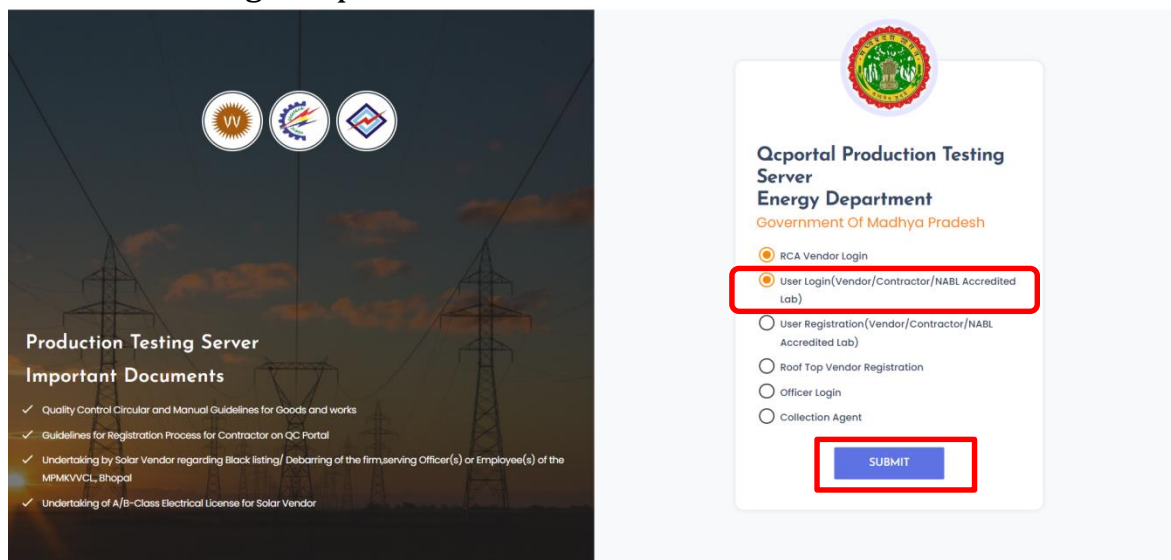


## SOP for Vendor side.

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



**Production Testing Server**  
**Important Documents**

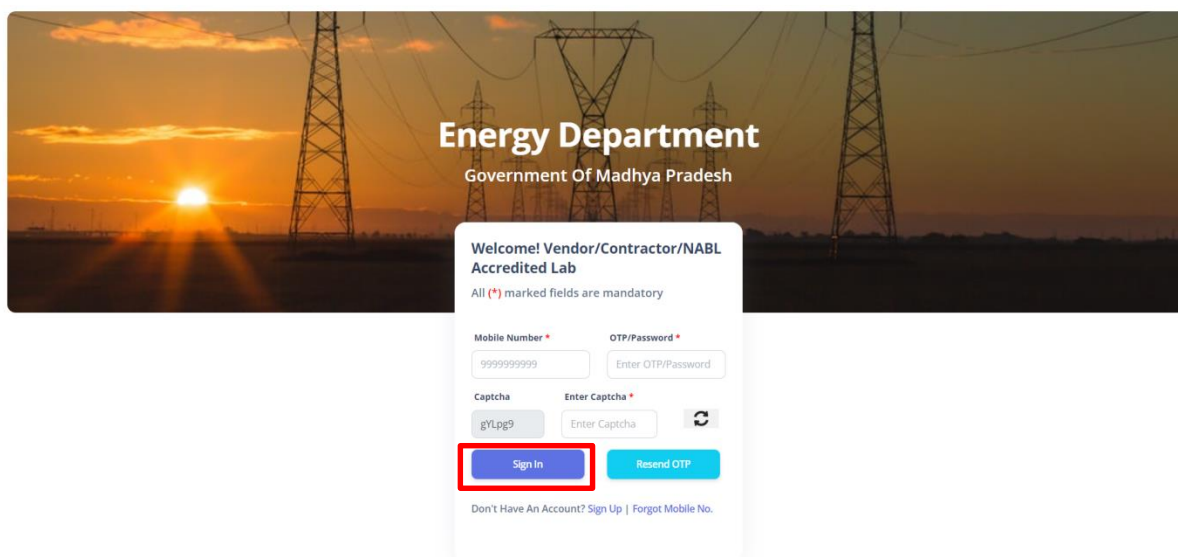
- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm/serving Officer(s) or Employee(s) of the MPMEVCL, Bhopal
- ✓ Undertaking of A/B-Class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

**Qcportal Production Testing Server**  
**Energy Department**  
Government Of Madhya Pradesh

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

**SUBMIT**

- 2) Enter registered mobile number than user will get the otp enter all the required field and click on sign in button . If in case user dose'nt get any OTP than they can click on resend otp button



**Energy Department**  
Government Of Madhya Pradesh

**Welcome! Vendor/Contractor/NABL Accredited Lab**  
All (\*) marked fields are mandatory

Mobile Number \*  
9999999999

OTP/Password \*  
Enter OTP/Password

Captcha  
gYLPg9

Enter Captcha \*  
Enter Captcha

**Sign In** **Resend OTP**

Don't Have An Account? Sign Up | Forgot Mobile No.

3) Vendor's Dashboard page will open click on All PO from side bar

Vendor

Dashboard

Basic Details

Purchase Order

All PO

Open PO

View DI

Material Details

Logout

REGISTRATION NO. CZV0009227371

TOTAL PO. 0

PROFILE STATUS Active

TO. TRANSACTION 0

Logout

Basic Details

S.No.	Report Name	Value
1	Type of Company/Firm	Company
2	Authorised Person Name	RAMESH SHARMA
3	Company/Firm Name	HAVELLS INDIA LIMITED
4	Contact Number	9630612184
5	Email ID	ramesh1.sharma@havells.com
6	User Type	VENDOR
7	Registration Certificate	CZV0009227371

