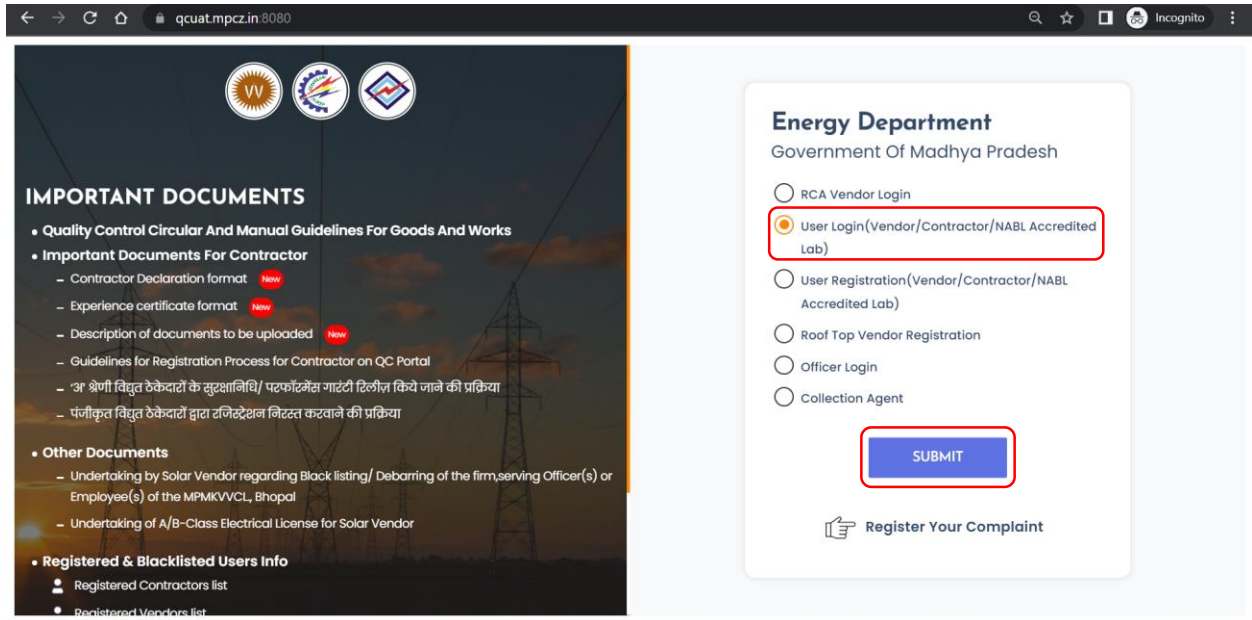


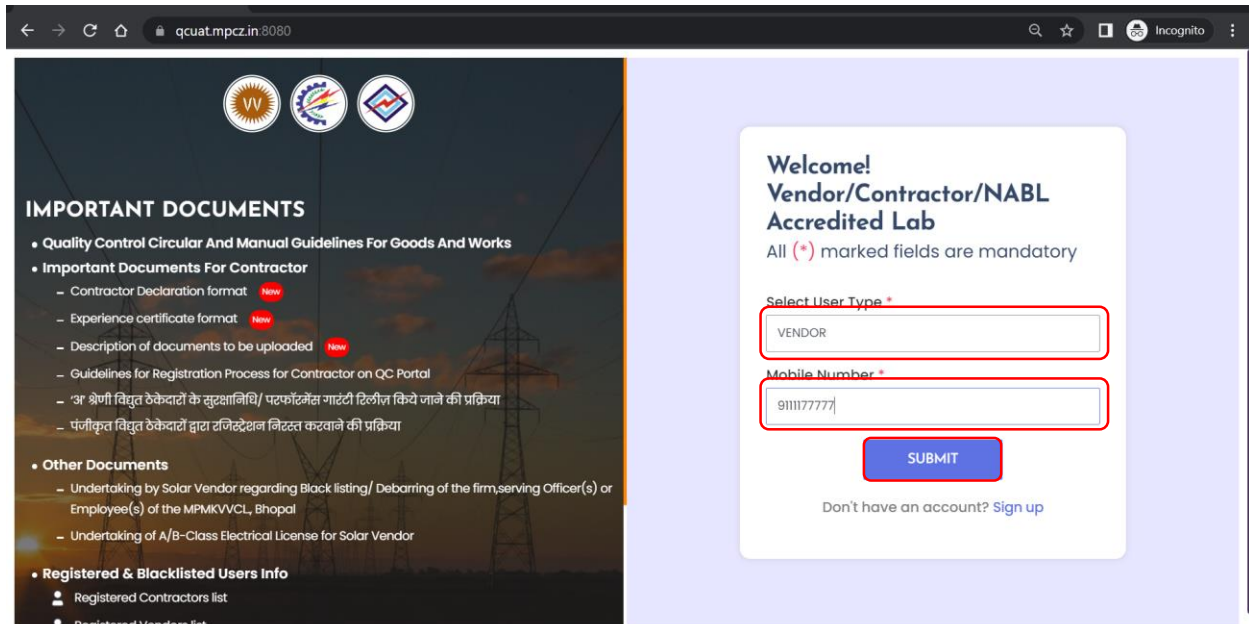
# SOP for Central Purchase Order Vendor Side

