

Important Instructions for Vendors

1. Please use same USER ID & PASSWORD which have been allotted for PIMS for opening of IR.
2. Please read the instructions carefully before filling up the IR details on line.

For Support call on: 0522-2465743
Timings: Monday to Friday (10am - 5pm)

Help for filling Online Inspection Request Form

(1) STEPS FOR WAGON BUILDERS:

- (a) Fill "PO details": First of all, wagon builders have to fill PO (MOTHER PO) details and upload PO copy in pdf form. One has to choose Railway Board or Others (in case of private other) against "Railway" option. In case of private order, receipt of payment has to be uploaded. Choose **Wagon builder** against select category, **correct type of wagon** against select Sub category and **particular Wagon** against select wagon/Others. Then, enter **qty** ordered and **rate** and after click check box, then submit. Thus, PO details registered with the IRMS.
- (b) FILL "INSPECTION REQUEST FORM": One has to select reference PO, which will be available by default what the PO registered with IRMS. Select Inspection agency, fill details of Inspection charges and upload the documentary evidence (if applicable) etc. Fill "Internal PO Details" and upload the internal PO. Select the firm's name on which IR is to be opened. Choose exact firm's address what mentioned in the RDSO vendor directory against the item for which IR is to be opened. Choose **Director of zone** on which the wagon builder falls against "concerned zonal director for IR approval" option. Then click next. Select Item, fill description of item what exactly required, offered qty, drawing no., rate and delivery date etc and upload annexure if applicable and submit. After submitting IR, the same will be sent to concerned director for further processing.

(2) STEPS FOR VENDORS OTHER THAN WAGON BUILDERS:

- (i) **CASE-I: IR received in hard copy duly approved and signed by Zonal director/SIO from other vendors:**
 - (a) **Start with Fill "PO details":** First of all, vendors have to fill received IR details in mother PO details and upload IR copy in pdf form. One has to choose **Inspection request case** against "Railway" option. Choose **Other than Wagon builder** against select category, **correct type of rolling stock such as Coaching, Freight or Locomotive** against select Sub category, **System (Air Brake System or CBC or Bogie etc)** against select wagon/Others and finally choose **exact item** in drop menu what they got order through said IR. Then, enter **qty** ordered and **rate** and after click check box, then submit. Thus, IR details registered with the IRMS.
 - (b) **FILL "INSPECTION REQUEST FORM":** One has to select reference PO, which will be available by default what the IR registered with IRMS. Select Inspection agency, etc.

One has to choose **Inspection request case** against “Railway” option and so on as explained above in 1(b).

(ii) Case II: IR received on line i.e without signature on IR:

(a) Directly start with Fill “INSPECTION REQUEST FORM”: Select reference IR (No. what the vendor has given approved IR) which will be available by default. Select Inspection agency, etc. One has to choose **Inspection request case** against “Railway” option and so on as explained above in 1(b).

(iii) Case-III:PO received from Zonal Railways/PUs:

(a) Start with Fill “PO details”: First of all, vendors have to fill received PO details in mother PO details and upload PO copy in pdf form. One has to choose **Zonal Railways/Pus** against “Railway” option. Choose **Other than Wagon builder** against select category, **correct type of rolling stock such as Coaching, Freight or Locomotive** against select Sub category, **System (Air Brake System or CBC or Bogie etc)** against select wagon/Others and finally choose **exact item** in drop menu what they got order from Zonal Railways/PUs. Then, enter **qty** ordered and **rate** and after click check box, then submit. Thus, PO details registered with the IRMS.

(b) FILL “INSPECTION REQUEST FORM”: One has to select reference PO, which will be available by default what the PO registered with IRMS. Select Inspection agency, etc. One has to choose **Zonal Railways/PUs** against “Railway” option and so on as explained above in 1(b).

(3) Important Instructions:

(a) Annexure must contain Item description, drg no. Qty, has to be signed and sealed and then upload. Annexure to be uploaded in case of item “ Paint, Wire, Pipe & Pipe joints, CRF, Graduated release air brake system, nylon bush, Spring steel rounds to material Gr. 52Cr4 Mo2V, Spring steel rounds to material Gr. 60Si7, Hot Coiled Helical springs , Silico- Manganese & Manganese Steel Liners & Wear Plates for Bogie and Couplers, Lock bolts/Huck bolts with correct qty with correct set..

(b) In Case of RITES Inspection, please tick check box “In case of RITES inspection, forward to GGM/RITES to arrange necessary inspection & certification of stores mentioned above”.

(4) Other Features:

- a) Status of IR can be traced.
- b) Vendors can see and print approved IR from “Received Purchase order” option.
- c) SMS & e mail will be provide after sending IR for approval and while receiving approved IR.
- d) Approved IR and attached annexure will be shown as “Approved” in water mark.