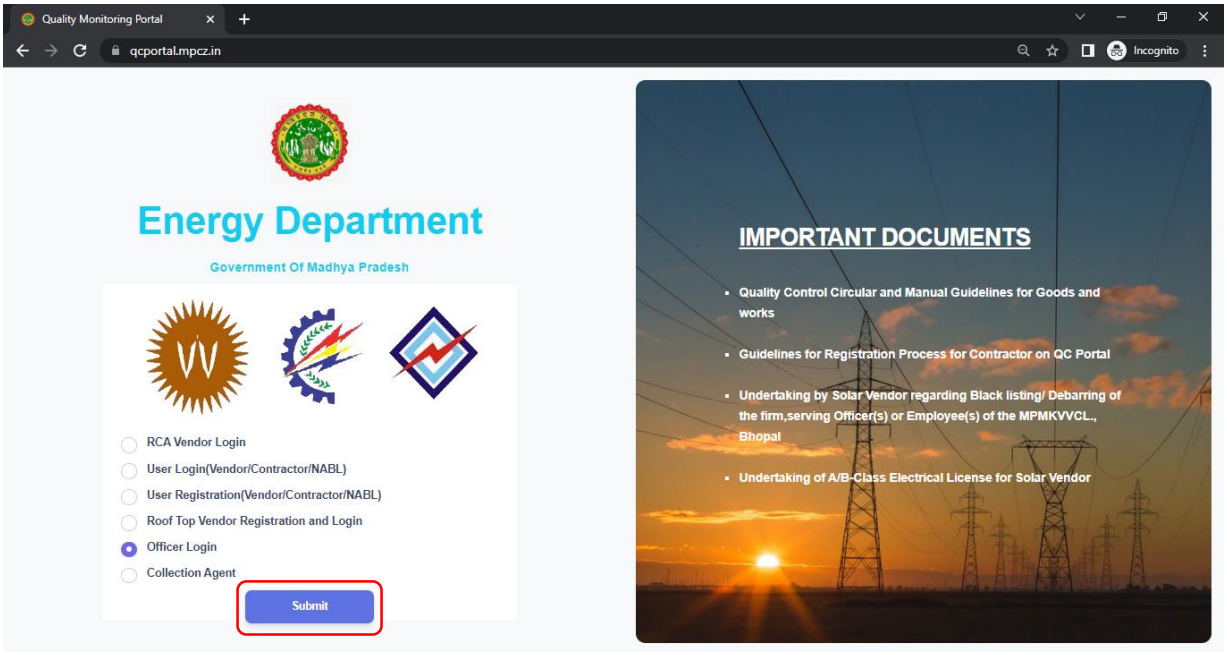
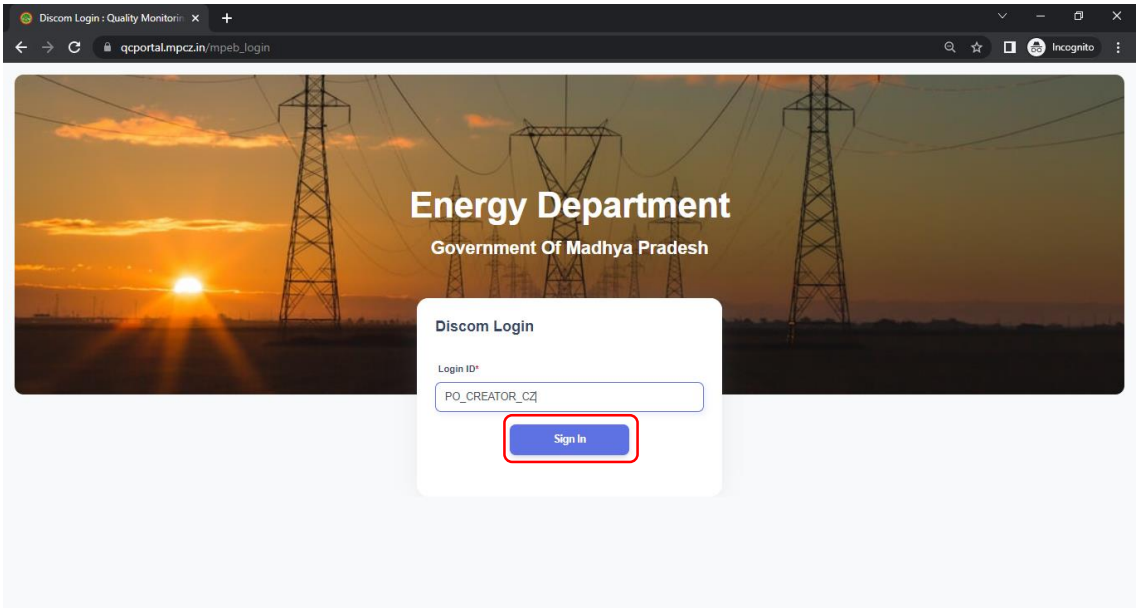
SOP for Creator side for create Purchase Order

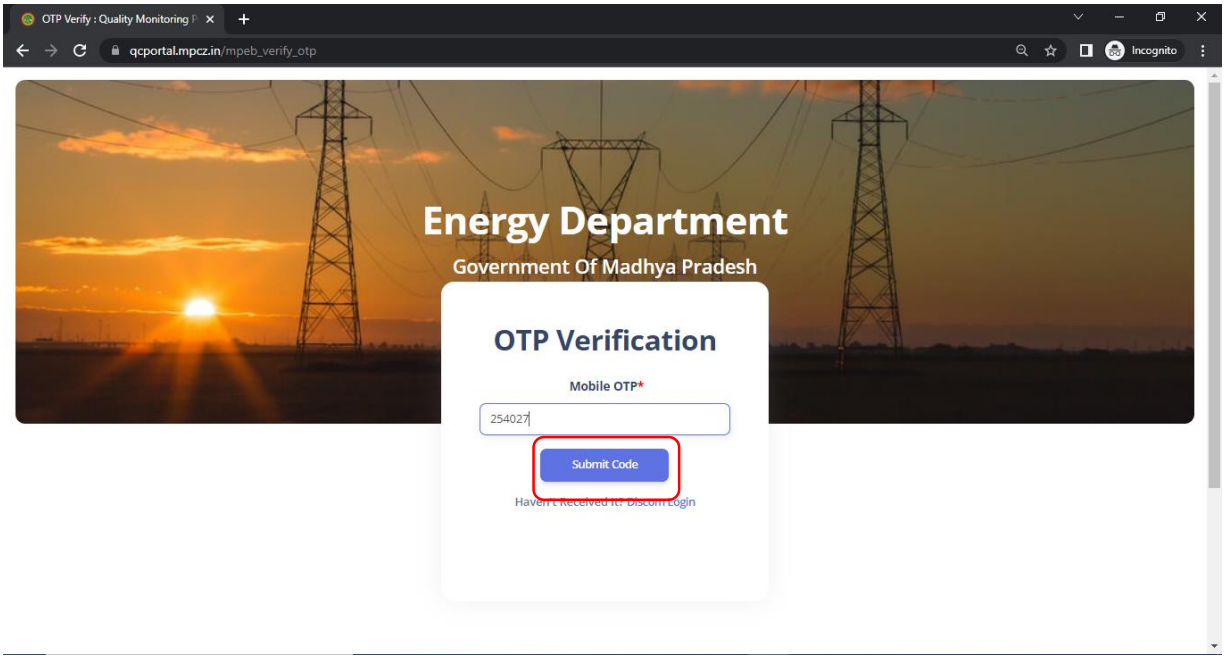
1.Open Quality Control Portal using link https://qcportal.mpcz.in/ and select “Officer Login” option and then click on “Submit”



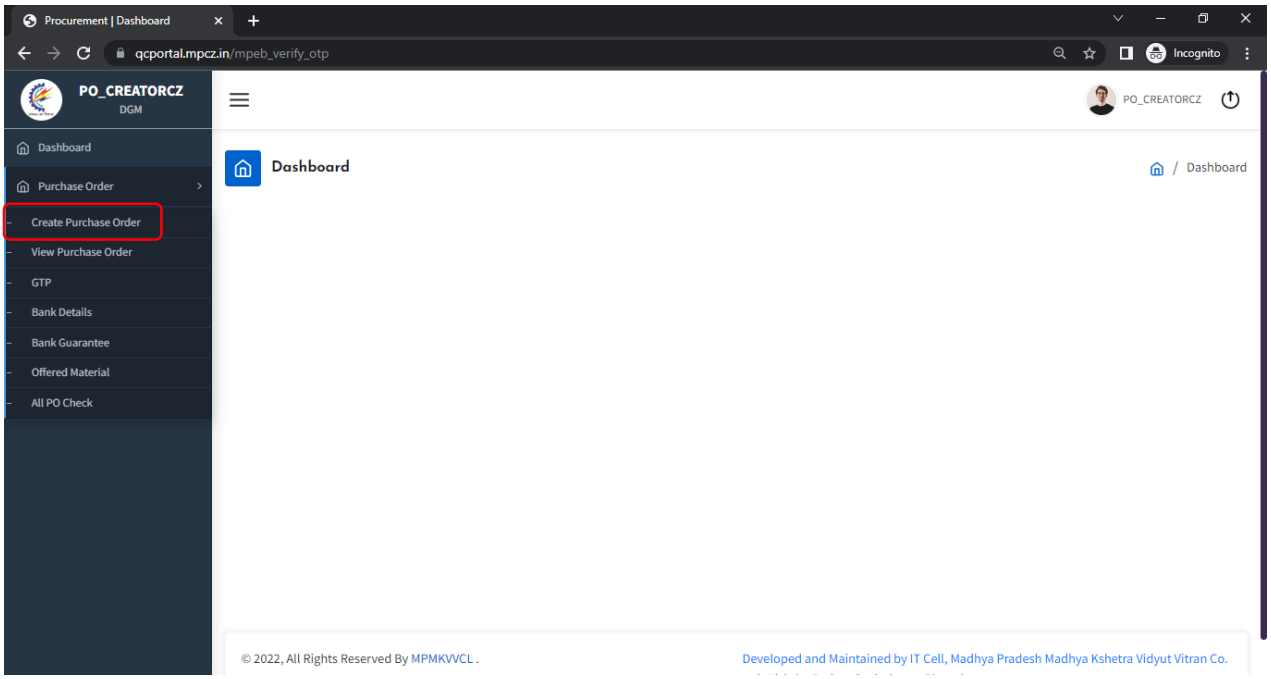
2. Enter PO Creator ID in “Login ID” textbox then click on “Sign In” button.



3. After that, “OTP” will be received on your registered mobile no. associated with login ID. Enter OTP and click on “Submit Code” button.

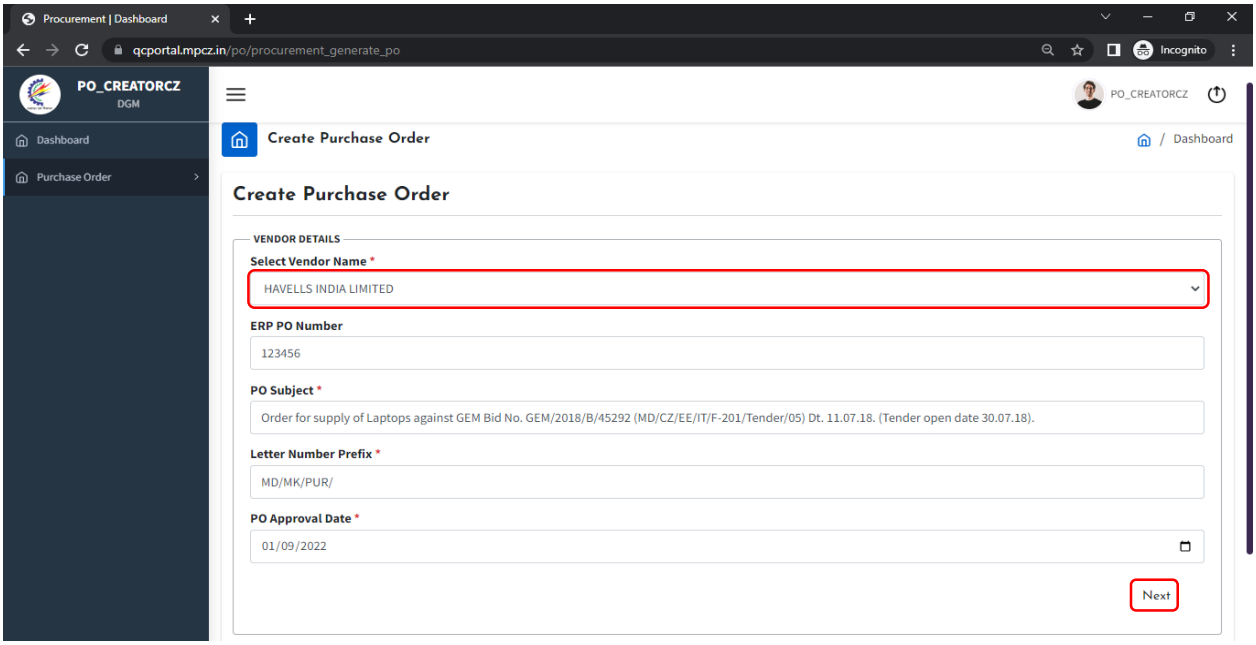


4.After Login, Click on “Create Purchase Order” option on left side menu to create purchase order.

