



# CONKART 2.0

Online Procurement Platform on EIP 4.0

Rate Contracts Team - CMD  
ConKart 2.0 Manual

**Document Version History**

Version No.	Version Date	Description	Author	Reviewed By	Approved By
1	February 18, 2023	ConKart 2.0	Siddharth Kumar	A. R. Nishad	Radheshyam Kamath
2	September 15, 2023	ConKart 2.0	Siddharth Kumar	A. R. Nishad	Radheshyam Kamath

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## 1. INTRODUCTION

ConKart 2.0 is an online ordering platform hosted on EIP 4.0 for all L&T Construction Buyers. It simplifies the entire procurement process with its enhanced features and reduces turnaround time from PR to PO.

## 2. SALIENT FEATURES OF CONKART 2.0

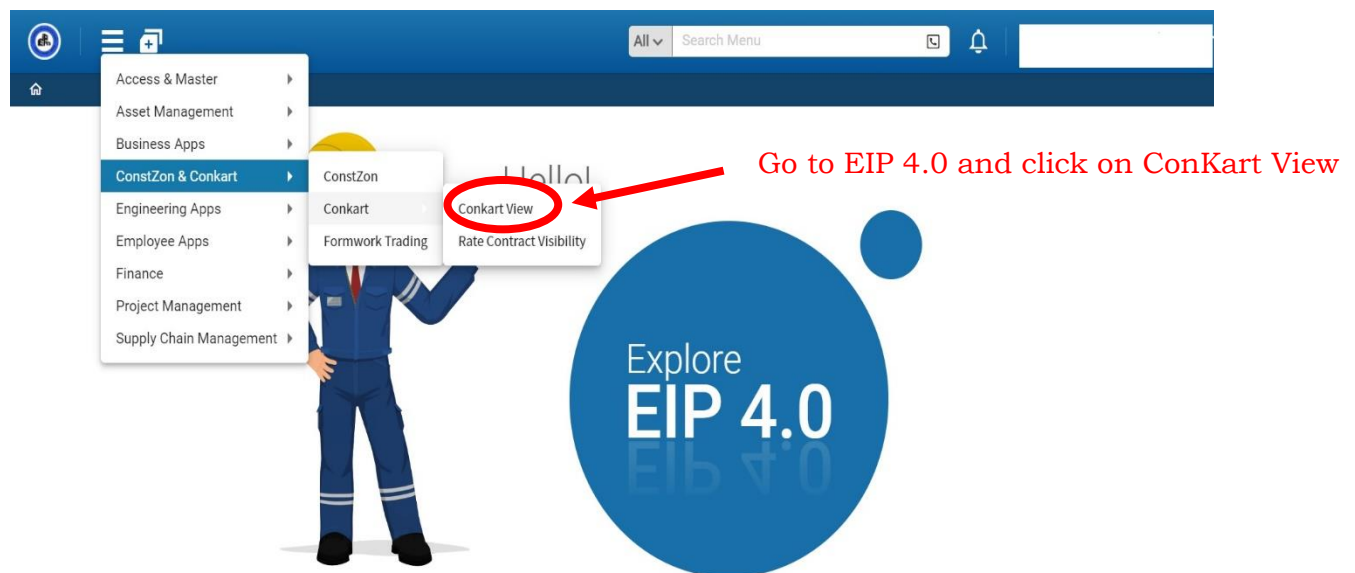
- ✚ Enhanced UI/UX for better visibility of products.
- ✚ Improved Search options to quickly search the desired product.
- ✚ Auto PO Generation for faster procurement processing.
- ✚ Ease of Approvals. Single approval for PR and PO.
- ✚ Vendor Code - State Mapping for ease of delivery.

## 3. BENEFITS OF CONKART 2.0

- ✚ Ensures compliance to Rate Contracts and arrests leakages.
- ✚ Integrates with other modules of EIP 4.0 like Planning & SCM.
- ✚ Provides intelligent dashboards and reports to users.
- ✚ Reduces PR to PO cycle time from 23 days to <3 days.
- ✚ Releases Buyer's time from procuring "C" category items.

## 4. PATHWAY TO CONKART 2.0

ConKart 2.0 is hosted on EIP 4.0



To Go to ConKart 2.0, open EIP 4.0. Click on the dropdown menu. Select "Constzon & Conkart". Move the cursor to ConKart and click on "ConKart View". You will be directed to Product Catalogue Page.

## Product list

Elastic Search

Please Enter More than 4 letters

CKT to Excel

RCV

### EQUIPMENT DATA TRANS...

### ELECTRICAL EQUIPMENT

### FURNITURE/ OFFICE EQU...

### L&T FORMWORK ACCESS...

### (NS) L&T FORMWORK

### GEAR BOX / ENGINE / MO...

### MACHINES / POWER TOOLS

### METER / SURVEY ACCESS...

### SPECIAL TOOLS / MACHIN...

### TOOLS

### TOOL ACCESSORIES

### PERSONAL PROTECTIVE ...

### FIRE EXTINGUISHERS & A...

### OTHER SAFETY-RELATED...

### OILS, COOLANTS, LUBRIC...

### GENERAL ITEMS / COMM...

### DIGITAL EQUIPMENT

### GROUND GRANULATED B...

### MICROSILICA

### OTHER CHEMICALS

### PLYWOOD

### ENGINEERED WOODS (O...

### SHUTTERING CONSUMAB...

### LUMINAIRES

### COMMON SPARES (ELEC)

### PLUG AND SOCKET

### SWITCHGEAR (EHV/HV/LV)

### UPS & UPS DISTRIBUTION...

### ACCESS / FIELD DEVICES

### COMMAND CONTROL CE...

### CABLES

### CAMERA

### SWITCHES (IT)

### BOLTS/STUDS, NUTS, WA...

### SCREWS

### OTHER FASTENERS

### SPECIAL ANCHOR FASTE...

### INDUSTRIAL GASES

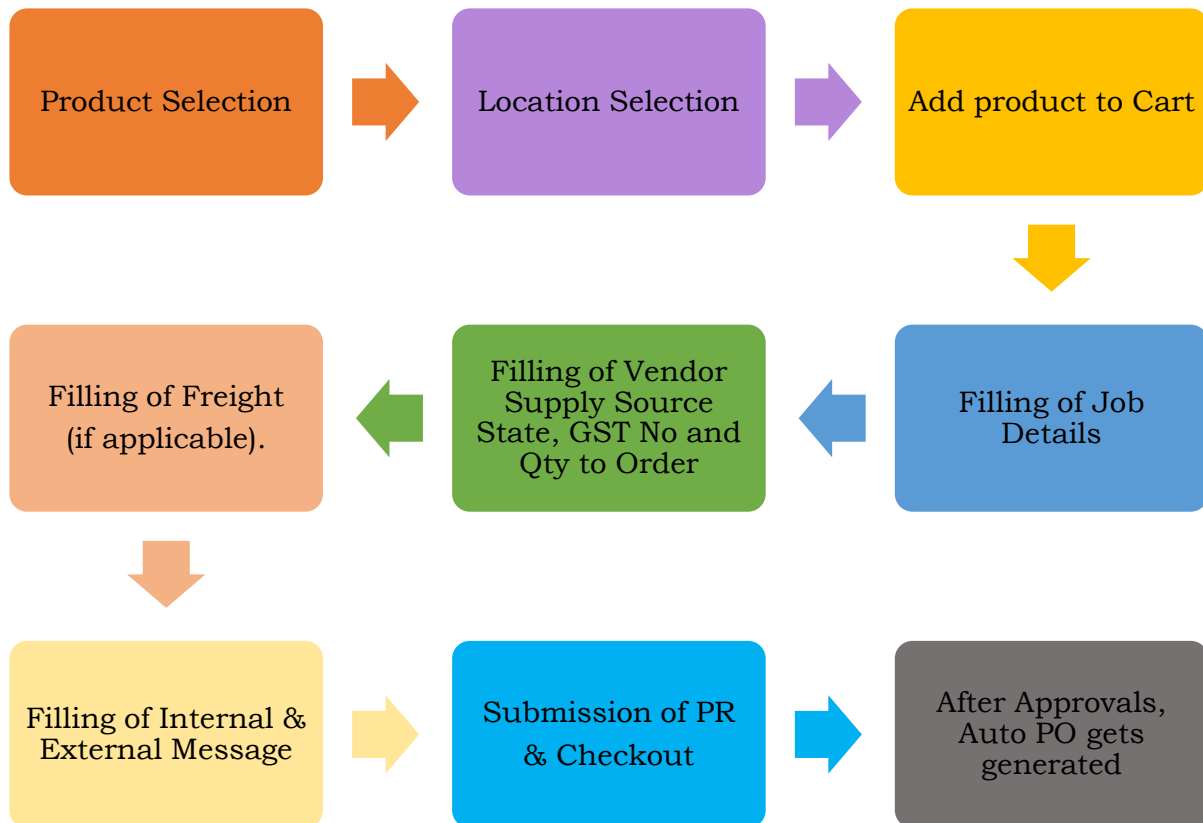
### UNITARY AIR CONDITIONI...

### GENERAL MECHANICAL IT...

### LABORATORY / KITCHEN ...

## 5. HOW TO ORDER FROM CONKART 2.0

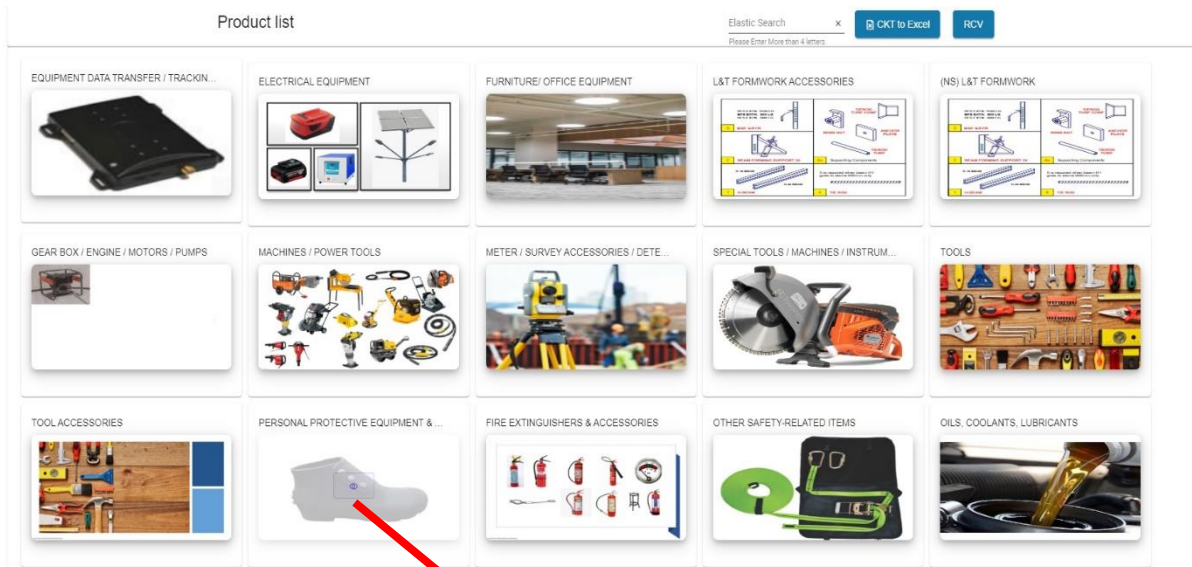
The following flow chart describes the process of ordering through ConKart 2.0.



