To be filled by the Supplier/SPC/Procurement Agent

Name of the Personnel to be signed >

<Name of the Organization>

< Address>

Director / MSD

Invoice No:................................. Order No: ....PO No:.................................

With reference to the consignment is ready to deliver under captioned details, certified copies /Originals of the following authentic documents are submitted herewith for your kind perusal.

1. Indent/PO

2. Custom Declaration

Yes		N/A

3. Custom Assessment Notice

Yes		N/A

4. Import License/License to import

Yes		N/A

5. Registration from NMRA / WOR / Exemption for Registration

Yes		N/A

6. Certificate of Analysis (COA), Certificate of Conformity (COC) or Performance Report (PR)

Yes		N/A

Remarks: (In case of not applicable(N/A)) :

....

....

------------------------------   ------------------------------

Signature & Rubber stamp   Date

....

To be checked by SCO /MSD

Part – B	For MSD use only

1. Certified copy /Original document of the Indent/PO is attached

Yes	No	N/A

   (i) Indent No: Tally with the Invoice
   (ii) Order No: Tally with the Invoice

Yes	No	N/A

   (iii) Item Name & Specification: Tally with the Invoice & the product
   (For the surgical items CAT No./ Ref No. Serial No. are
considered)

Yes	No	N/A

   (iv) Has signed and kept the rubber stamp

Yes	No	N/A

2. Certified /Original copy of Custom Declaration (Cus-Dec) is attached

Yes	No	N/A

(i) Registration No/WOR No :Tally with the Cus -Dec

Yes	No	N/A

(ii) Import License No : is Tally with the Cus-Dec

Yes	No	N/A

(iii) Item Name: Apparently tally with the indent

Yes	No	N/A

(iv) Name of Consignee : Tally with the Custom Assessment and the Indent

Yes	No	N/A

iv) Date : Apparently tally with the supply

Yes	No	N/A

3. Certified copy of Custom Assessment Notice is attached

Yes	No	N/A

(i) Name of consignee :Tally with the indent

Yes	No	N/A

(ii) Custom reference No: Tally with the Cus -Dec

Yes	No	N/A

(iii) Date: Tally with the Cus-Dec

Yes	No	N/A

4. Certified copy of Import license of Import controller /License issued to import controller by NMRA is attached

Yes	No	N/A

(i) License is not expired

Yes	No	N/A

(ii) Item Name: Apparently tally with the indent

Yes	No	N/A

5 .Certified copy of Registration/ WOR is attached

Yes	No	N/A

(I) Registration /WOR is not expired

Yes	No	N/A

(ii) Item Name: Apparently tally with the invoice and the product

Yes	No	N/A

(iii) Manufacturer: Tally with the Indent and the product

Yes	No	N/A

(iv) Local Agent : Tally with the indent or the Invoice

Yes	No	N/A

(iv) Signed by CEO/NMRA and kept the rubber stamp

Yes	No	N/A

6. Confirmed copy /original document of the Certificate of Analysis (COA), Certificate of Conformity (COC) or Performance Report is attached

| Yes | No | N/A |

    (i) Item Name Tally with the relevant PO /Indent & Product (if name is not mentioned CAT No./ Ref No. Serial No. to be considered)

| Yes | No | N/A |

    (ii) Strength : Tally with the relevant PO/Indent & Product (Not applicable for the surgical items)

| Yes | No | N/A |

    (iii) Pharmacopeial Standard : Tally with the relevant PO/Indent (Only for the pharmaceuticals)

| Yes | No | N/A |

    (iv) Batch NO /s: Tally with the Invoice/The packing list (As per the randomly collected sample.)

| Yes | No | N/A |

    (v) Manufacturing Date: Tally with the product and the invoice

| Yes | No | N/A |

    (vi) Expiry Date: Tally with the product and the invoice

| Yes | No | N/A |

    (vii) Does COA satisfy the test/s carried out?

        Does COA/COC /PR confirm the test/s carried out?

| Yes | No | N/A |

    (viii) Has signed and kept the rubber stamp

| Yes | No | N/A |

- N/A.– Not Applicable

Remarks : if observed deviations

Checked by SCO :- ---------------------------------   Date ; ....

Recommended to accept / reject consignment by

AD (S/P/L) :- ....   Date:-.......................................

Approved to accept /not accept

D/MSD : ---------------------------------   Date:-...............................