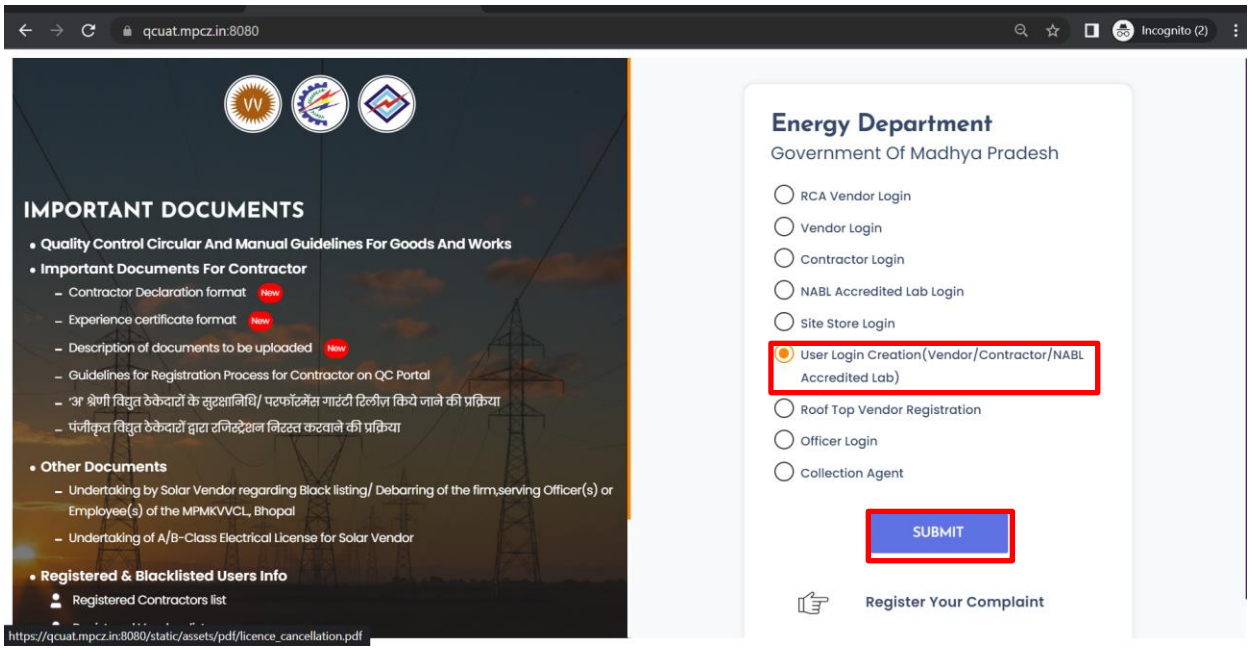
Vendor Registration SOP

1. Open website https://qcportal.mpcz.in->User Registration(Vendor/Contractor/NABL Accredited Lab)->Submit



2. Enter required details on given form->Submit

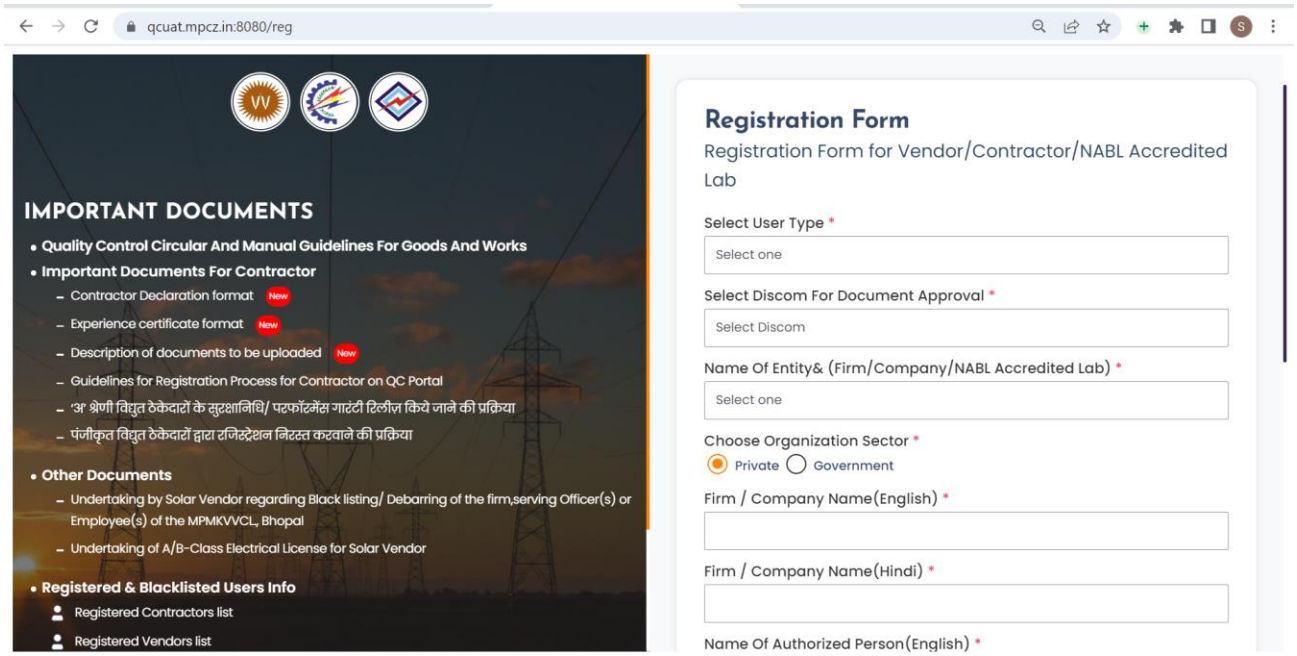
a. User Type: - Contractor/Vendor/NABL (Select CONTRACTOR Registration)

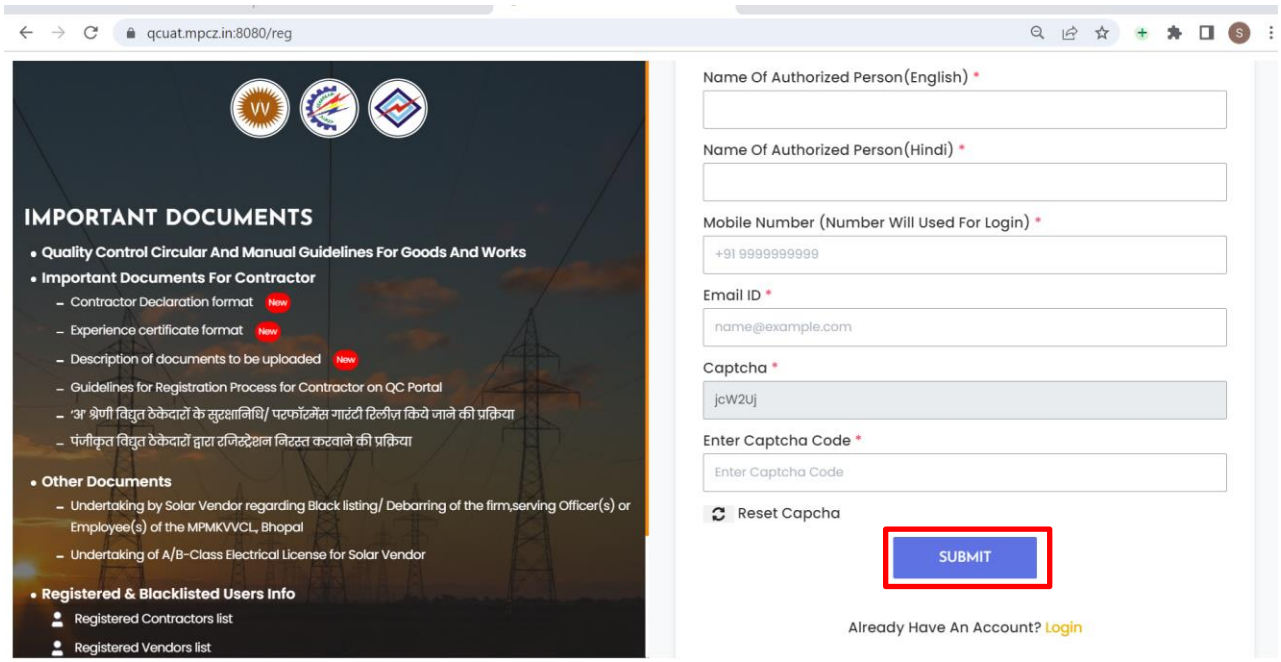
b. Select DISCOM from which documents will be verified

c. Firm and Authorised person Name.

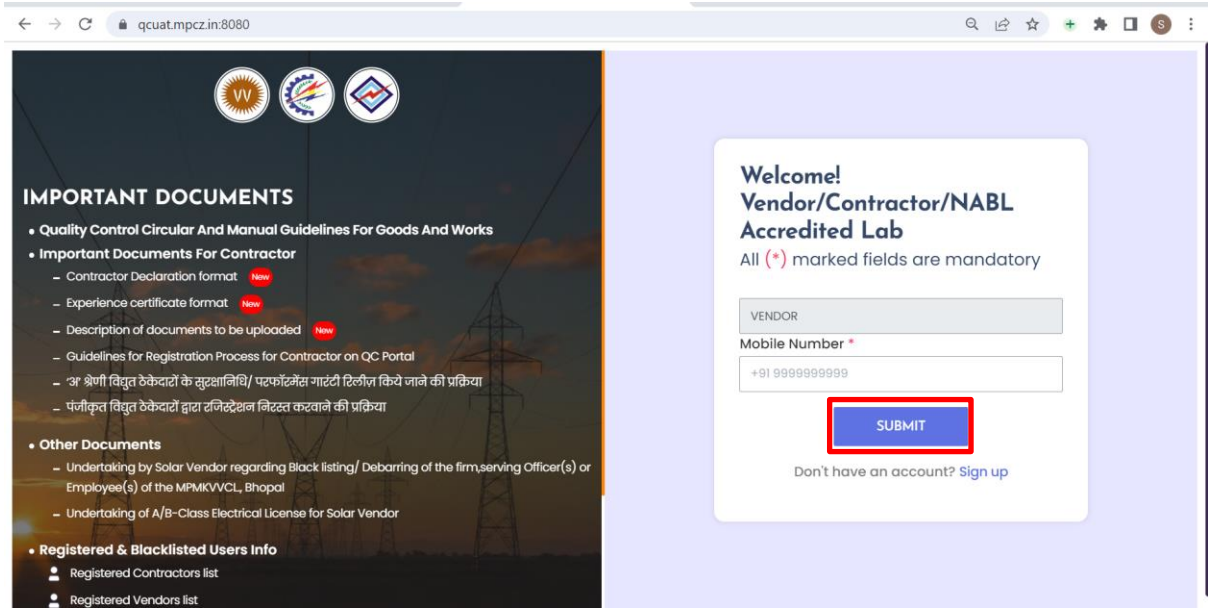
d. Mobile No. (It will be used as use ID for login using OTP)

e. Enter email ID for receiving notifications.

