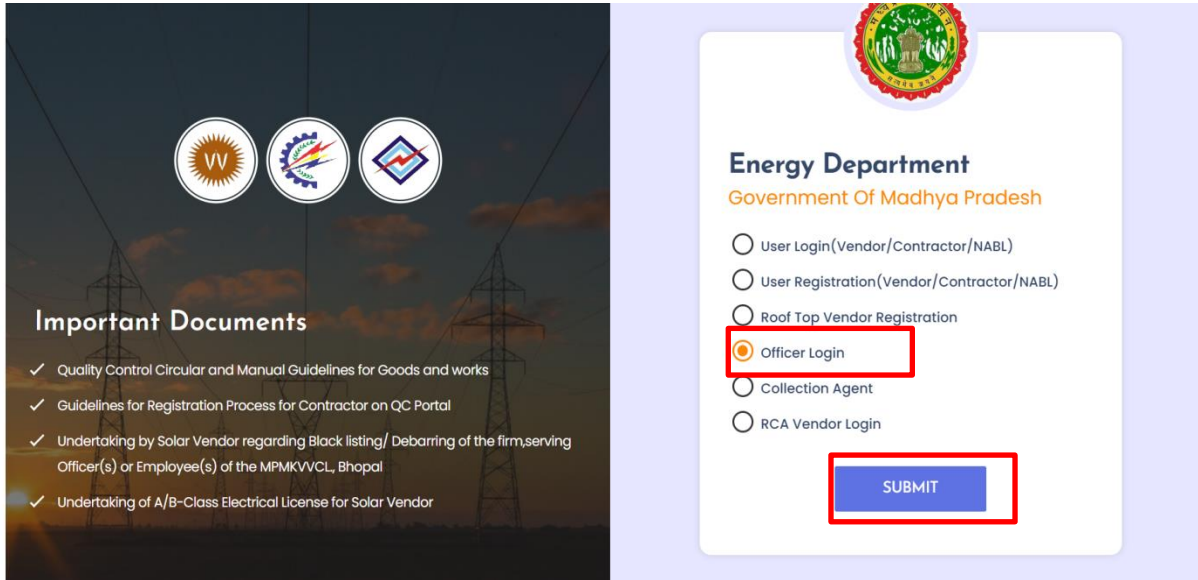


SOP for documents approval

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



The screenshot shows the QC Portal login page. On the left, there is a section titled "Important Documents" with a list of links. On the right, there is a login form for the "Energy Department, Government Of Madhya Pradesh". The form has several radio button options: "User Login(Vendor/Contractor/NABL)", "User Registration(Vendor/Contractor/NABL)", "Roof Top Vendor Registration", "Officer Login", "Collection Agent", and "RCA Vendor Login". The "Officer Login" option is selected and highlighted with a red box. Below the options is a blue "SUBMIT" button, also highlighted with a red box.

Important Documents

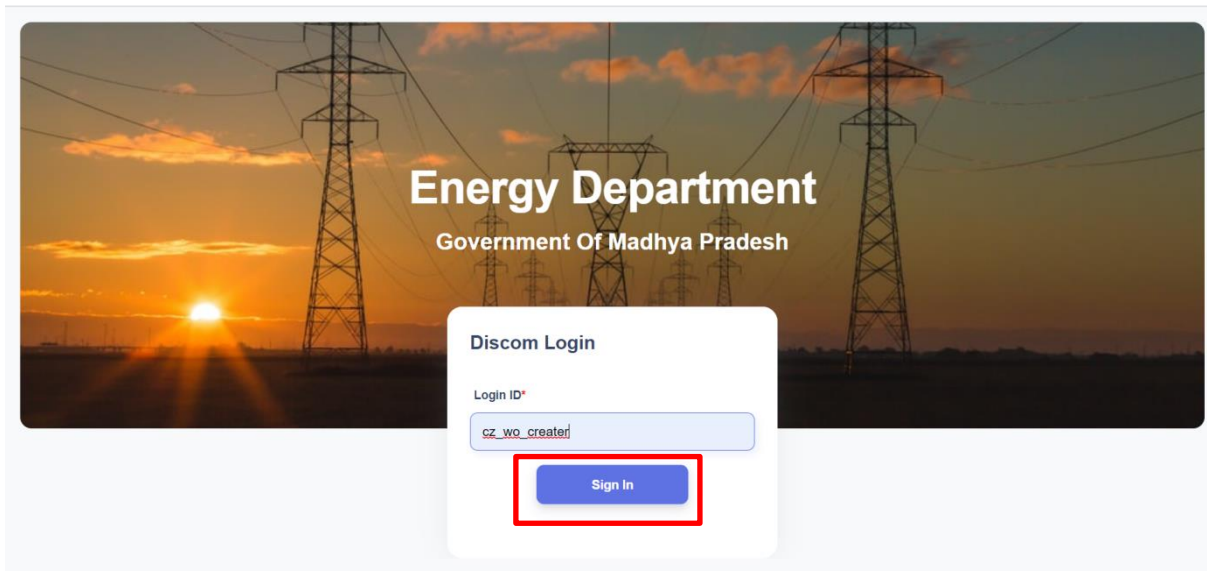
- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
- ✓ Undertaking of A/B-Class 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.



