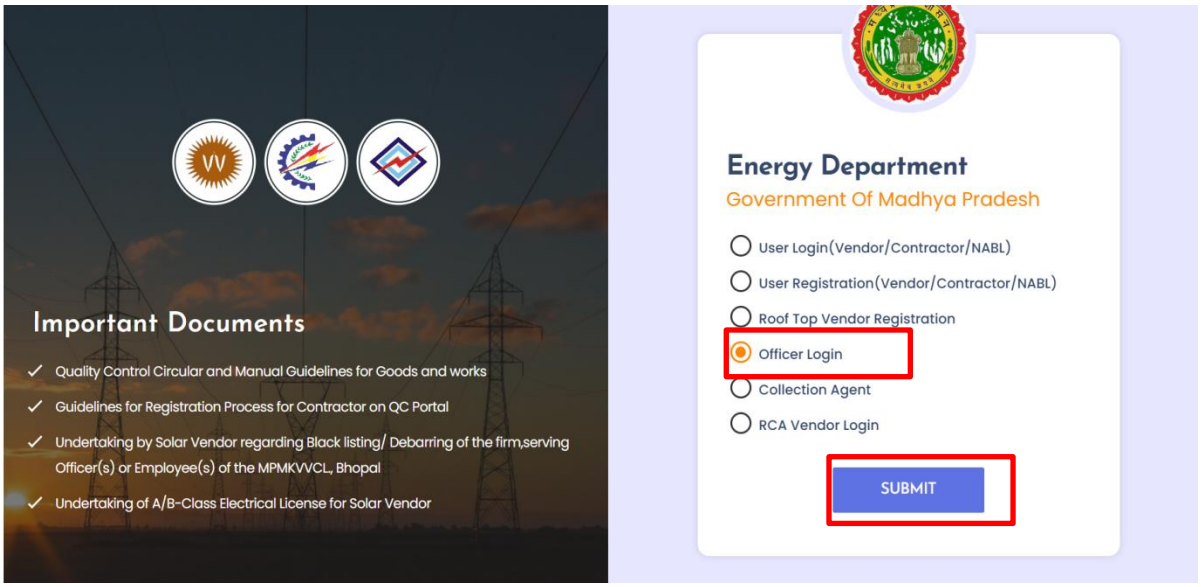
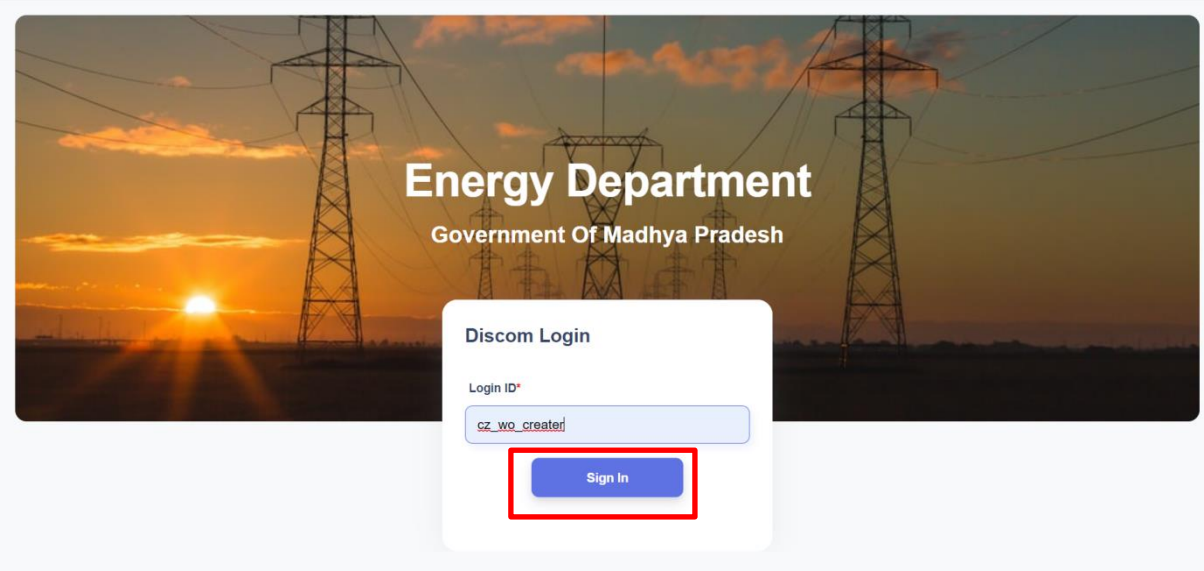
SOP of material offer acceptance and PDI assignment

After offering the material from contractor side creator officer will log in

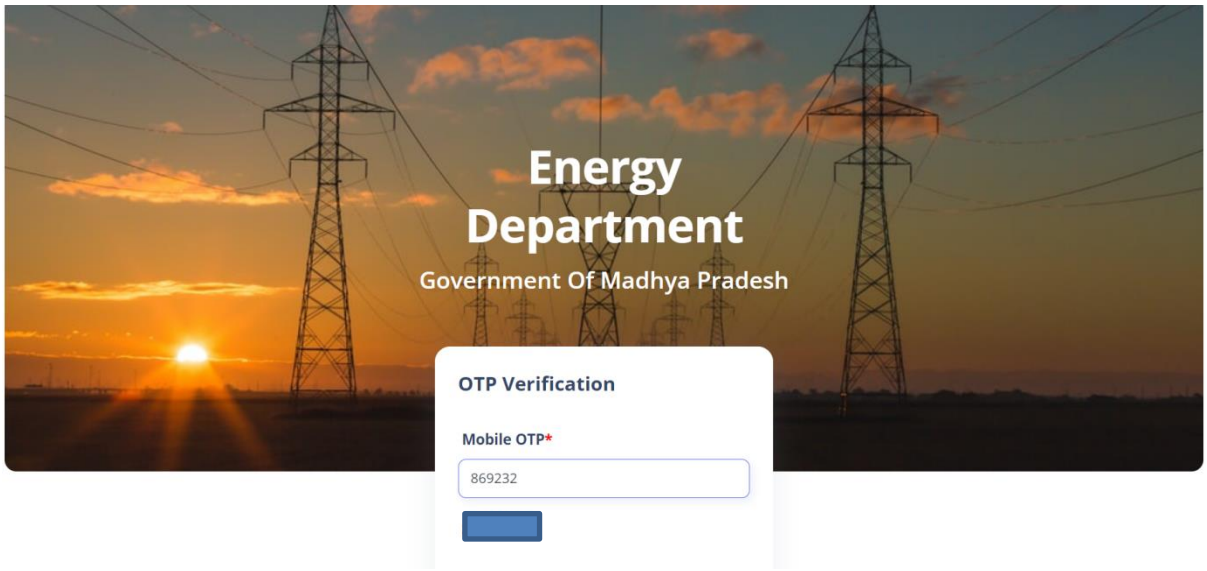
1) Click on the url:- https://qcportal.mpcz.in/ for log in page and go for officer log on and click on submit button.



