

SOP for Approved Documents from Creator side

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

The screenshot shows the Quality Control Portal (qcportal.mpcz.in) with the following content:

- IMPORTANT DOCUMENTS**
 - Quality Control Circular And Manual Guidelines For Goods And Works
 - Important Documents For Contractor
 - Contractor Declaration format **New**
 - Experience certificate format **New**
 - Description of documents to be uploaded **New**
 - Guidelines for Registration Process for Contractor on QC Portal
 - 3rd श्रेणी विद्युत ठेकेदारों के सुदृक्षानिधि/ परफॉर्मेंस गारंटी दिलीज किये जाने की प्रक्रिया
 - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निटस्ट करवाने की प्रक्रिया
 - Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
 - Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab

Energy Department
Government Of Madhya Pradesh

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

SUBMIT

Register Your Complaint
If any TKC Contractor has TKC Work Order for

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

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 - Other Documents
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 - Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list
 - Registered NABL Lab

Discom Login
Enter your login id for login

Login ID *

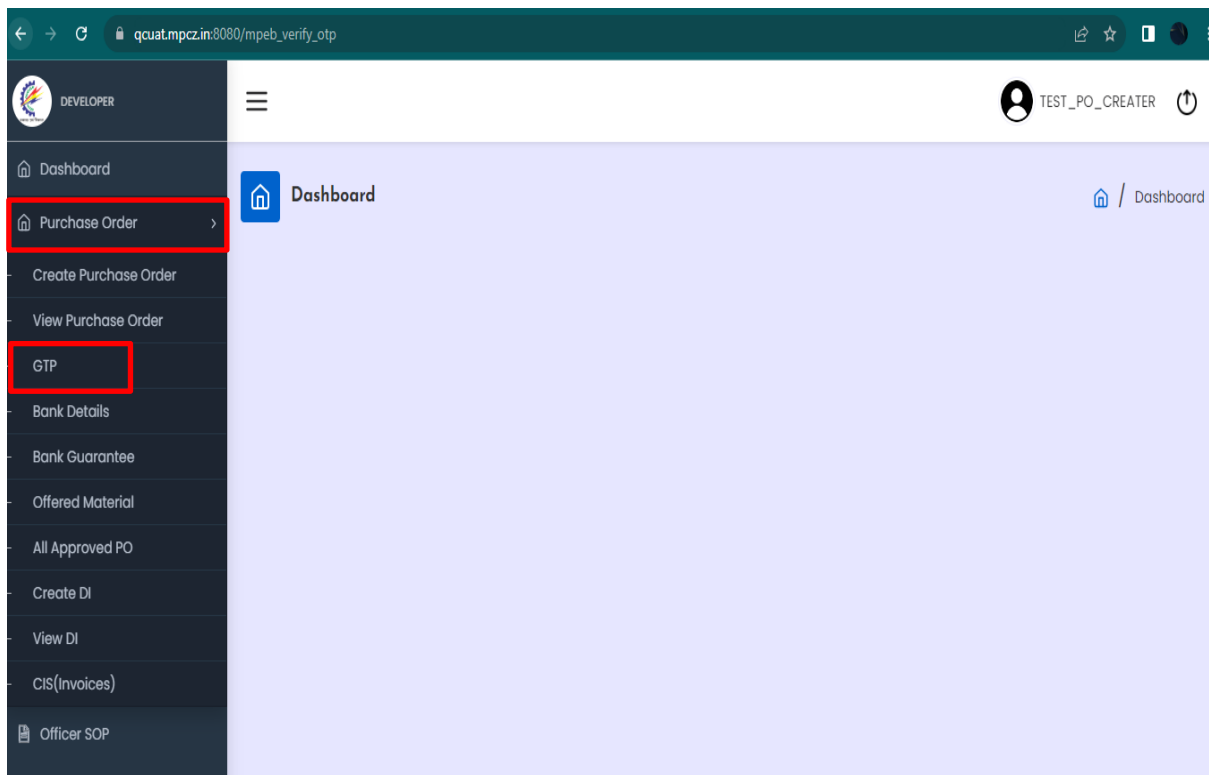
TEST_PO_CREATOR

SIGN IN

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

The screenshot shows a web browser window with the URL `qcuat.mpcz.in:8080/mpeb_verify_otp`. The page header displays "Energy Department" and "Government Of Madhya Pradesh". The main content area features an illustration of a smartphone and a power line tower. The smartphone screen shows an "OTP Verification" form with a "Verified" button. To the right, a larger "OTP Verification" form is displayed, asking the user to "Please enter the one time password to verify your account." It includes a "Mobile OTP" label, a text input field with the placeholder "Enter OTP", and a "SUBMIT CODE" button highlighted with a red box.

