SOP for Offer and DI Creation from creator side

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.

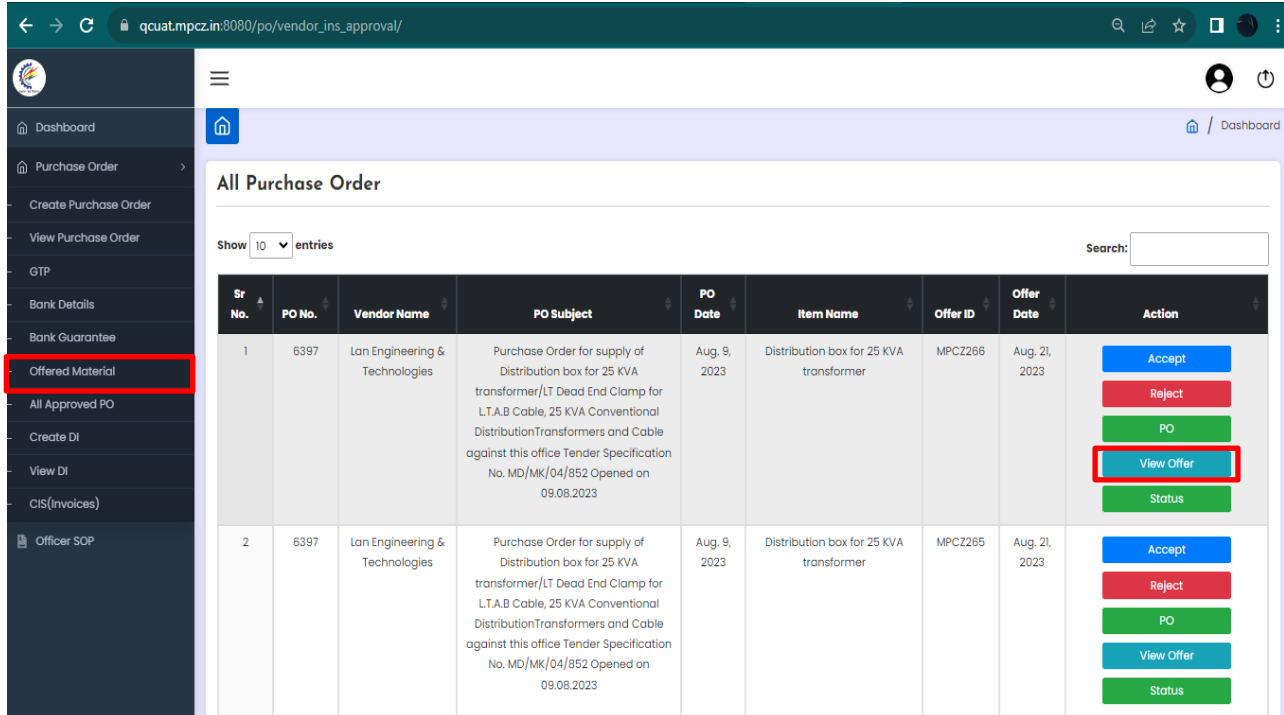3. After that, "OTP" will be received on your registered mobile no. associatedwith login ID. Enter OTP and click on "Submit Code" button.

