

Vendor Registration SOP

1. Open website <https://qcportal.mpcz.in>->User Registration
(Vendor/Contractor/NABL Accredited Lab)->Submit

The screenshot shows a web browser window with the URL qcportal.mpcz.in:8080. The page has a dark background with three circular logos at the top. On the left, there's a sidebar titled 'IMPORTANT DOCUMENTS' containing links for Quality Control Circulars, Contractor documents, Other Documents, and Registered & Blacklisted Users Info. The main right section is titled 'Energy Department Government Of Madhya Pradesh'. It lists several login options as radio buttons: RCA Vendor Login, Vendor Login, Contractor Login, NABL Accredited Lab Login, Site Store Login, and 'User Login Creation(Vendor/Contractor/NABL Accredited Lab)', which is highlighted with a red border. Below these is a 'SUBMIT' button in a blue box, also highlighted with a red border. At the bottom, there are links for 'Register Your Complaint' and a download link for a PDF file.

2. Enter required details on given form->Submit

- a. User Type: - Contractor/Vendor/NABL (Select Vendor Registration)
- b. Select DISCOM from which documents will be verified
- c. Firm and Authorized person Name.
- d. Mobile No. (It will be used as use ID for login using OTP)
- e. Enter email ID to receive notifications.

← → C 🔍 qcuat.mpcz.in:8080/reg

IMPORTANT DOCUMENTS

- Quality Control Circular And Manual Guidelines For Goods And Works
- Important Documents For Contractor**
 - Contractor Declaration format [New](#)
 - Experience certificate format [New](#)
 - Description of documents to be uploaded [New](#)
 - Guidelines for Registration Process for Contractor on QC Portal
 - ‘अ’ श्रेणी विद्युत ठेकेदारों के सुधारालिति/ परकार्डेंस गारंटी टिलीज किये जाने की प्रक्रिया
 - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
- Other Documents**
 - Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm/serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info**
 - Registered Contractors list
 - Registered Vendors list

Registration Form
Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type *

Select Discom For Document Approval *

Name Of Entity& (Firm/Company/NABL Accredited Lab) *

Choose Organization Sector *

 Private Government

Firm / Company Name(English) *

Firm / Company Name(Hindi) *

Name Of Authorized Person(English) *

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Name Of Authorized Person(English) *

Name Of Authorized Person(Hindi) *

Mobile Number (Number Will Used For Login) *

Email ID *

Captcha *

Enter Captcha Code *

Reset Capcha

SUBMIT

Already Have An Account? [Login](#)

3. Login Using Mobile No->Enter Registered Mobile No.->Submit.

The screenshot shows the homepage of the QC Portal. On the left, there's a sidebar titled 'IMPORTANT DOCUMENTS' with several bullet points. On the right, a large white box contains a welcome message for 'Vendor/Contractor/NABL Accredited Lab'. It includes fields for 'VENDOR' and 'Mobile Number' (with '+91 9999999999' entered), a red-bordered 'SUBMIT' button, and a link to 'Sign up'.

You will get the popup message regarding otp after that click on OK

The screenshot shows the same portal interface. A black banner at the top displays a message: 'qcuat.mpcz.in:8080 says Your otp has been sent to your registered mobile number'. Below this, the registration form is visible with the 'OK' button highlighted by a red box.

4. Enter OTP Received on Registered Mobile -> Captcha ->Sign In

qcdev.mpcz.in:8080/reg_first

Welcome!
Vendor/Contractor/NABL Accredited Lab
All (*) marked fields are mandatory

OTP/Password *
282054
Please fill the required details.
Resend Otp In 0:01

Captcha *
4IC5qh
Enter Captcha *
4IC5qh

SIGN IN

Don't have an account? [Sign up](#) | [Forgot Mobile No.](#)

5. Enter Firm details in given form ->Save and Next

a. PAN Card

b. GST Number

c. Factory Address

qcuat.mpcz.in:8080/login

Registration Form
Registration Form For Firm / Company

Types Of Firm *
Proprietorship

Firm / Company Name (English) *
TEST_VENDOR_COMPANY

Firm / Company Name (Hindi) *
टेस्ट_वैनड_कंपनी

Contact Number *
9009077427

Firm/Company's PAN Number *
ABCTYI234D

Firm/Company's GST Number *
Enter GST No.

