

# Purchase Order

## Partner Name & Address

### CONNECTIVITY IT SOLUTIONS PRIVATE LIMITED

(Partner Code: 715752)  
 PAN Number : AAGCC1283L  
 GST Number : 29AAGCC1283L1ZC  
 No. 1877, 31st cross, 1st floor, 10th main, Banashankari 2nd sta  
 Bangalore, Karnataka 560070  
 India  
 () 9844444524  
 Contact Person : CONNECTIVITYIT SOLUTIONS PVT L  
 Email : shruthi@cosol.in  
 Phone : 9844444524

## BHARTI AIRTEL LTD.

Bharti Airtel Limited  
 55, DIVYASREE TOWER,  
 BANNER GHATTA  
 ROAD,BTM LAYOUT  
 Bangalore India 560029  
[www.airtel.in](http://www.airtel.in)



PO No. : **BAL-EGB-ISP--KARNATAKA/PUR/10002026**

PO Type : STANDARD	Rev No. : 0
PO Date : 23-DEC-22	Rev Date :
Currency : Indian Rupee	Effective : 23-DEC-22
	From Date
	Effective To : 23-DEC-23
	Date

GST No. 29AAACB2894G1ZJ  
 ISD No.

Contract No.  
 Internal Ref No : -1-PR # 1003678/ePCN # 253456/Cus:Sagility /PO # 9120001641 &  
 9120001645/Req - Satbeer Singh / Rental & Installation -Cisco ISR  
 4351 / NIPS

## Ship To

Bharti Airtel Limited  
 55, DIVYASREE TOWER, BANNER GHATTA ROAD,BTM  
 LAYOUT  
 , 560029  
 IN

## Bill To

Bharti Airtel Limited  
 55, DIVYASREE TOWER, BANNER GHATTA ROAD,BTM LAYOUT  
 Bangalore, KA 560029  
 IN

**Total Purchase Order Value : 363440**

**Total Purchase Order Value (In Words) : THREE HUNDRED SIXTY-THREE THOUSAND FOUR HUNDRED FORTY (INR)**

We are pleased to release the order for the following Items (Goods/Services) subject to terms and conditions mentioned herein and overleaf.

S.No	Item / Item Description	Need By/ Activity End Date	Qty	UOM	Unit Price	Line Total
1	NEL000960 - Rental Hardware for Cisco ISR 4351 (3GE,3NIM,2SM,4G FLASH,4G DRAM,IP Base) for 6 months. Per Month Rental 48000 Rs. Chapter Heading: HSN Number : SAC Number : 998729	01-JAN-23 (30-JUN-23)	4	Number	72000	288000
		CGST_9%_EGB-ISP_0_KARNATAKA				25920
		SGST_9%_EGB-ISP_0_KARNATAKA				25920
		<b>Total Line Value</b>				<b>339840</b>

# **Purchase Order Continuation Sheet**

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**Partner Name: CONNECTIVITY IT SOLUTIONS PRIVATE LIMITED**

2	B2B001929 - Installation charges for B2B Projects, Other than Construction One time installation of Cisco Routers for 4 No's - 2 routers to Pritech Bangalore, 2 routers to OIB Chenna Chapter Heading: HSN Number : SAC Number : 998732	01-JAN-23 (30-JUN-23)	4	Number	5000	20000
		CGST_9%_EGB-ISP_0_KARNATAKA				1800
		SGST_9%_EGB-ISP_0_KARNATAKA				1800
		<b>Total Line Value</b>				<b>23600</b>

