

Works Portal Web Application

1. Enter following URL in web browser to access application
<http://maintenance.mahadiscom.in/MaintenancePortal/>
2. RAPDRP User Credentials will be used for login to application
3. Circle In-charge will create Division wise LoE & Contract Agreement for Repairing of Failed Distribution Transformer.
4. Division In-charge will create WO (Work Order) for Repairing of Failed Distribution Transformer.

1. Creation & Search of LoE (Letter of Empanelment) and Contract Agreement

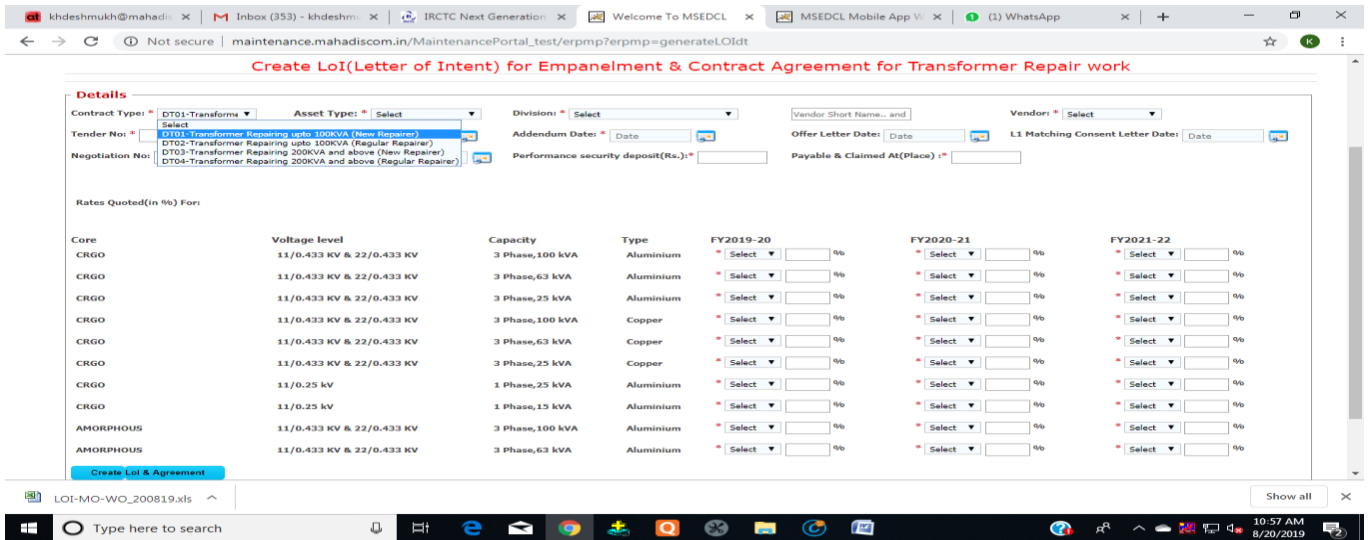
1.1. Creation & Search of LoE for Contract Type Transformer Repairing up to 100KVA (New Repairer/ Regular Repairer)

Circle In-charge will be able to create LoE & Contract Agreement for Asset Type Distribution Transformer.

Click on Transformer Repair > Manage LoE & Contract Agreement option.

Fill in all required details in following screen.

1. Select Contract Type < Transformer Repairing up to 100 KVA New Repairer / Transformer Repairing up to 100 KVA Regular Repairer >
2. Select Asset Type <Distribution Transformer >
3. Select Division
4. Select Vendor Category
5. Enter Vendor Code or Vendor Name in text box (**minimum 3 characters**) and the press SPACE BAR **twice** to search vendors.
6. Select Vendor
7. Enter Tender Number
8. Select Tender Date
9. Select Addendum Date
10. Select Vendor Offer Letter Date
11. Select L-1 Matching Consent Letter Date
12. Enter Negotiation Reference Number
13. Select Negotiation Date
14. Enter Performance Security Deposit (Rs.)
15. Enter Payable & Claimed At (Place)
16. Under Rates Quoted For section, Select NA/ At Par/ Above/ Below & Enter Rates for FY2019-20, FY2020-21, FY2021-22 in % for each line item (for 10 different variations comprising of Core, Voltage level, Capacity and Type)



Click on Create LoE & Agreement button.

