SOP for Central Purchase Order Vendor and Officer Side

1.Open Quality Control Portal using link https://qcportal.mpcz.in/ and select "Vendor (User login)" option and then click on "Submit"

2. "Select user type" and Enter registered mobile number and click on "submit button"

3. Than user will get the otp and enter the Captcha and click on "SIGN IN" button
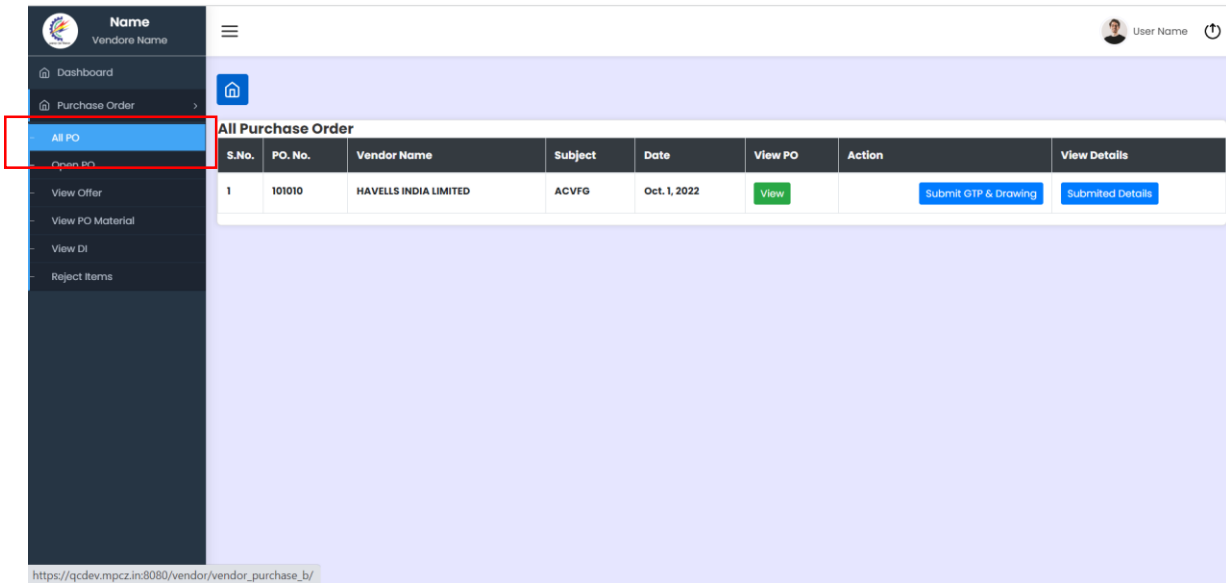
4. Vendor's Dashboard page will open click on PO from side bar

5.Click on All Purchase order

6. All Purchase order page will open. Click on submit GTP &Drawing

7. Click on Add button for add GTP Details

8. Upload the files for GTP Details click on submit GTP Button

9. GTP file will upload and ready for approval

Note:-After getting approval from officer side . user will submit the bank details

10.click on All PO for bank details submission and click on submit bank details button

11. Click on add button for adding banking details

12. Fill the bank details ,upload the file and click on submit bank details button
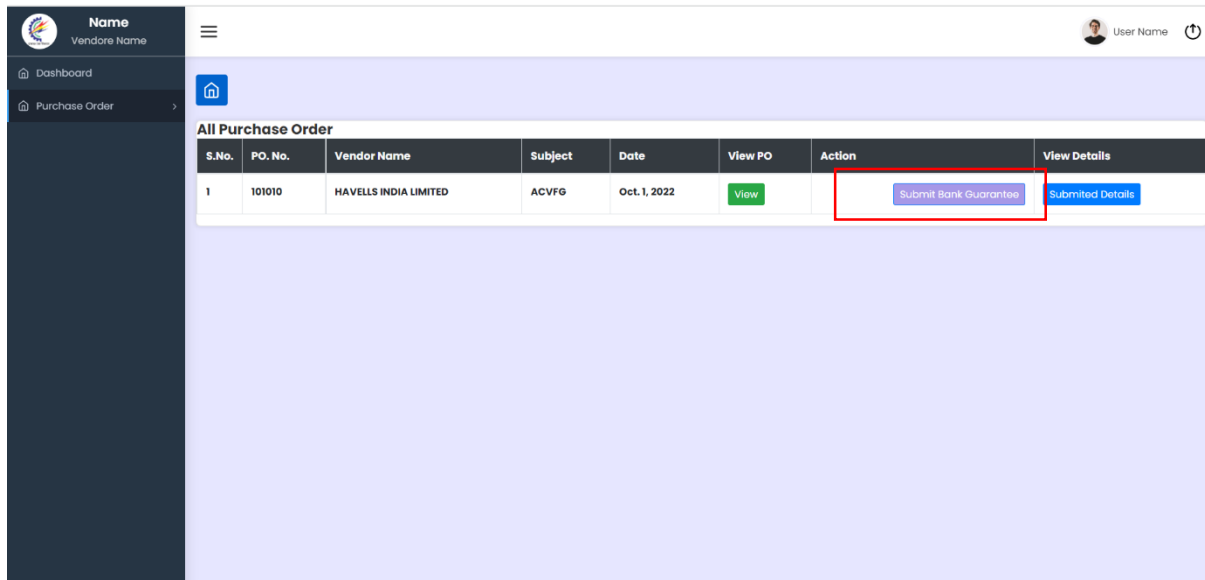
13. Bank details will add and ready for approval

