

SOP for Approval side for Approve Purchase Order

1. After Submission of PO by PO_Creator, Approver have to login to quality portal through “Officer Login” option for the approval of PO. Enter “LoginID” in text box and click on “Sign In” button.

The screenshot shows the Quality Control Portal (qcuat.mpcz.in:8080) with the following content:

- IMPORTANT DOCUMENTS**
 - Quality Control Circular And Manual Guidelines For Goods And Works
 - Important Documents For Contractor
 - Contractor Declaration format **New**
 - Experience certificate format **New**
 - Description of documents to be uploaded **New**
 - Guidelines for Registration Process for Contractor on QC Portal
 - अ श्रेणी विद्युत ठेकेदारों के सुदक्षानिधि/ परफॉर्मैन्स गारंटी दिलीज किये जाने की प्रक्रिया
 - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निवृत्त करवाने की प्रक्रिया
 - Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
 - Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab
 - Blacklisted Vendors
 - SOP
 - SOP (standard operating procedure) List

- Energy Department**
Government Of Madhya Pradesh
- ☐ RCA Vendor Login
- ☐ Vendor Login
- ☐ Contractor Login
- ☐ NABL Accredited Lab Login
- ☐ Site Store Login
- ☐ User Login Creation (Vendor/Contractor/NABL Accredited Lab)
- ☐ Roof Top Vendor Registration
- ☒ **Officer Login**
- ☐ Collection Agent
- SUBMIT**
- Register Your Complaint**
If any TKC Contractor has


2. Enter PO Creator ID in “Login ID” textbox then click on “Sign In” button

The screenshot shows the Quality Control Portal (qcuat.mpcz.in:8080/mpeb_login) with the following content:

- IMPORTANT DOCUMENTS**
 - Quality Control Circular And Manual Guidelines For Goods And Works
 - Important Documents For Contractor
 - Contractor Declaration format **New**
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 - Other Documents
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 - Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab

- Discom Login**
Enter your login id for login
- Login ID ***
- SIGN IN**

← → ↻ qcuat.mpcz.in:8080/mpeb_login



IMPORTANT DOCUMENTS

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

Discom Login

Enter your login id for login

Login ID *


SIGN IN

3. After that, “OTP” will be received on your registered mobile no. associated with login ID. Enter OTP and click on “Submit Code” button.

