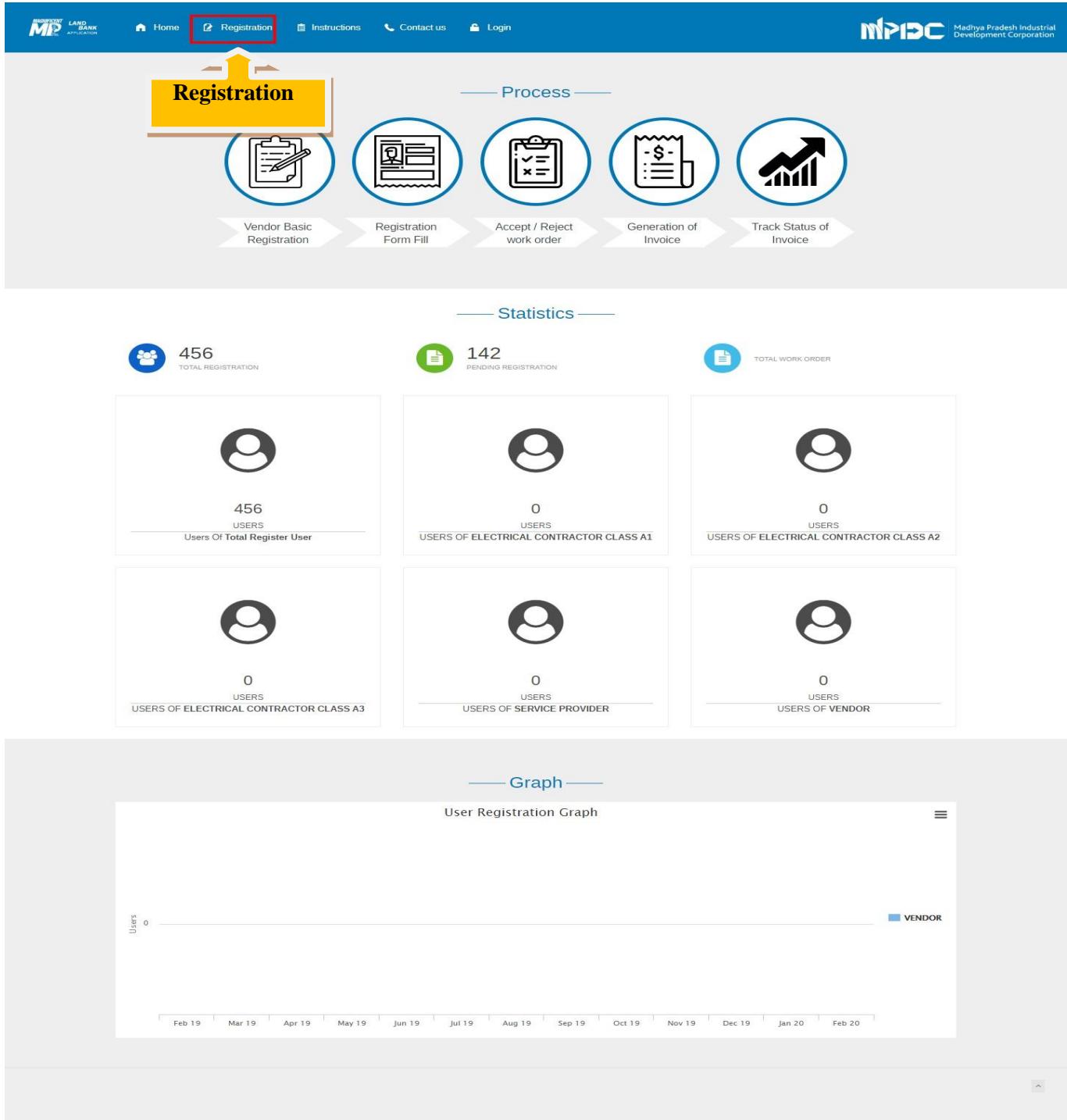


# Standard Operating Procedure for Vendor Registration

**Steps for Vendor Registration –**



- For Vendor registration go to this URL – [invest.mp.gov.in](http://invest.mp.gov.in)
- Click on “Registration” option.



