

Polyhose India Private Limited (PHIN)



Mandatory documents for suppliers

To all existing & New suppliers of Polyhose Group

22 June 2022

- 1) Polyhose Vendor Registration form – Duly filled with clear data,
- 2) GST Registration Copy,
- 3) PAN Card Copy,
- 4) Cancelled Cheque Leaf or Bank details duly filled in your letter head
- 5) MSME – Udayam Registration copy – If applicable. If the MSME is not applicable, then we required the self-declaration in Company letter head,
- 6) ITR Filed statement for last 2 years Acknowledgement Copy,
- 7) NDA form – Duly signed copy from the supplier (Mandatory for all the suppliers)
- 8) Code of conduct Acceptance form –Duly signed copy from the supplier ,
- 9) All the upcoming points are applicable. Please read carefully and agree to that before proceeding with submitting the above documents.

- 1) No materials will be in-warded in Polyhose premises if the Materials not accompanied with Original Invoice. If the material received without Original Invoice, then Polyhose not responsible for your Material & Payment.
- 2) All Original Invoice should be having valid PO Number Printed. If PO Number not printed on your Invoice, then the Material will not be In-warded in Polyhose gate and Polyhose is not responsible for your Material & Payment.
- 3) Delivery Challan will Not be Allowed for Material entry.
- 4) Part Number is Mandatory in Invoice (if available in PO)
- 5) Invoice Price should be match with PO Price. If it is not matching, then the material will not be in-warded in Polyhose. Polyhose will not be responsible for your Material & Payment.
- 6) Material Delivery is acceptable in Polyhose Gate on or before 5PM only.

Note: If any one of the above issue found, then the supplier truck will be hold at company Gate itself.

Incase any material urgency for Polyhose Production, We will take material with Penalty Clause Rs.500 Per Invoice Discrepancy

- 1) GSTR – 1 Filling on or before 11th of every month
 - 2) GSTR – 3B filling on or before 20th of every month
 - 3) While Filing the GST, Invoice number mis-match is not allowed.
- Please refer the below table for examples.

GST Filing - Invoice No mis-match examples			
INVOICE NO /AS PER INVOICE	INVOICE NO /AS PER GST PORTAL	STATUS	REMARKS
0013/21-22	13	X	Payment will not be Processed
	0013	X	Payment will not be Processed
	0013/21-22	✓	Payment will be processed as per the terms agreed
PH/013/21-22	13	X	Payment will not be Processed
	13/21-22	X	Payment will not be Processed
	PH/13	X	Payment will not be Processed
	PH/13/21-22	X	Payment will not be Processed
	PH/013/21-22	✓	Payment will be processed as per the terms agreed

Note : If the payment got hold due to the above issues, then the Polyhose not responsible for your Payment

- 1) If the payment delay noticed beyond the agreed payment terms, then the supplier needs to discuss with concerned Buyers with copy to the next level escalation (Contact details are available in PO – last page)
- 2) If the payment outstanding is more than the GST Credit lapse period of 6 months without following with buyer or not escalated to the next level, then Polyhose is not responsible for your invoiced GST amount.
- 3) Reconciliation of your Ledger account with our SAP ledger account (Every month or once in a quarter) is Mandatory and it is responsibility of the supplier
- 4) If the payment got hold due to issues on Gate Entry, GRN and GST Portal – Supplier to take responsibility to solve the issues on-time to get the payment released

Thank you