Factory Address
Firm / Company Address Line 1 *
Firm / Company Address Line 2

← → C 🔒 qcuat.mpcz.in:8080/login Incognito (2) :

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 - पंजीकृत विद्युत ठेकड़ों द्वारा टर्मिनेशन निर्माण कराने की प्रक्रिया
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 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab
 - Blacklisted Vendors

Firm / Company Address Line 2

Pincode *

District *

State *

City *

Registered Office Address For Correspondence
 If the address is the same
Firm / Company Address Line 1 *

Firm / Company Address Line 2

Pincode *

State *

District *

City *

← → C 🔒 qcuat.mpcz.in:8080/login Incognito (2) :

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Registered Office Address For Correspondence
 If the address is the same
Firm / Company Address Line 1 *

Firm / Company Address Line 2

Pincode *

State *

District *

City *

SAVE & NEXT

6. Enter Authorised Person details in form ->Save and Next.

a. Mobile No.

b. Date of Birth.

c. Address.

← → 🔍 qcuat.mpcz.in:8080/reg_second

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 - पंजीकृत विभाग द्वारा द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
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Registration Form

Registration Form for Authorized Person

Name (English) *

Name (Hindi) *

Email *

Mobile number *

Date of birth *

I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.

Address Line 1 *

← → 🔍 qcuat.mpcz.in:8080/reg_second

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Address Line 1 *

Address Line 2

Pin Code *

State *

District *

City *

Same As Above Detail

Director / Owner / Partner Details

Name (English) *

[qcuat.mpcz.in:8080/reg_second](#)

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 - पंचकृत विषये ठेकडो द्वारा रजिस्ट्रेशन विलस्त करवावे की प्रक्रिया
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 - Registered Vendors list
 - Registered NABL Lab
 - Blacklisted Vendors

Date of birth *

dd/mm/yyyy

Mobile number *

E-mail *

I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.

Address Line 1 *

Address Line 2

Pin Code *

State *

[qcuat.mpcz.in:8080/reg_second](#)

IMPORTANT DOCUMENTS

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- Registered & Blacklisted Users Info**
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab
 - Blacklisted Vendors

I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.

Address Line 1 *

Address Line 2

Pin Code *

State *

District *

City *

SAVE AND NEXT

7. Check on Declaration -> Save and Next.

qcuat.mpcz.in:8080/reg_third

IMPORTANT DOCUMENTS

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 - Contractor Declaration format [New](#)
 - Experience certificate format [New](#)
 - Description of documents to be uploaded [New](#)
 - Guidelines for Registration Process for Contractor on QC Portal
 - अंग शेषी विद्युत उपकरणों के सुधारानिकि/ परामर्शदाता गारंटी डिलीवर विचे जाले की प्रक्रिया
 - पर्सनल विद्युत उपकरणों द्वारा इनिट्रोड्यूशन लिटराट करवाने की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarment of the firm, serving Officer(s) or Employee(s) of the MPMKVVCL, Bhopal
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- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab
 - Blacklisted Vendors

I/We solemnly declare:-

- All the documents related to registration given by me are completely correct, if the given documents are found to be wrong / forged in future, So I will not have any objection if the registration related to my work is cancelled and the company can take any kind of legal action against me and confiscate the security amount deposited by me in the company.
- The terms and conditions given in relation to the above registration have been read and understood by me in my full senses. I will be bound to abide by it.
- I have given correct email id and mobile number information. DISCOM will not have any responsibility.

SAVE AND NEXT

8. Click on Save and Next to proceed for Payment.

qcuat.mpcz.in:8080/reg_fifth

Registration Form

Registration Form for Payment Details

Registration Fee
2000

CGST
180

SGST
180

Total Charges
2360

Payment Options
 Online payment (can also be paid by credit/debit card)

SAVE AND NEXT

9. Click on Submit to Proceed for Payment.

Payment Details

Transaction Id	56eeb821-f610-1led-b7f7-0050569dc10f
Transaction Amount	2360.00
Name	TEST VENDOR
Phone No	9009077427
Email Id	test@gmail.com
Purpose	Registration
User Zone	WZ

SUBMIT

10. Select Payment Method and make payment.

HDFC BANK

Pay through EASYEMI with HDFC Bank Credit Cards

Billing Information

- Amount: ₹2360.00
- Order No: 13be7afe-8...