Name

Vendor Name

Dashboard

Purchase Order

All PO

Open PO

View Offer

View PO Material

View DI

Reject Items

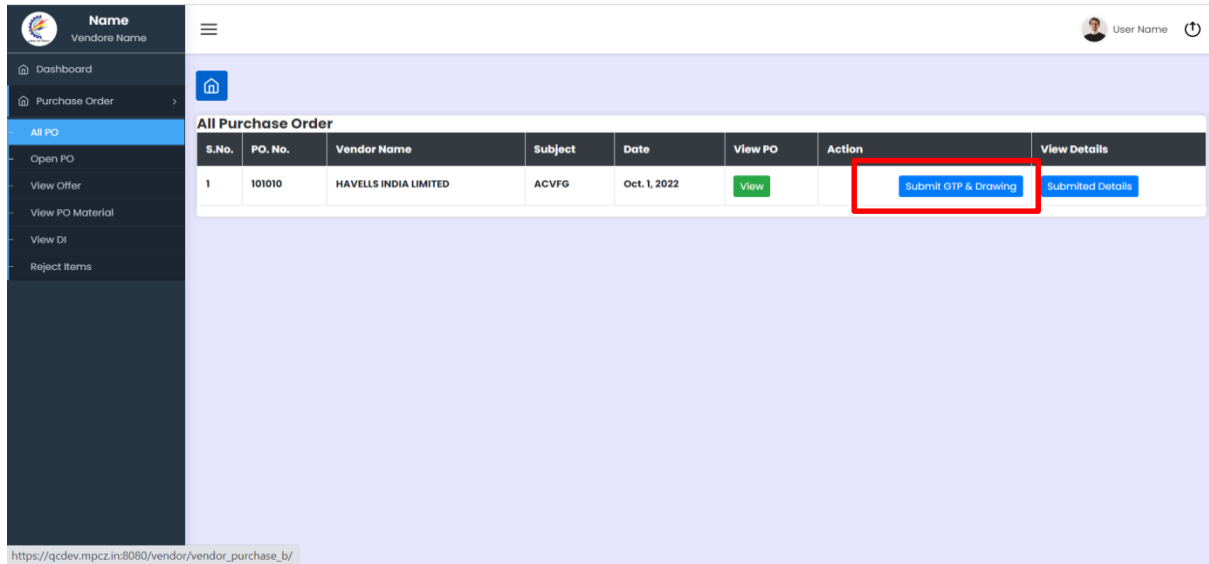
User Name

All Purchase Order

S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	101010	HAVELLS INDIA LIMITED	ACVFG	Oct. 1, 2022	View	Submit GTP & Drawing	Submitted Details

[https://qcdev.mpcz.in:8080/vendor/vendor\\_purchase\\_b/](https://qcdev.mpcz.in:8080/vendor/vendor_purchase_b/)

4) All Purchase order page will open. Click on submit GTP & Drawing

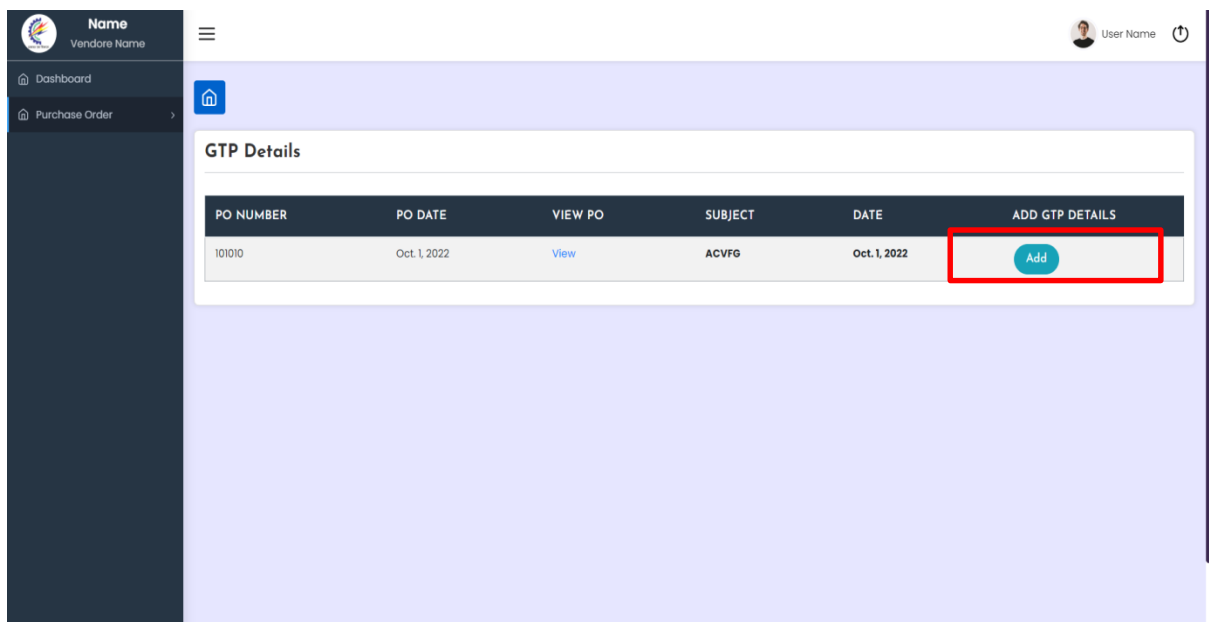


The screenshot displays the 'All Purchase Order' page. On the left is a sidebar with navigation options: Dashboard, Purchase Order, All PO (selected), Open PO, View Offer, View PO Material, View DI, and Reject Items. The main content area shows a table titled 'All Purchase Order' with the following data:

S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	101010	HAVELLS INDIA LIMITED	ACVFG	Oct. 1, 2022	<a href="#">View</a>	<a href="#">Submit GTP &amp; Drawing</a>	<a href="#">Submitted Details</a>

The 'Submit GTP & Drawing' button is highlighted with a red rectangle. The URL at the bottom of the page is [https://qcdev.mpcz.in:8080/vendor/vendor\\_purchase\\_b/](https://qcdev.mpcz.in:8080/vendor/vendor_purchase_b/).