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

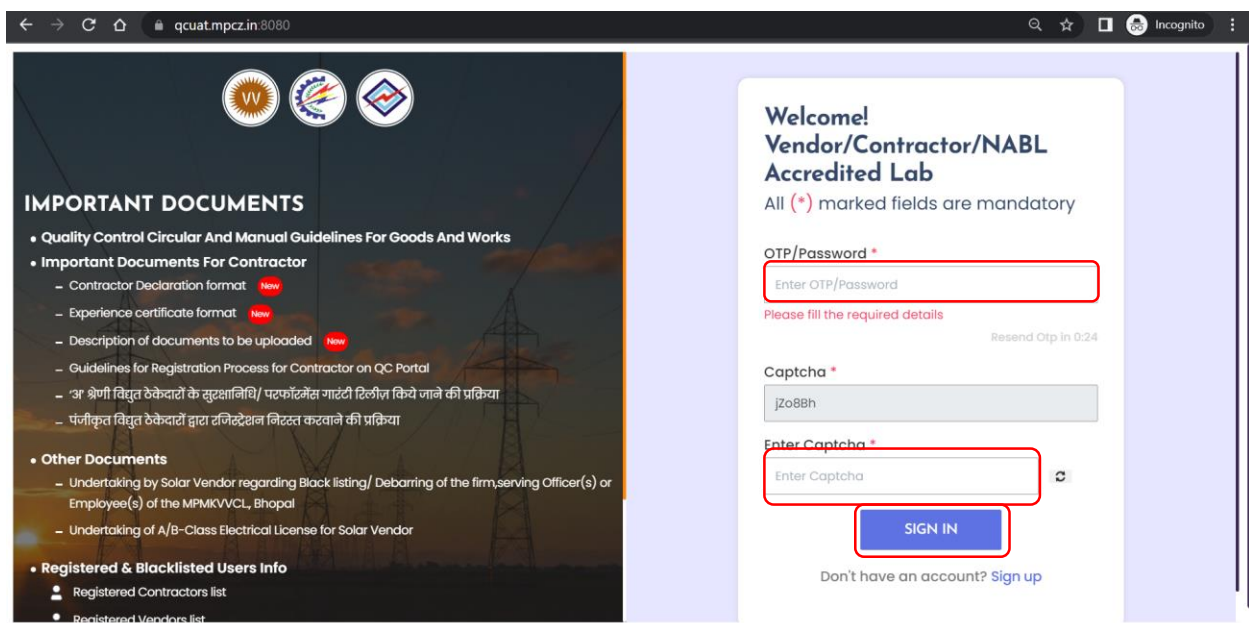


The screenshot displays the Quality Control Portal (qcportal.mpcz.in) interface. On the left, there is a sidebar with the title "IMPORTANT DOCUMENTS" and a list of documents for contractors, including "Quality Control Circular And Manual Guidelines For Goods And Works" and "Important Documents For Contractor". The main content area on the right is titled "Energy Department" and "Government Of Madhya Pradesh". It contains a list of login and registration options: "RCA Vendor Login", "User Login(Vendor/Contractor/NABL Accredited Lab)", "User Registration(Vendor/Contractor/NABL Accredited Lab)", "Roof Top Vendor Registration", "Officer Login", and "Collection Agent". The "User Login(Vendor/Contractor/NABL Accredited Lab)" option is selected and highlighted with a red box. Below the list is a blue "SUBMIT" button, also highlighted with a red box. At the bottom, there is a link to "Register Your Complaint".