← → ↻ qcuat.mpcz.in:8080/mpeb_verify_otp

Energy Department

Government Of Madhya Pradesh



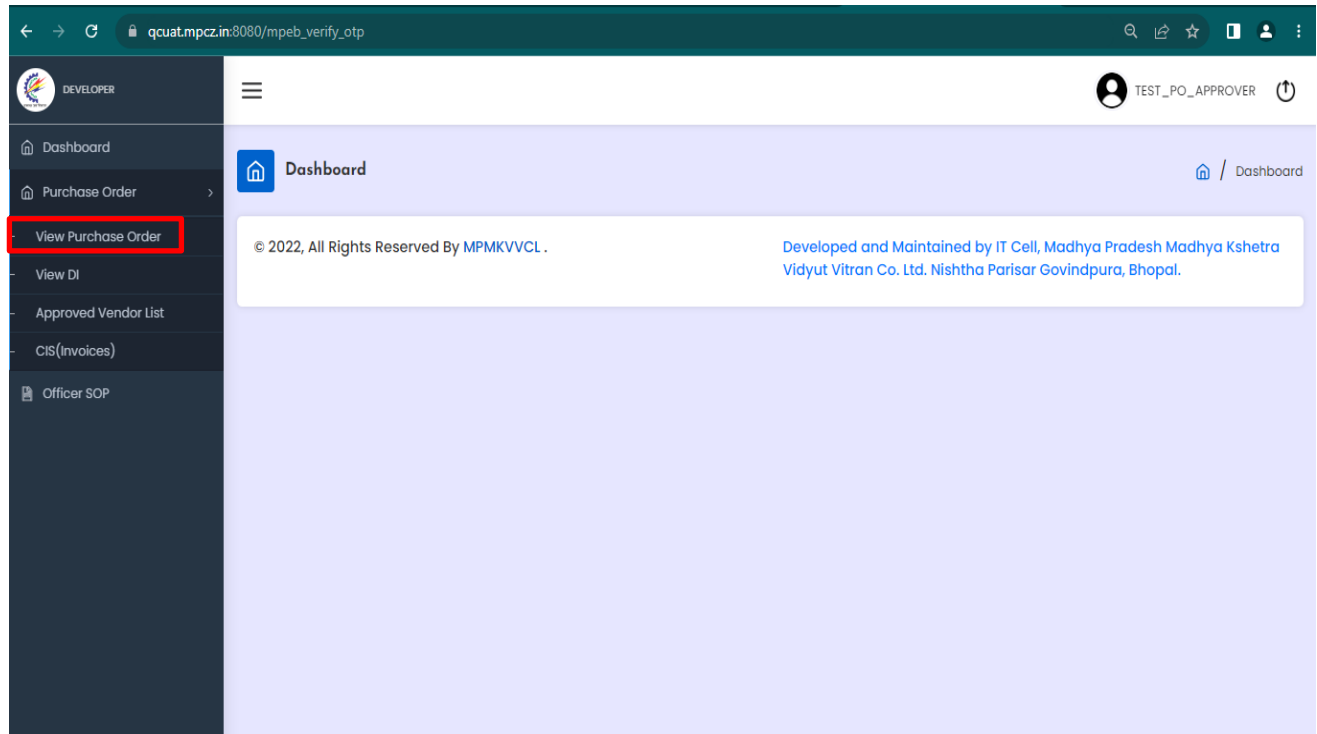
OTP Verification

Please enter the one time password to verify your account.

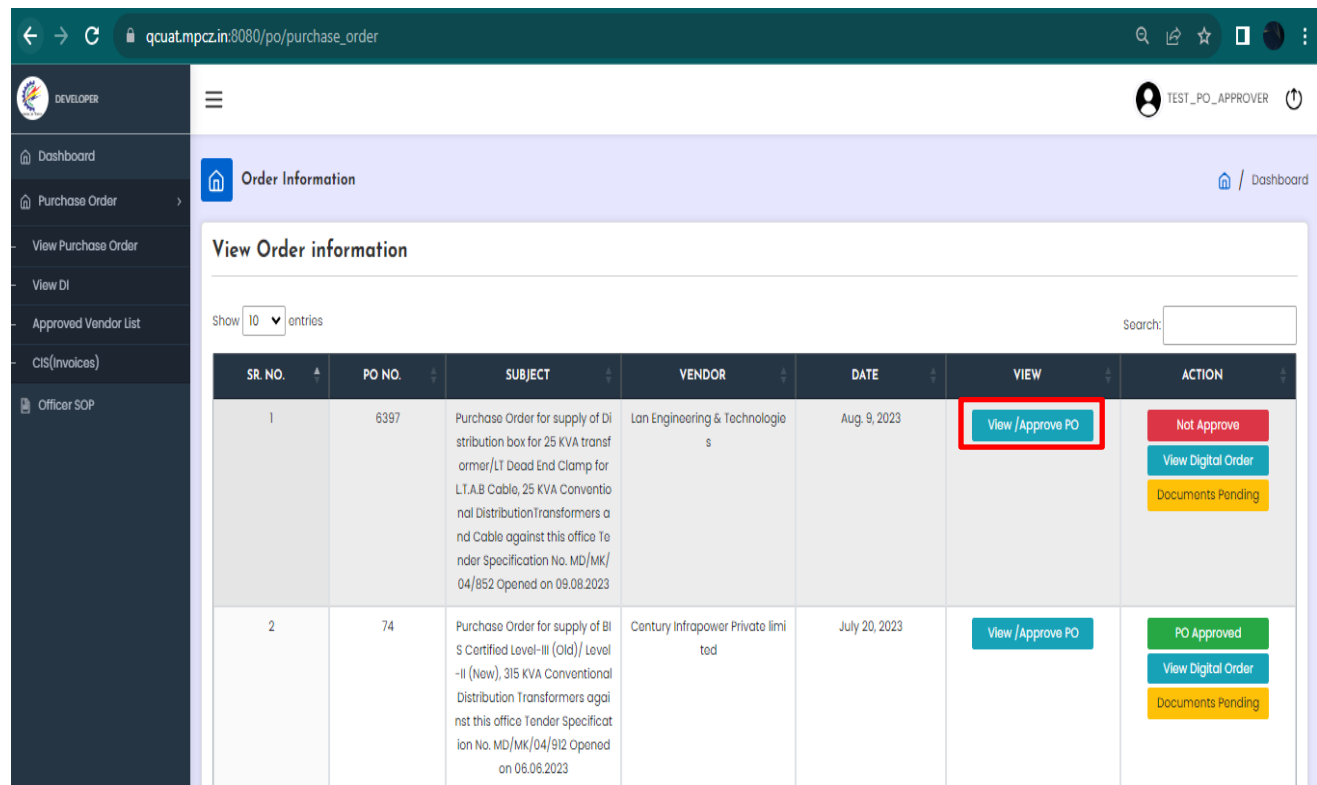
Mobile OTP *

SUBMIT CODE

4. After Login, click on “View Purchase Order” option on left menu to view the PO submitted for Approval.



5. Click on “View /Approve PO” to view and approve the purchase order.



6. After Clicking on “View PO/Download”, PO will be displayed.

DEVELOPER

TEST_PO_APPROVER

Dashboard
Purchase Order
View Purchase Order
View DI
Approved Vendor List
CIS(Invoices)
Officer SOP

