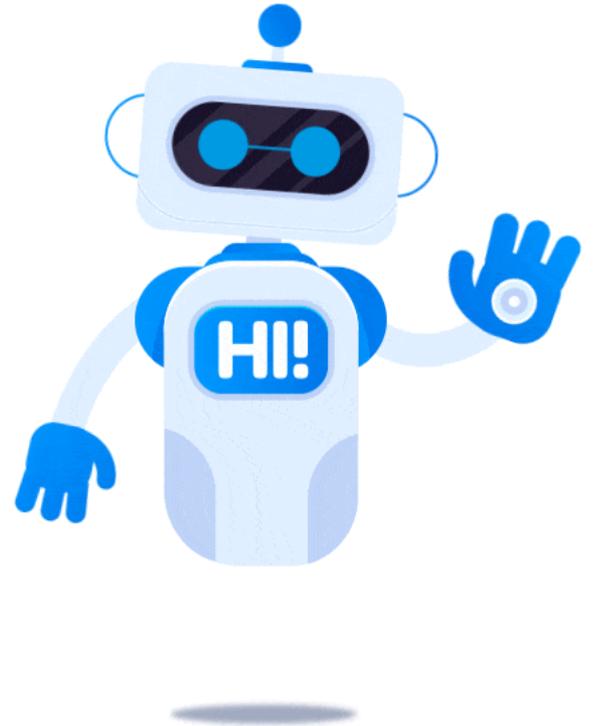# RoboS

User Reference Guide

RoboS | Response on Behalf of Shared Services

RoboS is an interactive chatbot platform developed for the vendors/suppliers to enable them self services for different functions.

The chatbot is available on both web and mobile and will help suppliers get details of their invoices and other basic business function.

RoboS is developed using PWA(Progressive Web Application) technology to ensure the incremental new features deployment on the platform doesn't need supplier to upgrade their mobile applications as new functions are added on the platform.

RoboS follow a single design principle on both desktop / mobile to ensure seamless user experience over the devices
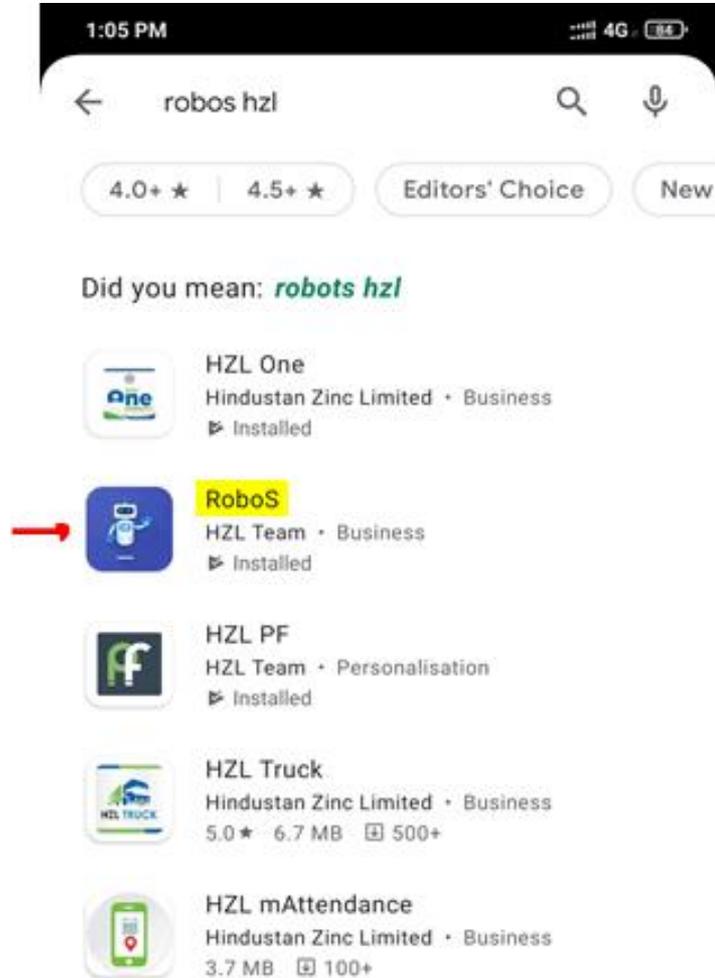
RoboS | Installing the application

RoboS is available in both the option Web application
for desktop users as well as Mobile App

