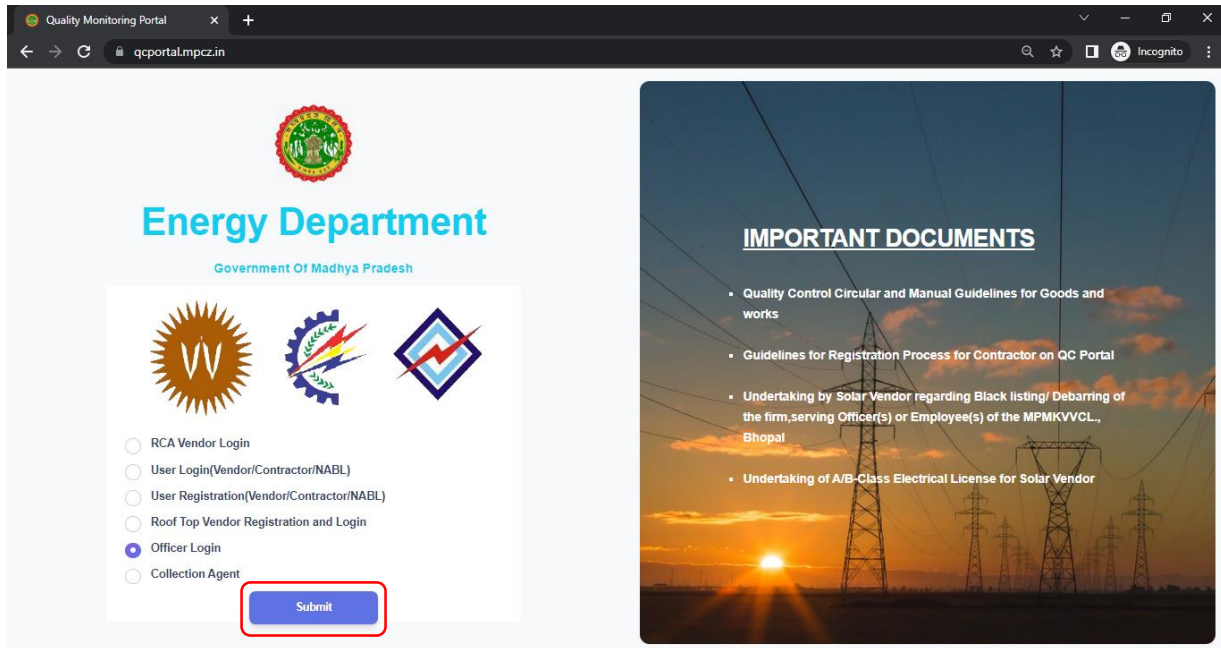
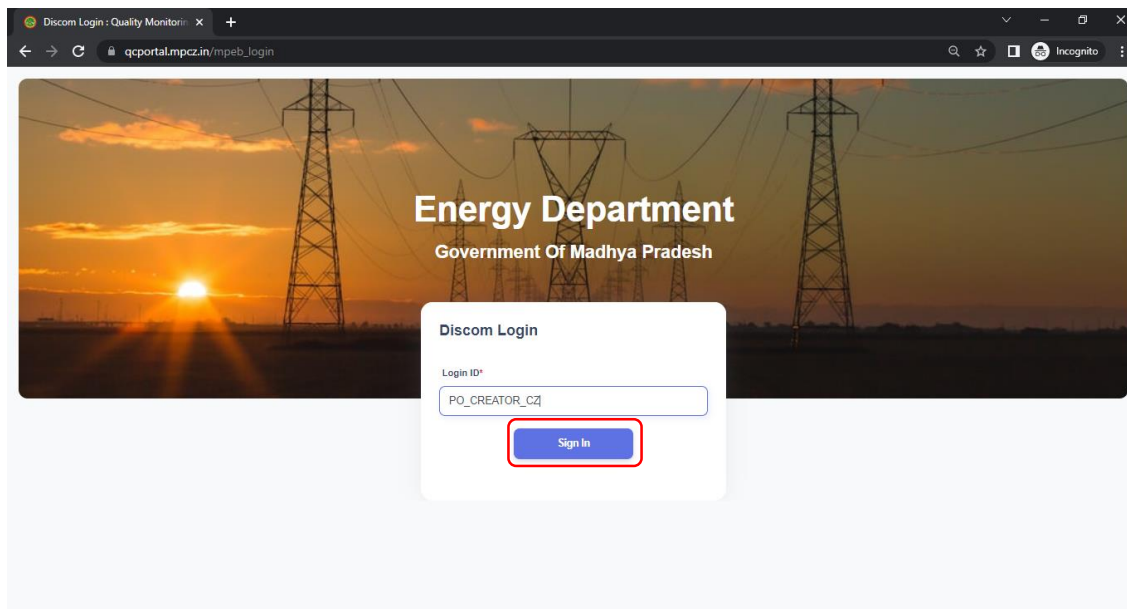


