



Uttar Pradesh Medical Supplies Corporation Limited

उत्तर प्रदेश मेडिकल सप्लाइज कॉर्पोरेशन लिमिटेड

(A Government of Uttar Pradesh Undertaking)

UPMSCL/DRUGS/06/३२०

Date : २५/06/2025

Office Order

In pursuit of our commitment to ensuring timely and transparent processing of supplier payments, and to further align operational procedures with the terms and conditions of the tender, the following revised workflow regarding the generation of the **Invoice Forwarding Note (IFN)** is hereby notified for the information and compliance of all concerned suppliers.

This revised process shall supersede all previously issued instructions/orders regarding the generation of IFN.

The IFN shall be permitted to be generated through the **DVDMS portal using the seller's dashboard**, only under any of the following circumstances:


1. **Upon full completion (100%) of provisional receipt** of the contracted quantity mentioned in the respective purchase order.
2. If the supplier has supplied **more than 90% but less than 100% of the contracted quantity** and wishes to discontinue further supplies under the said order, the supplier may **voluntarily initiate closure of the purchase order** through the DVDMS portal (using their seller dashboard) by confirming that **no further supplies will be made**.
3. If the supplier has delivered **less than 90% of the ordered quantity**, then the IFN shall be allowed to be generated **only after the lapse of 120 days** from the date of issuance of the purchase order, as per the payment terms mentioned in the tender.
4. In case the **purchase order is auto-cancelled by the system**, the IFN may be generated accordingly for the proportionate supplies already made.

Once the Invoice Forwarding Note is generated under any of the above conditions, **no further receipt of materials shall be allowed** by the consignee against the same purchase order. Suppliers are therefore advised to ensure that the IFN is generated only after confirming completion of intended supplies.

Additionally, it is clarified that **no request for extension of the purchase order shall be entertained** after the IFN has been generated.

This revised workflow shall come into effect from **July 1, 2025**. From the effective date onward, **only those payment-related documents that are submitted along with a system-generated IFN (as per the revised criteria)** shall be accepted for processing at UPMSCL.

All suppliers are requested to take note of the above changes and ensure strict adherence to the revised procedure to avoid any delays or rejection in the processing of payment claims.


Managing Director