

USER MANUAL

FOR

SUPPLIER SELF PORTAL



Kerala State Electricity Board Limited

Version 1.0

DATE: 06/02/2026

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Introduction

The web portal aims to bridge the communication divide between suppliers and KSEBL (Kerala State Electricity Board Limited). By providing a centralized platform, it facilitates smoother interactions, enhances collaboration, and streamlines processes between supplier companies and KSEBL. One of the primary goals is to integrate seamlessly with KSEBL's existing ERP system, ensuring that valuable vendor inputs are efficiently captured and synchronized with the ERP database through the web portal.

Key Objectives:

Communication Enhancement: The portal serves as a communication hub, enabling real-time exchange of information, updates, and requests between suppliers and KSEBL personnel.

Integration with KSEBL ERP: Integration with KSEBL's ERP system is pivotal. The portal should seamlessly connect with the ERP to synchronize crucial data, such as purchase orders, invoices, Work orders

Features and Functionality:

1. **Supplier Registration and Onboarding:** Suppliers can register on the portal, providing necessary details such as company information, contact persons, and relevant documentation for verification.
2. **Secure Authentication:** User authentication mechanisms ensure secure access to the portal.
3. **Dashboard for Insights:** The dashboard offers an intuitive interface displaying notifications, and empowering users to make informed decisions.
4. **Document Management:** Suppliers and contractors can upload and manage documents such as Company registration certificates, bank

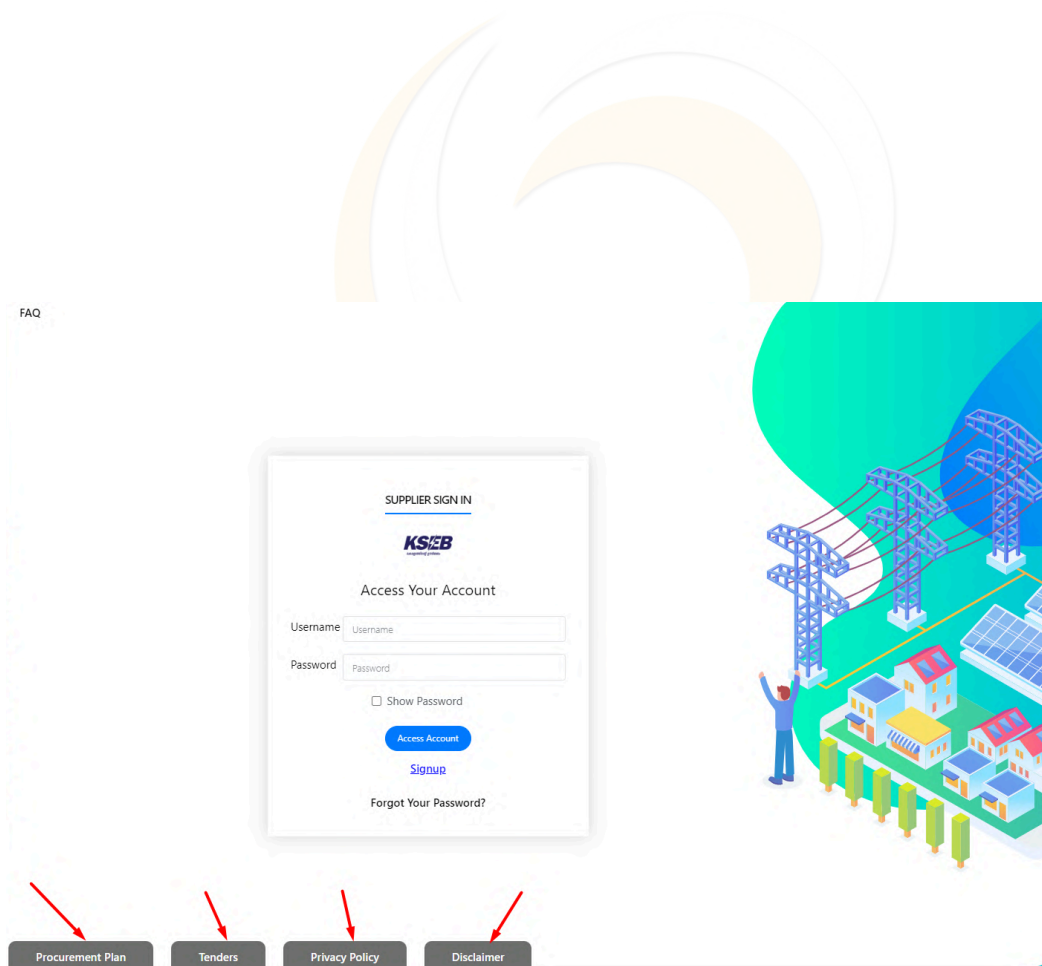
related documents. These documents are securely stored and can be accessed by authorized personnel.

5. **ERP Integration Interface:** The portal features an integration interface that seamlessly connects with KSEBL's ERP system. This allows for the automatic transfer of data between the portal and the ERP, ensuring data consistency and eliminating duplicate data entry.

Getting Started

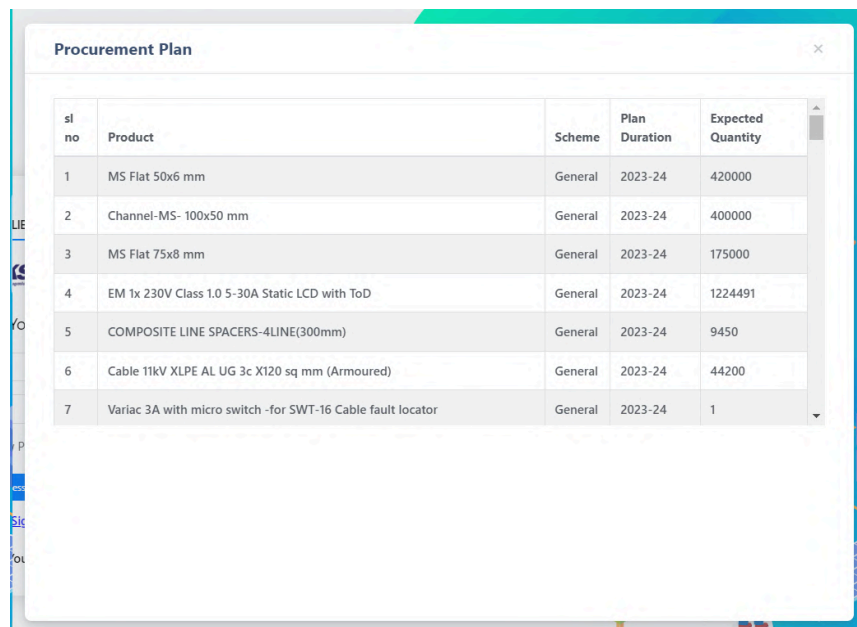
Home Page

Certain options are available to non-registered users here.



- Procurement plan

A procurement plan outlines the strategy and process for acquiring goods, services, or works needed to fulfill a project or organization's objectives



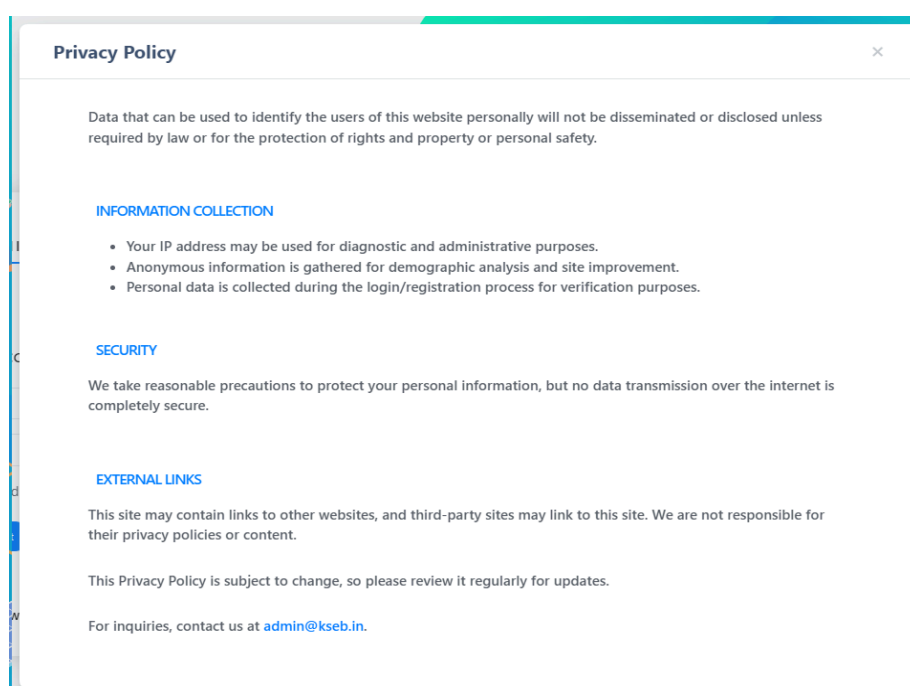
sl no	Product	Scheme	Plan Duration	Expected Quantity
1	MS Flat 50x6 mm	General	2023-24	420000
2	Channel-MS- 100x50 mm	General	2023-24	400000
3	MS Flat 75x8 mm	General	2023-24	175000
4	EM 1x 230V Class 1.0 5-30A Static LCD with ToD	General	2023-24	1224491
5	COMPOSITE LINE SPACERS-4LINE(300mm)	General	2023-24	9450
6	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	General	2023-24	44200
7	Variac 3A with micro switch -for SWT-16 Cable fault locator	General	2023-24	1

- Tenders

This section presents real-time tender details published by KSEBL. Non-registered users have access to these details and can use them to apply for tenders through the e-tender website.

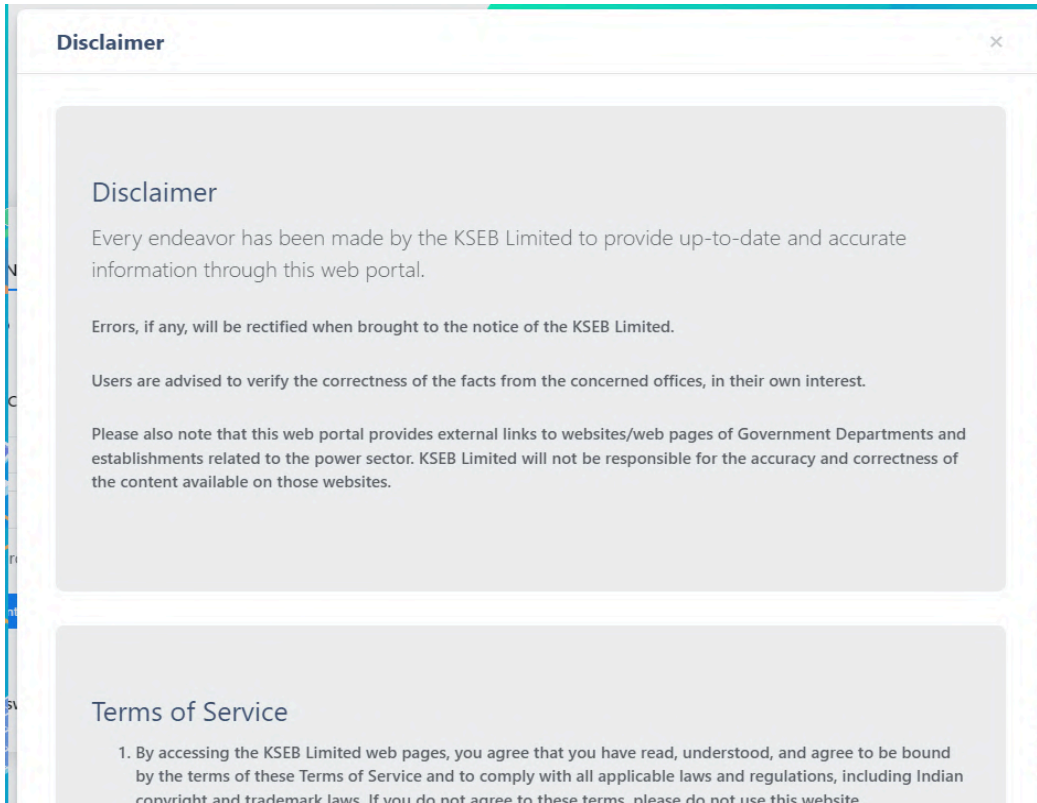
- Privacy policy

Here by displays the privacy policy of KSEBL

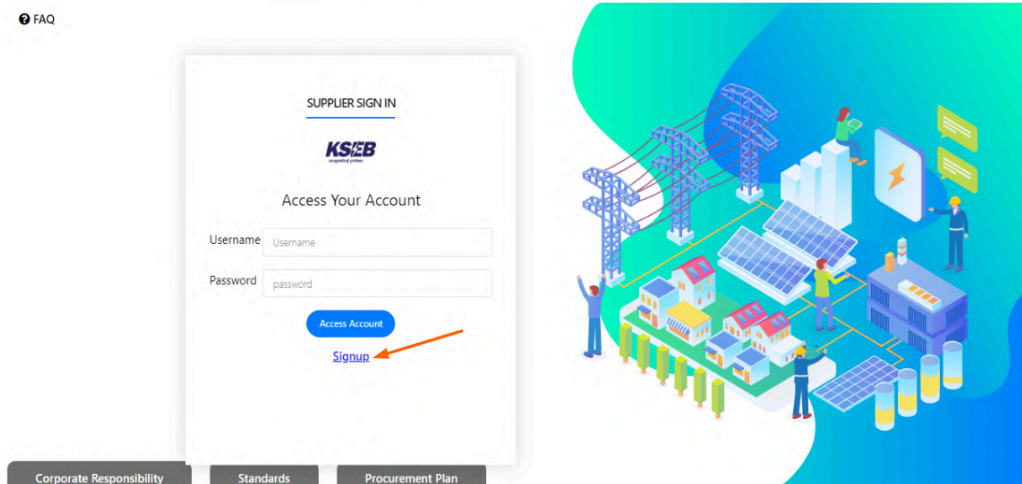


- Disclaimer

Hereby displays the disclaimer and terms and conditions of the KSEBL.



- **Sign up**



User Registration Form: Public users interested in accessing construction-related tenders and participating actively need to sign up for the web portal. They can initiate the signup process by filling out a registration form.

Personal Information: The registration form collects essential details such as full name, email address, contact number, and company name pan or aadhar number etc.... This information helps in creating a user profile and verifying the identity of the user.

Username and Password Creation: During the signup process, users are prompted to choose a unique username (Pan Card Number) and set up a strong password for their account. Password strength guidelines are provided to ensure security.

New User Registration Process

On click ⇒ Sign up - To register as new user

When you click on the 'Sign Up' link, it will redirect you to a new page where you can input your registration information.