SOP for Creator side for create Purchase Order

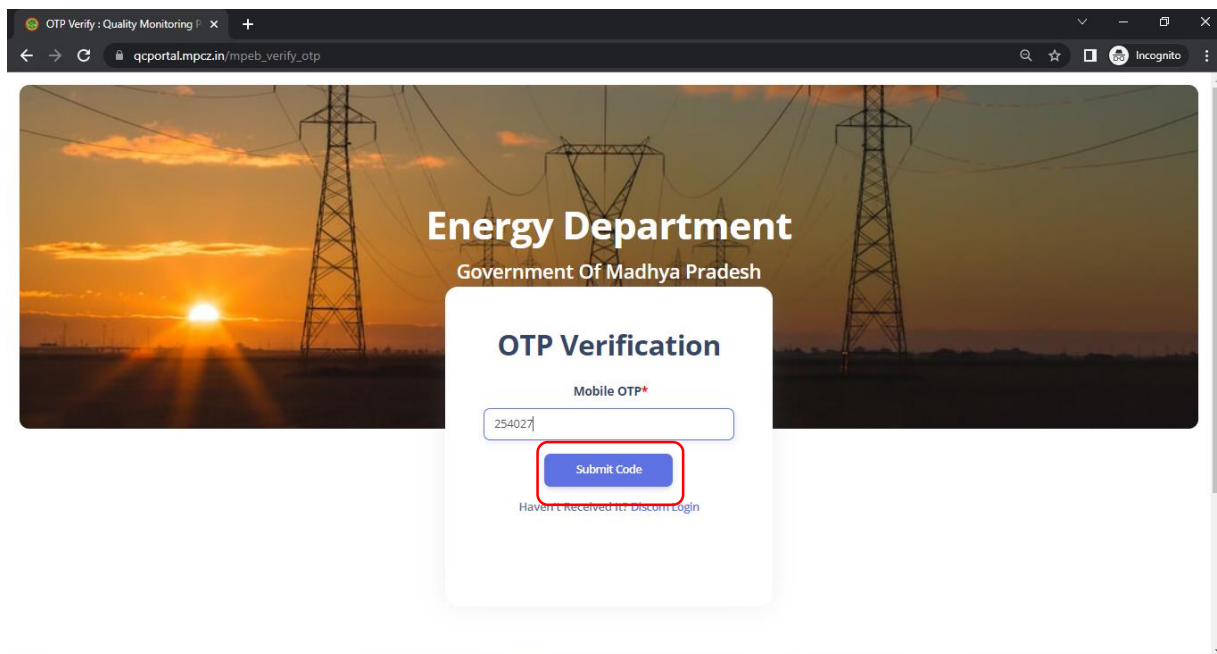
1. Open Quality Control Portal using link <https://qcportal.mpcz.in/> and select “Officer Login” option and then click on “Submit”