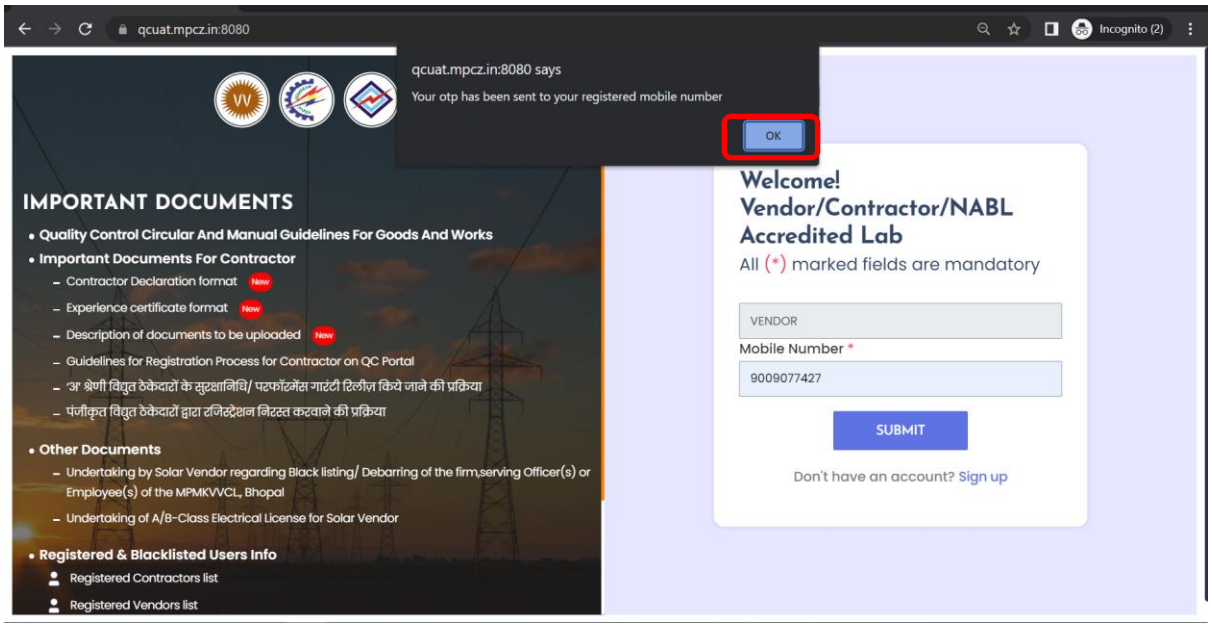




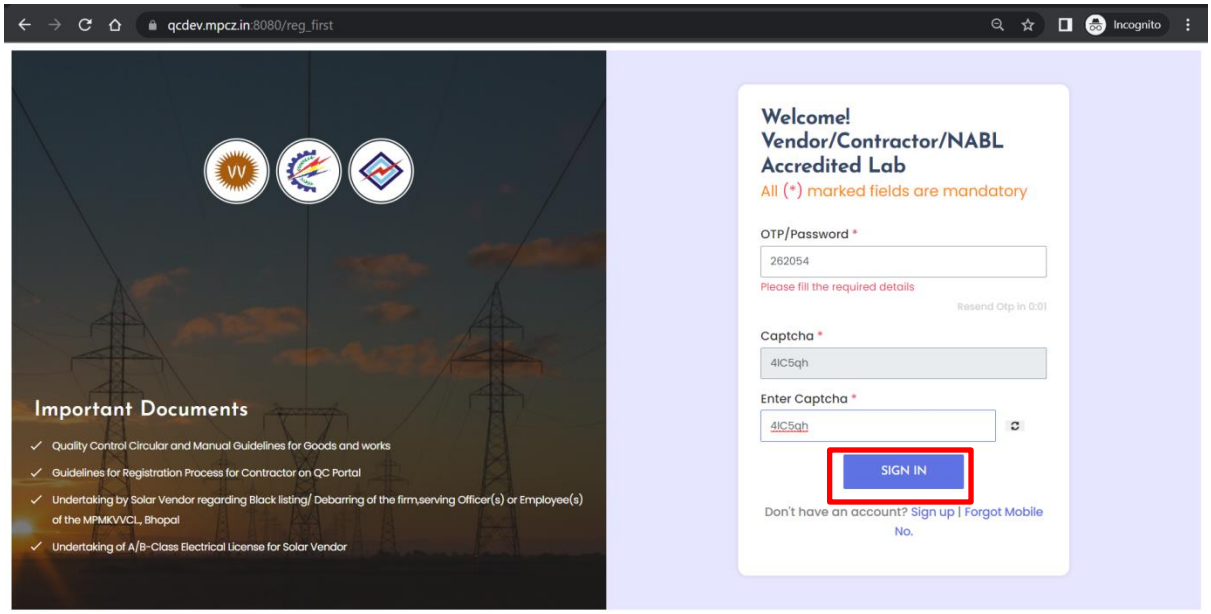
3. Login Using Mobile No->Enter Registered Mobile No.->Submit.



You will get the popup message regarding otp after that click on OK



4. Enter OTP Received on Registered Mobile -> Captcha ->Sign In

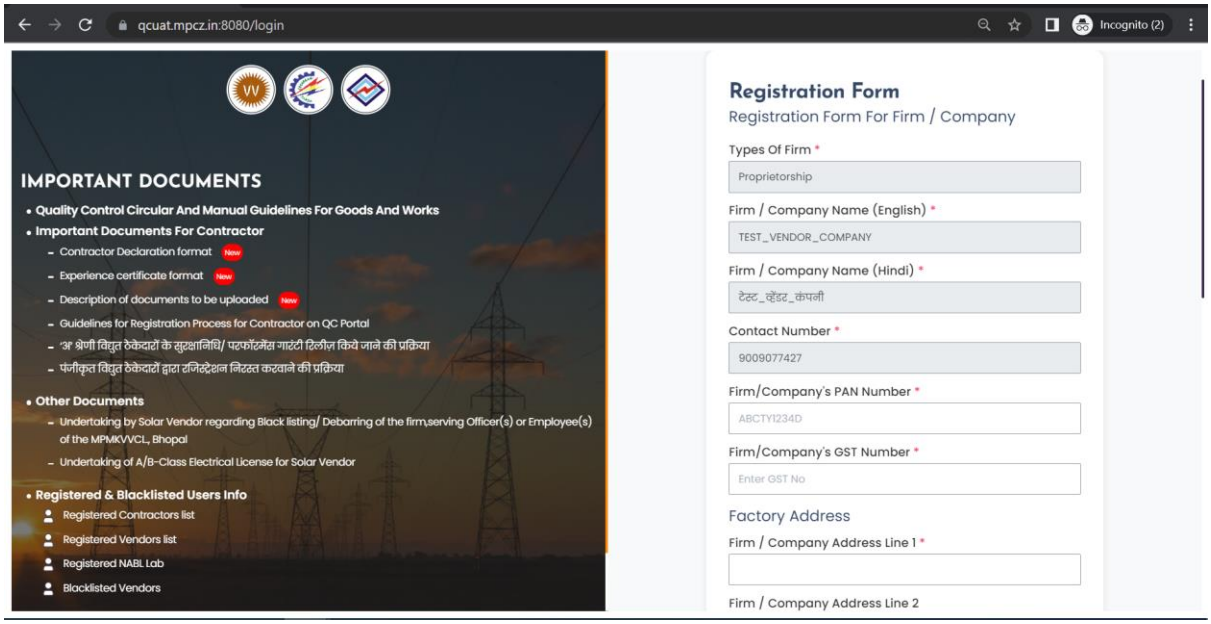


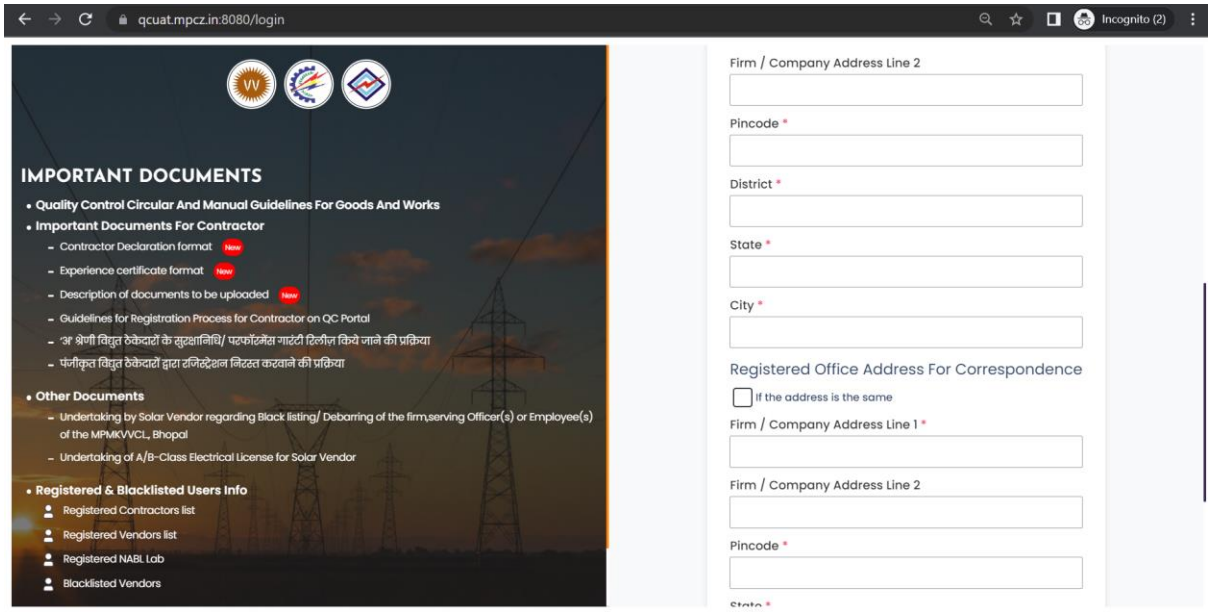
5. Enter Firm details in given form ->Save and Next

