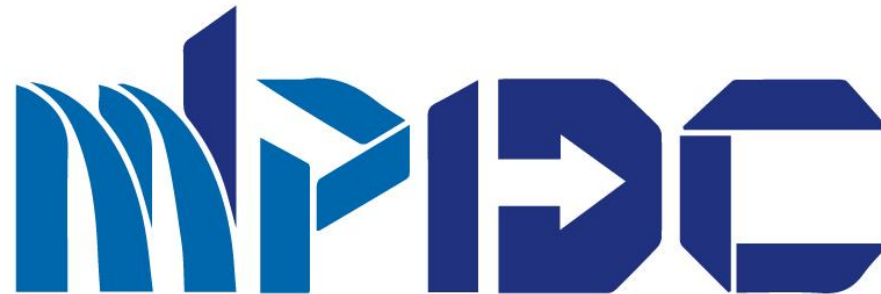


Vendor Work Order Acceptance or Rejection & Invoice Creation

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



MP Industrial Development
Corporation Limited

Introduction

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

- ❑ 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.

MPDC Madhya Pradesh Industrial Development Corporation

MAGNIFICENT MP LAND BANK APPLICATION

SIGN IN

Email ✓

Password ✓

1r2ag

[Sign In](#) [Sign Up →](#)

[Forgot Password](#) [New User? click here to Register](#)

Design & Developed by
Awzpac Technologies and Services Pvt. Ltd.

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

Steps-

1. Click on
“Work Order”
option from
left menu..

The screenshot shows the Magnificent Land Bank Application dashboard. The left sidebar menu has 'Work Orders' highlighted in pink. A red arrow points to this menu item with the text 'Click on Work Order'. The dashboard displays various statistics and an 'INBOX' table.

Dashboard Statistics:

Category	Count
Applied Applications	100
Draft Applications	12
Pending Applications	101
Approved Applications	20
Rejected Applications	0
Applied Services	0
Draft Services	0
Pending Services	0
Approved Services	0
Rejected Services	0
Total Work Order	4
Pending for Acceptance	1
Accepted Work Orders	3
Rejected Work Orders	0
Completed Work Orders	0
4 Work Order	4

INBOX Table:

Action	Status	Ageing	Application Number	Applied For	Plot No	Industrial Area
	Pending for Lease Deed Signing	30 Days Remaining	1070102011007 App. Date:19/10/2021 03:03 PM Booking Date:19/10/2021 03:06 PM	Land Booking	Plot no.160	IID Bina
	Pending for Lease Deed Signing	27 Days Remaining	1070042109006 App. Date:28/09/2021 02:25 PM Booking Date:29/09/2021 02:12 PM	Land Booking	Plot no.5	Udyoggiri Purna
		0 Days Remaining	1070042109005 App. Date:28/09/2021 02:25 PM	Land Booking	Plot no.42	Udyoggiri Purna

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".

The screenshot displays the Magnificent Land Bank Application interface. The top navigation bar includes the MPDC logo and the text "Madhya Pradesh Industrial Development Corporation". The main dashboard area shows four summary cards: "4 Total Work Orders", "1 Pending for Acceptance", "3 Accepted Work Orders", and "0 Rejected Work Orders". Below this, a "WORK ORDER List" is displayed with the filter "Pending for Acceptance". The table lists work orders with columns for Action, Status, Work Order No., Agreement Ref No., Subject, and Contract Value. The first row is highlighted with a red box around the "Pending For Acceptance" status and a red arrow pointing to the "View" icon in the Action column. A red arrow also points to the "Work Order" option in the Action dropdown menu, labeled "Action".

Action	Status	Work Order No.	Agreement Ref No.	Subject	Contract Value
	Pending For Acceptance	MPIDC/B/789628 (22/11/2021)	-----	work order	6,00,000
 Action 	Accepted	MPIDC/B/789654 (21/11/2021)	mp-122365 (21/11/2021)	work order	3,00,000
	Accepted	MPIDC/B/789630 (21/11/2021)	mp-74125 (21/11/2021)	supply	60,000
	Accepted	-----	mp-090909 (21/11/2021)	mission	3,00,000

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.