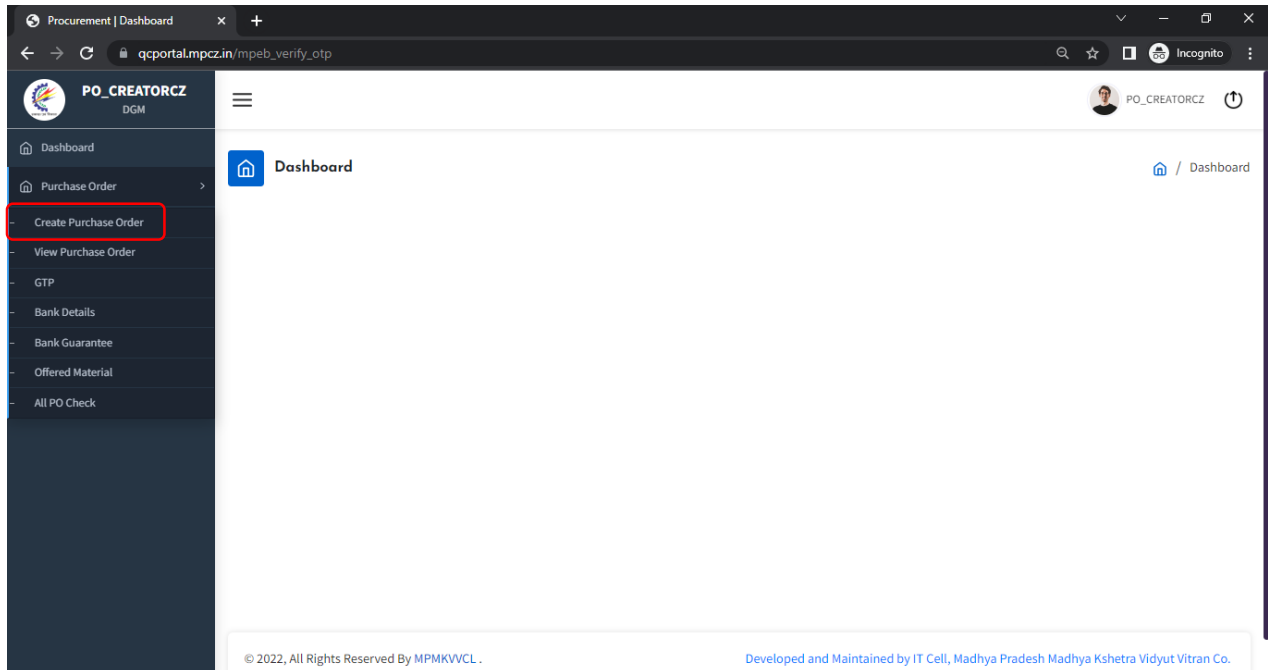
2. Enter PO Creator ID in “Login ID” textbox then click on “Sign In” button.



3. After that, “OTP” will be received on your registered mobile no. associated with login ID. Enter OTP and click on “Submit Code” button.



4. After Login, Click on “Create Purchase Order” option on left side menu to create purchase order.



5. PO Creation form will open, In this form only vendors name whose approval has been given from qcportals will appear for PO creation. Approval may be provided from any of the DISCOMs. “Select Vendor Name “ from Drop down list, Enter ERP PO no. which is created in ERP for that vendor, PO Subject , Letter/ Order Dispatch premix no. and PO Approval date.

Note : PO in ERP to be created first then create order in QC portal. Letter No prefix along with PO number will be used as dispatch no. in order and PO approval date will appear as order date.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po

PO_CREATORCZ
DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

VENDOR DETAILS

Select Vendor Name *

HAVELLS INDIA LIMITED

ERP PO Number

123456

PO Subject *

Order for supply of Laptops against GEM Bid No. GEM/2018/B/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).

Letter Number Prefix *

MD/MK/PUR/

PO Approval Date *

01/09/2022

Next

6. After that, Order/Letter content along with terms and condition and Schedule to be entered. Entered content may be formatted using tool provided in text box or you can also set in word document and simply just copy and paste here.

