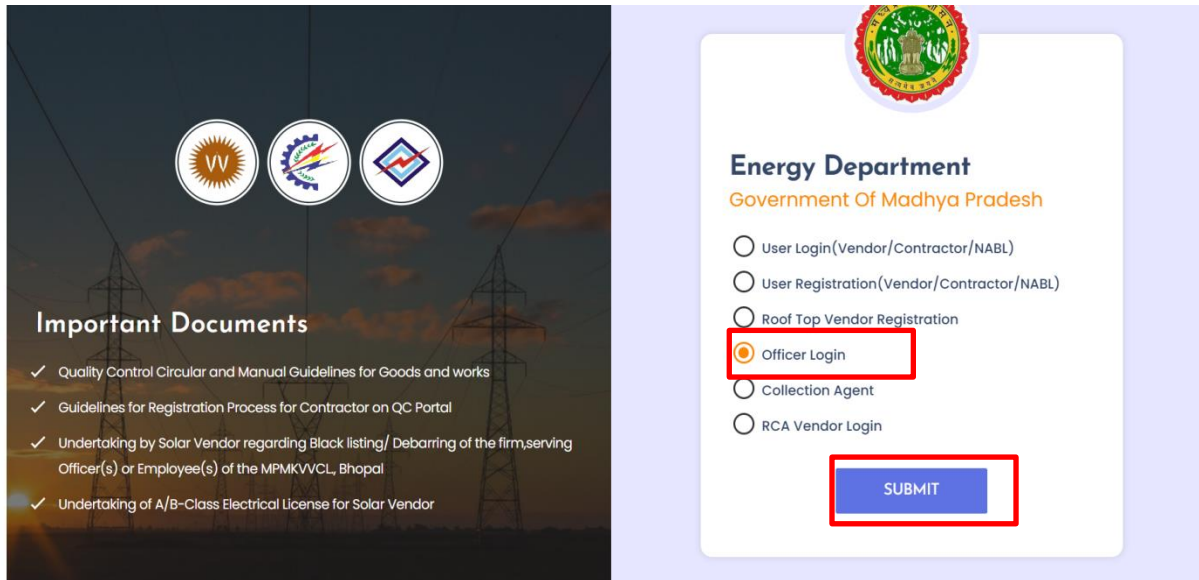


SOP for work order creation

1)Click on the [url:- https://gcportal.mpcz.in/](https://gcportal.mpcz.in/) for log in page and go for officer log on and click on submit button.



Important Documents

- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ 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

Energy Department
Government Of Madhya Pradesh

- ☐ User Login(Vendor/Contractor/NABL)
- ☐ User Registration(Vendor/Contractor/NABL)
- ☐ Roof Top Vendor Registration
- ☒ **Officer Login**
- ☐ Collection Agent
- ☐ RCA Vendor Login

SUBMIT

2)After clicking on submit button login page should open for officer, Enter the valid user id and click on sign in button.



