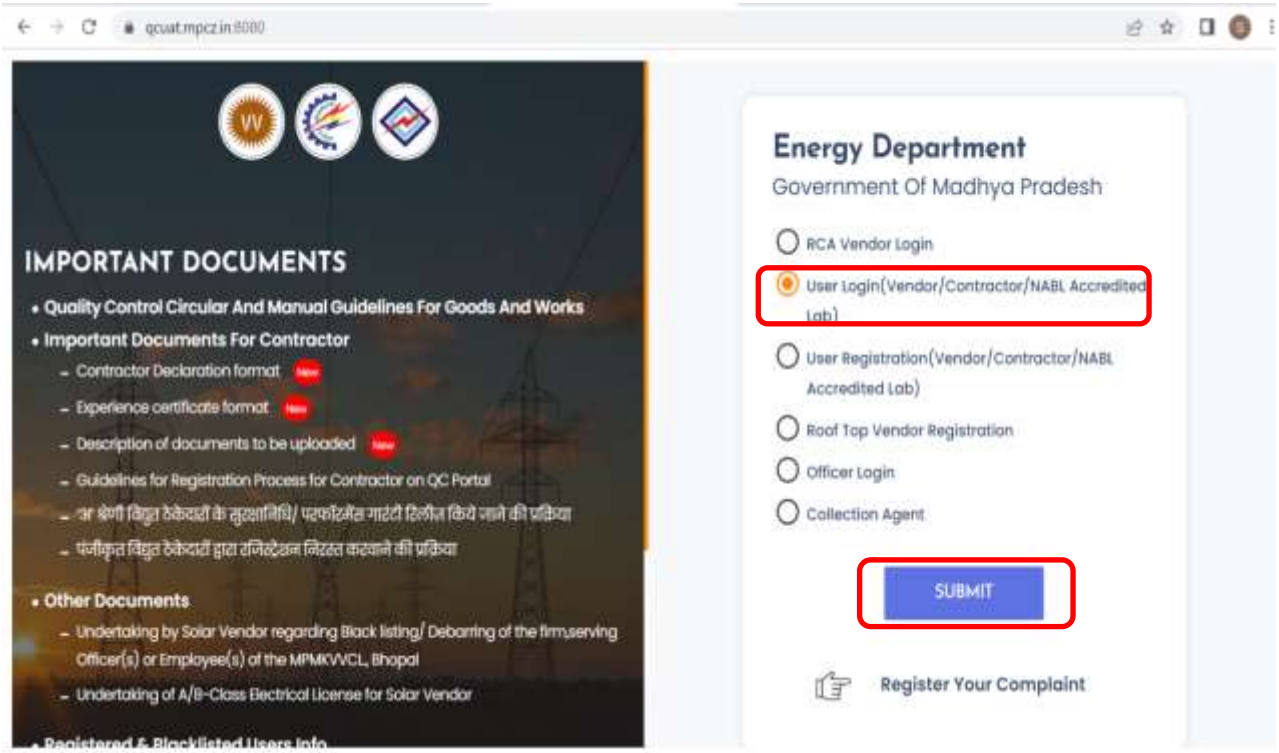
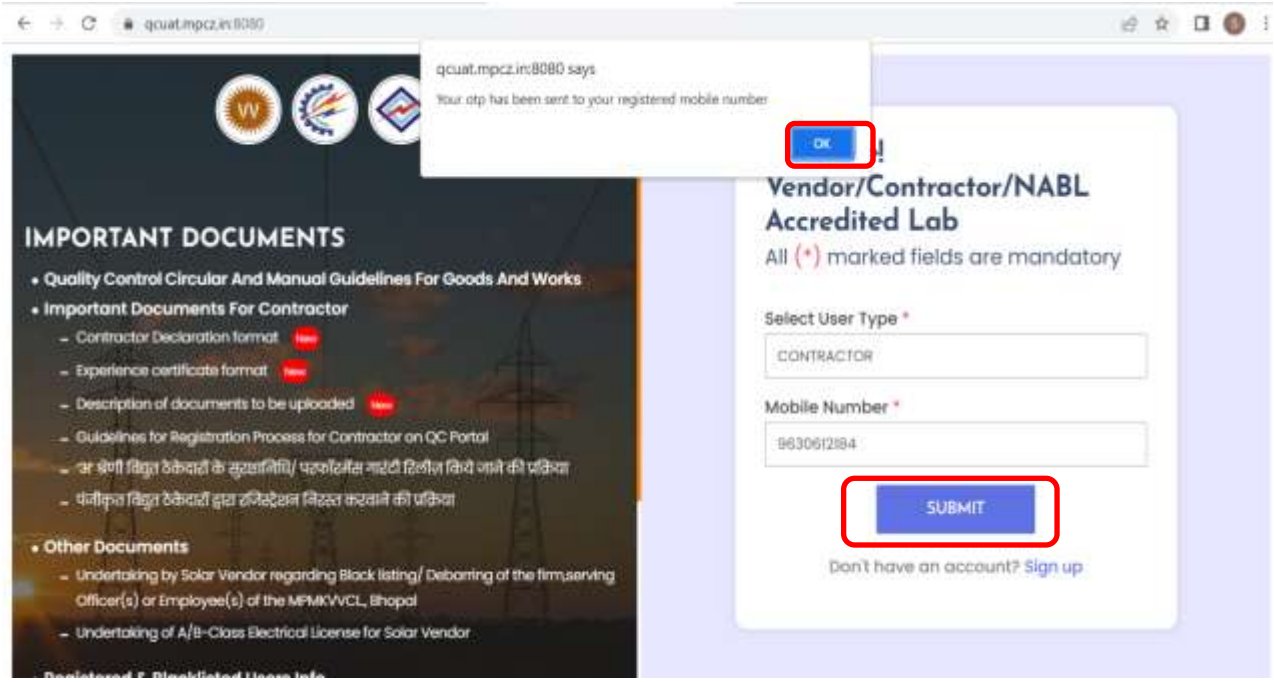
SOP for add site store and material offer

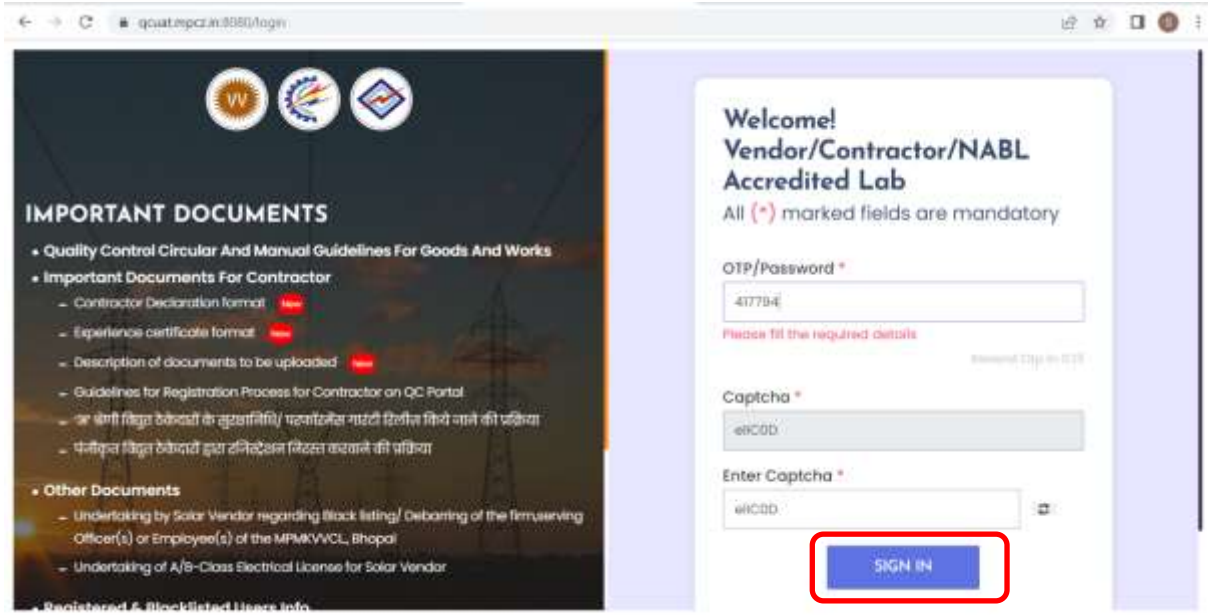
1) Open website https://qcportal.mpcz.in choose user login click on submit



