

Vendor Work Order Creation & Approval

Standard Operating Process (SOP) to Vendor Work Order Creation & Approval.



Introduction

Standard Operating Process (SOP) to Vendor Work Order Creation & Approval.

- Madhya Pradesh Industrial Development Corporation is introducing Vendor Work Order Creation & Approval Process at Department END to Create a Work Order for the Vendor.
- Here Department User (Section Wise – Creator) create the Work order for Vendor Against the Type of work and same the Approving Authority (section wise – Approver) Approve the Work Order.
- After the acceptance on the work order, the vendor accept it and submit the invoice against the work order.
- Please find the Steps to Verify the record at Investor end process.

Step 1.1 – Work Order Creation by Creator (Department User)

Step-

1. Competent Authority Login Through “PRAYAS” by using their Login Credentials.

2. Creator (Departmental User) has to be login into Anubandh project – invest.mp.gov.in

The screenshot displays the PRAYAS login interface. At the top, the PRAYAS logo and MPIDC logo are visible. The main content area includes the MPIDC logo and contact details for Madhya Pradesh Industrial Development Corporation. A yellow arrow labeled "Enter User ID & Password" points to the login form. The form is titled "Login - User Management" and contains the following fields:

- Login Id:
- Password:
- Captcha:
- Enter captcha:
- Login:

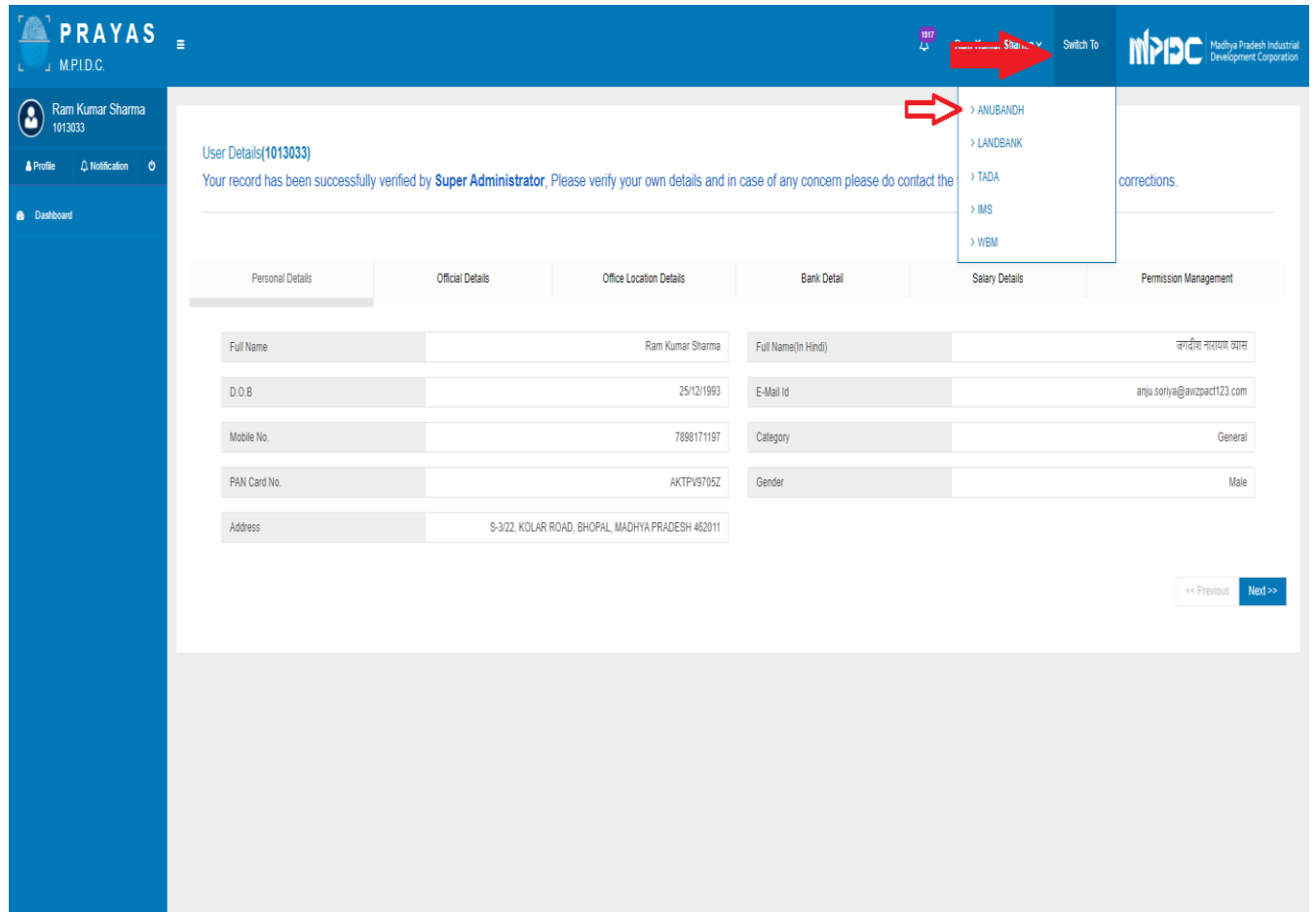
Below the form, there are links for "Get New Password" and "Unlock Account".

Step 1.2 - Work Order Creation by Creator (Department User)

Steps-

1. After Successfully Login through PRAYAS, Please click on switch to Option.

2. Afterward click on Anubandh



The screenshot displays the PRAYAS user interface. The top navigation bar includes the PRAYAS logo, the user's name 'Ram Kumar Sharma', and a 'Switch To' dropdown menu. The dropdown menu is open, showing options: ANUBANDH, LANDBANK, TADA, IMS, and WBM. A red arrow points to the 'Switch To' button, and another red arrow points to the 'ANUBANDH' option. Below the navigation bar, the user's profile information is displayed, including personal details, official details, office location details, bank details, salary details, and permission management. The user's name is 'Ram Kumar Sharma' and the user ID is '1013033'. The user's record has been successfully verified by a Super Administrator. The user's profile information is as follows:

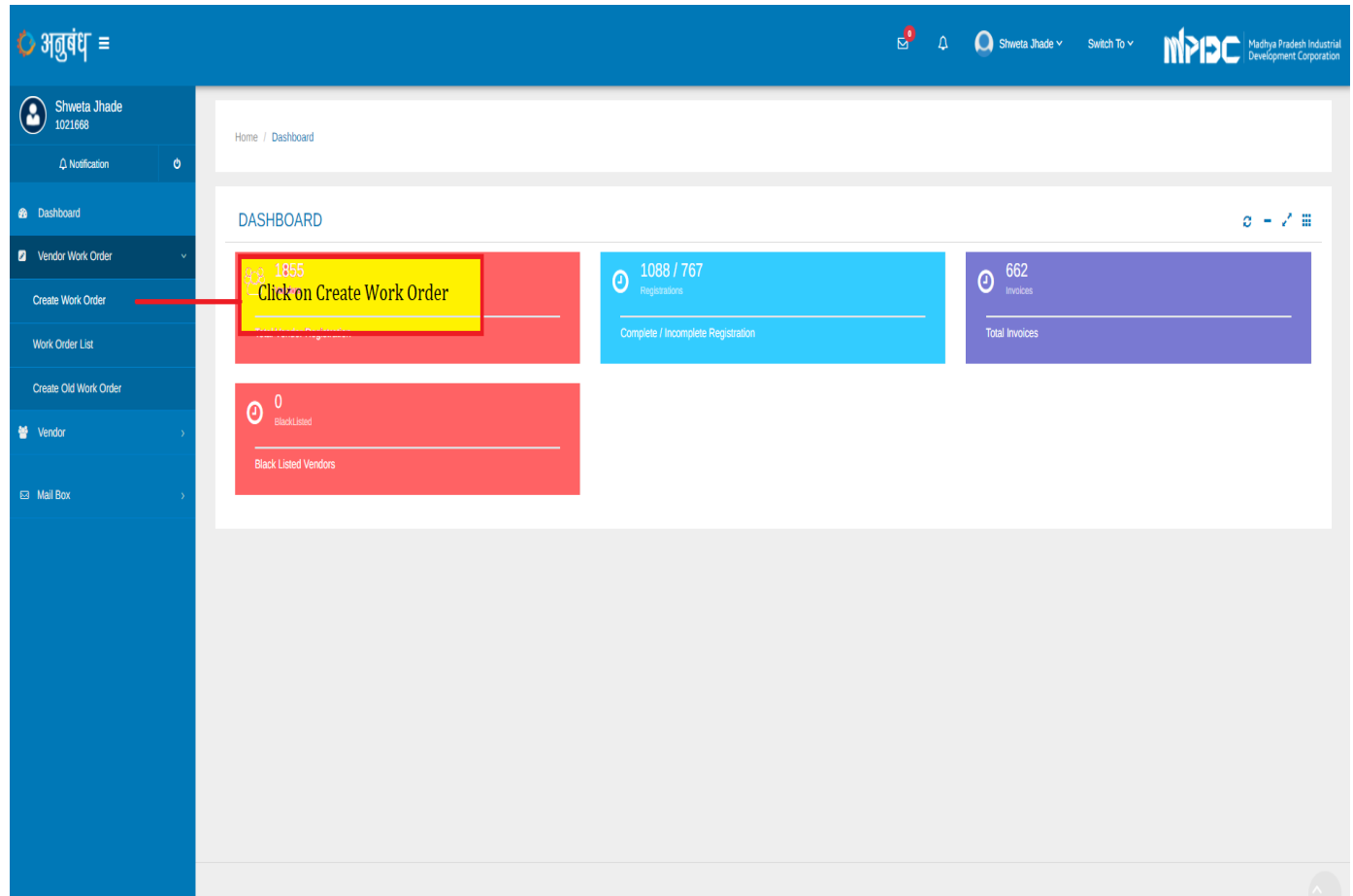
Personal Details	Official Details	Office Location Details	Bank Detail	Salary Details	Permission Management
Full Name	Ram Kumar Sharma	Full Name(In Hindi)	रामदीप नारायण शर्मा		
D.O.B	25/12/1993	E-Mail Id	anju.soriya@awzpac123.com		
Mobile No.	7898171197	Category	General		
PAN Card No.	AKTPV9705Z	Gender	Male		
Address	S-3/22, KOLAR ROAD, BHOPAL, MADHYA PRADESH 462011				

Navigation buttons: << Previous, Next >>

Step 1.3 - Work Order Creation by Creator (Department User)

Steps-

1. Click on “Vendor Work Order” option and select “Create Work Order” option.



The screenshot displays the MPIDC dashboard interface. The top navigation bar includes the MPIDC logo and the text 'Madhya Pradesh Industrial Development Corporation'. The user profile 'Shweta Jhade' is visible in the top right. The left sidebar contains a menu with the following items: 'Shweta Jhade 1021668', 'Notification', 'Dashboard', 'Vendor Work Order', 'Create Work Order', 'Work Order List', 'Create Old Work Order', 'Vendor', and 'Mail Box'. The 'Vendor Work Order' menu is expanded, and the 'Create Work Order' option is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'DASHBOARD' with several widgets: 'Registrations' (1855), 'Complete / Incomplete Registration' (1088 / 767), 'Total Invoices' (662), and 'Black Listed Vendors' (0). A yellow box with the text 'Click on Create Work Order' is overlaid on the 'Create Work Order' menu item.

Step 1.4 – Work Order Creation by Creator (Department User)

Step-

1. Select the Work Order Type.

2. Fill the all mandatory fields then click on “Save & Next” button

The screenshot shows the 'Create Work Order' page in the MPIDC system. The user is Shweta Jhade. The page is divided into sections for 'Work Order Basic Details' and 'Forward For Approval'. The 'Work Order Details' section is the primary focus, containing several mandatory fields:

- Work Order Type***: A dropdown menu with three options: PURCHASE WORK ORDER, TENDER WORK ORDER, and MISCELLANEOUS WORK ORDER. This field is highlighted with a red box and a yellow arrow pointing to it with the text "Select the Work Order Type".
- Registered Vendor**: A search field with the placeholder "Press any key".
- Account Head***: A search field with the placeholder "Press any key".
- Registered Office***: A dropdown menu with "Corporate Office" selected.
- Vendor Details**: A table with four columns: Vendor Name, Contact number, Unique Registration Id, and Email.
- Invoice Category***: A dropdown menu with "Supply/Procurement" selected.
- Agreement Reference No.***: A search field with the placeholder "Type Agreement Reference No.".
- Date of Agreement***: A date selection field with the placeholder "Select Date of Agreement".
- Work Order Reference No.***: A text field with "MPIDC/B/" and a search icon.
- Date of Work Order***: A date field with "21/11/2021".
- Upload Work Order Document**: A "Choose File" button with "No file chosen".
- Upload Sanction Order Document**: A "Choose File" button with "No file chosen".
- Contract Value (in RS)***: A text field with the placeholder "Please Enter Contract Value".
- Subject**: A text field with "Subject" and a dropdown arrow.

At the bottom right of the form, there is a "Save & Next" button, which is highlighted with a red box and a yellow arrow pointing to it with the text "Save & Next".

Step 1.5 – Work Order Creation by Creator (Department User)

Step-

1. Fill the all mandatory fields then click on “Save” button

Dashboard
Create Work Order

Work Order Basic Details Forward For Approval

Select Approving Officer for Verification* Contract Value in Rupees*
Required Field 1200

Description*

Copy To(Registered In Prayas)* Add Row

Employee Name	Designation	Email	Mobile
Required Field			Required Field

Copy To(Not Registered In Prayas) Add Row

Employee Name	Designation	Email	Mobile

Do you want to save this work order as a draft?

<< Previous Click on Save Save

Powered by Awzpac

Step 1.6 – Work Order Creation by Creator (Department User)

Step-

1. Click on “Proceed for Final Submission” button.

MPIDC Madhya Pradesh Industrial Development Corporation Ltd
CEDMAP BHAVAN, 16-A,
Anara Hills Bhopal (Madhya Pradesh)-462001
GSTIN No. - Z3AACCM6080D1ZU

WORK ORDER

Reference Number of Work Order : MPIDCB/789633 Date: 22/11/2021

To: Alchemist Group Of Companies,
8 Phase 1, Rohn Nagar Bhopal
Bhopal (Bihar)

Subject: work order

Reference Number of Proposal : Agreement no. _____, Dated : 14/11/2021
Account Head Name : MOTOR VEHICLES (MOTOR BUSES, MOTOR LORRIES & CARS)
Amount of Work Order (In Rupees) : 500000

Dear Sir,

With reference to above subject that you are instructed to start the work of work order.

Description :
dth

Tender Work Order Details

Tender No	Date of Tender
NA	2021-11-22

Note: The payment of the Invoice(s) shall be made in the following Account Details:

Account Holders Name	Account No	IFSC Code	Branch Name	Bank Name
shweta-hjade@gmail.com	123456789	08140050073	SHWETA PUR	State Bank of India

Created By: Shweta Jhade (Assistant Grade 1) Approver: Ram Kumar Sharma (Executive Director)

Copy To: Acharya Khan (Helper)

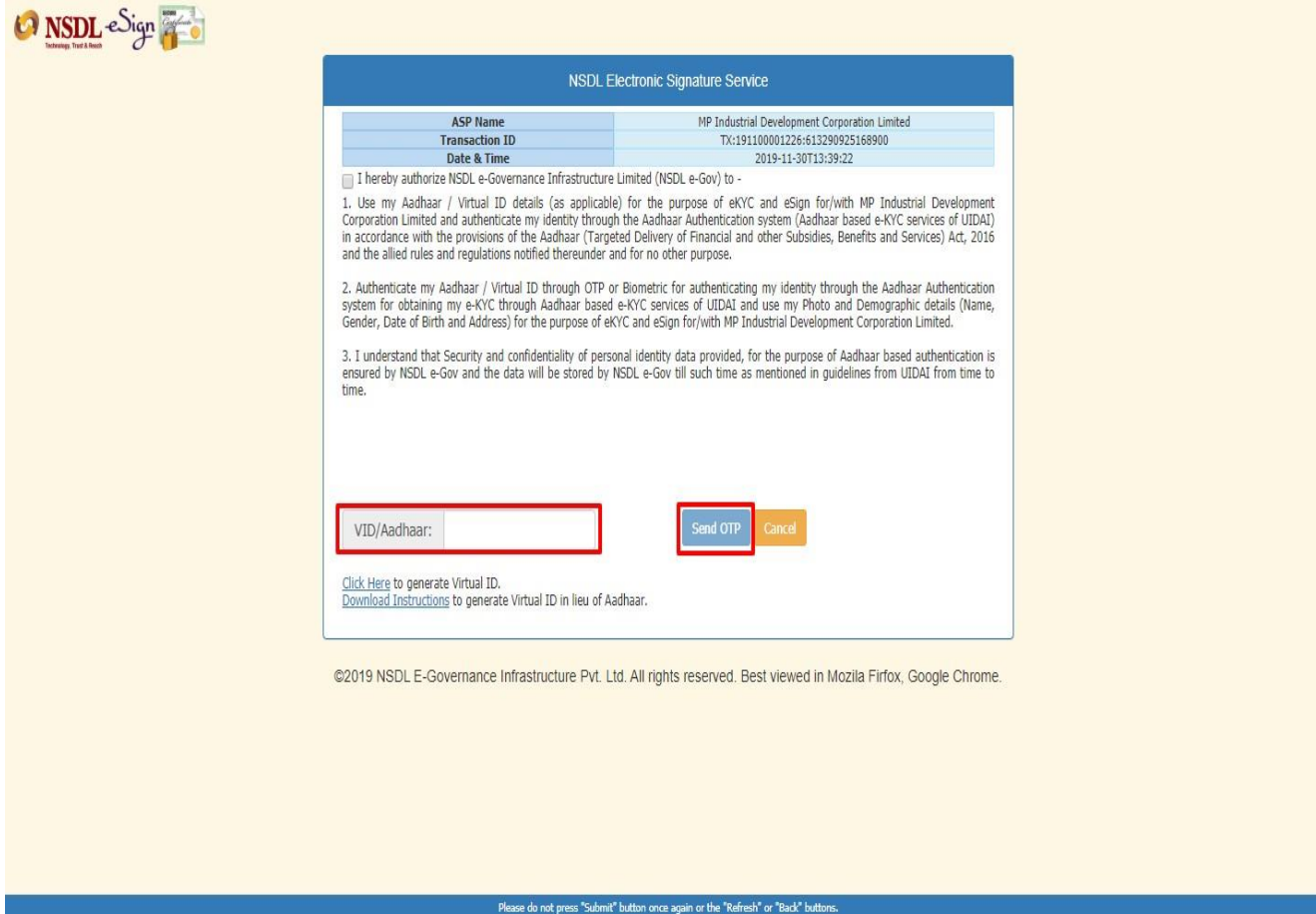
[Edit & Proceed](#) [Proceed for Final Submission](#)

Proceed for Final Submission

Step 1.7 – Work Order Creation by Creator (Department User)

Step-

1. Enter
Aadhaar
Number and
then click on
“Send OTP”
for E-Sign on
Work Order.



The screenshot displays the NSDL Electronic Signature Service interface. At the top left, there is a logo for NSDL eSign. The main content area has a blue header with the text "NSDL Electronic Signature Service". Below the header is a table with the following information:

ASP Name	MP Industrial Development Corporation Limited
Transaction ID	TX:191100001226:613290925168900
Date & Time	2019-11-30T13:39:22

Below the table, there is a checkbox with the text "I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -". This is followed by three numbered instructions:

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

At the bottom of the form, there is a text input field labeled "VID/Aadhaar:" with a red border. To its right is a blue button labeled "Send OTP" and an orange button labeled "Cancel". Below the input field, there are two links: "[Click Here](#) to generate Virtual ID." and "[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar."

©2019 NSDL E-Governance Infrastructure Pvt. Ltd. All rights reserved. Best viewed in Mozilla Firefox, Google Chrome.

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

Step 1.8– Work Order Creation by Creator (Department User)

Step-

1. Enter OTP
Number and
then click on
“Verify OTP”.

The screenshot displays the NSDL Electronic Signature Service interface. At the top left is the NSDL eSign logo. The main content area features a table with the following data:

ASP Name	MP Industrial Development Corporation Limited
Transaction ID	TX:191100001226:613290925168900
Date & Time	2019-11-30T13:39:22

Below the table, there is a checked checkbox with the text: "I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -". This is followed by three numbered instructions regarding the use of Aadhaar/Virtual ID for eKYC and eSign, and the security of personal data.

At the bottom of the form, there is an input field labeled "Enter OTP" with a masked value "*****" and a "Verify OTP" button. The "Verify OTP" button is highlighted with a red box. To the right of the "Verify OTP" button are "Cancel" and "Resend OTP" buttons.

A green success message states: "Success! otp sent on registered mobile/email id." Below this, there are links for "Click Here to generate Virtual ID." and "Download Instructions to generate Virtual ID in lieu of Aadhaar."

At the bottom of the page, there is a copyright notice: "©2019 NSDL E-Governance Infrastructure Pvt. Ltd. All rights reserved. Best viewed in Mozilla Firefox, Google Chrome." and a footer note: "Please do not press 'Submit' button once again or the 'Refresh' or 'Back' buttons."

Step 1.9 – Work Order Creation by Creator (Department User)

Step-

1. Creator can view status of submitted work order and also can view and download the PDF of work order by clicking on “View” and “Download” button from “Action”.

MPIDC Madhya Pradesh Industrial Development Corporation

Home / Work Order List

Create Work Order Create Old Work Order

122 Total Work Orders

25 Total Accepted by Vendor

39 Pending for Acceptance at Vendor

6 Pending at Creator End

15 Pending at Approver End

2 Total Rejected Work Orders

Click Here To Filter Records

WORK ORDER LIST

Work Order Date (Desc) Your search text...


Action	Status	Work Order Date (Desc)	Organization Name	Authorized Person	Contact No.	Subject	Contract Amount	Work Order Type	Work Order Age	Approving Authority
View	Pending at Approver End	22/11/2021	Awzpacst Group Of Companies	Nitin Dhote	7898171197	ct hu	85200	Miscellaneous Work Order	New	Ram Kumar Sharma
View	Accepted By Contractor	MPIDC/B/789628 (22/11/2021)	Awzpacst Group Of Companies	Nitin Dhote	7898171197	work order	600000	Tender Work Order	New	Ram Kumar Sharma
View	Accepted By Contractor	MPIDC/B/789654 (21/11/2021)	Awzpacst Group Of Companies	Nitin Dhote	7898171197	work order	300000	Purchase Work Order	New	Ram Kumar Sharma
View	Accepted By Contractor	MPIDC/B/789630 (21/11/2021)	Awzpacst Group Of Companies	Nitin Dhote	7898171197	supply	60000	Tender Work Order	New	Ram Kumar Sharma
View	Accepted By Contractor (21/11/2021)	Awzpacst Group Of Companies	Nitin Dhote	7898171197	misson	300000	Miscellaneous Work Order	New	Ram Kumar Sharma

Step 1.10 – Work Order Creation by Creator (Department User)

Step-


1. Downloaded PDF of Work Order at Creator's end.

2. Now this application will be forwarded to approver's end for approval.



MPIDC | Madhya Pradesh Industrial
Development Corporation

MP Industrial Development Corporation Ltd
CEDMAP BHAWAN, 16-A,
Arera Hills Bhopal (Madhya Pradesh)-462011



0402062020200141

WORK ORDER

Reference Number of Work Order :
MPIDC/B/MPIDC/54321

Date:
11/02/2020

To,
test,
Prachi Enterprises,
112, Press Colony, Near KKC Convent School, Anand Nagar
Bhopal (Madhya Pradesh)

Subject : work order
Reference Number of Proposal : mpidc 11/02/2020
Account Head Name : POWER PURCHASE (AREA / UNIT) - X
Amount of Work Order (In Rupees) : 1200.00

Dear Sir,
With reference to above subject that you are interested to start the work of **work order**.

Note : The payment of the invoice(s) shall be made in the following Account Details :

Account Holders Name	Account No	IFSC Code	Branch Name	Bank Name
testing	12345647809	BCEY0000001	HEAD OFFICE	Bank of Ceylon

You are requested to co-ordinate with the concerning Executive Engineer of the Industrial Area and complete the work as per the agreement.
(This has been issued as per approval of MD, MPIDC on 11/02/2020)

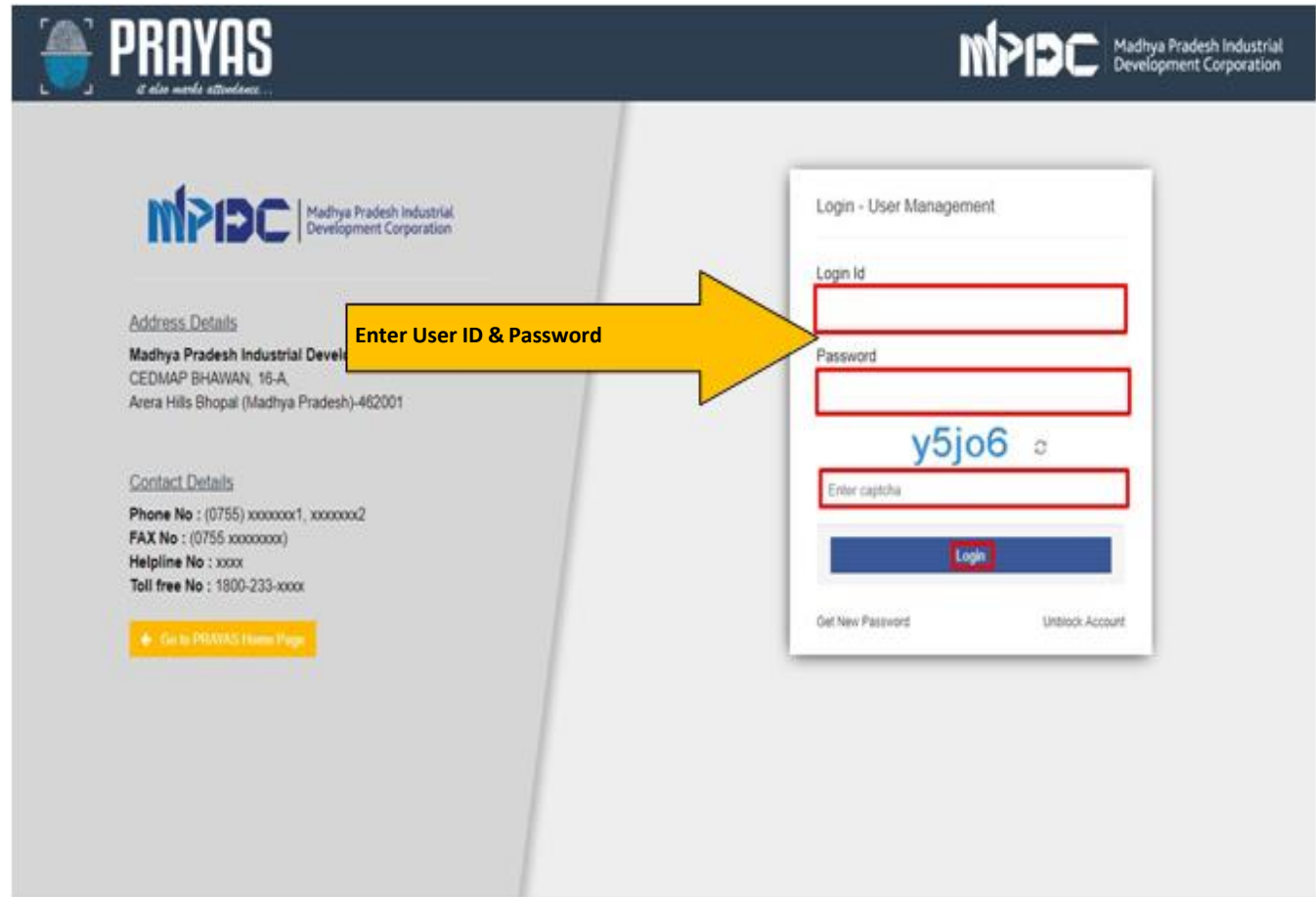
Digitally Signed by:
Name: Anveta Jha
Location: MPIDC, Bhopal
Reason: Sign on behalf of MPIDC, Bhopal
Date: Tue Feb 11 16:31:09 IST 2020

Step 2.1 – Work Order Approving by Approver (Department User)

Step-

1. Competent Authority Login Through “PRAYAS” by using their Login Credentials.

2. Creator (Departmental User) has to be login into Anubandh project – invest.mp.gov.in



The screenshot shows the PRAYAS login interface. At the top, there is a dark blue header with the PRAYAS logo on the left and the MPIDC logo on the right. The main content area is light gray and contains the MPIDC logo and contact details. On the right side, there is a white login form titled "Login - User Management". A yellow arrow points from the text "Enter User ID & Password" to the Login Id and Password input fields in the form. The form also includes a captcha field with the text "y5jo6" and a "Login" button. Below the form, there are links for "Get New Password" and "Unlock Account".

PRAYAS
it also works attendance...

MPIDC Madhya Pradesh Industrial Development Corporation

MPIDC Madhya Pradesh Industrial Development Corporation

Address Details
Madhya Pradesh Industrial Development Corporation
CEDMAP BIHAWAN, 16-A,
Anera Hills Bhopal (Madhya Pradesh)-462001

Contact Details
Phone No : (0755) xxxxxxxx1, xxxxxxxx2
FAX No : (0755 xxxxxxxxx)
Helpline No : xxxxx
Toll free No : 1800-233-xxxx

[Go to PRAYAS Home Page](#)

Login - User Management

Login Id

Password

y5jo6

Enter captcha

Login

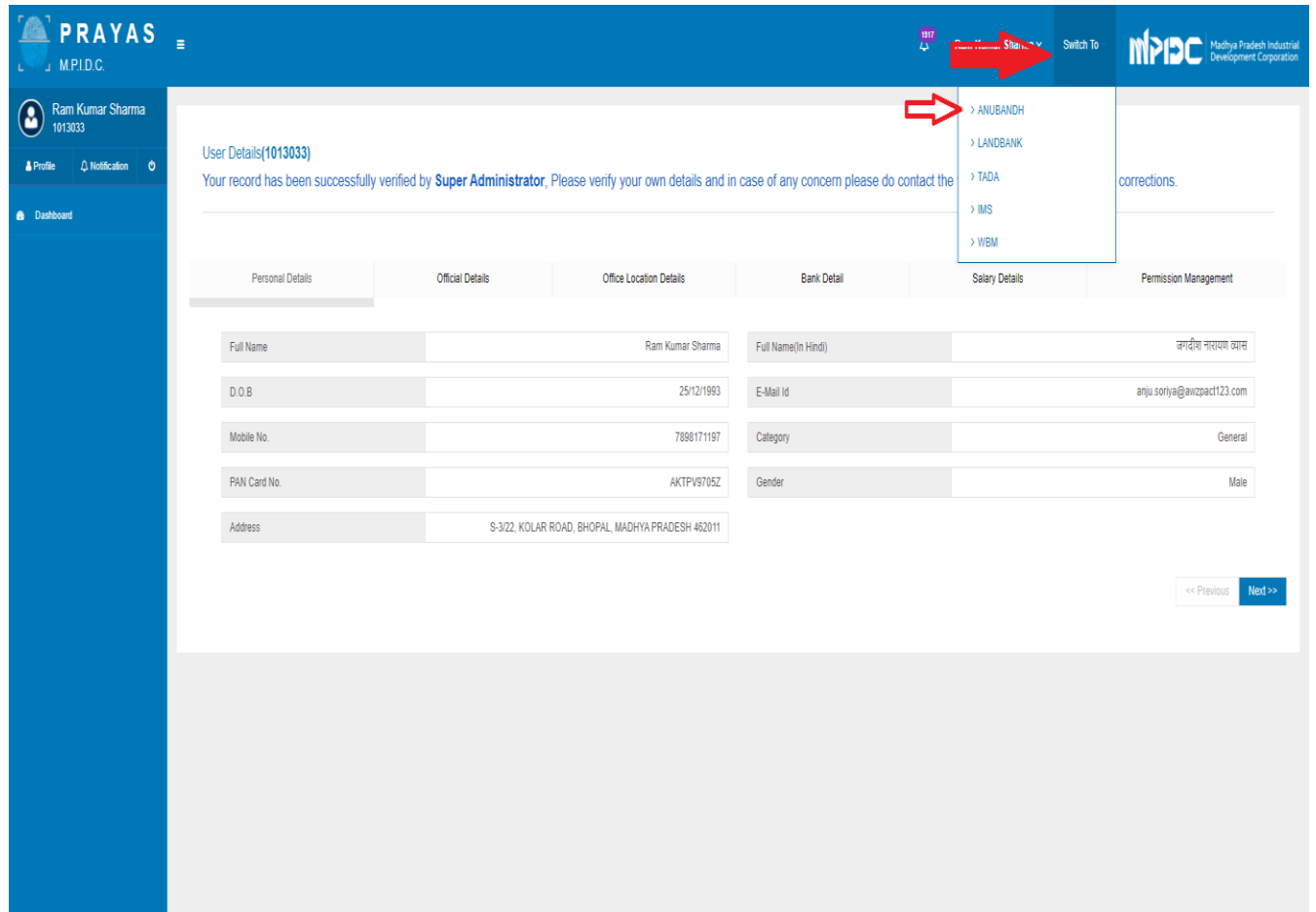
[Get New Password](#) [Unlock Account](#)

Step 2.2 – Work Order Approving by Approver (Department User)

Steps-

1. After Successfully Login through PRAYAS, Please click on switch to Option.

2. Afterward click on Anubandh



The screenshot displays the PRAYAS user interface. The top navigation bar includes the PRAYAS logo, the user's name 'Ram Kumar Sharma', and a 'Switch To' dropdown menu. The dropdown menu is open, showing options: ANUBANDH, LANDBANK, TADA, IMS, and WBM. A red arrow points to the 'Switch To' button, and another red arrow points to the 'ANUBANDH' option. Below the navigation bar, the user's profile information is displayed, including personal details, official details, office location details, bank details, salary details, and permission management. The user's name is 'Ram Kumar Sharma' and the user ID is '1013033'. The profile information is organized into a table with the following data:

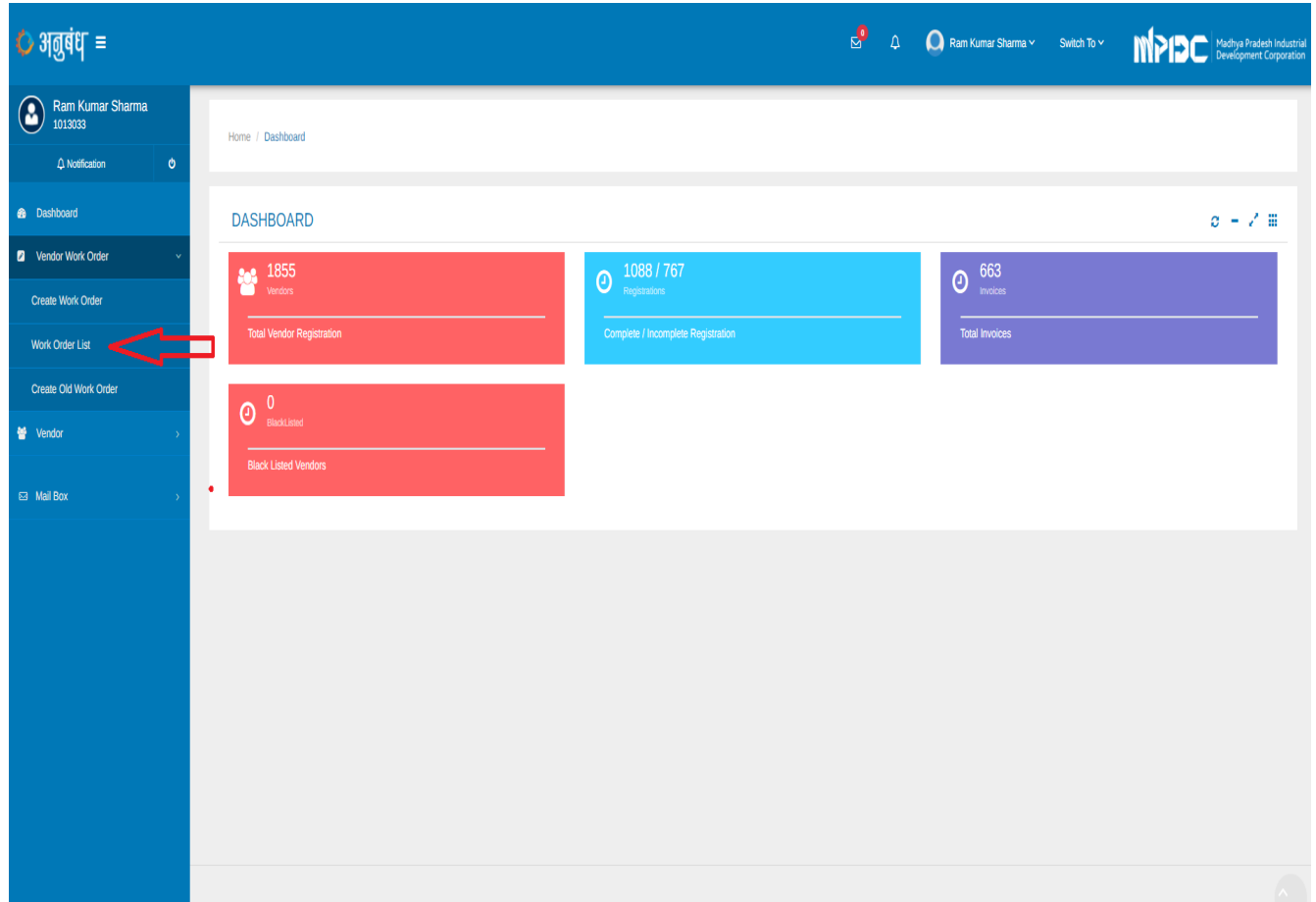
Personal Details	Official Details	Office Location Details	Bank Detail	Salary Details	Permission Management
Full Name	Ram Kumar Sharma	Full Name(In Hindi)	रामदीप नारायण शर्मा		
D.O.B	25/12/1993	E-Mail Id	anju.soriya@awzpac123.com		
Mobile No.	7898171197	Category	General		
PAN Card No.	AKTPV9705Z	Gender	Male		
Address	S-3/22, KOLAR ROAD, BHOPAL, MADHYA PRADESH 462011				

At the bottom right of the profile page, there are navigation buttons: '<< Previous' and 'Next >>'. The page also includes a message: 'User Details(1013033) Your record has been successfully verified by Super Administrator, Please verify your own details and in case of any concern please do contact the corrections.'

Step 2.3 – Work Order Approving by Approver (Department User)

Steps-

1. Click on “Vendor Work Order” option and then select “Work Order List”.



The screenshot displays the MPDC (Madhya Pradesh Industrial Development Corporation) dashboard. The user is logged in as Ram Kumar Sharma (1013033). The dashboard shows several key metrics:

- Total Vendor Registration:** 1855
- Registrations:** 1088 / 767 (Complete / Incomplete)
- Total Invoices:** 663
- Black Listed Vendors:** 0

The sidebar on the left contains the following menu items:

- Home / Dashboard
- Dashboard
- Vendor Work Order (highlighted)
- Create Work Order
- Work Order List (highlighted with a red arrow)
- Create Old Work Order
- Vendor
- Mail Box

Step 2.4 – Work Order Approving by Approver (Department User)

Steps-

1. Approver can view the all application of work orders. Now click on “Edit” option form “Action” button for approval.

The screenshot displays the MPIDC Work Order List dashboard. At the top, there are navigation links for 'Home / Work Order List' and buttons for 'Create Work Order' and 'Create Old Work Order'. Below this, a summary section shows five key metrics: Total Work Orders (122), Total Accepted by Vendor (25), Pending for Acceptance at Vendor (39), Pending at Creator End (6), and Pending at Approver End (15). A 'Click Here To Filter Records' button is also present.

The main section is titled 'WORK ORDER LIST' and features a search bar and a table of work orders. The table has columns for Action, Status, Reference No., Organization Name, Authorized Person, Contact No., Subject, Contract Amount, Work Order Type, Work Order Age, and Approving Authority. A yellow arrow labeled 'EDIT' points to the 'Update Work Order' button in the 'Action' column of the first row.

Action	Status	Reference No.	Organization Name	Authorized Person	Contact No.	Subject	Contract Amount	Work Order Type	Work Order Age	Approving Authority
	Pending at Approver End	----- (22/11/2021)	Awzpacat Group Of Companies	Nitin Dhote	7898171197	ct hu	85200	Miscellaneous Work Order	New	Ram Kumar Sharma
	Creator Pdf	MPIDC/B/789628 (22/11/2021)	Awzpacat Group Of Companies	Nitin Dhote	7898171197	work order	600000	Tender Work Order	New	Ram Kumar Sharma
	Accepted By Contractor	----- (21/11/2021)	Bhanupriya Company	Bhanupriya Chouksey	9630946638	REF3434 TESTING	3300	Miscellaneous Work Order	New	Ram Kumar Sharma
	Pending at Approver	MPIDC/B/789622 (21/11/2021)	Awzpacat Group Of Companies	Nitin Dhote	7898171197	work order	200000	Purchase Work Order	New	Ram Kumar Sharma

Step 2.5 – Work Order Approving by Approver (Department User)

Steps-

1. View and Verify all the Details & Click on “Save & Next” button.

Home / Create Work Order

Create Work Order

Work Order Basic Details Forward For Approval

Work Order Details

Work Order Type*

PURCHASE WORK ORDER TENDER WORK ORDER MISCELLANEOUS WORK ORDER

Registered Vendor* Account Head* Registered Office*

Awpzact Group Of Companies FIXED ASSETS / PROPERTY / PLANT & EQUIPMENT (PLANT & MACHINERY (SPECIAL P Corporate Office

Vendor Details :

Vendor Name	Nitin Dhote	Contact number	7898171197
Unique Registration Id	2002000026	Email	dhote.nitin@gmail.com

Agreement Reference No. * Date of Agreement* Upload Sanction Order Document

mp-090203 14/11/2021 Choose File No file chosen

Contract Value (in Rs.)* Subject*

85200 ct hu

save Save & Next >>

Step 2.6 – Work Order Approving by Approver (Department User)

Steps-

1. View and Verify all the Details & Approved or reject the Work Order & Click on “Save & Next” button.

Home / Create Work Order

Create Work Order

Work Order Basic Details Forward For Approval

Forward For Approval

Contract Value (in Rs.) Approving Authority * Approving Officer for Verification *

85200 Ram Kumar Sharma

Copy To (Registered In Prayas) + Add Row

Employee Name	Designation	Email	Mobile	Action
Abhijeet Bhindwale	Assistant Grade 2	abh_jidc07@rediffmail.com	9425753815	

Copy To (Not Registered In Prayas) + Add Row

Employee Name	Designation	Email	Mobile	Action

Work Order Approving --Select Work Order Approving--

- Select Work Order Approving--
- Approved
- Reject

Approved / Reject

save

<< Previous Save

Step 2.7 – Work Order Approving by Approver (Department User)

Steps-

1. View and Verify all the Details & Click on “Save & Next” button.

MPDC Madhya Pradesh Industrial Development Corporation Ltd
CEDMAP Bhilai(WA), 16-A,
Anara Hills Bhopal (Madhya Pradesh)-462001
GSTIN No. - Z3AACCM6080D1ZU

WORK ORDER

Reference Number of Work Order : MPDCB769633 Date: 22/11/2021

To,
Auzozer Group Of Companies,
8 Phase 1, Rohn Nagar Bhopal
Bhopal (Bihar)

Subject : work order

Reference Number of Proposal / Agreement no. _____ Date : 14/11/2021
Account Head Name : MOTOR VEHICLES (MOTOR BUSES, MOTOR LORRIES & CARS)
Amount of Work Order (In Rupees) : 500000

Dear Sir,

With reference to above subject that you are instructed to start the work of work order.

Description :

oth

Tender Work Order Details

Tender No	Date of Tender
NA	2021-11-22

Note: The payment of the Invoice(s) shall be made in the following Account Details:

Account Holders Name	Account No	IFSC Code	Branch Name	Bank Name
shweta-hhd@gmail.com	1234567890	08140050073	SHIBIRAPUR	State Bank of India

Created By
Shweta Jhade
(Assistant Grade 1)

Approver
Ram Kumar Sharma
(Executive Director)

Copy To:
Achothe Khan (Helper)

Go to list Work Order Create PDF

Work order PDF

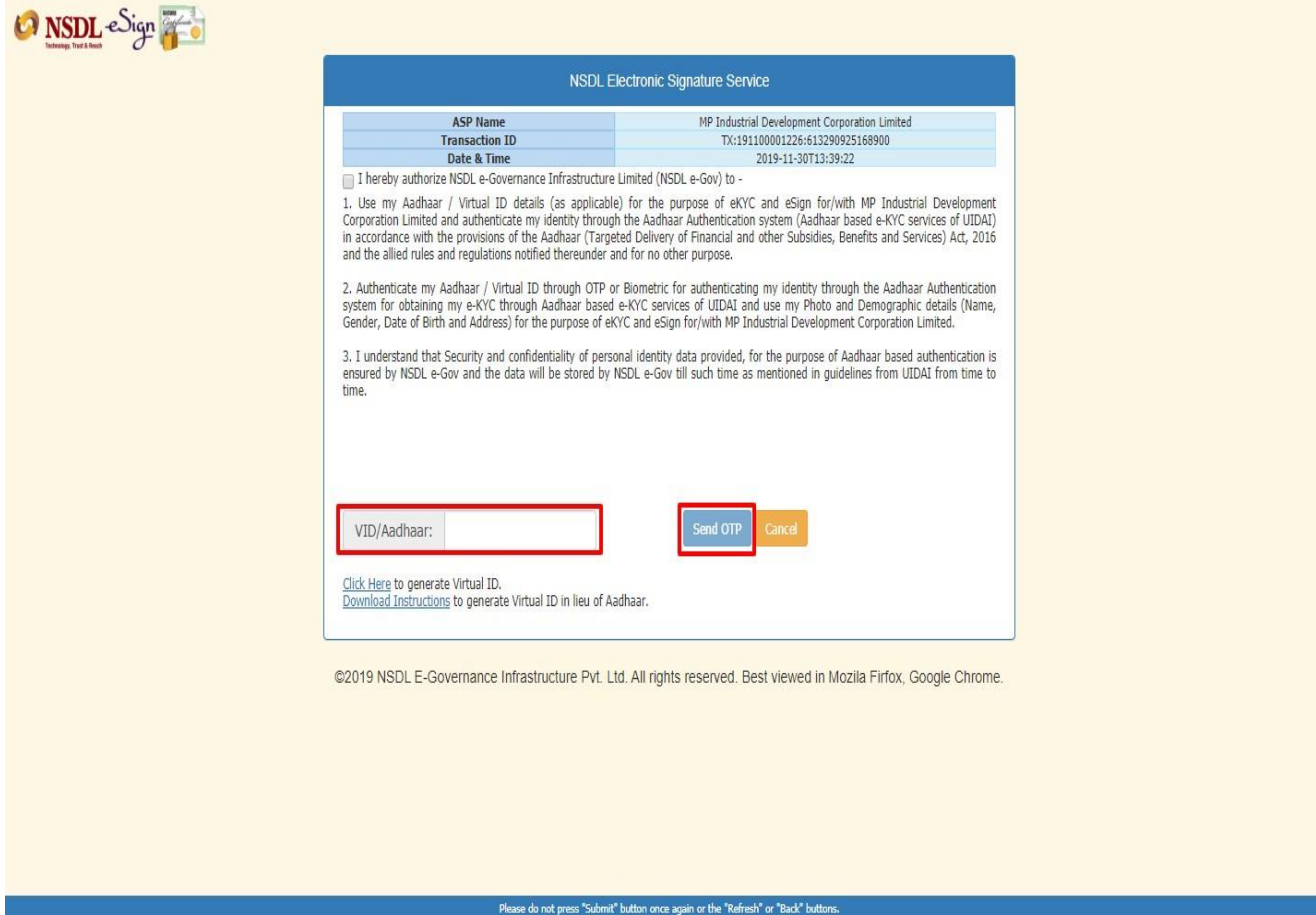
Edit & Proceed Proceed for Final Submission

Proceed for Final Submission

Step 2.8 – Work Order Approving by Approver (Department User)

Step-

1. Enter
Aadhaar
Number and
then click on
“Send OTP”
for E-Sign on
Work Order.



The screenshot displays the NSDL Electronic Signature Service interface. At the top left, there is a logo for NSDL eSign. The main content area features a table with the following details:

ASP Name	MP Industrial Development Corporation Limited
Transaction ID	TX:191100001226:613290925168900
Date & Time	2019-11-30T13:39:22

Below the table, there is a checkbox for authorization and three numbered instructions:

I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

At the bottom of the form, there is a text input field labeled "VID/Aadhaar:" and two buttons: "Send OTP" and "Cancel". Below the input field, there are two links: "Click Here to generate Virtual ID." and "Download Instructions to generate Virtual ID in lieu of Aadhaar."