This process is further elaborated through screenshots.

## Step 1:

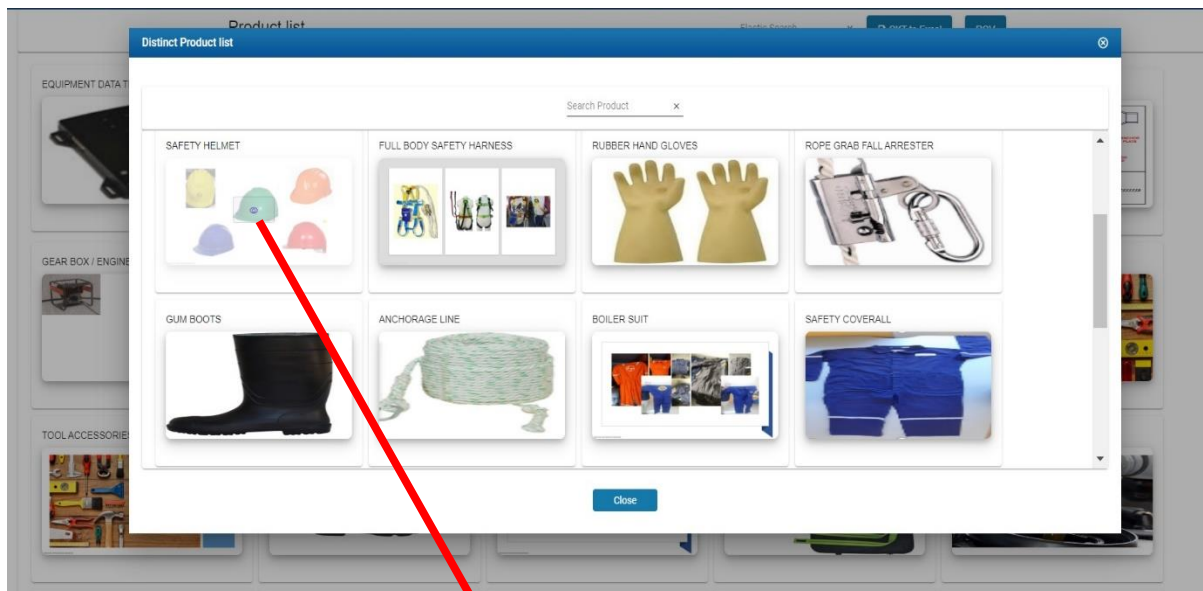
Open ConKart View.



Move the cursor to the eye logo and click to select.

## Step 2:

Distinct Product List Pop Up will open.

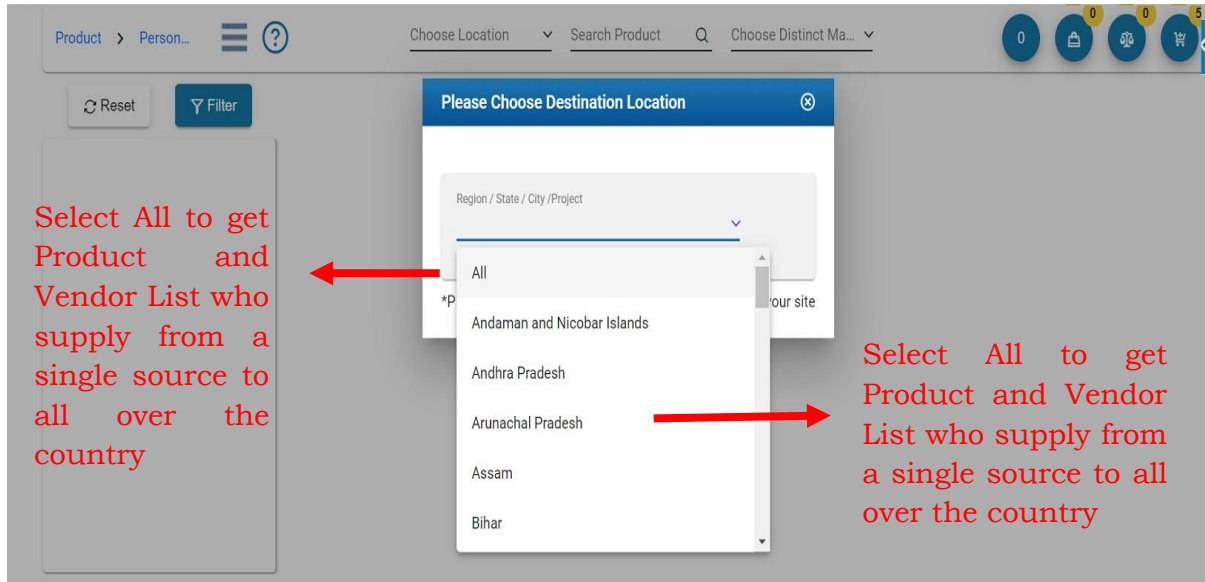


Move the cursor to the eye logo and click to select



### Step 3:

A Pop up will appear for buyer to choose destination location. Select “All” if Supplier is supplying from a single location. Select your respective state location if Supplier is supplying from multiple locations. It is advisable to always select your respective location state to have a better understanding of all the suppliers available in a particular state.

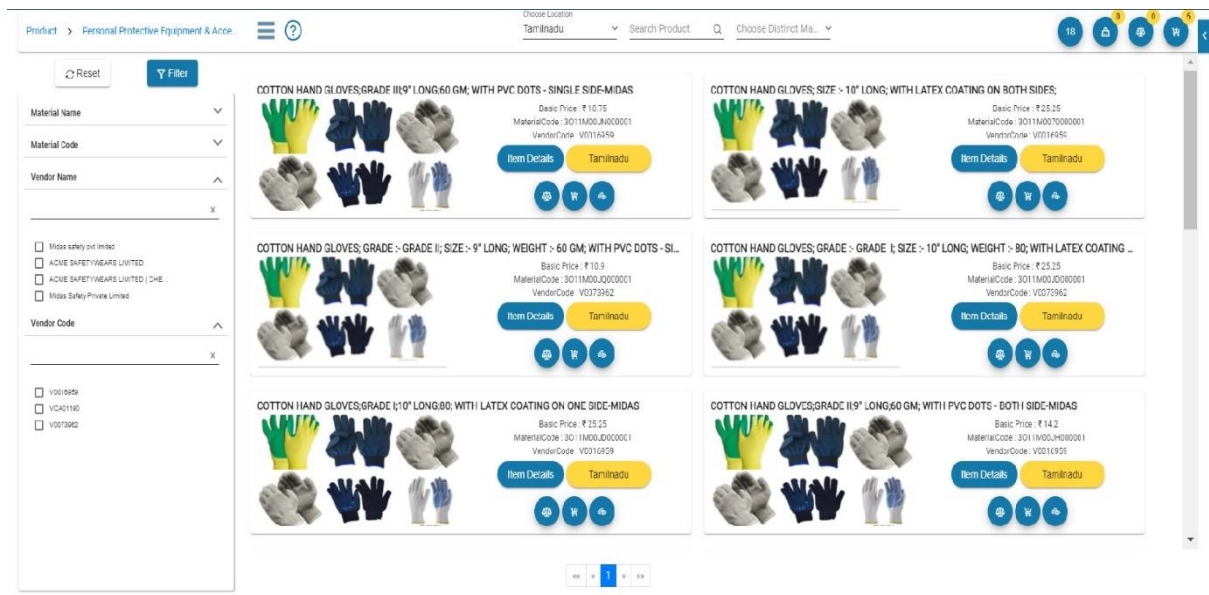


Page showing Selection of All.



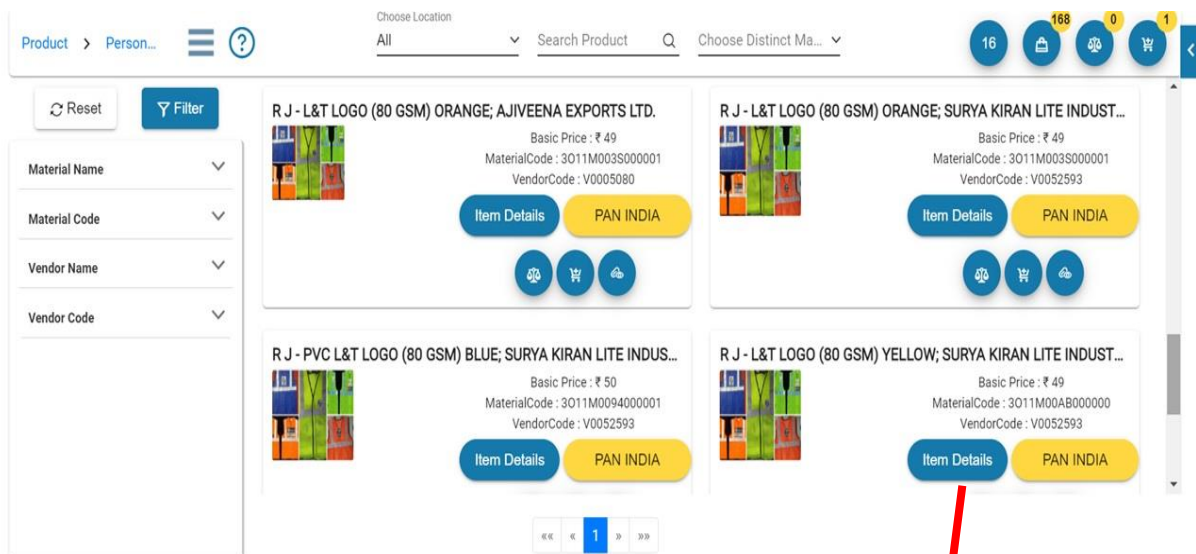


Page showing Selection of a particular state.