The screenshot shows the "Discom Login" page. The background features a sunset over power lines. The page has a white login form in the center. The form has a title "Discom Login" and a label "Login ID*". Below the label is a text input field containing the text "cz_wo_creator". Below the input field is a blue "Sign In" button, highlighted with a red box.

Energy Department
Government Of Madhya Pradesh

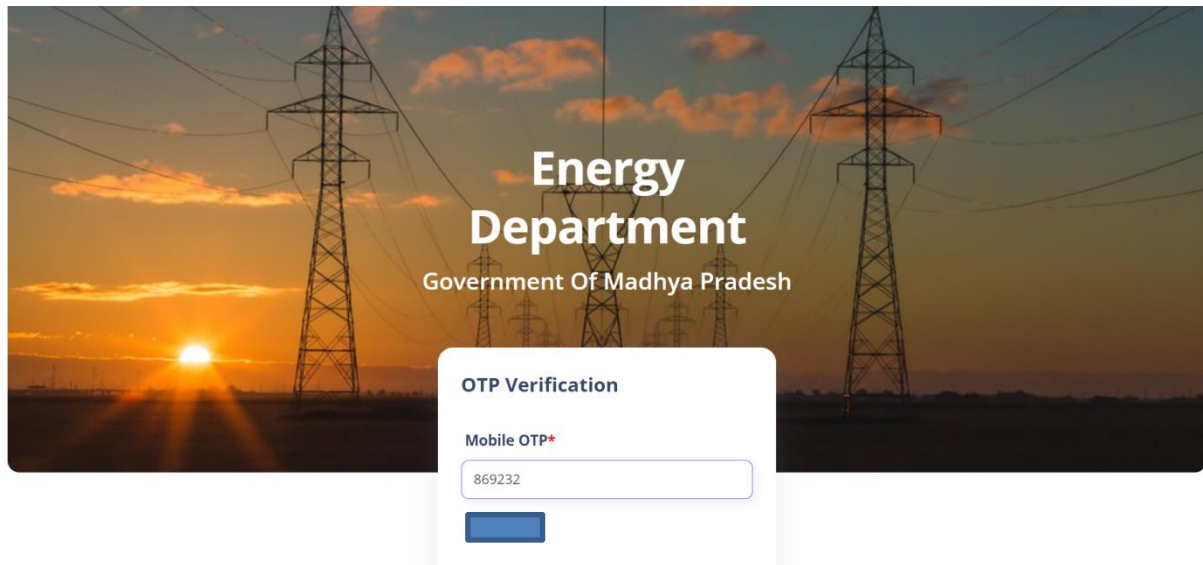
Discom Login

Login ID*

cz_wo_creator

