

# MGP Process Flow Snapshot

Bringing IN material of Vendor (Form 157/158)			
Step	Role	Link	Task
1	Vendor	Portal <a href="http://www.sail-bhilasteel.com-Unified gate Pass System">www.sail-bhilasteel.com- Unified gate Pass System</a>	Creation of request by vendor for bringing <b>IN</b> material (157/158)-single or multiple WO.
2	OA	BSPHOME → Applications → <a href="#">New CLMS (MGP Approval)</a>	To approve/reject the request of vendor
3	Vendor	Portal <a href="http://www.sail-bhilasteel.com-Unified gate Pass System">www.sail-bhilasteel.com- Unified gate Pass System</a>	Create Material Gate Pass (MGP) and print (one copy) from the above approved request
4	CISF	SAP	e-Routecard creation (Tcode-ZCM102A), physical checking and Vehicle Gate entry(Tcode-ZCM103A)
5	Vendor	Manual Process	Shifting of the material to the site
6	OA	SAP	Material receipt in SAP(Tcode-ZCM_OA)
7	CISF	SAP	Vehicle Out in SAP(Tcode-ZCM103A)

Sending OUT material of Vendor (Form 158R)			
Step	Role	Link	Task
1	Vendor	Portal <a href="http://www.sail-bhilasteel.com-Unified gate Pass System">www.sail-bhilasteel.com- Unified gate Pass System</a>	Creation of request by vendor for bringing <b>OUT</b> returnable material already entered thru 158 IN.
2	OA	BSPHOME → Applications → <a href="#">New CLMS (MGP Approval)</a>	To approve/reject the request of vendor
3	Vendor	Portal <a href="http://www.sail-bhilasteel.com-Unified gate Pass System">www.sail-bhilasteel.com- Unified gate Pass System</a>	Create Material Gate Pass (MGP) from the above approved request
4	CISF	SAP	e-Routecard creation (Tcode-ZCM102A), physical checking and Vehicle Gate entry(Tcode-ZCM103A)
5	Vendor	Manual Process	Loading of the material from the site to the vehicle
6	CISF	SAP	Returnable Material Entry in SAP(Tcode-ZCM105A), Vehicle Out in SAP(Tcode-ZCM103A)

Manual for  
Operating  
Authorities(OA)

# 1. OA Login



### CLMS LOGIN

**(Please login thru your e-Suraksha credentials)**

Username\*

Password (Use e-Suraksha password)\*

**LOGIN**

**OA Needs to Login to CLMS System login using registered ID/Password.(Same as E Suraksha login/password)**

**[http://10.145.8.22/services/cls/login\\_bsp.jsp](http://10.145.8.22/services/cls/login_bsp.jsp)**

## 2. Approve/Reject MGP Request

- Vendor needs to create an MGP Request detailing all the materials with Quantities, for Both taking material inside and outside the Plant.
- The request is created by the Vendor in the Vendor module MGP System.
- Each request has to be approved by the OA , before a MGP Document can be Generated by the Vendor using that request

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Operating Authority	MIS/REPORT	Logout
Update WorkOrder		
Attendance entry/edit		
Monthly Wages monitoring		
<b>Approve MGP Request</b>		
Labour Shifting		
Labour Return		

Registered for following Roles/WorkOrder Categories

ROLE	UNIT/CATG
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Developed by C&IT, BSP

1. Go to Approve MGP Requests

# Material Gatepass Approval Requests List

Logged in as 401290

## Requests Pending for Approval

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_CR_DT	SUBMIT_DT
1	<a href="#">2400000262</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	05/11/2024	05/11/2024
2	<a href="#">2400000256</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	05/11/2024	05/11/2024

1. Click on Request No to Open New page for Approval

## Previously Approved Requests

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_STATUS	REQ_CR_DT	SUBMIT_DT	APPR_DT	Action
1	<a href="#">2400000264</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Approved	05/11/2024	05/11/2024	05/11/2024	Cancel
2	<a href="#">2400000263</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Final	05/11/2024	05/11/2024	05/11/2024	
3	<a href="#">2400000261</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Final	05/11/2024	05/11/2024	05/11/2024	
4	<a href="#">2400000258</a>	Form 157 (Non Returnable - NR )	06/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Approved	05/11/2024	05/11/2024	05/11/2024	
5	<a href="#">2400000253</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Final	05/11/2024	05/11/2024	05/11/2024	
6	<a href="#">2400000252</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Cancelled	05/11/2024	05/11/2024	05/11/2024	

