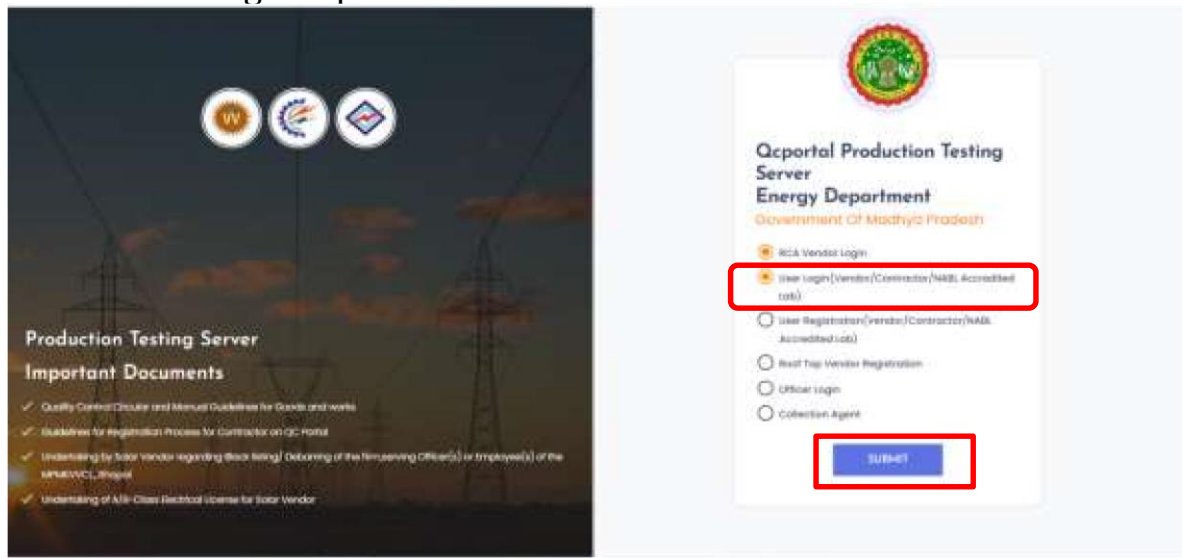
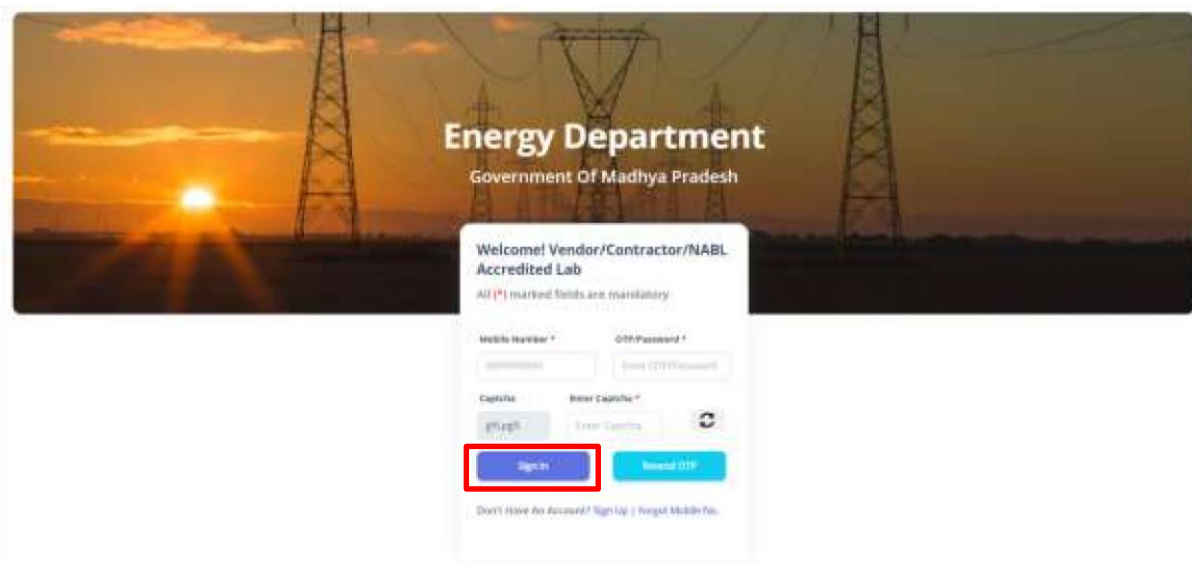