After getting approval from officer side . user will submit the bank guarantee
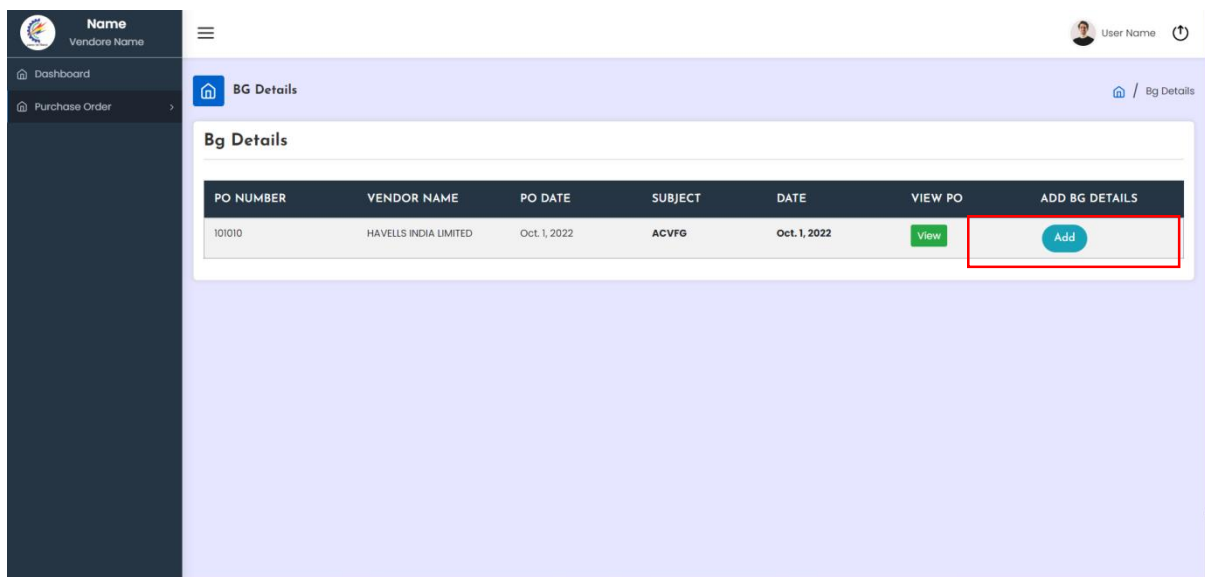
14. Click on" submit bank Guarantee" button for adding the bank Guarantee details

15. Click on "Add " button for adding BG details

16. Fill all the required details and click on the submit BG button
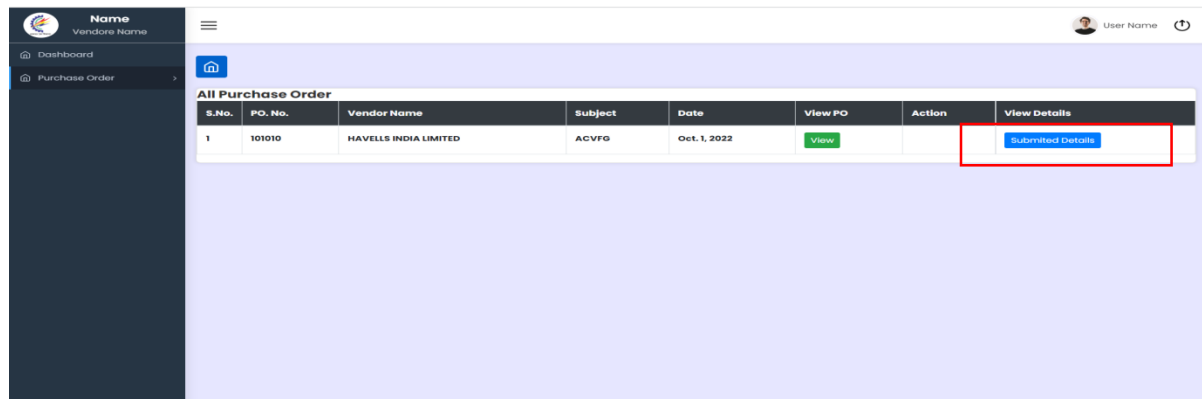
17. Details will add successfully
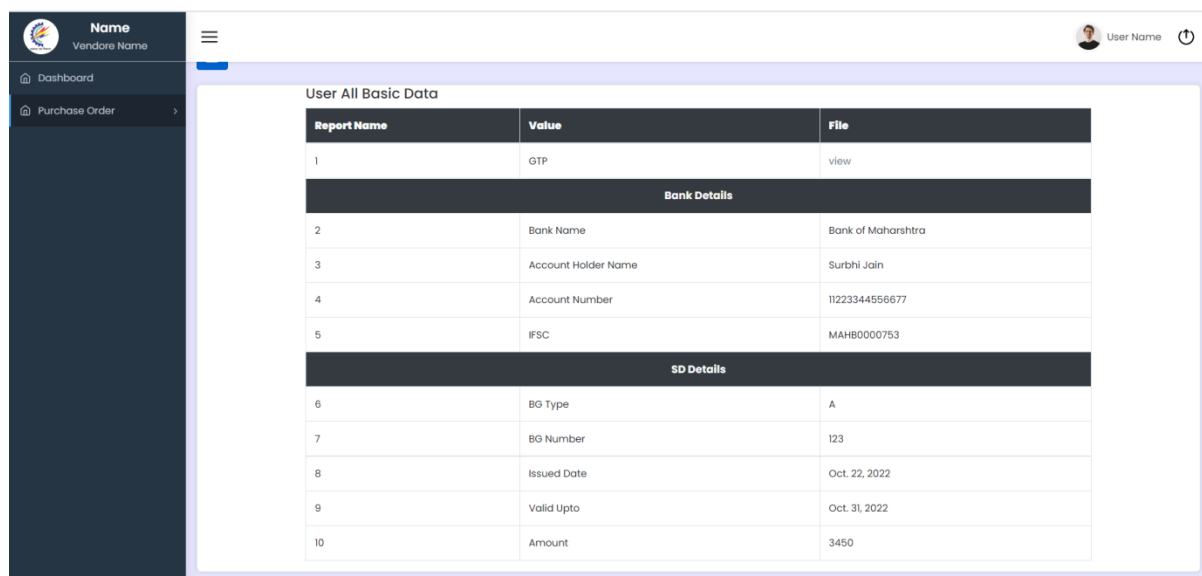
18. Go to All purchase Order and click on Submitted details