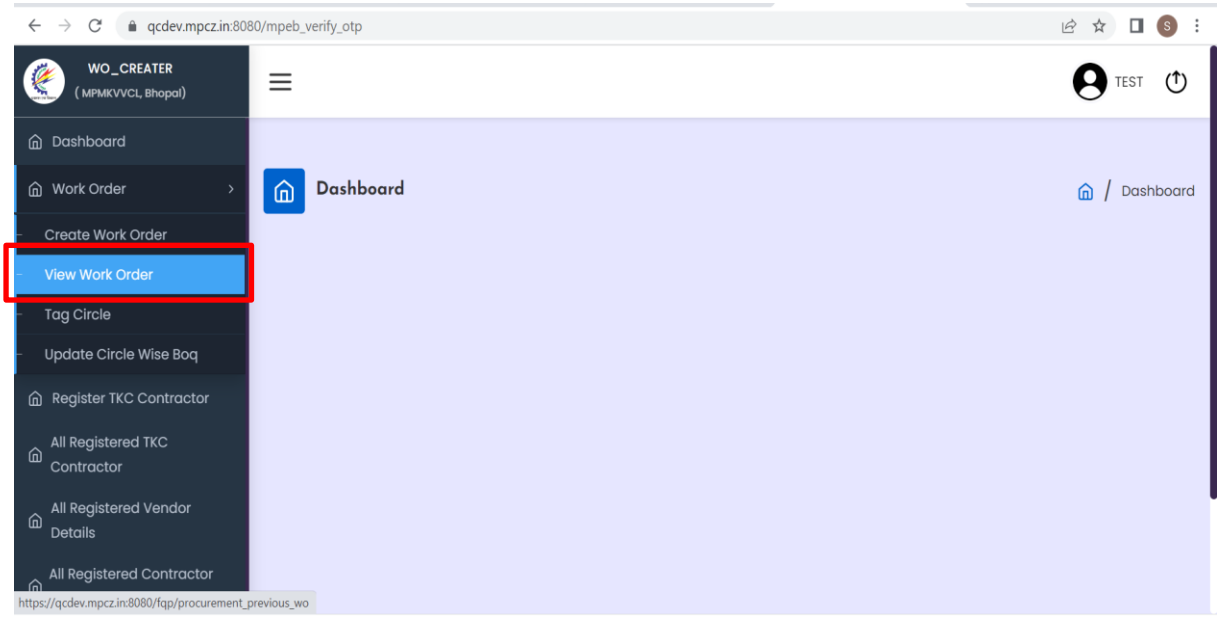
2) After clicking on submit button login page should open for officer, Enter the valid user id and click on sign in button.



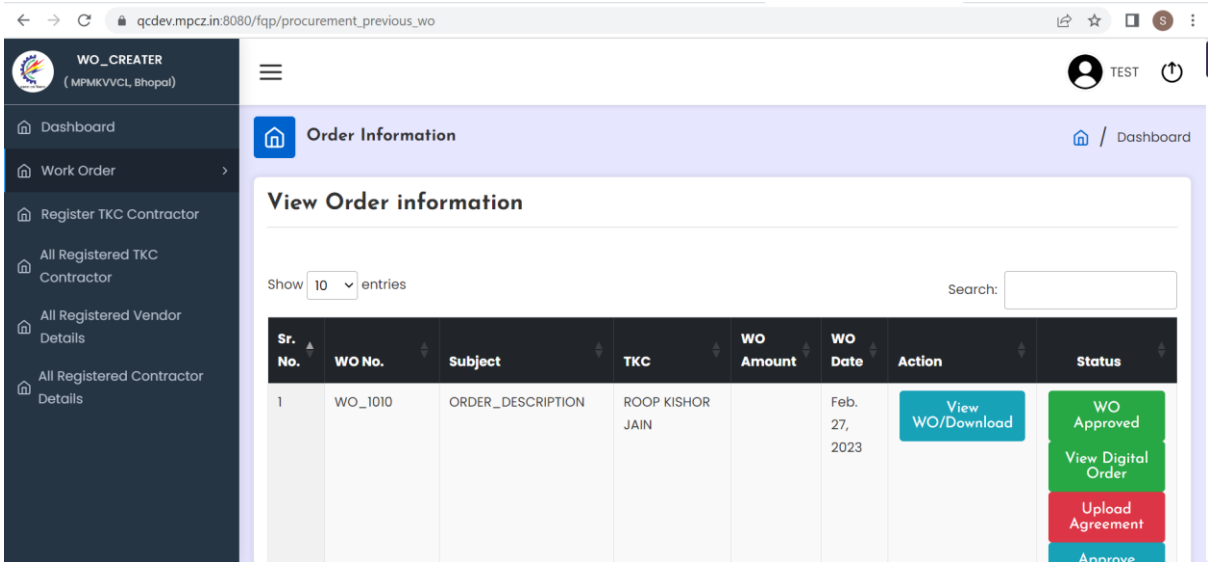
3)After clicking on Sign In button OTP will come up on registered mobile no and otp verification window will open enter the correct OTP and press enter or click on submit code.

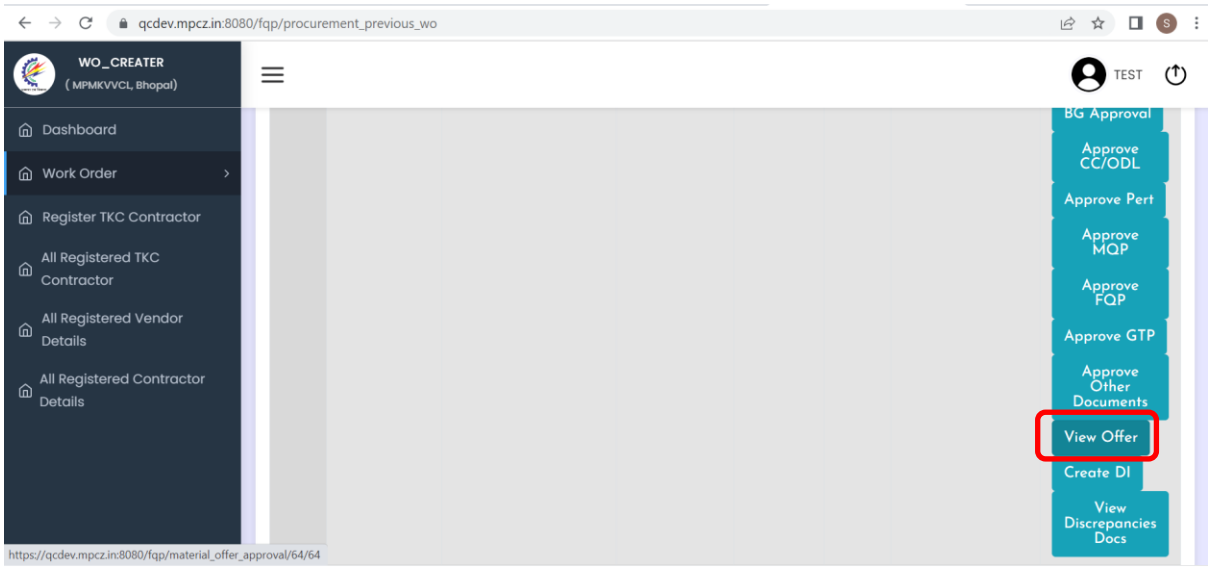


4) After final sign in Officers dashboard will get opened click on view work order from side bar