2. “Select user type” and Enter registered mobile number and click on “submit button”



3. Than user will get the otp and enter the Captcha and click on “SIGN IN” button



4. Vendor's Dashboard page will open click on PO from side bar

Vendor

Dashboard

Vendor

**Purchase Order**

Material Details

Logout

Basic Details

S.No.	Report Name	Value
1	Type of Company/Firm	Partnership
2	Authorised Person Name	Alesh Santre
3	Company/Firm Name	Amity Power Products Pvt.Ltd.
4	Contact Number	9111177777
5	Email ID	appl2015@yahoo.com
6	User Type	VENDOR
7	Registration Certificate	CZV0003234119

5. Click on All Purchase order

Name

Vendore Name

Dashboard

Purchase Order

**All PO**

Open PO

View Offer

View PO Material

View DI

Reject Items

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	<a href="#">View</a>	<a href="#">Submit GTP &amp; Drawing</a>	<a href="#">Submitted Details</a>

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

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

**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	<a href="#">View</a>	<a href="#">Submit GTP &amp; Drawing</a>	<a href="#">Submitted Details</a>

https://qcdev.mpcz.in:8080/vendor/vendor\_purchase\_b/

7. Click on Add button for add GTP Details

**GTP Details**

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>

8. Upload the files for GTP Details click on submit GTP Button

**GTP Details**

GTP & Drawings Upload\*

Choose File No file chosen

Submit GTP

**GTP Details**

PO NUMBER

101010

ADD GTP DETAILS

Add

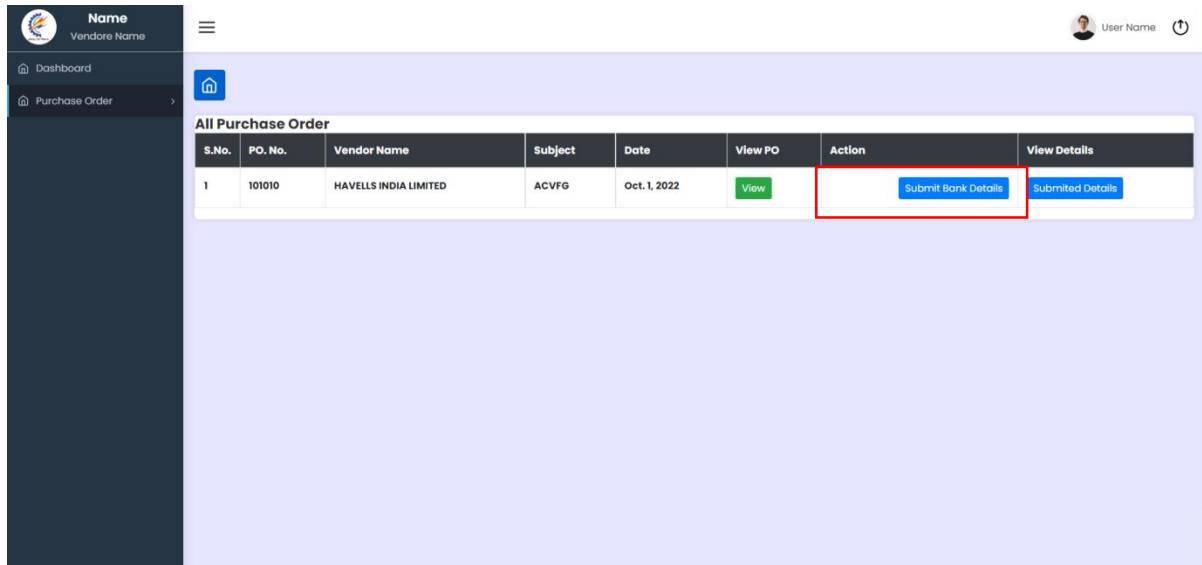
## 9. GTP file will upload and ready for approval

**All Purchase Order**

S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	4041	Arihant Transformers	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.	Aug. 16, 2022	<a href="#">View</a>	<a href="#">Submit GTP &amp; Drawing</a>	<a href="#">Submitted Details</a>