Energy Department
Government Of Madhya Pradesh

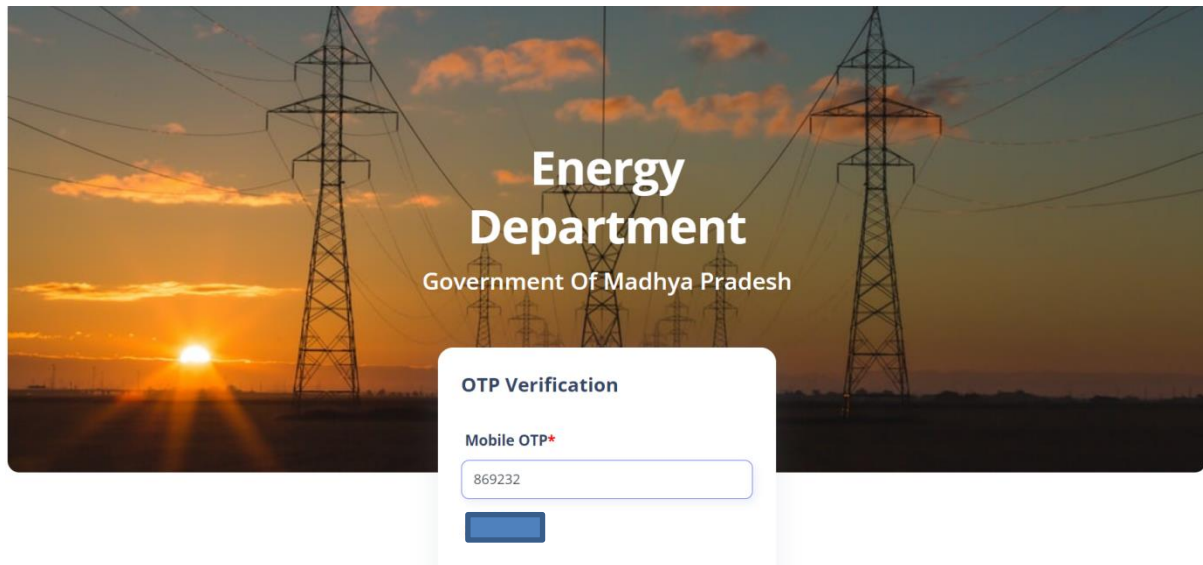
Discom Login

Login ID*

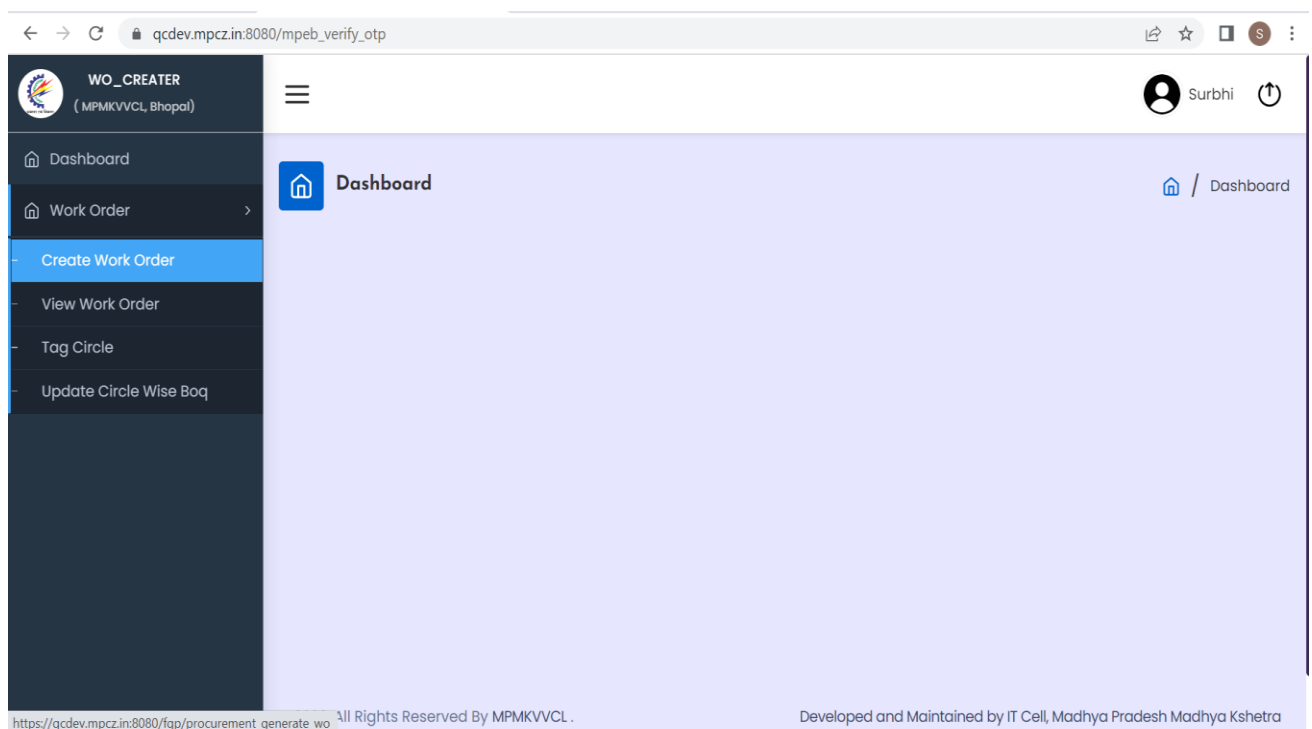
cz_wo_creator

Sign In

3) After clicking on signin button OTP will come up on registered mobile no and otp verification window will open enter the correct OTP and press enter or click on submit code.



4) After final sign in Officers dashboard will get opened.



5) Then go to the menu sub tab links and click on create work order

Browser address bar: qcdev.mpcz.in:8080/fqp/procurement_generate_wo

Header: WO_CREATER (MPMKVVCL, Bhopal) | Surbhi | Dashboard

Left Sidebar:

- Dashboard
- Work Order
- Create Work Order**
- View Work Order
- Tag Circle
- Update Circle Wise Boq

Main Content: Create Work Order

WORK ORDER DETAILS

Select Supplier Name *
Please Select

Erp Supplier Number *

Enter Contract No *

Contract Date *
dd/mm/yyyy

Contract Effective Date *
dd/mm/yyyy

6) Fill the all mandatory details and click on next button

Header: cz_test_employ Developer (MPMKVVCL) | Cz_test_employ | Dashboard

Left Sidebar:

- Dashboard
- Work Order

Main Content: Create Work Order

WORK ORDER DETAILS


Select Supplier Name *
TEST CONTRACTOR BY YASHWANT

Erp Supplier Number
12


Enter Contract No
4067

Contract Date
01/10/2022


Contract Effective Date
30/10/2022

**cz_test_employ**
Developer
(MPMKVVCL)


Dashboard
Work Order

 Cz_test_employ


Scheme Code *
180
Scheme Name *
REVAMPED DISTRIBUTION SECTOR SCHEME(RDSS)
Select Payment Mode *
RTGS
Payment Term *
100% Payment on Immediate Basis
Quotation No *
112
Contract Offer No *
12
Contract Offer Date *
01/10/2022

**cz_test_employ**
Developer
(MPMKVVCL)


Dashboard
Work Order

 Cz_test_employ

Order Description *
ORDER NO.MD/EZ/CGM/RDSS/CB/NoA/480 jabalpur,dated: 02.09.2022 Award of contract for supply,installation,te
Letter Number Prefix *
12
Work Order Approval Date *
01/10/2022
NIT No *
23
Document Sale Open Date *
01/10/2022
Document Sale Closed Date *
31/10/2022

**WO_CREATOR**
(MPMKVVCL, Bhopal)

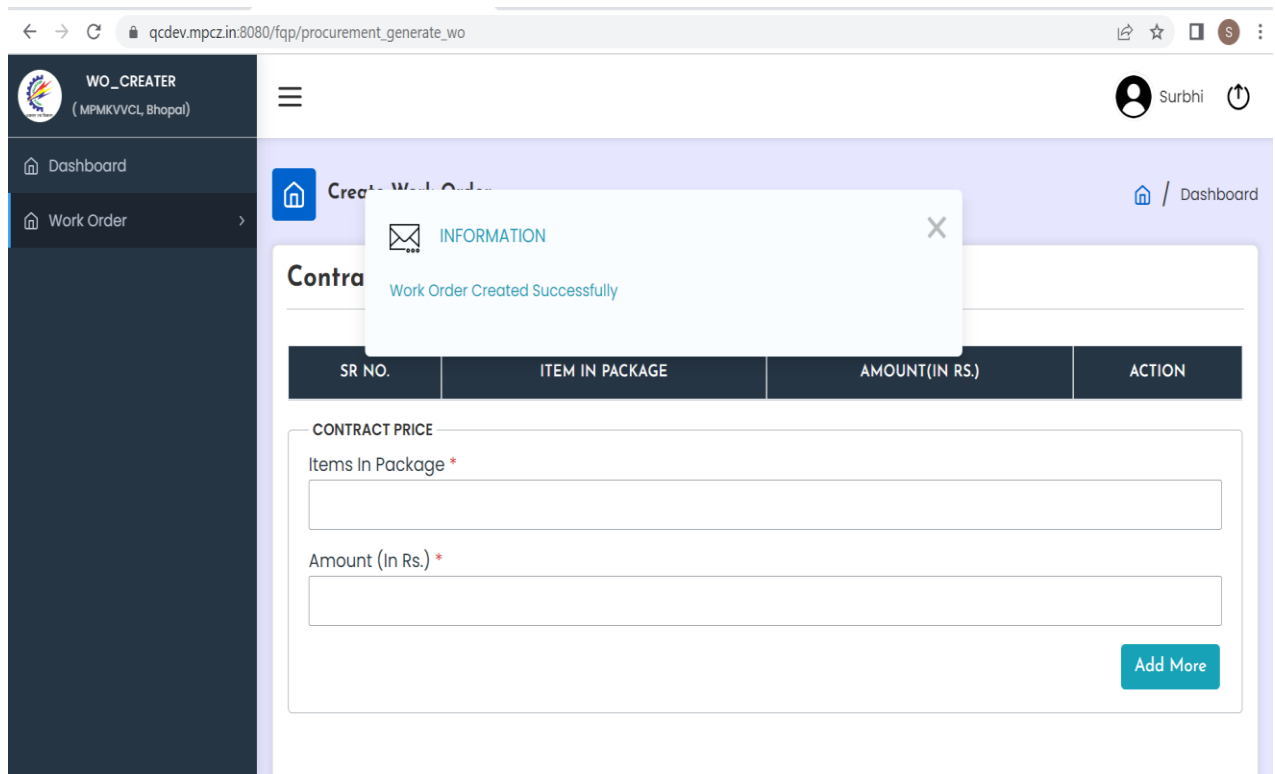
Dashboard
Work Order

 Surbhi

Bid Submission Date *
05/02/2023
Bid Opening Date *
05/02/2023
Tender Date *
27/01/2023
NIT Date *
26/12/2022
Next