Procurement | Dashboard x +

qcportal.mpcz.in/po/procurement_generate_po

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

PO_CREATORCZ

Dashboard

Create Purchase Order

TERMS & CONDITIONS/ORDER CONTENT

Styles Normal B I U S ↶ ↷

Dear Sir,

With reference to above cited subject reference, we are pleased to place an order for "Supply of 14 No. Laptop at MPMKVCL Bhopal" as per details given below:

1. QUANTITY AND PRICES:

The quantity & Price is enclosed as per Annexure -I of this order. The order value is Rs. 597506/- (Five Lakh Ninety Seven Thousand Five Hundred and Six only).

2. PRICES

The accepted FOR destination rate are 'FIRM' and inclusive of all taxes and duties. No extra Payment shall be made during contract period.

body p

Next

7. After that, material information to be added from drop-down list, only material for which vendor is registered will appear here. Enter "Quantity", "Unit Amount" and "Tax Percentage" given in from.

Procurement | Dashboard x +

qcportal.mpcz.in/po/procurement_generate_po1/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Sr No.	Material Specification	Unit	Quantity	Amount	Tax(In %)	Total Amount	Action
MATERIAL DETAILS							
Material Specification *							
AAAC Panther conductor 0.20 sq. inch (200 sq.mm AL Eq.)							
Unit Of Measure(UOM)							
KM							
Quantity *							
20							
Amount Per Unit(In Rs) *							
2000000							
Tax(In Percent) *							
18							
Tax Amount(In Rs) *							
7200000							
Total Amount Including Tax(In Rs) *							
47200000							

8.After Entering all information, Click on “Add More” button to insert the record.

Procurement | Dashboard x +

qcportal.mpcz.in/po/procurement_generate_po1/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Quantity *							
20							
Amount Per Unit(In Rs) *							
2000000							
Tax(In Percent) *							
18							
Tax Amount(In Rs) *							
7200000							
Total Amount Including Tax(In Rs) *							
47200000							
<div>Add More</div>							

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9.Material record added will appear in page, if wrong entered it may be deleted using “Delete” button.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po2/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

Sr No.	Material Specification	Unit	Quantity	Amount	Tax(In %)	Total Amount	Action
1	AAAC Panther conductor 0.20 sq. inch (200 sq.mm AL Eq.)	KM	20	2000000	18	47200000	Delete

MATERIAL DETAILS

Material Specification *

AAAC Panther conductor 0.20 sq. inch (200 sq.mm AL Eq.)

Unit Of Measure(UOM)

Quantity *

Amount Per Unit(In Rs) *

10.If another material to be added in PO, Fill the form above and click on “Add more” button to add otherwise click on “ Next” button to go to next form.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po2/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Quantity *

Amount Per Unit(In Rs) *

Tax(In Percent) *

Tax Amount(In Rs) *

Total Amount Including Tax(In Rs) *

Add More

Next

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11.Enter Shcedule buttons which you want to mention in the PO. Enter “Shcedule Name” in text box and description in “Schedule Description” text box and the click on “Add More” button to insert the record.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po2/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

SCHEDULE DETAILS

SR. NO	SCHEDULE NAME	SCHEDULE DESCRIPTION

SCHEDULE DETAILS

Schedule Name *

Schedule 1

Schedule Description *

1. QUANTITY AND PRICES

Add More

Next

12. Added shcedule will appear on page, Enter another shcedule and click on “Add More” button to add another shcedule or click on “Next” to go to next page.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po3/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

SCHEDULE DETAILS

SR. NO	SCHEDULE NAME	SCHEDULE DESCRIPTION
1	Schedule 1	1. QUANTITY AND PRICES

SCHEDULE DETAILS

Schedule Name *

Schedule 2

Schedule Description *

Prices

Add More

Next

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13. Click on “Next” button after adding all the shcedules to go to next page.

Procurement | Dashboard x +

qcportal.mpcz.in/po/procurement_generate_po3/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

SCHEDULE DETAILS

SR. NO	SCHEDULE NAME	SCHEDULE DESCRIPTION
1	Schedule 1	1. QUANTITY AND PRICES
2	Schedule 2	Prices

SCHEDULE DETAILS

Schedule Name *

Schedule Description *

Add More Next

14. Enter details of officers you want to send the PO hard copy, enter “Copy Name” in text box and click on “Add more” button to insert the record.

Procurement | Dashboard x +

qcportal.mpcz.in/po/procurement_generate_po3/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

COPY DETAILS

SR. NO	COPY TO
1.	The Chief General Manager (IT), MPMKVCL Bhopal

COPY DETAILS

Copy Name *

Add More

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15. Added record will appear on page, If you want to add more copy to: details, enter “Copy Name” in text box and click on “Add More” button to insert another record, else click on “Create PO” button to generate the PO

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po4/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

COPY DETAILS

SR. NO	COPY TO
1	1. The Chief General Manager (IT), MPMKVCL Bhopal.

COPY DETAILS

Copy Name *

The Account Officer (HOAU), MP MK VV Co .Ltd, Bhopal.

Add More

Create PO

MPMKVVCL.

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Type here to search

11:23 11/10/2022

16. After adding all the Copy to: details, click on “Create PO” button to generate the PO.

Procurement | Dashboard

qcportal.mpcz.in/po/procurement_generate_po4/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase Order

Create Purchase Order

COPY DETAILS

SR. NO	COPY TO
1	1. The Chief General Manager (IT), MPMKVCL Bhopal.
2	The Account Officer (HOAU), MP MK VV Co .Ltd, Bhopal.

COPY DETAILS

Copy Name *

Add More

Create PO

17.After that PO will be generated with entered details.

Procurement | Dashboard

qcportal.mpcz.in/po/po_view/25


PO_CREATORCZ DGM

Dashboard

Purchase Order

Create Purchase 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

No. MD/MP/PU/ /223456 Bhopal, dated: Sept. 1, 2022

To:
HAVELLS INDIA LIMITED
Address:904 ,9TH FLOOR SURYA KIRAN BUILDING
Email--ramesh1.sharma@havelis.com

KG MARG CONNAUGHT PLACE NEW DELHI DELHI 110001

Sub: Order for supply of Laptops against GEM Bid No. GEM/2018/8/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).

Dear Sir,

With reference to above cited subject reference, we are pleased to place an order for "Supply of 14 No. Laptop at MPMKVCL Bhopal"as per details given below:

1. QUANTITY AND PRICES:

The quantity & Price is enclosed as per Annexure -I of this order. The order value is Rs. 597506/- (Five Lakh Ninety Seven Thousand Five Hundred and Six only).

18.Click on “VIEW SAMPLE” button to view/print the PO. Click on “SEND TO APPROVAL” button to forward the PO to Approver ID for final approval and uploading of signed PO.

Procurement | Dashboard

qcportal.mpcz.in/po/po_view/25

PO_CREATORCZ DGM

Dashboard

Purchase Order

material information

Sr No.	Material Specification	Unit	Quantity	Total Amount Including Tax(In Rs)	Total Tax(In %)	Total Amount
1	AAAC Panther conductor 0.20 sq. inch (200 sq.mm AL.Eq.)	KM	20	2000000	18	47200000

Encl. As above

Schedule No.	Schedule Description
Schedule 1	1. QUANTITY AND PRICES
Schedule 2	Prices

Thanking you !

CHIEF GENERAL MANAGER
MPMKVCL

Copy to :-

1	1. The Chief General Manager (IT), MPMKVCL Bhopal.
2	The Account Officer (HOAU), MP MK VV Co .Ltd, Bhopal.

CHIEF GENERAL MANAGER
MPMKVCL

VIEW SAMPLE

SEND TO APPROVAL

19. “SAMPLE VIEW” for viewing/printing the PO.