**Note:-After getting approval from officer side . user will submit the bank details**

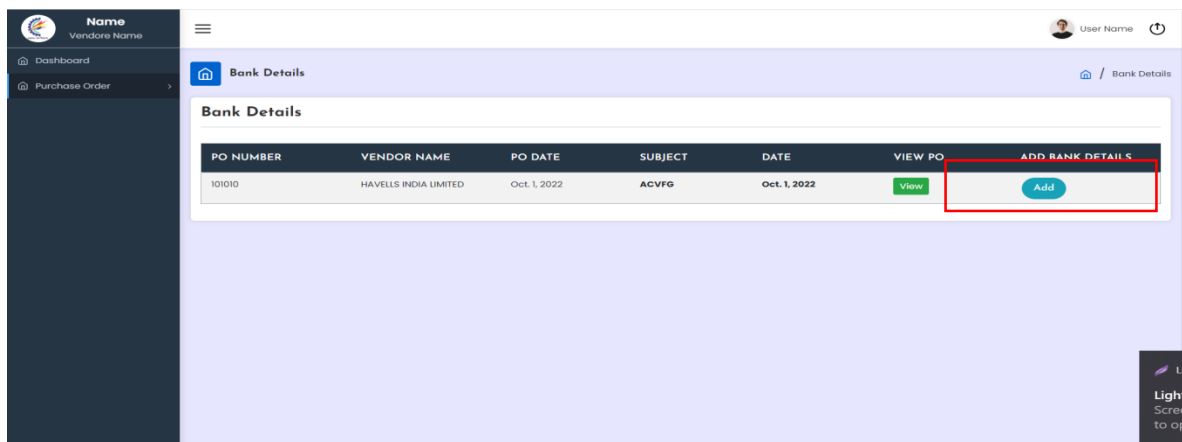
10.click on All PO for bank details submission and click on submit bank details button



The screenshot shows a web application interface. On the left is a dark sidebar with a logo and the text 'Name Vendore Name'. Below it are links for 'Dashboard' and 'Purchase Order'. The main area has a light blue header with a user profile icon and 'User Name'. Below the header is a table titled 'All Purchase Order'. The table has columns: S.No., PO. No., Vendor Name, Subject, Date, View PO, Action, and View Details. The first row contains the data: 1, 101010, HAVELLS INDIA LIMITED, ACVFG, Oct. 1, 2022, a green 'View' button, a blue 'Submit Bank Details' button (highlighted with a red rectangle), and a blue 'Submitted Details' button.

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 Bank Details</a>	<a href="#">Submitted Details</a>

11. Click on add button for adding banking details



The screenshot shows the same web application interface, but now the 'Bank Details' section is active. The sidebar has a 'Bank Details' link. The main area has a light blue header with a user profile icon and 'User Name'. Below the header is a table titled 'Bank Details'. The table has columns: PO NUMBER, VENDOR NAME, PO DATE, SUBJECT, DATE, VIEW PO, and ADD BANK DETAILS. The first row contains the data: 101010, HAVELLS INDIA LIMITED, Oct. 1, 2022, ACVFG, Oct. 1, 2022, a green 'View' button, and a blue 'Add' button (highlighted with a red rectangle).

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

12. Fill the bank details ,upload the file and click on submit bank details button

The screenshot shows a web application interface with a dark sidebar on the left containing 'Dashboard' and 'Purchase Order' links. The main content area has a 'Bank Details' section with a 'PO NUMBER' of '101010'. A modal form titled 'Bank Details' is open, containing the following fields: 'Bank Name', 'Bank IFSC', 'Account Number', 'Account Holder Name', and 'Passbook/Canceled Check Copy' (with a 'Choose File' button and 'No file chosen' text). A red rectangle highlights the 'Submit Bank Details' button at the bottom of the modal. In the background, there are buttons for 'VIEW PO' and 'ADD BANK DETAILS'.