Merchant: Qeportal.mpcz

Website: https://qeportal.mpcz.in/payment/success

Your session will expire in 14:59 minutes

PAY WITH

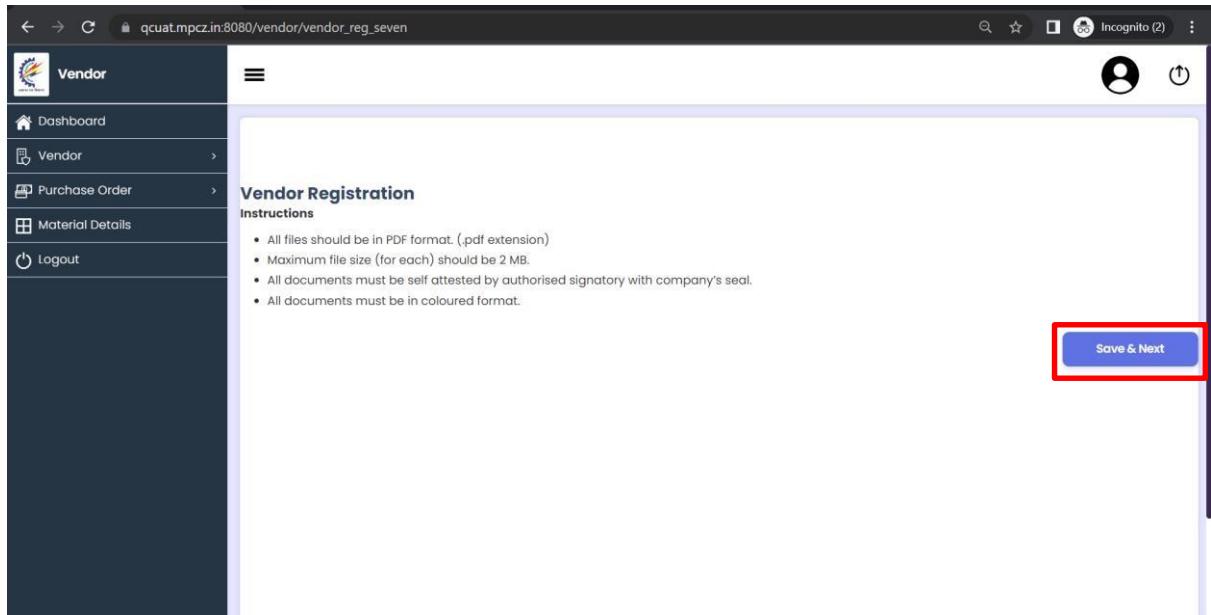
11. Login again after Payment ->Basic info (Left Menu)-> Document Upload.

Basic Details

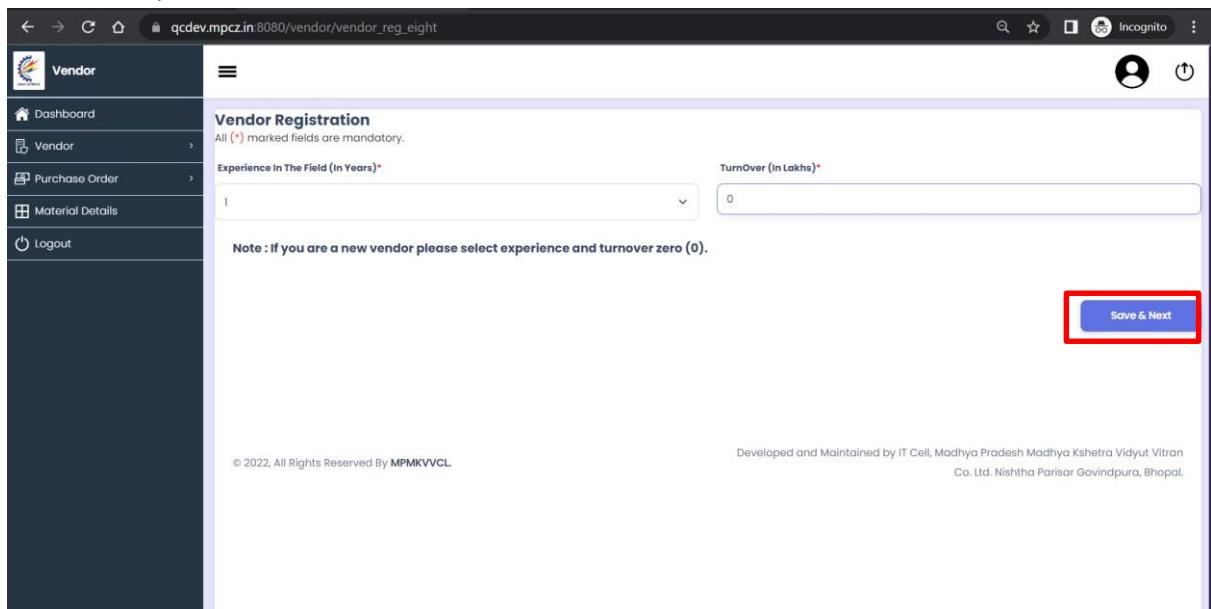
S.No.	Report Name	Value
1	Type of Company/Firm	Proprietorship
2	Authorised Person Name	TEST VENDOR
3	Company/Firm Name	TEST_VENDOR_COMPANY
4	Contact Number	9009077427
5	Email ID	test@gmail.com
6	User Type	VENDOR
7	Registration Certificate	Not Available

Document Upload

12. Click on Save and Next.



13. Select experience and turnover and click on save & next



14. Enter all General/Personal details click on save & next

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

General/personal Details
All (*) marked fields are mandatory.