Web link https://sscapp.hzlmetals.com/RoboS/Web/

Play store/ App store – Search with "RoboS HZL"

RoboS | How to access

RoboS is available on the web link https://sscapp.hzlmetals.com/RoboS/Web, the link can be accessed over any Morden browser(Internet explorer/Chrome/Safari/Firefox/Edge), but **recommended browser is Chrome** to avoid any further settings.
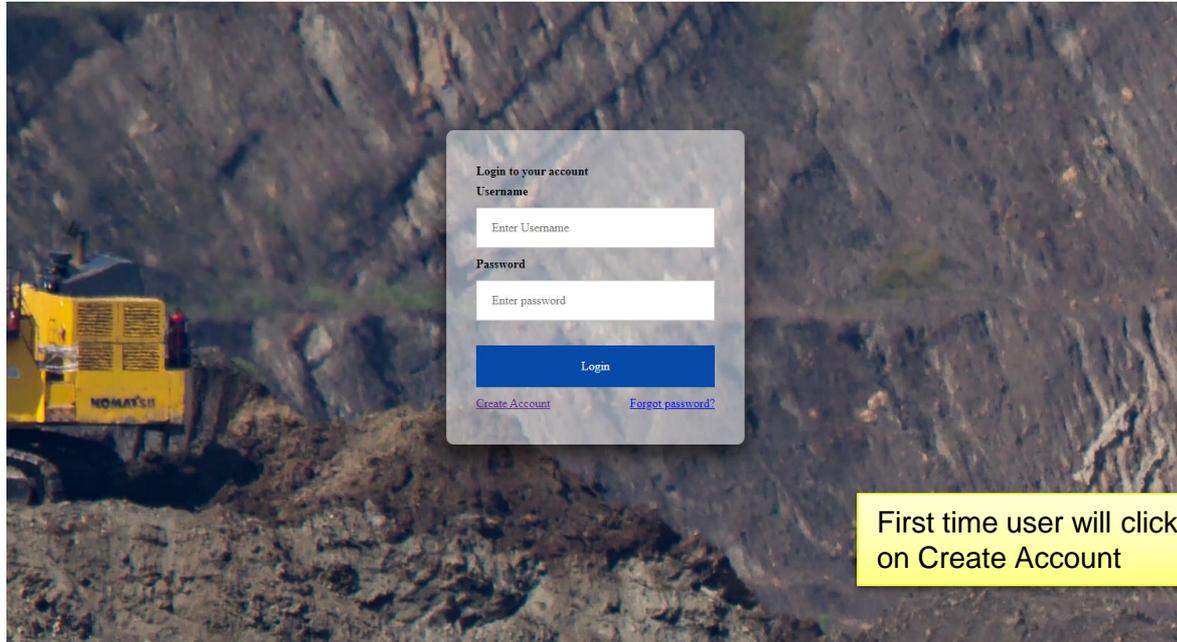
First time user will click on Create Account
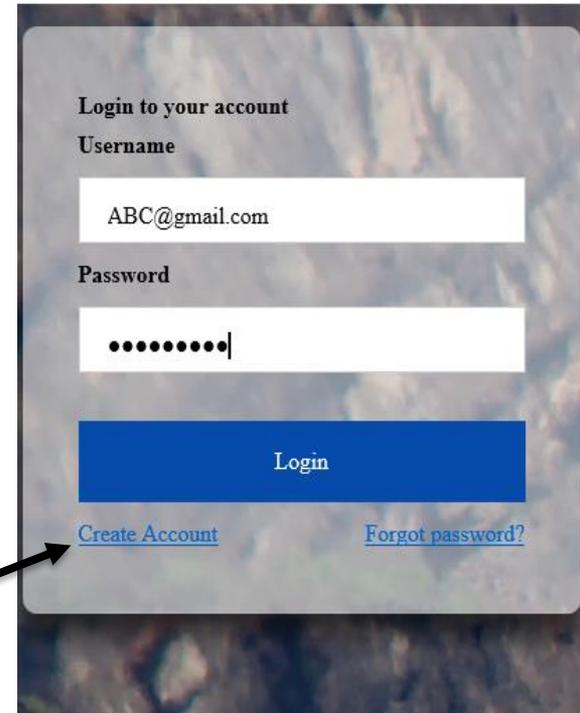
RoboS | How to access

Additional settings are required in case you are using Internet explorer to access RoboS.

Following are steps for internet explorer 11 and older browsers.