# Material Gatepass Approval Request Details

Logged in as 301809

Approve Req Reject Req Back to Req List

## Request Details

REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_STATUS	REQ_CR_DT	SUBMIT_DT
2400000134	Form 157 (Non Returnable - NR )	11/05/2024	4270009124	DEPLOYMENT OF PMI MACHINE	1000000149	DHIRAJ TRADERS	Approved	08/05/2024	

2. Click on 'Approve Req'/'Reject Req' button to approve Reject Request

## Itemwise Request Details

Save Approved Qty

S No	MAT_CD	MAT_RETURN	COUNTABLE	REQ_QTY	APPR_QTY	APPR_STATUS	APPR_REMARKS
1	0	N	Y	100	100	Approved	
2	0	N	Y	50	50	Approved	
3	0	N	Y	80	80	Approved	
4	0	N	Y	200	200	Approved	

1. Enter Approved Quantity and Remarks(if Req) And Press 'Save Approved Qty Button'

\*\*\*\*Note – If 'Approve Req'/'Reject Req' button is pressed without entering any individual Quantities, then the complete will be Accepted as it is or completely Rejected.

## 2. Viewing Old Approve/Rejected Requests

# Material Gatepass Approval Requests List

Logged in as 401290

## Requests Pending for Approval

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_CR_DT	SUBMIT_DT
1	<a href="#">2400000262</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock breake	1000070299	SAT KARTAR MINING & ALLIED SERVICES	05/11/2024	05/11/2024
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Old Requests are shown in this section of the 'Approve MGP Request' Screen

## Previously Approved Requests

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_STATUS	REQ_CR_DT	SUBMIT_DT	APPR_DT	Action
1	<a href="#">2400000264</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock breake	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Approved	05/11/2024	05/11/2024	05/11/2024	Cancel
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5	<a href="#">2400000253</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock breake	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Final	05/11/2024	05/11/2024	05/11/2024	
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1. Click on Any Request to Open New page to show old Req Details

## 2. Cancelling an already Approved Request

- Only 158 OUT/RX type Requests are allowed to be cancelled
- They can only be cancelled before they are linked to a Material Gatepass(MGP)

# Material Gatepass Approval Requests List

Logged in as 401290

## Requests Pending for Approval

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_CR_DT	SUBMIT_DT
1	<a href="#">2400000262</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	05/11/2024	05/11/2024
2	<a href="#">2400000256</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	05/11/2024	05/11/2024

Cancel Option Appears on the 'Approve MGP Request' Screen, for eligible RX type Requests which have not yet been linked to an MGP.  
 1. Click 'Cancel' Button to Open a new Screen to view Request Details to Cancel.

## Previously Approved Requests

S No	REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_STATUS	REQ_CR_DT	SUBMIT_DT	APPR_DT	Action
1	<a href="#">2400000264</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Approved	05/11/2024	05/11/2024	05/11/2024	<a href="#">Cancel</a>
2	<a href="#">2400000263</a>	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock break	1000070299	SAT KARTAR MINING & ALLIED SERVICES	Final	05/11/2024	05/11/2024	05/11/2024	
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# Material Gatepass Approval Request Details

Logged in as 401290

Cancel Req

Back to Req List

## Request Details

REQNO	REQ_TYPE	REQ_DT	WO_NO	WO_DESC	VENDOR_NO	VENDOR_NAME	REQ_STATUS	REQ_CR_DT	SUBMIT_DT
2400000264	FORM 158 (Exit of Returnable - RX)	05/11/2024	4270015065	Hiring of excavator with 20T Rock breake	1000070299	SAT KARTAR MINING & ALLI SERVICES			05/11/2024

1. Click on 'Cancel Req' for Cancellation.

## Itemwise Request Details

S No	MATERIAL	UNIT	MAT_RETURN	COUNTABLE	REQ_QTY	APPR_QTY	APPR_STATUS	APPR_REMARKS
1	WEB CAMERA IBALL	NO	Y	Y	<input type="text" value="25"/>	<input type="text" value="25"/>	Approved	<input type="text" value="25"/>
2	SCANNER HP	NO	Y	Y	<input type="text" value="15"/>	<input type="text" value="15"/>	Approved	<input type="text" value="15"/>
3	PENDRIVE SCANDISK	NO	Y	Y	<input type="text" value="25"/>	<input type="text" value="25"/>	Approved	<input type="text" value="25"/>

## 4. Further Process

- Once Approved the request is linked by the Vendor to an MGP Document via the Vendor module MGP System, and that document is carried along with the material to the Plant Gate.
- CISF checks the documents and the physical Material and records the entry/exit of Material in SAP system
- The OA is required to receive the incoming material in SAP system. If the material is returnable (158 IN type request), then without receipt of material by OA in SAP, request to take the material out cannot be generated in Vendor module MGP System.