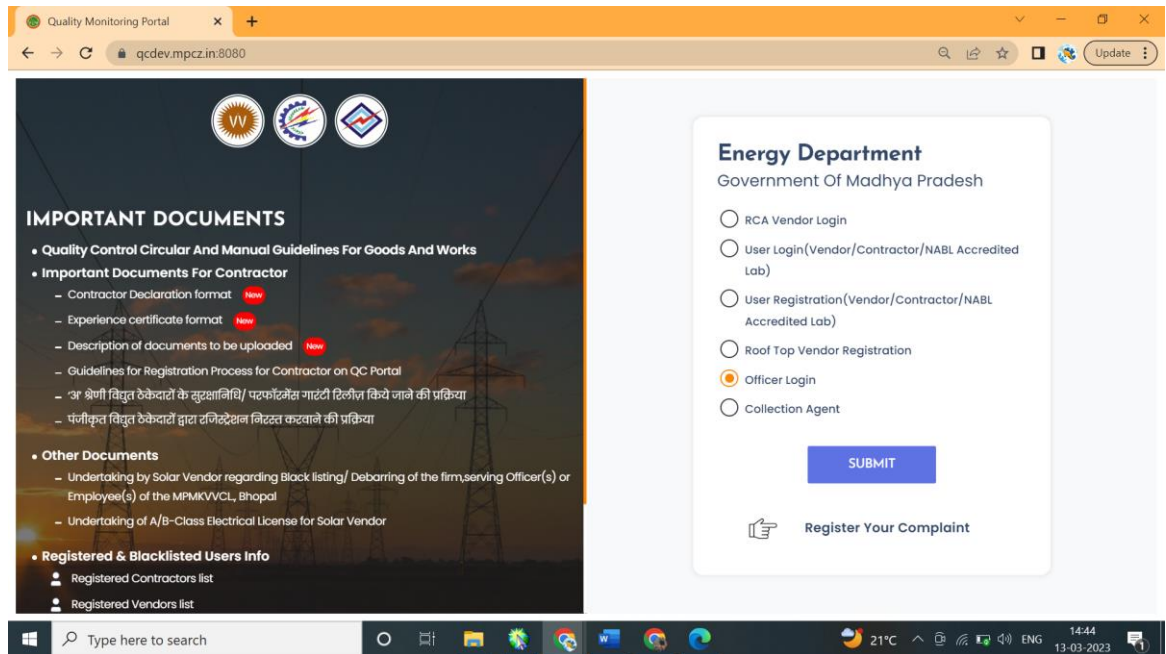
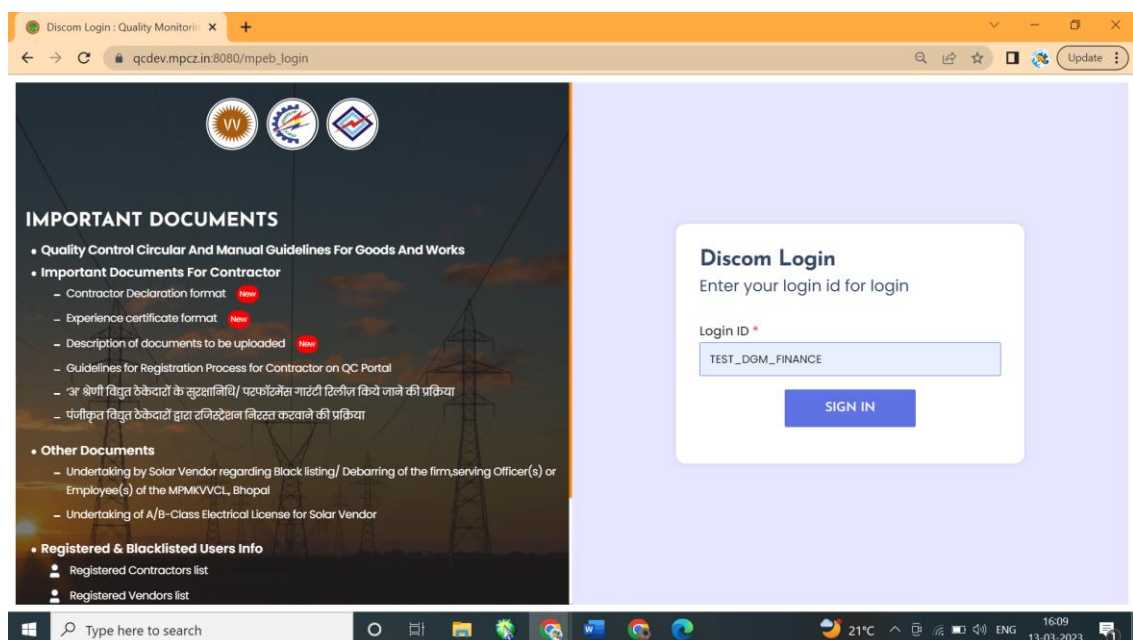


# DGM Finance Officers SOP For Vendor

- 1 Open Website <https://qcportal.mpcz.in>-> **Officer Login**  
-> Submit



- 2 Login Using Officer ID-> Submit



### 3 Enter OTP Received on Registered Mobile ->Submit Code

**Energy Department**  
Government Of Madhya Pradesh

**OTP Verification**

Please enter the one time password to verify your account.