19. After clicking on the submitted details button all basic data page will open and all the details will display which is uploaded by user
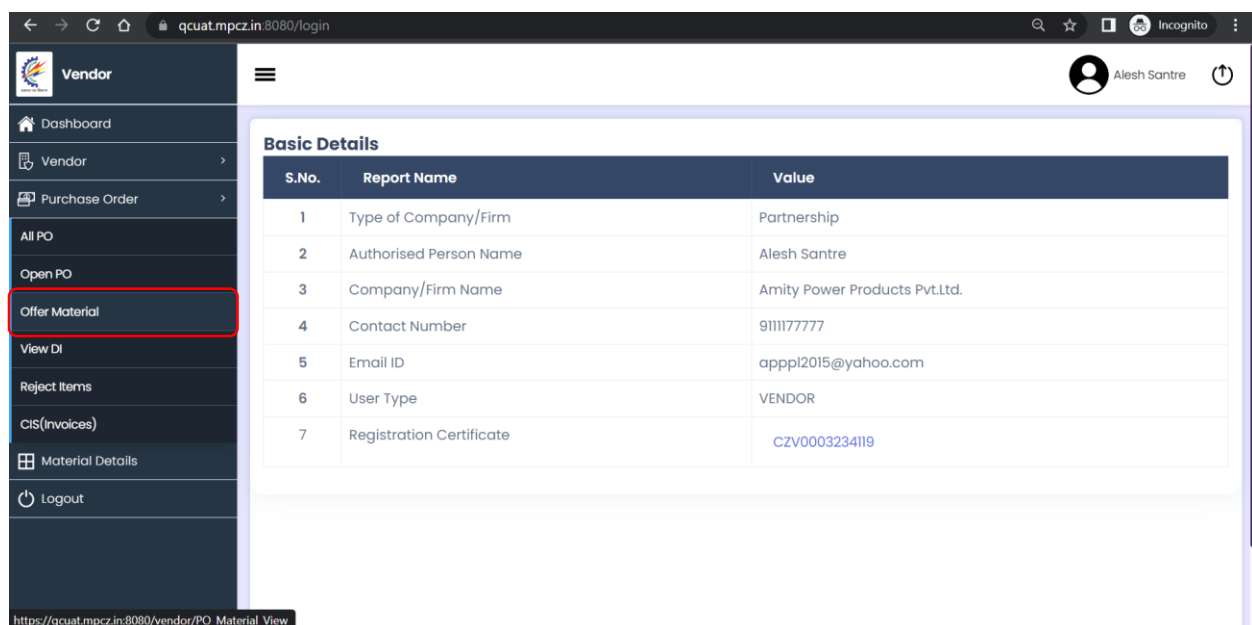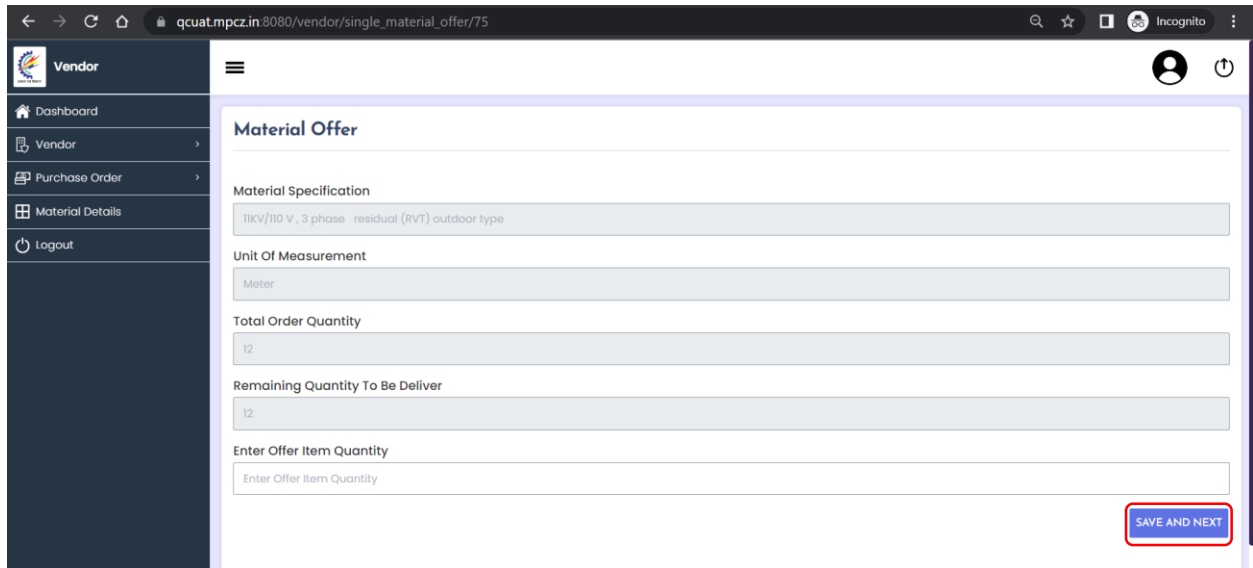
20. After getting approval from the officer side click on the Materials detail
From the side bar material detail page will open click on the view link
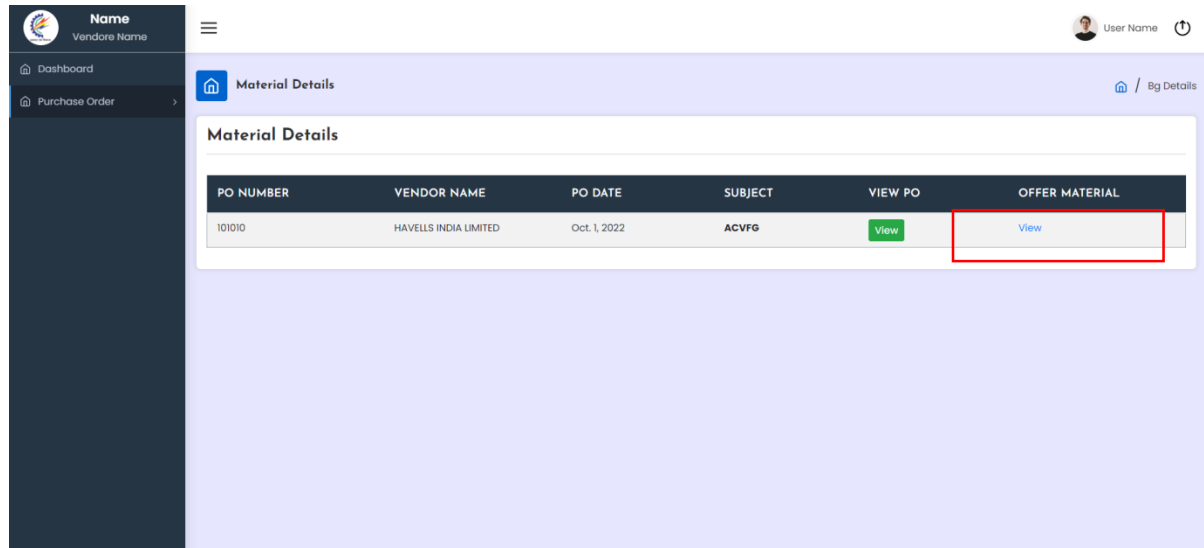
21. After clicking on view link list of materials will display click on "offer"
link

