

The Next Generation eProcurement Solution

Operational Portal User Manual

LOGIN / REGISTRATION

User can access the link <https://kcorp.procuresens.com/> to Create PR.

User have to register into E-Procurement by clicking “New User Registration”



Warning : "The e-Sourcing application is protected by appropriate security measures. Access to and use is restricted to Authorized Users for Safal Softcom only. Any attempt to use this system in a manner not authorized or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this e-Sourcing system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes."

Support Request

NEW USER REGISTRATION

1. Enter basic details like Username, full name, Email, Mobile Number.
2. Add Entity, Branch and PR / PO Category.
3. Click on “**Submit**” button to register in E-Procurement system.
4. Request to Safal support for support.safal@k-corp.in to activate your account.

The screenshot shows the 'User Registration' form with the following fields and annotations:

- Annotation 1:** A red box highlights the first section of the form, including fields for User Name, Full Name, User Type, Email, Mobile Number, Currency, and Location.
- Annotation 2:** A red box highlights the second section of the form, including fields for Entity Name, Branch Name, and PR / PO Category.
- Annotation 3:** A red box highlights the 'Submit' button.

The form includes a 'Login' button in the top right corner and a 'Cancel' button next to the 'Submit' button.

LOGIN PAGE

User will receive Username and Password on their registered Email ID from E-Procurement system.

1. User can login to E-Procurement with User Name and Password.



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[Support Request](#)

OPERATIONAL USER - PR

Operational User can create a PR by clicking “Add PR”

The screenshot shows a web application interface for PR management. At the top left is the 'K HOSPITALITY' logo. A navigation bar contains buttons for 'PR' (highlighted with a red box), 'PR APPROVAL', 'RFQ / AUCTION', 'PR DETAILS', and 'MASTER'. On the right, there is contact information: 'For Support Please Contact on : support.safal@k-corp.in' and 'SSL TECHNICAL' with email and power icons. The main content area is titled 'Purchase Requisition' and includes an 'Export To Exc.' button and an 'Add PR' button (highlighted with a red box). Below the title is a 'Show 10 entries' dropdown. A table with 11 columns (SR NO, ACTION, PR.NO, PR DATE, PR/PO CATEGORY, REV NO, ENTITY, BRANCH, OUTLET / COST CENTER, BUDGET, and a status column) displays five rows of data.

SR NO	ACTION	PR.NO	PR DATE	PR/PO CATEGORY	REV NO	ENTITY	BRANCH	OUTLET / COST CENTER	BUDGET	
1	Delete Edit Submit For Approval Lines	TFSKPL-2324-00029	01/11/2023	Consumables	01	TRAVEL FOOD SERVICES KOLKATA PRIVATE LIMITED	Mumbai HO	Culinary	0.00	PR
2	Delete Edit Submit For Approval Lines	DCPL-2324-00011	31/10/2023	SOE	01	MUMBAI AIRPORT LOUNGE SERVICES PRIVATE LIMITED	Mumbai HO	MALS TRAVEL CLUB LOUNGE INTL PHASE II	0.00	PR
3	Recall Review Lines	TFSP-2324-00131	31/10/2023	IT	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	Training Development	0.00	PR
4	Cancel Review Lines	TFSP-2324-00112	23/10/2023	Capex NSO	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	SSP Malaysia	0.00	Kit
5	Review Lines	TFSP-2324-00110	23/10/2023	Capex-Refurbishment	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai HO	Research Development	0.00	PR

OPERATIONAL USER – PR – Add PR

PR Header Level

Note : Don't user Special characters like Single quote ('), Double quote ("), Back slash (/), Front slash (\) etc in Safal system

Fill all the necessary details like PR/PO category, Entity, Branch, Outlet/Cost Center, Header Text...etc

Category Description : User can see the description of PR/PO category.

PR NO. : PR no is auto-generated by E-Procurement system.

Approval By : Approval by is auto select according to branch, but user can change approver.

Upload Document : User can upload document on header level.