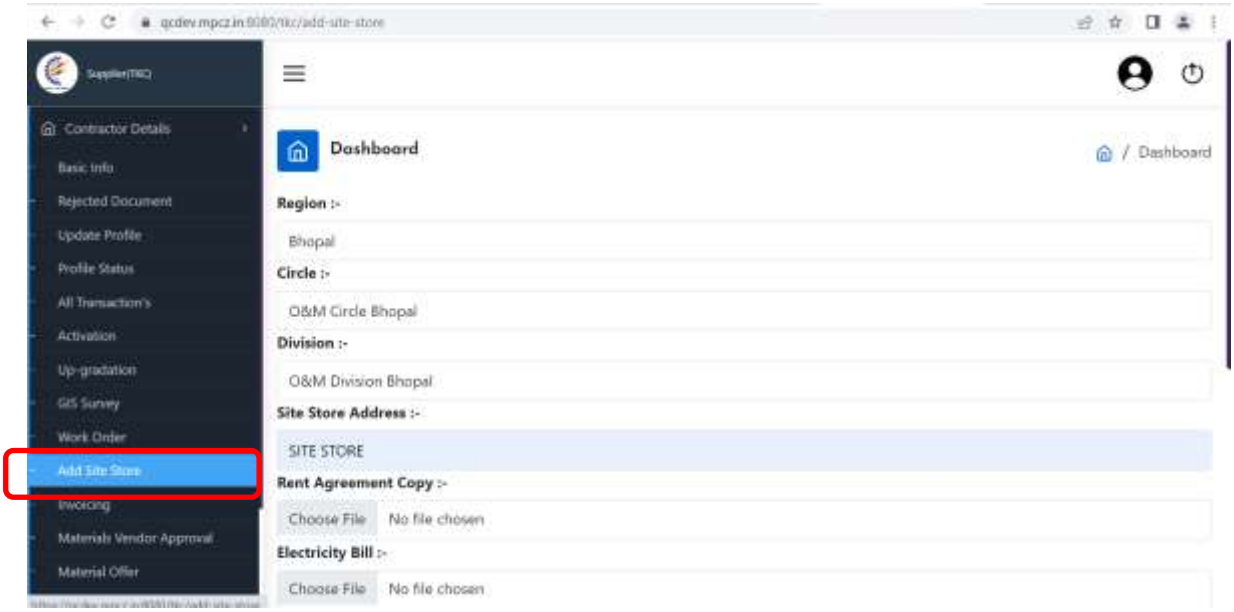
2) Login Using Mobile No->Select User Type (Contractor)->Enter Registered Mobile No.->Submit



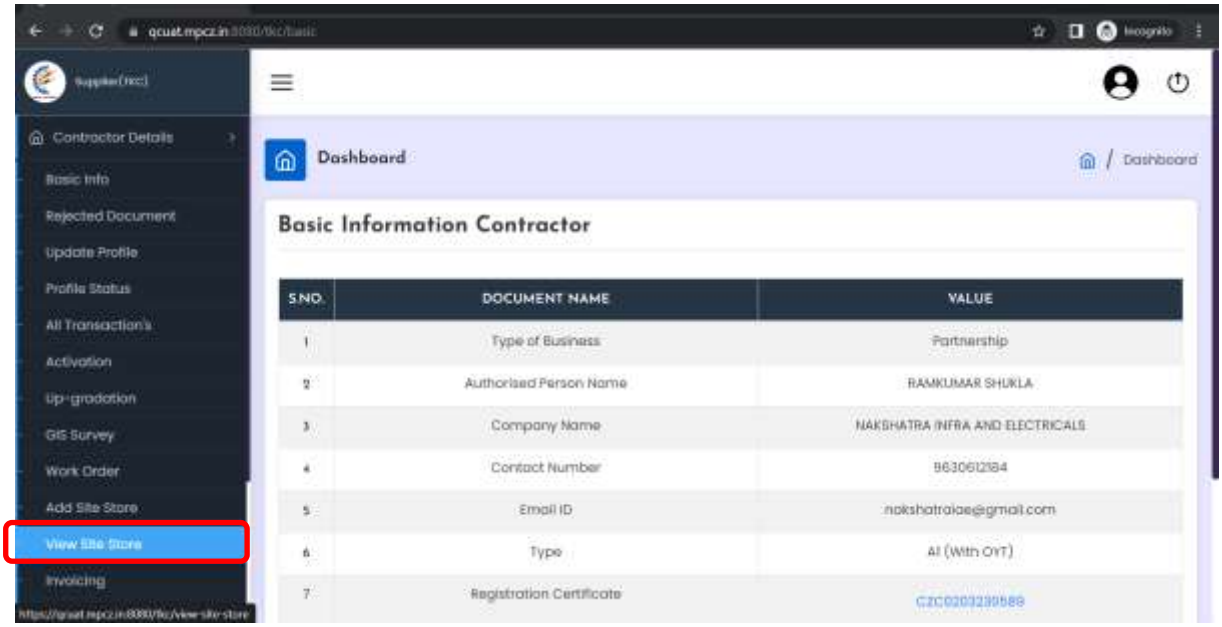
3) Enter the otp which was generated on your registered mobile number and click on SIGN-IN button



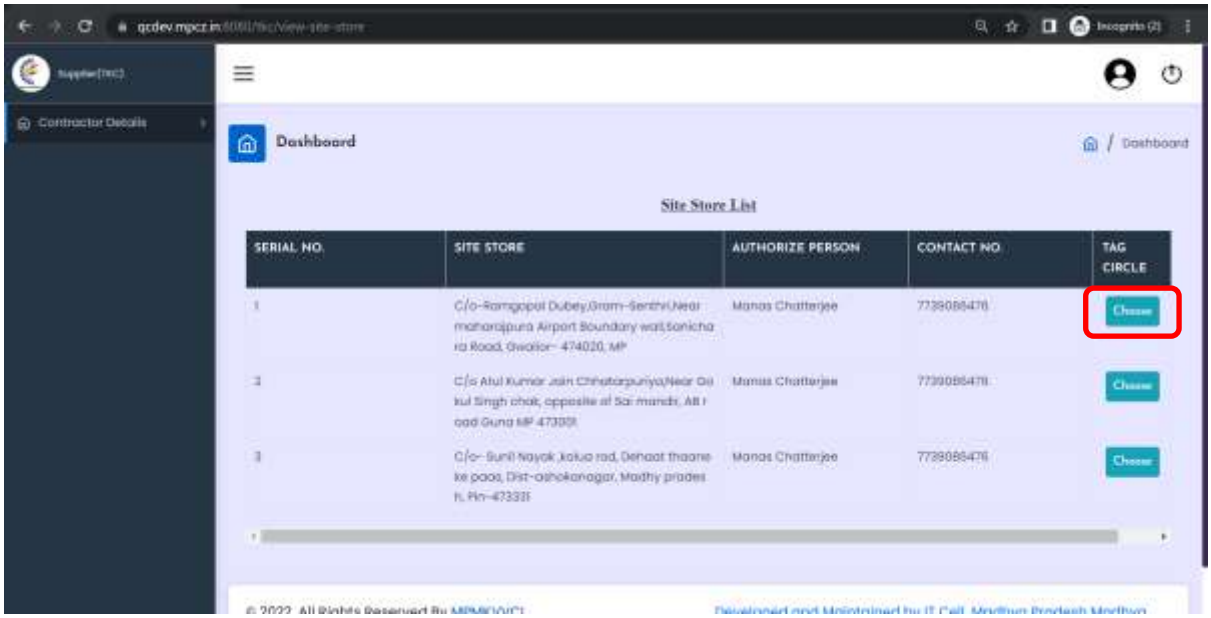
4) After logged in user dashboard will get open for adding site store click on add site store from side bar fill the details and click on submit button



