



Service Provisioning System

User Manual



**CEYLON
ELECTRICITY
BOARD** Enrich Life through Power

Contents

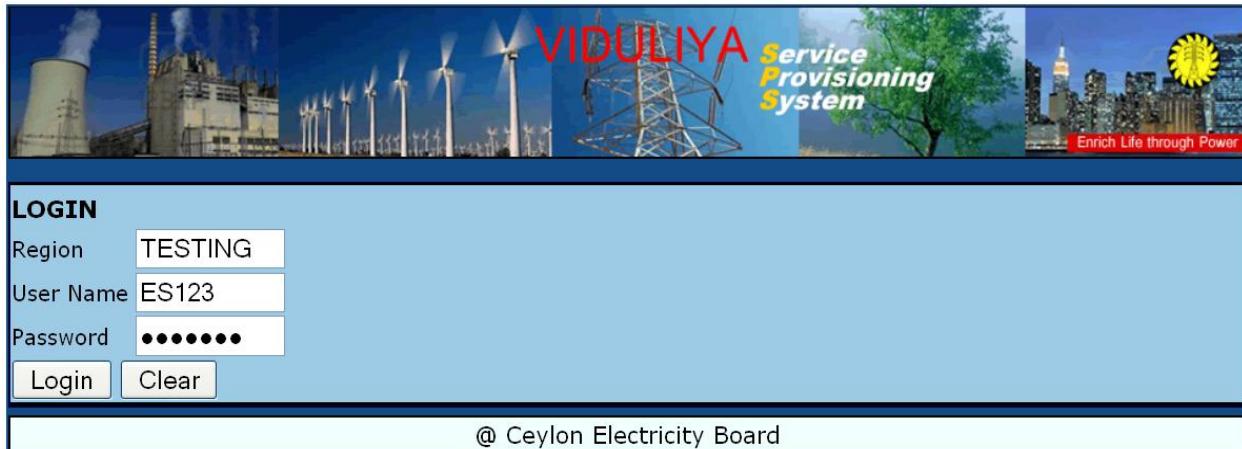
| | Page No. |
|---|----------|
| 1. How to login to the system? | 01 |
| 2. How to Change the Cost Center and Job Type | 01 |
| 2.1. How to Change the Cost Center and Job Type without Logging out? | 02 |
| 3. What is Home Page? | 02 |
| 4. How to Add a New Service Connection? | 03 |
| 4.1. How to Add a New Customer? | 04 |
| 4.2. What to do if the Customer is not having an ID? | 05 |
| 4.3. How to Fill the New Application? | 06 |
| 4.3.1. How to change the id no of the customer | 08 |
| 4.3.2. What to do if New Application Form is not Auto Directed or if the Customer is Already Registered? | 09 |
| 4.4. How to Add & Print the PIV I? | 09 |
| 4.4.1. How to change PIV 1 Id no? | 10 |
| 4.4.2. What to do if New PIV I Form is not Auto Direct or if Need to Reprint the PIVI? | 11 |
| 4.5. How to Confirm the PIV I? | 11 |
| 4.6. How to Generate Application No? | 12 |
| 4.6.1. What to do if Generate App No form is not Auto Directed? | 13 |
| 4.7. How to Create an Appointment? | 14 |
| 4.8. How to Print a Service Estimate? | 15 |
| 4.9. How to Create a Service Estimate? | 16 |
| 4.10. How to Create a New Estimate? | 19 |

| | |
|--|----|
| 4.11. How to Approve/Recommend /Reject an Estimate? | 22 |
| 4.12. How to Issue PIV 2? | 23 |
| 4.13. How to Confirm PIV 2? | 24 |
| 4.13.1. How to change PIV 2 Id no? | 25 |
| 4.14. How to Create a New Job? | 26 |
| 4.15. How to Allocate the Job to a Contractor? | 26 |
| 4.16. How to Revise a Job? | 27 |
| 4.17. How to Finish the Job | 28 |
| 4.18. How to Prepare Contractor Bill? | 29 |
| 4.19. How to Send Billing Data? | 30 |
| 4.20. How to Soft Close the Job by AE? | 31 |
| 4.21. How to Hard Close the Job by Accountant? | 32 |
| 5. How to add a Temporary Connection | 32 |
| 5.1. How to fill the Temporary connection new application? | 33 |
| 5.2. How to create an appointment? | 34 |
| 5.3. How to Print a Service Estimate? | 34 |
| 5.4. How to Create a Service Estimate? | 34 |
| 5.5. How to Create a New Estimate? | 34 |
| 5.6. How to Approve/Recommend /Reject an Estimate? | 34 |
| 5.7. How to Issue PIV? | 35 |
| 5.8. How to confirm PIV? | 36 |
| 5.9. How to create a new job? | 36 |
| 5.10. How to allocate the job to a contractor? | 36 |

| | |
|---|----|
| 5.11. How to revise a job? | 36 |
| 5.12 How to finish the job? | 36 |
| 5.13 How to prepare contractor bill? | 37 |
| 6. How to add a Cost Recovery | 37 |
| 6.1. How to fill the cost recovery new application? | 39 |
| 6.2. How to create an appointment? | 40 |
| 6.3. How to Print a Service Estimate? | 40 |
| 6.4. How to Create a Service Estimate? | 40 |
| 6.5. How to Create a New Estimate? | 40 |
| 6.6. How to Approve/Recommend /Reject an Estimate? | 41 |
| 6.7. How to Issue PIV? | 42 |
| 6.8. How to confirm PIV? | 42 |
| 6.9. How to create a new job? | 42 |
| 6.10. How to allocate the job to a contractor? | 43 |
| 6.11. How to revise a job? | 43 |
| 6.12 How to finish the job? | 43 |
| 6.13 How to prepare contractor bill? | 43 |
| 7. How to add Maintenance? | 44 |
| 7.1. How to fill the Maintenance new application? | 44 |
| 7.2. How to Create a New Estimate? | 46 |
| 7.3. How to create a new job? | 46 |
| 7.4. How to allocate the job to a contractor? | 46 |

| | |
|--|----|
| 7.5. How to approve / Reject several Estimates using Batch Approvals? | 46 |
| 7.6. How to approve / Reject several revised jobs using Batch Approvals? | 48 |
| 8. How to add Masters? | 49 |
| 8.1 How to add cost center details | 50 |
| 8.2 How to add contractors | 51 |
| 8.3 How to add labor activity | 52 |
| 8.4 How to add labor activity rates | 53 |
| 8.5 How to add new labor rates update | 54 |
| 8.6 How to add costing (standard EST costing) | 55 |
| 8.7 How to add costing (Default conductor Material) | 56 |
| 8.8 How to add costing (Default conductor Material) | 56 |
| 8.9 How to add Bank Details | 57 |
| 8.10 How to add Bank Branch Details | 58 |
| 9. How to Get Reports? | 58 |

1. How to Login to the System?



The screenshot shows the login interface for the VIDULIYA Service Provisioning System. At the top, there's a banner featuring industrial and renewable energy imagery (power plant, wind turbines, transmission towers) and the text "VIDULIYA Service Provisioning System". To the right is a logo of a sun over a city skyline with the tagline "Enrich Life through Power". Below the banner is a "LOGIN" section with three input fields: "Region" (TESTING), "User Name" (ES123), and "Password" (represented by six dots). Below these fields are two buttons: "Login" and "Clear". At the bottom of the login form, it says "@ Ceylon Electricity Board".

This is the login screen for the SPS system.

Here region field will be auto filled when you load the page through CITRIX. If not you can simply enter the region accordingly ex: 'R1'.

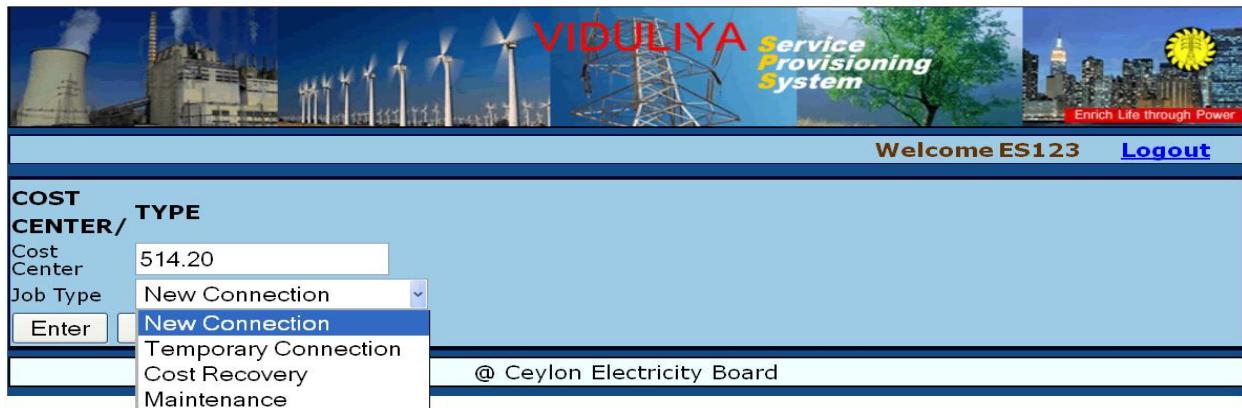
For the user name you may use the username given. There shouldn't be any spaces or special characters (", #, \$, %, &, ', (,), *, +, -, ., /, -, :, ;, <, =, >, ?, @, #, [, \,], ^,). Ex : '51420ES1'

Given password should be typed. You can change the password from MITFIN system.

Click login button to log into the system.

Next you will be directed to 'cost center selection and job type selection' screen.

2. How to Change the Cost Center and Job Type?



The screenshot shows the cost center and job type selection screen. The top banner and logo are identical to the login screen. The main area has a header "Welcome ES123" and a "Logout" link. Below this is a table with two columns: "COST CENTER/" and "TYPE". In the "COST CENTER/" column, there are input fields for "Cost Center" (514.20) and "Job Type" (a dropdown menu showing "New Connection", "Temporary Connection", "Cost Recovery", and "Maintenance"). The "New Connection" option is currently selected. At the bottom of the table, there are "Enter" and "Cancel" buttons. The footer says "@ Ceylon Electricity Board".

When logged in to the system, cost center no will be automatically filled. You may also login to any cost center you are authorized by typing the particular cost center no.

You can select the Job Type as New Connection, Temporary Connection, Cost Recovery or Maintenance by clicking the dropdown box.

Click Enter button to navigate to the home screen.

Note: You may also login to any cost center you are authorized by typing the particular cost center no.

2.1. How to Change the Cost Center and Job Type without Logging out?



You can also visit the ‘cost center selection and job type selection’ page by clicking the above two links showing the cost center no and Job type on the home page.

3. What is Home Page?

You will be directed to the login page after you are successfully logged in and chose the job type.

This screenshot shows the login page of the Service Provisioning System. The page has a header with a factory image, wind turbines, and the text "VIDULIYA Service Provisioning System". Below the header, there are three main sections: "Estimates to be Approved", "Approved Estimates", and "Jobs to be Approved". Each section contains a table with columns for Estimate Number, Cost Center, Standard Cost, Fund Id, and Description/Sub Type. The "Cost Center" and "Fund Id" columns are highlighted in yellow. On the right side of the page, there are several navigation links: "Main Menu", "Logged User", "Cost Center", "Job Type", and "Log Out Link". The "Cost Center" and "Job Type" links correspond to the ones circled in the previous screenshot.

| Estimates to be Approved | | | | | |
|--------------------------|-------------|---------------|------------|---------|----------------------|
| Estimate Number | Cost Center | Standard Cost | Entered By | Fund Id | Description/Sub Type |
| S14.20/ENC/12/0001 | 514.20 | 2012 Mar 29 | 91,300.00 | ES123 | CPI |
| S14.20/ENC/12/0002 | 514.20 | 2012 Mar 29 | 15,650.00 | ES123 | CPI |
| S14.20/ENC/12/0022 | 514.20 | 2012 Mar 26 | 70,964.00 | ES123 | CPI |
| S14.20/ENC/12/0023 | 514.20 | 2012 Mar 26 | 56,690.00 | ES123 | CPI |
| S14.20/ENC/2011/0014 | 514.20 | 2011 Mar 29 | 10,000.00 | ES123 | CPI |
| S14.20/ENC/2011/0022 | 514.20 | 2011 Mar 29 | 49,350.00 | es123 | CPI |
| S14.20/ENC/2011/0025 | 514.20 | 2011 Mar 29 | 49,350.00 | es123 | CPI |
| S14.20/ENC/2011/0026 | 514.20 | 2011 Jun 06 | 60,550.00 | es123 | CPI |
| S14.20/ENC/2011/1217 | 514.20 | 2011 Oct 14 | null | ES123 | CPI |
| S14.20/ENC/2011/1222 | 514.20 | 2011 Oct 17 | null | ES123 | CPI |

| Approved Estimates | | | |
|----------------------|-------------|---------------|---------|
| Estimate Number | Cost Center | Standard Cost | Fund Id |
| S14.20/ENC/12/0051 | 514.20 | 15,650.00 | CPI |
| S14.20/ENC/12/0084 | 514.20 | 16,155.00 | CPI |
| S14.20/ENC/12/0085 | 514.20 | 15,650.00 | CPI |
| S14.20/ENC/2011/0026 | 514.20 | 285,000.00 | CPI |
| S14.20/ENC/2011/0078 | 514.20 | 13,150.00 | CPI |

| Jobs to be Approved | | | |
|---------------------|-------------|---------------|---------|
| Job Number | Cost Center | Standard Cost | Fund Id |
| 010052 | 514.20 | 35,350.00 | CPI |
| E14.20/SMC/12/0021 | 514.20 | 15,650.00 | CPI |

There are few key elements in home page:

- Main menu - Contains all the navigation links to SPS functionalities.
- Cost center no - Indicates which cost center you have logged in.(you can navigate to cost center selection and job type selection form and change the cost center no by clicking this link)
- Job type - Indicates which Job type you have selected.(you can navigate to cost center selection and job type selection from by clicking this link)
- Log out link - You can logout from the system by clicking this. It will direct you to the login screen.
- Notification Dashboard - On your home page in tables you will be shown:
 - Estimates to be Approved
 - Approved Estimates
 - Jobs to be Approved
 - Revised Jobs
 - Active Appointments
 - Un Attended Appointments
 - Failed Appointments

If there are no data to be shown in a particular table, that table will not display.

4. How to Add a New Service Connection?

New connection (Service connection) process can be divided into three major phases.

1. Application

- Here sequentially you add a new customer, generate an application for that customer, issue PIV of 250/= (PIV I), Confirm that PIV after payment and finally generate an application number.

2. New Estimate

- Here sequentially you create an appointment, Print service estimate, Save service estimate data, Create a new estimate, Send it to approval, Issue PIV 2, Confirm PIV 2 after payment and finally Create a new job for the application.

3. New job

- After New job is created you may allocate job to a contractor, Revise job if necessary, Energize the Job/SMC card, Prepare contractor bill for finished job and send billing data and then job should be soft closed by AE and then the Job is hard closed by Accountant.

4.1. How to Add a New Customer?

Click **Application ▶ Customer ▶ New Customer** on the Main menu and you will be directed to new customer registration form.

The screenshot shows the 'Customer > New Customer' interface. At the top, there are links for 'Welcome', 'ES123', and 'Logout'. The main title is 'CUSTOMER REGISTRATION FORM CEYLON ELECTRICITY BOARD'. Below it, the 'Consumer Detail' section contains fields for Cost Center No (514.20), Personal/Corporate (Personal dropdown), ID Type (radio buttons for NIC, PASSPORT, BUS REG NO), Full Name, First Name (Initials)/Company Name, Last Name/Company Type, Street Address (Line 1) and Suburb (Line 2), City (line 3), Postal Code, Telephone No, Mobile No, Email, Preferred Language (radio buttons for Sinhala, English), and CEB Employee (radio buttons for Yes, No). At the bottom, there are buttons for Save, Modify, Exit, and Clear, along with a footer note '@ Ceylon Electricity Board'.