Purchase Requisition Header

Save And Submit For Approval

Back

Submit

PR / PO Category*

Capex NSO

Category Description:

All Capex Items & Services for NSO Project

Entity*

TF SPL - TRAVEL FOOD SERVICES PRIVATE LIMITED

Branch*

Mumbai Airport- T2

Outlet/Cost Center*

MUM IRISH HOUSE T2

PR NO*

PR NO

Requisition Date*

28/11/2023

Budget

Budget

Header Text*

PR for Refilling fire extinguisher

Requested By

SSL. TECHNICAL

Approval By*

Kamlesh Patil

Total Value

TOTAL VALUE

ACTION

REMARKS

FILE NAME

Upload Document

×

REMARK

Demo.xlsx

OPERATIONAL USER – PR – Add PR

PR Line Level

Fill all the necessary details like Purchase Group, Category, Sub-Category. write a item name in **“Shot Text”** and add description of the item in **“Long Description”**

“Qty and Unit of Measures (UOM)” are Mandatory.

Upload Document : User can upload document on Line level by clicking on **“+ ADD”**.

Add Line : At last user should have to click on **“Add Line”** and it will create a line item and show in below table

Purchase Requisition Line

Purchase Group*

Category* Sub Category*

Material

Item Name*

Long Description

Quantity Requested* Unit of Measure* Currency

Valuation Price Total Value

Expected Delivery Date Budget

ACTION	ITEM OF REQUISITION	MATERIAL	ITEM NAME	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
<input type="button" value="x"/> <input type="button" value="edit"/> <input type="button" value="TI"/>	1	MATERIAL	Item1	1.00	0.00	0.00

OPERATIONAL USER – PR – Add PR

PR Line Level

User can add multiple line item by uploading the template.

For that User have to download the template by clicking on **“Download Template”**

Purchase Requisition Line

Purchase Group*

Category* Sub Category*

Material

Item Name*

Long Description

Quantity Requested* Unit of Measure* Currency

Valuation Price Total Value

Expected Delivery Date Budget

ACTION	ITEM OF REQUISITION	MATERIAL	ITEM NAME	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
<input type="button" value="x"/> <input type="button" value="edit"/> <input type="button" value="TI"/>	1	MATERIAL	Item1	1.00	0.00	0.00

OPERATIONAL USER – PR – Add PR

PR Line Level

All the red highlighted column is mandatory otherwise it will give the error at the time of Uploading.

Make sure all the details field properly

Upload the template by clicking on **“Upload Template”**

The screenshot displays the Microsoft Excel interface for a PR template. The spreadsheet has the following columns: Purchase Group, Category, Sub Category, Material Code, Item Name, Long Description, Quantity Requested, Unit of Measure, Currency, Valuation Price, Total Value, Expected Delivery Date, and Budget. The first three columns are highlighted in red. Below the spreadsheet is a data entry form with the following fields: Quantity Requested* (value: 1), Unit of Measure* (value: %), Currency (value: INR), Valuation Price (value: VALUATION PRICE), Total Value (value: TOTAL VALUE), and Expected Delivery Date (value: EXPECTED DELIVERY DATE). Below the form is an '+ADD' button and an 'ATTACHMENT' section. At the bottom, there is a table with the following data:

ACTION	ITEM OF REQUISITION	MATERIAL	ITEM NAME	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
T1	1	MATERIAL	Item1	1.00	0.00	0.00

The 'Upload Template' button is highlighted in red.

OPERATIONAL USER – PR – Add PR

If a user add some wrong data in Excel and upload in the system then system will automatically download excel template with error remarks column

The screenshot shows a web application interface for adding a Purchase Requisition (PR). The interface includes a header with navigation tabs (SUPPLIER, PR APPROVAL, RFQ/AUCTION, PR DETAILS, INVOICE SUBMISSION, INVOICE, INVOICE APPROVAL) and a user profile for 'SSLTECHNICAL'. The main form contains fields for 'Header Text*', 'Requested By' (SSLTECHNICAL), 'Approval By*' (dropdown), 'Total Value' (0), 'Purchase Group*' (AD1 - AD1), 'Category*' (Consultant), 'Sub Category*' (Acoustic Consultant), 'Material' (MATERIAL), 'Item Name*' (Item 1), and 'Long Description'. An 'Upload Document' button is visible. A red box highlights a download notification for 'PRLItemTemplate (1).xlsx' in the top right corner.