4. After Login, Click on "Purchase Order" option on left side menu then click on "Offered Material" to Approve Offer Material.
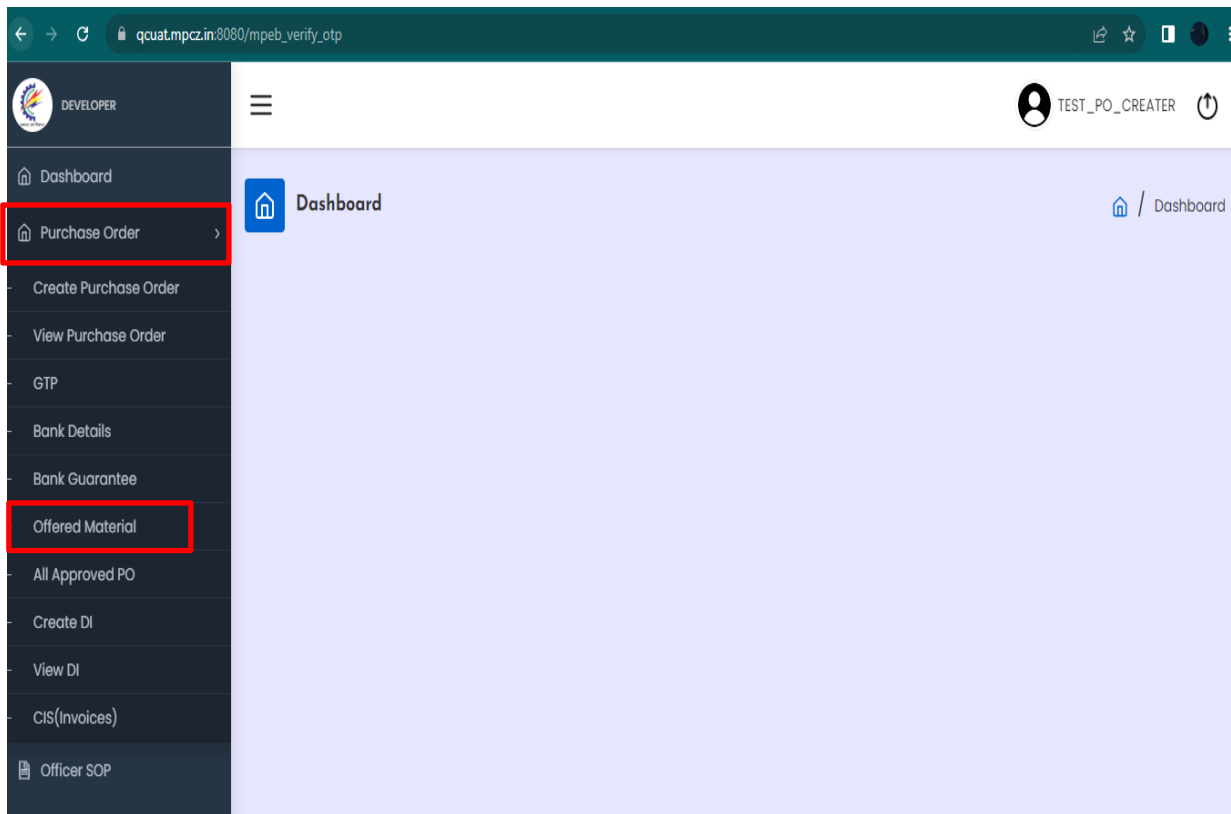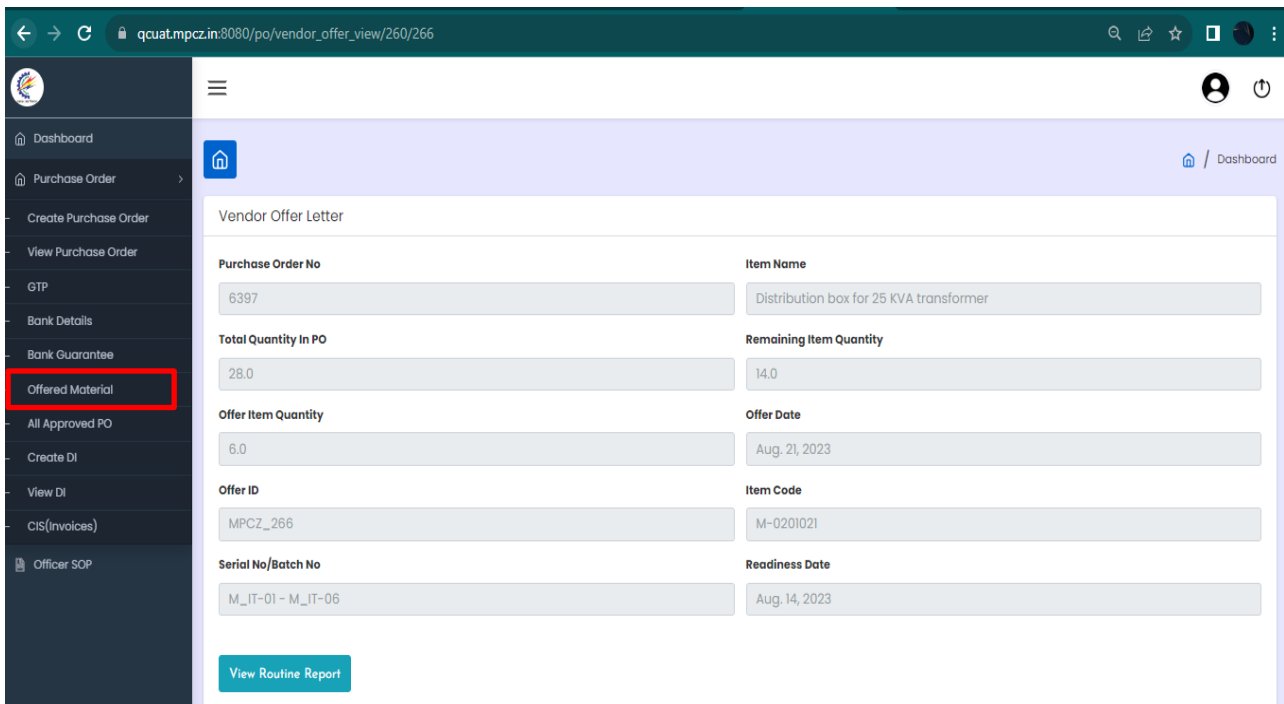
5. After getting approval, now vendor can offer the material. after offering the material officer will click on offered material from side bar list of offered material will display. Click on "View Offer" to view Offer from Vendor side.

