

<b>INTRODUCTION .....</b>	<b>2</b>
<b>1. MPR .....</b>	<b>3</b>
<b>1) Vendor Sign-Up .....</b>	<b>3</b>
<b>2) Dashboard.....</b>	<b>4</b>
<b>3) MPR Master Fields .....</b>	<b>7</b>
<b>4) MPR Entry Fields.....</b>	<b>11</b>
<b>5) MPR Final Reports .....</b>	<b>13</b>

# **INTRODUCTION**

The vendor payment portal integrated with ERP is being developed and implemented to address the challenges faced by DMRC vendors. The main scope of the system is to empower DMRC vendors & employees with the following objectives:

New vendors can be registered after proper validation of contract parameters like LOA/PO number. Every request generated by the vendor will go through an approval process by the executive and finance at the DMRC. This approval process will be designed in a way where the nodal officer will have the flexibility to send it back to the vendor if any discrepancy is found in their info else forward it to the concerned user for verification.

Upon successful registration, the vendor will have a variety of options to move forward within the vendor portal. These options include BOQ upload, change in information, bill upload, and PO variation. The vendor will also be able to check their transaction status on the portal on each of the screens on which the request has been submitted.

Vendors can view, create, and maintain bills & payment data anytime, anywhere through a web browser. This will reduce the effort & time for processing vendor payments. It will also help vendors with better traceability, ~~and~~ visibility and reduce physical document data entry, movement, and printing.

The vendor payment portal shall work as a seamless interface between the contractor, the executive, and the finance to carry out all billing processes before posting the final certified invoice to the ERP by the finance department.

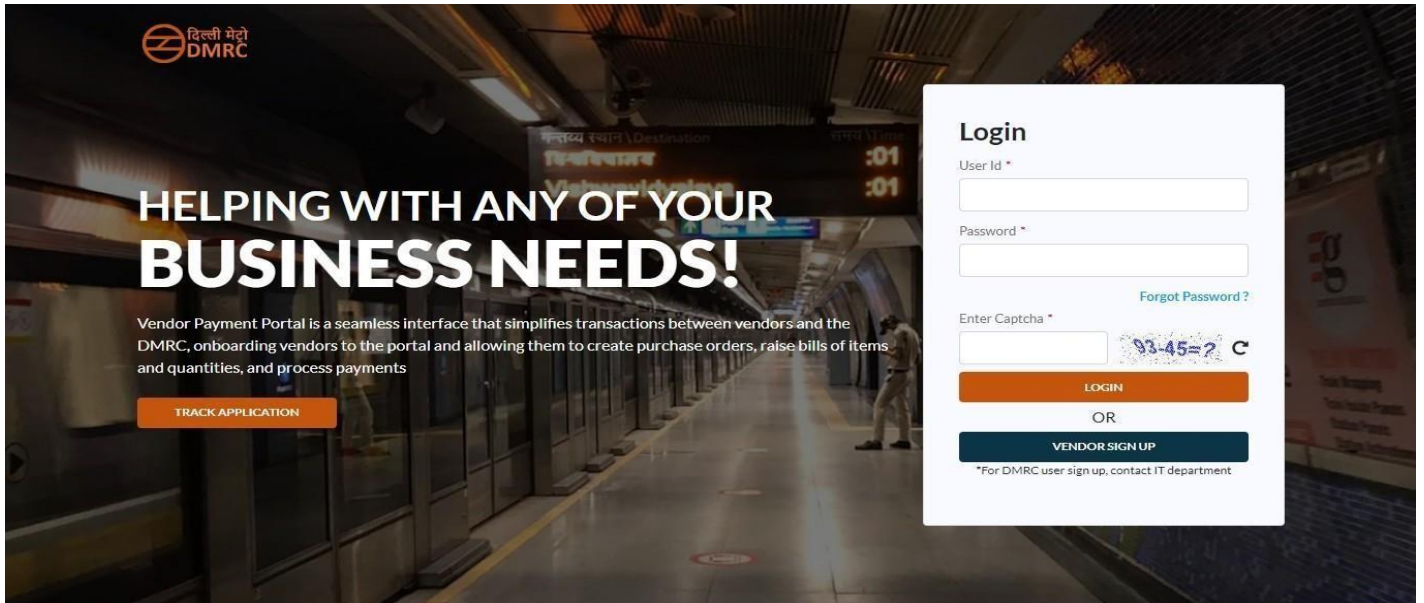
VPP will also be sending SMS and email notifications to the vendor on each step as and when required along with necessary details.

