Internal memo no. 903/26 - purchase division Date: 19.08.2019

Subject: Hiring delivery vans

Internal memo no. 903/21 – Transportation charges was issued in purchase division for standardising rates for delivery vans/LCVs, etc. Several websites offering services of delivery vans/trucks are now up and running in Hyderabad. They are aggregators like OLA & UBER. Attempt must be made to use these services instead of paying local service providers in cash.

One service provider is [www.porter.in](http://www.porter.in). Use this service till other service providers are found to be suitable. Employees will have to create a Paytm account in their name. Transfer to Paytm account can be made through Happay card/YES Bank Expense card. Reimbursement process will be through Happay card/YES Bank Expense card.

Comments & suggestions are most welcome.

Soham Modi.