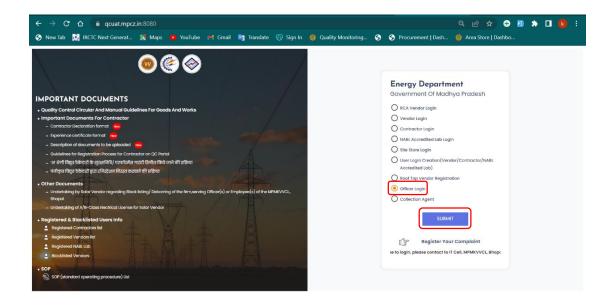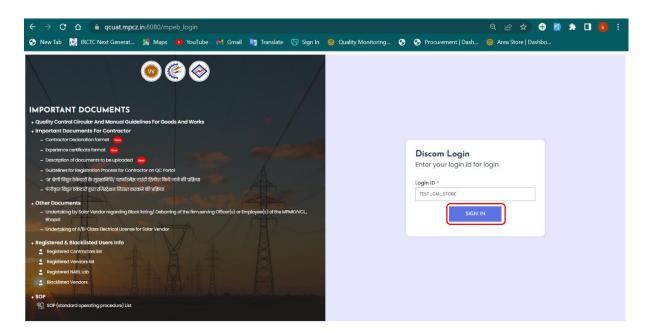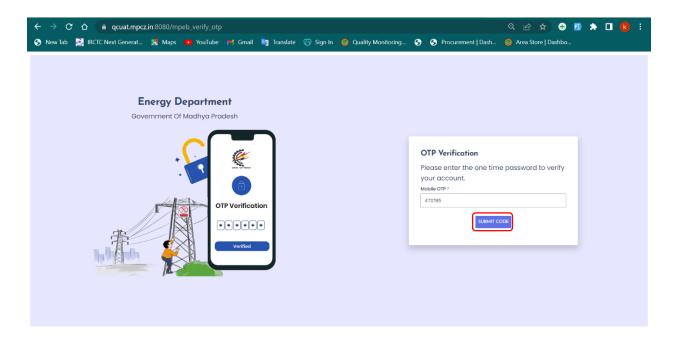## SOP_MRC Process for Officer Side

1. Click on link https://qcuat.mpcz.in:8080/ to login the page and go to "Officer Login" and click on "Submit" button.
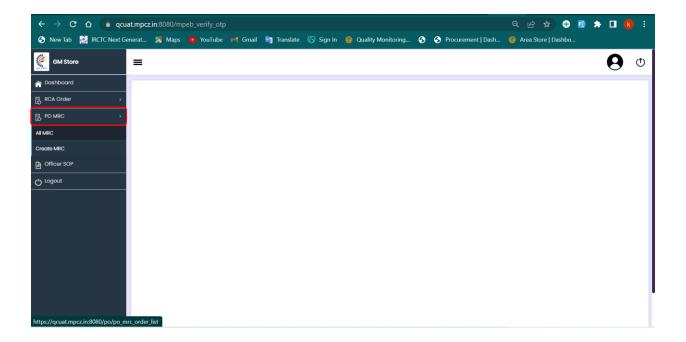

2. After clicking on Submit button, login page will open for officer, now enter valid "login ID" and login by clicking on "SIGN IN"button.
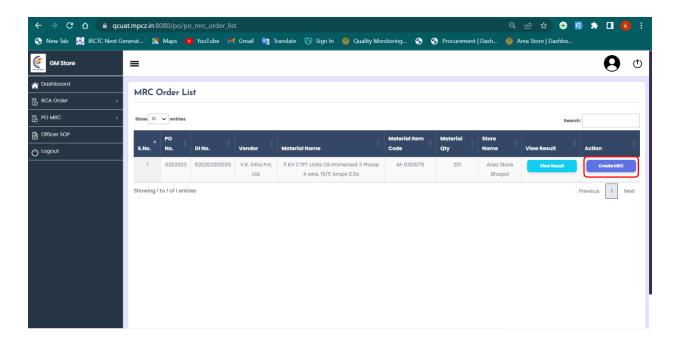
3. After clicking on SIGN IN button,you will get OTP on your register mobile number,enter the correct OTP and click on "SUBMIT CODE".
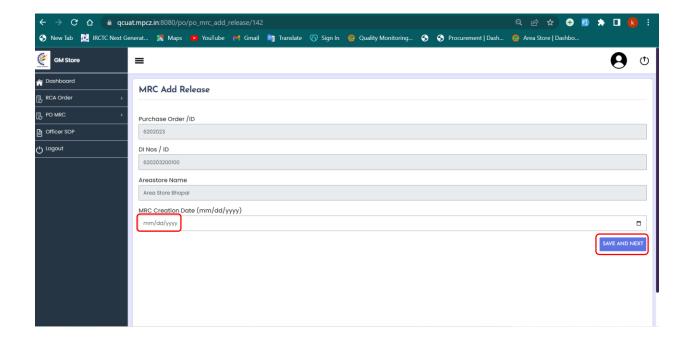