Letter of Empanelment & Contract Agreement will be downloaded in PDF format one after other.

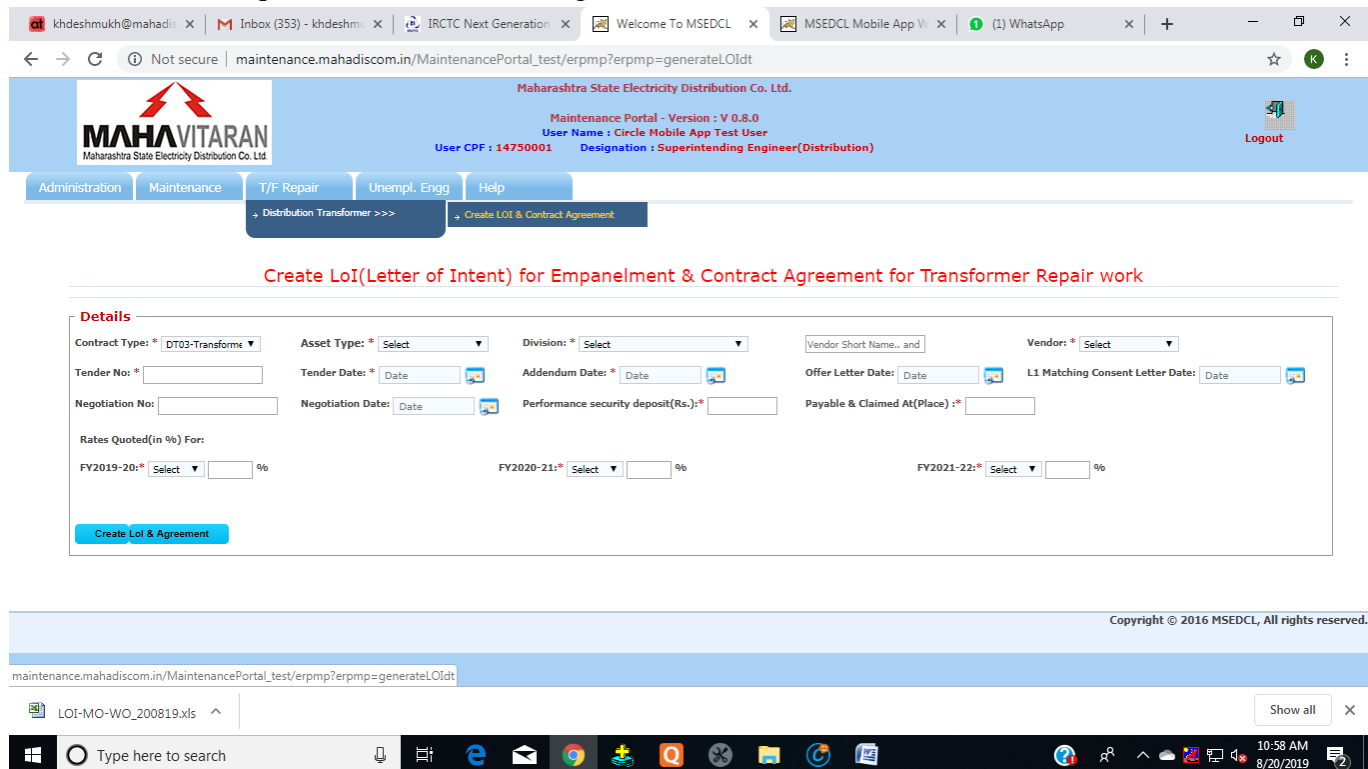
Please Note that LoE and Agreement will be generated only once. Hence due care to be taken and data verified before generating the LoE.

