

## PURCHASE ORDER

Date: 23-May-2018

PR Ref No.: Rent Alpha/ HUL /OOH /PR #611

PO No.: HUL/2018-2019/00074

Vendor Name

Vendor Address Tejas Impex Pvt Ltd: FF7, 1st Floor, KSSIDC Building, 10th Main Road, Peenya 3rd Stage, Bangalore,Karnataka,Banglore,58 : TIPL

Ref: Purchase Requisition / Purchase Indent No Rent Alpha/ HUL /OOH /PR #611 dated 22-May-2018 issued by Hindustan Uniliver Ltd

Dear Sir / Madam,

With reference to Master Rental Agreement dated 06-May-2014 and the above mentioned purchase requisition received from Hindustan Uniliver Ltd , we are pleased to place the following order on behalf of Hindustan Uniliver Ltd

Currency: INR

Equipment Description	Qty.	Unit Rate	Total
As per Asset Annexure	As per Asset Annexure	As per Asset Annexure	376,800.00

Notes:

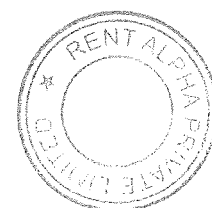
Prices:	As mentioned above.
Taxes:	As Applicable.
Delivery:	As per schedule agreed
Warranty:	As per vendor condition
Others:	Order No: 1372 GTM-Delhi
Payment Terms & Conditions:	21 days from date of Invoice
Note:	GST extra as applicable

The following documents will also have to be submitted:

a. 2 Original Invoices certified by CLIENT for payment. The invoices should

- Be a Tax Invoice wherever applicable and should be raised state wise and should have acknowledgement of CLIENT for receipt of goods.
- Bear a unique serial number.
- Clearly indicate suppliers address, GSTIN (from where the billing is being done), PAN No.
- Indicate applicable billing address and GSTIN of Rent Alpha Private Limited.
- Complete name and delivery address of CLIENT
- Show amounts split in to Tax amount and Basic amount.
- Scanned copy of Final Invoice to be provided to Rent Alpha Private Limited as soon as billing is done by Supplier so that Purchases are recorded accurately for Sales Tax purposes

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b. Delivery challan, Copy of Lorry Receipt / Copy of Courier Proof of Dispatch, installation report duly acknowledged by client. The above has to be provided in all cases. For interiors, BOM duly certified by CLIENT.

c. In case of Import transactions (excluding delivery to SEZ/STPI/EPCG units), Rent Alpha Pvt Ltd should be marked in all relevant documents as the importer (Example- Bill of Entry, Copy of Airway bill / Bill of Lading, IGST Challan, TR6 challan for proof of payment of customs duty etc). Rent Alpha's IE Code No 0313086249 should be clearly given in all relevant documentation. Client name should be mentioned under Marks & Nos. In case of Foreign Vendor Invoice, Bill To and Consignee should be mentioned as Rent Alpha Pvt Ltd. and Client should be mentioned as Notify Party. Rent Alpha's GSTIN as mentioned in Annexure 1 below should be mentioned at the time of clearance of goods from customs. Clearance from customs will be done by CLIENT who will pay the IGST under Rent Alpha's GSTIN.

d. Rental Schedule, Notification of Assignment and related documents, duly executed by CLIENT.

e. For generation of E-Waybill, please note the following:

- It will be vendor's responsibility to issue E-way bill mentioning Rent Alpha Pvt. Ltd. as "Bill To" party with Rent Alpha Pvt. Ltd. address and GSTIN as mentioned in Annexure 1 below and Client name, address and GSTIN to be mentioned as "Ship To" party before starting movement of goods from its location. Vendor to send a copy of invoice and generated e-waybill to Rent Alpha at the email IDs mentioned in the below table.
- If the vendor wants Rent Alpha to issue E-waybill, vendor must request Rent Alpha team members on the below email IDs and contact nos. to issue the same and provide a copy of invoice at the same time for further issuance of e-waybill and delivery challan by Rent Alpha in favour of lessee.

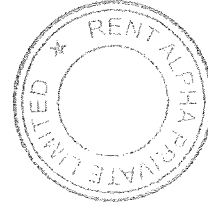
Contact Person	e-mail ID	Contact Details
Mr. Sanjay Shudra	shudra.sanjay@gmail.com	7977772126
Ms. Hemali Desai	hemali.desai@rentalpha.com	9773412913

Client : Hindustan Uniliver Ltd

For Rent Alpha Pvt. Ltd.



