

## SOP for add site store and material offer

- 1) Open website <https://qcportal.mpcz.in> choose user login click on submit

The screenshot shows the homepage of the qcportal.mpcz.in website. On the left, there is a section titled 'IMPORTANT DOCUMENTS' with a list of documents for contractors. On the right, there is a login section for the 'Energy Department, Government Of Madhya Pradesh'. The 'User Login(Vendor/Contractor/NABL Accredited Lab)' option is selected and highlighted with a red box. Below the login options, there is a 'SUBMIT' button, also highlighted with a red box. At the bottom right, there is a link to 'Register Your Complaint'.

- 2) Login Using Mobile No->Select User Type (Contractor)->Enter Registered Mobile No.->Submit

The screenshot shows the login process on the qcportal.mpcz.in website. A notification box at the top says 'Your otp has been sent to your registered mobile number'. Below this, the 'Vendor/Contractor/NABL Accredited Lab' login form is visible. The 'Select User Type' dropdown is set to 'CONTRACTOR'. The 'Mobile Number' field contains '9630612184'. The 'SUBMIT' button is highlighted with a red box. At the bottom, there is a link to 'Sign up' for users who don't have an account.

- 3) Enter the otp which was generated on your registered mobile number and click on SIGN-IN button

qcuat.mpcz.in:8080/login

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

OTP/Password \*

417794

Please fill the required details

Resend Otp in 0:13

Captcha \*

ellC0D

Enter Captcha \*

ellC0D

**SIGN IN**

- 4) After logged in user dashboard will get open for adding site store click on add site store from side bar fill the details and click on submit button

qcdev.mpcz.in:8080/tkc/add-site-store

Supplier(TKC)

**Dashboard**

Region :-

Bhopal

Circle :-

O&M Circle Bhopal

Division :-

O&M Division Bhopal

Site Store Address :-

SITE STORE

Rent Agreement Copy :-

Choose File No file chosen

Electricity Bill :-

Choose File No file chosen

qcdev.mpcz.in:8080/tkc/add-site-store

Supplier(TKC)

Contractor Details

Electricity Bill :-

Choose File No file chosen

Consumer No :-

Contact No :-

Authorised Person :-

Man Power :-

Submit

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5) After getting vendor's approval from officer side click on material offer from side bar

qcdev.mpcz.in:8080/tkc/all\_vendor

Supplier(TKC)

Dashboard

Work Order List

WORK ORDER NO.	SUPPLIER	CONTRACT DATE	APPROVED VENDOR
WO_TEST_99	RANVEER SINGH YADAV CONTRA CTOR	Jan. 31, 2023	<a href="#">View</a>

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Materials Vendor Approval

Material Offer

DI/Dispatch

Work Progress

API Response

EMB

https://qcdev.mpcz.in:8080/tkc/all\_vendor

6)After clicking on the Material offer , click on view

qcdev.mpcz.in:8080/tkc/wo\_approve\_vendor\_list/53

Supplier(TKC)

Contractor Details

Dashboard

Approved Vendor List

WORK ORDER NO.	SUPPLIER	CONTRACT DATE	VENDOR	APPROVED MATERIAL
WO_TEST_99	RANVEER SINGH YADAV CONTRACTOR	Jan. 31, 2023	LAXMI ENGINEERING	<a href="#">View</a>

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7)after click on view material list will get open and click on select

qcdev.mpcz.in:8080/tkc/wo\_approve\_vendor\_material\_list/53/3204

Supplier(TKC)

Contractor Details

Dashboard

Approved Vendor's Material List

WORK ORDER NO.	VENDOR	MATERIAL	SITE STORES FOR DELIVERY
WO_TEST_99	LAXMI ENGINEERING	33 KV Single Phase PTs.	<a href="#">Select</a>
WO_TEST_99	LAXMI ENGINEERING	11KV/110V, CT/PT 200-100 / 5 Am p, Outdoor Oil Immersed Type	<a href="#">Select</a>

8) after clicking on select material offer page will get open select the site store

qcdev.mpcz.in:8080/tkc/wo\_material\_offer\_step1/53/M-0117001/3204

Supplier (TKC)

Contractor Details

Dashboard

## Material Offer

**Item Specification**

33 KV Single Phase PTs.

**Total Ordered Quantity**

47

**Remaining Quantity**

35

**Site Stores \*** **Quantity to be Delivered \*** **Enter Serial Numbers \***

SITE STORE  From Serial no. - To Serial no.

9) Click on submit after selecting the site store upload the excel file click on upload and then click on add more material offers

qcdev.mpcz.in:8080/tkc/wo\_material\_offer\_step1/53/M-0117001/3204

Supplier (TKC)

Contractor Details

35

**Site Stores \*** **Quantity to be Delivered \*** **Enter Serial Numbers \***

SITE STORE  From Serial no. - To Serial no.