5) Click on Add button for add GTP Details

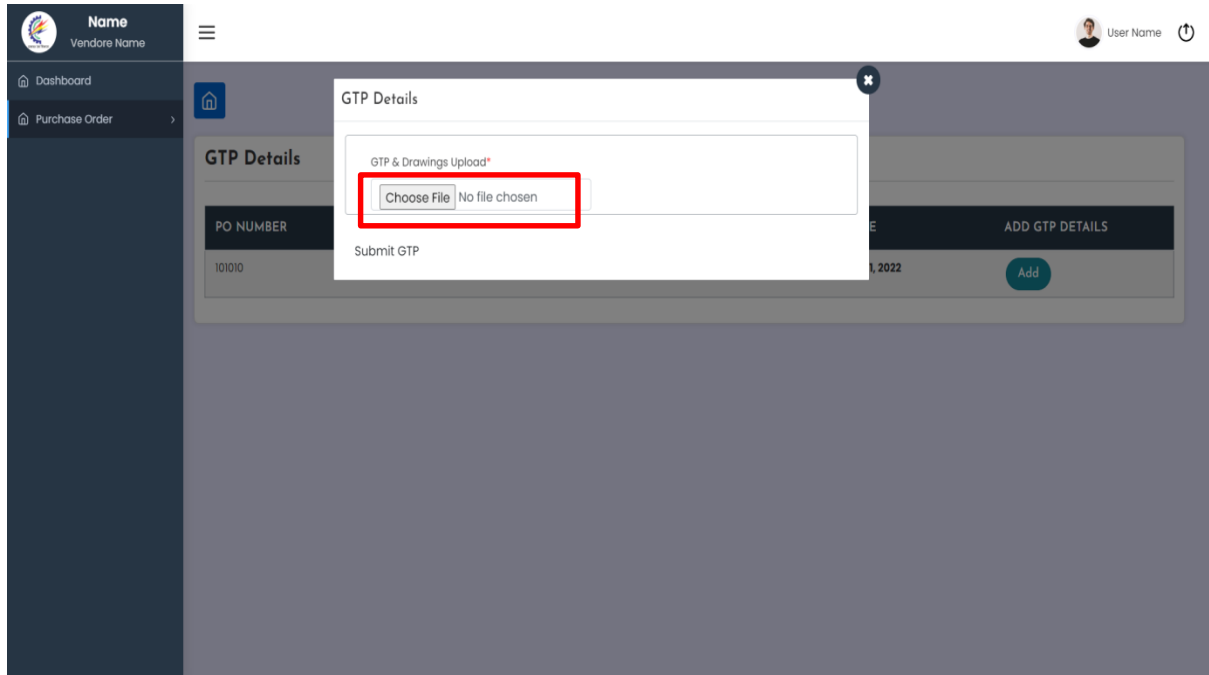


The screenshot displays the 'GTP Details' page. The sidebar is the same as in the previous screenshot. The main content area shows a table titled 'GTP Details' with the following data:

PO NUMBER	PO DATE	VIEW PO	SUBJECT	DATE	ADD GTP DETAILS
101010	Oct. 1, 2022	<a href="#">View</a>	ACVFG	Oct. 1, 2022	<a href="#">Add</a>

The 'Add' button is highlighted with a red rectangle.

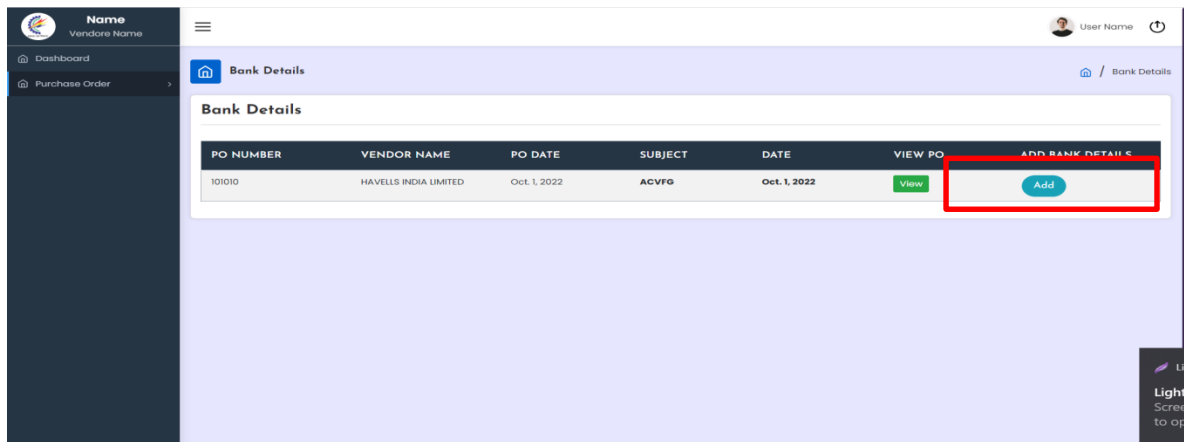
6) Upload the files for GTP Details click on submit GTP Button



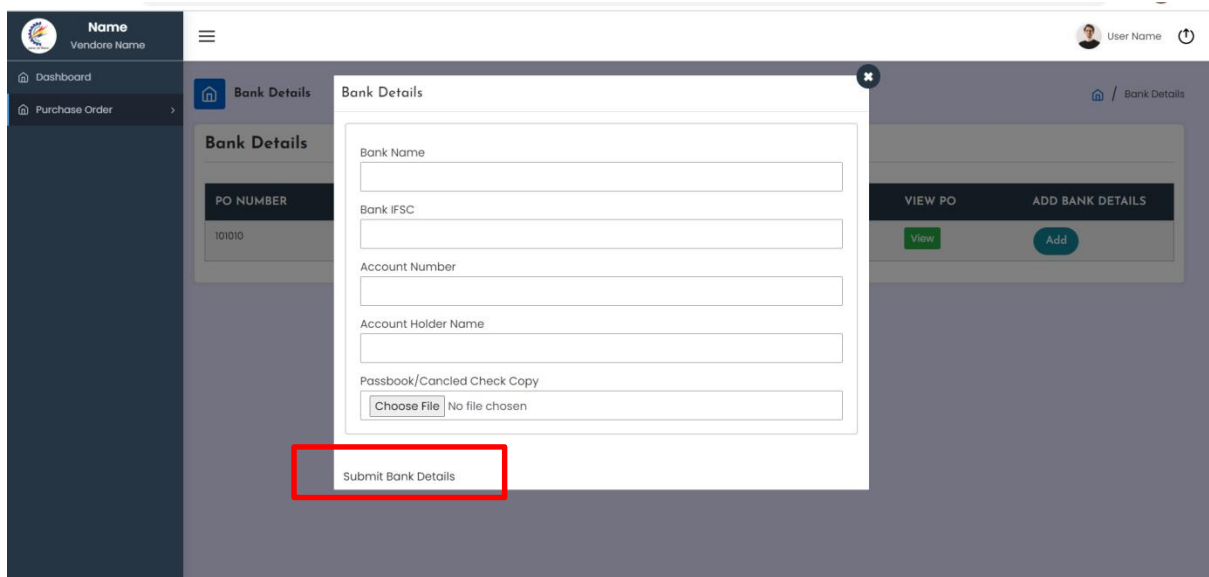
7) GTP file will upload and ready for approval



