



# User Manual for Unified Web Portal for the State of Chhattisgarh

## VENDOR USER



**THE WORLD BANK**  
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# SUSTAINABLE PARTNERSHIP FOR ROOFTOP SOLAR ACCELERATION IN BHARAT

**(SUPRABHA)**

Technical Assistance Program

User Manual for Solar Unified Web  
Portal for the State of Chhattisgarh

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## About The Manual

Solar rooftop market is still at a nascent stage and numerous critical links are required for development of the market ecosystems for scaling of deployment. One such link is developing an online web-portal that will bring together all the stakeholders on a single platform and enable seamless communication among them. The Unified Web Portal provides that platform for all the stakeholders involved in the process of installation of grid connected solar rooftop plants. The portal aims to digitize the complete process of application, approval, and implementation of solar rooftop in the state of Chhattisgarh. This will avoid delays in seeking approvals and thus ensure faster installation of solar rooftop plants. Following are the main stakeholders of the solar rooftop program in Chhattisgarh:

- Chhattisgarh Renewable Energy Development Agency (CREDA)
- Chhattisgarh State Power Distribution Co., Ltd. (CSPDCL)
- Consumers of the Chhattisgarh State Power Distribution Company Limited
- Rooftop Solar System Installers / Empaneled vendors

The purpose of this User Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist Vendors to access the UWP to facilitate Interconnection in the State of Chhattisgarh. The manual will guide stakeholders regarding the use of the UWP and its functionalities. The functions and the processes to be followed are described in detail to aid the user in use of the portal for seamless navigation and processing. The Unified Web Portal (UWP) was developed with the support SUPRABHA- Technical Assistance (TA) Program.

## Vendor Registration

Vendors shall register themselves on the portal to facilitate grid connectivity of the solar rooftop system.

The following steps shall be carried out by the Vendors to register on UWP:

1. Click on 'System Integrator Registration' tab on the UWP website to access the Registration page as shown in figure 1.

