

Standard Operating Procedure for Vendor Registration

Steps for Vendor Registration –




अनुबंध

- For Vendor registration go to this URL – invest.mp.gov.in
- Click on “Registration” option.


The screenshot displays the registration interface for MPIDC. The navigation bar includes 'Home', 'Registration' (highlighted), 'Instructions', 'Contact us', and 'Login'. The main content area is divided into three sections:

- Registration:** A yellow box highlights the 'Registration' option in the navigation bar.
- Process:** A flow diagram showing five steps:
 - Vendor Basic Registration
 - Registration Form Fill
 - Accept / Reject work order
 - Generation of Invoice
 - Track Status of Invoice
- Statistics:** A dashboard showing registration metrics:
 - TOTAL REGISTRATION:** 456
 - PENDING REGISTRATION:** 142
 - TOTAL WORK ORDER:** 0
 Below these are six user category cards, all showing 0 users:
 - Users Of Total Register User: 456
 - Users of Electrical Contractor Class A1: 0
 - Users of Electrical Contractor Class A2: 0
 - Users of Electrical Contractor Class A3: 0
 - Users of Service Provider: 0
 - Users of Vendor: 0
- Graph:** A 'User Registration Graph' for vendors, showing a flat line at zero users from February 2019 to February 2020.

- Fill all the mandatory fields present in registration form and click on “Register” button.



MPIDC Madhya Pradesh Industrial Development Corporation




MAGNIFICENT MP LAND BANK APPLICATION

REGISTRATION INSTRUCTIONS

Register with MPIDC as vendor

Fill Required Details



- Select Organization Type
- Enter Firm / Company name.
- Enter the complete name of the authorized person of company.
- Enter ten digit mobile number and email id of the authorized person.
- Be careful! you will get your password after registration on the mobile number and e-mail id which you have entered.
- There is no portal fee, Registration is free of cost.

Note: The authorized person will process the company's activities. After login please update your profile to complete registration process.


View All Instructions in Details
Go to Home


Address Details

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

Contact Details

Click Register Button





Please enter above Captcha here

I hereby declare that the details furnished above are true and correct to the best of my knowledge *

Cancel

Register

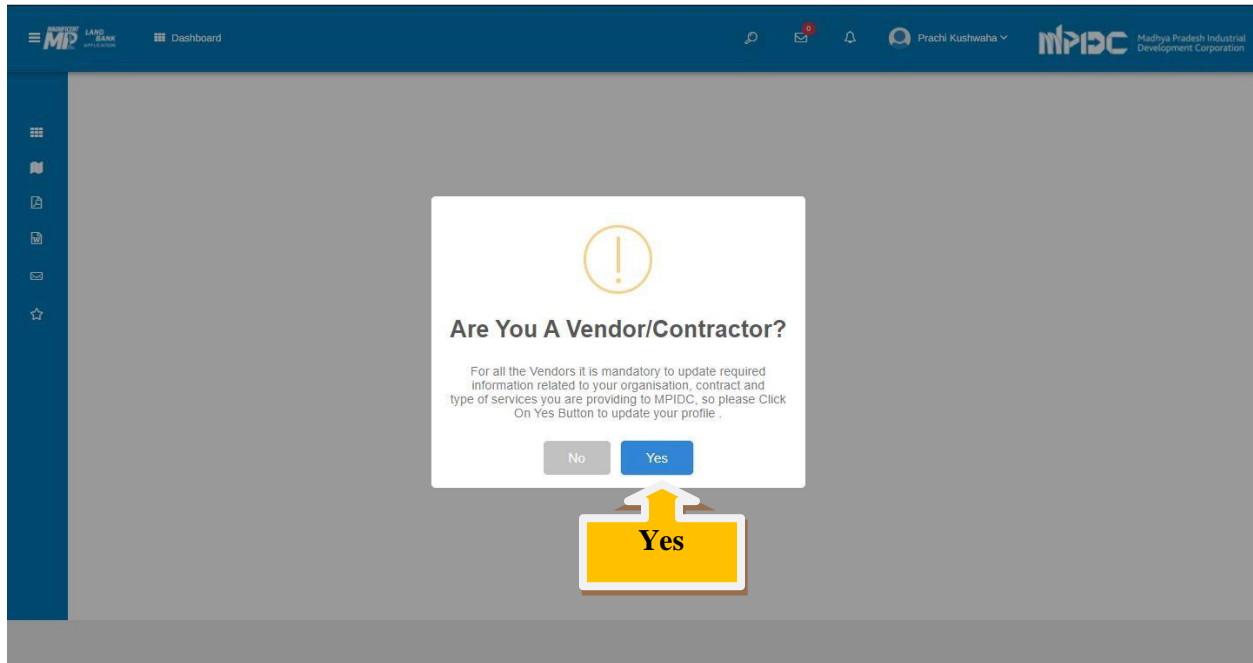
←

Already registered? click here to login

- Investor will receive the User ID and Temporary Password on Registered Mobile No. & e-Mail ID.