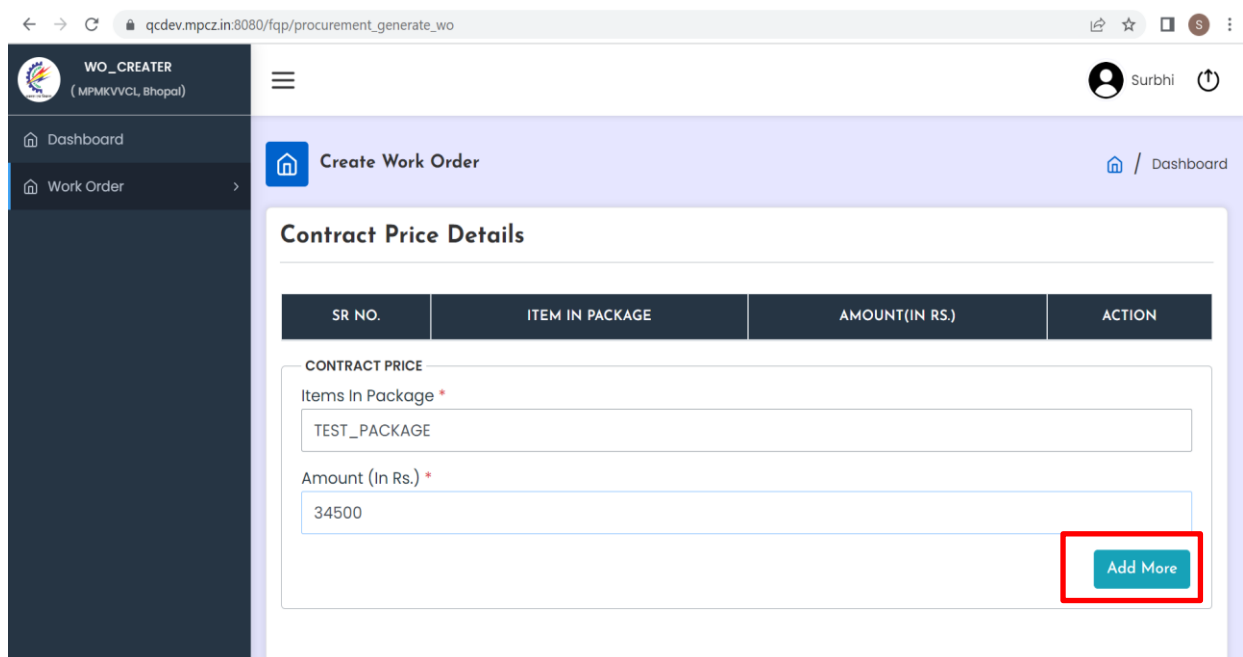
© 2022, All Rights Reserved By MPMKVVCL .