1.NSIC/MSME/DIC REGISTRATION

NSIC/MSME/DIC/Registration number

Issued Date dd/mm/yyyy

Please fill the Registration number

Choose Documents

Choose File No file chosen

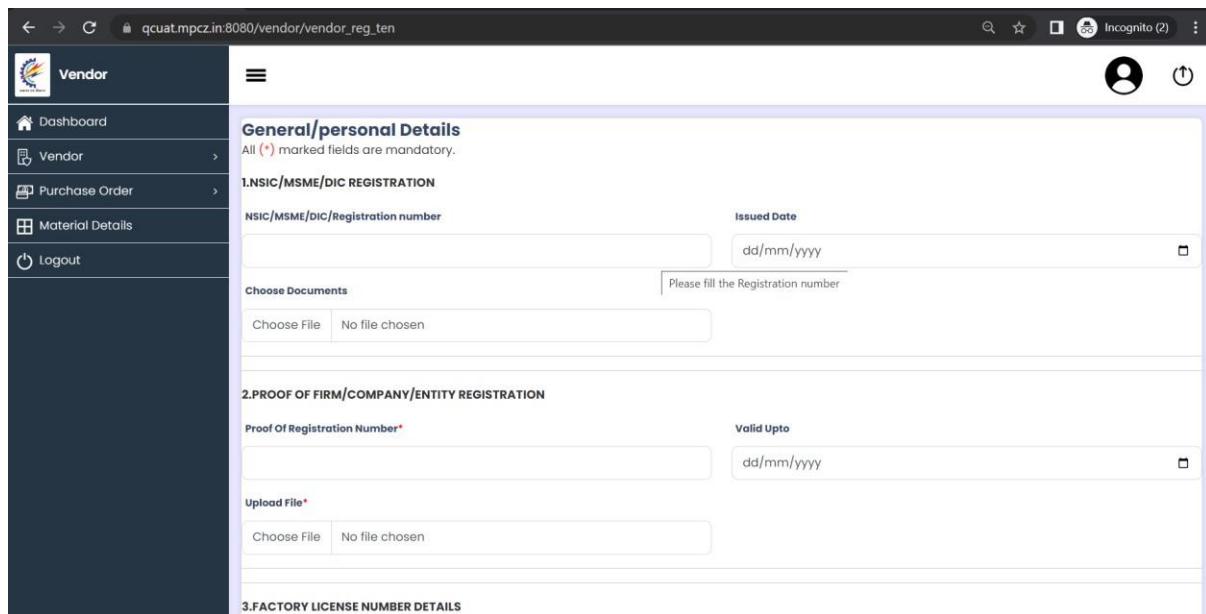
2.PROOF OF FIRM/COMPANY/ENTITY REGISTRATION

Proof Of Registration Number* Valid Upto dd/mm/yyyy

Upload File*

Choose File No file chosen

3.FACTORY LICENSE NUMBER DETAILS



Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Upload File* dd/mm/yyyy

Choose File No file chosen

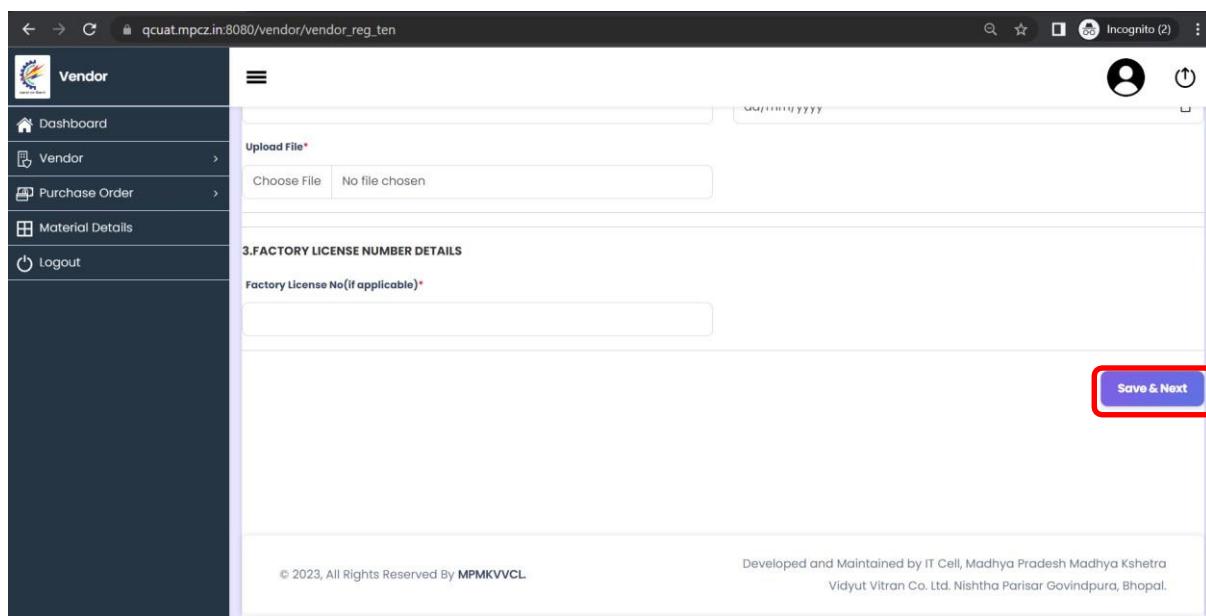
3.FACTORY LICENSE NUMBER DETAILS

Factory License No(if applicable)*

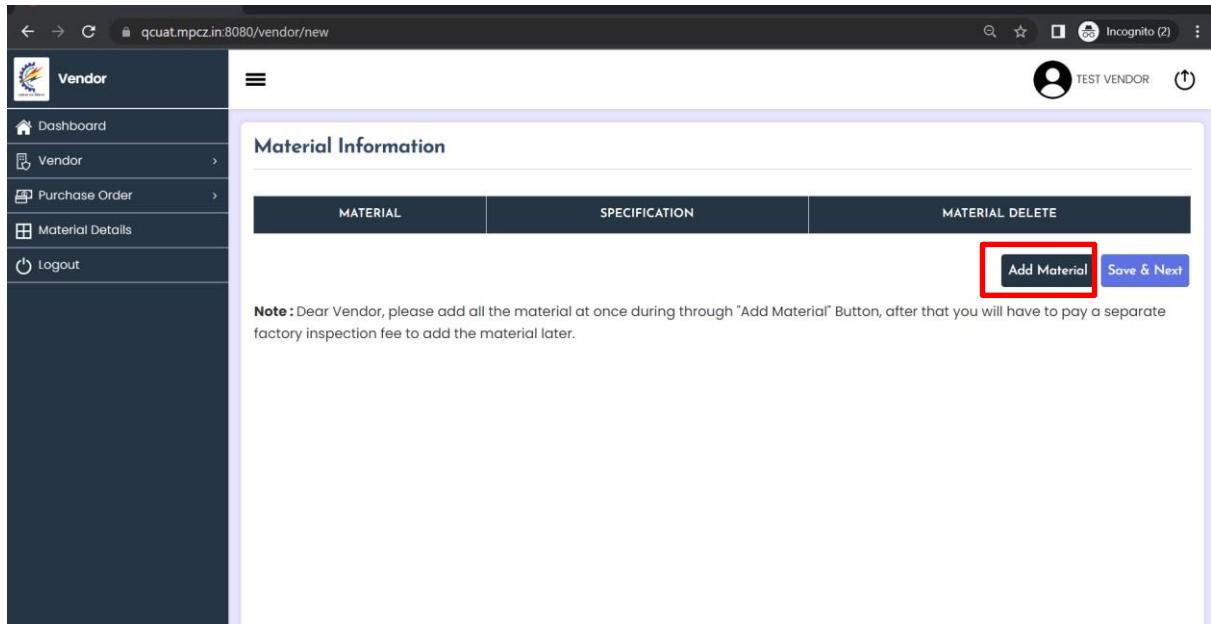
Save & Next

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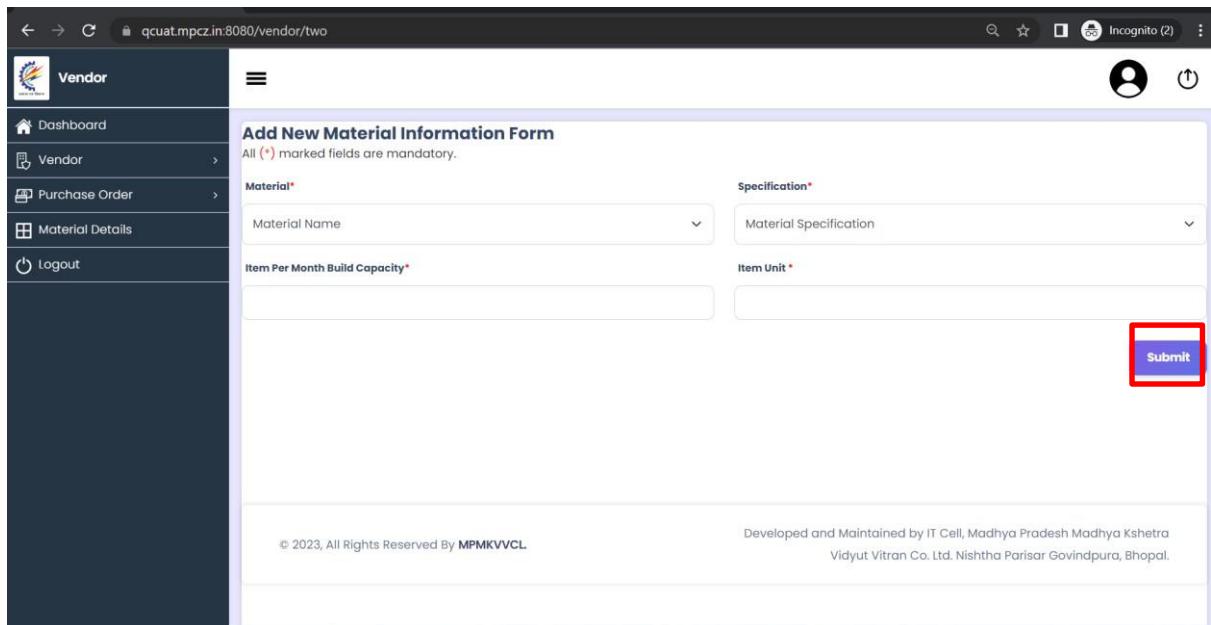
Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.



15. click on add material for adding materials



17. Click on submit button



18. Click on save & next

Material Information

MATERIAL	SPECIFICATION	MATERIAL DELETE
MS fabricated Items	33 KV Bridling cross arms 75x75x6mm	Delete

