



SAIL-ISP SAP-ERP Support & Maintenance

PRAGATI

Online Procedure for Permission to Lift Rejected Materials from MM Stores



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Document Notice

Notice

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Document Release Note

Customer: Steel Authority of India Limited- IISCO Steel Plant (SAIL-ISP)

Project: SAP-ERP Implementation

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Online Procedure for Permission to Lift Rejected Materials from MM Stores	Initial Version	TCS Functional Consultants	Vendor Manual for Online Procedure for Permission to Lift Rejected Materials from MM Stores

Version History

No.	Date	Author	Remarks
1	14-10-2025	TCS Functional Consultants	Initial Version



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1. Introduction:

The Vendor User Manual for the Online Permission to Lift Rejected Materials is designed to guide vendors through the digital process of obtaining approval to lift rejected materials from the MM Stores at TISCO Steel Plant. This manual provides a comprehensive step-by-step explanation of the system workflow, data requirements, and approval process to ensure transparency, accuracy, and efficiency in material handling operations.

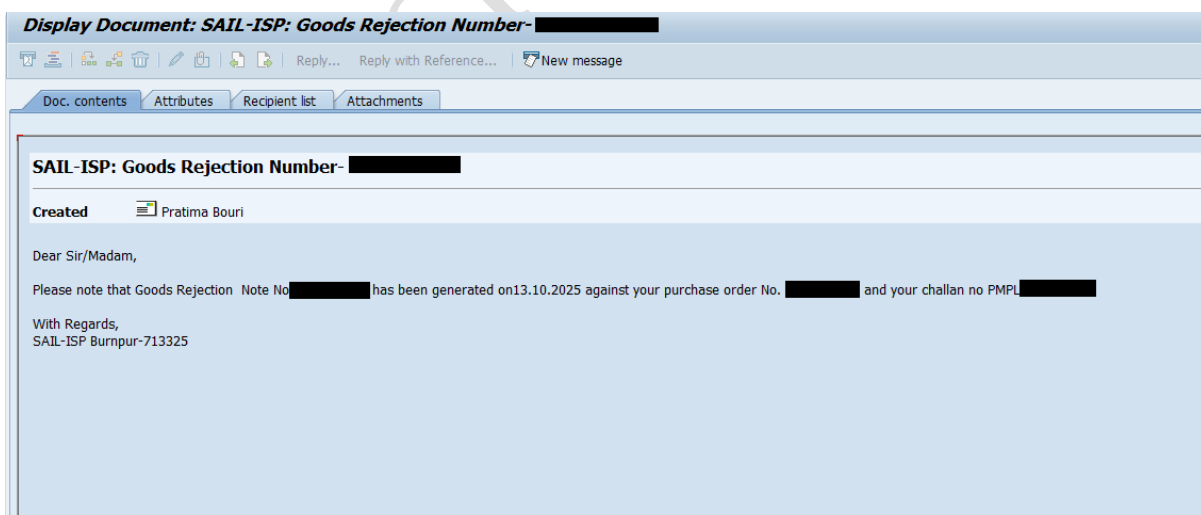
In alignment with the organization's digital transformation initiatives, the Online Material Lifting System eliminates the need for manual documentation and physical approvals. It enables vendors to initiate, track, and complete the lifting permission process from SRM Portal, thereby improving communication and reducing process delays.

System Overview:

- The Online Material Lifting System operates within the SAP environment, integrated with the SRM Portal.
- Vendor-initiated requests based on relevant Purchase Orders (POs).
- Automatic validation of rejected material data (e.g., material number, quantity, vendor etc.).
- Workflow-based approval routing to the approving officers.
- Email notifications for every stage of the process
- Auto-generation of Permission Numbers and Lifting Details, which are stored in the SAP system for reference and audit.

2. Receiving of Goods Rejection Note:

Vendor received Email notifications to registered email ID.



3. Login to ISP SRM Portal

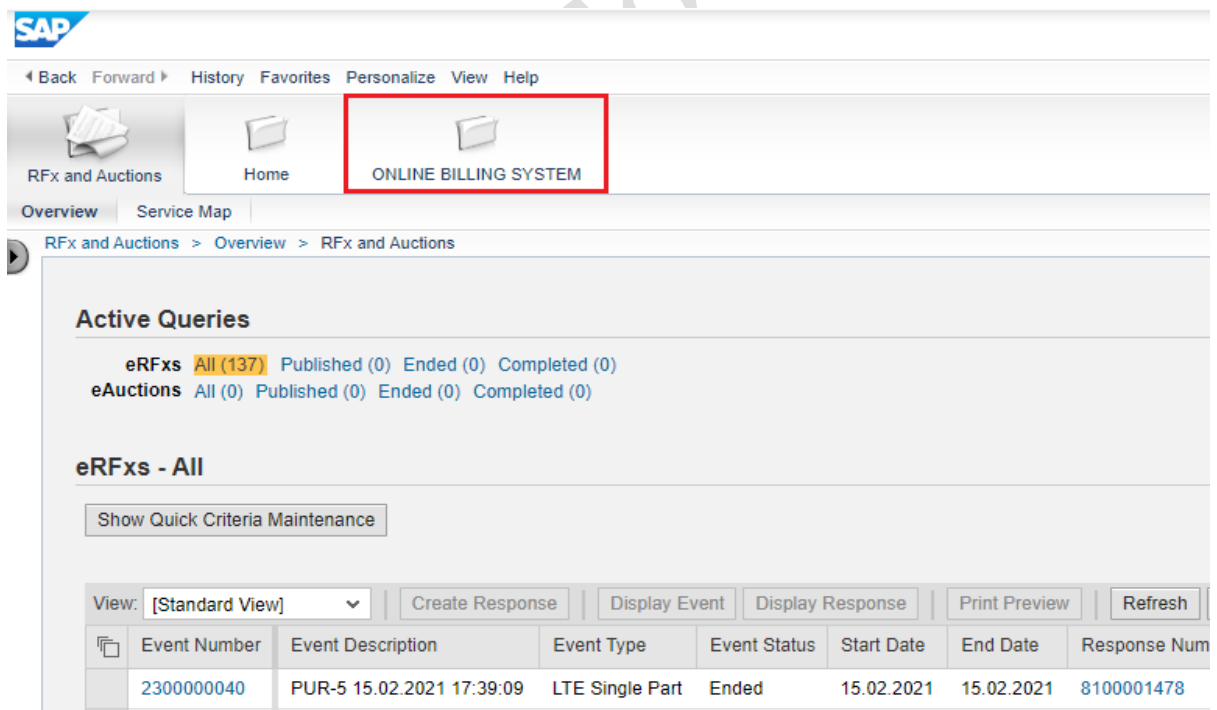
Login to ISP SRM Portal using credential.



4. Submission of Lifting Permission Request

Once Goods Rejection Note is forwarded to vendor, login to **SRM portal**.

To proceed click on **ONLINE BILLING SYSTEM**



Now select radio button for **Rejected Material Lifting Plan** and click on **GO**.

Welcome to Online Bill Submission Window

Section For Material POs

- ☐ PO Acknowledgement
- ☐ Advanced Shipping Notification(ASN)
- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Consolidated Report
- ☒ Rejected Material Lifting Plan

GO

Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report

GO

Section For User Manual

-
-

New window will open (Rejected Material Lifting Plan) → Select **Create Permission Request** and Click on **execute**

Rejected Material Lifting Plan

Execute

Select Action Type

- ☒ Create Permission Request
- ☐ Saved As Draft
- ☐ Display Permission Request

Now Provide **Purchase order number/Rejection GRN Number** and click on **Create**.

Rejected Material Lifting Plan

Execute Create

Select Action Type

- ☒ Create Permission Request
- ☐ Saved As Draft
- ☐ Display Permission Request

Input Section

Purchase Order Number: 5000000687 To

Rejection GRN Number:



Click on the button to create permission Req. for multiple PO's.

