<u>Works Portal</u>

- 1. Enter following link in web browser to access application https://works.mahadiscom.in/WorksPortal/
- 1. RAPDRP User Profile details will be used for login, authorization, additional charge , notification (Mobile Number, Email ID) in application
- 2. Circle SE will create Letter of Empanelment (LoE) for providing HT Metering Cubicle.
- 3. Circle SE will create Division-wise Work Order (WO) for providing HT Metering Cubicle against LoE created for that Vendor.
- 4. Circle SE will create Movement In Goods Out (MIGO)-103 for Materials of approved WO.
- 5. Circle SE will delete Movement In Goods Out (MIGO)-104 for Materials of approved WO.
- 6. Circle SE will approve Movement In Goods Out (MIGO)-105 for Materials of approved WO.
- 7. Circle SE will delete Movement In Goods Out (MIGO)-106 for Materials of approved WO.
- 8. Circle SE will create Goods Consumption (GS)-261 for Materials of approved WO.
- 9. Circle SE will create Service Entry Sheet (SES) for Services of approved WO.

1. <u>Management of Letter of Empanelment (LoE)</u>

Circle SE will create Letter of Empanelment & Contract Agreement for providing HT Metering Cubicle work.

Click on HT Metering Cubicle > Manage Letter of Empanelment & Contract Agreement option.

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4	85	HT Metering Cubical	Regular Vendor	0100000702	SE/O&M/KALYAN-II/HTMC/TRAIL 01		1	12		
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Fill in all required details in following screen.

- 1. Select Division/ Subdivision
- 2. Select Contract Type
- 3. Enter Vendor Code or Vendor Name (minimum 3 characters)
- 4. Click on Search Vendor button
- 5. Select Vendor
- 6. Select Tender/ LoE Number

Click on Search button

Click on Download Letter of Empanelment button. Letter of Empanelment will be downloaded in PDF format.

Click on Download Contract Agreement button. Contract Agreement will be downloaded in PDF format.

Click on Create Letter of Empanelment & Contract Agreement link

Fill in all required deta	ils in following screen.	
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Create LoE & Agreement		
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15. Enter Competent Authority Approval Number

16. Select Competent Authority Approval Date

- 17. Enter LoE Value (Rs.)
- 18. Enter Performance Security Deposit (Rs.)
- 19. Enter Payable & Claimed At (Place)
- 20. Enter Vendor Authorized Representative Name
- 21. Enter Vendor Authorized Representative Designation
- 22. Select Rates Quoted For <All Ratios>

- 23. Select First Year At Par/ Above/ Below
- 24. Enter First Year Rates Quoted in %
- 25. Select Second Year NA/ At Par/ Above/ Below
- 26. Enter Second Year Rates Quoted in %
- 27. Select Third Year NA/ At Par/ Above/ Below
- 28. Enter Third Year Rates Quoted in %
- 29. Select Rates Quoted For <Material Type/ Ratios>
- 30. Select Material
- 31. Select First Year At Par/ Above/ Below
- 32. Enter First Year Rates Quoted in %
- 33. Select Second Year NA/ At Par/ Above/ Below
- 34. Enter Second Year Rates Quoted in %
- 35. Select Third Year NA/ At Par/ Above/ Below
- 36. Enter Third Year Rates Quoted in %
- 37. Click on Add Material button
- 38. Click A Add Multiple Material as above, if required
- 39. Click on Delete button to delete added ones

Click on Create LoE & Agreement button. Letter of Empanelment & Contract agreement will be downloaded in PDF format one after other.

2. <u>Management of Work Order (WO)</u>

Circle SE will create Division-wise Work Order (WO) for providing HT Metering Cubicle work.

Click on HT Metering Cubicle > Manage Work Order option.

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- 1. Select Contract Type
- 2. Select Vendor
- 3. Enter LoE Number

Click on Search button. List of WOs will be displayed

Click on Download Work Order button. Work Order will be downloaded in PDF format.