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

Dear Sir,
With reference to above cited subject reference, we are pleased to place an order for "Supply of 14 Nos. Laptop at MPMKVCL Bhopal" as per details given below:

- 1. QUANTITY AND PRICES:**
The quantity & Price is enclosed as per Annexure -I of this order. The order value is Rs. 997106/- (Nine Lakh Ninety Seven Thousand Four Hundred and Six only).
- 2. PRICES:**
The accepted FOR destination rate are "FIRM" and inclusive of all taxes and duties. No extra Payment shall be made during contract period.
- 3. TECHNICAL SPECIFICATION:**
The supplied Laptop should strictly confirm the Technical Specification as per Annexure II.
- 4. TERMS OF PAYMENT:**
Subject to completion of all contractual formalities, 100% payment alongwith Goods & Services Tax corresponding to the consignment would be generally made within 30 days from the date of receipt of material in good condition to the Consignee.
- 5. Warranty:**
a. Battery Warranty – 2 Year
b. OEM on-site Warranty – 3 Year
- 6. SECURITY DEPOSIT:**
A Performance Guarantee of 10% amount of order value i.e. Rs.99710/- (Ninety Nine Thousand Seven Hundred Fifty One only) to be submitted within 30 days of work towards security for faithful execution of the warranty in the form of Bank Guarantee (BG) from any Nationalized/Scheduled Bank. The B.G. should be valid for warranty period i.e. for 3 (Three) years.
- 7. CONSIGNEE:**
The consignee of Laptops shall be GEM (IT), IT Cell, and MPMKVCL, Bhopal.
- 8. TAXES & DUTIES:-**
a. M.P. Madhya Kshetraydyutvitran Company Ltd., Bhopal is a Registered Dealer and GSTIN Number is 23AACD67895214.
b. Taxes and Duties is included in price quoted.
- 9. DELIVERY:**

Print **Cancel**

Total Amount
47200000

CHIEF GENERAL MANAGER
MPMKVCL

20. Click on “View Purchase Order” option on left menu to view the list of all PO created. PO status may be viewed later from “View” button. PO may be deleted using “Delete” button before approval, After approval PO cannot be deleted.

PO No.	PO Value	Supplier Name	PO Date	PO Description	Status	Actions
2	4036	STAR DELTA TRANSFORMERS LIMITED	Aug. 5, 2022	Order for supply of BIS Certified Energy Efficiency Level 3 (Old)/ Level 2 (New), Conventional 11/0.433KV, 200 KVA, Distribution Transformers against Tender Specification no. DISCOM/EZ/PUR/1248 (Tender ID: 2022_PKVVC_202603_1) read with corrigendum issued vide no. 540 dtd. 08.06.2022 and opened on 20.06.2022.	view	Verified By Viewer View PO Status
3	4041	Arihant Transformers	Aug. 16, 2022	Order for supply of BIS Certified Energy Efficiency Level 2 (Old)/ Level 1 (New), Conventional 11/0.433KV, 63 KVA, Distribution Transformers against Tender Specification no. DISCOM/EZ/PUR/1217 (Tender ID: 2022_PKVVC_189827_1) read with corrigendum issued vide no. 538 dtd. 07.06.2022 and opened on 20.06.2022.	view	Verified By Viewer View PO Status
4	123456	HAVELLS INDIA LIMITED	Sept. 1, 2022	Order for supply of Laptops against GEM Bid No. GEM/2018/B/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).	PO Not Uploaded	Delete View Status
5	4040	Dynamech Electropower Pvt Ltd	Aug. 16, 2022	Order for supply of BIS Certified Energy Efficiency Level 2 (Old)/ Level 1 (New), Conventional 11/0.433KV, 63 KVA, Distribution Transformers against Tender Specification no. DISCOM/EZ/PUR/1217 (Tender ID: 2022_PKVVC_189827_1) read with corrigendum issued vide no. 538 dtd. 07.06.2022 and opened on 20.06.2022.	view	Verified By Viewer View PO Status

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