

Subject: Delivery challans – standard operating procedure.

Keywords: Delivery challan, DC.

Several DCs are being lost in transit. Therefore, the following procedures to be adopted from Friday 18th June, 2021.

Sites are required to send scanned copy of inward register +scanned copies of DCs on a daily basis to purchase division.

All DCs must be scanned and sent to purchase within one working day.

Along with weekly vouchers a printout of inward along with original DCs to be sent to HO (every Friday or Saturday).

In case vendors send original invoices to site then site must send scanned copy to purchase along with DCs and send the original to HO along with original DCs.

Accountants shall collate original bills and DCs to the advice for payment to supplier before making payments to the supplier.

Purchase to process advice for payment to supplier based on scanned copies. This is to be strictly implemented.

Soham Modi