The screenshot displays the MPIDC portal interface for a Work Order. The header includes the MPIDC logo and navigation links. The main content area shows a 'WORK ORDER' form with the following details:

- Reference Number of Work Order: MPIDC/789423
- Date: 22/11/2021
- To: Aneer Group Of Companies, 8 Phase 1, Rohit Nagar Ehopal, Ehopal (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): 800000
- Dear Sir, With reference to above subject that you are instructed to start the work of work order.
- Description: drh
- Tender Work Order Details table with columns: Tender No, Date of Tender.
- Note: The payment of the Invoice(s) shall be made in the following Account Details:
- Account Holders Name, Account No, IFC Code, Branch Name, Bank Name table.
- Created By: Sheeta Jhade (Assistant Grade 1)
- Approver: Ram Kumar Sharma (Executive Director)
- Copy To: Achohne Khan (Hepar)

At the bottom of the form, there are two buttons: 'Accept Work Order' (green) and 'Reject Work Order' (red). A red arrow points to the 'Reject Work Order' button with the text 'Accept OR Reject Work Order Button'. In the top right corner, there are buttons for 'Creator PDF' and 'Approver PDF', with a red arrow pointing to them and the text 'Creator And Approver PDF'.

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

Step-

1. After acceptance a success message will be display.

The screenshot displays the MPDC Land Bank Application interface. At the top, there is a navigation bar with the MPDC logo and the text 'Madhya Pradesh Industrial Development Corporation'. Below the navigation bar, a green banner indicates 'Work Order Accepted Successfully'. A dashboard section shows four metrics: Total Work Orders (4), Pending for Acceptance (0), Accepted Work Orders (4), and Rejected Work Orders (0). A 'Click Here To Filter Records' button is located to the right of these metrics. Below the dashboard, a 'WORK ORDER List' table is visible. A modal window is open in the center of the screen, displaying a green checkmark icon and the text 'Success : Work order Number MPIDC/B/789628 has been successfully accepted.' with an 'OK' button.

Action	Status	Work Order No.	Subject	Contract Value
	Accepted	MPIDC/B/789628 (23/11/2024)	work order	6,00,000
	Accepted	MPIDC/B/789654 (23/11/2024)	work order	3,00,000
	Accepted	MPIDC/B/789630 (23/11/2024)	supply	60,000
	Accepted	---	reason	3,00,000

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”.

The screenshot displays the MPDC Land Bank Application interface. At the top, there are navigation icons and the user's name, Nitin Dhote. The main dashboard shows four key metrics: 4 Total Work Orders, 1 Pending for Acceptance, 3 Accepted Work Orders, and 0 Rejected Work Orders. Below this is a table titled 'WORK ORDER List' with columns for Action, Status, Work Order No., Agreement Ref No., Subject, and Contract Value. The first row shows a work order with status 'Accepted' and a 'View' button in the Action column. A red box highlights the 'Accepted' status, and a red arrow points to it with the text 'Status Changed'. Another red box highlights the 'View' button, and a red arrow points to it with the text 'View'. The table contains four rows of work order data.

Action	Status	Work Order No.	Agreement Ref No.	Subject	Contract Value
	Accepted	MPIDC/B/789628 (22/11/2021)	-----	work order	6,00,000
 	Accepted	MPIDC/B/789654 (21/11/2021)	mp-122365 (21/11/2021)	work order	3,00,000
 	Accepted	MPIDC/B/789630 (21/11/2021)	mp-74125 (21/11/2021)	supply	60,000
	Accepted	-----	mp-090909 (21/11/2021)	misson	3,00,000

Step 2.1 – Invoice Creation

Step-

1. Click on
“Invoice”
option from
left menu..

The screenshot shows the MPDC Land Bank Application dashboard. The left sidebar contains a menu with the following items: Super Administrator (superadmin), Profile, Notification, Dashboard, Apply for CAF, Land Bookings, Invoices, Work Orders, Land lease List, Lease Rent Bill, Water Bill List, New Water Connection, Mail Box, Expression of Interest, Bank Noc, and Change Request List. The 'Invoices' option is highlighted in blue. The main dashboard area displays several widgets: Applied Applications (100), Pending Applications (100), Approved Applications (20), Rejected Applications (0), Applied Services (0), Draft Services (0), Pending Services (0), Approved Services (0), Rejected Services (0), Total Work Order (4), Pending for Acceptance (0), Accepted Work Orders (4), Rejected Work Orders (0), Completed Work Orders (0), Paid Invoice, Unpaid Invoice, Draft Invoice, Paid Receipt, and Unpaid Receipt. A red arrow points to the 'Invoices' widget with the text 'Click on Invoice'. Below the dashboard is an 'INBOX' section with tabs for Land Bank, Work Orders, and Invoices. The 'Invoices' tab is selected, showing a table of pending lease deed signings.

Action	Status	Ageing	Application Number	Applied For	Plot No	Industrial Area
	Pending for Lease Deed Signing	30 Days Remaining	1070102011007 App. Date:18/10/2021 03:03 PM Booking Date:18/10/2021 03:06 PM	Land Booking	Plot no.160	IID Bina
	Pending for Lease Deed Signing	27 Days Remaining	1070042109006 App. Date:28/09/2021 02:25 PM Booking Date:28/09/2021 02:12 PM	Land Booking	Plot no.5	Udyogpuri Purena
		0 Days Remaining	1070042109005	Land Booking	Plot no.42	Udyogpuri Purena

Waiting for uat-app.mpdcc.co.in...

Step 2.2– Invoice Creation

Step-
1. Click on “Add New Invoice” button.

The screenshot shows the MPDC Land Bank Application dashboard. At the top right, there is a button labeled "Add New Invoice" which is highlighted with a red box and a red arrow. Below this, there are several summary cards for "Total Invoices", "Total Paid Invoices", "Total Unpaid Invoices", "Draft", and "Total Rejected". A large "Add Invoice" button is also visible. Below the summary cards is an "INVOICE LIST" table with columns for Action, Invoice Status, Invoice Ref No., Invoice No / Date, Office Location, Invoice Amount, Applicable Taxes, Total Invoice Amount, Receiving Date, Received Amount, Total Deduction, Balance Amount, Voucher Creator, and Voucher Approver. The table contains two rows of invoice data. At the bottom right, there are navigation controls for the table, including "Previous", "1", and "Next".

Dashboard / Invoices

Total Received Amount: 0 /- [Add New Invoice](#)

Add Invoice

Total Invoices: 2, Total Paid Invoices: 0, Total Unpaid Invoices: 2, Draft: 0, Total Rejected: 0

[Click Here To Filter Records](#)

INVOICE LIST

Invoice Create Date (D) [v] Your search text... [Q]

Action	Invoice Status	Invoice Ref No.	Invoice No / Date	Office Location	Invoice Amount	Applicable Taxes	Total Invoice Amount	Receiving Date	Received Amount	Total Deduction	Balance Amount	Voucher Creator	Voucher Approver
	Unpaid 21/11/2021	REF-ANB-202111-000003	mp-0909 21/11/2021	Corporate Office	2,60,000	13,000	2,73,000	---	0.0	0.0	2,73,000		
	Unpaid 13/08/2021	REF-ANB-202003-000163	121 20/03/2020	Corporate Office	2	0	2	---	0.0	0.0	2		

Showing 1 to 2 of 2 entries

Previous 1 Next

Step 2.3 – Invoice Creation

Step-

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

The screenshot displays the 'INVOICE CREATION FORM' within a web application. The interface includes a top navigation bar with 'Home' and 'Dashboard' links, and a user profile 'Prachi Kashyap'. The breadcrumb trail shows 'Dashboard / Invoices / Add Invoice'. The form is divided into several sections: 'Invoice Category' with a dropdown menu; 'Location detail' with a 'Regional Office' dropdown; 'Order / Bill Detail' containing fields for 'AS / Work order No.', 'AS Order Date', 'AS Amount', 'Bill / Invoice No.', 'Bill / Invoice Date', 'TS No', and 'Gross Bill / Invoice Amount'; 'Tax Detail' with a table for 'Tax Type', 'Amount', and 'Action'; and 'Invoice Detail' with fields for 'Net Amount to pay', 'Name Of Work / Service', and 'Creator Remark'. A 'Gross Bill / Invoice Amount Rs.' field is also present. At the bottom right, there are 'Reset Form' and 'Submit' buttons. A red arrow points to the 'Submit' button, which is highlighted by a red box. A yellow callout box at the bottom right contains the text 'Click on Submit'. The footer indicates 'Powered by Awzpaact'.

Tax Type	Amount	Action
Select Tax Type		

Net Amount to pay*
0

Name Of Work / Service
Enter Service Type you provided

Creator Remark (if any)
Enter Remark

Reset Form Submit

Click on Submit

Step 2.4 – Invoice Creation

Step-

1. Now click on “Proceed for OTP verification” for verification through OTP.

Dashboard / Invoice / Invoice Detail

REFERENCE NO : REF-ANB-202002-000027 | INVOICE NO.: 12

Invoice

INVOICE TO:
Prachi Enterprises
112, Press Colony, Near KKC Convent School
Anand Nagar
Bhopal - 482022 (Madhya Pradesh)
GSTIN: 23CFRHP3533M1Z4
Contact - 9754674274

INVOICE No.:
12
Dated: 14/02/2020
Work Order No: 1234
Work Order Date: 14/02/2020
Tender Document No.:
Invoice Ref. No.: REF-ANB-202002-000027

Work Order Details

Work Order No	Work Order Date	Work Order Amount
1234	14/02/2020	1234

Bill / Invoice No	Bill / Invoice Date	Gross Bill / Invoice Amount
12	14/02/2020	1234