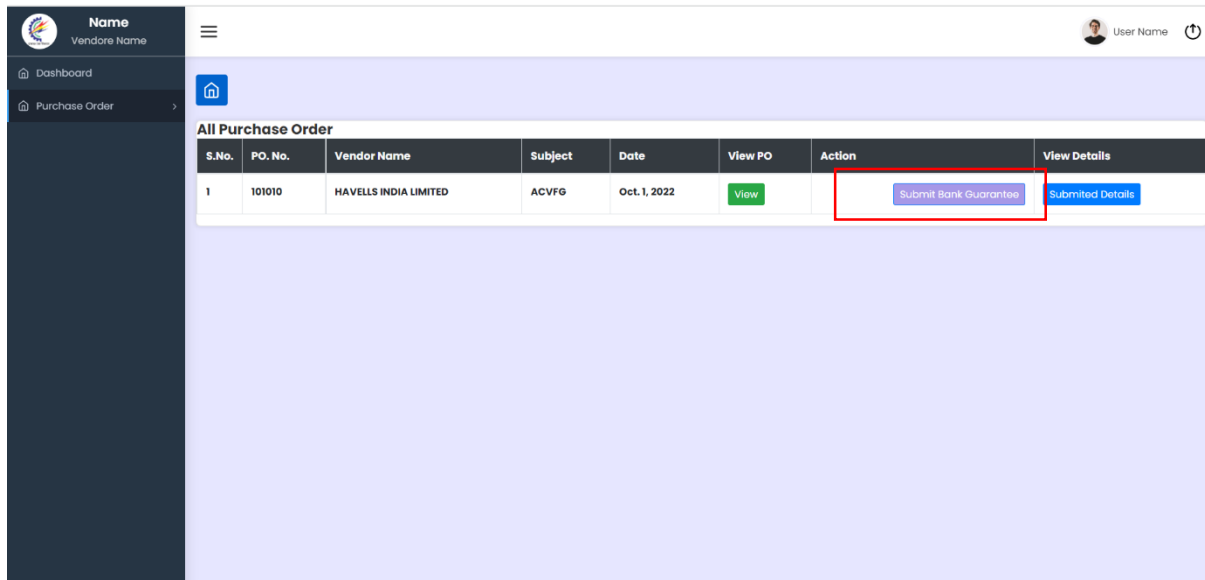
13. Bank details will add and ready for approval

The screenshot shows the 'All Purchase Order' table in the web application. The table has a light blue header and a white body. The columns are: 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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After getting approval from officer side . user will submit the bank guarantee

14. Click on "submit bank Guarantee" button for adding the bank Guarantee details

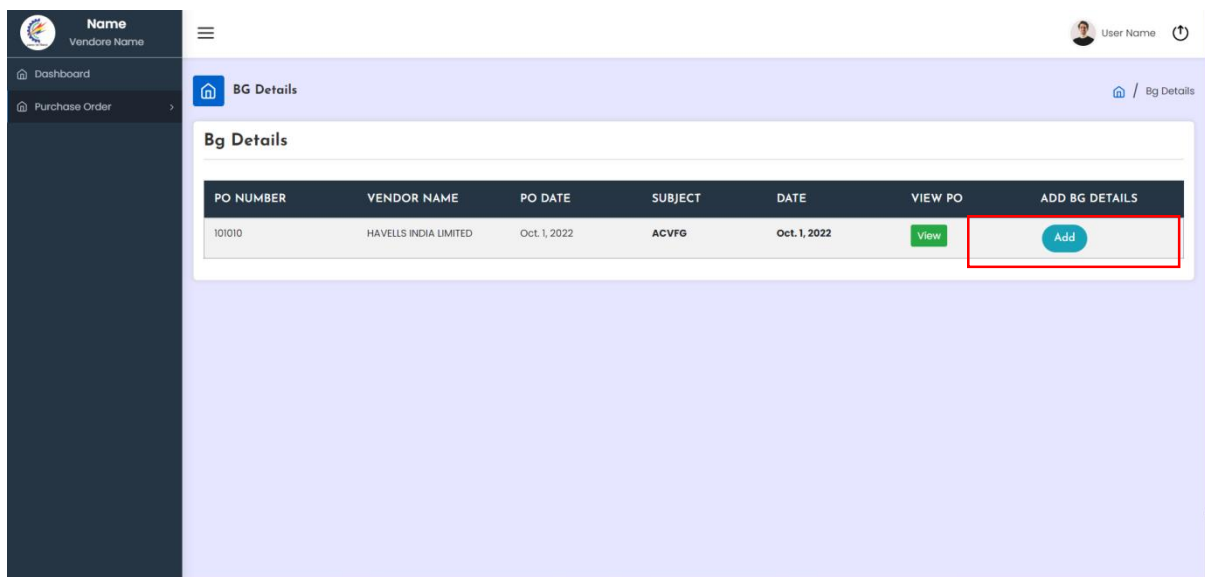


The screenshot shows a web application interface. On the left is a dark sidebar with a logo and the text "Name Vendore Name". Below it are links for "Dashboard" and "Purchase Order". The main header area includes a user profile icon and the text "User Name". The main content area is titled "All Purchase Order" and contains a table 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 Bank Guarantee</a>	<a href="#">Submitted Details</a>

The "Submit Bank Guarantee" button in the Action column is highlighted with a red rectangle.