- After receiving the temporary password and enter, users must reset the password.

- **Please login again after resetting the password. After Login a confirmation of Vendor/Contractor registration will be display. Click on Yes as Vendor/Contractor.**



- **Registered As Vendor/Contractor -**
- **User will complete their profile with mandatory details then click on “Save & Next” button.**

MP BANK
MPDC Madhya Pradesh Industrial Development Corporation

Dashboard
Prachi Kushwaha

Company Details

Personal Details

Bank Details

Firm / Company Details

Authorized Person / Director Details

Bank Account Details

Instructions +

Firm / Company Details

Whether your organization is Categorised as MSME (Medium Small and Micro Enterprise) * No Yes

MSME Registration Number <input type="text" value="Enter MSME Registration No."/>	Type of Organization <input type="text" value="PROPRIETORSHIP"/>	Scale of Industry <input type="text" value="Scale of Industry"/>
Firm / Company Name * <input type="text" value="Prachi Services"/>	Telephone No. <input type="text" value="Enter Telephone No."/>	
Fax No <input type="text" value="Enter Fax No."/>	Firm / Company PAN No. * <input type="text" value="Enter PAN No."/>	
Firm / Company GSTIN No <input type="text" value="Enter GSTIN No."/>	Firm / Company Registration Number <input type="text" value="Enter Registration Number"/>	
Firm / Company Registration Date * <input type="text" value="Choose Registration Date"/>	Firm / Company Registration Valid till <input type="text" value="Choose Registration Validity Date"/>	

Registered Office Address

Firm / Company Full Address*

City* <input type="text" value="Enter City"/>	State * <input type="text" value="Select the state"/>
District* <input type="text" value="Select the District"/>	Pincode * <input type="text" value="Enter Pincode"/>

Correspondence Address Same as Registered Address

Firm / Company Address 1*

City* <input type="text" value="Enter City"/>	State * <input type="text" value="Select the State"/>
District* <input type="text" value="Select the District"/>	Pincode * <input type="text" value="Enter Pincode"/>

Previous

Save & Next

Save & Next

- After that a submission message will be displays on the screen.

The screenshot shows the MPIDC web portal interface. A central modal window displays a green checkmark and the text: "Firm/Company Details has been saved Successfully." with an "OK" button. The background shows the "Update Details" page with sections for "Firm / Company Details", "Authorized Person / Director Details", and "Bank Account Details". The "Authorized Person / Director Details" section is partially visible, showing fields for Name, Mobile No., and Aadhaar No. with a "Save & Next" button at the bottom right.

- Fill the all mandatory details, select the check box and click on “Save &Next” button.

The screenshot shows the MPIDC web portal interface for updating bank details. The "Firm/Company Bank Detail" section is active, featuring a search bar for IFSC codes and several mandatory input fields: Bank Name, Bank Branch, Bank Address, Account Number, Account Holder Name, Prachi Sk, and Re-enter Account Number. A checkbox is checked, and a disclaimer text is visible below it. A large yellow arrow points from a "Save & Next" button to another "Save & Next" button, which is highlighted with a red box. A "Previous" button is also visible at the bottom left.

