

Vessel : RIPLEY PROGRESS

PO # : PRG-23-5090-B1

DATE : 30-Oct-2023

Ship Req# :

Acct. Code : 5708 PMS & Software

Purchase Order



Vendor : AARUTHRA MARITIME EDUCATIONAL AND TRAINING

Port : Hazira

Contact :

Email : asingh@energiosolutions.com

Maker Name & Address :

Equipment :

Model/Type :

Serial No :

BuiltYear :

1	Bank Charges						.
R-683				1	UNIT	525.00	525.00

Vendor Ref : TEST123

Vendor Comments :

Delivery Info

Port : Hazira

Date : 31-Oct-2023

Local

Currency

SGD

Item(s) Total : 525.00

Est Shpg & Hdng : 80.00

Discount : 26.25

Total Amount (LC) : 578.75

GENERAL GUIDELINES

- ☐ All Purchase Orders issued through **Panbulk Shipping India IFSC Pvt. Ltd** UNIT NO.GB-27, SEAT 1-4, PRAGYA ACCELERATOR, ROAD NO.11, BLOCK 15 T ZONE 1, GIFT-MULTISERVICES-SEZ, GIFT CITY, Palaj, Gandhinagar, Gujarat-382355 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 India IFSC Pvt. Ltd** UNIT NO.GB-27, SEAT 1-4, PRAGYA ACCELERATOR, ROAD NO.11, BLOCK 15 T ZONE 1, GIFT-MULTISERVICES-SEZ, GIFT CITY, Palaj, Gandhinagar, Gujarat-382355 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 anticipated supply delays must be informed to Panbulk Marine Services Pvt. Ltd promptly to update our system and to take appropriate steps.
- ☐ Any additional cost will only be paid if prior approval has been sought and agreed with Panbulk Marine Services Pvt. Ltd
- ☐ All incidental costs, should be estimated and provided at the time of quotation, it will be paid on actual with supporting provided.
- ☐ 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 .
- ☐ Products that have shelf life should clearly indicate date of manufacture and date of expiry in comment section.
- ☐ In case of partial supply, all effort must be made by VENDOR to consolidate delivery of all the approved supplies cost effectively .
- ☐ Supply/Service quality and performance will be monitored closely every call and all further business will solely depend on quality, cost, integrity and vessel feedback.
- ☐ 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 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
- ☐ If you send paper invoice provide us with 3 sets of the invoices - the 1st set to be stamped 'ORIGINAL', second set to be stamped 'COPY 1' and third set to be stamped 'COPY 2'. Failure to send 3 sets may result in delay or non- payment of the invoice.
- ☐ All E-INVOICES must be submitted with the Delivery Order attached as a single file for each invoice, i.e. if there are 5 invoices with 6 Delivery Orders and if 1 of the invoices contains 2 Delivery orders, there should be 5 attachments only..
- ☐ Multiple E INVOICES may be included in a single mail but each E-Invoice attachment must refer to only one vessel.
- ☐ Each attached file as E-Invoice, should be named and its 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 India IFSC Pvt. Ltd** UNIT NO.GB-27, SEAT 1-4, PRAGYA ACCELERATOR, ROAD NO.11, BLOCK 15 T ZONE 1, GIFT-MULTISERVICES-SEZ, GIFT CITY, Palaj, Gandhinagar, Gujarat-382355.. Any change in Bank details must be informed and registered with **Panbulk Shipping India IFSC Pvt. Ltd** UNIT NO.GB-27, SEAT 1-4, PRAGYA ACCELERATOR, ROAD NO.11, BLOCK 15 T ZONE 1, GIFT-MULTISERVICES-SEZ, GIFT CITY, Palaj, Gandhinagar, Gujarat-382355. prior sending the invoice.
- ☐ Separate E- invoices are expected for every purchase Order.
- ☐ Where VENDOR requires to generate several invoices for single purchase order, VENDOR must request Panbulk Marine Services Pvt. Ltd. for a split PO Number which must be quoted in the Invoice.
- ☐ Invoices will be paid by Panbulk Marine Services Pvt. Ltd.subject to funds remitted by Panbulk Marine Services Pvt. Ltd principals.
- ☐ 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 30 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.