1. Cost Center No: auto filled.
2. Personal/cooperate: you can select accordingly by clicking the drop down box.
3. ID Type: Click on the ID category customer is having and type the ID Number in the text field.
4. Full Name: Enter the full name of the customer for this field. If the customer is from a company or for an organization you may enter the full company/organization name here.
5. First Name (Initials) / Company name: Enter customer initials here as indicated in the figure. If it is a company, enters the company name.
6. Last Name / Company Type: Enter the last name of the consumer. If it is a company / organization give the company type. Ex: School, Charity.
7. Street Address(Line 1) , Suburb (Line 2) , City (Line 3): You may break the customer address into three parts. City should contain the major city of the customer address and for the Suburb

you can give the sub city of the customer, Upper parts of the address you may enter to the Street address field.

8. Postal Code: Not mandatory but if possible you may enter the postal code of the customer.
9. Telephone No, Mobile No, SMS No: Enter the numbers accordingly. For the SMS No if possible get a number that customer is preferred to receive SMSs from CEB, if not let that blank.
10. Email: Not mandatory. If possible you may enter an Email address of the customer.
11. CEB Employee: If the customer himself or herself is a CEB employee you may click yes. If yes clicked security deposit will not be charged for the customer for the first time if it is a domestic or general purpose connection.

Click save button to save the customer.

4.2. What to do if the Customer is not having an ID?

If the customer not having an ID in the given categories you may use the generate ID No function by navigating [Application ▶ Customer ▶ Generate Id No](#) to get an ID.

Then click Next button and you will get a new customer registration form with the generated ID.

Note: This should be done upon ES's approval and you should **NOT** enter random numbers to the ID text field.

4.3. How to Fill the New Application?

If customer successfully saved, you will be auto directed to New Application page and at the right upper corner it will display "New Customer Successfully Added in green" color.

Most of the fields are auto filled on this form.

Application Detail:

Application Sub Type: Click drop down box to select the application sub type out of Permanent, Temp Cons1, Temp Cons2, and Temp Cons3.

If you select a Temporary connection (Temp Cons1, Temp Cons2, and Temp Cons3) Duration, from Date and To Date will be activated.

Duration: Select whether the duration is in months or years by clicking the drop down box. Type how much months or years in the text box.

From Date & to date: These fields will be activated if a Temporary connection is chosen. Click the calendar icon and select the date for the relevant duration.

If Permanent left selected there are no mandatory fields to fill in the Application Details section.

Description: For the Description text field you can add an application description if necessary.

Personal Detail:

Personal details will be auto filled if not they can be retrieved by giving the customer Id No and clicking the Find button.

Service detail / Land Detail:

Service details means to where consumer requests the connection. Bill will also send to the address given here.

If the address given here is same as the address in the Personal detail you can click the Fill button if so consumer address will be copied to the service address fields.

If both addresses are not the same fill the service address.

Assessment No: If customer is having the assessment no enter it here.

Neighbors Acc.No: This is a mandatory field. Enter the neighbors account number which is of 10 digits here. But if it is irrelevant you may enter a line of 1s as a standard. Please do not enter random numbers.

Ownership: Click occupy if the customer owns the service address or if he is a rental owner click rent.

Occupied/Owner Certified: If the service address is a rented if the owner has certified connection place you may select Yes or else select No.

Is Government Place: If the connection is for government place select Yes.

Details of Wiring

Enter the wiring details in quantity in front of each item mentioned. Items are:

Number of Bulbs, Number of Fans, Number of Plugs(5A) ,Number of Plugs(15A) Motors Total(hp/Kw),
Welding Plant(KVA) ,Metal Crusher(hp/Kw) ,Saw Mills(hp/Kw).

Here for the Motors Total include only industrial purpose motors, normal home used motors are not concerned for Motors Total.

Phase: Select whether the requested connection single phase (1 ph) or three phase (2 ph).

Connection type: Select whether the requested connection is a 15, 30, 60 ampere connection.

Customer Category: Out of options Private, Government, Semi Government, Foreign, Religious select the appropriate customer category by clicking the drop down box.

Tariff Category Code: This will be auto selected according to the Customer Category. If the Tariff Category Code is selected Customer Category will be auto selected as well.

Customer Type: Out of options Domestic, Construction, Shop, School, Industrial, Hotel, Garment, Forces, Temple, Church

Select the appropriate customer Type by clicking the drop down box and the Tariff Code will be auto selected.

Tariff Code: This will be auto selected according to the Customer Type. If the Tariff Code is selected Customer Type will be auto selected as well.

Other Detail

These fields will be auto filled.

After filling the application form click Save button below.

New Connection>Application>New Application Welcome ES123 Logout

APPLICATION FORM CEYLON ELECTRICITY BOARD

DONE:- New Customer Successfully Added.

Application Detail

| | | | | |
|------------------|---|----------------------|--|------------|
| Temp Id | 514.20/ANC/12/xxxx | Find | Date | 2012-03-26 |
| Cost Center No | 514.20 | CSC | CONSUMER SERVICE CENTRE | |
| Application Type | <input checked="" type="radio"/> New Conn | Application SubType | Permanent <input type="checkbox"/> | |
| Duration | Months <input type="button" value="..."/> | To Date | <input type="button" value="..."/> | |
| From Date | <input type="button" value="..."/> | Confirm PIV | <input type="radio"/> Yes <input type="radio"/> No | |
| Application No | <input type="text"/> | Find No | | |
| Allocated To | <input type="text"/> | <input type="text"/> | | |
| Description | <input type="text"/> | | | |

Personal Detail

| | | | | |
|-----------------------|------------------------|---------------------------|---|------|
| Id Type | NIC | Id No | 882792293v | Find |
| First Name (Initials) | H.L. | Last Name | SANKHA | |
| Street Address | NO 486/1, THAMBAHITIYA | Suburb | MEETIYAGODA | |
| City | AMBALANGODA | Postal Code | 80330 | |
| Telephone No | 0912245686 | Mobile No | 0773000030 | |
| Email | sankha@ceb.lk | Preferred Language | SI | |
| CEB Employee | Y | Is Applying For a Loan*** | <input type="radio"/> YES <input checked="" type="radio"/> NO | |

Land Detail

| | | | | |
|------------------------|--|--------------------------|---|------|
| Street Address(line 1) | NO 486/1, THAMBAHITIYA | Suburb(line 2) | MEETIYAGODA | Fill |
| City(line 3) | AMBALANGODA | Postal Code | 80330 | |
| Assessment No | <input type="text"/> | Neighbours Acc. No | <input type="text"/> | |
| Ownership | <input checked="" type="radio"/> Occupy <input type="radio"/> Rent | Occupy / Owner Certified | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Is Governmentt Place | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |

Details of Wiring

| | | | |
|----------------------|--|----------------------|---|
| Number of Bulbs | <input type="text"/> | Number of Fans | <input type="text"/> |
| Number of Plugs(5A) | <input type="text"/> | Number of Plugs(15A) | <input type="text"/> |
| Motors Total(hp/Kw) | <input type="text"/> | Welding Plant(KVA) | <input type="text"/> |
| Metal Crusher(hp/Kw) | <input type="text"/> | Saw Mills(hp/Kw) | <input type="text"/> |
| Phase | <input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph | Connection Type | <input type="radio"/> 15 <input checked="" type="radio"/> 30 <input type="radio"/> 60 |
| Customer Category | Private | Customer Type | Domestic <input type="button" value="..."/> |
| Tariff Category Code | DP <input type="button" value="..."/> | Tariff Code | 11 <input type="button" value="..."/> |

Other Details

| | | | |
|--|--------|--------------------------------------|----------------------|
| Prepared By | ES123 | Confirmed By | <input type="text"/> |
| Save <input checked="" type="radio"/> | Modify | Issue PIV | Generate |
| Allocate | Exit | <input type="button" value="Clear"/> | |

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4.3.1. How to change the id no of the customer

For any reason if you want to change the customer id you can go to application ► customer ► change id no. first you have to register the customer by clicking new customer as the same way you enter a new customer.

Note: If the customer is already registered you don't have to register the customer again.

Welcome [Logout](#)

CHANGE APPLICATION CUSTOMER ID NO

Consumer Detail

Cost Center No 514.20

Application Id 514.20/ANC/13/0632

| Old Customer Details | | New Customer Details | |
|------------------------|---|------------------------|---|
| Id No | 88000001v | ID No | 90100000v |
| First Name (Initials) | N | First Name (Initials) | S |
| Last Name | PERERA | Last Name | FERNANDO |
| Street Address | 123 | Street Address | 121 |
| Suburb | DALUGAMA | Suburb | CAMPUS ROAD |
| City | KELANIYA | City | COLOMBO |
| Postal Code | | Postal Code | |
| Telephone No | 0119234544 | Telephone No | 1212123232 |
| Mobile No | | Mobile No | |
| Email | | Email | |
| Preferred Language | SI | Preferred Language | SI |
| CEB Employee | N | CEB Employee | N |
| Is Applying For a Loan | <input checked="" type="radio"/> YES <input type="radio"/> NO | Is Applying For a Loan | <input checked="" type="radio"/> YES <input type="radio"/> NO |

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From this form you can change the customer id no. First you have to enter the application id no and have to find the application details. Then you have to enter the new id no in the new customer details id no field and then click on find button. After the system retrieve the details then click on change button and the new id no will be updated to the system.

4.3.2. What to do if New Application Form is not Auto Directed or if the Customer is Already Registered?

Note: If for any reason if you are not auto directed you can get the new application form by clicking [Application ► Application ► New Application](#).

There at the Personal Details section fill the customer ID and click Fill button. Then the application details will be filled and you may continue in the normal way. You can use this if the customer already in the system as well.

4.4. How to Add & Print the PIV I?

This page will be auto directed when you click save button of the New Application form. You may simply use Save & Print button to save and print the RS 250/= PIV

**PAYING IN VOUCHER CEYLON ELECTRICITY
BOARD**

| | | | | |
|--------------------------|--|-----------------|--|--------------|
| PIV No | PIV/514.20/ANC/12/0252 | Find PIV No | PIV Receipt No | |
| People's Bank Branch | Bank of Ceylon Central Office | C.E.B. Branch | Cost Center No | 514.20 |
| | | | Date(DD/MM/YYYY)) | 2012-03-26 |
| Reference No | 514.20/ANC/12/0252 | Job Description | APPLICATION FEE | |
| Id No | 882792293v | Code No | Description | Amount Cents |
| Depositor's Name | H.L. SANKHA | 1300 | Miscellaneous Income | 0.00 |
| Address | NO 486/1, THAMBAHITIYA;MEETIYAGODA;AMBAL ANGODA;80330 | 3600 | Electricity Debtors | |
| Payment Mode | <input checked="" type="radio"/> Cash <input type="radio"/> Cheque | 5600 | Security Deposit | |
| Pay Date | | 5610 | Service Connection/Electricity Schemes | |
| Bank Code | Select Bank | 5640 | Tender Deposit | |
| Branch Code | | 5660 | Miscellaneous Deposit | |
| Cheque Date | | 5800 | Cash in Transit | |
| Cheque No | | 5910 | For Dishonoured Cheque | |
| Amount in Words | Two Hundred and Fifty Rupees Only | 1380 | Application Fee | 250.00 |
| | | | Sub Total | 250.00 |
| Prepared By | ES123 | 5222 | V.A.T. | |
| Certified By | | 1300 | Grand Total | 250.00 |
| Depositor's Signature | | | If Bank loan is granted | |
| Bank Officer's Signature | | | Loan Reference | |
| | | | Loan Amount | |

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4.4.1. How to change PIV 1 Id no?

To go to change PIV 1 di no form click on application ► PIV ► change PIV1id no

Welcome ES123 Logout

CHANGE APPLICATION CUSTOMER ID NO

Consumer Detail

| | | | | |
|----------------|--------|--------|----------------------|-------------------------------------|
| Cost Center No | 514.20 | Piv No | PIV/514.20/ANC/2013/ | <input type="button" value="Find"/> |
|----------------|--------|--------|----------------------|-------------------------------------|

Old Customer Details

| | |
|-----------------------|--|
| Id No | |
| First Name (Initials) | |
| Last Name | |
| Street Address | |
| Suburb | |
| City | |
| Postal Code | |
| Telephone No | |
| Mobile No | |
| Email | |
| Preferred Language | |
| CEB Employee | |

New Customer Details

| | |
|-----------------------|--|
| ID No | |
| First Name (Initials) | |
| Last Name | |
| Street Address | |
| Suburb | |
| City | |
| Postal Code | |
| Telephone No | |
| Mobile No | |
| Email | |
| Preferred Language | |
| CEB Employee | |

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If you want to change the id no in the PIV 1 you have to enter the PIV no in the PIV no field and click on find button. Then you will retrieve the customer details. You can enter the new id no in the new customer details id no field and click on find. After that you can change the customer details by clicking change button.

4.4.2. What to do if New PIV I Form is not Auto Direct or if Need to Reprint the PIVI?

Note: If for any reason if you are not auto directed you can view the PIV I form by clicking Application -> PIV -> View PIV. There at PIV No Text box delete ‘XXXX’ at the end and give the PIV No you need to view and click Find PIV No button. Then the PIV details will be filled.

If you need to reprint the PIV I you may use [Application ► PIV ► Print PIV](#).

4.5. How to Confirm the PIV I?

To confirm PIV I click [Application ► PIV ► Confirm PIV](#).

There at PIV No Text box delete ‘XXXX’ at the end and give the PIV No you need to view and click Find PIV No button. Then the PIV details will be filled.

Enter the PIV receipt no at the right upper and enter Pay date by clicking the calendar icon.

Click confirm button to confirm the PIV.

Application>Confirm PIV Welcome ES123 Logout

PAYING IN VOUCHER CEYLON ELECTRICITY BOARD

| | | | | |
|--------------------------|--|-----------------|--|-------------------------------------|
| PIV No | PIV/514.20/ANC/12/0252 | Find PIV No | PIV Receipt No | [Red Box] |
| People's Bank Branch | Bank of Ceylon Central Office | C.E.B. Branch | CONSUMER SERVICE CEN Cost Center | 514.20 Date(DD/MM/YYYY)) 2012-03-26 |
| Reference No | 514.20/ANC/12/0252 | Job Description | | |
| Id No | 882792293v | Code No | Description | Amount Cents |
| Depositor's Name | H.I. SANKHA | 1300 | Miscellaneous Income | 0.00 |
| Address | NO 486/1, THAMBAHITIYA; MEETIYAGODA; AMBAL ANGODA; 80330 | 3600 | Electricity Debtors | 0 |
| Payment Mode | <input checked="" type="radio"/> Cash <input type="radio"/> Cheque | 5600 | Security Deposit | 0 |
| Pay Date | [Red Box] | 5610 | Service Connection/Electricity Schemes | 0 |
| Bank Code | Select Bank | 5640 | Tender Deposit | 0 |
| Branch Code | | 5660 | Miscellaneous Deposit | 0 |
| Cheque Date | | 5800 | Cash in Transit | 0 |
| Cheque No | | 5910 | For Dishonoured Cheque | 0 |
| Amount in Words | Two Hundred and Fifty Rupees Only | 1380 | Application Fee | 250.00 |
| Prepared By | ES123 | 5222 | Sub Total | 250.00 |
| Certified By | | 1300 | V.A.T. | 0 |
| Depositor's Signature | | | Grand Total | 250.00 |
| Bank Officer's Signature | | | If Bank loan is granted | |
| | | | Loan Reference | |
| | | | Loan Amount | 0 |

Save & Print **Confirm** Exit Clear

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4.6. How to Generate Application No?

When you click confirm you will be auto directed to Generate App No form. There you will see the application details as well.

