

SOP for add site store and material offer

- 1) Open website <https://qcportal.mpcz.in> choose user login click on submit

The screenshot shows the homepage of the qcportal.mpcz.in website. On the left, there is a section titled 'IMPORTANT DOCUMENTS' with links to various guidelines and documents. On the right, under the 'Energy Department Government Of Madhya Pradesh' header, there are several login options: 'RCA Vendor Login', 'User Login(Vendor/Contractor/NABL Accredited Lab)', 'User Registration(Vendor/Contractor/NABL Accredited Lab)', 'Roof Top Vendor Registration', 'Officer Login', and 'Collection Agent'. The 'User Login(Vendor/Contractor/NABL Accredited Lab)' option is highlighted with a red box. Below these options is a blue 'SUBMIT' button, also highlighted with a red box. At the bottom right, there is a link to 'Register Your Complaint'.

- 2) Login Using Mobile No->Select User Type (Contractor)->Enter Registered Mobile No.->Submit

The screenshot shows the login form for a Contractor on the qcportal.mpcz.in website. A notification box at the top says 'qcportal.mpcz.in:8080 says Your otp has been sent to your registered mobile number'. The form is titled 'Vendor/Contractor/NABL Accredited Lab' and includes the instruction 'All (*) marked fields are mandatory'. There are two main fields: 'Select User Type *' with a dropdown menu showing 'CONTRACTOR', and 'Mobile Number *' with a text input field containing '963061284'. A blue 'SUBMIT' button is at the bottom of the form, highlighted with a red box. Below the button, there is a link that says 'Don't have an account? Sign up'.

- 3) Enter the otp which was generated on your registered mobile number and click on SIGN-IN button

The screenshot shows a web browser window with the URL `qcuat.mpcz.in:8080/login`. The page is titled "Welcome! Vendor/Contractor/NABL Accredited Lab" and includes a note: "All (*) marked fields are mandatory". The login form contains the following fields:

- OTP/Password ***: A text input field containing the value "4177B4".
- Captcha ***: A text input field containing the value "e9C0D".
- Enter Captcha ***: A text input field containing the value "e9C0D".

A red rectangular box highlights the "SIGN IN" button located below the Captcha field. On the left side of the page, there is a section titled "IMPORTANT DOCUMENTS" with a list of links and documents.

- 4) After logged in user dashboard will get open for adding site store click on add site store from side bar fill the details and click on submit button

The screenshot shows a web browser window with the URL `qcuat.mpcz.in:8080/1kc/add-site-store`. The page is titled "Dashboard" and includes a sidebar with the following menu items:

- Contractor Details
- Basic Info
- Rejected Document
- Update Profile
- Profile Status
- All Transaction's
- Activation
- Up-gradation
- GIS Survey
- Work Order
- Add Site Store** (highlighted with a red box)
- Invoicing
- Materials Vendor Approval
- Material Offer

The main content area of the dashboard contains the following fields:

- Region :-** A text input field containing the value "Bhopal".
- Circle :-** A text input field containing the value "O&M Circle Bhopal".
- Division :-** A text input field containing the value "O&M Division Bhopal".
- Site Store Address :-** A text input field containing the value "SITE STORE".
- Rent Agreement Copy :-** A text input field containing the value "Choose File" and "No file chosen".
- Electricity Bill :-** A text input field containing the value "Choose File" and "No file chosen".

Supplier(TNC)

Contractor Details

Electricity Bill :-

Choose File No file chosen

Consumer No :-

Contact No :-

Authorised Person :-

Man Power :-

Submit

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- 5) After adding the sitestore user need to add circle on added site store click on “view site store ” from side bar

Supplier(TNC)

Contractor Details

Basic Info

Rejected Document

Update Profile

Profile Status

All Transaction's

Activation

Up-gradation

GIS Survey

Work Order

Add Site Store

View Site Store

Invoicing

Dashboard

Dashboard

Basic Information Contractor

SNO.	DOCUMENT NAME	VALUE
1	Type of Business	Partnership
2	Authorised Person Name	RAMKUMAR SHUKLA
3	Company Name	NAKSHATRA INFRA AND ELECTRICALS
4	Contact Number	963061284
5	Email ID	nakshatraia@gmail.com
6	Type	AI (With OVT)
7	Registration Certificate	CZC0203239588

6) List of added site store will display here click on “Choose” Button to tag circles

SERIAL NO.	SITE STORE	AUTHORIZE PERSON	CONTACT NO.	TAG CIRCLE
1	C/o-Ramgopal Dubey, Gram-Serthi, Near maharajpura Airport Boundary wall, Sonichara Road, Gwalior- 474010, MP	Manas Chatterjee	7739055476	Choose
2	C/o Atul Kumar Jain Chhatrapur, Near Oil kul Singh chak, opposite of Sai mandir, All Road Guna MP 473358	Manas Chatterjee	7739055476	Choose
3	C/o- Sunil Nayak, Kakuia road, Dehat thameke poad, Dist-ashoknagar, Madhy pradesh, Pin-473335	Manas Chatterjee	7739055476	Choose

7) Select the discom and after that select the circles name and then click on “Save Circle”

Select Circle For Sitestore Mapping

Discom*

Select Discom

Madhya Pradesh East Zone

Madhya Pradesh Central Zone

Madhya Pradesh West Zone

Circle Name

[Save Circle](#)

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← → ↻ [qcdev.mpcz.in:9080/rtc/tag_sitestore_circle/14](#) ☆ Incognito

Supplier(1K2) Contractor Details

Dashboard

Select Circle For Sitestore Mapping

Discom*

Madhya Pradesh Central Zone

Circle Name

- ☐ O&M Circle Shilpuri
- ☒ City Circle Gwalior
- ☐ O&M Circle Datia
- ☐ O&M Circle Rajgarh
- ☒ O&M Circle Morena
- ☐ O&M Circle Bhopal
- ☐ O&M Circle Raisen
- ☐ O&M Circle Hoshangabad
- ☐ O&M Circle Harda

← → ↻ [qcdev.mpcz.in:9080/rtc/tag_sitestore_circle/7](#) ☆ Incognito (2)

Supplier(1K2) Contractor Details

- ☐ O&M Circle Morena
- ☐ O&M Circle Bhopal
- ☐ O&M Circle Raisen
- ☐ O&M Circle Hoshangabad
- ☐ O&M Circle Harda
- ☐ City circle Bhopal
- ☐ O&M Circle Betul
- ☐ O&M Circle Sehore
- ☒ O&M Circle Vidisha
- ☒ O&M Circle Gwalior
- ☐ O&M Circle Bhind
- ☐ O&M Circle Guna
- ☐ O&M Circle Ashoknagar
- ☐ O&M Circle Sheopur

[Save Circle](#)

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8) After clicking on save circle list of added site store will display again

Supplier (TKC)

Contractor Details

Dashboard

Site Store List

SERIAL NO.	SITE STORE	AUTHORIZE PERSON	CONTACT NO.	TAG CIRCLE
1	C/o Ramgopal Dubey, Gram - Senthul, Near Maharajpura Airport Boundary wall, Sarichan Road, Gwalior - 474020, MP.	Manas Chatterjee	7730086475	Choose
2	C/o Atul Kumar Jain Chhatrapur, Near Gokul Singh chok, opposite of Sai mandir, All road Guna MP 473001	Manas Chatterjee	7730086475	Choose
3	C/o - Sunil Nayak, Kailash road, behat thane ke pool, Dist-oshankar, Madhya pradesh, Pin-473331	Manas Chatterjee	7730086475	Choose

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9) After getting vendor's approval from officer side click on material offer from side bar

Supplier (TKC)

Contractor Details

Dashboard

Work Order List

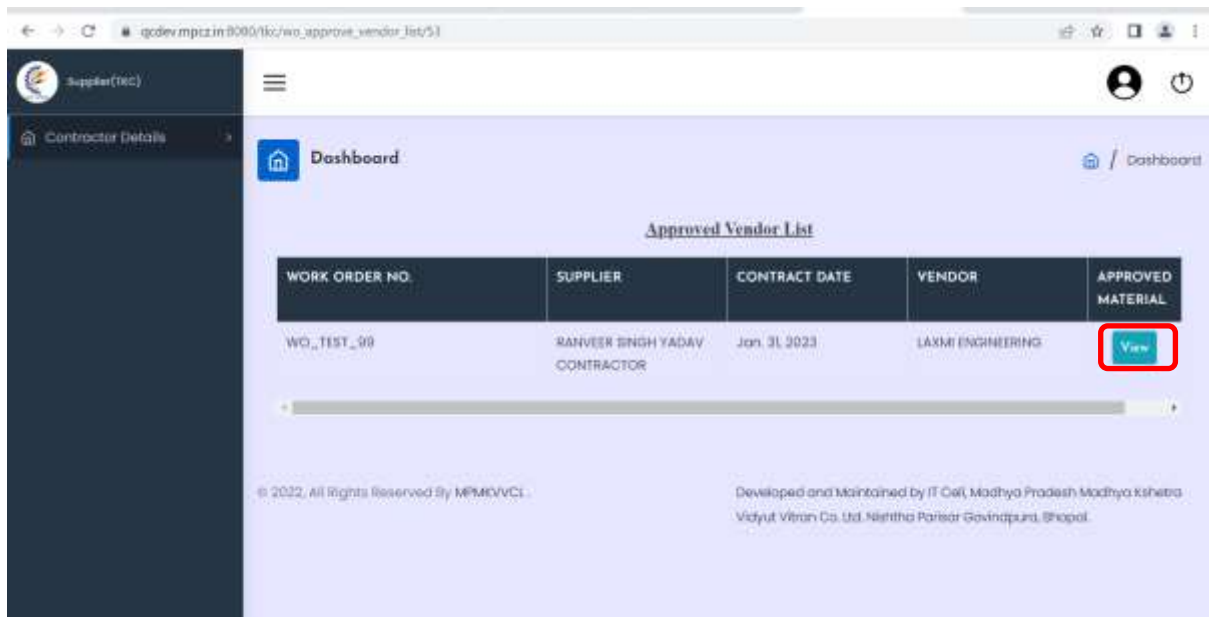
WORK ORDER NO.	SUPPLIER	CONTRACT DATE	APPROVED VENDOR
WO_TEST_99	RANVEER SINGH YADAV CONTRA CTOR	Jan-31-2023	View

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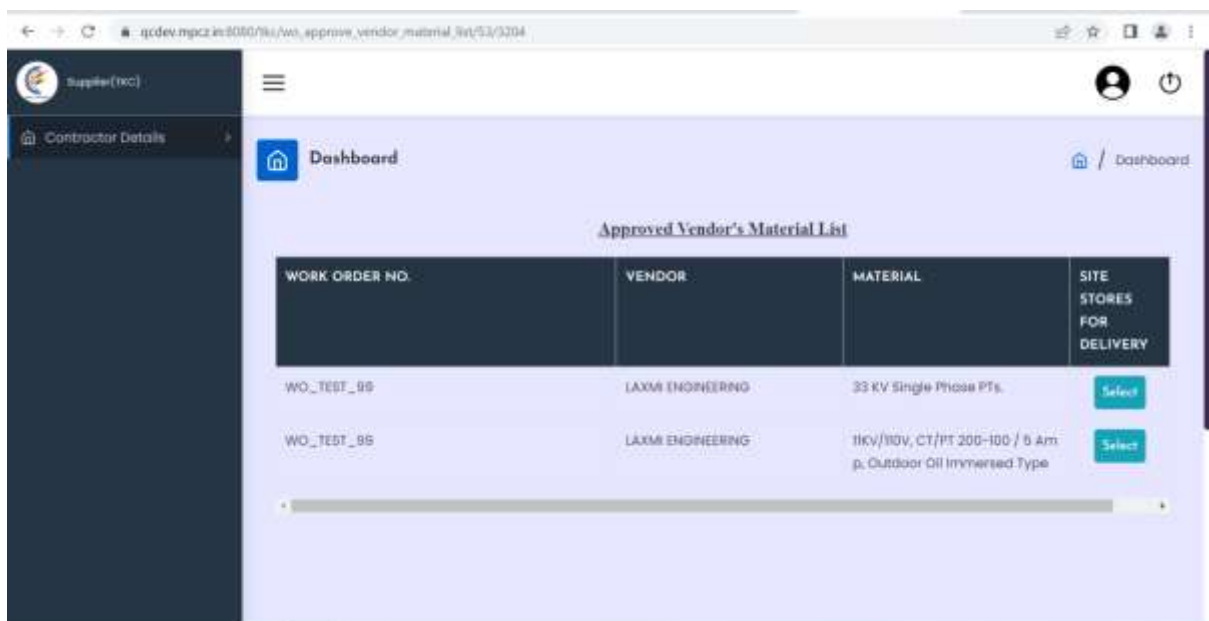
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Vidya Vikas Co. Ltd. Nishitha Pariser Govindpur, Bhopal

Material Offer

10) After clicking on the Material offer, click on view



11) after click on view material list will get open and click on select



12) After clicking on select material offer page will get open

- Select the site store from dropdown which was added by Contractor
- Select the site circle from dropdown which was chosen by Contractor
- Fill the quantity on text area(Quantity to be delivered)
- Enter serial number and than click on submit button

Supplier(NEC)

Contractor Details

Material Offer

Item Specification

11 KV CONTROL & RELAY PANEL WITH NUMERICAL STATIC RELAY FOR TRANSFORMER PROTECTION (IT)

Total Ordered Quantity

1650

Remaining Quantity

1650

Site Stores * **Store Circles *** **Quantity to be Delivered ***

Select Site Stores Select Site Store Circle

Enter Serial Numbers *

From Serial no. - To Serial no. Submit

13) After clicking on submit material details will display after that click on upload excel

***without uploading excel file you can not offer any material**

Supplier(NEC)

Contractor Details

upload_wo_material_serial_no_excel/5/M-0501067/149/3178

SR. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY	UPLOAD SERIAL NO. EXCEL
1	MD/CZ/RDS5/Pck-II (Aug & Add)/NoA/118	H-Beams 152 X 152 mm, 37.1 kg /Mtr.-11 mtr. Long = 408.1 kg	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpura Bhopal M.P. 462023	87.0	Upload Excel
2	MD/CZ/RDS5/Pck-II (Aug & Add)/NoA/118	H-Beams 152 X 152 mm, 37.1 kg /Mtr.-11 mtr. Long = 408.1 kg	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpura Bhopal M.P. 462023	15.0	Already Uploaded

[Add More Material Offers](#)

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14) After clicking on upload excel click on download excel for entering serial number/batch No.s whichever users want

a) Than choose one option on radio button either material serial no.s or material batch no.s

b) Than upload the excel

c) And than click on submit

***Please Make Sure you are following the same sequence as mentioned above**

The screenshot shows a web application interface for a supplier. The header includes a logo, the text 'Supplier (TKC)', a menu icon, and a 'Dashboard' link. The main content area is titled 'Upload Excel of Serial No.s for item M-0501067/H-Beams 152 X 152 mm., 37.1 Kg./Mtr.-11 mtr. Long = 408.1 kg'. It contains two radio buttons: 'Material Serial no.s Excel' (selected) and 'Material Batch no.s/Lot no.s/Drum no.s Excel'. Below these is a 'Choose File' button and a 'No file chosen' status. A red box highlights the 'Submit' button. At the bottom, there are two links: 'Click Here To Download Sample Excel For Uploading Serial Number Of Material' and 'Click Here To Download Sample Excel For Uploading Batch No.S/Lot No.S/Drum No.S Of Material', both labeled 'Download Excel'. The footer contains copyright information and a note about development and maintenance by the IT Cell, Madhya Pradesh.

After clicking on submit status will get change into already uploaded

***make sure all the excel file are uploaded**

And than click on “Add more Material Offers” Button

The screenshot shows the 'Material Offers' table in the Supplier (TKC) dashboard. The table has six columns: SR. NO., WO NO., ITEM NAME, SITE STORE, QUANTITY, and UPLOAD SERIAL NO. EXCEL. There are two rows of data. The first row has a status of 'Upload Excel' and the second row has a status of 'Already Uploaded'. Below the table is an 'Add More Material Offers' button. The footer contains copyright information and a note about development and maintenance by the IT Cell, Madhya Pradesh.

