User Manual for Unified Web Portal for the State of Chhattisgarh

VENDOR USER

SUPRABHA
SUSTAINABLE PARTNERSHIP FOR ROOFTOP SOLAR ACCELERATION IN BHARAT

CSPDCL
छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड

GOVERNMENT OF INDIA
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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.

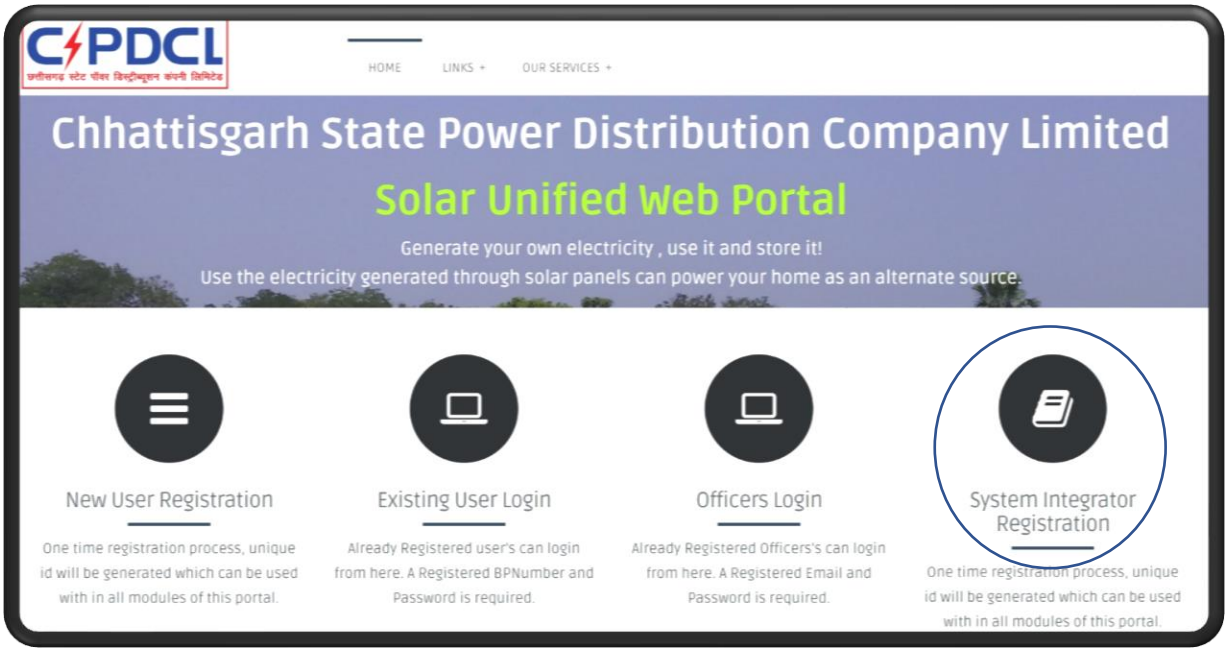

Figure 1 System Integrator Registration'

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.

