

INBOUND SUPPLY CHAIN PROCESS OF CENTRAL WARE HOUSE, JAMSHEDPUR PROCUREMENT

- Name, address and GST No. of the supplier---
 - GST No. of the supplier must be of same state & address which is being provided in invoice. If the required GST No. is not registered with TATA STEEL , that should be registered with TATASTEEL first . For help in this regard you may contact PROCARE on Landline no.- 06576644466
- Name, address and GST No. of the consignee (For Tata Steel Jamshedpur) ,

Name : Tata Steel Ltd- Jamshedpur
Address: P.O - Bistupur
Jamshedpur
State: Jharkhand
State code: 20

GSTIN/UIN:20AAACT2803M2ZO
- Invoice number should be up-to 14 character containing alphabets or numerals or special characters hyphen or dash and slash. It is to be noted that the Invoice number must be same as you have entered in ECCI. Invoice date must be mentioned in your Invoice.
- There are Three copy of invoices required, **Original for recipient, duplicate for transporter and triplicate for supplier** and that must be printed on your Invoice.
- HSN code of goods must be mentioned in your Invoice.
- CGST/SGST/IGST- Required to be same as mentioned in order, if there is a change in applicable GST, that must be communicated and settled with concerned commodity manager before creation of ECCI.
- Your ECCI and Invoice condition should match with PO condition in line with material Description, quantity of material, Unit of measurement (UOM), value, rate of tax, amount of tax.
- Signature or digital signature of the supplier or his authorised signatory must be on the Invoice copy.
- In case of Freight claim, freight charges must be claimed in invoice and that should be as per the Purchase order condition.

Apart from above mentioned information please go through under mentioned requirement:

- Before entering the consignment to TATASTEEL inside works, there are two Transport park (one near HSM gate and another near JMD gate) . Your

consignment vehicle must report to Our escort team at the above-mentioned transport park. Vehicle safety checking is done there as per the check list attached here for your reference. Vendor are requested to ensure that the vehicle condition is as per the requirement given in attached sheet before shipment. Vendor/ Driver must obtain Receipt and stamp on ECCI or duplicate for transporter copy of invoice before leaving the counter of Escort team.

- Vendor/ Driver must report to VTS entry counter at transport park along with all documents including escort team receipt and stamp for online VTS entry. VTS person will enter all the relevant information like PO NO., ECCI NO., VEHICLE NO., INVOICE NO. in online vehicle tracking system (VTS) after checking all the documents including escort team receipt and stamp. Vendor/ Driver must obtain Receipt and stamp on ECCI or duplicate for transporter copy of invoice before leaving the counter of VTS entry team. **Vendor/ Driver must produce all invoices for entering in the VTS system. Vendor/ Driver will be responsible for any missing invoice details if it is not produced to VTS team for entry in on line VTS system.**
- Vendor/ Driver must obtain GPS and RFID card to enter TATA STEEL inside works from VTS team before leaving the counter.

At HSM gate & JMD gate (only light and 4 wheeler vehicle is allowed to enter through this gate), our Escorting team is available to escort the consignment vehicle to our warehouse / weigh bridge (in case of weightment material) and end user unloading point. Vendor/ Driver will not move inside Tata Steel work without the escort. This escort is provided to your vehicle from entering the vehicle to Tata steel to Exit of the Tata steel gate. For any query and support related with vehicle safety check and document verification at Transport park you may contact our PROCARE on Landline no.- 06576644466

- In the case of Over dimension material (ODC material) , vehicle movement is allowed inside Tata Steel works during 11.00 pm to 5.00 am and Escorting in this case is also provide as mentioned above. In no case vehicle should move inside Tata steel works without escort.
- These are required documents; vendor should send along-with consignment:
 - i) Three copy of ECCI
 - ii) Three copy of Invoices (Original for recipient, duplicate for transporter and triplicate for supplier)
 - iii) Packing list
 - iv) LR copy
 - v) Valid E-Way bill
 - vi) Challan– Not mandatory
 - vii) Insurance copy (If material is insured)
 - viii) If you are claiming the freight you must provide following freight documents:
 - a) LR copy in original,

- b) Transporter Invoice in original, and
- c) Money receipt

- **Document date: 30.10.2019**
- **Next revision date: 30.04.2020**