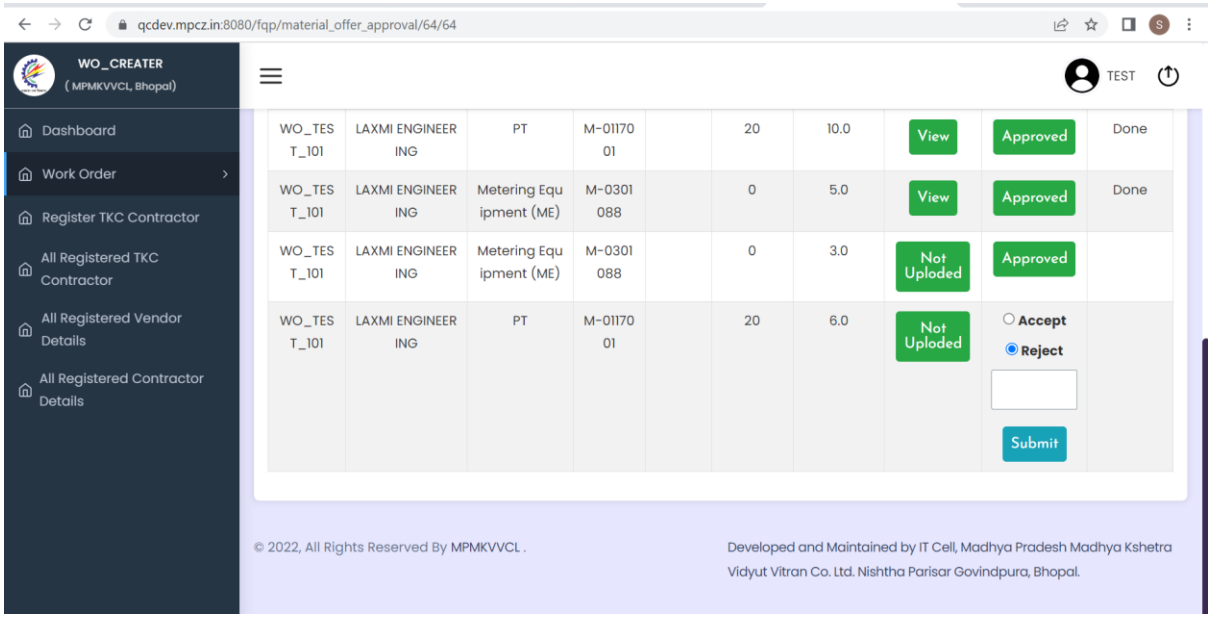


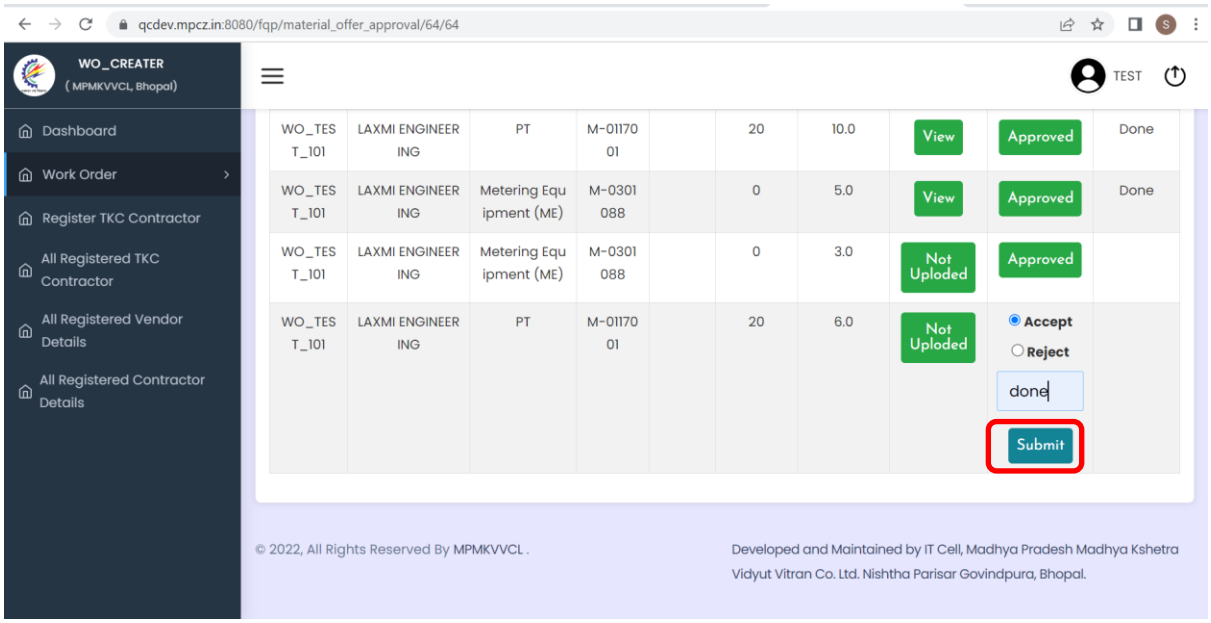
5) List will Display of all work orders click on “View Offer”