15. Click on "Add " button for adding BG details



The screenshot shows the same web application interface, but the main content area is titled "Bg Details". It contains a table with the following data:

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

The "Add" button in the "ADD BG DETAILS" column is highlighted with a red rectangle.



16. Fill all the required details and click on the submit BG button

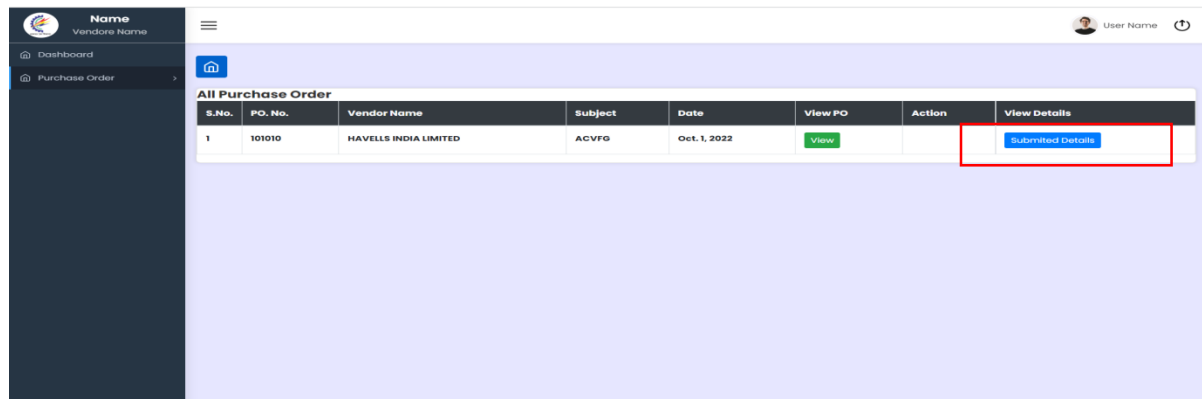
The screenshot shows a web application interface for adding Bank Guarantee (BG) details. The left sidebar contains a menu with 'Dashboard' and 'Purchase Order'. The main content area is titled 'Bg Details' and shows a 'PO NUMBER' of '101010'. A modal window titled 'Bank Guarantee Details' is open, containing the following fields: 'BG Type' (dropdown menu with 'A' selected), 'BG Number' (text input), 'Issue Date' (calendar icon), 'Valid Up To' (calendar icon), 'Amount' (text input), and 'BG File' (file upload button labeled 'Choose File' and 'No file chosen'). A 'Submit BG Details' button is at the bottom of the modal. In the background, there are buttons for 'VIEW PO' and 'ADD BG DETAILS'.

17. Details will add successfully

The screenshot shows the 'All Purchase Order' table in the web application. The table has the following columns: S.No., PO. No., Vendor Name, Subject, Date, View PO, Action, and View Details. The table is currently empty, showing only the header row.

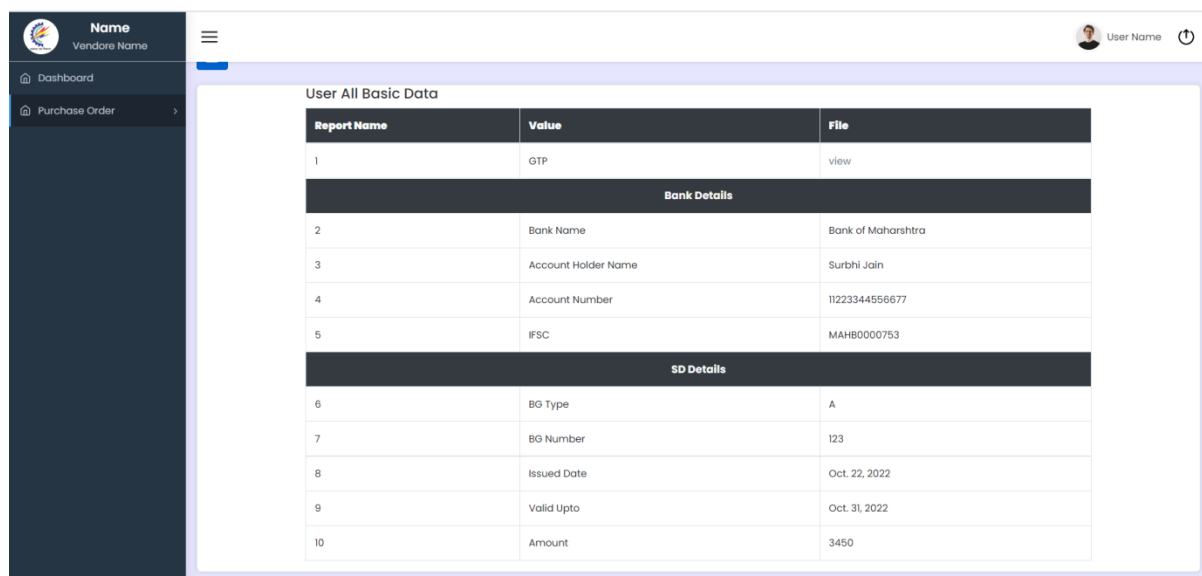
S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
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18. Go to All purchase Order and click on Submitted details