4. After Login, Click on “Purchase Order” option on left side menu then click on “GTP” to Approve “GTP”.



5. After Uploading GTP Details from vendor side, click on the GTP from side bar than page will open for view GTP Information and for approval/rejection Officer can approve/reject the details. Click on “Approve” button.

The screenshot shows a web application interface for 'Create Purchase Order'. On the left is a sidebar with navigation links: Dashboard, Purchase Order, Create Purchase Order, View Purchase Order, GTP (highlighted with a red box), Bank Details, Bank Guarantee, Offered Material, All Approved PO, Create DI, View DI, CIS(Invoices), and Officer SOP. The main content area is titled 'GTP Information' and contains a table with columns: Sr No., PO No., PO Subject, PO Date, Vendor Name, and Action. The table has two entries. The second entry (Sr No. 2, PO No. 99564) is highlighted with a red box, and its 'Approve' button is also highlighted with a red box. The 'Action' column for the first entry shows 'PO_doc Not Uploaded' and 'GTP File Not Uploaded' buttons. The 'Action' column for the second entry shows 'View PO', 'View GTP', 'Approve' (highlighted), and 'Reject' buttons.

Sr No.	PO No.	PO Subject	PO Date	Vendor Name	Action
1	12345	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	Stelmec Limited	 PO_doc Not Uploaded GTP File Not Uploaded
2	99564	Test CPO Material	June 23, 2023	Geeta Electricals Indore Pvt. Ltd.	 View PO View GTP Approve Reject

6. Click on approve button u will get the message for confirmation of approval click on ok button.

The screenshot shows the same 'GTP Information' page as before, but with a confirmation dialog box open in the center. The dialog box contains the text: 'qcuat.mpcz.in:8080 says Are you sure you want to Approve?'. It has two buttons: 'OK' (highlighted with a red box) and 'Cancel'. The 'Approve' button in the table below is still visible and highlighted with a red box.

Sr No.	PO No.	PO Subject	PO Date	Vendor Name	Action
1	12345	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	Stelmec Limited	 PO_doc Not Uploaded GTP File Not Uploaded
2	99564	Test CPO Material	June 23, 2023	Geeta Electricals Indore Pvt. Ltd.	 View PO View GTP Approve Reject

GTP will get approved.

7. Click on “View GTP” to view Vendor side upload GTP details.

The screenshot shows the 'GTP Information' page. The left sidebar contains a menu with items like Dashboard, Purchase Order, Create Purchase Order, View Purchase Order, GTP, Bank Details, Bank Guarantee, Offered Material, All Approved PO, Create DI, View DI, CIS(Invoices), and Officer SOP. The main content area has a 'Create Purchase Order' button and a 'GTP Information' section. Below this is a table with columns: Sr No., PO No., PO Subject, PO Date, Vendor Name, and Action. The table contains two rows. The first row (Sr No. 1, PO No. 12345) has buttons for 'PO_doc Not Uploaded' and 'GTP File Not Uploaded'. The second row (Sr No. 2, PO No. 99564) has buttons for 'View PO', 'View GTP', 'Approved' (highlighted with a red box), and another 'Approved' button.

Sr No.	PO No.	PO Subject	PO Date	Vendor Name	Action
1	12345	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	Stelmec Limited	<div>PO_doc Not Uploaded</div> <div>GTP File Not Uploaded</div>
2	99564	Test CPO Material	June 23, 2023	Geeta Electricals Indore Pvt. Ltd.	<div>View PO</div> <div>View GTP</div> <div>Approved</div> <div>Approved</div>

8. After Uploading Bank Details from vendor side, click on the Bank Details from side bar than page will open for view Bank Details and for approval/rejection Officer can approve/reject the details. Click on “Approve” button.

The screenshot shows the 'Bank Details' page. The left sidebar contains a menu with items like Dashboard, Purchase Order, Create Purchase Order, View Purchase Order, GTP, Bank Details, Bank Guarantee, Offered Material, All Approved PO, Create DI, View DI, CIS(Invoices), and Officer SOP. The 'Bank Details' item in the sidebar is highlighted with a red box. The main content area has a 'Bank Details' section. Below this is a table with columns: S.No., PO No., Vendor Name, PO Subject, PO Date, and Action. The table contains two rows. The first row (S.No. 1, PO No. 12345) has buttons for 'PO_doc Not Uploaded' and 'BD File Not Uploaded'. The second row (S.No. 2, PO No. 99564) has buttons for 'View PO', 'View BD', 'Approve' (highlighted with a red box), and 'Reject'.

S.No.	PO No.	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BD File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BD</div> <div>Approve</div> <div>Reject</div>

9. Click on approve button u will get the message for confirmation of approval click on ok button.

The screenshot shows the 'Bank Details' page with a confirmation dialog box overlaid. The dialog box contains the text: 'qcuat.mpcz.in:8080 says Are you sure you want to Approve?'. There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

Bank Details

Show 10 entries

S.No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BD File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BD</div> <div>Approve</div> <div>Reject</div>

10. Bank Details will get approved.

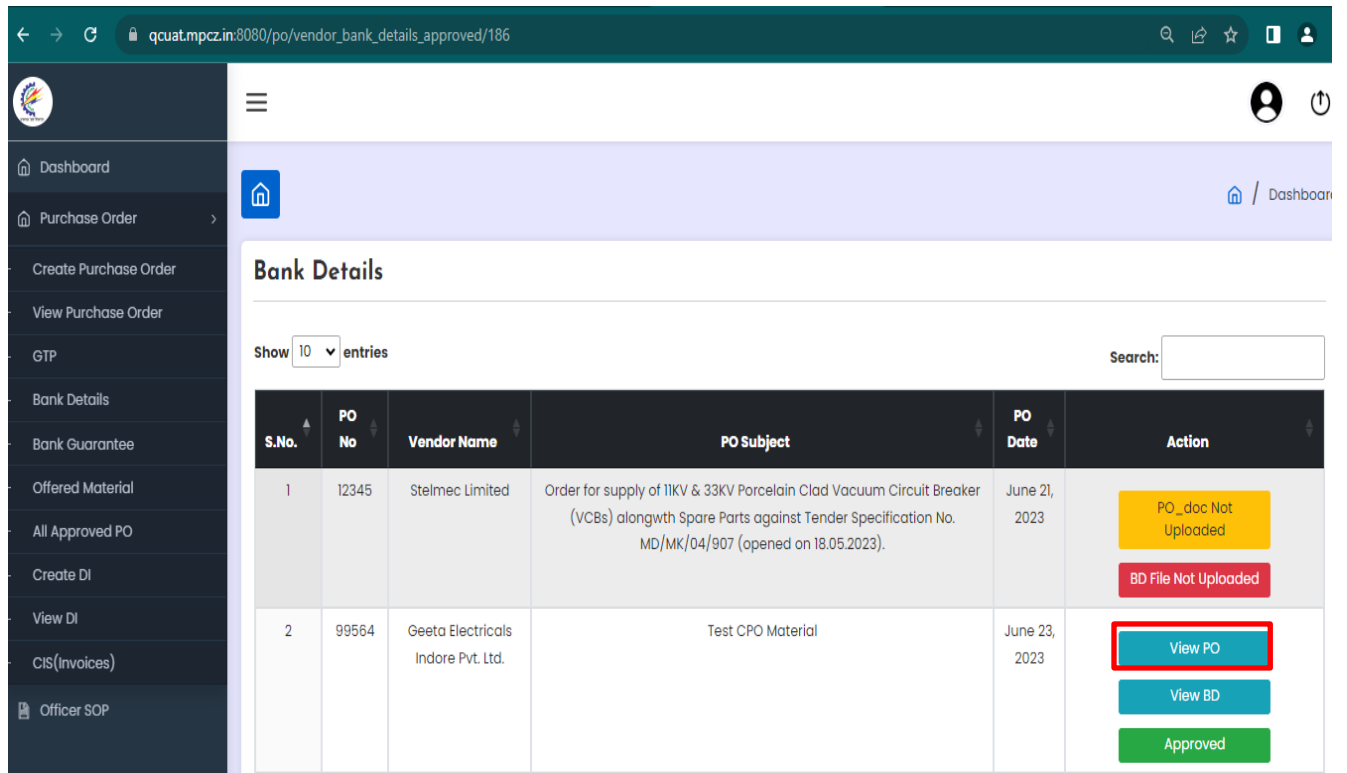
The screenshot shows the 'Bank Details' page after approval. The 'Approve' button from the previous row is now highlighted with a red box and labeled 'Approved'.

Bank Details

Show 10 entries

S.No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BD File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BD</div> <div>Approved</div>

11. Click on “View BD” to view Vendor Side upload Bank Detail.

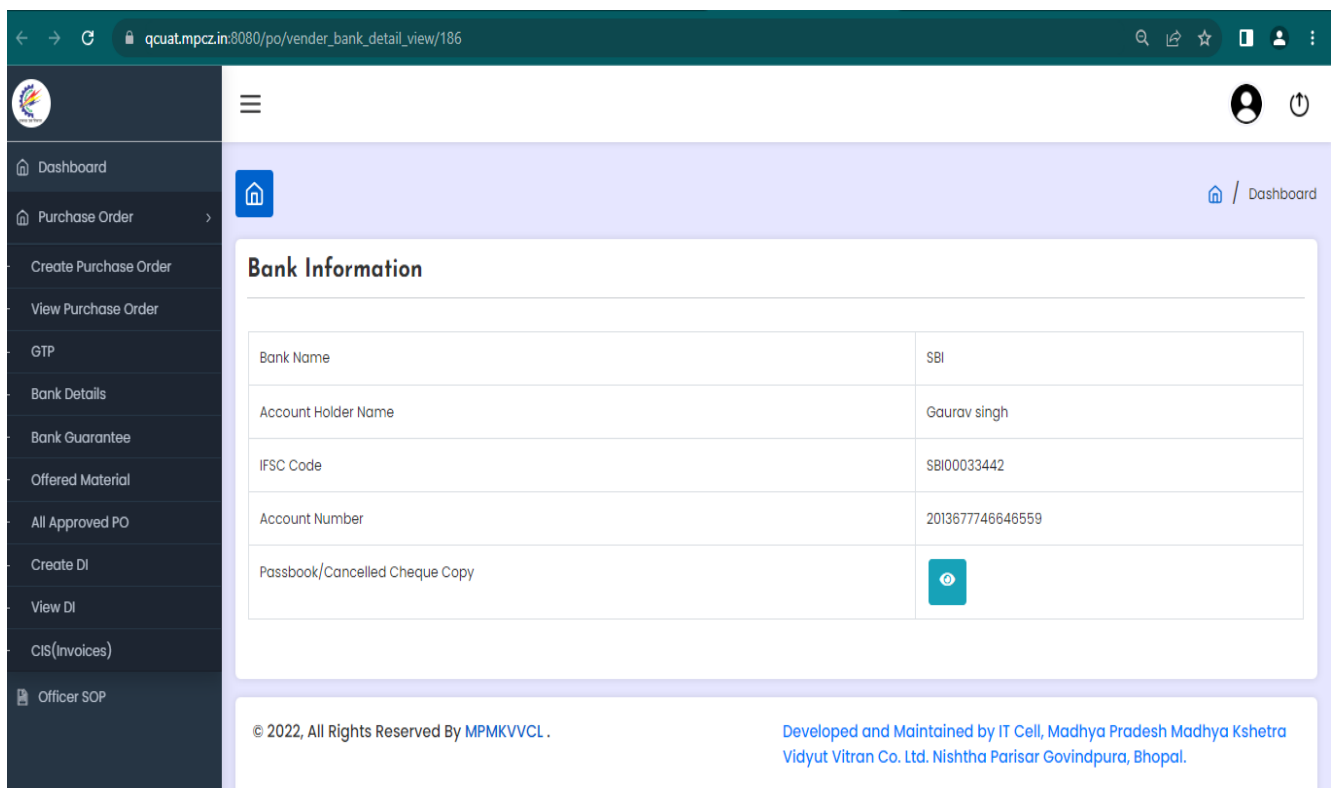


Bank Details


Show 10 entries

Search:

S.No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BD File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BD</div> <div>Approved</div>



Bank Information

Bank Name	SBI
Account Holder Name	Gaurav singh
IFSC Code	SBI00033442
Account Number	2013677746646559
Passbook/Cancelled Cheque Copy	

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12. After Uploading Bank Guarantee from vendor side, click on the Bank Guarantee from side bar than page will open for view Bank Guarantee and for approval/rejection Officer can approve/reject the details. Click on “Approve” button.

The screenshot shows the 'Bank Guarantee' page in a web application. The left sidebar contains a menu with items like 'Dashboard', 'Purchase Order', 'GTP', 'Bank Details', 'Bank Guarantee' (highlighted with a red box), 'Offered Material', 'All Approved PO', 'Create DI', 'View DI', 'CIS(Invoices)', and 'Officer SOP'. The main content area displays a table with two entries. The first entry (Sr No. 1) is for 'Stelmec Limited' and has buttons for 'PO_doc Not Uploaded' and 'BG File Not Uploaded'. The second entry (Sr No. 2) is for 'Geeta Electricals Indore Pvt. Ltd.' and has buttons for 'View PO', 'View BG', 'Approve' (highlighted with a red box), and 'Reject'. A search bar and a 'Show 10 entries' dropdown are at the top of the table.

Sr No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BG File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BG</div> <div>Approve</div> <div>Reject</div>

13. Click on approve button u will get the message for confirmation of approvalclick on ok button.