## **SOP for Central Purchase Order Creation and Approval from Vendor side.**

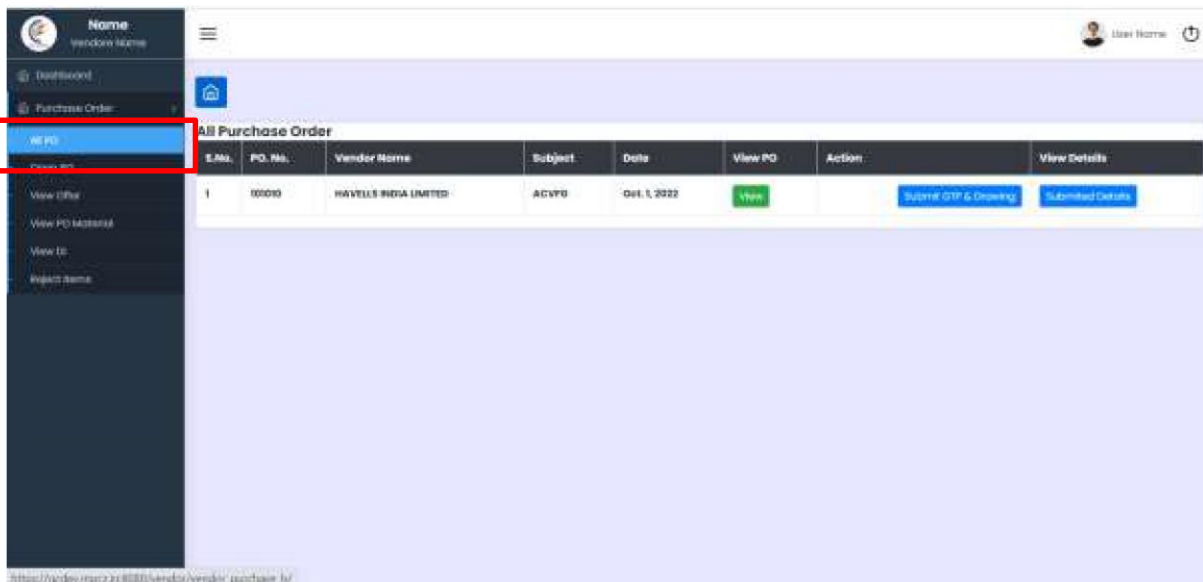
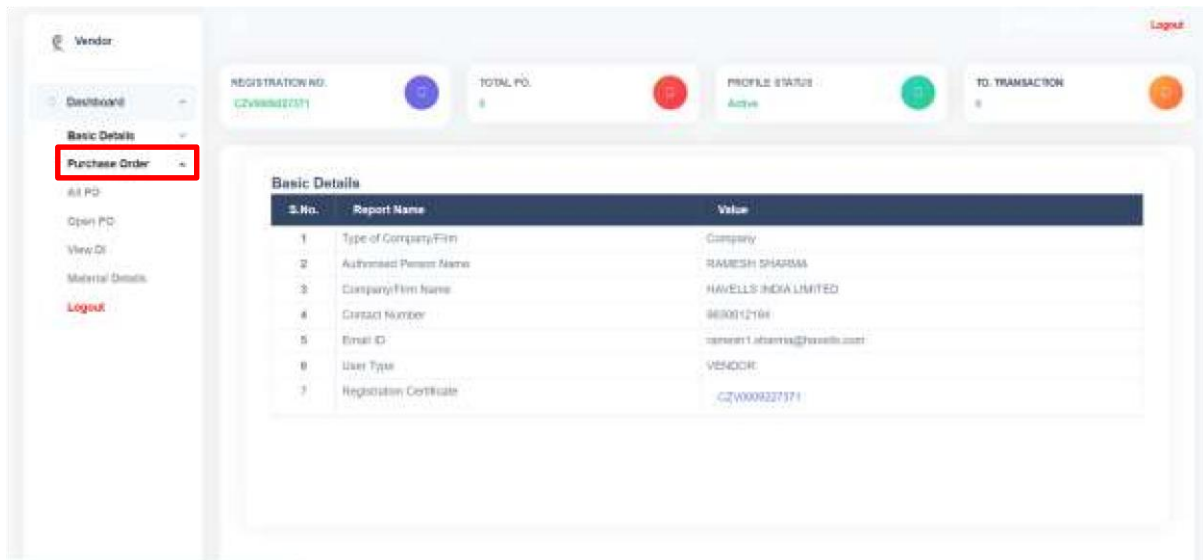
- 1) Open Quality Control Portal using link <https://qcportal.mpcz.in/> and select “User Login” option and then click on “Submit”