5. Creation of Permission Request

New window will open (**Creation of Permission Request**) → Select the rows (**checkbox**) for which you want to create Permission request.

Download Rejection GRN print by selection **one row** at a time.

Creation of Permission Request

[Back To Home](#)

Permission Request Number: 0000000000 Permission Request Date: Permission Request Status: [Save As Draft](#) [Submit](#)

Material Rejection Details

[Material Rejection Details](#)

[Download Rejection GRN](#)

Select Row	Purchase Document No.	Purchase Document Date	Rejection GRN Number	Rejection GRN Date	Daybook Number	Daybook Date	Daybook Store Code	Daybook Store Description	Supplier Code
☐	5000000687	28.08.2025	5000005330	28.08.2025	5000005318	28.08.2025	1105	CRS AP HOSE	1000080516
☐	5000000687	28.08.2025	5000005335	28.08.2025	5000005319	28.08.2025	1105	CRS AP HOSE	1000080516

Provide Delay Justification Remarks up to 200 Char (Minimum 60 char) if applicable.

Creation of Permission Request

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Permission Request Number: 0000000000 Permission Request Date: Permission Request Status: [Save As Draft](#) [Submit](#)

Material Rejection Details

[Material Rejection Details](#)

[Download Rejection GRN](#)

Challan Number	Challan Date	Invoice Number	Invoice Date	Item Code	Item Description	UOM	Rejection Quantity	Rejection Reason	Delay Justification Remarks
TEST3	28.08.2025	TEST3	28.08.2025	10110200...	MAJOR RAW MAT...	TO	5.000	POOR QUALITY	
TEST4	28.08.2025	TEST4	28.08.2025	10110200...	MAJOR RAW MAT...	TO	1.000	POOR QUALITY	

Now add following attachments under attachment section "**Authorization Letter & Copy of Challan/ Tax Invoice**".

Creation of Permission Request

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Permission Request Number: 0000000000 Permission Request Date: Permission Request Status: [Save As Draft](#) [Submit](#)

Material Rejection Details

[Material Rejection Details](#)

Attachments

[List of Attachments](#)

Upload Attachment

Attachment Name: [Choose File](#) No file chosen [Add](#) [Delete](#)

Select Row	Attachment Name	File Name
------------	-----------------	-----------

NOTE:

1. **Vendor can delete attachments before submission of Permission Request.**
2. **Maximum File Size is 2 MB of each attachment.**

Now select the checkbox for **Declaration**.

Please Accept the Declaration

Creation of Permission Request

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Permission Request Number: 0000000000 Permission Request Date: Permission Request Status: [Save As Draft](#) [Submit](#)

Material Rejection Details



Attachments



Declaration

☒ With reference to the above details, the materials supplied by us against the mentioned challan have been rejected. We hereby request SAIL-IISCO Steel Plant to allow us to lift the rejected materials. All relevant supporting documents are attached.

Once all the details are filled, click on **Submit** it will generate Permission No.

Creation of Permission Request

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Permission Request Number: 0000000000 Permission Request Date: Permission Request Status: [Save As Draft](#) [Submit](#)

Material Rejection Details



If you wanted to submit later then click on **Save as Draft**.

System will Permission 4400000015 saved successfully. Note down Permission No.

Permission 4400000015 saved successfully. Note down Permission No.

Rejected Material Lifting Plan

[Execute](#) [Refresh](#) [Create](#)

