

Municipal Corporation Greater Mumbai

User Manual for BMC Employee

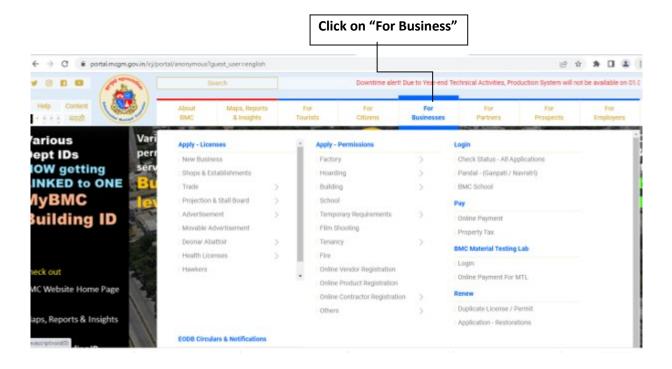
Material Testing laboratory

Version 1.0

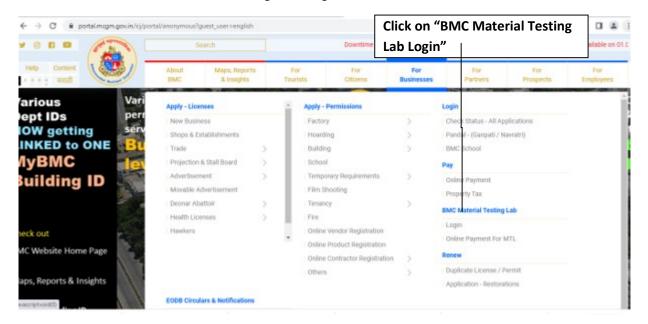
1) MTL Login



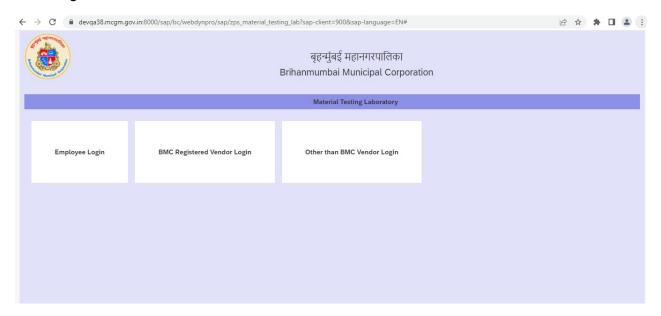
• Click on "For Business" tab



• Click on "BMC Material Testing Lab Login".

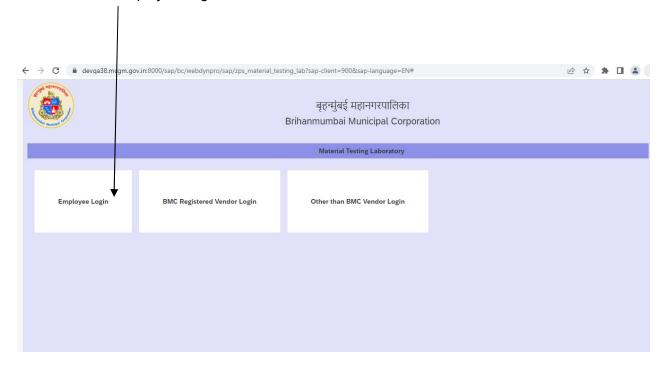


• Login screen shown as below.

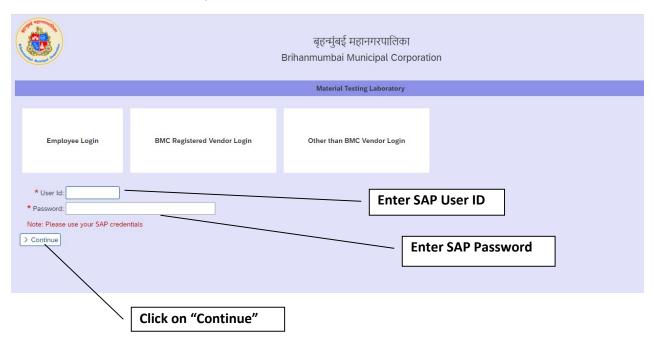


BMC Employee Log in

• Click On Employee Login.

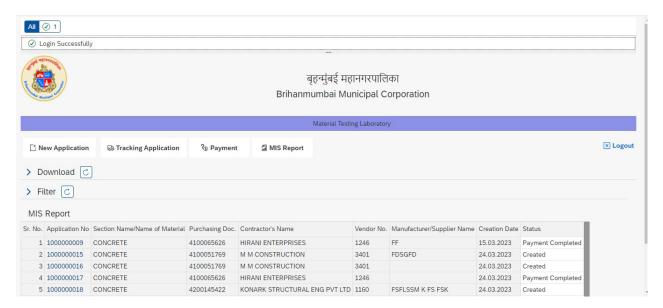


• Below screen will display.