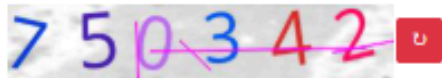
REGISTRATION

Registration Type *

Company Name *

PAN Card No. *

Primary Contact *



Undertaking by authorized signatory *

[Download Undertaking by authorized signatory Template](#)

Please download the template, fill it, and upload the completed PDF on the company letterhead (maximum file size: 2 MB)

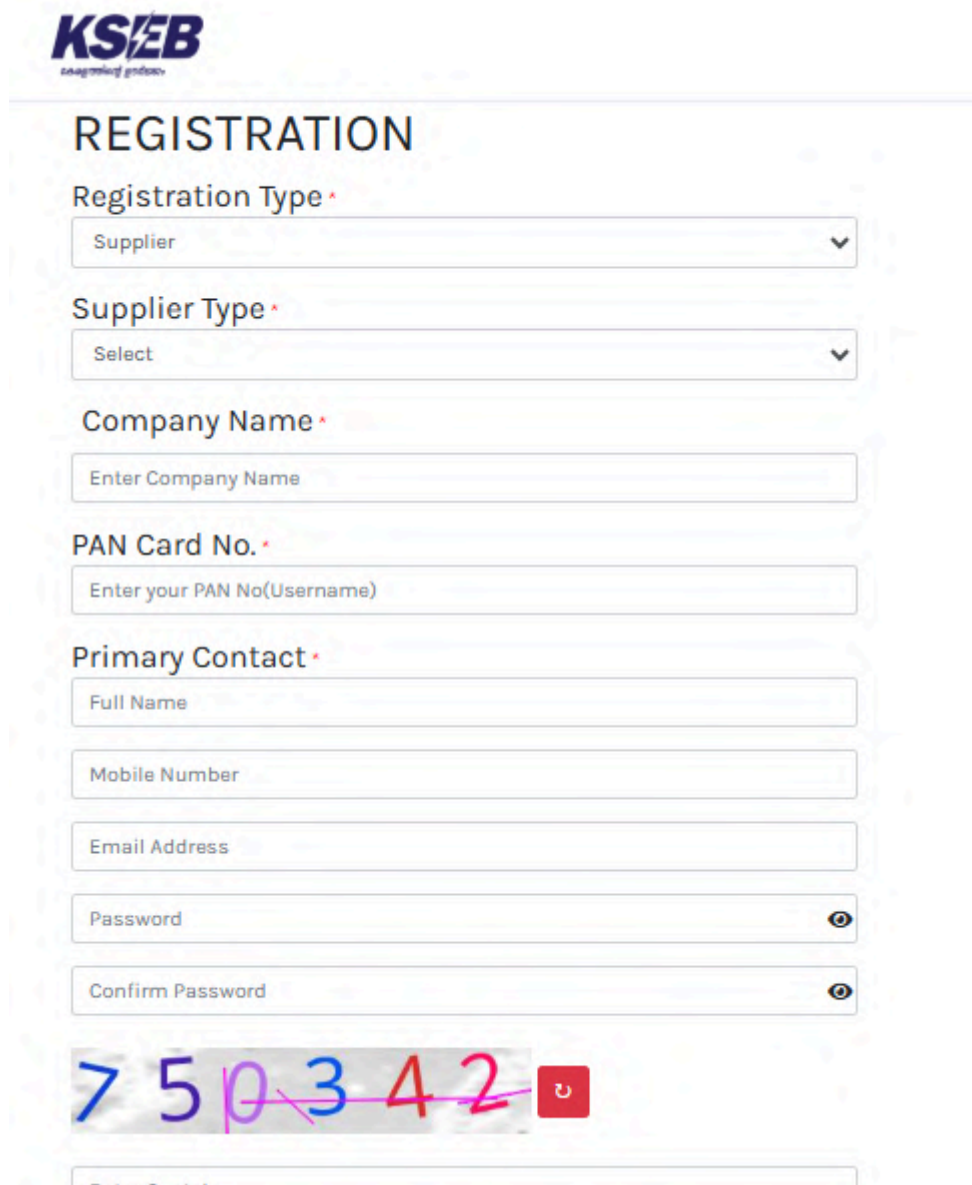
I agree to the [Terms and conditions](#)

Register

Here you will find a field “Registration type” . It’s a dropdown containing three options

- Supplier
- Contractor
- Both (Supplier, Contractor)

● Supplier Registration Flow



The screenshot shows the KSEB registration portal. At the top left is the KSEB logo with the tagline 'energizing growth'. Below the logo is the heading 'REGISTRATION'. The form contains the following fields:

- Registration Type ***: A dropdown menu with 'Supplier' selected.
- Supplier Type ***: A dropdown menu with 'Select' selected.
- Company Name ***: A text input field with the placeholder 'Enter Company Name'.
- PAN Card No. ***: A text input field with the placeholder 'Enter your PAN No(Username)'.
- Primary Contact ***: A group of five text input fields:
 - Full Name
 - Mobile Number
 - Email Address
 - Password (with an eye icon to toggle visibility)
 - Confirm Password (with an eye icon to toggle visibility)
- A CAPTCHA field showing the numbers 7, 5, 0, 3, 4, 2 with a refresh button.

When selecting supplier an additional field appears showing three options in drop down

- **Dealer**
- **Manufacturer**
- **OEM**

In these options, an additional field 'Manufacturer type' appears when selecting the manufacturer option.

- **MSME**
- **PSU**
- **Other**

After selecting the manufacturer type, the user can enter their;

- **Company Name**
- **Pan Card Number**
- **Primary Contact**
 - **Full Name**
 - **Mobile Number (Active Mobile Number)**
 - **Email Address**
- **Password**
- **Confirm Password**
- **Captcha Verification**

- **Undertaking by authorized signatory**

After entering the above details, the user must download the *Undertaking by Authorized Signatory* template. This is a self-declaration form required to prevent misuse of PAN and to confirm that the PAN and mobile number belong to the same individual. The user must complete the form and re-upload it to the system.

- **I Agree The Terms and Conditions**

The user should read the Terms & Conditions and accept the same to proceed with the registration form.

- **Register**

Click **Register** to proceed. An OTP will be sent to the registered mobile number. Enter the OTP to complete the registration and proceed to the login page.

OTP Verification

Enter OTP:



OTP verified successfully! Please
continue to login

OK

- **Contractor Registration Flow**



REGISTRATION

Name(As per the PAN card)

Company Name *

PAN Card No. *

Registration Type *

Is Firm?

Aadhar Number

Primary Contact *

If the registration type is selected as "**contractor**," the name should be entered as per the PAN card and an additional checkbox will be displayed, prompting the user with the question, "Is firm?" Upon checking this box, an additional field will appear, allowing the user to enter their **Aadhar Number**.

Simply provide the required details on that page and submit them.

On submitting the registration form an otp will send to the registered mobile number of the user.

Once the username and password are obtained, a registered user can access the software by logging in with the provided credentials.

- **Both Supplier and Contractor**



REGISTRATION

Name(As per the PAN card)

Company Name *

PAN Card No. *

Registration Type *

Contractor

Is Firm?

Aadhar Number

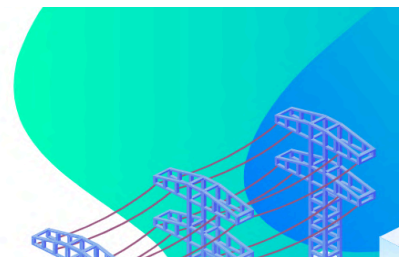
Primary Contact *

If the registration type is selected as "Both (Supplier & Contractor)," the name should be entered as per the PAN card and an additional checkbox will be displayed, prompting the user with the question, "Is firm?" Upon checking this box, an additional field will appear, allowing the user to enter their "Aadhar Number".

Provide the required details on that page and submit them.

On submitting the registration form an otp will send to the registered mobile number of the user.

Once the username and password are obtained, a registered user can access the software by logging in with the provided credentials.



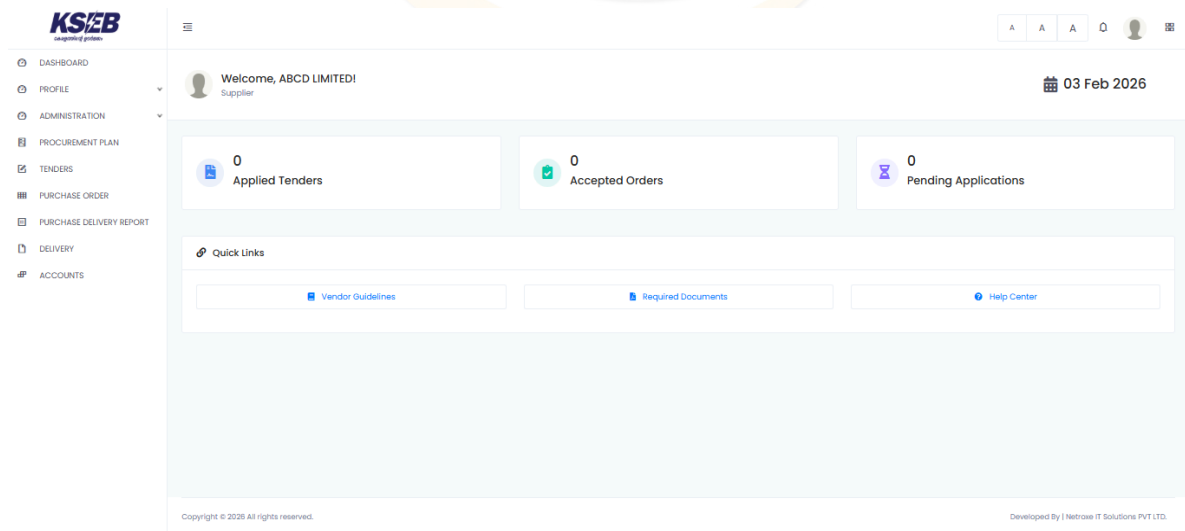
Login Page : Here pan number will be the username.

If the user forgets their password, they should click on the "Forgot Password" link, and a new window will open.

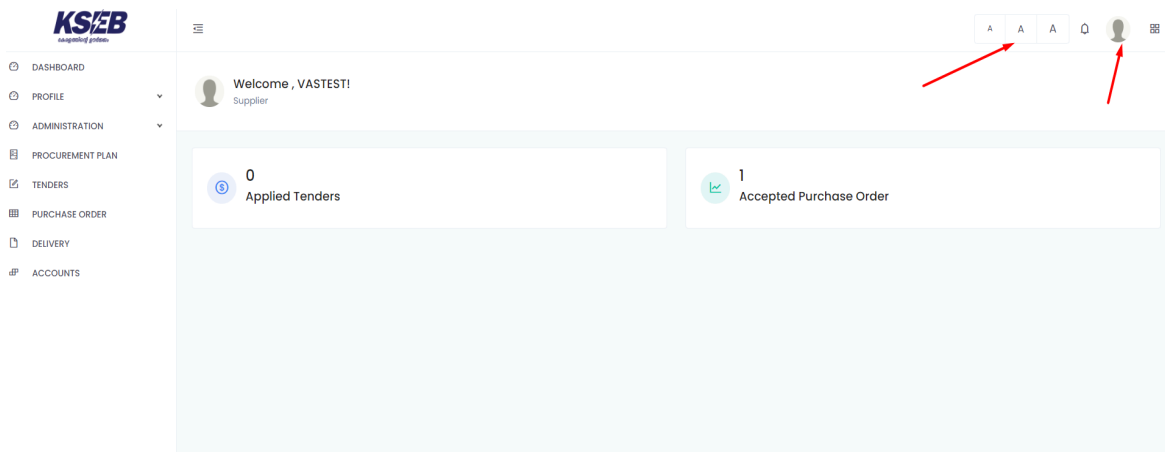


Enter your registered email address here and click on the verify button. A password reset link will be sent to your email address.

Supplier Self Portal Dashboard



The dashboard shows the number of Applied tenders and accepted purchase orders and total number of pending applications.



User Controls

Icons in the top-right corner provide access to notifications, user profile, and font size settings.

Quick Links Section

This section provides direct access to commonly used resources:

- **Vendor Guidelines**
Opens guidelines and instructions applicable to vendors.
- **Required Documents**
Lists documents required for registration.
- **Help Center**
Provides access to support information and assistance.

Profile

There are three sub menus in profile

- Basic Info
- Company profile

- Banking Info

6. Basic Info

Here the user can view all the details of the user. Users will find a button labeled "Request Activation" here. When you click on it, your activation request will be sent to the admin portal for processing. Access to other functions will only be granted after your activation is approved. To submit an activation request, please ensure that both your company profile details and bank details are completed.

The screenshot shows the 'Basic Info' section of the KSEB Supplier Self Portal. The sidebar on the left contains navigation items: DASHBOARD, PROFILE (with sub-items: Basic Info, Company Profile, Banking Info), ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, PURCHASE DELIVERY REPC, DELIVERY, and ACCOUNTS. The main content area displays a form with the following details:

Name	ABCD LIMITED
Mobile	9061119356
Email	hr@netrox.com
Username	ABCDE1234X
Account Status	Inactive
Change Password	Click Here For Change Password
Undertaking by authorized signatory	<p>Download Undertaking by authorized signatory</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>Upload new undertaking by authorized signatory to replace existing one (PDF, maximum file size: 2 MB)</small></p>

Buttons: [Edit](#), [Request For Activation](#)

Steps To Activate Your Account

- Step 1:** Please ensure your company profile is complete.
- Step 2:** Fill out the banking information under the 'Basic Info' submenu.
- Step 3:** Once done, send your activation request.

7. Company Profile

Here users can enter company details . There is a portion for uploading documents to complete the details

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PROFILE

- Basic Info
- Company Profile**
- Banking Info

ADMINISTRATION

- PROCUREMENT PLAN
- TENDERS
- PURCHASE ORDER
- DELIVERY
- ACCOUNTS

***All Fields are Required**

Company Name: TIRUPATI PLASTOMATICS PVT LTD

PAN Card No.: AAACT5317J

GSTIN: 08AAACT5317JIZA

Incorporation No.: 67890545610

PDF upto 10MB
Choose file No file chosen

PDF upto 10MB
Choose file No file chosen

PDF upto 10MB
Choose file No file chosen

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PROFILE

- Basic Info
- Company Profile
- Banking Info

ADMINISTRATION

- PROCUREMENT PLAN
- TENDERS
- PURCHASE ORDER
- DELIVERY
- ACCOUNTS

Incorporation No.: 67890545610

Incorporation Date: 01-01-1970

Company Address: B-141 A, Road No. 9D, V.K.I AREA, JAIPUR

Pincode: Select a post office

Mobile: 9829013043

Company Email: test@gmail.com

Website: https://www.google.com/

Authorized Person: Test@9900

PDF upto 10MB
Choose file No file chosen

PDF upto 10MB
Choose file No file chosen

Save

After entering the details , users can save the data by clicking on the Save button.

8. Banking Info

Here, users can enter their banking details. All fields are mandatory. After entering the required information and uploading the supporting document, click Save to store the details.

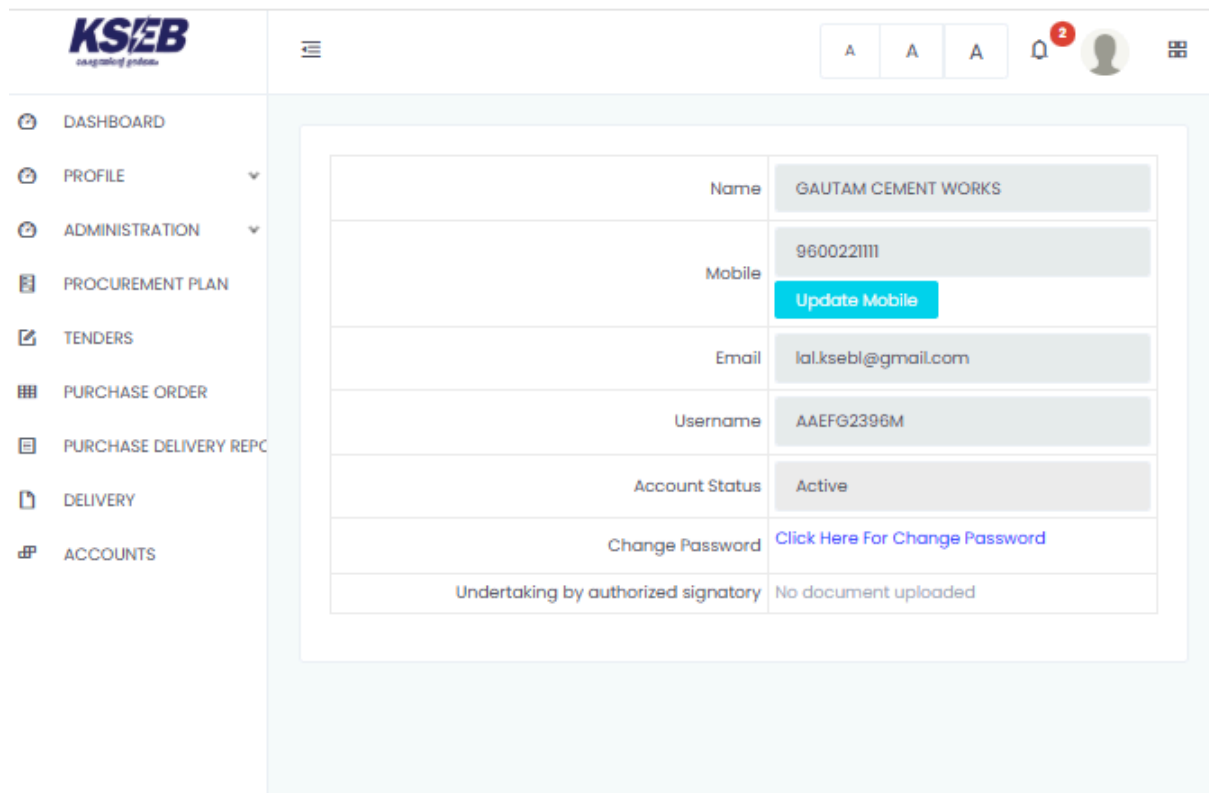
The saved bank details will be displayed in the Bank Details table at the top. Users can clear the entered data using the "Clear" button.

