

1. This policy is applicable for Short receipt of bought out parts.
2. This policy shall not be applicable for imported parts, subcontracted parts, Production Consumables, indented purchases, machine spares; Parts supplied free of cost and bulk supplies like oils and aluminum
3. The received material shall be checked in presence of Endurance Technologies Private Limited (ETPL) security person and lorry driver. The shortages, if any will be mentioned on delivery Challan/Invoice and the signature of lorry driver shall be taken.
4. All the statutory requirements shall be followed as per the Government rules and regulations in force from time to time.
5. This policy shall replace clause no. 13 – “Short Supply against Invoice Quantity” mentioned in Annexure part “B” of present Purchase agreement.
6. To calculate the shortage the Goods Receipt Note shall be taken as a reference which shows the Invoice Quantity by supplier and actual received quantity at ETPL.
7. The shortage penalty for a particular month shall be charged in the 1st week of next quarter by way of system generated Debit Note. The reversal of the penalty, in case so decided, shall be done in the same financial year in which it is charged, failing which no reversal shall be done in the subsequent financial years.
8. The penalty shall be applicable for short receipt (discrepancy) of material as below :

Sr. No.	Criteria for Quarterly Penalty	Penalty (Rs.)
	No. of shortage cases in the Quarter	
1	More than 10	20,000
2	More than 7 to 9	10,000
3	More than 5 to 7	4,000
4	More than 2 and value more than Rs. 500.00	4,000
5	More than 2 and value less than Rs. 500.00	1,000
6	1 or 2 and shortage value more than Rs. 2000.00	4,000
7	1 or 2 and shortage value less than Rs. 2000.00	0

However, the Goods receipt note and subsequent payment shall be processed for the actual received and accepted quantity only.

- 8.1 The supply schedule for the short receipt quantity will be treated as cancelled; the revision of the schedule shall be at the sole discretion of ETPL.
- 8.2 In case the payment has been made in advance prior to delivery, ETPL shall have right to recover the payment separately.
9. ETPL reserves the right to revise this policy as and when deemed necessary.
This policy is effective from 1st Jan 2015.