TS No	Invoice Reference No	Office Location
123	REF-ANB-202002-000027	Indore

Invoice Category	Invoice Status
Works	Pending For OTP Verification

Invoice Details

Name Of Work / Service	Invoice Amount	Tax	Net Amount	Net Amount in words
na	1234.0	0.0	1234 /-	One Thousand Two Hundred Thirty Four Only

Tax Details

#	Tax Type	Amount
---	----------	--------

Bank Details

Bank Account Holder Name	Bank IFSC	Bank Account No
testing	SBIN0016153	20102506896

History

#	Action By	Action Date	Invoice Status
1	test	14/02/2020 05:16 PM	

We declare that this invoice shows the correct amount of the Items/goods described and that all particulars are true and correct.

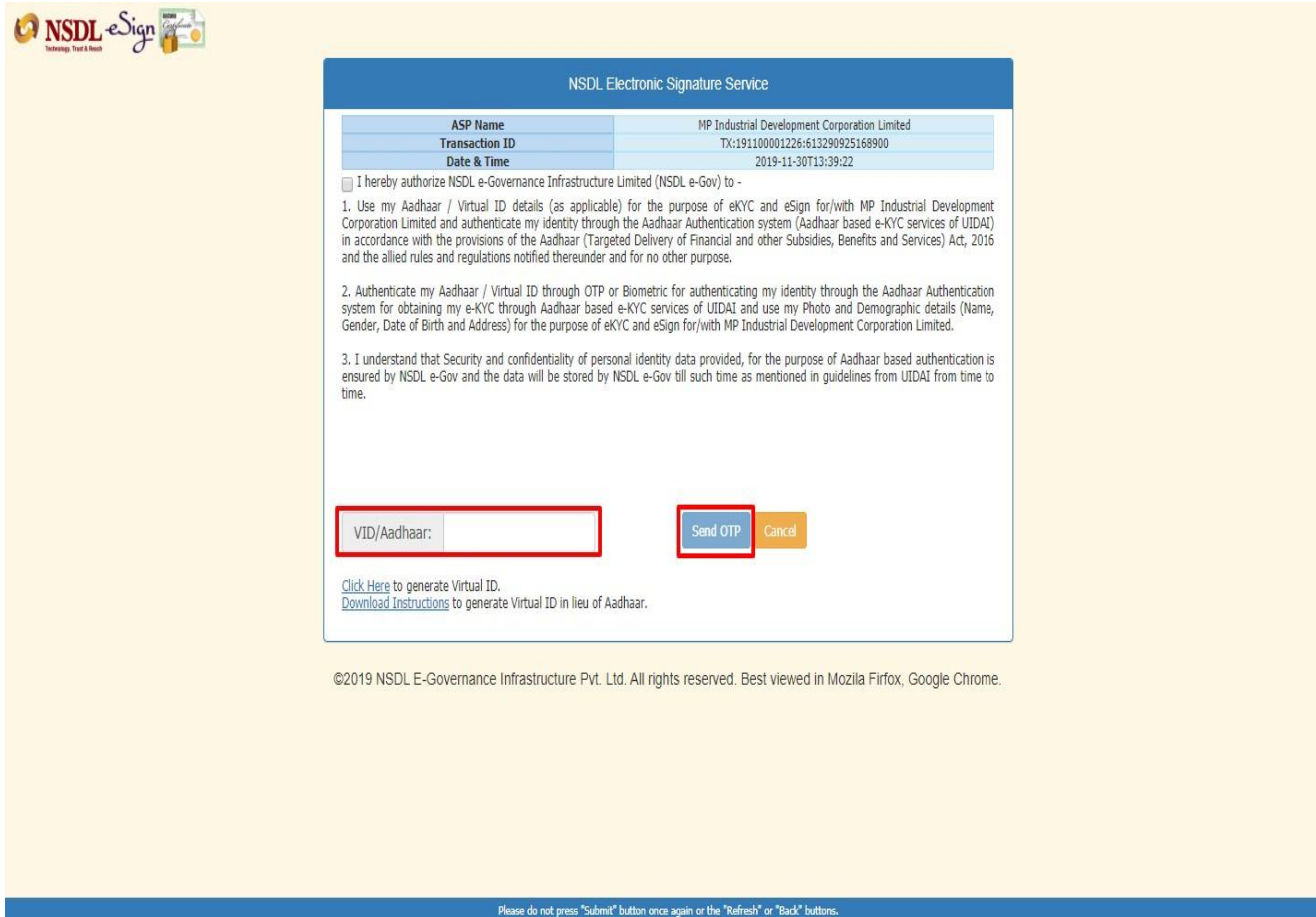
[Edit & Proceed](#) [Proceed for OTP Verification](#)

Proceed for OTP verification

Step 2.5 – Invoice Creation

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 with the tagline 'Technology. Trust & Speed'. The main header of the service is 'NSDL Electronic Signature Service'. Below this, a table provides transaction 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: I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

The interface lists three steps for authentication:

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, and a blue 'Send OTP' button with an orange 'Cancel' button next to it.