By clicking Generate Button new application No will be generated and that no will be shown at the right upper corner in blue color

New Connection>Application>Generate App No

Welcome ES123 Logout

APPLICATION FORM CEYLON ELECTRICITY BOARD

Application Detail

| | | | | |
|------------------|---|---------------------|----------------------|---|
| Temp Id | 514.20/ANC/12/0252 | Find | Date | 2012-03-26 |
| Cost Center No | 514.20 | CSC | CONSUMER SERVICE CEN | |
| Application Type | <input checked="" type="radio"/> New Conn | Application SubType | Permanent | |
| Duration | Months | | To Date | |
| From Date | | | | |
| Application No | Find No | | Confirm PIV | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Allocated To | | | | |
| Description | | | | |

Personal Detail

| | | | | |
|------------------------|--|----------------------------|---|------|
| Id Type | NIC | Id No | 882792293v | Find |
| First Name (Initials) | H.L. | Last Name | SANKHA | |
| Street Address(line 1) | NO 486/1, THAMBAHITIYA | Suburb(line 2) | MEETIYAGODA | Fill |
| City(line 3) | AMBALANGODA | Postal Code | 80330 | |
| Assessment No | | Neighbours Acc. No | 1234567890 | |
| Ownership | <input checked="" type="radio"/> Occupy <input type="radio"/> Rent | Occupier / Owner Certified | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Is Government Place | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |

Details of Wiring

| | | | |
|----------------------|--|----------------------|---|
| Number of Bulbs | 0 | Number of Fans | 0 |
| Number of Plugs(5A) | 0 | Number of Plugs(15A) | 0 |
| Motors Total(hp/Kw) | 0 | Welding Plant(KVA) | 0 |
| Metal Crusher(hp/Kw) | 0 | Saw Mills(hp/Kw) | 0 |
| Phase | <input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph | Connection Type | <input type="radio"/> 15 <input checked="" type="radio"/> 30 <input type="radio"/> 60 |
| Customer Category | Private | Customer Type | Domestic |
| Tariff Category Code | DP | Tariff Code | 11 |

Other Details

| | | | |
|---|-------|--------------|--|
| Prepared By | ES123 | Confirmed By | |
| <input type="button" value="Save"/> <input type="button" value="Modify"/> <input type="button" value="Issue PIV"/> <input style="outline: 2px solid red; border-radius: 10px; padding: 2px 10px;" type="button" value="Generate"/> <input type="button" value="Allocate"/> <input type="button" value="Exit"/> <input type="button" value="Clear"/> | | | |

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4.6.1. What to do if Generate App No form is not Auto Directed?

If the Generate App No form is not auto directed you may click Application ► Application ► Generate App No.

There for the Temp Id field give the application Number and click find. Application details will be filled. Click generate button is clicked app no is indicated above.

4.7. How to Create an Appointment?

After application no is generated. You can create an appointment for an ES visit.

Click Schedule->Appointment->New Appointment to navigate to the New Appointment form.

There at the Application Number drop down box you will be shown all the application numbers that needs appointments. Select the application no from there.

Then you can specify which ES to be allocated and whether it is an ES visit appointment date, Session (Morning or Afternoon) and Description.

Click Add button to create the appointment. Then the appointment will be created and success message will be shown in green color.

The screenshot shows a web-based application interface for creating a new appointment. At the top, there's a header bar with 'Calendar>New Appointment' on the left, 'WelcomeES123' in the center, and 'Logout' on the right. Below the header is a section titled 'Schedule'. It contains several input fields: 'Cost Centre' (514.20), 'Allocated To' (ES123), 'Application Number' (514.20/ENC/12/0175), 'Appointment Type' (ES.VISIT), 'Session' (Morning), 'Date' (27/03/2012), and a 'Description' text area. At the bottom of this section are three buttons: 'Add' (circled in red), 'Clear', and 'Exit'. A vertical scroll bar is visible on the right side of the main content area. At the very bottom of the page, there's a footer bar with the text '@ Ceylon Electricity Board'.

- If necessary you can create appointments as a bulk. After application no is generated. Click [Schedule ► Appointment ► Create Appointment](#) to navigate to the Create Appointment form.

From the Allocated to drop down box select an ES to allocate. Tick the related applications and click create button. Then the appointment will be created and success message will be shown in green color.

Calendar>Create Appointments

Welcome ES123 [Logout](#)

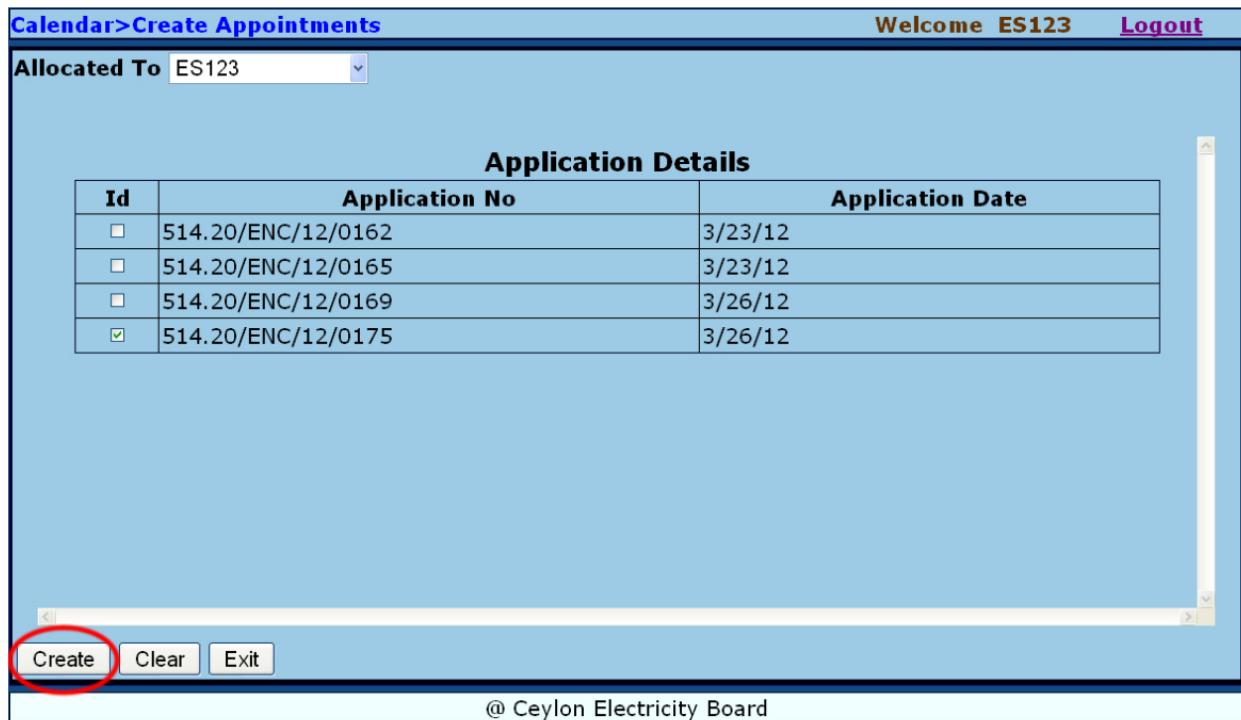
Allocated To: ES123

Application Details

| Id | Application No | Application Date |
|-------------------------------------|-----------------------|-------------------------|
| <input type="checkbox"/> | 514.20/ENC/12/0162 | 3/23/12 |
| <input type="checkbox"/> | 514.20/ENC/12/0165 | 3/23/12 |
| <input type="checkbox"/> | 514.20/ENC/12/0169 | 3/26/12 |
| <input checked="" type="checkbox"/> | 514.20/ENC/12/0175 | 3/26/12 |

Create **Clear** **Exit**

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The screenshot shows a software interface for managing appointments. At the top, it displays 'Calendar>Create Appointments', 'Welcome ES123', and 'Logout'. Below this, there's a dropdown menu labeled 'Allocated To' set to 'ES123'. The main area is titled 'Application Details' and contains a table with four columns: 'Id', 'Application No', and 'Application Date'. There are four rows in the table. The fourth row, which corresponds to application number 514.20/ENC/12/0175, has a checked checkbox in the 'Id' column. At the bottom of the table, there are three buttons: 'Create', 'Clear', and 'Exit'. The 'Create' button is highlighted with a red circle.

4.8. How to Print a Service Estimate?

After appointment created ES can print the service estimate.

Click [Estimation ▶ Service Estimate new](#) and you will be directed to Service Estimate creation page.

VIDULIYA Service Provisioning System

Estimation Number : Select Estimate No. Temp Id : Cost Center : 514.20 Area : Area 345f

NEW SERVICE ESTIMATE

Applicant Details

| | |
|-------------------|----------------------|
| Applicant Name : | Application Date : |
| NIC/Passport No : | Neighbours Acc. No : |
| Address : | Assesment Number : |
| Tele. Nos : | Remarks : |

Connection Details

| | |
|-------------------|-------------------|
| Phase : | Tariff Category : |
| Connection Type : | Tariff : |

Sketch

| | |
|--|---------------------------------|
| Service Length(m) : | Distance to Service Place(Km) : |
| Conductor Type : | SIN Number : |
| Conductor Length(m) : | Pole No : |
| Total Line Length(m) : | Sub Station : |
| 1P-3P Line Conversion Length(m) : | Distance From S/S : |
| 2P-3P Line Conversion Length(m) : | Transformer Capacity (KVA) : |
| Second Circuit Length(m) : | Transformer Load (KVA) : |
| Wiring Type : | Transformer Peak Load (KVA) : |
| Is loop service? : | Feeder Control Type : |
| Cable Type : | Phase : |
| No of Spans (For Service Length) : | Select Phase : |
| Is Service Conversion? : | |
| Is Variable Cost calculate according to Standards? <input type="radio"/> Yes <input checked="" type="radio"/> No | |

Poles

| Pole | Pole Type | Conn From | Conn To | Pointer Type | Qty. |
|----------------------------|-----------|-----------|---------|--------------|------|
| Show Poles | | | | | |

Struts

| Strut | Qty. |
|-----------------------------|------|
| Show Struts | |

Stays

| Stay | Stay Type | Qty. | |
|----------------------------|--------------|-----------------------|----------------------|
| Show Stays | | | |
| Save | Print | Clear | Exit |

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There for the Estimation No text field select the Estimation number from the drop down list and the system will display the application details. Basic service estimate details will be filled.

ES can click Print button and print the service estimate and bring it to fill at the customer visit.

4.9. How to Create a Service Estimate?

After ES visited the customer place he has the previously printed service estimate filled.

Click **Estimation ▶ Service Estimate new ▶ New** and you will be directed to Service Estimate creation page.

From Poles section enter pole details using the drop down list given.

| Pole | Pole Type | Conn From | Conn To | Pointer Type | Qty. |
|--|---|---|---|---|---|
| Hide Poles | | | | | |
| <input type="text" value="Select Pole"/> | <input type="button" value="Select Pole Type"/> | <input type="button" value="From Conductor"/> | <input type="button" value="To Conductor"/> | <input type="button" value="Pointer Type"/> | <input type="button" value="Add to Pole List"/> |

Item can be selected whether 'Poles RC 6m 50kg', 'Poles wooden 6.0 – 6.7 m', 'Poles Wooden 7.6 m' or 'Poles RC 8.3m 100kg'

Pole Type can be selected as whether it is 'INTERMEDIATE' or 'TAPPING'

From Conductor and To Conductor can be selected FLY, ABC or SERVICE accordingly.

Pointer can be mentioned whether it is a new or existing one.

Enter the quantity of that pole category in the category text box.

Click Add to pole list and you will see the entered pole below at the pole details section.

Likewise add all the poles you need from the poles section and they will be shown at Pole Details section below.

From Struts section enter struts details using the drop down list given.

| Strut | Qty. |
|---|--|
| Hide Struts | |
| <input type="text" value="Select Strut"/> | <input type="button" value="Add to Strut List"/> |

Item can be selected whether 'Poles RC 6m 50kg', 'Poles wooden 6.0 – 6.7 m', 'Poles Wooden 7.6 m' or 'Poles RC 8.3m 100kg'

Enter the quantity of that pole category in the category text box.

Click Add to strut list and you will see the entered struts below at the strut details section.

Likewise add all the struts you need from the strut section and they will be shown at strut Details section below.

From Stays section enter stay details using the drop down list given.

| Stay | Stay Type | Qty. |
|-----------------------------|----------------------------------|----------------------------------|
| Select Stay | Select Stay Type | Add to Stay List |

Item can be selected whether ‘Wire stay G.S 7/2.65mm’, ‘Wire stay G.S 7/3.25mm’, ‘Wire stay G.S 7/4.00mm’

Enter the quantity of that wire category in the category text box.

Click Add to stay list and you will see the entered stays below at the stay details section.

Likewise add all the stays you need from the stay section and they will be shown at stay Details section below.

Service wire: Enter the distance in the text box. It will be shown in the Service Length section below and that will be added to Total length as well.

Conductor Type: you can select as ABC or FLY and give the distance. It will be shown in the Sketch section below and that will be added to Total length as well.

No of Spans can be given at the text field.

Distance to service place (km) means how far the customer is from the service station. Enter the relevant length there.

| Sketch | | | |
|--|---|-------------------------------|--------------------------------|
| Service Length(m) | : <input type="text"/> | Distance to Service Place(Km) | : <input type="text"/> |
| Conductor Type | : <input checked="" type="radio"/> ABC <input type="radio"/> FLY | SIN Number | : <input type="text"/> |
| Conductor Length(m) | : <input type="text"/> | Pole No | : <input type="text"/> |
| Total Line Length(m) | : <input type="text"/> | Sub Station | : <input type="text"/> |
| 1P-3P Line Conversion Length(m) | : <input type="text"/> | Distance From S/S | : <input type="text"/> |
| 2P-3P Line Conversion Length(m) | : <input type="text"/> | Transformer Capacity (KVA) | : <input type="text"/> |
| Second Circuit Length(m) | : <input type="text"/> | Transformer Load (KVA) | : <input type="text"/> |
| Wiring Type | : <input checked="" type="radio"/> Over Head <input type="radio"/> Under Ground | Transformer Peak Load (KVA) | : <input type="text"/> |
| Is loop service? | : <input checked="" type="radio"/> Yes <input type="radio"/> No | Feeder Control Type | : <input type="text"/> |
| Cable Type | : Select Cable Type | Phase | : Select Phase |
| No of Spans (For Service Length) | : <input type="text"/> | | |
| Is Service Conversion? | : <input type="radio"/> NO <input checked="" type="radio"/> 3P-30A <input type="radio"/> 3P-60A <input type="radio"/> 3P-30 Con Rate <input type="radio"/> 3P-60 Con Rate | | |
| Is Variable Cost calculate according to Standards? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | |

At the Sketch section entering the SIN No is mandatory.

SIN number consists of 4 digits first letter should be the depo code of the service station application is entered and next four digits are from the transformer.

Total Length field will be auto calculated from the Service length field and Conductor length fields.

Here you see the Pole, Strut, Stay details and Service Lengths. If you need to remove anything you may use the Remove button in front of each line.

| Poles | | | | | |
|------------------------------------|--------------|-----------|---------|--------------|------|
| Pole | Pole Type | Conn From | Conn To | Pointer Type | Qty. |
| A0211 - POLES - R.C. 8.3 M 100 KG. | TAPPING | FLY | FLY | EXIST | 1 |
| A0211 - POLES - R.C. 8.3 M 100 KG. | TAPPING | FLY | FLY | NEW | 2 |
| A0203 - POLES R.C. 6 M 50 KG. | INTERMEDIATE | FLY | SERVICE | NEW | 1 |

[Show Poles](#)

| Struts | | |
|--------|------|------------------------|
| Strut | Qty. | |
| A0211 | 1 | Remove |

[Show Struts](#)

| Stays | | |
|-------|-----------|------|
| Stay | Stay Type | Qty. |
| B0805 | NORMAL | 1 |
| B0810 | FLYING | 1 |

[Show Stays](#)

[Save](#) [Print](#) [Clear](#) [Exit](#)

These entered data will be used to automatically assign items, labor quantities.

