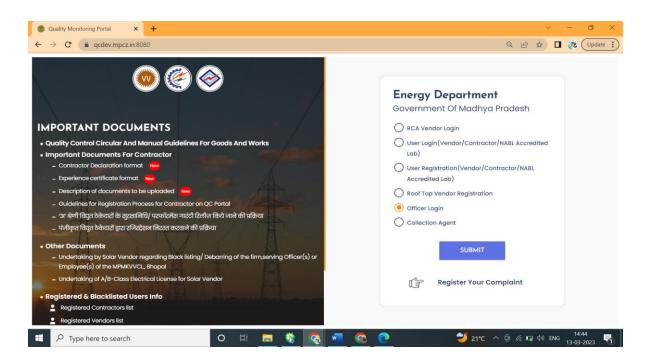
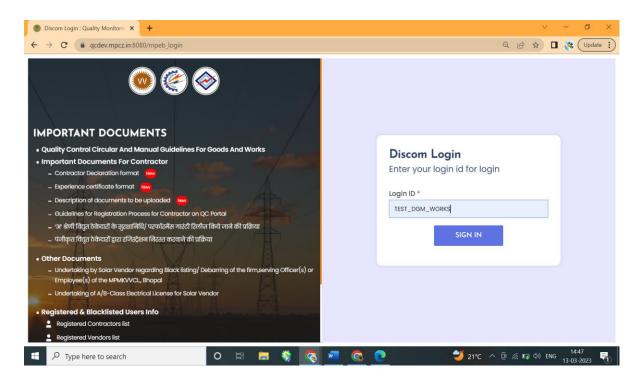
DGM (Works) Officers SOP For Vendor

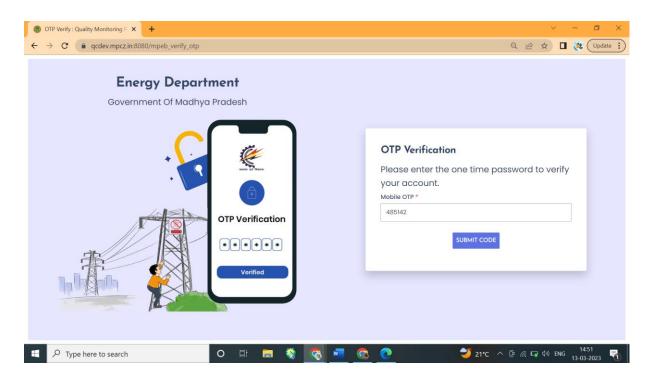
1 Open Website https://qcportal.mpcz.in- Officer Login -> Submit



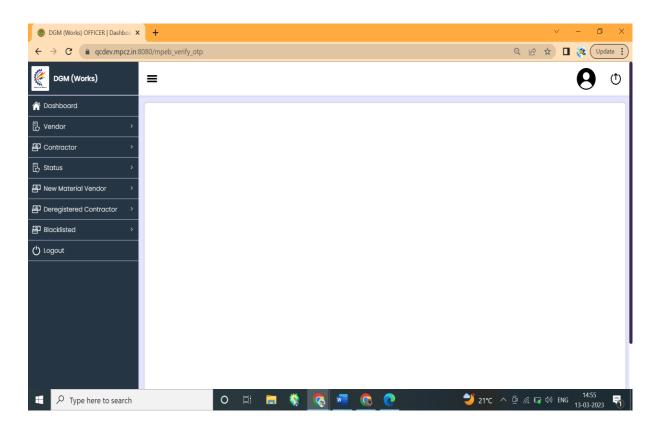
2 Login Using Officer ID-> Submit



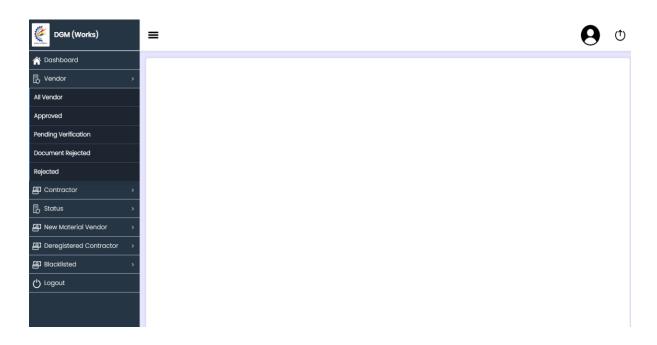
3 Enter OTP Received on Registered Mobile ->Submit Code