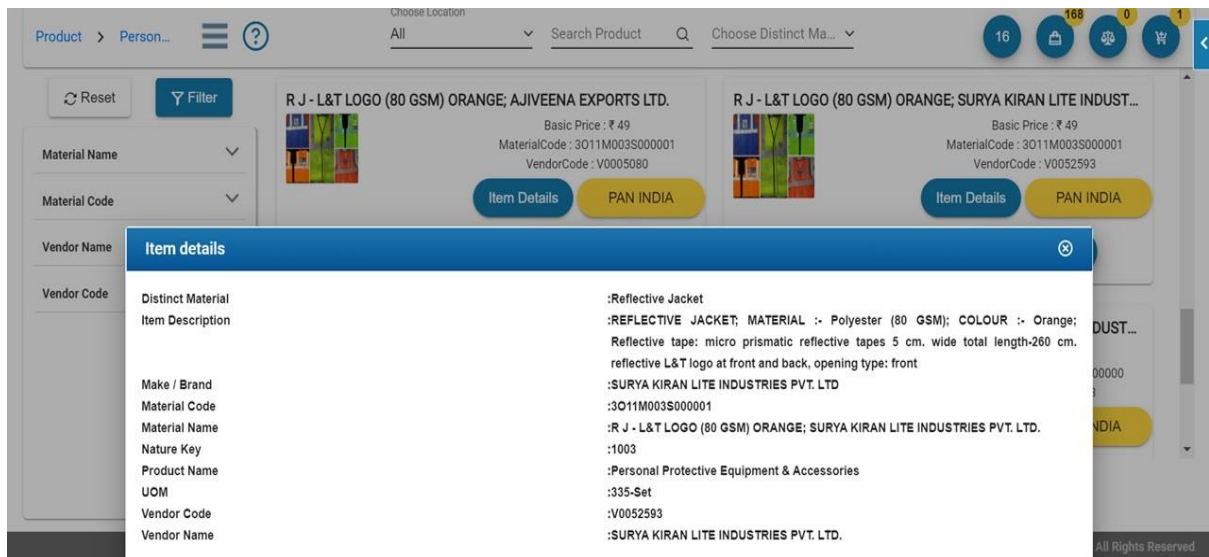


#### Step 4:

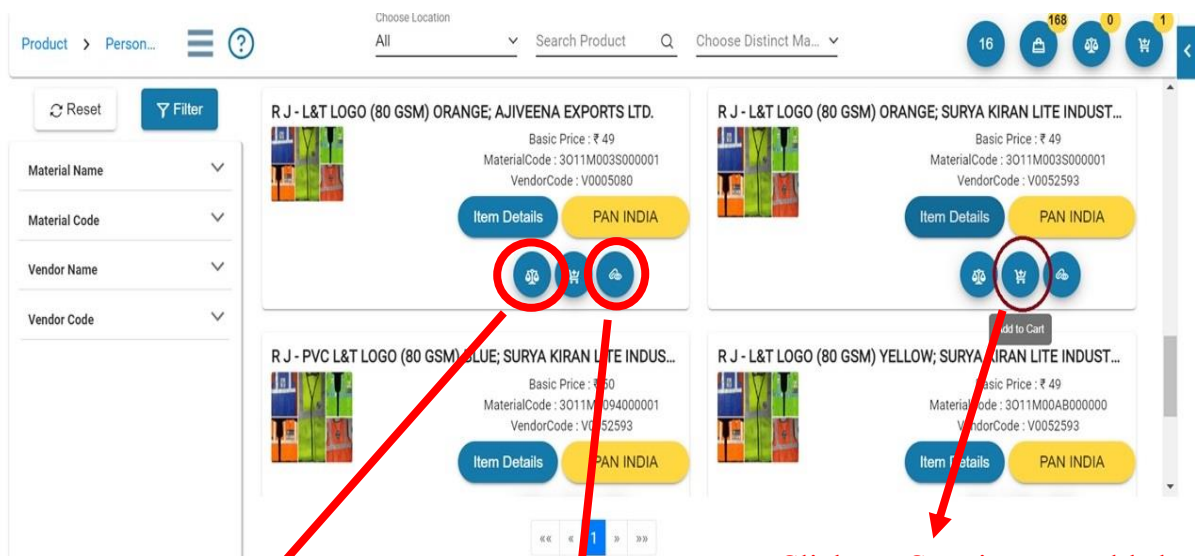
Click on “Item Details” to get detailed description of the selected item.



Click here to know detailed information about the items



Click on “Compare” icon to compare between Supplier. Click on “Document View” icon to view the Rate Contract Copy. Click on “Cart” icon to add material in Cart.

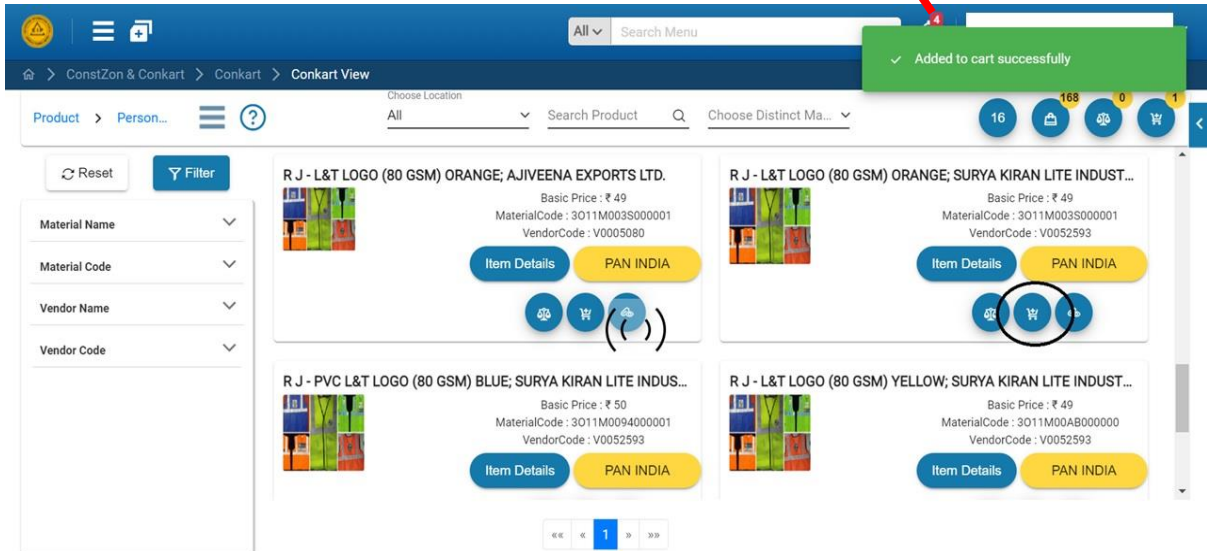


Click to compare between Vendors

Click to view RC

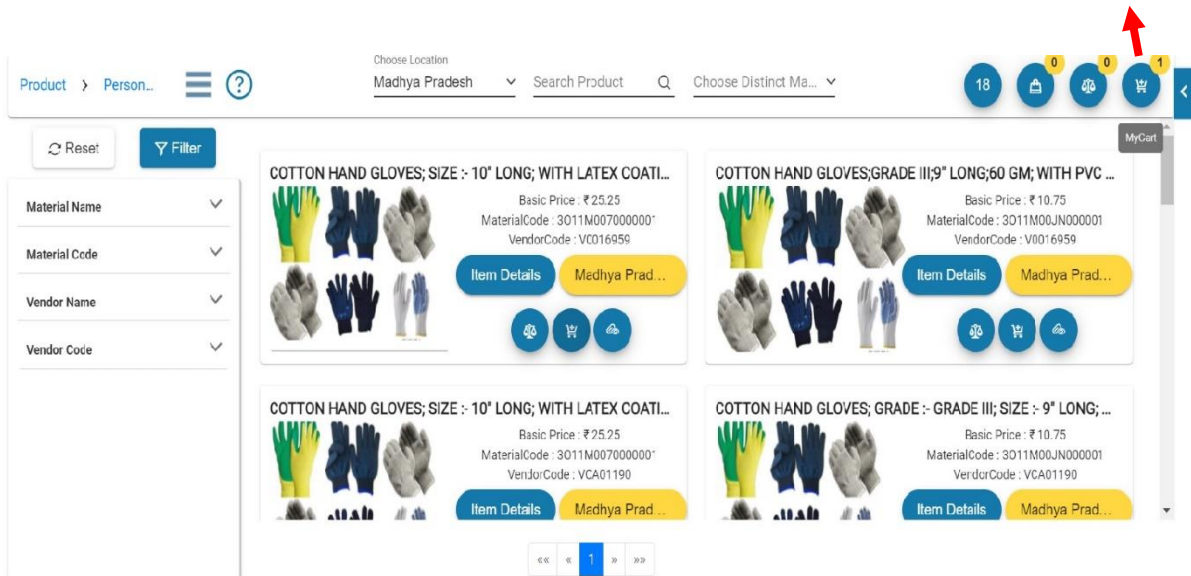
Click on Cart icon to add the material to be ordered in Cart

Notification will appear after addition of item in Cart



The screenshot shows the ConKart 2.0 interface. A green notification banner at the top right states "Added to cart successfully". A red arrow points to this banner. The main content area displays a grid of product cards for L&T Logo gloves. Each card includes a product image, title, basic price, material code, vendor code, and buttons for "Item Details" and "PAN INDIA". A filter sidebar on the left allows filtering by Material Name, Material Code, Vendor Name, and Vendor Code. The top navigation bar includes a search menu and a "MyCart" icon with a count of 16.

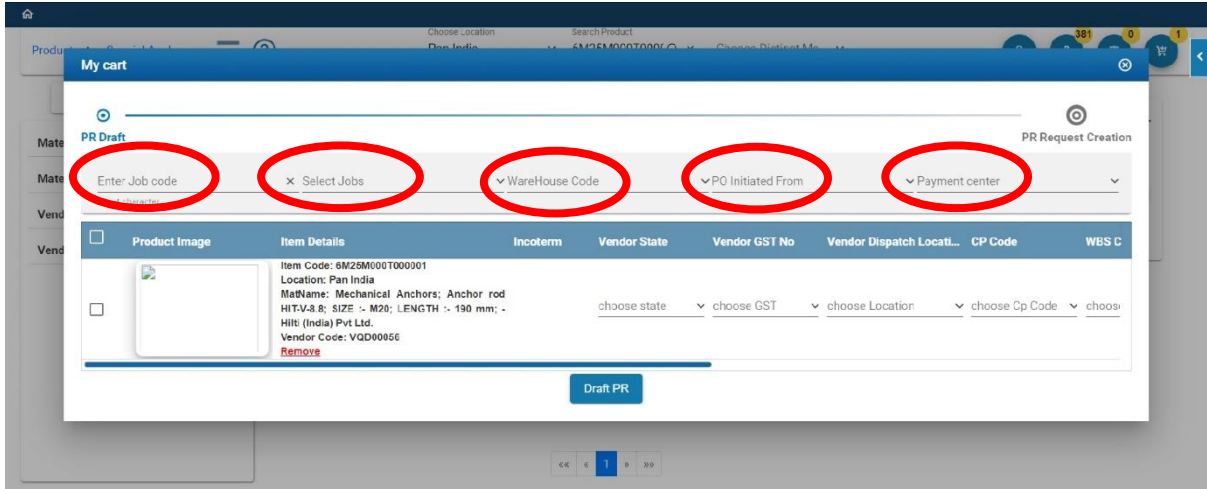
Click on Cart to add destination details



