

SOP for DI Approved by Approval Side


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 “Login ID” in text box and click on “Sign In” button.

The screenshot shows the website qcportal.mpcz.in. On the left, there is a sidebar with the title "IMPORTANT DOCUMENTS" and several links under "Important Documents For Contractor" and "Other Documents". On the right, there is a section titled "Energy Department" with the subtitle "Government Of Madhya Pradesh". Below this, there is a list of login options: 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** (highlighted with a red box), and Collection Agent. Below the list is a blue "SUBMIT" button (also highlighted with a red box). At the bottom, there is a link "Register Your Complaint" and a note "Order for more than 1 Discom and he has any issue to".

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

The screenshot shows the website qcportal.mpcz.in with the URL path /mpeb_login. On the left, there is a sidebar with the title "IMPORTANT DOCUMENTS" and several links under "Important Documents For Contractor" and "Other Documents". On the right, there is a section titled "Discom Login" with the subtitle "Enter your login id for login". Below this, there is a text input field labeled "Login ID *" with the placeholder text "Enter Login Id". Below the input field is a blue "SIGN IN" button.

← → ↻ 🔒 qcportal.mpcz.in/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
 - 'अ' श्रेणी विद्युत ठेकेदारों के सुदर्शनधि/ परफॉर्मेंस गारंटी दिलीज किये जाने की प्रक्रिया
 - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निरदत करवाने की प्रक्रिया
- **Other Documents**
 - Undertaking by Solar Vendor regarding Black listing/ Debaring 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.