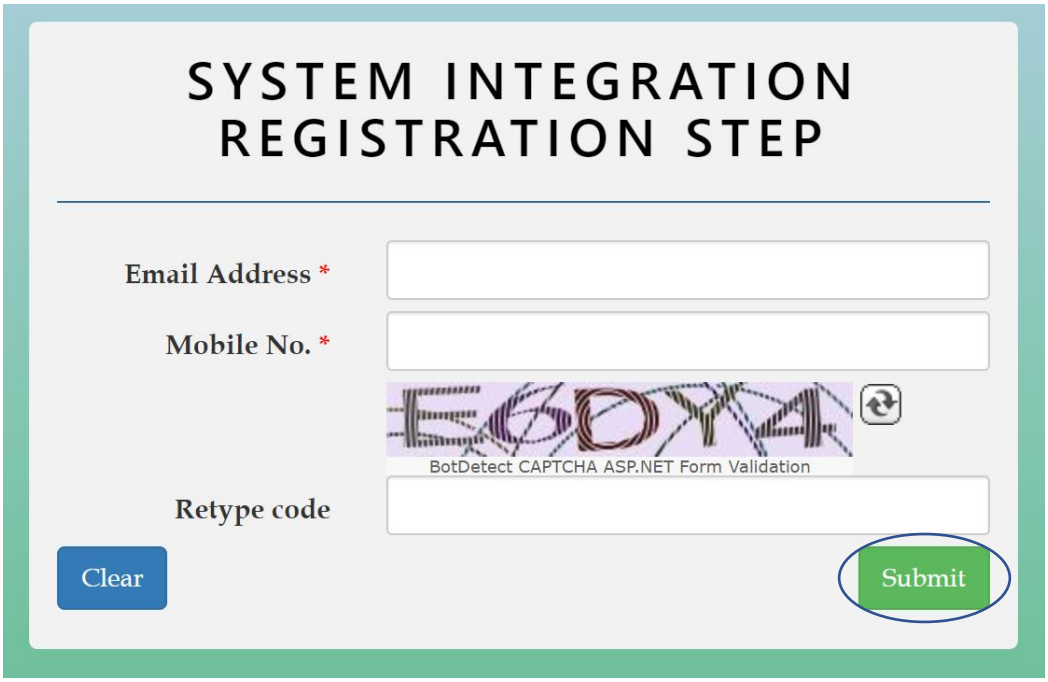

Figure 2 System Integrator Registration step-1

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

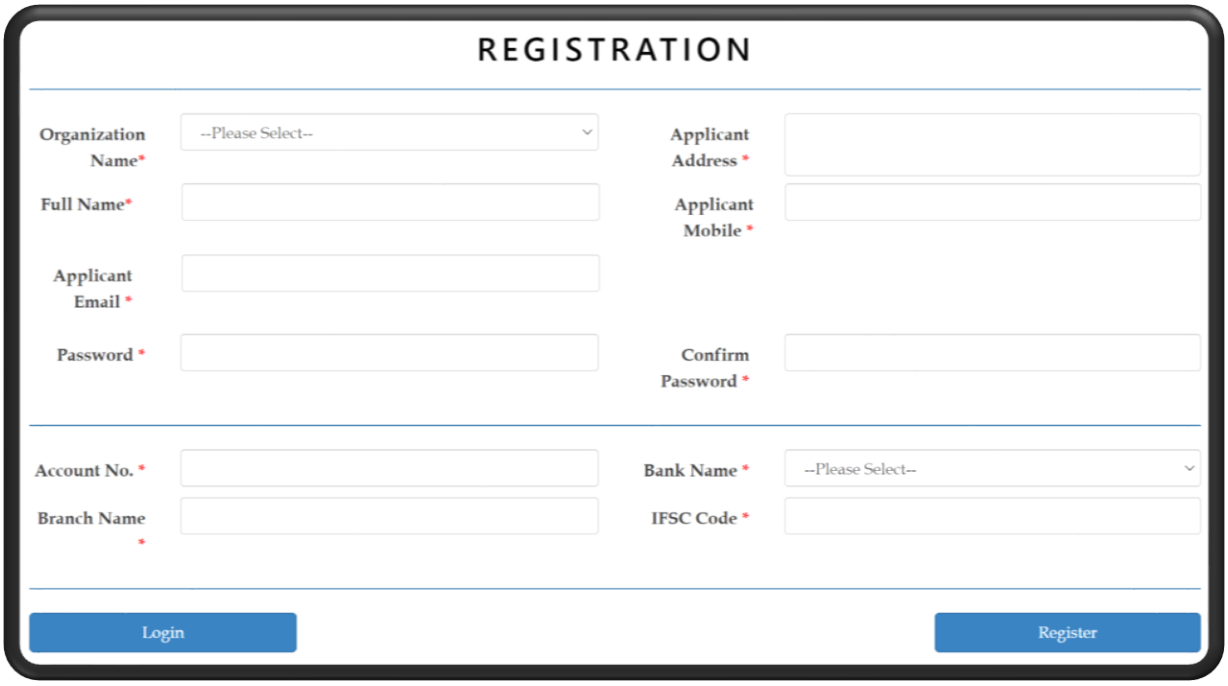

Figure 3 Registration Form

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.

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.

