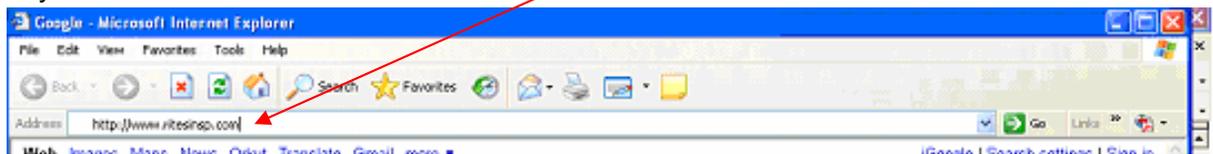


## STEPS FOR REGISTERING CALLS BY VENDORS

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](http://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.

Vendor Login Form	
VENDOR ID	<input type="text" value="6366"/>
PASSWORD	<input type="password" value="....."/>
<input type="button" value="Login"/> <input type="button" value="Change Password"/>	

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**.

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu LogOut

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

**MAIN MENU**

Update Vendor Data PO Registration Call For Inspection

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

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu LogOut

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

**VENDOR CALL REGISTRATION**

Case No.	<input type="text"/>	PO No.	01836
Call Date	09/09/2011		

To Search a Case-> Enter Case No. Or PO No. and Click on [Search] Button  
 To Register New Call --> Enter Case No then Click on [New Call] Button  
 To Edit Call --> Enter Case No or PO No. and Click on [Search] Button then Click on [Select]

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.

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu LogOut

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

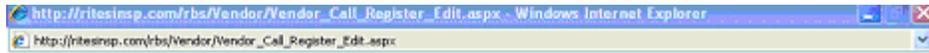
**VENDOR CALL REGISTRATION**

Case No.	<input type="text"/>	PO No.	01836
Call Date	09/09/2011		

To Search a Case-> Enter Case No. Or PO No. and Click on [Search] Button  
 To Register New Call --> Enter Case No then Click on [New Call] Button  
 To Edit Call --> Enter Case No or PO No. and Click on [Search] Button then Click on [Select]

Select	Case No.	PO No.	PO Date	Call Date	Call SNo.	Call Install No.	IE SName	Vendor	Status	Call Letter No/Dispatch Ref No.	Remark
<a href="#">Select</a>	N07060015	09061022101836	07/06/2007	11/04/2008	22	2	RKJ	ESCORTS LTD., (FARIDABAD)	Accepted		

- 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**)



- 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.

Call Register Form - Windows Internet Explorer

http://ritesinsp.com/rbs/Vendor/Vendor\_Call\_Register\_Form.aspx?Action=A&Case\_No=N07060015&DT\_RECEIPT=09/09/2011

Vendor CD: 6366 RITES INSPECTION SYSTEM [MainMenu](#) [LogOut](#)

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

### VENDOR CALL REGISTRATION

Case No.	N07060015	Call Date	09/09/2011	Call SNo.
Purchaser	51-SMM/P (4)/WR	Vendor	ESCORTS LTD.,	
Purchase Order Date	07/06/2007	Purchase Order No.	09061022101836	
Call Status	Marked	Region	Northern	
Date of Mark of call to IE	09/09/2011	Call Status date	09/09/2011	
Call Install No.	1	Expected Date of Inspection/Material Readiness Date.	09/09/2011	
Call Letter Number\ Dispatch Reference No.	CCE32	Call Letter Date (DD/MM/YYYY)	01/09/2011	

Remarks

Manufacturer's Information  Same As Vendor

Name of Manufacturer 6366  
ESCORTS LTD.,,(RAILWAY EQUIPMENTS DIVISION (06035), PLOT NO. 115 SECT

Place of Inspection (RAILWAY EQUIPMENTS DIVISION (06035), PLOT NO. 115 SECTOR-24

Contact Person's Name P KAPOOR Manufacturer Email infored@escortsed.com

Phone No. 9871094278 [Update Manufacturer's Contact Details.](#)

[Save](#) [Cancel](#)

Done Internet 100%

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 be placed. Enter the value under “Qty Offered Now” field and then Click on **[Update]** link to save the changes.