If the user is already registered on the Samagra Portal, the bank details fetched from Samagra will be displayed in the Bank Account Details (ARU Data) table at the bottom of the page.

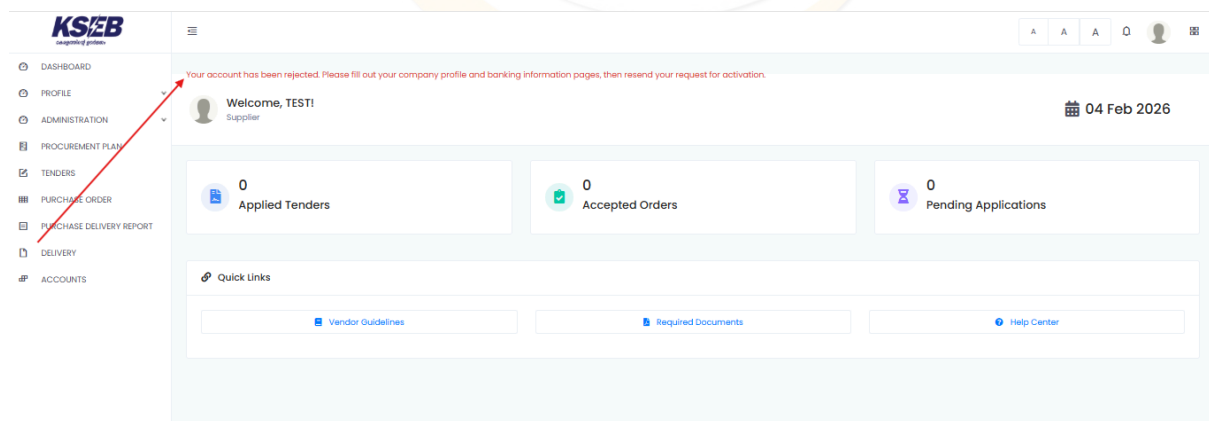
After entering all the data requests for activation can be sent from the basic info.

The user will be restricted from using other options until the account is activated.

Once the activation request is verified and approved from the Admin panel, the account status will be updated to Active.



Application is rejected from the admin

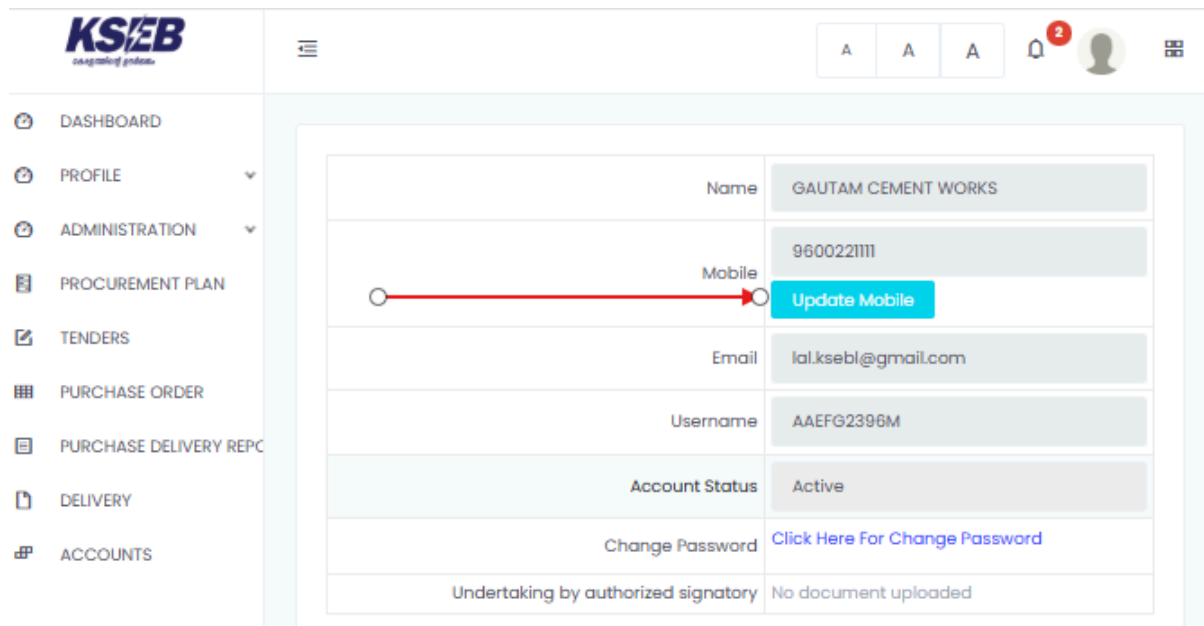


If the application is rejected from the admin, A notification will be displayed on your profile “Your account has been rejected. Please fill out your company profile and banking information pages, then resend your request for activation.”

The user can recheck and re enter the actual data and resubmit your profile again.

Mobile Number Updation

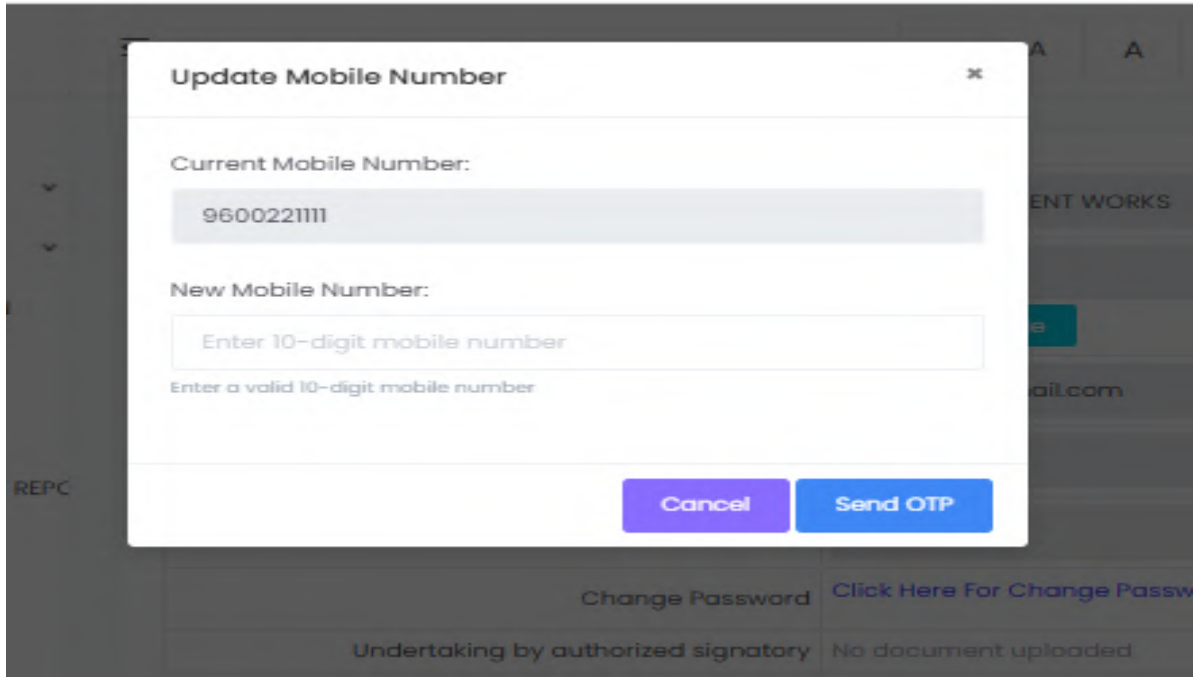
If the user needs to update their existing mobile number after profile activation; click on the update mobile number button.



The screenshot shows the KSEB Supplier Self Portal interface. The left sidebar contains navigation options: DASHBOARD, PROFILE, ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, PURCHASE DELIVERY REPC, DELIVERY, and ACCOUNTS. The main content area displays the user's profile information:

Name	GAUTAM CEMENT WORKS
Mobile	9600221111
	Update Mobile
Email	lal.ksebl@gmail.com
Username	AAEFG2396M
Account Status	Active
Change Password	Click Here For Change Password
Undertaking by authorized signatory	No document uploaded

A new pop-up will open displaying the existing mobile number. The user can enter the new mobile number in the New Mobile Number field and click Send OTP. OTPs will be sent, one to the existing mobile number and one to the new mobile number. Enter both OTPs and click OK to complete the mobile number update.



Administration

1. Portfolio

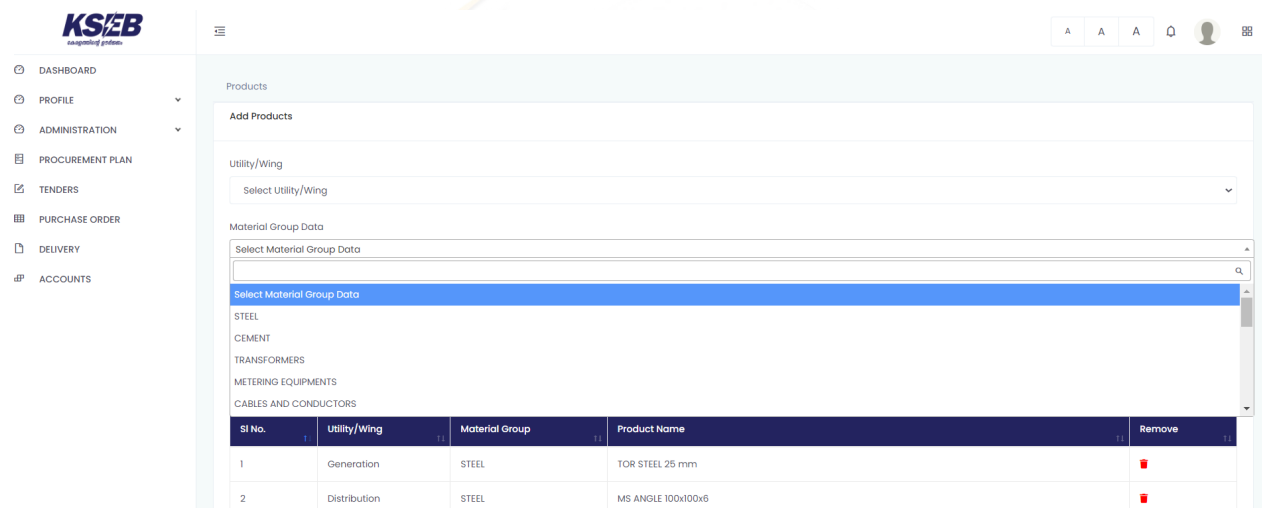
In the portfolio, users provide information about their products and services.

Sl No.	Utility/Wing	Material Group	Product Name	Remove
1	Distribution	STEEL	MS ANGLE 100x100x6	
2	Transmission	TRANSFORMERS	Cable Straight Joint Kit 11 kV XLPE 3.5 c x 150 Sq.mm -Heat Shrinkable	

In the portfolio section, users can input information about the products and services they offer. Once they've selected the details of the products they provide, they can save this information by clicking on an "Add to my products" button. This action will effectively add the selected products to their personal catalog or portfolio within the system. This feature helps users organize and showcase their offerings to potential clients or partners.

- **Utility/ Wing**

Here the first field is utility selection. This dropdown serves as the first field in the portfolio section, allowing users to categorize their offerings based on utility. Users can select from various types of services listed in the dropdown menu, such as Generation, transmission, Corporate etc.



- **Material Group Data**

Hereby listing the dropdown of the material group of the data. From this list user can select the material.

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Add Products

Utility/Wing
Select Utility/Wing

Material Group Data
Select Material Group Data

Select Material Group Data

Sl No.	Utility/Wing	Material Group	Product Name	Remove
1	Generation	STEEL	TOR STEEL 25 mm	✖
2	Distribution	STEEL	MS ANGLE 100x100x6	✖
3	Transmission	TRANSFORMERS	Cable Straight Joint Kit 11 kV XLPE 3.5 c x 150 Sq.mm -Heat Shrinkable	✖

Showing 1 to 3 of 3 entries Previous 1 Next

- **Select material**

This dropdown will dynamically list materials based on the selection of material group data.

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Products

Add Products

Utility/Wing
Transmission

Material Group Data
STEEL

Select Material
Select Material

Select Material

NCT (11kV Class) 11kV 400/I A Outdoor
CT 110kV 1000-500/I-1-1-1 A Outdoor without Structure
CT 110kV 1000-500/I-1 A Outdoor with Structure
CT 11kV 1000-500/S-5 A Outdoor
CT 11kV 1200/I A Outdoor

2	Distribution	STEEL	MS ANGLE 100x100x6	✖
3	Transmission	TRANSFORMERS	Cable Straight Joint Kit 11 kV XLPE 3.5 c x 150 Sq.mm -Heat Shrinkable	✖

Once you've inputted all the relevant details, click on the "Add to My Products" button below. The materials you've added will be listed in the table below.

The screenshot shows the 'Add Products' interface in the KS/E/B Supplier Self Portal. On the left is a navigation menu with options: DASHBOARD, PROFILE, ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, DELIVERY, and ACCOUNTS. The main area contains a form with the following fields:

- Utility/Wing: Select Utility/Wing
- Material Group Data: Select Material Group Data
- Select Material: Select Material

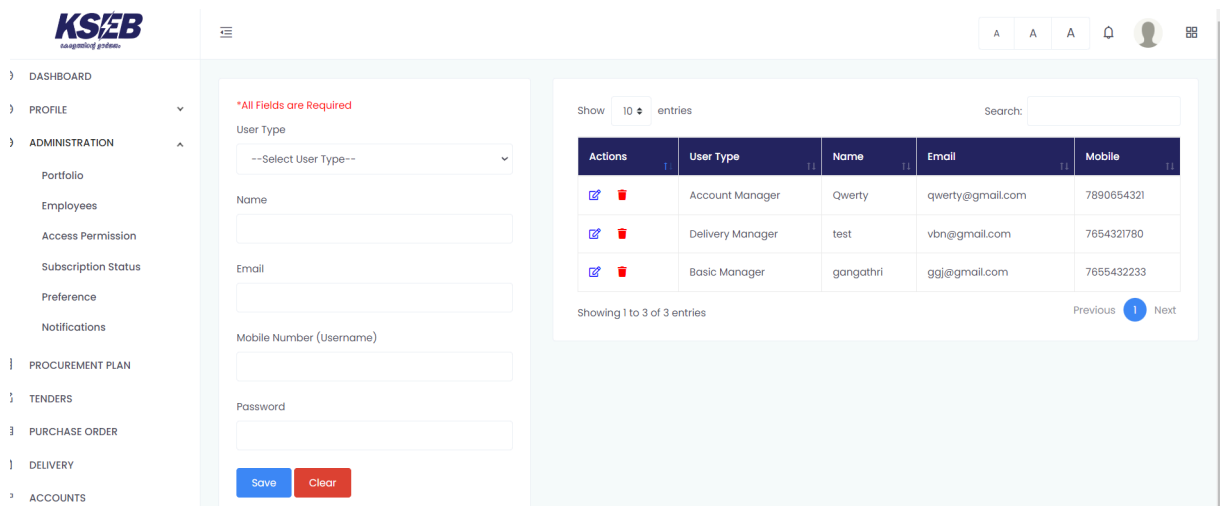
Below the form is a blue 'Add To My Products' button. Underneath, there is a 'Show 10 entries' dropdown and a search bar. A table displays the added products:

Sl No.	Utility/Wing	Material Group	Product Name	Remove
1	Transmission	STEEL	NCT (11kV Class) 11kV 400/1 A Outdoor	
2	Generation	STEEL	TOR STEEL 25 mm	
3	Distribution	STEEL	MS ANGLE 100x100x6	
4	Transmission	TRANSFORMERS	Cable Straight Joint Kit 11 kV XLPE 3.5 c x 150 Sq.mm -Heat Shrinkable	

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and navigation links for 'Previous' and 'Next'.