You may click save button and the service estimate will be saved and a green color message will show saying ‘Service Estimate saved successfully!’. After saving the service estimate appointment will be marked as a visited appointment.

4.10. How to Create a New Estimate?

After the service estimate is created you can add a new estimate.

Click **Estimation ▶ Estimate ▶ New** from the Main Menu.

There at the Estimation Number drop down box you will see all the Estimates that need to create new estimates. Select the estimate you need.

Applicant details, Connection Details, Detailed Estimate will be filled when an estimate No is selected.

Here Detailed Estimate details quantities are automatically retrieved from the service estimate and if you need you may edit those details.

Welcome ES123 Logout X

NEW STANDARD ESTIMATION

Estimation Number : 514.20/ENC/12/0175 Temp Id : 514.20/ANC/12/0252
Cost Center : 514.20 Estimated Date :

Applicant Details

| | |
|--|---------------------------------|
| Applicant Name : H.L. SANKHA | Application Date : 26/03/2012 |
| NIC/Passport No : 882792293V | Neighbours Acc. No : 1234567890 |
| Address : NO. 486/1, THAMBAHITIYA, MEETIYAGODA, AMBALANGODA | Remarks : |
| Assesment Number : | |

Copy estimate details from:

(*) Must be entered

Connection Details

| | |
|--------------------------------------|-------------------|
| Phase : SINGLE | Job Description : |
| Connection Type : 30 A | |
| Tariff Category : DP | |
| Tariff : 11 | |
| Category Code * : SMC | |
| Total Line Length(m) * : 45 | |
| Conductor Type : ABC | |
| Conductor Length(m) : 30 | |
| Service Length(m) : 15 | |
| Line Conversion Length(m) : 0 | |
| Wiring Type * : OH | |
| Is loop service? : N | |
| Cable Type : Select Cable Type | |
| Spans : 1 | |
| No. Poles : 4 | |
| No. Stays : 1 | |
| No. Struts : 2 | |
| SIN Number : A123 | |
| Phase : Select Phase | |
| Distance to Service Place(Km) * : 20 | |
| Fund Source & ID * : CP - CP | |

Standard Estimate

| | |
|---|----------|
| Fixed Cost * : 15,000.00 | |
| Variable Cost * : 0.00 | |
| Sub Total : 15,000.00 | |
| Other Cost : 0.00 (Material) Add other cost | |
| | (Labour) |
| Capital Cost : 0.00 | |
| Conversion Cost : 0.00 | |
| Tax Amount : 0.00 | |
| Security Deposit : 0.00 | |
| Estimated Total Cost : 15,000.00 | |

Work(Detailed) Estimate *

| Material Costs | | Labour Costs | | | | | | | |
|-----------------------------------|----------------|--------------|--|------|------------|-----------|---------------|---------------|---------------|
| Res. Code | Res. Type | Res. Cat | Res. Name | UOM | Unit Price | Est. Qty. | Est. Cost | Customer Qty. | Customer Cost |
| <input type="checkbox"/> K0110 | MAT-COST | 1 | METERS - KWH SINGLE PHASE 230V 10 -40A | NO. | 1,635.00 | 1.00 | 1,635.00 | | |
| <input type="checkbox"/> K1225 | MAT-COST | 1 | METER BOX - WOODEN 1 PHASE COMPLETE | NO. | 605.00 | 1.00 | 605.00 | | |
| <input type="checkbox"/> K1243 | MAT-COST | 1 | SYNTHETIC METER SEALS WITH WIRE | NO. | 15.00 | 1.00 | 15.00 | | |
| <input type="checkbox"/> L0305 | MAT-COST | 1 | CABLE - ALU. PVC INSULATED -H.S. DULEX -7/0.35-10SQMM ONE CORE INSULATED OTHER CORE BARE | MTR. | 55.00 | 98.00 | 5,390.00 | | |
| <input type="checkbox"/> B0210 | MAT-COST | 1 | BRACKETS D -G.I. W/O INSULATORS & BOLTS 110 X 92MM | NO. | 100.00 | 8.00 | 800.00 | | |
| <input type="checkbox"/> B0740 | MAT-COST | 1 | BOLTS NUTS - G.I. 50 X 16 MM | NO. | 50.00 | 11.00 | 550.00 | | |
| <input type="checkbox"/> B0745 | MAT-COST | 1 | BOLTS NUTS G.I. 120 X 16 MM | NO. | 70.00 | 1002.00 | 70,140.00 | | |
| <input type="checkbox"/> B0755 | MAT-COST | 1 | BOLTS NUTS G.I. 200 X 16 MM | NO. | 115.00 | 10.00 | 1,150.00 | | |
| <input type="checkbox"/> C0110 | MAT-COST | 1 | INSULATOR - LT 90 X 75MM | NO. | 40.00 | 12.00 | 480.00 | | |
| <input type="checkbox"/> D0610 | MAT-COST | 1 | WIRE BINDING, ALUMINIUM (NO.11) 3MM | KG. | 380.00 | 0.22 | 83.60 | | |
| <input type="checkbox"/> D1055 | MAT-COST | 1 | CLAMP CRIMP - SERVICE CONNECTION H TYPE AL/AL 7/3.40T07/1.35-7/1.70 | NO. | 75.00 | 4.00 | 300.00 | | |
| <input type="checkbox"/> EZKM0012 | MAT-COST | 1 | MAIN SWITCH FOR STREET LAMP 15A | NO. | 550.00 | 34.00 | 18,700.00 | | |
| <input type="checkbox"/> HZKM0009 | MAT-COST | 1 | M.C.C.B.10A | NO. | 105.00 | 45.00 | 4,725.00 | | |
| <input type="checkbox"/> B0250 | MAT-COST | 1 | CLAMPS, STAY G.I. | NO. | 155.00 | 33.00 | 5,115.00 | | |
| <input type="checkbox"/> B0710 | MAT-COST | 1 | WASHER - G.I. 16 MM | NO. | 10.00 | 209.00 | 2,090.00 | | |
| <input type="checkbox"/> B0810 | MAT-COST | 1 | WIRE STAY G.S. 7/3.25 MM (GRADE - 700) | KG. | 220.00 | 4.50 | 990.00 | | |
| <input type="checkbox"/> B0905 | MAT-COST | 1 | STAY ASSEMBLY COMPLETE LT GALVANISED 1.8 M X 16 MM | SET | 2,155.00 | 1.00 | 2,155.00 | | |
| <input type="checkbox"/> B1010 | MAT-COST | 1 | THIMBLES - GALVANISED 7/3.18 MM | NO. | 20.00 | 1.00 | 20.00 | | |
| <input type="checkbox"/> C0115 | MAT-COST | 1 | INSULATOR - STAY LT | NO. | 80.00 | 1.00 | 80.00 | | |
| <input type="checkbox"/> OZKM0013 | MAT-COST | 1 | SISTON | NO. | 925.00 | 24.00 | 22,200.00 | | |
| <input type="checkbox"/> UZKM0002 | MAT-COST | 1 | S/C BULB 100W | NO. | 29.00 | 24.00 | 696.00 | | |
| <input type="checkbox"/> A0211 | MAT-COST | 1 | POLES - R.C. 8.3 M 100 KG. | NO. | 11,240.00 | 1602.00 | 18,006,480.00 | | |
| <input type="checkbox"/> B0255 | MAT-COST | 1 | BRACKET - STRUT G.I. | NO. | 325.00 | 2.00 | 650.00 | | |
| <input type="checkbox"/> A0203 | MAT-COST | 1 | POLES R.C. 6 M 50 KG. | NO. | 7,465.00 | 1.00 | 7,465.00 | | |
| LABOUR | LABOUR-COST | 3 | LABOUR COST | HRS. | 185.00 | 869.10 | 160,783.50 | | |
| OVERHEAD | OVERHEAD-COST | 2 | OVERHEAD COST | HRS. | 194.00 | 869.10 | 168,605.40 | | |
| TRANSPORT | TRANSPORT-COST | 2 | TRANSPORT COST | NO. | 1.00 | 450.00 | 450.00 | | |
| Total Cost | | | | | | | | 18,482,353.50 | 0.00 |

[Remove Checked Resources](#)

[Add Poles with Materials](#) [Add Other Materials](#) [Add Other Resources](#)

Click Labor Cost link to view and edit labor cost details and you may click Material Costs link to view and edit material details.

If there are unnecessary materials added you can click and tick the box at the beginning of each line and click Remove Checked Resources link. So those details will be removed from the estimate.

If you need to edit the quantities you should select the quantity with the mouse and press Delete button on the key board. Then type the quantity you need. When you type estimate cost will be automatically calculated and displayed.

If you add a quantity for the customer side it will be charged from the customer.

Add Poles with Materials

The screenshot shows a web-based application for adding poles with materials. At the top, there are three navigation links: "Add Poles with Materials", "Add Other Materials", and "Add Other Resources". Below these is a section titled "Select Poles" with the following fields:

- Pole Type : Intermediate with Conductor FLY
- Connecting Conductor : Conductor Type
- With a pole? : Yes No A0211 - Poles RC 8.3m 100kg
- No of Points/Poles : CEB paid 2 Customer paid

At the bottom of this section is a blue button labeled "Add to Resource List", which is circled in red.

Below this section are several buttons: Save, Send for Approval, Clear, Exit, and Download Estimate. At the very bottom of the page is a footer with the text "@ Ceylon Electricity Board".

If you need to add a pole with material you can do it here. Click Add Poles with Materials link and you can select details accordingly as shown in the image and then click Add to Resource List and the pole and materials will be added to the estimate.

Add Other Materials:

If you need to add a material click Add Other Materials link. A panel with materials will be shown. From there tick the box at the beginning of the relevant material and click Add to Resources List. Item will be added to the resource list. There add the quantity of the newly added material.

Add Other Resources:

If you need to add a resource click Add Other Resources link. A panel with resources will be shown.

From there tick the box at the beginning of the relevant resource and click Add to Resources List. Item will be added to the resource list. There add the quantity of the newly added resource.

Click save button and the estimate will be saved. Green color ‘Estimate saved successfully’ massage will be displayed.

Then click Send for Approval button and the estimate will be sent to the approval of the appropriate level.

By clicking the download estimate button you can download a softcopy of the estimate.

4.11. How to Approve/Recommend /Reject an Estimate?

At notification dashboard at Home page you will be shown a drop down link called Estimates to be approved. Click on the estimates to be approved link and you will see a list of estimates to be approved. Select the estimate from the list.

The screenshot shows a list of estimates in a table format. The columns are: Estimate Number, Cost Center, Estimate Date, Standard Cost Entered By, Fund Id, Description, and Sub Type. The table contains 21 rows of data. A red circle highlights the estimate number 514.20/ENC/13/0345 in the first column. Below the table, there is a sidebar with the following categories and counts: Approved Estimates (9), Rejected Estimates (1), Jobs to be Revised (168), and Jobs to be Approved (6).

| Estimate Number | Cost Center | Estimate Date | Standard Cost Entered By | Fund Id | Description | Sub Type |
|----------------------|-------------|---------------|--------------------------|---------|-------------|----------|
| 514.20/ENC/12/0455 | 514.20 | 2013 Mar 15 | 208,749.00 | ES123 | CP | PM |
| 514.20/ENC/13/0057 | 514.20 | 2013 Feb 13 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0058 | 514.20 | 2013 Jan 29 | 39,120.00 | ES123 | CP | PM |
| 514.20/ENC/13/0069 | 514.20 | 2013 Feb 08 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0092 | 514.20 | 2013 Feb 13 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0094 | 514.20 | 2013 Feb 14 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0097 | 514.20 | 2013 Feb 14 | 18,222.00 | ES123 | CP | PM |
| 514.20/ENC/13/0191 | 514.20 | 2013 Apr 08 | 17,035.00 | ES123 | CP | PM |
| 514.20/ENC/13/0197 | 514.20 | 2013 Apr 08 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0251 | 514.20 | 2013 May 20 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0340 | 514.20 | 2013 Jul 06 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0345 | 514.20 | 2013 Jul 07 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0400 | 514.20 | 2013 Jul 29 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/13/0411 | 514.20 | 2013 Jul 30 | 16,650.00 | ES123 | CP | PM |
| 514.20/ENC/2011/0022 | 514.20 | 2011 Mar 29 | 49,350.00 | es123 | CEB | PM |
| 514.20/ENC/2011/0025 | 514.20 | 2011 Mar 29 | 49,350.00 | es123 | CEB | PM |
| 514.20/ENC/2011/0822 | 514.20 | 2011 Jun 02 | 60,550.00 | ES123 | CEB | PM |
| 514.20/ENC/2011/1217 | 514.20 | 2011 Oct 14 | null | ES123 | CP | PM |
| 514.20/ENC/2011/1222 | 514.20 | 2011 Oct 17 | null | ES123 | CP | PM |
| 514.20/ENC/2011/1259 | 514.20 | 2013 Jan 07 | 110,990.00 | ES123 | CP | PM |
| 514.20/ENC/2011/1290 | 514.20 | 2013 Jan 07 | 16,650.00 | ES123 | CP | PM |

▼ Estimates to be Approved (21)

Approved Estimates (9)

Rejected Estimates (1)

Jobs to be Revised (168)

Jobs to be Approved (6)

There click on the Estimate Number link and you will be directed to the approve/reject estimation view.



There after rechecking the estimate you can use the Approve button below. If the estimate is within your approve limit it will be approved or else it will be sent to the next above approve level to be approved.

By clicking the Recommend button estimate will be sent to the next above approve level to be approved. You can also click Reject if there are any errors. If you are rejecting an Estimate you need to enter a reason at Reason to reject text field.

From here you can download the estimate by clicking Download Estimate as well.

Note : You can also click **Estimate ▶ Estimation ▶ Approve/Reject** from the main menu and go to the Estimate view.

There select the estimate number you need to approve or reject using the Estimation number drop down box.

4.12. How to Issue PIV 2?

At notification dashboard at Home page you will be shown a table called Approved Estimates.

| Estimates to be Approved (21) | | | | |
|-------------------------------|-------------|---------------|---------|--|
| Approved Estimates (9) | | | | |
| Estimate Number | Cost Center | Standard Cost | Fund Id | |
| 514.20/ENC/12/0557 | 514.20 | 15,650.00 | CP | |
| 514.20/ENC/13/0026 | 514.20 | 0.00 | CP | |
| 514.20/ENC/13/0124 | 514.20 | 16,650.00 | CP | |
| 514.20/ENC/13/0317 | 514.20 | 16,650.00 | CP | |
| 514.20/ENC/13/0320 | 514.20 | 16,650.00 | CP | |
| 514.20/ENC/13/0389 | 514.20 | 21,275.00 | CP | |
| 514.20/ENC/13/0338 | 514.20 | 53,650.00 | CP | |
| 514.20/ENC/13/0386 | 514.20 | 44,400.00 | CP | |
| 514.20/ENC/2011/0826 | 514.20 | 285,700.00 | CEB | |

| Rejected Estimates (1) |
|--------------------------|
| |
| Jobs to be Revised (168) |
| Jobs to be Approved (6) |
| Rejected Jobs (1) |

There click on the Estimate Number link and you will be directed to the PIV 2 view.

