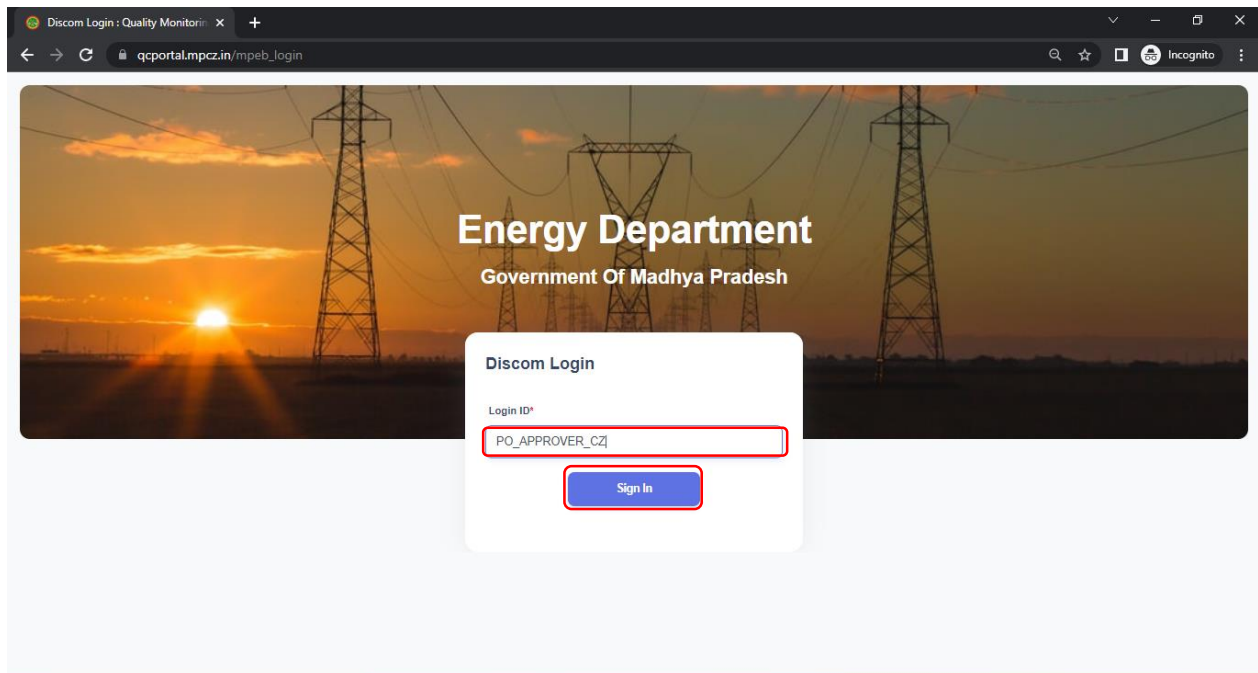
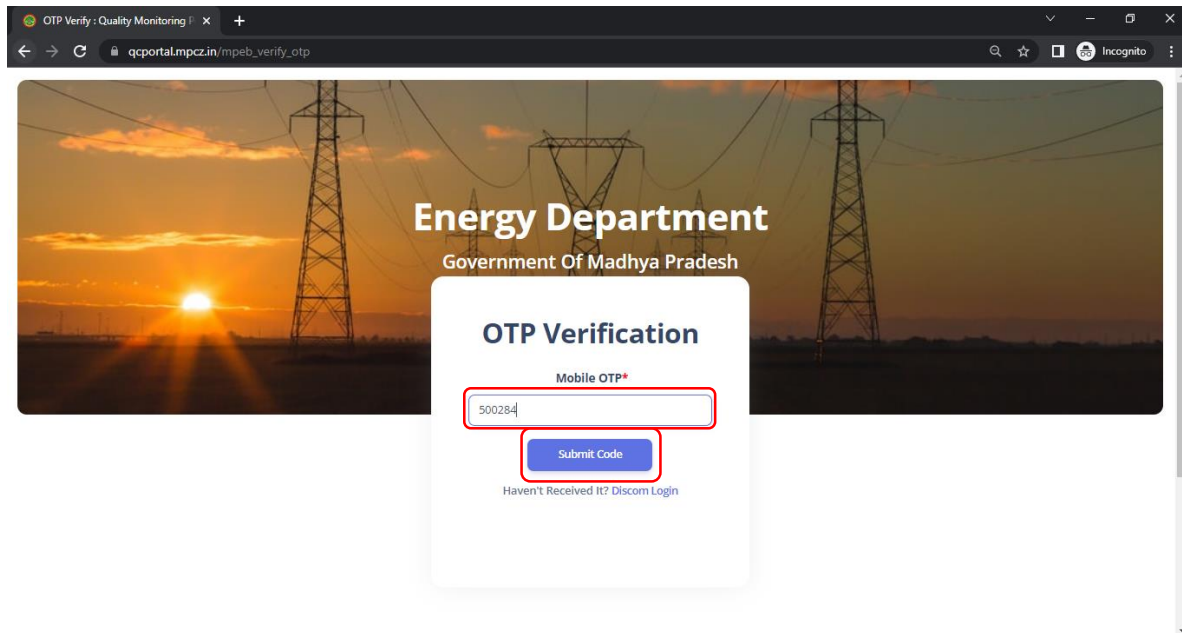