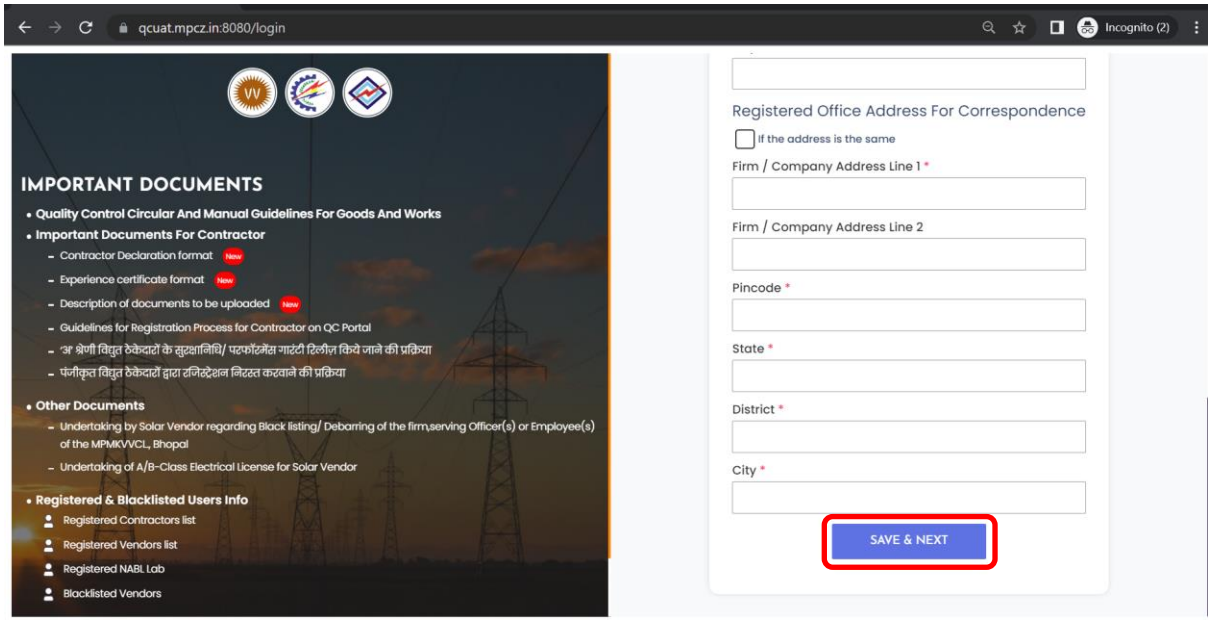
a. PAN Card

b. GST Number

c. Factory Address





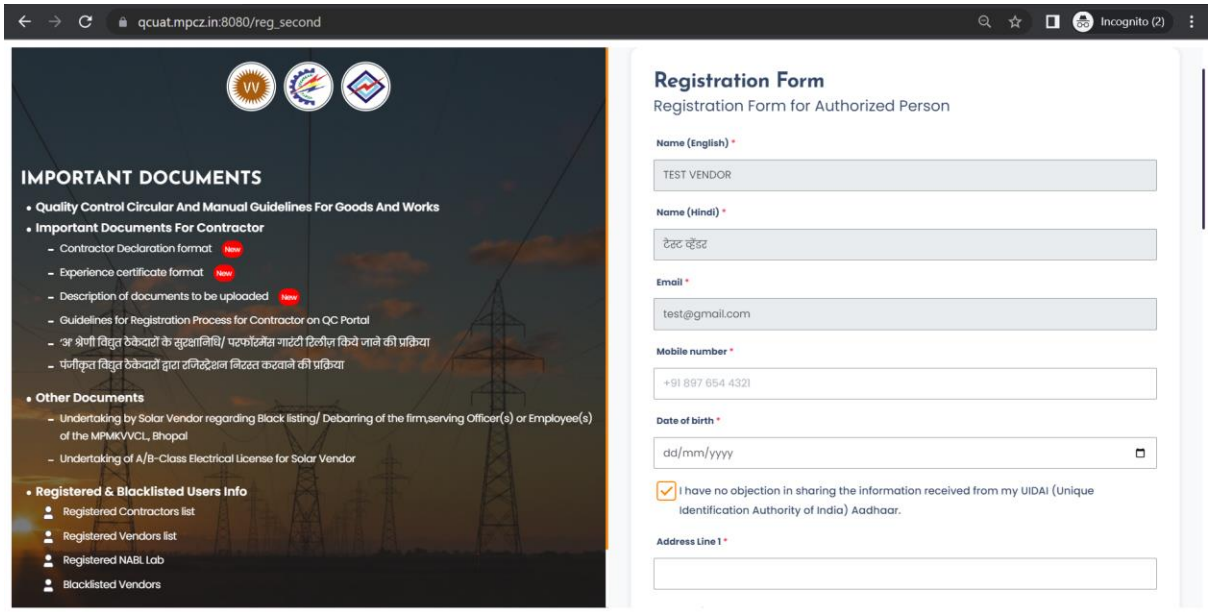


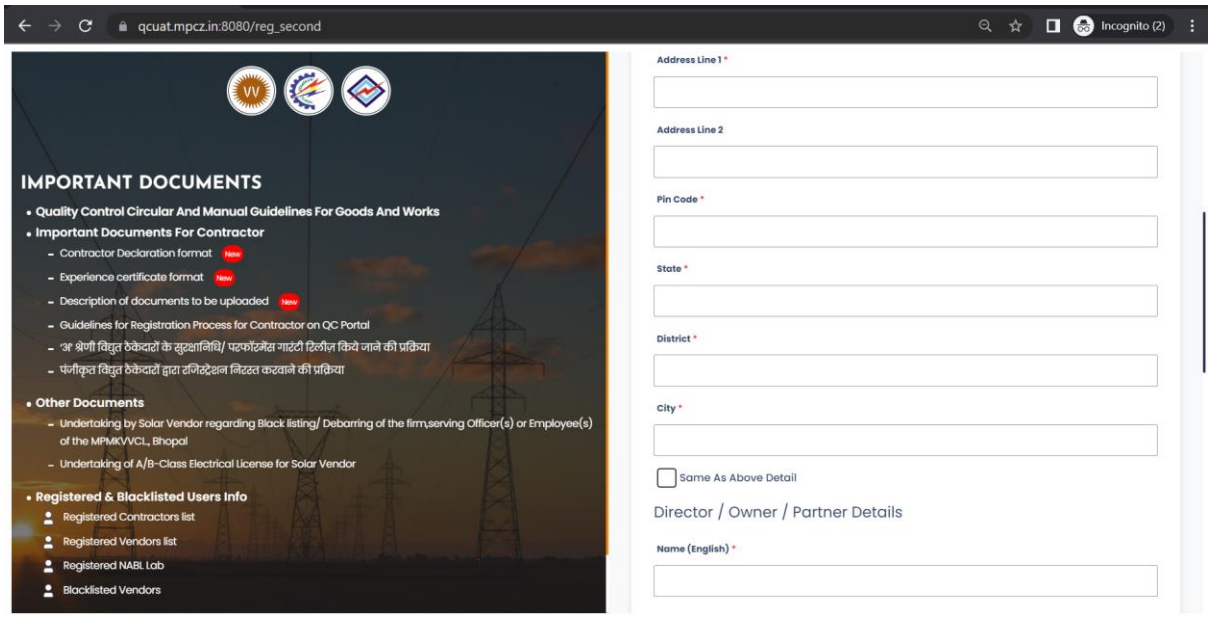
6. Enter Authorised Person details in form ->Save and Next.

a. Mobile No.

b. Date of Birth.

c. Address.


qcuat.mpcz.in:8080/reg_second
Incognito (2)
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
– 'अ' श्रेणी विद्युत ठेकेदारों के सुरक्षानिधि/ परफॉर्मेंस गारंटी रिलीज़ किये जाने की प्रक्रिया
– पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन नियत करवाने की प्रक्रिया
• Other Documents
– Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm,serving Officer(s) or Employee(s) of the MPMKVVCL, Bhopal
– Undertaking of A/B-Class Electrical License for Solar Vendor
• Registered & Blacklisted Users Info
Registered Contractors list
Registered Vendors list
Registered NABL Lab
Blacklisted Vendors
Registration Form
Registration Form for Authorized Person
Name (English) *
TEST VENDOR
Name (Hindi) *
टेस्ट व्हेंडर
Email *
test@gmail.com
Mobile number *
+91 897 654 4321
Date of birth *
dd/mm/yyyy
I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.
Address Line 1 *