Click on Create Work Order link

Fill in all required details in following screen.

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- 1. Select Contract Type
- 2. Select Vendor
- 3. Select LoE ID (LoA Value will pop-up automatic)
- 4. Select Division (Project & Network will pop-up automatic)
- 5. Enter Consumer Number
- 6. Enter Consumer Name
- 7. Select From Date
- 8. Select To Date
- 9. Enter Order Description
- 10. Select Valuation type as "Capital Work".

Click on to Add Services/ Materials button.

(Note: Please select WO date i.e. W.O period such that all activity like MIGO-105, Good Consumption-261 and SES creation are done between these periods only. MIGO and SES creation will not be done if the date entered exceeds "TO Date").

Fill in all required details in following screen.

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Work Order ID : Orde	er Type : HTMC04 - 11KV HTMK	Vendor : 100000702 - HUPHEN	LOI ID - Tender No : 422 -	Division : THANE	Project Code : PMM- Consumer N	D : Consumer Name :
400 50 From Date : 26- AUG-2021	0/5A CTs (0.5s/0.2s) & PTs To Date : 31-AUG-2021	FABRICATORS PVT LTD Order Description : test work order ht met	SE/PEN/DUMMY/TEST LoA Value (excluding taxes) : Rs. 200000	DIVISION - III Above/Below : ABOVE	20-00004.47 ABC Rate : 3.0	XYZ Industry
Services Details						
	Pl	ease maintain quantities	of services up to LOA	value excluding	taxes.	
		Please	select only one materi	al.		
Material		Unit	Quantity	Rate		
Select		~			Add Material	
Transportation Charges up	pto 300 KM	КМ		15	= Total	
Transportation Charges Al	bove 300 KM	КМ		12	= Total	
Loading & Unloading Char	rges:	LS		2000	= Total	
			Create Work Order			

Please check the Parameters under Work Order Details like tender rates as per mentioned in LoE.

- 1. Select Material i.e. Ratio of Cubicle to place an order.
- 2. Enter Quantity
- 3. Click on Add Material button
- 4. Click on Delete button to delete added ones
- 5. Add Multiple Materials as above, if required
- 6. Enter Transportation Charges up to 300 KM i.e. Distance in KM
- 7. Enter Transportation Charges Above 300 KM i.e. Distance in KM
- 8. Enter Loading & Unloading Charge Quantity

Click on Create Work Order button. Work Order will be created both in Works Portal & in SAP ERP system through integration. Work Order will be downloaded in PDF format.

3. Management of Movement In Goods Out (MIGO)

Circle SE will create Movement In Goods Out (MIGO)-103 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

Click on Create MIGO-103 button

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- 2. Enter Quantity (Quantity should be <= 3)
- 3. Enter Delivery Note
- 4. Enter RR/ LR No.
- 5. Enter DRR No.
- 6. Select RR/ LR Date
- 7. Select DRR Date

8. Enter Material Serial Number 1/ Material Serial Number 2/ Material Serial Number 3 (as per Quantity entered above)

Click on Create button. MIGO Document will be created both in Works Portal & in SAP ERP system through integration.

Click on HT Metering Cubicle > Manage Work Order option Click on Search button.

Circle SE will delete Movement In Goods Out (MIGO)-104 for Materials of approved WO. --- In case if user fill that Material Serial Number entered is wrong then MIGO 104 can be used.

Circle SE will approve Movement In Goods Out (MIGO)-105 for Materials of approved WO.

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- 1. Enter Quantity as entered in MIGO 103. Material Serial Number column gets pop-up.
- 2. Enter the Material Serial Number.

Click on Create button. MIGO Document will be created both in Works Portal & in SAP ERP system through integration.

(Note: This document number shall be used to create SR note through SAP ERP in order to facilitate payment to agency for supply of Material).

