

Vendor Pass

MORMUGAO PORT TRUST Hello NARESH! Vendor Pass Log off

Vendor Or Contractors

Name of the Department *	-- Select --	Pass Type *	-- Select --
Type of Visitors *	-- Select --	Purpose of Visit *	-- Select --
Others		Others	
Company Name *		Vendor Mobile number *	
Vendor Email *		Work order *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ref Doc No./PO No/Work Order No		Work order copy	<input type="button" value="UPLOAD COPY"/>
Detail of Equipment/Material		Work order validity upto	Valid Till
No Of Person	-- Select --	Remarks	
From Date *	26/03/2017	No Of Vehicle	-- Select --
Area Of Access	None selected	To Date *	26/03/2017

Payment Cash Free

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- This screen is used to apply pass request for vendors or contractors by departments inside port.
- Here all the required fields are entered.
- Work order copy is uploaded by clicking on upload copy option.
- Here you have option namely
 - a) Cash
 - b) Free
- Once everything is selected save button is clicked.
- Now a mail will be sent to the vendor along with a link.
- Linking on the link the vendor will have to enter the details of the person visiting and vehicle details.
- Once it is added it will be sent for approval.
- Once approved a mail will be sent to vendor along with a link.
- Clicking on the link will lead you to payment screen.
- Here you have 2 options e-cash or cash option.
- If the amount is more than 1000rs case option is not available.
- Once the payment is made pass request is generated.