qcuat.mpcz.in:8080/reg_second
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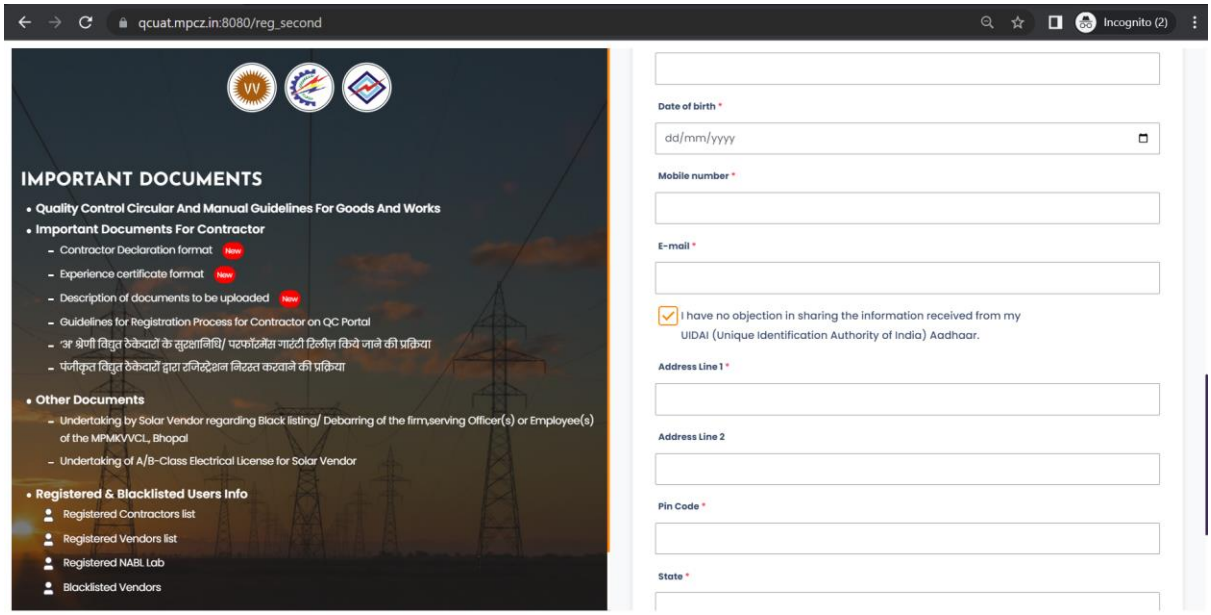
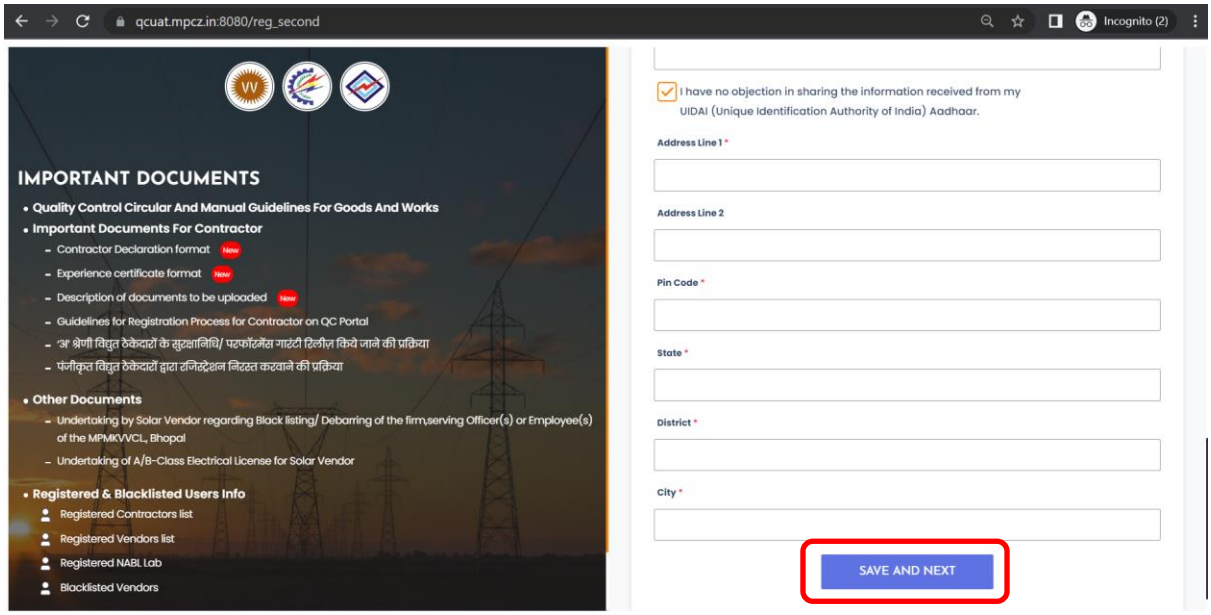
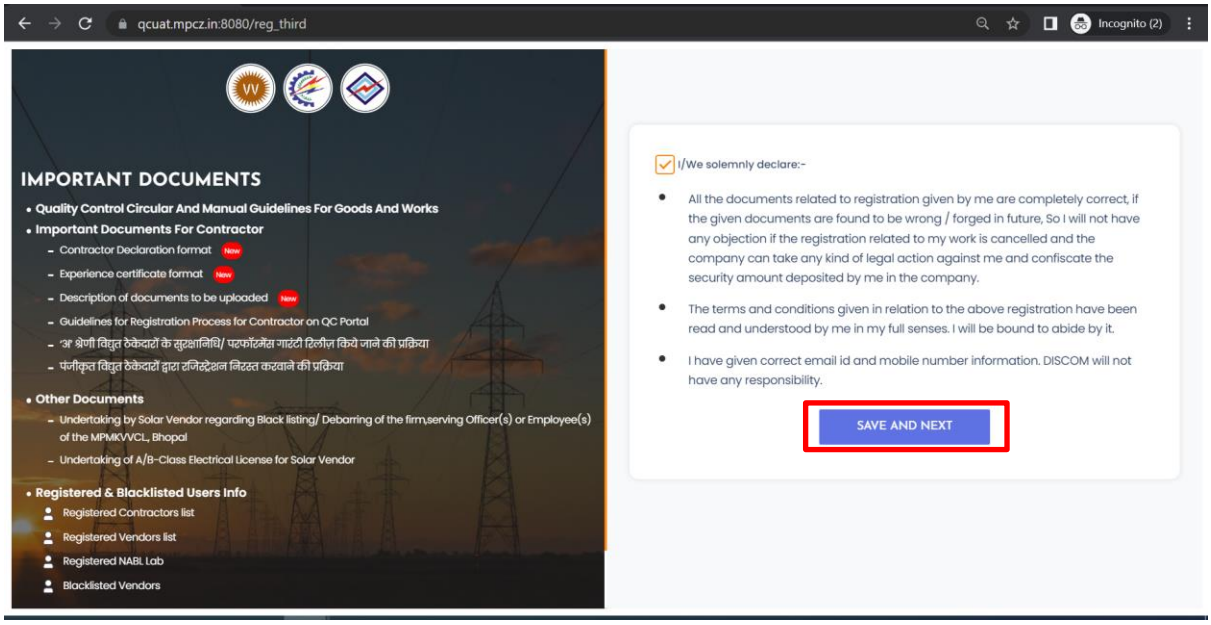
– पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन नियत करवाने की प्रक्रिया
• Other Documents
– Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm,serving Officer(s) or Employee(s) of the MPMKVVCL, Bhopal
– Undertaking of A/B-Class Electrical License for Solar Vendor
• Registered & Blacklisted Users Info
Registered Contractors list
Registered Vendors list
Registered NABL Lab
Blacklisted Vendors
Address Line 1 *
Address Line 2
Pin Code *
State *
District *
City *
Same As Above Detail
Director / Owner / Partner Details
Name (English) *

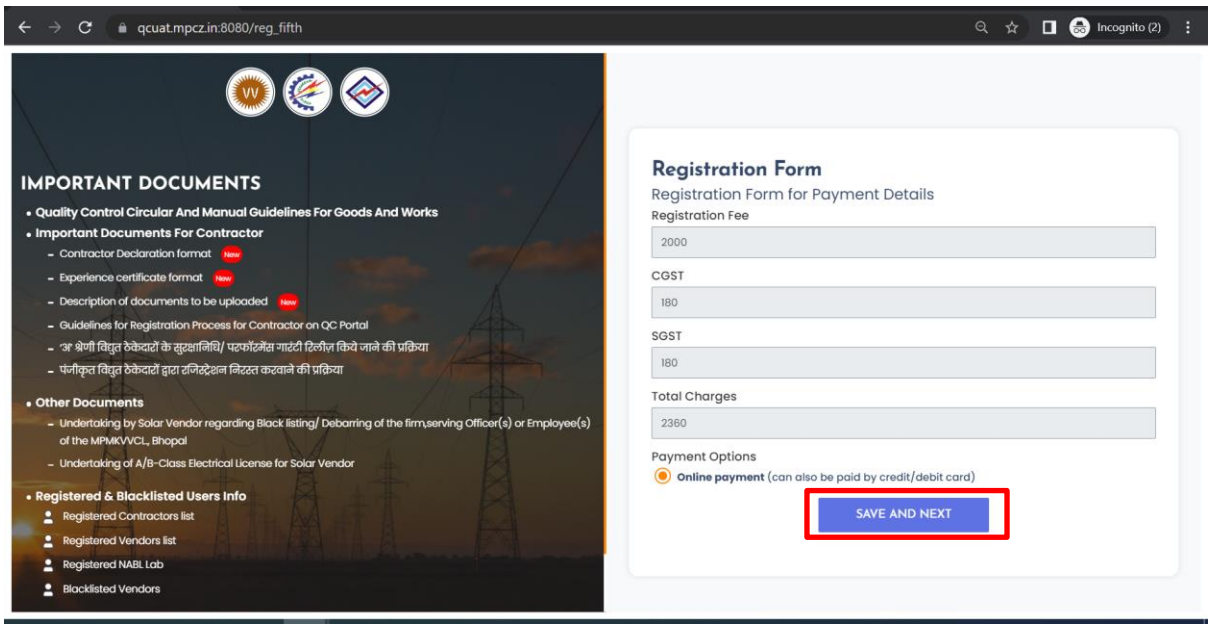




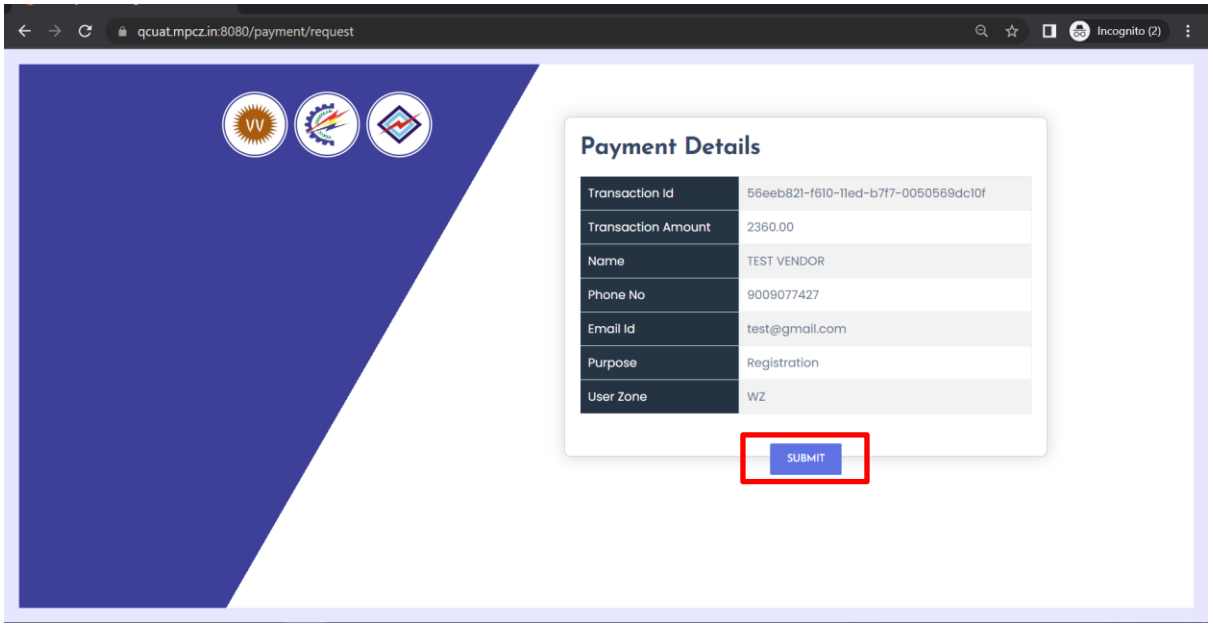
7. Check on Declaration -> Save and Next.