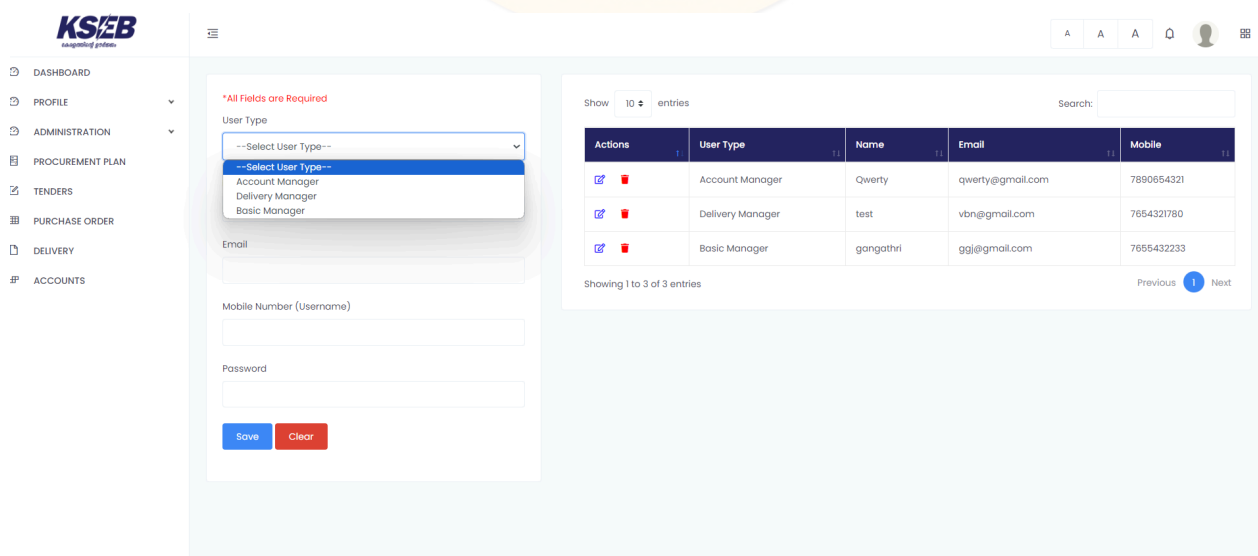
2. Employees

The contractor or supplier who signs up for the software will assume the role of administrator for their profile. Administrators have the authority to designate other users to join their profile. The 'Employees' page is responsible for managing this process.



The supplier acts as administrator here. The administrator can assign three employees under him to use the software. Account manager, delivery manager, basic manager.

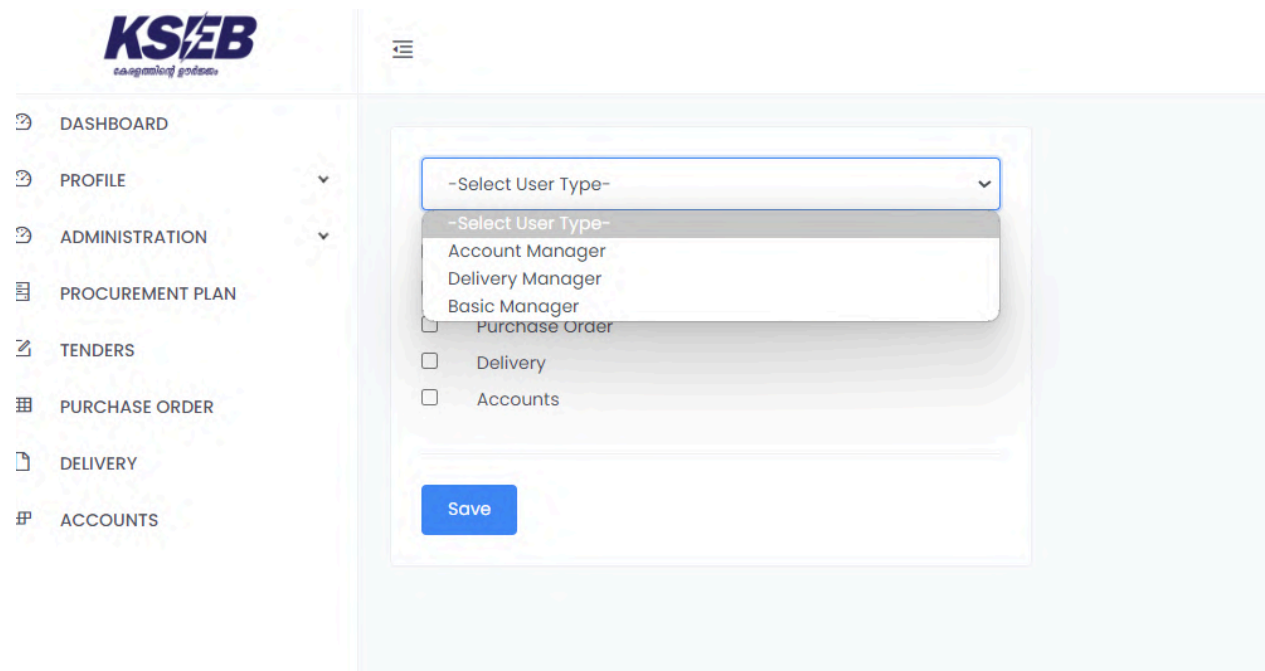
There are three user types here. After selecting the user type and giving all the rest of the details and generating the password, data can be saved.

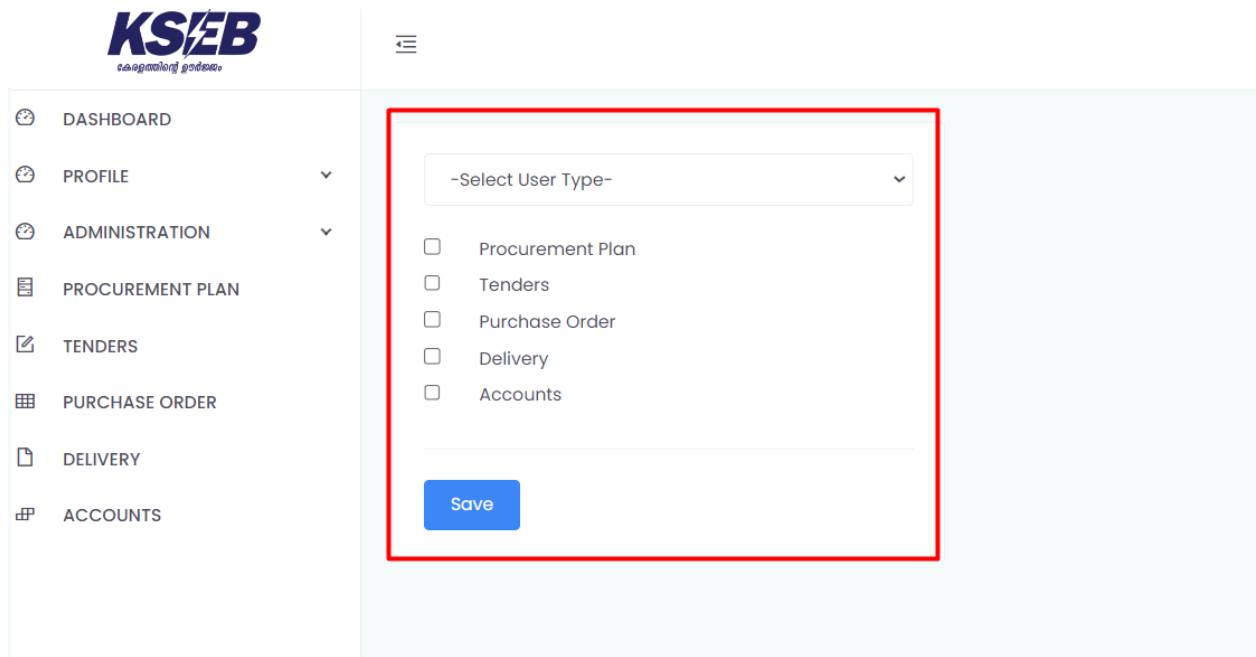


The created users can login with the credentials

3. Access Permission

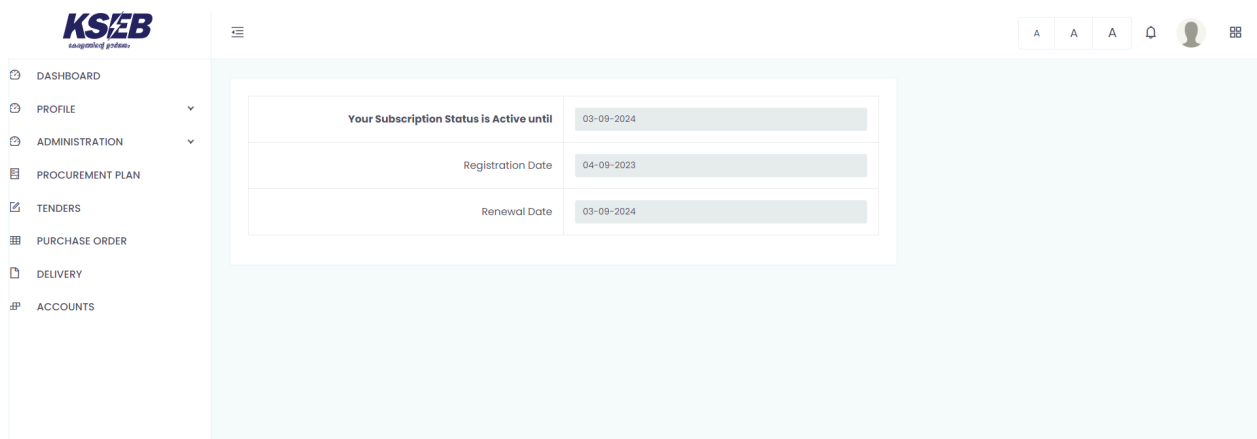
Here, the administrator chooses the access provisions that dictate what actions the user who is being added can perform.





After setting the access permissions, Click the save button

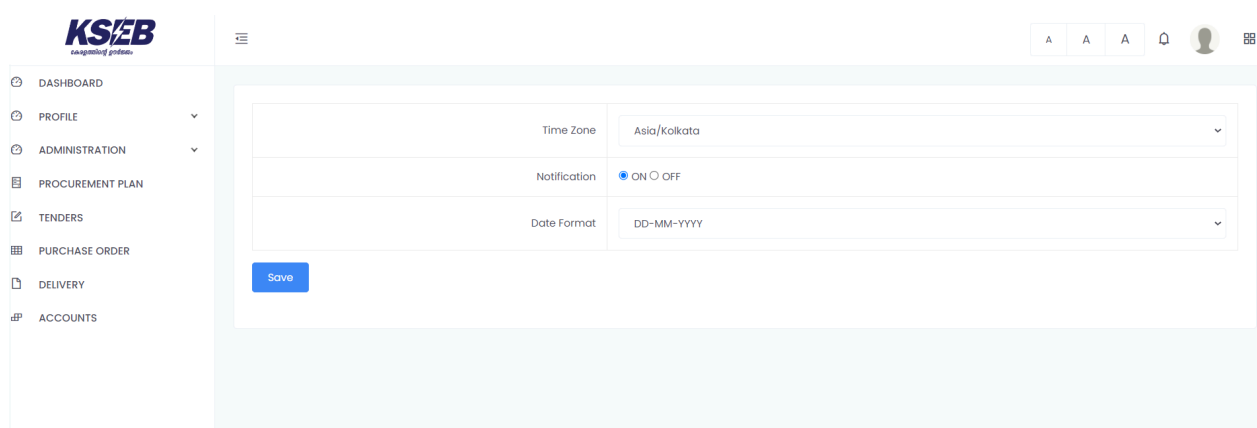
4. Subscription Status



The registration status can be found here, showcasing important data including the subscription expiry date, registration date, and subscription renewal date.

5. Preferences

In this context, we have the option to provide specific information such as the preferred time zone for display, desired date format, and whether notifications are required.



The screenshot displays the 'Preferences' section of the KSEB Supplier Self Portal. On the left is a sidebar menu with the following items: DASHBOARD, PROFILE, ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, DELIVERY, and ACCOUNTS. The main content area contains three rows of settings:

Time Zone	Asia/Kolkata
Notification	<input checked="" type="radio"/> ON <input type="radio"/> OFF
Date Format	DD-MM-YYYY

A blue 'Save' button is located at the bottom left of the form area.

After setting all the preferences. Click on the save button to save the information.

6. Notifications

The screenshot shows the KSEB Supplier Self Portal interface. On the left is a navigation menu with options: DASHBOARD, PROFILE, ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, DELIVERY, and ACCOUNTS. The main content area displays a notification list. At the top, there is a search bar and a 'Show 10 entries' dropdown. The notification list is as follows:

Sl No.	Subject	Description
1	Account Info	Notifications turn on successfully
2	Account Info	Your Account is activated

At the bottom of the notification list, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons.

Notifications will appear here

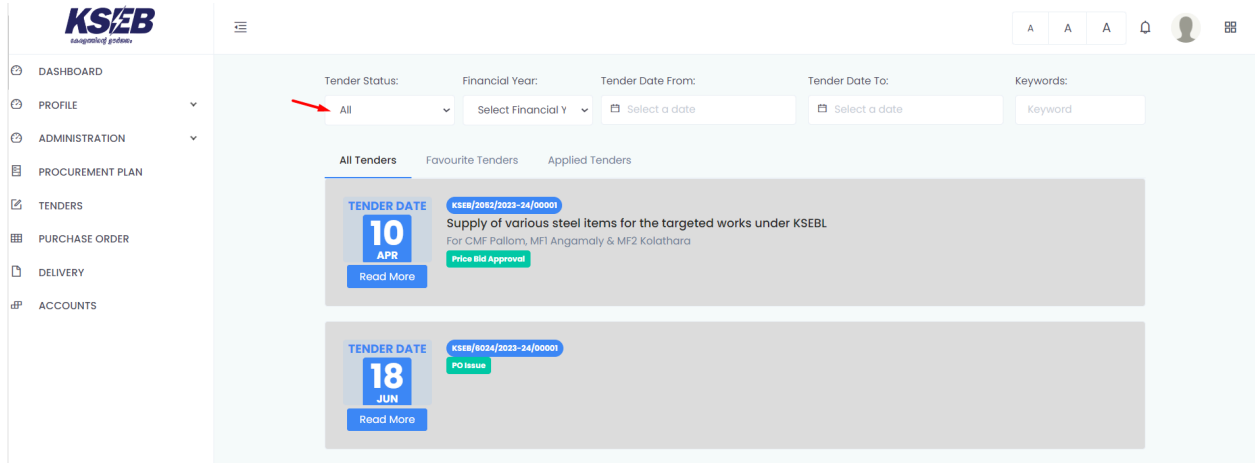
Procurement Plan

The screenshot shows the 'Procurement Plan' section of the KSEB Supplier Self Portal. At the top, there are dropdown menus for 'Select Materials' (set to 'All Materials') and 'Select Financial Year' (set to '2023-24'). Below these, it says 'Procurement Plans For The Year 2024-25 (Total Counts:94)'. There is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following data:

Sl No.	Product	Scheme	Plan Duration	Expected Quantity
1	MS Flat 50x6 mm	General	2023-24	420000
2	Channel-MS- 100x50 mm	General	2023-24	400000
3	MS Flat 75x8 mm	General	2023-24	175000
4	EM 1x 230V Class 1.0 5-30A Static LCD with ToD	General	2023-24	1224491
5	COMPOSITE LINE SPACERS-4LINE(300mm)	General	2023-24	9450

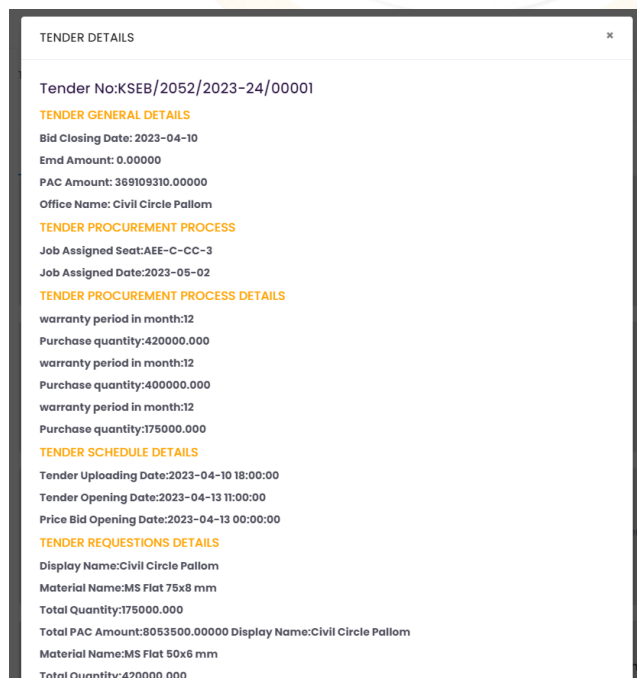
In the procurement plan, it presents all fundamental information regarding the materials. The Materials dropdown menu includes a 'Favorites' option. When selected, this option allows for the sorting of product and service details that have been added to the portfolio through the administration feature. Additionally, there is an option to sort by the financial year.