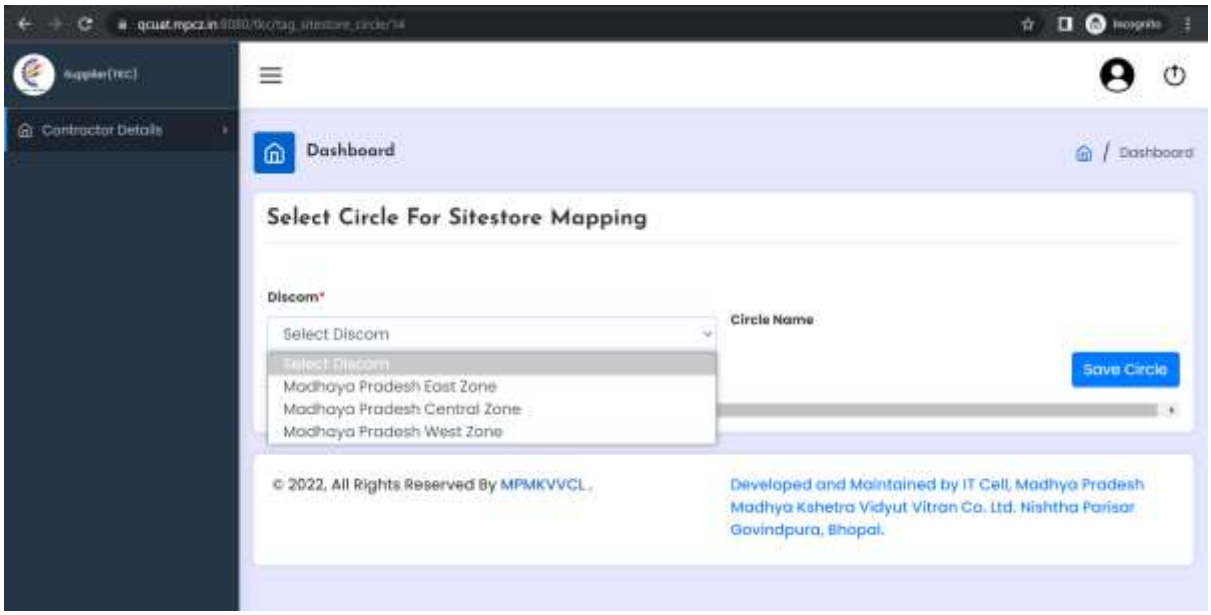
5) After adding the sitestore user need to add circle on added site store click on “view site store ” from side bar

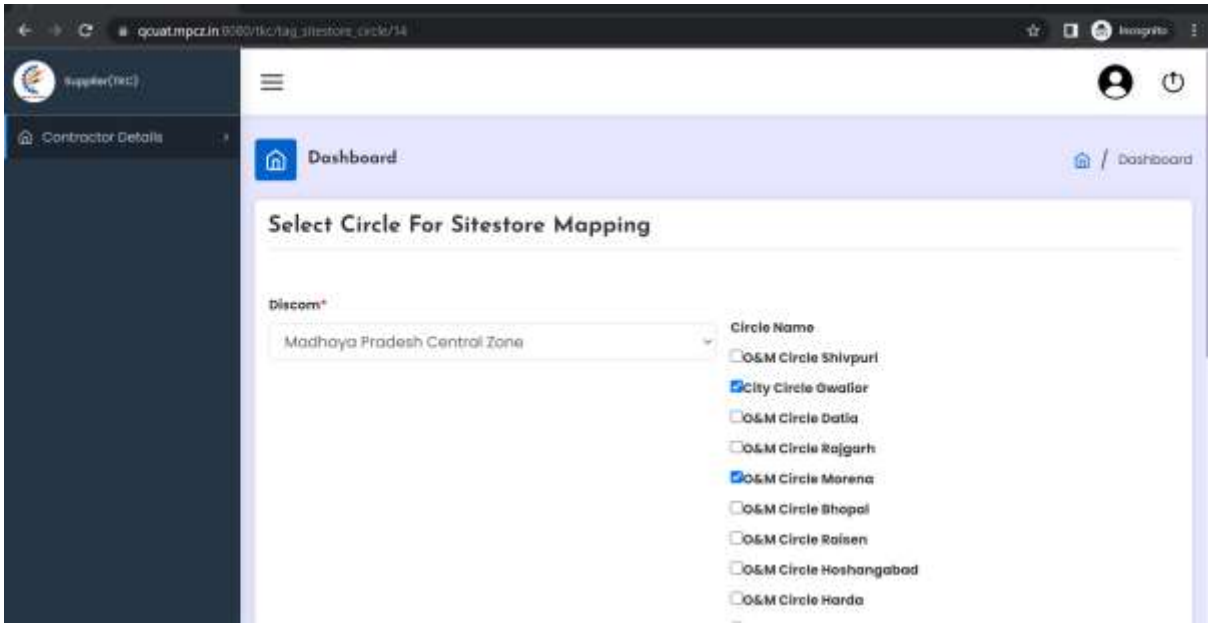


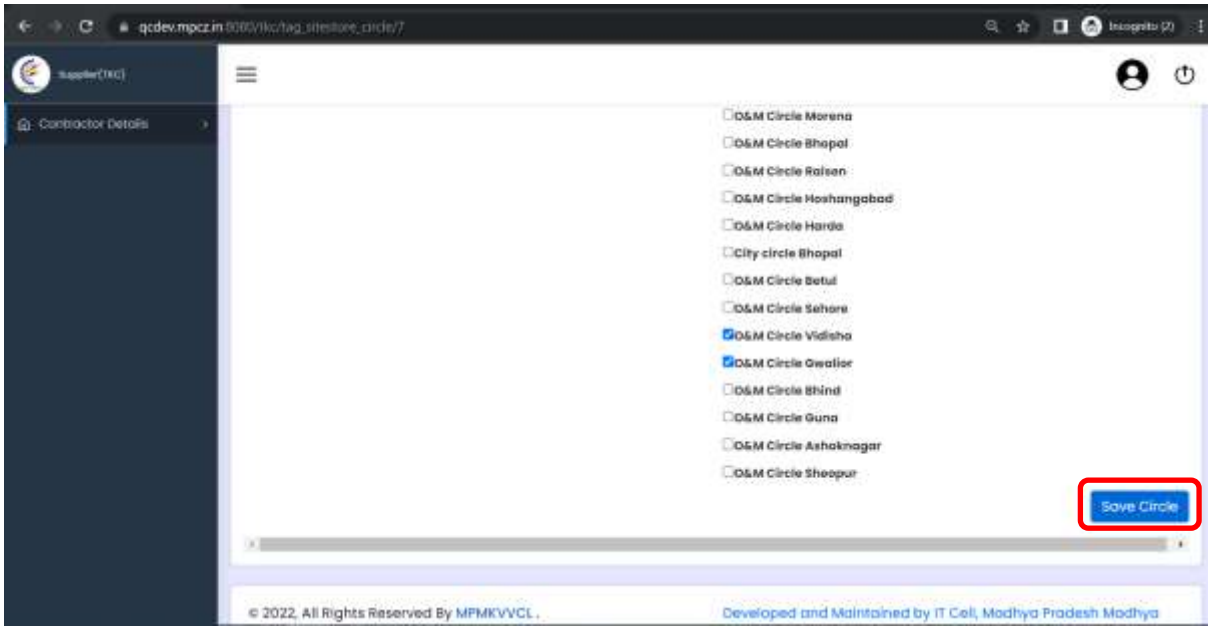
6) List of added site store will display here click on “Choose” Button to tag circles



