



Service Provisioning System

New Connection User Guide



**CEYLON
ELECTRICITY
BOARD** Enrich Life through Power

Contents

	Page No.
How to Add a New Service Connection?	03
How to Add a New Customer?	03
What to do if the Customer is not having an ID?	05
How to Fill the New Application?	05
How to change the id no of the customer.....	08
What to do if New Application Form is not Auto Directed or if the Customer is Already Registered?	08
How to Add & Print the PIV I?	09
How to change PIV 1 Id no?	10
What to do if New PIV I Form is not Auto Direct or if Need to Reprint the PIVI?	10
How to Confirm the PIV I?	10
How to Generate Application No?	11
What to do if Generate App No form is not Auto Directed?	12
How to Create an Appointment?	13
How to Print a Service Estimate?	14
How to Create a Service Estimate?	15
How to Create a New Estimate?	19
How to Approve/Recommend /Reject an Estimate?	22
How to Issue PIV 2?	23
How to Confirm PIV 2	24
How to change PIV 2 Id no?	25



How to Create a New Job?	26
How to Allocate the Job to a Contractor?	26
How to Revise a Job?	27
How to Finish the Job	28
How to Prepare Contractor Bill?	29
How to Send Billing Data?	31
How to Soft Close the Job by AE?	31
How to Hard Close the Job by Accountant?	32



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.

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.

[Customer>New Customer](#) [Welcome](#) [ES123](#) [Logout](#)

**CUSTOMER REGISTRATION FORM CEYLON
ELECTRICITY BOARD**

Consumer Detail

Cost Center No	514.20	Personal/ Corporate	Personal	ID Type	<input type="radio"/> NIC <input type="radio"/> PASSPORT <input type="radio"/> BUS REG NO	ID No	<input type="text"/>	Find
Full Name	<input type="text"/>		First Name (Initials)/ Company Name	<input type="text"/>		Last Name/Company Type	<input type="text"/>	
Street Address (line 1)	<input type="text"/>		Suburb (line 2)	<input type="text"/>				
City (line 3)	<input type="text"/>		Postal Code	<input type="text"/>		Mobile No	<input type="text"/>	
Telephone No	<input type="text"/>		Email	<input type="text"/>		Preferred Language	<input type="radio"/> Sinhala <input type="radio"/> English	
CEB Employee	<input type="radio"/> Yes <input type="radio"/> No							

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

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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.

Customer>New Customer		Welcome	ES123	Logout
CUSTOMER REGISTRATION FORM CEYLON ELECTRICITY BOARD X				
Consumer Detail				
Cost Center No	514.20			
Personal/Corporate	<input checked="" type="radio"/> Personal			
ID Type	<input checked="" type="radio"/> NIC <input type="radio"/> PASSPORT <input type="radio"/> BUS REG NO		ID No	882792293v <input type="button" value="Find"/>
Full Name	HIKKADUWA LIYANAGE SANKHA			
First Name (Initials)/ Company Name	H.L.	Last Name/Company Type	SANKHA	
Street Address(line 1)	NO 486/1, THAMBAHITIYA	Suburb(line 2)	MEETIYAHODA	
City(line3)	AMBALANGODA			
Postal Code	80330	Mobile No	0777300030	
Telephone No	0912245686	Preferred Language	<input checked="" type="radio"/> Sinhala <input type="radio"/> English	
Email	sankha@ceb.lk			
CEB Employee	<input checked="" type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Save"/> <input type="button" value="Modify"/> <input type="button" value="Exit"/> <input type="button" value="Clear"/>				
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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.

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/xxx	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="button" value="▼"/>
Duration	Months <input type="button" value="▼"/>		To Date	<input type="button" value="▼"/>
From Date	<input type="button" value="▼"/>		Confirm PIV	<input checked="" type="radio"/> Yes <input type="radio"/> No
Application No	<input type="button" value="Find No"/>			
Allocated To	<input type="button" value="▼"/>			
Description	<input type="button" value="▼"/>			

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 checked="" type="radio"/> YES <input 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="button" value="▼"/>	Neighbours Acc. No	<input type="button" value="▼"/>	
Ownership	<input checked="" type="radio"/> Occupy <input type="radio"/> Rent	Occupy / Owner Certified	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is Governmentt Place	<input checked="" type="radio"/> Yes <input type="radio"/> No			