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

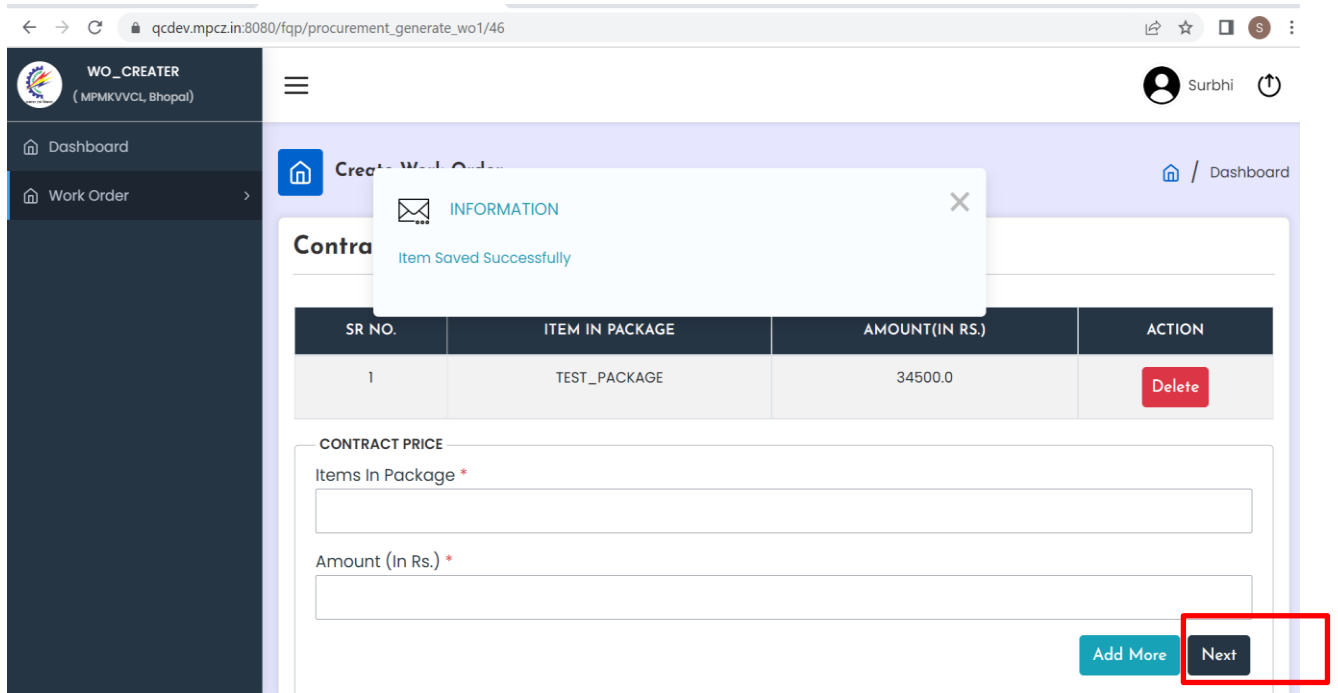


You will get the message

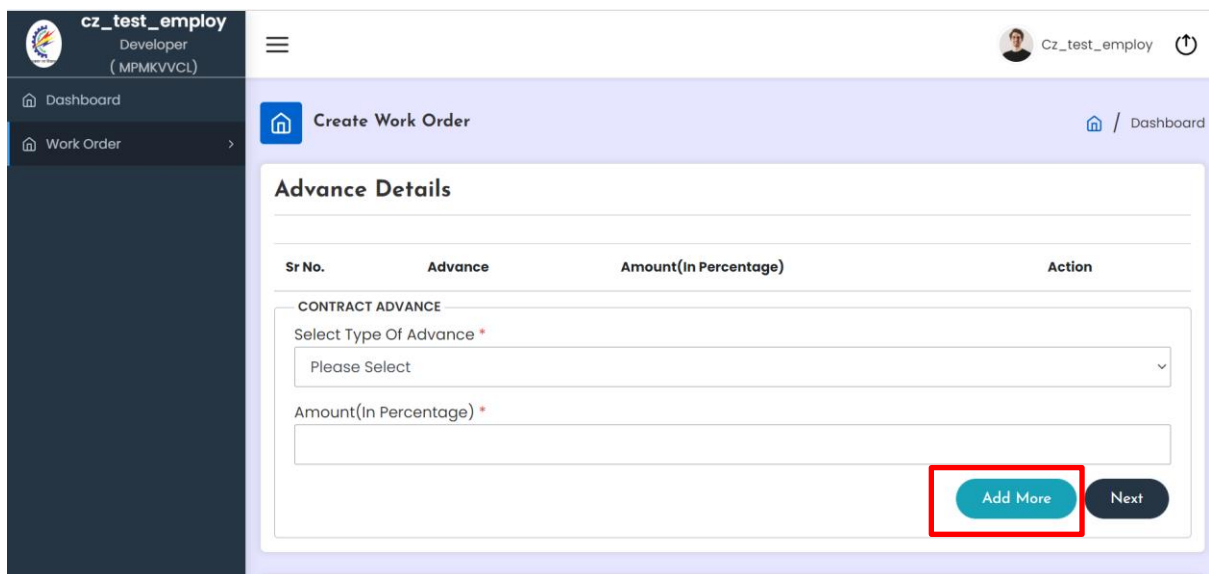
7) After clicking next contract price details page will open fill all the details click on add more




If you don't want to add any detail than click on the next button



8) After clicking add more details will be added and Advance Details page will open fill all the required details and click on add more button. If you don't want to add any detail than you have to click on next button







cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order


Cz_test_employ




Create Work Order

Dashboard

Advance Details

Sr No.	Advance	Amount(In Percentage)	Action
CONTRACT ADVANCE			
Select Type Of Advance *			
Material Advance			
Amount(In Percentage) *			
15			
<div>Add More</div> <div>Next</div>			


9) After adding previous details time schedule details page will open fill all the required details and click on add more button




cz_test_employ
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(MPMKVVCL)

Dashboard

Work Order


Cz_test_employ



STAGE	COMPLETION PERIOD	COMPLETION DATE	CONTRACT AMOUNT(%)	STAGE AMOUNT	REMARKS	ACTION
	MONTH	DAYS				
TIME SCHEDULE DETAILS						
Stage						
Month						
Day *						
Completion Date *						
dd/mm/yyyy						
Contract Amount(%) *						

Dashboard

Work Order

SCHEDULE DETAILS (SUPPLY) ADD

Schedule No

ADB3-3A

Schedule Description

33 KV LINE ON PCC POLES WITH AAA DOG CONDUCTOR WITH MAXIMUM SPAN OF 70 METER.

Select Unit Of Measurement *

KM

Quantity *

502

Unit Price With Tax *

123754023.18

Add More

Next

Click on add more button , after clicking next you can skip this page as well

11)Schedule Details (Installation) page will open.

