VOLTAS LIMITED

PURCHASE ORDER

ISO Format No: F:MAT:ACR:103:003:00
Purchase Order No: 1200008428
Purchase Order Date: 03.11.2016
Issue No: 000

IMPORTANT :

Please read the following important instructions carefully before processing the Purchase Order.

1. With Effect from 1st September, 2013, Voltas Domestic Projects Group has initiated a new process for Bill Passing thro an outsourced agency - M/s SERCO .
2. This process is made applicable for the supply of goods and services provided against all the Purchase Orders created on or after 1st September 2013.
3. This is applicable for the supplies/services made to all the locations / Sites **except Manufacturing locations i.e. Thane and Dadra factory** unless and until informed to all concerned subsequently. (For these two locations the process would remain as it is)

   [Vendor portal access instructions removed from public copy]

5. All the information pertaining to this process is made available on the vendor portal https://iflow.intelenetglobal.com/voltas/ in the following tabs -
   a) **User Manual** (describing the process and user screen and methods of data processing)
   b) **FAQs** (Frequently Asked Questions with related ready reference answers)
   c) **Video Clip** (indicating the entire process work flow)
6. The purchase order shall be acknowledged in its entirely on SERCO Portal within 7 days after which it will be auto-acknowledged and deemed to be accepted by vendor
7. Please note that for the purchase orders pertaining to material supplies, ASN (Advance Shipment Notification) needs to be generated by concerned vendor in the portal with reference to Voltas# Purchase Order, based on which the GRN will be made in the system by Voltas which will be subsequently used for processing of the corresponding bills/invoices. **THIS IS A MANDATORY REQUIREMENT FOR ALL THE SUPPLIES MADE AGAINST VOLTAS POs CREATED ON OR AFTER 1st SEPTEMBER, 2013.**
8. Creation of ASN in the portal is **NOT** required for labour/service/ancillary Purchase Orders.
9. All the invoices/bills (For supplies made or services rendered against POs dated on or after 1st September 2013) have to be sent to the following address through courier service or by hand delivery along with all the other necessary documents as mentioned in each PO.

   Address: Voltas Limited
   C/o Serco Global Services
   2nd Floor, Ashar IT Park,
   Wagle Industrial Estate,
   Thane (West), Pin code - 400 604
10. Please note that your registered vendor code and email address with us is as follows

    [Vendor identification removed from public copy]

    b) Email address: riichaircooling@gmail.com.

    Please note that all the further communications would be sent to the registered email addresses only. Hence in case, if you require to change/update the same with one or more than one email addresses, kindly communicate the same to the helpdesk email address as given below.
11. Queries/doubts related to the new process/portal can be clarified with M/s SERCO through following modes of communication ONLY.
    a) SERCO Helpdesk email address: vendorhelpdesk@voltas.com
    b) SERCO Helpdesk contact nos: #022-67940445 and 022-67935397 (Time: 9 am to 6 pm Monday to Saturday. Except public holidays)
12. You are required to communicate this process change to all the concerned persons in your organisation.

RICH AIR COOLING PVT. LTD. WEBSITE COPY - NOT FOR OFFICIAL USE

Sales Tax Registration Number TIN - ,CST NO-,PAN-, Service Tax Registration number-
Subject to Terms and conditions printed below

Registered Office:Voltas Limited,Voltas House 'A',Dr B.R.Ambedkar Rd, Chinchpokli,Mumbai,400033
Tel No:022-66656666 Fax No:022-66656311
CIN No:L29308MH1954PLC009371 Website:www.voltas.com

This Purchase Order is electronically generated. Hence does not require authorisation signature

rac.org.in | REDACTED REFERENCE COPY | NOT VALID FOR OFFICIAL USE