6. Click on "View Offer" to checked offer Material details from Vendor side offer Material.
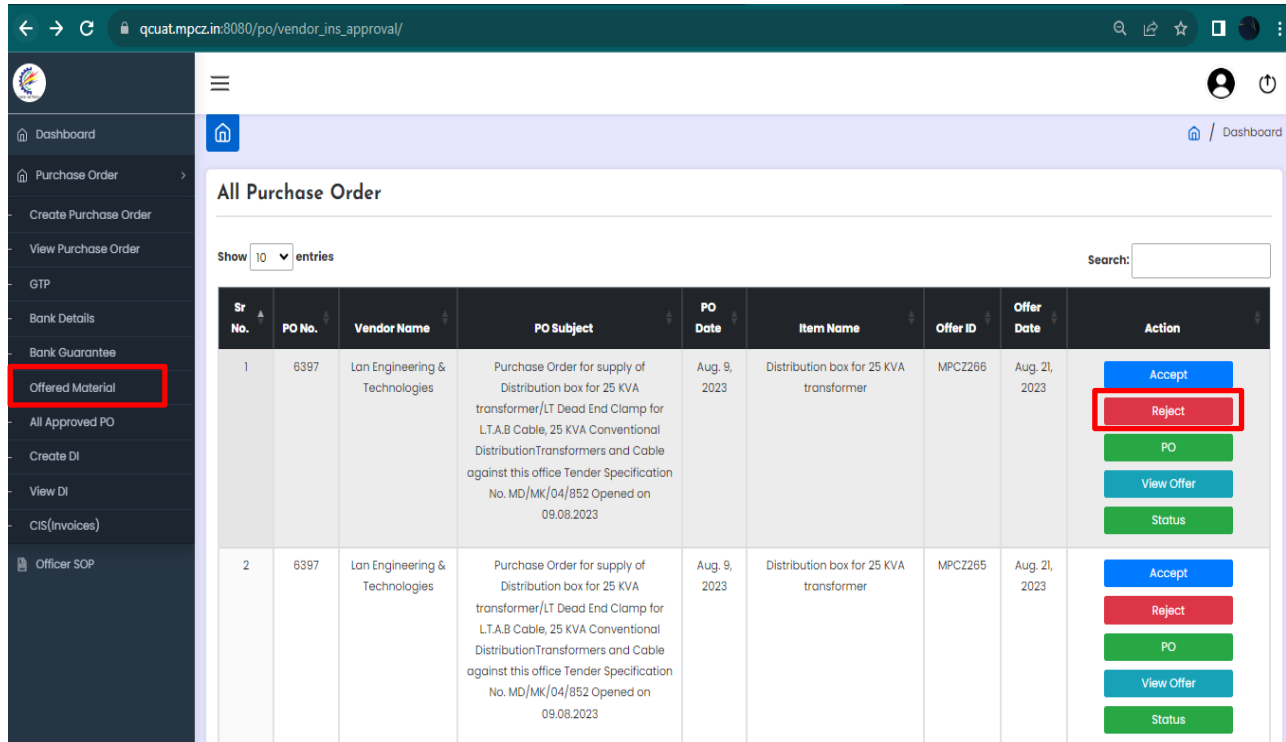