Mobile OTP \*

485142

**SUBMIT CODE**

**Verified**

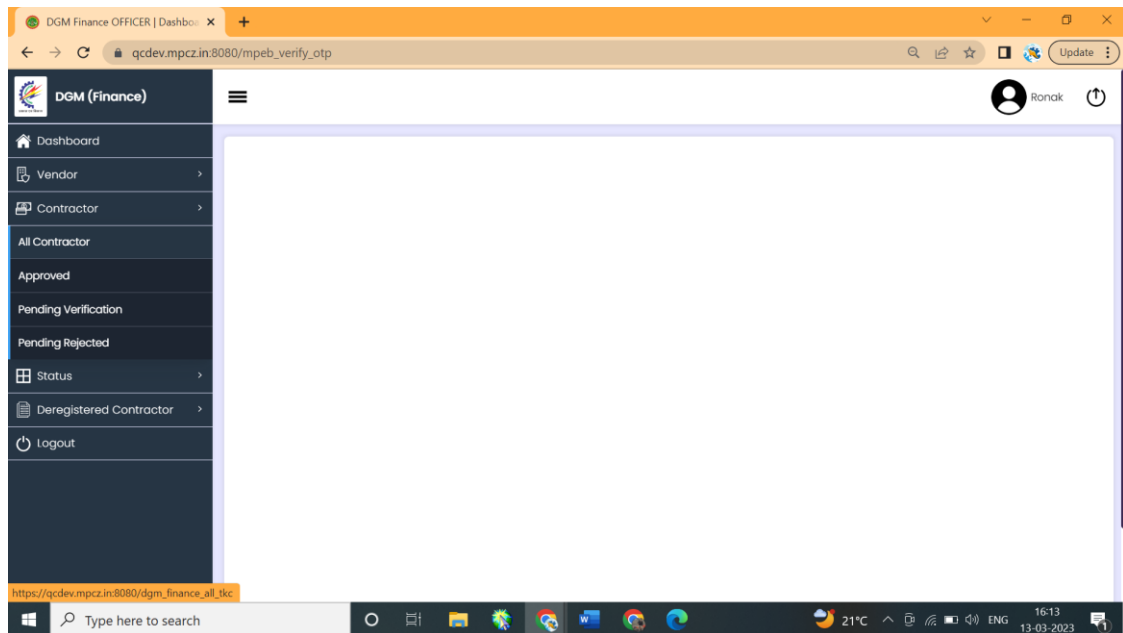
### 4 DGM Finance Dashboard Open -> Side Bar Showing in Left Side

**DGM (Finance)**

- Dashboard
- Vendor >
- Contractor >
- Status >
- Deregistered Contractor >
- Logout

Ronak

## 5 Click On Vendor for Showing All Vendor Data, Approved Status, Pending Verification , Pending Rejected List.



## 6 All Vendor-> All Vendor Details

- Action -> View Details -> Vendor All Basic Data and Company Address
- Status -> Approved or Rejected Vendor Status

The screenshot shows the DGM (Finance) dashboard with the 'All Vendor' section selected. The table displays the following data:

S.No.	Name Of Company	Name Of Authorized Person	Registration Date	Action	Status
1	Magnevin Energy Private Limited	Mukund Chippalkatti	19-Oct-2022	<a href="#">View Details</a>	Approved
2	CG Power and Industrial Solutions Limited	Ganesh Baviskar	07-Jun-2022	<a href="#">View Details</a>	Approved
3	Deccan Electricals Pvt Ltd	Keshav Agrawal	03-Oct-2022	<a href="#">View Details</a>	Approved
4	Weber Transformer	Suraj Soni	26-May-2022	<a href="#">View Details</a>	Approved

Dashboard

Vendor

Contractor

Status

Deregistered Contractor

Logout

### User All Basics Data

S.No.	Report Name	Value
1	Type of Business	Company
2	Authorised Person Name	Mukund Chippalkatti
3	Company Name	Magnewin Energy Private Limited
4	Contact Number	9168618458
5	Email ID	marketing@magnewin.com
6	Vendor Type	VENDOR
7	Company GST No	27AAGCM1440D1ZW
8	Pan Card No	AAGCM1440D
9	Company Gumastha No	U31900PN2009PTC133964
10	Company Registration_Date	2009-05-14
Company Address		
11	Address 1	Plot. No. K2,