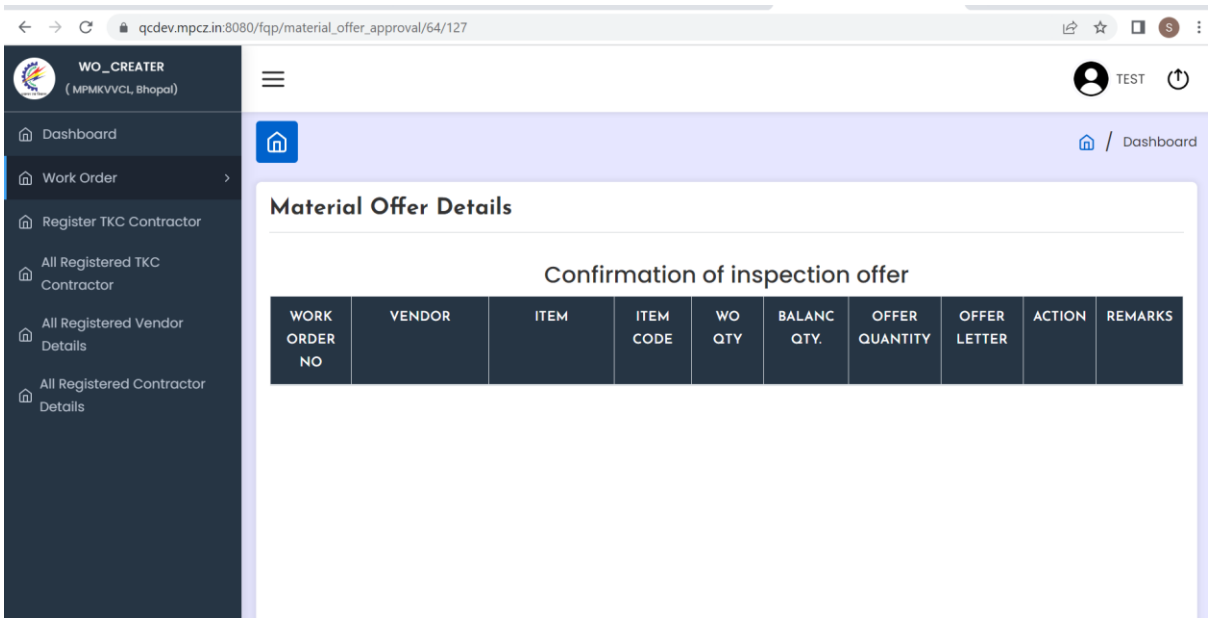


6) Choose Accept/Reject and click on submit with remark

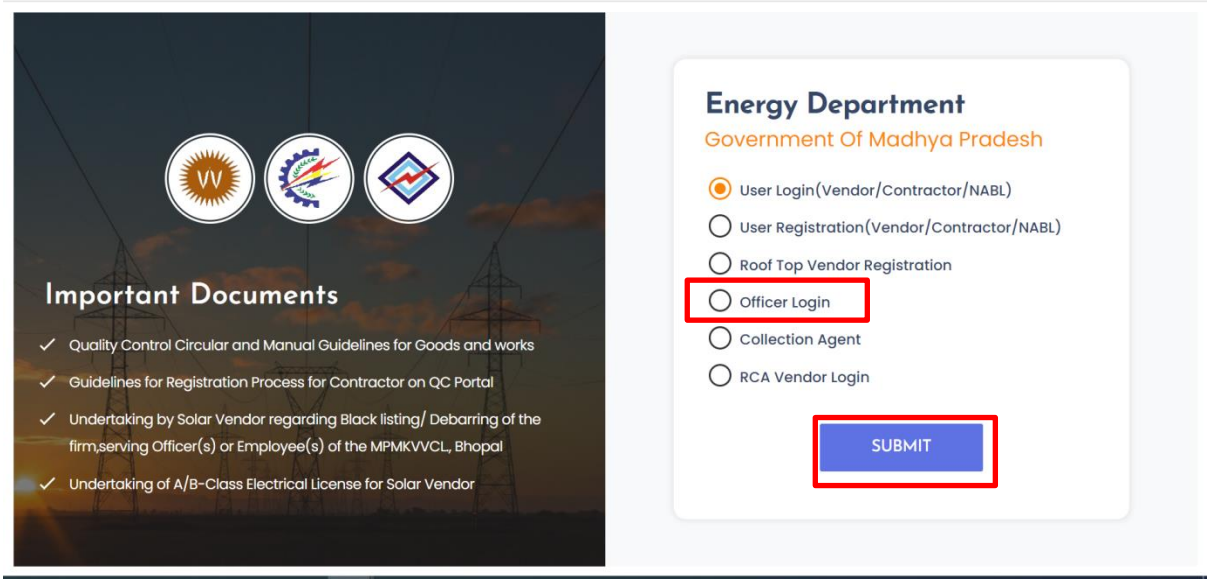




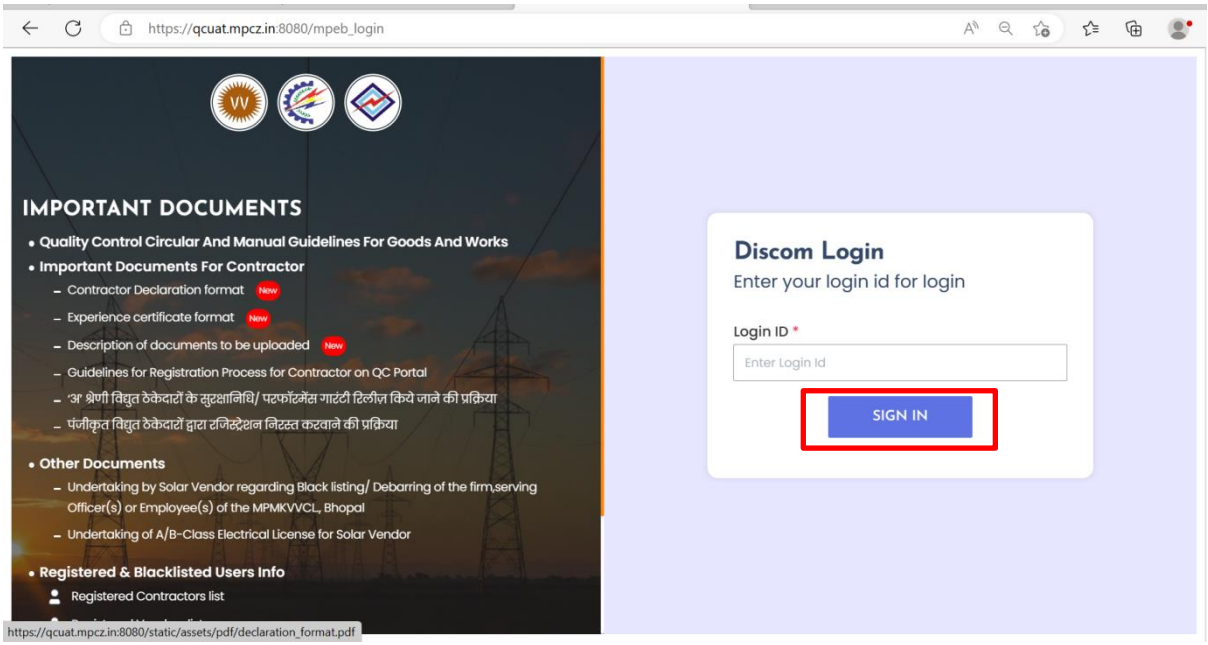
7) Material will get Approved here .