Circle SE will delete Movement In Goods Out (MIGO)-106 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

4. Management of Goods Consumption (GS)

Circle SE will create Goods Consumption (GS)-261 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

HT Metering Cubicle Work

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- 1. Select Contract Type
- 2. Select Vendor
- 3. Enter LoE Number

Click on Search button. List of WOs will be displayed

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1. Enter Quantity

Click on Create button. Goods Consumption will be created both in Works Portal & in SAP ERP system through integration.

5. <u>Management of Service Entry Sheet (SES)</u>

Circle SE will create Service Entry Sheet (SES) for Services of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

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- 1. Select Contract Type
- 2. Select Vendor
- 3. Enter LoE Number

Click on Search button. List of WOs will be displayed

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- 2. Select SES To Date
- 3. Enter Header Text
- 4. Enter Reference Document Number
- 5. Enter Vendor Invoice Number
- 6. Select Document Date
- 7. Enter Line Item Quantity

Click on Create button. Services SES will be created both in Works Portal & in SAP ERP system.

(Note: Labour/Service charges are incurred for transportation of Cubicle. For payment to agency the supply of Cubicle both SR note and SES needs to be handed to account sections).

6. Creation of Reports

Employee will create report

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment Count option Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment Count option Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Work Order Count & Amount option Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Work Order Count & Amount option Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment and Work Order Count option Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment and Work Order Count Option Report will be downloaded in excel format.

7. Documents

7.1. Click on <u>Application Guidelines in Portal</u> & <u>Application Guidelines in ERP</u> link on Login screen

7.2. Click on User Manual for <u>HT Metring Cubicle</u> link on Login screen

7.3. Guideline Documents

Click on Help > Guideline Documents > Application Guidelines Click on Help > Guideline Documents > Application Guidelines in ERP Click on Help > Guideline Documents > HT Metering Cubicle option Execution of R&M works and utilisation of funds

7.4. Tender Documents (SBD)

Click on Help > Tender Documents (SBD) > HT Metering Cubicle option Standard Bid Tender Document, Draft copy of Letter of Empanelment & Contract Agreement.

7.5. Process Flow

Click on Help > Process Flow > HT Metering Cubicle option

7.6. User Manual

Click on Help > User Manual > HT Metering Cubicle option

8. <u>Abbreviations</u>

- 8.1. R&M = Repairs & Maintenance
- 8.2. O&M = Operations & Maintenance
- 8.3. JV = Joint Venture
- **8.4.** LoE = Letter of Empanelment
- 8.5. LoA = Letter of Award
- 8.6. SBD = Standard Bid Document

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8.7. EMD	= Earnest Money D	eposit	
8.8. PSD =	= Performance Secu	rity Deposit	
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8.15.	FO = Framework (Drder	
8.16.	SES = Service Entr	y Sheet	
8.17.	MIGO = Movemen	t In Goods Out	
8.18.	JMC = Joint Measu	urement Certificate	
8.19.	WCR = Work Com	pletion Report	
8.20.	RA Bill = Running	Account Bill	
8.21.	PM = Preventive M	Iaintenance	
8.22.	BM = Breakdown M	Maintenance	
8.23.	SS = Substation		
8.24.	DTC = Distribution	n Transformer Centre	
8.25.	DT = Distribution	Fransformer	
8.26.	PT = Distribution	Fransformer	
8.27.	HT = High Tension	l	
8.28.	LT = Low Tension		
8.29.	LVDS = Low Volta	ge Distribution System	
8.30.	HVDS = High Volt	age Distribution System	
8.31.	ACF = Agriculture	Contingency Fund	
8.32.	HTMC = HT Meter	ring Cubicle	
8.33.	DDF = Dedicated D	Distribution Facility	
8.34.	NDDF = Non-Dedic	cated Distribution Facility	
8.35.	RGGVY = Rajiv G	andhi Grameen Vidyutikaran Yojana	
8.36.	DPDC = District Pl	anning and Development Council	
8.37.	APDRP = Accelera	ted Power Development and Reforms Programme	
8.38.	RAPDRP = Restrue	ctured Accelerated Power Development and Reforms Pr	ogramme
8.39.	MSEDCL = Mahar	ashtra State Electricity Distribution Company Limited	
8.40.	GoM = Governmen	nt of Maharashtra	
8.41.	GoI = Government	of India	
8.42.	MM = Material Ma	anagement	
8.43.	B&R = Billing ℜ	evenue	
8.44.	IT = Information T	echnology	
8.45.	$\mathbf{F} \& \mathbf{A} = \mathbf{Finance} \& A$	Accounts	
8.46.	FU = Filter Unit		
8.47.	UEE = Unemployee	d Electrical Engineer	
8.48.	UCE = Unemploye	d Civil Engineer	
8.49.	$\mathbf{MP} = \mathbf{Member of P}$	Parliament	
8.50.	MLA = Member of	Legislative Assembly	
8.51.	MLC = Member of	Legislative Council	
8.52.	CE = Chief Engine	er	

