

Vendor & Contractor Guide: TouchPoint Application User Manual



The screenshot displays the TouchPoint application login interface. At the top center is the TouchPoint logo. Below it is a large orange rounded rectangle containing a white icon of a person with a padlock, and the text: "WELCOME TO GATE PASS SYSTEM", "Login with your username and password", and "to proceed." To the right of this rectangle is a white rounded rectangle containing the NRL logo, a "Login ID *" field, a "Password *" field, a "Forgot Password" link, and "Login" and "Reset" buttons.

Touch Point



Login ID *

Password *

[Forgot Password](#)

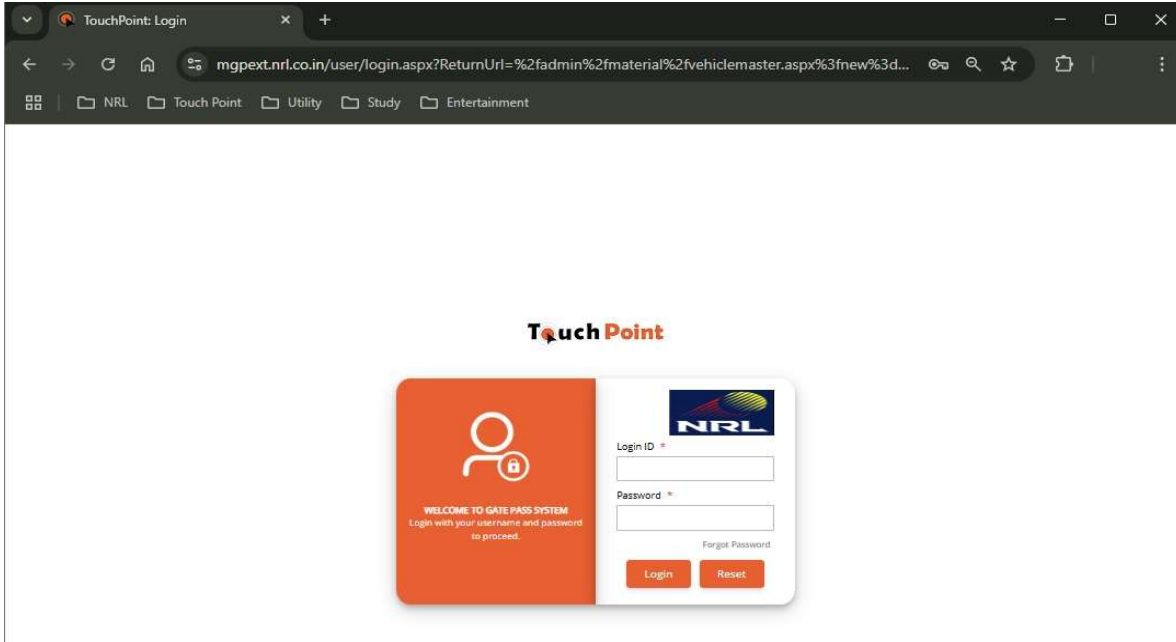
Login Reset

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1. Link to access TouchPoint application (Vendors/Contractors):

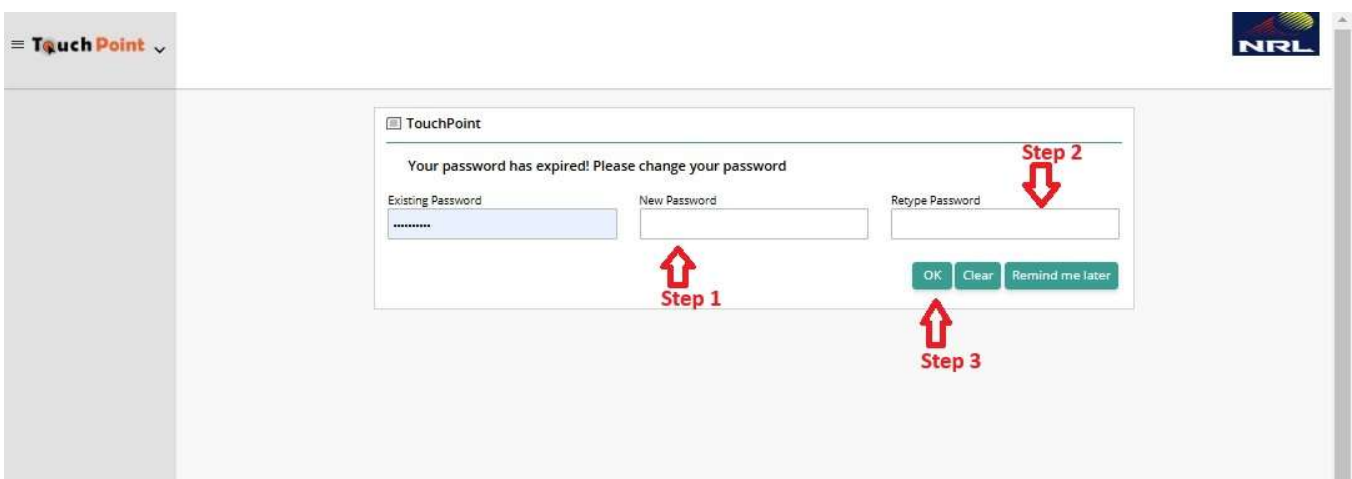
Vendor/contractors can access TouchPoint application using the following URL (<https://mgpext.nrl.co.in>). After entering the URL, the user will be asked to enter his/her login credentials (credentials receive after the vendor registration process).



