

USER MANUAL OF SUZEN PORTAL



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List of Changes:

Rev.	Date	Page	Changes details
00			New release

Scope:

	QMS Folder	SCM-Mfg. QHSE & SQM(Tower & Blade)
Applicable to document	:	
Applicable Plant/Mfg. Unit	:	
Owner Department of Document	:	
User Department of Document	:	
Implementation consideration	:	

Approvals:

Action	Department	Name & Designation	Signature Field
Prepared by		Pavithra Raman Software Engineer	
Reviewed by	SCM-Digitalization	Satish Shah AGM	
Approved by	Mfg. QHSE Head	S P Mahesh General Manager	
Released by:			

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1. GENERAL

1.1 PURPOSE

To guide the users for accessing the Suzen portal to register and track the required documents of the Kaizen.

1.2 RESPONSIBILITY

All authorized users of SCM, IB-C2C and IB-OMS as per their role.

1.3 CROSS FUNCTIONS OF SCM, IB-C2C & IB-OMS

1 Marketing	7 Quality
2 Technology & Engineering	8 QHSE
3 Production Planning & Control	9 Corporate Functions(Shared Services)
4 Operations	10 Technical Fleet Services
5 Materials Mgmt.	11 Power Evacuation
6 Finance	12 WRD

1.4 ACRONYMS & SYNONYMS

1 Documents & Records

DMS : Document & Management System	IMS : Integrated Management System
------------------------------------	------------------------------------

Departments & Functions

DPE : Design & Product Engineering	QL. : Quality
Mfg. : Manufacturing	QHSE : Quality, Health, Safety & Environment
SCM : Supply Chain Management	SQM : Supplier Quality Management

2. DMS

2.1 INTRODUCTION

Kaizen software is available on the web and mobile that allows employees to use their mobile devices to complete digital templates and capture opportunities for improvement the moment they see them. This can guide them to describe their ideas in detail, where they can also easily attach supporting images and detailed notes as references. This has approval as well as evaluation. Also, follows PDCA (Plan, Do, Check, Act) process flow.

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This portal-

- Acting as a single window for above activities and operating in internet/intranet connectivity.
- Under the control of SCM-QHSE & Suzlon IT team for its maintenance & operations.
- Users are with selective authorization under below defined roles.
 1. Admin
 2. Approver
 3. Leader
 4. Initiator

2.2 ROLE AND AUTHORIZATION MATRIX

Authorization Roles	Create	Edit	Dashboard / View	Approve / Review	Delete	Raise Query	Answer Query
Initiator	✓		✓				✓
Leader	✓	✓	✓	✓		✓	✓
Approver	✓		✓	✓		✓	✓
Admin		✓	✓	✓	✓	✓	✓

2.3 DMS FLOW



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2.4 STEP BY STEP ACTIVITY


2.4.1 LOGIN THROUGH SES

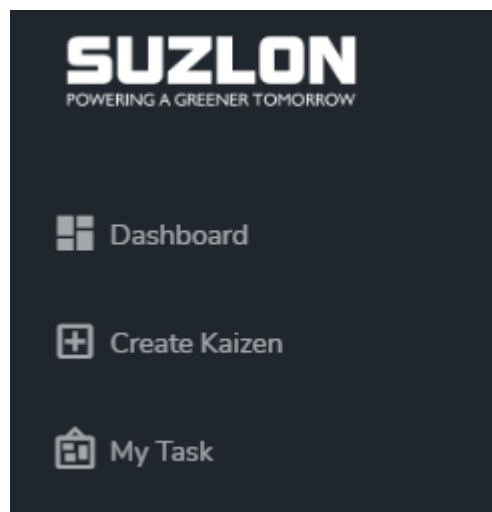
- ❖ Link to access the portal – Google Chrome / Microsoft Edge only.
<https://uat-ext.suzlon.com/SuZen/Login>
- ❖ Sign in with your credentials: Domain ID and password.



Domain Id
Pavithra.Mindnerves

Password

LOGIN 

2.4.1.1 Click on  for Menu Bar

- Dashboard – Click on Dashboard to view the list of kaizen raised with status.
- Create Kaizen – Click on this menu to create kaizen.
- My Task -- Click on My Task to view all the Kaizen which have been raised by you and submitted to you.

