	Remarks On	Revision No
Requesting you to add additional email id to this account.	YOKOVendor	2020-12-14T18:17:35.6359575+05:30	0

Status History:

Progress of each steps captured as status history.

Employee Name	Status	Status Updated On	Remarks	Revision No
N Senthil Kumar	RFQ Generated	2020-09-22T15:09:56.363		0
YOKOVendor	RFQ Acknowledged by Vendor	2020-10-29T09:17:35.637	acknowledged	0

Vendor Portal – RFQ Terms

Terms & Conditions :

Description	Response	Remarks
Vendor to send filled-in technical compliance sheet as per to attached Technical Requirement along with the offer without fail. Any deviation to the attached specification should be brought out clearly on a separate sheet.	-- select --	
Relevant Technical Product Catalogs, Drawings & Quality Assurance Plan (QAP) should accompany with your Quotation without fail	-- select --	
Taxes and Duties as applicable shall be clearly mentioned in your quotation	-- select --	
HSN Codes to be clearly indicated for each line item in your offer.	-- select --	
Packing and forwarding : Price for the same shall be included in the basic price.	-- select --	
Freight : Freight charges upto site / YIL works shall be included in the basic price	-- select --	
Payment Terms : 90% within 45 days of material receipt, Balance 10% against submission of PBG.	-- select --	
Warranty : Depends on the job requirement. 18 months from the date of commissioning or 12 months from the date of supply, whichever is earlier.	-- select --	
Bank Guarantee : BG for 10% of the total contract value, valid for the warranty period to be submitted.	-- select --	
Incase, you are unable to supply the material as per the requested specification /make /model, please confirm the same per return.	-- select --	

SubmitTerms

FinalSubmit

List of terms from YIL to vendor, Vendor can agree or disagree the terms using response drop down and Vendor can save the terms and conditions using the Submit terms Button.

RFQ will be considered only when Vendor clicks on the final submit, until that time RFQ is open to respond. Pls ensure that Final Submission is done without fail.

Vendor Portal – ASN Link

← → ↻ Not secure | vscm-1089815394.ap-south-1.elb.amazonaws.com/VSCM/CreateASN

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User Guide: VN Vendor Name

RFQ < | ASN > | **Create ASN** | ASN List

Click on the Create ASN link to fill details.

Advanced Shipment Notice

Shipment Information

Invoice No:* Invoice Date:* Ship From:*

Ship To:* Shipping Date:* Expected Delivery Date:* Freight InvNo:

Transporter Name:* LR/AWB/BL No:* Incoterm:*

Incoterm Loc.: Mode Of Transport:* Delivery Note : Total Gross Weight in(Kgs):

Total Net Weight in(Kgs): Total Volume: Insurance :*

ASN Items

S.No	PO No	PO Date	PO Line Item	Material Code	Material Description	HSN Code	PO Qty	Supplied Cumulative Qty	ASN Quantity
1									

Vendor Portal – ASN Link

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User Guide: FI FABIONIX INDIA PVT LTD

Registration
RFQ
RFQ List
ASN
Create ASN
ASN List
BG
Guidelines

Advanced Shipment Notice

Invoice Type: Supply

Choose PO from the list to create ASN

PO No: *
4510071333
4508676950
4509264101
4509348792
4509513036
4509638444
4509658000

Invoice No: *
Invoice Date: *
dd-mm-yyyy

Invoice/Ship From: *
25-A, KIADB Industrial Area, Innovative film City, Bidadi - 562 109, Ramanagara Dist.

Invoice Amount: *
Shipping Date: *
dd-mm-yyyy

Expected Delivery Date: *
dd-mm-yyyy

Transporter Name: *
LR/AWB/BL No: *
Incoterm: *
Select

Incoterm Loc.:
Mode Of Transport: *
Select

Delivery Note:

Total Gross Weight in(Kgs):
Total Net Weight in(Kgs):
Total Volume:
Insurance: *
Select

ASN Items

	S.No	PO No	PO Date	PO Line Item	Material Code	Material Description	HSN Code	PO Qty	Unit Price	Supplied Cumulative Qty	ASN Quantity
<input checked="" type="checkbox"/>	1	4510071333	04/19/2022	10	BOP119252	PANEL PARTS	85381010	6	935	0	3

Submit

Enter Quantity to deliver

For selected check boxes of Po's ASN will generate

Vendor Portal – ASN Link

Confirm Data :

Invoice No: 555
Invoice Date: 01/16/2021
Ship From: NO.C-38-39 (NEW NO.17),NEW GANGAMMACHARI STREET,
Ship To: YOKOGAWA INDIA LIMITED,Plot No.96 (PJT), Electronics City,Hosur Road,Bengaluru,560100
Shipping Date: 01/17/2021
Delivery Date: 01/24/2021
Freight InvNo:
Transporter Name: 555
LR/AWB/BL No: 66565
Incoterm: EXW
Incoterm Loc.:
Mode Of Transport: By Road
Delivery Note:
Total Gross Weight in(Kgs):
Total Net Weight in(Kgs):
Total Volume:
Insurance: By YIL

PO Line Item	Material Code	Material Description	HSN Code	ASN Quantity
0	BOP1 24264	STRUCTURAL STEEL-U, I OR H SECTIONS	72161 000	4284

Select checkbox, to agree the entered information is correct

This is final to step to create ASN, once entered details are correct click on proceed button.