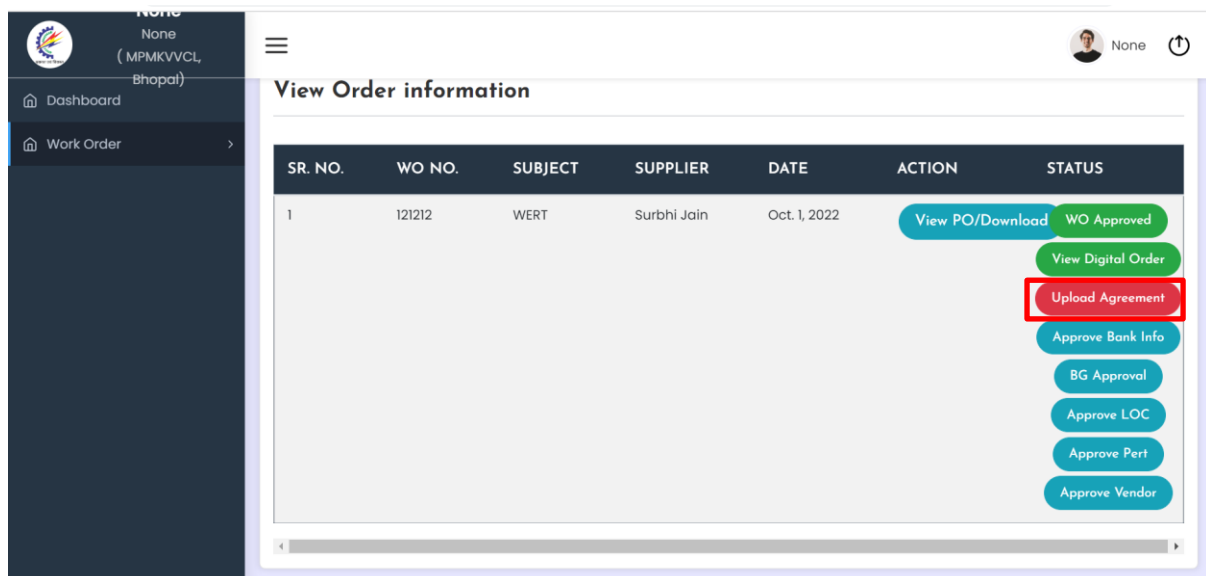
Sign In

3)After clicking on Sign In 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.



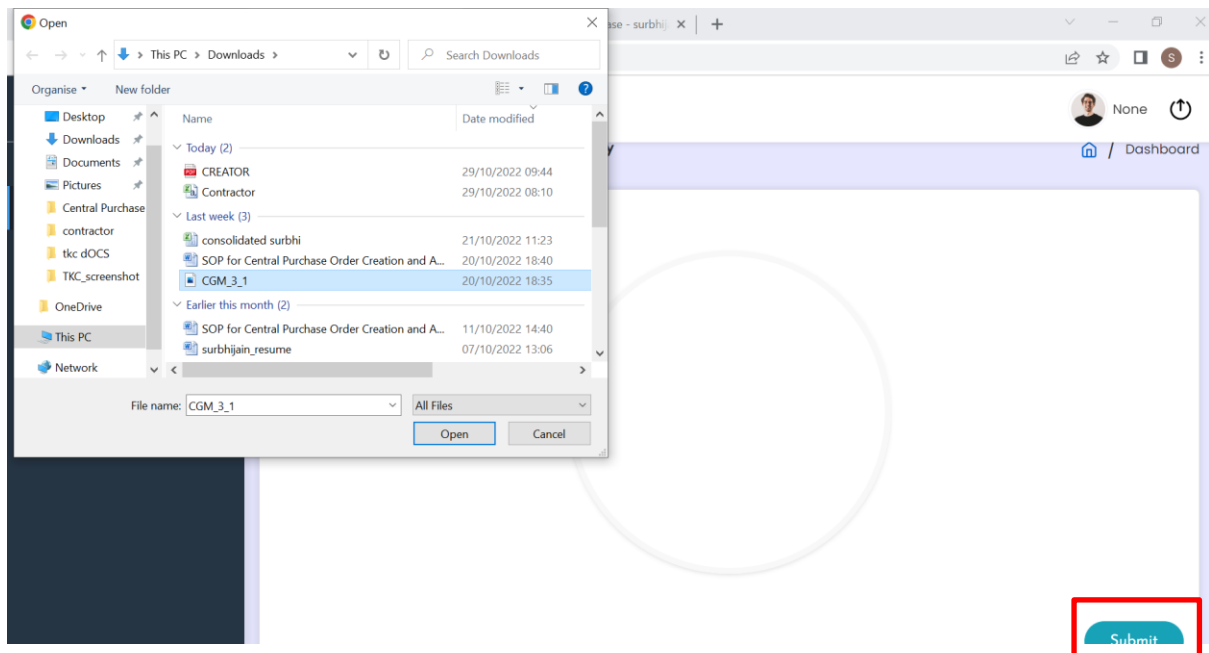
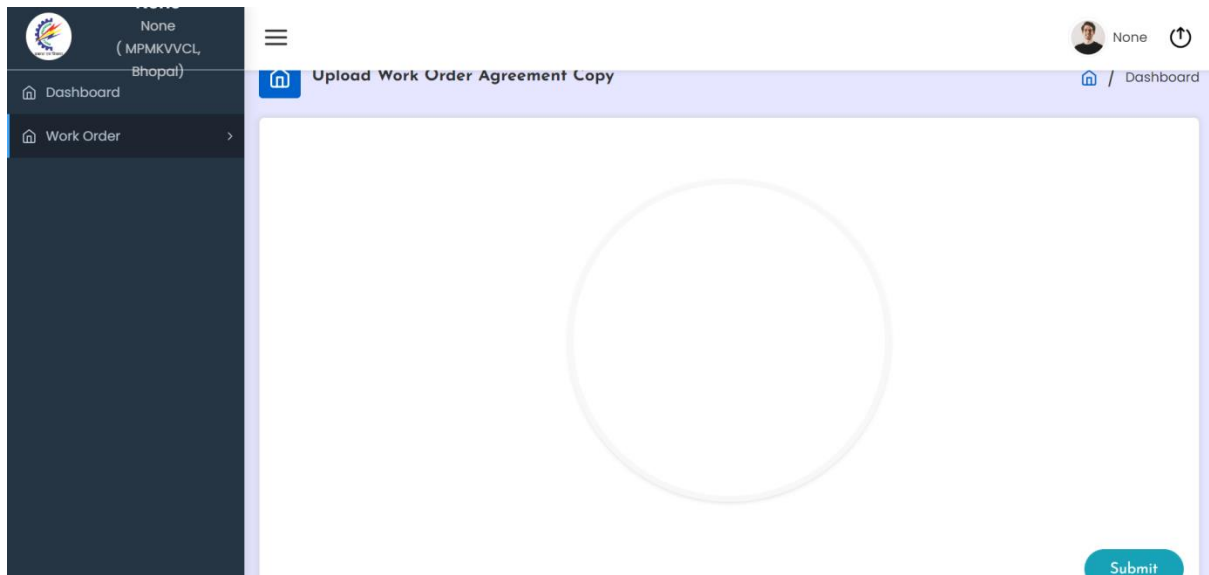
The image shows a login screen for the Energy Department of the Government of Madhya Pradesh. The background features a sunset with power lines. A central white box titled "OTP Verification" contains a label "Mobile OTP*", a text input field with the value "869232", and a blue "Submit" button.