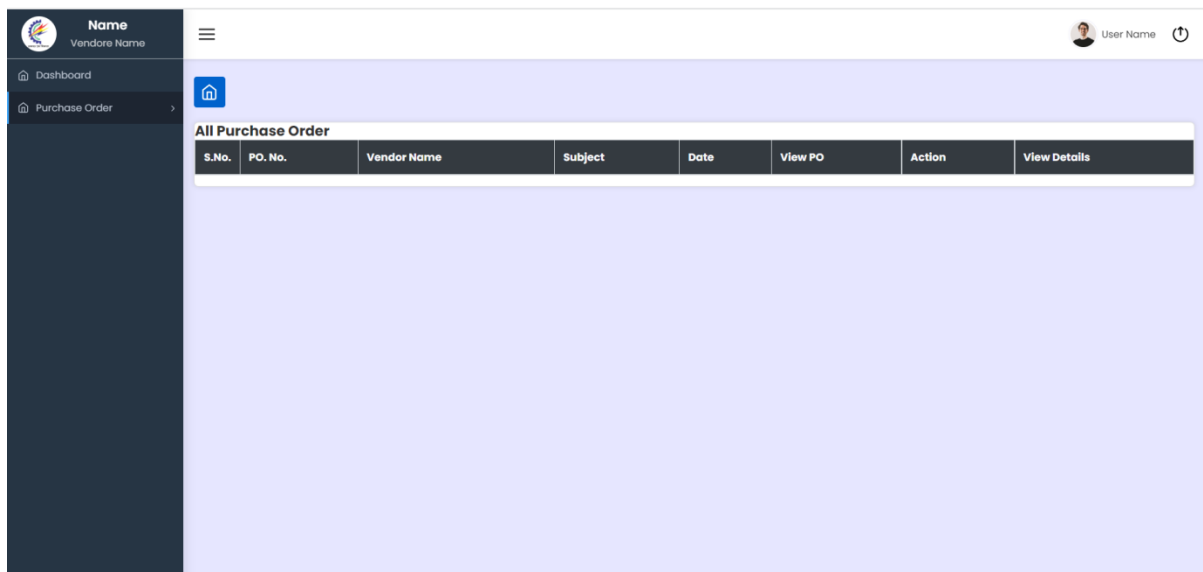
9)click on add button for adding banking details



10)fill the bank details ,upload the file and click on submit bank details button

