



PM Cell – MM

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No. DLI/CORP-MM/2023/PMC/13(7)/1153412

Dated:26.05.2023

Sub: Updation of Bank Details/PAN no. /GSTIN no. in the Purchase Orders

Reference is invited to para 22.5.5 of IMMM, wherein it is stipulated that after opening of tender, the dealing officer shall ensure that Valid GSTIN, mobile no., e-mail id, Bank details, PAN etc. indicated in the bid are mapped against vendor code of such vendor in the SAP well before placement of NOA / PO (wherever PO is placed directly without NOA).

Further it is also mentioned that in case such details are provided subsequently by the contractor as per tender provisions, the same shall be updated in SAP on priority by dealing officer to facilitate timely payment. In respect to Bank details and PAN, the dealing officer will forward the details submitted by supplier to concerned Finance, who in turn will update Bank details and PAN against vendor code in SAP.

These provision have been reviewed consequent upon recommendations from meeting with Internal Audit vide Record Note no. DLI/CMM/Internal Audit/DISHA/1095762/2022-23 dated 27.02.2023 and it has been decided that Bank details, PAN no. and GSTIN no. shall be mandatory for release of PO pertaining to vendors registered with address in India. Such POs can be released only when aforesaid details are updated in the PO. However, such restriction shall not apply on foreign bidders.

In view of above, Bank details, PAN no. and GSTIN no. should be invariably updated in vendor master before releasing the PO. Accordingly, the modified provisions of Integrated MM Manual are attached at Annexure-1.

Above guidelines should be meticulously followed by all concerned.

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(Sandeep Gupta)
ED-Chief MM Services

26/5/23

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Statement showing existing vis-a-vis modified provisions of Integrated MM Manual

| Para No. | Existing Provision | Modified provision | Remarks |
|----------|--|--|-----------------------------|
| 22.5.5 | <p>After opening of tender, the dealing officer shall ensure that Valid GSTIN, mobile no., e-mail id, Bank details, PAN etc. indicated in the bid are mapped against vendor code of such vendor in the SAP well before placement of NOA / PO (wherever PO is placed directly without NOA). <u>In case such details are provided subsequently by the contractor as per tender provisions, the same shall be updated in SAP on priority by dealing officer to facilitate timely payment.</u> In respect to Bank details and PAN, the dealing officer will forward the details submitted by supplier to concerned Finance, who in turn will update Bank details and PAN against vendor code in SAP.</p> | <p>After opening of tender, the dealing officer shall ensure that Valid GSTIN, mobile no., e-mail id, Bank details, PAN etc. indicated in the bid are mapped against vendor code of such vendor in the SAP well before placement of NOA / <u>release of PO</u> (wherever PO is placed directly without NOA). <u>In case such details are not provided along with the bid, bidder to be asked to provide the same before placement of NOA, the same shall be updated in SAP on priority by dealing officer before release of PO. The PO can be released only when Bank details, PAN no. and GSTIN no. are populated in the PO being placed on vendor with Indian address in its vendor code.</u></p> <p><u>In case such details (as applicable) are provided by a foreign contractor after placement of NOA, the same shall be updated in SAP on priority by dealing officer to facilitate timely payment.</u></p> <p>In respect to Bank details and PAN, the dealing officer will forward the details submitted by supplier to concerned Finance, who in turn will update Bank details and PAN against vendor code in SAP.</p> | Underlined portion modified |