

Vessel : RIPLEY PROSPERITY

PO # : PRO-23-5112-A1

DATE : 06-Dec-2023

Ship Req# :

Acct. Code : 5106 Crew Wages-Union Fee/PF

Purchase Order



Vendor : International Maritime Employers` Council Limited

Port :

Contact :

Email : rania.small@imec.org.uk

Maker Name & Address :

Equipment :

Model/Type :

Serial No :

BuiltYear :

1	Membership contribution - IMEC For the period December 2023-Entrance Fee (one time only upon acceptance)						
R-933				1	UNIT	6,312.50	6,312.50

Vendor Ref :

Delivery Info

Port :

Date :

**Local
Currency**

GBP

Item(s) Total : 6,312.50

Est Shpg & Hdng : 0.00

Discount : 0.00

Total Amount (LC) : 6,312.50

Vendor Comments :

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.