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




Contractor Details
Dashboard
Dashboard
Select Circle For Sitestore Mapping
Discom*
Madhaya Pradesh Central Zone
Circle Name
O&M Circle Shivpuri
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


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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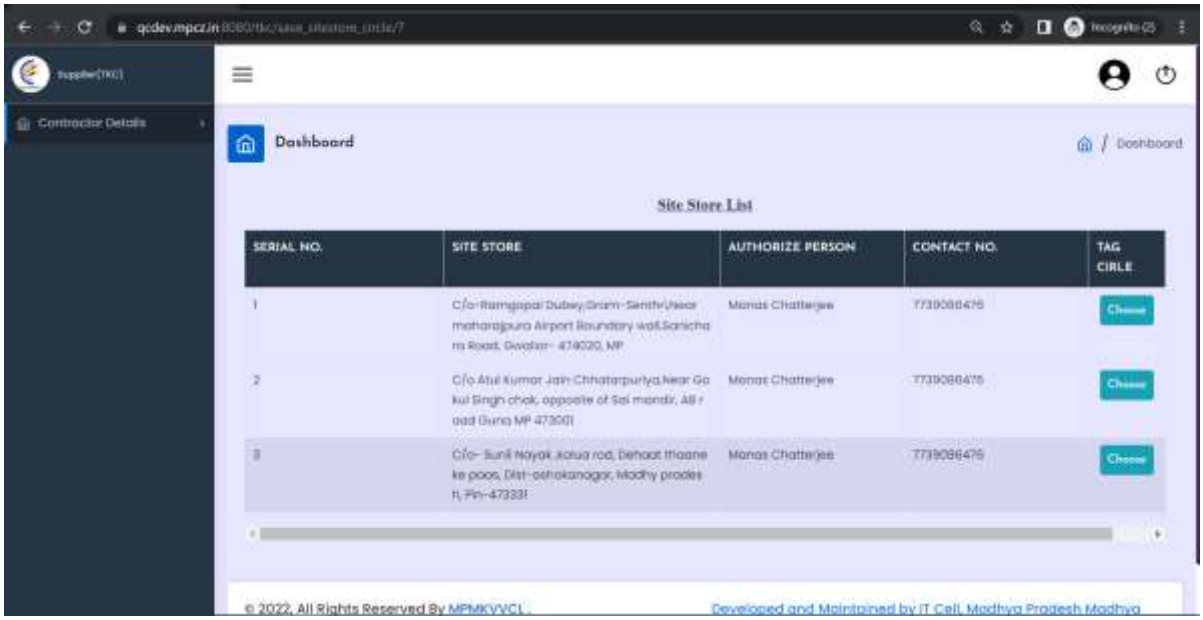
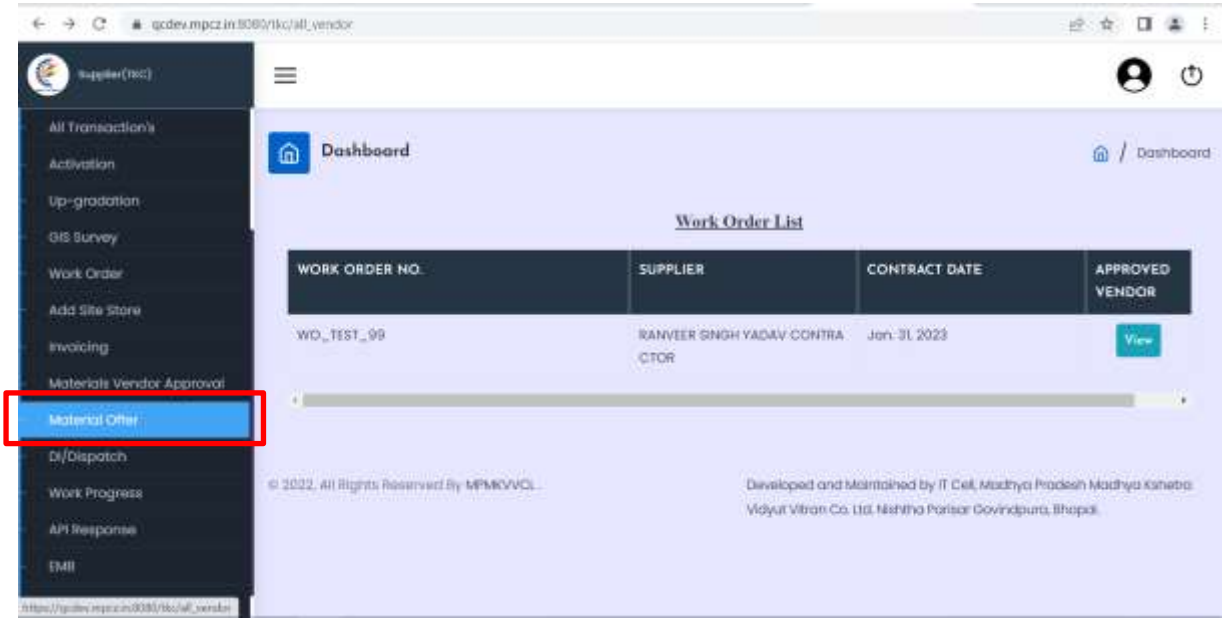
Developed and Maintained by IT Cell, Madhya Pradesh Madhya

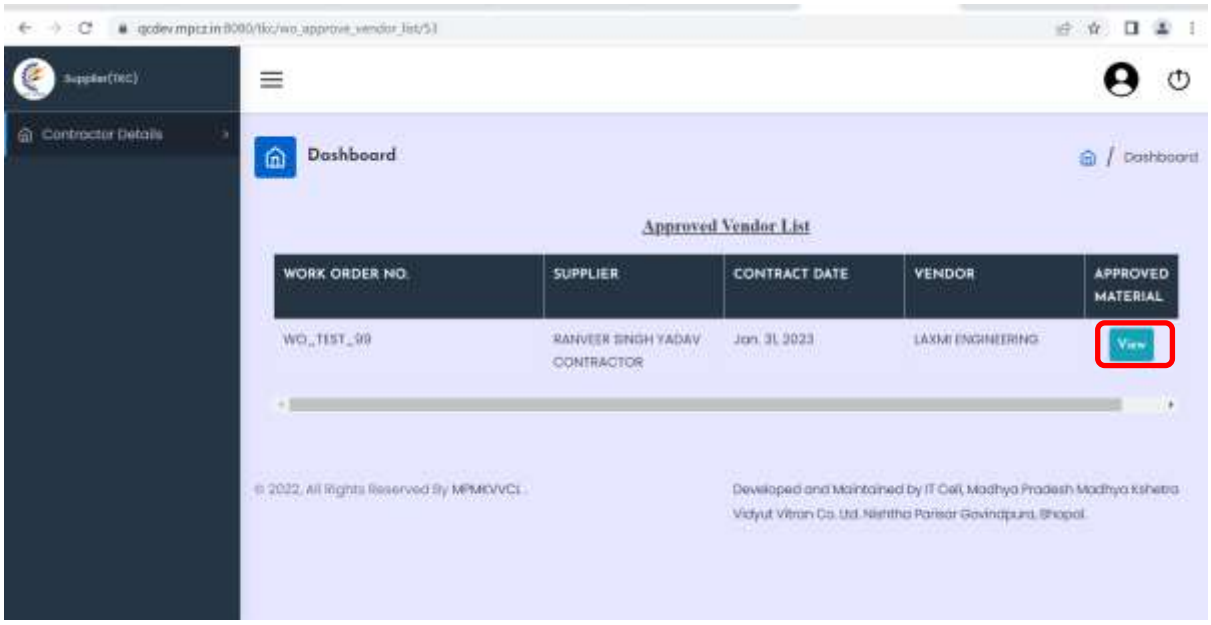
8) After clicking on save circle list of added site store will display again



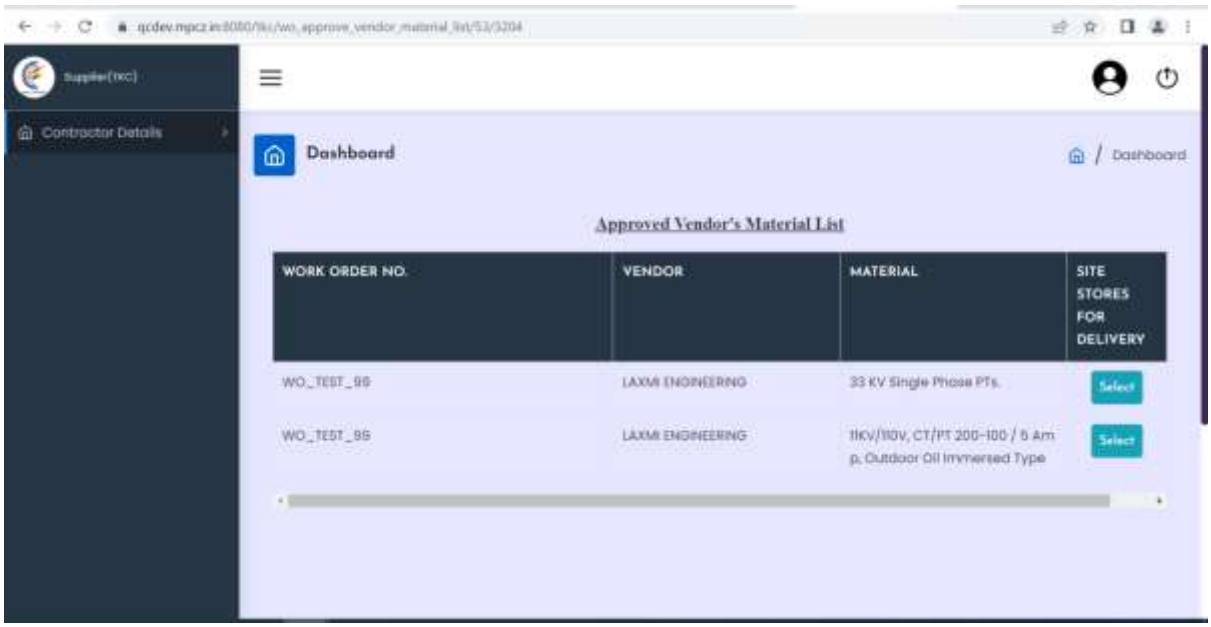
9) After getting vendor's approval from officer side click on material offer from side bar



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



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



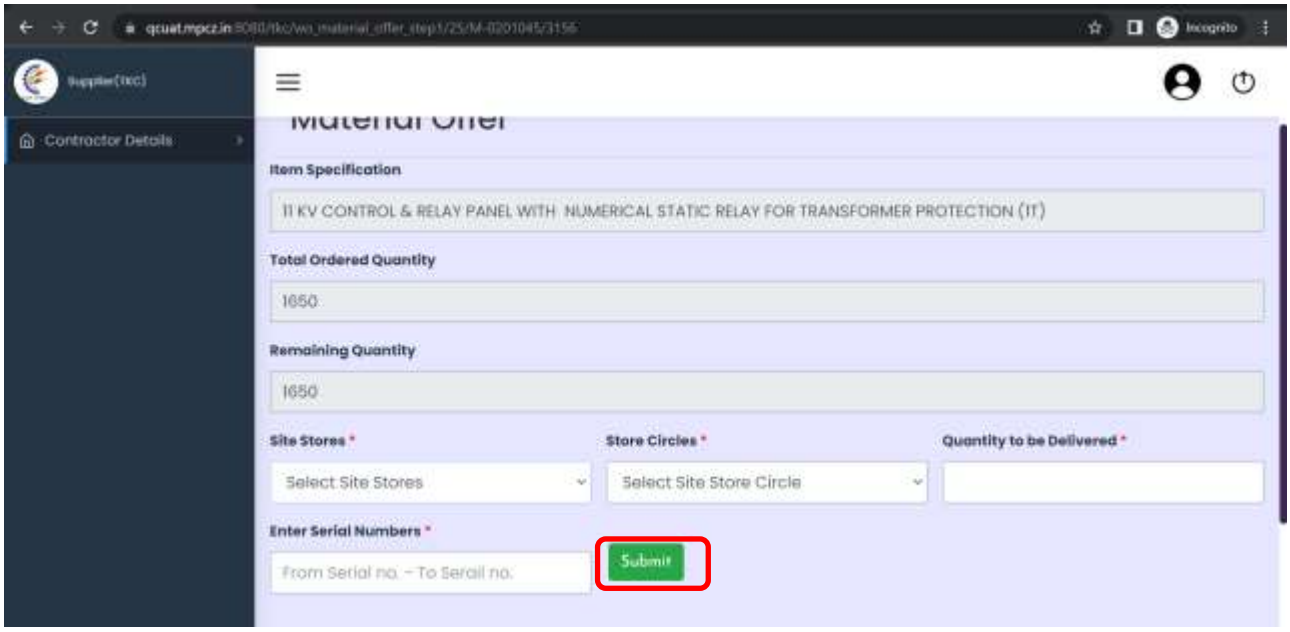
12) After clicking on select material offer page will get open

a) Select the site store from dropdown which was added by Contractor

b) Select the site circle from dropdown which was choosen by Contractor

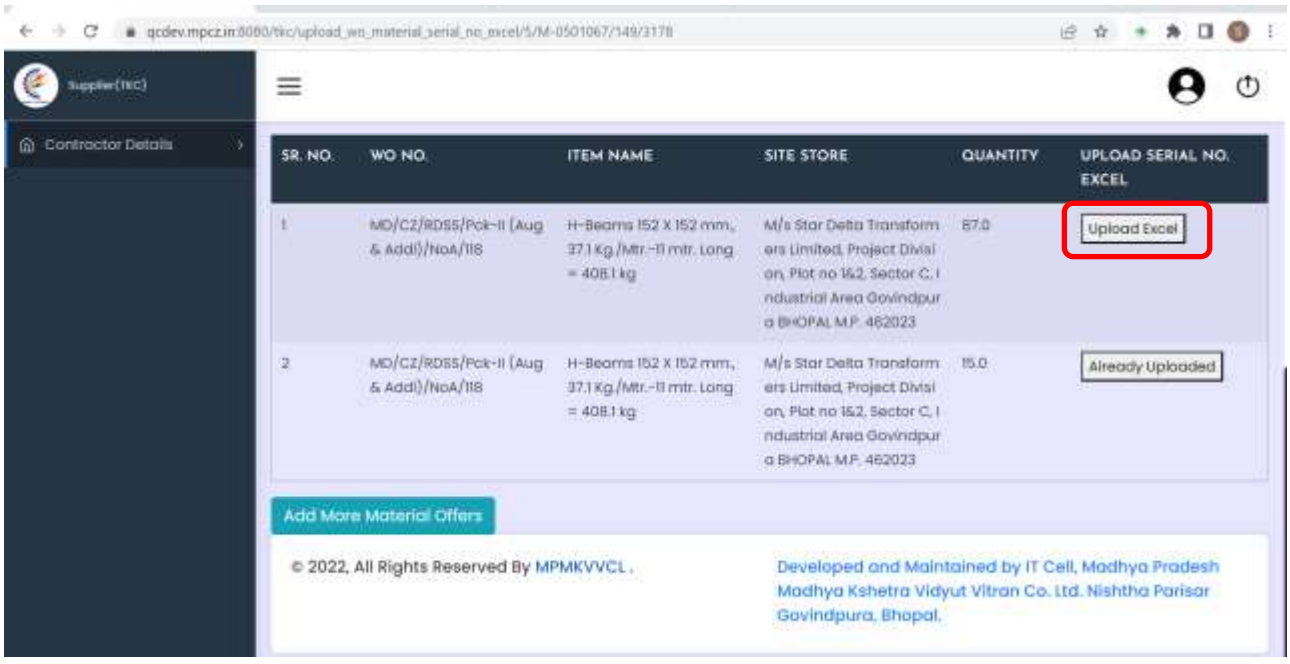
c) Fill the quantity on text area(Quantity to be delivered)

