

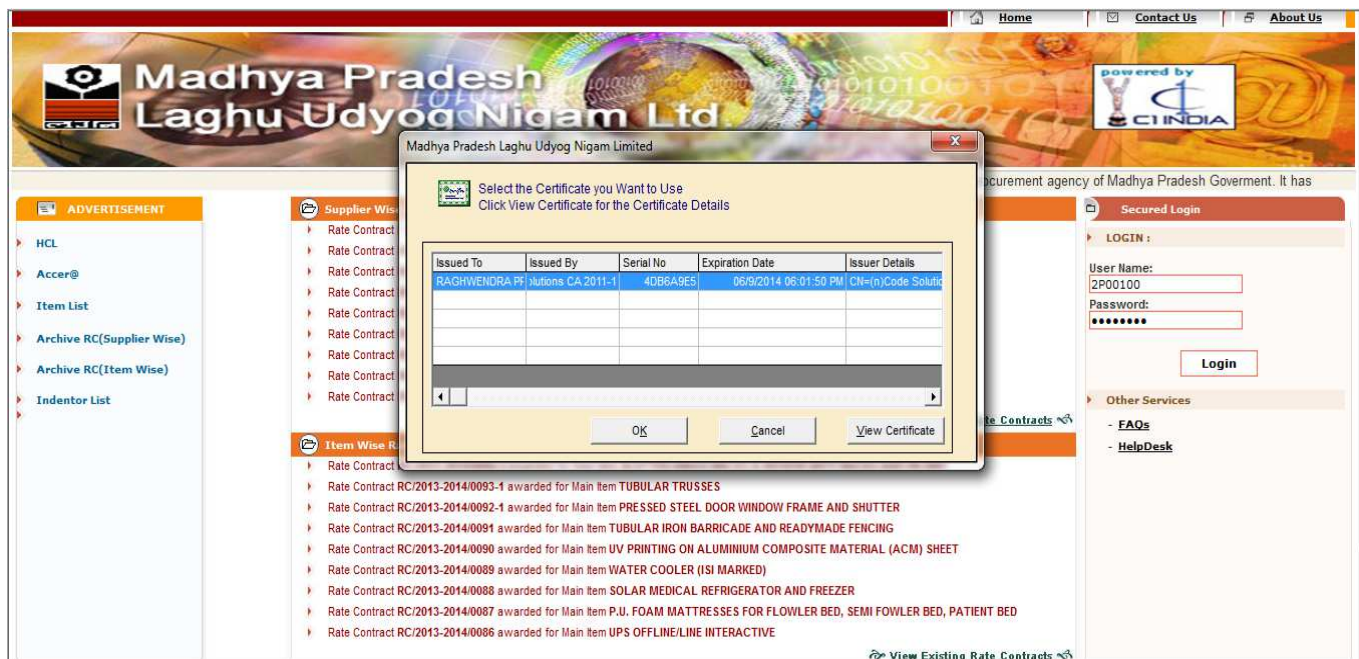
Process for Submission of Indents Online/Electronically at M.P.L.U.N.'s E-Procurement Web-Portal

(Website: <https://mpeprocurement.com>)

Step 1: - In the address bar type <https://mpeprocurement.com> then click on “Rate-Contracts” link to open the Rate Contract management System website, at IE 6 or above.



Step 2: - To log-in, for indenting, department user need to enter the User-ID (Indenter Code) & Password, along with their valid Digital Signature Certificate.



Step 3: - After successful login, below mentioned screen will appear. Click on **“Create Indent”** Link, to proceed for further necessary procedures. After clicking on create indent link click on **“Create Indent Consignee Wise”** icon.