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

**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,  
Aera Hills Bhopal (Madhya Pradesh)-462011

**Contact Details**

**Click Register Button**

Already registered? click here to login



### Registration

Type of Organisation \*

Choose the type of Organisation

Firm / Company Name \*

Type Firm/Company Name

Name of Owner / Authorized Person \*

Type name of authorized person

Mobile Number\*

Enter Your Mobile number

E-mail ID\*

E-mail ID

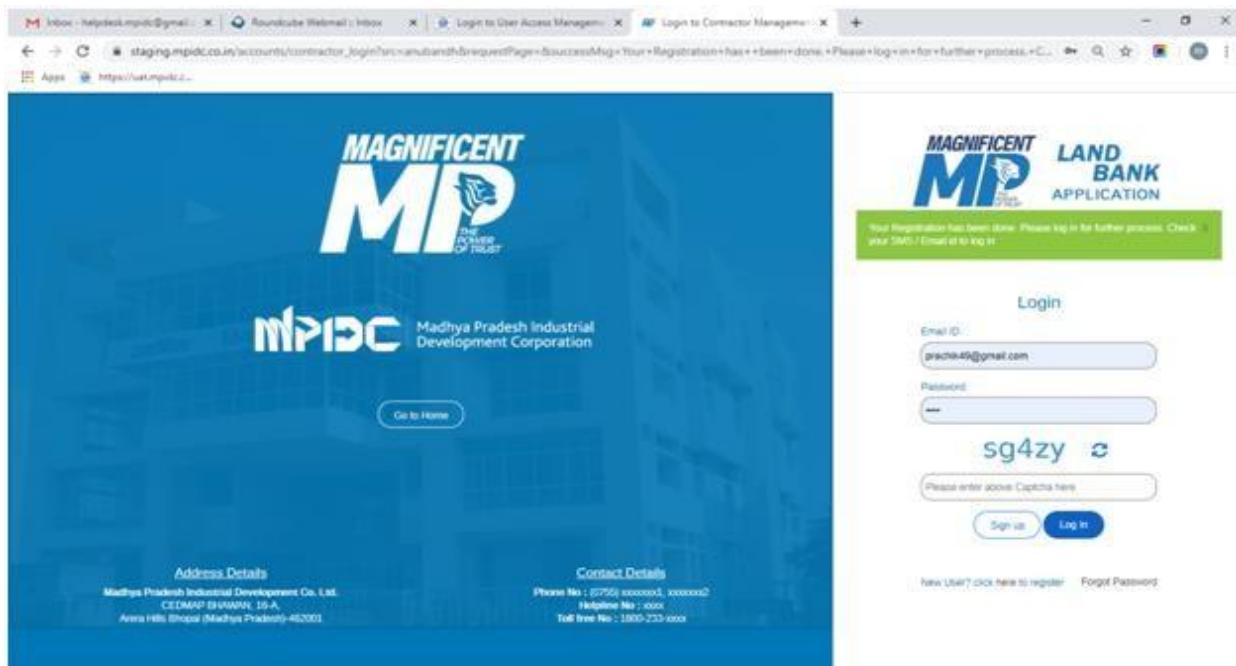
3pn8u c

Please enter above Captcha here

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

Register

- 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.