← → ↻ 🔒 qcportal.mpcz.in:8080/mpeb_verify_otp

Energy Department

Government Of Madhya Pradesh



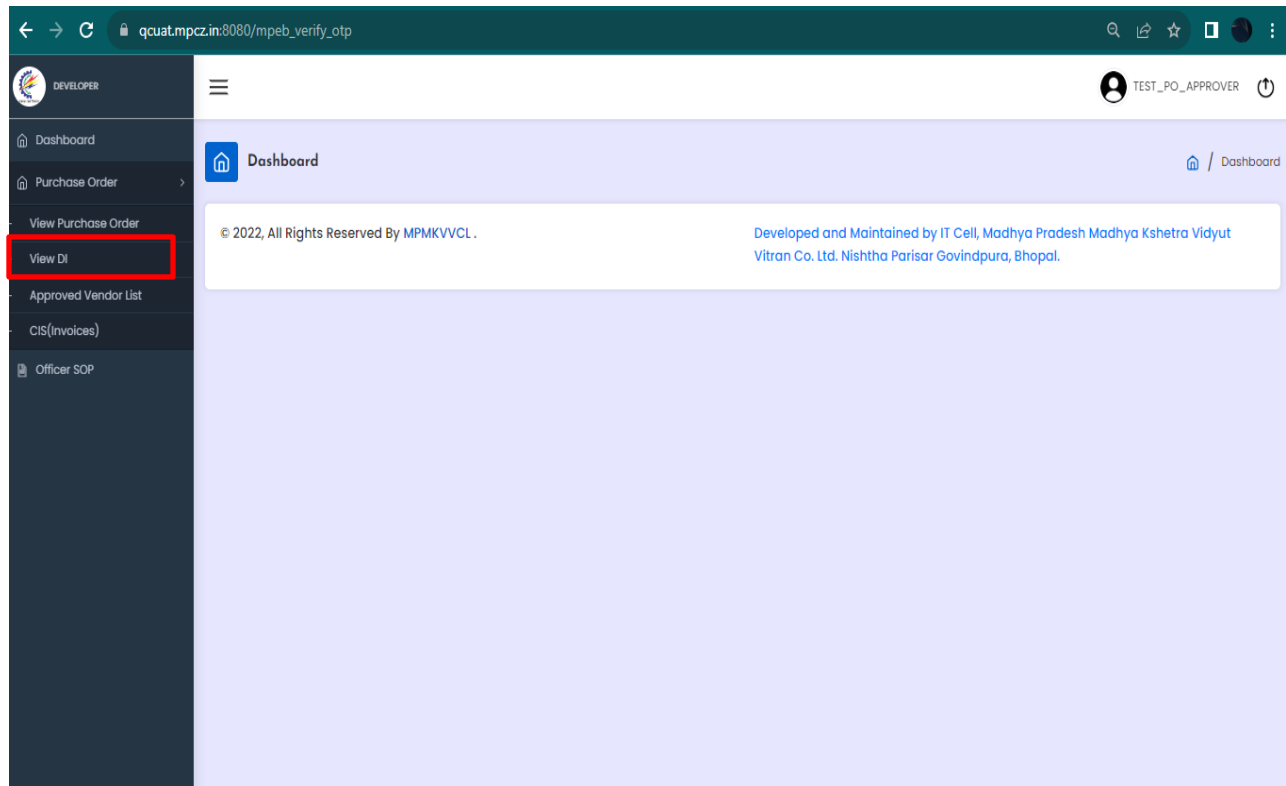
OTP Verification

Please enter the one time password to verify your account.