Indent List

S. No.	Inward No.	Indent Ref. No.	Indent Date	Inward Date	Action
1.	C/00064/2014-2015	A-vaibhav_5_aug	05/08/2014	05/08/2014	
2.	C/00063/2014-2015	357/2_Vaibhav	24/07/2014	24/07/2014	
3.	C/00061/2014-2015	357_Vaibhav-1	24/07/2014	24/07/2014	
4.	C/00060/2014-2015	Test111	04/07/2014	21/07/2014	
5.	C/00059/2014-2015	ABC123	04/07/2014	21/07/2014	

Supply Order List

S. No.	SO Ref. No.	SO Date	Indent Ref. No.	Indent Date	Supplier	Company Name	Created By	Status	Action
1.	EMS/000021/2014-2015	25/07/2014	357/2_Vaibhav	24/07/2014	HORIZON COMPUTERS	HORIZON COMPUTERS	Dealing Assistant ps I	Approved	
2.	EMS/000020/2014-2015	24/07/2014	357/2_Vaibhav	24/07/2014	HORIZON COMPUTERS	HORIZON COMPUTERS	Dealing Assistant ps I	Approved	
3.	EMS/000019/2014-2015	24/07/2014	357/2_Vaibhav	24/07/2014	HLBS TECH (P) LTD	HLBS TECH (P) LTD	Dealing Assistant ps I	Approved	
4.	EMS/000010/2014-2015	28/05/2014	1234	28/05/2014	HIMALAYA HOUSE,	HIMALAYA HOUSE,	c1admin	Approved	
5.	EMS/000009/2014-2015	27/05/2014	123/abc/14-15	26/05/2014	HIMALAYA HOUSE,	HIMALAYA HOUSE,	c1admin	Approved	

Icons Repre

	View Indent/Supply Order Details		Amend Indent Details
	Delete Indent/Supply Order Details		Print Supply Order Details
	Print Indent/SO General Terms and Conditions Details		Print Special Terms and Conditons

Bottom Navigation: Create Indent | Manage Indent | Cancel Indent | Manage Amended Indent SO | Manage Amended Indent | Change Password

Step 4: - User need to fill all the sections, as per required field mentioned {Like Indent Ref. No., Indent Date & Remarks (if any)}. After filling the fields click on Select Consignee link to select the consignees.

Indenting Office List

Inward No. * :
 Indent Ref. No. * : ABC1456/14-15
 Indenting Department * : PUBLIC HEALTH
 Indenting Office * : PUBLIC HEALTH
 Remarks :

Add Indent Consignee :

Consignee : **Select Consignee**
 Item Code :

Consignee List

Consignee Code	Consignee	Select
2P00100	PUBLIC HEALTH ENGINEERING-CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	Select
2P00101	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., SEHORE	Select
2P00102	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., RAISEN	Select
2P00103	PUBLIC HEALTH ENGINEERING-ASSISTANT ENGINEER, P.H.E. SUB DN., RAJGARH	Select
2P00104	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., VIDISHA	Select
2P00105	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., BETUL	Select
2P00106	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., SHEOPUR	Select
2P00107	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., MORENA	Select
2P00108	PUBLIC HEALTH ENGINEERING-EXECUTIVE ENGINEER, P.H.E. DN., BHIND	Select
2P00109	PUBLIC HEALTH ENGINEERING-CHIEF ENGINEER, P.H.E.D. GWALIOR ZONE, GWALIOR	Select

No. of Records : 512 [52 Pages]

Callout (i): Field to Select Consignee (Consignee list will display, to select consignee).

Callout (ii): Click Select icon to Select Consignee.

Note: - If the user doesn't found the consignee in the list then user may need to contact on help-desk numbers <0755-2673141/46>.

Step 5: - After select consignee, click on **“Search Item”** link. After clicking on link Item List will display along with their description. User need to click on **select** option, for viewing and selecting the list of sub-items.