Details of Wiring

Number of Bulbs	<input type="button" value="▼"/>	Number of Fans	<input type="button" value="▼"/>
Number of Plugs(5A)	<input type="button" value="▼"/>	Number of Plugs(15A)	<input type="button" value="▼"/>
Motors Total(hp/Kw)	<input type="button" value="▼"/>	Welding Plant(KVA)	<input type="button" value="▼"/>
Metal Crusher(hp/Kw)	<input type="button" value="▼"/>	Saw Mills(hp/Kw)	<input type="button" value="▼"/>
Phase	<input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph	Connection Type	<input checked="" 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="button" value="▼"/>			
Save	Modify	Issue PIV	Generate	Allocate	Exit	Clear

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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

Application applicant Id has been changed successfully.

Consumer Detail

Cost Center No	514.20
Application Id	514.20/ANC/13/0632
<input type="button" value="Find"/>	

Old Customer Details

ID No	880000001v
First Name (Initials)	N
Last Name	PERERA
Street Address	123
Suburb	DALUGAMA
City	KELANIYA
Postal Code	
Telephone No	0119234544
Mobile No	
Email	
Preferred Language	SI
CEB Employee	N
Is Applying For a Loan	<input type="radio"/> YES <input checked="" type="radio"/> NO

New Customer Details

ID No	901000000v
First Name (Initials)	S
Last Name	FERNANDO
Street Address	121
Suburb	CAMPUS ROAD
City	COLOMBO
Postal Code	
Telephone No	1212123232
Mobile No	
Email	
Preferred Language	SI
CEB Employee	N
Is Applying For a Loan	<input type="radio"/> YES <input checked="" 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.

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.



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

Application>New PIV Welcome ES123 Logout

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	
		5600	Security Deposit	
		5610	Service Connection/Electricity Schemes	
Payment Mode	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque	5640	Tender Deposit	
Pay Date		5660	Miscellaneous Deposit	
Bank Code	Select Bank	5800	Cash in Transit	
Branch Code		5910	For Dishonoured Cheque	
Cheque Date		1380	Application Fee	250.00
Cheque No	Two Hundred and Fifty Rupees Only		Sub Total	250.00
Amount in Words		5222	V.A.T.	
Prepared By	ES123	1300	Grand Total	250.00
Certified By			If Bank loan is granted	
Depositor's Signature			Loan Reference	
Bank Officer's Signature			Loan Amount	

Save & Print **Confirm** **Exit** **Clear**

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How to change PIV 1 Id no?

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

CHANGE APPLICATION CUSTOMER ID NO

Consumer Detail

Cost Center No: 514.20

Piv No: PIV/514 20/ANC/2013 | Find

Old Customer Details

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

New Customer Details

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

Change | Exit | Clear

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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.

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.

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
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	[Red Box]	5660	Miscellaneous Deposit	0
Cheque Date	[Red Box]	5800	Cash in Transit	0
Cheque No	[Red Box]	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	[Red Box]	1300	V.A.T.	0
Depositor's Signature			Grand Total	250.00
Bank Officer's Signature			If Bank loan is granted	
			Loan Reference	[Red Box]
			Loan Amount	0

Save & Print **Confirm** Exit Clear

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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	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	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	
Save	Modify	Issue PIV	Generate
Allocate	Exit	Clear	

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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.



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.