4)officer's dashboard will open click on view work order than click on upload agreement



The screenshot shows an officer's dashboard. On the left is a dark sidebar with a logo and menu items: "Dashboard" and "Work Order". The main area is titled "View Order information" and contains a table with columns: SR. NO., WO NO., SUBJECT, SUPPLIER, DATE, ACTION, and STATUS. The first row of data shows a work order with SR. NO. 1, WO NO. 121212, SUBJECT WERT, SUPPLIER Surbhi Jain, and DATE Oct. 1, 2022. The ACTION column for this row contains a list of buttons: "View PO/Download", "WO Approved", "View Digital Order", "Upload Agreement" (highlighted with a red box), "Approve Bank Info", "BG Approval", "Approve LOC", "Approve Pert", and "Approve Vendor".

SR. NO.	WO NO.	SUBJECT	SUPPLIER	DATE	ACTION	STATUS
1	121212	WERT	Surbhi Jain	Oct. 1, 2022	View PO/Download WO Approved View Digital Order Upload Agreement Approve Bank Info BG Approval Approve LOC Approve Pert Approve Vendor	



Click on submitt button

5)click on view agreement button to view agreement copy

Developer (MPMKVVCL, Bhopal)

TEST_WO_CREATER

Dashboard

Work Order

Create Work Order

View Work Order

All Registered Vendor Details

All Registered Contractor Details

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 *

Developer (MPMKVVCL, Bhopal)