MPR module is where all the monthly progress reports generate based on the master, entry fields. Respective user will be able to enter the master data, that further will be approved by Dy HOD user and the same procedure will follow in the MPR entry fields records where records will be created based on the master data without entering any data manually.

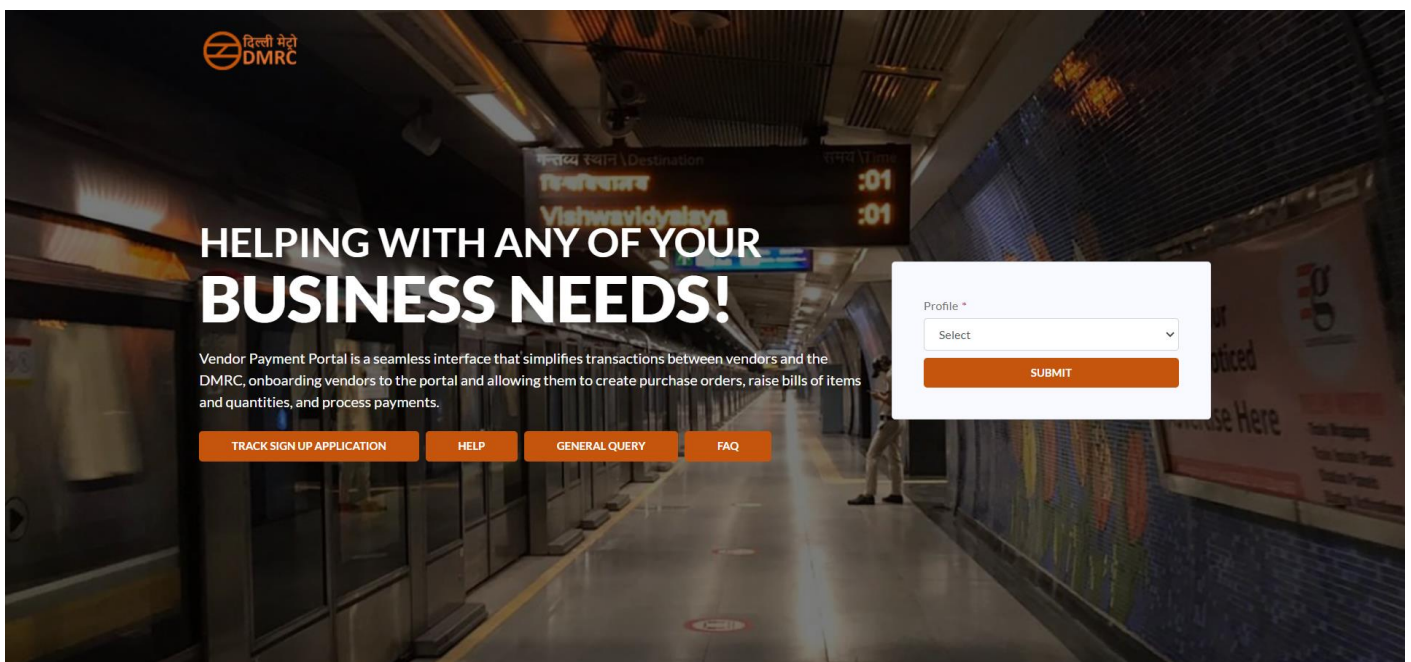
# User Manual for MPR

## 1. USER SIGNUP SCREEN

MPR users such as supervisor, Dy HOD, HOD department, Dy GM, GM planning, DW and DP will be logged into the portal using this screen



This screen will appear if the logged-in user has multiple profiles, such as Supervisor and Nodal Officer. The user must select a profile from the drop-down menu and click the submit button to continue. Users with a single profile will be logged in directly to the Dashboard without seeing this screen.