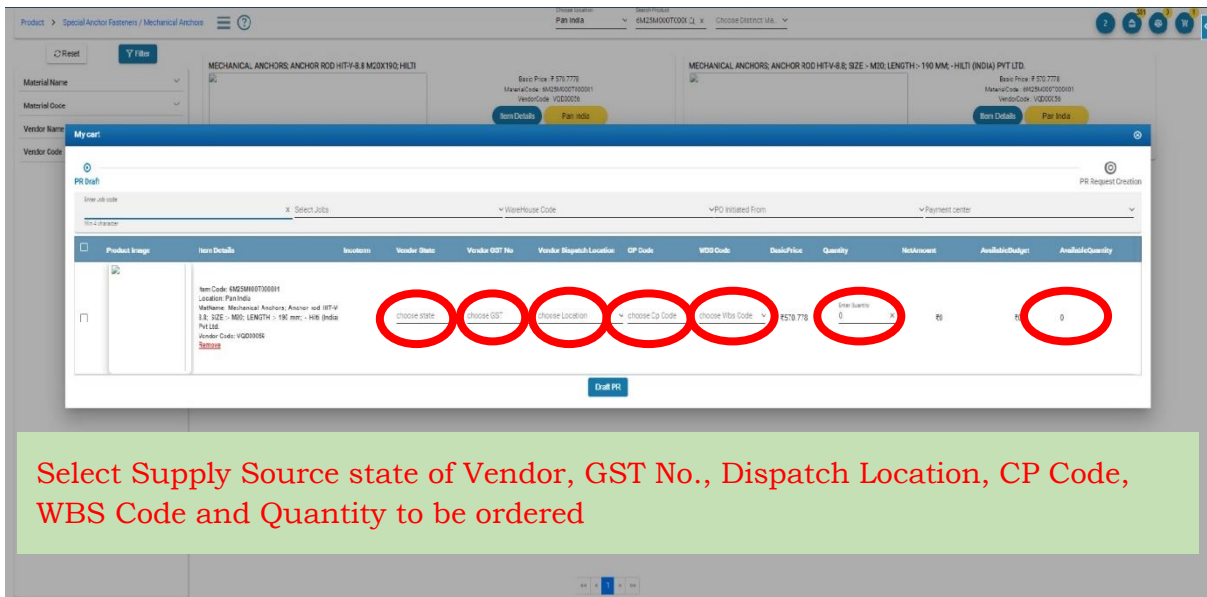
The screenshot shows the ConKart 2.0 interface with the "MyCart" icon in the top right corner highlighted by a red arrow. The main content area displays a grid of product cards for Cotton Hand Gloves. Each card includes a product image, title, basic price, material code, vendor code, and buttons for "Item Details" and "Madhya Prad...". A filter sidebar on the left allows filtering by Material Name, Material Code, Vendor Name, and Vendor Code. The top navigation bar includes a search menu and a "MyCart" icon with a count of 18.

**Step 5:**

Input Job Code, Job Name, Warehouse Code, PO Initiated from & Payment Centre.



Select Job Code, Job Name, Warehouse Code, PO initiated from and Payment Centre

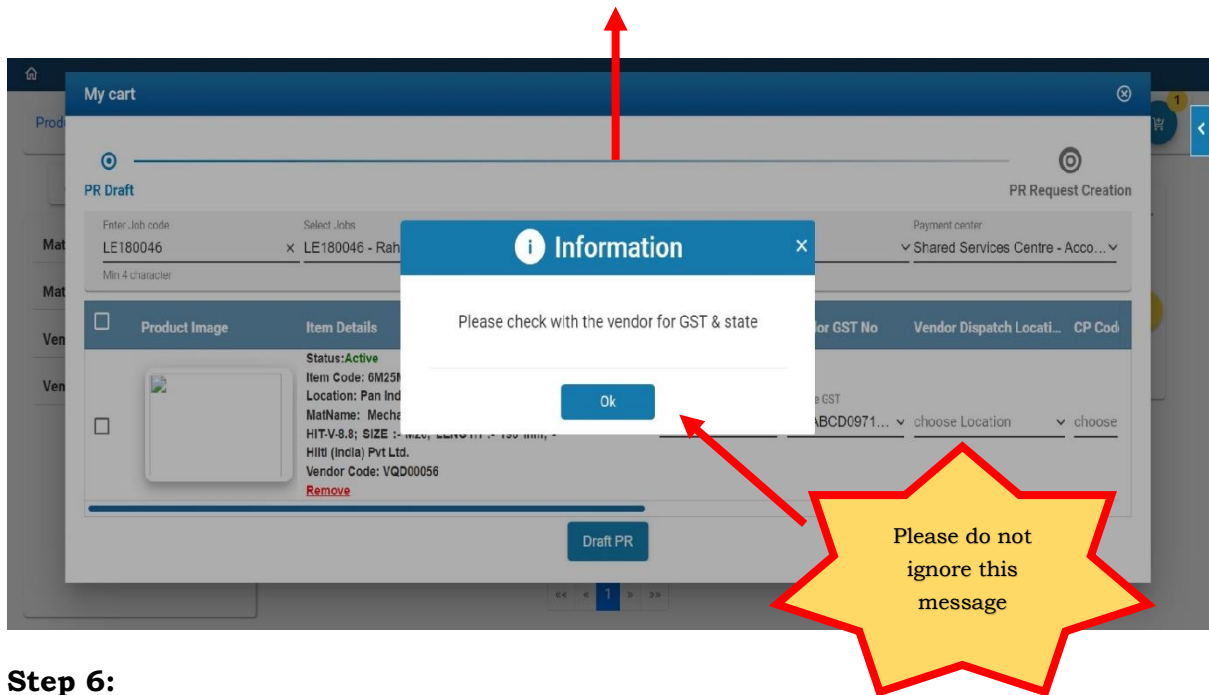


Select Supply Source state of Vendor, GST No., Dispatch Location, CP Code, WBS Code and Quantity to be ordered

Once Supply Source State and Supplier GST is input, a pop up will appear notifying the buyer to verify the correctness of Supply Source State and Supplier GST No.

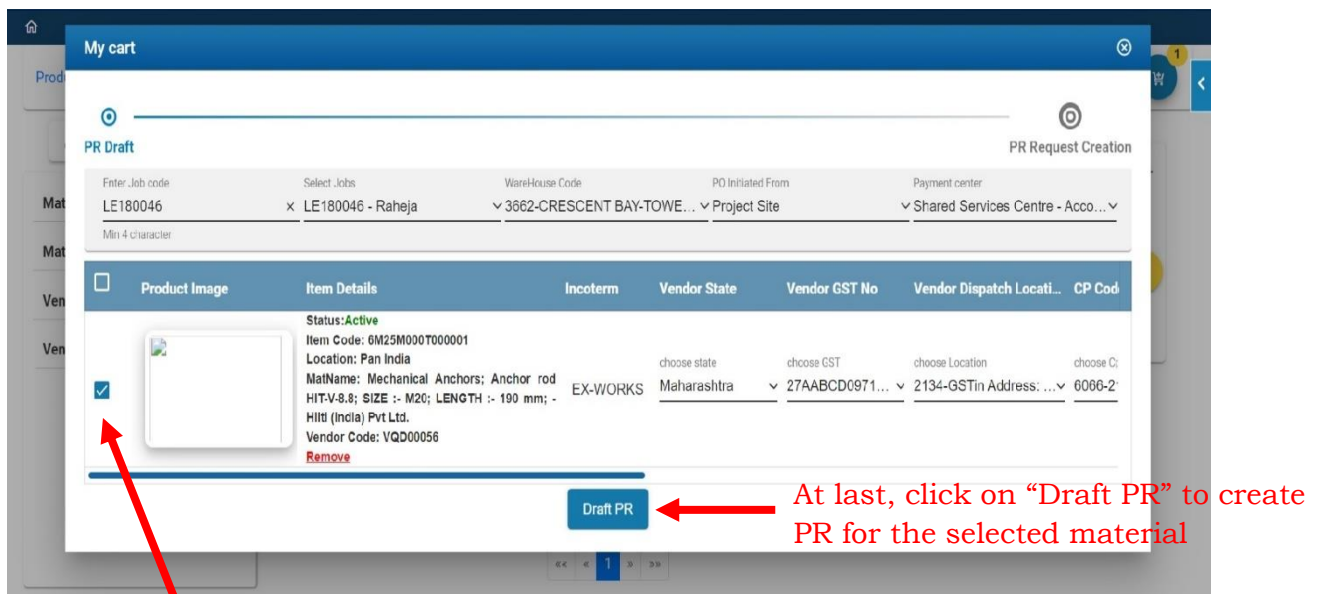
**Do Not ignore this message. Buyers are supposed to verify this detail with Supplier before PO is issued to avoid delay in supply and payment issues.**

A Pop up appears to notify Buyer to check with Supplier his supply source state and GST

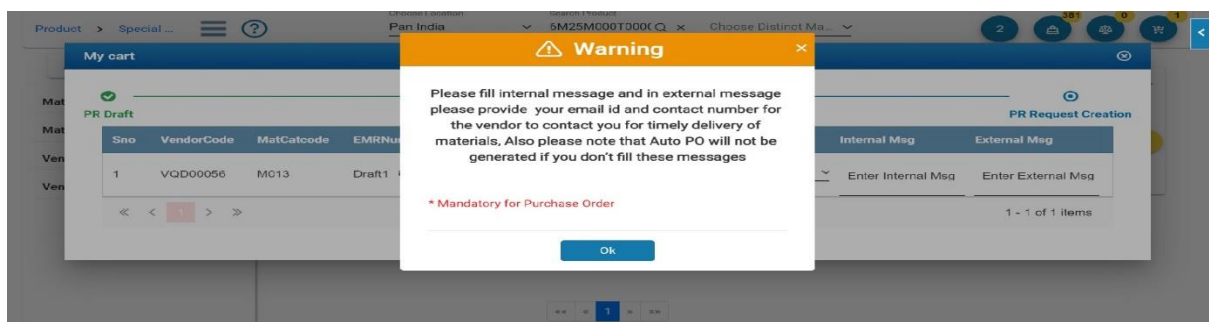


### Step 6:

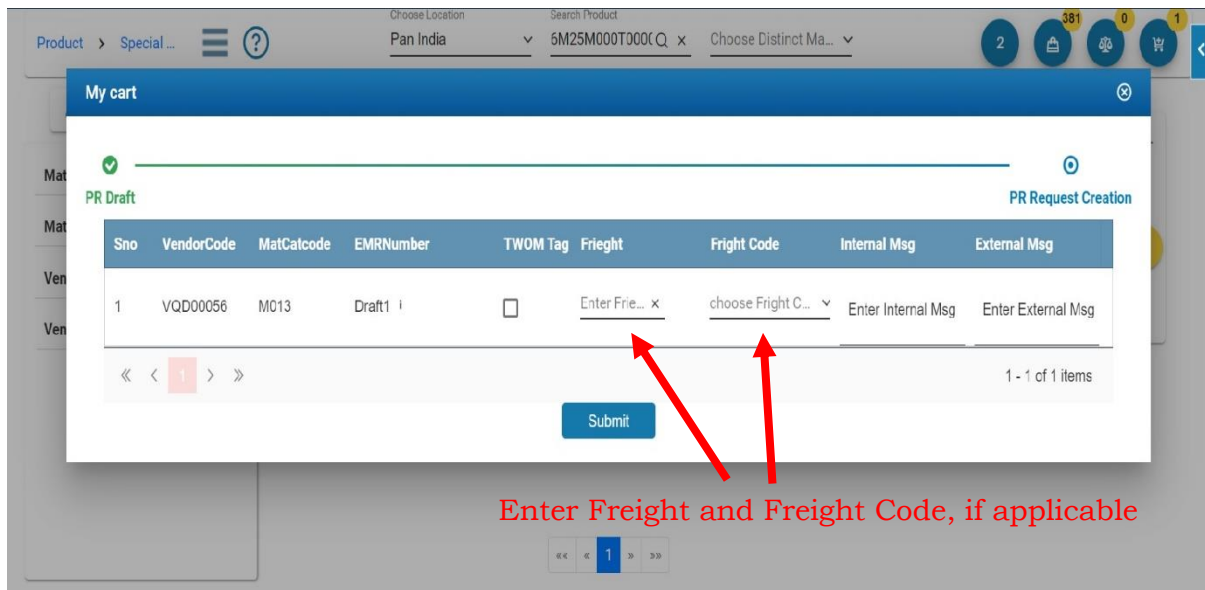
After filling all details, select the material to be ordered and click on “Draft PR”.