d) Enter serial number and than click on submit button



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



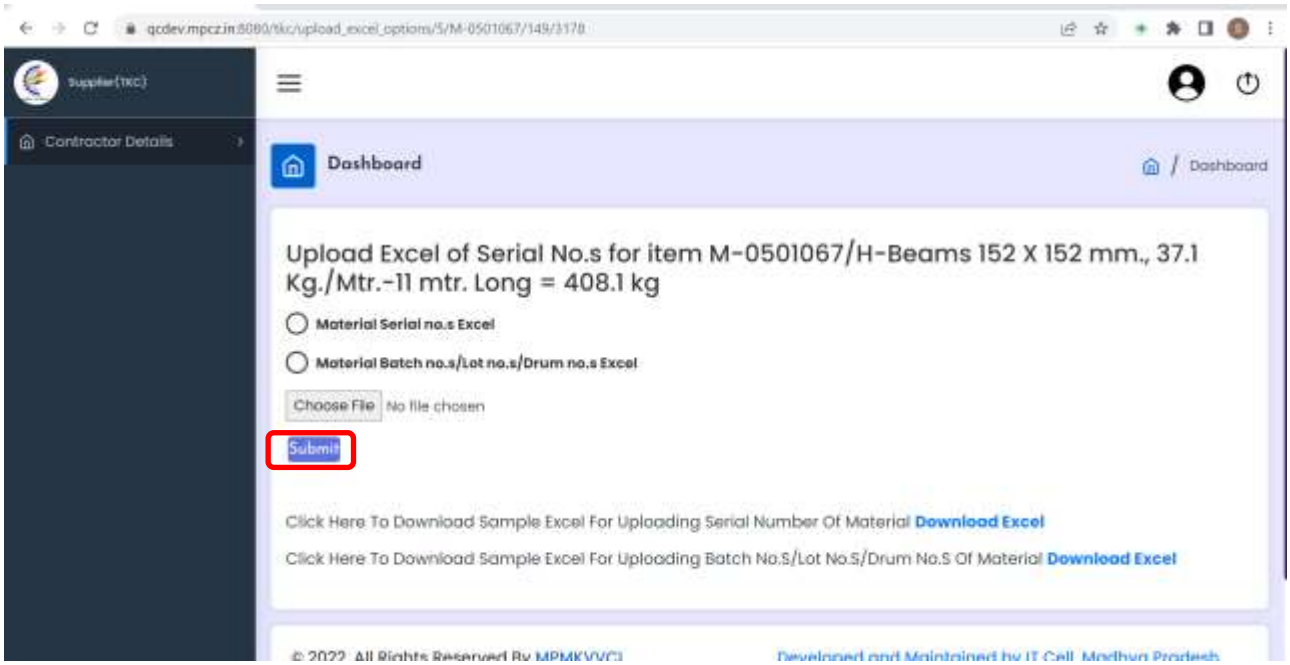
14) After clicking on upload excel click on download excel for entering serial number/batch No.s whichever users want

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

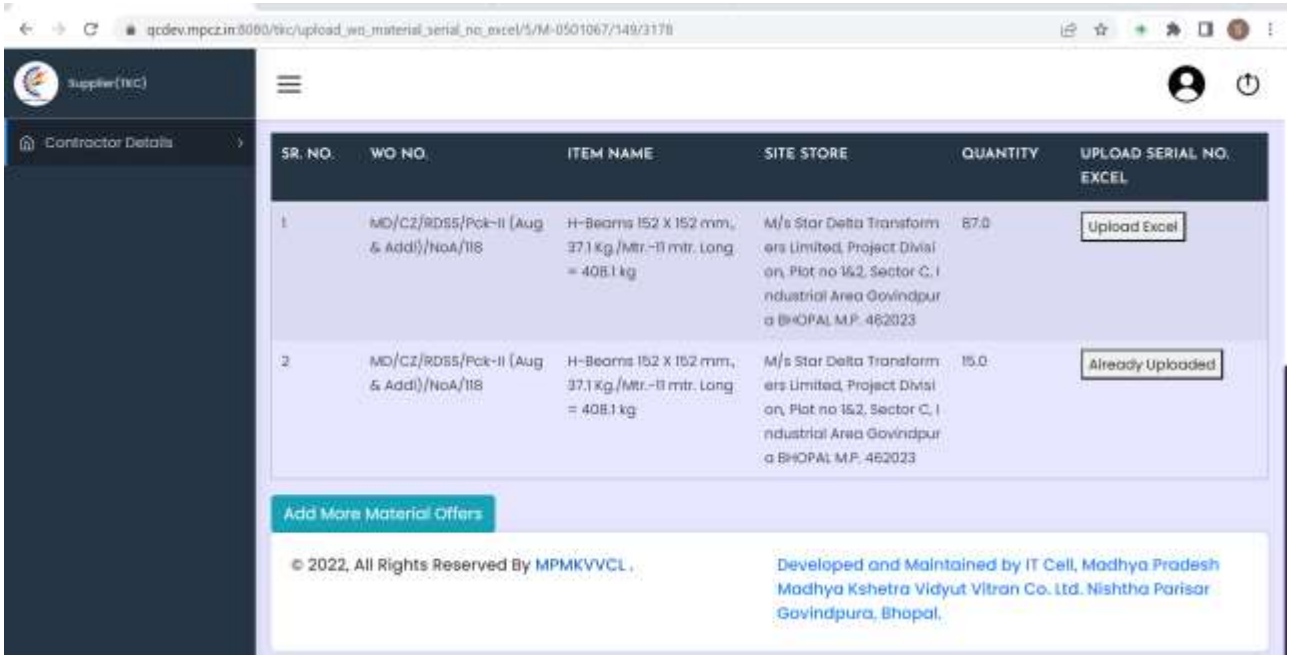
Please Make Sure you are following the same sequence as mentioned above



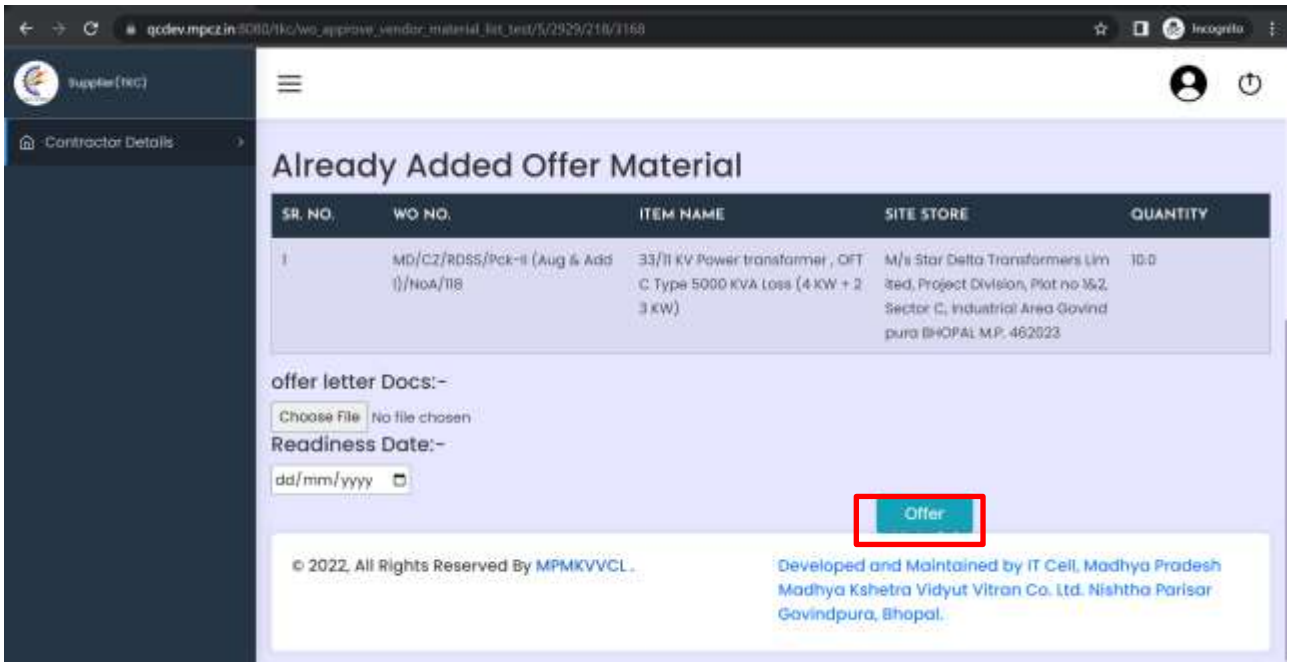
After clicking on submit status will get change into already uploaded