Dashboard

Work Order

Create Work Order

Dashboard

Schedule Details (Installation)

SR NO.	SCHEDULE NO	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE (EXCLUDE TAX) (IN RS.)	ACTION
1	12	fff	KM	23	12	Delete


SCHEDULE DETAILS (INSTALLATION) ADD

Schedule No

Schedule Description

Select Unit Of Measurement *

Fill all the requirements



cz_test_employ

Developer

(MPMKVVCL)

Dashboard

Work Order

(EXCLUDE TAX)

(IN RS.)

SCHEDULE DETAILS (INSTALLATION) ADD

Schedule No

ADB3-3A

Schedule Description

33 KV LINE ON PCC POLES WITH AAA DOG CONDUCTOR WITH MAXIMUM SPAN OF 70 METER

Select Unit Of Measurement *

KM

Quantity *

502

Unit Price With Tax *

11099001.20


Add More

Next

Click on add more button for adding 1 or more item.

12) Schedule details (supply) add item page will open.

Already added up item will display in select Schedule details (supply) dropdown



cz_test_employ

Developer

(MPMKVVCL)

Dashboard

Work Order

EX-WORKS

TOTAL RS.

COST PER

UNIT RS.

SCHEDULE DETAILS (SUPPLY) ADD ITEM

Select Schedule Details (Supply) *

(ADB3-3A) 33 KV LINE ON PCC POLES WITH AAA DOG CONDUCTOR WITH MAXIMUM SPAN OF 70 METER.

Item Code *

Particular Description

Select Unit Of Measurement *

Please Select

Quantity *

Fill all the details

The screenshot shows a web application interface for 'cz_test_employ' (Developer: MPMKVCL). The left sidebar contains 'Dashboard' and 'Work Order'. The main form is titled 'SCHEDULE DETAILS (SUPPLY) ADD ITEM'. It includes the following fields:

- Select Schedule Details (Supply) ***: A dropdown menu with the selected value '(ADB3-3A) 33 KV LINE ON PCC POLES WITH AAA DOG CONDUCTOR WITH MAXIMUM SPAN OF 70 METER.'
- Item Code ***: A text input field containing 'I2113004'.
- Particular Description**: A text input field containing 'ALUMINUM BINDING TAPE'.
- Select Unit Of Measurement ***: A dropdown menu with the selected value 'KM'.
- Quantity ***: A text input field containing '52'.
- Ex-Works Cost Per Unit Rs. ***: A text input field containing '419.24'.

At the bottom right of the form, there are two buttons: 'Add More' (highlighted with a red box) and 'Next'.

The screenshot shows a web application interface for 'WO_CREATOR' (Developer: MPMKVCL, Bhopal). The left sidebar contains 'Dashboard' and 'Work Order'. The main form is titled 'Schedule Description' and includes the following fields:

- Schedule Description**: A text input field.
- Select Unit Of Measurement ***: A dropdown menu with the selected value 'kilometer'.
- Quantity ***: A text input field.
- Unit Price With Tax ***: A text input field.


At the bottom right of the form, there are two buttons: 'Add More' (highlighted with a red box) and 'Next'.

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Click on add more button for adding the item.

13) Added item will display on next page.



cz_test_employ
 Developer
 (MPMKVVCL)




Cz_test_employ


Dashboard

Work Order

SR NO.	SCHEDULE NO	PARTICULAR	ITEM CODE	UNIT	QUANTITY	MATERIAL COST		ACTION
						EX-WORKS COST PER UNIT RS.	TOTAL RS.	
1	ADB3-3A	ALUMINUM BINDING TAPE	I2113004	KM	52	419	21788.00	Delete


SCHEDULE DETAILS (SUPPLY) ADD ITEM

Select Schedule Details (Supply) *

Please Select

Item Code *


Particular Description



Cz_test_employ

Developer

(MPMKVVCL)



Cz_test_employ

Dashboard

Work Order

Schedule Details (Install) Item

SR NO.	SCHEDULE NO	PARTICULAR	ITEM CODE	UNIT	QUANTITY	ERECTION COST		ACTION
						EX-WORKS COST PER UNIT RS.	TOTAL RS.	
1	12	www	12	KM	23	23	529.00	Delete
2	ADB3-3A	ALUMINUM BINDING TAPE	I2113004	KM	54	419	22626.00	Delete

SCHEDULE DETAILS (INSTALL) ADD ITEM

Select Schedule Details (Install) *

Please Select

Item Code *

14)work order major item page will open

cz_test_employ
Developer
(MPMKVVCL)

Dashboard
Work Order

SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
--------	------------------	-----------	------	----------	----------------------------------	-----------	--------

WORK ORDER MAJOR ITEM

Item Description

Item Code *

Select Unit Of Measurement *

Please Select Unit of Measurement

Quantity *

Ex-Works Cost Per Unit Rs. *

Fill the details

cz_test_employ
Developer
(MPMKVVCL)