- 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



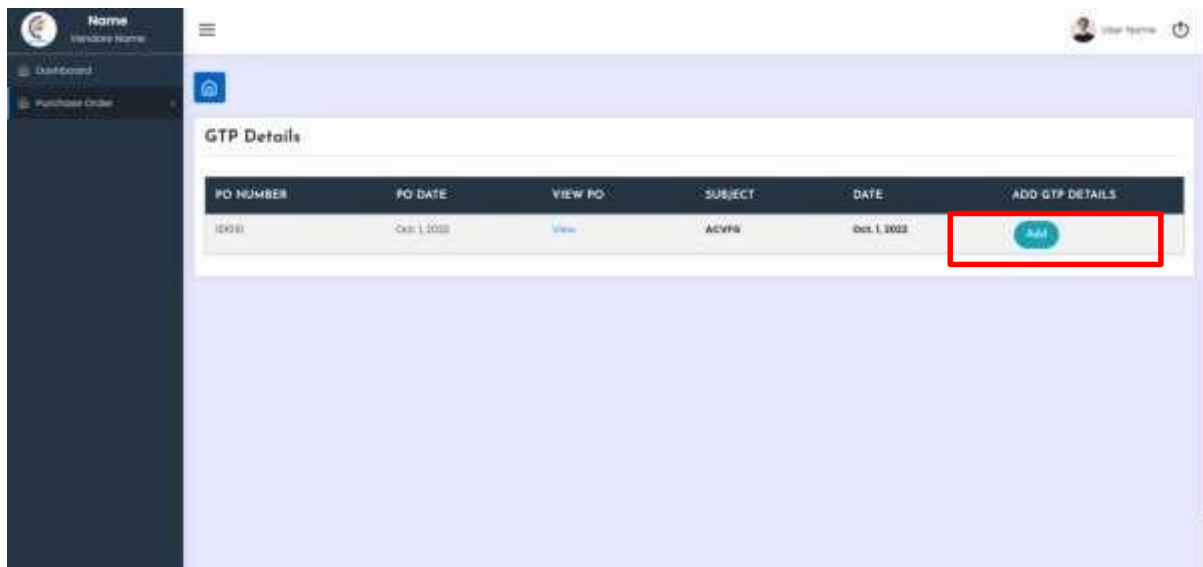
- 3) Vendor’s Dashboard page will open click on All PO from side bar



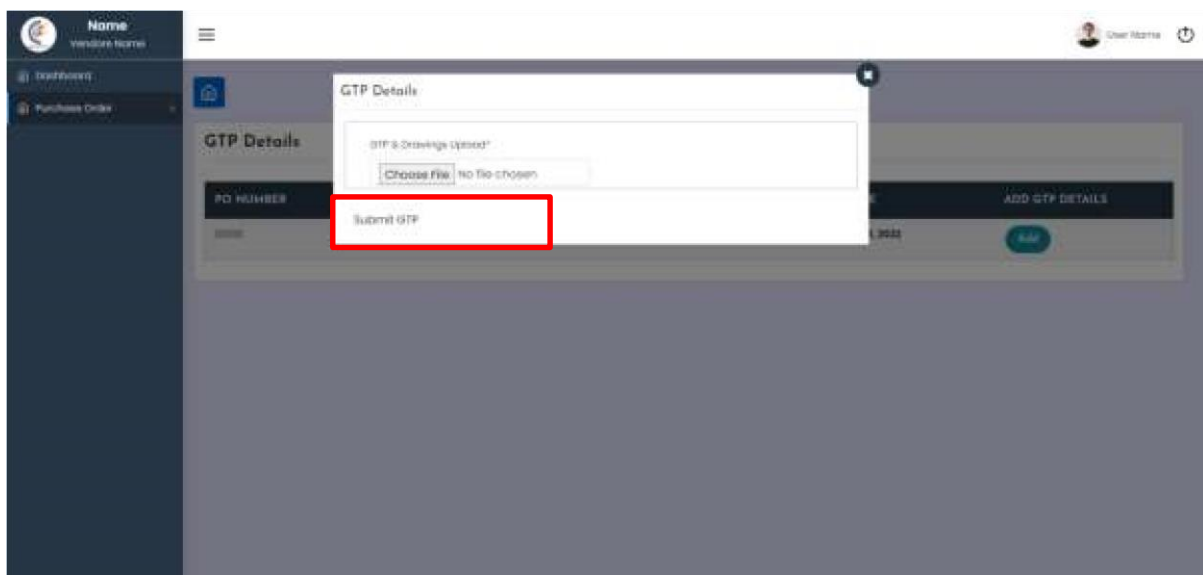
4) All Purchase order page will open. Click on submit GTP & Drawing