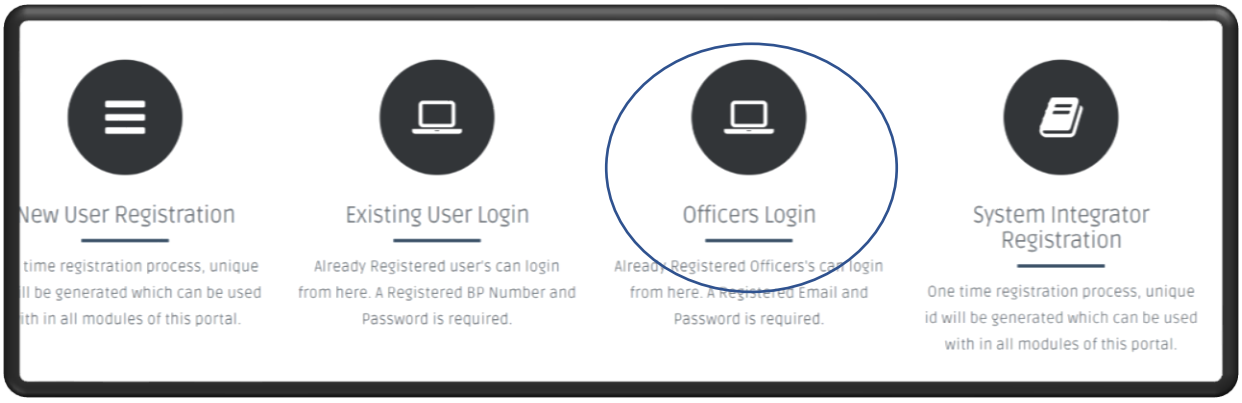

Figure 5 Vendor Login Step-1

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.

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

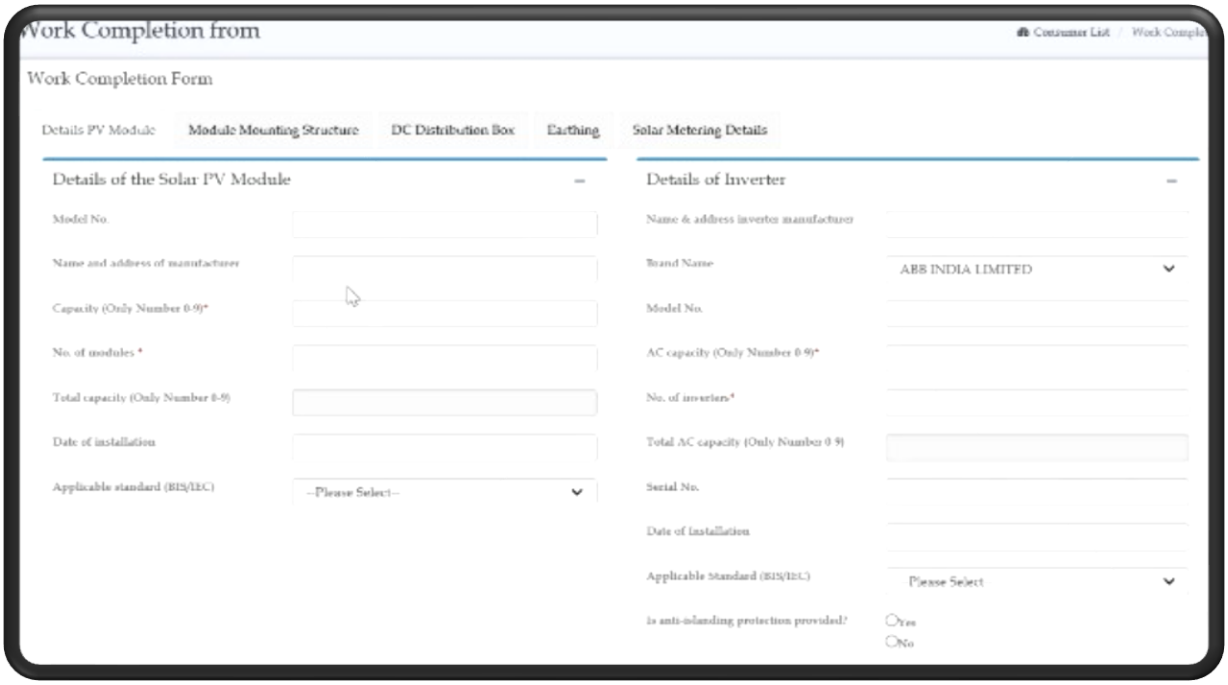

Figure 8 Work Completion Report Part -A

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)