After filling all the details click here to select this material



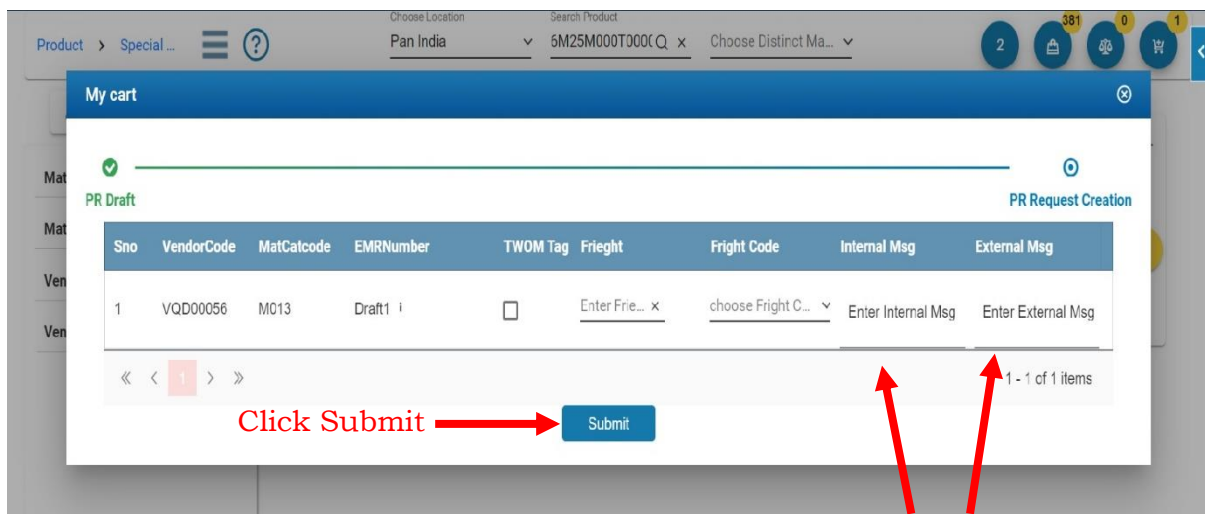




Enter Freight and Freight Code, if applicable

**Step 7:**

Input Freight Details (if applicable). Input these details only if material is Ex Works.

**Step 8:**


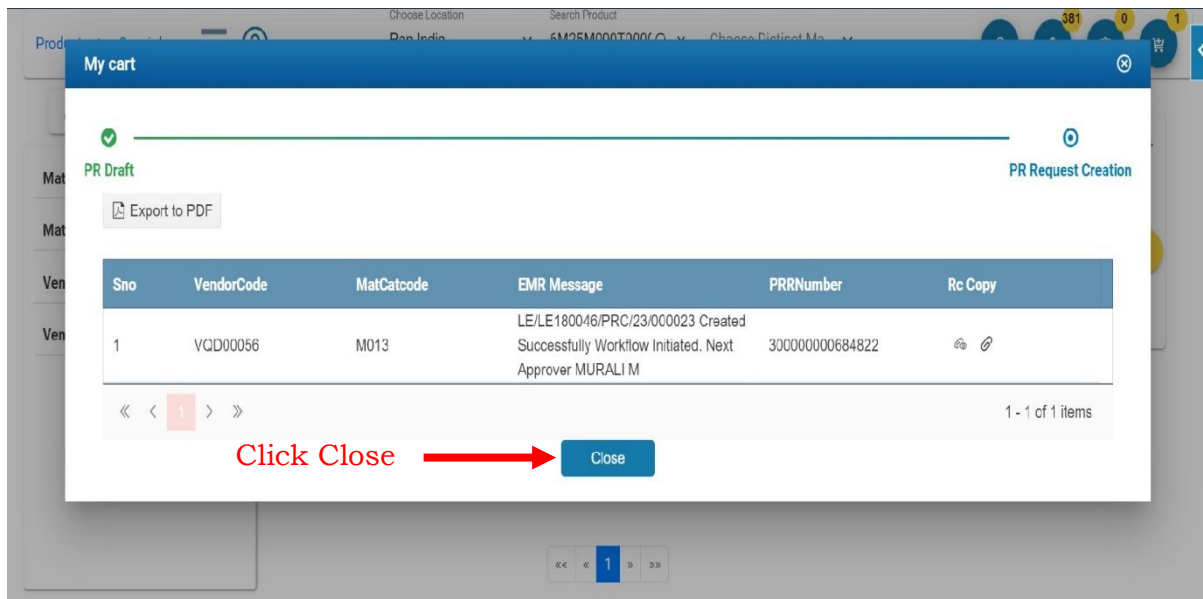
Click Submit

Enter Internal Message and External Message. Internal Message will be visible to L&T users and External Message will be visible to Supplier

Input Internal & External Message. Internal Message will be visible to L&T users and External Message will be visible to Supplier.

**Buyers are advised to put site contact details in External Message so that Supplier can easily contact site and ensure timely supply.**

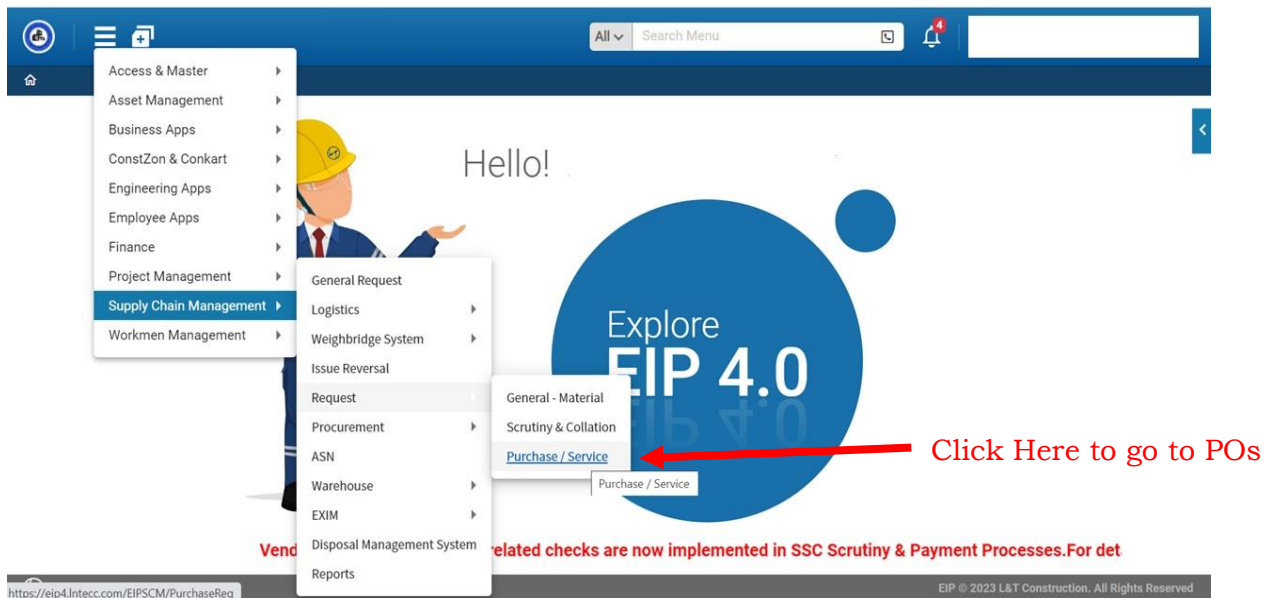
**After entering internal and external message, click Submit.**



Confirmation pop-up message will appear. Click Close after reading it.

## 6. HOW TO FIND PO GENERATED

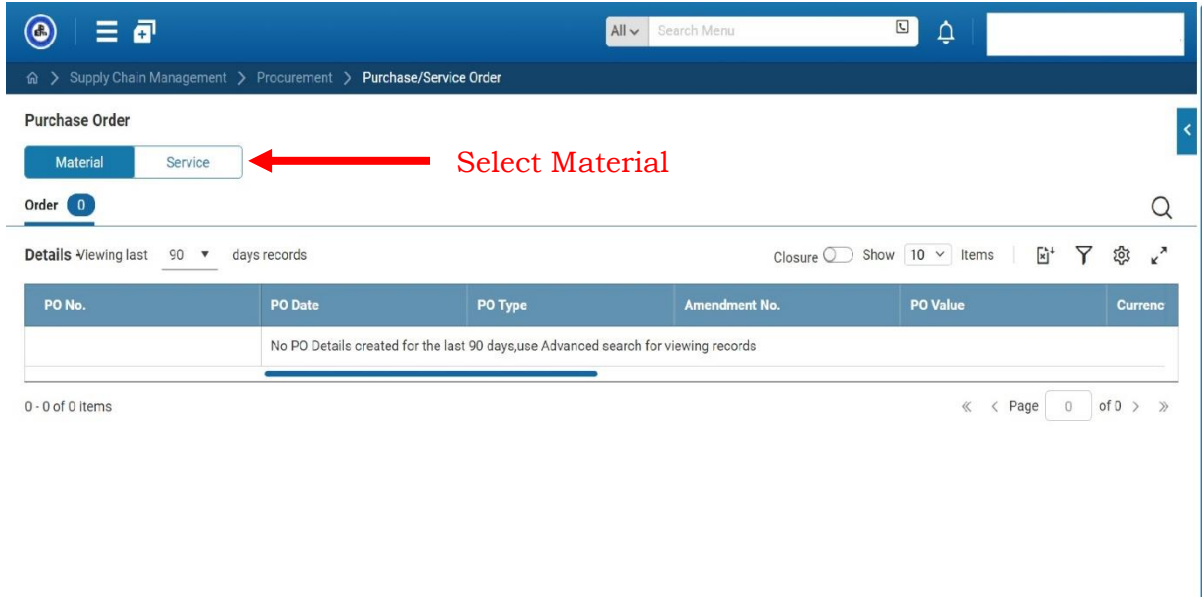
To find PRs created and POs thus generated, go to EIP 4.0.