1.1 Password Change Process

**After the first login, the system will prompt the user to change the password.*

- Existing Password will already be filled in (e.g., *****).
- Enter the New Password in the "New Password" field (**Step 1**).
- Retype the New Password in the "Retype Password" field to confirm it (**Step 2**).
- Click on "OK" to save the new password (**Step 3**).



2. Creating driver master Vendor/Contractor):

Follow the below Steps to create new driver details in the driver master screen.

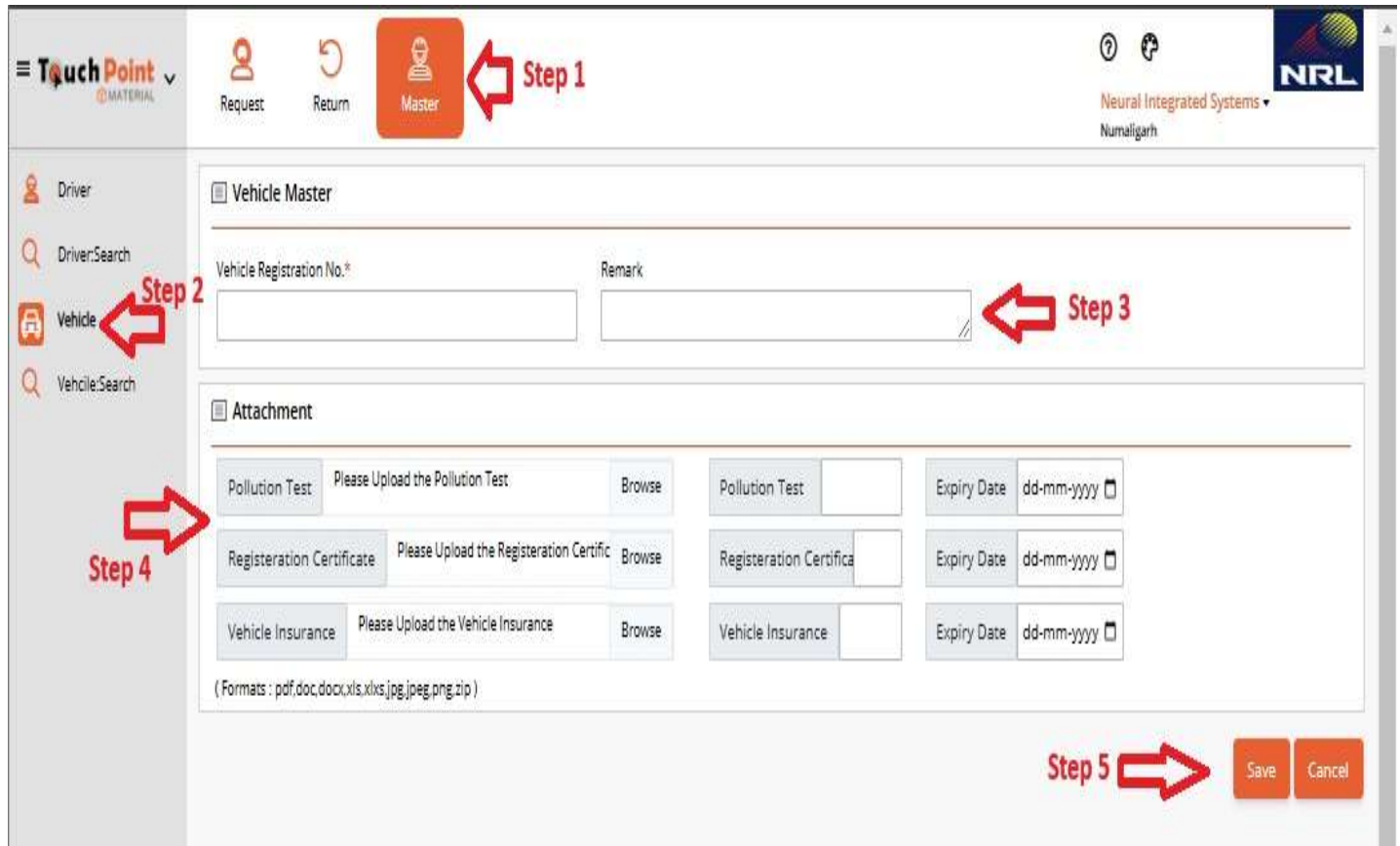
- Log into the application & go to master screen by clicking on the “Master” menu on top of the screen (**Step 1**).
- Click on the “Driver” option from the left side of the screen to enter driver detail creation screen (**Step 2**).
- Enter the required details like name and mobile No. (**Step 3**).
- Upload the necessary documents like NRL Fire Training certificate and driving licence, enter the licence expiry date (**Step 4**) & the click on “Save” button (**Step 5**).