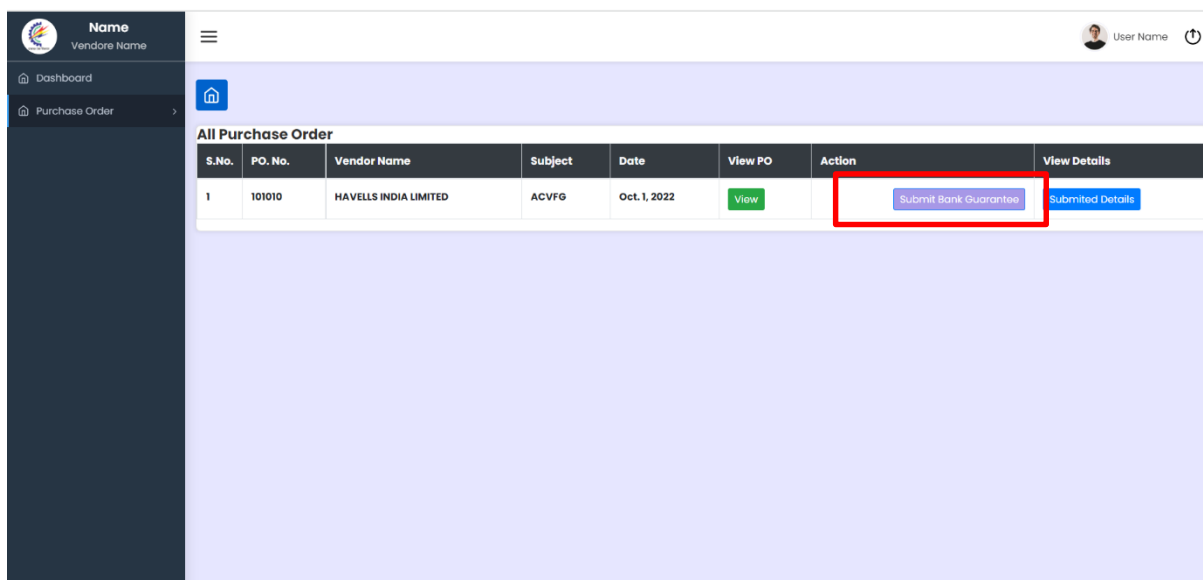


11) Bank details will add and ready for approval

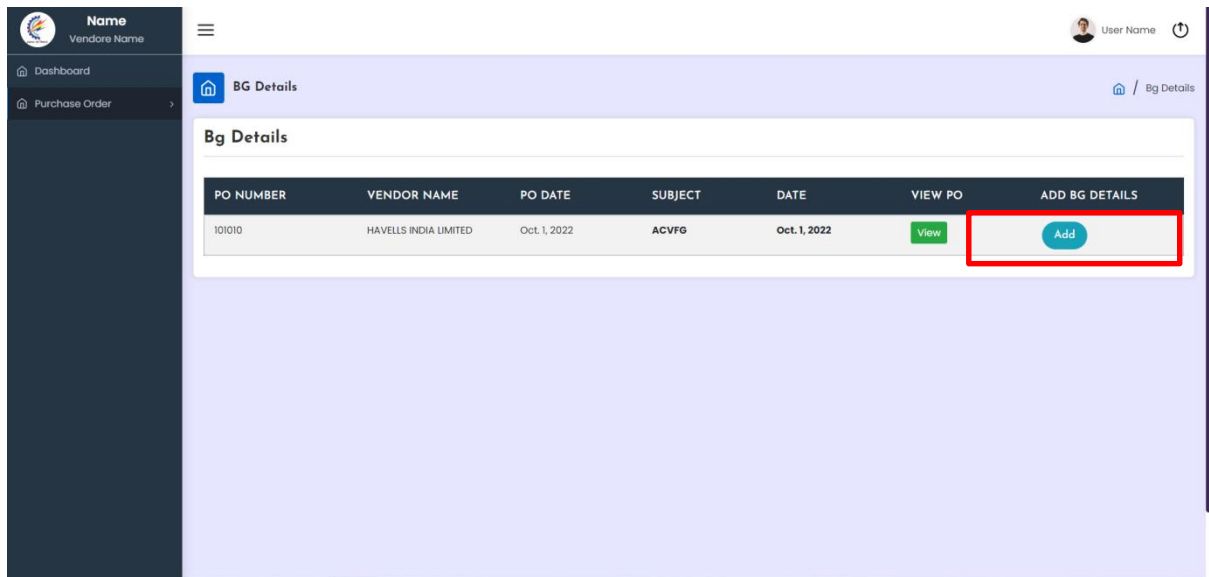


After getting approval from officer side . user will submit the bank guarantee

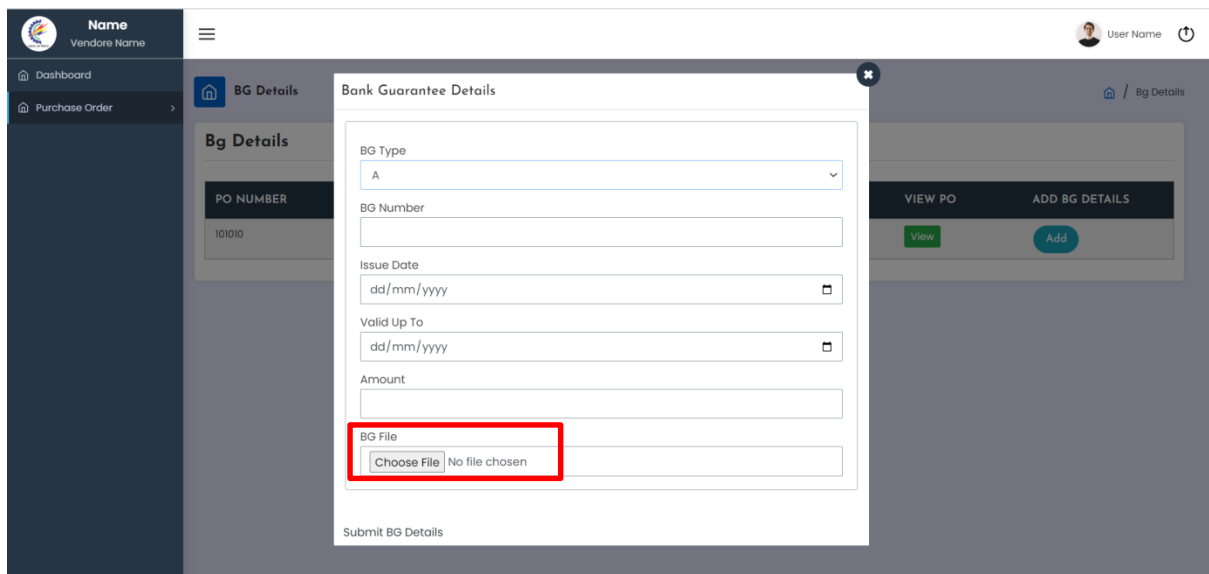
12) Click on” submit bank Guarantee” button for adding the bank Guarantee details



13) Click on “Add “ button for adding BG details



14) Fill all the required details and click on the submit BG button





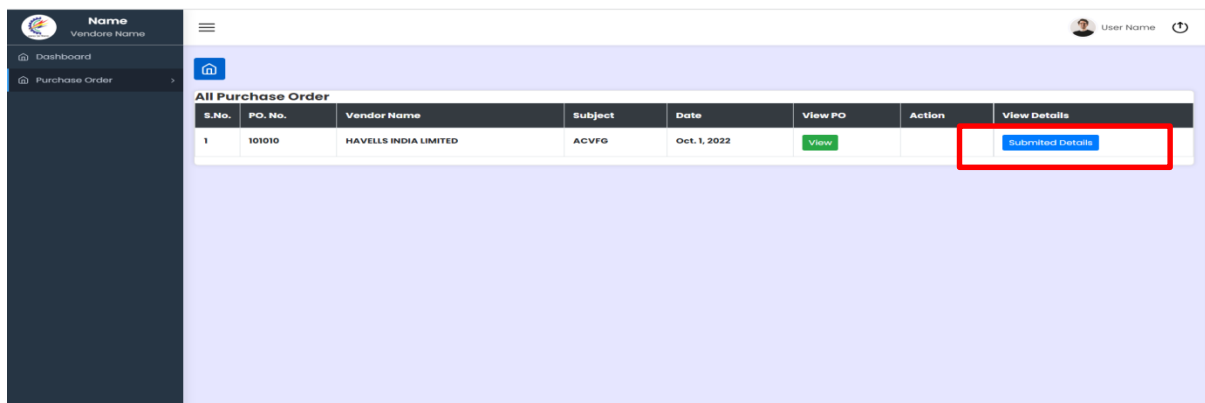
15)Details will add successfully



The screenshot shows a web application interface for managing purchase orders. The left sidebar contains a logo and the text 'Name Vendore Name'. The main header area includes a hamburger menu icon, a home icon, and a user profile section with 'User Name' and a clock icon. The main content area is titled 'All Purchase Order' and contains a table with the following columns: S.No., PO. No., Vendor Name, Subject, Date, View PO, Action, and View Details. The table is currently empty.

S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
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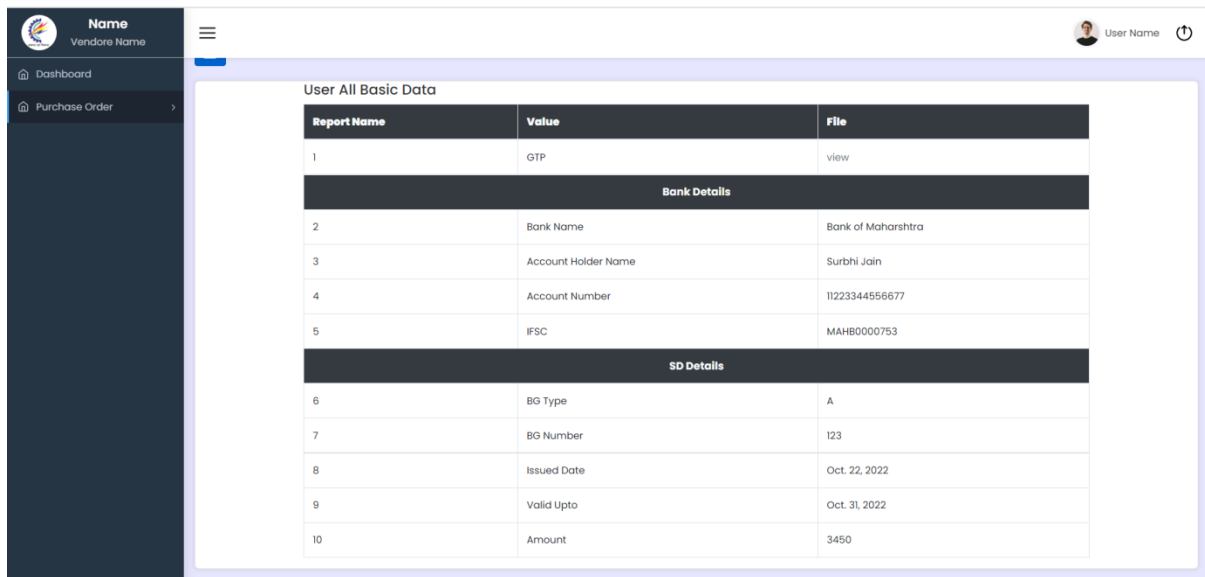
16)Go to All purchase Order and click on Submitted details



The screenshot shows the same web application interface as before, but now the table contains one row of data. The 'View Details' column for this row contains a link labeled 'Submitted Details', which is highlighted with a red box.