Select Action Type

☒ Create Permission Request
☐ Saved As Draft
☐ Display Permission Request

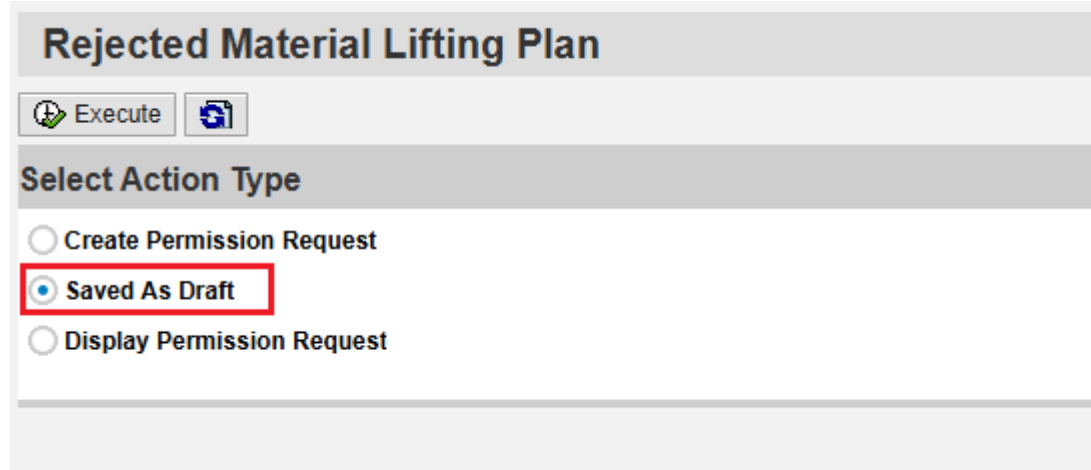
Input Section

Purchase Order Number:  5000000687  To  

Rejection GRN Number:

5.1. Process Draft Permissions:

Go To **Rejected Material Lifting Plan** dashboard and select **Saved As Draft** and click on Execute.