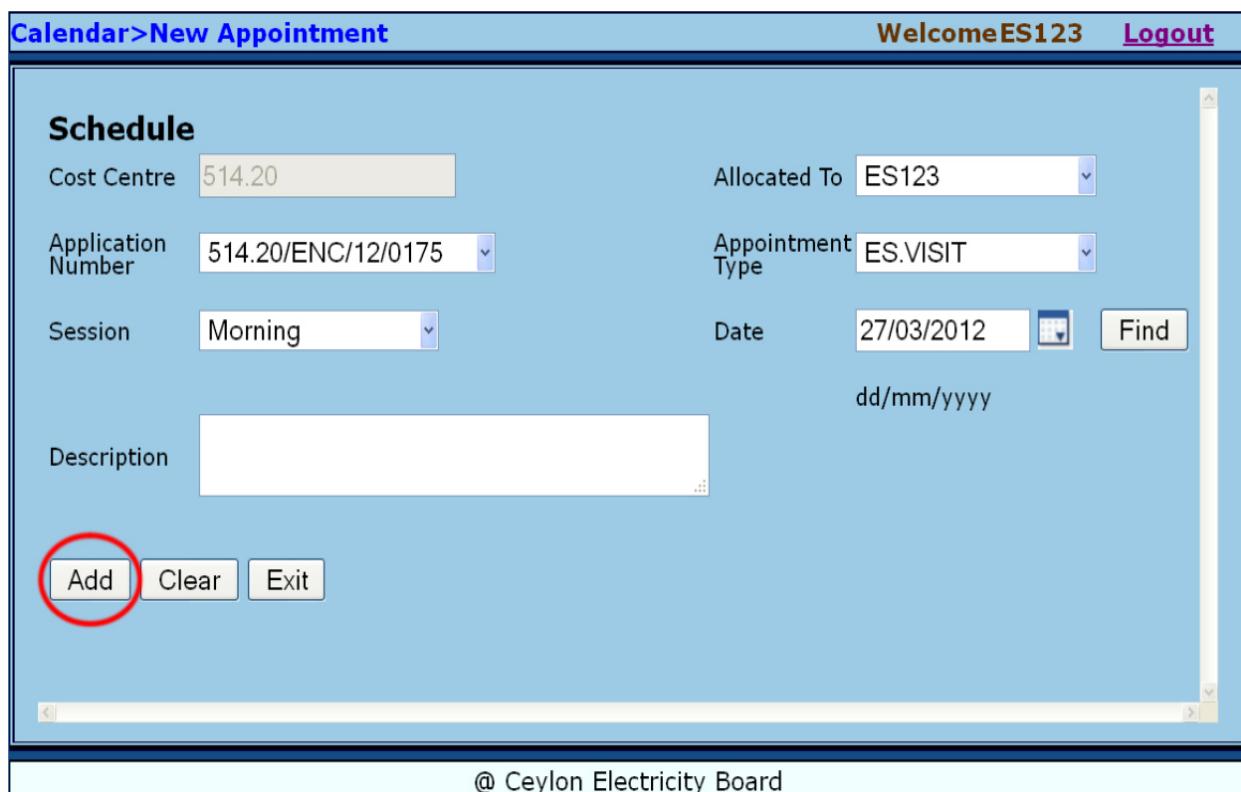
Click Add button to create the appointment. Then the appointment will be created and success message will be shown in green color.

Calendar>New Appointment WelcomeES123 Logout

Schedule

Cost Centre	514.20	Allocated To	ES123
Application Number	514.20/ENC/12/0175	Appointment Type	ES.VISIT
Session	Morning	Date	27/03/2012 <input type="button" value="Find"/> dd/mm/yyyy
Description			

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- 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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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

Enrich Life through Power

Estimate>New Service Estimate Welcome ES123 Logout

NEW SERVICE ESTIMATE

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

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 checked="" type="radio"/> Yes <input 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.

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.

Stays			
Stay	Stay Type	Qty.	
Hide Stays			
<input type="text" value="Select Stay"/>	<input type="button" value="Select Stay Type"/>	<input type="button" value="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	:	<input type="button" value="Select Cable Type"/>	Phase	:	<input type="button" value="Select Phase"/>
No of Spans (For Service Length)	:	<input type="text"/>			
Is Service Conversion?	:	<input checked="" type="radio"/> NO <input 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	Remove
A0211 - POLES - R.C. 8.3 M 100 KG.	TAPPING	FLY	FLY	NEW	2	Remove
A0203 - POLES R.C. 6 M 50 KG.	INTERMEDIATE	FLY	SERVICE	NEW	1	Remove

[Show Poles](#)

Struts

Strut	Qty.	
A0211	1	Remove

[Show Struts](#)

Stays

Stay	Stay Type	Qty.	
B0805	NORMAL	1	Remove
B0810	FLYING	1	Remove

[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.

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 0.00 (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 -7/7 X 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 W NUTS - G.I. 50 X 16 MM	NO.	50.00	11.00	550.00		
<input type="checkbox"/> B0745	MAT-COST	1	BOLTS W NUTS G.I. 120 X 16 MM	NO.	70.00	1002.00	70,140.00		
<input type="checkbox"/> B0755	MAT-COST	1	BOLTS W 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

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

Select Poles

Pole Type	:	Intermediate	with Conductor	FLY
Conntecting Conductor	:	Conductor Type		
With a pole?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No	A0211 - Poles RC 8.3m 100kg	
No of Points/Poles	:	CEB paid	2	Cutomer paid

[Add to Resource List](#)

Save **Send for Approval** **Clear** **Exit** **Download Estimate**

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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.