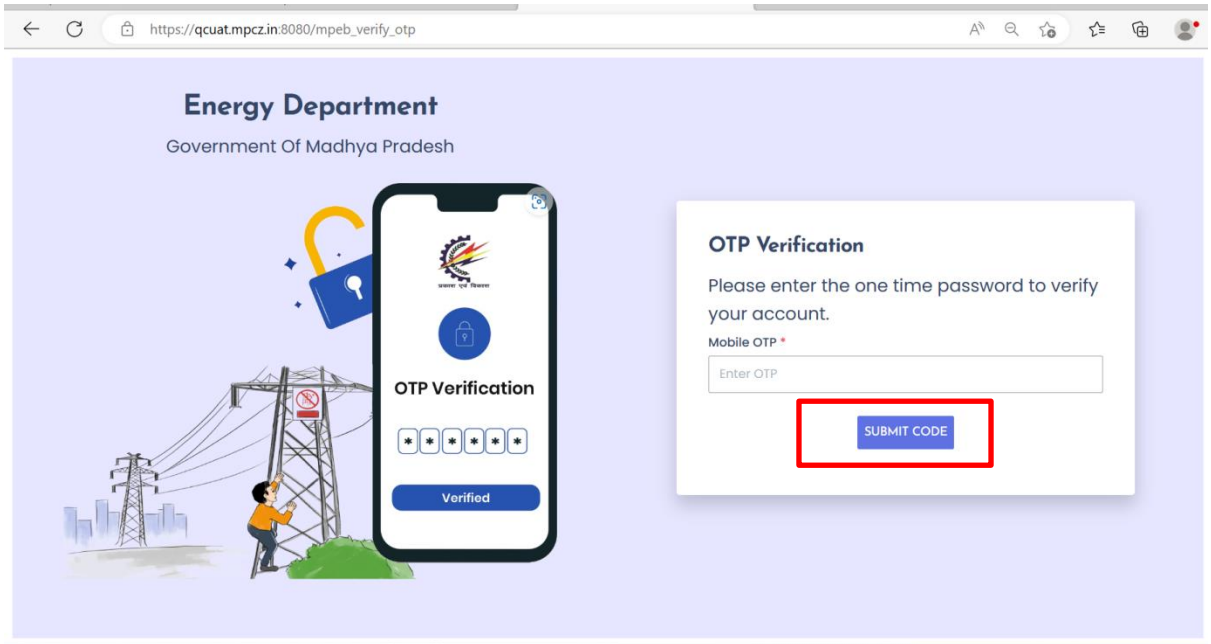
8)After approval of material CGM QC officer will log in



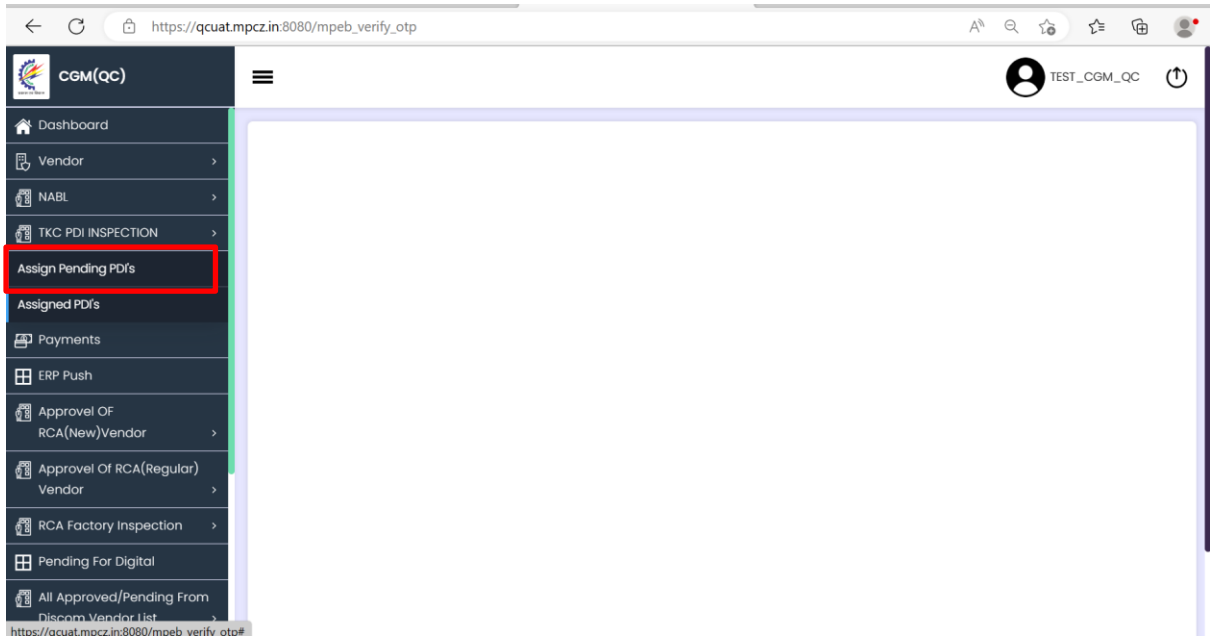
9)after clicking on submit button enter all the valid credentials click on sign in



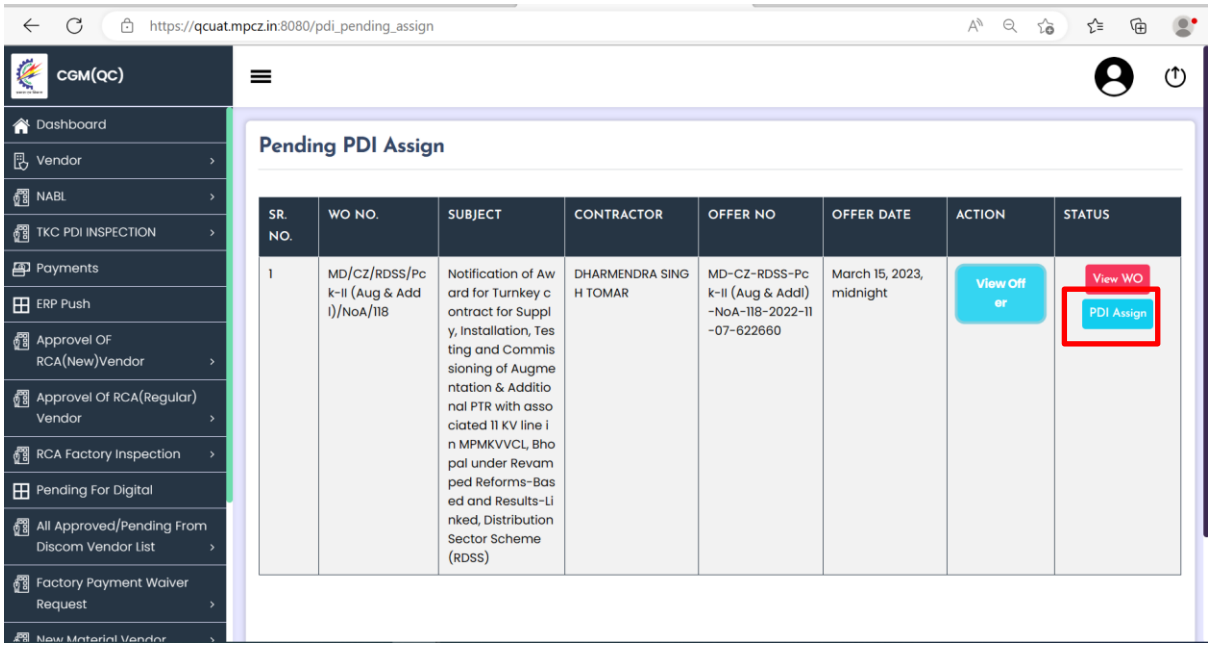
10) After that officer will get the otp on registered mobile number enter the otp click on submit button