The screenshot shows the 'TouchPoint' application interface for creating a driver master record. The interface includes a top navigation bar with 'Request', 'Return', and 'Master' buttons. A left sidebar contains 'Driver', 'Driver:Search', 'Vehicle', and 'Vehicle:Search' options. The main content area is titled 'Driver Master' and contains two sections: 'Driver Master' with input fields for 'Driver Name' and 'Mobile No', and 'Attachment' with upload buttons for 'NRL Fire Training' and 'Driving Licence', and an 'Expiry Date' field. A 'Save' button is located at the bottom right. Red arrows and labels indicate the sequence of steps: Step 1 points to the 'Master' button, Step 2 points to the 'Driver' option in the sidebar, Step 3 points to the 'Mobile No' field, Step 4 points to the 'NRL Fire Training' upload button, and Step 5 points to the 'Save' button.

3. Creating vehicle master (NRL users):

Follow the below Steps to create new vehicle details in the vehicle master screen.

- Log in to the application and go to master screen by clicking on the “Master” menu on top of the screen (**Step 1**).
- Click on the “Vehicle” option from the left side of the screen to enter vehicle detail creation screen (**Step 2**).
- Enter the required details like “Vehicle Registration No. and remarks (**Step 3**).
- Upload the necessary documents like pollution test, RC, vehicle insurance, enter the expiry date of the documents (**Step 4**) and the click on “Save” button (**Step 5**).



The screenshot displays the 'Vehicle Master' creation interface. At the top, there is a navigation bar with 'Request', 'Return', and 'Master' buttons. The 'Master' button is highlighted with a red arrow labeled 'Step 1'. On the left sidebar, the 'Vehicle' option is selected, indicated by a red arrow labeled 'Step 2'. The main content area is titled 'Vehicle Master' and contains two sections: 'Vehicle Master' and 'Attachment'. The 'Vehicle Master' section has two input fields: 'Vehicle Registration No.*' and 'Remark', with a red arrow labeled 'Step 3' pointing to the 'Remark' field. The 'Attachment' section has three rows, each with an upload button, a 'Browse' button, and an 'Expiry Date' field. The rows are for 'Pollution Test', 'Registration Certificate', and 'Vehicle Insurance'. A red arrow labeled 'Step 4' points to the 'Pollution Test' upload button. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow labeled 'Step 5' pointing to the 'Save' button. The interface also includes a 'TouchPoint MATERIAL' logo, 'Neural Integrated Systems Numaligarh' text, and an 'NRL' logo.

4. Material Gate Pass Creation (Vendor/Contractor):

4.1 Inward Non-Returnable (PO Base)

Follow the below Steps to create new material inward request.

- Go to material request screen by clicking on the “Request” menu on top of the screen (**Step 1**).
- Select Inward Non-Returnable (PO Base) sub register in the “Register” field (**Step 2**).
- Enter the Purchase Order Number and click the search button. (**Step 3**)
- Select the mode of transportation (by hand or by vehicle) in the “Mode of Transportation” field (**Step 4**).

The screenshot displays the 'TouchPoint MATERIAL' software interface. At the top, there are navigation buttons: 'Request' (highlighted in orange), 'Return', and 'Master'. A red arrow labeled 'Step 1' points to the 'Request' button. Below this, the 'Register*' dropdown menu is set to 'Inward Non-Returnable (PO Based)', with a red arrow labeled 'Step 2' pointing to it. The 'Request Details' section includes fields for 'Status*' (set to 'New'), 'Requestor' (set to 'Neural Integrated Systems'), and 'Request Date*' (set to '08/02/2025'). The 'Delivery Details' section includes a 'Purchase Order Number*' field with a search icon and a red arrow labeled 'Step 3' pointing to it, a 'Mode Of Transportation*' dropdown menu set to '<-Pick->' with a red arrow labeled 'Step 4' pointing to it, and a 'Remarks' field.

- Enter the Estimate Date of delivery (**Step 5**)
 - Upload necessary documents in the “Attachments” area (**Step 6**).
 - Tick the check box against the material name you wish to bring in from the list available in the PO in the “Material Line-Item Detail” area (**Step 7**)
 - Select if the material to deliver is Complete/Partial (**Step 8**).
 - Click on “Save & Create Vehicle Gate Pass” button (**Step 9**).
- Note:** if the mode of transportation is selected as “by hand” then click on “Save” button. `

Delivery Details

Purchase Order Number * 4300066618 Mode Of Transportation * By Vehicle Remarks

Delivery Location Code 1100 Purchase Group C10 Estimated date of delivery *

Attachments

GST Invoice Please Upload the GST Invoice Browse Invoice No

Challan Please Upload the Challan Browse Challan No

Road Permit Please upload the Road Permit Browse

(Formats : pdf,doc,docx,xls,xlsx,jpg,jpeg,png,zip)

Authorizers

Reviewer * Com. Major Project.