TEST_WO_CREATER

Dashboard

Work Order

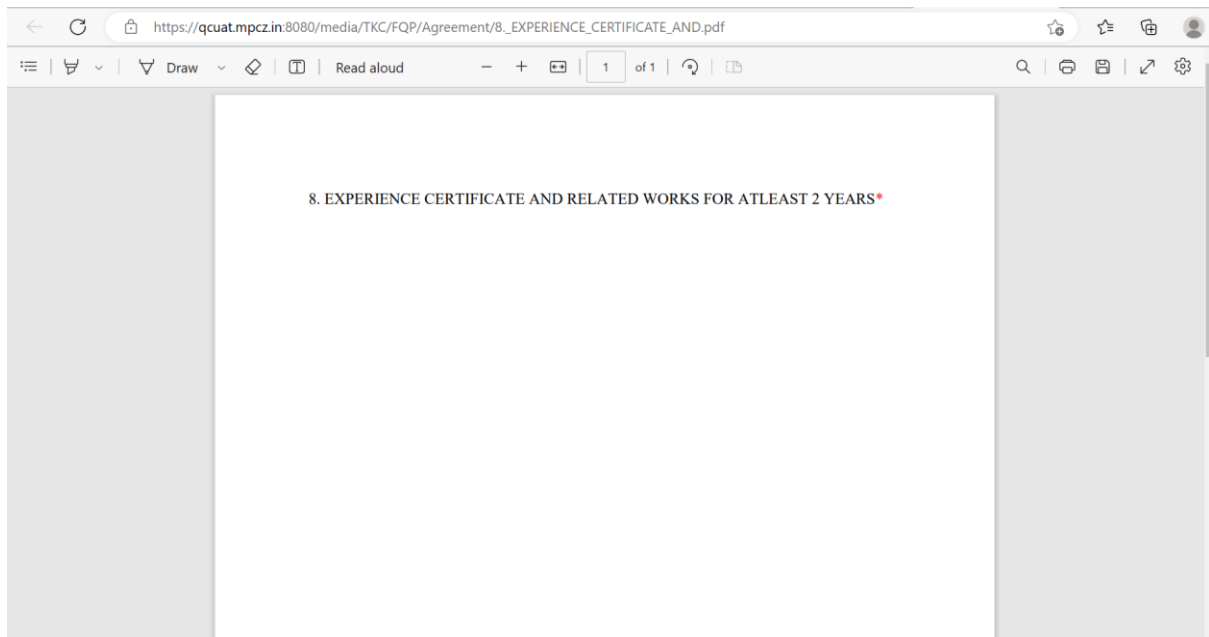
All Registered Vendor Details

All Registered Contractor Details

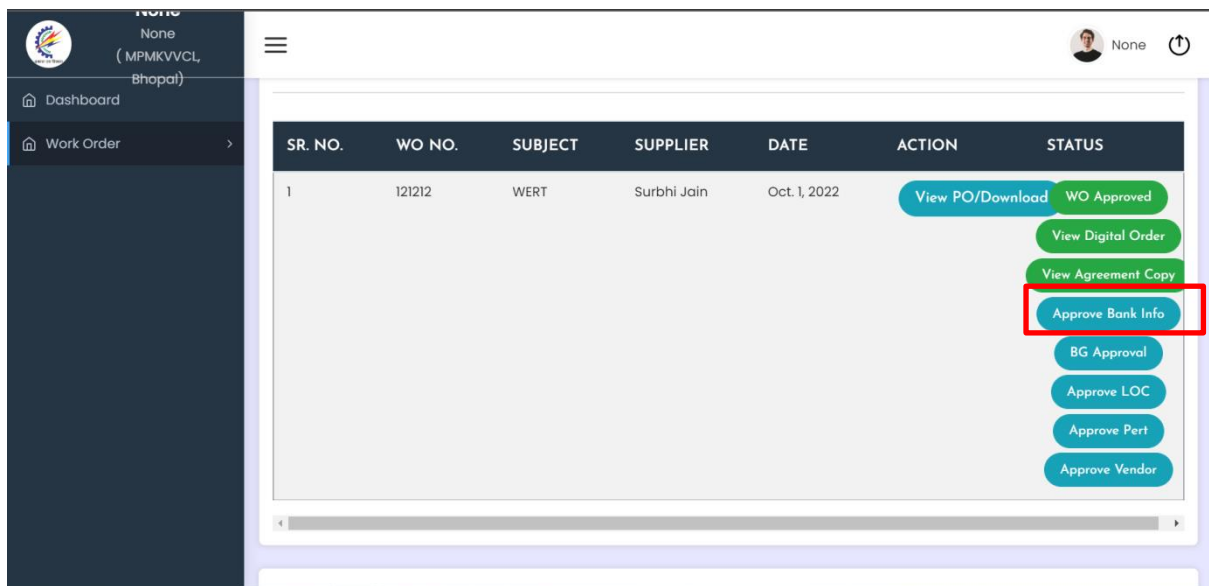
SR. NO.	WO NO.	SUBJECT	TKC	WO DATE	ACTION	STATUS
1	MD/CZ/RDSS/Pck -II (Aug & Addl)/NoA/118	Notification of Award for Turnkey contract for Supply, Installation, Testing and Commissioning of Augmentation & Additional PTR with associated 11 KV line in MP MKVVCL, Bhopal under Revamped Reforms-Based and Results-Linked, Distribution Sector Scheme (RDSS)	STAR DELTA TRANSFORMERS LIMITED	Nov. 7, 2022	View WO/Download	<p>WO Approved</p> <p>View Digital Order</p> <p>View Agreement Copy</p> <p>Approve Bank Info</p> <p>BG Approval</p> <p>Approve CC/ODL</p> <p>Approve Pert</p> <p>Approve MQP</p> <p>Approve FQP</p> <p>Approve Other</p>