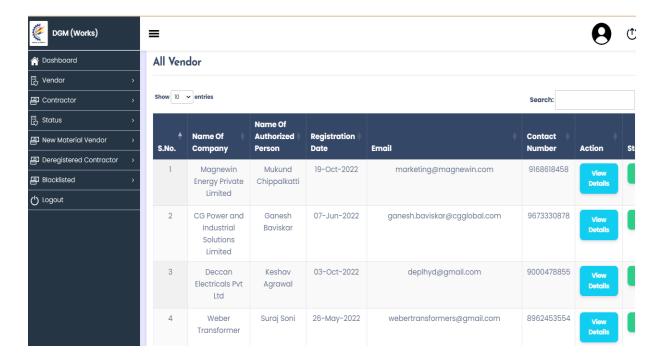
4 DGM (Works) Dashboard Open -> Side Bar Showing in Left Side



5 Vendor -> All Vendor, Approvement and Pending Verifications, Check Documents Rejected and Rejected Vendors List



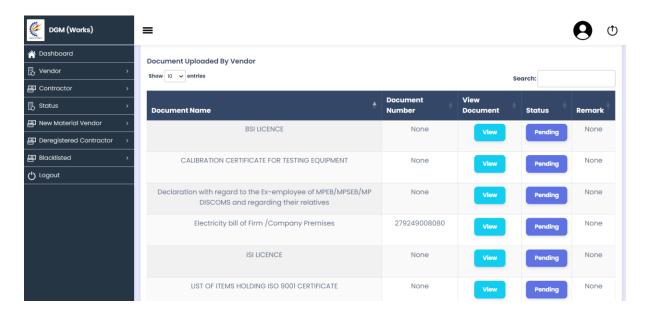
- 6 All Vendor -> All Vendor's Data, In Action click on View Details and Show Vendor Documents and Information.
 - Action -> View Details -> Vendor Basic Details, Documents and Material Details.



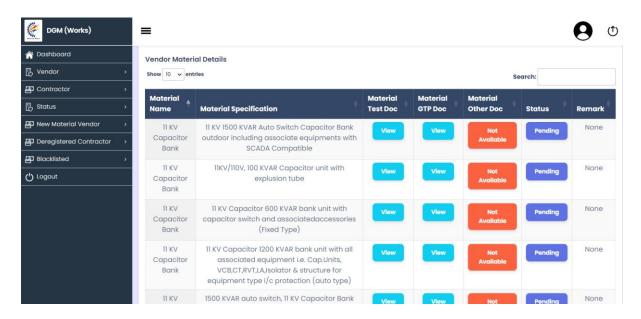
• Basic Details of Vendor



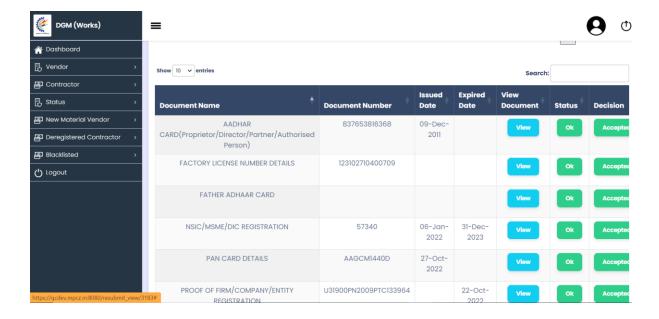
- Documents Uploaded By Vendor View Documents -> View -> Declaration for BIS Certificate,
- Status -> Pending Or Approval



- Vendor Material Details Material Detail
- Material Test Doc -> Click on View and find Material Test Documents
- Material TDP Doc -> Click on View and find Material TDP Documents
- Material Other Doc -> Find Other Documents Related Material
- Status and Remark are showing

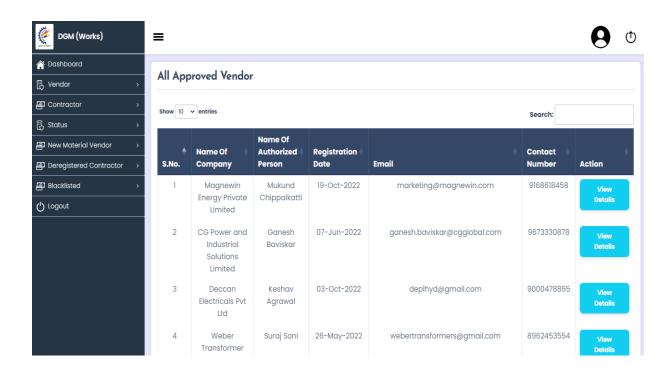


- Vendor Documents for Approval Documents Details
- View Documents -> Click on View and Check Documents For Approval
- Documents are Correct Select Accepted in Decision otherwise reject Documents and Remark for Understanding User.