Select the **Gear** in the upper-right corner of the screen or the "**Tools**" menu if you have the menu bar enabled, then select "**Internet Options**".
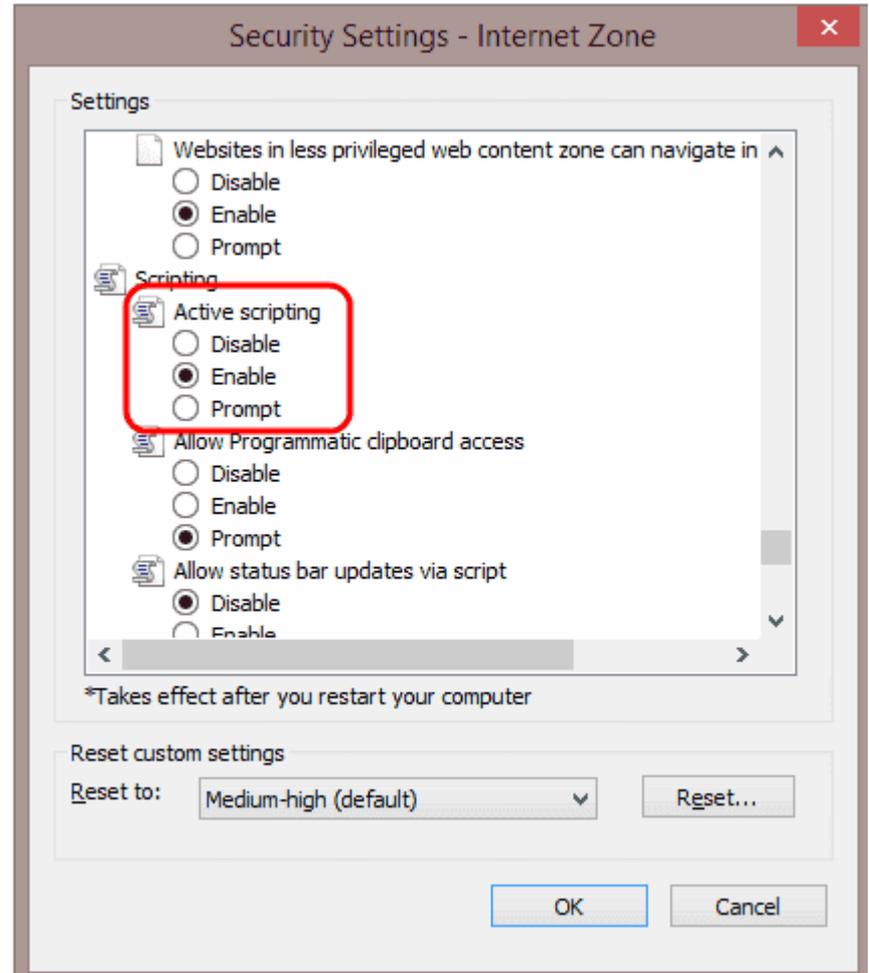
Select the "**Security**" tab.

Select the zone you wish to modify. In most cases, it will be "**Internet**".

Select the "**Custom level...**" button.

Scroll down to the "**Scripting**" area and select the radio button to "**Enable**". You may also opt for IE11 to "**Prompt**" you to allow scripts to run.

Select "**OK**", then "**OK**" again

After this change please restart your system.

RoboS | New User Registration

Navigate to the link https://sscapp.hzlmetals.com/RoboS/Web/ and select Create Account to register as new users.
Fill up the following details on the registration form

1. EMail ID : Registered email id with HZL
2. Full Name : Name of the person is logging-in
3. Password : Your new access password. Password has following policy and same needs to be followed

        3.1. Password should have minimum 08 characters
        3.2 Password should contain following characters
                3.2.1 One Upper Case letter
                3.2.2 One Special Character
                3.2.3 One Number

4. Repeat your password
5. Click on "Register" to generate an OTP , which will be delivered to your provided email.
6. Provide the OTP received and Registration is successful.

Register for a new account

Email ID

dummy@vendor.com

Full Name

Demo Supplier

Password

••••••••••

Repeat Password

••••••••••

Register !

Already have an account? Log in

Enter OPT in screen, which will be received on given **Email ID** for new registration which should be already registered with HZL records.