22. Material offer page will open fill the required field click on save and next button
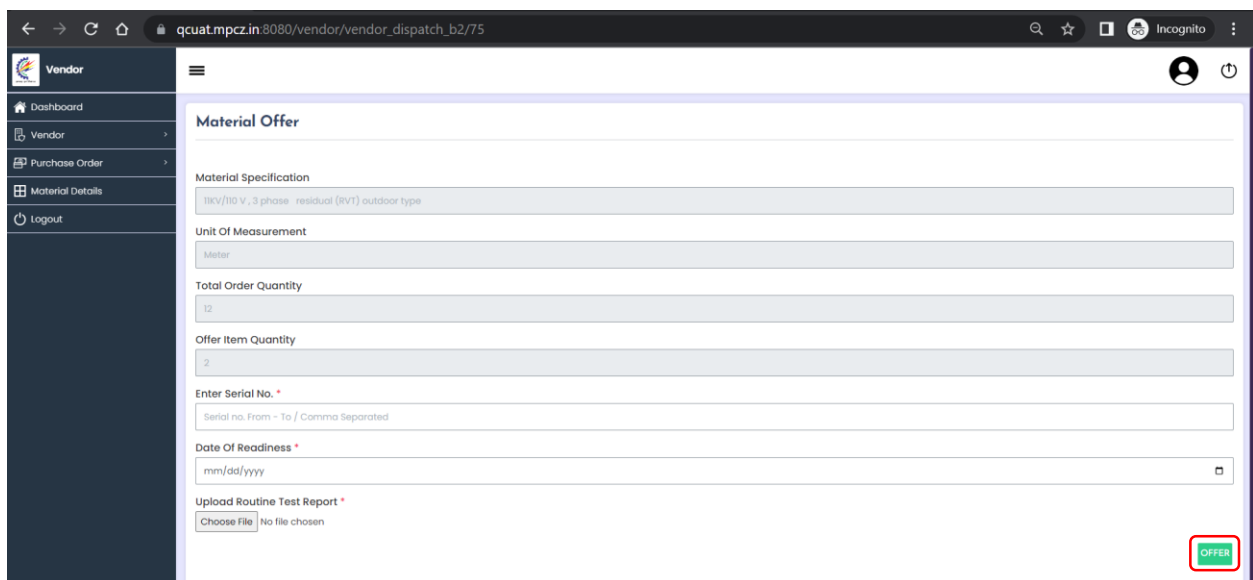

23. Fill all the details and click on "OFFER"

24. User got the message "Material offered successfully"

Note:- User will go to creator side and complete the further process.