Order Information
Dashboard

M.P.MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED
(Government of M. P. Undertaking)
Regd. Office: Nishtha Parisar, Govindpura Bhopal 462023
' 0755-2601300, Ext-501, Website portal.mpcz.in
CIN NUMBER: U40109MP2002SGC015119

No. MD/MK/04/P-IV/852/6397
Bhopal, dated- Aug. 9, 2023

To,
Lan Engineering & Technologies
Address :- B-07 &17 Sector -83 Noida-201305, Uttar Pradesh B-07 &17 Sector -83 Noida-201305, Uttar Pradesh Gautam Buddha Nagar Uttar Pradesh 201305
Email :- deepakvirwal@lanengineering.in
Sub :- Purchase Order for supply of Distribution box for 25 KVA transformer/LT Dead End Clamp for LT.A.B Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. MD/MK/04/852 Opened on 09.08.2023

Terms & Conditions
Delivery:
The bidder shall require to complete the delivery in 4 installments. The first Lot/ installation shall be supplied within 60 days from the date of issue of order (including the date of issue of purchase order send through mail) and subsequent Lot (s) within next 45 days thereafter as under.

DEVELOPER

TEST_PO_APPROVER

Dashboard
Purchase Order
View Purchase Order
View DI
Approved Vendor List
CIS(Invoices)
Officer SOP

Material Information

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	Total Value Of Order Including GST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	132753.6
2	LT Dead End Clamp for LT.A.B Cable	M-0404221	Meter	34.74	7830.0	18.0	320976.76

Encl. As above

Schedule No.	Schedule Description
Sch-023	Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable

Thanking you !

Copy to :-

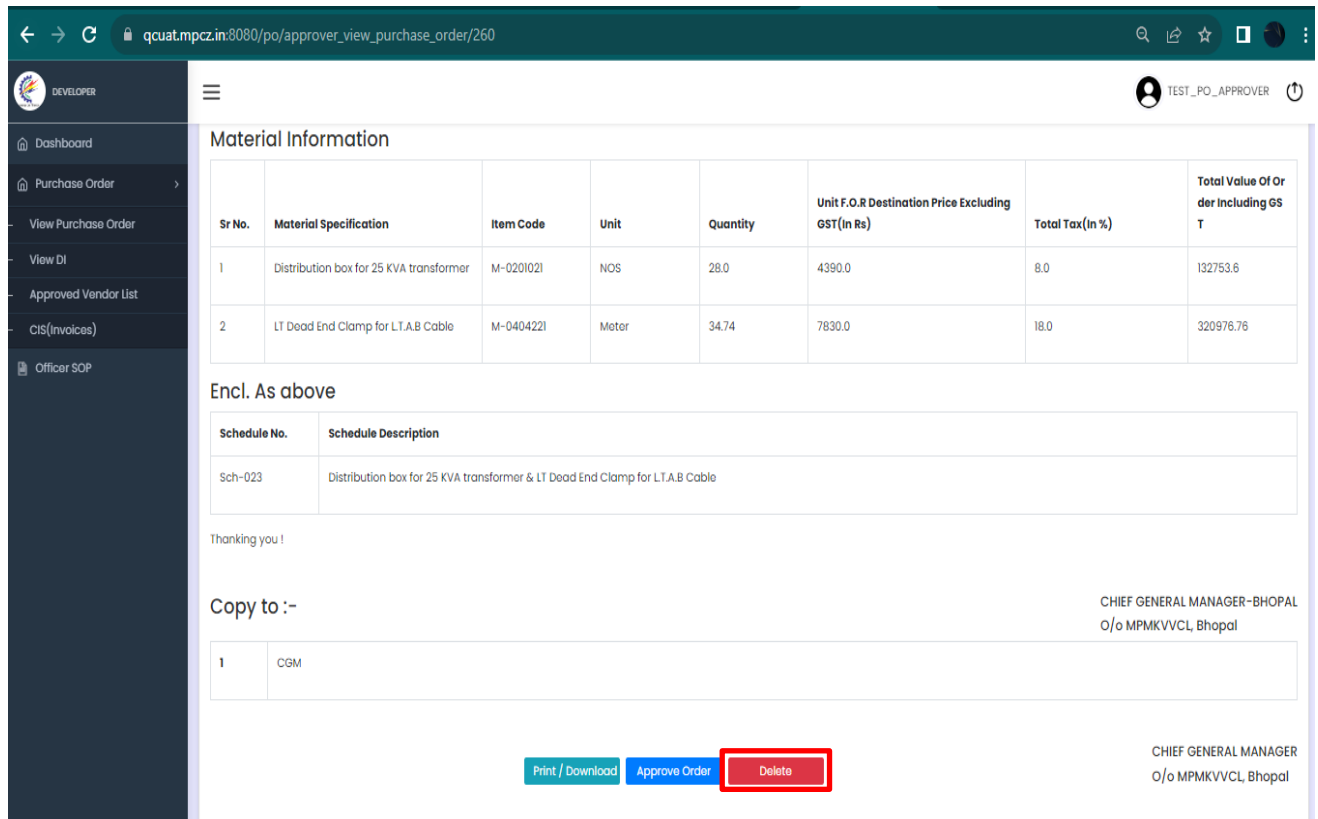
CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVVCL, Bhopal