Contract Agreement_Star_Delta_Pck_II_Addl_Aug.pdf

PDF of Agreement which is uploaded by creator officer



6)After logged in from creator officer side click on view work order click on approve bank info button



7) After clicking on Approve bank info choose accept button fill the remark and click on submit

None
(MPMKVVCL,
Bhopal)

Dashboard
Work Order

Create Work Order

Dashboard

Bank Details

Sr No.	Bank Name	Account Holder Name	IFSC	Account Number	View	Action	Remark
1	ICICI	Surbhi Jain	ICIC00000123	1122334455667788	View	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="done"/> <input type="button" value="Submit"/>	

© 2022. All Rihts Reserved By MPMKVCL .

Developed and Maintained by IT Cell, Madhya Pradesh

8) Contractor's bank status will get updated

None
(MPMKVVCL,
Bhopal)

Dashboard
Work Order

Create Work Order

Dashboard

Bank Details

Sr No.	Bank Name	Account Holder Name	IFSC	Account Number	View	Action	Remark
1	ICICI	Surbhi Jain	ICIC00000123	1122334455667788	View	<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="text" value="done"/> <input type="button" value="BG Approved"/>	done

© 2022, All Rights Reserved By MPMKVCL .

Developed and Maintained by IT Cell, Madhya Pradesh

9) After that click on the approve bg button

qcdev.mpcz.in:8080/fqp/procurement_previous_wo

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

View Order information

SR. NO.	WO NO.	SUBJECT	SUPPLIER	DATE	ACTION	STATUS
1	78901234800	TEST_ORDER_DESCR PTION	LALIT GURJAR	Jan. 4, 2023	View WO/Download	<div>WO Approved</div> <div>View Digital Order</div> <div>Upload Agreement</div> <div>Approve Bank Info</div> <div>BG Approval</div> <div>Approve CC/ODL</div> <div>Approve Pert</div> <div>Approve MQP</div>

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

Create Work Order

Work Order BG Details

Sr No.	Bank Name	BG Type	BG Guarantee_no	BG Issue Date	BG Valid Date	BG Amount	BG Copy	Action
1	ASDF	Materials Advance	1234	Oct. 31, 2022	Oct. 31, 2022	6000	View BG	<input type="radio"/> Accept <input type="radio"/> Reject <input type="text"/> Upload Approved Copy <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>

Fill the details and click on submit button

10) After clicking on submit button

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

Create Work Order

Dashboard

Work Order BG Details

Sr No.	Bank Name	BG Type	BG Guarantee_no	BG Issue Date	BG Valid Date	BG Amount	BG Copy	Action	Remark
1	ASDF	Materials Advance	1234	Oct. 31, 2022	Oct. 31, 2022	6000		View BG BG Approved	

© 2022, All Rights Reserved By MPMKVCL .