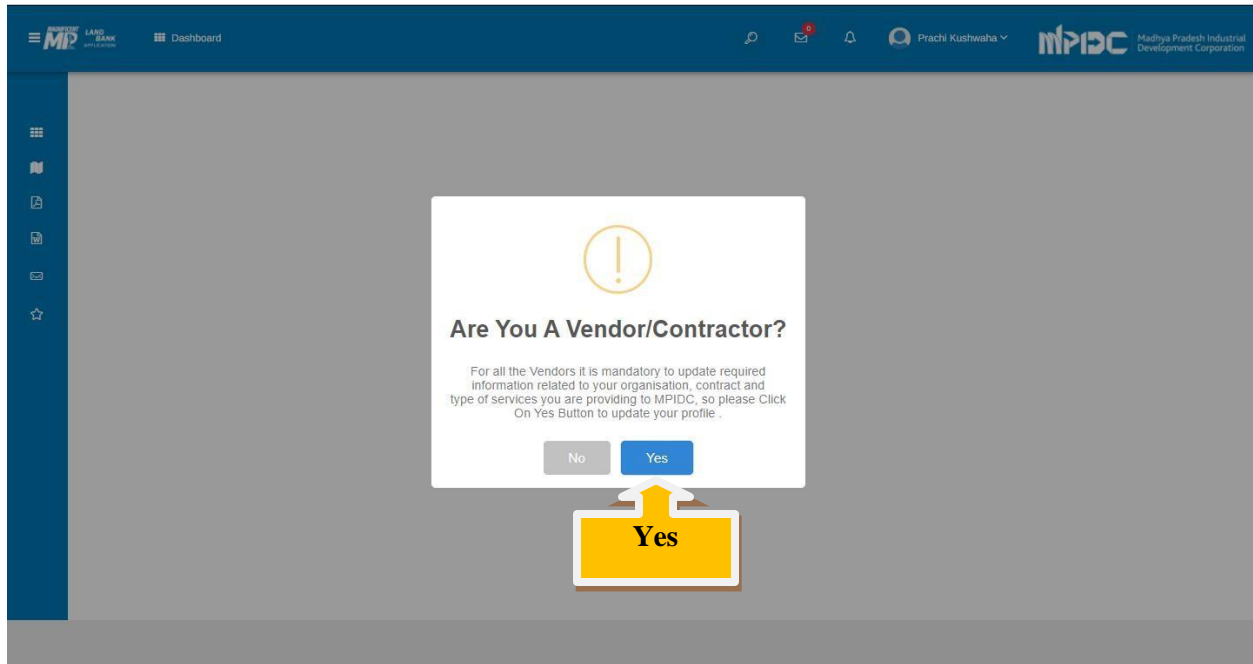
- After that a submission message will be displays on the screen.

The screenshot shows the 'Update Details' page for 'Firm/Company Bank Detail'. A white modal box with a green checkmark icon and the text 'Authorized Person Details has been save Successfully.' is centered over the form. The form fields include 'Enter Bank IFSC Code', 'Bank Name*', 'Bank Address*', 'Account Number*', 'Bank Branch*', 'Account Holder Name*', and 'Re-enter Account Number*'. The 'superadmin' user is logged in. A checkbox at the bottom states: 'I hereby certify that Bank Detail is provided by me is correct, if any mistake coating in bank detail than MPIDC will not responsible to loss of money'. Navigation buttons 'Previous' and 'Save & Next' are visible.

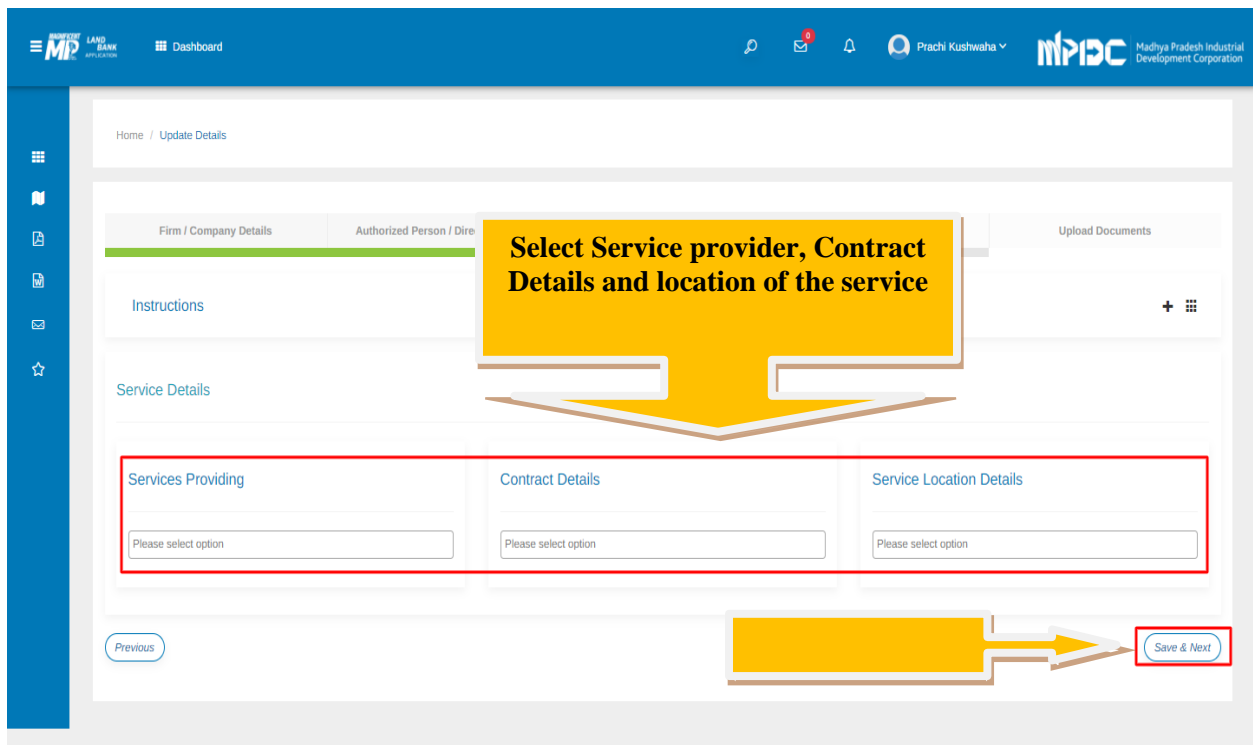
- Fill the all mandatory details, select the check box and click on “Save &Next” button.