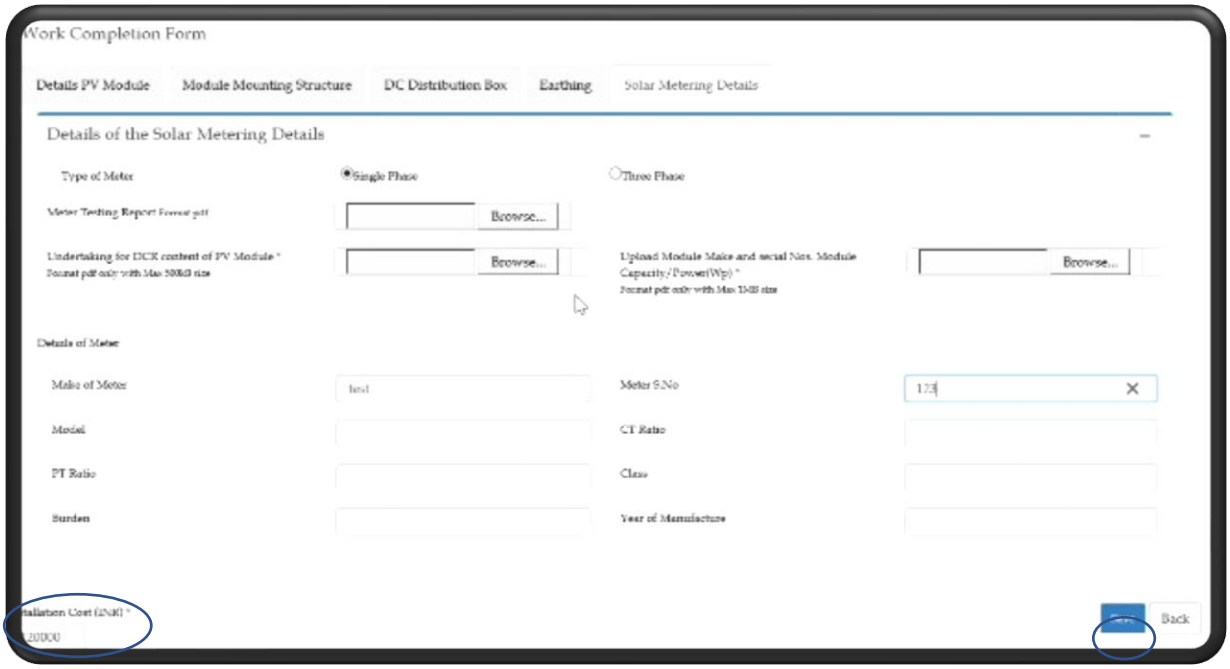

Figure 9 Work Completion Report Part -B

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.

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.