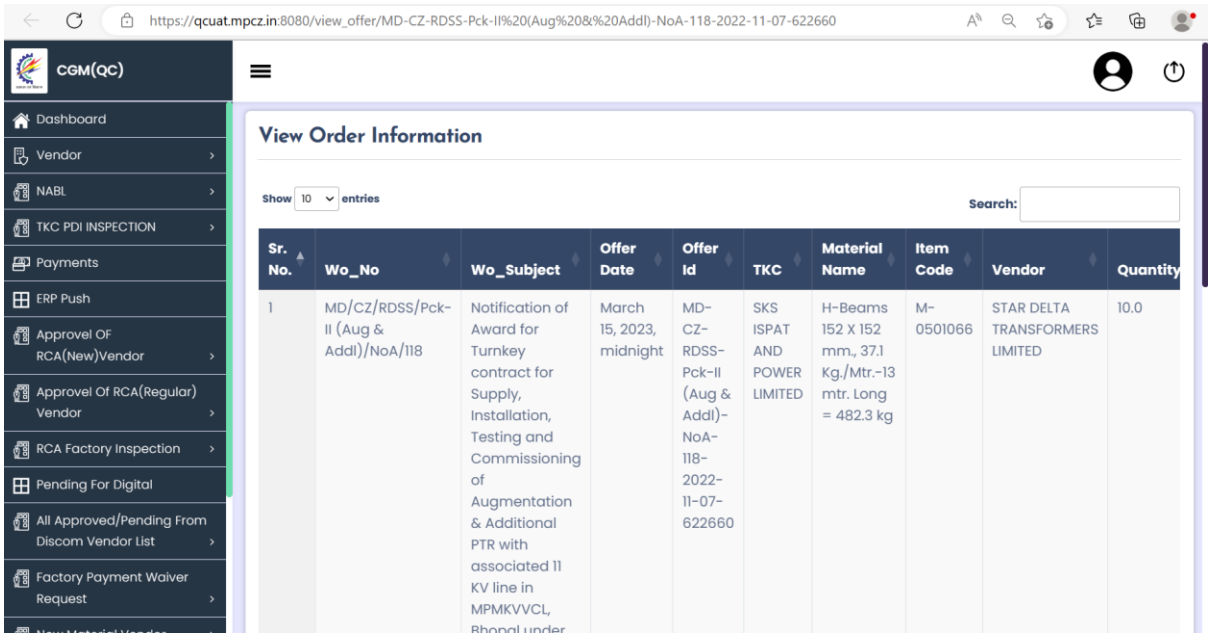


11)Officer's dasboard will get open click on "TKC PDI INSPECTION" from side bar and select Assign Pending PDI

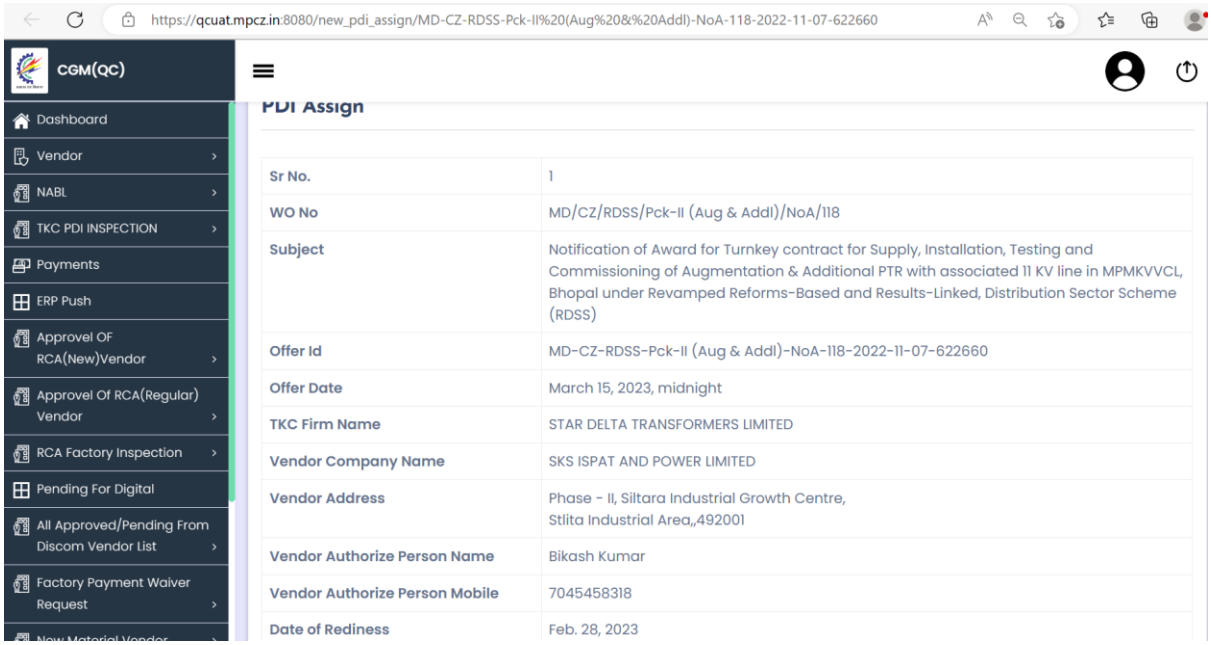


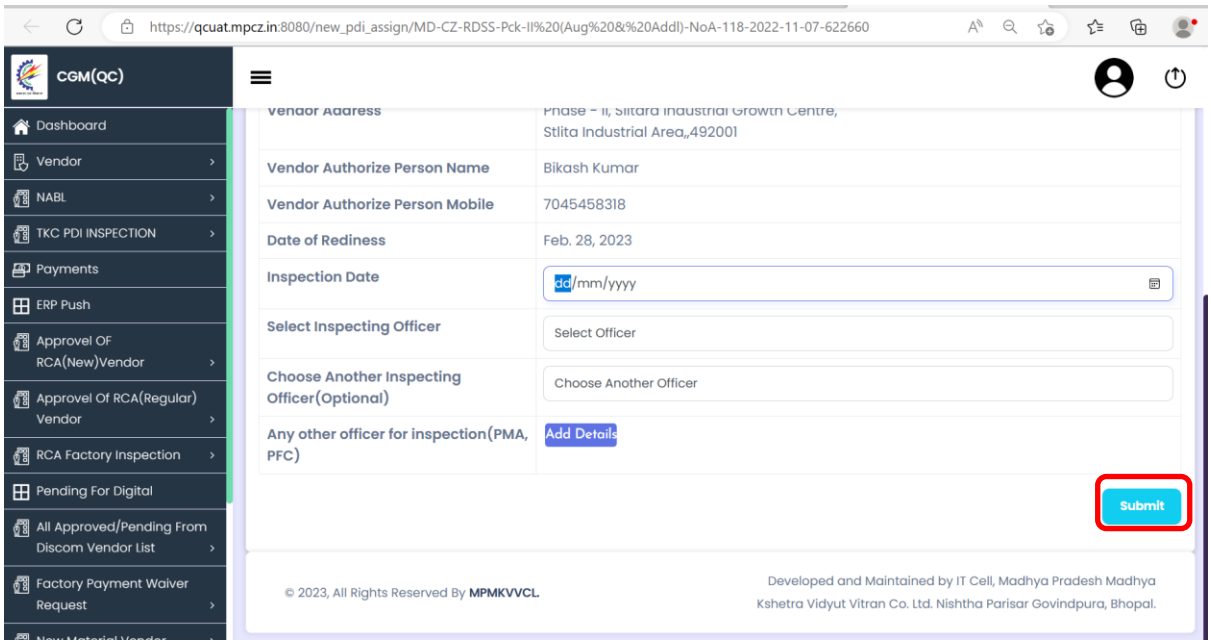
12)After clicking on Assign Pending PDI records will display and click on PDI ASSIGN and clicking on View Offer you can see the list of materials