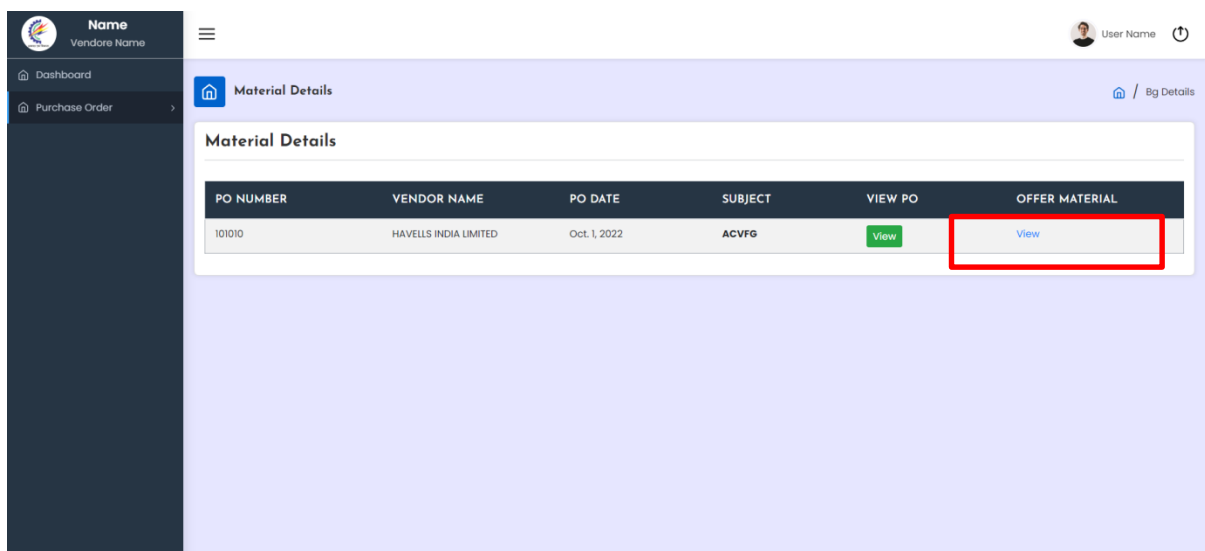
S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	101010	HAVELLS INDIA LIMITED	ACVFG	Oct. 1, 2022	<a href="#">View</a>		<a href="#">Submitted Details</a>

17)After clicking on the submitted details button all basic data page will open and all the details will display which is uploaded by user



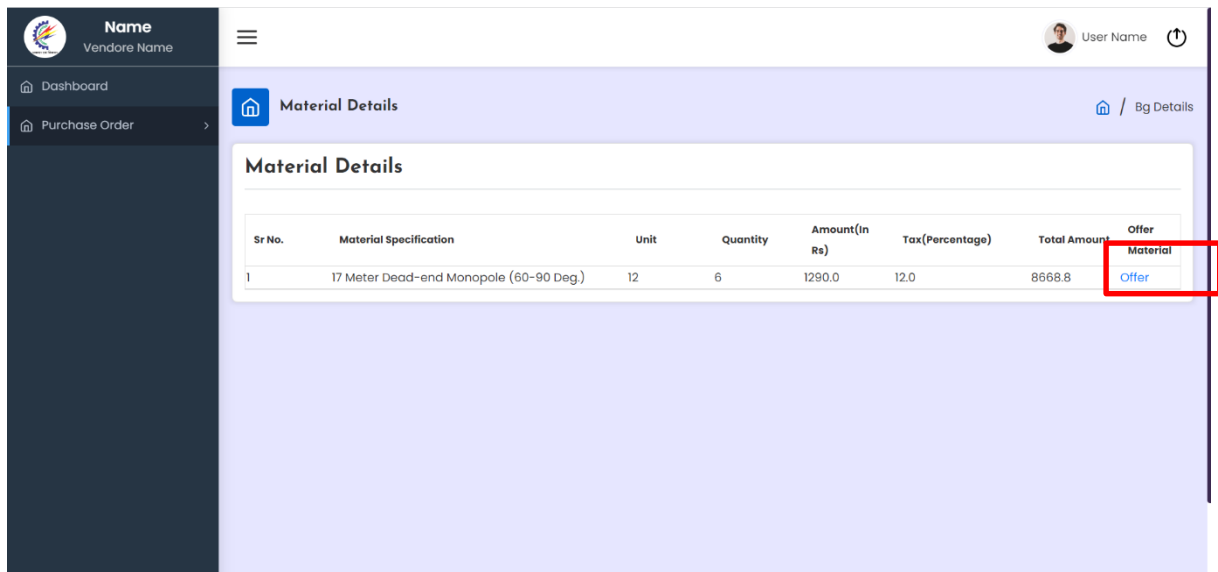
Report Name	Value	File
1	GTP	view
<b>Bank Details</b>		
2	Bank Name	Bank of Maharashtra
3	Account Holder Name	Surbhi Jain
4	Account Number	11223344556677
5	IFSC	MAHB0000753
<b>SD Details</b>		
6	BG Type	A
7	BG Number	123
8	Issued Date	Oct. 22, 2022
9	Valid Upto	Oct. 31, 2022
10	Amount	3450

18)After getting approval from the officer side click on the Materials detail  
From the side bar material detail page will open click on the view link



PO NUMBER	VENDOR NAME	PO DATE	SUBJECT	VIEW PO	OFFER MATERIAL
101010	HAVELLS INDIA LIMITED	Oct. 1, 2022	ACVFG	<a href="#">View</a>	<a href="#">View</a>

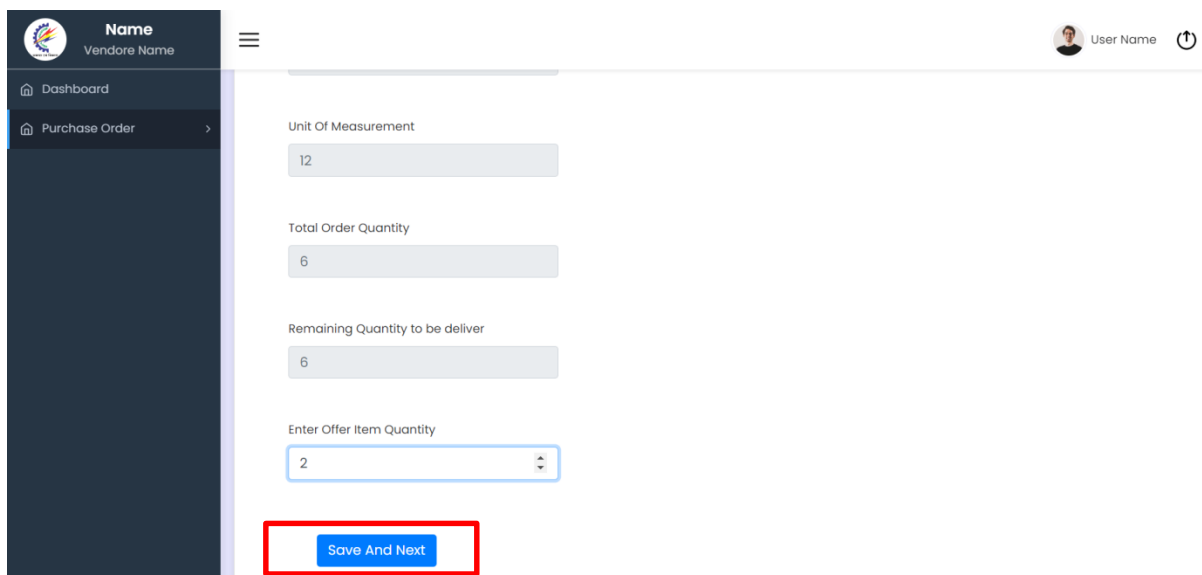
19)After clicking on view link list of materials will display click on “offer ” link