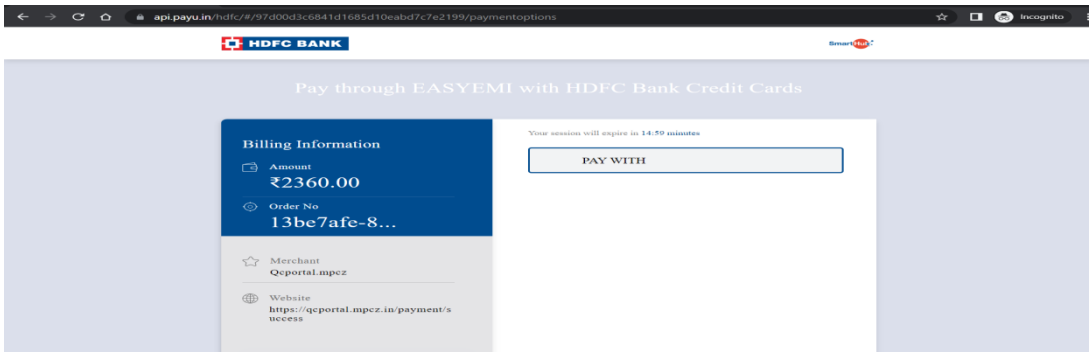
8. Click on Save and Next to proceed for Payment.



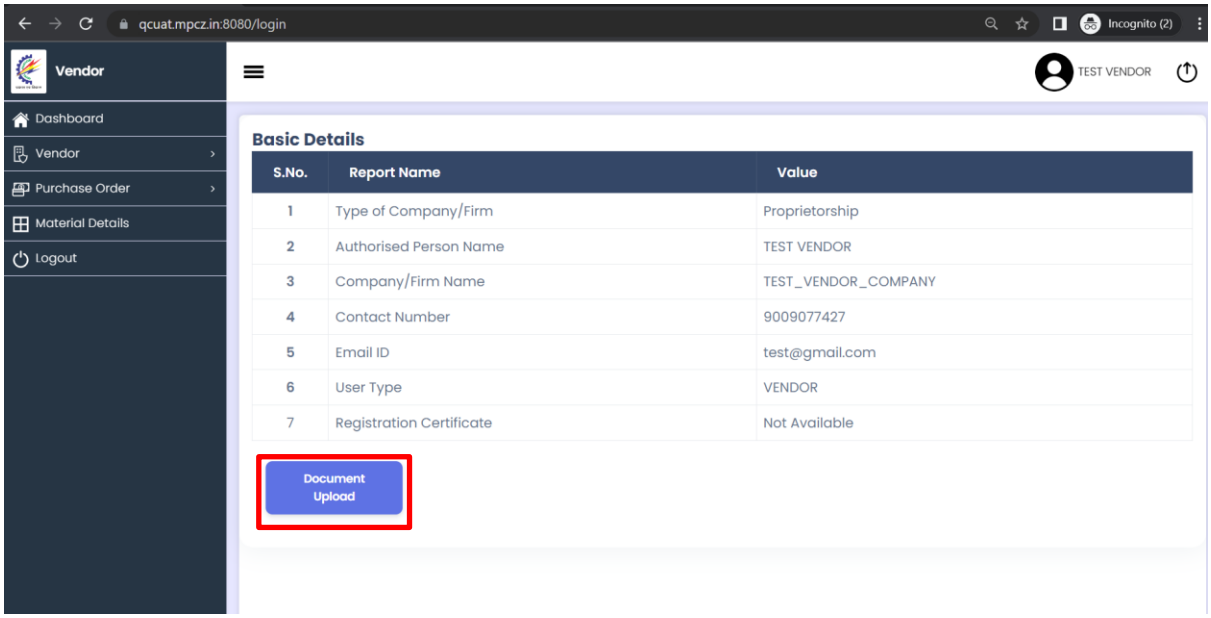
9. Click on Submit to Proceed for Payment.



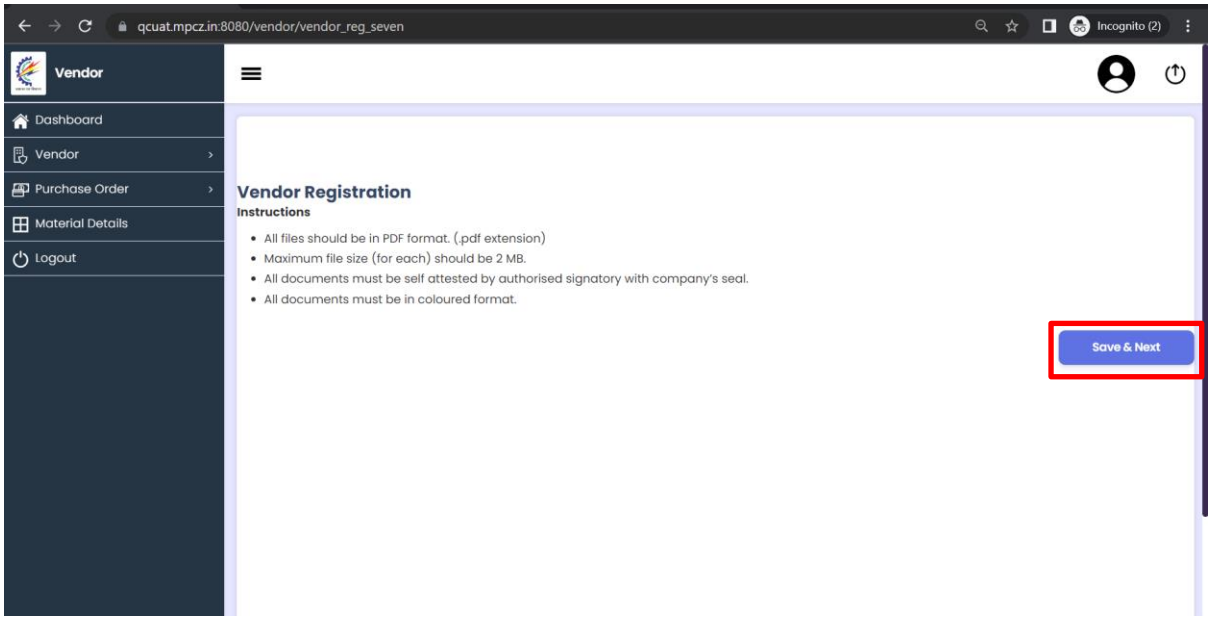
10. Select Payment Method and make payment.



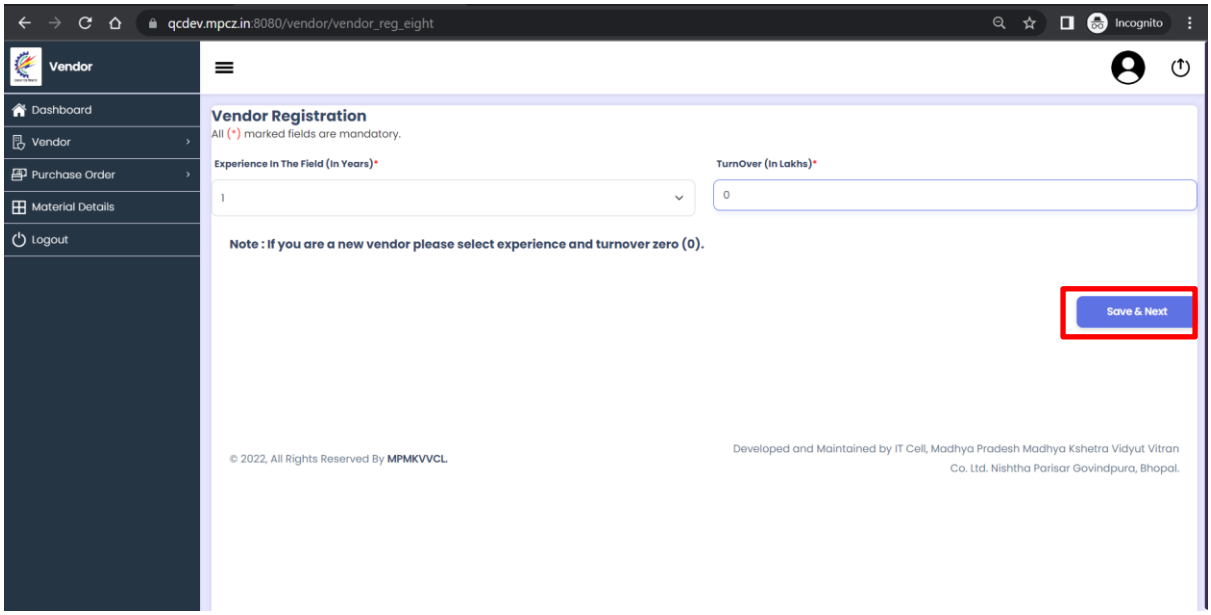
11. Login again after Payment ->Basic info (Left Menu)-> Document Upload.



