Check List for Supply bills

Name Of the Project							
Package Description							
Invoice No. & Date							
PO No. & date			158P454				
Sr. No	Documents Required	Copies	Check Points	Page no.	Vendor Remarks	Verification by MM	Verification by Fin
					(Y/N/NA)	(Y/N/NA)	(Y/N/NA)
1	Original for Buyer Invoice - GST compliant invoice	1 Original+2 Copy	1. Please ensure GST complaint invoice in original		Y		
			2. Consignee address : BHEL C/o followed by site address		Y		
			3. Item description and unit of quantity are matched with PO		Y		
			4. Buyer address and GSTN No as required (TBG Noida or Nodal		Y		
			5. PO No and date, LR No and date, Vehicle No and Project name are		Y		
			6. Invoiced quantity are not more than th PO quantity and MICC		Y		
			7. Ex works unit rate , Taxes and F&I rates are same as per PO		Y		
			8. Signed and stamped by vendor		Y		
2	Receipted LR (signed & stamped)/ confirmation from site regarding receipt of packages/ Boxes	1Orignal+2 Copy	1. Consignee address : BHEL C/o followed by Site address		Y		
			2. In case of material purchased from sub vendor , Consignee address Vendor's name C/o BHEL C/o Site address		Y		
			3. Vendor's Invoice no and Vehicle No are mentioned		Y		
			4. No of boxes/No of packages are same as per Packing list		Y		
			5. In case of and adverse remark on LR (Like shortages/damages/broken etc) , clarification from site/TBMM/TBCM is nedded		N		
			6. LR is readable		Y		
			7. In case of photo copy, LR is verified by TBMM		Y		
			8. LR date is after the date of MICC/(MDCC if issued) or same date		Y		
3	Packing List - showing number of packages, and gross weight/net Weight (if applicable)	1Orignal+2 Copy	1. PO No and date, LR No and date, Invoice No and date, Site Name and address, Consignor and consignee address are mentioned		Y		
			2. Item description and quantity are matched with Invoice and PO		Y		
			3. Signed and stamped by vendor		Y		
			4. No of packages/ Item descriptions are matched with MRC and LR		Y		
4	MICC from BHEL	1Original+2Copy	1. BHEL MICC has been issued prior to the date of dispatch or on same date		Y		
			2. In case where MICC date is after the date of dispatch then MDCC date is same or prior to the date of dispatch		Y		
			3. Project Name, PO,Po Date, Vendor's name and address is correct		Y		
			4. Item description, Quantity and unit of quantity are same as per PO		Y		
			5. All hold point in MICC , if any, have been resolved before submission of bill		NA		
			6. Signed and stamped by BHEL Executive		Y		
			7. MICC and MDCC quantity are not less than Invoice quantity and cover all invoiced items.		Y		
5	Guarantee Certificate	1 Original+2 Copy	1. Project Name, PO No., Invoice No , LR No and date are mentioned .		Y		
			2. Guarantee Certificate is strictly matched with PO T&C		Y		
			3. Signed and stamped by vendor		Y		
6	Bank Guarantee	1 Copy	'1. Ensure submission of BG directly from Bank before supply of material so that BG confirmation may be arranged before processing		Y		
			2. Bill can be processed only after receipt of BG confirmation directly from bank		Y		
			3. It should be in the name of BHEL , TBG Noida with registered office address Siri Fort, New Delhi		Y		
			4. It should be in prescribed format.		Y		
			5. BG value and valdity plus claim period should be minimum as specified in PO / RC. Please check before supply , If BG extension is required please arrange the same		Y		
			6. Vendor's name address should be same as per PO		Y		
			7. Po No / RC No and date should be correct		Y		
7	Insurance Certifcate	1 Orignal+2 Copy	1. Invoice No and date, Vendor's Name,Place from Consignor to Consignee are mentioned		N		
			2. It has not been issued later than the LR date		Y		
			3. Insured value is not less than the Invoice value		Y		
			4. Signed and stamped by Insurance Company		Y		
			5. In case of Open Insurance Policy, declaration has been submitted to Insurance Company as per declaration clause of Open policy and		Y		
			6. In case of any discrepancy , consent of TBCM is required for processing the bill and amount will be deducted for invalid Insurance				
8	PVC (If applicable) Invoice is submitted along with the Despatch Invoice	1Original+2Copy	PVC (If applicable) Invoice is submitted along with the Despatch Invoice		Y		
			1. PVC invoice is attched along with supply Invoice		Y		
			2. Calculation sheet and applicable PVC indices are also enclosed		Y		
			3. If delay in delivery, then PVC indicies are as per PO conditions.		NA		
9			1. LR No and date, Invoice No and date, Vehicle No and date , Site Name an address are mentioned		Y		
			2. Date of receipt of material		Y		

Check List for Supply bills

Name Of the Project							
Package Description							
Invoice No. & Date							
PO No. & date		158P454					
Sr. No	Documents Required	Copies	Check Points	Page no.	Vendor Remarks	Verification by MM	Verification by Fin
					(Y/N/NA)	(Y/N/NA)	(Y/N/NA)
	Material receipt Certificate		3. Item description and quantity are same as per Invoice / Packing List		Y		
			4. It is signed and stamped by Site executive		Y		
			5. In case of any shortages / damages / adverse remark , clarification is needed		Y		
10	Other Documents		To be seen as per specific requirement of PO.				
To be filled by BHEL (MM) only							
10	Date Of Submission of Last Billing Document		Date to be mentioned		Not to be filled by vendor		
11	LD Calculation, if applicable, as per PO.		Calculation Sheet of LD due to delay in delivery is attached				
12	Receipted LR (signed & stamped)/ confirmation from site regarding receipt of packages/ Boxes	1 Copy	Damages if any mentioned in the Receipted LR have been accounted for. Withhel amount if any_____				
13	Packing List - showing number of packages and gross weight & net Weight (If applicable)	1 Original	If Packing list does not match with Purchase order (with ref to sl 4 above), Engg/MM acceptance as to the completeness is enclosed.				
14	PO copy	1 Copy	PO copy with original seal and signature is attached along with amendment if any				
15	Dan	1 copy	Relevant DANs are attached duly signed by TBMM representative.				
Note*	Every Field to be ticked. If some document is not applicable, same should be mentioned, All Pages to be numbered upward from the bottom Page						
	Invoice control No				Vendor Signature	MM Signature	Finance Signature
					Date:	Date:	Date: