

INSTRUCTION FOR SENDING DISPATCH DOCUMENTS.

FOR PAYMENT PURPOSE:

COVERING LETTER TO BE ADDRESSED TO SR. MANAGER (FINANCE) AND HAVE BELOW MENTIONED DOCUMENTS:

- a. INVOICE MARKED AS ORIGINAL FOR BUYER PRE-RECEIPTED BY REVENUE STAMP (ONE COPY).
- b. INVOICE MARKED AS EXTRA COPY (TWO COPIES) INK SIGNED.
- c. PHOTO COPY OF GR/RR. (THREE COPIES).
- d. COPY OF DELIVERY CHALLAN (ONE COPY).
- e. COPY OF TEST CERTIFICATE, GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, AS APPLICABLE. (ONE COPY).

FOR QUALITY DEPTT.:

COVERING LETTER TO BE ADDRESSED TO SDGM (QUALITY) AND HAVE BELOW MENTIONED DOCUMENTS:

- a. PHOTO COPY OF GR/RR. (ONE COPY).
- b. COPY OF DELIVERY CHALLAN (ONE COPY).
- c. COPY OF PACKING LIST (ONE COPY).
- d. ORIGINAL TEST CERTIFICATE, GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, AS APPLICABLE.

FOR PURCHASE DEPTT.

COVERING LETTER TO BE ADDRESSED TO DGM (MM) AND HAVE BELOW MENTIONED DOCUMENTS:

- a. COPY OF ORIGINAL FOR BUYER (ONE COPY)
- b. PHOTO COPY OF GR/RR. (ONE COPY).
- c. COPY OF DELIVERY CHALLAN (ONE COPY).
- d. COPY OF TEST CERTIFICATE, GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, AS APPLICABLE. (ONE COPY).

NOTE:

ALL THREE SETS AS MENTIONED ABOVE SHALL BE SENT TO

**DGM (MM)
BHEL HERP,
TARNA SHIVPUR,
VARANASI, U.P.-221003**