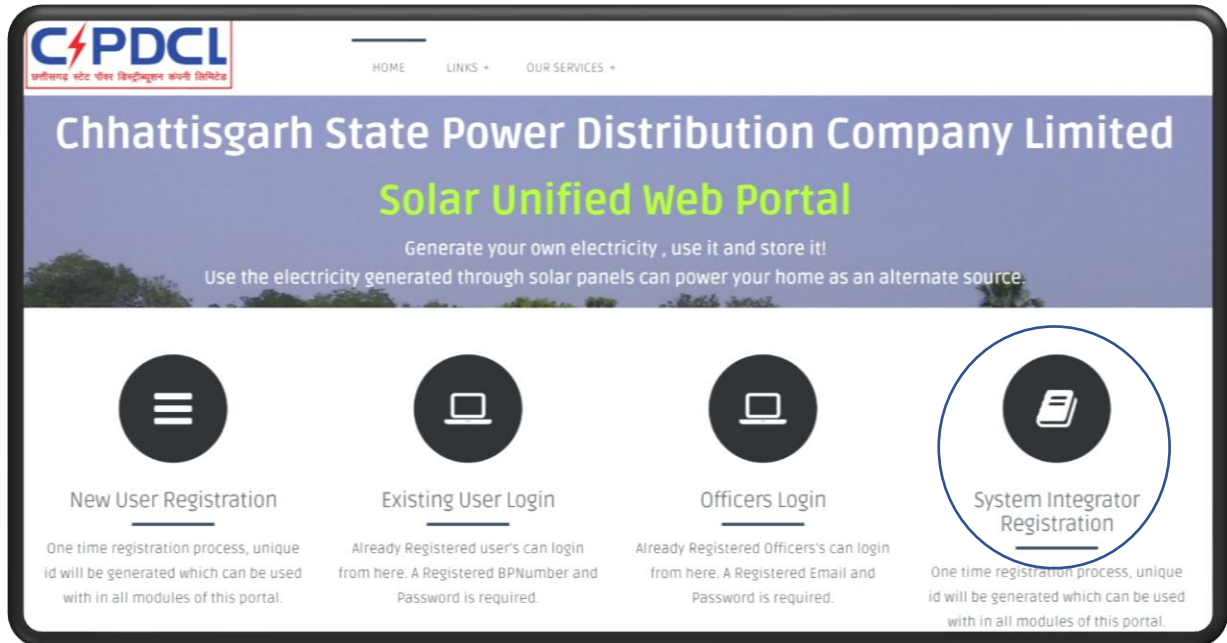
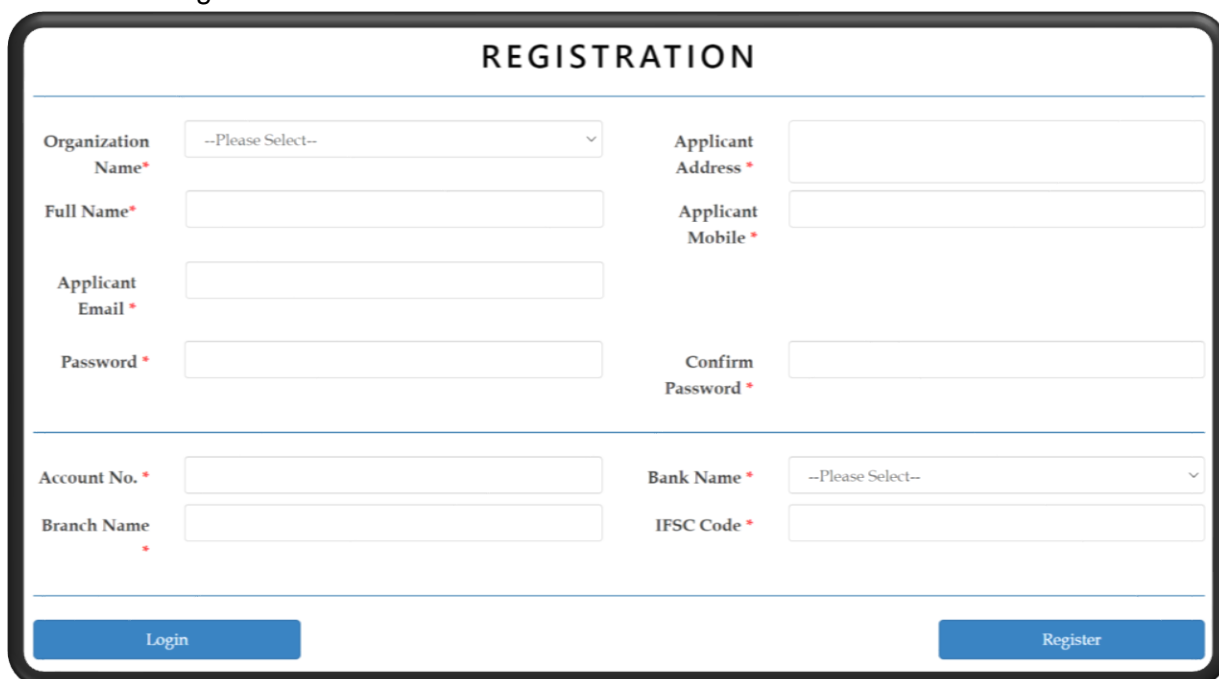


Figure 1 System Integrator Registration'

2. In the System Integration Registration Step, enter your Email Address and Mobile No, and enter the captcha (Text) as shown in the image in the box. After filling the details click on submit button as illustrated in figure 2.

Figure 2 System Integrator Registration step-1

3. In the registration form, enter your details as per the parameters mentioned in form as shown in figure 3.



The registration form is titled "REGISTRATION" and contains two columns of input fields. The left column includes: "Organization Name" (a dropdown menu with "--Please Select--"), "Full Name" (text input), "Applicant Email" (text input), "Password" (text input), "Account No." (text input), and "Branch Name" (text input). The right column includes: "Applicant Address" (text input), "Applicant Mobile" (text input), "Confirm Password" (text input), "Bank Name" (a dropdown menu with "--Please Select--"), and "IFSC Code" (text input). At the bottom, there are two blue buttons: "Login" on the left and "Register" on the right.