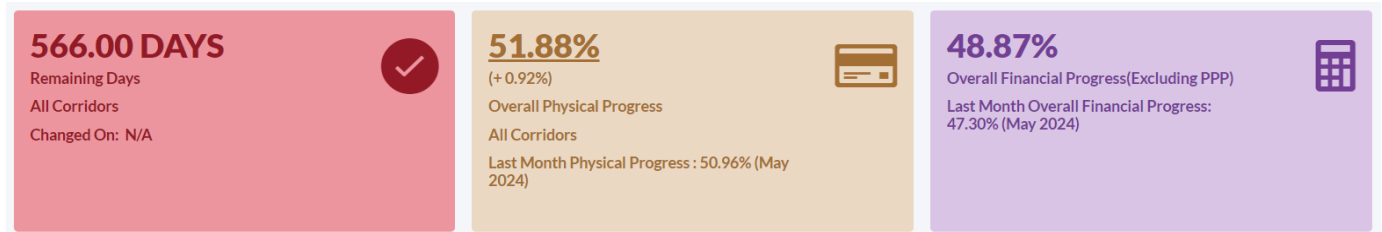
## 2. DASHBOARD

- Dashboard
- MPR Master Fields
- MPR Entry Fields
- MPR Final Reports



## Workflow pointers:

Users can perform a search by selecting the values from the given drop-down such as Projects, Corridor, Month, and Year. Based on the filter parameters, the graphs will show the updated data/charts/graphs. By default, current month data will be shown.



### **Remaining Days:**

The remaining days depict data from the revised corridor details modules based on scheduled completion (month & year) and current date.

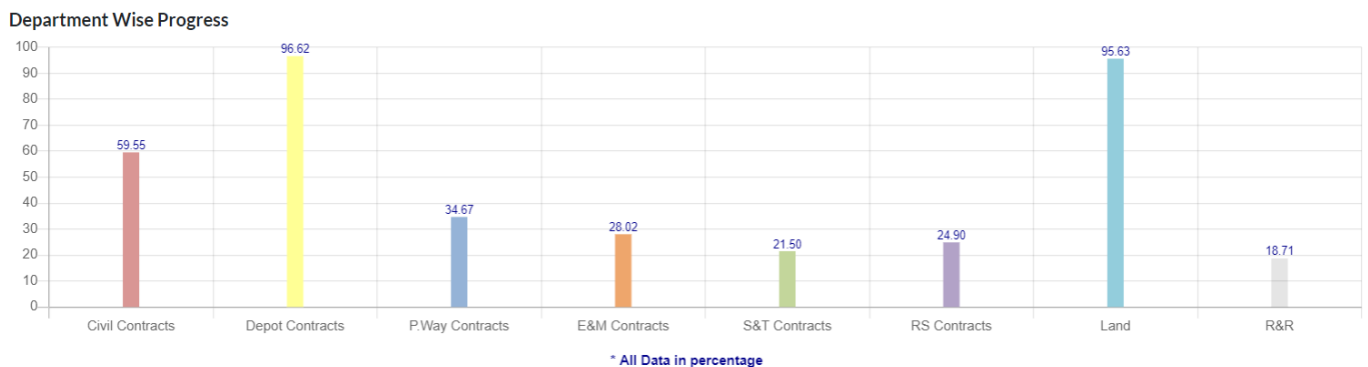
### **Overall Physical Progress:**

Overall Physical Progress depicts data from Package Wise Progress (Contract Type such as Civil Contract, Depot Contract, P. Way Contract, E&M Contract, S&T Contract, RS Contract), Land Acquisition and Resettlement & Rehabilitation based on Project, Corridor, Month, and Year filters.

### **Overall Financial Progress (Excluding PPP):**

Overall Financial Progress (Excluding PPP) values depict data from the 'Finance Progress % of sanctioned cost fields of Project cost & Means of Finance Module.

### Department Wise Progress:



**Department Wise Progress** graphs show data from the 'Corridor Progress' fields of the Package-wise Progress Module based on Contract Types like Civil Contract, Depot Contract, P. Way Contract, E&M Contract, S&T Contract, and RS Contract.