Developed and Maintained by IT Cell, Madhya Pradesh

11)click on approve CC/ODL Button

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

View Order information

SR. NO.	WO NO.	SUBJECT	SUPPLIER	DATE	ACTION	STATUS
1	78901234800	TEST_ORDER_DESCRIPTION	LALIT GURJAR	Jan. 4, 2023	View WO/Download	WO Approved View Digital Order Upload Agreement Approve Bank Info CC Approved Approve CC/ODL Approve Pert Approve MQP

12)After clicking on Approve CC/ODL fill the details click on submit button

qcdev.mpcz.in:8080/fqp/loc_approval/46

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

Create Work Order

Dashboard

Cash Credit/Over Draft Limit for Work Order

SR NO.	CC/ODL NO	CC/ODL AMOUNT	CC/ODL ISSUE DATE	CC/ODL VALID DATE	VIEW	ACTION	REMARK
1	445890	45600	Dec. 26, 2022	Dec. 26, 2022	View CC/ODL	<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="text"/> <input type="button" value="Submit"/>	

After clicking on the submit button

qcdev.mpcz.in:8080/fqp/loc_approval/31

None (MPMKVVCL, Bhopal)

Dashboard

Work Order

Create Work Order

Dashboard

Cash Credit/Over Draft Limit for Work Order

SR NO.	CC/ODL NO	CC/ODL AMOUNT	CC/ODL ISSUE DATE	CC/ODL VALID DATE	VIEW	ACTION	REMARK
1	445890	45600	Dec. 26, 2022	Dec. 26, 2022	View CC/ODL	CC/ODL Approved	done

13) Click on the button approve pert

View Order information

SR. NO.	WO NO.	SUBJECT	SUPPLIER	DATE	ACTION	STATUS
1	78901234800	TEST_ORDER_DESCR PTION	LALIT GURJAR	Jan. 4, 2023	View WO/Download	WO Approved View Digital Order Upload Agreement Approve Bank Info BG Approval Approve CC/ODL Approve Pert Approve MQP

14) after clicking on the approve pert button

Create Work Order


Work Order Pert Details

Sr No.	Company Name	Pert	Action	Remark
1	MPMKVVCL, Bhopal	View Pert	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="done"/> Submit	

© 2022, All Rights Reserved By MPMKVCL. Developed and Maintained by IT Cell, Madhya Pradesh

Fill all the details and click on submit button

15)After clicking on submit button



None
(MPMKVVCL, Bhopal)

Dashboard

Work Order

Create Work Order

Dashboard


Work Order Pert Details

Sr No.	Company Name	Pert	Action	Remark
1	MPMKVVCL, Bhopal	<button>View Pert</button>	<button>Approved</button>	done

© 2022, All Rights Reserved By MPMKVCL .

Developed and Maintained by IT Cell, Madhya Pradesh

FOR MQP



None
(MPMKVVCL, Bhopal)