**Total PO Value: 363440**

**Total PO Value (In Words): THREE HUNDRED SIXTY-THREE THOUSAND FOUR HUNDRED FORTY (INR)**

## **Special Instructions:**

- Partner will raise correct and commercially acceptable invoices along with relevant supporting documents. 2. Partner shall ensure that the invoices are compliant with applicable tax and other laws. 3. Any tax related losses such as denial of Input Tax Credit accruing to Airtel due to non-compliance or other reasons attributable to the partner, shall be charged to the partner. 4. Shipped from and shipped to addresses with the state and GST registration number must be clearly mentioned on Invoice. 5. Transporter copy of Invoice and original Invoice to be sent to ship to addresses mentioned and one copy to warehouse. 6. The GST Invoice must be companied by e-way bill generated by GSTN. 7. Material will not be accepted unless PO No. is mentioned on the bill. 8. Kindly send your PAN No. / Form 60.(It is not valid for vendors outside India) and request letter along with the bill, in absence of which no payment would be made (Copy of Form 60 and request letter with Purchase Department). 9. This order is subject to the General terms & conditions, special terms & condition (if any) or other instructions (if any) attached herewith unless otherwise modified. 10. Please return a copy of this order duly signed and stamped by you as a token of acceptance of this order with all terms & conditions. In case of non-receipt of acceptance within 7 days from the date of PO, it will be deemed as accepted. 11. Any supplies against this PO would be deemed as acceptance of all terms and conditions of this PO. 12. For any correspondence please mention the PO number as reference. 13. Invoices will not be accepted without the PO No.
- Need by Date Significance = Partner is expected to complete the services/deliver the material by this date.
- Activity Start Date Significance = Partner is expected to start the services/start delivering the material on this date.
- Activity End Date** Significance = Signifies the date before which the supply or the service should be completed by the supplier. This date reference is used for closure of the purchase order.
- Effective From Date (Header) Significance = The date on which the PO is being created.  
Effective To Date (Header) Significance = The PO is valid till this date.

**Purchase Order Continuation Sheet****PO No: BAL-EGB-ISP--KARNATAKA/PUR/10002026****Partner Name: CONNECTIVITY IT SOLUTIONS PRIVATE LIMITED****Terms & Conditions:**

Price Basis	:	
Warranty Terms	:	NA
Payment terms	:	100% payment within 30 days after receipt of Material or Services and Invoice, whichever is later.
Installation & Com	:	NA
Dispatch Mode	:	
Freight Insurance & P&F	:	NA
Liquidated Damage	:	NA
AMC	:	NA
Note to Vendor	:	

Buyer Name : A Kamkar

**Annexure Enclosed:**

- \* General Terms & Conditions
- \* Partner Portal Info

**BHARTI AIRTEL LTD.**

Date:

**Status- Approved**

## Purchase Order Continuation Sheet

PO No: BAL-EGB-ISP--KARNATAKA/PUR/10002026

Partner Name: CONNECTIVITY IT SOLUTIONS PRIVATE LIMITED

### Annexure: General Terms & Conditions

#### A) Prices and Delivery Schedule

- a) The confirmation of this purchase order shall be in writing within 7 (seven) days of the date on the order. If the purchase order is not accepted within 7(seven) days, **Bharti Airtel Limited** (hereinafter called "Company") shall be at liberty to cancel the same without incurring any liability whatsoever.
- b) The Company shall not be liable and/or responsible for any purchase order placed by unauthorized persons of Company.
- c) Prices, terms and conditions mentioned on the purchase order will be taken as firm and cannot be changed, altered or modified during the period of contract. After the acceptance of the Purchase Order, no changes shall be made without an order amendment. Any modifications of these terms and conditions must be in writing and with mutual consent.
- d) It is clearly understood between the parties that time of delivery of the product is the essence of this order. Therefore, all the material of this order should be supplied as per the directions specified on the order within the time specified therein, or as communicated by Purchase department by separate delivery schedule. The non-delivery of the product at the specified time shall be construed as the breach of material obligation by the supplier.
- e) The Supplier shall inform to company at the earliest, of the likelihood of any event or circumstances which may render it difficult for the supplier to fulfill the commitments under this order. The Supplier shall also inform the specific steps being taken by it to contain the problem as also the timeframe within which it would be able to overcome the problem. Such intimation shall not however, absolve Supplier towards its obligation stated in this order.
- f) If the order is not executed within the specified period, it may be treated as cancelled. In such an event, the Company may buy such material from the open market for keeping the company's target delivery in time. The Supplier shall make good the loss or damages suffered by the Company.
- g) The company reserves the right to have their representative monitor supplier's production process, testing facilities, access to workshops where the ordered components are being produced and to inspect the ordered components in its premises.
- h) The Supplier may, after written consent from the Company sub-contract the production of any part of the order and gives to the sub-contractor such information as is necessary for this purpose. The Subcontractor shall be bound by the confidentiality clause as set in this order. The Supplier shall remain directly liable and responsible to the company for the performance, acts and omissions of the sub-contractors.
- i) The supplier shall maintain the records of production and Quality control activities. They shall maintain a batch code and supplier identification system and it shall be provided on each product, wherever practicable.
- j) The supplier shall immediately take countermeasures whenever a quality problem is reported and shall inform Company in the prescribed time.
- k) In case of conflict between the terms of this Order or the Basic Purchase Agreement or Rate Contract as the case it may be, the terms of the Basic Purchase Agreement shall prevail.