Note: Dear Vendor, please add all the material at once during through "Add Material" Button, after that you will have to pay a separate factory inspection fee to add the material later.

Add Material **Save & Next**

19. Enter all the technical details and click on save & next

Technical Details

1. PRIVIOUS SUPPLY ORDER COPIES/COMPLETION CERTIFICATE/DOCUMENTARY EVIDENCE REQUIRED(minimum experience criteria Annex-II)
II) **View** *
- Upload File *
 Choose File No file chosen
2. LIST OF PLANTS & MACHINERIES *
Upload File *
 Choose File No file chosen
3. LIST OF TESTING EQUIPMENT *
Upload File *
 Choose File No file chosen
4. CALIBRATION CERTIFICATE FOR ALL TESTING EQUIPMENT(shall be cross verify during factory inspection) *
Upload File *
 Choose File No file chosen
5. BIS LICENCE (if applicable)

← → C 🔒 qcut.mpcz.in:8080/vendor/vendor_reg_eleven

Incognito (2) ⋮

 Vendor

Dashboard

Vendor >

Purchase Order >

Material Details

Logout

Technical Details

1. PRIVIOUS SUPPLY ORDER COPIES/COMPLETION CERTIFICATE/DOCUMENTARY EVIDENCE REQUIRED(minimum experience criteria Annex-II) **View ***

Upload File *

Choose File No file chosen

2. LIST OF PLANTS & MACHINERIES *

Upload File *

Choose File No file chosen

3. LIST OF TESTING EQUIPMENT *

Upload File *

Choose File No file chosen

4. CALIBRATION CERTIFICATE FOR ALL TESTING EQUIPMENT(shall be cross verify during factory inspection) *

Upload File *

Choose File No file chosen

5. BIS LICENCE (if applicable)

← → C 🔒 qcut.mpcz.in:8080/vendor/vendor_reg_eleven

Incognito (2) ⋮

 Vendor

Dashboard

Vendor >

Purchase Order >

Material Details

Logout

Supplier Name With Address *

Upload File *

Choose File No file chosen

8. LIST OF ITEMS HOLDING ISO 9001 CERTIFICATE *

Name Of Items (Separated By Comma) *

Upload File *

Choose File No file chosen

9. Electricity Bill Of Form/Company Primises *

Electricity Connection No. *

Latest Bill Upload *

Choose File No file chosen

Save & Next

21. Enter all Financial Details

qcdev.mpcz.in:8080/vendor/vendor_reg_twelve

Financial Details
All (*) marked fields are mandatory.