SOP for Approval side for Approve Purchase Order

1. After Submission of PO by PO creator, Approver have to login to quality portal through “Officer Login” option for the approval of PO. Enter “Login ID” in text box and click on “Sign In” button.

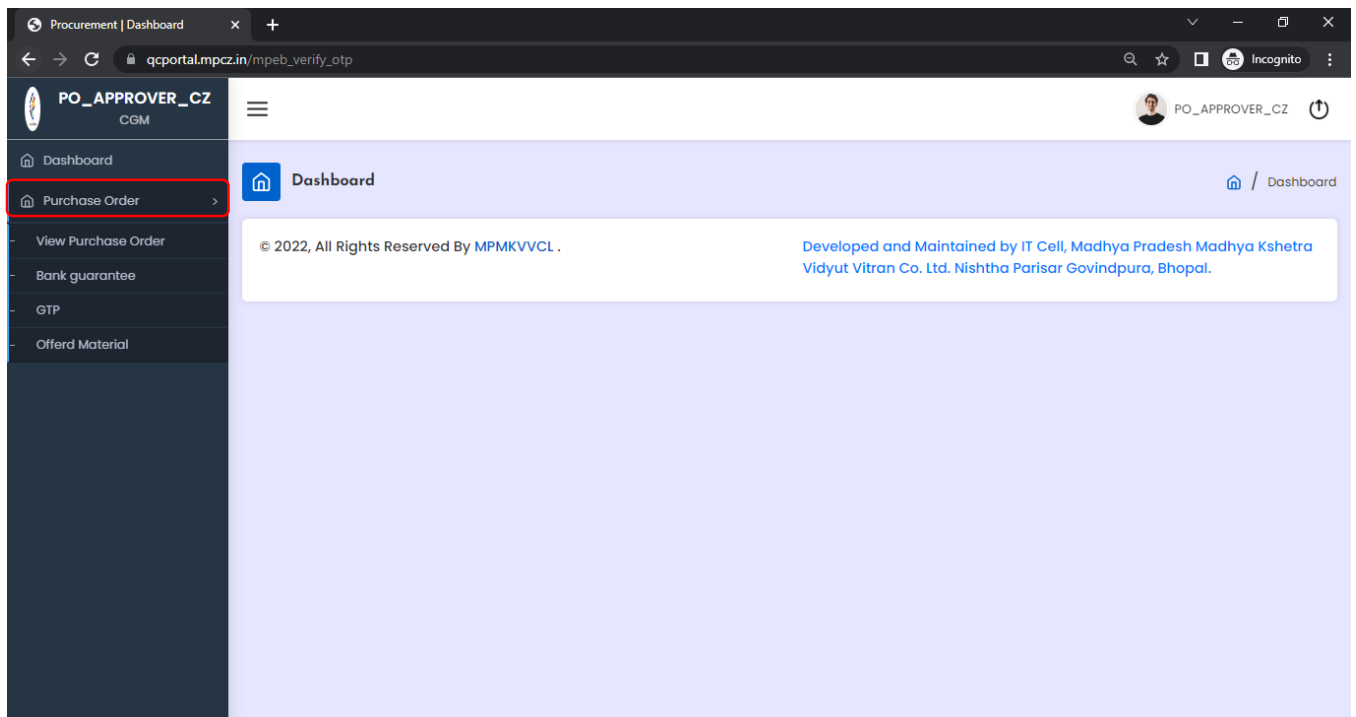


2. After that, “OTP” will be received on your registered mobile no. associated with login ID. Enter OTP and click on “Submit Code” button.



The screenshot shows a web browser window with the URL `qcportal.mpcz.in/mpeb_verify_otp`. The page features a background image of power lines at sunset. In the center, there is a white box titled "OTP Verification" for the "Energy Department, Government Of Madhya Pradesh". Inside this box, there is a label "Mobile OTP*", a text input field containing "500284", and a blue "Submit Code" button. Below the button, there is a link that says "Haven't Received It? Discom Login".

3. Click on “View Purchase Order” option on left menu to view the PO submitted for Approval.



The screenshot shows a web browser window with the URL `qcportal.mpcz.in/mpeb_verify_otp`. The page displays a "Procurement | Dashboard" header. On the left, there is a dark sidebar menu with the following items: "Dashboard", "Purchase Order" (highlighted with a red box), "View Purchase Order", "Bank guarantee", "GTP", and "Offerd Material". The main content area has a light blue background and contains a "Dashboard" header, a copyright notice "© 2022, All Rights Reserved By MPMKVVCL .", and a footer note "Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal."

4. Click on “View PO/Download” to view and approve the purchase order.

The screenshot shows the PO_APPROVER_CZ dashboard. The left sidebar contains navigation links: Dashboard, Purchase Order, View Purchase Order, Bank guarantee, GTP, and Offord Material. The main content area is titled 'Order Information' and 'View Order information'. It displays a table with the following data:

SR. NO.	PO NO.	SUBJECT	VENDOR	DATE	VIEW	ACTION
1	123456	Order for supply of Laptops against GEM Bid No. GEM/2018/B/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).	RAMESH SHARMA	Sept. 1, 2022	View PO/Download	Not Approve View Digital Order Approve Bg Approve GTP Approve Material Approve DI

At the bottom of the dashboard, there is a footer with the text: © 2022, All Rights Reserved By MPMKVVCL. and Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.

5. After Clicking on “View PO/Download”, PO will be displayed.

The screenshot shows the PO view page. The left sidebar is the same as the previous screenshot. The main content area displays the purchase order details for M.P. Madhya Kshetra Vidyut Vitran Company Limited. The header includes the company logo and name: M.P. MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED (Government of M. P. Undertaking). The address is: Regd. Office: Nishtha Parisar, Govindpura Bhopal 462023. The contact information is: ' 0755-2601300, Ext-501, Website portal.mpcz.in. The CIN NUMBER is: U40109MP2002SGC015119.

The body of the page contains the following text:

No. MD/MK/PUR/ /123456 Bhopal, dated--Sept. 1, 2022

To,
HAVELLS INDIA LIMITED
Address: 904, 9TH FLOOR SURYA KIRAN BUILDING KG MARG CONNAUGHT PLACE NEW DELHI DELHI 110001
Email-->ramesh1.sharma@havelles.com

Subj: Order for supply of Laptops against GEM Bid No. GEM/2018/B/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).