Below the web application, a Microsoft Excel spreadsheet is shown. The spreadsheet has a column for 'Error Remarks' highlighted in red. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J
	Error Remarks	Purchase Group	Category	Sub Category	Material Code	Item Name	Long Description	Quantity Requested	Unit of Measure	
1	Category Not Exist In Master Or Not Mapped With Purchase Group a01SubCategory Not Exist In Master Or Not Mapped With CategoryConsultant	a01	Consultant	Acoustic Consultant		Item 1		1	EA	
2										
3										
4										
5										
6										
7										
8										
9										

OPERATIONAL USER – PR – Add PR

In the example below, a category is incorrect, so the user must enter the same term in the Excel file.

The screenshot shows a web application interface for adding a Purchase Requisition (PR) line item. The interface includes a header with navigation tabs (SUPPLIER, PR APPROVAL, RFQ/AUCTION, PR DETAILS, INVOICE SUBMISSION, INVOICE, INVOICE APPROVAL) and a user profile for 'SUPPORT SAFAL'. The main form contains fields for 'Header Text*', 'Requested By' (SSLTECHNICAL), 'Approval By*' (dropdown), 'Total Value' (0), and 'Purchase Requisition Line' details. The 'Purchase Group*' is set to 'A01 - A01', 'Category*' is 'Consultant', and 'Sub Category*' is 'Acoustic Consultant'. The 'Material' field is 'MATERIAL' and 'Item Name*' is 'Item 1'. A red box highlights the 'Purchase Group', 'Category', and 'Sub Category' fields.

Overlaid on the bottom of the screenshot is a Microsoft Excel spreadsheet titled 'PRLItemTemplate (11).xlsx'. The spreadsheet has a red border around the 'Error Remarks' column (A1) and the first data row (B1-D1). The 'Error Remarks' cell contains the text: 'Category Not Exist In Master Or Not Mapped With Purchase Group a01SubCategory Not Exist In Master Or Not Mapped With CategoryConsultant'. The first data row contains the following values:

Purchase Group	Category	Sub Category	Material Code	Item Name	Long Description	Quantity Requested	Unit of Measure
a01	Consultant	Acoustic Consultant		Item 1		1	EA

OPERATIONAL USER – PR – Add PR

If a user has select Capex NSO in PR/PO Category and the sub category is SOE, HR & Uniforms /Equipments in this Case user cannot find BOQ option on line item.
User should have to add on Line item level

Purchase Requisition Header

Save And Submit For Approval Back Submit

PR / PO Category* Capex NSO Category Description: All Capex Items & Services for NSO Project

Purchase Group* E01 - E01

Category* Other Sub Category* SOE, HR & Uniforms

Material MATERIAL

Item Name* Item 1

Long Description LONG DESCRIPTION





Quantity Requested* 1.000 Unit of Measure* EA Currency INR

Valuation Price VALUATION PRICE Total Value 0.00

Expected Delivery Date 09/02/2024 Budget

+ADD ATTACHMENT

Upload Template Download Template Add Line Reset Line

ACTION	ITEM OF REQUISITION	MATERIAL	ITEM NAME	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
   	1	MATERIAL	Item 1	1.000	VALUE	0.00

OPERATIONAL USER – PR – Add PR

1. User can Delete , Edit and Copy line item.
2. User can add “**Technical Parameter(T) & BOQ(+)**”
3. **Technical Parameter** : Buyer can “**Add(+)**” technical parameter on line item. Buyer can change Required as “**Mandatory or Non-Mandatory**” and “**Submit**” Technical Parameter.