Figure 3 Registration Form

4. Click on "Register" button at the bottom of registration form to save your details and register on the portal as shown in figure 4.



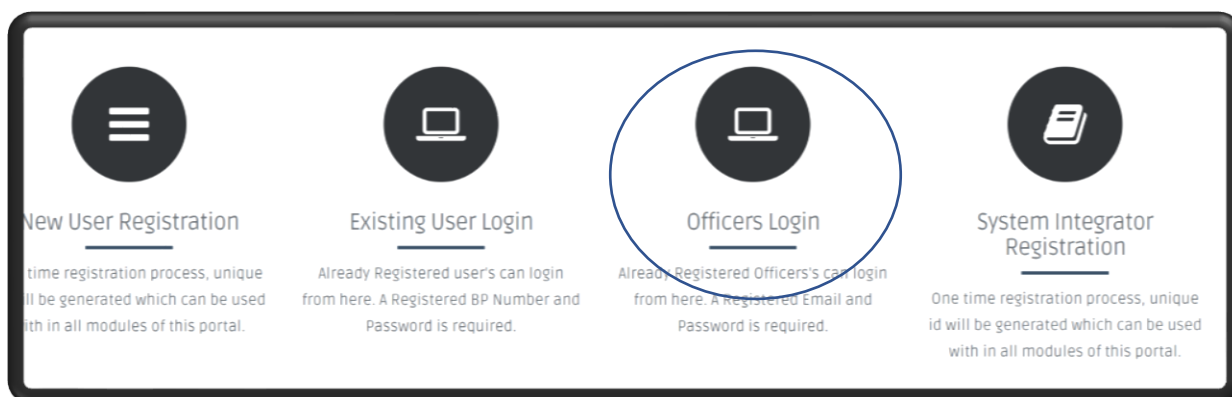
This image shows a close-up of the bottom of the registration form. It features two blue buttons: "Login" on the left and "Register" on the right. The "Register" button is circled with a blue line to highlight it.

Figure 4 Register Button

## Vendor Login

After successful registration, vendor shall login to portal using following steps:

1. Click on "Officer Login" on the homepage of portal as shown in figure 5 and login page will open.



The image shows a navigation bar with four circular icons and their corresponding text. From left to right: 1. A hamburger menu icon with the text "New User Registration" below it. 2. A laptop icon with the text "Existing User Login" below it. 3. A laptop icon with the text "Officers Login" below it; this icon and text are circled with a blue line. 4. A document icon with the text "System Integrator Registration" below it. Below each icon, there is a short description of the process.

Figure 5 Vendor Login Step-1

2. Vendor shall login into the portal using registered “Email Id and Password” and enter the captcha(text) shown in image and click on “sign in” button as illustrated in Figure 6.

Figure 6 Vendor Login Page

3. Once logged in, the Vendor’s homepage shall appear as illustrated in Figure 7.

Status	SE No	Consumer Name	District	Address	Mobile No	Sanction load	Shadow Free Area
<a href="#">View</a> Submitted	100066433	SHRI LAXMI NARAYAN SONI	DURG	GAJANAND SONI JAWAHAR NAGAR 492999	930839793	800 W	990.00
<a href="#">View</a> Submitted	100066434	M/S SHIV-REPA INPAT LTD	DURG	Near Industrial Area, AKN Ravambhata, Raipur 499999	7713105011	9100 kW	900.00
<a href="#">View</a> Submitted	100066435	M/S TIRHOT A CHEMICALS	RAIPUR	SECTOR C IND AREA URLA 499999	988317320	48 kW	900.00
<a href="#">View</a> Submitted	100066437	SMT KANTIDEVI DESHMUKH W/O	DURG	SHRI HARI PR 240 JAWAHAR NGR 499999	9015072527	1.79 kW	900.00
<a href="#">View</a> Submitted	100020883	M/S MEEMAN TRADERS	RAIPUR	500 A 501 B IND AREA URLA 499999	9015072527	75 kW	900.00
<a href="#">View</a> Submitted	100066438	SHRI GIRDHAR LAL DESHMUKH	DURG	S/O CHHOTI RAM JAWAHAR NAGAR 499999	9993013611	3 kW	400.00
<a href="#">View</a> Submitted	100020886	M/S AMERICA POLYMERS	RAIPUR	SECTOR "A" IND AREA URLA RAIPUR 499999	9906346888	37.30 kW	1000.00