Estimation>Generate PIV

Welcome ES123 Logout

PAYING IN VOUCHER - ESTIMATION

| Estimation No | 514.20/ENC/13/0287 | Find | C.E.B. Branch : CONSUMER SERVICE CENTRE MATHUGAMA | Cost Center No : 514.20 PIV Date : 31/07/2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------|---|---|---------|-------------|--------|------|----------------------|-----------------------------|----------------------|---------------------|-------------|--|------------------|------|------|--|-----------|------|----------------|------|------|-----------------------|------|------|-----------------|------|------|------------------------|------|------------------|--|------------------|------|-----|------|------|-----|------|--------------------|--|------------------|
| Id No | 763622410v | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Depositor's Name | DILEEPA E Waduge | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | 92/A, "Saumya", Wewelduwa Rd., Mabola, Kelaniya | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PIV Receipt No | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paying Bank/Branch * | People's Bank-Yakkala <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Paid (dd/mm/yyyy) | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Mode | <input checked="" type="radio"/> Cash <input type="radio"/> Cheque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Code | Select Bank <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch Code | Select Bank Branch <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque No | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque Date (dd/mm/yyyy) | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If Bank loan is granted | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Reference | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Amount | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Code No</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1300</td> <td>Miscellaneous Income</td> <td>0.00</td> </tr> <tr> <td>3600</td> <td>Electricity Debtors</td> <td>0.00</td> </tr> <tr> <td>5600</td> <td>Security Deposit</td> <td>0.00</td> </tr> <tr> <td>5610</td> <td>Service Connection/Electricity Schemes</td> <td>16,000.00</td> </tr> <tr> <td>5640</td> <td>Tender Deposit</td> <td>0.00</td> </tr> <tr> <td>5660</td> <td>Miscellaneous Deposit</td> <td>0.00</td> </tr> <tr> <td>5800</td> <td>Cash in Transit</td> <td>0.00</td> </tr> <tr> <td>5910</td> <td>For Dishonoured Cheque</td> <td>0.00</td> </tr> <tr> <td colspan="2">Sub Total</td> <td>16,000.00</td> </tr> <tr> <td>5222</td> <td>VAT</td> <td>0.00</td> </tr> <tr> <td>5228</td> <td>NBT</td> <td>0.00</td> </tr> <tr> <td colspan="2">Grand Total</td> <td>16,000.00</td> </tr> </tbody> </table> | | | | | Code No | Description | Amount | 1300 | Miscellaneous Income | 0.00 | 3600 | Electricity Debtors | 0.00 | 5600 | Security Deposit | 0.00 | 5610 | Service Connection/Electricity Schemes | 16,000.00 | 5640 | Tender Deposit | 0.00 | 5660 | Miscellaneous Deposit | 0.00 | 5800 | Cash in Transit | 0.00 | 5910 | For Dishonoured Cheque | 0.00 | Sub Total | | 16,000.00 | 5222 | VAT | 0.00 | 5228 | NBT | 0.00 | Grand Total | | 16,000.00 |
| Code No | Description | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1300 | Miscellaneous Income | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3600 | Electricity Debtors | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5600 | Security Deposit | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5610 | Service Connection/Electricity Schemes | 16,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5640 | Tender Deposit | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5660 | Miscellaneous Deposit | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5800 | Cash in Transit | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5910 | For Dishonoured Cheque | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total | | 16,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5222 | VAT | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5228 | NBT | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grand Total | | 16,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount in Words: Sixteen Thousand Rupees Only. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplement PIVs <table border="1"> <thead> <tr> <th>PIV No</th> <th>Receipt No</th> <th>Amount</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>PIV/514.20/ENC/13/0127/R456</td> <td><input type="text"/></td> <td>format.currency</td> <td>Deposit PIV</td> <td>Confirmed by ES123 on 6/6/13 11:32:07 AM</td> </tr> </tbody> </table> | | | | | PIV No | Receipt No | Amount | Type | Status | PIV/514.20/ENC/13/0127/R456 | <input type="text"/> | format.currency | Deposit PIV | Confirmed by ES123 on 6/6/13 11:32:07 AM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PIV No | Receipt No | Amount | Type | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PIV/514.20/ENC/13/0127/R456 | <input type="text"/> | format.currency | Deposit PIV | Confirmed by ES123 on 6/6/13 11:32:07 AM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Save & Print"/> <input type="button" value="Clear"/> <input type="button" value="Exit"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Click Save & Print button to save the PIV and to print the PIV. When saved, you will be shown a green color message saying PIV Generated successfully.

Note : You can also click **Estimate ▶ PIV ▶ Generate PIV** from main menu and you will be directed to Generate PIV form.

There enter the Estimation Number at the Estimation No text box and click Find button PIV details will be filled and you may then click Save & Print.

4.13. How to Confirm PIV 2?

After customer made the PIV payment you need to confirm the issued PIV.

Click **Estimate ▶ PIV ▶ Confirm PIV** from main menu and you will be directed to Confirm PIV form. There enter the PIV No at the text field and click find. PIV details will be filled.

Estimation>Confirm PIV

Welcome ES123 Logout

PAYING IN VOUCHER - ESTIMATION

PIV No PIV/514.20/ENC/13/0204 Find C.E.B. Branch : CONSUMER SERVICE CENTRE MATHUGAMA Cost Center No : 514.20 PIV Date : 31/07/2013

| | | |
|--------------------------|--|-------------------|
| Estimate No | 514.20/ENC/13/0287 | Job Description : |
| Id No | 763622410v | |
| Depositor's Name | DILEEPA E Waduge | |
| Address | 92/A, "Saumya", Wewelduwa Rd., Mabola, Kelaniya | |
| PIV Receipt No* | <input type="text"/> | |
| Paying Bank/Branch * | People's Bank-Yakkala | |
| Date Paid (dd/mm/yyyy) | <input type="text"/> | |
| Payment Mode | <input checked="" type="radio"/> Cash <input type="radio"/> Cheque | |
| Bank Code | Select Bank | |
| Branch Code | Select Bank Branch | |
| Cheque No | <input type="text"/> | |
| Cheque Date (dd/mm/yyyy) | <input type="text"/> | |
| If Bank loan is granted | <input type="checkbox"/> | |
| Loan Reference | <input type="text"/> | |
| Loan Amount | <input type="text"/> | |

| Code No | Description | Amount |
|--------------------|--|------------------|
| 1300 | Miscellaneous Income | 0.00 |
| 3600 | Electricity Debtors | 0.00 |
| 5600 | Security Deposit | 0.00 |
| 5610 | Service Connection/Electricity Schemes | 16,000.00 |
| 5640 | Tender Deposit | 0.00 |
| 5660 | Miscellaneous Deposit | 0.00 |
| 5800 | Cash in Transit | 0.00 |
| 5910 | For Dishonoured Cheque | 0.00 |
| Sub Total | | 16,000.00 |
| 5222 | VAT | 0.00 |
| 5228 | NBT | 0.00 |
| Grand Total | | 16,000.00 |

Amount in Words: Sixteen Thousand Rupees Only.

Prepared By : ES123 on 31/07/2013 01:00:37 PM

© Ceylon Electricity Board

Here you need to enter the PIV Receipt No at the text field (At the PIV receipt) and Date Paid using the calendar icon (Date paid to the bank).

Then click Confirm button to confirm the PIV 2.

4.13.1. How to change PIV 2 Id no?

As same as changing the PIV 1 id no you have to find the details using your PIV 2 no. then you can give the new id no in the new customer details id no field and click on find button. After you retrieve the details click on change button to save it to the database.

Welcome ES123 Logout

CHANGE APPLICATION CUSTOMER ID NO

Consumer Detail

Cost Center No 514.20

Piv No PIV/514.20/ENC/13/0213

| Old Customer Details | | New Customer Details | |
|-----------------------|---------------|-----------------------|-------------|
| ID No | 875052756v | ID No | 901000000v |
| First Name (Initials) | A.M.S.A. | First Name (Initials) | S |
| Last Name | ABEYSUNDARA | Last Name | FERNANDO |
| Street Address | NO:167/B | Street Address | 121 |
| Suburb | KURUKUTHTHALA | Suburb | CAMPUS ROAD |
| City | KADUGANNAWA | City | COLOMBO |
| Postal Code | | Postal Code | |
| Telephone No | 0813815385 | Telephone No | 1212123232 |
| Mobile No | | Mobile No | |
| Email | | Email | |
| Preferred Language | SI | Preferred Language | SI |
| CEB Employee | N | CEB Employee | N |

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4.14. How to Create a New Job?

After PIV 2 is confirmed you need to create a new job for the estimate.

Click **Estimation ▶ Estimate ▶ Job Creator** from the main menu.

Click the Estimate No drop down box select your estimate number and click Generate Job No button.

New job number (SMC No) will be displayed in the text box in front.

Create Job

Estimate Detail

| | | | |
|---|--------------------|------------------|--------|
| Cost Center No | 514.20 | | |
| CSC No | 514.20 | Suggested CSC No | 514.20 |
| Estimate No | 514.20/ENC/13/0395 | | |
| <input checked="" type="button" value="Generate Job No"/> | | | |

4.15. How to Allocate the Job to a Contractor?

To allocate job to a contractor click **Mange Jobs ▶ Job Contractor ▶ Job allocation** from Main Menu.

Manage Jobs>Job Allocation Welcome ES123 Logout

NEW JOB ALLOCATION - CEYLON ELECTRICITY BOARD

| | | | |
|--------------|---------|---------------------|------------|
| Contractor | CEB0989 | Job Allocation Date | 03/04/2012 |
| Jobs in Hand | 72 | Total Amount | 1798299.98 |

| Select | Job No | Consumer Name | Amount (Rs) |
|-------------------------------------|--------------------|---------------------|-------------|
| <input type="checkbox"/> | 514.20/CRJ/12/0004 | HGHGFHJGFHJFGH JGJH | 4487.0 |
| <input type="checkbox"/> | 514.20/CRJ/12/0015 | W.C.P FERNANDO | 450.0 |
| <input type="checkbox"/> | 514.20/SMC/11/0176 | SUNIL PERERA PERERA | 31474.0 |
| <input type="checkbox"/> | 514.20/SMC/11/0180 | G.R. WANASUNDARA | 105640.6 |
| <input type="checkbox"/> | 514.20/SMC/12/0001 | DILEEPA R Waduge | 22735.0 |
| <input type="checkbox"/> | 514.20/SMC/12/0051 | A NAFESHA | 57538.2 |
| <input type="checkbox"/> | 514.20/SMC/12/0063 | N.K. PERERA | 48541.8 |
| <input type="checkbox"/> | 514.20/SMC/12/0064 | DILEEPA R Waduge | 30516.8 |
| <input type="checkbox"/> | 514.20/SMC/12/0094 | M.A JENILIYA | 21181.4 |
| <input checked="" type="checkbox"/> | 514.20/SMC/12/0098 | H.L. SANKHA | 22844.5 |

Allocate **Exit** **Clear**

Select the contractor you want to allocate jobs from the Contractor drop down box (If the job is done through CEB you may select CEB as contractor). Tick the job numbers you want to allocate and click the Allocate button at the bottom.

4.16. How to Revise a Job?

To revise a job cancel issues created and revise the job from MITFIN and particular job will be shown in revise jobs.

Click **Manage Jobs ▶ Revise Jobs** from the Main menu.

VIDULIYA **Service Provisioning System**

Manage Jobs>Revise Jobs Welcome ES123 Logout

JOB REVISION

| | | | | |
|--------------|----------------|----------------------|-----------------|--------|
| Job Number : | Select Job No. | Cost Center : 514.20 | Revision No : 0 | Est No |
|--------------|----------------|----------------------|-----------------|--------|

Applicant Details

| | | | |
|----------------------|--|--------------------|--|
| Applicant Name : | | Application Date : | |
| Address : | | Remarks : | |
| Assesment Number : | | | |
| Neighbours Acc. No : | | | |

(*) Must be entered

Then you can do the appropriate changes and click Send for Approval button. Estimate will be saved and sent to the appropriate level for approval.

4.17. How to Finish the Job

To finish a job click **Mange Jobs ► NC Job Finalise ► NC Job Finish** from the main menu. There from Job Numbers Drop down box you will be shown all the job numbers created.

The screenshot shows the 'Service Main Card' form with the following details:

- Job Numbers:** 514.20/SMC/12/0091
- Cost Center:** 514.20
- SMC Type:** NC
- Cost Code:** 514
- No. of Meters:** 1
- Meter Number 1:** 123
- Seal Numbers (1-3):** 123 | 123 | 123
- Meter Number 2:** (empty)
- Seal Numbers (4-6):** (empty)
- Meter Number 3:** (empty)
- Seal Numbers (7-9):** (empty)
- Payment Mode:** C
- Payment Date:** 28/03/2012
- Security Deposit:** 850.00
- Service Main Charge:** 15,240.00
- Tariff:** 11
- KVA:** 7
- Bank Reference:** R12388
- Neighbour's A/C No.:** 4422111111
- Last Name:** FERNANDO
- Address:** 125/D; ALUBOMULLA; PANADURA
- PIV Number:** PIV/514.20/EN
- PIV Date:** 28/03/2012
- Customer Type:** PRIV
- Reader Code:** (empty)
- Pack No.:** (empty)
- Walk Sequence:** (empty)
- LoanCode:** (empty)
- LoanDate:** (empty)
- noOfInstalment:** (empty)
- Old Acct. Number:** (empty)
- LoanAmount:** (empty)
- instalmantAmount:** (empty)

At the bottom left of the form, the 'job Finish' button is highlighted with a red box.

Here you need to check the SIN number.

No of Meters: Choose how many meters using the drop down box.

Connected date: Enter the connected date using the calendar icon.

Meter Number 1: If you have selected the meter number as 1 you should enter the Meter Number.

Reading 1: If you have selected the meter number as 1 you should enter the Reading Number.

Meter Type: If you have selected the meter number as 1 enters meter type as 'N'.

No of Digits .1: enter the number of digits of the meter.

Seal Numbers (1-3): If you have selected the meter number as 1 enter Seal number. If the seal numbers are not used leave the 0s.

If another 3 is selected for No of Meters enters those details as well.

Click Job Finish button to finish the job. Click Save to save the SMC card details.

4.18. How to Prepare Contractor Bill?

There are two steps to prepare the contractor bill.

- Create the contractor bill – Here you create the bill for the job number and create a bill number.
- Download the bill –Here you can download the bill.

To create the contractor bill click **Mange Jobs ▶ Job Contractor ▶ Contractor Bill** from Main Menu. From Contractor bill form.

Select the contractor you need to create the bill. Tick the box at the beginning of the job number and click create bill button. If you need create contractor bills for all the job numbers click Check All button it will tick all the boxes.

You will be shown a green color message saying Bill has successfully created and the Bill number.

Manage Jobs>Bill Contractor Welcome Logout

Select Report

Cost Center : 514.20
Contractor List : CEB0989

Select Finished Job Number

| |
|--|
| <input type="checkbox"/> 514.20/SMC/11/0044 |
| <input type="checkbox"/> 514.20/SMC/11/0060 |
| <input type="checkbox"/> 514.20/SMC/12/0039 |
| <input type="checkbox"/> 514.20/SMC/12/0041 |
| <input checked="" type="checkbox"/> 514.20/SMC/12/0065 |
| <input checked="" type="checkbox"/> 514.20/SMC/12/0072 |
| <input type="checkbox"/> 514.20/SMC/12/0086 |
| <input type="checkbox"/> 514.20/SMC/12/0100 |
| <input type="checkbox"/> 514.20/SMC/12/0101 |

@ Ceylon Electricity Board

To download the bill Mange Jobs ► Job Contractor ► Contractor Bill Manage from the main menu. Select the job number from the job list. You can specify a begin date and end date to load details. After selecting the job number click Download Bill. If you need to delete the contractor bill you may click Delete bill.

Manage Jobs>Bill Contractor Manage

Welcome [Logout](#)

Manage Contractor Bill

| | | |
|---|---|--------------------|
| Cost Center | : | 514.20 |
| Start Date | : | 2012/Apr/03 |
| End Date | : | 2012/Apr/03 |
| <input type="button" value="Load"/> | | |
| Bill List | : | BIL/514.20/12/0003 |
| <input type="text" value="Job Number"/> 514.20/CRJ/11/0007 | | |
| <input type="button" value="Delete Bill"/> <input type="button" value="Download Bill"/> <input type="button" value="Exit"/> | | |

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4.19. How to Send Billing Data?

Billing Clark is authorized to send billing data. But ES, Data entry also may view SMC Card and application details from here.

Click Mange Jobs ► Billing ► Send to Billing from the Main menu.