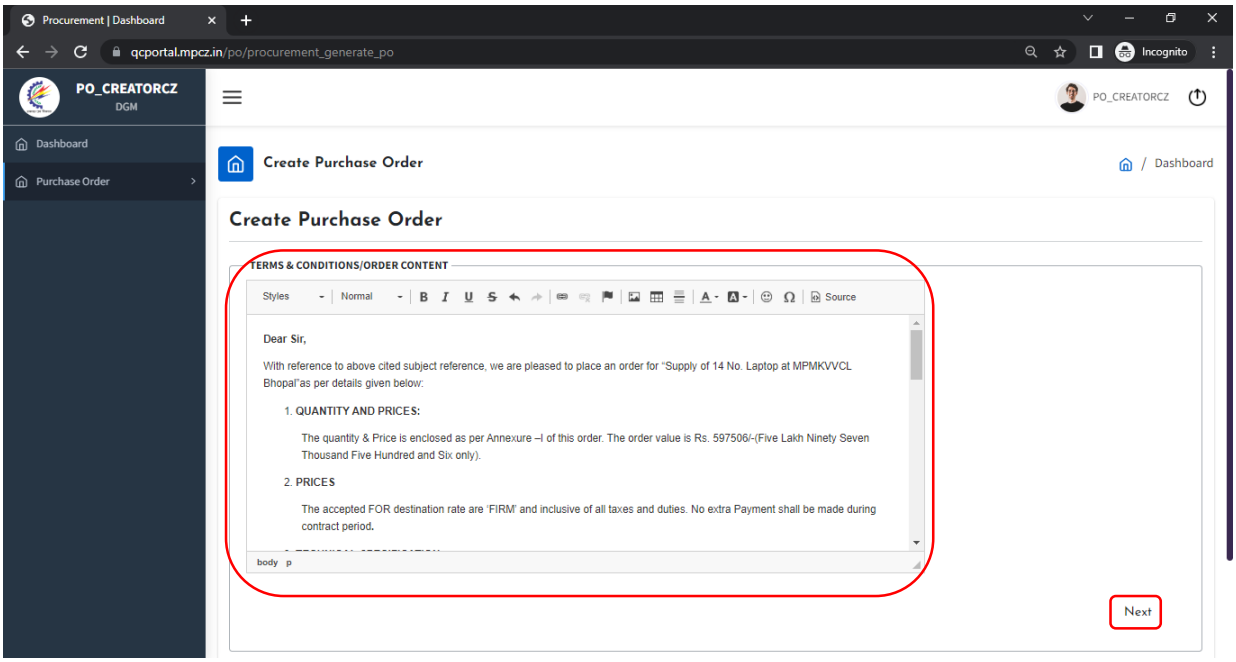


5.PO Creation form will open, In this form only vendors name whose approval has been given from qcportals will appear for PO creation. Approval may be provided from any of the DISCOMs. "Select Vendor Name " from Drop down list, Enter ERP PO no. which is created in ERP for that vendor, PO Subject , Letter/ Order Dispatch premix no. and PO Approval date.

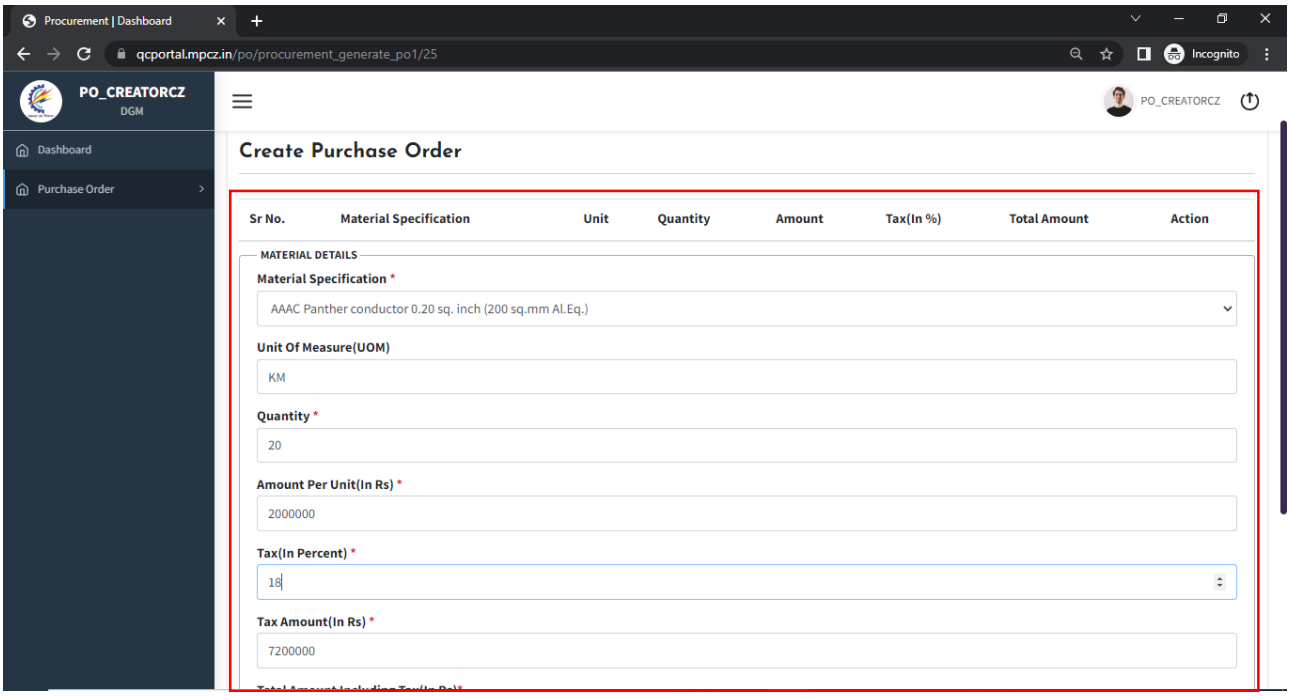
Note : PO in ERP to be created first then create order in QC portal. Letter No prefix along with PO number will be used as dispatch no. in order and PO approval date will appear as order date.



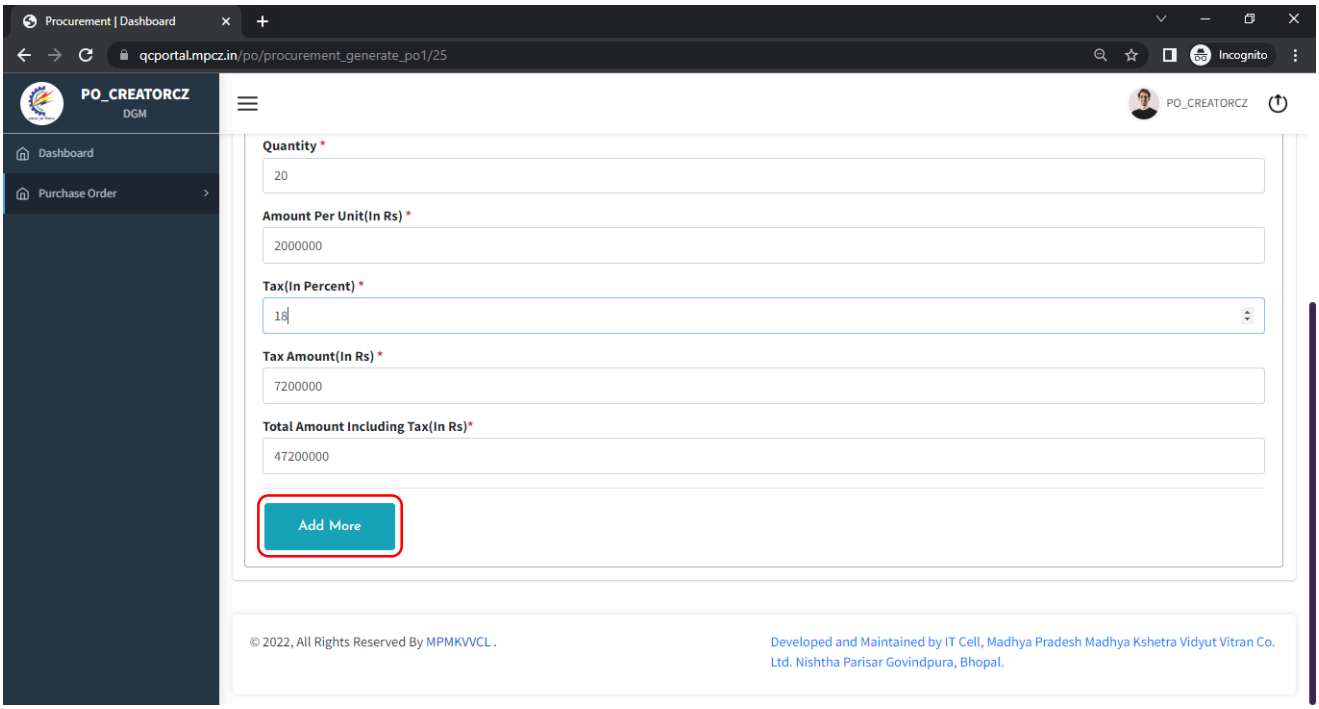
6. After that, Order/Letter content along with terms and condition and Schedule to be entered. Entered content may be formatted using tool provided in text box or you can also set in word document and simply just copy and paste here.



