

FOR ALL RAW MATERIAL

1. Manufacturer material test certificate (MTC) which should clearly indicate complaint chemical and mechanical properties test from NABL accredited lab
2. 2 clear hard copies duly signed and stamped by supplier shall be given in a separate envelope along with goods
3. Heat number/ Batch number on TC should be match with mentioned on material
4. PMI report with actual photographs for reference

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)
6. All certificates and reports scan copies to be shared on e-mail prior to dispatch (purchase@ecomak.co.in; purchase2@ecomak.co.in; scm@ecomak.co.in)
- a. Vendor shall not dispatch without prior intimation or confirmation from Ecomak on above emails.
7. Vendor shall share vehicle loading photographs with dispatch intimation email

8. 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.**