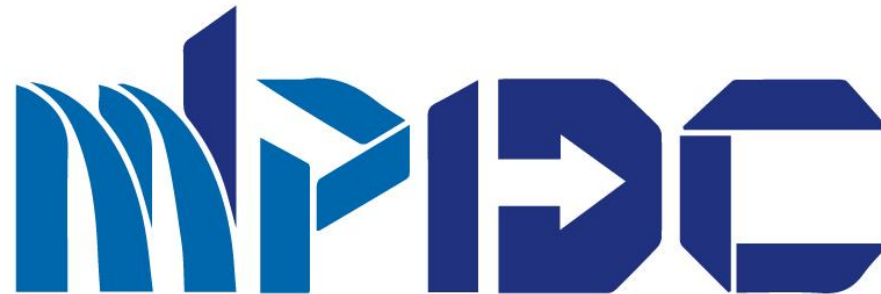# Vendor Work Order Acceptance or Rejection & Invoice Creation

Standard Operating Process (SOP) to Vendor Work Order Acceptance or Rejection & Invoice Creation

MP Industrial Development Corporation Limited

Introduction

- Madhya Pradesh Industrial Development Corporation is introducing Vendor Work Order Acceptance or Rejection & Invoice Creation Process at Vendor END .

- Here Vendor Accept or reject the Work order which is created by the Department Against the Type of work.

- If Vendor Accept the work order then Create the invoice against the work order.

- Please find the Steps to Verify the record at Investor end process.

Step 1.1 – Work Order Acceptance/Rejection (At Vendor End)

Step-

1.Vendor can login the account through their login credential.

Step 1.2 – Work Order Acceptance/Rejection (At Vendor End)

Steps-

1. Click on "Work Order" option from left menu..

Step 1.3 – Work Order Acceptance/Rejection (At Vendor End)

Steps-

1. Vendor can view the status of all work order. Now click on "View" option from "Action".

Step 1.4 – Work Order Acceptance/Rejection (At Vendor End)

Step-

1. Vendor can download the PDF of creator's and approver's end.

2. Now click on "Accept Work Order" or "Reject Work Order" button.

Creator And Approver PDF

Accept OR Reject Work Order Button

Step 1.5 – Work Order Acceptance/Rejection (At Vendor End)

Step-

1. After acceptance a success message will be display.

Step 1.6 – Work Order Acceptance/Rejection (At Vendor End)

Step-

1. Work order status will be change as "Accepted". Vendor also can view the details of work order by clicking on "View" from "Action".

Step 2.1 – Invoice Creation

Step-

1. Click on "Invoice" option from left menu..

Step 2.2– Invoice Creation

Step-

1. Click on "Add New Invoice" button.

Step 2.3 – Invoice Creation

Step-

1. Fill the all mandatory fields and then click on "Submit" button.

Step 2.4 – Invoice Creation

Step-

1. Now click on "Proceed for OTP verification" for verification through OTP.

Step 2.5 – Invoice Creation

Step-

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

Step 2.6– Invoice Creation

Step-

1. Enter OTP Number and then click on "Verify OTP".

Step 2.7– Invoice Creation

Step-

1. After OTP Verification a success message will be display.

Step 2.8– Invoice Creation

Step-

1. After OTP verification Invoice has been submitted successfully and now vendor can view the status of submitted Invoice.

Step 2.9– Invoice Creation

Step-

Downloaded PDF of Vendor Invoice.

Reference No.
REF-ANB-202002-000030

Invoice Details

CR-0000003086

Order / Bill Detail

Work Order No	MPIDC/C/2020215	**Work Order Date**	14/02/2020
Work Order Amount	50000.00	**Bill / Invoice No**	INV15022020
Bill / Invoice Date	11/02/2020	**Gross Bill / Invoice Amount**	40000.00
TS No.	5465455	**Invoice Reference No**	REF-ANB-202002-000030
Office Location	Bhopal	**Invoice Category**	Works
Invoice Status	Invoice Submitted		

Beneficiary Details

Supplier Name	Prachi Enterprises		
Bank Account Holder Name	testing	**Bank IFSC**	SBIN0016153
Bank Account No	9876543210	**Invoice Creator Name**	N.A
Invoice Creation Date	15/02/2020	**Invoice Creation Remark (if any)**	Test Field