5) Click on Add button for add GTP Details



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



7) 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 (Dist.) Level 1 (New), Conventional R/V 0.432KV, 63 KVA, Distribution Transformers against Tender Specification no. DISCOM/13/PUR/1027 (Tender ID: 2022_PKVVE_899827_1) read with corrigendum issued vide no. 538 dtd. 07.06.2022 and opened on 30.06.2022. | Aug. 16, 2022 | <a href="#">View</a> | <a href="#">Submit STP &amp; Drawing</a> <a href="#">Submit Details</a> | <a href="#">View Details</a> |

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

8) click on All PO for bank details submission and click on submit bank details button

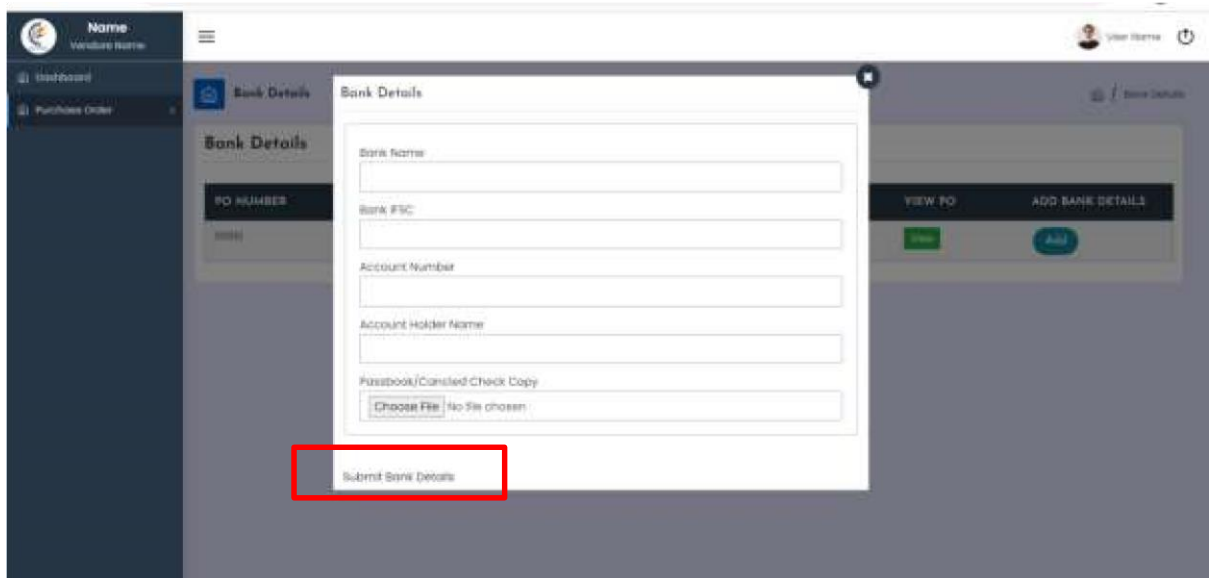
**All Purchase Order**

| S.No. | PO No. | Vendor Name           | Subject | Date         | View PO              | Action   | View Details                 |
|-------|--------|-----------------------|---------|--------------|----------------------|--|------------------------------|
| 1     | 18010  | RAVELLS INDIA LIMITED | ACVPQ   | Oct. 1, 2022 | <a href="#">View</a> | <a href="#">Submit Bank Details</a> <a href="#">Submit Details</a> | <a href="#">View Details</a> |