This screenshot shows the same 'Update Details' page, but with the form fields visible. The 'Account Number*' field has a red border and a message below it: 'Please enter a valid number.' A large yellow arrow points from the bottom right towards the 'Save & Next' button, which is highlighted with a red border. The rest of the form and navigation elements are the same as in the previous screenshot.

- After that a success message will be displays. Click on “Yes” as registration with Vendor/Contractor.



- Select the service provider, contract details and location of the service and then click on “Save & Next” button.



- Enter “License details”, “Passport details” and “It Number Registration details” of the Vendor then click on “Save & Next” button.

Home / Update Details

Firm / Company Details | Authorized Person / Director Details | Bank Account Details | Service Details | Upload Documents

Instructions +

Upload Documents

Contractor License

Document Number: Enter Contractor License Doc No.

Upload Document: No file chosen

Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

Passport

Document Number: Enter Passport Doc No.

Upload Document: No file chosen

Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

Document Issued By (Office Name): Enter Document Issued By (Office Name)

IT Registration Number

Document Number: Enter IT Registration Number Doc No.

Upload Document: No file chosen

Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

Document Issued By (Office Name): Enter Document Issued By (Office Name)

- After that a success message will be displays. Click on “Yes” as registration with Vendor/Contractor.

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Success!

The details have been successfully submitted to the department for verification and after verification, you will be able to submit your invoices.



0404082021301440

Registration No - 210300001

Telephone No.	8989984227
Fax No.	1234
Firm / Company PAN No.	feppk2323a
Firm Registration number	---
Firm Registration Date	20/08/2018
Weather your organization is Categorised as MSME (Medium Small and Micro Enterprise)	NO

Address Of Registered Office

- User can download the registration PDF. Downloaded PDF of Registration.

 Madhya Pradesh Industrial Development Corporation		 0404082021301440	
Registration No - 2103000001			
Firm/Company Details			
Type of Organization	PROPRIETORSHIP		
Scale of Industry	null		
Firm / Company Name	Prachi Services		
Telephone No.	8959964227		
Fax No.	1234		
Firm / Company PAN No.	feppk2323a		
Firm Registration number	---		
Firm Registration Date	20/08/2018		
Weather your organization is Categorized as MSME (Medium Small and Micro Enterprise)	NO		
Address Of Registered Office			
Firm/Company Address	Bhopal		
City	BHOPAL	State	Madhya Pradesh
District	Bhopal	Pin Code	462046
Correspondence Office Address			
Firm/Company Address1	Bhopal		
City	BHOPAL	State	Madhya Pradesh
District	Bhopal	Pin Code	462046
Authorized Person Detail			
Name	Prachi Kushwaha	Mobile No.	8959964227
Date Of Birth	12/12/1997	Email	ps123@gmail.com
Aadhar No.	XXXX XXXX 4091		

- Downloaded PDF of Registration.

Bank Detail			
Bank Name	Bank of Baroda	Bank Branch	MANDIDEEP,RAISEN, MP
Bank IFSC Code	BARB0MANDID	Bank Account No.	1234567890
Account Holder Name	pk		

Service Details	
#	Service Name
1.	IT Services

Service Locations	
#	Location Name
1.	Bhopal

Contract Details	
#	Contract Type
1.	Non Service Contract Based

Upload Documents					
#	Document Name	Document No.	Issed Date	Expiry Date	Document Issued By (Office Name)
1.	Contractor License	2795200075147	04/03/2021	22/04/2022	NA
2.	Passport	aqqt3835N	10/03/2021	22/02/2022	RO
3.	IT Registration Number	12345	28/03/2021	21/04/2021	MPIDC
4.	Contractor License	2795200075147	04/03/2021	22/04/2022	NA
5.	Passport	aqqt3835N	10/03/2021	22/02/2022	RO
6.	IT Registration Number	12345	28/03/2021	21/04/2021	MPIDC

In case of any query or concerns

Email us On: helpdesk.mpdc@gmail.com