

# Central Medical Services Society

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Date: 15.04.2019

To,  
All Suppliers of CMSS

## **Subject: Supplier Invoice Payment Process at CMSS**

It may be recalled that in August, 2018 CMSS had launched a payment drive to clear Pending Supplier Invoices. Further in March 2019, another payment drive was launched.

**CMSS IN ITS CONTINUOUS DRIVE TO IMPROVE VARIOUS PROCESS/ PROCEDURES HEREBY INFORMS ALL SUPPLIERS THAT A COMPLETE, END TO END SUPPLIER INVOICE PAYMENT MECHANISM HAS BEEN PUT IN PLACE FOR TIMELY RELEASE OF PAYMENTS TO SUPPLIERS**

THE KEY FEATURES ARE SUMMARISED BELOW FOR INFORMATION AND NECESSARY ACTION BY ALL SUPPLIERS:


- (i) As per the Tender Clause, the payment against an invoice is to be released within 2 months (for non sterile products) and 75 days (for sterile products) of its submission of invoice or supplies whichever is later.
- (ii) With above mechanism in place now, suppliers are advised that:
  - (a) THERE IS NO NEED FOR SUPPLIERS TO CALL OR VISIT CMSS REGARDING RELEASE OF PAYMENT AGAINST SUBMITTED INVOICE (SUBJECT TO THAT IT IS COMPLETE IN ALL REGARDS AS PER TENDER TERM)
  - (b) PAYMENT AGAINST EACH SUCH INVOICES WILL BE RELEASED WITHIN STIPULATED PERIOD AS ABOVE.
  - (c) FOR ANY DELAYED PAYMENT CASE (WHERE PAYMENT IS NOT RECEIVED AS PER ABOVE), SUPPLIERS ARE REQUESTED TO DROP A MAIL AT, [CMSS.VENDOR@GMAIL.COM](mailto:CMSS.VENDOR@GMAIL.COM) WITH FOLLOWING INFORMATION:-

INVOICE NO.	ITEM	DELIVERED AT WHICH LOCATION (WAREHOUSE)	DELIVERY DATE	DATE WHEN INVOICE SUBMITTED AT HQ
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\* Please avoid including those invoices which are pending for payment within stipulated time.

**The above comes in to effect w.e.f. 01.05.2019**

Issued with the approval of competent authority.

  
(Avinash Gupta)  
GM/Finance, CMSS

Copy to:

1. All GMs/AGMs, CMSS- with particular request to AGM/LSC, AGM/QA and GM/Finance to closely monitor the invoices payment at their personal level.
2. JS (Proc)/DG&CEO, CMSS – for information please
3. AS( AS) & Chairman (GB) – for information please
4. To be uploaded on website and on notice board.