Tenders

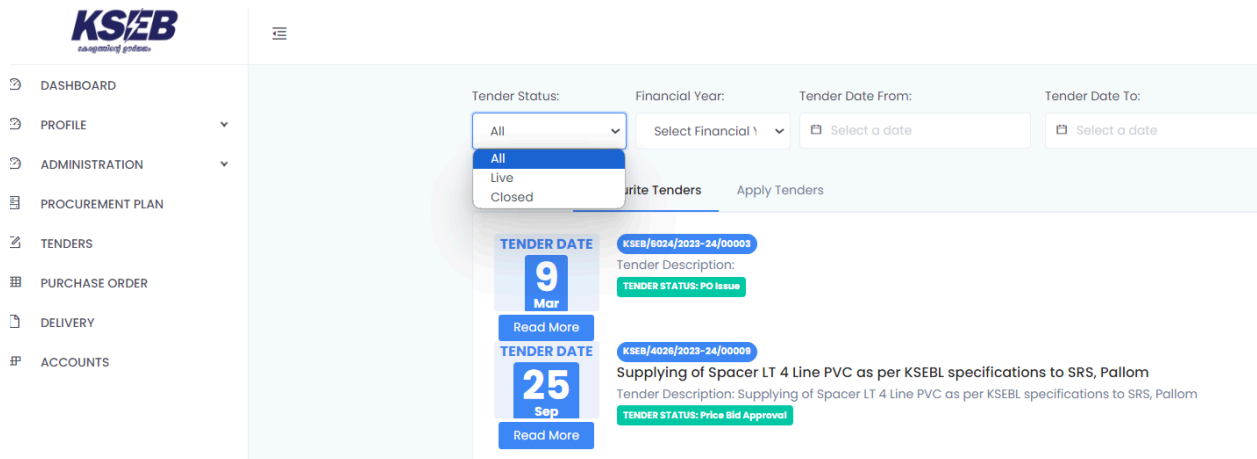


Here the user can access the list of tenders. There are some filters also provided. In the dropdown of Tender status there are three options. All, live and closed. Can also filter it by financial year and the user can search for tenders by any keyword.

Upon clicking on “Read more” of any tenders the details will be displayed.



In the drop downs provided above, for tender status three options available



Live and closed tenders will be visually distinguishable by a color difference. Additionally, for live tenders, a heart symbol will be displayed to allow users to add tenders to their favorite lists. These favorite tenders will be listed in the second tab (favorite tenders) for easy access.

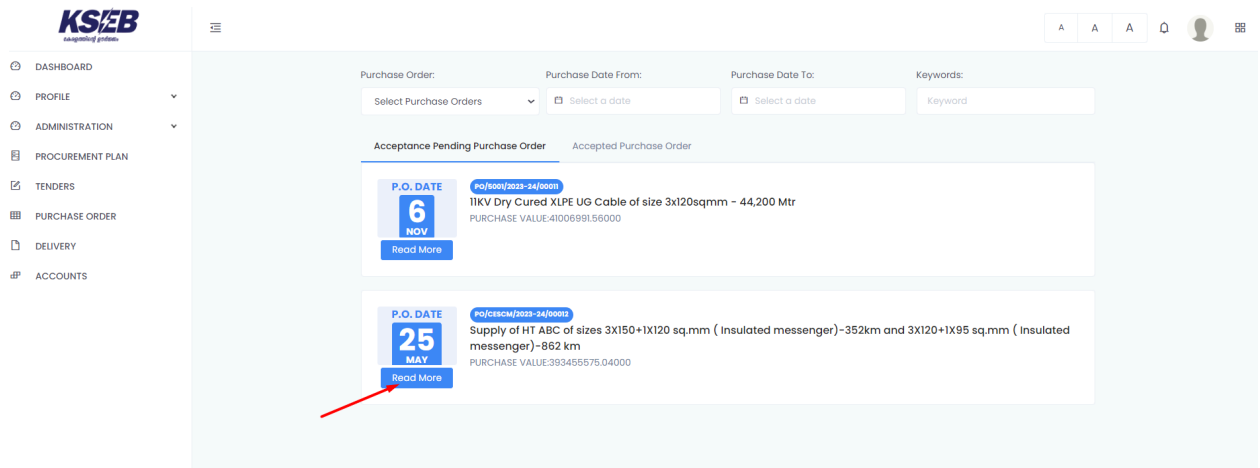
Users can apply for tenders through the e-Tender website using the details obtained from this platform.

Tenders applied through the eTender website will be listed in the "Applied Tenders" tab on this platform.

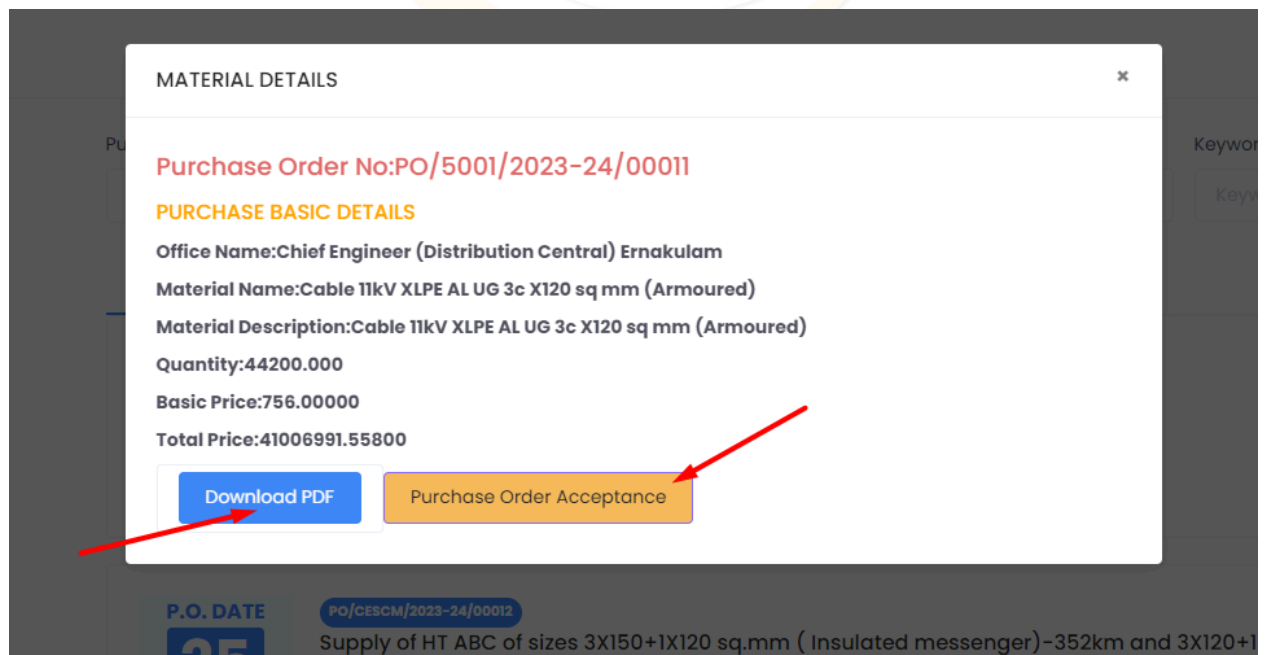
Purchase Order

In this section, users can access information about purchase orders, which are categorized into two tabs: 'Acceptance Pending Purchase Orders' and 'Accepted Purchase Orders.'

By clicking on the 'Purchase Orders' dropdown at the top, users can view a list of purchase orders they have received. They have the option to select specific orders from the list or filter them based on a chosen time period.



For additional details, simply click on the 'Read more' button.



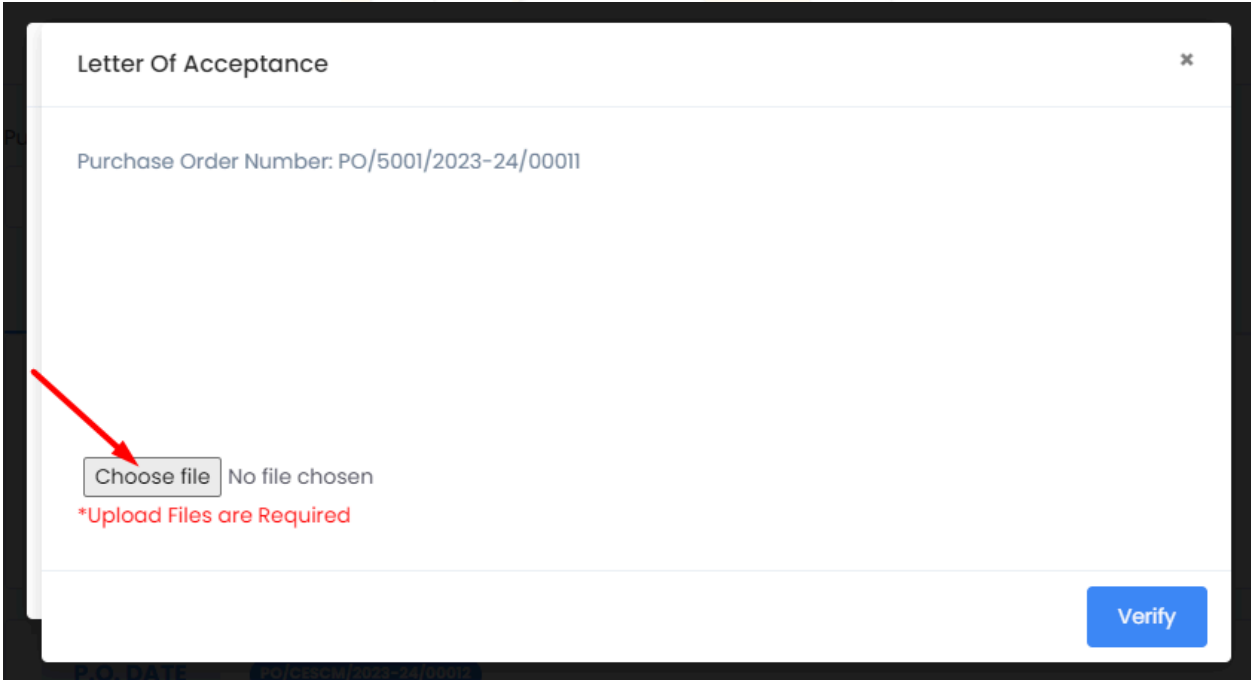
By clicking on the View button, a popup window will appear. It contains the material details such as purchase order number, material name, Quantity .etc

For accepting the purchase order the user need to download the purchase details letter from here by clicking on the 'Download pdf' button

You can obtain the purchase order details in PDF format by simply clicking the 'Download PDF' button.

To accept the purchase order, the user needs to click on the "Purchase Order Acceptance" button. This action will trigger a new popup where the user can upload the downloaded purchase order PDF.

The downloaded file needs to be marked as accepted and upload



Letter Of Acceptance

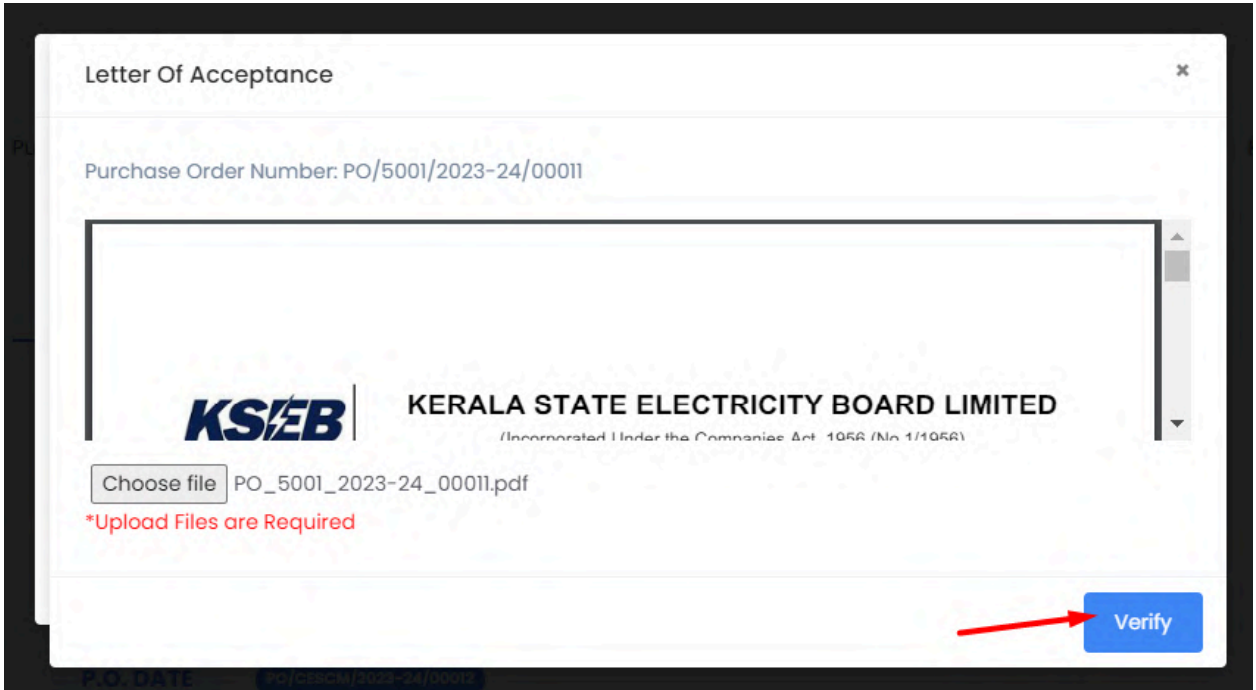
Purchase Order Number: PO/5001/2023-24/0001

