RoofTopSolar Vendor Portal

Overview: This document provides a comprehensive process flow for the Rooftop Solar Vendor Portal web application, detailing the steps for various user roles, including VENDORS, VERIFIERS (AE QC/JE OFFICE), and APPROVERS (SDO).

1. **Login Screen** : Where you can login to the web Portal.

Vendor Login Screen : In below login screen if VENDOR wants to login then, select **User Type** as **Vendor** And login to the portal using **EMAIL ID and Password received on mail.**

Employee Login Screen : In below login screen if EMPLOYEE wants to login then, select **User Type** as **EMPLOYEE** And login to the portal using **CPF NUMBER and RAPDRP Password.**

2. **Home Screen :** Once the User Logs in to the Portal Successfully then Home screen will be displayed where if the User is VENDOR then there is two Menu given for the Vendor
   a. **Vendor** : where Vendor can upload documents
   b. **Reports** : where Vendor can find report regarding uploaded documents status.

Upon selecting the "**Upload Documents List**" option, the Vendor will be redirected to the screen shown below, where they will see a list of the respective APPLICATIONs for which documents can be uploaded.

For the Vendor's convenience, a search functionality is provided. The Vendor can search for an application using either the **APPLICATION ID** or **CONSUMER NUMBER**.

The list is presented in the format below, where the Vendor can view details such as APPLICATION ID, CONSUMER NUMBER, NAME, ADDRESS, CIRCLE NAME, SUB DIV NAME, APPLICATION WORKFLOW STATUS, No. of DOCUMENTS UPLOADED, number of DOCUMENTS Approved/Verified, number of Documents REJECTED, and the APPLICATION STATUS of the Vendor Portal.

Maharashtra State Electricity Distribution Co. Ltd.
Rooftop Solar Portal for Vendor and Employee - Version : 1.0.0
Vendor Name :
Mobile Number :
Email ID :

Logout

Vendor	Reports

Rooftop Solar Vendor Consumer List

Search Criteria

Search by Consumer Number: [   ]   Search by Application ID: [   ]

Application ID	Consumer Number	Consumer Full Name	Consumer Address	Circle Name	Sub-division Name	Current Workflow Status	Total Files Uploaded	Files Approved/Verified	Files Rejected	Document Status
56925063	266514088322	SHRI VISHWAS PARSHURAM PATIL	C.S.NO.905/1FL.NO.3UNIT NO KOLHAPUR C GAJANAN MAHARAJ KARDGAE	KOLHAPUR CIRCLE	KOLHAPUR U.(N) S/DN.	Status Receipt Approved	0	0	0	Pending For Upload
56578495	266519010429	SAGAR TUKARAM MAHAMUNI	1182/107, DAMODAR RESIDENCY FLAT NO 302 MALI COLONY NEAR SWIMMING TANK	KOLHAPUR CIRCLE	KOLHAPUR U.(E) S/DN.	Status Receipt Approved	0	0	0	Pending For Upload
58067430	250090385115	CHAITANYA RAJKUMAR BHOJE	142 A MAHAVIRNAGAR,HUPARI HATKANANGLE KOLHAPUR Hup ari (CT)	KOLHAPUR CIRCLE	HUPARI	Status Tech. Feasibility Approved	0	0	0	Pending For Upload

When the Vendor selects an Application ID from the available list, they are redirected to the screen shown below. Here, the Vendor can view the basic details of the Consumer under the "**Consumer Details**" section. In the "**List of Documents to Upload**" section, the Vendor can upload the required documents using the "**CHOOSE FILE**" options.

Files to be uploaded in the "**Documents Upload**" section must be in "**.pdf"** format and "**must not exceed a size of 300KB"**. If these requirements are not met, the system will prevent the document from being uploaded.

Vendor	Reports

Rooftop Solar Installation Details Upload for Vendor

Consumer Details

Application ID :	55390732
Consumer Number :	266511848946
Consumer Name :	SHRI ABHAY M GOLAWALKAR
Agency Name :	

List of Documents To Upload *

All files are mandatory (file size limit 300 kb each) Select file type pdf Only	
1. Work Completion Report	Choose File No file chosen
2. Annexure - I	Choose File No file chosen
3. Proforma - A	Choose File No file chosen
4. Declaration of DCR	Choose File No file chosen
5. Net Agreement Bond	Choose File No file chosen
6. Earthing Test Report	Choose File No file chosen
7. Certificate/Undertaking	Choose File No file chosen
8. Declaration Certificate	Choose File No file chosen
9. Warrenty Card of Equipements & PV System	Choose File No file chosen
10. Test Certificates of PV Modules & Inverter	Choose File No file chosen
11. Line Diagram with earthing Details	Choose File No file chosen

At the end of the Webpage there are two buttons are given. One is "**UPLOAD"** button to upload the selected files and other is if Vendor wants to select other application then vendor can go back to the application list using "**BACK TO LIST"** button.