1	CGM
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CHIEF GENERAL MANAGER
O/o MPMKVVCL, Bhopal

Print / Download
Approve Order
Delete

7. Click on “Approve Order” button to approve this PO. Click on “Delete” button to delete this PO.

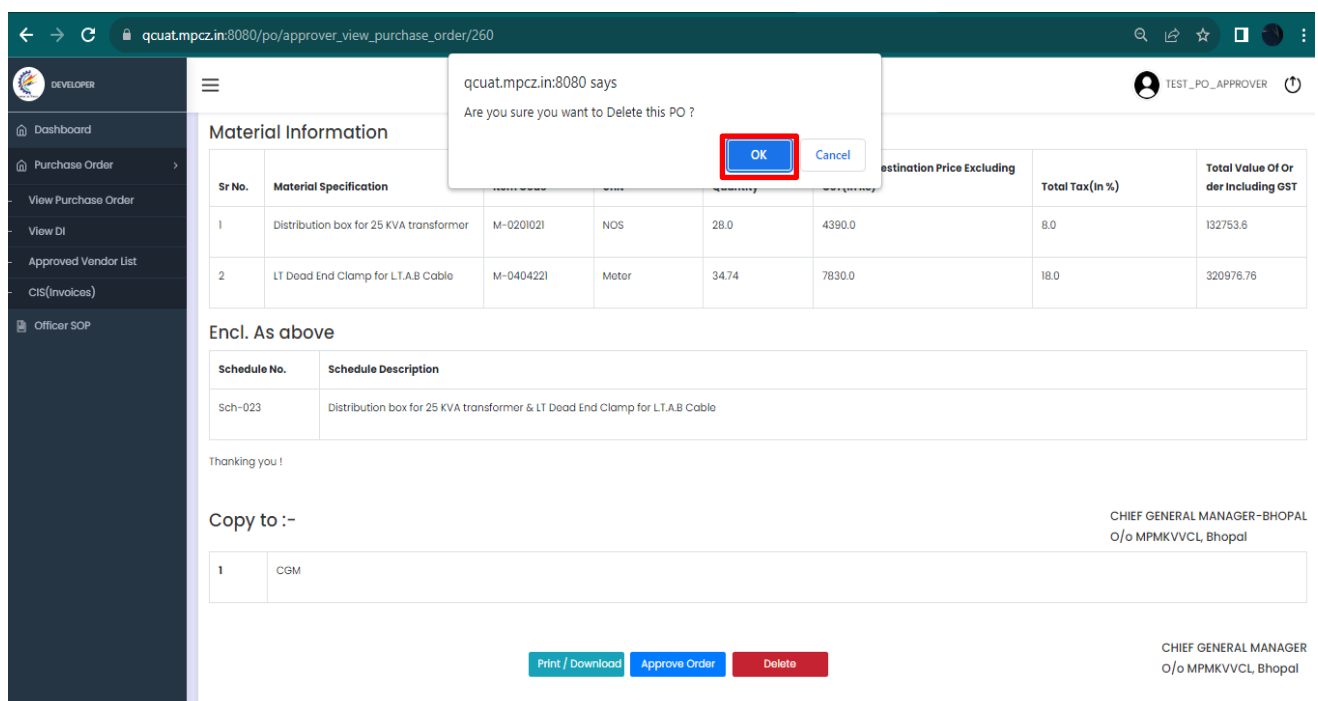


The screenshot shows a web application interface for viewing and approving a purchase order. The browser address bar displays 'qcuat.mpcz.in:8080/po/approver_view_purchase_order/260'. The user is logged in as 'TEST_PO_APPROVER'. The left sidebar contains navigation links: Dashboard, Purchase Order, View Purchase Order, View DI, Approved Vendor List, CIS(Invoices), and Officer SOP. The main content area is titled 'Material Information' and contains a table with the following data:

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	Total Value Of Order including GST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	132753.6
2	LT Dead End Clamp for LT.A.B Cable	M-0404221	Meter	34.74	7830.0	18.0	320976.76

Below the table, it says 'Encl. As above' followed by a table with one row: 'Sch-023' and 'Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable'. A 'Thanking you !' message is displayed. The 'Copy to :-' section shows '1' and 'CGM'. At the bottom, there are three buttons: 'Print / Download', 'Approve Order', and 'Delete' (highlighted with a red box). The signature block on the right reads 'CHIEF GENERAL MANAGER-BHOPAL O/o MPMKVCL, Bhopal'.