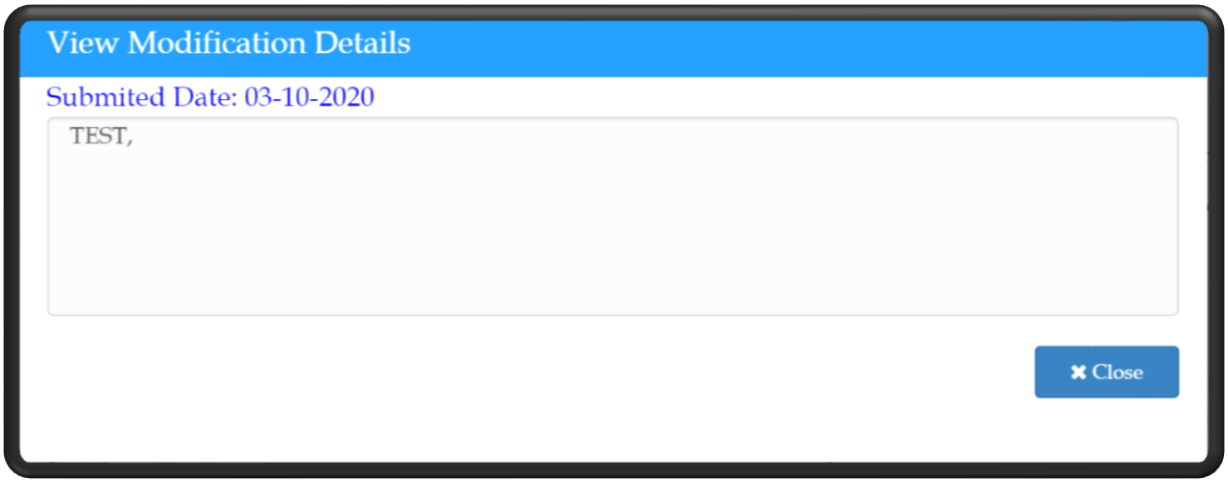

Figure 11 WCR Modification details

3. Update the Work Completion Report as per the modifications mentioned and click on "Update Record" button as shown in figure 12.

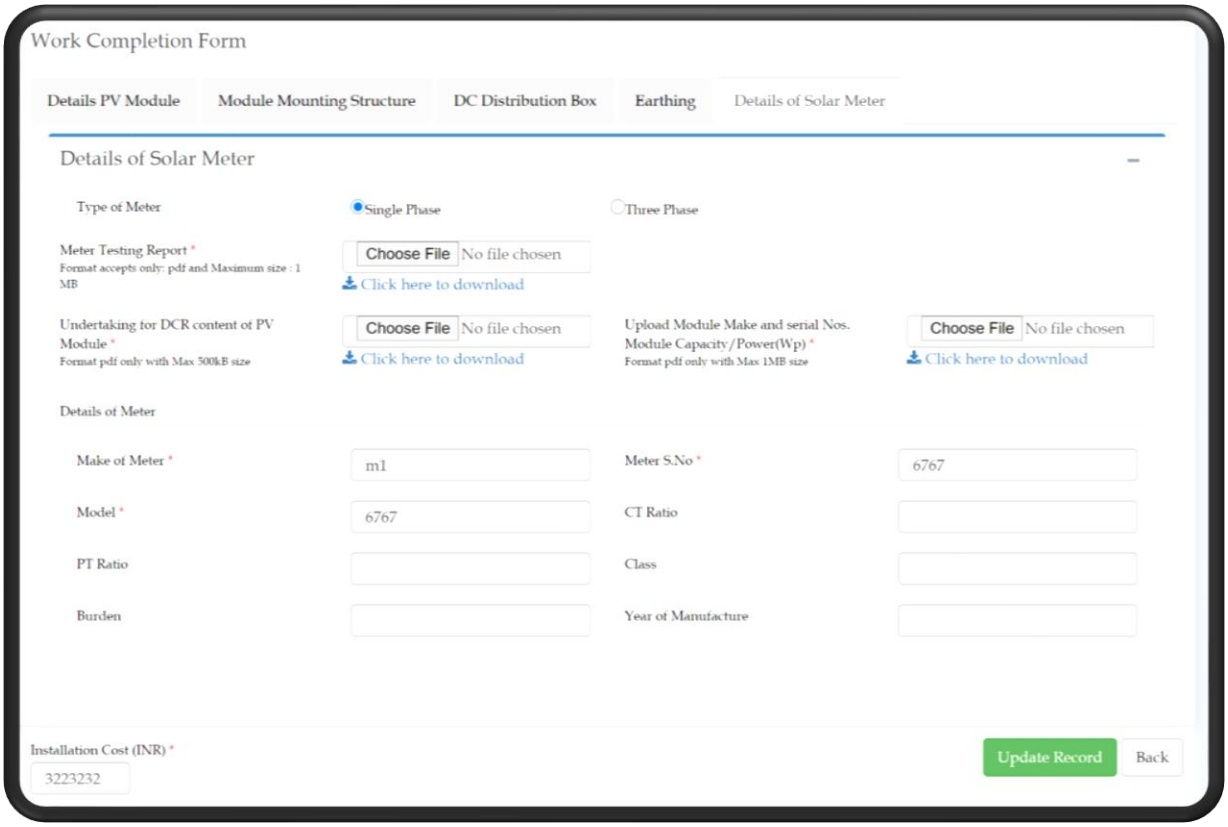

Figure 12 Update WCR

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