Help Menu for Supplier Registration and raising Inspection request:

Applicable for CQ/BHEL and 'ALL Third Party Inspection Agencies (TPIA)'
(for BHEL orders)

Web System address (**INTERNET**): **http://cqir.bhel.in**

Your suggestions for improving the 'Help Menu' is welcome

1.	**Supplier Registration**	Click on 'New Supplier Registration':	**Do not use** **' ' (apostrophe) and & (Ampersand) Symbols**	**While using this system <u>Do not use</u> any regular buttons on top of the screen <u>except print</u>**	
2.			Supplier Name: Your Company's name in full		
3.			Corporate Office Govt. registration No.: This is a must and uniquely identifies you w.r.t.other suppliers. This is the Registration no. from Local State Government given to your co. for carrying out business. Please fill up your *Corporate Office'Regn*. In case you do not have a Corporate Office, please fill up your Head Office/ Factory regn. No.	In this form please fill the details and Contact persons at your Corporate Office./Head office	
4.			Supplier Location: Town/ City		
5.			Supplier description: Whether you are Manufacturer/ Trader. Nature of business in brief.		
6.			Corporate Office/ Head Office-address: Address with landmarks		
7.			Certified by : Agency who has certified your Orgn. for ISO-9001. 14000 etc.		
8.			Certified for: ISO-9001, ISO-14000 etc		
9.			No. of User Id requested: Max. no. of user ID's is 9. Please restrict to minimum no. of userids required by you. This userid is required for logging into the system.		
10.			All fields are mandatory. Please fill in 'NotApplicable' which are not applicable. *Govt. Registration no. is mandatory*.		
11.			After filling up Click submit,		
12.			The screen will show you your login Id and passwords. Please take a print of this for your record. Passwords can be changed by you.		

13.			Click on 'Go to Login page'	**The following steps are to be completed to add the address of your 'works' or the address of your 'suppliers/ sub-suppliers'. This will ensure that the address appears on the 'Inspection request' The same steps are to be followed for modifying the name of the contact person, Telephone no. etc.**	
14.		Enter User ID and Password	Click Submit	Click on Masters	
15.				Click on Suppliers	
16.				Click Search/List	Name of your co. will appear in a row with your UserID
17.				Select your co.by clicking on the small circle on the extreme left of the row. A green dot will appear	
18.				Click Modify	
19.				Click on **Offices**	
20.				Select 'Other Offices': Corporate/ Regional/ Others	
21.				Type your company's name	
22.				Select '**Yes**' for Active.	
23.				Fill up other details	Use add row/new row for additional rows
24.				Save	
25.				If you want to add more office addresses, click on add row and repeat above steps	
26.				Save and then close	
27.				Click on **Works**	**Works means your own factory**
28.				The steps are similar as for Filling Office details	
29.				Save and Close	
30.				Click on **Suppliers**	
31.				Select Supplier / Sub-Supplier	Sub-supplier is your supplier's supplier
32.				Remaining steps are similar as for office/ Works	
33.				Save and Close	
34.				Click on **Material List**	Here you can fill up items that you supply, whether you have supplied to BHEL or not can also be indicated
35.				Fill up details as indicated	
36.				Save and close	

37.	Inspection request	**If you want to raise 'Inspection Request' for a P.O. for which you have <u>already raised</u> an Inspection request –to a particular CQ Centre- through this Web system: Go to step 38** **(Go to step 49 if you are raising the first inspection request against a P.O.)**			Same BBU no. should not be repeated in the different rows.
38.		Go to 'Transactions'	Click on Inspection Request	Select the CQ Centre in the Drop down menu Click on 'Search/List'	**The IRFile no. is CQ/ TPIA Centre and P.O.specific**
39.				Select the 'P.O. ' by clicking on the small circle on the extreme left of the row. A green dot will appear	<u>Preferably</u> - click on the row for the P.O. in which the call status is '**closed**'. If no call for the P.O. is closed, you may also click on a 'cancelled' call but ensure that the cancelled call details are proper.
40.				Click on **Add call**	
41.				Modify the item details, date, supplier address etc. as desired by you.	Keep' Pop up allowed' on and click on 'docs'. Enter document details using the drop down menu and using add row (if there are more items). Addition or deletion of rows should be done before 'saving'. For deleting rows select '**all** the rows to be deleted by ticking in the square box on the left ' and click on delete row.
42.					**Save**
43.				**Save**	**This is to save as draft and the call status will be shown as not approved.**
44.			**To submit your call**	Select the CQ Centre in the Drop down menu Click on 'Search/List'	
45.				Select the 'P.O. ' by clicking on the small circle on the extreme left of the row. A green dot will appear	

46.				Click on 'Approve'	
47.				The selected Inspection request will again open	
48.				Go to bottom of the call and click on 'Approve'.	Your Inspection request is now submitted.
49.	Inspection request	**If you want to raise 'Inspection Request' for a P.O. for which you have not raised an Inspection request – to a CQ Centre- through this Web system,**			Same BBU no. should not be repeated in the different rows.
50.		Go to 'Transactions'	Click on Inspection Request	Select the CQ Centre in the Drop down menu Click on 'Search/List' **If there is no 'Inspection request record' against the P.O. for which you want to raise a 'Inspection request'** Click on **Add**	**The IRFile no. is CQ/ TPIA Centre and P.O.specific**
51.				Select the CQ Centre Select the Purchasing Unit/Agency Fill up details as indicated in the 'Screen' correctly. The details in the top half i.e above Item description and 'Item No in PO/ BOM/ BBU' are not modifiable after saving. Please do not fill Material code / P.O. no. under 'Item No in PO/ BOM/ BBU'.	Keep' Pop up allowed' on and click on 'docs'. Enter document details using the drop down menu and using add row. Addition or deletion of rows should be done before 'saving'. For deleting rows select '**all** the rows to be deleted by ticking in the square box on the left ' and click on 'delete row.'
52.					**Save**
53.				**Save**	
54.				Select the CQ Centre in the Drop down menu Click on 'Search/List' **The call will be saved as draft** and the call status will be shown as '**not approved'.**	

55.			If you want to '**modify**' the draft. (modification can be repeated as many times as you want)	Select the CQ Centre in the Drop down menu Click on 'Search/List'	
56.				Select the 'P.O. ' by clicking on the small circle on the extreme left of the row. A green dot will appear	
57.				Click on 'Modify' You can modify the details filled earlier except for the details in the top half i.e <u>above</u> Item description and 'Item No in PO/ BOM/ BBU'	
58.				To enter documents	Keep' Pop up allowed' on and click on 'docs'. Enter document details using the drop down menu and using add row. You can modify the documents by using the modify button in this screen. Select the row before modifying.
59.					Click '**save**'
60.				Click '**update**'	
61.			**To submit your call**	Select the CQ Centre in the Drop down menu Click on 'Search/List'	
62.				Select the 'P.O. ' by clicking on the small circle on the extreme left of the row. A green dot will appear	
63.				Click on 'Approve'	
64.				The selected call will again open	
65.				Go to bottom of the call and click on 'Approve'.	
66.				Select the CQ Centre in the Drop down menu Click on 'Search/List' Your Inspection request is now submitted and will be shown as '**Open**'	

67.			**To cancel the ‘Inspection request**	Select CQ Centre.	
68.				Click on ‘Search/List’	
69.				Select the ‘P.O. ‘ by clicking on the small circle on the extreme left of the row. A green dot will appear	
70.				Click on ‘Cancel’	
71.				The selected call will again open	
72.				Fill up reason for cancellation in the space provided	
73.				Go to bottom of the call and click on ‘Cancel’.	