Figure 7 Vendor Homepage

## Work Completion Report

Vendor shall carry out completion of work and fill in the details of components/materials used in the work completion report once the work is completed. Follow the below steps to fill the work completion report:

1. Check the applications for pending status.
2. Click on view button to fill the Work completion report.
3. Work Completion report is divided into 5 sub headers as shown in Figure 8:
  - i. Details PV Module
  - ii. Module Mounting Structure



- iii. DC Distribution Box
- iv. Earthing
- v. Solar Meter Details

Work Completion Form

Consumer List / Work Completion

Details PV Module    Module Mounting Structure    DC Distribution Box    Earthing    **Solar Metering Details**

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**Details of the Solar PV Module**

Model No.

Name and address of manufacturer

Capacity (Only Number 0-9)\*

No. of modules \*

Total capacity (Only Number 0-9)

Date of installation

Applicable standard (BIS/IEC)

**Details of Inverter**

Name & address inverter manufacturer

Brand Name

Model No.

AC capacity (Only Number 0-9)\*

No. of inverters\*

Total AC capacity (Only Number 0-9)

Serial No.

Date of installation

Applicable standard (BIS/IEC)

Is anti-islanding protection provided? ☐ Yes ☐ No

Figure 8 Work Completion Report Part -A

4. Fill the details required in each of these columns and upload the documents as shown in figure 9:
  - i. Meter testing report (PDF format)
  - ii. Undertaking for DCR content of PV module (PDF format – max. size 500 kB)
  - iii. Module make and serial nos. of module capacity/power (Wp)

Work Completion Form

Details PV Module   Module Mounting Structure   DC Distribution Box   Earthing   **Solar Metering Details**

Details of the Solar Metering Details

Type of Meter: ☒ Single Phase   ☐ Three Phase

Meter Testing Report Format pdf:  Browse...

Undertaking for DCR content of PV Module \*  
Format pdf only with Max 50KB size:  Browse...

Upload Module Make and serial Nos. Module Capacity/Power(Wp) \*  
Format pdf only with Max 10MB size:  Browse...

Details of Meter

Make of Meter:  Meter S.No:

Model:  CT Ratio:

PT Ratio:  Class:

Burden:  Year of Manufacture:

Installation Cost (INR) \*  
20000

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Figure 9 Work Completion Report Part -B

5. Enter the total cost of installation.
6. Click on save after entering all the details.
7. Work completion report will be then sent to the consumer for verifying the details.

### Work Completion Report Modification

In case the Work Completion Report gets rejected, vendor will again receive the work completion report for resolving the discrepancies and shall again send it for verification and approval to DISCOM using following steps:

1. In the applications list, status will be shown as "Modification Required" highlighted in red color as shown in figure 10.

View	Submitted	1004381311	SHRI A.K. AMBASTHA	RAIPUR	S/O. SHRI D.P. AMBASTHA HOUSE NO.7 BABJEE RESIDENCY SHUBHAM VIHAR 495001	9827184218	9.82 kW	1500.00
	Modification Required							

Figure 10 WCR - Modification Status

2. Click on the View button next to that application, and view modification details popup will open, check the modifications required as mentioned in the window and close it as shown in figure 11.

Figure 11 WCR Modification details

- Update the Work Completion Report as per the modifications mentioned and click on “Update Record” button as shown in figure 12.

Figure 12 Update WCR

- Work completion report will be then sent again to DISCOM for verification and consumer will be notified.



