Document Control Index Module
(Vendor Portal)
INDEX

1. INTRODUCTION .............................................................................................................3
2. FEATURES .....................................................................................................................3
3. SYSTEM REQUIREMENT ..............................................................................................3
4. BRIEF SYSTEM DETAILS ............................................................................................3
5. OPERATING DETAILS ....................................................................................................3
1. INTRODUCTION

Engineers India Limited (EIL), being a consultancy company depends heavily on the services of its suppliers, contractors, licensors etc. for various materials and equipments. The interaction between EIL and its vendors is critical to the successful completion of its projects. The traditional way of interaction where we make requests, exchange and approve documents offline as hard copies tends to consume a lot of unwarranted time and contributes a little to the standardization of the process. A step towards improvement, thus, was taken when the Vendor Document requirements (VDR) module was released which lets EIL personnel prepare a standardized VDR document online. To further enhance and streamline the essential interaction process the Document Control Index (DCI) module has been developed, which in tandem with VDR module, will completely put this process online.

Document Control Index Module (DCIM) is a web application that lets a vendor manage its orders online through a clean interface and via an intuitive workflow.

2. FEATURES

3. SYSTEM REQUIREMENT

   Hardware:

   ✓ Minimum CPU: Pentium IV
   ✓ Minimum RAM: 512 MB
   ✓ Broadband Internet Connection

   Software:

   ✓ All the modern browsers with JavaScript enabled (Recommended).
   ✓ Internet Explorer 7.0 or above with JavaScript enabled.

4. BRIEF SYSTEM DETAILS

   Document Control Index Module (DCIM) is a web application that lets a vendor manage its orders online through a clean interface and via an intuitive workflow.

5. OPERATING DETAILS

   To use the application, the user has to visit the following URL through its browser:

   http://edocx.eil.co.in/vportal/
On doing that, a login screen will appear on which the user can enter its credentials and assume one of the four different roles.

After logging in, the user can see information under four different tabs. The Type of information is as evident from the name of the tabs.
The vendor can acknowledge an order listed under the first tab and assign a new or existing manager after agreeing to the terms & the conditions.

After the process of acknowledgment and assigning a manager is complete, an email containing personal credentials is sent to the one who is assigned and he may login from the same home page to create a schedule.
Once the manager logs in, he or she will be able to download the documents published to him or her in his or her particular orders, from the home screen.

He may create a new schedule against a particular order by going into ‘Document Submission Schedules (DCI)’ section in the ‘DCI’ dropdown menu and initiating the activity against a particular order.
He or she may list the documents they plan to submit by clicking the ‘List Document’ link against the particular document category. The manager has to provide a unique document number, a document title, a tag number if applicable, scheduled date of submission of the document, remarks if there are any and then press ‘Add’ button. To list a document in another category, the user has to close this form and open the form corresponding to the new category by clicking the ‘List Document’ link against it.
Once the documents have been listed, the manager must submit the DCI in order for the changes to be reflected to EIL. The user may do so by clicking the ‘Submit’ link against the order.

Once the documents have been listed on this interface and the session has been terminated, the manager can further add to his or her schedule by clicking ‘Edit’ link against the order until EIL locks it for further editing. When EIL has locked a particular DCI for further editing, he or she will be able to see that schedule in the ‘Locked’ tab section.
In that case, if the manager so wishes to change the list of document for some category or categories, he may raise a request to EIL for unlocking those categories by clicking ‘Submit Request for Unlocking the Schedule’ and writing the reasons for unlocking against each category he wishes to be unlocked.

If the request thus raised, is approved, the manager can find his schedule under the ‘Editable’ section, but only the unlocked categories will be visible to him this time. He may delete the documents in those categories which have not been approved already apart from adding new documents.
Meanwhile, the manager can start uploading documents against the approved part of his schedule by going to the ‘Upload Scheduled Documents’ link in the ‘DCI’. The number of documents uploaded against each title is shown in the parenthesis.
The manager can upload archived final documents by going to the ‘Upload Final Documents’ section in the ‘DCI’ dropdown menu. He or she has to provide a Lot number for the same.
The manager can also upload unscheduled documents through the ‘Upload Unscheduled Documents’ link in the same menu though this practice is highly discouraged.

The manager can also view reports for the schedule status and the document exchange status in the ‘View Reports’ of the ‘DCI’ dropdown menu.
### Schedule Status

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Document Number</th>
<th>Document Title</th>
<th>Tag No.</th>
<th>Document Category</th>
<th>Submit Date</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7000671972</td>
<td>Electrical Block Diagram</td>
<td>Not</td>
<td>Per Review</td>
<td>16-Jan-2015</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>7000892026</td>
<td>Symbol Legend PID</td>
<td>Not</td>
<td>Per Review</td>
<td>23-Jan-2015</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>7000920242</td>
<td>General Arrangement Motor</td>
<td>Not</td>
<td>Per Review</td>
<td>08-May-2016</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>7000920222</td>
<td>General Arrangement Mains Terminal Box</td>
<td>Not</td>
<td>Per Review</td>
<td>08-May-2016</td>
<td>-</td>
</tr>
</tbody>
</table>
If the manager may wish to raise a Concession or Deviation request with EIL, he or she may do so by going to the ‘Submit Concessions/Deviations Request’ link in the ‘C&D’ dropdown menu, filling the laid out form and submitting the same.

The manager may track the status of the request by going to the ‘View Concessions/Deviations Request’ link in the ‘C&D’ dropdown menu. They may also take a print out of the Approved or Rejected request.
The manager can fill the Manufacturing Spares Details by going to the ‘Fill MSD’ section. There, he or she has to select the Job number, the Order number and the Item no. to get to the corresponding form.

Form the ‘Help’ dropdown menu, the manager may download the user manual, add emails for notifications, raise a ticket on the helpdesk and change his or her password.
Meanwhile, the marketing team of the vendor or contractor may log in to reassign the manager to a particular order.
They may view the assignment history.

And download the documents pertaining to all the orders that have been placed on them.