List of Documents To Upload *

All files are mandatory (file size limit 300 kb each) Select file type pdf Only	
1. Work Completion Report	Choose File No file chosen
2. Annexure - I	Choose File No file chosen
3. Proforma - A	Choose File No file chosen
4. Declaration of DCR	Choose File No file chosen
5. Net Agreement Bond	Choose File No file chosen
6. Earthing Test Report	Choose File No file chosen
7. Certificate/Undertaking	Choose File No file chosen
8. Declaration Certificate	Choose File No file chosen
9. Warrenty Card of Equipements & PV System	Choose File No file chosen
10. Test Certificates of PV Modules & Inverter	Choose File No file chosen
11. Line Diagram with earthing Details	Choose File No file chosen
12. Sanction (TF) Letter	Choose File No file chosen
13. ID Card Xerox	Choose File No file chosen
14. Meter Test Reports	Choose File No file chosen
15. Photographs of Installed PV System	Choose File No file chosen
16. Light Bill Xerox	Choose File No file chosen

Upload   Back To List

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The Vendor has the flexibility to upload all files at once or any number of files at their convenience, at any time. As illustrated in the screen below, if the Vendor has previously uploaded some files and wishes to upload the remaining documents for the same application at a later time, the screen will display the previously uploaded files, available for download in PDF format. The files that were not uploaded earlier will still have the **"CHOOSE FILE"** option available for upload.

Rooftop Solar Installation Details Upload for Vendor

Consumer Details

Application ID :	55390662
Consumer Number :	266519010402
Consumer Name :	VANDANA ABHAY GOLWALKAR
Agency Name :	

List of Documents To Upload *

All files are mandatory (File size limit 300 KB each) Select file type pdf Only

Document Name	File Upload	Document Status	Remark
1. Work Completion Report	55390662_39_DF-ABR-601-202003.PDF	APPROVED	
2. Annexure - I	55390662_13_DF-TRUEUP-ABR-602-SMK-202004.PDF	APPROVED	
3. Proforma - A	Choose File No file chosen		
4. Declaration of DCR	55390662_40_DF-TRUEUP-ABR-537-BHIWANDI-202003.PDF	APPROVED	
5. Net Agreement Bond	55390662_41_DF-PROVISIONAL-ABR-537-BHIWANDI-202007.PDF	APPROVED	
6. Earthing Test Report	55390662_42_DF-PROVISIONAL-ABR-601-202006_CURRENTMONTHSUBSIDY.PDF	APPROVED	
7. Certificate/Undertaking	55390662_43_DF-PROVISIONAL-ABR-601-202006_PREVIOUSQUARTERSUBSIDY.PDF	APPROVED	
8. Declaration Certificate	55390662_44_DF-PROVISIONAL-ABR-601-202006OLD.PDF	APPROVED	
9. Warrenty Card of Equipements & PV System	55390662_46_DF-PROVISIONAL-ABR-601-MLEGAON-202007.PDF	APPROVED	
10. Test Certificates of PV Modules & Inverter	55390662_45_DF-PROVISIONAL-ABR-602-202006.PDF	APPROVED	
11. Line Diagram with earthing Details	55390662_47_DF-PROVISIONAL-ABR-602-SMK-202007_OLD.PDF	APPROVED	

Employee Home Screen : Upon successfully logging into the portal, the User will be directed to the Home screen. If the User is an **EMPLOYEE** (i.e. **AE QC/JE OFFICE**), two menus will be available for those with the **VERIFIER** role. Menus are like **VERIFY and REPORTS**.

When the AE(QC)/JE(Office) selects the "**Verify Upload List**" menu, a list of applications will be displayed as shown below. If there are no applications, no list will be shown. <u>Applications will only appear in the list if the Vendor has uploaded the complete set of required documents. Partially uploaded documents will not trigger the application to appear in the list.</u>

As in below screen one application is visible i.e. Application ID : 55390662 with Document Status as **PENDING FOR VERIFICATION.**

After selecting the respective application ID whose Document list VERIFIER (i.e AE QC/JE OFFICE/ SDO) wants to VERIFY then he will get the below screen where Basic Consumer Details are displayed and in "**List of Uploaded Documents**" there is list of documents which are uploaded by Vendor will be available.