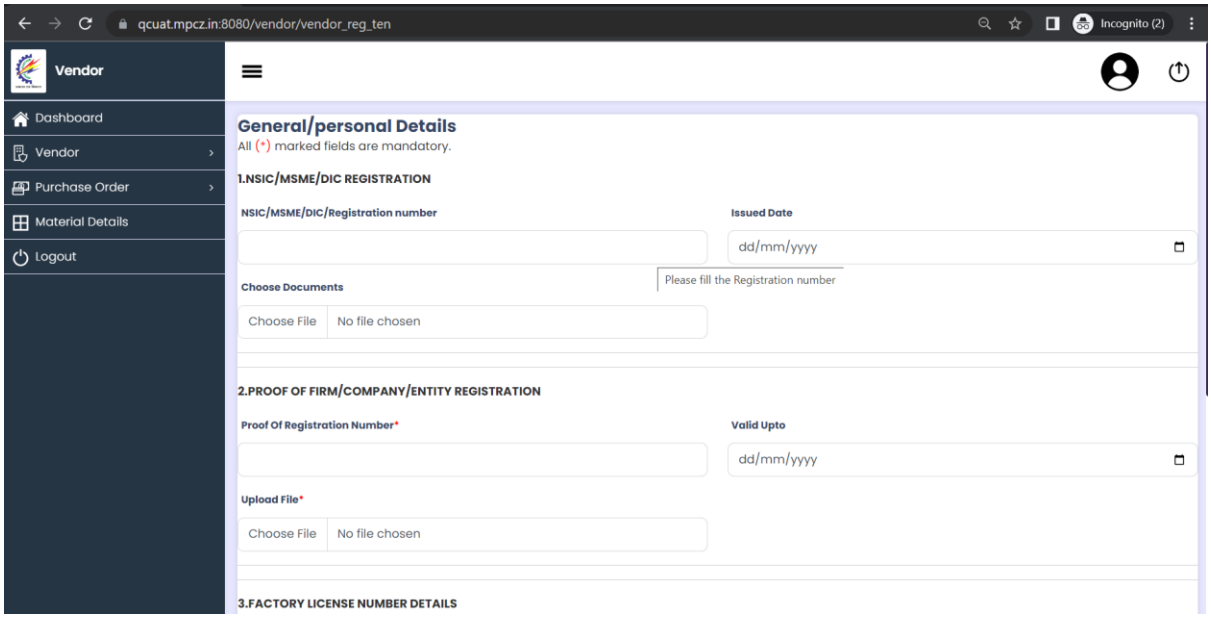
12. Click on Save and Next.

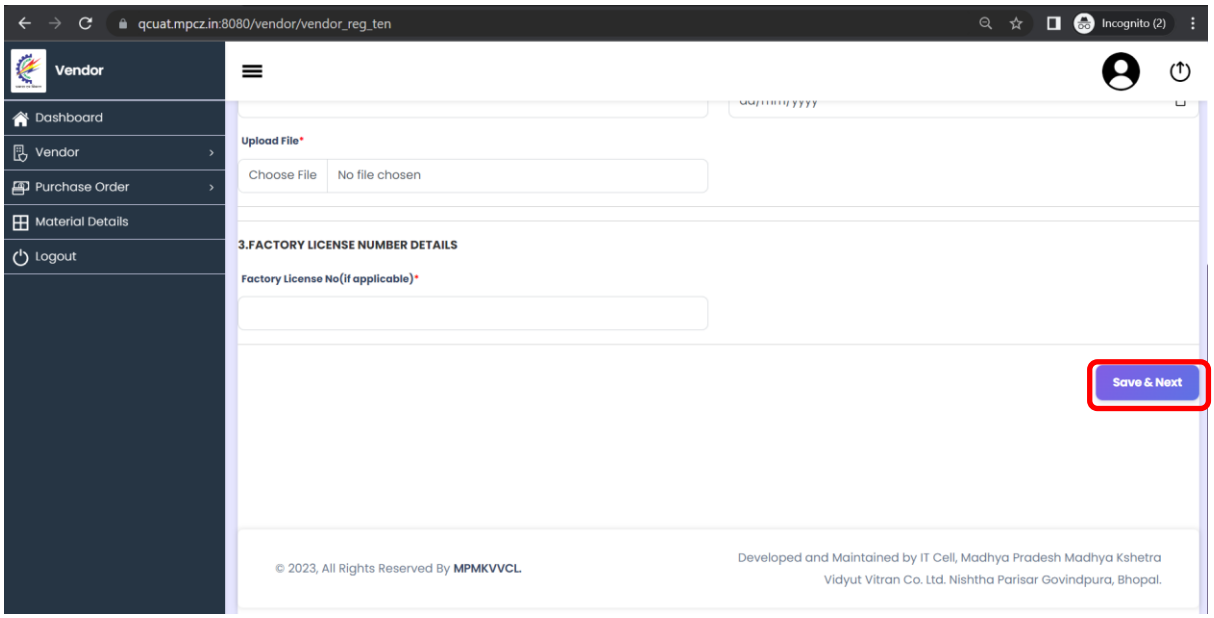


13. Select experience and turnover and click on save & next

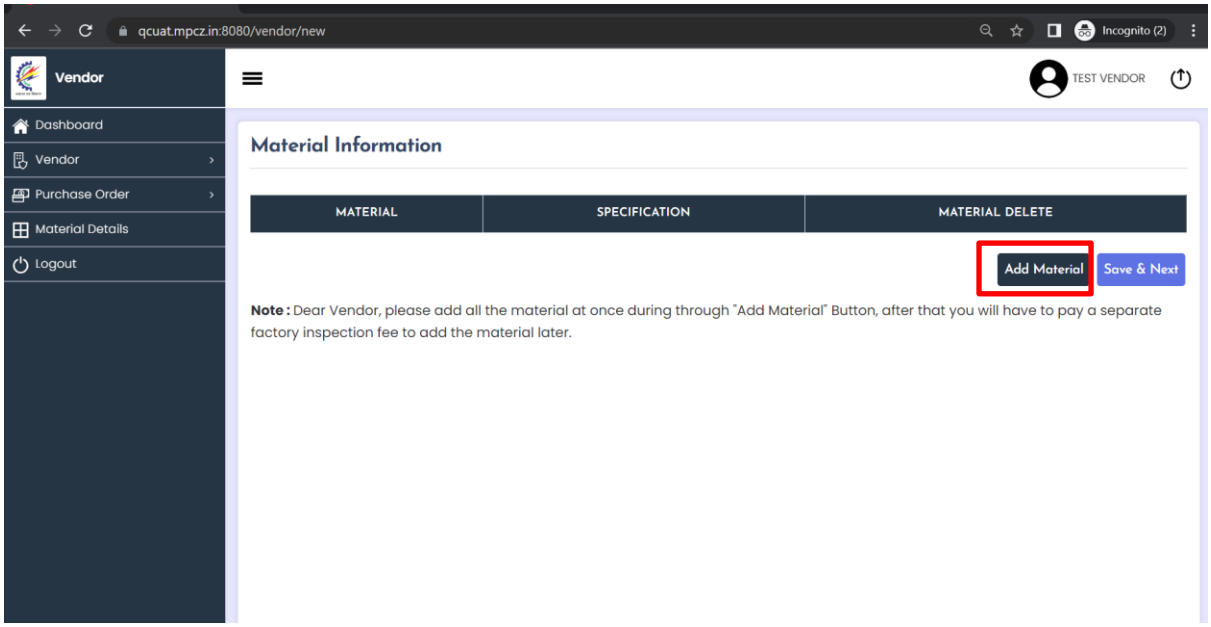


14. Enter all General/Personal details click on save & next

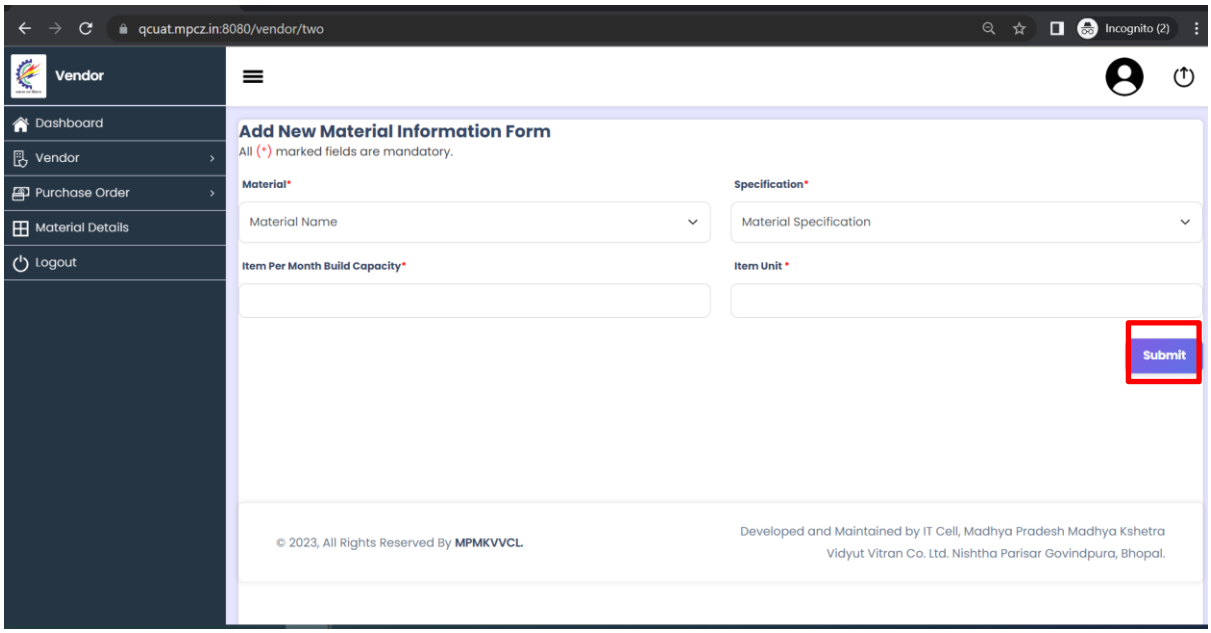




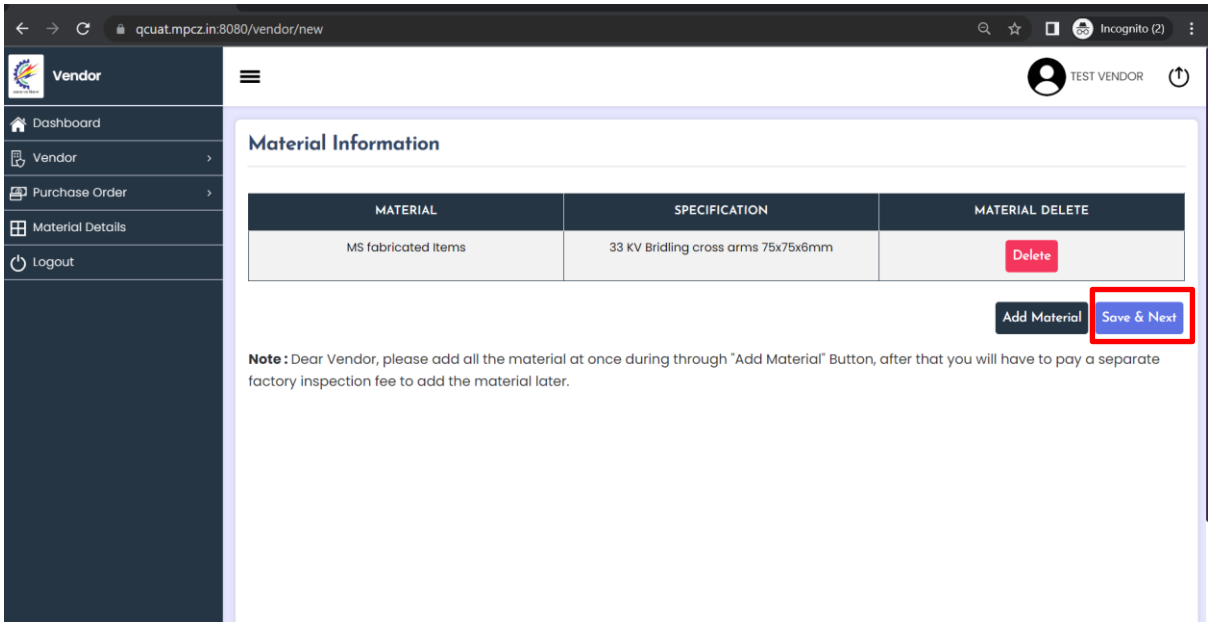
15.click on add material for adding materials