Choose file No file chosen

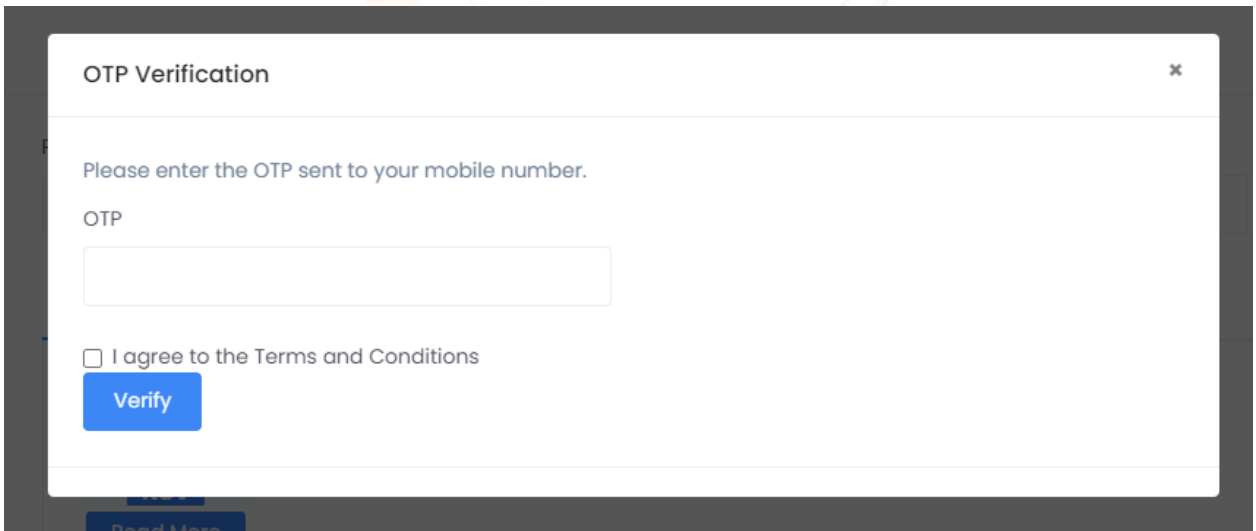
*Upload Files are Required

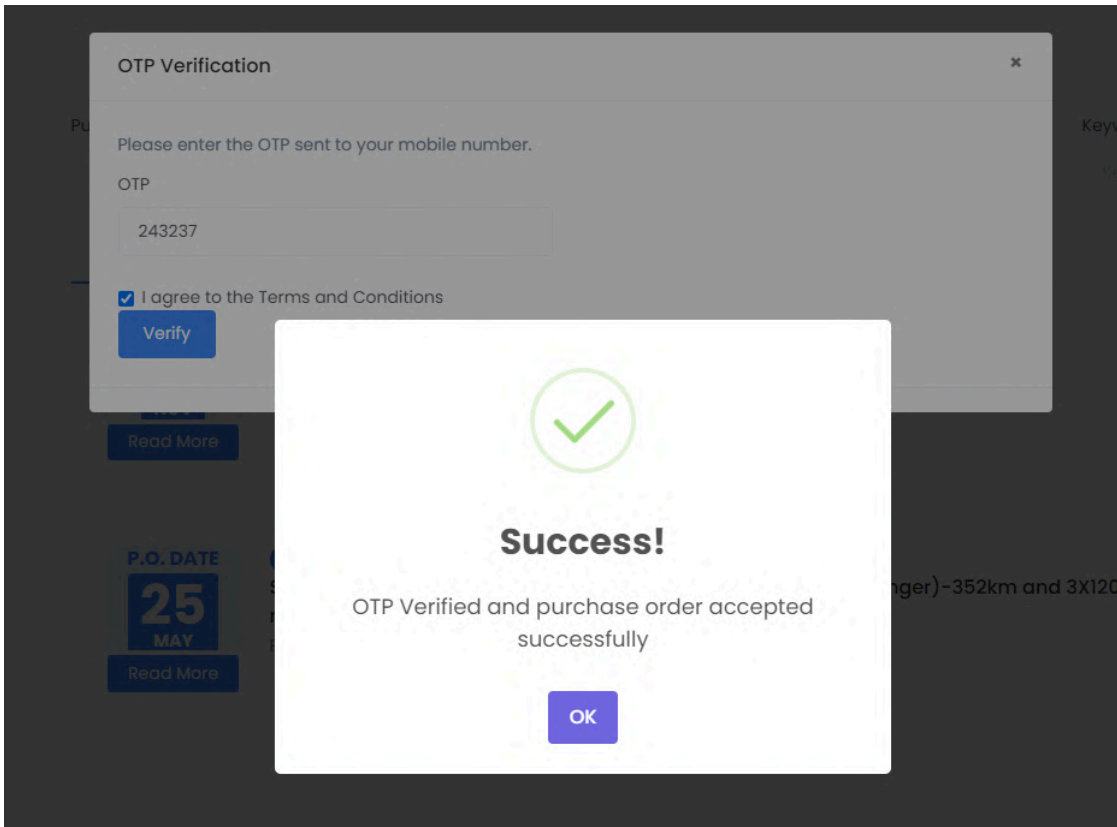
Verify

After uploading the pdf, click on the verify button.

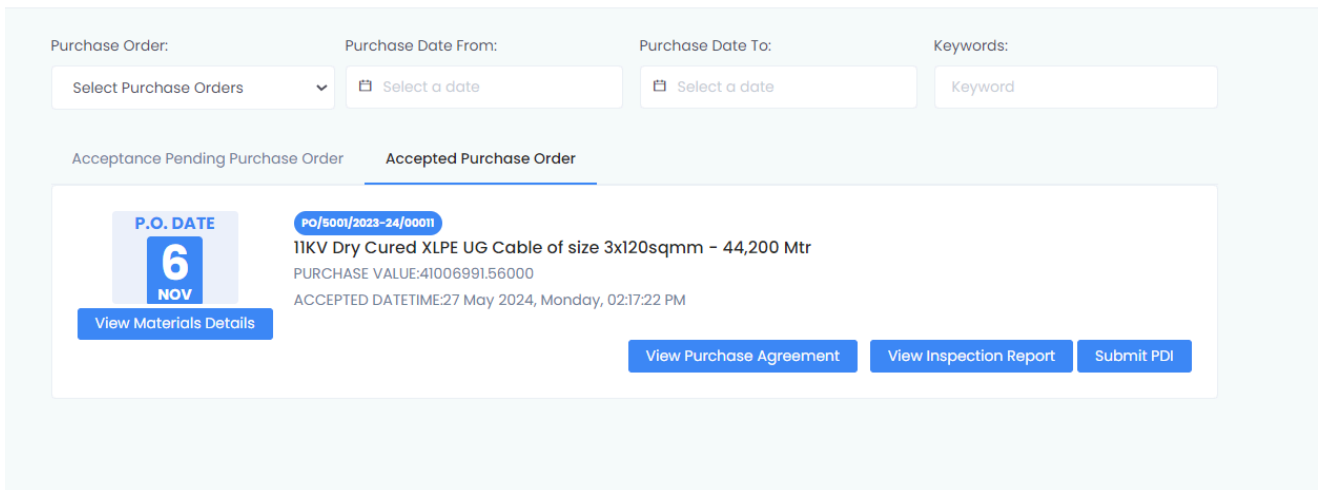


An OTP will be sent to the registered mobile number of the account user. After clicking the "Verify" button, a new modal will appear where the user can enter the OTP.



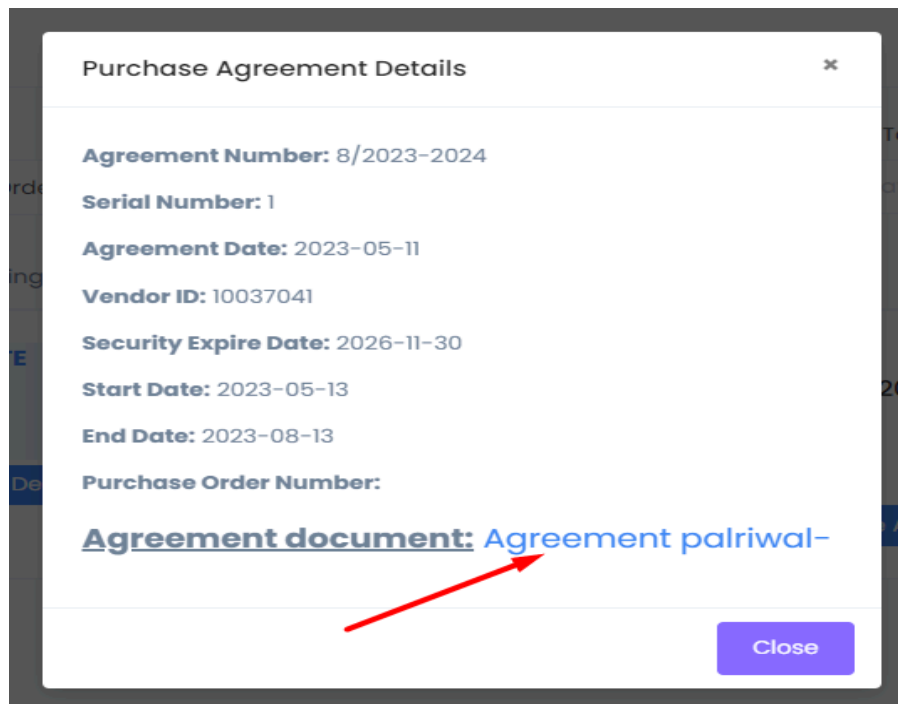


This message will be displayed after OTP verification, the purchase order will be moved to the 'Accepted Purchase Order' tab.



Here three additional options displaying :

- **View purchase Agreement**



When you click on the "View Purchase Agreement" button, the above window will be displayed. Along with the agreement details, a PDF of the agreement will be provided, which can be downloaded.

- **Submit PDI (Pre-Dispatch Inspection)**

Officers will conduct an inspection at the company to ensure the quoted quality of the materials.

At this stage, users invite officers to inspect the materials by providing relevant documents. The officers have the authority to either accept or reject the invitation.

The materials from the selected purchase order will be listed in the dropdown of material details. The invitation request contains

comprehensive details about the scheduled inspection date for officers to assess users and the quantity of material slated for inspection.

The screenshot shows a web form titled "PRE DISPATCH INSPECTION". At the top left, there is a red asterisk and the text "*All Fields are Required". Below this, there are several input fields: "Document Upload" with a "Choose file" button and "No file chosen" text; "Visiting Date" with a calendar icon and "Select a date" text; "Material Details" with a "Select material" dropdown menu (showing "select" and a list item "Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)") and a "Quantity" input field; and "Inspection Site Details" with a large text area. A green "Add" button is located below the material details. At the bottom left, there is a blue "Submit" button. On the right side, there is a table titled "Inspection Details List" with columns: "Visiting Date", "Inspection Site", "Document Upload", and "Action".

Inspection site details can be entered in the Inspection site details text area below.

- **View Inspection Report**

After submission of PDI, the user can view the inspection report here.

- Upon clicking the view button, a new popup opens where the user can view the report details, including inspection remarks, inspection status (passed or not), and the inspection report in PDF format.

VIEW INSPECTION REPORT						
Inspection Number	Purchase Order Number	Visit Planning Date	Inspection Site Details	Approve Status	View	Test Report
PD_INSP/5001/2024-25/00001	PO/5001/2023-24/00011	2024-05-30	test	Pending	view	Add Reports
PD_INSP/5001/2024-25/00002	PO/5001/2023-24/00011	2024-05-30	test	Pending	view	Add Reports

- Upon clicking Add reports button, a new popup window opens where the inspection report details need to be uploaded by the user

Inspection Report Details

*All Fields are Required

Upload Title

Upload Description

Doc Date

Document Upload
 No file chosen

Inspected Details List

Report Name	View Test Report
Test Report details not available.	

Upload a title for the document

Upload description

Add doc date

Upload the document

Uploaded reports will be listed in a table on the right side of the inspection report details window.

Purchase Delivery Report

The screenshot displays the 'Purchase Delivery Report' interface. It features a sidebar menu on the left with options like DASHBOARD, PROFILE, ADMINISTRATION, PROCUREMENT PLAN, TENDERS, PURCHASE ORDER, PURCHASE DELIVERY REPORT, DELIVERY, and ACCOUNTS. The main content area has a search bar and filters for 'Purchase Order', 'Date From', and 'Date To'. Below these is a table with 10 entries. The first entry is 'Pending', and the rest are 'MOCC Already Issued'. The table columns are: SI No, Purchase Order No, Purchase Order Date, Purchase Order Value, Status, Tender Title, and Actions. The Actions column contains 'View' and 'Track' links for each row. At the bottom, there are pagination controls showing 'Showing 1 to 10 of 155 entries' and 'Previous 1 2 3 4 5 - 16 Next'.

SI No	Purchase Order No	Purchase Order Date	Purchase Order Value	Status	Tender Title	Actions
1	PO/CESCM/2025-29/00204	12-01-2026	134054843.74000	Pending	Procurement of 8m/200kg PSC Poles	View Track
2	PO/CESCM/2025-28/00073	28-05-2025	9783527.50000	MOCC Already Issued		View Track
3	PO/CESCM/2025-28/00074	28-05-2025	4697565.84000	MOCC Already Issued		View Track
4	PO/CESCM/2025-28/00075	28-05-2025	5650397.90000	MOCC Already Issued		View Track
5	PO/CESCM/2025-28/00076	28-05-2025	5559570.00000	MOCC Already Issued		View Track
6	PO/CESCM/2025-28/00077	28-05-2025	4543363.44000	MOCC Already Issued		View Track
7	PO/CESCM/2025-28/00078	28-05-2025	7476480.00000	MOCC Already Issued		View Track
8	PO/CESCM/2025-28/00079	28-05-2025	510759.50000	MOCC Already Issued		View Track
9	PO/CESCM/2025-28/00080	28-05-2025	3191457.50000	MOCC Already Issued		View Track
10	PO/CESCM/2025-28/00081	28-05-2025	6282578.42000	MOCC Already Issued		View Track

Once a purchase order is issued, delivery-related information can be monitored from the Purchase Delivery Report page. This page provides a consolidated view of all purchase orders along with their current status and delivery progress.

Users can view purchase order details such as Purchase Order Number, Purchase Order Date, Purchase Order Value, Status, and Tender Title.

Filtering options are available to refine the results by selecting a Purchase Order, specifying a Date From and Date To, or using the Search option to locate specific records. Pagination controls allow navigation through multiple records.

Actions

Each purchase order record includes two action options:

View

Basic Details

Purchase Order No	PO/CESCM/2025-26/00204
Purchase Order Date	12-01-2026
Purchase Order Value	134054843.74000
Status	Pending
Vendor Name	GAUTAM CEMENT WORKS
Purchase Office	Chief Engineer (Supply Chain Management)

Material Details

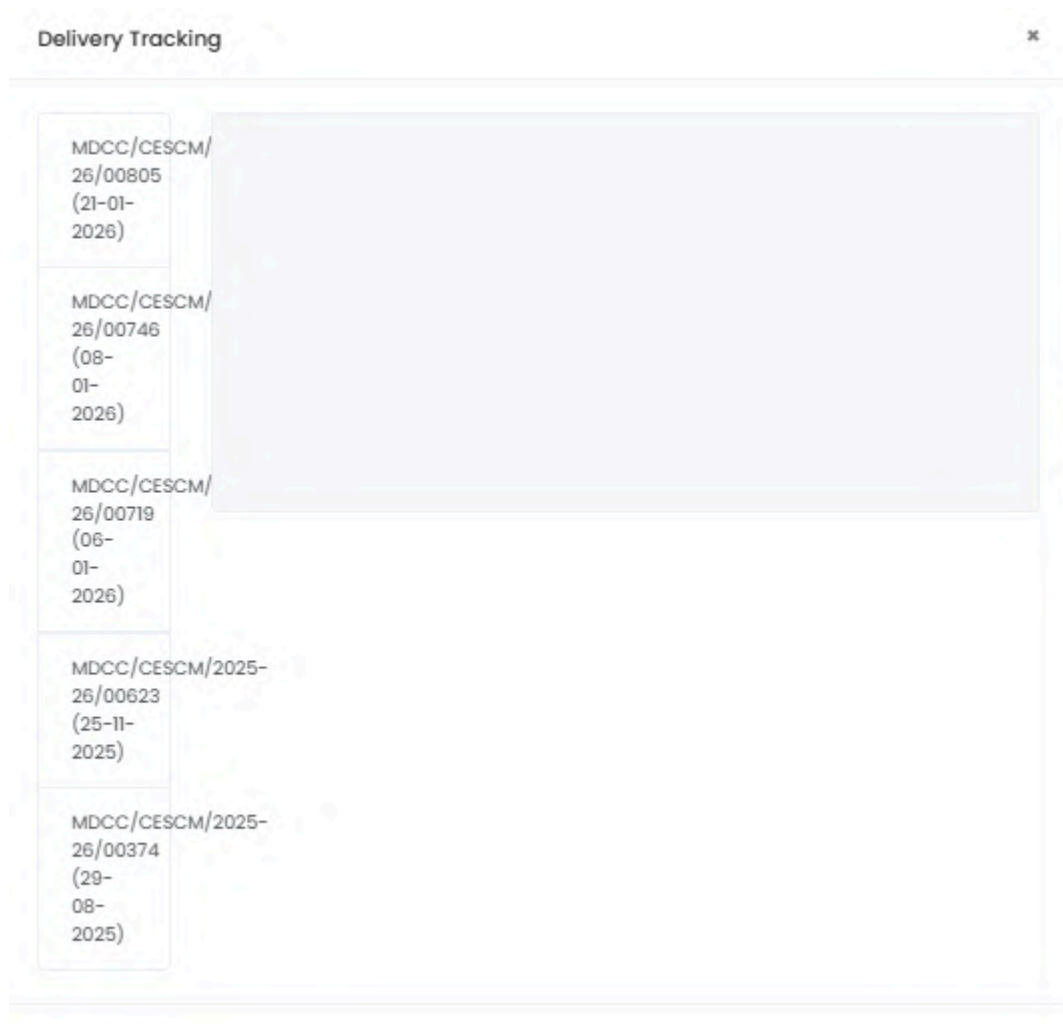
Material Name	UOM	Qty	Basic Price	All Inclusive Unit Price	Total Price	MDCC Issued Qty	Received Qty
Pole PSC B M	each	38980.0000	2400.00000	3439.06731	134054843.74380	0	0

Selecting View opens the Purchase Order Details pop-up. This screen displays:

- Basic details such as Purchase Order Number, Date, Value, Status, Vendor Name, and Purchase Office
- Material details including Material Name, Unit of Measure (UOM), Quantity, Unit Price, Total Price, MDCC Issued Quantity, and Received Quantity

This option is used to review complete purchase order and material information.

