

INVOICING GUIDELINES

All copies of the Invoice and communications shall be addressed and submitted at the following address only.

Procurement Operations, Strategic Procurement Unit,
YES BANK Ltd.,
17th Floor, Tower 2, Indiabulls Finance Centre,
Senapati Bapat Marg, Prabhadevi (W),
Mumbai - 400013.

Invoice Submission Time: Monday to Friday between 3 pm to 5 pm.

MANDATORY INVOICING CLAUSES:

Supplier\ Service Provider Information

- Name, Address and GSTIN of the supplier.
- Invoice Number: - Unique number for each Invoice.
- Date of the Invoice
- Purchase Order number and amendments numbers (if any)
- In case of non-PO, please mention agreement reference.

Buyer Information (i.e. Yes Bank Limited)

- Name, address and GSTIN or Unique Identification Number of the recipient (we are attaching herewith list of GST registration number of Yes Bank Ltd).
- Place of supply along with the name of State and its Code, in case of a supply in the course of inter-state trade or commerce

Other details to be mentioned on invoice by supplier\ Service provider

- Description of goods or services
- HSN code of goods or SAC code
- Quantity, Unit Rates and total value of Goods and services or both.
- Taxable value of goods or services taking into account discount or abatement, if any.
- Amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess.
- Delivery challan / User Confirmation Email in case of delivery of material
- Rate and amount of GST
 - o CGST
 - o SGST
 - OR
 - o IGST
- Signature with stamp or Digital signature (Class 2 & 3) of the supplier or his authorized representative.
- If invoice is submitted in digital form, mail confirmation from YBL will be considered receipt of Invoice.
- Vendor shall conduct periodic and regular reconciliation of such invoices with YBL team.

Other details (If Applicable) to be mentioned on invoice by supplier\ Service provider as per nature of Invoice)

- Whether the tax is payable on reverse charge (Y/N)
- Vendor to submit single invoice per state as per billing cycle mentioned in PO.
- FOR MSME vendors:- Please submit invoice with required supporting within 7 days of invoice date
- Wherever applicable, Declaration as per attached format.
- Vendor to ensure all required supporting are submitted as per list mentioned in Annexure III i.e. Special Terms and conditions with the invoice including PO copy and delivery challan /service report /data in excel etc.

SERVICE COMPLETION REPORT TEMPLATE

To
Yes Bank Ltd.,
17th Floor, Tower 2, Indiabulls Finance Centre,
Senapati Bapat Marg, Prabhadevi (W),
Mumbai - 400013

Submitted herewith that the following services as detailed herein have been rendered and completed as per the workmanship, specifications, scope of work and the SLAs specified in the purchase order/ Agreement.	
Purchase Order/ Agreement no.	Date:
Delivery Address:	
Period of Service:	YBL Responsible User:
Service Description	
Sd. _____	
Supplier representative name:	
Date:	
Sd. _____	
YBL representative name with Emp ID / email ID / Phone Number.	
Date:	YBL Stamp

Encl: Details of the services, delivery location, SLA performance.

DECLARATION OF COMPLIANCE

To
Yes Bank Ltd
Indiabulls Finance Centre,
Tower-2, 17th Floor, Senapati Bapat Marg,
Elphinstone (W), Mumbai-400 013.

Date: - _____

Dear Sir,

Declaration of Compliance Confirmation for the Period _____.

This is to confirm that,

1. Police verification of all the Staff deployed or being deployed at YBL premises has been completed and found satisfactory.
2. Medical Check-up of all the Staff deployed or being deployed at YBL premises has been completed and found satisfactory.
3. All our employees deployed at various YES Bank locations are as per have been paid their salary for the Period _____. There are no outstanding amounts payable by us to any of our Employees deployed at YES Bank locations. We have complied with all statutory requirements with respect to following payments for resources deployed at YES Bank locations for the month of _____.
 - Minimum Wages.
 - Provident Fund.
 - Gratuity (If applicable)
 - Profession Tax
 - Bonus
 - ESIC
 - Leave Salary
 - Child Labour (Prohibition and Regulation)
4. For Security Services: - All the Arms Licenses for the arms being used by our Guards deployed with YES Bank Ltd. have been physically verified by us and have been found correct to the best of our knowledge. Also, Weapon loading / unloading instructions have been passed to all the Armed Guards deployed at YBL premises

For [Name of Company]

Sign and stamp