Go to Supply Chain Management and click on Purchase/Service Orders.



Click on Materials.



Purchase Order

Material Service ← **Select Material**

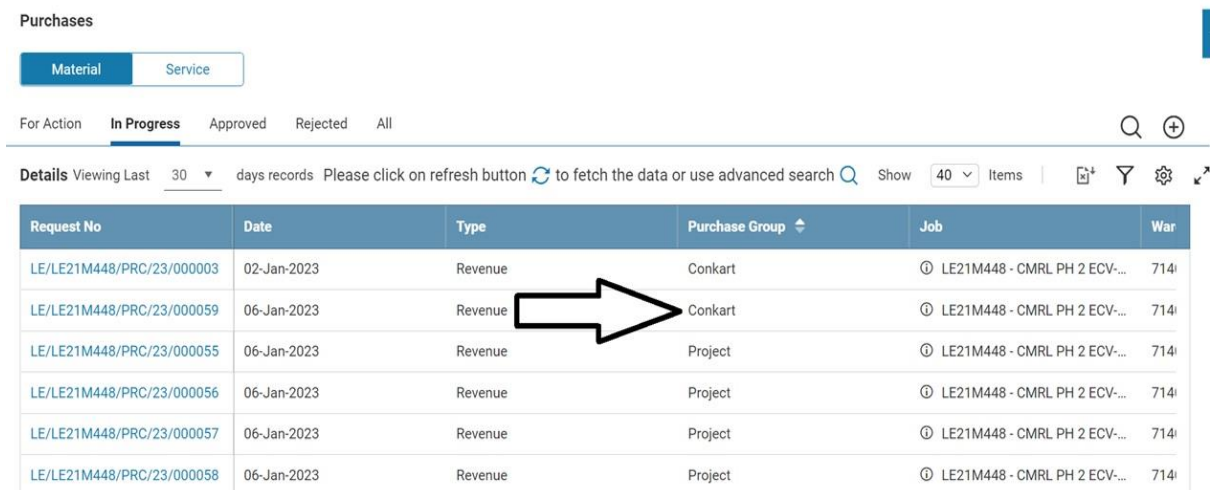
Order 0

Details Viewing last 90 days records Closure Show 10 Items

PO No.	PO Date	PO Type	Amendment No.	PO Value	Currence
No PO Details created for the last 90 days, use Advanced search for viewing records					

0 - 0 of 0 Items Page 0 of 0

List of PRs created will be available in “In progress”,



Purchases

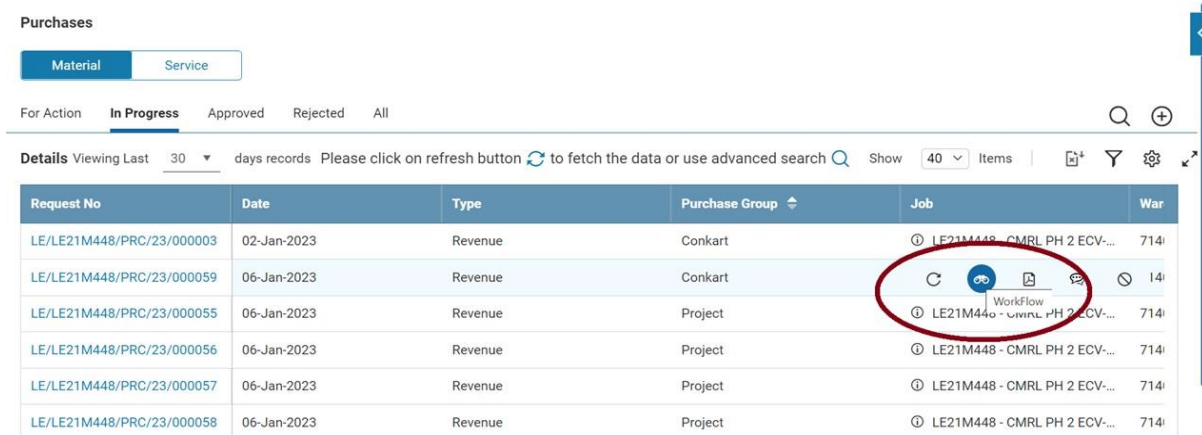
Material Service

For Action In Progress Approved Rejected All

Details Viewing Last 30 days records Please click on refresh button to fetch the data or use advanced search Show 40 Items

Request No	Date	Type	Purchase Group	Job	War
LE/LE21M448/PRC/23/000003	02-Jan-2023	Revenue	Conkart	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000059	06-Jan-2023	Revenue	Conkart	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000055	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000056	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000057	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000058	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714

Click on Workflow to check Approval Status.



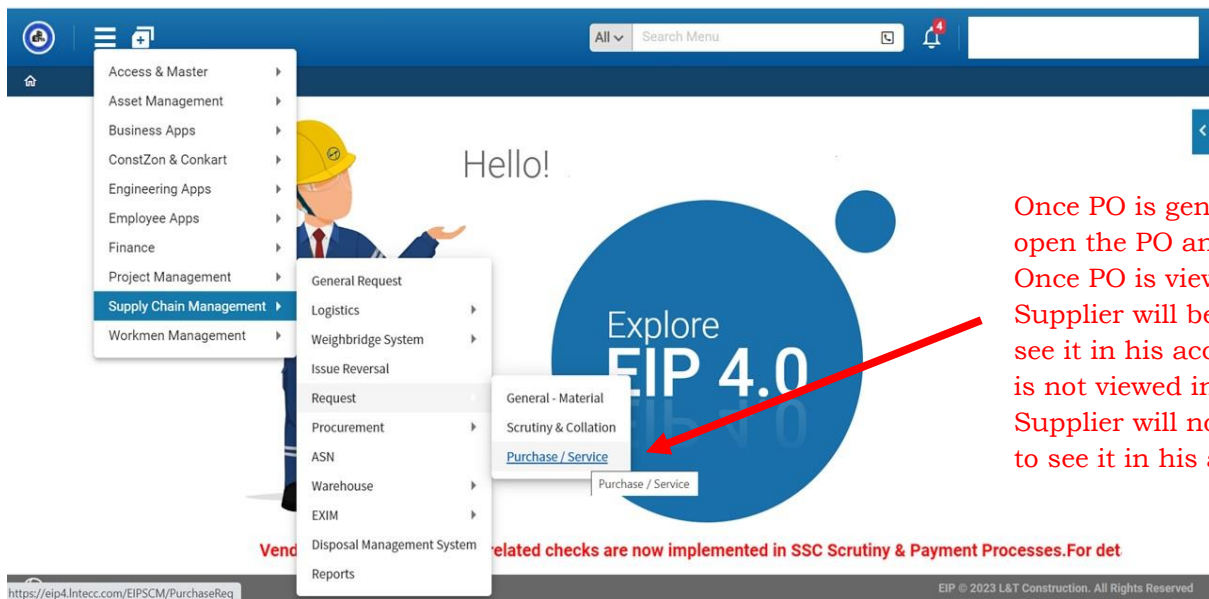
Purchases

Material Service

For Action In Progress Approved Rejected All

Details Viewing Last 30 days records Please click on refresh button to fetch the data or use advanced search Show 40 Items

Request No	Date	Type	Purchase Group	Job	War
LE/LE21M448/PRC/23/000003	02-Jan-2023	Revenue	Conkart	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000059	06-Jan-2023	Revenue	Conkart	① LE21M448 - CMRL PH 2 ECV-...	14
LE/LE21M448/PRC/23/000055	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000056	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000057	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714
LE/LE21M448/PRC/23/000058	06-Jan-2023	Revenue	Project	① LE21M448 - CMRL PH 2 ECV-...	714

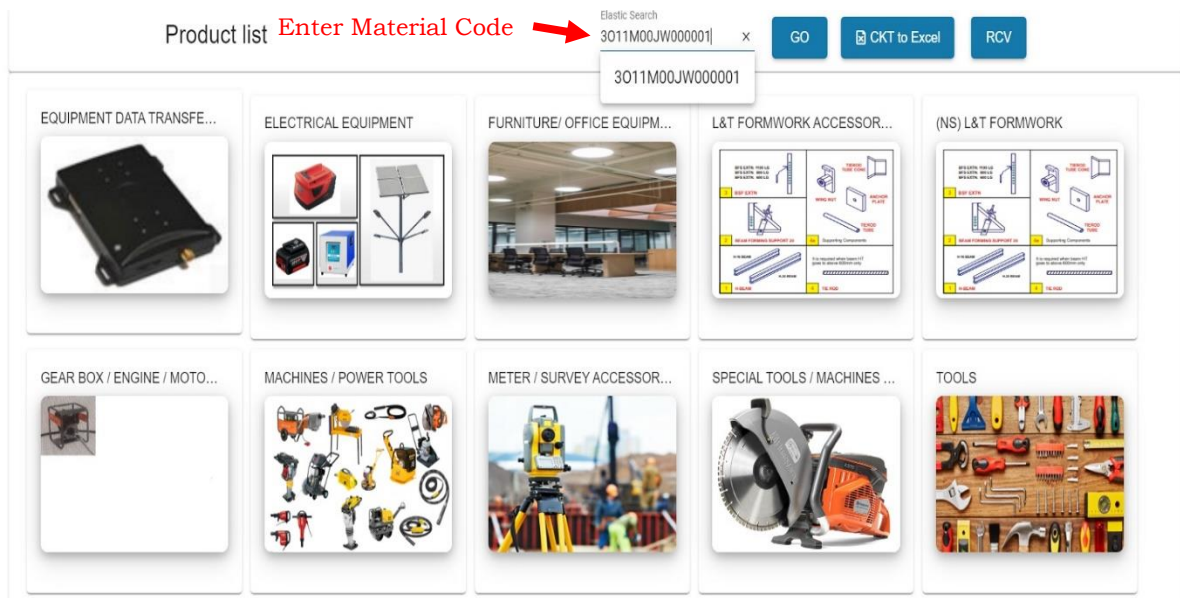


Once PR is fully approved, PO automatically gets generated, and a notification email is sent to Supplier. Buyers need to open this PO in EIP 4.0. Unless buyer opens PO in EIP 4.0, Supplier won't be able to see this PO in EIP 4.0 through his login.