Call Register Form - Windows Internet Explorer

http://ritesinsp.com/rbs/Vendor/Vendor\_Call\_Register\_Form.aspx?Action=A&Case\_No=N07060015&DT\_RECEIPT=09/09/2011

Call Install No. 1 Inspection / Material Readiness Date. 09/09/2011

Call Letter Number \ Dispatch Reference No. CCE32 Call Letter Date (DD/MM/YYYY) 01/09/2011

Remarks

Manufacturer's Information  Same As Vendor

Name of Manufacturer 6366 ESCORTS LTD.,(RAILWAY EQUIPMENTS DIVISION (06035), PLOT NO. 115 SECTOR-24/FARID

Place of Inspection (RAILWAY EQUIPMENTS DIVISION (06035), PLOT NO. 115 SECTOR-24

Contact Person's Name P KAPOOR Manufacturer Email inford@escortsed.com

Phone No. 9871094278 Update Manufacturer's Contact Details

Cancel

	Item SNo.	Status	Item Desc	Consignee	Qty. Ord	Cumm Qty off Prev	Qty Prev Passed	Qty Offered Now	Qty Passed
<a href="#">UnMark</a> <a href="#">Update</a> <a href="#">Cancel</a>	1	Available	PISTON ASSEMBLY FOR HOLDING AND APPLICATION MAGNET VALVE TO ESCORTS DRG NO 1/53593(4A-	52-AMM/ (EMU)/WR/MAHALAXMI MUMBAI	98	0	0	23	0

javascript: \_\_doPostBack('grdCDetails\$ctl2\$ctl1','');

Internet 100%

- 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**

Menu Selection Screen - Windows Internet Explorer

http://ritesinsp.com/rbs/Vendor/Vendor\_Menu.aspx

Vendor CD: 6366 RITES INSPECTION SYSTEM [MainMenu](#) [LogOut](#)

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

**MAIN MENU**

Update Vendor Data PO Registration Call For Inspection

The following screen will be displayed:

http://ritesinsp.com - Vendor Purchase Order Form - Microsoft Internet Explorer

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu Logout

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

PURCHASE ORDER FORM

NEW PURCHASE ORDER

UPDATE EXISTING PURCHASE ORDER DETAILS

Ref No.  PO/Offer Letter No.  PO Date (DD/MM/YYYY)

To Edit/Delete a PO --> Enter Case No. & Click on "Modify PO"/"Delete PO" button  
To Search a PO --> Enter Ref No. or PO/Offer Letter No or PO Date and click on "Search PO" button

### 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.

http://ritesinsp.com - Vendor Purchase Order Form - Microsoft Internet Explorer

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu Logout

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

VENDOR PURCHASE ORDER FORM

Railway/Non-Railway

Agency/Client

Case To Be Registered At  Stock / Non-Stock (For Railways Only)

Purchase Order No.  PO Date (DD/MM/YYYY)\*

Purchaser   Select "Other" if desired Purchaser not found in the list and then Enter its details in the text box below

Remarks

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

http://ritesinsp.com - Vendor Purchase Order Form - Microsoft Internet Explorer

Vendor CD: 6366 RITES INSPECTION SYSTEM MainMenu LogOut

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

VENDOR PURCHASE ORDER FORM

Ref No.	n11080009		
Railway/Non-Railway	Railways		
Agency/Client	NORTHERN RAILWAY		
Case To Be Registered At		Stock / Non-Stock (For Railways Only)	Stock
Purchase Order No.	01111068102481	PO Date (DD/MM/YYYY)*	30/08/2011
Purchaser	NR	<input type="button" value="Search Purchaser"/> <small>Select "Other" if desired Purchaser not found in the list and then Enter its details in the text box below</small>	
Remarks	2731-NR/ACOS/TUGLAKABAD		

To get the RITES "Case No." Kindly E-mail a copy of Purchase Order in "PDF" format on the Email-Id mentioned above or Upload a scanned copy of Purchase Order in PDF format from here.

- 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.

http://ritesinsp.com - Vendor Purchase Order Details - Microsoft Internet Explorer

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	<input type="text"/> <input type="button" value="Search BPO"/> <p>Select "Other" if desired Bill Paying Officer/Paying Authority not found in the list and then Enter its details in the text box below</p>		
Consignee	<input type="text"/> <input type="button" value="Search Consignee"/> <p>Select "Other" if desired Consignee not found in the list and then Enter its details in the text box below</p>		
Quantity	<input type="text"/>	Unit Of Measurement	NUMBERS
Rate	<input type="text"/>	Base Value	<input type="text"/>
Discount Type	<input type="text"/> Value <input type="text"/>	Discount	<input type="text"/>
Excise Type	<input type="text"/> Value <input type="text"/>	Excise	<input type="text"/>
Sale Tax(%)	<input type="text"/>	Sale Tax	<input type="text"/>
Other Charges Type	<input type="text"/> Value <input type="text"/>	Other Charges (AMT)	<input type="text"/>
		Total Value	<input type="text"/>
Last Date of Supply (DD/MM/YYYY)	<input type="text"/>	Delivery Deadline Date (DD/MM/YYYY)	<input type="text"/>

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

- 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.**