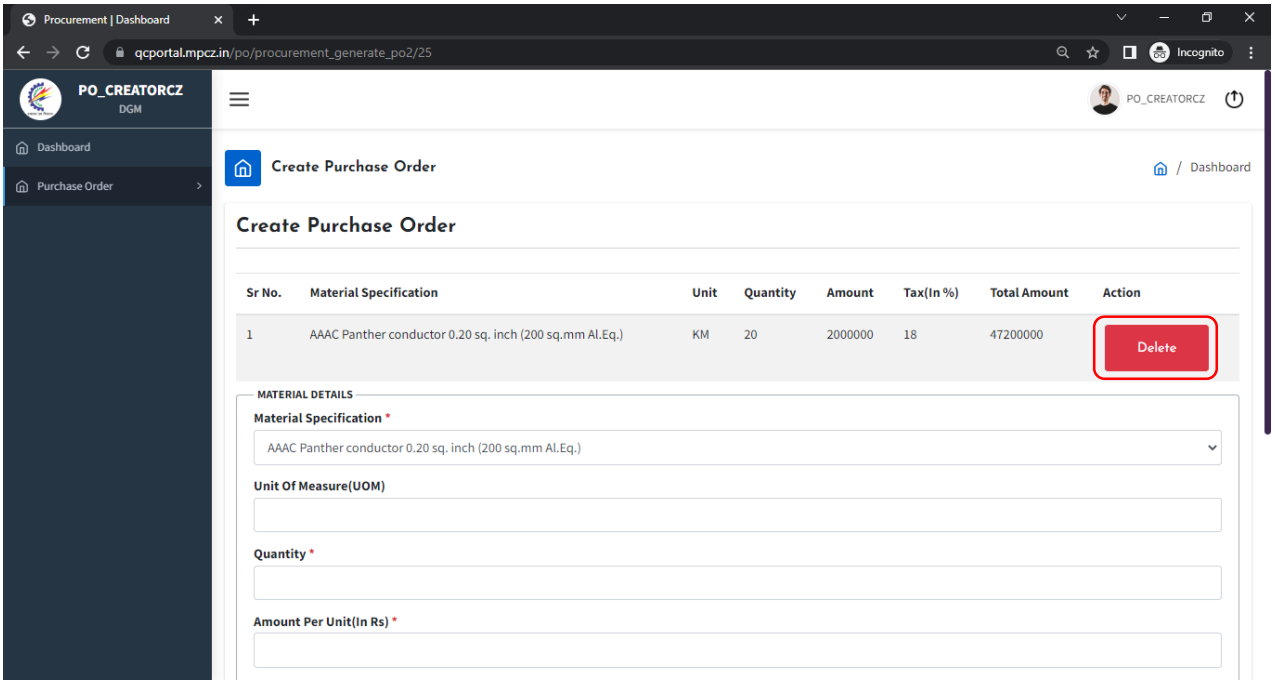
7.After that, material information to be added from drop-down list, only materail for which vendor is registered will appear here. Enter "Quanity", "Unit Amount" and "Tax Percentage" given in from.



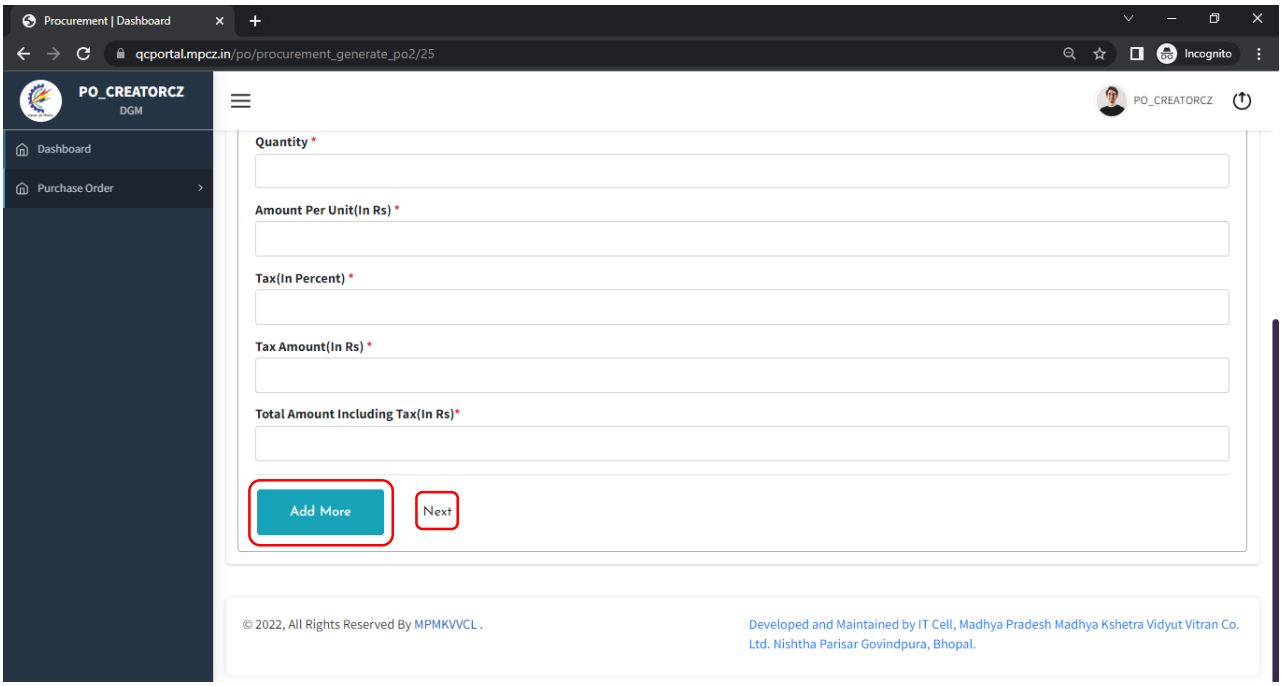
8.After Entering all information, Click on “Add More” button to insert the record.