4. After clicking on submit code button, Officer Dashboard will open then go to side bar and click on "PO MRC".
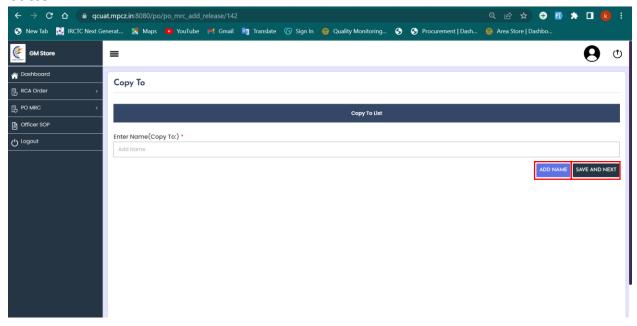
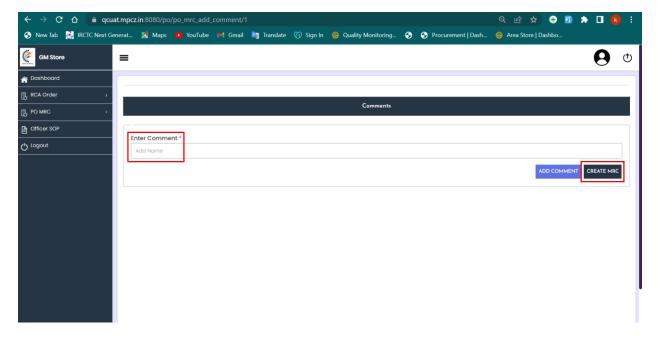5. After clicking on PO MRC order list will display click on "Create MRC".

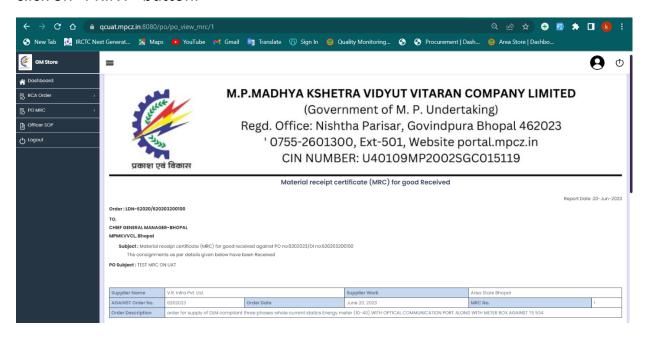6. After that select "MRC Creation Date" and click on "SAVE AND NEXT" button.

7. Then fill the mandatory details and "Add Name" and click on "SAVE AND NEXT" button.
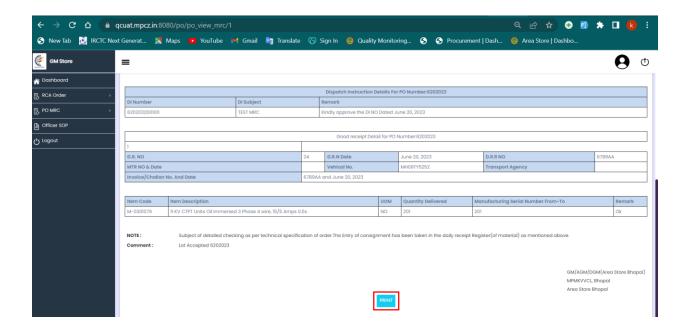

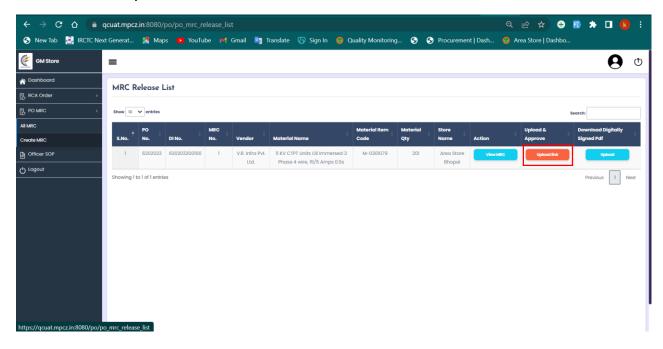8. Then Fill "Enter comment" and click on "CREATE MRC" button.

9. After that will get the Material Receipt Certificate (MRC) for good received and click on "PRINT" button.
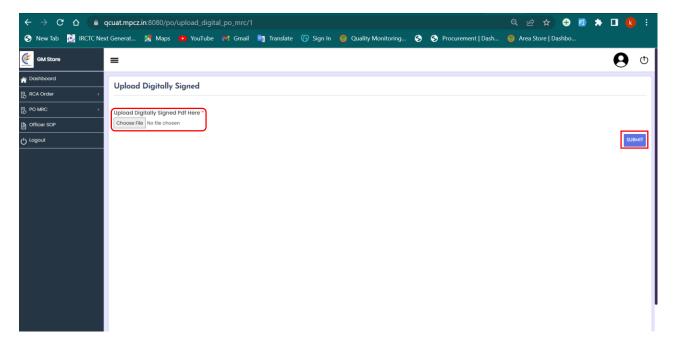
10. After created Material Receipt Certificate (MRC) then "upload & approve" then click on "upload link" button.

11. Then will "Upload Digitally Signed" Pdf and click on "SUBMIT" button.

12. After uploaded the Pdf, Status will changed and Download Digitally Signed Pdf.

GM Store

- Dashboard
- RCA Order ›
- PO MRC ›
- Officer SOP
- Logout

MRC Release List

entries

Search:

PO No.	DI No.	MRC No.	Vendor	Material Name	Material Item Code	Material Qty	Store Name	Action	Upload & Approve	Download Digitally Signed Pdf
4536	2649	1	Century Infrapower Private limited	DTR 11/0.4 KV 3-Star rated Conventional 200 KVA	M-0108004	139	Area Store Indore	View MRC	Upload link	Uploaded

1 of 1 entries

Previous 1 Next