

Vessel : RIPLEY PROSPERITY

PO # : PRO-23-5101-A1

DATE : 03-Dec-2023

Ship Req# :

Acct. Code : 5700 Agency Fee

## Purchase Order



**Vendor :** GAC North America – Shipping

**Port :**

**Contact :**

**Email :** craig.wear@gac.com

**Maker Name & Address :**

**Equipment :**

**Model/Type :**

**Serial No :**

**BuiltYear :**

Item No.	Part No.	Drawing No.	Code No.	Order Qty	Unit	Unit Price	Total Price (Local Curr)
1	Transportation Services -Crew Change						.
R-211				1	UNIT	700.00	700.00
2	Estimated Spares Clearance						.
R-212				1	UNIT	250.00	250.00
3	Estimated Spares Delivery						.
R-213				1	UNIT	500.00	500.00
4	Spares Handling Per AWB						.
R-214				1	UNIT	75.00	75.00
5	Estimated Launch Hire						.
R-215				1	UNIT	2,500.00	2,500.00
6	Courier Handling Fee Per AWB						.
R-216				1	UNIT	75.00	75.00
7	Agency Fee						.
R-217				1	UNIT	1,500.00	1,500.00
8	Crew Handling						.
R-218				1	UNIT	100.00	100.00

Vendor Ref :

**Delivery Info**

Port :

Date :

**Local**

**Currency**

USD

Item(s) Total :

5,700.00

Est Shpg & Hdng :

0.00

Discount :

0.00

Total Amount (LC) :

5,700.00

**GENERAL GUIDELINES**

- ☐ All Purchase Orders issued through **Panbulk Shipping DMCC** Unit 1607, JBC 5, Cluster-W, Jumeirah Lake Towers, PO Box – 28773, Dubai UAE E Manager System are considered approved and binding.
- ☐ On receipt of a Purchase Order the VENDOR is expected to revert with an order acceptance within 24 hours.
- ☐ If no order acceptance is received, **Panbulk Shipping DMCC** Unit 1607, JBC 5, Cluster-W, Jumeirah Lake Towers, PO Box – 28773, Dubai UAE has every right to cancel the order without notice.
- ☐ In case a replacement or alternative product is quoted or supplied, appropriate comment must be inserted against the individual item justifying the brand or change in product.
- ☐ Top quality products and services are expected for every Purchase Order
- ☐ Any additional cost will only be paid if prior approval has been sought and agreed with **Panbulk Shipping DMCC** Unit 1607, JBC 5, Cluster-W, Jumeirah Lake Towers, PO Box – 28773, Dubai UAE
- ☐ For all repair works, quotations must be provided promptly, taking into consideration the labour cost, spares cost, logistics' cost.
- ☐ All expected spare parts may be quoted as additional line items.
- ☐ MSDS must be provided for supply of chemicals, paints, and any items where relevant.
- ☐ As soon as a supply is completed/ready, a follow up communication with the concerned purchase staff is expected .
- ☐ Vessel's acknowledgement of receipt of goods as per Delivery Order is subject to final checking by vessel .

**INVOICING**

Panbulk Marine Services Pvt. Ltd prefers E-INVOICE over conventional Paper Invoice.

(E-INVOICE is defined as a scanned image of the Invoice document in PDF FORMAT , transmitted via e-mail)

Following are some guidelines for submitting E-INVOICE

- ☐ PLEASE SEND E-INVOICE OR SCANNED COPY OF THE INVOICE TO THE ID **invoicing@panbulk.co.in** FOR PROMPT PAYMENT.
- THE E MAIL SUBJECT SHOULD HAVE THE (See Purchase order for details) 1. VESSEL NAME, 2. PURCHASE ORDER NUMBER AND 3. INVOICE NUMBER. FAILURE TO COMPLY ON ABOVE MAY CONSIDERABLY DELAY PAYMENTS.
- ☐ **For payment related enquiries, directly write to** **acc.marine@panbulk.co.in**
- ☐ Each attached file as E-Invoice, should be named and it's name should start with invoice number .
- ☐ File size should not exceed 3 MB and the attachments should NOT be zipped .
- ☐ Invoice payment may be rejected if PURCHASE ORDER NO. is not quoted on the E-Invoice
- ☐ E-Invoices related to repairs or services should have a work done report duly signed and stamped by the vessel and attached.
- ☐ Copies of certificate must be attached with the E-Invoice for jobs and products that require a Certificate.
- ☐ Original certificate to be sent by mail.
- ☐ Banking details of the invoice must be same as registered with **Panbulk Shipping DMCC** Unit 1607, JBC 5, Cluster-W, Jumeirah Lake Towers, PO Box – 28773, Dubai UAE.. Any change in Bank details must be informed and registered with **Panbulk Shipping DMCC** Unit 1607, JBC 5, Cluster-W, Jumeirah Lake Towers, PO Box – 28773, Dubai UAE. prior sending the invoice.
- ☐ Queries related to E-INVOICE must be addressed only the concerned purchaser/ account staff's email as email content sent to **invoicing@panbulk.co.in** will not be read.

**PAYMENT TERMS**

- ☐ Payment term is 60 days or as agreed from the date of receipt at Panbulk Marine Services Pvt. Ltd. Office
- ☐ Invoice and/or corresponding documents must indicate full banking details for payment.
- ☐ Beneficiary must be the company name and payment cannot be made in personal name.
- ☐ Invoices submitted without PURCHASE ORDER will be rejected.
- ☐ No invoice should come without our purchase order number.
- ☐ VENDOR should raise/send only one invoice for Single Purchase Order.
- ☐ Invoices reflecting a different currency than what was quoted will be delayed or rejected .
- ☐ All invoices must be the company to whom the purchase order was issued. Payment cannot be made to alternative company.