Job>Send To Billing

Welcome ES123 [Logout](#)

SEND TO BILLING

Jobs to be sent to Billing System. Please select job nos.(5 at a time)

| Check. | Job No. | SMC Type | Customer Name | Address | NIC No. | Application Date | Application No. | Temp ID(ANC.) |
|-------------------------------------|---------------------|----------|--|--|------------|------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> | 514.20/SMC /11/0005 | NC | SDF GDFGDFG DFGDFGDF DFGDFGD DFGDFG RFGFDG SDF | FGDFG DFGDFG DFGDFG | 455667 | 21/05/2011 | 514.20/ENC /2011/0781 | ANC/514.20 /2011/0782 |
| <input checked="" type="checkbox"/> | 514.20/SMC /11/0040 | NC | SAMPATH EDIRISINGHE | 8C C, WALALIYADDA ELLAKKALA | 772051786v | 21/04/2011 | 514.20/ENC /2011/0040 | ANC/514.20 /2011/0061 |
| <input checked="" type="checkbox"/> | 514.20/SMC /11/0044 | NC | DILEEPA R. Waduge | 55 Main Street wallawatta Colombo 8 | 123 | 17/06/2011 | 514.20/ENC /2011/0854 | 514.20/ANC /2011/0101 |
| <input checked="" type="checkbox"/> | 514.20/SMC /11/0052 | NC | R.M.D. WEERASINGHE | NO.560, PALUGASDAMANA POLONNARUWA | 886053800v | 21/06/2011 | 514.20/ENC /2011/0865 | 514.20/ANC /2011/0112 |
| <input checked="" type="checkbox"/> | 514.20/SMC /11/0056 | NC | T.M.Y.S. THENNKOON | NO. 25 MAILAGASWEWA KEKIRAWA | 528501231v | 23/06/2011 | 514.20/ENC /2011/0873 | 514.20/ANC /2011/0123 |
| <input type="checkbox"/> | 514.20/SMC /11/0060 | NC | S WIJERATHNA | ROYAL STREET HORTON PLACE POLONNARUWA | d512011007 | 24/06/2011 | 514.20/ENC /2011/0879 | 514.20/ANC /2011/0129 |
| <input type="checkbox"/> | 514.20/SMC /12/0092 | NC | S.M SHIHAN | 07, THAQWANAGAR LOVE LANE TRINCOMALEE | 895253425v | 28/03/2012 | 514.20/ENC /12/0190 | 514.20/ANC /12/0273 |
| <input type="checkbox"/> | 514.20/SMC /12/0093 | NC | D. DARANI | NO 21, BOUNDARY ROAD, ERAVUR BATTICALOA | 866972925v | 29/03/2012 | 514.20/ENC /12/0195 | 514.20/ANC /12/0279 |
| <input type="checkbox"/> | 514.20/SMC /12/0095 | NC | A. TAHIR | 32A, MAL 1ST ROAD, BLOCK "J" EAST, SAMMANTHURAI | 695052043v | 30/03/2012 | 514.20/ENC /12/0198 | 514.20/ANC /12/0285 |

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Billing Clark should cross check and verify all the details and tick the box at the beginning of the job details row and then click Send to billing button. Billing Clark can tick 5 job numbers at once and send them to billing.

Note: It is Important to cross check the SMC card, Application details (specially name, address SIN numbers) along with the file received.

4.20. How to Soft Close the Job by AE?

Area engineer validates and soft closes the job after billing data is sent.

Engineer can view the SMC card by clicking the Job no link of the particular job even he/she can print the SMC card from there.

To soft close the job tick the box at the beginning and click Close Job button at the bottom.

More than one application can be ticked and closed at a time.

| Manage Jobs>Soft Job Close | | | | | | | Welcome EE51420 Logout |
|-------------------------------------|------------------------------------|----------------------|---------|-------------|---------------|-------------|--|
| Check. | Job No. | Estimate No | Dept Id | Fund Source | Category Code | Description | |
| <input type="checkbox"/> | 514.20/CRJ/11/0007 | 514.20/ECR/2011/0188 | 514.20 | CP | CRJ | | |
| <input checked="" type="checkbox"/> | 514.20/CRJ/11/0011 | 514.20/ECR/2011/0204 | 514.20 | CP | CRJ | | |
| <input checked="" type="checkbox"/> | 514.20/SMC/11/0069 | 514.20/ENC/2011/0922 | 514.20 | CEB | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/11/0071 | 514.20/ENC/2011/0938 | 514.20 | CEB | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/11/0072 | 514.20/ENC/2011/0966 | 514.20 | CEB | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/12/0086 | 514.20/ENC/12/0180 | 514.20 | CP | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/12/0087 | 514.20/ENC/12/0183 | 514.20 | CP | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/12/0099 | 514.20/ENC/12/0204 | 514.20 | CP | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/12/0100 | 514.20/ENC/12/0205 | 514.20 | CP | SMC | | |
| <input type="checkbox"/> | 514.20/SMC/12/0101 | 514.20/ENC/12/0206 | 514.20 | CP | SMC | | |

[Close Job](#) [Exit](#)

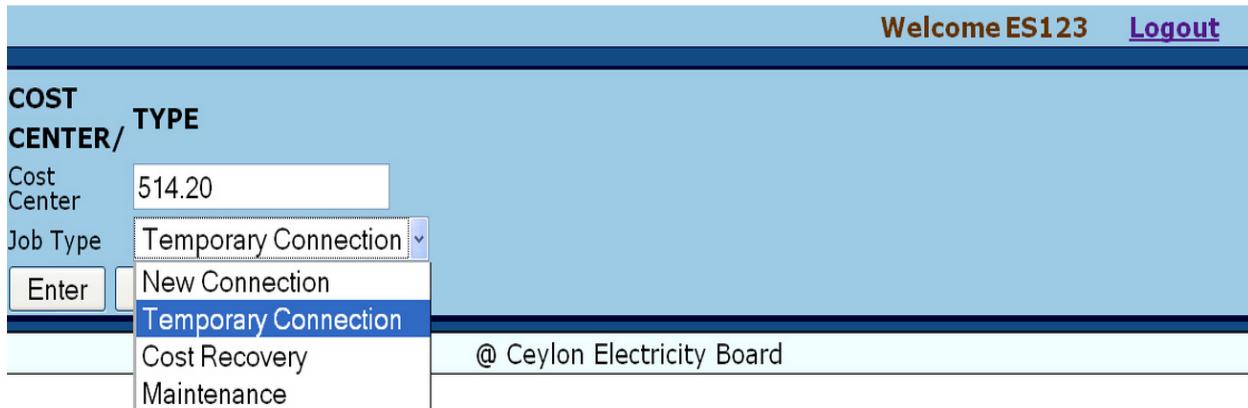
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4.21. How to Hard Close the Job by Accountant?

Accountant can hard close the job. For that click [Manage Jobs](#) ► [NC job Finalise](#) ► [NC Job Finish](#) from the Main Menu

5. How to add a Temporary Connection

Select Temporary connection from the Cost center selection and job type selection page.



There are two categories of Temporary connections:

1. Temporary Connection – 14 days
2. Temporary Connection – 28 days

Temporary connection process is much more similar to new connection process. Just like the new connection process we can divide Temporary connection process into three major phases.

3. Application

Here sequentially you add a new customer, generate an application for that customer, and finally generate an application no.

Note: Here PIV1 is irrelevant. New customer addition is same as in the new connections (If the customer is previously registered no need to re-enter as a new customer).

4. New Estimate

Here sequentially you create an appointment, Print service estimate, Save Service Estimate data, create a new estimate, Send it for approval, Issue PIV after approval received, Confirm PIV after payment and finally create a new job for the application.

5. New job

After new job is created you may allocate the job to a contractor, Revise the job if necessary, Energize the Job/SMC card, Prepare contractor bill for finished job and send billing data and then job should be soft closed by AE and then the Job is hard closed by Accountant.

5.1. How to fill the Temporary connection new application?

Temporary connection new application has only few differences from new connections new applications.

Application Sub Type: Choose accordingly by clicking whether Temporary (14 Days) or Temporary (28 Days).

Duration: Choose Days from the drop down box and enter the duration in the text box.(This should be less than 28 days.)

From Date: Choose from when the connection is needed by clicking the calendar icon.

To Date: Choose to when the connection is needed by clicking the calendar icon.

If already have Acc. No: Enter the customer account number if he already has a one.

Fill rest of the application as the new connection new application and click save button, new application no will be shown at the right upper corner of the form. Ex: **514.20/ETC/12/0032**

Any necessary modifications for an application can be done by clicking [Application ► Application](#) [► Modify Application](#) from the main menu.

5.2. How to create an appointment?

Adding an appointment is same as in new connections. Click [Schedule► Appointment► New Appointment](#) to navigate to the New Appointment form.

5.3. How to Print a Service Estimate?

After appointment created ES can print the service estimate. Creating a Service estimate is same as in new connections. Click [Schedule ► service Estimate](#) and you will be directed to Service Estimate creation page.

5.4. How to Create a Service Estimate?

After ES visited the customer place he has the previously printed service estimate filled. Click [Schedule ► service Estimate](#) and you will be directed to Service Estimate creation page. You may enter service estimate details there just like the new connections.

5.5. How to Create a New Estimate?

After the service estimate is created you can add a new estimate. Click [Estimation ► Estimate](#) [► New](#) from the Main Menu. Creating the new estimate is similar to the new connections.

5.6. How to Approve/Recommend /Reject an Estimate?

At notification dashboard at Home page you will be shown a table called Estimates to be approved. Click Estimate No link and you will be directed to the relevant estimate.

There after rechecking the estimate you can use the Approve button below. If the estimate is within your approve limit it will be approved or else it will be sent to the next above approve level to be approved.

By clicking the Recommend button estimate will be sent to the next above approve level to be approved.

You can also click Reject if there are any errors. If you are rejecting an Estimate you need to enter a reason at Reason to reject text field.

Note:

You can also click [Estimate ▶ Estimation ▶ Approve/Reject](#) from the main menu and go to the Estimate view.

There select the estimate number you need to approve or reject using the Estimation number drop down box.

This is the same process at new connections.

5.7. How to Issue PIV?

At notification dashboard at Home page you will be shown a table called Approved Estimates.

| Approved Estimates | | | | |
|----------------------|-------------|---------------|---------|--|
| Estimate Number | Cost Center | Standard Cost | Fund Id | |
| 514.20/ETC/12/0032 | 514.20 | 3,450.00 | CP | |
| 514.20/ETC/2011/0022 | 514.20 | 3,680.00 | CEB | |
| 514.20/ETC/2011/0033 | 514.20 | 2,500.00 | CP | |
| 514.20/ETC/2011/0037 | 514.20 | 4,800.00 | CP | |

There click on the Estimate Number link and you will be directed to the PIV 2 view.

Note:

You can also click [Estimate ▶ PIV ▶ Generate PIV](#) from main menu and you will be directed to Generate PIV form.

There enter the Estimation Number at the Estimation No text box and click Find button PIV details will be filled and you may then click Save & Print.

Process is similar to the new connections PIV.

5.8. How to confirm PIV?

After customer made the PIV payment you need to confirm the issued PIV. Click [Estimate ► PIV ► Confirm PIV](#) from main menu and you will be directed to Confirm PIV form. Fill in the details and confirm the PIV

5.9. How to create a new job?

After PIV 2 is confirmed you need to create a new job for the estimate.

Click [Estimation ► Estimate ► Job Creator](#) from the main menu. Job creation is also as same as in the new connections.

5.10. How to allocate the job to a contractor?

After the job is created you can allocate the job to a contractor.

To allocate job to a contractor click [Mange Jobs ► Job Contractor ► Job allocation](#) from Main Menu.

Same process used in new connections.

5.11. How to revise a job?

To revise a job from SPS system revise the job from MITFIN and particular job will be shown in revise jobs.

Click [Manage Jobs ► Revise Jobs](#) from the Main menu.

Choose the estimate no and then you can do the appropriate changes and click Send for Approval button. Estimate will be saved and sent to the appropriate level for approval.

5.12 How to finish the job?

To finish a job click [Mange Jobs ► Temporary Job Energize](#) from the main menu. Choose the Job number and finish the job after entering relevant details. Process is same as the new connections.

5.13 How to prepare contractor bill?

There are two steps to prepare the contractor bill.

- Create the contractor bill – Here you create the bill for the job number and create a bill number.
- Download the bill –Here you can download the bill.

To create the contractor bill click [Mange Jobs ▶ Job Contractor ▶ Contractor Bill](#) from Main Menu.

From Contractor bill form.

To download the bill [Mange Jobs ▶ Job Contractor ▶ Contractor Bill Manage](#) from the main menu.

This is the same process at new connections.

6. How to add a Cost Recovery

Select Cost Recovery from the Cost center selection and job type selection page.

The screenshot shows the VIDULIYA Service Provisioning System interface. At the top, there is a banner with a background image of industrial structures, wind turbines, and power lines, and the text "VIDULIYA Service Provisioning System". To the right of the banner are icons for a sun, a city skyline, and the text "Enrich Life through Power". Below the banner, the main menu bar includes "Welcome", "ES123", and "Logout". The main content area has a header "COST CENTER/ TYPE". Under "COST CENTER", there is a field with "Cost Center" and the value "514.20". Under "TYPE", there is a dropdown menu with options: "Cost Recovery", "New Connection", "Temporary Connection", "Cost Recovery" (which is selected and highlighted in blue), and "Maintenance". Below the dropdown menu, there is a link "@ Ceylon Electricity Board".

There are seven categories of Cost Recovery connections:

1. Meter Damage
2. Re connection
3. Phase change (1-30, 3-30)
4. Phase change (1-30, 3-60)
5. Other

6. Conversion Only (3-30, 3-60)
7. Property damage

Cost recovery process is also similar to new connection process. Just like the new connection process we can divide cost recovery process into three major phases.

Application

Here sequentially you add new application, in the new application form you have to select the job sub type and you have to select yes or no to **Is visiting needed**. Finally save the application and generate an application no.

Note: Here PIV1 is irrelevant. New customer addition is same as in the new connections (If the customer is previously registered no need to re-enter as a new customer), if you entered meter damage as sub type in new estimation you have to select meter damage as your new estimation. If you entered phase change or other type you will not be able to select your application no. the application no only shows in the relevant type.

New Estimate

Here sequentially you create an appointment, Print service estimate, Save Service Estimate data, create a new estimate, Send it for approval, Issue PIV after approval received, Confirm PIV after payment and finally create a new job for the application.

New job

After new job is created you may allocate the job to a contractor, Revise the job if necessary, Energize the Job/SMC card, Prepare contractor bill for finished job and send billing data and then job should be soft closed by AE and then the Job is hard closed by Accountant.