make sure all the excel file are uploaded

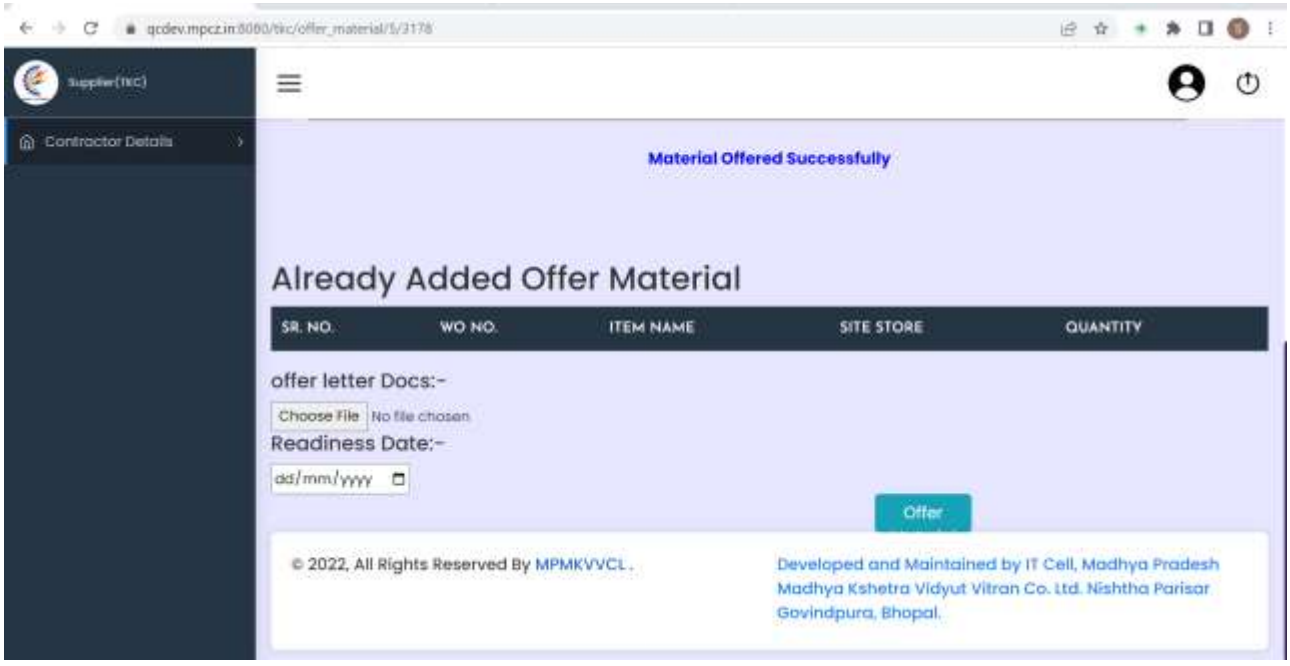
And than click on “Add more Material Offers” Button



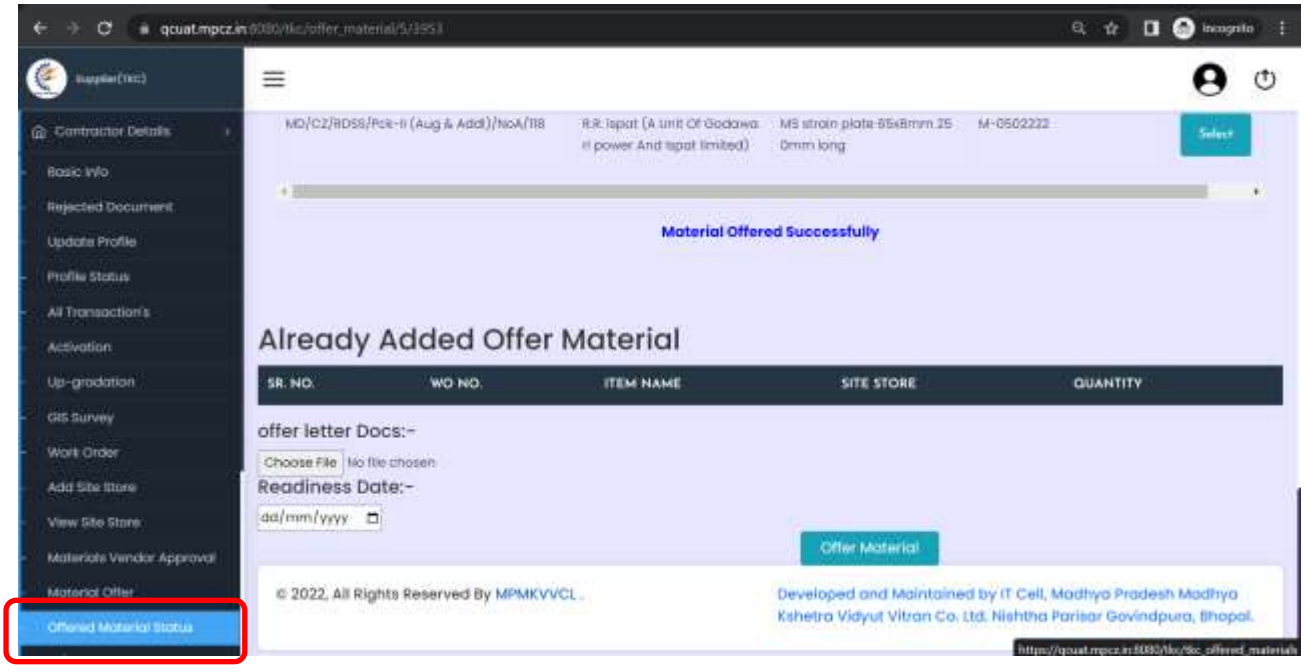
15) After clicking “Add more Material Offers” user will get the list of material which was selected by user , choose the “PDF” file for offer letter docs , select the readiness date and than click on offer material button



