

Intl Memo no. 912/118 - Construction

Date: 06-06-2020

Subject: DCs for invoices where material received.

All materials received at site which has been ordered by purchase division by way of a PO/WO must be accompanied by a DC (delivery challan), preferably in original (copy can be accepted). Do not accept material unless exemption is taken or given by purchase managers in writing (that is through email or viber). This is to be strictly followed.

In case of transit sale where a intermediate vendor sending material directly from a manufacturer to our site, DC of manufacturer in favour of the vendor can be accepted.

In case original invoices are sent to site they too must be sent to purchase division within one working day.

Soham Modi.