25. Click on "Offered Material"

26. Click on Accept/Reject the offered Material

27. After clicking on Accept will get the pop up message

28. Then Click on Create DI and Select Create DI

29. Click on Checkbox and Click on Create DI

30. Show the Create dispatch instruction and click on "create DI"

31. Fill the mandatory details and click on "Next"

32. Fill create dispatch instruction and click on "Next"

33. Click on Print & Approved

34. After clicking you will get Print show

Note: - After completed Vendor side process, User will go to Officer Side and complete the further process.

35. Go to Officer Side and Upload DI

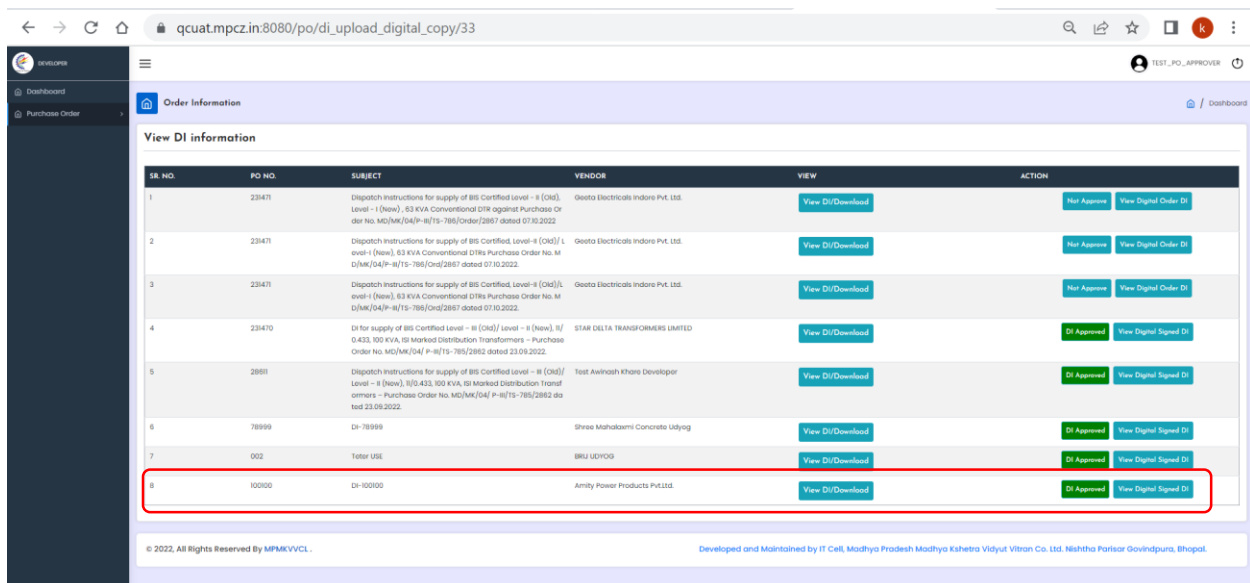## 36. After click on Print DI and will take a Print Approved DI
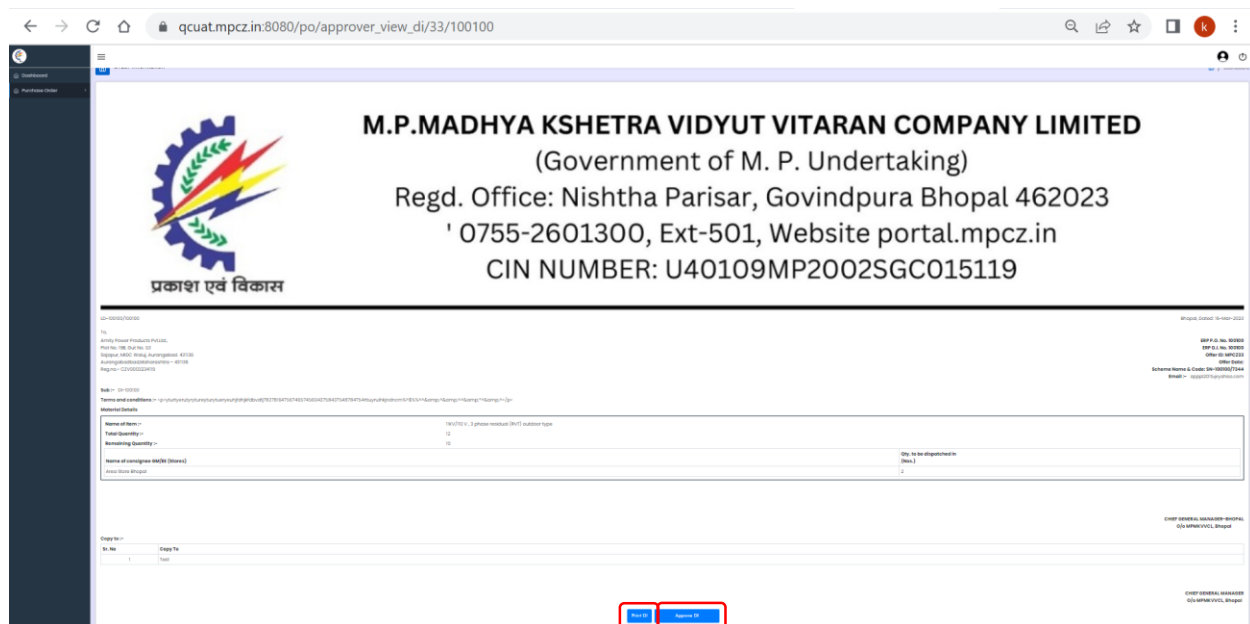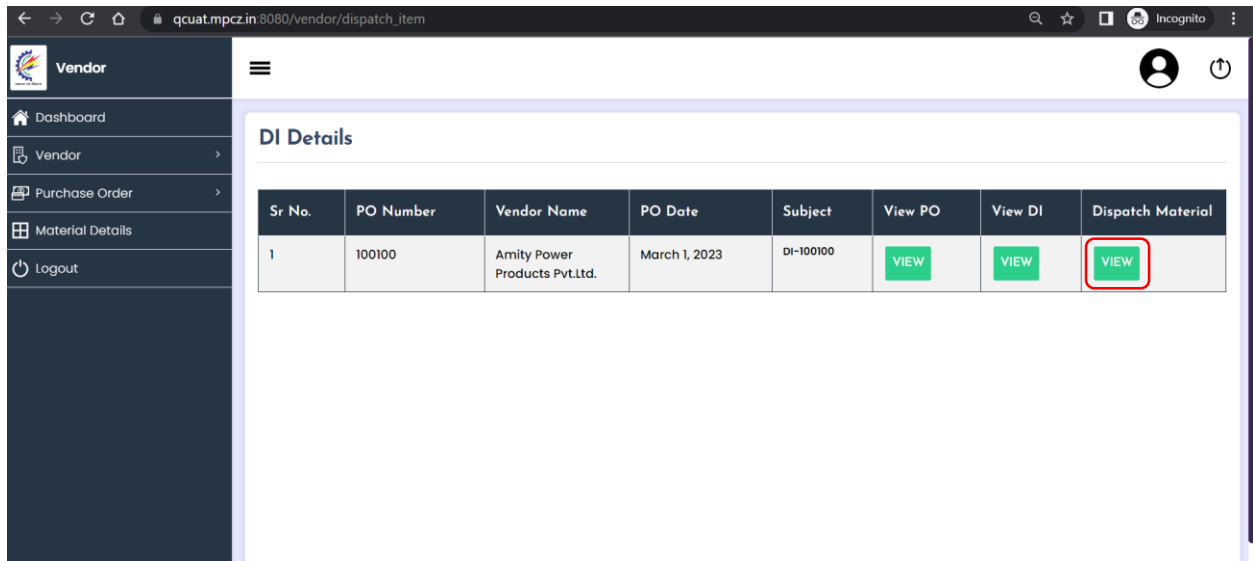