1.PAN CARD DETAILS*

Name On Pan Card	PANCARD	Pan Card Number	ABCDE567T
Issue Date	16/12/2022	Upload File(in .Pdf Format)	Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

2.ACTIVE GST NO. (ALONG WITH COPY OF CURRENT PAID CHALLAN AND ITS RECEIPT)*

State	Madhya Pradesh	Active GST Serial Number	I112223333
Upload File(in .Pdf Format)*	Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf		

3.PREVIOUS LAST THREE YEARS TAX RETURN*

Upload File(in .Pdf Format)	Choose File 8.EPF(ALONG WITH COPY OF LAT.pdf)		
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qcdev.mpcz.in:8080/vendor/vendor_reg_twelve

3.PREVIOUS LAST THREE YEARS TAX RETURN*

Upload File(in .Pdf Format)	Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf		
-----------------------------	--	--	--

4.BALANCE SHEET DETAILS/ PROFIT-LOSS STATEMENT (CA Certified)*

Upload File(in .Pdf Format)	Choose File 11.DETAIL OF CONTRACTORSUPERVISOR.pdf		
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Save & Next

22. click on save & next vendor will get the otp on his/her registered mobile number.

qcuat.mpcz.in:8080/vendor/vendor_reg_fifteen

Digital Signature

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case if any document found incorrect or false or any information provided in application form found incorrect or false then registration may be cancelled at any time.