Authorized Signatory



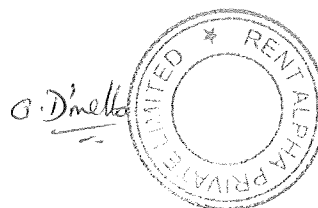
## Annexure 1

Description	Delivery Address	Delivery State	Bill To Address	Bill To State
As per Asset Annexure	"HINDUSTAN UNILEVER LIMITED, C/O Kay jeet Enterprises  #156 Urban Estate  Phase -2  PH:735546000 Punjab"	Punjab	Village Pabhat, Zirakpur SAS Nagar, SAS Nagar, District Mohali - 140603. GSTIN - 03AAGCR6775C1ZF	Punjab

## Annexure 2

## Details

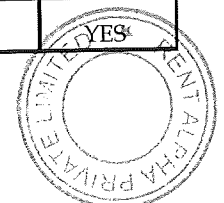
	Item Rate	Qty	Amount	Transport	IG.S.T	Transport Tax	Total
Technical Specification (RS)	(RS)			Amount	Tax 18%	18.00%	Amt
Vending hot beverages 4Lane Zenith Buble top	17500	20	350000	26800	63000	4824	444624
<b>Total</b>	<b>17500</b>	<b>20</b>	<b>350000</b>	<b>26800</b>	<b>63000</b>	<b>4824</b>	<b>444624</b>



**GST Checklist for Vendor Compliance before submission of Invoice**

Sr.No.	Description	Local & WCT Invoices	Inter-state Invoices
1	"Tax Invoice/ GST Tax Invoice" should be mentioned at the top of the invoice	YES	YES
2	Original should marked as "Original for Recipient"	YES	YES
3	All Invoices need to contain unique serial number not exceeding 16 characters	YES	YES
4	Date of issue of Invoice to be mentioned	YES	YES
5	All Invoices (Proforma / Final) need to contain Rent Alpha PO Number & PO Date	YES	YES
6	Vendor's Address & GSTIN No (of the state from from where the delivery is being done) to be mentioned	YES	YES
7	Invoice should be issued in the name of Rent Alpha, with Rent Alpha Address and GSTIN of respective state	YES	YES
8	State Code of Rent Alpha to be mentioned	YES	YES
9	Place of supply along with the name of State, in case of a supply in the course of inter-state trade or commerce	N.A.	YES
10	In case of inter-state transaction place of supply would be the state where Rent Alpha "Bill To" address is mentioned.	N.A.	YES
11	Complete Delivery Address of end customer to be mentioned (including city, state, PIN code & GSTIN if available)	YES	YES
12	Each invoice should be supported with delivery challans, GRN No, GRN Date OR Lorry Receipt OR POD (Must contain copy of e-way bill (if applicable), vehicle no, transporter name)	YES	YES
13	Description of goods or services	YES	YES
14	HSN code of goods or SAC code of Services	YES	YES
15	Quantity in case of goods and unit or Unique Quantity Code thereof	YES	YES
16	Taxable value of supply of goods or services or both after taking into account discount or abatement	YES	YES
17	SGST / CGST and IGST Tax rate and amount to be separately mentioned (As Per Applicable Tax Rates)	YES	YES
18	Total value of supply of goods or services or both	YES	YES
19	In case of Works-contract related activity Invoice should be issued in the name of Rent Alpha with that state address where works contract has taken place	YES	YES
20	For fitout deals / WCT invoices, Bill of Material / Bill of Quantity required in excel	YES	YES
21	Asset serial numbers to be mentioned on Final Invoice in case of all IT equipment	YES	YES
22	Invoice should be Stamped & Signed or Digitally signed.	YES	YES

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23	Reduction in Invoice value should be supported by Credit note	YES	YES
24	In case of Import transactions (excluding delivery to SEZ/STPI/EPCG units), Rent Alpha Pvt Ltd should be marked in all relevant documents as the importer (Example- Bill of Entry, Copy of Airway bill / Bill of Lading, IGST Challan, TR6 challan for proof of payment of customs duty etc). Rent Alpha's IE Code No 0313086249 should be clearly given in all relevant documentation. Client name should be mentioned under Marks & Nos. In case of Foreign Vendor Invoice, "Bill To" and "Consignee" should be mentioned as Rent Alpha Pvt Ltd. and Client should be mentioned as Notify Party. Rent Alpha's GSTIN as mentioned in Annexure 1 should be mentioned at the time of clearance of goods from customs. Clearance from customs will be done by CLIENT who will pay the IGST under Rent Alpha's GSTIN.	YES	YES
25	In case of Import transactions (for delivery to SEZ/ STPI/EPCG units), client should be marked in all relevant documents as the importer (Example - Bill of Entry, Copy of Airway bill / Bill of Lading, IGST Challan, TR6 challan for proof of payment of customs duty etc). Client's IE Code No should be clearly given in all relevant documentation. Rent Alpha should be mentioned under Marks & Nos. In case of Foreign Vendor Invoice, "Bill To" should be mentioned as Rent Alpha and "Consignee" should be mentioned as Client. Client's GSTIN should be mentioned at the time of clearance of goods from customs. Clearance from customs will be done by CLIENT.	YES	YES

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