Dear Sir,

With reference to above cited subject reference, we are pleased to place an order for "Supply of 14 No. Laptop at MPMKVVCL Bhopal" as per details given below:

1. QUANTITY AND PRICES:

6. Click on “VIEW/DOWNLOAD” button to print the PO for signing. Click on “APPROVE” button to approve the PO.

The screenshot shows the 'PO_APPROVER_CZ' dashboard. The left sidebar contains 'Dashboard' and 'Purchase Order'. The main content area displays 'Schedule 2' and 'Prices' with a 'Thanking you!' message. Below this is a 'Copy to :-' section with two entries: '1. The Chief General Manager (IT), MPMKVVCL Bhopal.' and '2. The Account Officer (HOAU), MP MK VV Co Ltd, Bhopal.' To the right of the copy section is the signature block for the 'CHIEF GENERAL MANAGER MPMKVVCL, Bhopal'. At the bottom, there are two buttons: 'VIEW/DOWNLOAD' and 'APPROVE'. The footer contains copyright information and development details.

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7. “VIEW/DOWNLOAD” button view.

The screenshot shows the print preview of the purchase order. The document is titled 'M.P. MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED' and is addressed to 'SARVODAYA LIMITED'. It includes details about the supply of laptops and the terms of the contract. The print preview shows the document content, a sidebar with 'Print', 'Destination', 'Pages', and 'Copies' settings, and a 'Total Amount (Incl Tax)(Rs)' of 47200000. The 'Print' button is highlighted.