## Expenditure:

Expenditure (₹ in Crore):

2024-25

Head	For the current Financial Year		Expenditure upto July 2024-25		Financial progress(Including PPP)	
	Budgeted Expenditure Upto July 2024-25	Actual Expenditure Upto July 2024-25	Budget Expenditure	Overall Expenditure	Upto July 2024-25	In the last month
JICA	1005.69	749.13	5401.67	3953.52	49.51 %	48.04 %
NON-JICA	994.36	594.36	11880.15	8399.30		
TOTAL	2000.05	1343.49	17281.82	12352.82		

Expenditure is divided into two parts:

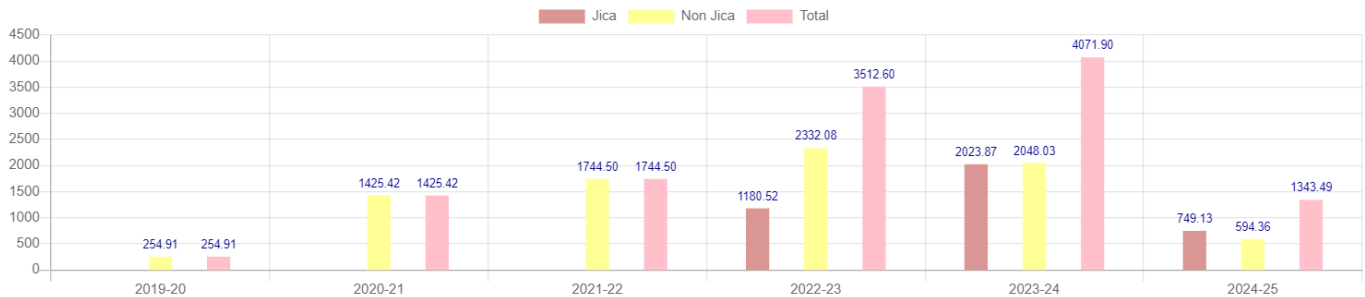
1. JICA Expenditure Trend (₹ in Crore)
2. NONJICA Expenditure Trend (₹ in Crore)
  - A. JICA Budgeted Expenditure for Current Financial Year – This shows the Current year JICA budget Expenditure from the Month with the budget Expenditure module.
  - B. NON-JICA Budgeted Expenditure for Current Financial Year – This shows the Current year NON-JICA budget from the Month with the budget Expenditure module.
  - C. JICA Actual Expenditure for Current Financial Year - This shows the Current year JICA Actual Expenditure from the Month with the budget Expenditure module.
  - D. NON-JICA Actual Expenditure for Current Financial Year - This shows the Current year NON-JICA Actual Expenditure from the Month with the budget Expenditure module.
  - E. JICA Budgeted Expenditure up to Current Financial Year – This shows the Total Budget JICA Expenditure up to the current Financial Year from the Month with the budget Expenditure module.
  - F. NON-JICA Budgeted Expenditure up to Current Financial Year – This shows the Total Budget NON-JICA Expenditure up to the current Financial Year from the Month with the budget Expenditure module.
  - G. JICA Overall Expenditure up to Current Financial Year – This shows the Total Actual JICA Expenditure up to the current Financial Year from the Month with the budget Expenditure module.
  - H. NON-JICA Overall Expenditure up to Current Financial Year – This shows the Total Actual NON-JICA Expenditure up to the current Financial Year from the Month with the budget Expenditure module.

### Monthly Expenditure Trend:

In Monthly Expenditure, the graph of every month shows Actual Expenditure from the month-wise budget based on a financial year filter which shows the graph of a maximum of 3 financial years at once.