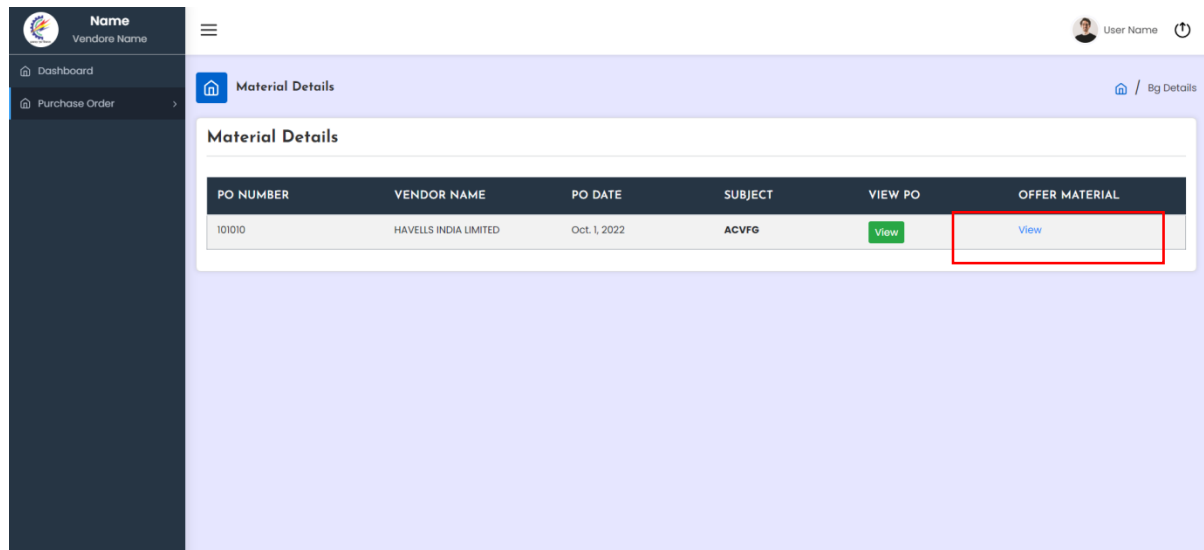
S.No.	PO. No.	Vendor Name	Subject	Date	View PO	Action	View Details
1	101010	HAVELLS INDIA LIMITED	ACVFG	Oct. 1, 2022	<a href="#">View</a>		<a href="#">Submitted Details</a>