**Change Password**

Old Password  
\*\*\*\*\*

New Password  
\*\*\*\*\*

Confirm Password

**Change Password**

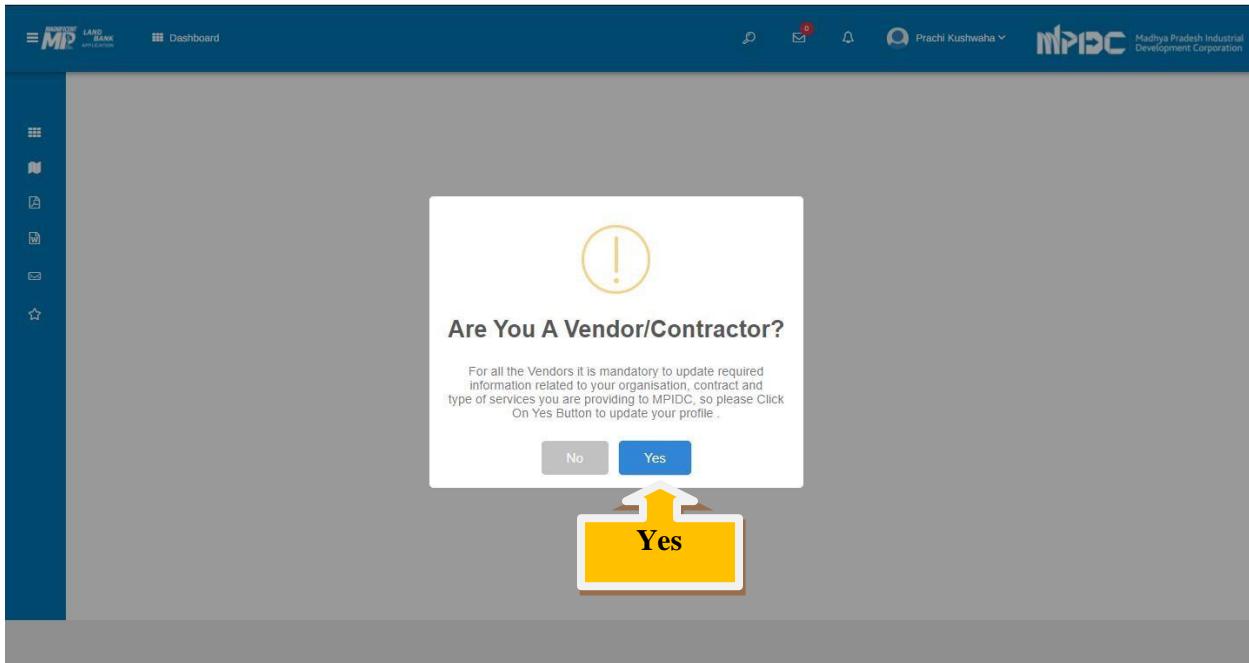
Instructions:

1. Password must be at least 8 characters and not more than 15 characters.
2. At least one uppercase should be alphabet in password.
3. Password must contain at least 1 number.
4. The first letter of the password should not be a number.
5. Password must contain at least one non-alphanumeric character.
6. The password should not contain a space.

PROCESS DESIGNED BY **MPDC** | Madhya Pradesh Industrial Development Corporation

POWERED BY **AWZPACT** TECHNOLOGIES & SERVICES Software & web services

- 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.**

The screenshot shows a web-based application interface for the MPIL Land Bank Application. The top navigation bar includes the MPIL logo, a search icon, an envelope icon with a '0' notification, a bell icon, the user name 'Prachi Kushwaha', and the MPIDC logo with the text 'Madhya Pradesh Industrial Development Corporation'. The left sidebar features icons for Home, Dashboard, and other application modules. The main content area is divided into three yellow-highlighted sections: 'Company Details', 'Personal Details', and 'Bank Details'. The 'Company Details' section contains fields for MSME Registration Number, Firm / Company Name (Prachi Services), Fax No., Firm / Company GSTIN No., Firm / Company Registration Date, and Firm / Company Address. The 'Personal Details' section contains fields for Type of Organization (PROPRIETORSHIP), Scale of Industry, Telephone No., Firm / Company PAN No., Firm / Company Registration Number, and Firm / Company Registration Valid till. The 'Bank Details' section contains fields for Enter Pincode and Select the District. At the bottom right, a large yellow button labeled 'Save & Next' is highlighted with a red border, and a smaller button labeled 'Save & Next' is located to its right.

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

The screenshot shows the MPIDC portal's 'Update Details' page. The 'Firm / Company Details' tab is active. A central modal window displays a green checkmark icon and the text 'Firm/Company Details has been saved Successfully.' Below the modal, there is a note: '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.' At the bottom right of the page, there are 'Save & Next' and 'Save & Print' buttons.

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

The screenshot shows the 'Update Details' page with the 'Bank Account Details' tab active. It includes fields for Bank Name, Bank Branch, Account Holder Name, and Re-enter Account Number. A checkbox at the bottom left 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.' The 'Save & Next' button is highlighted with a yellow arrow pointing to it, and another red box highlights the 'Save & Next' button at the bottom right of the page.