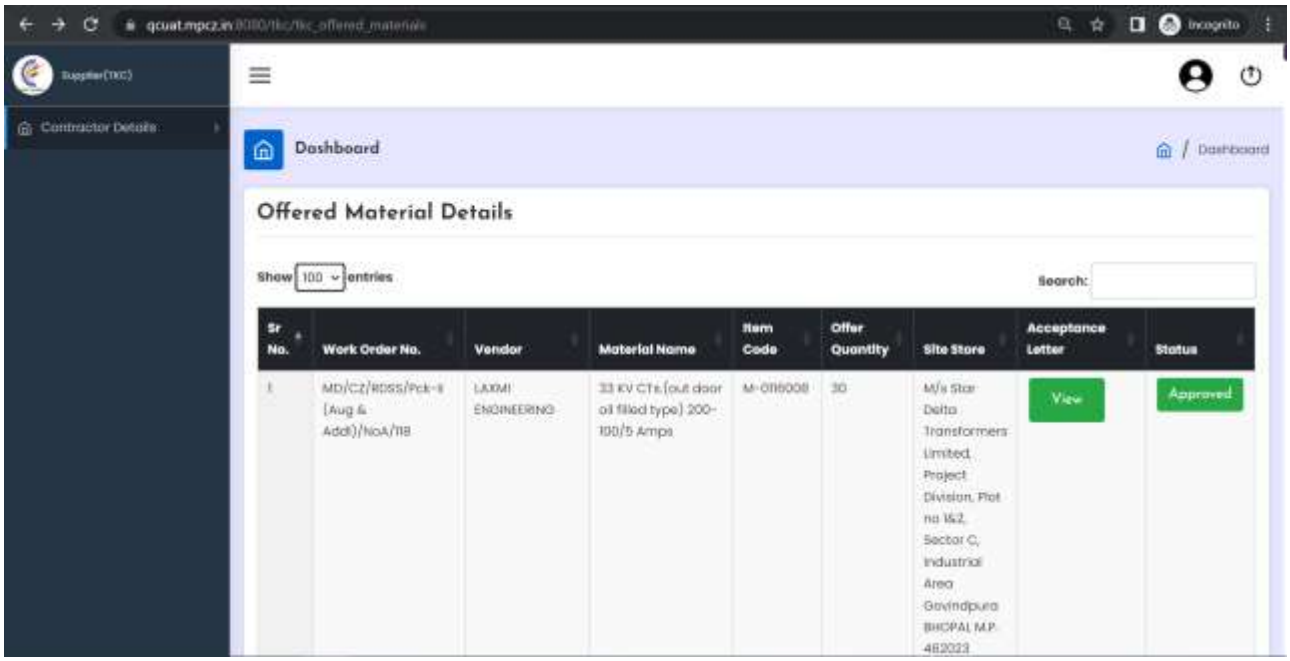
16)after that message will show about the confirmation

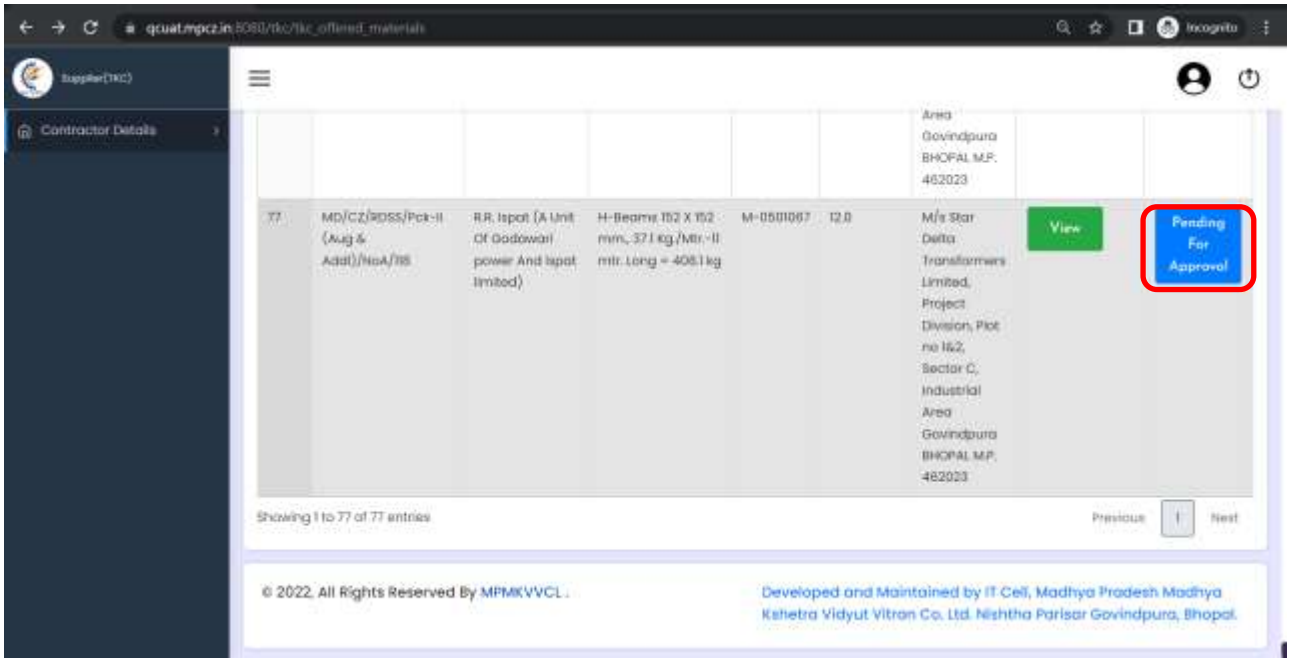


17) Click on Offered Material Status from side bar to see the status of material offering

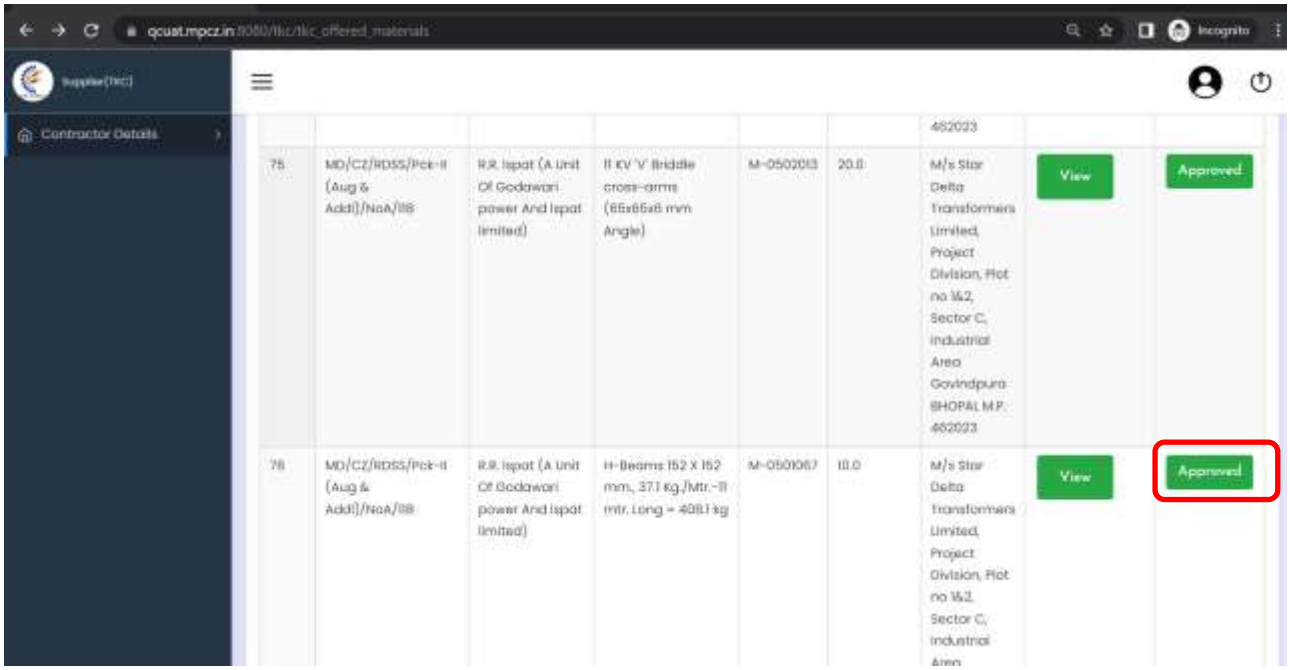


18) List will display of offered material





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



NOTE:-

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