

No. CIDCO/SE (QC)/2022/160/E-117999

Date: 06.05.2022

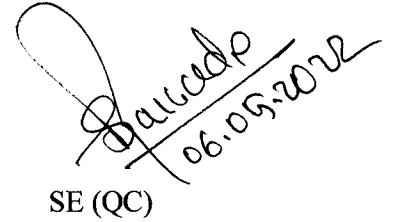
CIRCULAR

Sub: Launching a web portal of CIDCO's Material Testing Laboratory.

CIDCO's Material Testing Laboratory has developed a web portal and it is launched with the hands of CE (NM) on 05.05.2022. This portal is developed to generate the "Test Requisition Form" embedded with SAP Challan No. The user guide for this web portal is enclosed herewith. Soft copy of this user guide is also uploaded on web portal.

All SE's / EE's are requested to take a note of the above and henceforth, submit the materials for testing to Laboratory through the said portal only.

Encl: As mentioned above.



SE (QC)

(S. G. Rokade / 22783)

To,

All SE's – SE ()

All EE's – EE ()

Cc to: CE (NM) / CE (NMIA) / CE (SP) / ACE (I & Metro) / ACE (II) / ACE (III)

Cc to : CAO – For Information please.

Cc to : Manager (System) – Request to upload this circular on intranet.

Cc to : PRO – Request to upload this circular on Corporations's website.

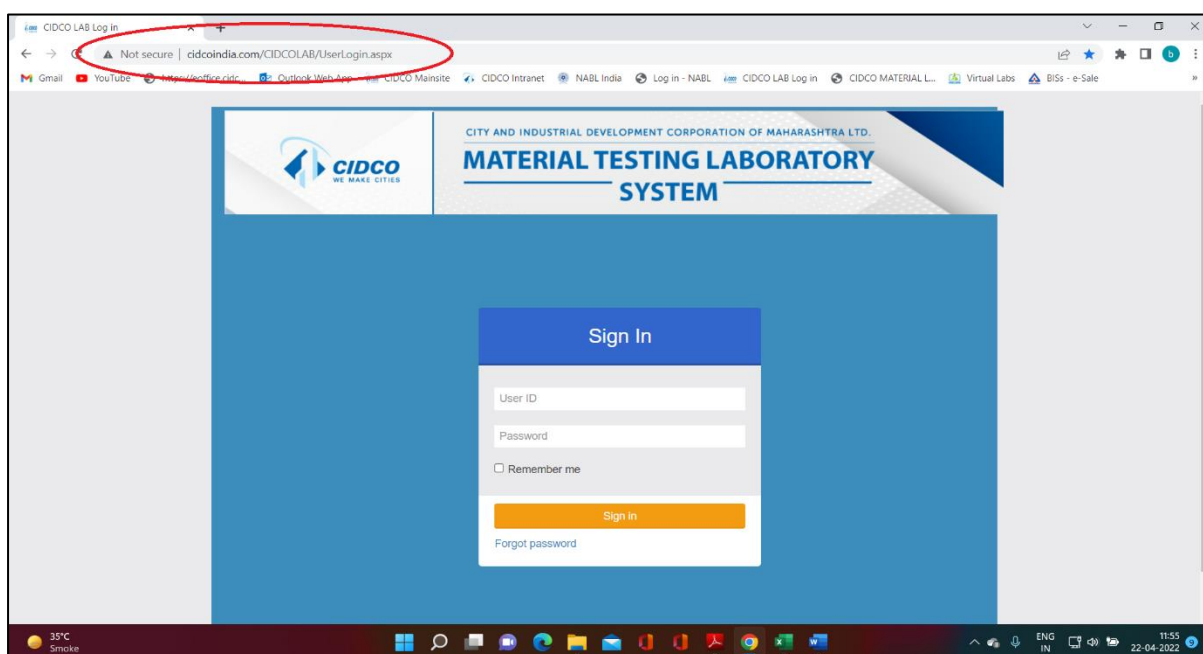
A web portal of CIDCO Material Testing Laboratory System is an attempt to digitalise the Laboratory operations. Currently, the portal is developed to generate the “**Test Requisition Form**” **embedded with SAP Challan No.** only. The post testing activity like generation of reports is under development stage and guidelines for the same will be issued in due course of time.

In order to generate the “**Test Requisition Form**” **embedded with SAP Challan No.**, stepwise procedure and necessary precautions is detailed below.

Step 1: Opening the CMTL Portal.

From your internet browser, Enter the following url into address bar to open the CMTL portal web page. (Ensure that VPN is not connected when using CMTL Portal).

<http://www.cidcoindia.com/CIDCOLAB/UserLogin.aspx>



Step 2: Log-In into CMTL portal

Enter username and password and click ***Sign In***.

Note:

- In order to generate username and password, the details of Engineers, viz. Name, Designation and Employee ID, must be mailed to aeel1.lab@cidcoindia.com from concerned Executive Engineers official mail id.
- Based on the details received from Executive Engineer, the users will be created for CMTL portal and their respective user id and default password shall be communicated to concerned Executive Engineer over mail.
- Once logged into portal for first time, kindly remember to reset default password. There are no restriction / rules for password.

Step 3: Project Creation (One Time Job for a particular project)

- a. With this step, we intend to create a project into CMTL portal. This is done by clicking on ***Project Creation*** tab, appearing on left hand side of screen.

The screenshot displays the CIDCO LAB portal interface. On the left sidebar, the 'Project Creation' tab is highlighted with a red circle. The main content area shows the 'Project Details' form. The form has several input fields: 'Project No.' (auto-generated), 'Year' (2022), 'Project Node' (dropdown), 'Project Type' (dropdown), 'Name of Work' (text), 'C.A. No.' (text), and 'Work Details' (text). Below these are 'Agency Details' fields: 'Agency SAP CODE' (text with an 'OK' button), 'Name of Agency' (text), 'Address' (text), 'Contact Person' (text), 'Email ID' (text), 'Mobile No.' (text), 'Phone No.' (text), 'GST No.' (text), and 'PAN No.' (text). At the bottom, there is a 'List of Projects' section which currently shows 'No Record Found'. The 'Save' and 'Clear' buttons are visible at the bottom of the form.


- b. Enter the project details, as desired by the system in white coloured fields. Following details are required to be entered at appropriate fields:
 - i. **Project Node:** Enter the name of division.
 - ii. **Project type:** Select “CIDCO”.
 - iii. **Name of Work:**
 - iv. **Contract Agreement No.**
 - v. **Work Details** : This field is optional.
 - vi. **Agency SAP Code:** Enter SAP vendor code of the agency, click **OK** TAB, other details will be fetched from SAP database automatically.
- c. Now, check the details of agency, as displayed in grey fields, and if found in order, save the project by clicking on **SAVE** tab.

Note: The grey coloured fields, viz **Project No. & year**, are system generated which will be visible once the project is saved.

- d. The projects thus created & saved by user till date, appears under the section “**List of Projects**”

Step 4: Create Test Requisition

- a. Test requisition can be created for a particular project by clicking on “**Test Requisition Creation**” tab appearing on left hand side of screen.

- b. Select the project for which test requisition is to be created, by using C. A. No. of the project. You are required to enter only two digits of C. A. No. in the specified box and those projects starting with that digits will appear as drop down list. Select the appropriate C. A. No. and check the details of project i.e. Name of work, Name of agency.
- c. Assign TDS exemption to the test requisition, as per the agency's request.
- d. Now enter sample details and click **Add Sample** tab. If test requisition is to be created for only one sample, after entering all the desired details of sample then click **Add Sample**. Add Sample tab acts for save details of individual sample. The added sample will appear in **Sample Material List** section below.
- e. In order to edit the details of sample added earlier, click  button. Any modification to details of sample is to be done prior to saving the TR Form. Once TR form is saved, sample details cannot be modified.
- f. In case, more materials / test are required, enter the sample details and click **Add Sample** tab. Multiple tests can be added in one Test Requisition.

- g. Once you are done with entering all materials & test, click “**Save Test Requisition Form**” tab.

To save the Test Requisition, Click on this tab

To edit details of sample, click on this

Sr.No.	Name of Test	Name of Sub-Test	Grade of Material	Identification Mark	Casting/Sampling Date	Sample Required Quantity	Quantity	Material Charges	Location	Remark
1	Soil / Murum	M.D.D. and O.M.C.	Local Quarry Murum	CA No01/KAL/Murum/01	22/04/2022	50 kgs	2	3700.00		

Total Records Found : 1

Note:

- In case numerous samples for testing same parameter, kindly enter Identification mark of every sample.
Say, 5 sets of concrete cubes are to be sent, enter identification mark for all 5 sets as shown below.
Sample without ID mark will not be accepted by Laboratory.
- The dialog boxes with * sign indicates mandatory field and must be filled or the sample will not be added to Test Requisition (TR Form).
- The samples having different sampling / casting dates, separate Sample Details shall be added.

Use this button to resize the dialog box

Sample Sr.No.	Name of Material	Name of Test	Grade/Make of Material	Identification Mark	Min. Sample Required	Date of Casting/Sampling	Nos. of Test	Total Material Amount	Location to be used	Remark
1	Concrete	Compressive Strength Test (Cube)	M-20 & M-30	CANo.01/M20/01 CANo.01/M20/02 CANo.01/M30/01 CANo.01/M30/02 CANo.01/M30/03	3 Nos of cubes per sample		3	Rate 700.00		

Step 5: Create SAP Challan in portal

- a. After the Test Requisition (TR) is created, the SAP system generated challan can be created by clicking **Challan Creation** tab appearing on left hand side of screen.
- b. Click **Add Challan** tab located on right top of the screen.
- c. Select the project for which challan is to be created, by using C. A. No. of the project. You are required to enter the digit of C. A. No. in the specified box and those projects starting with that digit will appear in drop down list. Select the appropriate TR No. and check the details of TR i.e. Name of work, Name of agency, Amount of TR.
- d. Enter the **Due Date** for challan, the date by which agency will pay the testing charges, in the appropriate box and click **Retrieve Challan No. from SAP** tab to assign challan number from SAP to the TR form.