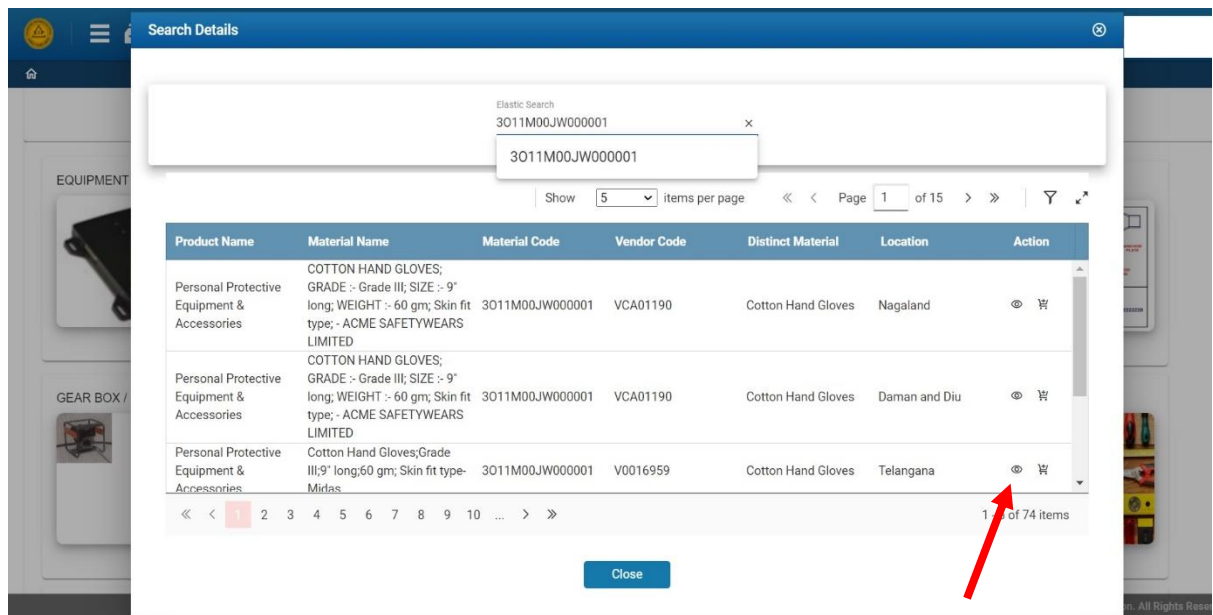
## 7. ELASTIC SEARCH

Buyers can use Elastic Search to conveniently search materials which they want to procure. It can be used in three different ways.

a) Input Material Code.



If Material Code is known, input material code in the space provided.



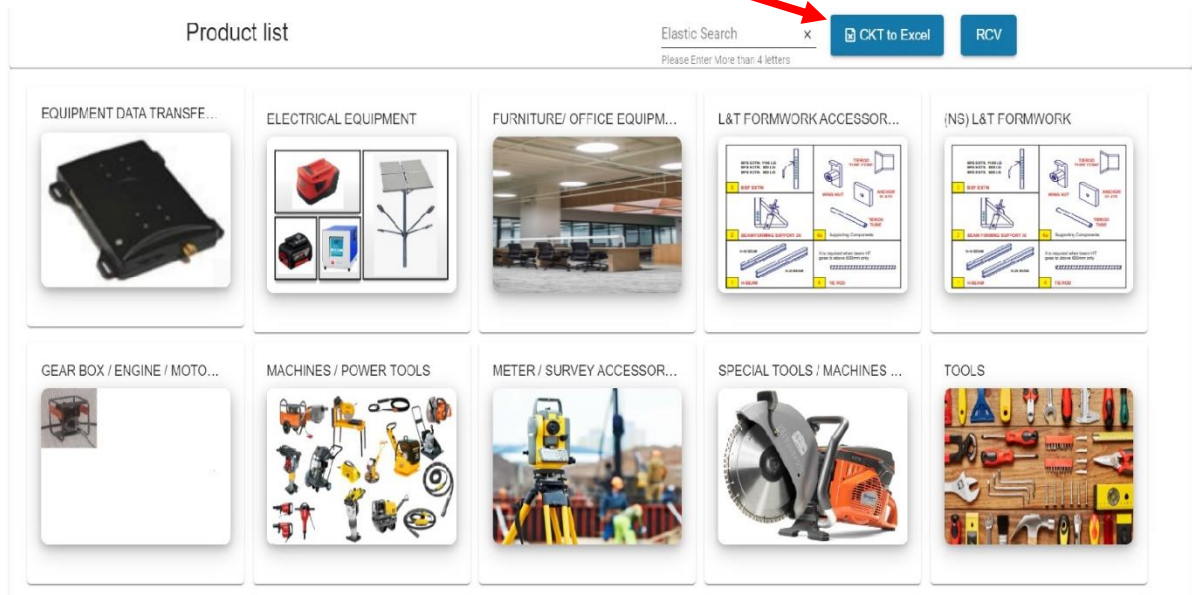
Click on "Eye" logo to go to material page

A pop up will appear showing list of Vendors supplying that material code. Click on the "Eye" icon to go to product catalogue page containing that material code.

**Do Not click on "Cart" logo to add the material directly here.**

b) Download "CKT to Excel" Report.

Click on "CKT to Excel" to download list of Material Codes and Vendor Codes



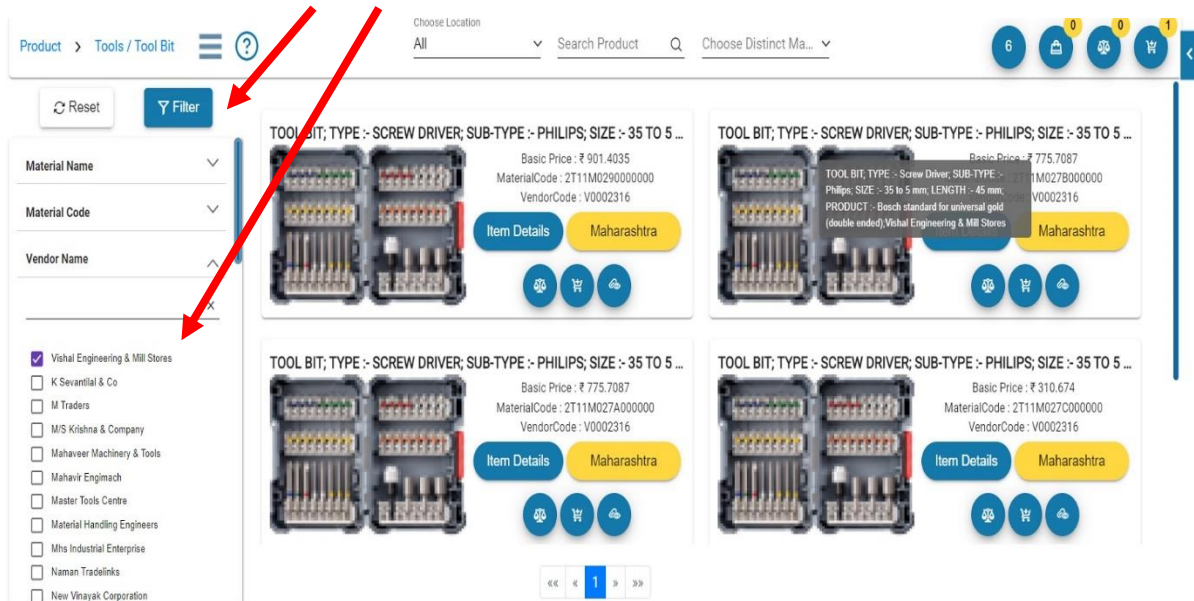
Click on "CKT to Excel". An excel report gets downloaded.

Product Name				
Product Name	Distinct Name	Material Name	Material Code	Vendor Code
FURNITURE/ OFFICE EQUIPMENT	Access Point	ACCESS POINT; Cambium; ePMP Force 180- Omega Technologies	1FOEM00M7000000	V0042753
FURNITURE/ OFFICE EQUIPMENT	Access Point	ACCESS POINT; MAKE :- Cambium; MODEL :- ePMP Force 190; - Omega Technologies	1FOEM00SC000000	V0042753
FURNITURE/ OFFICE EQUIPMENT	Access Point	ACCESS POINT; MAKE :- Cambium; MODEL :- ePMP Force 200; - Omega Technologies	1FOEM00SB000000	V0042753
Tool Accessories	ADAPTER	ADAPTER; FOR CORE CUTTING MACHINE; TYPE :- Socket Adapter; PRODUCT :- Hilti TE-Y-AD; SIZE :- 32 mm; - Hilti (India) Pvt Ltd.	2T12M00R8000000	VMH00156
MACHINES / POWER TOOLS	AIR BLOWER	AIR BLOWER; TYPE :- ELECTRIC; CAPACITY :- 620W; MAKE :- BOSCH; MODEL :- GBL 620; Comet Lubricant	1MPTM00R1000000	V0019852
MACHINES / POWER TOOLS	AIR BLOWER	AIR BLOWER; TYPE :- ELECTRIC; CAPACITY :- 800 W; MAKE :- BOSCH; MODEL :- GBL 82-270; Mahavir Engimach	1MPTM00C2000000	VAM00425
MACHINES / POWER TOOLS	AIR BLOWER	AIR BLOWER; TYPE :- ELECTRIC; CAPACITY :- 800 W; MAKE :- BOSCH; MODEL :- GBL 82-270; Comet Lubricant	1MPTM00C2000000	V0019852
MACHINES / POWER TOOLS	AIR BLOWER	AIR BLOWER; TYPE :- CORDLESS; CAPACITY :- 18 V; MAKE :- BOSCH; MODEL :- GBL 18V-120; Tara Mechcons	1MPTM01CC000000	V0005355
MACHINES / POWER TOOLS	AIR BLOWER	AIR BLOWER; TYPE :- ELECTRIC; CAPACITY :- 800 W; MAKE :- BOSCH; MODEL :- GBL 82-270; Industrial Engineering Stores	1MPTM00C2000000	VCI00124

Search the item to be ordered in this excel sheet and then input the material code in the space provided to go to the product catalogue page.

c) Apply Filter.

Select the vendor on the left pane from the dropdown and click on “Filter”.



In the product catalogue page, buyers can apply filter Vendor Code wise, Vendor Name wise, Material Name wise and Material Code wise to search specific items.



## 8. DO'S & DON'TS



### Dos

- ✚ Familiarize with RC T&Cs namely Material Codes, MoV, Price Basis, Lead Time, Vendor Code – State Mapping, Contact Details, Delivery terms, Validity.
- ✚ While creating PR, mandatorily check with Vendor - Supply source state and GST number.
- ✚ Once PO gets generated, open it, and check all details for correctness. Also check if freight (if applicable) is getting apportioned properly.
- ✚ ConKart POs cannot be amended. Cancel PO and issue fresh one for any change.
- ✚ Check Vendor Invoice if it is in accordance with PO issued.
- ✚ Once materials are delivered and inspected, take MRN promptly.
- ✚ Escalate quality and delivery issues promptly to Suppliers with copy to respective RC owners.
- ✚ Use only official email id/phone number to communicate with Suppliers.



### Don'ts

- ✚ Do Not use **UNPROFESSIONAL** language with Suppliers.
- ✚ Do Not create PO without discussing supply source state and GST No. with Vendor.
- ✚ Do Not delay MRN.
- ✚ Do Not take MRN if there is any mismatch in Invoice and PO.
- ✚ Do Not ask vendors to supply without valid PO.
- ✚ Do Not create duplicate GIN, MRN for the same invoice.
- ✚ Do Not communicate with Suppliers with personal email ids/phone numbers and WhatsApp.

## 9. GRIEVANCE REDRESSAL TEAM

Buyers can address their grievances or queries to relevant teams. Following is the list of teams to which these issues can be addressed:

### Issues related to Rate Contracts

For any queries related to Rate Contracts i.e., Supplier Performance, Quality, Delivery, or any other contractual queries, please address it to respective Rate Contract Owners.