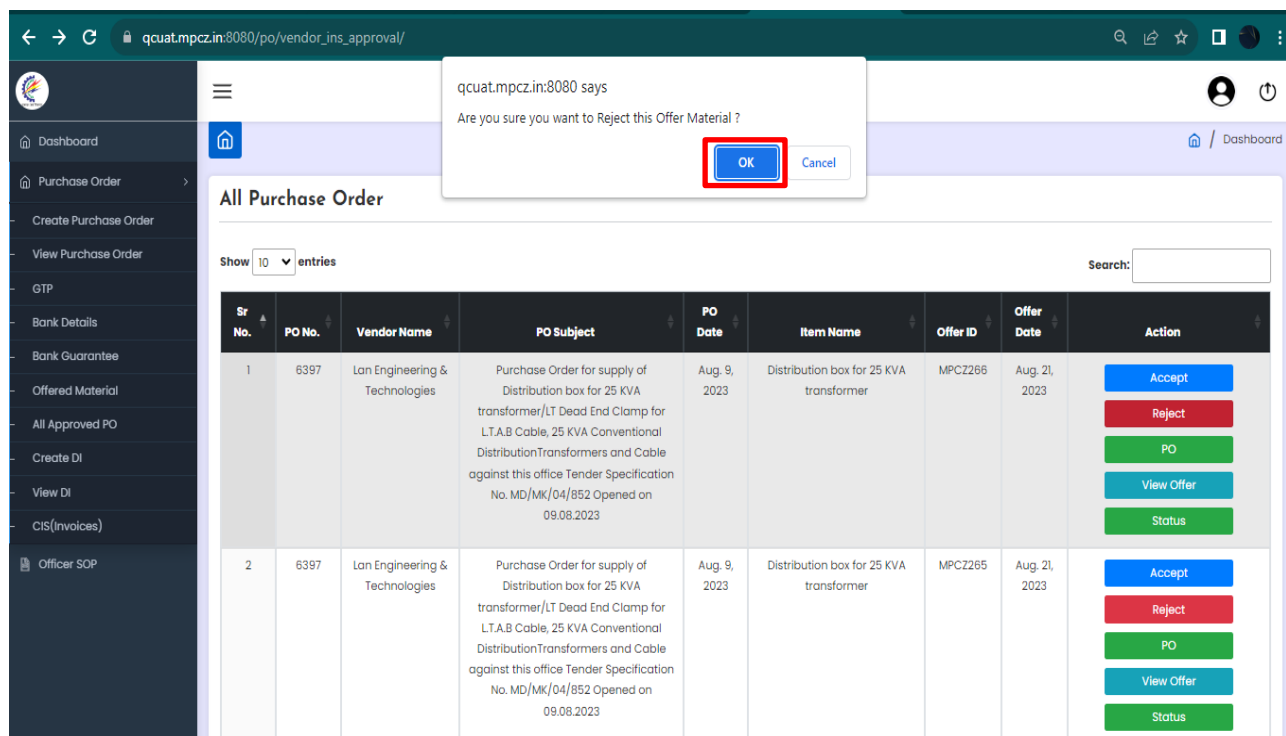
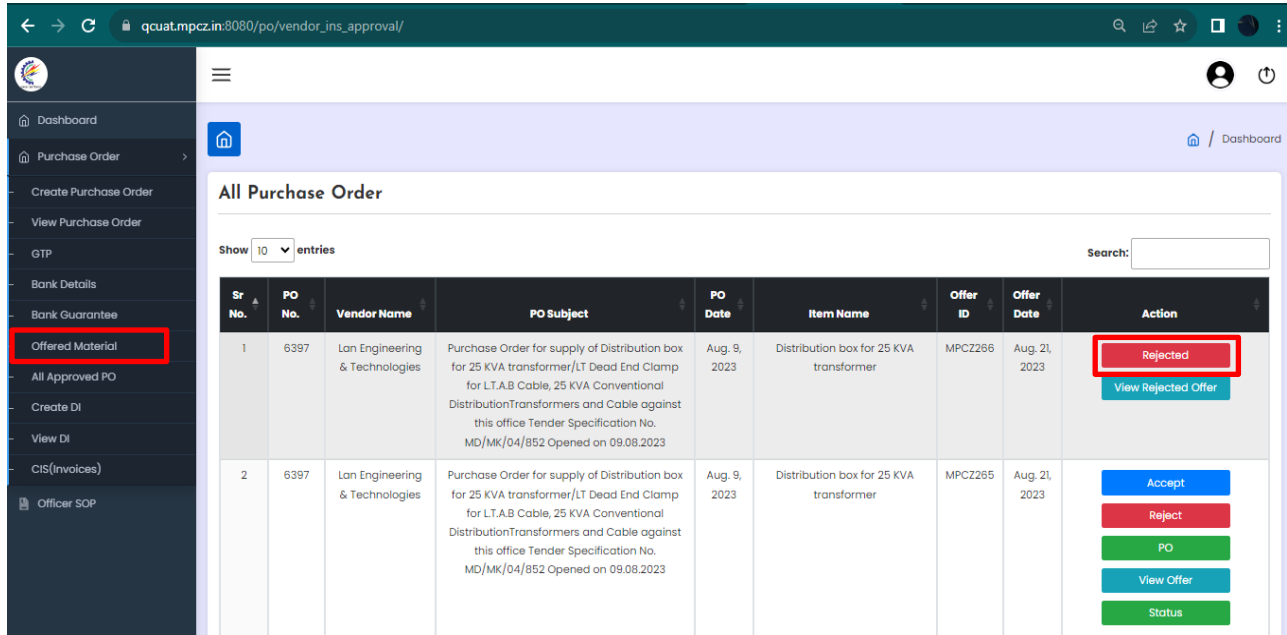7. Click on "Reject" button to Reject Offer Material.