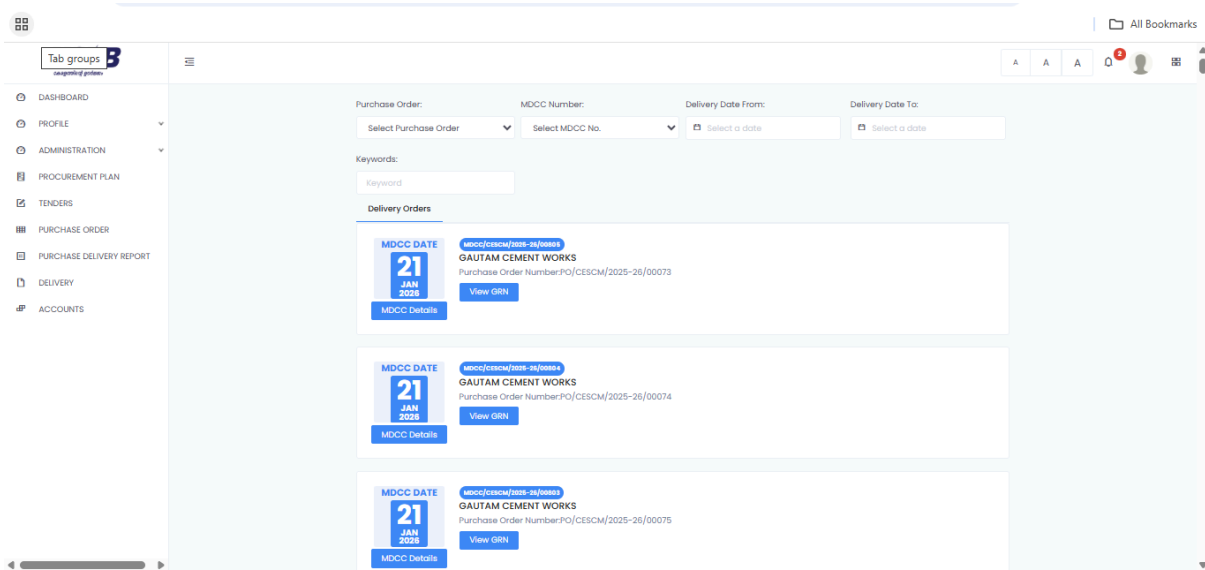
Track



Selecting Track opens the Delivery Tracking pop-up. This screen displays a list of MDCC numbers associated with the selected purchase order along with their issue dates.

Users can select an MDCC number to track the delivery progress related to that specific consignment.

Delivery



Once the purchase order procedures are finalized, the product is dispatched to the appropriate offices. The subsequent details post-delivery are provided herein.

Within the dropdown menu labeled "Delivery Orders," users can find a list of MDCC numbers corresponding to orders. Users have the option to search for delivery details using the MDCC number.

Filtering options are available for specifying delivery dates (from and to) and conducting keyword searches.

Delivery Orders: Delivery Date From: Delivery Date To: Keywords:

Select Mdcc No. Select a date Select a date Keyword

Delivery Orders

MDCC DATE MDCC/5001/2023-24/00016

6
MAR

TIRUPATI PLASTOMATICS PVT LTD
Purchase Order Number:PO/5001/2023-24/00011

[View GRN](#) [MDCC Details](#)

MDCC DATE MDCC/CESCM/2023-24/00434

18
DEC

TIRUPATI PLASTOMATICS PVT LTD
Purchase Order Number:PO/CESCM/2023-24/00012

[View GRN](#) [MDCC Details](#)

When clicking on the MDCC details a new popup opens, showing the delivery details such as Item name, PO Quantity, Unit of Measurement (UOM), Quantity to be delivered, Delivered Quantity, Delivered office etc.

MATERIAL DETAILS ✕

Office:

Show entries Search:

MDCC No.	Item Name	PO Qty	UOM	Qty to be Delivered	Delivered Qty	Delivered Office
MDCC/5001/2023-24/00016	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	44200.000	meter	44200.000	9925.000	Vazhathope Sub Regional Store

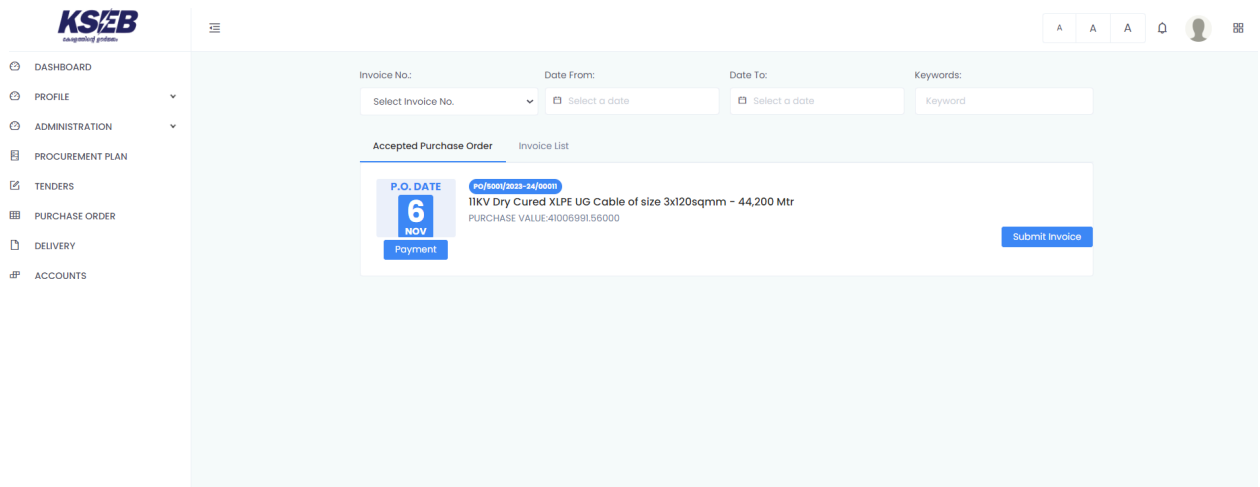
Showing 1 to 1 of 1 entries Previous **1** Next

When clicking on the GRN (Goods Received Note) another pop up appears which shows the details entered after receiving the goods at the desired office.

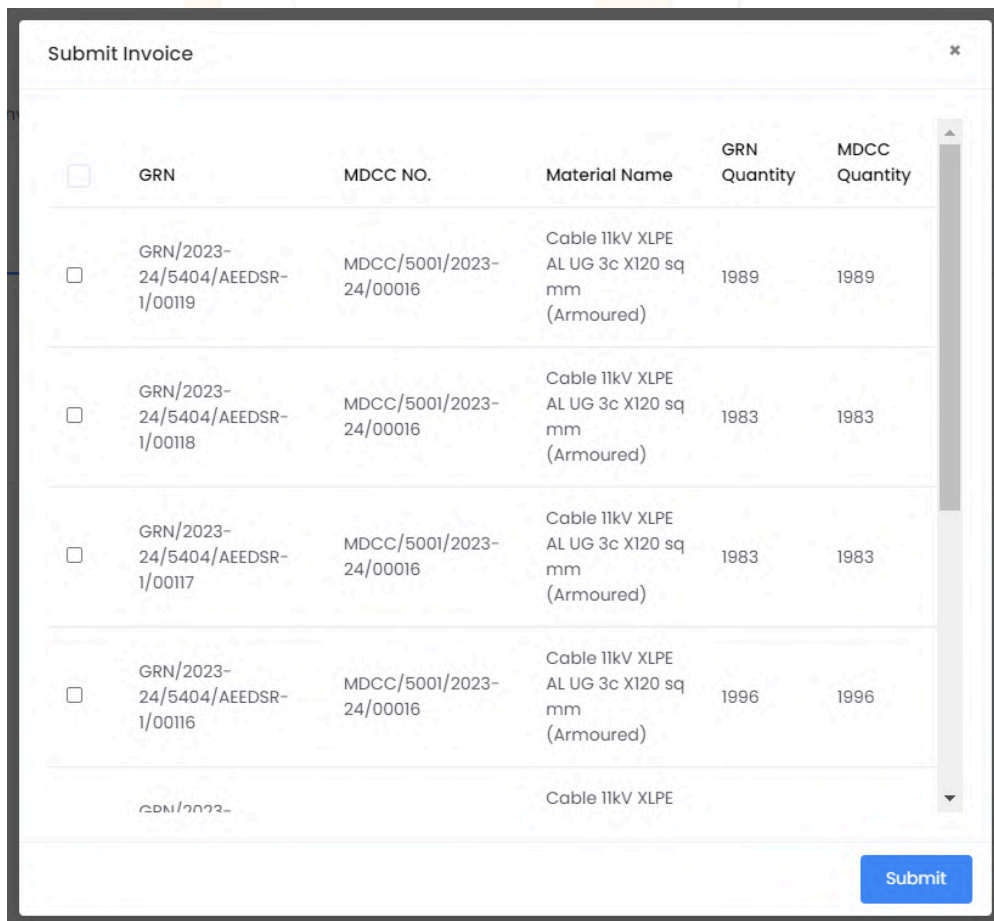
GRN No.	GRN Date	Receipt No.	Material	Delivered Qty	Damaged Qty(Physical verification)	Testing Sample Qty	Damaged Qty (on testing)	GRN Accepted Qty	Delivery Location
GRN/2023-24/5404/AEEDSR-1/00119	2024-03-22 13:31:48	PG_ENTRY/2023-24/5404/AEEDSR-1/00120	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	1989	0.000	0.000	0	00	Vazhathope Sub Regional Store
GRN/2023-24/5404/AEEDSR-1/00118	2024-03-22 13:23:32	PG_ENTRY/2023-24/5404/AEEDSR-1/00119	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	1983	0.000	0.000	0	00	Vazhathope Sub Regional Store
GRN/2023-24/5404/AEEDSR-1/00117	2024-03-22 13:13:05	PG_ENTRY/2023-24/5404/AEEDSR-1/00118	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	1983	0.000	0.000	0	00	Vazhathope Sub Regional Store
GRN/2023-24/5404/AEEDSR-1/00116	2024-03-22 13:03:56	PG_ENTRY/2023-24/5404/AEEDSR-1/00117	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	1996	0.000	0.000	0	00	Vazhathope Sub Regional Store
GRN/2023-24/5404/AEEDSR-1/00115	2024-03-22 11:33:06	PG_ENTRY/2023-24/5404/AEEDSR-1/00116	Cable 11kV XLPE AL UG 3c X120 sq mm (Armoured)	1974	0.000	0.000	0	00	Vazhathope Sub Regional Store

The office will input these details upon receiving the materials.

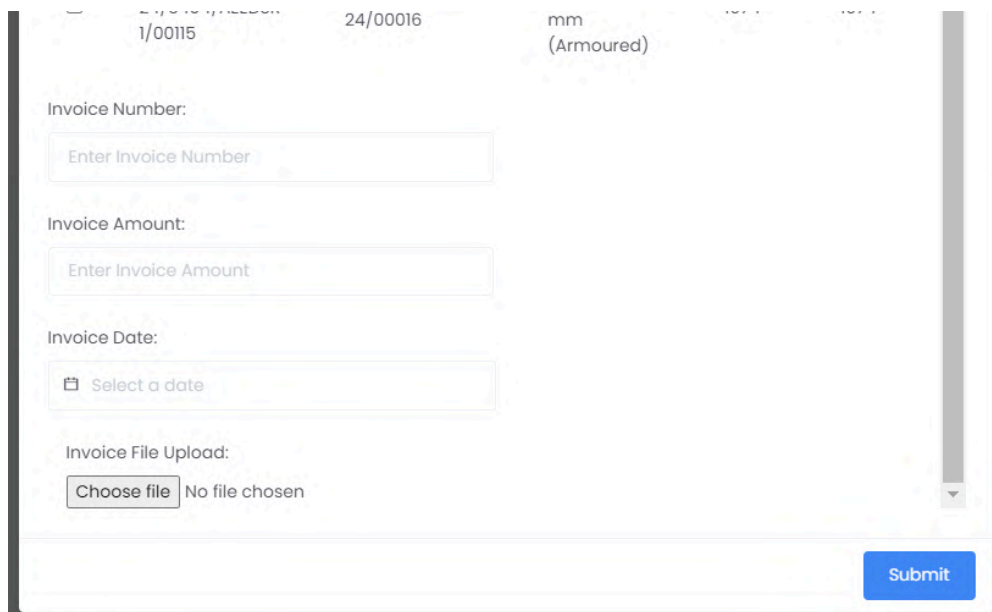
Accounts



Here is the accounts section of the software. Here is where the user submitting invoices for the materials they delivered.



Checkbox provided for selecting materials that the user want to submit the invoice

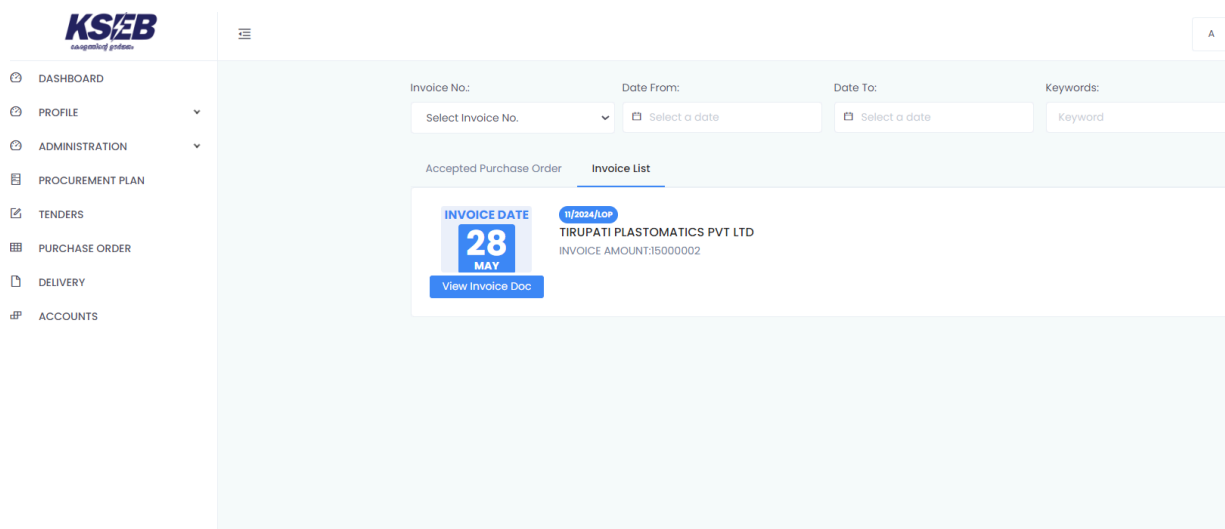


The screenshot shows a web form for submitting an invoice. At the top, there are several input fields: a text field containing '1/00115', a text field containing '24/00016', a dropdown menu with 'mm' selected, and a dropdown menu with '(Armoured)' selected. Below these are four main sections: 'Invoice Number:' with a text input field containing 'Enter Invoice Number'; 'Invoice Amount:' with a text input field containing 'Enter Invoice Amount'; 'Invoice Date:' with a date picker field containing 'Select a date'; and 'Invoice File Upload:' with a 'Choose file' button and the text 'No file chosen'. A blue 'Submit' button is located at the bottom right of the form area.