Dashboard
Work Order

SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
--------	------------------	-----------	------	----------	----------------------------------	-----------	--------

WORK ORDER MAJOR ITEM

Item Description

11KV DANGER BOARD WITH FIXING CLAMP

Item Code *

I2169007

Select Unit Of Measurement *

KM

Quantity *

25852

Ex-Works Cost Per Unit Rs. *

15.50

Add More Next

Click on add more

cz_test_employ
Developer
(MPMKVVCL)

Dashboard
Work Order

Create Work Order

Work Order Major Item

SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
1	11KV DANGER BOARD WITH FIXING CLAMP	I2169007	KM	25852.0	15.5	400706.00	Delete

15) Work order variable item page will open

cz_test_employ
Developer
(MPMKVVCL)

Dashboard
Work Order

Work Order Variable Item

SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
--------	------------------	-----------	------	----------	----------------------------------	-----------	--------

WORK VARIABLE MAJOR ITEM

Item Description

Item Code *

Select Unit Of Measurement *

Please Select Unit of Measurement

Quantity *

Fill all the details

cz_test_employ
Developer
(MPMKVVCL)

Dashboard
Work Order

Work Order Variable Item

SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
--------	------------------	-----------	------	----------	----------------------------------	-----------	--------

WORK VARIABLE MAJOR ITEM

Item Description

33 KV 'V' CROSS-ARMS WITH BACK CLAMPS 75X75X6 MM GAL ANGLE

Item Code *

I2144008

Select Unit Of Measurement *

KM

Quantity *


37096

Ex-Works Cost Per Unit Rs. *

171.80

Add More Next

Click on add more



cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order

Create Work Order

Dashboard

Work Order Variable Item


SR NO.	ITEM DESCRIPTION	ITEM CODE	UNIT	QUANTITY	EX-WORKS COSTS PER-UNIT RATE RS.	TOTAL RS.	ACTION
1	33 KV 'V' CROSS-ARMS WITH BACK CLAMPS 75X75X6 MM GAL. ANGLE	I2144008	KM	37096.0	171.8	6373092.80	Delete

WORK VARIABLE MAJOR ITEM

Item Description

Added item will display here

16) Work order terms and conditions content page will open.



cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order

Work Order Terms & Conditions/Order Content

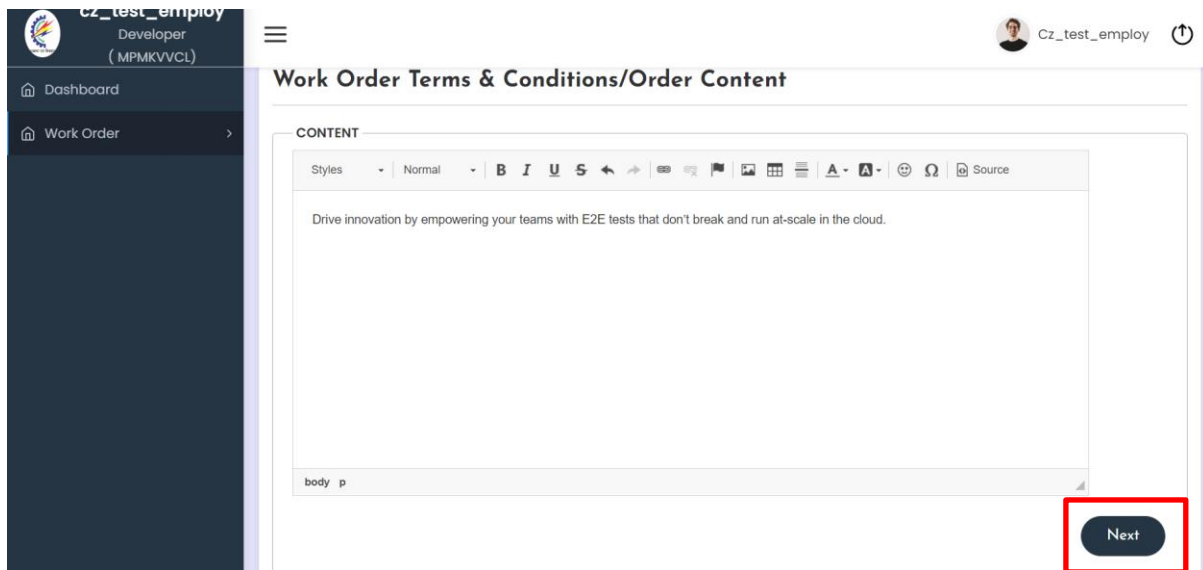
Dashboard

CONTENT

Styles Format B I U S ↵ ↶ ↷ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ 🔍