Sender E-mail ID for OTP - robos.hzl@vedanta.co.in

If not received then try once or check your junk email as it is valid for 10 minutes only   or

you may write to support.robos@Vedanta.co.in by copying to hzl.helpdesk@vedanta.co.in

Register for a new account
Email ID

dummy@vendor.com

Full Name

Demo Supplier

Password

••••••••

Repeat Password

••••••••

Check your Inbox (**dummy@vendor.com**) for the OTP

1232132

Validated Successfully
New account created with username
dummy@vendor.com

Login Now

Already have an account? Log in

RoboS | Accessing your account

Navigate to the link https://sscapp.hzlmetals.com/Robos/login.html either on your mobile / desktop.
Provide your registered username/ password
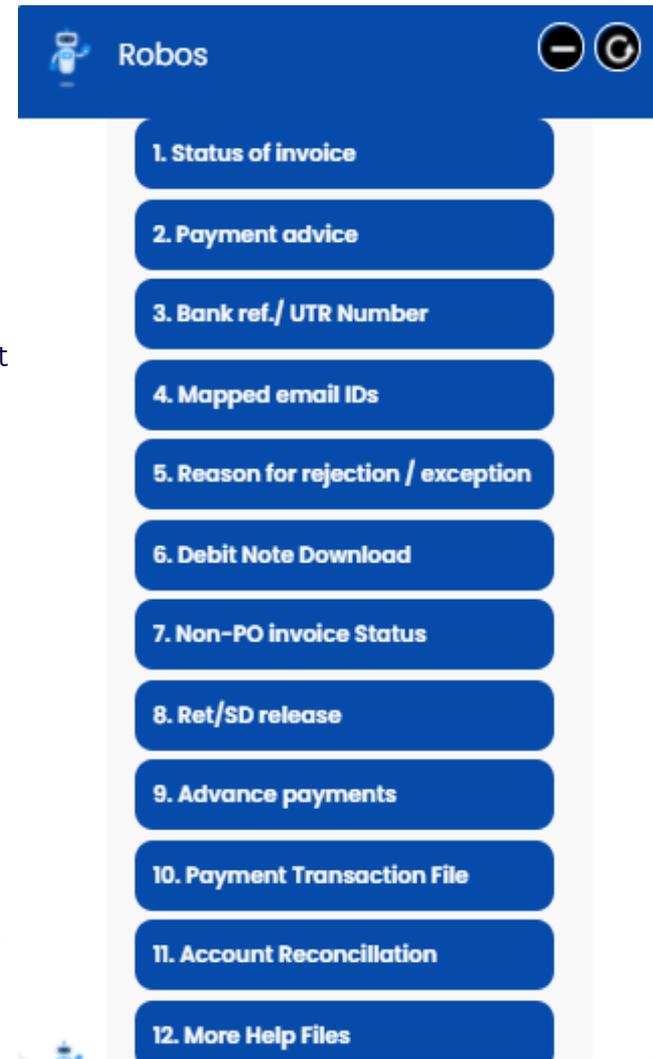On successful registration you will be redirected to home page

Click on RoboS

RoboS | Accessing Information

RoboS will greet you with your Name, and present the options available to support. Following are the 13 set of information which RoboS can fetch and present to you.

- **Status of Invoice** : This will show you status of your invoices.
- **Payment Advice** : Enables you to view the details of payment with option to download the payment advices
- **Bank Ref/UTR details** : Enables you to view the Bank Ref/UTR number of your past payments
- **Mapped email Ids** : Displays the email ids registered with HZL for your supplier code
- **Reason for Rejection/Exception** : Provides the details of exception/rejection and contact person with whom you can connect for any clarifications.
- **Debit Note Download** : Allows you to download/email the debits note
- **Non-PO Invoice Status** : Display status of recent 10 invoices raised without reference of PO
- **Ret/SD Release** : Display details of any retention payments released over last 6 months
- **Advance Payments** : Display details of any advance payments made over last 6 months
- **Payment transaction file** –Sharing details for a month through excel on email
- **Account Reconciliation** – Performing reconciliation of vendor account statement, data should be uploaded from vendors in predefined format to be downloaded through chatbot, then reconciled file will be received through email.
- **More Help files** : Provides an interactive help document. Sensitivity: Public (C4)

Robos

1. Status of invoice
2. Payment advice
3. Bank ref./ UTR Number
4. Mapped email IDs
5. Reason for rejection / exception
6. Debit Note Download
7. Non-PO invoice Status
8. Ret/SD release
9. Advance payments
10. Payment Transaction File
11. Account Reconcillation
12. More Help Files