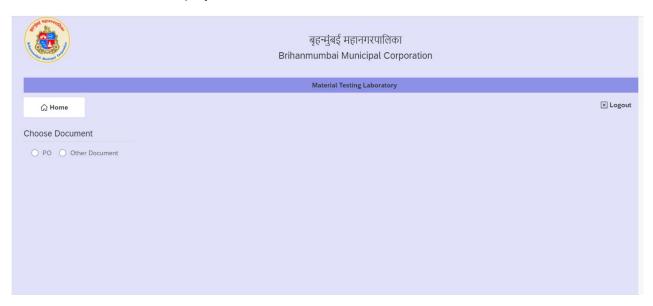


After click on Continue button

• Click on "New Application"

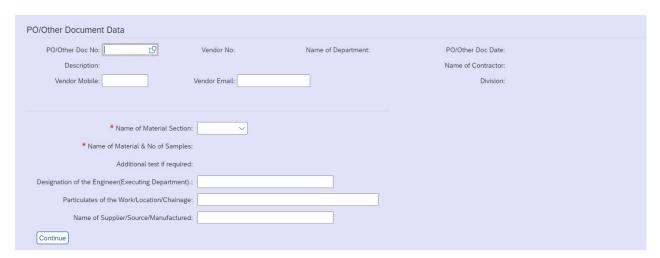


• Below screen will display.

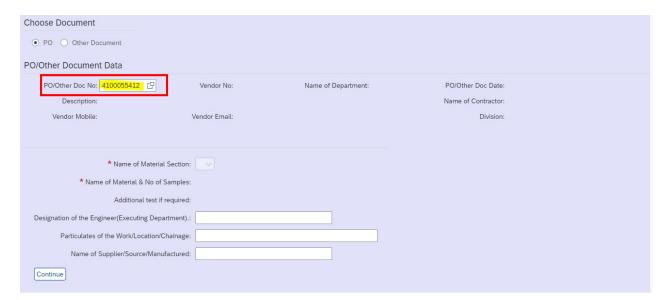


- Select "Application reference type.
 - Select "PO" for Application with Reference to PO
 - Select "Other Document" for Application With out Reference to PO

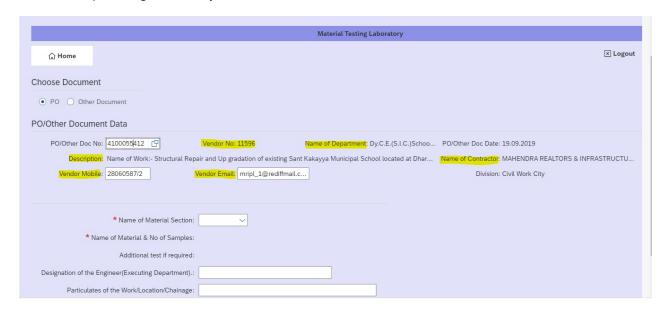
• After Click on "PO" button below screen will appear.



• Enter SAP PO number in PO NO field then Press Enter Key".

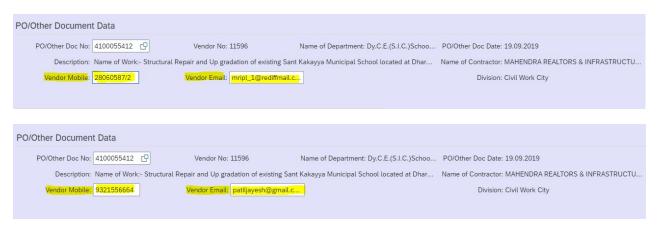


• After pressing Enter Key below inforamtion Auto fetch from the SAP data.



Field Name	Field Value
Vendor No	Auto fetch Non-Editable field.
Name of Department	Auto fetch Non-Editable field
PO date	Auto fetch Non-Editable field
PO Description	Auto fetch Non-Editable field
Name of Contractor	Auto fetch Non-Editable field
Vendor Mobile	Auto fetch Editable field
Vendor Email	Auto fetch Editable field

• BMC user can change Vendor mobile number and email address for the particular application.

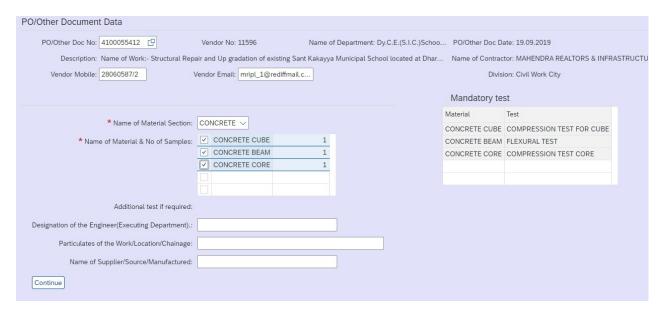


• Once Vendor Mobile and Email ID changed all that particular application related communication will be Communicate on that number and email address.

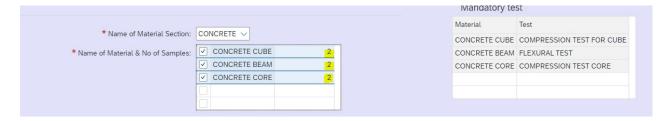
• Select Name of material section from drop down



• Select Name of material and No of Samples

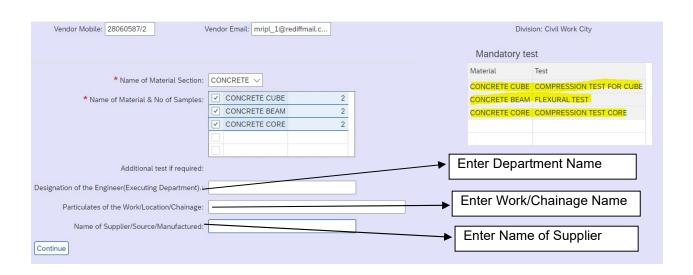


• Default No. of sample should be 1 if user want to send more than 1 sample then entre No of sample numbers.



 After selecting material 	, Mandatory test will display with resp	ect to material	
		маndatory te	st
		Material	Test
* Name of Material Section:	CONCRETE V	CONCRETE CUBE	COMPRESSION TEST FOR CUBE
* Name of Material & No of Samples:	✓ CONCRETE CUBE 2	CONCRETE BEAM	FLEXURAL TEST
	✓ CONCRETE BEAM 2	CONCRETE CORE	COMPRESSION TEST CORE
	✓ CONCRETE CORE 2		

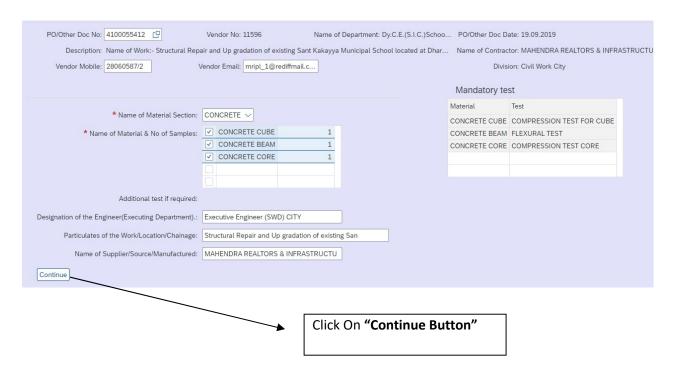
• Enter input field for the below information



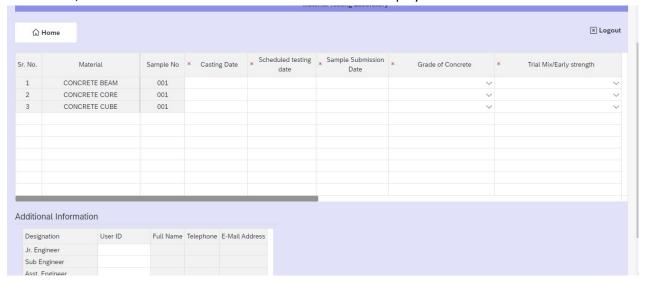
Input Field Name	Field Value
Designation of the Engineer (Executing Department)	Enter Department Name.
Particulates of the Work /Location/Chainage	Enter Work/Chainage Name
Name of Supplier/Source	Enter Name of Supplier

Additional test if required:	
Designation of the Engineer(Executing Department).:	Executive Engineer (SWD) CITY
Particulates of the Work/Location/Chainage:	Structural Repair and Up gradation of existing San
Name of Supplier/Source/Manufactured:	MAHENDRA REALTORS & INFRASTRUCTU
Continue	

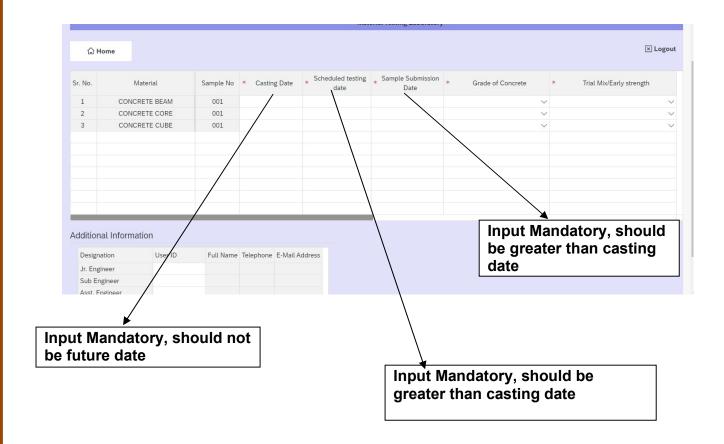
• After entering data ,Click On "Continue Button "



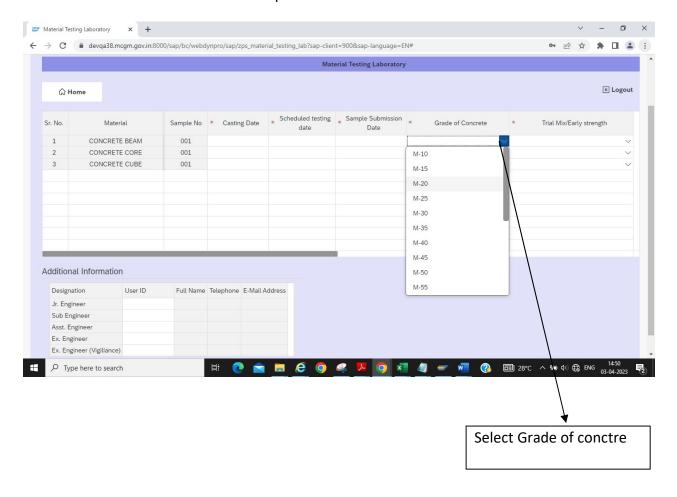
• After,Click On "Continue Button" below screen will be display



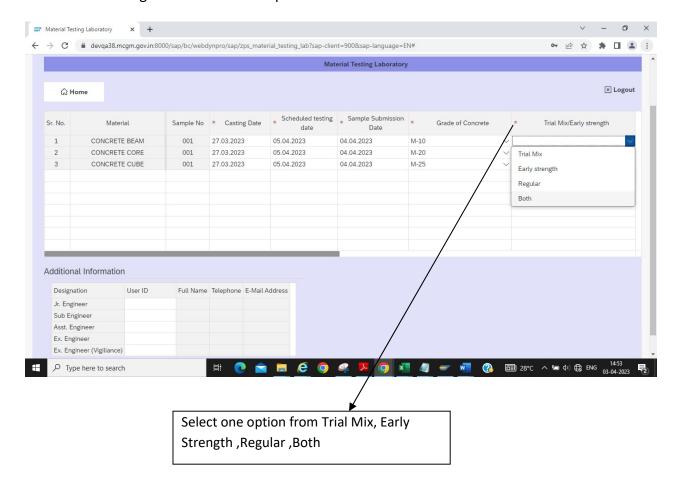
• Enter input field Casting date, sheduled testing date, Date of Sample Submission



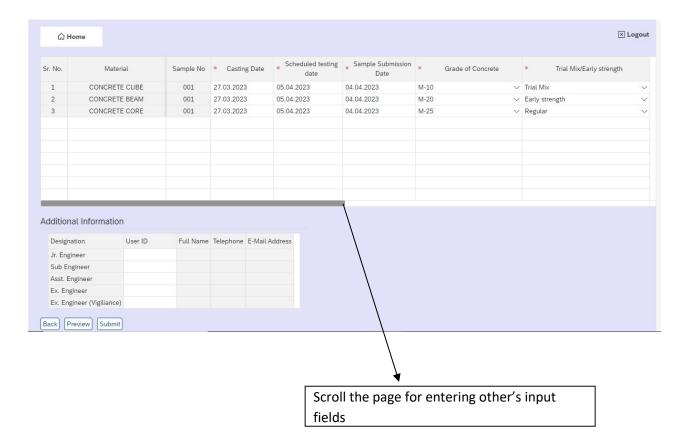
• Select Grade of conctre form drop down list



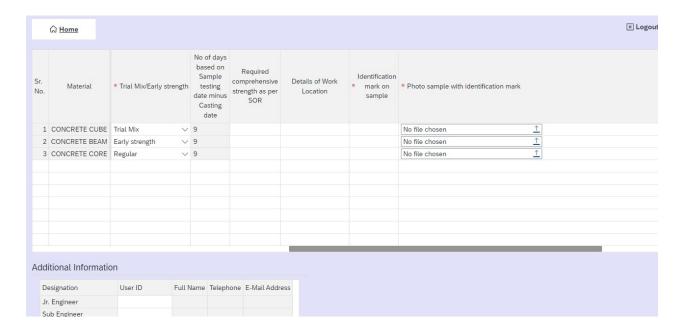
• Select strenght conctre form drop drawn list



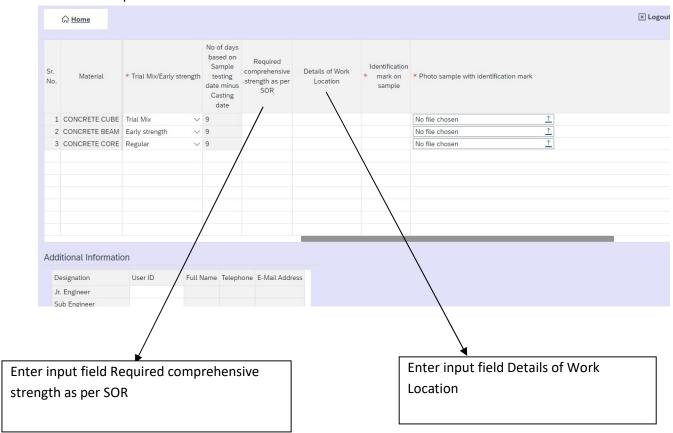
• Srcol the page for entring data

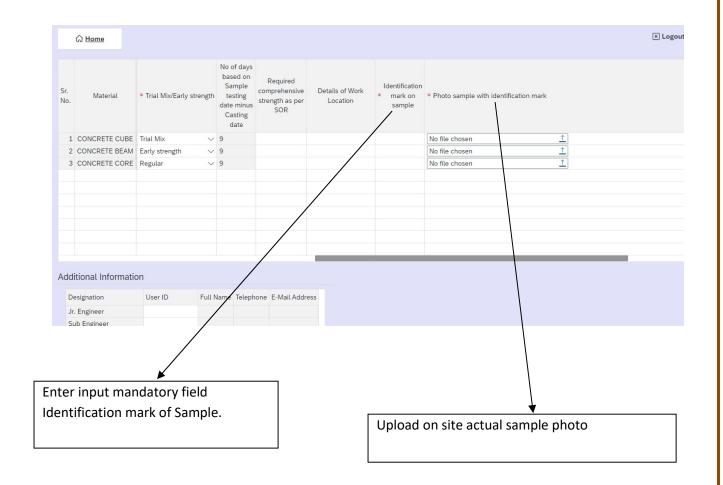


• After scrolling page below screen will be display

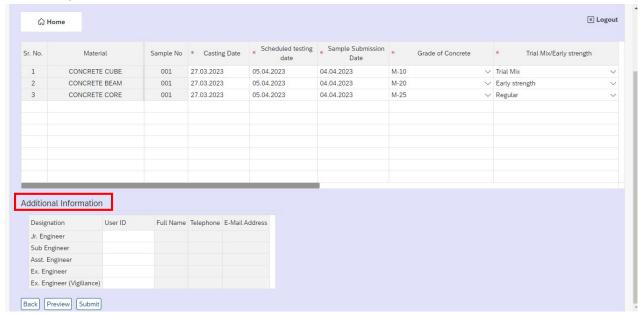


• Enter input field

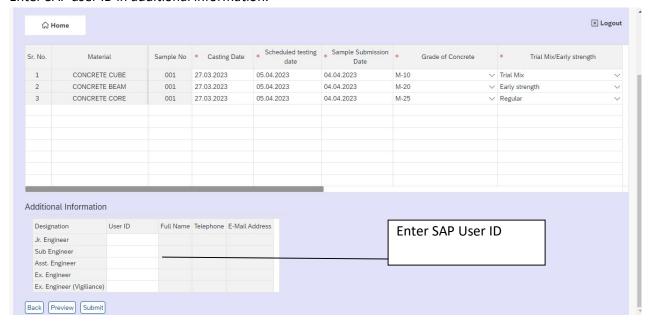




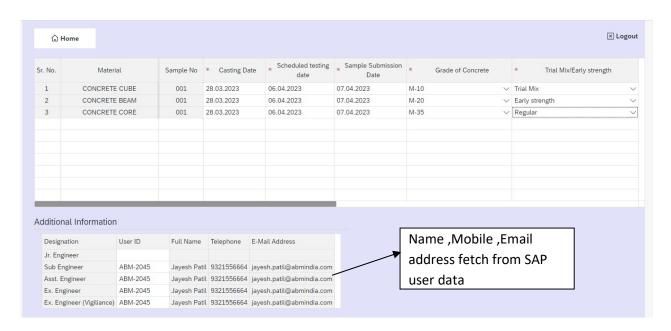
• After entering the material sample information ,BMC user needs to enter additional information of department.



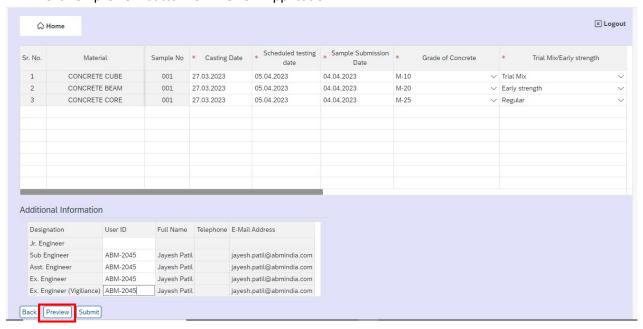
Enter SAP user ID in additional information.



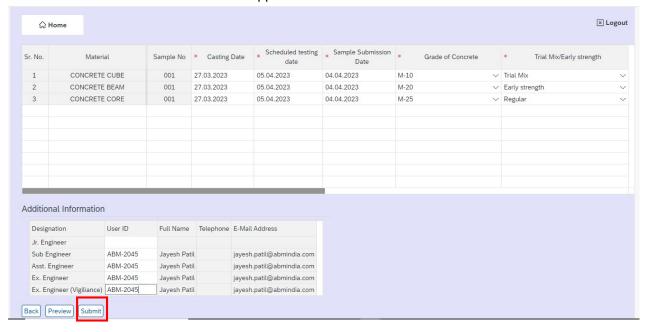
• After entering the SAP ID press Entre Key for fetching information.



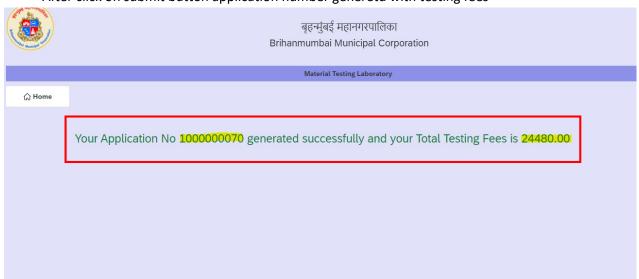
• Click on preview button for Preview Application



