

## Checklist – Overheads Bill Process

**RECEIVED**

27 JAN 2016

Region... La Grange

**Vendor Sap Code Name:** *Precision Services Inc*

BILLS MONTH OF Dec: 15 BILL NO. 2015-Tum-685 DATED 01.01.2016  
 AMOUNT 6240/- GL CODE 620000 COST CENTRE 31000032 PROFIT CENTRE 34001  
 INTERNAL ORDER NO. 30000326

S.No.	Description	Tick			Remarks
		Yes	No	NA	
1.	Purchase order number.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Respective BUs/Enabling functions have submitted the original Bills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Approval on bill has been given by Cost Center Manager / Project Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Original bill has been received from the user along with necessary Approvals and Challan / Receipt, proof attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Documents/Bill has been verified as per contract /agreement/PO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Agreement /Contract has been attached in Vendor Master for verification including copy PAN, Service TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Freight i.e. Finished goods/Spares/Documents, verified as per contract/Agreement by the Store In charge/ Admin. Also verified the weight measurements for finished goods (as per SAP SDC)/spares.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	TDS applicability has been checked with its percentage.....2.1 ,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Security & House Keeping Expense - Bill verified as per contract/Agreement and also attached the copy of the previous month ESI, PF and P.Tax challan (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**We certified that all above points have been verified and cleared the bills as per contract/agreement without any deviation.**

**Verified By/ Signature (Store Admin)**

**Verified By Functional Head**

**Verified by RAO**

**Signature:**

**Signature:**

Name: Venugopalan Nair

**Name:** Greene, B. B.

Name:

**Emp. Code** 5500 2069

**Emp.Code:** 9648

**Emp.Code**

Mobile No: 956 7760686

**HCL Confidential**

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Sabin P. Kania  
60048  
9895431027



# Trackon

Couriers Private Ltd.

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HCL SERVICES LTD,  
SASTHAMANGALAM, TVM

INV DATE.

2015-TVM-685

01/01/2015

01/12/2015

DATE TO.

31/12/2015

TRIVANDRUM

SR NO	AWB NO	DATE	DESTINATION	WEIGHT	AMOUNT
1	467189213	01/12/2015	COCHIN	26.000 ✓	260.00 ✓
2	467189214	01/12/2015	KOTTAYAM	1.000 ✓	30.00 ✓
3	467189215	01/12/2015	KOLLAM	.100 ✓	30.00 ✓
4	467189216	01/12/2015	COCHIN	1.000 ✓	30.00 ✓
5	467188861	02/12/2015	COCHIN	22.000 ✓	220.00 ✓
6	467189221	03/12/2015	COCHIN	17.000 ✓	170.00 ✓
7	471577850	07/12/2015	COCHIN	20.000 ✓	200.00 ✓
8	471607201	08/12/2015	COCHIN	27.000 ✓	270.00 ✓
9	471607262	09/12/2015	COCHIN	42.000 ✓	420.00 ✓
10	471607263	09/12/2015	COCHIN	1.000 ✓	30.00 ✓
11	467137375	10/12/2015	COCHIN	28.000 ✓	280.00 ✓
12	467137376	10/12/2015	COCHIN	7.000 ✓	70.00 ✓
13	467189487	11/12/2015	COCHIN	19.000 ✓	190.00 ✓
14	467189488	11/12/2015	COCHIN	17.000 ✓	170.00 ✓
15	467189489	11/12/2015	KOLLAM	1.000 ✓	30.00 ✓
16	467189490	11/12/2015	MALAPPURAM	1.000 ✓	30.00 ✓
17	471640662	15/12/2015	COCHIN	24.000 ✓	240.00 ✓
18	471671948	16/12/2015	COCHIN	1.000 ✓	10.00 ✓
19	471687501	17/12/2015	COCHIN	14.000 ✓	140.00 ✓
20	471687504	18/12/2015	COCHIN	27.000 ✓	270.00 ✓
21	471640666	21/12/2015	COCHIN	10.000 ✓	100.00 ✓
22	471640667	22/12/2015	COCHIN	48.000 ✓	480.00 ✓
23	471640671	23/12/2015	COCHIN	39.000 ✓	390.00 ✓
24	471640672	23/12/2015	COCHIN	3.000 ✓	30.00 ✓
25	471724253	24/12/2015	COCHIN	39.000 ✓	390.00 ✓
26	471751706	28/12/2015	COCHIN	1.000 ✓	10.00 ✓
27	471751892	29/12/2015	COCHIN	23.000 ✓	230.00 ✓
28	471761984	30/12/2015	COCHIN	24.000 ✓	240.00 ✓
29	471761985	30/12/2015	COCHIN	5.000 ✓	50.00 ✓
30	471747188	31/12/2015	COCHIN	44.000 ✓	440.00 ✓

5450.00

Branch : TRIVANDRUM

INVOICE

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HCL SERVICES LTD.  
SASTHAMANGALAM. TVM  
TRIVANDRUM**Trackon**  
Couriers Private Ltd.2015-TVM-685  
01/01/2015  
01/12/2015  
31/12/2015

SR NO	AWB NO	DATE	DESTINATION	WEIGHT	AMOUNT
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			Service Tax @ 14.00 %		763.00 ✓
			SB. Cess @ 0.50		27.25 ✓

Grand Total

6240.00 ✓

E. &amp; O.E.

Rupees Six Thousand Two Hundred Forty Only

For TRACKON COURIERS PVT LTD

Term & Conditions :

1. All dispute are subject to COCHIN Jurisdiction only
2. Payment Due on receipt of this Bill.
3. In terms of the Finance Act 1996. A Service Tax is required to be collected by us on our gross billing to customer. Accordingly, this invoice Tax @ 14.5% which is to be paid by As the tax is to be deposited by the 15th of following month so we request you to clarify the bill before that. No correction would be entertained after 10th of following month.
4. SERVICE TAX NO-AABCC8298EST005, PAN No :AABCC8298E
5. Services Category : Courier Agency

Authorised Signatory

CL-62208020  
CC-3401000038.Received Subject to  
Verification of POD  
Vgk  
21/1/16