RoboS | Status of Invoice

RoboS is currently configured to display status of Invoice based on any of the following input parameters
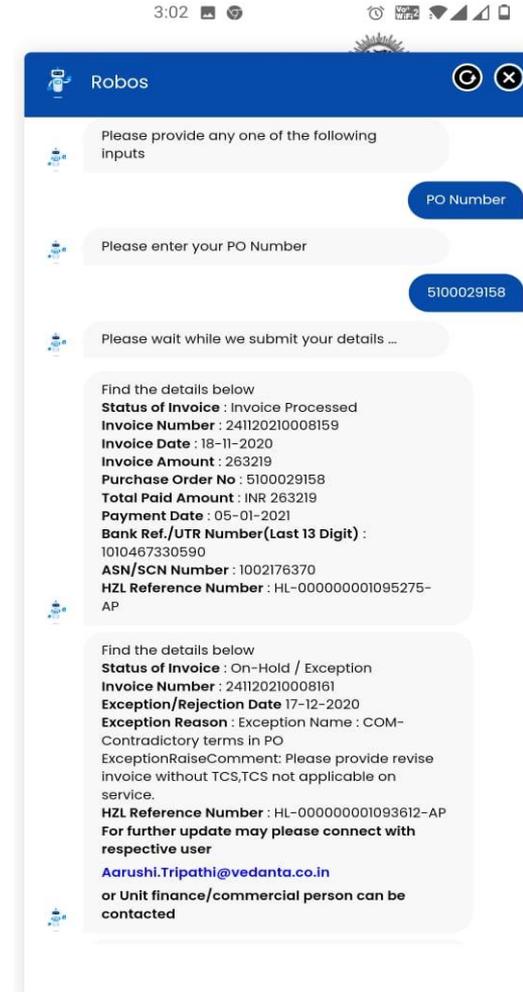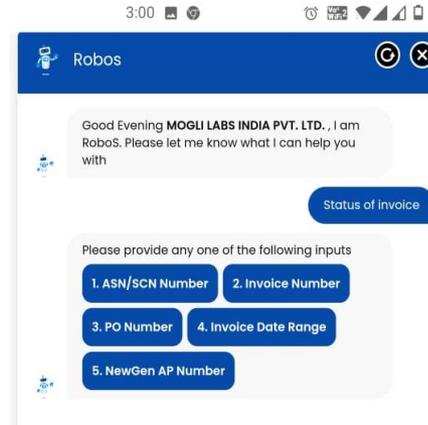
- ASN/SCN Number
- Invoice Number
- PO Number
- Date range of Invoice submission date
- Newgen AP Number

You can select any of the input parameters which is available with you and based on which you wants to fetch the details. Provide the input data.
RoboS will fetch the details based on input provided and display it on screen.
If the invoice is paid, RoboS will also allow you to download payment advice of respective invoice.

RoboS | Payment Advice

RoboS is currently configured to Payment Advice based on any of the following input parameters
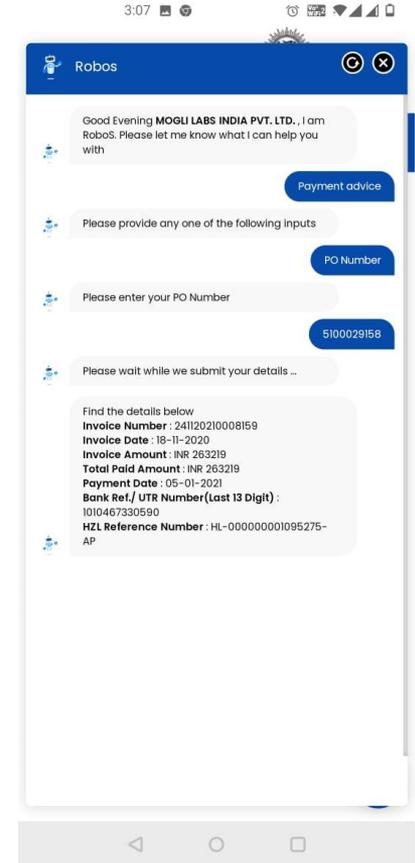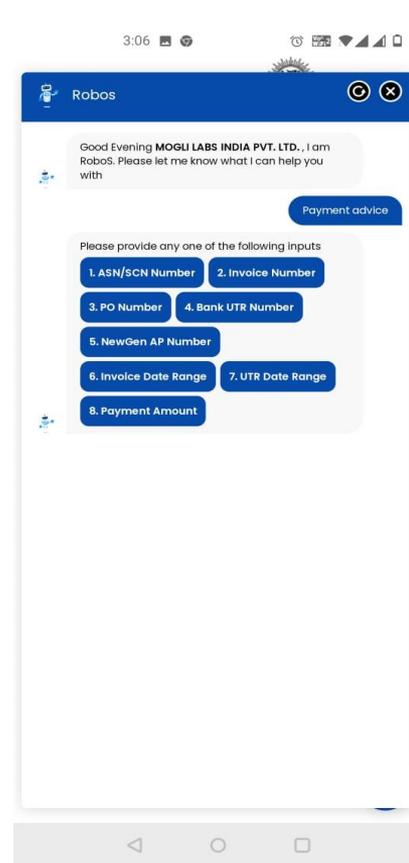
- ASN/SCN Number
- Invoice Number
- PO Number
- Bank UTR Number
- Date range of Invoice submission date
- Newgen AP Number
- UTR/Payment Date Range
- Payment Amount

