

## Purchase Order (ORIGINAL-VALID COPY)

Vendor Code: Company ABC Address Country Contact Number: Email: <email id> Vendor GSTN No.							PO No.:		
							PO Date:		
							Amendment No:		
							Amendment Date:		
							Payment Terms:		
							INCO Terms (2010):		
Vendor Quotation No/Date:							Dispatched from:		
We are pleased to issue our Purchase order for the supply of the items as mentioned below. This Purchase order is governed by the terms and conditions attached.							Mode of Delivery:		
							Port/Place of Delivery:		
							Package:	Block:	
SL No.	Material Code Material Description	CAS No.	Qty UOM	Unit Rate (INR)	Price Unit	Disc Amount	HSN Code	CGST/ SGST/ IGST %	Value (INR)
010	630032701 Material Name  <b>Delivery Schedule:</b> 04.12.2021      50.000 G								
<b>PURCHASE ORDER TERMS &amp; CONDITIONS</b>							Terms		Amount
Please refer the link for purchase order terms and conditions: <a href="https://bit.ly/38nFbba">https://bit.ly/38nFbba</a>									

**SUPPLIER CODE OF CONDUCT**

Please refer the link for Supplier Code of Conduct: <https://bit.ly/3u7Ia42>

**SUSTAINABLE PROCUREMENT POLICY**

Please refer the link for Sustainable Procurement Policy: <https://bit.ly/3G3iwPX>

**SAFETY INSTRUCTIONS FOR SUPPLIERS**

Please refer the link for Safety Instructions for Suppliers: <https://bit.ly/3mEcxaH>

**DRIVER SAFETY INDUCTION PROGRAM:**

English Language - <https://bit.ly/3rfywsu>

Hindi Language - <https://bit.ly/3z8mAeC>

Kannada Language - <https://bit.ly/3z6PQCy>

1. Request you to send the shipping documents such as Invoice, AWB / BL/LR, Packing list, etc. to the mail ID "[shipments@syngeneintl.com](mailto:shipments@syngeneintl.com)" along with CC to the Purchaser.
2. Please mention Syngene Material code, CAS Number, HSN code on the invoice for each line item as applicable
3. Invoice should match as per the Purchase order with respect to unit price, qty, value, UOM and other details
4. Please arrange the delivery of the material such that we receive the material 2 days prior to delivery date mentioned in the Purchase Order at Syngene Warehouse.
5. Escalation Matrix: For any clarifications, correction or discrepancy observed in the purchase order, You may reach out to buyer releasing the Purchase order, if no response within 6 hours, to the person marked in CC in PO release mail. Finally on no response please mail to "[SS.escalations@syngeneintl.com](mailto:SS.escalations@syngeneintl.com)" with CC to buyer referring Purchase Order No. in subject.
6. Issuance of this Purchase order and its acknowledgment as stated herein, will be considered final and all other communication including signed documents, proposals, email communication or telephonic conversation and minutes thereof issued as part of negotiations will be superseded by the terms of this PO.

**Total amount in words (INR)**

PO Discount (Value)		
P & F		
CGST		
SGST		
IGST		
Insurance		
Miscell. Charges		
Freight		
Others		
<b>Total PO Value (INR)</b>		

<b>GSTN No.</b>		<b>Delivery Address:</b>	<b>Billing Address:</b>	
<b>PAN No.</b>		SYNGENE INTERNATIONAL LTD	SYNGENE INTERNATIONAL LTD	
<b>CE Regn. No.</b>		BSEZ-S2 UNIT I	BSEZ-S2 UNIT I	
<b>RANGE</b>		PLOT NO. 2 & 3, PHASE IV,	PLOT NO. 2 & 3, PHASE IV,	
<b>DIVISION</b>		BOMMASANDRA JIGANI LINK ROAD	BOMMASANDRA JIGANI LINK ROAD	
<b>COMM.RATE</b>		BOMMASANDRA INDUSTRIAL AREA	BOMMASANDRA INDUSTRIAL AREA	
<b>IEC Code</b>		BANGALORE 560099 India	BANGALORE 560099 India	

ECC/LOP No :37/05/2006:SEZ:BIOCON DTD. 04/09/2006

**THIS IS A COMPUTER GENERATED APPROVED DOCUMENT AND NO SIGNATURE IS REQUIRED**

PO NO.: 4900279783 PO DATE: 18.11.2021