Material Line-Item Detail

Material Description	Serial Number	Remarks	UOM	Complete / Partial *	Quantity *
<input checked="" type="checkbox"/> CCTV CAMERA SYSTEM			LE	<-select->	1,000
<input type="checkbox"/> SURVEILLANCE WORKSTATIONS			LE	<-select->	1,000
<input type="checkbox"/> CCTV MANAGEMENT SYSTEM			LE	<-select->	1,000
<input type="checkbox"/> WIRED NETWORKING SYSTEM (ACTIVE) (CLIENT)			LE	<-select->	1,000
<input type="checkbox"/> WIRELESS NETWORKING SYSTEM			LE	<-select->	1,000
<input type="checkbox"/> TOWER SYSTEM			IF	<-select->	1,000

Save Save & Create Vehicle Gate Pass Cancel

- Create Vehicle Boarding Pass (when “by vehicle” option is selected in mode of transportation). After clicking on the save & create vehicle gate pass button, the create boarding pass pop up appears in the screen. Follow the below steps in the pop up screen
 - Select the driver in the driver name in the “Driver Name” field (**Step 1**).
 - Select the vehicle number in the “Vehicle No” field (**Step 2**).
 - Click on “Submit” button (**Step 3**).

Create Boarding Pass

Create Boarding Pass Create Driver Create Vehicle

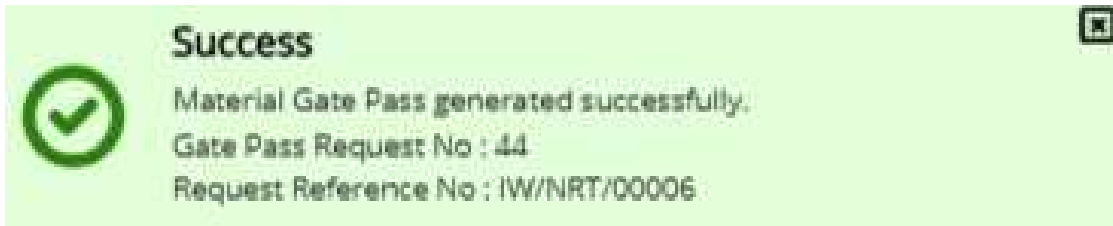
Driver Name * <-Pick-> Vehicle No * <-Pick-> Expected entry date * 13/02/2025 12:06

Multiple Companion Details

Name Upload ID proof Please select the file Browse Add Remove

Step 3 Submit

- After successfully creating the gate pass, a screen will pop up displaying the gate pass number.



4.2 Inward Non-Returnable (Contractor)

Follow the below Steps to create new material inward request.

- Go to material request screen by clicking on the “Request” menu on top of the screen (**Step 1**).
- Select Inward Non-Returnable sub register in the “Register” field (**Step 2**).
- Enter the details like Purchase Order Number, Mode of Transportation, entry gate, proposed date & time etc (**Step 3**).
- Upload necessary documents in the “Attachment” area (**Step 4**).

The screenshot displays the TouchPoint MATERIAL web application interface. At the top, there is a navigation bar with a hamburger menu, the 'TouchPoint MATERIAL' logo, and three main menu items: 'Request', 'Return', and 'Master'. The 'Request' menu is highlighted with a red arrow and labeled 'Step 1'. On the right side of the top bar, there are user profile icons and the text 'Neural Integrated Systems Numaligarh' along with the 'NRL' logo.

The main content area is divided into several sections:

- Register *:** A dropdown menu is set to 'Inward Non-Returnable (Contractor)', indicated by a red arrow and 'Step 2'.
- Request Details:** This section contains several input fields: 'Request Reference Number *' (value: 45), 'Status *' (value: New), 'Requestor *' (value: Neural Integrated Systems), and 'Request Date *' (value: 08/02/2025).
- Delivery Details:** This section includes fields for 'Purchase Order Number *', 'Delivery Location Code' (value: <-Pick->), 'Reason for taking in the materials *', 'Mode Of Transportation *' (value: <-Pick->), 'Proposed Date & Time *', 'Entry Gate Name *' (value: <-Pick->), and 'Material Drop Location'.
- Attachments:** This section lists four document types for upload: 'GST Invoice', 'Challan', 'Road Permit', and 'Photograph for Material'. Each entry has a 'Please Upload the [document type]' prompt, a 'Browse' button, and a corresponding number field (e.g., 'Invoice No', 'Challan No', 'Road Permit No').

Red brackets on the left side of the interface group these sections into 'Step 3' (covering Request Details and Delivery Details) and 'Step 4' (covering Attachments).

At the bottom of the Attachments section, the supported file formats are listed: (Formats : pdf,doc,docx,xls,xlsx,jpg,jpeg,png,zip)

- Select the reviewer manually in the “Authorizers” area by clicking the search button (**Step 5**).

The screenshot shows the 'Authorizers' form. At the top, there is a 'Reviewer' field with a search icon and a red arrow pointing to it labeled 'Step 5'. Below this is the 'Material Line-Item Detail' section, which contains a table with columns: Material Description*, Serial Number, Remarks, UOM*, Make & Model, and Quantity*. The table has six rows, each with a dropdown menu in the UOM* column. At the bottom right, there are 'Save' and 'Cancel' buttons.

- After step 5 a pop up will appear, click on the search button to find the name of the Reviewer (**Step 6**)

The screenshot shows a pop-up window titled 'Authorizers'. It has three input fields: 'Name', 'Code', and 'Email ID'. Below these fields are three buttons: 'Search', 'Clear', and 'Close'. A red arrow points to the 'Search' button, labeled 'Step 6'.