You can select any of the input parameters which is available with you and based on which you wants to fetch the details.
Provide the input data.
RoboS will fetch the details based on input provided and display it on screen.
If the invoice is paid, RoboS will also allow you to download payment advice of respective invoice.

RoboS | Bank Ref/ UTR Number

RoboS is currently configured to Bank ref / UTR number based on any of the following input parameters
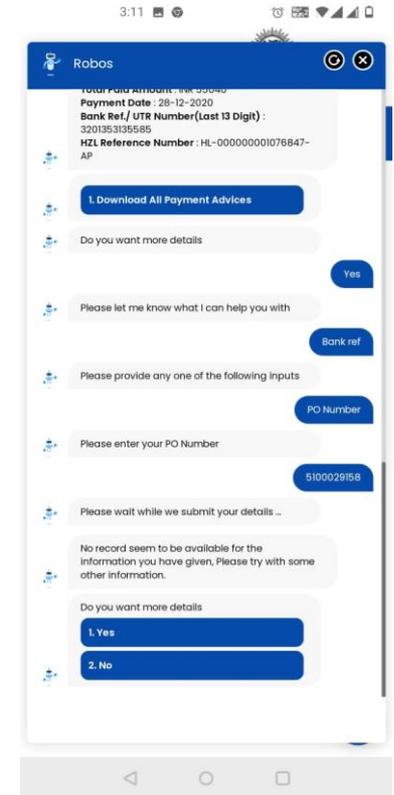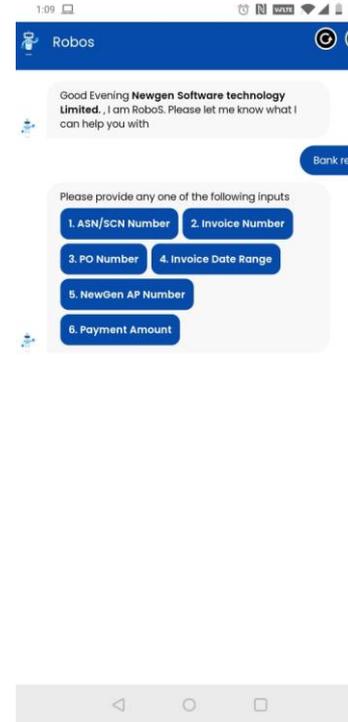
- ASN/SCN Number
- Invoice Number
- PO Number
- Date range of Invoice submission date
- Newgen AP Number
- Payment Amount