#### 1. Payments:

- a) Payments shall be released only for the products & services accepted by the Company as per the Payments terms mutually agreed to in the purchase order.
- b) Company declines all responsibility of payment where proof of delivery affected cannot be given satisfactorily by the Supplier.
- c) The delivery of products by the supplier to the Company will not constitute acceptance of the said products by the Company. Acceptance of the products will be completed and communicated only after inspection and satisfactory testing of the products by the Company. Till acceptance of the products by the Company the products shall remain with the Company on supplier's account on approval basis only. The risk of loss or damage to the product passes to the Company upon the acceptance of the products by the Company.
- d) The Company reserves the right to reject if further defects are noticed even if in the first instance the products have been accepted by the Company and are paid for. Company's decision about such rejections at whatever time made shall be final and binding upon the supplier.
- e) If Company may rejects any or all of the material supplied by the supplier/sub contractor due to quality of the product, Company may, in addition to all its other rights and remedies at law or equity, exercise one or more of the following remedies: (1) return rejected material for full credit at the price charged plus transportation charges from supplier's premises and return; or (2) accept a conforming part of any shipment; or (3) have rejected material replaced by supplier at the purchase price stipulated in this order. If product displays Company's logo and/or other identifying mark(s) and Supplier choose to scrap items, Supplier must destroy Company's logo and/or other identifying mark(s) from the product. If the products are not replaced within the stipulated time, Company reserves the right to buy the products from the open market on supplier's account and the amount would be deducted from the bill or debited to Supplier's account.
- f) If the products are not approved by the Company for any reason whatsoever the Company shall not be liable to pay any sum on account of such rejected products.
- g) The Company reserves the right to cancel or amend the order or any part thereof for the following reasons (a) irregularities in supply (b) rejections (c) escalation in prices (d) if the supplier fails to fulfill his obligation as per the order without assigning any reason. Company's decision shall be final in disputes arising out of Purchase orders. Money due to the Company either as damages or under any other order may be adjusted when settling payments against this order.
- h) The Company assumes no obligations to products delivered in excess of those specifically ordered. Purchase Order number should be stated on the Challan and Invoice as otherwise material will not be accepted.
- i) The invoice must be submitted in duplicate to the Company's respective office. Purchase order number, Date and Supplier's Delivery note no. must appear on the Invoice. The Invoice not fulfilling this requirement will be returned.
- j) The Excise copy of the Invoice "Duplicate copy for Transporter" must be sent along with the consignment. Payment would not be released for the Excise Duty paid amount by supplier, if this copy is not received by the Company.

#### 2. Warranty and Replacement parts:

- a) Order acceptance also implies that the products or parts are warranted against defects of design, manufacture, assembly or operation and against all defects in material used for an agreed warranty period as per the order.
- b) In addition, the supplier shall guarantee Ten (10) years availability of the essential spare parts/replacement parts needed to maintain & repair the products and the same shall be available for purchase by Company for a reasonable price. The company acknowledges that such replacement parts, may not be exactly the same throughout the above mentioned period, but the Supplier shall ensure that the form, fit & function shall be such that the replacement parts can continue to be used by the company as if the original parts had been available and further that the same are compatible with the system / equipment.

#### 3. Indemnity:

- a) Supplier shall indemnify and save harmless Company, its affiliates and their customers, officers, directors, and employees (all referred to in this clause as "Company") from and against any losses, damages, liabilities, interests, fines, penalties, and expenses (including reasonable attorneys' fees and court costs) that arise out of or result from any and all claims (1) of infringement of any patent, copyright, trademark or trade secret right, or other intellectual property right, private right, or any other proprietary or personal interest, and (2) related by circumstances to the existence of this order or performance under or in contemplation of it. Such indemnification shall survive the expiration or termination of this order.

#### 4. Damage to third person / property:

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Partner Name: CONNECTIVITY IT SOLUTIONS PRIVATE LIMITED

- a) The Supplier agrees to indemnify, defend and hold harmless the Company, employees, successors and assigns from and against any losses, damages, claims, fines, penalties and expenses (including reasonable attorney's fees and court costs) that arise out of or result from: (1) injuries or death to persons or damage to property in any way arising out of or caused by services performed by, or material provided by Supplier or persons furnished by Supplier; (2) assertions under Workers' Compensation or similar acts made by persons furnished by Supplier or (3) any failure of Supplier to perform its obligations under this order.