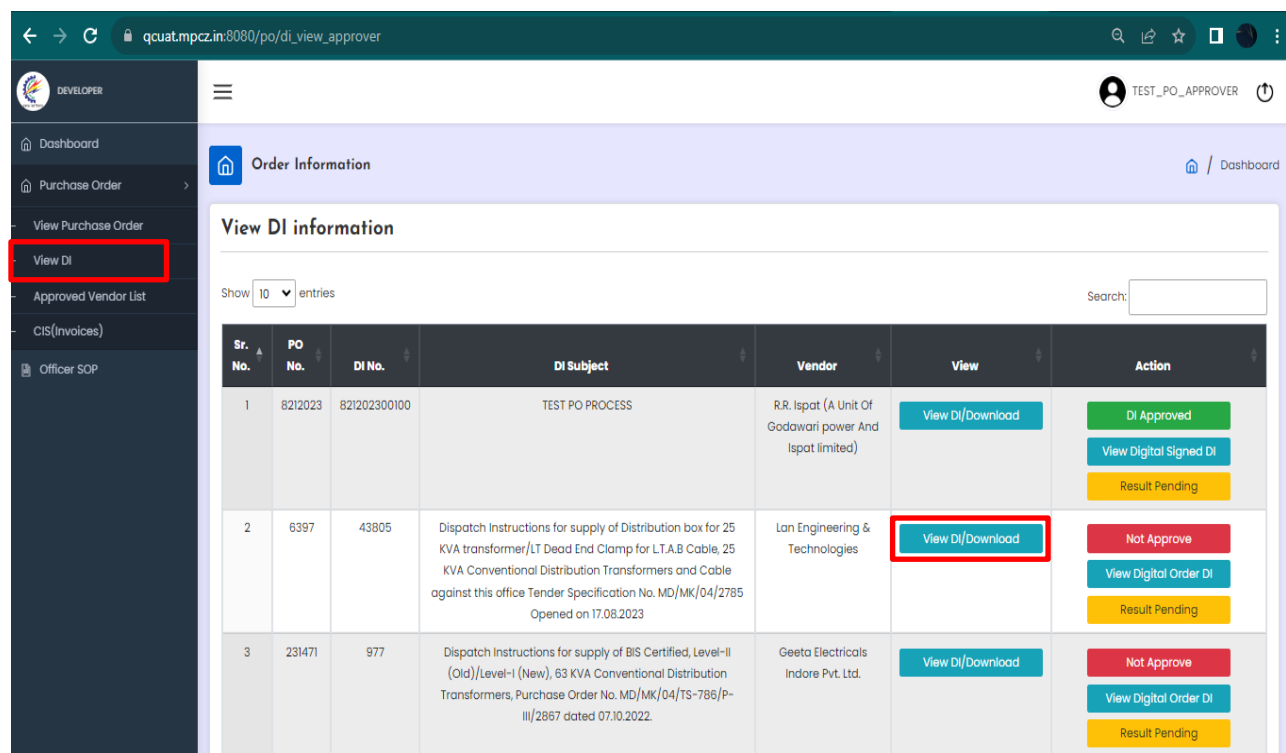
Mobile OTP *

SUBMIT CODE

4. From the approver side, click on view DI from side bar.



5. After Click on view DI, View DI information page will be open clicking on “View DI/Download” button.



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

← → ↻ qcuat.mpcz.in:8080/po/approver_view_di/188/43805 🔍 📄 ⭐ 🏠 🌙 ⋮



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

MD/MK/04/P-III/TS-2785/43805 Bhopal, Dated: 21-Aug-2023


To,
Lan Engineering & Technologies,
B-07 &17 Sector -83 Noida-201305, Uttar Pradesh
B-07 &17 Sector -83 Noida-201305, Uttar Pradesh
Gautam Buddha Nagar,Uttar Pradesh - 201305
Reg.no.- EZV00202303276203

ERP P.O. No. 6397
ERP D.I. No. 43805
Offer ID: MPCZ188
Offer Date: Aug. 21, 2023
Scheme Name & Code: None/0
Email:- deepakvirwal@lanengineering.in

Sub :- Dispatch Instructions for supply of Distribution box for 25 KVA transformer/LT Dead End Clamp for LT.AB Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. MD/MK/04/2785 Opened on 17.08.2023

Terms and conditions :-
Your letter of readiness of 08 Nos.
The details of offer made by you for supply vide letter cited above and the dispatch instructions thereof, are as here under: -

← → ↻ qcuat.mpcz.in:8080/po/approver_view_di/188/43805 🔍 📄 ⭐ 🏠 🌙 ⋮



Dashboard

Purchase Order

View Purchase Order

View DI

Approved Vendor List

CIS(Invoices)

Officer SOP

Material Details

Name of Item :-	Distribution box for 25 KVA transformer		
Total Quantity :-	28.0		
Remaining Quantity :-	20.0		
Name of consignee GM/EE (Stores)			Qty. to be dispatched in (Nos.)
Area Store Bhopal			8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

Copy to :-

Sr. No	Copy To
1	CGM

CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

Print DI Approve DI Delete

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

qcuat.mpcz.in:8080/po/approver_view_di/188/43805

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

Material Details

Name of Item :-	Distribution box for 25 KVA transformer
Total Quantity :-	28.0
Remaining Quantity :-	20.0

Name of consignee GM/EE (Stores)	Qty. to be dispatched in (Nos.)
Area Store Bhopal	8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVVCL, Bhopal

Copy to :-

Sr. No	Copy To
1	CGM

CHIEF GENERAL MANAGER
O/o MPMKVVCL, Bhopal

Print DI Approve DI Delete

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

qcuat.mpcz.in:8080/po/approver_view_di/188/43805

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

Material Details

Name of Item :-	Distribution box for 25 KVA transformer
Total Quantity :-	28.0
Remaining Quantity :-	20.0

Name of consignee GM/EE (Stores)	Qty. to be dispatched in (Nos.)
Area Store Bhopal	8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVVCL, Bhopal

Copy to :-

Sr. No	Copy To
1	CGM


CHIEF GENERAL MANAGER
O/o MPMKVVCL, Bhopal

Print DI Approve DI Delete

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

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

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

Material Details

Name of Item :-	Distribution box for 25 KVA transformer		
Total Quantity :-	28.0		
Remaining Quantity :-	20.0		
Name of consignee GM/EE (Stores)			Qty. to be dispatched in (Nos.)
Area Store Bhopal			8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal


Copy to :-

Sr. No	Copy To
1	CGM

CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

Print DI Approve DI Delete

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 Dashboard Purchase Order Officer SOP

Material Details

Name of Item :-	Distribution box for 25 KVA transformer		
Total Quantity :-	28.0		
Remaining Quantity :-	20.0		
Name of consignee GM/EE (Stores)			Qty. to be dispatched in (Nos.)
Area Store Bhopal			8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

Copy to :-

Sr. No	Copy To
1	CGM


CHIEF GENERAL MANAGER
O/o MPMKVCL, Bhopal

Print DI Approve DI Delete

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

8. Click on “Print DI” button to print DI. Click on save button to save “DI” or Print “DI”.

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

Material Details

Name of Item :-	Distribution box for 25 KVA transformer
Total Quantity :-	28.0
Remaining Quantity :-	20.0