13)After clicking on PDI ASSIGN, view all the details and than choose the inspecting officer and add details and than click on submit button

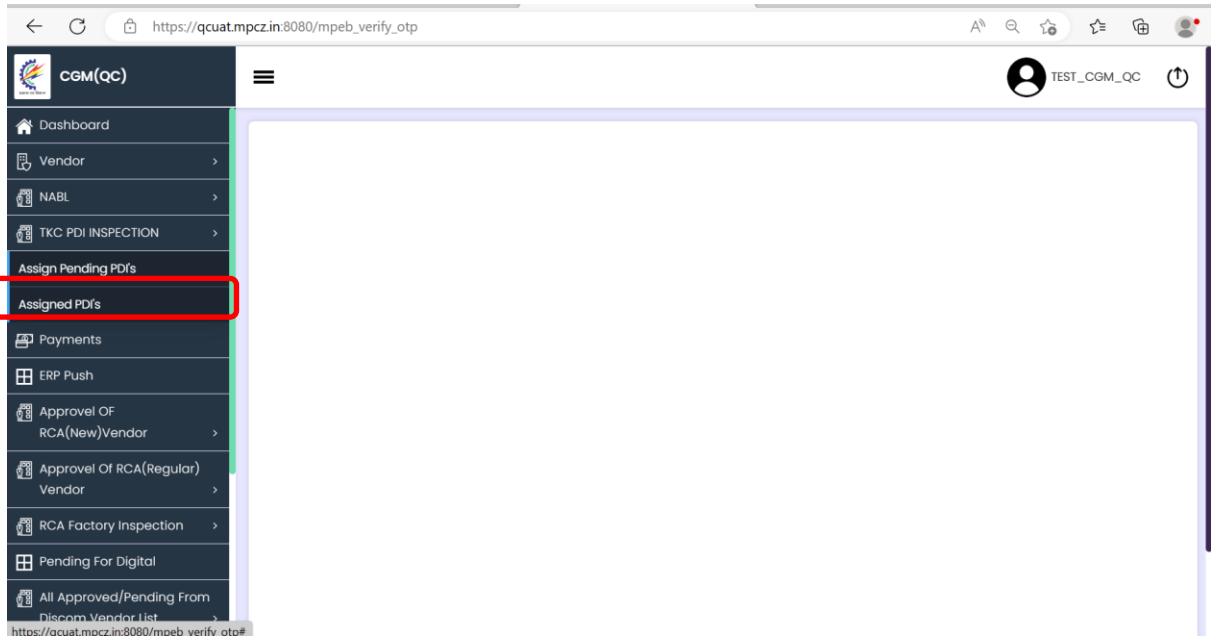


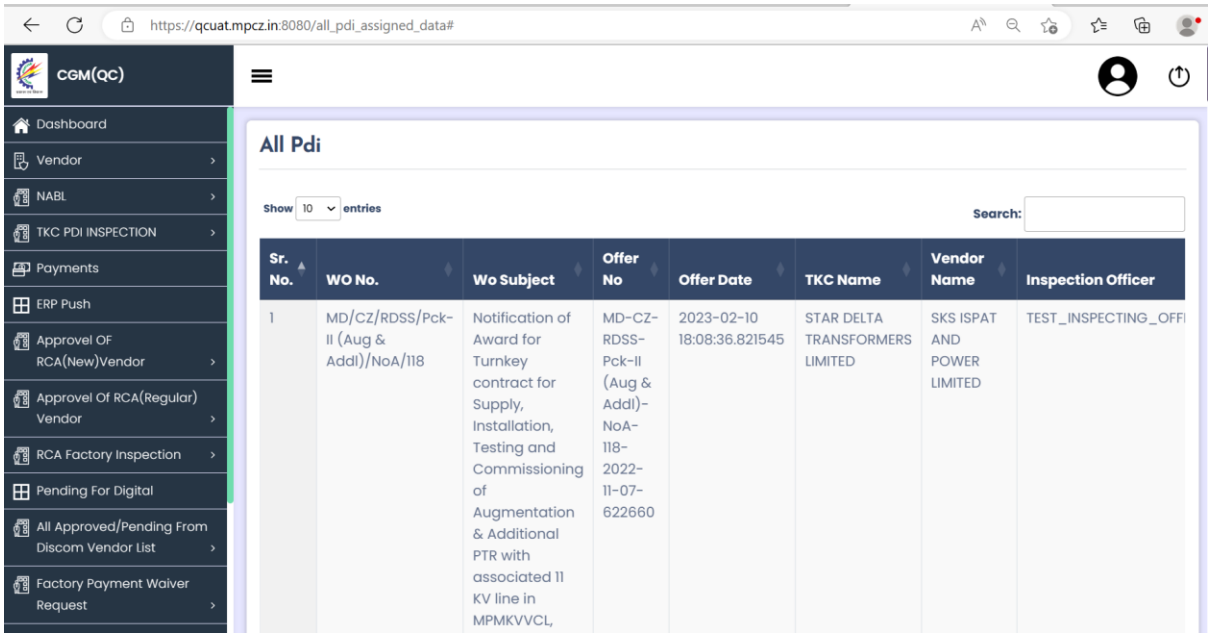


14). After clicking on submit button PDF will generate fill the terms and condition than make the enteries in copy to than “Print ” the PDF After that “Upload that PDF and than click on “Submit Button”.