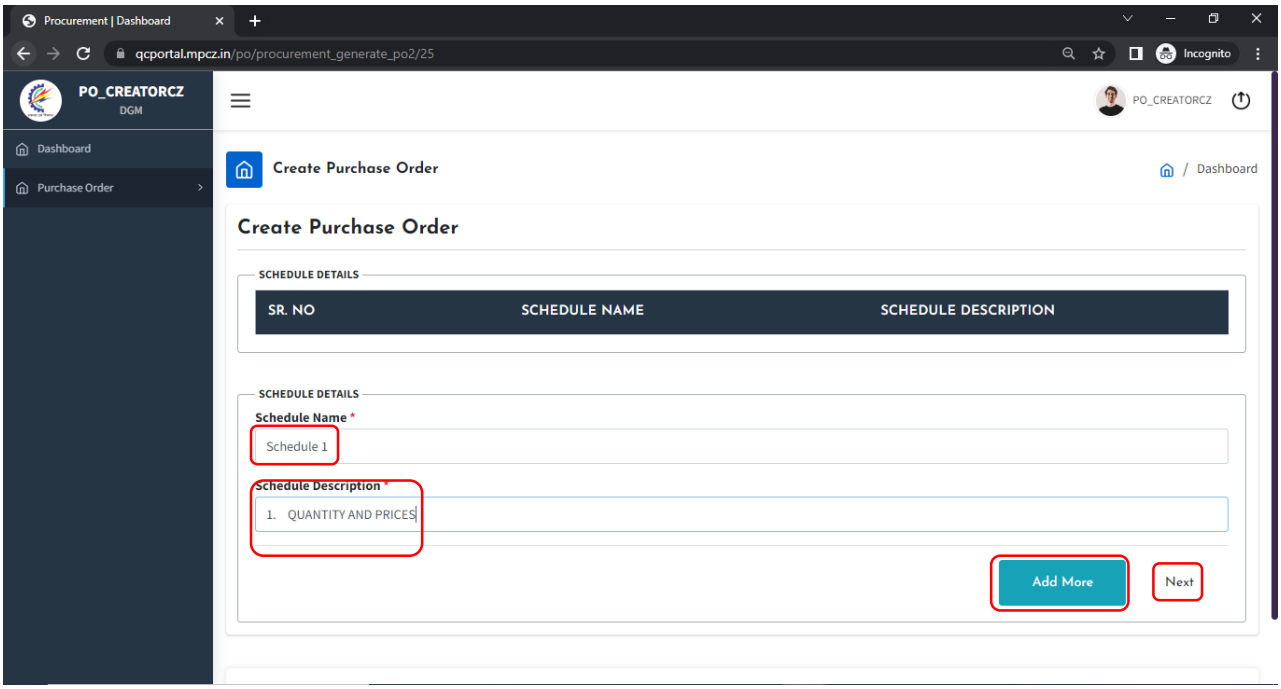
9.Material record added will appear in page, if wrong entered it may be deleted using “Delete” button.



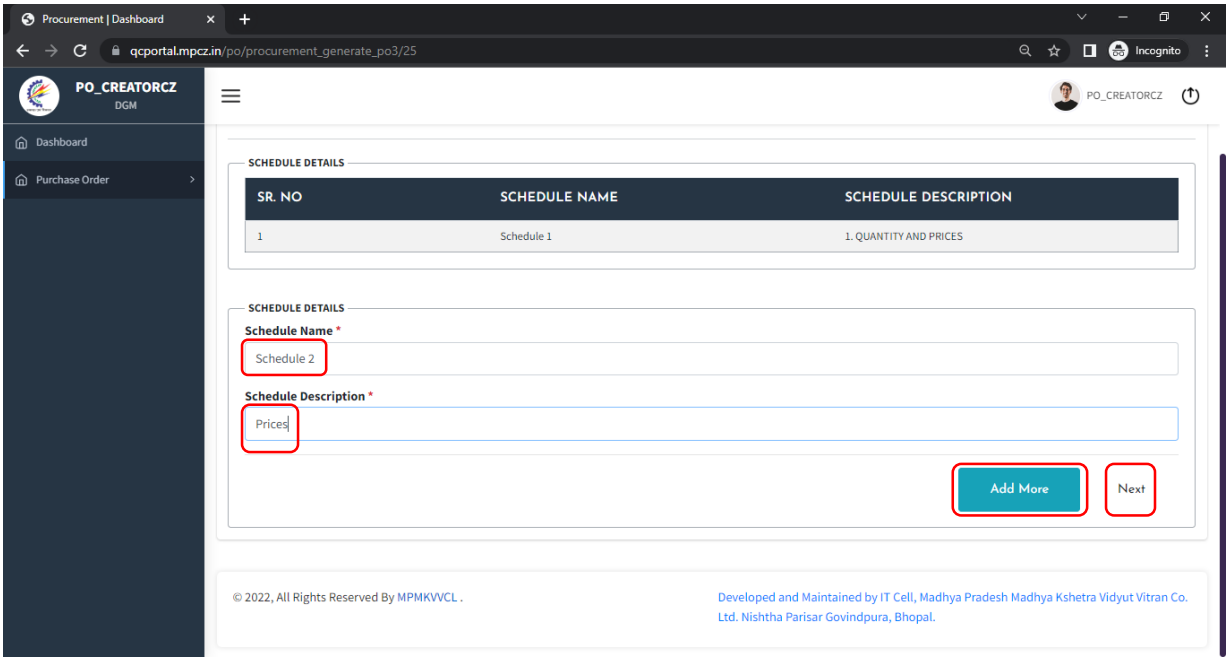
10.If another material to be added in PO, Fill the form above and click on “Add more” button to add otherwise click on “ Next” button to go to next form.



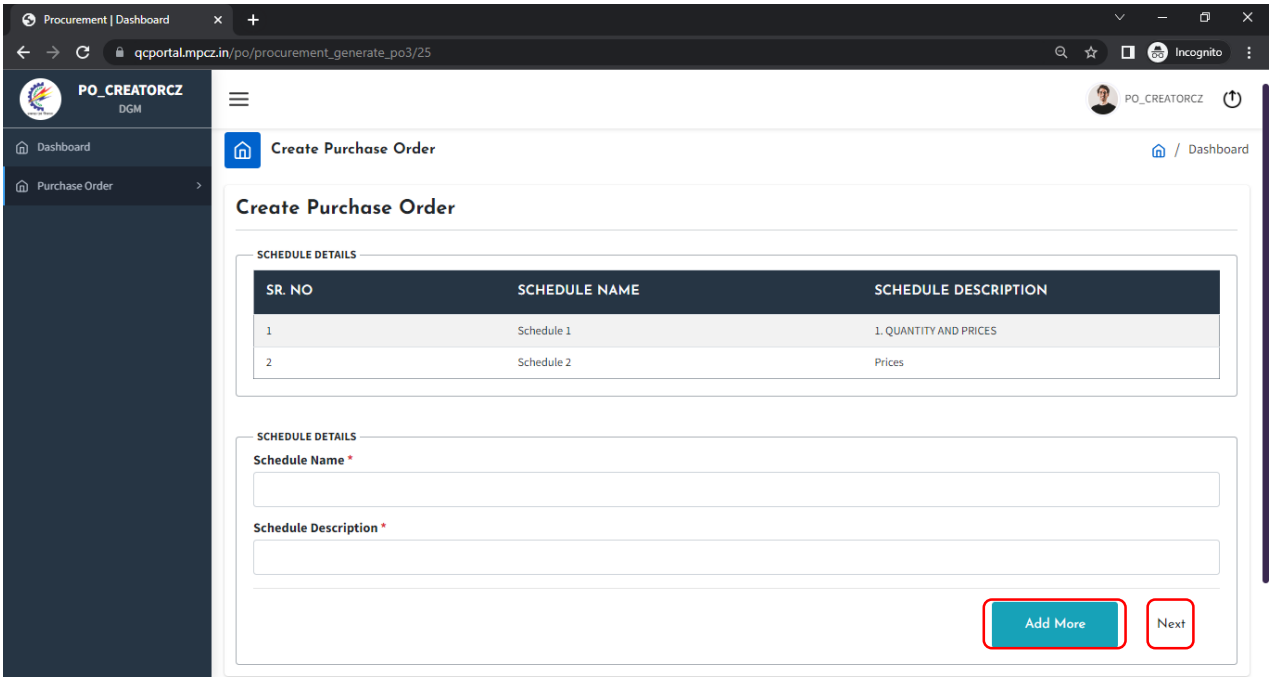
11.Enter Shcedule buttons which you want to mention in the PO. Enter “Shcedule Name” in text box and description in “Schedule Description” text box and the click on “Add More” button to insert the record.