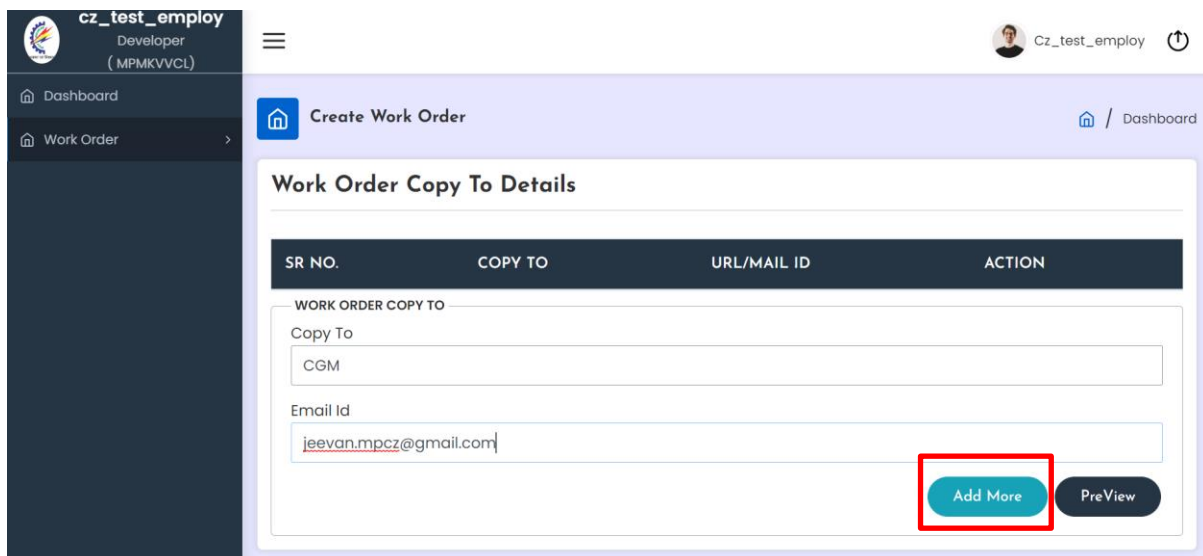
Next

Fill this detail




Click on next button

17) Work order copy to details page will open fill the required details and click on add more button



Click on add more button



cz_test_employ

Developer

(MPMKVVCL)

Dashboard

Work Order

Create Work Order

Dashboard

Work Order Copy To Details

SR NO.	COPY TO	URL/MAIL ID	ACTION
1	CGM	jeevan.mpcz@gmail.com	Delete

WORK ORDER COPY TO

Copy To

Email Id

Add More

PreView

details will display here.

18) if you click on preview button than all the details will display in this pattern



cz_test_employ

Developer

(MPMKVVCL)

Dashboard

Work Order

Create Work Order

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

Turnkey Contract Details Report for Contract Number 4067

12/4067

Date : 8-Sep-2022

Contract Number :	4067	Contract Effective Date :	Sept. 2, 2022
Contract Date :	Sept. 22, 2022	Scheme Name :	REVAMPED DISTRIBUTION SECTOR
Scheme Code :	180		SCHEME(RDSS)

cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order

S. No.

Particular

Item Code

Unit

Qty

Ex-works Cost Per-Unit Rs.

Total Rs.

1

2

3

4

5

6

7

1

11KV DANGER BOARD WITH FIXING CLAMP

I2169007

KM

25852.0

15.5

400706.00

Grand Total

400706.00

S. No.

Particular

Item Code

Unit

Qty

Ex-works Cost Per-Unit Rs.

Total Rs.

1

2

3

4

5

6

7

1

33 KV V CROSS-ARMS WITH BACK CLAMPS 75X75X6 MM GAL ANGLE

I2144008

KM

37096.0

171.8

6373092.80

Grand Total

6373092.80

Copy to :-

1

CGM

cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order

S. No.

Particular

Item Code

Unit

Qty

Ex-works Cost Per-Unit Rs.

Total Rs.

1

2

3

4

5

6

7

1

33 KV V CROSS-ARMS WITH BACK CLAMPS 75X75X6 MM GAL ANGLE

I2144008

KM

37096.0

171.8

6373092.80

Grand Total

6373092.80

Copy to :-

1

CGM

CHIEF GENERAL MANAGER
MPMKVVCL

cz_test_employ
Developer
(MPMKVVCL)

Dashboard

Work Order

S. No.

Particular

Item Code

Unit

Qty

Ex-works Cost Per-Unit Rs.

Total Rs.

1

2

3

4

5

6

7

1

33 KV V CROSS-ARMS WITH BACK CLAMPS 75X75X6 MM GAL ANGLE

I2144008

KM

37096.0

171.8

6373092.80

Grand Total

6373092.80

Copy to :-

1

CGM

CHIEF GENERAL MANAGER
MPMKVVCL

PreView

Send To Approval

Note: -

Click on send to approval, further process will be done by approver officer