Click Search Item

S. No.	Item Type Code	Item Type Description	Start Date	End Date	Select
1.	SMC 1165	P.U. FOAM MATTRESSES FOR FOWLER BED, SEMI FOWLER BED, PATIENT BED	21 Jan 2014	20 Jan 2015	Select
2.	SMC 1307	ROAD MARKING PAINT AND THERMOPLASTIC PAINT (ISI MARK)	19 Dec 2013	18 Dec 2014	Select
3.	SMC 1310	MICROSCOPE SLIDES (ISI MARKED) ISI 3099/1992 (PART-II) WITH UPTO DATE AMENDMENT	12 Dec 2013	11 Dec 2014	Select
4.	SMC 1404	POLYTHENE BAGS	14 Aug 2013	13 Aug 2014	Select
5.	SMC 1410	FUMIGATION COVER MADE FROM BLACK LOPE FILM.	06 Sep 2013	05 Sep 2014	Select
6.	SMC 1805	SPORTS GOODS	23 Sep 2013	23 Sep 2014	Select
7.	SMC 1814	OUTDOOR PLAY EQUIPMENTS	23 Sep 2013	22 Sep 2014	Select
8.	SMC 4405	AYURVEDIC MEDICINE	12 Jul 2013	01 Jul 2016	Select
9.	SME 1111	WATER COOLER (ISI MARKED)	24 Jan 2014	23 Jan 2015	Select
10.	SME 1130	GENERAL PURPOSE REFRIGERATOR	06 Sep 2013	05 Sep 2014	Select

Step 6: - User need to fill the quantity and click select option, to select the sub-items. Finally click on **“Add Items”**, to complete the stage.

Item Code	Item Description	Quantity	Select
SMC 116501	POLYURETHENE FOAM MATTRESSES FOR FOWLER BED(AS PER SPECIFICATION)	100	<input checked="" type="checkbox"/>
SMC 116502	POLYURETHENE FOAM MATTRESSES FOR SEMI FOWLER BED(AS PER SPECIFICATION)	100	<input checked="" type="checkbox"/>
SMC 116503	POLYURETHENE FOAM MATTRESSES FOR PATIENT BED(AS PER SPECIFICATION)	100	<input checked="" type="checkbox"/>
SMC 116504	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x610x101mm	100	<input checked="" type="checkbox"/>
SMC 116505	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x762x101mm	100	<input checked="" type="checkbox"/>

No. of Records : 5 [1 Pages]

Back Add Items Close

Step 7: - User will get system generated Inward number, which will be requiring for future references. Then Click on the link **“Add consignee To Indent”**, to add the Items.

Inward Number generated is :C/00066/2014-2015. Please keep this for future reference.

Add Indent Consignee :

Consignee : PUBLIC HEALTH ENGINEERING-CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL

Item Code : Item Description :

Item Code	Item Description	Quantity	Action
SMC 116501	POLYURETHENE FOAM MATTRESSES FOR FOWLER BED(AS PER SPECIFICATION)	100.000	
SMC 116502	POLYURETHENE FOAM MATTRESSES FOR SEMI FOWLER BED(AS PER SPECIFICATION)	100.000	
SMC 116503	POLYURETHENE FOAM MATTRESSES FOR PATIENT BED(AS PER SPECIFICATION)	100.000	
SMC 116504	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x610x101mm	100.000	
SMC 116505	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x762x101mm	100.000	

Add Consignee To Indent

Step 8: - Click on **“Finalize Indent”**, to complete the procedure.

Note: - In case of Multiple consignees, then user need to continue, as it is procedure, from select consignee option, in that particular Inward Number, but Pre-Finalization of Indent.

Inward Number generated is :C/00066/2014-2015. Please keep this for future reference.

Add Indent Consignee :

Consignee : **Select Consignee**

Item Code : Item Description :

Consignee's Item List :

Add Consignee To Indent

Consignee List :

Consignee Code	Consignee Name	Item
2P00100	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View Item's
2P03100	E-IN-C, P.H.E.D., BHOPAL	View Item's
2P02100	EXECUTIVE ENGINEER, P.H.E. DN., BHOPAL	View Item's

Save Indent **Finalize Indent**

Step 9: - A message displays, Indent Finalize Successfully. Click on print option, to take the print-out that particular Indent.

Rate Contract Management

Dashboard Edit Profile Logout

Good Evening 2P00100 [PUBLIC HEALTH ENGINEERING - CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL] 07-Aug-14 06:33 PM

List Of Indents [Help](#)

Search Criteria

Inward No. : Indent Ref. No. :

Indenting Department : Indenting Office :

Indent From Date : Indent To Date :

Search Reset


Indent Finalize successfully.