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 second row. 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.

How to Issue PIV 2?

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

The screenshot shows a software interface for managing estimates. At the top, a blue header bar displays navigation links: 'Estimates to be Approved (21)', 'Approved Estimates (9)', 'Rejected Estimates (1)', 'Jobs to be Revised (168)', 'Jobs to be Approved (6)', and 'Rejected Jobs (1)'. Below this, a large central area is titled 'Approved Estimates (9)' and contains a table with the following data:

Estimate Number	Cost Center	Standard Cost	Fund Id
514.20/ENC/12/0557	514.20	15,650.00	CP
514.20/ENC/12/0036	514.20	0.00	CP
514.20/ENC/12/0124	514.20	16,660.00	CP
514.20/ENC/12/0317	514.20	16,650.00	CP
514.20/ENC/12/0708	514.20	16,650.00	CP
514.20/ENC/12/0889	514.20	21,275.00	CP
514.20/ENC/12/0338	514.20	53,650.00	CP
514.20/ENC/12/0386	514.20	44,400.00	CP
514.20/ENC/2011/0826	514.20	285,700.00	CEB

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



Estimation>Generate PIV

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 <input type="button" value="Select Bank"/>																																							
Bank Code	<input type="button" value="Select Bank Branch"/>																																							
Branch Code	<input type="button" value="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 <table border="1"> <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> </table>					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
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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"> <tr> <th>PIV No</th> <th>Receipt No</th> <th>Amount</th> <th>Type</th> <th>Status</th> </tr> <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> </table> <input type="button" value="Save & Print"/> <input type="button" value="Clear"/> <input type="button" value="Exit"/>					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																																				

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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.

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

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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.

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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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 type="button" value="Generate Job No"/>			

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	HGHGFHJGFH 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.

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** Enrich Life through Power

Manage Jobs>Revise Jobs Welcome ES123 Logout

JOB REVISION

Job Number :	Select Job No.	Cost Center : 514.20	Revision No : 0	Est No
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Applicant Details

Applicant Name :	<input type="text"/>	Application Date :	<input type="text"/>
Address :	<input type="text"/>		
Assesment Number :	<input type="text"/>		
Neighbours Acc. No :	<input type="text"/>		

(*) 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.

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.

Manage Jobs>Service Main Card

Welcome ES123 Logout

SERVICE MAIN CARD

Job Numbers	514.20/SMC/12/0091	Cost Center :	514.20
SMC Type	NC	SIN No	B128
Cost Code	514	ECSC	20
No. of Meters	1	Connected Date (dd/mm/yyyy)	03/04/2012
Meter Number 1	123	Average Consumption	60
Seal Numbers (1-3)	123 123 123	Reading 1	
Meter Number 2		Meter Type 1	N
Seal Numbers (4-6)		No. of Digits 1	1
Meter Number 3		Reading 2	
Seal Numbers (7-9)		Meter Type 2	
Payment Mode	C	No. of Digits 2	
Payment Date (dd/mm/yyyy)	28/03/2012	Reading 3	
Service Main Charge	15,240.00	Meter Type 3	
Security Deposit	650.00	No. of Digits 3	
Tariff	11	Total	15,890.00
Bank Reference	R12388	KVA	7
Last Name	FERNANDO	Conn. Type	30 A
Address	125/D, ALUBOMULLA, PANADURA	Bank/Branch Code	7010/015
PIV Number	PIV/514.20/EN	First Name	S.U.P
Reader Code		Customer Type	PRIV
loanCode		Pack No.	
		Walk Sequence	
		noOfInstalment	
		Old Acct. Number	
		loanAmount	
		instalmantAmount	

Job Finish Save Print Clear Exit Back to List

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.

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 massage 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

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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

Bill List : BIL/514.20/12/0003

Job Number
514.20/CRJ/11/0007

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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 X

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, WALALITYADDA ELLAKKALA	772051786v	21/04/2011	514.20/ENC /2011/0040	ANC/514.20 /2011/0051
<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. THENNAKOON	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. THAHIR	32A, MAL 15TH ROAD, BLOCK "J" EAST, SAMMANTHRUI	695052043v	30/03/2012	514.20/ENC /12/0198	514.20/ANC /12/0285

[Send To Bill](#) [Exit](#)

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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.

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.



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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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