9)click on add button for adding banking details



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

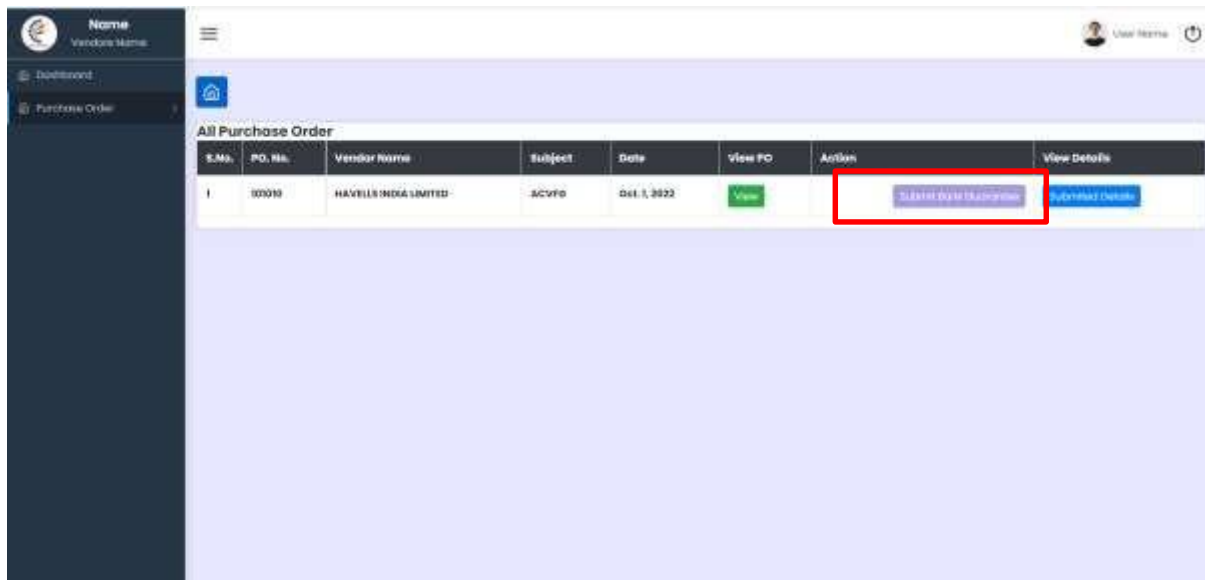


11) Bank details will add and ready for approval



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

Bank Guarantee Details

BG Type

BG Number

Issue Date

Valid Up To

Amount

BG File

Choose file No file chosen

Submit BG Details

15)Details will add successfully

All Purchase Order

| S.No. | PO. No. | Vendor Name | Subject | Date | View PO | Action | View Details |
|-------|---------|-------------|---------|------|---------|--------|--------------|
|-------|---------|-------------|---------|------|---------|--------|--------------|

16)Go to All purchase Order and click on Submitted details

All Purchase Order

| S.No. | PO. No. | Vendor Name          | Subject | Date      | View PO | Action            | View Details |
|-------|---------|----------------------|---------|-----------|---------|-------------------|--------------|
| 1     | 10000   | MAVELLA BEER LIMITED | SCFPS   | 04.1.2023 | View    | Submitted Details |              |

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           | OTI   | OTI  |

| Bank Details |                     |                     |
|--------------|---------------------|---------------------|
| 2            | Bank Name           | Bank of Maharashtra |
| 3            | Account holder Name | Surbhi Jain         |
| 4            | Account Number      | 122344556677        |
| 5            | IFSC                | MUM00000753         |

| SD Details |             |              |  |  |
|------------|-------------|--------------|--|--|
| 6          | SD Type     | A            |  |  |
| 7          | SD Number   | 123          |  |  |
| 8          | Issued Date | Oct 22, 2022 |  |  |
| 9          | Valid Upto  | Oct 31, 2022 |  |  |
| 10         | Amount      | 1450         |  |  |