- Select the reviewer (**Step 7**)

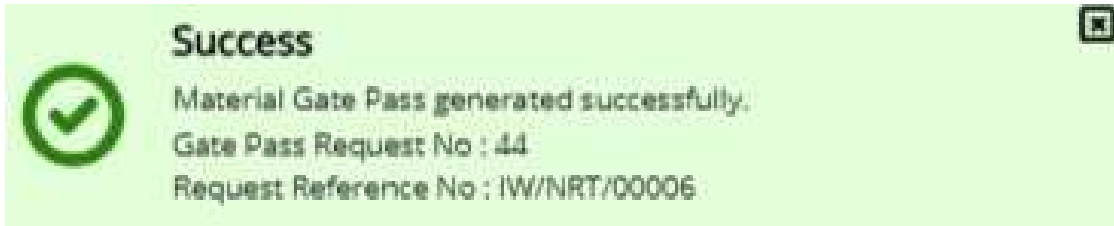
The screenshot shows the 'Authorizers' form with a list of reviewers displayed below the search fields. A red arrow points to the first row of the list, labeled 'Step 7'. The list has columns: Code, Name, Email ID, and Department.

Code	Name	Email ID	Department
150643	Kingsuk Dey	kingsuk.doy@technipenergies.com	M-PMC
150644	Sandeep Paul	sandeep.paul2@technipenergies.com	M-PMC
150645	Biswajit Sarkar	biswajit.sarkar@technipenergies.com	M-PMC
150646	Gunajit Medhi	gunajit.medhi@technipenergies.com	M-PMC

- Enter the material details like description, serial No., Unit of Measure, make and model and quantity manually in the “Material Line-Item Detail” area (**Step 8**)
 - Click on “Save & Create Vehicle Gate Pass” button (**Step 9**)
- Note:** if the mode of transportation is selected as “by hand” then click on “Save” button.

- Create Vehicle Boarding Pass (when “by vehicle” option is selected in mode of transportation). After clicking on the save & create vehicle gate pass button, the create boarding pass pop up appears in the screen. Follow the below steps in the pop up screen
 - Select the driver in the driver name in the “Driver Name” field (**Step 1**).
 - Select the vehicle number in the “Vehicle No” field (**Step 2**).
 - Click on “Submit” button (**Step 3**).

- After successfully creating the gate pass, a screen will pop up displaying the gate pass number.



4.3 Inward Returnable (Contractor)

(Same as Inward Non-Returnable (Contractor), just add the **Expected return date**) in Request Details column.

The screenshot displays the TouchPoint MATERIAL interface. The top navigation bar includes 'Request', 'Return', and 'Master' buttons. The left sidebar contains 'New', 'Search', and 'Vehicle Boarding Pass' options. The main content area shows a 'Register *' dropdown menu set to 'Inward Returnable (Contractor)'. Below this is the 'Request Details' section with the following fields:

- Status *: New
- Requestor *: Neural Integrated Systems
- Request Date *: 08/02/2025
- Expected Return Date *: (Empty field)

A red arrow points to the 'Expected Return Date *' field with the text 'Put this date'.

4.4 Outward Non-Returnable (Contractor)

Follow the below Steps to create new material Outward Request.

- Go to material request screen by clicking on the “Request” menu on top of the screen (**Step 1**).
- Select Outward Non-Returnable sub register in the “Register” field (**Step 2**).
- Enter the details like Mode of Transportation, exit gate, proposed date & time etc (**Step 3**).
- Upload necessary documents in the “Attachment” area (**Step 4**).

The screenshot shows the TouchPoint MATERIAL interface for creating an Outward Non-Returnable (Contractor) request. The form is divided into several sections:

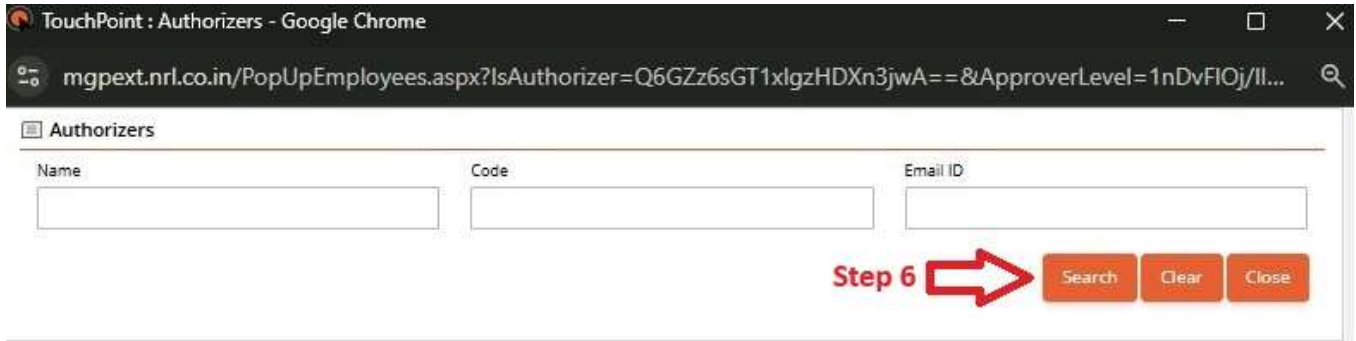
- Register:** A dropdown menu showing "Outward Non-Returnable (Contractor)". A red arrow labeled "Step 2" points to this field.
- Request Details:** Fields for Request Reference Number (45), Status (New), Requestor (Neural Integrated Systems), and Request Date (08/02/2025).
- Delivery Details:** Fields for Mode Of Transportation (<-Pick->), Proposed Date & Time, Exit Gate Name (<-Pick->), Material Loading Location, and Destination Address. A red bracket labeled "Step 3" encompasses this section.
- Attachments:** Fields for Challan, Road Permit, and Photograph for Material, each with a "Browse" button and a corresponding number field. A red bracket labeled "Step 4" encompasses this section.
- Authorizers:** A section for selecting a reviewer, with a search button and a red arrow labeled "Step 5" pointing to it.