You can select any of the input parameters which is available with you and based on which you wants to fetch the details.
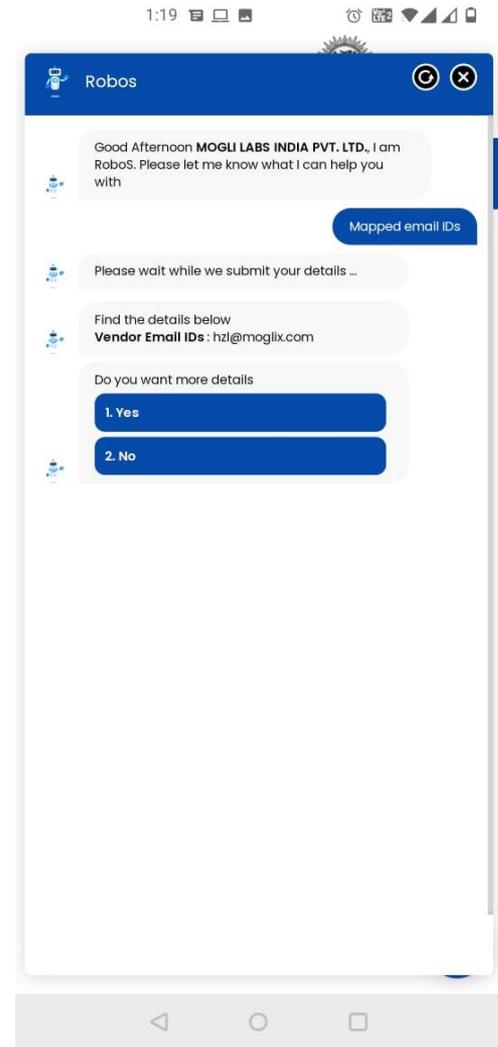Provide the input data.
RoboS will fetch the details based on input provided and display it on screen.
It will help you to view the Bank ref / UTR number of your last payments.

RoboS | Mapped email IDs

RoboS will fetch the email ID's registered with HZL for your supplier code..

RoboS | Reason for rejection/ exception

RoboS is currently configured to reason for rejection/exception based on any of the following input parameters

- ASN/SCN Number
- Invoice Number
- PO Number
- Date range of Invoice submission date
- Newgen AP Number

You can select any of the input parameters which is available with you and based on which you wants to fetch the details.
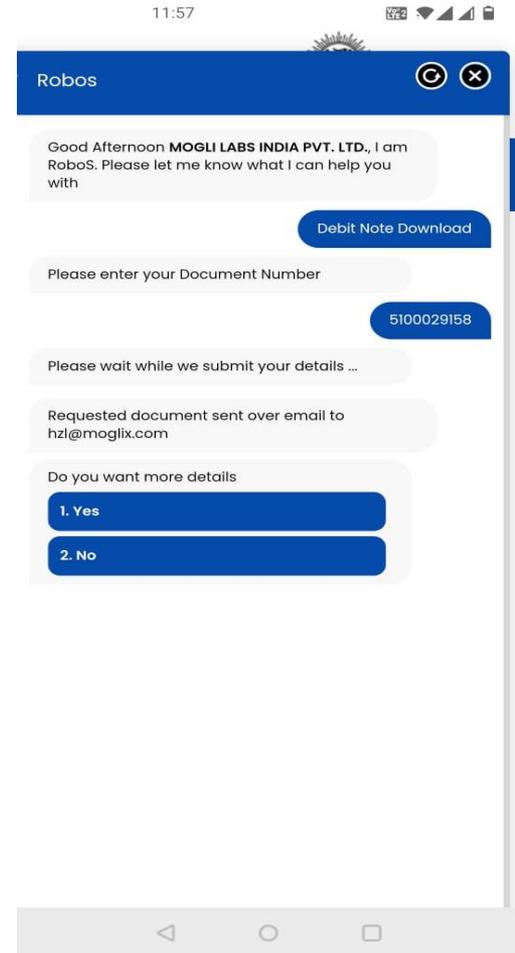Provide the input data.
RoboS will fetch all the details of rejection / exception and contact person with whom you can connect for any clarification.
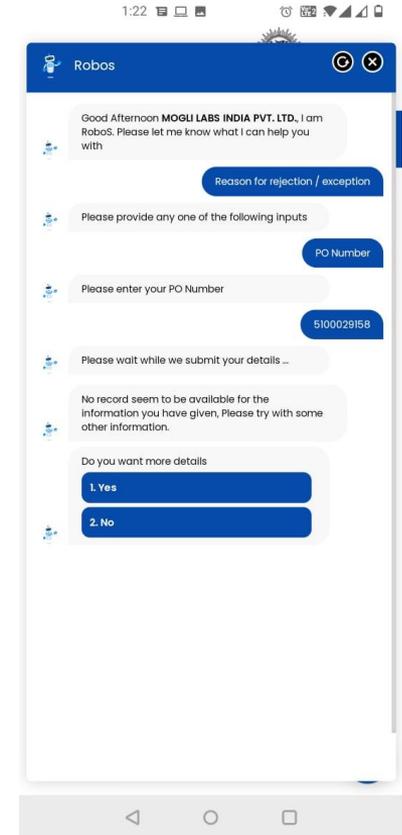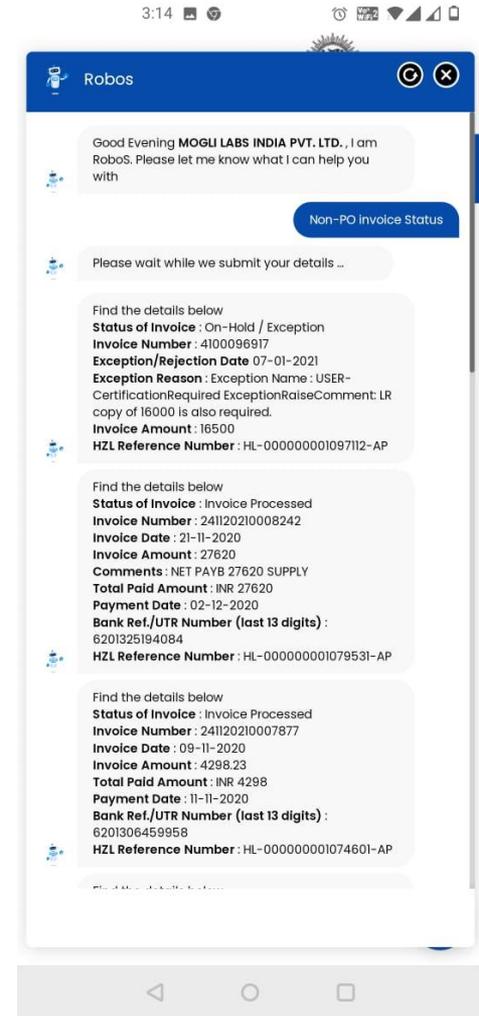
RoboS | Debit Note Download

