In order to make billing simpler for the contractors and our site teams, following changes are planned:

1. Only Statutory compliances which have to be provided with each bill are as follows (all others like underage labour, illegal immigrant, workman's compensation act compliance etc. are stopped, except when asked by Accounts on random basis):

Sr.No	Particulars	Responsibility	Frequency
1	Provident fund & MLWF	Terms to form part of contract award document. Accounts may ask for proof from time to time	First Bill & Final bill
2	ESIC	To be included in Contract award document and contractor will confirm adherence by signing contract. Accounts may ask for proof on random basis.	First Bill & Final bill
3	Octroi / entry cess proof	Accounts	each bill
4	Assignment of SAP work order number along with every advance / ad-hoc payment request	User department	Each bill
5	Vendor to necessarily submit Tax invoice to claim payment other than retention	Terms to form part of contract award document.	Each bill/payment request
6	As required by law for imports / foreign consultants		

2. It has been observed that there is a large no of requests for expedited payments. To control this, following guidelines shall apply for fast track payments:

   a. Each project site / procurement will be provided monthly quota of coupons to facilitate fast track payment:
      a. Small/Medium – 5 per month
      b. Large/Very Large – 10 per month

      Coupon book with year's quota will be distributed to all sites by Accounts in April of each financial year (and within first month of new site starting).

   b. All sites need to submit such coupon (to be issued by Accounts every month) to Accounts department along with every fast track request.

   c. Carry forward of unused coupons shall be permitted.

   d. Sample flat/Sales office payments exempted