- Finance Document
- View Document -> Click in View and Show Finance Documents and Status

Dashboard

Vendor

Contractor

Status

Deregistered Contractor

Logout

13	Pin Code	416436
14	District	Sangli
15	State	Maharashtra

### Finance Document

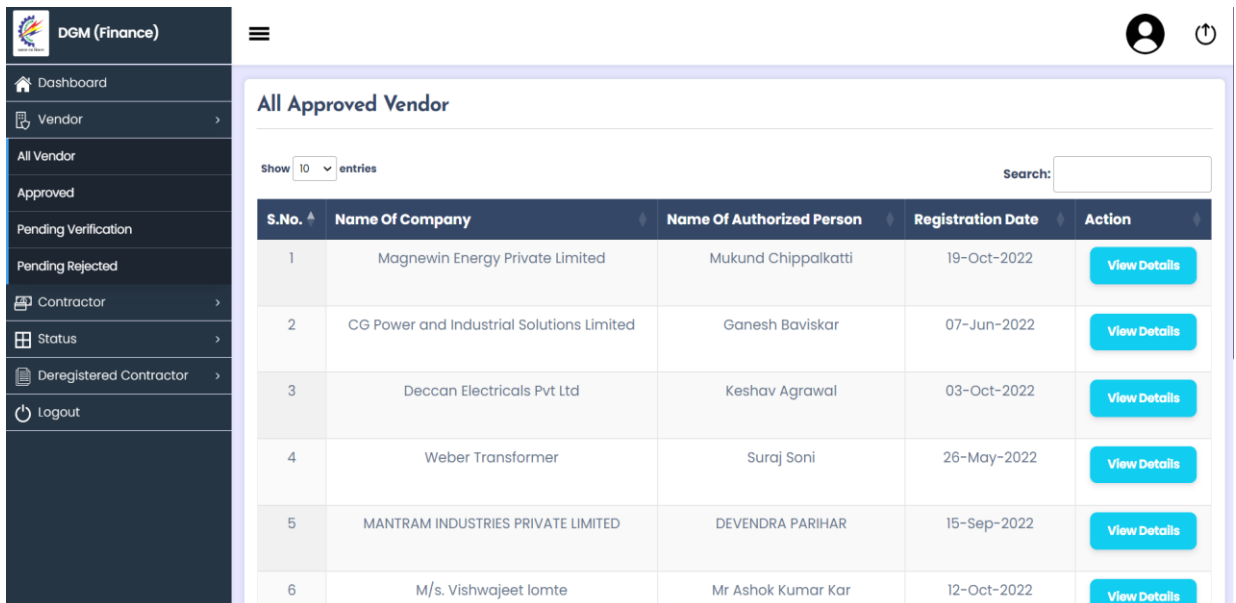
Document Name	View Document	Status
BALANCE SHEET DETAILS/ PROFIT-LOSS STATEMENT (CA Certified)	<a href="#">View</a>	<a href="#">Ok</a>
PREVIOUS LAST THREE YEARS TAX RETURN	<a href="#">View</a>	<a href="#">Ok</a>
ACTIVE GST NO. (ALONG WITH COPY OF CURRENT PAID CHALLAN AND ITS RECEIPT)	<a href="#">View</a>	<a href="#">Ok</a>

© 2023, All Rights Reserved By MPMKVCL

Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra  
Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.

