

**FOR ALL BOUGHT-OUT ITEMS**

1. **Order Acceptance** along with clear indication of firm delivery date.
2. **Drawings** should clearly indicate - Technical data, BOM with scope, electrical voltage, Ecomak company name with order number or OC number, order quantity in document notes, MOC of critical parts)
3. **Technical Data Sheets** should indicate Ecomak name with order number and OC number
4. **Product catalogue** of ordered items should be provided within 7 days of PO
5. **Electrical connection / hook up diagram**, with **cable schedule** required
6. **Operation and maintenance manual** along with order acceptance
7. **Installation manual** and contact information of support personnel for phone support if we need to contact
8. **Spare item list** with quantity need to maintain operational stock – publish separately
9. **Test certificate (TC)**, for equipment and major accessories, serial number should correlate (Raw material MTC /Casting TC /cylinders TC / valves in accessories if another make is provided as a sub-assembly)
10. **Guarantee/ Warrantee Certificate** with free replaceable / repair at site term. (30 months from date of supply or 24 months from date of commissioning)

**PRE-DISPATCH & PACKING REQUIREMENTS**

1. **Invoice instructions**
  - a. Invoice copy should be a MIRROR copy of the PO copy.
  - b. As per GST rules – invoice number should NOT EXCEED 14 characters
  - c. Ecomak part number should be clearly indicated in the invoice/DC, item-wise
  - d. If the items being dispatched have different GST slabs, Vendor shall provide separate GST Invoices for each tax slab (eg: 9% GST items shall be in one invoice, and 2.5% GST shall be in a separate invoice)
2. All certificates and reports scan copies to be shared on e-mail prior to dispatch ([purchase@ecomak.co.in](mailto:purchase@ecomak.co.in); [purchase2@ecomak.co.in](mailto:purchase2@ecomak.co.in); [scm@ecomak.co.in](mailto:scm@ecomak.co.in))
3. Vendor shall not dispatch without prior intimation or confirmation from Ecomak on above emails.
4. **Packing Identification:**
  - a. All items should be packed as mentioned in PO COPY.
  - b. Packing slips are required with each dispatch lot /qty
  - c. Item specification with quantity, should be mention outside of each box.
  - d. Our purchase order number and OC number should be mention on each box for our identification.
  - e. **IMP. Do not insert any original documents inside the box.**
  - f. **IMP. All original documents (Invoice, TC, certificates etc..) in separate envelop along with material.**