Tax Detail

#	Tax Type		Amount	Remark
1	SGST		3600.00	N.A.
2	CGST		1000.00	N.A.
		Total Tax Amount	4600.00	

Invoice Details

Name Of Work / Service	Infra structure
Net Amount	44600.00
Net Amount (In Words)	Forty Four Thousand Six Hundred Only

We declare that this invoice shows the correct amount of the items/goods described and that all particulars are true and correct.
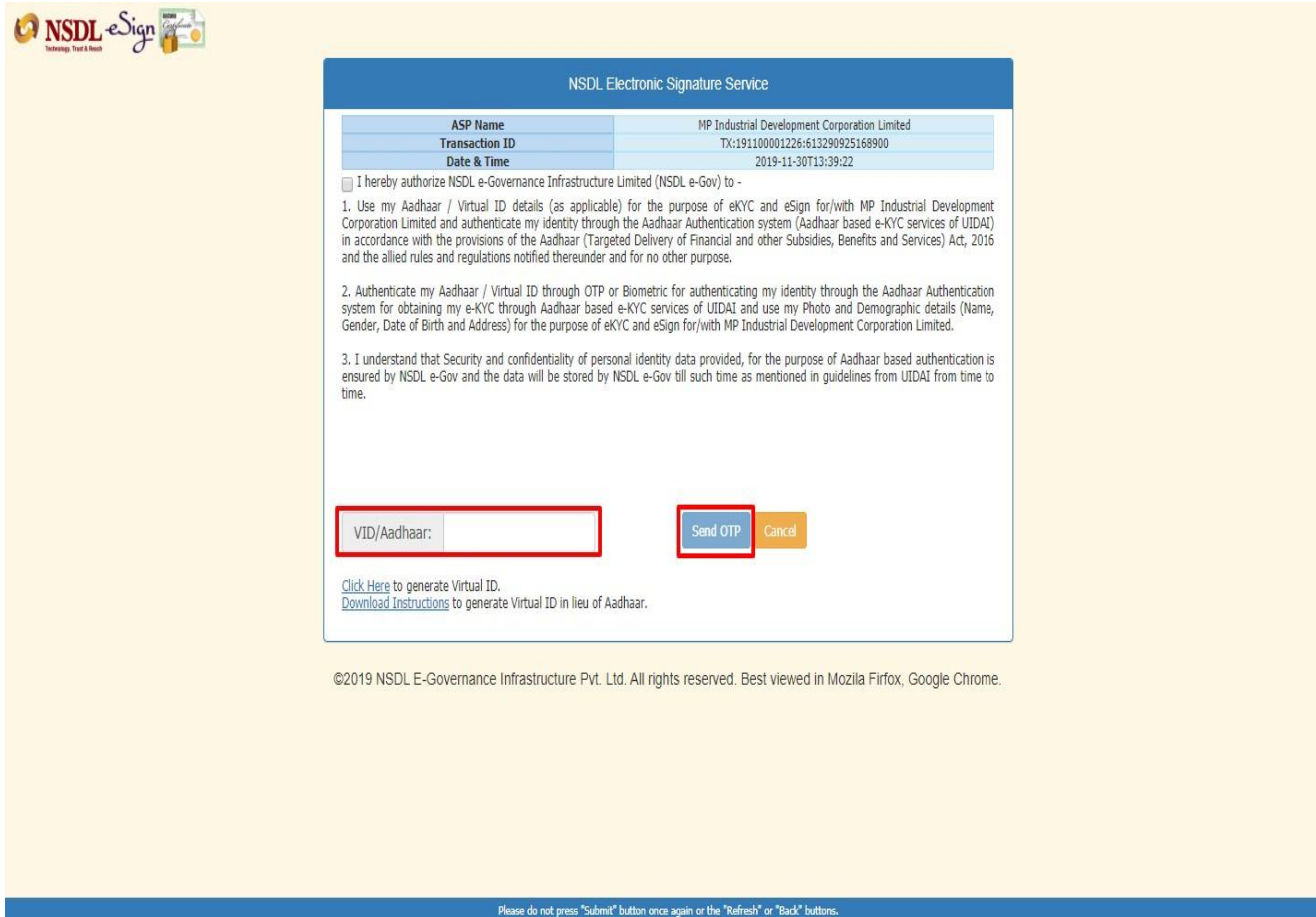
Note : This is a computer generated document, hence no signature is required.

Digitally Signed by:
Name:Prachi Kashyap MPIDC
Location:Bhopal
Reason:Sign by Vendor for Invoice
Date:Sat Feb 15 14:29:52 IST 2020

THANK YOU