### 5. Intellectual Property Rights:

- a) Intellectual Property means all processes, including business processes, domain names, ideas, data, inventions, discoveries, databases, documentation, data, codes, algorithms, Trade secrets, know-how, concepts, creations, developments, enhancements, works of authorship, programs, and technical, business and other information. All Intellectual Property and Information furnished or made available by Company to Supplier is the exclusive property of the Company. All such Intellectual Property and Information shall be used by Supplier only in connection with the performance of the Services and this order, and all copies of the such Intellectual Property and Information, together with any associated or derived material, notes and/or summaries (whether handwritten or mechanically produced) shall be delivered back promptly upon request or upon the termination of this order and in case where company decides to give no further orders to the supplier.
- b) This information should not be utilized for providing same or similar services / products to any other party other than the Company. If the supplier manufactures excess quantity than the order placed with him, he shall reserve the same for ultimate sale to the Company on its demand. On no account the supplier will sell the products to any other party except with the written consent of the Company. The same condition applies to the supplies rejected by the Company at various stages.
- c) Unless otherwise agreed between the parties hereto, all tools, equipments, dies, jigs, specifications and other material furnished by the Company or paid for by the Company shall be and remain the sole property of Company, and shall be plainly marked and/or otherwise clearly identified as Property of company. Such property shall be stored separate and apart from Supplier's own property and except only reasonable wear and use, such property in the possession of the Supplier shall be kept at Supplier's risk and Supplier shall be responsible for the maintenance thereof. At Company's request such property shall be insured at Supplier's cost in amount acceptable to the Company with loss payable to the Company. Such property shall be used only in connection with the performance of the orders for the company only. Such property shall be subject to Company's inspection, Company's immediate possession in demand and Company's total control. Such property shall be returned upon expiration or termination of this order.
- d) If Supplier makes invention, devises or designs and develops a product, a method or process or know-how that competes with or is complementary to the information (specifications, drawings, test data or other information) furnished by Company, he shall forthwith intimate Company and grant to Company the right to use that Industrial Property Right, without any cost implication on Company's part. Any product cost reduction as a result of the above would be passed on to Company. The Industrial Property Right obtained through joint research of Company & Supplier shall become joint property of both the parties. However, it may be made sole property of either Company & Supplier upon consultation between Company & Supplier.

### 6. Confidentiality and Publicity:

- a) All Intellectual Property & Information as defined in Article 6(a) furnished or made available by Company to Supplier is the exclusive property of the Company. All such Intellectual Property and Information shall be used by Supplier only in connection with the performance of the orders for the Company and the Supplier shall keep confidential & shall not disclose the same to any other party at any time during the life of this order and 3 (three) years after its termination, except where necessary to disclose the same to its employee or its subcontractors, for the purpose solely related to performance of the orders for the company and The Supplier shall take such steps as may be reasonably required to cause its employees or subcontractors to safeguard the confidentiality of such information, unless disclosure in confidence to a governmental agency is required by applicable law or governmental regulation or order.
- b) The foregoing restrictions on disclosure & use will not apply to:
- § Information which is or becomes generally known or available through no act or failure to act by Suppliers / its sub contractors
  - § Information, which is, proved by written records as already known by Suppliers / Its subcontractors at the time of receipt.
- c) Supplier shall not, without Company's prior written consent, engage in publicity related to this order, or make public use of any Identification in any circumstances related to this order. "Identification" means any semblance of any trade name, trademark, service mark, insignia, symbol, logo, or any other designation or drawing of company or its affiliates. Supplier shall remove or obliterate any Identification prior to any use or disposition of any material rejected or not purchased by Company/Ordering Company. Their use in any manner in relation to the products of supplier not for use by the Company shall be strictly prohibited and in the case of violation of this condition the supplier shall be liable to legal action.
- d) Upon Company's written request, "Insignia", including certain trademarks, trade names, insignia, symbols, decorative designs, or packaging designs of Company, will be properly affixed by Supplier. Such Insignia will not be affixed, used, or otherwise displayed on the material furnished or in connection therewith without written approval of Company. Company must approve the manner in which such Insignia will be affixed in writing in accordance with standards established by Company. Company shall retain all right, title and interest in any and all designs, finished artwork, and separations furnished to Supplier

### 7. Force Majeure:

- a) Neither supplier nor Company shall be held responsible for any delay or failure in performance of any part of this order to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, act of God, beyond its control and without the fault or negligence of the delayed or non-performing party or its subcontractors. Supplier's liability for loss or damage to Company's material in Supplier's possession or control shall not be modified by this clause.
- b) In the event such delay or non-performance continues for a period of at least sixty (60) days, the non-defaulting party may terminate, at no charge, this Order by giving notice to that effect.