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.

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

Step 2.6– Invoice Creation

Step-

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



NSDL Electronic Signature Service

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

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.

Enter OTP

Success! otp sent on registered mobile/email id.

[Click Here](#) to generate Virtual ID.
[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 2.7– Invoice Creation

Step-

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

The screenshot displays the MPIDC Land Bank Application interface. At the top, the header includes the MPIDC logo and the text "Madhya Pradesh Industrial Development Corporation". The user's name "Nitin Chote" is visible in the top right corner. The main dashboard area shows a "Dashboard / Invoices" section with a "Total Received Amount : 0 ₹" and an "Add New Invoice" button. Below this, there are four summary cards: "3 Total Invoices", "0 Total Paid Invoices", "3 Draft", and "0 Total Rejected". A "Click Here To Filter Records" button is located to the right of these cards. A central success message overlay is displayed, featuring a green checkmark icon and the text: "Success : Invoice Number sg 885 has been Successfully Submitted against the Work Order Number MPIDC/B/789628." Below the message is an "OK" button. The "INVOICE LIST" section is visible below the overlay, showing a table with columns for Action, Invoice Status, Invoice Ref No., Invoice No / Date, Office Location, Invoice Date, Received Amount, Total Deduction, Balance Amount, Voucher Creator, and Voucher Approver. The table contains three entries. At the bottom, there is a pagination control showing "Showing 1 to 3 of 3 entries" and "Previous 1 Next".

Action	Invoice Status	Invoice Ref No.	Invoice No / Date	Office Location	Invoice Date	Received Amount	Total Deduction	Balance Amount	Voucher Creator	Voucher Approver			
	Unpaid	REF-ANB-202111-000004	sg 885 22/11/2021	Corporate Office	4,05,233	10,131	4,15,364	—	0.0	0.0	4,15,364		
	Unpaid	REF-ANB-202111-000003	mp-0909 21/11/2021	Corporate Office	2,60,000	13,000	2,73,000	—	0.0	0.0	2,73,000		
	Unpaid	REF-ANB-202003-000163	111 23/03/2020	Corporate Office	2	0	2	—	0.0	0.0	2		

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.

The screenshot displays the MPDC Land Bank Application dashboard. At the top, there are navigation icons and the MPDC logo. The main dashboard area shows five summary cards: Total Invoices (3), Total Paid Invoices (0), Total Unpaid Invoices (3), Draft (0), and Total Rejected (0). Below this is an 'INVOICE LIST' section with a filter for 'Unpaid' and a search bar. The table lists three unpaid invoices with columns for Action, Invoice Status, Invoice Ref No., Invoice No / Date, Office Location, Invoice Amount, Applicable Taxes, Total Invoice Amount, Receiving Date, Received Amount, Total Deduction, Balance Amount, Voucher Creator, and Voucher Approver. The first row is highlighted with a red box around the 'Unpaid' status.

Action	Invoice Status	Invoice Ref No.	Invoice No / Date	Office Location	Invoice Amount	Applicable Taxes	Total Invoice Amount	Receiving Date	Received Amount	Total Deduction	Balance Amount	Voucher Creator	Voucher Approver
	Unpaid 22/11/2021	REF-ANB-202111-000004	59 885 22/11/2021	Corporate Office	4,05,233	10,131	4,15,364	---	0.0	0.0	4,15,364		
	Unpaid 21/11/2021	REF-ANB-202111-000003	mp-0909 21/11/2021	Corporate Office	2,60,000	13,000	2,73,000	---	0.0	0.0	2,73,000		
	Unpaid 19/09/2021	REF-ANB-202003-000163	121 20/09/2020	Corporate Office	2	0	2	---	0.0	0.0	2		

Step 2.9– Invoice Creation

Step-

Downloaded
PDF of
Vendor
Invoice.

Reference No.
REF-ANB-202002-000030

Invoice Details



Order / Bill Detail			
Work Order No	MPIDC/IC/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.	5485455	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 Kaulgop MPIDC
Location: Bhopal
Business Sign By: Vendor for Invoice
Date: Sat Feb 15 14:29:32 IST 2020



THANK YOU