- i. Delete PO – After clicking on the “Delete” button confirmation message will display click on “ok” button. PO will be Delete.



This screenshot shows the same purchase order approval page as before, but with a confirmation dialog box overlaid in the center. The dialog box contains the text: 'qcuat.mpcz.in:8080 says Are you sure you want to Delete this PO ?'. It has two buttons: 'OK' (highlighted with a red box) and 'Cancel'. The background content, including the material information table and the 'Delete' button, remains visible but slightly dimmed.

- ii. Approve PO - After clicking on the “Approve Order” button confirmation message will display click on “ok” button. PO will be Approve.

← → ↻ qcuat.mpcz.in:8080/po/approver_view_purchase_order/260 🔍 📄 ⌵ 🌙 ⋮

DEVELOPER

Dashboard

Purchase Order >

View Purchase Order

View DI

Approved Vendor List

CIS(Invoices)

Officer SOP

Material Information

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	Total Value Of Order Including GST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	132753.6
2	LT Dead End Clamp for LT.A.B Cable	M-0404221	Meter	34.74	7830.0	18.0	320976.76

Encl. As above

Schedule No.	Schedule Description
Sch-023	Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable

Thanking you !

Copy to :-

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

1	CGM
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Print / Download Approve Order Delete

CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

← → ↻ qcuat.mpcz.in:8080/po/approver_view_purchase_order/243 🔍 📄 ⌵ 🌙 ⋮

DEVELOPER

Dashboard

Purchase Order >

View Purchase Order

View DI

Approved Vendor List

CIS(Invoices)

Officer SOP

qcuat.mpcz.in:8080 says
Are you sure you want to Approve this PO ?
OK Cancel

Material Information

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	ST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	217403.2
2	LT XLPE Aerial bunched XLPE Cable 3 X 50 + 1 X 16 + 1 X 35 sq.mm. (Bare neutral messenger)	M-0402098	Meter	34.46	4390.0	8.0	163381.75

Encl. As above

Schedule No.	Schedule Description
Sch-023	Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable

Thanking you !

Copy to :-

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

1	CGM_QC
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Print / Download Approve Order Delete

CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

8. Click on “Print/Download” button to print PO. Click on save button to save “PO” or Print “PO”.

← → ↺ qcuat.mpcz.in:8080/po/approver_view_purchase_order/260 🔍 📄 ⌵ ⌂

DEVELOPER

- Dashboard
- Purchase Order
- View Purchase Order
- View DI
- Approved Vendor List
- CIS(Invoices)
- Officer SOP

TEST_PO_APPROVER ⌵

Material Information

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	Total Value Of Order Including GST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	132753.6
2	LT Dead End Clamp for LT.A.B Cable	M-0404221	Meter	34.74	7830.0	18.0	320976.76

Encl. As above

Schedule No.	Schedule Description
Sch-023	Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable

Thanking you !

Copy to :-

1	CGM
---	-----

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

[Print / Download](#)
[Approve Order](#)
[Delete](#)

← → ↺ qcuat.mpcz.in:8080/po/approver_view_purchase_order/260 🔍 📄 ⌵ ⌂

Address :- B-07 & I7 Sector -83

Email :- deepakvirwal@laneng

Sub :- Purchase Order for supply

Terms & Conditions

Delivery:

The bidder shall require to complete the

Acceptance Of Material (Random Test)

Testing of the transformer selected at

In case lot comprises of more than 100

Material Information

Sr No.	Material Specification	Item Code	Unit	Quantity	Unit F.O.R Destination Price Excluding GST(In Rs)	Total Tax(In %)	Total Value Of Order Including GST
1	Distribution box for 25 KVA transformer	M-0201021	NOS	28.0	4390.0	8.0	132753.6
2	LT Dead End Clamp for LT.A.B Cable	M-0404221	Meter	34.74	7830.0	18.0	320976.76

Encl. As above

Schedule No.	Schedule Description
Sch-023	Distribution box for 25 KVA transformer & LT Dead End Clamp for LT.A.B Cable

Thanking you !