### Central Materials Department

Address your queries to:



**Siddharth Kumar**  
Senior Manager - SCM  
siddharth-kumar@lntecc.com  
044-22526950  
9769314443



**Rammoorthy Ramkumar**  
Manager - Procurement  
rammoorthy@lntecc.com  
044-22526359  
9865785957



**Suguna S**  
Senior Engineer - Civil  
suguna.s@lntecc.com  
044-61746955  
9566622527

With copy to:



**A. R. Nishad**  
DGM - SCM  
arnishad@lntecc.com  
044-22526977  
9445045712

### Rate Contracts of CMD

- ❖ Micro Silica
- ❖ Welding Consumables
- ❖ Split Air Conditioners
- ❖ Tyres
- ❖ Fire Extinguisher
- ❖ LPG 19 Kg & 47.5 Kg
- ❖ Metal Cutting Gas

- ❖ Lubricants
- ❖ A3 Printers
- ❖ Light Construction Equipments
- ❖ Cutting & Grinding Wheel
- ❖ Shade Net & Barricade Net

- ❖ PVC sole Safety Shoes
- ❖ PU sole single & double density Safety Shoes
- ❖ PVC Gumboots
- ❖ High Ankle Shoes
- ❖ Reflective Jackets
- ❖ Boiler Suits
- ❖ Full Body Harness
- ❖ Fall Arrestors
- ❖ Anchorage Line, Rescue Kit, Window cleaning kit
- ❖ Safety Net
- ❖ Cotton Safety Hand Gloves
- ❖ P&M Spares – Schwing Stetter

**Common Procurement Hub**

Address your queries to:



Pednekar Suhas Bhaskar  
Sr. Manager – Procurement  
sbpednekar@lntecc.com  
022-68925385  
9819754480



Rajat Agarwal  
Manager - Procurement  
rajatagrawal@lntecc.com  
022-68925365  
9618881651

❖ GGBS



Vaibhav Tarde  
Manager - Procurement  
vaibhav.tarde@lntecc.com  
022-68925415  
8451952940

- ❖ Formworks Accessories
- ❖ Tie Rods
- ❖ Shuttering Plywood
- ❖ Rebar Coupler



Rushikesh Arvind Mankar  
Sr. Engg - Mech  
rushikesh.mankar@lntecc.com  
022-68925385  
8788042288

- ❖ Cables
- ❖ Luminaires
- ❖ Plug & Sockets
- ❖ Power Distribution Board
- ❖ Plate Compactor – Aquarius
- ❖ HF Vibrators – OLI
- ❖ Stabilizers, CCTV & Rear-view Monitoring
- ❖ Passenger Hoist – Alimak

❖ Tools – Hikoki, Wuerth, Mungo

With Copy to:



Sam Mathew  
JGM - Procurement  
sam.mathew@lntecc.com  
022-68925420  
8879591126



A. R. Nishad  
DGM - SCM  
arnishad@lntecc.com  
044-22526977  
9445045712



Siddharth Kumar  
Senior Manager - SCM  
siddharth-kumar@lntecc.com  
044-22526950  
9769314443



**Buidling & Factories IC**

Address your queries to:



Keerthana Mathivanan  
Engineer  
keerthana.mathivanan@Intecc.com  
044-61747282  
9943913847

- ❖ Power Tools – Bosch
- ❖ Power Tools – Stanley Black & Decker

With Copy to:



A. R. Nishad  
DGM - SCM  
arnishad@Intecc.com  
044-22526977  
9445045712



Siddharth Kumar  
Senior Manager - SCM  
siddharth-kumar@Intecc.com  
044-22526950  
9769314443

**Power Transmission & Distribution IC**

Address your queries to:



Senthil Kumar G  
Asst. Officer - Materials  
senthilkg@Intecc.com  
9894148764

**Rate Contracts of PT&D IC**

- ❖ Fitter Shoes
- ❖ FRP Ladder
- ❖ Safety Helmets for Solar Projects
- ❖ Safety Harness for APDRP Projects
- ❖ Electric tester, discharge rods, electric gloves, helmet induction mounted testing.

With Copy to:



A. R. Nishad  
DGM - SCM  
arnishad@Intecc.com  
044-22526977  
9445045712



Siddharth Kumar  
Senior Manager - SCM  
siddharth-kumar@Intecc.com  
044-22526950  
9769314443

**Transportation Infrastructure IC****Rate Contracts of TI IC**

**Prabhu U**  
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❖ GPS Device

With Copy to:



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9445045712



**Siddharth Kumar**  
Senior Manager - SCM  
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**Corporate SCM****Rate Contracts of Corporate SCM**

**Jaideep Deshmukh**  
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- ❖ Sea Transport
- ❖ Air Transport



**Dnyaneshwar Sonawane**  
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- ❖ Road Transport



**Anil Bhat**  
Deputy General Manager  
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022 68926243  
9819458889

- ❖ Ergonomically designed chairs for Pregnant Women

With Copy to:



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### **System Issues related to ConKart 2.0**

For any queries related to system issues i.e., Elastic Search not working, PR generated but PO not issued, access to ConKart 2.0, please address it to respective site/cluster/BU/IC ISD team. If not resolved, the following team can be contacted.

### **Information & Systems Department**

Address your queries to:

Site/Cluster/BU/IC ISD Team



P Santha Kumar  
Sr. Manager - Systems  
psantha@lntecc.com  
044-33192165  
9994112812



Dinesh C  
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Dinesh Kumar T  
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Suguna S  
Senior Engineer - Civil  
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044-61746955  
9566622527



Lakshmi Narayanan  
Executive – System Support  
lakshmi.narayanan-cnt@Intecc.com  
044-22526670  
9080964550

### Issues related to Features of ConKart 2.0

For any queries related to features of ConKart 2.0 i.e., vendor not visible, not able to search items, items showing “RC Expired”, item rate not as per RC, please address it to the following team.

### Central Materials Department

Address your queries to:



Suguna S  
Senior Engineer - Civil  
suguna.s@Intecc.com  
044-61746955  
9566622527



Lakshmi Narayanan  
Executive – System Support  
lakshmi.narayanan-cnt@Intecc.com  
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Siddharth Kumar  
Senior Manager - SCM  
siddharth-kumar@Intecc.com  
044-22526950  
9769314443

**Issues related to Formworks**

For any queries related to formworks, please address it to the following team:

**Formworks - COE**

Address your queries to:



T Jagannath  
DGM – Civil  
tj@lntecc.com  
044-22526455  
9677011005

With Copy to:



Sam Mathew  
JGM - Procurement  
sam.mathew@lntecc.com  
022-68925420  
8879591126

## 10. FREQUENTLY ASKED QUESTIONS

**Where to Find Rate Contracts**



Rate Contracts are circulated by e-mail as and when it is created. Also, all the live Rate Contracts are uploaded in EIP Vidya. Anyone having access to EIP Vidhya can view Rate Contracts.

Path: lntecc.com> Quick links>EIPVIDYA>Divisional Corporate> Double Click on Materials Department > Materials Document > Rate Contract > Existing RCs.

<https://eipvidhya.lntecc.com/dcs/DCC/MD/Material%20Documents/>

Rate Contracts are also available in ConKart on ICON named as “Document View” which is next to the “add to Cart” ICON.

**How can I search/find items on ConKart 2.0****ConKart View – Product List**

-  If you know the item code. Key in the item code in “ELASTIC SEARCH” and click Go button, it will take you directly to the Cart page.
-  Alternatively, you can go to the respective tile of category and search page wise /vendor wise.

- ✚ List of all items loaded in CONKART is available in downloadable Excel format by click in “CKT TO EXCEL” ICON. Where Product Name/Distinct material Name/Material code/ Vendor code details are available.

**What is Auto PO from ConKart**

Auto PO from ConKart means PO gets generated directly, once the PR is fully approved by the approvers defined in the workflow. It avoids the long-drawn process of offer - counter offer and multilevel approvals of PR and TCD.

**Can POs generated from ConKart be amended**

**NO.** Once generated, ConKart POs don't have amendment option.

Utmost care should be exercised while selecting the Job Code/Warehouse Code/ Order issued from/Payment Center/Vendor Source State and Vendor GST.

**Where can I input my contact details for Supplier to contact me**

Contact details of the site with mobile and email of the user should be keyed in the external remarks column while creating the PR.

**What to do once Auto PO gets generated**

After generating the PO, User should necessarily open the PO and check all details for correctness and confirm same with the vendor.

In case of any discrepancy, PO should be cancelled and fresh order to be issued to avoid MRN and payment issues.

**Supplier has not started delivery quoting PO not opening, wrong GST etc.**

Suppliers has been instructed not to supply any item if PO is not opening at their end, if GST number is wrong, if GST is not computed, user/site contact dispatch details is not there etc.

**User is solely responsible to ensure correctness of PO.****PR created but PO not generated.**

This happens when user keeps the window open for long and time elapses. Hence even after authorization, still PO doesn't get generated. In such cases, create PR once again and complete the process.

**What to do if Supply source GST in PO appears wrong but input was correct**

HSN codes are linked with material codes. Due to system challenges, PO may get generated without GST. Please bring these issues to the notice of RC team immediately. POs must be cancelled, and fresh order must be issued once the issue is resolved.

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**Do not ask vendor to process with wrong PO.**

**What to do if I have input Supply source GST wrongly**

All source state and GST numbers are updated in Partner Portal and will be displayed in the drop down. User must cross check with the supplier before selecting the source state. If wrong GST has been input in PR, please cancel the PO and issue fresh one with correct GST.

**PO got generated with wrong Price and wrong payment terms as per vendor**

RCs are constantly getting renewed, and GST is also updated periodically by Govt. PR to PO should be done within 2 days. Any delay in approving PR will reflect outdated prices and GST.

**What to write in External Message**

By default, system captures the PR authority email and phone number in the external remarks. Ensure that you write in the external remarks' column in PR creation stage itself the contact and email ids for the suppliers to contact you for coordinating deliveries or communicate the same vide email attaching the PO to the supplier. Any other remarks or special instruction can also be written.

**Short Closure of ConKart POs**

ConKart POs can only be short closed by authorized persons. Raise a Help Desk Request for short closure along with authorization of Project In charge. Forward the HD Number along with supporting documents to [dineshc@lntecc.com](mailto:dineshc@lntecc.com).

**Deviation from Rate Contracts**

Any procurement which is a deviation from RC must be approved by IC SCM Head. Non-RC Material Code generation request must be addressed to Code Generation Team in Corporate Centre (Email id - [pradeeppaul@lntecc.com](mailto:pradeeppaul@lntecc.com)) supported by this approval. Any deviation in procurement of safety PPEs must be approved by EHS Council.

**What is the difference between Constzon & ConKart**

Constzon and ConKart are both different. Constzon deals with PAN India rates whereas ConKart deals with rate contract items.

Constzon team is headed by Mr. S V Rajan supported by Ms. Sneha T P.

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