SR. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY	UPLOAD SERIAL NO. EXCEL
1	MD/CZ/RDSS/Pck-II (Aug & Addl)/NoA/118	H-Beams 152 X 152 mm, 37.1 Kg./Mtr.-11 mtr. Long = 408.1 kg	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpur a BHO PAL, M.P. 462023	87.0	Upload Excel
2	MD/CZ/RDSS/Pck-II (Aug & Addl)/NoA/118	H-Beams 152 X 152 mm, 37.1 Kg./Mtr.-11 mtr. Long = 408.1 kg	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpur a BHO PAL, M.P. 462023	15.0	Already Uploaded

15) After clicking “Add more Material Offers” user will get the list of material which was selected by user , choose the “PDF” file for offer letter docs , select the readiness date and than click on offer material button

Supplier (REC)

Contractor Details

Already Added Offer Material

Sr. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY
1	MD/CZ/RDSS/Pck-II (Aug & Add I)/NoA/118	33/11 KV Power transformer , OFT C Type 5000 KVA Loss (4 KW + 2 3 KW)	M/s Star Delta Transformers Lim ited, Project Division, Plot no 162, Sector C, Industrial Area Govind pura BHOPAL MP, 462023	10.0

offer letter Docs:-

Choose File No file chosen

Readiness Date:-

dd/mm/yyyy

Offer

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16)after that message will show about the confirmation

Supplier (REC)

Contractor Details

Material Offered Successfully

Already Added Offer Material

Sr. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY
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offer letter Docs:-

Choose File No file chosen

Readiness Date:-

dd/mm/yyyy

Offer

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17) Click on Offered Material Status from side bar to see the status of material offering

Supplier (TIC)

Contractor Details

Basic Info

Rejected Document

Update Profile

Profile Status

All Transaction's

Activation

Up-gradation

GIS Survey

Work Order

Add Site Store

View Site Store

Materials Vendor Approval

Material Offer

Offered Material Status

MD/C2/RDSS/Pck-II (Aug & Add)/NoA/118

R.R. Ispt (A unit Of Godawa
ii power And ispt limited)

MS strain plate-55x8mm.25
0mm long

M-0502222

Select

Material Offered Successfully

Already Added Offer Material

SR. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY
offer letter Docs:-				
Choose File No file chosen				
Readiness Date:-				
dd/mm/yyyy				
Offer Material				

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https://qcuat.mpcz.in/000/16c/96c/offer_material/

18) List will display of offered material

Supplier (TIC)

Contractor Details

Dashboard

Offered Material Details

Show 100 entries

Search:

Sr No.	Work Order No.	Vendor	Material Name	Item Code	Offer Quantity	Site Store	Acceptance Letter	Status
1	MD/C2/RDSS/Pck-II (Aug & Add)/NoA/118	LAXMI ENGINEERING	33 KV C.T.s (out door oil filled type) 200-100/5 Amps	M-0180008	30	M/s Star Delta Transformers Limited, Project Division, Plot no 1&2, Sector C, Industrial Area Govindpura BHOPAL M.P. 462022	View	Approved

qcuat.mpcz.in:5080/162/162_offered_materials

Supplier(162)

Contractor Details

						Area Govindpura BHOPL MP. 482023		
77	MD/CZ/ROSS/Pck-II (Aug & Add)/NoA/18	R.R. Ispot (A Unit Of Godawari power And Ispot limited)	H-Beams 152 X 152 mm, 37.1 kg./Mtr.-II mtr. Long = 408.1 kg	M-0501067	12.0	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpura BHOPL MP. 482023	View	Pending For Approval

Showing 1 to 77 of 77 entries

Previous Next

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19) After getting approval from officer side status will get change

qcuat.mpcz.in:5080/162/162_offered_materials

Supplier(162)

Contractor Details

						482023		
75	MD/CZ/ROSS/Pck-II (Aug & Add)/NoA/18	R.R. Ispot (A Unit Of Godawari power And Ispot limited)	II KV V Bridge cross-arms (66x66x8 mm Angle)	M-0502013	20.0	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area Govindpura BHOPL MP. 482023	View	Approved
76	MD/CZ/ROSS/Pck-II (Aug & Add)/NoA/18	R.R. Ispot (A Unit Of Godawari power And Ispot limited)	H-Beams 152 X 152 mm, 37.1 kg./Mtr.-II mtr. Long = 408.1 kg	M-0501067	10.0	M/s Star Delta Transformers Limited, Project Division, Plot no 162, Sector C, Industrial Area	View	Approved

NOTE:-

After offering the material creator officer will approve the material and create the DI and Approvar officer will Approve the DI