



सेल SAIL

Steel Authority of India Limited  
Management Training Institute  
Ranchi-834002, Jharkhand

## **Program Name: LEO Workshop on effective utilization of GeM Portal**

**Aim:** Aim of the program is to enhance the competence of MM/ planning executives by sharing of good practices followed at different units of SAIL for effective utilization of GeM Portal.

### **Objective:**

At the end of the programme participants will be able to:

- Learn about good practices followed at different plant/units of SAIL for enhancing procurement through GeM.
- Identify the pain areas and ways of mitigating/eliminating the identified problems.
- Appreciate the role of proactive planning for effective utilization of GeM Portal.
- To standardize & implement the procurement practices for effective utilization of GeM Portal for all SAIL plants/Units.

### **Pre-Workshop Preparation:**

- Nominated participants should come prepared with a presentation on various issues with respect to given content along with pain areas and practices followed in their plants with ideas to overcome these issues. Each plant will make one presentation on the subject for about 10-15 minutes followed by Q&As.

**Participants are requested to prepare the presentation based on contents given below. The points mentioned below are indicative and not exhaustive. These points have been suggested to act as a trigger for preparing the presentations.**

- Indenting Processes and Practices adopted considering requirement of GeM portal (viz- assigning role for exploring availability of material on GeM portal, downloading of “GeM Availability Report”, any specific format for screening of PR/indents, freezing of Terms & conditions, etc).
- Practices adopted for tendering on GeM (viz- interface of GeM and SRM/EPS, DOP followed, format of documents uploaded). Process followed for LTE procurement on GeM portal.
- Practices adopted for evaluation of offers, clarification from suppliers, price discovery, negotiations etc.
- Approval process for placement of order for payment & other terms. (viz- Format of documents uploaded on GeM, practices for vendor code generation for placement of back up order etc).
- Practices followed for receipt of material (gate entry especially through courier), timely inspection and CRAC generation.
- Process of making payment to supplier. (viz- Requirement of sending of documents to finance for payment and updation of payment details on GeM. Making Payment against GeM portal generated invoice instead of signed hard copy invoice sent by supplier at a later date etc).
- Practices for Complaint readdressal process and incident management on GeM portal.

- Practices adopted for procurement of critical items through GeM portal like-
  - a. Refractories
  - b. Minor Raw materials
  - c. Drawing based Spares
  - d. Proprietary procurement from OEMs (like ABB, SIEMENS, ELECON, DANNELI etc.)
  - e. Possibilities of import procurement.
- Involvement of M. Junction for procurement through GeM portal.
- Any other issues.

**Target Population:** MM and Planning Executives from E2 to E7 level from Plants/Units of SAIL.

**Duration of the Program:** 1 day

**Program Co-ordinator :** Vishwajeet Anand (Manager-MTI), Mob- 8986880018, email- [va.anand@sail.in](mailto:va.anand@sail.in)

Date/Time	09.15:00 – 9.30 hrs	9.30-13:15 hrs	14.15-15.30 hrs	15.45-17.45 hrs
1 Day 10.08.2021	Program Briefing	Presentation by plant/units	Expert input on “Effective utilization of GeM Portal”	Preparation of Action Plans for implementation of good Practices.

\*\* Tea Break – 10.45-11 hrs and 15.30-15.45 hrs

\*\* Lunch Break – 13.15-14.15 hrs