Dashboard

Work Order

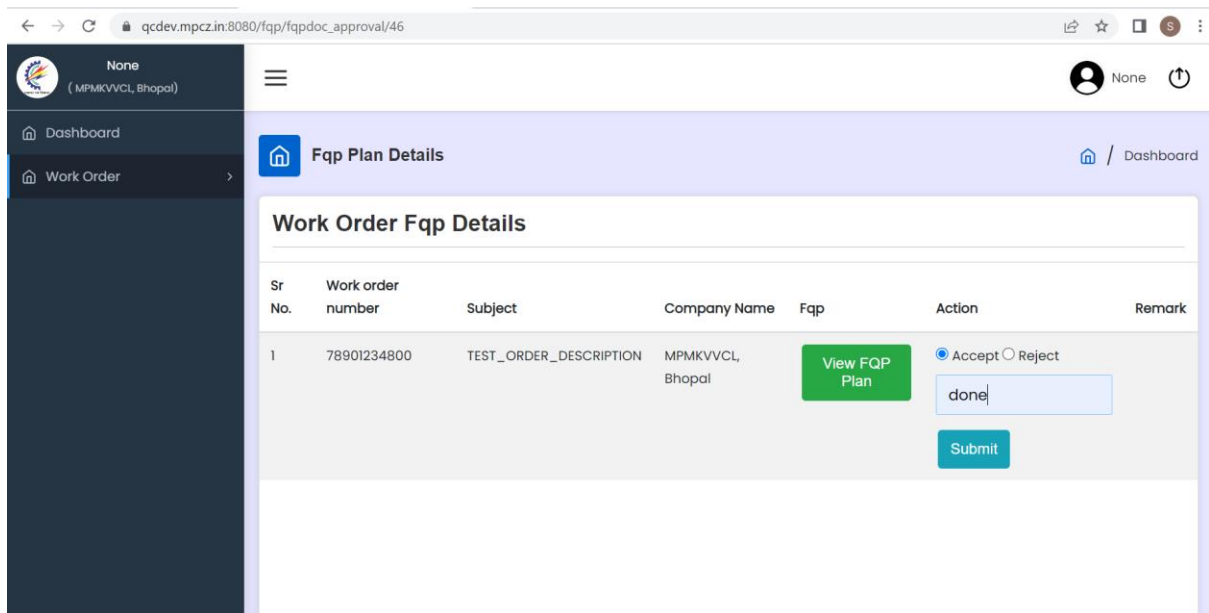
Mqp Detail

Dashboard

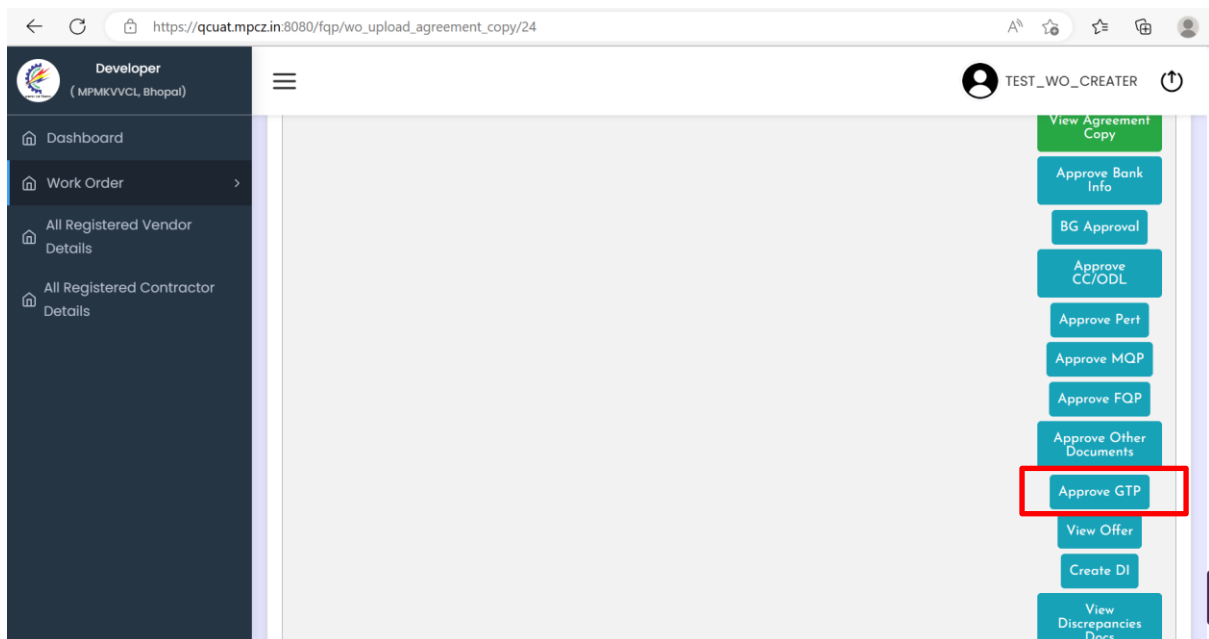
Work Order Mqp Details

Sr No.	Work order number	Subject	Company Name	Mqp	Action	Remark
1	78901234800	TEST_ORDER_DESCRIPTION	MPMKVVCL, Bhopal	<button>View Mqp Documents</button>	<div><div><input checked="" type="radio"/> Accept <input type="radio"/> Reject</div><div><input type="text" value="done"/></div><div><button>Submit</button></div></div>	


FOR FQP



16) For vendor approval click on Approve GTP button



17) After clicking on approve GTP button fill the details and click on submit button



None
(MPMKVVCL,
Bhopal)

Dashboard

Work Order

Create Work Order

Dashboard

Vendor Details

Sr No.	Company Name	Person Name	Material Name	Material Specification Name	Certificate	Action	Remark
1	TestJavapvtltd	ABC	DISTRIBUTION TRANSFORMER THREE PHASE	11/0.4 KV Distribution transformer 200 KVA (Conventional)	<div>View</div>	<div><div>Accept</div><div><input checked="" type="radio"/> Reject</div></div> <div><div>Submit</div></div>	

© 2022, All Rights Reserved By MPMKVCL .

Developed and Maintained by IT Cell, Madhya Pradesh

After click on submit button vendor will get approved

Note:-

After this process contractor will offer the material