• Click on Submit button for submit application



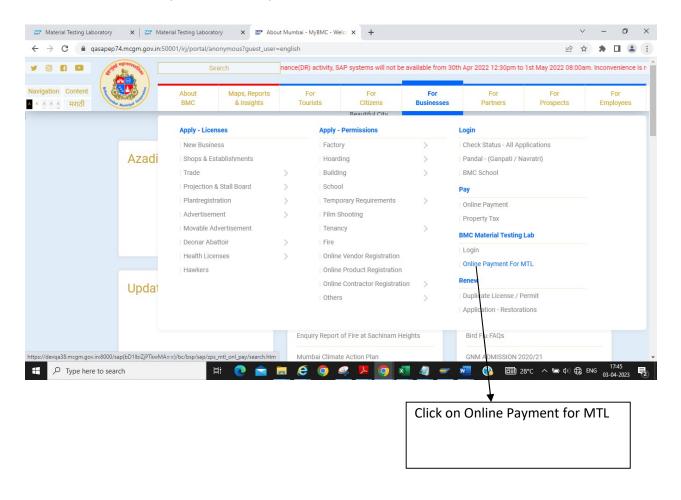
• After click on submit button application number generetd with testing fees



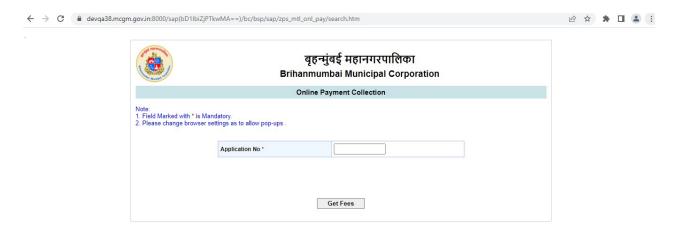
- ➤ Testing fee will be calculated based on the number of material type and No. of Sample sets selected .
- ➤ Cumulative testing Chagres payment link send to Vendor Email ID and mobile with Name Of Samples selected for testing.

MTL Application Payment Process

• Select "Online Payment for MTL option" from BMC Portal



• After Click on paymnet link below bank page will be displayed



• Enter Application Number and click on Get fees Button



After click on get fees ,Application Number ,Total amount and payment status will displayed



• Click on Continue Button



बृहन्मुंबई महानगरपालिका Brihanmumbai Municipal Corporation

Online Payment Collection for 1000000070

Brihanmumbai Municipal Corporation offers "Online MTL(Material Testing Laboratory) Collection" for payment of charges of selected services.

Please read the following instructions before performing any actions:

- Do not press "Refresh" on your browser OR "F5" key on keyboard, while transaction in progress.
 Do not close the browser it may terminate the transaction.
 On completion of the transaction, Please note the transaction number.

Disclaimer - Terms and Conditions Disclaimer - lerms and Conditions

The following terms and conditions apply to all online payments made to Brihanmumbai Municipal
Corporation of (hereinafter 'BMC') for using the online payment facility are requested to please
read them carefully before making an online payment.

By using the online payments facility on this portal you accept these terms and conditions;

BMC is only providing a link to the Payment Gateway Service provider which will enable to pay
online for Municipal charges.

Vour payment will take a minimum of two working days to reach the BMC account. You should take
this into account when making your payment.

All payments will be processed on the information that you provide. BMC will not accept
liability if you make a mistake while completing a form or for any other reason outside of BMC's I / We Agree



Pay

Click on "Pay Button"



बृहन्मंबई महानगरपालिका **Brihanmumbai Municipal Corporation**

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Disclaimer - Terms and Conditions

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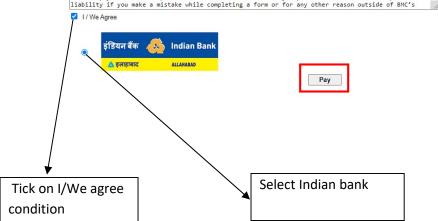
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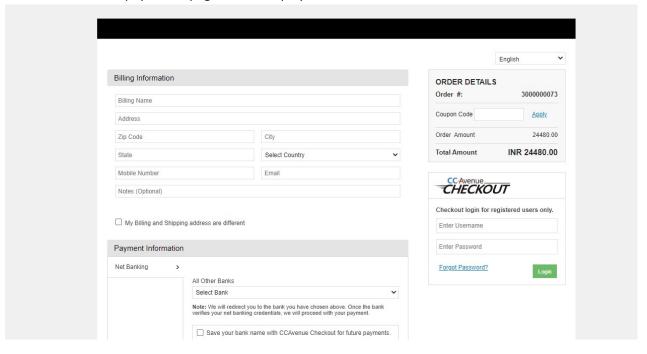
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2. Your payment will take a minimum of two working days to reach the BMC account. You should take
this into account when making your payment.