Rejected Material Lifting Plan

Execute 

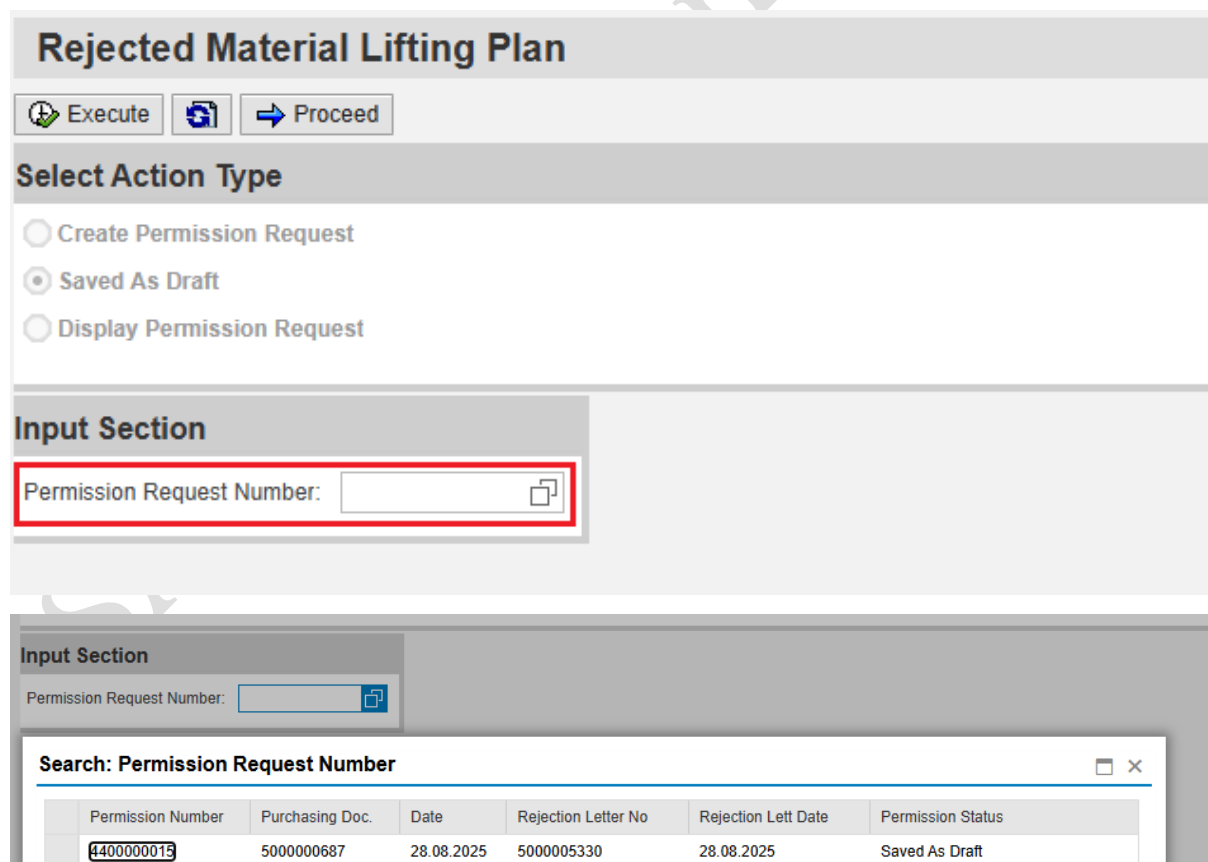
Select Action Type

☐ Create Permission Request

☒ **Saved As Draft**

☐ Display Permission Request

Provide Permission request numebr or select from F4 list.



Rejected Material Lifting Plan

Execute   Proceed

Select Action Type

☐ Create Permission Request

☒ **Saved As Draft**

☐ Display Permission Request

Input Section

Permission Request Number:

Search: Permission Request Number

Permission Number	Purchasing Doc.	Date	Rejection Letter No	Rejection Lett Date	Permission Status
4400000013	5000000687	28.08.2025	5000005330	28.08.2025	Saved As Draft

Now click on **Proceed**.

Rejected Material Lifting Plan

Select Action Type

☐ Create Permission Request
☒ Saved As Draft
☐ Display Permission Request

Input Section

Permission Request Number:

Once all the details are filled, click on **Submit**. And system will through a message "Permission 4400000015 submitted successfully. Note down Permission No."

Rejected Material Lifting Plan

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Permission Request Number
 Permission Request Date
 Permission Request Status

Material Rejection Details

Select Row	Purchase Document No.	Purchase Document Date	Rejection GRN Number	Rejection GRN Date	Daybook Number	Daybook Date	Daybook Store Code	Daybook Store Description	Supplier Code
☒	5000000687	28.08.2025	5000005330	28.08.2025	5000005318	28.08.2025	1105	CRS AP HOSE	1000080516
☒	5000000687	28.08.2025	5000005335	28.08.2025	5000005319	28.08.2025	1105	CRS AP HOSE	1000080516

Once submitted system Locks the permission request for editing.

5.2. Email Notification:

Once the Permission request is submitted system automatically send email notification to the Vendor, ISP Store In-Charge, and Dealing Officer.

Submission of Material Lifting Request 4400000015

Created  SRM_USER

To: M/s AICH & AICH.
Vendor Code: 1000080516

Dear Sir/Madam,
This is to confirm that your Material Lifting Permission Request against the rejected material has been successfully submitted. The details are as follows:

Permission Request No.	Rejection GRN No.	Rejection GRN Date	PO No.	PO Date
4400000015	500005330	28.08.2025	5000000687	28.08.2025
4400000015	500005335	28.08.2025	5000000687	28.08.2025

Note: This is a system-generated document. Please do not reply to this email.

5.3. Track Permission Request:

Go To **Rejected Material Lifting Plan** dashboard and select **Display Permission Request** and click on Execute.

Then Provide Permission request numebr or select from F4 list.

Rejected Material Lifting Plan

 Execute   Proceed

Select Action Type

☐ Create Permission Request
☐ Saved As Draft
☒ Display Permission Request

Input Section

Permission Request Number: 

Search: Permission Request Number

Permission Number	Purchasing Doc.	Date	Rejection Letter No	Rejection Lett Date	Permission Status
4400000004	5000000686	28.08.2025	5000005338	28.08.2025	Rejected
4400000004	5000000686	28.08.2025	5000005339	28.08.2025	Rejected
4400000008	5000000686	28.08.2025	5000005338	28.08.2025	Deleted
4400000008	5000000686	28.08.2025	5000005339	28.08.2025	Deleted
4400000009	5000000686	28.08.2025	5000005338	28.08.2025	Deleted

Now Click on Proceed.

