

**VENDORS' AWARENESS PROGRAMME, GUWAHATI, 30<sup>th</sup> November, 2022**

**ACTION TAKEN REPORT**

<b>Sl.No.</b>	<b>Category of issues raised by vendors</b>	<b>No. of Issues</b>
1	Total Number of issues raised	18
2	Action Taken	2
4	Action not required	16

**VENDORS' AWARENESS PROGRAMME, GUWAHATI, 30<sup>th</sup> November, 2022**

**Major issues - Action taken**

<b>Major issues</b>	<b>Action taken</b>
Standardized Invoice Format to be provided by OIL	Email has been sent to all the business partners for minimum requirement / critical parameters to be incorporated while submitting invoice to OIL through Vendor Portal.
Extension/Amendment of Delivery Schedule before tender opening for GeM Tender.	Request has been sent to GeM to create necessary provision for amendment/extension of delivery schedule.