6.1. How to fill the cost recovery new application?

Cost Recovery>Application>New Application

| APPLICATION FORM CEYLON ELECTRICITY BOARD | | INFO:- New Application Number is 514.20/ECR/13/0166 | Logout |
|---|--|---|--|
| Application Detail | | | |
| Application Id | 514.20/ACR/13/0166 | Date | 2013-08-05 |
| Cost Center No | 514.20 | CSC | CONSUMER SERVICE CENTRE |
| Application Type | CR | Sub Type | <input type="button" value="1"/> METER DAMAGE METER DAMAGE PHASE_CHANGE(1-30,3-30) PHASE_CHANGE(1-30,3-60) RE_CONNECTION OTHER CONVERSION_ONLY(3-30,3-60) PROPERTY DAMAGE |
| Disconnected Within(MM) | | Finalized Within(MM) | |
| Application No | 514.20/ECR/13/0166 | Allocated To | |
| Description | | Is Visiting Needed*** | YES <input type="button" value="Allocated To ES1"/> |
| Personal Detail | | | |
| Id Type | NIC | Id No | 881818181v <input type="button" value="Find"/> |
| First Name (Initials) | F | Last Name | ANDERSON |
| Street Address | 265, ST FRANCIS LANE | Suburb | DALUGAMA |
| City | KELANIYA | Postal Code | |
| Telephone No | 0775567654 | Mobile No | |
| Email | | Preferred Language | SI |
| CEB Employee | N | Existing AccNo | 0230102222 |
| Land Detail | | | |
| Street Address(line 1) | 265, ST FRANCIS LANE | Suburb(line 2) | DALUGAMA <input type="button" value="Fill"/> |
| City(line 3) | KELANIYA | Postal Code | |
| Assessment No | | Neighbors Acc. No | |
| Ownership | <input checked="" type="radio"/> Occupy <input type="radio"/> Rent | Occupy / Owner Certified | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Is Government Place | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| Details of Wiring | | | |
| Number of Bulbs | | Number of Fans | |
| Number of Plugs(5A) | | Number of Plugs(15A) | |
| Motors Total(hp/Kw) | | Welding Plant(KVA) | |
| Metal Crusher(hp/Kw) | | Saw Mills(hp/Kw) | |
| Phase | <input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph | Connection Type | <input type="radio"/> 15 <input checked="" type="radio"/> 30 <input type="radio"/> 60 |
| Customer Category | Private <input type="button" value=""/> | Customer Type | Domestic <input type="button" value=""/> |
| Tariff Category Code | DP <input type="button" value=""/> | Tariff Code | 11 <input type="button" value=""/> |
| Other Details | | | |
| Prepared By | ES123 | Confirmed By | |
| <input type="button" value="Save"/> <input type="button" value="Modify"/> <input type="button" value="Issue PIV"/> <input type="button" value="Generate"/> <input type="button" value="Allocate"/> <input type="button" value="Exit"/> <input type="button" value="Clear"/> | | | |
| © Ceylon Electricity Board | | | |

Application Sub Type: Choose accordingly by clicking whether it is Meter Damage, Re Connection, phase change etc.

Is Visiting Needed: Choose from the drop down box whether site needs to be visited. And enter allocated to whom.

Existing Acc. No: Enter the customer account number if he already has a one.

Fill rest of the application as the Cost recovery new application and click save button, new application no will be shown at the right upper corner of the form. Ex: **514.20/ECR/13/0166**

Any necessary modifications for an application can be done by clicking [Application ► Application](#) [► Modify Application](#) from the main menu.

Note: If you entered visiting is not needed in the application form then the application will straightly go to new estimate.

6.2. How to create an appointment?

Adding an appointment is same as in new connections. Click [Schedule](#)► [Appointment](#)► [New Appointment](#) to navigate to the New Appointment form.

6.3. How to Print a Service Estimate?

After appointment created ES can print the service estimate. Creating a Service estimate is same as in new connections. Click [Schedule](#) ► [service Estimate](#) and you will be directed to Service Estimate creation page.

6.4. How to Create a Service Estimate?

After ES visited the customer place he has the previously printed service estimate filled. Click [Schedule](#) ► [service Estimate](#) and you will be directed to Service Estimate creation page. You may enter service estimate details there just like the new connections.

6.5. How to Create a New Estimate?



After the service estimate is created you can add a new estimate. Click [Estimation](#) ► [Estimate](#) ► [New](#) ► [Meter Damage](#), [Phase change](#), [other etc](#) from the Main Menu. Creating the new estimate is similar to the new connections.

Note: when creating a new estimate you should select the correct cost recovery option from the menu as same as the option you selected on the new application form application sub type. Otherwise the application no you generated will not be shown in the application number drop down list.

Ex: if you entered meter damage in the application form you should select the meter damage from the new estimate also.

6.6. How to Approve/Recommend /Reject an Estimate?

At notification dashboard at Home page you will be shown a table called Estimates to be approved. Click Estimate No link and you will be directed to the relevant estimate.

There after rechecking the estimate you can use the Approve button below. If the estimate is within your approve limit it will be approved or else it will be sent to the next above approve level to be approved. By clicking the Recommend button estimate will be sent to the next above approve level to be approved.

You can also click Reject if there are any errors. If you are rejecting an Estimate you need to enter a reason at Reason to reject text field.

Note:

You can also click [Estimate ► Estimation ► Approve/Reject](#) from the main menu and go to the Estimate view.

There select the estimate number you need to approve or reject using the Estimation number drop down box.

This is the same process as new connections.

6.7. How to Issue PIV?

At notification dashboard at Home page you will be shown a table called Approved Estimates.

| Estimation No | Amount | Category |
|----------------------|--------|---------------|
| 514.20/ECR/13/0163 | 514.20 | 4,485.01 CP |
| 514.20/ECR/13/0165 | 514.20 | 5,712.00 CP |
| 514.20/ECR/13/0166 | 514.20 | 5,712.00 CP |
| 514.20/ECR/13/0182 | 514.20 | 4,686.00 CP |
| 514.20/ECR/13/0190 | 514.20 | 4,485.01 CP |
| 514.20/ECR/2011/0070 | 514.20 | 23,350.00 CEB |

There click on the Estimate Number link and you will be directed to the PIV 2 view.

Note:

You can also click [Estimate ▶ PIV ▶ Generate PIV ▶ Meter Damage, Phase change](#) from main menu and you will be directed to Generate PIV form.

There enter the Estimation Number at the Estimation No text box and click Find button PIV details will be filled and you may then click Save & Print.

Process is similar to the new connections PIV

6.8. How to confirm PIV?

After customer made the PIV payment you need to confirm the issued PIV. Click [Estimate ▶ PIV ▶ Confirm PIV](#) from main menu and you will be directed to Confirm PIV form. Fill in the details and confirm the PIV

6.9. How to create a new job?

After PIV 2 is confirmed you need to create a new job for the estimate.

Click **Estimation ▶ Estimate ▶ Job Creator** from the main menu. Job creation is also as same as in the new connections.

6.10. How to allocate the job to a contractor?

After the job is created you can allocate the job to a contractor.

To allocate job to a contractor click **Mange Jobs ▶ Job Contractor ▶ Job allocation** from Main Menu.

Same process used in new connections.

6.11. How to revise a job?

To revise a job from SPS system revise the job from MITFIN and particular job will be shown in revise jobs.

Click **Manage Jobs ▶ Revise Jobs** from the Main menu.

Choose the estimate no and then you can do the appropriate changes and click Send for Approval button. Estimate will be saved and sent to the appropriate level for approval.

6.12 How to finish the job?

To finish a job click **Mange Jobs ▶ CR Job Finalize ▶CR Job Finish** from the main menu. Choose the Job number and finish the job after entering relevant details. Process is same as the new connections.

6.13 How to prepare contractor bill?

There are two steps to prepare the contractor bill.

- Create the contractor bill – Here you create the bill for the job number and create a bill number.
- Download the bill –Here you can download the bill.

To create the contractor bill click **Mange Jobs ▶Job Contractor ▶Contractor Bill** from Main Menu.

From Contractor bill form.

To download the bill **Mange Jobs ▶Job Contractor ▶ Contractor Bill Manage** from the main menu.

This is the same process as new connections.

7. How to add Maintenance?

Select Maintenance from the Cost center selection and job type selection page.

The screenshot shows the VIDULIYA Service Provisioning System interface. At the top, there is a banner with a power plant, wind turbines, and a tree, along with the text 'VIDULIYA Service Provisioning System' and a logo. Below the banner, there are links for 'Welcome', 'ES123', and 'Logout'. The main area has a header 'COST CENTER/ TYPE'. Under 'COST CENTER', the value '514.20' is entered. Under 'TYPE', 'Maintenance' is selected from a dropdown menu, which also includes options like 'New Connection', 'Temporary Connection', 'Cost Recovery', and 'Maintenance'. There are 'Enter' and 'Clear' buttons. At the bottom right, it says '© Ceylon Electricity Board'.

There are five categories of maintenance

1. Maintenance
2. Sys. Augmentation
3. Line Shifting
4. Pole Shifting
5. Break Down

7.1. How to fill the Maintenance new application?

Maintenance new application has only few differences from new connections new applications.

Maintenance>Application>New Application Welcome ES123 Logout

APPLICATION FORM CEYLON ELECTRICITY BOARD

INFO:- New Application Number is 514.20/EMT/13/0046 [X](#)

Application Detail

| | | | | |
|------------------|--------------------|---------|--------------|--|
| Application Id | 514.20/AMT/13/0046 | Find | Date | 2013-08-13 |
| Cost Center No | 514.20 | | CSC | CONSUMER SERVICE CENTRE |
| Application Type | MT | | Sub Type | MAINTENANCE |
| Application No | 514.20/EMT/13/0046 | Find No | Allocated To | MAINTENANCE MAINTENANCE SYS AUGMENTATION LINE SHIFTING-7840 POLE SHIFTING-7840 BREAK DOWN |
| Description | | | | |

Is Visiting Needed*** NO

Personal Detail

| | | | | |
|-----------------------|----------------------|--------------------|------------|------|
| Id Type | NIC | Id No | 881818181v | Find |
| First Name (Initials) | F | Last Name | ANDERSON | |
| Street Address | 265, ST FRANCIS LANE | Suburb | DALUGAMA | |
| City | KELANIYA | Postal Code | | |
| Telephone No | 0775567654 | Mobile No | | |
| Email | | Preferred Language | SI | |
| CEB Employee | N | Existing AccNo | 1111111111 | |

Land Detail

| | | | | |
|------------------------|--|--------------------------|---|------|
| Street Address(line 1) | 265, ST FRANCIS LANE | Suburb(line 2) | DALUGAMA | Fill |
| City(line 3) | KELANIYA | Postal Code | | |
| Assessment No | | Neighbors Acc. No | | |
| Ownership | <input checked="" type="radio"/> Occupy <input type="radio"/> Rent | Occupy / Owner Certified | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Is Government Place | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |

Details of Wiring

| | | | |
|----------------------|--|----------------------|---|
| Number of Bulbs | | Number of Fans | |
| Number of Plugs(5A) | | Number of Plugs(15A) | |
| Motors Total(hp/Kw) | | Welding Plant(KVA) | |
| Metal Crusher(hp/Kw) | | Saw Mills(hp/Kw) | |
| Phase | <input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph | Connection Type | <input type="radio"/> 15 <input checked="" type="radio"/> 30 <input type="radio"/> 60 |
| Customer Category | Private | Customer Type | Domestic |
| Tariff Category Code | DP | Tariff Code | 11 |

Other Details

| | | | |
|-------------|-------|--------------|--|
| Prepared By | ES123 | Confirmed By | |
|-------------|-------|--------------|--|

[Save](#) [Modify](#) [Issue PIV](#) [Generate](#) [Allocate](#) [Exit](#) [Clear](#)

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Application Sub Type: Choose accordingly by clicking whether it is maintenance, system augmentation, line shifting etc.

Is Visiting needed: you have to select whether yes or no

Neighbors Acc. No: Enter the Neighbors account number.

Fill rest of the application as the new connection new application and click save button, new application no will be shown at the right upper corner of the form. Ex: **514.20/EMT/13/0046**

Any necessary modifications for an application can be done by clicking [Application ► Application](#) [► Modify Application](#) from the main menu.

Note: As in Cost recovery if you entered **Is visiting needed yes** then you have to create an appointment and service estimate also. If you choose **No** the application directly forwarded to new estimation.

7.2. How to Create a New Estimate?

After the service estimate is created you can add a new estimate. Click **Estimation ► Estimate ► New** from the Main Menu. Creating the new estimate is similar to the new connections.

7.3. How to create a new job?

After creating the estimate it will directly go to create a new job for the estimate.

Click **Estimation ► Estimate ► Job Creator** from the main menu. Job creation is also as same as in the new connections.

7.4. How to allocate the job to a contractor?

After the job is created you can allocate the job to a contractor.

To allocate job to a contractor click **Mange Jobs ► Job Contractor ► Job allocation** from Main Menu.

Same process used in new connections.

7.5. How to approve / Reject several Estimates using Batch Approvals?

when you create a new application and in the application when you select the job sub type as breakdown, CCC jobs, combined jobs, CSC jobs, decentralized budget, manufacturing job, meter room jobs, power factor jobs, routing meter testing, third party jobs or training jobs. After you select the sub type you can create the estimate. When you create the estimate you send it for approval. For the approval the ES or EA can log to the system and can approve / reject several jobs at once using batch approvals. To go to batch approval click **Estimation ► Estimate ► Batch approvals**



After you click on batch approvals you will be redirected to a page like below

| BREAKDOWN - BATCH APPROVAL | | | | | |
|--|---------------------------------------|--------------------------------------|-------------------------------------|--------------|-------------|
| Job Date | 28/08/2013 | Job No | Name | Job Location | Detail Cost |
| <input checked="" type="checkbox"/> | 514.20/EBD/13/0029 | MR.R.R SOORIYAGAMAGE | CEYLON, ELECTRICITY, BOARD | | 450.00 |
| Material Cost | | | | | |
| Res. Code | Res. Name | Unit Price | Qty. | Cost | |
| LABOUR | LABOUR | 302.00 | 0.00 | 0.00 | |
| OVERHEAD | OVERHEAD | 204.00 | 0.00 | 0.00 | |
| TRANSPORT | TRANSPORT | 1.00 | 450.00 | 450.00 | |
| | | Total Cost | | | 450.00 |
| Labour Cost | | | | | |
| Labour Code | Description | Total Labour Hrs. | | Labour Cost | |
| | | Total | 0.00 | | 0.00 |
| <input checked="" type="checkbox"/> | 514.20/EBD/13/0028 | CEYLON ELECTRICITY BOARD | CEYLON, ELECTRICITY, BOARD | | 1,600.00 |
| Material Cost | | | | | |
| Res. Code | Res. Name | Unit Price | Qty. | Cost | |
| 00117 | FUEL ORDER BOOK | 115.00 | 10.00 | 1,150.00 | |
| LABOUR | LABOUR | 302.00 | 0.00 | 0.00 | |
| OVERHEAD | OVERHEAD | 204.00 | 0.00 | 0.00 | |
| TRANSPORT | TRANSPORT | 1.00 | 450.00 | 450.00 | |
| | | Total Cost | | | 1,600.00 |
| Labour Cost | | | | | |
| Labour Code | Description | Total Labour Hrs. | | Labour Cost | |
| | | Total | 0.00 | | 0.00 |
| <input type="button" value="Approve"/> | <input type="button" value="Reject"/> | <input type="button" value="Clear"/> | <input type="button" value="Exit"/> | | |

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From the job type drop down you can select the job type. After you select the job type it will display the estimates that need to be approved like the above figure. From the batch approval page you can select several jobs at once by tic

king to the wanted job. After you tick several jobs you can approve or reject by clicking approve or reject button.

7.6. How to approve / Reject several revised jobs using Batch Approvals?

When you want to revise a job for some reason you have to enter the revise reason and have to send it for approval again. After you send it for approval the authorized level will approve the jobs. From these batch approvals you (ES and EA) can approve the revised jobs more than one by using batch approvals. To go to batch approval click [Manage Jobs ► Batch Approvals](#)



After you click on batch approvals you will be redirected to a page like below

The screenshot shows the 'BREAKDOWN - BATCH APPROVAL' page. It has fields for 'Job Date' (28/08/2013) and 'Job Type' (Breakdown). Below these are tables for 'Material Cost' and 'Labour Cost'. The 'Material Cost' table shows items like LABOUR, OVERHEAD, and TRANSPORT with their respective unit prices, quantities, and costs. The 'Labour Cost' table shows a total labour hours of 0.00 and a total labour cost of 0.00. At the bottom are buttons for 'Approve', 'Reject', 'Clear', and 'Exit', and a footer note '@ Ceylon Electricity Board'.

| Res. Code | Res. Name | Unit Price | Qty. | Cost |
|-----------|-----------|------------|--------|--------------------------|
| LABOUR | LABOUR | 302.00 | 0.00 | 0.00 |
| OVERHEAD | OVERHEAD | 204.00 | 0.00 | 0.00 |
| TRANSPORT | TRANSPORT | 1.00 | 450.00 | 450.00 |
| | | | | Total Cost 450.00 |

| Labour Code | Description | Total Labour Hrs. | Labour Cost |
|-------------|-------------|-------------------|-------------|
| | | Total | 0.00 |
| | | | 0.00 |

From the job type drop down you can select the job type. After you select the job type it will display the estimates that need to be approved. From the batch approval page you can select several jobs at once by ticking to the wanted job. After you tick several jobs you can approve or reject by clicking approve or reject button.

