

Annexure 1

List of dispatch documents to be submitted along with Invoice

Each Vendor Invoice against each dispatch should be accompanied with following documents

1. proof of dispatch i.e., Copy of LR
2. Packing List / deliver chalan showing number of packages, their dimensions & gross weight, date of packing, item-wise details of material packed in each of these boxes like qty and net weight under the signature of vendor representative.
3. The items description in packing list shall be exactly in line with the Vendor BBU for the PO. If any sub-assemblies / components of a BBU line item being dispatched are proposed to be sent loose, then the list of items packed as loose items also should be indicated along with the item description in the packing list.
4. Excise invoice, original for buyer copy, in the case of manufacturer vendor
or
VAT invoice copy, in the case of trader vendor
5. Inspection report by TPIA / BHEL

Following additional documents are also required along with each vendor invoice, as applicable

Please note that stipulated payment terms period as mentioned in GCC / SCC will start only after receipt of all the relevant dispatch documents. In case of items being dispatched in Multiple lots,

O&M Manual is required for processing any bill which take the quantum of dispatch past 80 % of supply order value.

Document	Applicability
Test Certificate	
Type test certificate	
Routine Test Report	
Calibration Report	
IBR Certificate	
PESO Certificate	
Flame Proof Certificate	
Guarantee Certificate	
Radiography Report	
Hydro-test Report	
Positive Material ID report	
O&M Manual	
AS Built Final Drawings	
Certificate of completion of PG Test at site	
Certificate of Handing over to Customer	