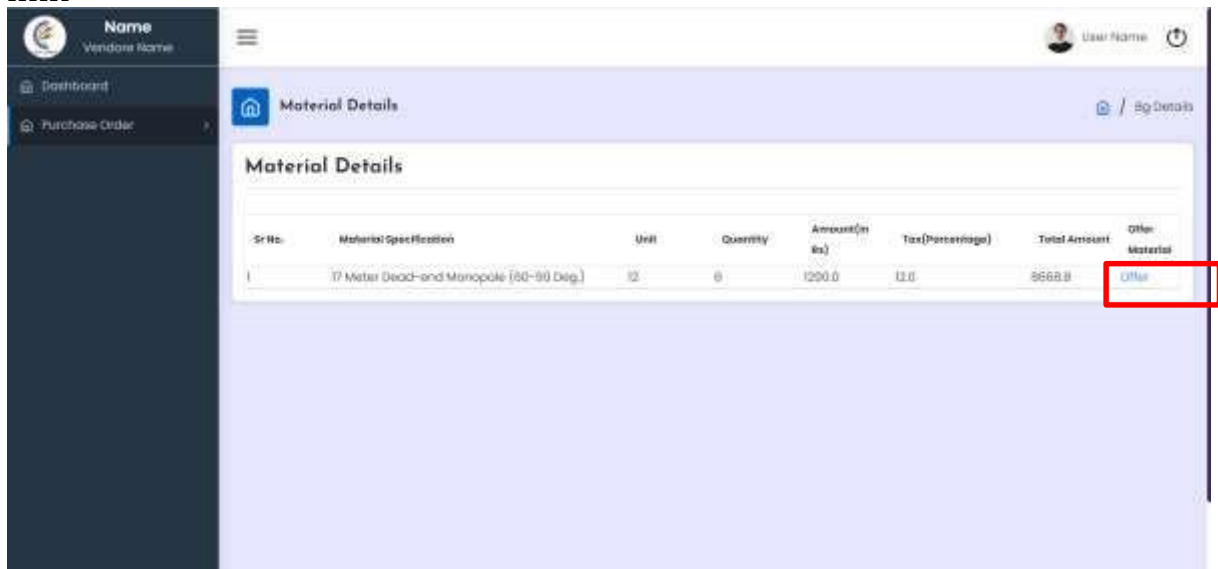
18)After getting approval from the officer side click on the Materials detail  
From the side bar material detail page will open click on the view link

| PO NUMBER | VENDOR NAME       | PO DATE     | SUBJECT | VIEW PO              | OFFER MATERIAL        |
|-----------|-------------------|-------------|---------|----------------------|-----------------------|
| 12345     | WIPAC (RENA-ARTS) | OCT 1, 2022 | ACVPS   | <a href="#">View</a> | <a href="#">Offer</a> |

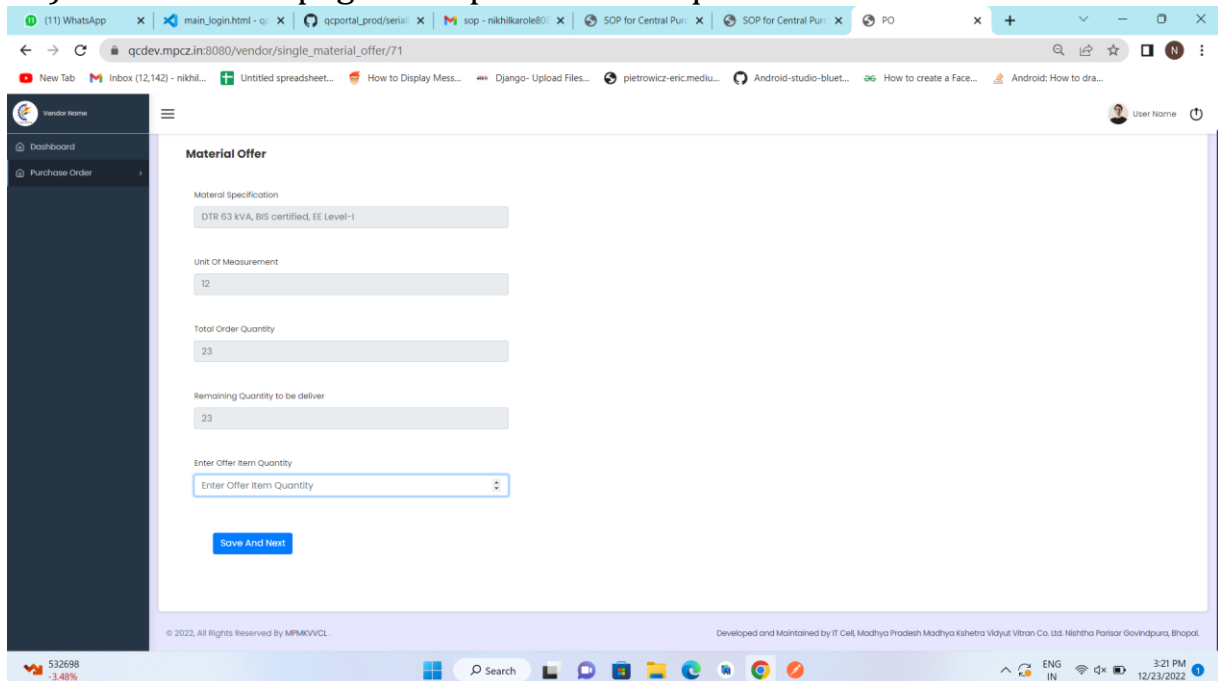
19)After clicking on view link list of materials will display click on “offer ”