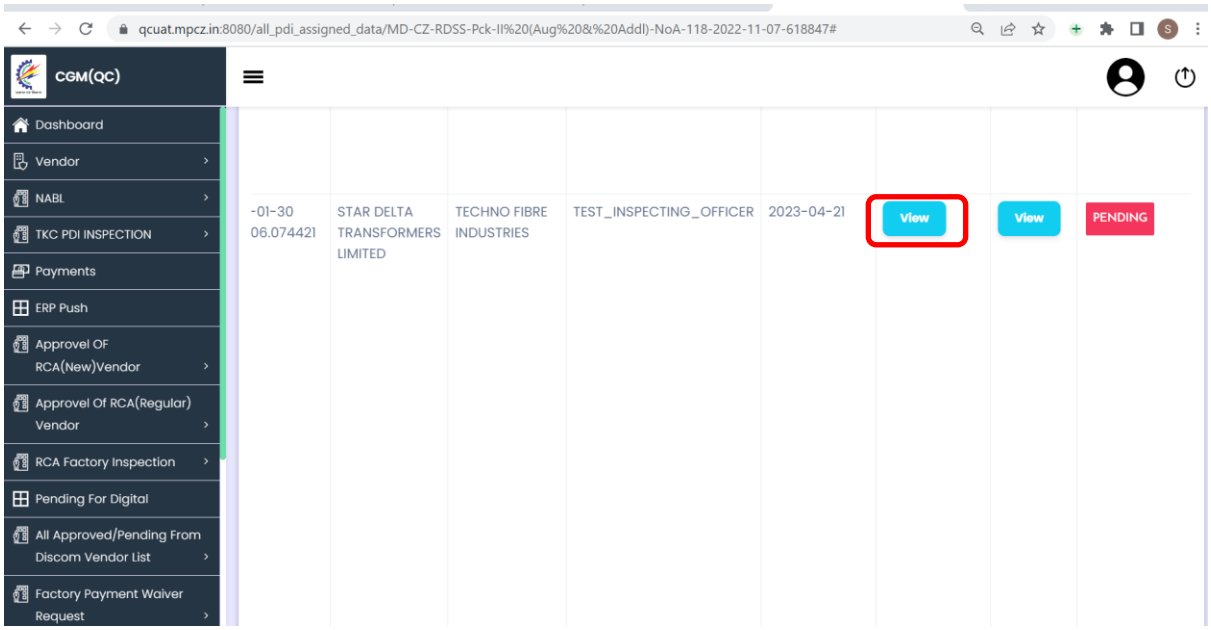
Make sure sequence should follow as mentioned above .

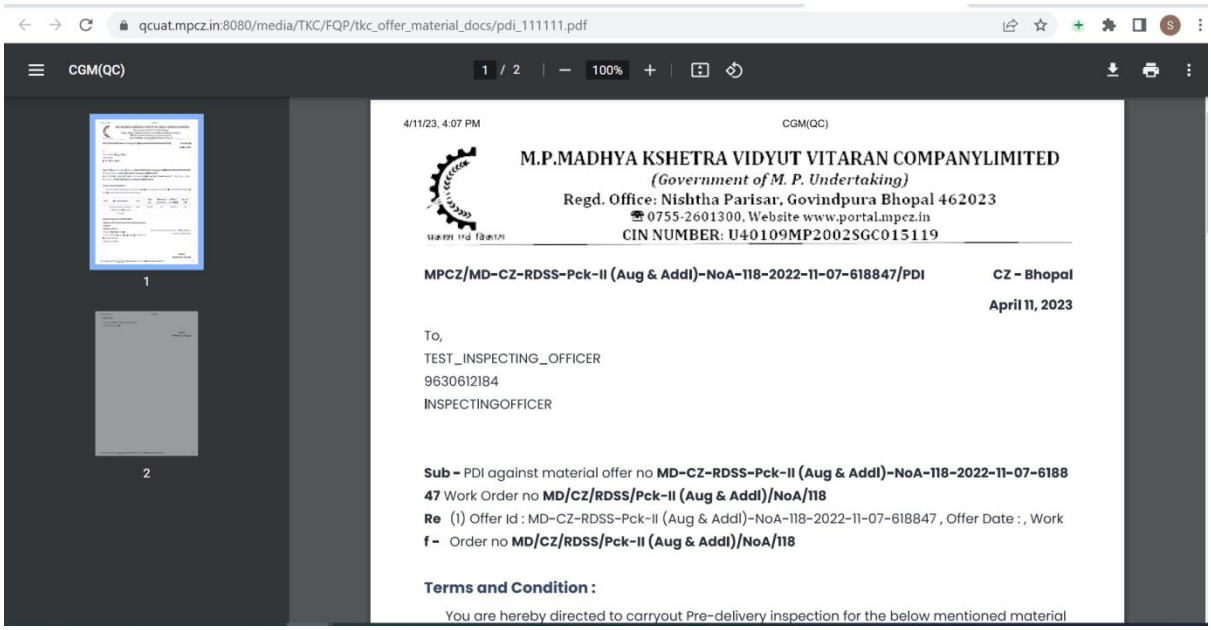
15) After submission of pdf assigned PDI will display on Assigned PDI's which is present in side bar

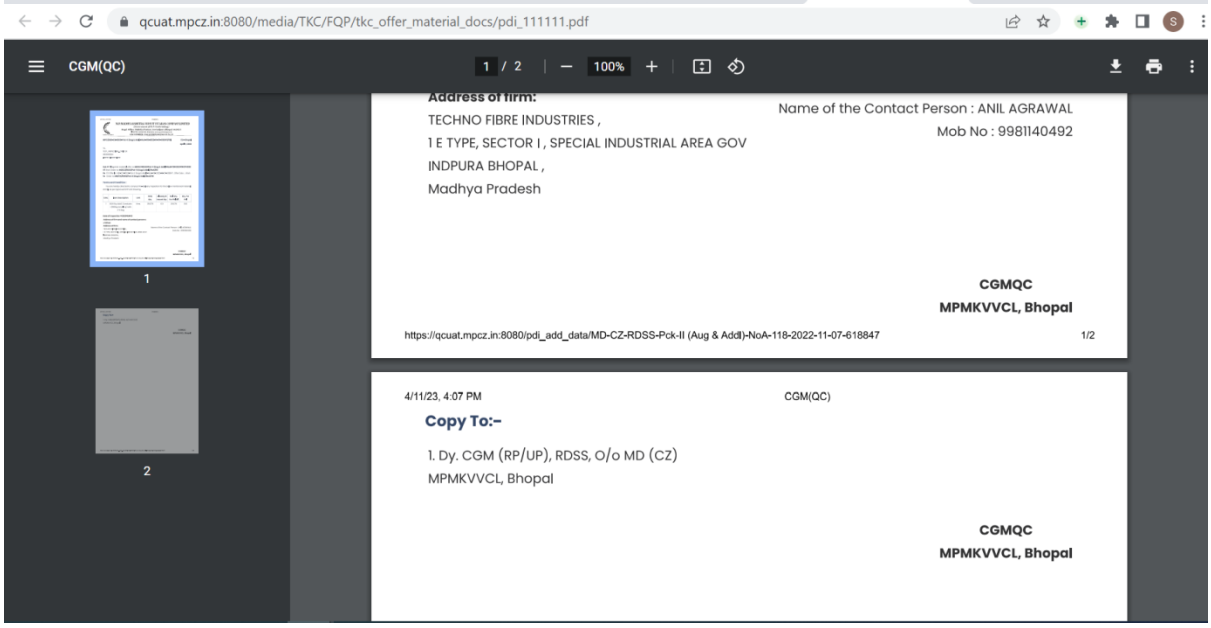




16) Click on View You can see the report which was uploaded by CGM officer at time of assigning PDI







NOTE:-

Further process will be done by inspecting officer