In case of failure by the agency to pay the testing charges within due date, the existing TR form and SAP challan will be deactivated by the system. In such case, the user will have to re-create the TR Form (which will have new TR No) and issue fresh TR Form to agency.

The screenshot shows the CIDCO LAB portal interface. On the left, a sidebar menu lists various options, with 'Challan Creation' circled in red. The main content area is titled 'Challan Creation' and contains a form with several input fields. The 'Challan Due Date' field is also circled in red. At the bottom of the form, there is a red button labeled '+ Retrieve Challan No. from SAP'. The top right of the form has a date '22/04/2022' and a red button 'List Challan'.

- e. The challan No from SAP assigned to this particular TR Form will be visible on the screen as below. Once challan No. is displayed on screen, click **Save** tab and *proceed to step 6*.

22/04/2022

Search on C.A. No.

Project No.

Project TR No.

Name of Vendor

TDS Exemption

Material Amount

Challan Amount

Challan Due Date

[+ Retrive Challan No. from SAP](#)

Challan No.

Challan Date

[Save](#) [Cancel](#)

Step 6: Print Test Requisition Form

- By clicking on **Print Test Requisition Form** tab appearing on left hand side of screen and following screen will appear.

22/04/2022

Search on C.A. No.

Project No.

Project TR No.

[Print TR](#) [Cancel](#)

Sample Details

Total Records Found : 287

Sample Submit Date	Project No.	Project TR No.	Name of Agency	Sr.No.of Material	Name of Test	Name of Sub-Test	Grade of Material	Identification Mark	No.of Test	Remark
10/08/2021	CLCID202100001	11/CIDCO/EE(PNL-J)/2013-14/1	J. M. Mhatre Infra Pvt.	1	Bitumen / Asphalt - For Sealcoat / DBM / AC/BC/BM	Job Mix Design for DBM / AC / BM	M-34	BVR_K_DBM	1	Panvel

- Select the project for which challan is to be created, by using C. A. No. of the project. Select the appropriate Project TR No. and click **Print TR** tab.

- c. Check the sample details below and if found in order, **right click** on right hand side box *as shown below*. Select either **Save** to save the Test Requisition Form or select **Print** to print the **Test Requisition Form**.

The screenshot displays the CIDCO LAB portal interface. The left sidebar contains navigation links: Dashboard, Agency Details, Project Creation, Test Requisition Creation, Challan Creation, Print Test Requisition Form, and MIS Report. The main content area is divided into two sections: 'Test Requisition Form' and 'Sample Details'.

Test Requisition Form: This section includes search filters and a preview of the form. The filters are: Search on C.A. No. (01), Project No. (CLCID202200035), and Project TR No. (01/CIDCO/EE(KAL)2022-23/1). There are 'Print TR' and 'Cancel' buttons. A red circle highlights the 'Print TR' button. A red box highlights the 'Save' and 'Print' options in the right-hand side box, with a callout stating 'Right Click within the box and select Save or Print'.

Sample Details: This section shows a table of sample details. The table has columns: Sample Submit Date, Project No., Project TR No., Name of Agency, Sr.No. of Material, Name of Test, Name of Sub-Test, Grade of Material, Identification Mark, No. of Test, and Remark. The table contains one record for the date 22/04/2022.

Sample Submit Date	Project No.	Project TR No.	Name of Agency	Sr.No. of Material	Name of Test	Name of Sub-Test	Grade of Material	Identification Mark	No. of Test	Remark
22/04/2022	CLCID202200035	01/CIDCO/EE(KAL)2022-23/1	J. M. MHATRE INFRA PVT. L	1	Soil / Murum	M.D.D. and O.M.C.	Local Quarry Murum	Murum/001	2	

- d. Issue this **Test Requisition Form** to the agency. The agency must pay the testing charges as mentioned in the TR form, by online payment mode, as per regular practice.

Step 7: Submission of Samples to Laboratory

- On payment of testing charges via online mode, the agency must bring this Test Requisition Form along with payment receipt and samples, as per quantity mentioned in the Test Requisition Form, to the Laboratory.
- Samples without the TR Form & Payment Receipt will not be accepted. Inadequate samples will not be accepted.

In case of any query / issue while using the portal, the user may contact Laboratory staff or call on 022 46032675 (Laboratory Landline No.) or call Shri. Rahul Naik – 8286997299 or call Mrs. Apurva Ikhar - 7021729314.