- **SE = Superintending Engineer** 8.53.
- **EE** = **Executive Engineer** 8.54.

- 8.55. SDO = Subdivision Officer
- 8.56. SO = Section Officer
- 8.57. SAP ERP = SAP Enterprise Resource Planning
- 8.58. SAP PS = Project System
- 8.59. SAP MM = Material Management
- 8.60. SAP FICO = Financial Accounting and Controlling
- 8.61. SAP PM = Plant Maintenance

9. Application Support

For any issue regarding Works Portal, field IT department will forward field email to Works Portal team on email ID <u>works_support@mahadiscom.in</u> with proper error description and attachment of error screenshot & data-entry screenshots after due verification along with concerned employee contact details.

- **9.1.** Please read latest Application Guidelines, Authorization Matrix, Process Flows, User Manuals, Presentations, Amendments available at Login screen & in Help menu of Works Portal.
- **9.2.** Please read latest User Manuals are kept at RAPDRP Portal (Info Portal), at Employee Portal (Downloads > User Manuals and Training Videos > IT Systems) and at respective IT application/ system.
- **9.3.** For any issue with RAPDRP User Account, field IT department will forward field email to RAPDRP Portal team on email ID portal_admin@mahadiscom.in after due verification.
- **9.4.** For additional charge access/ authorization (role) in RADDRP (Works Portal), field IT department will forward field email with attachment of additional charge letter to RAPDRP Portal team on email ID portal_admin@mahadiscom.in after due verification.
- **9.5.** For any issue regarding e-Tendering, field IT department will forward field email to e-Tendering team on email ID <u>etender_helpdesk@mahadiscom.in</u> after due verification.
- **9.6.** For any issue regarding Mobile App, field IT department will forward field email to Mobile App team on email ID empapp_support@mahadiscom.in after due verification.
- **9.7.** For any issue regarding Mobile App Web Console, field IT department will forward field email to Mobile App team on email ID <u>empapp support@mahadiscom.in</u> after due verification.
- **9.8.** For any issue regarding SAP ERP integration part with Works Portal, create ticket in SAP Solution Manager
- **9.9.** For any issue regarding Online Payment, field IT department will forward field email to Payment Gateway team on email ID <u>helpdesk_pg@mahadiscom.in</u> after due verification.
- **9.10.** For any issue regarding MSEDCL email, field IT department will forward field email to Email team on email ID <u>atmailadmin@mahadiscom.in</u> after due verification.
- **9.11.** For any issue regarding MSEDCL network, field IT department will forward field email to Network team on email ID <u>helpdesk_fms@mahadiscom.in</u> after due verification.
- 9.12. For any issue regarding requirements, field office will contact concerned Distribution/ MM/ B&R/ F&A/ Testing/ Civil/ Projects/ AG Policy department team of Corporate office after due verification.