3. All payments will be processed on the information that you provide. BMC will not accept
liability if you make a mistake while completing a form or for any other reason outside of BMC's



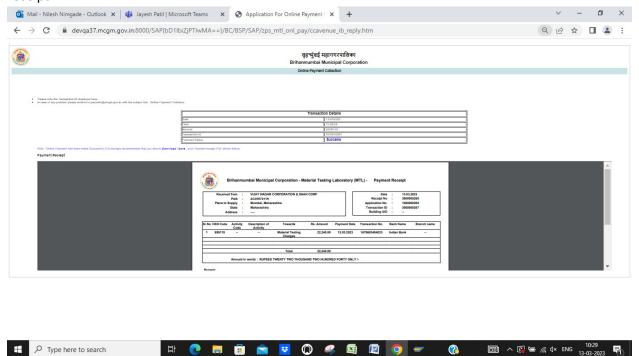
• After click on pay below page will be displayed



• Fill all information and select payment option and click on make payment. Billing Information ORDER DETAILS Order #: 3000000073 mahendra Coupon Code Apply munmabi 24480.00 400018 Raigarh Total Amount INR 24480.00 Maharashtra India 09321556664 patiljayesh30@gmail.com CHECKOUT Notes (Optional) Checkout login for registered users only. $\hfill \square$ My Billing and Shipping address are different sdsds@gmail.com Enter Password Payment Information Net Banking Forgot Password? All Other Banks Save your bank name with CCAvenue Checkout for future payments. I agree with the Privacy Policy by proceeding with this payment. INR 24480.00 (Total Amount Payable)

Click on Make payment tab

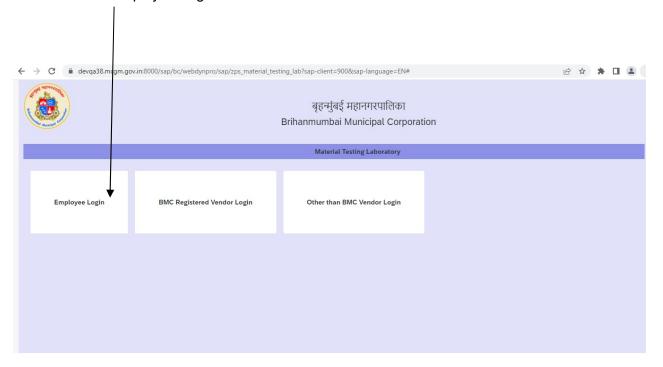
After successfully of payment , transaction details displayed on screen ,Usercab view and download receipt



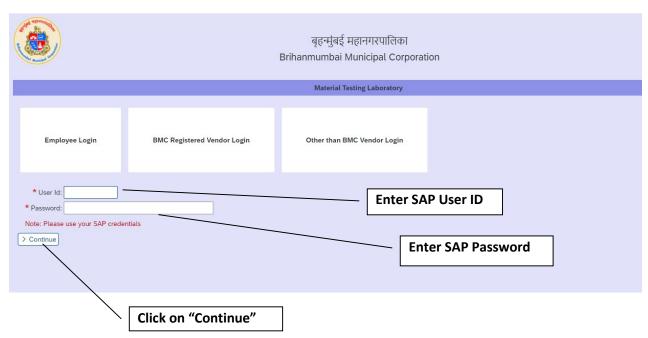
After Successfully of Application Payment from payment gateway number of selected material sample in application, system will generated Memo Numbers with reference to selected testing material samples and send PDF copy of Memo with QR code to Vendor Email, Concern user Email ID.

Tracking Application

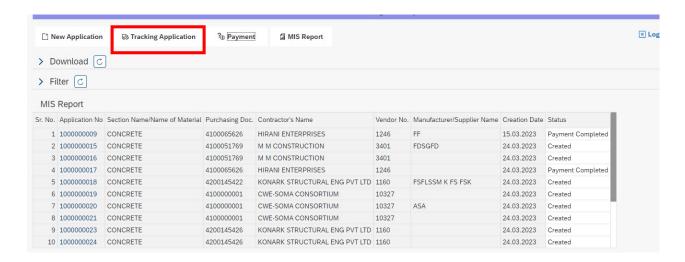
• Click On Employee Login.



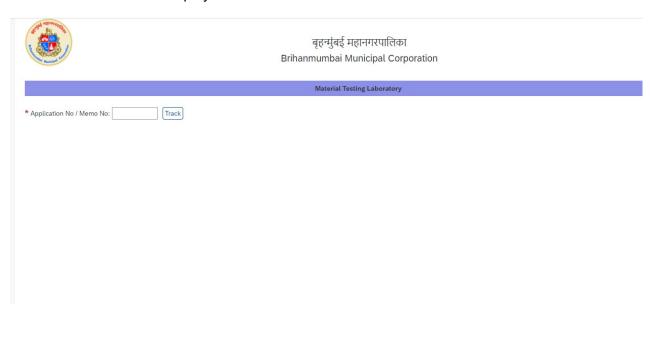
• Below screen will display.



• Click on "Tracking Application"



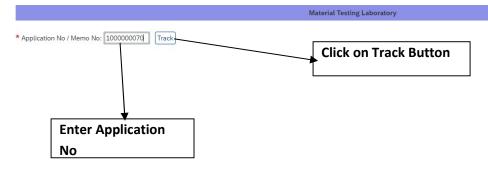
· Below screen will display.