8. After clicking on the "Reject" button confirmation message will display click on "ok" button. offered material will be reject show here.

9. After Reject offered Material on Creator Side, Reject Material details display here.

10. Again, Offered Material from Vendor side. Click on "Accept" button.

11. After clicking on the "Accept" button confirmation message will display click on "ok" button. offered material will be Accept show here.

12. Now Vendor side offered Material "Accept" on Creator Side show.

13. Click on "View Offer" to checked offer Material details from Vendor side.

14. After "Accept" Offered Material. Click on "Create DI" button from side bar.

15. After Click on "Create DI" button. Then click on the check box and then click on "Create DI" button.

16. After, click on "Create DI" button. Click on "Select" button.

17. After click on "Select" button, DI "Area Store" page will be open, select "Area Store" first because you cannot create DI without selecting "Area Store".

18. After choose the "Area Store" and fill the "Quantity to the Delivered" then clicking on "Add" button.

After clicking on the "Add" button confirmation message will display click on "ok" button.

19. After using the "Offered Quantity", click on "Submit" button.

20.After clicking on "Submit" button page will open CREATE DISPATCH INSTRUCTION then click on "Create DI" button.

21. After Click on the "Create DI" button, page will open for "Create Dispatch Instruction" fill all the details.

- Fill the Scheme Name/Code when you are using the scheme, otherwise keep None/0

22. Fill "Dispatch Instruction" Terms & Condition/Order Content details. After fill the Terms & Condition details click on "Next" button.

23. After Click on the Next Button DI will be generated with entered details.
    I. Scroll down and click on "Send DI for Approval", then it has been "DI sent for approval".
    II. If you want to delete the DI, don't click on "Send DI for Approval" button.

After clicking on the "Send DI For Approval" button confirmation message will display click on "ok" button. Send DI for Approval.

Click on "Send DI for Approval" button to forward the DI to Approver ID for final approval and uploading of signed DI.

24. Click on "Print" button to view/print the DI.

25. DI Delete Process

i. On the left menu bar click on the "View DI" to view all DI created details.

ii. Searching from the search bar PO no/DI no/Vendor name and clicking on the "Delete" button in the view DI column, the DI order will be deleted.

iii. DI deleted using "Delete" button before approval, after "Approval" DI cannot be deleted.

26. Click on "View DI" option on left menu to view the list of all DI created. Click on "status" button to view "DI Order".