1.2. Creation & Search of LoE for Contract Type Transformer Repairing 200KVA& Above (New Repairer / Regular Repairer)

Circle In-charge will be able to create LoE & Contract Agreement for Asset Type Distribution Transformer.

Click on Transformer Repair > Manage LoE & Contract Agreement option.

Fill in all required details in following screen.



1. Select Contract Type<Transformer Repairing 200 KVA & Above New Repairer/ Transformer Repairing 200 KVA & Above Regular Repairer >
2. Select Asset Type <Distribution Transformer>
3. Select Division
4. Select Vendor Category
5. Enter Vendor Code or Vendor Name in text box (**minimum 3 characters**) and the press SPACE BAR **twice** to search vendors.
6. Select Vendor
7. Enter Tender Reference Number
8. Select Tender Date
9. Select Addendum Date
10. Select Vendor Offer Letter Date
11. Select L-1 Matching Consent Letter Date
12. Enter Negotiation Reference Number
13. Select Negotiation Date
14. Enter Performance Security Deposit (Rs.)
15. Enter Payable & Claimed At (Place)
16. Under Rates Quoted For section, Select NA/ At Par/ Above/ Below &Enter Rates for FY2019-20, FY2020-21, FY2021-22 in % for each line item

Click on Create LoE & Agreement button.

Letter of Empanelment & Contract Agreement will be downloaded in PDF format one after other.

Please Note that LoE and Agreement will be generated only once. Hence due care to be taken and data verified before generating the LoE.

2. Creation & Search of WO (Work Order)

2.1. Search of Existing Work Order

Division In-charge will create / search WO for Asset Type Distribution Transformer

Click on Transformer Repair > Manage Work Order option.

Fill in all required details in following screen.

Contract Type: * Asset Type: * Vendor: LOI ID:

Sr No	Work Order ID	Contract Type	Asset Type	Vendor No.	LOI ID.	
1	TENDERNO	DT_100_KVA	Dist. Transformer	0100003485	259	<input type="button" value="Download Work Order"/>
2	4500027588	DT_100_KVA	Dist. Transformer	0100003485	226	<input type="button" value="Download Work Order"/>
3	4500027588	DT_100_KVA	Dist. Transformer	0100003485	227	<input type="button" value="Download Work Order"/>
4	4500027588	DT_100_KVA	Dist. Transformer	0100003485	230	<input type="button" value="Download Work Order"/>
5	4500027588	DT_100_KVA	Dist. Transformer	0100003485	231	<input type="button" value="Download Work Order"/>
6	4500027588	DT_100_KVA	Dist. Transformer	0100003485	233	<input type="button" value="Download Work Order"/>
7	4500027588	DT_100_KVA	Dist. Transformer	0100003485	238	<input type="button" value="Download Work Order"/>
8	4500027588	DT_100_KVA	Dist. Transformer	0100003485	239	<input type="button" value="Download Work Order"/>
9	4500027591	DT_100_KVA	Dist. Transformer	0100003485	240	<input type="button" value="Download Work Order"/>
10	4500027593	DT_100_KVA	Dist. Transformer	0100003485	241	<input type="button" value="Download Work Order"/>
11	4500027593	DT_100_KVA	Dist. Transformer	0100003485	249	<input type="button" value="Download Work Order"/>
12	4500027593	DT_100_KVA	Dist. Transformer	0100003485	202	<input type="button" value="Download Work Order"/>
13	4500027593	DT_100_KVA	Dist. Transformer	0100003485	212	<input type="button" value="Download Work Order"/>
14	4500027593	DT_100_KVA	Dist. Transformer	0100003485	260	<input type="button" value="Download Work Order"/>
15	4500027593	DT_100_KVA	Dist. Transformer	0100003485	206	<input type="button" value="Download Work Order"/>