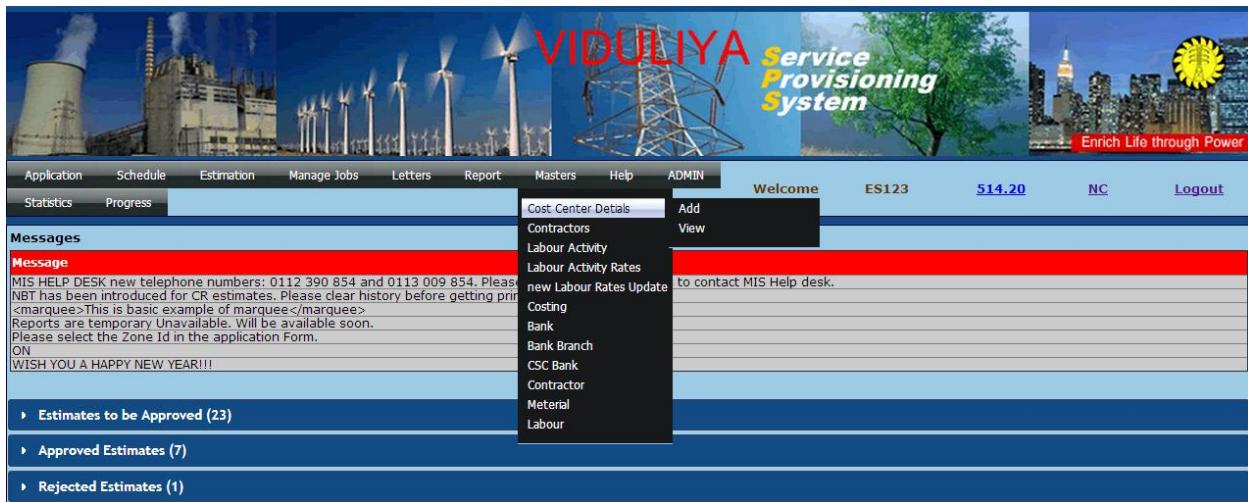
8. How to add Masters?

Select masters from the main menu and you can see a list of master in a drop down. There are twelve different categories in masters.

1. Cost center details
2. Contractors
3. Labor activity
4. Labor activity rates
5. New Labor activity rates update
6. Costing
7. Bank
8. Bank branch
9. CSC bank
10. Contractor
11. Material
12. Labor

The screenshot shows the VIDULIYA Service Provisioning System interface. At the top, there's a banner with a background image of industrial and renewable energy facilities, the text 'VIDULIYA Service Provisioning System', and a logo. Below the banner, the main menu bar includes links for Application, Schedule, Estimation, Manage Jobs, Letters, Report, Masters, Help, and ADMIN. The ADMIN link is currently selected and highlighted in blue. A dropdown menu for 'Masters' is open, listing twelve categories: Cost Center Details, Contractors, Labour Activity, Labour Activity Rates, new Labour Rates Update, Costing, Bank, Bank Branch, CSC Bank, Contractor, Material, and Labour. To the right of the menu, there are links for Welcome, ES123, 514.20, NC, and Logout. On the left side of the page, there's a 'Messages' section containing a 'Message' block with a message about MIS HELP DESK telephone numbers and a 'Marquee' block with a basic example. Below these are sections for 'Estimates to be Approved', 'Approved Estimates', 'Rejected Estimates', and 'Jobs to be Revised'.

8.1 How to add cost center details



Select cost center details on masters and click on add. Then you will be redirected to the add cost center details.

This screenshot shows the 'Cost Centre Details' form. It includes fields for Cost Center Full Name (Kirillawala), Cost Center Address (23 Kandy Road, Kadawatha), Cost Center Telephone (112380264), Region (R2), Province (Colombo City), Area (Area 345f), Cost Center Type (DEPOT), Cost Center ID (514.20), Bulk Supplier Name (Electrical Engineer (Bulk Supply), Kelaniya), Bulk Supplier Address (4th floor, No 340 Kandy Road, Kiribathgoda), Bulk Supplier Telephone (237654564), Branch Code (043), Bank Code (7135), PosA (e2434), and Pos Centre (1). At the bottom, there are 'Add/Update Cost Center' and 'Exit' buttons, with 'Add/Update Cost Center' being highlighted with a red border. The footer of the page says '@ Ceylon Electricity Board'.

In the above form you have to add all details about the cost center. The stars shown in red color are mandatory fields. After you add cost center details you have to click the add/update button to add the details to the system. And also you can view cost center details by clicking [Masters ▶ cost center details](#) ▶ [view](#)

8.2 How to add contractors

The screenshot shows the VIDULIYA Service Provisioning System interface. At the top, there's a banner with industrial images and the text "VIDULIYA Service Provisioning System". Below the banner is a navigation bar with links like Application, Schedule, Estimation, Manage Jobs, Letters, Report, Masters, Help, and ADMIN. The ADMIN menu is open, showing sub-options: Cost Center Details, Contractors (which is highlighted in red), Labour Activity, Labour Activity Rates, new Labour Rates Update, Costing, Bank, Bank Branch, CSC Bank, Contractor, Material, and Labour. To the right of the menu, there are links for Welcome, ES123, 514.20, NC, and Logout. On the left, there's a "Messages" section with a message about new telephone numbers and a "Message" section containing a message about temporary unavailability. Below these are links for Estimates to be Approved (23), Approved Estimates (7), Rejected Estimates (1), and Jobs to be Revised (168).

Select contractors in masters and click on add/update. Then you will be redirected to the add contractors details form. From this form you can add a new contractor to the system.

This screenshot shows the "Add Contractor Details" form. It includes fields for Contractor Name*, Code*, Address*, Department ID (set to 514.20), Bond Number*, Bond Amount*, Tender Amount*, Start Date (set to 2013-Aug-13), End Date (set to 2013-Aug-13), Performance Amount*, Single Phase Additional Span*, Three Phase Additional Span*, VAT (%), and NBT (%). At the bottom of the form are two buttons: "Add Contractor" and "Exit".

In the above form you have to add all details about the contractors. The stars shown in red color are mandatory fields. After you add contractor details you have to click the add/update button to add the details to the system. If you want to update existing contractor you can select update from **Masters ► contractor ► update**. And also you can view contractor details by clicking **Masters ► contractors ► view**.

8.3 How to add labor activity



Select Labor activity in masters and click on add. Then you will be redirected to the add labor activities details form. From this form you can add new labor activities to the system.

| Masters>Labour Activity | | Welcome | ES123 | Logout |
|---|---|---------|-------|------------------------|
| Labour Activity Master | | | | |
| Activity Code* | : | | | |
| Activity Name | : | | | |
| Description | : | | | |
| <input style="background-color: red; color: white; border: 1px solid red; padding: 2px 10px; margin-right: 10px;" type="button" value="Add Labour Activity"/> <input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Exit"/> | | | | |
| @ Ceylon Electricity Board | | | | |

In the above form you have to add all details about labor activity. The stars shown in red color are mandatory fields. After you add labor activity details you have to click the add labor activity button to add the details to the system. If you want to update existing labor activities you can select update from **Masters ▶ labor activity ▶ update**. And also you can view labor activity details by clicking **Masters ▶ labor activity ▶ view**.

8.4 How to add labor activity rates



Select Labor activity rates in masters and click on add. Then you will be redirected to the add labor activity rates details form. From this form you can add new labor activity rates to the system.

| Masters>Labour Activity Rates | | Welcome | ES123 | Logout |
|--|---|---------|----------------------------------|--------|
| New Labour Activity Rate | | | | |
| Application Type | : | New | <input type="button" value="▼"/> | |
| Labour Code* | : | | | |
| Department ID | : | 514.20 | | |
| Labour Name* | : | | | |
| Description* | : | | | |
| Unit Price* | : | | | |
| Labour Hours* | : | | | |
| <input style="border: 2px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="Add Labour Activity Rates"/> <input type="button" value="Exit"/> | | | | |
| © Ceylon Electricity Board | | | | |

In the above form you have to add all details about labor activity rates. The stars shown in red color are mandatory fields. After you add labor activity rates you have to click the add labor activity rates button to add the details to the system. If you want to update existing labor activity rates you can select update from **Masters ▶ labor activity rates ▶ update**. And also you can view labor activity rates by clicking **Masters ▶ labor activity rates ▶ view**.

8.5 How to add new labor rates update



Select New Labor rates update in masters. Then you will be redirected to the New Labor rates update details form. From this form you can add new labor rates to the system.

In **new labor rates update** form you can update labor rates from province to depot. In this **labor rates update province to this depot** you can update new labor rates that has been added from the province to the depot.

In **update labor rates for not billed estimates** you can update present labor rates to the estimated bills that have not been prepared.

Ex: if a new circular comes to change prices of the estimates in the present month, and the service estimate is created before the circular, you should prepare the estimated bill for the present circular prices.

In **update new labor rates for old bill no's** option you can update the new rates of old bills that has been already created. For this task you have to enter old bill no and find then only you can update new rates for old bills.

8.6 How to add costing (standard EST costing)



Select **costing ▶ standard estimate costing** in masters. Then you will be redirected to the standard estimate costing details form. From this form you can update standard estimate costing details and also you can remove unwanted costing details from the system.

The screenshot shows the 'Costing Master Details' form under the 'Masters > Service Provisioning Costing Master Details' path. The form contains the following fields:

| | |
|-------------------|------------------------|
| Phase | : Single Phase |
| Connection Type | : 15 Ampere |
| From Length | : 0 |
| To Length | : 52 |
| Tariff Category | : Construction Purpose |
| Fixed Cost | : 0 |
| Security Deposit | : 0 |
| Temporary Deposit | : 0 |
| Cost Center | : 514.20 |
| Last Update By | : ES123 |
| Last Update Date | : 2021 Sep 22 |
| Last Update Time | : 02:59:11 PM |

At the bottom of the form are three buttons: 'Update' (highlighted with a red box), 'Remove', and 'Exit'.

From the above form you can update costing details by adding the relevant details to the form. And also you can remove costing details.

8.7 How to add costing (Default conductor Material)

The screenshot shows the VIDULIYA Service Provisioning System interface. The top navigation bar includes links for Application, Schedule, Estimation, Manage Jobs, Letters, Report, Masters, Help, and ADMIN. The ADMIN menu is open, showing sub-options like Cost Center Details, Contractors, Labour Activity, Labour Activity Rates, new Labour Rates Update, Costing, Bank, Bank Branch, CSC Bank, Contractor, Material, and Labour. The main content area displays a message about MIS HELP DESK new telephone numbers and temporary unavailable reports. Below this are sections for Estimates to be Approved (23), Approved Estimates (7), and Rejected Estimates (1).

This screenshot shows the 'Conductor Type Material Master Details' page. It contains fields for Phase (Single Phase), Conductor Type (FLY), Wire Meter Price (971), Cost Center (514.20), Last Update By (DILEEPA), and Last Update Date (2013 Jan 02). At the bottom are 'Update' and 'Exit' buttons, and a footer note (@ Ceylon Electricity Board).

From conductor material you can add conductor material details to the system. After you add conductor materials it will be shown in creating an estimate.

8.8 How to add costing (Default conductor Material)

This screenshot is identical to the one in section 8.7, showing the VIDULIYA Service Provisioning System interface with the 'Cost Center Details' menu open. The layout and content are the same, including the message about MIS HELP DESK and the list of estimates.

Masters>Service Type Material Master Details

Welcome ES123 Logout

Service Type Material Master Details

| | | |
|------------------|---|--------------|
| Phase | : | Single Phase |
| Connection Type | : | 15 Ampere |
| Service Type | : | LOOP |
| Type | : | 1 |
| Wire Meter Price | : | |
| Fixed Cost | : | |
| Last Update By | : | |
| Last Update Date | : | |

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From the above form you can add underground connection material costs.

8.9 How to add Bank Details

VIDULIYA Service Provisioning System

Enrich Life through Power

Application Schedule Estimation Manage Jobs Letters Report Masters Help ADMIN

ADMIN

- Cost Center Details
- Contractors
- Labour Activity
- Labour Activity Rates
- new Labour Rates Update
- Costing
- Bank**
- View
- Bank Branch
- CSC Bank
- Contractor
- Material
- Labour

Welcome ES123 \$14.20 NC Logout

Messages

Message

MIS HELP DESK new telephone numbers: 0112 390 854 and 0113 009 854. Please NBT has been introduced for CR estimates. Please clear history before getting print <marquee>This is basic example of marquee</marquee> Reports are temporary Unavailable. Will be available soon. Please select the Zone Id in the application Form. ON WISH YOU A HAPPY NEW YEAR!!!

▶ Estimates to be Approved (23)

▶ Approved Estimates (7)

▶ Rejected Estimates (1)

▶ Jobs to be Revised (168)

Master>Bank Detail

Welcome ES123 Logout

BANK ADD FORM CEYLON ELECTRICITY BOARD

Bank Add

| | |
|-----------|----------------------|
| Bank Code | <input type="text"/> |
| Bank Name | <input type="text"/> |

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From masters after you go to add bank details you will be redirecting to this above page. From this add bank details you can add any bank to the system. You have to enter the bank code and name to add it to the system. If you want to find a bank and modify the bank details that option is also available in the above form.

8.10 How to add Bank Branch Details

After adding a bank to the system you have to add branch details. From the above form you can add bank branch details and save it to the system. When you are issuing an PIV the bank details will be shown.

9. How to Get Reports?

SPS system provides number of reports to enhance effective and accelerated management of the SPS process.

You can download these and print if necessary.

To navigate to the reporting function click **Reports ► Select Report** from the main menu. From Reports drop down box you can select the reports listed below.

| Report | Description |
|--|--|
| SMC List | Applications List. Can be downloaded for New Connection, Temporary Connection and Cost Recovery. |
| Estimates (To be Approved)-Detail | Detailed view of the estimates to be approved. |
| Estimates (To be Approved)-Summary | Summary view of the estimates to be approved. |
| Estimates (Approved) | All the estimates to be approved within a given time period. |
| PIV Paid Report | PIV paid report for a given time period. |
| Application Register | Applications Register for a given time period. Can be downloaded New connection, Temporary connection, Cost recovery application wise or for all categories. |
| Jobs | Jobs report. |
| Work In Progress - Age Analysis (Breakdowns) | No of days taken to energize the consumer after contractor allocated. |
| Work In Progress - Age Analysis (Summary) | Summary view of the above report. |
| Completed Jobs - Age Analysis | Number of days taken to energize the consumer after PIV 2 confirmed. |
| Finished Jobs – Material Code | Job no list for a material code for completed jobs. |
| Finished Jobs - Job Number | Material list for the job no for completed jobs. |
| Allocated Jobs - Material Code | Job no list for a material code for allocated jobs. |
| Allocated Jobs - Cross tab | Cross tab view of the above report. |
| Connections Summary | Number of connections given within a time period. |
| Job Register | Job register. |
| Contractor Jobs Summary | Detailed report of the job details allocated to a contractor. |
| Completed jobs | Completed jobs report. Can be downloaded New connection, Temporary connection, Cost recovery application wise or for all categories. |
| Completed jobs - (Account open) | Account opened jobs within a given time period. |
| Un-Completed jobs – Area | Not completed jobs report |
| Labor/Material Rates | Labor & Material Rates Report |
| Billing Accounts | Exported/account opened/account unopened job details |

| | |
|-----------------------|------------------------|
| Bare Conductor Report | Bare conductor report` |
|-----------------------|------------------------|

You may click Download Report button to download the report.