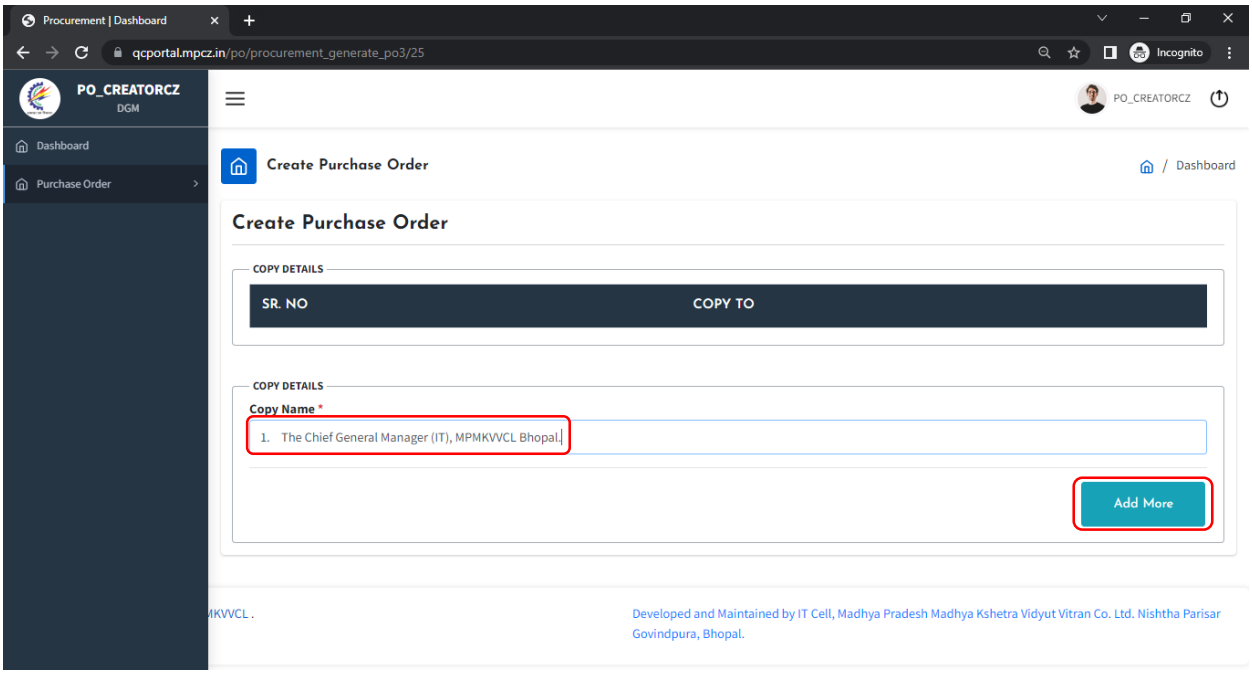
12.Added shcedule will appear on page, Enter another shcedule and click on “Add More” button to add another shcedule or click on “Next” to go to next page.



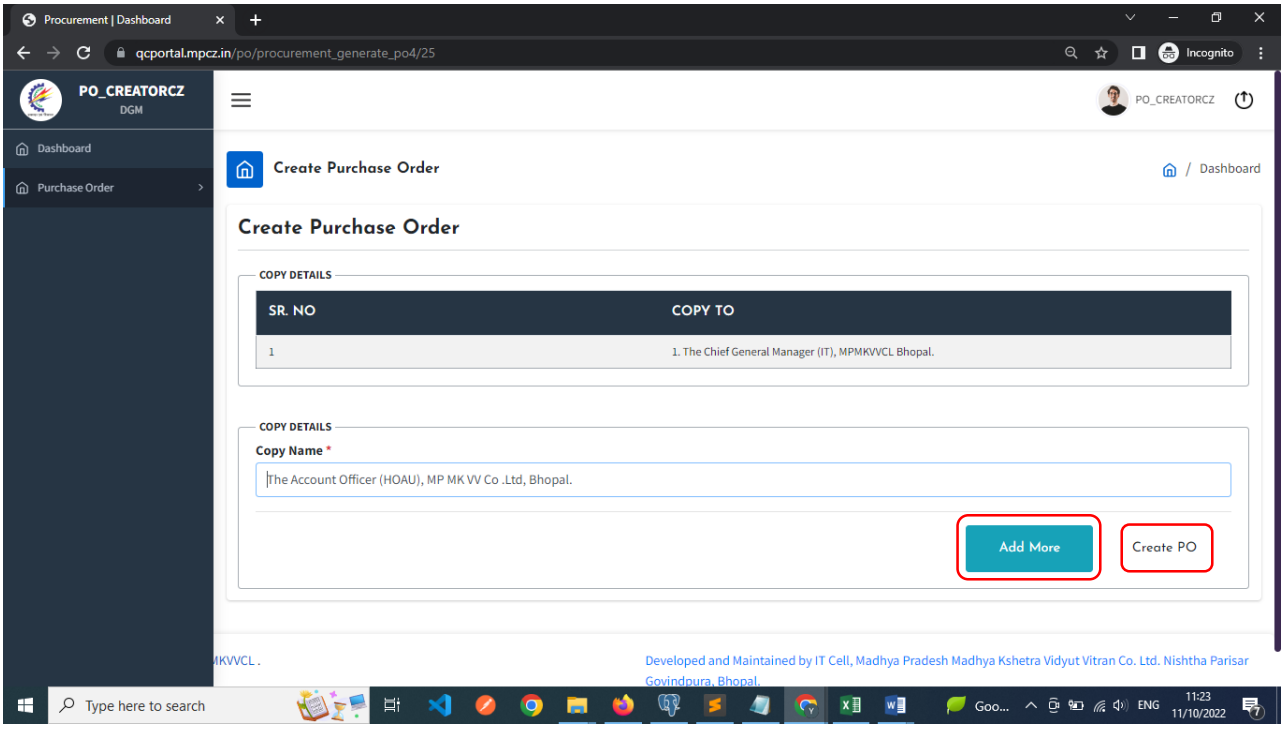
13.Click on “Next” button after adding all the shcedules to go to next page.



