## STEPS FOR REGISTERING CALLS BY VENDORS

RITES has enhanced its Inspection web site to allow the vendors/manufacturers to file their call for inspection electronically.

The authorized vendors have been provided with a **Vendor-ID** and **Password** by RITES to access the system. Kindly follow the steps described below for filing your inspection call.:

1. Ensure that **POP-UP Blocker** has been turned off in the Internet Explorer.

2. Open Internet Explorer and Enter www.ritesinsp.com in address bar and press Enter key.
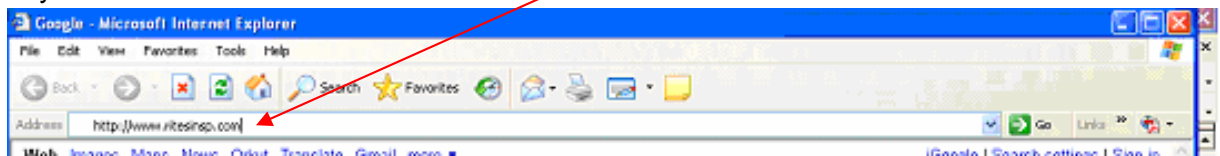
3. Click on the Link Update Vendor Data/ PO Registration/ Call For Inspection.

4. Enter the **Vendor ID & Password** provided by RITES and Click on **Login** button.

For security reasons kindly change your password on first logon. Your password can be eight characters long and can contain both alphabets and numbers.

5. For Registering Call Click on "**Call For Inspection**" from the Main Menu. User must ensure that the purchase order against which call is to placed must be entered in the system and that RITES has allocated a case number to it **otherwise** click on **"PO Registration"** for registering the Purchase Order & go to **Step 10.**

6. Enter **Case No**. and click on **[New Call]** to register the call.

To avoid any duplicate entry of a call it is advised that users should use the search facility to verify that the call is not already entered. Enter either Case No. or PO No. and click on **[Search]** button.

> ➢ If Search gives the result then verify from the displayed result the call details to be entered does not already exists. Click on **[Select]** button in front of the desired row to update existing data otherwise click on **[New Call]** button to register a fresh call.

7. In case the result of Step (6) / or result of search displays a message "Case Not Registered" , Click on **[Ok]** button. Go to → **MainMenu**   → **PO Registration** and register the purchase order before registering the call (go to **Step 10**)
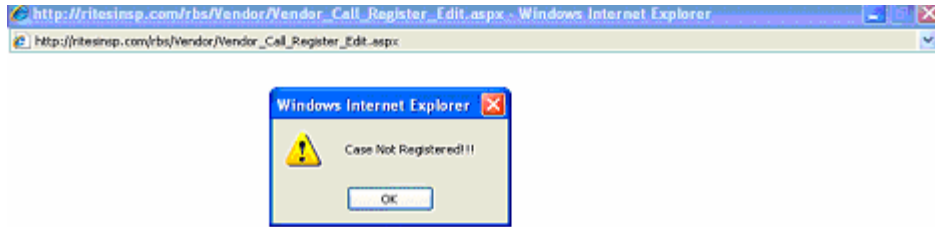
8. When user clicks on **[New Call]** against a valid case no., **following** screen will be displayed. Enter the data in relevant fields and click on **[Save]** button.

9. A list of Items included in the purchase order will now be displayed. Click on the **[Edit]** link in front of the Item for which call is to placed. Enter the value under "**Qty Offered Now**" field and then Click on **[Update]** link to save the changes.

> ➢ User can now [**LogOut**] from the system. The call has been registered.
> ➢ When RITES Office assign this call to their Inspection Engineer the vendor will get an email in this regard providing the contact details of Inspection Engineer deputed.

10. Following steps to be followed when **Case No**. has not been allotted against the **Purchase Order** for which call is to be placed. Click on → **PO Registration**

The following screen will be displayed:

Registering a New Purchase Order :

Click on [**NEW PURCHASE ORDER**] button.

However before clicking on [**NEW PURCHASE ORDER**] button, User must ensure that the Purchase Order must not have already been registered. This can be verified using the **Search** facility.

> ➢ Enter either "PO/Offer Letter No." or "PO Date" in the relevant fields and click on **[Search PO] button.**
> ➢ Data matching the search criteria will be displayed. In case no data is listed or the data user is looking for is not found in the list, it indicates the desired purchase order is not registered.

➢ Enter the relevant data and click on **[SAVE PO]** button. A reference no. will be generated by the system for the said purchase order.

➢ Enter the relevant data and click on **[SAVE PO]** button. A reference no. will be generated by the system for the said purchase order.

➢ User is also required to mail a scanned copy of the relevant purchase order in **pdf** format. The file also be uploaded from the above screen. Browse the relevant file and click on **[Upload PO]** to upload the file.

➢ To enter the item details of the purchase order click on **[PO Details]** button.

Vendor CD: 6366   RITES INSPECTION SYSTEM   MainMenu   LogOut

Vendor: ESCORTS LTD.,,(RAILWAY EQUIPMENTS DIVISION (06035), PLOT NO. 115 SECTOR-24,FARIDABAD

VENDOR PURCHASE ORDER DETAILS

Ref No.	n11080009	PO Date	30/08/2011
Item Serial No.	1	Item Description	

Bill Paying Officer/Paying Authority   [ ] [Search BPO]   Select "Other" if desired Bill Paying Officer/Paying Authority not found in the list and then Enter its details in the text box below

00981-A.O/SIGNAL WORKSHOP/NR/GAZIABAD/GHAZIABAD [v]

Consignee   [ ] [Search Consignee]   Select "Other" if desired Consignee not found in the list and then Enter its details in the text box below

13174-A.A.M//AC/AMV/NR/LUCKNOW [v]

Quantity		Unit Of Measurment	NUMBERS [v]
Rate		Base Value	
Discount Type	[v] Value [ ]	Discount	
Excise Type	[v] Value [ ]	Excise	
Sale Tax(%)		Sale Tax	
Other Charges Type	[v] Value [ ]	Other Charges (AMT)	
		Total Value	
Last Date of Supply (DD/MM/YYYY)		Delivery Deadline Date (DD/MM/YYYY)	

To Search a Item-> Select Consignee or Enter Some Search Criteria in Item Description & Click on Search Button, And To See All Items Again Click on Show All Button

[Save] [Cancel] [Search] [Show All]

➢ Enter the relevant purchase order details and click on [Save] button to save the data. Do the same for all items of the Purchase Order.

Update Existing Purchase Order :

➢ Enter either of "Ref. No." or "PO/Offer Letter No." or "PO Date" in the relevant fields and click on **[Search PO] button.** Then select the desired record from the displayed list.
➢ Enter relevant "Ref. No." and click on **[Modify PO]** button.

The existing data will be displayed. Make the necessary changes and follow on-screen instructions.

Once the User has finished this Process, the data will be checked at RITES Office with the copy of Purchase Order uploaded/mailed by the vendor. A unique Case No. will be assigned by RITES to the PO after its verification. The whole process is done on-line. An email will be sent to the vendor (on the email id provided by vendor during its registration) providing the Case No. allotted to the PO by RITES. Alternatively the vendor can check these details on-line by making a search on the Ref. No. assigned to the PO.

The user is advised to LogOut of the system after he/she has finished with the work.