link



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



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

Material Offer

Material Specification: DTR 63 kVA, BIS certified, EE Level-I

Total Order Quantity: 23

Unit Of Measurement: 12

Offer Item Quantity: 23

Upload Routine Test Report: Choose File No file chosen

Dispatch

Material Details

| PO NUMBER | VENDOR NAME      | PO DATE      | SUBJECT | VIEW PO              | OFFER MATERIAL        |
|-----------|------------------|--------------|---------|----------------------|-----------------------|
| 01201010  | SCHIFFER LIMITED | Nov. 1, 2022 | Test    | <a href="#">View</a> | <a href="#">Offer</a> |

Material offered successfully

Again click on view link

Name  
Vendor Name

Dashboard

Purchase Order

Material Details

Material Details

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

Material offered successfully

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

Name  
Vendor Name

Dashboard

Purchase Order

Material Details

Material Details

| Sr No. | Material Specification                  | Unit | Quantity | Amount(In Rs) | Tax(Percantage) | Total Amount | Offer Material  |
|--------|---|------|----------|---------------|-----------------|--------------|-----------------|
| 1      | T7 Meter Dead-end Monopole (80-90 Deg.) | 12   | 6        | 1290.0        | 12.0            | 8668.8       | Already offered |

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

Name  
Vendor 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     | 123456  | SKIPPER LIMITED | TEST CSE | Oct. 1, 2022 | View    |        | Submitted Details |

23)click on view link for dispatch material

The screenshot shows a web application interface for 'Material Details'. On the left is a dark sidebar with a logo and navigation links: 'Dashboard' and 'Purchase Order'. The top header includes a user profile icon and 'User Name'. The main content area has a 'Material Details' title and a 'DI Details' section. Below this is a table with the following columns: PO NUMBER, VENDOR NAME, PO DATE, SUBJECT, VIEW PO, VIEW DI, and DISPATCH MATERIAL. The first row contains the data: 123456, SKIPPER LIMITED, Oct. 1, 2022, ASDC, and two green 'View' buttons. The 'DISPATCH MATERIAL' column contains a blue 'View' link, which is highlighted with a red rectangular 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 the 'DI Details' page after clicking the 'View' link from the previous screen. The page title is 'DI Details'. It features a table with the following columns: Sr No., Material Specification, Quantity, Area Store Name, and Enter Material. The table lists six entries, all with a quantity of 1. The 'Enter Material' column contains 'View' buttons for each row. The 'View' button for the first row is highlighted with a red rectangular box.

| Sr No. | Material Specification                  | Quantity | Area Store Name | Enter Material       |
|--------|---|----------|-----------------|----------------------|
| 1      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | Bhopal          | <a href="#">View</a> |
| 2      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | Shahdol         | <a href="#">View</a> |
| 3      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | Jabalpur        | <a href="#">View</a> |
| 4      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | Bhopal          | <a href="#">View</a> |
| 5      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | And Store Guna  | <a href="#">View</a> |
| 6      | 17 Meter Dead-end Manopole (60-90 Deg.) | 1        | Sagar           | <a href="#">View</a> |

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

**Material Offer**

Material Specification  
17 Meter Tension (Double Susp...

Order Quantity  
1

Enter Offer Item Quantity  
1

**Save And Next**

26)after clicking save and next , Download the Excel sheet and than enter the serial Number and upload it and than click on dispatch

**Material Offer**

Material Specification  
DTR 63 KVA, BIS certified, EE Level-I

Offer Item Quantity  
23

Upload Excel Here For Material Serial No.  
Choose File No file chosen

[Click Here For Download Sample Excel](#)

- Enter the item serial number within 20 characters
- Do not leave any blank spaces

**Dispatch**

**DI Details**

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