1. Select Contract Type < >
2. Select Asset Type < >
3. Select Vendor
4. Enter LoE ID

Click on Search button

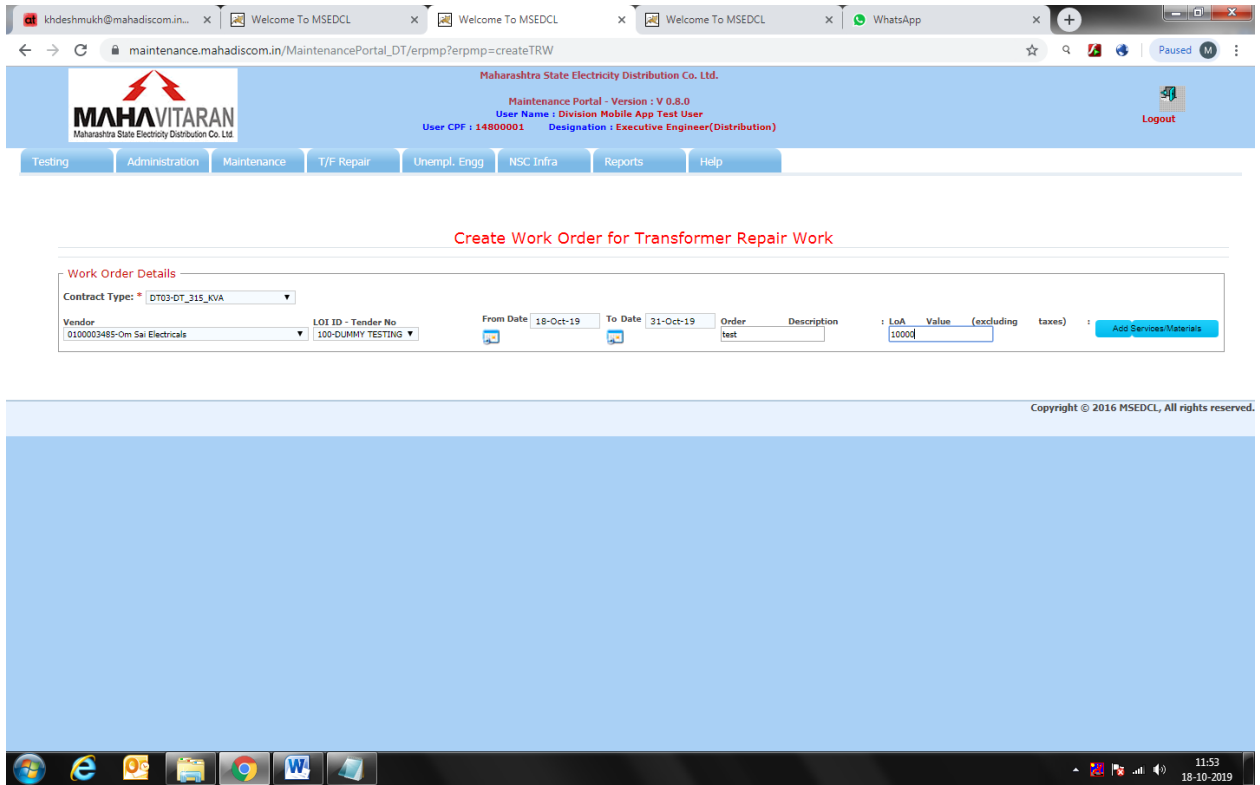
Click on Download Work Order button.

Work Order will be downloaded in PDF format.

2.2. Creation of New Work Order:

Click on Create Work Order link

Fill in all required details in following screen.