Print Indent Details

S. No.	Inward No.	Indent Ref. No.	Indent Date	Inward Date	Indenting Department	Indenting Office	Action
1	C/00066/2014-2015	ABC1456/14-15/2230	07/08/2014	07/08/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
2	C/00066/2014-2015	ABC1456/14-15/230	07/08/2014	07/08/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
3	C/00064/2014-2015	A-vaibhav_5_aug	05/08/2014	05/08/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
4	C/00063/2014-2015	357/2_Vaibhav	24/07/2014	24/07/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
5	C/00061/2014-2015	357_Vaibhav-1	24/07/2014	24/07/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
6	C/00060/2014-2015	Test111	04/07/2014	21/07/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
7	C/00059/2014-2015	ABC123	04/07/2014	21/07/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So
8	C/00058/2014-2015	Indent21July2014	21/07/2014	21/07/2014	PUBLIC HEALTH ENGINEERING	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	View So

Done Trusted sites | Protected Mode: Off 100%

Step 10: - Format of Indent. User can able to take the print-out of this page, by clicking on the **“Print”** link.



MADHYA PRADESH LAGHU UDYOG NIGAM LTD.
(M.P. Government Undertaking)
1st Floor Panchanan Bhawan, Malviya Nagar
New Market, BHOPAL - 462 003.

Indent

Indentor :

PUBLIC HEALTH ENGINEERING [2P]
CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL [2P00100]

Indent Date :	07 Aug 2014
Indent Ref. No. :	ABC1456/14-15/2230
Inward No. :	C/00066/2014-2015
Inward Date :	07 Aug 2014

Item Code	Item Description	Consignee	Quantity
SMC 116501	POLYURETHENE FOAM MATTRESSES FOR FOWLER BED(AS PER SPECIFICATION)	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	100.000
SMC 116501	POLYURETHENE FOAM MATTRESSES FOR FOWLER BED(AS PER SPECIFICATION)	EXECUTIVE ENGINEER, P.H.E. DN., BHOPAL	100.000
SMC 116502	POLYURETHENE FOAM MATTRESSES FOR SEMI FOWLER BED(AS PER SPECIFICATION)	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	100.000
SMC 116502	POLYURETHENE FOAM MATTRESSES FOR SEMI FOWLER BED(AS PER SPECIFICATION)	EXECUTIVE ENGINEER, P.H.E. DN., BHOPAL	100.000
SMC 116503	POLYURETHENE FOAM MATTRESSES FOR PATIENT BED(AS PER SPECIFICATION)	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	100.000
SMC 116503	POLYURETHENE FOAM MATTRESSES FOR PATIENT BED(AS PER SPECIFICATION)	EXECUTIVE ENGINEER, P.H.E. DN., BHOPAL	100.000
SMC 116504	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x610x101mm	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	100.000
SMC 116504	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x610x101mm	B-IN-C, P.H.E.D., BHOPAL	100.000
SMC 116505	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x762x101mm	CHIEF ENGINEER, P.H.E.D. BHOPAL ZONE BHOPAL	100.000
SMC 116505	Polyurethane foam Mattresses for Attendant Bed (Using ISI Mark PU Foam) as per specification Size 1829x762x101mm	B-IN-C, P.H.E.D., BHOPAL	100.000

Total Indent Values		
Ex Rate	Local Rates	For Rates
0.00	0.00	3315600.00

Remarks:

Prepared By _____

Authorized Signatory _____

For any help related to the online Rate Contract application please contact on the Help-desk number, which is as underneath:-

C1 India Private Limited	
Help-desk Number	0755 – 2673141 / 46
E-Mail ID	mplun@c1india.com
Timings for Helpdesk	10:00 AM to 6:00 PM - Monday to Saturday
Non- availability of services	State Government Holidays, 2 nd and 3 rd Saturday & All Sundays.
Address	1 st Floor Panchanan, Malviya Nagar, Bhopal, M.P. (462003)
Training Kit for online Indent Submission is available on the Rate Contract link of MPLUN website.	