35. Click on Upload DI
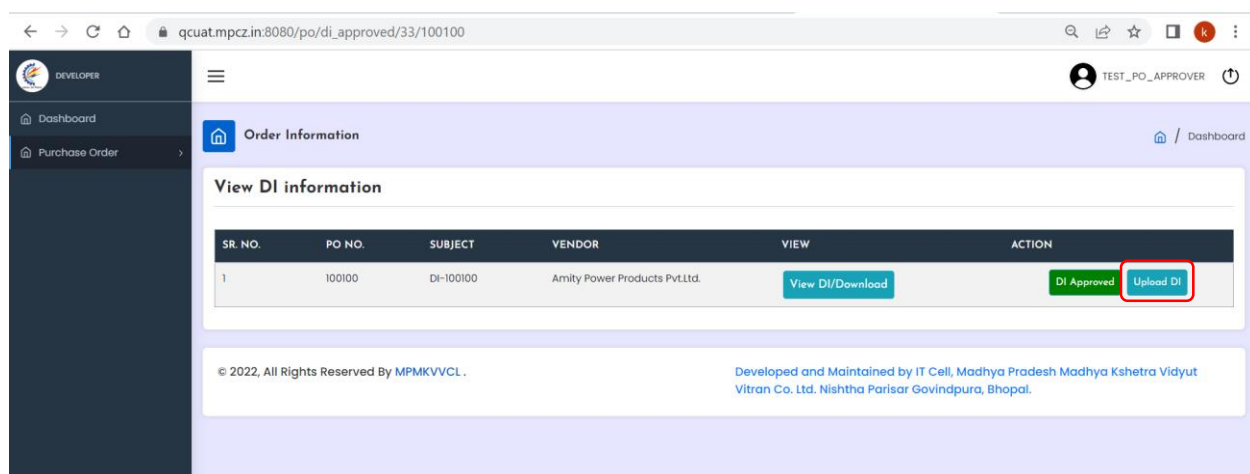
36. After Upload pdf and Click on Submit button

37. After Submit Status will get changed

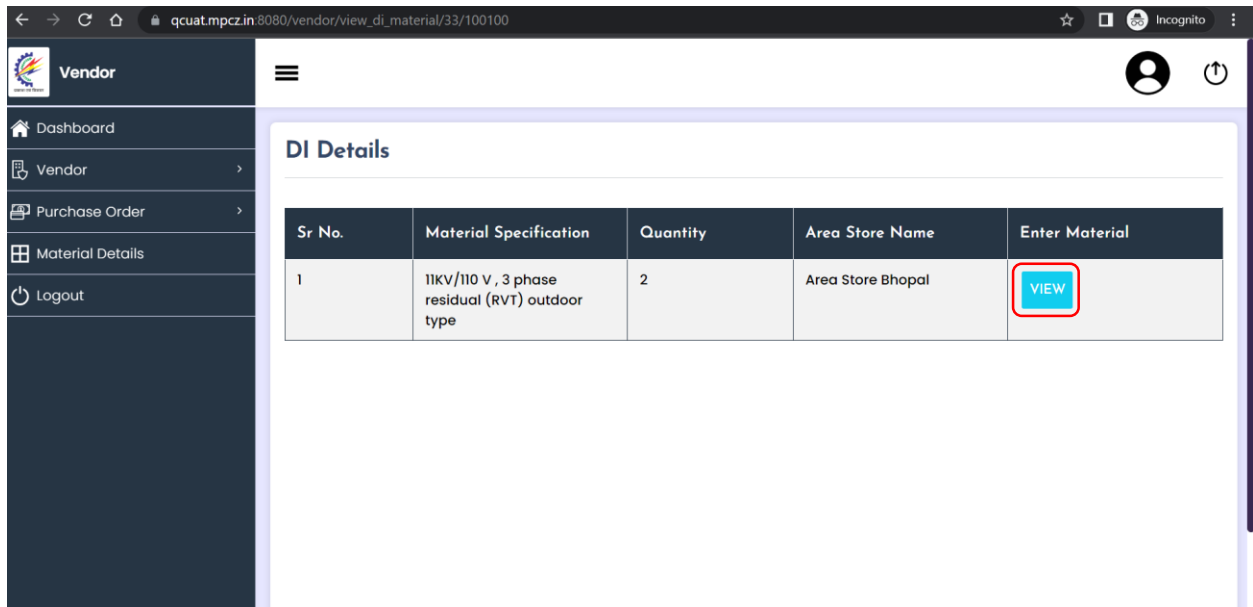38. After completed that process will go to Vendor Side and Dispatch material and Click on View Button

39. Again After clicking on View

40. Fill the dispatch material detail and click on SAVE AND NEXT

41. Upload Excel File and click on Dispatch the material