RoboS is currently configured to Debit Note Number

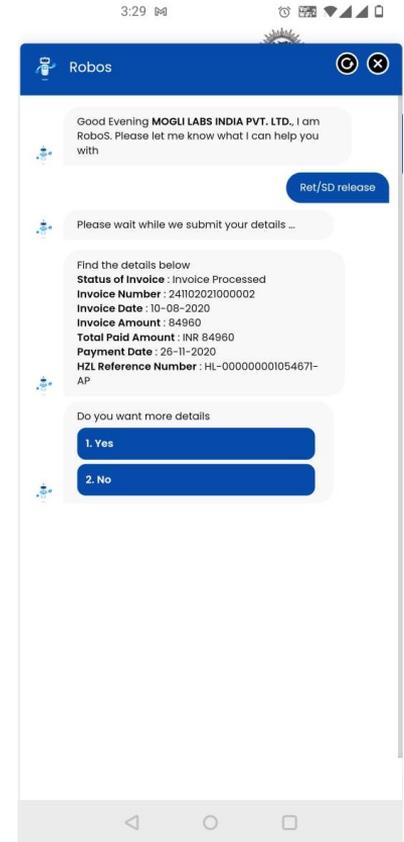RoboS will send the debit note over registered email address

RoboS | Non-PO Invoice Status

RoboS will fetch the status of recent 10 invoices raised without reference of PO.
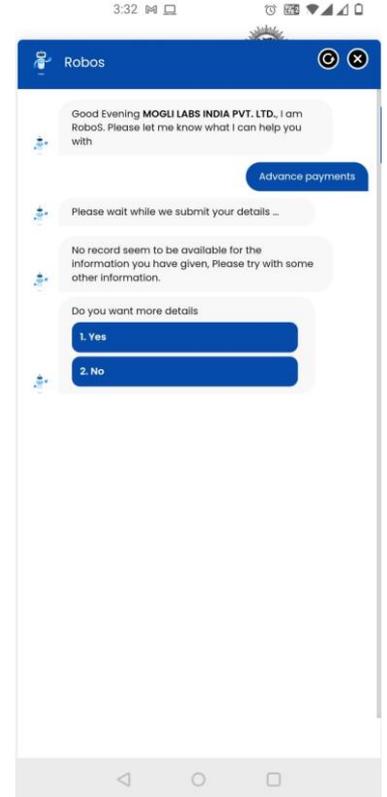
RoboS | Ret/SD Release

RoboS will fetch the details of any retention payments released over last 6 months.

RoboS | Advance Payment

RoboS will fetch the details of any advance payments made over last 6 months.

RoboS | More Help

RoboS is currently configured to more help

You can select any of the file which you want to view,
RoboS will fetch the details based on input provided
and download the help file in a new tab

Thank You