### 8. Termination:

- a) Each of the parties hereto not in breach of this order may, upon its election, and in addition to any other legal remedies that it may have, cancel and terminate this order without compensation, in the event of breach by the other party hereto of any provision of this order if such breach is not remedied by the other party with in three (3) months after the notice requiring the same to be remedied is given to such party by any means of communication enabling the exact date of reception to be determined.
- § The provisions of the order that by their nature are intended to survive shall survive following expiry or termination of this order including not limited to:
1. The warranty & replacement parts as set forth in clause 3,
  2. Satisfactory indemnification of the claims, if any raised on products supplied by the supplier,
  3. The matters of Intellectual Property Rights set forth in clause 6,
  4. Not to sell the products to any other party using the information provided by the company as set in clause 6(b) and observe confidentiality as set forth in clause 7,
  5. Supply the balance products under this agreement / Purchase Order on the date of termination / expiry of agreement.
- b) On the part of Company, if the order is terminated as aforesaid the Supplier shall be paid for all the materials & services supplied & accepted in accordance with para 9(a) above.
- c) In the event that this order is earlier cancelled or terminated pursuant to section 9(a) above by reason of the breach by either party, the Company shall have the right to demand the return of any or all of the technical information furnished by the Company to the Supplier and the copies & reproductions

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thereof and Supplier shall cease to use the Technical information for any purpose whatsoever and to manufacture the product.

### 9. Notices:

- a) Any notice, report, request or demand to be given hereunder or under any statute shall be in writing in English language and may be provided by delivery from hand to hand, by mail or by courier service, by facsimile to the respective parties or to such other address of a Party as that Party may notify the other one from time to time. Any notice given as aforesaid shall be considered as received by the other Party after delivery and shall be considered as received in case of (i) delivery from hand to hand: when being delivered; or (ii) courier service: on the fifth business day following date of dispatch; or (iii) facsimile: upon confirmation of receipt in writing.

### 10. Arbitration:

- a) Any differences or disputes arising out of or in connection with this order shall be settled by an amicable effort on the part of both parties. An attempt to arrive at a settlement shall be deemed to have failed as soon as one of the parties to this Order so notifies to the other party in writing.
- b) If an attempt at settlement has failed, the disputes or differences arising out of or in connection with the present order shall be finally settled in accordance with the Indian Arbitration and Conciliation Act 1996 (Act) as amended from time to time by sole arbitrator appointed by the Company in accordance with the Act. The decision of such arbitrator shall be final and binding up on each of the parties hereto
- c) The place of arbitration shall be New Delhi, India.
- d) The arbitral award shall be substantiated in writing. The arbitral tribunal shall decide on the matter of costs of the arbitration.
- e) The language to be used in the arbitration proceeding shall be English.
- f) When any dispute is under arbitration, except for the matter under dispute the parties shall continue to exercise their remaining respective obligations under this agreement.

### 11. Ethics and Code of Conduct

- a) The Business Associate (or Name of party signing contract) agrees to conduct all its dealings with BHARTI, its management, employees and other business associates, in a very ethical manner.
- b) BHARTI, in its Code of Conduct strictly prohibits its employees from demanding / accepting or payment of illegal gratification in the form of bribes or kickbacks either in cash or in kind in the course of all their dealings with outside parties. A copy of BHARTI Code of Conduct is available to all Business Associates
- c) Bharti also requires the Business Associate, to refrain from giving or attempting to pay illegal gratification / bribes / kickbacks to any employee of the company. Any attempts to provide such personal gratification to any BHARTI employee will be viewed in a very serious manner and where there is confirmation of such instances, it may lead to :
- Cessation of all business dealings with BHARTI
  - Blacklisting with Bharti and its associates for any future business
  - Levy of a financial penalty
  - Reporting of matter to law enforcement agencies
  - Appropriate legal action, where necessary
- d) The Business Associate will also provide all possible assistance to investigate any possible instance of unethical behavior Code of Conduct violation by any employee of BHARTI or an employee of the Business Associate
- e) The Business Associate will disclose forthwith any breach of the BHARTI Code of Conduct that comes to its knowledge
- f) All business Associates are expected to confirm their compliance to Ethical dealings on an annual basis, by signing a certificate to the effect that the Business Associate has complied to the BHARTI Code of Conduct in all their dealings with the company.