Copy to :-

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

1

Print

2 pages

Destination

Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

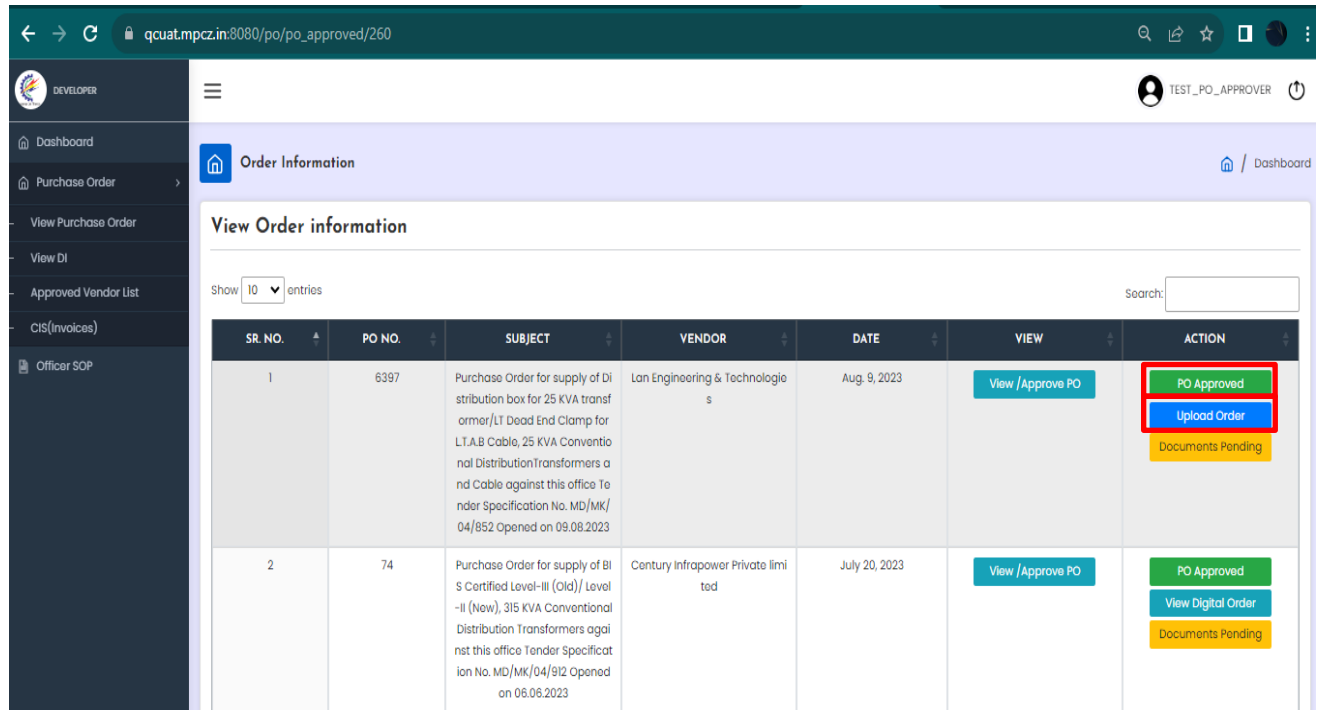
Options

☒ Headers and footers

☐ Background graphics

Save Cancel

9. After Approval PO status will be change to “PO Approved”. After that Upload signed purchase order using “Upload Order” button. Only PDF document to be uploaded.