Print 1 sheet of paper

Destination Canon MF240 Series L

Pages All

Copies 1

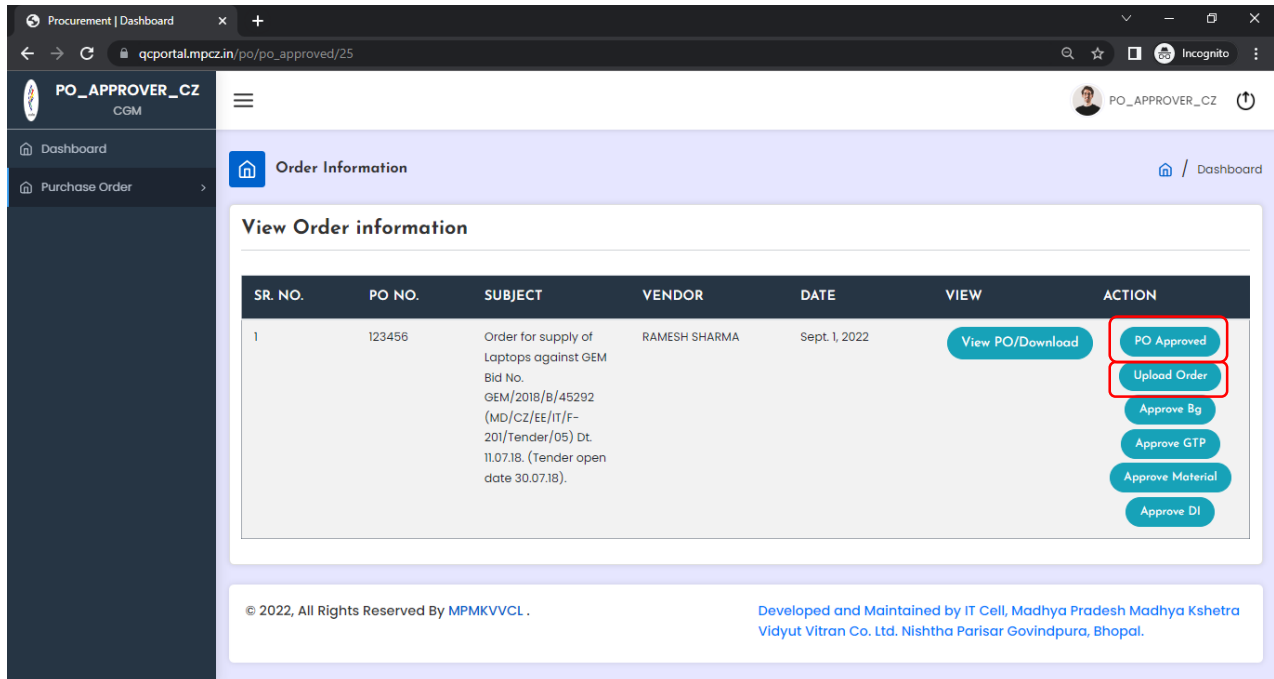
More settings

Print Cancel

Total Amount (Incl Tax)(Rs) 47200000

CHIEF GENERAL MANAGER MPMKVVCL, Bhopal

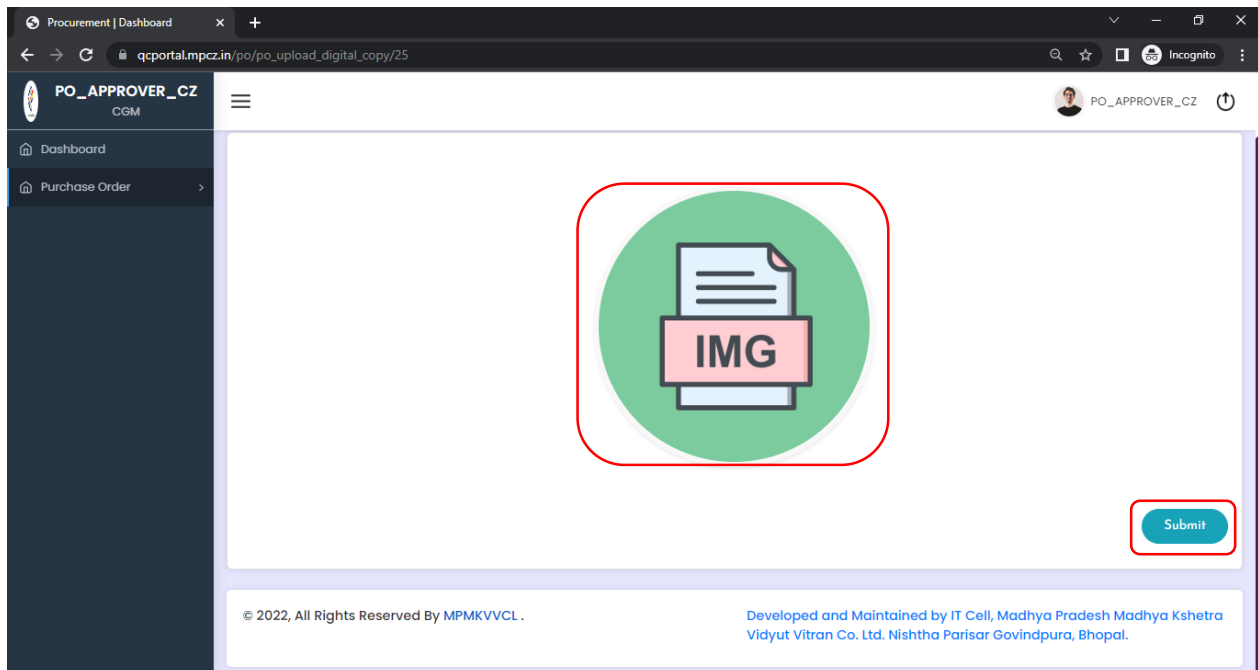
8. After Approval PO status will be change to “PO approved”. After that Upload signed purchase order using “Upload Order” button. Only PDF document to be uploaded.



The screenshot shows the 'PO_APPROVER_CZ' dashboard. The left sidebar contains 'Dashboard' and 'Purchase Order'. The main content area is titled 'Order Information' and 'View Order information'. It displays a table with one row of order data. The table has columns: SR. NO., PO NO., SUBJECT, VENDOR, DATE, VIEW, and ACTION. The 'ACTION' column contains several buttons: 'View PO/Download', 'PO Approved', 'Upload Order', 'Approve Bg', 'Approve GTP', 'Approve Material', and 'Approve DI'. The 'PO Approved' and 'Upload Order' buttons are highlighted with red boxes. The footer contains copyright information and development credits.