The screenshot shows the 'Material Details' page. The table contains the following data:

Sr No.	Material Specification	Unit	Quantity	Amount(In Rs)	Tax(Percentage)	Total Amount	Offer Material
1	17 Meter Dead-end Monopole (60-90 Deg.)	12	6	1290.0	12.0	8668.8	<a href="#">Offer</a>

20) Material offer page will open fill the required field click on save and next button



The screenshot shows the 'Material Offer' page with the following fields and values:

- Unit Of Measurement: 12
- Total Order Quantity: 6
- Remaining Quantity to be deliver: 6
- Enter Offer Item Quantity: 2

A red box highlights the 'Save And Next' button at the bottom of the form.

21)next page will open for material offer fill the details and click on offer material

**Name**  
Vendore Name

Dashboard  
Purchase Order

Material Specification: 17 Meter Dead-end Monopole (60-90 Deg.)

Unit Of Measurement: 12

Upload Routine Test Report: Choose File No file chosen

Total Order Quantity: 6

Offer Item Quantity: 2

Upload CSV For Bulk Quantity: Choose File No file chosen

Serial No	Item Serial No
1	Enter Offer Item Serial No
2	Enter Offer Item Serial No

**Offer Material**

Message will display “Material offered successfully”

**Name**  
Vendore Name

Dashboard  
Purchase Order

**Material Details**


Material Details

PO NUMBER	VENDOR NAME	PO DATE	SUBJECT	VIEW PO	OFFER MATERIAL
0101010	SKIPPER LIMITED	Nov. 1, 2022	Test	<a href="#">View</a>	<a href="#">View</a>

Material offered successfully

Again click on view link

After offering the certain number of material remaining quantity will get change

Name  
Vendore Name

Dashboard

Purchase Order

Material Specification

17 Meter Dead-end Monopole (60-90 Deg.)

Unit Of Measurement

12

Total Order Quantity

6


Remaining Quantity to be deliver

4

Enter Offer Item Quantity

Enter Offer Item Quantity

User Name

Name  
Vendore Name

Dashboard

Purchase Order

Material Offer

Material Specification

17 Meter Dead-end Monopole (60-90 Deg.)

Unit Of Measurement

12

Upload Routine Test Report

Choose File No file chosen

Total Order Quantity

6

Offer Item Quantity


2

Upload CSV For Bulk Quantity

Choose File No file chosen

Serial No	Item Serial No
1	Enter Offer Item Serial No
2	Enter Offer Item Serial No

User Name

Name  
Vendore Name

Dashboard

Purchase Order


Material Details

Material Details

PO NUMBER	VENDOR NAME	PO DATE	SUBJECT	VIEW PO	OFFER MATERIAL
0101010	SKIPPER LIMITED	Nov. 1, 2022	Test	<a href="#">View</a>	<a href="#">View</a>

Material offered successfully

Home / Bg Details

Name  
Vendore Name

Dashboard

Purchase Order

User Name

Unit Of Measurement

12

Total Order Quantity

6


Remaining Quantity to be deliver

2

Enter Offer Item Quantity

Enter Offer Item Quantity

Save And Next

Name  
Vendore Name

Dashboard

Purchase Order

User Name

Material Offer

Material Specification

17 Meter Dead-end Monopole (60-90 Deg.)

Unit Of Measurement

12

Upload Routine Test Report

Choose File No file chosen

Total Order Quantity

6

Offer Item Quantity


2

Upload CSV For Bulk Quantity

Choose File No file chosen


Serial No	Item Serial No
1	Enter Offer Item Serial No
2	Enter Offer Item Serial No



After offering all the materials status will display “already offered”

**Name**  
Vendore Name

[Dashboard](#)

[Purchase Order](#)



User Name

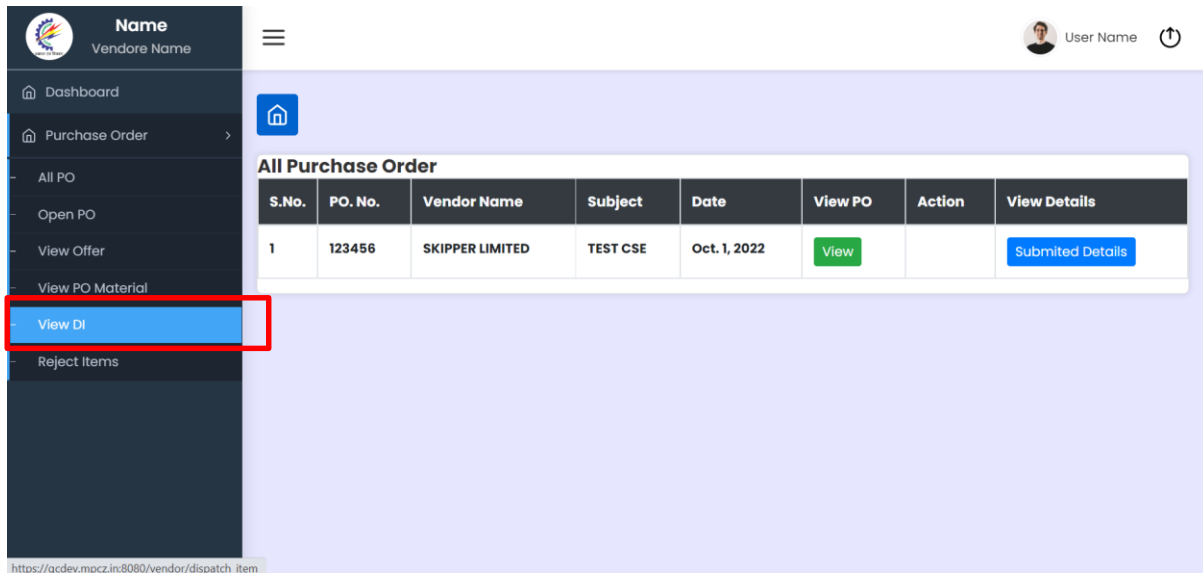
[Material Details](#)[Bg Details](#)