- Select the reviewer manually in the “Authorizers” area by clicking the search button (**Step 5**).

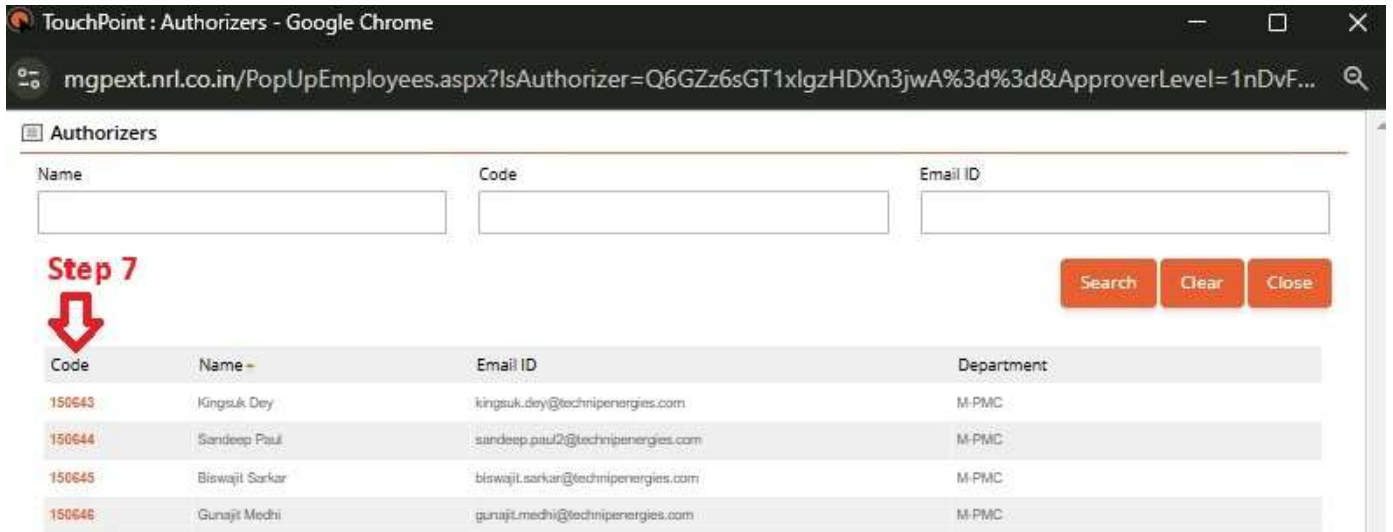
The screenshot shows the "Authorizers" and "Material Line-Item Detail" sections of the form.

- Authorizers:** A field for "Reviewer" with a search button and a red arrow labeled "Step 5" pointing to it.
- Material Line-Item Detail:** A table with the following columns: Material Description, Serial Number, Remarks, UOM, Make & Model, and Quantity. The table contains several rows, each with a dropdown menu for UOM and a text input for Make & Model.

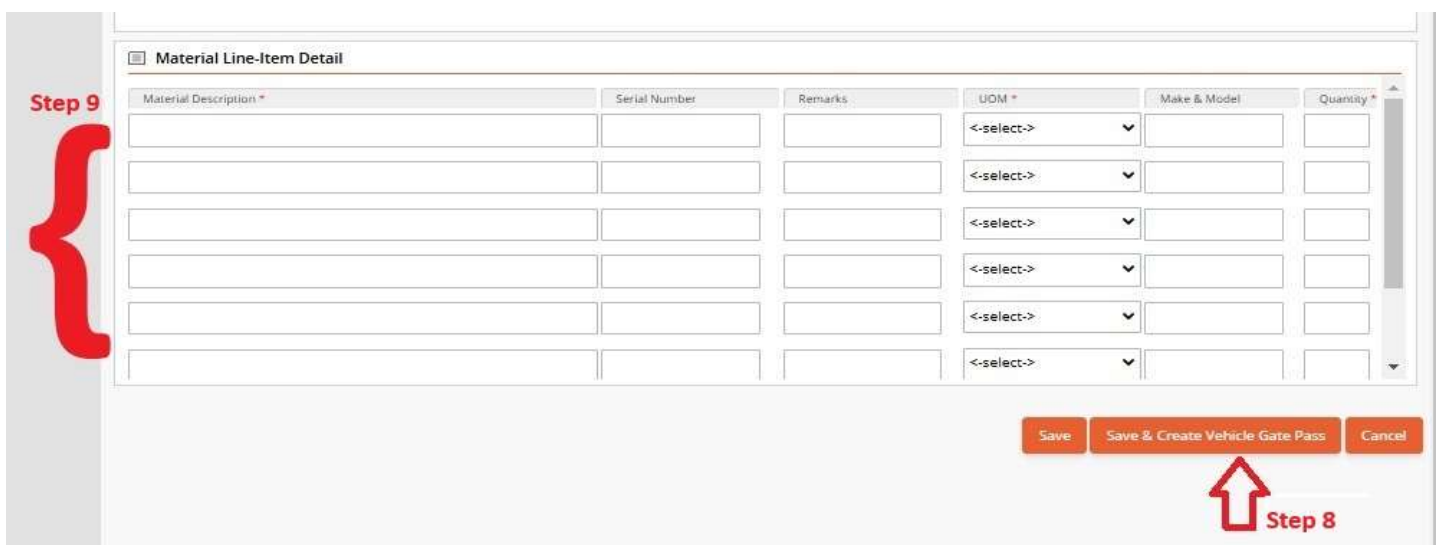
- After step 5 a pop up will appear, click on the search button to find the name of the Reviewer (**Step 6**)