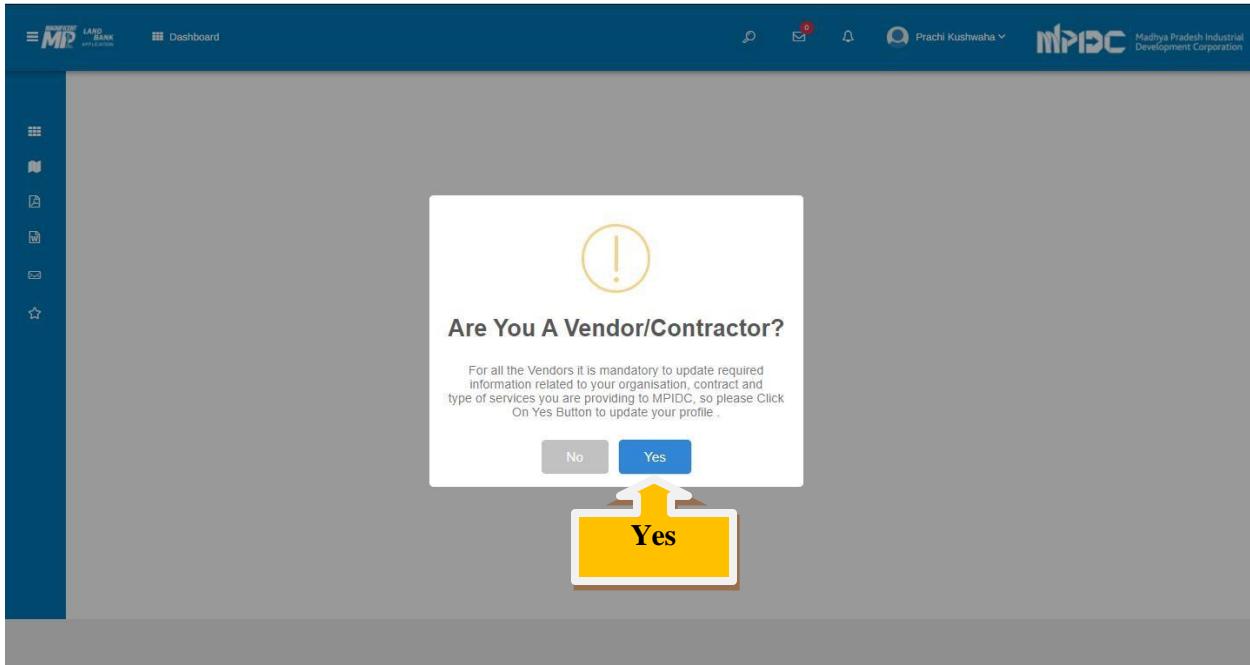
- After that a submission message will be displays on the screen.

The screenshot shows a web application interface for 'MP LAND BANK APPLICATION'. The main page has tabs for 'Firm / Company Details', 'Authorized Person / Director Details', and 'Bank Account Details'. A central 'Instructions' section contains a sub-section titled 'Firm/Company Bank Detail'. On the right side of the page, there is a user session information block showing 'superadmin' and a 'Re-enter Account Number\*' field. A modal window is displayed in the center, featuring a green checkmark icon and the text 'Authorized Person Details has been save Successfully.' with an 'OK' button. At the bottom of the page, there is a checkbox for accepting terms and conditions, followed by 'Previous' and 'Save & Next' buttons.