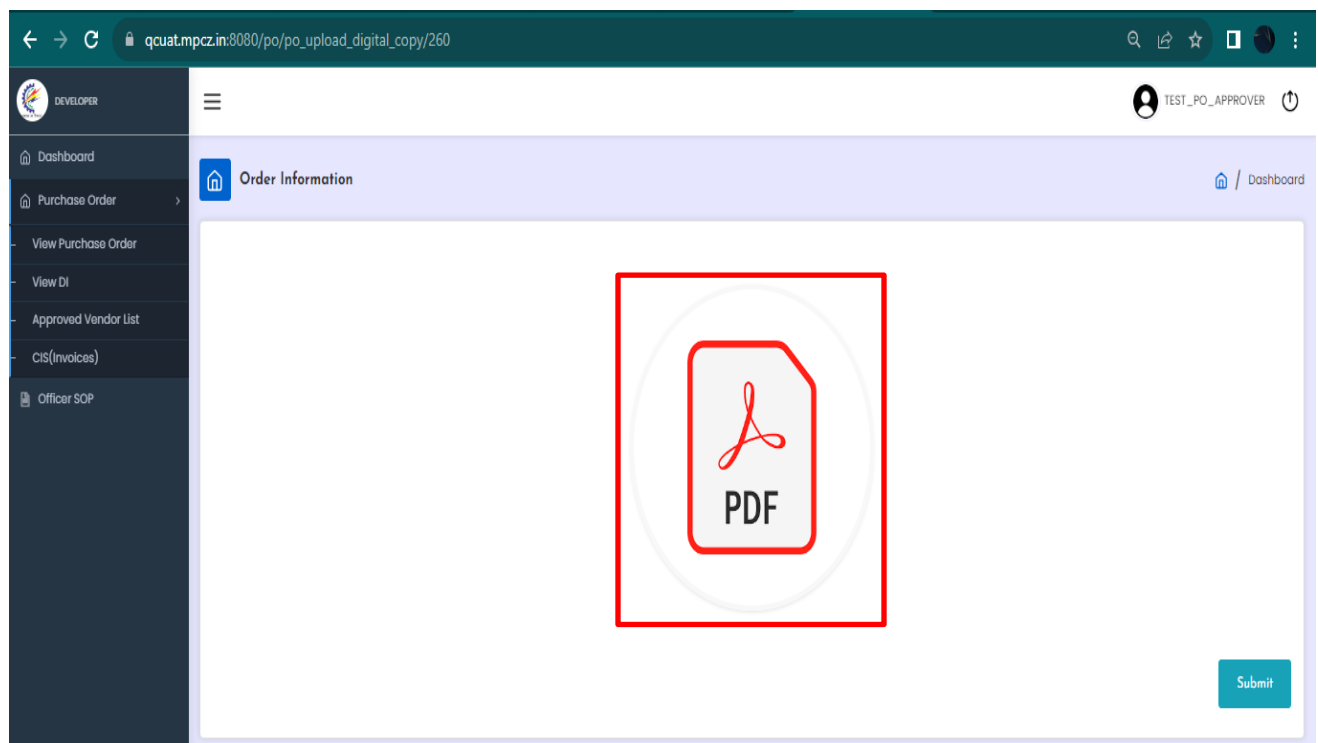


View Order information

Show 10 entries

SR. NO.	PO NO.	SUBJECT	VENDOR	DATE	VIEW	ACTION
1	6397	Purchase Order for supply of Distribution box for 25 KVA transformer/LT Dead End Clamp for LT.A.B Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. MD/MK/04/852 Opened on 09.08.2023	Lan Engineering & Technologies	Aug. 9, 2023	View /Approve PO	PO Approved Upload Order Documents Pending
2	74	Purchase Order for supply of BIS Certified Level-III (Old)/ Level-II (New), 315 KVA Conventional Distribution Transformers against this office Tender Specification No. MD/MK/04/912 Opened on 06.06.2023	Century Infrapower Private limited	July 20, 2023	View /Approve PO	PO Approved View Digital Order Documents Pending

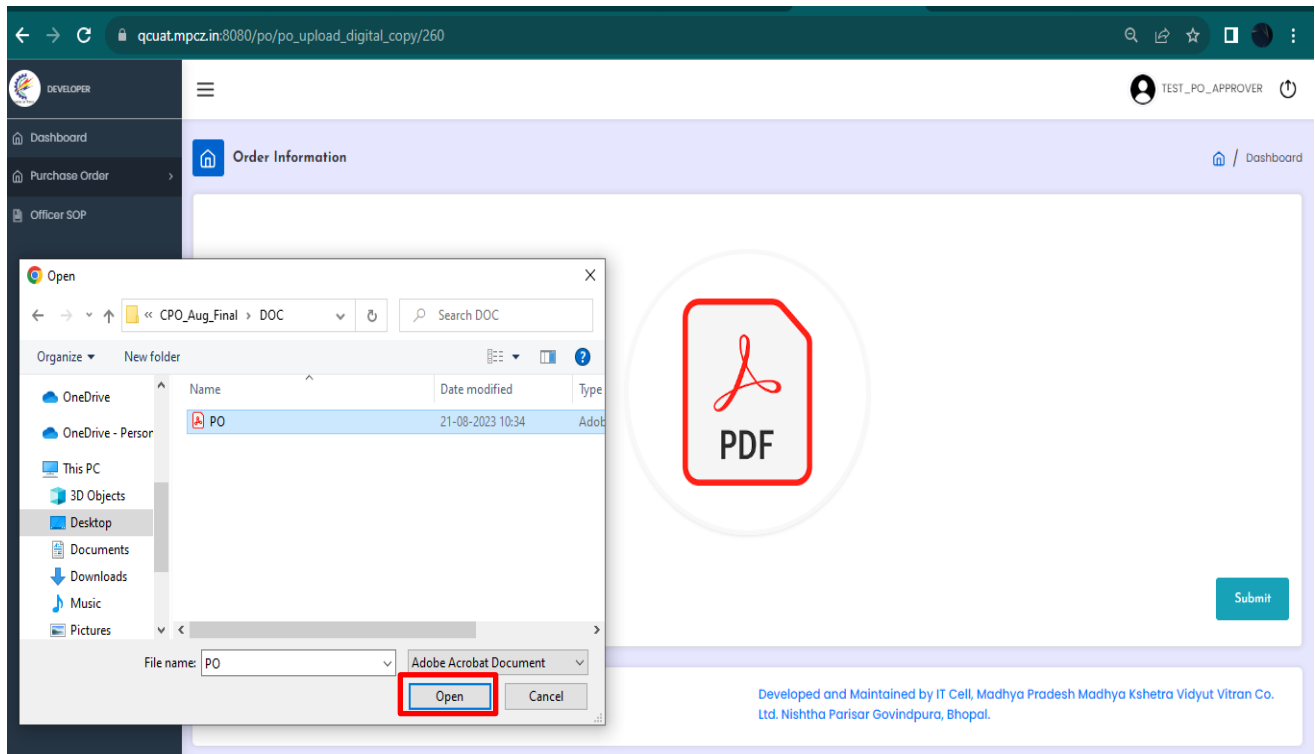
10. Click on “ICON” to browse the file system.