## 7 Approved -> All Approved Vendor Detail

- Action -> Vendor All Basic Data and Documents



Dashboard

Vendor

All Vendor

Approved

Pending Verification

Pending Rejected

Contractor

Status

Deregistered Contractor

Logout

### All Approved Vendor

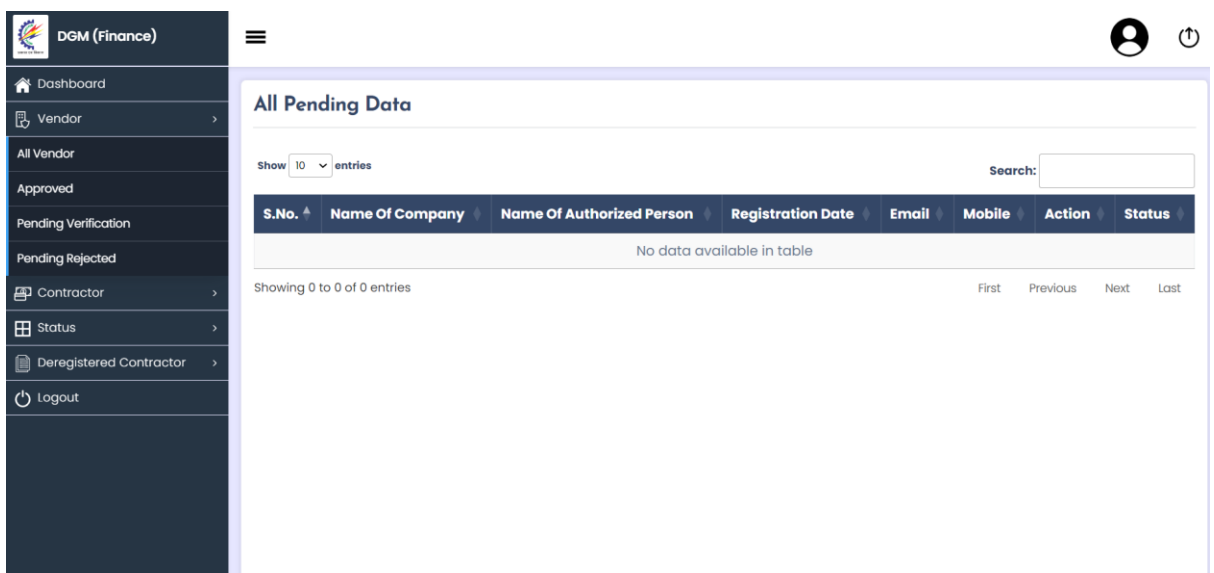
Show 10 entries

Search:

S.No.	Name Of Company	Name Of Authorized Person	Registration Date	Action
1	Magnevin Energy Private Limited	Mukund Chippalkatti	19-Oct-2022	<a href="#">View Details</a>
2	CG Power and Industrial Solutions Limited	Ganesh Baviskar	07-Jun-2022	<a href="#">View Details</a>
3	Deccan Electricals Pvt Ltd	Keshav Agrawal	03-Oct-2022	<a href="#">View Details</a>
4	Weber Transformer	Suraj Soni	26-May-2022	<a href="#">View Details</a>
5	MANTRAM INDUSTRIES PRIVATE LIMITED	DEVENDRA PARIHAR	15-Sep-2022	<a href="#">View Details</a>
6	M/s. Vishwajeet Iomte	Mr Ashok Kumar Kar	12-Oct-2022	<a href="#">View Details</a>

## 8 Pending Verification -> All Pending Vendor Details for Verification.

- Action -> Click in View and Showing all Documents and documents details for approval.
- Select Decision and update Remark then Submit



Dashboard

Vendor

All Vendor

Approved

Pending Verification

Pending Rejected

Contractor

Status

Deregistered Contractor

Logout

### All Pending Data

Show 10 entries

Search:

S.No.	Name Of Company	Name Of Authorized Person	Registration Date	Email	Mobile	Action	Status
No data available in table							

Showing 0 to 0 of 0 entries

First Previous Next Last

## 9 After Check All Documents and Accepted-> Submit

## 10 Pending Rejected -> Showing All Rejected Vendor List

- Action -> View Details -> User Basic details and Documents Pending Status

The screenshot shows the DGM (Finance) dashboard. On the left is a sidebar with navigation links: Dashboard, Vendor, Contractor, Status, Deregistered Contractor, and Logout. The main content area is titled 'All Pending Rejected Vendor'. It features a search bar and a table with the following data:

S.No	Name Of Company	Name Of Authorized Person	Registration Date	Action
1	sunil kumar soni	SUNIL KUMAR SONI PROP SUNIL KUMAR SONI, Shivpuri	10-Jun-2022	<a href="#">View Details</a>

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area are pagination links: First, Previous, 1 (selected), Next, Last.

- Finance Document - View Document -> View -> Showing finance document and Status of Rejected or Approved

The screenshot shows the DGM (Finance) dashboard. On the left is a sidebar with navigation links: Dashboard, Vendor, Contractor, Status, Deregistered Contractor, and Logout. The main content area is titled 'Finance Document'. It features a table with the following data:

Document Name	View Document	Status
PREVIOUS LAST THREE YEARS TAX RETURN	<a href="#">View</a>	Ok
BALANCE SHEET DETAILS/ PROFIT-LOSS STATEMENT (CA Certified)	<a href="#">View</a>	Ok
ACTIVE GST NO. (ALONG WITH COPY OF CURRENT PAID CHALLAN AND ITS RECEIPT)	<a href="#">View</a>	<a href="#">Resubmit</a>

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area are pagination links: First, Previous, 1 (selected), Next, Last.