



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-FR-102

Revision No.: 00

INDENT FROM OF STORES – 2

Effective Date: 01-11-2021

Page 1 of 1

### INSTRUCTIONS TO INDENTOR

- 1) The indentor should give standard specifications or detailed description of each item to ensure identification procurement The indentor should also supply blueprints, charts/diagrams/Literature if demands have been on them. Priority items must be underlined and name of manufacturers agents supplied, if possible.
- 2) The indentor should note carefully the following schedule when indicating the delivery date:
  - a) For standard items:
    - i) From U.K., Continent or Far East.....2<sup>1</sup>/<sub>2</sub> to 3 months
    - ii) From U.S.A.....  
....3<sup>1</sup>/<sub>2</sub> to 4 months
  - b) For specially ordered items and 2 months to the above.
- 3) If the item was purchase previously please give the purchase price under column 'Estimated Unit Cost' and name of supplier.
- 4) For extraordinary and urgent items to be bought by Air Freight, the indentor must affix to the indent a slip with words "By Air Freight" clearly on it.

Prepared By

Approved By

Reviewed By