ACTION	ITEM OF REQUISITION	MATERIAL	SHORT TEXT	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
		Fire Extinguisher	To refill the fire extinguisher	5.000	VALUE	0.00
	2	MATERIAL	Fire Extinguisher refilling	5.000	VALUE	0.00

Technical Parameters

Item Code : Fire Extinguisher Download Template Upload Template

Item Name : As to refill the 30nos Fire Extinguisher Cos its getting expire on 15/11/23

TPAS REQUIREMENT (PARAMETER)	REQUIRED
Proper Filling of Fire Extinguisher	Mandatory
Reasonable Rate	Non Mandatory

Submit Cancel

OPERATIONAL USER – PR – Add PR – BOQ

1. **BOQ(+)/Sub Line Item** : Add sub line item by clicking “Add(+)” And fill all the details. User can also add item using upload template for that user have to download template by clicking on “Download Template”

Note : BOQ(+)/Sub Line Item is only for Capex NSO.

If the Sub category is Equipments or SOE HR in this case you cannot find BOQ option even if PR/PO category is Capex NSO

ACTION	ITEM OF REQUISITION	MATERIAL	SHORT TEXT	QUANTITY REQUESTED	VALUATION PRICE	TOTAL VALUE
	1	Fire Extinguisher	To refill the fire extinguisher	5.000	VALUE	0.00
	2	MATERIAL	Fire Extinguisher refilling	5.000	VALUE	0.00

Add Sub Item

Item Code : Fire Extinguisher

[Download Template](#)

[Upload Template](#)

Item Name : As to refill the 30nos Fire Extinguisher Cos its getting expire on 15/11/23

+ADD	PURCHASE GROUP	CATEGORY	SUBCATEGORY	ITEM CODE	ITEM NAME*	UOM	QTY	UNIT PRICE	REMARKS
	C01 - C01	Services	Fire Extinguisher	ITEM CODE	ITEM NAME	0	0	0	REMARKS

[Submit](#)

[Cancel](#)

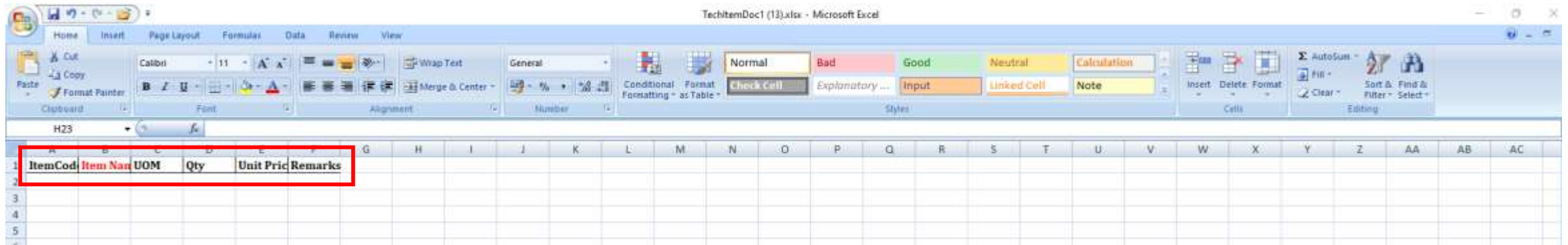
OPERATIONAL USER – PR – Add PR – BOQ

Once you download BOQ template You would find below columns

Item Name is the only column which is mandatory if user keep it empty then error remarks excel will download .

Fill the data and click on **“Upload Template”** and **“Submit”** the BOQ

In case of any error a system will download excel file with error remarks.



Add Sub Item

Item Code : Fire Extinguisher

Download Template

Upload Template

Item Name : As to refill the 30nos Fire Extinguisher Cos its getting expire on 15/11/23

+ADD	PURCHASE GROUP	CATEGORY	SUBCATEGORY	ITEM CODE	ITEM NAME*	UOM	QTY	UNIT PRICE	REMARKS
	C01 - C01	Services	Fire Extinguisher	ITEM CODE	ITEM NAME	0	0	0	REMARKS

Submit

Cancel

OPERATIONAL USER – PR – Add PR

Save And Submit For Approval : PR will go to the approval cycle.

Submit : By clicking this button PR will save as draft in PR list.