**Submit**

SR. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY	UPLOAD SERIAL NO. EXCEL	ACTION
1	WO_TEST_99	33 KV Single Phase PTs.	SITE STORE	12.0	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Delete Offer"/>

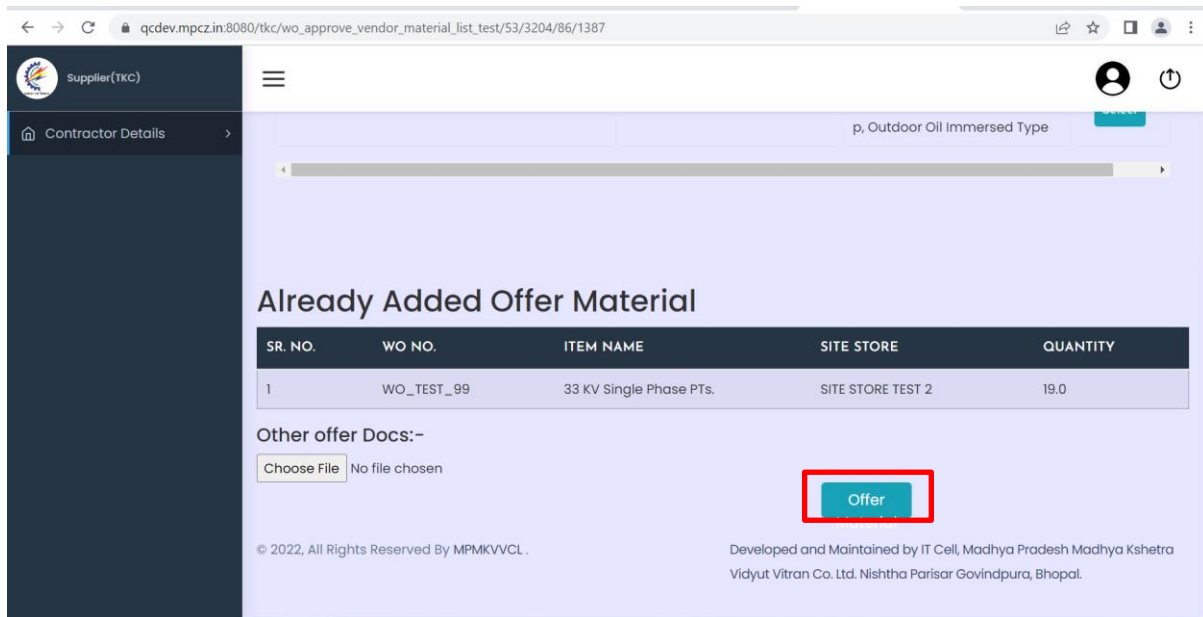
**Upload**

**Add More Material Offers**

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10) Click on offer material after when your material list wil display



Supplier (TKC)

Contractor Details

p, Outdoor Oil Immersed Type

### Already Added Offer Material

SR. NO.	WO NO.	ITEM NAME	SITE STORE	QUANTITY
1	WO_TEST_99	33 KV Single Phase PTs.	SITE STORE TEST 2	19.0

Other offer Docs:-

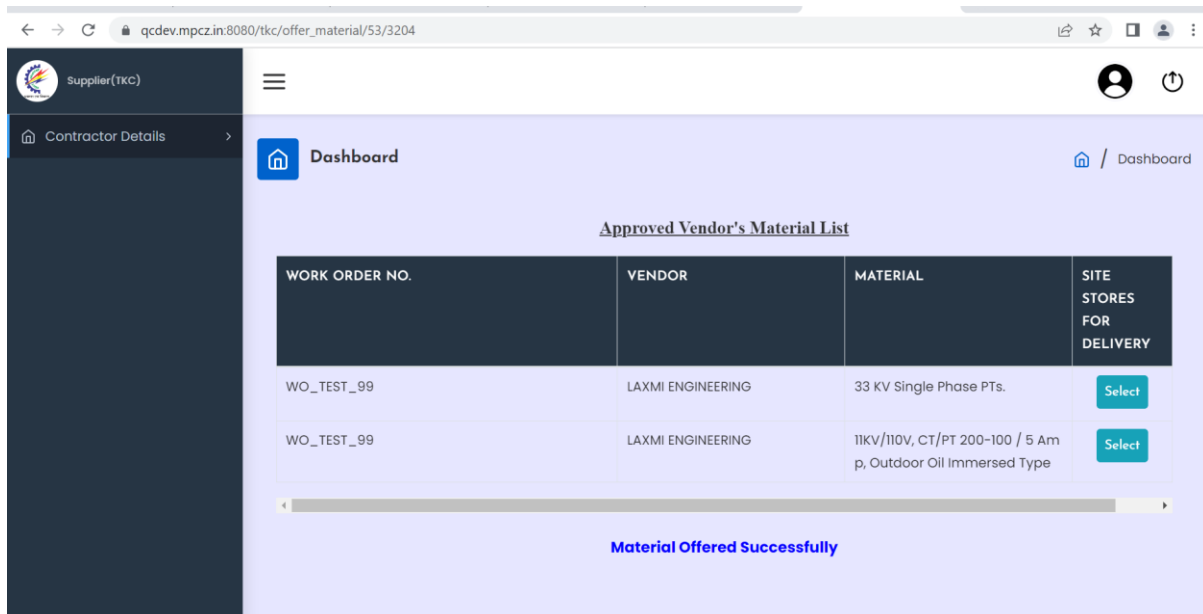
Choose File No file chosen

**Offer**

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11)after that message will show about the confirmation



Supplier (TKC)

Contractor Details

Dashboard

### Approved Vendor's Material List

WORK ORDER NO.	VENDOR	MATERIAL	SITE STORES FOR DELIVERY
WO_TEST_99	LAXMI ENGINEERING	33 KV Single Phase PTs.	Select
WO_TEST_99	LAXMI ENGINEERING	11KV/110V, CT/PT 200-100 / 5 Amp, Outdoor Oil Immersed Type	Select

**Material Offered Successfully**

### NOTE:-

After offering the material creator officer will approve the material and create the DI and Approvar officer will Approve the DI