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1. Dashboard View:

The dashboard displays the following statistics:

- Total Completed: 2
- Total Raised: 2
- Last Month: 0
- Current Year: 2
- Current Month: 2
- In-Process: 0

The table below shows the Kaizen records:

Kaizen Number	Kaizen Title	Vertical	Sub Vertical	Status	Assigned To	Lea
SEL.NAC.NCU.HSE.2223-000.0000	Internal testing for UAT release with PDF	Nacelle	Nacelle & Hub	Completed		Raf
SEL.TXU.TXU.HSE.2223-000.0001	UAT Testing	Electrical	Transformer	Completed		Raf

- ❖ Dashboard shows the data of all the Kaizen w.r.t Kaizen Unique No which helps to view the entire data of a particular Kaizen.
- ❖ Click on Kaizen Title to view Kaizen details.
- ❖ Only Admin can assign badge to the completed Kaizen.

2.4.1.2 Kaizen pdf download

- Click on any kaizen form to open and click on pdf icon to download PDF form

Kaizen No : SEL.NAC.DMN.PSP.2223.0001 Title : Rotor Shaft Tilting by using double trolley Crane Kaizen Created Date : 08-03-2023
 Status : Completed

Plan Download PDF Form

2.4.1.3

Create Kaizen

Click on this menu to create new kaizen

Kaizen form has been divided into 4 parts i.e., Plan, Do, Check and Act.

All the fields in the form are mandatory. User can Save the form to edit later and Submit for approval.

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- **PLAN**

Kaizen No : SEL _____ 2223.000 Title : _____ Kaizen Created Date : _____ Status : _____

Plan

Country India ✓	Company/Business Unit SEL ✓	Vertical --Select--	Sub Vertical/State --Select--								
Plant/Site --Select--	Kaizen Type --Select--	Start On Date	Completed On Date								
Kaizen Title		Source --Select--	Kaizen Leader Name								
As is process where improvement is required		Team Member									
Potential Failure/Issue 0 / 1000		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th style="width: 5%;">Sr...</th> <th style="width: 45%;">Name</th> <th style="width: 30%;">Department</th> <th style="width: 20%;">Act...</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No Rows To Show</td> </tr> </tbody> </table>		Sr...	Name	Department	Act...	No Rows To Show			
Sr...	Name	Department	Act...								
No Rows To Show											
Main Benefit		Add-On Benefit									

- **DO**

Kaizen No : SEL _____ 2223.000 Title : _____ Kaizen Created Date : _____ Status : _____

Do

5W 2H Analysis (On As Is The Process Where Improvement Required)

WHO	WHO
WHAT	WHAT
WHEN	WHEN
WHERE	WHERE
WHY	WHY
HOW	HOW
HOW MANY	HOW MANY

Containment Action 0 / 300	Action Taken
Root Cause	

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- CHECK

Kaizen No : SEL.....2223.000 Title :

Kaizen Created Date :
Status :

Before Image 📄 📄 📄

Choose a file Or Drag it here

After Image 📄 📄 📄

Choose a file Or Drag it here..

Actual Result

Main Benefit

Add-On Benefit

- ACT

Kaizen No : SEL.....2223.000 Title :

Kaizen Created Date :
Status :

Plan ➔

Do ➔

Check ➔

Act ➔

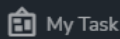
** Note : Is this Kaizen applicable for Horizontal Deployment : Yes / No (If yes Vertical - QHSE Head will lead in implementing in other plants)*

Kaizen Horizontal Deployment Yes No

Approver Details

Save
Submit

2.4.1.4



This menu list is for all users

❖ Click on “My Task” to view all your pending task.

S
Welcome : ● Rajesh Kumar Tripathi (SEL-HSE) (Originator)
Logout

Page Size: 10 Show Completed Task

Kaizen Number	Vertical	Leader Name	Kaizen Start Date	Kaizen End Date	Created Date	Created By
SEL.NAC.DMN.PS...	Nacelle	Ashish Goutam [Mi...	13 Mar 2023	21 Mar 2023	08 Mar 2023	Ashish Goutam

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2.4.1.5 Approval process

To Approve & score
the submitted kaizen

To raise any query
to the Team Lead

Approval- Applicable to approver only

Approver would be rating the Kaizen and submitting with a remark.

	Partially Met	Satisfied	Fully Met
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Formula : $PSP\ Kaizen\ Score = Avg(Q + P + C) \times 70\% + Avg(H + S + E) \times 20\% + Jury\ Score \times 10\%$

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- Query to team lead – Applicable to approver only

Approver can write the query to the Team Lead and submit.

Query To TEAM LEAD Remark

Write a query..

0 / 500

Submit

Sr No.	Name
--------	------

END OF DOCUMENT