Rejected Material Lifting Plan

 Execute  **Proceed**

Select Action Type

- ☐ Create Permission Request
- ☐ Saved As Draft
- ☒ Display Permission Request

Input Section

Permission Request Number: **4400000015** 

Check for status of Permission Request.

Rejected Material Lifting Plan

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Permission Request Number: 4400000015 Permission Request Date: 14.10.2025 **Permission Request Status: Submitted** [Save As Draft](#) [Submit](#)

Approval Rejection Remarks [VIEW](#)

Material Rejection Details

 Material Rejection Details [Display Additional Fields](#)

[Download Rejection GRN](#) [Delete Row](#)

Select Row	Purchase Document No.	Purchase Document Date	Rejection GRN Number	Rejection GRN Date	Daybook Number	Daybook Date	Daybook Store Code	Daybook Store Description	Supplier Code
☒	5000000687	28.08.2025	5000005330	28.08.2025	5000005318	28.08.2025	1105	CRS AP HOSE	1000080516
☐	5000000687	28.08.2025	5000005335	28.08.2025	5000005319	28.08.2025	1105	CRS AP HOSE	1000080516

- **Submitted** – Not yet send for Approval
- **Approved** – Request has been approved by ISP
- **Rejected** - Request has been rejected by ISP

Click on Display Additional Fields to check status for **Delivery challan**.

Rejected Material Lifting Plan

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Permission Request Number: 4400000015 Permission Request Date: 14.10.2025 **Permission Request Status: Submitted**

Approval Rejection Remarks [VIEW](#)

Material Rejection Details

 Material Rejection Details **Display Additional Fields**

Purchase Document No.	Rejection GRN No.	Approved Delivery Challan No.	Delivery Challan Current Status
5000000687	5000005330	OS0580000319	Approved
5000000687	5000005335	OS0580000320	Not Approved

If the Permission request is rejected, then system generated email notification will be send to Vendor.

Rejection: Material Lifting Request 4400000015

Created  WF Batch

To: M/s AICH & AICH.
Vendor Code: 1000080516

Your material lifting permission request dated [14/10/2025] has been rejected. Please check the portal for rejection remarks and submit a new request if required.

Details as below:

Permission Request No.	Rejection GRN No.	Rejection GRN Date	PO No.	PO Date
4400000015	5000005330	28.08.2025	5000000687	28.08.2025
4400000015	5000005335	28.08.2025	5000000687	28.08.2025

Regards,
Store In-Charge
SAIL-IISCO Steel Plant, Burnpur – 713325

(This is automatic system generated mail - please do not reply)

Open the **Permission Request** from **Display Permission Request** in SRM Portal and click on **VIEW** to check Rejection remarks.

Rejected Material Lifting Plan

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Permission Request Number: 4400000015 Permission Request Date: 14.10.2025 Permission Request Status: **Rejected**

Approval Rejection Remarks: **VIEW**

Material Rejection Details

Please see Approval Rejection Remarks below

Rejected due to incorrect data.



5.4. Closure Process:

Once approved, the vendor must submit the lifting plan within the permission validity period mentioned in email.

Approval: Material Lifting Request 4400000011

Created WF Batch

To: M/s AICH & AICH.
Vendor Code: 1000080516

Your material lifting permission request dated [23/09/2025] has been approved. Kindly coordinate with the Store In-Charge to lift the material within the validity period.

Details as below:

Permission Request No.	Rejection GRN No.	Rejection GRN Date	PO No.	PO Date
4400000011	5000005338	28.08.2025	5000000686	28.08.2025

Valid Till: Final Approval Date + 30 days

Regards,
Store In-Charge
SAIL-IISCO Steel Plant, Burnpur – 713325

(This is automatic system generated mail - please do not reply)

If permission expires without Delivery Challan generation, vendor must reapply.

Once the Delivery Challan is generated, the transaction is considered complete.

-----Thank You-----