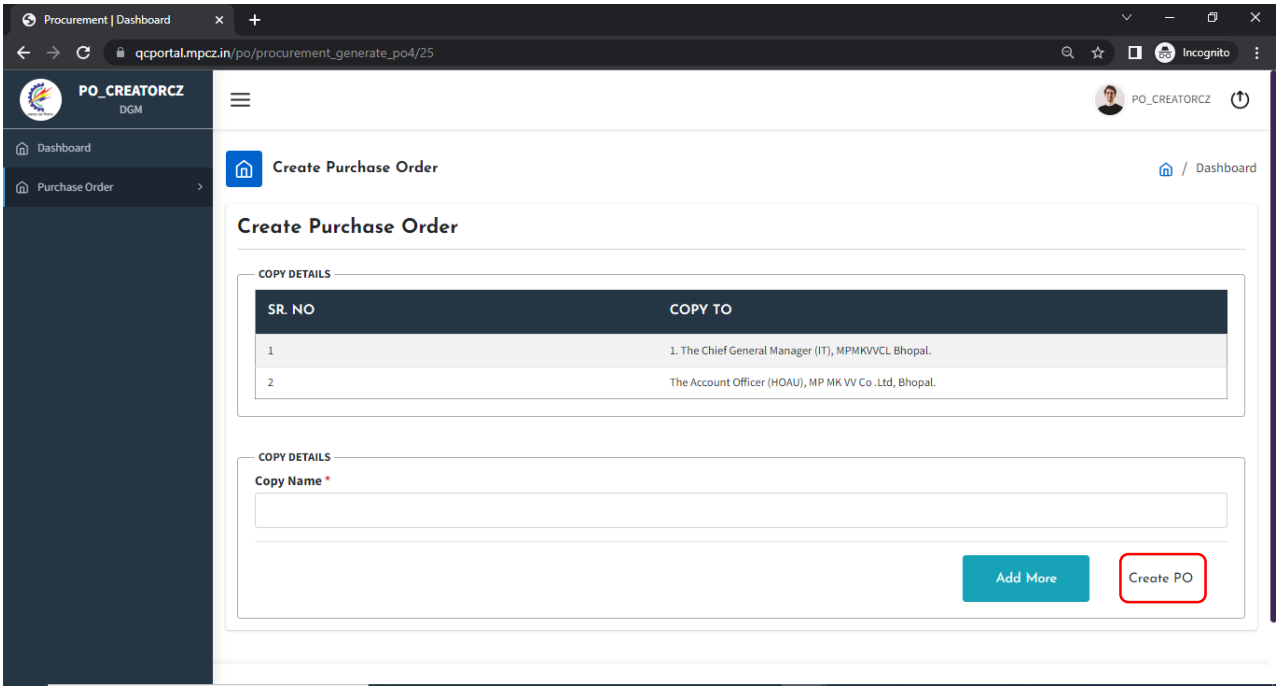
14.Enter details of officers you want to send the PO hard copy, enter “Copy Name” in text box and click on “Add more” button to insert the record.



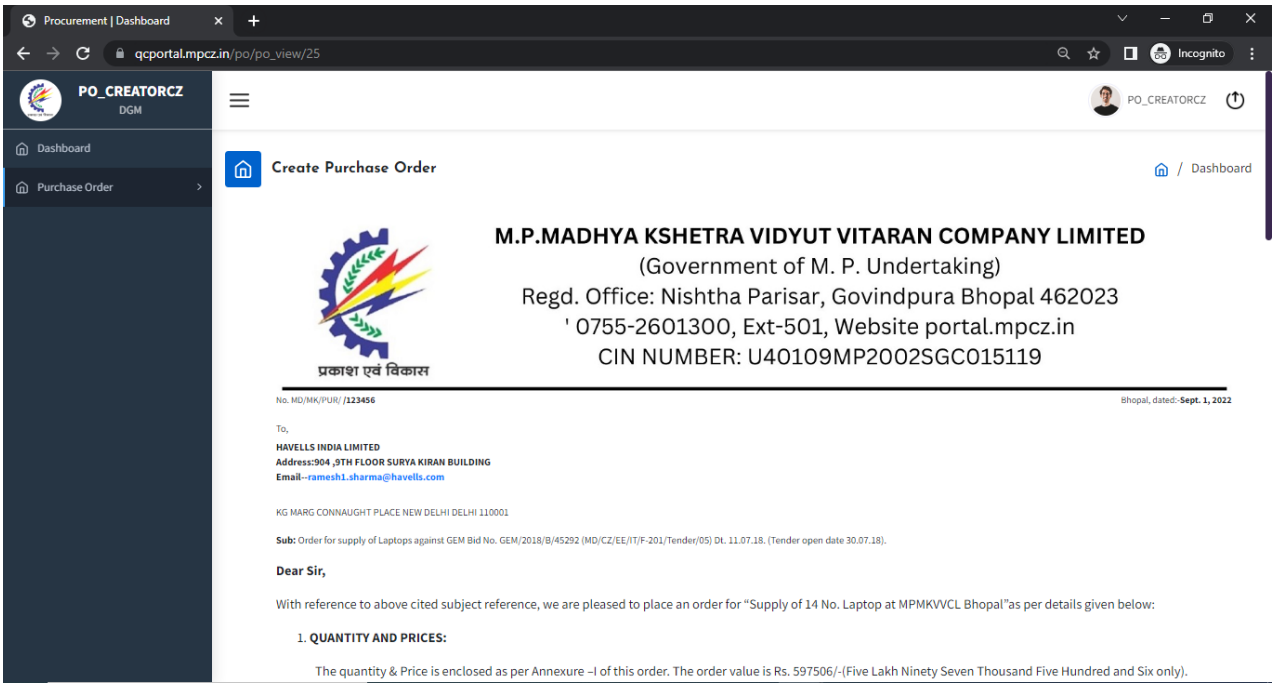
15.Added record will appear on page, If you want to add more copy to: details, enter “Copy Name” in text box and click on “Add More” button to insert another reocrd, else click on “Create PO” buton to geneate the PO



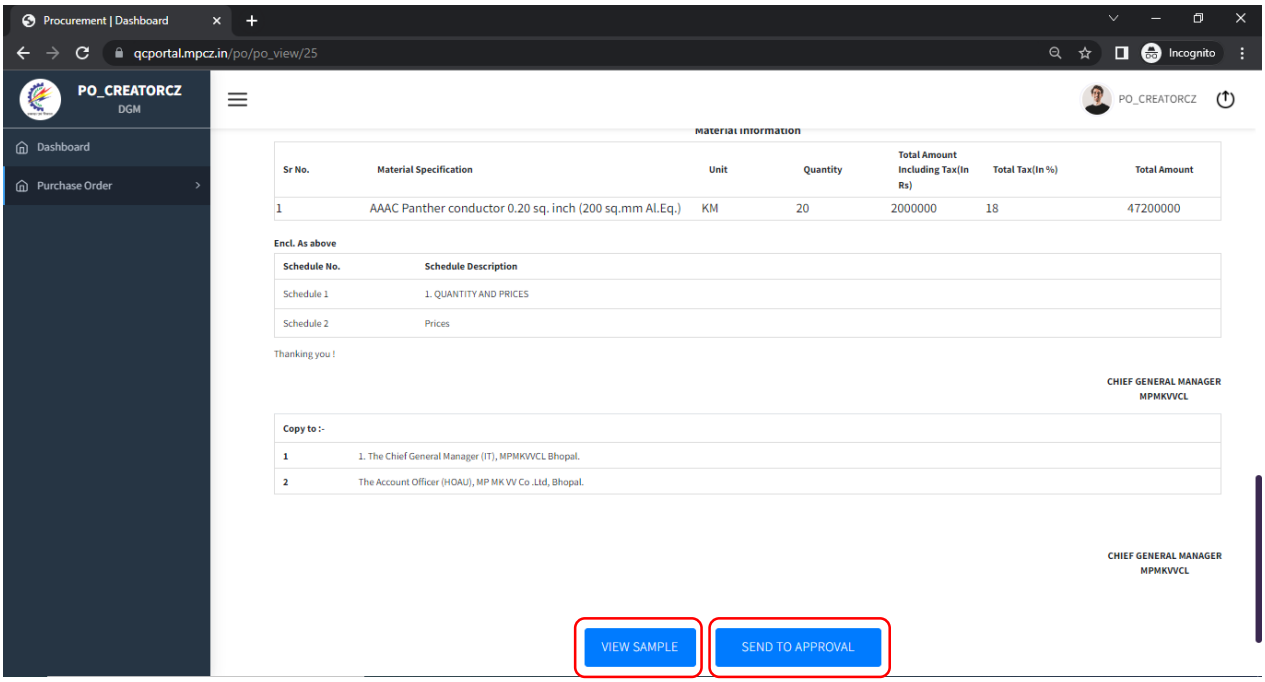
16. After adding all the Copy to: details, click on “Create PO” button to generate the PO.