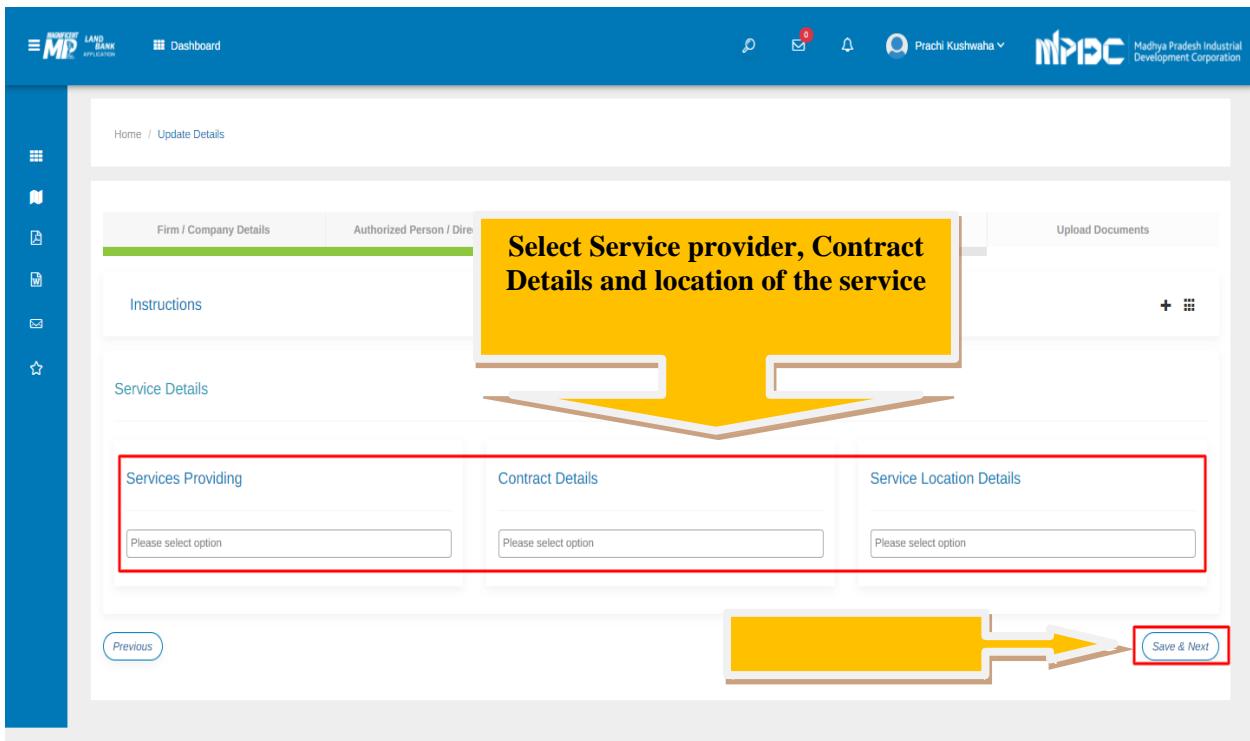
- Fill the all mandatory details, select the check box and click on “Save &Next” button.

The screenshot shows the same web application interface as the previous one. The 'Firm / Company Details' tab is active. In the 'Firm/Company Bank Detail' section, the 'Account Number\*' field is highlighted in red, indicating an error. A validation message 'Please enter a valid number.' is displayed below the field. The 'Save & Next' button at the bottom right of the page is also highlighted with a red border, indicating it is the next step to take.

- 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: Choose File (No file chosen)    Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

**Passport**

Document Number: Enter Passport Doc No.    Upload Document: Choose File (No file chosen)    Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

**IT Registration Number**

Document Number: Enter IT Registration Number Doc No.    Upload Document: Choose File (No file chosen)    Issued Date: Select Issued Date

Expiry Date: Select Expiry Date

Previous    Save & Next    Save & Next (highlighted with a red box)

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

tzPWL67HcgEpkjSI3WMwEUoC0IawhC3EcfnWmJSE2f9EW...

Success!

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

OK

Barcode: 0404082021301440  
Registration No - 2103000001

Telephone No.	0959984227
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 Categorised 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.

<b>Bank Detail</b>					
Bank Name	Bank of Baroda	Bank Branch	MANDI DEEP, RAISEN, MP		
Bank IFSC Code	BARB0MANDID	Bank Account No.	1234567890		
Account Holder Name	pk				

<b>Service Details</b>					
#	Service Name				
1.	IT Services				

<b>Service Locations</b>					
#	Location Name				
1.	Bhopal				

<b>Contract Details</b>					
#	Contract Type				
1.	Non Service Contract Based				

<b>Upload Documents</b>					
#	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	aqqpt3835N	10/03/2021	22/02/2022	RO
3.	IT Registration Number	12345	28/03/2021	21/04/2021	MPI DC
4.	Contractor License	2795200075147	04/03/2021	22/04/2022	NA
5.	Passport	aqqpt3835N	10/03/2021	22/02/2022	RO
6.	IT Registration Number	12345	28/03/2021	21/04/2021	MPI DC

**In case of any query or concerns**

**Email us On: [helpdesk.mpidc@gmail.com](mailto:helpdesk.mpidc@gmail.com)**