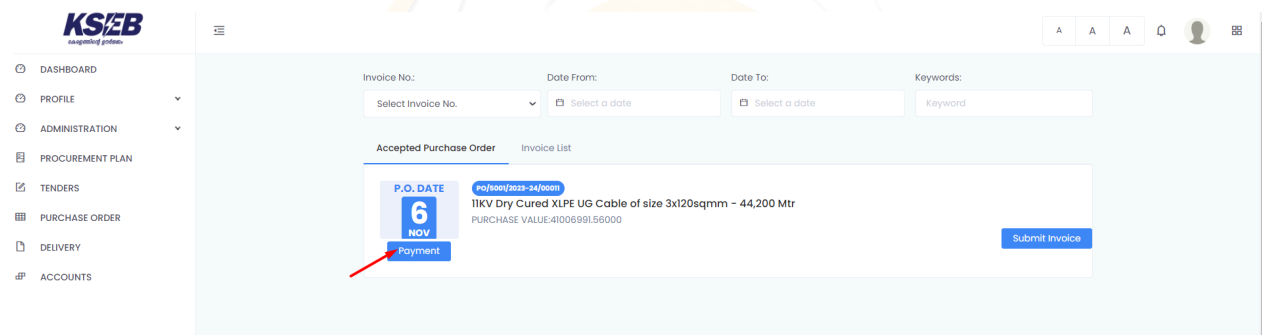
In this section, the user inputs the invoice number, invoice date, and the amount to be submitted. Subsequently, they upload the invoice file.

Then click on the submit button, to submit the invoice.

On the second tab “Invoice List” - The submitted invoices are listing here



Clicking on the "View Invoice Doc" button will open the submitted invoice PDF.



When clicking on the payment , the user can view the payment status details against the approved invoices.

PAYMENT DETAILS

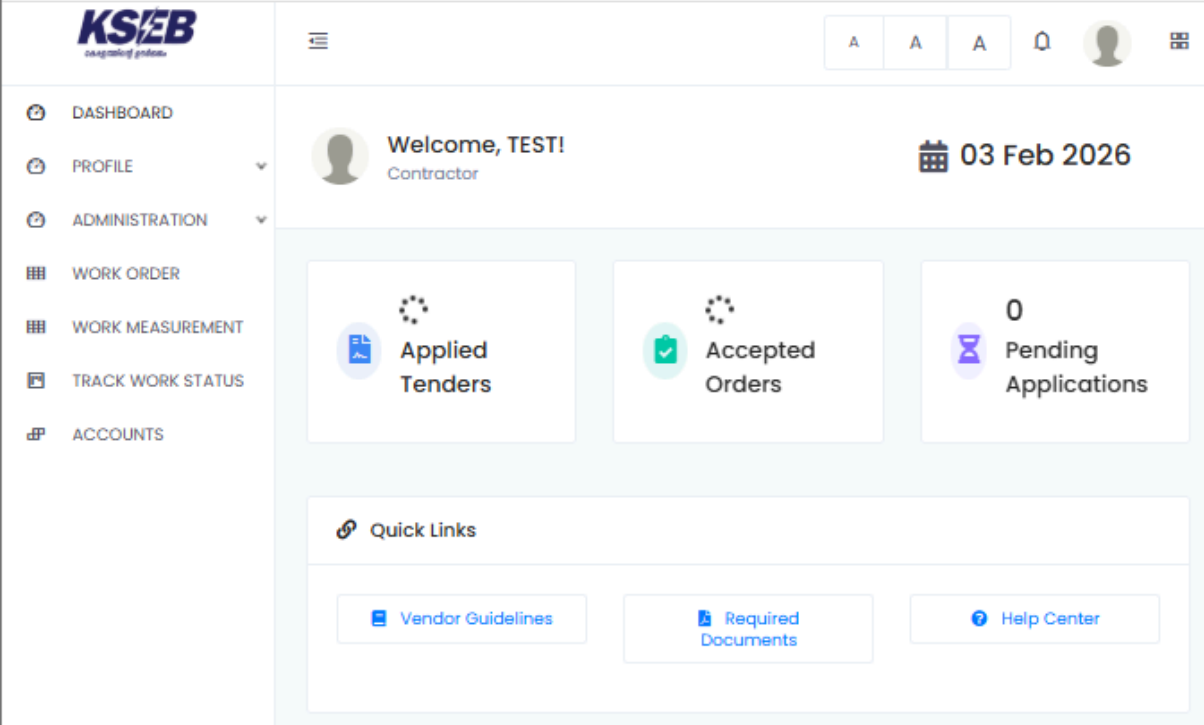


Sl No.	Bill No.	Bill Amount	Bill Date	Paid Amount	Paid Status Desc	Payee Name	Office	Audit Status Desc
1	T-1/23-24/00624	1831405.00	2024-02-16	1674649.00	Transferred to SARAS	TIRUPATI PLASTOMATICS PVT LTD	Vazhathope Sub Regional Store	Audit Approved
2	T-1/23-24/00625	1851815.30	2024-02-16	1693313.00	Transferred to SARAS	TIRUPATI PLASTOMATICS PVT LTD	Vazhathope Sub Regional Store	Audit Approved
3	T-1/23-24/00626	1839755.00	2024-02-17	1682286.00	Transferred to SARAS	TIRUPATI PLASTOMATICS PVT LTD	Vazhathope Sub Regional Store	Audit Approved
4	T-1/23-24/00628	1845321.00	2024-02-17	1687374.00	Transferred to SARAS	TIRUPATI PLASTOMATICS PVT LTD	Vazhathope Sub Regional Store	Audit Approved
5	T-1/23-24/00627	1839755.00	2024-02-17	1682286.00	Transferred to SARAS	TIRUPATI PLASTOMATICS PVT LTD	Vazhathope Sub Regional Store	Audit Approved

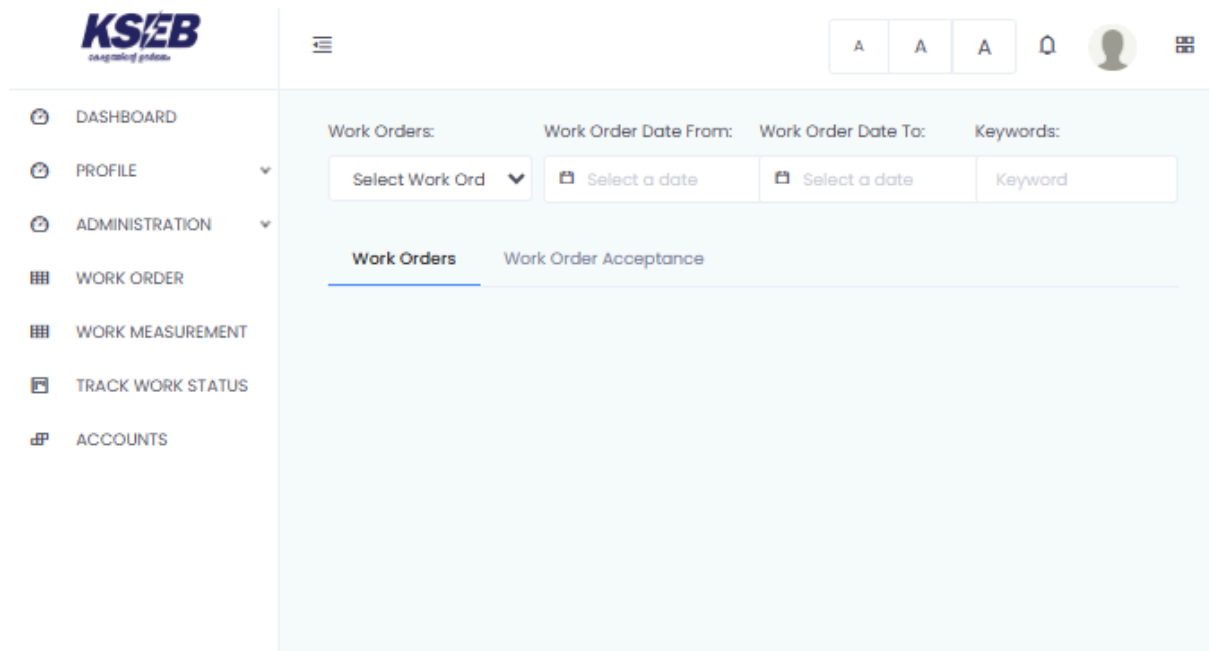


Contractor Portal

The contractor login will undergo a change, with three additional menus appearing instead of the purchase order menu. Those are Work Order, Work Measurement, Track Work Status.



Work Order



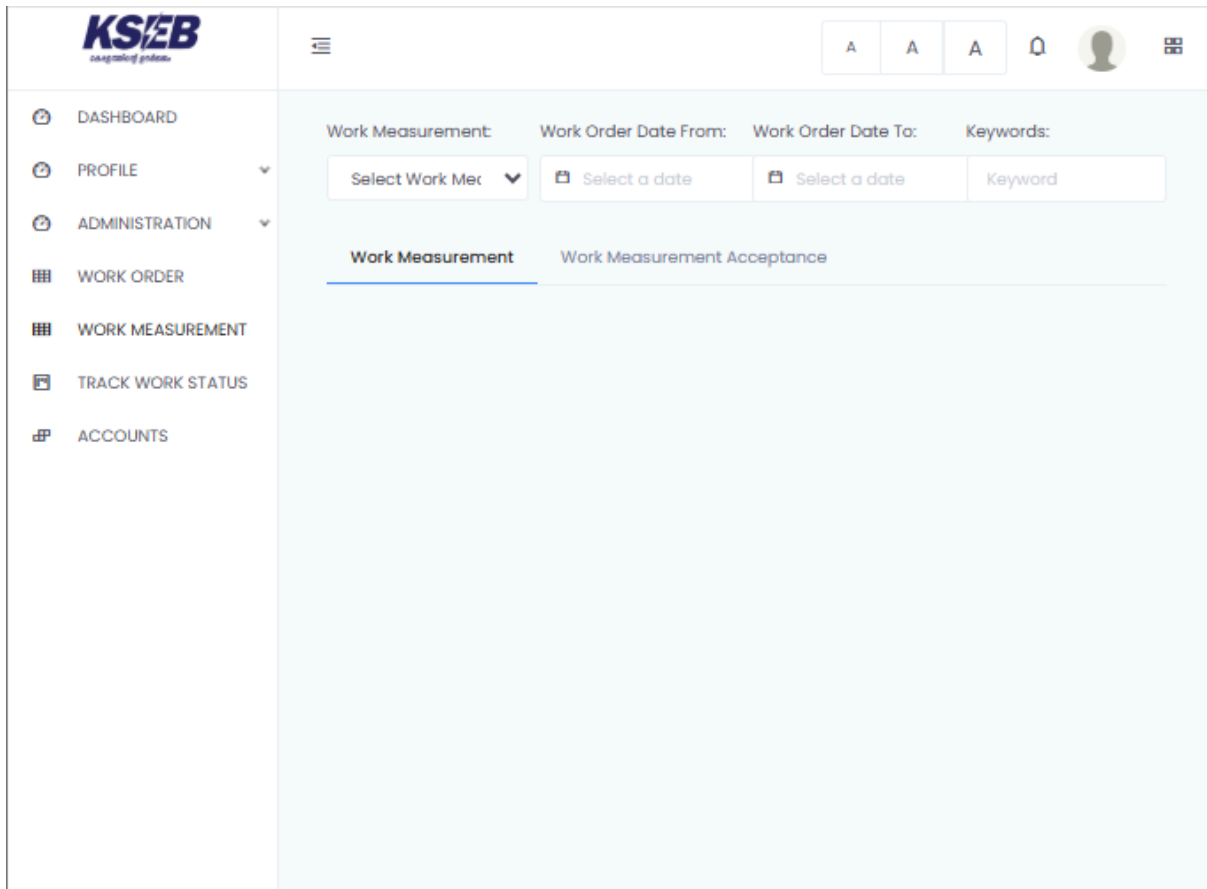
The Work Order page displays all work orders issued to the contractor. This section allows users to view and filter work orders assigned to them.

Users can filter work orders using the Work Orders dropdown, Work Order Date From, Work Order Date To, and Keywords search options to quickly locate specific records.

- Work Orders
Displays the list of issued work orders.
- Work Order Acceptance
Used to view and manage work orders that require acceptance by the contractor.

This page helps contractors track issued work orders and their acceptance status.

Work Measurement



The Work Measurement page is used to view measurement-related details for executed work orders. Users can filter records by selecting Work Measurements, specifying Work Order Date From and Work Order Date To, or using the Keywords search option.

- **Work Measurement**
Displays measurement entries related to completed or ongoing work.
- **Work Measurement Acceptance**
Allows contractors to view and respond to measurement records pending acceptance.

This section helps contractors review and verify measurement details submitted for executed work.

Track Work Status

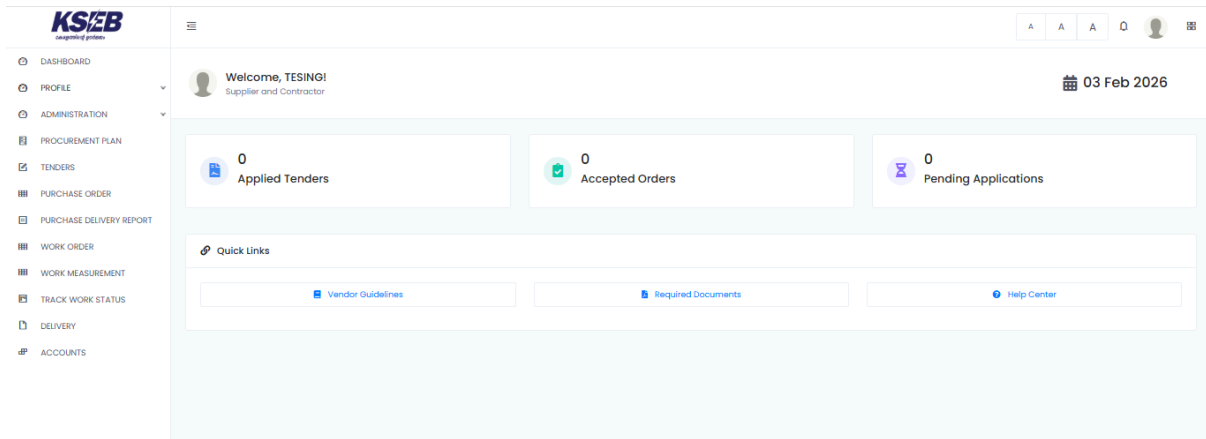
The screenshot shows the 'Track Work Status' page in the KSEB Supplier Self Portal. The page includes a navigation menu on the left with options like Dashboard, Profile, Administration, Work Order, Work Measurement, Track Work Status, and Accounts. The main content area features a search bar for work orders, a 'Show 10 entries' dropdown, and a search input field. Below these is a table with the following columns: SI No, Work Order No, Work Code, PAC, Current Status, and Actions. The table is currently empty, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and 'No work orders found.' There are 'Previous' and 'Next' navigation buttons.

The Track Work Status page allows contractors to monitor the current status of their work orders. Users can search or select a Work Order to view its progress. The table displays details such as:

- Work Order Number
- Work Code
- PAC
- Current Status

This page provides a consolidated view of work progress and status updates, enabling contractors to track execution and approval stages.

Both Supplier & Contractor



This dashboard is displayed for users registered as both Supplier and Contractor. It provides a single interface to access and track both purchase-related and work order-related activities.

The navigation menu displays modules based on the user's role:

- Purchase-related modules are available for supplier activities.
- Work-related modules are available for contractor activities.

The summary cards present a consolidated view of key activities, including tenders, orders, and pending applications, across both roles.

Using this single application, users can track the status of purchase orders and deliveries as a supplier, as well as work orders, measurements, and work progress as a contractor.