Verifier will find the **VERIFY/REJECT** dropdown menu where Verifier as choice to verify the document if found Correct or rejects the document in either case. The Verifier must individually verify and reject each document after cross-referencing it with the PDF file, which is downloaded by clicking the PDF icon. If Verifier **VERIFY or REJECTS** the document and submits the response then respective status displayed as in below screen.

VERIFICATION STATUS : VERIFIED. For verified document.

VERIFICATION STATUS : REJECTED. For rejected document.

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Employee Name :
CPF Number :
Designation :

Logout

| Verify | Reports |

Rooftop Solar Application Verification

Consumer Details

|	
Application ID :	55390662
Consumer Number :	266519010402
Consumer Name :	VANDANA ABHAY GOLWALKAR
Agency Name :	Ms Tejomay Power Solutions

List of Uploaded Documents

SR NO.	DOCUMENT FILE NAME	UPLOADED FILE UPLOADED BY UPLOADED DATE	VERIFY / REJECT	REJECT REASON	REMARK	ACTION
1	18 - PROFORMA-A, COMMISSIONING REPORT	AASFJ2304A 21-OCT-2024	Select ▾			submit
2	39 - Work Completion Report	AASFJ2304A 20-OCT-2024	VERIFICATION STATUS : VERIFIED			

Employee Home Screen : Upon successfully logging into the portal, the User will be directed to the Home screen. If the User is an **EMPLOYEE** (i.e.**SDO**), three menus will be available for those with the **APPROVER** role. Menus are like **VERIFY, APPROVE and REPORTS**. As here we have given SDO a authority of Verifying of documents and also Approval of Verified Documents by AE QC/JE OFFICE.

When the **SDO or Competing Authority** selects the "**Approve Upload List**" menu, a list of applications will be displayed as shown below. If there are no applications, no list will be shown. Applications will only appear in the list if the Verifier has verified the complete set of required documents. Partially verified documents will not trigger the application to appear in the list.

As in below screen one application is visible i.e. Application ID : 55390662 with Document Status as **PENDING FOR APPROVAL.**
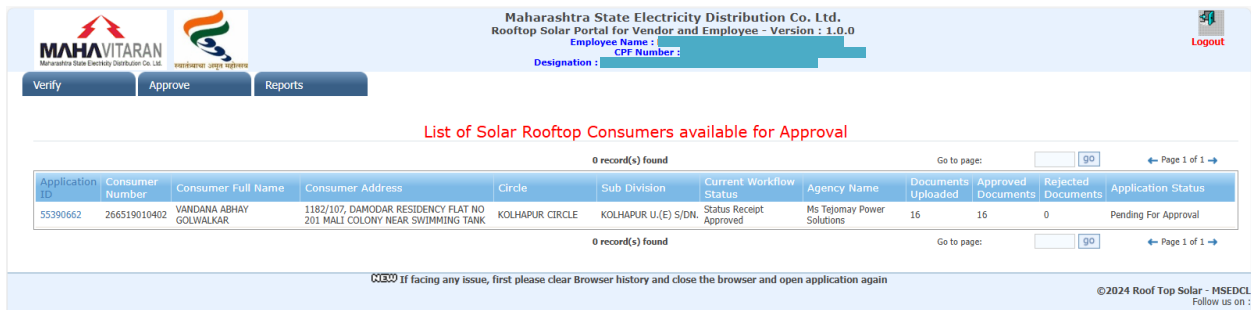
Approver(SDO) will find the **APPROVE/REJECT** dropdown menu where approver has choice to approve the document if found Correct or rejects the document in either case. The approver must individually verify and reject each document after cross-referencing it with the PDF file, which is downloaded by clicking the PDF icon. If approver **APPROVE or REJECTS** the document and submits the response then respective status displayed as in below screen.

APPROVAL STATUS : APPROVED. For approved document.

APPROVAL STATUS : REJECTED. For rejected document.

On approving the uploaded set of documents then there is next step where **RELEASE ORDER** to be generated and it will be generated by SDL on selecting the menu option "**GENERATE RELEASE ORDER**" as shown in below screen.

When the **SDO or Competing Authority** selects the " **GENERATE RELEASE ORDER** " menu, a list of applications will be displayed as shown below. If there are no applications, no list will be shown. Applications will only appear in the list if the **APPROVER(SDO)** has **APPROVED** the complete set of required documents. Partially verified documents will not trigger the application to appear in the list.