Name of consignee GM/EE (Stores)	Qty. to be dispatched in (Nos.)
Area Store Bhopal	8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

Copy to :-

Sr.No	Copy To
1	CGM

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

Print DI **Approve DI** **Delete**

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18/08/2023 10:11:00

Printed/Download

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

MPCZ(MA/P-1875-2702)43805 Bhopal, Dated: 21-Aug-2023

To:
Lax Engineering & Technologies, EEP P.O. No. 6387
B-07 A/1 Sector - 43 Noida-201305, Uttar Pradesh EEP S.I. No. 43805
B-07 A/1 Sector - 43 Noida-201305, Uttar Pradesh Office: MPMKVCL
Gaudhari Boudha Nagar (Uttar Pradesh) - 201305 Offer Dated: Aug. 21, 2023
Regins:- 12105022301027023 Scheme Name & Code: Home/O
Email:- dmpr@laxengineering.com

Sub:- Dispatch instructions for supply of Distribution box for 25 KVA transformer/17 Dead End Clamp for 11.8 Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. M2(MA/54)2702 Opened on 07.08.2023

Terms and conditions:-
Your letter of readiness of 08 Nos.

The details of offer made by you for supply vide letter cited above and for dispatch instructions thereof, are as here under:-

Particular	Name of consignee (Qty. to be dispatched in Nos.)
Distribution box for 25 KVA transformer	28 Nos. (Dist. 08 Nos. to Area Store Bhopal)

Material Details

Name of Item :-	Distribution box for 25 KVA transformer
Total Quantity :-	28.0
Remaining Quantity :-	20.0

Name of consignee GM/EE (Stores)	Qty. to be dispatched in (Nos.)
Area Store Bhopal	8.0