### Total Expenditure for the year:

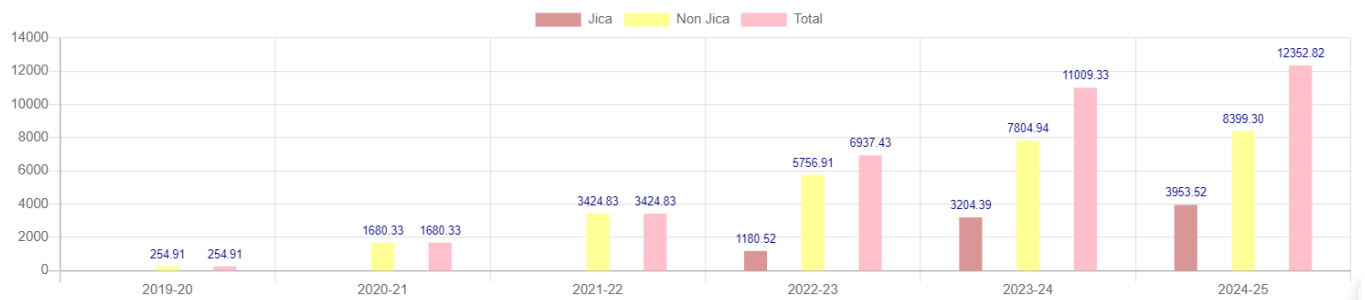
Total Expenditure for the year (₹ in Crore)



Total Expenditure for the year is shown in the graph of Every Financial year which shows JICA Actual Expenditure, Non JICA Actual Expenditure, and Total JICA- Non JICA Expenditure is shown in the Monthly wise budget module which shows the graph of Every financial year. once in a while.

### Cumulative Expenditure:

Cumulative Expenditure (₹ in Crore)



Cumulative Expenditure shows the graph of every financial year which shows JICA Actual Expenditure, Non JICA Actual Expenditure, and Total JICA- Non-JICA Expenditure which shows the expenditure by adding the Expenditure of the last financial year to the current financial year. This is from the Monthly wise budget module which shows the graph of every financial year at once.

### 3. MPR MASTER FIELDS



#### **Workflow pointers:**

There are two user levels: Supervisor and Dy HOD.

- The Supervisor can add or edit requests in the master records, which are then sent to the Dy HOD for approval or rejection. Dy HOD users can either approve or reject these requests.
- Dy HOD users may also edit details before making a decision.
- If rejected, the request will be returned to the supervisor for correction.
- If approved, the request is visible to the Supervisor with the status as Approved
- MPR Master field reports cannot be altered if the MPR Entry Field report is in the process of approval.



For example:  
Supervisor User - Employee Wing Master – Create a new screen

**Create - Employee Wing Master**

Employee Code \*  Employee Name \*  Department \*  Designation \*

Profile \*  DOJ \*   Category \*

Type Of Employment \*  Posted Under \*  Status \*

Select Dy. HOD \*

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After adding a record, it will show like below with the status as Pending.

**Master - Employee Project Wing**

Show  entries Search:

SrNo.	Employee Code	Employee Name	Department	Type Of Employment	Profile	Category	Designation	DOJ	Posted Under	Posted Since	Action
1	15605	ANKUSH.	ACCOUNTS	Permanent	Non Technical	Non Executive	ACCOUNT ASSISTANT	02/ Sep/2016	GENERAL MANAGER/ ELECTRICAL/ PATNA		Pending
2	10001	AMITY TEST	BHADRA	Contract	Technical	Executive	AM/E&M	03/ Jul/2024	55555		Pending

The DY HOD user can view the request generated by the Supervisor for the Employee Project Wing below.

**Master - Employee Project Wing**


Show  entries Search:

SrNo.	Employee Code	Employee Name	Department	Type Of Employment	Profile	Category	Designation	DOJ	Posted Under	Posted Since	Action
1	15605	ANKUSH.	ACCOUNTS	Permanent	Non Technical	Non Executive	ACCOUNT ASSISTANT	02/ Sep/2016	GENERAL MANAGER/ ELECTRICAL/ PATNA		<input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

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Clicking the edit button allows the Dy HOD user to either approve the request by selecting "Submit for approval" or reject it by choosing "Return." Dy HOD users may also edit details before making a decision.

