Steps to change status of PR

1. Go to below URL

http://prtopo.ncml.com/admin

NCML Pr to PO Admin Panel
Login Username: Password: ●) Login
Usemame: Password:

2. Enter username & password

Username : <u>anuj.v@ncml.com</u> Password : ncml@123

	Company Name		=	😫 Welcome, Anuj Kumar 🗸
			PR to PO Dashboard	
8	Anuj Kumar Purchase-Committee		🛓 Total Users 🗘 🏋 Total Items/Products 💷 PR (Approved by HOD) 2 🖾 PR (Approved by HOD) 2 🖾 PR (Approved by HOD) 2	
-	Dashboard		Dashboard Dashboard view with all statistics	
•	Accounts	*		
-	Administration	>	© Copyright 2020 Company Name. All Rights Reserved.	
•	Authentication	>		
-	Dynamic Email S	>		
•	Enquiry_Order	>		
•	Generic_Links	>		
-	PR to PO	>		
•	Python Social A	>		
-	Taggit	>		

After login you will get below dashboard screen

4. Then click on menu name Total PR (All) top

Company Name	=						🔅 Welcome, Anuj Kumar 🗸				
	PR to PO Dashboard										
Anuj Kumar Purchase-Committee	1	Fotal Users 📍 🏋 Total Ite	385 ms/Products Depar	tments Total PR (All)	ed) ICI PR (Approved by HOD)	ICIN PR (Approved by PC)					
Dashboard	≨ S AfHo	elect order to change ome / Orders									
Accounts >											
Administration >	Show	10 \$ Entries			Search:		Print PDF Excel				
Authentication >	ID	User	Profile	Order Id	Ordered Date	Status Name	Change Status				
Dynamic Email S >	22	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Basti/22-23/PR/014	Sept. 14, 2022, 6 a.m.	Approved By HOD	Change Status				
Enquiry Order	21	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Batala/22-23/PR/013	Sept. 14, 2022, 5:34 a.m.	Approved By HOD	Change Status				
Customer Cart	20	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Chhehreatta/22-23/PR/012	Sept. 14, 2022, 5:29 a.m.	Approved By HOD	Change Status				
Orders	19	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Jalalabad/22-23/PR/011	Sept. 5, 2022, 11:02 a.m.	Approved By Purchase Committee	Change Statue				
 Status Option 							change status				
Order Detail	18	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Batala/22-23/PR/010	Aug. 26, 2022, 9:28 a.m.	Approved By Purchase Committee	Change Status				
PR Vendor Details	17	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/009	Aug. 23, 2022, 9:30 a.m.	Approved By MD	Change Status				
Upload Approval Note											
Generic Links	16	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/008	Aug. 23, 2022, 9:26 a.m.	Approved By MD	Change Status				
► PR to PO >>	15	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/007	Aug. 23, 2022, 9:01 a.m.	Approved By MD	Change Status				
Python Social A >	14	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Buxar/22-23/PR/006	Aug. 23, 2022, 5:35 a.m.	Approved By MD	Change Status				
Taggit >	13	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Chhehreatta/22-23/PR/005	Aug. 23, 2022, 5:29 a.m.	Approved By MD	Change Status				
	Showing 4 14 Or © C	g 1 to 10 of 14 entries ders opyright 2020 Company Nam	e. All Rights Reserved.				Previous 1 2 Next				

5. For change status of PR click on "Change Status" button on list view, then you will get below screen

9 New Tab	× 谢	Select order to change Djar	ngo s 🗙 🖸 Screen Capt	ure Result 🛛 🗙 🧿 New Tab		× +		 □ 	
prtopo.ncml.com/hoitymoppet/ch	ange_statu	is/22 - Google Chrome		>			Ŕ	🖈 🛛 🗅 🗯 🖬 🙎	
▲ Not secure prtopo.ncml.c	om/hoity	moppet/change_status/2	22					🔅 Welcome, Anuj Kumar	
NCML PR to PO									
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Undate Order Status				R (Created)	R (Greated) CB PR (Approved by HOD)				
opuate order Status									
Order No		NCML/Silo/Basti/22-23/PR	2/014						
Current Status		Approved By HOD			S	earch:		Print PDF Excel	
Change Status		Select Option ~				Ordered Date	Status Name	Change Status	
Description		Enter Description				Sept. 14, 2022, 6 a.m.	Approved By HOD	Change Status	
Save Status						Sept. 14, 2022, 5:34 a.m.	Approved By HOD	Change Status	
						Sept. 14, 2022, 5:29 a.m.	Approved By HOD	Change Status	
						Sept. 5, 2022, 11:02 a.m.	Approved By Purchase Committee	Change Status	
						Aug. 26, 2022, 9:28 a.m.	Approved By Purchase Committee	Change Status	
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PR to PO >	14	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Buxar/22-23/PR/006		Aug. 23, 2022, 5:35 a.m.	Approved By MD	Change Status	
Python Social A >	der/?o=5								
onemicon/aumil/enquiry_order/or	uer/10=5	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Chhehreatta/22-23/PR/0	05	Aug. 23, 2022, 5:29 a.m.	Approved By MD	Change Status 09:55	

6. Then select status on dropdown and enter your description / remarks / comments on below screen

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NCML PR to PO								🔅 Welcome, Anuj Kum
Update Order Status					PR (Created) R (Approved by HOD)	3 CI PR (Approved by PC)	
Order No	Ν	CML/Silo/Basti/22-23/PR/	014					
Current Status	А	pproved By HOD						
Change Status		Select Option		~		Search:		Print PDF Exc
Description		Select Option Approved By Purchase Co	mmittee			Ordered Date	Status Name	Change Status
Save Status	F	Rejected				Sept. 14, 2022, 6 a.m.	Approved By HOD	Change Status
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						Sept. 5, 2022, 11:02 a.m.	Approved By Purchase Committee	Change Status
der Detail	18	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Batala/22-23/PR/0	10	Aug. 26, 2022, 9:28 a.m.	Approved By Purchase Committee	Change Status
Vendor Details	17	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/0	09	Aug. 23, 2022, 9:30 a.m.	Approved By MD	Change Status
load Approval Note	16	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/0	08	Aug. 23, 2022, 9:26 a.m.	Approved By MD	Change Status
P to PO	15	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/0	07	Aug. 23, 2022, 9:01 a.m.	Approved By MD	Change Status
ython Social A	14	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Buxar/22-23/PR/00	6	Aug. 23, 2022, 5:35 a.m.	Approved By MD	Change Status