This screenshot shows the same 'Bank Guarantee' page as the previous one, but with a confirmation dialog box overlaid. The dialog box contains the text 'qcuat.mpcz.in:8080 says Are you sure you want to Approve?' and two buttons: 'OK' (highlighted with a red box) and 'Cancel'. The 'Approve' button in the table below is no longer visible due to the dialog box.

Sr No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwth Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	<div>PO_doc Not Uploaded</div> <div>BG File Not Uploaded</div>
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	<div>View PO</div> <div>View BG</div> <div>Approve</div> <div>Reject</div>

14. Click on “View BG” to view Vendor side upload Bank Guarantee.

qcuat.mpcz.in:8080/po/vendor_bg_approved/186

Dashboard

Purchase Order

Create Purchase Order

View Purchase Order

GTP

Bank Details

Bank Guarantee

Offered Material

All Approved PO

Create DI

View DI

CIS(Invoices)

Officer SOP

Bank Guarantee

Show 10 entries

Search:

Sr No.	PO No	Vendor Name	PO Subject	PO Date	Action
1	12345	Stelmec Limited	Order for supply of 11KV & 33KV Porcelain Clad Vacuum Circuit Breaker (VCBs) alongwith Spare Parts against Tender Specification No. MD/MK/04/907 (opened on 18.05.2023).	June 21, 2023	PO_doc Not Uploaded BG File Not Uploaded
2	99564	Geeta Electricals Indore Pvt. Ltd.	Test CPO Material	June 23, 2023	View PO View BG Approved

qcuat.mpcz.in:8080/po/po_sd_detail/186

Dashboard

Purchase Order

Create Purchase Order

View Purchase Order

GTP

Bank Details

Bank Guarantee

Offered Material

All Approved PO

Create DI

View DI

CIS(Invoices)

Officer SOP

Bank Guarantee Bank Name	None
Bank Guarantee No	DNBS(PD)CC. No.245/815
Issue Date	June 23, 2023
Valid Up To	June 13, 2024
Amount	4500000
BG File	

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