- Select the reviewer (**Step 7**)



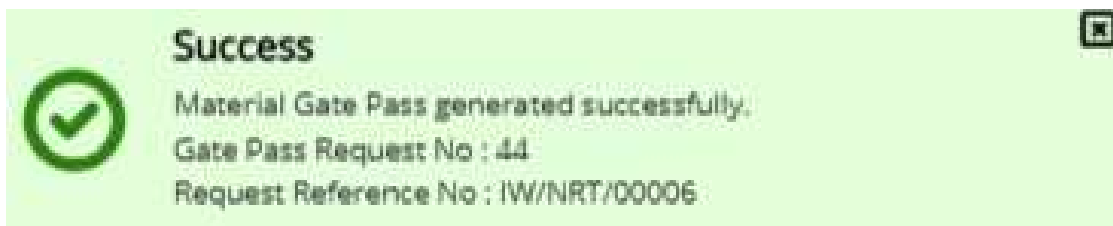
- Enter the material details like description, serial No., Unit of Measure, make and model and quantity manually in the “Material Line-Item Detail” area (**Step 8**)
 - Click on “Save & Create Vehicle Gate Pass” button (**Step 9**)
- Note:** if the mode of transportation is selected as “by hand” then click on “Save” button.



- Create Vehicle Boarding Pass (when “by vehicle” option is selected in mode of transportation). After clicking on the save & create vehicle gate pass button, the create boarding pass pop up appears in the screen. Follow the below steps in the popup screen
 - Select the driver in the driver name in the “Driver Name” field (**Step 1**).
 - Select the vehicle number in the “Vehicle No” field (**Step 2**).
 - Click on “Submit” button (**Step 3**).

The screenshot shows a web form titled "Create Boarding Pass" with a close button (X) in the top right corner. The form has three tabs: "Create Boarding Pass" (active), "Create Driver", and "Create Vehicle". Below the tabs, there are three main fields: "Driver Name *" with a dropdown menu and a red arrow pointing to it labeled "Step 1"; "Vehicle No *" with a dropdown menu and a red arrow pointing to it labeled "Step 2"; and "Expected entry date *" with a date-time input field showing "13/02/2025 12:06". Below these fields is a section titled "Multiple Companion Details" with a table containing a "Name" column and an "Upload ID proof" column. The "Upload ID proof" column has a text input "Please select the file" and a "Browse" button. To the right of the table are "Add" and "Remove" buttons. At the bottom right of the form is a "Submit" button with a red arrow pointing to it labeled "Step 3".

After successfully creating the gate pass, a screen will pop up displaying the gate pass number.



4.5 Outward Returnable (Contractor)

(Same as Outward Non-Returnable (Contractor), just add the **Expected return date**) in Request Details column.

The screenshot displays the 'TouchPoint MATERIAL' interface. The top navigation bar includes 'Request', 'Return', and 'Master' buttons. The left sidebar contains 'New', 'Search', and 'Vehicle Boarding Pass' options. The main content area shows a 'Register*' dropdown menu set to 'Outward Returnable (Contractor)'. Below this is the 'Request Details' section with the following fields:

- Status *: New
- Requestor *: Neural Integrated Systems
- Request Date *: 11/02/2025
- Expected Return Date *: (Empty field)

A red arrow points to the 'Expected Return Date' field with the text 'Put the expected return date'.

5. Gate Pass Edit process for Reapproval

Note: Only gate passes that have been **rejected** or **held for clarification** can be edited for reapproval. Ensure that all required corrections are made before submitting the gate pass again for approval.

- Go to the Search Request screen by clicking on the “**Search**” menu on the left side of the screen (**Step 1**)

The screenshot shows the 'New' form in the TouchPoint MATERIAL system. The left sidebar has a 'Search' menu item highlighted with a red arrow and labeled 'Step 1'. The main form area contains several sections: 'Register *' with a dropdown menu set to 'Inward Non-Returnable (PO Based)'; 'Request Details' with fields for 'Status *' (New), 'Requestor' (Neural Integrated Systems), and 'Request Date *' (11/02/2025); and 'Delivery Details' with fields for 'Purchase Order Number *', 'Mode Of Transportation *' (<-Pick->), 'Remarks', 'Delivery Location Code' (<-Pick->), 'Purchase Group', and 'Estimated date of delivery *'.