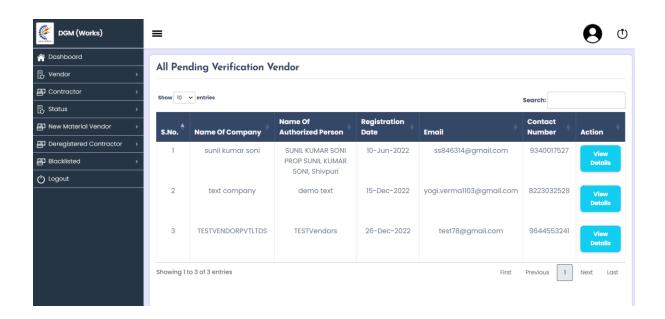
7 Approved -> Approved vendors Details

 Action -> View Details -> All Vendor Basic Detail, Material and Documents Status Detail.

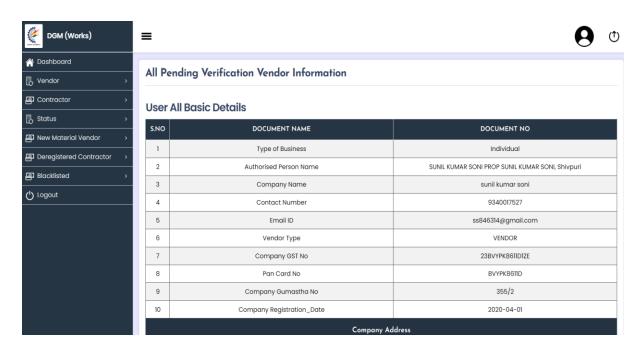


8 Pending Verification -> All Pending Verification Vendor Details

 Action -> Vendor Basic Details , Vendor Documents , Vendor Material Details.



Vendor All Basic Details



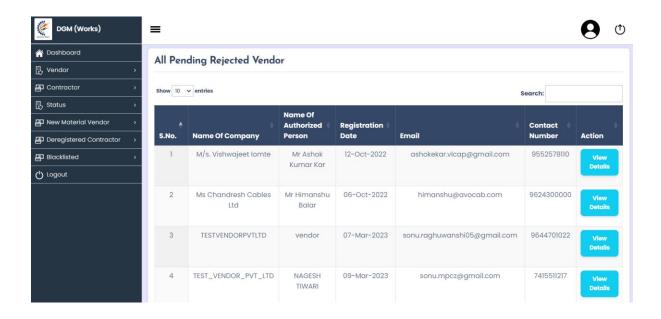
- Documents For Approval Click in View Documents on View for Check
 Documents, After check documents select decision Accepted or Rejected.
- And update Remark in Remark Column



 Material Documents – Click in View Documents and after check update Status and Remark



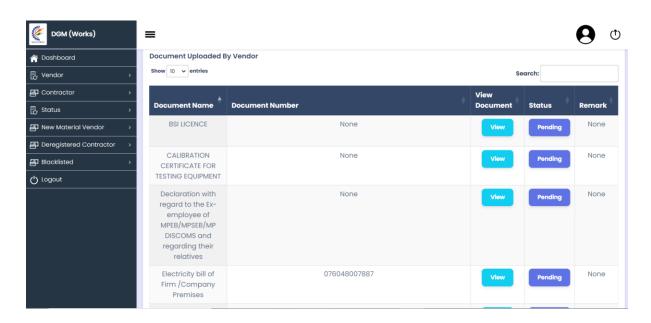
- 9 Documents Rejected -> All Pending Rejected Vendor List
 - Rejected Vendors Data and documents



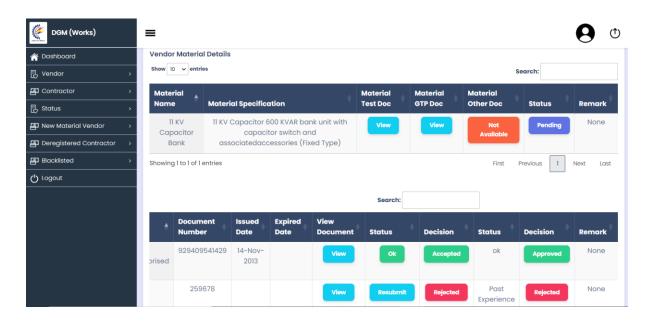
 Action -> Click in View Details -> Vendor Basic Details , Uploaded Documents and Material Documents with Remarks.



 Documents -> Click on View Documents for showing documents upload by Vendor, Status and Remark.



 Vendor Material Details – Status, Decision and Remarks of Rejected Documents.



10 Rejected-> All Rejected Vendors List

- Action -> User All Basic Data and Documents Approval Status
- Rejected and approved Documents Status.

