



SR #	Item Description	Order Qty	Unit	Unit Price	Total Price (Local Curr)
<p><b>GENERAL GUIDELINES</b></p> <p><input type="checkbox"/> All Purchase Orders issued through <b>Ripley Pioneer India IFSC Pvt. Ltd</b> Co-working Unit No-01,Office No-02, Desk No-06,Wing-1, GIFT Aspire-2,Block-12, Road-1C, Zone-1,GIFT City Gandhinagar, Gandhinagar, Gujarat 382355 GSTIN: 24AANCR0918E1ZJ eMANAGER System are considered approved and binding.</p> <p><input type="checkbox"/> On receipt of a Purchase Order the VENDOR is expected to revert with an order acceptance within 24 hours.</p> <p><input type="checkbox"/> If no order acceptance is received, <b>Ripley Pioneer India IFSC Pvt. Ltd</b> Co-working Unit No-01,Office No-02, Desk No-06,Wing-1, GIFT Aspire-2,Block-12, Road-1C, Zone-1,GIFT City Gandhinagar, Gandhinagar, Gujarat 382355 GSTIN: 24AANCR0918E1ZJ has every right to cancel the order without notice.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Top quality products and services are expected for every Purchase Order</p> <p><input type="checkbox"/> Any additional cost will only be paid if prior approval has been sought and agreed with <b>Ripley Pioneer India IFSC Pvt. Ltd</b> Co-working Unit No-01,Office No-02, Desk No-06,Wing-1, GIFT Aspire-2,Block-12, Road-1C, Zone-1,GIFT City Gandhinagar, Gandhinagar, Gujarat 382355 GSTIN: 24AANCR0918E1ZJ</p> <p><input type="checkbox"/> For all repair works, quotations must be provided promptly, taking into consideration the labour cost, spares cost, logistics' cost.</p> <p><input type="checkbox"/> All expected spare parts may be quoted as additional line items.</p> <p><input type="checkbox"/> MSDS must be provided for supply of chemicals, paints, and any items where relevant.</p> <p><input type="checkbox"/> As soon as a supply is completed/ready, a follow up communication with the concerned purchase staff is expected .</p> <p><input type="checkbox"/> Vessel's acknowledgement of receipt of goods as per Delivery Order is subject to final checking by vessel .</p> <p><b>INVOICING</b></p> <p>Panbulk 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</p> <p><input type="checkbox"/> PLEASE SEND E-INVOICE OR SCANNED COPY OF THE INVOICE TO THE ID <a href="mailto:invoicing@panbulk.co.in">invoicing@panbulk.co.in</a> 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.</p> <p><input type="checkbox"/> <b>For payment related enquiries, directly write to</b> <a href="mailto:acc.marine@panbulk.co.in">acc.marine@panbulk.co.in</a></p> <p><input type="checkbox"/> Each attached file as E-Invoice, should be named and it's name should start with invoice number .</p> <p><input type="checkbox"/> File size should not exceed 3 MB and the attachments should NOT be zipped .</p> <p><input type="checkbox"/> Invoice payment may be rejected if PURCHASE ORDER NO. is not quoted on the E-Invoice</p> <p><input type="checkbox"/> E-Invoices related to repairs or services should have a work done report duly signed and stamped by the vessel and attached.</p> <p><input type="checkbox"/> Copies of certificate must be attached with the E-Invoice for jobs and products that require a Certificate.</p> <p><input type="checkbox"/> Original certificate to be sent by mail.</p> <p><input type="checkbox"/> Banking details of the invoice must be same as registered with <b>Ripley Pioneer India IFSC Pvt. Ltd</b> Co-working Unit No-01,Office No-02, Desk No-06,Wing-1, GIFT Aspire-2,Block-12, Road-1C, Zone-1,GIFT City Gandhinagar, Gandhinagar, Gujarat 382355 GSTIN: 24AANCR0918E1ZJ .. Any change in Bank details must be informed and registered with <b>Ripley Pioneer India IFSC Pvt. Ltd</b> Co-working Unit No-01,Office No-02, Desk No-06,Wing-1, GIFT Aspire-2,Block-12, Road-1C, Zone-1,GIFT City Gandhinagar, Gandhinagar, Gujarat 382355 GSTIN: 24AANCR0918E1ZJ . prior sending the invoice.</p> <p><input type="checkbox"/> Queries related to E-INVOICE must be addressed only the concerned purchaser/ account staff's email as email content sent to <a href="mailto:invoicing@panbulk.co.in">invoicing@panbulk.co.in</a> will not be read.</p> <p><b>PAYMENT TERMS</b></p> <p><input type="checkbox"/> Payment term is 60 days or as agreed from the date of receipt at Panbulk Office</p> <p><input type="checkbox"/> Invoice and/or corresponding documents must indicate full banking details for payment.</p> <p><input type="checkbox"/> Beneficiary must be the company name and payment cannot be made in personal name.</p> <p><input type="checkbox"/> Invoices submitted without PURCHASE ORDER will be rejected.</p> <p><input type="checkbox"/> No invoice should come without our purchase order number.</p> <p><input type="checkbox"/> VENDOR should raise/send only one invoice for Single Purchase Order.</p>					