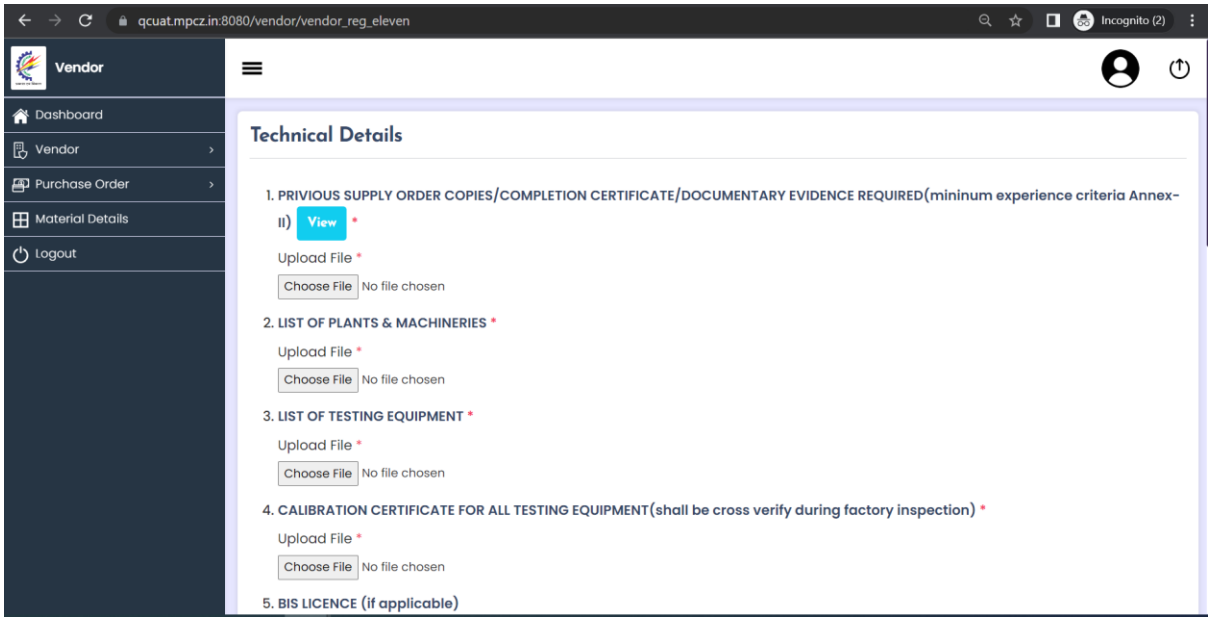
17. Click on submit button

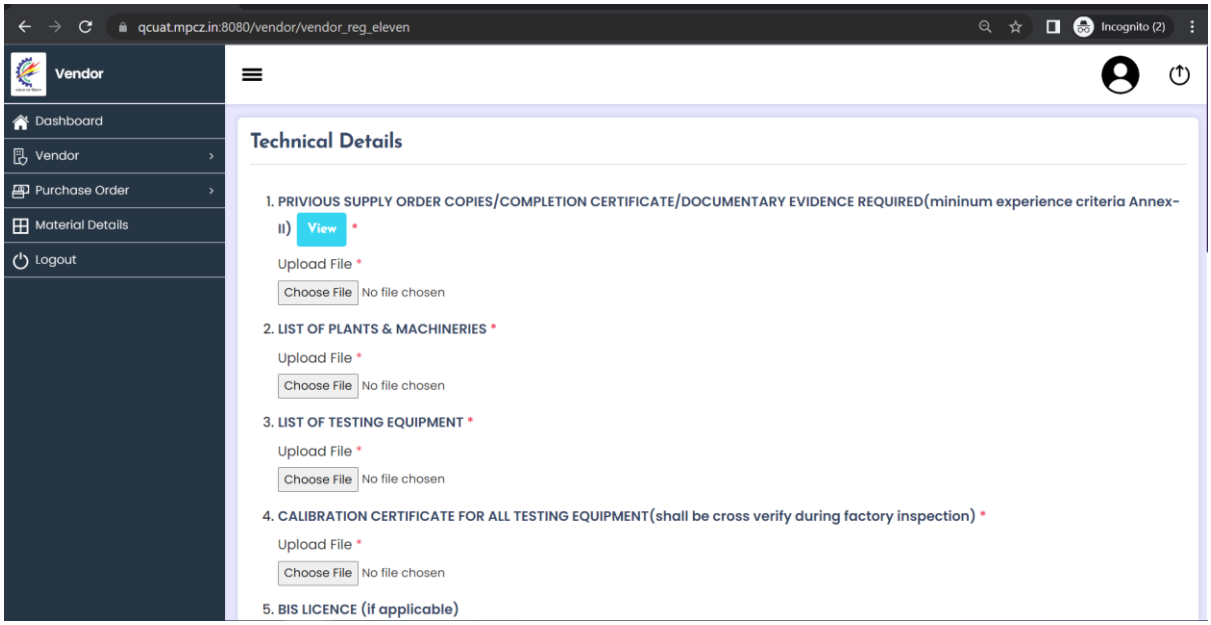


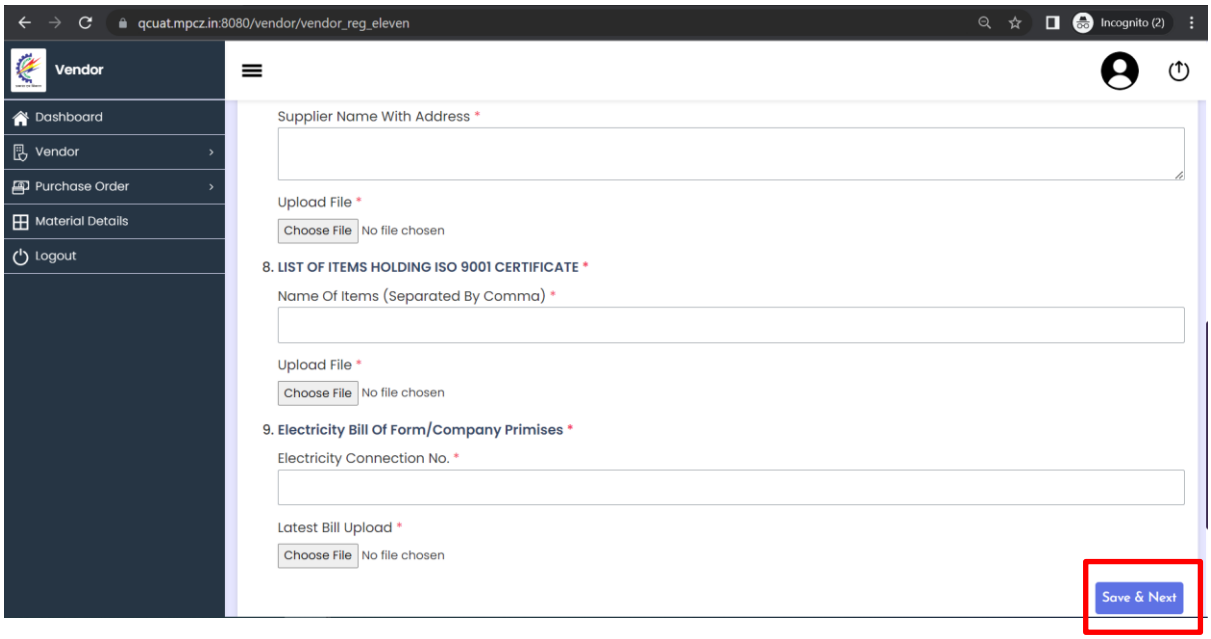
18. Click on save & next



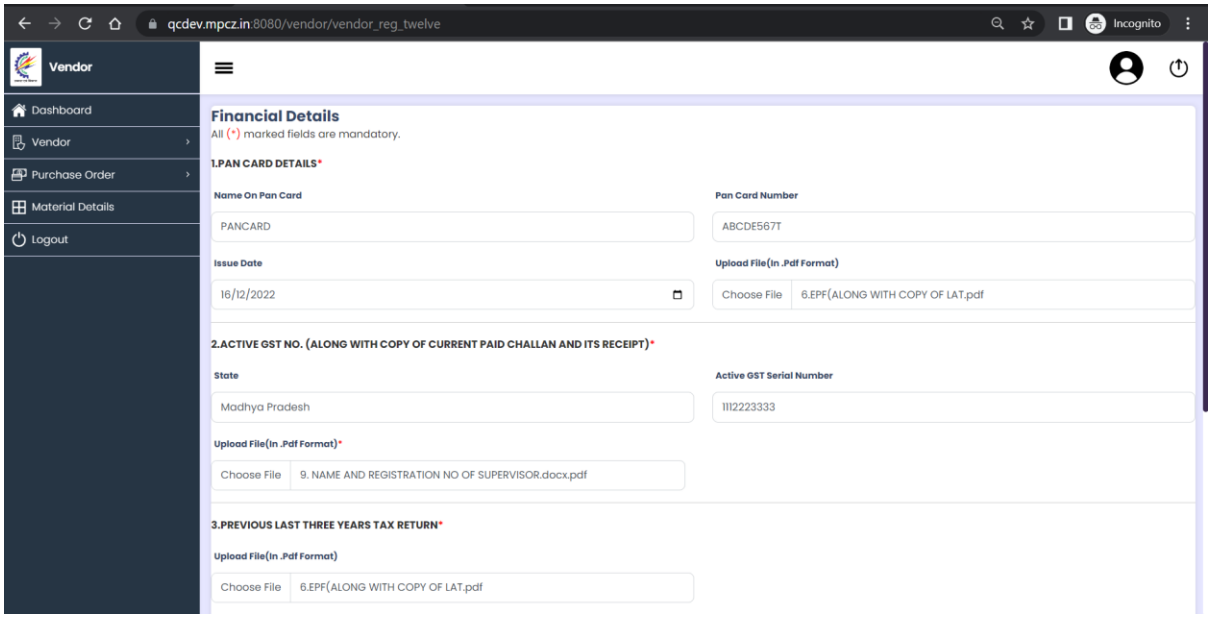
19. Enter all the technical details and click on save & next