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**Create - Employee Wing Master**

Employee Code *	Employee Name *	Department *	Designation *
<input type="text" value="15605"/>	<input type="text" value="ANKUSH."/>	<input type="text" value="ACCOUNTS"/>	<input type="text" value="ACCOUNT ASSISTANT"/>
Profile *	DOJ *	Posted Since	Category *
<input type="text" value="Non Technical"/>	<input type="text" value="02/Sep/2016"/>	<input type="text" value="dd/MM/yyyy"/>	<input type="text" value="Non Executive"/>
Type Of Employment *	Posted Under *	Status *	
<input type="text" value="Permanent"/>	<input type="text" value="GENERAL MANAGER/ELECTRICAL/PATNA"/>	<input type="text" value="Active"/>	

Remarks

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- Dashboard
- MPR Master Fields
  - 1. Employee Project Wing
  - 2. FCA Status
  - 3. Resettlement & Rehabilitation
  - 4. Tree Cutting
  - 5. Land Requirement
  - 6. Utility Shifting
  - 7. Legal Entry
  - 8. Safety Department
- MPR Entry Fields
- MPR Final Reports

## 4. MPR ENTRY FIELDS



### Workflow pointers:

There are 7 user levels: Supervisor, Dy HOD, HOD Department, Dy GM, GM Planning, DW and DP

- The MPR Enter Fields report will display the data from the MPR Master reports which is in the approved state. If the MPR Master report is not approved, then the system will show the data in Entry reports but no action is allowed until the respective request gets approved in the MPR Master fields and vice versa.
- MPR Master field reports cannot be altered if the MPR Entry Field report is in process state cum not approved
- One request can be processed at a time in the Entry report.
- Reject case, it will work in reverse order except if DP and DW users reject then the request will go

to GM planning, and when the DP user approves it, the request will go to GM planning directly with only the option to approve it.

- Only the DP user can approve any request that will further go to GM planning for the final approval.

- There are 5 master reports using which the dynamic data is managed on the entry reports. Those reports are Project Details, Corridors, Sections, Contract Discipline, and Contract linking. Users can perform operations like add, edit, and delete on the above 5 masters as and when needed.

For example:

### Supervisor User - Employee Wing Master – Details of Employee in Project Wing

DMRC

Details of Employee in Project Wing

January 2023

S.No.	Category	Deputation		Contract		Permanent		Adviser/Consultant		Re-employed		Total		
		Executive	Non-Executive	Executive	Non-Executive	Executive	Non-Executive	Executive	Non-Executive	Executive	Non-Executive	Executive	Non-Executive	Total
1	Technical	6	0	3	1	2	1	0	2	1	1	12	5	17
2	Non-Technical	0	0	0	2	1	0	0	0	0	0	1	2	3
<b>Total</b>		<b>6</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>7</b>	<b>20</b>

Select Dy. HOD \*  
Select User

SAVE

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On clicking on hyperlinks like 6 or 3, the system will show the exact no of records with details information as below

Master - Employee Project Wing

Print

Show 10 rows

Search: Search here

SrNo.	Employee Code	Employee Name	Department	Type Of Employment	Deputation From Which Department	Profile	Category	Designation	DOJ	Posted Under	Posted Since
1	12345	AMIT SINGH	Traction L1	Contract	N/A	Technical	Executive	AM/E&M	21/ Dec/2023	ASFSFGD	27/ Dec/2023
2	55556	BHADRA	TEAM MEETING ONE	Contract	N/A	Technical	Executive	AM/IT	15/ Apr/2024	123	15/ Apr/2024
3	12	BHADRA	TEAM MEETING ONE	Contract	N/A	Technical	Executive	AM/IT	23/ Jul/2024	SASFASDASASd	

Showing 1 to 3 of 3 entries

## 5. MPR FINAL REPORTS



- Dashboard
- MPR Master Fields <
- MPR Entry Fields <
- MPR Final Reports ▾
  - 4. Project Sanction Details
  - 5. Revised Corridor Details
  - 6. Project Cost and Means of Finance
  - 7. Month Wise Budget and Expenditure(JICA,Non JICA)
  - 8. Cumulative Fund Availability
  - 9 A. Land Req Department Wise Permanent
  - 9 B. Land Req Department Wise Temporary
  - 10. Land Acquisition Corridor Wise
  - 11. Tree Cutting Status

### Workflow pointers:

- The MPR Final Reports display the request as soon as it enters in the portal with the current status.

- Every request is user-specific and the system will show the request to the user accordingly.
- Also included filters at the top for searching by Month and Year.