- Select the Gate Pass Flow (e.g., Inward Returnable, Outward Non-Returnable) in the respective field (**Step 2**)
- Choose the Gate Pass Status that needs to be edited (**Step 3**)
- Select the Gate Pass from the list (**Step 4**)

The screenshot shows the 'Material Register : Search' screen. A red arrow labeled 'Step 2' points to the 'Register' dropdown menu, which is set to '<-Pick->'. Another red arrow labeled 'Step 3' points to the 'Status' dropdown menu, also set to '<-Pick->'. Below the search filters, there is a 'Search Result' table with 21 items. A red arrow labeled 'Step 4' points to the first row of the table. The table has columns for CISF Witness, SubRegister, Material Gate Pass Number, PO Number, Mode Of Transportation, Visitor/Driver, GP Request Reference Number, and Request Date.

CISF Witness	SubRegister	Material Gate Pass Number	PO Number	Mode Of Transportation	Visitor/Driver	GP Request Reference Number	Request Date
	Inward Non-Returnable (PO Based)	44	4300066618	By Vehicle	Neural Integrated Systems	IW/NRT/00006	08/02/2025
	Inward Non-Returnable (Contractor)	42	4300066618	By Vehicle	Neural Integrated Systems	IW/NRT/00008	30/01/2025
	Inward Non-Returnable (Contractor)	31	4300066618	By Vehicle	Ruhel Lama	IW/NRT/00007	27/01/2025

- Click on the “Edit” button to modify the gate pass (**Step 5**)

TouchPoint MATERIAL

Request Return Master

Neural Integrated Systems Numaligarh

Material Gate Pass View Step 5 [Edit](#) [Cancel](#)

Request Details

Register	Inward Non-Returnable (Contractor)	Material Gate Pass Number	42	Status	New
Requestor	Neural Integrated Systems	DC No	IW/NRTT/00008	Request Date	30/01/2025 00:00
Purchase Order Number	4300066618	Reason for taking out the material	servicing	Mode Of Transportation	By Vehicle
Proposed Date & Time	31/01/2025 16:00	Entry Gate Name	Refinery Main Gate	Visitor Name	Neural Integrated Systems

Attachments

Attachment Details

All Remarks

Stage Details

Authorizers

Vehicle Attachment Details

Driver Attachment Details

Material Details

Material Description	Serial Number	Remarks	UOM	Make & Model	Quantity	Vehicle Remarks
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6. Material Gate Return Process (Vendor/Contractor):

Note: Only gate passes that are **Inward Returnable (Contractor)** or **Outward Returnable (Contractor)** can be used to create a material return request gate pass.

Steps for Material Return Process:

- Click on the "Return" menu at the top of the screen to open the material return screen (**Step 1**).

The screenshot shows the TouchPoint MATERIAL interface. The top navigation bar includes 'Request', 'Return', and 'Master' menus, with 'Return' highlighted. The main content area is titled 'Step 1' and contains a registration form. The form includes a 'Register *' dropdown menu set to 'Inward Non-Returnable (PO Based)'. Below this are sections for 'Request Details' and 'Delivery Details'. The 'Request Details' section has fields for 'Status *' (set to 'New'), 'Requestor' (Neural Integrated Systems), and 'Request Date *' (11/02/2025). The 'Delivery Details' section has fields for 'Purchase Order Number *', 'Mode Of Transportation *' (set to '<-Pick->'), 'Remarks', 'Delivery Location Code' (set to '<-Pick->'), 'Purchase Group', and 'Estimated date of delivery *'. There is also an 'Attachments' section at the bottom.

- Select the Gate Pass Flow (Inward Returnable or Outward Returnable) (**Step 2**).
- Filter by the Return Status of the gate pass (**Step 3**).
- Select the Return Option from the list (**Step 4**).
- Proceed with the return process, following steps similar to "Material Gate Pass Creation" (**Step 5**).

The screenshot shows the TouchPoint MATERIAL interface with the 'Return' menu selected. The main content area is titled 'Material Return :: Search Filters' and 'Step 2'. It includes a 'Register' dropdown menu set to '<-Pick->' and a 'Filter' dropdown menu set to 'Return Clarification'. Below this is a 'Search Result' section with a table of search results. The table has columns for 'SubRegister', 'Material Gate Pass Number', 'Request Date', 'Expected Return Date', 'Requestor', 'Status', and 'DC No'. The first row of results is highlighted and labeled 'Step 4' with a red arrow pointing to it. The row contains the following data: 'Outward Returnable (Contractor)', '7', '11/12/2024', '12/12/2024', 'Clarification', and 'OT/RT/00001'.

SubRegister	Material Gate Pass Number	Request Date	Expected Return Date	Requestor	Status	DC No
Outward Returnable (Contractor)	7	11/12/2024	12/12/2024	Clarification		OT/RT/00001