### Material Details

Sr No.	Material Specification	Unit	Quantity	Amount(In Rs)	Tax(Percentage)	Total Amount	Offer Material
1	17 Meter Dead-end Monopole (60-90 Deg.)	12	6	1290.0	12.0	8668.8	Already offered

## After DI Created, Dispatch material from vendor side

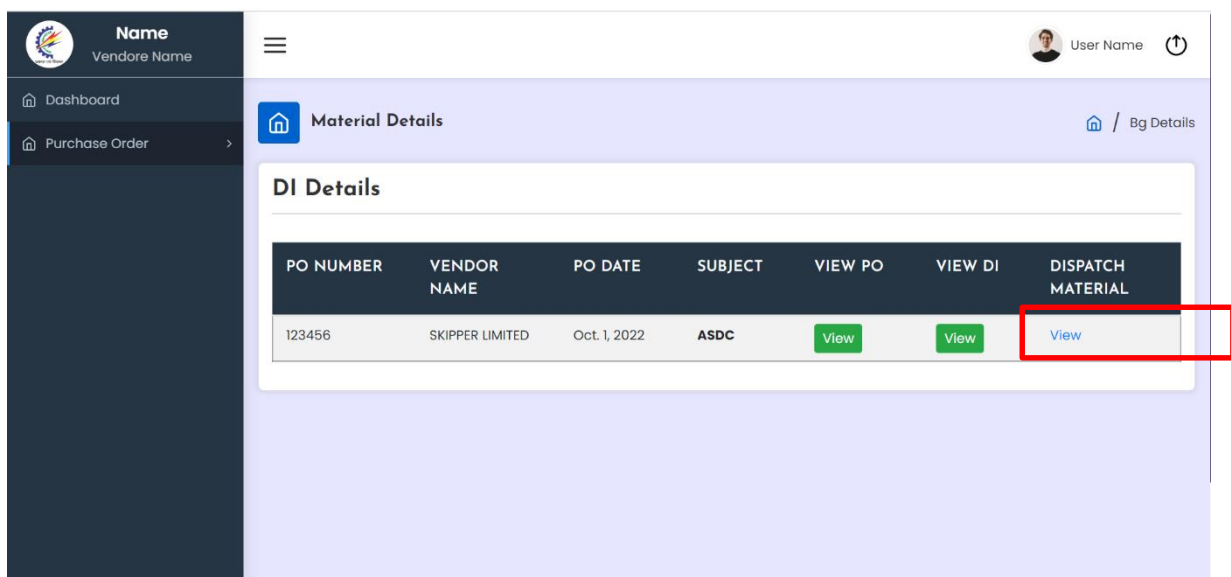
22)after getting approval from officer side vendor will click on view DI



The screenshot shows the Vendor Dashboard interface. On the left sidebar, the 'View DI' option is highlighted with a red box. The main content area displays a table titled 'All Purchase Order' with columns: S.No., PO. No., Vendor Name, Subject, Date, View PO, Action, and View Details. A single row is visible with PO No. 123456, Vendor Name SKIPPER LIMITED, Subject TEST CSE, and Date Oct. 1, 2022. The 'View PO' button is green, and the 'View Details' button is blue.

S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	123456	SKIPPER LIMITED	TEST CSE	Oct. 1, 2022	<a href="#">View</a>		<a href="#">Submitted Details</a>

23)click on view link for dispatch material



The screenshot shows the 'Material Details' page. The sidebar on the left is dark, and the main content area is light blue. The page title is 'Material Details'. Below it, there is a section titled 'DI Details' containing a table with columns: PO NUMBER, VENDOR NAME, PO DATE, SUBJECT, VIEW PO, VIEW DI, and DISPATCH MATERIAL. A single row is visible with PO NUMBER 123456, VENDOR NAME SKIPPER LIMITED, PO DATE Oct. 1, 2022, SUBJECT ASDC, and buttons for 'View' (green) for both VIEW PO and VIEW DI. The 'DISPATCH MATERIAL' column has a blue 'View' link, which is highlighted with a red box.

PO NUMBER	VENDOR NAME	PO DATE	SUBJECT	VIEW PO	VIEW DI	DISPATCH MATERIAL
123456	SKIPPER LIMITED	Oct. 1, 2022	ASDC	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>



24) After clicking the view this page is open , click on the view

The screenshot shows a web application interface with a dark sidebar on the left containing 'Dashboard' and 'Purchase Order' links. The main content area is titled 'DI Details' and contains a table with the following data:

Sr No.	Material Specification	Quantity	Area Store Name	Enter Material
1	17 Meter Dead-end Monopole (60-90 Deg.)	1	Bhopal	<b>View</b>
2	17 Meter Dead-end Monopole (60-90 Deg.)	1	Shahdol	View
3	17 Meter Dead-end Monopole (60-90 Deg.)	1	Jabalpur	View
4	17 Meter Dead-end Monopole (60-90 Deg.)	1	Bhopal	View
5	17 Meter Dead-end Monopole (60-90 Deg.)	1	Area Store Guna	View
6	17 Meter Dead-end Monopole (60-90 Deg.)	1	Sagar	View

25)After click on the view button,fill all the details and click on save & Next

The screenshot shows a web application interface with a dark sidebar on the left containing 'Dashboard' and 'Purchase Order' links. The main content area is titled 'Material Offer' and contains the following form fields:

- Material Specification: 17 Meter Tension (Double Susp)
- Order Quantity: 1
- Enter Offer Item Quantity: 1

At the bottom of the form, there is a blue button labeled 'Save And Next' which is highlighted with a red box.

26)after clicking save and next , fill the required details and click on offer material button

The screenshot shows a vendor portal interface. On the left is a dark sidebar with a logo and navigation links: 'Dashboard' and 'Purchase Order'. The main content area is titled 'Material Offer'. It contains several input fields: 'Material Specification' with the text '17 Meter Dead-end Monopole (60-90 Deg.)', 'Offer Item Quantity' with the value '1', 'Upload Routine Test Report' with a 'Choose File' button and 'No file chosen' text, and 'Upload CSV For Bulk Quantity' with a 'Choose File' button and 'No file chosen' text. Below these is a table with two columns: 'Serial No' and 'Item Serial No'. The first row has '1' in the first column and '12' in the second column. At the bottom right of the form, there is a green button labeled 'Offer Material' which is highlighted with a red rectangular border.

Serial No	Item Serial No
1	12

27)after clicking on offer material button list of vendor will vanish

The screenshot shows the 'DI Details' page in the vendor portal. The sidebar is the same as in the previous image. The main content area has a header 'DI Details' with a home icon and a breadcrumb 'Bg Details'. Below the header is a table with the following columns: 'Sr No.', 'Material Specification', 'Quantity', 'Area Store Name', and 'Enter Material'. The table is currently empty.

Sr No.	Material Specification	Quantity	Area Store Name	Enter Material
--------	------------------------	----------	-----------------	----------------