### 12. Governing Law:

- a) This Order shall be governed by and construed in accordance with the laws of India, excluding any conflict of Law provision that would require the application of Laws of any other jurisdiction. The courts at New Delhi shall have the exclusive jurisdiction.
- b) GVAT Online Form no.403 duly endorsed at respective check post along with other documents is mandatory for Supply of Good/Material to Bharti Airtel Ltd-Gujarat.
- c) It shall be the sole responsibility of the Partner to obtain the Road Permits (as applicable) in advance from the Supply Chain Department of the Circle. In case the dispatch is made by any supplier against a Purchase Order without obtaining a valid Road permit in advance, then the entire penalties / fines etc. shall be debited to partner by Bharti Airtel from the outstanding of the partner. For any legal proceedings in this regard, the partner shall be solely responsible to settle the same in the time frame as defined by Govt. / law of the land.



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### Annexure: Partner Portal Info

#### 1 What is Bharti Airtel Supplier Portal?

1.1 Overview: Bharti Airtel Supplier Portal enables secure, self-service business transactions between companies and their suppliers. It provides suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information. As a supplier using Oracle iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view inventory levels, view invoices, and view payments.

1.2 Basic Business Needs: Bharti Airtel Supplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. It provides a collaborative platform for a buyer to manage relationships with their global supply base. With Bharti Airtel Supplier Portal:

Supplier Profile Management.

#### Navigation: Login -> Select responsibility 'Supplier Profile Manager'

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services you are able to provide to the buyer. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

#### 1. Purchase Order Collaboration

#### Navigation: Login -> Select responsibility 'India Local iSupplier'

Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document Purchase Order Collaboration

#### 2. Shipment Information

#### Navigation : Login -> Select 'India Local iSupplier' responsibility -> Shipments Tab

Supplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules. Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company. Shipping information details all of your shipping transactions on Supplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

#### 3. Invoices and Payments

#### Navigation: Login -> Select 'India Local iSupplier' -> Accounts Tab -> Create Invoices sub tab

Submitting Invoices: You can submit an invoice online to the buying company based on the purchase order lines you have fulfilled. You need to only identify those items shipped and enter a quantity. You can invoice against open, approved, standard, or blanket purchase orders that are not fully billed. You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders. However, the currency and organization of all items on an invoice must be the same. The organization is the entity within the buyer's company that you are invoicing. You can also partially complete an invoice, save it, and submit it later. After you submit an invoice, you cannot change the invoice. If you need to make adjustments to a submitted invoice, you can create a credit memo against the same purchase order items to net out the invoice charges. The purchase order will then be available for a new invoice. Viewing Payment Information : Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can search using various search criteria, including: 1. Payment number, 2. Payment date, 3. Purchase order number, 4. Packing slip identifier

Note: If you submitted your invoice online, there may be a delay before you can review it because the Accounts Payable department needs to process it first. Payments - Select a payment link and the Payment Detail page displays and enables you to view the details of the payment or select the invoices included in the payment. Invoices - Select an invoice link and the Payments page displays. There can be one or more invoice lines in the list depending on how many invoices were included in the payment. If you then select a specific invoice, the Invoice Summary page displays the details of that particular invoice.

#### 4. Document Exchange

#### Navigation -> Login -> India Local iSupplier responsibility -> Document Exchange Tab

This facility helps to share documents with Bharti through the supplier portal. This ensures that the portal is the common repository for all such shared documents managed between supplier organization and Bharti. Uploading Documents:

To upload documents to Bharti: 1. Click on the Upload New Document button, 2.Fill in the category and the document details and submit.

#### 5. Grievances

#### Navigation -> Login -> India Local iSupplier responsibility -> Grievances Tab

Bharti Airtel Belives that ethics and appropriate conduct are prerequisites for success, irrespective of the field of business in which one is engaged, or the country in which one operates. With an increasing number of suppliers, it is imparative that all supplier grievances are addressed as soon as possible. Through the grievances page on the portal, supplier user can raise grievances with Bharti Airtel. **Logging a grievance:** Supplier users can log the grievance on the supplier portal. These will be assigned to Bharti SCM employees who will ensure that the grievance is addressed and closed. Grievance request has a single open ,close cycle.