Purchase Requisition Header

Save And Submit For Approval Back Submit

PR / PO Category*	Capex NSO	Category Description:	All Capex Items & Services for NSO Project
Entity*	TF SPL - TRAVEL FOOD SERVICES PRIVATE LIMITED		
Branch*	Mumbai Airport- T2	Outlet/Cost Center*	MUM IRISH HOUSE T2
PR NO*	PR NO	Requisition Date*	28/11/2023
Budget	Budget		
Header Text*	PR for Refilling fire extinguisher		
Requested By	SSL.TECHNICAL	Approval By*	Kamlesh Patil
		Total Value	TOTAL VALUE

ACTION	REMARKS	FILE NAME	Upload Document
✘	REMARK	Demo.xlsx	

OPERATIONAL USER – PR

Delete / Edit : User can delete and Edit the PR before submitting for Approval

Submit For Approval : If user save PR in draft then user have option for submitting for approval.

Lines : To see how many line item in that particular PR.

PR.NO : To view PR



PR PR APPROVAL RFQ / AUCTION PR DETAILS MASTER

For Support Please Contact on :
support.safal@k-corp.in

SSL.TECHNICAL



Purchase Requisition

Export To Exc. Add PR

Show 10 entries

SR NO	ACTION	PR.NO	PR DATE	PR/PO CATEGORY	REV NO	ENTITY	BRANCH	OUTLET / COST CENTER	BUDGET	HEADER TEXT
1	Delete Edit Submit For Approval Lines	TFSP-2324-00209	28/11/2023	Capex NSO	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai Airport- T2	MUM IRISH HOUSE T2	0.00	PR for Refilling fire extingui ...
2	Delete Edit Submit For Approval Lines	TFSP-2324-00206	27/11/2023	Maintenance	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	GOA	Projects and Maintenance	0.00	PR

PR Line Item

Show 10 entries

Search:

SR NO	ACTION	PR.NO	L.ITEM	MATERIAL	SHORT TEXT	UOM	QTY	PRICE	TOTAL	CURRENCY	PURCHASE GROUP	CATEGORY	SUB CATEGORY	EXPECTED DELIVERY DATE
1	Review	TFSP-2324-00209	1	Fire Extinguisher	To refill the fire extinguisher	NOS	5.00	0.00	0.00	INR	C01	Services	Fire Extinguisher	
2	Review	TFSP-2324-00209	2		Fire Extinguisher refilling	EA	5.00	0.00	0.00	INR	C01	Services	Fire Extinguisher	

OPERATIONAL USER – PR

After Submitting PR for Approval user find below options.

Recall : User can recall the PR after submitting for approval if PR approves from all level then user cannot “**Recall**” PR.

Review : User can Review the PR Status by clicking “**Review**” button

Once first level Approver approves PR then it will show in second level approver account.

Purchase Requisition

Export To Exc. Add PR

Show 10 entries

SR NO	ACTION	PR.NO	PR DATE	PR/PO CATEGORY	REV NO	ENTITY	BRANCH	OUTLET / COST CENTER	BUDGET	HEADER TEXT
1	Recall Review Lines	TF SPL-2324-00209	28/11/2023	Capex NSO	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	Mumbai Airport- T2	MUM IRISH HOUSE T2	0.00	PR for Refilling fire extingui ...
2	Delete Edit Submit For Approval Lines	TF SPL-2324-00206	27/11/2023	Maintenance	01	TRAVEL FOOD SERVICES PRIVATE LIMITED	GOA	Projects and Maintenance	0.00	PR

PR Status

PR No. : TF SPL-2324-00209 PR Date : 28/11/2023

Show 10 entries Search:

SR NO	PR NO	PR DATE	LEVEL	ROUND	APPROVAL REQUIRED BY	ASSIGNED DATE	ACTION TAKEN BY	ACTION TAKEN DATE	REMARKS	STATUS
1	TF SPL-2324-00209	28/11/2023	1	1	SSL.HOD	28/11/2023 14:25:58				
2	TF SPL-2324-00209	28/11/2023	2	1	Nimisha Jadhav					
3	TF SPL-2324-00209	28/11/2023	3	1	Shama Nair					

Showing 1 to 3 of 3 entries

Cancel

THANK YOU