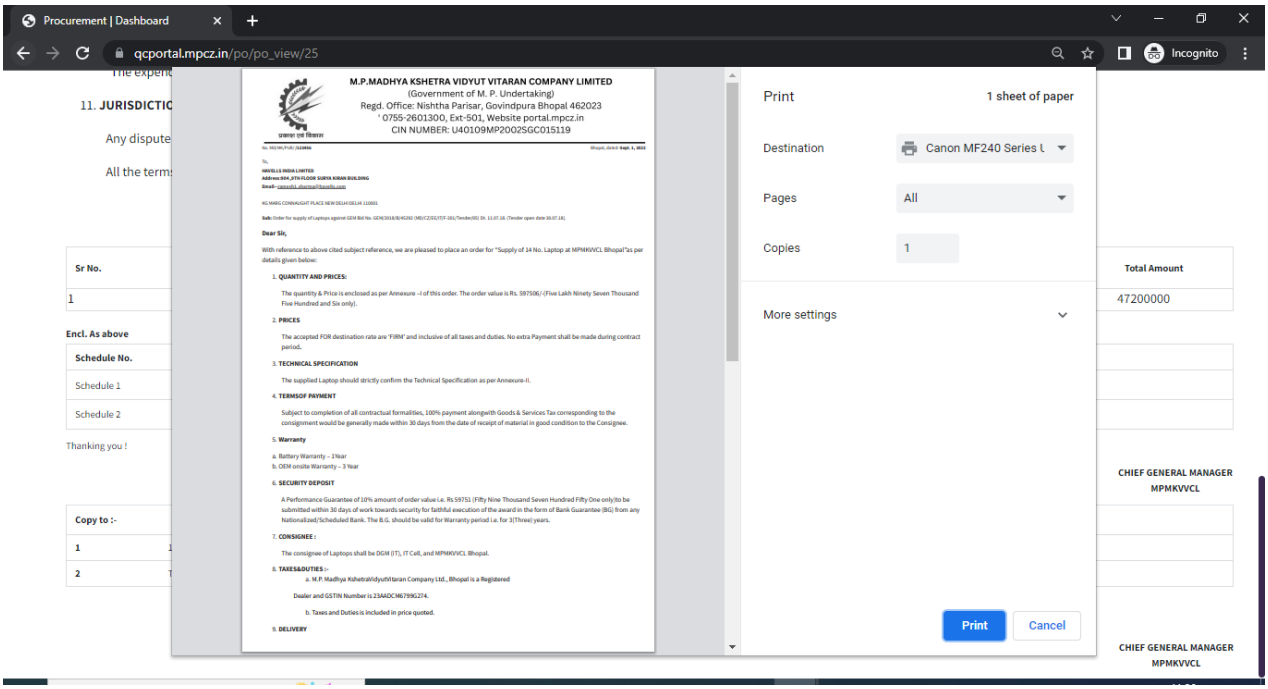
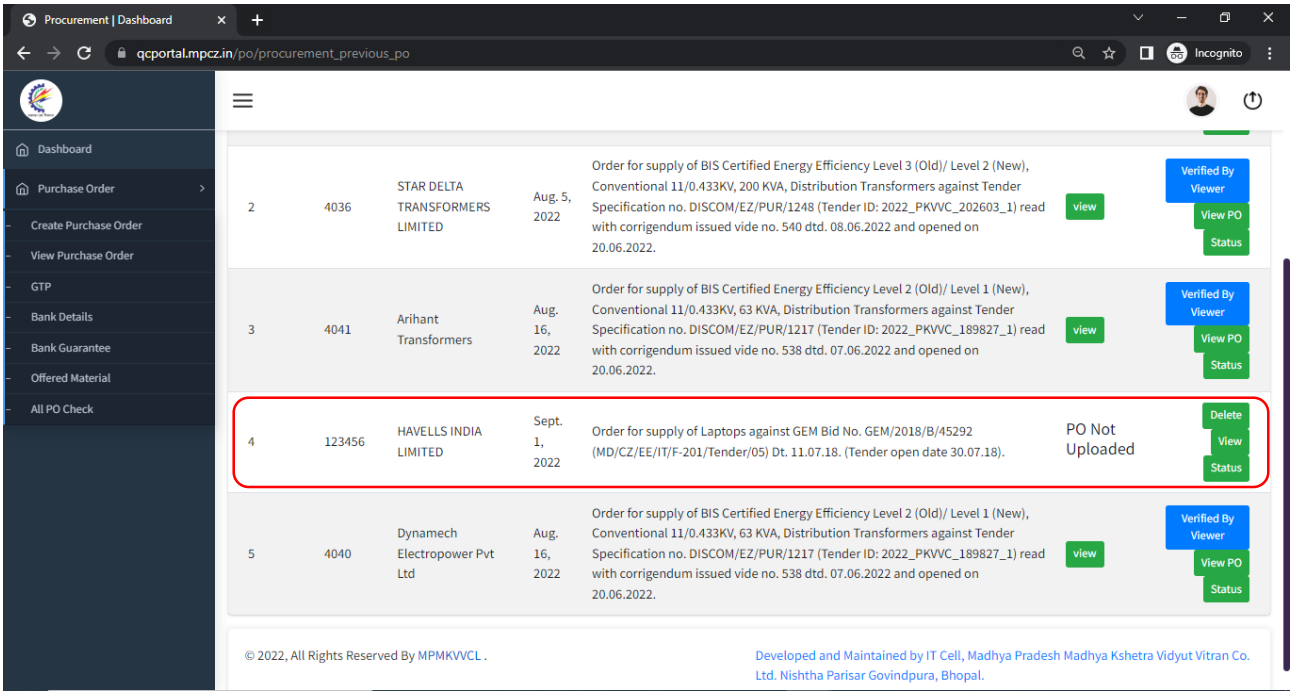
17.After that PO will be generated with entered details.



18.Click on "VIEW SAMPLE" button to view/print the PO. Click on "SEND TO APPROVAL" button to forward the PO to Approver ID for final approval and uploading of signed PO.



19. “SAMPLE VIEW” for viewing/printing the PO.



20. Click on “View Purchase Order” option on left menu to view the list of all PO created. PO status may be viewed later from “View” button. PO may be deleted using “Delete” button before approval, After approval PO cannot be deleted.