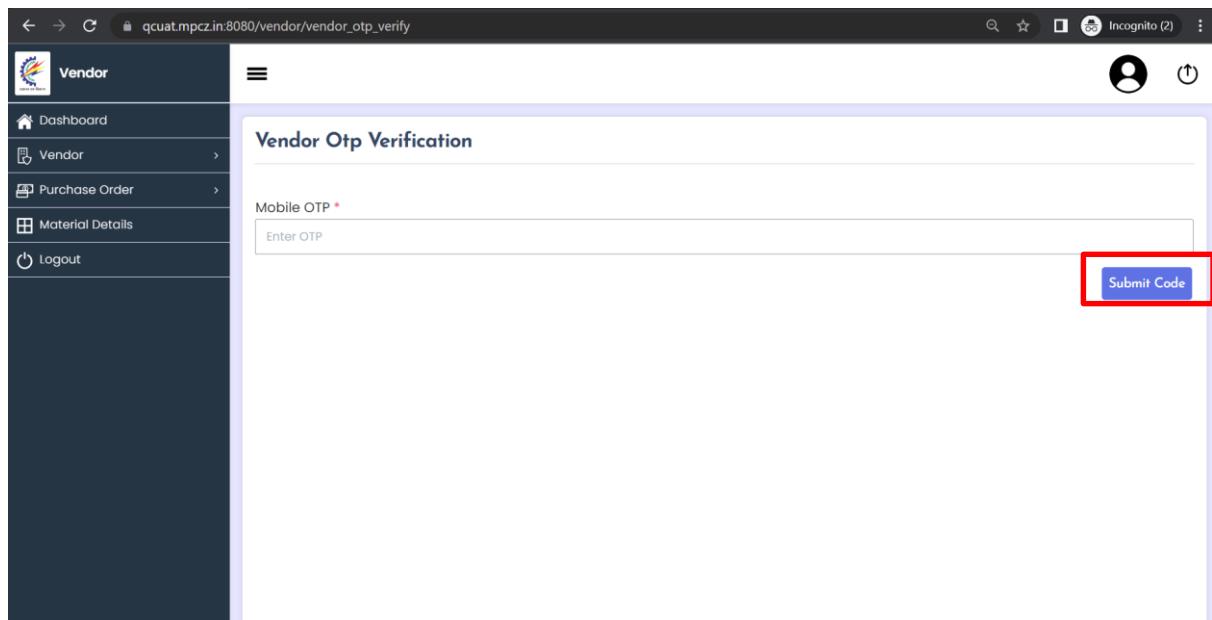
Annexure-A

1. I TEST VENDOR Director/Owner/Proprietor of M/s TEST_VENDOR_COMPANY. Representing the Company hereby sincerely and solemnly affirm and states as follow: a) That my firm M/s TEST_VENDOR_COMPANY.. has not been blacklisted Debarred from any Govt. Utility/DISCOMs in India. b) That we have never failed earlier to execute any purchase Order (S) of MP DISCOMS and its subsidiary companies / or Debarred / Blacklisted by MP DISCOMS and, subsidiary companies/any of the distribution Utility. c) That we accept all the terms and conditions of MP DISCOMS without any deviation. d) That myself or any representatives of my Company/Firm do not have any relatives or blood relations with the employees of MP DISCOMS and its subsidiaries. e) That all the documents including type test reports and other documents are genuine. f) That my firm M/s TEST_VENDOR_COMPANY.is solely manufacturer of the items applied for vendor registration under MP Discoms on QC Portal, but not as a trader/dealer/distributor. It is certified that the information furnished above are true to the best of my knowledge and belief. It is hereby undertaken that in the event of any information found to be false or incorrect at a later date, MP DISCOMS is entitled to terminate the approval entered into.

Online Verification through OTP

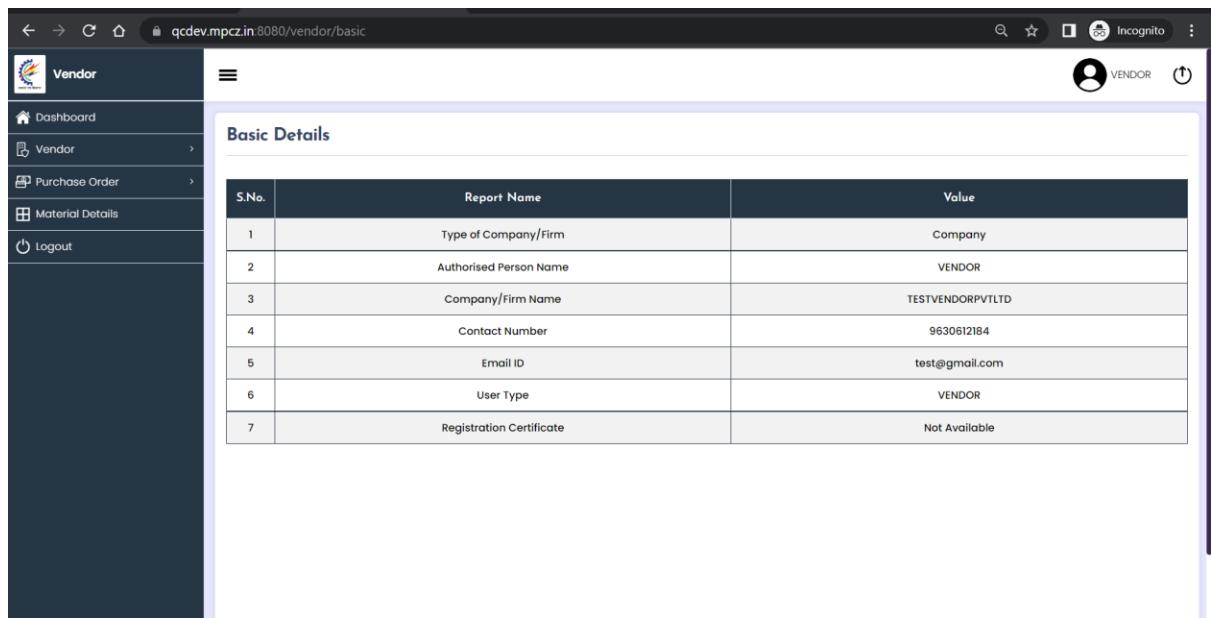
Save & Next

23. enter the otp click on submit code



The screenshot shows a web browser window with the URL qcuat.mpcz.in:8080/vendor/vendor_otp_verify. On the left is a dark sidebar menu with options: Dashboard, Vendor, Purchase Order, Material Details, and Logout. The main content area has a header "Vendor Otp Verification". It contains a form field labeled "Mobile OTP *" with a placeholder "Enter OTP" and a blue "Submit Code" button. The "Submit Code" button is highlighted with a red rectangular box.

24. After clicking on submit code vendor's basic info will get updated



The screenshot shows a web browser window with the URL qcdev.mpcz.in:8080/vendor/basic. The sidebar menu is identical to the previous screenshot. The main content area has a header "Basic Details". Below it is a table with 7 rows, each containing a question and its corresponding value. The table is highlighted with a red rectangular box.

S.No.	Report Name	Value
1	Type of Company/Firm	Company
2	Authorised Person Name	VENDOR
3	Company/Firm Name	TESTVENDORPVTLTD
4	Contact Number	9630812184
5	Email ID	test@gmail.com
6	User Type	VENDOR
7	Registration Certificate	Not Available