I Agree to the above information is correct

Vendor Portal – Invoice Documents Upload

By Road

Total Net Weight in(Kgs): Total Volume: Insurance: By YIL

List of documents to be uploaded by vendor

Please Upload Documents in PDF Format

Tax Invoice: *

Delivery Challan:

Packing List :

LR/AWB/Courier Docket/B/L: *

Freight Invoice: *

Test Certificates: *

Inspection Report :

Bank Guarantee: *

Other Documents:

Remarks:

Click on the Select File button to upload document. Red color start(*) mark indicates that document is mandatory

Click on the Submit button after filling the mandatory fields and documents, than form will submit to YIL, if any changes required they will come back with the modifications

Vendor Portal – ASN List

The screenshot shows the 'Advanced Shipment Notice' page in the Vendor Portal. On the left, a sidebar contains navigation options: RFQ, ASN, Create ASN, and ASN List. The main content area has a search form with 'From Date' (dd-mm-yyyy), 'ASN No', and a 'Submit' button. Below the form is a table with columns: S.No, ASN No., Invoice No., Date, and View. The table contains two rows of data. Callouts provide instructions: 'Click on the ASN List link to list down all the ASN's requested.' (pointing to the sidebar), 'Click on invoice link to edit or view the invoice documents.' (pointing to the 'View' link in the table), and 'Click view button To view the ASN details or to communicate against ASN to YIL' (pointing to the 'View' link in the table).

Advanced Shipment Notice

From Date: dd-mm-yyyy

ASN No: []

Submit

S.No	ASN No.	Invoice No	Date	View		
1	ASN/0121/00013	54545	16/01/2021	24/01/2021	15/01/2021	View
2	ASN/1220/00003	253	23/12/2020	04/01/2021	24/12/2020	View

Vendor Portal – ASN View

- RFQ
- ASN
- Create ASN
- ASN List

Advanced Shipment Notice

ASN No: ASN/0121/00013

Shipment Information

Add Communication 



Invoice No:*

Invoice Date:*

Ship From:*

Ship To:*

Shipping Date:*

Expected Delivery Date:*

Freight InvNo:

Transporter Name:*

LR/AWB/BL No:*

Incoterm:*

Incoterm Loc.:

Mode Of Transport:*

Delivery Note :

Total Gross Weight in(Kgs):

Total Net Weight in(Kgs):

Total Volume:

Insurance :*

Vendor Portal – BG List

The screenshot shows the Vendor Portal interface for the BG List. On the left is a navigation menu with options: RFQ, RFQ List, ASN, BG, and BG List. The main content area is titled "BG List" and contains a search filter section with fields for "From Date" (dd-mm-yyyy), "To Date", "BG No", and "PO No". Below the filters is a table with columns: S.No, BG No, PONo, Date, BG Status, BG Date, and Created Date. The table lists seven BG entries. Two callout boxes are present: one pointing to the "BG List" link in the navigation menu with the text "Click on the BG List link to list down all the BG's requested.", and another pointing to a blue link in the "BG No" column of the first row with the text "Click on BG link to edit or view the BG details.".

S.No	BG No	PONo	Date	BG Status	BG Date	Created Date			
1	BG/0321/00011	4508706901	01/07/2021	03/18/2021	3884	03/16/2021	Submitted	03/20/2021	03/16/2021
2	BG/0321/00010	4508706901	01/07/2021	03/16/2021	665	06/16/2023	Submitted	03/16/2021	03/16/2021
3	BG/0221/00008	4508740129	01/19/2021	02/25/2022	8767	02/22/2023	Verified	02/24/2021	02/22/2021
4	BG/0221/00007	4508721930	01/13/2021	02/22/2022	322334	02/22/2024	Sent for Modification	02/22/2021	02/22/2021
5	BG/0221/00005	4508740129	01/19/2021	03/18/2021	10837	02/17/2021	Verified	02/16/2021	02/17/2021
6	BG/0221/00004	4508706960	01/07/2021			02/15/2022			
7	BG/0221/00003	4508706960	01/07/2021			02/15/2022			

Vendor Portal – BG Details

- RFQ
- RFQ List
- ASN
- BG

Bank Guarantee Details

BG No:
BG/0321/00011

BG Remarks:

BG Expiry Date: *
18-03-2021

PO No:
4508706901

Warranty Expiry Date *
16-03-2021

Claim Date: *
17-03-2021

PO Date:
01/07/2021

BG Date: *
20-03-2021

Items: *
1;2

Banker Details:

PO Value:
₹324,807.90

BG Guidelines:

BG Value: *
3884

BG Documents

Supporting Docs: Select File

BG Status History

Employee Name	Status	Status Updated On	Remarks
Lakshmi Prasanna	Open	16/03/2021 12:14:27 PM	
PEPPERL + FUCHS (INDIA) PVT LIMITED	Submitted	16/03/2021 1:32:00 PM	

Submit

Vendor can we the bank details of YIL

Vendor can view the BG Guidelines

Click on the Select File button to upload document. It is mandatory Document

Click Submit button, once all mandatory fields filled, notification will go to the YIL