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

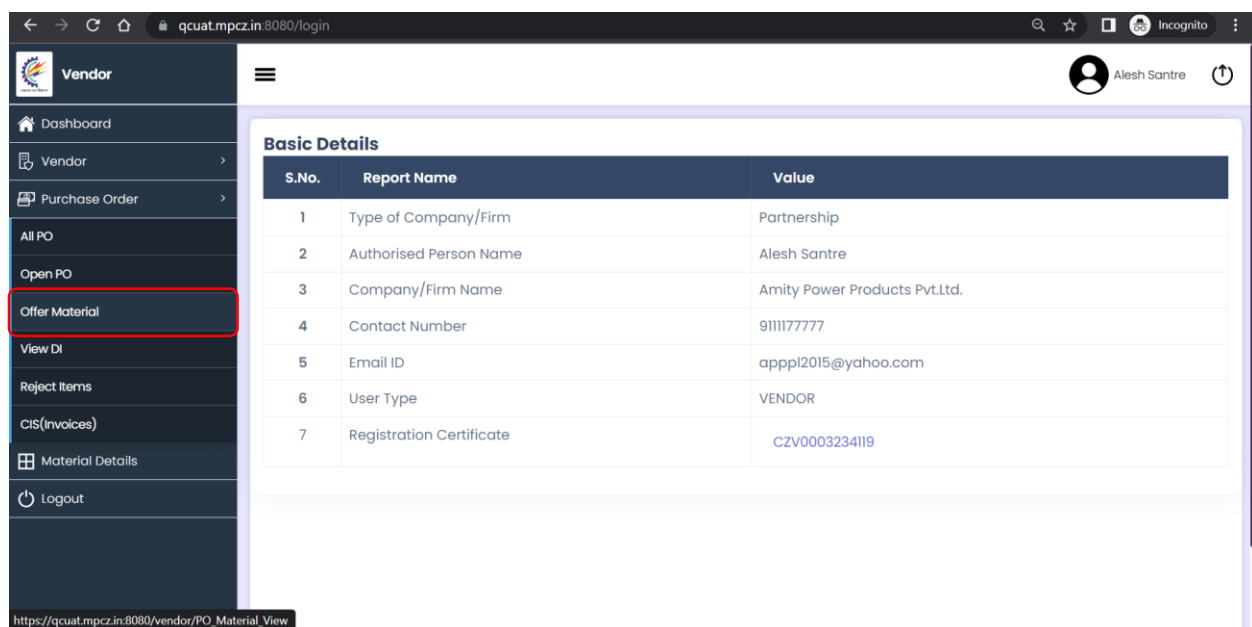


Report Name	Value	File
1	GTP	<a href="#">view</a>
Bank Details		
2	Bank Name	Bank of Maharashtra
3	Account Holder Name	Surbhi Jain
4	Account Number	11223344556677
5	IFSC	MAH80000753
SD Details		
6	BG Type	A
7	BG Number	123
8	Issued Date	Oct. 22, 2022
9	Valid Upto	Oct. 31, 2022
10	Amount	3450

20. 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



21. After clicking on view link list of materials will display click on “offer ”  
link



22. Material offer page will open fill the required field click on save and next button

The screenshot shows a web browser window with the URL `qcuat.mpcz.in:8080/vendor/single_material_offer/75`. The page is titled "Material Offer" and features a sidebar with navigation links: Dashboard, Vendor, Purchase Order, Material Details, and Logout. The main content area contains several input fields for material specifications:

- Material Specification:** `11kV/110 V , 3 phase residual (RVT) outdoor type`
- Unit Of Measurement:** `Meter`
- Total Order Quantity:** `12`
- Remaining Quantity To Be Deliver:** `12`
- Enter Offer Item Quantity:** `Enter Offer Item Quantity`

A red box highlights the "SAVE AND NEXT" button in the bottom right corner.

23. Fill all the details and click on "OFFER"

This screenshot shows the same "Material Offer" page, but with more fields filled out. The URL is `qcuat.mpcz.in:8080/vendor/vendor_dispatch_b2/75`. The sidebar and main content area are the same as in the previous screenshot, but with additional fields:

- Offer Item Quantity:** `2`
- Enter Serial No. \*:** `Serial no. From - To / Comma Separated`
- Date Of Readiness \*:** `mm/dd/yyyy`
- Upload Routine Test Report \*:** `Choose File` (No file chosen)

A green box highlights the "OFFER" button in the bottom right corner.

24. User got the message “Material offered successfully”

The screenshot shows a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains a logo and navigation links: Dashboard, Vendor, Purchase Order, Material Details, and Logout. The main content area has a header with a hamburger menu, a user profile icon, and a refresh icon. Below the header, the title "Material Detailss" is displayed. A table with six columns is shown: PO Number, Vendor Name, PO Date, Subject, View PO, and Offer Material. The table contains one row with the following data: PO Number 100100, Vendor Name Amity Power Products Pvt.Ltd., PO Date March 1, 2023, Subject PO-100100, View PO (VIEW button), and Offer Material (VIEW button). Below the table, a red-bordered box contains the text "Material offered successfully".

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Material Detailss

PO Number	Vendor Name	PO Date	Subject	View PO	Offer Material
100100	Amity Power Products Pvt.Ltd.	March 1, 2023	PO-100100	VIEW	VIEW

Material offered successfully