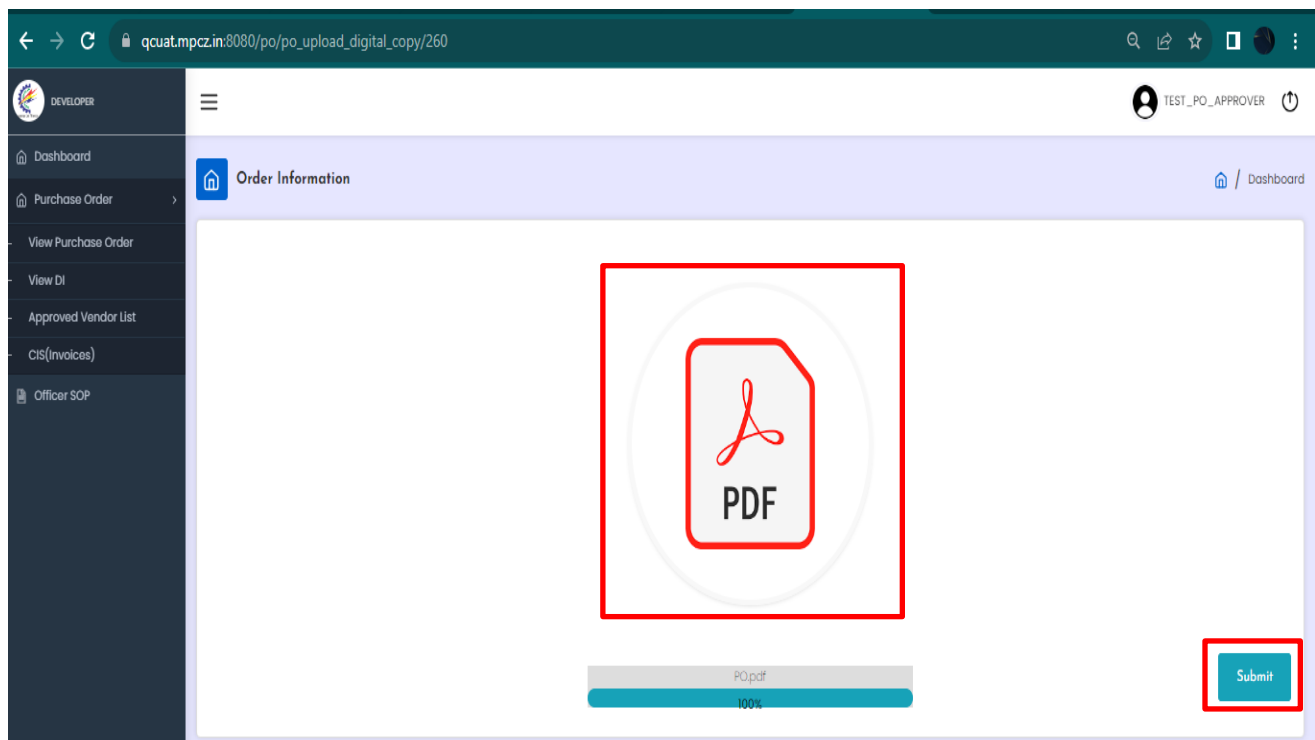
Upload Order

Submit

11. After that, navigate to location where signed PO is saved, select the PO and click on “Open” button to select the Signed PO.



12. Click on “Submit” button to upload pdf file.



13. After uploading of Signed PO, same will be viewed to Vendor for submission of GTP & Drawing, Bank Details and Bank Guarantee.

The screenshot displays a web application interface for viewing purchase order information. The browser address bar shows the URL `qcuat.mpcz.in:8080/po/po_upload_digital_copy/260`. The user is logged in as `TEST_PO_APPROVER`. The left sidebar contains the following navigation items: Dashboard, Purchase Order, View Purchase Order, View DI, Approved Vendor List, CIS(Invoices), and Officer SOP. The main content area is titled **Order Information** and **View Order information**. It features a search bar with the text 'lan' and a dropdown menu set to '10' entries. Below this is a table with the following data:

SR. NO.	PO NO.	SUBJECT	VENDOR	DATE	VIEW	ACTION
28	6397	Purchase Order for supply of Distribution box for 25 KVA transformer/LT Dead End Clamp for L.T.A.B Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. MD/MK/04/852 Opened on 09.08.2023	Lan Engineering & Technologies	Aug. 9, 2023	View /Approve PO	PO Approved View Digital Order Documents Pending

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 28 total entries)'. There are 'Previous', '1', and 'Next' navigation links.