1. Select Contract Type <UPTO_ 100KVA/ 100KVA TO 200KVA/ 315KVA/ 500KVA/ 630KVA>
2. Select Vendor
3. Select LoE-Tender
4. Select From Date
5. Select To Date
6. Enter Order Description
7. Enter LoA Value (excluding taxes)

Click on Add Services button

Fill in all required details in following screen

Create Work Order for Transformer Repair Work

Work Order Details

Work Order ID : 49	Contract Name : DT_UPTO_100KVA	Vendor : 100000274 - DAMSA VIDYUT APPLIANCES PRIVATE LIM	LOI ID - Tender No : 935 - SE/TUC/TS/T- 08/2019-20	From Date : 2019-11-05	To Date : 2019-11-06	Order Description : LoA Value (excluding taxes) : Rs. edew	100000
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Services Details

Please maintain quantities of services up to LOA value excluding taxes.

Service Short Text	Type	Unit	Quantity	Scheduled Rate	Status	Total Amount Excluding Tax	Total Amount after Service Deletion
3PH 100KVA CRGO CORE ALU 11822/0.433KV	AL	NO	1	19500.0	Delete		
3PH 63KVA CRGO CORE ALU 11822/0.433KV	AL	NO	1	16500.0	Delete		
Select	Select				Add Service	36000	

Create Work Order

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1. Select Service
2. Select Type / Activity
3. Enter Quantity
4. Click on Add Service button
5. Add Multiple Services as above, if required
6. Click on Delete button to delete added ones

Click on Create Work Order button.

Work Order will be created in SAP ERP system through integration.

Work Order will be downloaded in PDF format.

3. Creation of Reports

Employee will create report

Click on Reports > Transformer Repair > Division-Wise Letter of Empanelment option
Report will be downloaded in excel format.

Click on Reports > Transformer Repair > Division-Wise Vendor-Wise Letter of Empanelments option
Report will be downloaded in excel format.

Click on Reports > Transformer Repair > Division-Wise Work Orders option
Report will be downloaded in excel format. **(Under development)**

Click on Reports > Transformer Repair > Division-Wise Vendor-Wise Work Orders option
Report will be downloaded in excel format. **(Under development)**

4. Documents

4.1. Click on Application Guidelines link on Login screen

4.2. Click on User Manual for Transformer Repair on Login screen

4.3. Guideline Documents

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > Transformer Repair option

Execution of R&M works and utilisation of funds

4.4. Tender Documents (SBD)

Click on Help > Tender Documents (SBD) > Transformer Repair option

Standard Bid Tender Document, Draft copy of LoE for Empanelment & Contract Agreement.

4.5. Process Flow

Click on Help > Process Flow > Transformer Repair option

4.6. User Manual

Click on Help > User Manual > Transformer Repair option

5. Abbreviations

5.1. MSEDCL = Maharashtra State Electricity Distribution Company Limited

5.2. LoE = Letter of Empanelment

5.3. LoA = Letter of Award

5.4. MO = Maintenance Order

5.5. PO = Purchase Order

5.6. WO = Work Order

5.7. FO = Framework Order

5.8. SES = Service Entry Sheet

5.9. PT = Partial Trunking

5.10. FT = Full Turnkey

5.11. JMC = Joint Measurement Certificate

5.12. EMD = Earnest Money Deposit

5.13. PSD = Performance Security Deposit

5.14. GST = Goods & Service Tax

5.15. PM = Preventive Maintenance

5.16. BM = Breakdown Maintenance

5.17. DDF = Dedicated Distribution Facility

5.18. NDDF = Non-Dedicated Distribution Facility

5.19. SS = Substation

5.20. DTC = Distribution Transformer Centre

5.21. DT = Distribution Transformer

5.22. PT = Distribution Transformer

5.23. HT = High Tension

5.24. LT = Low Tension

5.25. UEE = Unemployed Electrical Engineer

6. Application Support

For any Suggestions/ Queries/ Problems, please contact Works Portal support team on email ID maintenance_support@mahadiscom.in

Please read **Application Guidelines, Process Flow & User Manuals** before contacting Works Portal support team.