CHIEF GENERAL MANAGER-BHOPAL
O/o MPMKVCL, Bhopal

Copy to :-

Sr. No	Copy To
1	CGM

Save

Print 2 pages

Destination Save as PDF

Pages All

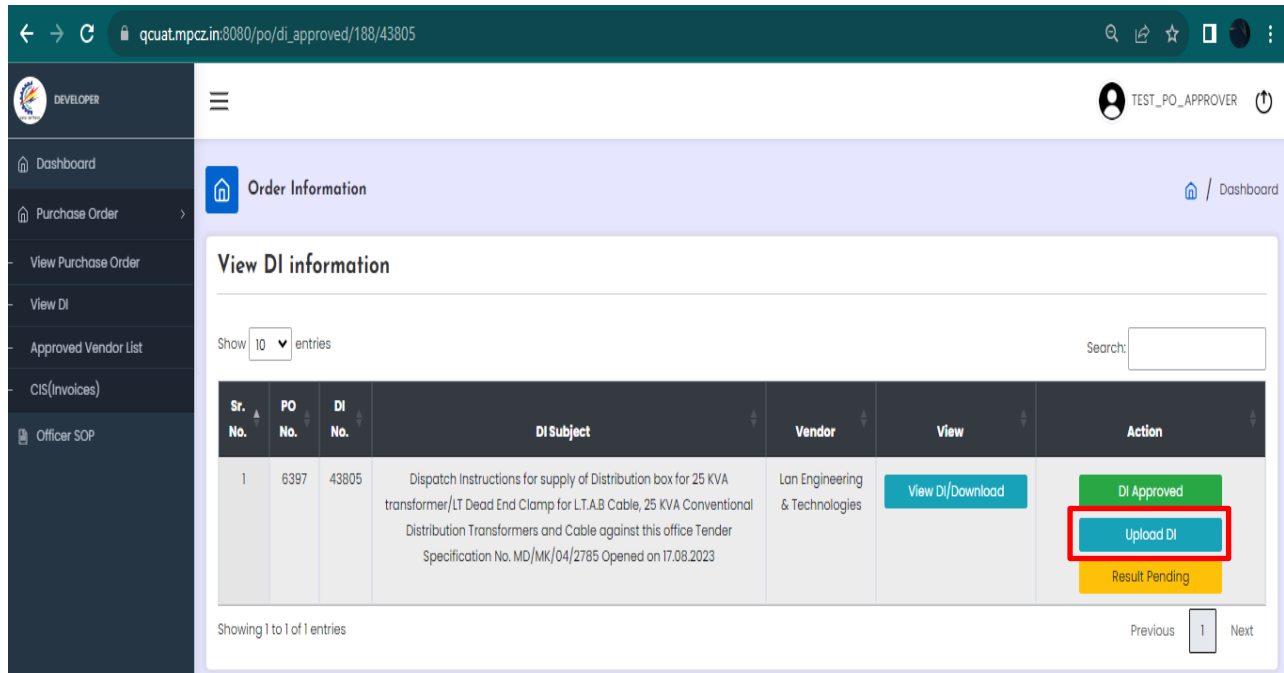
Pages per sheet 1

Margins Default

Options ☒ Headers and footers ☐ Background graphics

Save Cancel

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



Developer

TEST_PO_APPROVER

Order Information

Dashboard

View DI information

Show 10 entries

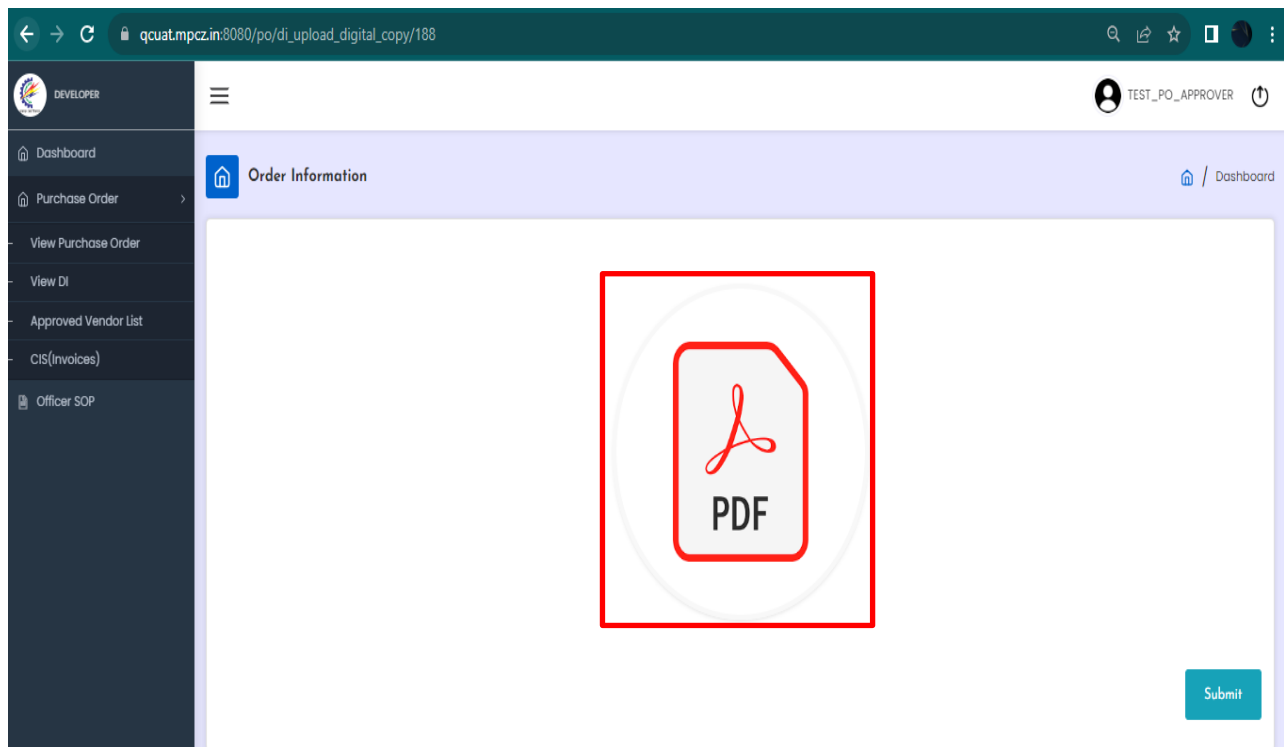
Search:

Sr. No.	PO No.	DI No.	DI Subject	Vendor	View	Action
1	6397	43805	Dispatch Instructions for supply of Distribution box for 25 KVA transformer/LT Dead End Clamp for LTAB Cable, 25 KVA Conventional Distribution Transformers and Cable against this office Tender Specification No. MD/MK/04/2785 Opened on 17.08.2023	Lan Engineering & Technologies	View DI/Download	<div>DI Approved</div> <div>Upload DI</div> <div>Result Pending</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

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



Developer

TEST_PO_APPROVER

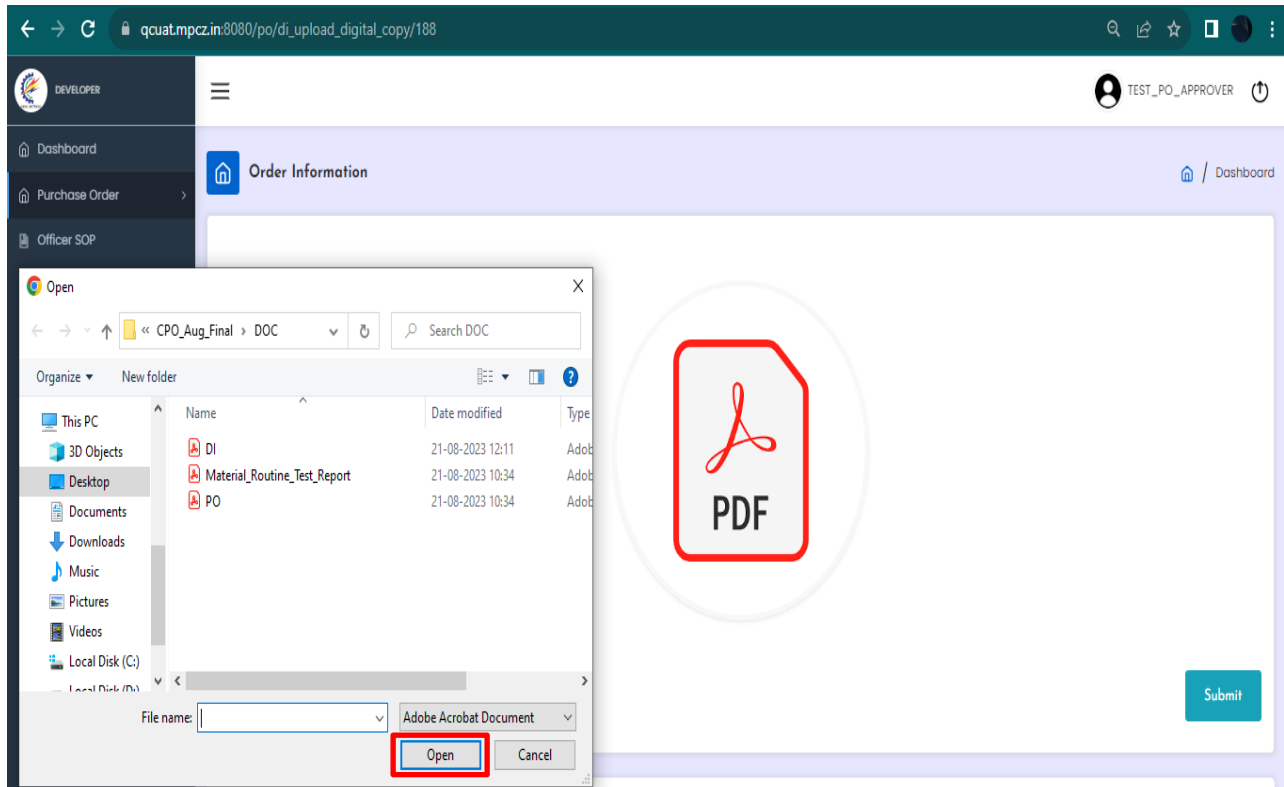
Order Information

Dashboard

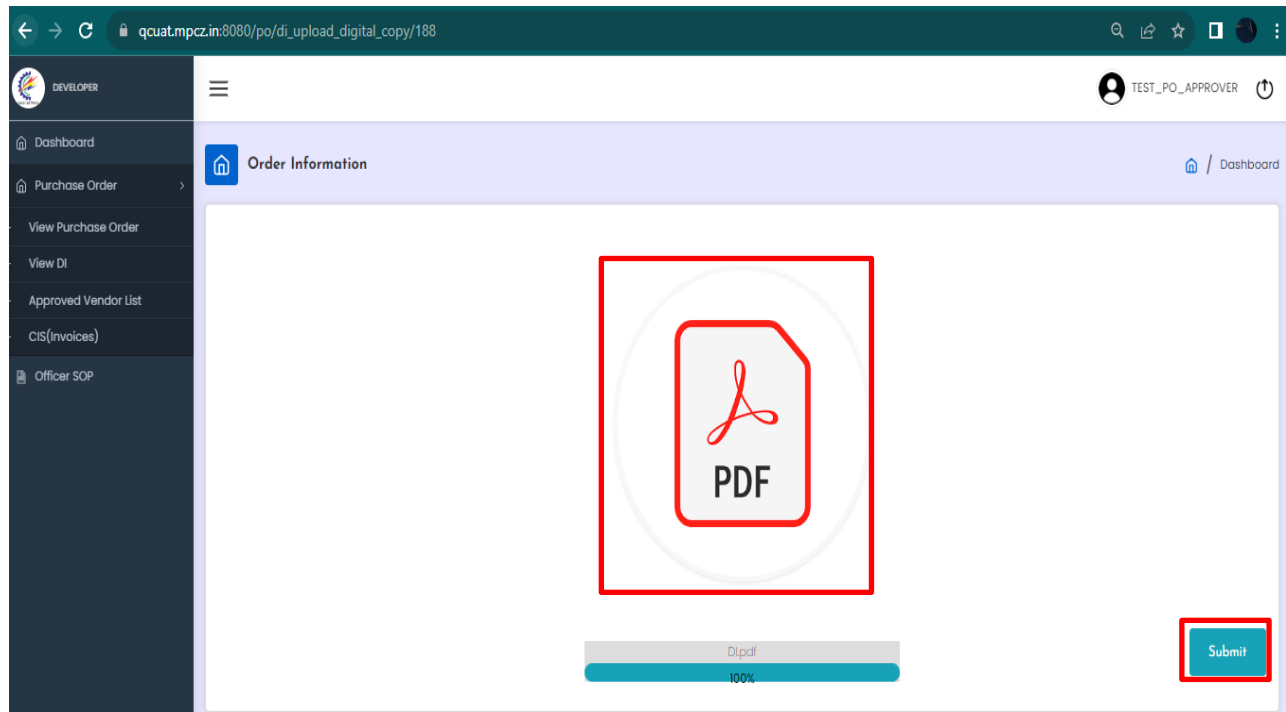
PDF

Submit

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




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



13. After uploaded DI PDF now officer can click on “View Digital Signed DI” button to view the certificate.

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 DEVELOPER

TEST_PO_APPROVER ⚙️

Dashboard

Purchase Order >


View Purchase Order

View DI

Approved Vendor List

CIS(Invoices)

Officer SOP

 Order Information / Dashboard

View DI information

Show 10 entries

Sr. No.	PO No.	DI No.	DI Subject	Vendor	View	Action
1	8212023	821202300100	TEST PO PROCESS	R.R. Ispat (A Unit Of Godawari power And Ispat limited)	View DI/Download	DI Approved View Digital Signed DI Result Pending
2	6397	43805	Dispatch Instructions 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/04/2785 Opened on 17.08.2023	Lan Engineering & Technologies	View DI/Download	DI Approved View Digital Signed DI Result Pending
3	231471	977	Dispatch Instructions for supply of BIS Certified, Level-II (Old)/Level-I (New), 63 KVA Conventional Distribution Transformers, Purchase Order No. MD/MK/04/TS-786/P-III/2867 dated 07.10.2022.	Geeta Electricals Indore Pvt. Ltd.	View DI/Download	Not Approve View Digital Order DI Result Pending