As in below screen one application is visible i.e. Application ID : 56081780 with Document Status as **PENDING FOR WORK ORDER GENERATION.**

Application ID	Consumer Number	Consumer Full Name	Consumer Address	Circle Name	Sub-division Name	Current Workflow Status	Total Files Uploaded	Files Approved/Verified	Files Rejected	Document Status
56081780	266517781487	SHRI AVINASH HARIBHAU MUDHOLKAR	PENT HOUSE NO.401, DAMODAR KOLHAPUR RESS. 1182/0107 E WARD.	KOLHAPUR CIRCLE	KOLHAPUR U.(E) S/DN.	Status Receipt Approved	16	16	0	Pending For Work Order Generation

There are checks needs to be validated before creating the work order, those checks are validated with NC System. Checks are as below :

1. Registration Fees along with additional estimate (if any) should be paid by applicant. Here, application Status in NC should be Receipt Approved only.

2.There should not be any pending arrears above Rs 100 against respective consumer

3.System generated Additional Load applications (if any) created against respective solar application should have application status – Meter Assignment Approved

![MahaVitaran Rooftop Solar Portal header] Maharashtra State Electricity Distribution Co. Ltd. Rooftop Solar Portal for Vendor and Employee - Version : 1.0.0
Employee Name :
CPF Number :
Designation :
Logout

Verify | Approve | Reports

List of Solar Rooftop Consumers whose Release Order Can Be Generated

Consumer List

SR NO.	APPLICATION ID	CONSUMER NUMBER	CONSUMER NAME	ADDRESS	CIRCLE	SUB-DIVISION	CURRENT WORKFLOW STATUS	AGENCY NAME	DOCUMENT STATUS	VALIDATION	RELEASE ORDER
1	56081780	266517781487	SHRI AVINASH HARIBHAU MUDHOLKAR	PENT HOUSE NO.401, DAMODAR KOLHAPUR RESS. 1182/0107 E WARD.	KOLHAPUR CIRCLE	KOLHAPUR U.(E) S/DN.	Status Receipt Approved	Ms Tejomay Power Solutions	Pending For Work Order Generation	Check For Validation	
2	55390662	266519010402	VANDANA ABHAY GOLWALKAR	1182/107, DAMODAR RESIDENCY FLAT NO 201 MALI COLONY NEAR SWIMMING TANK	KOLHAPUR CIRCLE	KOLHAPUR U.(E) S/DN.	Status Receipt Approved	Ms Tejomay Power Solutions	Pending For Work Order Generation	Check For Validation	

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Once the checks are validated by clicking on CHECK FOR VALIDATION button, reply is recieved as **Validated Successfully** as in below screen, and if checks are failed the reply will be received with **Validation Failed** with failed list of checks description.

Reply received from NC SYSTEM as below :

If all checks are fulfilled and received the reply as Validated Successfully then **GENERATE RELEASE ORDER** button will be available as displayed in below screen.

Upon clicking the Generate Release Order Button the release order will be generated and downloaded in PDF format as below.

MAHARASHTRA STATE ELECTRICTY DISTRIBUTION CO. LTD.
(A Govt. of Maharashtra Undertaking)
CIN: U40109MH20055GC153645

To,
The Assistant Engineer,
Section TAKALA,
MSEDCL.

Sub: Release order for providing grid connectivity to Roof Top Solar PV System.

Ref: App ID 55390662, Dt. 23-MAY-2024

With reference to the above subject and the application as under reference the following consumer completed RTS installation at his premise the details of which are as given below;

1	Name of Applicant	VANDANA ABHAY GOLWALKAR
2	Category	1 ph RESIDENTIAL
3	Existing Sanction Load	3.84 KW
4	Solar PV Capacity	2 KW
5	Consumer Number	266519010402
6	Saction Number	4016/KOLHAPUR U.(E) S/DN./55390662
7	Registration Fees	590

Hence you are kindly requested to release the above connection by observing all formalities and documents as per MSEDCL's rule & also recover PD arrears if any and after releasing the connection, report should be submitted to this office for further billing process.
Note-Please verify check list submitted by AE QC before release connection.

Encl: Sanction copy with test report &agreement.

Add. Executive Engineer MSEDCL,
KOLHAPUR U.(E) S/DN. Sub-Division

Copy To,

1. AMISP
2. VANDANA ABHAY GOLWALKAR
3. Vendor