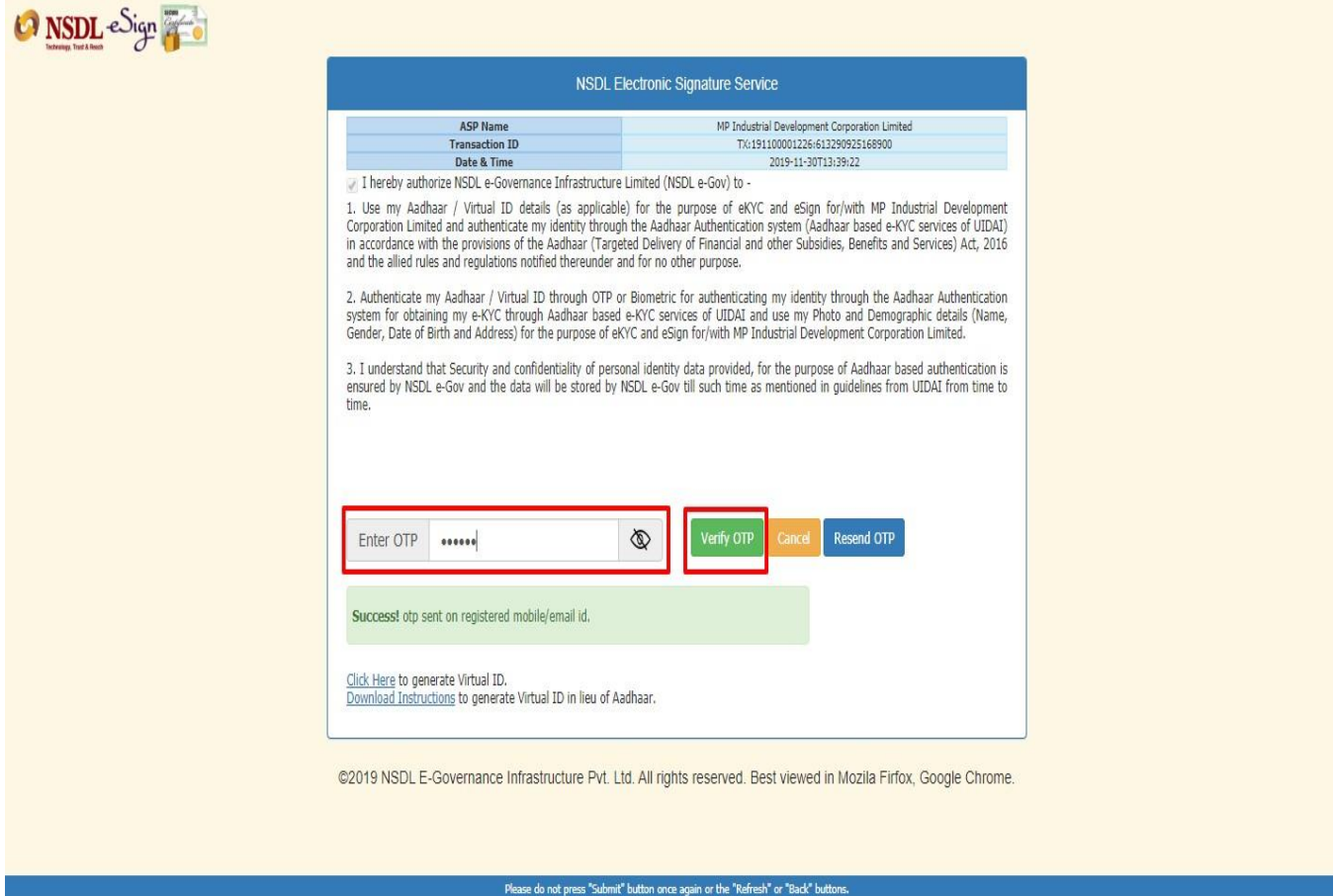
©2019 NSDL E-Governance Infrastructure Pvt. Ltd. All rights reserved. Best viewed in Mozilla Firefox, Google Chrome.

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

Step 2.9– Work Order Approving by Approver (Department User)

Step-

1. Enter OTP
Number and
then click on
“Verify OTP”.



The screenshot displays the NSDL Electronic Signature Service interface. At the top left, there is a logo for NSDL eSign with the tagline 'Technology Trust & Touch'. The main header is 'NSDL Electronic Signature Service'. Below the header, there is a table with the following data:

ASP Name	MP Industrial Development Corporation Limited
Transaction ID	TX:191100001226:613290925168900
Date & Time	2019-11-30T13:39:22

Below the table, there is a checkbox labeled 'I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -' which is checked. This is followed by three numbered instructions:

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of eKYC and eSign for/with MP Industrial Development Corporation Limited.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

At the bottom of the form, there is an input field labeled 'Enter OTP' with a masked value '.....' and a red eye icon. To the right of the input field are three buttons: 'Verify OTP' (highlighted with a green box), 'Cancel' (highlighted with an orange box), and 'Resend OTP' (highlighted with a blue box). Below the input field, there is a green success message: 'Success! otp sent on registered mobile/email id.' At the bottom of the form, there are two links: 'Click Here to generate Virtual ID.' and 'Download Instructions to generate Virtual ID in lieu of Aadhaar.'

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Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

Step 2.10– Work Order Approving by Approver (Department User)

Step-

1. After approver's e-signing work order application status will be changed as "Pending for Acceptance". Approver can view and download the PDF of Work Order by clicking on "Action" button.

The screenshot displays the MPDC (Madhya Pradesh Industrial Development Corporation) Work Order List interface. The top navigation bar includes the MPDC logo and user information (Ram Kumar Sharma). The main content area shows a summary of work orders: 122 Total Work Orders, 25 Total Accepted by Vendor, 40 Pending for Acceptance at Vendor, 6 Pending at Creator End, 14 Pending at Approver End, and 2 Total Rejected Work Orders. Below this is a search filter section with fields for Reference No., Work Order Type, Vendor Name, Status, and Work Order Age. The main table lists work orders with columns for Action, Status, Reference No., Organization Name, Authorized Person, Contact No., Subject, Contract Amount, Work Order Type, Work Order Age, and Approving Authority. A red box highlights the 'Action' column for a work order with status 'Pending for Vendor Acceptance'. A yellow box highlights the 'Pending for Vendor Acceptance' status. A red arrow points from the 'Action' button to the 'Download PDF' option in the dropdown menu. Another yellow box highlights the 'Download PDF' option.

Action	Status	Reference No.	Organization Name	Authorized Person	Contact No.	Subject	Contract Amount	Work Order Type	Work Order Age	Approving Authority
	Pending for Acceptance	MPIDC/769628 (20/11/2021)	Aisapact Group Of Companies	Nitin Dhote	7898171197	work order	600000	Tender Work Order	New	Ram Kumar Sharma
	Pending for Acceptance	2018/2021	Technologies And Services Private Limited	Parag Adlak	9755006500	water supply	50000	Miscellaneous Work Order	Old	Ram Kumar Sharma
	Pending for Acceptance	2018/2021	Technologies And Services Private Limited	Parag Adlak	9755006500	tea holder	10000	Miscellaneous Work Order	New	Ram Kumar Sharma

Step 2.11 – Work Order Approving by Approver (Department User)

Step-

1. Downloaded PDF of Work Order at Approver's end.

2. Now this application will be forwarded to vendor's end for acceptance or rejection.

MPIDC | Madhya Pradesh Industrial Development Corporation

MP Industrial Development Corporation Ltd
CEDMAP BHAWAN, 16-A,
Arera Hills Bhopal (Madhya Pradesh)-462011

0402062020200142

WORK ORDER

Reference Number of Work Order :
MPIDC/B/MPIDC/54321

Date:
11/02/2020

To,
test,
Prachi Enterprises,
112, Press Colony, Near KKC Convent School, Anand Nagar
Bhopal (Madhya Pradesh)

Subject : work order
Reference Number of Proposal : mpidc 11/02/2020
Account Head Name : POWER PURCHASE (AREA / UNIT) - X
Amount of Work Order (In Rupees) : 1200.00

Dear Sir,
With reference to above subject that you are interested to start the work of **work order**.

Note : The payment of the Invoice(s) shall be made in the following Account Details :

Account Holders Name	Account No	IFSC Code	Branch Name	Bank Name
testing	12345647809	BCEY0000001	HEAD OFFICE	Bank of Ceylon

You are requested to co-ordinate with the concerning Executive Engineer of the Industrial Area and complete the work as per the agreement.
(This has been issued as per approval of MD, MPIDC on 11/02/2020)

Digitally Signed by:
Name: Jagdish Narayan Tyas
Location: MPIDC Bhopal
Reason: Sign on behalf of MPIDC Bhopal
Date: Tue Feb 11 17:03:08 IST 2020



THANK YOU