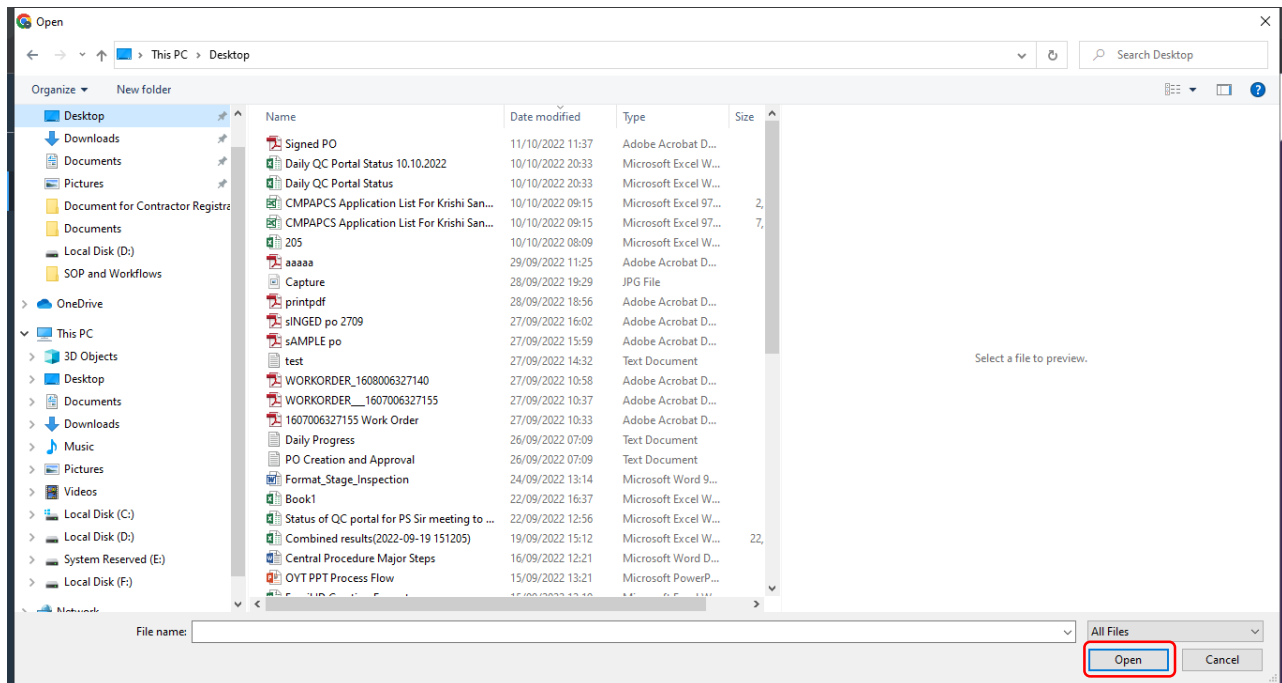
SR. NO.	PO NO.	SUBJECT	VENDOR	DATE	VIEW	ACTION
1	123456	Order for supply of Laptops against GEM Bid No. GEM/2018/B/45292 (MD/CZ/EE/IT/F-201/Tender/05) Dt. 11.07.18. (Tender open date 30.07.18).	RAMESH SHARMA	Sept. 1, 2022	View PO/Download	PO Approved Upload Order Approve Bg Approve GTP Approve Material Approve DI

9. Click on “ICON” to browse the file system.



The screenshot shows the 'PO_APPROVER_CZ' dashboard. The left sidebar contains 'Dashboard' and 'Purchase Order'. The main content area is titled 'Order Information' and 'View Order information'. It displays a large green circular icon with a document symbol and the text 'IMG' inside a red rounded rectangle. A 'Submit' button is also highlighted with a red box. The footer contains copyright information and development credits.

10. After that, navigate to location where signed PO is saved, select the PO and click on “Open” button to select the Signed PO and then Click on “Submit” button to upload.



11. After uploading of Signed PO, same will be viewed to Vendor for submission of Bank Guarantee, GTP and Bank details.