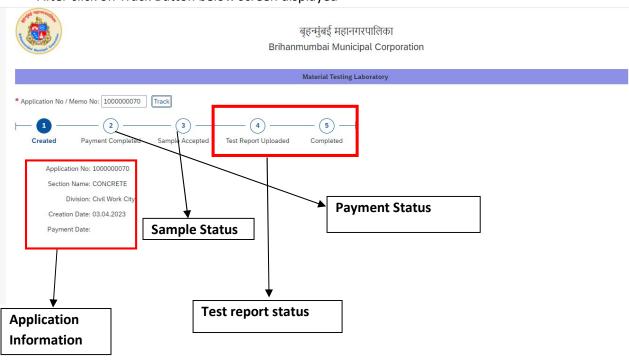
• Enter Application Number/MEMO and click on track button



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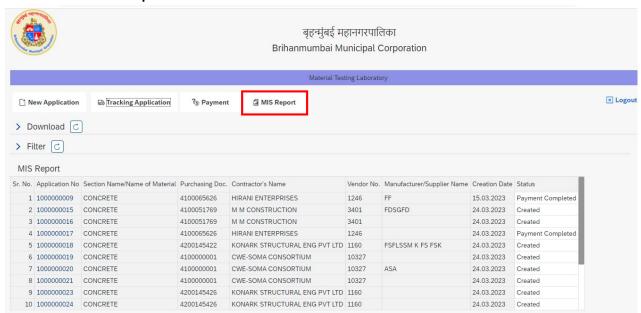


• After click on Track Button below screen displayed

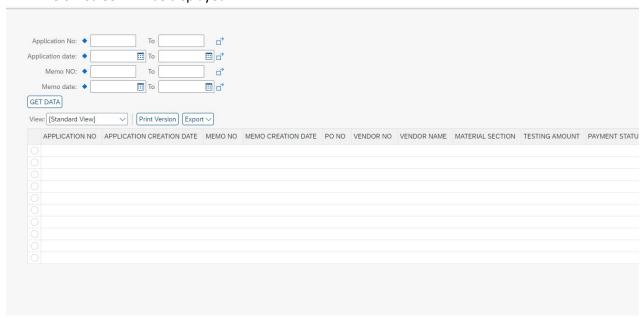


MIS Application

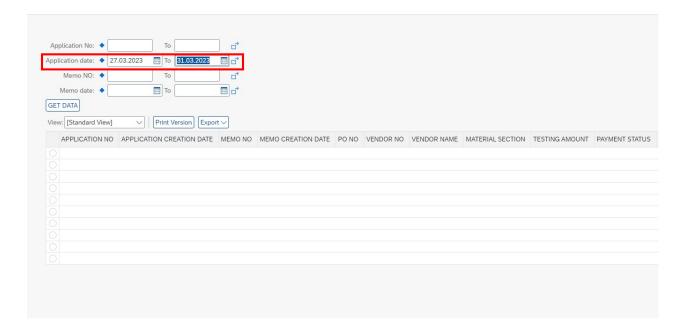
• Click on "MIS Report" Button



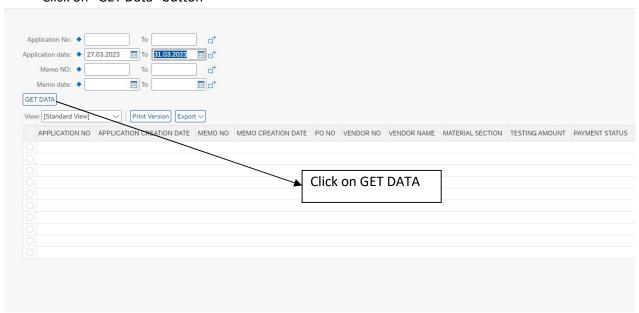
• Below screen will be displayed



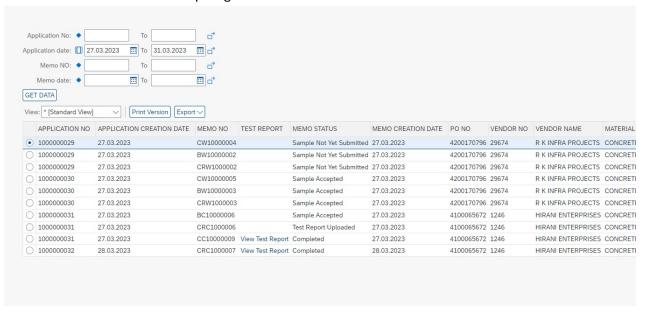
• Enter Input field Application No. ,Application Date,MEMO no.,MEMO date



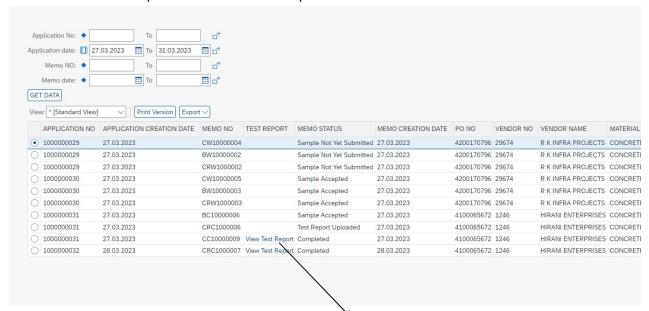
• Click on "GET Data" button



• After click on Get Data Report generated



• Click on "Test Report" to download test report



Download test report from MIS report