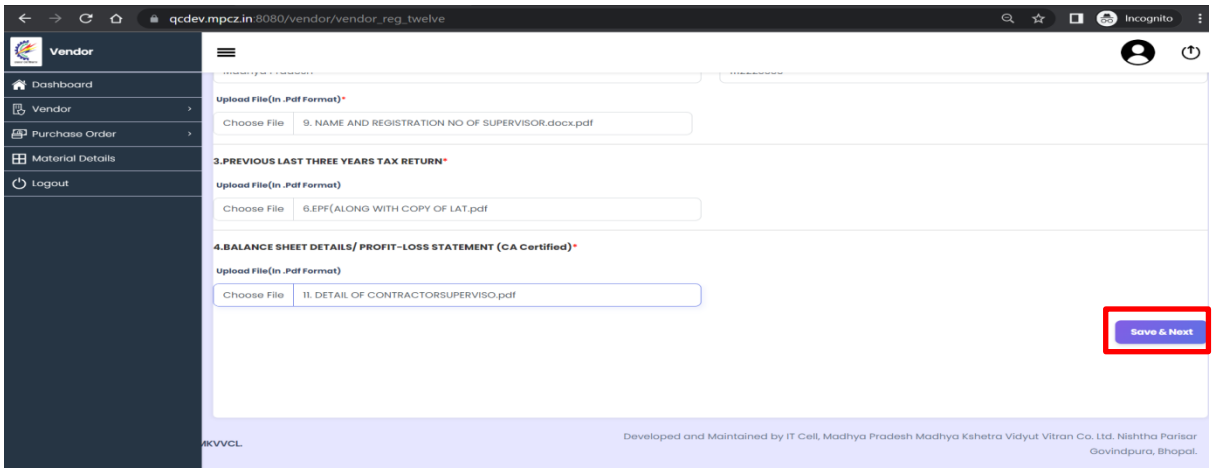




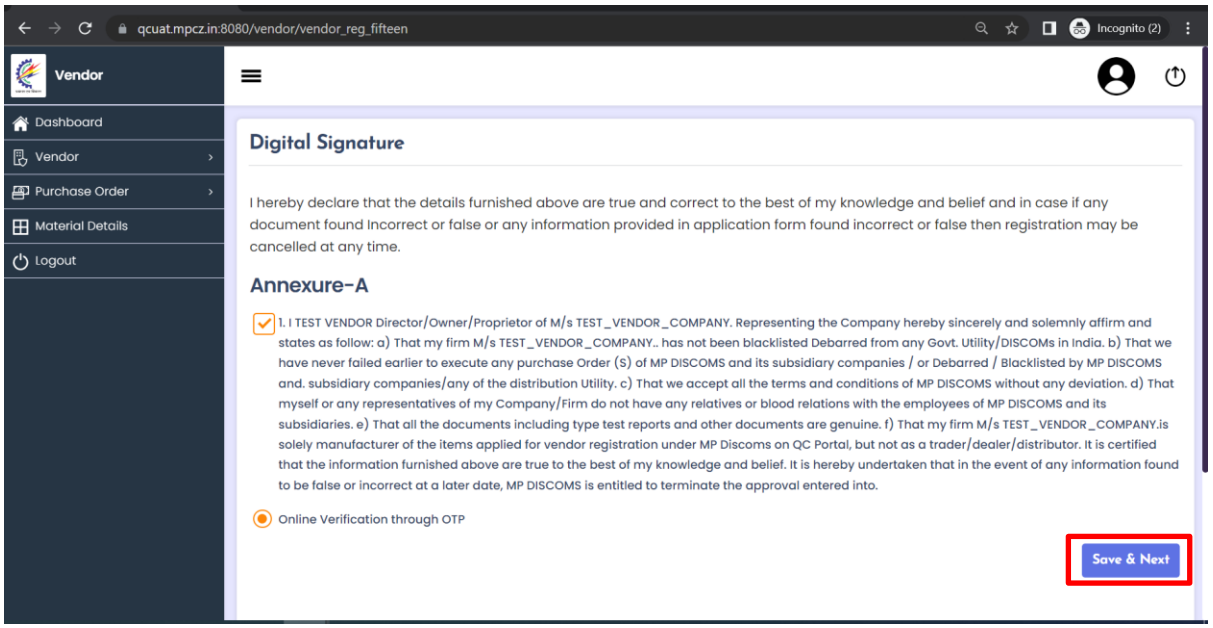


21. Enter all Financial Details

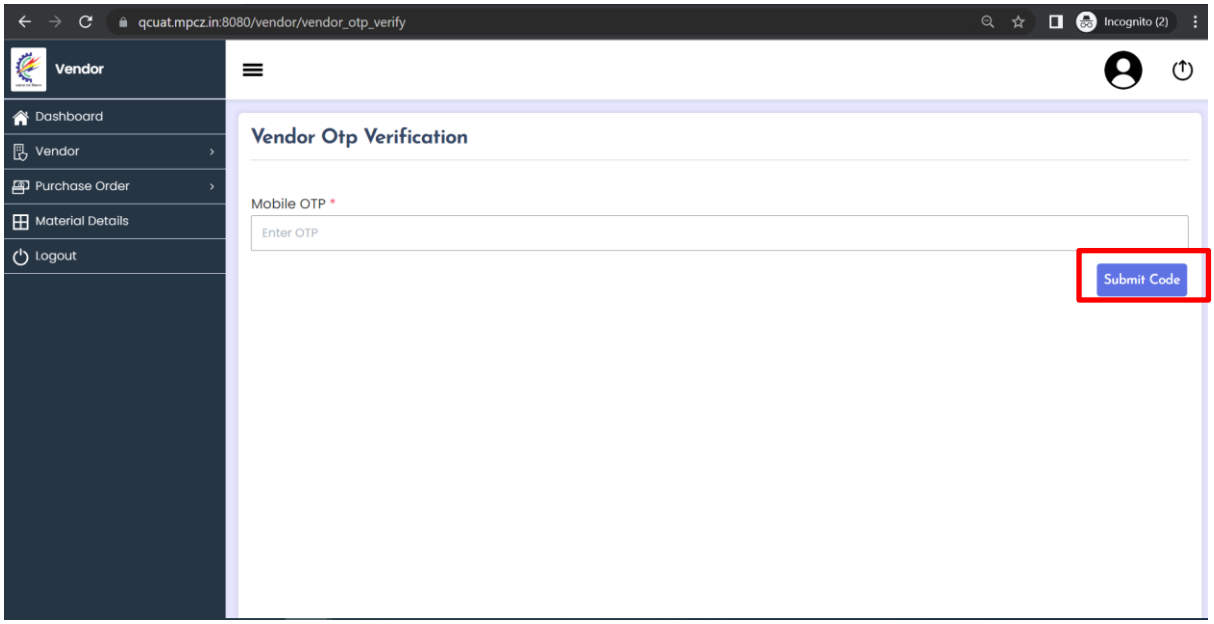
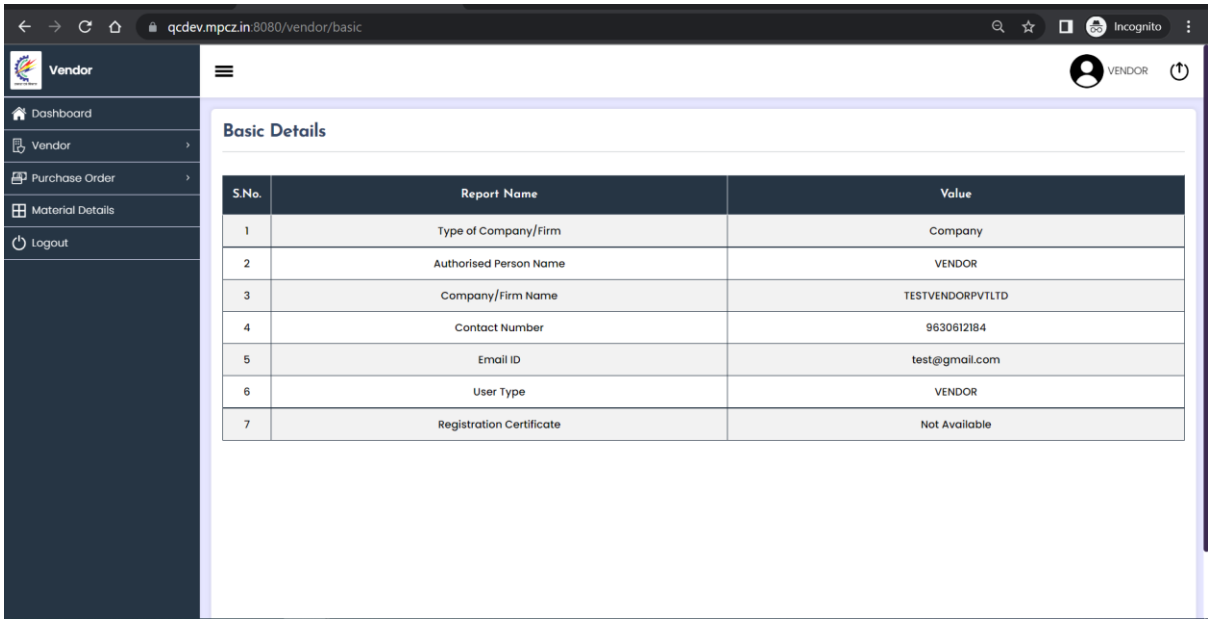




22. click on save & next vendor will get the otp on his/her registered mobile number.



23. enter the otp click on submit code



24. After clicking on submit code vendor's basic info will get updated